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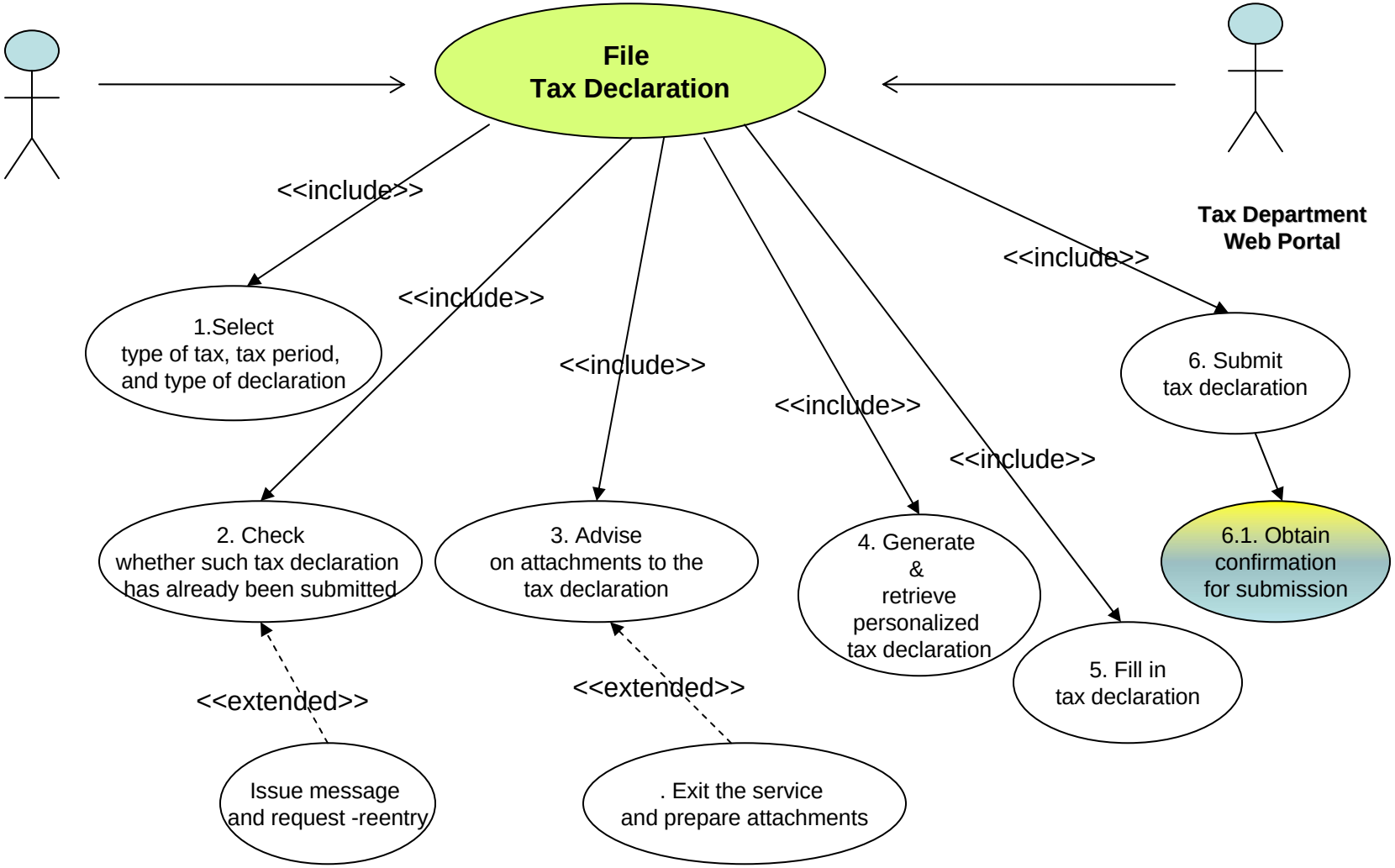
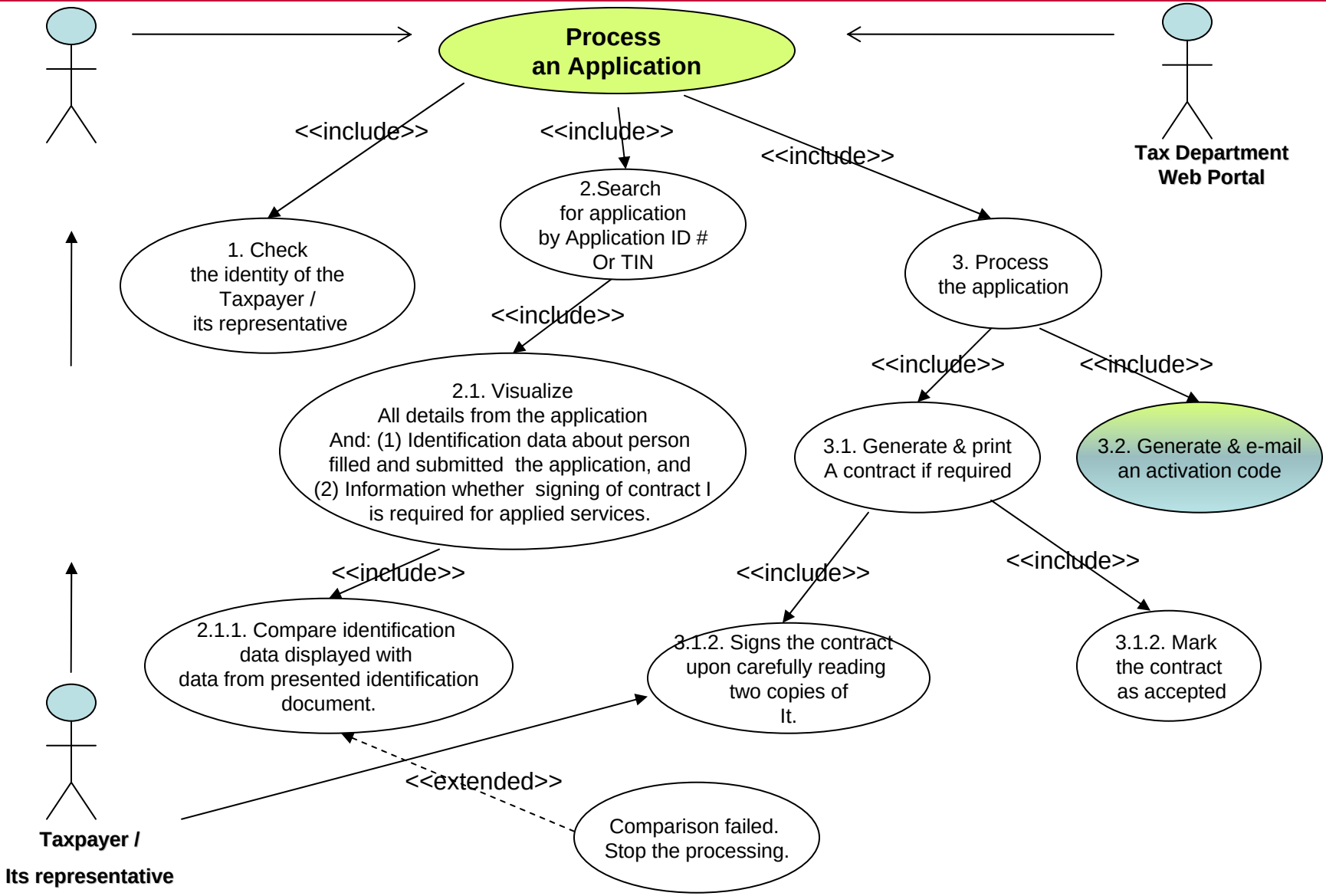
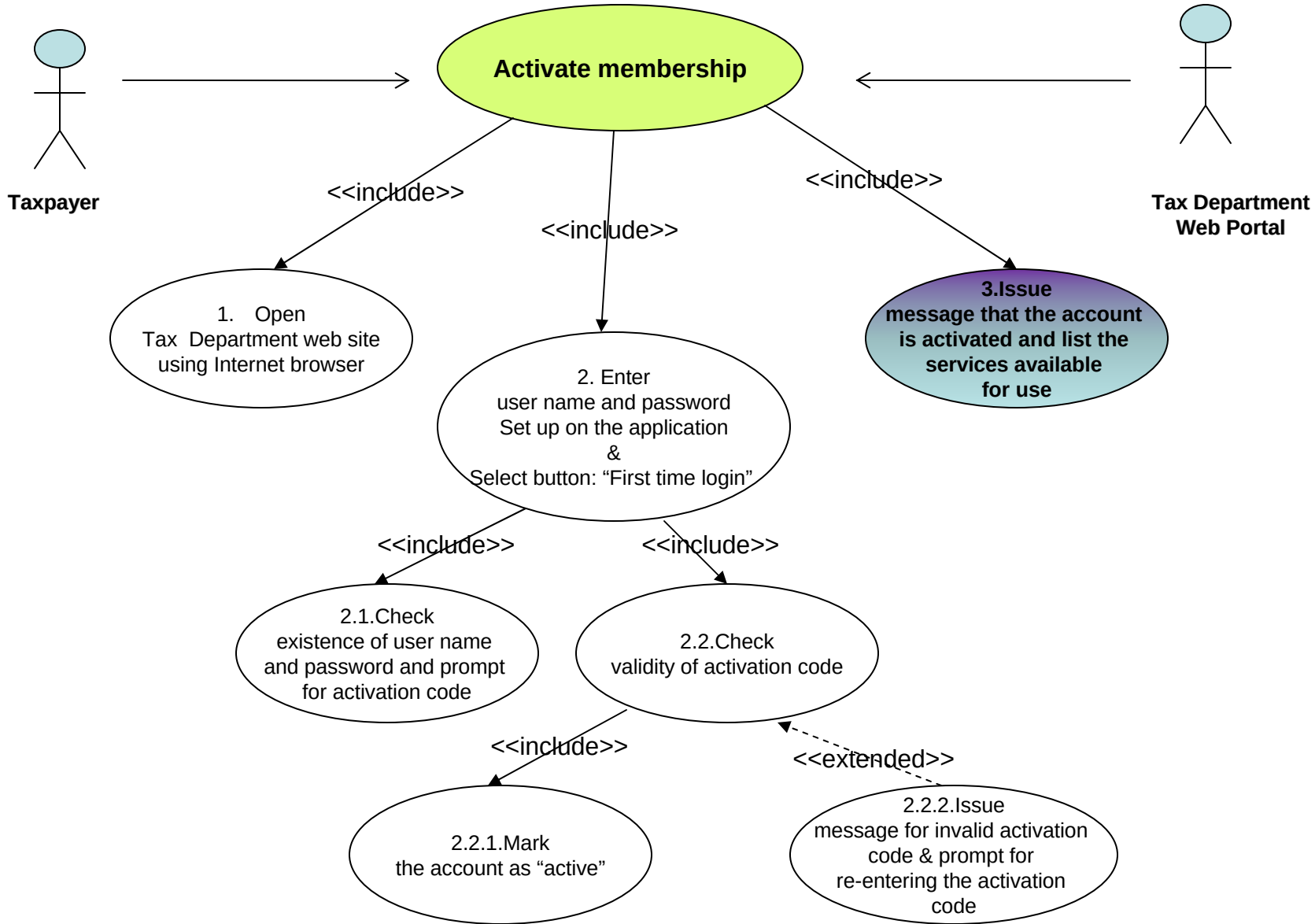
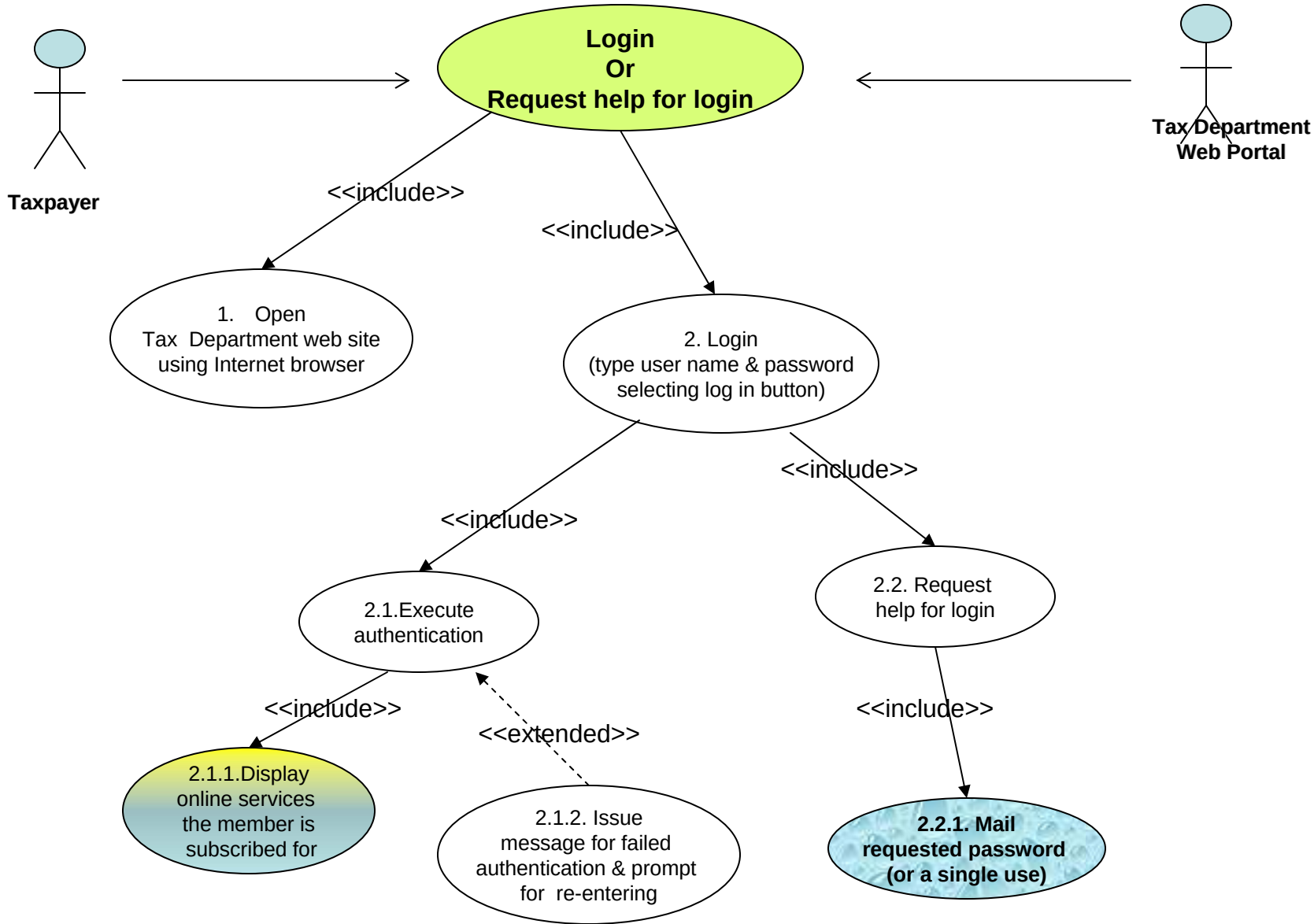
Applying for Online Services

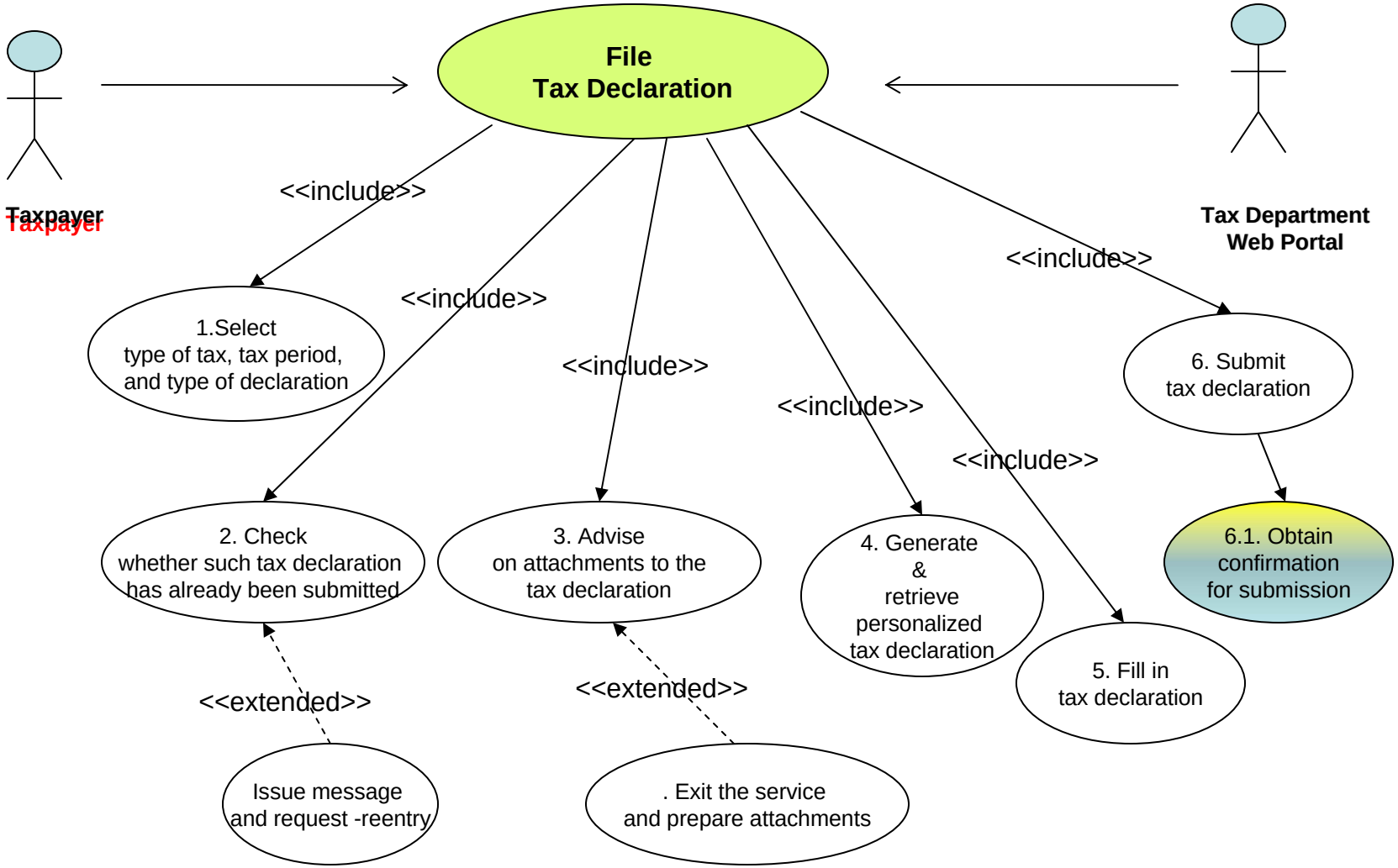
Neli Baeva, June 2007


File
Tax Declaration
Tax Department
Web Portal
<<include>>
<<include>>
<<include>>
<<include>>
<<include>>
<<include>>
1.Select
type of tax, tax period,
and type of declaration
2. Check
whether such tax declaration
has already been submitted
3. Advise
on attachments to the
