Access to e-services

1. Access http://www.ird.gov.lk with your Internet browser and select the *e-Services* from the top menu. Then select the *Access to e-services* from the sub menu.

2. You may select an appropriate tax profile (Individual Taxpayer/Corporate Taxpayer/Tax Agent) and click *Proceed to Login* button.

3. If select Individual Taxpayer

- Enter your tax reference number. This is your TIN
- Enter your IRD PIN. If you do not have a PIN, refer to the quick guide *"How to obtain a PIN to use IRD e-services"* to obtain a PIN from IRD Web portal
- Enter the text on the image shown on the left
- Click Login

4. If select Corporate Taxpayer

- Enter your tax reference number. This could be your TIN or a Special Staff Identifier (SSID) assigned to you
- Enter your IRD PIN
  If you do not have a PIN:
    - If you are using your individual TIN to login, refer to the quick guide ***"How to obtain a PIN to use IRD eservices"*** to obtain a PIN from IRD Web portal
    - If you are using SSID to login, IRD will have sent the PIN together with the SSID to your company. If you have lost the letter or have forgotten the PIN, refer to the quick guide **"*How to authorize staff and external tax agents to act on your behalf*"**, under the section **"Change staff ID (SSID) password"** to reset the PIN associated with your SSID
- Enter your company's tax reference number. This is your company's TIN
- Enter the text on the image shown on the left
- Click Login

5. If select Tax Agent

- Enter your tax reference number. This could be your TIN or a Special Staff Identifier (SSID) assigned to you.
- Enter your IRD PIN
- If you do not have a PIN:

  - If you are using your individual TIN to login, refer to the quick guide *"How to obtain a PIN to use IRD eservices"* to obtain a PIN from IRD Web portal.

  - If you are using SSID to login, IRD will have sent the PIN together with the SSID to your company. If you have lost the letter or have forgotten the PIN, refer to the quick guide *"How to authorize staff and external tax agents to act on your behalf"*, under the section **"Change staff ID (SSID) password"** to reset the PIN associated with your SSID

- Enter your company's tax reference number. This is your company's TIN (**Please note that this is the TIN of your tax agent company. This is NOT the TIN of the company that you are representing**)
- Enter the text on the image shown on the left
- Click Login

6. Then System directs to the Main page of the e-service and select the *Return Management* from the menu. Then select the *With Holding Tax* (*WHT)* from the sub menu.

7. Select the return to file and click the *Proceed* button.
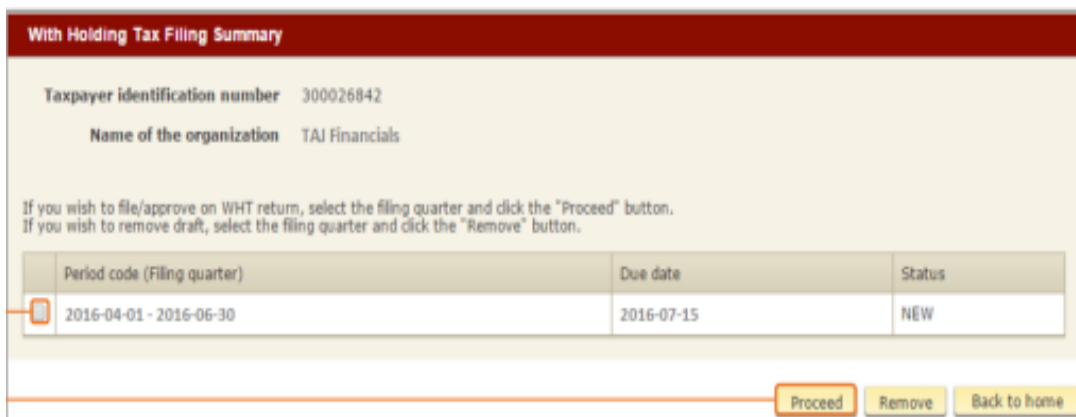
8. You will see a pop-up confirmation dialog box to prompt if you are ready to begin tax filling. Click Ok
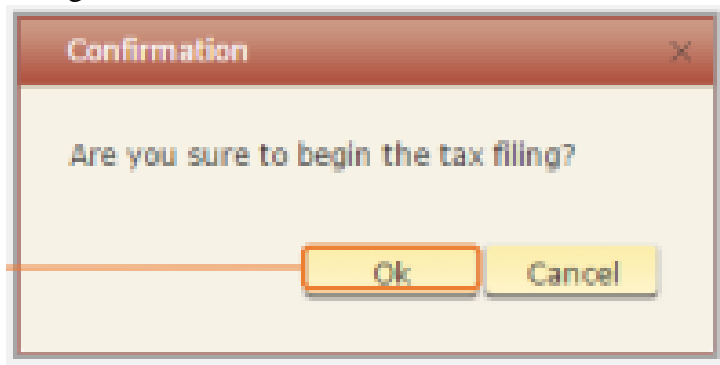
9. Then system directs to the WHT Return to fill the details