

E-Enrollment User Guide

Version 1.0



<http://e.fbr.gov.pk>

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Important URLs and Numbers

Sr.	URL or Numbers	Purpose of URL or Numbers
1.	http://e.fbr.gov.pk	To access the Official website to put request for Registration, e-Enrollment, file Returns(IT,ST)
2.	http://regsys.fbr.gov.pk/enrollment/v.aspx	Enter Pass code (Received at Mobile No) and Activation code (Received at email Id) using the URL to activate Swift Enrollment. After the activation an email will be received by applicant on given email id containing "User_ID" and "Password" which can be used to login to the eFBR website.
3.	http://regsys.fbr.gov.pk/v.aspx	Enter activation code (Recived at email Id) and email id to activate eFBR enrollment which is for Salaried Individual, AOP and Company.
4.	http://www.fbr.gov.pk	Official website of FBR
5.	https://e.fbr.gov.pk/Enrollment/ApplicationStatus.aspx	Check enrollment Application Status
6.	Help line 24 hours	051-111-772-772

1. What is e-Enrollment

E-Enrollment is a formal process which a Registered Taxpayer can get through to enroll himself at <http://e.fbr.gov.pk> to get “User ID” and “Password” . This “User ID” and “Password” helps the Taxpayer to log in to the system to manage his tax related activities.

There are two e-Enrollment modes for following taxpayer types:-

1. Salaried Individual should e-Enrolled using “**Swift Enrollment Process**”.

This is a quick process in which user gets enrolled quickly and gets user_id and password without going into form approval process by TFC.

2. Business Individual, AOP and Company should e-Enrolled using “**eFBR Enrollment Process**”.

This is a formal approval process to get enrolled.

2. Pre-Requisites

Following are the pre-requisites to get e-Enrolled:

- ✓Taxpayer must be Registered and have active NTN.
- ✓Taxpayer must give valid email ID through which he can receive intimations.
- ✓Taxpayer must give valid mobile numbers to get SMS intimations.

3. Enrollment Process

There are two types of Enrollment processes.

- ✓ Swift Enrollment (For Salaried Individual)
- ✓ E Fbr Enrollment (For Business Individual, AOP And Company)

3.1 Swift Enrollment Steps for Salaried Individual

Salaried person can follow these steps to get e-enrolled.

- ✓ Go to the URL: <http://e.fbr.gov.pk/>

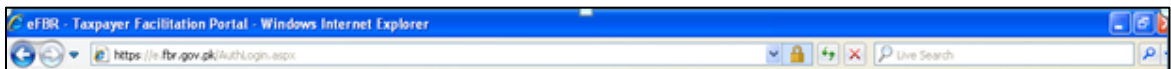


Figure 1: URL enrollment

- ✓ Click on “Swift enrollment for salaried individual” link under the menu e-Enrollment tab.

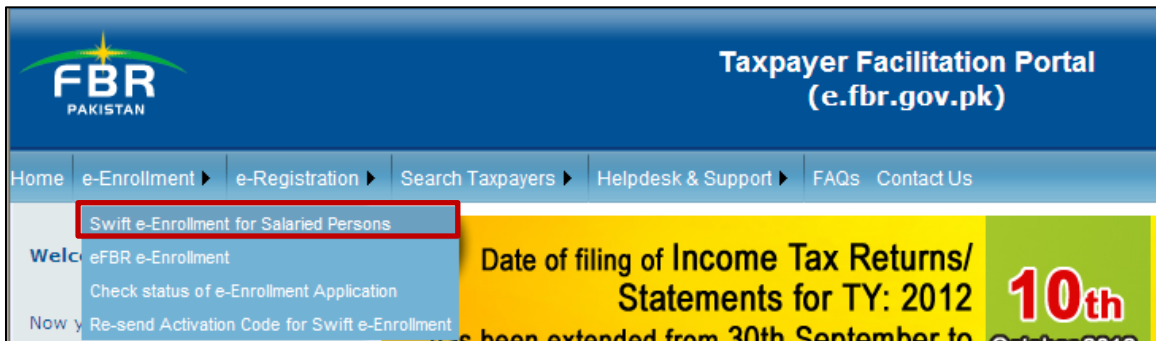


Figure 2: Swift enrollment

When user will click on the Swift Enrollment for Salaried Individual menu, the following screen will be displayed as figure 3:

- ✓ Enter Basic Particulars on web page (i.e., NTN, CNIC and Image-Characters) and press "Next" button

Swift e-Enrollment for Salaried Persons

Taxpayer Type **Salaried Individual**

NTN

CNIC

576076

Enter Image Characters:

Swift e-Enrollment for Salaried Persons ... Six (6) Simple Steps

Step-1: Enter Basic Particulars on web page (i.e. NTN, CNIC and Image-Characters) and press "Next" button
E-Enrollment Application Form will be displayed showing your particulars available in the system.

