



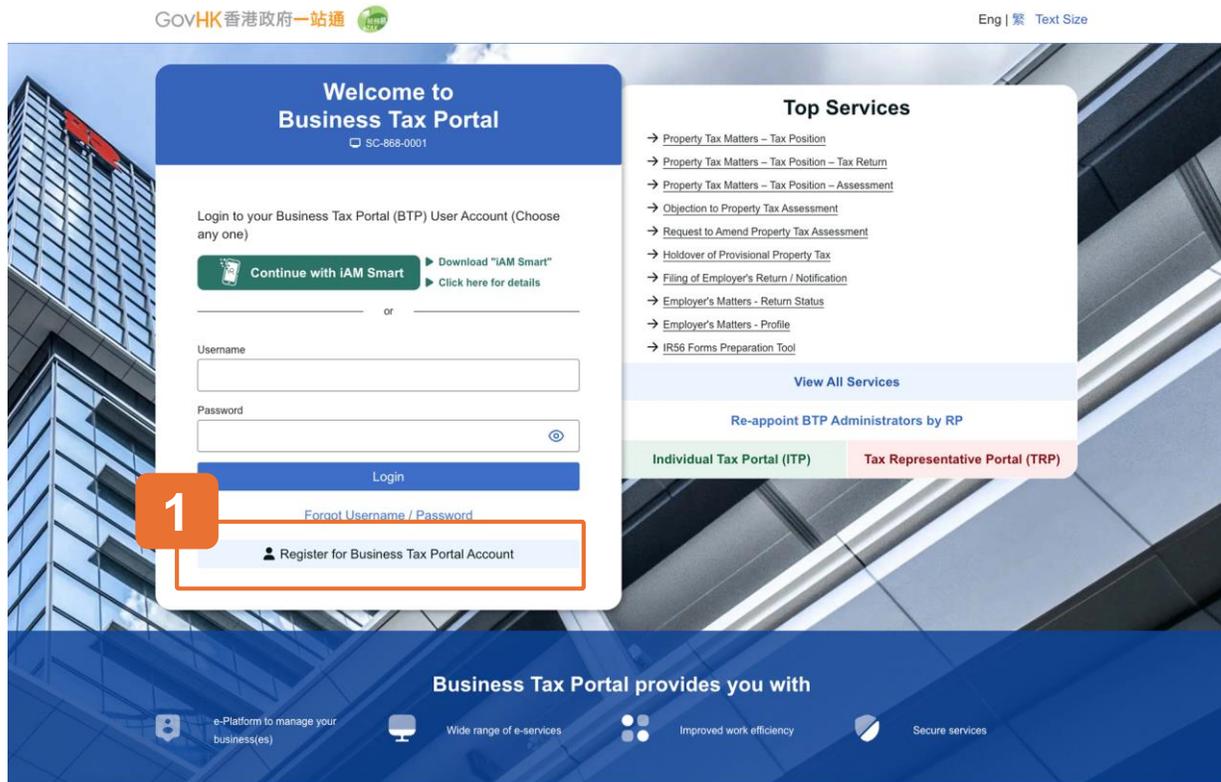
Inland Revenue Department

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

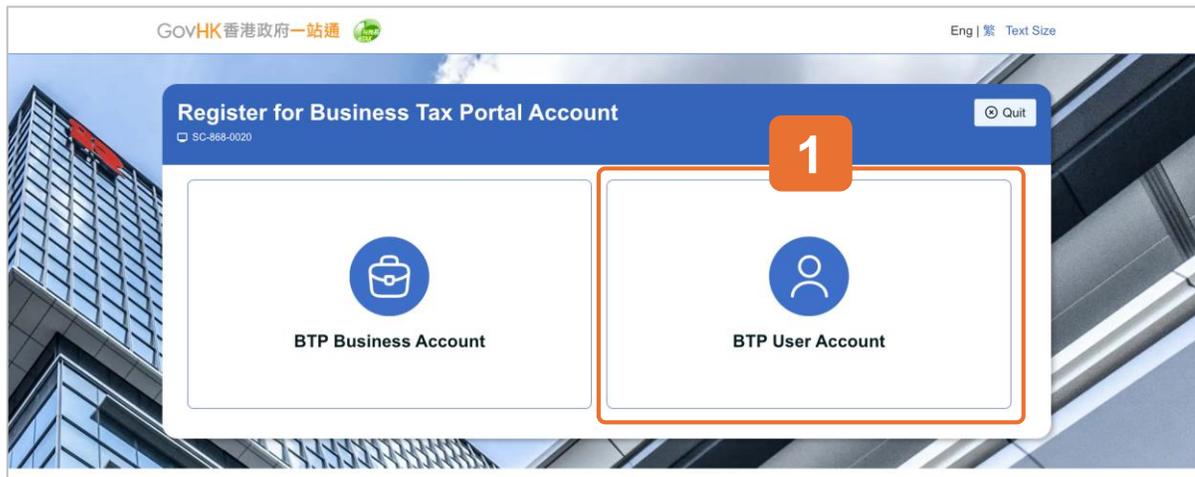


