

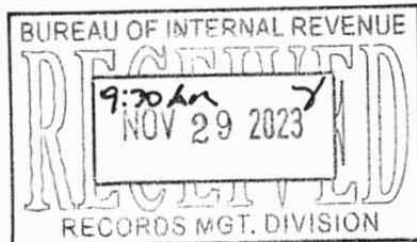


Bureau of Internal Revenue

# ORUS

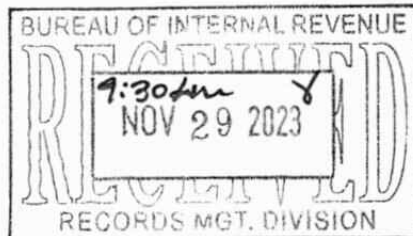
Online Registration and Update System  
Application for DIGITAL TIN ID

TAXPAYER GUIDE



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## 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.

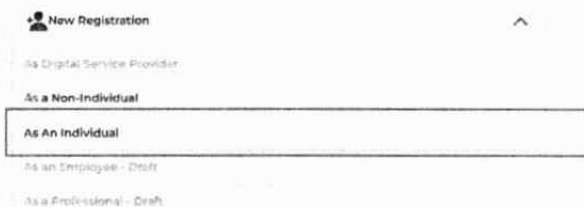
**Step 1:** Access ORUS by clicking the icon “ORUS” in the BIR website [www.bir.gov.ph](http://www.bir.gov.ph). Alternatively, you may enter the following url in your browser: <https://orus.bir.gov.ph>

**Step 2:** Select <New Registration>



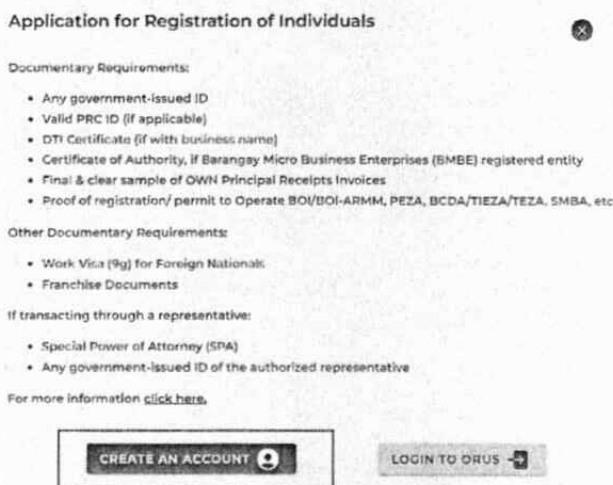
A screenshot of a web interface showing a dropdown menu with three options: "New Registration" (selected), "Update Information", and "Payment of Annual Registration".

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

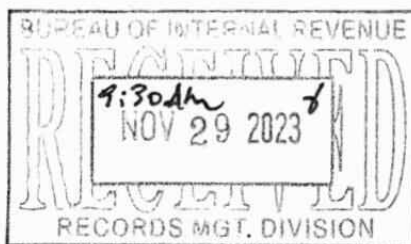


A screenshot of the ORUS registration process. It shows a dropdown menu for "New Registration" with options: "As Digital Service Provider", "As a Non-Individual" (selected), "As An Individual", "As an Employee - Draft", and "As a Professional - Draft".

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



A screenshot of the "Application for Registration of Individuals" page. It lists 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, and Proof of registration/ permit to Operate BOI/BOI-ARMM, PEZA, BCDA/TIEZA/TEZA, SMBA, etc. Other requirements include Work Visa (9g) for Foreign Nationals and Franchise Documents. It also lists requirements for transacting through a representative: Special Power of Attorney (SPA) and Any government-issued ID of the authorized representative. At the bottom, there are two buttons: "CREATE AN ACCOUNT" and "LOGIN TO ORUS".



**Step 5: Read and agree to the Terms of Service and User Agreement**

**ORUS Terms of Service and User Agreement**

The Bureau of Internal Revenue (BIR) and the Bureau of Finance (BF) are pleased to provide you with the ORUS system. By using the ORUS system, you shall be deemed to have accepted to be legally bound by these Terms of Service.

