



Leaflet on registration in the BZSt online portal (BOP)

The Federal Central Tax Office (BZSt), in cooperation with the Federal Information Technology Center (ITZ Bund), provides you with a procedure for the electronic submission of „Anträge auf Entlastung vom deutschen Steuerabzug gemäß § 50c EStG“ (applications for relief) via the BZSt online portal.

You can gain access to this portal after a one-time registration by means of a certificate that serves your authentication.

However, a new registration is only required if you do not already have a corresponding certificate.

The following come into consideration here

- the ElsterOnline portal certificate or
- the BZSt online portal certificate from other reporting procedures.

If you do not hold one of the certificates mentioned, a new registration with a BZSt number is required for an electronic submission of the applications for relief, which proceeds as follows.

I. application for registration at the BZSt

First of all, a BZSt number and a secret code must be applied for via the admission and registration application. You can find this application under

https://www.bzst.de/EN/Businesses/Withholding_taxes/Withholding_Tax_Relief/withholding_tax_relief.html

The image shows two pages of a registration application form. The left page is the main application form, and the right page is a declaration of accuracy and data retention.

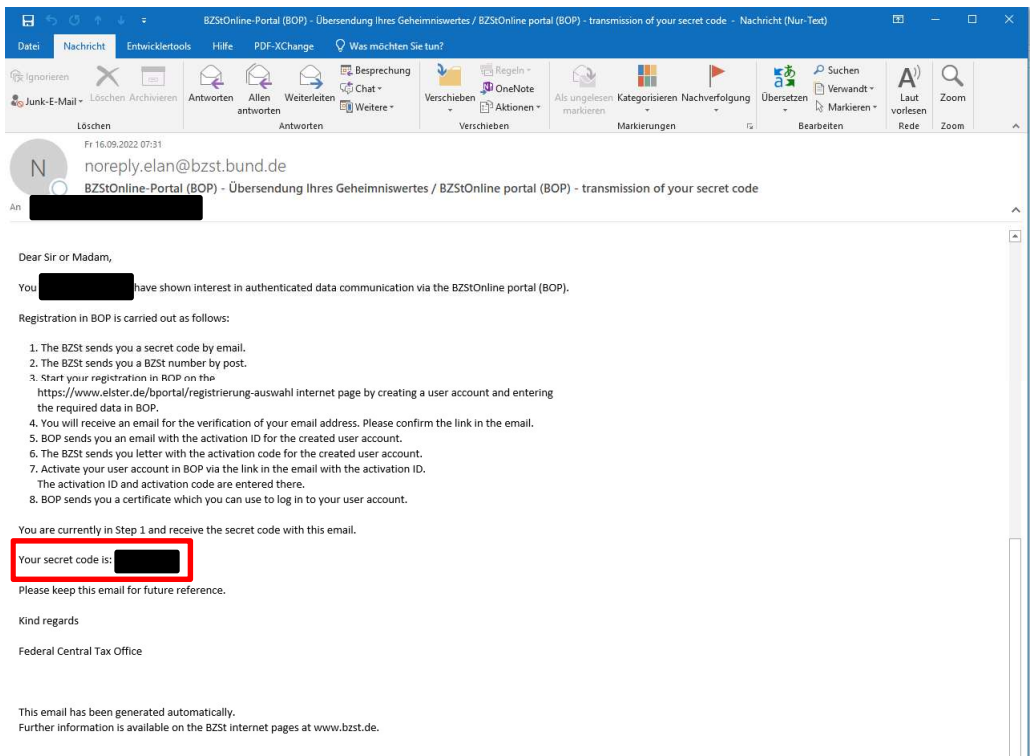
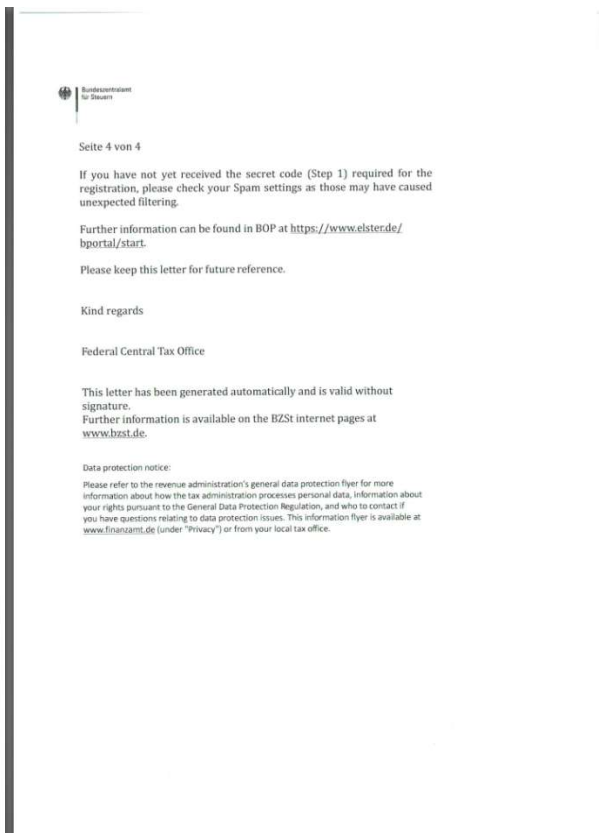
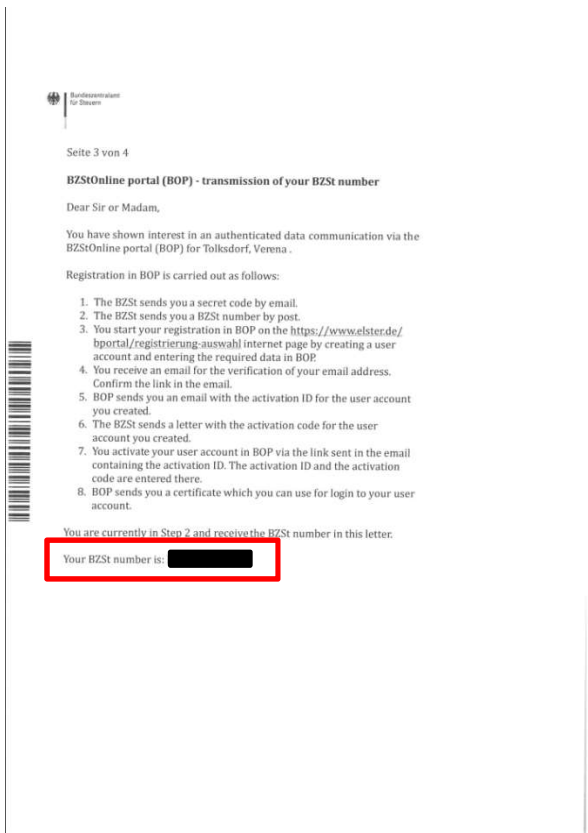
Page 1 (Left):

