

# Stepwise Guide to Registration and Medical Fees Payments on Go-Student

UNIVERSITY OF BUEA

# Overview

The three payments which this tutorial documents, could be performed using two principal payment channels

- **MTN MOBILE MONEY**



- **UBA VISA**



Each of the above payment channels has a different method of interaction. However, this tutorial covers both

# Steps

Step 1:  
Login

Step 2: Pay  
Platform  
Service  
Charge

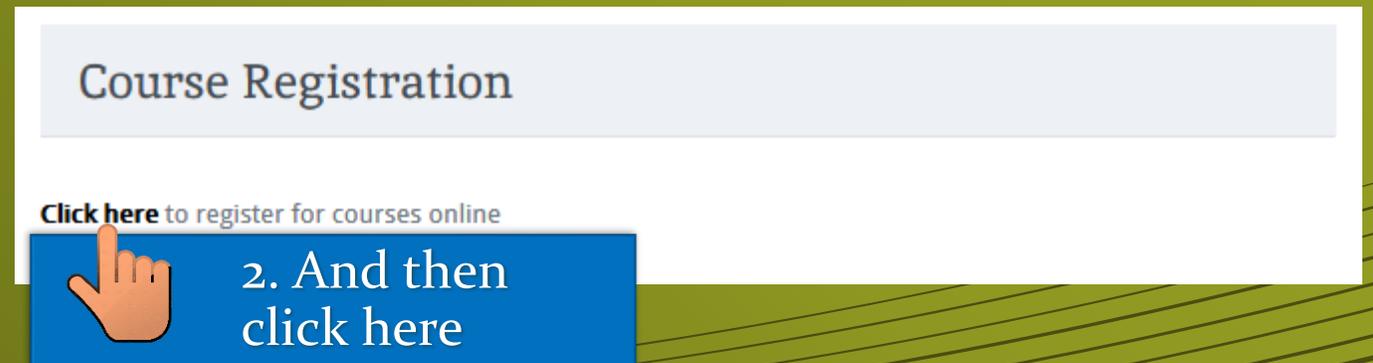
Step 3: Pay  
Registration  
Fees

Step 4: Pay  
Medical  
Fees

Registration  
Complete!!  
😊

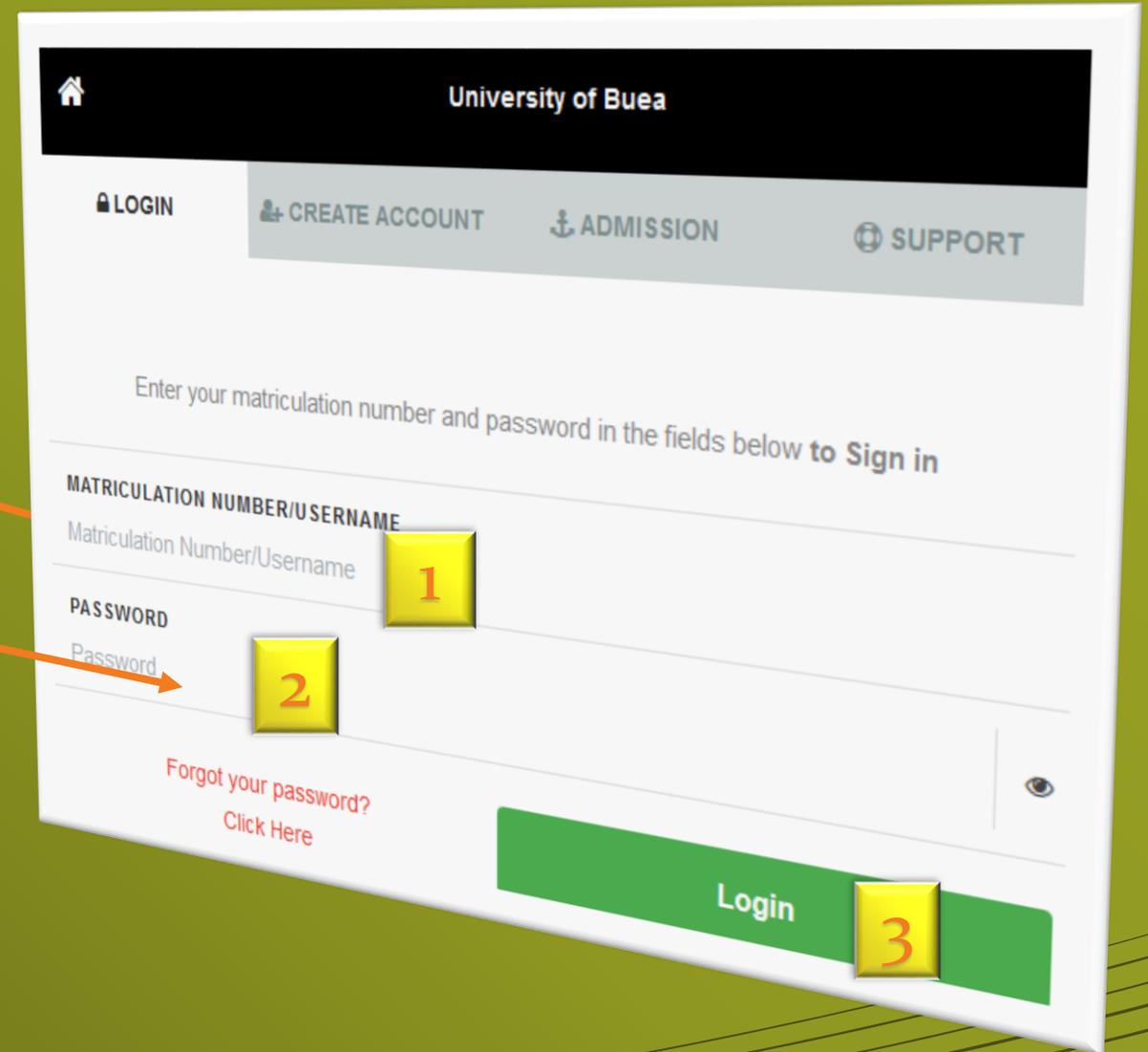
# Step 1: Login

- To login to your student account, visit <http://www.ubuea.cm> and scroll down till you see the course registration icon. Click on it.
- On the page that comes up, click on the message which says “click here to register for courses”



# Step 1: Login

- After clicking on the “click here” link, you will be shown a Login page where you will have to login into your student account using your student **registration number** (matriculation Number) and your **password**.



The image shows a screenshot of the University of Buea login page. The page has a black header with a home icon and the text "University of Buea". Below the header is a navigation bar with links for "LOGIN", "CREATE ACCOUNT", "ADMISSION", and "SUPPORT". The main content area contains the text "Enter your matriculation number and password in the fields below to Sign in". There are two input fields: "MATRICULATION NUMBER/USERNAME" and "PASSWORD". The "MATRICULATION NUMBER/USERNAME" field has a yellow callout box with the number "1" next to it. The "PASSWORD" field has a yellow callout box with the number "2" next to it. Below the password field is a link that says "Forgot your password? Click Here". At the bottom right of the form is a green "Login" button with a yellow callout box with the number "3" next to it. Two orange arrows point from the text in the list item to the "MATRICULATION NUMBER/USERNAME" and "PASSWORD" fields.

