



*e*lectronic *f*iling and *p*ayment *s*ystem

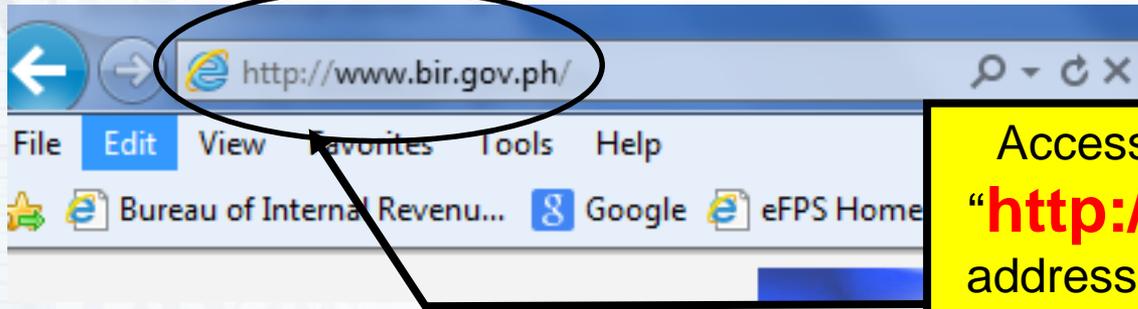
Accessing the eFPS

Access BIR website at

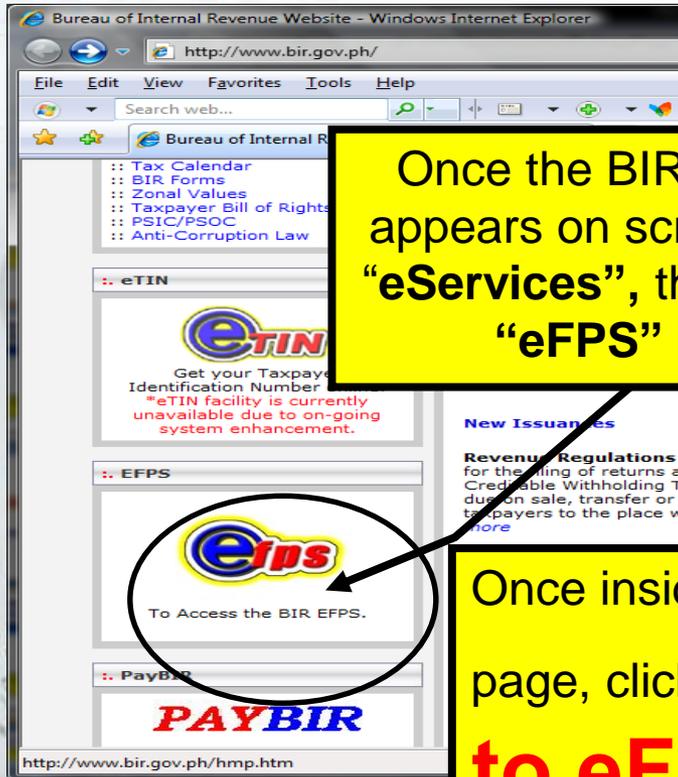
www.bir.gov.ph



Enrollment Procedures



Access the BIR Website by typing in **"http://www.bir.gov.ph"** in the address box of your browser and press the enter key



Once the BIR website appears on screen, click **"eServices"**, then on the **"eFPS"** icon

Once inside the eFPS login page, click on the **"Enroll to eFPS"** link

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eFPS Login

TIN : - - -
Username:
Password:

Note: Username and Password are case-sensitive.

LOGIN

[password](#) | [Enroll to eFPS](#) | [BIR Main](#) | [Help](#)

viewed with Internet Explorer versions 6 and up;
or Mozilla Firefox version 2 and up;
or with Netscape versions 6 and up;
and with 800 x 600 or higher resolution



Bureau of Internal Revenue
Republic of the Philippines

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Enrollment Form

Step 1 - Taxpayer Details

Step 2 - Account Details

Step 3 - Verification

Corporate Individual

Note: All fields must be filled up, except Registered Name if account type is Individual.

TIN : - -

Registered Name :

If Corporate Account, Name should be of the business' authorized representative.

Last Name :

First Name :

Middle Name :

Date of Incorporation/Birth : mm/dd/yyyy

Region :

Province :

City/Municipality :

House/Building No. :

Street :

Contact No. :

Reason for eFiling :

The Enrolment Form has 3 parts:

- 1) The Taxpayer Details
- 2) The Account Details and
- 3) The Verification

On this part, the enrollee must supply his profile information such as selecting if Individual or Corporate user, TIN, Name, Date of Birth, Address, Contact Number and Reason for e-Filing.

