



MyInvois Portal General Guide

Revision 9

Prepared by Jae Sen
AUTO COUNT SDN BHD

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**This guide only highlights some of the important steps required to add AutoCount as intermediary. This is not the full guide on how to operate MyInvois Portal.*

Summary of Changes

Revision	Description
7	Updated Link your Company section explaining the role selection for Sole Proprietorship, Enterprise and Partnership when linking company
7	Added new section – Setting Permissions for Representative
8	Updated Add / Register ERP section to latest steps to be done in AutoCount Accounting 2.2 (Rev 27)
9	Separate out a section for Linking your Company (Sole Proprietorship / Enterprise / Partnership) with related screenshots

Link for MyInvois Portal

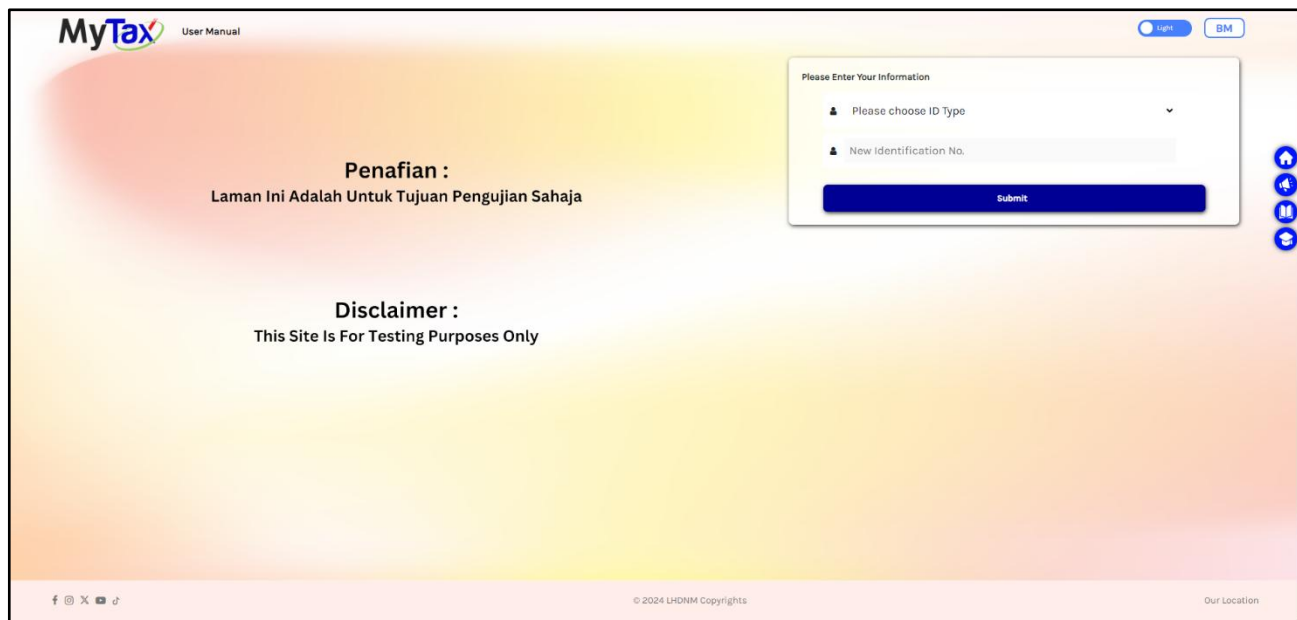
Live Production: <https://mytax.hasil.gov.my/>

Sandbox (For testing): <https://preprod-mytax.hasil.gov.my/>

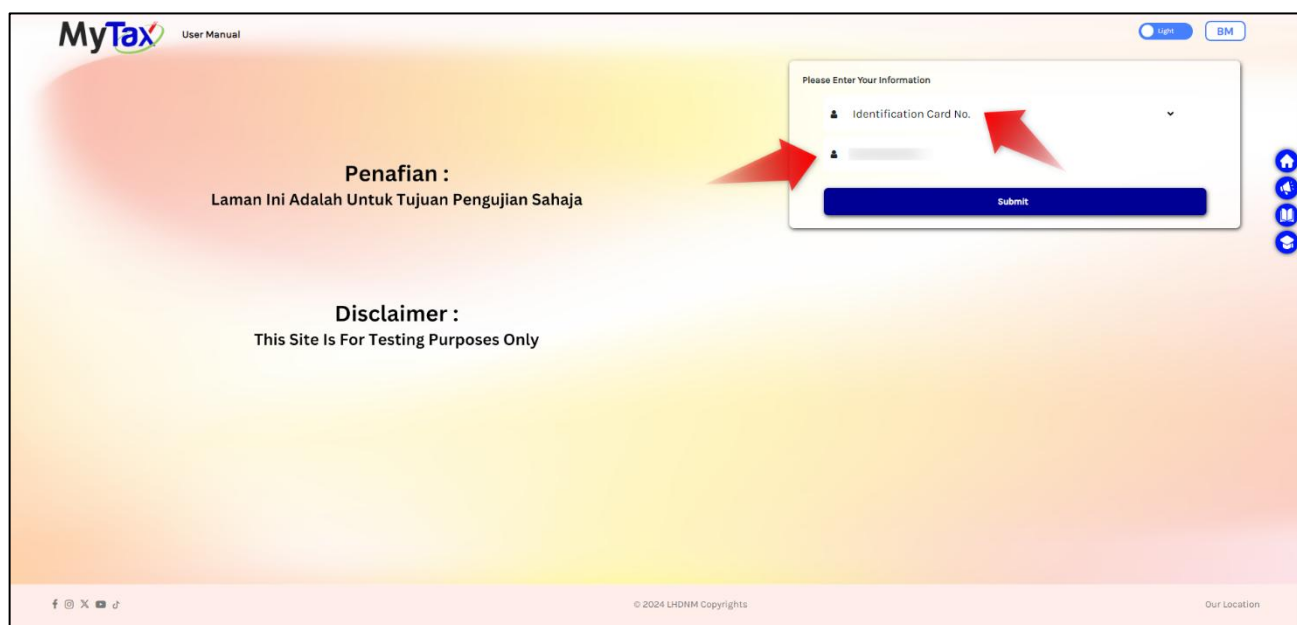
First time Registration

1. Browse to MyTax website.

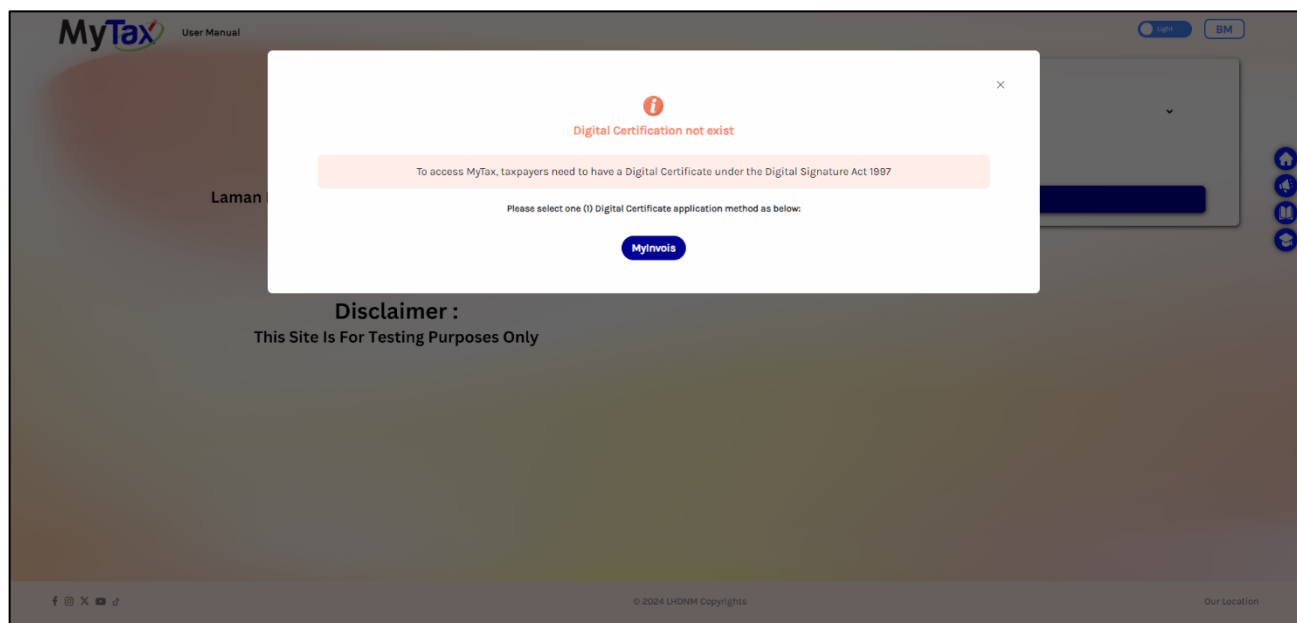
**Interface might differ slightly as this guide is based on Sandbox environment.*



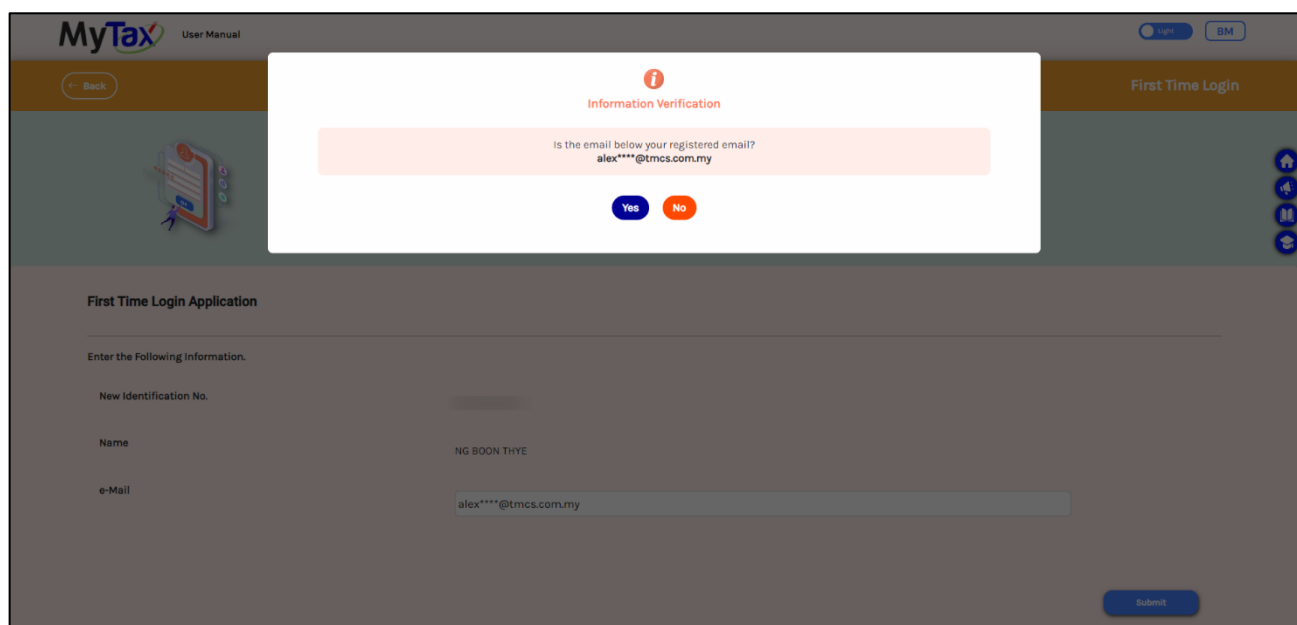
2. Select ID Type and key in your ID and click “Submit”.



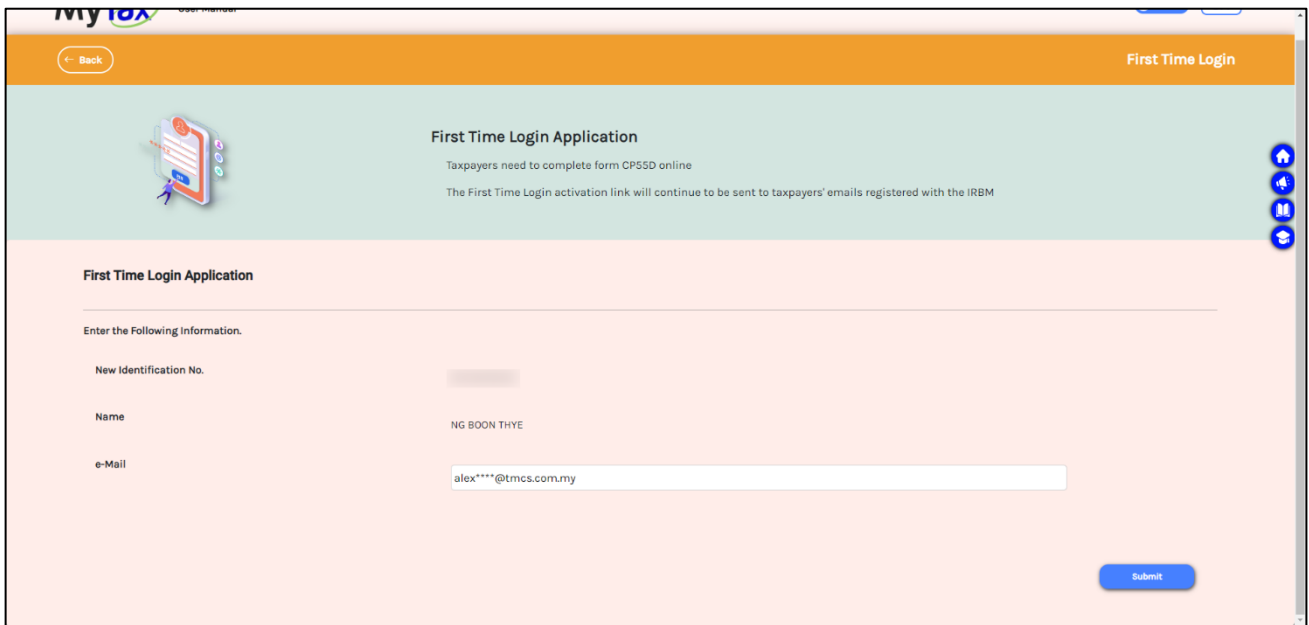
- It will prompt you that your “Digital Certification not exist”. Just click on the “MyInvois” button to proceed.



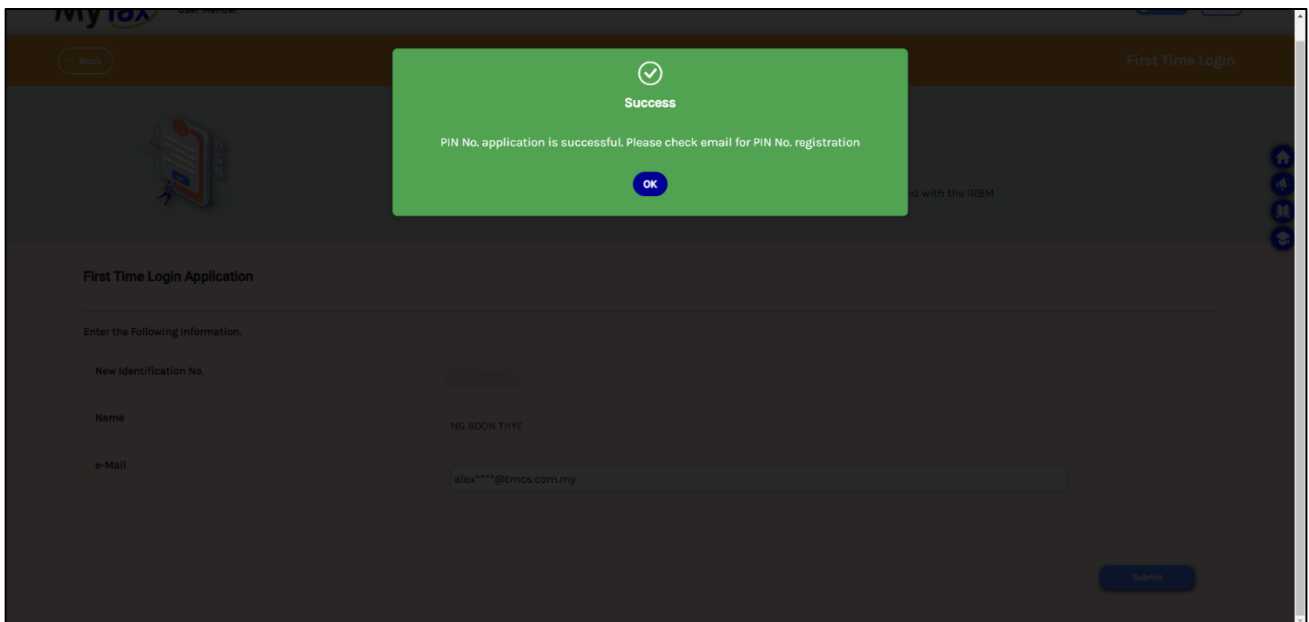
- It will prompt you for Information Verification, to verify your current email. Click “Yes” if the email is the correct email.



