

User Manual For Making Tax Payment on Firstpay Application (All Users)

Prepared and Powered by



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Introduction

This user manual has been prepared to guide the users with designated roles who will use the Firstpay application. It contains step by step guide to being followed by the users.

Scope

This manual covers only the functionality of making Tax payment on Firstpay application. It does not show the user how to access other features on the application. It doesn't describe the steps or methods on how to connect to any third-party system.

Points of Contact

If additional assistance or support is needed, you can contact Faniran Tunde (tunde.faniran@upperlink.ng). Upperlink Limited will be available for technical support and can be contacted through support@upperlink.ng. Your email subject line should include the phrase **"Bank User"** followed by a short phrase to briefly describe the form of support you require. For example, **"Web portal-logging in problems"**.

Intended Audience

This manual is intended for all users that have access to the functionalities of the Firstpay Application.

Accessing the Tax Module

Step 1: Type the URL of Firstpay in your browser. You will be directed to the homepage of Firstpay.

Step 2: Click on the **"More"** link.



Fig 1: FirstBillsPay Homepage

Step 3: Click on the “Tax” link.

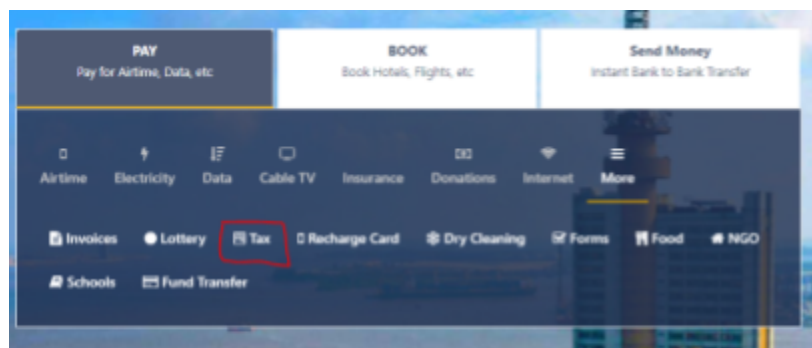


Fig 2.1: The Tax Link

Step 4: Select the FIRS link. The Various FIRS Tax types will be displayed.

