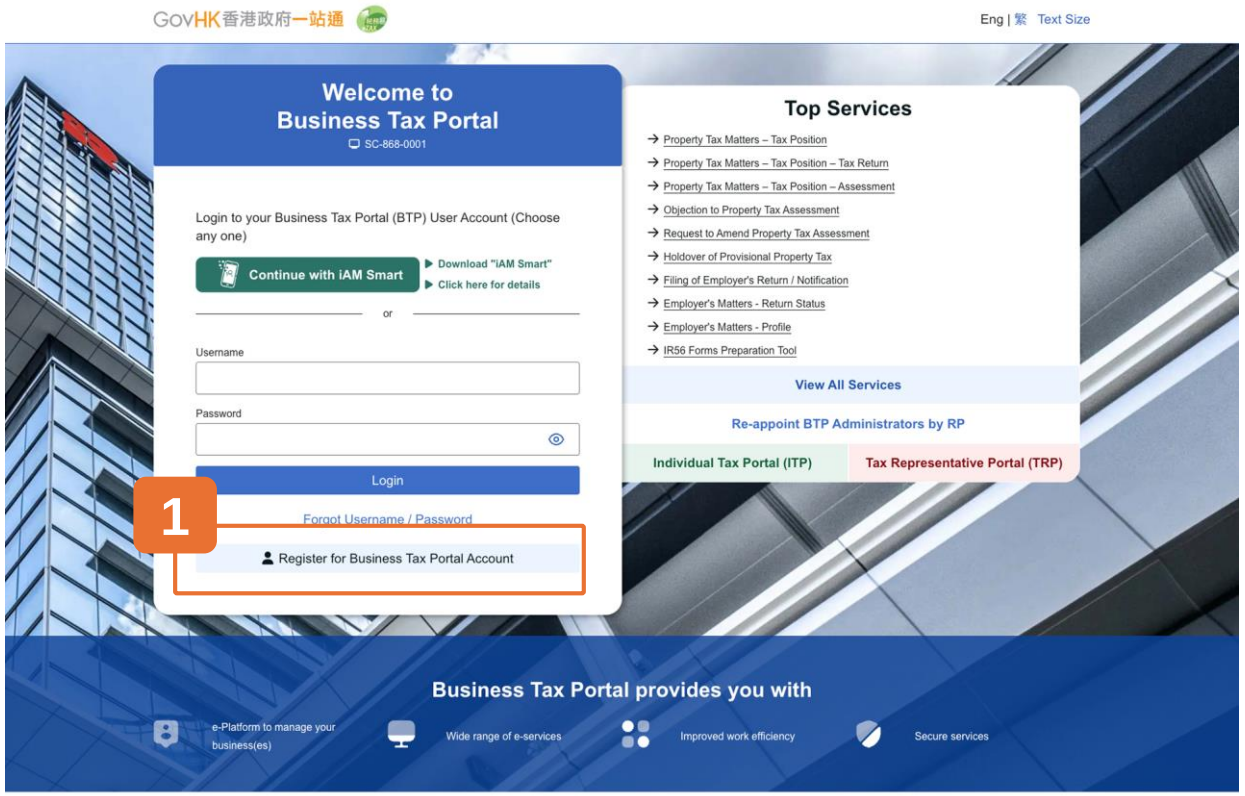
Inland Revenue Department
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

BTP/TRP User Account Registration

Guide to BTP User Account Registration



Getting Started

This document will guide you through the process of registering for a BTP User Account.

1 Please click the “Register for Business Tax Portal Account” button to begin.

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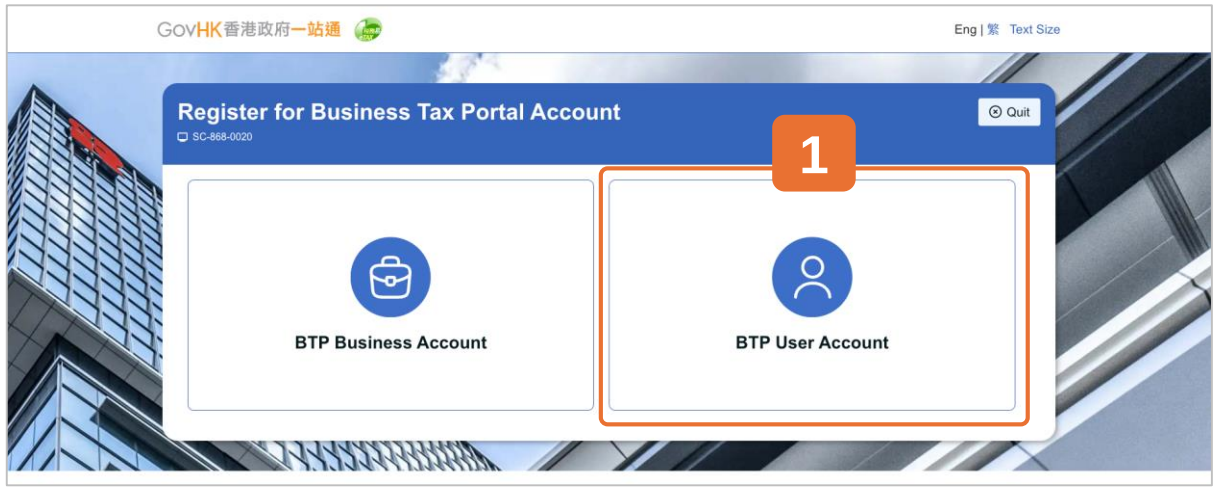