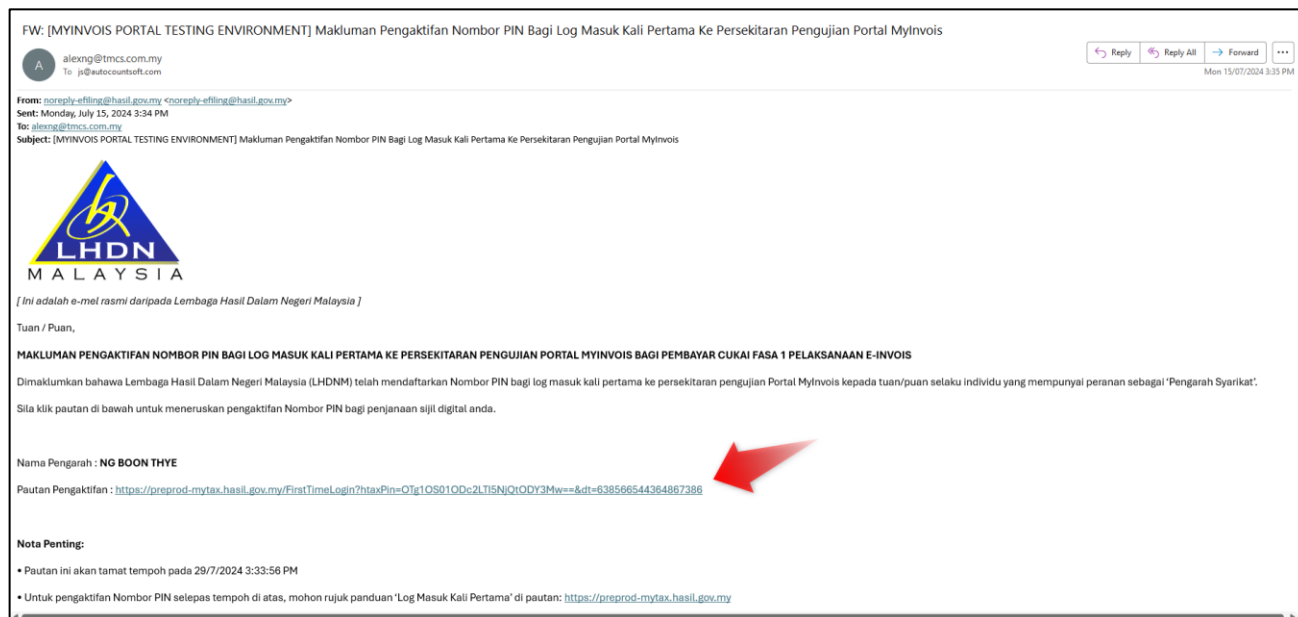
- Click on the "Submit" button to submit your first-time login application.



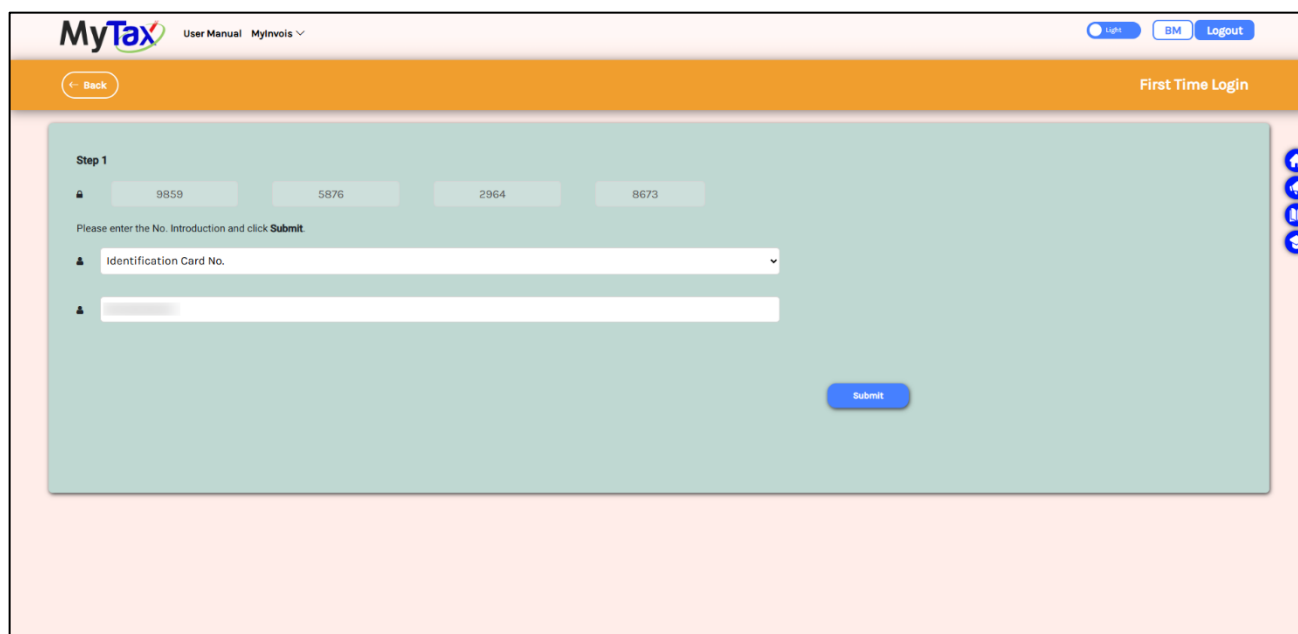
- After clicking Submit, a PIN No registration will be sent to the specific email.



7. Login into your email, you will find an email from IRBM to activate your login. Click on the activation link in the email.



8. It will open a webpage and ask you to key your ID type and ID again. Click "Submit" after you key.



MyTax User Manual MyInvois

Light BM Logout

Back First Time Login

Step 1

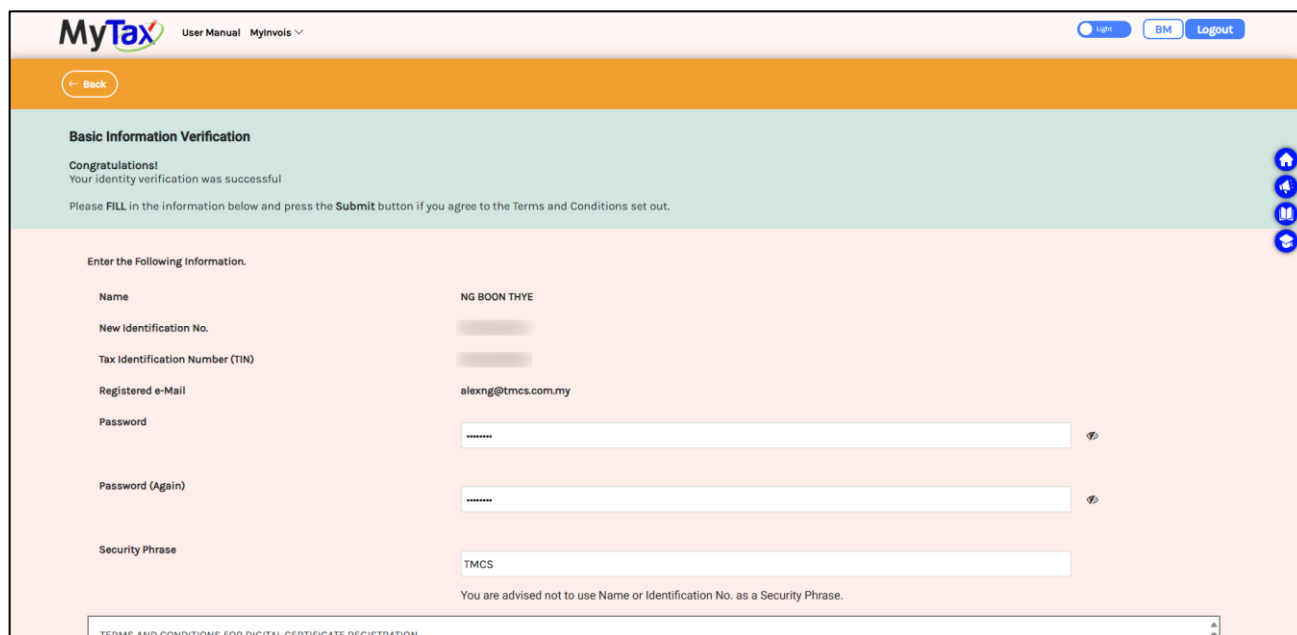
9859 5876 2964 8673

Please enter the No. Introduction and click **Submit**.

Identification Card No.

Submit

9. You are then required to create your password for this login. Key in your password and security phase. Also tick “I agree” for the terms and condition section and finally click “Submit”.



MyTax User Manual MyInvois Sign In BM Logout

[← Back](#)

Basic Information Verification

Congratulations!
Your identity verification was successful

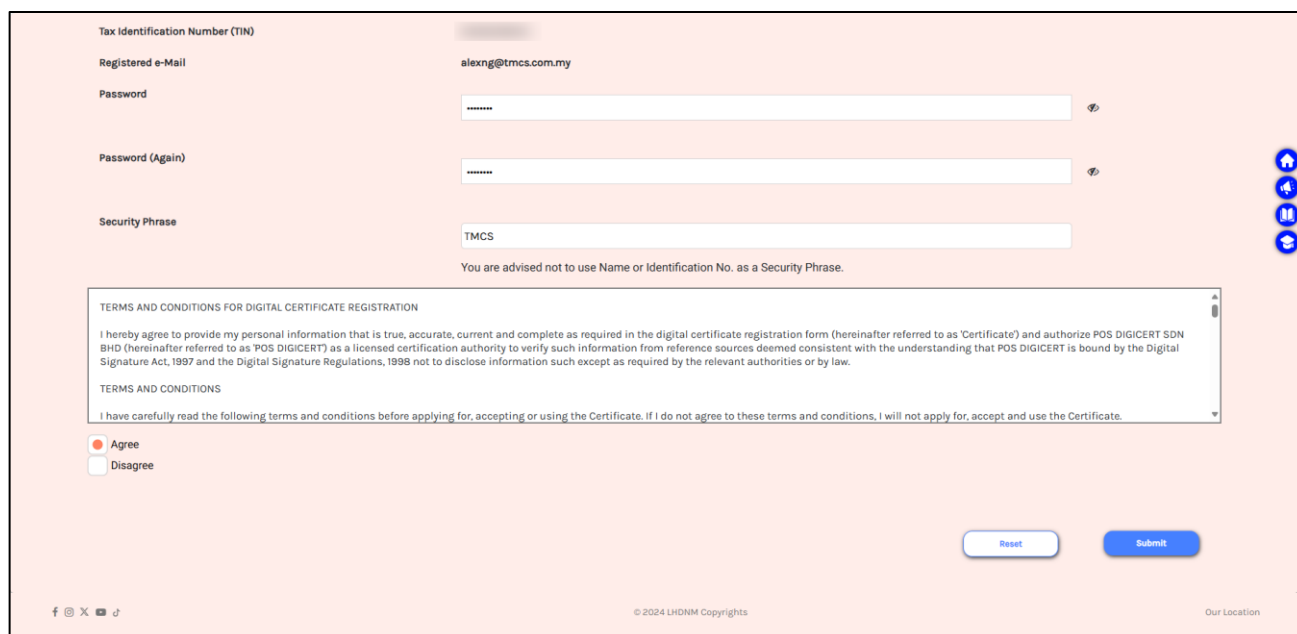
Please **FILL** in the information below and press the **Submit** button if you agree to the Terms and Conditions set out.

Enter the Following Information.

Name	NG BOON THYE
New Identification No.	
Tax Identification Number (TIN)	
Registered e-Mail	alexng@tmcs.com.my
Password	*****
Password (Again)	*****
Security Phrase	TMCS

You are advised not to use Name or Identification No. as a Security Phrase.

[TERMS AND CONDITIONS FOR DIGITAL CERTIFICATE REGISTRATION](#)



Tax Identification Number (TIN)	
Registered e-Mail	alexng@tmcs.com.my
Password	*****
Password (Again)	*****
Security Phrase	TMCS

You are advised not to use Name or Identification No. as a Security Phrase.

[TERMS AND CONDITIONS FOR DIGITAL CERTIFICATE REGISTRATION](#)

I hereby agree to provide my personal information that is true, accurate, current and complete as required in the digital certificate registration form (hereinafter referred to as 'Certificate') and authorize POS DIGICERT SDN BHD (hereinafter referred to as 'POS DIGICERT') as a licensed certification authority to verify such information from reference sources deemed consistent with the understanding that POS DIGICERT is bound by the Digital Signature Act, 1997 and the Digital Signature Regulations, 1998 not to disclose information such except as required by the relevant authorities or by law.

TERMS AND CONDITIONS

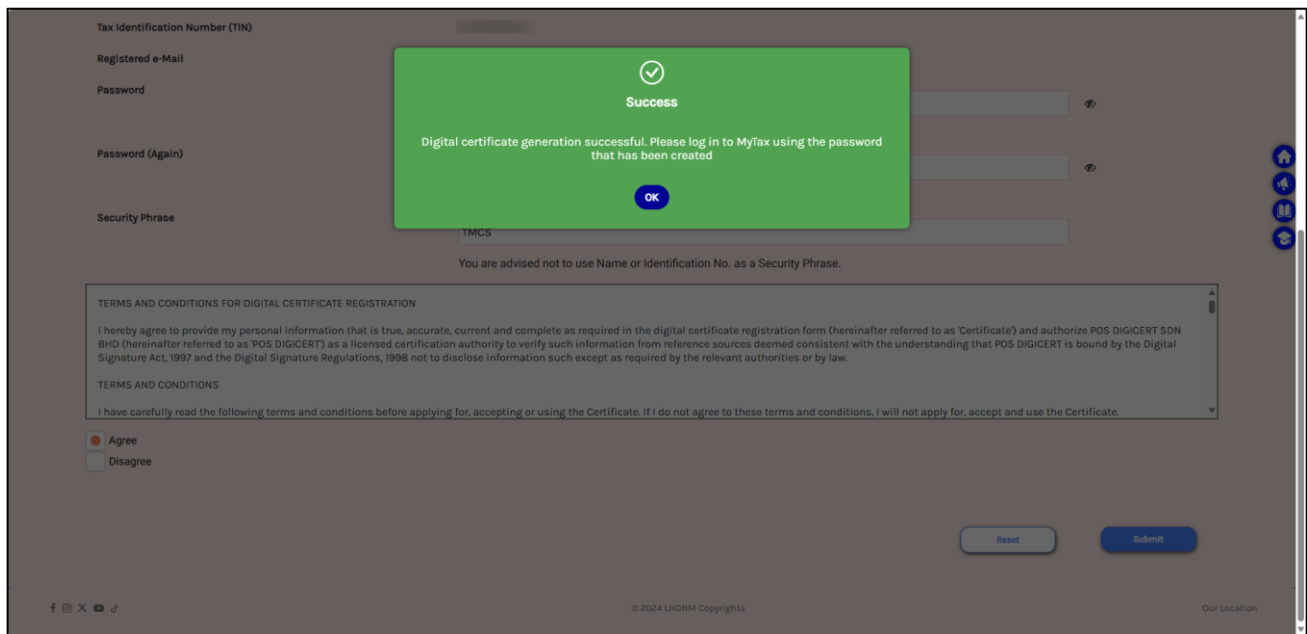
I have carefully read the following terms and conditions before applying for, accepting or using the Certificate. If I do not agree to these terms and conditions, I will not apply for, accept and use the Certificate.

