Guide to maintain banking details online!

Contents

Online Banking Detail Processes:

Please Note the following:

- Use a computer or laptop to register online. **(NOT A CELLPHONE)**
- Visit our website: www.spu.ac.za
  or use the following link https://ienabler.spu.ac.za/pls/prodi41/w99pkg.mi_login?numtype=S to register online.
- Browser to use: avoid technical issue with access by using *Internet Explorer*.

STEP 1.   How to login?

Login with your *student no* and five-digit *pin* then click on the **Login Button**.

STEP 2.   Did you forget your pin, or do you want to create a pin?

- Type in your student number and click on **Request a Pin** or click on **Forgot Pin**.
- A web pin will be send directly to your email address.
- If the system blocks you after 3 unsuccessful login attempts, contact your School Registrar/Administrator to reset your login.

Congratulations!! You have accessed the Student Online System.

STEP 3. Read the Banking Detail Rules and Indemnity and Consent Information

Click on **Maintain Banking Details,** then click on **Banking Detail Rules and Regulations** on your left**.**

NB: Read the **SPU Online Rules** pertaining **Updating of Banking Details.**

Tick on one of the following boxes:
[I Accept] or **[I do not Accept]** as it serves as an electronic consent in order to proceed to the next step.

NB: The system will display that your acceptance of the rules has been logged.

STEP 4. How to capture your banking details?

Click on **Capture Banking Details**.

NB!

1) *If your banking details were previously provided to the Finance Division, please do not capture onto the system again.*

2) *If you are capturing your banking details for the first time, please ensure that the information is captured accurately on the Online System.*

Click and select your Bank Account Type and use the drop down button to see the list of Bank Account Types.

Click on the list to view and select your bank.

Click on the list to view your branch, key in your numeric Bank Account number and Save.

STEP 5. Upload banking documents.

Click on **Upload Banking Document** to upload and SAVE the required documents. Follow the **red** arrow below.

STEP 6. Do you need assistance?

PLEASE EMAIL: finance.enquiries@spu.ac.za

Well done!