



# User Manual

Version 1.0  
September 28<sup>th</sup>, 2017

Prepared for  
Business Registration Services

**Link a Business**

## Purpose

The purpose of this document is to provide a Visual guide on how to Link/claim a Business on the business registration services portal

Link a business process

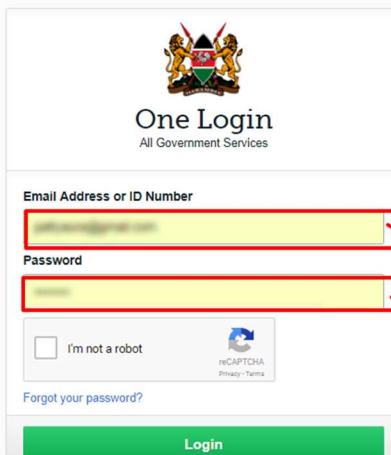
## Prerequisites

- Individual linking **must** have an ecitizen account. The type of account could be either of the two:
  - Kenyan citizens account or,
  - Foreign Residents Account
- Individual Linking the business must be either of the following:
  - A director
  - A director-shareholder
  - An appointed company secretary

*\*\*\*This manual has been prepared using a Citizens account. Please note; regardless of the account used everything remains constant i.e. the interface and application forms\*\*\**

### 1. Logging In.

- Applicant will access [www.ecitizen.go.ke](http://www.ecitizen.go.ke) on their browser
- Enter there username(Id Number/email address)
- Enter Password
- Confirm there not a robot
- Click enter



One Login  
All Government Services

Email Address or ID Number

Password

I'm not a robot

reCAPTCHA

Forgot your password?

Login

Create an account

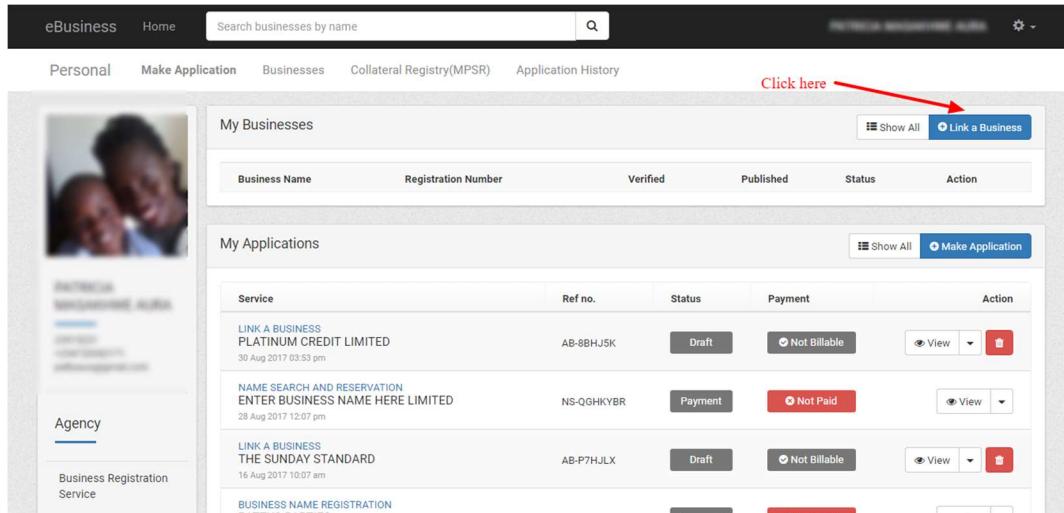
eCitizen eVisa eBusiness

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Link a business:

Step 1:

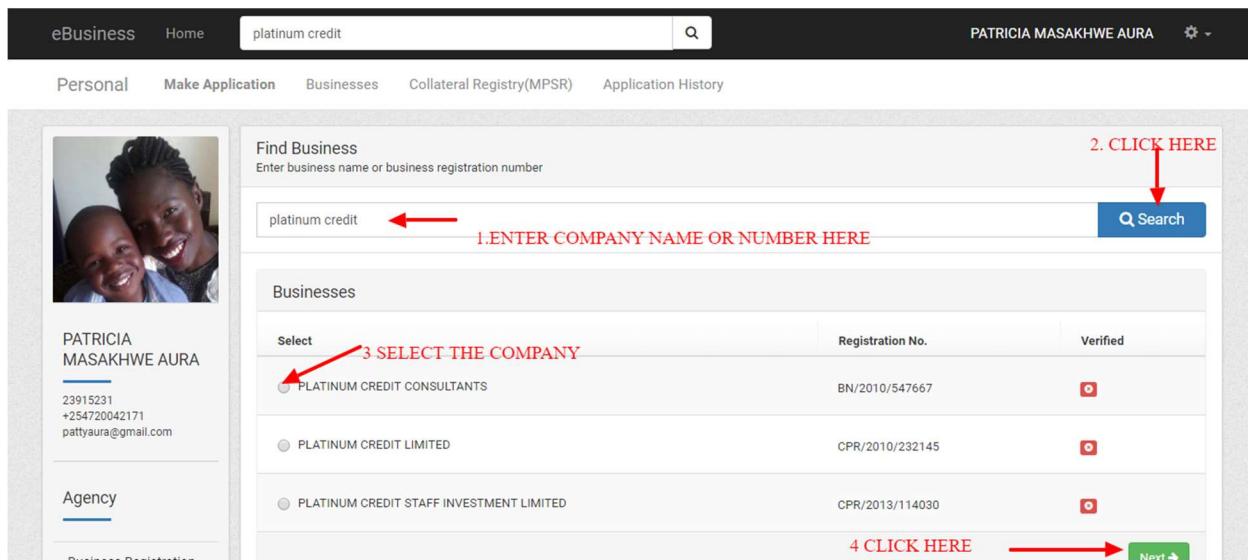
The customer logs into their personal eCitizen account and clicks on “Link Business” as illustrated below.



The screenshot shows the eBusiness platform interface. On the left, there is a sidebar with a profile picture of a woman and a child, and text: 'PATRICIA MASAKHWE AURA', '23915231', '+254720042171', and 'pattyaura@gmail.com'. The main content area has tabs: 'Personal', 'Make Application', 'Businesses', 'Collateral Registry(MPSR)', and 'Application History'. The 'Businesses' tab is selected. Below it, there are two sections: 'My Businesses' and 'My Applications'. The 'My Businesses' section has a table with columns: Business Name, Registration Number, Verified, Published, Status, and Action. The 'My Applications' section has a table with columns: Service, Ref no., Status, Payment, and Action. A red arrow points to the 'Link a Business' button in the top right corner of the 'My Businesses' section.

Step 2:

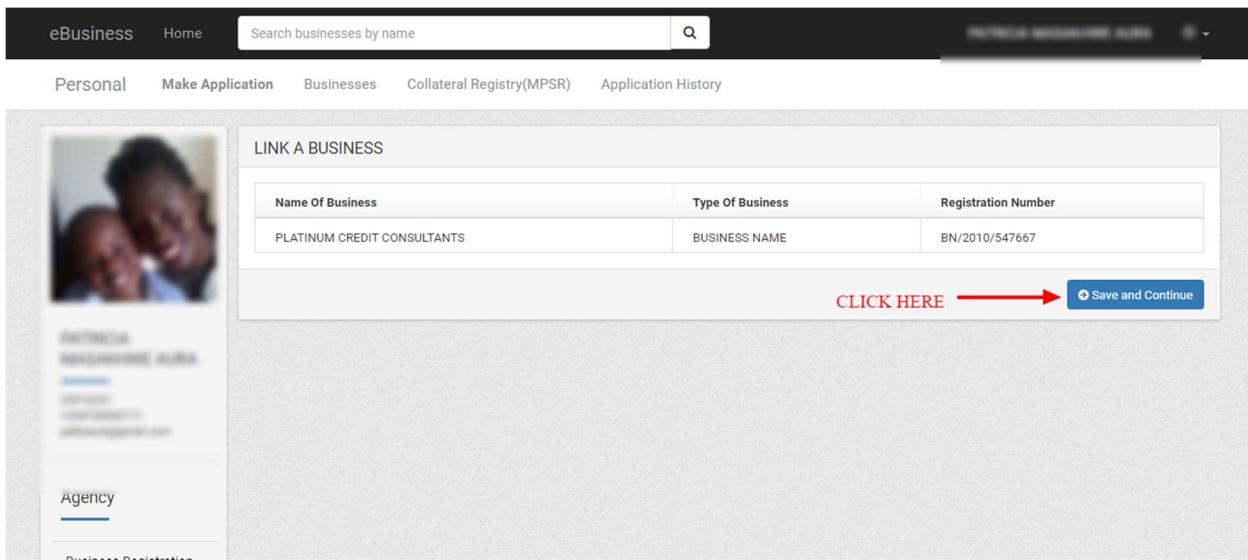
- I. Enter the company/Business name or registration number in the text box
- II. Click Search
- III. Select name from the list
- IV. Click on next



The screenshot shows the 'Find Business' search results. The search bar contains 'platinum credit'. The results table has columns: Select, Business Name, Registration No., and Verified. The first result is 'PLATINUM CREDIT CONSULTANTS' with registration number BN/2010/547667. A red arrow points to the 'Select' button next to this company name. A red arrow points to the 'Search' button in the top right corner of the search bar. A red arrow points to the 'Next' button at the bottom right of the results table. The sidebar on the left is identical to the one in the previous screenshot.

