



PROCEDURE FOR eTIMS REGISTRATION

Step 1: Open any web browser and type the address etims.kra.go.ke to access the eTIMS taxpayer portal and click on the 'Sign-Up' button.

The screenshot shows the eTIMS Taxpayer Portal login interface. At the top, the eTIMS logo is displayed with the text 'Taxpayer Portal' underneath. Below the logo are two input fields: 'UserID' and 'Password'. Underneath these fields are two buttons: a red 'LOGIN' button and a grey 'SignUP' button. At the bottom of the form, there are two links: 'Forgot your password?' and 'Are you new on this system? Learn More'.

Step 2: Click on the 'PIN' button

The screenshot shows the eTIMS Taxpayer Portal login page with a 'Sign up Type' dialog box open. The dialog box has a title bar with 'Sign up Type' and a close button (X). Inside the dialog, there is a black arrow pointing to a red button with a white person icon and the text 'PIN'. The background of the login page is dimmed, showing the 'UserID' and 'Password' fields, the 'LOGIN' and 'SignUP' buttons, and the 'Forgot your password?' and 'Are you new on this system? Learn More' links.



Step 3:

- Enter your KRA PIN and click on the 'Verify' button.
- Taxpayer's information populates.

The screenshot shows the 'Sign up(PIN)' form. The 'Taxpayer Information' section is active. The 'PIN' field contains 'A00' and the 'Verify' button is highlighted in red. An arrow points from the 'Verify' button to the 'Tax payer name' field, which is now populated with a greyed-out name. Below this, the 'Tax payer type' is set to 'Individual'. The 'Mobile' field contains '*****045' and the 'E-Mail' field contains 'EN****@GMAIL.COM'. The 'Taxpayer PIN' field contains 'A00', the 'Password' field contains '*****', and the 'Password Ok' field contains '*****'. The 'Verification' section shows a 'Send OTP' button and a text box containing '456f4'. A note below states 'An OTP will be sent to the iTax registered Mobile Number'. At the bottom, there is a 'Data Privacy Statement' section with a checked checkbox and a 'Sign up' button.

Step 4:

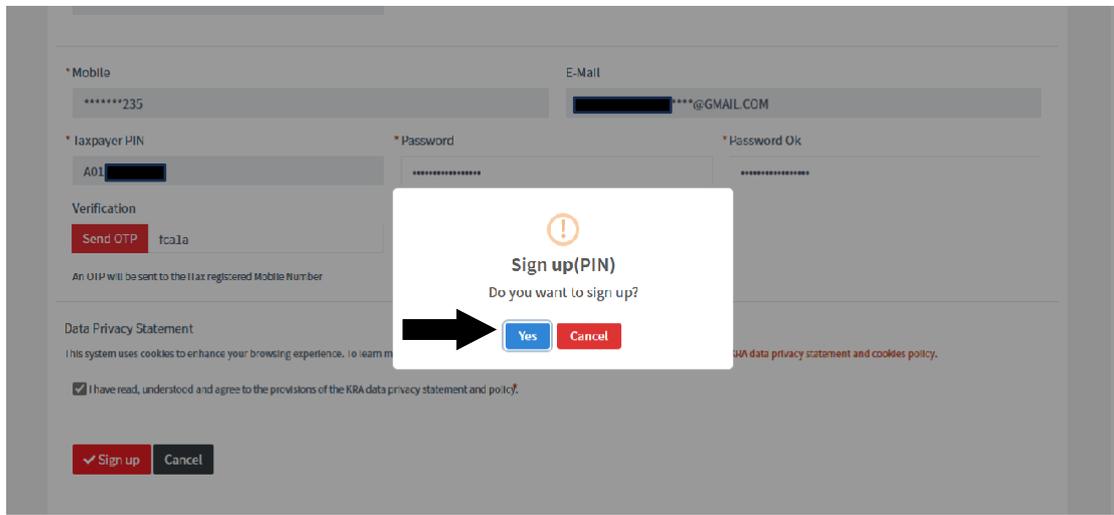
- Create and confirm 'password'. Ensure the password meets the system security requirements, i.e. a combination of letters, numbers, special characters.
- Click the 'Send OTP' button to receive a security code on the mobile number registered on iTax
- Enter the Security code received.
- Review and Confirm 'Data Privacy statement'
- Click the "Sign Up" button to complete the registration process.