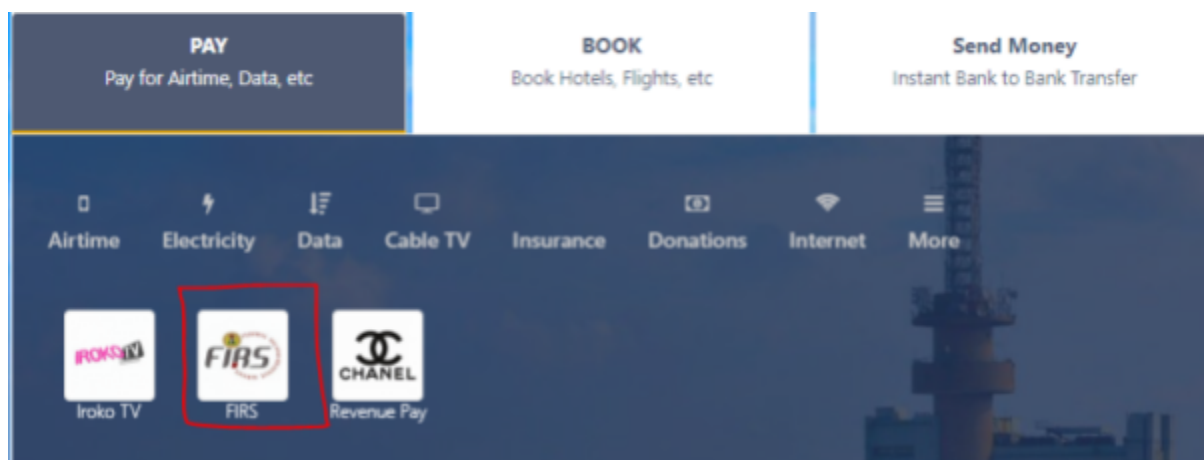


Fig 3.1: Selecting FIRS to make Tax Payment

Step 5: Select the required type of FIRS Tax Payment

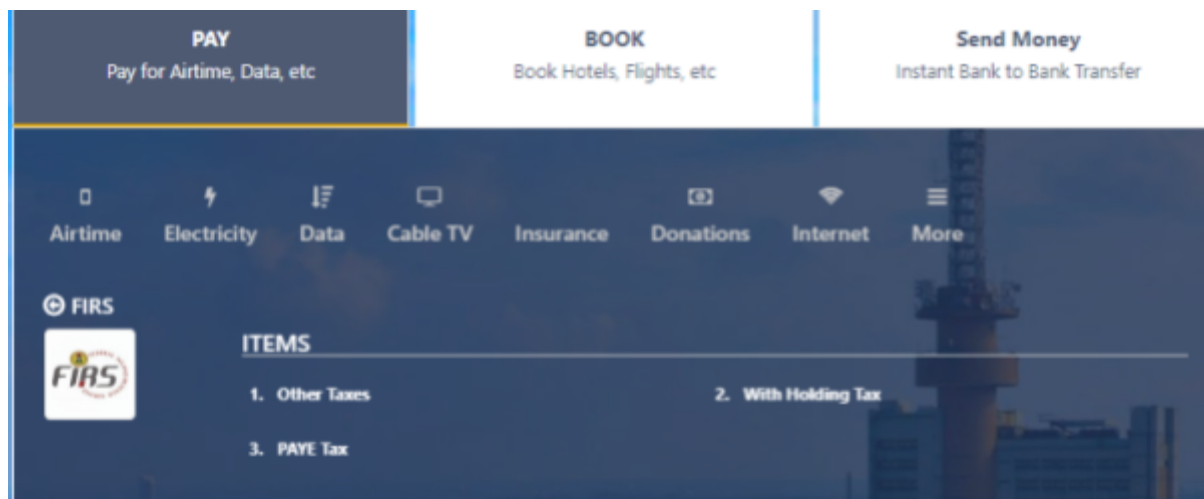


Fig 3.2: FIRS Tax Payment Type

To Pay for Other Taxes

Step 1: Select “Other Taxes” link

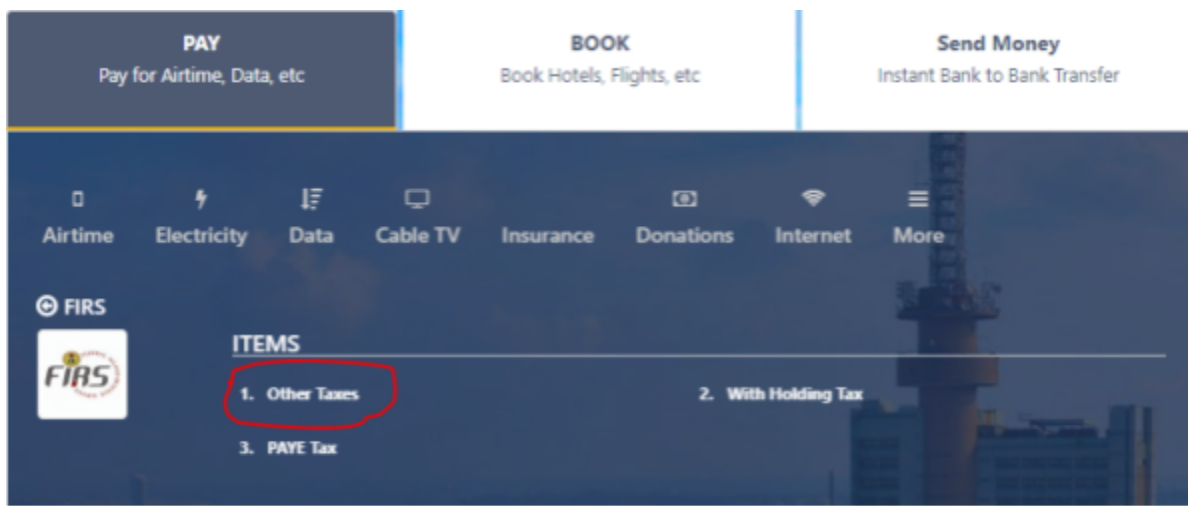


Fig 4.1: Other Taxes link

Step 2: Fill in the required details on the form displayed which includes:

- Tax Type
- Tax Identification Number
- Start Payment Period (The date from which the Tax payment should be calculated from)
- End Payment Period (The date the Tax payment should be calculated to)

Please note the following:

1. The Tax Type must be selected from the Tax Type drop-down menu to proceed with making Payment
2. All fields must be filled with valid data
3. The Start and End Payment period **MUST** not be later than the current date the payment is being made

