

STEP-BY-STEP GUIDE FOR eCite TRADE LICENSE SELF SERVICE

Step 1. Login Guide

- a) Type or input www.kcca.go.ug in the address area on top of your screen.
- b) Select ecitie online payment.
- c) Select Login then input COIN and Password (or PIN)
- d) Click "Login" to submit.

Step 2. Trade License Application Guide

- e) Select "Trade License Application"
- f) The COIN will automatically be generated then click " Save and go next"
- g) Select "Add Business Applications" so as to apply for Trade License for a particular year.
- h) Fill the form to Completion then click "Add Business" (You may re do this process where you have more than one business.)
- i) A default screen shall pop up on which you shall click "Submit Application"

Step 3. Generation of Payment Advise Form Guide

- j) System will automatically take you back to beginning of step 2 screen then select "Register Payment".
- k) Input COIN
- l) Click "Save & Go Next"
- m) Select/ or check with a tick among the list of businesses sub window the business you wish to pay for.
- n) Click "OK" on the pop up question "Do you want to continue with selecting Revenue source(s)?"
- o) Input collecting agent details from the options of collecting agents given.
- p) Click "Save and Go next"
- q) Click "OK" to the pop up question "Do you want to continue with selecting collecting agent?"
- r) Click "Register payment" at the bottom of the pop up screen.
- s) Click "OK" to the pop up question "Are you sure you want to register this payment?"
- t) System shall generate a Payment Reference Form with a Payment Reference Number both on top and right under the Bar Code. This has your business details, collecting agent and amount to be paid.

Step 4. Generation of Trade License Certificate Guide

- u) Upon making payment, and the successful login, select "Trading License Application List" so as to obtain and print the Trade License Certificate.
- v) Select the Trade License Certificate with your details and print.