

**MAKE  
TAX MATTERS  
YOUR PRIORITY #1**

# How to register on SARS eFiling

#YourTaxMatters

[WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA)





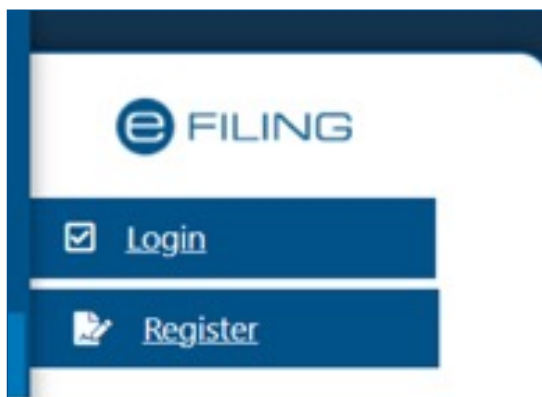
## INTRODUCTION

When you register for eFiling for the first time and you do not have a tax reference number, SARS will automatically register you and issue you with a tax reference number. You must have a valid South African ID to register for eFiling.

Follow these steps to register on eFiling:

Log in to the SARS website ([www.sars.gov.za](http://www.sars.gov.za))

- On the top-right side of the home page under the eFiling icon, select “Register”
- The eFiling Register screen will be displayed.



- Enter your personal details and click on “Next”.

**Register**

Please enter personal details.

Name\*  
TAXPAYER

Surname\*  
TAXPAYER

Are you a South African Citizen\*  
☒ Yes ☐ No

Identification Number\*  
3005500908950

Date of Birth\*  
Choose a date  
1930/05/03

Next

**Register**

Please enter contact and login details. Note that your contact details will be used as your security contact details going forward.

Cell Number\*  
01619116191

Email\*  
TEST@SARS.GOV.ZA

Use Email as Username? ☒

Username\*  
EFILING TEST1

Password\*  
\*\*\*\*\*

Confirm Password\*  
\*\*\*\*\*

**Next**



- Create a unique username (you may opt to use your email address as your username; take note that it is case sensitive);
- Create a password that is a minimum of 8 characters (numeric, alphabetic, uppercase, lower case and special characters e.g. #Public2021/Password@1); and
- Confirm password.
- Complete the personal information and click on "Submit".

**Welcome to SARS eFiling**

SARS eFiling has enhanced its security. Please confirm or update your eFiling Security Contact Details and select your preferred method of communication. Your eFiling Security Contact Details will be used to authenticate you when necessary.

eFiling Security Contact Details

Preferred Method of communication

Cell Number  
003333333

Email  
TEST@TEST.CO.ZA

**Continue**

Choose "preferred method of communication" where One-Time Pin (OTP) will be sent to finalise the registration and click Continue.

**One Time Pin**

OTP has been sent to the following cellphone number 078\*\*\*\*\*93  
Pin expires in 02:09

1 2 3 4 5 6

Please enter the last 6 digits of your OTP.

**Resend OTP** **Submit**

Capture the last 6 digits of the OTP and click "Submit".

**Welcome, please login to SARS eFiling**

Username  
EFILING TEST1

Password  
\*\*\*\*\*

**Next**

Don't have an account? **Register**

**Welcome, please login to SARS eFiling**

Username  
\*\*\*\*\*

Password  
\*\*\*\*\*

**Login**

**Forgot Your Username?**  
**Forgot Your Password?**

You have successfully registered for eFiling. The next step is to log in for the first time using the username and password you have created to finalise the registration process.

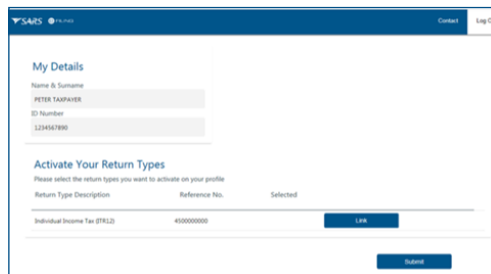
Read the SARS eFiling terms and conditions, then scroll to the bottom right and click **“I Accept”**.



The screenshot shows the SARS eFiling website's 'Welcome' page. At the top, there's a blue header with the SARS logo and 'eFiling' text. Below the header, the main heading is 'Welcome to SARS eFiling'. Underneath, there's a section titled 'SARS eFiling Terms & Conditions'. The text in this section explains that the use of the website is regulated by the Rules for Electronic Communications prescribed under Section 25(1) of the Tax Administration Act (2008) and that the user is deemed to have accepted the terms and conditions by using the website. At the bottom of this section, there are two buttons: 'I Decline' and 'I Accept'. A red arrow points directly to the 'I Accept' button.

The next step is to link your new eFiling profile to your newly registered Personal Income Tax product to have full access to the services on eFiling and to transact.

Click **“Link”** on the first option.



The screenshot shows the 'My Details' page on the SARS eFiling website. It displays the user's name as 'PETER TAAFAVHE' and their ID number as '1234567890'. Below this, there's a section titled 'Activate Your Return Types' with the instruction 'Please select the return types you want to activate on your profile'. A table lists return types with columns for 'Return Type Description', 'Reference No.', and 'Selected'. The first row is 'Individual Income Tax (ITR12)' with a reference number of '400000000'. The 'Link' button next to this row is highlighted in blue. At the bottom right of the table, there is a 'Submit' button.

**“Congratulations, you have successfully registered on eFiling”.**

For more information, you may:

- Visit the SARS website
- Use SARS eFiling or SARS Mobi App.
- Book an appointment at a branch.
- Send an SMS to 47277 with this information and format: booking (space) ID number/ Passport number/ Asylum Seeker number.