# Home Page

Home

Academic Structure

Course Registration

Form B

CA Results

Final Results

Transcript

Pay Fees



Student Name

**i** You have completed tuition fee for 2016/2017 academic year

**i** Report to your faculty record's office if your information below is not correct



Matriculation No.:

Your Matricule

Name:

Your Name

Degree Program::

Your Degree Program

Date of Birth::

Your Date of Birth

Place of Birth:

Sex:

Email:

Your Email

Phone Number:

Student Address:

Your Address

Parent Address:

Your Parent Address

NID/Passport No.:

Nationality:

Foreign Status:

Admitted as Cameroonian

# Step 2: Pay Platform Service Charge for Registration

- If you haven't yet paid the registration platform service charge for the current semester and academic year you will be prompted to do so before continuing to pay registration and medical fees.

**Option #1:  
Click Here to  
Pay using  
Mobile Money**

## Tuition and Medical Platform Service Charge

Select a payment method below to pay for **Tuition and Medical Platform Service Charge**

[Click here](#) to learn more about Platform Service Charge



[← Back](#)

**Option #2:  
Click Here to Pay  
using UBA VISA**

# Making Payments With Mobile Money

- To perform payment transaction with Mobile Money you need a **Mobile Money account** (your phone number when u have created a Mobile Money account).

## Tuition and Medical Platform Service Charge

Please enter MTN Mobile Money Account Number and Click **Make Payment** to Make a Mobile Money Payment of **1000frs** for this service

Please have your mobile phone beside you ... you have **120 seconds** to approve payment using your mobile phone.

MTN Mobile Money Number  
(+237)

