

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:

Cilick to Res	ister(New Applicants Only)
ema Dur h	
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 Mational Environment Management Authority (NEMA) The 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. The 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 finorestation (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 the Ministry of Invironment and Natural Resources (HENR).	APPLICATION STATUS Check Application Status here LICENSE STATUS Check License Status here Related Links Hinistry of Environment Kenya Meteorological Remote Sensing (ORSRS)
	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
epert Registration		
ly Expert Registration Applications		
pert License Application	🔘 Mpesa Paybill	and the second s
ly Expert License Applications		Email:
ummary Project Report(SPR) Form	O Debit/Credit/Prepaid Card	Email.
ly Summary Project Report(SPR) plications		Phone: Reference: SPR 13769
roject Submission Report Form	Airtel Money	Reference. Si te 19765
ly Project Submission Reports		ORDER SUMMARY
A Study Report Form	O Telkom T-Kash	
ly EIA Study Reports		Summary Project Report KES 11000
ariation Of EIA License Form	C E-Agent	Total: KES 11000
ly Variation Of License Applications		
otification Of EIA License Transfer m	🔿 KCB Cash	✓ Pesaflow
ly Notifications Of EIA License Transfer	O Equity Cash	Need Held? Email or Call
otification Of EIA License Surrender		support@pesaflow.com
m	C Local Bank Transfer	+254 20 790 3260
ly Notifications Of EIA License render		
/aste Management	○ rtgs	
oise		
io Diversity	O Pesalink	

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:

