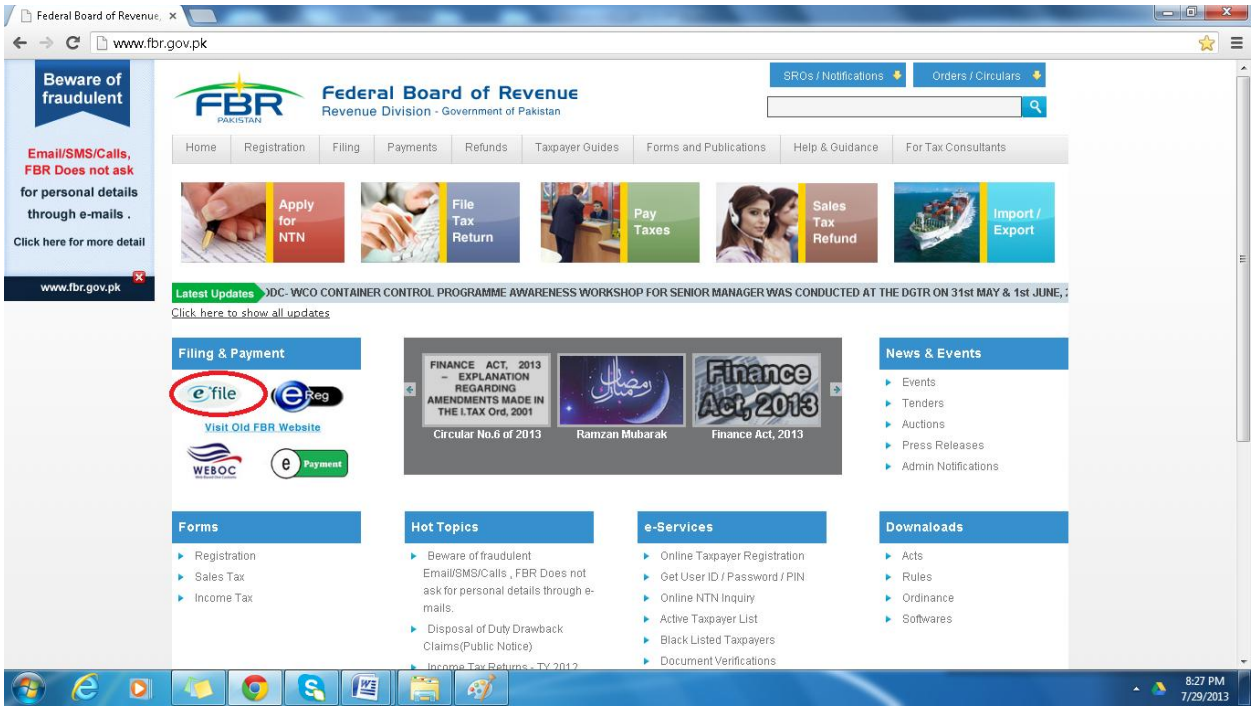
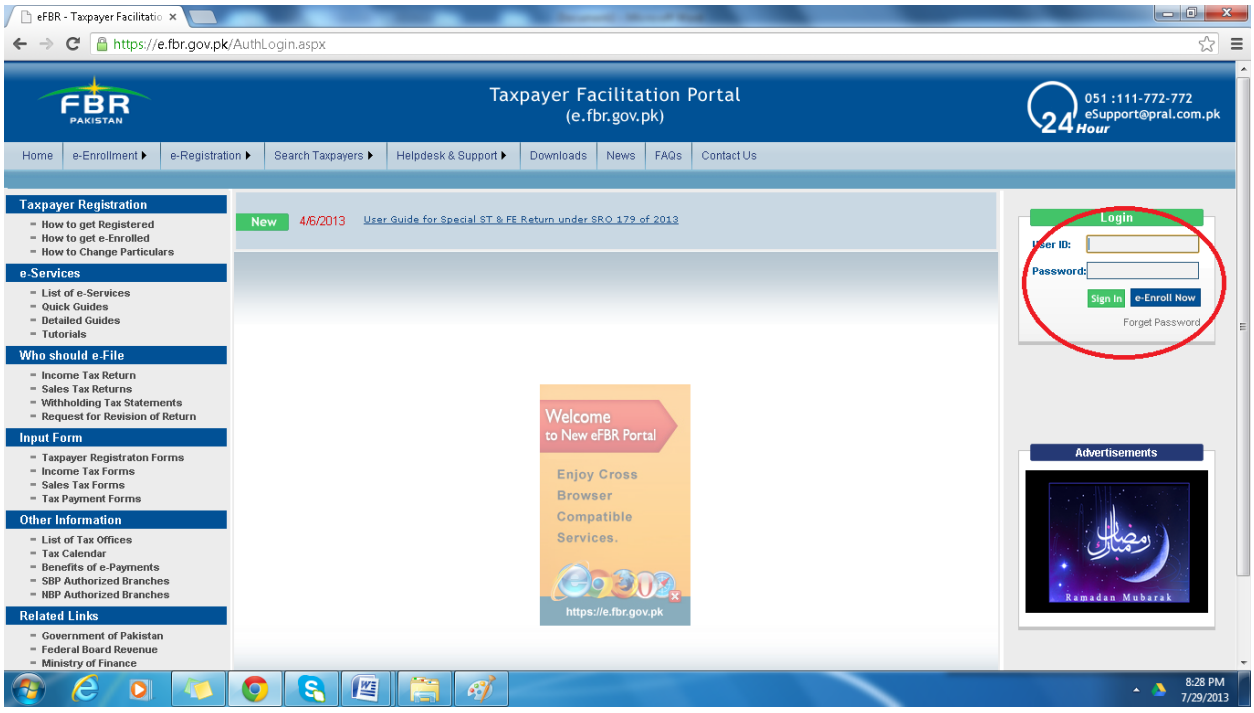
Step 1-The first step is how to reach the e-FBR web portal (Login).

