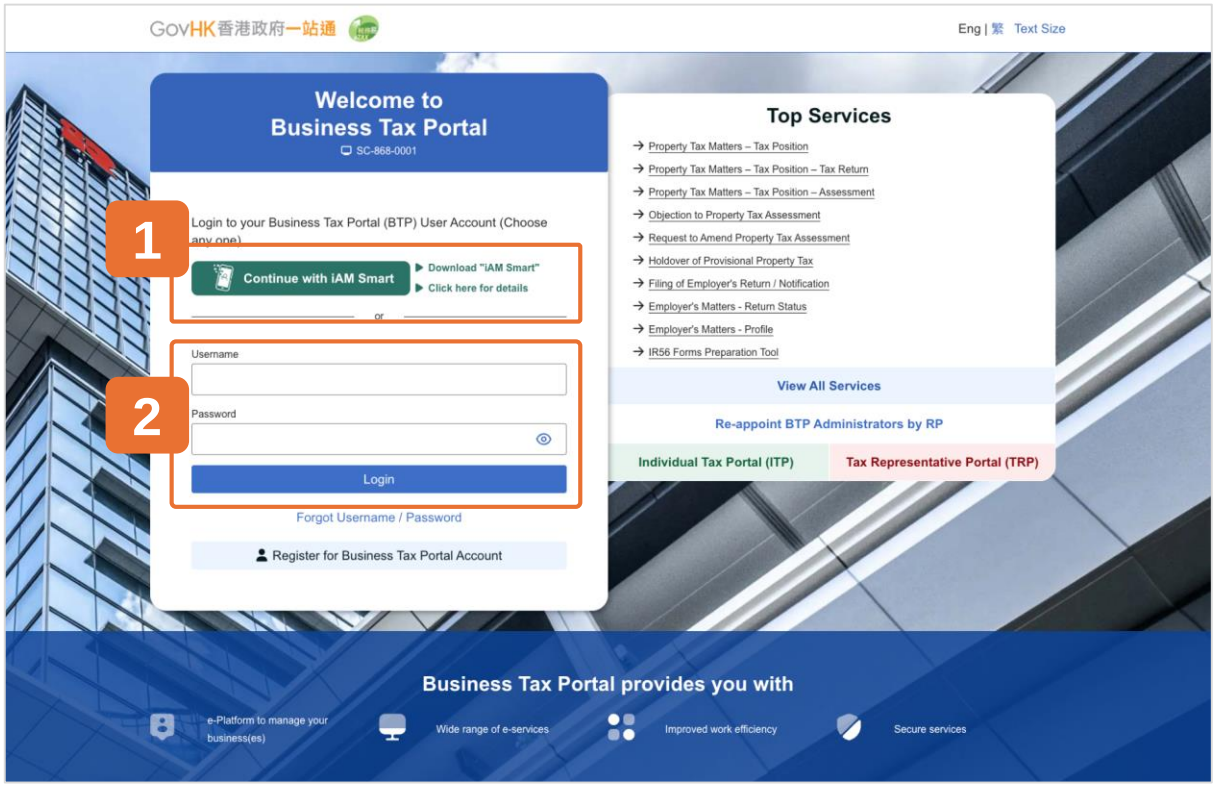
Inland Revenue Department
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

Manage BTP Administrator/ Authorized User

Guide to Manage BTP Administrator / Authorized User



Getting Started

This document will guide you through the process of managing BTP administrator or authorized user such as how to view, add and remove the BTP Administrator(s) and BTP Authorized User(s) and to update user details and appointed services for existing BTP Administrator(s) and/or BTP Authorized User(s).

There are two methods to log in:

1. Login via iAM Smart.

2. Enter your username and password.

This guide will demonstrate the Login via iAM Smart.

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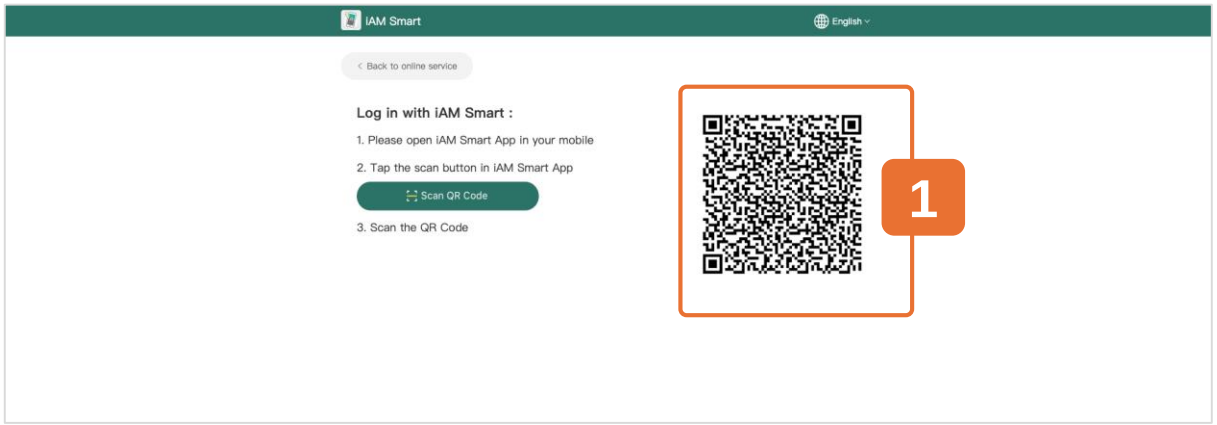
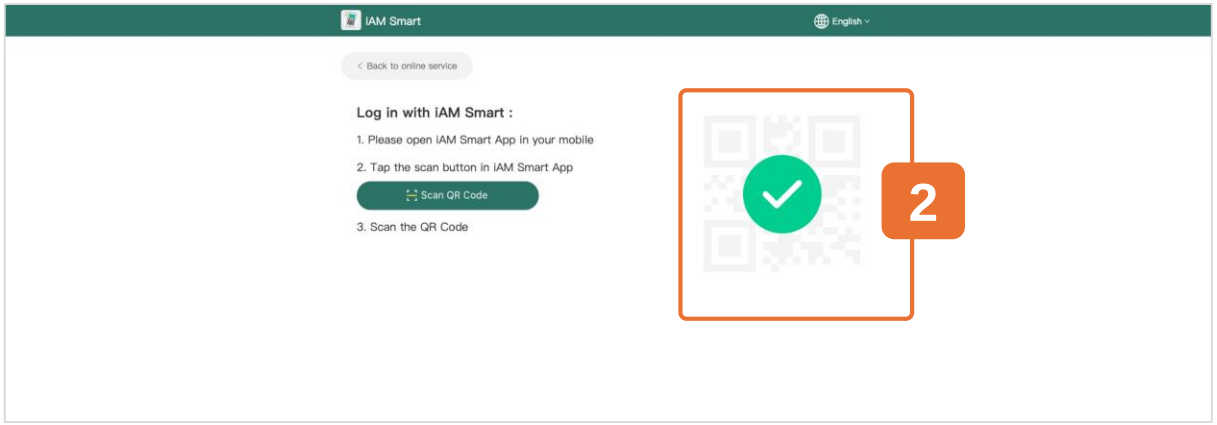


Login via iAM Smart

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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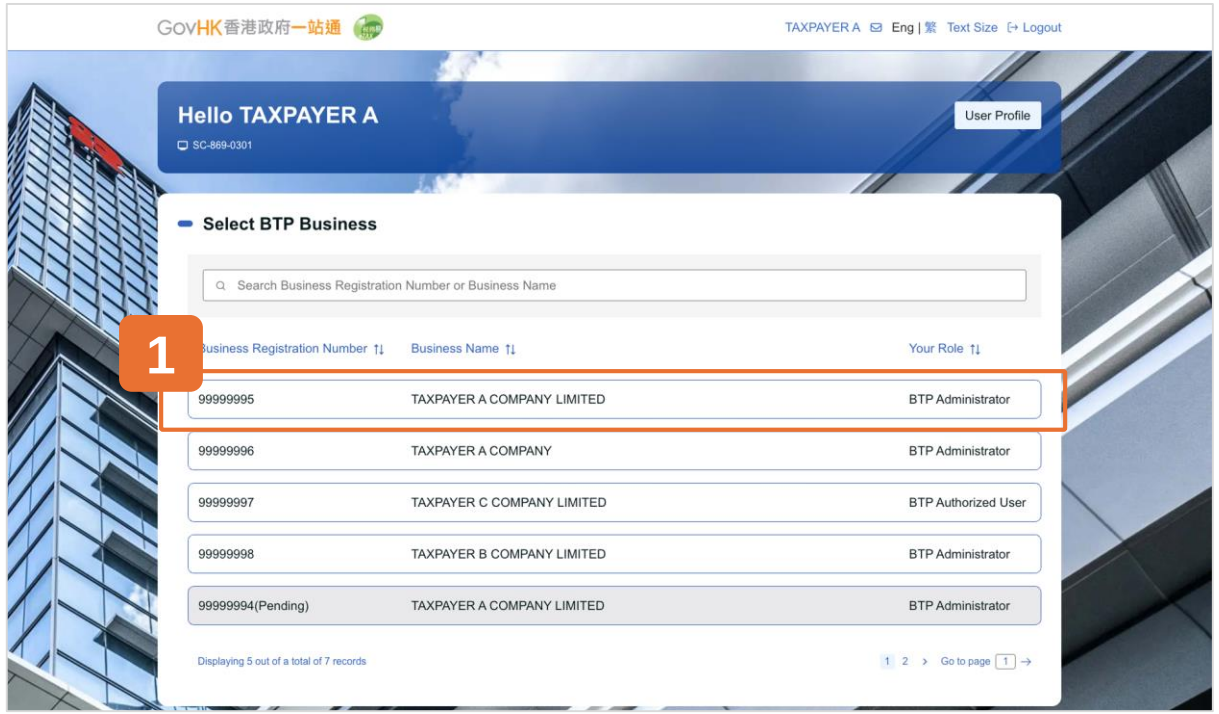

After Login BTP, you will see a list of the BTP Businesses which have appointed you as their BTP Administrator or BTP Authorized User.

