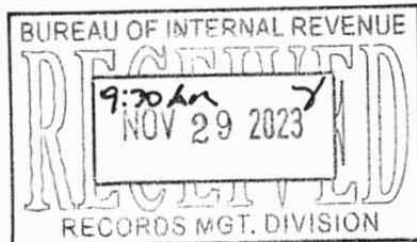![Bureau of Internal Revenue seal]
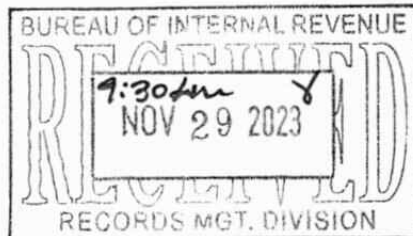
Bureau of Internal Revenue

ORUS

Online Registration and Update System
Application for DIGITAL TIN ID

TAXPAYER GUIDE

Table of Contents

Setting-up the ORUS account

Account Creation Page

Taxpayers who do not have an existing TIN or record with the BIR can create an account with ORUS using their permanent email or company email. Only one email per taxpayer can enroll in ORUS.

For taxpayers who have an existing TIN or record with the BIR, an updated permanent email address existing in BIR registration is required to be used during account creation. Taxpayers may update their email address by accomplishing BIR Sheet Form S1905 and submit via email together with the required documentary requirement to the Revenue District Office where they are registered.
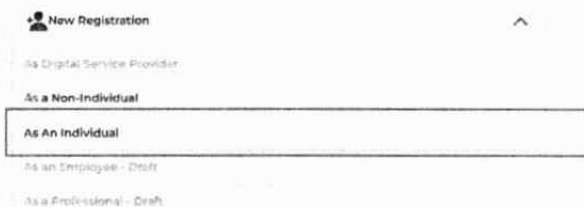
Step 1: Access ORUS by clicking the icon **"ORUS"** in the BIR website www.bir.gov.ph. Alternatively, you may enter the following url in your browser: https://orus.bir.gov.ph

Step 2: Select <New Registration>
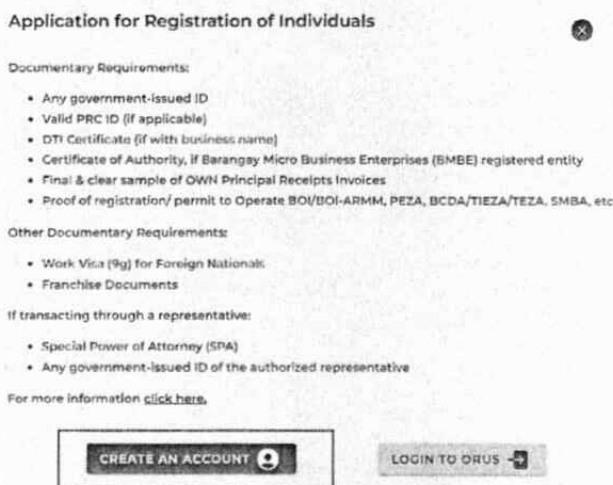
New Registration	∨
Update Information	∨
Payment of Annual Registration	∨

Step 3: Select the appropriate **User Type** As an Individual.

New Registration	∧
As Digital Service Provider	
As a Non-Individual	
As An Individual	
As an Employee - Draft	
As a Professional - Draft	

Step 4: A description of the user type and the requirements is then shown. Click <**Create an Account**> button

Application for Registration of Individuals ⊗

Documentary Requirements:

- Any government-issued ID
- Valid PRC ID (if applicable)
- DTI Certificate (if with business name)
- Certificate of Authority, if Barangay Micro Business Enterprises (BMBE) registered entity
- Final & clear sample of OWN Principal Receipts Invoices
- Proof of registration/ permit to Operate BOI/BOI-ARMM, PEZA, BCDA/TIEZA/TEZA, SMBA, etc

Other Documentary Requirements:

- Work Visa (9g) for Foreign Nationals
- Franchise Documents

If transacting through a representative:

- Special Power of Attorney (SPA)
- Any government-issued ID of the authorized representative

For more information click here.

| CREATE AN ACCOUNT 🔘 | LOGIN TO ORUS ⤵ |
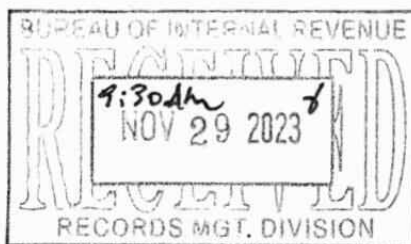
Step 5: Read and agree to the Terms of Service and User Agreement

Step 6: Select whether you are a Taxpayer or a Tax Agent[1]. If "Taxpayer" is selected, user needs to select if the taxpayer has an existing TIN or not. Once these values are selected in these fields, user type field will appear

Create an ORUS account

Register As:

○ Taxpayer *   ○ Tax Agent *

Please select an option:

○ Without Existing TIN *   ○ With Existing TIN *

For more information on registration requirements click here.

