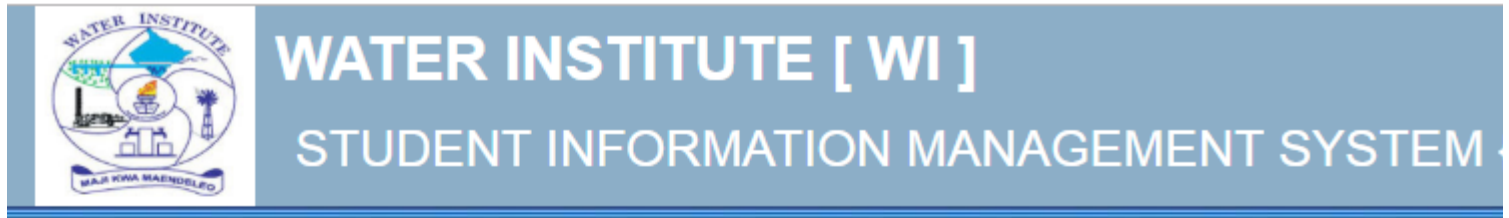


WATER INSTITUTE PAYMENT PROCEDURE FOR ACADEMIC YEAR 2019/2020

STEP1 :

1. Connect your device with Internet (Smart Phone or Laptop)
2. Open your favorite modern web browser (Not compatible with IE less than 7)
3. In address bar type <https://sims.waterinstitute.ac.tz>



Academic Year : 2016/2017

Welcome to SIMS

The Student Information Management System (SIMS) holds all the information relating to students.

Students

- * Register for Courses online
- * View Course Progress and Results
- * Forums

Teaching Staff

- * View list of Students per Course

Login

Please Login to continue

Username

Password

STEP 2: LOGIN TO YOUR SIMS ACCOUNT

A : NEWCOMMER

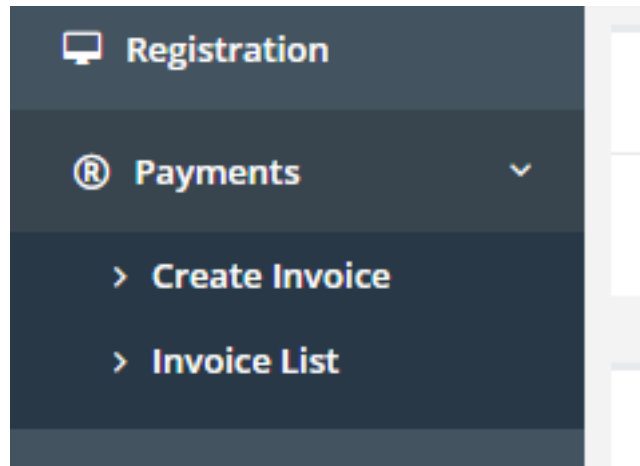
User your **form IV index number** as your surname and **SURNAME** in capital as password for the first time. **Change password** once you logged in to the system

B. CONTINUING STUDENT

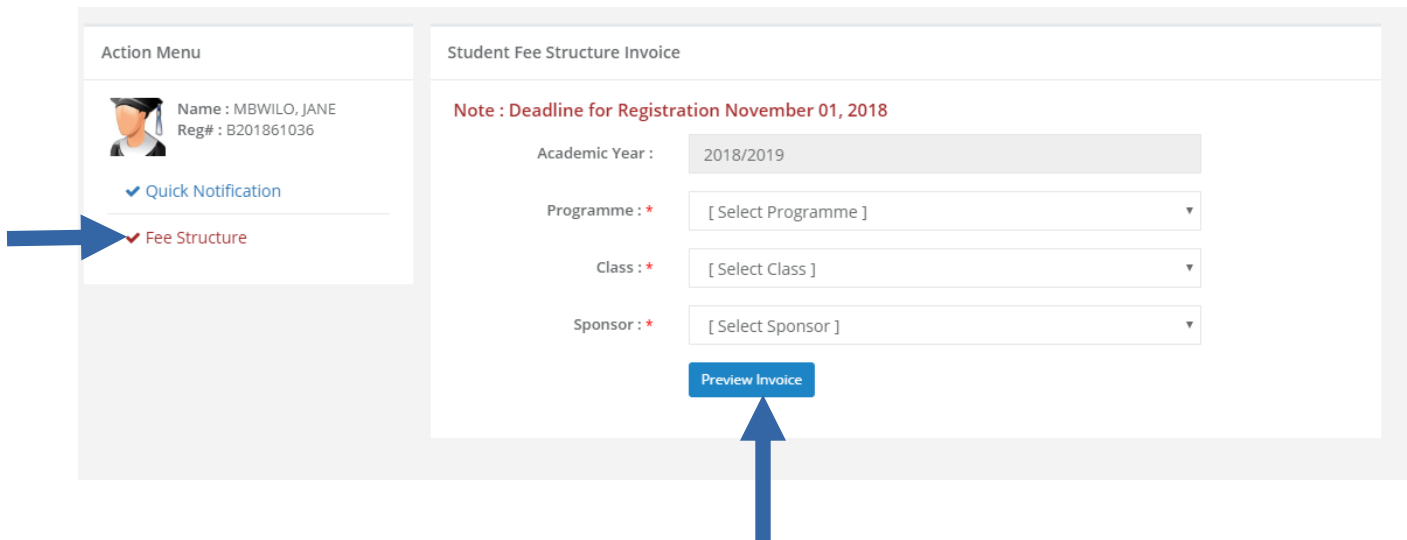
Use your WI **Registration Number** as Username and your **account password**.

STEP 3:

After successfully logged in. Click **Payment Menu** in the left side then click **Create Invoice**




After Click Create Payment , Click **Fee Structure** then fill in the form to preview Invoice and select all options item required



Click **Preview Invoice** button to load invoice and select options


Action Menu

 Name: [Redacted]
Reg#: [Redacted]

[Quick Notification](#)

[Fee Structure](#)

Invoice Preview

	RegNo: [Redacted]	AdmissionNo: [Redacted]
	Name: [Redacted]	Sponsor: PRIVATE
	AYear: 2018/2019	Class: First Year
Programme: [Redacted]		

Invoice Items

S/No	Item Code	Item Name	Amount
1	100	Tuition Fee	700,000.00
2	102	Registration Fee	10,000.00
3	103	Caution money	20,000.00
4	107	Library membership fees	30,000.00
5	108	Examinations fee	50,000.00
6	109	Certification	40,000.00
7	110	Students' Organization fee	10,000.00
8	112	Student's Identity Card	5,000.00
9	114	Capitation fee	10,000.00
10	115	NACTE Registration fee	15,000.00
11	116	Prospectus	3,000.00

Option Items

S/No	Item Code	Item Name	Amount	Pick
1	113	Medical Contribution (NHIF)	50,400.00	<input checked="" type="checkbox"/>
2	117	Meal Costs	1,176,000.00	<input type="checkbox"/>
3	118	Accommodation	107,100.00	<input type="checkbox"/>

Note :
Fees paid by student is non refundable and not transferable in the event when the student is discontinued or has absconded studies.

[Create Invoice](#)



After click **Create Invoice** button, System will **generate Invoice number** which will be used in **Payment**

Student Invoice List

Invoice for Academic Year : 2018/2019

S/No	Invoice No	Semester	Description	Invoice Amount	Paid Amount	Balance	Statement
	SAS21117		Tuition and Administrative Fee	1,500,000.00	500,000.00	1,000,000.00	View

Payment Method/Channel

Tigo Pesa

1. Dial *150*01#
2. Choose Option 4 --- "Pay Bills"("Lipia Bili")
3. Choose Option 3 --- "Enter Business Number" ("Ingiza Namba ya Kampuni")
4. Enter Business Number (Ingiza namba ya kampuni) --- 888999
5. Enter Reference Number (Weka Kumbu kumbu namba) -- Invoice Number
6. Enter Amount (Ingiza kiasi)
7. Enter pin to confirm (Ingiza namba ya siri kuhakiki)

M-Pesa

1. Dial *150*00#
2. Choose Option 4 --- "Pay by M-Pesa"("Lipa kwa M-Pesa")
3. Choose Option 4 --- "Enter Business Number" ("Weka namba ya kampuni")
4. Enter Business Number (Weka Namba ya Kampuni) --- 888999
5. Enter Reference Number (Weka Kumbu kumbu ya Malipo) -- Invoice Number
6. Enter your pin (Weka namba yako ya siri)
7. Confirm payment (Thibitisha malipo)

Airtel Money

1. Dial *150*60#
2. Choose Option 5 --- "Pay Bills"("Lipia Bili")
3. Choose Option 4 --- "Enter Business Number" ("Ingiza Namba ya Kampuni")
4. Enter Business Number (Namba ya kampuni) --- 888999
5. Enter Reference Number (Kumbu kumbu ya malipo) -- Invoice Number
6. Enter your pin (Weka namba yako ya siri)

NMB Branch/NMB Agency/SIM BANKING

1. Account Name : National Institute of Transport
2. Account No : XXXX
3. Use Invoice Number to pay