Step-2: Please complete the missing information of your profile carefully in e-Enrollment Application Form.
It may please be noted that address,city,phone,mobile,email,Employer Ntn and posting city are mandatory.

Step-3: Click "Perpare" Button after completing step-2
If system displays any errors, please correct those and "Perpare" button again.

Step-4: Click "Verify" Button to finally confirm the changes.
If you want to make any further changes after "Verification" process is completed, you have to un-verify your form by clicking "Un-Verify" button

Step-5: Click "Submit" Button to submit your e-Enrollment application
Within a minute of successful submission, you will receive an SMS on your Cell Phone showing the "Activation Code" and on email you will receive pass code along with a Verification-URL. Please verify the application by entering the Activation code and pass code on the above mentioned URL.

Step-6: Within next few minutes, you will receive your User-ID & Password by email in your email address and the PIN code via SMS on your mobile.

Figure 3: Basic information

- ✓ E-Enrollment Application Form will be displayed showing your particulars available in the system. Complete the missing information of your profile carefully in e-Enrollment Application Form.
- ✓ Click "Prepare" Button after completing the missing information.

Government of Pakistan Federal Board of Revenue Swift e-Enrollment for Salaried Persons		TRF -03				
Preparing						
Registration	NTN	<input type="text" value="3266504-7"/>	CNIC	<input type="text" value="3840380462439"/>		
	Date of Birth	Day <input type="text" value=""/> Mon <input type="text" value=""/> Year <input type="text" value=""/>	Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female		
	Name	<input type="text" value="MAZHAR HUSSAIN"/>				
	Address (Residential)	<input type="text" value="PRINCIPAL GCET SARGODHA"/>		<input type="text" value=""/>		
		House/ Flat/ Plot No.	Street/ Lane/ Plaza/ Floor/ Village	Block/Mohala/Sector/Road/Post		
		<input type="text" value="PUNJAB"/>	<input type="text" value="SARGODHA"/>	<input type="text" value="SARGODHA"/>	<input type="text" value="Select"/>	
		Province	District	City/Tehsil	Area/Town	
	Phone	+92 <input type="text" value=""/> <input type="text" value=""/>	Mobile	+92 <input type="text" value="000"/> <input type="text" value=""/>	Fax	+92 <input type="text" value=""/> <input type="text" value=""/>
	Email	<input type="text" value=""/> (Email address for all correspondence)				
	Employer	NTN/FTN	<input type="text" value=""/>	Posting Place (City)	<input type="text" value=""/>	
Name		<input type="text" value=""/>				
Phone		<input type="text" value=""/>	Fax	<input type="text" value=""/>		
Address		<input type="text" value=""/>	City	<input type="text" value=""/>		
Declaration	I, the undersigned solemnly declare that to the best of my knowledge and belief the information given above is correct and complete. It is further declared that any notice sent on the e-mail address or the address given in the registry portion will be accepted as legal notice served under the law.					
	Date	<input type="text" value=""/>	Signature	<input type="text" value=""/>		
Save	<input type="button" value="Prepare"/> <input type="button" value="Verify"/> <input type="button" value="Submit"/>					

The status of the application will be displayed here

Figure 4: Enrollment Application form

- ✓ The system will the message “Enrollment Data has been successfully saved”
- ✓ Click "Verify" Button to finally confirm the changes.

Save	Enrollment Data has been successfully saved.	<input type="button" value="Prepare"/> <input style="border: 2px solid red;" type="button" value="Verify"/> <input type="button" value="Submit"/>
-------------	--	---

Figure 5: Verify button

- ✓ If you want to make further changes after "Verification" process is completed, you have to un-verify your form by clicking "Un-Verify" button.



