

Users' Guide for Company Users

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How to Request for a New Invoice

1. Login to the portal by specifying the portal URL: www.pay.itf.gov.ng and specifying your login details on the login screen. For detail on how to login [click here](#)



2. On your dashboard click on [Request for Invoice](#) icon to display the page below

The screenshot shows the 'Invoice History' page. At the top, there is a blue header with the text 'Invoice History'. Below the header, there is a white area with a blue button labeled 'Request for New Invoice'. Underneath, there is a search bar and a 'Show 10 entries' dropdown. A table with the following columns is displayed: S/N, Invoice No., Payment Type, Payment Year, Invoice Amount(₦), Status Status, and Actions. The table contains one row with the following data: S/N: 1, Invoice No.: 02021212351747, Payment Type: TRAINING CONTRIBUTION, Payment Year: 2021, Invoice Amount(₦): 287,000.00, Status Status: Approved-UnPaid. The Actions column contains four buttons: Edit (blue), View (green), Cancel (red), and RRR Generated (red). At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

Note: The above form will display if you have history of invoice(s) in the system. Otherwise the screen below will be displayed.

The screenshot shows the 'Invoice History' page with a blue header 'Invoice History'. Below the header, there is a white area with a blue button labeled 'Request for New Invoice'. At the bottom of the page, there is a pink message box that says 'NO INVOICE GENERATED.'

3. Click on [Request for New Invoice](#) icon to display the form below

Request for Invoice

Invoice Number: 02021213870512 Company Name: Shell Nigeria Gas Ltd.

Payment Type(Required): TRAINING CONTRIBUTION Payment Year: 2021 Payment Date: 13/02/2021

Payment Description(Required): PAYMENT FOR TRAINING CONTRIBUTION

NOTE: ENTER RELEVANT PAYMENT YEARS

S/N	Year	Total No. of Employee	Total Payroll Amount(#)	Expected Amount(#)	Unique Number
1	2015	0.00	0.00	0.00	02021213309678
2	2016	0.00	0.00	0.00	02021213803746
3	2017	0.00	0.00	0.00	02021213538233
4	2018	0.00	0.00	0.00	02021213297903
5	2019	0.00	0.00	0.00	02021213985795
6	2020	250	25,000,000.00	250,000.00	02021213191387
7	2021	0.00	0.00	0.00	02021213491188

Buttons: Save As Draft Send for Further Processing View Payment History

- From the **Payment Type** dropdown list box specify the payment type applicable
- Enter the narration for the payment in **Payment Description**, if different from the default description specified by the system.

➤ *In the grid section of the form:*

- Enter, against each relevant year you are paying, **Total No. of Employee**, **Total Payroll Amount(#)**, for the system to compute the **Expected Amount(#)**

Save As Draft

- Click on **Save As Draft** button to save the record as draft. This enables you to come back to this request to amend it, if necessary. Alternatively, click on

Save/Send for Further Processing

Save/Send for Further Processing button to save and send the invoice for necessary approval.

Note: The ITF Area Office attached to your company will approve the invoice before you can make payment.

How to make Payment

1. Login to the portal by specifying the portal URL: www.pay.itf.gov.ng and specifying your login details on the login screen. For detail on how to login [click here](#)



Make Payment

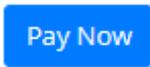
2. If you are a company user, on your dashboard click on  icon to display the page below

