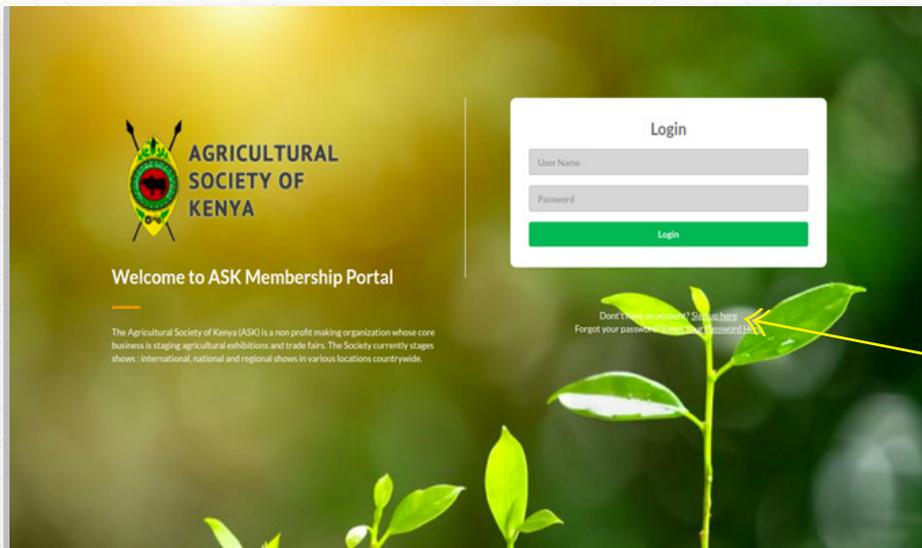




## User Manual

### 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.

**Registration**  
Already a member? [Login](#)

**Contact Details**

\* Entity Type  
--Select Option--

\* First Name  
First Name

\* Middle Name  
Other Name

\* Surname Name  
Surname

\* Telephone No  
0700123456

\* National ID/Passport No  
12345678

Email  
Email

Profession  
--Select Option--

Interests  
 Media  Farming  Technology

\* Country  
Kenya

\* County  
--Select Option--

Sub County  
--Select Option--

Ward  
-- Select Option --

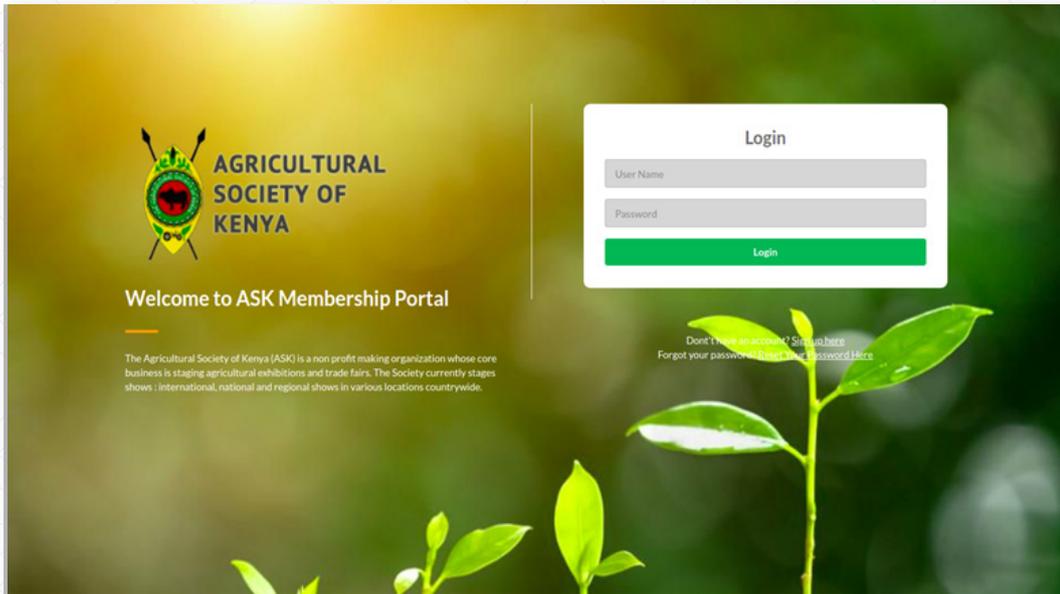
Town/City  
Town/City

**Submit Application**

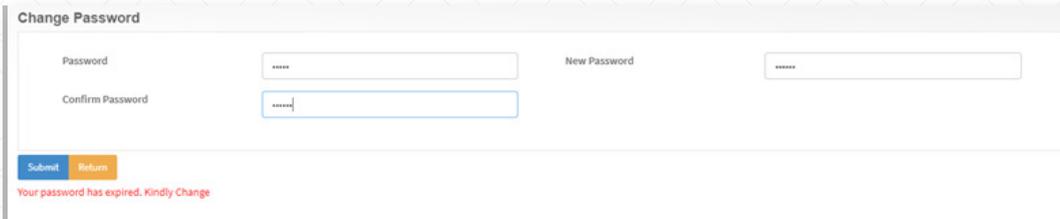
Under Entity type select Individual, then fill in the other mandatory fields and click on Submit Application.

