

## HOW TO APPROVE A DOMESTIC TAX AGENT APPOINTMENT

Go to <https://www.ura.go.ug>

**Step 1.** Log in to your URA account on the web portal with your Tax Agent login credentials

The screenshot shows the URA web portal login page. The header is blue and contains the URA logo, a 'Need Login Assistance?' section with links for account issues, a 'Create Account' section with TIN and Pass Code fields, and a 'Login' section with Login Id and Password fields. A yellow callout box points to the Login Id and Password fields with the text 'Enter your Tax Agent login details and then login'. Below the header, the main content area is white and features a 'LOADING...' spinner. On the right side, there is a 'Hello Guest!' panel with links for 'Tax Assistant', 'Tax Tools', and 'Compliance'. The bottom of the page has a 'TRY 1' button and a 'Hello click.....' message.

**Step 2:** Under e-services, select Custom/DT Agent Appointment and from the submenu select View Appointments.

The screenshot shows the 'e-Services' menu on the left. A yellow callout box points to 'Custom/DT Agent Appointment' with the text '1. Select Custom/DT Agent Appointment'. Another yellow callout box points to the 'View Appointments' option under the 'Tax Agent for Domestic Tax' submenu with the text '2. Select view Appointments.'.

**Step 3:** View and Select Client (s) from the displayed list

The screenshot shows the 'View Appointments' page. A table lists appointment details for a client. A yellow callout box points to the radio button in the 'Select' column with the text 'Click here to select client'. Another yellow callout box points to the 'View Details' button with the text 'Click here to view details of the client'.

Sr. No.	Select	Client TIN	Client Name	Client Taxpayer Type	Client Jurisdiction Location	Agent appointment Start Date	Agent appointment End Date
1	<input checked="" type="radio"/>	1000125276	MS PHOEBE KANKUNDA BUROKO	Individual Taxpayer	EAST BLOCK NAGURU	23/10/2018	31/12/2018

**Step 4:** View client details and either Approve or Reject the application, enter remarks and submit.

HOME → CLIENT DETAILS

**e-Communication**

Compose Message

Sent Messages

Received Messages 2

**e-Services**

NTR Refund

E-Registration

E>Returns

Objection and Appeals

E-Registration Help Guide

**Client Details**

TIN of taxpayer	1000125276	Client Name	MS PHOEBE KANKUNDA BUROKO
Client Type	Individual Taxpayer	Client Jurisdiction Location	EAST BLOCK NAGURU
Agent appointment Start Date	23/10/2018	Agent appointment End Date	31/12/2018
Do you want to return the application?	Yes		

Tax Agent Decision  Approve  Reject Tax Agent Remarks

**Tax Type Details**

Sr. No.	Tax type	Tax type appointment Start Date	Tax type appointment End Date	Tax Agent Decision	Tax Agent Remarks
1	Income Tax	23/10/2018	31/12/2018	<input checked="" type="radio"/> Approve <input type="radio"/> Reject	<input type="text" value="Client approved"/>

**Step 5:** An email notification will be sent to the client's web portal account and registered email address.

HOME → VIEW APPOINTMENTSSUCCESS

**e-Communication**

Compose Message

Sent Messages

Received Messages 2

**e-Services**

**Client Appointment Processed**

Client Appointment Processed Successfully.