USER GUIDE FOR TAX PROFESSIONAL APLICATION FOR LICENCE

NO	Process	Action
1	**Accessing the System**	➢ Open the link (https://tpms.rra.gov.rw) provided by the tax administration. ➢ The system will load the Applicant Registration Page.
2	**Creating an Account**	➢ Enter your TIN (Tax Identification Number) in the designated field. ➢ Click Verify. ➢ The system will automatically display your registered information. ➢ Review your information, if doesn't match with your current information update information from RRA /RDB registration office ➢ Create your Password following the required rules. ➢ Click Create Account to complete registration.
3	**Logging In**	➢ Click Login on the main page. ➢ Enter your TIN and Password. ➢ Click Login to access your dashboard and ➢ IF forgot password click forgot password on then login page
4	**Starting the License Application Process**	➢ On the dashboard, click **Apply Here** to start the process.
5	**Uploading Required Documents**	➢ Upload each required document. ➢ Click Upload → Select File from your device. ➢ Confirm each upload ➢ On the upload section there are three more other icons that enables the applicant to View Edit, and delete
6	**Submitting the Application**	➢ After uploading all documents, Submit Application.
7	**Receiving Confirmation**	➢ You will receive an on-screen confirmation message. (your application has been successfully submitted) ➢ You will also receive a confirmation or rejection email after review of your application. On the registered email in the period of 30days
If Rejected		
8	**Re –Apply (Three working days)**	**The applicant will receive an email notification containing:** ➢ The **rejection letter**. ➢ The **reasons for rejection**. ➢ A list of **missing or incorrect documents** that must be updated. ➢ The system will automatically enable the **Re-Apply** button for **three (3) calendar days** from the date of rejection. ➢ After logging in, the applicant will see a **Re-Application alert** on their dashboard.
9	**Reviewing the Rejection Letter**	The applicant must download and read the rejection letter. The missing requirements will be clearly indicated in **bullet points** for easy understanding.
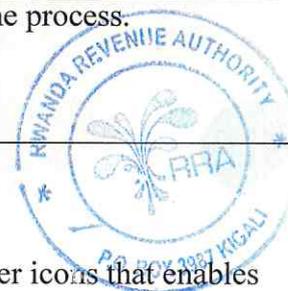
10	**Updating Missing or Incorrect Documents**	The applicant will: Click **Re-Apply**. Access the previously submitted information. Locate all fields or document sections marked **in red colour, they are the missing Documents and click to update** Upload the updated documents.
11	**Tracking Application Status**	• Log in anytime to view your application progress under Application Status.