How to Register and Pay — AAS Conference (NISSTI)

This guide walks through the full process on the NISSTI portal (**nissti.costech.or.tz**) for the AAS (The African Academy of Sciences) conference — from signing in, through **Participant registration**, to **Pay & submit** and receiving your ID badge.

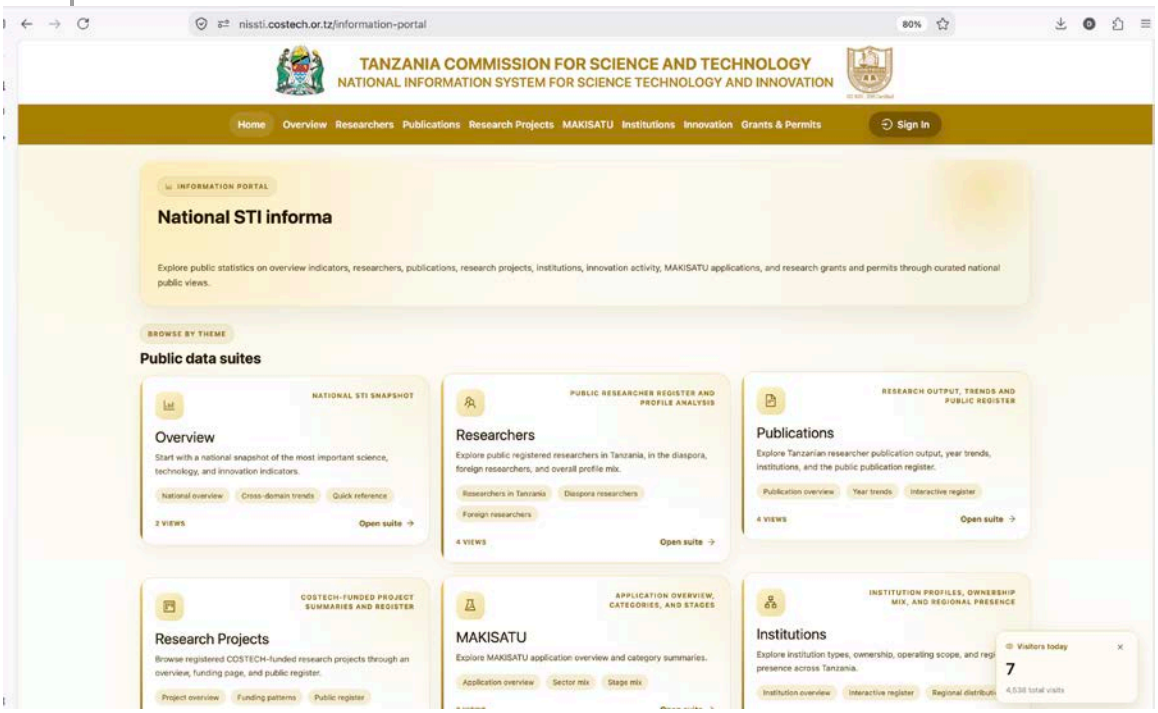
To access the portal and register, all you need is an account (just a username/email and password) — no separate approval is required to reach the STI Conference module or start a registration.

