



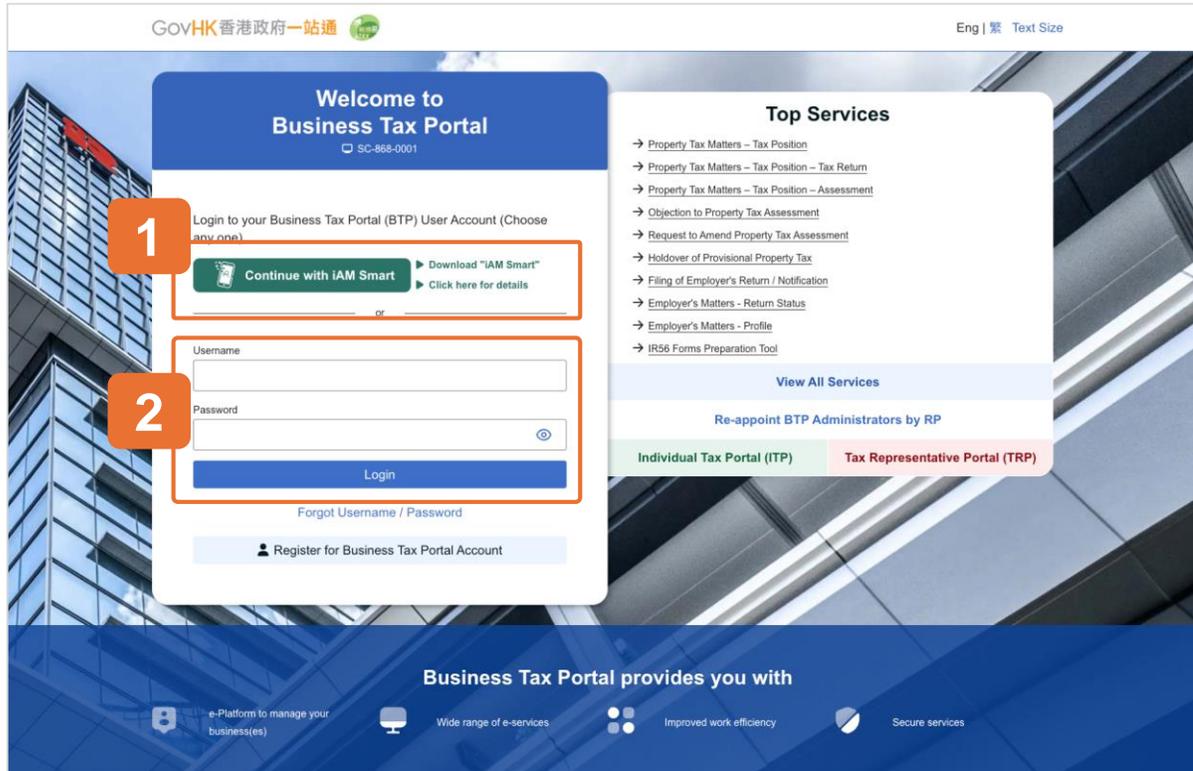
Inland Revenue Department

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



Manage BTP Administrator/ Authorized User

Guide to Manage BTP Administrator / Authorized User



Getting Started

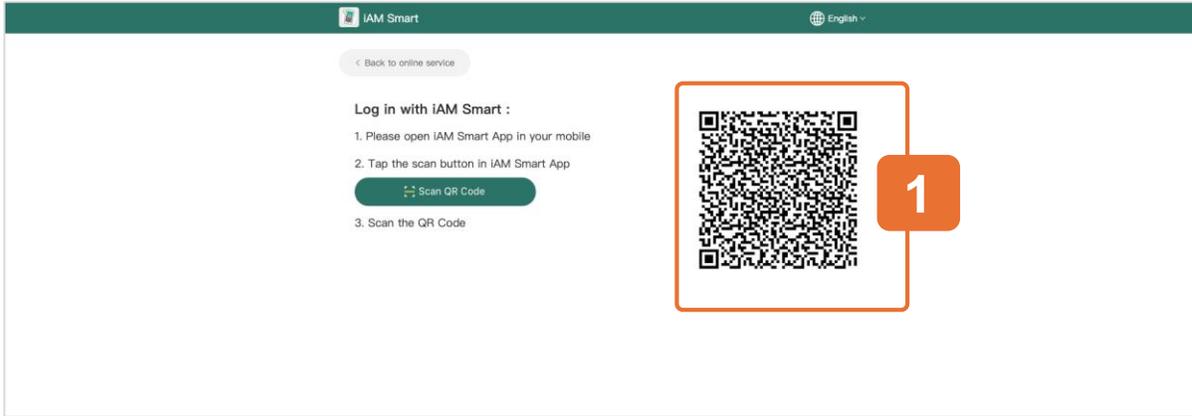
This document will guide you through the process of managing BTP administrator or authorized user such as how to view, add and remove the BTP Administrator(s) and BTP Authorized User(s) and to update user details and appointed services for existing BTP Administrator(s) and/or BTP Authorized User(s).