MTN Mobile Money Nu

Make Payment

← Back

1. Type the  
Number here

2. And then  
Click here

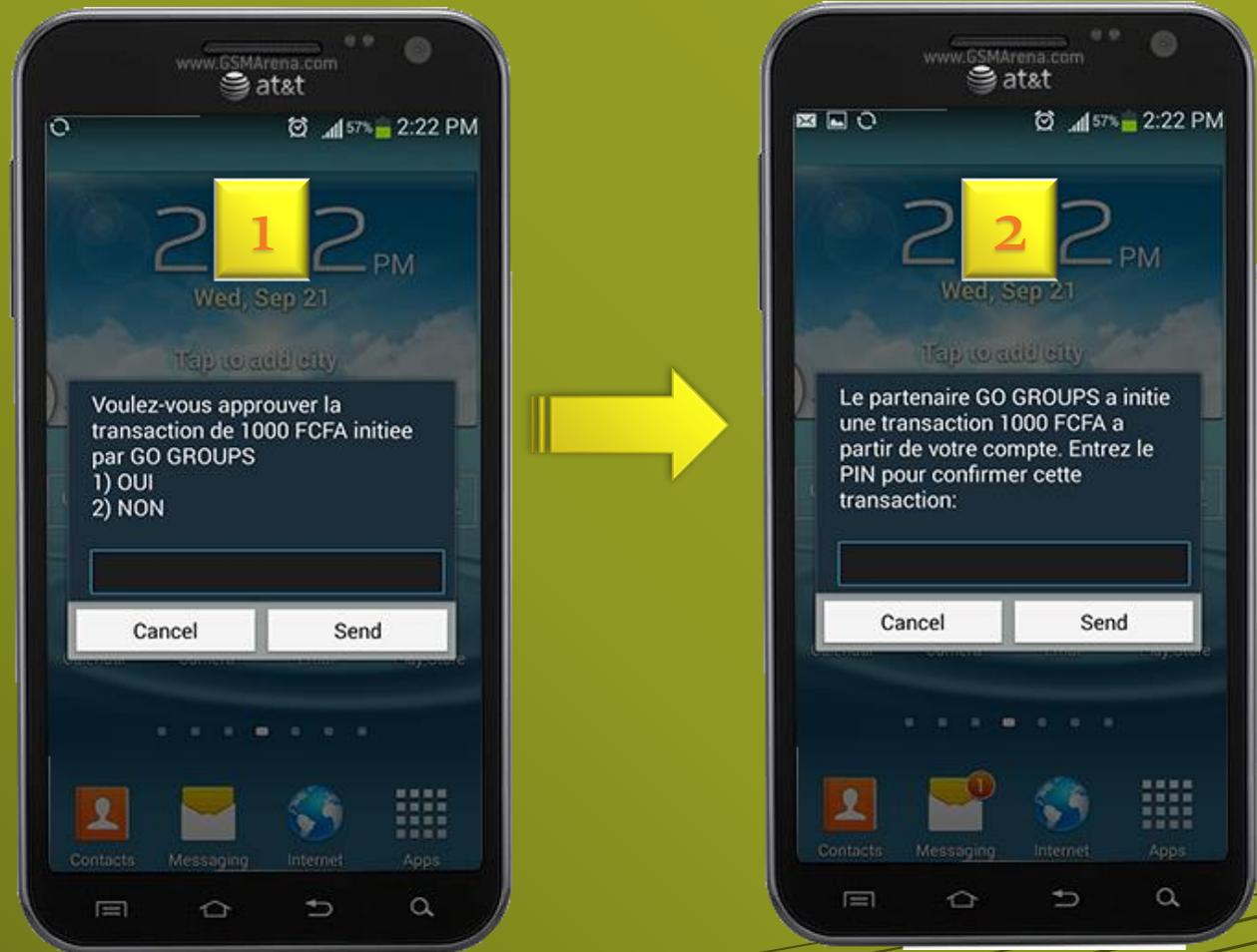
# Making Payments With Mobile Money

- Confirm the payment request using your mobile phone

Step 1: Reply with 1 to approve the transaction.

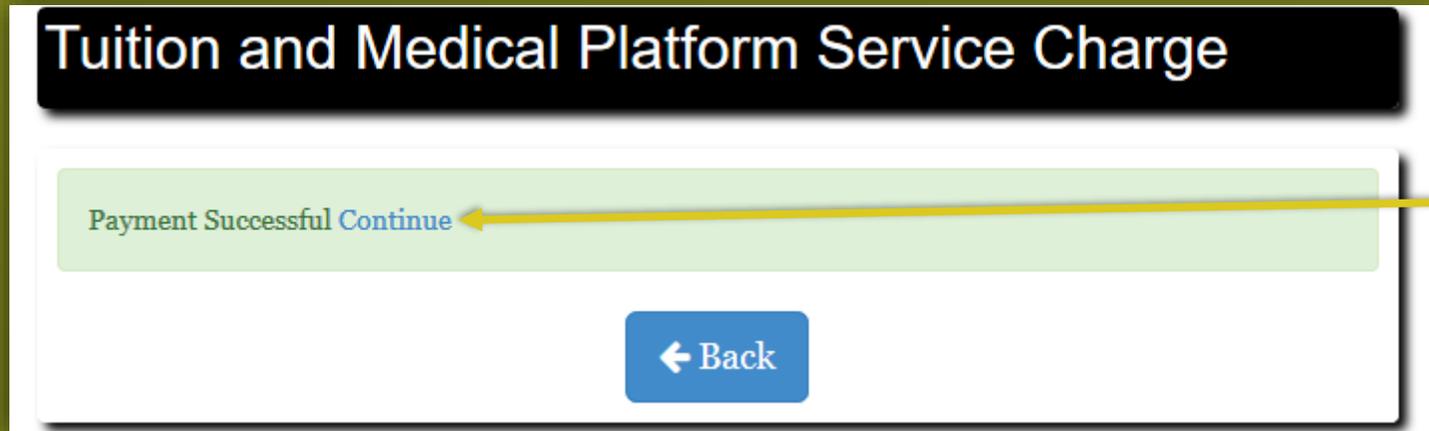
Step 2: Enter your 5 digit pin code to complete the transaction.

N/B: If you don't get the pop-up menu, then dial \*126# to get to Step 1 above.



