

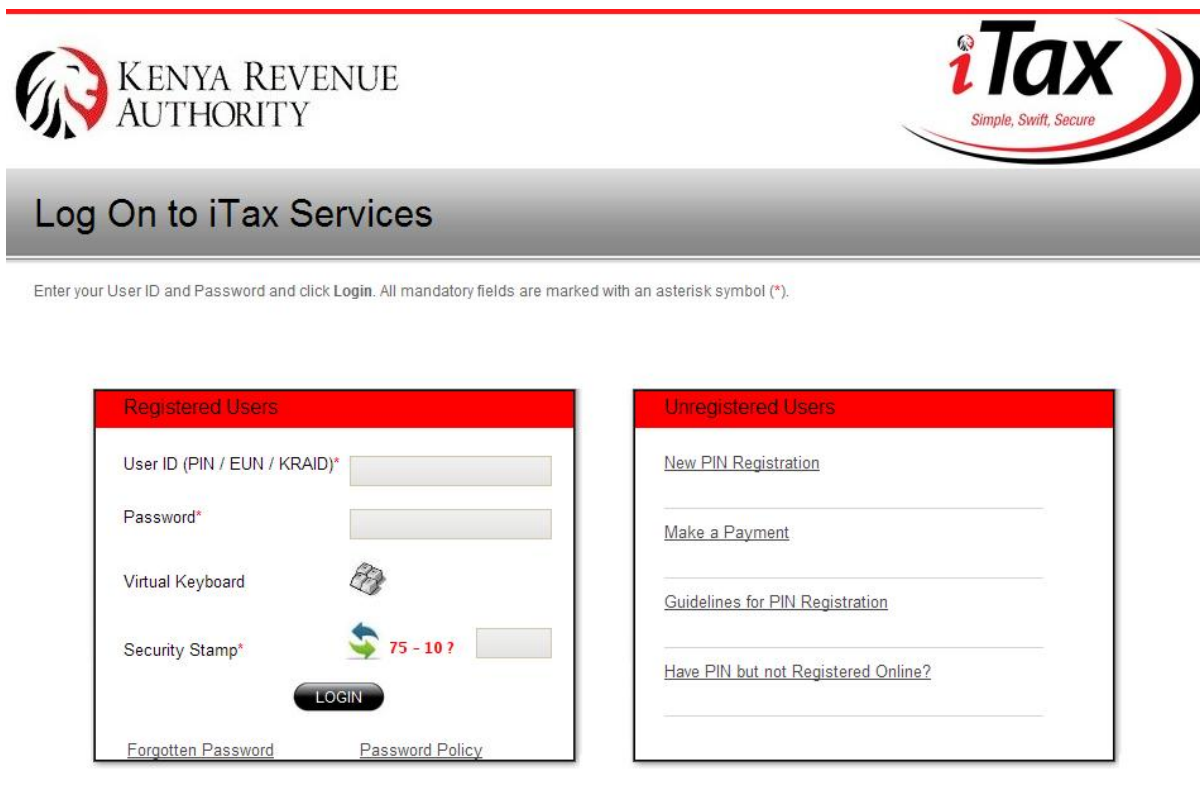
## How To Register KRA PIN Using iTax System

KRA has recently migrated from ITMS system to the new iTax system. Here is the instruction on how you can register your own KRA PIN using iTax system.

### Step 1: Access the iTax System

Click on this link to access the iTax system website – <https://itax.kra.go.ke/KRA-Portal/>

You should be able to see the below screenshot once the link above opens.



KENYA REVENUE AUTHORITY

**iTax**  
Simple, Swift, Secure


### Log On to iTax Services


Enter your User ID and Password and click Login. All mandatory fields are marked with an asterisk (\*).

#### Registered Users

User ID (PIN / EUN / KRAID)\*

Password\*

Virtual Keyboard 

Security Stamp\*  75 - 10 ?

**LOGIN**

[Forgotten Password](#) [Password Policy](#)

#### Unregistered Users

[New PIN Registration](#)

[Make a Payment](#)

[Guidelines for PIN Registration](#)

[Have PIN but not Registered Online?](#)

### Step 2: New PIN Registration

If you are unregistered user and would like to register your PIN, then on the right column you will be able to see a link named “New PIN Registration” under the Unregistered Users. Click on that link to proceed.

