

# User guide for E-Commerce



**finance**  
Digital Partner of Choice



## Home Page

### مصلحة الضرائب المصرية

مصلحة الضرائب المصرية أنشئت سنة 2006 بقرار جمهوري بدمج مصلحتي الضرائب العامة والضرائب على المبيعات وهي الهيئة المختصة بجمع الضرائب في مصر

**Dear taxpayer, kindly browse the following URL :**

**<https://www.eta.gov.eg/en/home>**

**and then click on “New Registration”**



## Register new user

First name

Last name


Email\*

Username\*

Password\*

Confirm password\*

☐ I'm not a robot

 reCAPTCHA

[Privacy](#) - [Terms](#)

[« Back to Login](#)

Register

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

English ▾

مصلحة الضرائب المصرية  
مصلحتك أولاً

## Email verification



You need to verify your email address to activate your account.

An email with instructions to verify your email address has been sent to you.

Haven't received a verification code in your email? [Click here](#) to re-send the email.

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

## Verify email Inbox x



**E-Tax Portal** <Taxportal-dev@efinance.com.eg>

to me ▼

5:26 PM (0 minutes ago)

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**



## Home Page

إرشادات التسجيل بمصلحة الضرائب المصرية

عزيزي الممول

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





## Home Page

إرشادات التسجيل بمصلحة الضرائب المصرية

عزيزي الممول

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



## 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

[Filter](#)

# You will be redirected to the Workspace



## Taxpayer Workspace

E ETA Comm ▾

Taxpayers

List of Taxpayers

Modify account settings

Sign out

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”**

## Taxpayer Workspace

E [ETA Comm](#) ▼

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](#)

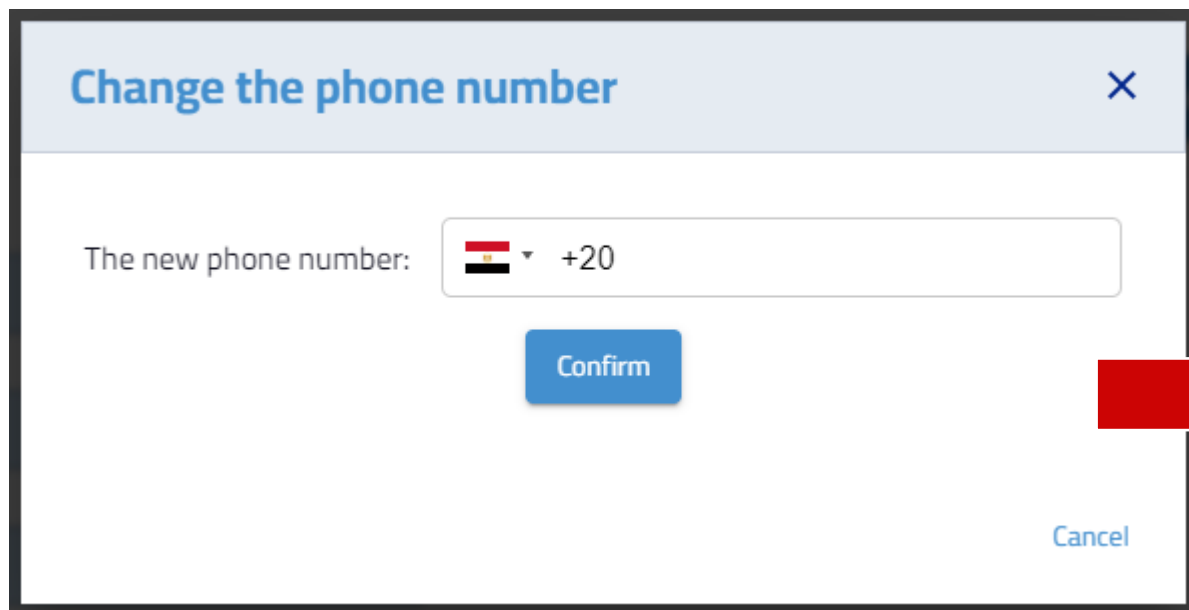
phone number:

 ▼ +20

[Change the phone number](#)