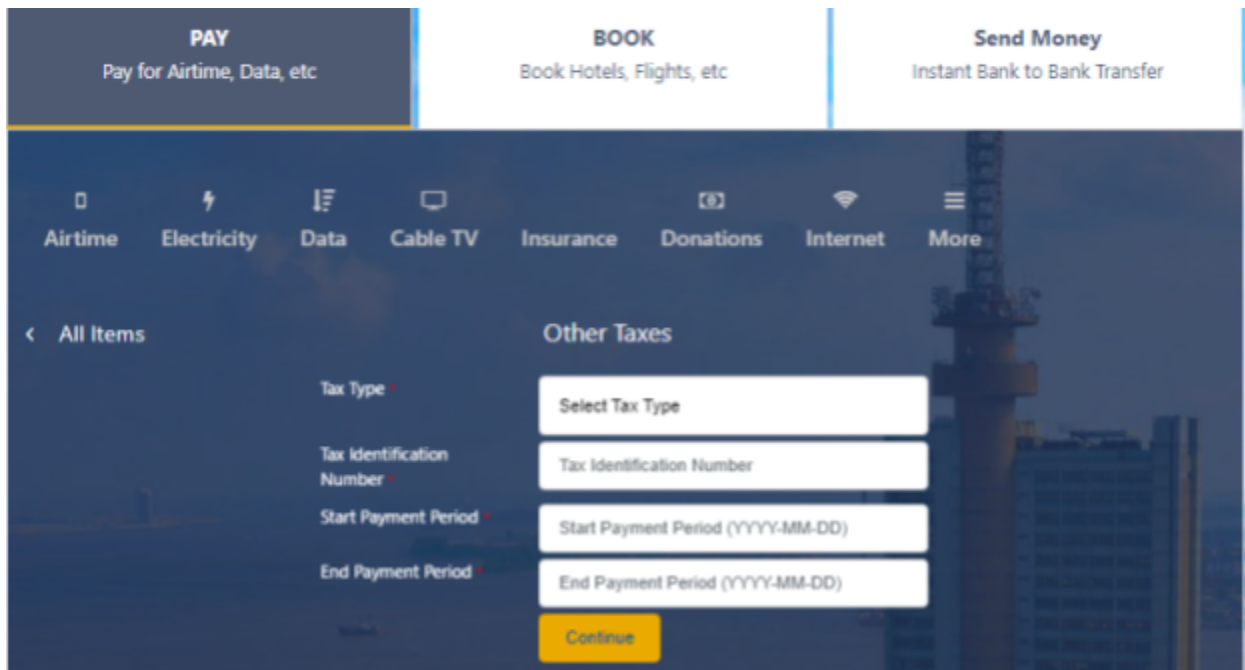


Fig 4.2: Other Taxes Form

Step 3: Click on **“Continue”** button to proceed to make the Tax Payment

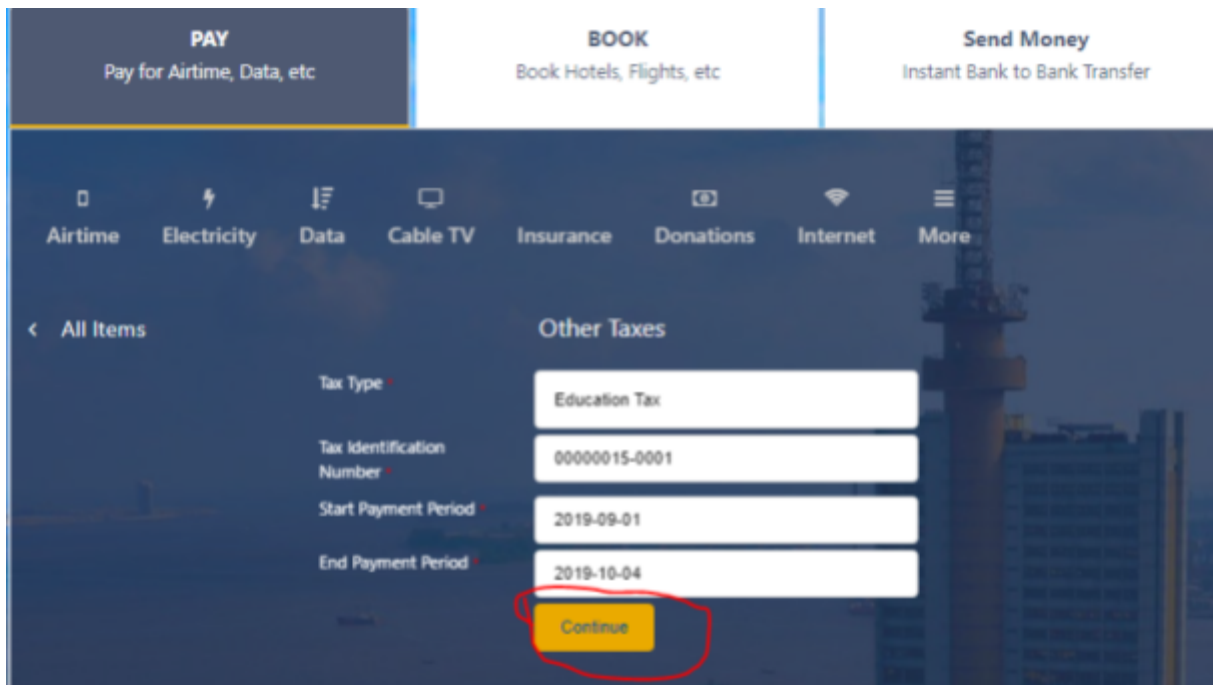
