

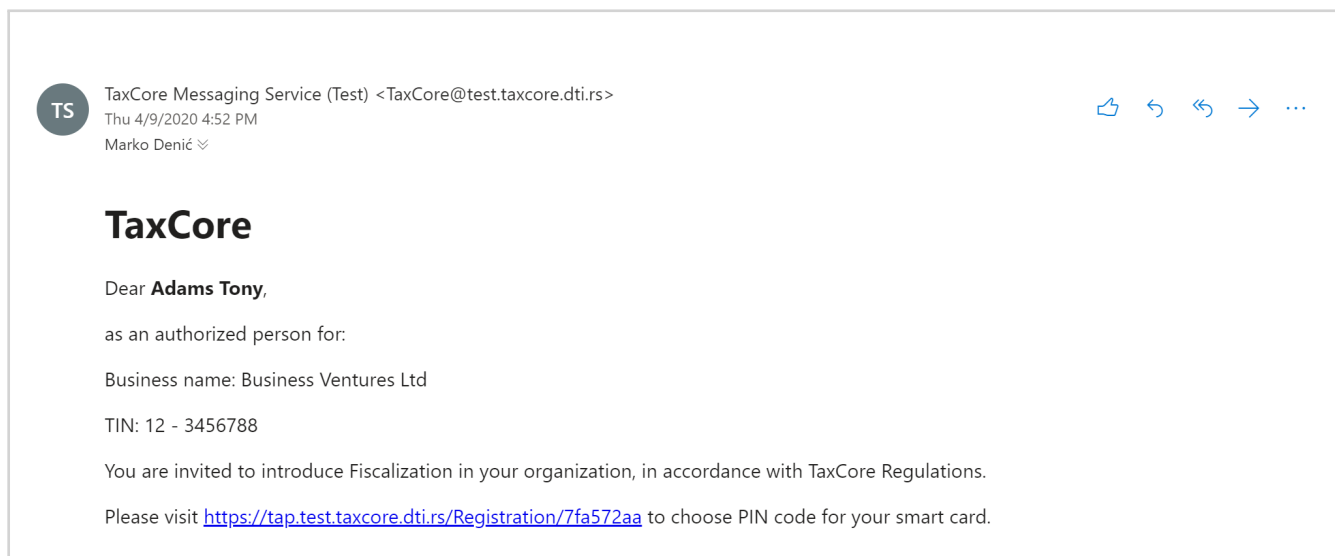
Submitting the Request For an Admin Secure Element

Receive an invitation to fiscalize your business operations

You will receive an email asking you to fiscalize your business operation by submitting a request for a new Admin Secure Element on smart card.

NOTE:

The email in the image uses the name TaxCore as a generic, country-agnostic example. The email you will receive will have **the name of your country's official tax authority organization**.



Steps for submitting the request:

1. To request your Admin Secure Element, click on the emailed link, fill out the form, and request your Admin Secure Element (issued on a smart card).
2. In the **PIN** field input a 4-digit code (for example: 1234) which you will use with your smart card.
3. In the **Delivery Office** field choose the tax authority office where you want to pick up your smart card.

Submit Request for Authorized Person Smart Card

Please choose the PIN you will use in the future together with your Card, which will be issued to you.

Hello **Adams Tony**

PIN 1234
* Select a 4-digit code (for example: 1234)

Delivery Office Lestane DTI central office

Smart Card Full Format

Choose PIN delivery method (optional)

You can choose to send your PIN via email or SMS. Please bear in mind that PIN should always be kept safe on secure location

☐ Email
☐ SMS

Add a person who will pick the smart card (optional)

If you don't add anyone, the smart card can be picked up **only** by the person who is registered as the company's Authorized Person.

☐ Add another person who will pick up the smart card **instead** of the Authorized Person

Submit

4.

In addition, you can choose to have your PIN code sent to you via email or SMS (if available) for future reference. This step is optional; however, due to eventual security issues, you must acknowledge the risk by ticking the **Accept security risk** checkbox.

Submit Request for Authorized Person Smart Card

Please choose the PIN you will use in the future together with your Card, which will be issued to you.