If you serve one BTP Business only, you will not see this page and will enter the Online Service Menu directly.

Please select the BTP Business to be processed from the list. You can also search the BTP Business by its Business Registration Number or Business Name.

Only BTP Administrator is given right to use the “Manage BTP Administrator / Authorized User” function.

1 Select a “BTP Business” with BTP Administrator Role

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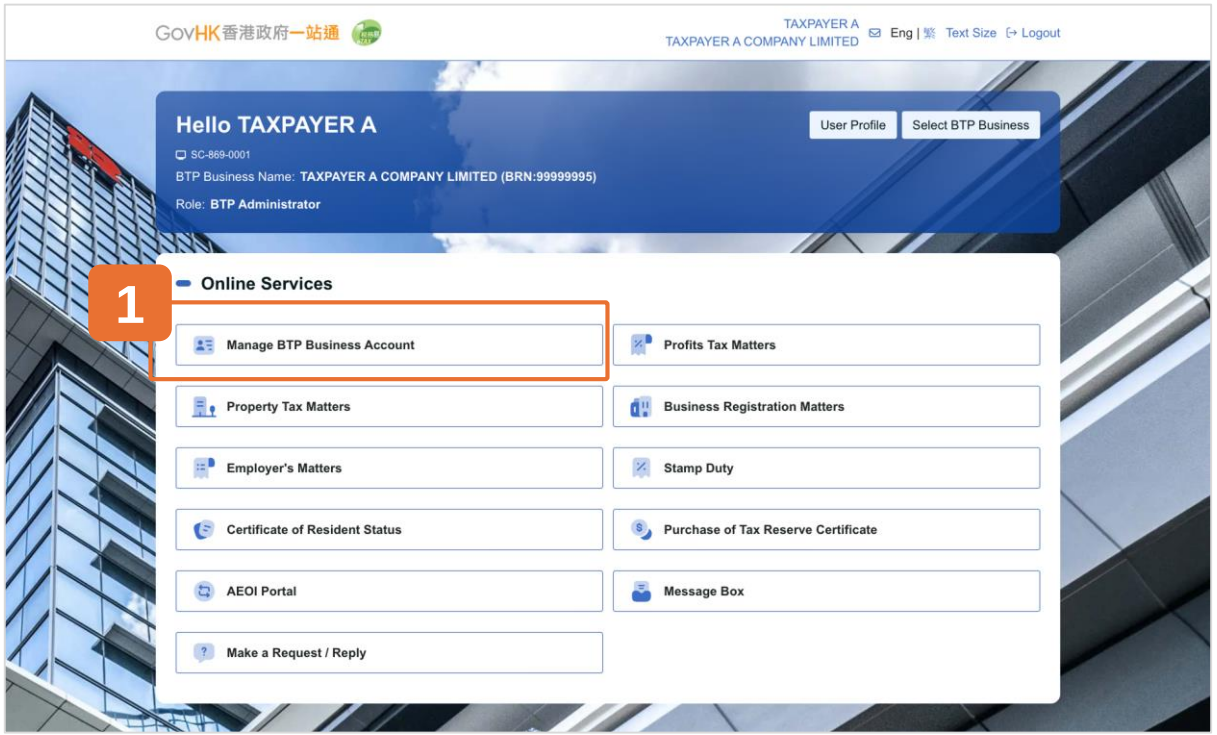

1 Select “Manage BTP Business Account”.

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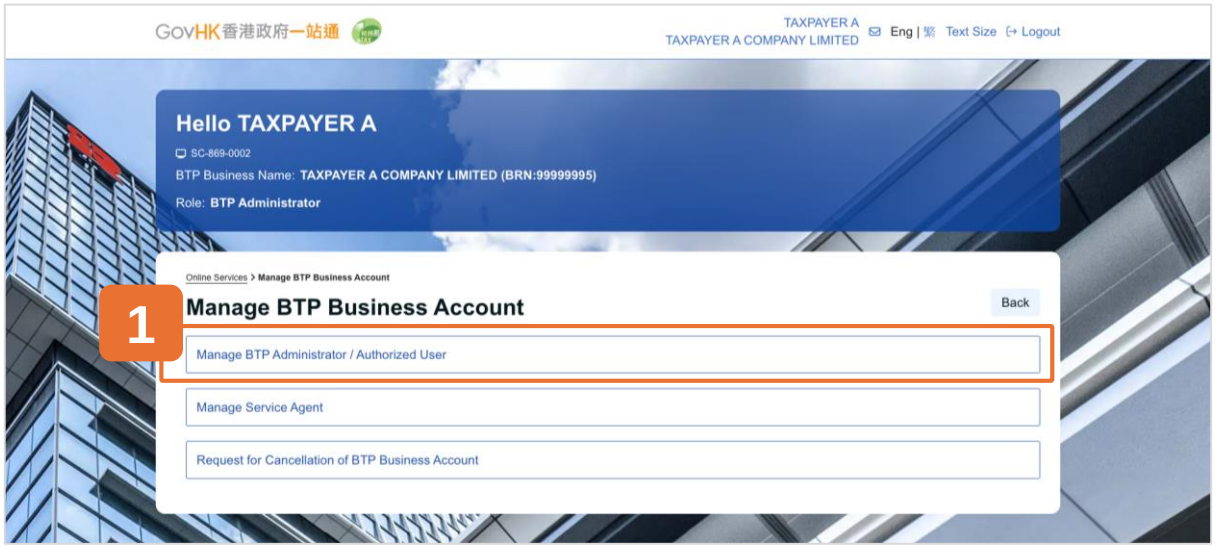

1 Select “Manage BTP Administrator/Authorized User” from the menu.

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After that, you will see the list of BTP Administrators and BTP Authorized Users of the BTP Business.

BTP Administrator is given right to access all online services while BTP Authorized Users can access the online services assigned by the BTP Administrators.

1 You can select a specific BTP Administrator or BTP Authorized User record to view his/her details.

2 Click “Add BTP Administrator” or “Add BTP Authorized User” to add user(s) to the business account.

(Each BTP Business can appoint no more than five BTP Administrators while the number of BTP authorized users is unlimited.)

3 Click “Remove” to delete any existing BTP Administrator or BTP Authorized User.

4 By clicking “Select BTP Business”, you can switch to another Business to manage its BTP Administrator(s) and Authorized User(s).

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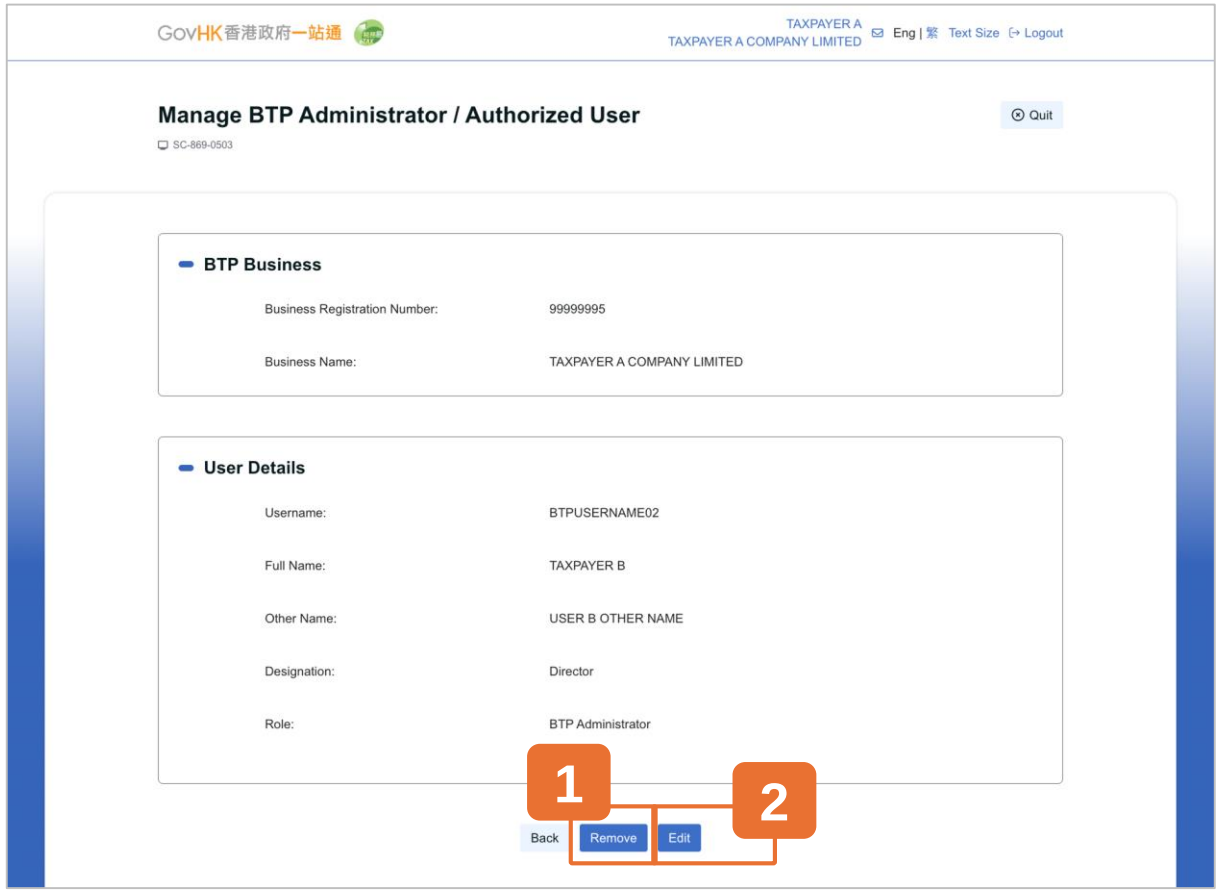

