



2019

EMPLOYERS PORTAL

USER GUIDE

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This user-guide will assist employers to “DISCLOSE” loanees employed in their employment, “DEDUCT” student loan and “DISCHARGE” payments to HELB online.

HELB Multipurpose Statement



Definition of Terms

Disclose:

Employers are required to inform HELB, upon recruitment, of a beneficiary. You can do this on the HELB Employers Portal by uploading list of all staff or new staff on the [My Employees](#) section. You will get a report on beneficiaries, their outstanding balances and monthly deduction rate. For general enquiries please contact our contact center on contactcentre@helb.co.ke or call 0711052000.

Where an employer fails, without reasonable excuse, to notify the Board that he has in his employment a loanee, within the specified period, that employer shall be guilty of an offence and liable to a fine of not less than 3,000 shillings for each month or part of the month that he fails to notify the Board of such employment.

Deduct:

HELB shares monthly deduction rate for all beneficiaries with outstanding balances. Loan balances and monthly repayment rates may vary from time to time as employees take new loans or re-negotiate on repayment plans. After uploading list of staff, the employer will get a report on beneficiaries, their outstanding balances and monthly deduction rate. The Employer then goes ahead and makes deductions as listed in the monthly deduction rate. HELB may also write directly to Employers to make deductions as per generated repayment plan (billing schedule).

Where an employer fails to deduct or after deducting any loan repayment from a loanee and does not pay such deductions to the Board within the prescribed period, a sum equal to 5% of the total amount of the repayment shall be charged on the employer for each month or part of the month that the repayment remains unpaid. Email remittance@helb.co.ke if you have any queries on deduction.

Disclose:

All loan deductions by employer must be remitted to HELB by the **15th day of the following month**. Failure to remit or delayed remittance attracts a penalty equal to **5%** of the total amount due on the employer for each month or part of the month that the repayment remains unpaid. Email remittance@helb.co.ke if you have any queries on remittance.

Statement:

You can get statement of all remittances made through the portal. Payments will automatically be allocated to student accounts and receipt number indicated only on received payments. Email remittance@helb.co.ke if you have any queries on the Employer remittance statement.

Employer Compliance Certificate:

Employers can generate compliance certificate online by clicking on the [Compliance tab](#). Email remittance@helb.co.ke if you have any queries on Employer Compliance.

Step 1: HELB website visit and portal log in

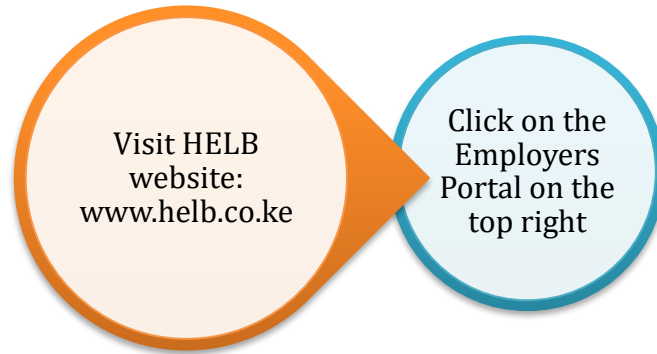
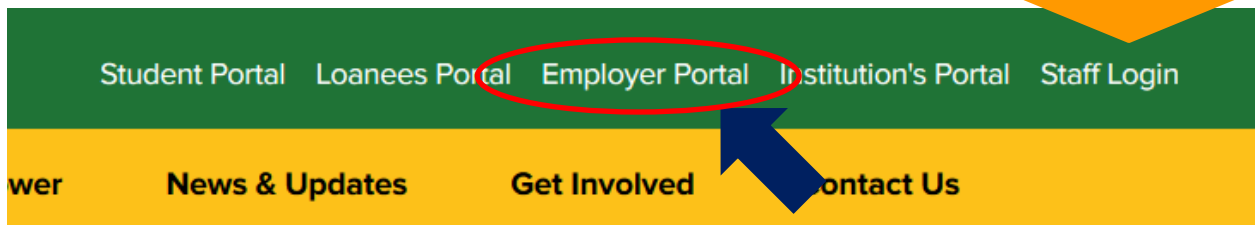


Image 1.1



Note: If visiting for the first time, click create account and register...Image 1.2

