


STEP 1 – Enter your Credentials




The screenshot shows the ClickPayOnline login interface. At the top left is the CPI Outsourcing logo with the tagline "Best Practices • Accuracy • Peace of Mind". The main heading is "lickPayOnline". Below it is a "Login" box containing a "Username" field with the text "VXI1234", a "Password" field, and a blue "Login" button with a lock icon. A "Forgot Password?" link is at the bottom.

STEP 2 – Click on the “My Reports”




The screenshot shows the ClickPayOnline dashboard after login. The top navigation bar includes the CPI Outsourcing logo, the text "Logged-in as TEST1234 | My Profile | Logout", and links for "Home", "My Loans", "My Payroll", "My Reports", and "Help". The "My Reports" link is highlighted with a red box and a red arrow. Below the navigation bar are four icons representing "My Profile", "My Loans", "My Payroll", and "My Reports". To the right of these icons is a message box that says "Adobe Flash Player is blocked". At the bottom, there is a "Welcome to Clickpay Online!" message and a "Company Announcements:" section with a notice about system unavailability on March 9 and 10, 2013.


STEP 3 – Download the BIR Form


CPI Outsourcing
 Best Practices • Accuracy • Peace of Mind

Logged-in as **TEST1234** | [My Profile](#) | [Logout](#)

[Home](#) | [My Loans](#) | [My Payroll](#) | [My Reports](#) | [Help](#)


My Reports




[BIR Form No. 2316](#) | [Mandatory Government Payments](#) | [Upload BIR Form No. 2316](#)

BIR Form No. 2316

Certificate of Compensation Payment / Tax Withheld For Compensation Payment With or Without Tax Withheld

Note: The generated BIR Form No. 2316 is only for the previous year.

Review Note: The below report is only a preview, so that you can view your tax details. For any correction please contact your HR or Payroll. If you want to download a soft copy of your 2316 form, click download button.

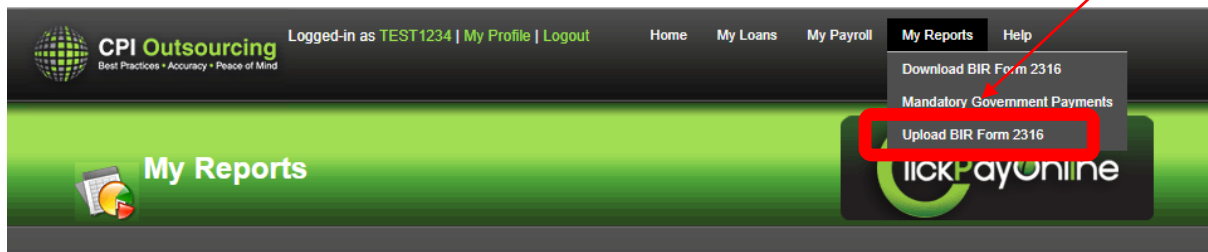


Download
BIR Form
No. 2316

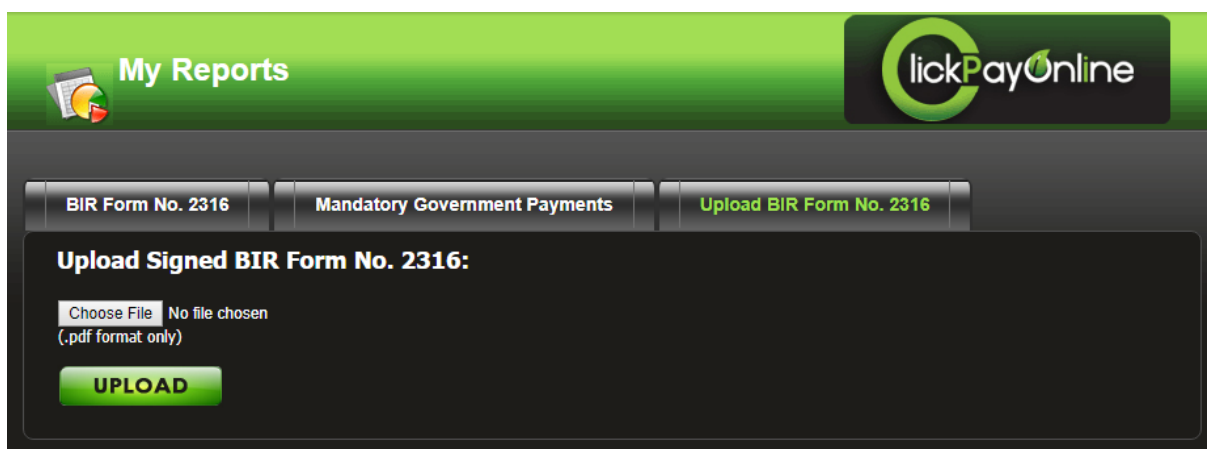
STEP 4 – Signature over printed name on Items 52 and 54