**Click on “Change the  
phone number”**



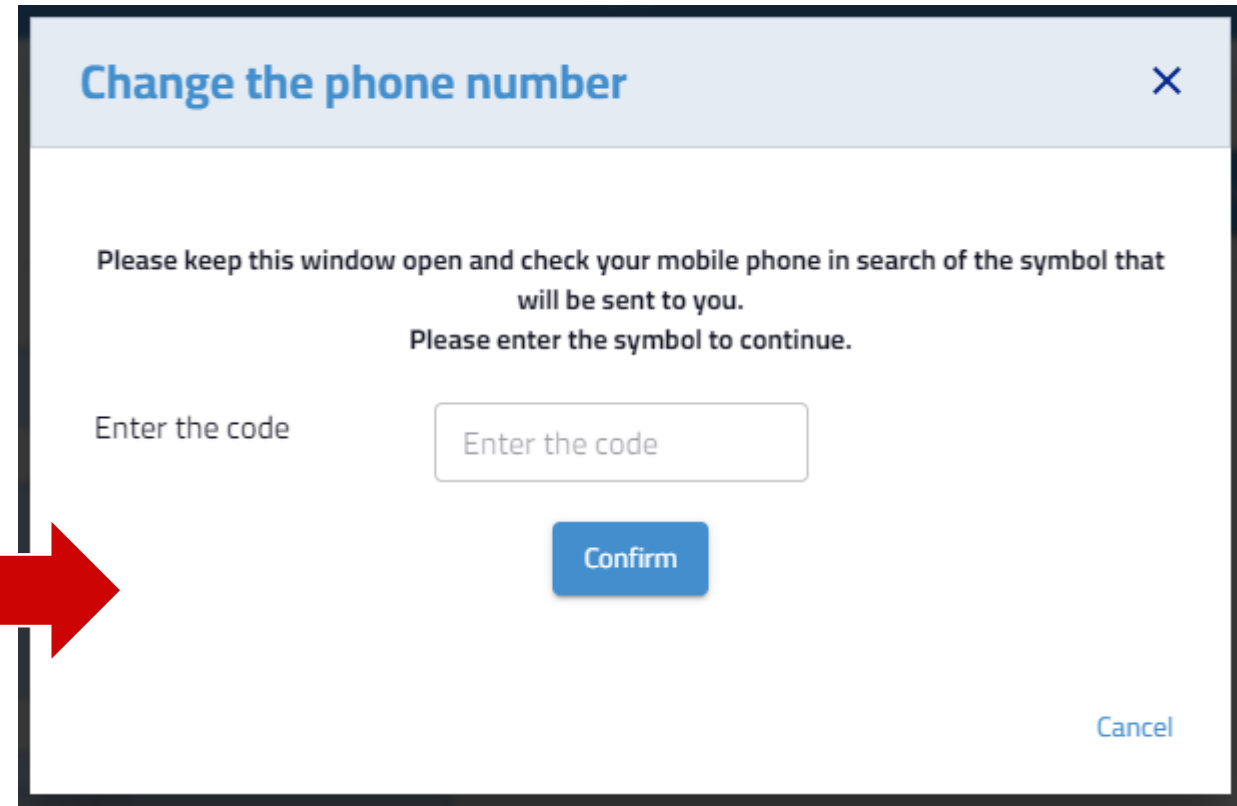


Change the phone number

The new phone number: 🇪🇬 +20

Confirm

Cancel



Change the phone number

Please keep this window open and check your mobile phone in search of the symbol that will be sent to you.  
Please enter the symbol to continue.

Enter the code

Confirm

Cancel

**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”**

## Taxpayer Workspace

E [ETA Comm](#) ▼

Taxpayers

### Modify account settings



Amendment of formal correspondence of the taxpayer accounts

First Name:

ETA

Last name:

Comm

User name:

p\_user10

E-mail:

[Modify the basic data](#)

phone number:



+20

[Change the phone number](#)

**After verifying the  
phone number, you  
should add formal  
correspondence**



## Taxpayer Workspace

العربية [Complaints](#) [Contact us](#) [Tax Authority Portal](#)

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**

## 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

E-mail\*:

Do you want to use account settings? ☒ Yes

Click on  
"Save"

save

Cancel





## Taxpayer Workspace

E ETA Comm ▾

Taxpayers

save

Cancel

### Official correspondence settings for the taxpayer

Official correspondence settings (not tied with tax registration number)

phone number\*:

 +20 111 111 111 0

[Change the phone number](#)

E-mail\*:

etax.portal0@gmail.com



Modify

Delete

Cancel

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



## 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”**

## New tax registration



Registration plan \*:

☐

Normal registration

In case of practicing an activity that necessitate the issuance of a tax card or VAT registration certificate.

