Stanbic Bank

A member of Standard Bank Group

Kenya Power
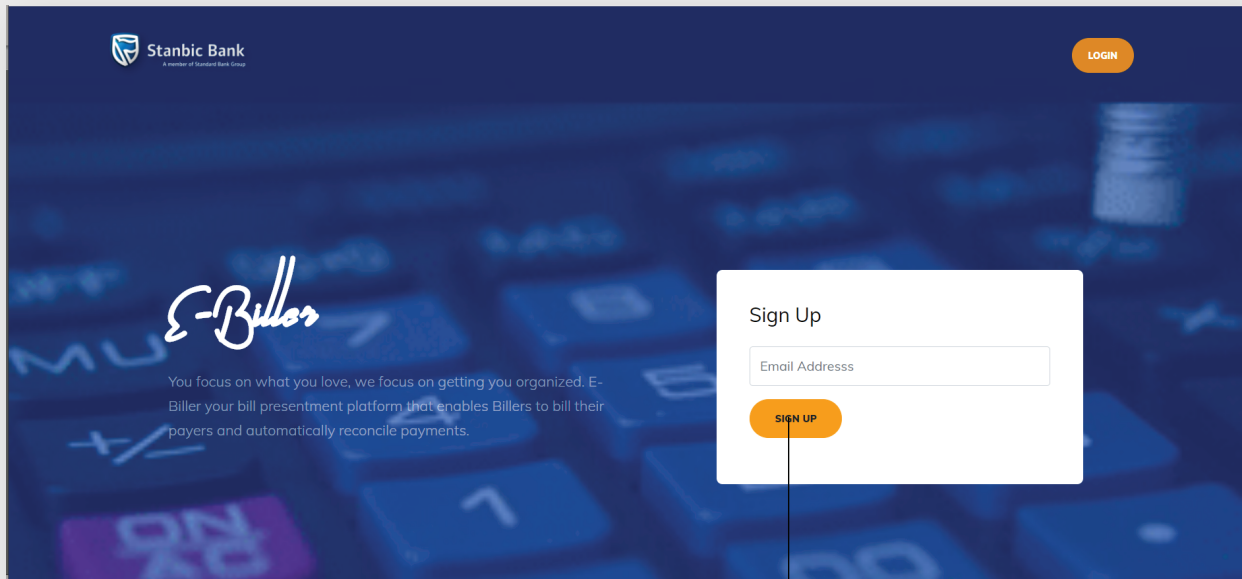
E-Biller User Guide

E-Biller User Guide

Welcome to E-biller for Kenya Power, the new revamped Corporate pay!

E-biller allows Kenya Power clients to maintain post-paid Kenya Power accounts and initiate bulk electricity bills seamlessly.
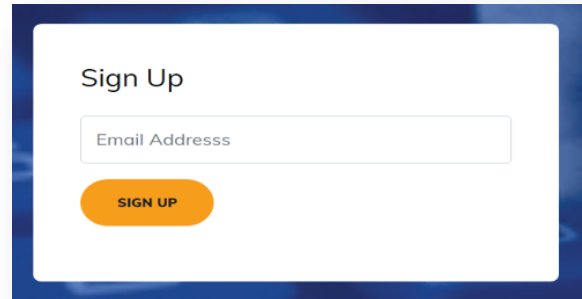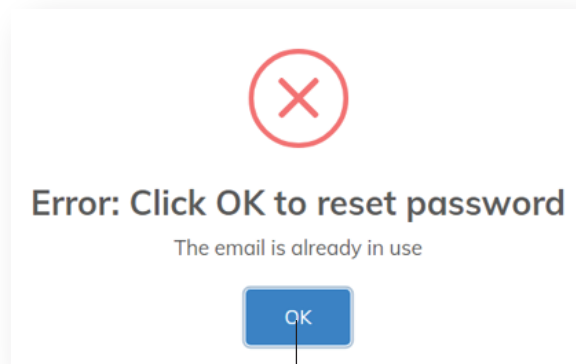
1 Link

https://ebills.stanbicbank.co.ke

Enter email address and click **Sign Up**

2   Sign up

2.1 Existing User (user with a profile in Corporate Pay)

Enter email address and click **Sign Up**
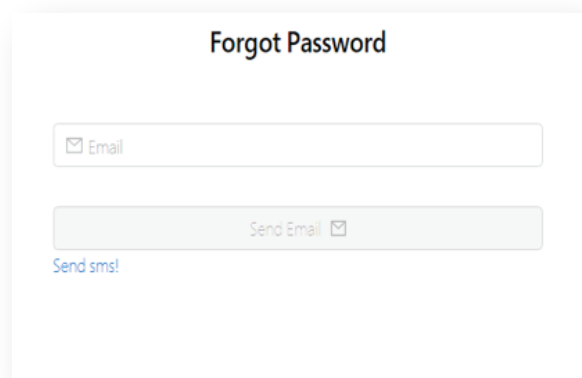
If email address exists in platform, the error message on the left appears.

