



# ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES



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**How to create invoice for payment, please read the instruction below:**

**Jinsi ya kutengeneza ankara ya malipo, tafadhali soma maelekezo chini:**

1. Use the link [sims.sfuchas.ac.tz](http://sims.sfuchas.ac.tz) to login into the system.

*(Tumia kiunganishi hiki [sims.sfuchas.ac.tz](http://sims.sfuchas.ac.tz) kuingia kwenye mfumo)*

2. Use your admission number as username and your last name (Surname) in capital letter as a password. (For Example: SFUCHAS/DPL/2020/159 as Username and KIMBUSU as Password.)

*(Tumia namba yako ya udahili kama 'username' na jina la mwisho kwa herufi kubwa kama 'password' - Mfano SFUCHAS/DPL/2020/159 kama username na KIMBUSU kama password.)*

***NOTE: For Diploma selected applicants, please contact technical support to obtain admission number***

***(Kwa waliochaguliwa kujiunga na program za Stashahada, tafadhali wasiliana na dawati la msaada wa kiufundi ili kupata namba ya udahili)***

3. On the left-hand side click Update Profile button i.e., option number 2. Then edit your information where necessary e. g. Basic information: Marital Status, Insurance: NHIF or PRIVATE and Bank Account. Submit once you are done.

*(Upande wa kushoto bofya kitufe 'Update Profile' (Chaguo namba 2). Kisha hakiki na hariri taarifa zako muhimu, mfano: Taarifa msingi: Hali ya ndoa, Bima na Benki Akaunti. Wasilisha ukimaliza)*

4. On the left-hand side click Payment button i.e., option number 3.

*(Upande wa kushoto bofya kitufe cha malipo (Chaguo namba 3))*

5. Select create invoice

*(Chagua tengeneza 'invoice')*

6. On the right-side panel, click load invoice items button bottom right  
(*Kwenye paneli ya upande wa kulia, bofya kitufe 'load voice items' chini kulia*)
7. Click create invoice button down-right and use the control numbers generated for payment(s).  
(*Bofya kitufe cha kutengeneza 'invoice' chini kulia na utumie 'control number' kwa malipo*)
8. For more information about the invoice, you may wish to click on the invoice list button on your left, then click on the 'InvoiceNo' with accent blue color e.g. [INV10200223196](#).  
(*Kwa taarifa zaidi juu ya ankara, unaweza kutaka kubonyeza kitufe cha orodha ya ankara upande wako wa kushoto, kisha ubonyeze kwenye 'InvoiceNo' ya rangi ya bluu e. g. [INV10200223196](#).)*)
9. You can do payment by using, Tigo Pesa, M-Pesa, Airtel Money, ANY CRDB BRANCH/AGENCY/WAKALA, CRDB SIM-BANKING USSD or CRDB MOBILE APP. Control start with SAS105....**NOTE:** The control numbers are not the same. Use appropriate control number for the corresponding description of the payment  
(*Unaweza fanya malipo kwa njia ya Tigo Pesa, M-Pesa, Airtel Money, ANY CRDB BRANCH/AGENCY/WAKALA, CRDB SIM-BANKING USSD or CRDB MOBILE APP. 'Control number' zinaanza SAS105.... **TAHADHARI:** 'Control number' hazifanani, tumia kila namba kwa malipo yake husika*)

**\*ENDAPO UTAKWAMA, USISITE KUWASILIANA NASI KWA MSAADA AMA PIA UTASAIKIWA KUPATA INVOICE/CONTROL NUMBER ZA MALIPO MARA UTAKAPOWASILI CHUONI.**

In case of Technical Problems please contact our IT Staff at  
**+255 714 209 257 / +255 685 272 876 / +255 675 284 239**