



P.O. BOX 325, 64 Regent Street, Belize City, Belize, C.A.

BTB Online Portal Guide

Login

1. Enter URL address <https://online.belize tourism board.org>
2. Enter Login Credentials as provided by BTB
 - User Email
 - Password
 - Control ID
3. Select “Login” to enter BTB Portal

Monthly Return Tax

A) Create a New Tax Return

1. Select ‘Tax Return’ menu tab > ‘Create Tax Return’
2. Select Reporting Period “Year’ and ‘Month’
3. Enter first and last Guest Registration series number
4. Enter Accommodation Revenue for the reporting period
5. Enter Exempted Revenue if any (must provide documentations)
6. Enter “Total Room Nights Available” referencing your maximum room nights displayed
7. Enter Room Nights and Guest Nights information Sold to local and foreigners
8. Review form for accuracy
9. Select “Submit Completed Form”
10. Select “OK” after prompt “Do you want to submit the tax return” to create invoice(s)
 - i. Note that only one tax return can be submitted for a reporting period. You will be prompted an error message if an entry already exist.
 - ii. Note that surcharge and interests are charged automatically based on submission date
11. Review Current Statement with the current invoices creation and “Balance Due”
12. Select ‘Pay Now’ to make payment online (See Online Payments Steps)

B) View Tax Return List

1. Select ‘Tax Return’ menu tab > ‘Tax Return List’
2. Select the link with Tax Return Period from the first column to view tax return
3. Save as PDF or Print Options are available



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Online Payments

1. Select 'Pay Now' in the Current Statement view after a tax creation
Or Select 'Reports' menu tab > 'Statements'
2. Review prompt message to record 'Total Balance Due' and Select 'OK'
3. Select the Logo of your Bank of Choice to make payment online
4. Login to your Online Bank Account to make Bill Pay to BTB (steps for banks below)

A) Atlantic Bank

1. Go to 'Personal Log In' or 'Corporate Log In' on the Atlantic Bank Homepage
2. Sign in with your Atlantic Bank Online Account Credentials
3. Select 'Payments' tab
4. Select 'Belize Tourism Board' from bill pay service drop down list
5. Enter your BTB Control ID in the 'Account Number' field
6. Select 'Continue'
7. Select the account you will be making payment from
8. Enter Payment Amount
9. Select 'Process'
10. Save as Favorites

Over the Counter Payments

1. Print out your BTB Invoice(s) or BTB Statement
2. Go to your Bank of Choice
3. Present to the cashier your Invoice or Statement to make Bill Payment over-the-counter
4. Provide Payment Amount
5. Review and Save Bank Receipt

View Account Information

1. Select 'Licensing' menu tab > 'Account Info'
2. View your Registered Account Information
3. Save as PDF or Select Print option
4. Contact the BTB Licensing Department through the 'Contact Us' page if you find any information missing or required update to make necessary update in the Register



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User Management

A) To Change User Password

1. Select 'User Management' tab > 'List User'
2. Select "Password" under edit
3. Enter new password

B) Create a User (Administrator User Only)

1. Select 'User Management' tab > 'Add User'
2. Enter the information in all fields: First Name, Last Name, Email, Password, Security
3. For the telephone number field (no space, no symbol is need) (must be a 10 digit number)
4. For security level field select "clerk" (make tax returns) or "viewer" (view only) access
5. Select 'Add User' after completion

C) To Deactivate or Change User Security Level (Administrator User Only)

* Only for Clerk and Viewer Users

1. Select 'User Management' tab > 'List User'
2. Select "Deactivate/Activate" account toggle to deactivate or activate users
3. Select "Security Level" to change security level for users