



Stanbic Bank

A member of Standard Bank Group



Kenya Power

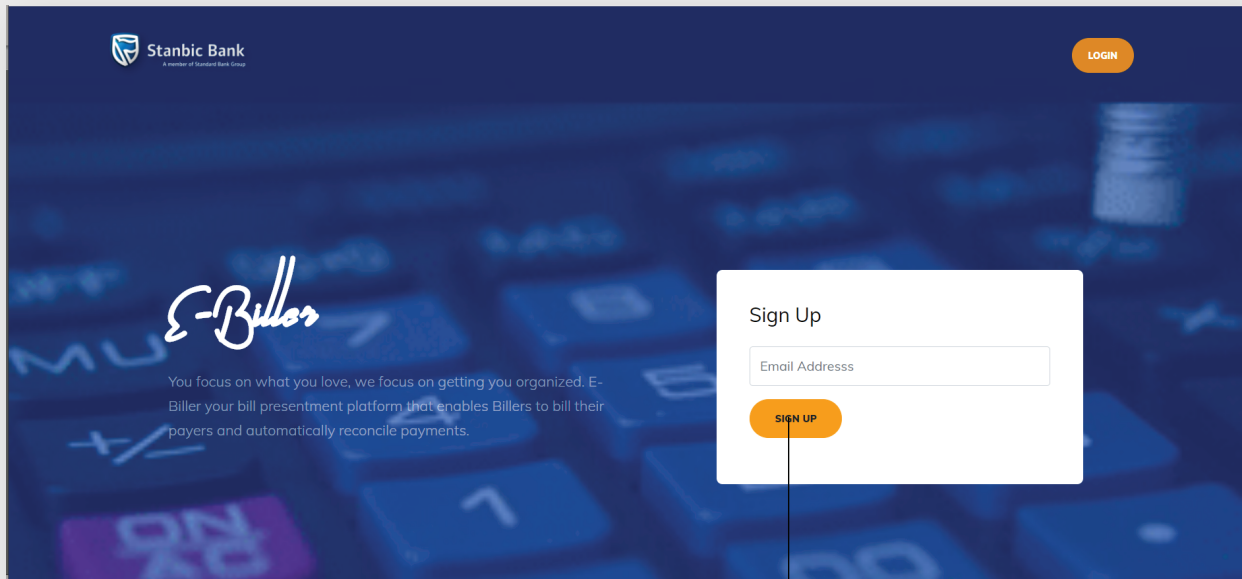
E-Biller User Guide

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

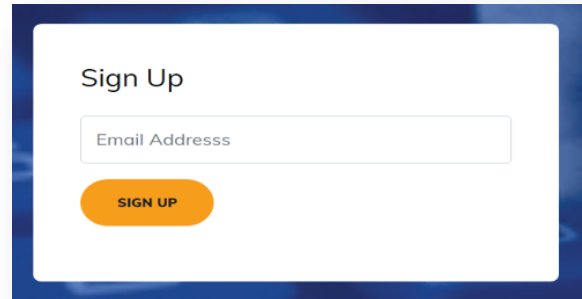
<https://ebills.stanbicbank.co.ke>



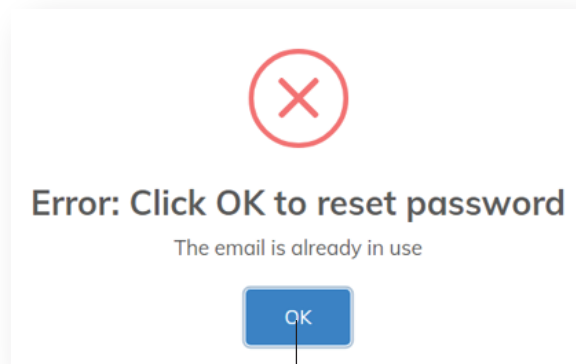
2 Sign up

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

Enter email address and click **Sign Up**



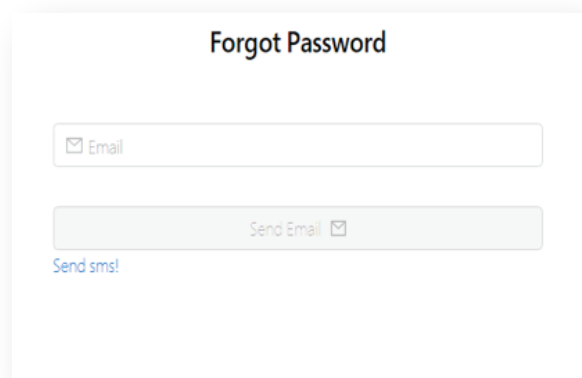
A screenshot of a 'Sign Up' form. It features a title 'Sign Up' at the top, followed by a text input field labeled 'Email Address'. Below the input field is an orange button with the text 'SIGN UP' in white capital letters.