1 Select “BTP User Account”.

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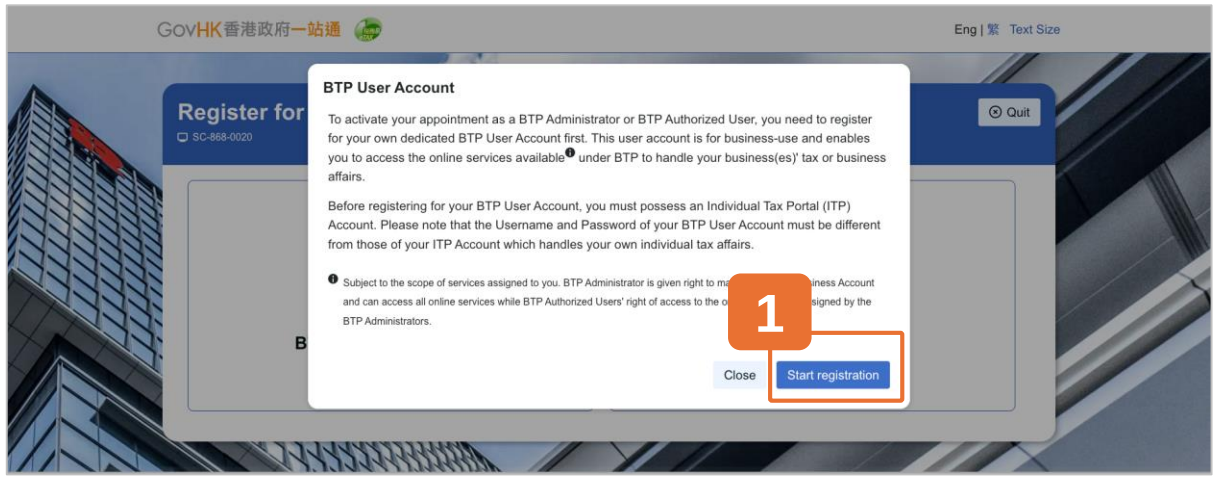

Overview of BTP User Account

Read the overview of BTP User Account. To register for your BTP User Account, you must have an Individual Tax Portal (ITP) account. If you do not, please register for an ITP account before proceeding with the BTP User Account registration.

1 Click “Start registration” button to continue.

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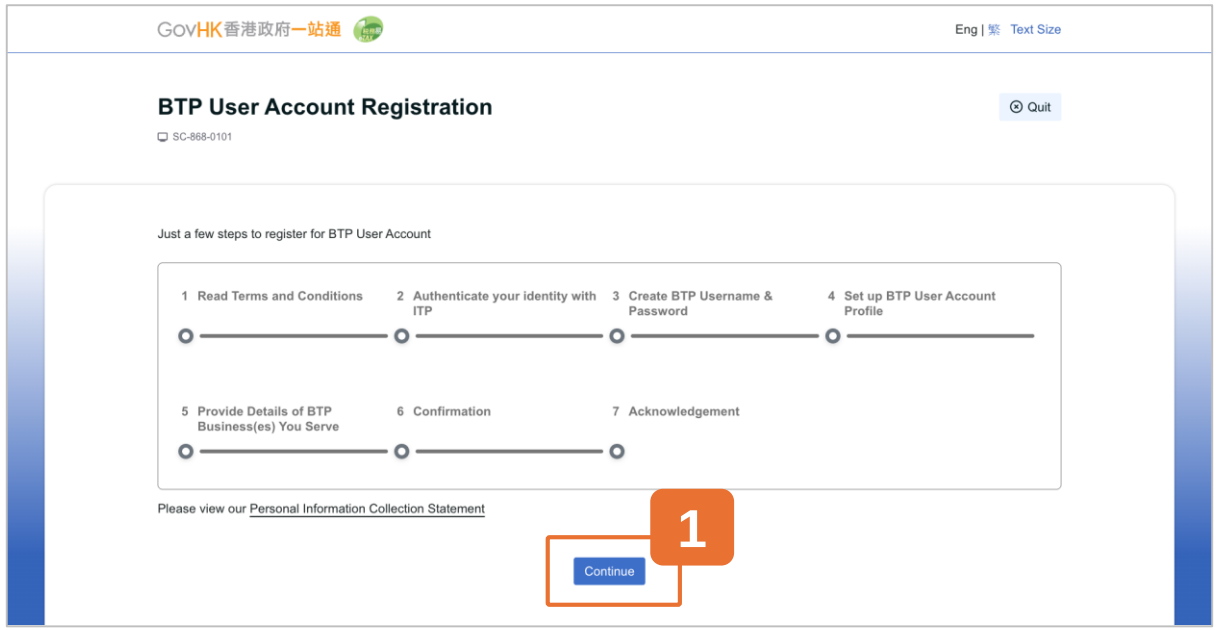