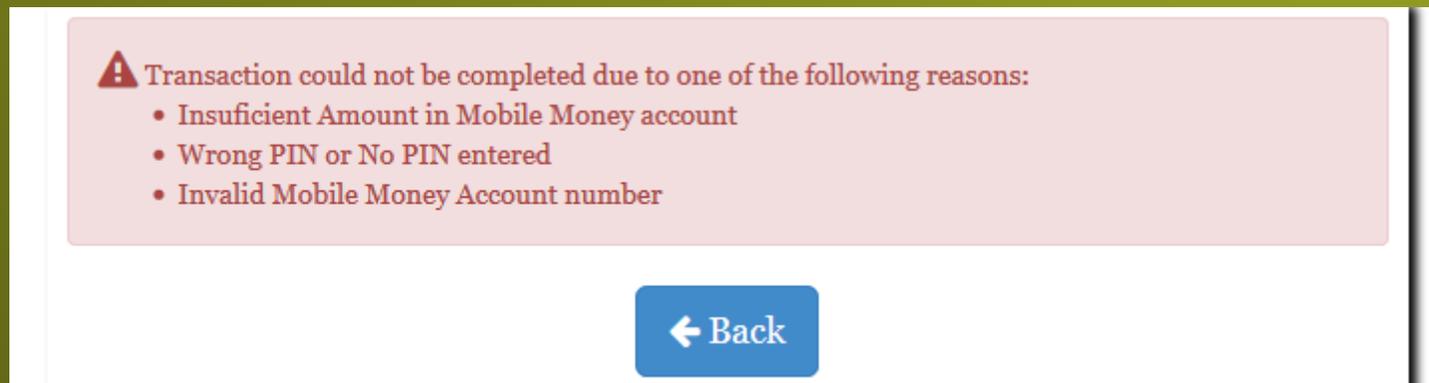
# Making Payments With Mobile Money

- If the transaction is successful, you will get a message that will give you a link to proceed to fees and medicals payment.



Click on  
Continue

- Otherwise you will get a failure message like the one below.



# Making Payments With UBA Visa

- If you chose to perform a payment with UBA Visa, you will be shown the screen below on which you will have to validate your information and then clicking on the “make payment” button.

**Tuition and Medical Platform Service Charge**

 Please confirm your information below and Click **Make Payment** to Make a Payment of **1000frs** for this service



Go-Groups Ltd U-Collect Payment Portal

Phone Number:

Email:

Last Name:

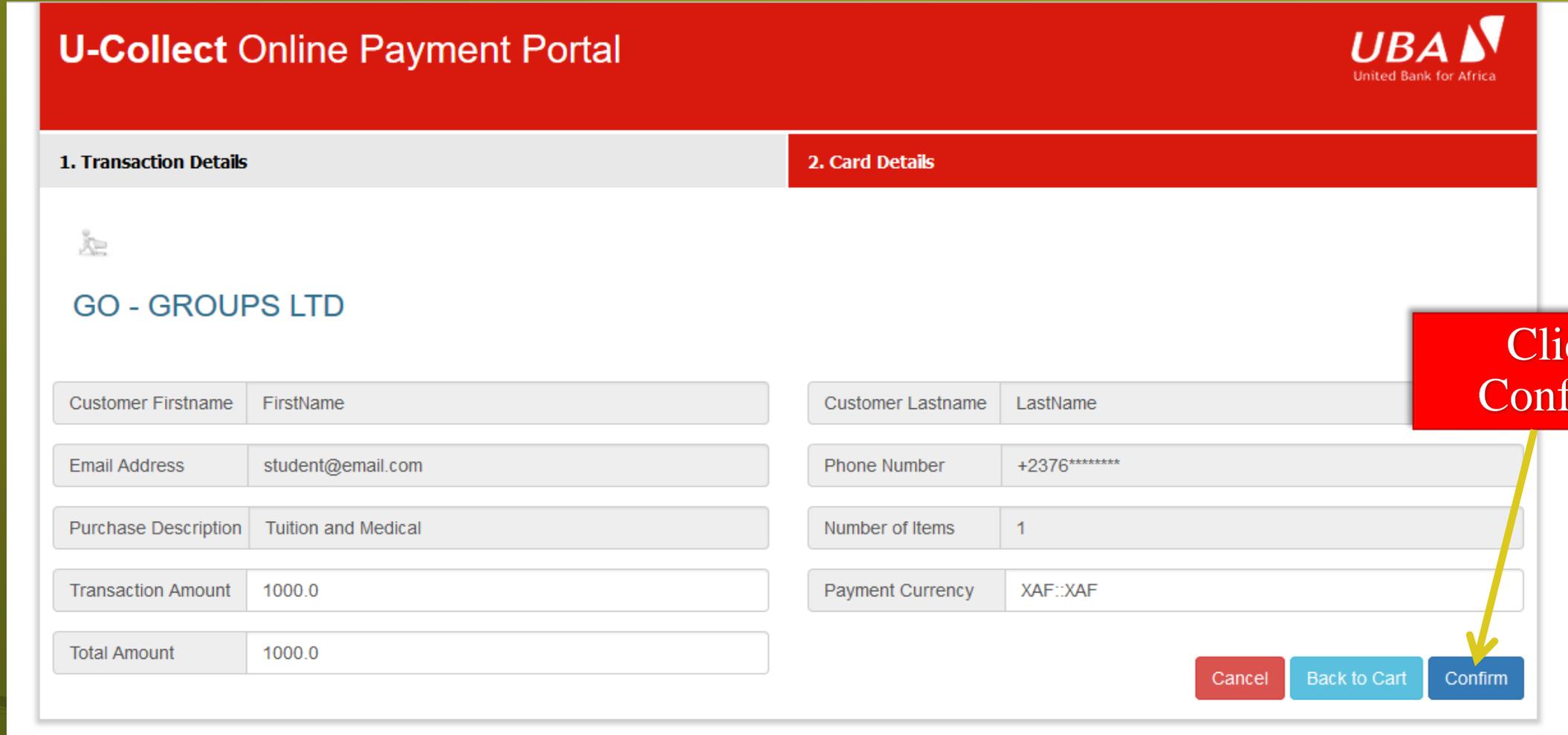
First Name:

1. Verify if this is correct

2. Click on Make payment

# Making Payments With UBA Visa

- After clicking “make payment” you will be redirected to the U-Collect Portal. Here, just click on “confirm”.



