



**REPUBLIC OF KENYA**  
**Ministry of Roads & Transport**  
**State Department for Roads**

**Materials Testing and Research Directorate**

**MTRD TESTING SERVICES**

**USER MANUAL**

## HOME PAGE

To access MTRD testing services, please type the following url in your web browser  
<https://lms.mtrd.go.ke/>.

The homepage of the MTRD will appear as shown below.\

Welcome to the MTRD Laboratory Management System (LMS). The LMS has three main modules;

1. Apply for testing – An applicant clicks on this link to apply for sample testing
2. Need Help – This is a support tool that helps an applicant communicate with MTRD on the difficulties he/she is experiencing when applying for sample testing
3. User manual – This is the LMS manual users can download and review to familiarize themselves with the MTRD LMS sample testing procedures

To create an e-citizen account, click on the “Create account” option on the top right corner of the page, but if you already have an existing e-citizen account click on “Log in”.



## Materials Testing & Research Division

At MTRD, our mission is to facilitate development of quality roads and other infrastructure through testing, research and advise on construction materials, methods and delivery options.

### Vision

To be a global leader in provision of transportation and logistics services for improved quality life

### Mission

To provide efficient, affordable and reliable transportation services for sustainable economic growth and development



## Our Laboratories



### Bitumen Lab.

Physical analysis of bituminous materials and products used in road...



### Chemistry Lab.

Chemical analysis of building and construction materials used in road...



### Concrete Lab.

Testing of building and road construction materials



### Foundation Lab.

Provide soils and rocks investigations (geotechnical testing) used in...



### Pavement Condition Lab



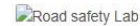
### Physics Lab.

Physical testing of engineering and



### Regional Lab

Regional lab

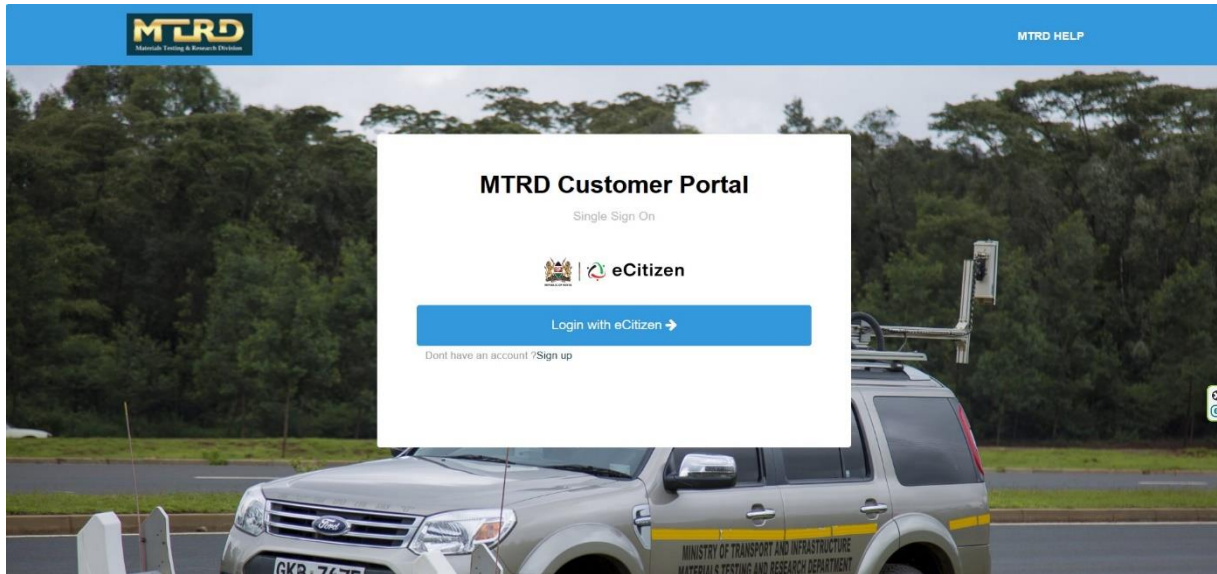


### Road safety Lab

Testing of all thermoplastic road

When a client clicks “login” the below page will open and the client with an E-citizen account should click “Login with ecitizen”

If the client does not have an E-citizen account, he/she should click “sign up”

