

FINHAZI USER GUIDE

Transforming Finance, Simplifying Access.

We help financial service providers enhance their offerings, grow their businesses, and improve customer experiences with easy-to-use digital tools.

[Book a Demo](#)
[Get Started](#)



WHO WE ARE

A purpose-driven, human-centered company helping financial service providers enhance their offerings.

OUR MISSION

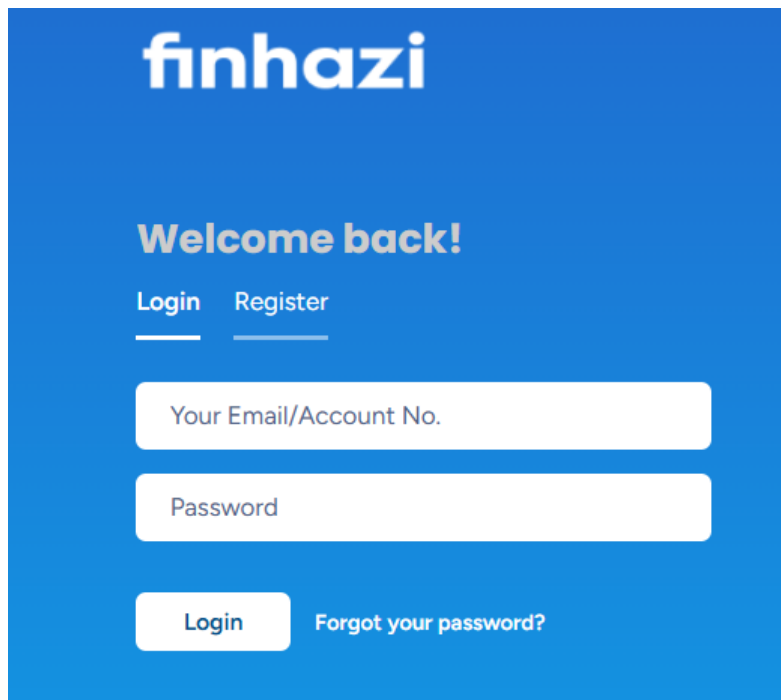
Transforming finance by simplifying access with easy-to-use digital tools for all.



JOIN US

Join a global leader in fintech and help grow businesses while improving customer experiences.

Member Login



finhazi

Welcome back!

Login Register

Your Email/Account No.

Password

Login [Forgot your password?](#)

Access the system at www.finhazi.com and select Login

OR directly enter www.finhazi.com/login to your browser

A welcome page will be displayed as per screenshot.

Enter your **account number** or **email** and your password then click login.

Account number is your ID number.

For first time login, the credentials are sent to your email upon account activation.

Forgot Your Password? | Reset Password.

finhazi

Welcome back!

[Login](#) [Register](#)[Login](#)[Forgot your password?](#)

