

# FINANCIAL INSTITUTION REPORTING

- ✔ Visit **<https://aeoi.rra.gov.rw>** (Chrome & Mozilla)
- ✔ Click on **Login**
- ✔ Click on **Login to AEOI System**
- ✔ Enter the **Username** and **Default Password** provided by RRA
- ✔ Enter the **OTP** sent to your phone registered in the system
- ✔ Click on **Verify**
- ✔ Set **New Password**
- ✔ Click on **Update Password**
- ✔ Enter your **Username** and **New Password** in the provided area
- ✔ Click on **Login**
- ✔ Enter the **OTP** sent to your phone registered in the system
- ✔ Click on **Verify**
- ✔ Click on **CRS Reporting**. Here you have five options:
  - Upload your report
  - View uploaded report
  - Submit your report
  - Check status of the submitted report and
  - View errors identified in your report.

## 3.1 UPLOAD YOUR REPORT

- ✔ Click on **“Upload your report here”**
- ✔ Select reporting Year
- ✔ Select Filing mode
- ✔ If you choose XML File, click on **Browse** and select from your device the report you want to upload.
- ✔ Click on **Save** then on **Yes** and then on **OK**

**If you have no DATA to report you are required to choose “Web form” as your filing mode**

- ✔ Select **Web form**
- ✔ Put in the **comment** area your message supporting why you have no data to report
- ✔ Click on **Save** then on **Yes** and then on **OK**

## 3.2 VIEW UPLOADED REPORT

- ✔ Click on **View uploaded report**
- ✔ Select **reporting Year**
- ✔ Choose **Message Reference ID** to see the details of your uploaded report

## 3.3 SUBMIT YOUR REPORT

- ✔ Click on **Submit your report**
- ✔ Select **Year** and Click on **Search**
- ✔ Tick in the provided area to certify the report you want to submit
- ✔ Click on **Submit Report** then on **Yes** and on **OK**

## 3.4 CHECK REPORT STATUS

- ✔ Click on **Report Status** and **Select Year**

## 3.5 VIEW ERRORS IDENTIFIED IN YOUR REPORT

- ✔ Click on **Report Errors**
  - Select Error Type
  - Select Reporting Year