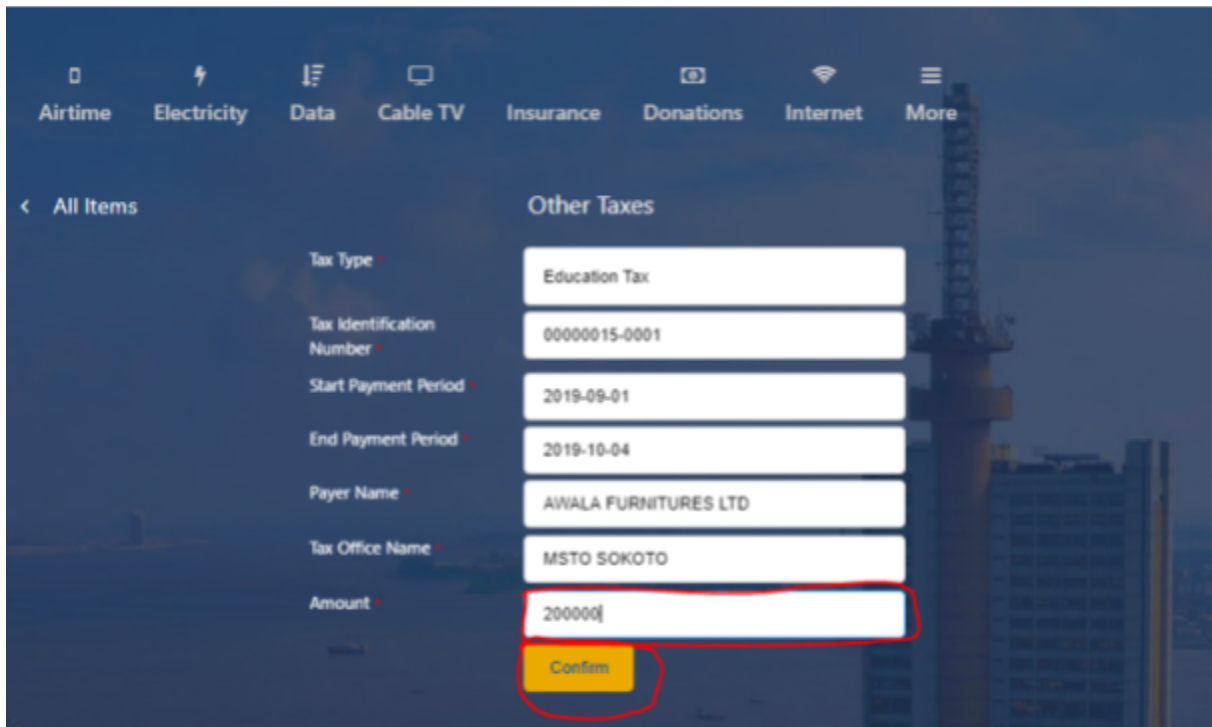


Fig 4.3: A completed copy of Other Taxes Form

Step 4: The details of the Tax Payer name, Tax office name and Amount field is displayed.