There are two methods to log in:

- 1 Login via iAM Smart.
- 2 Enter your username and password.

This guide will demonstrate the Login via iAM Smart.

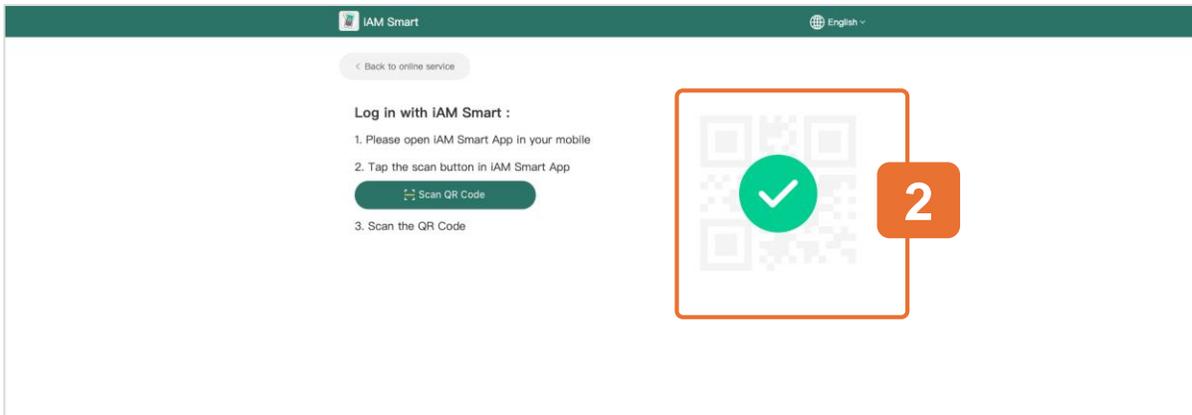
Guide to Manage BTP Administrator / Authorized User



