User guide for E-Commerce

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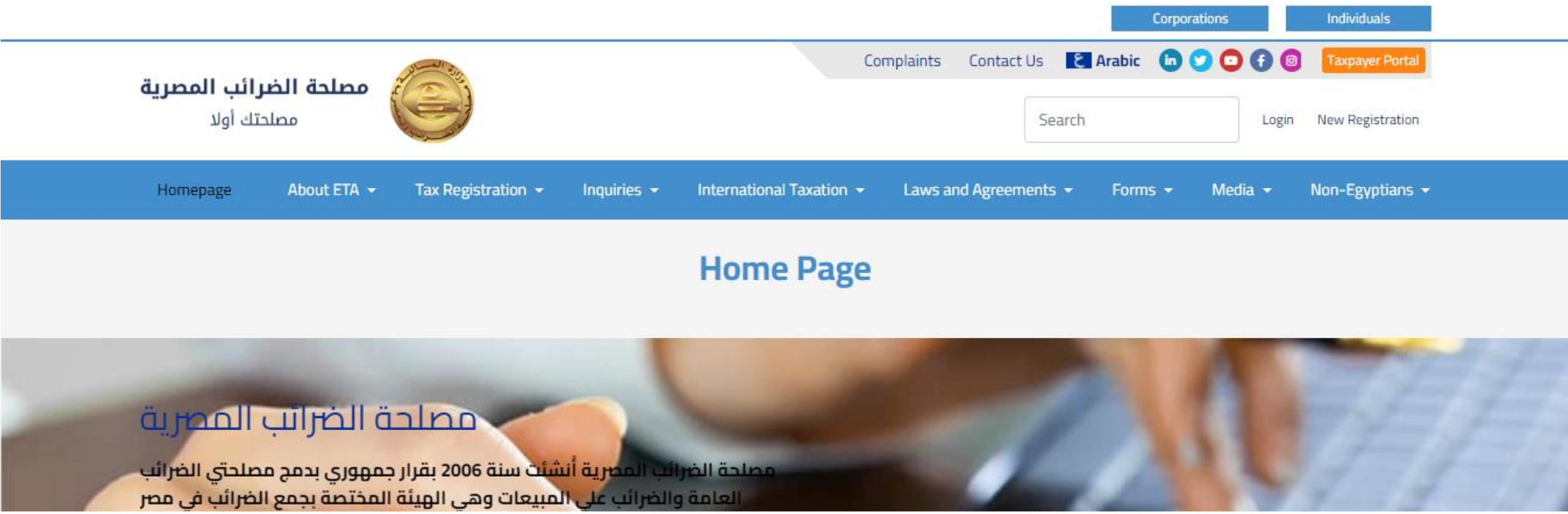
1



Dear taxpayer, kindly browse the following URL :

https://www.eta.gov.eg/en/home

and then click on “New Registration”

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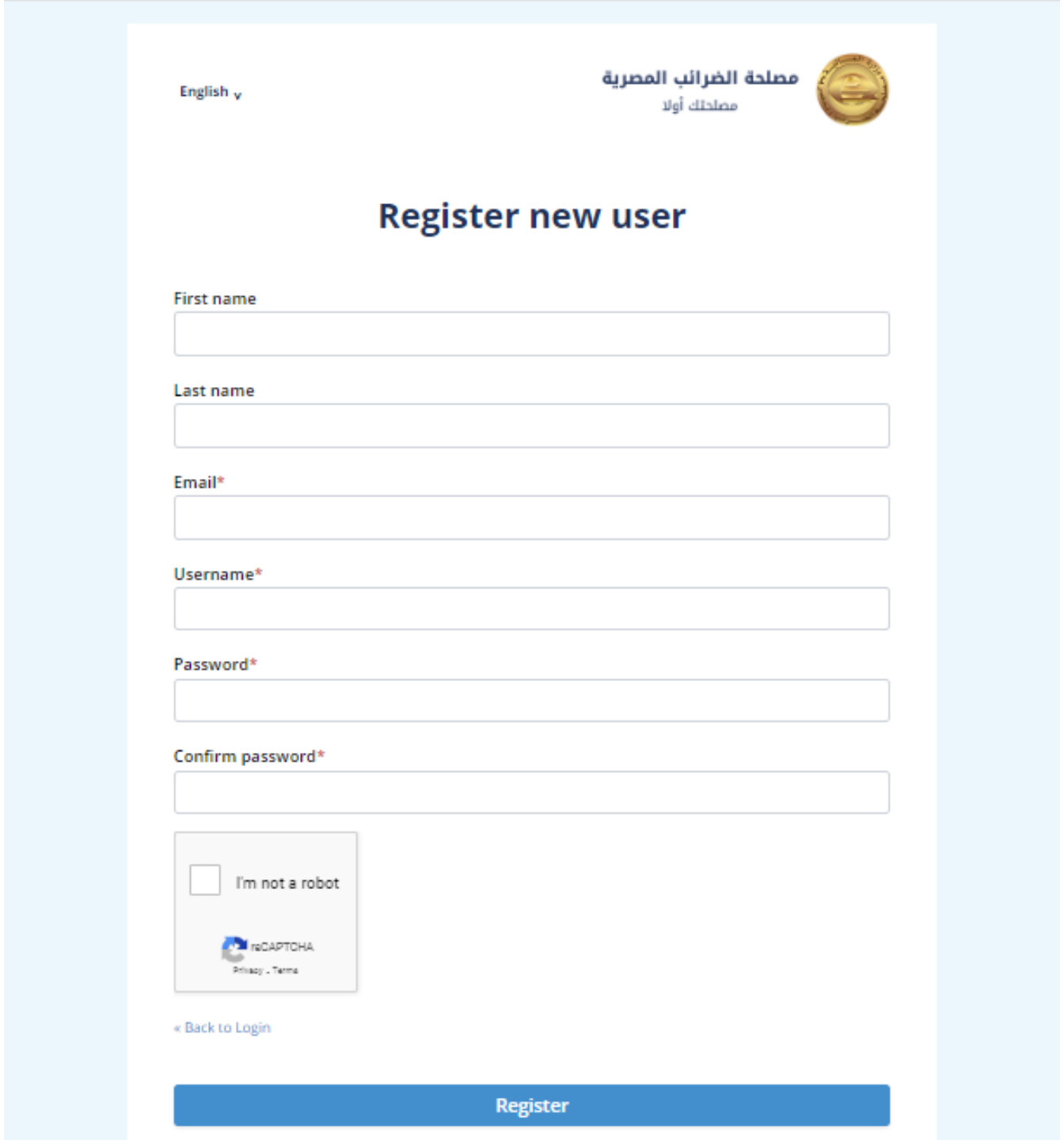
2



Now you should apply the following form and mark the reCAPTCHA and then click on “Register”