**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.

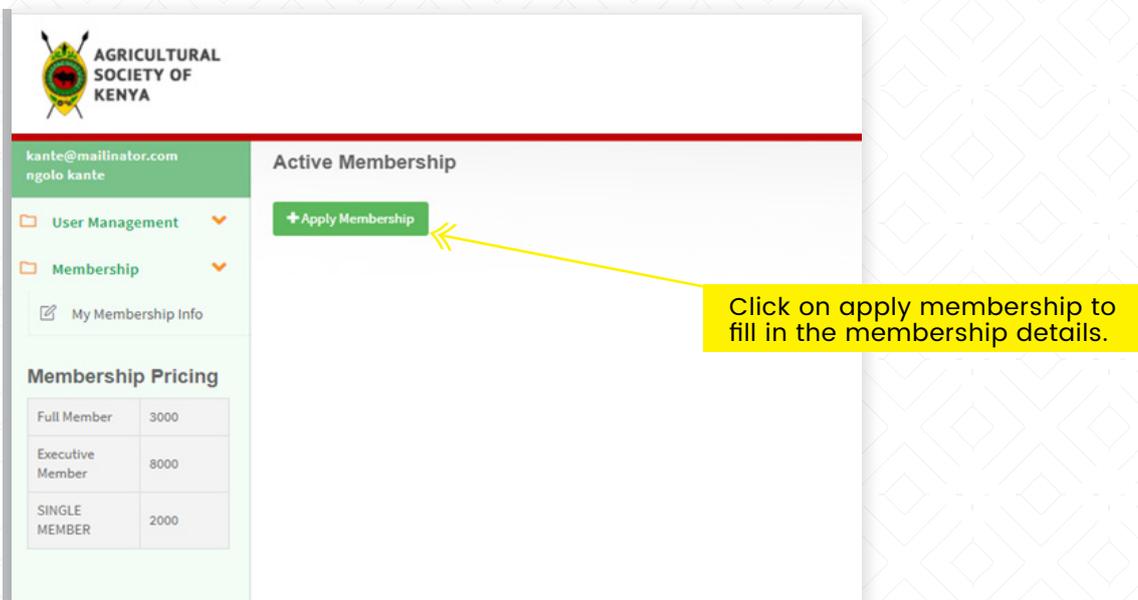


### Steps:

- 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
- Select the membership type & Membership branch
- Click on submit

**Active Membership**

Membership Type: -- Select option --    Branch: -- Select option --

Enter No of Badges: 1    Date Applied: 2021-05-11

Buttons: **Submit** (highlighted), Return

**Membership Pricing**

Full Member	3000
Executive Member	8000
SINGLE MEMBER	2000

**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.

**Active Membership**

Application Number	1000254	Primary Identifier	kante@mailinator.com
Membership Type	SINGLE MEMBER	Branch	NAIROBI BRANCH
Payment Amount	KES 2000	Date Applied	2021-05-11
Validity Year	2021	Document Status	WP

Amount is paid? **Not Paid**

Buttons: **Make M-PESA Payment** (highlighted), Already Paid? Click to Refresh

**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.

**Active Membership**

Application Number	1000254	Primary Identifier	kante@mailinator.com
Membership Type	SINGLE MEMBER	Branch	NAIROBI BRANCH
Payment Amount	KES 2000	Date Applied	2021-05-11
Validity Year	2021	Document Status	WP

Amount is paid? **Not Paid**

Phone No: 0721X0000X

Buttons: **Exit**, **Pay** (highlighted)

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.



The image shows a digital receipt for a membership purchase. At the top, it says 'RECEIPT' in red. Below that is a barcode with the number '1000066' underneath. The logo of the Agricultural Society of Kenya is on the left, and the title 'AGRICULTURAL SOCIETY OF KENYA' is in large green letters. Below the title is 'MEMBERSHIP PURCHASE RECEIPT'. The recipient is addressed as 'Dear Paul'. The text says 'Kindly collect the purchased badges from the ASK Branch as detailed below.' A table of details follows: APPLICATION NO: 1000066, BRANCH NAME: NAIROBI, MEMBER TYPE: ASK Temporary Member, NO OF BADGES: 1, AMOUNT PAID: 1,000.00, PAYMENT REFERENCE: 541901726594, TELEPHONE NUMBER: null, and DATE AND TIME OF PAYMENT: 02/12/2020 12:10 PM. There is a small image of a tractor. Below the table is a section 'INSTRUCTION PLEASE READ CAREFULLY' with four numbered points. The receipt is decorated with a pattern of small green and yellow flowers at the top and bottom.

**RECEIPT**

1000066

**AGRICULTURAL SOCIETY OF KENYA**

**MEMBERSHIP PURCHASE RECEIPT**

Dear Paul

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

<b>APPLICATION NO:</b>	1000066
<b>BRANCH NAME :</b>	NAIROBI
<b>MEMBER TYPE:</b>	ASK Temporary Member
<b>NO OF BADGES:</b>	1
<b>AMOUNT PAID</b>	1,000.00
<b>PAYMENT REFERENCE</b>	541901726594
<b>TELEPHONE NUMBER</b>	null
<b>DATE AND TIME OF PAYMENT</b>	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 membership terms and conditions apply.
4. Please print two copies of the receipt