

How to edit your E-User Information

CHANGE YOUR USER PASSWORD ON FIRST LOGIN

- Log in to the system as an E-user
- Change password:
 1. Enter old password in field {Old password}.
 2. Enter new password in field; {New password} and repeat it in field
 3. {Repeat new password}.

HOW TO UPDATE YOUR PERSONAL DATA

- Click **[Log in]**
- Enter your credentials
- Select menu "User administration → Change personal data".
- Enter user NIS code in field {Social security number}.
- Click [Save].
- Click [Ok].
- Log out

HOW TO CHANGE YOUR PASSWORD

1. Log in to the system as E-User
2. Select menu **“User”**
3. Click **“Change password”**
4. Click **“Change”**
5. Repeat steps 1 to 3 under “change your password on first login above”

For further Assistance contact the
Division at:

Tel: (473) 440-3556/435-6945/6946

PR Desk: 435-6853

Helpdesk @

(473) 435-9085

or email gndird@spiceisle.com

Tax E-Services

Save time! Register,

File & Pay Online!

<https://eservices@gov.gd>



Basic Information About E-User Registration



Inland Revenue Department
Ministry of Finance
Financial Complex Bldg
Carenage
St. George's
Grenada

HOW TO APPLY FOR E-USER REGISTRATION TO USE THE TAX E-FILING SYSTEM ONLINE

What is an E-User Registration?

E-user registration will allow individuals to gain access to the system. Either for themselves as a taxpayer or on behalf of another taxpayer who has assigned the individual such rights and privileges.

An external user who has no Tax Identification Number (TIN) is allowed to perform only basic functions in the system:

- To submit general taxpayer registration form for becoming an individual taxpayer
- Change his/her account's data
- Accept representation request
- Represent other taxpayer according assigned privileges.

What do you need to apply for E-User registration?

To complete your request for an E-User registration you will need the following:

- Electronic copy of your Passport picture page, Drivers Licence, or National ID
- Tax identification number (Optional) if already registered with the IRD

How to Apply to Become an External User



Step One : Make a request for an E-User ID

- Open the Tax e-filing system webpage <https://eservices.gov.gd>
- Click **[Register user]**
- Fill in the form that appears
- Upload the required attachment: Click **[Browse]** and select the relevant PDF, PNG, or JPG file in your computer
- Enter the *Captha* code displayed
- Review and tick the checkbox to agree with “Terms and conditions for using the system”
- Click **[Request]**
- Click **[Ok]**(A confirmation message will be sent to your email)



Step two:

How to access the confirmation message

- Open your e-mail account
 - Open e-mail message sent from the system “eservicesinfo@gov.gd”
 - Click the link in the e-mail message
- If you do not receive the email message within ten (10) minutes please check your junk mails.

Once the request has been approved by the Inland Revenue Division, the individual will receive another email message, with username and password for access to the system. Each username and password is unique to the individual and should not be shared.



Step three:

Accessing the Tax E-Filing System

- Open Tax e-filing system web page <https://eservices.gov.gd>
- Enter user name and password
- Click **[Log-in]**

Once you have gained access to the system, the process of E-User registration is complete.