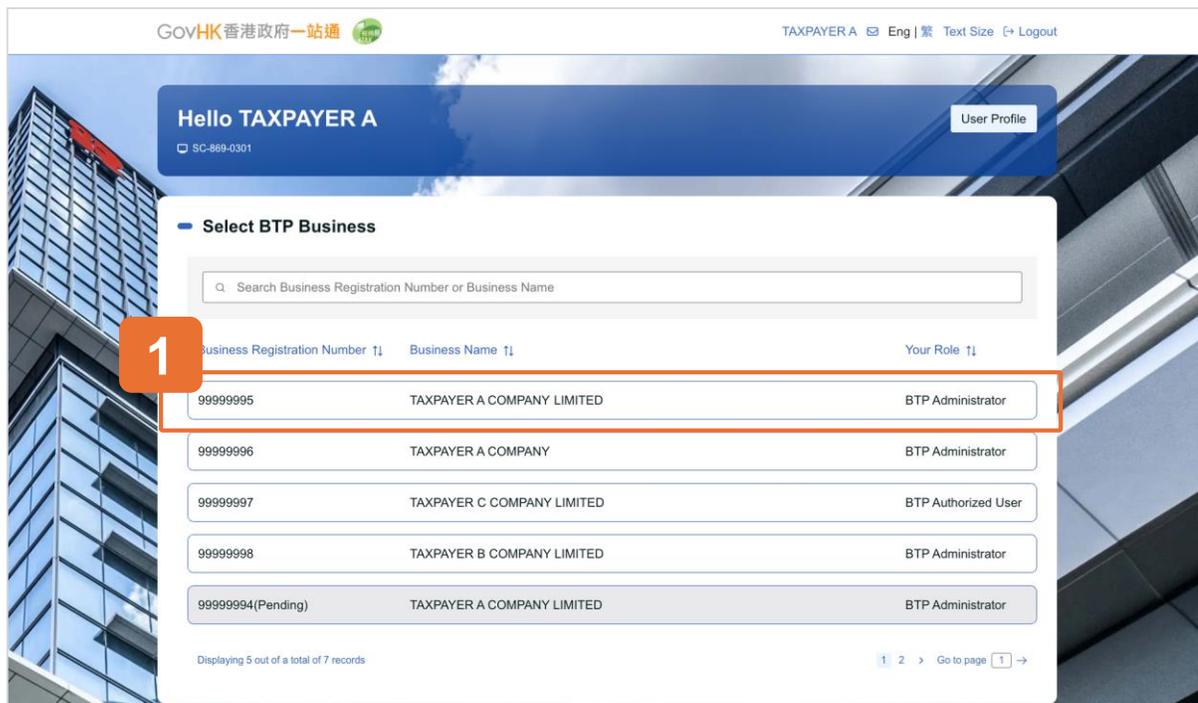
Login via iAM Smart

1 Use the iAM Smart App in your mobile to scan the QR Code to log in with iAM Smart.

2 Login Success.



Guide to Manage BTP Administrator / Authorized User



After Login BTP, you will see a list of the BTP Businesses which have appointed you as their BTP Administrator or BTP Authorized User.

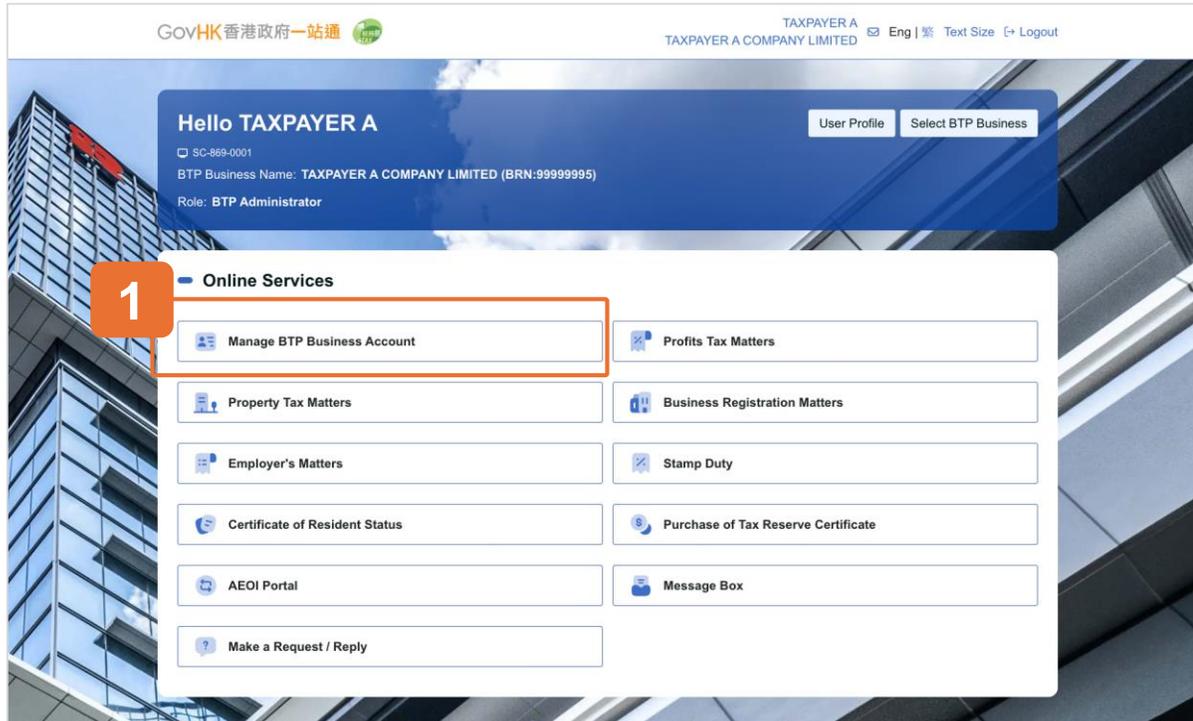
If you serve one BTP Business only, you will not see this page and will enter the Online Service Menu directly.

