Tax Talk: NTIS Sign Up for Individuals

It is common in every online or web applications that users go through the process of signing up into a particular online portal. In fact, the signing up process is an important procedural step that allows a new user to access online services.

The New Tax Information System(NTIS) that will be rolled out live from 1 August 2019 provides a wide range of tax services that are made available to a taxpayer (user) to access. However, in order for new users to access the different tax services, it is important to first ensure that proper Sign Up is carried out.

In this week's article, FRCS focusses on the Sign Up process in the New Tax Information System and how users need to ensure that proper sign up is carried out successfully. It is important for all users to understand the sign-up process as it comes into effect from 1 August 2019 onwards.

What is Sign Up

To sign up simply means to register a user's credentials into the online portal. In other words, signing up basically ensures that an individual accessing the online service is a registered user for the online portal.

In fact, to access online services for the first time, the new user needs to sign up.

Significance of Sign Up

Online registration or sign-up not only improves efficiencies and unnecessary paperwork but it also maximizes participation while allowing users to sign up when and where it is most convenient for them as long as there is Internet access.

The Sign Up process is a new process as it provides a whole new functionality to NTIS and its users (taxpayers) in the initial stages. In fact, the sign-up process is a gateway for the user to access the tax services in the new tax system or taxpayer portal. It must be noted that this is a compulsory process that every new user will proceed through before accessing the tax services. If the new user is unsuccessful in the sign-up process, then it cannot proceed to accessing the different tax services in the taxpayer portal. Hence, it is important to understand why this process is necessary, as every user will only sign up once.

Signing Up as an Individual

New users of the online system may sign up as an Individual, Non-individual, Existing Taxpayer or Tax Agents. Depending on the category they fall under will require different steps to follow for a successful sign-up.

Sign-Up of Individuals and Non-Individuals involves those that do not have a Taxpayer Identification Number(TIN) and are accessing the tax service for the very first time.

For an individual to Sign Up in the online portal he/she will be required to follow the steps below:

1. Click on the "Sign Up" Tab - Clicking on the sign-up tab basically indicates that the individual is a new user of the online portal
2. Click on "New Taxpayer" Tab
3. Click on "Individual" from the drop-down menu

Once the user clicks on the 'Individual' tab, the user will be able to view the Sign Up fields and complete also.

Sign Up Fields for Individuals

Users are required to provide specific information during Sign up. The type of information required will also depend on the type of user that is signing up for the online portal. In other words, different users will require different types of information during Sign Up.

For this purpose, it is important for individuals that will be signing up in the online portal to ensure that they provide genuine information that is valid, unique and can be used to specifically identify them.

To Sign Up as an Individual the following information will be required for users to provide:

1. First Name
2. Last Name
3. User ID
4. Email
5. Phone Contact

When signing up, it is important that the individual provides valid information to ensure a high level of data security. It must also be noted that all of the above fields are mandatory for sign up. This means that an individual can only be successful in the sign-up process if all the above fields have been correctly filled according to the characters required for each field.

Requirements for each Sign Up Field

The First and the Last Name fields require the individual user to enter the names as per the birth certificate. Phone Contact field requires the user to only enter numeric value while the User ID and Email Address fields will require the user to enter Alpha Numeric characters.

Description of Sign Up Fields

Fields	Description
1. **First Name**	The users *"first name"* relates to the individuals first name as per the birth certificate.
2. **Last Name**	The users *"last name"* refers to the individuals last name as per the birth certificate.

| 3. User ID	The User ID must be between 8 to 40 characters. The Fields can only contain Alphanumeric value and not special characters. Individuals are encouraged to enter a User ID that is personal and can be easily remembered. The User ID cannot be changed once created.
4. Email	This relates to the user's current email address. Email must be valid and can still be accessed by the user.
5. Phone Contact	The user's personal phone contact must be a valid mobile contact owned by the user.

