

eAFS - Electronic Submission of Filed 2019 Income Tax Returns and Required Attachments

User Guide

Version 1.0

Contents

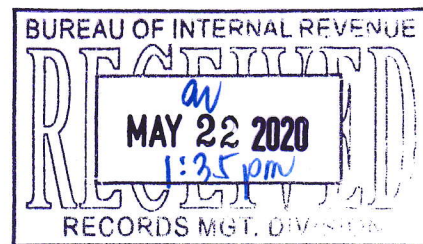
I. Enrollment to eAFS

II. Uploading to eAFS

- a. Income Tax Returns (ITR)
- b. Audited Financial Statements (AFS)
- c. Other required attachments

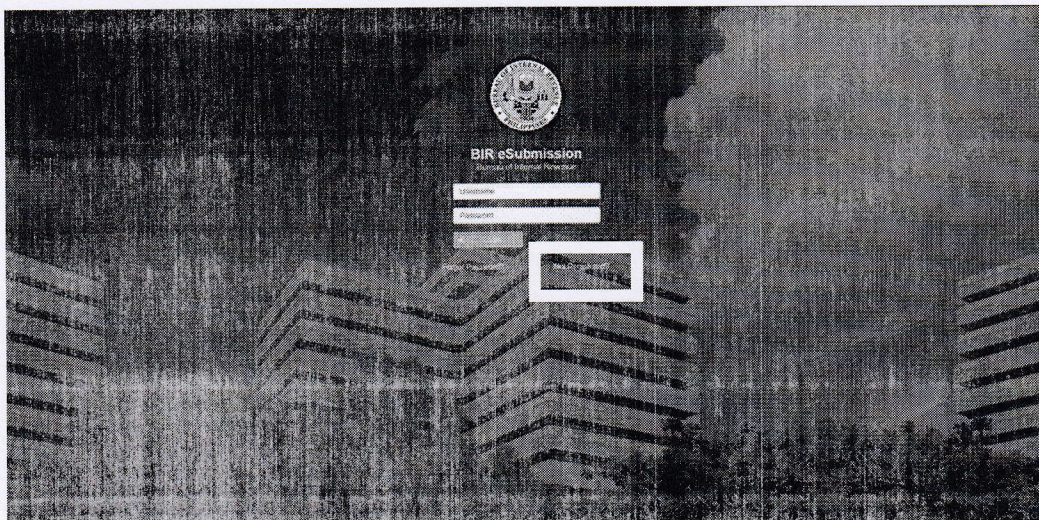
III. Password Management

- a. Change Password
- b. Resetting/Forgot Password



I. Enrollment to eAFS

1. Access the BIR website at <https://www.bir.gov.ph> and click eAFS icon.
2. On the eAFS Login page, click **Not Registered?** link.



3. On the eAFS Registration page, supply the required information and click **Register**. If successful, a **Statement of Undertaking** will appear. Otherwise, an error message will appear at the top of the page.
4. Read carefully the **Statement of Undertaking**. If you agree, click **Accept**. A confirmation message appears and an activation link is sent to your designated email(s) for you to activate the account.

Taxpayer's Information		
* Company TIN Company TIN	* Registered Name Registered Name	* Company Email Company Email
* RDO Code 1 Lasing City, Socos Name	* SEC Number SEC Number	
Authorized Tax Agent/Representative		
* TIN Authorized Representative's TIN	* First Name First Name	* Middle Name Middle Name
* Last Name Last Name	* Email Email	* Contact Number Contact Number
Login Information		
* Username Preferred Username	* Password Preferred Password	* Confirm Password Confirm Password
Password Policies <ul style="list-style-type: none"> • Lengths (min = 10, max = 128) • At least one uppercase letter • At least one lowercase letter • At least one digit • At least one special character • Do not use last password 		
Reminder <ul style="list-style-type: none"> • Please make sure to enter the correct TINs and email addresses • Use of unique TINs and email addresses will expedite your submission • TINs and email addresses can only be registered once 		

5. Click the activation link which will prompt you if activation is successful. Failure to click on the activation link within 72 hours will require you to repeat the process of enrollment.



II. Uploading to eAFS

1. Access the BIR website at <https://www.bir.gov.ph> and click eAFS icon.
2. Log in to your account using your username and password. Upon successful login, the eAFS Home screen will appear.
3. Click the **File Upload** link on the left pane. The **File Upload** screen appears.
4. There are three (3) types of files that can be uploaded:

File	Document	Naming Convention
File 1	Income Tax Returns	EAFSXXXXXXXXXITR2019
File 2	Audited Financial Statements	EAFSXXXXXXXXXAFS2019
File 3	Other Attachments	EAFSXXXXXXXXXOTH2019-01

5. Click **Choose** and select the file from your own device. Then, click **OK** to attach the same. Note that files not following the required naming convention and file sizes exceeding 4.8 GB will not be attached.
6. Repeat step 5 until you have attached all the required files (Income Tax Return/Audited Financial Statement/Other Attachments).

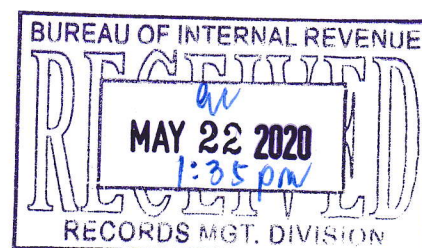
Note: To remove an attachment, click the **Clear** button beside it.

7. Click **Submit** to initiate uploading of the attachments. The **Statement of Undertaking** screen appears.
8. a. Read and click **Accept** to proceed with submission. A message appears indicating a successful submission with the transaction code. You may print this page as proof of submission.

You will also receive an email confirmation with your transaction code.

You can also view your submission by clicking the Transaction button on the left pane of the Menu.

- b. Should you click the **Reject** button; it will clear all attached files.



III. Password Management

a. *Change Password*

1. Access the BIR website at <https://www.bir.gov.ph> and click eAFS icon.
2. Log in with your username and password. The eAFS Home screen appears.
3. Click **Profile** link on the left side of the screen. Then click on the **Change Password** button on the Login Information screen.
4. Enter your new password and click on **Update** button.

b. *Resetting/Forgot Password*

1. Access the BIR website at <https://www.bir.gov.ph> and click eAFS icon.
2. On the eAFS Login page, click **Forgot Password?** link.
3. Enter the **Username** and **Email Address** in the text box provided. Then, click **Send**. If successful, a confirmation message appears and an email notification is sent to the registered company email, which includes a link to change your password.
4. Click the reset link in that email.
5. Choose a new password and then, click **Reset** button.

