



Remit by

15th

Every month

EMPOWERING DREAMS

www.helb.co.ke | Anniversary Towers University Way | USSD *642#
+254711052000 | contactcentre@helb.co.ke | @HELBPAGE



HELB EMPLOYERS' PORTAL NAVIGATION GUIDE

This guide documents the steps involved when an Employer wants to **DISCLOSE** the past HELB loan beneficiaries (loanees) who are employed within their organization, **DEDUCT** the student loan as per the generated repayment rate (billing schedule) and **DISCHARGE** the deducted employee's loan by the 15th day of the following month.

Table of Contents

Definition of Terms.....	2
Registration Processes	3
Step 1: Visit the HELB website.....	3
Step 2: Log in or Register	3
Step 3: Loanee Disclosure	6
Step 4: Monthly Remittance	7
Step 5: Statements and Receipts	10
Step 6: Compliance Certificate	11
Employer Profile.....	12
Adding New users	12

Definition of Terms

Disclose:

Employers are required to notify HELB upon new staff recruitment.

Deduct:

Make deductions from employees' salary/wages/remuneration as per the amounts listed under 'Monthly Deductions' column.

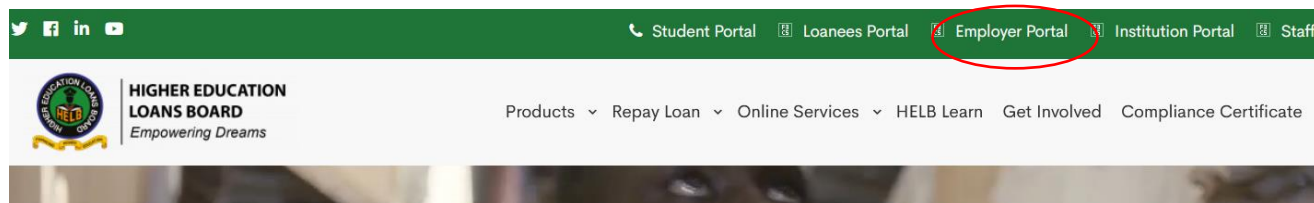
Discharge

Remit all loan deductions to HELB by the 15th day of the following month through the prescribed loan repayment options.

Registration Processes

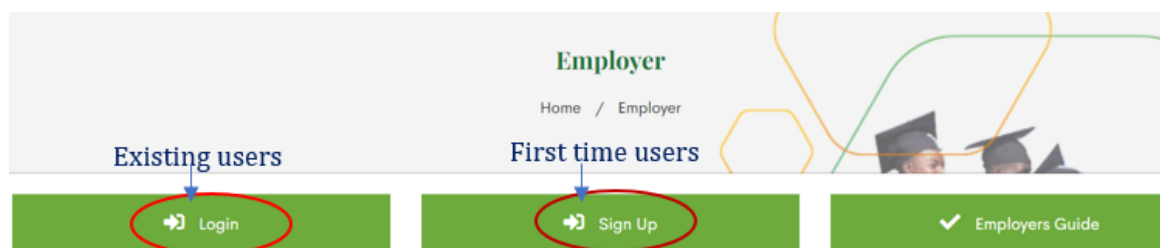
Step 1: Visit the HELB website

Open an internet browser and type <https://www.helb.co.ke> to access HELB website. On the menu bar, click Employer Portal.



Step 2: Log in or Register

Once you are on the Employers Portal Page, click Login (if you have an existing account) or register if visiting for the first time.



Obligation Of the employer

All employers in Kenya have three obligations to HELB, namely, to Disclose, Deduct and Discharge payments to HELB.



Disclose:



Deduct:



Discharge (Remit):

Log in

Log in using the following credentials:

- 🕒 Email address: e.g., hr@helb.co.ke
- 🕒 Employer code: e.g., EMP12345
- 🕒 Password.

If you cannot remember the Log in credentials, click **Forgotten Password** and follow the procedure to reset.

Register

If you are using the portal for the first time, Register before you log in to the portal.

Type part of the organization's name and proceed to register.

