Federal Central Tax Office

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 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**.
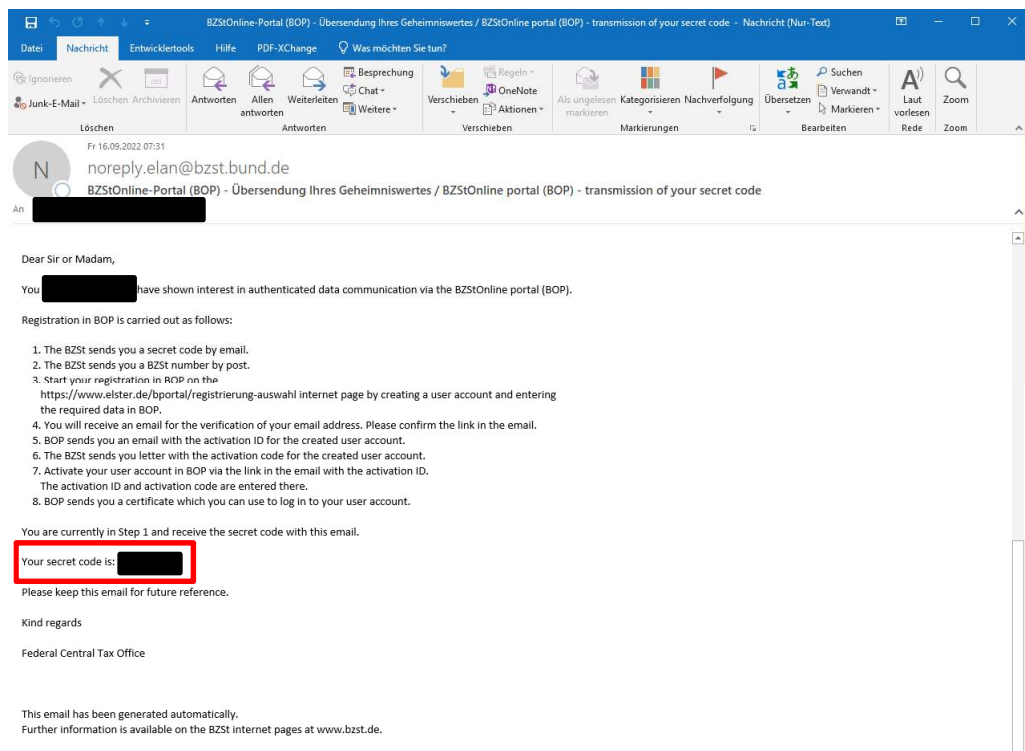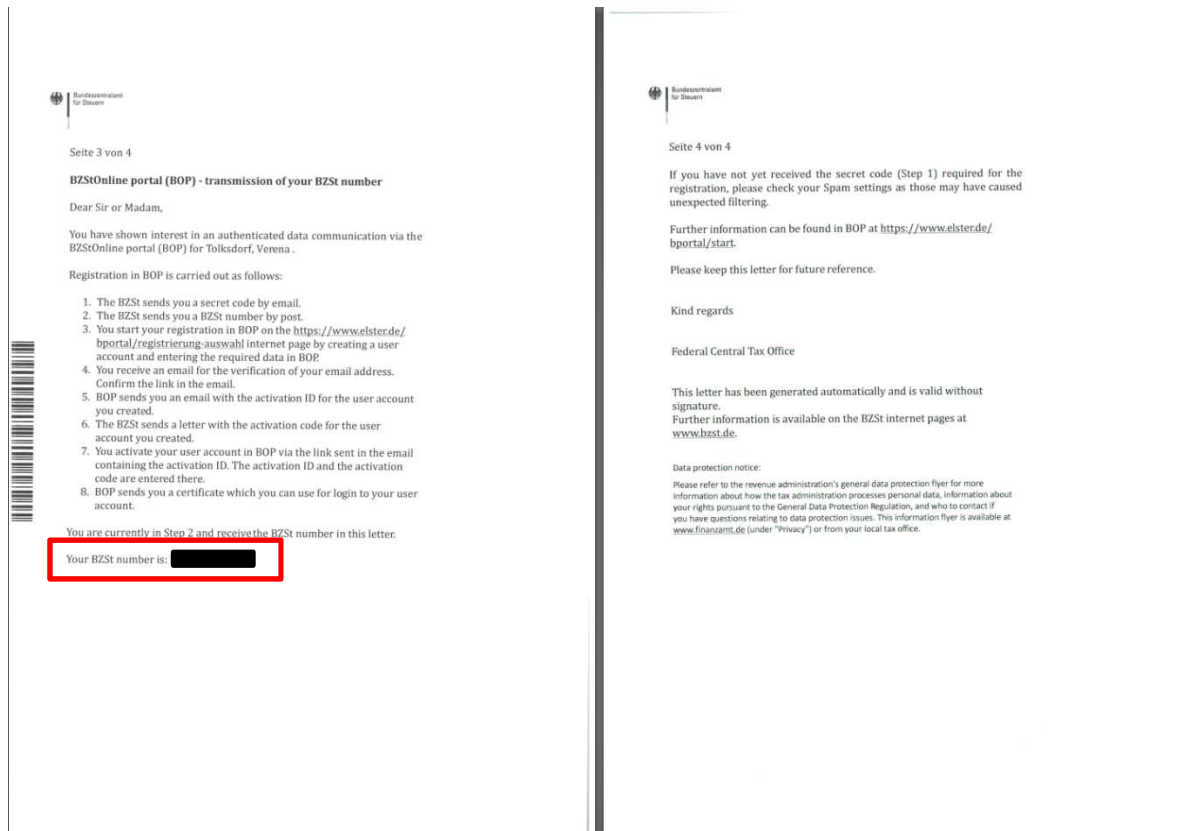
II.   Registration process in the BZSt online portal