Step 5: Input Amount for the Tax in the **‘Amount’** field

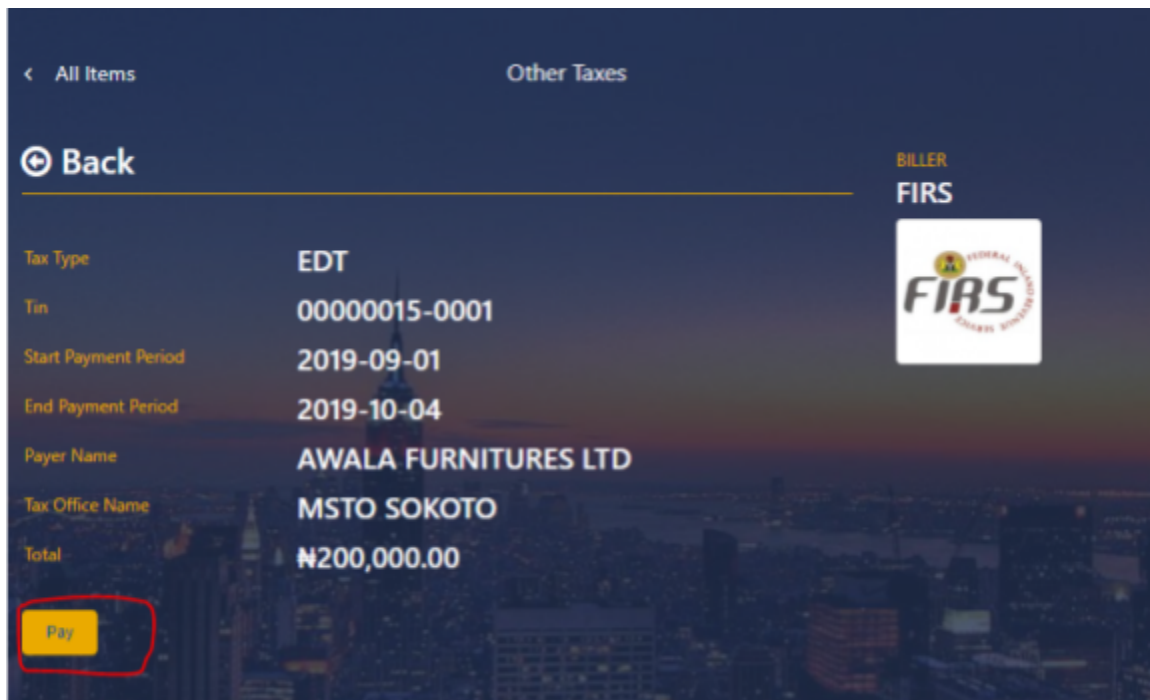
Step 6: Click on **“Confirm”** button.



Other Taxes	
Tax Type	Education Tax
Tax Identification Number	00000015-0001
Start Payment Period	2019-09-01
End Payment Period	2019-10-04
Payer Name	AWALA FURNITURES LTD
Tax Office Name	MSTO SOKOTO
Amount	200000
Confirm	

Fig 4.4: Other Taxes Confirmation Page

Step 7: A page containing the details of the initiated Tax Payment is displayed on the screen. Click on the **"Pay"** button to successfully make the Tax Payment



Tax Type	EDT
Tin	00000015-0001
Start Payment Period	2019-09-01
End Payment Period	2019-10-04
Payer Name	AWALA FURNITURES LTD
Tax Office Name	MSTO SOKOTO
Total	₦200,000.00

Pay

Fig 4.5: Payment Page

[To Pay With Holding Tax](#)

