

KENYA'S BUSINESS DOCUMENT WORKSPACE

Create, download and print professional documents in minutes.

A simple customer guide to payment, login, document creation, PDF and Word downloads, email sharing and printing.

START AT

kenyadocmaker.com

**Choose a paid plan • Pay securely with M-Pesa • Log in • Create • Download
• Print**

Your complete journey

KenyaDocMaker guides you from subscription to a finished business document. You can preview before paying, then use the paid workspace to save, edit, download and share professional documents.

1**Choose Business or Pro**

Open the Pricing or Subscribe page and select the plan that matches your business or team.

2**Pay with M-Pesa**

Enter your Kenyan mobile number and approve the STK prompt using your M-Pesa PIN.

3**Log in to your workspace**

Use the username or email and password created during subscription. Open My Documents after login.

4**Create and brand a document**

Choose a document type, add your business and customer details, then review the live A4 preview.

5**Download, send or print**

Save the document, download PDF or editable Word, email it, share the secure customer link, or print it.

TIP

Keep your login details safe. The same account stores your document history and active subscription.

1. Subscribe and complete M-Pesa payment

Open the paid plans page, choose Business or Pro, and enter the requested account and mobile details accurately.



Select a plan

Choose Business for an individual business workspace or Pro when you need the additional team and premium features.



Request the M-Pesa prompt

Enter the Safaricom number that will make the payment. Check the number before selecting the payment button.



Approve on your phone

When the STK prompt appears, confirm the business name and amount, enter your M-Pesa PIN and wait for the success message.



Receive account access

After confirmed payment, the system activates or renews the account. Save the username/email and password shown or sent to you.

Before you leave the payment page

- ✓ Confirm that the payment status says successful or paid.
- ✓ Copy or safely record your login details.
- ✓ Keep the M-Pesa confirmation message and transaction code.
- ✓ Do not repeatedly approve prompts if the first payment has succeeded.

If payment is deducted but access is not activated

Contact KenyaDocMaker support with your M-Pesa transaction code, the paying phone number and the email/username used. Never send your M-Pesa PIN.

2. Log in and create your document

Use the Login link in the main menu. Successful login opens your customer workspace, where your active plan and saved documents are available.

1**Sign in**

Enter your registered username or email and password. If you forget the password, use the recovery link on the login page.

2**Select Create a document**

Choose the exact format you need: invoice, quotation, receipt, LPO, purchase order, delivery note, statement, work order and other supported documents.

3**Complete the guided fields**

Add business details, customer details, dates, document number, items, quantities, prices, VAT, payment terms and notes. Upload your logo where available.

4**Choose the presentation**

Select a professional template and brand colour. Add signatures or stamps where the document requires approval.

5**Check the live A4 preview**

Review spelling, contacts, dates, totals, tax, payment information, alignment and page breaks before saving.

Important review checklist

- ✓ Business name, contacts and logo are correct.
- ✓ Customer name and address match the intended recipient.
- ✓ Document number and dates are correct.
- ✓ Item quantities, rates, VAT and final total are accurate.
- ✓ Bank or M-Pesa payment details belong to your business.
- ✓ Status stamp is appropriate: Draft, Paid, Approved, Overdue or Cancelled.

3. Save, download, share and print

Select Save after reviewing the preview. The document appears in My Documents with the actions available for your paid plan.

PDF	Best for printing and sending a fixed, professional copy.
DOCX / Word	Best when you want to continue editing in Microsoft Word.
Email PDF + Word	Sends completed copies to the customer email entered in the document.
Customer link	Creates a secure view link that can be shared with the customer.
WhatsApp	Opens a ready-to-send message containing the customer link.
Duplicate / Edit	Reuse a previous document or correct it without starting again.

How to print the PDF

1**Download PDF**

In My Documents, select PDF beside the correct document and wait for the file to finish downloading.

2**Open the file**

Open the downloaded PDF using your browser, Adobe Acrobat Reader or another trusted PDF reader.

3**Choose Print**

Press Ctrl + P on Windows, or use the Print button. Select A4 paper, Portrait orientation and Actual size / 100% unless your printer requires Fit.

4**Check preview and print**

Confirm that no text is cut off, choose colour or black-and-white, select the correct printer and number of copies, then print.

Quick help and safe use

Most problems can be solved by checking the following items before contacting support.

ISSUE	WHAT TO DO
No M-Pesa prompt	Confirm the Safaricom number, mobile network signal and available phone access. Wait briefly before requesting another prompt.
Payment made, no access	Keep the transaction code and contact support with the paying number and registered account details.
Cannot log in	Check spelling and capital letters. Use Forgot password rather than creating another account.
PDF will not download	Allow downloads for kenyadocmaker.com, then retry from My Documents.
Email not received	Confirm the customer email, check Spam/Junk, and use the resend action from My Documents.
Print is too small	Choose A4 and Actual size / 100%. Avoid printing a screenshot of the preview.

READY TO CREATE?

Open KenyaDocMaker and prepare your next professional business document.

Website: <https://kenyadocmaker.com/>

Support: kcserevision17@gmail.com | Phone & WhatsApp: +254 722 546 300

Security reminder: KenyaDocMaker support will never ask for your M-Pesa PIN. Keep your password private and use secure customer links only with intended recipients.