E-Filer Registration Preconditions

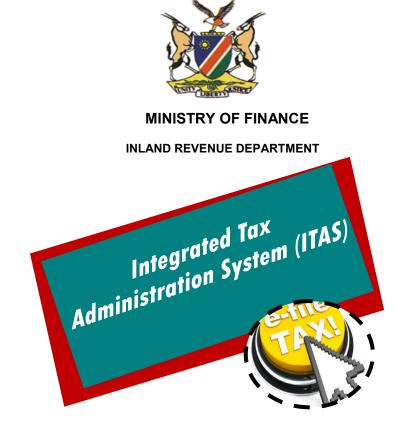
- Access to Internet
- Valid and Active Email
 Address

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. If you need assistance.

Contact us

@

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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
- 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".
- 6. 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).
- 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.
- 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 tax-payer registration will be sent to your email.
- 18. Once the registration process is completed, you will receive a Registration Notification via your email.