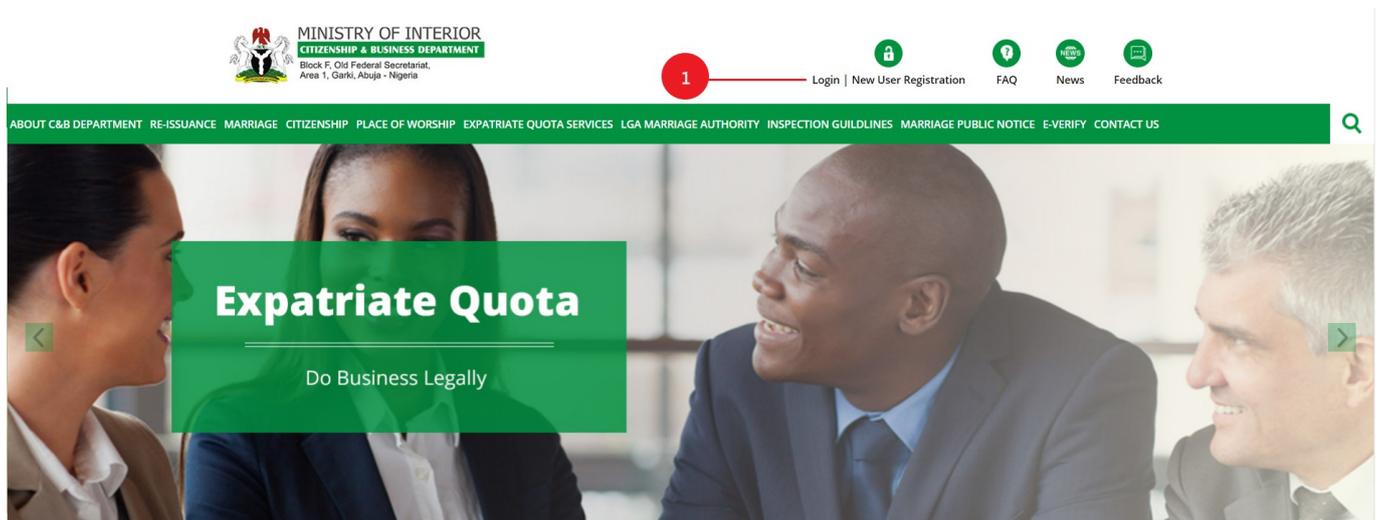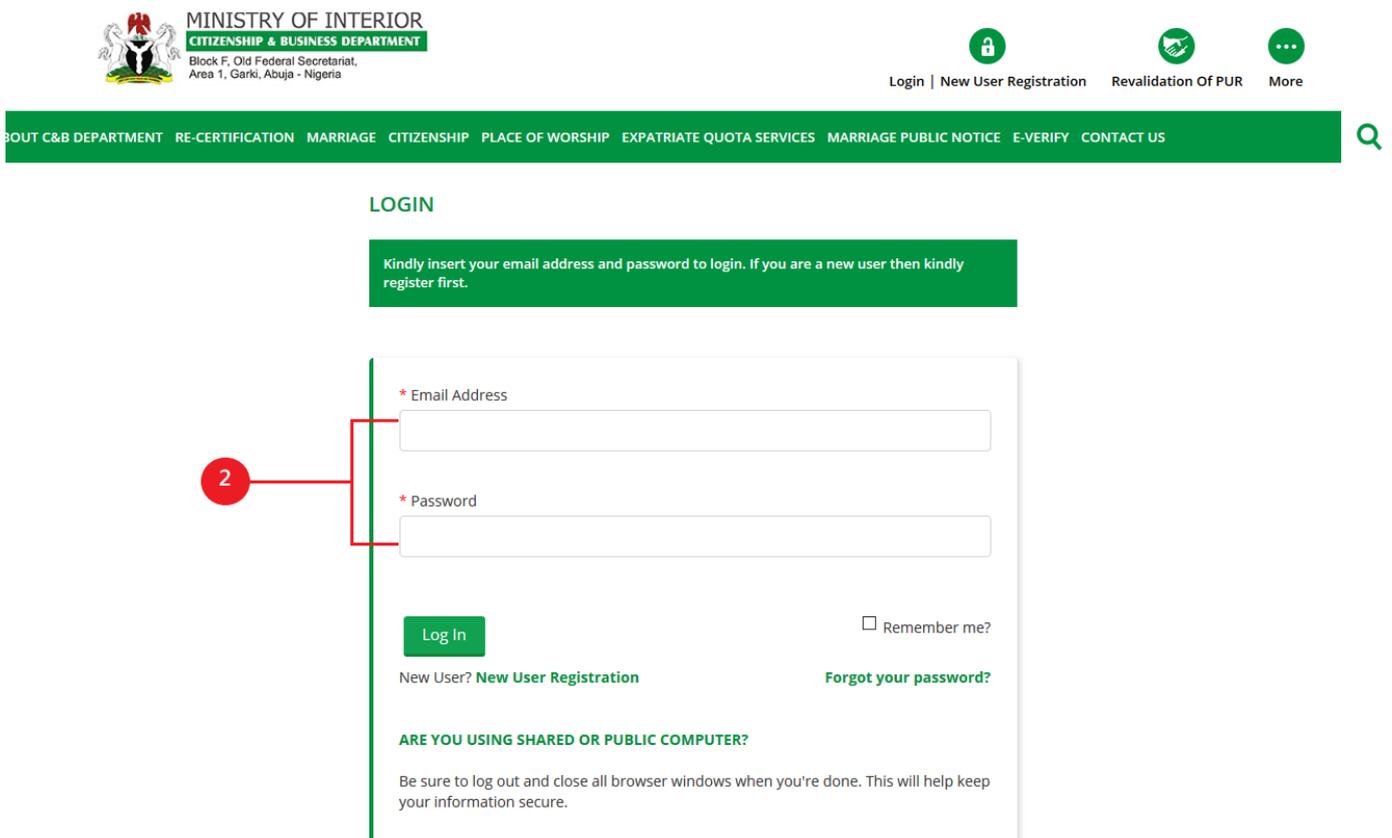# USER GUIDE ON HOW TO SUBMIT EXPATRIATE QUOTA MONTHLY RETURNS