This screenshot shows the 'Sign up(PIN)' form after the OTP has been received. The 'PIN' field still contains 'A00' and the 'Verify' button is still present. The 'Tax payer name' field is populated. The 'Taxpayer PIN' field now contains 'A00' and an arrow points from it to the 'Password' field. The 'Password' field contains '*****' and the 'Password Ok' field contains '*****'. The 'Verification' section shows the 'Send OTP' button and the text box now contains the security code '456f4'. Below this, the 'Data Privacy Statement' section is visible with a checked checkbox and a 'Sign up' button.



Step 5:

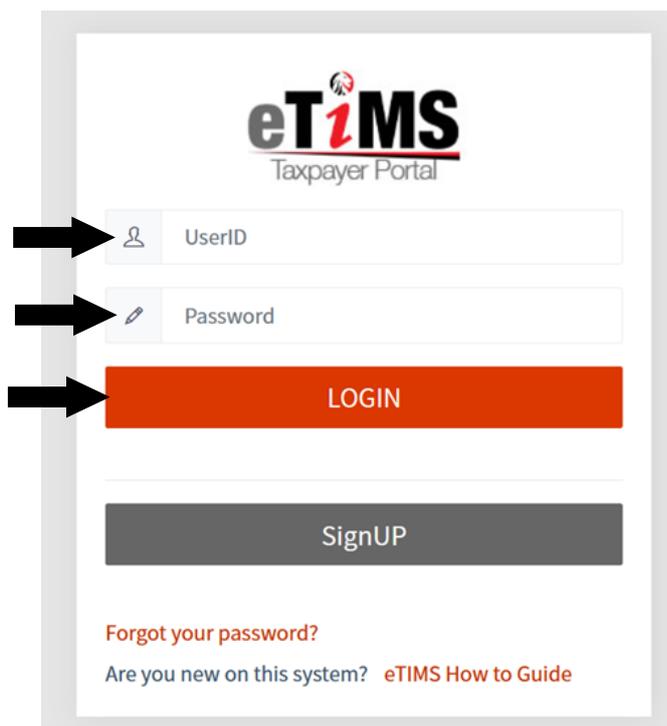
- A 'Sign up (PIN)' pop up appears.
- Click 'Yes' to complete the sign up process.



