

HOW TO REGISTER FOR E-FILING

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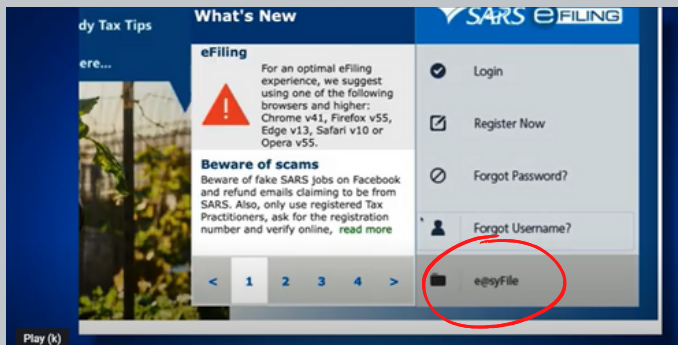
Some general information you need to know before you REGISTER:

- SARS may require you to supply additional documents, so keep them close by when you register. This includes:
- South African Identification Document/Passport.
- Banking and Investment Information.
- Medical Aid and Retirement Fund Information.
- Employment and Tax Information. (e.g IRP5)

IF ALL OF THIS IS IN ORDER YOU ARE READY TO REGISTER.

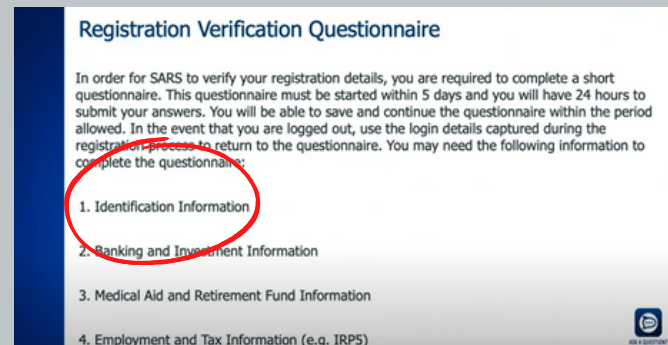
Step 1:

- Go to www.sars.gov.za
- On the right side click on E-FILING and register.



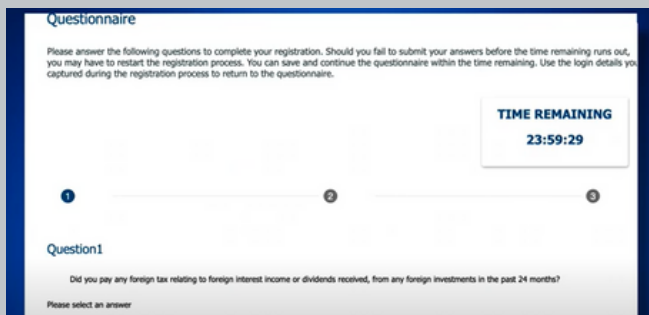
Step 2:

- For SA Citizens the ID field is mandatory.
- For Non SA Citizens the passport field is mandatory.



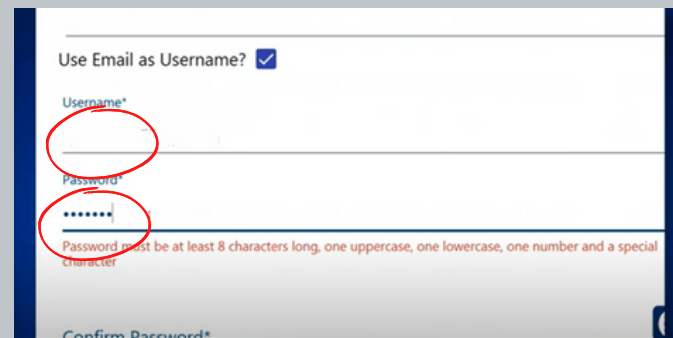
Step 3:

- You will fill in a questionnaire.
- Make sure all **your** details are **correct**.
- Click **Next** when done.



