USER GUIDE FOR MANUAL SERVICES
1. Open a browser (i.e., Chrome, Firefox or Microsoft Edge)
2. Login to your eCitizen account.
3. Once logged in, click on Business Registration Service. You will be prompted to login again. Input your email address or ID number and password and click on login.
4. Once logged into E-Citizen, click on Make an Application.
5. Scroll down to Service 13, “Manual Services” and click on Apply Now.
6. A pop up bearing Manual Services description will appear, read through to have a better understanding on the same and click on Manual Services. Click Apply Now.
7. A new tab will open and you will be prompted to log in.
8. CLICK ON MANUAL SERVICES

Our Services

Manual Application
Manual Application
9. AN INTERACTIVE WINDOW WILL APPEAR ASKING YOU TO CHOOSE THE PROCESS TYPE, FROM THE DROP DOWN, THREE PROCESSES WILL APPEAR, CHOOSE EITHER.
10. Depending on which process you choose in (9) above you will be prompted to choose another..... fill and attach all the relevant information and click on complete.
11. Once you click on complete, choose the payment method you prefer to use, pay and click complete.
THANK YOU

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