An error message dialog box. At the top center is a red circle containing a white 'X'. Below this is the text 'Error: Click OK to reset password' in bold, followed by 'The email is already in use' in a smaller font. At the bottom center is a blue button with the text 'OK' in white capital letters.

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.

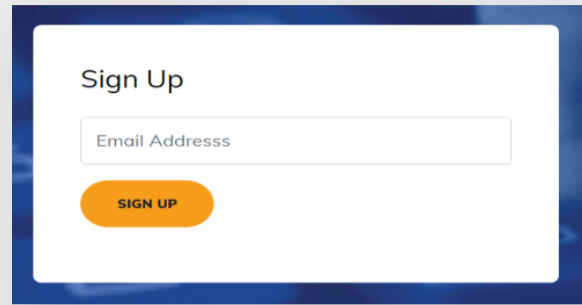


A 'Forgot Password' form. It has a title 'Forgot Password' at the top. Below the title is a text input field with a checkmark icon and the text 'Email'. Below that is a button with the text 'Send Email' and a checkmark icon. At the bottom left of the form is a blue link that says 'Send sms!'.

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

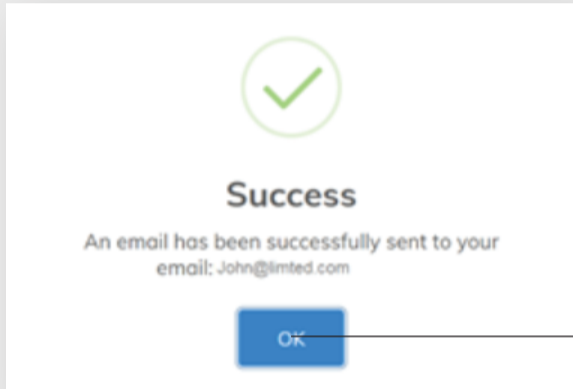
Enter email address and click **Sign Up**



