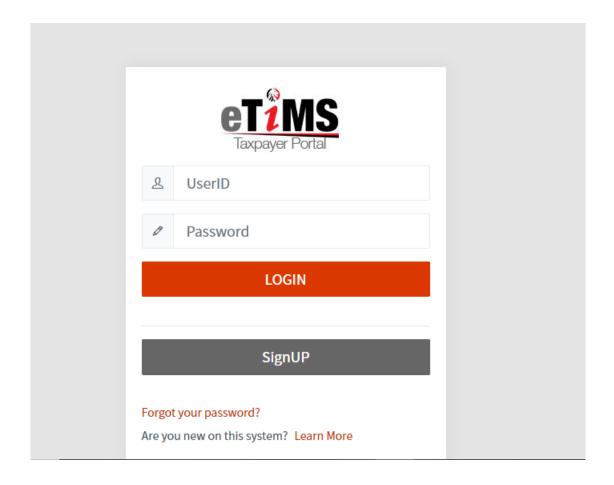


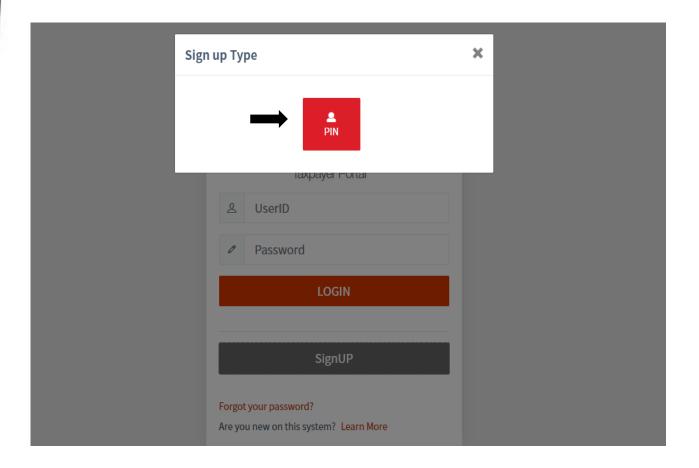
USER GUIDE FOR eTIMS ONLINE PORTAL

Step 1: To access the online portal https://etims.kra.go.ke/basic/login/index Login in your browser and click sign up button





Step 2: Click PIN button







Step 3: Enter your PIN and click verify button



Sign up(PIN)		
Taxpayer Information		
*PIN	Tax payer name	
A010127581P	Verify	
Please Input Taxpayer Identification number then click	to Verify button.	
Tax payer type	* Telephone number	* E-Mail
Address(County)	Address(Sub County)	Address(Tax Area Locality)
*Address(Location information)		

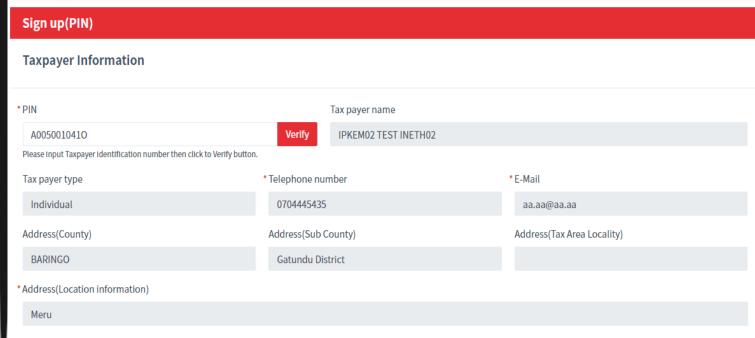




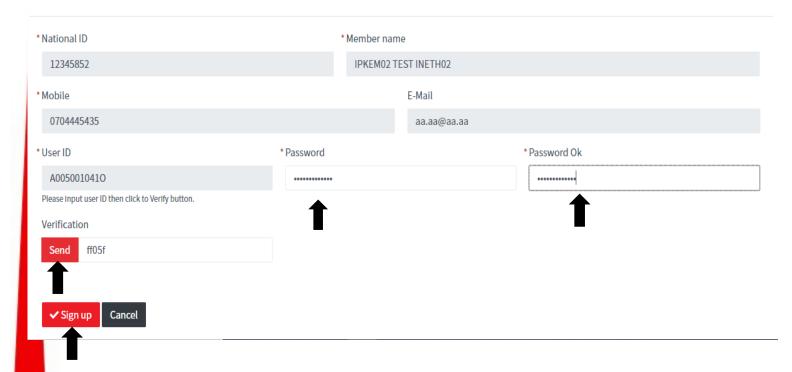
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Step 4: Taxpayer's information populates. Click send button for system to send security code to the taxpayer phone number and email address. Taxpayer will then enter the security code and enter password and confirm it. Then Click Sign Up button.



