User Manual

Version 1.0
September 28th, 2017

Prepared for
Business Registration Services

Link a Business

Purpose

The purpose of this document is to provide a Visual guide on how to Link/claim a Business on the business registration services portal

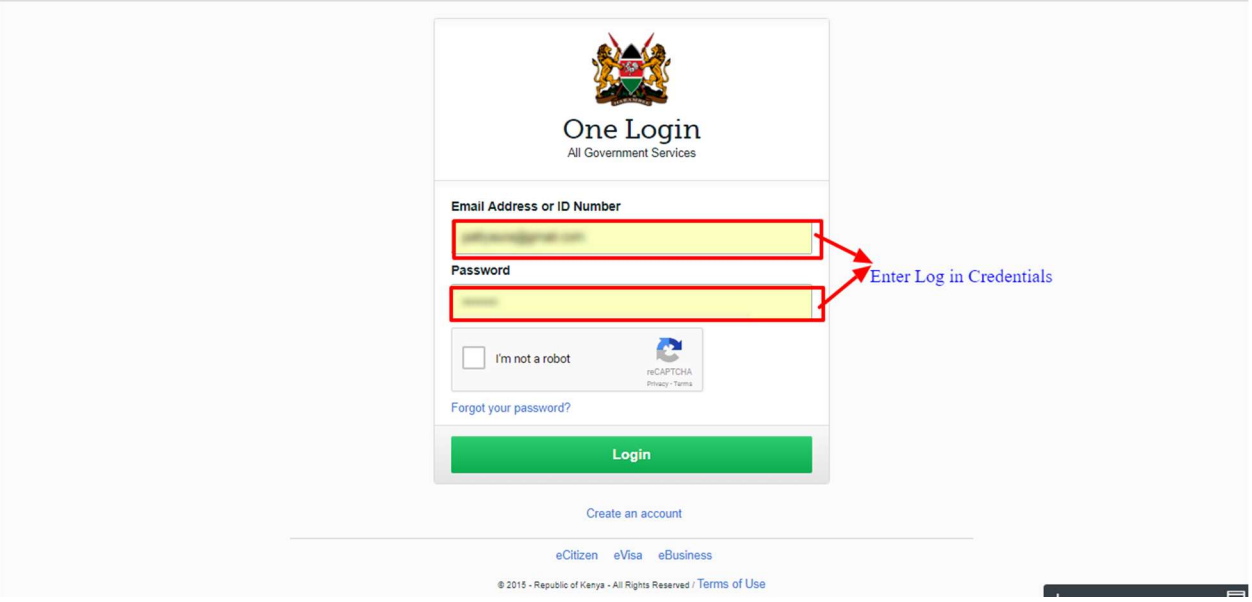
Link a business process

Prerequisites

- Individual linking **must** have an ecitizen account. The type of account could be either of the two:
    - Citizens Account or,
    - Foreign Residents Account
- Individual Linking the business must be either of the following:
    - A named director
    - A named Director-shareholder
    - A company secretary

****This manual has been prepared using a Citizens account. Please note; regardless of the account used everything remains constant i.e. the interface and application forms****

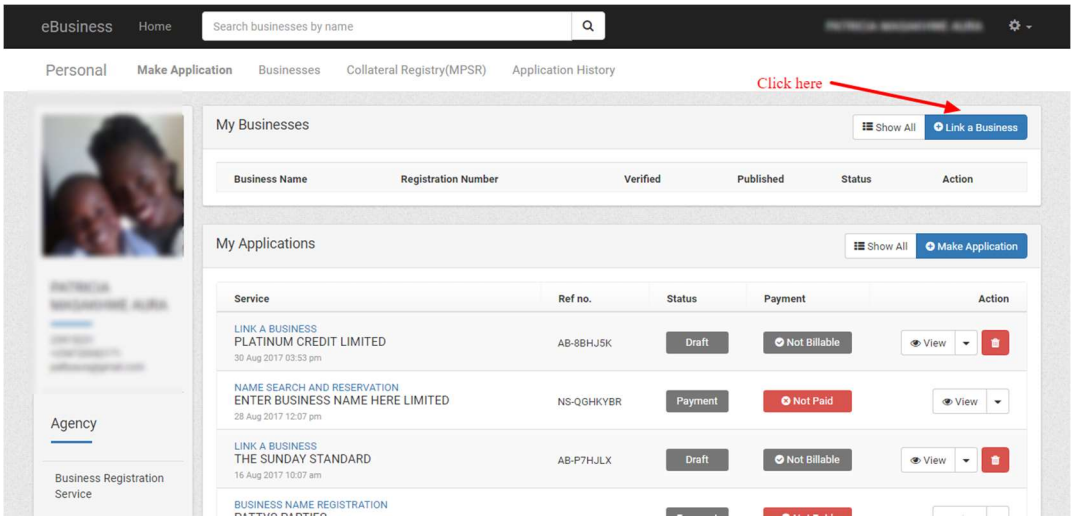
1. **Logging In.**
    - Applicant will access www.ecitizen.go.ke on their browser
    - Enter there username(Id Number/email address)
    - Enter Password
    - Confirm there not a robot
    - Click enter