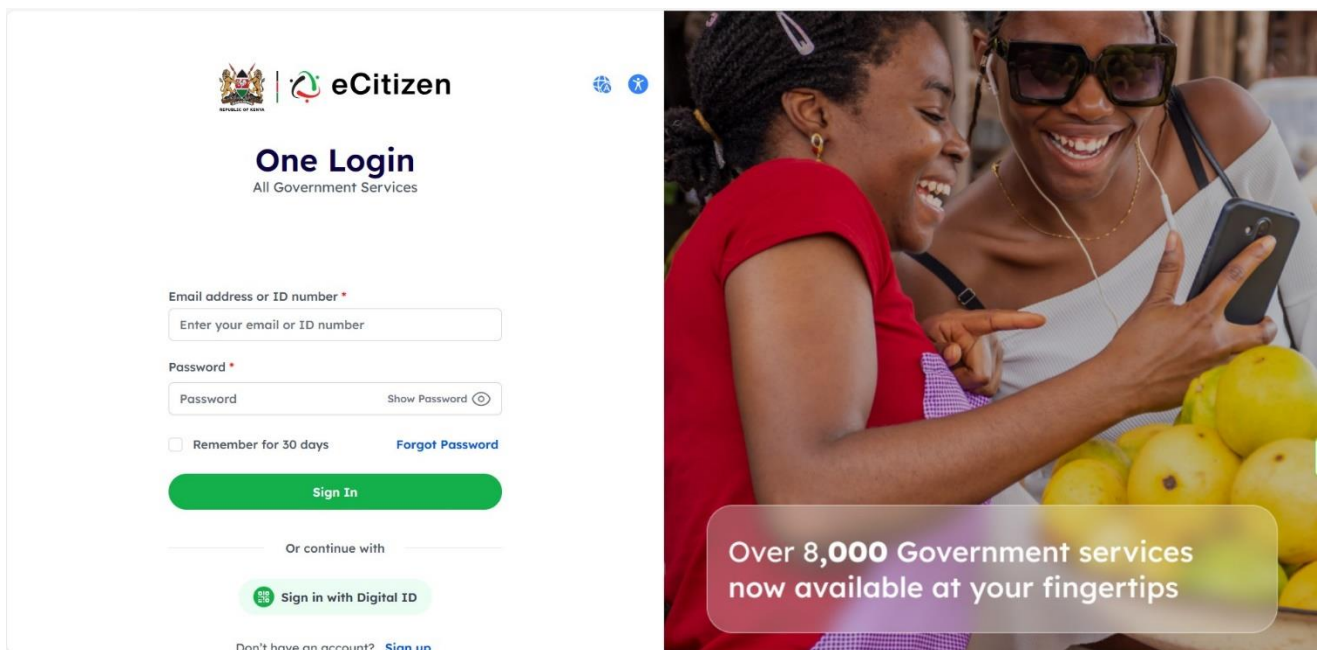


### Note:

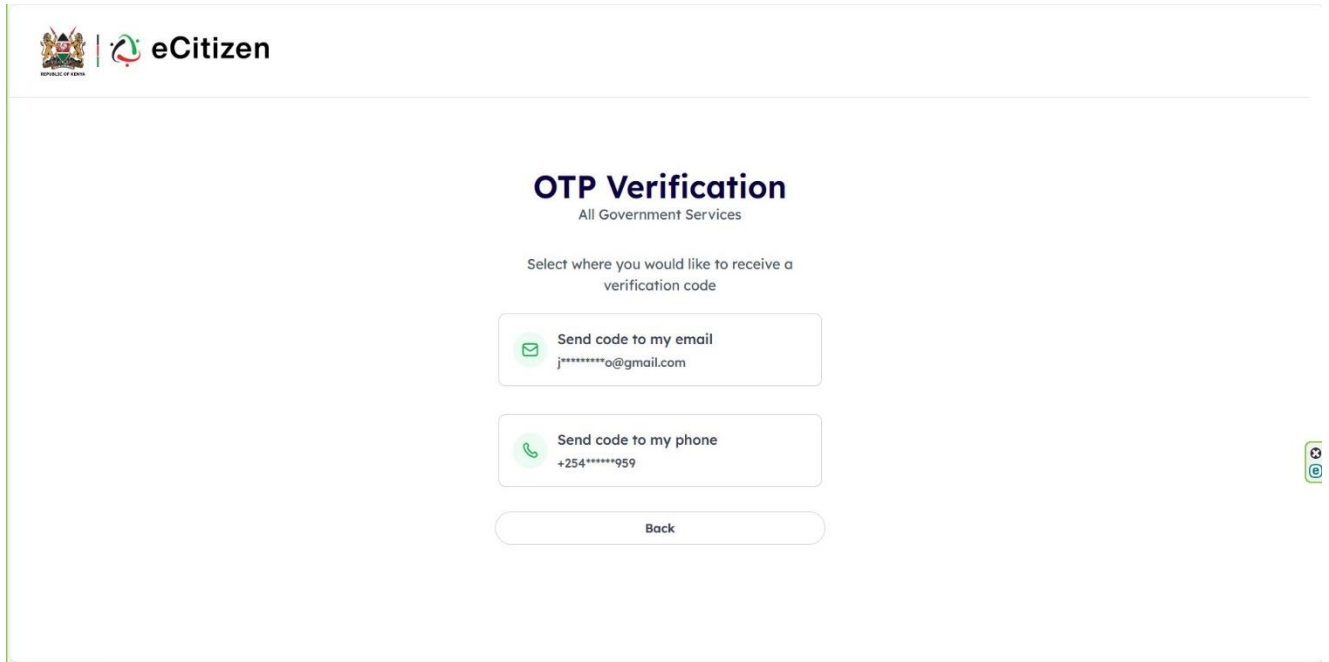
A user must have an e-citizen account in-order to apply for sample testing. If a user does not have an e-citizen account, he/she will need to access e-citizen (<https://accounts.ecitizen.go.ke/en>) and register an account.