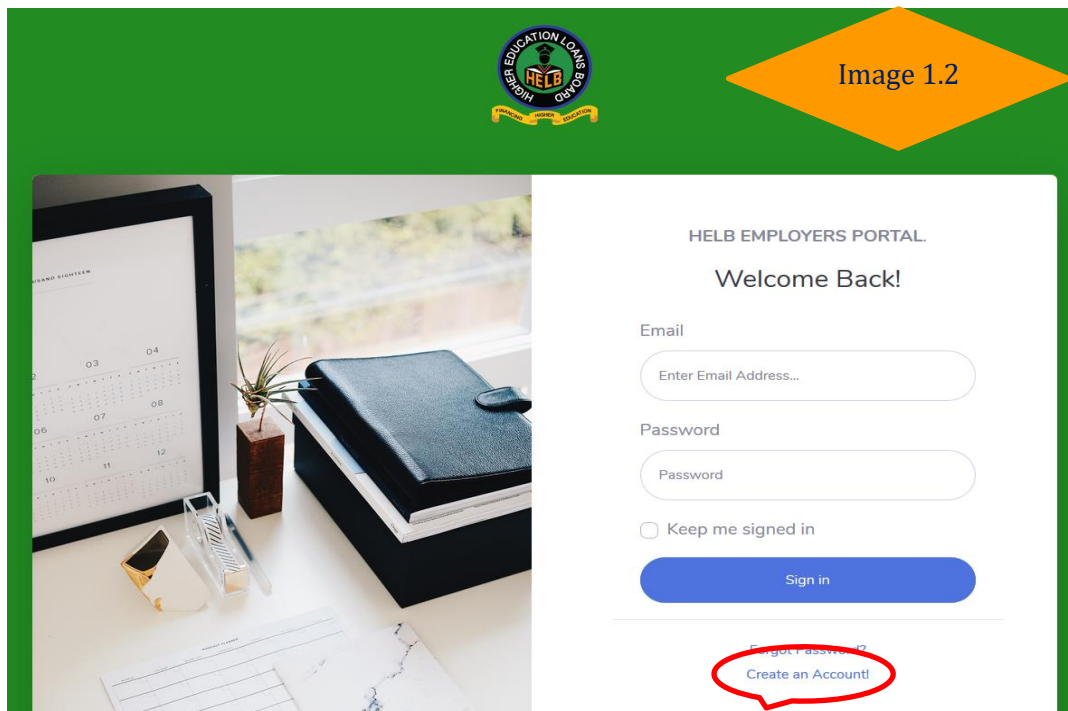
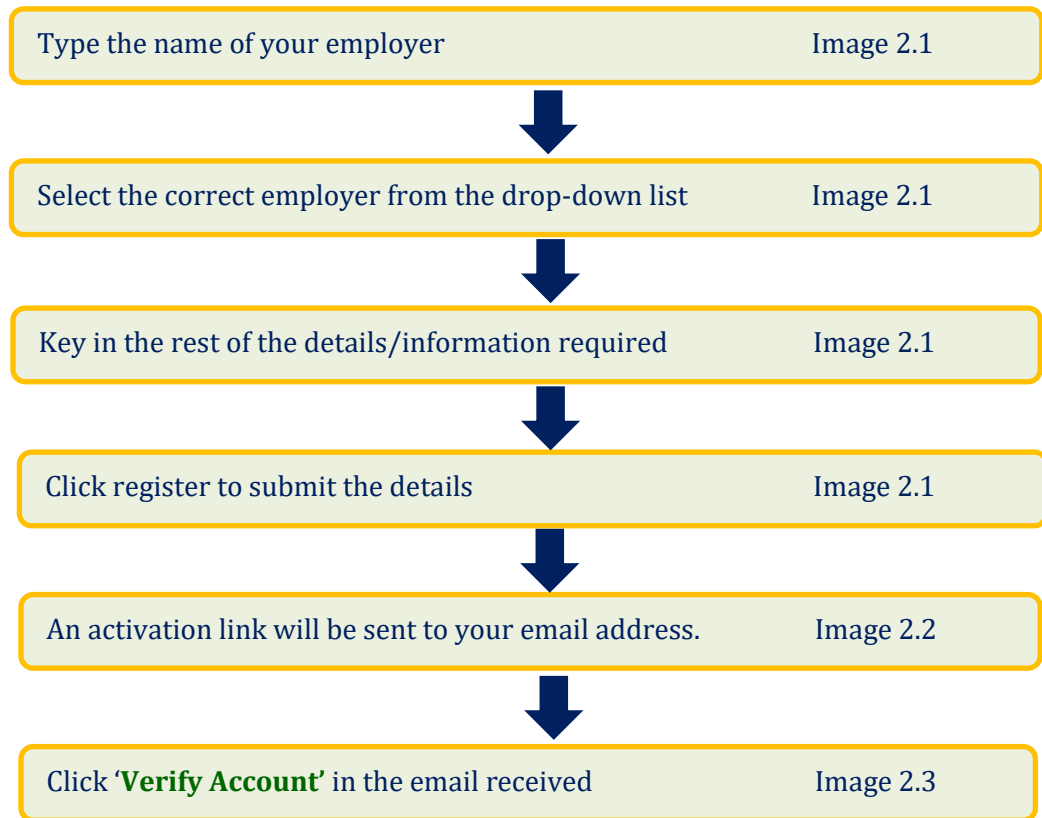


