

# Guide on How to File your Tax Return in the ZIDRAS System

## Phase 1: Portal Access & Authentication

- **Step 01: Access the Portal**
  - Visit the official Zanzibar Revenue Authority portal using this link:  
<https://portalzidras.zanrevenue.org>.
- **Step 02: Login Credentials**
  - Enter your **Z-Number**, **password**, and the **Captcha** security code, then click **Login**.
- **Step 03: Two-Factor Verification**
  - Enter the verification code sent to your registered **email** or **mobile number** to complete the secure login process.

## Phase 2: Navigating the Dashboard & Initiating the Return

- **Step 04: Dashboard Navigation**
  - Once logged in, you will be directed to your account home screen/dashboard. From the main menu, click on **Register Business**.
- **Step 05: Initiate Tax Return**
  - Select and click the **"File Tax Return"** button.

## Phase 3: Filling and Submitting the Return

Depending on your business activity for the period, choose **Option A** or **Option B**:

### Option A: Filing a Nil Return (No economic activity)

1. Tick the checkbox labeled **Nil Return**.
2. Click **Next** to review your entry.
3. Verify the details and click **Submit**.

### Option B: Filing a Normal Return (Active revenue to declare)

1. Under the **Tax Return Information** section, fill in the **Total Amount (Excluding Tax)**.
2. Click **Next** to review your entry.
3. Verify the details and click **Submit**.

## Phase 4: Payment & Receipting

- **Step 06: Receive Control Number**
  - Check your registered email. The system will automatically generate and send a **Control Number** required for the payment of the return.
- **Step 07: Download Payment Receipt**
  - After completing the payment via your preferred financial channel, log back into your ZIDRAS account to download your official payment receipt.