Step 1: Select **"With Holding Tax"** link from the Taxes Item

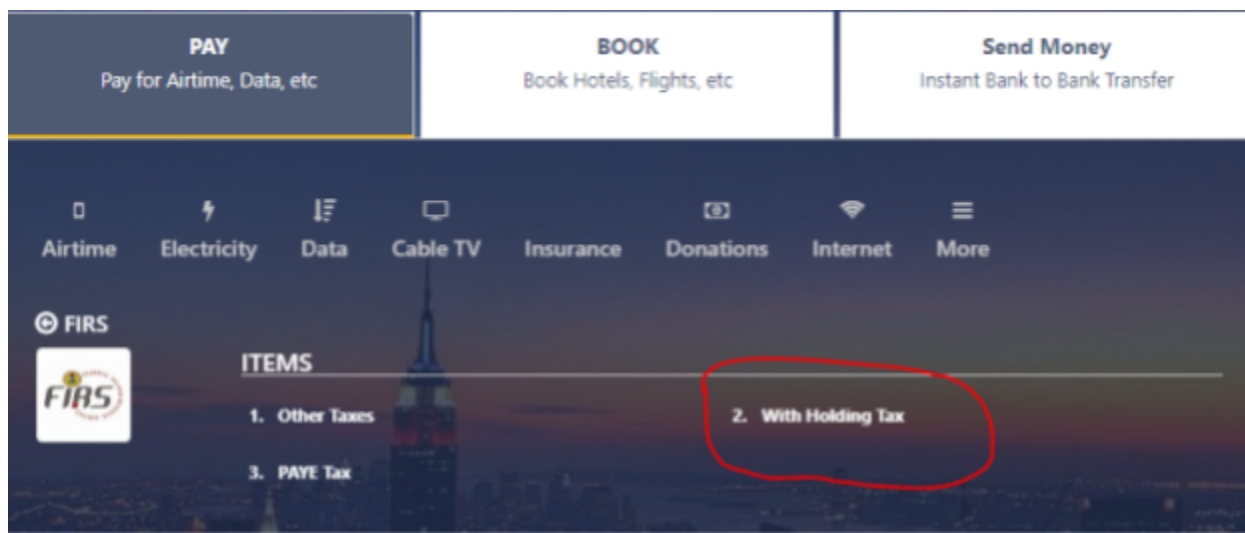


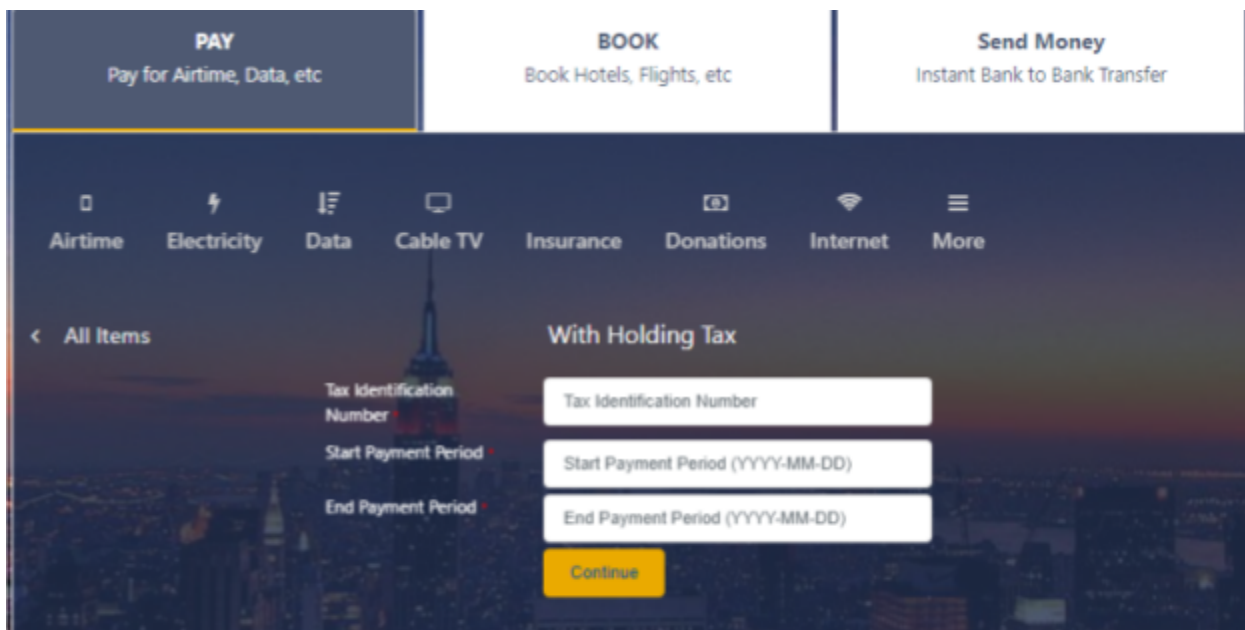
Fig 5.1: With Holding Tax link

Step 2: Fill in the required details on the form displayed which includes:

- Tax Type
- Tax Identification Number
- Start Payment Period (The date from which the Tax payment should be calculated from)
- End Payment Period (The date the Tax payment should be calculated to)

Please note the following:

1. The Tax Type must be selected from the Tax Type drop-down menu to proceed with making Payment
2. All fields must be filled with valid data
3. The Start and End Payment period **MUST** not be later than the current date the payment is being made



The screenshot shows the UPPERLINK app interface. At the top, there are three main sections: **PAY** (Pay for Airtime, Data, etc), **BOOK** (Book Hotels, Flights, etc), and **Send Money** (Instant Bank to Bank Transfer). Below these, there is a horizontal menu with icons and labels: Airtime, Electricity, Data, Cable TV, Insurance, Donations, Internet, and More. The 'Data' category is selected, leading to the 'With Holding Tax' form. The form has a back arrow and 'All Items' text on the left. It contains three input fields: 'Tax Identification Number', 'Start Payment Period (YYYY-MM-DD)', and 'End Payment Period (YYYY-MM-DD)'. A yellow 'Continue' button is at the bottom right of the form.