7 Steps to Register for BTP User Account

1 Click “Continue” to start the registration process.

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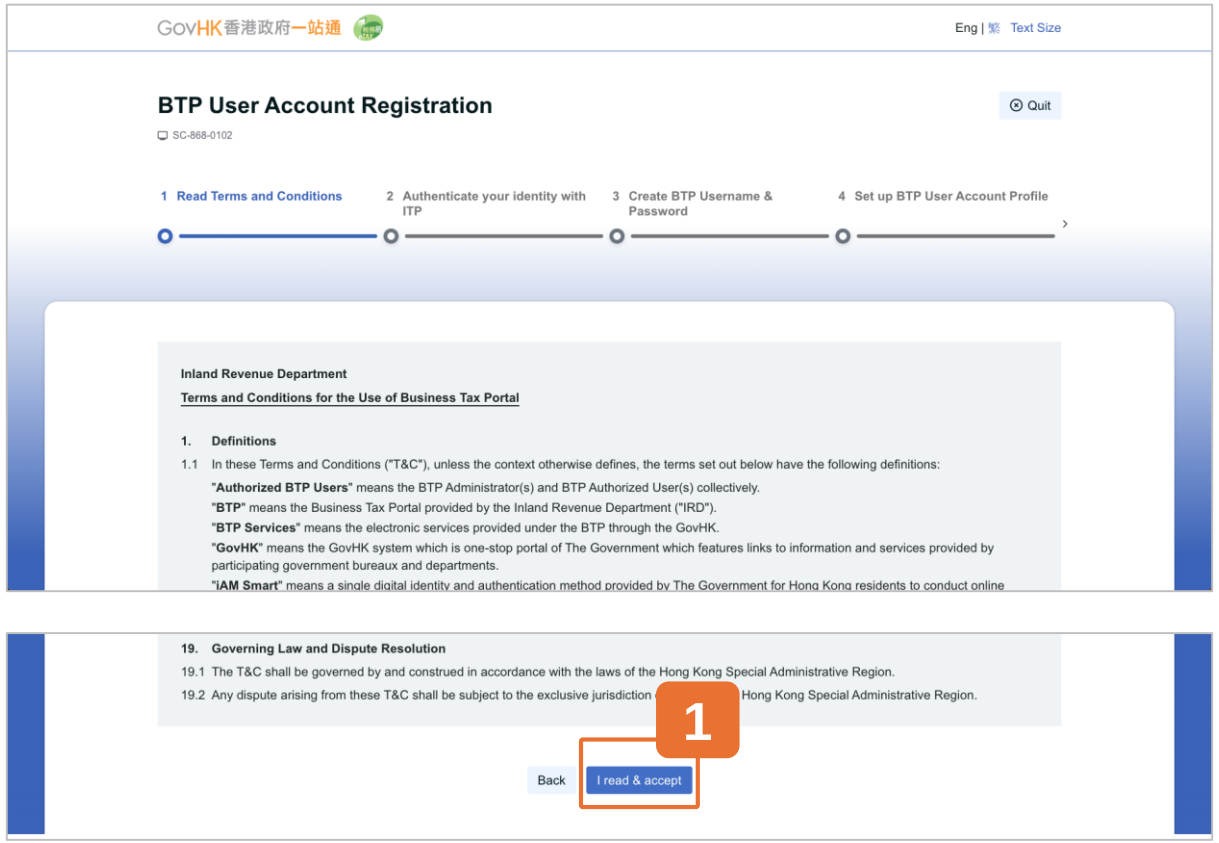

Step 1: Read Terms and Conditions

Read the Terms and Conditions for use of the Business Tax Portal.

1 Click the “I read & accept” to proceed to the next step.

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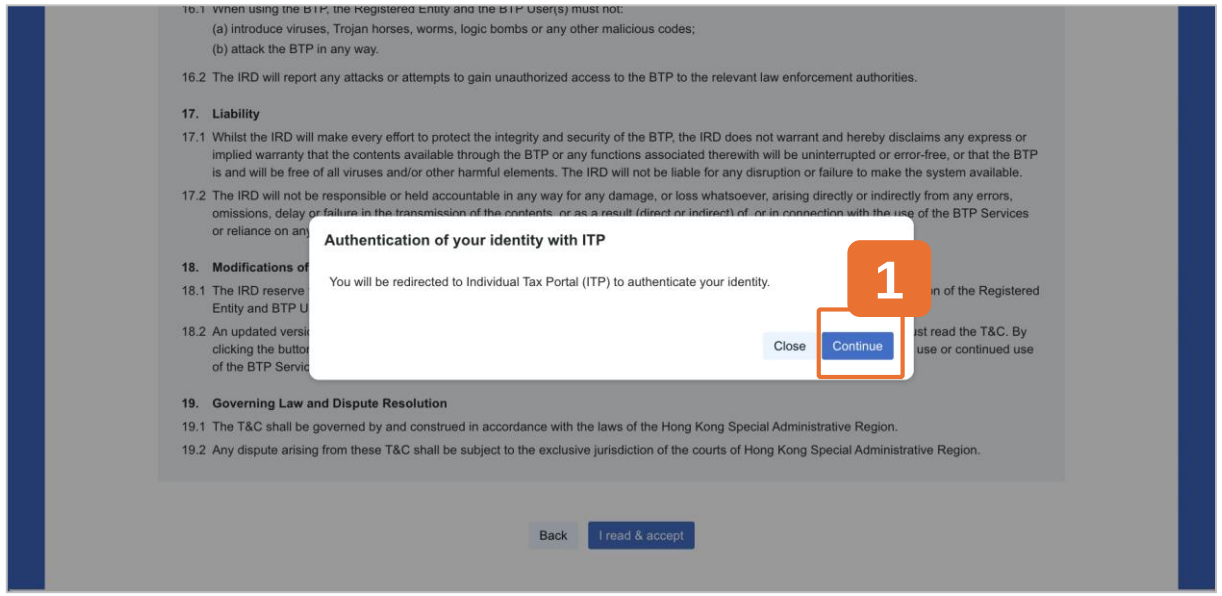

Redirect to Individual Tax Portal

You will be redirected to the Individual Tax Portal (ITP) to authenticate your identity.