- Header: Federal Central Tax Office logo and name.
- Form fields: "Business Number of Applicant for relief tax (BZSt)", "Registration Number", and "St II 9 - LI -".
- Text: "Bundeszentralamt für Steuern, Referat St II 9 - Entlastung § 50c EStG, 53221 Bonn".
- Title: "Application for admission/registration for the electronic transmission of applications for relief Sec. 50c EStA via the BZSt online portal".
- Section: "Applicant:" with fields for Name, Street, Postal Code, City, and Fax.
- Section: "If several employees in your company are assigned to submit the registrations, each employee must have his or her own BOP certificate. The certificate must be saved on the PC. Please enter here all persons for whom certificates are required with the respective e-mail address and a brief explanation (e.g. function in the company)".
- Table with columns: "E-Mail-Address", "Name", and "Explanation".
- Footer: "09/2018 - Einführung § 50c EStG - Antrag auf Zulassung zum Verfahren § 22 Abs. 1 Nr. 1, Seite 1 von 2".

Page 2 (Right):

- Text: "For further inquiries please indicate contact person and telephone number:"
- Form fields: "Name", "Telephone Number", and "Comments:".
- Text: "I certify that I and those authorized to file electronically on my behalf in the future will, to the best of my knowledge and belief, provide and submit complete and accurate information in future applications. I will verify the submitted data and submit corrected applications if I discover any inaccuracies." and "I will retain the transmitted data in accordance with Section 147 of the German Tax Code.".
- Text: "If the information provided in this application changes, I will inform the BZSt immediately.".
- Form fields: "Name", "Date", "Signature", and "Date".
- Text: "Nur vom BZSt auszufüllen: 1. Daten erfasst (Datum, NZ), 2. z.d.A.".
- Footer: "09/2018 - Einführung § 50c EStG - Antrag auf Zulassung zum Verfahren § 22 Abs. 1 Nr. 1, Seite 2 von 2".