Sign Up

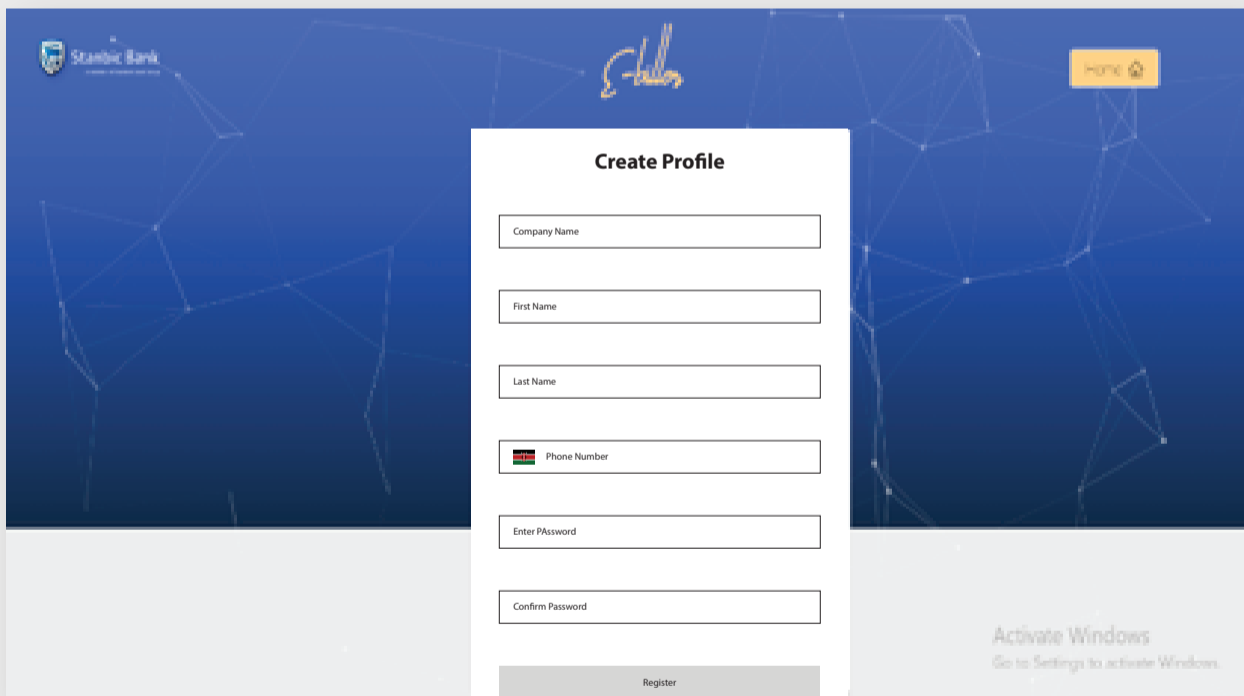
Email Address

SIGN UP



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.

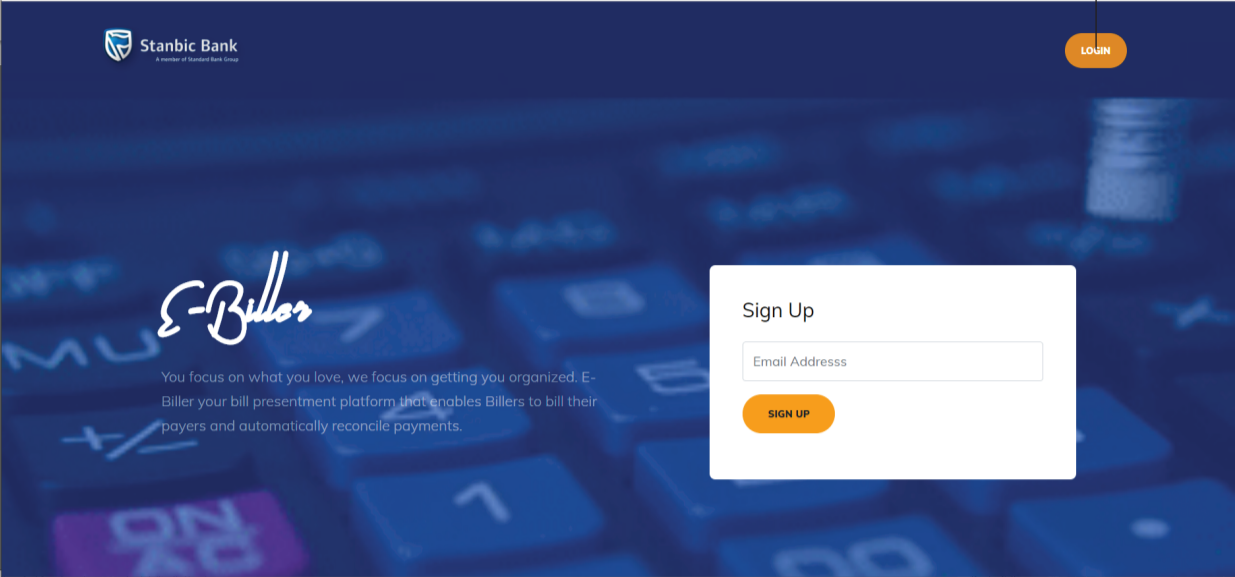
To create a profile, input Company name and personal details, a password and click on **Register**.