1 Click “Continue”.

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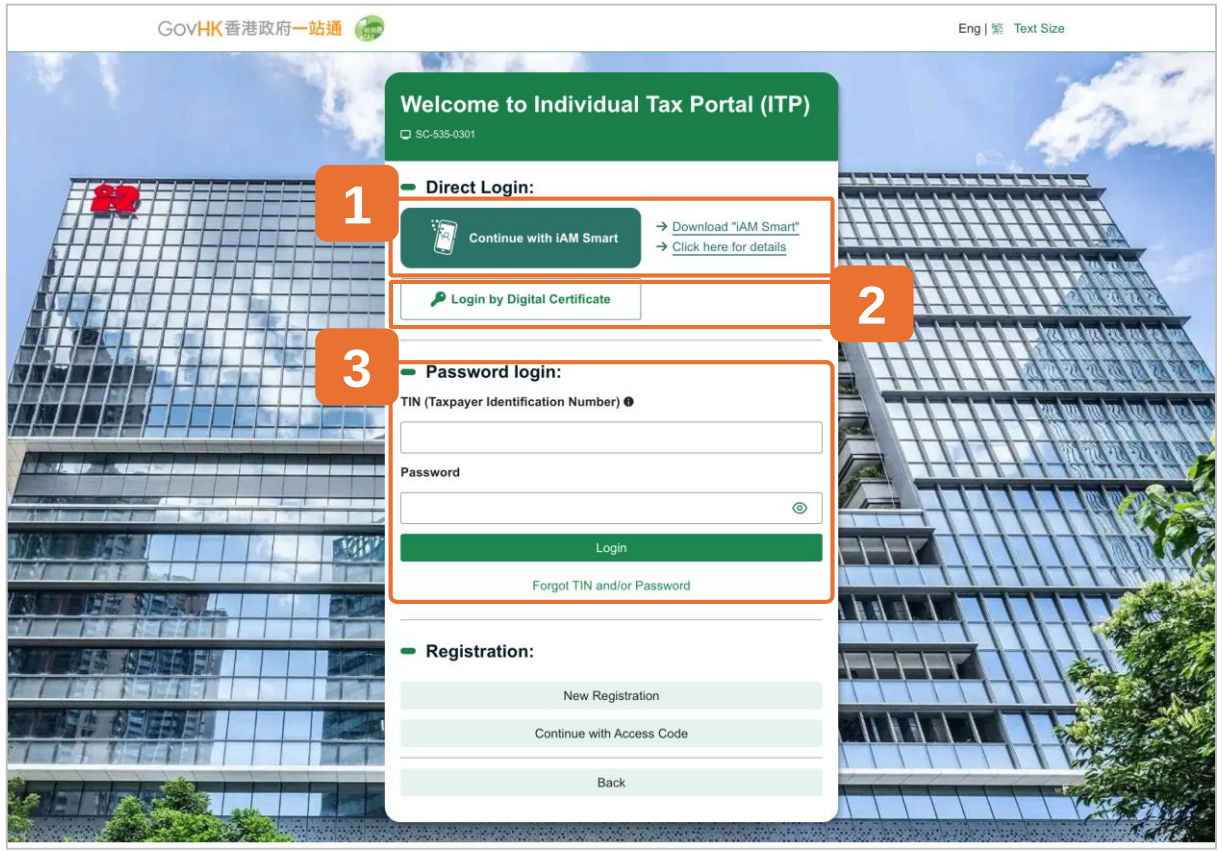

Step 2: Authenticate Your Identity with ITP

There are three methods to log in your ITP Account.

1 Method 1:
Login with iAM Smart.

2 Method 2:
Login with Digital Certificate.

3 Method 3:
Login with your Taxpayer Identification Number (TIN) and Password.

Now, we demonstrate Login with iAM Smart.

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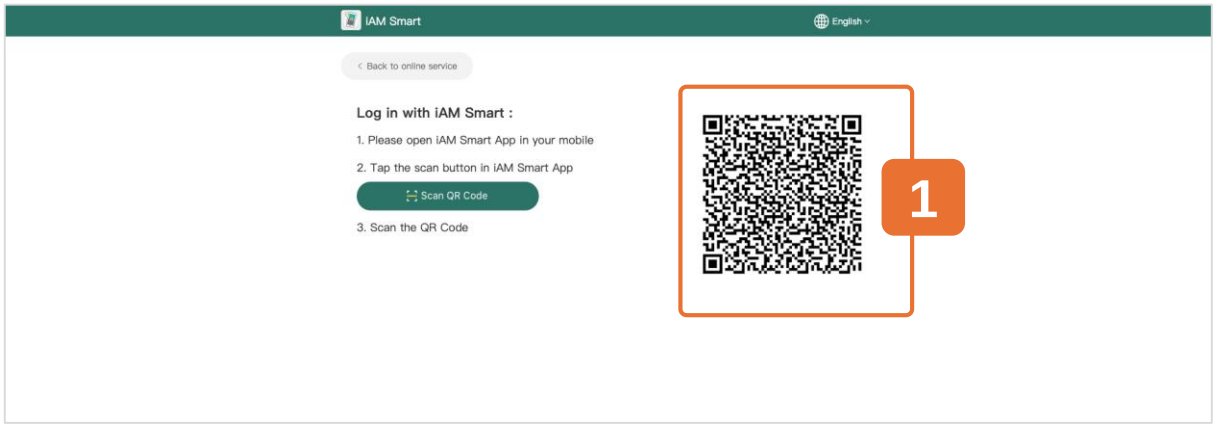

