

## JSWIFT User Registration Guidelines

All users of JSWIFT will access the system through one individual JSWIFT User Account, whether for personal transactions or for transactions on behalf of organizations the user is associated with. Once the user accesses the system through their individual user account, they may then associate themselves with the organizations they work for or represent.

Before registering for a JSWIFT User Account, ensure that your personal details related to your Tax Registration Number (TRN) such as name, date of birth and address are current and valid. These details may be updated at the Tax Administration of Jamaica (TAJ). Your application for a JSWIFT User Account will be rejected if your TRN details are inaccurate.

### User Account Registration steps:

1. Visit [www.jswift.gov.jm](http://www.jswift.gov.jm)
2. In the top right-hand corner of the portal, click **Register**
3. Complete the online application form by updating ALL mandatory fields:
  - a. Upload a **valid** Government issued ID (format: jpg, jpeg, png and pdf)
    - i. Ensure that your picture and details are clearly visible
    - ii. Ensure that the Government ID details entered, corresponds with the picture ID provided
    - iii. If your Voter's ID is being used and has expired in 2017, please enter the expiry date as the day and Month of expiration; and enter the expiration year as 2020.
  - b. For the Contact Information section, select the 'Add Contact' button to save your telephone number.
  - c. Read and Accept the **Terms and Conditions**
  - d. Check the **"I'm not a robot"** checkbox and follow the instructions
  - e. Click Submit (*you will be directed to a confirmation page to review your details*)
4. Review the details on the confirmation page
  - a. If you are satisfied with the details entered, Click **Confirm Submission**
  - b. You will receive a confirmation pop-up message and an email confirming your application submission
5. A JSWIFT Administrator will review your application
  - a. If your application is approved, you will receive an email notification with your JSWIFT username and a link to create your password
6. Open the JSWIFT notification email
  - a. Click the link to create your password (*your browser will direct you to a page to create your password*)
7. Create your password
  - a. Enter your password
  - b. Confirm your password
  - c. Click Create
  - d. You will receive a message and an email notification confirming that your password has been created (if successful)