

NATIONAL E-INVOICING · TAXPAYER ENABLEMENT

Taxpayer's Manual

Navigating the NRSMB e-Invoice Portal — a step-by-step guide for taxpayers.

VERSION 0.3

Enablement & Onboarding · October 2026

The screenshot displays the **einvoice.nrs.gov.ng** website. The header includes the NRS logo, a search bar, and navigation links for System Developers, Community, Register, and Login. The main content area features a large banner with the text "Build Compliant Solutions with NRS MBS Platform." and a button labeled "Get Enabled for E-invoicing" with a "1" in a circle. A green badge at the bottom left states "Verified on the tax register". A modal window titled "Review and confirm" is open, showing a list of business details for confirmation.

Review and confirm	
Check these details before you submit.	
Business	LTE LIMITED
RC number	14
Business type	Private Limited Company (LTD)
Industry	Mining and quarrying
Sub-industry	Extraction of crude petroleum and natural gas
Industry subset	Extraction of crude petroleum
ERP solution	QuickBooks
Reporting method	Near real time
Aggregate turnover	Medium Scale Taxpayer
Peppol	No

When you confirm, we send an activation link to the email address on the tax register for this business.

[Cancel](#) [Confirm](#)

GETTING READY

Before You Begin

Enablement takes about five minutes if you have these ready.



RC number or company name



Your email registered on the Tax Admin



A director with a valid NIN (only if not on the tax register)



Industry, ERP, Peppol and provider details



Web: latest Edge, Firefox, Chrome or Safari



Mobile: Android or iOS

Your journey

01

Get Enabled

STEPS 1–8 · Register, verify, set your password

p. 3

02

Secure Your Account

STEPS 9–10 · Dashboard and two-factor authentication

p. 9

03

Access Point Providers

STEPS 11–12 · Default provider and permissions

p. 10

04

Team Members

STEPS 13–14 · Invite and remove colleagues

p. 11

05

Go Live

STEPS 15–17 · Prepare your system and start issuing

p. 12

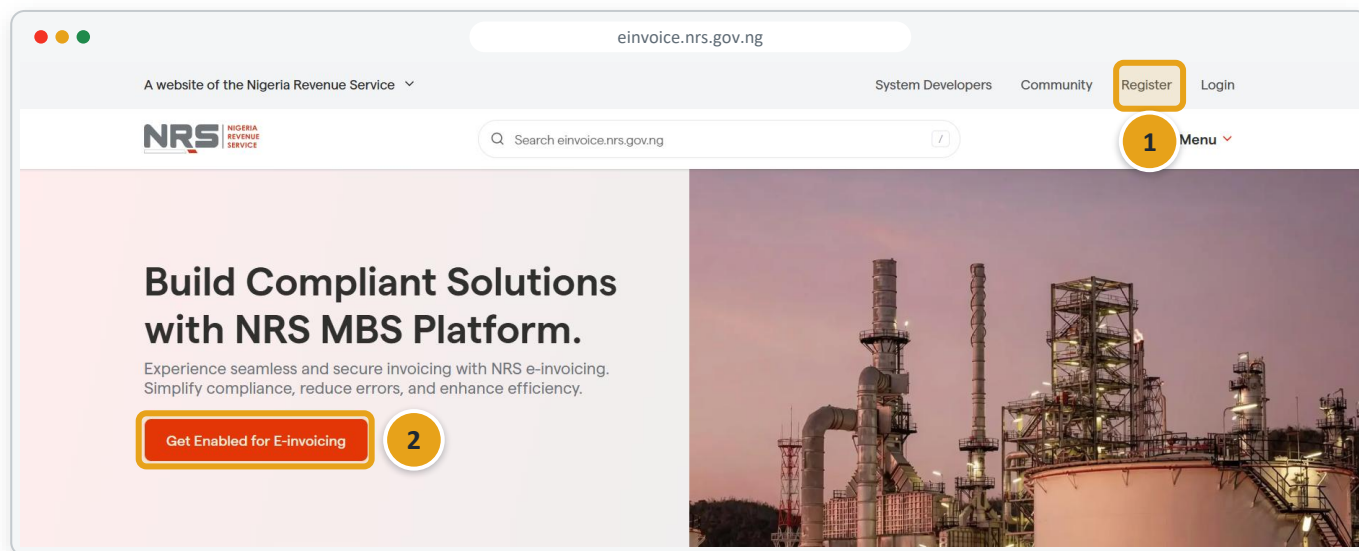
STEPS 1-2

Start Registration

Go to einvoice.nrs.gov.ng.