Please review the following terms carefully. The terms "Bureau," "us" and "our" refer to the Bureau of Internal Revenue or BIR, the legal name of the owner of the website. The term "you" refers to the taxpayer, employer, employer authorized user, authorized third party authorized user or user of our site. The Bureau reserves the right to modify these terms or provide additional terms from time to time. The continued use of the Service following the posting of any changes to the Terms of Service will constitute your acceptance of such changes.

**Description of Service**

The Service provides you with the ability to register a business, apply for Taxpayer, Employer, and Employer Authorized User (EUA) registration information using the ORUS.

The Service provides you with the following services:

- Apply for TIN
- Register Business
- Apply for Employer Registration Information
- Update Registration Information

**General User's Obligations**

[Click here for details](#)

Enrollment is required before you can use any of the Services in ORUS. A unique email address will be required upon enrollment, which will serve as your username login and where all the system notifications will be sent.

It is necessary that the information you will provide is your own personal information which will be used to match with information on our records and not

If the BIR is aware of violations of the User Agreement, the BIR may initiate an investigation that may include gathering of information from the user, or any person involved and the examination of other material information. The BIR may suspend the provision of its services to you or it may permanently remove the material involved and suspend or terminate access to its services.

The BIR upholds and respects the privacy of the user. In case of a breach of a computer covered by Section 270 of the Revised Penal Code (RPC) or RA 10175, as amended, as well as of personal data or personal information under the Data Privacy Act (DPA) of 2012, the BIR and the user shall treat the same with utmost confidentiality and shall not be disclosed to any third party without the user's consent, excepting provisions of law. BIR Privacy Notice is found at [https://www.bir.gov.ph/index.php?option=com\\_content](https://www.bir.gov.ph/index.php?option=com_content)

BIR reserves the right to add, modify or change the terms, conditions and rules pursuant to an ORUS is accessed to and used by the user without any prior notice.

This Agreement shall be governed by and construed in accordance with the laws of the Republic of the Philippines.

I have read the above terms, conditions, and rules for the above and I agree to the ORUS. I hereby acknowledge that I fully understand and agree to adhere to the terms of the above. I fully understand that once I press "AGREE" is the terms 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.

**Step 6: Select whether you are a Taxpayer or a Tax Agent<sup>1</sup>. 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**

**➊ Create an ORUS account**

**Register As:**

Taxpayer \*      Tax Agent \*

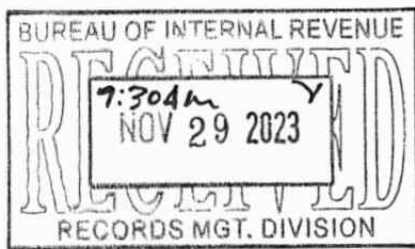
**Please select an option:**

Without Existing TIN \*      With Existing TIN \*

For more information on registration requirements [click here](#).

Field	Format	Description
Register as	Toggle <i>Taxpayer</i>	Select whether you are a Taxpayer or a Tax Agent <sup>1</sup>
With or Without Existing TIN	Toggle <i>Without Existing TIN</i>	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"

<sup>1</sup> 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  Tax 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 \*

S&C Certificate of Registration \*

Email \*

\*Email should be 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 \*

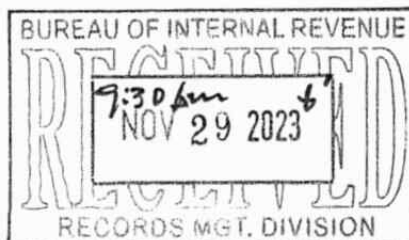
Confirm Password \*

I'm not a robot 

REGISTER

For more information on registration requirements [click here](#).

Field	Format	Description
Email	Open Text; xxx@xxx.xxx	<p>Indicate the email address to be linked to the account. This will serve as the email address in your permanent taxpayer record.</p> <p><b>Important:</b></p> <ul style="list-style-type: none"> <li>Make sure that the <u>email address</u> 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.</li> <li>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.</li> <li>Once application is approved, TIN will also be sent through this email.</li> <li>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.</li> </ul> <p>Upon providing the email address, a pop-up message will display:</p>