Save Enrollment Data has been successfully updated. Prepare Un-Verify Submit

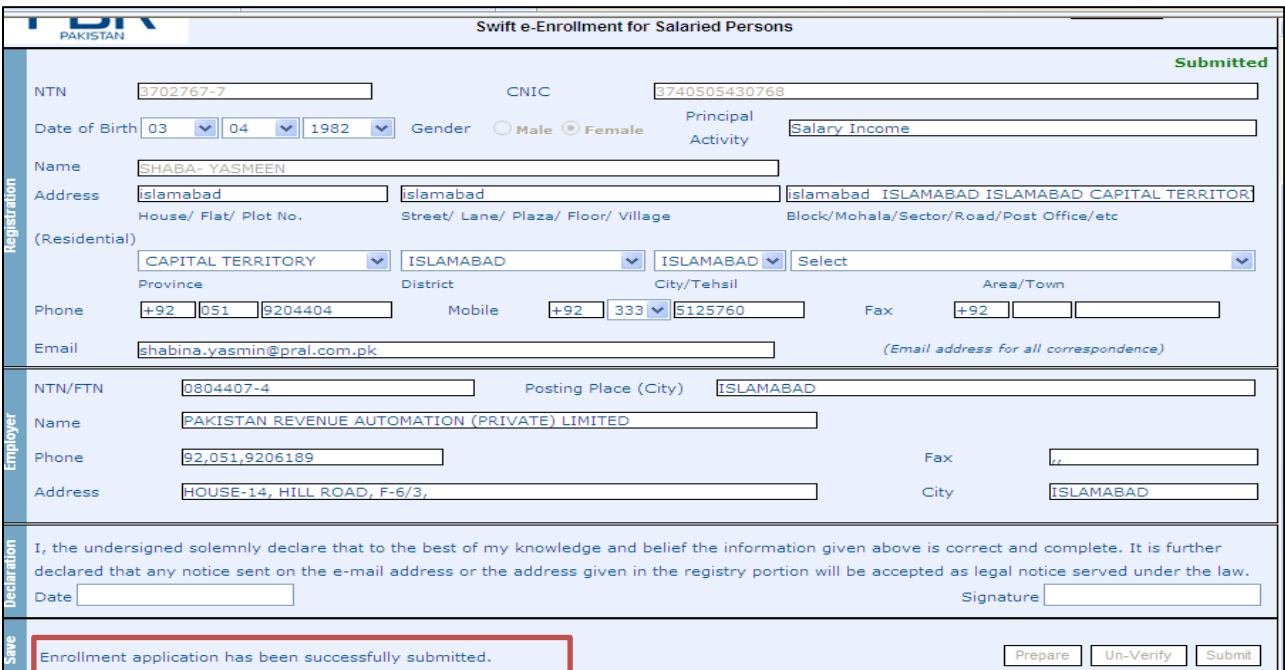
Figure 6: Un-verify button

- ✓ Click "Submit" Button to submit your e-Enrollment application.



Save Enrollment Data has been successfully updated. Prepare Un-Verify Submit

Figure 7: Submit button



Submitted

NTN: 3702767-7 CNIC: 3740505430768

Date of Birth: 03/04/1982 Gender: Male Female Principal Activity: Salary Income

Name: SHABA- YASMEEN

Address: Islamabad, Islamabad, Islamabad ISLAMABAD ISLAMABAD CAPITAL TERRITORY

(Residential) Province: CAPITAL TERRITORY District: ISLAMABAD City/Tehsil: ISLAMABAD Area/Town: Select

Phone: +92 051 9204404 Mobile: +92 333 5125760 Fax: +92

Email: shabina.yasmin@pral.com.pk (Email address for all correspondence)

NTN/FTN: 0804407-4 Posting Place (City): ISLAMABAD

Name: PAKISTAN REVENUE AUTOMATION (PRIVATE) LIMITED

Phone: 92,051,9206189 Fax: City: ISLAMABAD

Address: HOUSE-14, HILL ROAD, F-6/3,

I, the undersigned solemnly declare that to the best of my knowledge and belief the information given above is correct and complete. It is further declared that any notice sent on the e-mail address or the address given in the registry portion will be accepted as legal notice served under the law.

Date: Signature:

Save Enrollment application has been successfully submitted. Prepare Un-Verify Submit

Figure 8: Submitted Application

- ✓ You will receive an SMS on your Cell Phone showing the "Activation Code" and on email you will receive "Pass Code".
- ✓ You will receive your User-ID & Password by email in your email address.
- ✓ Please verify the application by entering the Activation code and pass code on the URL <http://regsys.fbr.gov.pk/enrollment/v.aspx> as shown in figure 9. After successful activation you will receive the "User_Id" and "Password" at the email address.
- ✓ After receiving the "User ID" and "Password" at your given email ID, you will be able to log in to the system using URL <http://e.fbr.gov.pk>

Request for e-Enrollment

NTN

Activation Code (as received on your Mobile Phone)

Pass Code (as received in your e-mail)

589114

Enter Image Characters

Figure 9: Activate Swift Enrollment

3.2 eFbr Enrollment for Business Individual, Aop And Company

AOP, Company and business individual can use this module for E-enrollment.