01

Click Register

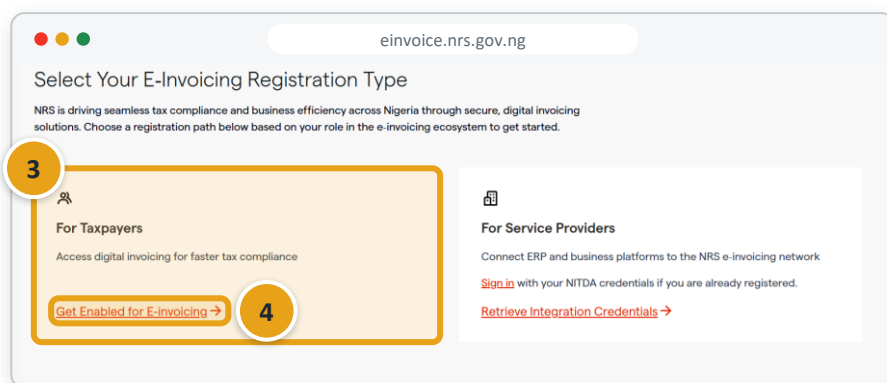


1 Register
top-right of the page

2 Or: Get Enabled for E-invoicing

02

Choose For Taxpayers



3 For Taxpayers

4 Get Enabled for E-invoicing

STEP 3

Find Your Business

Search by RC number or company name.

The screenshot shows a web browser window with the URL `einvoice.nrs.gov.ng`. The page has a progress bar with three steps: 1. Find your business (active), 2. Business details, and 3. Activate your account. Below the progress bar is the title 'E-invoicing Enablement Form'. The main text explains that users must complete the form with accurate business details and that their data will be handled securely. A link to 'Download the User Guide' is provided. A search bar is labeled 'Organization name or RC number *' and contains a placeholder 'Type your RC number, e.g. 216879'. A yellow circle with the number '1' is next to the search bar. Below the search bar, a note states: 'We look your business up on the CAC register as you type. Pick it from the list (or press Enter) and we check it on the tax register for you.'

1 Type your RC number or name

The screenshot shows the search results for the organization 'IS LIMITED'. The search bar contains the text '8-'. Below the search bar, a yellow box displays the search results. The first result is 'IS LIMITED' with the RC number '84' and the company type 'Private Limited Company (LTD)'. A yellow circle with the number '2' is next to the search results box.

2 Select your business from the list

STEP 4

Verify Your Business

The portal checks the NRS tax register for you.



On the register: you're verified

Organization name or RC number *

Q 8/

1

Verified on the tax register. You are enabling IS
LIMITED · Private Limited Company (LTD)

[Not your business? Start again](#)

2

1

Check the name, then continue

2

Wrong business? Start again



Not on the register: use NINAuth

Your Tax ID is not on the NRS taxpayer register yet

Verify your identity with NINAuth to confirm your details and continue with your enrollment.

3

Verify with NINAuth

3

Verify with NINAuth

using a director with a NIN on the incorporation record

STEP 5

Fill In Your Business Details

Choose your industry first — sub-industry and industry subset then appear.

Industry *

Select option

1

Q Search categories... (minimum of 2 charac

2

What ERP solution does your business use? *

Select ERP solution

3

Select reporting method ⓘ

Select reporting method

4

Aggregate Turnover Details (in the preceding financial year) *

Select aggregate turnover

5

Do you need Peppol enabled for cross-border invoice exchange? ⓘ

Select option

6

Review and submit

7

- 1 Industry**
then sub-industry and subset
- 3 ERP solution**
- 5 Aggregate turnover**
for the preceding financial year
- 7 Review and submit**

- 2 Or search categories**
type at least 2 letters
- 4 Reporting method**
- 6 Peppol**
Yes only for cross-border exchange

STEP 6

Review and Confirm

Check every detail before you submit.