Field	Format	Description
Register as	Toggle *Taxpayer*	Select whether you are a Taxpayer or a Tax Agent[1]
With or Without Existing TIN	Toggle *Without Existing TIN*	Select whether Without Existing TIN or With Existing TIN
User Type	Dropdown	The values in this field will be filtered whether the user selected "Individual" or "Non-Individual"

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[1] Tax Agent Registration is not accessible as of the first release, but as further releases of the ORUS system are developed, it will be fully functional to users
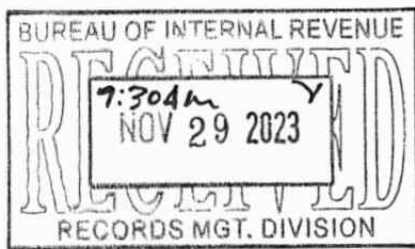
Step 7: Create an ORUS account by filling up all required fields according to the user type selected (*)

🔒 Create an ORUS account

Register as:
◉ Taxpayer ❓ ⚪ Agent ❓

Please select an option *
◉ Without Existing TIN ⚪ With Existing TIN

User type *

Taxpayer Type *

Registered Name * ❓

Date of Incorporation *
mm/dd/yyyy 🗓

Country of Residence: Click to search Country *

SEC Certificate of Registration * ❓

Email * ❓
Please enter the email of the TAXPAYER. This will serve as the permanent and official email in BIR's Taxpayer records, as well as the login credentials of the Taxpayer for all registration and update matters. Do not use an Agent email address here.

Password *
👁

Confirm Password *
👁

☐ I'm not a robot   reCAPTCHA

REGISTER ➡

For more information on registration requirements click here.

Field	Format	Description
Email	Open Text; xxx@xxx.xxx	Indicate the email address to be linked to the account. This will serve as the email address in your permanent taxpayer record. **Important:** • Make sure that the email address logged here is the active email address that the individual taxpayer is using. BIR officers who will validate the information in the application form may contact the company through this email address. • This will serve as your username in logging in to ORUS and any OTP verification for other functionalities such as account verification or forgot password will be sent through this email. • Once application is approved, TIN will also be sent through this email. • This will serve as the email address in your permanent taxpayer record. Changing of email address is not available online and will require manual processes with the BIR. Upon providing the email address, a pop-up message will display:

Taxpayer must agree and click on 'I Acknowledge' to proceed.

Password	Open Text	Indicate the password for the account. Guidelines for the password are as follows – 1. Must contain at least 12 and 128 max characters 2. Must not be identical with your previous passwords 3. Must not contain the username or full name 4. Must comply with the following complexity requirements: 5. One (1) English upper case letters (A to Z) 6. One (1) English lower case letters (a to z) 7. Numeric characters (0-9) 8. At least one (1) special character long
Confirm Password	Open Text	Indicate the same password for the account
reCAPTCHA	Toggle	Security function for increased protection of the portal. Click the check box. You may also be asked to select photos according to certain instructions.

Account Verification

Account enrollment is required to be verified within 24 hours sent via email.

Step 1: Upon clicking the **<Register>** button in Account Creation, user will receive a pop-up message on account verification. To exit, click **<Close>** button

> We sent an email with a link to verify your email. Please validate your email by clicking the link.
>
> *You did not receive an email? Check your spam folder or request for new OTP by clicking the button below.*
> *If you do not verify your email address, you will not be able to create an account.*
>
> RESEND OTP LINK | CLOSE

Step 2: User will receive an email containing the following text:

Non-Individuals

"Subject: Account Verification

Hi [Corporation Name],

Thank you for signing up on ORUS!

To complete your registration, please verify your account by clicking the link below:

VERIFY YOUR ACCOUNT

You have 24 hours to verify your account. Accessing the link beyond that time period will result to unsuccessful verification.

Can't see the button? You may also verify using this link:

https://orus.bir.gov.ph//verify/xxxxx

If you did not initiate this transaction, avoid clicking this link and report this by sending an email to contact_us@bir.gov.ph

This is a system generated email. Please do not reply.

For any concerns, please contact 8538-3200."

### Individuals

"Subject: Account Verification

Hi [Taxpayer's Name],

Thank you for signing up on ORUS!

To complete your registration, please verify your account by clicking the link below:

VERIFY YOUR ACCOUNT

You have 24 hours to verify your account. Accessing the link beyond that time period will result to unsuccessful verification.