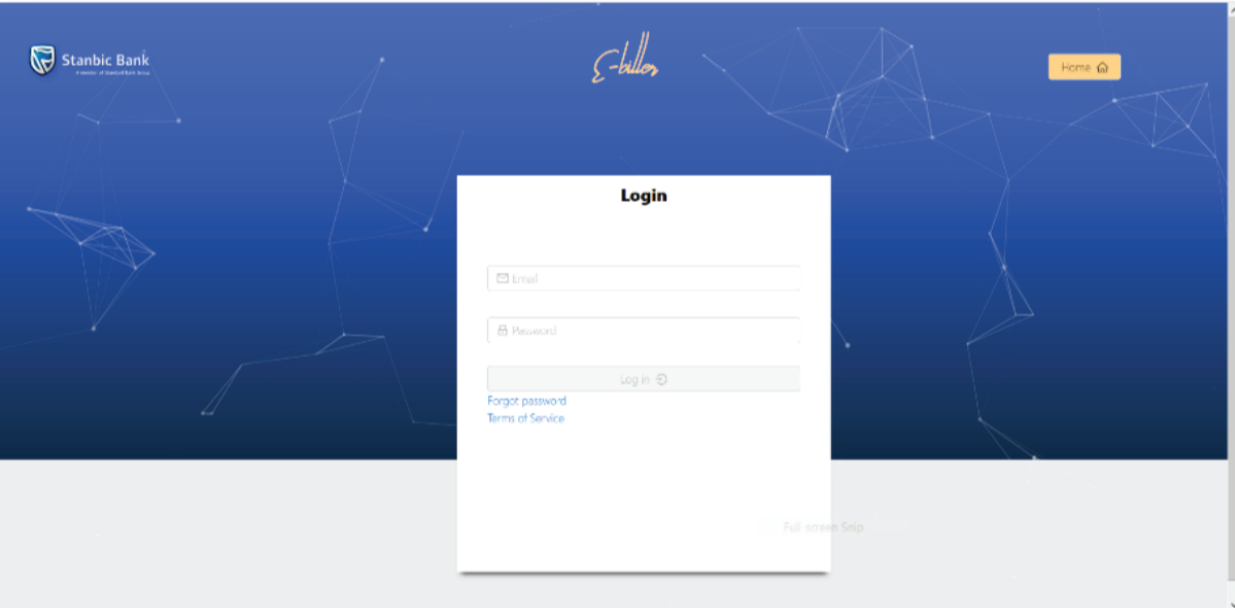
Click on the Kenya Power **Logo** to proceed.