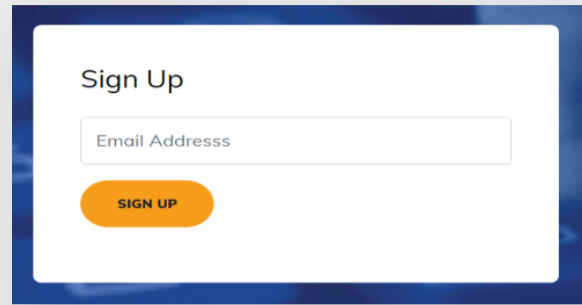Click **OK** on the error message to proceed. The message on the right appears.

Insert email address and click **Send Email** to proceed.
Look out for an email from **e-notifications** e-notifications@stanbic.com with the subject **Stanbic E-biller**. From the email body click on **PROCEED TO E-BILLER.**

2.2 New User

Enter email address and click **Sign Up**

Sign Up

Email Addresss

SIGN UP

✓

Success

An email has been successfully sent to your
email: John@limted.com

OK

Look out for an email from **e-notifications** e-notifications@stanbic.com with the subject
Stanbic E-biller. From the email body click on **PROCEED TO E-BILLER.**

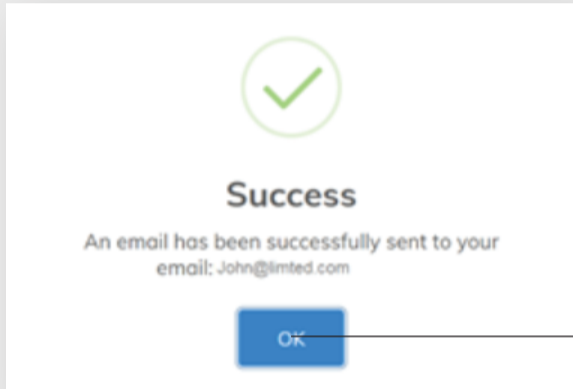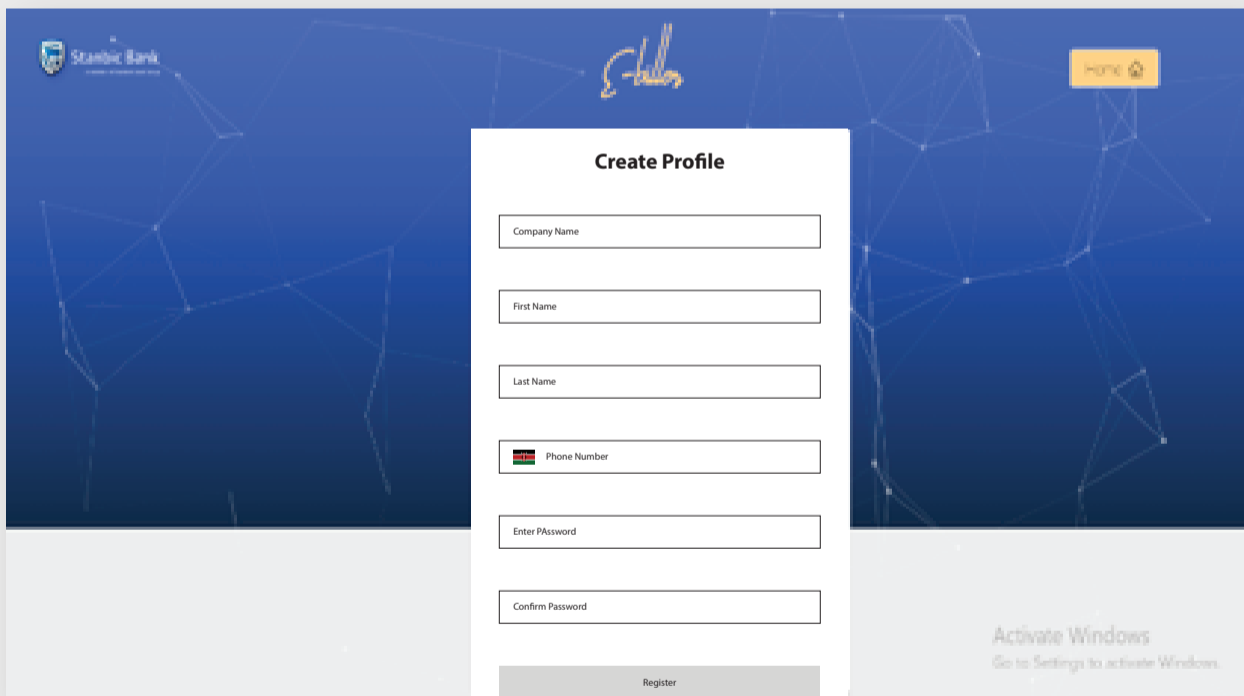The screen below appears.

