



Ministry of Finance

Income and Sales Tax Department

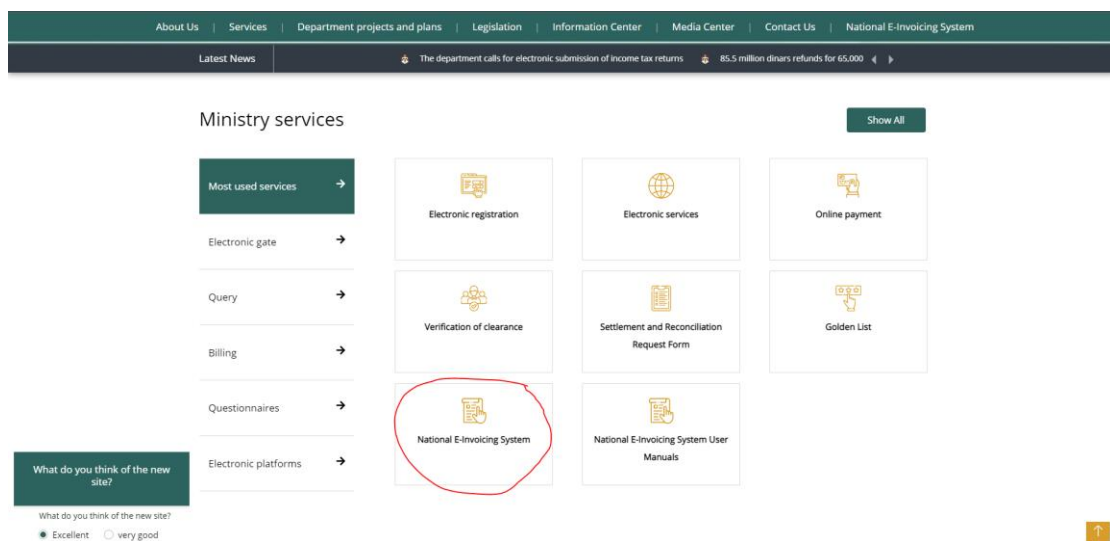
**Procedure Manual for Linking to the Jordanian National Electronic
Invoicing System**

A user who works for a company, establishment or institution that has previously joined the national invoicing system can organize electronic invoices by the following procedures:

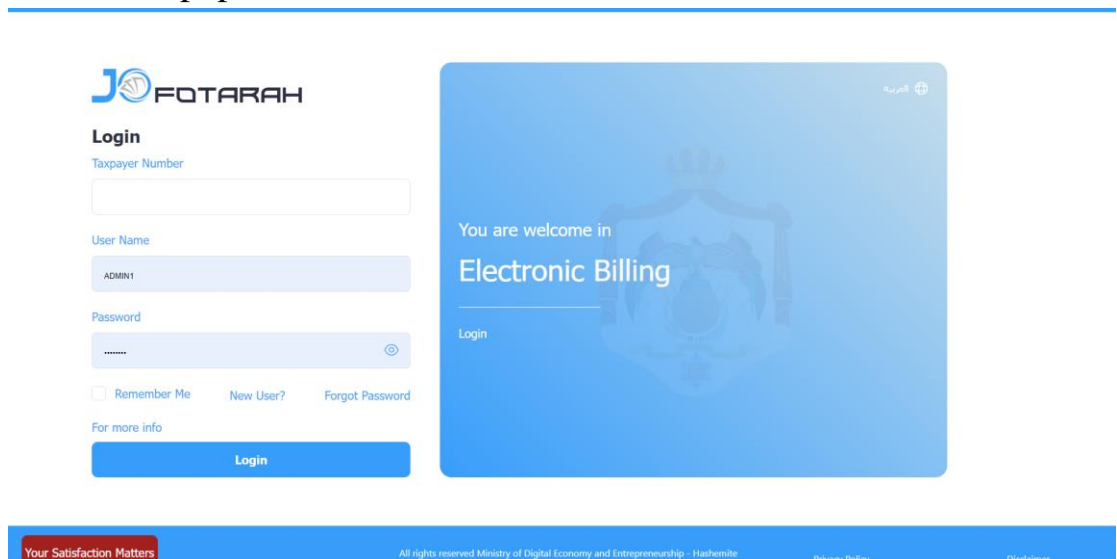
1. Log in to the Income and Sales Tax Department website shown below

