**EAPS**

EAPS-East African Payment System-simply RTGS to East African countries,members are Kenya,Uganda,Tanzania and Rwanda. Currencies transacted are KES,UGX,TZS and RWF.

**STEPS**

1.Invoke menu MPOR

2.Under action select ADD

3.Select customer payment under SERVICE ID

4 Under Paysys ID select or search EAPS and click Go

5.Enter the sender account number under Debtor account ID, the names should populate.

6.On instruction details, enter the currency and amount e.g TZS 200,000

7.Click upload document icon to upload the MT103 form and any supporting document.

8.Capture the identification document number of the customer/person who delivered the instructions under the ID Document number field e.g ID or passport number.

9.Under remmitance information,enter the narration of the transaction.

10.Under the creditor details, enter the account number and name of the creditor(beneficiary).

11.Under the creditor bank details,capture EAPS under network directory

12.Input the SWIFT Code provided by the customer under bank identifier code and click tab e.g FMBZTZTX

13.Click on continue

13.Under the charge event if not autopopulated,type or search RTGS\_OUT and click on fetch, confirm correct charges have been fetched i.e kes 500 commission and kes 100 excise duty

15.Click on continue until you reach the submit button.

16.Click submit.