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.
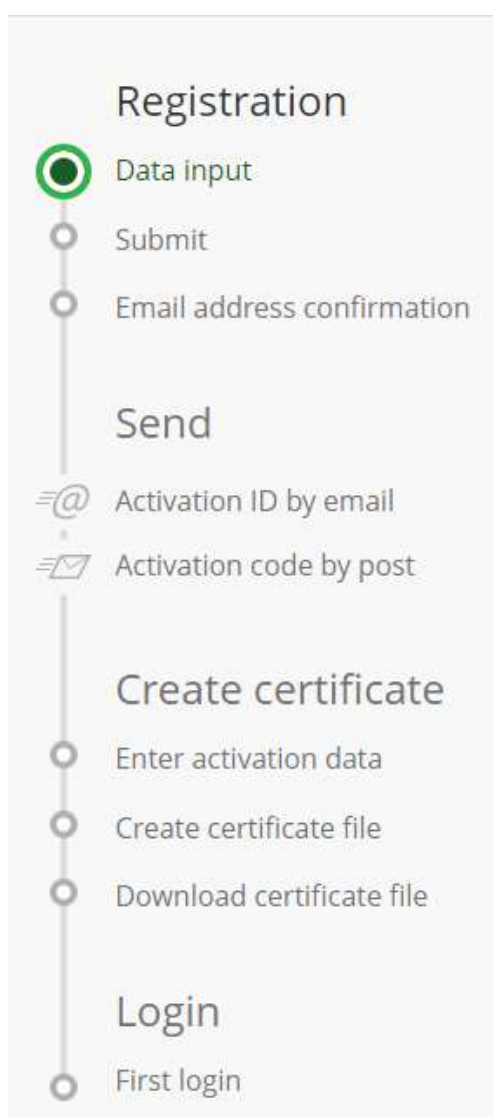
Step 1: Registration (data entry)

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.

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	No details ⌄	No details ⌄
Name		
	*	
First name		
	*	
Email		❓
	*	
BZSt number		
	*	

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	Please select ⌄	
	*	❓
Secrect code		
	*	
Secret code (repeat)		
	*	

Your user account

User name (max. 8 characters)		
	*	❓
Security prompt	Please select ⌄	
	*	❓
Answer (max. 40 characters)		
	*	

‹ 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.

