

# Unisa payments on digital banking

Define tomorrow.

# Online banking via First National Bank

- **Step 1:** Enter your username and password on [www.fnb.co.za](http://www.fnb.co.za) and login to your online banking profile.
- **Step 2:** Select Payments
- **Step 3:** Select Once off
- **Step 4:** Under “Recipient details”, select a “Public Recipient”
- **Step 5:** Enter the recipient name and select “Search”.

<https://www.fnb.co.za/demos/add-a-PublicRecipient-PC.html>

# Under “Recipient details”, select a Public Recipient and SEARCH

## Payments

Payments

Once Off

Scheduled  
Payments

Your remaining daily Payment limit is R 10,000. You can

To pay a credit card held at another bank, select 'Public Recipient' and search for the bank. When done, enter the credit card num

### 1. Who would you like to pay?

Pay to

An Account

A Public Recipient

Find a Public Recipient

Search

Payment Name

### 2. Payment details

How Much?

0.00

Their reference

My reference

### 3. Proof of payment

Notification method

Email address

Email address

**Enter the recipient name “Unisa Students Deposits” and press continue**

## Public Recipient Search

Search recipient by:

Name  An Account Number

Select Country

Type in Recipient Name

Close

Continue

# Payment name: Type in Unisa fees

Input the amount to pay

Input in their reference field student number and code



Menu | Accounts | Transfer | Payments | Send money | +

### 1. Who would you like to pay?

Pay to: An Account | A Public Recipient

Find a Public Recipient: Search Unisa Students Deposits

Payment Name: UNISA Fees

### 2. Payment details

How Much?: 1,000.00

Their reference: 22710290 5400374721

My reference: UNISA fees

### 3. Proof of payment

Deposit reference: first eight (8) blocks are for the student number (If the student number consists of only 7 digits, then a "0" must be filled in as the first digit of the student number). Leave one block open, then fill in the following codes:

- 5400374721 for study fees
- 3000774039 for SBL student fees
- 5400374225 for library fees
- 5352X74608 for matriculation exemption fees
- **5370810030 for the application fee**
- 5400315164 for access cards

# Make sure to select the correct account to make payment from



From Account  Pay On

# How to add Unisa Students Deposit Account as a recipient

The screenshot shows the Unisa online banking interface. At the top, there is a teal navigation bar with a menu icon, 'Menu', and links for 'Accounts', 'Transfer', 'Payments', 'Send money', and 'Business solutions'. A 'Logoff' button is on the right. Below the navigation bar, the 'Payments' section is active, showing options like 'Once Off', 'Scheduled Payments', 'Traffic fines', 'eFiling + Smart IDs', and 'Payment Requests'. Under 'Payments', there are buttons for 'My recipients', 'My bills', and 'History'. An 'Add' button with a plus sign is visible, and a tooltip shows options for '> Add' and '> Import'. A red arrow points to the 'Add' button, and another red arrow points to the 'Payments' menu item.

1. Click on "payments"
2. Click on "My recipients"
3. Click on "Add"

'Last Paid' does not reflect Pay Again transactions made to an existing recipient. For these payments please check your payment or transaction

Your remaining daily Payment limit is R 246,128. [You can change your limit.](#)

Please note that if a recipient is not paid or maintained for a period of 24 months, the recipient will be removed from this list automatically. Payments or maintenance of a scheduled payment recipient does not interrupt this 24-month period.

## Banking

Name	Pay Amount	Last Paid	Amount	My Reference	Their Reference	Pay & Clear Now
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## Not Categorised - Older Recipients

Name	Pav Amount	Last Paid	Amount	My Reference	Their Reference	Pay & Clear Now
			Pay From	Please Select	Pay On	Today
						Clear Pay



Please note that if a recipient on your list is not paid or maintained for a period of 24 months, the recipient will be removed from the list automatically.

To add a credit card held at another bank, select 'Public Recipient' and search for the bank. When done, enter the credit card number as recipient reference.

### 1. Choose your default payment account

Account



Staff Account  
Avail Bal ZAR 16,116.37

### 2. Recipient details

View

An Account A Public Recipient



Find a Public Recipient

Search

Recipient name

Recipient reference

Own reference

Add to group

Not Categorised

### 3. Proof of payment

Notification method

Email address

Cancel Add Recipient



4. Select an account where you will be making payment from
5. Click on a "Public Recipient"
6. Click on "Search"





7. Type in Unisa and click on "Unisa Students Deposits"

## Add R

### Public Recipient Search

Search recipient by:

Name An Account Number

Select Country

South Africa

Type in Recipient Name

UNisa

UNisa Students Deposits



Close Continue





## Add Recipient

Please note that if a recipient on your list is not paid or maintained for a period of 24 months, the recipient will be removed from the list automatically.

To add a credit card held at another bank, select 'Public Recipient' and search for the bank. When done, enter the credit card number as recipient reference.

### 1. Choose your default payment account

Account

> Staff Account	
Avail Bal ZAR	16,116.37

### 2. Recipient details

View

An Account A Public Recipient

Find a Public Recipient

Recipient name

Recipient reference

Own reference

Add to group

> Not Categorised

### 3. Proof of payment

- Next to Recipient name, type Unisa students deposits
- Next to Recipient reference, type in your student number (this is what will appear on the Unisa account as a reference to identify your payment)
- Next to own reference type in Unisa fees (this is what will appear in students' statement)
- Click on "Add recipient"