Getting Started

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.

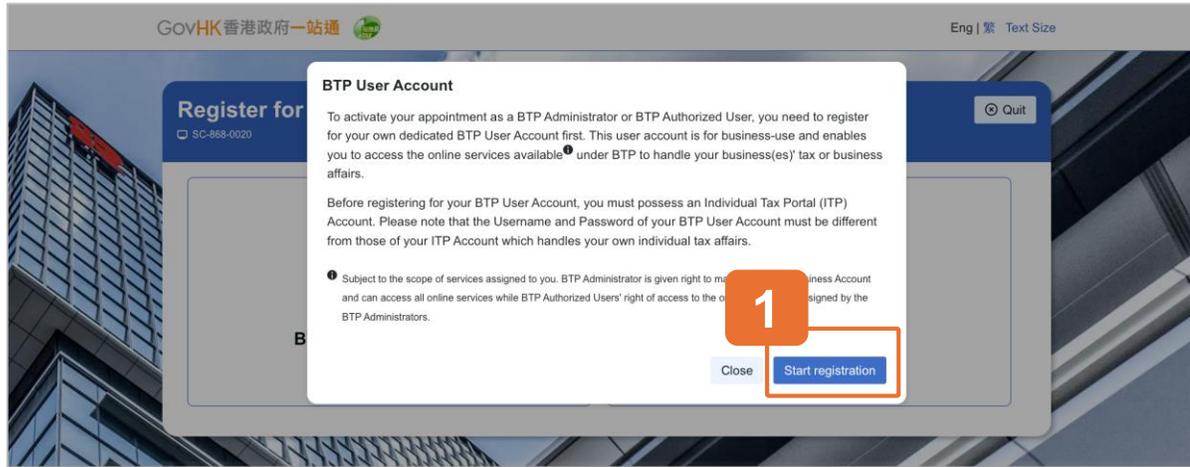
Guide to BTP User Account Registration



1

Select “BTP User Account”.