Image 1.2

Step 2: Registration process



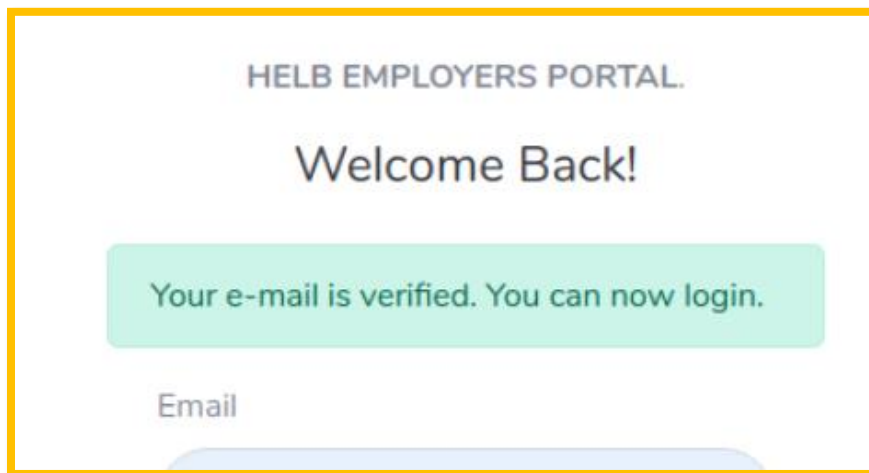
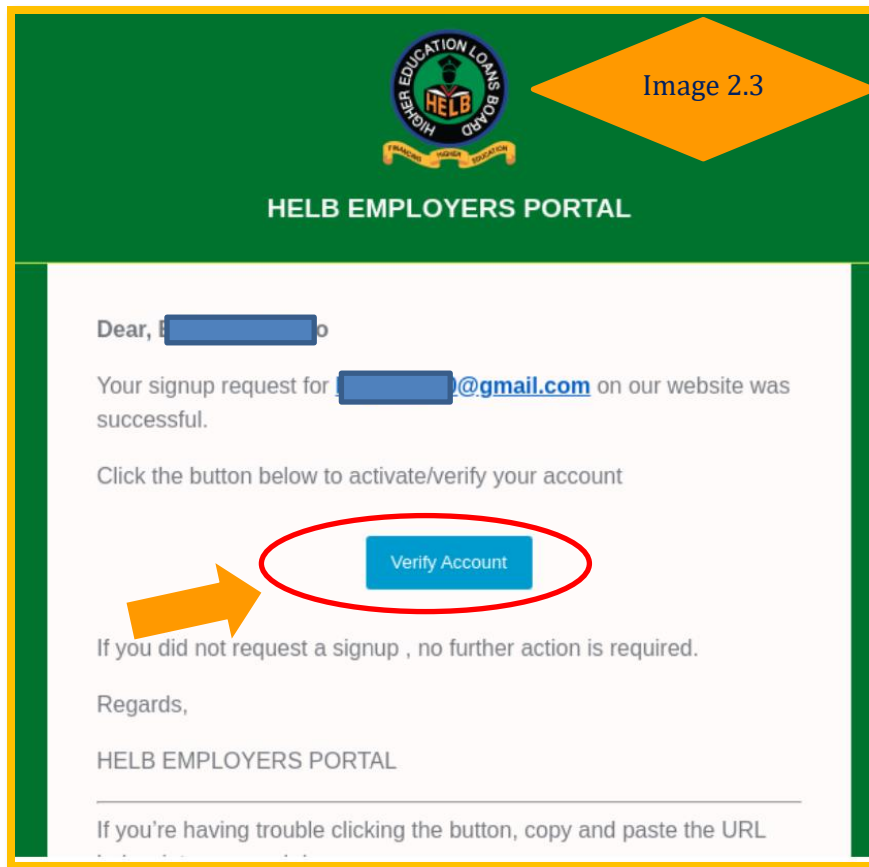
The screenshot shows the 'HEL B EMPLOYERS PORTAL' with a 'Welcome Back!' message. The main heading is 'Employer Registration' and the sub-heading is 'Create an Account!'. A yellow highlight is under the text 'Type below to Get Employer Details'. Below this is a search input field containing the word 'Higher', which is circled in red. An orange arrow points from the left towards this search field. A dropdown menu is open, showing a list of institutions: 'Higher Education Loans Board' (highlighted in blue), 'Higher Education Loans Board', 'African Virtual University - Special Project & Partnership For Higher Educ.', 'Isinya Centre For Higher Education Ltd', 'Ministry Of Higher Education, Science & Technology', and 'Higher Education Loans Board Benevolent Fund'. Below the dropdown are several input fields: 'Official Login Email address', 'Contact Names', 'Title i.e Accountant' (with a dropdown menu set to '--Select your option--'), 'Password', and 'Confirm Password'. At the bottom, there is a checkbox for 'I agree with terms and conditions' and a blue 'Register' button.

Welcome Back!

We sent you an activation code. Check your email inbox/junk and click on the link to verify.

