



Peer to Peer Online Member Recruitment by Referral Guidelines-Mwenzangu Aingie Sacco Yangu Sasa' (*Tujijenge Zote Pamoja!*)

Instructions to Referee Members

1. To refer a potential new member to join LSK Sacco Society, you will kindly follow the following procedure.
2. Log in to LSK Sacco members' portal using the following URL:
<https://www.webportal.lksacco.co.ke>
3. On the dashboard click on "refer potential new member to join the Sacco" TAB (which is green in colour) to open.
4. Select the member type of the person you want to refer. The categories of membership available as per our by-laws are: **Advocates/Lawyers, Advocates Spouse/Child, Employee in Justice Sector Institution and Law Firm's or Advocate's Employee.**
5. Key in the intended referral's full names, email address, mobile number and ID number of the potential member in the fields provided and click submit to invite.
6. After you click submit, the potential (invited) member will automatically get an e-mail and SMS invitation from LSK SACCO indicating the Sacco member who has referred him/her to join the Sacco.
7. The invitation e-mail will have an attachment of and or link of the membership application form and additional information required by a potential member and or link to the Sacco website where the invited member can download the application form.
8. If the referred person is already an existing referral or is already a member, the System will alert you that the person has already been referred or is a member respectively.
9. If a member has entered incorrect information and would need to edit, one can edit details of their referrals and re-submit again.

To edit the details of any submitted referral, Click refer new member, open the referral list, click the referred member you would wish to edit his/her details, edit and re-submit.
10. **Check recruitment status of your referrals** online on the members web portal by opening your referral list.

11. The referred member is required to print and complete the SACCO membership application form obtained from the *referral link, email or from the Sacco website (www.lksacco.co.ke), sign*, scan and submit it (send it to **info@lksacco.co.ke** and the originals dropped at the drop box or by post) alongside with the following documents:
 - (a) *A copy of applicant's national ID.*
 - (b) *KRA pin certificate*
 - (c) *Copy of applicant's practicing certificate (in relation to advocates) or recommendation letter from the employer*
 - (d) *Applicant's recent colored passport -size photos.*
 - (e) *Membership fees of Kshs 1,000/= by form of cheque or cash deposit slip (to LSK Sacco Society Ltd, Bank Account No.01100001711200, Co-operative Bank, Kimathi Street Bank) or via Mpesa Pay bill no: 400222 Account no: 1578#National ID no. (i.e. 1578#XXXXXX where XXXXX is the applicant's ID number)*
12. After successful referral and registration of the referred member, the referring member will *be rewarded with Kshs 500 per member recruited (to be credited in the member's Sacco deposits account) once the member is fully recruited.*

Please note the following:

- a) The referring member will follow-up on his/her invitations/referrals to ensure that they have filled the forms and submitted with required documents in order to complete the recruitment process.
- b) Members will work closely with their Customer Relationship Officer (CRO). Therefore, for assistance kindly call, text, WhatsApp or email your CRO.