



## **Online Registration and Update System (ORUS)**

is a web-based system that provides an end-to-end process for registration of taxpayers and updating of their registration information.

[thegaconsulting.com](http://thegaconsulting.com)



# Online Registration and Update System Guide

## I. ORUS Account Creation Guide

[thegaconsulting.com](http://thegaconsulting.com)



## I. ORUS Account Creation Guide

For all the presentations we will use the following Taxpayer information and data for presentation purposes only.

- Go to <https://orus.bir.gov.ph/home>
- Proceed to “New Registration” → As an Individual → Create an Account



# I. ORUS Account Creation Guide

The screenshot displays the ORUS website interface. At the top, the browser address bar shows 'orus.bir.gov.ph/home'. The website header includes the ORUS logo and a 'LOGIN' button. The main content area is titled 'Welcome to BIR Online Registration and Update System (ORUS)'. On the left, a navigation menu lists several options: 'New Registration' (with sub-options 'As a Non-Individual' and 'As An Individual', where 'As An Individual' is highlighted), 'Secondary Registration', 'Update Information', 'Verify TIN / Search BIR-Registered Business', 'Register Branch/Facility', and 'TIN Inquiry'. The main content area is titled 'Application for Registration of Individuals' and lists 'Documentary Requirements' and 'Other Documentary Requirements'. At the bottom of this section, there are two prominent buttons: 'CREATE AN ACCOUNT' and 'LOGIN TO ORUS'. The footer contains copyright information for 2023, links for 'Privacy Policy', 'Contact Center (02) 8388-5200', and 'User Guide/Taxpayer Job Aid', along with the version number 'V16.2'. A secondary navigation bar at the very bottom includes icons for 'Home', 'About ORUS', and 'FAQs'.



## I. ORUS Account Creation Guide

For all the presentations we will use the following Taxpayer information and data for presentation purposes only.

### Create an ORUS Account

Register as: Taxpayer

Please select an option: with existing TIN

First Name : GEORGE MIKHAIL

Middle Name: RULLODA

Last Name: AURELIO

Suffix: N/A

Date of Birth: 09/09/1991

Civil Status: Married

Gender: Male

Email: georgervirtual@thegaconsulting.com

Password: \*\*\*\*\*

Confirm Password: \*\*\*\*\*

[thegaconsulting.com](http://thegaconsulting.com)



# I. ORUS Account Creation Guide

👤 Create an ORUS account

Register As:

Taxpayer \*     Tax Agent \*

Please select an option: \*

With Existing TIN     Without Existing TIN

TIN \*    Branch Code \*  
122456789    00000

First Name \*  
GEORGE MIKHAIL

I have no middle name

Middle Name \*  
RULLODA

Last Name \*  
AURELIO

Suffix \*  
N/A

Date of Birth \*  
09/09/1991

Civil Status \*  
Married


Gender \*  
Male

Email \*  
georgevirtual@thegaconsulting.com

Please enter the email of the TAXPAYER. This will serve as the permanent and official email in BIR's Taxpayer records, as well as the login credentials of the Taxpayer for all registration and update matters. Do not use an Agent email address here.

Password \*  
.....

Confirm Password \*  
.....

I'm not a robot    

**REGISTER** ➔



## I. ORUS Account Creation Guide

This message will appear after you click "Register." Simply click the link they sent you via email to verify the email you provided.


You can now use your email address and password to access your ORUS account after validating.

We sent an email with a link to verify your email. Please validate your email by clicking the link.

*You did not receive an email? Check your spam folder or request for new OTP by clicking the button below. If you do not verify your email address, you will not be able to create an account.*

RESEND OTP LINK CLOSE

Confirm Password \*

I'm not a robot  reCAPTCHA  
Privacy - Terms

REGISTER →