FAAN

REMITA PAYMENT PROCESS AND PROCEDURES
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**Process 1:** *PAYMENTS with RRR (Remita Retrieval Reference)*

1) Launch Remita platform [www.remita.net](http://www.remita.net).

2) Select “Pay an Invoice” icon.

3) Input **RRR number**.

4) Click on Submit.

5) System displays an interface of invoice details (*Amount Payable, Beneficiary*) for the RRR number.

6) Select payment channel and proceed to make payment.
Process 2: **PAYMENTS without RRR (Remita Retrieval Reference)**

1) Launch Remita platform [www.remita.net](http://www.remita.net).

2) Select “**Pay FGN and State TSA**” icon.

3) System displays an interface for FAAN payment.

4) Select “Federal Government of Nigeria”

5) Select MDA as “Federal Airport Authority of Nigeria”

6) Select Name of Service/Purpose.

7) Input “**Invoice Number**” generated from BDA.

8) System returns **Amount Invoiced** of invoice number inputted.

*(Exception: In a case were RRR number already exist, system returns the RRR number. Proceed to make payment with that RRR number as Process 1 above).*

9) Input “**Payer's Full Name**”, “**Payers Email**”, “**Payers Phone**”.

10) Select “**Proceed to Payment**”
Process 3: **PART-PAYMENTS PROCESS with RRR**

1) Launch Remita platform [www.remita.net](http://www.remita.net).

2) Select **“Pay the Biller”** icon.

3) Select **“Pay E-Invoice”** icon at the top of the page.

4) Input **RRR number**.

5) Click on Submit.

6) System displays an interface of invoice details (**Amount Payable, Beneficiary**) for the RRR number.

7) Input **“Amount to be part-paid”** in the Amount to pay field.

8) Select payment channel and proceed to make payment.
Process 4: PART-PAYMENT PROCESS WITHOUT RRR (WITH INVOICE NO.)

1) Launch Remita platform www.remita.net.
2) Select “Pay FGN and State TSA” icon.
3) System displays an interface for FAAN payment.
4) Select “Federal Government of Nigeria”
5) Select MDA as “Federal Airport Authority of Nigeria”
6) Select Name of Service/Purpose.
7) Input “Invoice Number” generated from BDA.
8) System returns Amount Invoiced of invoice number inputted.
9) Input “Amount to be part-paid” in the Amount to pay field.
10) Input “Payer's Full Name”, “Payers Email”, “Payers Phone”.
11) Select “Proceed to Payment”