		<p><b>Attention</b></p> <p>The permanent email address of the taxpayer should be used during registration. The designation of taxpayer's official and permanent email address is mandatory. It shall be used as an additional manner of serving BIR orders, notices, letters and other processes/communications to the taxpayer. Service through this official email address shall be presumed valid unless the taxpayer notifies the BIR of any change thereof, by updating his/her/its registration information with the BIR.</p> <p style="text-align: right;">I ACKNOWLEDGE</p>
		Taxpayer must agree and click on 'I Acknowledge' to proceed.
Password	Open Text	<p>Indicate the password for the account. Guidelines for the password are as follows –</p> <ol style="list-style-type: none"> <li>1. Must contain at least 12 and 128 max characters</li> <li>2. Must not be identical with your previous passwords</li> <li>3. Must not contain the username or full name</li> <li>4. Must comply with the following complexity requirements:</li> <li>5. One (1) English upper case letters (A to Z)</li> <li>6. One (1) English lower case letters (a to z)</li> <li>7. Numeric characters (0-9)</li> <li>8. At least one (1) special character long</li> </ol>
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

**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](mailto: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

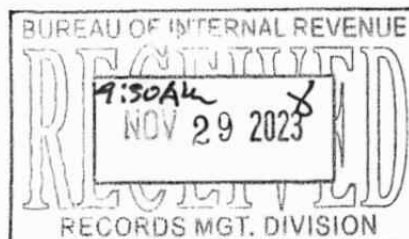
Hi [Taxpayer's Name],

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](mailto:contact_us@bir.gov.ph)

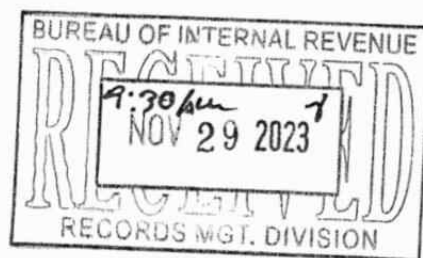
This is a system generated email. Please do not reply.

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

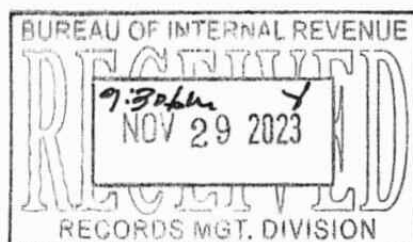
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**Step 2:** Click <Login> button at the upper-right side of the screen or the <Login to ORUS> button after clicking New Registration:



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

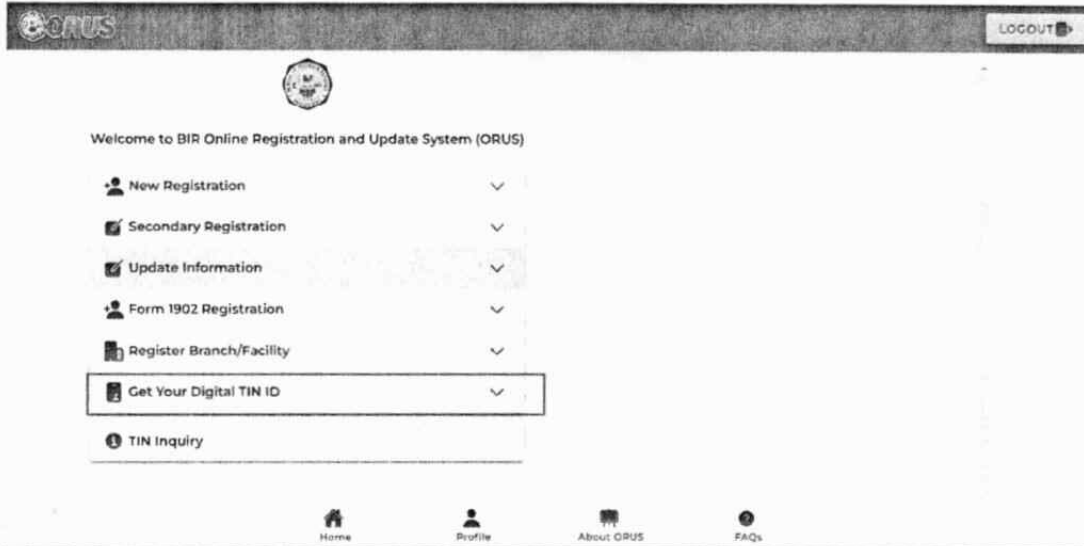
**Step 4:** Enter email address and password. Click <Login> button



