BINGHAM UNIVERSITY

Postgraduate Student Payment Guide

1. Before accessing the student portal, you are required to login using your student number or admission number (for new students) and a default password of **123456** (for new students) using the URL: **https://pg.portal.binghamuni.edu.ng**

2. Once you successfully login, you will be required to change your password by entering a secure one to ensure your profile is not accessible by others. If your profile is not complete, a warning notice is displayed to inform you about missing required information. Make sure you fill all the information required.

   NOTE: Make sure your **Programme of study** is correctly displayed on the dashboard before proceeding with the rest of the guide.

3. At this point, you are properly logged in to the portal and ready to make payments. To proceed, simply use the menu on the left to navigate to: **Fee Payments > Online Payment > Remita**. This should take you to the "**Remita Payments**" page where you will click the "**Generate RRR**" button and a pop-up will be shown with various payment options. Select the corresponding Tuition Fee option and click Generate RRR after which a transaction will be generated including the RRR number.

   NOTE: The "**Any Amount**" option **SHOULD ONLY BE USED** for **paying Tuition** fees.

4. With a transaction generated, you can proceed to complete the payment of the generated invoice online using bank issued debit cards. Scroll to the right of the transaction and there

will be three buttons (**Pay with Remita**, **Retry/Re-check Transaction** and **Print** respectively). Click "**Pay with Remita**" button and you will be taken to a transaction summary pop-up. Confirm the details of the transaction and click "**Proceed to Remita**" button to be redirected to Remita's secure payment portal. Follow the instructions on the Remita portal and once the payment is successful or fails, you will be informed and redirected back to the Postgraduate portal and the transaction status will be updated accordingly. This means if the payment was successful on the Remita portal, the transaction status will be updated as "**Successful**" or "**Activated**".

5. If on the other hand, you opted to pay in a bank, then scroll to the right of the generated transaction and click the last button (**Print**) to download a PDF invoice/payment slip. The slip will contain the RRR Number generated and a summary of the transaction. Take the slip to any back and complete the transaction. After paying in the bank, go back to the Postgraduate portal and click the second button (**Retry/Re-check transaction**) next to the transaction to allow the portal get the updated payment information from Remita.

    NOTE: When paying in a bank, it could take several hours for the payment to be updated on Remita portal. We recommend waiting at least 24 hours between retries/re-checks.

Contact Any of the emails if you encounter any problem
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bursar@binghamuni.edu.ng