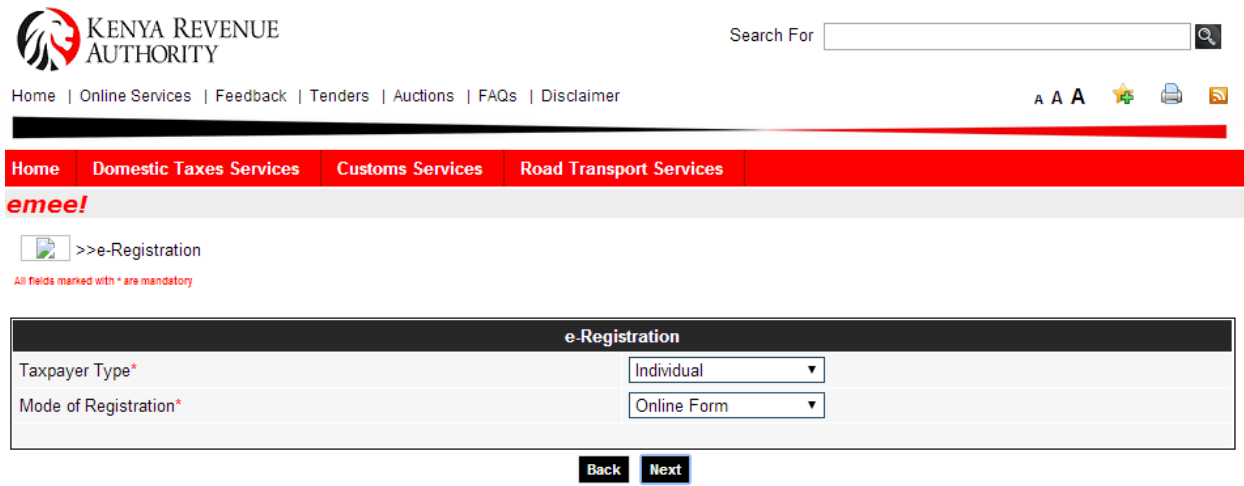
## Step 3: e-Registration

Once you have reached this point, you will need to select the Taxpayer Type you fit in on the drop down field. The options available are;

**Individual** – personal, students, employee, entrepreneurs

**Non Individual** – for businesses and companies

You will also be expected to select the Mode of Registration whether it is “Online Form” or “Upload Form”.



The screenshot shows the Kenya Revenue Authority (KRA) website interface. At the top left is the KRA logo and name. To the right is a search bar. Below the logo is a navigation menu with links: Home, Online Services, Feedback, Tenders, Auctions, FAQs, and Disclaimer. On the right side of the navigation bar are icons for accessibility (A A A), a star, a printer, and a social media icon. A red navigation bar contains the following menu items: Home, Domestic Taxes Services, Customs Services, and Road Transport Services. Below this is the 'emeel' logo and a breadcrumb trail '>>e-Registration'. A note states 'All fields marked with \* are mandatory'. The main form area is titled 'e-Registration' and contains two dropdown menus: 'Taxpayer Type\*' with 'Individual' selected, and 'Mode of Registration\*' with 'Online Form' selected. At the bottom of the form are 'Back' and 'Next' buttons.

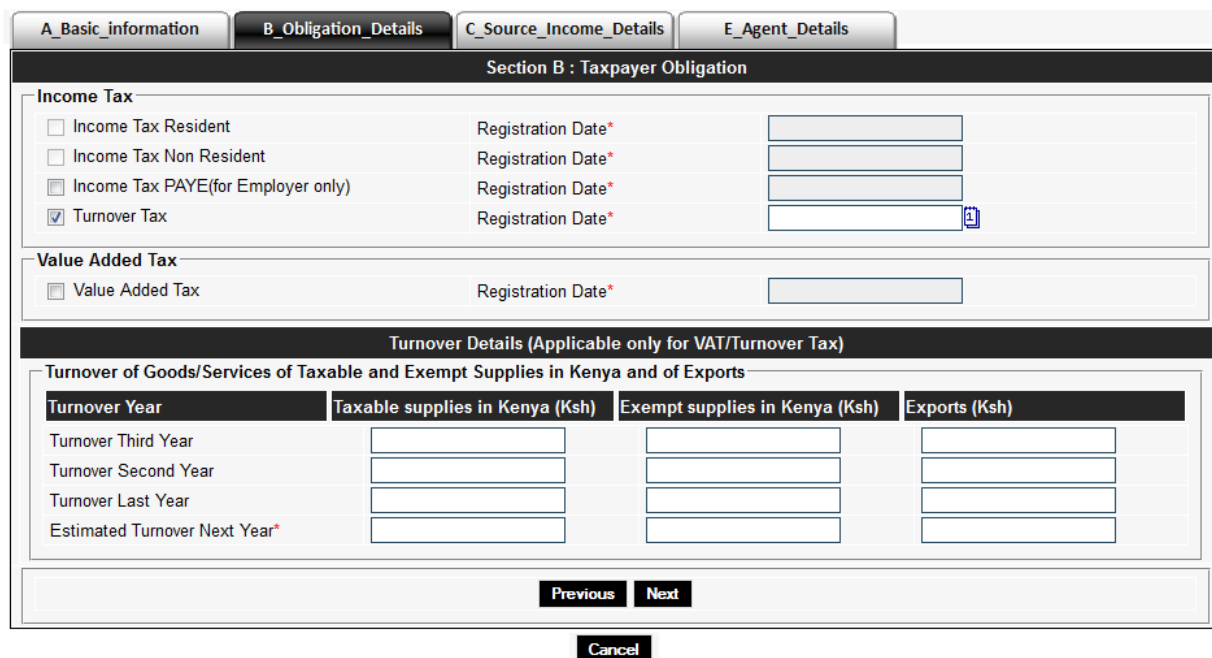
## Step 4: Basic Information

You will now be required to fill in your information on this form with accurate details.

<b>A_Basic_information</b>	B_Obligation_Details	C_Source_Income_Details	E_Agent_Details
<b>Section A : Basic Information</b>			
<b>Residential Details</b>			
Citizenship *	<input type="radio"/> Kenyan <input type="radio"/> Non Kenyan Resident <input type="radio"/> Non Kenyan Non Resident		
<b>Employee's Profession</b>			
Employee's Profession *	--Select--	Other Profession	
<b>Alternative Address and Contact Details</b>			
Do you have an Alternative Address? *			
--Select--			
<b>Bank Account Details</b>			
Do you wish to declare your Bank Account for tax refunds?*			
--Select--			
<b>Are you a partner, director or trustee in any other entity?</b>			
Are you a partner, director or trustee in any other entity? *			
<input type="radio"/> Yes <input type="radio"/> No			
<b>Tributary Bonds</b>			
Would you like to declare your relationship with any other taxpayer? *			
<input type="radio"/> Yes <input type="radio"/> No			
<b>Next</b>			

## Step 5: Taxpayer Obligation Details

On the new iTax system you are expected to put the registration date next to your tax obligation that you have selected.



**Section B : Taxpayer Obligation**

**Income Tax**

<input type="checkbox"/> Income Tax Resident	Registration Date*	<input type="text"/>
<input type="checkbox"/> Income Tax Non Resident	Registration Date*	<input type="text"/>
<input type="checkbox"/> Income Tax PAYE(for Employer only)	Registration Date*	<input type="text"/>
<input checked="" type="checkbox"/> Turnover Tax	Registration Date*	<input type="text"/>

**Value Added Tax**

<input type="checkbox"/> Value Added Tax	Registration Date*	<input type="text"/>
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**Turnover Details (Applicable only for VAT/Turnover Tax)**

Turnover of Goods/Services of Taxable and Exempt Supplies in Kenya and of Exports

Turnover Year	Taxable supplies in Kenya (Ksh)	Exempt supplies in Kenya (Ksh)	Exports (Ksh)
Turnover Third Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
Turnover Second Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
Turnover Last Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
Estimated Turnover Next Year*	<input type="text"/>	<input type="text"/>	<input type="text"/>

Previous Next

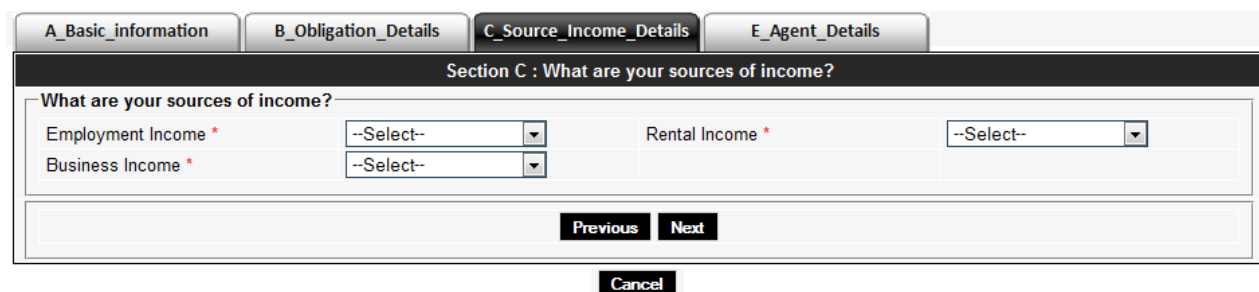
Cancel

## Step 6: Source of Income

iTax system has brought in a new requirement that will expect all taxpayers to mention their source of income.

