

Members Web Portal

User Manual

This document is to assist you to navigate through the portal and access various services online. This will in the long-run enable you to perform activities that previously required you to physically visit the SACCO offices to be offered those services

Before a you can access the online services, you should first activate your account.

This is followed by confirming an email which was sent to the your email account at the SACCO.

Upon clicking an activation link in the email, you will be prompted to enter your secret password.

After the password has been validated, an OTP (One time Password) will be sent to your email and also an sms will be sent to your mobile phone which is registered at the SACCO. Once you verify this secret OTP, you can then proceed to login and access the online services.

To avoid the long process of activating your account, ensure that the SACCO has your valid email address. You will then click on a button to login via your gmail account. Gmail will do the validation and check your account status in the system for validation. This will then log you into the portal directly.

The services offered via the web portal include but not limited to the following:

- Dashboard
- My Profile (Member Card)
- Dividends Instructions
- Loan Calculator
- Loan Application
- Accept/Reject Guarantor Requests
- View Loans Guaranteed
- View Your Savings
- View Maximum Eligible Amount you can apply for loan
- Member Application
- Loans and Member Applications Approvals (For board members and staff only to approve or reject the applications)
- Reports
 - My Accounts
 - My Loans - Summary
 - My Loans - Details
 - My Loans Guarantors
 - Loans Guaranteed
 - Dividend Statement
- Chat with SACCO staff
- View a map of the SACCO (Powered by google maps)

For any assistance, please contact the SACCO for further help.

The next section contains screenshots of the various services

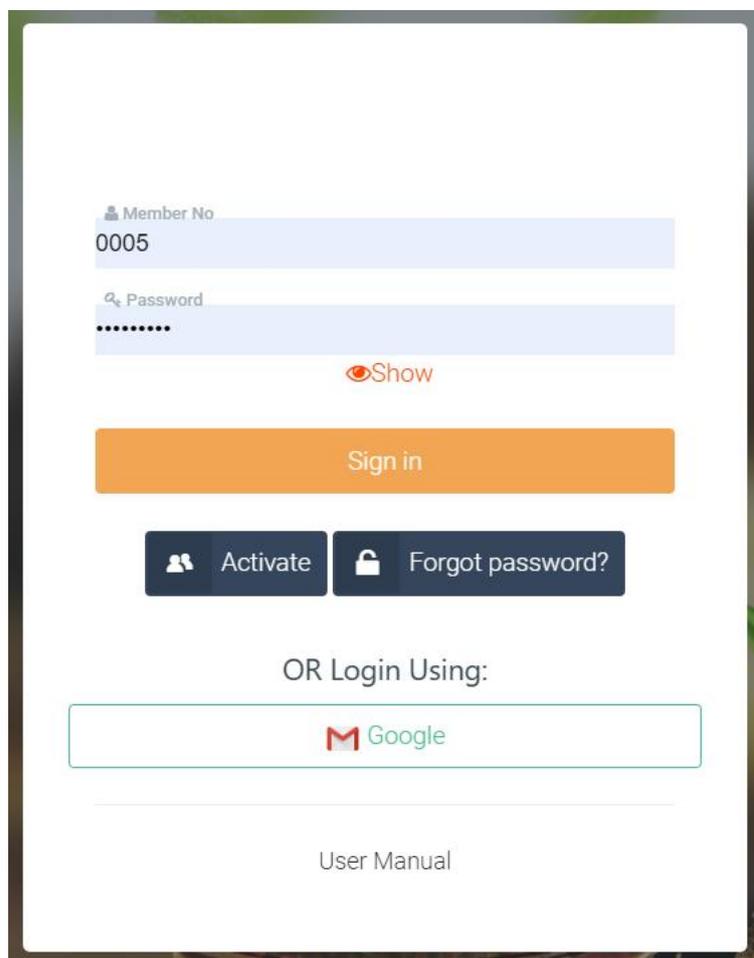
Login Page:

From this page, a member can activate their account, reset their password or login and access the various functions.

A member can login using their member number and password which they had set during account activation.

They can also login via their google (G-mail) account. Using this login method requires that the member contacts the SACCO to have their G-mail account captured at the SACCO. The portal will open the G-mail page for the user to prove their authenticity by login to their respective G-mail account. Once G-mail authenticates the user, the user is automatically logged into the online SACCO members' portal.