1. Access **ecitibiz.interior.gov.ng** and click **Login** at the top right corner of the home page.

2. Enter your company account login details and click on the **Login** button.

3. Once you are logged into your account, hover over **EXPATRIATE QUOTA** on the navigation bar and click on **Submit Expatiate Quota Returns** from the list of options.

4. On the **Expatiate Quota Returns** page, click and select the **Year**, **Month**, and **Quota Position** and the system will fill all other fields' details automatically.

5. Under the Unutilized/Vacant Slot Section, click on the **USE UNUTILIZED SLOT** button.
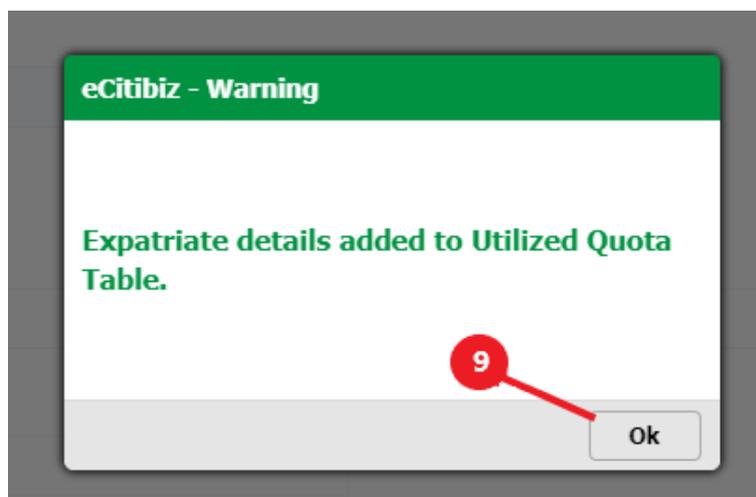
6. On the form displayed, enter the **Details of the Expatriate** utilizing the position and the details of the two **understudies**.

