



### 1 APPLICATION FOR PIN NO.

- Can be made at LHDNM branches/ Revenue Service Centres / UTC
- Documents needed:
  - » Verification of applicant's identity (Identity Card No. / Passport No. / Police No. / Army No.)
  - » Form CP55D (PIN No. Application Form) – **can be obtained at LHDNM counters**
- If a representative, please furnish:
  - » Written consent of the applicant,
  - » Copy of applicant's and the representative's identity card; and
  - » Form CP55D (PIN No. Application Form) – **can be obtained at LHDNM counters**

### 2 REGISTRATION OF DIGITAL CERTIFICATE



- Click **First Time Login** and follow the stated procedure by the system
- Enter **Password** between 8 to 12 characters and should have at least:
  - » One (1) capital letter
  - » One (1) small letter
  - » One (1) number
  - » Must not contain any special characters or symbols
  - » Example: **pAssword123**

### 3 E-FORM LOGIN

- Choose **Login** menu, enter **Identity Card No.** and the exact **Password**



- Click **e-Form** > Choose Type of Form > Choose Year of Assessment

Category	Type of Forms
Individual	e-BE/e-B/e-BT/e-M/e-MT/e-E/e-P

- Fill in the correct information and follow the stated procedure
- Click **Sign & Submit** to submit e-Form
- An Acknowledgement Receipt of e-Form will be prompted after the form was successfully submitted

### 4 ACKNOWLEDGEMENT RECEIPT OF e-FORM

- Choose **Services** menu > **e-Filing** > **Acknowledgement Receipt**
- **Log In** menu, enter **Identity Card No.** and the exact **Password**



### 5 FORGOT PASSWORD

- **WITH A REGISTERED e-MAIL WITH LHDNM:**
  - Click **Forgot Password** > enter Identity Card No. > Choose Digital Certificate Type: Individual > Choose Reset Medium: Registered e-Mail with LHDNM



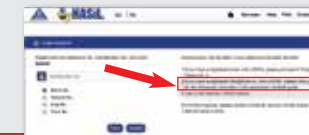
#### WITHOUT REGISTERED e-MAIL WITH LHDNM:

- Please visit to the nearest LHDNM branches / Revenue Service Centres / UTC to obtain **Temporary Activation Code**
- Taxpayer's identification verification is needed
- Click **Forgot Password** > Enter Identity Card No. > Choose Digital Certificate Type: Individual > Choose Reset Medium: Temporary Activation Code > Enter the new password



#### WITH A REGISTERED HANDPHONE NUMBER

- Click **Forgot Password** > click **here** link and follow the stated procedure by the system



### 6 DIGITAL CERTIFICATE EXPIRED

- Choose **Login** menu
- Taxpayer should choose to register automatically by clicking **'Agree'** button
- Enter **Login** using the original **password**