Step 1: Click **Forgot your Password**

Step 2: Enter your registered email address and click **Send Reset Link**

finhazi

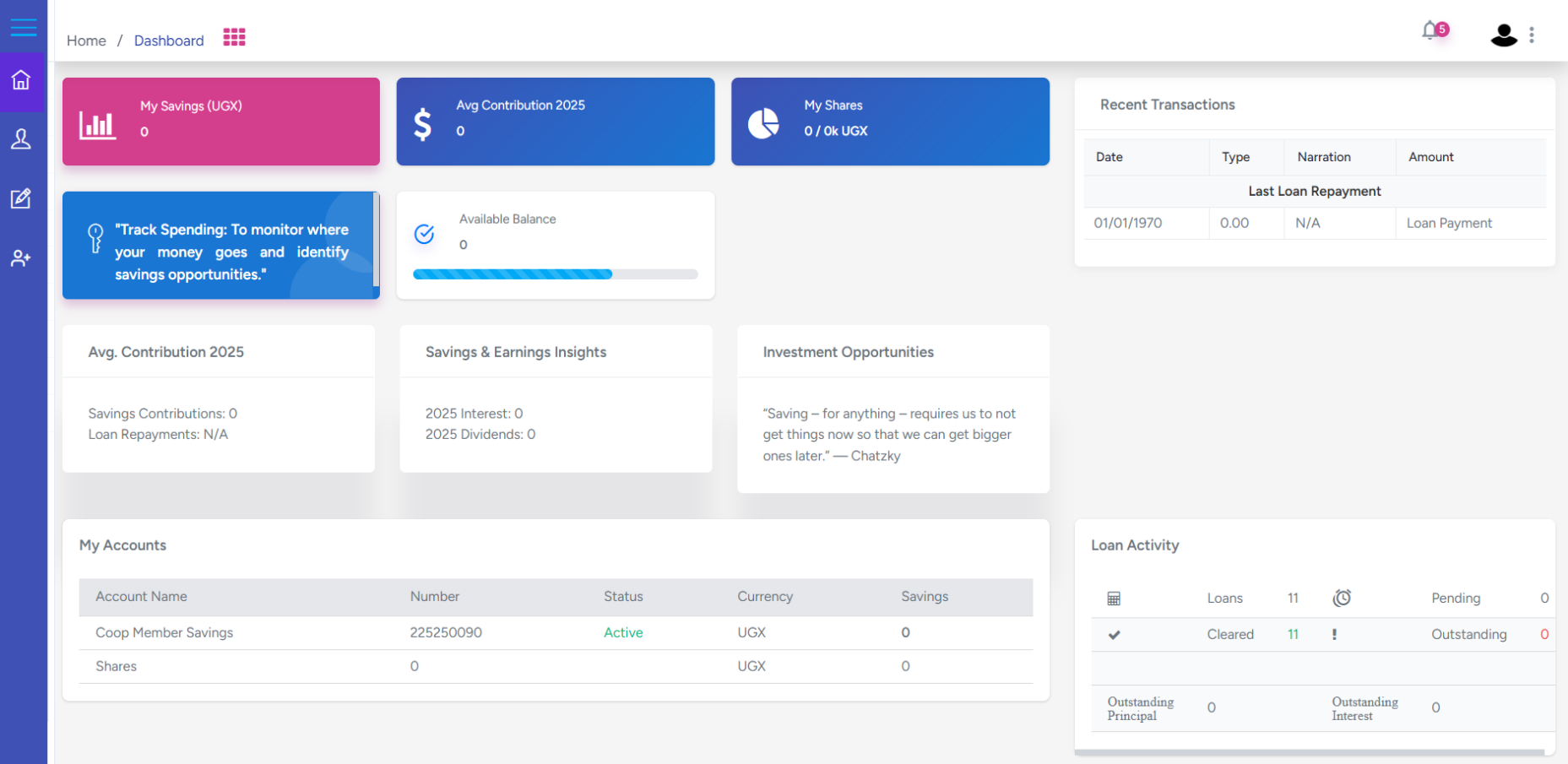
[Forgot Password](#) [Login](#)

To reset your password, enter the email address associated with your account and we'll send you a reset password.