After clicking a particular BTP Administrator record, you will see the BTP Business Details and User Details of the BTP Administrator.

1. Click “Remove” to delete the user if necessary.

2. Click “Edit” to change the “Designation” if necessary.

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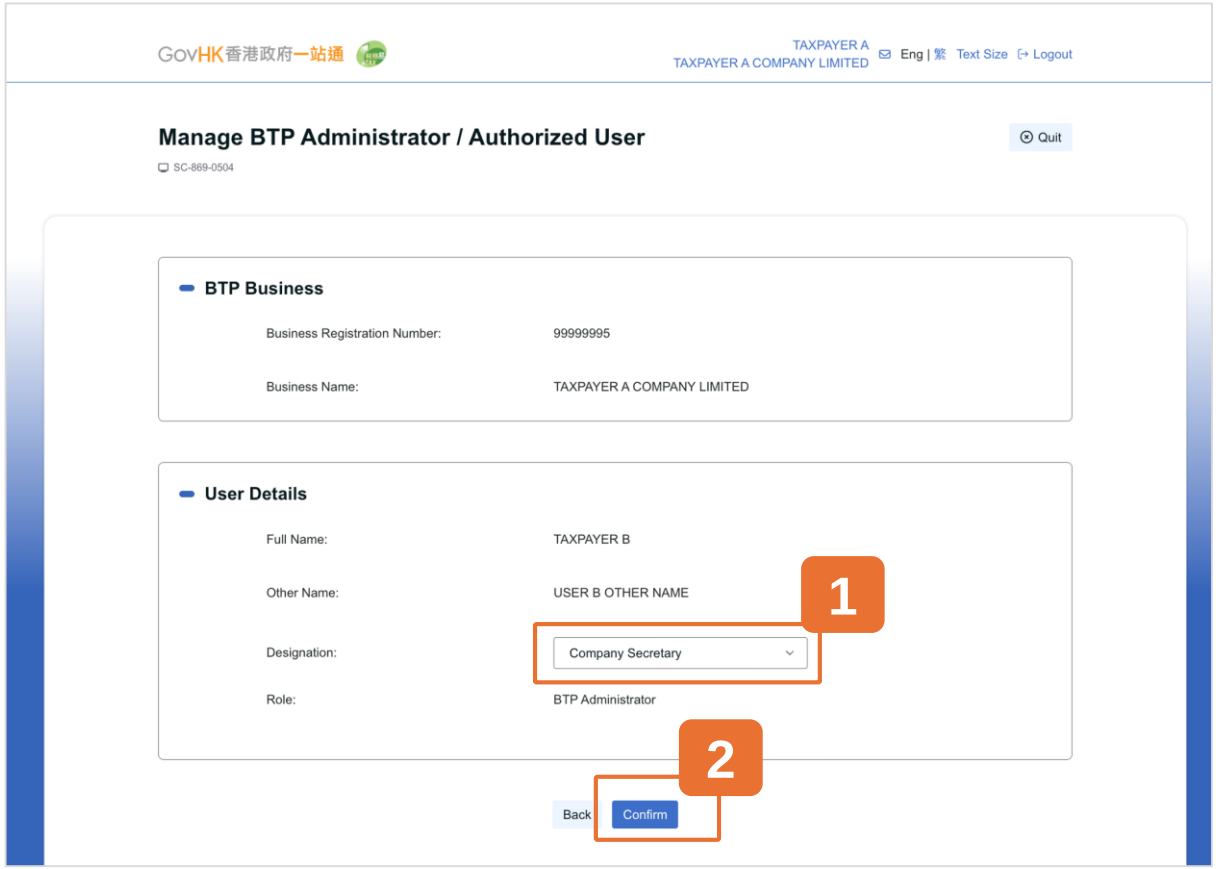

Now, we demonstrate how to edit.

After clicking “Edit”, you can change the user's designation.

1 Select the new “Designation”.

2 Click “Confirm”.

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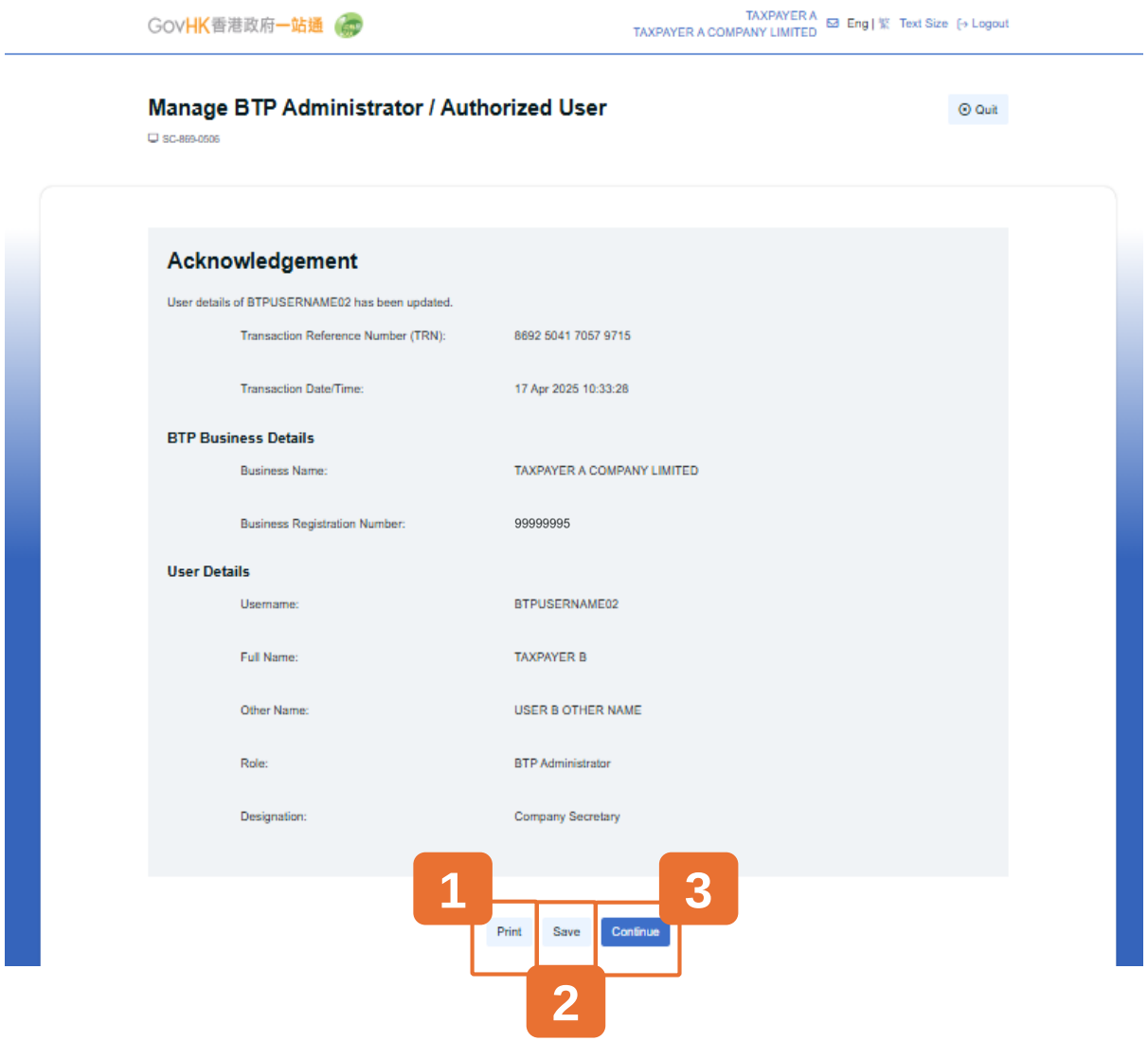

Upon completion of the updating process, acknowledgement will be displayed.

1. Click “Print” if you wish to print the acknowledgement.
2. Click “Save” if you wish to save the acknowledgement.
3. Click “Continue” to view the latest BTP Administrator / Authorized User record.