Review and confirm

Check these details before you submit.

Business	LTE LIMITED
RC number	14
Business type	Private Limited Company (LTD)
Industry	Mining and quarrying
Sub-industry	Extraction of crude petroleum and natural gas
Industry subset	Extraction of crude petroleum
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When you confirm, we send an activation link to the email address on the tax register for this business.

2

3

Cancel

Confirm

1 Check every detail

2 Cancel to edit

3 Confirm to submit



NOTE

When you confirm, an activation link is sent to the email address on the tax register for your business.

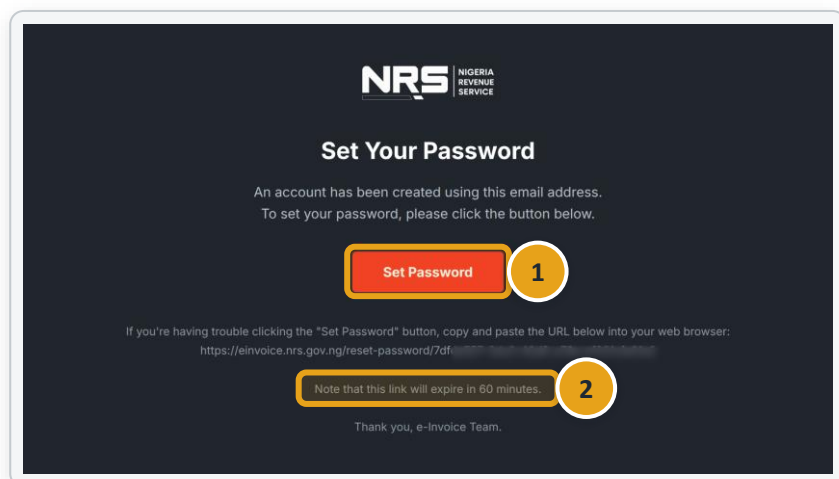
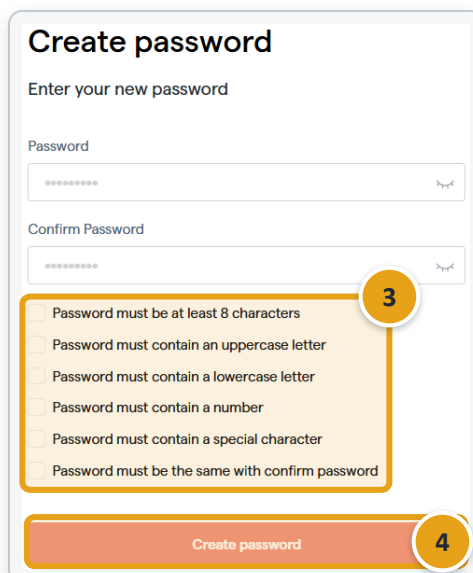
STEPS 7-8

Set Your Password and Log In

Open the activation email. The link expires after 60 minutes.

07

Set your password

1 Click Set Password

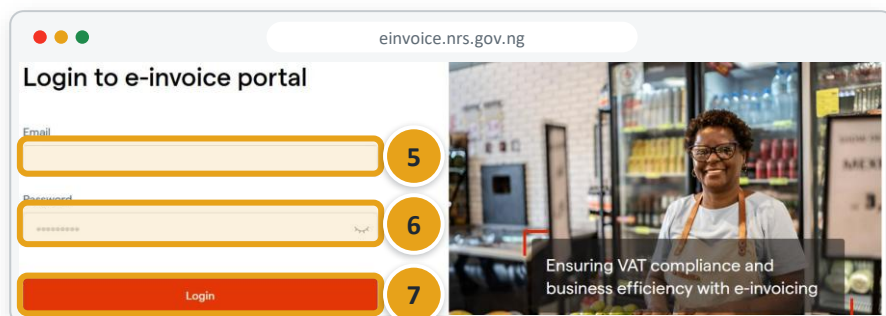
2 Use it within 60 minutes

3 Meet all six rules

4 Click Create password

08

Log in



5 Registered email

6 New password

7 Login



TIP

Forgot your password? Use "Forgot password". Don't register again.