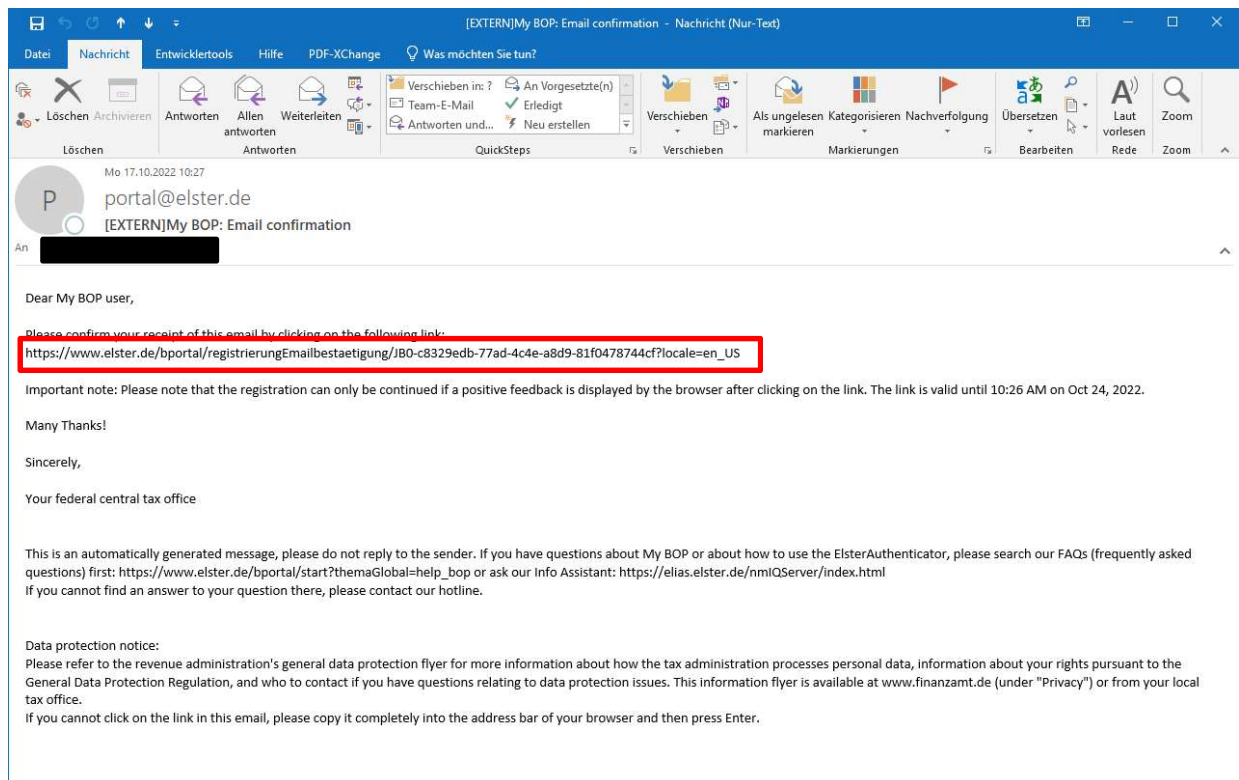You will then receive an email with a link to confirm your email address.

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.

Datei | Nachricht | Entwicklertools | Hilfe | PDF-XChange | Was möchten Sie tun?

Löschen | Antworten | Antworten | Alle antworten | Weiterleiten | Verschieben in: ? | Team-E-Mail | Antworten und... | An Vorgesetzte(n) | Erledigt | Neu erstellen | Verschieben | Als ungelesen markieren | Kategorisieren | Nachverfolgung | Übersetzen | Laut vorlesen | Zoom

Löschen | Antworten | QuickSteps | Verschieben | Markierungen | Bearbeiten | Rede | Zoom

Mo 17.10.2022 10:32

P portal@elster.de
[EXTERN]My BOP: Activation of your user account

An ▉▉▉▉▉▉▉▉▉▉

Dear ▉▉▉▉▉▉

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: ▉▉▉▉▉▉▉▉▉
Activation ID: ▉▉▉▉▉▉▉▉

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/nmIQServer/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 relating to data protection issues. This information flyer is available at www.finanzamt.de (under "Privacy") or from your local

State: 11/2022

Step 3: Activation and certificate creation

Open the Website https://www.elster.de/bportal/aktivierung/JB0.

