

□ **PART 1: Initial Registration (Sending Payslip to KNUT)**

1. **Access TPAY**
Log in to your <https://tpay.tsc.go.ke> using your TSC number and password.
2. **Navigate to Dues**
On the menu bar, click “Send Payslips.”
3. **Select Union Option**
Click on “SWA.”
4. **Choose KNUT**
Select “KNUT - Union Dues.”
5. **Verify via OTP**
 1. Click “Send OTP”
 2. Enter the One-Time Password sent to your phone
 3. Click **Submit**
6. **Confirmation**
A pop-up message will appear:
“Payslip sent to KNUT Union Dues” — this confirms your application.
7. **Notify for Validation**
Immediately **text or WhatsApp your TSC Number** to your **KNUT Branch Executive Secretary** so they can alert the head office for validation.

Important Note:

Sending your payslip is only the **first step**. You must complete approval in Part 2.

□ **PART 2: Final Approval (Activate Membership & Stop Agency Fees)**

1. **Log In Again**
Access the **TSC T-Pay portal**.
2. **Go to Transactions**
Click: “My Transactions” → “Approve Transactions.”
3. **Identify the Correct Entry**
Look for:
Ded Type: “SwaS: KNUT - Union”
4. **Mark for Approval**
Tick (✓) the checkbox in the **Status Box** column.
5. **Finalize Approval**
 1. Click “GET CODE”
 2. Enter the OTP sent to your phone
 3. Click **Submit**
6. **Notify for Agency Fee Stoppage**
Immediately **text or WhatsApp your TSC Number** to your **KNUT Branch Executive Secretary** again to finalize the transaction.

7. Confirmation

1. You'll receive an SMS notification showing the deduction amount
2. Your next payslip should change from:
“Agency Fees” → “Union Dues”

Key Reminder

- Registration is **NOT complete** without final approval.
- Always **notify your branch secretary twice** (after sending payslip & after approval).
- Changes reflect in the **next month's payslip**.