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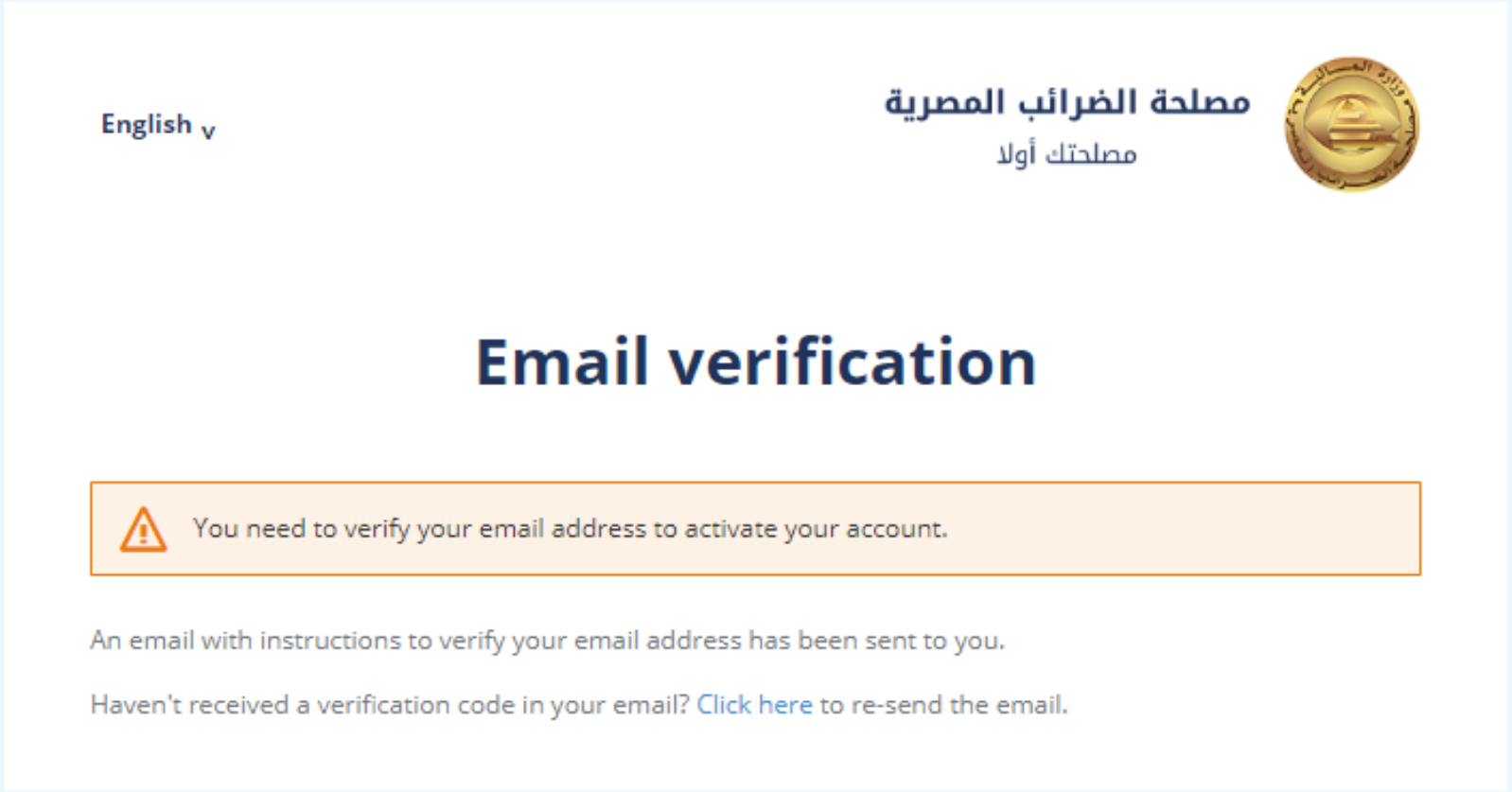

After completing the previous form, the following screen will appear to verify your mail

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Verify email Inbox ×

E-Tax Portal <Taxportal-dev@efinance.com.eg> 5:26 PM (0 minutes ago)

to me

Someone has created a Egyptian Tax Authority account with this email address. If this was you, click the link below to verify your email address

Link to e-mail address verification

This link will expire within 30 hours.

If you didn't create this account, just ignore this message.

Reply Forward

You will get a verification mail as the following and you should click on the hyperlink

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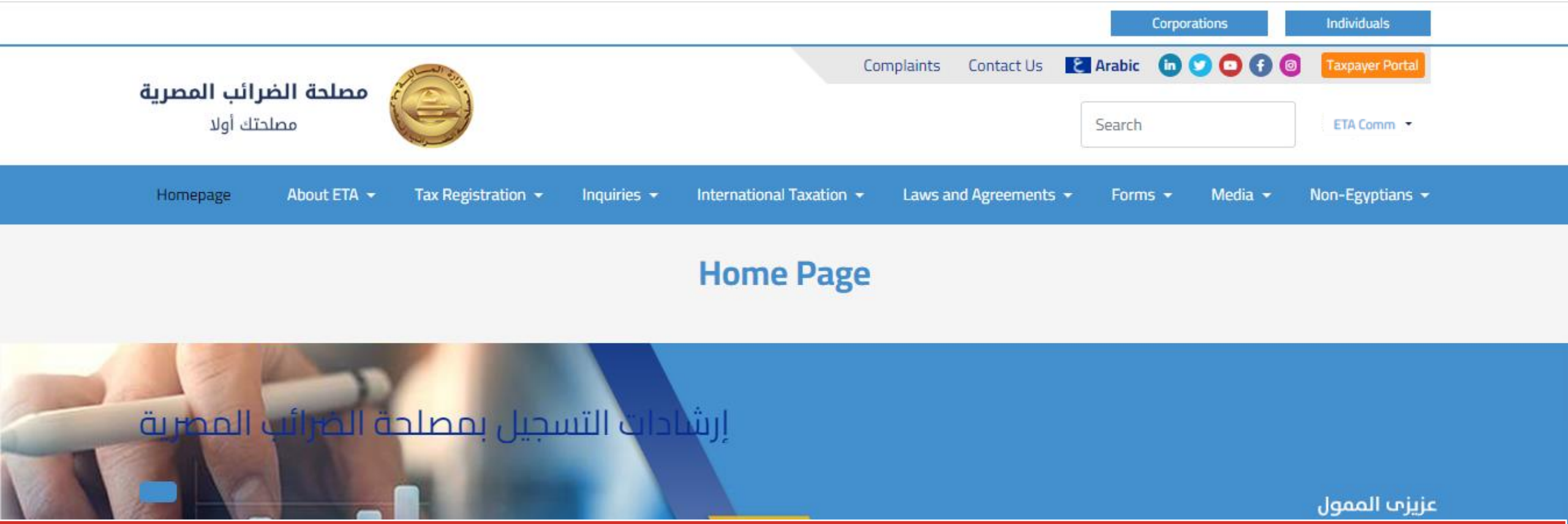

After clicking on the hyperlink in the verification mail you will be redirected to the following page

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You could be redirected to the Taxpayer workspace either by clicking on “Taxpayer Portal” or “Taxpayer Workspace”

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Taxpayer Workspace

E ETA Comm

Taxpayers

Do you want to deal on a tax registration number?

Attach my account on an existing tax registration

Do you want a new tax registration?

New tax registration

DashboardContent.ActionLinks.Incentives.title

DashboardContent.ActionLinks.Incentives

Filter results | Taxpayer name | Company name | Tax registration number | User type | User status | Filter

You will be redirected to the Workspace

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Taxpayer Workspace

E ETA Comm

- List of Taxpayers
- Modify account settings
- Sign out

Taxpayers

Do you want to deal on a tax registration number?

Attach my account on an existing tax registration

Do you want a new tax registration?

New tax registration

DashboardContent.ActionLinks.In

DashboardContent.ActionLinks.Incentives

Filter results | Taxpayer name | Company name | Tax registration number | User type | User status | Filter

Then you have to verify your mobile number.
Click on “Modify account settings”

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Taxpayer Workspace

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Taxpayers

Modify account settings

Amendment of formal correspondence of the taxpayer accounts

First Name: ETA

Last name: Comm

User name: p_user10

E-mail: etax.portal0@gmail.com

Modify the basic data

phone number: +20

Change the phone number

Click on “Change the phone number”

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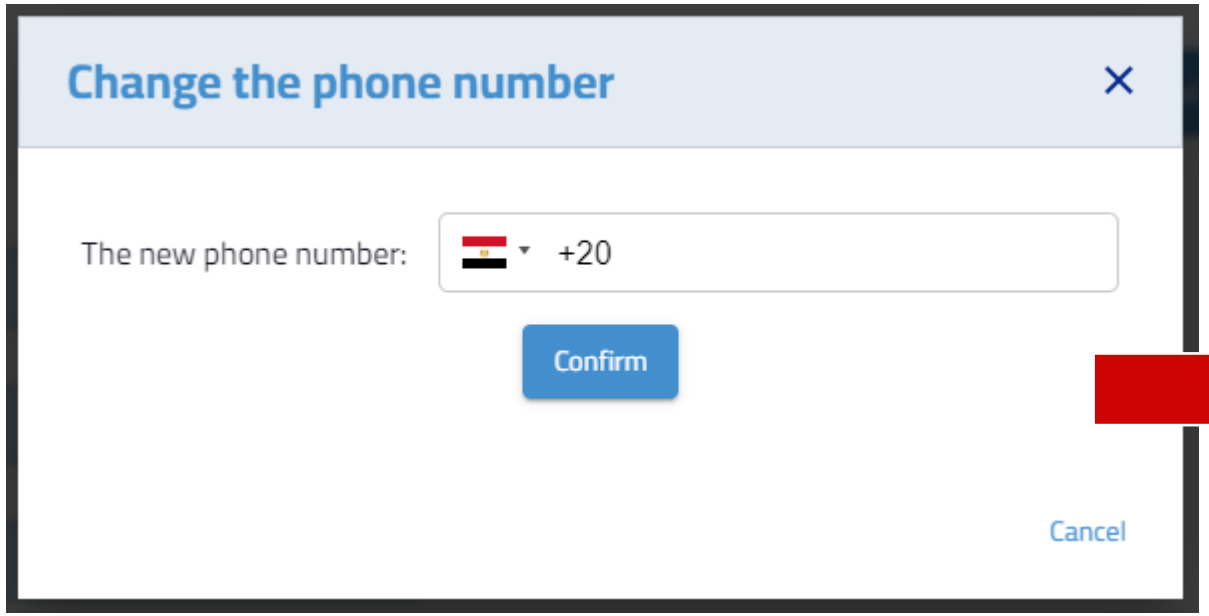