2.3 User Log In

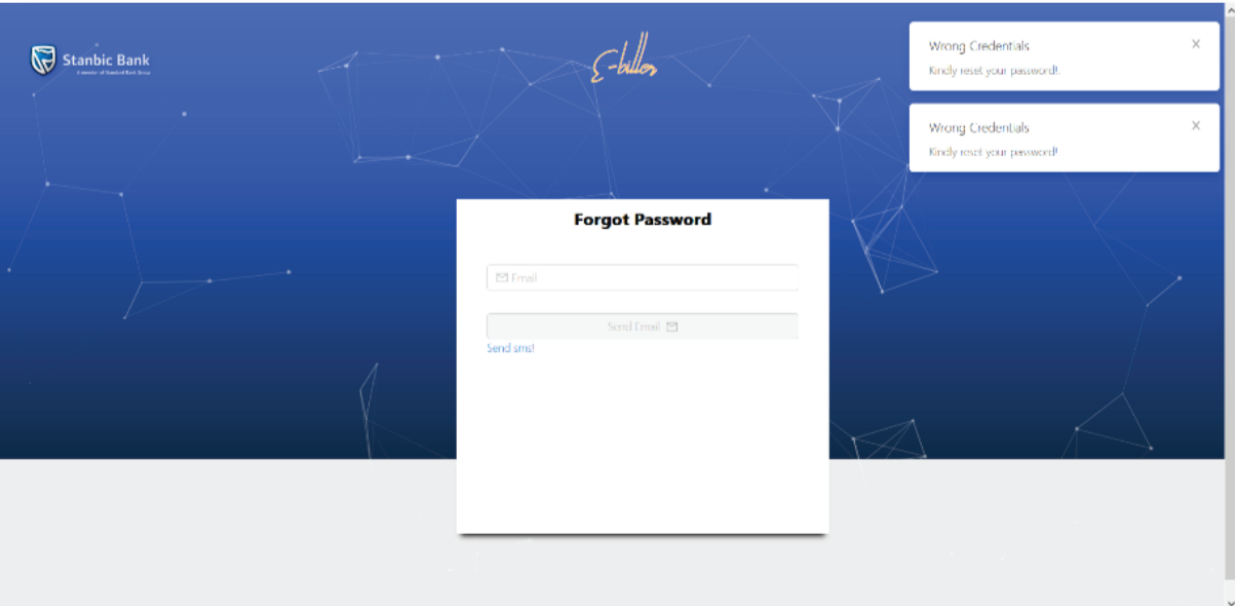
Click to Login



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



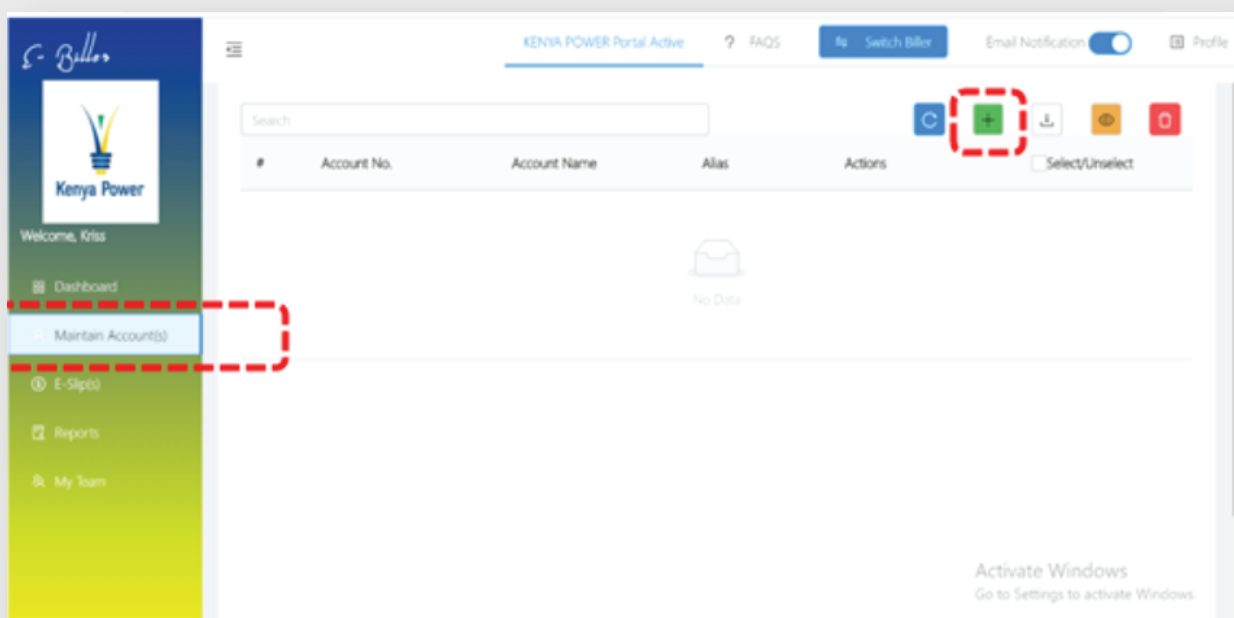
If email exist below screen appears and password reset.



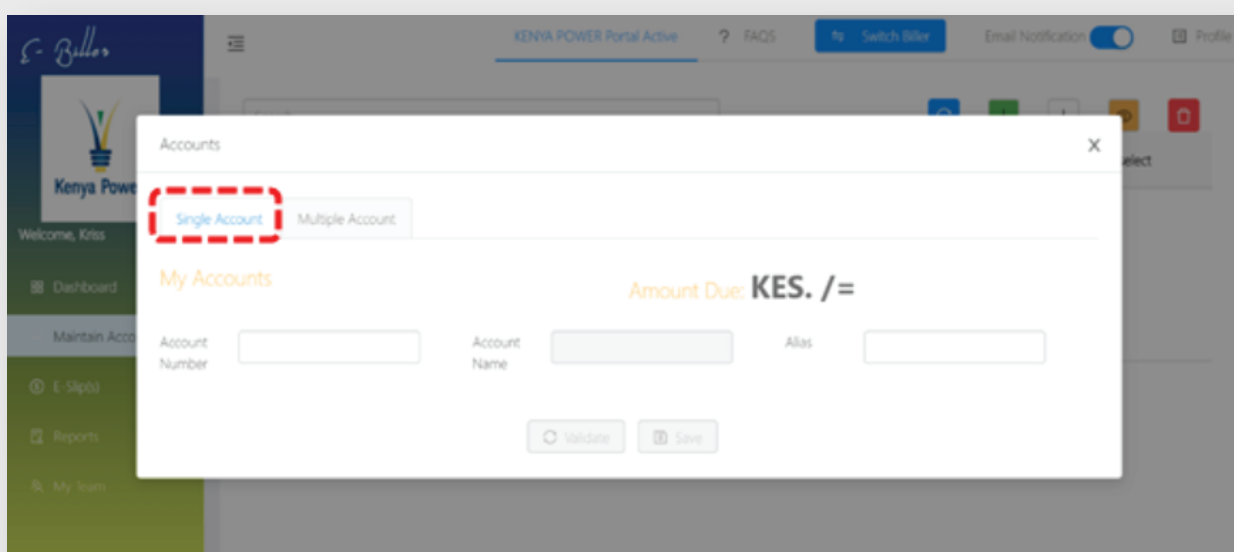
3 Maintain Account(s)

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.



