



## HOW TO USE ELITE ACADEMY WEBSITE (WWW.ELITEACADEMY.CO.KE) FOR BOOKING & PAYING FOR CLASSES.

### PAYING AS AN INDIVIDUAL (PAYMENT WITH MPESA)

**REQUIREMENTS:** *Ensure you have an Email, Copy of a valid Identification Document in PDF or as an Image and Money in your Mpesa account enough to pay for your class*

- Step 1:** Go to [www.eliteacademy.co.ke](http://www.eliteacademy.co.ke)
- Step 2:** On the right hand corner click on **“REGISTER”**  
*NB: When successfully registered, your name will appear at the right hand corner*
- Step 3:** Click on the **“COURSES”** icon and Select the Course you are eligible for.
- Step 4:** Click on the **“SEE CLASSES”** icon and view the available classes
- Step 5:** Click on county to select your County or one near to you with listed classes
- Step 6:** Click on the **“ENROLL”** icon
- Step 7:** Click on the **“Pay with Mpesa”** icon.
- Step 8:** Follow the instructions
- Step 9:** Click the **Confirm** icon
- Step 10:** Download the Admission Letter and come with it to class

### PAYING BUSINESS TO BUSINESS (PAYMENT WITH VOUCHER)

*You will need to get in touch with our office for payment details for a company to company payment. Once payment is made, we will give you vouchers that you will use on the website to enroll for class.*

**REQUIREMENTS:**

*Ensure you have an Email, Copy of a valid Identification Document in PDF or as an Image*

- Step 1:** Go to [www.eliteacademy.co.ke](http://www.eliteacademy.co.ke)
- Step 2:** On the right hand corner click on **“REGISTER”**  
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- Step 3:** Click on the **“COURSES”** icon and Select the Course you are eligible for.
- Step 4:** Click on the **“SEE CLASSES”** icon and view the available classes
- Step 5:** Click on county to select your **County** or one near to you with listed classes
- Step 6:** Click on the **“ENROLL”** icon
- Step 7:** Click on **Pay with Voucher**
- Step 8:** Enter Voucher Number Given to you from your Company
- Step 9:** Download the Admission Letter and come with it to class

***For any issues, call 0777217602 for Assistance.***