Stanbic Bank

Home 🏠

Create Profile

Company Name

First Name

Last Name

Phone Number

Enter PAssword

Confirm Password

Register
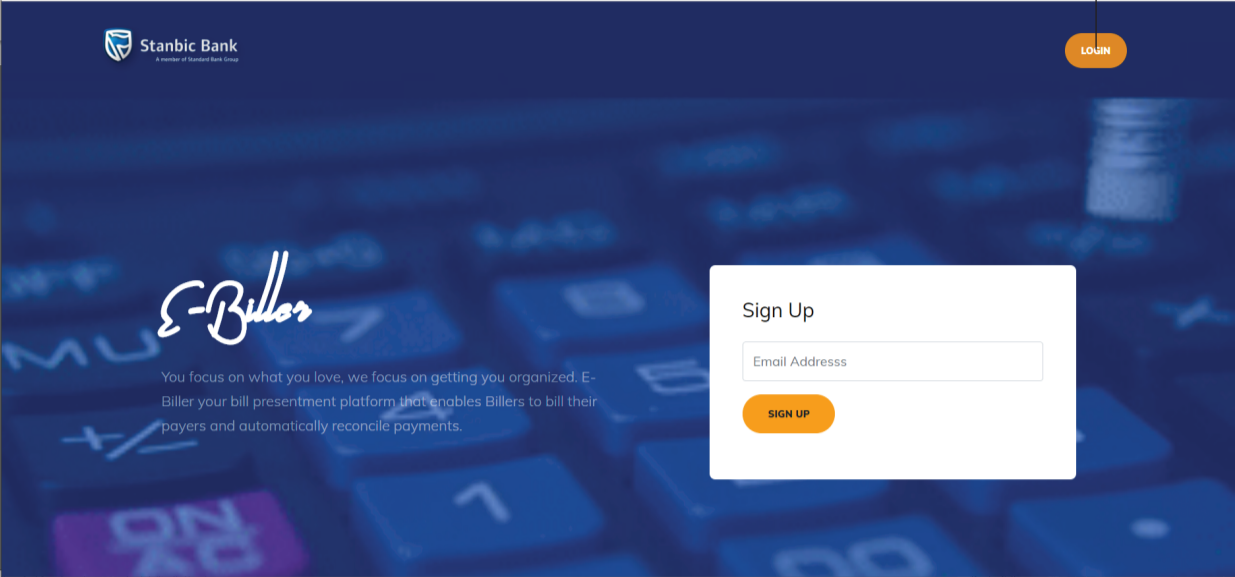
Activate Windows
Go to Settings to activate Windows.