☒ Agree
☐ Disagree

[Reset](#) [Submit](#)

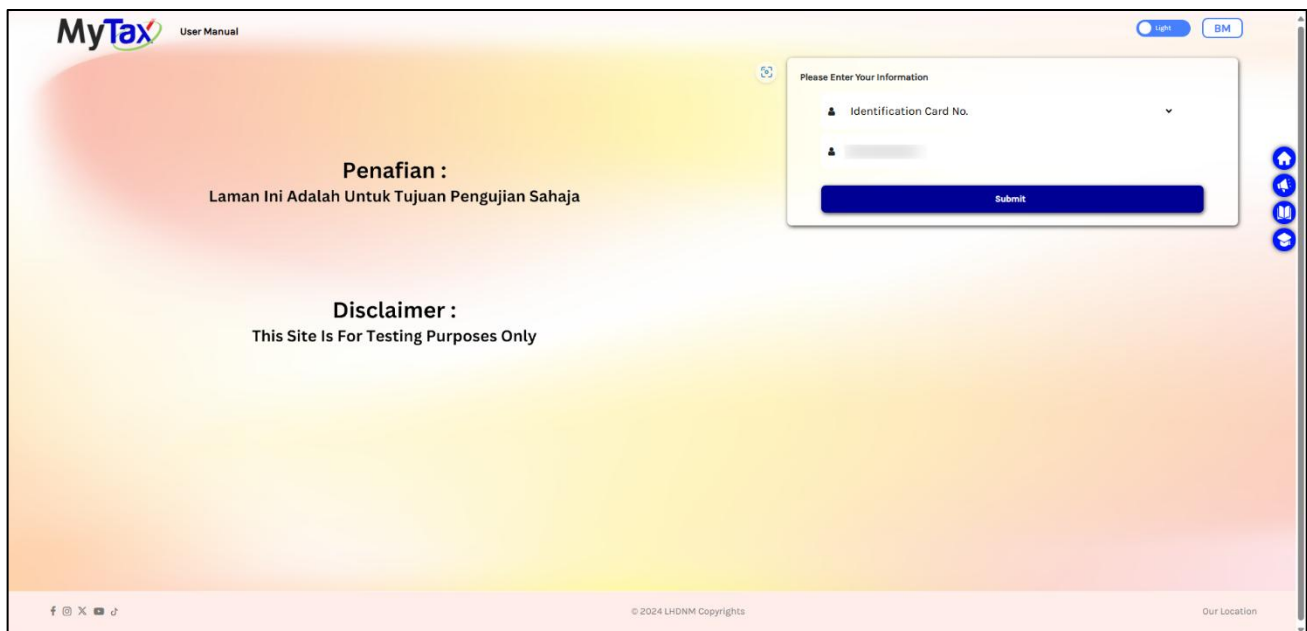
f @ X 12 © 2024 LHDNM Copyrights Our Location

10. After a few seconds, a success message will appear. Click “OK” to proceed.

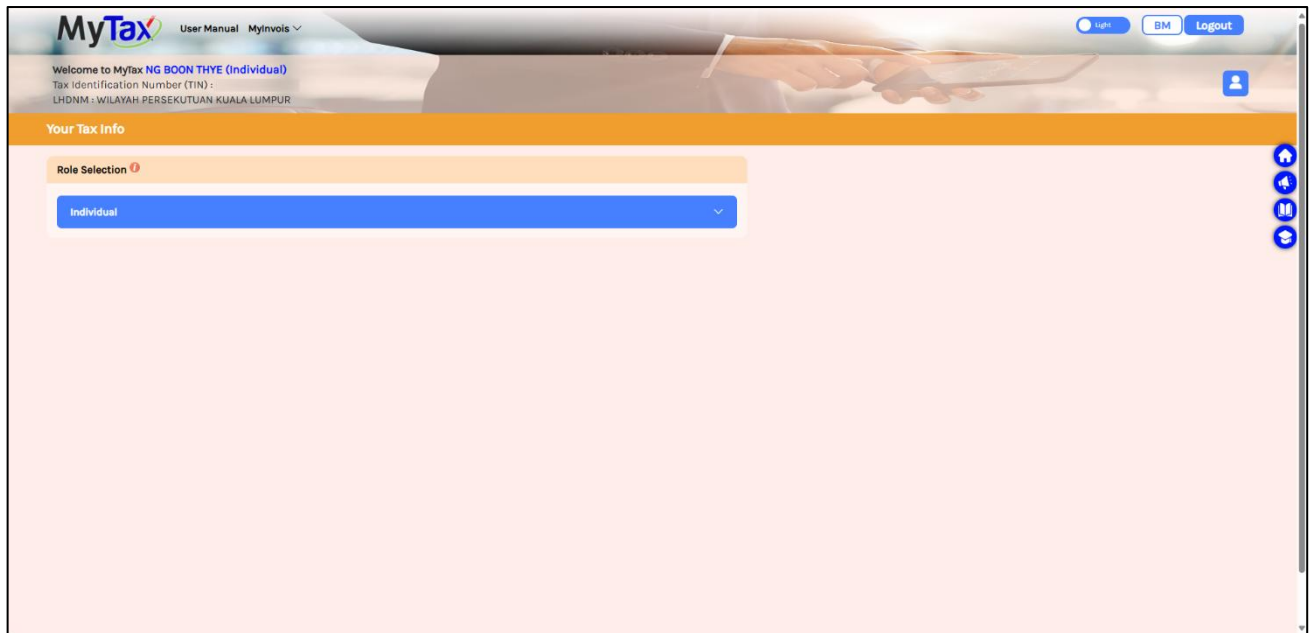


The screenshot shows a web form for digital certificate registration. A green success message box is centered on the screen, stating: "Success. Digital certificate generation successful. Please log in to MyTax using the password that has been created." Below the message is an "OK" button. The background form includes fields for "Tax Identification Number (TIN)", "Registered e-Mail", "Password", "Password (Again)", and "Security Phrase". Below these fields is a "TMCS" field and a warning: "You are advised not to use Name or Identification No. as a Security Phrase." A scrollable box contains the "TERMS AND CONDITIONS FOR DIGITAL CERTIFICATE REGISTRATION", which states that the user agrees to provide accurate information and authorizes POS DIGICERT SDN BHD as a licensed certification authority. At the bottom of the terms box are "Agree" and "Disagree" radio buttons. Further down are "Reset" and "Submit" buttons. The footer includes social media icons, copyright information "© 2024 LHDNM Copyrights", and a link to "Our Location".

11. It will prompt you back to the main login. You may login again.

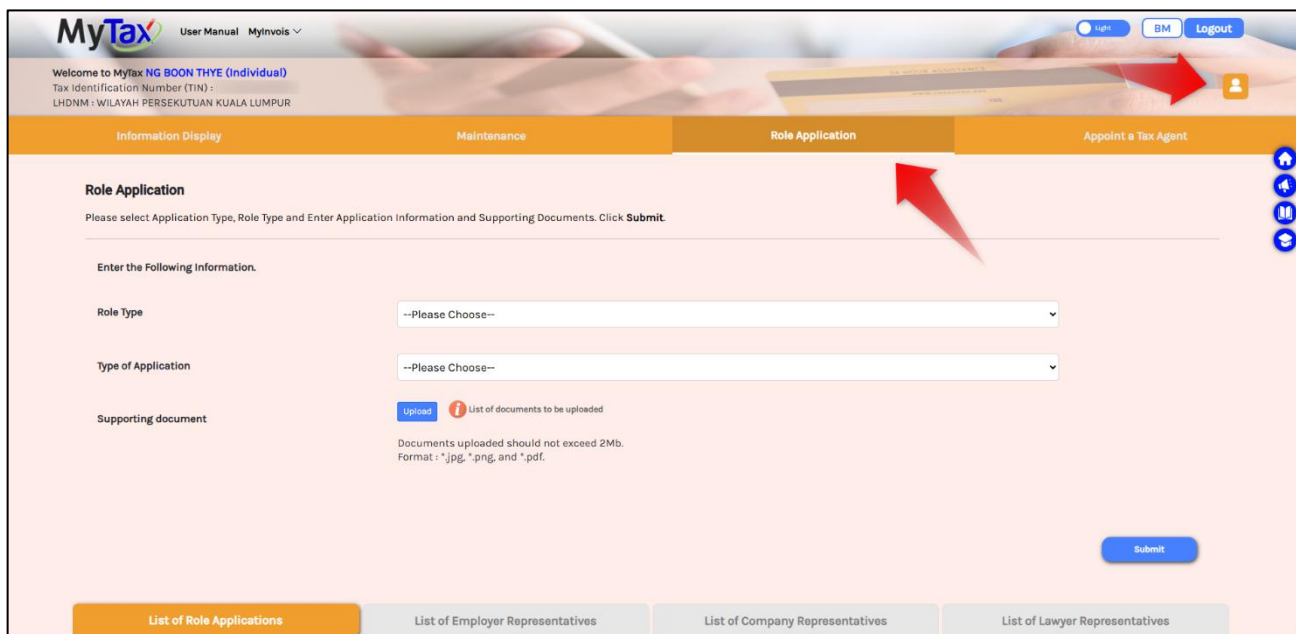


The screenshot shows the "MyTax User Manual" page. The background is a light orange gradient. In the center, there is a message: "Penafian : Laman Ini Adalah Untuk Tujuan Pengujian Sahaja" (Disclaimer : This Site Is For Testing Purposes Only). On the right side, there is a white box titled "Please Enter Your Information" with a dropdown menu for "Identification Card No." and a "Submit" button. The top right corner has "Login" and "BM" buttons. The footer includes social media icons, copyright information "© 2024 LHDNM Copyrights", and a link to "Our Location".



Link your Company (Sdn Bhd)

1. You will need to link your company to your profile. Click on the User icon on the right → Role Application.



MyTax User Manual MyInvois

Welcome to MyTax **NG BOON THYE (Individual)**
 Tax Identification Number (TIN) :
 LHDNM : WILAYAH PERSEKUTUAN KUALA LUMPUR

Light BM Logout

Information Display Maintenance **Role Application** Appoint a Tax Agent

Role Application

Please select Application Type, Role Type and Enter Application Information and Supporting Documents. Click **Submit**.

Enter the Following Information.

Role Type --Please Choose--

Type of Application --Please Choose--

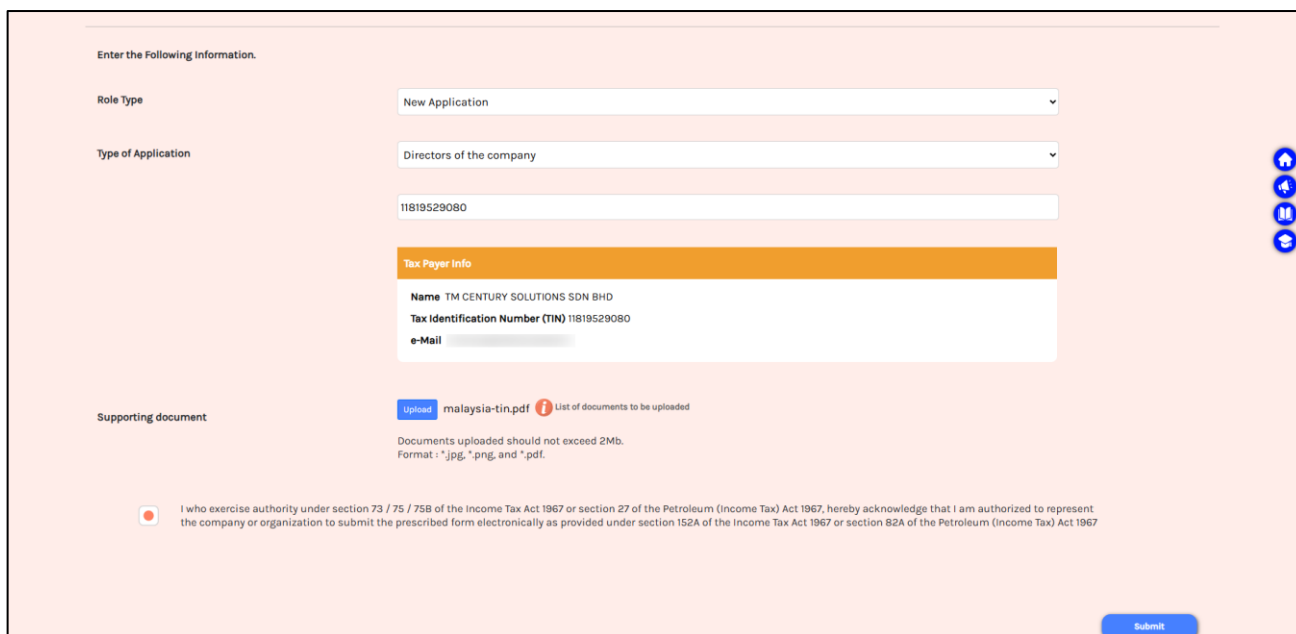
Supporting document **Upload**  List of documents to be uploaded

Documents uploaded should not exceed 2Mb.
 Format : *.jpg, *.png, and *.pdf.

Submit

List of Role Applications List of Employer Representatives List of Company Representatives List of Lawyer Representatives

2. For Role type choose “New Application” and for Type of Application choose “Director of the Company”. You will need to upload supporting documents at this step. Once you’re done, click Submit.



Enter the Following Information.

Role Type New Application

Type of Application Directors of the company

11819529080

Tax Payer Info

Name TM CENTURY SOLUTIONS SDN BHD
Tax Identification Number (TIN) 11819529080
e-Mail

Supporting document **Upload** malaysia-tin.pdf  List of documents to be uploaded

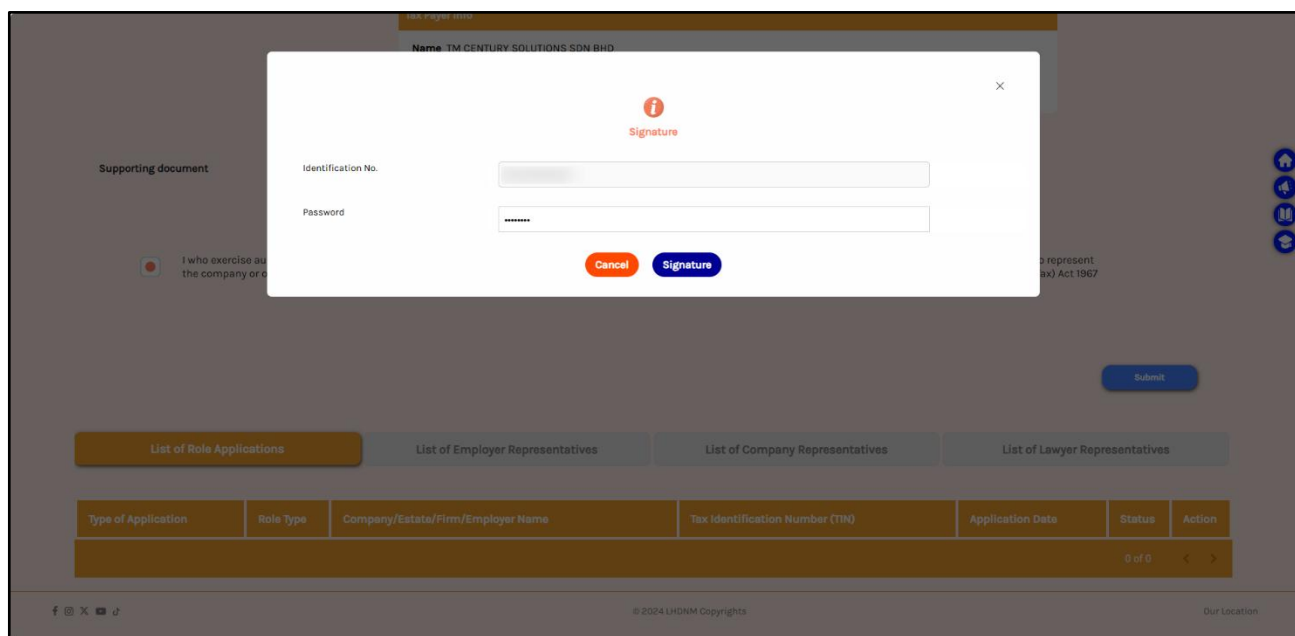
Documents uploaded should not exceed 2Mb.
 Format : *.jpg, *.png, and *.pdf.

