# HOW TO REGISTER TO THE AEOI PORTAL

- ☑ Visit **https://aeoi.rra.gov.rw** (Chrome & Mozilla)
- ☑ Click on **register**
- ☑ Click on **Register to AEOI System**
- ☑ Enter your **TIN** and **Password** in the provided area (Credentials used in the actual e-tax system)
- ☑ Click on **Proceed**
- ☑ Add in **contact persons' form** information related to the first person appointed to report AEOI-CRS data on behalf of your institution.
- ☑ Select **Date** of his/her appointment
- ☑ Click on **Add**

  Add in **contact persons' form** information related to the second person appointed to report AEOI-CRS data on behalf of your institution.
- ☑ Click on **Add**
- ☑ Click on **choose file** and select from your device a recommendation letter related to the appointment of two added contact persons (should be in PDF).
- ☑ Click on **Upload**
- ☑ Click on **Save&Review**
- ☑ Click on **Delete button** if you want to remove one of the added persons
- ☑ Click on **Add Contact person** to add someone or to replace the removed person
- ☑ **Fill information** in the provided form
- ☑ Click **SAVE**
- ☑ Click on **DELETE** if you want to remove the attached recommendation Letter
- ☑ Click on **choose file** and select from your device a recommendation Letter related to the appointment of two added contact persons (should be in PDF).
- ☑ Click on **Upload**
- ☑ Tick in the provided area to certify the information you have provided
- ☑ Click **"SUBMIT"**