



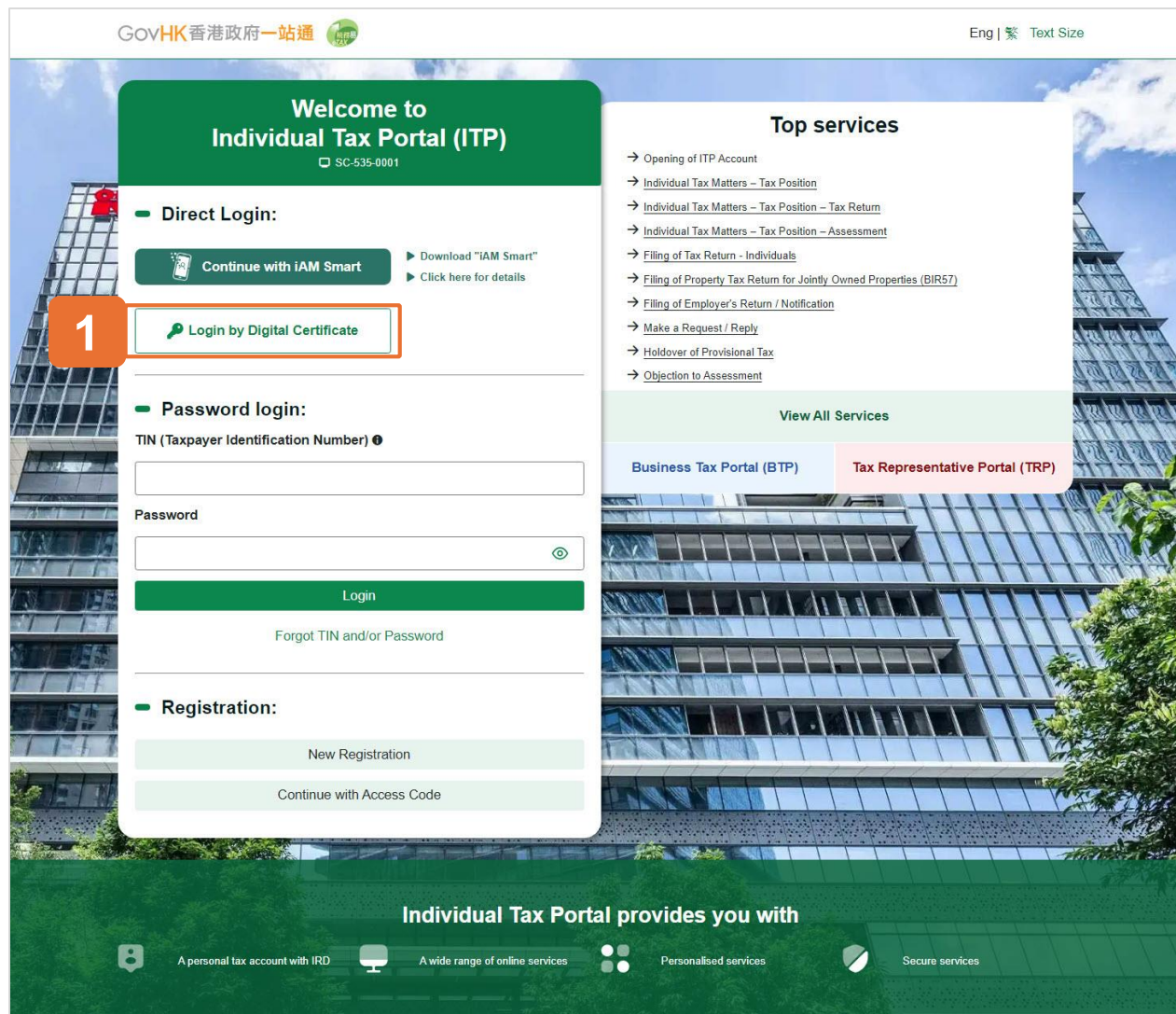
**Inland Revenue Department**

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



# Login to ITP by Digital Certificate

# Guide to Login to ITP by Digital Certificate