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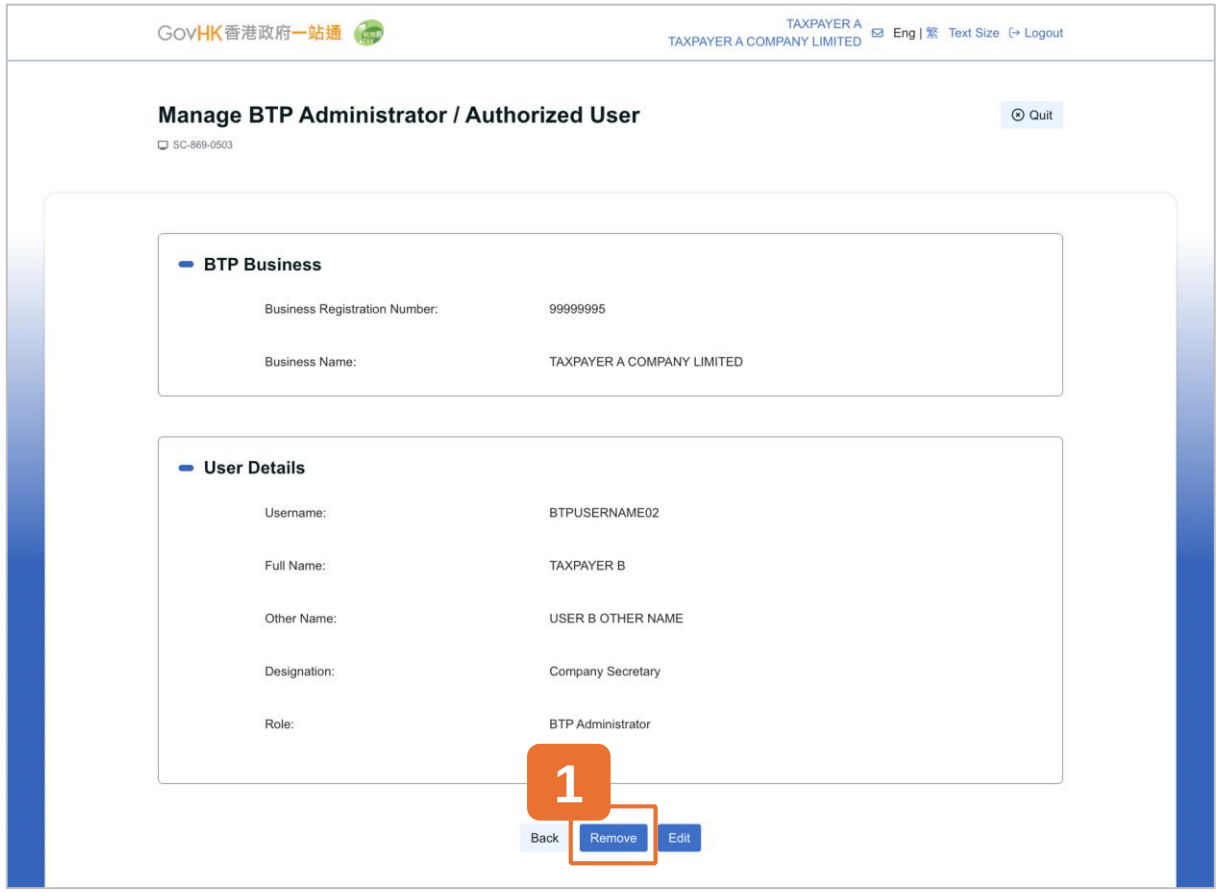

Now, we demonstrate how to remove a BTP Administrator.

1 You can click “Remove”.

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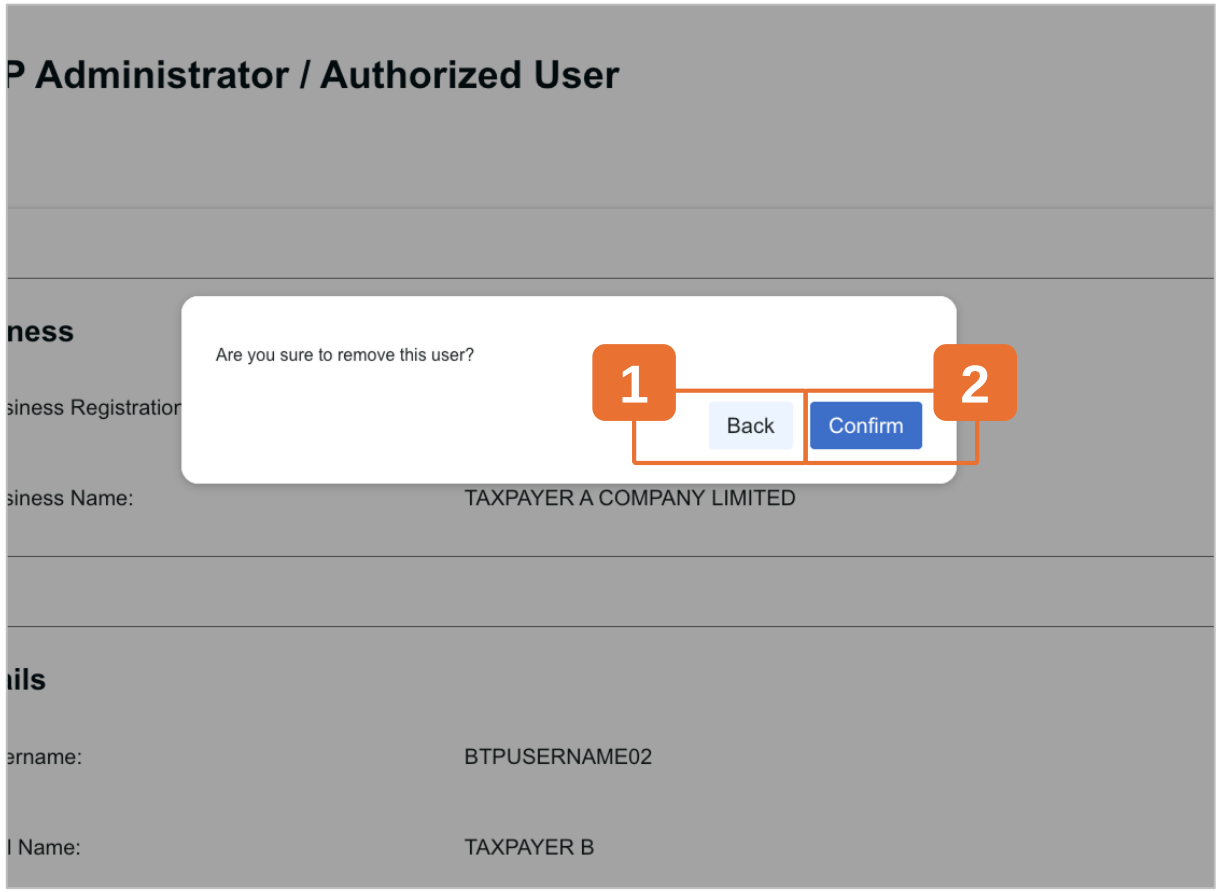

1. Otherwise, click “Back”.

2. To remove BTP Administrator, click “Confirm” to proceed to the next step.

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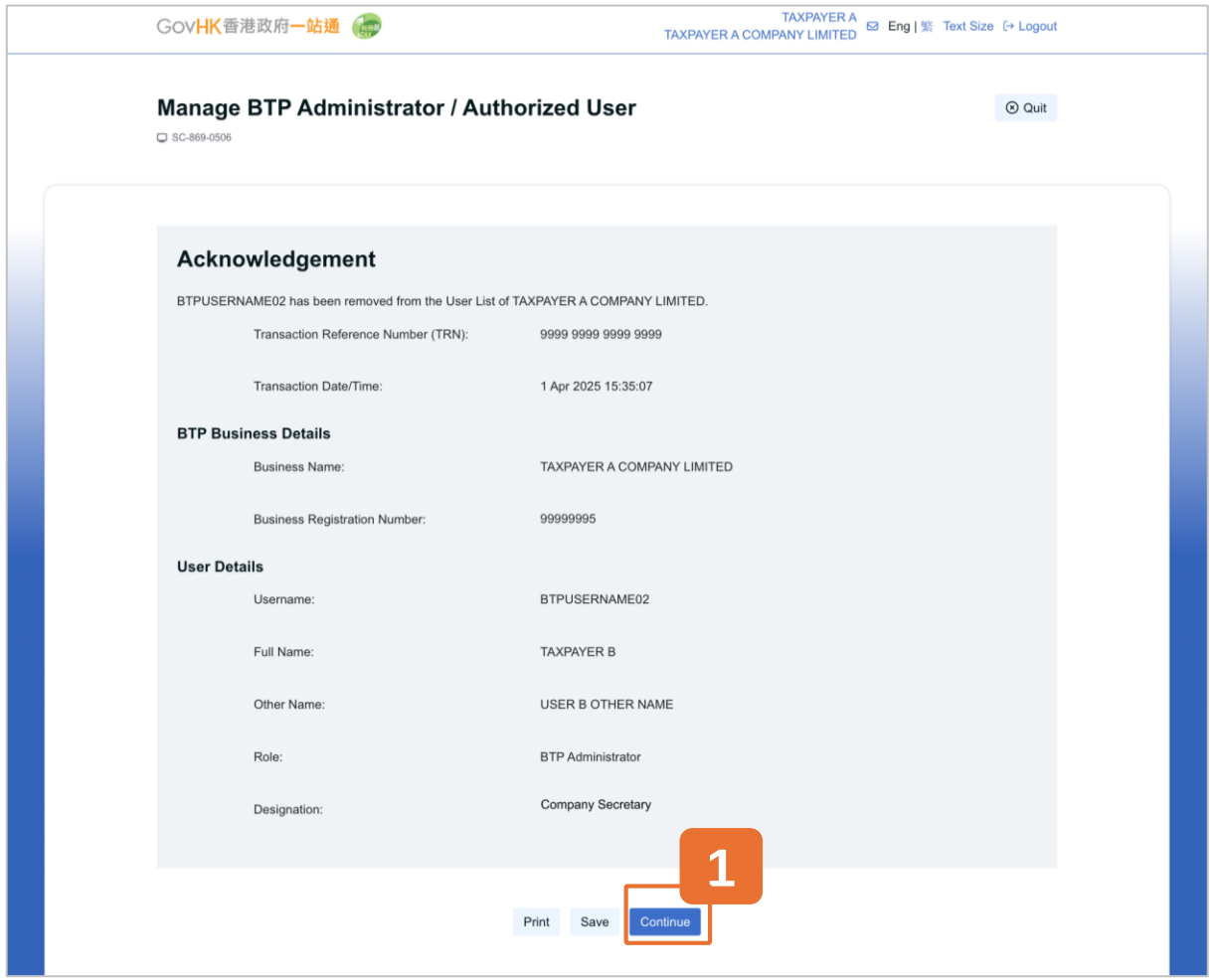

