

## WITHHOLDING TAX USER'S MANUAL

# Withholding Tax

### WEBSITE

https://wht.abia.tax/

#### **USER LOGIN**

The user is the tax payer. He is the one whose withholding tax is withheld for. An agent or sub agent can also be a user. To register as a User, Select the "User Signup" and the fill the registration form. An authentication code is sent to the email and phone provided to authenticate your account. WHT

	User Registrati
First Name	* Last Name
АСНА	Esther
Other Name	* Email
saxy	✓ ezekielchinaza57@gmail.com
Phone Number	* Address
09135354838	No 3 Abam street
City	*Select a State
umuahiaS	ABIA
Password	* Confirm Password
Password	* Confirm Password  Create User
Password	* Confirm Password  Create User PAGE WHTAX Email Verification
Password	Confirm Password   Create User  PAGE  WHTAX  Email Verification

Click to Re-send Code

#### **USER'S MANUAL**

Enter the email address and password provided. This takes you to your account authentication page. Enter the code sent to your email and phone number and verify.

Click on Re-send if you didn't get the authentication code on registration.

#### USER DASHBOARD

The dashboard presents monthly amounts and counts for each withholding tax item. It also includes percentage collections by category, total annual collections, and total gross collections, all displayed through tables and graphs. The side menu features all accessible menus and sub-menus according to the User's permissions.

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DASHBOARD	Welcome CHIDIADI OPOKO		
<ul> <li>Dashboard</li> <li>□ Credit Note ✓</li> </ul>	WHT - RENT - MTD       WHT - CONTRACT       WHT - ROYALTIES - MTD         NGN 0       COUNT - 0       COUNT - 0         COUNT - 0       COUNT - 0       COUNT - 0         Pie Chart - Pecentage of collections by categories MTD       Bar Chart - Total Collection	WHT - COMMISSION - MTD NGN 0 COUNT - 0	WHT - BUILDING CONSTRUCTION - NGN 0 COUNT - 0
	CLAIM CREDIT NOTES		

To validate the credit note, select the state and input the individual ABSSIN. Click on "validate," and the system will send a four-digit verification code to the company's registered email or phone number.

#### **USER'S MANUAL**

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DASHBOARD	Welcome CHIDIADI OPOKO		
Dashboard	Validate State		
🗅 Credit Note 🗸 🗸			
🖂 Validate State	Select State* Abia 🗸		
i≡ List Credit Notes	ABSSIN*		
	Validate State		

At successful validation, it redirects to the "List Credit Notes" page

#### LIST CREDIT NOTES

This shows the list of the user's credit notes that has been claimed but in the situation below there's no record because there's no credit record to be claimed.

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DASHBOARD	Welcome CHIDIADI OPOKO			
Dashboard	List Of Credit Notes			
🗅 Credit Note 🗸 🗸				
☑ Validate State :≡ List Credit Notes	*Select an Item Royalties 🖌 List Credits			
	S/N Month & Item & Gross Amount & WHT & Date Uploaded &	Date Paid 🗘	Action 🗘	
	« » 10 <b>~</b> Go to	No results found	(0 total records)	