Can't see the button? You may also verify using this link:

https://orus.bir.gov.ph//verify/xxxxx
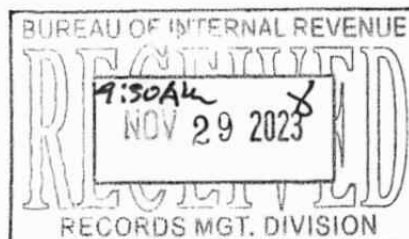
If you did not initiate this transaction, avoid clicking this link and report this by sending an email to contact_us@bir.gov.ph
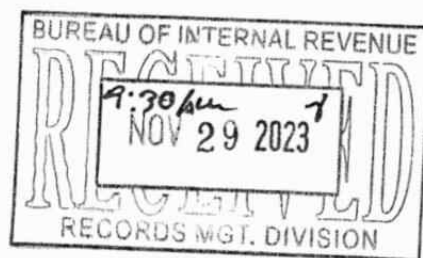
This is a system generated email. Please do not reply.

For any concerns, please contact 8538-3200."

Step 3: Once user clicks on the "VERIFY YOUR ACCOUNT" link sent on email, it will be redirected to the ORUS page which displays:

Click on the **<OK>** button to be redirected to login.

Log In

Step 1: Access ORUS by clicking the icon **"ORUS"** in the BIR website www.bir.gov.ph.
Alternatively, you may enter the following url in your browser: https://orus.bir.gov.ph

Step 2: Click <Login> button at the upper-right side of the screen or the <Login to ORUS>
button after clicking New Registration:

Step 3: Select the appropriate classification: (1) Taxpayer

Step 4: Enter email address and password. Click <**Login**> button
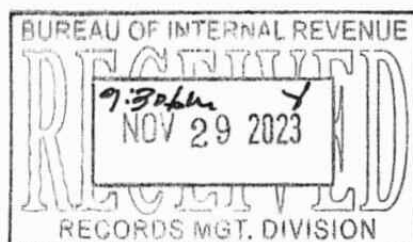
Application for Digital TIN ID

Accessing the Form

Step 1: After logging in, click the **<Get Your Digital TIN ID>** button in the left side Menu.

Step 2: Click the **<View Your Digital TIN ID>** from the dropdown. Carefully read and follow the instructions displayed screen. on the right side
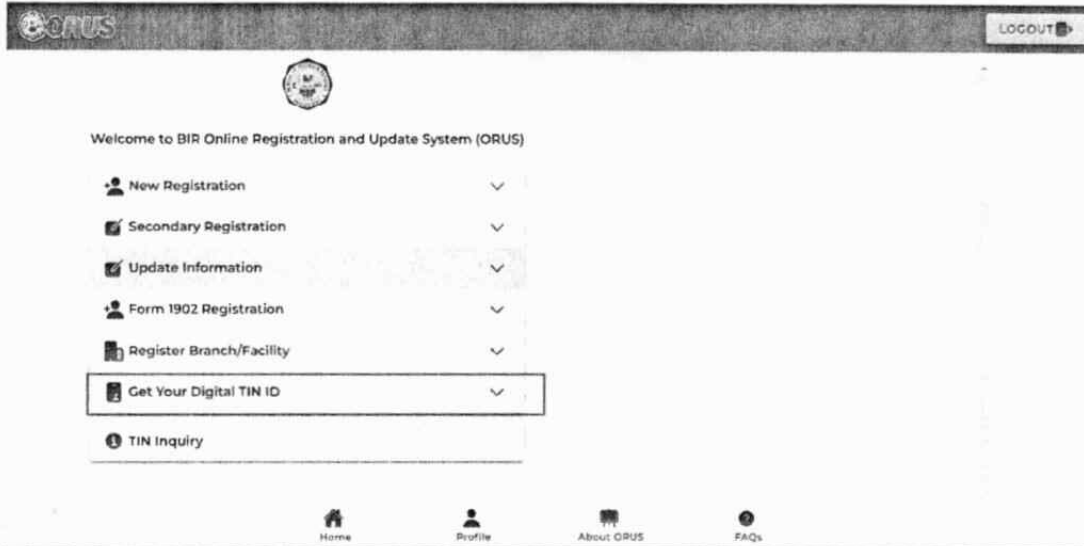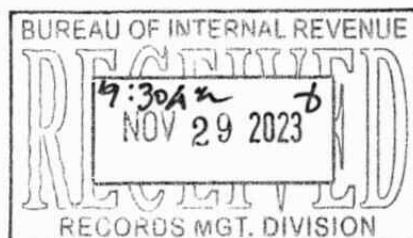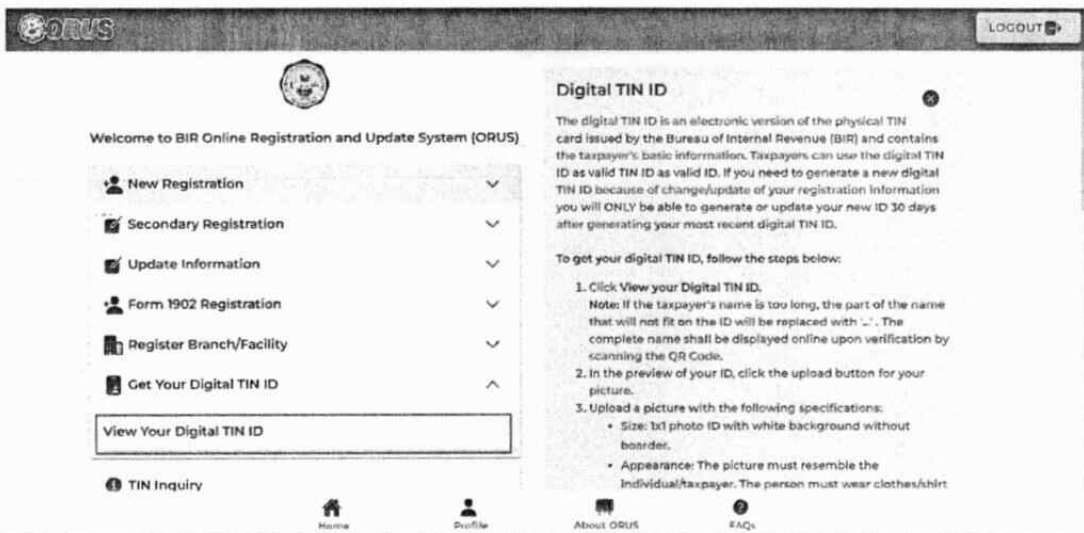
Step 3: Click the **<View Your Digital TIN ID>** button at the end of the instruction to proceed.

