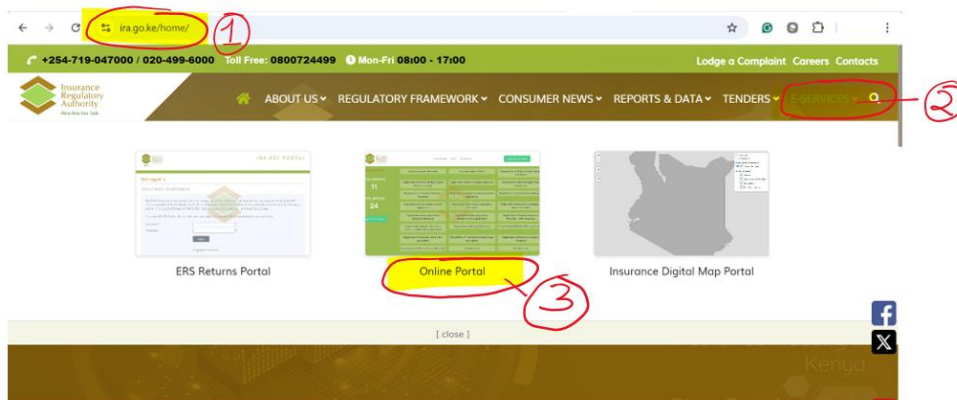


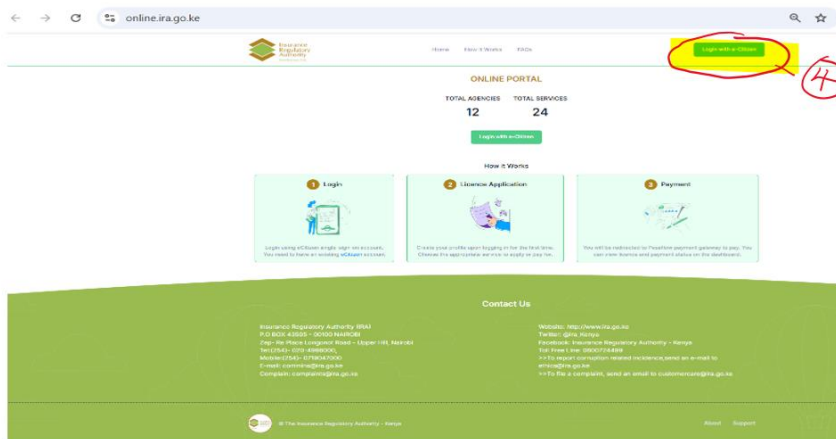


## User Manual for Uploading Additional Information for Licensing Insurance Agents for 2025

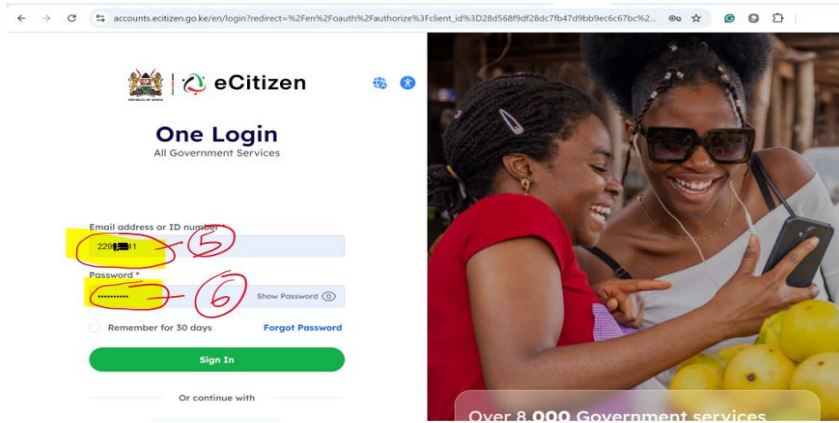
1. Navigate to IRA website: **https://www.ira.go.ke/** and press **Enter**.
2. From the menu, click on **E-SERVICES**.
3. Under **E-SERVICES**, select **Online Portal** to access **eCitizen**



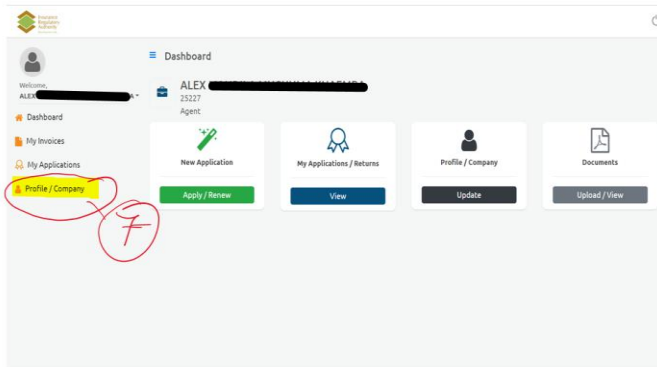
4. Click Login with eCitizen



5. **Enter your eCitizen ID or Email:** Input your registered eCitizen ID or email address in the designated field.
6. **Enter Password:** Provide your password in the password field.

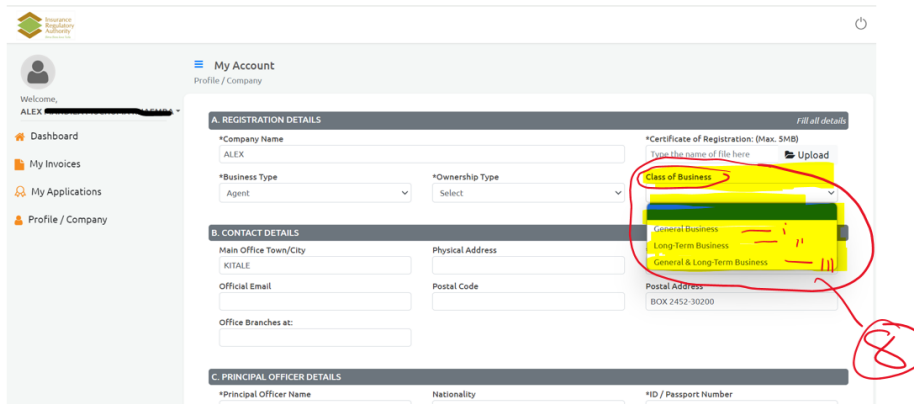


7. To update the class of business, click on the **Profile** or **Company** tab in the system interface.



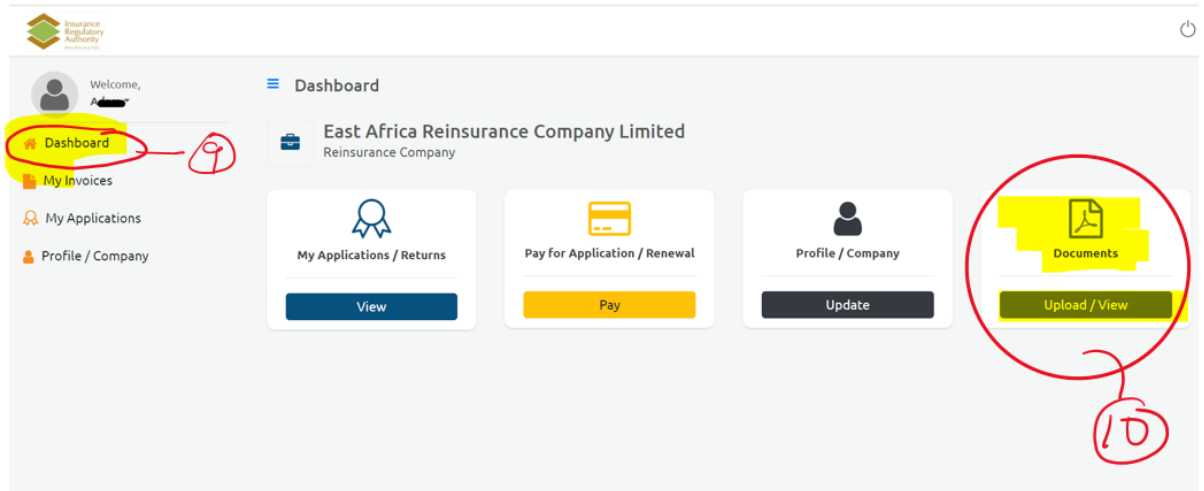
8. Choose the Class of Business: From the dropdown menu, select one of the following options:

- **General Business**
- **Long-term Business**
- **General and Long-term Business**
- **Click Save and submit button**

