

## 1. Steps to Follow To Retrieve Your TIN

- Please Visit [www.crossriverpay.com](http://www.crossriverpay.com)
- Click on “Retrieve Your TIN”
- Under “Lost Your Tin”, Enter “Name, Phone or Email”
- Click Search TIN.

## 2. Steps to Follow to Create TIN

- Please Visit [www.crossriverpay.com](http://www.crossriverpay.com)
- Click on “Request TIN”
- Proceed as “Individual” OR proceed as “Corporate”
- For Individual
  - Enter Phone Number and Click on “Proceed”
  - Enter all the fields correctly.
  - Capture your profile image.
  - Check the Confirmation box and click on “Proceed.”
- For Corporate
  - Enter all the fields correctly.
  - Capture your profile image.
  - Check the Confirmation box and click on “Proceed.”

## 3. Steps to Follow To Sign Up on Cross River Pay

- Please visit [www.crossriverpay.com](http://www.crossriverpay.com)
- Click on “Login”. it will take you to link below <https://app.crossriverpay.com/>
- Click on “Set Up Now”, It will take you to [https://app.crossriverpay.com/sign\\_up](https://app.crossriverpay.com/sign_up)
- Enter any of the following:
  - Name
  - Phone number
  - TIN
  - Email address
- Please Note that: Email will be used to set up password.
- A welcome to Cross River Pay page will be displayed.
  - Confirm the details displayed are correct and click on “Register”.
  - If your Email is incorrect, please change it. And Please Reach out to CRIRS to effect a permanent Change.
  - The following message will be displayed. “A verification link has been sent to your email, click the link to verify email and create account password.”
  - Open your mailbox and look for the mail from “Cross River Pay”.
  - Click on the link.
  - If you don’t see the mail, check your junk or spam mails
  - It will take you to a welcome page where you can enter your password word twice for confirmation.
  - Click on Create Password
  - That opens up to a sign in page, Sign in with your TIN and password.

## 4. How to Login to your Cross River Pay Profile (Individual/Corporate)

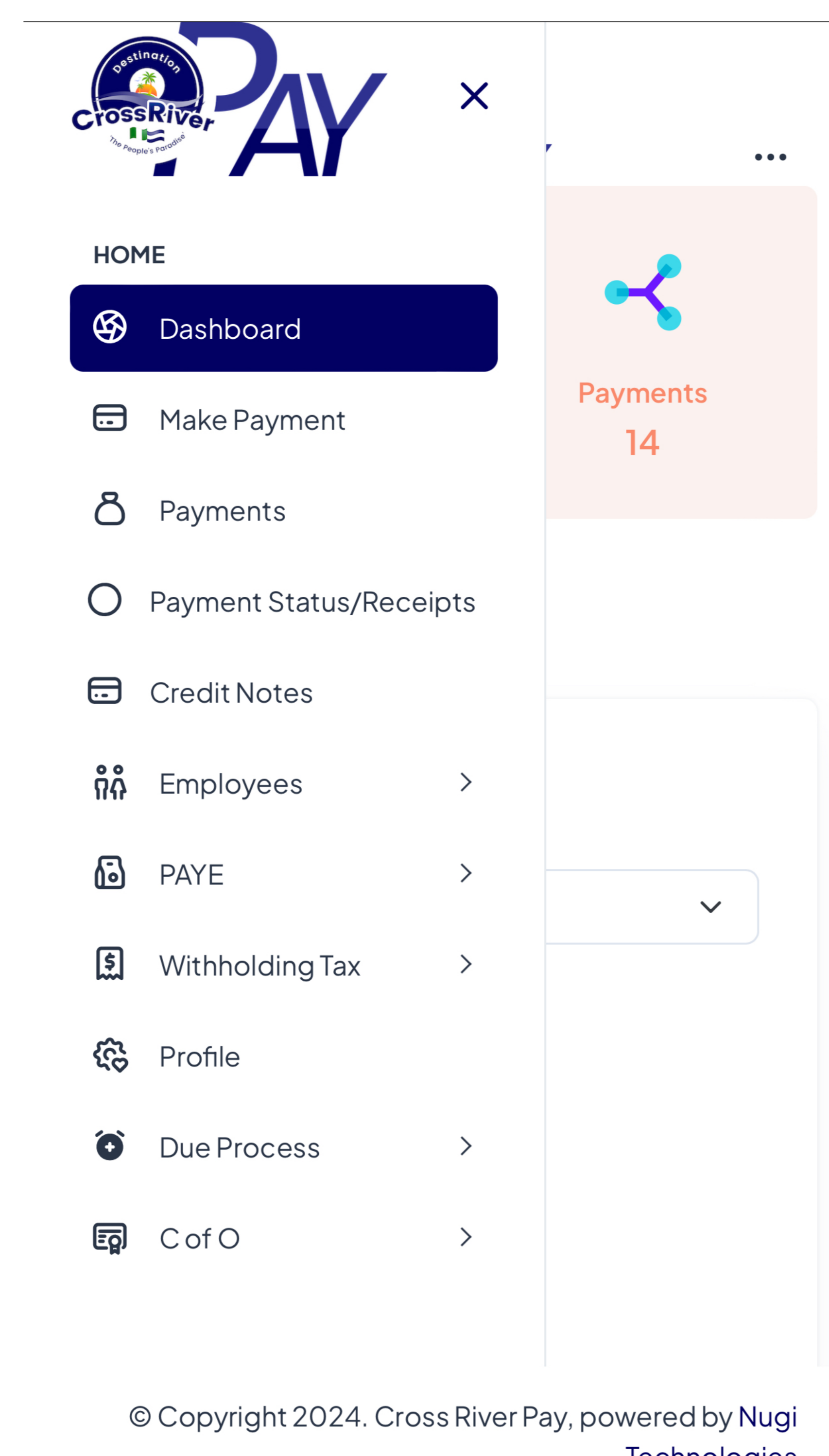
- You must have completed Step 3 Above
- Please Visit [www.crossriverpay.com](http://www.crossriverpay.com)
- Click on “Login”
- Enter your TIN and password.
- Click on “Sign in”

## FAQ (HOW TO PAY) ON CROSSRIVERPAY.COM – MOBILE VIEW

YOU CAN PAY CROSS RIVER IN 3 WAYS

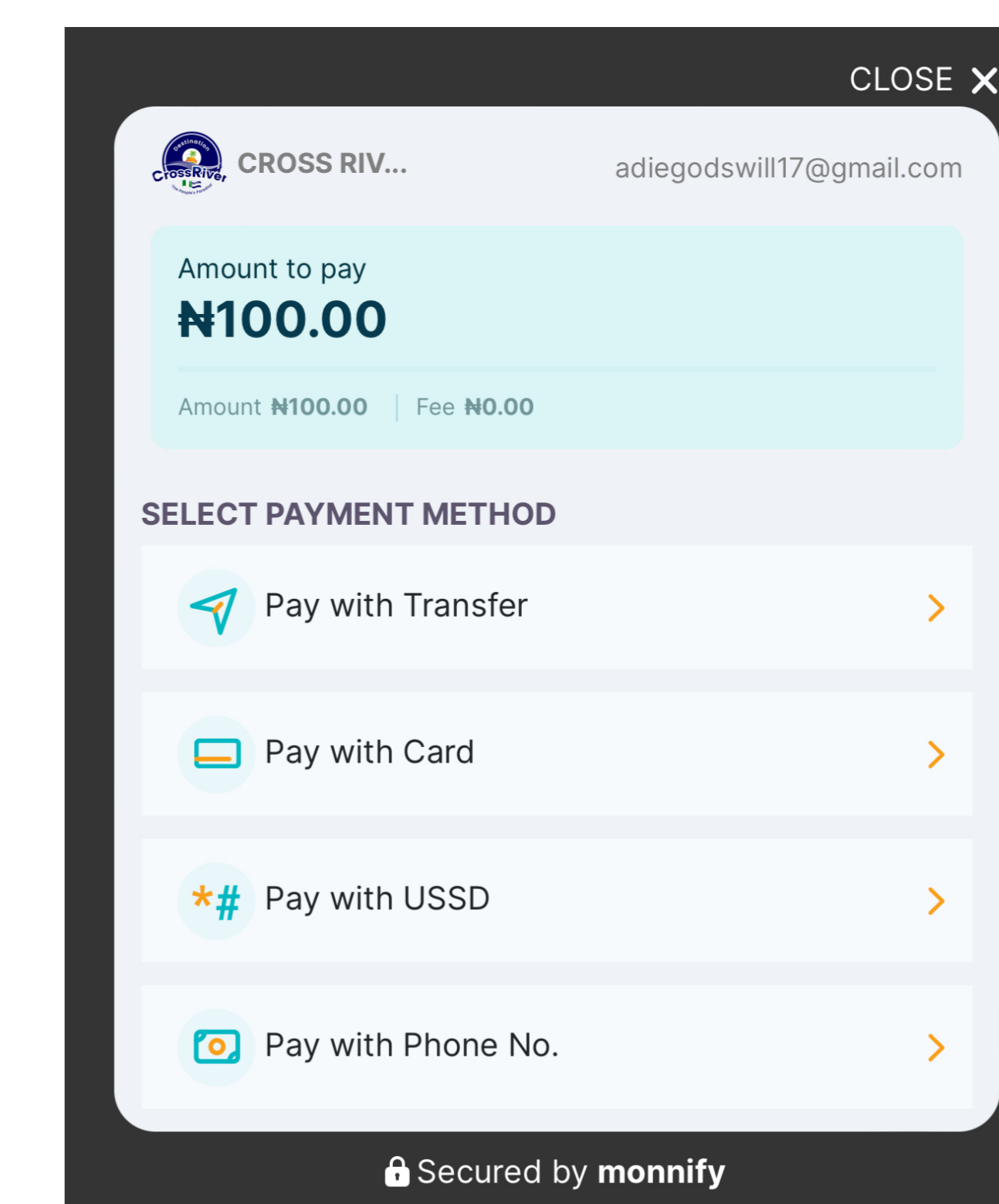
### A. PAY THROUGH YOUR LOGIN PROFILE

- Go to [crossriverpay.com](http://crossriverpay.com) and Login into your profile (INDIVIDUAL OR CORPORATE)
- From the top left, click on the 3 dashes (if you are using a mobile device) to reveal the list of menus, then Click on “Make Payment”.



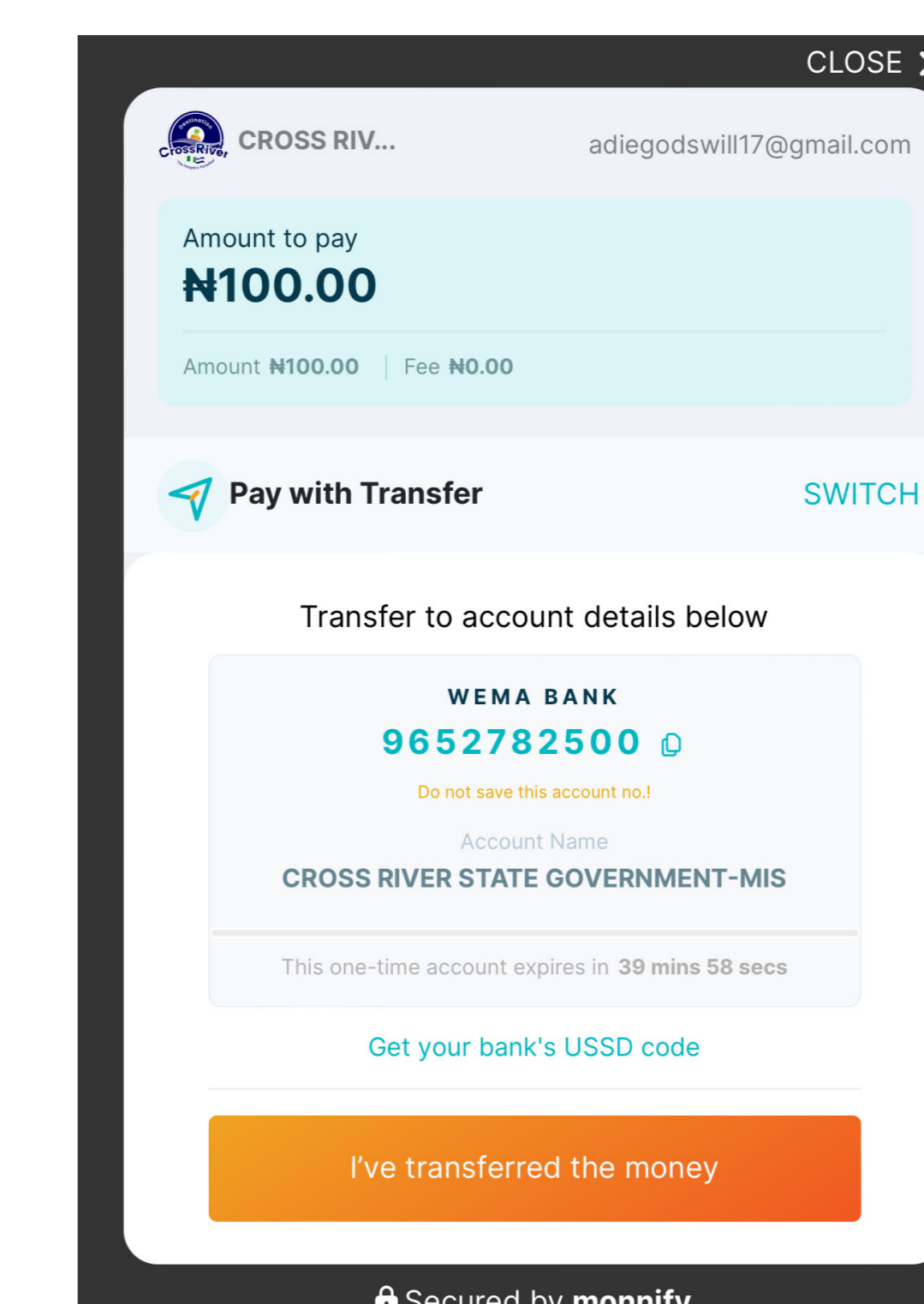
- From the “MDA” field, search and choose the desired MDA were your revenue item is domiciled.
- If you want to choose Cross river state internal revenue service, you should select Internal Revenue Service
- \* Please note\* Do not choose Board of Internal Revenue”
- But if you want to choose an MDA other than the internal revenue