Click on the "Next" button, to continue.



Enrollment Form

Step 1 - Taxpayer Details **Step 2 - Account Details** Step 3 - Verification

Username : one word, at least eight characters

Password : 8 to 15 characters

Confirm Password :

Challenge Question :

Answer : No special characters

Confirm Answer :

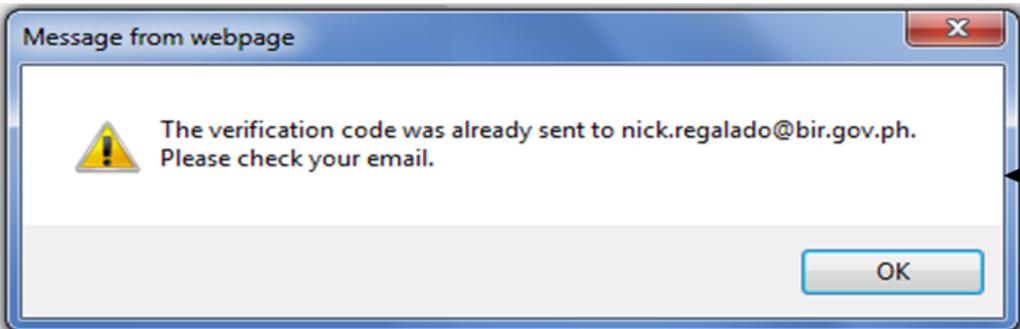
E-mail :

IMPORTANT: Username, Password and Answer to Challenge Question are case sensitive. Use of special characters are not allowed.

<< Previous Clear Cancel **Next >>**

On the second part of the enrollment form, the user must supply his desired username, password, challenge question and answer to challenge question. In this page, it is also required to indicate a VALID EMAIL ACCOUNT where the system will send the VALIDATION CODE to be supplied in the next portion of the form.

Click on the “Next” button, to continue.



A message box will appear on screen informing you that the VERIFICATION CODE is sent to your email account. Click **OK** to proceed.

delete | response | Quick steps | | move | tags

Wed 11/6/2013 9:37 AM
no-reply-rearch@bir.gov.ph
BIR Email Verification
To: nick.regalado@bir.gov.ph

Good Day eFPS User ,

To complete your eFPS enrollment, please take note of the verification code below.

Verification Code:

/2t6P95

The verification code given will be needed in order for you to proceed in the next step of the enrollment process.

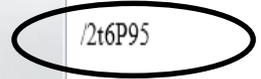
From,

Bureau of Internal Revenue

PLEASE DO NOT REPLY TO THIS E-MAIL

no-reply-rearch@bir.gov.ph

This email VERIFICATION CODE should be copied and supplied in the **“Email Verification Code”** box under Step 3 - Verification of the enrollment form.



Step 3 – Verification,
Supply the email Verification
Code as stated in the email

Type the system-generated
CAPTCHA CODE

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Enrollment Form

Step 1 - Taxpayer Details Step 2 - Account Details Step 3 - Verification

E-mail Verification Code : /2t6P95 juandelacruz@yahoo.com
(Please check your email to retrieve the verification code)

Captcha Code : kxw6h Input the characters in the image above

<< Previous Cancel Clear Submit

Once enrollment form is
accomplished, click
“SUBMIT” button to proceed.

You may either proceed or cancel your enrollment. If you click on the 'NO' button, the focus will stay on Step 3 – Verification screen.

If you click on the "YES" button, a message box will appear on screen informing you that your enrollment has been received for processing. Click **OK** to proceed.

The screenshot shows the BIR website's enrollment form. At the top, the BIR logo and name are displayed, along with navigation links: Home, Login, Revenue Issuances, FAQs, Job Aids, BIR Main, Downloads, and Logout. The form is titled "Enrollment Form" and is currently on "Step 3 - Verification". The form fields include "E-mail Verification Code" (value: /2t6P95), a "sent to" field (value: mic), a "Captcha Code" (value: kxw6h), and an "Input the characters in" field. A "Help..." link is visible. A confirmation dialog box is overlaid on the form, asking "You are about to save your information on eFPS. Are you sure the information entered are valid?". The dialog box has "YES" and "NO" buttons. Below the dialog box, a message box states "Record accepted. BIR will be processing your enrollment. Please wait for email notification of status." with an "OK" button. A red line is drawn across the captcha code field.

Print the email notification status from the BIR.



7. Submit all the necessary documents to the respective RDO having the jurisdiction for account activation.

8. Receive an e-mail notification (within 3 to 10 working days) from LTAS/RDO-TASS indicating the status of application.



Notification with the message that the eFPS enrollment is activated.



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Chief, TSPMD 2015