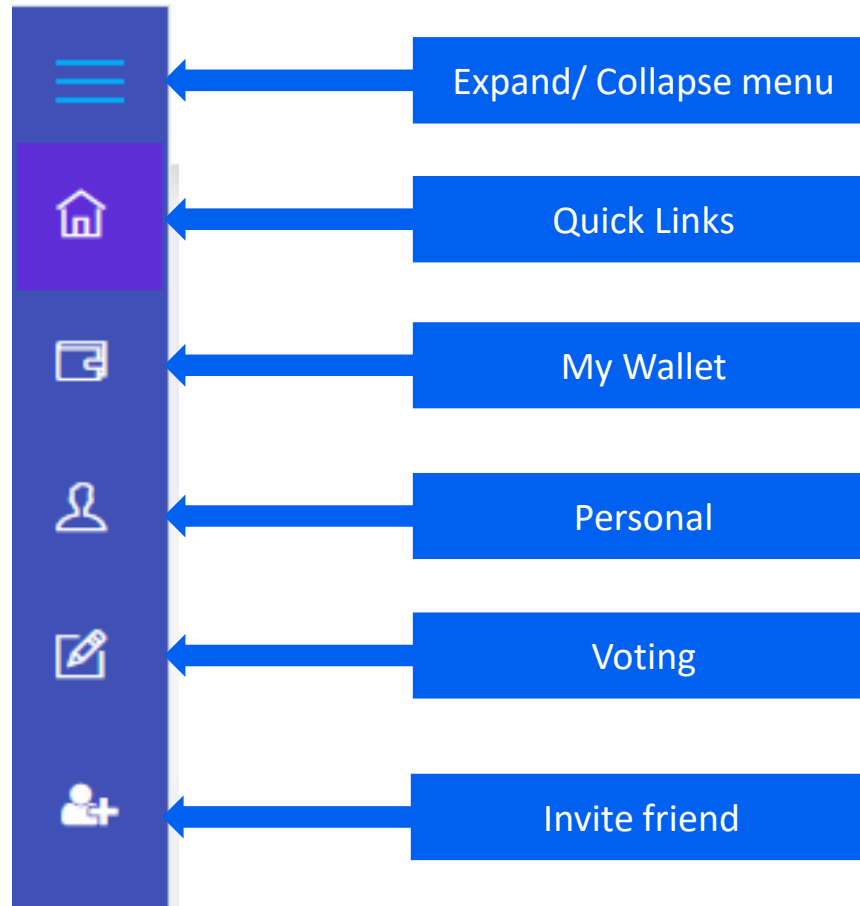
[Send Reset Link](#)

A link with the new default login credentials will be sent to your email inbox (you may check junk/spam folder as well). Copy it as it is and go back to the login page to access your account.

Member Dashboard Overview



Dashboard Icons



Settings: Update/ Change your password

The image shows a user interface for updating a password. On the left is the 'Edit Password' screen with fields for 'New Password' and 'Confirm Password', and an 'Update' button. On the right is the user profile menu with options like 'Profile', 'Settings', 'Switch Group', 'Need help?', and 'Sign out'. Arrows connect instructional text boxes to these UI elements.

User / Edit

Click on Profile icon, then Settings.

Enter your desired password

Confirm your desired password

Click update when done

Edit Password

Edit profile

New Password

Confirm Password

Update

Profile

Settings

Switch Group

Need help?

Sign out

Note: For your account security purposes, it is advisable to set a password that no one can easily guess. Use a combination of Upper, Lower case, Numeric and Special Characters.

Settings: Edit your profile

Member / View Profile

Edit

Click here to edit your profile

ERATIVE SOCIETY LIMITED



Member Since: April 2023

Follow

E-mail

User / Edit



Edit Password



Edit profile

User Settings

Account Number

Branch

Head Office

E-mail

New Password

Confirm Password

Update

User Role

Member

Profile Created

2025-06-17 13:05:24

Language

English

Profile Last Update

2025-06-25 18:39:00

Update User

Profile Editing

Click "Next" when done

Primary Details

Contact

Recommendation

End

Registration Date

 04/01/2023

☐ Is Guarantor

Active Profile

Approved Membership

Branch *

Head Office

Account Type *

Coop Member Savings

APPROVAL DETAILS

Review Date

 07/02/2025

Reviewed By

Not Permitted

Review Comment

Not Permitted

Approval Date

 03/31/2023

Approved By

Approval Comment

Holder Type *

Adult

Title

Ms.