The BTP Administrator has been removed.

1 Click “Continue” to view the latest record.

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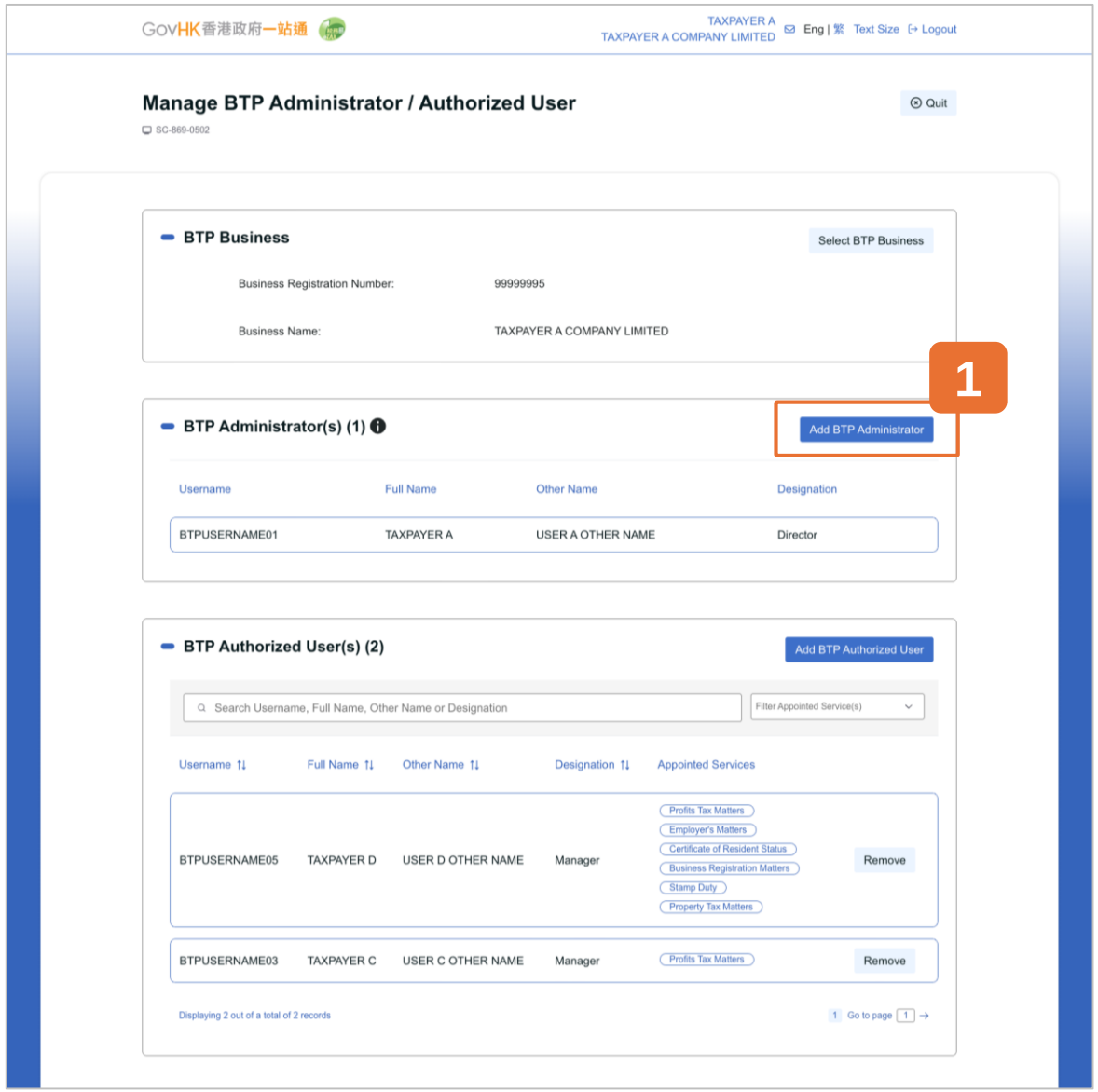

Now, we demonstrate how to add a BTP Administrator.

1 You can click “Add BTP Administrator”.

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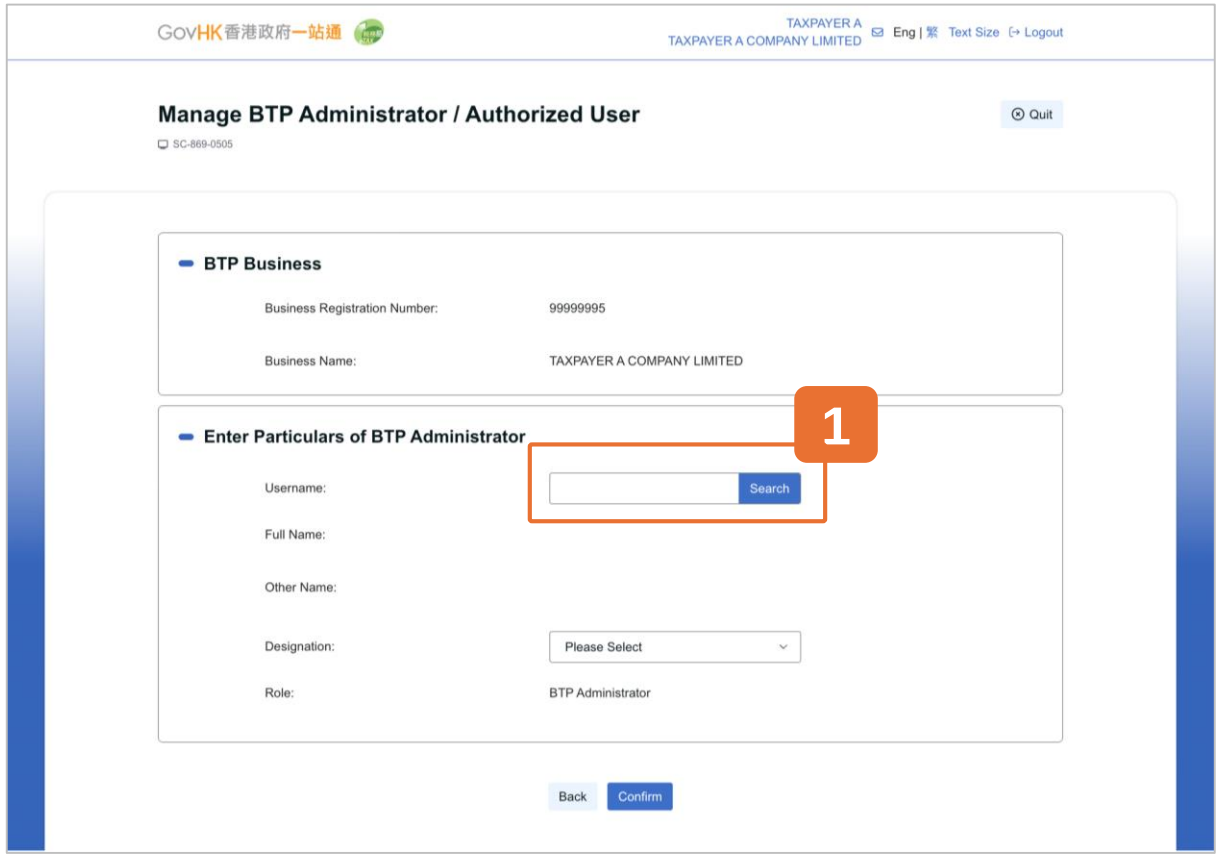

To add BTP Administrator,

1 Enter the BTP Username and click “Search”.

Full Name and Other Name corresponding to the entered BTP Username will then be extracted from IRD's records.