7. If you want to add more understudies, click on the **Add Another Understudy** button.

8. Click on the **Add to List** button to add the details of the expatriate to the **UTILIZED QUOTA TABLE**.

9. Click on the **OK** button to proceed.

10. Repeat the same process in **no. 6, 7, and 8** to add more expatriate details that are utilizing the selected position.

11. On the **UTILIZED QUOTA TABLE**:

   a. Click on the **Remove** button to delete the expatriate details from the table.

   b. Click on the **Update** button to edit the details of the expatriate and the understudies already entered.

12. Once you have finished entering all the utilized slots (details of the expatriates /understudies) for the selected position, under the **UTILIZED QUOTA TABLE** click on the **Next Position** button to move the utilized slot(s) to the **QUOTA RETURNS SUMMARY TABLE**.

13. Click on the **OK** button to proceed.

14. For companies with more than one Quota Position, scroll back to the top of the form and select another **Quota Position** (the system will fill all other fields' details automatically).

   a. Repeat the same process in **no. 6, 7, and 8** to fill in new expatriate and understudy details that are utilizing the position.

   b. Once you have finished entering all the utilized slots (details of the expatriates /understudies) for the selected position, under the **UTILIZED QUOTA TABLE** click on the **Next Position** button to move the utilized slot(s) to the **QUOTA RETURNS SUMMARY TABLE**.
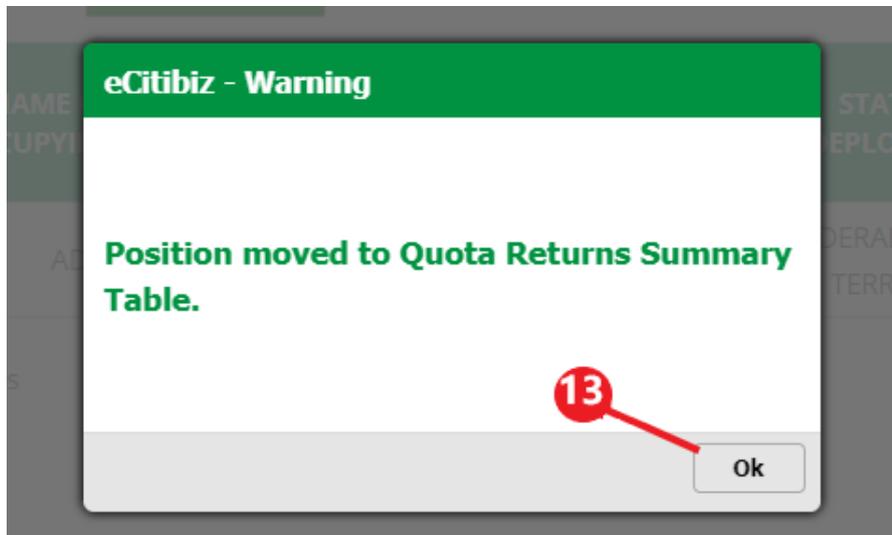
   c. Click on the **OK** button to proceed.

   d. Repeat the same process in **no. 14** to enter the details of the expatriate utilizing the quota positions.

15. On the **QUOTA RETURNS SUMMARY TABLE**:

    a. The **Edit** button is used to edit the details of the expatriates and the understudies (**note:** by clicking this button all the details of the utilized slot(s) entered will be moved back to the **UTILIZED QUOTA TABLE** for you to update the details).

    b. The **Remove** button is used to delete the utilized quota position from the table (**note:** by clicking this button all the expatriate and understudy details entered will be deleted and the position will be marked as unutilized).

    c. Once you are done filling out all the utilized quota positions for the selected month, under the **Quota Returns Summary Table** click on the **Submit** button to submit the monthly returns for the utilized month(s).

16. Repeat the same process to submit for other months.

The End.