



## **BORAQS KENYA**

---

### **PROCEDURES ON HOW TO PAY AND RENEW YOUR ANNUAL PRACTISING LICENCE ONLINE**

#### **A. Pay Your Annual Subscription Via M-Pesa Pay Bill No. 916950**

- Go to M-Pesa Menu
- Select Pay Bill
- Enter Business Number **916950**
- Account enter your BORAQS Registration Number
- Enter Amount
- Enter your M-Pesa PIN
- Confirm all your Details and Press ok

#### **B. Visit Our Website <https://boraqs.or.ke>**

- Click on Members – Members Login
  - Enter your Registration Number and your login password
- TO CREATE/RESET YOUR LOGIN PASSWORD**
- Click on the link reset password and follow the system instructions
  - A Link shall be sent to your respective email address.
  - Click on the link to create your login password

#### **C. AFTER YOU LOGIN**

- Key in your ID and KRA PIN on your profile page. (i.e. if you hadn't done so before)
- Click on update profile
- Proceed to your required service. i.e. renew certificate, print receipts etc