☐ I who exercise authority under section 73 / 75 / 75B of the Income Tax Act 1967 or section 27 of the Petroleum (Income Tax) Act 1967, hereby acknowledge that I am authorized to represent the company or organization to submit the prescribed form electronically as provided under section 152A of the Income Tax Act 1967 or section 82A of the Petroleum (Income Tax) Act 1967

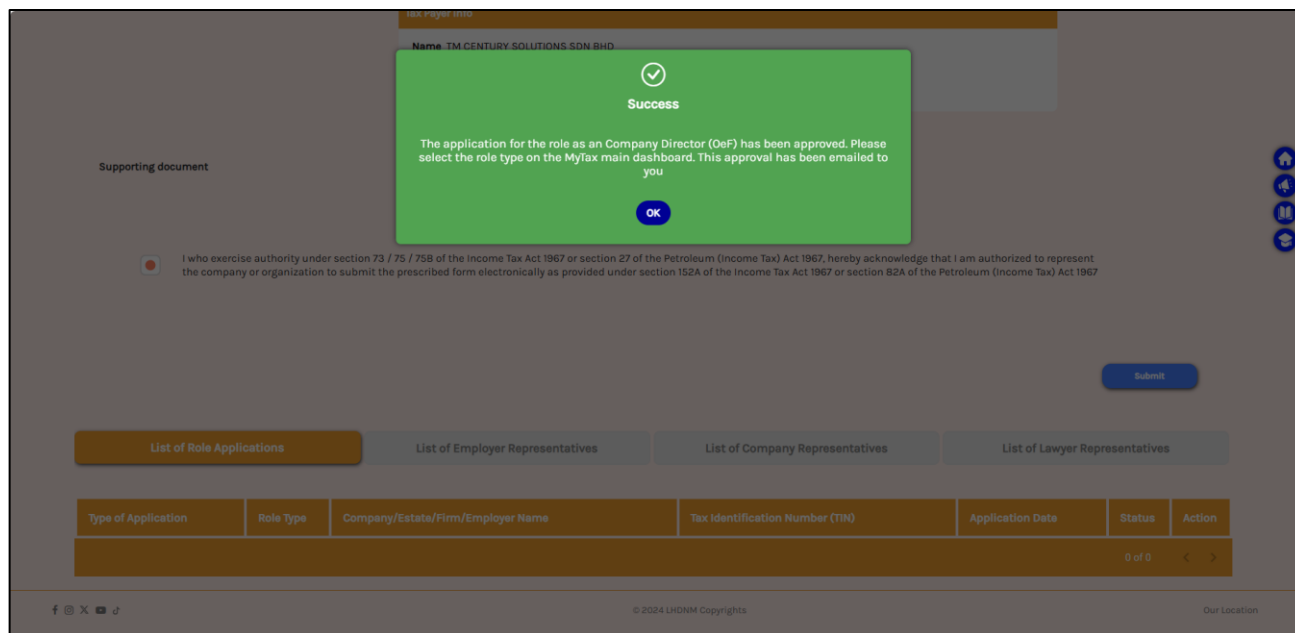
Submit

**If you are not able to select as Director of the company, kindly consult LHDN for further actions.*

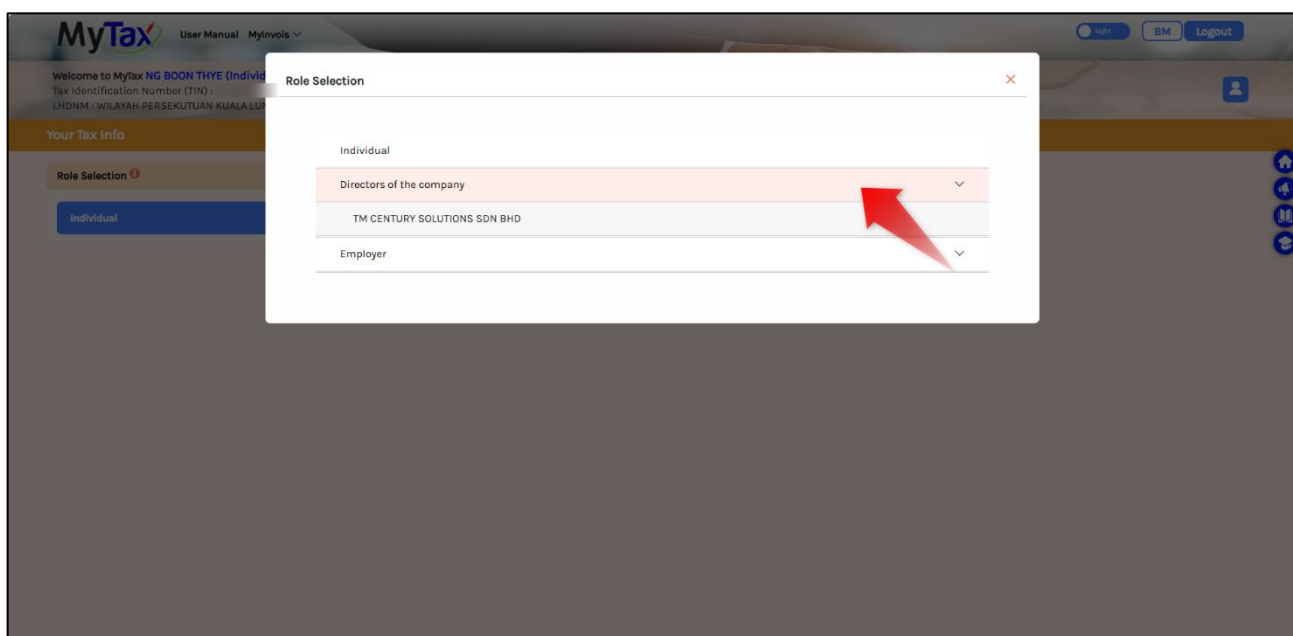
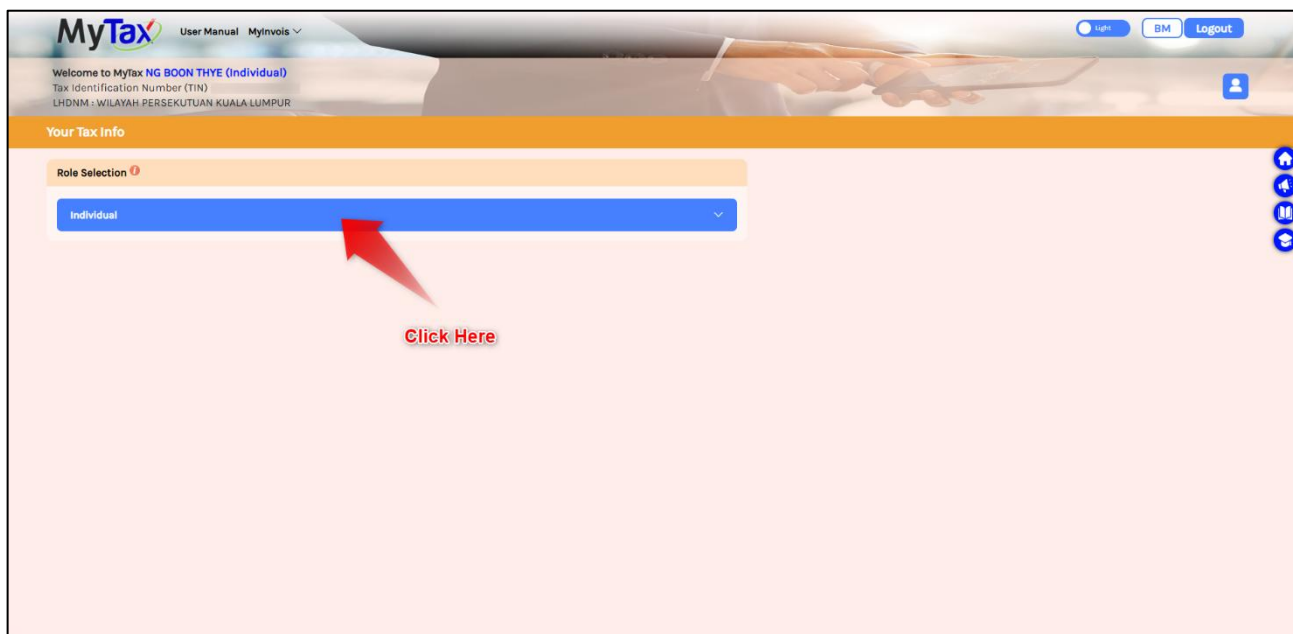
- It will prompt you to key in your password again. Key your password and click “Signature”.



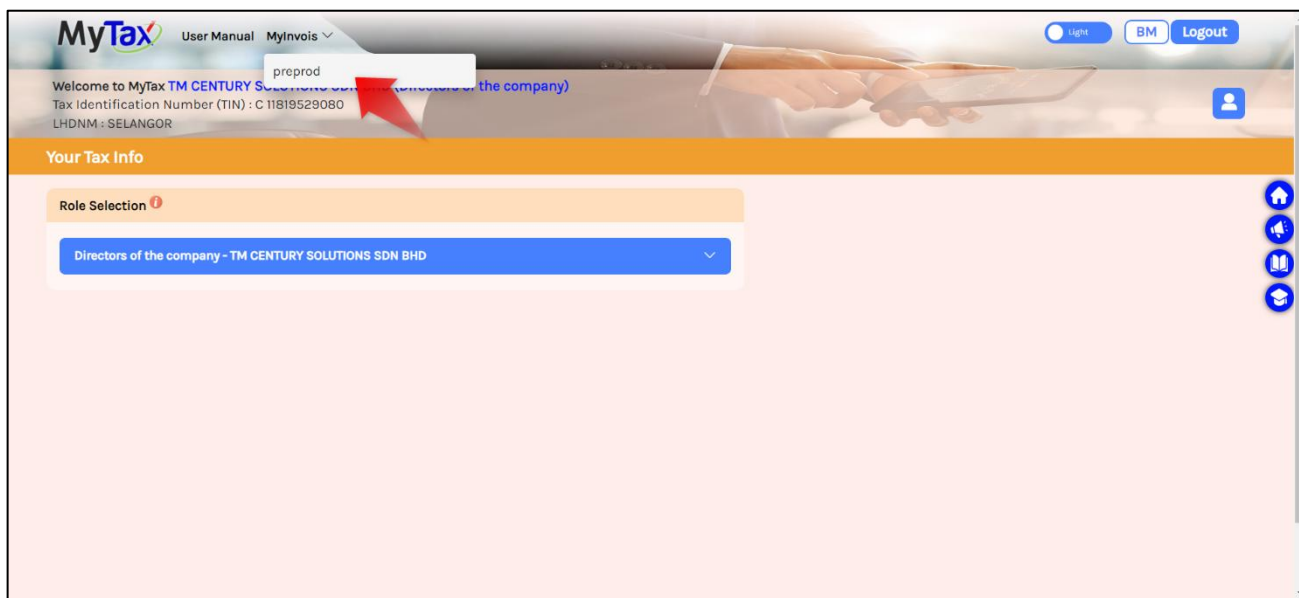
- A success message will appear and you can now proceed to access your company.



- Go back to MyTax home page and you will then be able to access your company from there.



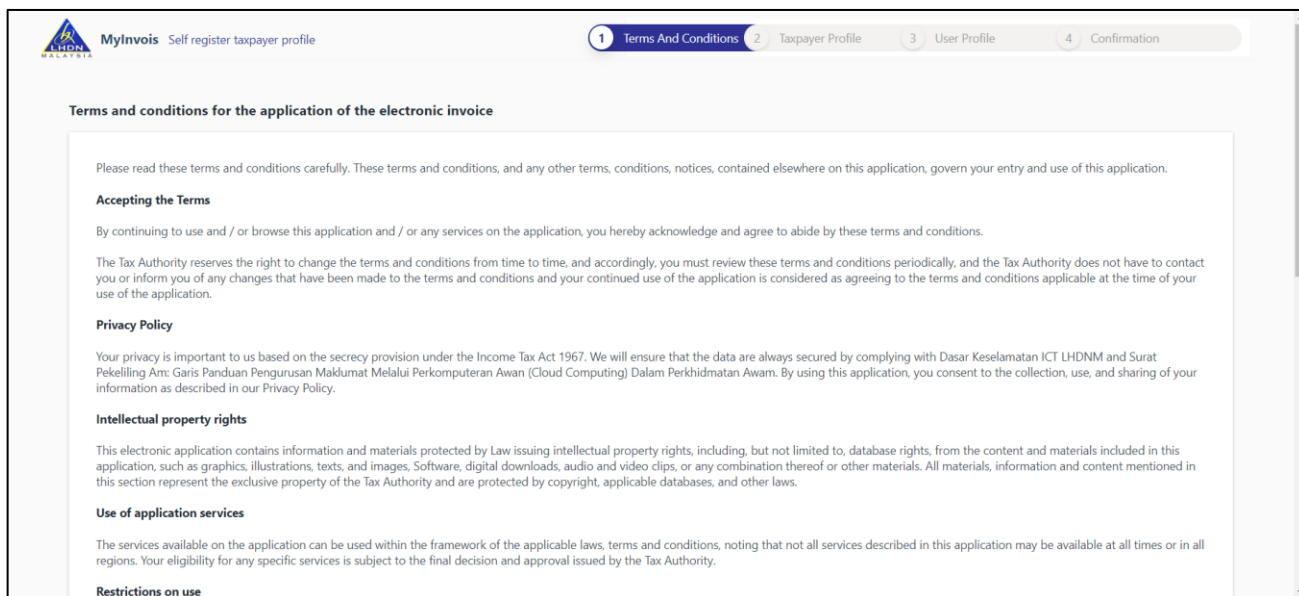
6. After linking your company, go to MyInvois Portal and setup your company / taxpayer profile.



The screenshot shows the MyTax portal interface. At the top, there's a navigation bar with 'MyTax', 'User Manual', and 'MyInvois'. Below this, a welcome message for 'TM CENTURY SOLUTIONS SDN BHD' is displayed, along with the Tax Identification Number (TIN) and LHDNM. The main section is titled 'Your Tax Info' and contains a 'Role Selection' dropdown menu. A red arrow points to the 'preprod' dropdown menu.

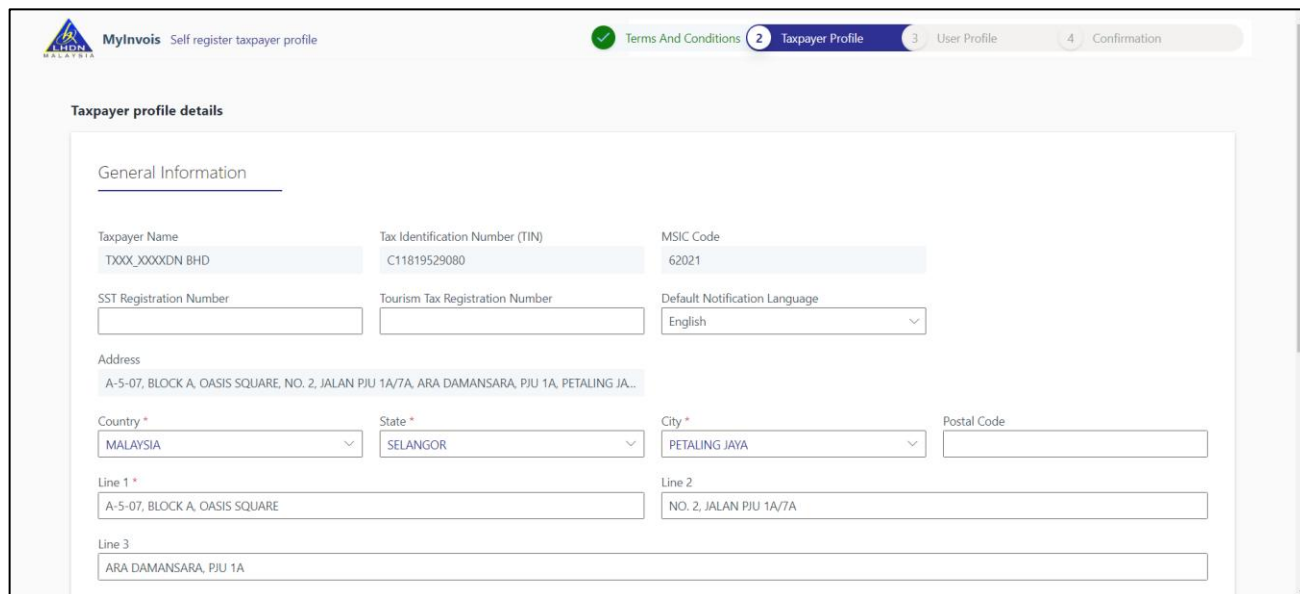
7. It will prompt you for first time self-register taxpayer profile page. Scroll to the bottom and tick accept on the terms and condition check box and click "Continue".

**If this does not prompt, you might want to wait for some time because it is not updated into MyInvois Portal yet.*



The screenshot shows the 'Self register taxpayer profile' page. The page has a progress bar at the top with four steps: 1. Terms And Conditions, 2. Taxpayer Profile, 3. User Profile, and 4. Confirmation. The main content area is titled 'Terms and conditions for the application of the electronic invoice'. It includes sections for 'Accepting the Terms', 'Privacy Policy', 'Intellectual property rights', 'Use of application services', and 'Restrictions on use'.