← Back to HELB Website Account Login Register User Guide

Welcome Back!

Employer Registration

Type below to Get Employer Details

Type Employer name above to select

- African Virtual University - Special Project & Partnership For Higher Educ.
- Higher Education Loans Board
- Higher Education Loans Board Benovelent Fund
- Isinya Centre For Higher Education Ltd
- Ministry Of Higher Education, Science & Technology
- Higher Educationstudents' Loans

☐ I agree with [terms and conditions](#)

REGISTER

Already have account? [Sign in](#)

If the organization name is missing, click the highlighted button ("Click here") to access the registration page.

Welcome Back!

Employer Registration

Type below to Get Employer Details

Not Finding Your Employer? to contact us for registration [Click Here](#)

Type Employer name above to select

No Data found for employer.

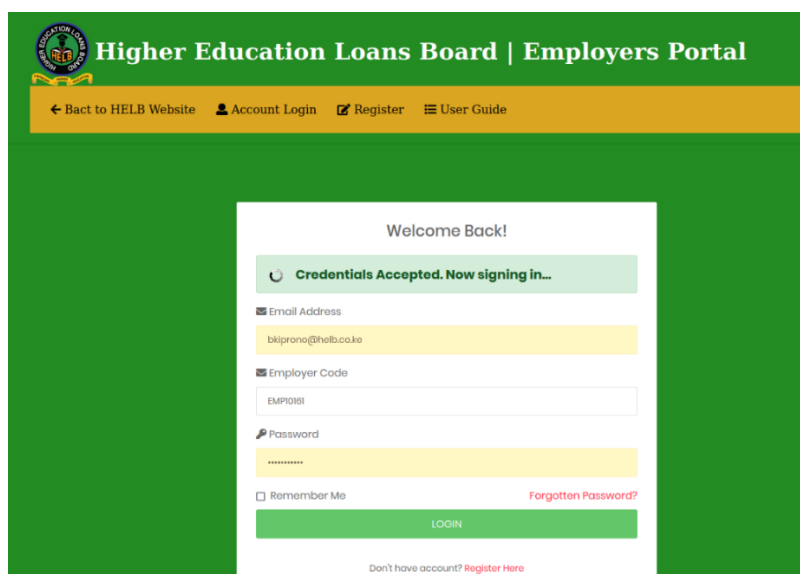
Email

Password

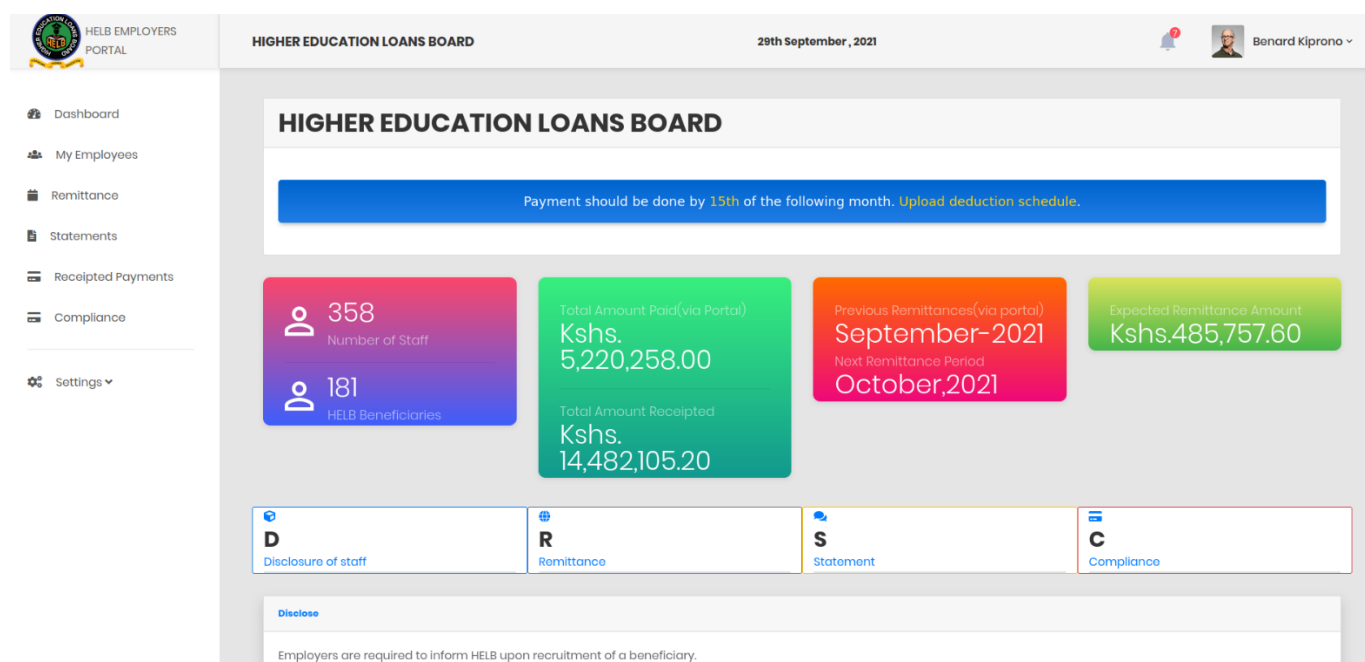
Confirm Password

☐ I agree with [terms and conditions](#)

Once you are registered, click **Login** button and fill in your login credentials to access the portal.



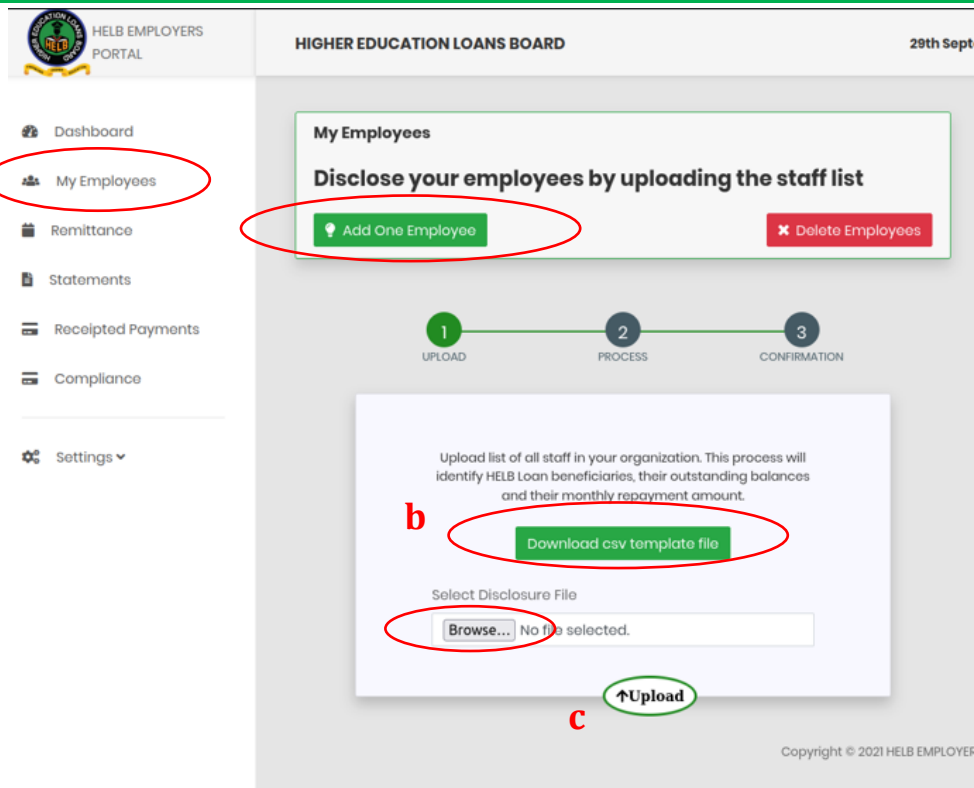
Once you are logged in, you will access the Dashboard with your employer details and the remittance history.