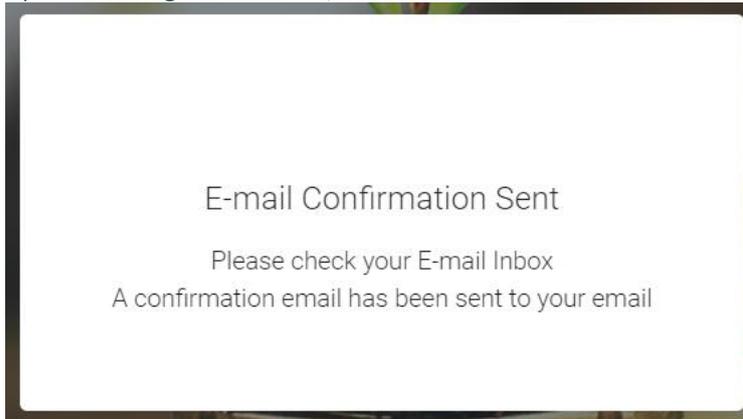
An email is automatically sent to the user's email to alert them of someone having accessed their portal account. This is a security feature to enable the member know if someone has used their password to access their account. If it was not the member who logged in, then it is strongly advised for the member to change their password to a strong password and not share it with anyone.



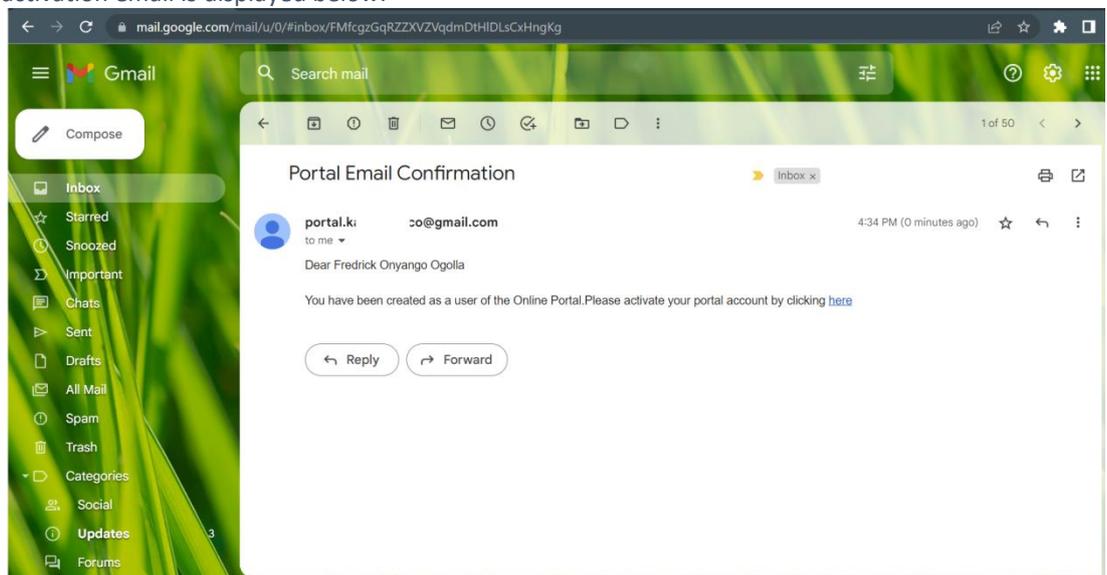
The screenshot shows a login page with the following elements:

- A "Member No" input field containing the value "0005".
- A "Password" input field with masked characters (dots).
- A "Show" button with an eye icon to toggle password visibility.
- A large orange "Sign in" button.
- Two dark blue buttons: "Activate" (with a person icon) and "Forgot password?" (with a lock icon).
- The text "OR Login Using:" centered below the buttons.
- A button for "Google" login, featuring the Google logo.
- A horizontal line at the bottom with the text "User Manual" centered below it.