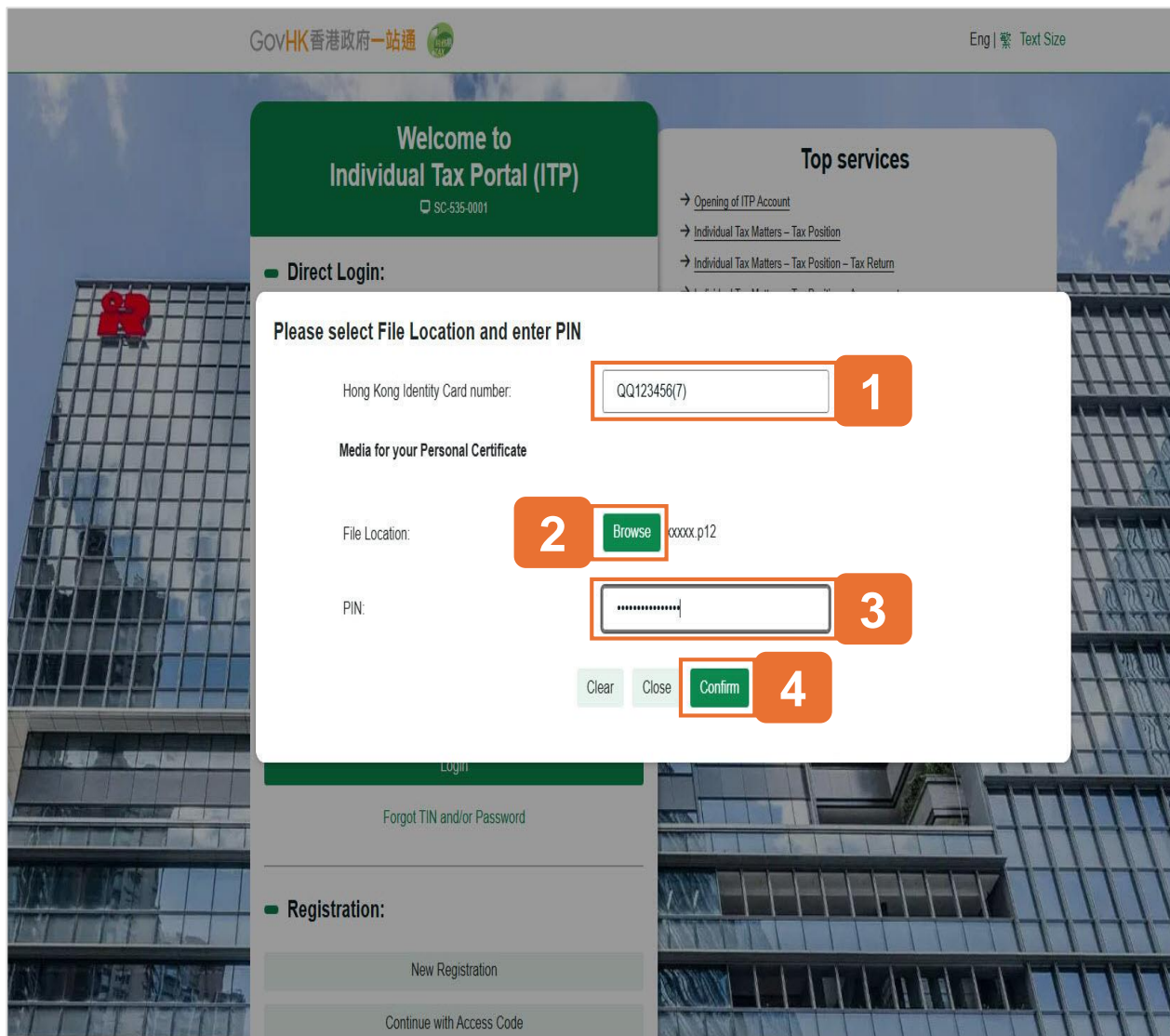


## Getting Started

This document will guide you how to login an Individual Tax Portal (ITP) Account by Digital Certificate.

- 1 Under Direct Login, click “Login by Digital Certificate”.