- Check your taxpayer profile details, key in any blank mandatory fields if required. Once you're done, click "Save".



MyInvois Self register taxpayer profile

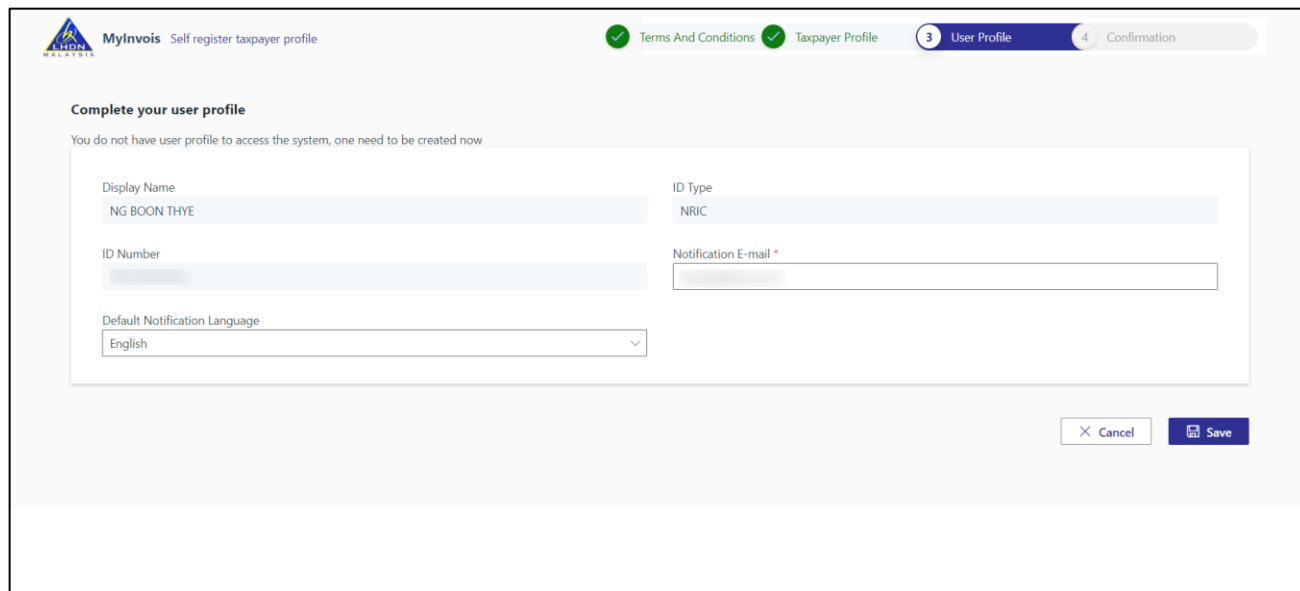
Progress: 1 Terms And Conditions (checked) 2 **Taxpayer Profile** 3 User Profile 4 Confirmation

Taxpayer profile details

General Information

Taxpayer Name TXXX_XXXXN BHD	Tax Identification Number (TIN) C11819529080	MSIC Code 62021
SST Registration Number 	Tourism Tax Registration Number 	Default Notification Language English
Address A-5-07, BLOCK A, OASIS SQUARE, NO. 2, JALAN PJU 1A/7A, ARA DAMANSARA, PJU 1A, PETALING JA...		
Country * MALAYSIA	State * SELANGOR	City * PETALING JAYA
Line 1 * A-5-07, BLOCK A, OASIS SQUARE		Line 2 NO. 2, JALAN PJU 1A/7A
Line 3 ARA DAMANSARA, PJU 1A		

- Next will be your user profile, key in your email and click "Save".



MyInvois Self register taxpayer profile

Progress: 1 Terms And Conditions (checked) 2 Taxpayer Profile (checked) 3 **User Profile** 4 Confirmation

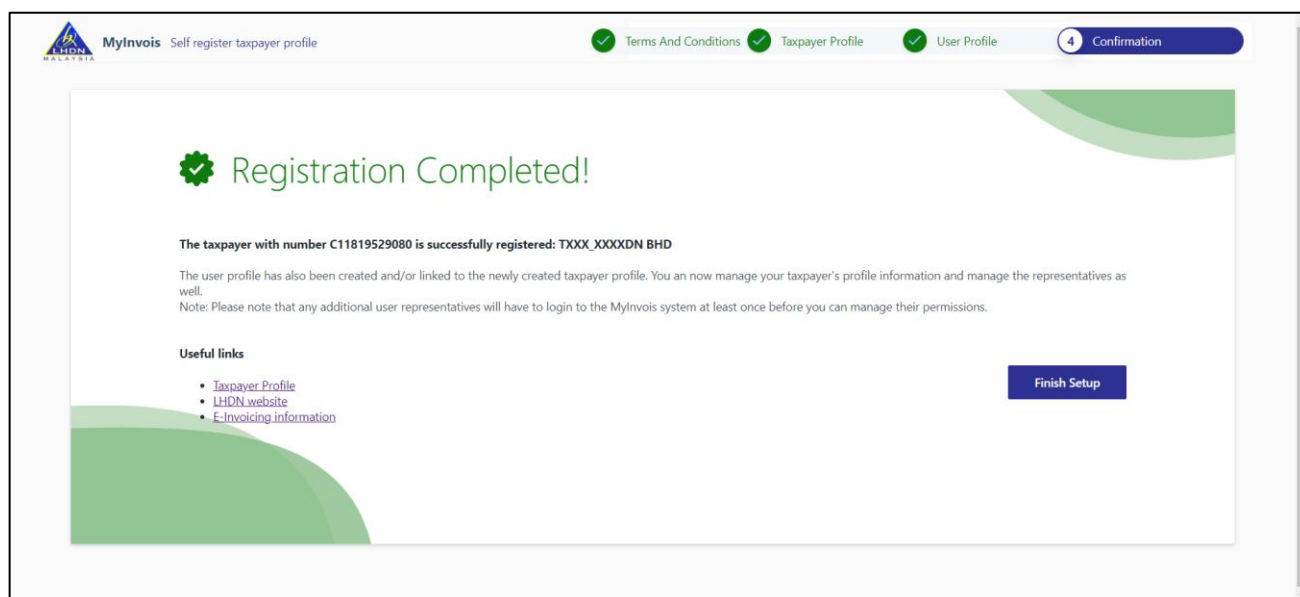
Complete your user profile

You do not have user profile to access the system, one need to be created now

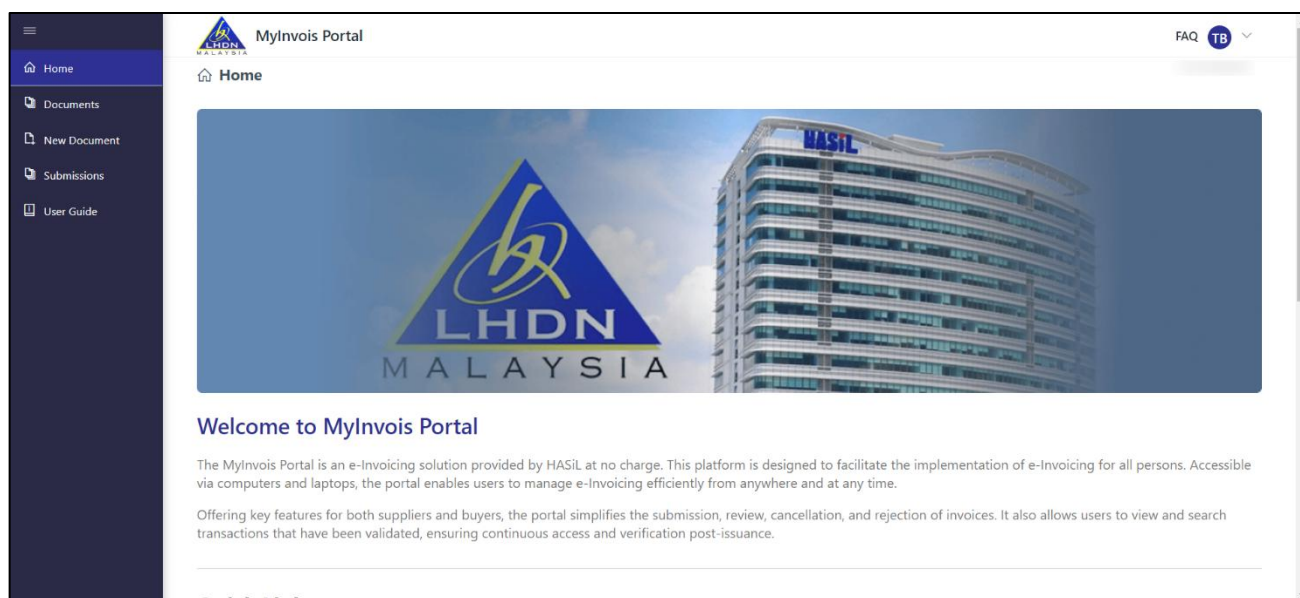
Display Name NG BOON THYE	ID Type NRIC
ID Number 	Notification E-mail *
Default Notification Language English	

Cancel Save

10. At last, it will show you a registration complete page. Click “Finish Setup” to proceed.

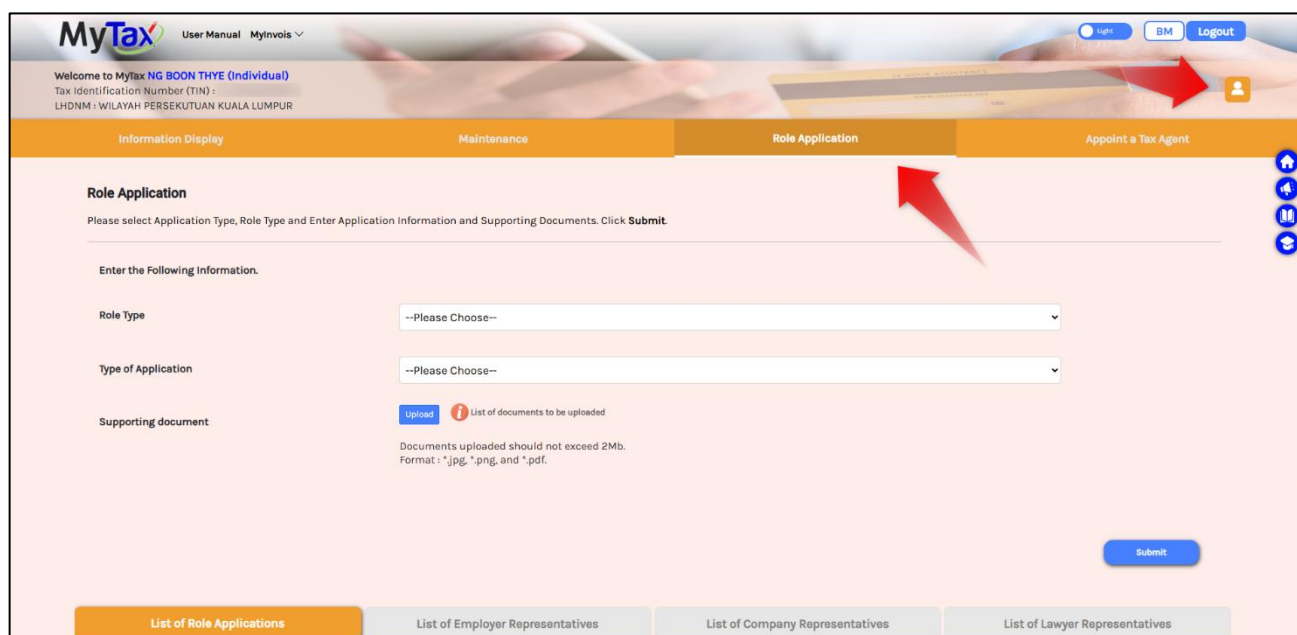


11. You will then be directed to your company MyInvois Portal page.



Link your Company (Sole Proprietorships / Enterprise / Partnership)

1. You will need to link your company to your profile. Click on the User icon on the right → Role Application.



MyTax User Manual MyInvois

Welcome to MyTax **NG BOON THYE (Individual)**
 Tax Identification Number (TIN) :
 LHDNM : WILAYAH PERSEKUTUAN KUALA LUMPUR

Light BM Logout

Information Display Maintenance **Role Application** Appoint a Tax Agent

Role Application

Please select Application Type, Role Type and Enter Application Information and Supporting Documents. Click **Submit**.

Enter the Following Information.

Role Type --Please Choose--

Type of Application --Please Choose--

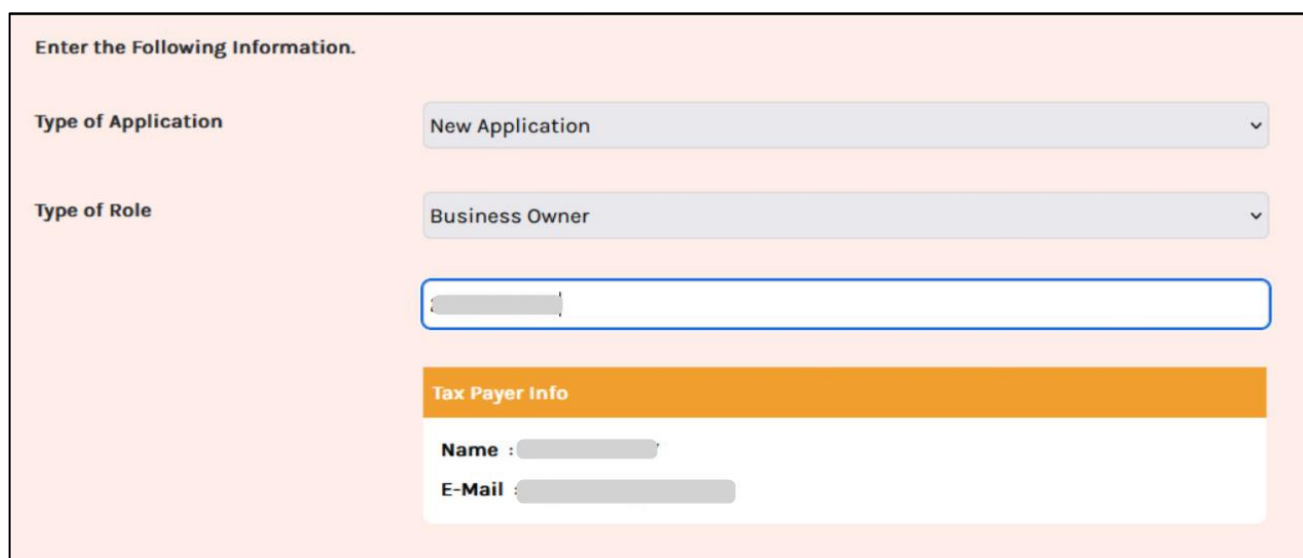
Supporting document **Upload**  List of documents to be uploaded

Documents uploaded should not exceed 2Mb.
 Format : *.jpg, *.png, and *.pdf.

Submit

List of Role Applications List of Employer Representatives List of Company Representatives List of Lawyer Representatives

2. For Role type choose “New Application” and for Type of Application choose “Business Owner”. You will need to upload supporting documents at this step. Once you’re done, click Submit.



Enter the Following Information.