Fig 5.2: With Holding Tax Form

Step 3: Click on **“Continue”** button to proceed to make the Tax Payment

Step 4: The details of the Tax Payer name, Tax office name, Upload file link and Amount field is displayed.

Step 5: Click to Download the CSV link format to your desktop

Fig 5.4: With Holding Tax Page

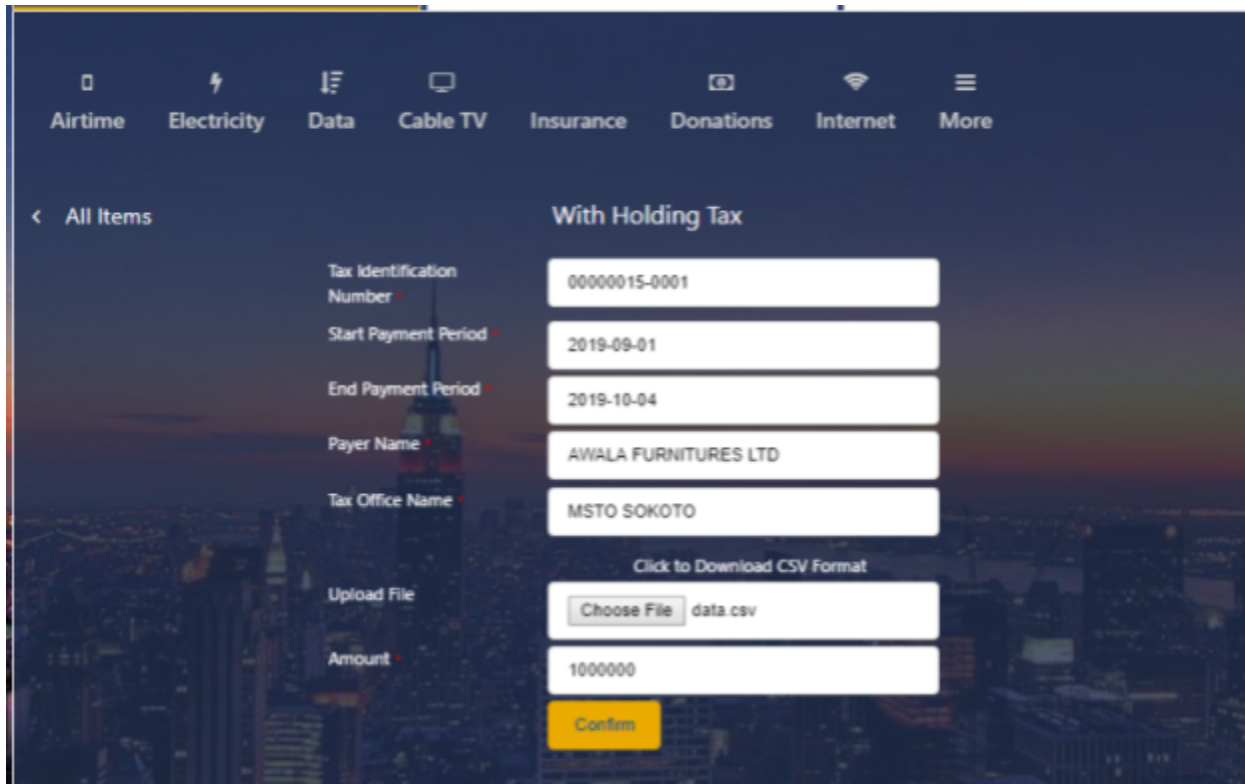
[illegible]

Fig 5.5: A downloaded copy of the CSV file

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Step 7: Input Amount for the Tax in the **‘Amount’** field

