## PROCEDURE FOR INDUCTION REGISTRATION

1. Kindly make payment either via the pay-direct platform at any commercial bank OR online via www.icanportal.org/professional/paymasters

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA	
Professional Students' Portal Home	Register Log in
Web Payments section	Help/Support Desk Details:
For new payment click here	Email: profilehelpdesk@ican.org.ng; phd@ii:an.org.ng
For ealier payments made using the WEBPAY option on this platform	Telephone: +234-1-2912821; +234-1-2912745
1. Enter the Transaction reference for a particular transaction to see its details, status, re-query failed transaction 2. Enter ALL to see details and status of all WEB payments made (Log in first before using this option. 'Log in' button is on the upper right of this rage)	Office Address: 82, Murtala Mohammed Way, Ebute-Metta, Lagos, Nigeria
Transaction Reference:	
© 2023 - ICAN 🕼 🔝 🌆 🎯	
🖬 IMG-20230120-Vjpg 🔨 🔒 MEMBERS ID CARzip 🔿	Show all X
To make a new payment via the online platform,	
Click here, Select Professional induction fee as	
The ITEM description.	
After payment, enter the 20-digit transaction	
Reference number	

- Click on Details to the extreme right to view payment details and proceed to registration OR print receipt for reference purposes. This would generate the PIN and SNO
- **3.** For payments made via pay-direct, please proceed to <u>www.icanonline-ngr.com/paydirect</u> OR <u>www.icanonline-ngr.com/quickteller</u> to generate the PIN and serial number.
- Send the link <u>https://www.icanportal.org/members/Account/Login?ReturnUrl=/members/attestations</u> to your supervisor
- 5. Proceed to register via https://www.icanportal.org/professional/Inductions
- **6.** Enter your PIN, Serial no, registration number and referee details (Please confirm your referee details before inputting)
- 7. Fill the form and submit. Kindly fill all fields marked as required.

- 8. Upload your relevant credentials i.e. NYSC, BSc, Employment letter, etc
- 9. Send the generated link to one of your referees to certify.
- **10.** Your form is successfully submitted when it changes to "Completed Membership application form" N.B: Inductees with outstanding subscription would not be allowed to fill the form.