Type of Application New Application

Type of Role Business Owner

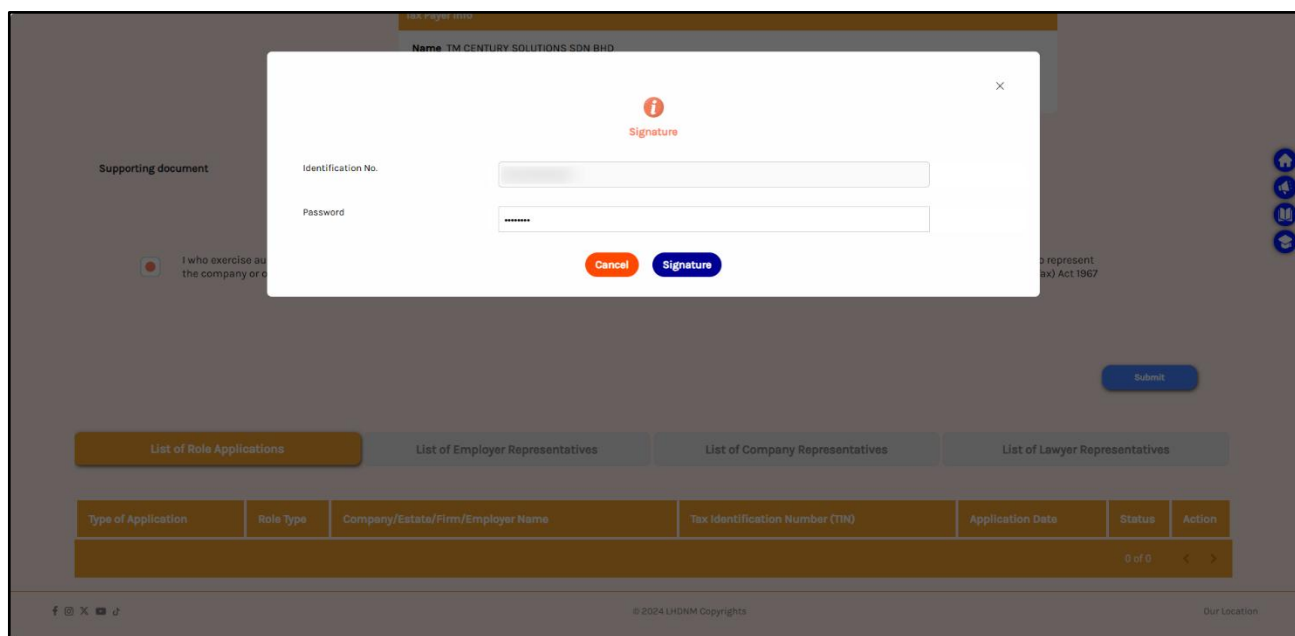
Tax Payer Info

Name :

E-Mail :

**If you are not able to select Business Owner for Sole Proprietorship, Enterprise, Partnership, kindly consult LHDN for further actions.*

- It will prompt you to key in your password again. Key your password and click "Signature".



Supporting document

Name: TM CENTURY SOLUTIONS SDN BHD

Identification No.

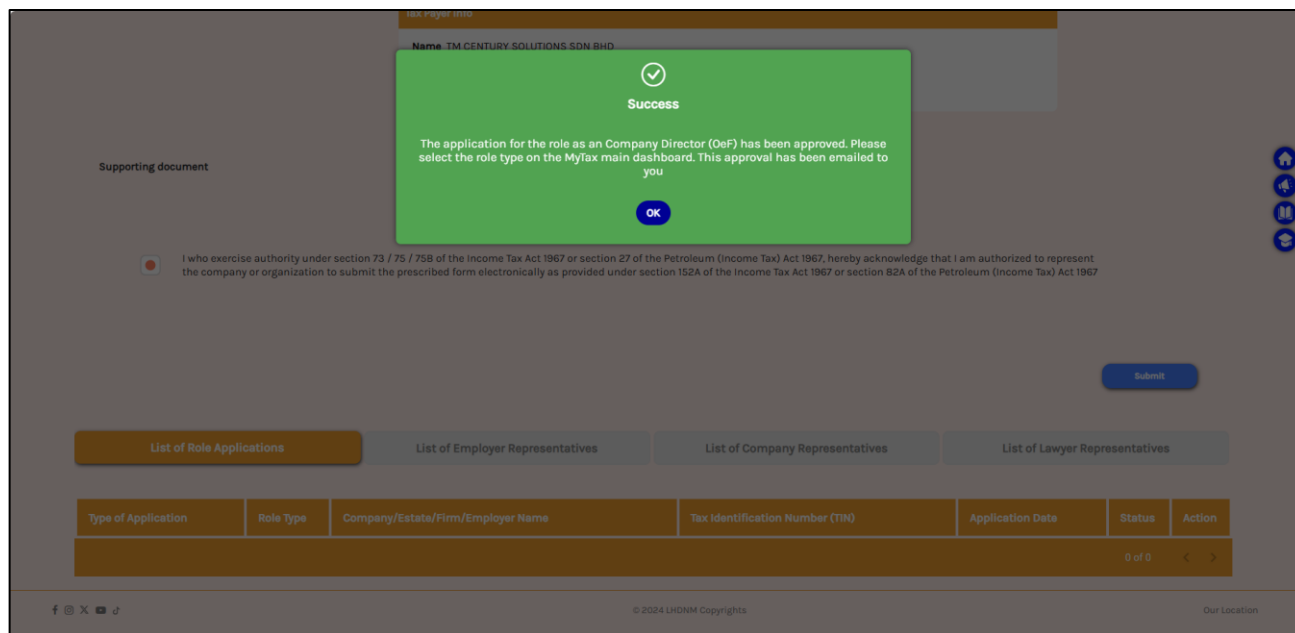
Password

List of Role Applications | List of Employer Representatives | List of Company Representatives | List of Lawyer Representatives

Type of Application	Role Type	Company/Estata/Firm/Employer Name	Tax Identification Number (TIN)	Application Date	Status	Action
0 of 0 < >						

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- A success message will appear and you can now proceed to access your company.



Supporting document

Name: TM CENTURY SOLUTIONS SDN BHD

☒ Success

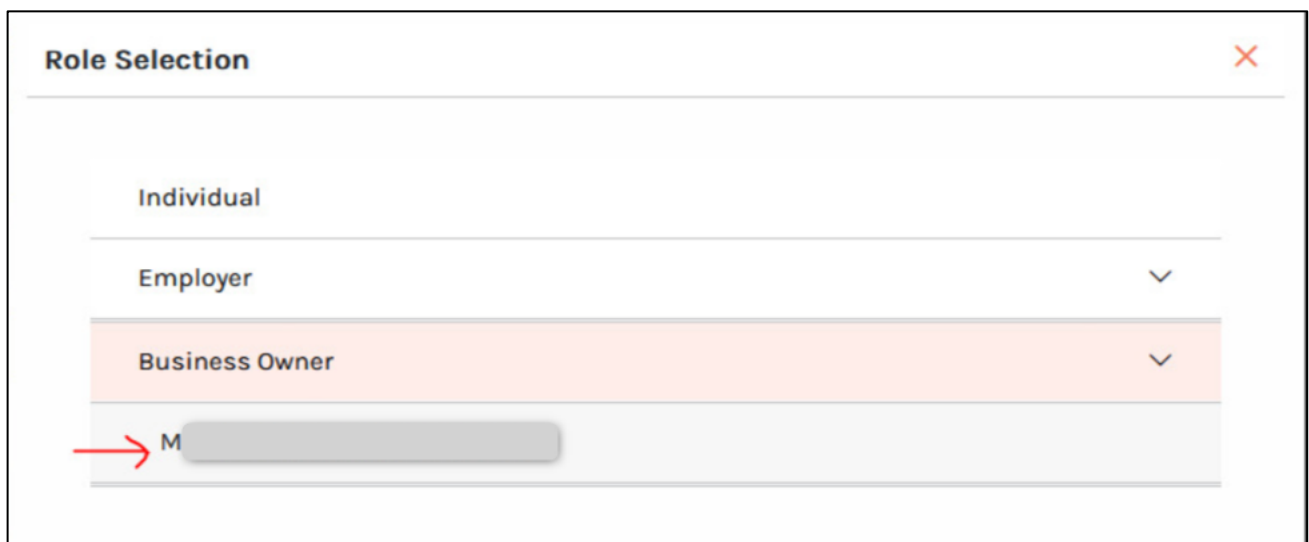
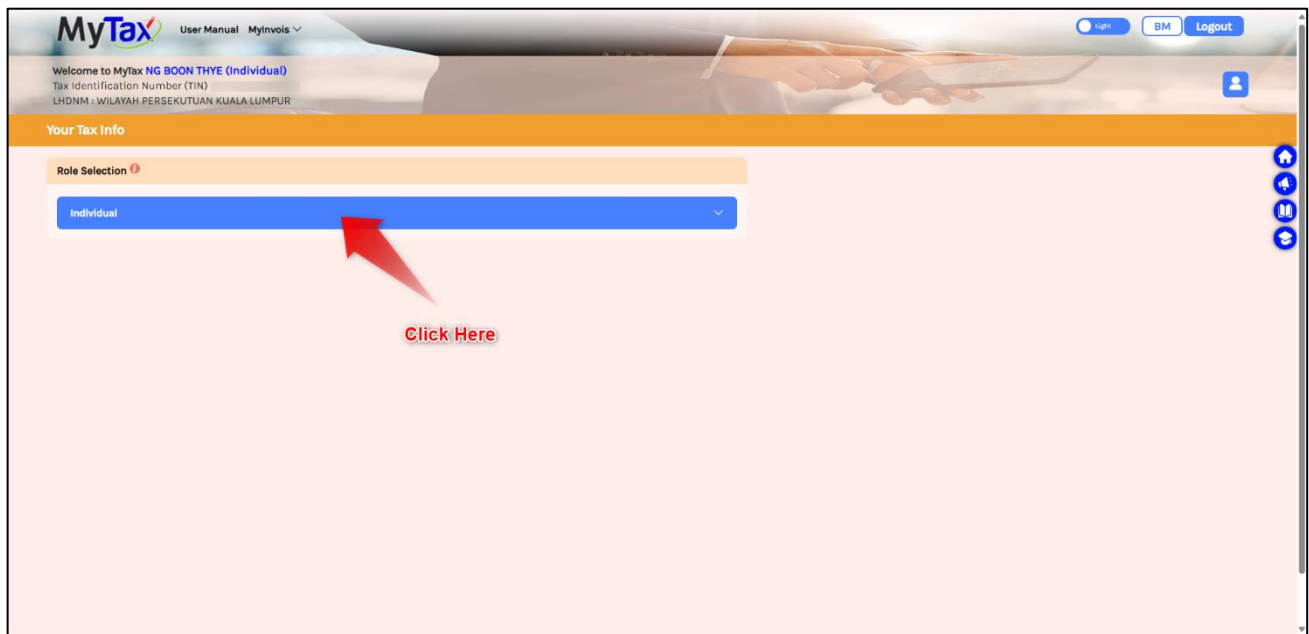
The application for the role as an Company Director (DeF) has been approved. Please select the role type on the Myfax main dashboard. This approval has been emailed to you

List of Role Applications | List of Employer Representatives | List of Company Representatives | List of Lawyer Representatives

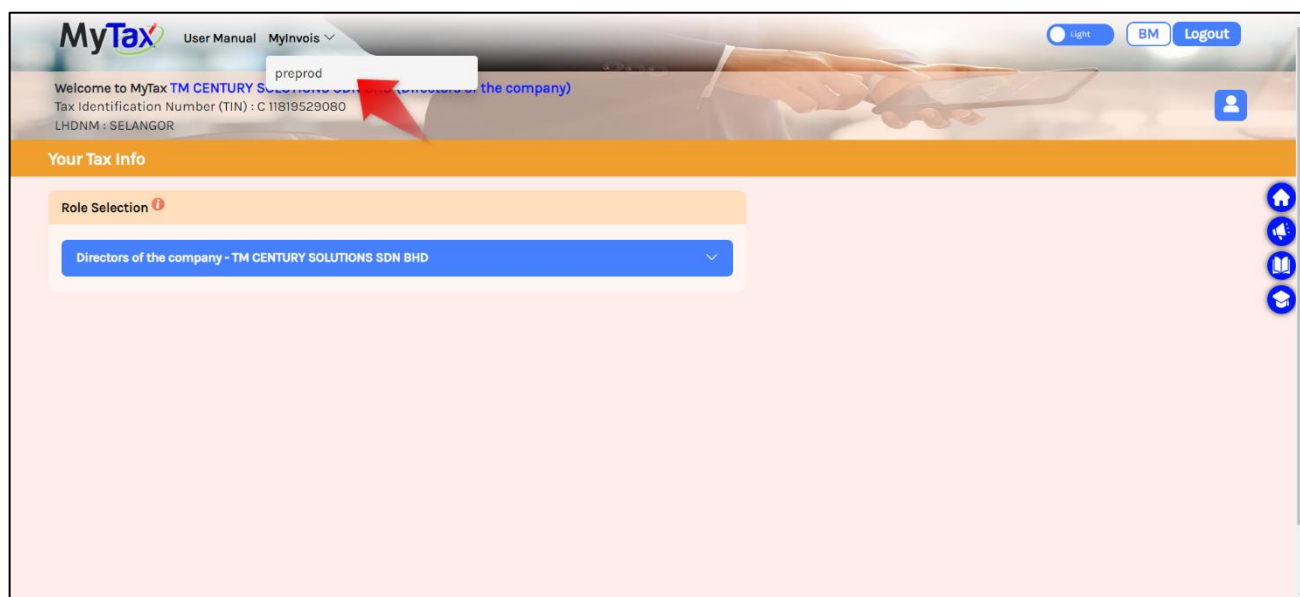
Type of Application	Role Type	Company/Estata/Firm/Employer Name	Tax Identification Number (TIN)	Application Date	Status	Action
0 of 0 < >						

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5. Go back to MyTax home page and you will then be able to access your company from there.



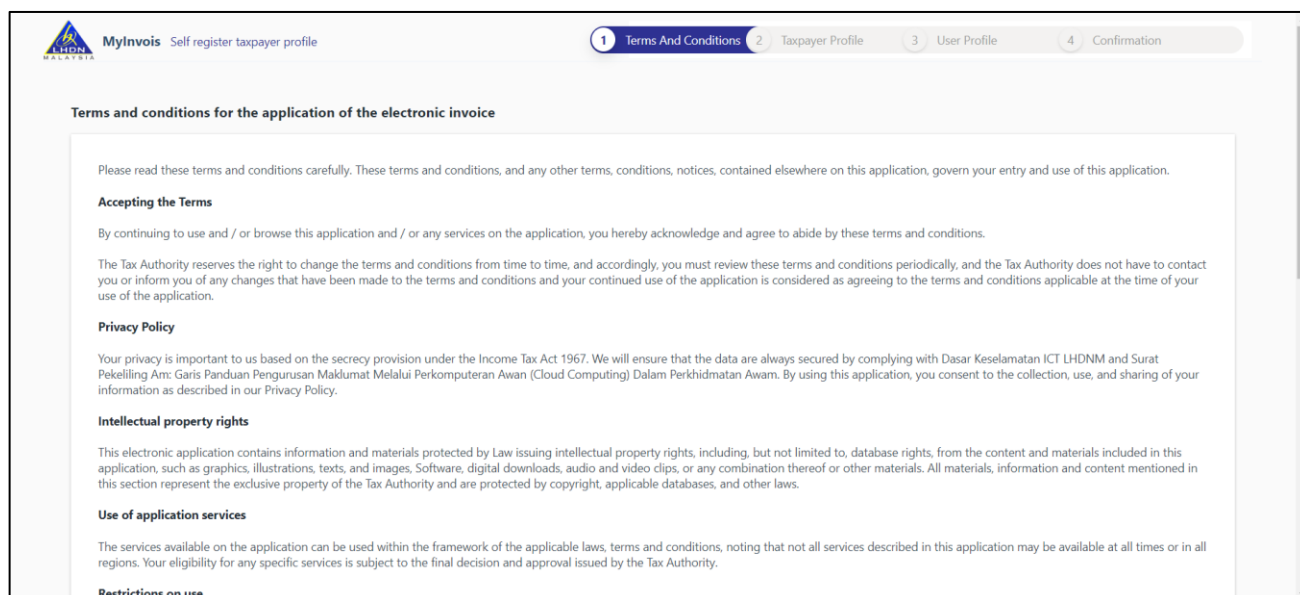
6. After linking your company, go to MyInvois Portal and setup your company / taxpayer profile.



The screenshot shows the MyTax portal interface. At the top, there's a navigation bar with 'MyTax', 'User Manual', and 'MyInvois'. Below this, a welcome message for 'TM CENTURY SOLUTIONS SDN BHD' is displayed, including the Tax Identification Number (TIN) and LHDNM. The main section is titled 'Your Tax Info' and contains a 'Role Selection' dropdown menu. A red arrow points to the 'preprod' option in the dropdown. On the right side, there are icons for home, notifications, and a user profile.

