User Manual

Registration

To register click on the following link. *https://membership.ask.co.ke:8083/portal/login.html*
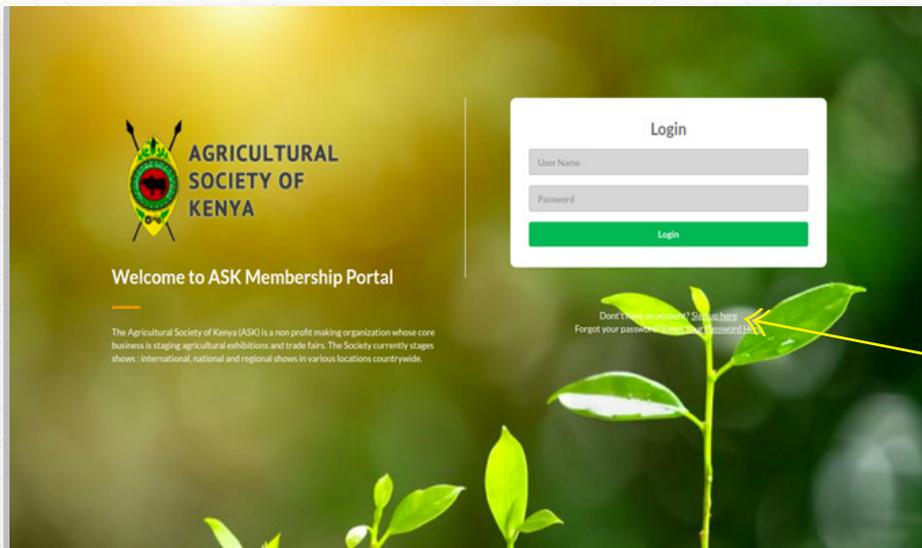
> Click on sign up here to register

Click on Sign up here.

Under Entity type select Individual, then fill in the other mandatory fields and click on Submit Application.

NB: The fields with a red Asterix are mandatory.

Upon successful submission. The system will create an account and send the username and initial password to the email provided or through an SMS. The user will then be redirected to the login screen as below.
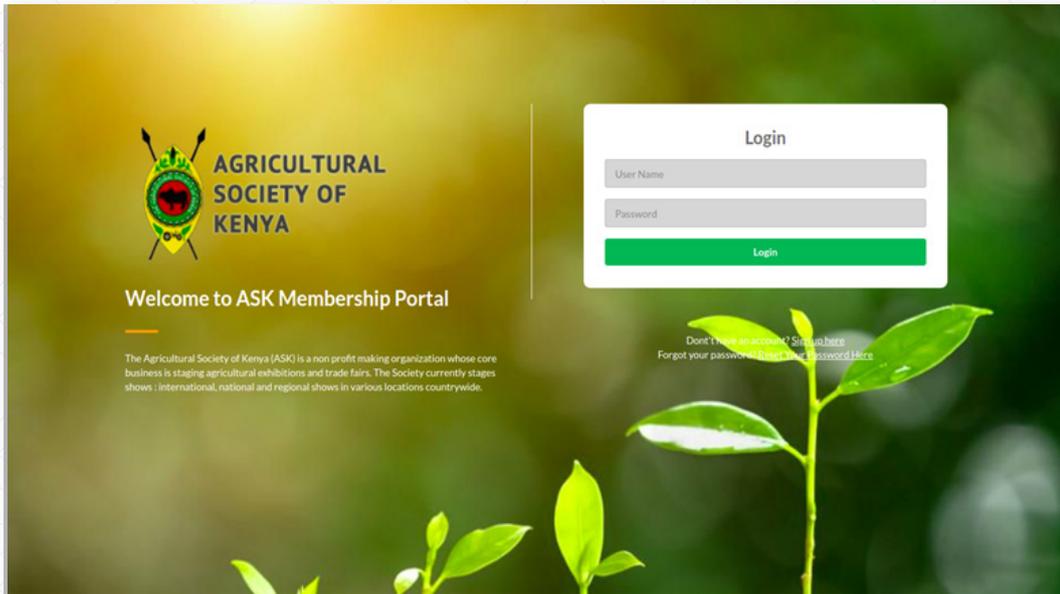
On first log in, the user will be prompted to change the system generated password.
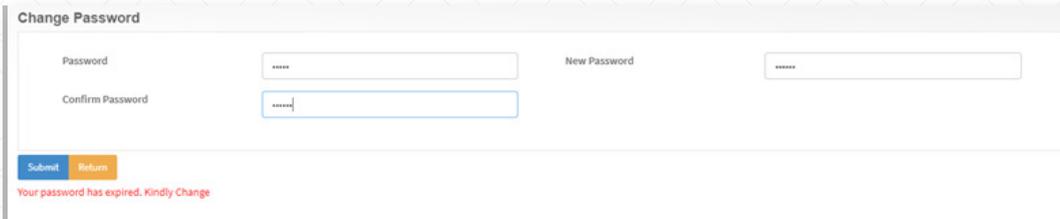
Steps:

▶ Key in the password provided by the system
▶ Key in a new password and confirm
▶ Click on submit

This changes the user's password to the newly created one and will take effect from the next login.

