

How to initiate MWP (Mobile Wallet Payment)



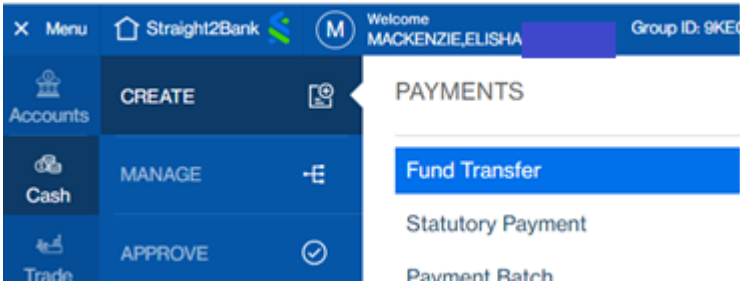
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How to initiate MWP (Mobile Wallet Payment)

Payment Initiation.

- This is mobile payment via MPESA to an MPESA Registered Phone Number – 12-digit number in the format **2547xxxxxxx or 2541xxxxxxx**. You need to have filled in the Mobile Wallet Payments bank application forms for this functionality to be enabled on your S2B profile.
- Log into Straight2Bank and start from the options on the left.

Navigate to Menu > Cash > Create and click 'Fund Transfer'.



Key in the **Payment Reference**. This field is auto populated and accepts up to 16 characters. You can key in your unique reference. What you key in here will appear in your bank statements.

YOUR REFERENCE	PI9KE02168A09365
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INITIATE PAYMENT	
YOUR REFERENCE ⓘ	Invoice 234567A



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Payment Initiation.

1) Pay From:

a) Choose the Debit Account (**PAY FROM**) accordingly and proceed to choose or add a beneficiary.

PAY FROM

Select a Debit Account

☆

Choose a debit account

BUSINESS CLIENTS ARE CLUB-010074
LKENXXXX-KE

b) Pay To:

- Choose '**WALLET ID**' under Payment Method.
- Select existing 'Payee / Beneficiary Account', input keyword to search or choose from drop down list.

PAYMENT METHOD

Select a Method of Payment

ACCOUNT

SELF

MOBILE NO

• WALLET ID

If you are paying a payee whose details are not yet approved, proceed to point 2 (Page 7)



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Payment initiation.

c) Proceed to key in the amount and click on empty space for the page to populate itself. Choose the **Payment Type as MWP (MOBILE WALLET PAYMENTS).**

PAYMENT TYPE
Select Payment Type

✓ MWP (MOBILE WALLET PAYMENTS)

Value Date 23/10/2023 | Cut Off Time 23:59:00 (EAT)



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Payment Initiation.

Choose the **purpose of payment**;

CLEARING & REGULATORY INFORMATION

PURPOSE OF PAYMENT

033-Other service payments

If you choose **Miscellaneous, Other Capital Payments, Other Capital Repatriation or Other Service Payments** as the purpose of payment, you **MUST** provide more details of the payment under *Notes to Payee* or *Notes to Self*.

NOTES
(Optional)

TO PAYEE

TO SELF

Office Petty Cash

Click **Continue** on the bottom right and **Review** the details in the summary page before **submitting** this payment instruction for approval.



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Payment Initiation.

- If you are an approver, click on '**Approve Transaction**' and proceed to approve the payment.



APPROVE TRANSACTION

- Payments that require approval are found under **Menu > Cash > Approve > Payment** with the status **Submitted for Authorization**. If the payments were *batched* navigate to **Menu > Cash > Approve > Payment Batches**.
- Navigate to **Menu > Cash > Manage > Transactions** to confirm the status of the payment.
- If the status is **Fully Authorized**, your profile requires you to send payments to bank after the final approver approves. Click on the arrow on the far right and select **Send to Bank**. **NOT all profiles have the feature of sending payments to bank.**



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2. First-time Payee / Beneficiary:

- a) Click on **Create-One Time Payee** below the **Wallet ID** option;
- b) **Enter the Payee Information:**
 - **Payee Nick Name** - This must be unique and the field accepts up to 35 characters. Payee nick name can be used to search for Payee’s during payment workflow or payee maintenance.
 - **Country/Market-** choose Kenya.
 - **Payee Name** – This must be the same as it appears in the Payee/Beneficiary’s bank account details.
 - **Email address** – Key in up to 3 email addresses separating them by a comma only, NO spacing

PAYEE INFORMATION	
PAYEE NICK NAME	John Doe Mpesa
COUNTRY/MARKET	KE-Kenya
PAYEE NAME	John Doe Mack



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c) Under ‘OTHER IDENTIFIERS’ choose **SHOW MORE** on the far right.

OTHER IDENTIFIERS (OPTIONAL)

SHOW MORE

d) Under ‘**MOBILE WALLET PROVIDER**’ choose ‘**MPESA**’ and key in the Mobile Number in the format 2547xxxxxxx or 2541xxxxxxx. Leave KITS mobile number blank.

OTHER IDENTIFIERS (OPTIONAL)

MOBILE WALLET PROVIDER

MPESA

Mobile Number

(Enter Primary Mobile Number)

254724000000

3

KITS MOBILE NO

Mobile Number

(Enter Primary Mobile Number)

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Payment initiation.

- Skip all the other details and click on '**CONTINUE**'.
- Choose **Save & Continue** so that you can later approve the beneficiary to be maintained on the system for future payments.
- Proceed to key in the amount and click on empty space for the page to populate itself. Choose the *Payment Type* as **Mobile Wallet Payment (MWP)**. Choose the purpose of payment. Refer to point c (Page 4) above.



For further assistance, our Support Team is available 24/7 through the following channels:

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Phone: +254 020 329 3901 / +254 703 093 901

Visit our Straight2Bank support center for more details - <https://www.sc.com/s2b/support/>

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