



HOW TO MAKE PAYMENT OF SCHOOL FEES

1. GENERATE PAYMENT INVOICE

To pay the school fees, you have to generate a payment invoice from the student portal.

- To generate a payment invoice, login to your portal and click on the **“Manage Payment”** button under the **School Fee** row; or click on the **“Payments”** icon on the main menu and select **“School Fees Payment”**.
- The next page displays the summary of your payments by session.
- Click on the **“Pay Now/View Records”** button with respect to the session you are about to pay for.
- The Payment Details page shows the breakdown of your school fees based on the **Subtotal** and the **Accommodation** Fees, as well as the payment summary for each. **You are required to generate separate invoices for the subtotal and the accommodation fees accordingly. Please note: If you have previously generated any unpaid invoice, you do not need to generate another. Kindly make payment with such, as it is still valid.** To check for an unpaid invoice, scroll down to view the **“Payment Log”**.
- To generate invoice for school fee subtotal, click on the **“Generate New School Fee Invoice”** button. Likewise, to generate invoice for accommodation fee, click on the **“Generate New Accommodation Fee Invoice”** button.
- On the next page, enter the amount you want to pay in the space provided and click on **“Generate Invoice”**.
- An invoice is generated, which contains a unique *Transaction Reference Number (TRN)* – also called Transaction ID. This TRN is to be used to make payment, either via the **PayDirect** platform (Bank Option) or the **Quickteller** platform (Online). *To make payment with PayDirect, click on the **“Print”** button to print the invoice or screenshot the invoice with your device. *To make payment with Quickteller, copy the Transaction Reference Number and then click on the **“Pay with Quickteller”** button at the bottom of the invoice. You may scroll down for detailed instructions.

2. MAKING PAYMENT

- A. **Payment via PayDirect (Bank Option):** Print out your invoice by clicking on the **“Print”** button on the invoice or screenshot the invoice with your device and proceed to make payment with it at any commercial bank. The bank teller will conduct the transaction



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on the *PayDirect* Platform, using the Transaction Reference Number and Payment Option/Description. **Please note that your invoices for School Fee Subtotal and Accommodation have different Payment Options. Ensure the bank Teller selects the correct payment option as stated on your invoice; otherwise you may get a notification that the transaction ID not valid for Afe Babalola University. The payment option is seen at the lower part of the invoice, under “PAYMENT DETAILS”.**

PAYMENT DETAILS		
DATE RAISED	PAYMENT OPTION	AMOUNT(NGN)
2024-08-26 14:26:11	<u>ARCHITECTURE 300 LEVEL</u>	250,300
	VAT Amount	0.00
INVOICE ID	Charges	0.00
INV2024987988	TOTAL	250,300

If the transaction is successful, the invoice will automatically reflect as paid on your portal.

B. Payment via Quickteller (Online Option):

- i. Click on the “**Pay with Quickteller**” button at the bottom of the invoice or goto <https://www.quickteller.com/afebabalola>. You may also click on the “**Quickteller**” icon at the bottom of the portal.
- ii. On the next screen, enter the email address (preferably that of the card holder or account holder) and the Transaction Reference Number (Transaction ID) in spaces provided, respectively.
- iii. Under Option, select the correct *Payment Option* as seen on your invoice. Then click on “Continue”. **Please note that your invoices for School Fee Subtotal and Accommodation have different Payment Options. Ensure to select the correct payment option as stated on your invoice; otherwise you may get a notification**



that the transaction ID does not exist for Afe Babalola University. The payment option is seen at the lower part of the invoice, under “PAYMENT DETAILS”.

PAYMENT DETAILS		
DATE RAISED	PAYMENT OPTION	AMOUNT(NGN)
2024-08-26 14:26:11	ARCHITECTURE 300 LEVEL	250,300
	VAT Amount	0.00
INVOICE ID	Charges	0.00
INV2024987988	TOTAL	250,300

iv. Next, click on your preferred payment option: **Card** or **Transfer**

Card:

- Enter your ATM Card number in the space provided, select your account type, and enter the card expiry date and CCV in the spaces provided. Click on the “**PIN**” space and you will then be required to enter your card pin by clicking on the appropriate numbers from the keyboard shown on your screen. Then click on “**Pay**”.
- An OTP (One-time password) will be sent to your email or as SMS to the phone number attached to the bank account from which the payment is being made. Open the message to view the OTP and enter it in the space provided on your screen and click on “**Pay**”.
- You will immediately be notified on your screen if your payment is successful or not.

Transfer:

- Click on the “**Transfer**” option. To make payment by transfer you will be required to sign in to your Quickteller account, if not already signed in. If you do not have a Quickteller account, click on “**Sign Up Here**” to sign up and follow the screen prompts.



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- After clicking on “**Transfer**”, an account number will be generated for you by Quickteller, into which you will be required to transfer the **Total Amount** as indicated on your screen (**Including the Transaction Charge**). This transfer is to be made within 30 minutes (or as indicated by Quickteller). Do not close the Quickteller page yet.
- You may conduct the transfer on your bank app or through other conventional methods of transferring money into an account number.
- In order to avoid complications in your transaction, kindly ensure that you transfer the **EXACT** amount (total amount, which includes the transaction charges) as indicated on your screen.
- After a successful transfer, return to the quickteller page and click on “**I’ve made the transfer**”.
- If the payment is successful, the invoice will automatically reflect as paid on your portal.

To view your payment summary, click on the “**Payments**” icon on the main menu and select “**School Fees Payment**”. You may also click on “**Dashboard**” on the main menu.