The BZSt checks the data for completeness and authorization to file the application. If both are the case, the BZSt then sends you the generated **BZSt number by letter** and the „secret code“ (= admission code) by e-mail.



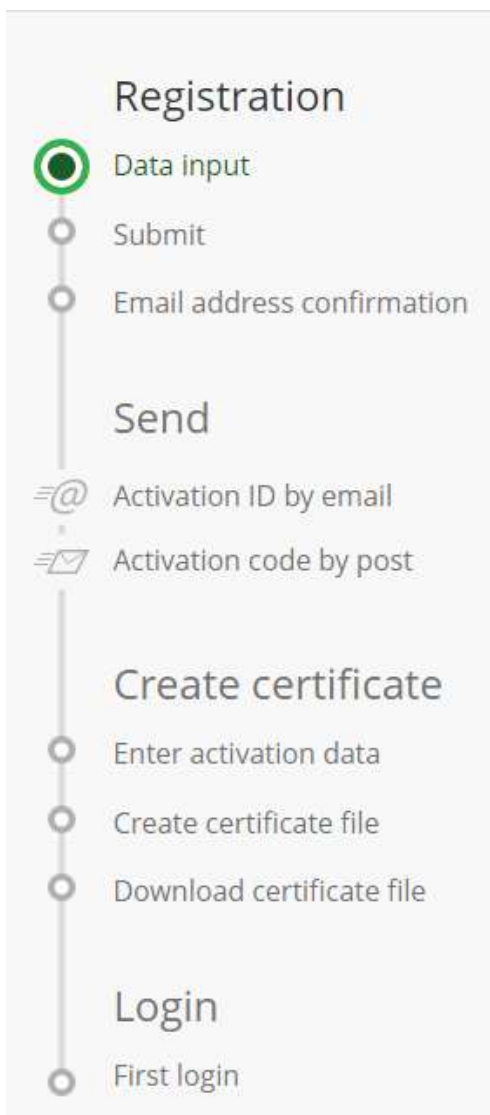
II. Registration process in the BZSt online portal

After receiving the BZSt number and the secret code, please forward this confidential information to the persons named in the registration application and authorized by you to submit the applications in the future. The following registration steps must be completed once individually by each person authorized to submit the applications.

Registration consists of four steps:

- Step 1: Registration (data entry)
- Step 2: Sending the activation data
- Step 3: Activation and certificate creation
- Step 4: First Login

You can track which registration step you are currently in via the overview in the left margin of the BZSt online portal.



Step 1: Registration (data entry)


Open the website: www.elster.de/bportal/registrierung-auswahl


Once you have read the first two information pages and confirmed with "Continue", you can select a login option. The recommended login option is "Certificate file", which is described below.

How do you want to log in to My BOP?

Login options can be changed or extended in the account settings later.

▼ Certificate file (recommended)



Certificate file  on your computer or in ElsterSmart

Requirements

- No additional hardware

Free of charge

Select

> ID card (Comfort access)

> Security stick (interesting for entrepreneurs, for example)

> Signature card (interesting for tax consultants, for example)

Then enter your personal data, the BZSt number and the secret code, as well as a user name and a security question.

Data input

Enter your personal details here.

Personal details

Salutation, Title	<input type="text" value="No details"/>	<input type="text" value="No details"/>
Name	<input type="text"/>	*
First name	<input type="text"/>	*
Email	<input type="text"/>	* ?
BZSt number	<input type="text"/>	*

Shared secret

Please ensure the correct entry of the shared secret: To enter the correct shared secret, please check your tax documents. You will not receive an activation code and must register again if the value entered by you differs from the data of the tax administration. For security reasons, an error message will not be transmitted in this case.

Secret	<input type="text" value="Please select"/>	*	?
Secret code	<input type="text"/>	*	
Secret code (repeat)	<input type="text"/>	*	

Your user account

User name (max. 8 characters)	<input type="text"/>	*	?
Security prompt	<input type="text" value="Please select"/>	*	?
Answer (max. 40 characters)	<input type="text"/>	*	

[< Cancel](#)

[Check >](#)

After confirming the data entry, you have the opportunity to check your data again. If everything is correct, you can now send your data.

You will then receive an email with a link to confirm your email address.

