



BELIZE TAX SERVICE DEPARTMENT'S NOTICE



HOW TO REGISTER ON IRIS?

This guide will provide a step-by-step on how to register your account:

Go to the Official Belize Tax Service Online Website [Belize Tax Services \(bts.gov.bz\)](https://bts.gov.bz)

On the home page click the "**Register for an account**" button.

This link will take you to the online registration form.

Start Filling the Following Details:

i. Your first & last name.

ii. Your Date of Birth

Enter your Name and Date of Birth as given on your Social Security Card/Birth Certificate

iii. Your Mobile Number

This will be used for request verification and important communications from Belize Tax Service.

iv. Your Email Address

This email address will be used to login to the portal.

v. Enter a Password

as per the specification given.

vi. Re-Confirm your Password.

This should be same as the Password field above.

Enter the appropriate Security answers to the three Questions.

(Note: these questions will be used in the event you need to recover your password and validate your identity)

When finished, check the read and agree box for the Terms and Conditions and Privacy Policy.

Now, you can click the "Submit my Registration" button.

Your user account registration has been sent.

A confirmation email will be sent to the email address you entered.

Open the email and click the CONFIRM EMAIL ADDRESS button, you are now registered!

For the final step, you will need to contact Belize Tax Service to link your tax account to your online profile.

This process will take approximately 24 hours to link.