

INSTRUCTION ON HOW TO REGISTER AND GET AN ACCOUNT AS WELL AS UPDATING TAXPAYERS IDENTIFICATION NUMBER (TIN) INFORMATION IN THE TAXPAYERS PORTAL:

Visit Tanzania Revenue Authority website www.tra.go.tz

- ❖ In the Home page Open **E-services**
- ❖ Open **Taxpayer Portal** (Access and Manage Your Tax- Related Information)

Welcome Page

- ❖ The below page introduces taxpayer’s portal after clicking the taxpayer’s portal link.



There are two ways to register in the Taxpayers portal, which are;

1) Registration using National Identification Number (NIN)

- ❖ Click **Sign up** link
- ❖ Click “Check Registration Status” to confirm whether your NIN has already been used to register a TIN or Account in Taxpayer portal.

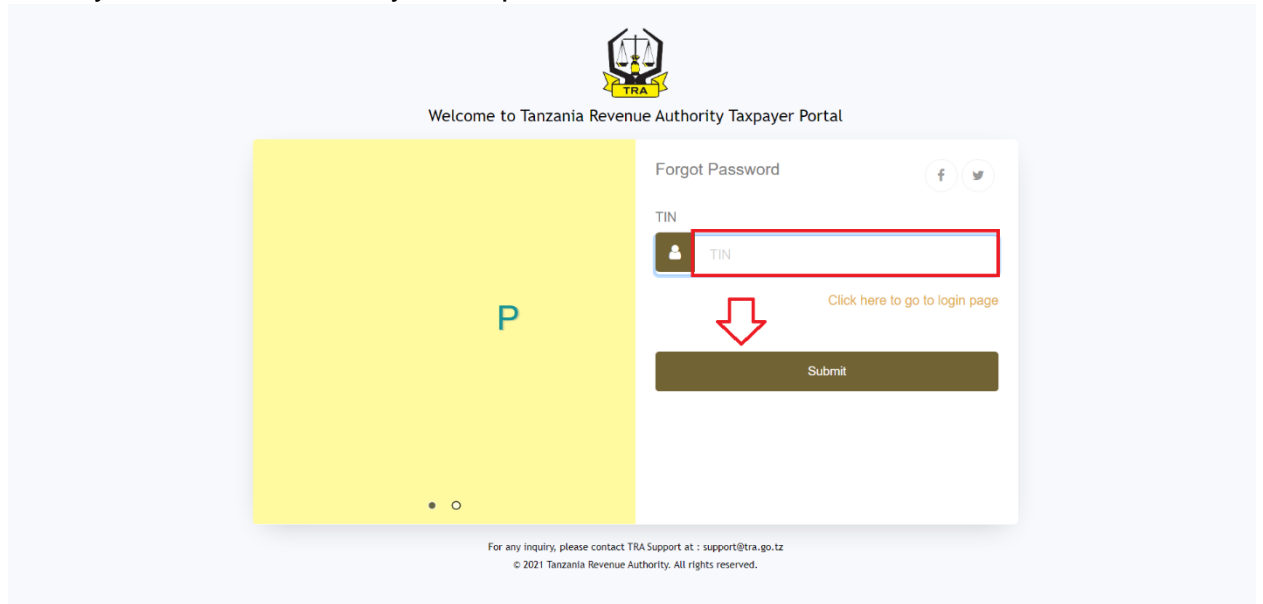
- ❖ Enter your National Identification Number (NIN) to submit
- ❖ If your NIN has already been used to register TIN and user Account in portal you will be notified *“User already exists please use your TIN 123456789 to login in the system or click Forgot password window to reset your password”*

Procedure for using “Forgot/Reset password window”

If user has forgotten, his/her password will use the following procedure to get a new password.

- ❖ Open **Taxpayer Portal** (Access and Manage Your Tax- Related Information)
- ❖ Click “login” link
- ❖ Click “Forgot Password” link

- ❖ Enter your TIN and submit your request



- ❖ You will receive the OTP in Mobile Phone or email and Enter in the registration window text field
- ❖ Enter New Password and Confirm New Password
- ❖ Then submit to complete Registration
- ❖ Login into the system with the new Password

After confirming your NIN has not been used to Register TIN or Account in Taxpayer portal, you will follow the following procedure;

- ❖ Select using National Identification Number (NIN) option

Individual Registration
 Entity Registration

Enter National Identification Number (NIN) with phone number used to register for National Identification Number (NIN).

You will be required to answer security questions if phone number entered was not used to register for National Identification Number(NIN).