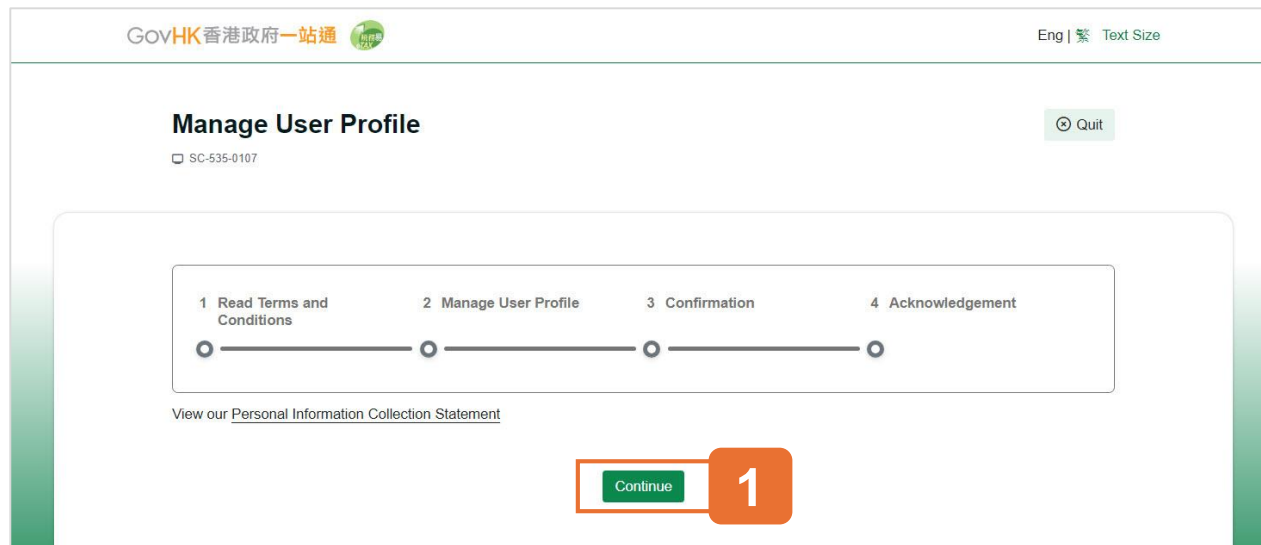
# Guide to Login to ITP by Digital Certificate



## Getting Started

- 1 Input your Hong Kong Identity Card number.
- 2 In “File Location”, click “Browse” to locate your Digital Certificate.
- 3 After locating your Digital Certificate, input the PIN of your Digital Certificate.
- 4 Click “Confirm” to proceed.

