**How to Create a Pre-pay Account on the OBRS**

**A pre-pay account (previously called a deposit account) is used to deposit funds into the CIPA bank account for those who are unable to use bank cards to pay for their transactions on the OBRS.**

Visit [www.cipa.co.bw](http://www.cipa.co.bw) and log onto the OBRS

1. On the top right of the screen click on your name and then click on MANAGE BILLING DETAILS.
2. Click on Actions.
3. Click Payment Methods.
4. Click on Add.
5. Select Pre-pay account.
6. Click on Submit.

Please note:

1. **It is vital to use the Pre-pay Account Number as the REFERENCE when depositing. Your funds will not be credited into your OBRS account should you not follow this instruction.**

1. CIPA will credit your OBRS account with the amount deposited at FNB Branches or ATMS within 24 hrs while EFT’ s will be processed within 24hrs after receipt in our FNB account.

1. You can now make payments on the OBRS, select **Pre-pay** **ACCOUNT** as your payment method when paying on the OBRS.