Part 1 — Register for the conference

Step 1 — Go to the NISSTI portal and sign in

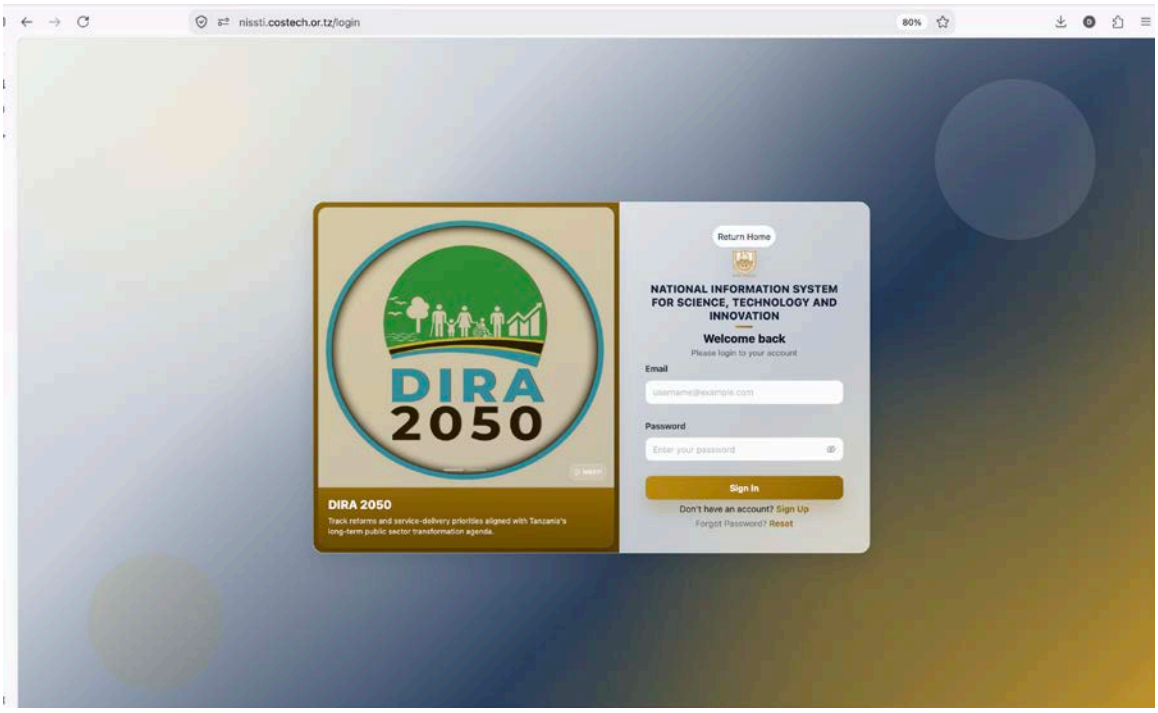
Open your browser and go to **nissti.costech.or.tz**. This lands you on the public Information Portal. Click **Sign In** in the top navigation.

> *Look for: the address bar showing the URL, and the **Sign In** button, top right of the navigation bar.*



Enter your email and password to sign in. If you don't have an account yet, use **Sign Up** — all you need is a username (your email) and a password to create one and get access to the module.

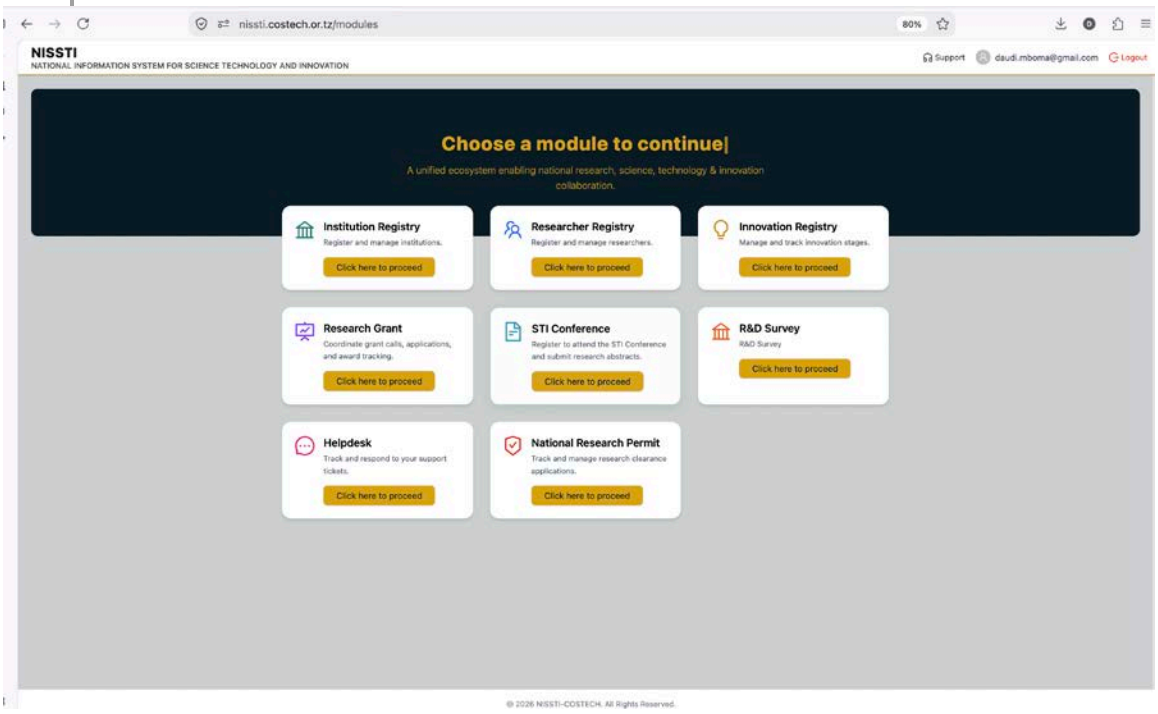
> *Look for: the **Email** and **Password** fields, and the **Sign In** button.*



Step 2 — Choose the STI Conference module

Once signed in, you land on the **Choose a module to continue** screen. Click **Click here to proceed** under the **STI Conference** card.