Step 3:

Click on save and continue as illustrated below



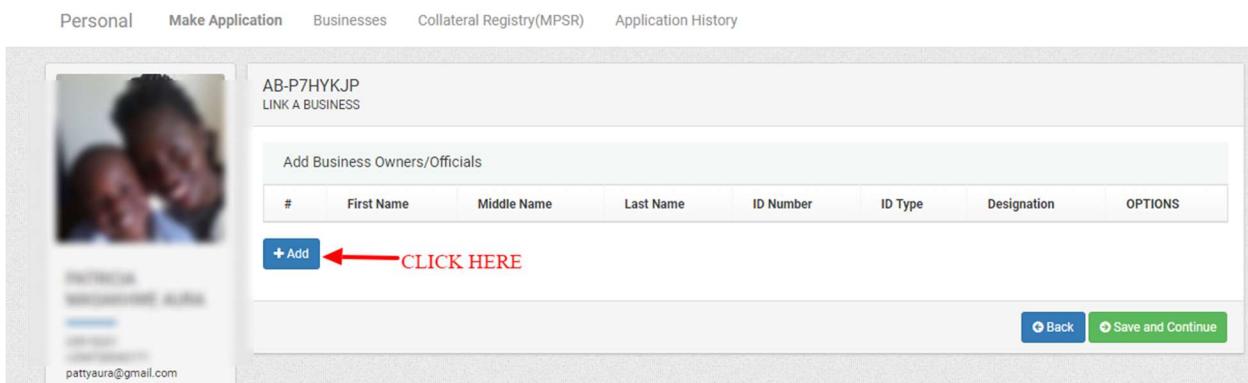
LINK A BUSINESS

Name Of Business	Type Of Business	Registration Number
PLATINUM CREDIT CONSULTANTS	BUSINESS NAME	BN/2010/547667

CLICK HERE → Save and Continue

Step 4:

Click on Add to enter business/officials details as illustrated below (You may add as many officials as required that are currently existing in the company at that time.)



AB-P7HYKJP

LINK A BUSINESS

Add Business Owners/Officials

#	First Name	Middle Name	Last Name	ID Number	ID Type	Designation	OPTIONS
+ Add	CLICK HERE ←						

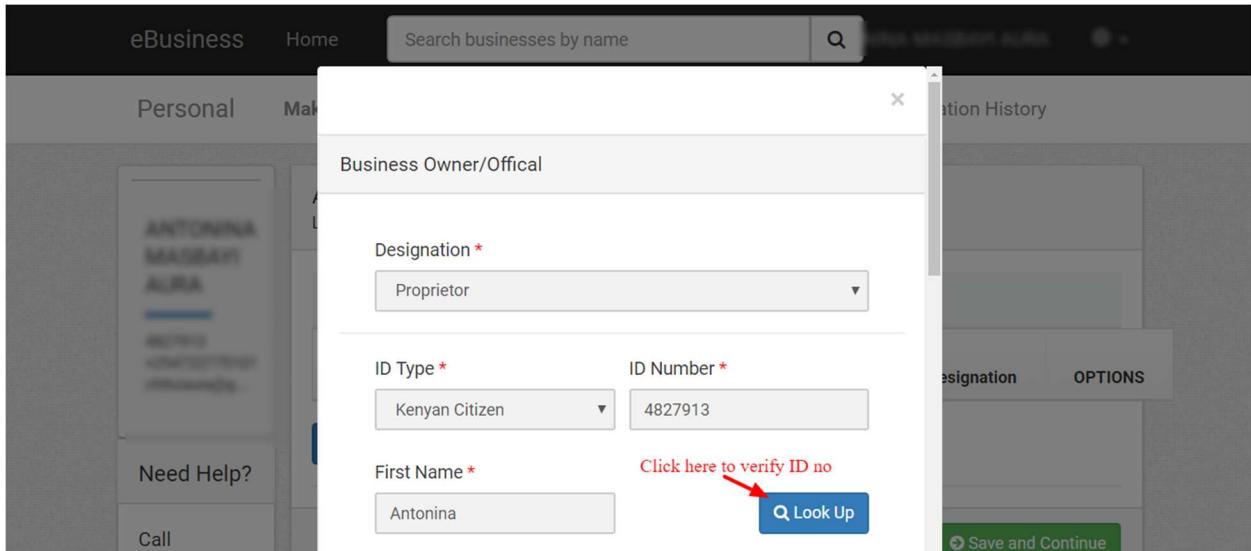
Save and Continue

**NB!** For Public limited companies you need not enter the shareholders details, required only are the Directors, Director-Shareholder and company secretary.

