



Bermuda Tax Information Reporting Portal Updated Portal Access and CbCR Submission Guidance

November 28, 2025

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Introduction

The Bermuda Tax Information Reporting Portal was upgraded on November 28, 2025 to include a number of technical and functional enhancements. The full portal user guide is intended to be updated by the end of 2025, outlining all changes within the portal.

In the interim, this document is intended to provide updated instructions for the following processes deemed critical for the upcoming CbCR filings due by December 31, 2025:

- (i) Accessing the portal
- (ii) Creating and submitting CbCR filings

If you encounter issues with the portal, portal user support is available via the helpdesk during Bermuda business hours (9:00am – 5:00pm, Monday to Friday). To contact the portal support helpdesk, please send an email with your question/issue to the email address below:

AEOISupport@regnology.net

When contacting the helpdesk, users should provide as much information as possible using the following points as guidance:

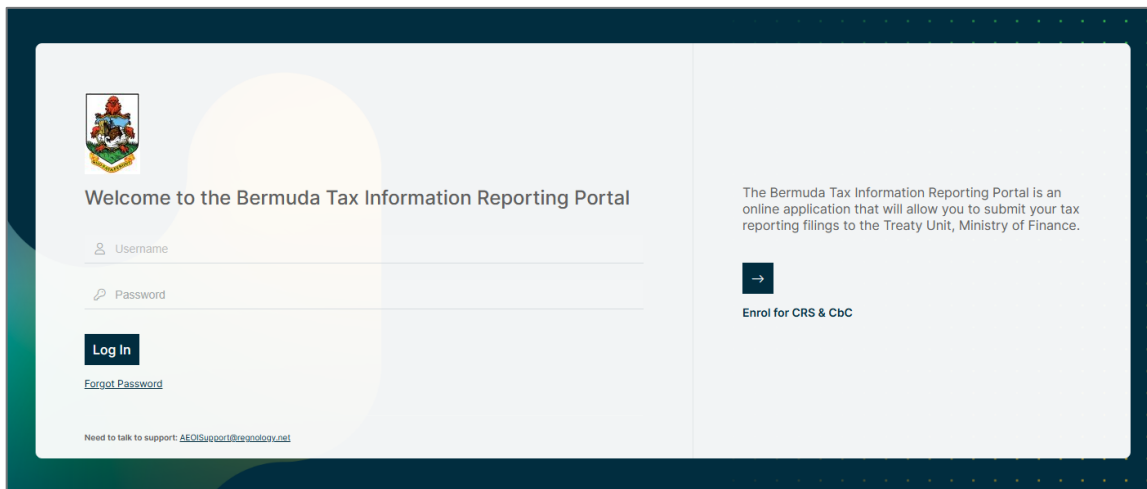
- Type of guidance required.
- Detailed description of question or incident.
- What time did the incident occur?
- What are the steps to reproduce the incident?
- Screenshot of the incident.

Please note that this address should only be used for technical questions regarding the portal. Other queries can be directed to bermudataxinformationreporting@gov.bm.

Accessing the Bermuda Tax Information Reporting Portal

Logging in to the Bermuda Tax Information Reporting Portal

1. Access the Bermuda Tax Information Reporting Portal Log-In Page via [this link](#). You will be presented with the below page.

The screenshot shows the login page of the Bermuda Tax Information Reporting Portal. On the left, there is a login form with a header "Welcome to the Bermuda Tax Information Reporting Portal" and the Bermuda coat of arms. Below the header are two input fields: "Username" and "Password". A "Log In" button is positioned below the password field, and a "Forgot Password" link is below it. At the bottom left, there is a link for support: "Need to talk to support: AECISupport@tax.gov.bm". On the right side of the page, there is a descriptive text: "The Bermuda Tax Information Reporting Portal is an online application that will allow you to submit your tax reporting filings to the Treaty Unit, Ministry of Finance." Below this text is a button with a right-pointing arrow and the label "Enrol for CRS & CbC".

