



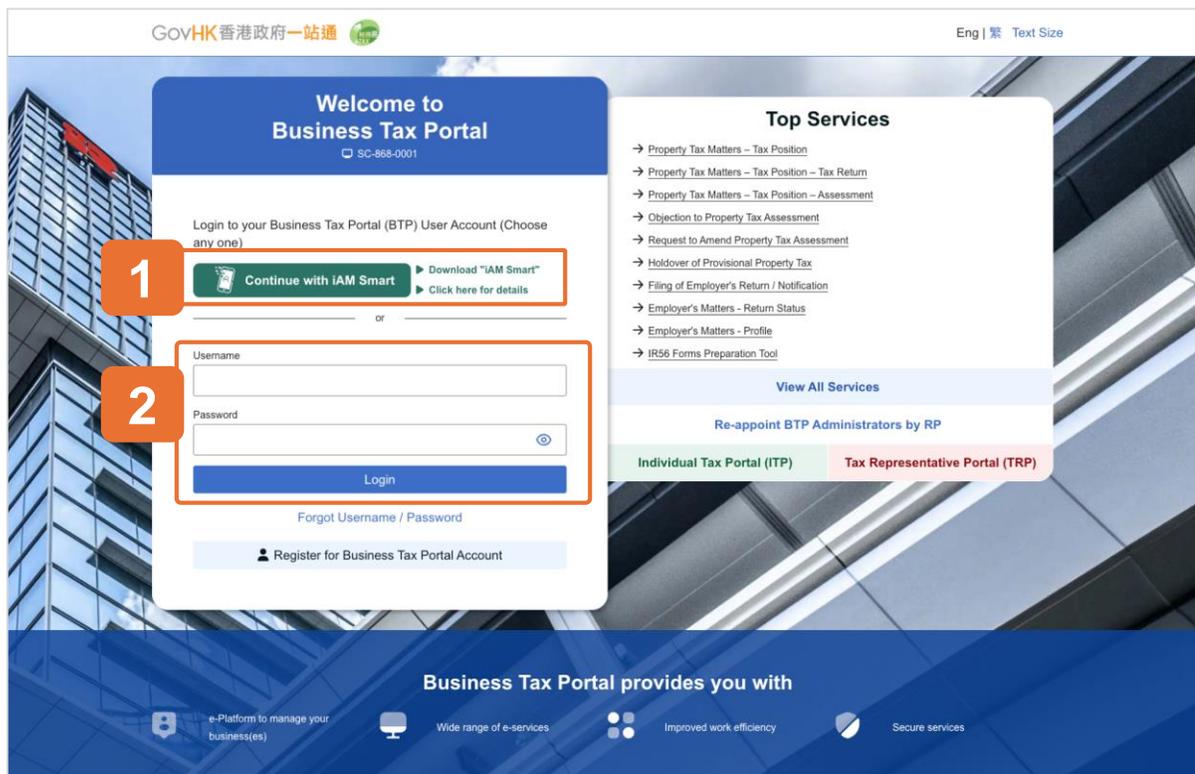
**Inland Revenue Department**

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



# Manage BTP / TRP User Account Profile

# Guide to Manage BTP / TRP User Account Profile



## Getting Started

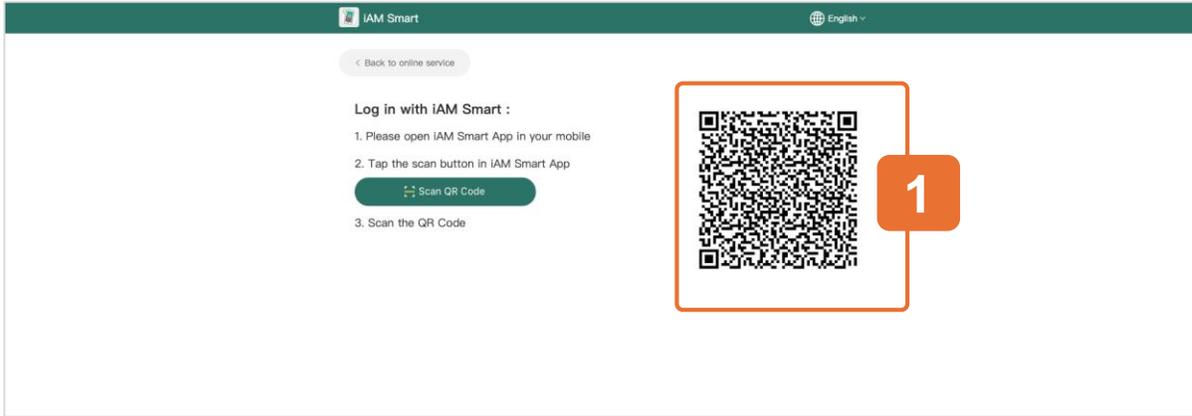
This document will guide you to manage your user account profile.

There are two methods to log in:

- 1 Login via iAM Smart.
- 2 Enter your username and password.

