PROCEDURES ON ELECTRONIC FILING AND PAYMENT SYSTEM ENROLLMENT

1. Open your internet browser by clicking the “Internet Explorer” icon or “Netscape Navigator” icon.


3. Once the BIR website appears, click on “eFPS” icon.

4. Once the “eFPS log-in” screen appears, choose “Enroll to eFPS”.

5. Supply all the necessary information/data on the screen.

6. After supplying the necessary information, click “submit”.

7. Wait three (3) to five (5) days before you can receive an e-mail that your enrollment/application has been accepted or rejected.

8. If accepted, you may now log-in to the eFPS using your TIN, username and password provided in the enrollment form.

9. If rejected, determine from the concerned RDO the reasons for the rejection, then repeat the enrollment process indicated above.

10. If you did not receive any e-mail on the status of the enrollment, contact the concerned RDO.