First Name

Middle Name

Last Name

Date Of Birth



Profession *

Current Occupation

Retired

ID Number *

Gender *

Female

☐ Is Joint Account

Mobilised Through

Choose one (with searchbox)

Mobilisation Detail

Specify

Member Joined Through

Select Member

Marital Status

Choose one (with searchbox)

Education

Choose one (with searchbox)

Last Subscription

 05/20/2025

☐ Spouse is a Member

Spouse BOU COOP No.

BOU COOP No.

Spouse Name

Name

Spouse Phone

Phone

Spouse Email

Email

Spouse Employer

Employer

Previous

Next

Finish

Cancel

Contact the Coop Admin or the Manager to update other inactive fields.

Profile Editing, Continued

Primary Details

Contact

Recommendation

End

Country

Uganda

Home Address *

Gayaza-Bulamu

Email

State / Region

Central Region

Length of Stay

Length at Address

Nature of Occupancy *

Choose one (with searchbox)

Secondary Email

Enter Email

City / District

Kampala

Residential Zone / LC1

Sub-County / Division

Phone Contact

Secondary Phone

Phone Contact

PRIMARY HOLDER NEXT OF KIN DETAILS

Next of Kin *

NOK Relation

NOK Contact *

NOK Email

Son

mail

☐ Is a Member

BOU COOP No.

Residential Zone / LC1

Sub-County / Division

BOU COOP No.

Zone

County

Previous

Next

Finish

Cancel

Primary Details

Contact

Recommendation

End

1st Recommender *

Select

2nd Recommender *

Select

3rd Recommender

Select

Member Phone

Member Phone

Member Phone

Signature

Choose File

No file chosen

Signature

Choose File

No file chosen

Signature

Choose File

No file chosen

Profile Editing, Continued

Primary Details

Contact

Recommendation

End

Employment Status •

Employer Name

Place of Work

Time at Workplace

Directorate

Department

Payroll No.

Pay Grade

Net Salary

Contract Expiration

Group Attached

Last Update (Time)

Last Update (User)

TIN Number

Share Purchase Receipt

Registration Fees Receipt

Beneficiaries & Percentage

About Me

Declaration Statement

Welcome to

We are thrilled to have you as a part of our community. You have been successfully onboarded, and we are excited to support you on your financial journey with us.

Thank you for joining us. We look forward to providing you with the best service possible.

☒ I agree to the declaration statement above.

Previous

Next

Finish

Cancel

Click “Finish” when done

Adding Beneficiaries

 Add Beneficiaries

Click “Add Beneficiaries” in the profile edit page

Enter how you’re related to the beneficiary

Present Beneficiary List

Add Beneficiary

Member Name

Relation

Trustee Name

Add Beneficiary

Enter beneficiary’s name

Beneficiary Name

Beneficiary Phone

Trustee Phone

Enter beneficiary phone number

Enter beneficiary’s address

Beneficiary Address

Beneficiary Percentage

Trustee Email

Enter a percentage allocation (exclude % sign)

Note: Total percentage allocation for all beneficiaries MUST add upto 100%.

If a beneficiary is a minor, include the guardian’s details in the Trustee field

Adding Bank Accounts

 Add Bank Accounts

Click "Add Bank Accounts" in the profile edit page

Select your Bank

Select account currency

Add Bank Account

Bank Account List

Member Name

Bank Name

Account Currency

Sort Code

☐ Is Main A/C

Account Name

Bank Account Number

Account Name

Account Number

Sort Code

Add Account

Enter your bank account names

Enter your bank account number

Enter your Bank SORT code

Uploading Id, Signature & Profile Photo

Click on the picture



Voluntary Accelerated Staff Savings Scheme

Member



 Add Bank Accounts

 Add Beneficiaries

 Member Deductions

You can attach either image or pdf files

Quick Links - Explained

☰	Home		
🏠	Dashboard	⇒	Access the dashboard
👤	Our Management	⇒	View details of Sacco Governance and Management team.
📄	Loan Calculator	⇒	Calculate the probable installments on a loan and its related amortization
👤	Guaranteed Loans	⇒	View all loans that you have guaranteed and their respective status.
✅	Pending Approvals	⇒	View and approve guarantor ship requests.
📊	Statements	⇒	Access, filter and export your savings & loan(s) statement(s)
👤+	Support Center	⇒	Submit and view your requests, issues/complaints, queries.
👤+	Invite Friend	⇒	Invite others to join the cooperative society
🛡️	Participate	⇒	Access knowledge base and Voting platform