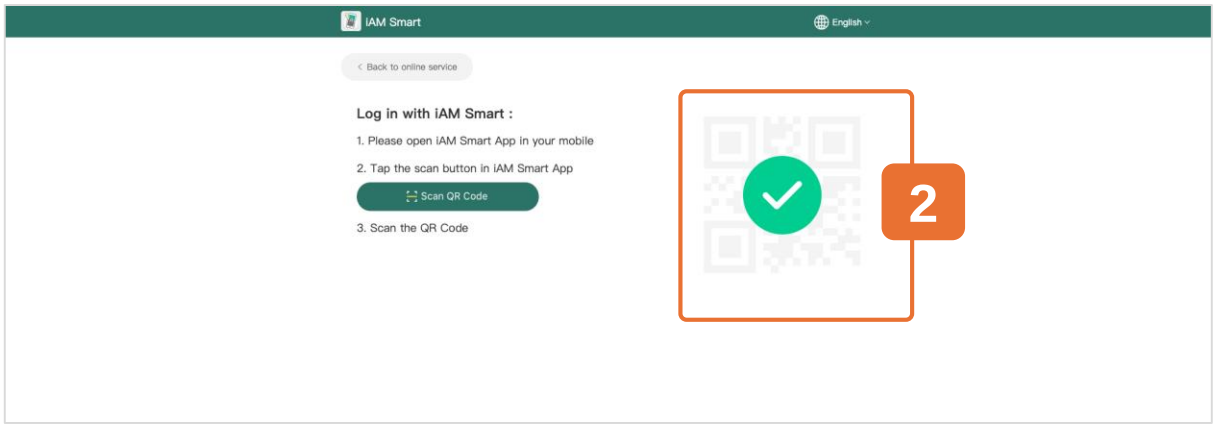

Login via iAM Smart

1. Use the iAM Smart App in your mobile to scan the QR Code to log in with iAM Smart.

2. Login Success.

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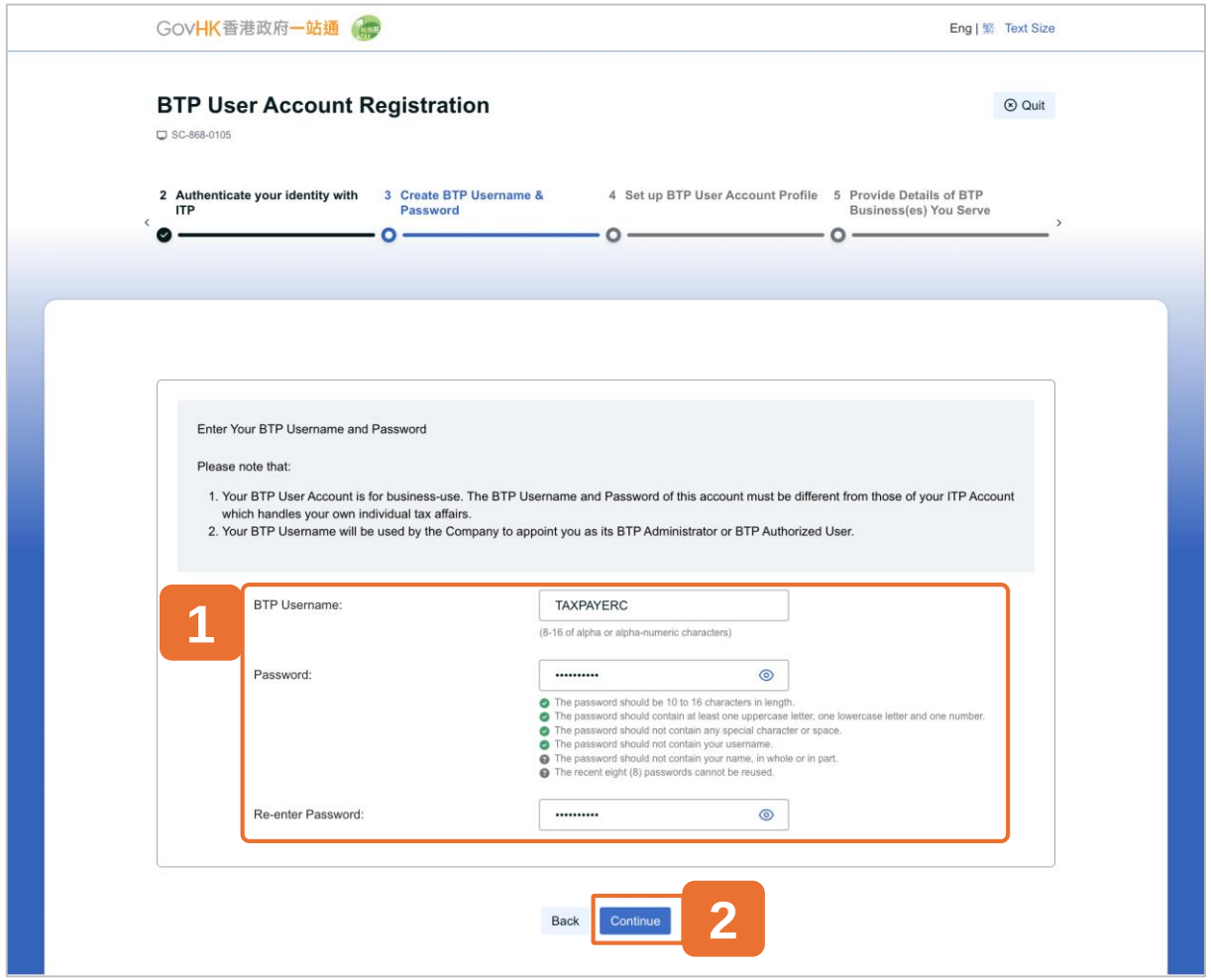

Step 3: Create BTP Username & Password

After identity authentication, please create your BTP Username and Password.