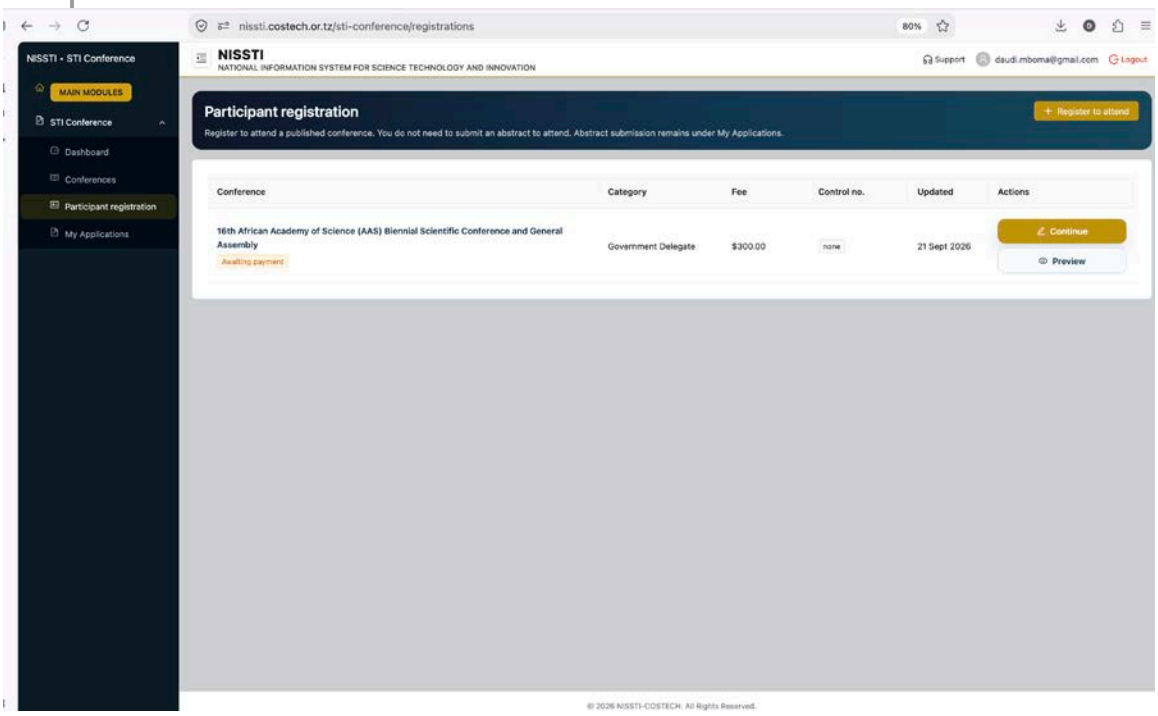
> *Look for: the **STI Conference** card, in the module grid.*



Step 3 — Open Participant registration

In the left sidebar, under **STI Conference**, click **Participant registration**. If this is your first registration, click **+ Register to attend**. If you already started one, click **Continue** next to your conference entry.