## Step 5:

Add the officials' details as illustrated in below screen shots a, b and c below

a.



Business Owner/Official

Designation \*

Proprietor

ID Type \* ID Number \*

Kenyan Citizen 4827913

First Name \* Click here to verify ID no

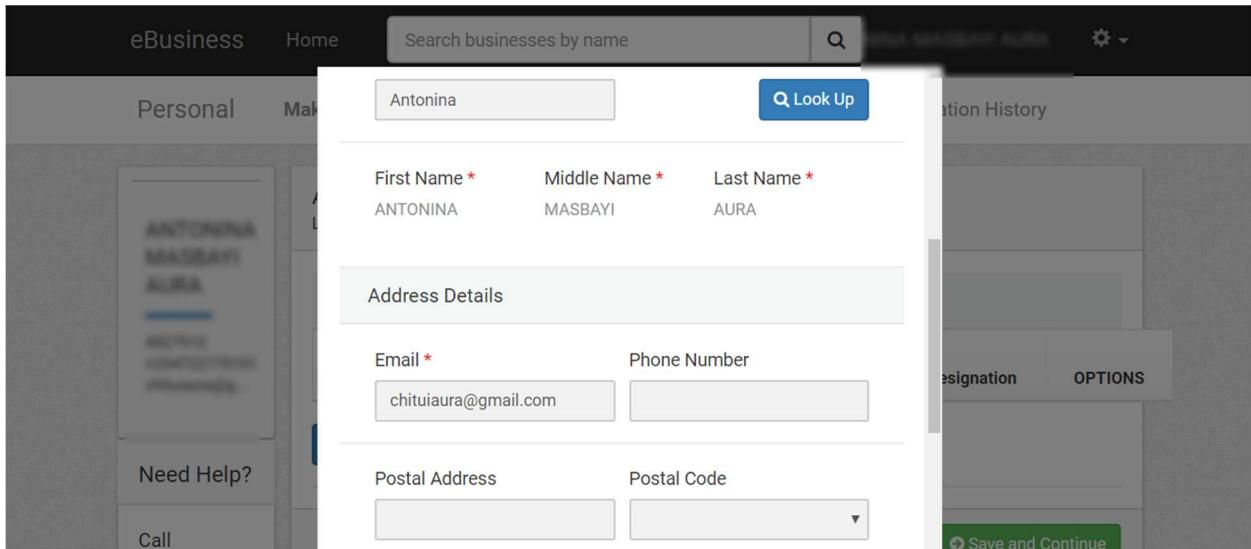
Antonina

Look Up

Save and Continue

**NB!** All fields marked with a red asterisk (\*) are compulsory

b.