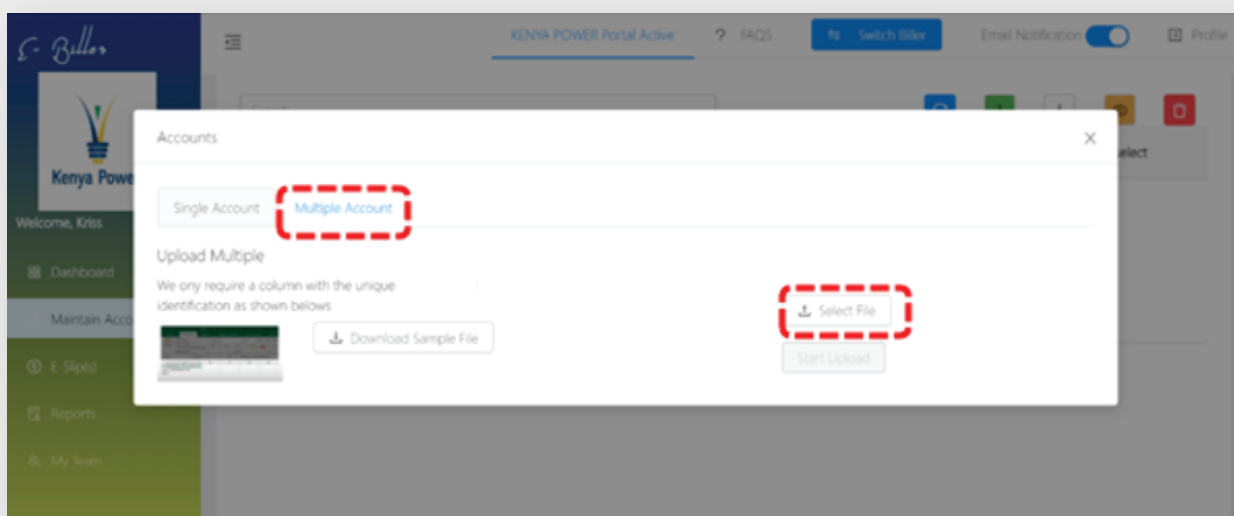
3.1 Maintain Single Account



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.

