

USER GUIDE FOR 2FA Authentication Setup

1. Introduction

The CIT-101 User Manual is designed to guide users through the implementation of Two-Factor Authentication (2FA). This Document provides step-by- Step instructions how to enhance system security with 2FA and effectively manage user session.

2. How to access the application

The user can access the web application by using the <u>https://www.sknird.com/cit-101/</u>. After that he needs to click on the "Submit Return" link, which is located under the "Service Provider" section in the application.

Corporate Tax	CIT-101 Corporate Income Tax Return
GENERAL	Inland Revenue Department
Service Provider	Back To Main Screen The St. Kitts and Nevis Inland Revenue Department (SKNIRD) wishes to advise all entities
• 🔿 Apply for Login	registered as at December 31st 2018 as Exempt Companies under the Companies Act Cap. 21.03
。 🚀 Submit Return	Nevis Business Corporation Ordinance, 2017 and Nevis Limited Liability Corporations (NLLCs)
Supervision Center Users	under the Nevis Limited Liability Company Ordinance, 2017, are obligated to file the CIT-101 Corporate Income Tax Return by August 26th 2020.
Registered Entity	
Advisory Advisory	In March 2018, St. Kitts and Nevis (SKN) was listed by the European Union Code of Conduct Group (EU CoCG) as a non-cooperative jurisdiction and blacklisted as a result. Considering these assessments by the EU CoCG and the OECD Forum for Harmful Tax Practices (FHTP), the Government of SKN implemented necessary legislative reforms to the Companies Act Cap 21.03, the Nevis Business Corporation Ordinance and the Nevis Limited Liability Company Ordinance to comply with international tax good governance principles. These reforms were done ahead of the error of detailines and the OEV meetings a matine of Lamost Company by CoCG PUTD is

3. Login Screen.

By clicking on the "Submit Return" user will able to see the login screen over there he has to provide the valid credentials for login(e.g., User ID: 'S788' and Password: 'Test@123')

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	Sign In			
	User Id			
	\$788			
	Password			
	Forgot Password ?			

4. **2FA Registration Functionality**:

- After a successful login, the user is redirected to the **2FA Registration** page.
- On this page, the user is prompted to **scan a QR Code** using a recommended authenticator app (e.g., Google Authenticator, Microsoft Authenticator, Authy).



- The QR code is generated using a **unique user-specific key**, and it includes:
 - o Issuer: CIT
 - Account: The user's ID (e.g., **S788**)
 - This ensures the authenticator app displays the label in the format:
 CIT: S788, making it easy to identify the user when managing multiple codes.



- Enter the **6-digit** verification code generated by the app (no extra spaces, only a 6-digit code without any spaces).
- **Provide the device name** for identification purposes (e.g., SAMSUNG).

← → ♂ (@ https://www.sknird.com/ci	r-101/	± 🔋 :
	Two-Factor Authentication	
	Scan the QR code below using any authenticator app of your choice such as Authy, Google Authenticator, LastPass Authenticator	
	After Scanning the QR code, you will be given a 6-digit verification code. Please enter it below.	
	Verification Code	
	Verification Code 642042	
	Verification Code 642042 2/7A Device	

- Click "Verify Code and Continue" to complete the 2FA registration.
- If the verification is successful:
 - The user's **PASS_KEY** and **2FA_Device** are securely stored in the Database.
 - The user is granted access to the secure area of the system.

After clicking on 'Verify and Continue', if all validations are successful, the user will be redirected to their dashboard or main application page.

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CIT-100 Form												
Glossary												
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- Once the user has registered for 2FA, they will be redirected to the 2FA Verification OTP page upon logging in again after logging out.
- If 2FA is already set up:
 - The QR code and verification form are hidden, and only the verification screen is shown.
 - At this stage, the user must enter the six-digit OTP generated by the authenticator app they set up earlier (no extra spaces, only a 6-digit code without any spaces).

Two-Factor Authentication	
 Open the two-factor authentication app on your device to view your authentication code and verify your identity. 	

After verifying their OTP by clicking the **Verify** button, the user is redirected to the their dashboard

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SENERAL												
Industory Advisory	Application ID +	Filing Year \$	Applicaation Status	Fiscal Year 🝦 Start	Fiscal Year End	Tax Payer No	Company Registration	Corporation	Edit \$	Delete 👙	New \$	Print
	43040	2023	SUBMITTED	01/01/2023	31/12/2023		56782	TestLogix.com	Edit	Delete	New	
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