Please select the BTP Business to be processed from the list. You can also search the BTP Business by its Business Registration Number or Business Name.

Only BTP Administrator is given right to use the “Manage BTP Administrator / Authorized User” function.

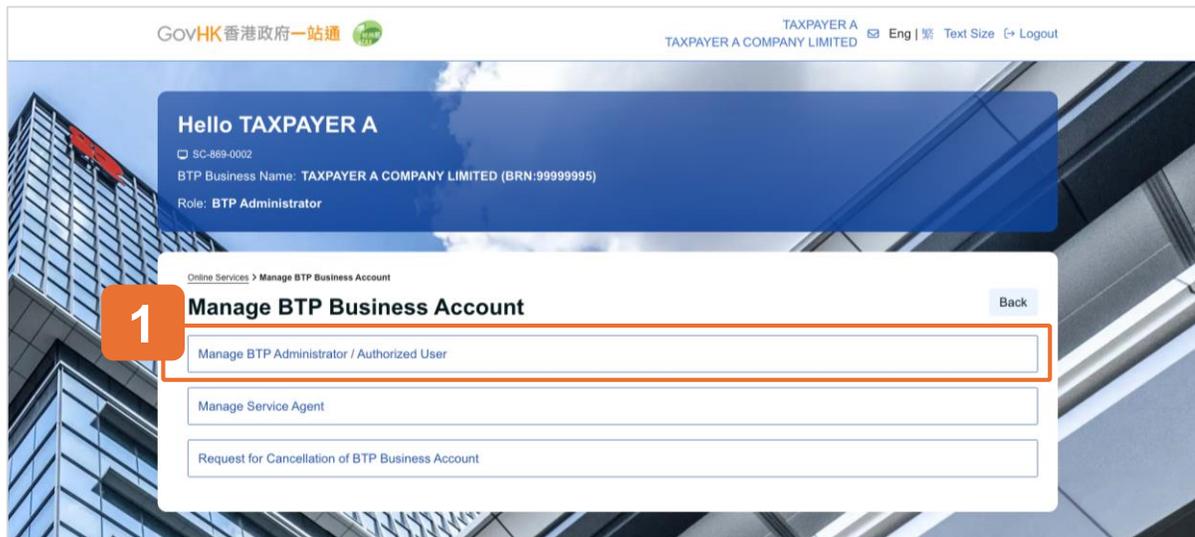
1 Select a “BTP Business” with BTP Administrator Role

Guide to Manage BTP Administrator / Authorized User



1 Select “Manage BTP Business Account”.

Guide to Manage BTP Administrator / Authorized User



1 Select “Manage BTP Administrator/Authorized User” from the menu.

Guide to Manage BTP Administrator / Authorized User

The screenshot shows the 'Manage BTP Administrator / Authorized User' page for 'TAXPAYER A COMPANY LIMITED'. The page is divided into three main sections:

- BTP Business:** Shows business details like 'Business Registration Number: 99999995' and 'Business Name: TAXPAYER A COMPANY LIMITED'. A 'Select BTP Business' button is highlighted with a callout '4'.
- BTP Administrator(s) (2):** A table lists administrators. Callout '1' points to a row, callout '2' points to the 'Add BTP Administrator' button, and callout '3' points to the 'Remove' button.
- BTP Authorized User(s) (2):** A table lists authorized users with their 'Appointed Services'. Callout '1' points to a row, callout '2' points to the 'Add BTP Authorized User' button, and callout '3' points to the 'Remove' button.

After that, you will see the list of BTP Administrators and BTP Authorized Users of the BTP Business.

BTP Administrator is given right to access all online services while BTP Authorized Users can access the online services assigned by the BTP Administrators.

1

You can select a specific BTP Administrator or BTP Authorized User record to view his/her details.

2

Click “Add BTP Administrator” or “Add BTP Authorized User” to add user(s) to the business account.

(Each BTP Business can appoint no more than five BTP Administrators while the number of BTP authorized users is unlimited.)

3

Click “Remove” to delete any existing BTP Administrator or BTP Authorized User.

4

By clicking “Select BTP Business”, you can switch to another Business to manage its BTP Administrator(s) and Authorized User(s).