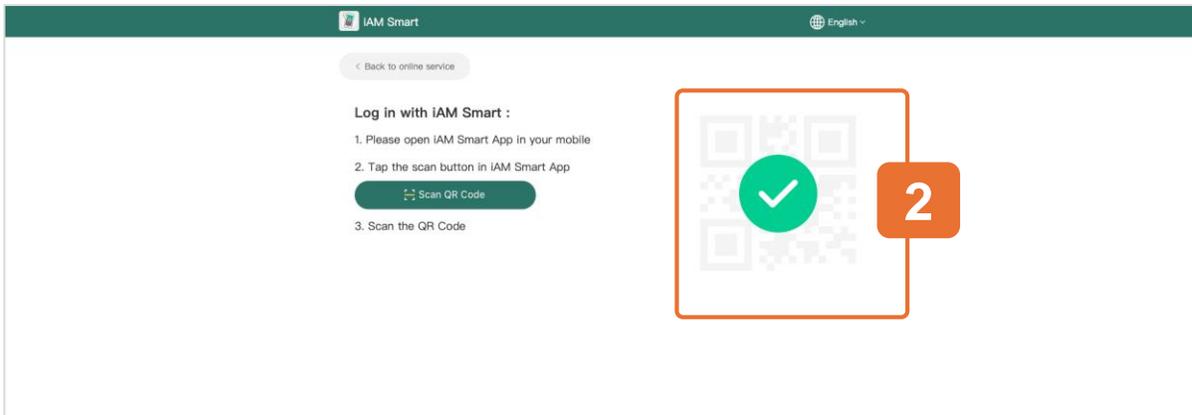
This guide will demonstrate the Login via iAM Smart.

# Guide to Manage BTP / TRP User Account Profile



## 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.

# Guide to Manage BTP / TRP User Account Profile

GovHK 香港政府一站通

TAXPAYER A Eng | 繁 Text Size ↔ Logout

Hello TAXPAYER A  
SC-669-0301

**1** User Profile

Select BTP Business

Search Business Registration Number or Business Name

Business Registration Number	Business Name	Your Role
99999995	TAXPAYER A COMPANY LIMITED	BTP Administrator
99999996	TAXPAYER A COMPANY	BTP Administrator
99999997	TAXPAYER C COMPANY LIMITED	BTP Authorized User
99999998	TAXPAYER B COMPANY LIMITED	BTP Administrator
99999994(Pending)	TAXPAYER A COMPANY LIMITED	BTP Administrator

Displaying 5 out of a total of 7 records

1 2 > Go to page 1 →

## User Profile

- 1** Click “User Profile” on the top right hand corner of the screen to update your profile details

The process is similar to both BTP and TRP.

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## Manage BTP User Profile

SC-869-0201

Quit

### BTP User Profile

BTP Username:	BTPUSERNAME01	
Name:	TAXPAYER A 納稅人甲	Change
Other Name:	USER A OTHER NAME	Change
Hong Kong Mobile Number:	87654321	Change
Email:	taxinfo@ird.gov.hk	Change

I would like to receive email 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.

List of Serving BTP/TRP Business(es)

View / Change

## User Profile

- 1 If any information needs to be updated, click the “Change” button next to it.

# Guide to Manage BTP / TRP User Account Profile

The screenshot shows the 'Manage BTP User Profile' page. At the top, there is a header with 'GovHK 香港政府一站通' and 'TAXPAYER A TAXPAYER A COMPANY LIMITED'. The main content area is titled 'Manage BTP User Profile' and contains a 'BTP User Profile' section with the following details:

BTP Username:	BTPUSERNAME01
Name:	TAXPAYER A 納稅人甲
Other Name:	USER A OTHER NAME

A 'Change' button is located next to the 'Other Name' field. Below this, an 'Update Other Name' dialog box is open, showing a text input field containing 'USER A ANOTHER NAME'. A 'Cancel' button and a 'Confirm' button are at the bottom of the dialog. Two orange callout boxes with numbers '1' and '2' are overlaid on the dialog: '1' points to the text input field, and '2' points to the 'Confirm' button.

## Change Other Name

- 1 Enter the new other name
- 2 Click the “Confirm” button to confirm the change.

# Guide to Manage BTP / TRP User Account Profile

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## Manage BTP User Profile

SC-869-0201

Quit

### BTP User Profile

BTP Username: BTPUSERNAME01

Name: TAXPAYER A  
納稅人甲

Other Name: USER A OTHER NAME

#### Update Hong Kong Mobile Number

Hong Kong Mobile Number: +852 12345678

Re-enter Hong Kong Mobile Number: +852 12345678

Cancel Confirm

## Change Hong Kong Mobile Number

- 1 Enter the new Hong Kong Mobile Number.
- 2 Re-enter the number.
- 3 Click the “Confirm” button to confirm the change.

# Guide to Manage BTP / TRP User Account Profile

The screenshot shows the 'Manage BTP User Profile' interface. The main profile information is as follows:

BTP Username:	BTPUSERNAME01
Name:	TAXPAYER A 納稅人甲
Other Name:	TAXPAYER A OTHER NAME

An 'Update Email' dialog box is open, containing the following fields and buttons:

- Step 1: Email field containing 'taxinfo01@ird.gov.hk'
- Step 2: Re-enter Email field containing 'taxinfo01@ird.gov.hk'
- Step 3: 'Confirm' button
- 'Cancel' button

## Change Email

- 1 Enter the new email.
- 2 Re-enter the email.
- 3 Click the “Confirm” button to confirm the change.

