



Ministry of Finance
Income & Sales Tax Department

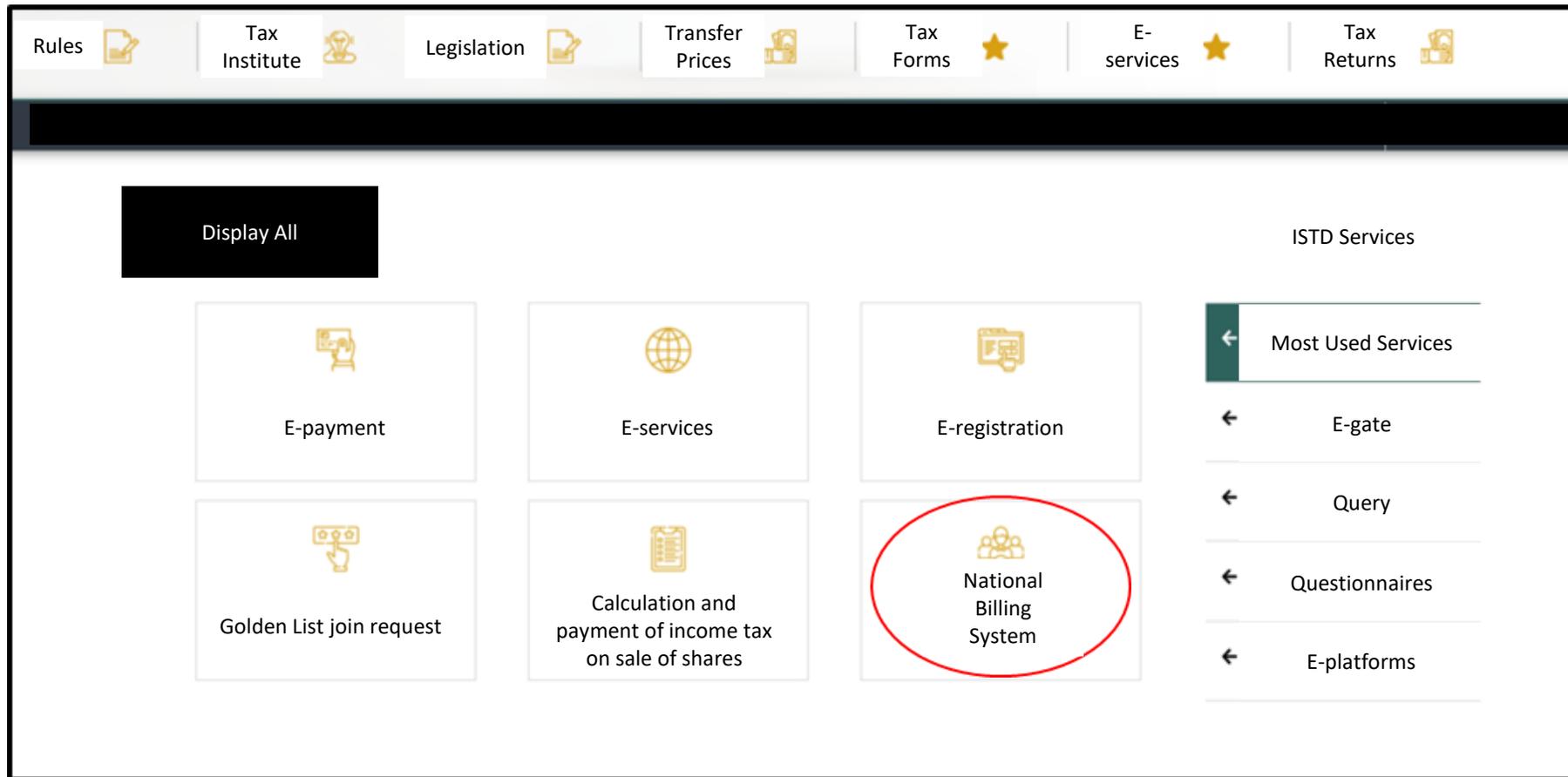
Procedures Guide

to Link with the Jordanian Electronic National Billing System

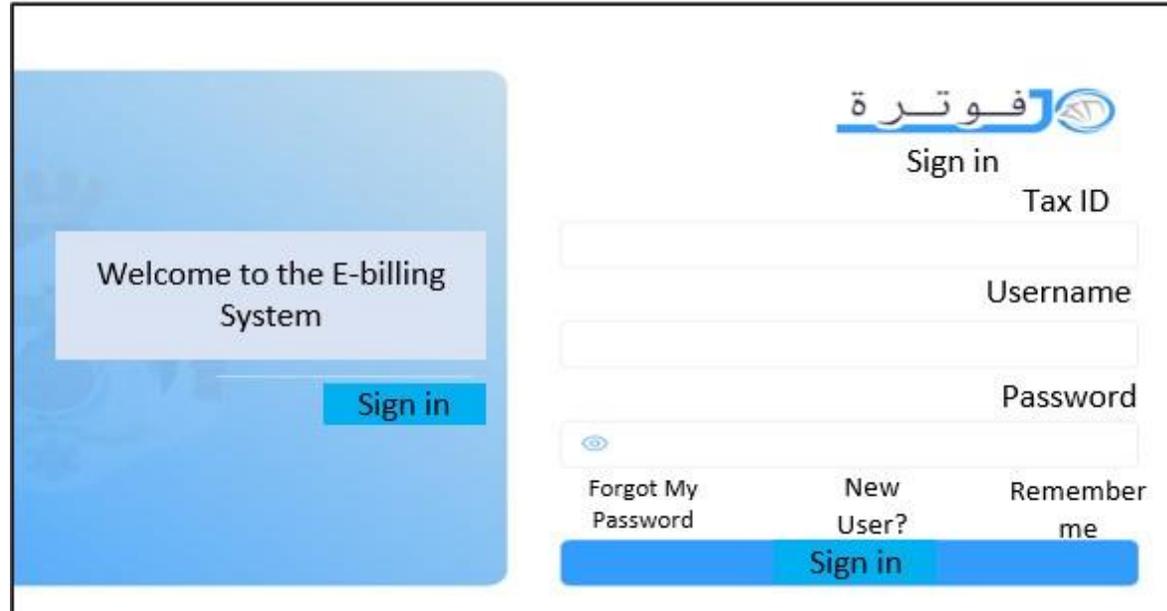
A user who works for an enterprise, establishment or company that has previously joined the National Billing System can link with the system by following the procedures mentioned below:

In order to join the system, the following steps are to be followed:

1. Go to the ISTD's website (<https://www.istd.gov.jo>).
2. Click on then the 'National Billing System' icon.



3. By clicking on the ‘National Billing System’, the following screen will show up:



فوترة
Sign in

Tax ID

Username

Password

Forgot My Password New User? Remember me

Sign in

Enter the tax ID, username and password of the enterprise/establishment/company, then click on ‘Sign in’.

4. Click on 'Linking Electronic Devices' as shown in the image below.

The image shows a user interface for an E-Invoices system. At the top, there is a dark blue header with the following elements from left to right: a dropdown menu with 'اسم المستخدم' (User Name) and 'Test', a language selector with a globe icon and 'English', a phone number '8004854 BBBB', and the system logo 'فوترة' (Fatura) with a circular icon. Below the header is a large banner image of a city at night with a black box on the right containing the text 'E-Invoices'. At the bottom, there is a white navigation bar with four buttons: 'Create/Return an Invoice' (with a plus icon), 'Display the Invoices' (with a document icon), 'Linking Electronic Devices' (with a device icon and a red circle around it), and 'Add a New User' (with a person icon).

5. Click on 'Link a New Device' as shown in the image below.

The screenshot displays a dark blue header bar with the following elements from left to right: a user profile section with 'اسم المستخدم' (User Name) above 'Test' and a dropdown arrow, a language selector with a globe icon and 'English', a phone number '999999992' above 'Test1 Test2 Test3 Test4', and a logo with the Arabic word 'فاتورة' (Invoice) and a circular icon. Below the