

## Inquiries about the status of the Application

The website allows taxpayers to inquire about submitted internal applications:

1. The taxpayer shall access the taxpayer's website.
2. The system shows the main page that contains the top navigation bar according to the type of taxpayer and automatically transfers the taxpayer to the "My Requests" list.
3. The taxpayer checks "internal services" from the top navigation bar. As a result, a drop-down menu for "Internal Services" appears.
4. The taxpayer clicks on "Inquiry about the status of the application".
5. The system displays a set of readable fields represented by a gray background (as in the "Taxpayer Number" field), and these fields represent the taxpayer's data. The taxpayer enters the data of the sent request represented by the following field:
  - order number \*
6. The taxpayer clicks on the "Search" button.

Note: If an incorrect request number is entered, the system will display an alert message, "The order number is incorrect."

7. The system retrieves the following data for the sent request, and they are all readable from the internal system:
  - Service name
  - Service Status
  - Date created
  - specific to
  - Notes