



GUILDLINE FOR TELE BIRR

MAY 26, 2022

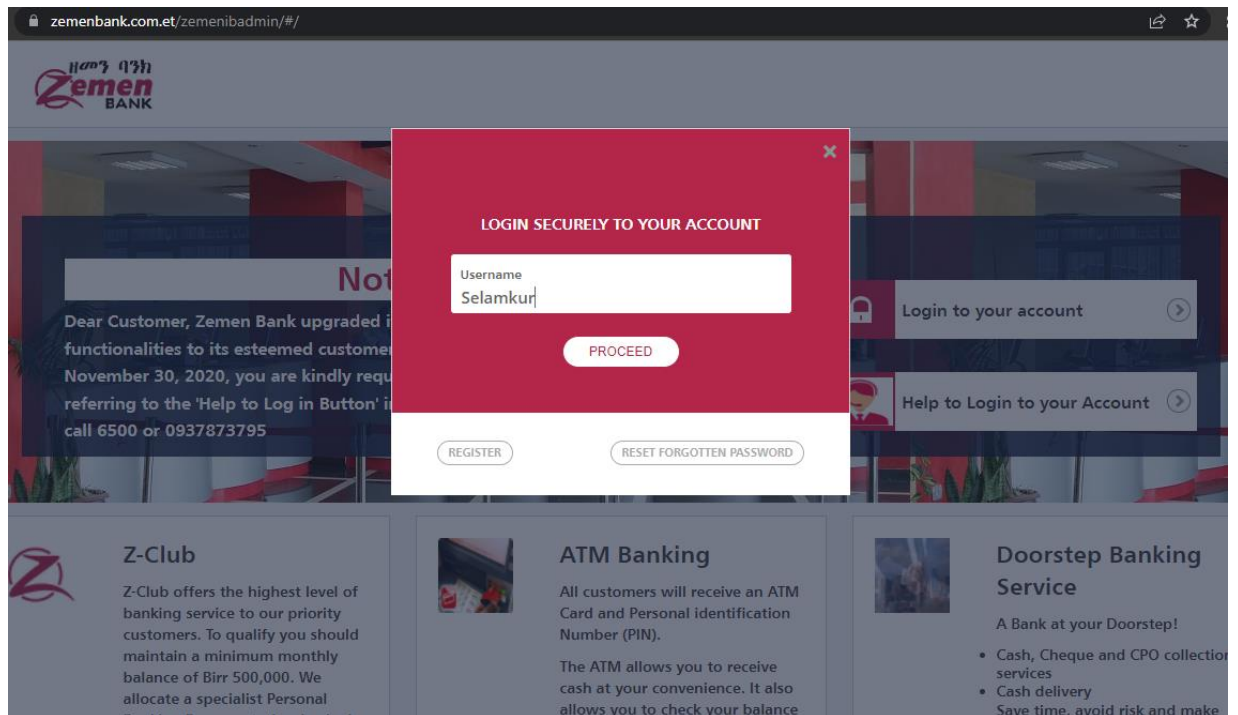
ZEMEN BANK S.C

Joseph Tito Street

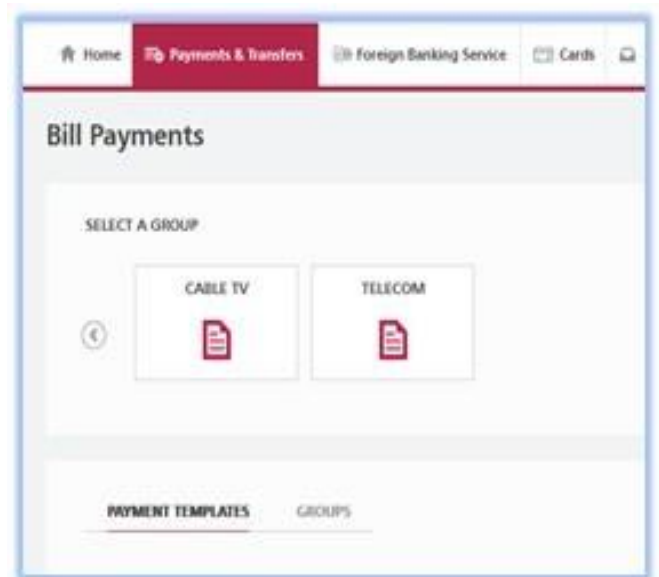
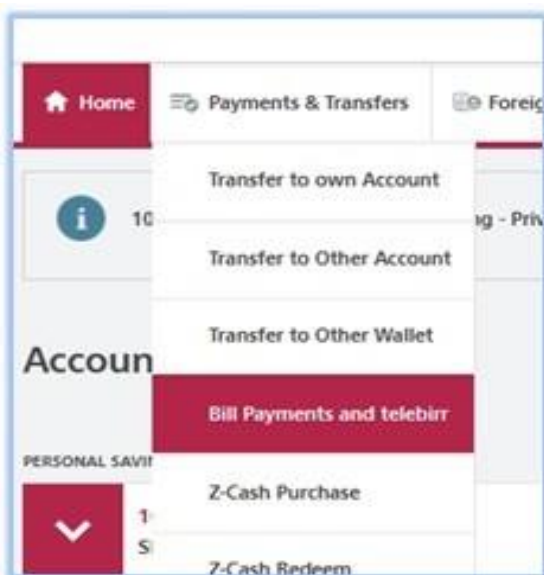
How to Use Tele Birr on Internet banking