Link a business:

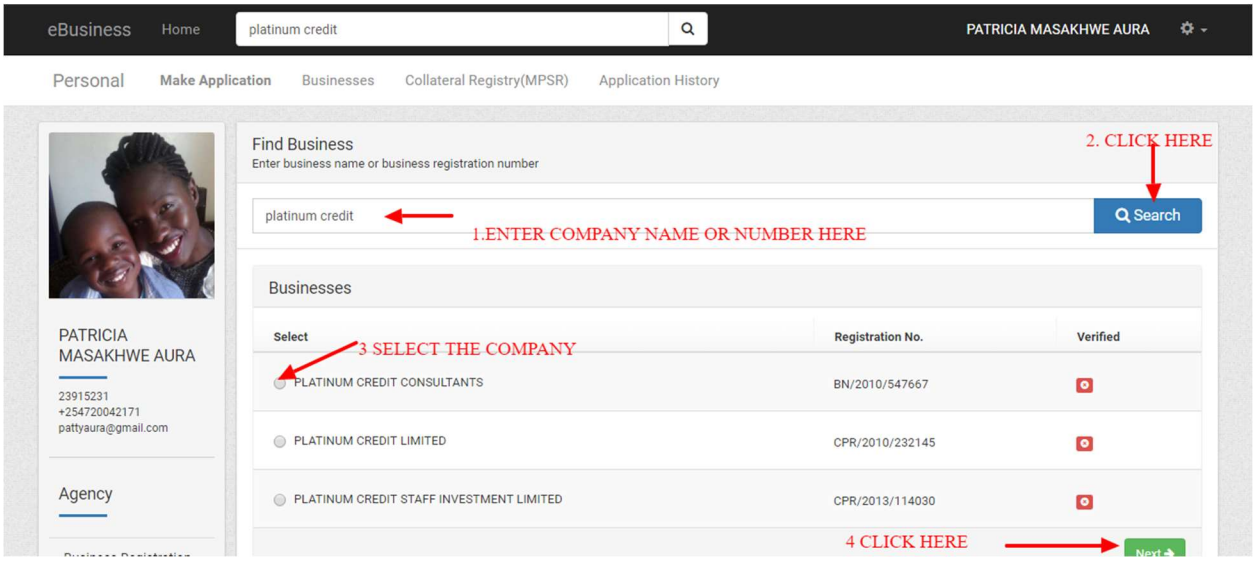
Step 1:

The customer logs into their personal eCitizen account and clicks on “Link Business” as illustrated below.



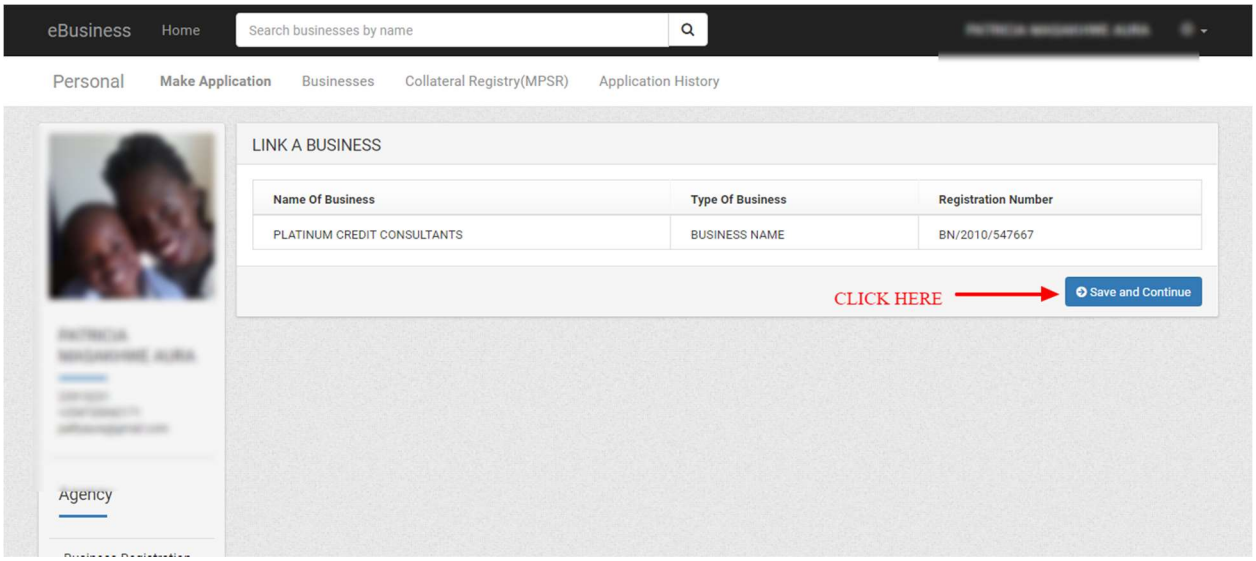
Step 2:

I. Enter the company/Business name or registration number in the text box
II. Click Search
III. Select name from the list
IV. Click on next



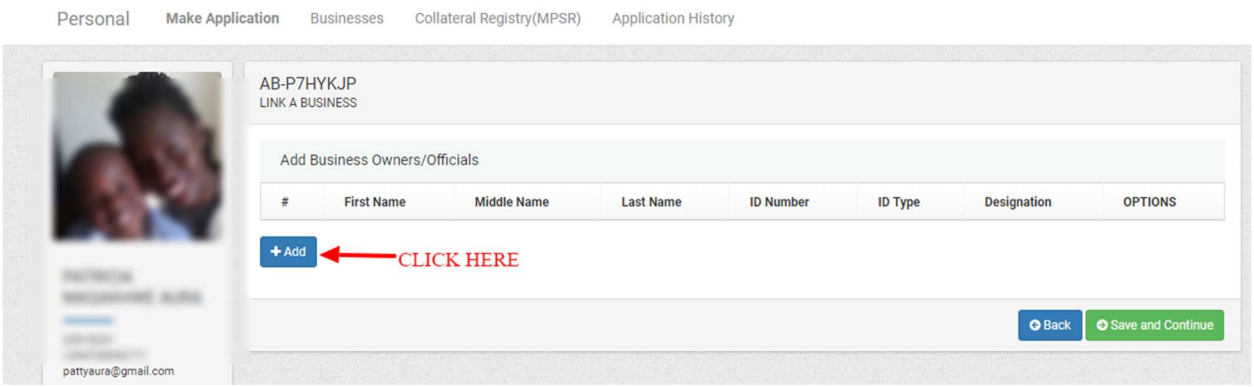
Step 3:

Click on save and continue as illustrated below



Step 4:

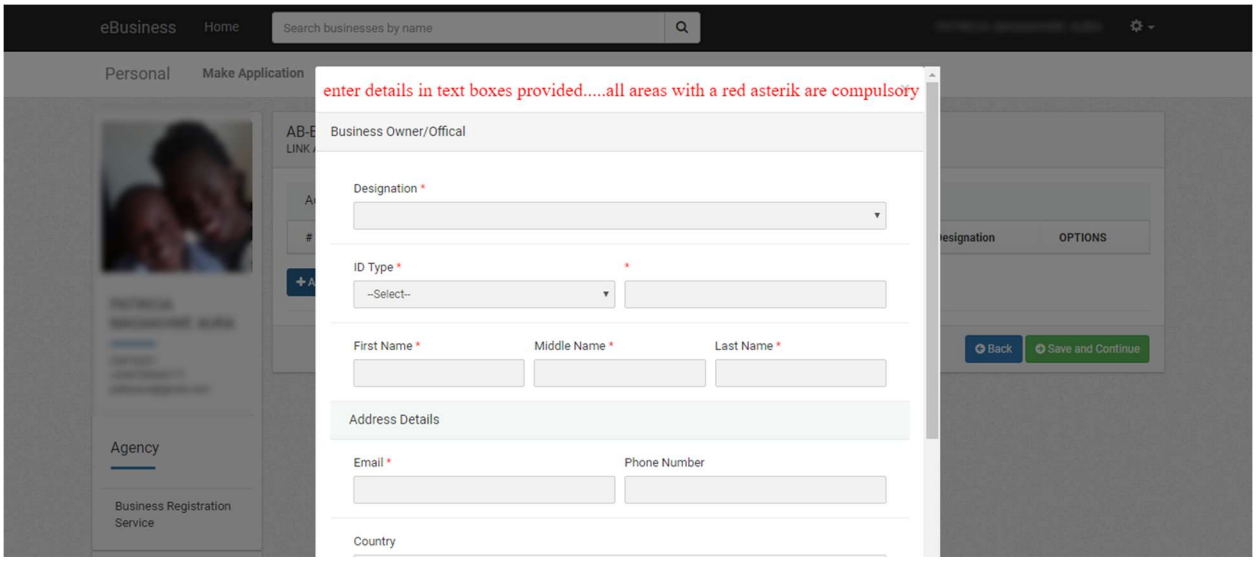
Click on Add to enter business/officials details as illustrated below(You may add as many officials as reuired.)