Note: Make sure that your registration information has been changed or updated before you update your new digital TIN ID.

VIEW YOUR DIGITAL TIN ID

A draft TIN ID information shall be displayed. Review the information displayed if correct.

Step 4: Upload your valid photo following the specifications by clicking the **<ADD PHOTO>** button in order to proceed. Click the **<GENERATE DIGITAL TIN ID>** button.

Step 5: Read the pop-up confirmation message and agree to the terms and conditions by clicking the **<CONFIRM>** button.
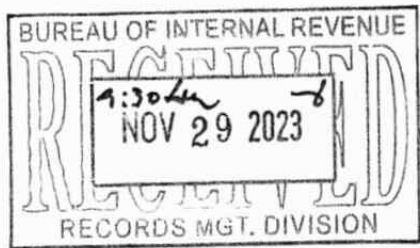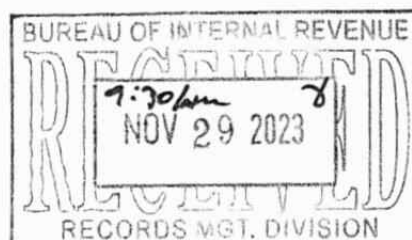

Confirm Digital TIN ID Generation

stated herein. Moreover, I fully understand that until I press "AGREE" at the bottom of this Agreement, I cannot use and access the ORUS. Finally, I understand that additional terms, conditions and rules may be added by BIR from time to time and it becomes part of this Agreement, and that should I violate any of the terms, conditions and rules herein set forth, I may be criminally, civilly and administratively liable pursuant to existing laws, rules and regulations, aside from the automatic cancellation of my access to the system.

CANCEL   CONFIRM

Step 6: Your Digital TIN ID shall be generated. Take the online survey by clicking the <TAKE SURVEY> link in the pop-up window.

Step 7: After answering the online survey, you will be directed to the PROFILE PAGE of your ORUS account. To view your DIGITAL TIN ID, click the <HOME> icon at the bottom. You will be directed to the Home page.

Viewing and downloading the Digital TIN ID

Step 8: To view your DIGITAL TIN ID, click the **<Get Your Digital TIN ID>** button in the left side Menu and **<View Your Digital TIN ID>** from the dropdown and the **<View Your Digital TIN ID>** button at the end of the instruction to view the generated DIGITAL TIN ID.

The front page of the generated DIGITAL TIN ID shall be displayed. You may click the <DOWNLOAD DIGITAL TIN ID> if you want to print the same.

In case of update of registration details in the DIGITAL TIN ID, user may click the <UPDATE DIGITAL TIN ID> button every 30 days from the last TIN ID generation.

---END--