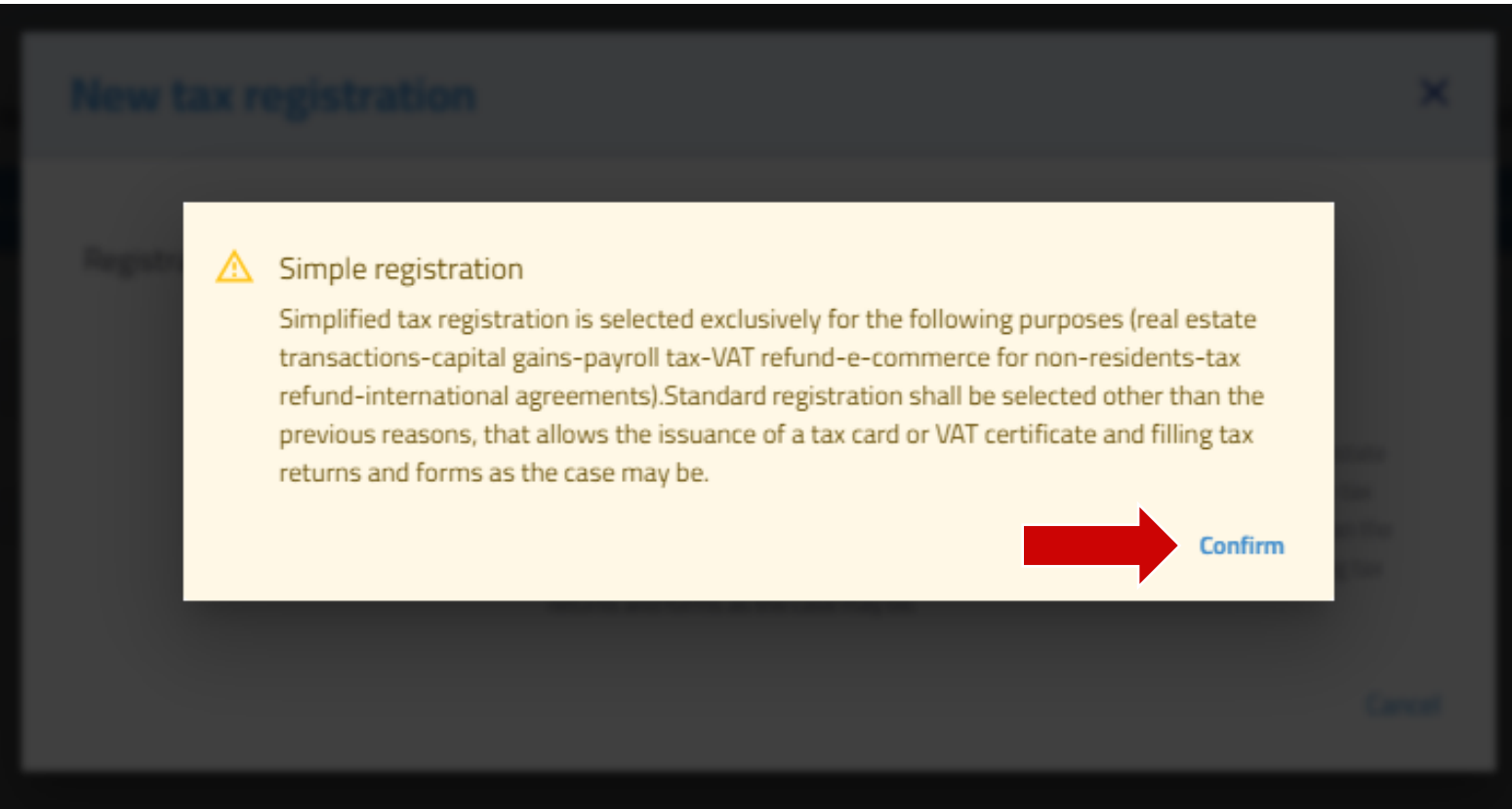
☐

Simple registration

Simplified tax registration is selected exclusively for the following purposes (real estate transactions-capital gains-payroll tax-VAT refund-e-commerce for non-residents-tax refund-international agreements).Standard registration shall be selected other than the previous reasons, that allows the issuance of a tax card or VAT certificate and filling tax returns and forms as the case may be.