To create a profile, input Company name and personal details, a password and click on **Register.**
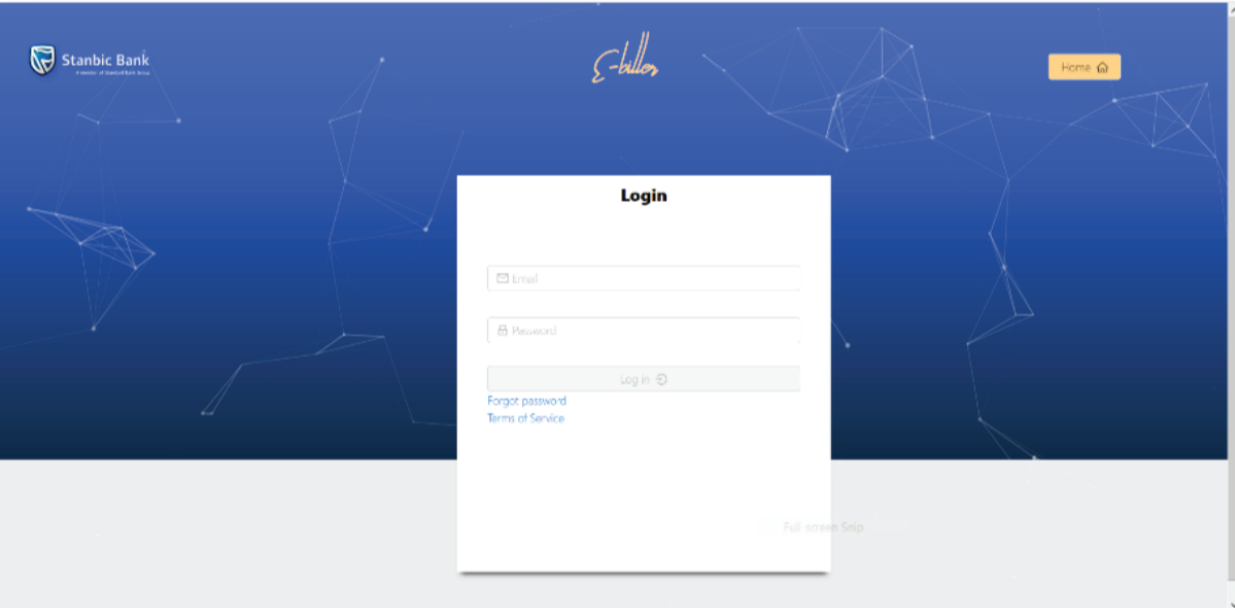

Select a Biller to Proceed

Kenya Power

KENYA POWER

Click on the Kenya Power **Logo** to proceed.

2.3 User Log In

Click to Login ─────────────┐
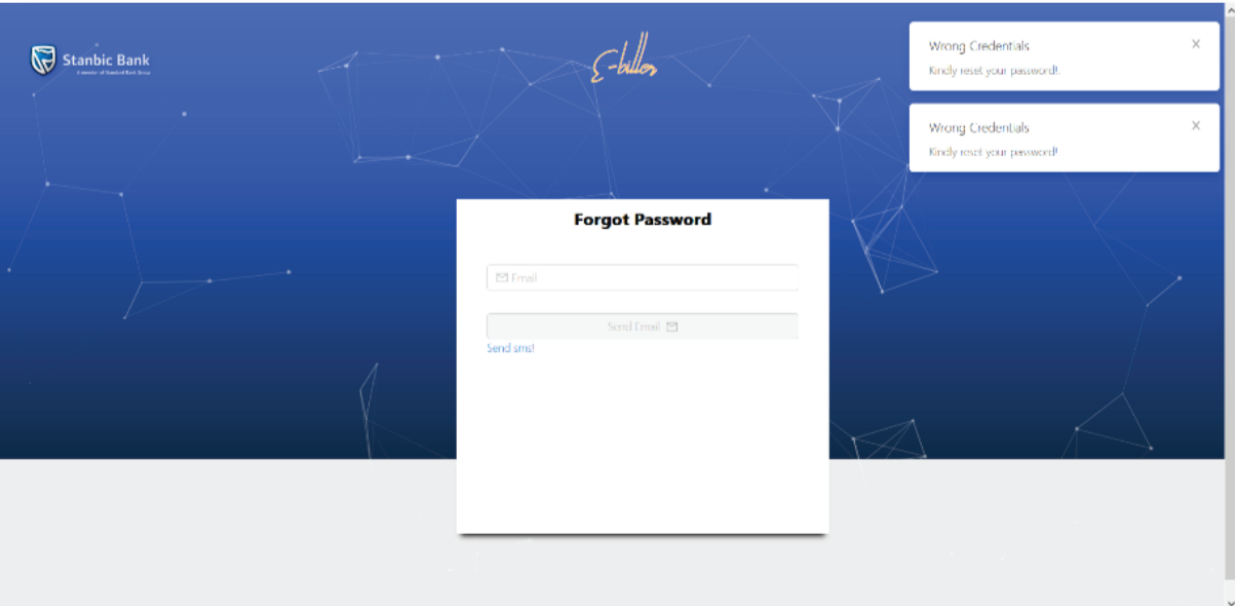

The screen below appears. Insert email address and any password.

If email exist below screen appears and password reset.

3 Maintain Account(s)

This functionality allows a user to maintain Kenya Power Post-Paid accounts in the user's profile. E-biller will validate the account number and populate the account name as registered at Kenya Power.