Steps to Sign Up an Individual

In the sign-up process, new users will be required to ensure that they follow the steps below:

4. Enter "First Name" in the space provided
5. Enter "Last Name" in the space provided
6. Enter "User ID" in the space provided
7. Enter "Email Address" on the space provided
8. Enter "Telephone Number"
9. Click on the "I'm not a robot" checkbox to identify you as a person
10. Click on the "SUBMIT" button
11. Click 'Yes' to confirm credentials

Confirmation of Sign Up

Once a new user has submitted his/her credentials, the user will then await an automated email notification confirming the users 'User ID' and 'Temporary Password'. This basically indicates that the user has successfully signed up and is ready to 'Log In' to the Taxpayer Portal with the User ID and Temporary password provided in the notification. Once user has successfully Log-In using user Id and temporary password, he/she will be prompted to change password. Every Individual that is a new user must understand that they will only be required to sign up once.

Infographic Cycle
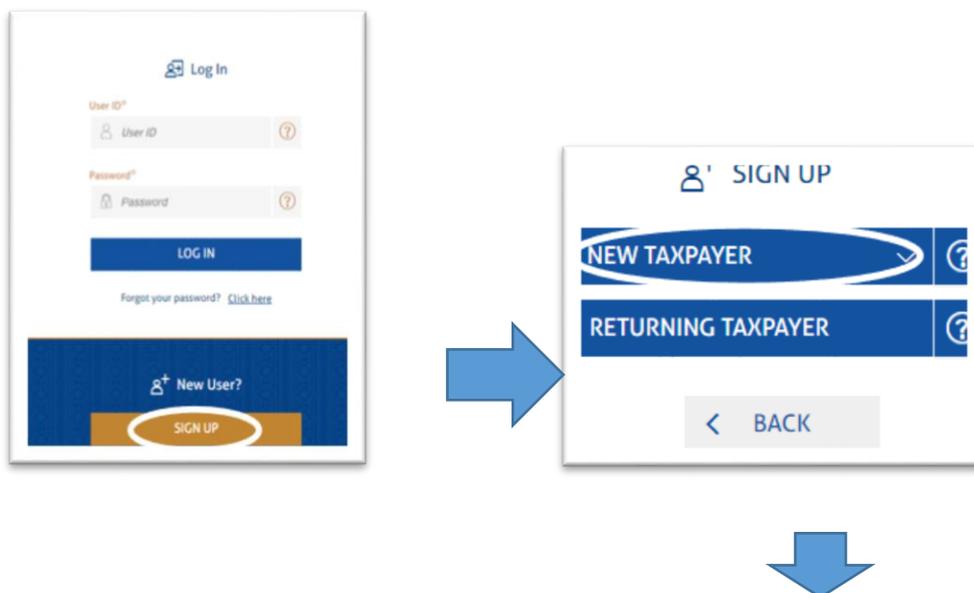
SIGN UP

Application Type **New Taxpayer** / Entity Type **Individual**

First Name*
| First Name |

Last Name*
| Last Name |

User ID*
| User ID |

E-Mail Address*
| E-Mail Address |

Country*
| Fiji |

Telephone Number*
| +679 Telephone ... |

Please tick the box to identify you as a Person

☐ I'm not a robot — reCAPTCHA Privacy - Terms

< BACK   SUBMIT

SIGN UP

NEW TAXPAYER ▾ (?)

👤 Individual (?)

👥 Non-Individual

💼 Tax Agent

SIGN UP

Application Type **New Taxpayer** / Entity Type **Individual**

First Name*
| John |

Last Name*
| Doe |

User ID*
| JDOE1234 |

E-Mail Address*
| jdoe@gmail.com |

Country*
| Fiji |

Telephone Number*
| +679 2345678 |

Please tick the box to identify you as a Person

✓ I'm not a robot — reCAPTCHA Privacy - Terms

< BACK   SUBMIT

⚠ CONFIRMATION

Please confirm if your details are correct!

CANCEL   CONFIRM