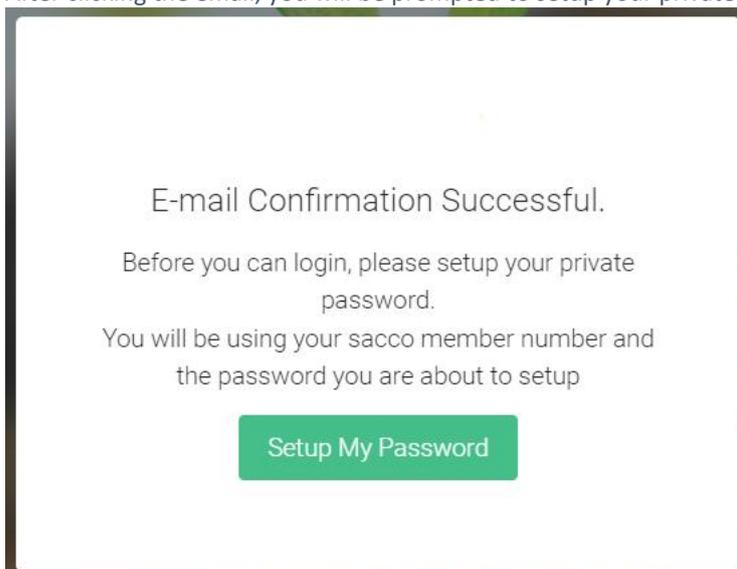
Upon activating their account, an email will be sent to their email with an activation link.

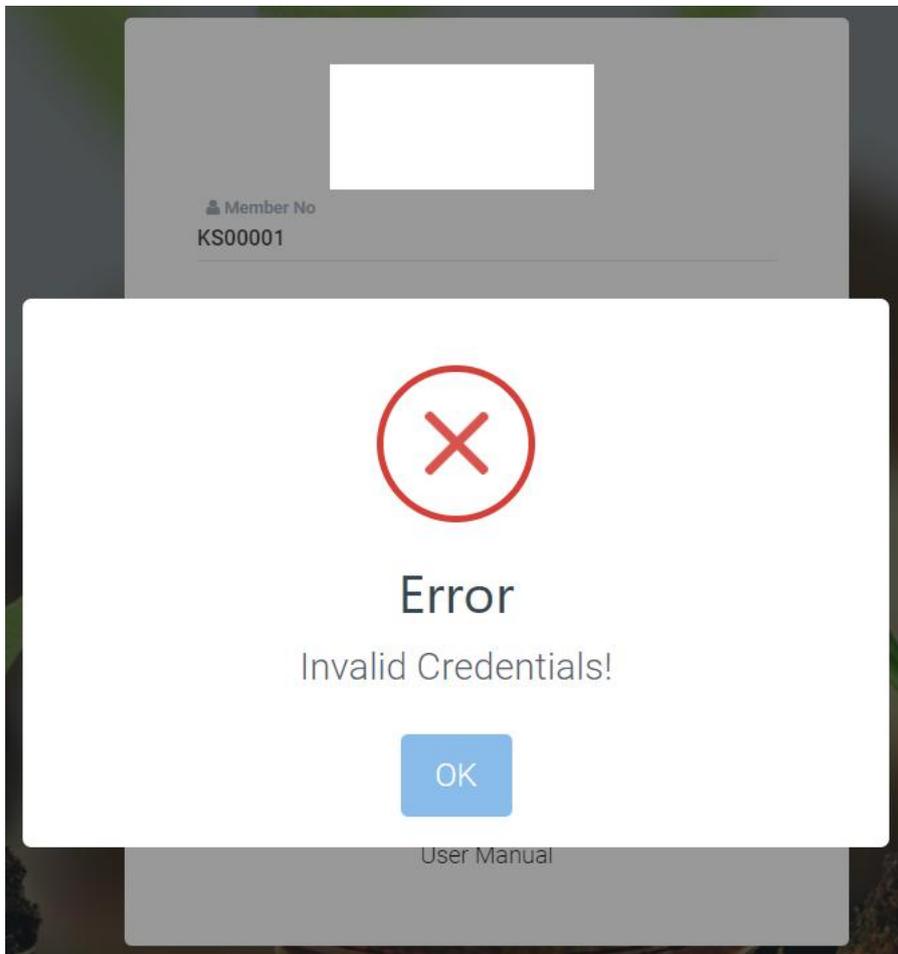
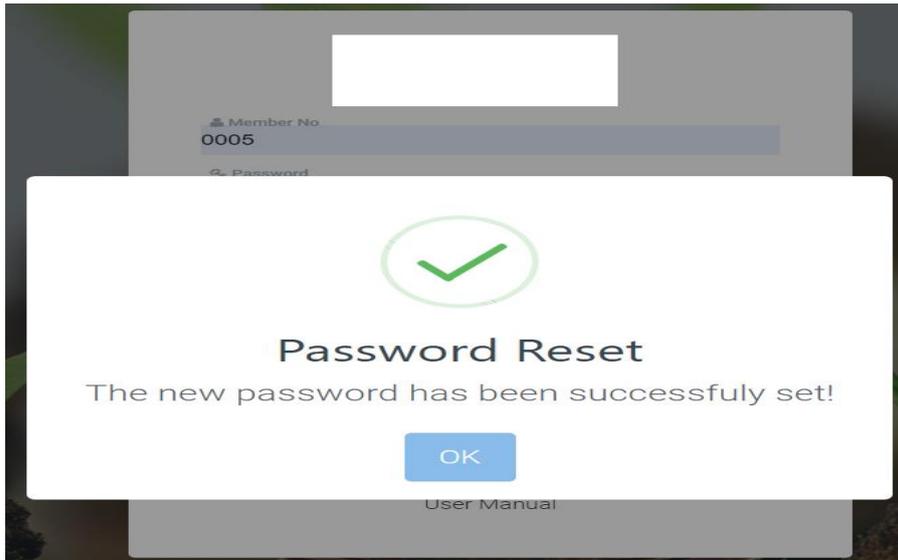


