

# STEP BY STEP GUIDE ON HOW TO REGISTER ON eCITIBIZ FOR PUR - RECERTIFICATION

## HOW TO APPLY:

### [PART ONE] For Users with Existing Business-Expatriate Quota Account on eCITIBIZ

1. Login to your registered **Business-Expatriate Quota** account on [www.ecitibiz.interior.gov.ng](http://www.ecitibiz.interior.gov.ng)
2. Navigate to the top right of the page and click on **PUR Re-Certification** Link
3. A **Pop-up** will be displayed (Please read Pop-up content carefully).
4. Click on the **PROCEED** button
5. The Registration page will come up for you to fill.
6. A Preview of the Registration page will be displayed for you to confirm inputs.
7. Click on the **Back** button if you want to make changes **OR** Click on the **Proceed** button to continue.
8. Click on the **REGISTER** button
9. The **PUR Re-Certification form** will now be available for you to enter all the required fields.
10. Click on **Proceed to Payment** button.
11. Click **Pay Online** or **Bank or POS** to make payment.

### [PART TWO] For Users without Existing Business-Expatriate Quota Account on eCITIBIZ

1. On your browser type [www.ecitibiz.interior.gov.ng](http://www.ecitibiz.interior.gov.ng)
2. Navigate to the top right of the page and click on **PUR Re-Certification** Link
3. A **Pop-up** will be displayed (Please read Pop-up content carefully).
4. Click on the **PROCEED** button
5. The Registration page will come up for you to fill.
6. Click on the **Register** button
7. A Preview of the Registration page will be displayed for you to confirm inputs.
8. Click on the **Back** button if you want to make changes **OR** Click on the **Proceed** button to continue.
9. The **PUR Re-Certification form** will now be available for you to enter all the required fields.
10. Click on **Proceed to Payment** button.
11. Click **Pay Online** or **Bank or POS** to make payment.