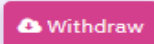
Personal - Explained

☰	Personal		
🏠	👤 My Deductions	⇒	Setup your monthly deductions target
👤	👤 My Standing Orders	⇒	Setup and view your inter account transfers
📊	📊 Statements		
📄	○ Account Statement	⇒	Access and download your Savings statement
	+ Loan Statement	⇒	Access and download your loan statement
👤+	📄 Deposit	⇒	Make a deposit to your savings or wallet accounts
	📄 Withdraw	⇒	Initiate a savings withdraw
	↔ Fund Transfer	⇒	Initiate a funds transfer and view your transfer history
	🕒 My Shares	⇒	Access the shares statement; buy, sell and transfer shares
	📄 Loans	⇒	Apply for and view your loans history

Making Your Deposit

 Deposit

Transaction Management
Transaction / Deposit

By Mobile Money Transactions

Enter amount to deposit

Deposit Date: 06/28/2022

Deposit Amount: UGX

Select where you want to deposit to; either to your wallet or to your Savings accounts

Destination: Choose one (with searchbox)

Enter your narration

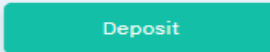
Narration

Select account you want to deposit to (if Savings destination has been chosen, otherwise ignore)

Account: Select Account

Current Balance: 2,254,042

Confirmed Phone: 7' i2



A prompt to enter your mobile money pin to complete/approve the deposit transaction will be sent to the confirmed phone number above, thereafter money will be credited to the selected account.

Withdrawing Savings

Withdraw

Withdraw

***This withdraw will require approval

Withdraw Date 07/02/2025	Last Withdraw	Member	Account Select Account	
Transaction Nature Savings	Savings Balance 0	Available Balance 0	Amount UGX	Account Name
Narration *	Payment Way Choose one (with sear...	Transaction Type Choose one (with sear...	Account Number	

Withdraw

Enter amount to withdraw

Select savings account to withdraw from

Enter your narration

Choose how you would like to receive the funds being withdrawn

Select the transaction type

Note: You can only withdraw an amount within the limit of available balance.

How To Transfer Funds

⇌ Fund Transfer

Transfer Funds

Select member you're transferring funds to.

Member

Voluntary Accelerated Staff Savings Scheme

To Member

Choose one (with searchbox)

Narration

Enter your narration

Select account you're transferring from

Account

Choose one (with searchbox)

To Member Account

Choose one (with searchbox)

Select member account to transfer to

Available Amount

0

Transfer Amount

UGX Amount

Enter amount you're transferring

Transfer

Note: The transfer from account choices are dependent on group policy regarding account features. You can also transfer funds within your individual accounts – select yourself in the “To Member” field.

My Shares – Buy

 My Shares

Click here to sell your shares

Share Management

Click here to buy shares

Buy

Sell

Transfer

Click here to transfer some of your shares

Search

Fullscreen

Notifications

Messages

Profile

Buy Shares

Share Transactions

Share Transfers

Select number of shares to buy

Enter your narration

Select account to buy from

Purchase Date



06/28/2022

Member

M i

Account

Select Account

Current

3

Shares

1@ 10,000 UGX

Narration

Receipt No.

SHR9D60B

Available Bal.

0

Buy Shares

Buying account depends on group policy regarding account features.