Guide to BTP User Account Registration

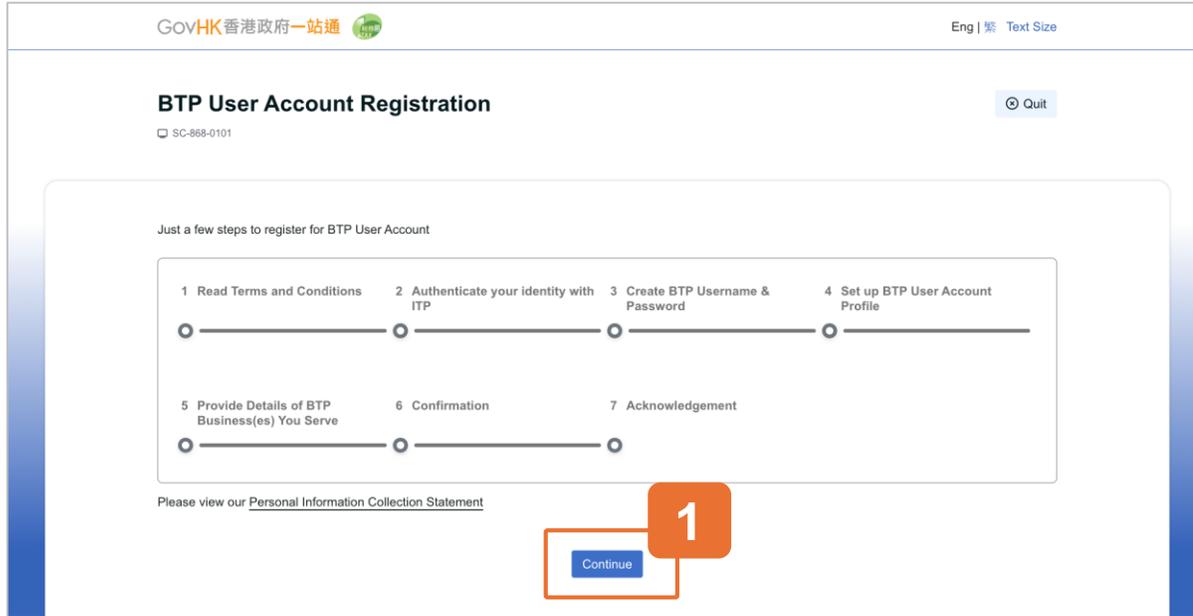


Overview of BTP User Account

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.

Guide to BTP User Account Registration



7 Steps to Register for BTP User Account

- 1 Click “Continue” to start the registration process.

Guide to BTP User Account Registration

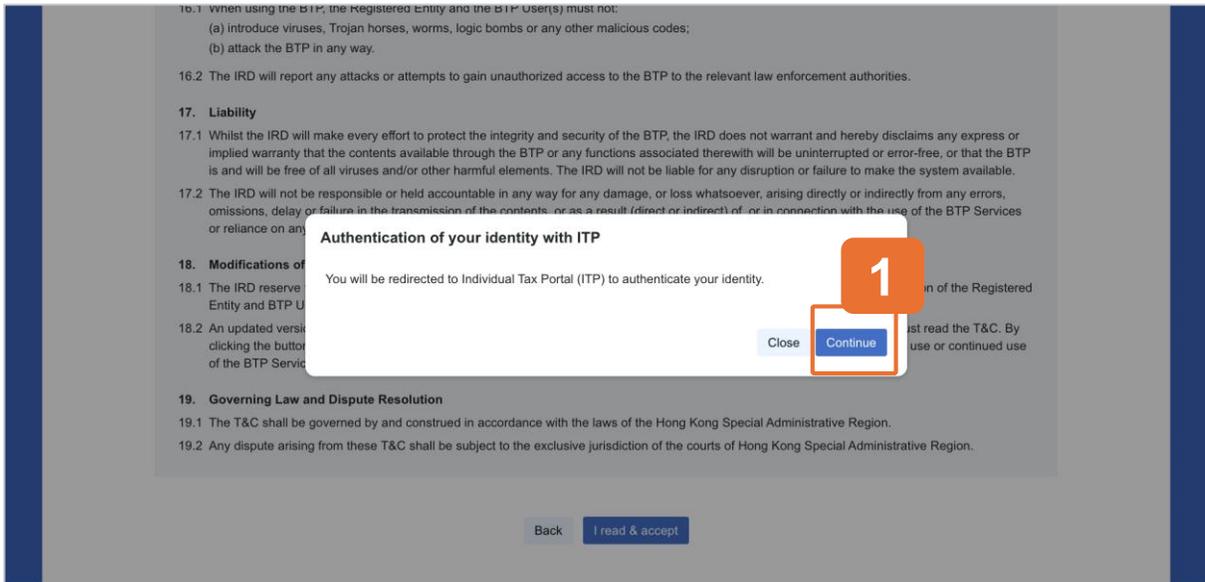
The screenshot displays the 'BTP User Account Registration' page on the GovHK portal. The page title is 'BTP User Account Registration' with a 'Quit' button. Below the title is a progress indicator with four steps: 1. Read Terms and Conditions (highlighted with a blue circle and line), 2. Authenticate your identity with ITP, 3. Create BTP Username & Password, and 4. Set up BTP User Account Profile. The main content area shows the 'Terms and Conditions for the Use of Business Tax Portal' from the Inland Revenue Department. The document includes definitions for 'Authorized BTP Users', 'BTP', 'BTP Services', 'GovHK', and 'IAM Smart'. At the bottom, there is a section for 'Governing Law and Dispute Resolution' with two numbered paragraphs. A red box with the number '1' highlights the 'I read & accept' button, which is next to a 'Back' button.

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.

