

MAKE TAX MATTERS YOUR PRIORITY #1

How to link your company to your personal SARS eFiling profile



eFiling

On eFiling, you can use the Portfolio Management function to link and add other portfolios (roles) to your eFiling profile, such as:

- Individual portfolio: to manage your own personal taxes;
- Multiple company portfolios: if you are the registered representative or employee and you manage the taxes of those companies; and/or
- Multiple Tax Practitioner portfolios if you manage the taxes of multiple individuals/entities.
- To link a company to your personal eFiling profile, you can follow these steps:
- Access your personal eFiling profile: use your username and password to log in to your personal eFiling profile, via the SARS eFiling website ([SARS eFiling](#)).

Navigate to “My Profile” or “Portfolio Management” on the left pane: navigate to “Manage your Tax Types” or “Link a Company”



J

John
Taxpayer

i

Tax Reference Number

000000000

Identification Number

JT213456789

My Profile

Profile and Preference Setup

Portfolio Management

Special Links

STEP 1: Select “Link New Organisation” to link a new organisation or company to your profile

STEP 2: Provide the details of the company that you want to link, such as the tax reference number and name.

STEP 3: Click “Verify” and “Confirm” to review the information for accuracy.

STEP 4: Note: SARS will process the linkage and you will receive notifications about the status.

STEP 5: Complete Verification: you may be required to complete additional verification steps as instructed by SARS.

STEP 6: Access Company Tax Details: when linked, you will be able to manage the company’s tax details through your eFiling profile.

For more information about the contents of this publication, you may:

- ✓ Visit the SARS website at www.sars.gov.za
- ✓ Visit your nearest SARS branch by appointment only
- ✓ Call the SARS Contact Centre on 0800 00 SARS (7277), if calling from within South Africa.