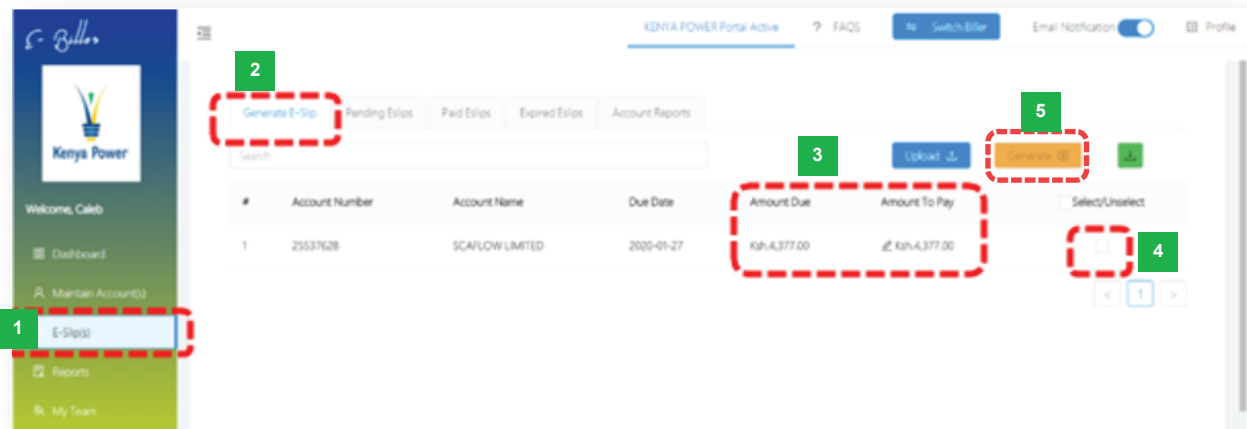
3.2 Maintain Multiple Accounts



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

4 Generation of payment E-Slip for Single Account Payment

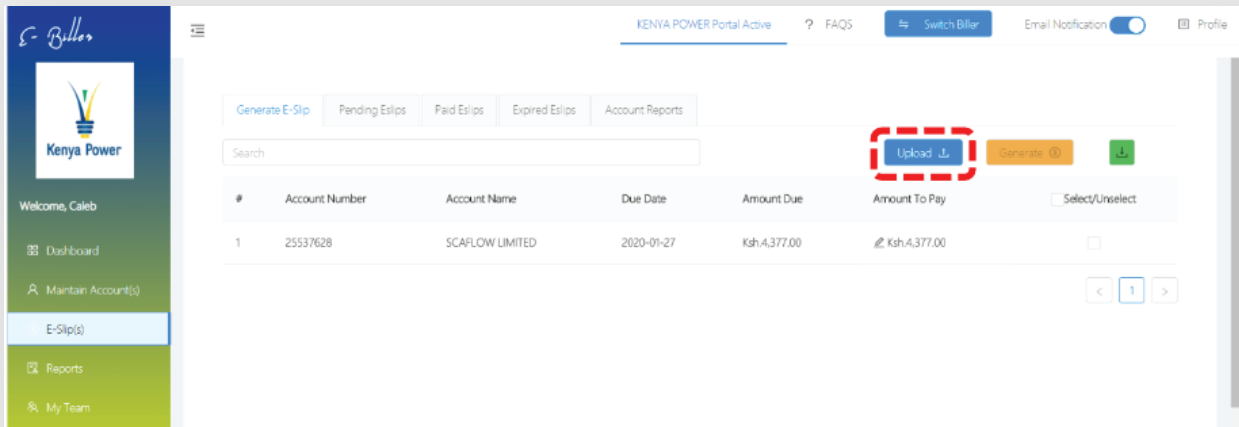
1. Click on the **E-Slip** tab



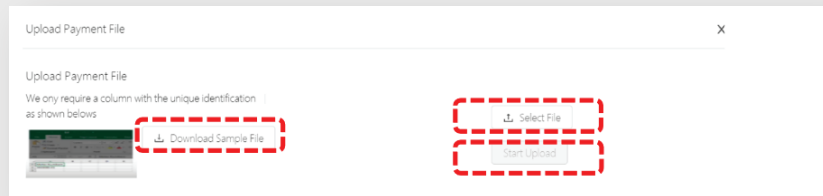
2. Click on the **Generate E-Slip** tab to view account details, amount due and editable amount to pay.
3. Click on the edit button on the **Amount To Pay** column to input the desired amount if different from the amount due.
4. Click on the check box to select account to generate E-Slip for.
5. Click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

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

1. Click on the upload tab.



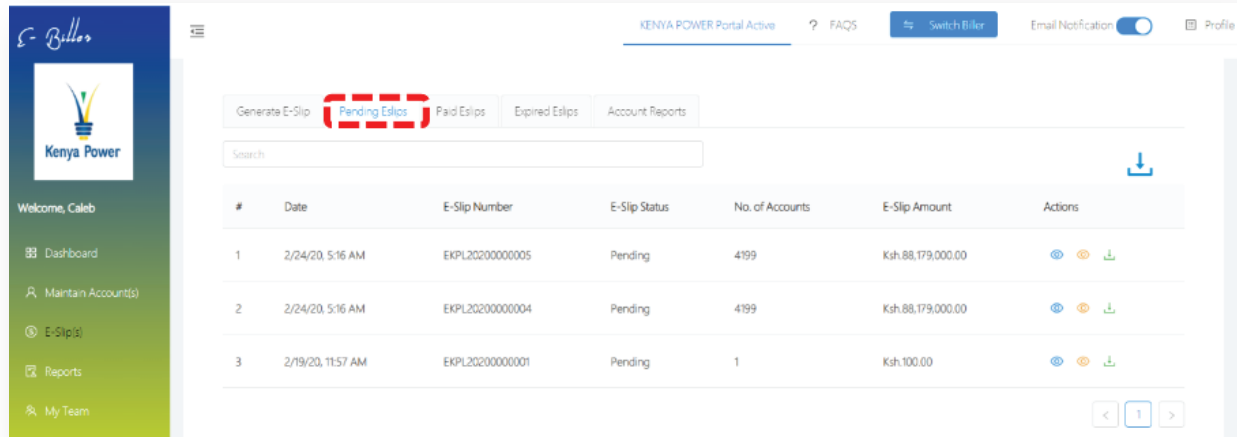
2. Below screen will pop up.