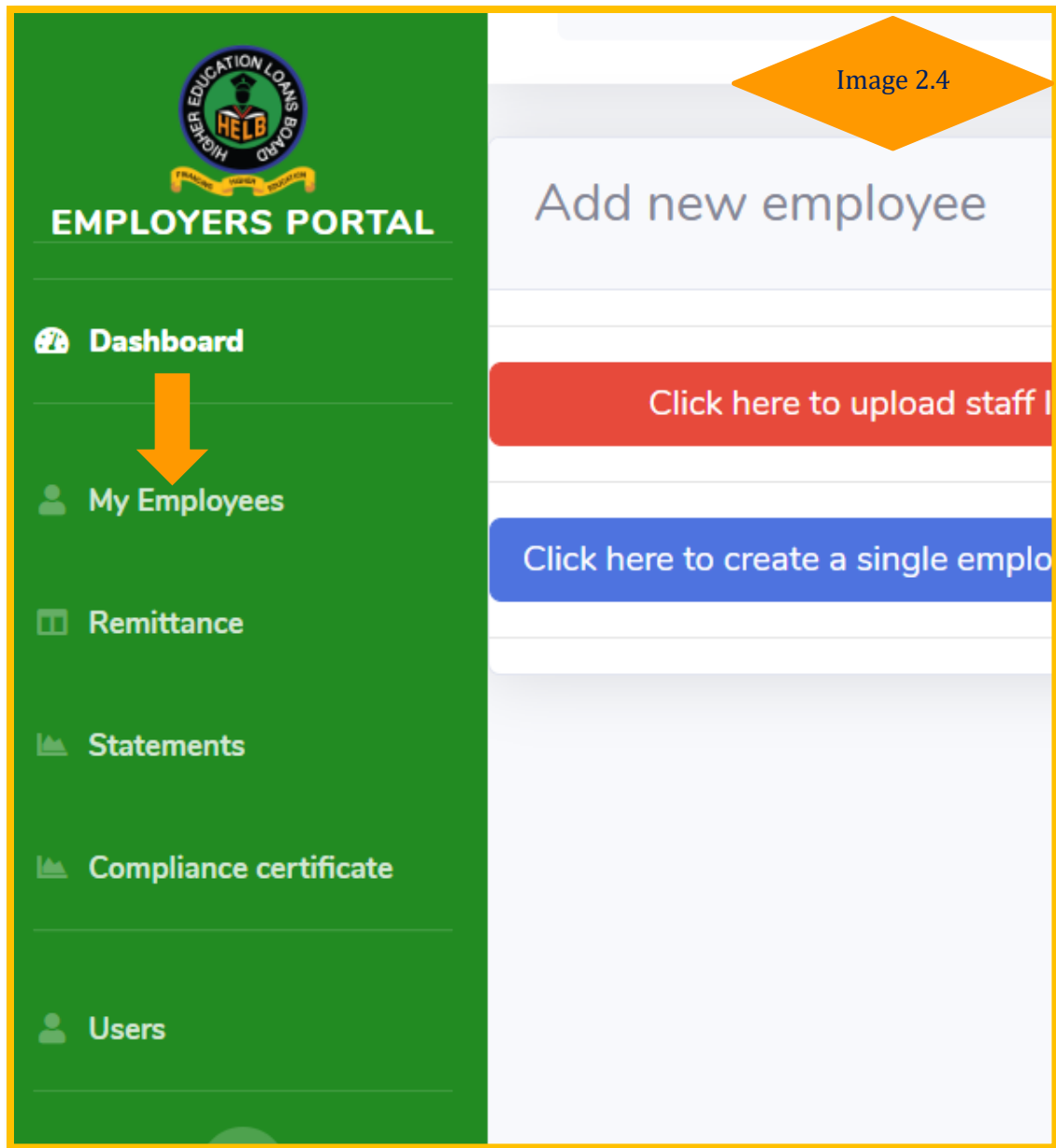
Email

Password



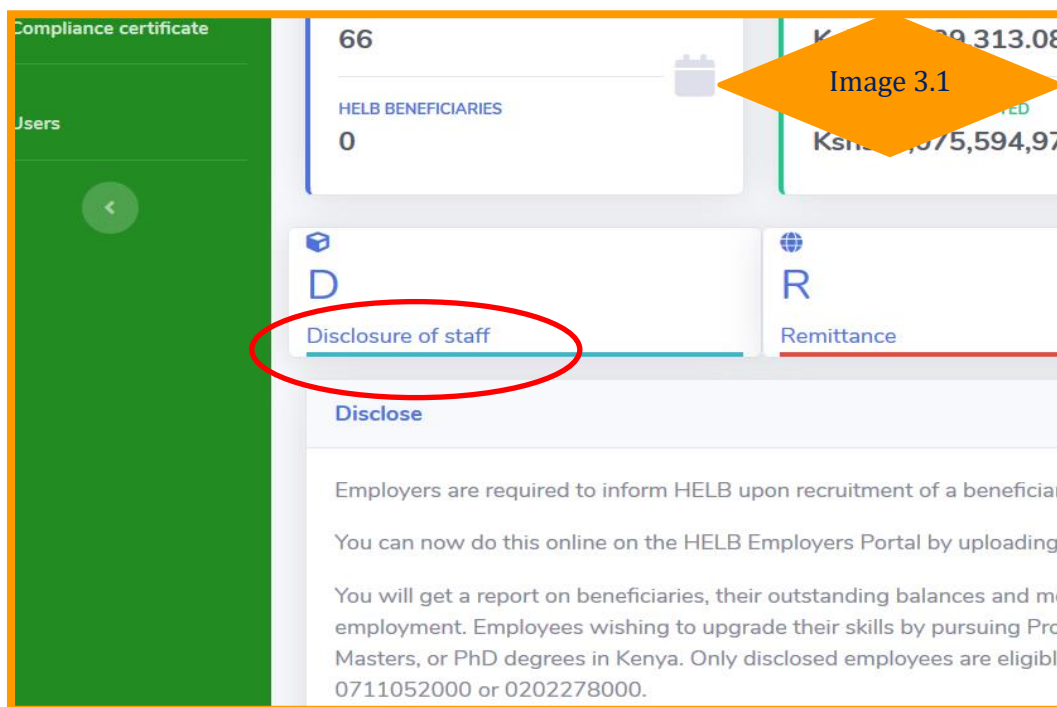
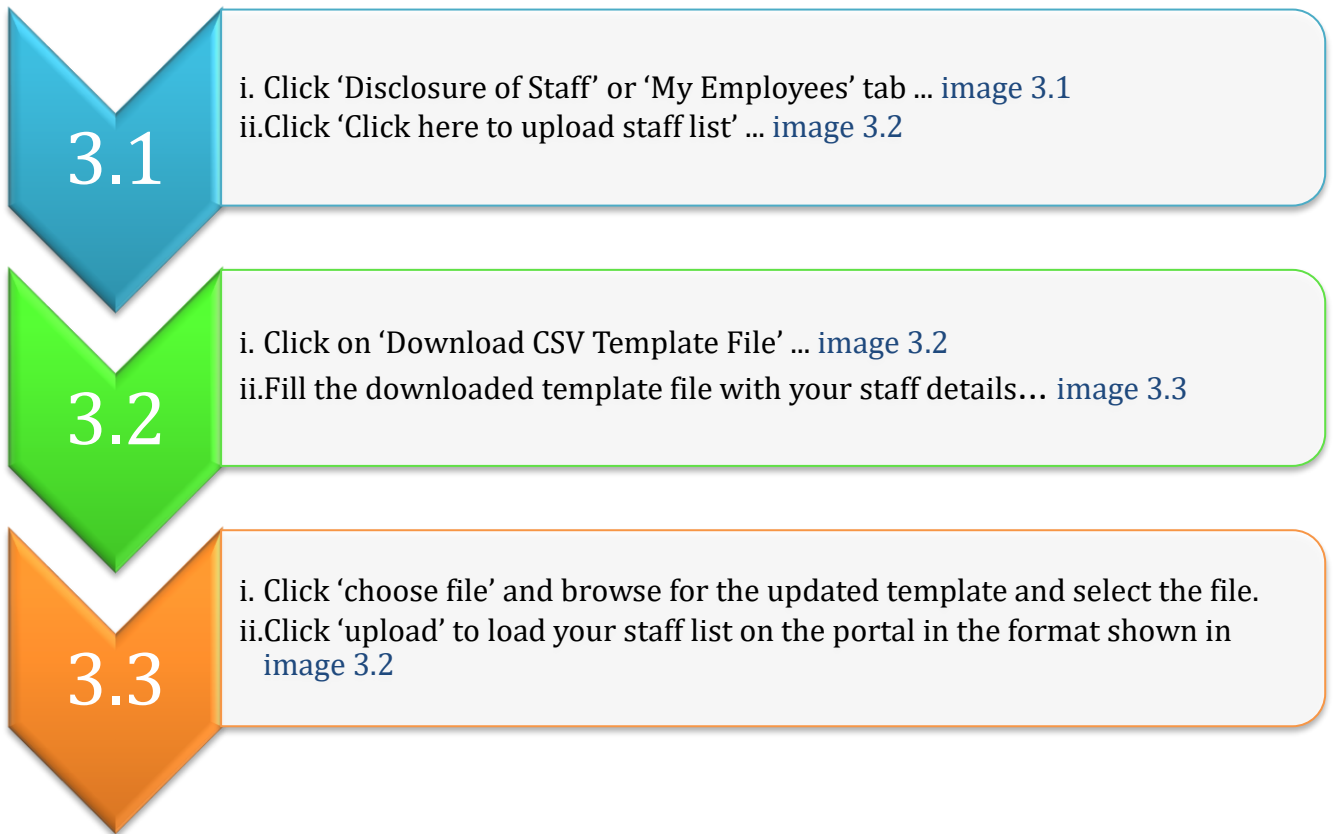
Note:

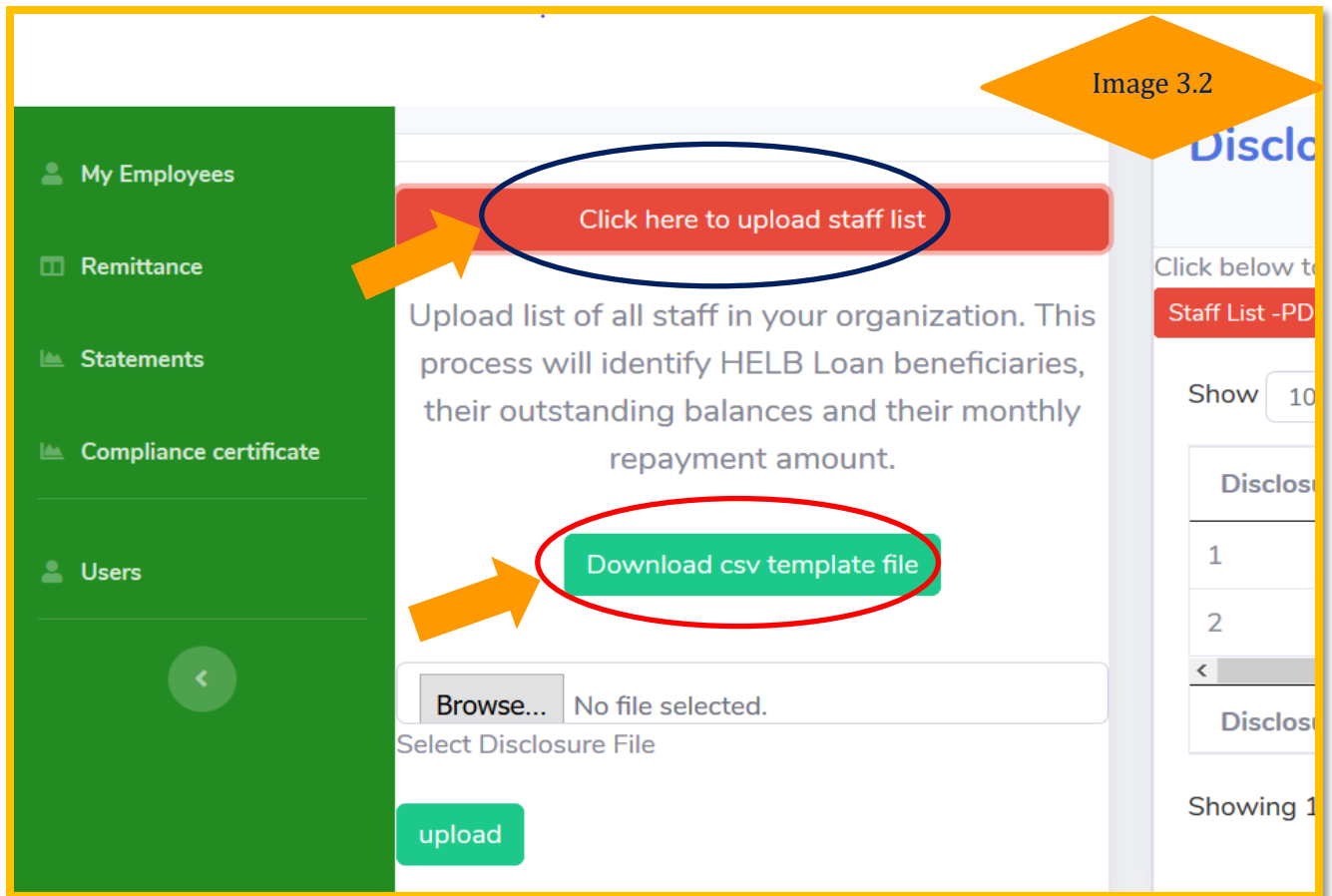
- ✚ If you already created an account, **sign in** using the email address and the password you registered with.
- ✚ If you forgot your login credentials, click **Forgot Password** tab and reset your account
- ✚ Once logged in, you will be able to navigate the portal using menus to the left of the screen ...Image 2.4



Step 3: Disclosure of staff

Pursuant to section 16(1a) of the **HELB Act 1995**, all employers are required to disclose to HELB on employment of a loanee. To disclose your current staff list;