My Shares – Sell

🕒 My Shares

Share Management

Sell / Shares



Sell Shares

Share Transactions

Share Transfers

Select number of shares to sell

Enter your narration

Choose how you would like to receive the funds from the sale

Sale Date



07/15/2022

Member

Mc ... i

Mandatory

1

Current

3

Shares

1@ 10000

Narration

Receipt No.

834RCPT152207

Payment Way

Choose one (wit... ▼

Sell Shares

Note; Funds from sale of shares are deposited to the payment way option selected.

My Shares – Transfer

 My Shares

Share Management

Buy / Shares



Transfer Shares

Share Transactions

Share Transfers

Select number of shares to transfer

Enter your narration

Select member to transfer to

Transfer Date



06/28/2022

My Account

Mi

To Member

Select Member

Current

3

Shares

1@ 10,000 UGX

Narration

Receipt No.

834RCPT282206

Transfer Shares

Note; Ensure to maintain the minimum required/ mandatory shareholding

Loans

Loans

Loans / List

+ Add Loan

Click here to apply

4

5

PROB

USER

My Loan list

Show 10 entries

Search:

MEMBER	LOAN NO	CURRENCY	STATUS	GUARANTOR1	GUARANTOR2	GUARANTOR3	LOAN PERIOD	PRINCIPAL	INTEREST	REMAINING	ISSUED ON	NEXT DUE
No data available in table												

Showing 0 to 0 of 0 entries

A list of all your loans will appear below here

PreviousNext

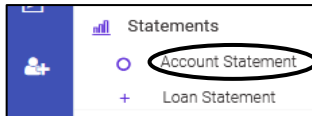
Loan Application

New Loan Application

Member 		Account Coop Member Savings		Loan Product Choose one (with searchbox)	
Loan Number 		Min. Product Amount 		Max. Product Amount 	
Max to Borrow 0		Min. Months 		Interest Rate (%) Interest	
Loan Purpose Sector Choose one (with searchbox)		Max. Months 		PSR 0	
Purpose 		Min Tenor 		noOfInstallments 	
Allotment 0		Max Tenor 		Months 0	
Request Amount UGX		Frequency Choose one (with searchbox)		Security 2 Security	
3. Select sector & Enter loan purpose		Security 1 Security		6. Enter number of months you're taking the loan for.	
Guarantor 1 Select Member		Guarantor 2 Select Member		Guarantor 3 Select Member	
Application Fee 0		Loan Fee Amount 0		Insurance Amount 0	
Loan Fee (%) 0		Loan Insurance % 0		Loan Protection Fee 0	
Interest Calculation 0		Application Date 07/01/2025		Click to agree to terms and conditions. Click 'Terms of Service' to read.	
Enter Security details or Select guarantor(s) for a special loan.		☐ I have read and agree to the Terms of Service			

Click **Continue** to submit your application

Account Statement (Savings)



Select the savings account

Transactions / Statement

Select the desired transaction

Select to view wallet or savings transactions

Account Type: Choose one (with sear...
Transaction Type: Select type
Nature: Select nature
Account No: 225250090
Start Date: 01/01/2025
End Date: 07/01/2025
Download All

Consolidated Statement Singular Statement

Show 10 entries

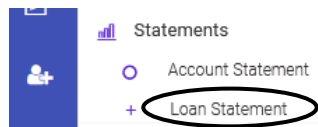
Search:

Date	Account	Mode	Type	Narration	Amount (UGX)	Balance	Ref.	TrackerID
SHARES					NUMBER	0.00	VALUE	0.00

Showing 1 to 1 of 1 entries

Previous 1 Next

Loan Statement



Click on the loan number to view loan details, payment transactions, amortization schedule & make payment/ view early settlement.

