

## POSTGRADUATE SCHOOL

REMITA ID CARD PAYMENT PROCESS AND PROCEDURES

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Process 1: PAYMENTS with RRR (Remita Retrieval Reference)

- 1) Launch Remita platform: www.remita.net
- 2) Select "Bills & Purchases" icon.
- 3) Click on "Pay Billers"
- 4) Input "Registration Number", "Department", "Session", "Faculty", "Level"
- 5) Select "PG STUDENTS ID CARD FEES" from Amount Item List
- 6) Input "Description, e.g: Postgraduate School ID Card Payment", "Payer's Full Name", "Payers Phone", "Payers Email".
- 7. Click on "Submit Button"







