



Online Payment System
E-2307 REGISTRATION GUIDE

E-2307 Registration Guide

1. Go to the Online Payment System website or type in below URL on your web browser:

<https://ops.ictsi.com>

2. Click on “E-2307 Registration”

Online Payment System

User ID

Password

Login

New User? Register here

Can't Login?

E-2307 Registration **2**

Frequently Asked Questions (FAQs)



E-2307 Registration Guide

3. Fill out all required company and authorized representative information on the **Electronic 2307 Registration** page.
4. Download available templates and accomplish the required forms. Upload all mandatory documentary requirements.
 - Notarized Secretary's Certificate
 - Consent to Processing of Personal Information
 - BIR Form 2303
 - SEC or DTI Registration
 - Valid Gov't issued ID of authorized representative
 - E-signature of authorized representative
5. Review all details entered and read on the reminders before submitting your application.
6. Click on **“Submit”** button to finalize your application.

Electronic 2307 Registration

Company Information 3

Company Name*
Company TIN* Zip Code*
E-mail Address*

Authorized Representative Information

First Name* Last Name*
Tax Identification Number* Position*
E-mail Address*

For Accreditation Tax Agents, if applicable

Tax Agent Identification No.
Tax Agent Identification Issued;
Tax Agent Identification Expiration;

Upload Documentary Requirements 4

Upload Notarized Secretary's Certificate

Upload Consent to Processing of Personal Information

Upload BIR Form 2303

Upload SEC or DTI Registration

Upload Gov't Issued ID of Authorized Representative

Upload E-Signature of Authorized Representative

REMINDERS: 5

1. Please make sure information typed in the fields are correct and complete.
2. Documents for uploading should be in Microsoft Word, image or PDF formats and should be less than 20MB.
3. Applications with incomplete requirements will not be processed.
4. Please ensure to enter correct email address to receive the confirmation of your application.

6

E-Signature Guidelines:

- Sign on a blank white piece of paper.
- Ensure that the signature is clear and covers at least 80% of the page.
- Scan the document and crop your signature. Save it as an image format. Kindly note that only .bmp, .gif, .jpg and .png file versions are acceptable.



E-2307 Registration Guide

7. Wait for an email notification for the status of your registration.
8. Once approved, you may now transact online payments with applied withholding tax (EWT) for the registered consignee.
9. A completed electronic BIR Form 2307 together with the electronic official receipt can be generated after every successful payment transaction.

Registration Successful

Application successfully submitted for review.
Please check your email address for updates.
Thank you for using OPS.

Continue

For BIR Use Only		BCS/Item:				Republic of the Philippines Department of Finance Bureau of Internal Revenue												
BIR Form No. 2307 January 2018 (ENCS)		Certificate of Creditable Tax Withheld at Source				 2307 01/18ENCS												
Fill in all applicable spaces. Mark all appropriate boxes with an "X".																		
1	For the Period	From	<input type="text"/>				To	<input type="text"/>					(MM/DD/YYYY)				(MM/DD/YYYY)	
Part I – Payee Information																		
2	Taxpayer Identification Number (TIN) <input type="text"/>																	
3	Payee's Name (Last Name, First Name, Middle Name for Individual OR Registered Name for Non-Individual) <input type="text"/>																	
4	Registered Address <input type="text"/>															4A	ZIP Code <input type="text"/>	
5	Foreign Address, if applicable <input type="text"/>																	
Part II – Payor Information																		
6	Taxpayer Identification Number (TIN) <input type="text"/>																	
7	Payor's Name (Last Name, First Name, Middle Name for Individual OR Registered Name for Non-Individual) <input type="text"/>																	
8	Registered Address <input type="text"/>															8A	ZIP Code <input type="text"/>	

