

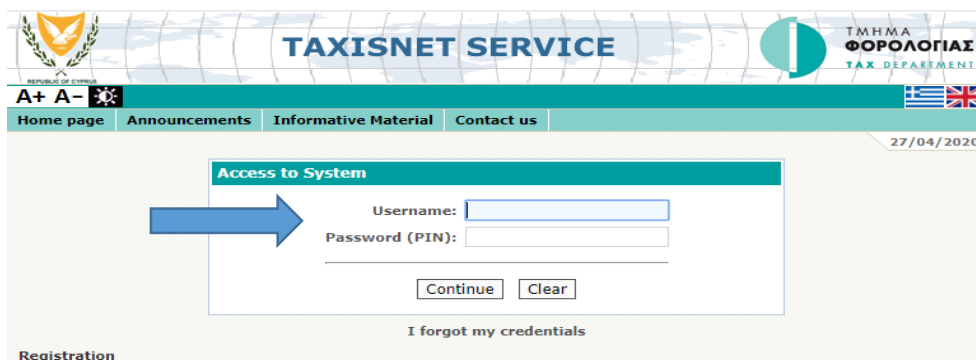
TAXISnet System –(Direct Taxation)

How to change your email address

Visit <https://taxisnet.mof.gov.cy/login.jsp> and follow the steps below:
(Please note that, in order to successfully change your e-mail address, the following nine (9) steps must be completed, otherwise you start the process from the beginning.)

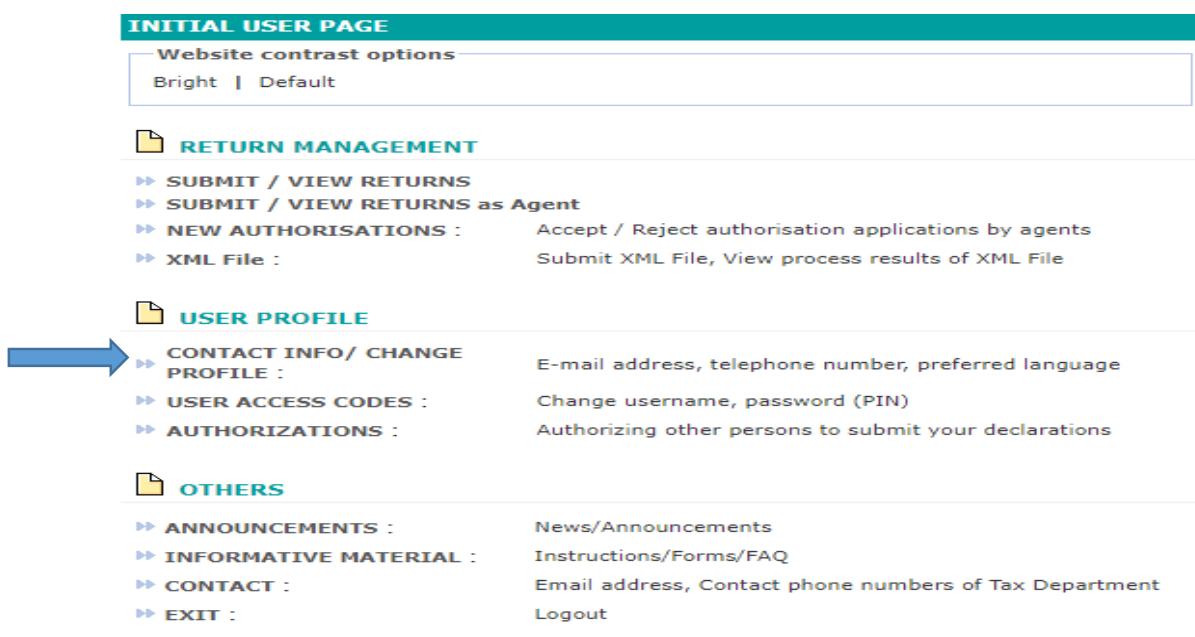
Step 1

Enter username and password (PIN) and click “Continue”.



Step 2

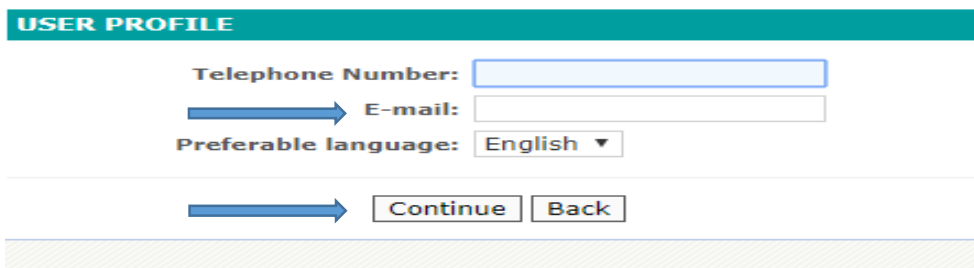
From the initial user's home page, select "**CONTACT INFO/CHANGE PROFILE**".