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

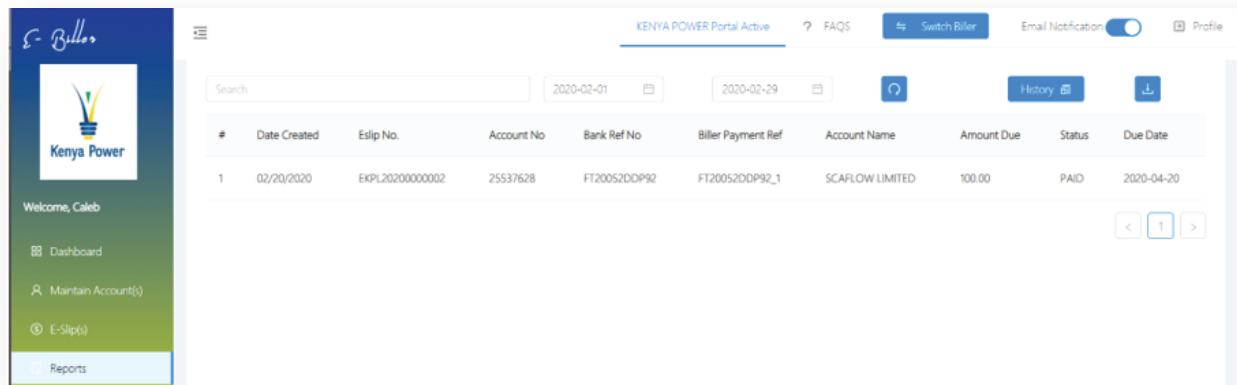
1. To view paid E-Slips, click on the **Paid E-Slip** Tab.

The screenshot shows the Kenya Power portal interface. On the left, a vertical navigation menu is visible with the following items: 'E-Bills', 'Kenya Power' logo, 'Welcome, Caleb', 'Dashboard', 'Maintain Account(s)', and 'E-Slip(s)'. The 'E-Slip(s)' item is highlighted with a red dashed border. The main content area is titled 'KENYA POWER Portal Active' and includes a 'Switch Biller' button, 'Email Notification' toggle, and a 'Profile' icon. Below the title, there are tabs for 'Generate E-Slip', 'Pending Eslips', 'Paid Eslips', 'Expired Eslips', and 'Account Reports'. The 'Paid Eslips' tab is active. A search bar is present above a table. The table has the following columns: '#', 'Date', 'E-Slip Number', 'E-Slip Status', 'No. of Accounts', 'E-Slip Amount', and 'Actions'. A single row of data is shown: '# 1', 'Date 2/20/20, 1:47 AM', 'E-Slip Number EKPL20200000002', 'E-Slip Status PAID', 'No. of Accounts 1', 'E-Slip Amount Ksh.100.00'. The 'Actions' column for this row contains three icons: a magnifying glass, a document, and a download arrow, all of which are highlighted with a red dashed border. A pagination control at the bottom right shows '< 1 >'.

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.



The screenshot displays the Kenya Power e-Bills portal interface. On the left is a navigation sidebar with the Kenya Power logo and menu items: Welcome, Caleb; Dashboard; Maintain Account(s); E-Slip(s); and Reports (highlighted). The main content area is titled 'KENYA POWER Portal Active' and includes a search bar, date filters (2020-02-01 to 2020-02-29), a refresh button, a History button, and a download button. Below this is a table with the following data:

#	Date Created	Eslip No.	Account No	Bank Ref No	Biller Payment Ref	Account Name	Amount Due	Status	Due Date
1	02/20/2020	EKPL20200000002	25537628	FT20052DDP92	FT20052DDP92_1	SCARFLOW LIMITED	100.00	PAID	2020-04-20

At the bottom right of the table, there are navigation controls: '< 1 >'.

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



Technical
Support

Kenya Power
KPLCCustomerServiceOfficersCorporateAccounts@KPLC.co.ke