Individual Membership Application Processes

Click on apply membership to fill in the membership details.
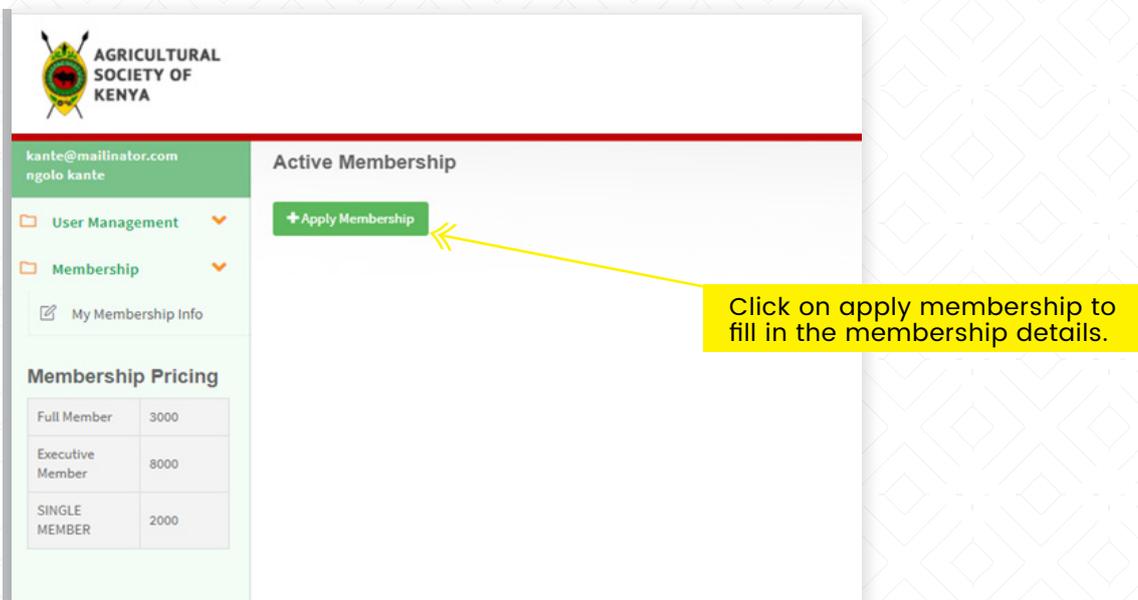
- ≫ Click on apply membership
- ≫ Select the membership type & Membership branch
- ≫ Click on submit

Click on submit to submit your details

After clicking submit, the system populated the payment amount and you will be required to proceed and make payment.

Click on payment to make the necessary payment.

Click on make M-Pesa payment and a pop up window will appear on the screen where you will be required to key in the phone number to use for payment.

Click on Pay and the system will trigger an M-Pesa STK push that will appear on the applicant's phone with the amount and payment details pre-selected.

Enter your M-Pesa pin to complete the transaction.

After completing the payment, the payment status on the form changes to paid. The application will then be reviewed internally. Once approved the applicant is notified and a badge allocated at the point of collection.

The Applicant also receives an email with the payment receipt as shown below.

RECEIPT

1000066

AGRICULTURAL SOCIETY OF KENYA

MEMBERSHIP PURCHASE RECEIPT

Dear Paul

Kindly collect the purchased badges from the ASK Branch as detailed below.

APPLICATION NO:	1000066
BRANCH NAME :	NAIROBI
MEMBER TYPE:	ASK Temporary Member
NO OF BADGES:	1
AMOUNT PAID	1,000.00
PAYMENT REFENCE	541901726594
TELEPHONE NUMBER	null
DATE AND TIME OF PAYMENT	02/12/2020 12.10 PM

INSTRUCTION PLEASE READ CAREFULLY

1. Membership badge is not transferable

2. Membership is valid for one Calendar year

3. ASK membeership terms and conditions appply.

4. Please print two copies of the receipt