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GovHK 香港政府一站通

TAXPAYER A
TAXPAYER A COMPANY LIMITED

Eng | 繁 Text Size ↗ Logout

Manage BTP Administrator / Authorized User

SC-869-0503

Quit

BTP Business

Business Registration Number: 99999995

Business Name: TAXPAYER A COMPANY LIMITED

User Details

Username: BTPUSERNAME02

Full Name: TAXPAYER B

Other Name: USER B OTHER NAME

Designation: Director

Role: BTP Administrator

1

2

Back Remove Edit

After clicking a particular BTP Administrator record, you will see the BTP Business Details and User Details of the BTP Administrator.

- 1 Click “Remove” to delete the user if necessary.
- 2 Click “Edit” to change the “Designation” if necessary.

Guide to Manage BTP Administrator / Authorized User

GovHK 香港政府一站通

TAXPAYER A
TAXPAYER A COMPANY LIMITED

Eng | 繁 Text Size ↔ Logout

Manage BTP Administrator / Authorized User

SC-869-0504

Quit

BTP Business

Business Registration Number: 99999995

Business Name: TAXPAYER A COMPANY LIMITED

User Details

Full Name: TAXPAYER B

Other Name: USER B OTHER NAME

Designation: Company Secretary

Role: BTP Administrator

Back Confirm

Now, we demonstrate how to edit.

After clicking “Edit”, you can change the user's designation.

1 Select the new “Designation”.

2 Click “Confirm”.

Guide to Manage BTP Administrator / Authorized User

GovHK 香港政府一站通  TAXPAYER A
TAXPAYER A COMPANY LIMITED Eng | 繁體中文 Text Size [-] Logout

Manage BTP Administrator / Authorized User Quit

SC-899-0505

Acknowledgement

User details of BTPUSERNAME02 has been updated.

Transaction Reference Number (TRN): 8892 5041 7057 9715

Transaction Date/Time: 17 Apr 2025 10:33:28

BTP Business Details

Business Name: TAXPAYER A COMPANY LIMITED

Business Registration Number: 99999995

User Details

Username: BTPUSERNAME02

Full Name: TAXPAYER B

Other Name: USER B OTHER NAME

Role: BTP Administrator

Designation: Company Secretary

1 Print 2 Save 3 Continue

Upon completion of the updating process, acknowledgement will be displayed.

- 1 Click “Print” if you wish to print the acknowledgement.
- 2 Click “Save” if you wish to save the acknowledgement.
- 3 Click “Continue” to view the latest BTP Administrator / Authorized User record.