# Guide to Login to ITP by Digital Certificate

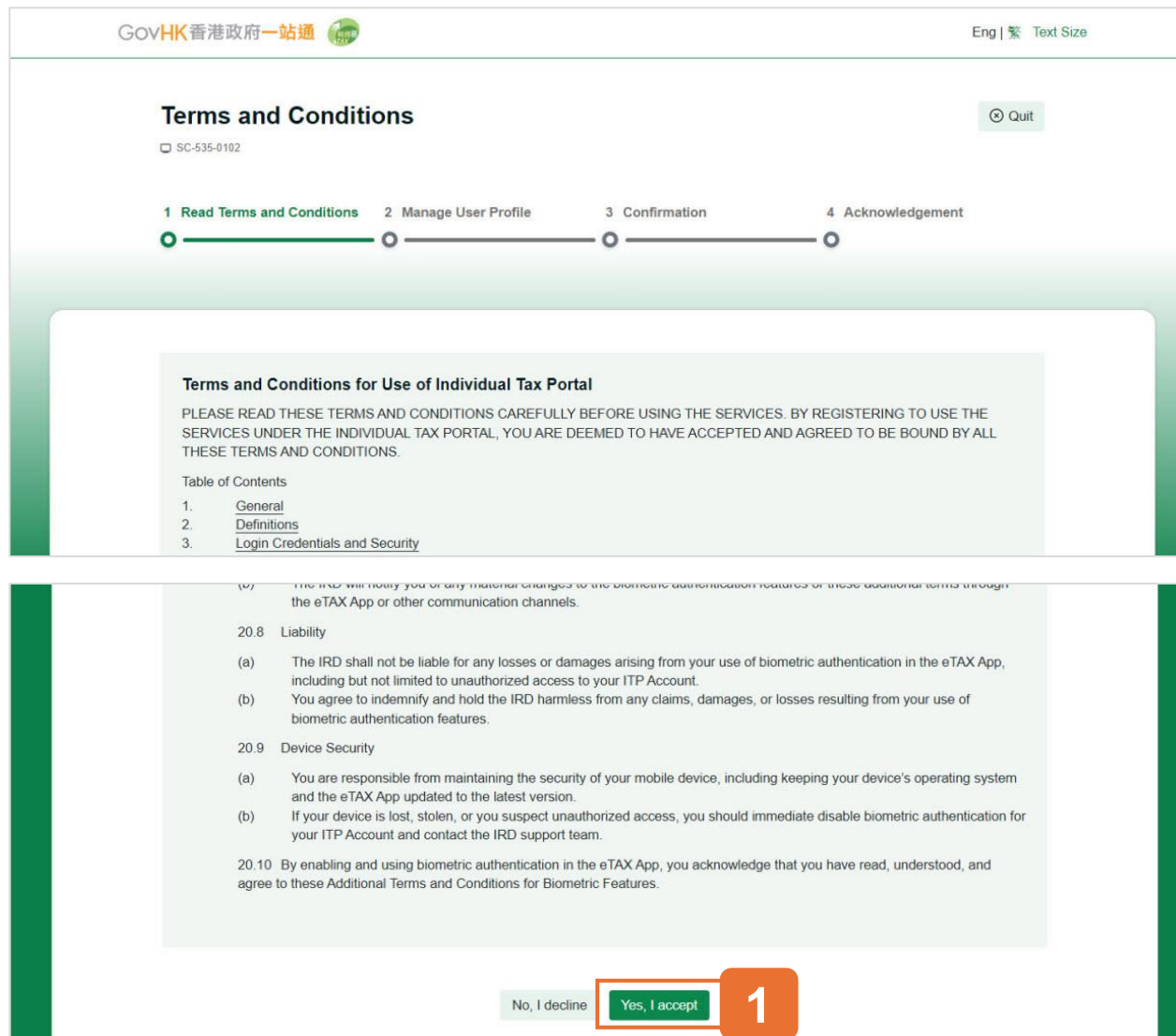


## Manage User Profile

On the first login to your ITP Account, you are required to confirm acceptance of the Terms and Conditions of ITP and your ITP User Profile.

- 1 Click “Continue” to go to ITP's Terms and Conditions.

# Guide to Login to ITP by Digital Certificate



## Step 1: Read Terms and Conditions

Read the Terms and Conditions of ITP carefully.

**1** Click “Yes, I accept” to confirm acceptance.

# Guide to Login to ITP by Digital Certificate

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## Manage User Profile

SC-535-0114

1 Read Terms and Conditions 2 **Manage User Profile** 3 Confirmation 4 Acknowledgement

**Contact Information**

ITP needs your Hong Kong Mobile Phone No. and e-mail address to send message to you via SMS and e-mail. Please update your profile's contact information.

E-mail (Required):  **1**

Day-time Contact Telephone No.:

Mobile Phone No.:

Preferred language for communication about Individual Tax Matters:  Chinese  English

**Selection of electronic notices and documents related to Tax Return - Individuals**

As an ITP Account holder, you will be provided with e-alert for any tax returns or payment due to be filed or made and e-receipt for payments made, except where they are related to businesses or properties with more than one owner. You may also make your selection below for receiving other notices and documents in the form of electronic record instead of in paper form.

I wish to receive the following notices or documents in the form of electronic records and designate GovHK / "iAM Smart" as the information system for receiving them.

(a) Notices and documents related to tax return filing (including notice to file tax return) - I intend to file the return through the Internet if applicable.

(b) Notices and documents related to assessment and tax payment (including notice of assessment) **2**

I do not wish to receive any of the notices and documents as stated in (a) and (b) above in the form of electronic record

**e-Alert Option**

I wish to receive e-mails advising me to read communication sent to my ITP account

Yes  No **3**

Note: E-mails from the department are sent under e\_alert@ird.gov.hk. Remember to accept them by configuring your e-mail settings or spam filters.

Back  **4**

## Step 2: Manage User Profile

If you accepted ITP's Terms and Conditions, the system will display the contact information and/or options for e-Notice/e-Alert Services prefilled in your ITP User Profile.

- 1** Make changes to Contact Information if required.
- 2** Make changes to options for e-Notices if required (if applicable).
- 3** Make changes to e-Alert Services if required.
- 4** Click "Continue" to proceed.

# Guide to Login to ITP by Digital Certificate

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## Manage User Profile

SC-535-0118

Quit

1 Read Terms and Conditions 2 Manage User Profile 3 Confirmation 4 Acknowledgement

You have entered the following details

- Contact Information**
  - E-mail: taxinfo@ird.gov.hk  
This is your address for receiving any "Password hint" and e-mails from e\_alert@ird.gov.hk advising you to read communication sent to your ITP account.
  - Day-time Contact Telephone No.: 12345678
  - Mobile Phone No.: 12345678
  - Preferred language for communication about Individual Tax Matters: Chinese
- Selection of electronic notices and documents related to Tax Return - Individuals**
  - Notices and documents related to tax return filing (including notice to file tax return).
  - Notices and documents related to assessment and tax payment (including notice of assessment).
- e-Alert Option**
  - I wish to receive e-mails advising me to read communication sent to my ITP account.

