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## GUIDLINE FOR TELE BIRR

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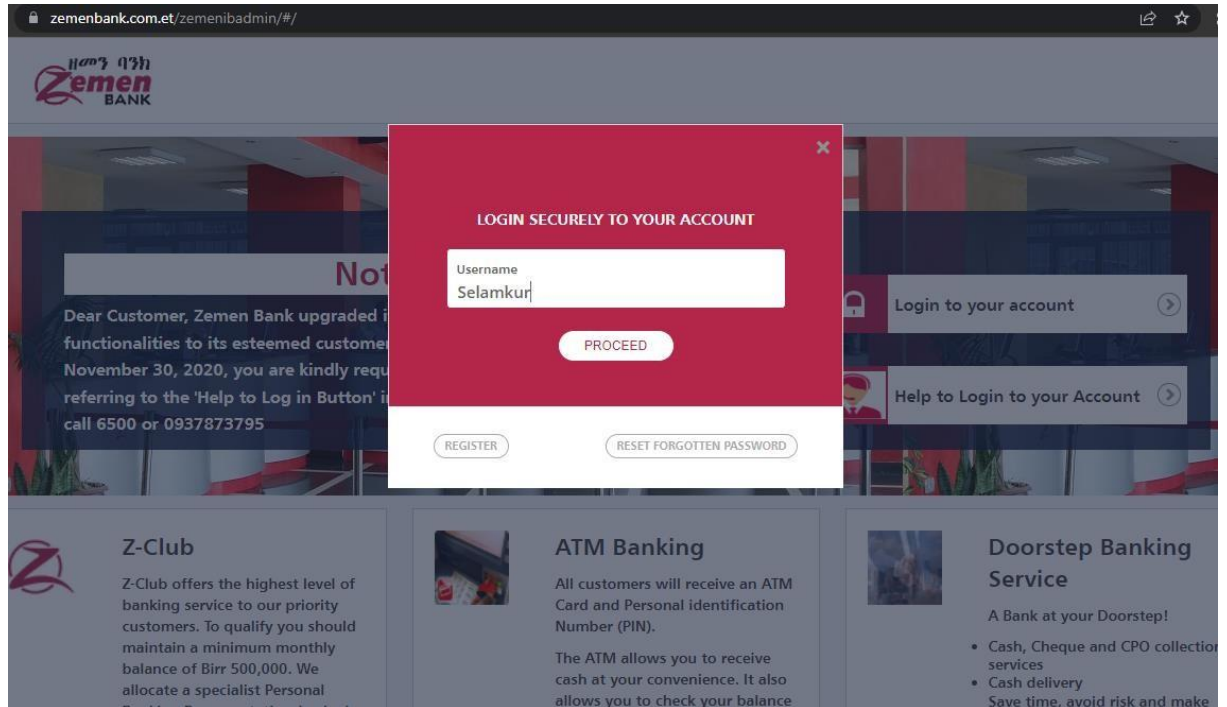
*IB Version 2.10*

