

GETTING REGISTERED AS AN E-USER

EMPLOYEES, ARE YOU TIRED OF REQUESTING "TIME OFF " OR "EXTRA TIME" TO FILE YOUR INCOME TAX RETURN OR TRANACT ANY BUSINESS WITH THE INLAND REVENUE DEPARTMENT?

LET THIS BE A THING OF THE PAST ... TAKE ADVANTAGE OF OUR TAX E-SYSTEM AND REGISTER TODAY!



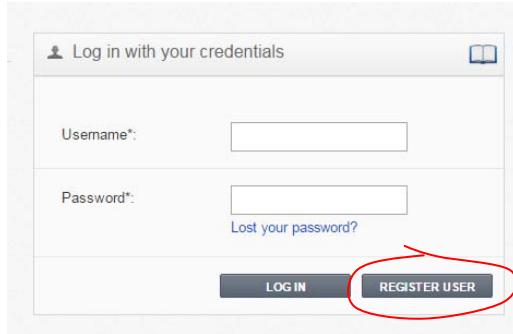
To become an E-User, Individuals (Employees or Self Employed persons) **must** have:

- Access to a Scanner;
- National Identification Card, Passport, Drivers License or any form of Picture ID, (to be scanned both front and back);
- E-mail Account;
- Updated version of Google Chrome, Fire Fox or Internet Explorer on their device.

To register as an E-User:

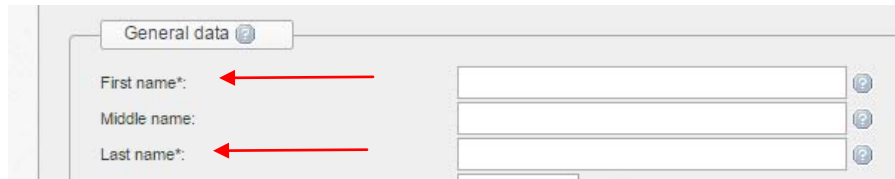
1. Go to the website <https://efiling.govt.lc>

2. Click on button labeled “REGISTER USER”



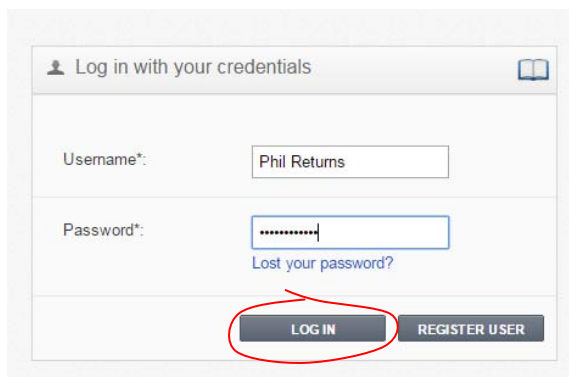
A screenshot of a web interface titled "Log in with your credentials". It features two input fields: "Username:" and "Password:". Below the password field is a link that says "Lost your password?". At the bottom, there are two buttons: "LOG IN" and "REGISTER USER". The "REGISTER USER" button is circled in red.

3. Complete and submit application form for approval. **All** required fields indicated with an asterisk (*) **must** be filled.



A screenshot of a form titled "General data". It has three input fields: "First name*", "Middle name", and "Last name*". Red arrows point to the asterisks on each field label, indicating they are required.

4. A message will be received in your Email account from Tax E-filing requesting that you click on the highlighted link.
5. Within eight (8) working hours an email would be received from Tax E-filing, indicating whether the application was approved or rejected. If approved, the User Name would be highlighted. If rejected, an explanation would be provided. The Individual should amend the issue and try again.
6. Return to E-filing website, fill in the slot stating “User Name” and enter Password.
7. Click on the button labeled “LOG IN”



A screenshot of the same "Log in with your credentials" page. The "Username:" field now contains the text "Phil Returns". The "Password:" field is filled with dots. The "LOG IN" button is circled in red.

GET ON BOARD WITH THIS NEW, INNOVATIVE AND EXCITING SERVICE ... TODAY!

Should you have any queries contact us at 468-4730/66/35(Castries), 468-4966/69/67 (Vieux Fort) or 459-7036 (Soufriere) or e-mail us at customerservice@ird.gov.lc

“SERVING YOU IN SERVING OUR COUNTRY”

Visit us at <http://www.ird.gov.lc>