USER MANUAL NO. 3

CORPORATE AFFAIRS COMMISSION WEBSITE

HOW TO MAKE PAYMENTS

iDT LABS

A project by iDT Labs

Submitting Payment

Payment Method

CORPORATE AFFAIRS COMMISSION
SIERRA LEONE
doing business with ease...

SERVICES   ABOUT US

Checkout

Payment information

Payment method

○ Africell Money

○ Orange Money

○ PayPal

Country *

Sierra Leone

First name *

Order Summary

1 x	Notice of Change of Accounting Reference Date - Local Notice of Change of Accounting Reference Date	Le0.00

Subtotal

Le0.00

Total

Le0.00

Billing Contact Details

First name *

Last name *

Company

Street address *

City *

Submit

Ensure to fill all the details on the required on the payment process.

Details Confirmation

**CORPORATE AFFAIRS COMMISSION
SIERRA LEONE**
doing business with ease...

SERVICES   ABOUT US ⌄   RESOURCES ⌄   MEDIA ⌄   CONTACT   🔍

Checkout

Contact information

spaul@idtlabs.sl

Payment information (Edit)

Africell Money
Loerem Lorem
Lorem
Lorem
Lorem
Sierra Leone

[Go back]　　　　[Pay And Complete Purchase]

Order Summary

1 x	Notice of Change of Accounting Reference Date - Local Notice of Change of Accounting Reference Date	Le0.00
Subtotal		Le0.00
Total		**Le0.00**

Company Documents

Find all the relevant documents with guidelines on our services

[View]

How can we help you ?

Contact our support center channel

[Contact Us]

Payment Instructions

Checkout

Your order number is 60.

You can view your order on your account page when logged in.

Payment instructions

For your application to be processed you will need to transfer mobile money from your Africell mobile money account to ours.

Please complete the transaction by following these steps:

1. Go to your **"Africell toolkit"**
2. Select **"E voucher"**
3. From the options presented, select **"Transfer to Subscriber"**
4. Enter the "Nickname" CAC in the next screen
5. Enter The "Amount in Leones" in this case (is the amount dynamically generated from the cart?) **250,000**
7. Enter your personal 4 digits PIN eg: 1234
8. Select Ok to confirm the transaction
9. Once your transaction is shown to have succeeded, enter the transaction ID in the box below

Transaction/Confirmation ID:

Complete Payment

Payment Methods

PayPal

This will automatically redirect you to the PayPal website from where you'll login in with your PayPal credentials and complete the payment process.

On successfully completing the process, you'll be redirected back to the website to confirm and complete the process.

Payment Methods

Africell Money

Ensure to follow through the payment instructions on the instruction page

Checkout

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8. Select Ok to confirm the transaction

9. Once your transaction is shown to have succeeded, enter the transaction ID in the box below

Transaction/Confirmation ID:

[   ]

Complete Payment

On completing the payment process from your end, ensure to enter the Transaction/Confirmation ID to complete the process.

Payment Methods

Orange Money

Payment information

Payment method

○ Africell Money

● Orange Money

○ PayPal

Ensure to follow through the payment instructions on the instruction page

Payment instructions

For your application to be processed you will need to transfer mobile money from your Orange mobile money account to ours.

Please complete the transaction by following theses steps:

1. Open the "Orange Simtool kit" it conditional.
2. Tap on "Orange money"
3. Tap on "Send Money"
4. Tap on
   - "Phone Number"
   - "Nickname" eg CAC
   - "Phone book"
5. Enter Phone # eg [+232 78 123456]
6. Enter The "Amount in Leones" (eg. 250,000)
7. Individual enters "personal 4 digits PIN " eg: 1234
8. Enter "Reference" for the transaction eg[mycompany]
9. Tap on OK or Click on OK

Transaction/Confirmation ID:

[   ]

Complete Payment

Go through the payment instructions and ensure to enter the correct "Nickname". Following the instructions on the payment screen, complete the process on your end and enter the unique ID sent by the payment provider on the box underneath the form as indicated below and complete the process.

Transaction/Confirmation ID:

[   ]

Complete Payment

That's it, you just successfully completed the process. Now you'll need to wait for us to contact you on the process.