2 Back Continue 1

## Step 3: Confirmation

The system will display the information inputted to your ITP User Profile for checking before update. Please check the inputted profile information carefully.

- 1 Click "Continue" to proceed updating your ITP User Profile.
- 2 Click "Back" to modify changes.

# Guide to Login to ITP by Digital Certificate

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## Manage User Profile Quit

SC-535-0119

1 Read Terms and Conditions 2 Manage User Profile 3 Confirmation 4 Acknowledgement

**MR. TAXPAYER**  
Your User Profile has been updated.

Transaction Reference Number (TRN):	9999 9999 9999 9999
Transaction Date/Time:	21 May 2025 15:12:13

**Contact Information**

E-mail:	taxinfo@ird.gov.hk
Day-time Contact Telephone No.:	12345678
Mobile Phone No.:	12345678
Preferred language for communication about Individual Tax Matters:	Chinese

**Selection of electronic notices and documents related to Tax Return - Individuals**

Notices and documents related to tax return filing (including notice to file tax return).

Notices and documents related to assessment and tax payment (including notice of assessment).

**e-Alert Option**

I wish to receive e-mails advising me to read communication sent to my ITP account.

Thank you for using ITP services.

Print Save **Continue** 1

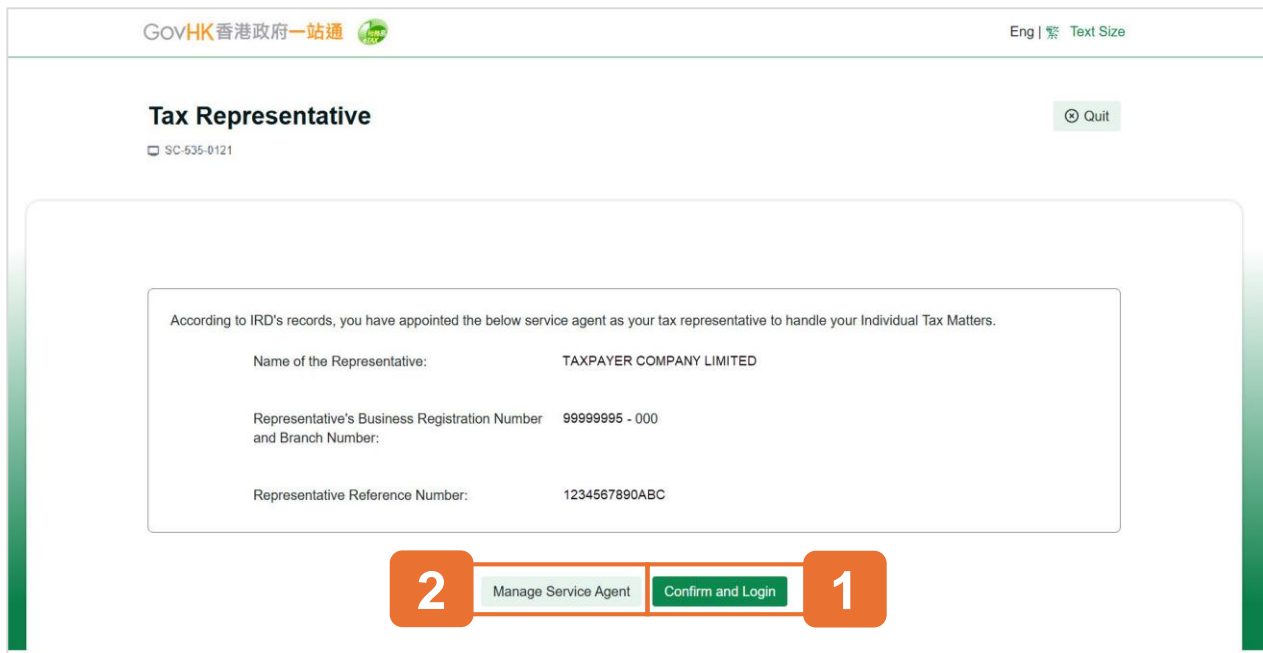
## Step 4: Acknowledgement

After successful updating your ITP User Profile, the system will confirm the updates by showing the transaction details and the information updated to your ITP User Profile. You may “Print” or “Save” this page for record. Click “Continue” to proceed.

If you have appointed an authorized representative to handle your Individual Tax Matters, the system will ask you to confirm the appointment. Otherwise, you will be directed to the “Online Services” Menu.