Option 1:- Go to FBR main page by using this link http://www.fbr.gov.pk/ and then select the e-file option (red circle) from there.



Option 2:- Directly go to e-FBR portal by using https://e.fbr.gov.pk/AuthLogin.aspx this link.

The result of above both options should be same as:-

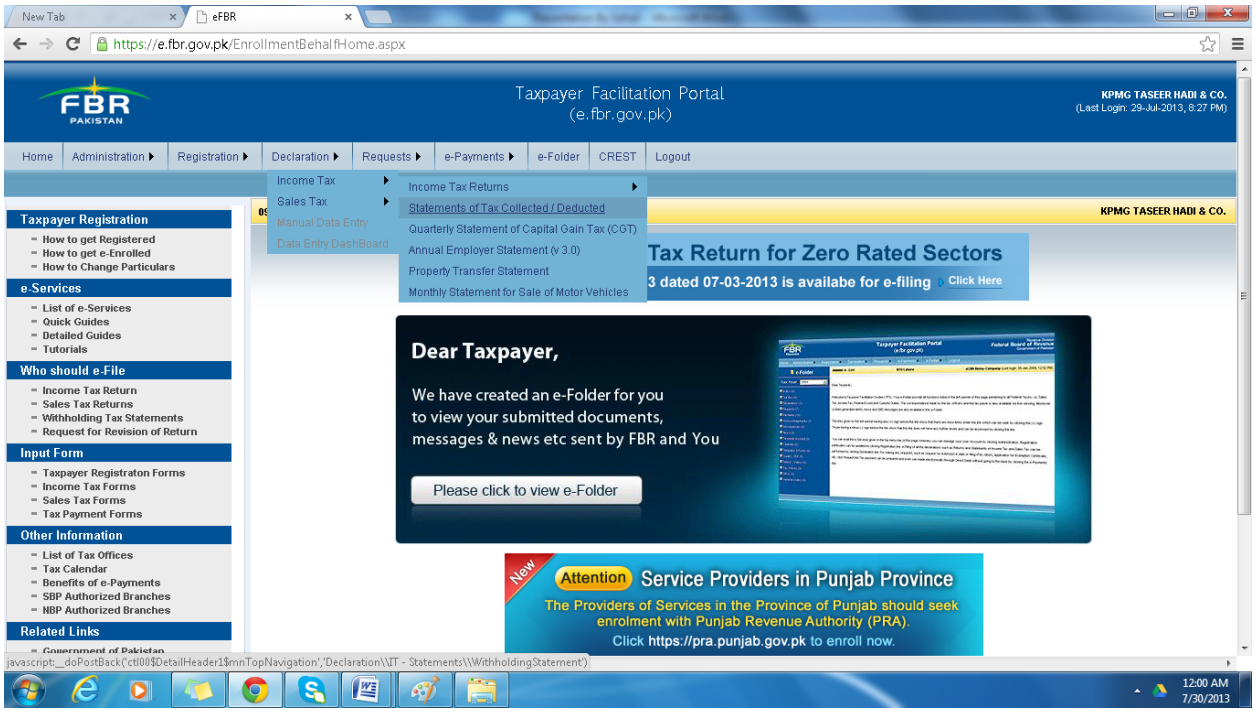


Step 2-Procedure to reach at browse status, browse and upload the file

1. After login go to the declaration and follow the below procedure:

   i. Go to declaration option.
   ii. It shows Income Tax option.
   iii. Then click on Statements of tax collected and deducted.