The screenshot displays the U-Collect Online Payment Portal interface. The header is red with the UBA logo (United Bank for Africa) on the right. Below the header, there are two tabs: "1. Transaction Details" (active) and "2. Card Details". The main content area shows a transaction for "GO - GROUPS LTD" with a total amount of 1000.0. The form includes fields for Customer Firstname, Email Address, Purchase Description, Transaction Amount, Total Amount, Customer Lastname, Phone Number, Number of Items, and Payment Currency. At the bottom right, there are three buttons: "Cancel", "Back to Cart", and "Confirm". A red callout box with the text "Click Confirm" and a yellow arrow points to the "Confirm" button.

1. Transaction Details		2. Card Details	
Customer Firstname	FirstName	Customer Lastname	LastName
Email Address	student@email.com	Phone Number	+2376*****
Purchase Description	Tuition and Medical	Number of Items	1
Transaction Amount	1000.0	Payment Currency	XAF::XAF
Total Amount	1000.0		

**Click Confirm**

# Making Payments With UBA Visa

- Next, you will have to fill in your Visa Card details. After you are done filling, click on confirm and your payment will be processed.

## U-Collect Online Payment Portal



**1. Transaction Details** | **2. Card Details**

 **GO - GROUPS LTD**



0000 0000 0000 0000  
NAME ON CARD

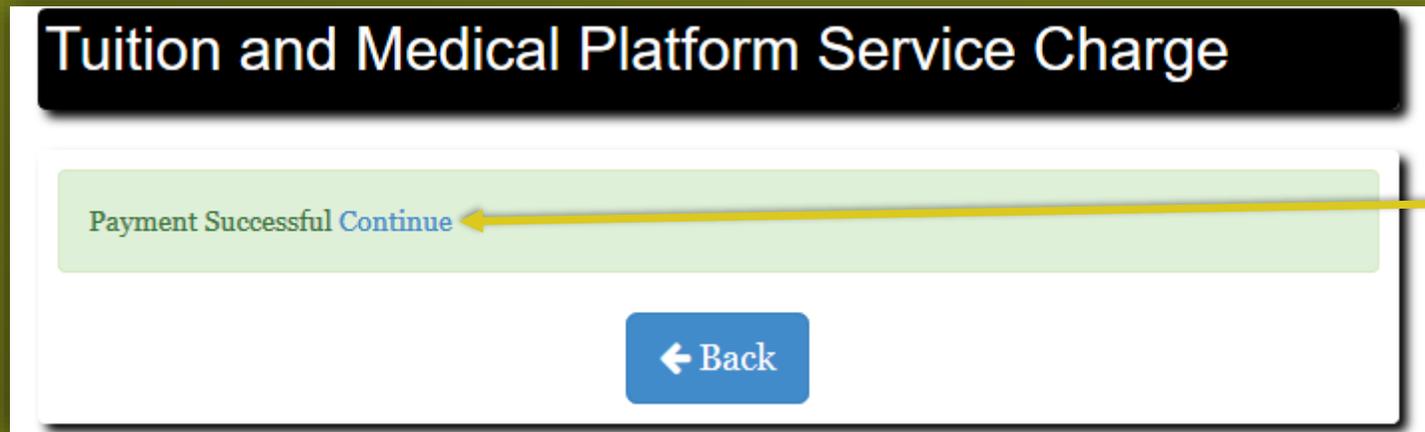
Payment Card:			
Card Number	0000 0000 0000 0000		
Name on Card	Name on card		
Expiry Date	12		2018
Card CVV2	000		

[Go Back](#) [Confirm](#)