Step 3: Disclosure

You may add one employee by clicking the “Add one Employee ” button or add many employees at once by following the steps below:

- 🕒 Click on **‘My Employees’** tab.
- 🕒 Download the **CSV template file**
- 🕒 Populate and save the template with employee details.
- 🕒 Use upload button to submit the populated CSV file



- 🕒 Once the populated list is uploaded, the portal will return a list of all staff and whether the staff is a beneficiary or not.
- 🕒 The list of beneficiaries will also include their loan balances and monthly deductions.
- 🕒 Make deductions from employees salary/wages/remuneration as per the amounts listed under the Monthly Deductions column and remit to HELB by the 15 day of the following month.

Step 4: Monthly Remittance

Upload remittance list before attempting to pay. Employees with cleared loan accounts will be rejected by the system

- a) Click “Remittance Tab”
- b) Download the CSV Template File
- c) Fill in staff details for remittance
- d) Save the template, click start to complete the repayment details.

HEL B EMPLOYERS PORTAL

HIGHER EDUCATION LOANS BOARD

29th September, 2021

Benard Kiprono

Upload Remittance **View Uploaded Remittances**

Dashboard

My Employees

Remittance

Statements

Receipted Payments

Compliance

Settings

UPLOAD CSV FILE

PROCESS STAFF LIST

CONFIRMATION

UPLOADING CSV FILE

Download CSV Template File

Steps

1. Download the csv template by clicking on **Download CSV Template File** button above.
2. Populate the csv template with the staff details for remittance.
3. Upload the populated csv file.
4. Input the relevant month, year and mode of payment.
5. Submit the file for processing.
6. Print the E-slip report.
7. Pay the exact amount as indicated on the e-slip report.
8. Always quote the E-slip number while making payments.

☒ I have read and agree to the following steps above.

START

After you have confirmed the uploaded list is accurate, click start to import the remittance file.

HEL B EMPLOYERS PORTAL

HIGHER EDUCATION LOANS BOARD

29th September, 2021

Benard Kiprono

Upload Remittance **View Uploaded Remittances**

Dashboard

My Employees

Remittance

Statements

Receipted Payments

Compliance

Settings

UPLOAD CSV FILE

PROCESS STAFF LIST

CONFIRMATION

File Processing

Upload already exists for January 2021

1 Records Successfully Imported

Next

Verify all the details entered and click '**Confirm**' button

The screenshot shows the 'HIGHER EDUCATION LOANS BOARD' portal. The left sidebar contains navigation links: Dashboard, My Employees, Remittance, Statements, Receipted Payments, Compliance, and Settings. The main content area has tabs for 'Upload Remittance' and 'View Uploaded Remittances'. The 'Upload Remittance' tab is active, showing a progress bar with three steps: 'UPLOAD CSV FILE' (checked), 'PROCESS STAFF LIST' (checked), and 'CONFIRMATION' (selected). Below the progress bar, a 'Confirmation' dialog box is displayed with the text 'Verify all entered details and press confirm'. It contains a table with the following data:

Title	Count	Amount
Uploaded	1	3,000.00
Accepted	1	3,000.00
Rejected	0	0.00

At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a red circle.

After confirmation, your remittance will be complete

The screenshot shows the same portal as the previous one, but the 'CONFIRMATION' step is now completed, indicated by a green checkmark. The main content area displays a large green circle and the text 'Your remittance is complete! Print E-slip by clicking button above.' A 'Print E-slip' button is highlighted with a red circle.


Print the e-slip by clicking the **Print E-slip** button and make the payment as per the generated e-slip.

Note:

Make the **exact** payment as per the generated e-slip to ensure successful completion of the process.



Step 5: Statements and Receipts

You can view the statement of your uploaded remittances by clicking on the “Statements” tab. Once HELB has received payment, the remittance statement status will change to “Paid” and you will be able to download a receipt for your remittances.