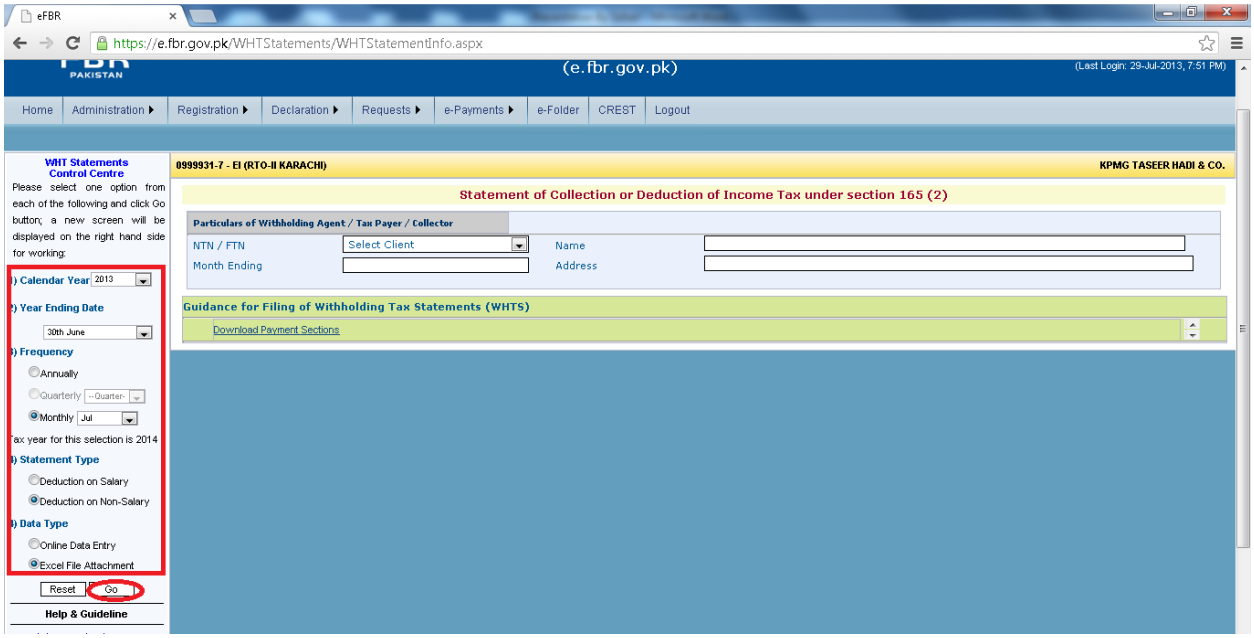
Please note that click on (iii) only which will take you to next step.



2. After the above you will reach to this page where you can only click on OK mentioned on right hand side (Circled below):

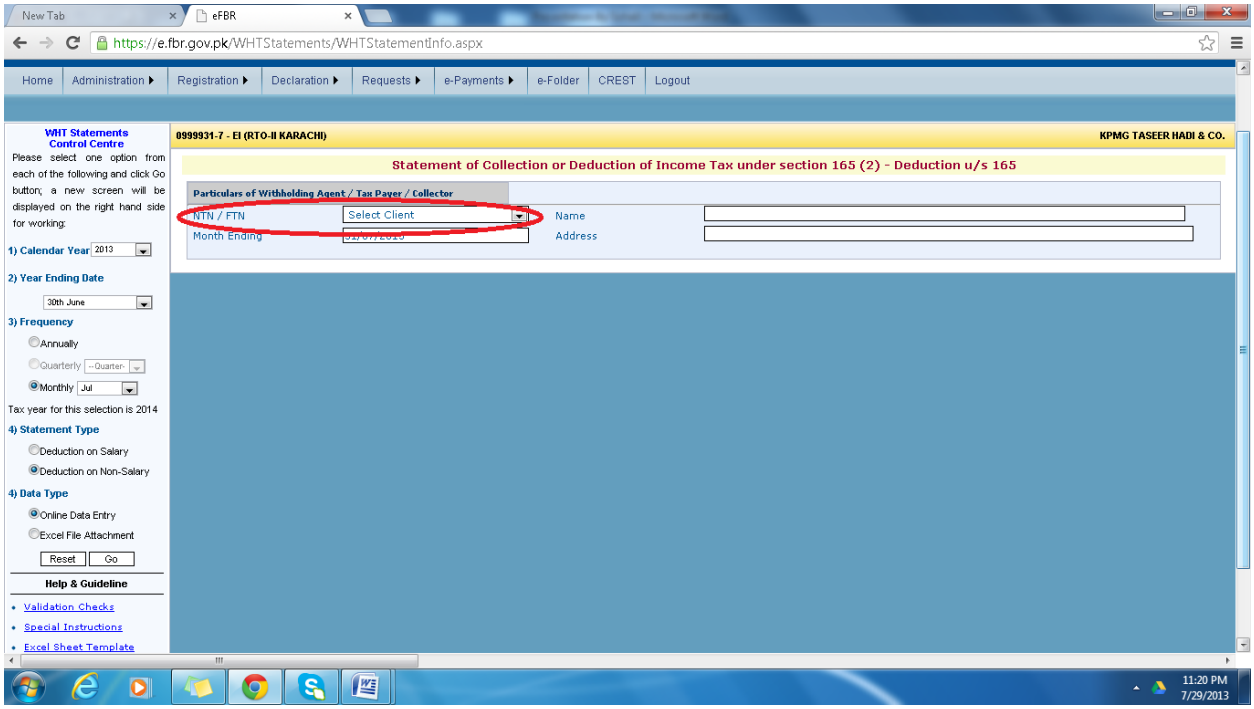
3. After this click other options will open as below:

   i. Select calendar year which will open other options
   ii. Year ending of the client
   iii. Select the frequency either it is monthly, quarterly or annual statement
   iv. Select type that either it pertains to salary or other than salary
   v. Select either you are uploading the excel sheet or online data entry
   vi. After all selection click on GO.