To maintain account, click on the **Maintain Account(s)** tab. and menu click [+] button to maintain accounts.
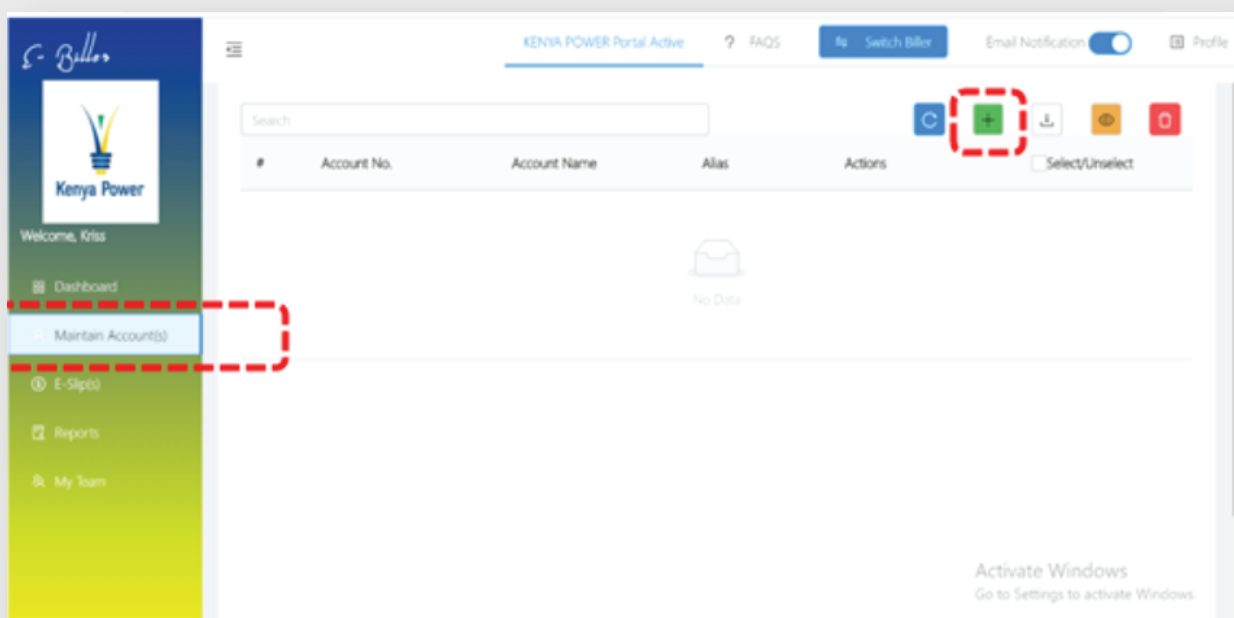

3.1 Maintain Single Account
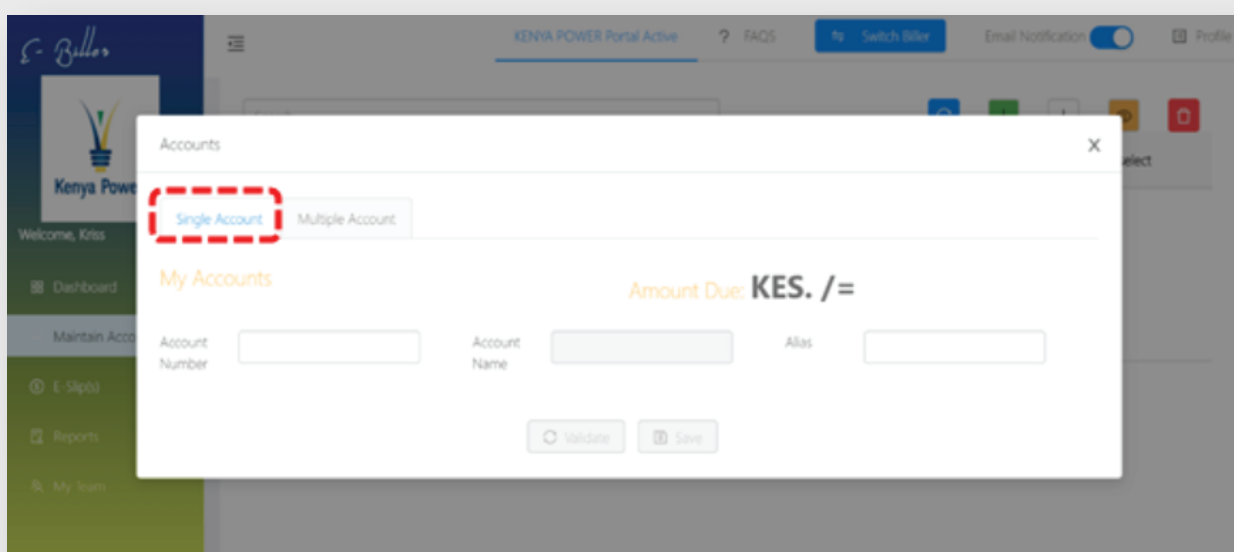
To add a single account, click on the Single Account button. Under My Accounts, enter the **Account Number** and click on **Validate** and click **Save** to add account in your profile