Enter your own BTP Username and Password which must be different from those of your Individual Tax Portal (ITP) Account.

Please note that BTP User Account is for business-use while ITP Account is used to handle your individual tax affairs. Both accounts are personal to you.

Your BTP Username you choose can not be changed afterward and will be used to appoint you as BTP Administrator or BTP Authorized User, please select your BTP Username carefully.

1 Enter your “BTP Username” & “Password”.

2 Click the “Continue” button to proceed.

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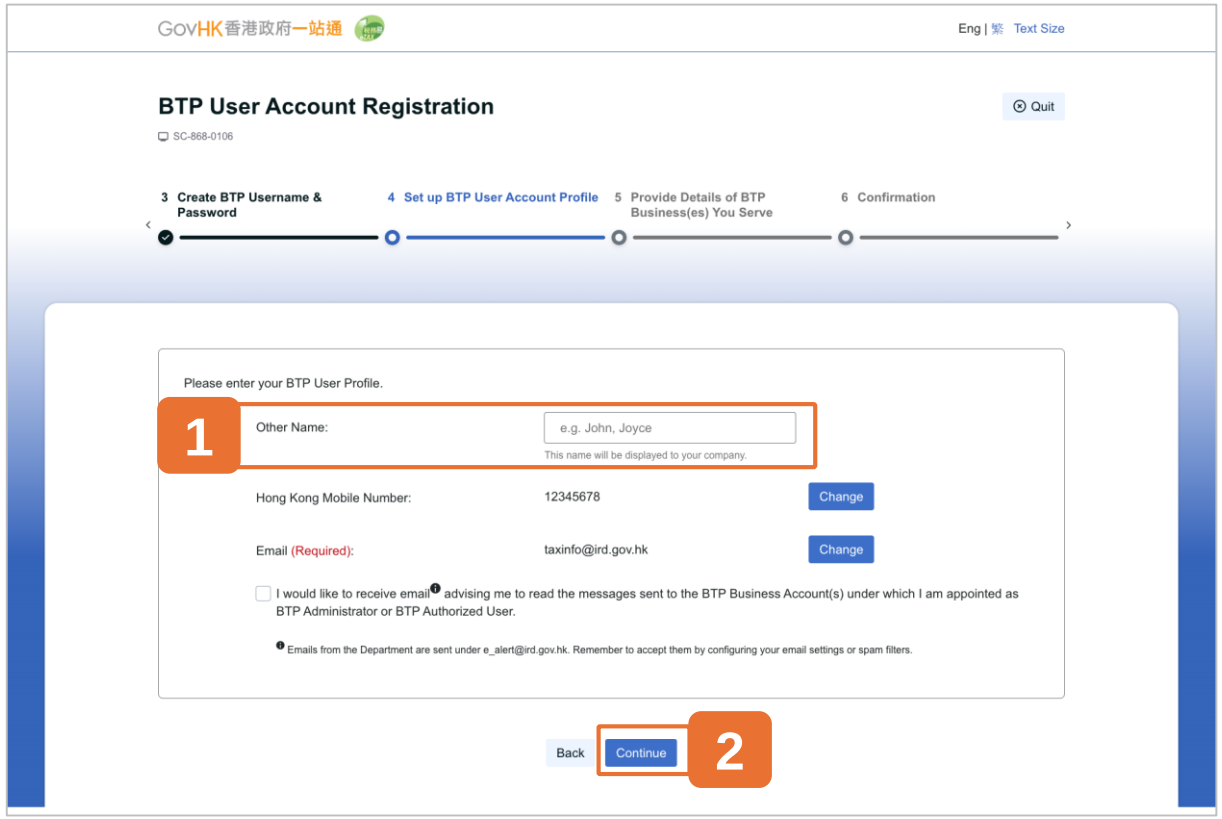

Step 4: Set up BTP User Account Profile

Provide personal and contact information.

Enter Other Name which will help your serving business(es) to identify you.

Hong Kong Mobile Number and Email displayed on the screen are retrieved from your ITP Account. If they are not applicable to your BTP User Account, please change them.

If you want to receive alerts by email, advising you to read the messages sent to BTP Business, please check the box.

