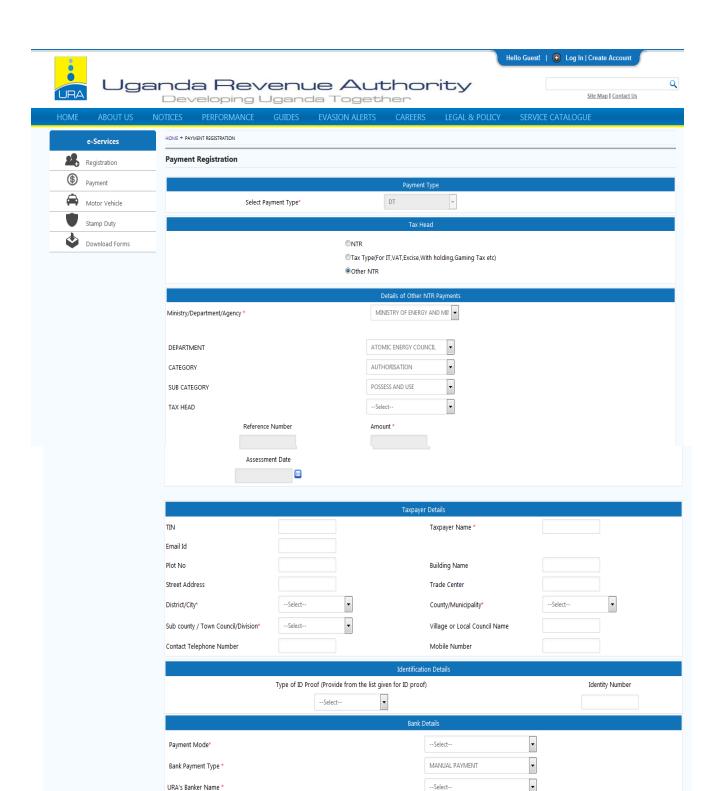# PAYING THROUGH THE URA PORTAL

Step by Step
• Taxpayer registers a payment either at the URA Tax Office, AEC Accounts Office or the URA Web Portal, **http://ura.go.ug** and prints a Payment Registration Slip (PRS) valid for **21 days**.
• Payment Registration Details are automatically sent to the specified bank within 5 minutes
• Taxpayer presents PRS together with corresponding payment instrument to bank teller of the bank declared in the PRS for payment.
• Bank acknowledges taxpayer's payment.
• Payment Transaction Details are automatically sent to URA within 5 minutes. URA will update taxpayer's account and send a confirmation message to AEC and the taxpayer's web portal accounts.

How to register a payment online
1. Visit the URA Web Portal, **http://ura.go.ug**, click **Login** if you have already created an account to provide your login Id and password.

2. After logging in, click the **Payment Registration** link. Most of the information will be automatically populated by the system.

3. If you have not created an account yet, go to e-Services and select **Payment Registration**. If you use the TIN, all the fields will auto-populate otherwise you will fill the details field by field. For people registering for Other Non Tax Revenue **TIN is not mandatory** but they need to fill in their e-Mail Address to get the PRS notification to their e-Mail Address.

4. Enter all the required information such as the **Payment Type** - DT, **Tax Head** - Other NTR, Details of Other NTR Payments: **Ministry/Department/Agency** - MINISTRY OF ENERGY AND MINERAL DEVELOPMENT, **DEPARTMENT** - ATOMIC ENERGY COUNCIL, **CATEGORY** (as provided per invoice) - AUTHORISATION, DOSIMETRY SERVICES, NOTIFICATION, RADIONUCLIDE CONTAMINATION or TRAINING AND SPECIALISED SERVICES, **SUB CATEGORY**, the **Amount** you want to pay, the **Payment Mode**, **Type** and the name of the **Bank** you intend to use. You have an option to use Mobile Money payment for payments below 3 million.
5. Enter the text image provided and then click "**Accept and Register**" to submit.
6. An e-Payment Registration Slip will be generated and a copy sent to your email address. **Print** this Payment Registration Slip. This slip contains a Payment Registration Number, which will be used to validate your registration while making the payment at the bank you specified.

In case, you want to change the bank that you had indicated when registering a payment, you can do this through a Payment Re-Registration.
1. On the URA Web Portal, **http://ura.go.ug**, you can either login to your account or go to e-Services and select **Payment Re-Registration**.
2. Enter the payment registration number and the search code as they appeared on the first registration slip and click the **Submit** button
3. Amend the **Bank** name to the new bank that you desire to make the payment at, click **Accept and Register** then print the new Payment Registration Slip.

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HOME → PAYMENT REGISTRATION

Payment Registration

Payment Type	
Select Payment Type*	DT

Tax Head
○ NTR
○ Tax Type(For IT,VAT,Excise,With holding,Gaming Tax etc)
◉ Other NTR

Details of Other NTR Payments	
Ministry/Department/Agency *	MINISTRY OF ENERGY AND MII
DEPARTMENT	ATOMIC ENERGY COUNCIL
CATEGORY	AUTHORISATION
SUB CATEGORY	POSSESS AND USE
TAX HEAD	--Select--

Reference Number	Amount *

Assessment Date

Taxpayer Details			
TIN		Taxpayer Name *	
Email Id			
Plot No		Building Name	
Street Address		Trade Center	
District/City*	--Select--	County/Municipality*	--Select--
Sub county / Town Council/Division*	--Select--	Village or Local Council Name	
Contact Telephone Number		Mobile Number	

Identification Details	
Type of ID Proof (Provide from the list given for ID proof)	Identity Number
--Select--	

Bank Details	
Payment Mode*	--Select--
Bank Payment Type *	MANUAL PAYMENT
URA's Banker Name *	--Select--

Enter text from Given image *

E c P P 3 Q   (Letters are case sensitive)

Fields marked with * are mandatory

Declaration : I declare that the information given on this application is true and correct and that failure to provide correct information may result in delayed processing or rejection of this application .

Accept and Register   Back