Cancel

# Choose “Simple registration”



**Press on “Confirm” after reading the instructions**

### New tax registration

Registration plan \*:

☐ Normal registration

In case of practicing an activity that necessitate the issuance of a tax card or VAT registration certificate.

☒ Simple registration

Simplified tax registration is selected exclusively for the following purposes (real estate transactions-capital gains-payroll tax-VAT refund-e-commerce for non-residents-tax refund-international agreements).Standard registration shall be selected other than the previous reasons, that allows the issuance of a tax card or VAT certificate and filling tax returns and forms as the case may be.

Registration Category \*:

☐ Juridical Person

☐ Natural Person

Create a tax record

Cancel

**Choose whether you are Juridical or Natural person**

## New tax registration



previous reasons, that allows the issuance of a tax card or VAT certificate and filling tax returns and forms as the case may be.

Registration Category \*:

☒ Juridical Person ☐ Natural Person

Foundation/Company Name \*:

Foundation/Company Name

The inclusion of the name of the establishment / decision-resolution decision should be obliged.

Number contract/decision of Establishment:

Number contract/decision of Establishment

Year of contract/decision of Establishment:

Year of contract/decision of Establishment



Official correspondence address:

Official correspondence

You can add or delete an official correspondence address by adding or deleting [Official correspondence settings](#) for taxpayer accounts.

Create a tax record

Cancel

**Enter the required  
data correctly**



## New tax registration

previous reasons, that allows the issuance of a tax card or VAT certificate and filling tax returns and forms as the case may be.

Registration Category \*:

☒ Juridical Person ☐ Natural Person

Foundation/Company Name \*:

ABCDEF

The inclusion of the name of the establishment / decision-resolution decision should be obliged.

Number contract/decision of Establishment:

123AB12

Year of contract/decision of Establishment:

2021



Official correspondence address:

You can add or delete an official correspondence address by adding or deleting [Official correspondence settings](#) for taxpayer accounts.

Create a tax record

Cancel

**Choose the “Official correspondence address”**

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

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

## Taxpayer Workspace

E [ETA Comm](#) ▼

Taxpayers

You will click on “E-commerce platform services”

Filter results	<input type="text" value="Taxpayer name"/>	<input type="text" value="Company name"/>	<input type="text" value="Tax registration number"/>	<input type="text" value="User type"/>	<input type="text" value="User status"/>	<input type="button" value="Filter"/>
Taxpayer name	Company name	Tax registration number	User type	User status	Subscription end date	
ABCDEF	N/A	643331967	Company Owner	Active	<div><input type="button" value="Service Renewal"/> <input type="button" value="E-commerce platform services"/></div>	

## Taxpayer Workspace

E ETA Comm ▾

[Taxpayers](#) [Subscriptions](#) [Taxpayer Data](#) [Declarations ▾](#) [Notifications](#) [Incentives](#) [Services](#) [Electronic Invoices](#) [E-Commerce Platform Services](#)

[Home](#) [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


**Add new platform** ×

Platform name (English)\*

Platform name (Arabic)

Platform URL\*

Services\*

 This service is available with a free six-month subscription by the Egyptian Tax Authority, provided that this policy will be reviewed later.

Add

Cancel




**Add new platform** ×

Platform name (English)\*

Platform name (Arabic)

Platform URL\*

Services\*

 This service is available with a free six-month subscription by the Egyptian Tax Authority, provided that this policy will be reviewed later.

Add

Cancel

**Fill the form with the needed data correctly**

**Add new platform** ×


Platform name (English)\*  
ABCDEF

Platform name (Arabic)  
أبشجج

Platform URL\*  
https://example.com

Services\*

☐ Entertainment  
☐ Educational  
☐ Commercial

 This service is available with a free six-month subscription by the Egyptian Tax Authority, provided that this policy will be reviewed later.