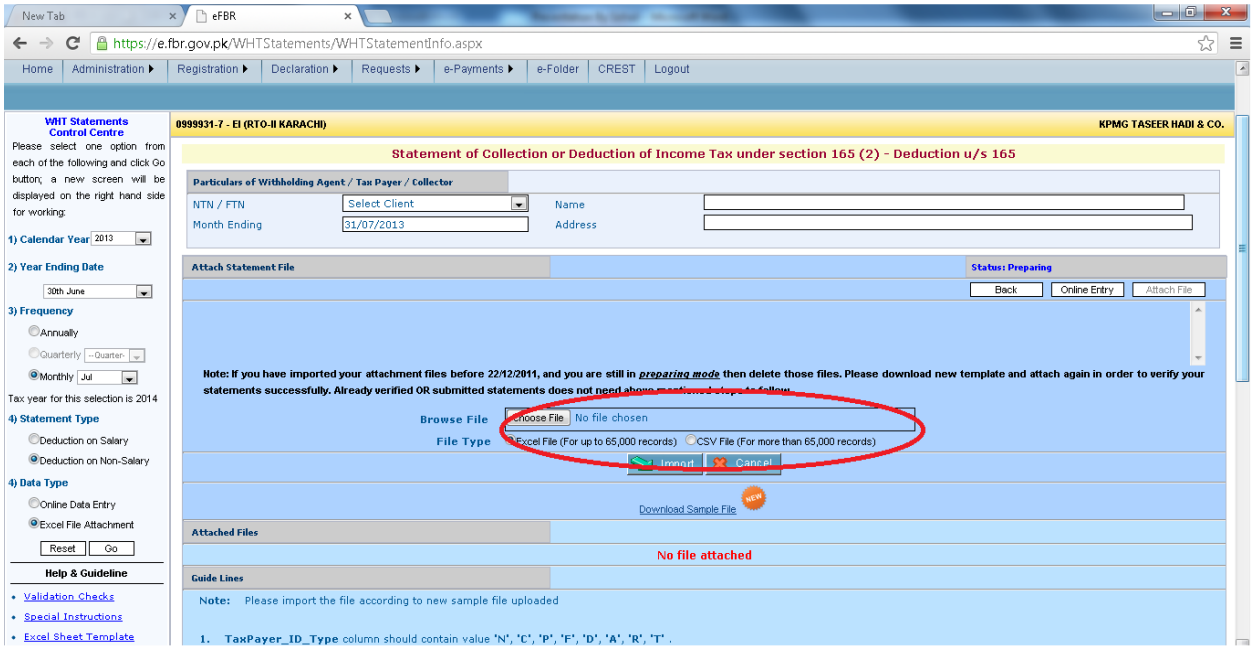
4. After clicking go, there are two options:

In case of e-intermediary there comes this screen where you select NTN and move forward:

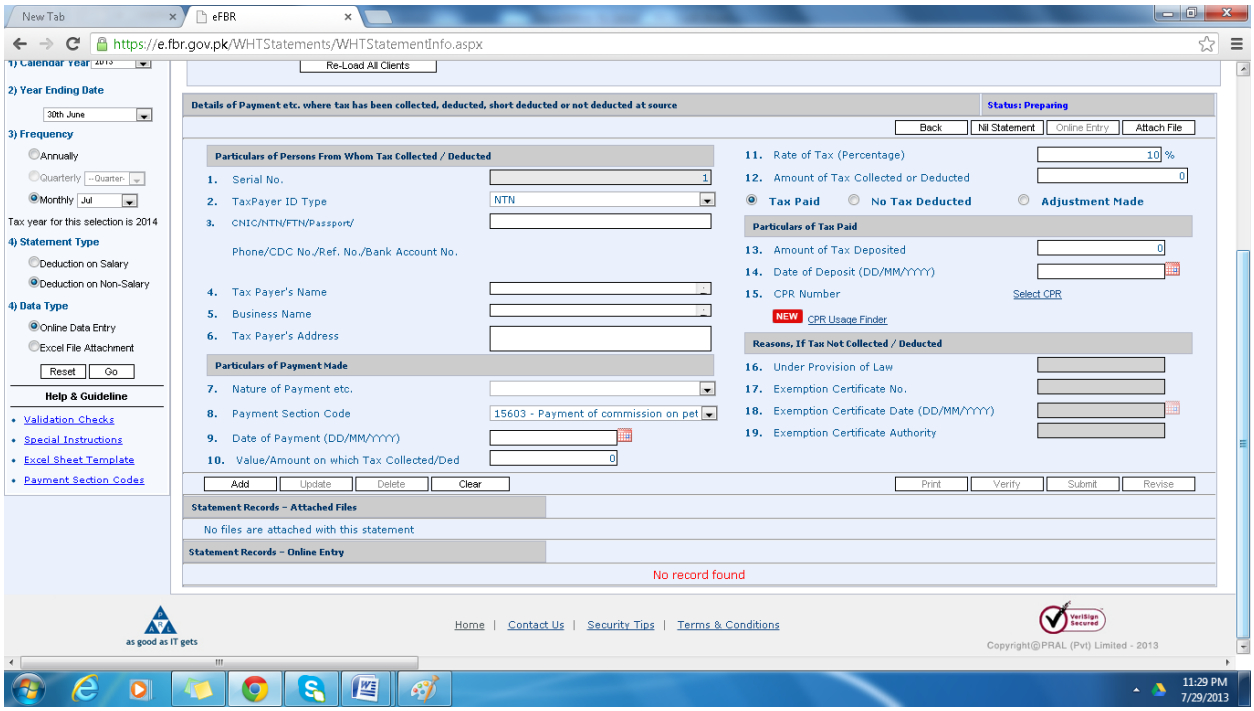


While in case of person itself above clicked go automatically picks the name and NTN of the person.

