

# GUIDES ON VAT REGISTRATION FOR NON-RESIDENT ELECTRONIC SERVICES PROVIDERS

## Step 01: Access the Portal

- Visit the official portal using this link: <https://portalzidras.zanrevenue.org>.

## Step 02: Access the Digital Services Portal

- Once the page opens, click the "**Access Digital Services Taxation Portal**" link located below the login button.

## Step 03: Apply for VAT Digital Service Taxation

- Once the next page opens, click the "**Apply for VAT Digital Service Taxation**" link located below the login button.

## Step 04: Select Business Type

- A form will appear prompting you to complete the "**Business Information Type**" field.
- From the dropdown menu, select "**Non-Resident Business.**"

## Step 05: Submit Registration Form

- Complete the registration form by filling in all the required information.
- Once you have finished completing the form, click the "**Submit Registration**" button to submit your application.
- After submitting all your documents, the system will redirect you to the Login Page.
- You will receive a Z-number and a temporary password via your e-mail.

## Step 06: First-Time Login

- Enter your **Z-number**, the temporary **password** received via your email, and the **Captcha** (verification) code.
- Click **Login** to proceed.

## Step 07: Email Verification & Password Reset

- The system will take you to the Verification Page and send a code to your email.
- Input the code and click **Validate**.
- You will be redirected to a page to change your password. Create a new password and click **Submit**.

## **Step 08: Re-Login & Account Security Setup**

- The system will return you to the main Login Page. Enter your **Z-number**, **new password**, and **Captcha** (verification code), then click **Login**.
- Enter the new verification code sent to your email and click **Validate**.
- You will be directed to the Security Question page. Fill in these questions (used for easy account recovery if you forget your password) and click **Update Changes**.

## **Step 09: Navigating the Dashboard**

Once logged in, you will see your account home screen. The left-side menu contains:

- **Dashboard:** Displays the number of registered businesses and your tax return filing deadlines.
- **Business Information**
- **Filed Tax Returns**
- **Help**
- **Account**

**How to File a Tax Return – see the separate "How to file" guide**