### Log in

When you click login the system redirects you to login through the e-citizen portal. You then key in your email address or ID number then your password and then click sign in.

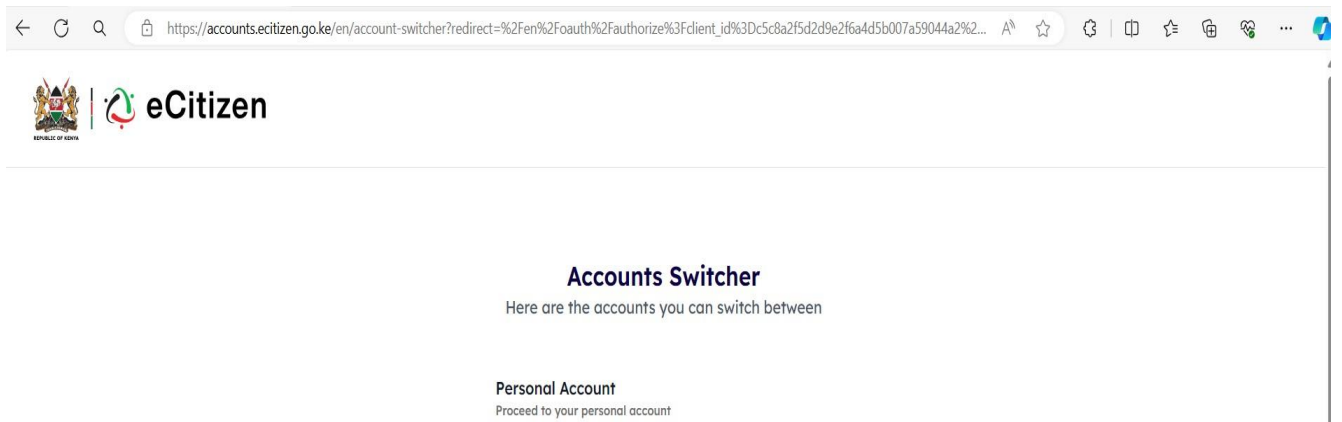


When you click sign in the window below pops up and request where to send the OTP. We advise applicants to select their mobile numbers and not their emails as we have discovered there is usually delays in sending emails and the payment for the testing services will be tied to your mobile number.

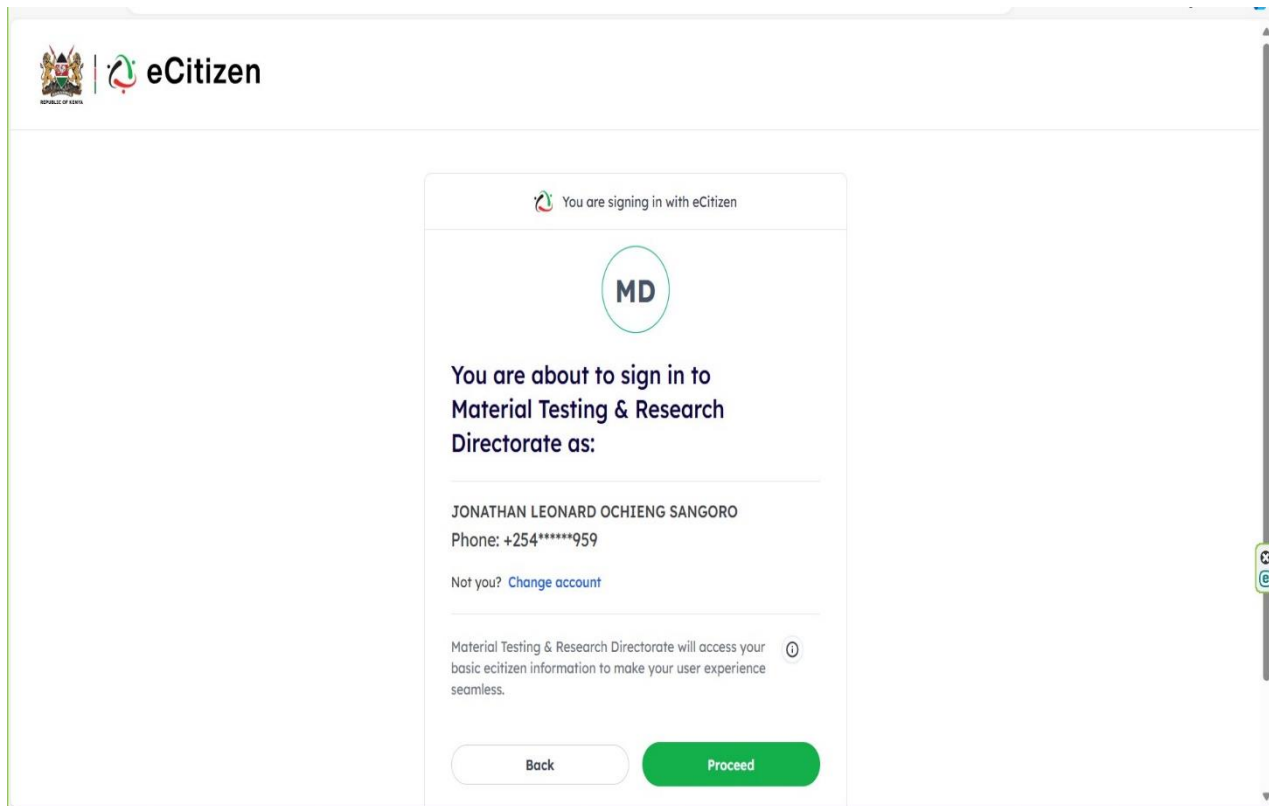


You then verify the OTP sent to your phone by keying it in, in the below textbox and then click next.

E-citizen will then pull and display all your details in the window below from your personal details and ID numbers and all the companies one owns. You then select how you want to apply for the testing services, whether as an individual or as an organization.



E-citizen then informs the you that it wants to redirect you back to the MTRD Laboratory Management System for you to apply for the testing services. You give your consent by clicking “proceed”



After clicking proceed, E-citizen redirects you to the testing services portal below for you to begin your application.

SUN, 14 APR 2024 | JONATHAN LEONARD OCHIENG JONATHAN | LOGOUT →

**MTRD**  
Materials Testing & Research Division

HOME APPLY FOR TESTING SUBMITTED TESTS MY INVOICES NEED HELP? LINKS ▾

Project Details Service Details Sample Requirements Payment

Client/ Organization Name JONATHAN SANGORO SANGORO

Project Type --select project type--

--select project type-- Name

--select project type-- ID/No

--select project type-- Description

Material Testing Laboratories --select lab--

[← Previous](#) [Next →](#)

Once you have been redirected in to the LMS, you will see the above window which has the menu as;

1. Apply for testing
2. Submitted tests
3. My Invoices
4. Need Help

### 1. Apply for testing

The user will see the above key fields to be filled and submitted for successful sample testing application.

The “Apply for testing” module is separated into four fields;

1. Project details
2. Service details
3. Sample requirements
4. Payment

## Project details

The client must fill the fields displayed in this step and click next in order to proceed with his/her sample testing application.

The screenshot shows a web application interface for MTRD (Materials Testing & Research Division). The top navigation bar includes the date and time (SUN, 14 APR 2024 | JONATHAN LEONARD OCHIENG) and the user's name (JONATHAN) with a LOGOUT button. The main navigation menu contains links for HOME, APPLY FOR TESTING, SUBMITTED TESTS, MY INVOICES, NEED HELP?, and LINKS. The current page is titled "Project Details" and features a breadcrumb trail: Project Details > Service Details > Sample Requirements > Payment. The form contains the following fields:

- Client/ Organization Name: JONATHAN SANGORO SANGORO
- Project Type: --select project type--
- select project type-- Name: [Empty text input]
- select project type-- ID/No: [Empty text input]
- select project type-- Description: [Empty text input]
- Material Testing Laboratories: --select lab--

At the bottom right of the form, there are two buttons: "Previous" (yellow) and "Next" (dark blue).

## Service details

In this step the client selects the material or service he /she wishes to be tested from the displayed dropdown list.

The selected material/service will now display the tests which fall under it in the Application (Use of material/ Purpose of test).

After selecting the applications to be tested the client clicks on next to proceed with his/her application.



SUN, 14 APR 2024 | JONATHAN LEONARD OCHIENG JONATHAN | LOGOUT →

**MTRD**  
Materials Testing & Research Division

HOME APPLY FOR TESTING SUBMITTED TESTS MY INVOICES NEED HELP? LINKS ▾

Project Details **Service Details** Sample Requirements Payment

Material/Service

Application (Use of material/Purpose of test):

loading...

[← Previous](#) [Next →](#)

### Sample requirements

This step of the application serves as guidance to the client on how to ensure his/her sample passes the set MTRD standards for sample acceptance.

The client must also accept the MTRD set terms and conditions for testing services in-order to proceed with his/her application.

The client then clicks next to proceed.

SUN, 14 APR 2014 | JONATHAN LEONARD OCHENG | JONATHAN | LOGOUT

**MTRD**  
Materials Testing & Research Division

HOME | APPLY FOR TESTING | SUBMITTED TESTS | MY INVOICES | NEED HELP? | LINKS

Project Details | Service Details | **Sample Requirements** | Payment

PDF icon with download arrow

## Sampling and Sample Requirements for Materials and Components for Testing

- 1. General on sampling and sample requirements**

Samples of the material selected in MTRD testing services platform shall be delivered to the MTRD Sample Centre (SCC) after payment together with Sampling Forms. The samples must:

  - i. Be in proper packaging and condition;
  - ii. Have a label indicating source.
  - iii. Meet minimum quantities per sample required
- 2. Proper packaging and condition**

I have read and agreed to the sample requirements and terms of service for material testing.

I acknowledge that I will provide samples in the required condition and agree to pay associated test charges.

## Payment

The client can click “review application” to go back to the previous steps and change his/ her application.

The client after review and confirmation of his application clicks on “accept and invoice”

Project Details > Service Details > Sample Requirements > **Payment**

Service	BRC		
Application	Steel for BRC British Reinforcing Concrete		
Test	Samples	Charge	Total
Dimensions	1	1,000	1,000
Galvanization	1	500	500
Grammage	1	1,000	1,000
Tensile strength	1	2,500	2,500
Invoice Total			6,000
<a href="#">← Review Application</a>		<a href="#">✓ Accept and Invoice</a>	

[← Previous](#)   [Next →](#)

The system then lists all the selected tests applied for and the total amount due. In special cases the client can attach a waiver document if he/she has one, if not you click “pay now”

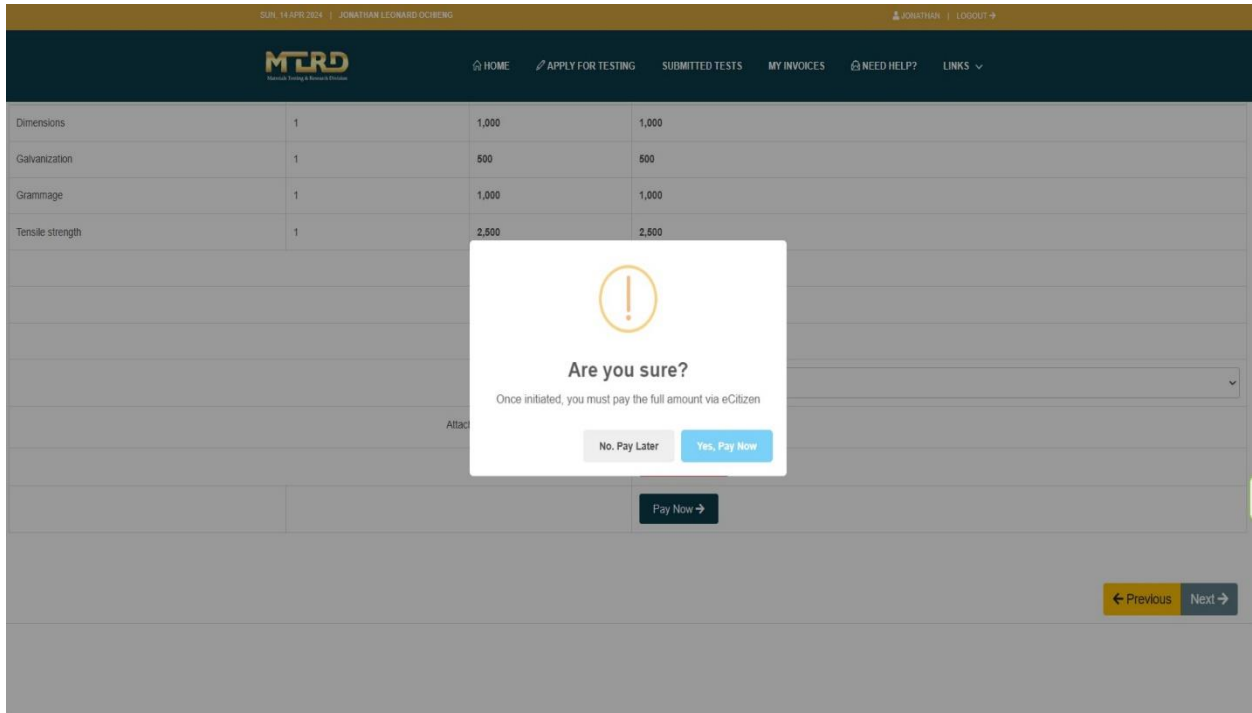
The client can also view the invoice generated by the LMS in the red button.



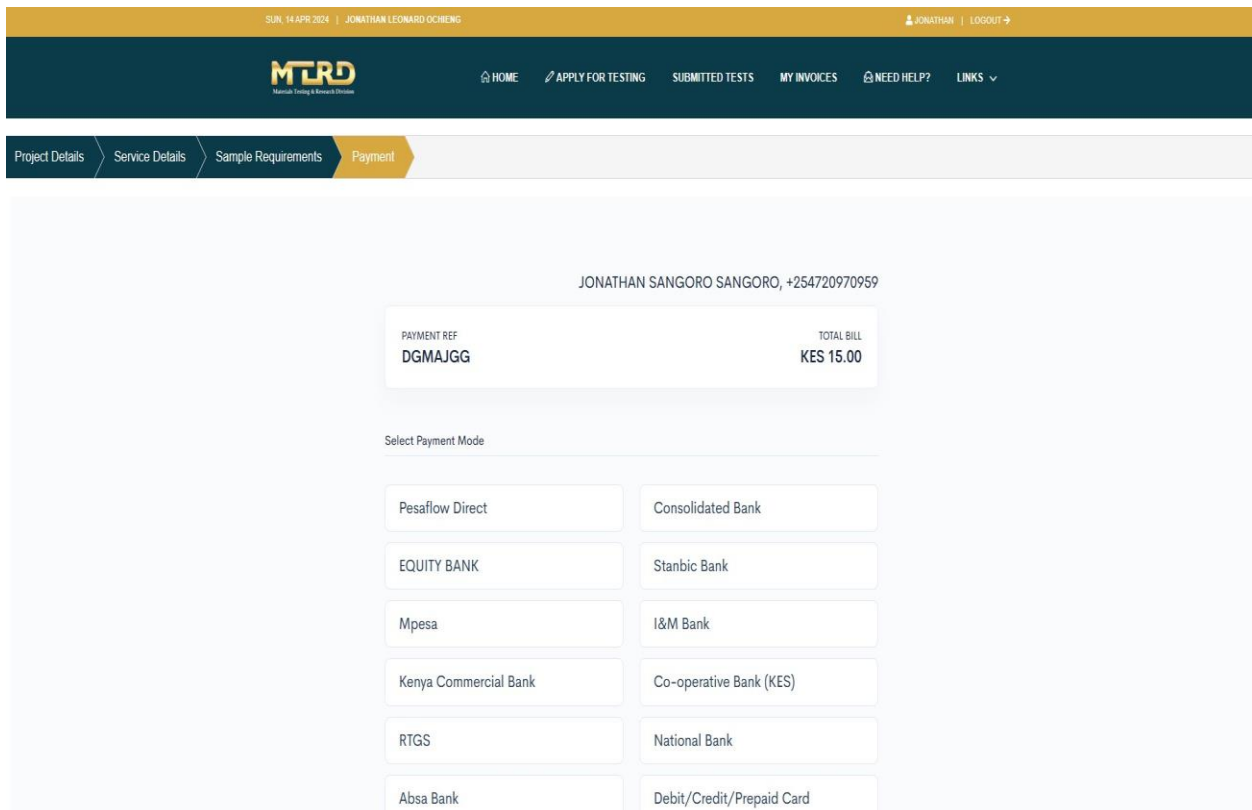
[Project Details](#)
[Service Details](#)
[Sample Requirements](#)
[Payment](#)

Service	BRC		
Application	Steel for BRC British Reinforcing Concrete		
Test	Samples	Charge	Total
Dimensions	1	1,000	1,000
Galvanization	1	500	500
Grammage	1	1,000	1,000
Tensile strength	1	2,500	2,500
Invoice Total			5,000
Total Paid			0
Balance			5,000
Do you have a Waiver ?			<input type="text" value="No"/>
Invoice			<a href="#">View MTRD-00996</a>
			<a href="#">Pay Now</a>

The LMS then prompts the client to confirm if he/she is ready to pay the test services fees through E-citizen.



E-citizen then displays to the client all the available payment options. MTRD advises the client to select Mpesa as his/her payment option.



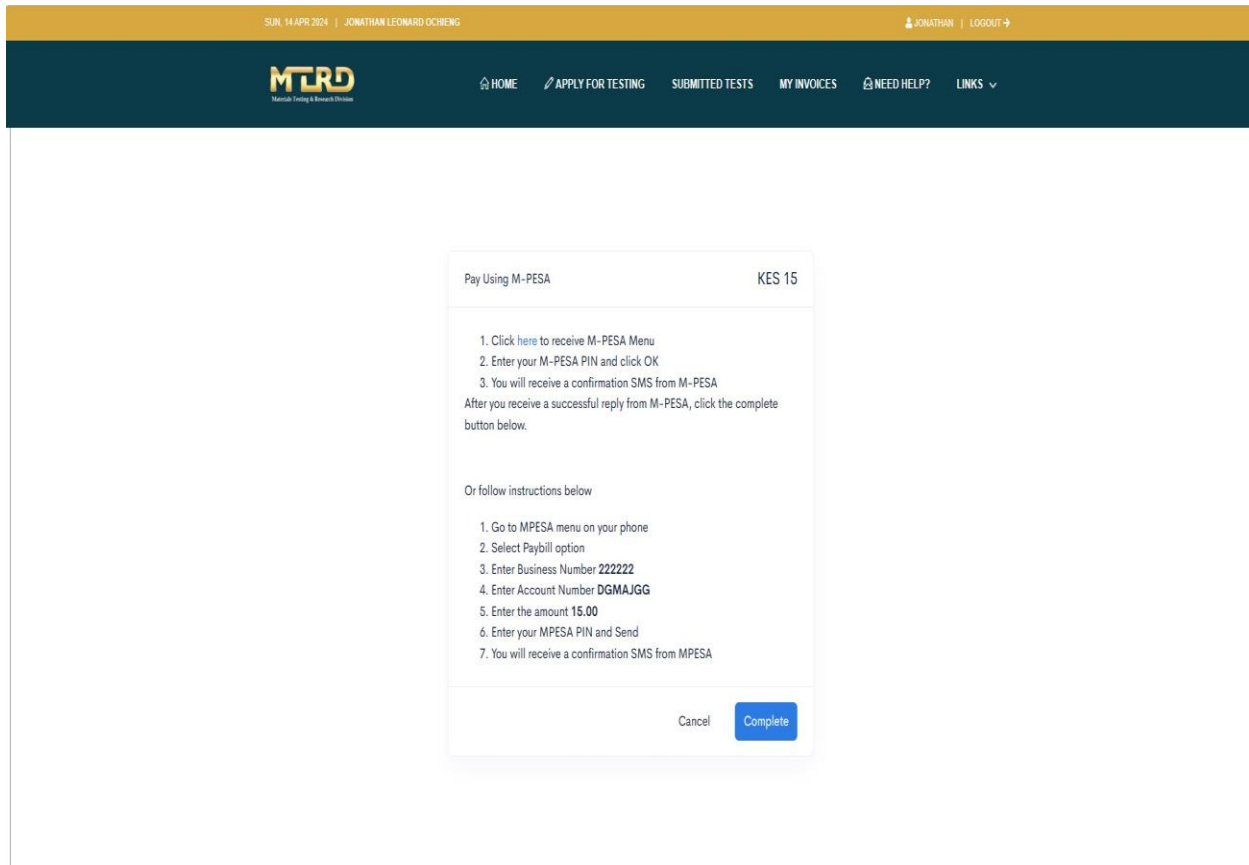
Once the client selects Mpesa as his/her payment option, E-citizen redirects him/her to the window below.

The client can now pay for the selected testing services under the first or second option.

The first option is STK push which is first, efficient and error free as the client only has to key in his/her Mpesa PIN on his/her phone.

The second option is paybill where the client has to key in the paybill number, account number, amount and finally his/her Mpesa PIN number.

MTRD advises clients to select the STK push option as it is fast and free of errors by clicking on “here” link under 1.



The client then clicks on “initiate payment” and the MPesa message pops up on his/her phone requesting him to key in his/her Mpesa PIN for the testing services fees to be deducted from his Mpesa balance.

After completing the transaction the client clicks “complete” for Mpesa and E-citizen to reconcile the payment.



Pay Using M-PESA KES 15

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1. Click [here](#) to receive M-PESA Menu

Phone Number

[Initiate Payment](#)

2. Enter your M-PESA PIN and click OK  
3. You will receive a confirmation SMS from M-PESA  
After you receive a successful reply from M-PESA, click the complete button below.

Or follow instructions below

1. Go to MPESA menu on your phone
2. Select Paybill option
3. Enter Business Number **222222**
4. Enter Account Number **DGMAJGG**
5. Enter the amount **15.00**
6. Enter your MPESA PIN and Send
7. You will receive a confirmation SMS from MPESA

[Cancel](#) [Complete](#)



Pay Using M-PESA KES 15

Please, check your phone for STK Menu

1. Click [here](#) to receive M-PESA Menu  
2. Enter your M-PESA PIN and click OK  
3. You will receive a confirmation SMS from M-PESA  
After you receive a successful reply from M-PESA, click the complete button below.

Or follow instructions below

1. Go to MPESA menu on your phone
2. Select Paybill option
3. Enter Business Number **222222**
4. Enter Account Number **DGMAJGG**
5. Enter the amount **15.00**
6. Enter your MPESA PIN and Send
7. You will receive a confirmation SMS from MPESA

[Cancel](#) [Complete](#)

E-citizen then redirects the client back to the LMS where he /she clicks on “submit”.




[HOME](#)
[APPLY FOR TESTING](#)
[SUBMITTED TESTS](#)
[MY INVOICES](#)
[NEED HELP?](#)
[LINKS](#)
[Project Details](#)
[Service Details](#)
[Sample Requirements](#)
[Payment](#)

Service	BRC		
Application	Steel for BRC British Reinforcing Concrete		
Test	Samples	Charge	Total
Dimensions	1	1,000	1,000
Galvanization	1	500	500
Grammage	1	1,000	1,000
Tensile strength	1	2,500	2,500
Invoice Total			5,000
Waiver			4,990
Total Paid			10
Balance			0
Invoice			<a href="#">View MTRD-06996</a>

[← Previous](#)
[✓ Submit](#)

The system then generates a tracking application number for the submitted testing service application.

## 2. Submitted tests

SUN, 14 APR 2024 | JONATHAN LEONARD OCHIENG

JONATHAN | LOGOUT

**MTRD**  
Molecular Testing & Research Division

HOME APPLY FOR TESTING SUBMITTED TESTS MY INVOICES NEED HELP? LINKS

Ref No	Project Name	Accounts Clerk	Chief Accountant	Sample Collection Center	Test Report
1071	<a href="#">Kislan</a>	✓ approved	✓ approved	✓ approved	
1070	<a href="#">Jona Flats</a>	✓ approved	✓ approved	✓ approved	
1069	<a href="#">Soslani</a>	✓ approved	✓ approved	✓ approved	
1068	<a href="#">Ahero Kisii</a>	✗	✗	✗	
1067	<a href="#">Express way</a>	✓ approved	✓ approved	✓ approved	
1088	<a href="#">Kislan</a>	✗	✗	✗	

This module displays all the tests the applicant has ever applied for in the LMS, the details of tests i.e. the reference number, project name, accounts clerk processing, chief account processing and the sample collection processing.

Once the testing services have been completed successfully, the test report will be attached as a PDF document under Test Report

### 3. Need help.

The image shows a screenshot of a web application interface. In the background, there is a table with columns: 'b Card', 'Project Name', 'Examination', 'Section', 'Admission', and 'to Lab'. The first row of data shows 'Job card 1601/DHY/2023', 'Kansema', and three '✓ approved' status indicators. Overlaid on this is a white modal window titled 'Email Support' with a close button (X) in the top right corner. The modal contains two input fields: 'Subject' with the text 'Lab Information Management System' and a larger 'Email' field. At the bottom right of the modal, there is a teal button labeled 'Need Help?' with a cursor icon and a 'Close' button.

This is an email module that an applicant can use to contact MTRD when he/she requires any assistance on the LMS.