End of Sign-up process

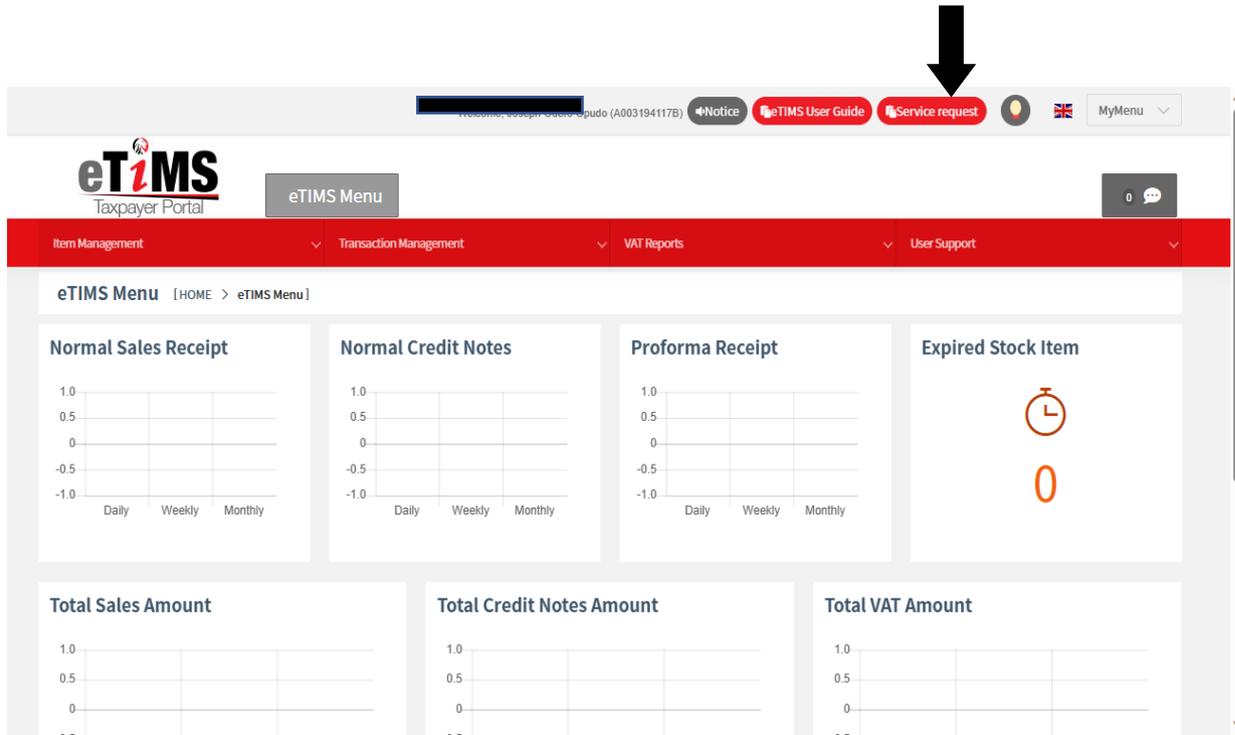
Step 6:

- Log in to eTIMS taxpayer portal.
- Enter your KRA PIN (this is your *User ID*) and the '*Password*' you created when you signed up.
- Click '*Log In*' to access your account.

