# Metropolitan National Sacco Ltd. A Deposit Taking SACCO

Licenced and Regulated by The SACCO Societies Regulatory Authority (SASRA)

INSTRUCTIONS ON HOW TO SEND PAYSLIP AND APPROVE LOANS

Step 1. Visit www.tsc.go.ke and click on Online pay slips.



Step 2 .The Teacher( Member ) will insert his/her TSC Number and individual password.



### Step 5.Under the drop down titled 'Select 3<sup>rd</sup> Party' select Sacco

	TEACHERS	SERVICE	COMMISSION	
TSC No 522994:				
	Nember Menu			Log Out
Send to 3rd Part	ty .			
TSC No	522994			
Select 3rd Party	Select Category	*		
	Select Category Bank			
	Sacco			
Swa				
	Mortgage			
This module enable		third party	hat you wish to secure a lean fr	m og Banks, Saccos, HPs otc

Step 8 Upon successful execution you will receive a message. If unsuccessful you will receive an error message to prompt you to try again.

	TEACHERS SERVICE C	
No 522994:		
	Member Menu	Log Out
d to 3rd Party		
	e Successfully Sent Your Latest Payslips	To Netropolitan Teachers Sacco
nd to 3rd Party You Hav	e Successfully Sent Your Latest Payslips	To Netropolitan Teachers Sacco

# Step 3 Click on 'Click here to Send your Payslip'



## Step 6: Proceed to Select Metropolitan Teachers Sacco

TEACHER	RS SERVICE COMMISSION	
TSC No 522994:		
Member Men		Log Out
Send to 3rd Party		
TSC No 522994		
Select 3rd Party Sacco	Magereza Sacco	-
SandiPaysign	Keins Factures Sacco Real Tradition Society Labbiek Trackets Sacco Manager Samo Manager Samo Manager Trackets Sacco Manager Sacco	

## Step 4.The Teacher (member) will key in his/her TSC Number.

	TEACHERS	SERVICE	COMMISSION	
ISC No 522994:				
	Member Menu			Log Out
Send to 3rd Party				
TSC No 522994				
Select 3rd Party Select	Category	×		
Send	Payslips			
This module enables you see	id your 3(three) latert pays	lips to any third party :	that you with to secure a lose th	on og Raska, Saccas, HPa øtt

## Step 7: Click on 'send payslips'

	TEACHERS	SERVICE	COMMISSIC	N
ISC No 522994:				
	Member Menv			Log Out
Send to 3rd Party				
TSC No 5229	94			
Select 3rd Party Sac	0	Metopol	itan Teachers Sacco	2628-93
Ser	dPaysips			
	send your 3(three) latest pays			

## LOAN APPROVAL

- Once you have sent the payslip to the SACCO, you will be required to log in again or get access to the system again to confirm and approve the loan that has been processed.
- NB: No loan will be processed to you FOSA account until you as
  the member approves the same on the TSC online payslip
  system

**Step 8 :**.Upon successful execution you will receive a message. If unsuccessful you will receive an error message to prompt you to try again.

	TEACHERS	SERVICE	COMMISSION	
TSC No 522994:				
	Member Menu			Log Out
Send to 3rd Party				
You Have Su	ccessfully Sent Ye	our Latest Paysli	ps To Metropolitan Tea	achers Sacco

# OUR BRANCHES ARE:-

NAIROBI: Kimathi House, Kimathi Street, Upper Ground P.O. BOX 5684 00100 Nairobi. Airtel: 0736 461292 Saf: 0728 787515

KISUMU: Swan Centre, Oginga Odinga Road. Cell: 0737 797 382, 0713 264168 P.O Box 3905 -40100,Kisumu

KIAMBU: Community Centre, Opp. Kahawa Hse Along Biashara Street. P.O. Box 871 -00900 Kiambu Tel: 066 2022468/ 2022581/ 2022514

THIKA: Marafique Plaza, 1st Floor, Along Kenyatta Road, off Garissa Road | Tel: 067 30691/ 21382

BUNGOMA: Chewai Plaza, Ground Floor, P.O. Box 2696-50200 Tel: 055 30148/ 0737 428890

LIMURU: Gitungo Hse, Ngenia Rd. Tel: 020 - 2378200

NAKURU: Masters Plaza Bldg. Tel: 020 2776042 Cell: 0715 680 271

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## INSTRUCTIONS ON HOW TO SEND PAYSLIP AND APPROVE LOANS

Step 1.: Visit www.tsc.go.ke and click on Online pay slips.



## LOAN APPROVAL

- Once you have sent the payslip to the SACCO, you will be required to log in again or get access to the system again to confirm and approve the loan that has been processed.
- NB: No loan will be processed to you FOSA account until you as the member approves the same on the TSC online payslip system

Step 2.: The Teacher( Member ) will insert his/her TSC Number and individual password.



## Step 4 :. The Teacher (member) will key in his/her TSC Number.

# TEACHERS SERVICE COMMISSION TSC No 522994: Log Out Send Tarty TSC No 5/22994 Select 3rd Party Select 3rd Party Select 3rd Party Send Payslips This module enables you send your 3(three) latest payslips to any third party that you wish to secure a lean from eg Banks, Sacces, HPs etc

## Step 6: Proceed to Select

Metropolitan Teachers Sacco

	Member Menu		Log Out
Send to 3rd Party			
TSC No 52299	4		
Select 3rd Party Sacc	D	Magereza Sacco     Kuria Teachers Sacco	•
	I Payslips	Kwale Teachers Sacco Lamu Teachers Sacco Loitokitok Teachers Sacco Malindi Teachers Sacco Malindi Teachers Sacco Marakwel Teachers Sacco Marakwel Teachers Sacco Masaku Teachers Sacco Meru South Famers SACCO Meru South Famers SACCO Meru South Famers Sacco Metro Sacco Metro Sacco Metro Sacco Metro Sacco Metro Sacco Metro Sacco Metro Sacco Metro Sacco Metro Sacco Moltanes Sacco Moltanes Sacco Mokamwa Sacco Mombasa Teachers Sacco Mombasa Teachers Sacco	s, Saccos, HF
		Mount Kenya Investors Sacco	<b>_</b> _

## Step 3.: Click on (Click here to Ser

'Click here to Send your Payslip'

	TEACHERS	SERVICE	COMMISSION	
TSC No : 522994				
View Payslip				
2014				
Send Online Payslip to	3rd Party (Banks,	Saccos,HPs etc)	1	
Click Here to Send →	your Payslip			
Member Information				
View Your Details				
Change Your Pass	word			
Contact Administrato	s			
Send Email to Adm				
Please Email the Admini	strator incase your informat	ion is Inaccurate on pa	yslips@tsc.go.ke	
Log Out				

## Step 5: Under the drop down titled 'Select 3rd Party' select Sacco

	TEACHERS	SERVICE	COMMISSION	
TSC No 522994:				
	Member Menu			Log Out
Send to 3rd Part	y			
TSC No	522994			
Select 3rd Party	Select Category	•		
	Select Category Bank			
	Sacco Swa			
	Mortgage			
This module enable	Insurance Hire Purchase	third party	that you wish to secure a loan fro	m eg Banks, Saccos, HPs etc

	TEACHERS	SERVICE	COMMISSIO	1
TSC No 522994:				
	Member Menu			Log Out
Send to 3rd Party				
TSC No 5	22994			
Select 3rd Party S	acco	▼ Metropol	tan Teachers Sacco	▼ 2628-93
	Send Payslips			
This module enables y	you send your 3(three) latest pays	lips to any third party t	that you wish to secure a loar	from eg Banks, Saccos, HPs etc