Search businesses by name

Antonina

Look Up

First Name \* Middle Name \* Last Name \*

ANTONINA MASBAYI AURA

Address Details

Email \* Phone Number

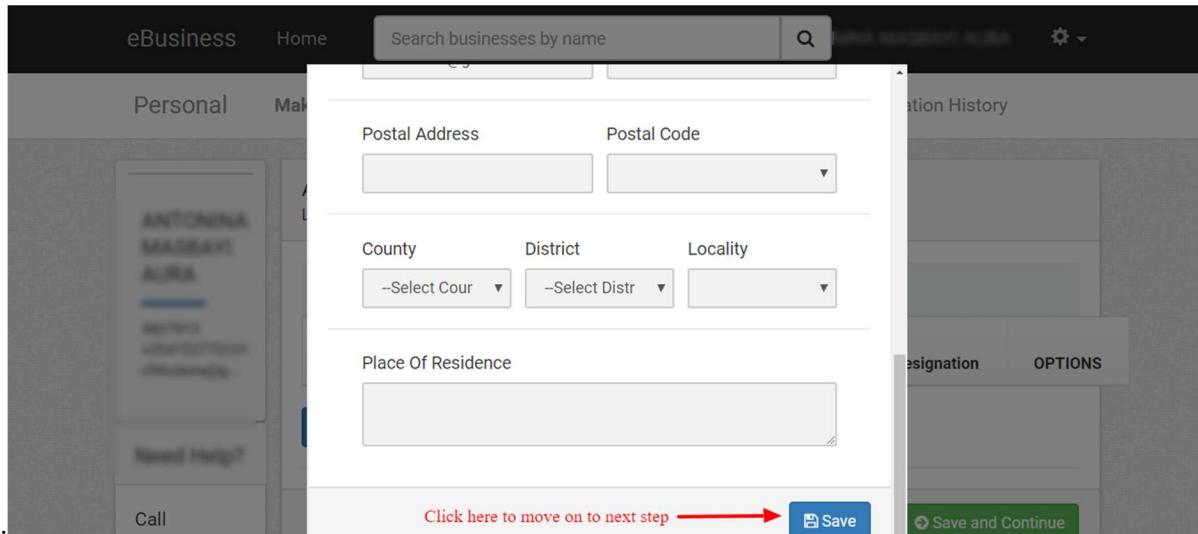
chituiaura@gmail.com

Postal Address Postal Code

Save and Continue

**NB!** All fields marked with a red asterisk (\*) are compulsory

C.



Personal

Postal Address Postal Code

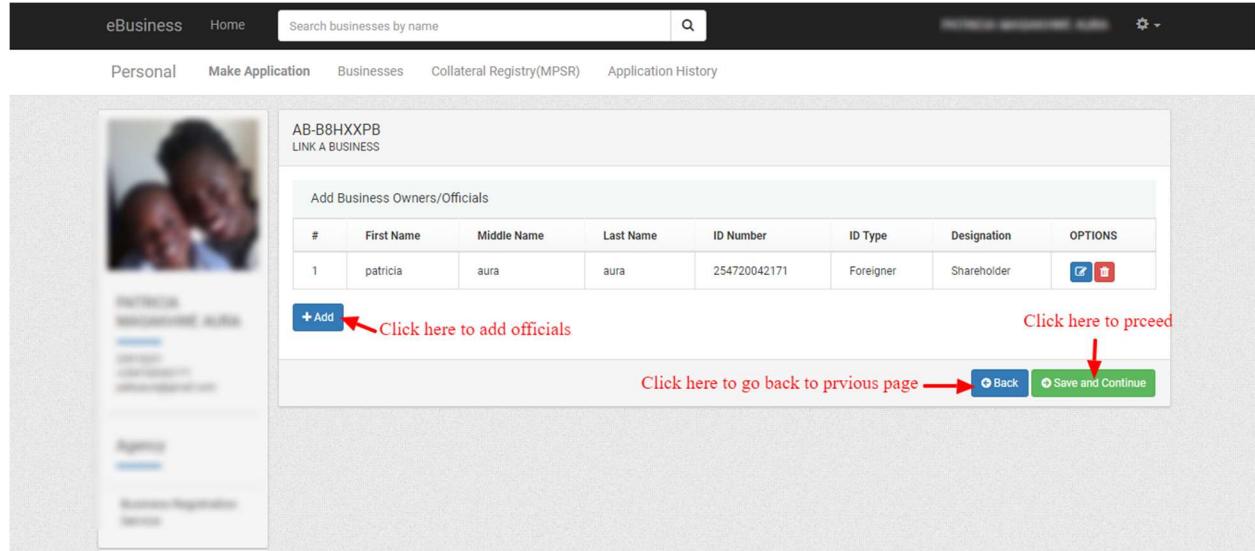
County District Locality

Place Of Residence

Click here to move on to next step → Save Save and Continue

### Step:6

Click on add to add a; 2<sup>nd</sup>. 3<sup>rd</sup> etc. official if any



AB-B8HXXPB  
LINK A BUSINESS

#	First Name	Middle Name	Last Name	ID Number	ID Type	Designation	OPTIONS
1	patricia	aura	aura	254720042171	Foreigner	Shareholder	 