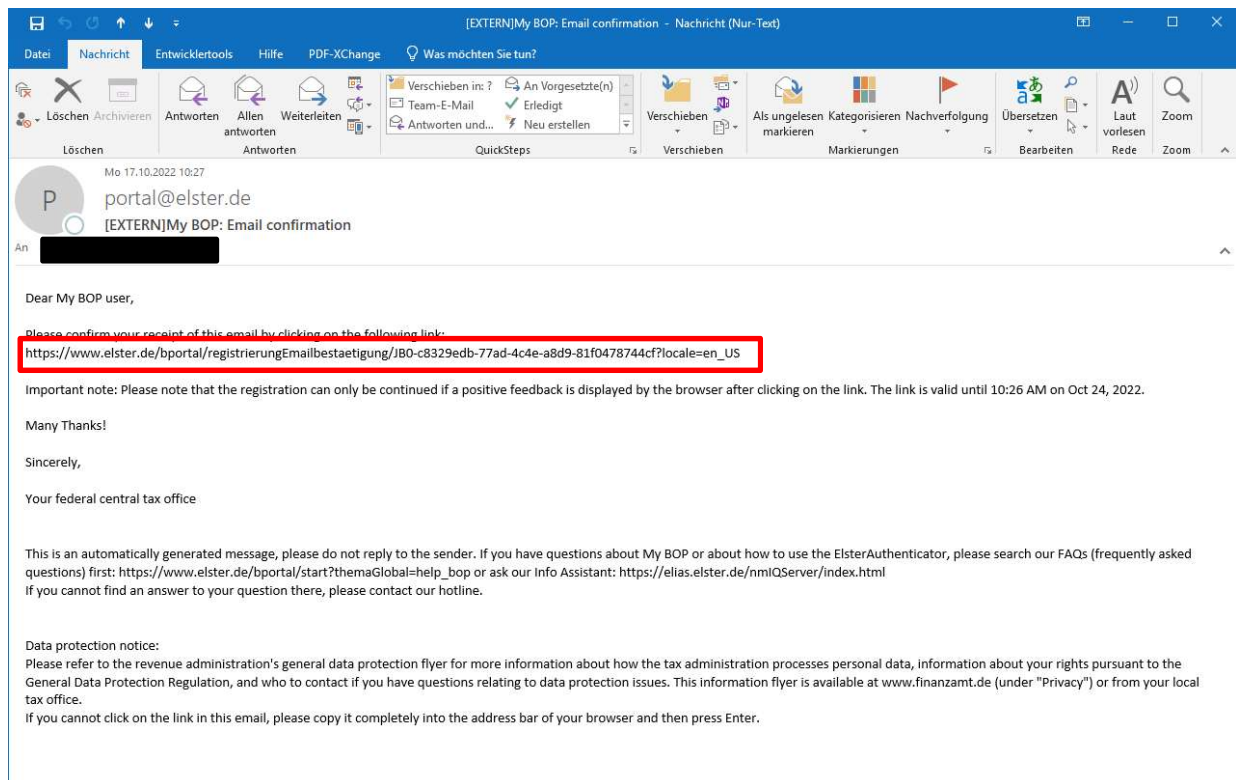


Check your email inbox

No email received?

- Check the entered email address [REDACTED] for typing errors or
- check your spam folder.

It may be necessary to start the registration again.



Step 2: Sending the activation data

After confirming the e-mail address, the activation data, i.e. the **activation ID** will be sent to you **by e-mail** and the **activation code** by post.

✓ Your email address has been confirmed!

Activation data will be sent

What happens next?



You will receive your personal **activation ID** and an explanation of the next steps by email instantly.



For security reasons, you will receive the **activation code** separately by post.

Please wait until you receive a letter containing the activation code.

Bundeszentralamt für Steuern
03 4261 DECS 10 1000 0108
DV 09 22 0 85 Deutsche Post *K4000*

Bundeszentralamt für Steuern, 53221 Bonn
An der Kuppe 1, 53225 Bonn
Postanschrift:
Bundeszentralamt für Steuern
An der Kuppe 1, 53225 Bonn
Tel.
Fax
www.bzst.de

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Registration in the BZStOnline portal (BOP) - activation code

Dear Sir or Madam,

Thank you for registering in BOP. In this letter you will find the activation code which is required for the first activation of your user account.

Account short name: [REDACTED]
Activation code: [REDACTED]

To complete the registration and to create your user account, you also need the activation ID which has been sent to you separately by email. Please follow the link in that email and enter the relevant data (activation ID from the email and activation code from this letter).

If you have not yet received the activation ID required for the registration, please check your Spam settings as those may have caused unexpected filtering. If you are unable to find the email, please restart the creation of a user account.

Further information can be found in BOP at <https://www.elster.de/bportal/start>.

Kind regards

Federal Central Tax Office

This letter has been generated automatically and is valid without signature.
Further information is available on the BZSt internet pages at www.bzst.de.

Data protection notice:
Please refer to the revenue administration's general data protection flyer for more information about how the tax administration processes personal data, information about your rights pursuant to the General Data Protection Regulation, and who to contact if you have questions relating to data protection issues. This information flyer is available at www.finanzamt.de (under "Privacy") or from your local tax office.

Registrierung im BZStOnline-Portal (BOP) - Aktivierungscode

Bonn, den 26.09.2022
Seite 1 von 3

Sehr geehrte Dame, sehr geehrter Herr,

vielen Dank für Ihre Registrierung im BOP. Mit diesem Schreiben wird Ihnen der Aktivierungscode zugesendet, den Sie für die erstmalige Aktivierung Ihres Benutzerkontos benötigen.

Kurzname Konto: [REDACTED]
Aktivierungscode: [REDACTED]

Zum Abschluss der Registrierung und damit zur Einrichtung Ihres Benutzerkontos benötigen Sie zusätzlich die Aktivierungs-ID, die Ihnen gesondert per E-Mail bereits zugegangen ist. Folgen Sie dem Link in dieser E-Mail und geben die entsprechenden Daten (Aktivierungs-ID aus der E-Mail und Aktivierungscode aus diesem Schreiben) ein.

Sollten Sie die für die Registrierung benötigte Aktivierungs-ID noch nicht erhalten haben, empfiehlt sich die Prüfung Ihrer Spam-Einstellungen, die zu einer unerwarteten Aussortierung geführt haben könnten. Für den Fall, dass die E-Mail nicht auffindbar ist, beginnen Sie erneut mit der Erstellung eines Benutzerkontos.

Weitere Informationen finden Sie im BOP unter <https://www.elster.de/bportal/start>.

Mit freundlichen Grüßen
Im Auftrag

Bundeszentralamt für Steuern

Dieses Schreiben wurde maschinell erstellt und ist ohne Unterschrift gültig.

[EXTERN]My BOP: Activation of your user account - Nachricht (Nur-Text)

Mo 17.10.2022 10:32
portal@elster.de
[EXTERN]My BOP: Activation of your user account

An [REDACTED]

Dear [REDACTED]

Thank you for your registration at BOP.

This email will give you the personal activation ID for your user account in My BOP.

You will need the Activation ID for the second step of the registration together with the Activation Code, which you will receive separately by mail. Please keep this email until the letter with the activation code has arrived. The activation code will be sent using the address stored for your BZSt number.

User name: [REDACTED]
Activation ID: [REDACTED]

After you have received the letter with your personal activation code, please follow the next step of the registration at https://www.elster.de/bportal/aktivierung/JB0?locale=en_US

Please note that the registration in My BOP must be completed by Jan 25, 2023. If this is not done in time, the activation data will be invalid from this date.

Bei Verwendung von iPhone/iPad: Bitte beachten Sie die derzeitigen Einschränkungen bei Verwendung von Mein BOP auf iPhone/iPad mit ElsterSecure (siehe auch FAQ).

If you have not received a letter with an activation code within 14 days, please contact the BZSt, stating your account number, the username mentioned above and your telephone number.

If you register from abroad, delivery may be delayed due to the longer delivery time.

The security question you selected and answered when providing your personal information is required to delete your user account. You should definitely delete your user account if you suspect an abuse. Please make a note of the information about the security question and keep it safe.

Sincerely,
Your federal central tax office

This is an automatically generated message, please do not reply to the sender. If you have questions about My BOP or about how to use the ElsterAuthenticator, please search our FAQs (frequently asked questions) first: https://www.elster.de/bportal/start?themaGlobal=help_bop or ask our Info Assistant: <https://elias.elster.de/nmlQServer/index.html>
If you cannot find an answer to your question there, please contact our hotline.