**Add new platform** ×


Platform name (English)\*  
ABCDEF

Platform name (Arabic)  
أبشجج

Platform URL\*  
https://example.com

Services\*

Commercial

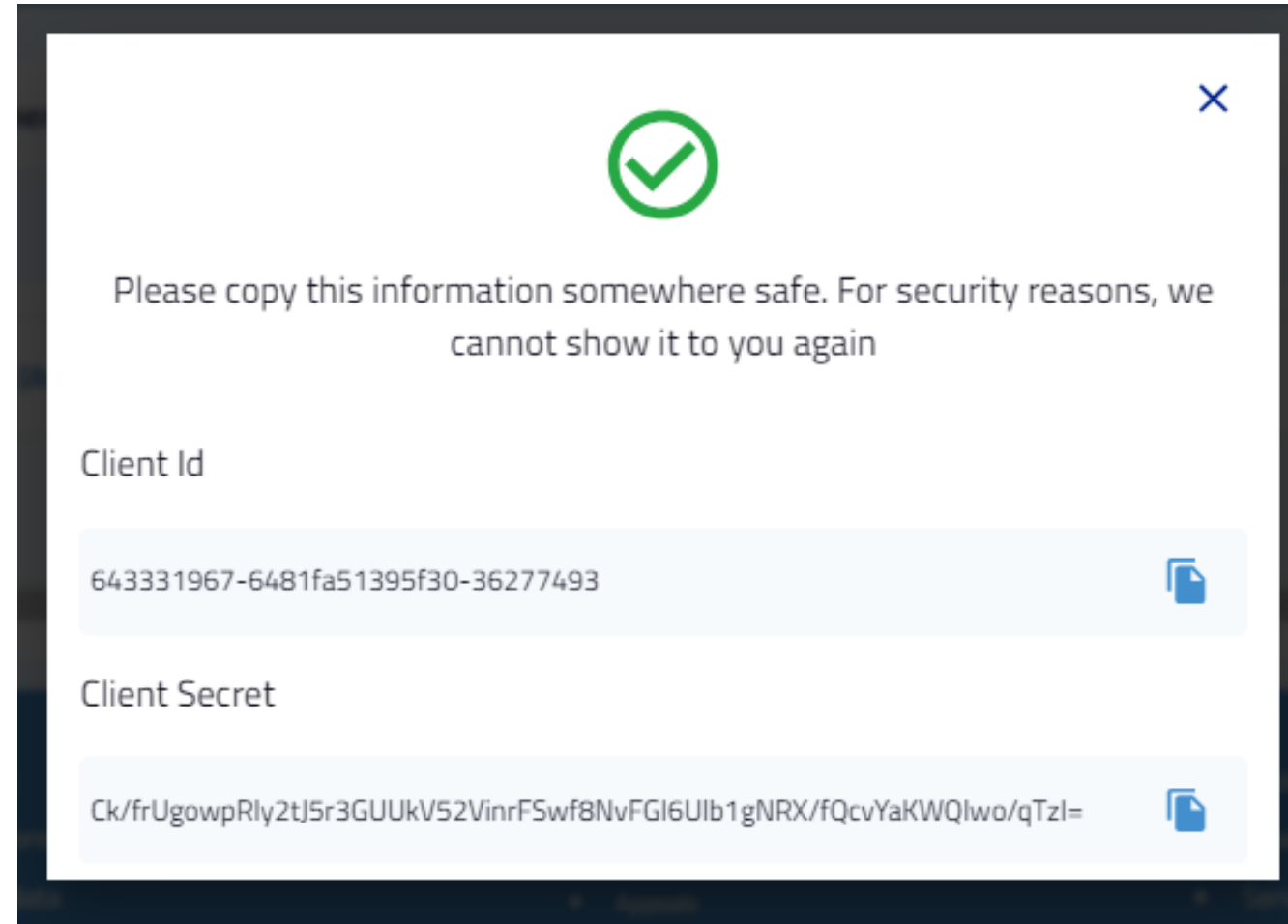
 This service is available with a free six-month subscription by the Egyptian Tax Authority, provided that this policy will be reviewed later.

Add

Cancel

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





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



A grayscale background image showing a hand holding a credit card. The image is overlaid with a large blue triangle on the left side, a red vertical bar, and various thin white and red lines. The word "Thanks" is written in white on the blue triangle.

# Thanks



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