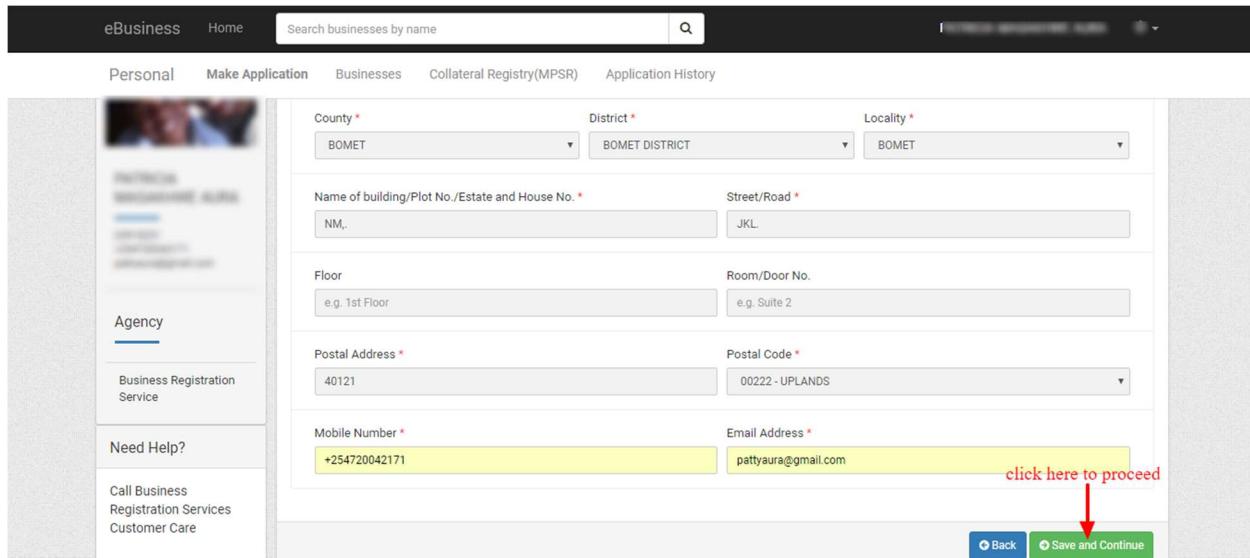
+ Add Click here to add officials

Click here to go back to previous page → Back Save and Continue

**NB!** All fields marked with a red asterisk (\*) are compulsory

## Step 7:

Enter registered office address as illustrated below



County \* BOMET District \* BOMET DISTRICT Locality \* BOMET

Name of building/Plot No./Estate and House No. \* NM, Street/Road \* JKL

Floor e.g. 1st Floor Room/Door No. e.g. Suite 2

Postal Address \* 40121 Postal Code \* 00222 - UPLANDS

Mobile Number \* +254720042171 Email Address \* pattyaura@gmail.com

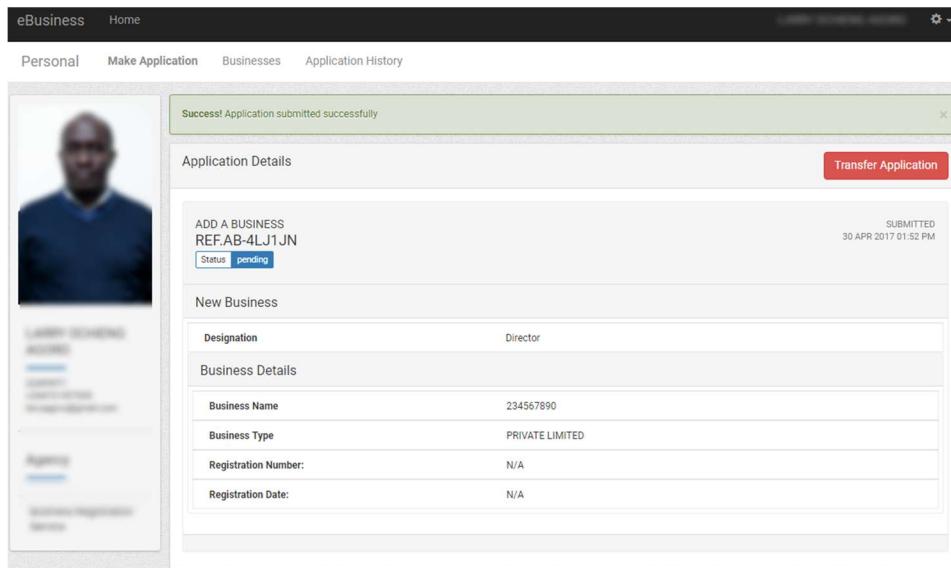
**click here to proceed**

**Save and Continue**

**NB! All fields marked with a red asterisk (\*) are compulsory**

## Step 8:

Wait for the application to be approved:



Success! Application submitted successfully

Application Details

ADD A BUSINESS  
REF.AB-4LJ1JN

Status pending

SUBMITTED  
30 APR 2017 01:52 PM

New Business

Designation Director

Business Details

Business Name 234567890

Business Type PRIVATE LIMITED

Registration Number: N/A

Registration Date: N/A

## Step 9:

Once application has been approved it will appear under Application history with the status **Complete** as shown below.

Personal Make Application Businesses Application History

Application History

Service	Ref no.	Status	Payment	Action
ADD A BUSINESS Request For Access To Business	NOT APPROVED	Pending	Not Billable	<input type="button" value="View"/>
ADD A BUSINESS Request For Access To Business	APPROVED	Complete	Not Billable	<input type="button" value="View"/>
ADD A BUSINESS Request For Access To Business	AB-NP31MW	Complete	Not Billable	<input type="button" value="View"/>

## Step 10:

Click on personal tab or on the Businesses tab along the top of your screen. You should be able to see the business appearing under **My Business** with the status **Active**.