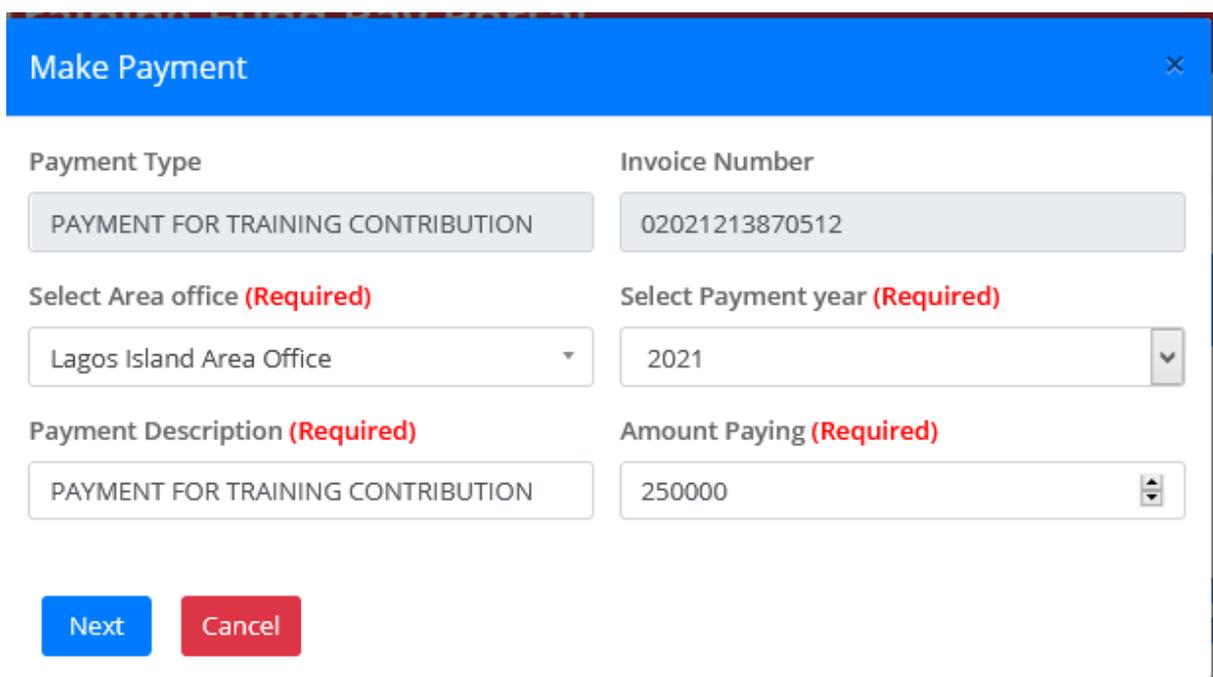


Make Payment

Select Payment Type (Required)
--Select Payment Type--

S/N	INVOICE NUMBER	DATE	DESCRIPTION	INVOICE AMOUNT	PAY TO DATE	AMOUNT TO PAY	INVOICE STATUS	
1	02021213870512	15/02/2021	PAYMENT FOR TRAINING CONTRIBUTION	250,000.00	0.00	250,000.00	Approved	Pay Now

3. Click on  icon to display the screen below



Make Payment

Payment Type: PAYMENT FOR TRAINING CONTRIBUTION

Invoice Number: 02021213870512

Select Area office (Required): Lagos Island Area Office

Select Payment year (Required): 2021

Payment Description (Required): PAYMENT FOR TRAINING CONTRIBUTION

Amount Paying (Required): 250000

[Next](#) [Cancel](#)

4. Click on  button to continue or on  to terminate the process

5. If your choice in item 4 above is  then the form below is displayed

Make Payment [Close]

Payment Type: PAYMENT FOR TRAINING CONTRIBUTION

Invoice Number: 02021213870512

Select Area office (Required): Lagos Island Area Office

Select Payment year (Required): 2021

Payment Description (Required): PAYMENT FOR TRAINING CONTRIBUTION

Amount Paying (Required): 250000

Select mode of payment: Bank

[Cancel] [Generate Payment Slip]

- From the Select mode of payment drop down button select either of Online Payment or Bank
- If your choice in item 6 above is **Bank** then screen below is displayed

Make Payment [Close]

Payment Type: PAYMENT FOR TRAINING CONTRIBUTION

Invoice Number: 02021213870512

Select Area office (Required): Lagos Island Area Office

Select Payment year (Required): 2021

Payment Description (Required): PAYMENT FOR TRAINING CONTRIBUTION

Amount Paying (Required): 250000

Select mode of payment: Bank

[Cancel] [Generate Payment Slip]

Note: Select **Bank** option if you wish to generate payment slip containing the RRR to take to designated commercial bank to effect the payment

