MBS Member portal navigation guideline

1.Signing up	**2.Already Registered User**	**3.Reset Password**	**4.Loan Application Online**
Click on the Sign up button.		**Click on the Forgot Password button.**	**Click on the apply loan button after login to the members portal.**
1.1 Enter your national ID number	2.1 Enter Username which should be your membership number starting with **00** i.e. **001xxxxx**	3.1 Enter your national ID number	4.1 Click on the New Loan Application Button.
1.2 Enter your membership number starting with **00** i.e. **001xxxxxx**	2.2. Enter password.	3.2 Enter your membership number starting with **00** i.e. **001xxxxxx**	4.2 Initial token will be sent to your phone
1.3 Tick accepts terms and conditions checkbox.	2.3. Click on the login button.	3.3 Tick accepts terms and conditions checkbox.	4.3 Enter token number sent in 4.2 for verification.
1.4 Click on the submit button.		3.4 Click on the submit button.	4.4 Select the Loan type & fill all the require details
1.5 Initial password will be sent to your phone /email.		3.5 Initial password will be sent to your phone /email.	NB. **For self- guarantee check self-guarantee check box.**) And click the apply loan button.
On the new page		**On the new page**	4.5 Upload the supported documents and Click on add the guarantor's button.
1.6 Enter your membership number starting with **00** i.e. **001xxxxx**		3.6 Enter your membership number starting with **00** i.e. **001xxxxx**	4.6 Enter guarantor national ID. (**Guarantor will receive the notification through SMS**)
1.7 Enter the password that was sent in 1.5 above.		3.7 Enter the password that was sent in 3.5 above.	4.7 Add at least three guarantors using same process above
1.8 Click on the login button.		3.8 Click on the login button.	4.8 The Guarantor to click on Approve Guarantorship button to approve/reject as guarantor on his/her profile. (**Guarantor needs to login to his/her portal profile for approval**)
On the new page		**On the new page**	4.9 After the guarantor approves and you have attached all the supported documents click on **Submit the loan for appraisal.**
1.9 Use the password from 1.5 as the current password		3.9 Use the password from 3.5 as the current password	
1.10 Enter your new password		3.10 Enter your new password	
1.11 Confirm your password and then submit.		3.11 Confirm your password and then submit.	

N.B Your account must be active for you to be able to access the portal.
In case of any query/suggestions/feedback feel free to contact us at support@maishaborasacco.com