HELB EMPLOYERS PORTAL

HIGHER EDUCATION LOANS BOARD

29th September, 2021



Benard Kiprono

- Dashboard
- My Employees
- Remittance
- Statements
- Receipted Payments
- Compliance
- Settings

Remittance Statements

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

Show
10
entries

Search:

#	Slip No.	Month/Year	NO Of Staff	Amount (KSHs)	Receipt No.	Status	Action
1	5DF8758A263E4	November 2019	73	246,296	HELB-000135661	Paid	Print Receipt
2	5E4B9AC1AE633	January 2020	84	275,381	SALC-000036914	Paid	Print Receipt
3	5E57AA24B388A	February 2020	87	293,361	SALC-000037796	Paid	Print Receipt
4	5E7C6EBD335F3	March 2020	86	284,869	HELB-000207183	Paid	Print Receipt
5	5EB2A22956FFC	April 2020	85	281,552	HELB-000213497	Paid	Print Receipt
6	5ED6590752E17	May 2020	85	282,787	HELB-000216928	Paid	Print Receipt
7	5EEA5A378F42B	June 2020	85	282,787	HELB-000217956	Paid	Print Receipt
8	5FIAD01F58760	July 2020	80	271,869	SALC-40061-2021	Paid	Print Receipt
9	5F55E198CDEEE	August 2020	80	272,643	HELB-000228953	Paid	Print Receipt
10	5F756E5E8C720	September 2020	80	271,510	SALC-41130-2021	Paid	Print Receipt

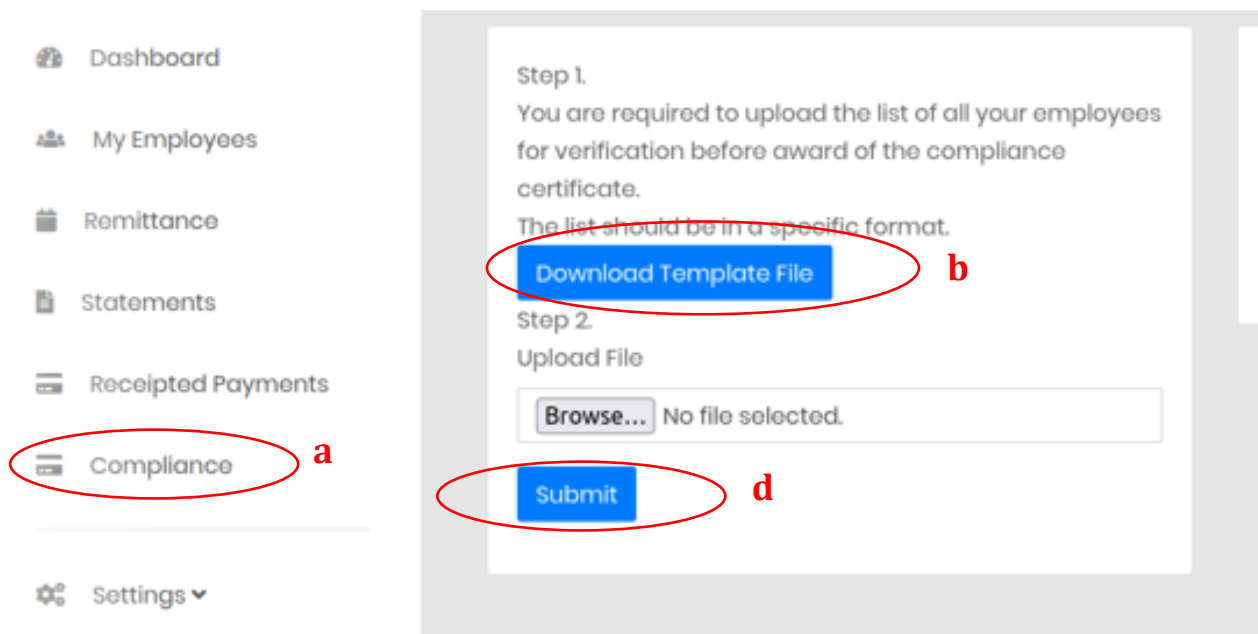
Showing 1 to 10 of 23 entries

Previous
1
2
3
Next

Step 6: Compliance Certificate

To get the Employer Compliance Certificate,

- Click on “**Compliance tab**”.
- Download the CSV Template File
- Fill in the employee details and save the template
- Upload the list of your employees and submit for verification before the award of the Certificate.