Guide to Manage BTP Administrator / Authorized User

GovHK 香港政府一站通

TAXPAYER A
TAXPAYER A COMPANY LIMITED

Eng | 繁 Text Size ↔ Logout

Manage BTP Administrator / Authorized User

SC-869-0503

Quit

BTP Business

Business Registration Number: 99999995

Business Name: TAXPAYER A COMPANY LIMITED

User Details

Username: BTPUSERNAME02

Full Name: TAXPAYER B

Other Name: USER B OTHER NAME

Designation: Company Secretary

Role: BTP Administrator

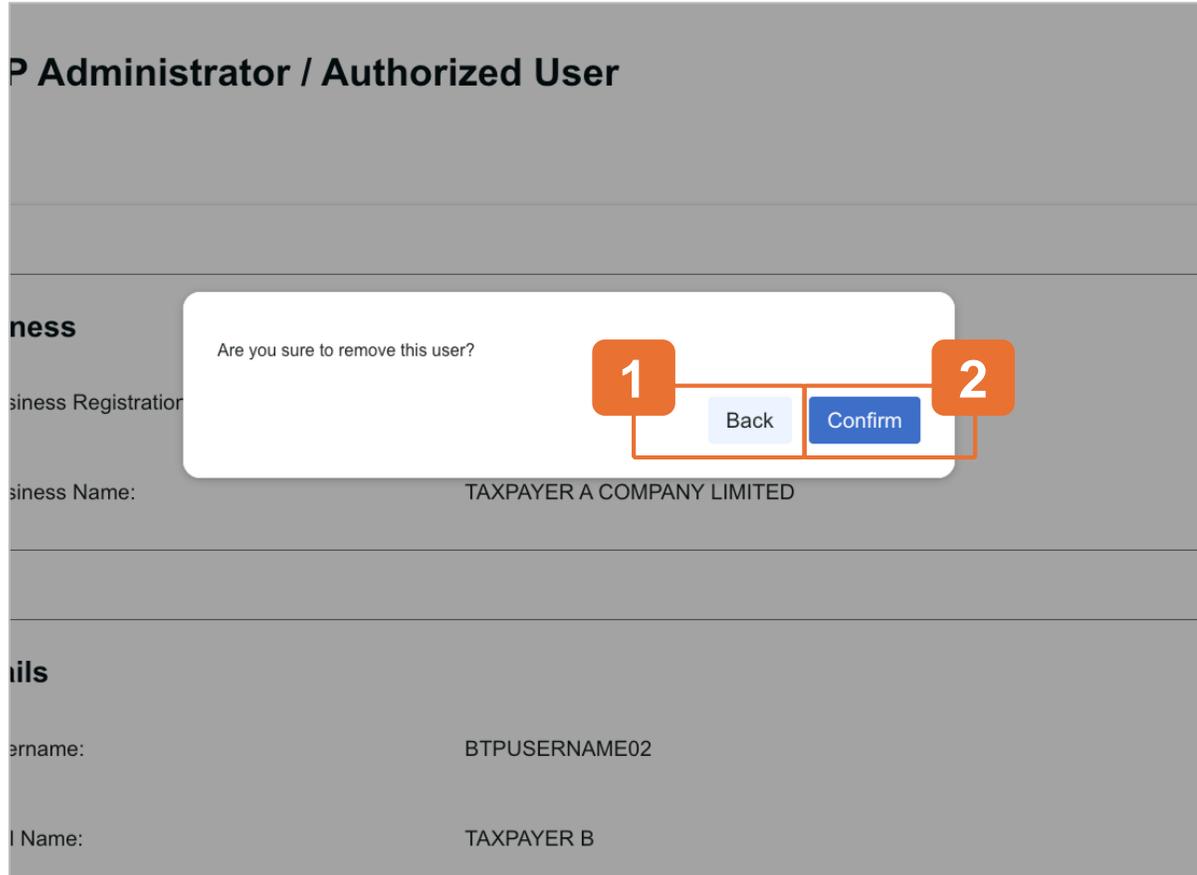
1

Back Remove Edit

Now, we demonstrate how to remove a BTP Administrator.

1 You can click “Remove”.

Guide to Manage BTP Administrator / Authorized User



- 1 Otherwise, click “Back”.
- 2 To remove BTP Administrator, click “Confirm” to proceed to the next step.

Guide to Manage BTP Administrator / Authorized User

GovHK 香港政府一站通

TAXPAYER A
TAXPAYER A COMPANY LIMITED

Eng | 繁 Text Size ↔ Logout

Manage BTP Administrator / Authorized User

SC-869-0506

Quit

Acknowledgement

BTPUSERNAME02 has been removed from the User List of TAXPAYER A COMPANY LIMITED.

Transaction Reference Number (TRN):	9999 9999 9999 9999
Transaction Date/Time:	1 Apr 2025 15:35:07

BTP Business Details

Business Name:	TAXPAYER A COMPANY LIMITED
Business Registration Number:	99999995

User Details

Username:	BTPUSERNAME02
Full Name:	TAXPAYER B
Other Name:	USER B OTHER NAME
Role:	BTP Administrator
Designation:	Company Secretary

Print Save **Continue**

The BTP Administrator has been removed.

1 Click “Continue” to view the latest record.

Guide to Manage BTP Administrator / Authorized User

GovHK 香港政府一站通  TAXPAYER A
TAXPAYER A COMPANY LIMITED Eng | 繁 Text Size ↔ Logout

Manage BTP Administrator / Authorized User Quit

SC-869-0502

BTP Business Select BTP Business

Business Registration Number: 99999995

Business Name: TAXPAYER A COMPANY LIMITED

BTP Administrator(s) (1) Add BTP Administrator

Username	Full Name	Other Name	Designation
BTPUSERNAME01	TAXPAYER A	USER A OTHER NAME	Director

BTP Authorized User(s) (2) Add BTP Authorized User

Search Username, Full Name, Other Name or Designation Filter Appointed Service(s)

Username	Full Name	Other Name	Designation	Appointed Services	
BTPUSERNAME05	TAXPAYER D	USER D OTHER NAME	Manager	Profits Tax Matters Employer's Matters Certificate of Resident Status Business Registration Matters Stamp Duty Property Tax Matters	Remove
BTPUSERNAME03	TAXPAYER C	USER C OTHER NAME	Manager	Profits Tax Matters	Remove

Displaying 2 out of a total of 2 records Go to page 1 →

Now, we demonstrate how to add a BTP Administrator.