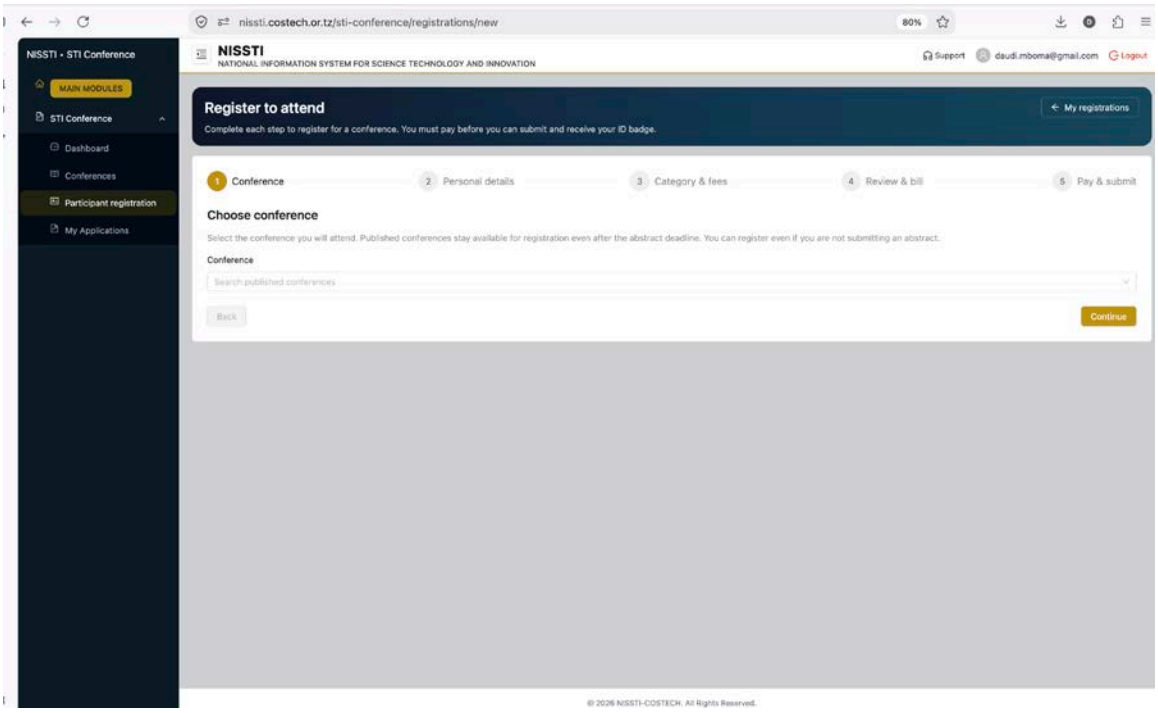
> *Look for: **Participant registration** in the left sidebar, and the **Register to attend** / **Continue** button, top right.*



Step 4 — Choose the conference

On **Step 1: Conference**, use the **Conference** dropdown to search for and select the conference you'll attend — for example the *16th African Academy of Science (AAS) Biennial Scientific Conference and General Assembly*. Click **Continue**.

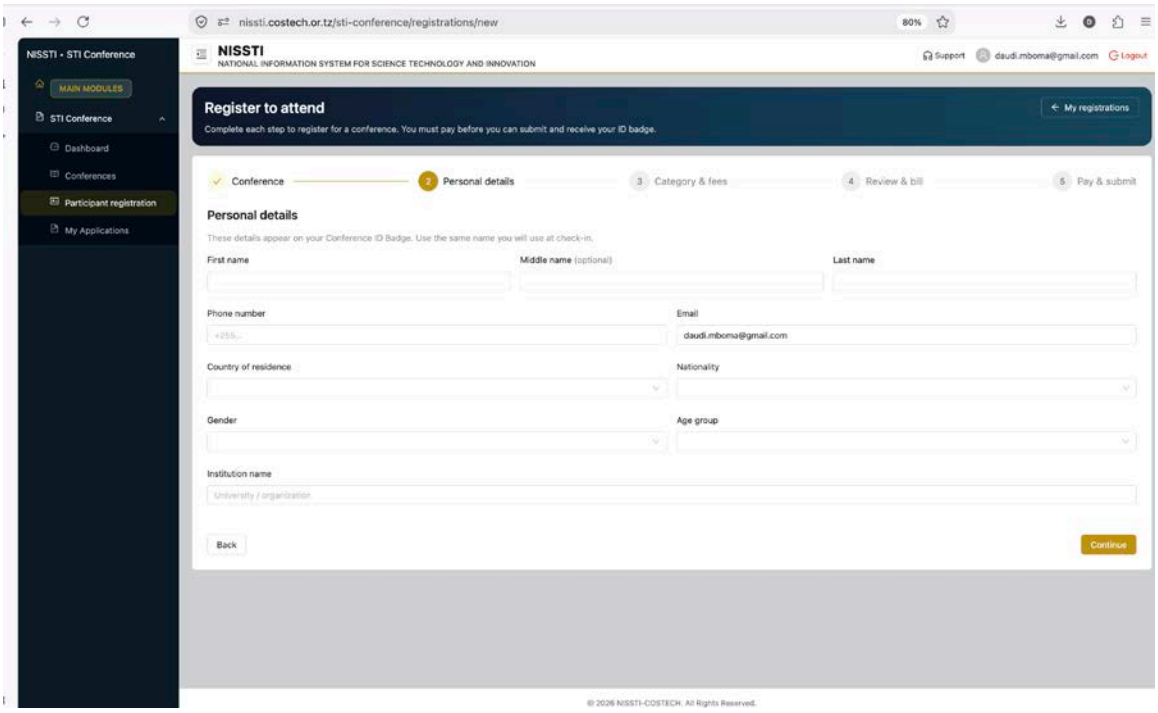
> *Look for: the **Conference** search dropdown, and the step tracker at the top (step 1 of 5).*



Step 5 — Fill in your personal details

On **Step 2: Personal details**, fill in your name, phone number, email, country of residence, nationality, gender, age group, and institution name. These appear on your Conference ID Badge, so use the name you'll use at check-in. Click **Continue**.