- service, please select from the list of MDAs
- From the “Revenue Head” field, Search and choose your desired revenue head
- From the Revenue Item Field, Search and choose the desired revenue item.
- \*Please note\* not all MDA’s have both Revenue Head and Revenue item, some just have revenue head while some have both revenue and revenue item like in the case of cross river broadcasting corporation that has both revenue head and revenue item.
- Next, in the amount field, enter the amount. \*Please note\* some amounts are fixed and regulated, and such items will have the amount displayed automatically. So go ahead and enter the desired amount. Make sure you include decimals if your assessment goes into decimal fractions.



- From the “Choose Payment Method”, click and choose any of the desired below:
  - Pay online with card/Bank Transfer – Moniepoint Gateway
  - Pay with Payoutlet-Bank Branch – Etranzact payoutlet
  - Pay with Paydirect-Bank Branch-Interswitch-paydirect
  - Click on “Make payment”

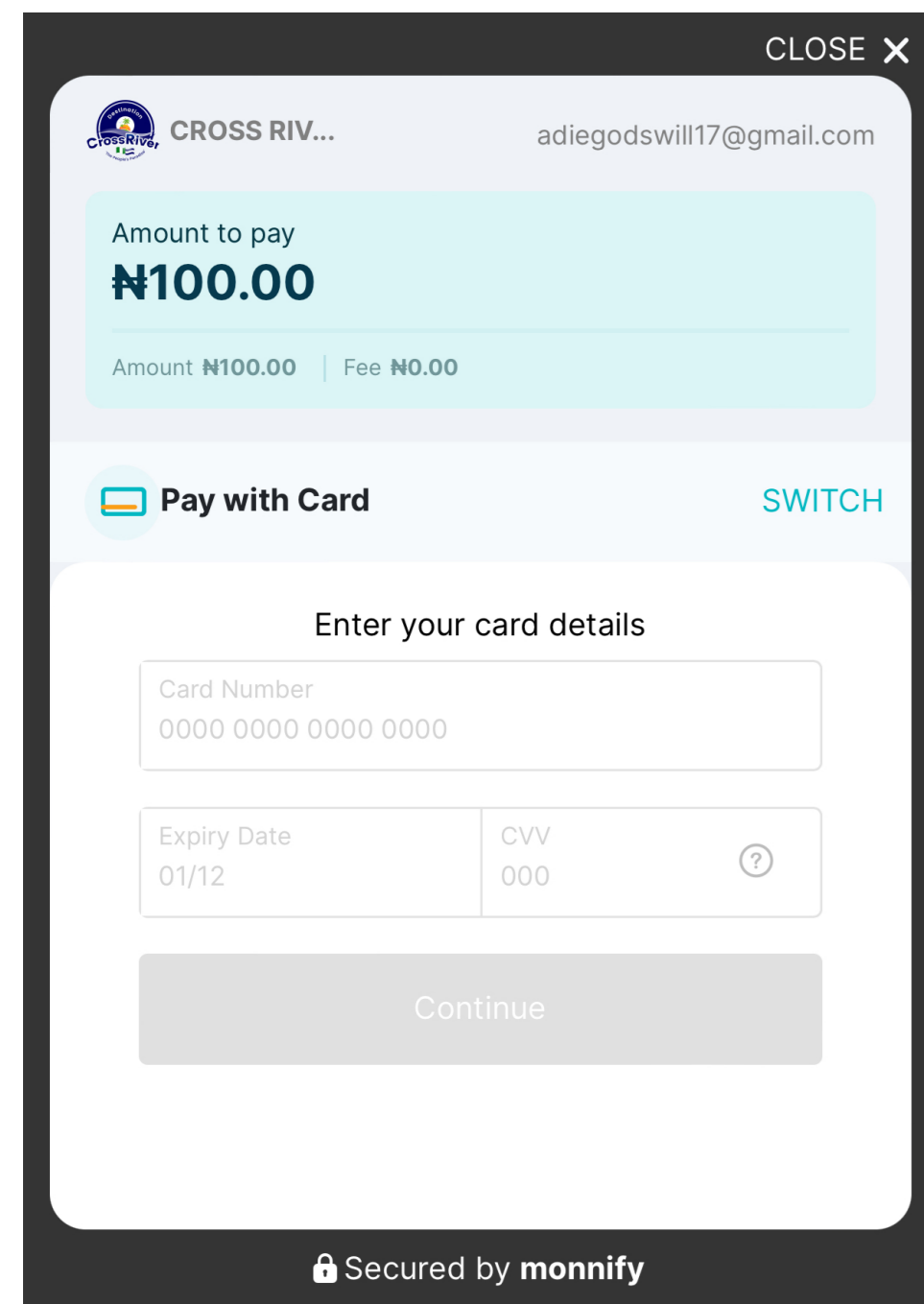
If you choose 1 above, The following Payment methods will be displayed, choose your most preferred method. (Many find “pay with transfer very convenient.”) If you too prefer “Pay with transfer,” then click on it and you will see displayed a virtual account as you see here represented.



Just make the transfer of the exact amount to the virtual account displayed \*Please note\* that, the account that will be displayed is a one-off virtual account, created to receive the exact amount. Once the exact value hits the account, that account ceases to exist and the same time government receives the exact value. That means, don’t use that same account for another transaction. You need to use only what the platform generates for you on each transaction.

Once the transfer is made, please click on “I have transferred the money”. Then, the page will refresh and show you payment status.

However, if you choose the “pay with card” method, then follow as shown below:



- i. Enter correctly your Card details. Please note the CVV is the 3 digits behind your card.
- ii. When done entering all details, click on continue and follow the on screen instructions.

You may choose to explore the remaining two options below. We will love to get your experience with the two options below, if preferable.