2. Enter your existing user email address and password and select the **Log In** button.

Configuring Two-Factor Authentication

The Bermuda Tax Information Reporting Portal has been updated to require two-factor authentication when accessing the portal. Upon first log-in following the upgrade, each user will need to set-up a two-factor authentication method, which will be used for every subsequent log in.

1. Upon first log-in following the portal upgrade, you will be presented with the page below:

One Time Code


An Authenticator App code is required to log in.

Set Up Authenticator App.

Your authenticator app needs to be set up:

1. Download the Google or Microsoft authenticator app on your phone.
2. Using the app scan the QR code below to set up the authenticator app, if you can't scan the QR code [click here](#).
3. In the field below the QR code, enter the 6 digit code shown in the app to complete log in.

Scan QR code:



Enter your one time code:

Verify

2. Download the [Google Authenticator](#) or [Microsoft Authenticator](#) application on your mobile device.
3. Using the app, scan the QR code displayed on the portal screen, to add the portal log-in to your app.
4. Enter the 6-digit code displayed in the app into the “one-time code” field to complete the log-in.
5. For future log-ins, the below page will be displayed, requiring you to enter a 6-digit code from your app.

One Time Code

An Authenticator App code is required to log in.

Two Factor Authentication

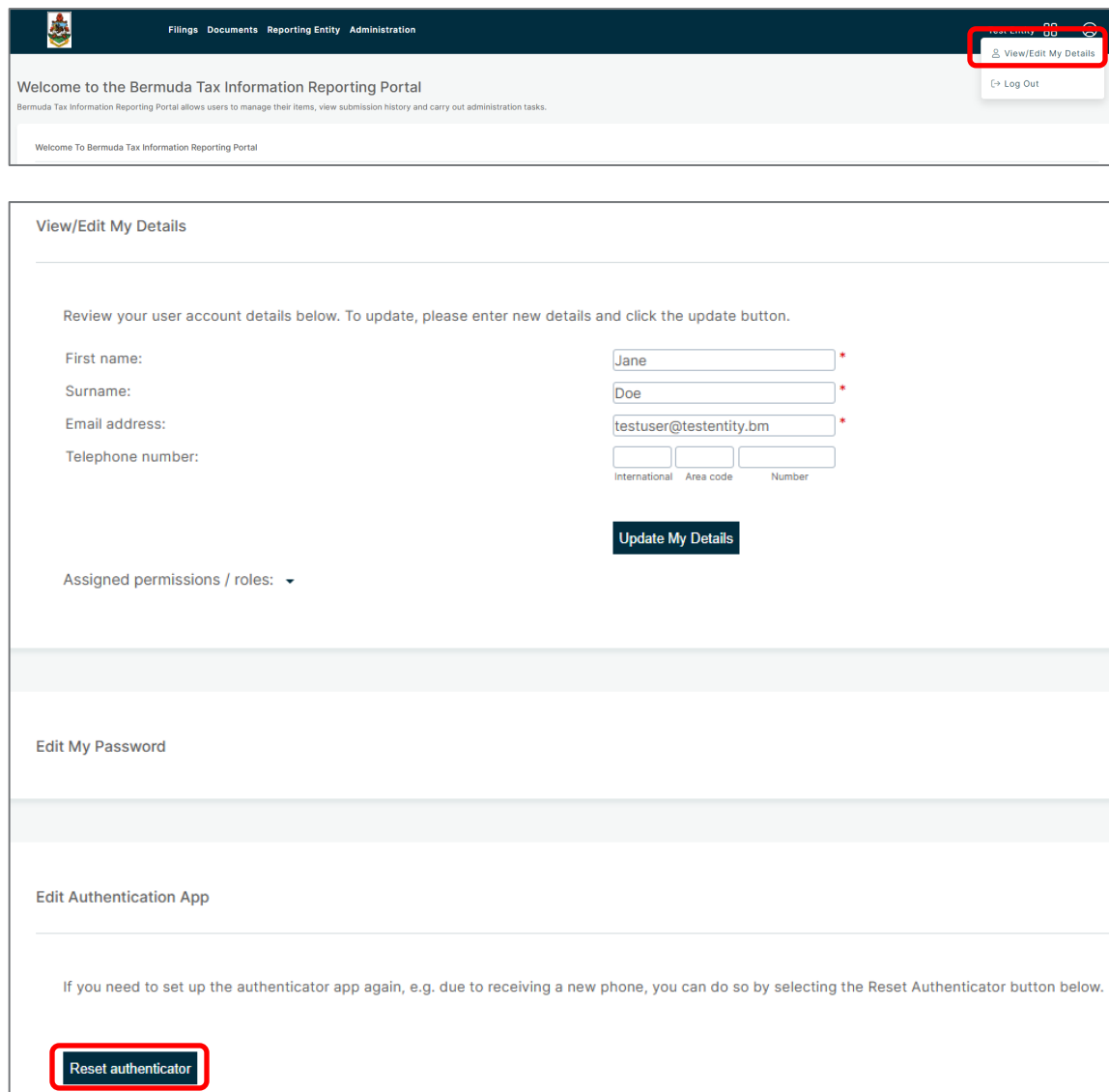
Enter your one time code:

Verify

Resetting Two-Factor Authentication

If the two-factor authentication configuration needs to be reset (for example, if a user deletes the app or gets a new phone), the following options exist:

1. Where the portal user is still able to access their account, the authenticator status can be reset by accessing the View/Edit My Details section, and selecting “Reset authenticator”.



The screenshot displays the user interface of the Bermuda Tax Information Reporting Portal. At the top, a dark blue navigation bar contains the portal's logo and menu items: 'Filings', 'Documents', 'Reporting Entity', and 'Administration'. In the top right corner, a user profile icon is highlighted with a red rectangle, with a dropdown menu showing 'View/Edit My Details' and 'Log Out'. Below the navigation bar, a light gray banner reads 'Welcome to the Bermuda Tax Information Reporting Portal' and provides a brief description of the portal's purpose. The main content area is titled 'View/Edit My Details' and includes a section for reviewing user account details. This section contains input fields for 'First name' (Jane), 'Surname' (Doe), 'Email address' (testuser@testentity.bm), and 'Telephone number' (with separate fields for International, Area code, and Number). A red asterisk is next to each field. Below these fields is a dark blue 'Update My Details' button. Further down, there is a section for 'Assigned permissions / roles' with a dropdown arrow. Below this is a section titled 'Edit My Password'. The final section is 'Edit Authentication App', which includes a paragraph explaining how to reset the authenticator app. At the bottom of this section, a dark blue 'Reset authenticator' button is highlighted with a red rectangle.

2. Where the portal user is a Secondary User, the entity's Primary User can reset the authenticator status by accessing the "Administration" menu, selecting the "edit" icon next to the appropriate user, and then updating the "Is authenticator enabled" item from "Yes" to "No" ... (NOTE: this option is not available where the Secondary User has access to more than one entity in the portal)

Edit Bermuda Tax Information Reporting Portal User

This functionality allows you to edit the user details of the selected Bermuda Tax Information Reporting Portal user.

| | |
|---------------------------|---|
| First name: | <input type="text" value="Test"/> |
| Surname: | <input type="text" value="User"/> |
| Email address: | <input type="text" value="testuser@testentity.bm"/> |
| Telephone number: | <input type="text"/> <input type="text"/> <input type="text"/> |
| | <small>International Area code Number</small> |
| Activation status: | <input checked="" type="radio"/> Active <input type="radio"/> Inactive |
| Is authenticator enabled? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Permission: | <input checked="" type="checkbox"/> RE - Secondary User |


[Return to Users](#)

- Where the portal user is a Primary User or a Secondary User with access to more than one entity, they should contact the portal administrative team at bermutataxinformationreporting@gov.bm to complete the reset.

Resetting Your Password

If you have forgotten your password, you can reset it using the Forgotten Password link on the Bermuda Tax Information Reporting Portal login page.

- Select the Forgotten Password link on the login page.

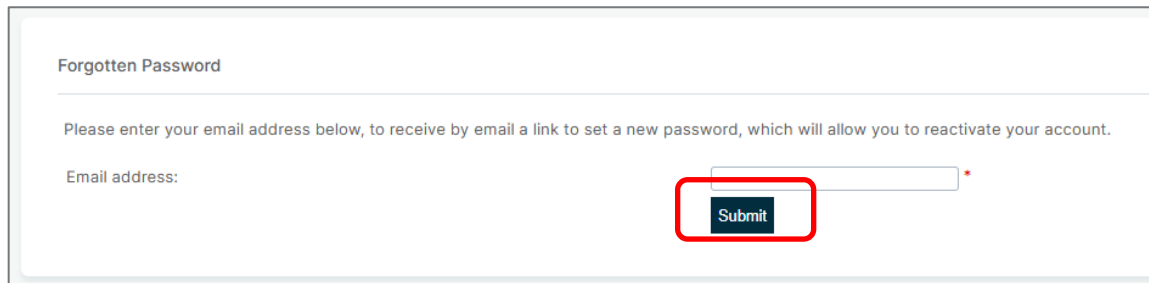


Welcome to the Bermuda Tax Information Reporting Portal

[Forgot Password](#)

Need to talk to support: AEOSupport@regnology.net

2. You will be presented with the below screen asking you to enter the email address that is associated with your account.

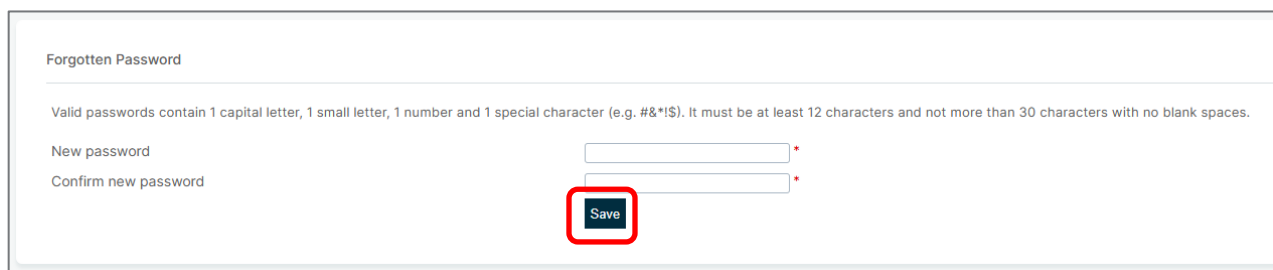


Forgotten Password

Please enter your email address below, to receive by email a link to set a new password, which will allow you to reactivate your account.

Email address:

3. Enter your email address and click 'Submit'.
4. You will receive an email address titled "Bermuda Tax Information Reporting Portal account password change request". The email includes a link that must be selected within 20 minutes of selecting the Forgotten Password option, for security purposes.
 - **Important Note:** If you do not receive the email, it may mean that your email address/username does not correspond to a registered user. Please ensure you review all Junk Email folders.
5. Select the link contained in the email
 - **Important Note:** If you fail to select the link in the email within 20 minutes, you will need to begin the process again by selecting the Forgotten Password link on the login page
6. You will be presented with a Forgotten Password page. Enter your new password and select "Save".
 - **Important Note:** The password must be between 12 and 30 characters, and must contain 1 capital letter, 1 lower case letter, 1 number, and 1 special character (e.g. #&*!\$).



Forgotten Password

Valid passwords contain 1 capital letter, 1 small letter, 1 number and 1 special character (e.g. #&*!\$). It must be at least 12 characters and not more than 30 characters with no blank spaces.

New password

Confirm new password

7. You will be returned to the login page, where you can now log in with your email address and reset password.

Submitting CbC filings

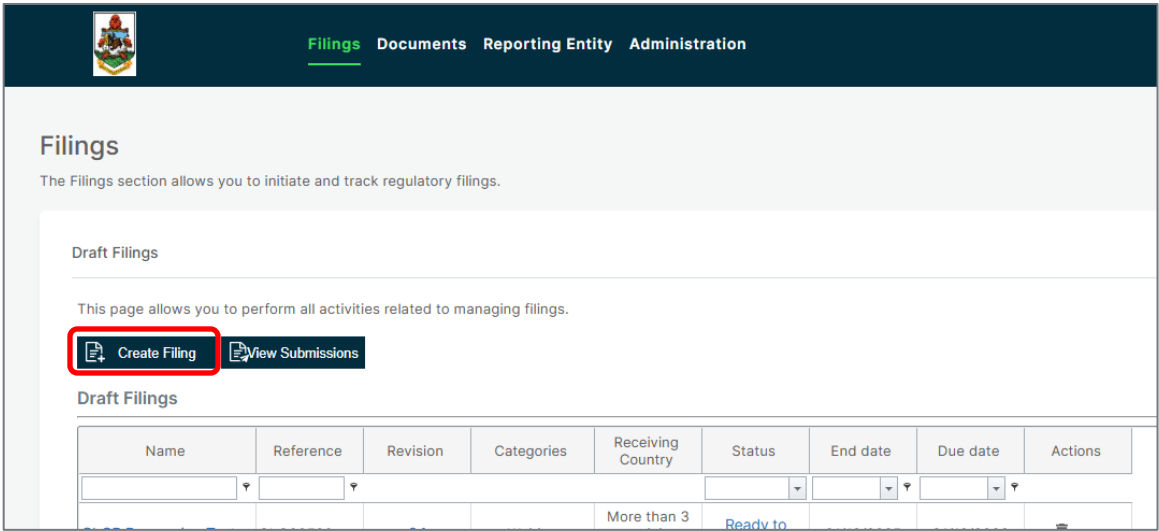
The Bermuda Tax Information Reporting Portal was upgraded in November 2025, such that the user interface and certain menu options have changed. It should be noted that there have been no other functional changes to the CbC Reporting functionality. Revised steps displaying the updated user interface and menu labels are included below, to support the CbC filing process.

The below guidance has been updated to reflect the new portal navigation menu items.

Creating CbC filings

In order to submit data to the Bermuda Ministry of Finance to meet your CbC reporting requirements, you must first create a filing.

- 1. Navigate to the **Create Filing** screen using the menus at the top of the screen. Select **Filings** > **Create Filing**, as shown in the image below.



- 2. You will be presented with the **Create Filing** page, as shown in the image below.

Create Filing

We need details about your filing so you will be able to identify it in the future. Please enter the details requested below.

The period end date identifies the reporting period for the filing.

Filing name:

Filing type:

☐ Annual CRS Compliance Certification
☒ **CbC XML Upload Filing**
☐ Change of Reporting Entity Information
☐ Change of Reporting Obligations
☐ CRS Manual Entry Filing
☐ CRS XML Upload Filing

Period end date:

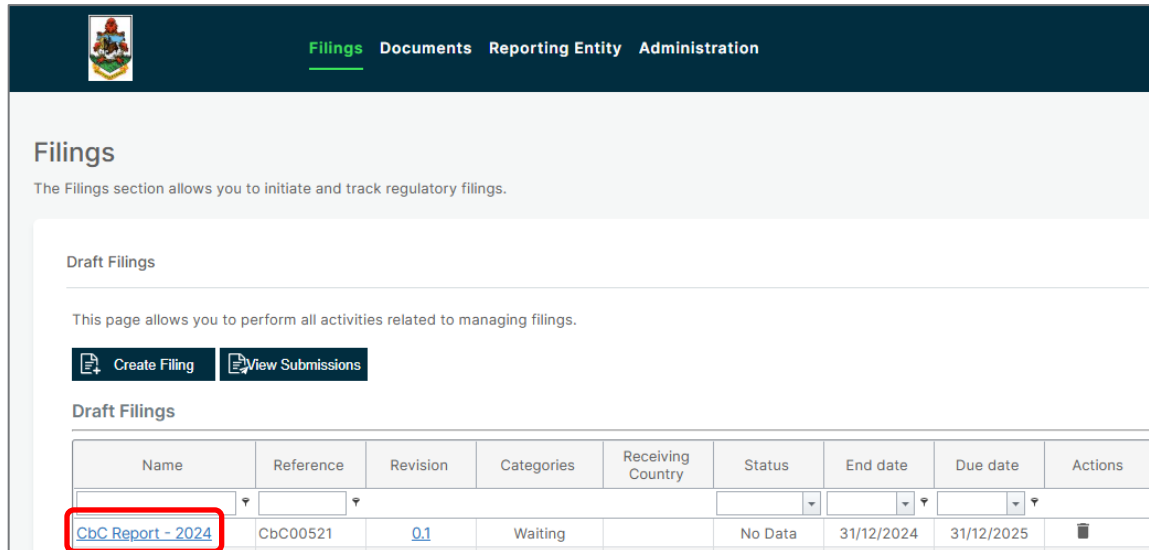
[Back](#) **Create**

3. Enter a **Filing name** that is meaningful to you. It is best practice to include the year at a minimum (e.g. CbC Report - 2024) so that filings can be easily differentiated over time.
4. Select CbC XML Upload Filing as the **Filing type**.
5. Enter the **Period end date** for the filing.
 - **Important note:** The period end date is the last day of the reporting period. For CbC Reporting, this must be the last day of the Reporting Fiscal Year of the MNE Group, and the year must be equal to the year being reported for.
6. Select the **Create** button to complete the creation of your filing and make it available to enter or upload data.

Submitting a CbC filing

After you have created a CbC filing, you will submit your CbC data by uploading an XML file into the filing.

1. Navigate to the **Filings** screen using the menu at the top of the screen to view filings that you have created but not yet submitted.
2. Select the name of the filing you created from the **Filing name** column of the Draft Filings table to open that filing. You will be presented with the **View Filing** screen for that filing.



Filings

The Filings section allows you to initiate and track regulatory filings.

Draft Filings

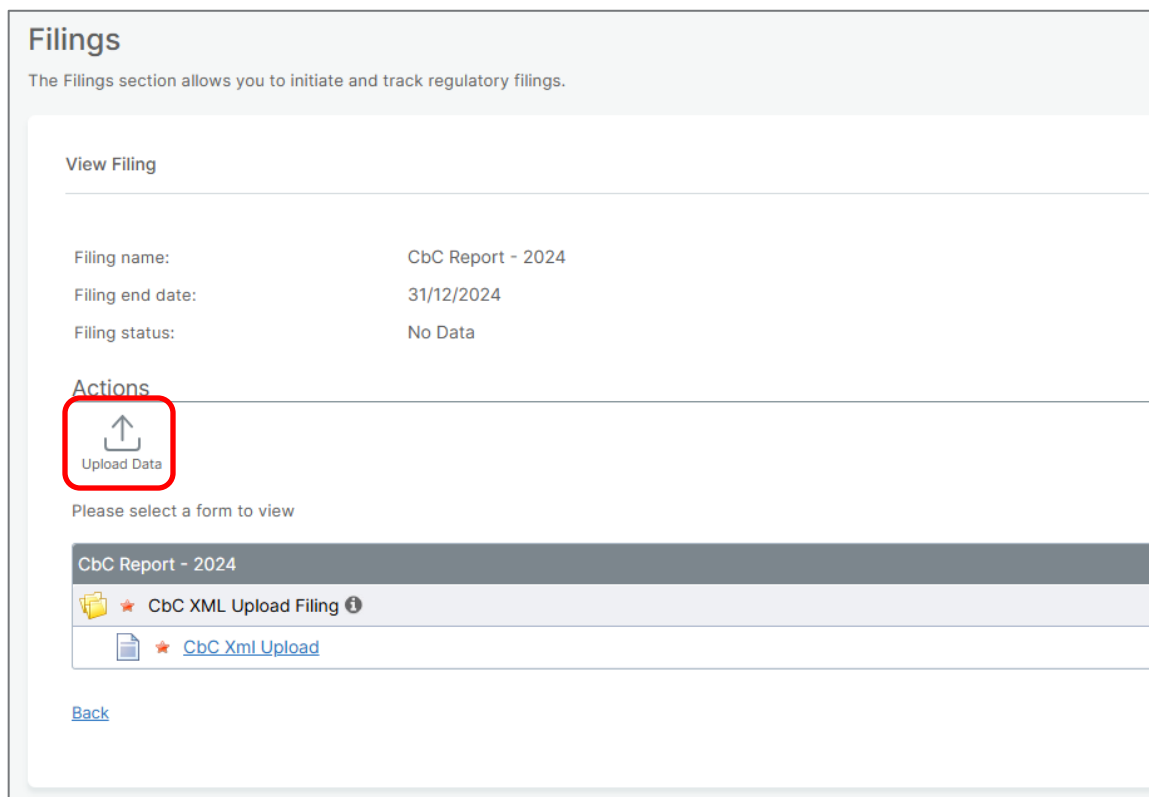
This page allows you to perform all activities related to managing filings.

[Create Filing](#) [View Submissions](#)

Draft Filings

| Name | Reference | Revision | Categories | Receiving Country | Status | End date | Due date | Actions |
|-----------------------------------|-----------|----------|------------|-------------------|------------|------------|----------|---------|
| CbC Report - 2024 | CbC00521 | 0.1 | Waiting | No Data | 31/12/2024 | 31/12/2025 | | |

3. Select the **Upload data** link within the filing table. You will be presented with the **Upload Data** page.



Filings

The Filings section allows you to initiate and track regulatory filings.

View Filing

Filing name: CbC Report - 2024

Filing end date: 31/12/2024

Filing status: No Data

Actions

[Upload Data](#)

Please select a form to view

CbC Report - 2024

[CbC XML Upload Filing](#)

[CbC Xml Upload](#)

[Back](#)

4. Select the **Choose File** button and choose the file you want to upload. Only files in XML format will be accepted, and they must comply with the CbC XML schema v1.0.1 as published by the OECD (<https://www.oecd.org/tax/country-by-country-reporting-xml-schema-user-guide-for-tax-administrations.htm>)
 - **Important Note:** The Receiving Country element must be populated with a list of all jurisdictions in which a Constituent Entity is found to be resident, otherwise a validation error will be triggered.

Filings

The Filings section allows you to initiate and track regulatory filings.

View Filing

| | |
|------------------|-------------------|
| Filing name: | CbC Report - 2024 |
| Filing end date: | 31/12/2024 |
| Filing status: | No Data |

Actions

Upload Data

Please select a form to view

CbC Report - 2024

CbC XML Upload Filing ⓘ

[CbC Xml Upload](#)

[Back](#)

Upload Data

The FormSet below will be populated with data by uploading a file.

CbC XML Upload Filing

Choose File

The file will be processed. If any validation errors are found, the user will receive an email and the errors will be available to view in the portal.

ⓘ Allowed file types are: xml,zip. If .xbrl is a valid file type, to speed up the upload process it is recommended that XBRL/IXBRL files greater than 10Mb are compressed using the standard .zip format. No other compression formats are currently accepted.

Cancel

5. The system will begin validation of your file immediately against the OECD CbC XML schema and business rules.
7. If you do not receive any error message on the Upload Data page, the file will be submitted for processing and additional validation will be applied.
8. You will receive a system-generated email when the processing is complete, indicating either that your submission was successful, or that the submission was unsuccessful and that the file must be updated and resubmitted.