1

You can click “Add BTP Administrator”.

Guide to Manage BTP Administrator / Authorized User

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TAXPAYER A
TAXPAYER A COMPANY LIMITED

Eng | 繁 Text Size (-) Logout

Manage BTP Administrator / Authorized User

SC-869-0505

Quit

BTP Business

Business Registration Number: 99999995

Business Name: TAXPAYER A COMPANY LIMITED

Enter Particulars of BTP Administrator

Username: Search

Full Name:

Other Name:

Designation: Please Select

Role: BTP Administrator

Back Confirm

To add BTP Administrator,

1 Enter the BTP Username and click “Search”.

Full Name and Other Name corresponding to the entered BTP Username will then be extracted from IRD's records.

Guide to Manage BTP Administrator / Authorized User

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TAXPAYER A
TAXPAYER A COMPANY LIMITED

Eng | 繁 Text Size [-] Logout

Manage BTP Administrator / Authorized User

SC-869-0905

Quit

BTP Business

Business Registration Number: 99999995

Business Name: TAXPAYER A COMPANY LIMITED

Enter Particulars of BTP Administrator

Username: BTPUSERNAME02 Search

Full Name: TAXPAYER B

Other Name: USER B OTHER NAME

Designation: Director

Role: BTP Administrator

Back Confirm

If the Full Name and Other Name shown is incorrect, check whether the entered Username is correct or not.

To enable the appointment, the BTP Administrator must first possess the BTP User Account and add your business to the serving business list.

- 1 You can select the BTP Administrator's designation in the Business from the drop-down list.
- 2 Click "Confirm" to proceed to the next step.

Guide to Manage BTP Administrator / Authorized User

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TAXPAYER A
TAXPAYER A COMPANY LIMITED

Eng | 繁 Text Size ↔ Logout

Manage BTP Administrator / Authorized User

SC-869-0506

Quit

Acknowledgement

BTPUSERNAME02 has been appointed as the BTP Administrator of TAXPAYER A COMPANY LIMITED.

Transaction Reference Number (TRN):	9999 9999 9999 9999
Transaction Date/Time:	27 Mar 2025 14:11:25

BTP Business Details

Business Name:	TAXPAYER A COMPANY LIMITED
Business Registration Number:	99999995

User Details

Username:	BTPUSERNAME02
Full Name:	TAXPAYER B
Other Name:	USER B OTHER NAME
Role:	BTP Administrator
Designation:	Director

Print Save **Continue**

The BTP Administrator has been added.

1 Click “Continue” to view the latest record.

Guide to Manage BTP Administrator / Authorized User

GovHK 香港政府一站通  TAXPAYER A
TAXPAYER A COMPANY LIMITED Eng | 繁 Text Size ⇄ Logout

Manage BTP Administrator / Authorized User Quit

SC-869-0502

BTP Business Select BTP Business

Business Registration Number: 99999995

Business Name: TAXPAYER A COMPANY LIMITED

BTP Administrator(s) (2) Add BTP Administrator

Username	Full Name	Other Name	Designation	
BTPUSERNAME01	TAXPAYER A	USER A OTHER NAME	Director	
BTPUSERNAME02	TAXPAYER B	USER B OTHER NAME	Director	Remove

BTP Authorized User(s) (2) Add BTP Authorized User

Search Username, Full Name, Other Name or Designation Filter Appointed Service(s)

Username T1	Full Name T1	Other Name T1	Designation T1	Appointed Services	
BTPUSERNAME05	TAXPAYER D	USER D OTHER NAME	Manager	Profits Tax Matters Employer's Matters Certificate of Resident Status Business Registration Matters Stamp Duty Property Tax Matters	Remove
BTPUSERNAME03	TAXPAYER C	USER C OTHER NAME	Manager	Profits Tax Matters	Remove

Displaying 2 out of a total of 2 records Go to page 1 →

Now, we demonstrate how to edit a BTP Authorized User. The process is similar to that of editing a BTP Administrator. For BTP Authorized User, you need to specify the scope of appointed services.