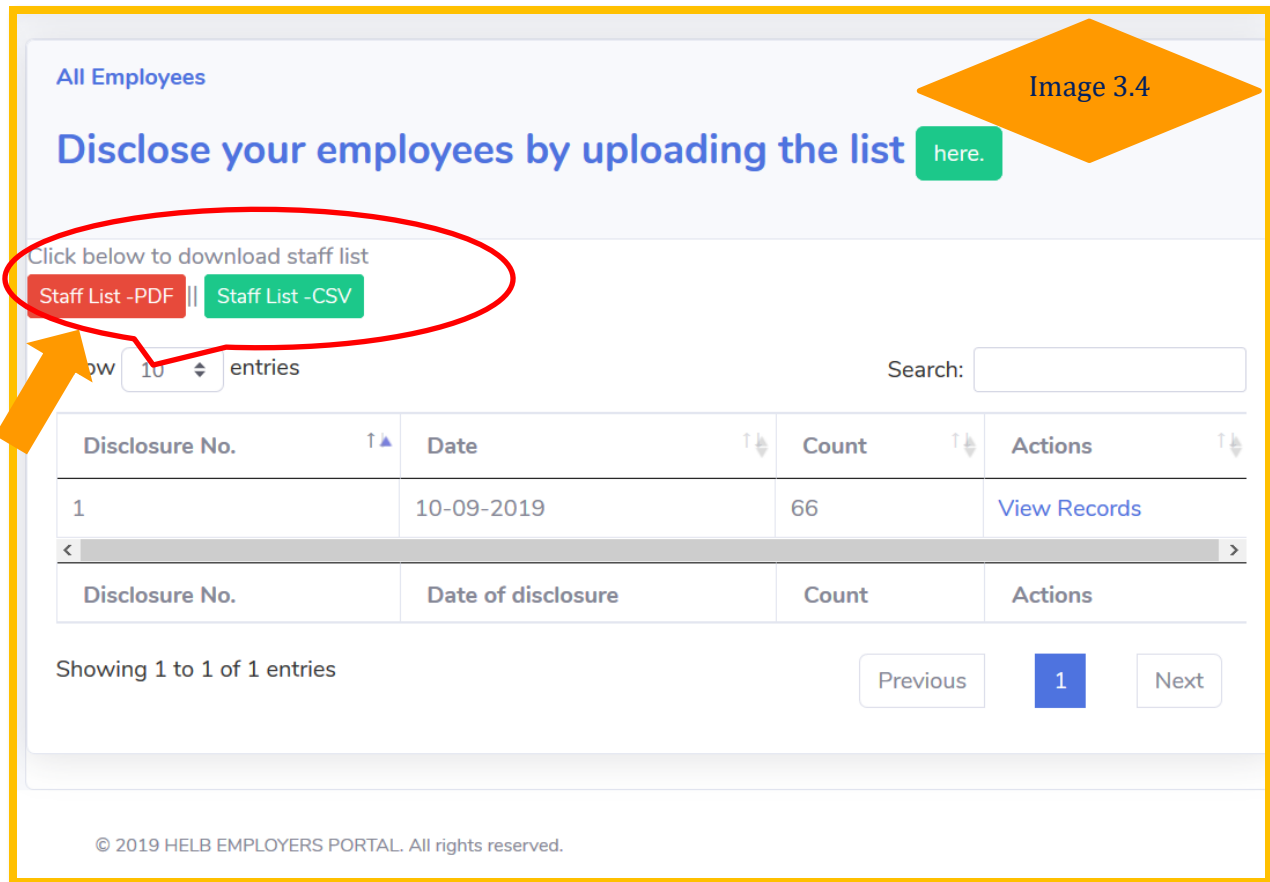


	A	B	C	D	E	F
1	ID NUMBER	NAME	STAFF NUMBER	EMPLOYMENT DATE(YYYY-MM-DD)	PHONE NO(25472..)	
2						
3						
4						
5						

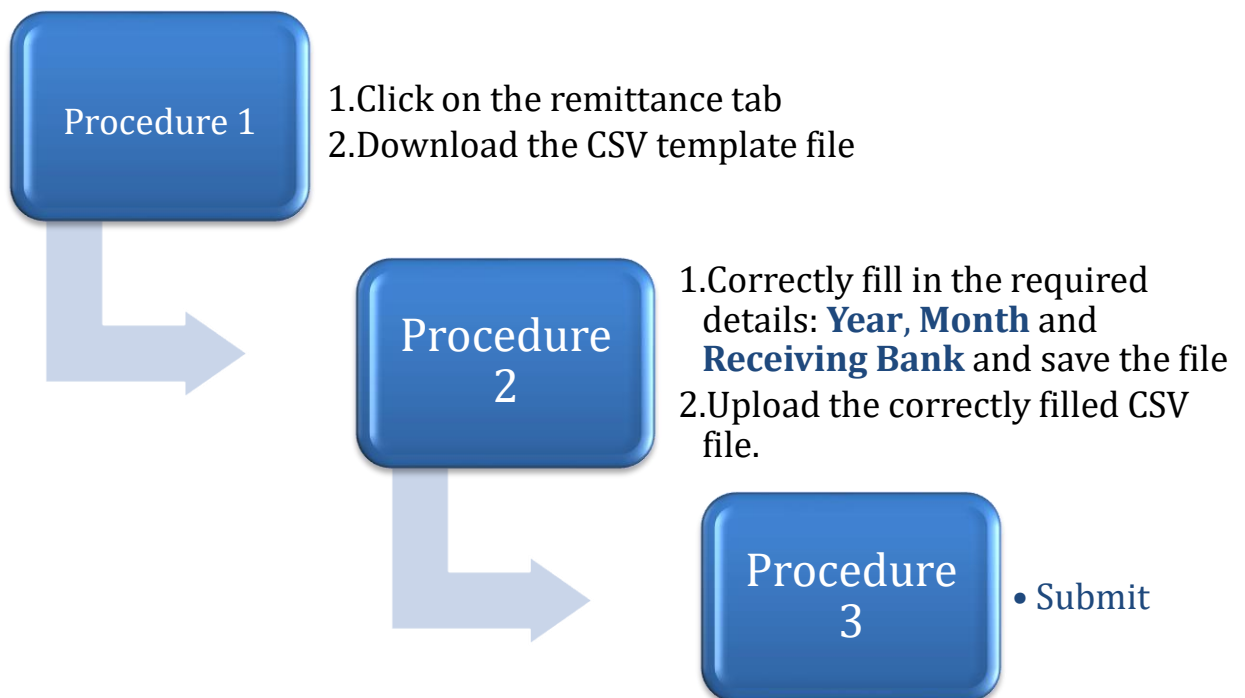
Once your staff list is uploaded, you can view it under 'All Employees' section

- ✚ Click on 'staff list' to generate a list of beneficiaries and their outstanding balances. This should form the basis of your HELB deductions. The list can be obtained in PDF or Excel formats...[image 3.4](#)

NB: Disclosures can be done more than once.