1 Enter your “Other Name”.

2 Click the “Continue” button to proceed.

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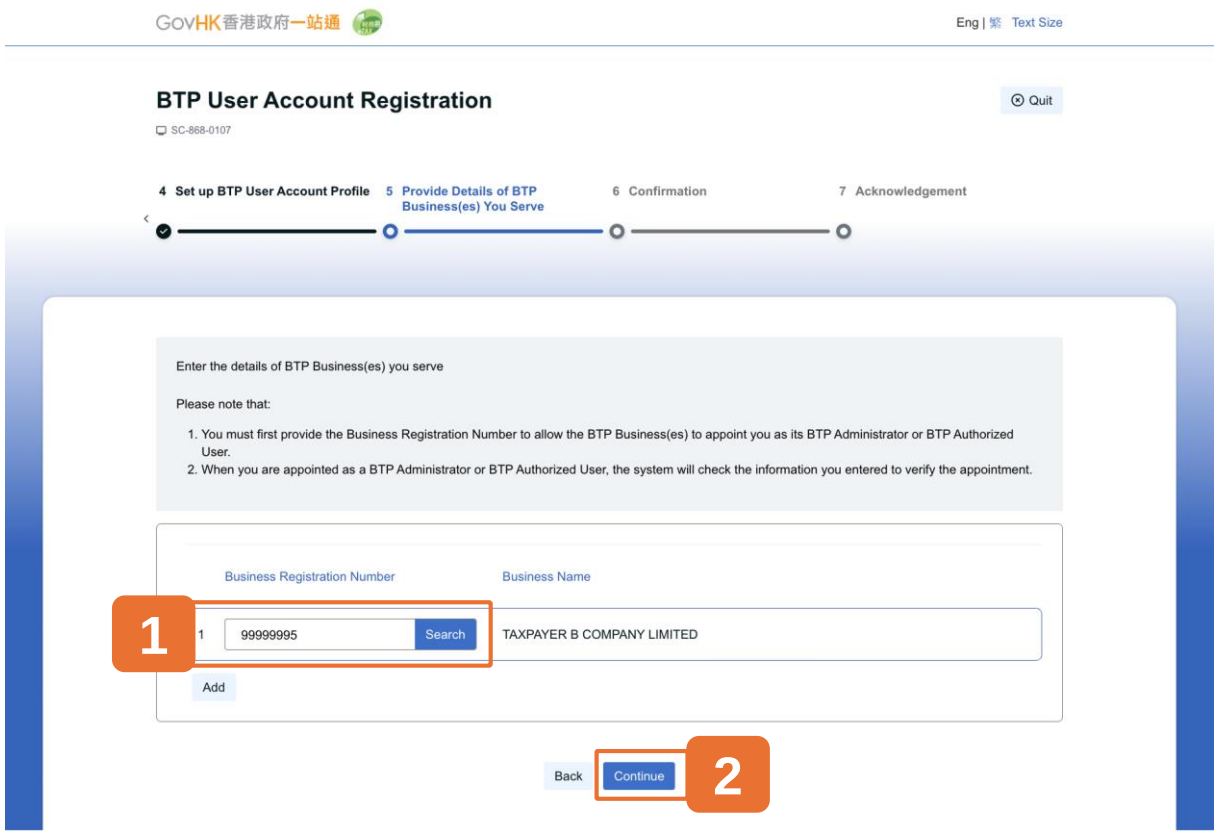

Step 5: Provide Details of BTP Business(es) You Serve

To allow the BTP Business(es) to appoint you as its BTP Administrator or BTP Authorized User, you must first input the business details in your BTP User Account Profile.

Please enter the Business Registration Number and click the “Search” button.

If the business name shown is incorrect, check whether the entered Business Registration Number is correct or not. You can update the list of BTP Business(es) you serve at any time.

If you remove any Business from this list, your appointment as BTP Administrator or BTP Authorized User by that Business will also be deleted.

1. Enter the “Business Registration Number” and click “Search”.
2. Click the “Continue” button to proceed.

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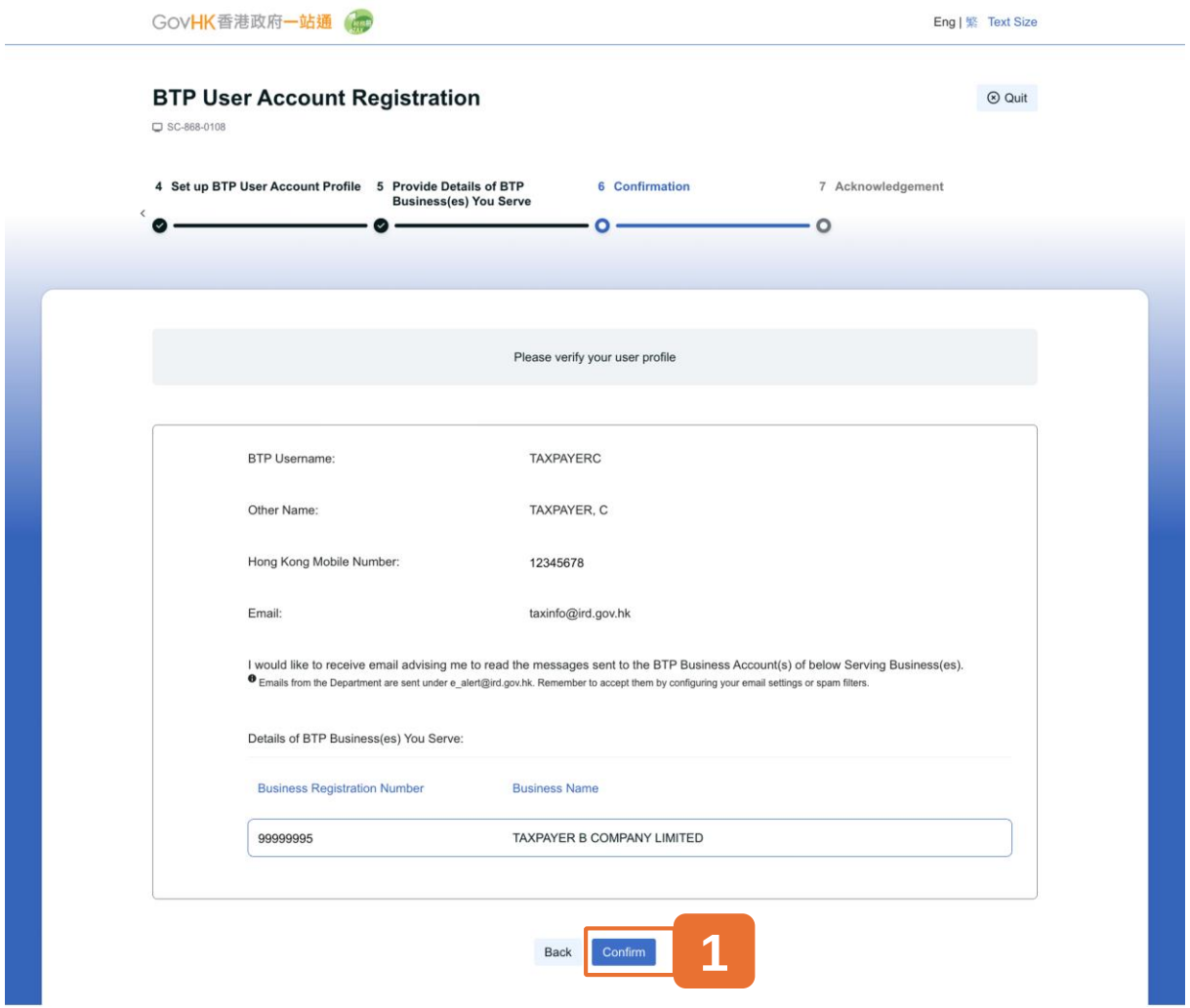

