

# STEPS TO USE THE SELF-SERVICE PORTAL





# Self Service Portal

Learners Permit

Vehicle License Renewal

Visit the link [www.selfservice.eirs.gov.ng](http://www.selfservice.eirs.gov.ng)

Click on the Button Vehicle License Renewal to begin the process



## VEHICLE LICENSING

> **Renewal**

> Print Certificates

### STEPS

- **Click on renewal**
- **Enter the Car Registration No./Plate Number**

## Vehicle License Renewal

**Search Vehicle List**

[Services Home](#)

Enter Reg. Number:

**Search**

# Vehicle License Renewal

## Search Vehicle List

[Services Home](#)

Enter Reg. Number:

[Search](#)

This Screen will appear once the Registration is found in our Database  
Click on Verify to confirm to proceed

## Search Results

RIN	Registration Number	Vehicle Description	Sub Type	Purpose	Action Menu
VINXXXX	REG000EIRS	Toyota Camry 2004 Model	Vehicles - Btw 1.6cc and 2.0cc Standard	Private	<a href="#">Click to Verify</a>



### VEHICLE LICENSING

> Renewal

> Print Certificates

## MOTOR VEHICLE ADMINISTRATION SELF SERVICE PORTAL

Enter Vehicle Number for Verification

[Return to Services Home](#)

Authenticate Vehicle Owner

+234xxxxxxx

Send

Enter OTP

Enter six digit number sent to your phone

Send

- Click on Send to get OTP, on your registered phone number



## VEHICLE LICENSING

> Renewal

> Print Certificates

## MOTOR VEHICLE ADMINISTRATION SELF SERVICE PORTAL

Enter Vehicle Number for Verification

[Return to Services Home](#)

Authenticate Vehicle  
Owner

+234xxxxxxx

Send

OTP has been generated. Please check your  
text message

Enter OTP

914480

Send

**Enter the 6 digits  
Number Sent to your  
Registered Number and  
click Send**

## VEHICLE LICENSING

> Renewal

> Print Certificates

## Vehicle License Renewal

### Vehicle Details << VEH00267783 >>

[Services Home](#)

**Vehicle Reg No:** TEST001XX  
**Vehicle Description:** TESTING VEHICLE  
**VIN:** 3256841256378

**Vehicle Sub Type:** Vehicles - Btw 1.6cc and 2.0cc  
Standard  
**Vehicle Purpose:** Private  
**Registration LGA:** Ovia North East

### Tax Payer Details << IND00709298 >>

**Tax Payer Type:** Individual  
**Tax Payer Number:** +234xxxxxxxx  
**Tax Office:**

**Tax Payer Name:** Esteemed Taxpayer  
**Tax Payer Address:** Edo State Internal Revenue Service,  
Benin City Edo State  
**Email:**

[info@eirs.gov.ng](mailto:info@eirs.gov.ng)

### Insurance Status

- Input your Correct Email Address and click on proceed.
- Ensure that all details about vehicle and personal information are correct before you proceed.

[Proceed](#)



## VEHICLE LICENSING

> Renewal

> Print Certificates

Welcome Back << User >>

Vehicle Reg Number

TEST001XX

**GENERATE BILL For PAYMENT**

- Click on **Generate Bill for Payment** to get your unique Reference Number.





## VEHICLE LICENSING

> Renewal

> Print Certificates

Welcome Back << User >>

Assesment Generated Successfully!

[View Bill](#)

- Click on View Bill to get your unique Reference Number.

Vehicle Reg Number

TEST002XX

[GENERATE BILL For PAYMENT](#)

## VEHICLE LICENSING

> Renewal

> Print Certificates

## Vehicle License Renewal

### Record Details

Bill Type	Assessment
Date	27-Apr-2023
Tax Payer Type	Individual
Tax Payer Name	Esteemed Taxpayer
Due Date	2023-05-27T09:51:52.707

RENEWAL

- For this Test, the unique reference number is **AB761216**
- Click on **Pay** to make payment

Reference **AB761216** Status: Assessed

**VRAR185-23 - Vehicle License - Vehicles - Btw 1.6cc and 2.0cc  
Standard - Private Renewal**

Tax Year: 2023

Total Amount	₪3,750.00
Total Paid	₪0.00
Outstanding	₪3,750.00

**Pay**

# Webpay Portal

## Pay an Assessment Bill or an MDA Service Bill

If you have received a notification of assessment or a service bill, please click below to proceed to pay.

Proceed

## Pay for MDA Services and Taxes

You can make a payment against a named tax or government service. Start by selecting the applicable options, click to proceed.

Proceed

- Choose the first option (Pay an Assessment Bill or MDA Service Bill) by clicking on the Proceed Button

Bill Ref or RIN

AB761216

**Tax Payer**

RIN	Taxpayer Name	Phone Number
IND00709298	Esteemed Taxpayer	8027934789

**Bill Reference - AB761216**

\* Uncheck or check items to pay

Agency Name	Revenue Stream Name	Revenue Sub-Stream Name	Payment Status	Amount
Edo Internal Revenue Service	<input checked="" type="checkbox"/> Vehicle License	Number Plate	Due	0
Edo Internal Revenue Service	<input checked="" type="checkbox"/> Vehicle License	Registration GMR	Due	0
Edo Internal Revenue Service	<input checked="" type="checkbox"/> Vehicle License	Hand Book	Due	0
Edo Internal Revenue Service	<input checked="" type="checkbox"/> Vehicle License	POC	Due	0
Edo Internal Revenue Service	<input checked="" type="checkbox"/> Vehicle License	Vehicle License	Due	2500
Edo Internal Revenue Service	<input checked="" type="checkbox"/> Vehicle License	Testing Form	Due	1250
Edo Internal Revenue Service	<input checked="" type="checkbox"/> Vehicle License	Hackney Stage Carriage	Due	0

Sub Total: N 3,750

Total Amount: N 3,750

**Pay Now**



Esteemed Taxpayer

NGN 3,750.00



### Pay with Card

Verve, Visa, Mastercard, discover and Amex cards are all accepted



### Pay with Quickteller

Login to your quickteller wallet to get access to your saved cards.



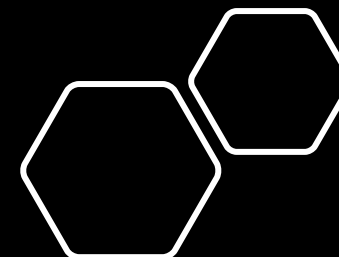
### Pay with Bank Transfer

Make a transfer directly from your bank account to complete a transaction



### Pay with USSD

Dial a USSD string from any of 17+ banks to complete a transaction



Choose your Preferred Payment option and proceed with Payment

## Print Certificates

---

### Search Bill Reference

---

Bill Reference:

Reg Number:

- **Once payment has been Made you can Proceed to print your vehicle papers.**

## VEHICLE LICENSING

- > Renewal
- > Print Certificates

### Print Certificates

#### Certificate List

Tax Payer	Service	Asset Name	Amount	Action
Esteemed Taxpayer	Vehicle License - Vehicles - Btw 1.6cc and 2.0cc Standard - Private - Vehicle License Renewal	TESTING VEHICLE	2,500.00	<a href="#">Print Vehicle License</a>
Esteemed Taxpayer	Testing Form - Vehicles - Btw 1.6cc and 2.0cc Standard - Private - Vehicle License Renewal	TESTING VEHICLE	1,250.00	<a href="#">Print Testing Form</a>

- **Once payment has been Made you can Proceed to print your vehicle papers.**