HELB ONLINE PORTAL GUIDE

Procedure - Creating a Login A/C

- Use a modern web browser preferably the latest version of Mozilla Firefox
- Visit our website www.helb.co.ke
- Click on *"Apply for a Loan"*
- Click "*Register*" to register your credentials (*First Name, Middle Name, Last Name, *ID Number, *Valid Email Address, Password*) and Click "*Sign Up*"
- An **Activation Link* is immediately sent to your personal email address.
- Login to your personal email address to access the HELB Portal **activation link* and click on it.
- Login to the HELB Portal from the activation link
- Update *Personal* and *Residence Details* and Click *"Save"*
- Choose Appropriate Loan Product to Apply

LOAN PRODUCTS: NON SALARIED APPLICANTS

1. *Undergraduate First Time Applicants*
2. *Undergrad Second and Subsequent*
3. *Undergrad Loan Review/Appeals*
4. *Constituency Loan Application Forms Embu*
5. *Constituency Loan Application Forms Tinderet,*
6. *Constituency Loan Application Forms Naivasha*
7. *Constituency Loan Application Forms Igembe*
8. *Constituency Loan Application Forms Karachuonyo*
9. *Constituency Loan Application Forms Awendo*
10. *TVET for Tertiary Institutions*
11. *TVET for Tertiary Institutions Second and Subsequent*
12. *Afya Elimu Fund (AEF) Subsequent Loan Application*
13. *First Time and Subsequent Afya Elimu Fund Pre-Service*
14. *Visa Oshwal Scholarship*

LOAN PRODUCTS: SALARIED APPLICANTS

1. *Alternative Loans for Undergrad, Salaried Applicants*
2. *Alternative Loans for Postgrad, Salaried Applicants*
3. *Postgraduate Scholarship*
4. *Training Revolving Fund (TRF) for Civil Servants*
5. *KRA Staff Loan Application Form*

Online services available on the Portal, *Loan Status, Loan Repayment History, Loan Statement,*

NB:

1. ***ALL USERS are required to create new accounts on the new website (Launched February 4th 2014)**
2. **Ensure your *email address is** <u>accessible</u> **and you are able to login to your mail box. (All HELB communications are sent to your personal email address)**
3. **Ensure your *ID Number is correct before sign up.**
4. **Once you complete the process of registration (creating the account), all available loan products shall be displayed**
5. **Please choose the specific loan product you wish to apply for**
6. **If you do not rightly indicate your county and constituency of origin, then you will not be able to view the specific loan for your county or constituency in the list of loan products that you can choose from to apply**
7. **If you do not rightly indicate your employment status (employed/unemployed) you will not be able to view loan products specific for either group.**
8. **To correct your details of county/constituency/employment status, kindly click to apply on the undergraduate application, go to personal details, correct your county/constituency/employment status and save**
9. **Go back to apply for loan and the application form for your county or constituency will be displayed, click apply and proceed.**