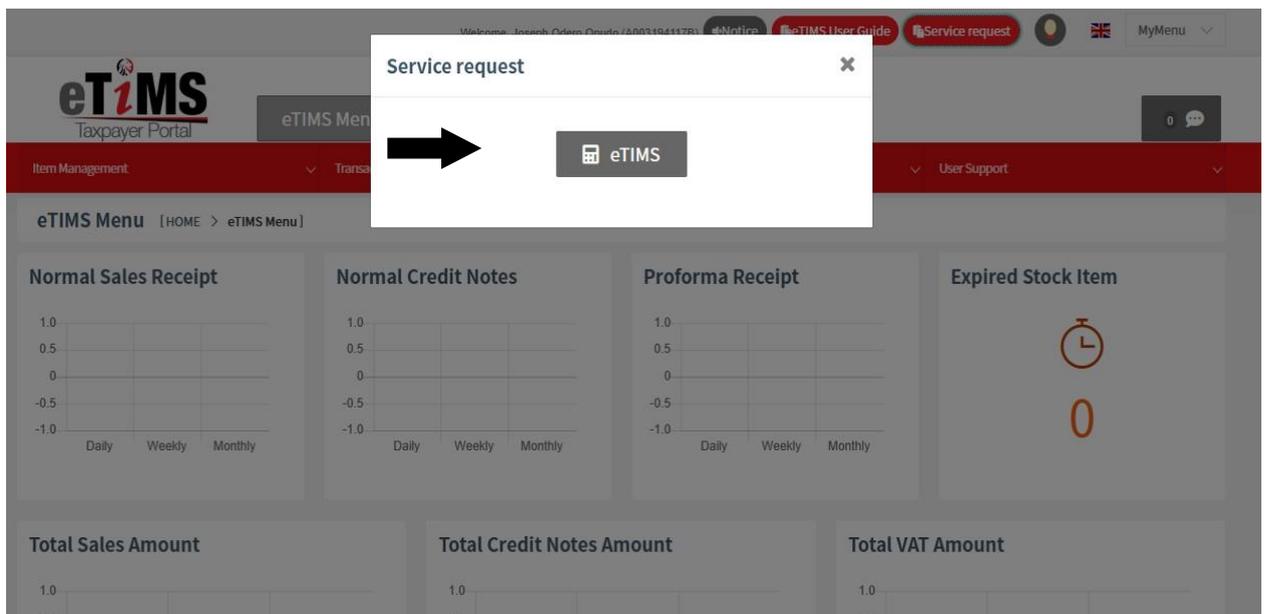




Step 7: Click the 'Service request' button on the top right corner



Step 8: Click 'eTIMS' button





Step 9:

- Add the director's 'KRA PIN' and 'verify'
- Click on 'Send OTP'
- An OTP is sent on the director's mobile number
- Input the OTP

Taxpayer Information

PIN	Tax payer name	VAT Type
P05 [REDACTED]	[REDACTED] LIMITED	VAT
Tax payer type	Mobile number	E-Mail
2	[REDACTED]	[REDACTED]@GMAIL.COM
Address(County)	Address(Sub County)	Address(Tax Area Locality)
Nairobi	Starehe District	CBD
Address(Location information)		Tax Service Office
TOM MBOYA STREET		12

Details of the Owner/ Director of the business or company

* PIN	* Mobile number	* Verification
[REDACTED]	[REDACTED]	[REDACTED]
	<input type="button" value="Verify"/>	<input type="button" value="Send OTP"/>

Service Information

Service Type	* eTims Type
eTIMS	--Select--

I hereby confirm that I am ready to receive the eTIMS software and I shall use it properly.
 I will not proceed with **formatting/resetting** the device in which the eTIMS is installed until I get written authorization from KRA upon an officially submitted request.
 I understand that this computing device cannot be formatted without KRA written authorization. Otherwise, this action will be considered a violation of provisions of the Tax Procedures Act 2015, and VAT Act 2013 and penalties provided in the same laws will be applicable.



Step 10:

- Select the 'eTims type' (eg. Online, eClient, OSCU, VSCU)

Taxpayer Information

PIN	Tax payer name	VAT Type
PO [REDACTED]	[REDACTED]	VAT
Tax payer type	Mobile number	E-Mail
2	[REDACTED]	[REDACTED]
Address(County)	Address(Sub County)	Address(Tax Area Locality)
Nairobi	Starehe District	CBD
Address(Location information)	Tax Service Office	
TOM MBOYA STREET	12	

Details of the Owner/ Director of the business or company

* PIN	* Mobile number	* Verification
[REDACTED]	[REDACTED]	[REDACTED]
Verify		Send OTP

Service Information

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

I hereby confirm that I am ready to receive the eTIMS software and I shall use it properly.
 I will not proceed with **formatting/resetting** the device in which the eTIMS is installed until I
 I understand that this computing device cannot be formatted without KRA written authorization
duties provided in the same laws will be applicable.

Send

- Accept the terms and conditions by ticking the boxes and click the 'Send' button.



NB: If applying for eTIMS Client you will be required to provide the 'serial number' and 'Device model name' of the device you intend to download the software.

Details of the Owner/ Director of the business or company

* PIN * Mobile number * Verification

Service Information

Service Type * eTims Type

* Device Serial Number * Device Model Name * eTims Client Software

I hereby confirm that I am ready to receive the eTIMS software and I shall use it properly.
 I will not proceed with **formatting/resetting** the device in which the eTIMS is installed until I get written authorization from KRA upon an officially sub
 I understand that this computing device cannot be formatted without KRA written authorization. Otherwise, this action will be considered a violation
alties provided in the same laws will be applicable.

Step 11:

- A text message will be sent to the mobile number registered on iTax confirming the application as successful

End of eTIMS Registration