1. Pay with USSD
2. Pay with Phone No.

#### **B. PAY BY WALKING INTO ANY RECEIVING BANK**

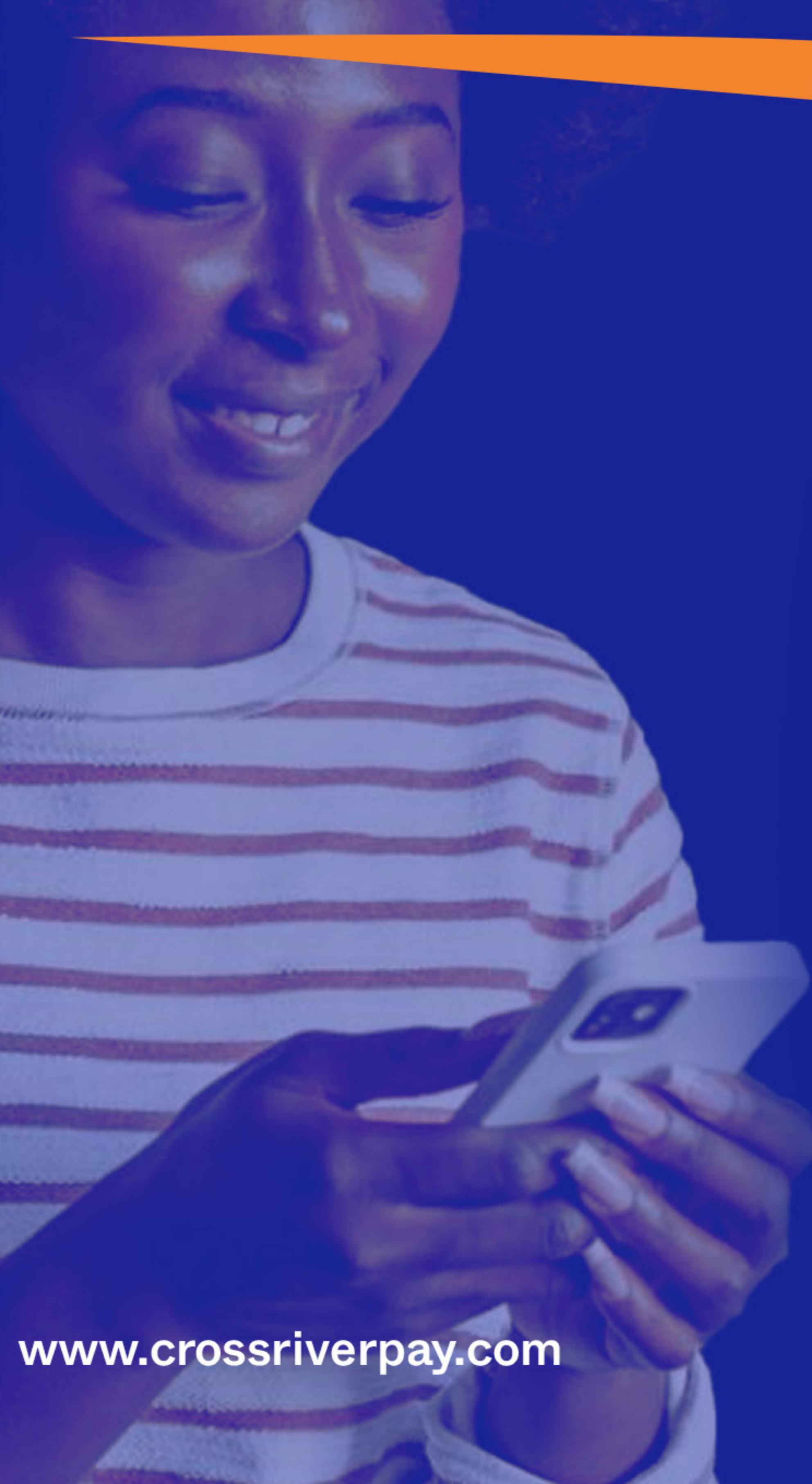
1. Pay with Quickteller/Interswitch(URL)
  - a. Provide TIN
  - b. Revenue item you are paying for
  - c. Revenue code
  - d. If you already have an invoice please provide
2. Pay with Etransact(URL)
  - a. Provide reference
  - b. Etc
3. Pay with Remitta(For Schools Only)

#### **C. FROM THE SELF-SERVICE PORTAL (crossriverpay.com)**

1. Go to crossriverpay.com
2. Click on “Pay Cross River State”
3. Enter your payment reference, TIN, Email or phone number to proceed
4. Your details will pop up for confirmation
5. Click on continue
6. Follow from step A (iii) above to complete payment

**Tax payment has never been this easy.**

# Fullfill your Tax obligations with Crossriverpay.



[www.crossriverpay.com](http://www.crossriverpay.com)

## FAQ

### How to Create TIN & Pay with Cross River Pay.

[www.crossriverpay.com](http://www.crossriverpay.com)



[www.crossriverpay.com](http://www.crossriverpay.com)