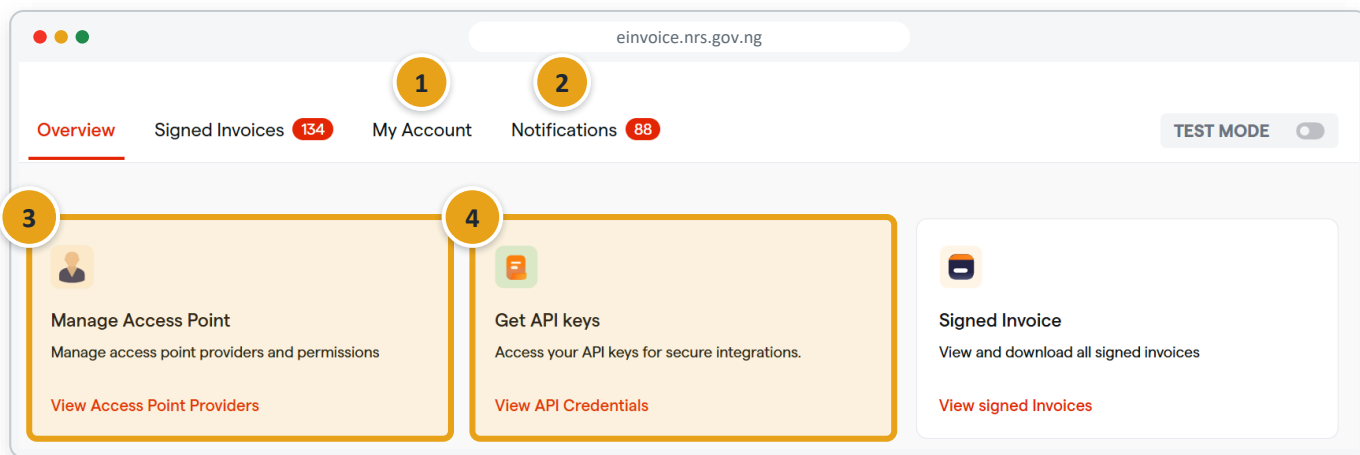
STEPS 9–10

Your Dashboard and Security

Find your way around, then protect your account.