Click on the button View beside to the right of the Active status to now enter the eBusiness account

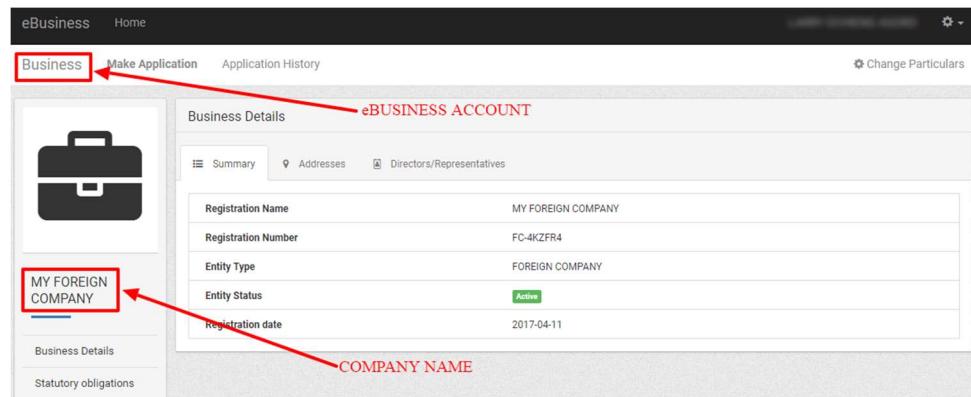
Personal

myBusinesses **CLICK VIEW TO ACCESS THE eBUSINESS MENU**

Business Name	Registration Number	Verified	Published	Status	Action
234567890	1234567890	✓	✓	Active	<input type="button" value="View"/>
MY FOREIGN COMPANY	FC-4KZFR4	✓	✓	Active	<input type="button" value="View"/>

### Step 11:

The eBUSINESS profile which will have the business menu on the top right of the portal.



The screenshot shows the eBUSINESS profile interface. At the top, there is a navigation bar with 'eBusiness' and 'Home' buttons, and a 'Business' button highlighted with a red box and a red arrow pointing to it. To the right of the navigation bar are 'Make Application' and 'Application History' buttons, and a 'Change Particulars' button. The main content area is titled 'eBUSINESS ACCOUNT' and contains a 'Business Details' section. This section includes tabs for 'Summary', 'Addresses', and 'Directors/Representatives'. Under 'Summary', there is a registration table with the following data:

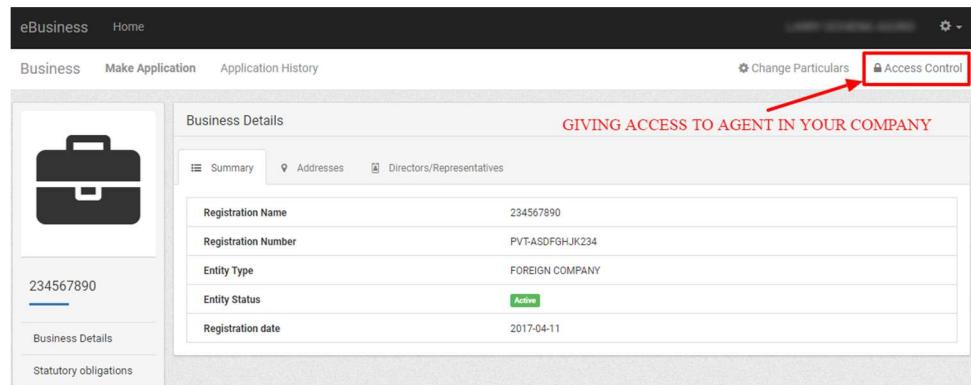
Registration Name	MY FOREIGN COMPANY
Registration Number	FC-4KZFR4
Entity Type	FOREIGN COMPANY
Entity Status	Active
Registration date	2017-04-11

Below the registration table, there are two buttons: 'Business Details' and 'Statutory obligations'. A red box highlights the 'MY FOREIGN COMPANY' entry in the registration table, and a red arrow points from the text 'COMPANY NAME' to this entry. Another red arrow points from the text 'COMPANY NAME' to the registration table.