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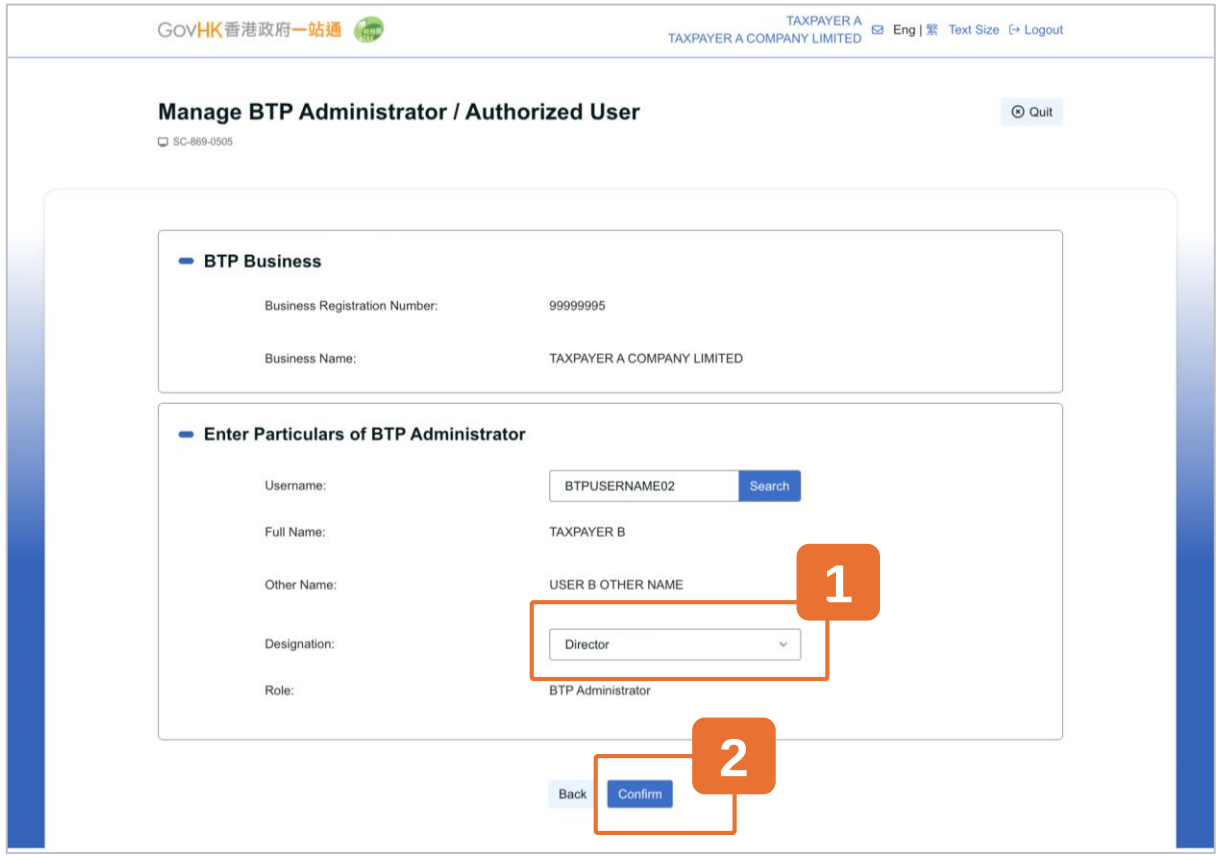

If the Full Name and Other Name shown is incorrect, check whether the entered Username is correct or not.

To enable the appointment, the BTP Administrator must first possess the BTP User Account and add your business to the serving business list.

1. You can select the BTP Administrator's designation in the Business from the drop-down list.

2. Click “Confirm” to proceed to the next step.

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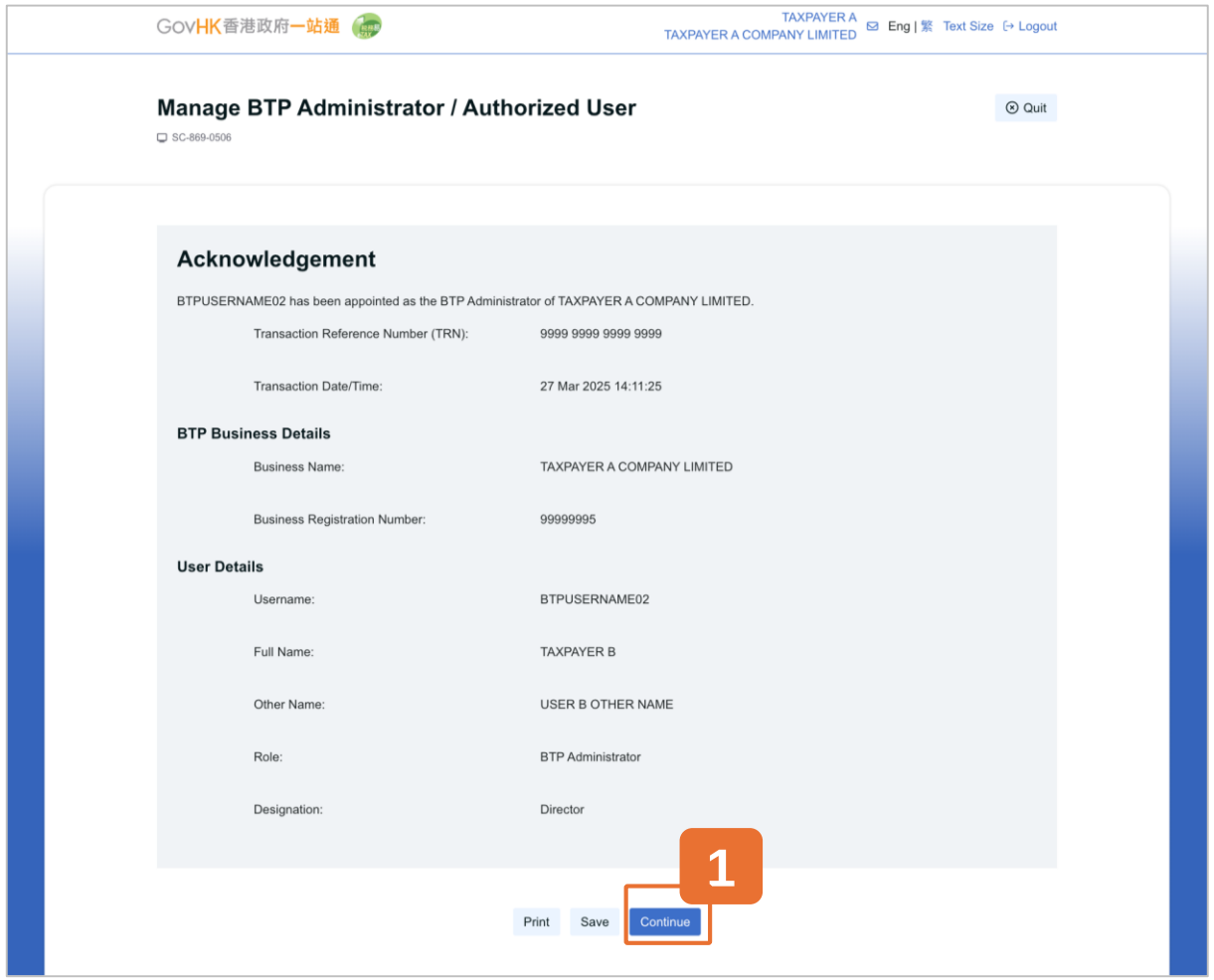

The BTP Administrator has been added.

