

# THE CHARTERED INSTITUTE OF TAXATION OF NIGERIA

ESTABLISHED IN 1982 AND CHARTERED BY ACT NO 76 OF 1992 (CAP C10 LFN 2004)

## CITN e-Operations

### ANY ISSUES? DO IT YOURSELF

**([www.citn.org](http://www.citn.org))**

- **HOW TO LOGIN AND UPDATE PROFILE.**

- Log on to [www.citn.org](http://www.citn.org)
- Go to “member login”
- Log in with username/membership no/e-mail address and password.
- Click on my “profile”
- Click on “edit profile”.

**NB: KINDLY CLICK ON “SAVE CHANGES AFTER EDITING”.**

- **RESET OF PASSWORD.**

- Log on to [www.citn.org](http://www.citn.org)
- Go to member login
- Log in with username/membership no/e-mail address
- Click on “Forgot password”, you will prompted to type in your e-mail address
- Type in your e-mail address and click “send confirmation”.
- Go to your e-mail (inbox or spam) to reset your password.

- **CHECK YOUR SUBSCRIPTION OUTSTANDING IN YOUR PROFILE**

- Log on to [www.citn.org](http://www.citn.org)
- Go to “member login”
- Log in with username/membership no/e-mail address and password.
- Click on “RENEW” button to generate your bill

**N.B: If RENEW not available, it means you are up to date with your subscription.**

- **SUBSCRIPTION PAYMENT.**

- Log on to [www.citn.org](http://www.citn.org)
- Go to “member login”
- Log in with username/membership no/e-mail address and password.
- Click on “RENEW” button to generate your bill
- Click on “Proceed to Payment” to generate your reference code.
- Pay online via Globalpay OR pay to the Institutes’ First Bank Account - 2011351834 and scan your teller with the reference code to [finance@citn.org](mailto:finance@citn.org).

- **HOW TO APPROVE APPLICATION AS A REFEREE**
  - Log on to [www.citn.org](http://www.citn.org)
  - Go to “member login”
  - Log in with username/membership no/e-mail address and password.
  - Click on “MyNotifications”
  - Click on “Approve Request” and approve
  
- **FELLOW APPLICATION.**
  - Log on to [www.citn.org](http://www.citn.org)
  - Go to “member login”
  - Log in with username/membership no/e-mail address and password.
  - Click on “My membership” on your profile
  - Click on “apply for fellow” on the right hand side, fill the form and download the “District Form”. **NB: The District form must be completed and signed by the Institutes’ District Chairman and be scanned into your profile.**
  - Click on Proceed to Payment to generate your reference code.
  - Pay online via Globalpay OR pay to the Institutes’ UBA Bank Account - 1005809652 and scan your teller with the reference code to [membership@citn.org](mailto:membership@citn.org).
  
- **INDUCTION APPLICATION FOR GRADUATE STUDENTS.**
  - Log on to [www.citn.org](http://www.citn.org)
  - Go to member login
  - Log in with username/membership no/e-mail address and password.
  - Click on “My membership” on your profile
  - Click on “apply for induction” on the right hand side and fill the form
  - Click on Proceed to Payment to generate your reference code.
  - Proceed to pay online via Globalpay OR pay to the Institutes’ UBA Bank Account - 1005809652 and scan your teller to [membership@citn.org](mailto:membership@citn.org).
  
- **INDUCTION APPLICATION FOR DIRECT MEMBER APPLICANTS.**
  - Log on to [www.citn.org](http://www.citn.org)
  - Go to member login
  - Log in with username/membership no/e-mail address and password.
  - Click on “apply for induction” and agree to the terms
  - Click on Proceed to Payment to generate your reference code.
  - Proceed to pay online via Globalpay OR pay to the Institutes’ UBA Bank Account - 1005809652 and scan your teller to [membership@citn.org](mailto:membership@citn.org).
  
- **PRACTISING LICENSE APPLICATION.**
  - Log on to [www.citn.org](http://www.citn.org)
  - Go to member login

- Log in with username/membership no/e-mail address and password.
  - Click on “My membership” on your profile
  - Click on “apply for practicing license” on the right hand side, fill the form and download the “District Form”. **NB: The District form must be completed and signed by the Institutes’ District Chairman and be scanned into your profile.**
  - Click on Proceed to Payment to generate your reference code.
  - Pay online via Globalpay OR pay to the Institutes’ UBA Bank Account - 1005809652 and scan your teller with the reference code to [finance@citn.org](mailto:finance@citn.org).
- **STUDENT’S EXAMINATION APPLICATION.**
    - Log on to [www.citn.org](http://www.citn.org)
    - Go to member login
    - Log in with username/membership no/e-mail address and password.
    - Click on “My membership” on your profile
    - Click on “apply for examination” on the right hand side and fill the form
    - Click on Proceed to Payment to generate your reference code.
    - Pay online via Globalpay OR pay to the Institutes’ Zenith Bank Account - 1010147149 and scan your teller with the reference code to [finance@citn.org](mailto:finance@citn.org).
- **HOW TO VIEW PAYMENT HISTORY**
    - Log on to [www.citn.org](http://www.citn.org)
    - Go to member login
    - Log in with username/membership no/e-mail address and password.
    - Click on MyCITN
    - Click on “MyMembership”
    - From the right hand side of the page, click on “view payment history”
- **CHECKING OF STUDENT’S RESULT.**
    - Log on to [www.citn.org](http://www.citn.org)
    - Go to member login
    - Log in with username/membership no/e-mail address and password.
    - Click on “My profile”
    - Click on “check exam”
    - Click on “select diet”
    - Click on “proceed to check result”
- **HOW TO REGISTER AS A STUDENT AND DIRECT MEMBERSHIP**
    - Log on to [www.citn.org](http://www.citn.org)
    - Click on Join CITN from the website
    - For student, click on become a professional student
    - For direct member applicants, click on apply for direct membership
    - Fill up the online form

- Ensure that all document uploaded are certified by a financial member of the Institute
  - Ensure that your signature and passport photograph are uploaded appropriately
  - On completion of the form, click on “Proceed to Payment” to generate your reference code.
  - Pay online via Globalpay or pay to the Institutes’ First Bank Account - 2011351834 and scan your teller with the reference code to [finance@citn.org](mailto:finance@citn.org).
  - An email for activation of account will be sent to you. Please check inbox or spam mail
  - Wait for another mail for approval/decline of your registration.
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- **HOW TO UPLOAD SIGNATURE IN PROFILE**
    - Scan your signature on a clear paper
    - Login to your profile page
    - Click on myCITN
    - Click on my membership
    - Click on “Upload Certifiable Document and
    - Upload your Jpg Signature
    - Save

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