Guide to BTP User Account Registration



Redirect to Individual Tax Portal

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

1 Click "Continue".

Guide to BTP User Account Registration

The screenshot shows the 'Welcome to Individual Tax Portal (ITP)' page. At the top, it says 'GovHK 香港政府一站通' and 'Eng | 繁 Text Size'. The page is titled 'Welcome to Individual Tax Portal (ITP)' with the ID 'SC-535-0301'. There are three numbered callouts: 1. 'Direct Login:' section, which includes 'Continue with iAM Smart' (with links to 'Download "iAM Smart"' and 'Click here for details') and 'Login by Digital Certificate'. 2. 'Password login:' section, which includes a 'TIN (Taxpayer Identification Number)' field, a 'Password' field with a visibility toggle, a 'Login' button, and a 'Forgot TIN and/or Password' link. 3. 'Registration:' section, which includes 'New Registration', 'Continue with Access Code', and 'Back' buttons.

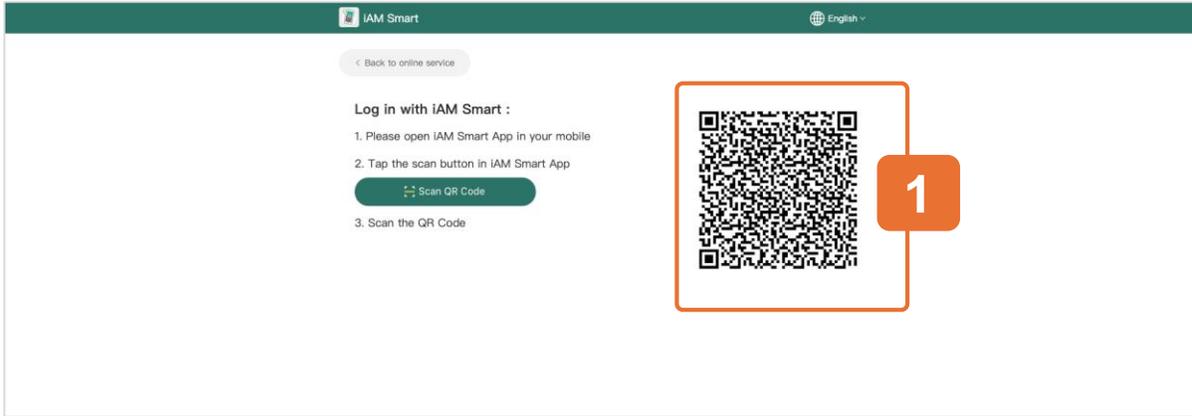
Step 2: Authenticate Your Identity with ITP

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.

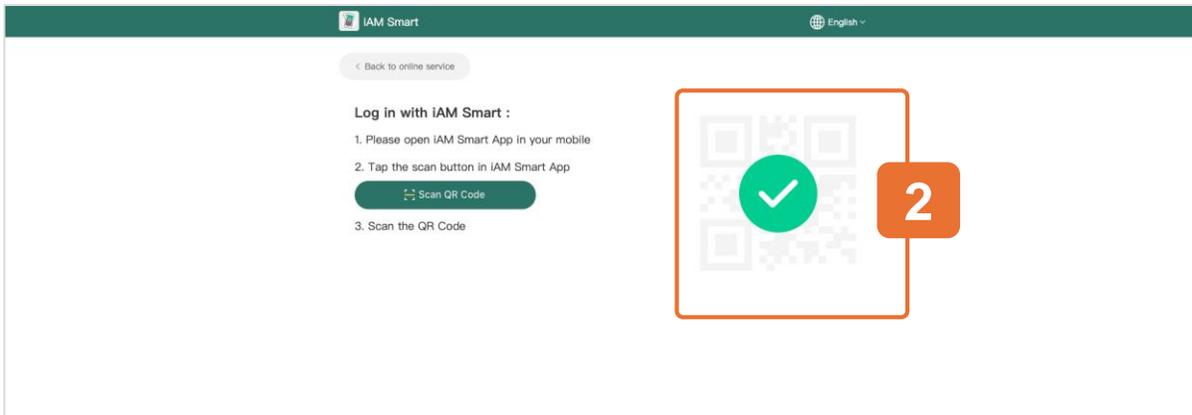
Now, we demonstrate Login with iAM Smart.