Step 4:

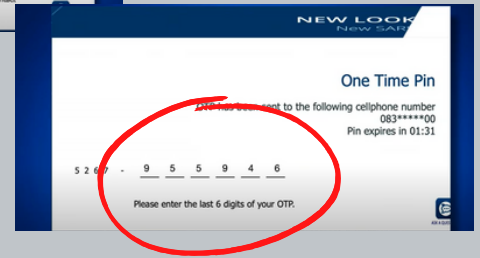
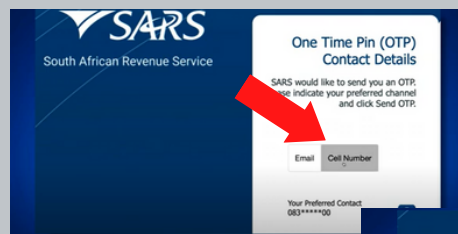
- You must create a **Username**.
- You must create a **Password**.



STEP 5 CONTINUES ON THE NEXT PAGE:

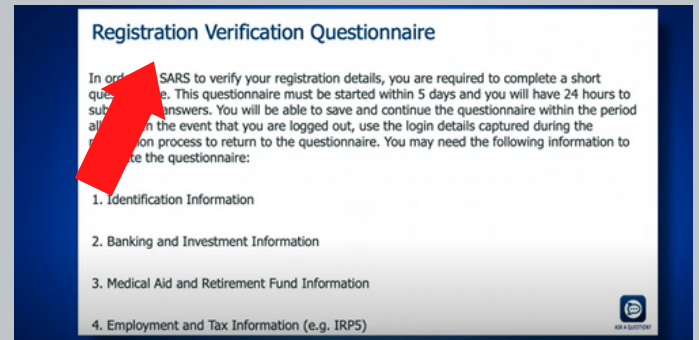
Step 5:

- You can select the channel you want to receive your **OTP** (One Time Pin).
- Enter the correct digits of the OTP when prompted.
- You will receive **verification** on your chosen channel.



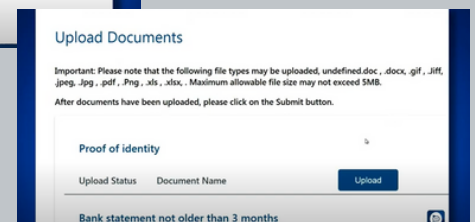
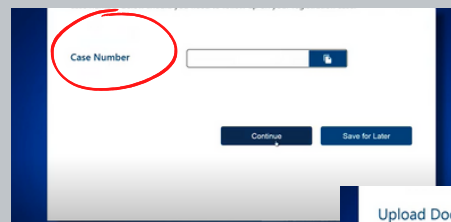
Step 6:

- If SARS could not verify your details you will be prompted to complete a questionnaire.



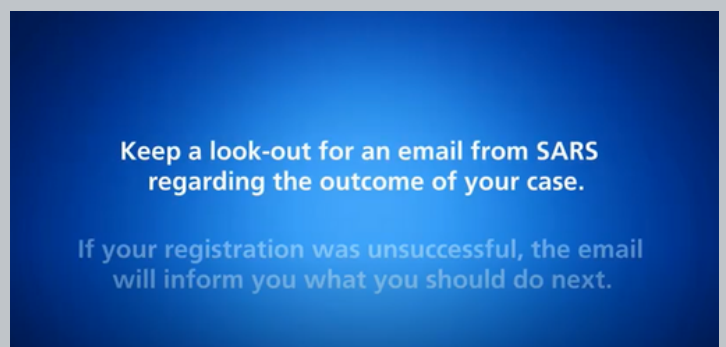
Step 7:

- If this is also unsuccessful a **CASE** will be created.
- Follow the **PROMPTS**.
- You will need to upload **RELEVANT DOCUMENTS**.
- Write down your **CASE NUMBER**.



Step 8:

- You will also receive a message on **your E-FILING** inbox informing you of what documents to submit.
- Keep a look out for an **EMAIL** from **SARS** regarding the outcome of your case.



**IF YOU NEED A PROFESSIONAL ACCOUNTANT
TO HELP YOU WE ARE AVAILABLE:**

JUST CLICK THE LOGO:

