

Checklist for the Registration Process in the BZSt Online Portal (BOP)

In order to use the BOP to fill out self-assessed insurance and fire protection tax returns online and submit authenticated, electronic copies to the BZSt, you must first complete the following one-time actions:

- Request authorisation to use the BOP from Department St II 1 of the BZSt
- Register to use the BOP

To assist you, you can use the following checklist in order to work through the individual steps in sequence.

a)	Request for first-time authorisation to use the BOP submitted to Department St II 1 using the appropriate form.	<input type="checkbox"/>
b)	BZSt number received from BZSt by conventional mail.	<input type="checkbox"/>
c)	Access code (BZSt-Geheimnis) received from BZSt by email.	<input type="checkbox"/>
<p>Please do not perform the following steps until steps a) to c) are complete. Only contact our support if you have not received a response within four weeks. If you do not receive an email regarding step b), please check your spam filter, etc., before contacting our support.</p>		
d)	Creation of a new user account on the BOP website initiated.	<input type="checkbox"/>
e)	Email received with a link, and this link clicked as confirmation in order to continue the registration process.	<input type="checkbox"/>
f)	Activation ID received from BZSt by email.	<input type="checkbox"/>
g)	Activation code received from BZSt by conventional mail.	<input type="checkbox"/>
<p>Please do not perform the following steps until steps d) to g) are complete. Only contact our support if you have not received a response within four weeks. If you do not receive an email regarding steps e) or f), please repeat step d).</p>		
h)	Registration completed by clicking the link in the email with the activation ID (step f)) and entering the activation data (steps f) & g)).	<input type="checkbox"/>
i)	Email received from BZSt with link for first-time login.	<input type="checkbox"/>
<p>Please do not perform the following steps until steps h) and i) are complete.</p>		
j)	First-time login completed using the links sent by email (step i).	<input type="checkbox"/>
<p>You have successfully completed the registration process and can now use the online forms in the BOP for your applications.</p>		