NB! ***For Public limited companies you need not enter the shareholders details, required only are the Directors, Director-Shareholder and company secretary.***

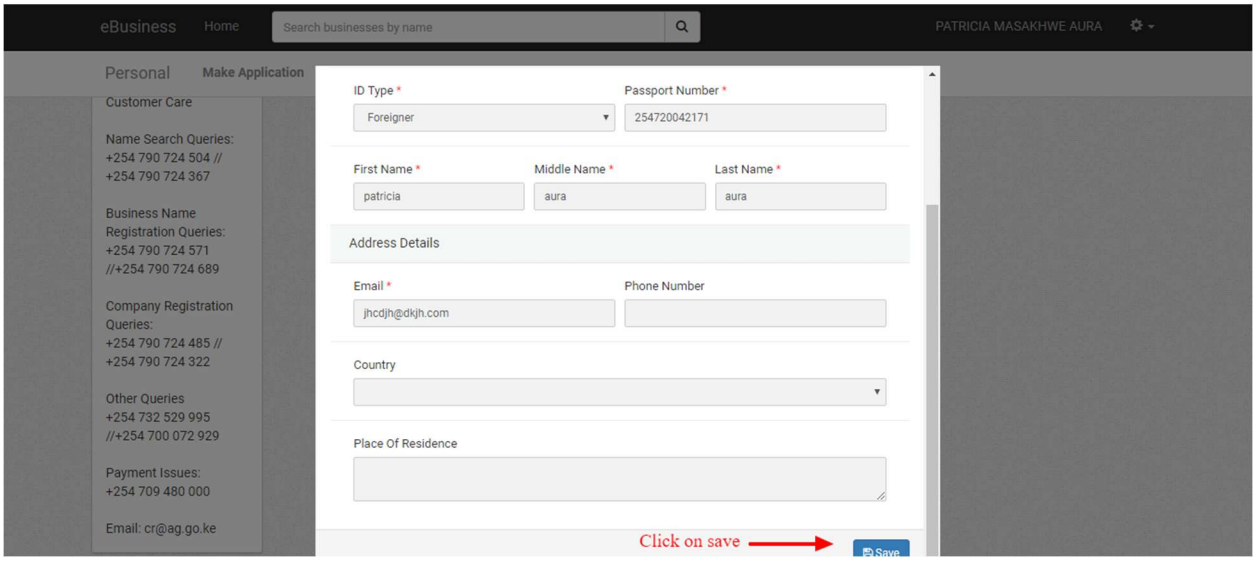
Step 5:

Add the officials' details as illustrated below



Step:6

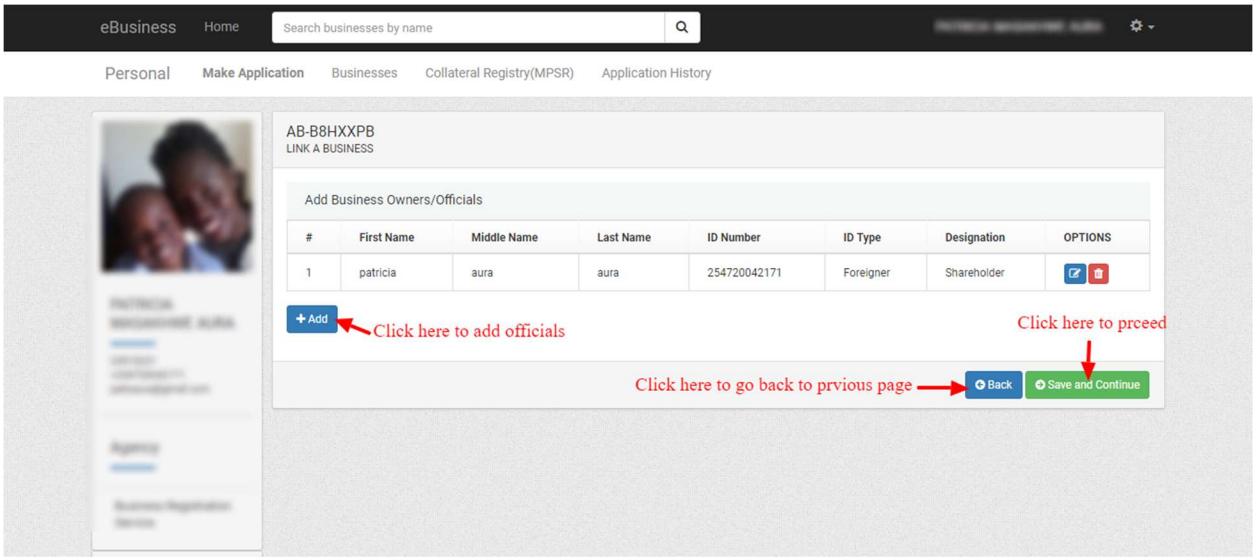
Click on save to proceed as illustrated below



NB! ***All fields marked with a red asterisk are compulsory***

Step:7

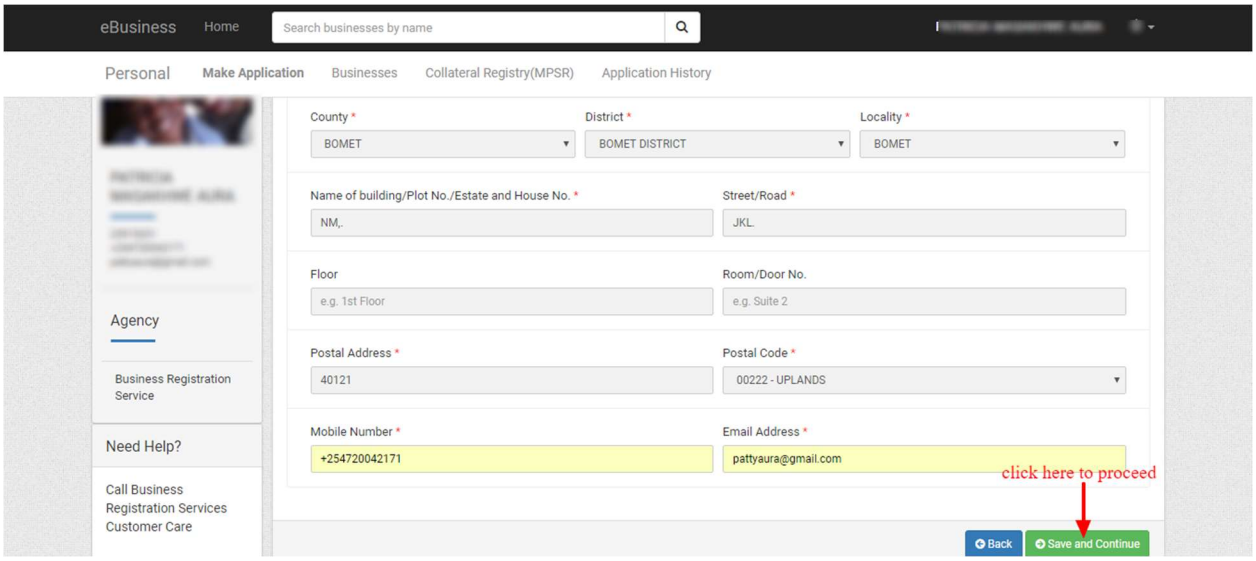
Click on add to add to add a 2nd. 3rd etc. official



NB! ***All fields marked with a red asterisk are compulsory***

Step6:

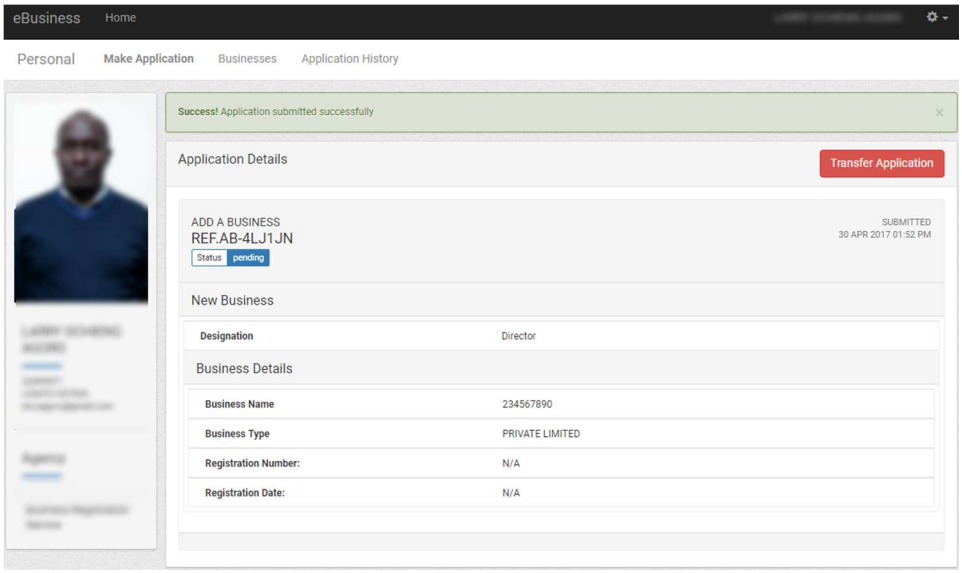
Enter office registered address as illustrated below



NB! ***All fields marked with a red asterisk are compulsory***

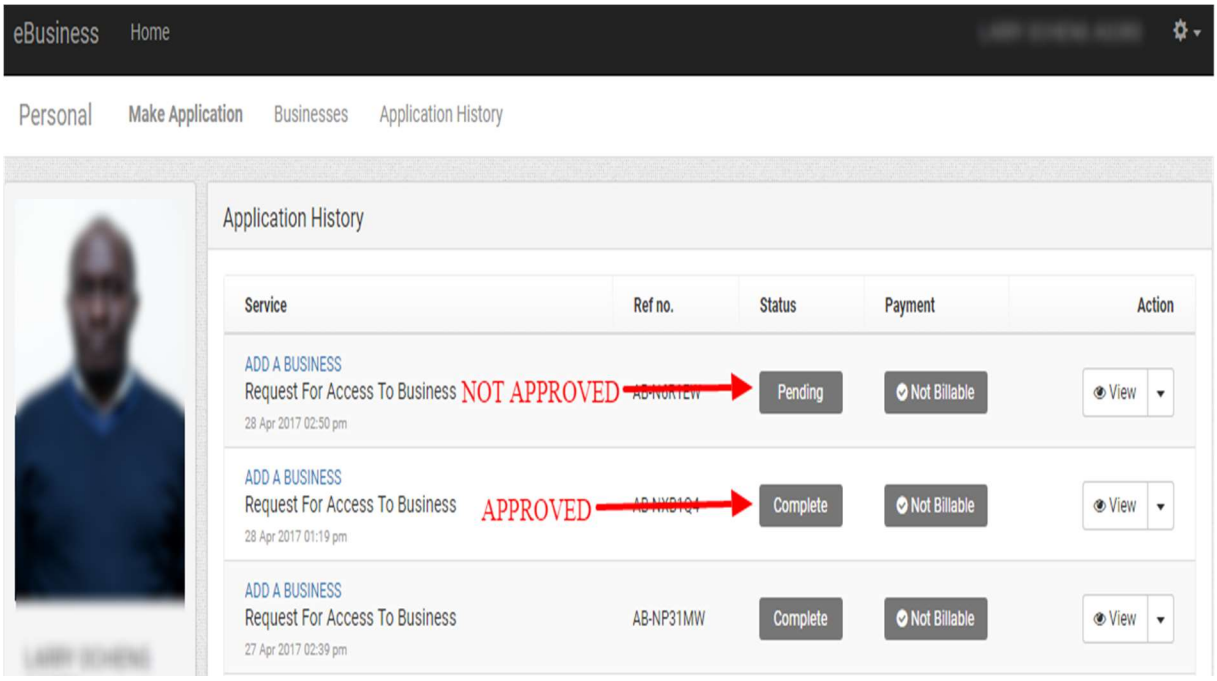
Step 7:

Wait for the application to be approved:



Step 8:

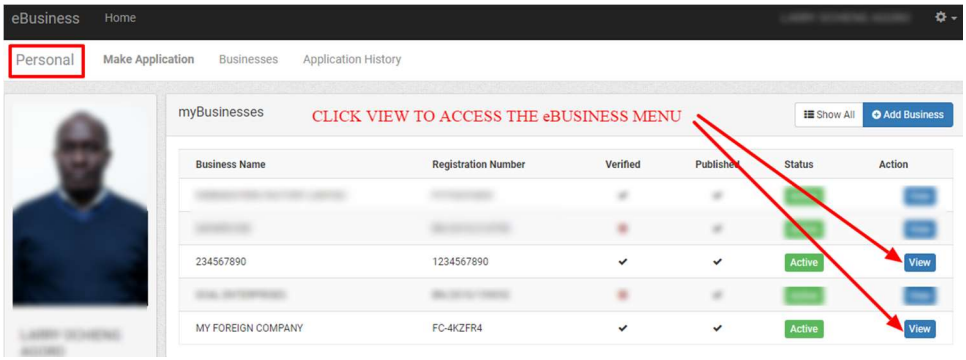
Once application has been approved it will appear under Application history with the status **Complete** as shown below.



Step 9:

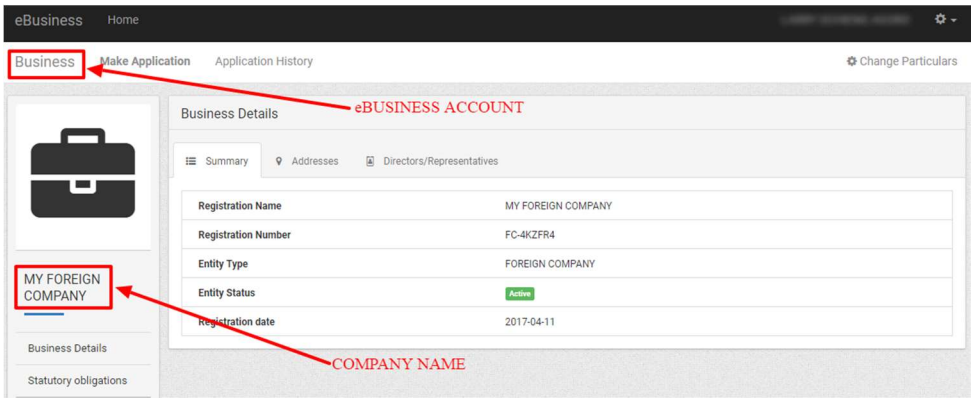
Click on personal tab on the top left corner of your screen. You should be see the business appearing under My Business with the status **Active.**

Click on the button View to now enter the eBusiness account



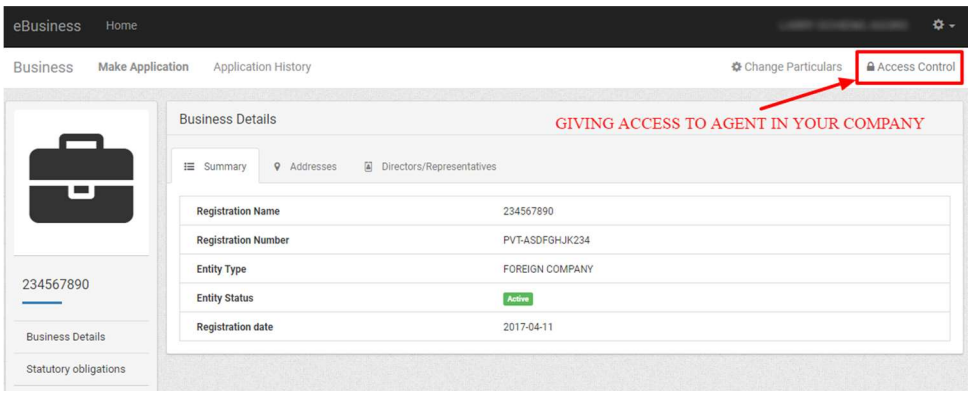
Step 10:

The eBUSINESS profile which will have the business menu on the top right of the portal.