Step 4: Deduction of Staff loans



Note: once the data has been submitted, the system will process, and you will get a notification.

1. Click on details to view the resultant report of the processed document
2. You will see '**Accepted**' and '**Declined**' records for the period uploaded.
3. To download and verify the accepted records, click on the '**Preview**' button.
4. A pop-up menu will appear with the links to respective data
5. If you are satisfied with the results (accepted and declined lists), click the '**submit and print e-slip**' button
6. You will generate a '**Payment Request Slip**' containing the total amount to be paid for the uploaded period
7. Ensure you pay the exact amount as indicated in the Payment Request Slip
8. Once the **e-slip** is generated, you can always view the data for the payment period by clicking on details on the right side of the remittance page.

EMPLOYERS PORTAL

Dashboard

My Employees

Remittance

Statements

Compliance certificate

Users

Search for...

Upload your remittance list

Download Template File

Employer Code

EMP10161

Remittance Year

2019

Remittance Month

March

Receiving Bank

Barclays bank

Upload File

Choose File No file chosen

Submit

	A	B	C	D	E	F	G	H
1	ID_NUMBER	NAMES	STAFF_NUMBER	AMOUNT				
2								
3								
4								
5								

Document Processed Successfully

Upload your remittance list

[Download Template File](#)

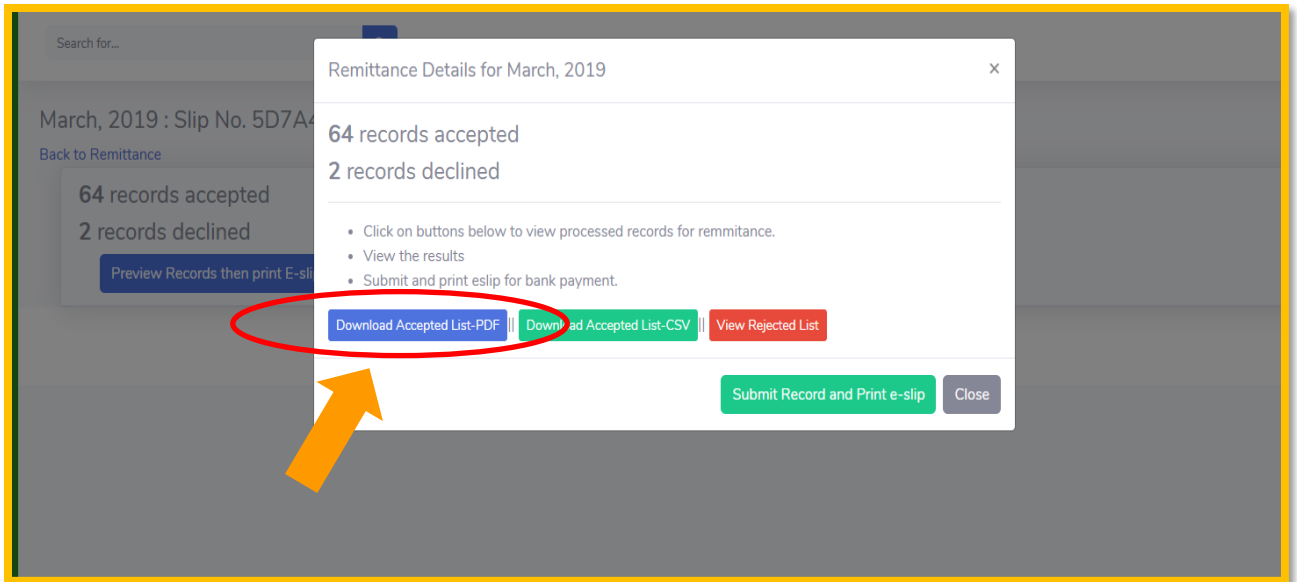
Employer Code

EMP10161

Click **Details** to preview loanee records and **confirm** remittance.

Show 10 entries Search:

Actions	SLIP NO.	MONTH	YEAR	NO. OF STAFF	AMOUNT	RECEIPT NO.
Details	5D7A47EFCC730	March	2019	66	237000.3	0





Payment Request Slip

Higher Education Loans Board
Anniversary Towers Mezzanine 1
Floor, University Way
P O Box 69489-00400, NAIROBI,
KENYA
Telephone: +254 711 052 000
Email: contactcentre@helb.co.ke
twitter.com/HELBpage
facebook.com/HELBpage

12th September , 2019

HIGHER EDUCATION LOANS
BOARD
EMP10161
P.O. Box -

Reference No.: **5D7A47EFCC730**
(Please quote reference when making payments)

Kindly pay Kshs. 224,211.95 to HELB by 15th March 2019.

Payment details			
Payment Type	Payroll Month	Number of Loanees	Amount to be paid
Employee remittance	March 2019	64	Kshs. 224,211.95

Kindly pay the exact amount shown on this slip.