E-biller validates the account number and returns the account name. You can add an **Alias** name to the account for ease of identification. Alias can be the meter location, building name etc.

3.2 Maintain Multiple Accounts
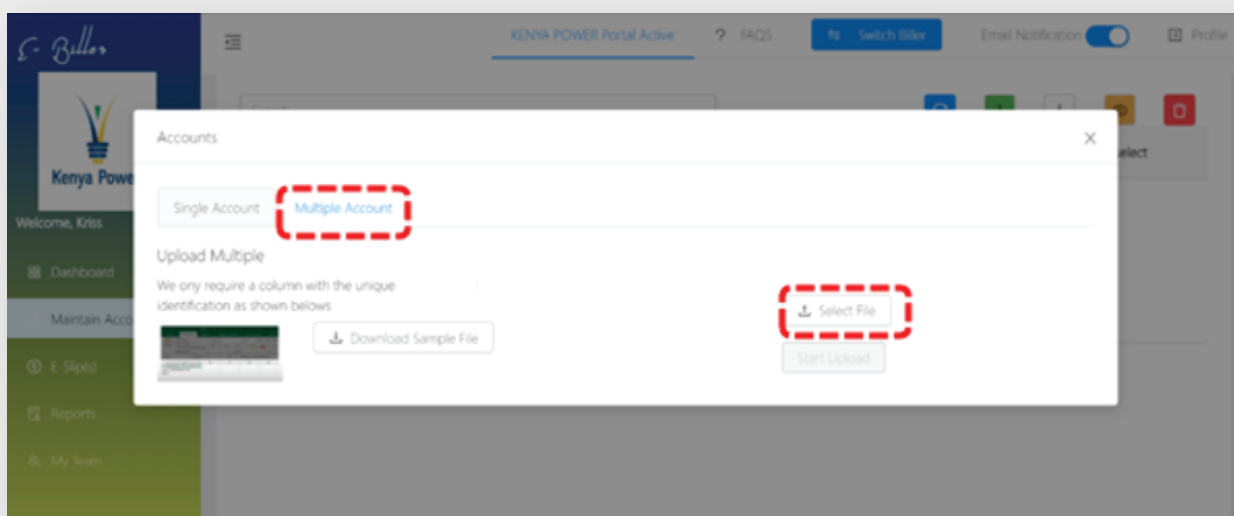
To add multiple accounts, click on the Multiple Account tab.
  a. Click on Download Sample file- to download an excel file
  b. List Kenya Power Account Number(s) in the first column and optional 'Other name' (Alias) in the next column).
  c. Save the excel file on your computer.
  d. Click on Select file to upload file
  e. Click on **Start Upload**

# 4 Generation of payment E-Slip for Single Account Payment

1. Click on the **E-Slip** tab
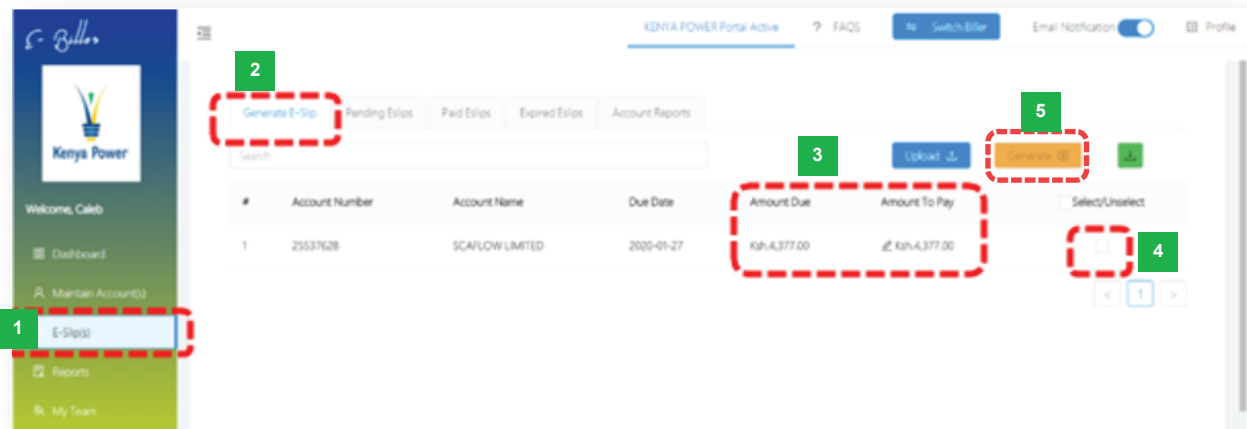
2. Click on the **Generate E-Slip** tab to view account details, amount due and editable amount to pay.
3. Click on the edit button on the **Amount To Pay** column to input the desired amount if different from the amount due.
4. Click on the check box to select account to generate E-Slip for.
5. Click on **Generate** to generate the E-Slip