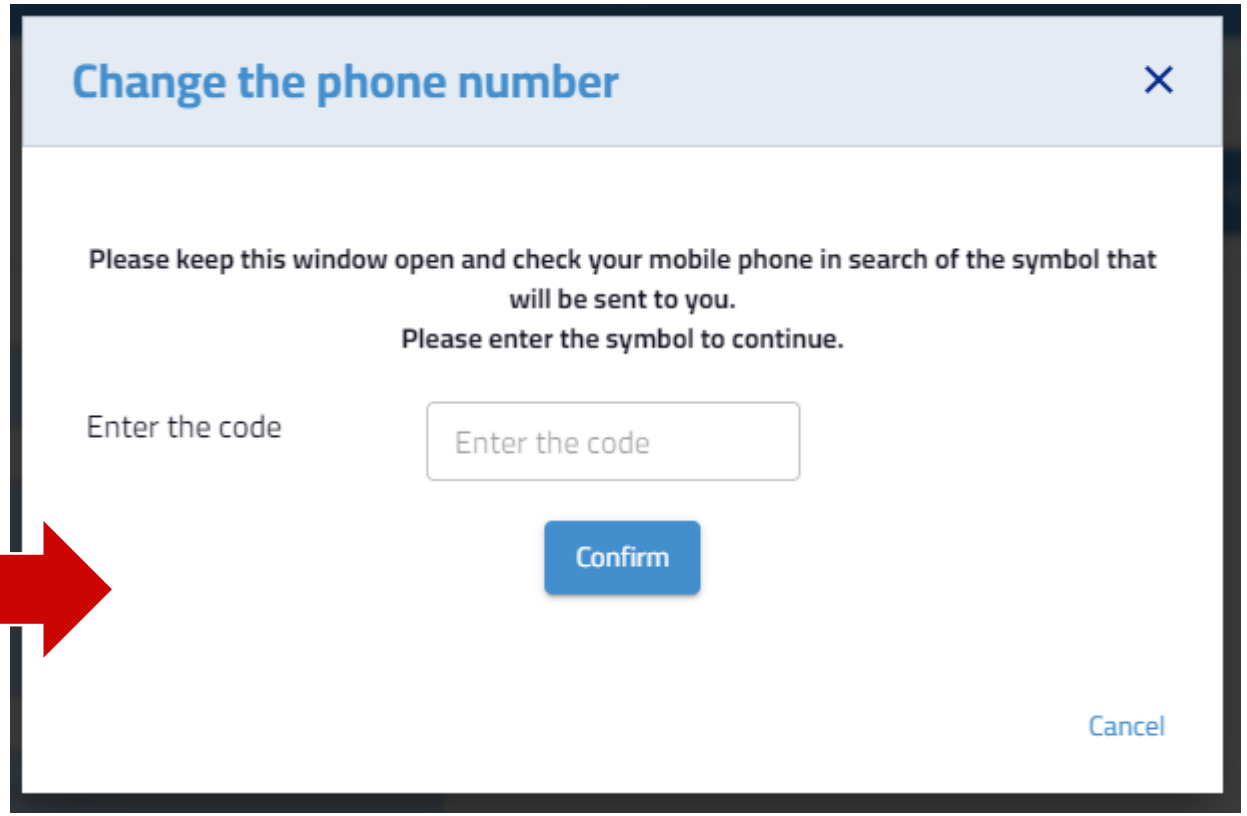

Choose your country then enter the phone Number and click on “Confirm”

Then you should enter the OTP received in the SMS and click on “Confirm”

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العربية | Complaints | Contact us | Tax Authority Portal

Taxpayer Workspace

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Taxpayers

Modify account settings

Amendment of formal correspondence of the taxpayer accounts

First Name: ETA

Last name: Comm

User name: p_user10

E-mail: [redacted]

Modify the basic data

phone number: +20 [redacted]

Change the phone number

After verifying the phone number, you should add formal correspondence

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Taxpayer Workspace

E ETA Comm

Taxpayers

Amendment of formal correspondence of the taxpayer accounts

Add formal correspondence settings for the taxpayer

Do you have a tax registration number? no

phone number*: +20 Change the phone number

E-mail*: E-mail

Do you want to use account settings? no

save Cancel

You could apply this flag to use the account settings

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Taxpayer Workspace

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Taxpayers

Amendment of formal correspondence of the taxpayer accounts

Add formal correspondence settings for the taxpayer

Do you have a tax registration number? no

phone number*: +20 [redacted]

E-mail*: [redacted]

Do you want to use account settings? Yes

save Cancel

Click on "Save"

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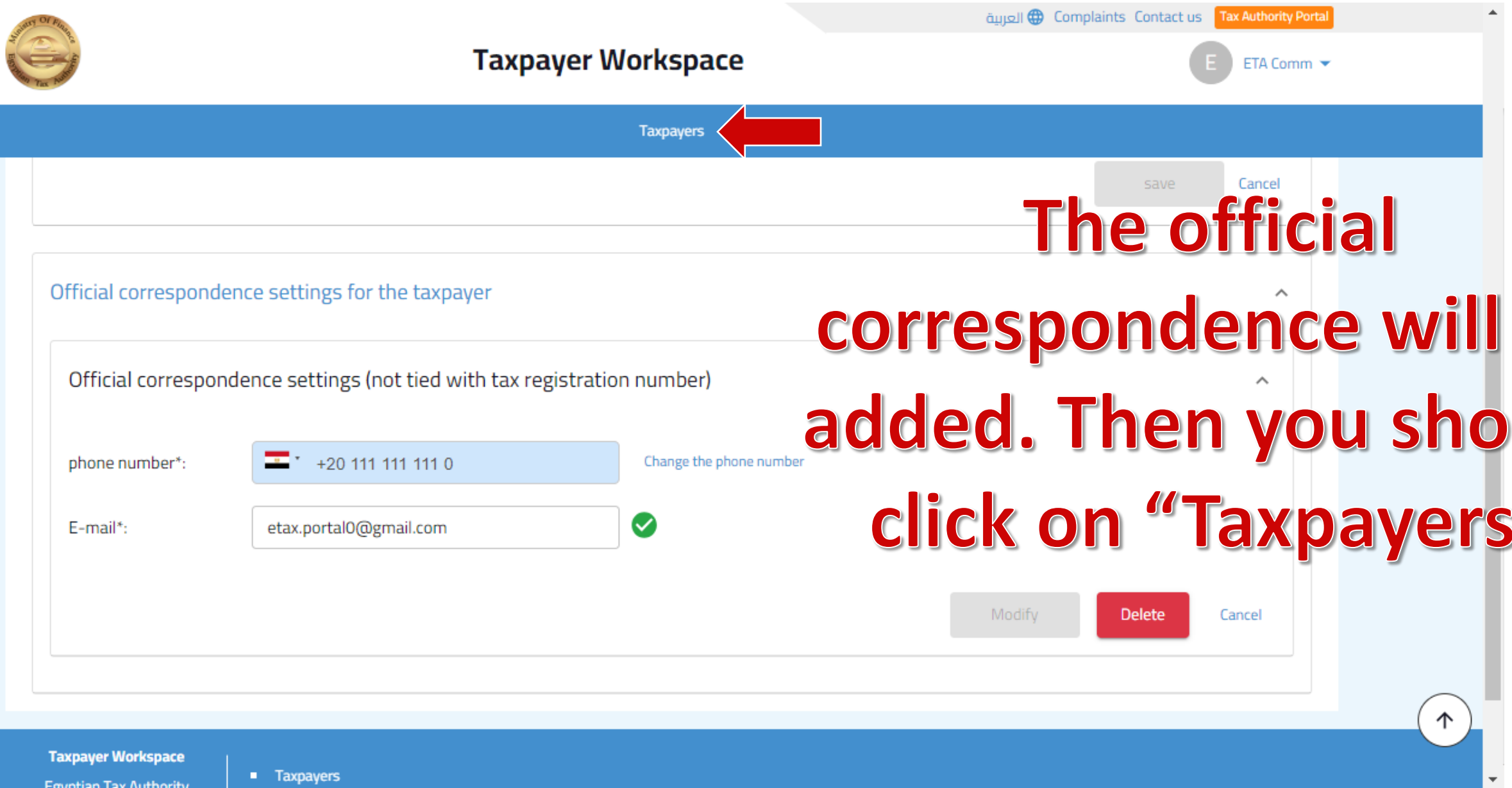