Using National Identification Number(NIN)
 Without National Identification Number(NIN)
 With Existing TIN Registered without NIN

NIDA*

Phone Number*

- ❖ Enter NIN and Mobile phone Number to register
- ❖ If your number is exact the same as the one you used to register your NIN, You will receive the OTP in Mobile Phone and Enter in the registration window text field
- ❖ Enter New Password and Confirm New Password

- ❖ Then submit to complete Registration
- ❖ Login into the system with the new Password

If your current phone Number is different from the one used in registration of NIN you will get security questions in which you are supposed to answer three questions correctly to continue with process

1 : Mention your mother's Surname / Taja jina la mwisho la mama

QNS -1 Answer*

2 : Mention year of primary school completion / Taja mwaka ulio hitimu shule ya msingi

QNS -2 Answer*

3 : Mention your residential address village/street / Taja kijiji/mtaa wa mahali ulipoishi

QNS -3 Answer*

Cancel

Submit

- ❖ If you succeed to answer three questions correctly, you will receive the OTP in Mobile Phone and Enter in the registration window text field
- ❖ Enter New Password and Confirm New Password
- ❖ Then submit to complete Registration
- ❖ Login into the system with the new Password

2) Registration with Existing TIN Registered without NIN

- ❖ Select Existing TIN registered without NIN option

This is the Special window for those who have a TIN Registered Without National Identification Number (NIN)

Enter Your TIN

111111111

Please confirm Your mobile number 746****45

Correct

Incorrect

- ❖ Enter TIN
- ❖ Confirm if your mobile phone number is correct
- ❖ If not correct visit your nearest TRA office to update

This is the Special window for those who have a TIN Registered Without National Identification Number (NIN)

Enter Your TIN

Please visit TRA office to update your mobile phone number

- ❖ If your TIN doesn't have a phone number you will receive a notification to visit your nearest TRA office to update
- ❖ If your mobile number is correct enter all the required information and attach necessary document before submitting your application for TRA Approval process
- ❖ After approval of your request, you will receive initial password in your mobile phone number or email in which you will be required to change it.

Procedure for changing mobile phone Number after login into Taxpayer portal

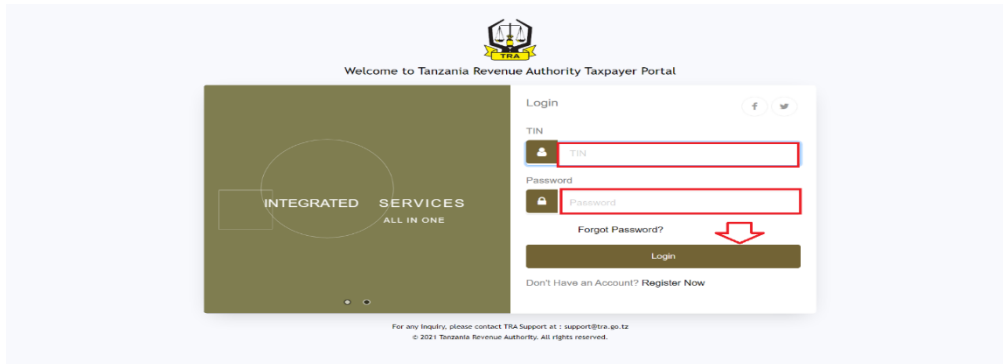
- ❖ Visit TRA website www.tra.go.tz
- ❖ Select E-Services then **Taxpayer Portal** (Access and Manage Your Tax-Related Information)

