



**Revenue  
Services**  
Lesotho

# E-PAYMENT GUIDE

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## **How to Pay Tax Using Revenue Services Lesotho (RSL) E-Payment Platform**

Revenue Services Lesotho (RSL) has introduced E-payment platform that allows clients to process payments seamlessly, in real time basis, from the comfort of their offices, homes or on the go.

The purpose of this guide is to assist you on how to use Revenue Services Lesotho (RSL) e-payment portal to pay Tax in order to meet your tax obligation of completing a client cycle by paying Tax.

**The following steps explain the process that Clients need to follow in order to pay Domestic (Inland) Taxes on RSL e-Payment platform.**

### **Step 1**

1. Visit the RSL website – <http://www.rsl.org.ls>
2. Go to – **E-SERVICES**
3. Go to – e-Payments

Register your profile to get E-tcc login credentials (TIN and password) or use e-tcc credentials if you already have them.

### **Step 2**

Choose the type of payment you are intending to effect - **Domestic (Inland) Taxes**

A list of all tax types a Client has registered for will appear on a screen.

Click "**view**" on the tax type you wish to see the details. Then a list of unpaid assessments for that tax type, with the period, will appear. Then enter any amount you wish to pay then click "**check out**".

### **Step 3**

A pop-up message confirming the amount and the tax type being paid will appear. If you are sure that it is the tax type you wish to pay for and the amount, then click "**continue**". Otherwise click "**cancel**" and restart from step 2.

### **Step 4**

Payment Gateway screen opens and you select the method of payment. Please note that we currently use M-Pesa as our only method of payment through Revenue Services Lesotho (RSL) e-payments Portal.

Choose the Mobile Money (M-Pesa) and follow the instructions provided until payment is completed.

### **Step 5**

A screen showing payment report will be shown and list all the previous transactions made, starting with the latest payment made. You can click "**Options**" to view/print the receipt.

The delivery of the following methods of payment will come at a later stage in phases:

- Mobile Money
- Credit/Debit card
- Internet Banking
- Walk in through commercial banks

Clients need not have a bank account to process payment at the banks. The banking system will be integrated with RSL systems for real time settlement.

**Note:**

Payments can also be made using mobile money currently M-Pesa. Following these steps: Dial \*200# – 1. Mpesa services – 5. Payments – 9. RSL Payments and follow the rest of the steps to pay your taxes).

**The following steps explain the process that Clients need to follow in order to pay Customs Duties on RSL e-Payment platform.**

**Step 1**

1. Visit the RSL website – <http://www.rsl.org.ls>
2. Go to – **E-SERVICES**
3. Go to – e-Payments

Register your profile to get E-tcc login credentials (TIN and password) or use those E-tcc credentials if you already have them.

**Step 2**

Choose a type of payment you are intending to effect - **Customs Duties**

You can search for declaration by first selecting the date range for the declaration you want, then from the list of declarations showing you can select the specific declaration or enter the reference number on the search field.

**NB** you may select multiple declarations to be paid for simultaneously. Then

Click on "**checkout**" and continue to pay for the chosen declaration(s).

**Step 3**

A pop-up message confirming the amount and the declaration being paid will appear. If you are sure that it is the declaration you wish to pay for and the amount, then click "**continue**". Otherwise click "**cancel**" and restart from step 2.

#### Step 4

Payment Gateway screen opens and you select the method of payment. Please note that we currently use M-Pesa as our only method of payment through Revenue Services Lesotho (RSL) e-Payments Portal.

Choose Mobile Money (M-Pesa) and follow the instructions provided until payment is completed.

#### Step 5

A screen showing payment report will be shown and you can click "**Options**" to view/print the receipt. Once a payment has been completed the declaration(s) assessment will no longer appear in the system.

The delivery of the following methods of payment will come at a later stage in phases:

- Mobile Money
- Credit/Debit card
- Internet Banking
- Walk in through commercial banks

Clients need not have a bank account to process payment at the banks. The banking system will be integrated with RSL systems for real time settlement.

#### **Note:**

Payments can also be made using mobile money currently M-Pesa. Following these steps: Dial \*200# – 1. Mpesa services – 5. Payments – 9. RSL Payments and follow the rest of the steps to pay your taxes).

#### **Disclaimer:**

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