**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 a Profile.

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

* Provide an email address and repeat the address.
* Provide a password and repeat the password.
* Click continue

#### Step 2 of 4: Your Personal Details

* 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.
* Enter your gender and date of birth.

**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.
* Select your nationality
* Enter your gender and date of birth.

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

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

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

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

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