

# HOW TO CREATE AN ONLINE INCOME TAX ACCOUNT

## Step 1: Registration PIN

You will need your registration PIN to start the registration process.

You can request a PIN by contacting us by email at [oit\\_register@irb.gov.vi](mailto:oit_register@irb.gov.vi)



Once you receive your PIN, Navigate to <https://income-tax.bir.vi.gov> or scan the QR code to open the Online Income Tax Portal.

## Step 2: Complete registration form

Once the portal is open; Click the “Register as a new user using a PIN” link to begin the registration process.

A screenshot of the U.S. Virgin Islands Bureau of Internal Revenue (TPP Team) Taxpayer Portal. The header is blue with the text 'U.S. Virgin Islands Bureau of Internal Revenue (TPP Team)' and a 'Register / Log In' link. Below the header, the text reads 'Taxpayer Portal | Log in' and 'Identify yourself to the system, and choose e-mail or text message for your PIN.' There is a text input field for 'E-mail', a 'Remember me?' checkbox which is checked, and a 'Send PIN by' section with radio buttons for 'Text message' (selected) and 'E-mail'. Below these are 'Log in' and 'Cancel' buttons. At the bottom, there are links for 'Register as a new user using a PIN' and 'Forgot your password?'.

### Taxpayer Portal | Register using a TPP invitation PIN

Create a new account using a PIN provided in an invitation to the Taxpayer Portal.

A screenshot of the registration form for a TPP invitation PIN. It features four input fields: 'Registration PIN' (with a dropdown arrow), 'Tax ID', 'E-mail', and 'Confirm E-mail'. Below the fields is a yellow 'Begin registration' button.

Now enter the requested information and click the “Begin registration” button when finished.

NEXT



## Step 3: Login

Once the registration process is complete you can log in using the email and password used and the previous step.

Also please select how you would prefer your authentication PIN sent.

*An authentication PIN is required whenever you attempt to log in.*

The screenshot shows the login page for the U.S. Virgin Islands Bureau of Internal Revenue (TPP Team). The header includes the logo and the text "U.S. Virgin Islands Bureau of Internal Revenue (TPP Team)" and "Register / Log in". Below the header, the page title is "Taxpayer Portal | Log in". The main content area contains a form with the following elements:

- A text input field for "E-mail".
- A "Remember me?" checkbox that is checked.
- A "Send PIN by" section with radio buttons for "Text message" (selected) and "E-mail".
- Two yellow buttons: "Log in" and "Cancel".
- Two links: "Register as a new user using a PIN" and "Forgot your password?".

## Step 4: Taxpayer Homepage

The screenshot shows the taxpayer homepage for the U.S. Virgin Islands Bureau of Internal Revenue (TPP Team). The header includes the logo and the text "U.S. Virgin Islands Bureau of Internal Revenue (TPP Team)" and "Hello [username] @irb.gov.vi / Log off". Below the header, the page title is "Taxpayer Portal | Taxpayer home page". The main content area contains the following information:

- A welcome message: "Welcome to the U.S. Virgin Islands Taxpayer Portal - This is the TPP Test environment. This Web site provides a way for you to file your individual income tax return by filling out a form on your computer."
- A section titled "This is [username] taxpayer home page." with the address "1 Main St, Charlotte Amalie VI 00860" and links for "You can make changes to this information here.", "You can designate someone to prepare your tax return here.", and "You can change your password here."
- A section titled "This person can file tax returns for you." with a "Test remove" link.
- A section titled "You can upload a PDF of a tax return here." with links for "Upload a 2022 tax return PDF from tax preparation software." and "Upload a 2023 tax return PDF from tax preparation software."
- A section titled "You can file these tax returns electronically." with links for "File the 2022 Form 1040", "File the 2022 Form 1040-SR", "File the 2022 Form 4868", "File the 2023 Form 1040", "File the 2023 Form 1040-SR", and "File the 2023 Form 4868".
- A section titled "New Here is another message for all taxpayers" with links for "You can download tax form PDFs from the IRS here." and "When composing these messages you can use a simplified version of Create wiki markup."
- A section titled "<You have no tax returns on file."

The footer contains navigation links for "Our Agency", "Help", and "Related Links", along with a copyright notice: "Copyright © 2022-2024 Virgin Islands Bureau of Internal Revenue. All rights reserved."

This is the Taxpayer homepage. From this page you can prepare or upload then submit a tax return using the provided software. You can delegate a Third party to prepare, upload, or submit tax returns for you. *Note: The chosen delegate must have a registered account.*

You can also upload a PDF of a tax return prepared using third party software.

DONE!