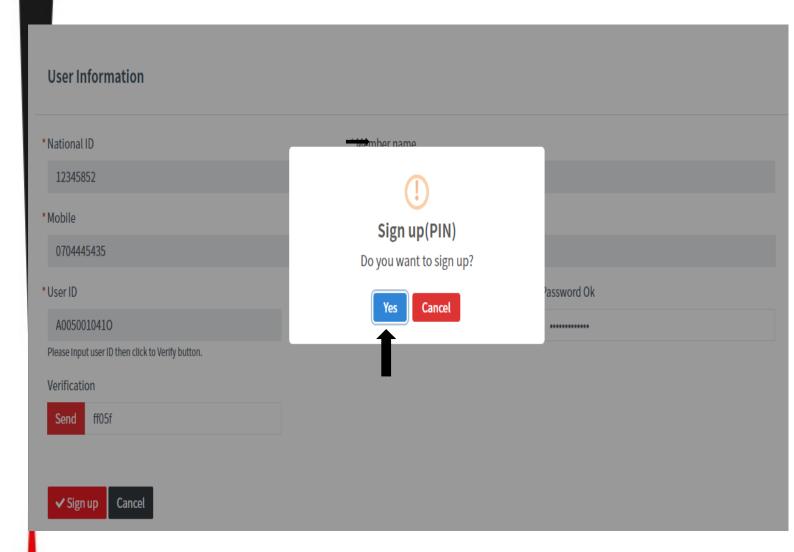


User Information



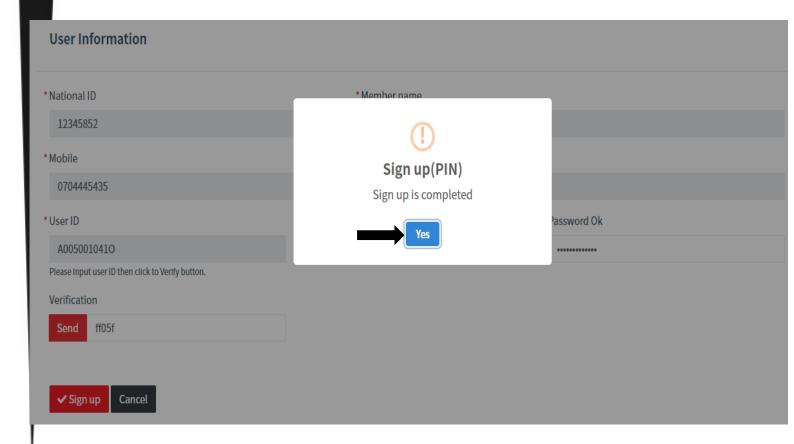


Step 5: A sign up confirmation message whether you want to sign up populates



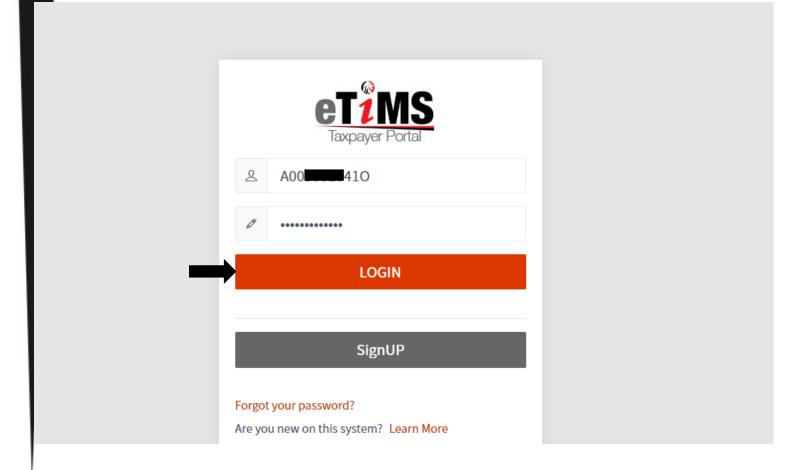


Step 6: Click yes button to complete the sign up





Step 7: Taxpayer logs in again using the log in credentials

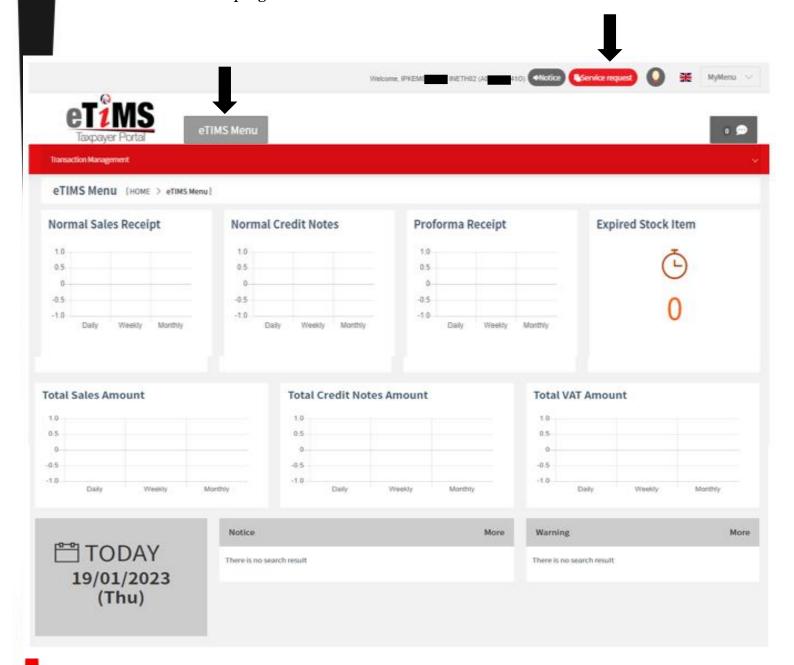






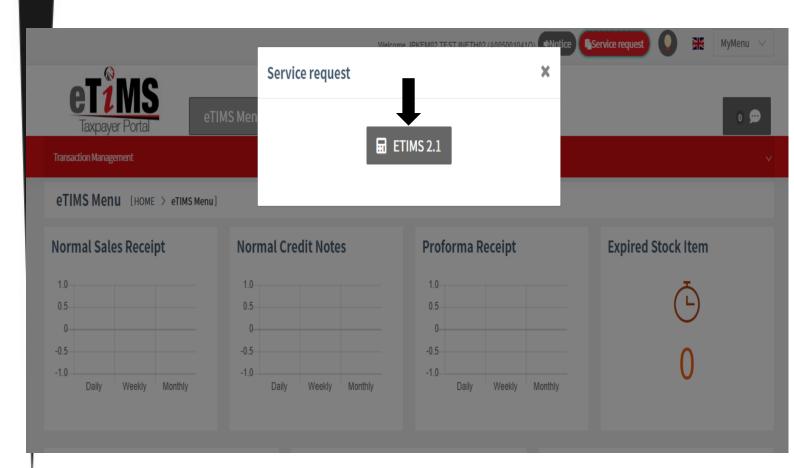
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Step 8: eTIMS menu populates on the taxpayer's profile. Click service request button on the top right corner.





Step 9: Click the button ETIMS 2.1





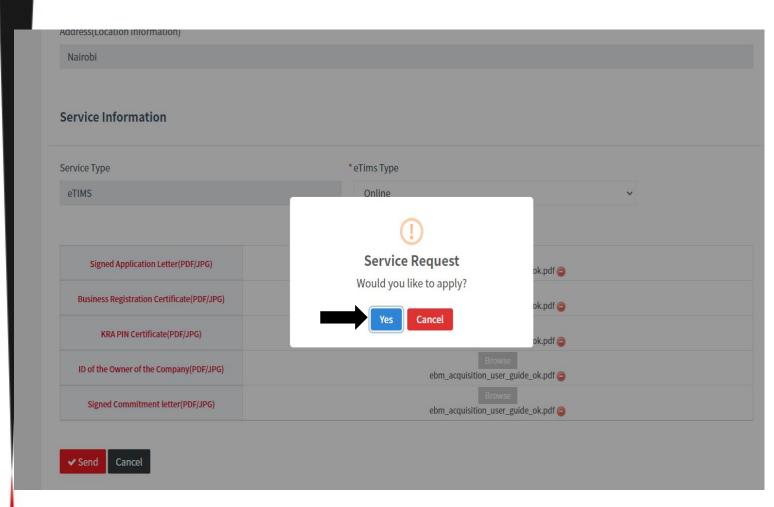


Step 10: If you are applying for ETIMS 2.1 software, on eTIMS Type, click the drop down and select on a suitable software solution to register(online). Fill in the mandatory spaces and attach the required documentation and click send button

Service Information	
Service Type	*eTims Type
eTIMS	Select v
	Select eTIMS Client Online
Signed Application Letter(PDF/JPG)	VSCU OSCU
Business Registration Certificate(PDF/JPG)	Browse ebm_acquisition_user_guide_ok.pdf
KRA PIN Certificate(PDF/JPG)	Browse ebm_acquisition_user_guide_ok.pdf
ID of the Owner of the Company(PDF/JPG)	Browse ebm_acquisition_user_guide_ok.pdf
Signed Commitment letter(PDF/JPG)	Browse ebm_acquisition_user_guide_ok.pdf



Step 11: A confirmation notification will pop up to verify whether you want to apply for the software solution. Click yes button to confirm the application. A message is sent to the taxpayer through their mobile number informing him/her of the successful software application.