Click on details to view a combination of repayment transactions and amortization schedule

My Loans / Statement

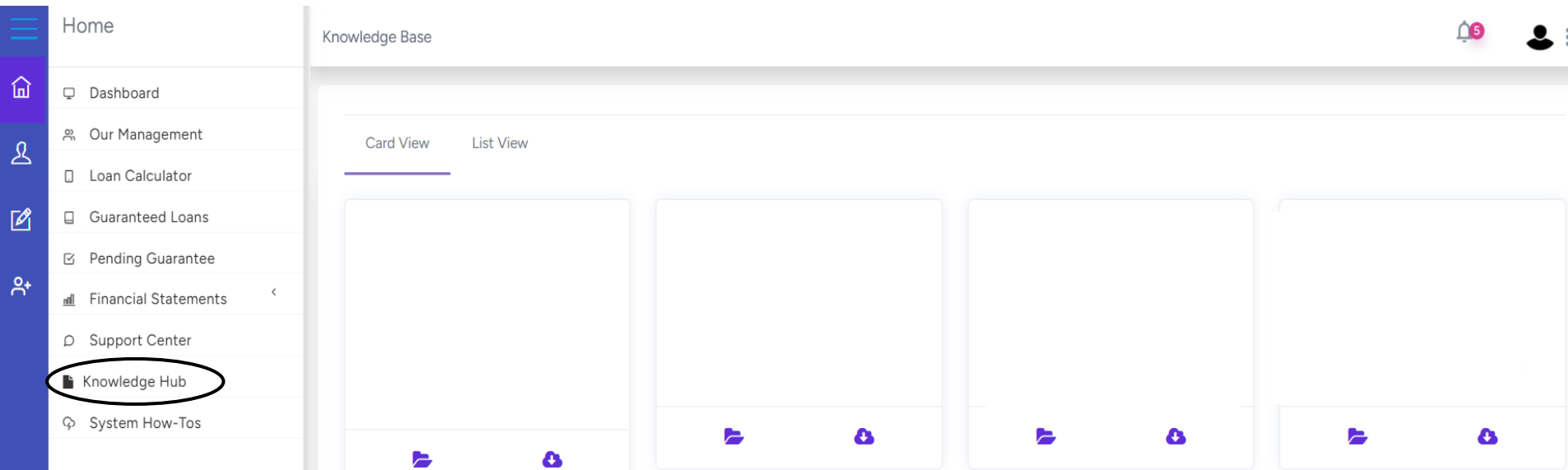
Start Date: 01/01/2020 End Date: 07/01/2025 Search

Loan Statement

Show 10 entries Search:

Date	Loan No.	Currency	Status	Amount	Principal Bal.	Interest Bal.	Total Balance	Due Date	
2023-06-30	ETCRDB 1011-VASSS	UGX	Cleared	24,769,995	0	0	0	2025-03-02	Details
2023-06-30	ETCRDB 000990-VASSS	UGX	Cleared	2,002,076	0	0	0	2024-01-30	Details
2023-06-30	ETCRDB 000987	UGX	Cleared	13,074,510	0	0	0	2025-03-02	Details
2023-06-30	ETCRDB 000903-VASSS	UGX	Cleared	350,051	0	0	0	2023-07-30	Details

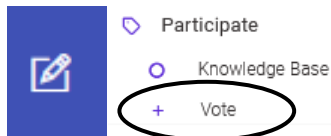
Knowledge Base



Knowledge Base is your one stop cooperative information database

View and or download all cooperative documents, forms, policies and regulations

Voting On Finhazi



Step 1

Click on Vote & available polls will be displayed

A screenshot of the 'Voting' page, labeled 'Step 2'. It shows a table of available polls. The table has columns for 'POLL ID', 'SUBJECT (CLICK TO VOTE)', and 'STATUS'. The first row is for poll ID 10, with the subject 'What is your preferred option for voting?' and status 'Closed'. The second row is for poll ID 11, with the subject 'Demo voting poll' and status 'Active'. The 'Demo voting poll' subject is circled in black.