- Click on **Generate Payment Slip** button to display the form below

Close

PAYMENT INVOICE



Industrial Training Fund (ITF)
Along Miango Road
P.M.B 2199, Jos, Nigeria
Area Office: Lagos Island Area Office

Payment Reference No	PAY09672120141010213
Invoice To:	BSSL TECHNOLOGIES LTD.
Invoice No.	02021213870512
Invoice Date	2/13/2021 8:20:23 PM
Payment Description	PAYMENT FOR TRAINING CONTRIBUTION
Amount (#)	250000.00
Remita Unique Number (RRR)	140458620753

Note: Print the invoice and take to bank. Alternative download invoice and take to bank

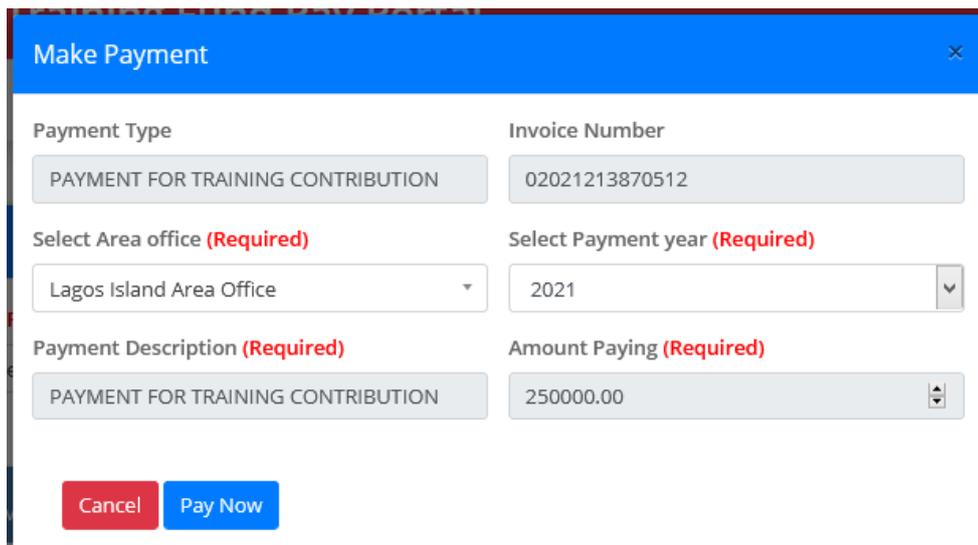
9. If your choice in item 6 above is Online Payment the screen below is displayed

Make Payment ✕

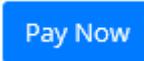
Payment Type <input type="text" value="PAYMENT FOR TRAINING CONTRIBUTION"/>	Invoice Number <input type="text" value="02021213870512"/>
Select Area office (Required) <input type="text" value="Lagos Island Area Office"/>	Select Payment year (Required) <input type="text" value="2021"/>
Payment Description (Required) <input type="text" value="PAYMENT FOR TRAINING CONTRIBUTION"/>	Amount Paying (Required) <input type="text" value="250000"/>
Select mode of payment <input type="text" value="Online Payment"/>	