NB: This marks the end of **ETIMS online portal** application, upon successful application, an authorized KRA officer will verify and approve the application.

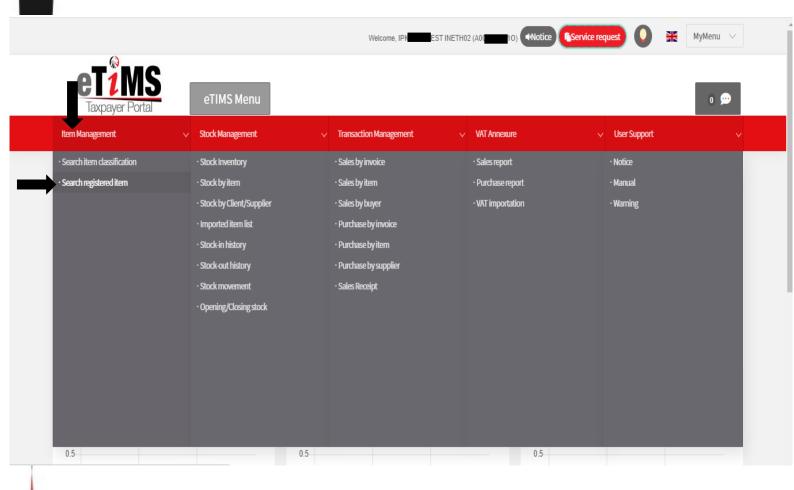


Step 12: Taxpayer logs into their online portal

	eT ² MS Taxpayer Portal
٩	A00
0	••••••
\rightarrow	LOGIN
	SignUP
	ot your password? ou new on this system? Learn More

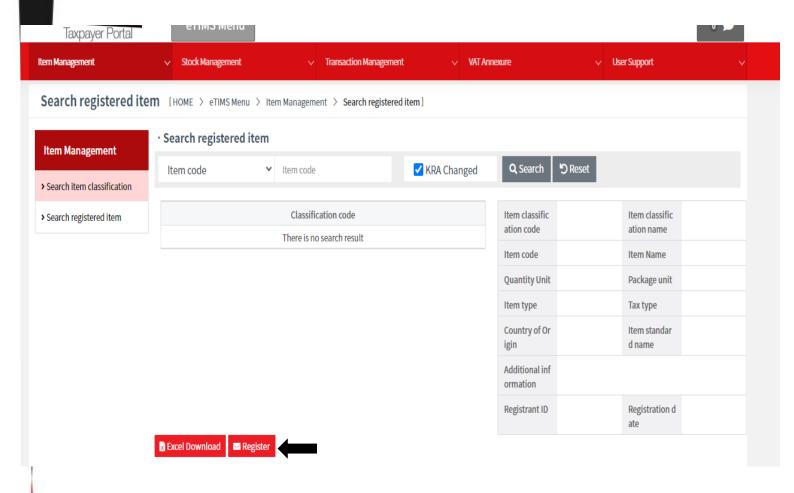


Step 13: Click Search registered item under Item management.