1

Click a particular BTP Authorized User record to start.

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TAXPAYER A
TAXPAYER A COMPANY LIMITED

Eng | 繁 Text Size ↩ Logout

Manage BTP Administrator / Authorized User

SC-869-0503

Quit

BTP Business

Business Registration Number: 99999995

Business Name: TAXPAYER A COMPANY LIMITED

User Details

Username: BTPUSERNAME03

Full Name: TAXPAYER C

Other Name: USER C OTHER NAME

Designation: Manager

Role: BTP Authorized User

Appointed Services

Profits Tax Matters

Back Remove **Edit**

In this page, you will see the BTP Business Details, User Details and Scope of Appointed Services of the BTP Authorized User.

1

Click “Edit” to change if necessary.

Guide to Manage BTP Administrator / Authorized User

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TAXPAYER A
TAXPAYER A COMPANY LIMITED

Eng | 繁 Text Size ↵ Logout

Manage BTP Administrator / Authorized User

SC-869-0504

BTP Business

Business Registration Number: 99999995

Business Name: TAXPAYER A COMPANY LIMITED

User Details

Full Name: TAXPAYER C

Other Name: USER C OTHER NAME

Designation: **1** Manager

Role: BTP Authorized User

Appointed Services

2

Profits Tax Matters

Property Tax Matters

Employer's Matters

Business Registration Matters

Certificate of Resident Status

Stamp Duty

Back **3** Confirm

1

Select the new “Designation”.

2

Check the box(es) to specify the new scope of services.

3

Click “Confirm”.

Guide to Manage BTP Administrator / Authorized User

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TAXPAYER A
TAXPAYER A COMPANY LIMITED

Eng | 繁 Text Size ↔ Logout

Manage BTP Administrator / Authorized User

SC-869-0506

Quit

Acknowledgement

User details of BTPUSERNAME03 has been updated.

Transaction Reference Number (TRN):	9999 9999 9999 9999
Transaction Date/Time:	27 Mar 2025 14:21:28

BTP Business Details

Business Name:	TAXPAYER A COMPANY LIMITED
Business Registration Number:	99999995

User Details

Username:	BTPUSERNAME03
Full Name:	TAXPAYER C
Other Name:	USER C OTHER NAME
Role:	BTP Authorized User
Designation:	Manager
Appointed Services:	Employer's Matters Business Registration Matters Profits Tax Matters

Print Save **Continue**

User details of BTP Authorized User has been updated.

1 Click “Continue” to view the latest record.

Guide to Manage BTP Administrator / Authorized User

The screenshot displays the 'Manage BTP Administrator / Authorized User' interface. At the top, it shows 'GovHK 香港政府一站通' and 'TAXPAYER A COMPANY LIMITED'. The main content is divided into three sections:

- BTP Business:** Shows 'Business Registration Number: 99999995' and 'Business Name: TAXPAYER A COMPANY LIMITED'. A 'Select BTP Business' button is present.
- BTP Administrator(s) (2):** Contains a table with columns for Username, Full Name, Other Name, and Designation. It lists two administrators: BTPUSERNAME01 (TAXPAYER A, Director) and BTPUSERNAME02 (TAXPAYER B, Director). A 'Remove' button is next to the second administrator. An 'Add BTP Administrator' button is at the top right.
- BTP Authorized User(s) (2):** Features a search bar and a 'Filter Appointed Service(s)' dropdown. It lists two authorized users: BTPUSERNAME05 (TAXPAYER D, Manager) and BTPUSERNAME03 (TAXPAYER C, Manager). Each user has a list of appointed services (e.g., Profits Tax Matters, Employer's Matters) and a 'Remove' button. A red box labeled '1' highlights the 'Add BTP Authorized User' button, and a red box labeled '2' highlights the 'Remove' buttons.

At the bottom, it indicates 'Displaying 2 out of a total of 2 records' and a pagination control 'Go to page 1'.

1 If you want to add a BTP Authorized User, you can click “Add BTP Authorized User”.

2 If you want to remove a BTP Authorized User, you can click “Remove”.

The processes of Add or Remove a BTP Authorized User are similar to those of BTP Administrator. You can make reference to previous pages.



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