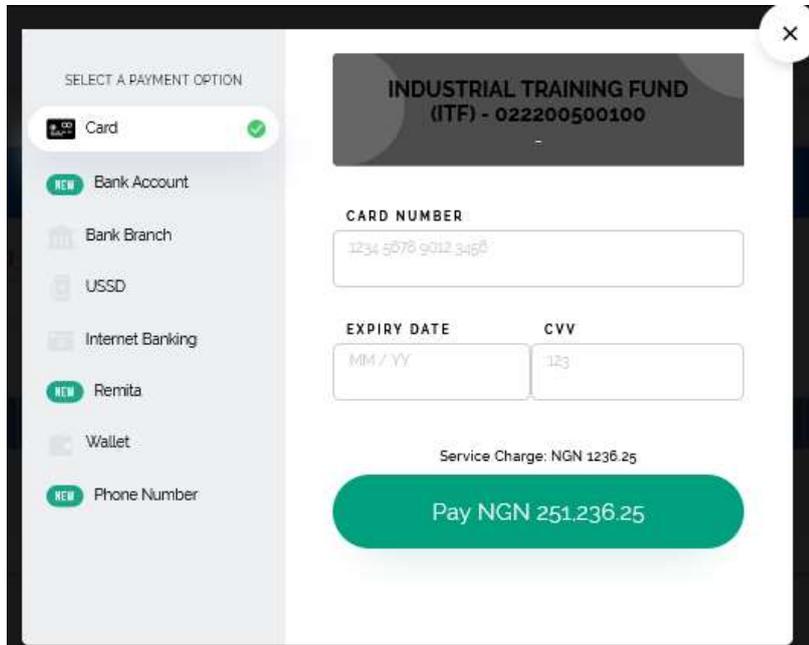


10. Click on  icon to display the screen below



11. Click on  button to continue and to display the screen below or on  button to terminate the process

12. If your choice in item 9 above is  button then the screen below is displayed

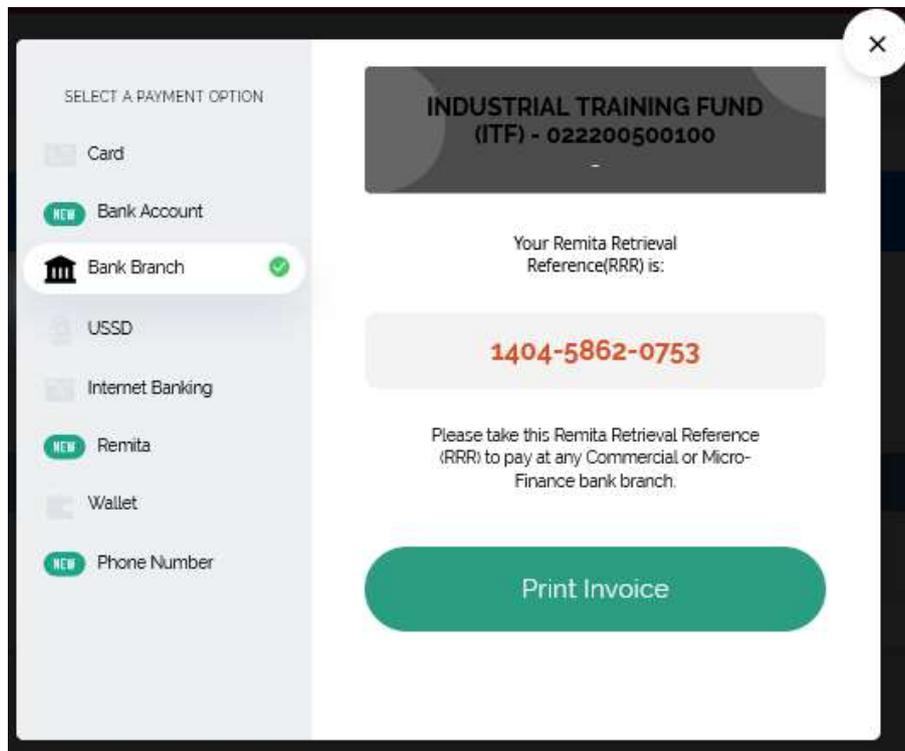


Note: there are several options for making payment

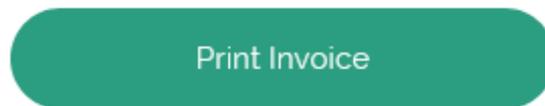
1. To pay:

(i) With your **Card** select  option, which is the default option and specify all required parameters.

(ii) From your **Bank Account** select  option to display the screen below



(a) Copy the Remita Retrieval Reference (RRR) displayed and take to bank for payment, or



(b) Click on  button to print invoice containing the Remita Retrieval Reference (RRR) and take to bank for payment

(iii) Using **USSD** select  option and provide required payment parameters to complete the payment

(iv) using **Internet Banking** select  option and then provide required information to make payment

(v) using **Remita** select  option and then provide necessary information to make the payment

