

DOMESTIC TAXES DEPARTMENT

BUSINESS TRANSFORMATION OFFICE

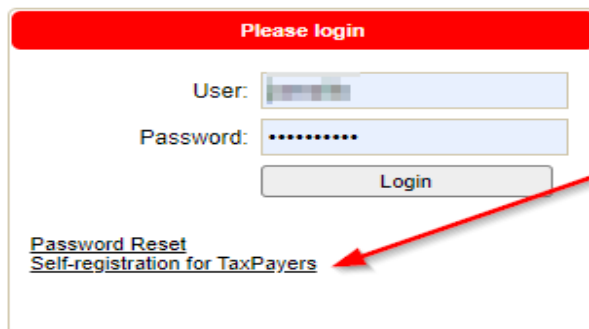
Self-Registration of Taxpayers on EGMS Web Application

Introduction:

This is a new feature on the EGMS web application to allow taxpayers to be able to self register their company and system users into the KRA EGMS system once they obtain Excise License or Import Certificate. Upon registration, their details will be reviewed by a KRA officer and credentials automatically sent via the email provided by the taxpayer during registration. This feature is also integrated with iTax, where some primary details of the taxpayer are extracted from.

Procedure:

1. Access the EGMS system through <https://egms.kra.go.ke> and click on the link *Self-registration for Taxpayers*.

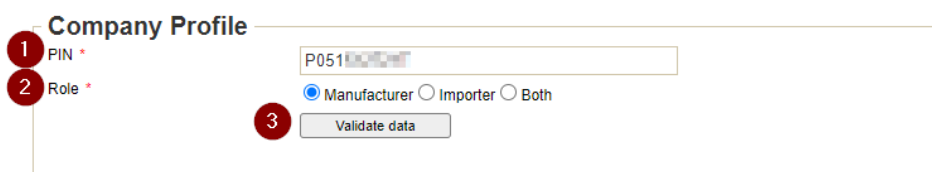


The screenshot shows a login form titled "Please login" with fields for "User:" and "Password:". Below the fields is a "Login" button. At the bottom left, there are two links: "Password Reset" and "Self-registration for TaxPayers". A red arrow points from the right side of the page towards the "Self-registration for TaxPayers" link.

2. This will direct you to a page where you input either the company PIN or personal PIN e.g., P051XXXXXX or A00XXXXXXXX, select the role of your company then click *validate data*.



TaxPayer Self-Registration Form



The screenshot shows the "Company Profile" section of the form. It includes a "1 PIN *" field with the value "P051XXXXXX", a "2 Role *" field with radio buttons for "Manufacturer" (selected), "Importer", and "Both", and a "3 Validate data" button.

Tulipe Ushuru Tujitegemee!

3. If the data is validated via KRA iTax system, the below will pop up and the user will input the details below:

- Tax Station
- Email Address
- Mobile Number

Then add ALL the users that will be accessing the EMGS system to be submitted using their personal pins. The number of additional users is limited to 5

Company Profile

PIN *

Role * Manufacturer Importer Both

Company Name *

Tax Station *

Postal Address *

City/Town *

Physical Address *

Email Address *

Telephone/Mobile No. *

Product Type(s) *

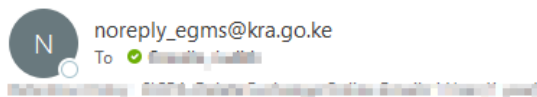
<input type="checkbox"/> Beer	<input type="checkbox"/> Bottled Water
<input type="checkbox"/> Cosmetics	<input type="checkbox"/> Other Tobacco Products
<input type="checkbox"/> Ready to Drink	<input type="checkbox"/> Soft Drinks and Juices
<input type="checkbox"/> Spirits	<input type="checkbox"/> Tobacco
<input type="checkbox"/> Wine	

Web Application Named Accounts

#	First Name	Last Name	Pin	Actions
1	JUMA22	ENNE003	AC	<input type="button" value="edit"/> <input type="button" value="delete"/>

Upon filling the above form, click the Send Request button. The details will be sent to the KRA officer for approval. This will also prompt an email to be sent to the user as well. Sample email below with a reference number.

TaxPayer self-registration

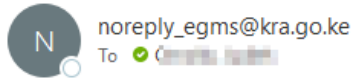


Your request to register a new Taxpayer has been successfully received and saved with reference KRA23XUC7E55A646 Confirmation / rejection mail will be sent after reviewing from EGMS


4. After review of the details submitted to KRA, the taxpayer will be approved/rejected. If the taxpayer is approved, an email will be shared to the taxpayer(s) with the credentials for accessing the EGMS system with temporary password credentials and a link for immediate password reset.

Once the user resets the password, they will be able to access the EGMS system according to the roles selected during the registration process.

Automated Notification: User has been created



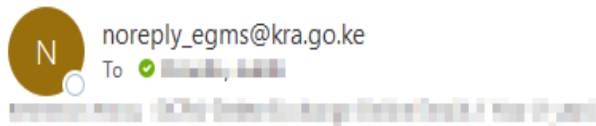
Welcome to KRA EGMS Web Application platform. Your login credentials are below:

- User: P1
- Temporary Password: qjz١٠٠١٠٠٢4

Click [here](#) to set your password.

If the application has been rejected, the applicant will receive the below email notification. The user can reapply in accordance with the comments shared.

TaxPayer self-registration rejected



TaxPayer self-registration with reference KRA23XUEFD46E12E has been rejected.

Reason:

Wrong Email Provided

For any clarifications and facilitation, please contact the EGMS Office on
Tel: 0709013504/0709012649 or **Email: egmshelp@kra.go.ke**.