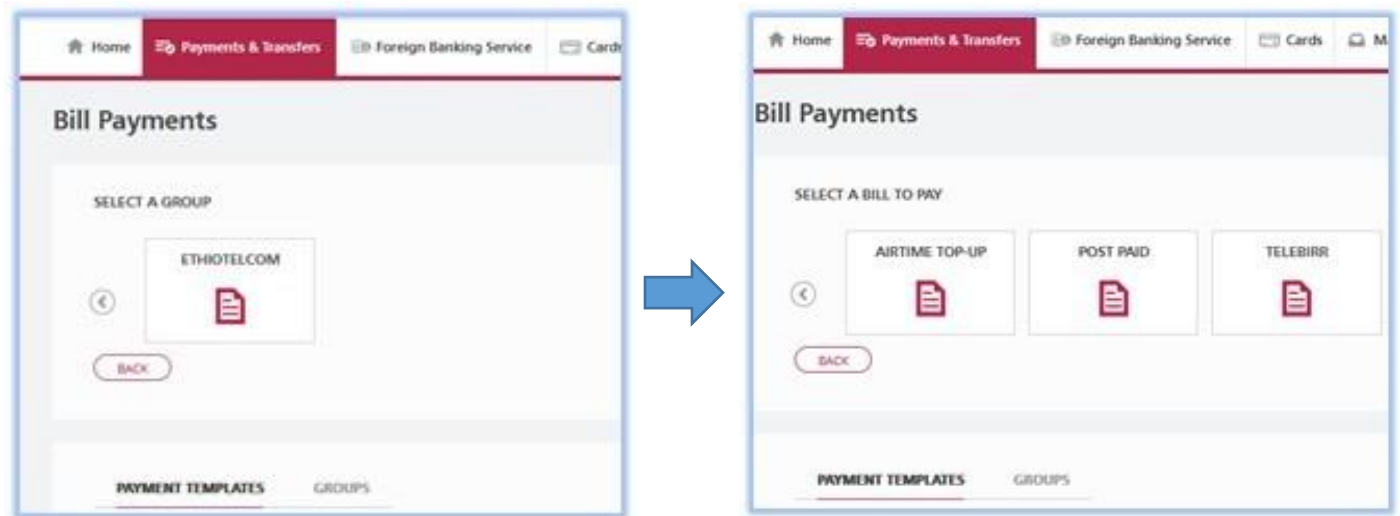
1. Access the below IB link with your credential.

[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**





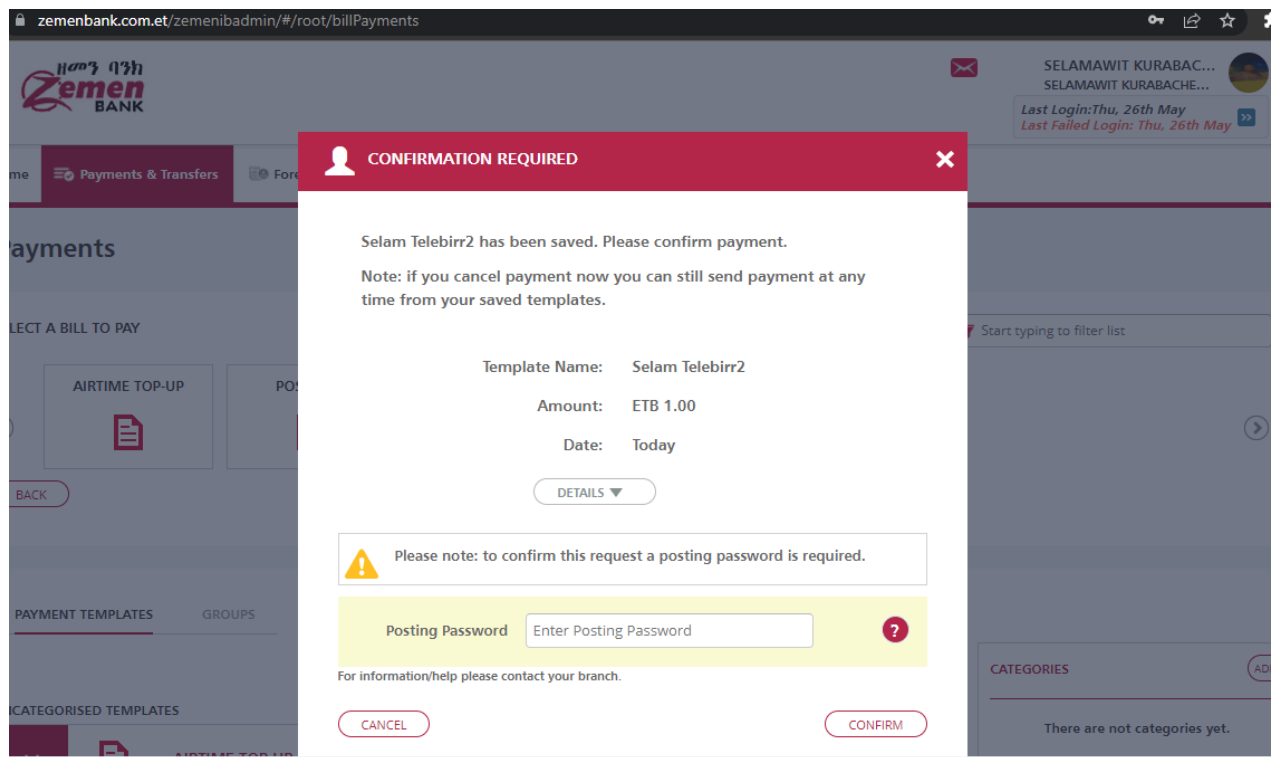
3. Selecting **TeleBirr** opens the screen shown below,

- 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 Payment and TeleBirr”** and find saved payment templates.



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