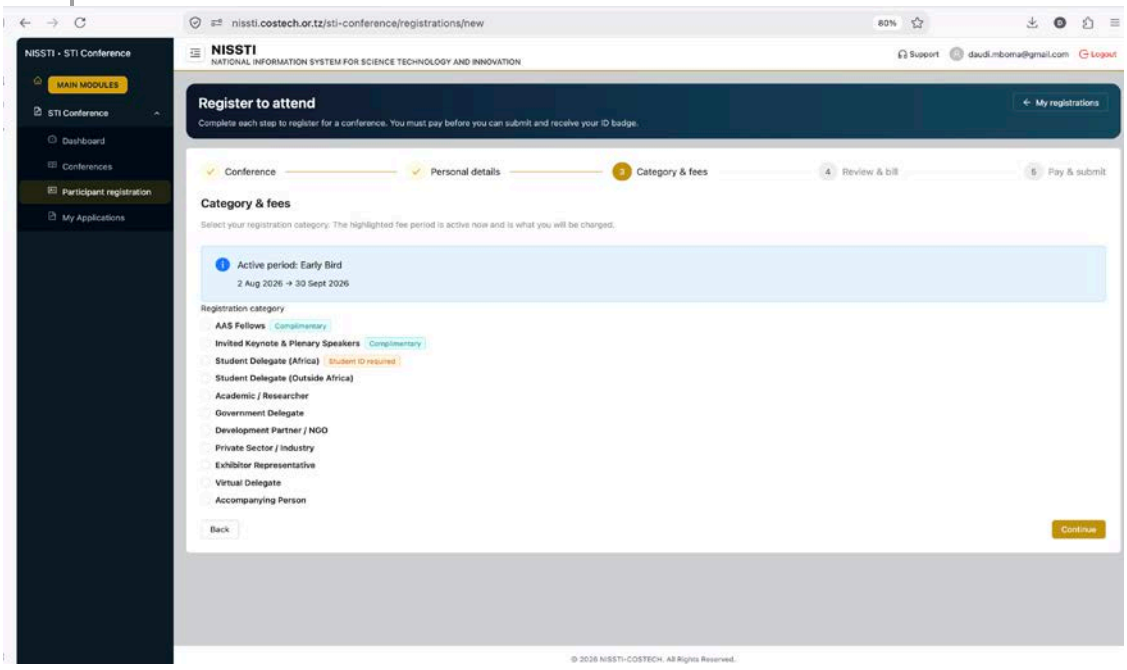
> *Look for: the form fields under **Personal details**, and the step tracker (step 2 of 5).*