**1** Click “Continue” to proceed.

# Guide to Login to ITP by Digital Certificate

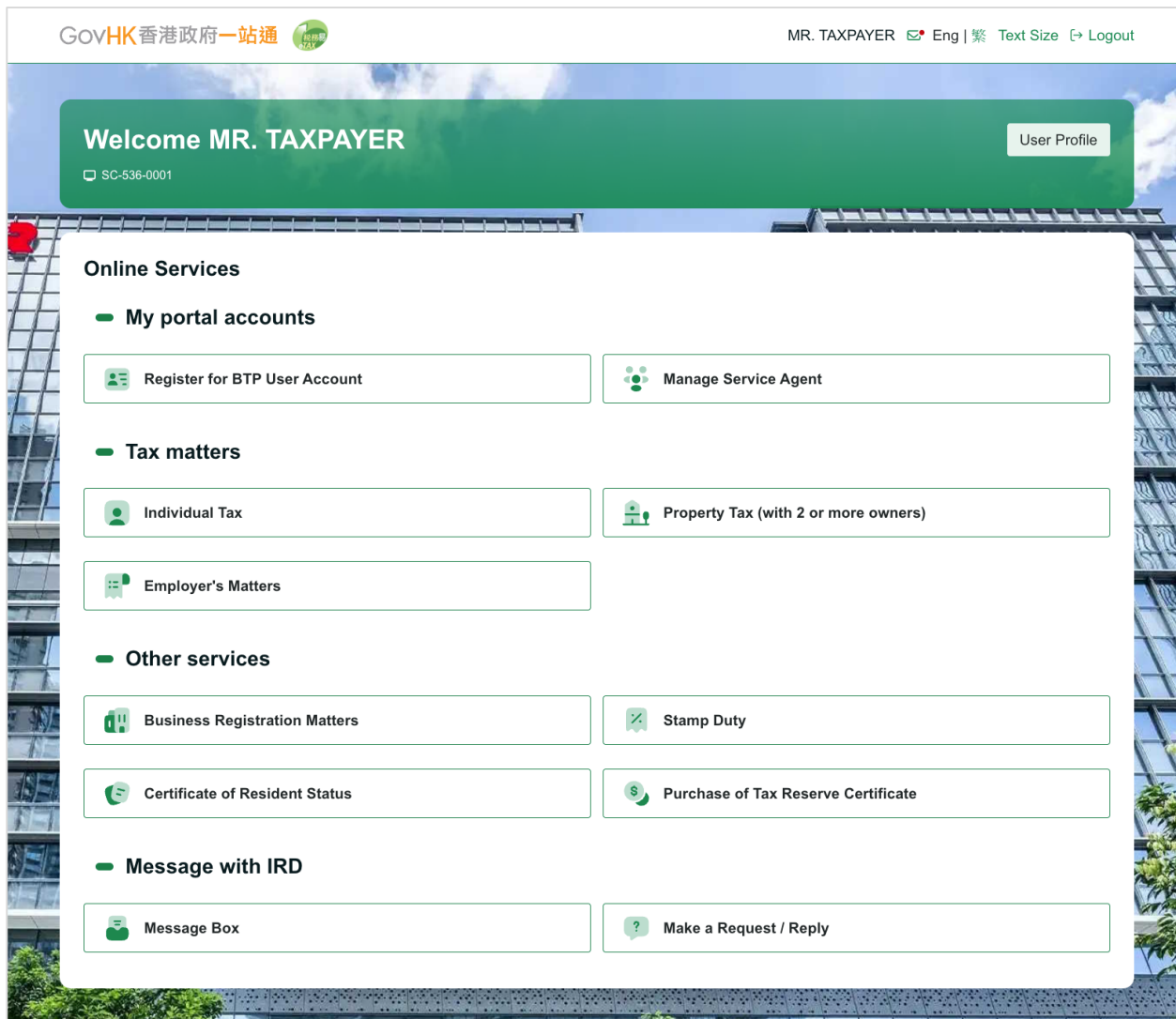


## Tax Representative

If IRD's records show that you have appointed an authorized representative under your Individual Tax File, the system will ask you to confirm the appointment of the authorized representative. Check the details of the representative carefully.

- 1 Click "Confirm and Login" to confirm appointment and proceed to "Online Services" menu.
- 2 Click "Manage Service Agent" if you wish to update or remove the authorized representative.

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## Online Services

You may handle your tax affairs online now.



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