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## Manage BTP User Profile

SC-869-0201

Quit

### BTP User Profile

BTP Username: BTPUSERNAME01

Name: TAXPAYER A  
納稅人甲

#### Update e-Alert Option

1 I would like to receive email<sup>1</sup> 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.

Yes  No

<sup>1</sup> Emails from the Department are sent under e\_alert@ird.gov.hk. Remember to accept them by configuring your email settings or spam filters.

Cancel Confirm

2

## Change e-Alert Option

- 1 Select the new e-Alert Option.
- 2 Click the “Confirm” button to confirm the change.

# Guide to Manage BTP / TRP User Account Profile

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TAXPAYER A  
TAXPAYER A COMPANY LIMITED

Eng | 繁 | Text Size | Logout

## Manage BTP User Profile

SC-869-0204

Quit

### List of Serving BTP/TRP Business(es)

Only the business(es) listed below can appoint you to access the online services under BTP/TRP.

Search Business Registration Number or Business Name

Business Registration Number	Business Name	
99999997	TAXPAYER A COMPANY LIMITED	Remove
99999997	TAXPAYER B COMPANY LIMITED	Remove
99999997	TAXPAYER C COMPANY LIMITED	Remove
99999997	TAXPAYER D COMPANY LIMITED	Remove
99999997	TAXPAYER E COMPANY LIMITED	Remove

Displaying 5 out of a total of 5 records

Go to page 1 →

Back Add

## View / Change List of Serving BTP/TRP Business(es)

- 1 Click “Remove” for deleting the serving BTP Business from your User Profile.
- 2 Click “Add” for adding new BTP Business that your are now serving.

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

# Guide to Manage BTP / TRP User Account Profile

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TAXPAYER A  
TAXPAYER A COMPANY LIMITED

Eng | 繁 Text Size ↔ Logout

## Manage BTP User Profile

SC-869-0205

Quit

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

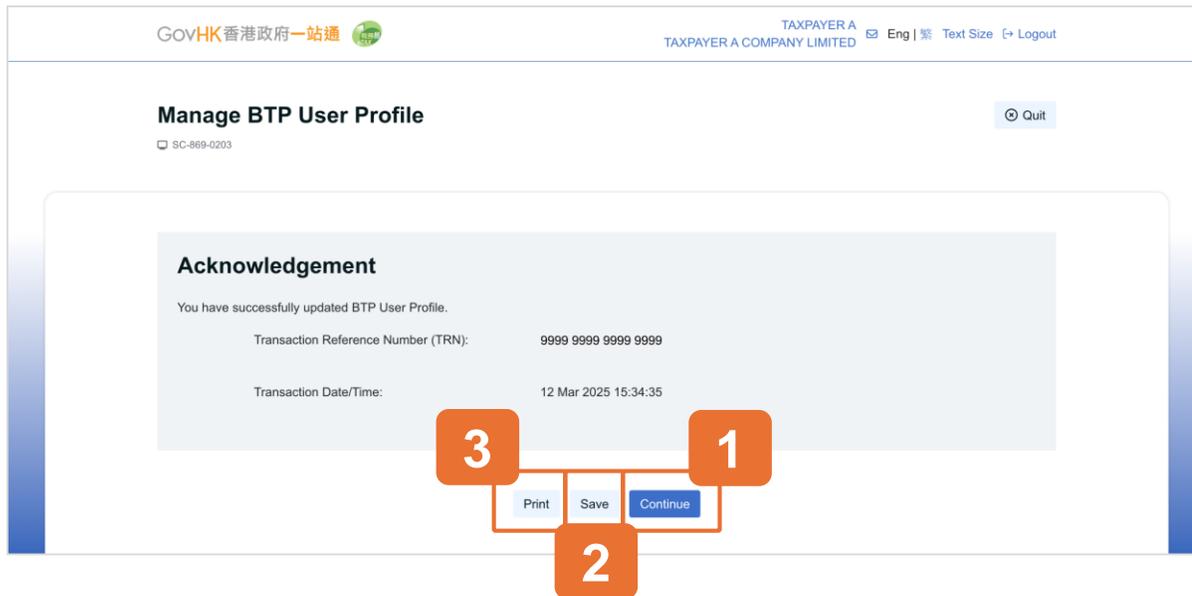
Cancel Confirm

## Add New Serving BTP/TRP Business(es)

- 1 Enter the Business Registration Number of the BTP/TRP Business(es) that you serve and click the “Search” button.
- 2 Click “Confirm” button to the next step.

If the business name shown is incorrect, check whether the entered Business Registration Number is correct or not.

# Guide to Manage BTP / TRP User Account Profile



## Acknowledgement

- 1 Click “Continue” to view the latest serving BTP/TRP business.
- 2 Click “Save” if you wish to save the acknowledgement.
- 3 Click “Print” if you wish to print the acknowledgement.



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