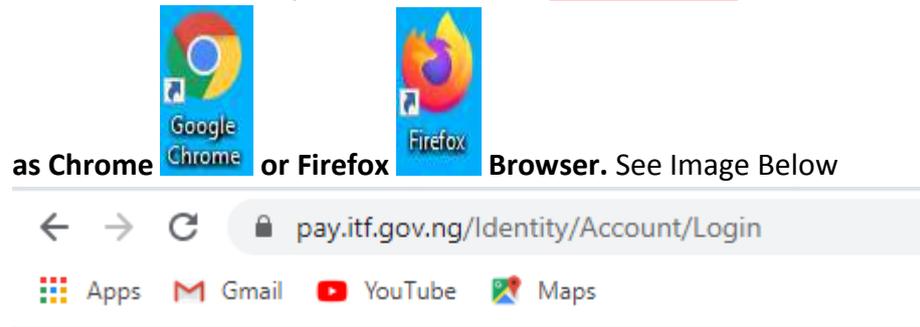
(vi) Using **Wallet** select  option and then provide all required details to make the payment

(vii) Using **Phone Number** select  option and then provide all necessary details to make the payment

Note: at each point you can still terminate the payment by clicking on the  close button at the right hand side top of the form above

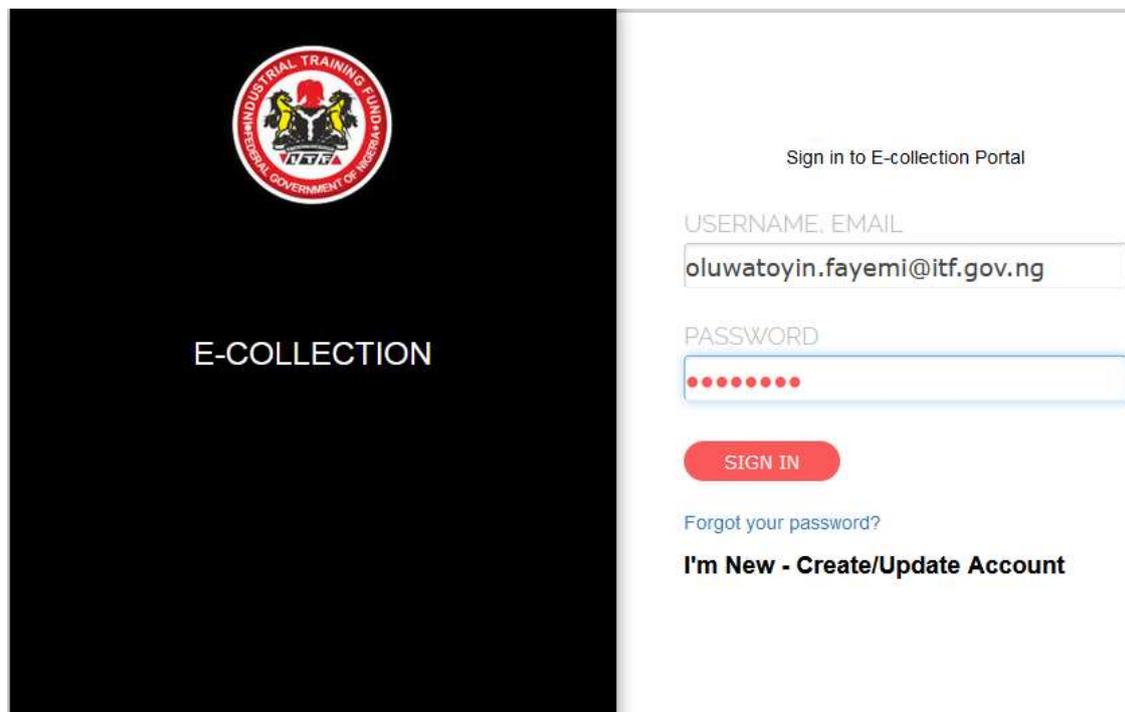
How to Login to the ITF E-Collection Portal

1. In the address bar of your browser enter pay.itf.gov.ng. You can use any browser such



2. Once Step 1 Above is launched, the E-Collection Sign-in Portal displays. See Screen below

Sign in screen for single company



Sign in to E-collection Portal

USERNAME, EMAIL
oluwatoyin.fayemi@itf.gov.ng

PASSWORD
.....