- Employment Income
- Business Income
- Rental Income

If you are a student or unemployed you can “No” option on the dropdown option.



**Section C : What are your sources of income?**

What are your sources of income?


Employment Income *	--Select--	Rental Income *	--Select--
Business Income *	--Select--		

Previous Next

Cancel

## Step 7: Agent Details

KRA has introduced a new regulation on the PIN registration which will require that you have an authorized Tax Agent to submit your application on your behalf. This means that you simply can't finish the PIN registration process by yourself.

A_Basic_information	B_Obligation_Details	C_Source_Income_Details	E_Agent_Details						
<b>Section E-I : Tax Agent authorized to submit any application on behalf of Taxpayer</b>									
PIN*	<input type="text"/>	Agent Name	<input type="text"/>						
Telephone Number	<input type="text"/>	Mobile Number	<input type="text"/>						
Email Address	<input type="text"/>	Authorization Date Since*	<input type="text"/>						
Authorization Date Upto	<input type="text"/>								
<input type="button" value="Add"/>		<input type="button" value="Clear"/>							
Sr. No.	Delete	Modify	PIN	Telephone Number	Mobile Number	Email Address	Authorization Date Since	Authorization Date Upto	
<b>Section E-II : Intermediary Agent to submit returns on behalf of the Taxpayer</b>									
PIN*	<input type="text"/>	First Name	<input type="text"/>						
Middle Name	<input type="text"/>	Last Name	<input type="text"/>						
Type of Authorization*	--Select--	Tax Obligation	--Select--						
Telephone Number	<input type="text"/>	Mobile Number	<input type="text"/>						
Email Address	<input type="text"/>	Authorization Date Since*	<input type="text"/>						
Authorization Date Upto	<input type="text"/>								
<input type="button" value="Add"/>		<input type="button" value="Clear"/>							
Sr. No.	Delete	Modify	PIN	Tax Obligation	Telephone Number	Mobile Number	Email Address	Authorization Date Since	Authorization Date Upto
 <span style="color: red;">146 - 14 ?</span> <input type="text"/>									
<input type="button" value="Previous"/>					<input type="button" value="Submit"/>				

Once every field has been filled with correct information you will be able to submit the information. However in the event you had forgotten to fill a field, an Error Tab will appear and inform you the sections where you have not completed before you can proceed. As seen on the screenshot below.

A_Basic_information	B_Obligation_Details	C_Source_Income_Details	E_Agent_Details	Error Tab																		
<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Error Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Please select Citizenship</td> </tr> <tr> <td>2</td> <td>Please enter Turnover Tax Registration Date</td> </tr> <tr> <td>3</td> <td>Please select Do you have an Alternative Address</td> </tr> <tr> <td>4</td> <td>Please select Employee's Profession</td> </tr> <tr> <td>5</td> <td>Please select Do you have Bank Details</td> </tr> <tr> <td>6</td> <td>Please select Employment Income</td> </tr> <tr> <td>7</td> <td>Please select Rental Income</td> </tr> <tr> <td>8</td> <td>Please select Business Income</td> </tr> </tbody> </table>					Sr. No.	Error Description	1	Please select Citizenship	2	Please enter Turnover Tax Registration Date	3	Please select Do you have an Alternative Address	4	Please select Employee's Profession	5	Please select Do you have Bank Details	6	Please select Employment Income	7	Please select Rental Income	8	Please select Business Income
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<input type="button" value="Cancel"/>																						



## **Step 8: Download & Print**

When you successfully submit your information, you will be able to see a message saying *“Registration Application has been Submitted Successfully.”* Your new PIN will be displayed on the screen and you will also be to see a link labeled *“Click here to download PIN certificate”* that will allow you to download your new PIN and print. That’s it.

Here Is To Your Success In PIN Registration.