Data protection notice:
Please refer to the revenue administration's general data protection flyer for more information about how the tax administration processes personal data, information about your rights pursuant to the General Data Protection Regulation, and who to contact if you have questions relative to data protection issues. This information flyer is available at www.finanze.de (under "Privacy") or from your local


Step 3: Activation and certificate creation

Open the Website <https://www.elster.de/bportal/aktivierung/IB0>.

Enter the activation ID and the activation code here and confirm the entry via "send".

Enter activation data


Please enter here the activation data you have received by email and by post.

 If you enter incorrect activation data 3 times, your activation data will be blocked and you will have to start the registration process again.

Activation ID from email (XXXXXXXXXXXXXXXXXXXX)	<input type="text" value="XXXXXXXXXXXXXXXXXXXX"/> *
Activation code from letter (XXXX-XXXX-XXXX)	<input type="text" value="XXXX-XXXX-XXXX"/> *

Key
* Fields or form sections with this icon must be completed.


Now select a password for logging into the BZStOnline portal.


 Activation data confirmed


Create certificate file

Name of the certificate file

Name of the certificate file

Password for login 

Set password
(at least 6 characters required) 

Repeat password 

You can then download the certificate file.

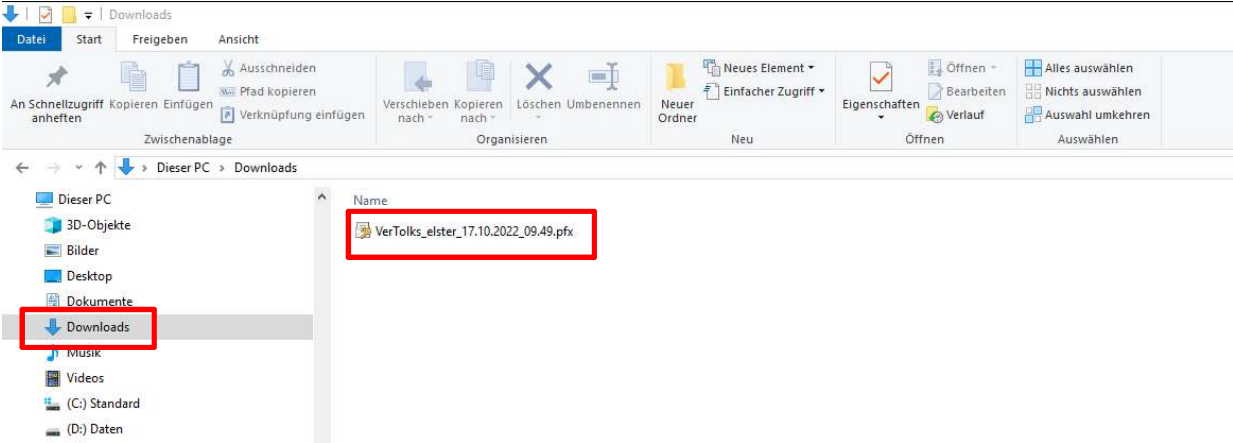
✔ Certificate created successfully

Download certificate file

Note
You need the downloaded certificate file every time you log in. Therefore, please take note where the browser stores the file.
Save the certificate file in a location where you can find it again.

[Download certificate file](#)

The certificate file is automatically placed in the folder "Downloads". You can also recognize the certificate file by the file format „pfx“.



Step 4: First Login

In the fourth step, you log in with your certificate file to complete the registration.

First login

Select the certificate file to be downloaded now and enter your password.

Certificate file

Certificate file

Select

Password

[Lost certificate file or certificate expired?](#)
[Password forgotten?](#)

Where can I find my downloaded certificate file?

If you use CHROME as your browser, you can use the menu item "Downloads" to list all downloaded files. Your certificate file will also be found there.

Menu item "Downloads" in Chrome. (Shortcut CTRL + J)

You can search for the saved certificate file. To do this, use the search function of your operating system (e.g. Windows) and enter the following as the search term: *.pfx Alternatively, you can also generate a new certificate file. To do that complete the step [Enter activation data](#) again.

Note: The registration process must be completed within 150 days, otherwise the certificate will lose its validity for security reasons!

After successful registration, you can now log in to the BZStOnline-Portal with your certificate file and the form "Antrag auf Entlastung vom deutschen Steuerabzug gemäß § 50c EStG" will be displayed via the path BOP/Forms&Services/All Forms/Tax-International/Tax deduction pursuant to Section 50a and 50c German Income Tax Act (EStG). You can then use this form to electronically submit your application to the BZSt.