(EMPLOYEE)		From (EMPLOYER)	
Part I - Employee Information 3 TIN: 123 456 789 000 4 Employee's Name (Last, First, Middle Initial): TEST, TEST TEST 5 TOOD Code: 000 6 Registered Address: 100 ZIP Code: 000 7 Date of Birth (MM/DD/YYYY): 01/01/1990 8 Statutory Minimum Wage rate per day: 0.00 9 Statutory Minimum Wage rate per month: 0.00 10 Foreign Address: 100 ZIP Code: 000		Part II - Employer Information 11 TIN: 123 456 789 000 12 Employer's Name: VIVA GLOBAL HOLDINGS B.V. (PHILIPPINES) 13 Registered Address: 3F EXECUTIVE WING 8M CYBERZONE, BUENDIA 14 ZIP Code: 100 15 Type of Employer: <input checked="" type="checkbox"/> Main Employer <input type="checkbox"/> Secondary Employer	
Part III - Summary 19 Gross Compensation Income from Present Employer (sum of items 27 and 30): 100.00 20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (sum of items 27 and 30): 100.00 21 Taxable Compensation Income from Present Employer (sum of items 27 and 30) (if item 20 is 0.00): 0.00 22 Gross Taxable Compensation Income from Previous Employer, if applicable: 0.00 23 Gross Taxable Compensation Income (sum of items 21 and 22): 0.00 24 Tax Due: 0.00 25 Amount of Taxes Withheld: 0.00 25A Present Employer: 0.00 25B Previous Employer, if applicable: 0.00 26 Total Amount of Taxes Withheld as adjusted (sum of items 24 and 25): 0.00		Part IV - Details of Compensation Income & Tax Withheld from Present Employer A. NON-TAXABLE/EXEMPT COMPENSATION INCOME 27 Basic Salary (including the exempt P50,000 & twice in the Statutory Minimum Wage of the MWE): 0.00 28 Holiday Pay (MWE): 0.00 29 Overtime Pay (MWE): 0.00 30 Night Shift Differential (MWE): 0.00 31 Hazard Pay (MWE): 0.00 32 13th Month Pay and Other Benefits (maximum of P50,000): 100.00 33 De Minimis Benefits: 100.00 34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only): 10.00 35 Salaries and Other Forms of Compensation: 0.00 36 Total Non-Taxable/Exempt Compensation Income (sum of items 27 to 35): 100.00 B. TAXABLE COMPENSATION INCOME REGULAR 37 Basic Salary: 100.00 38 Reimbursement: 0.00 39 Transportation: 0.00 40 Cost of Living Allowance (COLA): 0.00 41 Fixed Housing Allowance: 0.00 42 Other's (specify): 0.00 C. SUPPLEMENTARY 43 Commission: 0.00 44 Profit Sharing: 0.00 45 Fees including Director's Fees: 0.00 46 Taxable 13th Month Benefits: 0.00 47 Hazard Pay: 0.00 48 Overtime Pay: 100.00 49 Other's (specify): 0.00 50 Total Taxable Compensation Income (sum of items 37 to 49): 100.00	
Note: Where the provision of priority for this certificate has been made in good faith, printed by the employer, and the employee has signed and submitted the same to the Bureau of Internal Revenue, the employee shall be deemed to have accepted the same for the purpose of the Tax Code, as amended, and the regulations thereunder, and shall be deemed to have accepted the same for the purpose of the Tax Code, as amended, and the regulations thereunder.			
51 Present Employer/Authorized Representative Signature over Printed Name: STEVEN WING 52 Employee Signature over Printed Name: TEST, TEST TEST 53 Previous Employer/Authorized Representative Signature over Printed Name: STEVEN WING 54 Employee Signature over Printed Name:		Date Signed: Date Signed: Date Signed: Date Signed: Amount paid, PCTC:	

STEP 5 – Upload your BIR Form (PDF Format)



STEP 6 – Choose the file and click the UPLOAD button



STEP 7 – Confirmation: “File uploaded successfully”

