

JAFZA Make Deposit & View Payment History User's Manual

Copyright Information

Copyright © 2025 by Dubai Trade. All rights reserved This document and all associated attachments mentioned therein are the intellectual property of Dubai Trade. This document shall be used only by persons authorized by DUBAI TRADE, for the purpose of carrying out their obligations under a specific contract with DUBAI TRADE. Unauthorized copying, printing, disclosure to third party and transmission of this document to any other destination by any media will constitute an unlawful act, attracting appropriate legal actions.

Control Document Notification

This is a controlled document. Unauthorized access, copying, replication and usage for a purpose other than for which this is intended are prohibited. This document is being maintained on electronic media. Any hard copies of it are uncontrolled and may not be the latest version. Ascertain the latest version available with DUBAI TRADE.



Table Designs

DOCUMENT DETAILS

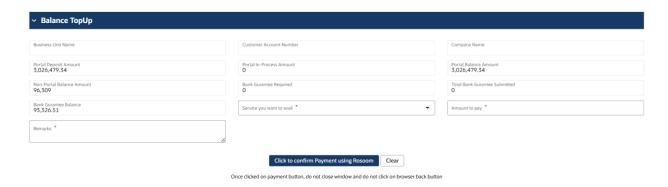
Document Name	Make Deposit & View Payment History
Project Name	
Business Unit	JAFZA
Author(s)	DT Training Dept.
Last Updated Date	3 rd December 2025
Current Version	1.0

This service enables customers to top up or recharge their Portal Deposit, Non-Portal Account, Bank Guarantee and make Booking Deposits payment.

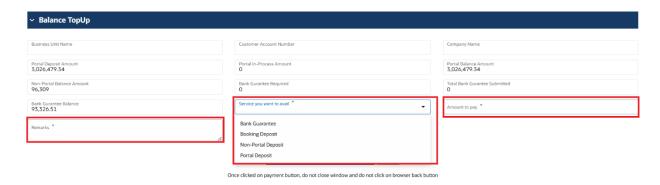
This manual also covers the access to transaction history for all payments.

Process:

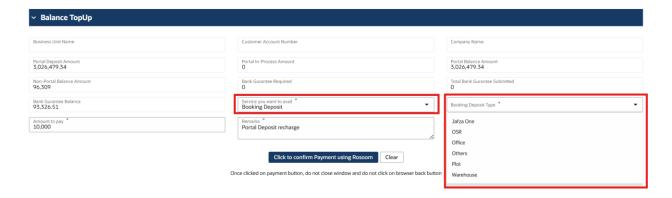
1. The below screen will be displayed.



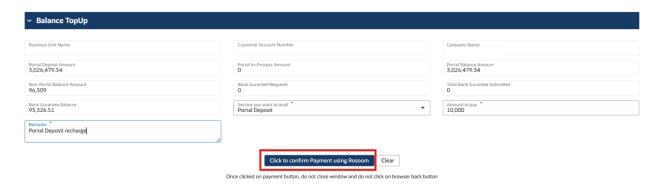
2. Choose the account you wish to top-up or pay, the amount and remarks.



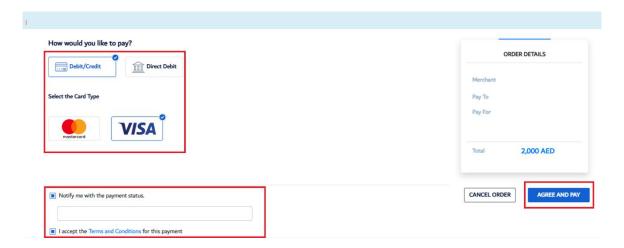
If "Booking Deposit" is selected, the booking deposit type is required to be selected:



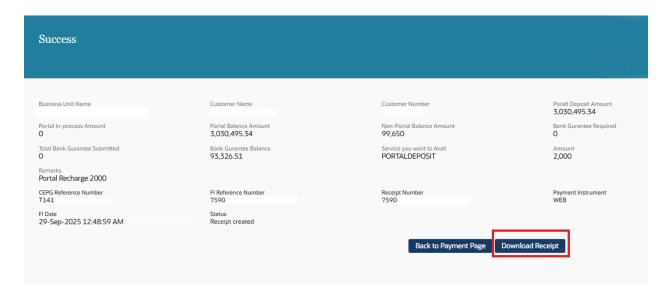
3. Click on "Confirm Payment" to proceed with online payment.



- 4. System will take you to the payment gateway:
 - Choose the payment method and select the card type / bank name.
 - Enter an email address if necessary then accept the terms and conditions
 - Click "Agree and Pay"
 - Complete the payment transaction by entering your card information or bank details.



5. Once the payment is successful, a payment confirmation will be displayed with the option to download and print the receipt or go back to the payment landing page.



Payment History

You may also view the history of all top-ups and recharge through the option *elnvoice Payment* > *View Payment History*.

Use the search parameters to retrieve record. Click the "**download**" icon to view available receipts.

