

**Creating an Individual Profile on the Online Business Registration System**

A profile/account is necessary for interacting with the OBRS. With a profile you can:  
- register companies and business names  
- file annual returns  
- manage your business details

Go to the CIPA website [www.cipa.co.bw](http://www.cipa.co.bw) and click on Create Account.

**Step 1 of 4: Your Login in Details**

* How will you be using the online services: select for my own businesses.
* Provide an email address and repeat the address.
* Provide a password and repeat the password.

#### Step 2 of 4: Your Name and Identity

* Select whether you are a citizen of Botswana or not

**IF YOU ARE A CITIZEN**

* Enter your full name as it is on your ID.
* Enter your ID number.
* Click on the Verify ID button. If Verification does not work, you will need to upload a copy of your omang.
* Enter your date of birth and gender.

**IF YOU ARE NOT A CITIZEN**

* Enter your full name as it is on your ID.
* Upload your ID document and translation if it is not in English.
* Enter your date of birth and gender.

#### Step 3 of 4: Your Contact Details

* Enter your phone numbers
* Enter your residential address
* Enter your postal address

#### Step 4 of 4: Review your details

* Review the details you have provided and make any amendments.

**SAVE AND ENTER THE VERIFICATION CODE SENT TO YOUR PHONE AND EMAIL.**

**YOU CAN NOW GO TO YOUR DASHBOARD AND START REGISTERING COMPANIES AND BUSINESS NAMES.**