Click  
Confirm

# Making Payments With UBA Visa

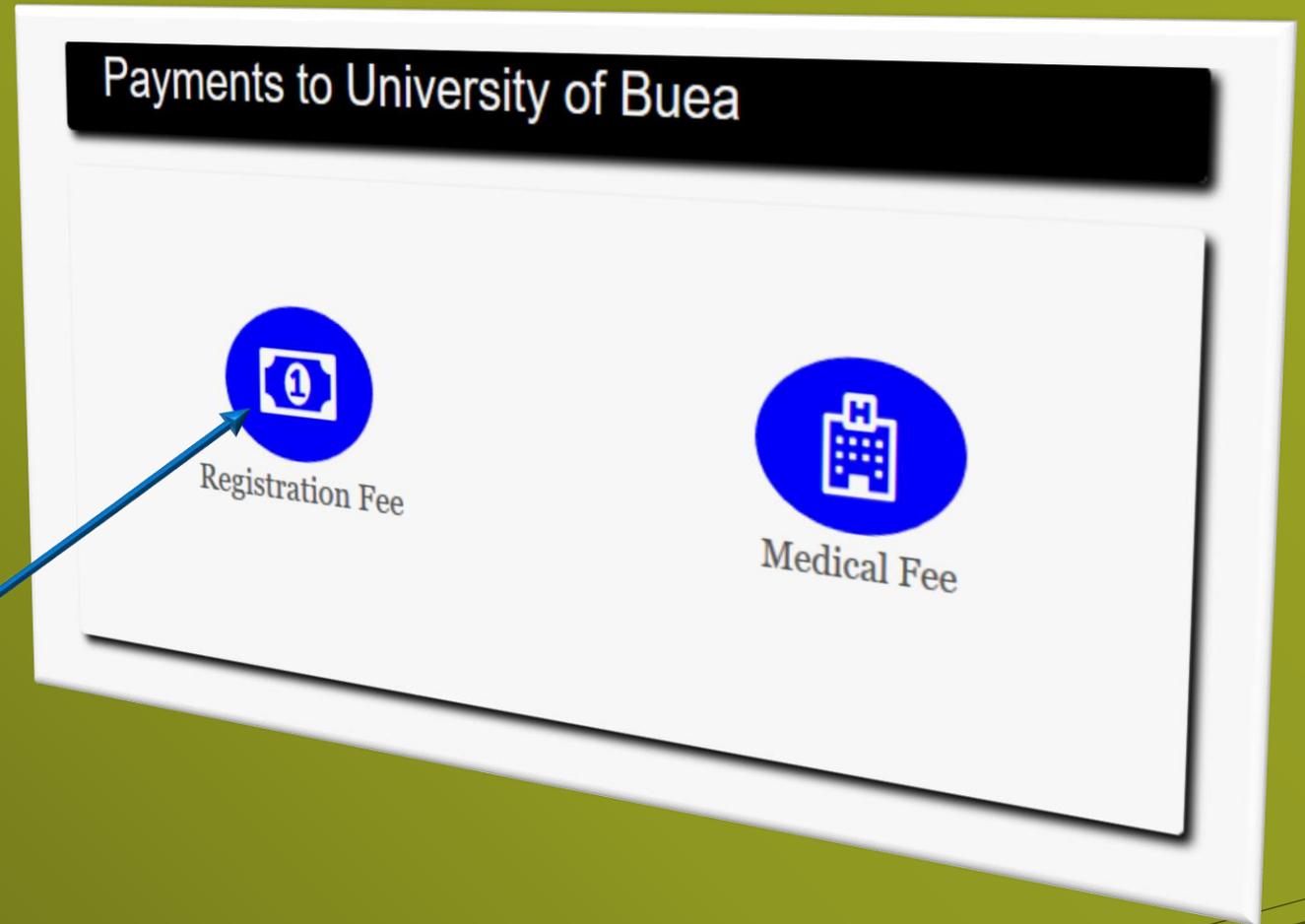
- If your transaction was successful, you will be provided with a link to continue to pay tuition and medical fees as shown below.



Click on  
Continue

# Step 3: Paying Registration Fees

- After paying the platform service charge for registration, you can at any time click on “Pay Fees” on the home screen to access the page shown here.
- Here click on “Registration Fees”



Click on  
Registration  
Fee

# Step 3: Paying Registration Fees

- You will be provided with the various payment options available for registration fees payment. Click on your preferred option

**Option #1:  
Click Here to  
Pay using  
Mobile Money**

## Registration/Tuition Fee Payment

Please choose your payment method to pay Registration Fee for 2016/2017 academic year



**Option #2:  
Click Here to Pay  
using UBA VISA**

# Paying Registration Fees Mobile Money

- To perform this payment transaction with Mobile Money, you need to select the amount you want to pay and provide a **Mobile Money account** (your phone number when u have created a Mobile Money account).

1. Select amount

2. Enter Mobile Number

3. Click on Pay Registration Fee

The screenshot shows a mobile payment interface titled "Registration/Tuition Fee Payment". At the top, a black banner contains the title. Below it, a yellow box contains the text: "Please have your mobile phone beside you ... you have 120 seconds to approve payment using your mobile phone." The main form area has two input fields: "AMOUNT" with a dropdown menu showing "50000 FCFA" and "MTN Mobile Money Number (+237)" with a text input field containing "Enter Mobile Money Number". At the bottom, there is a green button labeled "Pay Registration Fee". Three yellow callout boxes with arrows point to the amount dropdown, the mobile number input field, and the payment button respectively.

# Paying Registration Fees With Mobile Money

- After clicking on “make payment”, you will have to use your phone to confirm the transaction same as for platform service charge payment.
- If your transaction is successful, you shall be provided with appropriate feedback by the system similar to the one shown below, else, you will need to try again, making sure that you have sufficient balance and that your phone number is correct.

## Registration/Tuition Fee Payment

You have completed your Registration Fee for 2016/2017 academic year

# Paying Registration Fees With UBA Visa

- To perform this transaction with Visa, you need to select the amount you want to pay and confirm your information as shown below. When this is done, click on “Make Payment”.