**NB!** *On the left hand side the account details have now changed to the Business details*

### Step 12:

Give Access to your staff by click on the access Control



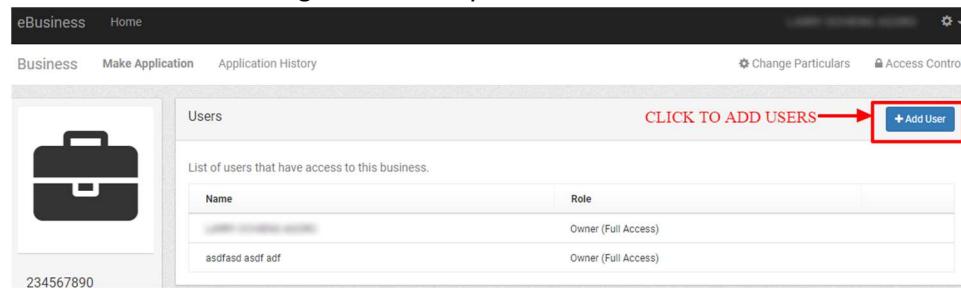
The screenshot shows the eBUSINESS profile interface. At the top, there is a navigation bar with 'eBusiness' and 'Home' buttons, and a 'Business' button highlighted with a red box and a red arrow pointing to it. To the right of the navigation bar are 'Make Application' and 'Application History' buttons, and a 'Change Particulars' button. There is also an 'Access Control' button highlighted with a red box and a red arrow pointing to it. The main content area is titled 'GIVING ACCESS TO AGENT IN YOUR COMPANY' and contains a 'Business Details' section. This section includes tabs for 'Summary', 'Addresses', and 'Directors/Representatives'. Under 'Summary', there is a registration table with the following data:

Registration Name	234567890
Registration Number	PVTASDFGHJK234
Entity Type	FOREIGN COMPANY
Entity Status	Active
Registration date	2017-04-11

Below the registration table, there are two buttons: 'Business Details' and 'Statutory obligations'.

### Step 13:

Click on the add user to give access to your staff



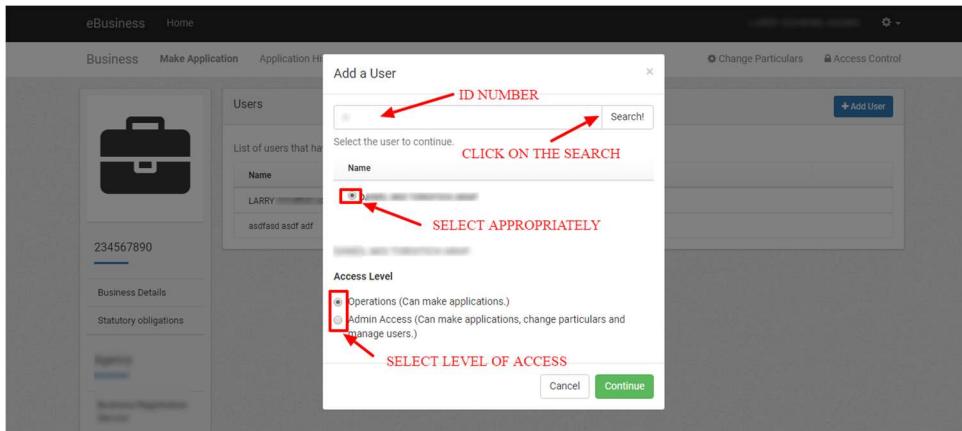
The screenshot shows the eBUSINESS profile interface. At the top, there is a navigation bar with 'eBusiness' and 'Home' buttons, and a 'Business' button highlighted with a red box and a red arrow pointing to it. To the right of the navigation bar are 'Make Application' and 'Application History' buttons, and a 'Change Particulars' button. There is also an 'Access Control' button highlighted with a red box and a red arrow pointing to it. The main content area is titled 'Users' and contains a table with the following data:

Name	Role
...	Owner (Full Access)
asdfasd asdf asdf	Owner (Full Access)

At the top right of the 'Users' section, there is a blue button with a plus sign and the text '+ Add User'. A red box highlights this button, and a red arrow points to it with the text 'CLICK TO ADD USERS'.

#### Step 14:

Input the ID Number and Give the appropriate Access you wish for them to have



**NB!** *Admin role is able to add/remove other users, submit applications within the eBusiness account, and file for changes/annual returns for the linked business. An operator is only able to submit applications within the eBusiness account.*

#### Step 15:

View List of Users allowed to work on the applications as illustrated below.

eBusiness		Home	Change Particulars	Access Control
Business	Make Application	Application History		
234567890				
Business Details				
Statutory obligations				
Users		<a href="#">+ Add User</a>		
List of users that have access to this business.				
Name		Role		
[REDACTED]		Owner (Full Access)		
asdfasd asdf adf		Owner (Full Access)		
[REDACTED]		Operations (Can make applications.)		