



Do it yourself!

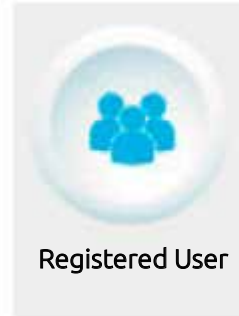
Update your RUT
online with and
without an
Electronic
Signature



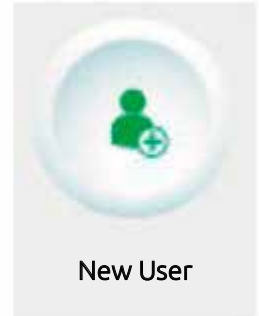
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- 1 Login by entering with the button **"REGISTERED USER."** If you do not yet have a password to access online services, enable the account with the button **"NEW USER."**



Registered User



New User

- 2 In the tab **"ENTER ON BEHALF OF,"** select the option **"ON MY OWN BEHALF"** if the person entering is an individual; or the option **"TIN"** if entering on behalf of an organization or third party and provide the **"IDENTIFICATION NUMBER"** and **"PASSWORD"** for access.



Trámites y servicios DIAN

Elija la opción que corresponda y diligencie los datos

The screenshot shows a web interface for logging in as a natural person. It features a sidebar with navigation options: 'A nombre propio' (selected), 'A nombre de un tercero', 'Servidor DIAN', 'Autorizaciones / Poderes', and 'Organización no obligada a RUT'. The main form area is titled 'A nombre propio' and includes the following fields and options:

- Tipo de documento:** A dropdown menu with 'Tarjeta de identidad' selected.
- Número de documento (sin puntos, ni comas):** A text input field with the placeholder 'Escriba el número de documento.'
- Contraseña:** A text input field with the placeholder 'Escriba la contraseña' and a visibility toggle icon.
- Acepto el [tratamiento de los datos personales](#)**
- Impresor:** A button.
- [¿Olvidó su contraseña?](#)** A link.
- Si no tiene cuenta de usuario o está deshabilitada, [habilítela aquí](#)** A link.



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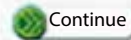
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RUT Update
Update your RUT

You will now begin the RUT update.



On the control panel, enter through the icon **"UPDATE RUT"** and press the button **"CONTINUE"** to begin the update; then press **"CONTINUE"** again.

4

Please select the page you wish to update:

In this section, you can update the information for Identification, Location, Economic Activity and

Page 1 - Identification, Location, ...
Page 1 - Identification, Location, ...
Page 2 - Organization, Incorporation, ...
Page 3 - Representatives
Page 5 - Auditor, Accountant, ...
Page 6 - Establishments
Page 7 - Company Status Continuation

Select the page where the information subject to modification is located. Once selected, press the button **"LOAD DOCUMENT"**. In the displayed form, there is a **"HELP"** button in each of the boxes, except for the date and address boxes (for these, you have to double-click).

5

Once you have made the modification, press the button **"DRAFT"** in the floating bar for the system to assign a number to the form.





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If you need to modify information on other pages, get to them through the button **"SELECT PAGE"**. When you finish modifying the data, save it with the button **"DRAFT"** in the floating bar.

7 Formalize the Update

A pop-up window will be displayed in which you must enter your dynamic key and password. To request the dynamic key, click on the link **"Request it here,"** and the system will send you the key to the email registered in the RUT or to the communications section of the Muisca Electronic Information Service.

Sign document

The dynamic key has been sent to your email

Please enter the following information to sign

Dynamic key
AMTYOMTMO

Don't have a dynamic key? [Request it here](#)

Password

Sign Go back

Form No. 001

14. E-mail

26. Identification Number 27. Date of issuance

30. City/Municipality

34. Other Names

35. Business Name

36. Trade Name 37. Acronym

LOCATION

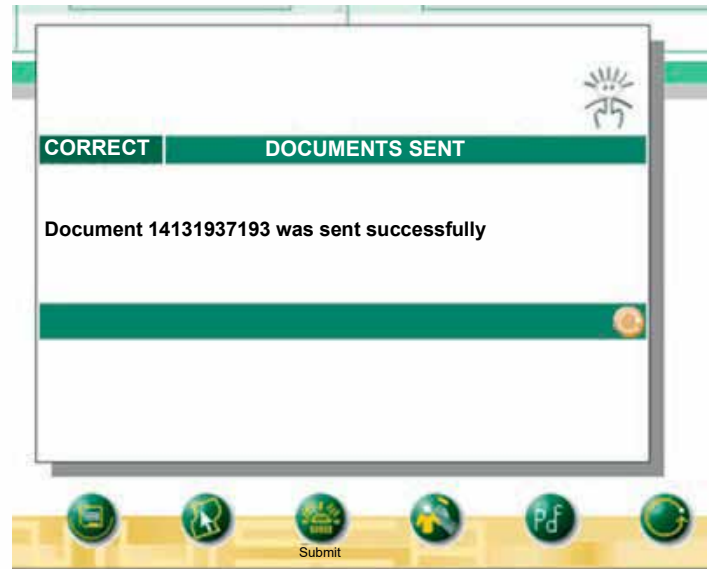
Enter your dynamic key and password for signing and click on the button **"SIGN DOCUMENT."**



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8 Once the acknowledgment of receipt appears, you can generate the PDF of the document with the legend **"CERTIFICATE DOCUMENT WITHOUT COST"**.



9 If you do not have an Electronic Signature, send the document with the button **"SEND."** Once sent, press the button **"FORMALIZE."**



Formulario del Registro Único Tributario		001	
Ejemplo ingresado para la DIAN		4. Número de formulario: 1411544641B	
5. Número de identificación Tributaria (NIT): 9 0 0 3 2 2 4 6 7 8		6. Dirección municipal: 2 2 2 2	
Caracterización y forma de las organizaciones			
01. Persona natural	02. Persona jurídica	03. Forma asociativa	04. Forma societaria
05. Sin personería jurídica	06. Otras organizaciones no clasificadas	07. Sociedad	08. Organización de carácter social, departamental, municipal o distrital
Composición, Registro y Última Retención		Composición del Capital	
1. Constitución		2. Registro	
01. Clase	02. Número	03. Tipo de capital	04. Tipo de capital
05. Fecha de registro	06. Fecha de inscripción	07. Tipo de capital	08. Tipo de capital
09. Fecha de inscripción	10. Fecha de inscripción	09. Estabilidad pública	10. Estabilidad pública
11. No. Matrícula mercantil	12. No. Matrícula mercantil	11. Estabilidad privada	12. Estabilidad privada
13. Departamento	14. Departamento	13. Estabilidad pública	14. Estabilidad pública
15. Ciudad/Municipio	16. Ciudad/Municipio	15. Estabilidad privada	16. Estabilidad privada
Vigencia			
17. Desde	18. Hasta		
Estatus de registro y control			
Estatus y Beneficio			
19. Tipo	20. Fecha última inscripción	21. Número de identificación Tributaria (NIT)	22. CVU
23. Tipo	24. Fecha última inscripción	25. Número de identificación Tributaria (NIT)	26. CVU
Vinculación societaria			
27. Tipo	28. Nombre del grupo societario y/o empresarial	29. Número de identificación Tributaria (NIT) del grupo	30. CVU
Vinculación societaria			
31. Tipo	32. Nombre del grupo societario y/o empresarial	33. Número de identificación Tributaria (NIT) del grupo	34. CVU
Fecha generación documento PDF: 27/10/2023 02:58:32PM			



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