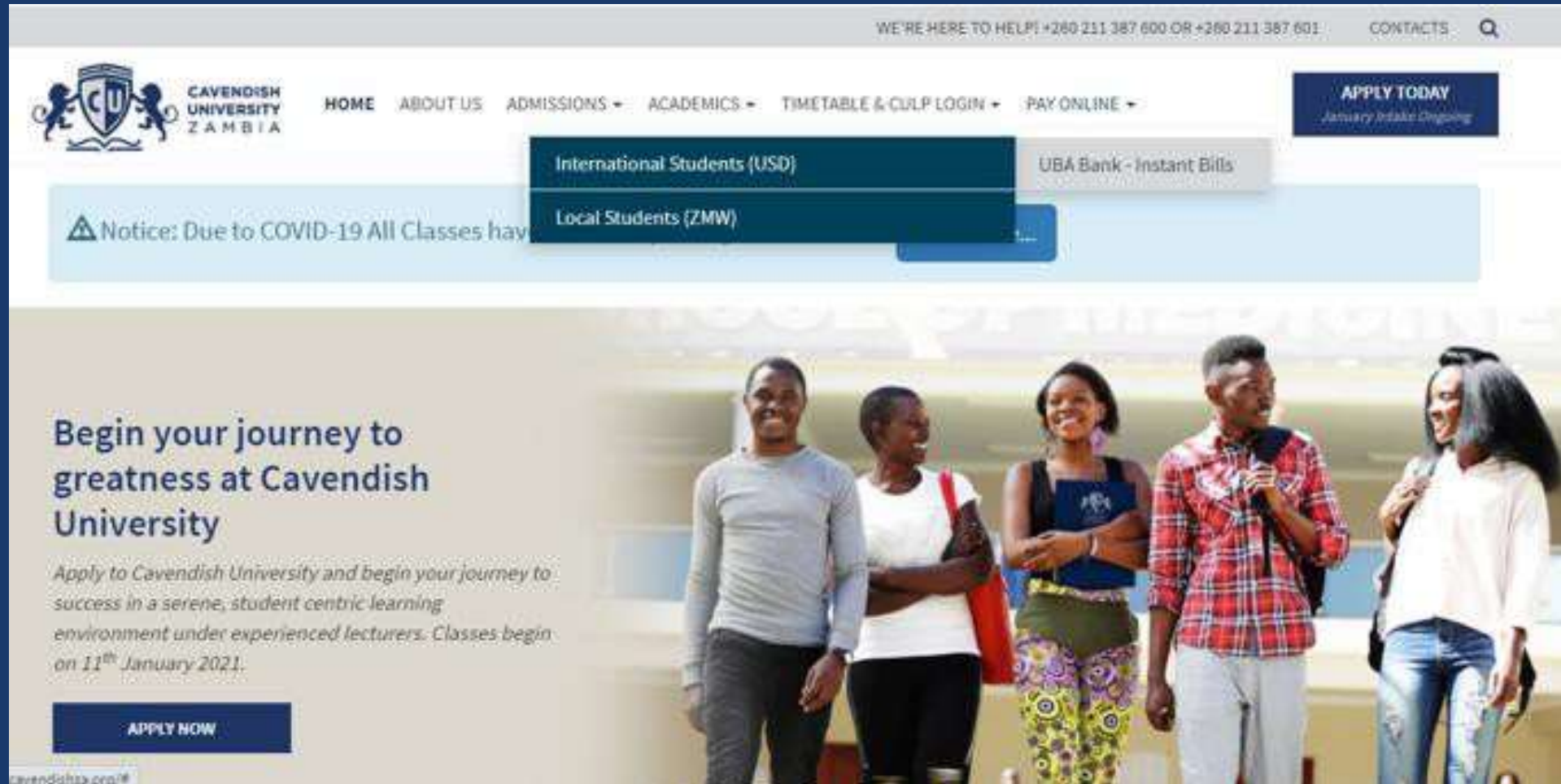# CUZ & UBA Instant Bills Online Payment Manual

How it works

1.1 Click on UBA Bank - Instant Bills. Choose the payment option (USD for International Students and ZMW for local students).

