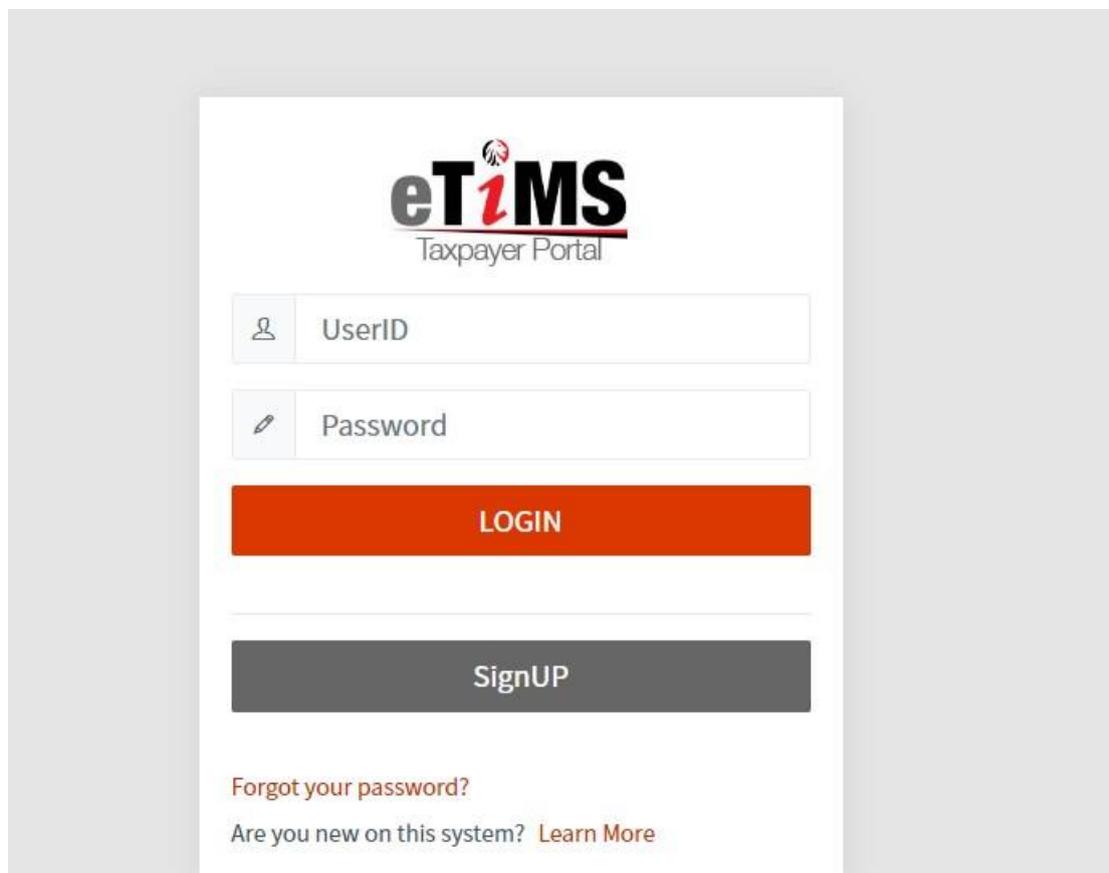


PROCEDURE FOR eTIMS APPLICATION

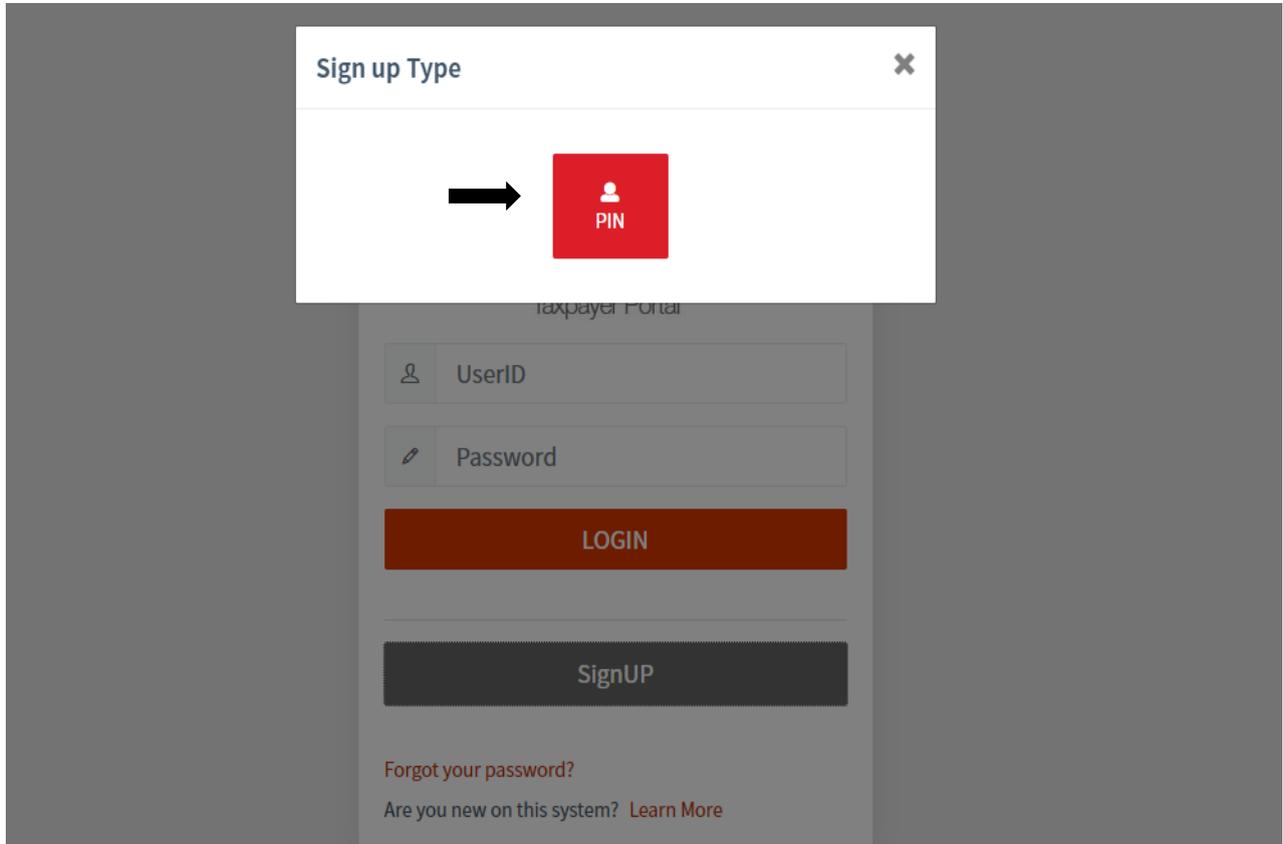
Step 1: To access the eTIMS portal search for the url <https://etims.kra.go.ke/basic/login/index> and click on the *Sign-Up* button.



The screenshot displays the eTIMS Taxpayer Portal login interface. At the top center is the logo for eTIMS Taxpayer Portal, featuring the text 'eTIMS' in a bold, black font with a red '1' and a small icon above the 'i', and 'Taxpayer Portal' in a smaller font below it. Below the logo are two input fields: the first is labeled 'UserID' with a person icon, and the second is labeled 'Password' with a pencil icon. Below these fields is a prominent orange button labeled 'LOGIN'. Underneath the 'LOGIN' button is a dark grey button labeled 'SignUP'. At the bottom of the form, there are two links: 'Forgot your password?' and 'Are you new on this system? Learn More'.

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Step 2: Click on the *PIN* button



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Step 3: Enter your PIN and click the *Verify* button

Sign up(PIN)

Taxpayer Information

* PIN Tax payer name

Please input Taxpayer PIN then click to Verify button.

