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# Simple Electronic Invoicing Manual (Government of the State of Baja California)

## 1) Portal access

Go to the official electronic invoicing portal:

<https://cfd.ebajacalifornia.gob.mx/CFDI/>

This system is operated by the **Baja California Ministry of Finance** and allows you to request a **CFDI** for payments made to the State Government.

## 2) Before starting (have this on hand)

- **Tax information:** RFC with homoclave, corporate name, and tax address.
- **Current email address** (for sending/recovery).
- **Bank reference information** used for the payment.

## 3) Step by step to obtain your invoice

### Step 1. Register or log in

- If this is your first time, create an account with:

- RFC with homoclave
  - Corporate name
  - Valid email address
  - Password
  - Tax address
- If you already have an account, log in with your username and password.

## Step 2. Request the CFDI

1. In the main menu, select **“Digital Tax Receipt Request”**.
2. Enter the requested payment information (have the **bank reference** used on hand).

## Step 3. Generate and download the invoice

1. Press **“Search”**.
  2. Confirm that the information is correct.
  3. Click on **“Generate CFDi”**.
  4. Download your invoice in **PDF** and **XML** from the system or check it in your email.
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## 4) Support and contact

### Phone numbers:

- **Registrations:** 686 558-1000 ext. **1007** and **1134**
- **Cancellation due to incorrect data:** 686 558-1000 ext. **1306**

**Email:** [postmaster@baja.gob.mx](mailto:postmaster@baja.gob.mx)