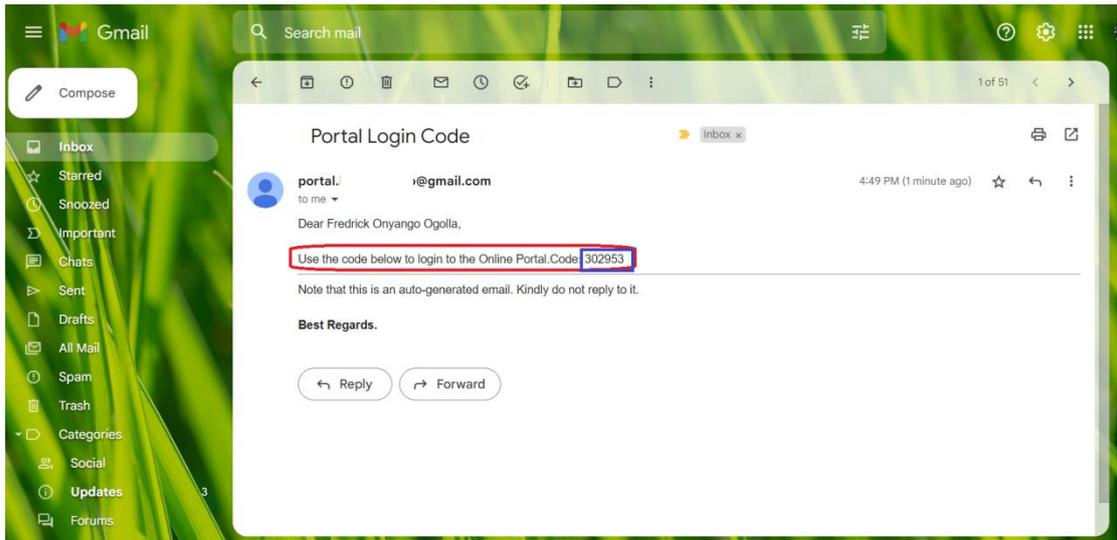
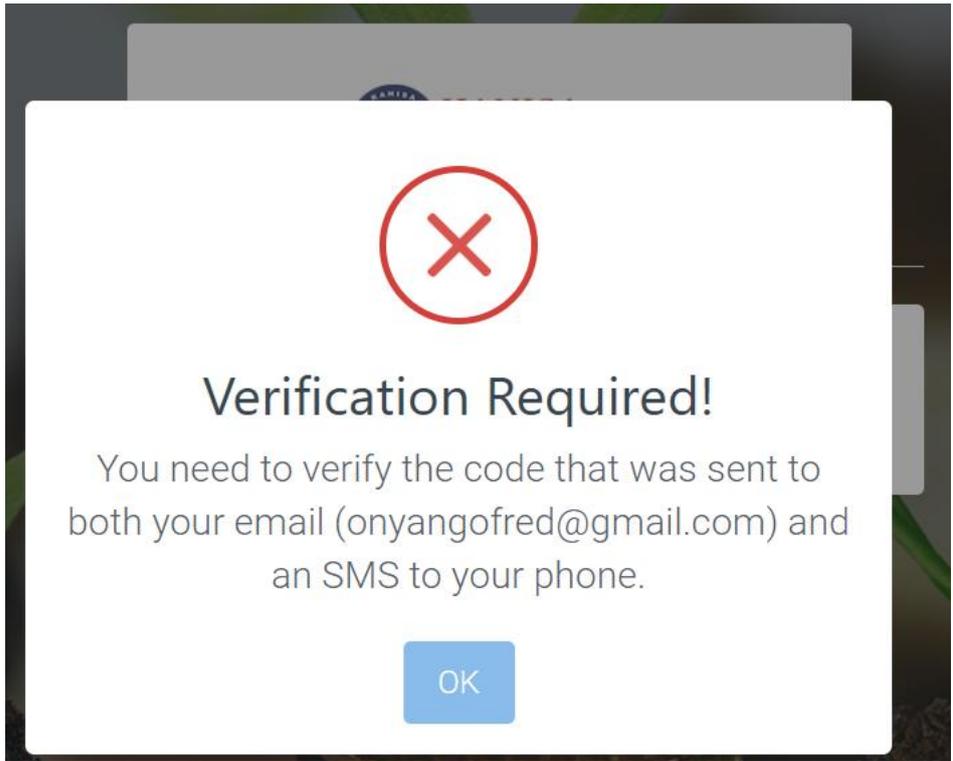
A sample activation email is displayed below:



After clicking the email, you will be prompted to setup your private password:

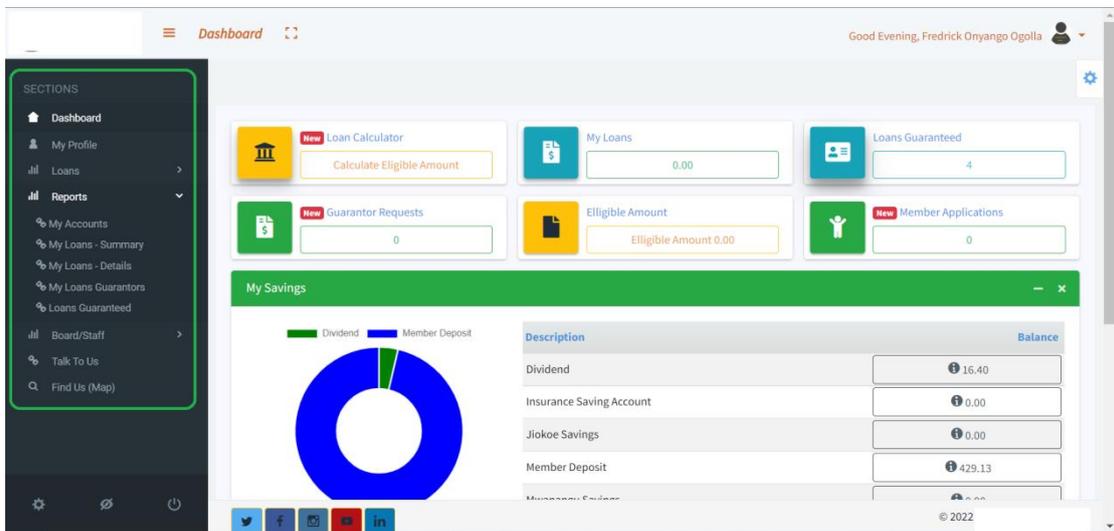
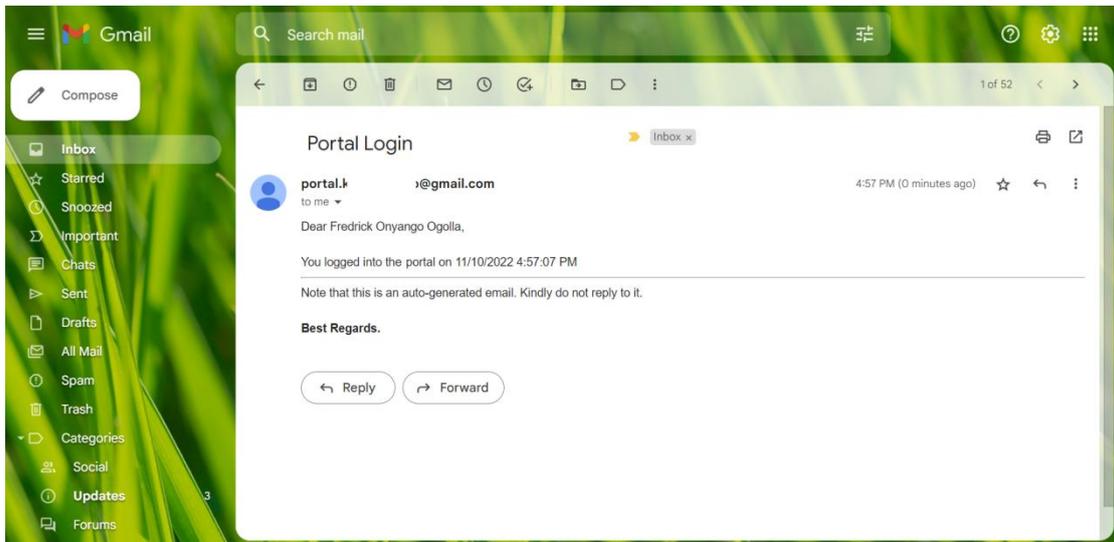