You can print the certificate by clicking **Print Certificate** after the verification of your staff records is successful.

Financial Year	Status	Ref No	Action
2019/2020	Completed		Print certificate
2020/2021	Completed		Print certificate

Employer Profile

You can also view and update the Employer Profile

To add New users:

Click Add New User button on the top right

The screenshot shows the HELB Employers Portal interface. The top navigation bar includes the HELB logo, 'HELB EMPLOYERS PORTAL', 'HIGHER EDUCATION LOANS BOARD', the date '29th September, 2021', and a user profile for 'Benard Kiprono'. The left sidebar contains a menu with 'Dashboard', 'My Employees', 'Remittance', 'Statements', 'Received Payments', 'Compliance', and 'Settings'. The main content area is divided into two sections: 'Employer Profile' and 'User Details'. The 'Employer Profile' section contains fields for 'Company Name' (HIGHER EDUCATION LOANS BOARD), 'Company KRA PIN' (P000000000H), 'Contact Names' (Benard Kiprono), 'Contact Title' (ICT), 'Mobile Telephone No' (0720516507), 'Company Telephone No' (0720516507), 'Postal Address' (69489), 'Postal Code' (00400), 'Town' (NAROBI), 'Physical Address' (Anniversary), and a 'Sector' dropdown menu. A green 'UPDATE' button is at the bottom. The 'User Details' section contains fields for 'Employer Name' (HIGHER EDUCATION LOANS BOARD), 'User' (Benard Kiprono), and 'email' (bkiprono@helb.co.ke). A blue 'Update your login details' button is at the bottom. A red circle highlights the 'Add New User' button in the top right corner of the 'User Details' section.

- 🕒 Fill in the new user's details and
- 🕒 Save

The screenshot shows the HELB Employers Portal interface with the 'Registered Users information' table. The table has columns for '#', 'Employer', 'Name', 'Email', 'Status', and 'Date Created'. The table contains 10 rows of user data. A dropdown menu is open for the user 'Benard Kiprono', showing options for 'Profile', 'Setting', 'Logout', 'Edit', and 'Delete'. The 'Showing 1 to 10 of 52 entries' text is at the bottom left, and the pagination controls are at the bottom right.

#	Employer	Name	Email	Status	Date Created
1	HIGHER EDUCATION LOANS BOARD	benard	bkiprono90@gmail.com	Verified	2019-10-22
2	HIGHER EDUCATION LOANS BOARD	Benard Kiprono	bkiprono@helb.co.ke	Verified	2020-02-17 20:53:17
3	HIGHER EDUCATION LOANS BOARD	Violyne Nguti	vnguti@helb.co.ke	Verified	2020-02-17 20:53:17
4	HIGHER EDUCATION LOANS BOARD	Wycliffe Waruguru	wwaruguru@helb.co.ke	Verified	2020-02-18 08:51:17
5	HIGHER EDUCATION LOANS BOARD	William Mbala	wmbala@helb.co.ke	Verified	2020-02-18 09:08:20
6	HIGHER EDUCATION LOANS BOARD	Rebecca Oyiro	royiro@helb.co.ke	Verified	2020-02-18 16:20:59
7	HIGHER EDUCATION LOANS BOARD	Job Nyagonde	jnyagonde@helb.co.ke	Verified	2020-02-18 20:52:22
8	HIGHER EDUCATION LOANS BOARD	joy Kandie	jjkandie@helb.co.ke	Verified	2020-02-18 21:35:10
9	HIGHER EDUCATION LOANS BOARD	Ian Ncheeri	INcheeri@helb.co.ke	Verified	2020-02-20 09:11:14
10	HIGHER EDUCATION LOANS BOARD	Racheal Kenel	rkipech@helb.co.ke	Verified	2020-02-20 14:31:55

Contacts:

In case of any enquiries, you can reach us through employerportal@helb.co.ke or contactcentre@helb.co.ke .
You can also call 0711052000.