



QUICK USER GUIDELINES ON E-REGISTRATION PROCESS

1. User e-Registration

Any applicant individual/company interested in buying forest plantation materials among them round-wood, poles and fuelwood from state forest will be required to submit his/her application details online. This will enable the applicant to be provided with login credentials i.e. username and password.

To register, visit E-REGISTRATION link on the Kenya Forest Service Website www.kenyaforestservice.org and select the **e-Registration** tab to proceed using any browser.

The details for registrations are available on the e-registration page.

A pictorial representation of the e-registration system is detailed in **Annex 1** below.

2. E-Registration application status

Upon successful submission of applicant details in (1), the applicant will be notified of their application status via provided email address after the submitted details are verified.

NB:

Please provide a valid email address when registering.

3. Business application process

Upon user account verification and approval, a login link will be forwarded to the applicant via provided email address (email address provided during registration) to continue with the registration process.

If the application is rejected, a mail will also be forwarded to the applicant using the provided email address (email address provided during registration) with the reasons for rejection, the application process is terminated and the KRA PIN used suspended.

After successfully submission all business details i.e. completing all the steps, an email notification will be forwarded to the applicant via the email address provided during registration with a pdf copy of the submitted business details. The same pdf copy may

also be downloaded by logging in to the system (using the username-KRA Pin and password) and download the details later from the user Dashboard.

4. Assistance/help

For any assistance please contact KFS through the following lines during working hours;

a) 0202020285/0202014663/0202689882

OR

b) Email: eregistration@kenyaforests-service.org

5. Notes

a) This e-Registration process is NOT an automatic prequalification/licensing

b) The e-Registration process is FREE OF CHARGE

ANNEX

E-Registration Application flow chart