tax declaration
4. Generate
&
retrieve
personalized
tax declaration
5. Fill in
tax declaration
6. Submit
tax declaration
6.1. Obtain
confirmation
for submission
<<extended>>
<<extended>>
Issue message
and request -reentry
. Exit the service
and prepare attachments


Process
an Application
Tax Department
Web Portal
<<include>>
<<include>>
<<include>>
1. Check
the identity of the
Taxpayer /
its representative
2.Search
for application
by Application ID #
Or TIN
3. Process
the application
<<include>>
2.1. Visualize
All details from the application
And: (1) Identification data about person
filled and submitted the application, and
(2) Information whether signing of contract I
is required for applied services.
<<include>>
<<include>>
3.1. Generate & print
A contract if required
3.2. Generate & e-mail
an activation code
<<include>>
<<include>>
<<include>>
2.1.1. Compare identification
data displayed with
data from presented identification
document.
3.1.2. Signs the contract
upon carefully reading
two copies of
It.
3.1.2. Mark
the contract
as accepted
<<extended>>
Comparison failed.
Stop the processing.
Taxpayer /
Its representative


Activate membership
Taxpayer
Tax Department Web Portal
<<include>>
<<include>>
<<include>>
1. Open Tax Department web site using Internet browser
2. Enter user name and password Set up on the application & Select button: "First time login"
3.Issue message that the account is activated and list the services available for use
<<include>>
<<include>>
2.1.Check existence of user name and password and prompt for activation code
2.2.Check validity of activation code
<<include>>
<<extended>>
2.2.1.Mark the account as "active"
2.2.2.Issue message for invalid activation code & prompt for re-entering the activation code


Login
Or
Request help for login
Taxpayer
Tax Department
Web Portal
<<include>>
<<include>>
1. Open
Tax Department web site
using Internet browser
2. Login
(type user name & password
selecting log in button)
<<include>>
<<include>>
2.1.Execute
authentication
2.2. Request
help for login
<<include>>
<<extended>>
<<include>>
2.1.1.Display
online services
the member is
subscribed for
2.1.2. Issue
message for failed
authentication & prompt
for re-entering
2.2.1. Mail
requested password
(or a single use)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