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 (XXXXXXXXXXXXXXXXX)	XXXXXXXXXXXXXXXXX ★
Activation code from letter (XXXX-XXXX-XXXX)	XXXX-XXXX-XXXX ★

Submit

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	👁

Back to input

Create certificate file now

You can then download the certificate file.

The certificate file is automatically placed in the folder "Downloads". You can also recognize the certificate file by the file format „pfx".
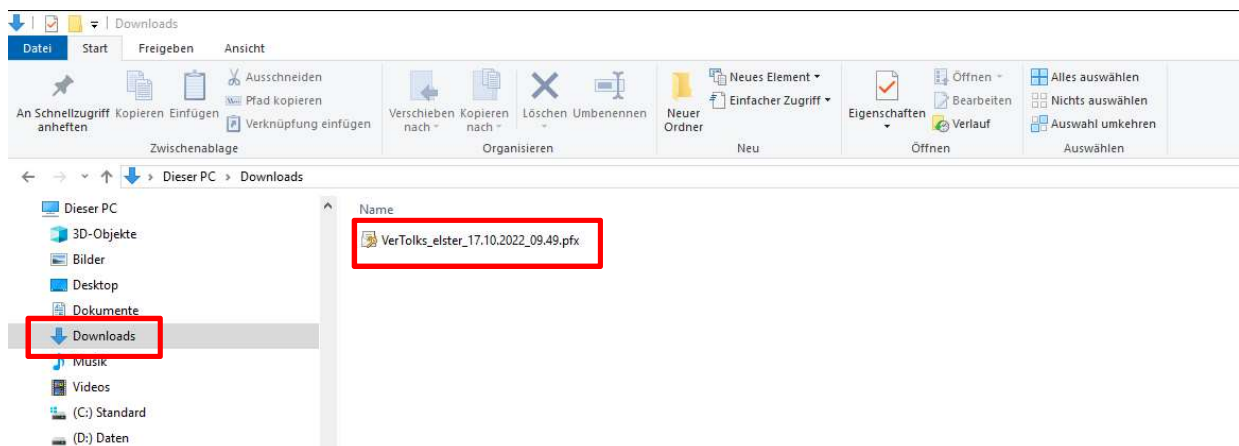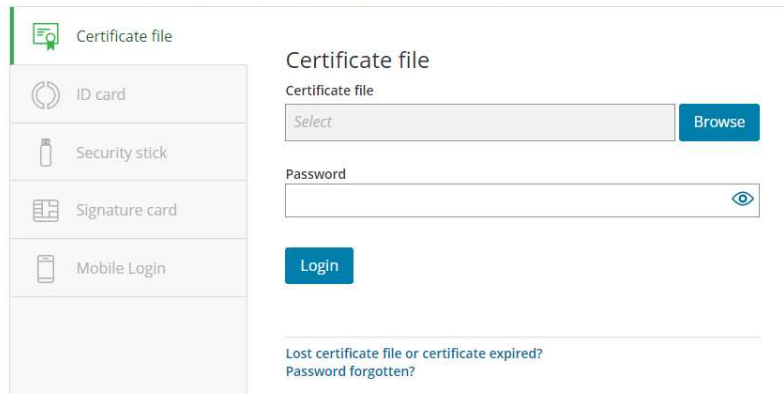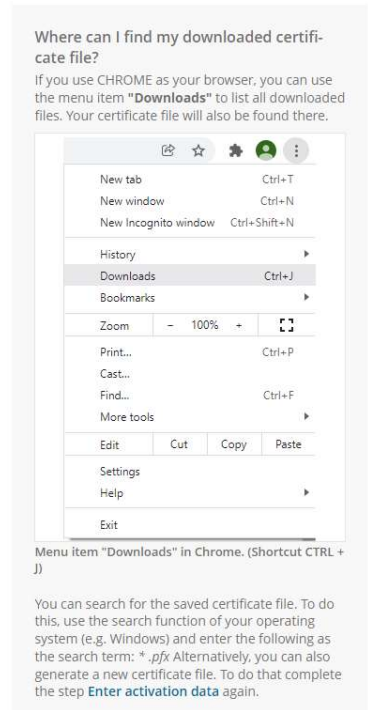
Step 4: First Login

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

Note: The registration process must be completed within 100 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.