👤 Enter Code Sent To Email & Phone

VerifyOTP 🔒 Resend Code



KANISA SACCO Dashboard Good Evening, Fredrick Onyango Ogolla

SECTIONS

- Dashboard
- My Profile
- Loans
- Reports
- Board/Staff**
 - Approve Loans **New**
 - Member Applications ...
- Talk To Us
- Find Us (Map)

Loan Calculator **New**
Calculate Eligible Amount

My Loans
0.00

Loans Guaranteed
4

Guarantor Requests **New**
0

Eligible Amount
Eligible Amount 0.00

Member Applications **New**
0

My Savings

Description	Balance
Dividend	16.40
Insurance Saving Account	0.00
Jiokoe Savings	0.00
Member Deposit	429.13
Management Expenses	

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My Profile

Guidelines
Drag-Drop Your Passport-ID-Card Here

Choose File: No file chosen

Sacco Documents (1)

No	KS00001	Name	Fredrick Onyango Ogolla	ID_No	A123456
Passport_No	P2134123123	P_J_N_Number	PIN344535345	Gender	Male
Date_of_Birth	17 Jul 1980	Registration_Date	01 Jan 2018	E-Mail	onyangofred@gmail.com
Mobile_Phone_No	070032432	MPESA_Mobile_No	0798234234	Current_Address	
Bank_Code		Branch_Code		Bank_Account_No	234324234324
Member_Category		Status	Active	Next Of Kin (0)	
	Savings (445.53)		Loans (0)	Credit (0.00)	

Loan Application [New]

Loan Details | Guarantors & Security | Salary | Attachments | Finish

Loan Details:

Loan No	New	Application_Date	11/10/2022	Member No	KS00001	Member Name	Fredrick Onyango Ogolla
Loan Product Type *	Select...	Monthly Installments *	Select...	Requested Amount *			
Remarks							

Other Details:

Interest	System Recommended Amount	Approved Amount	Insurance Fee
Share Boosting-Purchase	Loan Account	Security Amount	Total TopUp
Total TopUp Bal	Repayment	Loan Principle Repayment	Loan Interest Repayment
Recovery Mode	Repayment Frequency	Disbursement Date	Repayment Start Date

