

STEP 1: ZRA Portal Registration

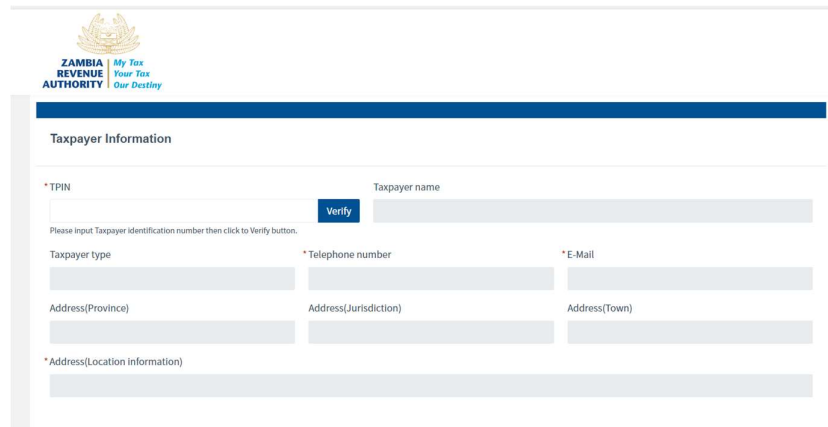
1. Fill Out the Commitment Form:

Complete the form, but please disregard Section 3.

2. Sign Up on the ZRA Portal:

Visit the ZRA portal [here](#) for production and

<https://sandboxportal.zra.org.zm/main/signup/indexTinUser> for sandbox to sign up.



The screenshot shows the 'Taxpayer Information' registration form on the ZRA portal. At the top left is the ZRA logo with the tagline 'My Tax Your Tax Our Destiny'. The form has a blue header bar. Below the header, the title 'Taxpayer Information' is displayed. The form contains several input fields: a 'TPIN' field with a 'Verify' button and a note 'Please input Taxpayer identification number then click to Verify button.'; a 'Taxpayer name' field; a 'Taxpayer type' field; a '*Telephone number' field; a '*E-Mail' field; an 'Address(Province)' field; an 'Address(Jurisdiction)' field; an 'Address(Town)' field; and a '*Address(Location information)' field. All input fields are currently empty.

3. Enter the Serial Number:

Your serial number should follow the format TPIN_VSDC, e.g., 95985943_VSDC.

4. Upload the Commitment Form:

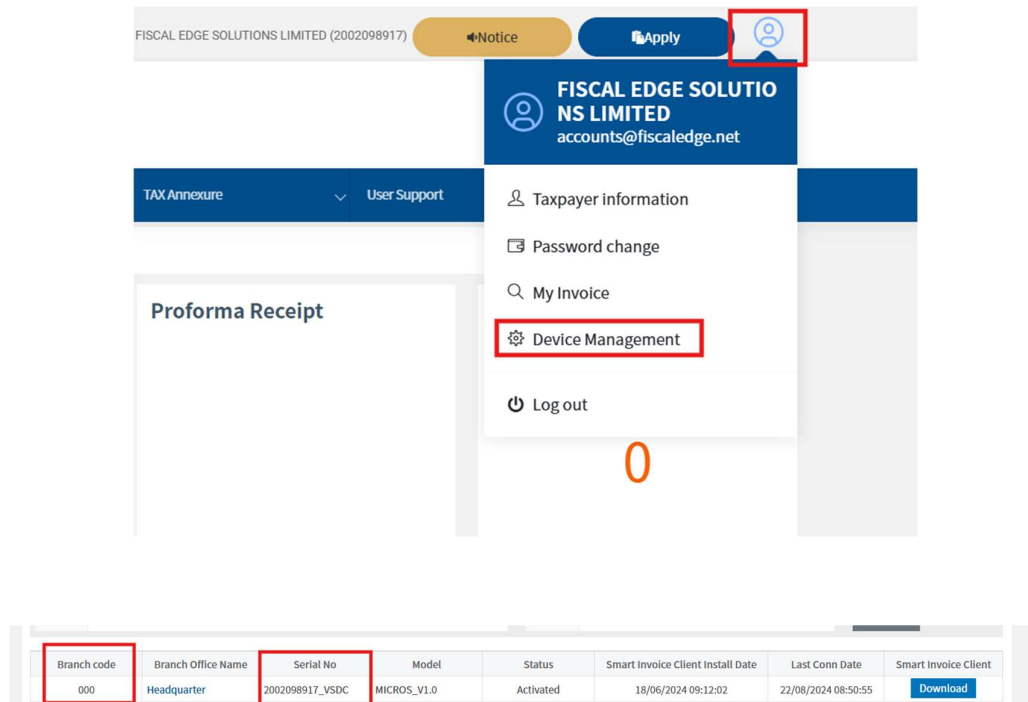
During the sign-up process, you'll need to upload the completed commitment form.