1 Click “Continue” to view the latest record.

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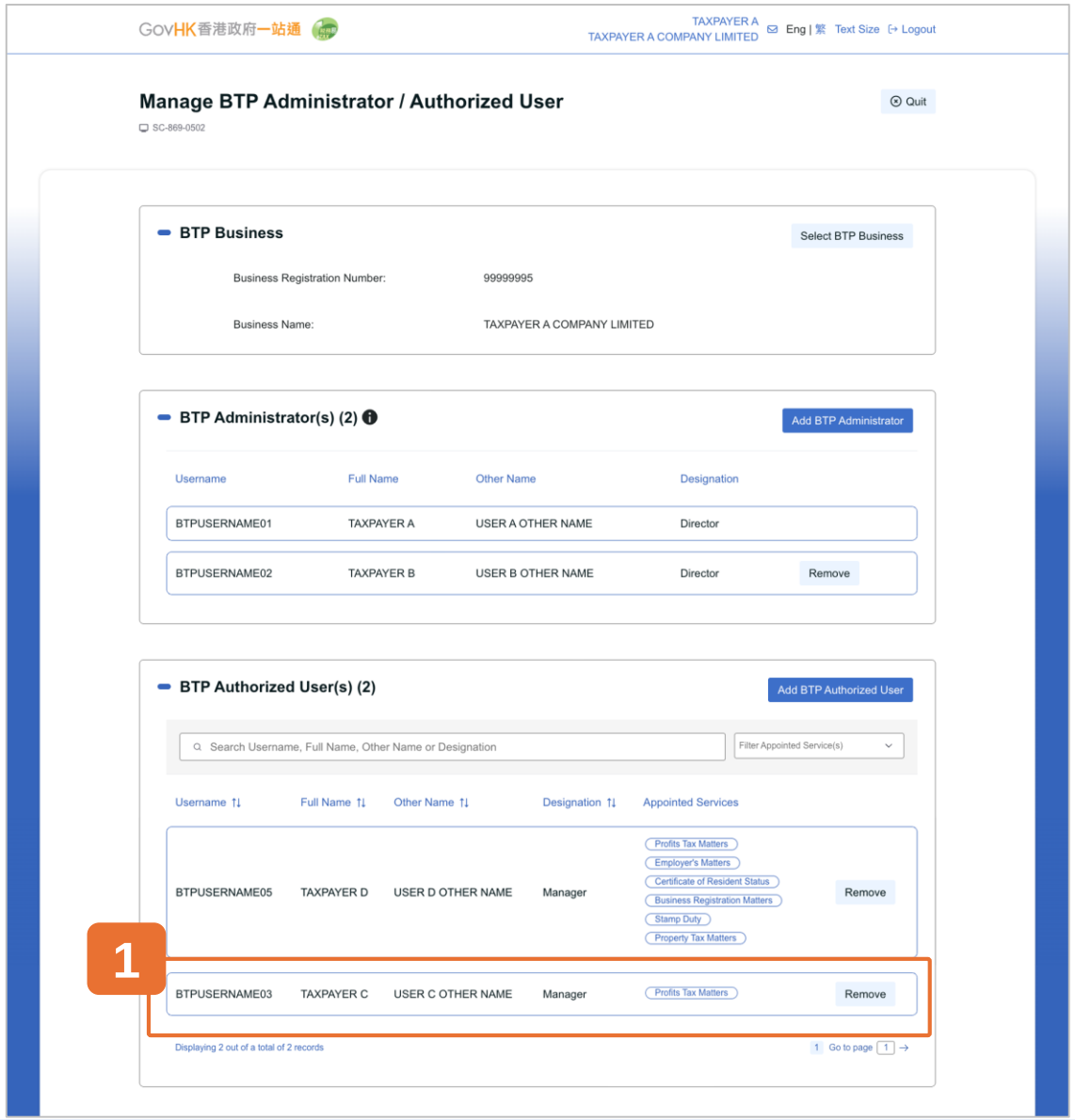

Now, we demonstrate how to edit a BTP Authorized User. The process is similar to that of editing a BTP Administrator. For BTP Authorized User, you need to specify the scope of appointed services.

1 Click a particular BTP Authorized User record to start.

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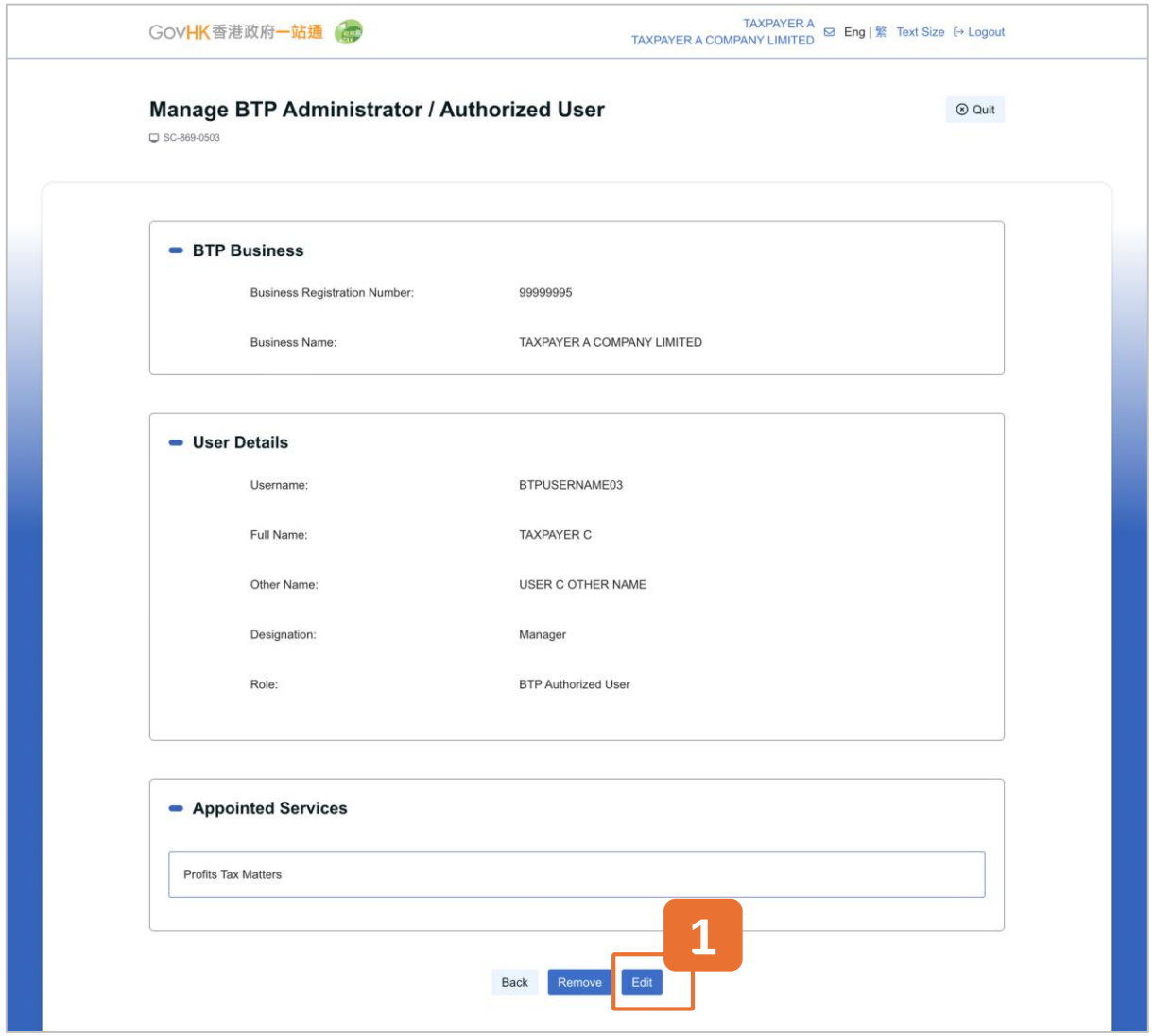

In this page, you will see the BTP Business Details, User Details and Scope of Appointed Services of the BTP Authorized User.

1 Click “Edit” to change if necessary.

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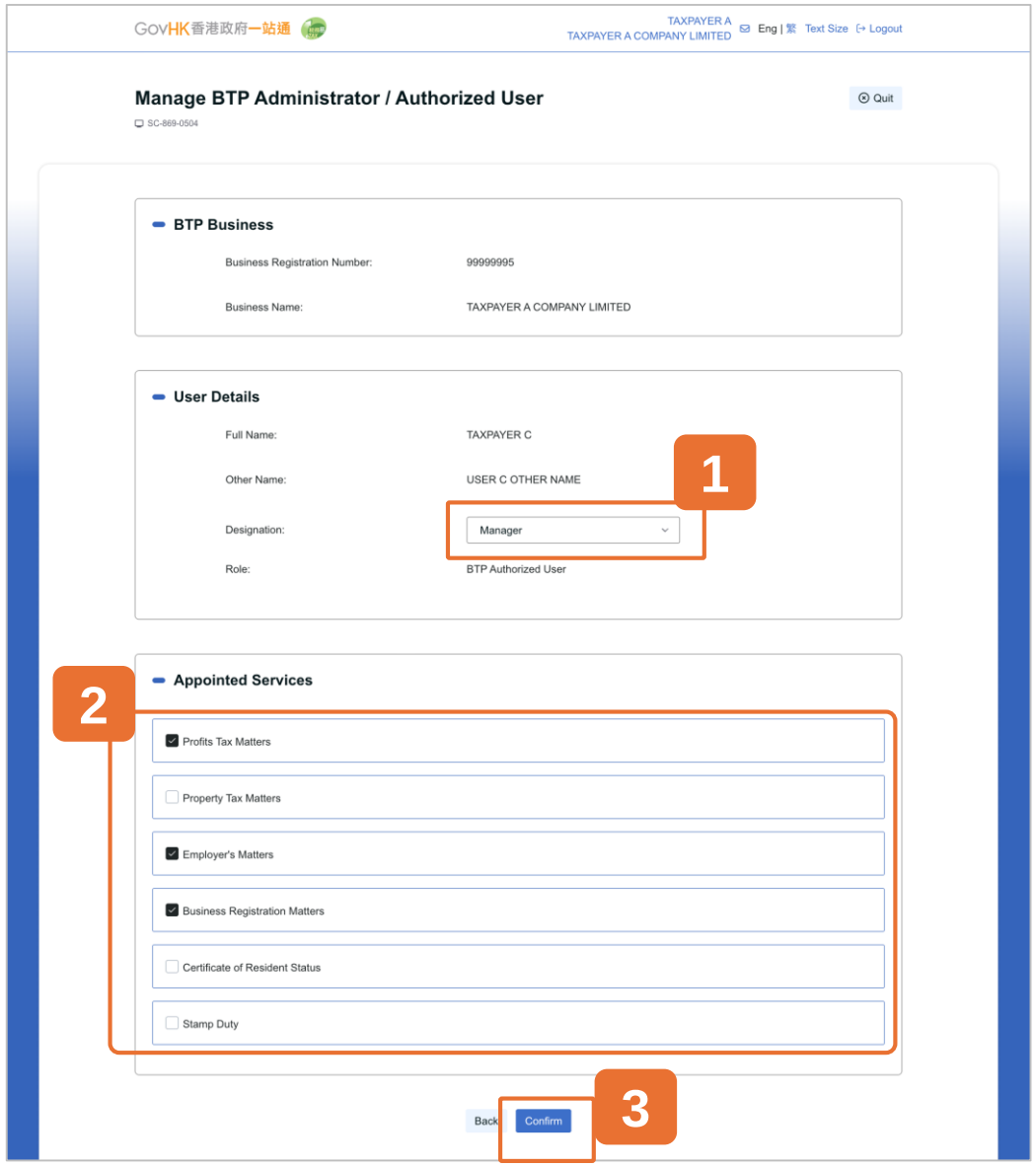