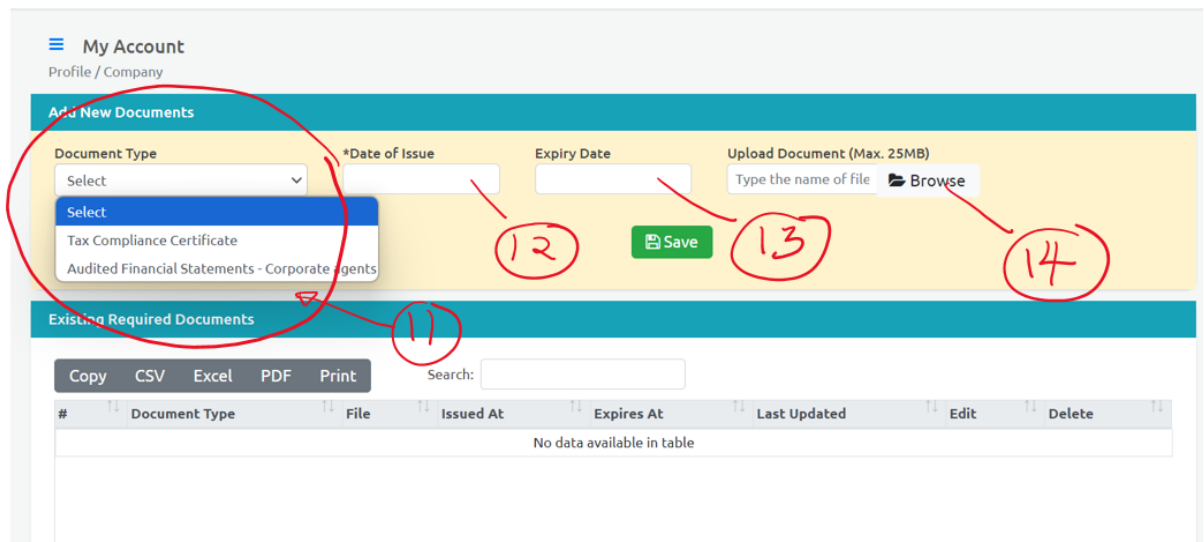


## Uploading Additional Information

9. **Navigate to the Dashboard:** Access the dashboard from the main menu.
10. Click the Upload/View Icon



11. **Select Tax Compliance Certificate:** Choose the **Tax Compliance Certificate** option, which is mandatory for all businesses.
12. **Indicate Date of Issue:** Enter the date the certificate was issued in the provided field.
13. **Indicate Expiry Date:** Enter the expiry date of the certificate in the appropriate field.
14. **Browse to Upload:** Click the **Browse** button to locate and upload the scanned copy of the certificate.



## 15. For Individual Agents.

Profile / Company

### Add New Documents

Document Type:  \*Date of Issue:  Expiry Date:  Upload Document (Max. 25MB):

**Select**

- Tax Compliance Certificate
- Statement of Business (INS 151-2)
- Audited Financial Statements - Corporate Agents

Existing Required Documents

Copy CSV Excel PDF Print Search:

#	Document Type	File	Issued At	Expires At	Last Updated	Edit	Delete
1	✓ Statement of Business (INS 151-2)	<a href="#">View</a>	May 01, 2024	Sep 01, 2024	Nov 08, 2024	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	✓ Tax Compliance Certificate	<a href="#">View</a>	Aug 06, 2024	Nov 07, 2024	Nov 04, 2024	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

For Corporate Agents

**My Account**  
Profile / Company

**Add New Documents**

Document Type:  \*Date of Issue:  Expiry Date:  Upload Document (Max. 25MB):

*for Corporate Agents*

**Existing Required Documents**

Copy CSV Excel PDF Print Search:

#	Document Type	File	Issued At	Expires At	Last Updated	Edit	Delete
1	✓ Audited Financial Statements - Corporate Agents	<a href="#">View</a>	Jan 01, 2024	Nov 05, 2024	Nov 08, 2024	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	✓ Statement of Business (INS 151-2)	<a href="#">View</a>	May 01, 2024	Sep 01, 2024	Nov 08, 2024	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
3	✓ Tax Compliance Certificate	<a href="#">View</a>	Aug 06, 2024	Nov 07, 2024	Nov 04, 2024	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

○

To access the **Statement of business (INS 151-2)** click <https://www.ira.go.ke/resource/statement-of-business-of-an-agent/>