1.2 Click on the Website Payment Link to make online payments

A window will pop up prompting you to Login or Register (See Image below). Click OK and Register if you are a First time user.
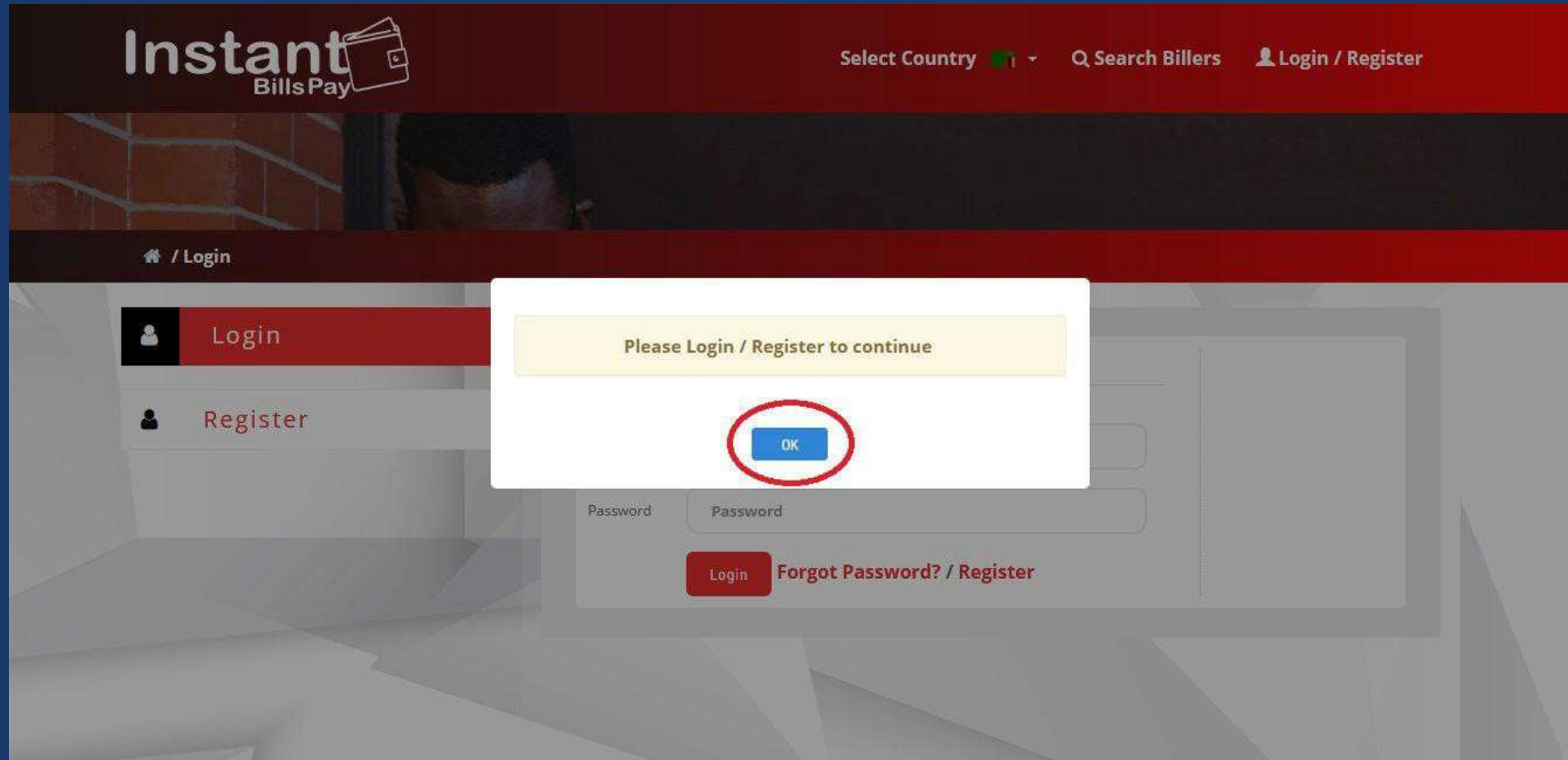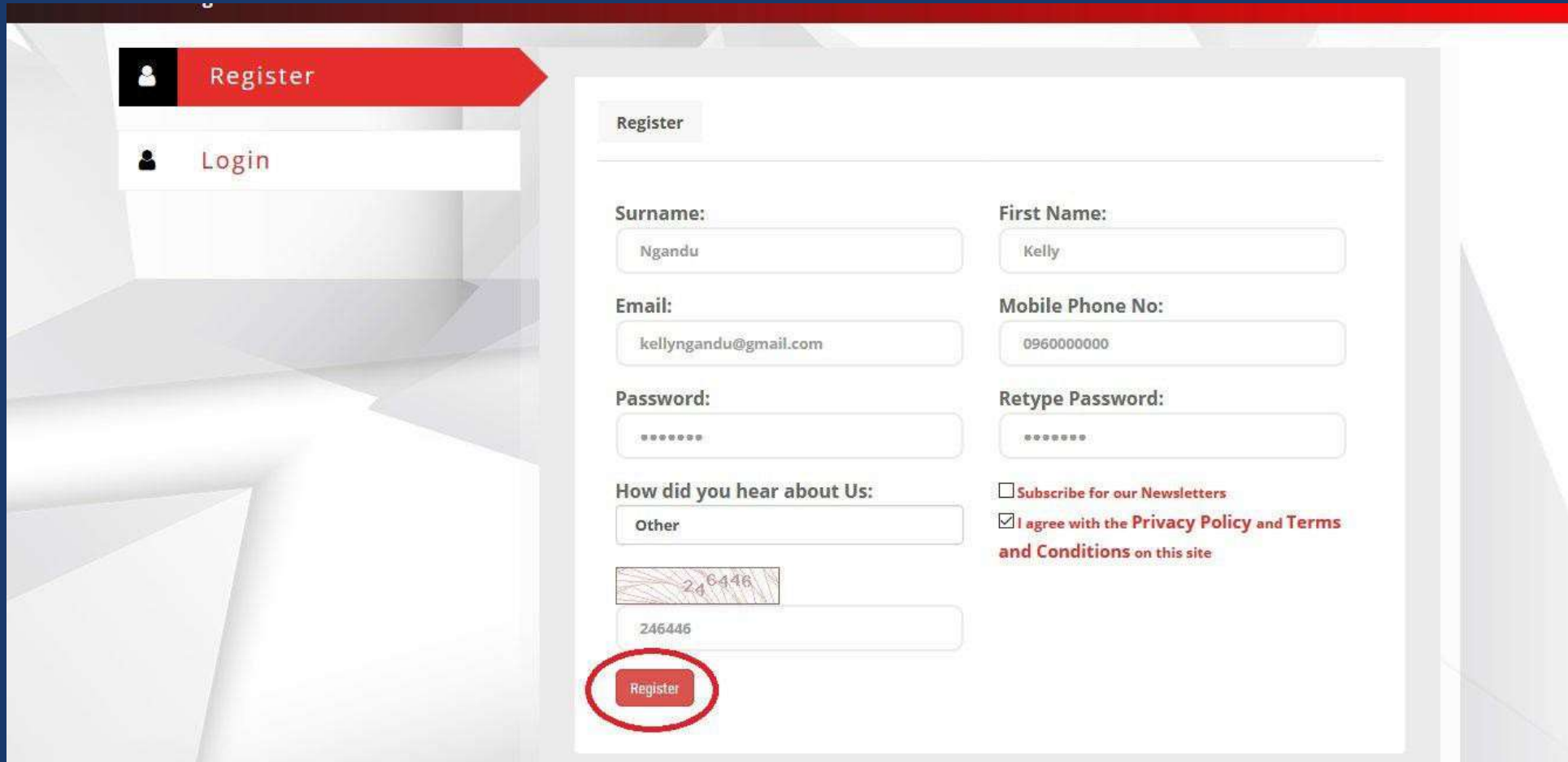