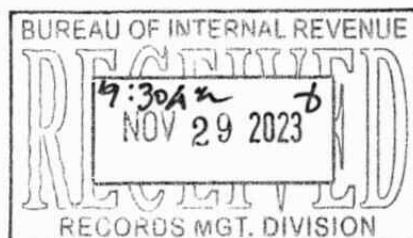
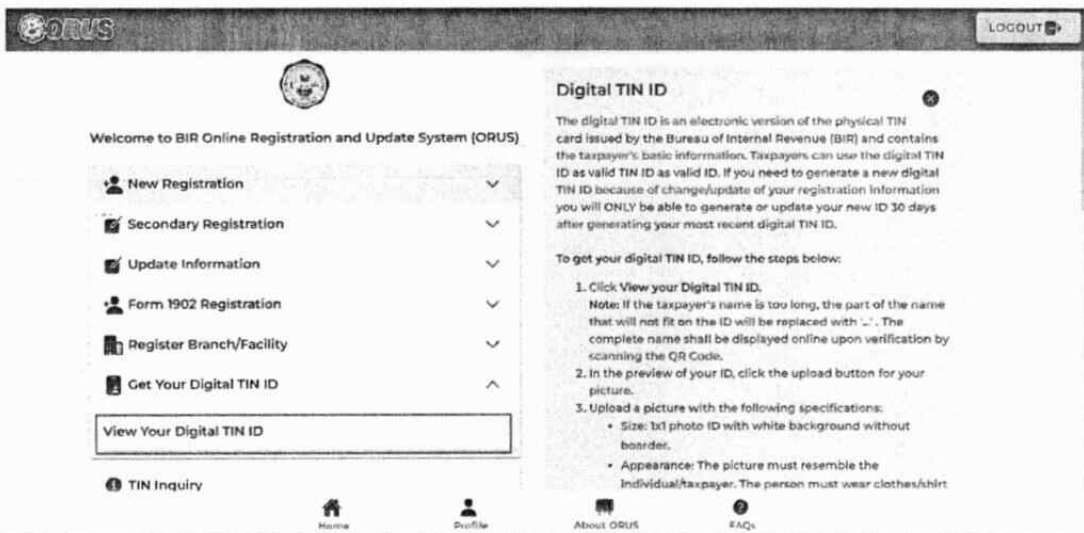
# Application for Digital TIN ID

## 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

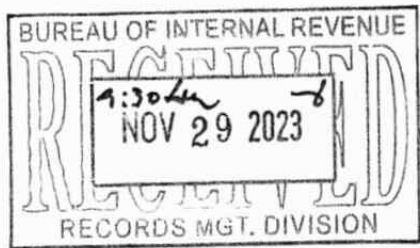


**Step 3:** Click the <View Your Digital TIN ID> button at the end of the instruction to proceed.

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



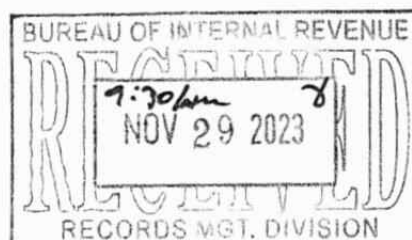
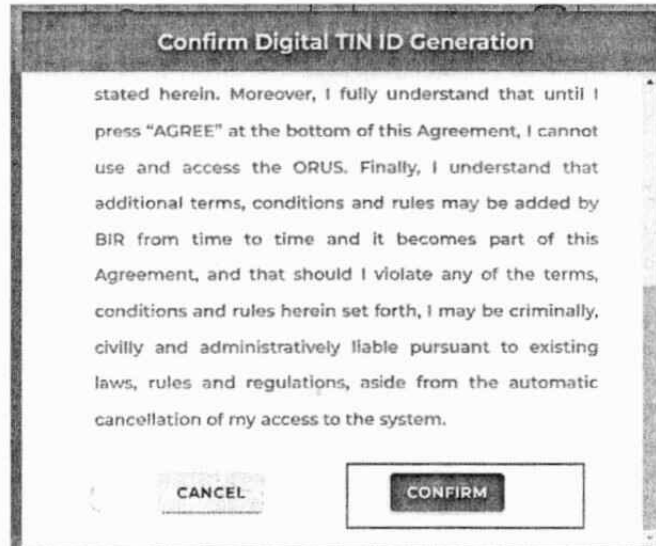
A draft TIN ID information shall be displayed. Review the information displayed if correct.



**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.



**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---