Tax payer type

* Mobile E-Mail

* Taxpayer PIN * Password * Password Ok

Verification

An OTP will be sent to the iTax registered Mobile Number



Step 4: Taxpayer's information populates. The taxpayer will then create a password and confirm the same then click the *Send OTP* button to receive a security code on their phone number. They will then enter the security code and *check the box* to confirm that they have gone through the *Data Privacy Statement*. Finally, they click on the *Sign Up* button.

Sign up(PIN)

Taxpayer Information

* PIN: A00 [Verify] Tax payer name: [REDACTED]

Please input Taxpayer PIN then click to Verify button.

Tax payer type: Individual

* Mobile: *****045 E-Mail: EN****@GMAIL.COM

* Taxpayer PIN: A00 * Password: ***** * Password Ok: *****

Verification: [Send OTP] 456f4

An OTP will be sent to the iTax registered Mobile Number

Data Privacy Statement: I have read, understood and agree to the provisions of the KRA data privacy statement and policy.

[Sign up] [Cancel]

Step 5: A sign up confirmation message populates. Click yes to complete the sign up.

Sign up(PIN)

Do you want to sign up?

[Yes] [Cancel]

End of Sign-up process

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Step 6: Taxpayer logs on to the eTIMS taxpayer portal using their UserID (KRA PIN) and password.



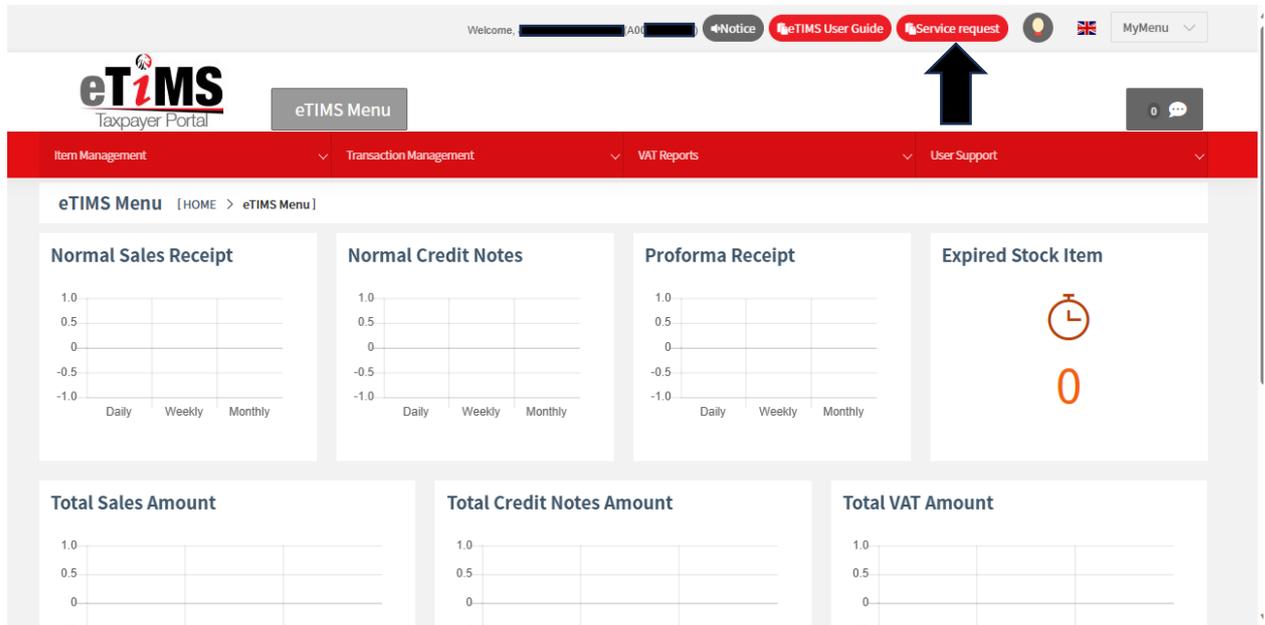
	A00 [REDACTED]
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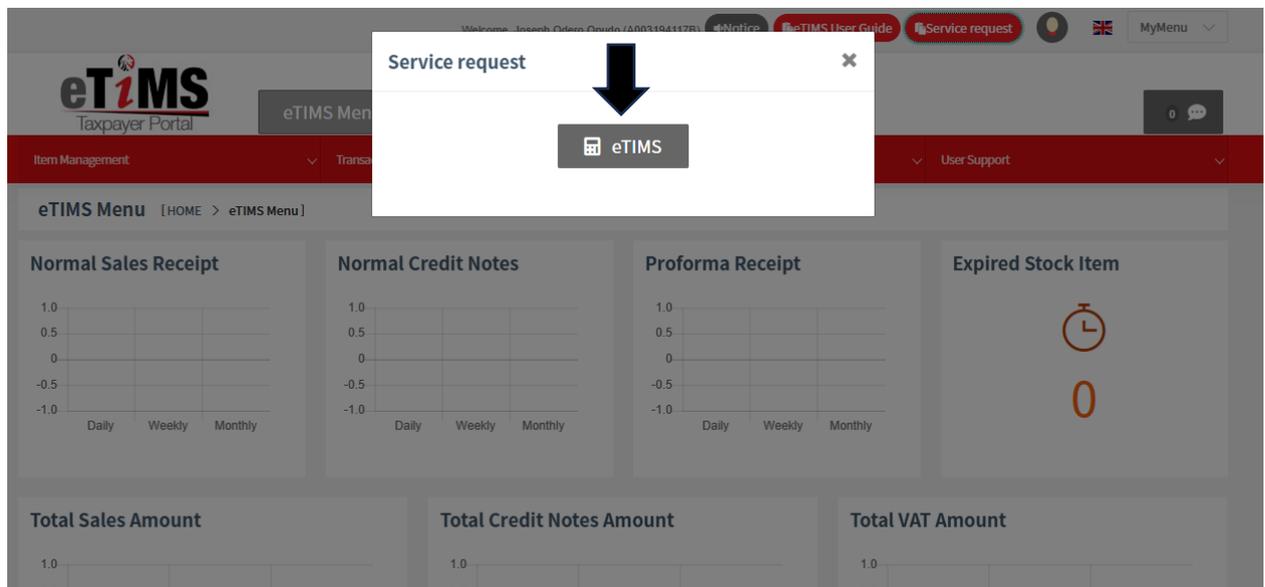
LOGIN