My Loans Guarantors

1

2

Kenya Registered NCR-9027 Service Loan Guarantor Reports

P.O. Box 1218 - 00606, Baiti Centre, KISUMU Rosemary Goya Magala

Loan Number	VL000242	Product Type	VISGN	Value Loan
Application Date	3/22/2015	Approved Amount	1,995,763.00	
Customer No.	Customer Name	Phone No.	Email Address	Account Contract
K00020	Luke Lubanga Mbandi	710719802		46,891.00 False
K00022	Washington Onyango Mwangi	722229462	wonango@kikonyo.org	262,757.00 False
K00025	Rosemary Goya Magala	722275267	ronyango@gmail.com	64,881.00 False
K00043	Mary Ngari Makum	722796076	ngari.oma@gmail.com	168,163.00 False
K00062	Patrick Kider Cheriyai	728365471	pkcheriyai@gmail.com	75,430.00 False
K00067	Judith Gachen	722341154	judithg@gmail.com	68,246.00 False
K00080	Helen Chege	272126758	helenchege@gmail.com	113,884.00 False
K00084	Esther Anny Cheang	2722902129	estheranng@whoo.co.uk	265,408.00 False
K00096	Esther Margaret Anogwe	701313658		46,320.00 False
K00142	Walter Mutiso Karani	272494828	wmutiso@gmail.com	143,370.00 False
K001762	Lilian Mwangi Lichungu	271781987	lilianmwangi@kikonyo.org	70,790.00 False
K00206	Thames Chege Chevo	2719429101	thameschevo202@gmail.com	126,608.00 False
K002368	Joan Fweetha Mwangi	271541362	joanm@gmail.com	37,680.00 False
Totals				1,976,846.00
Total Shares Contracted				1,976,846.00

Portal Comment [0]

Comment Details:

Line No *	Date Sent	Member No	Member Names
0	11/10/2022 12:00:00 AM	KS00001	Fredrick Onyango Ogolla
Email	Mobile No	Inquiry Type *	Status
onyangofred@gmail.com	3453454563	Select...	Draft

Comment *

Reply Details:

Date Replied	Staff No	Staff Name	Portal User Details
Reply			

Find Us On Google Maps

The map displays the location of the All Africa Conference of Churches (AACC) in Nairobi, Kenya. The address is P.O. Box 14205, Nairobi. The map shows the Nairobi Expressway and Waiyaki Way. Key landmarks include Muguga Green, Westlands District headquarters, and various schools and businesses like VFS Global, Ed Partners Africa Limited, and Cysuities Apartment.

My Loans - Summary

SECTIONS

- Dashboard
- My Profile
- Loans
- Reports
- Board/Staff
- Talk To Us
- Find Us (Map)

My Loans - Summary - 029b2207-cf90...

1 / 2 | 79%

Loan Register Report

Loan No.	Application Date	Loan Product Type	Status	Member No.	Member Name	Requested Amount	Approved Amount
VL000062	3/22/2019	VISION	Posted	KS000370	Rosemary Goya Magalla	1,999,703.00	1,999,703.00
Totals						1,999,703.00	1,999,703.00

SECTIONS

- Dashboard
- My Profile
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My Savings

There are no records matching the specified filter ie : KS000011

OK

Loans Guaranteed: 4

Member Applications: 0

Balance

- Insurance Saving Account: 16.40
- Jiokee Savings: 0.00
- Member Deposit: 429.13

My Loans - Details

SECTIONS

- Dashboard
- My Profile
- Loans
- Reports
- Board/Staff
- Talk To Us
- Find Us (Map)

My Loans - Details - 1540e52a-f962-4...

1 / 2 | 79%

Loan Register Report

Loan No.	Application Date	Loan Product Type	Status	Member No.	Member Name	Requested Amount	Approved Amount
VL000062	3/22/2019	VISION	Posted	KS000370	Rosemary Goya Magalla	1,999,703.00	1,999,703.00
Totals						1,999,703.00	1,999,703.00

Loans Guaranteed

SECTIONS: Dashboard, My Profile, Loans, Reports, Board/Staff, Talk To Us, Find Us (Map)