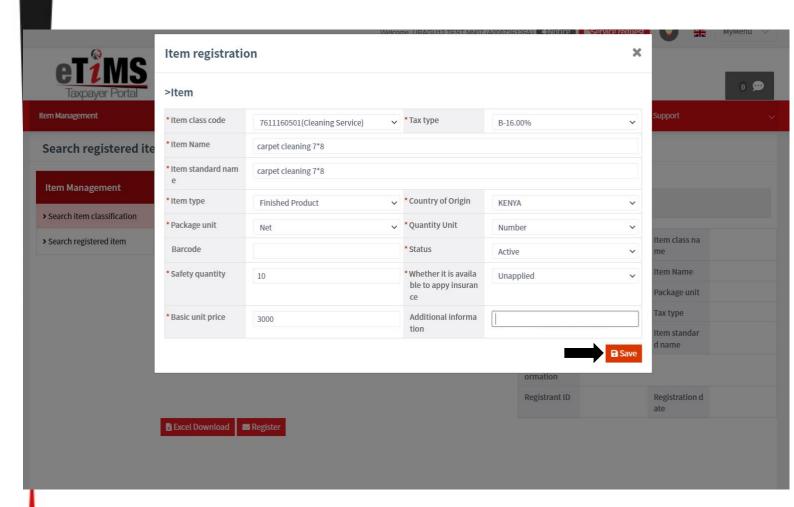


Step 14: Click register button to add an item for sale





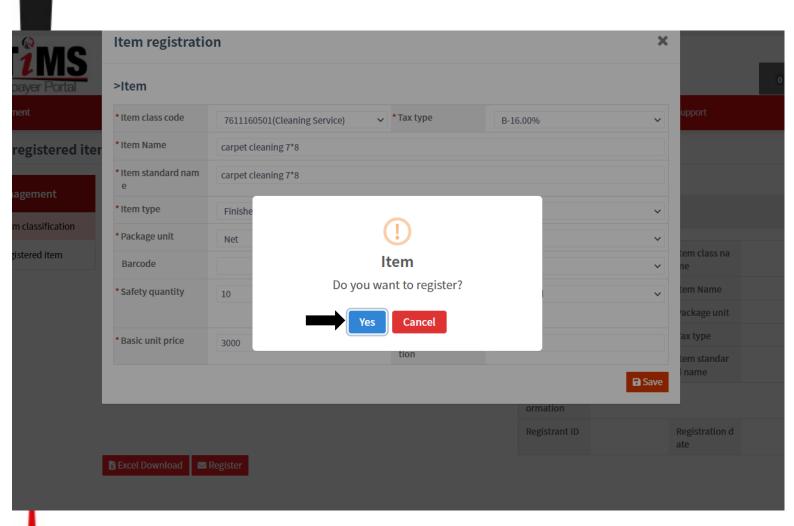
Step 15: Fill in the Item registration form and click the Save button







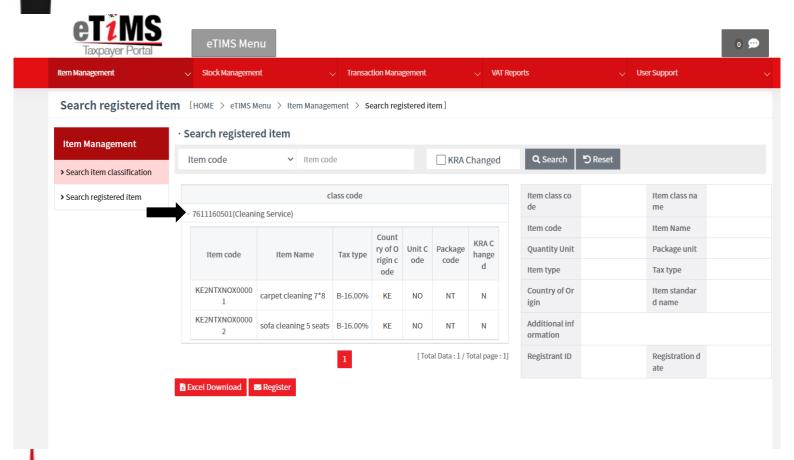
Step 16: A confirmation message populates, click yes button to register an item. In case a taxpayer wants to register more than one item, they will click the register button to add other items.





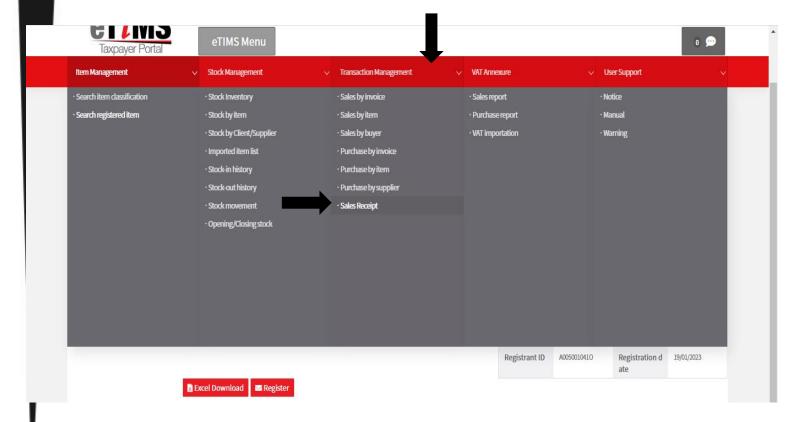


Step 17: Items successfully added to the system. Click on the + button under class code for the registered items to populate.