Bank details			
Bank	Account number	Branch	EFT
Citibank	300040012	Nairobi	SWIFTCODE: CITIKENA
Co-operative Bank	01129061222800	University-way	SWIFTCODE: KCOOKENA
Barclays bank	0775018216	Barclays Plaza	SWIFTCODE: BARCKENX
Kenya Commercial Bank	1103266314	University-way	SWIFTCODE: KCBLKENX
Standard chartered Bank	0108018264700	Koinange street	SWIFTCODE: SCBLKENX
Equity bank	0550293573408	Equity Center	SWIFTCODE: EQBLKENA
National Bank of Kenya	01001060391100	Harambee Avenue	SWIFTCODE: NBKEKENX
Family Bank	035000024971	Family Bank Towers	SWIFTCODE: FABLKENAXXX
NIC Bank	1002247638	NIC Hse	SWIFTCODE: NINCKENAXXX

Late remittance attract penalties of 5% per month payable by the employer.

March, 2019 : Slip No. 5D7A47EFCC730
[Back to Remittance](#)

64 records accepted
 2 records declined

[Print e-slip](#) | [Download List-PDF](#) | [Download List-CSV](#) | [View Rejected List](#)

Show 10 entries

Name	ID number	Staff no	Amount uploaded	Amount accepted	Remarks
Abala Yonah Nyawalo	31573844	767	3,405.00	3,405.00	Ok
Agnes Wandii Muisyo	25816005	437	4,236.70	4,236.70	Ok
Alex Mosoti Makori	30164958	684	4,019.00	4,019.00	Ok
Alfred Cheesha Kibach	28204721	660	4,033.00	4,033.00	Ok

Step 5: Statements

The Employer can always view the status of remittances uploaded.

1. Click on statements tab. You will see the slip number, repayment period, amount and the payment status.

EMPLOYERS PORTAL

Remittance Statements

Below is the list of records remitted and status if paid or not.

Employer Records

Show 10 entries Search:

Slip No.	Month/Year	NO of Staff	Amount (KSHs)	Receipt No.	Status	Action
5D6E29AAABC77	January, 2019	66	234282.44	0	Not Paid	
5D6E2A6484942	February, 2019	66	234282.44	0	Not Paid	

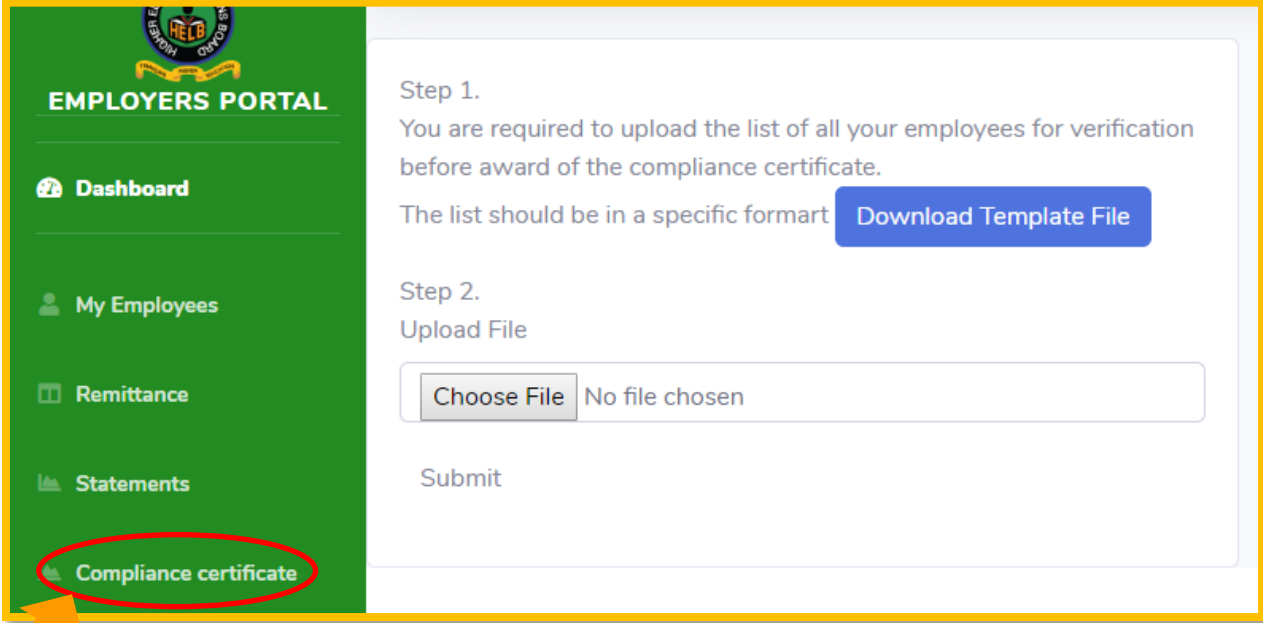
2. If the status is 'paid', you can proceed and print the receipt.

Slip No.	Month/Year	NO of Staff	Amount (KSHs)	Receipt No.	Status	Action
5D728349255F3	January, 2019	65	228950.44	10209393	Paid	Print Receipt

Step 6: Compliance Certificate

To get Employer Compliance Certificate, please click on the “Compliance Certificate” tab. Compliance will be evaluated on whether all loanees are in repayment and all deductions have been submitted to HELB on time. Compliance Certificate is issued annually.

1. Download CSV Template
2. Fill the required data then upload
3. The uploaded list will be evaluated and once done, your Compliance Certificate will be ready for download.



The screenshot displays the HELB Employers Portal interface. On the left is a green sidebar with the HELB logo and the text "EMPLOYERS PORTAL". Below the logo are navigation links: "Dashboard", "My Employees", "Remittance", "Statements", and "Compliance certificate". The "Compliance certificate" link is circled in red, and a large orange arrow points to it from the bottom left. The main content area is white and contains the following steps:

Step 1.
You are required to upload the list of all your employees for verification before award of the compliance certificate.
The list should be in a specific format [Download Template File](#)

Step 2.
Upload File
 No file chosen

Step 7: Users

By default, the person who created the account in the Employers Portal can add other users who can assist in above mentioned activities.

This is done as follows:

1. Click on Users tab
2. Click Add User button
3. Key in the required details then submit.
4. An activation link will be sent to the new user's email address.
5. Once activated, the new user can log in.