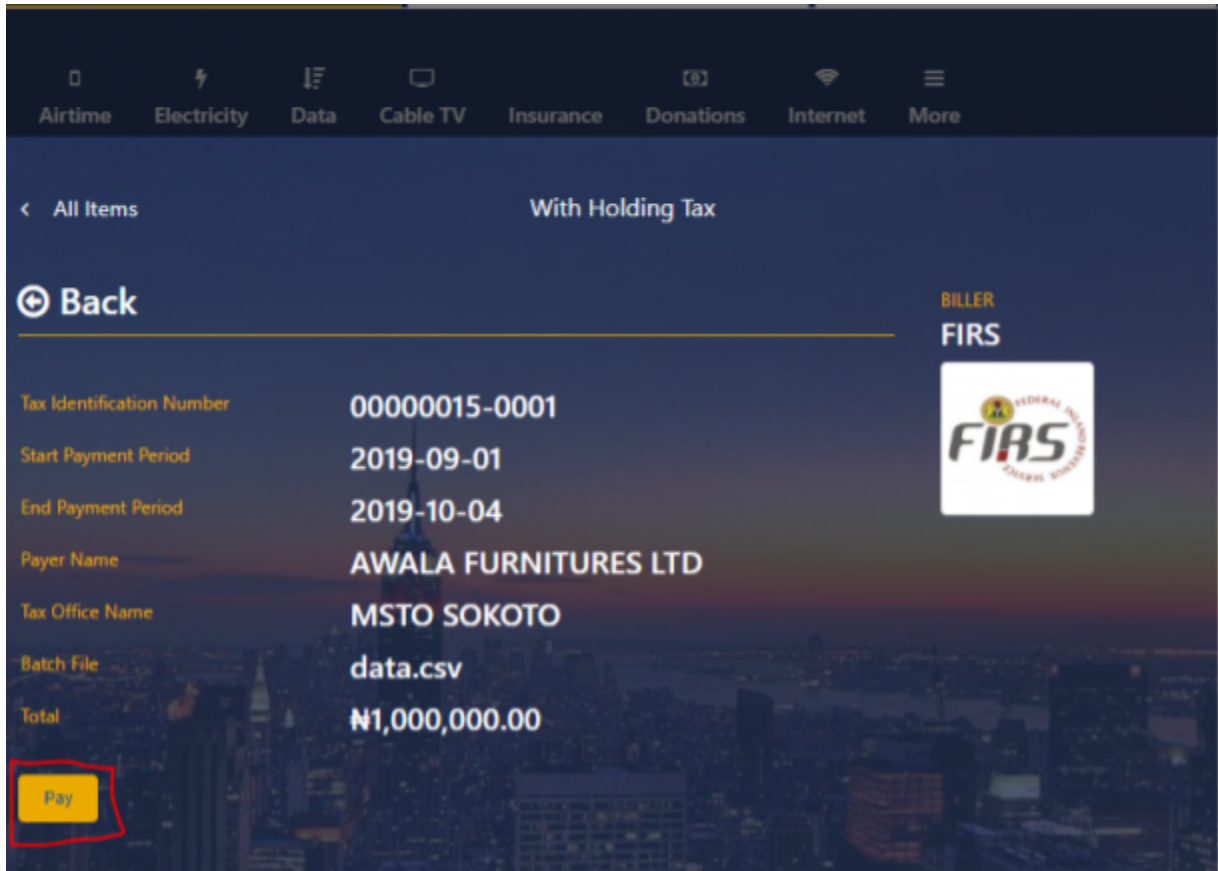
Step 8: Click on **“Confirm”** button



The screenshot displays the 'With Holding Tax' page in the Firstpay application. The page features a dark blue header with navigation icons for Airtime, Electricity, Data, Cable TV, Insurance, Donations, Internet, and More. Below the header, the page title 'With Holding Tax' is visible. The form contains the following fields: Tax Identification Number (00000015-0001), Start Payment Period (2019-09-01), End Payment Period (2019-10-04), Payer Name (AWALA FURNITURES LTD), Tax Office Name (MSTO SOKOTO), Upload File (Choose File data.csv), and Amount (1000000). A 'Confirm' button is located at the bottom right of the form.

Fig 5.6: With Holding Tax Page containing the uploaded CSV file

Step 9: A page containing the details of the initiated Tax Payment is displayed on the screen. Click on the **“Pay”** button to successfully make the Tax Payment



The screenshot shows a mobile application interface for a payment page. At the top, there is a navigation bar with icons for Airtime, Electricity, Data, Cable TV, Insurance, Donations, Internet, and More. Below this, the page title is "With Holding Tax". On the left, there is a "Back" button with a circular arrow icon. The main content area displays a list of payment details: Tax Identification Number (00000015-0001), Start Payment Period (2019-09-01), End Payment Period (2019-10-04), Payer Name (AWALA FURNITURES LTD), Tax Office Name (MSTO SOKOTO), Batch File (data.csv), and Total (₦1,000,000.00). To the right of these details is the FIRS logo, which includes the text "BILLER FIRS" and the FIRS logo itself. At the bottom left, there is a yellow "Pay" button, which is highlighted with a red rectangular box.

Tax Identification Number	00000015-0001
Start Payment Period	2019-09-01
End Payment Period	2019-10-04
Payer Name	AWALA FURNITURES LTD
Tax Office Name	MSTO SOKOTO
Batch File	data.csv
Total	₦1,000,000.00

Pay

Fig 5.7: Payment Page