



# SMARTS My-Government Portal User Guide

Your step-by-step instructions for  
accessing Inland Revenue Services Online

Dear Taxpayer, thank you for accepting the St. Kitts and Nevis Inland Revenue Department's invitation to explore SMARTS.

This guide contains steps by steps instructions for:

- Registering for a SMARTS My-Government Account
- Activating your SMARTS Account – For Existing Taxpayers
- Updating Taxpayer Information in SMARTS
- Filing an objection in SMARTS My-Government Portal
- Filing a return on the SMARTS My-Government Portal

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## REGISTER FOR MyGOVERNMENT PORTAL ACCOUNT

Step 1

Go to the My-Government Portal

Step 2

Click "**Create an Account**" (or "**Register**" for first-timers)

Step 3

Enter your Name, Email, and Password

Step 4

Click "**Confirm Account**"

Step 5

Open your email and click the Activation Link

Step 6

Log in with your new credentials

Step 7

Access SMARTS and the Inland Revenue Portal

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## Activate Your SMARTS Account (Existing Taxpayers)

Step 1

Complete registration process for a MyGovernment Portal account

Step 2

Contact the Inland Revenue Department for activation code

Step 3

Access My-Government Portal; log in using credentials

Step 4

Go to **"IRD Portal"**

Step 5

Click "Activate now" under Existing Taxpayer

Step 6

Choose one of the three activation methods

Step 7

Enter the activation code received from the Inland Revenue Department in the space provided then click "Activate Now"

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## Update SMARTS Taxpayer Information

Step 1

Log into your account with your user name and password

Step 2

Go to your profile or setting found in the main menu

Update your information for your business or personal accounts This will include:

Step 3

- Name
- Address
- Contact details
- Any other relevant information

Step 4

Save Changes after updating your information

Step 5

Look for a confirmation page that says that your contact information has been successfully updated

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## File an Objection via SMARTS

Step 1

Log onto your SMARTS Account

Step 2

Go to "Request" → Select "File an Objection"

Follow 3 steps:

- Choose the Disputed Decision
- Upload your Objection Letter + Documents
- Review and Confirm

Step 3

Step 4

Click Start, select Tax Type & Period

Step 5

Submit and confirm

Step 6

Look for the "Submitted" icon

Step 7

Click "View Details" for more info

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## File a Tax Return on SMARTS

Step 1

Log onto your SMARTS Account

View active Taxes, Licences and Arrears

Step 2

Choose tax type (e.g., VAT) ) → View Details

Step 3

Step 4

File **"Tax Return"**

Step 5

Select the Return Period (e.g., Dec 2023)

Filing Steps

- Enter Output Tax
- Enter Input Tax
- Review For accuracy
- Click Confirm

Step 6

View your Assessment Notice

Step 7

Make online payment if needed

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## Tips for Success

**Use a stable internet  
connection**

**Save copies of all  
submissions**

**Always double-check input  
fields**

**Bookmark [www.skknird.com](http://www.skknird.com)  
for quick access**

🎥 Need visuals? Check the instructional videos on the portal  
☎ Don't hesitate to contact support if you run into trouble

**Congratulations**

You're now ready to use the SMARTS Portal with confidence!

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