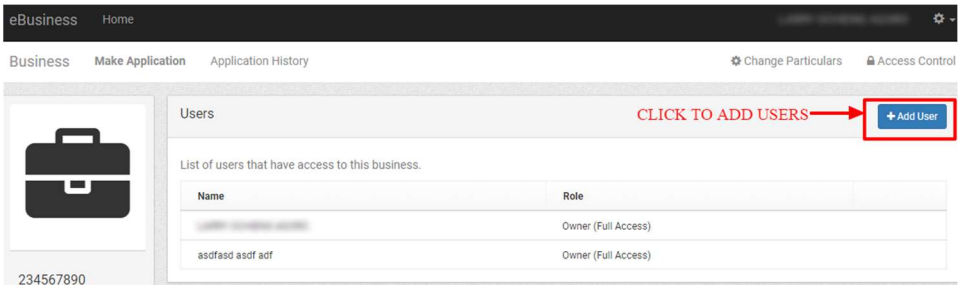
Step 11:

Give Access to your staff by click on the access Control



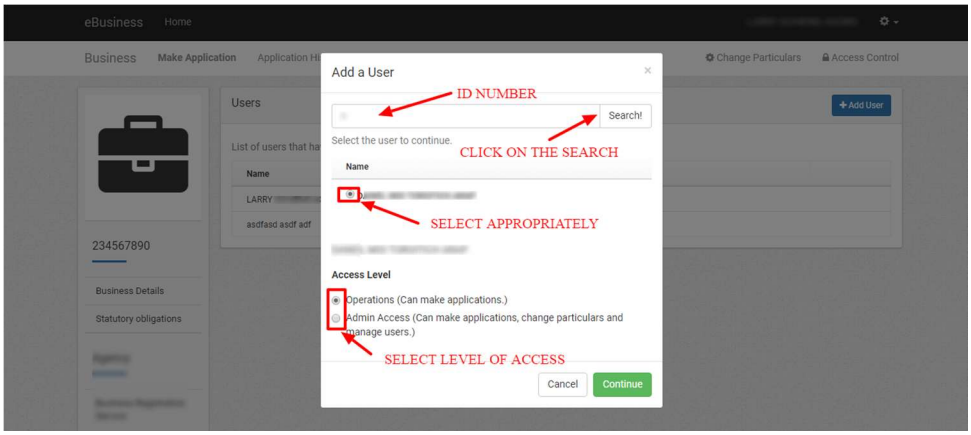
Step 12:

Click on the add user to give access to your staff

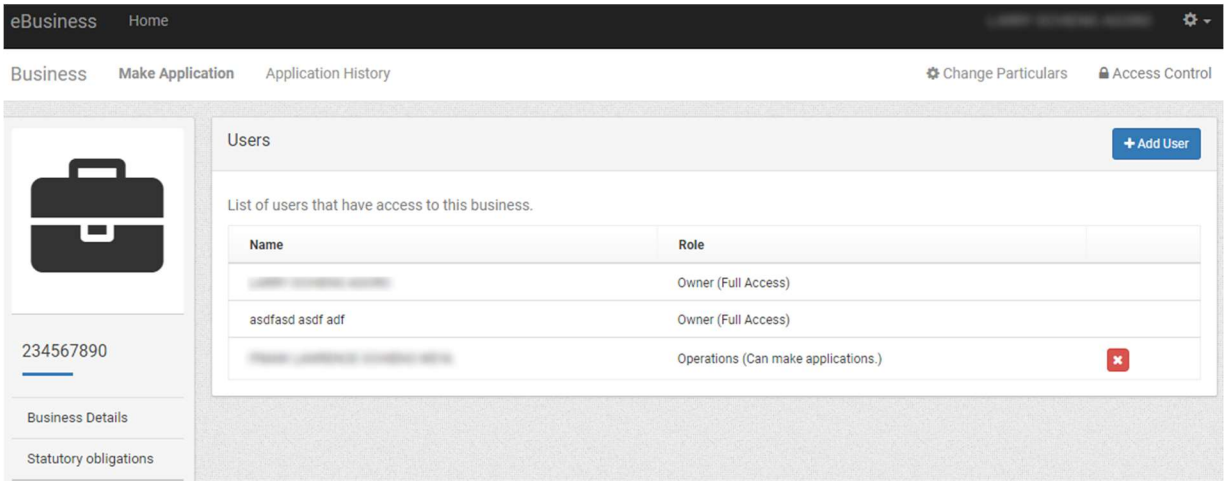


Step 13:

Input the ID Number and Give the appropriate Access you wish for them to have



NB! ***Admin role is able to add/remove other users, submit applications within the eBusiness account, and file for changes/annual returns for the linked business. Operator is only able to submit applications within the eBusiness account***.

Step 14:

View List of Users allowed to work on the applications as illustrated below.