5. Approval Process:

ZRA typically approves applications within 24 hours if everything is in order. Alternatively, you can contact Fiscal Edge to facilitate the approval process.

6. Post-Approval Actions:

Once your application is approved, log in to the ZRA portal. Click on the user icon at the top right corner and select "Device Management." Make sure to note the branch code and serial number, as these will be required when completing your registration with Fiscal Edge.



STEP 2: Fiscal Edge Portal Registration

1. Sign Up on the Fiscal Edge Portal:

Visit [Fiscal Edge](#) for production and www.sandbox.fiscaledge.net for sandbox and sign up.

Create a new Account

Welcome aboard!. We're thrilled that you're interested in using our service.

☐ Have an Existing Account? [Sign in Here](#)

CREATE ACCOUNT

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2. Enter Initialization Information:

Use the branch code and serial number noted from the ZRA portal to enter the required initialization information.

Enter appropriate and official information about your business below

Business TPIN

Don't have this? Your TPIN can be found on your official business registration form.

Branch ID

Don't have this? Your Branch ID can be obtained from the ZRA portal.

Serial Number

Don't have this? Your Serial Number can be obtained from the ZRA portal.

3. Access the Fiscal Edge Portal:

If the registration is successful, you will gain access to the Fiscal Edge portal.

4. Retrieve SDCID:

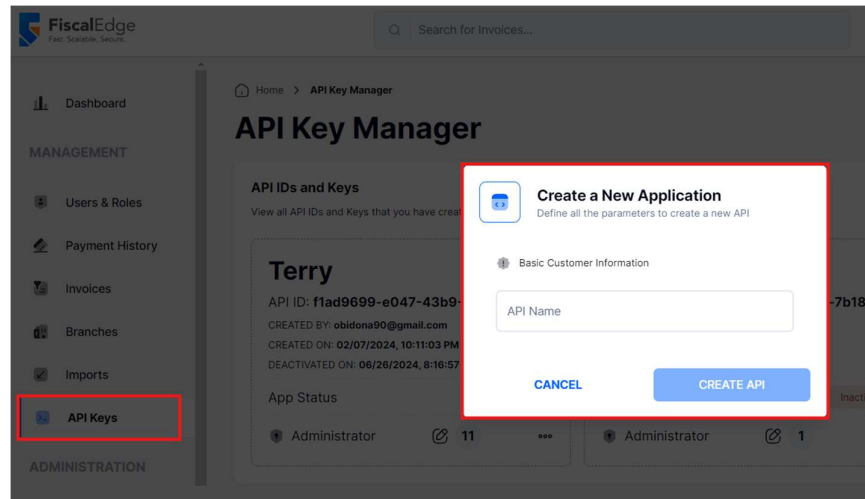
Click on the "Branches" tab and take note of the SDCID.

The screenshot displays the FiscalEdge web application interface. On the left is a sidebar menu with options: Dashboard, MANAGEMENT (Users & Roles, Payment History, Invoices, Branches, Imports, API Keys). The 'Branches' option is highlighted with a red box. The main content area is titled 'Branch Manager' and shows a list of branches. The first branch, 'Headquarter', is expanded to show details: Province Name: LUSAKA PROVINCE, Manager Name: FISCAL EDGE SOLUTIONS LIMITED, SDC ID: SDC0060000006 (highlighted with a red box), Device ID: 200209891700000001, Branch ID: 000, and CREATED ON: 02/07/2024, 7:06:33 PM.

Branch Name	Province Name	Manager Name	SDC ID	Device ID	Branch ID	CREATED ON
Headquarter	LUSAKA PROVINCE	FISCAL EDGE SOLUTIONS LIMITED	SDC0060000006	200209891700000001	000	02/07/2024, 7:06:33 PM

5. **Generate an API Key:**

Navigate to the "API Key" tab and generate an API key.



6. **Provide Information to your vendor:**

The API Key and SDCID will be required by your vendor during their setup process.

7. **License Application:**

Fiscal Edge will apply the license once the setup is completed and payment is confirmed.