

E-Filer Registration Pre-conditions

- ♦ ***Access to Internet***
- ♦ ***Valid and Active Email Address***

In order to optimize the benefits of ITAS, we encourage all Taxpayers to register as e-filers and utilise the ITAS portal to its full potential.

<https://www.itas.mof.na>

If you need assistance.

Contact us

@

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MINISTRY OF FINANCE

INLAND REVENUE DEPARTMENT



E-Filer & Taxpayer Registration User Guide

"Striving Towards Effective Tax Administration"

Steps to Follow When Register as E-Filer or Taxpayer Registration

1. Open our website: [//www.itas.mof.na](http://www.itas.mof.na)
2. Click on the **“E-Service”** link on the top-right corner. A log-in page will open.
3. Click on the **“click here to Register”** link to open the registration page
4. Once the registration page opens, complete all the required fields with the “*” asterisk and click on the **“submit button”**.
5. A verification email will be send to your email address to activate your User Account.
6. Click on the **“Activation Link”** to activate your account.
7. After you click on the activation link, your user account will be activated. You will then be directed to the sign in page.
8. Click on the **“Log In”** link to log in to the portal account.
9. Enter username and password (1), and click on **“Log In”** button (2).
10. When you log-in, the **Welcome page** opens up, which outlines the terms and conditions to be adhered to. Read the terms and conditions and tick the agree box **“I accept Terms and Condition”** to proceed.
11. Click on **Link your Taxpayer Account Here**.
12. Complete the information on the **“Taxpayer Bind”** page. **Complete the mandatory fields** and click submit Button.
13. A **success message** will be displayed that **“You have successfully Linked your Taxpayer Number”**.
14. **IF you are not yet registered as a taxpayer**, Click on the link **“Register as a New Taxpayer”**.
15. A **confirmation box** will pop up to confirm if **you are sure you want to register as a new Taxpayer?**, Click **Yes**.
16. A registration/application form will open. Complete all the required fields on the taxpayer registration page, and click **“submit”** plus upload the attachment (s) required.
17. Upon clicking **“submit button”**, an **acknowledgement receipt of taxpayer registration** will be sent to your email.
18. Once the registration process is completed, you will receive a **Registration Notification** via your email.