5. Then come the file upload screen which is as follows:



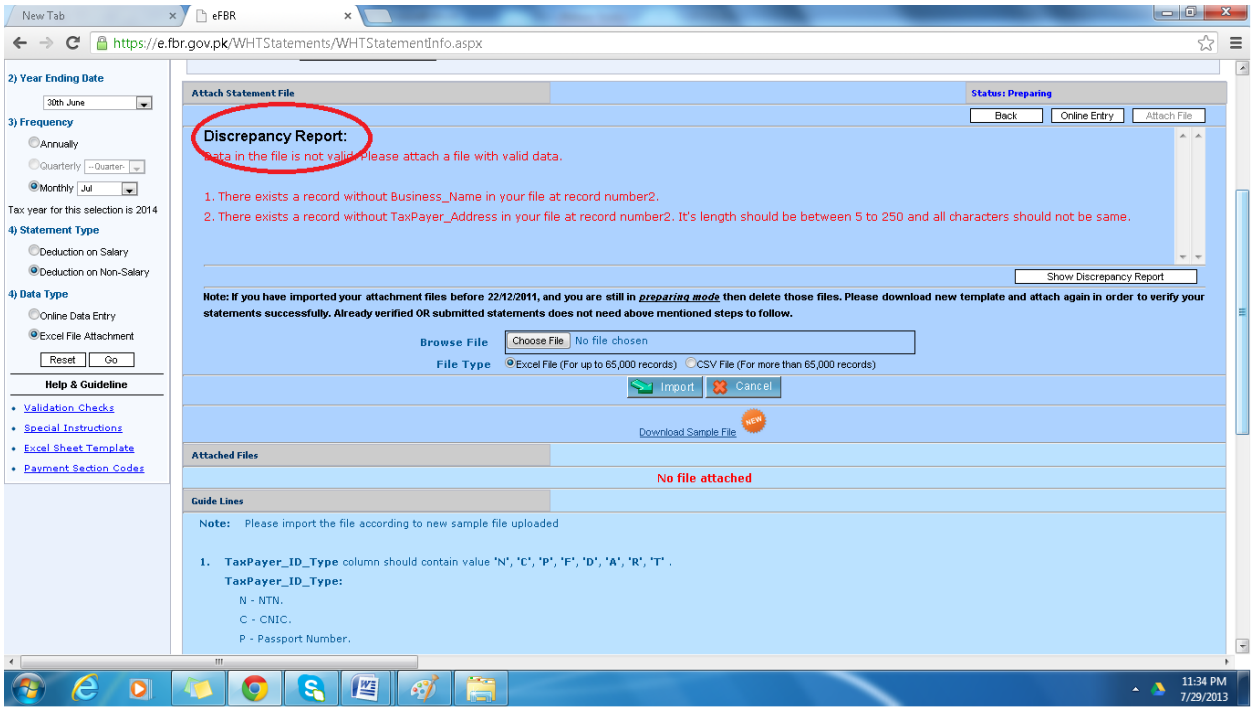
Or this screen in case of online entry:



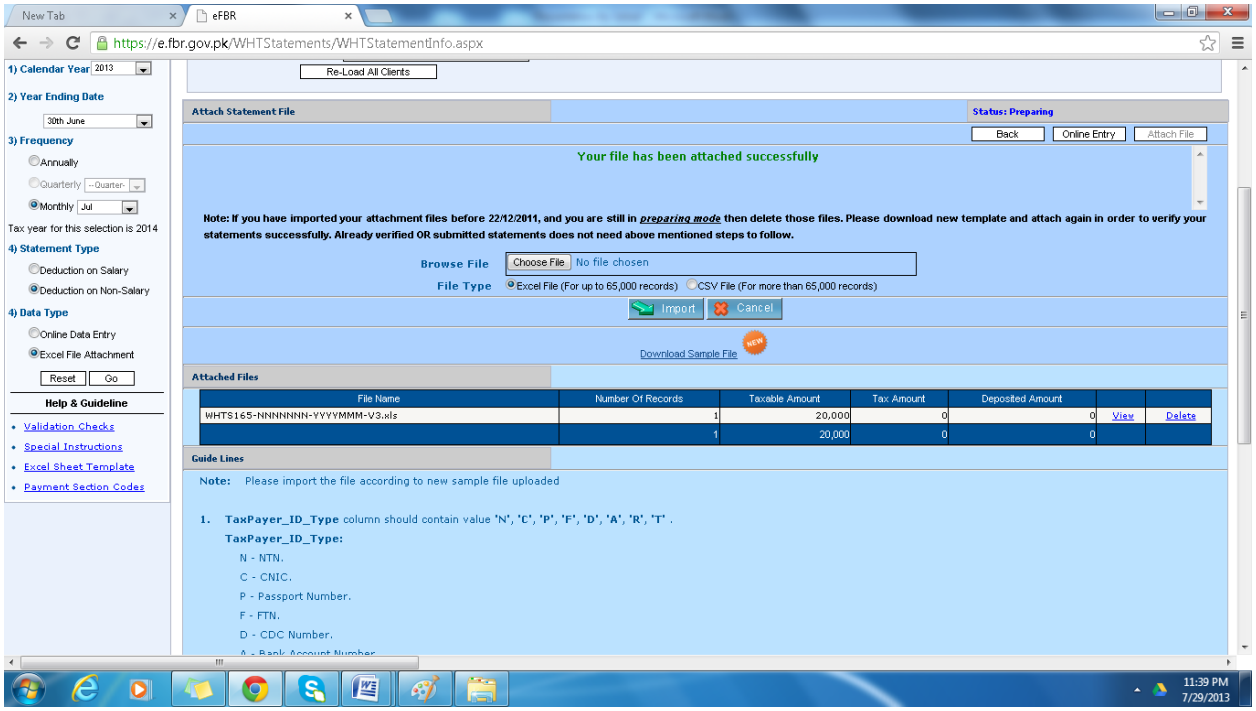
6. Then the file uploading work starts from there:

   i. Download and save the template file mentioned under browse status
   ii. Copy and paste data in this file
   iii. Then click on browse
   iv. Attach the file
   v. Import the file