wit Ragitration BLINNO DEFAULS inspect Registration Applications Mpens Paybill inspect Users Applications Image: Choose Your Payment Met Hobb inspect Users Applications Image: Choose Your Payment Met Hobb inspect Users Applications Image: Choose Your Payment Met Hobb inspect Users Applications Image: Choose Your Payment Met Hobb inspect Users Applications Image: Choose Your Payment Met Hobb inspect Users Applications Image: Choose Your Payment Met Hobb inspect Users Applications Image: Choose Your Payment Met Hobb inspect Users Applications Image: Choose Your Payment Met Hobb inspect Users Applications Image: Choose Your Payment Met Hobb inspect Users Applications Image: Choose Your Payment Met Hobb inspect Users Applications Image: Choose Your Payment Met Hobb instances from Image: Choose Your Payment Payme				
pert Registration Mperia Mperia Minimized Conduction price License Applications manay Project Report SPR (Som (Southout) > Project Report SPR (Som (Southout) > Project Report SPR (Southout) > P				And the second s
yrat Ragination (Cherry Ragination Applications yr Capert Applications Applications Mpena Paybill Immery Physicat Report 12601 or Applications Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Applications Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12601 or Mpena Paybill Immery Physicat Report 12600 or Mpena Paybill <t< td=""><td>and Reportenting</td><td>CHOOSE YOUR PAYMENT METHOD</td><td>BILLING DETAILS</td><td></td></t<>	and Reportenting	CHOOSE YOUR PAYMENT METHOD	BILLING DETAILS	
pert Loans Applications Mpana Papibilit Mpana Papibilit	pert negistration			
Verifications Image: a signal Im	ty Expert Registration Applications			
y toget current Applications universe Project ReportSP1 (come y standard Project ReportSP1) indications to Pay your bill (KES. KES 11000) via MPESA. Follow the Steps Below. Once you receive a successful reply from Mpesa. Click the complete button bellow. 1. Go to M-PESA on your phone 2. Select Pay IIII option 1. Go to M-PESA on your phone 2. Select Pay IIII option 3. Inter Business no. 200206 4. Enter Account no. NB#GCTJ 5. Enter the Amount. KES 11000 6. Enter your M-PESA Na ad Send 7. You will receive a confirmation SMS from MPESA Inter Account no. NB#GCTJ 5. Enter the Amount. KES 11000 6. Enter your M-PESA Na ad Send 7. You will receive a confirmation SMS from MPESA Inter Account no. NB#GCTJ 5. Enter the Amount. KES 11000 6. Enter your M-PESA Na ad Send 7. You will receive a confirmation SMS from MPESA Inter Account no. NB#GCTJ 5. Enter the Amount. KES 11000 6. Enter your M-PESA Ma dend 7. You will receive a confirmation SMS from MPESA Inter Account no. NB#GCTJ 6. Enter your M-PESA Ma ad Send 7. You will receive a confirmation SMS from MPESA Inter Account no. NB#GCTJ 6. Enter your M-PESA Ma ad Send 7. You will receive a confirmation SMS from MPESA Inter Account no. NB#GCTJ 8. Enter Busines No. 200206 8. Enter Manual Account Pay III Option 8. Enter Busines No. 200206 9. Enter the Amount. KES 11000 6. Enter your M-PESA Ma ad Send 7. You will receive a confirmation SMS from MPESA Inter Account no. NB#GCTJ 8. Enter Busines No. 200206 8. Enter Manual Account no. NB#GCTJ 9. Enter Busines No. 200206 9. Enter Your M-PESA Ma ad Send 7. You will receive a confirmation SMS from MPESA Inter Busines No. 200206 9. Enter Your M-PESA Ma ad Send 7. You will receive a confirmation SMS from MPESA Inter Busines No. 200206 9. Enter Your M-PESA Ma ad Send 7. You will receive a confirmation SMS from MPESA Inter Busines No. 200206 9. Enter Your M-PESA Ma ad Send 7. You will receive a confirmation SMS from MPESA Inter Busines No. 200206 9. Enter Your M-PESA MA ad Send 7. You wi	xpert License Application	Mpesa Paybill		
Jumary Project ReportSPD (zem placations placations project Submission ReportSPD placations project Submission ReportSPD placations project Submission ReportSPD project Submissio	ty Expert License Applications			5201236Y
ideations Intervents To Pay your bill (KES, KES 11000) via MPESA, Follow the Steps Below, Once you receive a successful reply from Mpesa. Click the complete button bellow. Reference: SPR_13769 y hop dot Johnission Report form 1. Go to M-PESA on your phone Summary Project Report Summary Project Report y Nation Of Likense Applications 5. Enter the Monute, KES 11000 KES 11000 KES 11000 y Notifications Of Likense Applications 6. Enter your M-PESA PN and Send KES 11000 You will receive a confirmation SMS from MPESA Complete Inter Summary Project Report KES 11000 You will receive a confirmation SMS from MPESA Complete Inter Sum will form with the steps Below. Once you receive a will reply from Mpesa. Inter Business no. 206206 Inter Account no. NBHFGT You will receive a confirmation SMS from MPESA Enter Account no. NBHFGT KES 11000 Inter Sum will receive a confirmation SMS from MPESA You will receive a confirmation SMS from MPESA Complete Inter Sum will receive a confirmation SMS from MPESA Inter Sum will receive a confirmation SMS from MPESA	ummary Project Report(SPR) Form		berlconsult2	013@gmail.com
To Pay your bill (KS, KS 11000) via MESA, Follow the Steps Below. Once you receive a successful reply from Mpesa. Click the complete button bellow. ORDER SUMMARY Us abuy Report Same 1. Go to M-PESA on your phone Successful reply from Mpesa. Click the complete button bellow. Us abuy Report Same 2. Select Pay Bill option KES 11000 St. Inter Account no. NBHGT 5. Inter Account no. NBHGT KES 11000 St. Inter Account no. NBHGT 5. Inter Account no. NBHGT KES 11000 St. Inter Account no. NBHGT 5. Inter Account no. NBHGT KES 11000 St. Inter Account no. NBHGT 5. Inter Account no. NBHGT KES 1000 You will receive a confirmation SMS from MPESA Complete Vision MPESA Vision of License Surreder meters for meters				PR 13769
y vipedia classifier Appoint 1. Go to M-PESA on your phone 2. Select Pay Bill option 3. Enter Business no. 206206 KES 11000 y vipediacions Of Lieures Applications 6. Enter your M-PESA PIN and Send 7. You will receive a confirmation SMS from MPESA Total: KES 11000 Welchadno Of Lieures Surreder moder 9. Notifications Of TAL Lieures moder 6. Enter your M-PESA PIN and Send 7. You will receive a confirmation SMS from MPESA Total: KES 11000 Vipediacion Of TAL Lieures moder 0. Debt Restrict També 0. Debt Restrict També 0. Debt Restrict També Vipediacion Of TAL Lieures	oject Submission Report Form			
y La Study Apports autilise of EA License Form by Variation of License Applications by Notifications of EA License Transfer m by Notifications of EA License transfer trans	ty Project Submission Reports	successful reply from Mpesa. Click the complete button bellow.	ORDER SUMMARY	
y ta stady Reports widdon of EAL License form y value of OL License Applications efficience of DAL License Transfer m y vortakings of DAL License render y vortakings of DAL License y vortakings of DAL License render y vortakings of DAL License y vortakings of DAL License render y vortakings of DAL License render y vortakings of DAL License y vortakings of DAL License render y vortakings of DAL License y vortakings of DAL License render y vortakings of DAL License y vortakings of	A Study Report Form		Cumman, Brainst Banast	KEE 11000
minimo of Likuense form 3. Enter Business no. 206206 Total: KES 11000 y Vaniano of Likuense frander m 5. Enter Homount, KES 11000 Total: KES 11000 y Notifications of Likuense frander m 6. Enter your M-PESA PIN and Send 7. You will receive a confirmation SMS from MPESA Total: KES 11000 Ventactions of Likuense frander m 6. Enter your M-PESA PIN and Send 7. You will receive a confirmation SMS from MPESA Total: KES 11000	y EIA Study Reports		Summary Project Report	KES 11000
edification Of EA License Transfer m by solutions of EA License Transfer m by solutions of EA License Transfer m by solutions of EA License Surrandor m by solutio	ariation Of EIA License Form		Total:	KES 11000
m 9. Kotifications Of EA License Transfer m y Notifications Of EA License Surrender m y Notifications Of E	y Variation Of License Applications	4. Enter Account no. NRHFGT]		
by Notifications Of EA License Transfer 0. Citter yout Mind Sendi 7. You will receive a confirmation SMS from MPESA Pessaflow complete 7. You will receive a confirmation SMS from MPESA Complete Pessaflow hytothations Of EA License Complete Pessaflow Pessaflow productions of tEA License Data Scott & Beneric Complete Pessaflow				
Complete Com			network Pesaflow	0
m sopportegressionadum so		7. Fou will receive a commination swis from MPCSX		
y Notifications Of BA License and a second sec		Complete		
Debit/Credit/Prenaid Card			+204 20 790 3200	
aste Management	laste Management	Debit/Credit/Prepaid Card		

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:

$\leftarrow \rightarrow$ C $\textcircled{https://portal.n}$	ema.go.ke/_layouts/api/payment.aspx?tracking_id=SPR_13769	A Q 😘 🔇 🗘 🖆 庙
Artificial Intelligenc G How do I restore a	🔚 SPR_Resend 🔲 Meeting Registratio 🔥 IS :: Log in 🎦 Pesaflow Login 😑 CCTV	🔒 Resend Message 🛛 🤒 creatinguser
Ela		
Expert Registration	C Equity Cash	Pesaflow
My Expert Registration Applications		Need Help? Email or Call
Expert License Application	🗌 Local Bank Transfer	support@pesaflow.com
My Expert License Applications		+254 20 790 3260
Summary Project Report(SPR) Form	RTGS	
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 3. Account Number: 1175659223	
Waste Management	4. Bill Reference Number: 1173039223	
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 Pin Phone: Email:		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			