5 Generation of payment E-Slip for Multiple Account Payment.

1. Click on the upload tab.
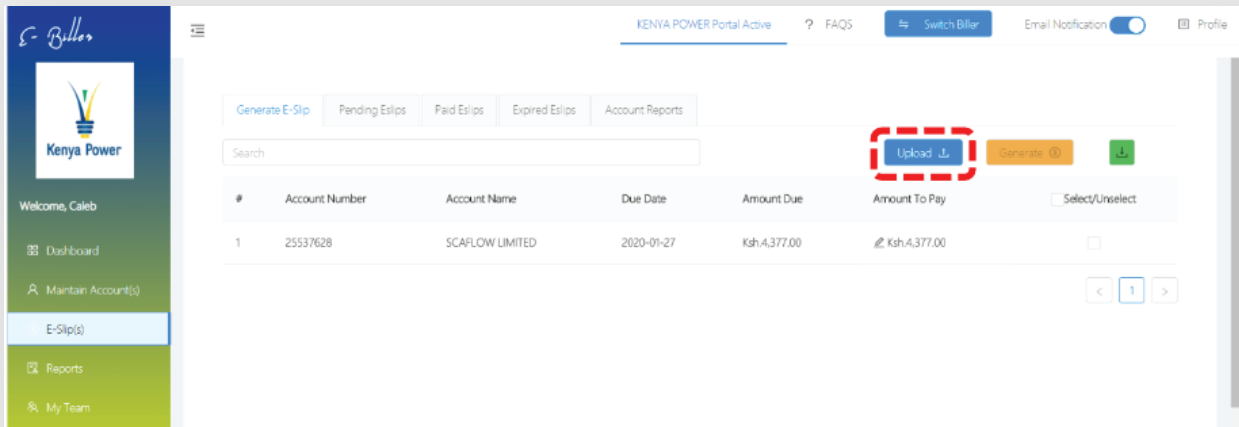
2. Below screen will pop up.
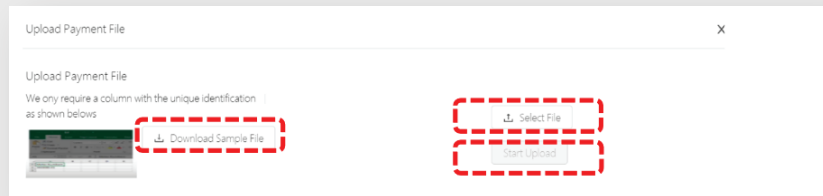
3. Download excel sample file- list **Kenya Power post paid account number** in the **first column** and **amount to pay** in the **second column**
4. Save file in an accessible folder on your computer.
5. Click on **Select File** tab and select the excel file with the list of post-paid account numbers and amount to pay.
6. Click on **Start Upload** tab to Upload file and proceed to generate E-Slip.