JULY 11, 2024  
ZEMEN BANK SC  
*1212 Addis Ababa, Ethiopia*

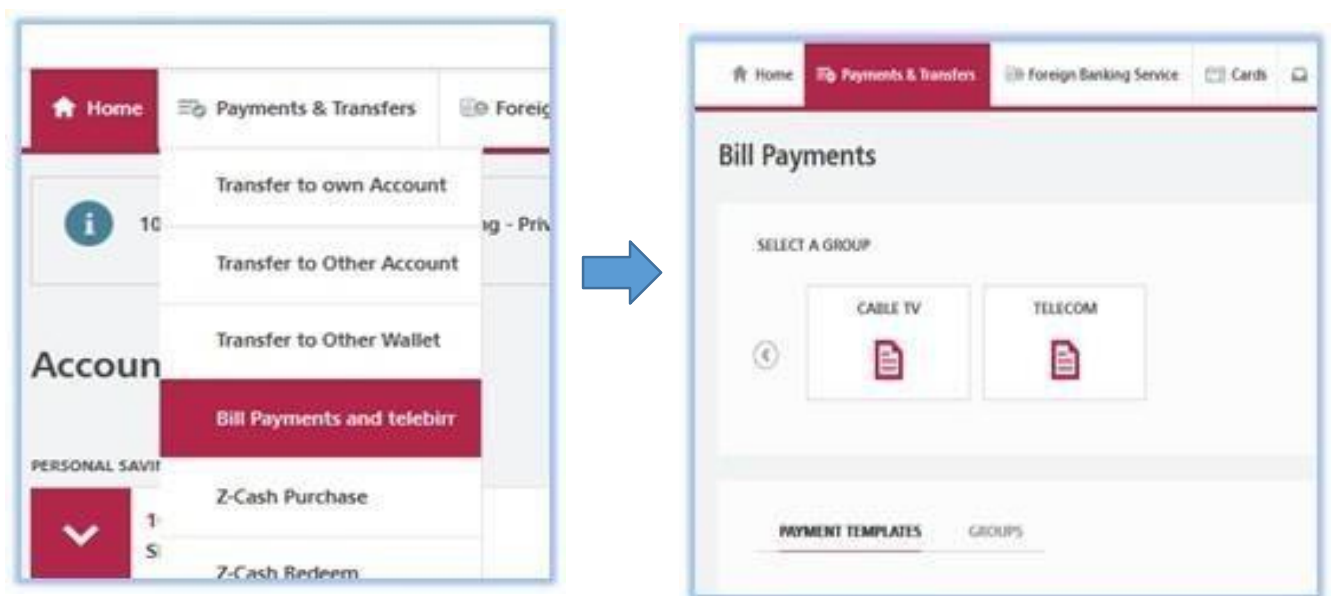
## How to Use Tele Birr on Internet banking

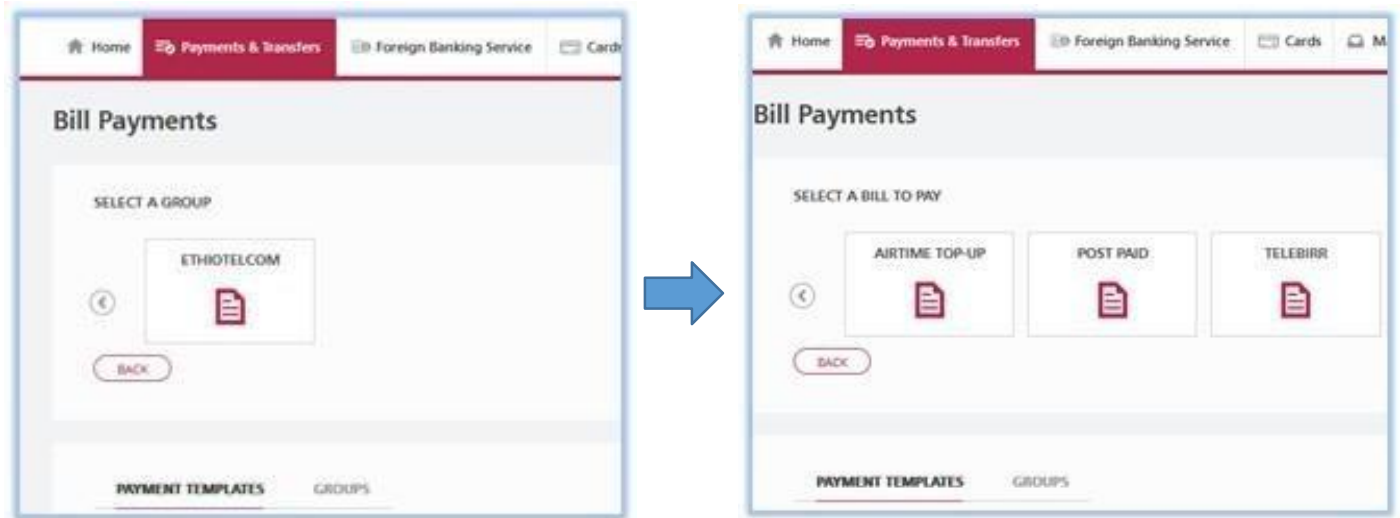
1. Access the below IB link with your credential.