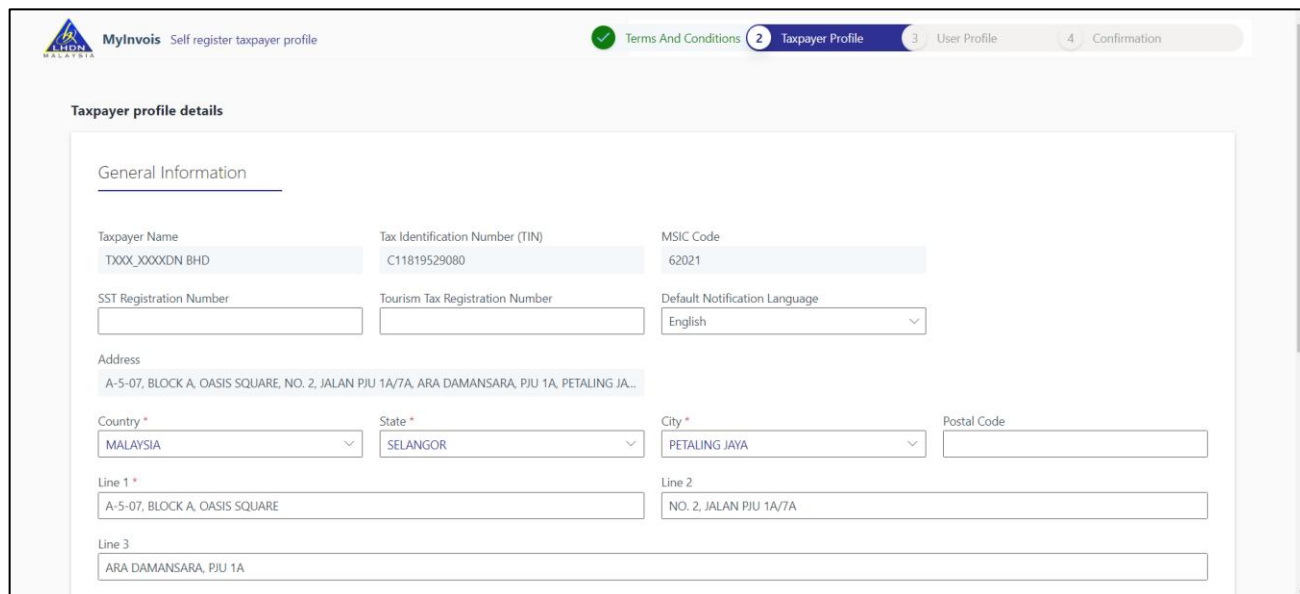
7. It will prompt you for first time self-register taxpayer profile page. Scroll to the bottom and tick accept on the terms and condition check box and click "Continue".

**If this does not prompt, you might want to wait for some time because it is not updated into MyInvois Portal yet.*



The screenshot shows the 'Self register taxpayer profile' page. At the top, there's a progress bar with four steps: 1. Terms And Conditions, 2. Taxpayer Profile, 3. User Profile, and 4. Confirmation. The main section is titled 'Terms and conditions for the application of the electronic invoice'. It contains several sub-sections: 'Accepting the Terms', 'Privacy Policy', 'Intellectual property rights', 'Use of application services', and 'Restrictions on use'. Each section contains detailed text regarding the application's terms and conditions.

- Check your taxpayer profile details, key in any blank mandatory fields if required. Once you're done, click "Save".



MyInvois Self register taxpayer profile

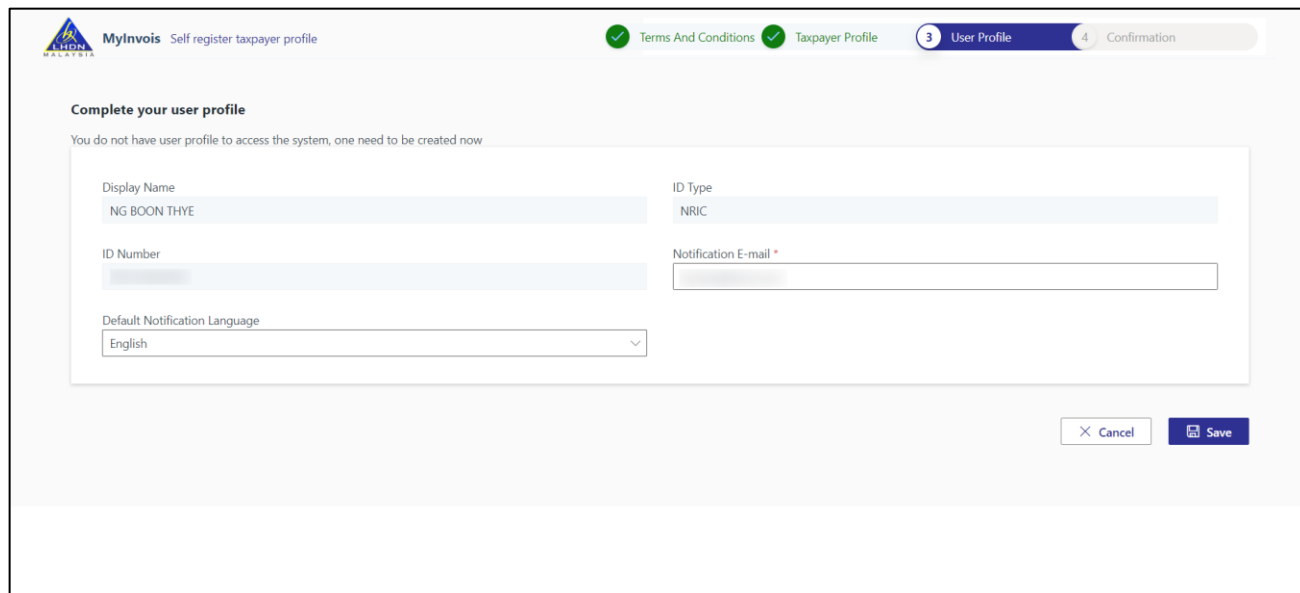
Progress: 1 Terms And Conditions (checked) 2 **Taxpayer Profile** 3 User Profile 4 Confirmation

Taxpayer profile details

General Information

Taxpayer Name TXXX_XXXXN BHD	Tax Identification Number (TIN) C11819529080	MSIC Code 62021
SST Registration Number 	Tourism Tax Registration Number 	Default Notification Language English
Address A-5-07, BLOCK A, OASIS SQUARE, NO. 2, JALAN PJU 1A/7A, ARA DAMANSARA, PJU 1A, PETALING JA...		
Country * MALAYSIA	State * SELANGOR	City * PETALING JAYA
Postal Code 		
Line 1 * A-5-07, BLOCK A, OASIS SQUARE	Line 2 NO. 2, JALAN PJU 1A/7A	
Line 3 ARA DAMANSARA, PJU 1A		

- Next will be your user profile, key in your email and click "Save".



MyInvois Self register taxpayer profile

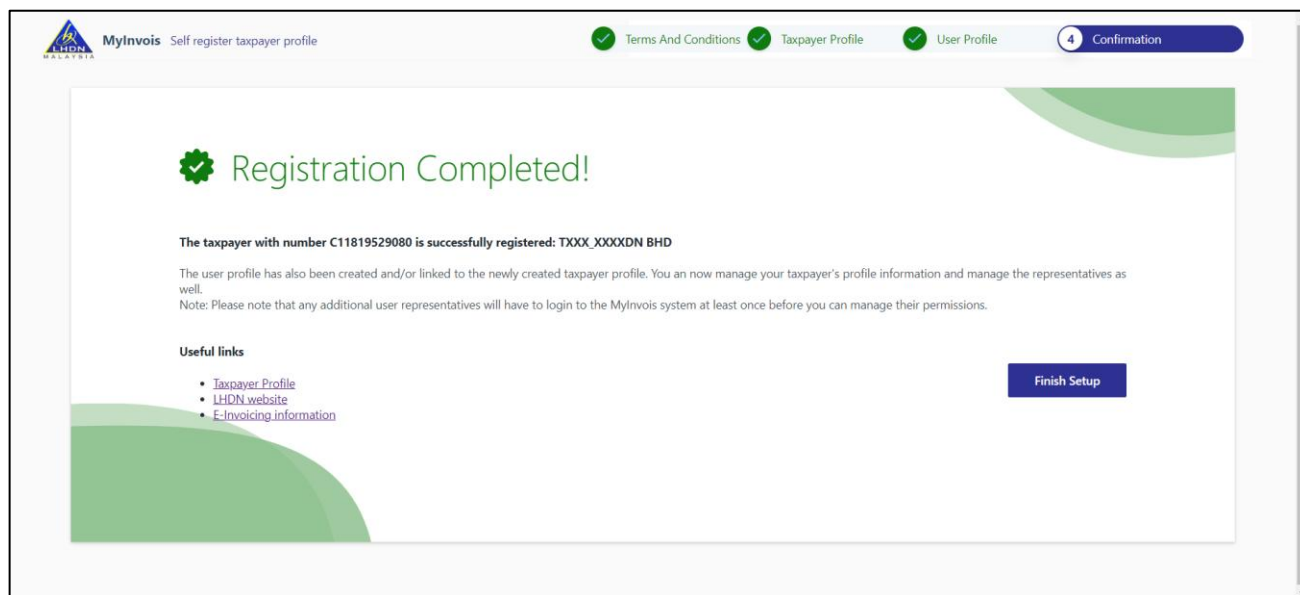
Progress: 1 Terms And Conditions (checked) 2 Taxpayer Profile (checked) 3 **User Profile** 4 Confirmation

Complete your user profile

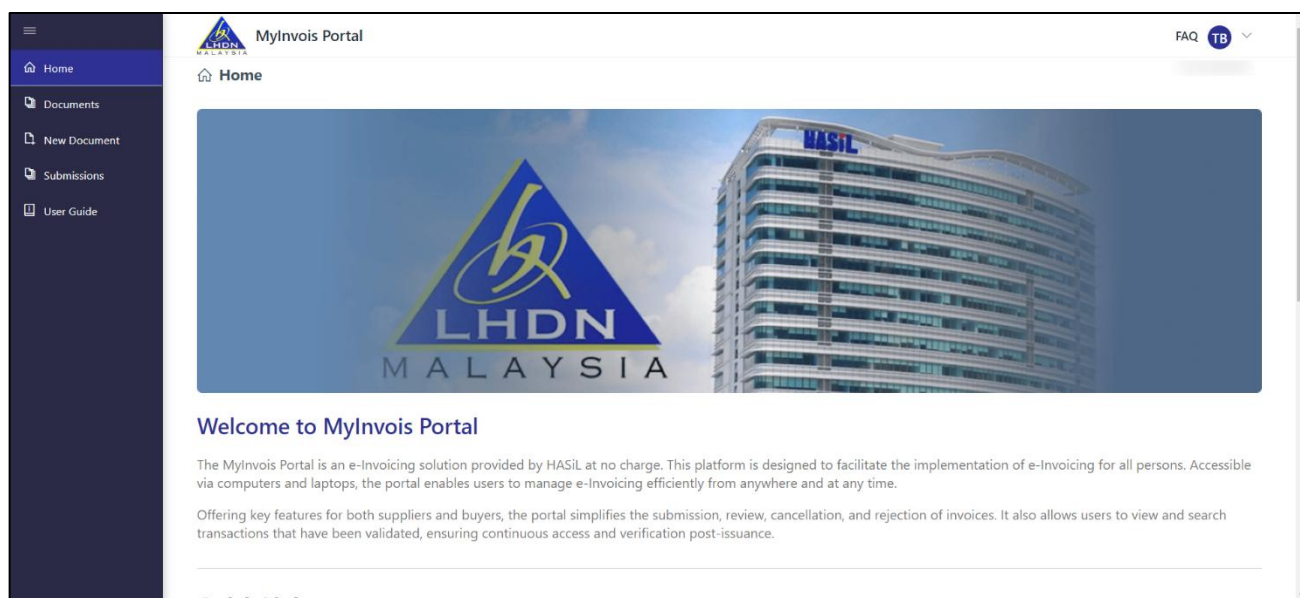
You do not have user profile to access the system, one need to be created now

Display Name NG BOON THYE	ID Type NRIC
ID Number 	Notification E-mail *
Default Notification Language English	

10. At last, it will show you a registration complete page. Click “Finish Setup” to proceed.



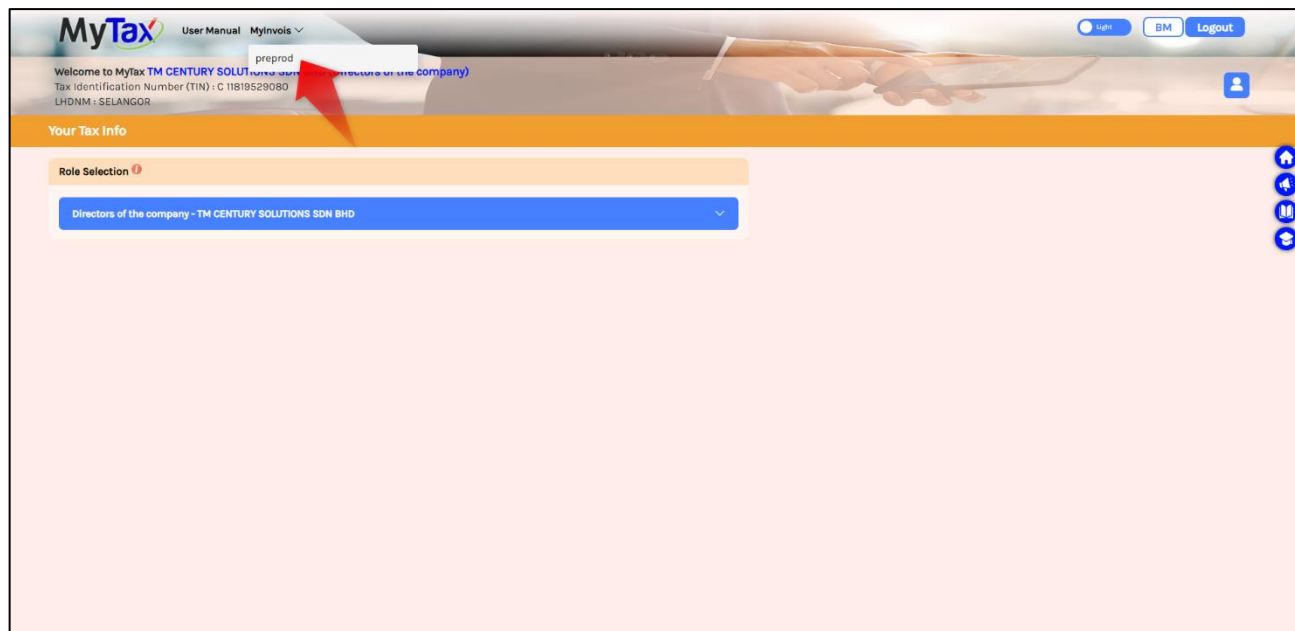
11. You will then be directed to your company MyInvois Portal page.



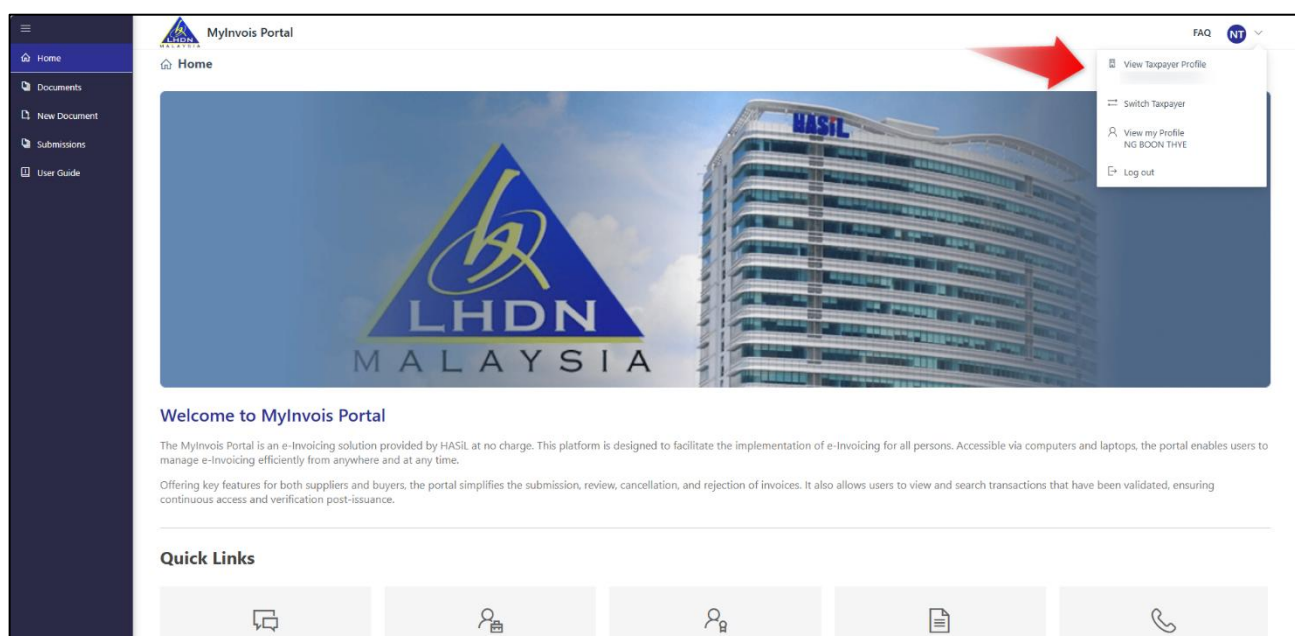
Add Intermediaries

This is to set your company allowing AutoCount to submit on behalf for your company e-Invoices.