Hello **Adams Tony**

PIN 1234
* Select a 4-digit code (for example: 1234)

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Smart Card Full Format

Choose PIN delivery method (optional)

You can choose to send your PIN via email or SMS. Please bear in mind that PIN should always be kept safe on secure location

☒ Email
☐ SMS

☒ **Accept security risk ?**

DISCLAIMER: You must remember your own PIN. You can also choose to receive your PIN code via email or SMS, but you do so entirely at your own risk. FRCS shall not be held responsible for possible data loss or for any improper or incorrect use of the information received via aforementioned channels.

5.

If you chose to receive the PIN code via email or SMS (if available), after you click **Submit**, you will get the email or SMS (if available) instantly.



TaxCore Messaging Service (Test) <TaxCore@test.taxcore.dti.rs>
Thu 4/9/2020 5:04 PM
Marko Denić



TaxCore

Dear **Adams Tony**, you have requested to receive your PIN via email. Please store this PIN in a secure location.

Business name: Business Ventures Ltd

TIN: 12 - 3456788

PIN: 2704

NOTE:

The email in the image uses the name TaxCore as a generic, country-agnostic example. The email you will receive will have the name of your country's official tax authority organization.

6.

Finally, you can **authorize another person to pick up your smart card** instead of you. If you choose this option, you need to provide this person's first name, last name and photo ID number.

NOTE:

If you do not add an additional person to pick up the smart card, it can be picked up only by the person who is already registered as the company's authorized person.

Choose PIN delivery method
(optional)

You can choose to send your PIN via email or SMS. Please bear in mind that PIN should always be kept safe on secure location

- ☒ Email
☐ SMS
☒ Accept security risk ?

DISCLAIMER: You must remember your own PIN. You can also choose to receive your PIN code via email or SMS, but you do so entirely at your own risk. FRCS shall not be held responsible for possible data loss or for any improper or incorrect use of the information received via aforementioned channels.

Add a person who will pick the
smart card (optional)

If you don't add anyone, the smart card can be picked up **only** by the person who is registered as the company's Authorized Person.

- ☒ Add another person who will pick up the smart card **instead** of the Authorized Person

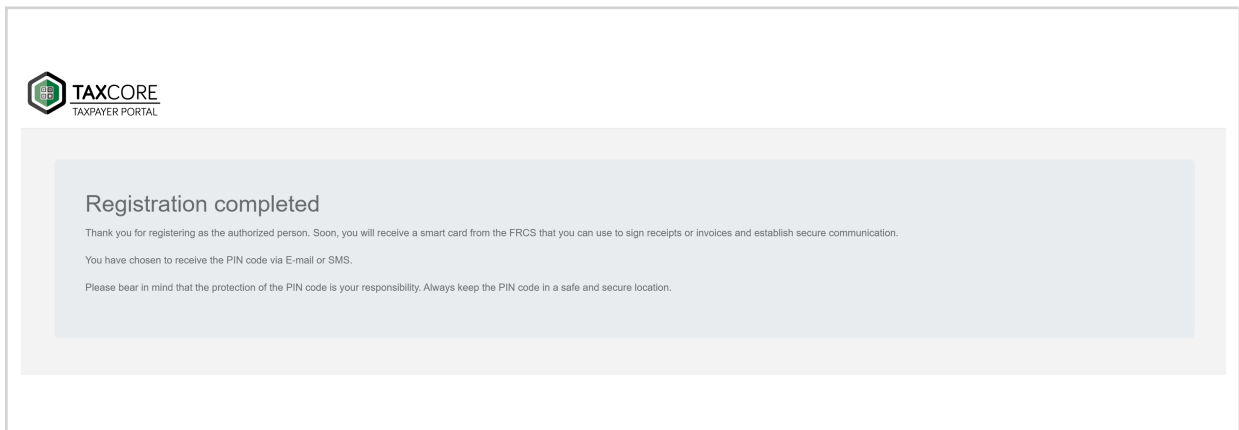
First Name
Steven
Last Name
Boulder
Photo ID Number
224-65-2095