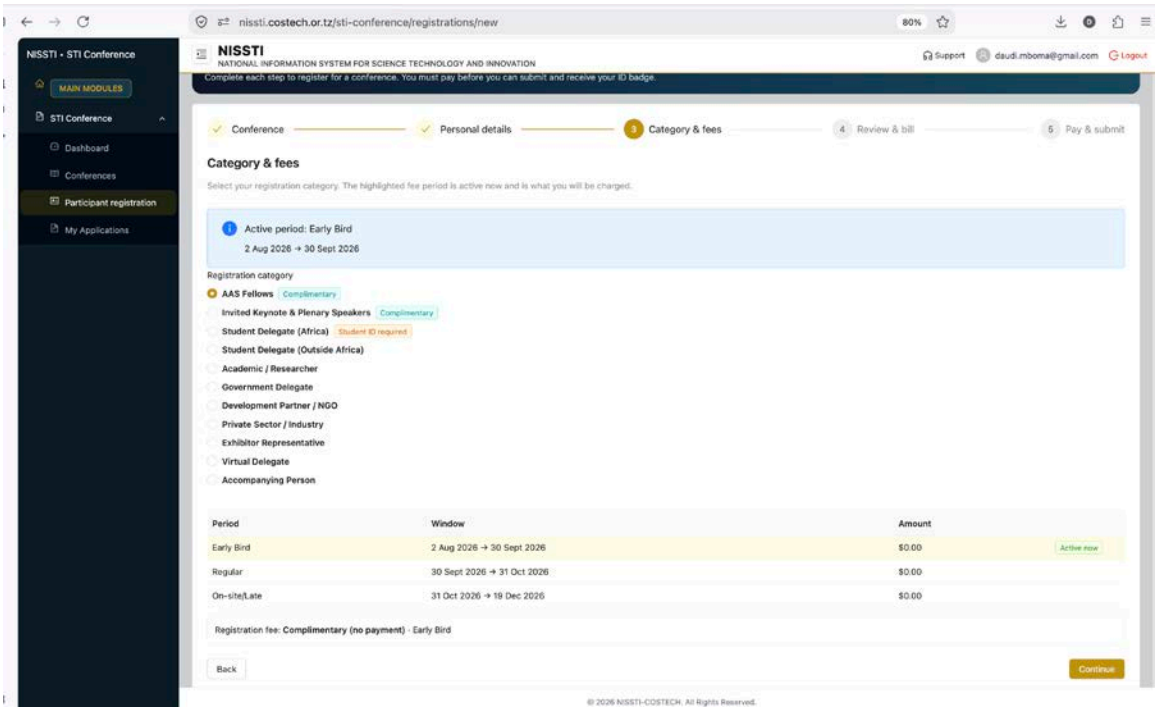
Step 6 — Choose your category and fees

On **Step 3: Category & fees**, select your **registration category** — e.g. AAS Fellows, Student Delegate, Government Delegate, or Academic/Researcher. The highlighted row in the fee table is the **active period** and what you'll be charged. Click **Continue**.

> *Look for: the **Registration category** list, and the fee table below it with the active period highlighted.*



Some categories — such as **AAS Fellows** or **Invited Keynote & Plenary Speakers** — are marked **Complimentary**, with $0.00 across every fee period.



Step 7 — Review & bill

On **Step 4: Review & bill**, check your details and the amount billed for your category, then click **Continue** to move to payment.

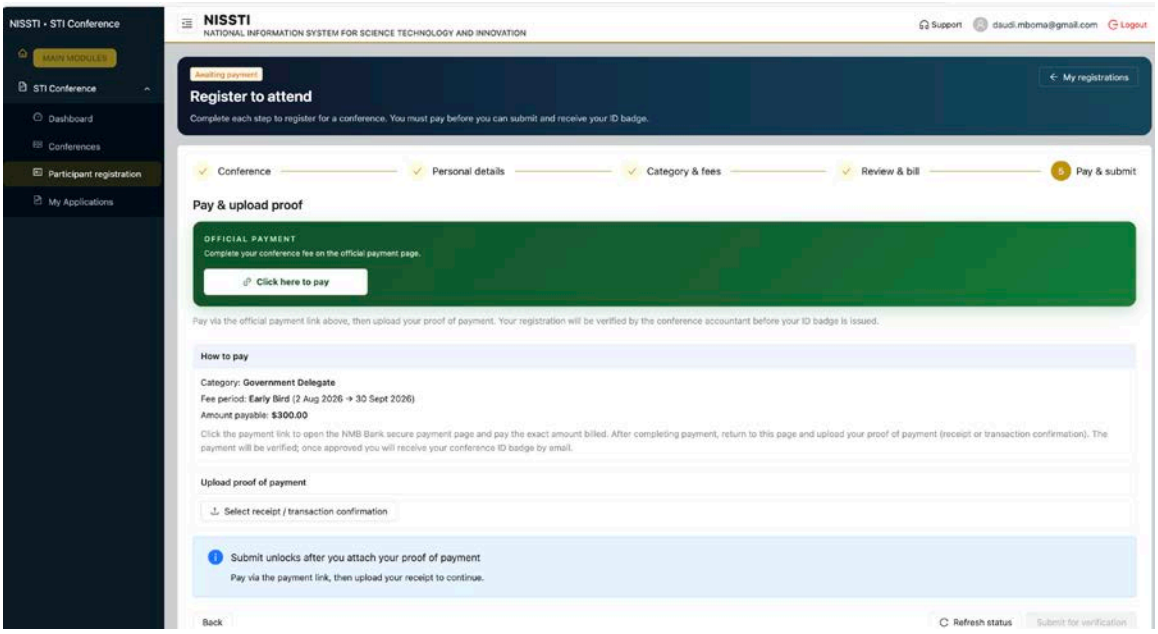
> *Look for: the summary of your registration and the billed amount, and the **Continue** button at the bottom.*

Part 2 — Pay your registration fee

The steps below cover **Step 5: Pay & submit** — paying your fee and submitting proof of payment.