Loans Guaranteed - c716e278-97f6-4c... 1 / 2 61%

Loans Guaranteed Report
Karnia Regulated NON-WOT Sacco

K500370 Rosemary Guya Mugalla

Loan Number	Member No	Phone No	Email Address	Loan Product Type	Name	Loan Application Date	Amount Guaranteed
BL02034	K500370	02020580	rosaryguy@mkenya.org	VISION	Washington Oluoch Akony	Nov 19, 2021	165,716.00
VL000228	K500382	728890471	patrickkibet@gmail.com	VISION	Patrick Kibet Cheruyot	May 4, 2019	26,471.00
VL000228	K500384	0722892129	loahenghem@gmail.co.uk	VISION	Elaher Akinyi Ochieng	May 4, 2019	23,787.00
VL000340	K500387	722847151	shewit@yaho.com	VISION	Shweta Chatter	May 4, 2019	24,407.00
VL000351	K500250	715719683	-	VISION	Luka Lubanga Kibembe	May 4, 2019	29,478.00
VL000382	K500379	722797667	rosaryguy@gmail.com	VISION	Rosemary Guya Mugalla	Mar 25, 2020	64,981.00
Totals							277,182.00

Printed by: _____ Signature: _____ Date: _____

Loan Applications List

SECTIONS: Dashboard, My Profile, Loans, Reports, Board/Staff, Talk To Us, Find Us (Map)

Guidelines New Application

Show 10 entries Search:

Loan No	Date	Product Type	Installments	Interest	Requested	Approved	Status
VL000362	22 Mar 2019	VISION	49.00	13.50	1,999,703.00	1,999,703.00	Posted
Loan No	Date	Product Type	Installments	Interest	1,999,703.00	1,999,703.00	Status

Showing 1 to 1 of 1 entries

Previous 1 Next

Loan Application [LAP072]

SECTIONS: Dashboard, My Profile, Loans, Reports, Board/Staff, Talk To Us, Find Us (Map)

Loan Details Guarantors & Security Salary Attachments Finish

Loan Details:

Loan No: LAP072
Loan Product Type: CAR LOAN
Remarks: Fredrick Ogolla Test

Other Details:

Interest: 100,000.00
Share Boosting-Purchase: 0.00
Total TopUp Bal: 0.00
Recovery Mode:

Member Name: Rosemary Guya Mugalla
Loan Account: K500370
Repayment: 101,000.00
Repayment Frequency:

Security Amount: 100,000.00
Loan Principle Repayment: 100,000.00
Disbursement Date:

Insurance Fee: 0.00
Total TopUp: 0.00
Loan Interest Repayment: 1,000.00
Repayment Start Date:

Saving
Saved Successfully!!
OK

Loan Application [LAP072]

SECTIONS: Dashboard, My Profile, Loans, Reports, Board/Staff, Talk To Us, Find Us (Map)

Loan Details | **Guarantors & Security** | Salary | Attachments | Finish

Guarantors & Security

+ Add Guarantor/Security

Type	Member No	Names	Email Address	Mobile No	Amount Guaranteed	Status
No data available in table						
TOTAL:					0.00	

Save X Close

Member Profile

Good Evening

SECTIONS: Dashboard, My Profile, Loans, Reports, Board/Staff, Talk To Us, Find Us (Map)

Loan Application [LAP072]

Loan Details | **Guarantors & Security** | Salary | Attachments | Finish

Guarantors & Security

+ Add Guarantor/Security

Add Guarantor

Before you can add a guarantor, call the guarantor to ask them for their e-mail at the sacco
 Enter their email below and the amount you wish them to guarantee you before submitting to them for approval
 The guarantor will receive an email alert with a link to input their amount to guarantee you
 The guarantor may then decide to either reject or accept your request.
 You will also receive an email alert from your guarantor upon rejecting / accepting

Guarantor Email * Amount Guaranteed *

Loan No Member No

Name ID No

Status *

sanis sacco

Guarantors & Security

Type	Member No	Names	Email Address	Mobile No	Amount Guaranteed	Status
No data available in table						
TOTAL:					0.00	

Save X Close

Loan Application [LAP072]

SECTIONS: Dashboard, My Profile, Loans, Reports, Board/Staff, Talk To Us, Find Us (Map)

Loan Details | **Guarantors & Security** | Salary | Attachments | Finish

Guarantors & Security

+ Add Guarantor/Security

Type	Member No	Names	Email Address	Mobile No	Amount Guaranteed	Status
1	KS00001	Fredrick Oryango Ogolla	onyangfred@gmail.com	3453454563	300,000.00	Pending <input type="button" value="Remove"/>
TOTAL:					300,000.00	

Save X Close

