A Step-By-Step Guide for Undergraduates on How to Use the UNIOSUN Interswitch WebPAY Platform
To get to the UNIOSUN Undergraduate Students’ Portal, visit [http://www.uniosun.edu.ng](http://www.uniosun.edu.ng). Click on the “E-PORTAL” menu link, locate the “STUDENTS” menu and Click on “Undergraduates”.
Login to your Students’ Portal account with your **Matric No.** (Or **UTME/DE Registration No.** for Freshers) and **Password**.
Once logged in to your portal account, you can read through the **UNIOSUN WebPAY FAQs/Tips** before you continue. To make your School Fees payment, click on the “**Payments Account**” link from the Dashboard menu.
From your Payments Account section, you need to FUND YOUR ACCOUNT by selecting the method of payment (i.e. Interswitch Web Pay).
Enter the amount (digits only) you are willing to fund your account with in the box provided. Click on the “Process Payment” button. NOTE: That you will be charged N300 (Three Hundred Naira ONLY) as a Transaction Fee for each transaction you make on the portal via the WebPAY platform.
You will be redirected to the “Payment Confirmation” page where you are to confirm the total amount that will be debited from your account. You are also required to take note of the “Transaction Reference” generated by the portal each time you attempt to make a payment.

If you think there is an error with the amount payable, just click on the “Cancel Payment” link to restart the payment process. Otherwise, click on the “Pay Now” button to continue.
Confirm your **Name, Matric No.** and the **Amount** displayed on the Interswitch web page and select the type of card you want to use. If not, click the “**Cancel**” link to abort payment. Ensure you have with you an Interswitch enabled Debit/ATM card, specifying the “**Card Number**, “**Expiry Date**, “**Card PIN**” and “**CVV2 Code**”. 
Supply your Card details and click the “Pay” button. You may check here UNIOSUN WebPAY FAQs/Tips for more information.
If the page below prompts up, Click on **“No Thanks, conclude payment”**.
You will be redirected back to your Portal Account page with a transaction response. A successful transaction response will return a Payment Reference, Transaction Reference (same as the one generated and sent earlier to the Interswitch page) and a Notification Email is also sent to your email address.
Payment successfully made!

Dear [Name],

Payment for Transaction Reference: OSU [Reference Number] has been accepted.

Your Portal Account Balance has been credited with NGN 95,000.00. You may now login to confirm this from your portal account and proceed with your Fees Payment.

Find below your transaction details;
Payment Reference: FBN|WEB|OSU|24-12-2013|037603
Amount Paid: NGN 95,000.00
Timestamp: 2013-12-24 16:41:30

Sincerely Yours,
Portal Administrator,
IMTC, Osun State University, Osogbo

*This is an automated system email. Please do not reply to this email.

If you have any enquiry or difficulties please contact the Portal Administrators by using the following information:
Email Address: portal.admin@uniosun.edu.ng
After your account has been successfully funded, go back to the main Accounts Page and make the required Fees Payment.
You can also view your Payments History (including Successful and Failed WebPAY transactions) at anytime on the “Payments History” Page.
Have an ENQUIRY?
You can contact the Support Team via any of the following Information;

- **Email:** portal.support@uniosun.edu.ng

- **Mobile:** +234 80 XXXXXXXX

Calls and SMS between 8:00 am - 4:00pm (Mondays - Fridays)