1. Select amount

## Registration/Tuition Fee Payment

University of Buea U-Collect Payment Portal

AMOUNT: Select Amount (FCFA)

Phone Number: 6\*\*\*\*\*

Email: a@a.com

Last Name: Last Name

First Name: First Name

Make Payment

2. Verify this is correct

3. Click on Make payment

# Paying Registration Fees With UBA Visa

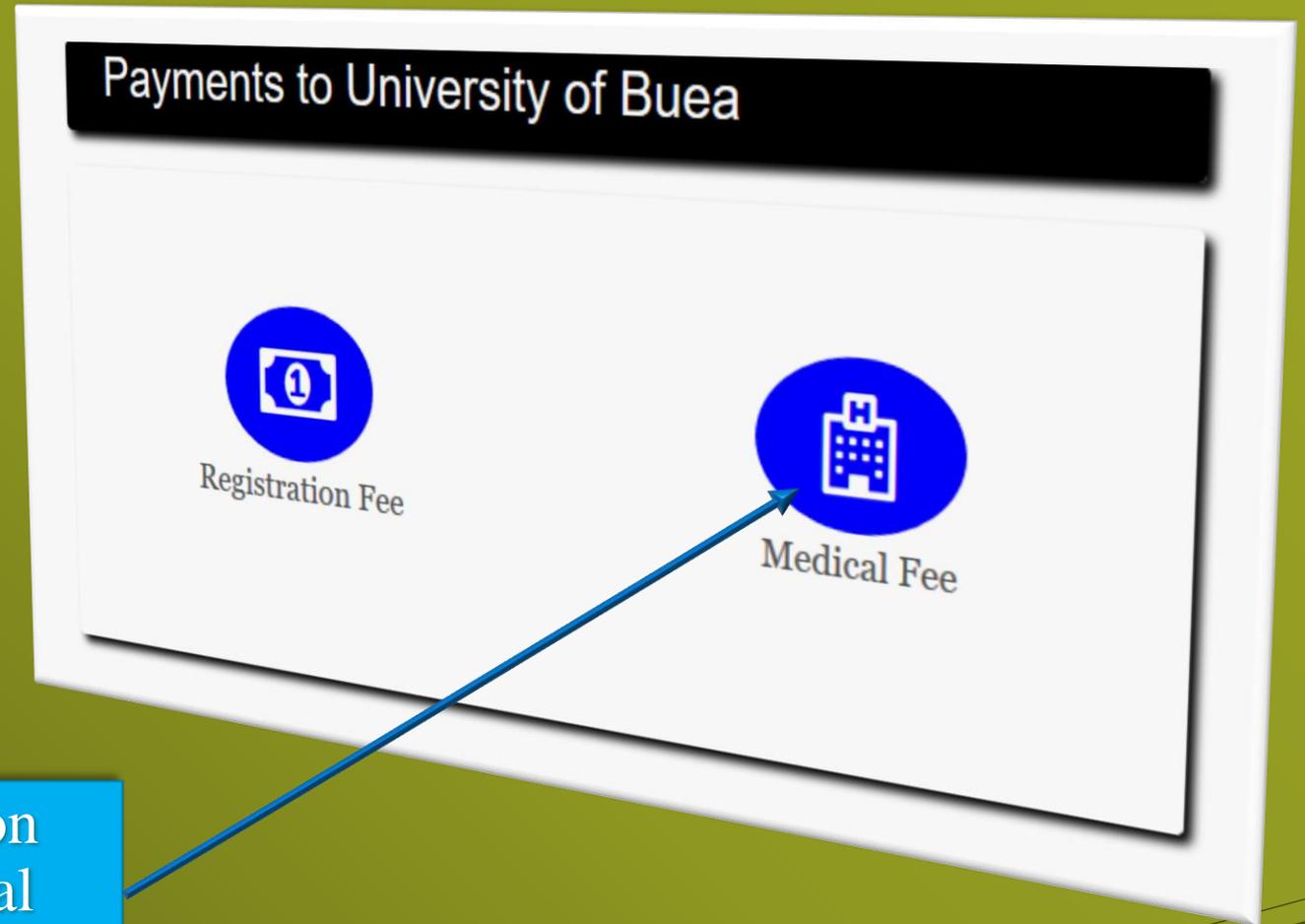
- After clicking on “make payment”, you will be redirected to the U-Collect portal where you will confirm your information and provide your card details same as for platform service charge payments discussed earlier.
- If your transaction is successful, you will be provided with appropriate feedback by the system similar to the one shown below, else, you will need to try again, making sure that you have sufficient balance and that your card credentials are correctly typed.

## Registration/Tuition Fee Payment

You have completed your Registration Fee for 2016/2017 academic year

# Step 4: Paying Medical Fees

- After paying the platform service charge for registration, you can at any time click on “Pay Fees” on the home screen to access the page shown here.
- Here click on “Medical Fees”



Click on  
Medical  
Fee

# Step 4: Paying Medical Fees

- You will be provided with the various payment options available for medical fees payment. Click on your preferred option