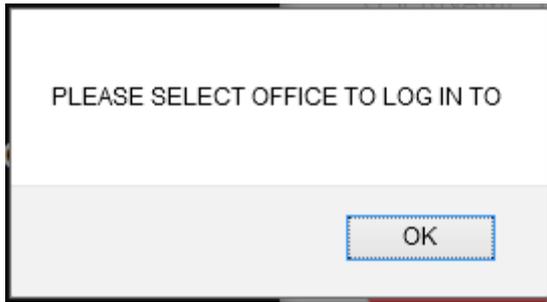
SIGN IN

[Forgot your password?](#)

I'm New - Create/Update Account

3. Enter your profiled **User Name** or **Email Address** in **USERNAME,EMAIL** filed

Note: If your company has subsidiaries and the subsidiary companies have been mapped to one email account the message box below is displayed



Select  button to continue and to display the screen below

Sign in screen for parent company with subsidiary companies

Sign in to E-collection Portal

USERNAME, EMAIL
info@bssl.com.ng

BSSL Technologies Ltd

PASSWORD
.....

SIGN IN

[Forgot your password?](#)

Create/Update Account

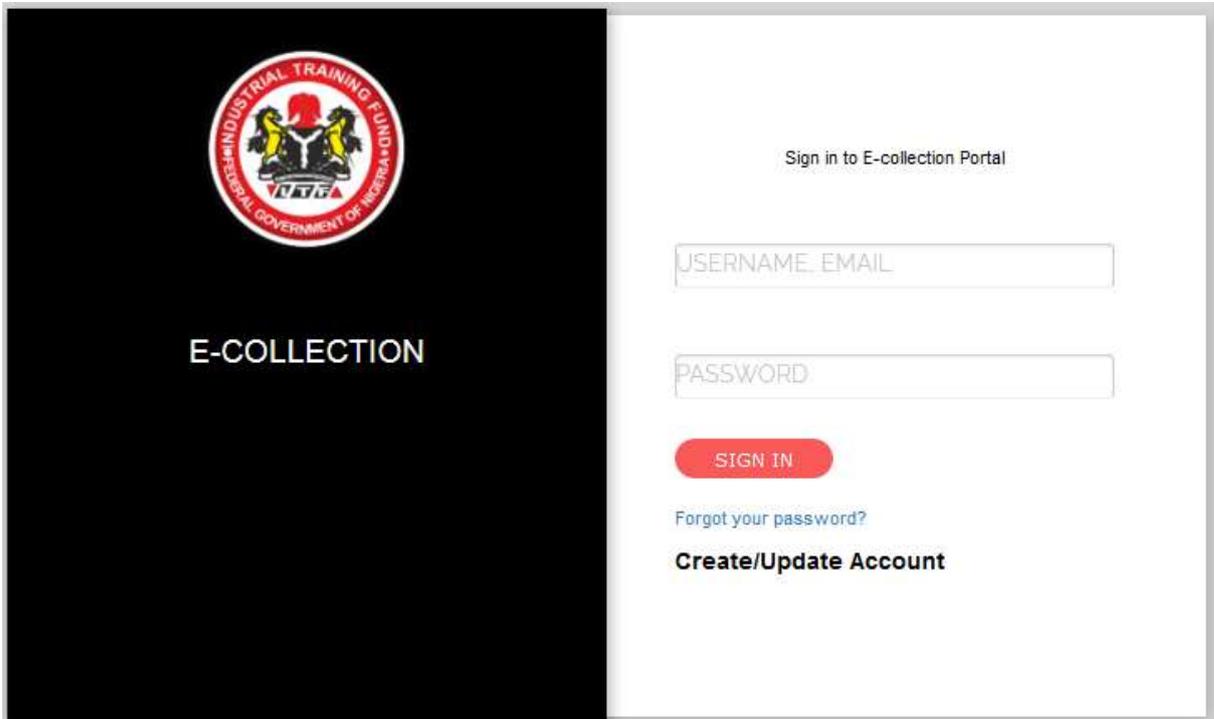
4. Click on the  dropdown list box to select the company/subsidiary you wish to login to