The official correspondence will be added. Then you should click on “Taxpayers”

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Taxpayer Workspace

E ETA Comm

Taxpayers

Do you want to deal on a tax registration number?

Attach my account on an existing tax registration

Do you want a new tax registration?

New tax registration

DashboardContent.ActionLinks.Incentives.title

DashboardContent.ActionLinks.Incentives

Filter results | Taxpayer name | Company name | Tax registration number | User type | User status | Filter

No results found

Click on “New Registration”

Taxpayer Workspace

- Taxpayers

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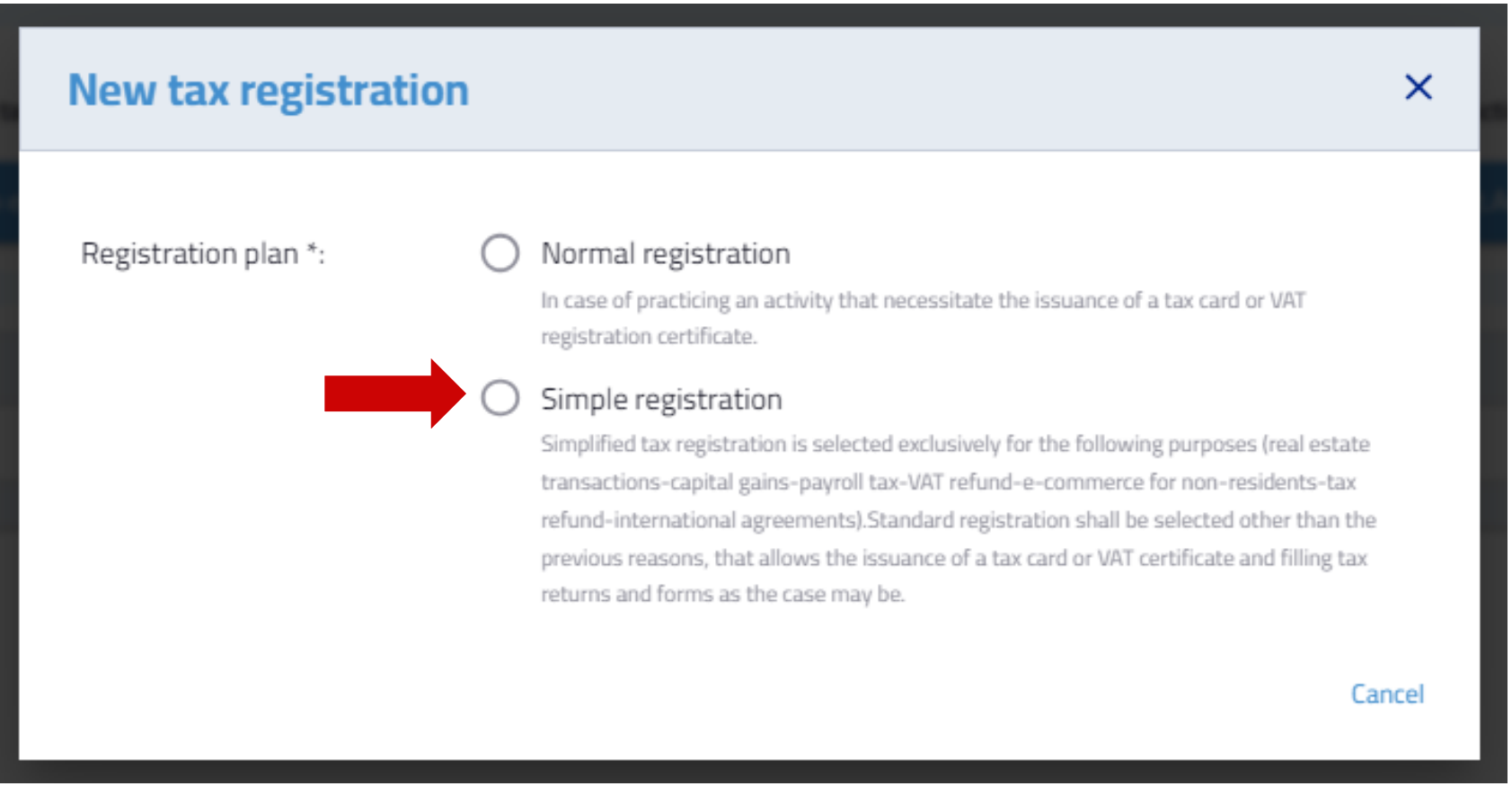

Choose “Simple registration”

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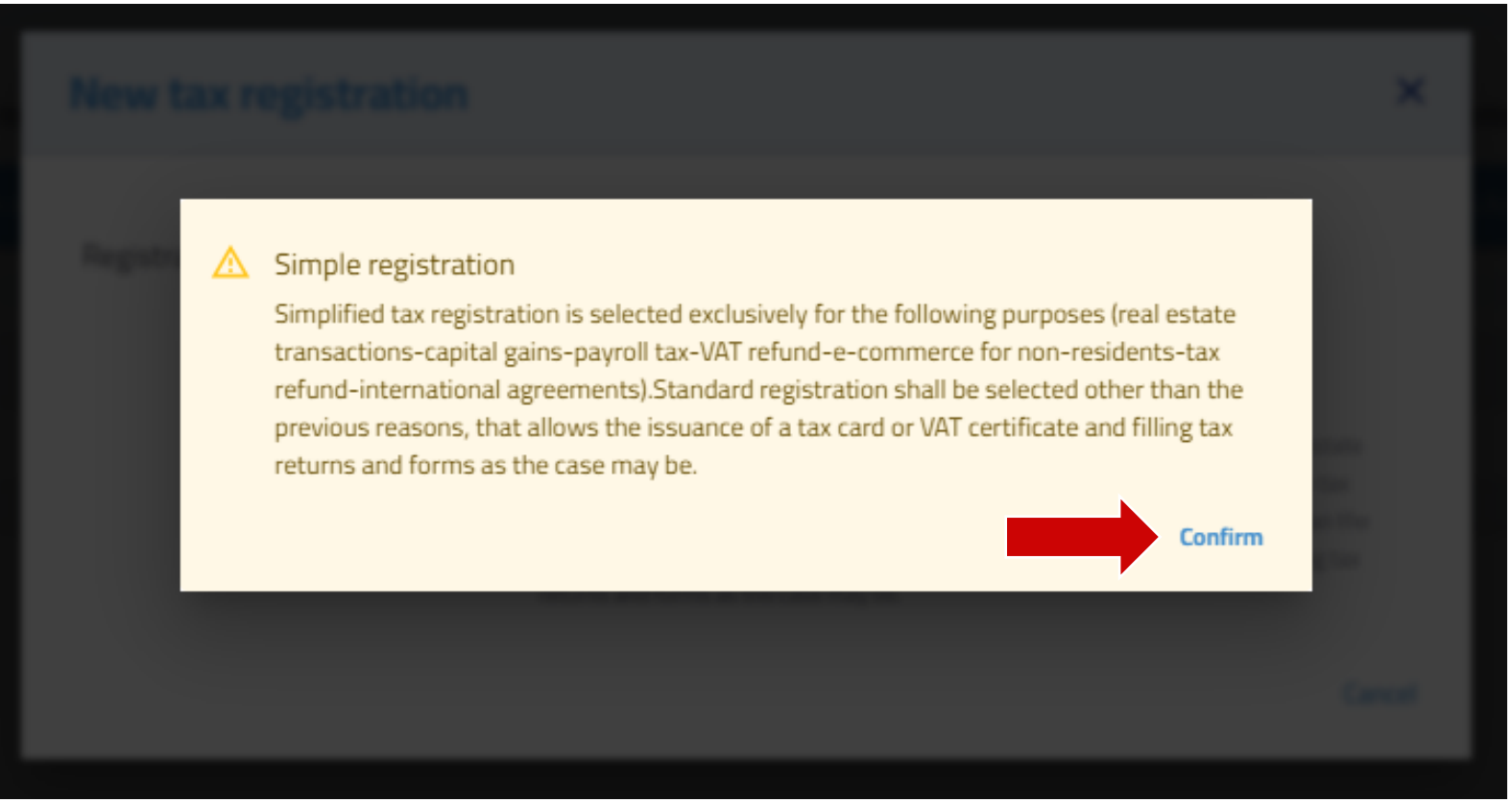