[Zemen Bank - Welcome to Zemen Bank Online](#)



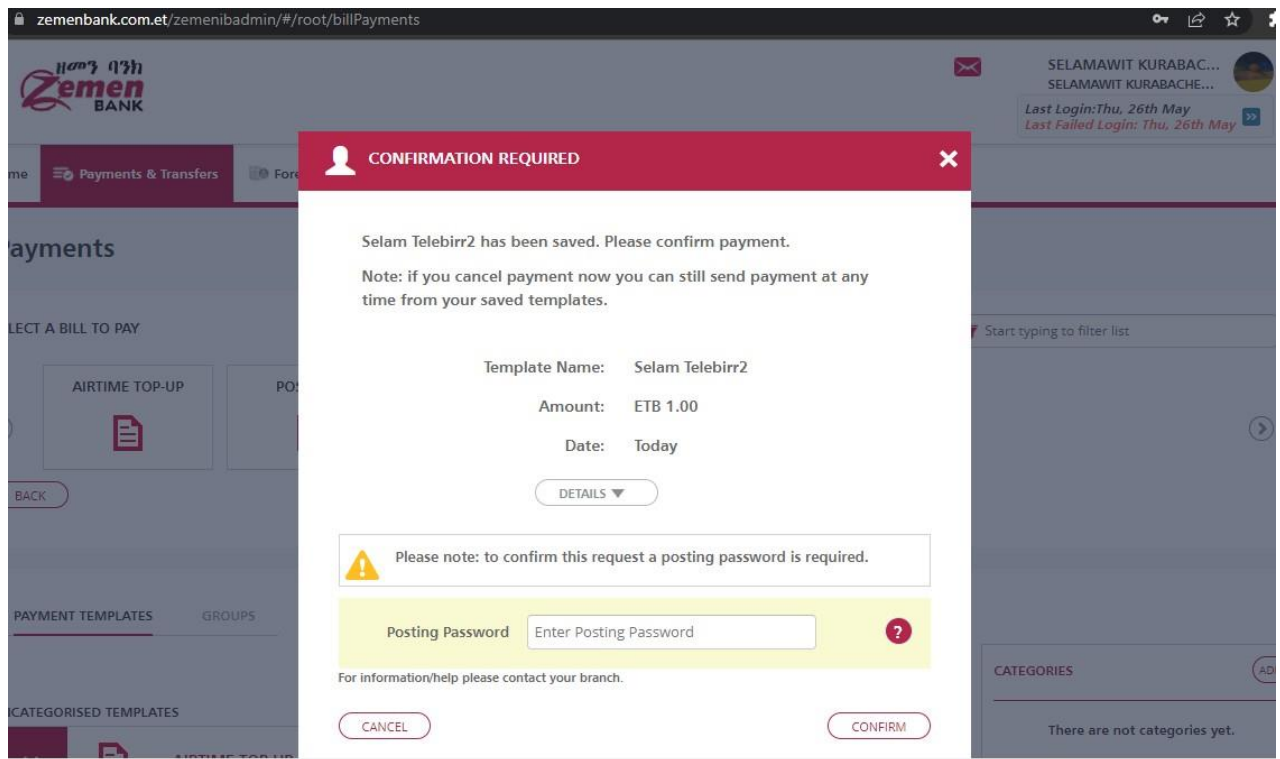
2. On the Home page on the main menu, Click on **Payments & Transfer => Bill Payments and TeleBirr => Telecom => EthioTelecom => TeleBirr**





3. Selecting **TeleBirr** opens the screen shown below,
  - On “**Save As**” text box, type your chosen name for your future use. If you only want to save the payment without confirming payment click “**Save**” button.

4. Clicking “**Save and Pay**” button, will open up a screen that allow you to enter your transaction or posting passphrase
  - Enter your posting passphrase / transaction password and click “**Confirm**”  
**Note:** Posting Passphrase / Transaction password is a password to make or confirm your payment and transfers.



5. If you want to use the template again, Go to under **“Payments and Transfer” => “Bill Paymentand TeleBirr”** and find saved payment templates.

- By viewing the detail, you can edit and pay directly using the template saved.

The screenshot shows the details of a saved payment template named "TELEBIRR". The interface includes a header with a dropdown arrow, a document icon, the name "TELEBIRR", and the value "SELAM TELEBIRR".

The main form contains the following fields:

- Mobile Number: [Redacted]
- From Account: [Redacted]
- Amount: 5.00 (ETB)
- Your Ref.: e.g. Phone bill
- Bill Category: Uncategorized Templates

At the bottom of the form are four buttons: "DELETE", "EDIT", "HISTORY", and "PAY". The "EDIT" and "PAY" buttons are highlighted in yellow.