6 View pending E-slips.

Once an E-Slip has been generated, the E-Slip(s) can be viewed and downloaded under the **Pending E-Slip** tab for payment..
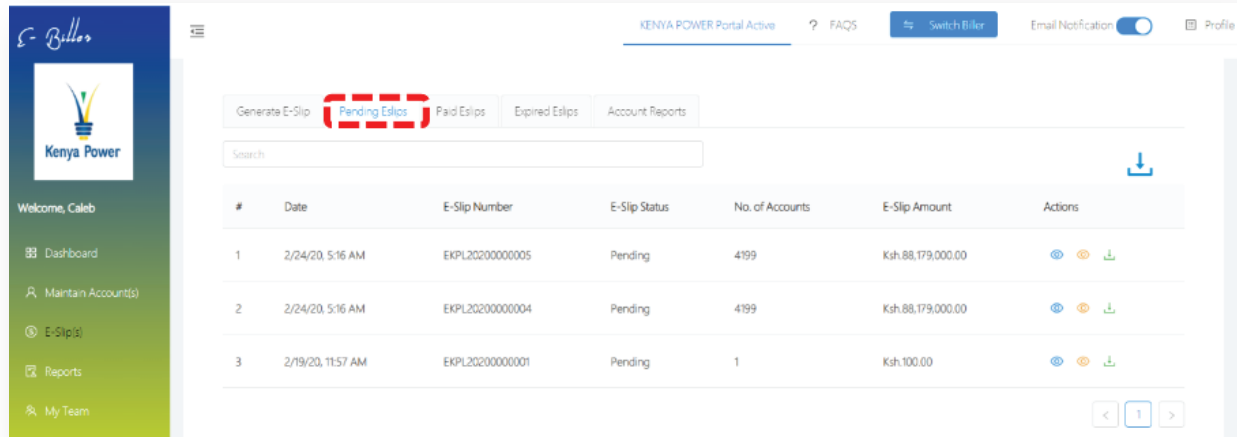
The functions are available under the **Actions tab** (Mouse over 👁 👁 ⬇ to view action name)

1. View E-Slip 👁 shows the banking details-where to send payment.
2. View -E-Slip accounts 👁 shows accounts to be paid for under an E-Slip.
3. Download Eslip ⬇ enables user to download the eslip in PDF

Quote the **E-Slip reference** (EKPLXXXXXXXX) in the payment reference field to ensure automated updating of Kenya Power once payment is received. The payment can be made in the following ways;

1. Stanbic Bank customers- through our online channels or at our branch counters.
2. All other Kenya Power Post-Paid customers-through their bank online channels or at our branch counters.
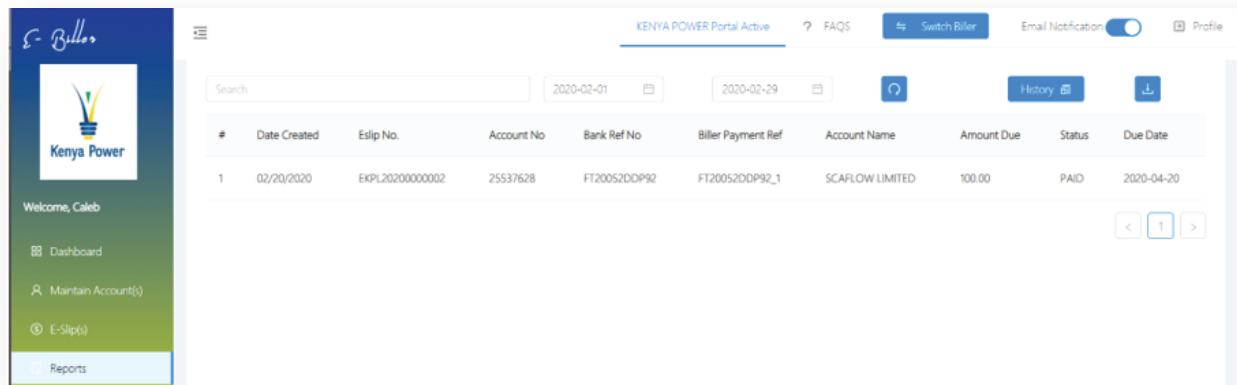
7   View paid E-slips

1. To view paid E-Slips, click on the **Paid E-Slip** Tab.

2. Once payment is successful, Stanbic bank will automatically update the payers post paid Kenya Power account.
3. The E-Slip can then be viewed/downloaded via the Paid Eslip tab.
   Action tab 👁 👁 ⬇ allows payer to View Receipt, Accounts paid for and Download Payment Receipt.

8 Reporting

The **Reports** tab allows a user to download account payment history.

9 My team

My Team menu allows a user to add members to the current profile

10 Switch Biller

Switch Biller tab allows a user to view other biller payment other than Kenya Power and simply make payments through Stanbic Bank.

Stanbic Bank
Corporatebankingkenya@Stanbic.com

Service Support

24/7

Technical Support

Kenya Power
KPLCCustomerServiceOfficersCorporateAccounts@KPLC.co.ke