*Figure 1 Click **OK** to Register if you are first time user*

2. complete all fields, and click Register (SEE below screenshot)

*Figure 2 Click on **Register***

3.Put your Username and Password and Login
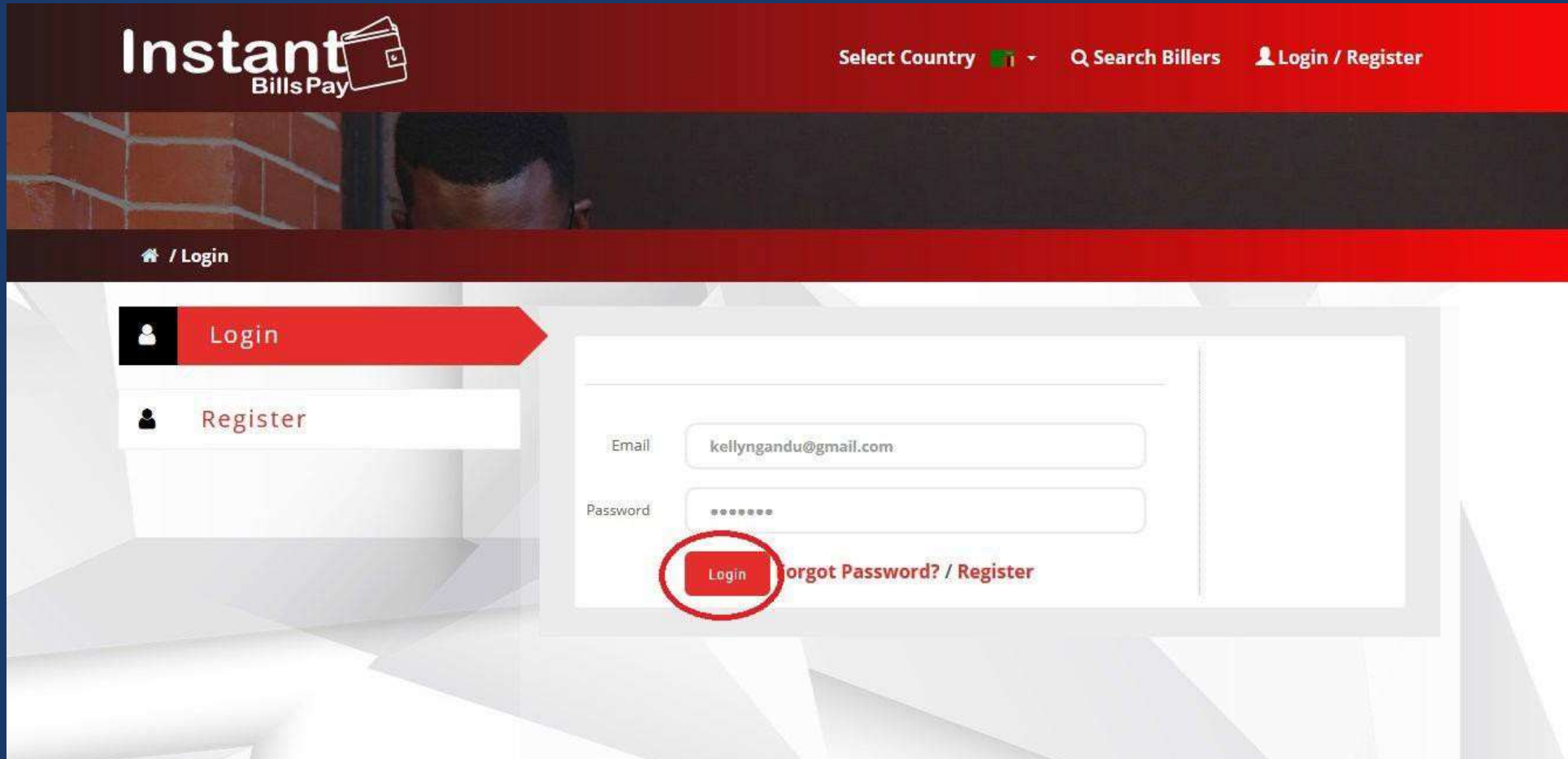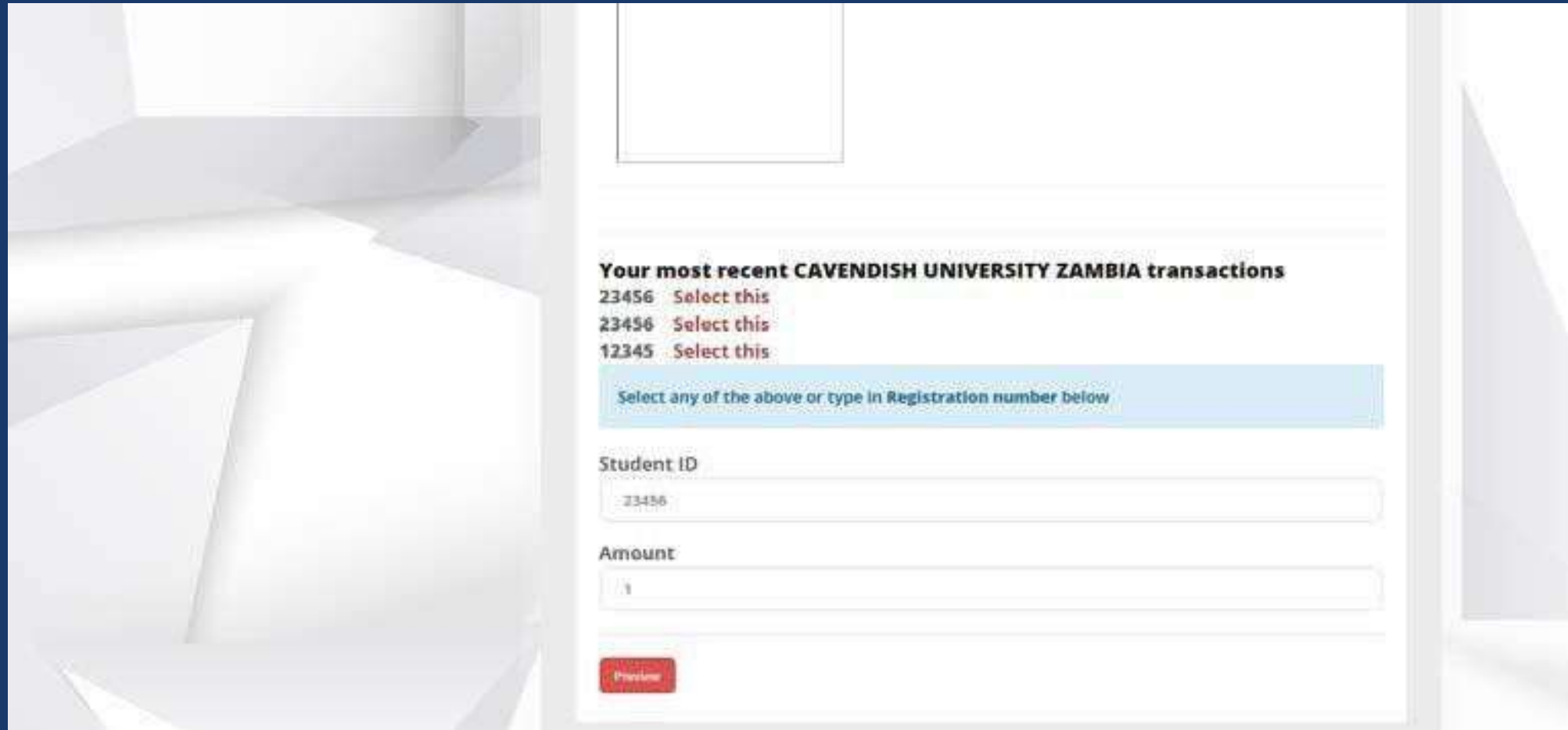
Figure 3 Click on Login Button

4.Enter your Student ID and amount you, then Click Preview Button

Your most recent CAVENDISH UNIVERSITY ZAMBIA transactions
23456 Select this
23456 Select this
12345 Select this

Select any of the above or type in **Registration number below**

Student ID

23456

Amount

1

Preview

5.Select a payment Option and Click Pay Now

6.Enter your Card details and Click Pay