INITIAL USER PAGE	
Website contrast options Bright Default	
RETURN MANAGEMENT	
▶▶ SUBMIT / VIEW RETURNS	
▶▶ SUBMIT / VIEW RETURNS as Agent	
▶▶ NEW AUTHORISATIONS :	Accept / Reject authorisation applications by agents
▶▶ XML File :	Submit XML File, View process results of XML File
USER PROFILE	
▶▶ CONTACT INFO/ CHANGE PROFILE :	E-mail address, telephone number, preferred language
▶▶ USER ACCESS CODES :	Change username, password (PIN)
▶▶ AUTHORIZATIONS :	Authorizing other persons to submit your declarations
OTHERS	
▶▶ ANNOUNCEMENTS :	News/Announcements
▶▶ INFORMATIVE MATERIAL :	Instructions/Forms/FAQ
▶▶ CONTACT :	Email address, Contact phone numbers of Tax Department
▶▶ EXIT :	Logout

Step 3

Enter your new email address and click "**Continue**"



USER PROFILE

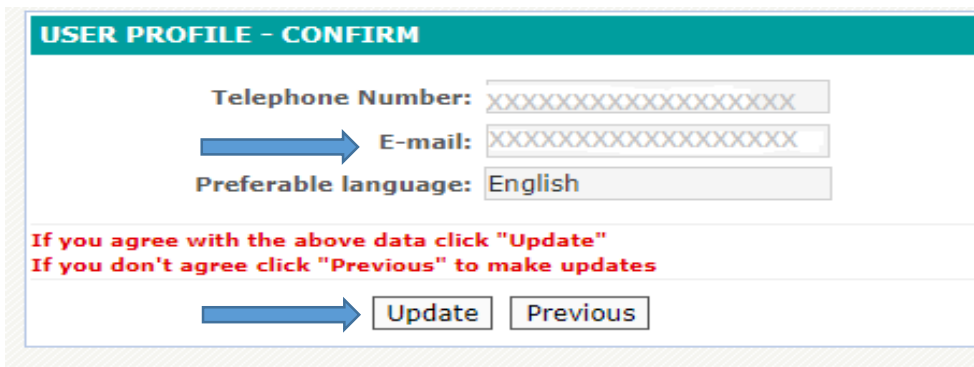
Telephone Number:

E-mail:

Preferable language: English ▾

Step 4

Confirm your new email address and click "**Update**".



USER PROFILE - CONFIRM

Telephone Number:

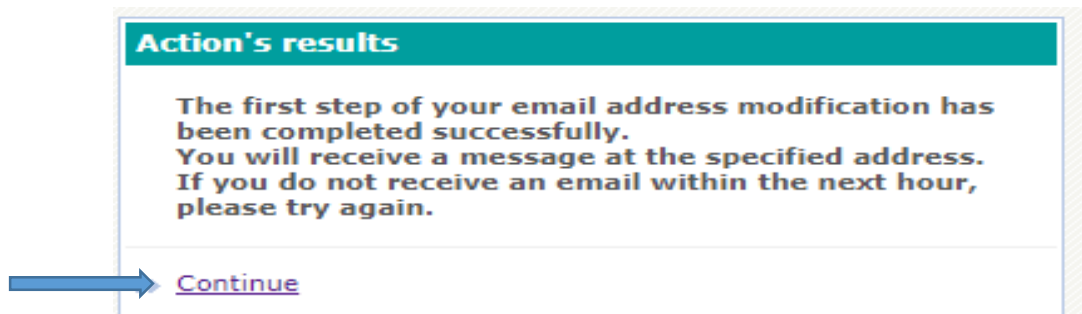
E-mail:

Preferable language: English

**If you agree with the above data click "Update"
If you don't agree click "Previous" to make updates**

Step 5

Click "**Continue**" in the message that appears on the screen



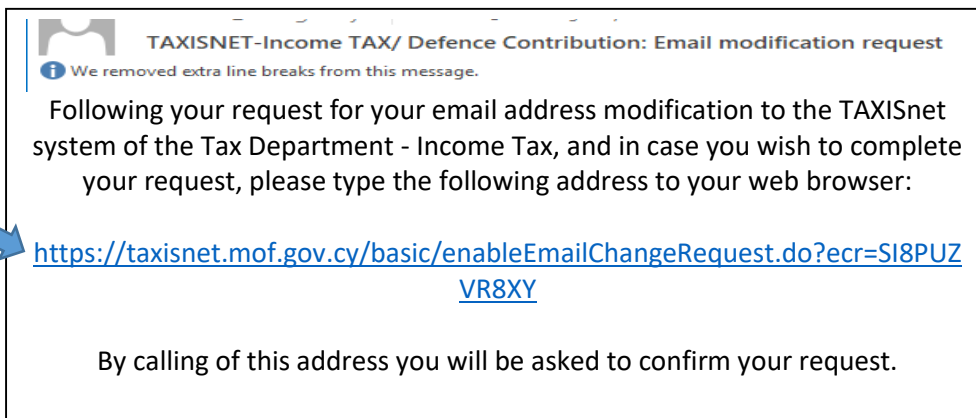
Action's results



The first step of your email address modification has been completed successfully.
You will receive a message at the specified address.
If you do not receive an email within the next hour, please try again.

[Continue](#)

Step 6

You have just received an email to your new email address.
Click on the link appearing in blue letters



 **TAXISNET-Income TAX/ Defence Contribution: Email modification request**
 We removed extra line breaks from this message.

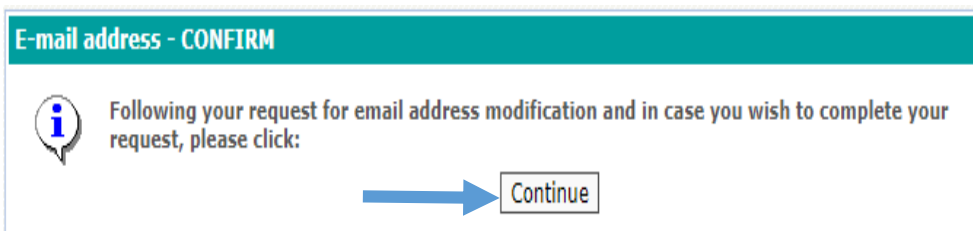
Following your request for your email address modification to the TAXISnet system of the Tax Department - Income Tax, and in case you wish to complete your request, please type the following address to your web browser:

<https://taxisnet.mof.gov.cy/basic/enableEmailChangeRequest.do?ecr=S18PUZVR8XY>


By calling of this address you will be asked to confirm your request.


Step 7.

Click «**Continue**» to complete the process of changing your email address.



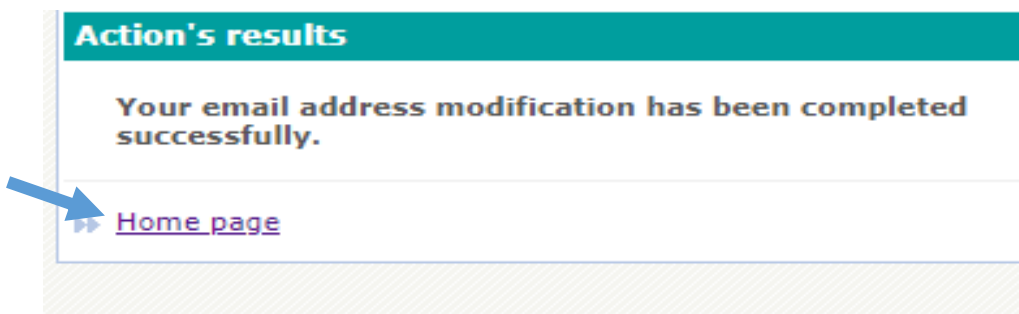
E-mail address - CONFIRM

 Following your request for email address modification and in case you wish to complete your request, please click:




Step 8. Your email address has been modified.

Go back to the user's home page, as long as you are still logged to the TAXISNET system.



Action's results

Your email address modification has been completed successfully.





Step 9.

To confirm the change of your email address click **“CONTACT INFO/CHANGE PROFILE»**

INITIAL USER PAGE

Website contrast options
Bright | Default

RETURN MANAGEMENT

- ▶▶ **SUBMIT / VIEW RETURNS**
- ▶▶ **SUBMIT / VIEW RETURNS as Agent**
- ▶▶ **NEW AUTHORISATIONS :** Accept / Reject authorisation applications by agents
- ▶▶ **XML File :** Submit XML File, View process results of XML File

USER PROFILE

- ▶▶ **CONTACT INFO/ CHANGE PROFILE :** E-mail address, telephone number, preferred language
- ▶▶ **USER ACCESS CODES :** Change username, password (PIN)
- ▶▶ **AUTHORIZATIONS :** Authorizing other persons to submit your declarations

OTHERS

- ▶▶ **ANNOUNCEMENTS :** News/Announcements
- ▶▶ **INFORMATIVE MATERIAL :** Instructions/Forms/FAQ
- ▶▶ **CONTACT :** Email address, Contact phone numbers of Tax Department
- ▶▶ **EXIT :** Logout