5. Enter **PASSWORD** field

Click on  button to launch you into the portal

How to create a personalized username and password as a new company

1. On your browser enter www.pay.itf.gov.ng in the address bar and press ENTER key on your keyboard and to take you to the screen below



Sign in to E-collection Portal

USERNAME, EMAIL

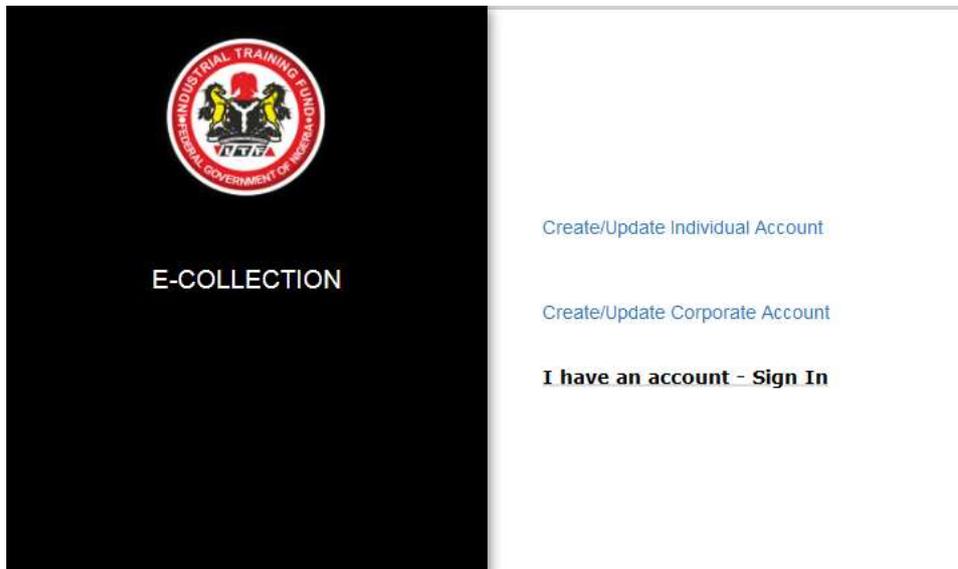
PASSWORD

SIGN IN

[Forgot your password?](#)

Create/Update Account

2. Click on **Create/Update Account** button to display the screen below



Create/Update Individual Account

Create/Update Corporate Account

I have an account - Sign In

3. Click on [Create/Update Corporate Account](#) button and to take you to the Create Employer Account screen below

Create Employer Account

Company Name (Required)

Search

4. Enter the first few letters of your company name in **Company Name** field and click on the Search button to activate the search engine to enable you search. This search is necessary to ensure there is no such company already registered. Alternatively, press on the ENTER key on your keyboard after entering the first few letter of your company's name to active the search engine. If company names similar to that of your company already exist the search engine will bring them up for your perusal as shown in the diagram below.

Name	Address	Email
AquaBeta Industrial Resources Nigeria Ltd	Plot 544, 2nd Floor left wing Trans Amadi Food PH	air@betafoods.com
AGRIWALD ALLIED SERVICES LIMITED	Plot No 4971 DRG GIDAGO STREET W/TE	AMIGAW@GMAIL.COM
Brain Alliance Synergy	27, Onitsha Street off Bafrajan Bus stop, Ikeja Lagos	
Brain Integrated Systems Limited	Ikeja Lagos	info@brainintegratedsystems.com
Brain Storm Limited	Ikeja Lagos	houman@bist.com.ng
BRANDER COMPETITORS NIG LTD	NO. 80/10, SCORPIE SHOPPING COMPLEX, EMARD DRIVE GOMBE	br@engidatadigital.com

5. Enter in the **search** text box the name of your company, in case more than one similar names were displayed in the search engine above to locate yours and then click on the hyperlink against your company name, if found, to load it and populate the screen.

