

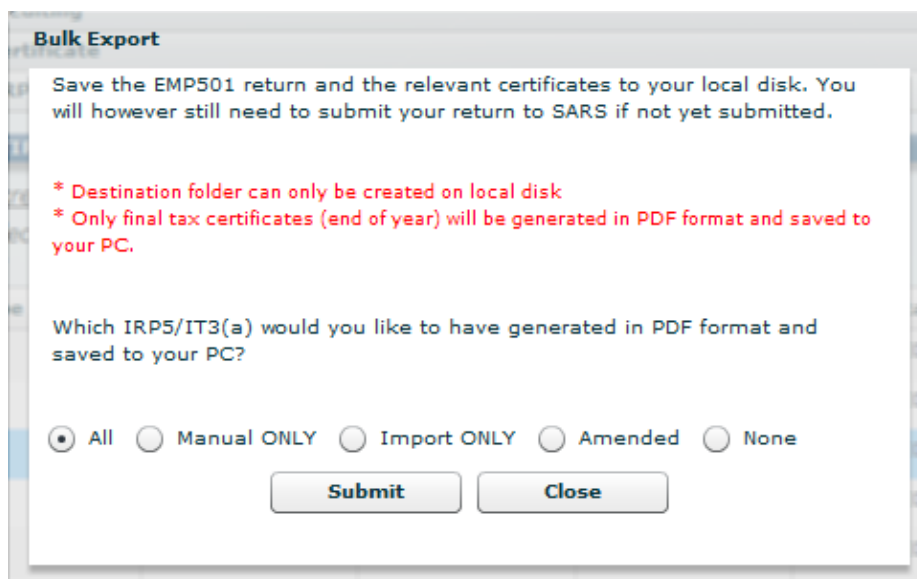
# e@syFile

## How to generate tax certificates from e@syFile



After submitting the EMP501 recon to SARS you can generate the IRP5 certificates from e@syFile.

- Once logged into e@syFile, select the required PAYE number you would like to generate certificates for
- Go to Utilities>Generate IRP5/IT3a PDFs
- Select the year for which you would like to generate the certificates and in the export column, tick the box
- Click on Export
- An onscreen message will require you to select which certificates you would like to export, select the applicable one



- Click on submit
- Your Windows browser will now require you to browse to where you would like to save the certificates, browse to the desired location and click on it, click on select folder
- After successful export a message will be displayed saying 'Generation Complete'. Certificates will then be saved in the desired location.