Step 8 — Check your amount and open the payment page

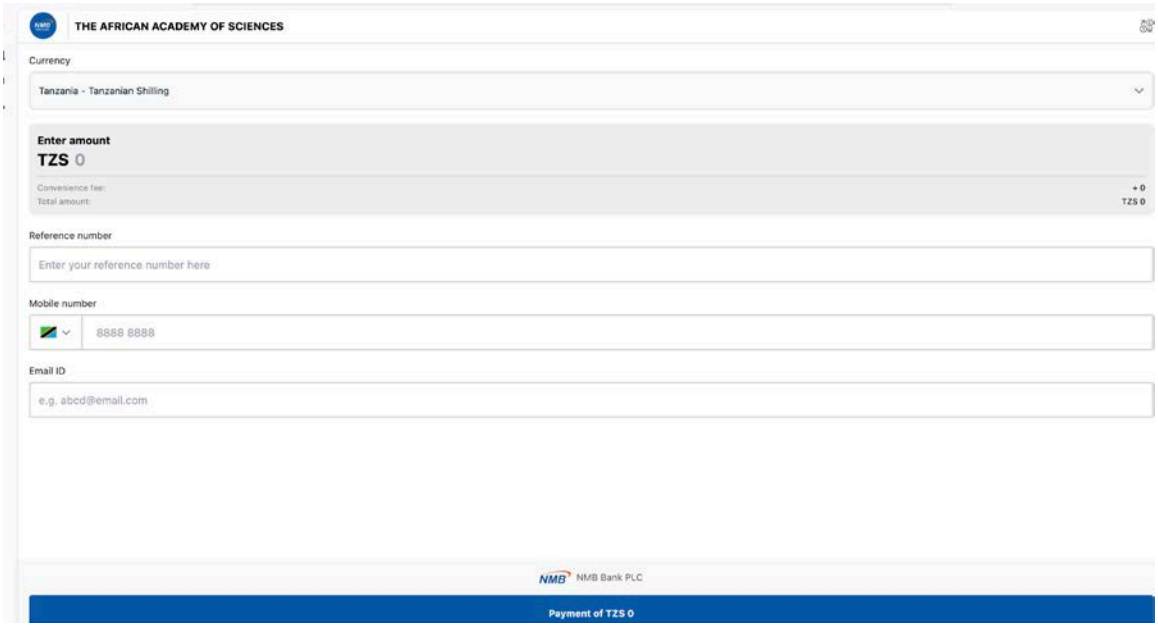
On the **Pay & submit** step, review the **How to pay** panel: your category, fee period, and the exact amount payable. Click **Click here to pay** to open the official payment page.



Step 9 — Enter your payment details

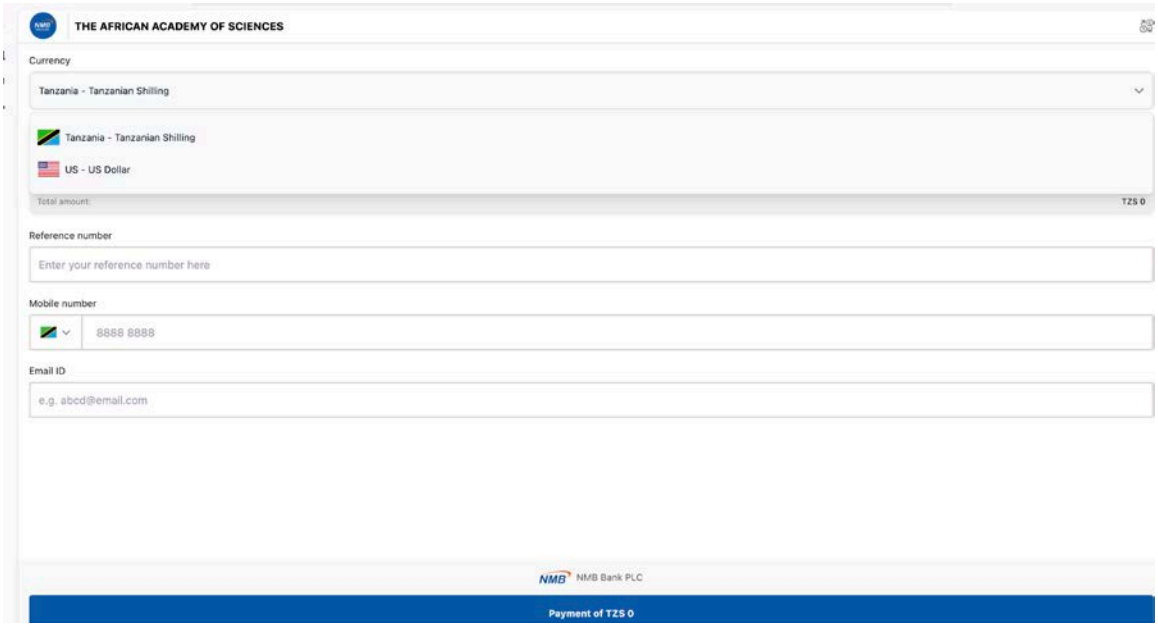
The payment link opens NMB Bank's secure page for **The African Academy of Sciences**. Fill in:

- **Amount** — the exact figure from your NISSTI billing panel
- **Reference number** — your bill/reference number from the Review & bill step
- **Mobile number**
- **Email ID** — the email you registered with



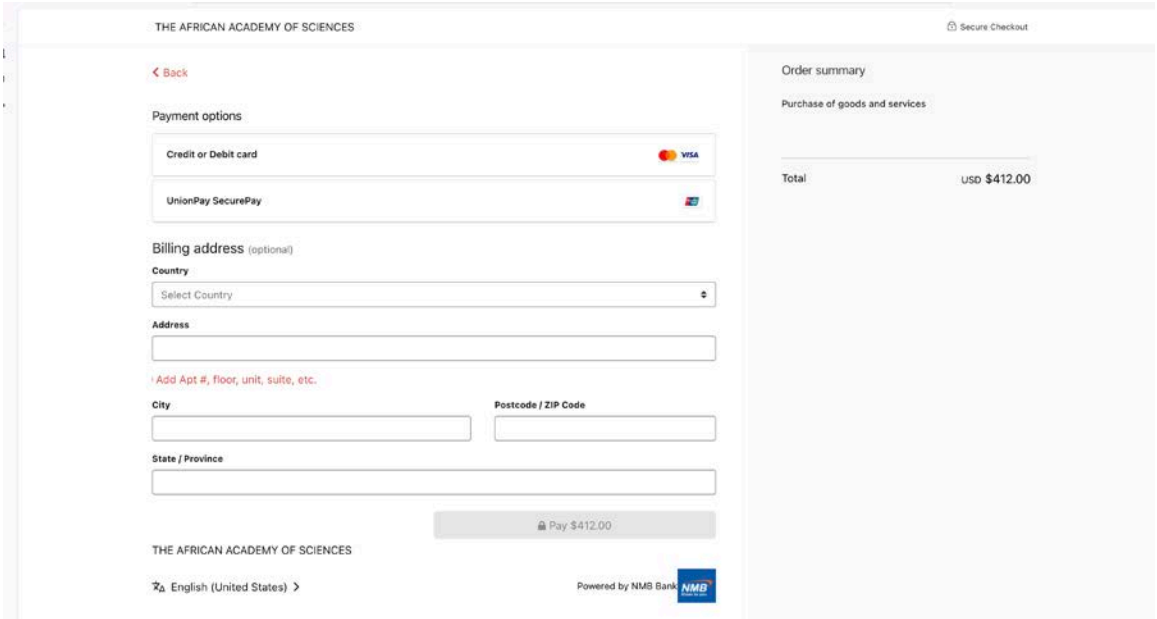
Step 10 — Choose your currency

Use the **Currency** dropdown to select **Tanzania – Tanzanian Shilling (TZS)** or **US – US Dollar (USD)**. Since your NISSTI fee is billed in USD, select **USD** so the amount matches.



Step 11 — Complete secure checkout

On the **Secure Checkout** page, choose a payment method — **Credit or Debit card** (Visa/Mastercard) or **UnionPay SecurePay**. Billing address is optional. Check the **Total** in the Order summary matches what you expect, then click **Pay**.



> ***Check this:*** *the checkout total shown here is $412.00, while the NISSTI bill was $300.00. If the difference is a bank convenience fee, confirm that with your accountant before paying — otherwise double-check the amount entered.*

Step 12 — Save your proof of payment

Once payment succeeds, save the receipt or transaction confirmation as a screenshot or PDF. You'll need it in the next step.

Step 13 — Upload your proof of payment

Return to the NISSTI **Pay & submit** page (the same page from Step 1). Click **Select receipt / transaction confirmation** and choose your saved file.

Step 14 — Submit for verification

The **Submit for verification** button unlocks once your proof is attached. Click it. If the status doesn't update, click **Refresh status**.

Step 15 — Wait for verification and your badge

The conference accountant verifies your payment. Once approved, your conference ID badge is sent to your registered email.

Notes and tips

- You only need a username (email) and password to sign up and access the STI Conference module — no separate approval step is needed before you can start a registration.
- Pay the exact amount billed and don't close the browser before the confirmation appears.
- Keep your receipt until you've received your ID badge.
- If you get stuck, use **Helpdesk module to register your ticket** or contact +255754316162 through whatsapp