Step 6: Confirmation

Please review and verify your user profile details.

If you need to correct any information, click “Back”.

If the information is correct, please click “Confirm” to complete the registration of BTP User Account.

1 Click “Confirm” to complete the registration.

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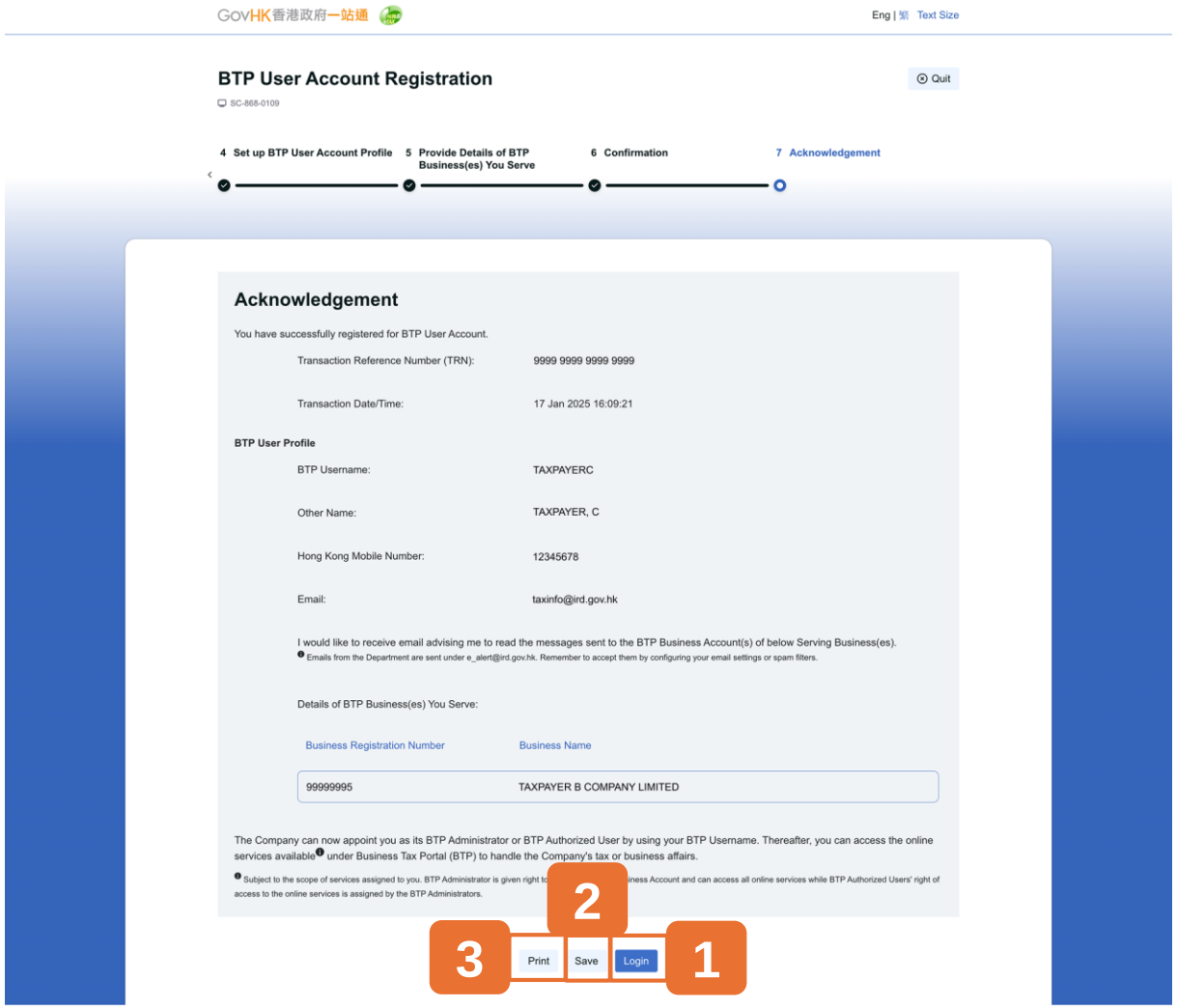

Step 7: Acknowledgement

Congratulations! You have successfully completed the registration process. You can now provide your BTP Username to your serving business(es) to appoint you as its BTP Administrator or BTP Authorized User. Click “Print” if you wish to print the acknowledgement.

Please note that your BTP User Account is also your Tax Representative Portal (TRP) User Account, you can directly log in TRP by entering your own BTP Username and Password and DO NOT need to do the registration for TRP User Account.

1. Click “Login” to access the online services available under Business Tax Portal.
2. Click “Save” if you wish to save the acknowledgement.
3. Click “Print” if you wish to print the acknowledgement.

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