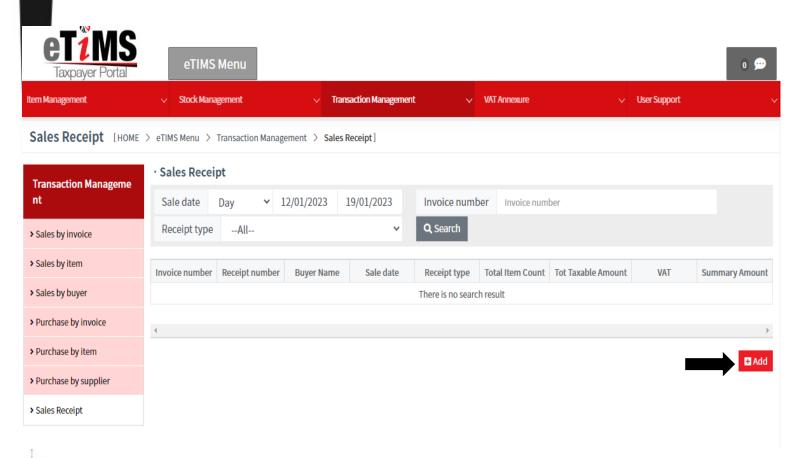


Step 18: Under Transaction management click Sales Receipt to make a sale





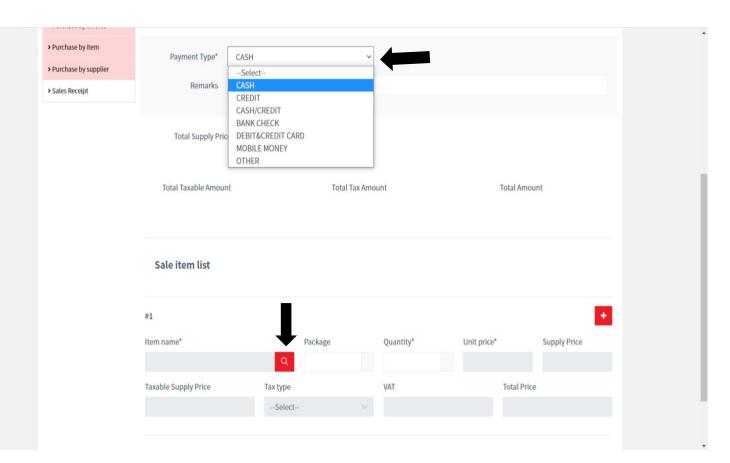
Step 19: Click add button to proceed with the sale







Step 20: Click the drop down on Payment Type to select payment mode. Then search added item using the search button and enter the mandatory fields.







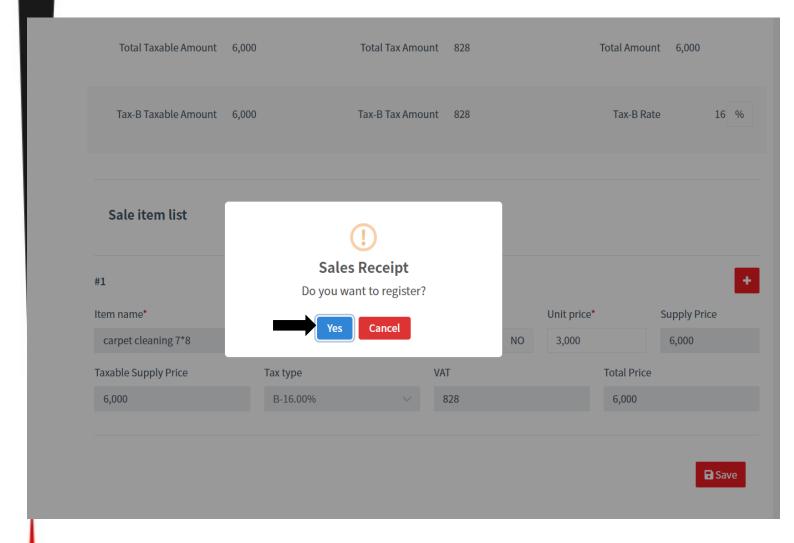
Step 21: Enter the Quantity for the Supply price, Taxable Supply Price and VAT to populate then click save button.

Total Taxable Amount	6,000	Total Tax Amo	unt 828			Total Amount	6,000	
Tax-B Taxable Amount	6,000	Tax-B Tax Amo	unt 828			Tax-B Rate		16 %
Sale item list								
#1 Item name*		Package	Quantity*		Unit price*		Supply Pric	+
carpet cleaning 7*8	Q	NT	2	NO	3,000		6,000	
Taxable Supply Price	Tax type		VAT	-		Total Price		
6,000	B-16.00%	V	828			6,000		
						_		3 Save