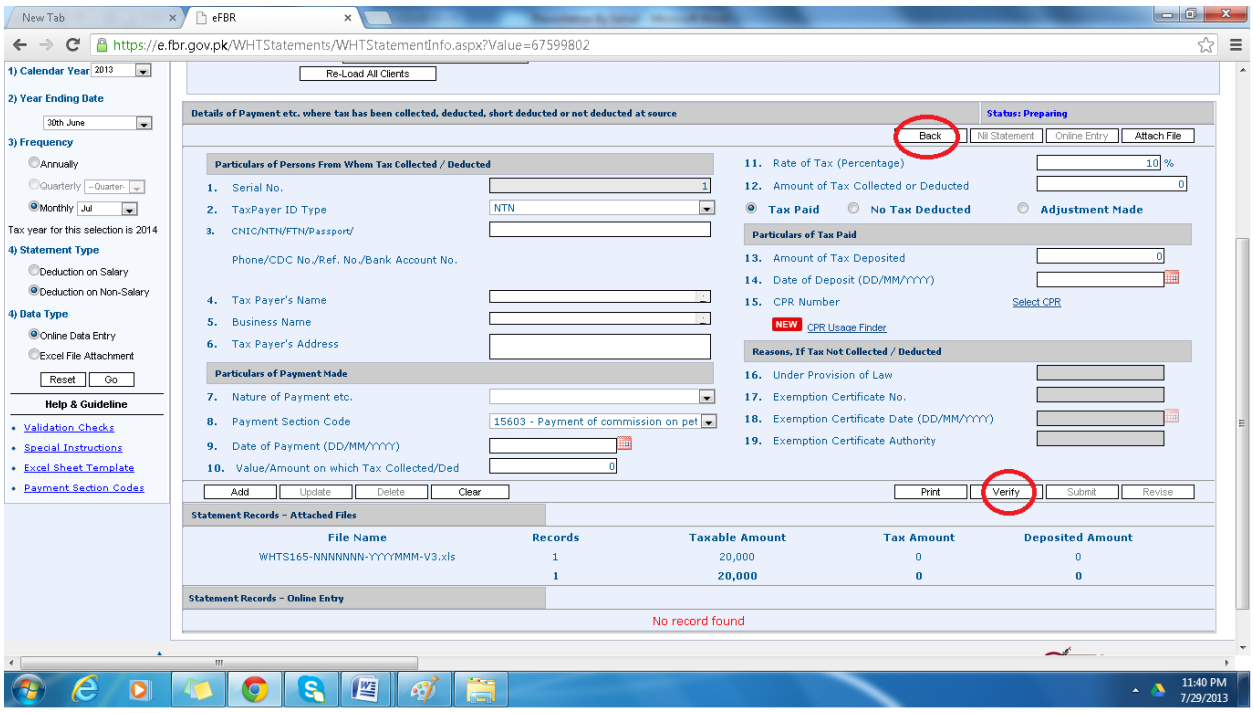
Sometimes this gives a few discrepancies report about the file uploaded:



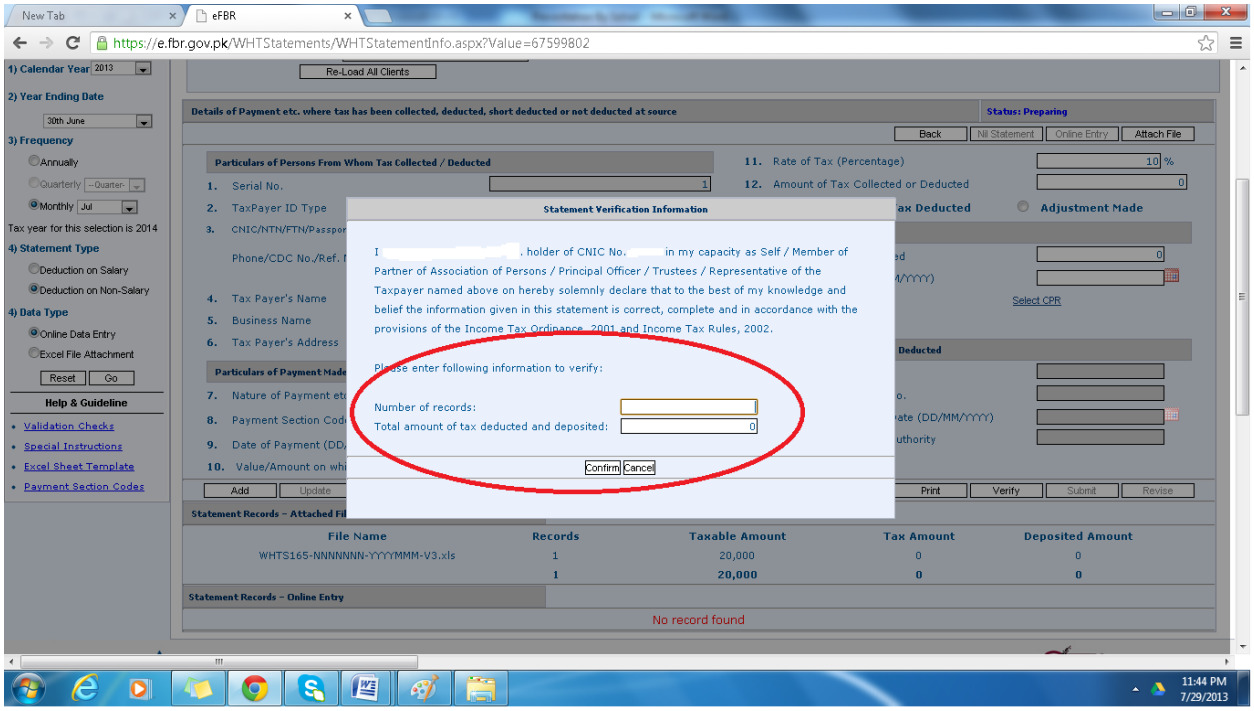
Or if the file is discrepancy free then



7. Then click on "back" option mentioned up on the right hand side which give rise to this screen:

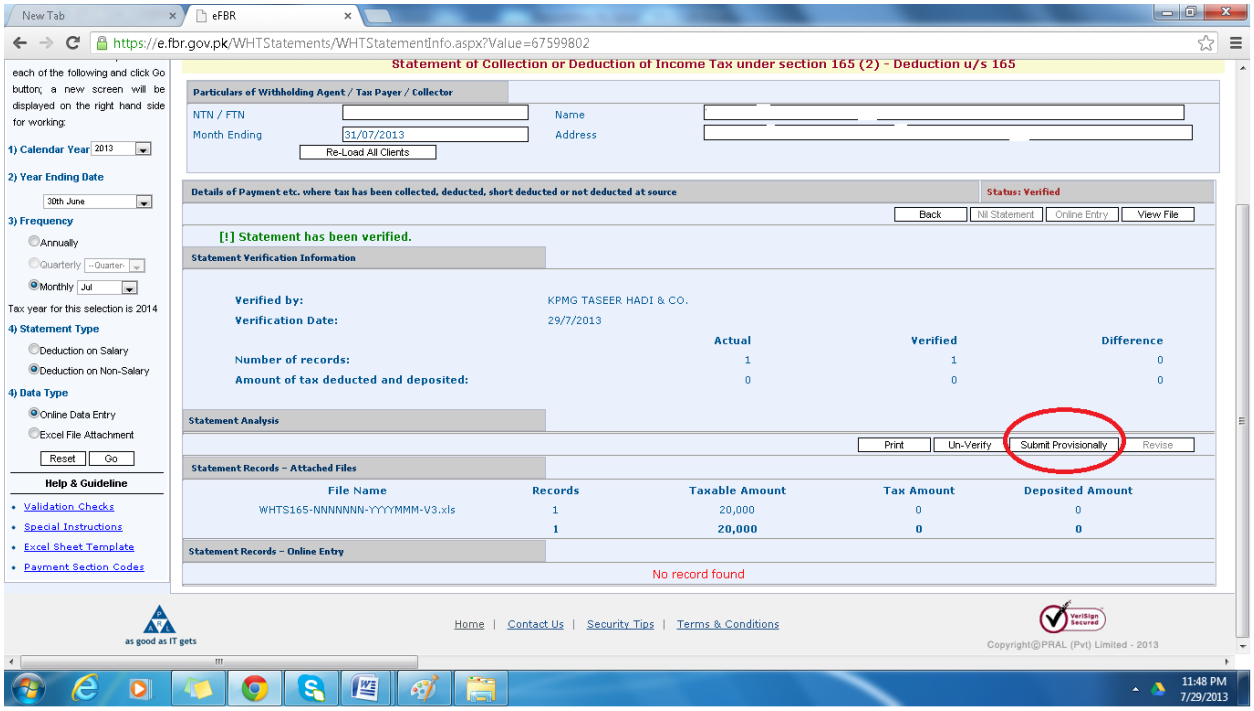


8. Then click on verify option circled above which creates this option:-

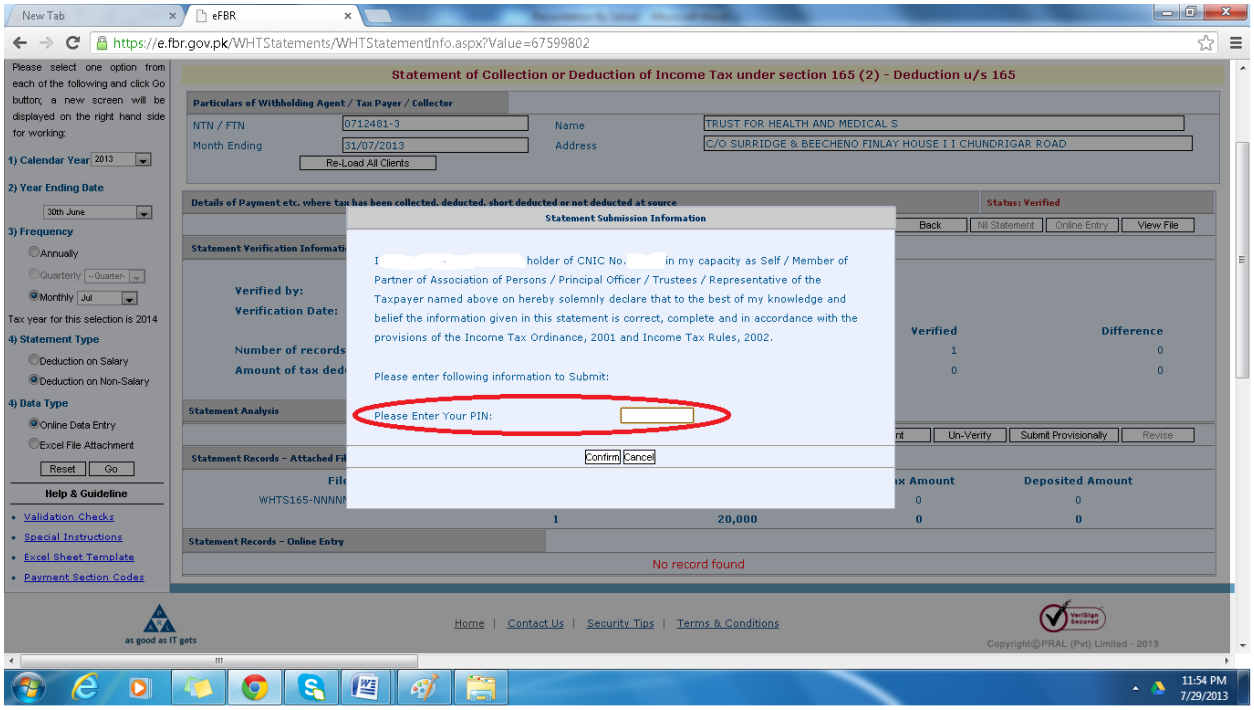
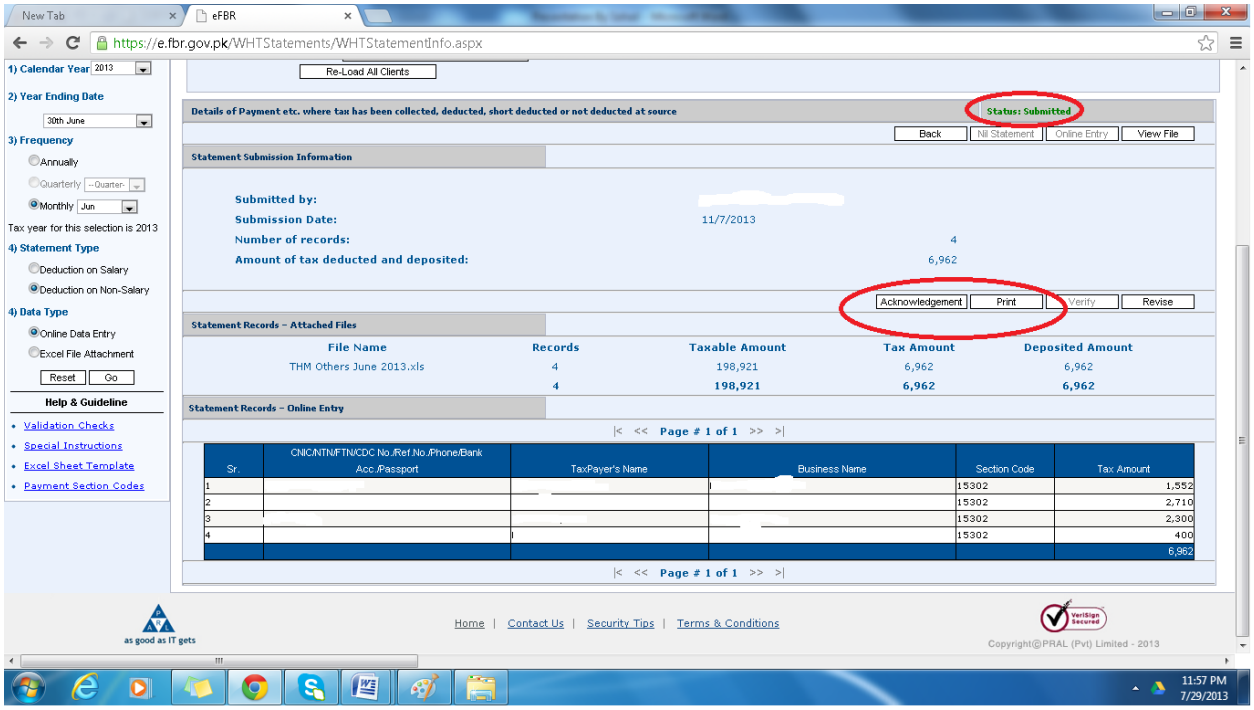


Name and CNIC automatically comes depends on submitter either e-intermediary or tax payer itself, so only Number of records and Tax deducted & deposited amount should be entered and click the confirm option.

9. Then this screen comes for submission of statement:



10. Click on "Submit Provisionally" then put the pin of submitting authority in this screen:



11. After submission it will take at least half an hour to show the status while during this half hour its status should be “Provisionally Submitted”, whereas, after half hour final result comes as follows: