

A GUIDE TO MAKING PAYMENTS FOR PERMITS / LICENSES USING E-CITIZEN

June 20th, 2022

NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY

- This manual is designed to guide through the procedures of making payments for Licenses and Permits using E-Citizen.
- The target audience of this guide are all users of the NEMA Licensing Portal.

STEPS:

1. Once you have received the Invoice, click on the payment link as shown below:

No	Description	Unit Amount	Quantity	Amount (KES)
1 Summ	ary Project Report	10,950	1	10,950
· 🖉 e Citize	Payment Mode			

2. Clicking the link, re-directs one to the NEMA Licensing Portal, where one is required to login. This is done for security reasons to Authenticate the person attempting to make the payment. See below:

Click to Register(New Applicants Only	
	nne rd Login Esravit Pasaword
Go Green Making the world the best place to be	Latest Updates Get updates from nema Environmental Impact Find more an EIA proces nema Magazine Subscribe for our next edition
Wekome to Missional Environment Management Authority (NEMA) he National Environment Management Authority (NEMA) is established under the Environmental Management and Coordination Act (EMCA) No. 8 of 1999, as the principal instrument of government in the implementation of all policies ability to the environment. he Authority became operational on 1st July 2002 following the merger of three government departments, namely: the National Environment Secretariat (NES), the Permanent Presidential Commission on Soil Conservation and finerstation (PRCS), and the Department of Resource Surveys and Remote Sensing (DRSRS). However, following government restructuring in March 2003, DRSRS reverted to its departmental status under the then Ministry of Invironment and Natural Resources (HENR).	APPLICATION STATUS Check Application Status here LICENSE STATUS Check License Status here Related Links Ministry of Environment Kenya Meteorological Remote Secolar (JRSRS)
	View More

3. Once you have entered your Licensing Portal login credentials, it is important NOT to close this window. Return back to the payment link as shown on Number 1 of this guide. Click on it. Clicking on this link, will display the following window:

A	CHOOSE YOUR PAYMENT METHOD	BILLING DETAILS
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Note: The billing details will defer depending on the client who is making the payment. For security purposes, we have withheld details of this particular payment.

- 4. There are different payment options which vary based on one's preference and the amount to be paid. For this guide, I will show 3 types of payment methods (there are 10 payment options):
 - a) M-PESA:

If this is your preferred payment, click on M-PESA Paybill. The following screen will be displayed:

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Project Submission Reports Study Report Form	successful reply from Mpesa. Click the complete button bellow.	ORDER SUMMARY	KES 11000
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incation Of EIA License Transfer Notifications Of EIA License Transfer iffication Of EIA License Surrender	6. Enter your M-PESA PIN and Send 7. You will receive a confirmation SMS from MPESA Complete	► Pesaflow Need Help? Email or Cal support@pesaflow.com +254 20 790 3260	900 0

Note:

- Please keenly follow all the steps 1 to 7 to ensure payment is completed successfully. Please note that it is <u>not possible</u> to make partial payments or amounts less than total payable.
- Currently, maximum payable via M-PESA at a time is Kshs. 150,000.
- b) KCB Cash:

If this is your preferred mode of payment, click on KCB Cash. The following screen will be displayed:



Note:

- Please keenly follow all the steps 1 to 5 to ensure payment is completed successfully. Please note that it is <u>not possible</u> to make partial payments or amounts less than total payable.
- The highlighted area in red, is very important and MUST be included in the Cash Deposit slip to complete the payment successfully.

c) RTGS:

If this is your preferred mode of payment, click on RTGS. The following screen will be displayed:

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My Expert License Applications		+254 20 790 3260
Summary Project Report(SPR) Form	• RTOS	
My Summary Project Report(SPR) Applications		
Project Submission Report Form		
My Project Submission Reports	To Pay your bill (KES 11000) via RTGS. USE the Steps Below. Print Instructions	
EIA Study Report Form		
My EIA Study Reports	Service: Summary Project Report	
Variation Of EIA License Form	 Application No: SPR_13769 	
My Variation Of License Applications		
Notification Of EIA License Transfer Form	PLEASE NOTE THAT ECITIZEN DOES NOT ACCEPT EFT PAYMENTS.	
My Notifications Of EIA License Transfer		
Notification Of EIA License Surrender Form	1. Bank: KCB	
My Notifications Of EIA License Surrender	2. Account Name: eAGENT FLOAT CONTROL ACCOUNT	
Waste Management	4. Bill Reference Number(Narration): NRHFGTJ	
Noise	5. Amount Ksh. KES 11000	
Bio Diversity	Complete	
Water Quality		

Note:

- Please keenly follow all the steps 1 to 5 to ensure payment is completed successfully. Please note that it is <u>not possible</u> to make partial payments or amounts less than total payable.
- The Bill Reference Number (No.4), is very important and MUST be included to complete the payment successfully.
- Please note that E-Citizen does not accept EFT Payments.
- 5. For clients, who may need to make bulk payments, it is important to note that you will be required to make payments for EACH application separately.

6. On completion of the payment process, a notification email will be sent such as this:

Dear XXXXXXX, NEMA acknowledges receipt of Ksh. XXXXXX without prejudice, please wait as we process your application. Good day.

7. Additionally, a NEMA receipt will be sent to your email such as this:

Applicant Details: PIN		Payment Receipt Invoice Number:SPR_13684 Invoice Status:PAID Date:	
Service	Description	Amount (KES)	
Summary Project Report	Payment for Summary Project Report	10,000	
Convenience Fee	Ecitizen Convenience Fee	50.00	
	Total Amount Paid	10,050	
	Balance	0	
Payment Mode Note :This document is computer generated and therefore not signed. Present it during licence or permit collection			