**Option #1:  
Click Here to  
Pay using  
Mobile Money**

## Medical Fee Payment

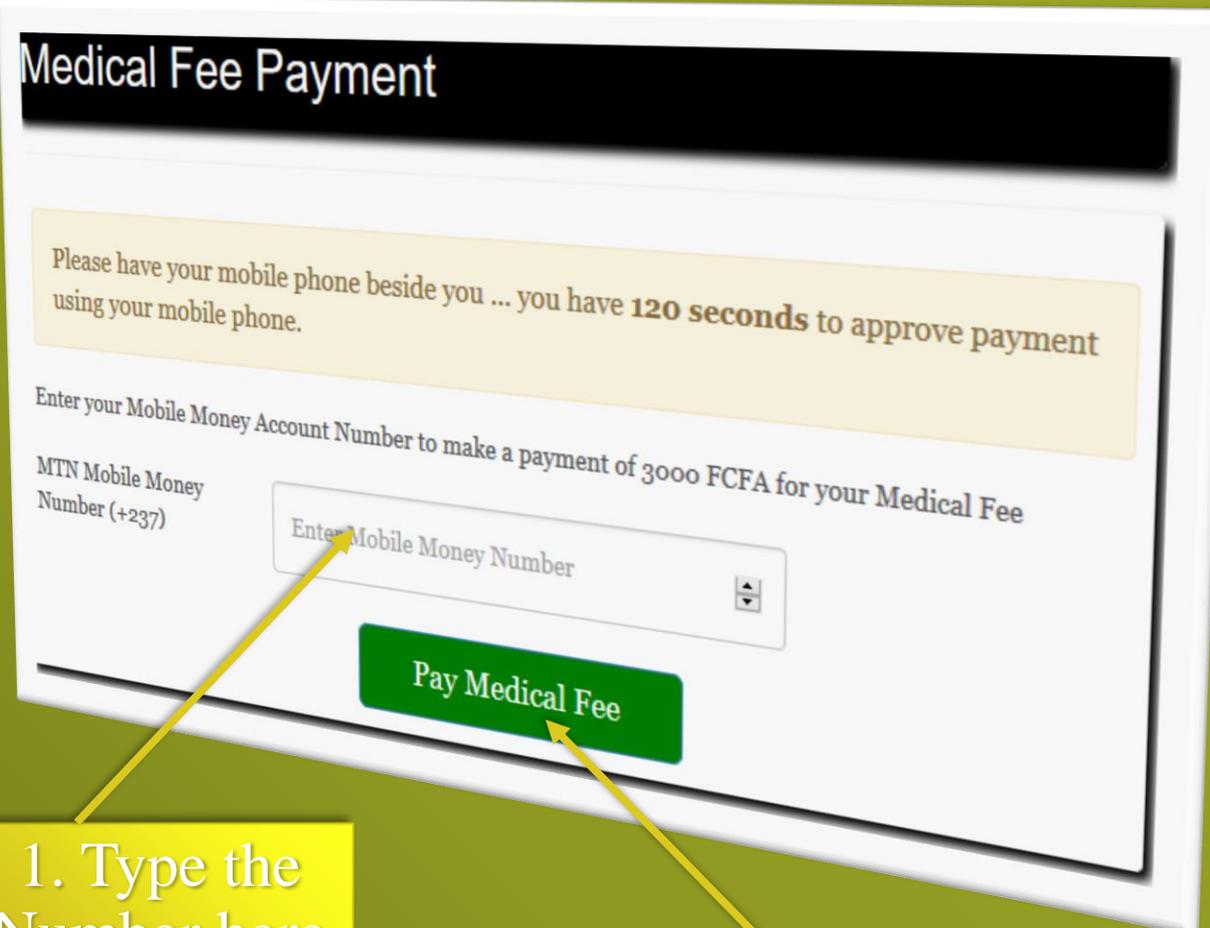
Please choose your payment method to pay Medical Fee for 2016/2017 academic year



**Option #2:  
Click Here to Pay  
using UBA VISA**

# Paying Medical Fee With Mobile Money

- To pay medical fees with Mobile Money you need a **Mobile Money account**
- After entering the number click on “Pay Medical Fee” and then use your phone to confirm the payment same as for platform service charge payment.
- If the transaction is successful, you will be provided with appropriate feedback by the system.



The screenshot shows a mobile payment interface titled "Medical Fee Payment". At the top, a black banner contains the title. Below it, a yellow box contains the instruction: "Please have your mobile phone beside you ... you have 120 seconds to approve payment using your mobile phone." The main content area is white and contains the text "Enter your Mobile Money Account Number to make a payment of 3000 FCFA for your Medical Fee". Below this text, there is a label "MTN Mobile Money Number (+237)" and a text input field with the placeholder "Enter Mobile Money Number". A green button labeled "Pay Medical Fee" is positioned below the input field. A yellow arrow points from the input field to a yellow box containing the text "1. Type the Number here". Another yellow arrow points from the "Pay Medical Fee" button to a yellow box containing the text "2. And then Click here".

1. Type the Number here

2. And then Click here

# Paying Medical Fees With UBA Visa

- To perform this transaction with UBA Visa, you need to verify that your information is correct as shown below. When this is done, click on “Make Payment”.

The screenshot shows a web portal titled "Medical Fee Payment" and "University of Buea U-Collect Payment Portal". It features a form with the following fields:

AMOUNT	3000 XAF
Phone Number:	6*****
Email:	a@a.com
Last Name:	Last Name
First Name:	First Name

At the bottom of the form is a blue button labeled "Make Payment".

1. Verify if this is correct

2. Click on Make Payment

# Paying Medical Fees With UBA Visa

- After clicking on “make payment”, you will be redirected to the U-Collect portal where you will confirm your information and provide your card details same as for platform service charge payments discussed earlier.
- If your transaction is successful, you will be provided with appropriate feedback by the system similar to the one shown below, else, you will need to try again, making sure that you have sufficient balance and that your card credentials are correctly typed.

Payment Successfully Completed

You have successfully paid Medical Fee for 2016/2017 academic year

# Congratulation, you are done!

Still need help? Visit: <http://support.p-r.space/support/public/index.php/support/1>