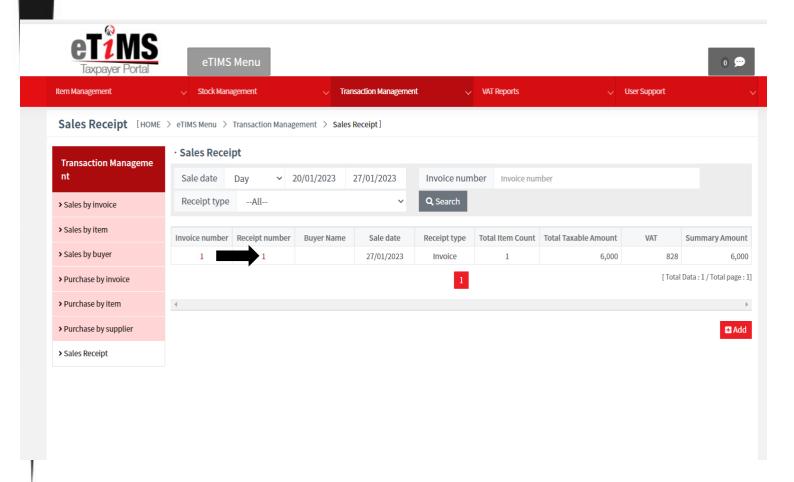
Step 22: A confirmation message populates to confirm whether the taxpayer wants to register(make sale) the sale. Click yes button





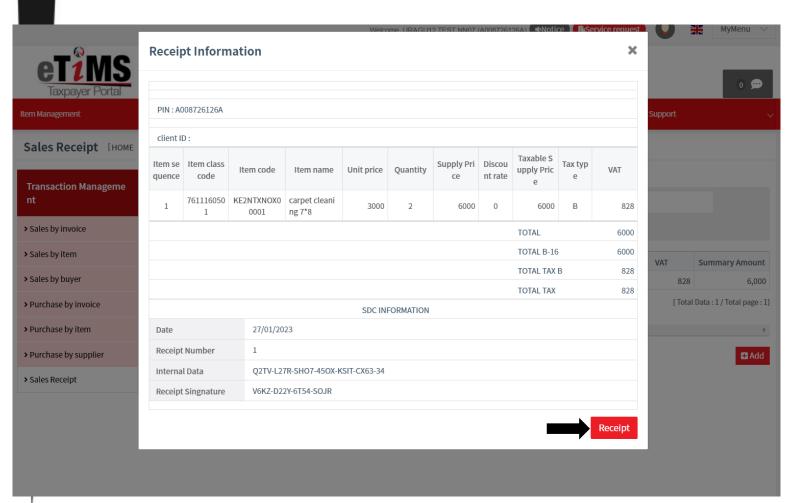


Step 23: For the receipt/invoice to appear, click on the number(1) under Receipt number column on the receipt





Step 24: Receipt/invoice of the sale made pops up. Click receipt button to print the receipt or download it.

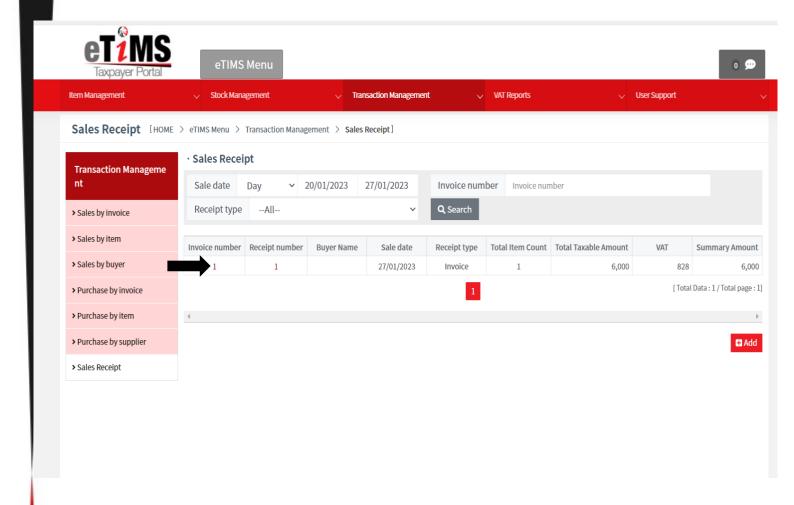


The end of a sale.