Welcome Page

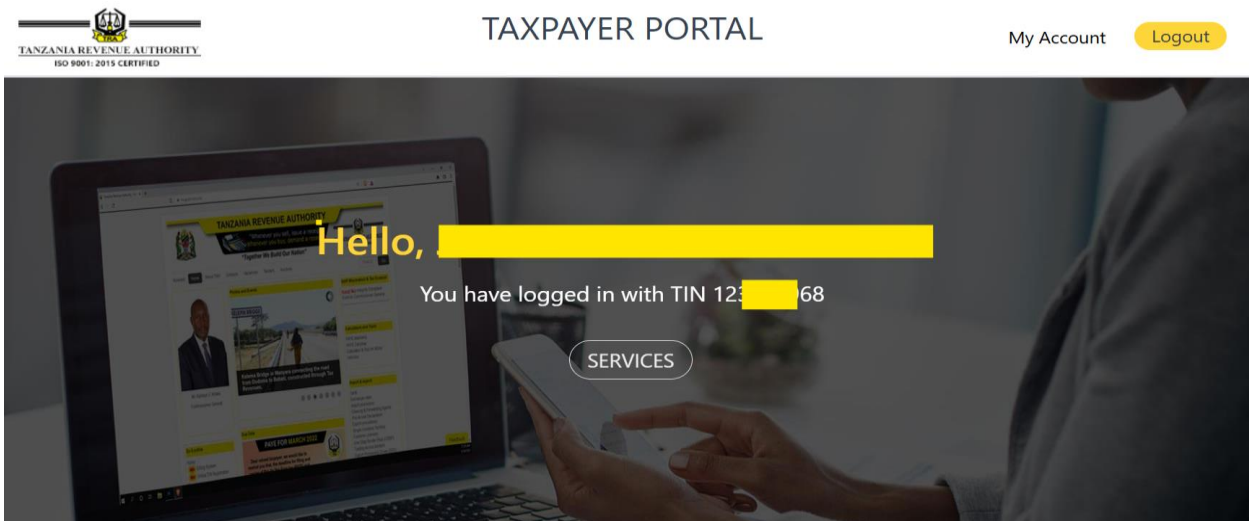
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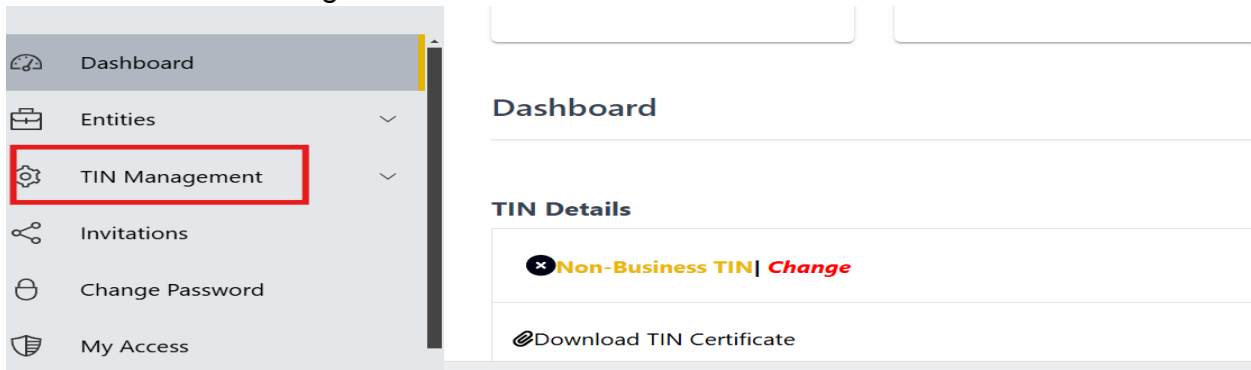
- ❖ Click login link
- ❖ Enter TIN and Password



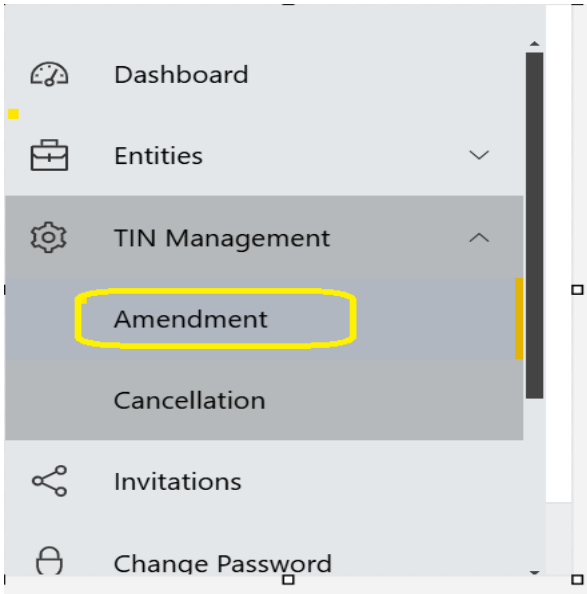
- ❖ After login into system click **My Account**



- ❖ Click TIN Management



❖ Click TIN Amendment



❖ Select **Contacts** window

Employment Status Employed	Residential Status RESIDENT	Registration date 2014-04-30T08:32:10	
Title MR.	Gender MALE		
Contact	Address	TRA Location	TRA LOCATION AMENDMENT FEEDBACK
MOBILE 1 06 [redacted] 02		MOBILE 2	MOBILE 3
EMAIL ACCOUNT j [redacted] @yahoo.com		FAX NUMBER	LAND LINE

❖ Enter your new mobile phone number and click update button to complete.

06 [redacted] 2

mobile1*
0715 [redacted] 56

Cancel Update

For more information, please visit your nearest TRA office or contact us through:

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0800 780 078

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