Step 7: Click the *Service request* button on the top right corner.



Step 8: Click the *ETIMS* button.





Step 9: The taxpayer's data should be displayed as follows. Click the drop-down arrow under the eTIMS type and select eTIMS solution that is suitable for your business.

Service Request (eTims)

Taxpayer Information

PIN	Tax payer name	VAT Type
A00 [REDACTED]	[REDACTED]	NON-VAT
Tax payer type	Telephone number	E-Mail
1	0727 [REDACTED]	[REDACTED]
Address(County)	Address(Sub County)	Address(Tax Area Locality)
Nairobi	Nairobi East District	Nairobi East
Address(Location information)	Tax Service Office	
NAIROBI	16	

Service Information

Service Type: eTIMS

* eTims Type: --Select--

Director(s) National ID(PDF/JPG)	Browse
Signed Commitment letter(PDF/JPG)	Browse

Address(Location Information): Nairobi

Service Information

Service Type: eTIMS

* eTims Type: --Select--
--Select--
eTIMS Client
Online
VSCU
OSCU



Step 10: Attach the required documents and click the *Send* button.

NB: If applying for eTIMS Client you will be required to provide the serial number of the device you intend to download the software on.

Service Information

Service Type

eTIMS

* eTims Type

eTIMS Client

* Device Serial Number

5CD000015

Director(s) National ID(PDF/JPG)

Browse

National ID-Alvine.pdf

Signed Commitment letter(PDF/JPG)

Browse

eTIMS technical training. (1).pdf

✓ Send

Cancel

End of eTIMS application