<https://www.istd.gov.jo>

2. Click the (national invoicing system) icon as shown in the picture.

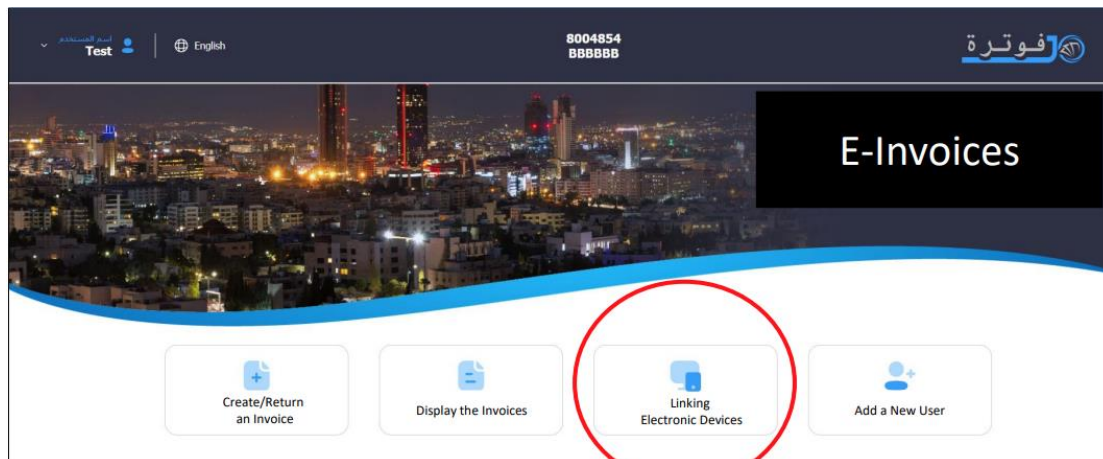


3. By clicking on the (National invoicing System), the following screen will pop out:

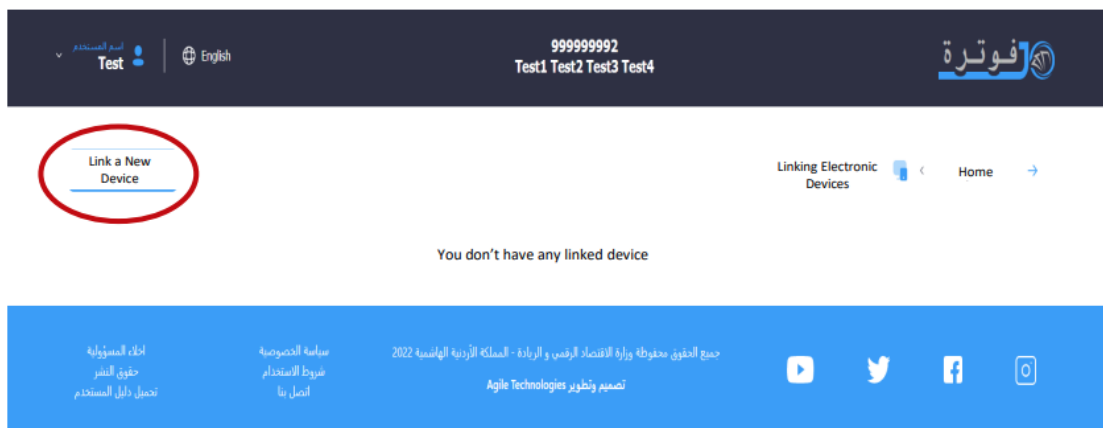


Fill in the tax number, username, and password of the company, establishment, or institution then click on the login button

