STEP 1 – Enter your Credentials

STEP 2 – Click on the "My Reports"

STEP 3 – Download the BIR Form

STEP 4 – Signature over printed name on Items 52 and 54

STEP 5 – Upload your BIR Form (PDF Format)
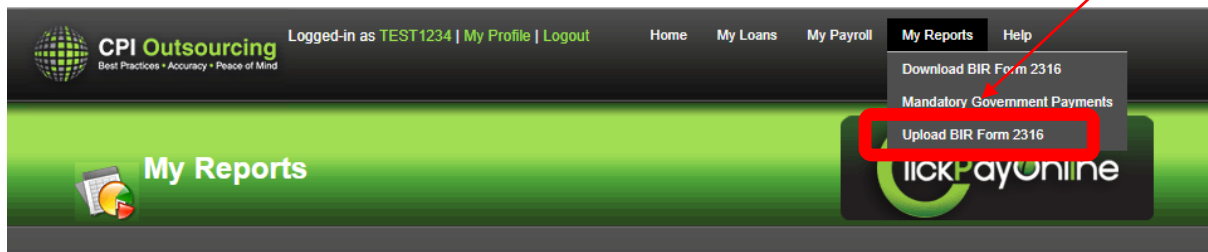
STEP 6 – Choose the file and click the UPLOAD button
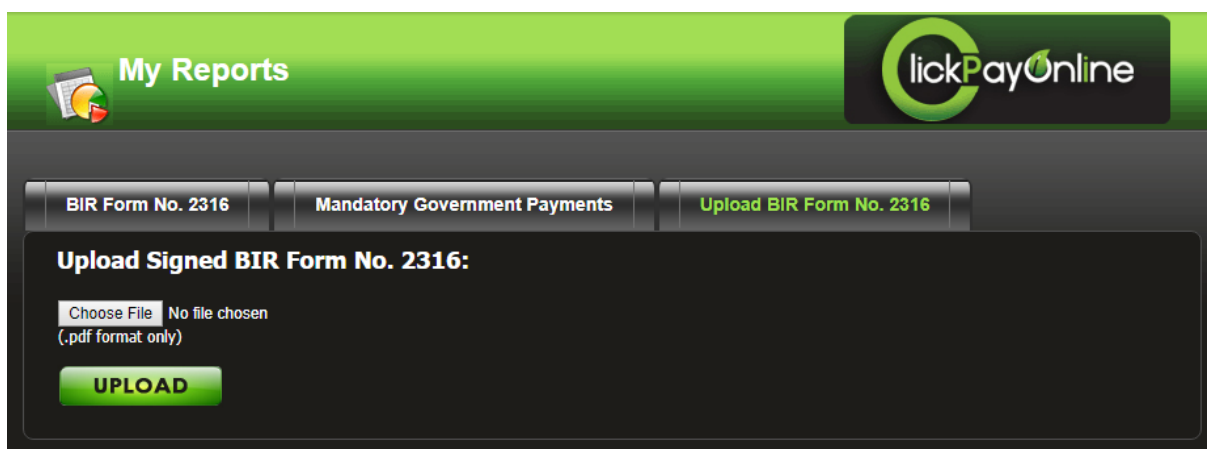
STEP 7 – Confirmation: "File uploaded successfully"