1. Select the new “Designation”.
2. Check the box(es) to specify the new scope of services.
3. Click “Confirm”.

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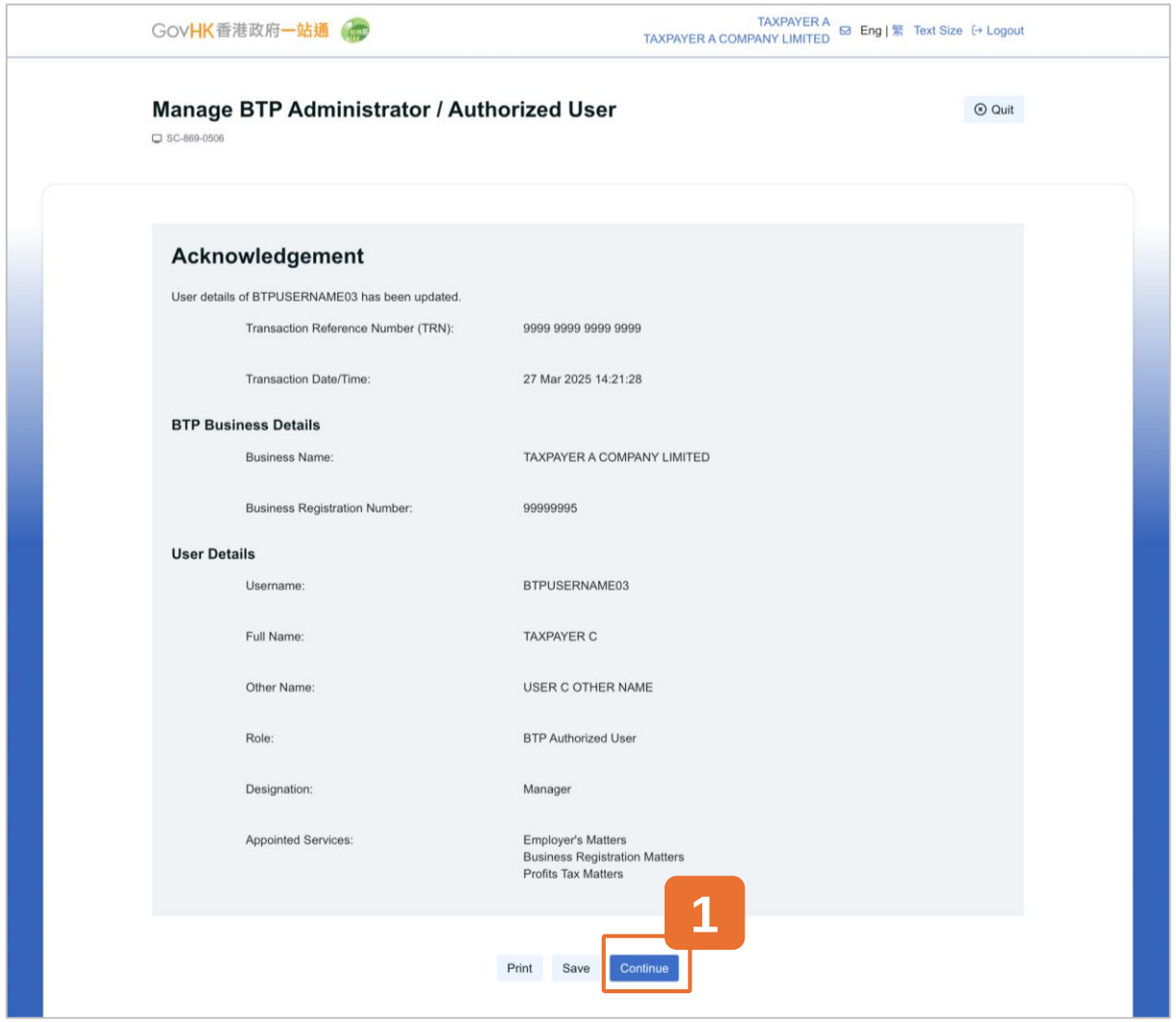

User details of BTP Authorized User has been updated.

1 Click “Continue” to view the latest record.

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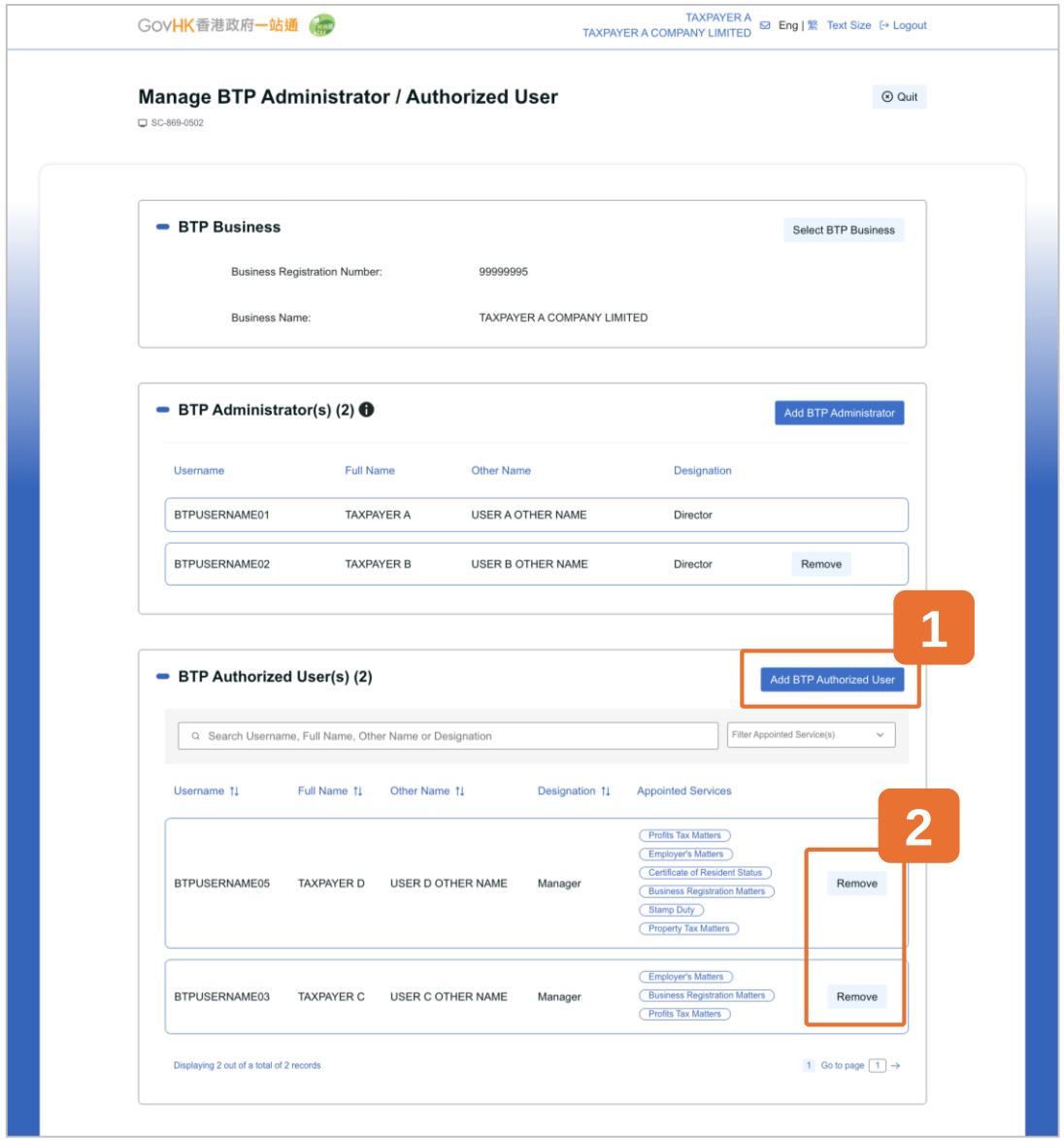

1. If you want to add a BTP Authorized User, you can click “Add BTP Authorized User”.

2. If you want to remove a BTP Authorized User, you can click “Remove”.

The processes of Add or Remove a BTP Authorized User are similar to those of BTP Administrator. You can make reference to previous pages.

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