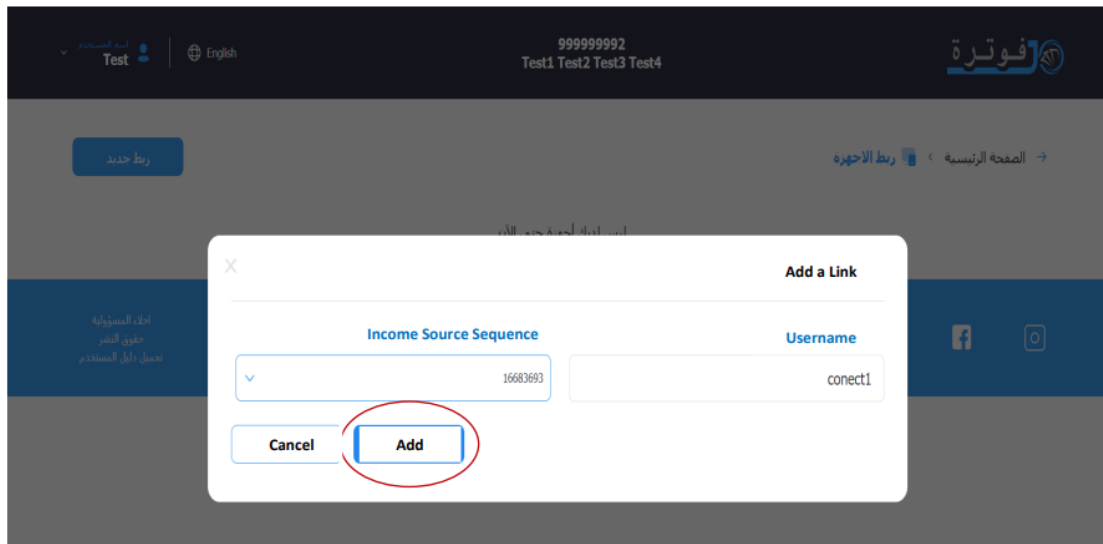
4. Click on Connect Devices Icon as shown in the picture.



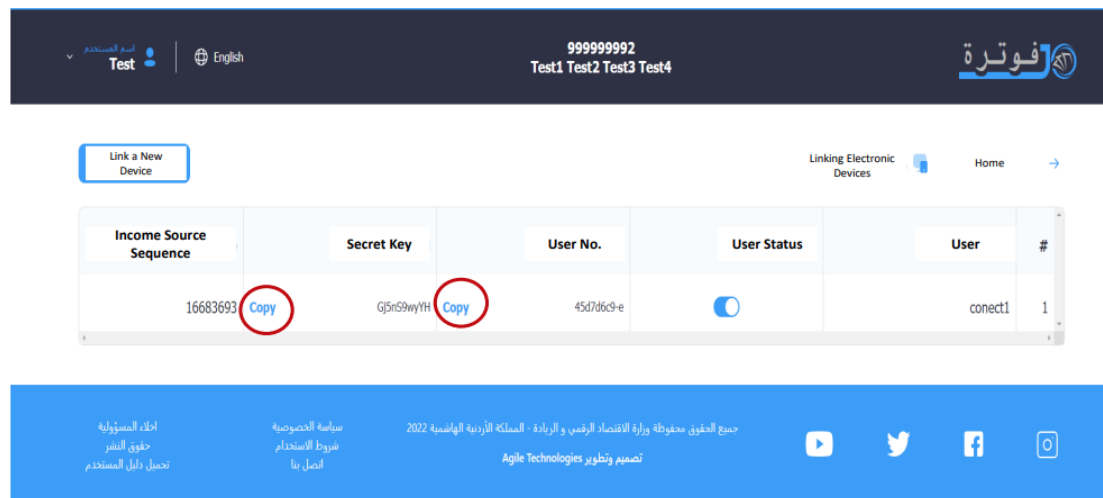
5. Click on the (New link) icon as shown in the picture:



6. Fill in the username as well as select the sequence of the income source, and then click on the Add icon as shown in the picture.



7. Here, the process of creating the user number as well as the secret key appears, and they are copied by clicking on the word Copy, as the picture shows, in order to be used in the settings for linking on the system.



8. The user number and secret key will be used in the API (Header)