- ✓ Click on “eFBR enrollment” under e-Enrollment link from the main menu.



Figure 10: E-enrollment

- ✓ Select his taxpayer type and then enter the image.

Request for e-enrollment

Taxpayer Type

972126

Enter Image Characters

Figure 11: E-enrollment Request

The following screens will appear depending upon the selected taxpayer type

✓ **For individual**

Figure 12: Screen for business individual

✓ **For AOP**

Figure 13: Screen for AOP

✓ **For Company**

Figure 14: Screen for Company

- ✓ The user will fill the following fields:
 1. Phone
 2. Email
 3. Mobile
 4. Rest of the fields will be fetched by the system.



Note: - The entered information must be matched with the information which was given at the time of NTN or STRN Registration.

NTN / FTN:		2759626-5	
Name		WEMCO ENGINEERS	
CNIC/PP/Reg.Inc:		RF/ICT/6922	
Address:		11 GROUND FLOOR 22-WEST HAJVAIRY PLAZA BLUE AREA ISLAMABAD ISLAMABAD	
Office/House/Flat/Plot No		Street/Lane/Plaza/Village	
CAPITAL TERRITORY		ISLAMABAD	
Province		District	
Tehsil		Area/Town	
Phone:		051 - 2826593	
Mobile:		0300 - 9549410	
Email:		wemcoengineers@gmail.c	

Figure 15: e-enrollment Application form

- ✓ The user will see the following message if he has entered mismatched data than the data provided at the time of Registration.

Enrollment Office/House/Flat/Plot No Street/Lane/Plaza/Village Office/etc. [X]

Phone, Email and Mobile details entered by you are not matched with the data available in FBR system.

Please re-enter your information to process the enrollment application.

In case of any problem, Please call at (051) 111-772-772

OK

Figure 16: Error message

- ✓ Activation code will be sent on e-mail.

- ✓ The user will enter the activation code (received via email) to confirm his application. Then click “Activate” button.

Please Enter the Activation Code to Confirm your Application

Activation Code : (Case Sensitive)

Confirm Email: (As provided in application form)

(Note : you will be sent User-ID, Password and PinCode after this step, you can then start e-Filing immediately)

Figure 17: Activation Code for AOP Company

- ✓ User id and password will be emailed to taxpayer if enrollment will be approved after telephonic verification.
- ✓ Email intimation will be sent, if taxpayer enrollment application will be rejected by ETO.

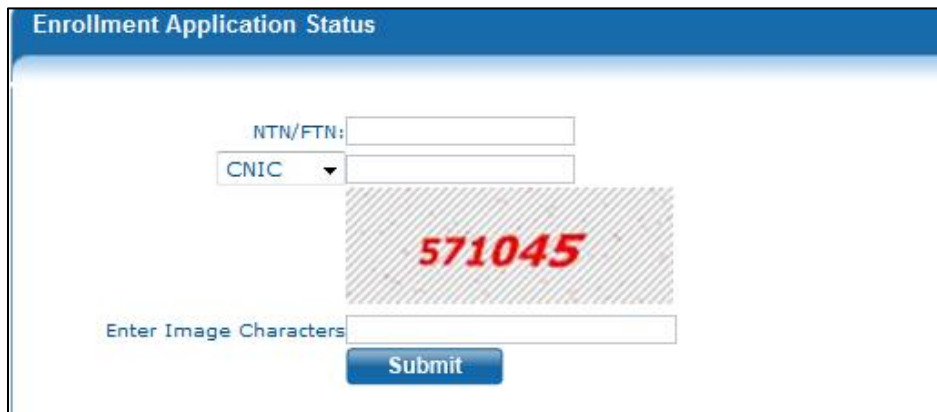


Note: - If email or SMS is not received within one hour after submission the enrollment request, please call our Helpline on 051-111-772-772.

4. How can you check your Enrollment Status?

Follow the following quick steps to check the status of enrollment.

- ✓ Go to URL: <https://e.fbr.gov.pk/enrollment/applicationstatus.aspx> or follow the navigation enrollment=>Check Status of e-Enrollment Application
- ✓ Enter the NTN.
- ✓ Enter the image character.
- ✓ Click the “Submit” button.



The screenshot shows a web form titled "Enrollment Application Status". It contains the following elements:

- A text input field labeled "NTN/FTN:".
- A dropdown menu labeled "CNIC" with a downward arrow.
- A rectangular area with a grey hatched background containing the red text "571045".
- A text input field labeled "Enter Image Characters" positioned below the hatched area.
- A blue "Submit" button located below the "Enter Image Characters" field.

Figure 18: Check status of enrollment