Submit

7. When you finish filling in the form, click **Submit**.

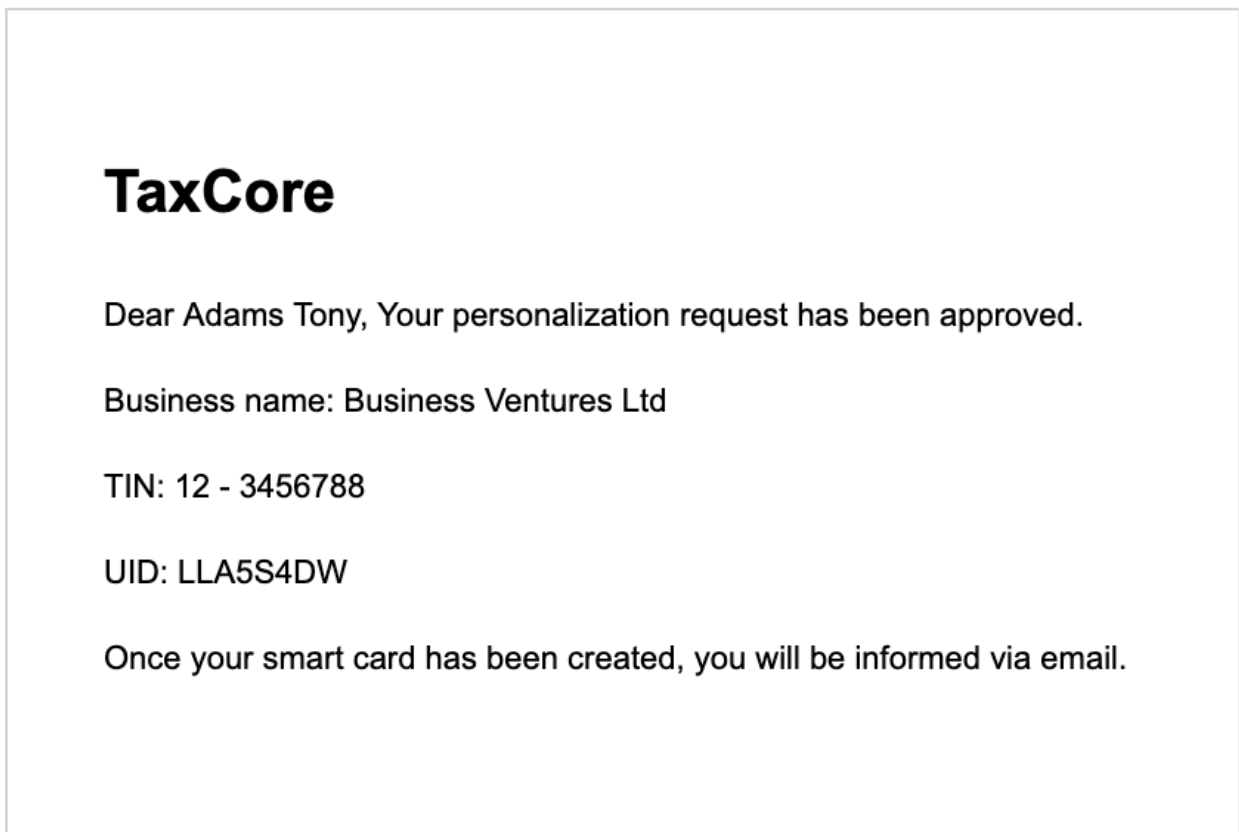
8.

After the successful form submission, you will be taken to the **Registration completed** page.



9.

Your submitted request will be reviewed and if it is approved, you will receive a an email notification.



10. Next, the VMS Enrollment and Personalization officers from the will process your request and prepare a special **Authorized Person Smart Card** containing your **personal and business data** along with a **secure PIN code** known only by you.

11.

When the smart card is prepared, you will get an email invitation to pick it up at the tax authority delivery office you chose in step 3.

TaxCore

Dear **Adams Tony**, we would like to inform you that your Smart Card has been created.

Business name: Business Ventures Ltd

TIN: 12 - 3456788

UID: LLA5S4DW

You can pick it up at the chosen location (Tax office / District):

DTI central office Lestane

How to protect your Admin Secure Element and business information

- Don't disclose your PIN code over the phone or online
- Don't carry your PIN code on a piece of paper in your wallet, purse, or pocket
- Don't carry your smart card in your wallet, purse, or pocket
- Never write down your PIN code where it can be seen by others
- Don't write your PIN code on your smart card
- Never lend your smart card to anyone, even someone close to you
- Don't leave your computer or mobile phone unattended while logged-in
- Guard your business and personal information
- If you suspect that your PIN has been compromised, inform Fiji Revenue And Customs Services immediately

Related Articles

- [Smart Card, PIN or Certificate Issues](#)
- [Disclaimer](#)