Step 25:To cancel/ refund the sale made, click on the number(1) under Invoice number column on the receipt

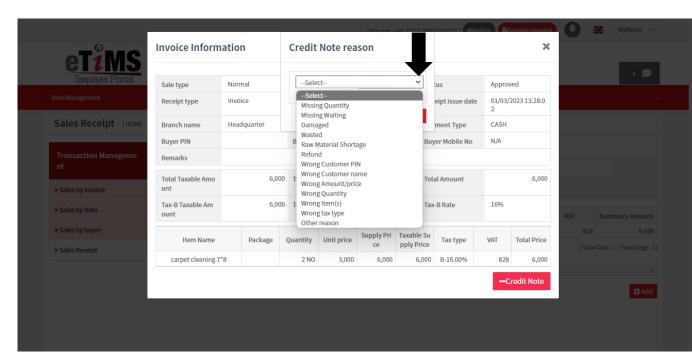




Step 26: Click the Credit Note button

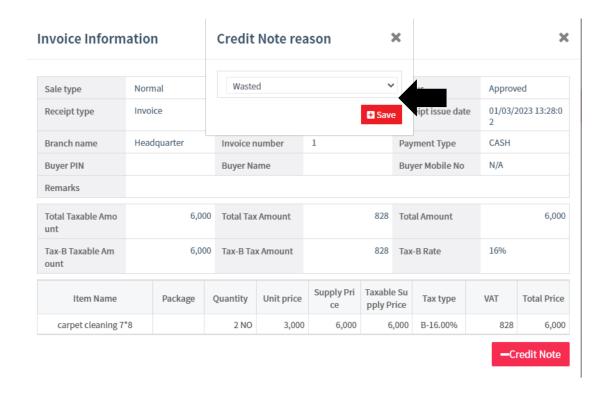
Sale type	Normal	Sale date	Sale date		01/03/2023		us	Approv	Approved	
Receipt type	Invoice	Receipt	Receipt number		1 Re		eipt issue date	01/03/2	01/03/2023 13:28:0 2	
Branch name	Headquarter	Invoice r	number	1		Payment Type		CASH	CASH	
Buyer PIN		Buyer Na	ame			Buyer Mobile No		N/A	N/A	
Remarks										
Total Taxable Amo unt	6,0	000 Total Tax	c Amount		828	828 Total Amount			6,000	
Tax-B Taxable Am ount	6,0	000 Tax-B Ta	x Amount		828 Tax-B Rate		16%	16%		
Item Name	Package	Quantity	Unit price	Supply Pri ce	Taxable pply P		Tax type	VAT	Total Price	
carpet cleaning 7	*8	2 NO	3,000	6,000	6	,000	B-16,00%	828	6,000	

Step 27: Click the drop down arrow to select a reason for refund





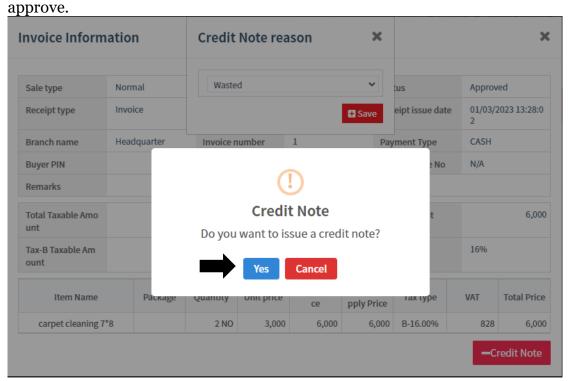
Step 28: Select credit note reason for the sale then click the save button to approve





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Step 27: A Credit Note confirmation notification will appear, click yes to

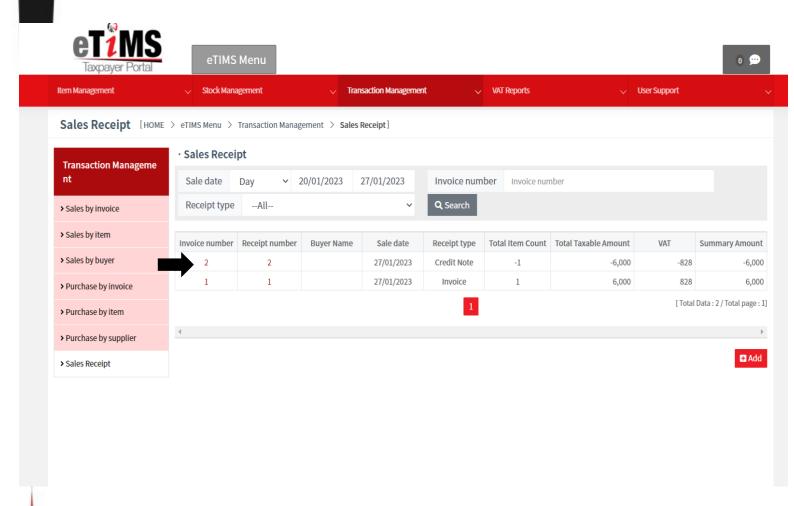






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Step 28: The invoice has been cancelled successfully. The cancelled receipt/invoice appears in the negative (-)



THE END



