



Payment for the “Procurement of Land bidding document” through the e-Citie system

1. Visit the KCCA website: kcca.go.ug;
2. Scroll down and select, “**eCitie ONLINE PAYMENT**”
3. From the left panel, select the option: “**ONTR Payments**”.
4. Fill your details and **save** to proceed to the next stage.
5. At the next page (**ONTR Payments**), under Directorate name, select “**Procurement and Disposal**”, under Revenue category select “**Procurement fees**”, and under Revenue source item select “**Bidding Fees**”.
6. When done, save to proceed to the next stage.
7. At the next stage (**Revenue Source Info**), the bidding amount is auto populated. Therefore, simply save to proceed to the next stage.
8. At the next stage (**Collecting Agent**), select the payment options of your choice, and save to generate the Payment Registration Slip.
9. At the next stage (**Confirmation**), click “**Register Payment**” to process your transaction. Print the slip, proceed to pay at your preferred option and **send a scanned payment receipt together with your application letter** to kcrp.proc@kcca.go.ug; attention hmutayoba@kcca.go.ug; and jkajara@kcca.go.ug;
10. Upon receipt and verification, the respective bidding document will be emailed to you.

For any assistance, please contact +256 204 660 000 or eservices@kcca.go.ug;