Press on “Confirm” after reading the instructions

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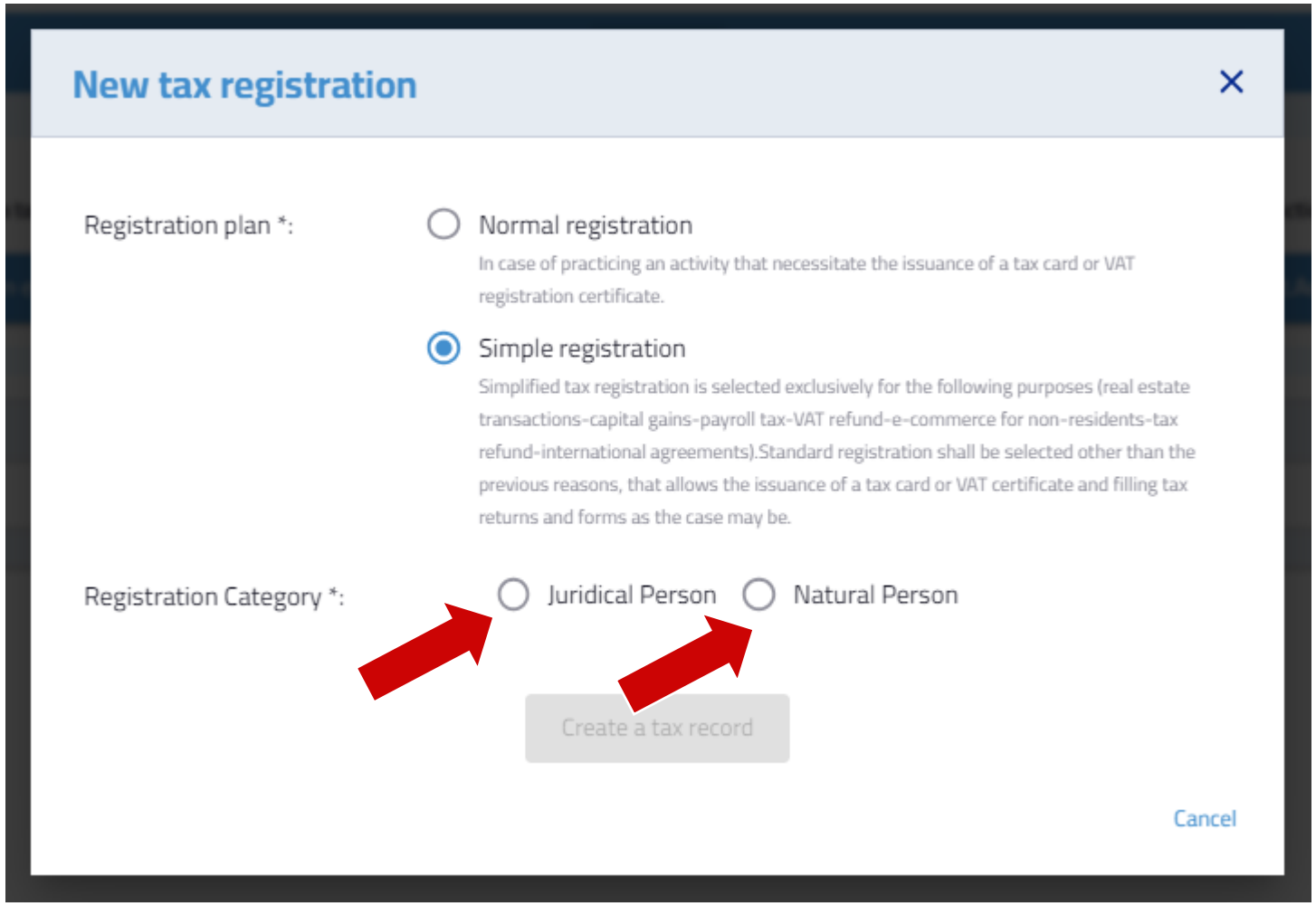

Choose whether you are Juridical or Natural person

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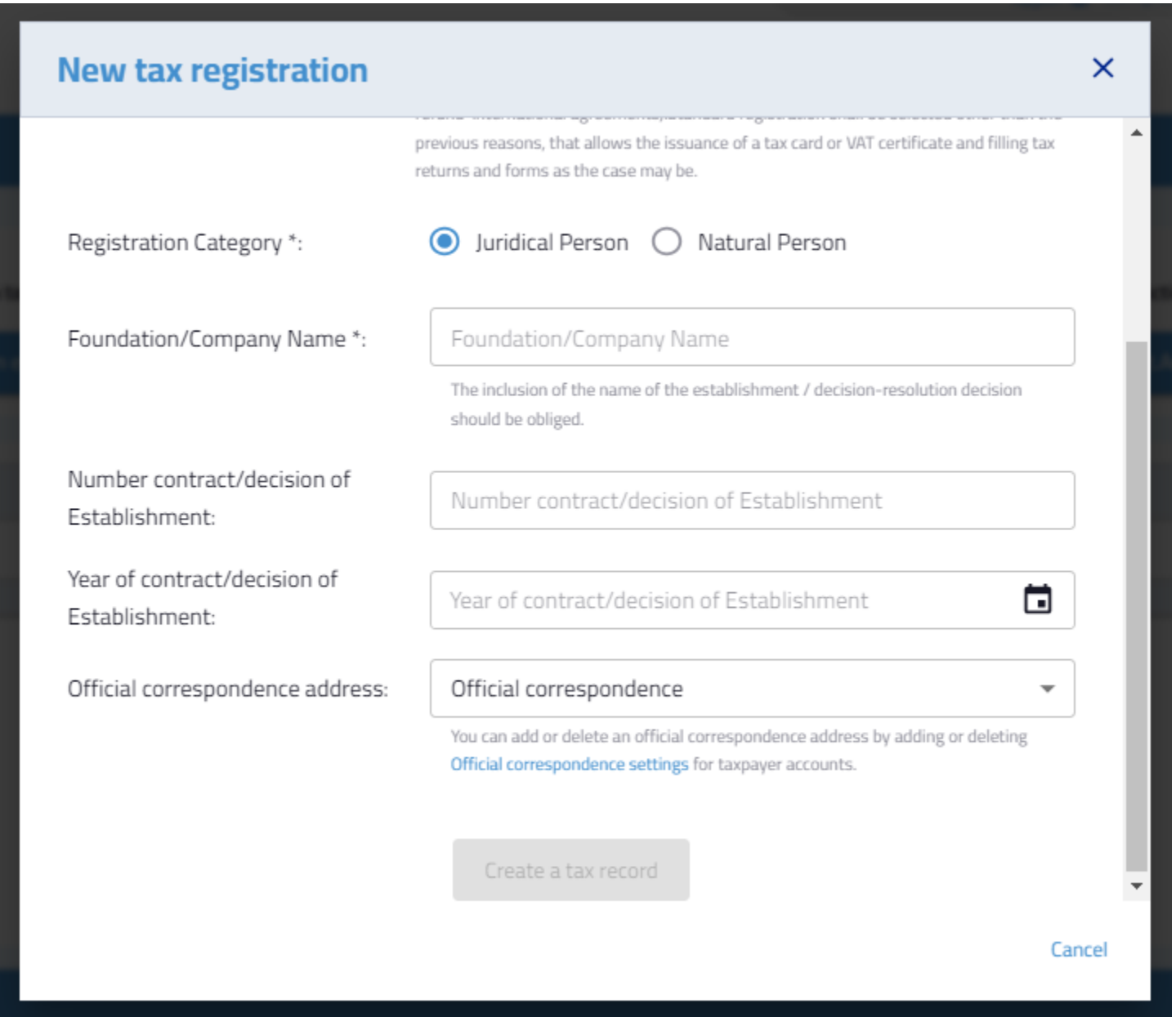

Enter the required data correctly

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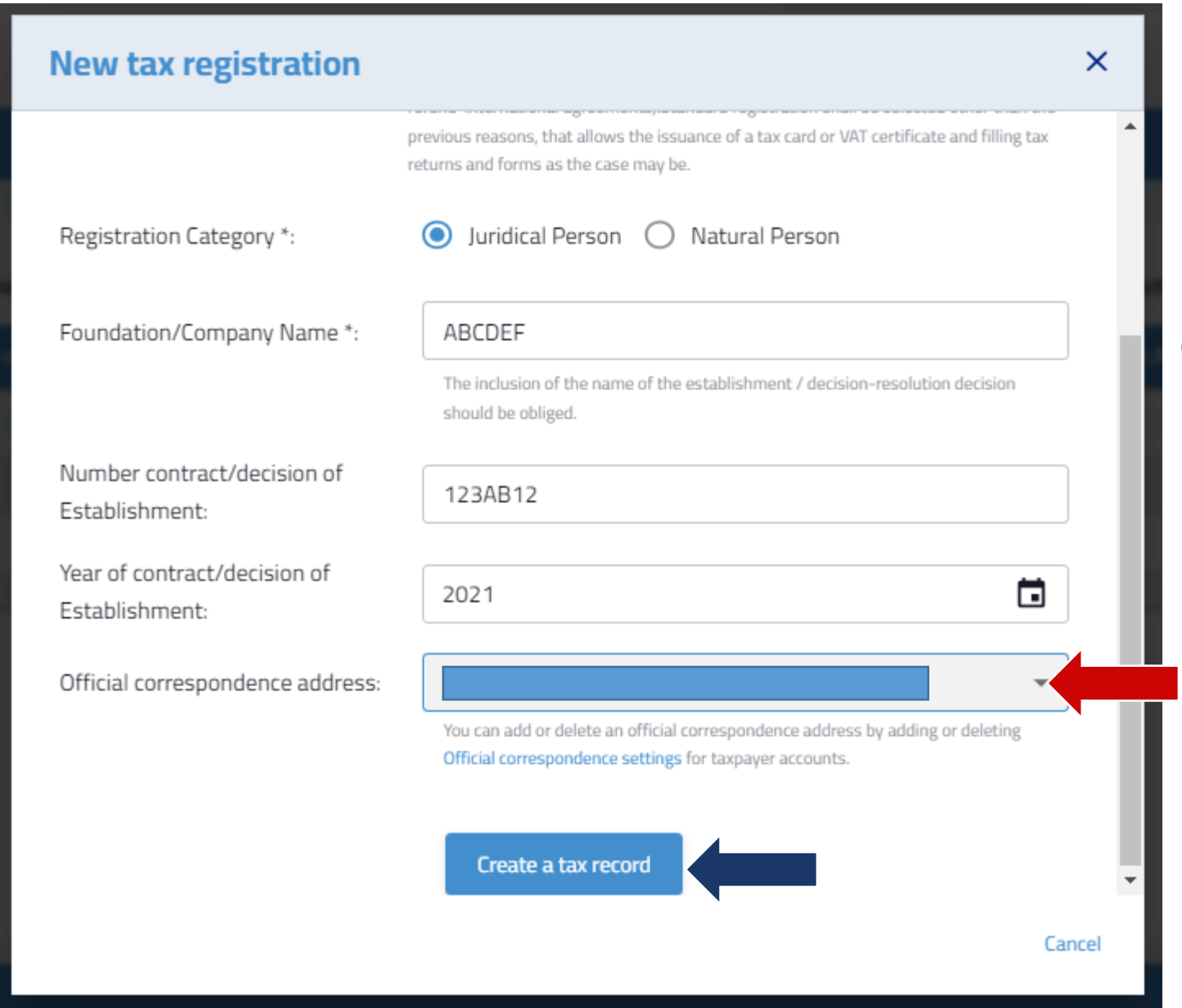

Choose the "Official correspondence address"

Then after you make sure that all the data is correct, you should click on "Create tax record"

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Then you will be redirected to the CoreTaxation system. There will be separate user guide for it.

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Taxpayer Workspace

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Taxpayers

You will click on “E-commerce platform services”

Filter results | Taxpayer name | Company name | Tax registration number | User type | User status | Filter

Taxpayer name	Company name	Tax registration number	User type	User status	Subscription end date
ABCDEF	N/A	643331967	Company Owner	Active	Service Renewal E-commerce platform services

Taxpayer Workspace
Egyptian Tax Authority
Your interest first

- Taxpayers

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Taxpayer Workspace

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Taxpayers | Subscriptions | Taxpayer Data | Declarations | Notifications | Incentives | Services | Electronic Invoices | E-Commerce Platform Services

Taxpayers > ABCDEF > E-commerce platform services

Add Platform

No E-commerce platforms found

Then you will click on “Add Platform”

Taxpayer Workspace

Egyptian Tax Authority
Your interest first

- Taxpayers
- Subscriptions
- Taxpayer data
- Manage users

- Declarations
  - Tax services
  - Appeals
  - Financed balance
  - Payments associated to the core-taxation system
  - Payments not related to the core-taxation system

- Notifications
- Incentives
- Services
- Electronic invoices
- E-commerce platform services

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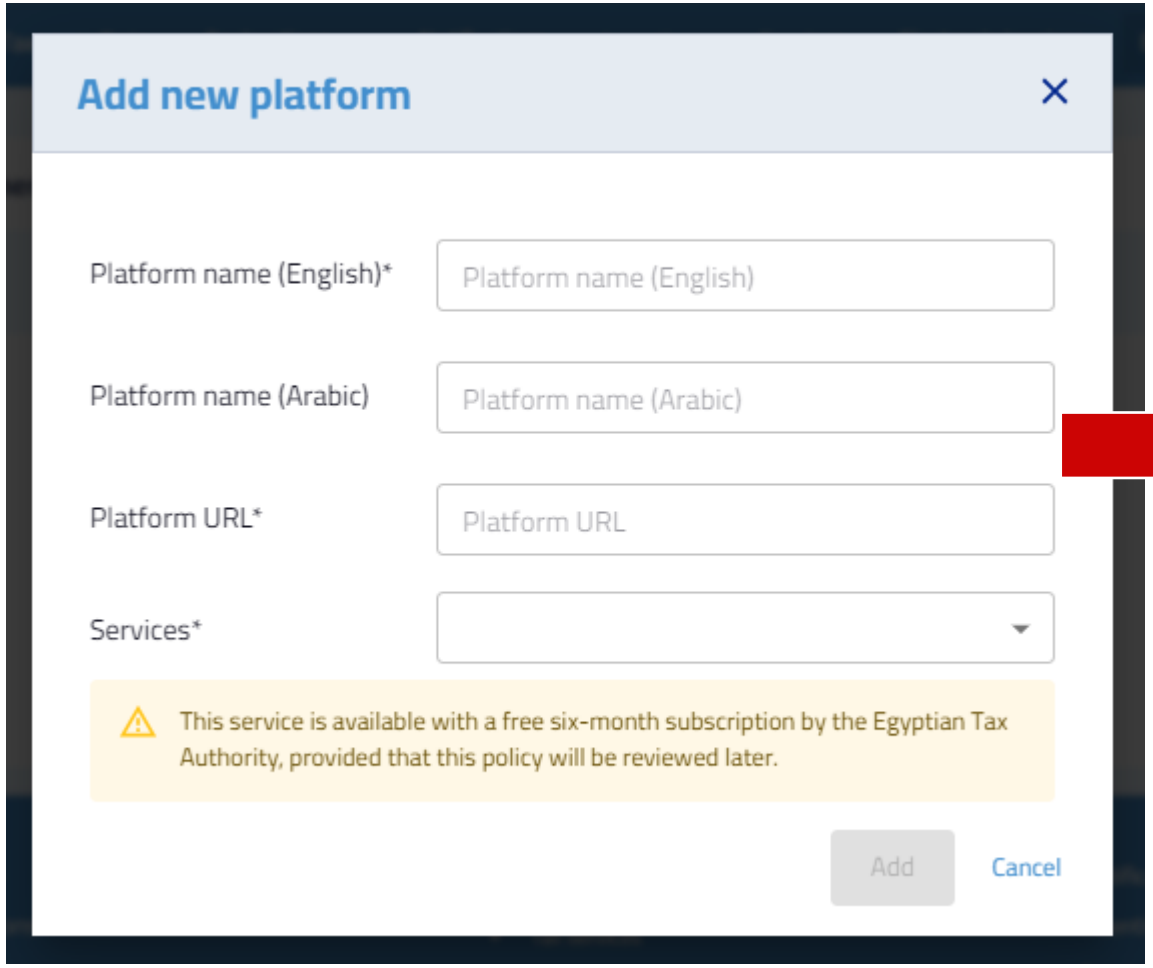

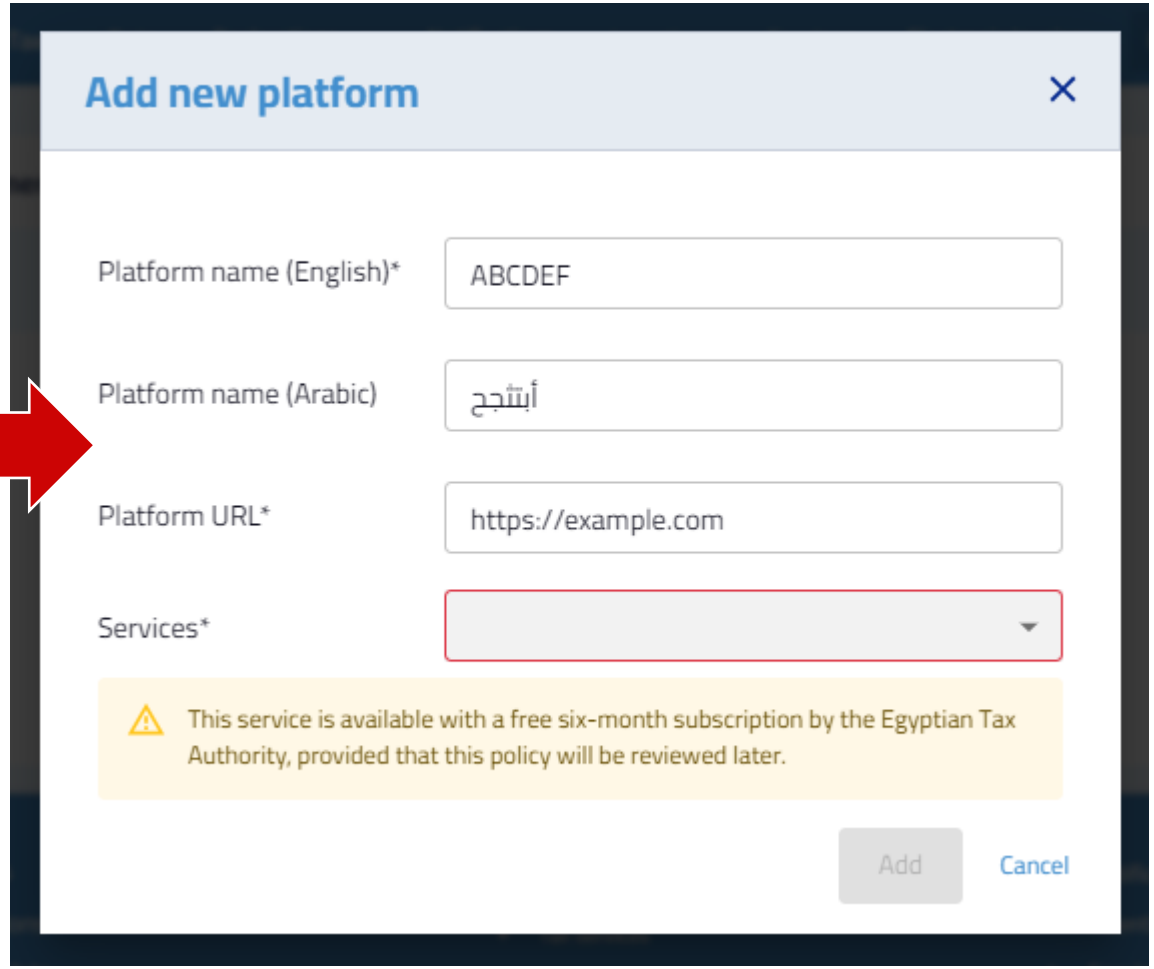

Fill the form with the needed data correctly

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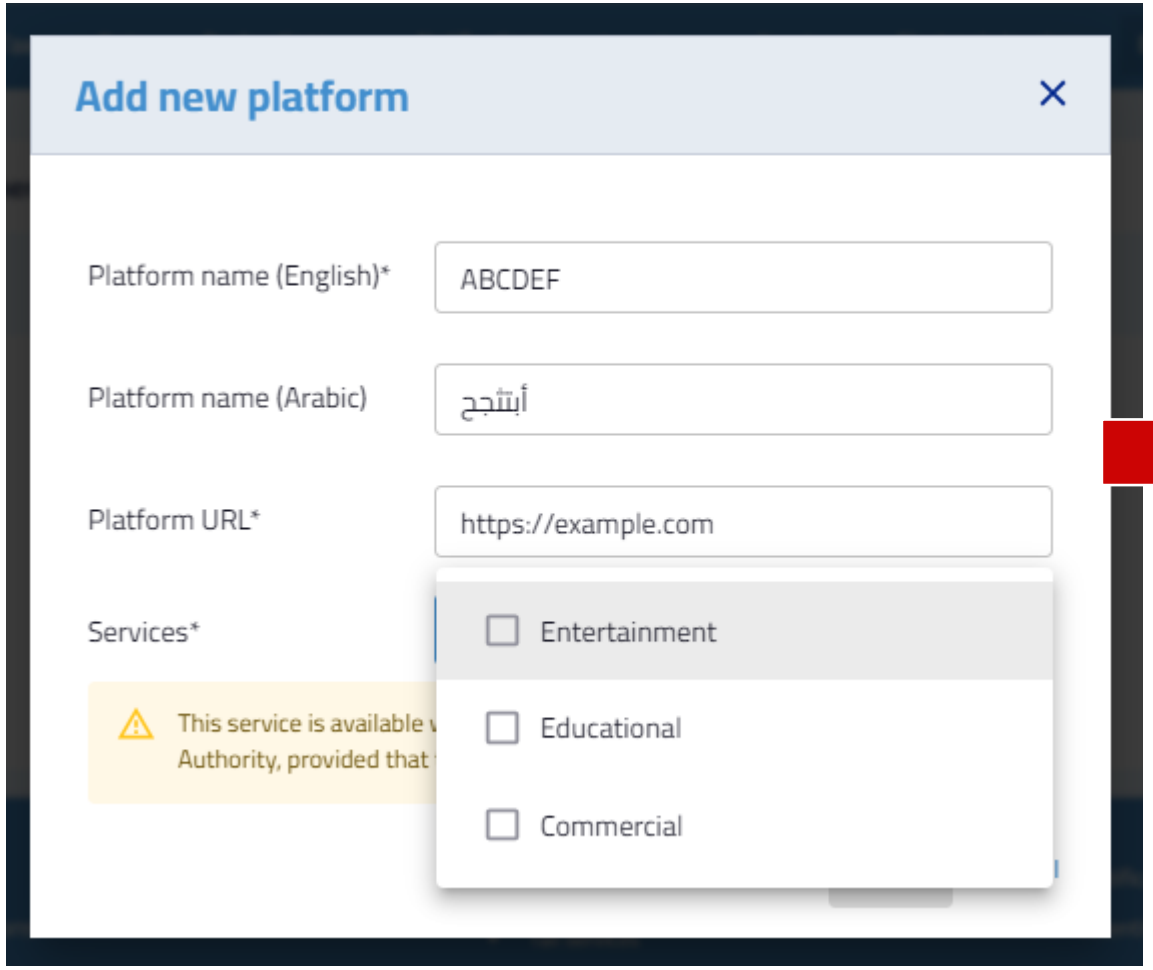

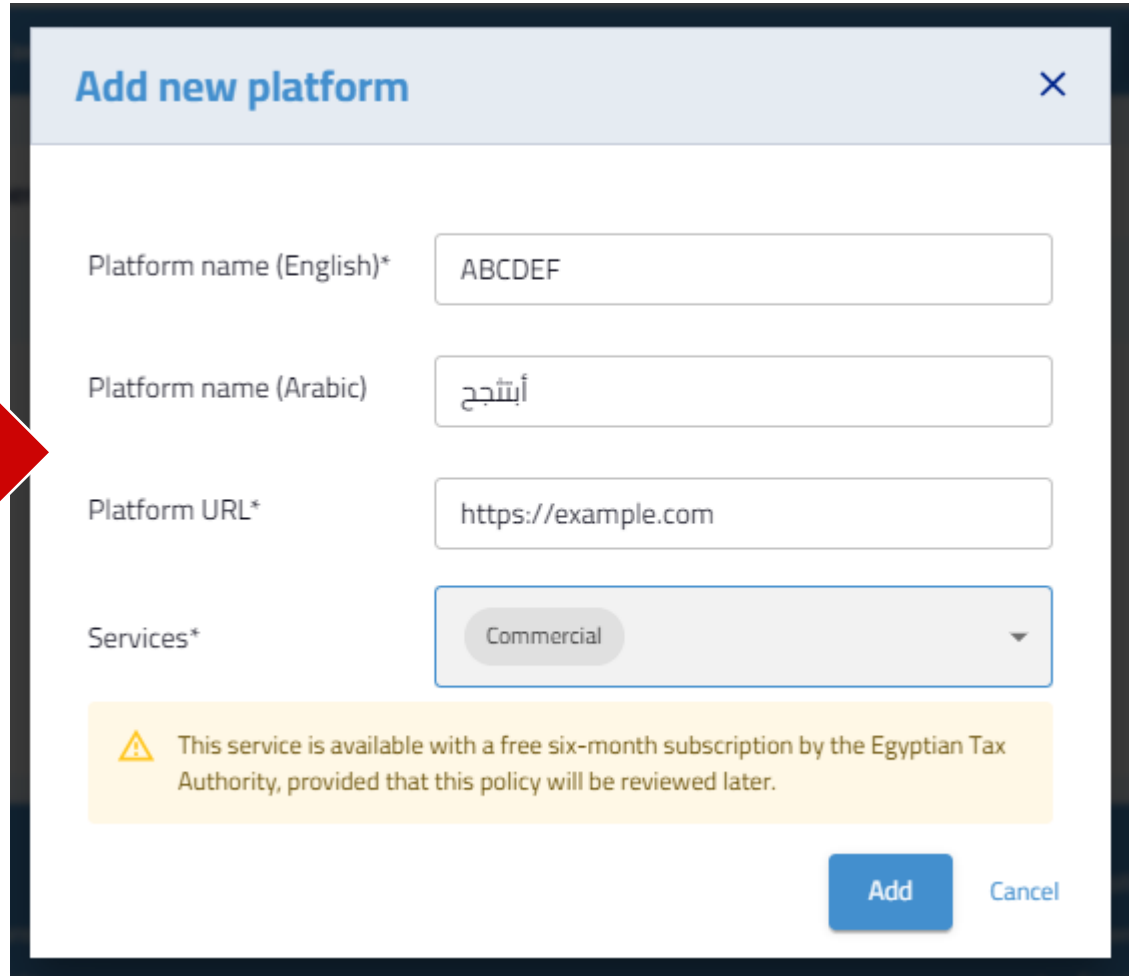

And then you should choose your service/s, and then click on “Add”

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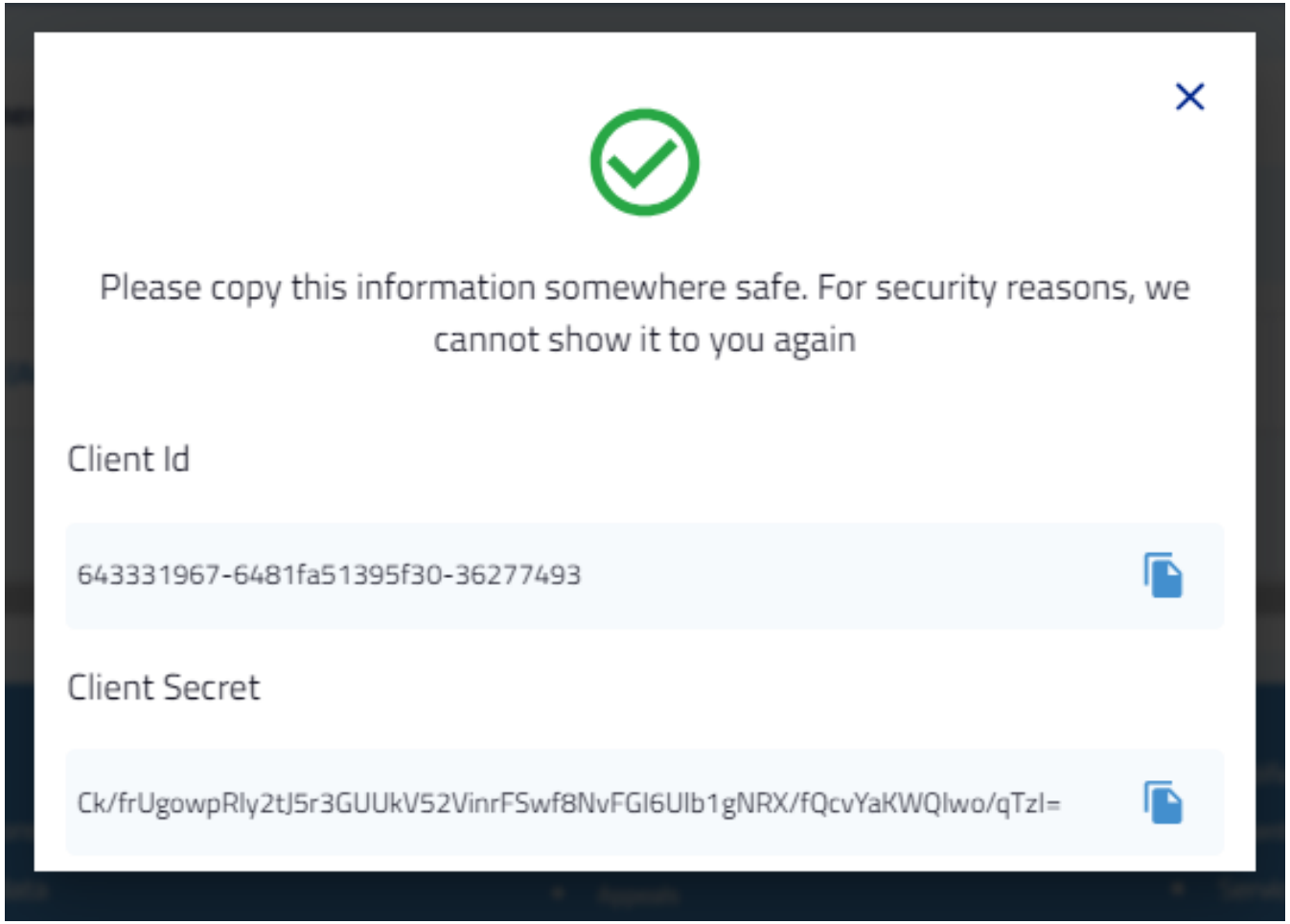

A “Client ID” and “Client Secret” will be generated, and you must save.

Thanks

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