Guide to BTP User Account Registration



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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BTP User Account Registration

SC-868-0105 [Quit](#)

2 Authenticate your identity with ITP 3 **Create BTP Username & Password** 4 Set up BTP User Account Profile 5 Provide Details of BTP Business(es) You Serve

Enter Your BTP Username and Password

Please note that:

- Your BTP User Account is for business-use. The BTP Username and Password of this account must be different from those of your ITP Account which handles your own individual tax affairs.
- Your BTP Username will be used by the Company to appoint you as its BTP Administrator or BTP Authorized User.

1 BTP Username:
(8-16 of alpha or alpha-numeric characters)

Password: [👁](#)

- The password should be 10 to 16 characters in length.
- The password should contain at least one uppercase letter, one lowercase letter and one number.
- The password should not contain any special character or space.
- The password should not contain your username.
- The password should not contain your name, in whole or in part.
- The recent eight (8) passwords cannot be reused.

Re-enter Password: [👁](#)

[Back](#) [Continue](#) 2

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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BTP User Account Registration

SC-868-0106

Quit

3 Create BTP Username & Password

4 Set up BTP User Account Profile

5 Provide Details of BTP Business(es) You Serve

6 Confirmation

Please enter your BTP User Profile.

1 Other Name: This name will be displayed to your company.

Hong Kong Mobile Number: 12345678

Email (Required): taxinfo@ird.gov.hk

I would like to receive email¹ advising me to read the messages sent to the BTP Business Account(s) under which I am appointed as BTP Administrator or BTP Authorized User.

¹ Emails from the Department are sent under e_alert@ird.gov.hk. Remember to accept them by configuring your email settings or spam filters.

2

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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BTP User Account Registration

SC-868-0107

Quit

4 Set up BTP User Account Profile 5 Provide Details of BTP Business(es) You Serve 6 Confirmation 7 Acknowledgement

Enter the details of BTP Business(es) you serve

Please note that:

1. You must first provide the Business Registration Number to allow the BTP Business(es) to appoint you as its BTP Administrator or BTP Authorized User.
2. When you are appointed as a BTP Administrator or BTP Authorized User, the system will check the information you entered to verify the appointment.

Business Registration Number	Business Name
1 99999995	TAXPAYER B COMPANY LIMITED

Add

Back Continue

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.

Guide to BTP User Account Registration

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BTP User Account Registration Quit

SC-868-0108

4 Set up BTP User Account Profile 5 Provide Details of BTP Business(es) You Serve 6 Confirmation 7 Acknowledgement

Please verify your user profile

BTP Username:	TAXPAYERC
Other Name:	TAXPAYER, C
Hong Kong Mobile Number:	12345678
Email:	taxinfo@ird.gov.hk

I would like to receive email advising me to read the messages sent to the BTP Business Account(s) of below Serving Business(es).
 * Emails from the Department are sent under e_alert@ird.gov.hk. Remember to accept them by configuring your email settings or spam filters.

Details of BTP Business(es) You Serve:

Business Registration Number	Business Name
99999995	TAXPAYER B COMPANY LIMITED

Back **Confirm** **1**

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.

Guide to BTP User Account Registration

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BTP User Account Registration Quit

SC-868-0109

4 Set up BTP User Account Profile 5 Provide Details of BTP Business(es) You Serve 6 Confirmation 7 Acknowledgement

Acknowledgement

You have successfully registered for BTP User Account.

Transaction Reference Number (TRN): 9999 9999 9999 9999

Transaction Date/Time: 17 Jan 2025 16:09:21

BTP User Profile

BTP Username: TAXPAYERC

Other Name: TAXPAYER, C

Hong Kong Mobile Number: 12345678

Email: taxinfo@ird.gov.hk

I would like to receive email advising me to read the messages sent to the BTP Business Account(s) of below Serving Business(es).

• Emails from the Department are sent under e_alert@ird.gov.hk. Remember to accept them by configuring your email settings or spam filters.

Details of BTP Business(es) You Serve:

Business Registration Number	Business Name
99999995	TAXPAYER B COMPANY LIMITED

The Company can now appoint you as its BTP Administrator or BTP Authorized User by using your BTP Username. Thereafter, you can access the online services available under Business Tax Portal (BTP) to handle the Company's tax or business affairs.

• Subject to the scope of services assigned to you, BTP Administrator is given right to manage the Business Account and can access all online services while BTP Authorized Users' right of access to the online services is assigned by the BTP Administrators.

3 Print Save Login 1

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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