09

Get to know your dashboard



1 My Account
settings, providers, team

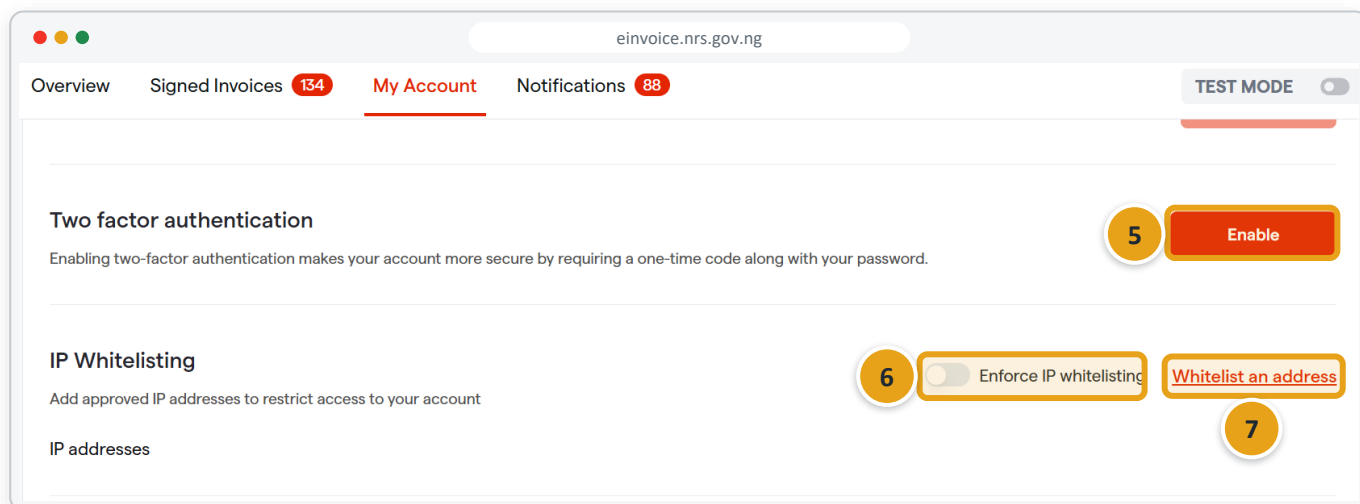
2 Notifications

3 Manage Access Point

4 Get API keys

10

Turn on two-factor authentication



5 Enable 2FA

7 Whitelist IP addresses

6 Then enforce whitelisting

STEPS 11–12

Access Point Providers

Your provider sends invoices for you. You can have more than one.

11 Set your default provider

einvoice.nrs.gov.ng

Overview Signed Invoices **My Account** Compliant and Enquiries Notifications

You have 0 new invoice

General Information System Integrators **Access Points** Integration Team Members

NAME	Default	ACTIVATION DATE	IS PEPPOL SUPPORTED	STATUS
Access Point Provider 1 Default	☒	1st November, 2024. 1:58 pm	No	✓ Enabled Edit
Access Point Provider 2	☐	24th September, 2024. 10:13 am	No	✓ Enabled Edit
Access Point Provider 3	☐	13th September, 2024. 1:14 pm	No	✓ Enabled Edit
Access Point Provider 4	☐	3rd July, 2024. 10:12 pm	No	✓ Enabled Edit

1 My Account › Access Points

2 Toggle Default

3 Edit permissions

12 Set permissions

Access Point Provider 4

Manage Permissions Reset all to default

View Invoice ☐

Submit Invoice ☒

Request Rejection ☐

Block Access Point ☐

Cancel Save changes

4 Switch each permission on or off

5 Save changes



IMPORTANT

Keep “Submit Invoice” on — without it, your provider can't send invoices.

STEPS 13–14

Team Members

Give colleagues their own access, and remove it when needed.

13 Invite a colleague

My Account



Team Members



Add team member

Invite team members

First name*

Last name*

First name

Last name

Email address*

Email Address

Role*

Select option

4

Send invite

1 Name

2 Email

3 Role

4 Send invite

14 Remove access

The screenshot shows the 'Team Members' page with a modal for 'Revoke Access'. The modal contains the text: 'Revoke Access', 'Revoking access for this team member will immediately disable all their E-Invoicing privileges', and buttons for 'Cancel' and 'Revoke Access'. The 'Revoke Access' button is highlighted with a yellow circle labeled '6'. In the background, a table lists team members. One member is highlighted with a yellow circle labeled '5' next to a 'Block' button in the 'ACTION' column.

5 Click Block

6 Revoke Access
Access ends immediately



STEPS 15–17

Go Live

Get your accounting system ready to issue e-invoices.

15

Evaluate your system

Check it against the API Documentation.



16

Choose who configures it

In-house team

OEM (software maker)

NRS-approved Service



17

Complete setup and go live

Start issuing e-invoices.



TIP

Get your API credentials from the “Get API keys” tile on your dashboard.

HELP

Quick Fixes

Common problems and what to do.



Business not in the list



Check the RC number or try the company name.



"Tax ID not on the register"



Verify with NINAuth.



No activation email



Check spam, then contact support.



Link expired



Use "Forgot password", or contact support.



Password rejected



Use "Forgot password". Don't register again.



A colleague has left



Block › Revoke Access.

Still stuck?



e-invoice@nrs.gov.ng



community.nrsmbs.com



einvoice.nrs.gov.ng

DISCLAIMER

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