header, a navigation bar contains 'Link a New Device' (circled in red), 'Linking Electronic Devices' with a device icon, and 'Home' with left and right arrows. The main content area shows the message 'You don't have any linked device'. The footer is a blue bar with Arabic text: 'اخلاء المسؤولية' (Disclaimer), 'حقوق النشر' (Copyright), 'تحميل دليل المستخدم' (Download User Guide), 'سياسة الخصوصية' (Privacy Policy), 'شروط الاستخدام' (Terms of Use), 'اتصل بنا' (Contact Us), 'جميع الحقوق محفوظة وزارة الاقتصاد الرقمي و الريادة - المملكة الأردنية الهاشمية 2022' (All rights reserved by the Ministry of Digital Economy and Innovation - Hashemite Kingdom of Jordan 2022), and 'تصميم وتطوير Agile Technologies' (Design and Development by Agile Technologies). Social media icons for YouTube, Twitter, Facebook, and Instagram are also present.

6. Enter the username and the sequence of the income source, then click on the 'Add' icon, as shown in the image below.

The image shows a web application interface with a modal dialog box titled "Add a Link". The dialog contains two input fields: "Income Source Sequence" and "Username". The "Income Source Sequence" field is a dropdown menu with the value "16683693". The "Username" field contains the text "conect1". Below the input fields are two buttons: "Cancel" and "Add". The "Add" button is circled in red. The background of the application shows a user profile for "Test" and a navigation bar with the logo "فوترة" (Fatura).

7. Here the process of creating the user number as well as the secret key shows up. They are copied by clicking on 'Copy', as shown in the image, to be used in the settings of linking with the system.

اسم المستخدم
Test

English

99999992
Test1 Test2 Test3 Test4

فاتورة

Link a New Device

Linking Electronic Devices

Home



Income Source Sequence	Secret Key	User No.	User Status	User	#
16683693	Gj5nS9wyYH	45d7d6c9-e	<input checked="" type="checkbox"/>	conect1	1

إخلاء المسؤولية
حقوق النشر
تحميل دليل المستخدم

سياسة الخصوصية
شروط الاستخدام
اتصل بنا

جميع الحقوق محفوظة وزارة الاقتصاد الرقمي و الريادة - المملكة الأردنية الهاشمية 2022

تصميم وتطوير Agile Technologies

