

## HOW TO GENERATE A PAYMENT REFERENCE FOR PAYING TUITION

### PRELIQUISTES

1. Phone or computer with internet connection
2. Your student number or your registration number
3. Should have enrolled to the current semester or in the semester you need to pay for

### STEP 1

Open your browser or student portal app, enter <https://myportal.busitema.ac.ug> and search. The login form will come and you enter your student number and password to login.

### STEP 2

Click on MENU, Choose option one (**01 GENERATE PRN**), The generate PRN form will appear with three options as follows

Option One:

#### GENERATE PRN TO PAY FOR ALL PENDING INVOICES

Use option if you want to clear the balance that is pending on your portal. This option is not active if you do not have any pending invoices.

#### GENERATE PRN TO MAKE PARTIAL PAYMENTS ON PRNDING INVOICES

Use option if you want to pay half or less than the total pending invoices.

### STEP 3

Select GENERATE PRN TO DEPOSIT TO MY ACCOUNT

A box will appear requesting for AMOUNT TO PAY and then put the actual amount

And then click GENERATE PRINT on the right bottom.