Search

Create Employer Account

Company Name (Required)
JAMILO INVESTMENT LTD

Search

RC Number
452201

Area Office (Required)
IKEJA AREA OFFICE

Email (Required)
rosumah@bssl.com.ng

Phone Number (Required)
08023111814

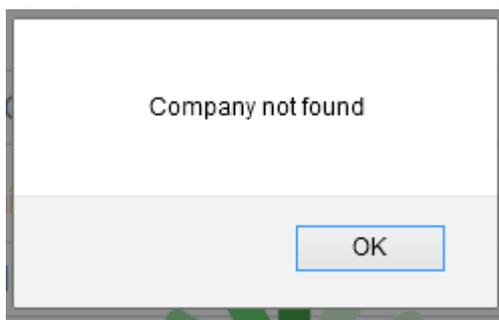
User Name (Required)
jamilo

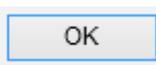
Password (Required, Your password must contain at least one upper case with minimum of 8 characters)
••••••••

Confirm Password (Required)
••••••••

Create/Update Account [Go login page](#)

Note: If the company is not found and if it is a new company the message below is displayed



6. Click on  button to continue
7. Enter your company's RC No in **RC Number** field (optional)
8. Select from the **Area Office** dropdown list box the ITF Area Office nearest to your company
9. Enter your company's official email address to use to login in **Email** field

10. Enter your company's **Phone No**
11. Enter the **Username** you will like to use to login
12. Enter **Password** you will like to use to login
13. **Confirm Password**

Create/Update Account

14. Click on button and to display the message below

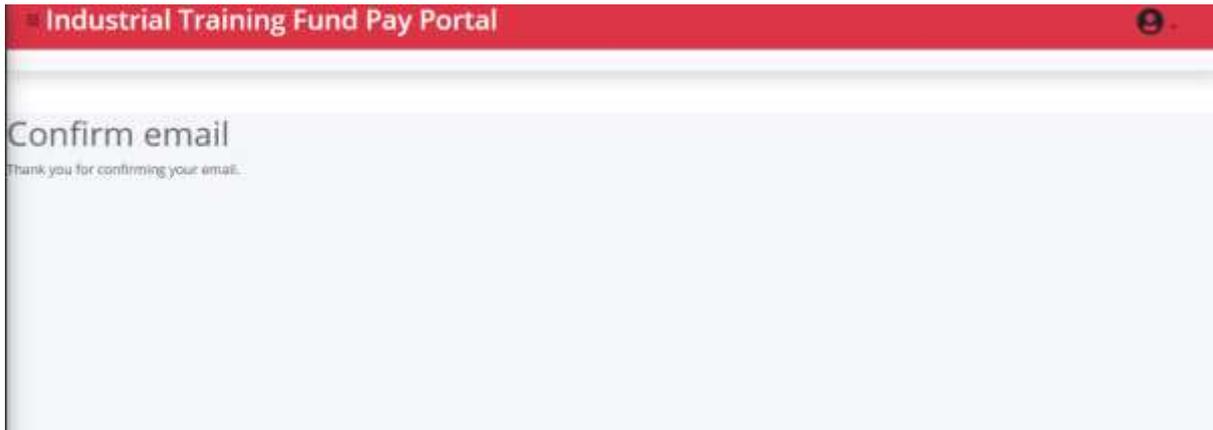
Create Employer Account

Account successfully created please check your registered email inbox or spam to confirm your account
</br>Please note that your company need to be mapped by ITF of the Area Office you have specified when you created your account before you can login to the application. An email will be sent to you when that is done.

Note: Confirmatory email will be sent to the designated email specified in item 9 above. Also, a request for mapping is automatically sent to the ITF Area Office you have selected.

15. Go to your email specified in item 9 above. It looks like the diagram below. Click on [clicking here](#) to take you to the Confirm email form below

Please confirm your account by [clicking here](#). Please note that your company need to be mapped to ITF Area Office you have specified when you created your account before you can login to the application. An email will be sent to you when that is done



16. Wait for the ITF Area Office specified above to map your company. A mapping confirmation message will be sent to your designated email as soon as the ITF Area Office have done the mapping.

Note: You can contact the ITF Area Officer for item 15 above, in case there is delay.