



COUNCIL OF LEGAL EDUCATION

REGISTRATION FOR THE ADVOCATES REGISTRATION BY A CONTINUING CANDIDATE

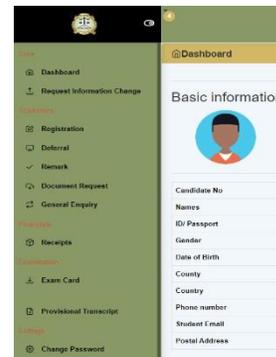
1. CONTINUING Login to your Candidate portal

Registration Number: (KSL Number)

Password: (*your password*) > **Login**



To Reset Password > Click > **Forgot Password** (A Password shall be sent to your email)



<https://exam.cle.or.ke:882/>

2. Click on > Registration tab > Register / Add Units

Registration Summary	Programme	Exam Series	Registration Type	Registered Units	Defered Units	Reg. Transaction ID
View Registered Units	ATP	2023_03_NOV	Regular	9	0	RG-17706

3. Select the unit(s) you need to register for. The screenshot below is for a candidate who has two Regular Units & one Re-sit

Unit Code	Unit Description	Default	Select
ASP-02	CASE LITIGATION	Yes	<input checked="" type="checkbox"/>
ASP-01	CARPENTRY LITIGATION	Yes	<input type="checkbox"/>
ASP-04	REAL ADVOCACY	Yes	<input type="checkbox"/>
ASP-08	PROFESSIONAL ETHICS	Yes	<input checked="" type="checkbox"/>
ASP-03	LEGAL PRACTICE MANAGEMENT	Yes	<input type="checkbox"/>
ASP-07	TRAINING/SEMINARS	Yes	<input type="checkbox"/>
ASP-05	COMMERCIAL TRANSACTIONS	Yes	<input type="checkbox"/>

Unit Code	Unit Description	Default	Select
ASP-02	CASE LITIGATION	No	<input type="checkbox"/>
ASP-01	CARPENTRY LITIGATION	No	<input type="checkbox"/>
ASP-03	PROBATE & ESTATE MATTERS	No	<input checked="" type="checkbox"/>
ASP-03	LEGAL METHODS & COMPUTERS	No	<input type="checkbox"/>
ASP-04	REAL ADVOCACY	No	<input type="checkbox"/>
ASP-05	PROFESSIONAL ETHICS	No	<input type="checkbox"/>
ASP-08	LEGAL PRACTICE MANAGEMENT	No	<input type="checkbox"/>
ASP-07	COMMERCIAL	No	<input type="checkbox"/>
ASP-08	COMMERCIAL TRANSACTIONS	No	<input type="checkbox"/>

4. Once you have selected the units you need to register for, the amount to pay will be displayed.

5. Proceed to click **Pay Now**. Make sure you input the entire amount you are required to pay plus a convenience fee of Ksh. 50 in the pop-up window shown below. You must ensure that the exact amount prompted is what you pay using any of the payment methods.

6. Once you click on **Pay Now** you shall be prompted to pick the payment method you would like to use.

PAYMENT REF
NMLMGMZW

TOTAL BILL
KES 20,100.00

elect Payment Mode

Airtel Money	Absa Bank
Co-Operative Bank (KES)	Consolidated Bank
Diamond Trust Bank	RTGS
EQUITY BANK	Family Bank
I&M Bank	JamboPay
Kenya Commercial Bank	Mpesa
National Bank	NCBA Bank
Pesaflow Direct	Pesawise
Stanbic Bank	TKash
Debit/Credit/Prepaid Card	

7. The example below demonstrates payment via the MPESA option.

- i. Go to Mpesa Menu on your phone.
- ii. Select Paybill option
- iii. Enter business number 222222
- iv. Enter the account number, e.g. AYBYQQXR
- v. Enter the amount 20,050.00
- vi. Enter your MPESA PIN and send
- vii. You will receive a confirmation SMS from MPESA

Ensure to use absolute amounts, that is complete amounts without use of cents.

9. The example below demonstrates payment via the bank option.

Download Payment Instructions

ABSAs ONLINE PAYMENTS

1. Login to Absa Access Online
2. Launch Statutory Payments widget > Initiate Payment Instruction
3. Under Biller select eCitizen
4. Enter eCitizen Reference Number: WDEKGGG (Amount: KES 2050.00)
5. Confirm amount and complete the payment.

Click Complete on eCitizen when done

Absa Branch

1. Visit any Absa Bank Branch
2. Request to make eCitizen payment.
3. Provide eCitizen reference number: WDEKGGG (Amount: KES 2050.00)
4. Teller will process the payment and issue a receipt to customer.

Once you have made the deposit click Complete below

Cancel

Complete

For any of the payment methods you choose, ensure you follow the instructions shown on your screen to complete the payments.

After completion of payments, ensure to refresh/reload or do a new log in to your Candidate portal so as to reflect the amount. Choose the units again and scroll down and click

Complete Registration

10. Select preferred Examination Region Location (Nairobi ONLY)

Examination Region Location:

--Select Preferred Examination Region Location--

--Select Preferred Examination Region Location--

Nairobi

11. Indicate any other special requirement(s) during examination? E.g. Left-handed, Expectant Mothers, etc. How you would want Council to facilitate you in the examination.

12. Indicate if you are a person living with disability (PwD)? How you would want Council to facilitate you in the examination.

13. ENSURE you registered.

Complete Registration

click as this is when your units are completely

All enquiries related to registration of examination should be channeled to the Directorate of Examination through: support@cle.or.ke. Candidates are advised to furnish registration number in all their communications.