POLL ID	SUBJECT (CLICK TO VOTE)	STATUS
10	What is your preferred option for voting?	Closed
11	Demo voting poll	Active

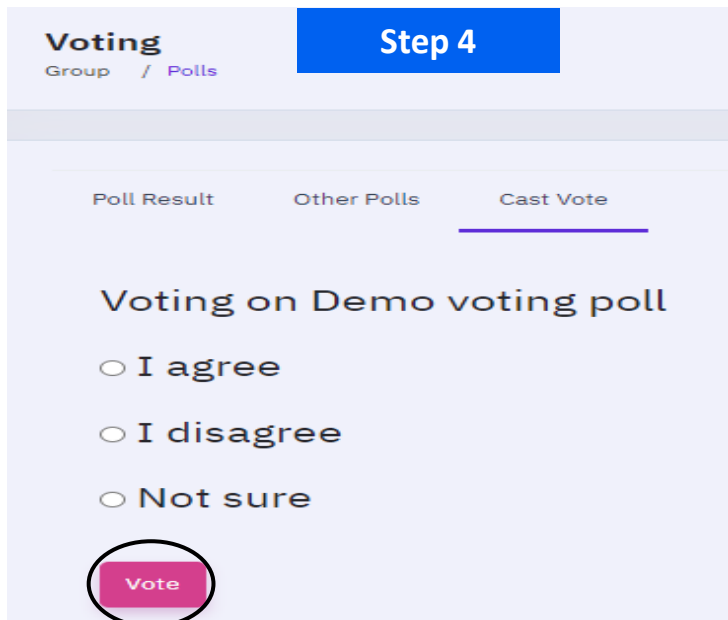
Click on the available **active** poll you want to vote on (under the subject column – highlighted blue)

A screenshot of the 'Voting' page, labeled 'Step 3'. It shows the 'Demo voting poll' result. The 'Cast Vote' button is circled in black. Below the poll title, there is a blue bar indicating 'I disagree at 100%'.

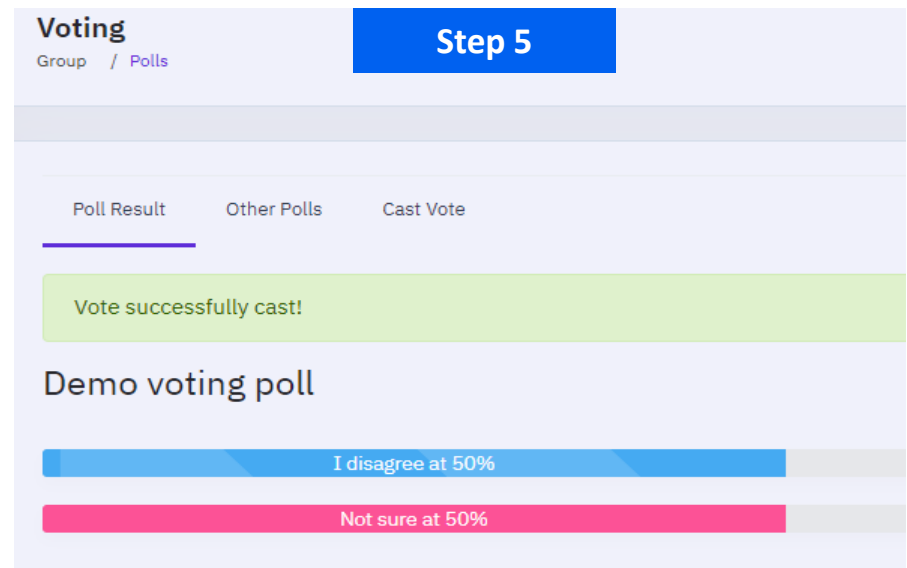
The poll result page will be displayed first. Click on the **“Cast Vote”** option to reveal poll options.

Voting – Continued..

Once the poll options are revealed,



Make your choice and finally click “Vote”.



A success message will be displayed with current results status as shown above.

Note: You can only cast one vote per poll.



Invite / Friend



finhazi

Transforming Finance, Simplifying Access.