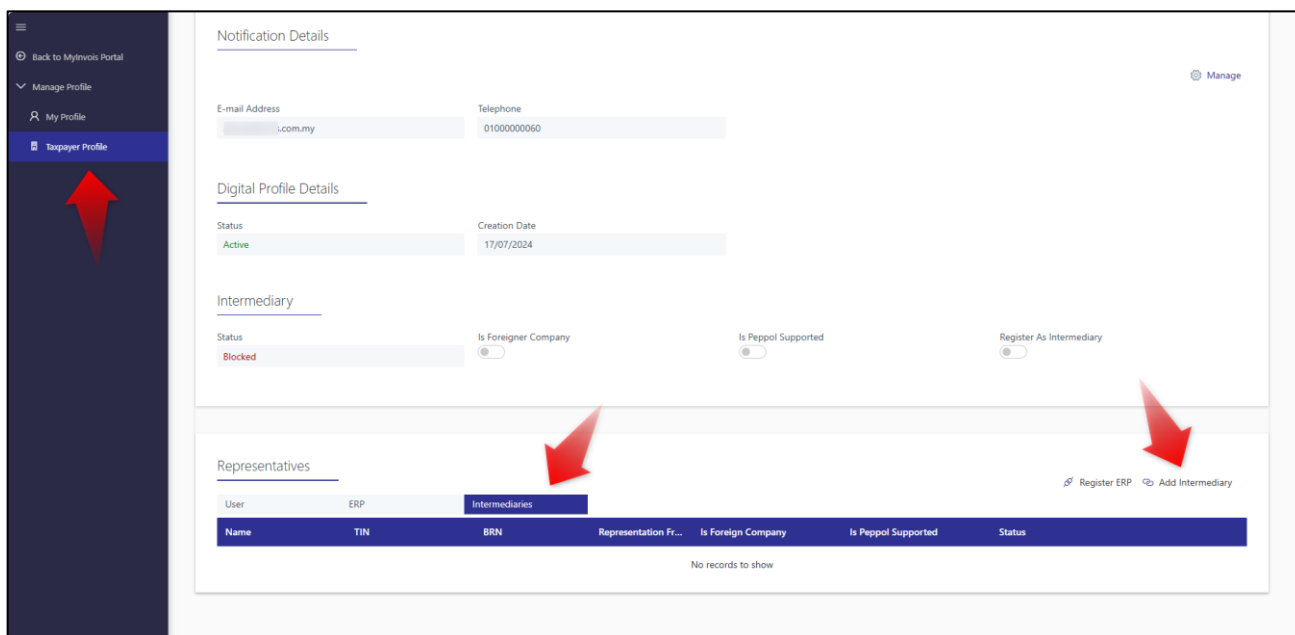
1. Access MyInvois Portal. Please make sure you are in your company profile to do this.



2. At MyInvois Portal, click on "Taxpayer profile".
**For First time login, just go through some first-time setup steps like agreeing Terms and Conditions and verify profile info.*



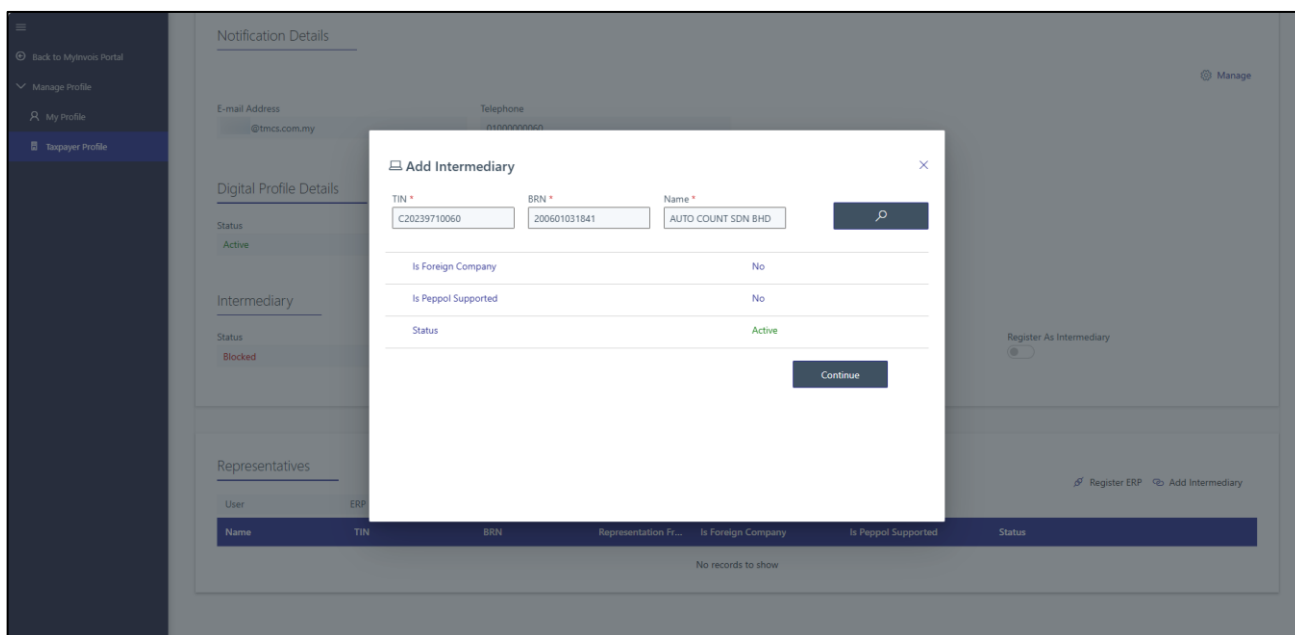
- At the Taxpayer profile, scroll to the bottom. There is a table for you to add Intermediaries. Click on the “Add Intermediary”.



The screenshot shows the 'Taxpayer Profile' page. The left sidebar has a red arrow pointing to the 'Taxpayer Profile' link. The main content area has sections for 'Notification Details', 'Digital Profile Details', and 'Intermediary'. The 'Intermediary' section shows a table with columns: Name, TIN, BRN, Representation Fr..., Is Foreign Company, Is Peppol Supported, and Status. A red arrow points to the 'Add Intermediary' button in the bottom right corner of the page.

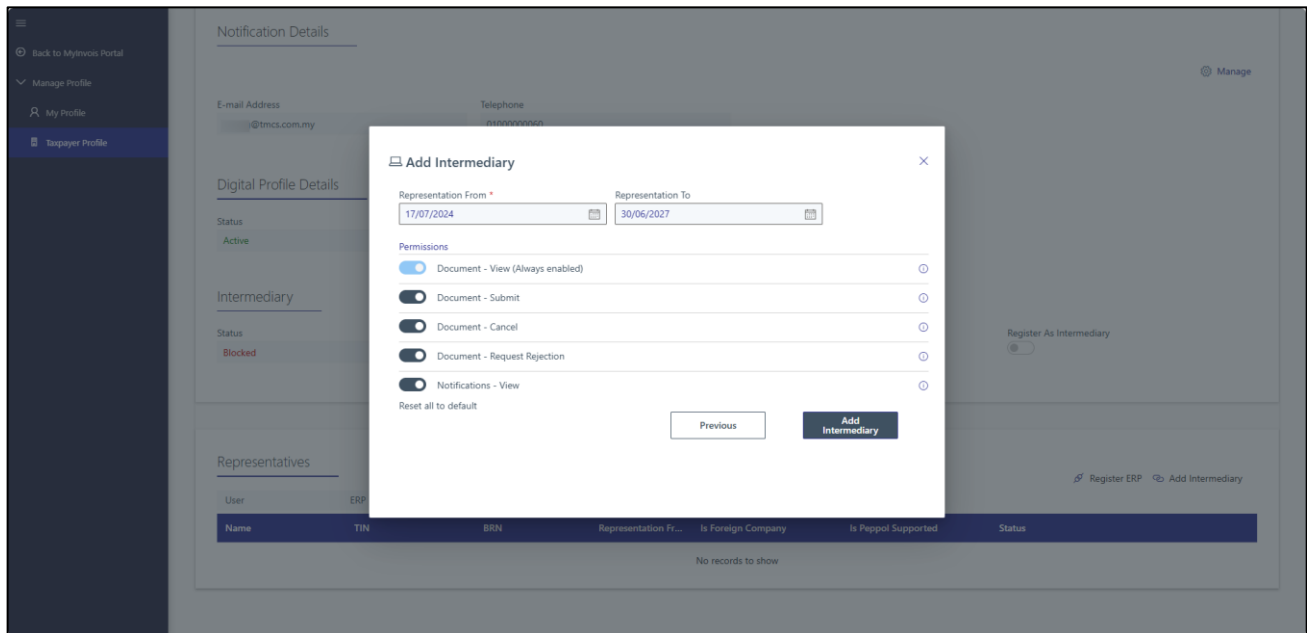
- Key in your intermediary TIN, BRN and Name. In this case, you may key in AutoCount’s info here:
TIN: C20239710060
BRN: 200601031841
Name: AUTO COUNT SDN BHD
If you are using Sandbox of MyInvois Portal, use the following name: **AXXX_XXXXDN BHD*

Click on the “Search button” after you key in the info.



The screenshot shows the 'Add Intermediary' modal open over the 'Taxpayer Profile' page. The modal has fields for TIN, BRN, and Name, and a 'Search' button. Below these fields are checkboxes for 'Is Foreign Company' and 'Is Peppol Supported', and a 'Status' field. A 'Continue' button is at the bottom of the modal.

- Click “Continue” to proceed. You can set the effective date and permission for the intermediaries. Save the intermediaries when done.



The screenshot shows the 'Add Intermediary' modal form in the MyInvois Portal. The form is overlaid on a background showing the 'Notification Details' and 'Digital Profile Details' sections. The modal form includes the following fields and options:

- Representation From:** 17/07/2024
- Representation To:** 30/06/2027
- Permissions:**
 - ☒ Document - View (Always enabled)
 - ☐ Document - Submit
 - ☐ Document - Cancel
 - ☐ Document - Request Rejection
 - ☐ Notifications - View
- Reset all to default** (link)
- Buttons:** Previous, Add Intermediary

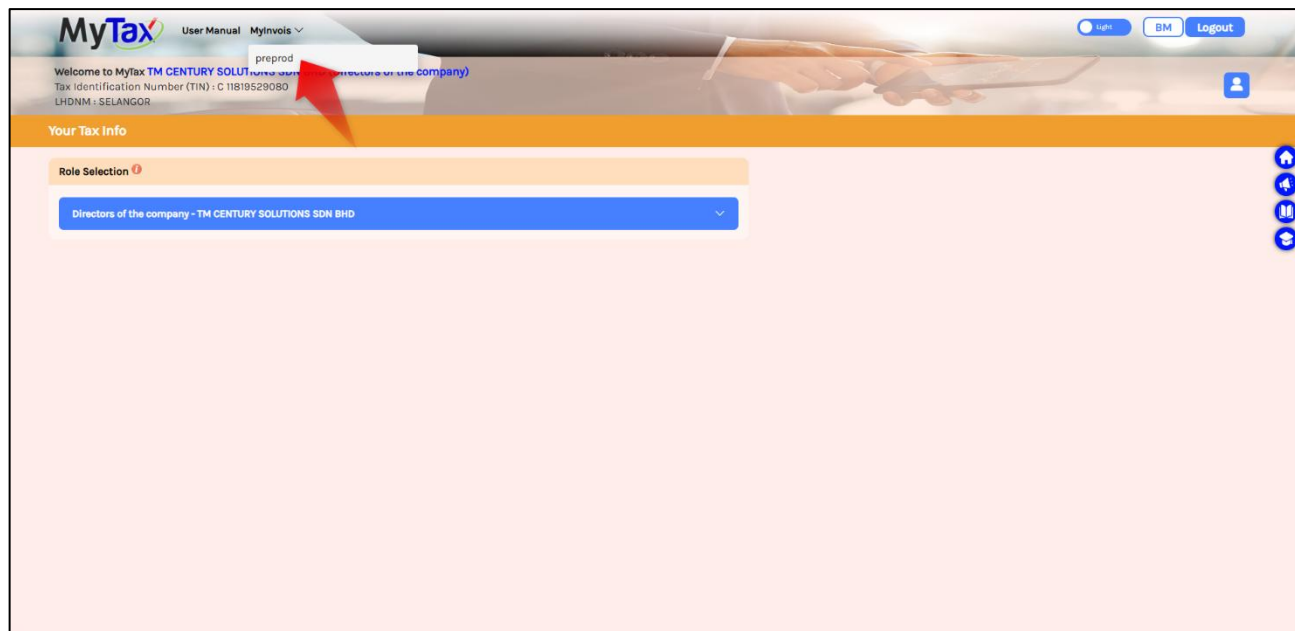
The background shows the 'Digital Profile Details' section with the status 'Blocked' and the 'Intermediary' section with a table of representatives. The table has columns: Name, TIN, BRN, Representation Fr..., Is Foreign Company, Is Peppol Supported, and Status. The table is currently empty, showing 'No records to show'.

- You can now setup your own company account book in AutoCount and submit e-Invoice.

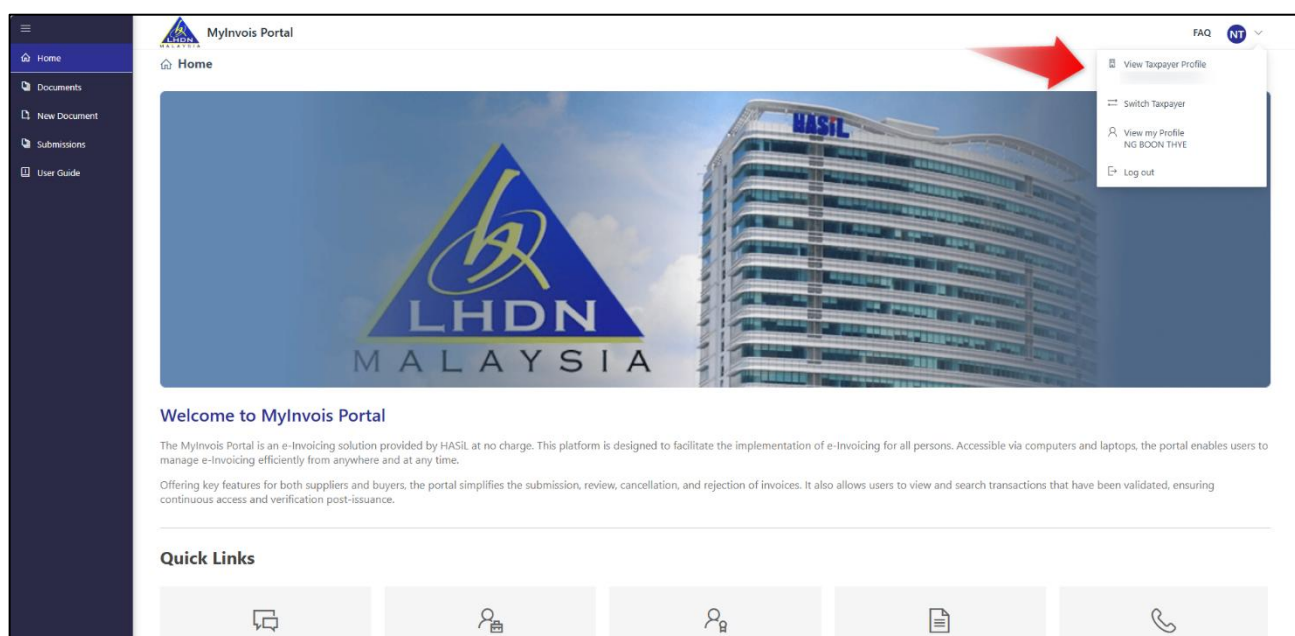
Add / Register ERP

This is to generate a unique ID that represents your company and apply into AutoCount.

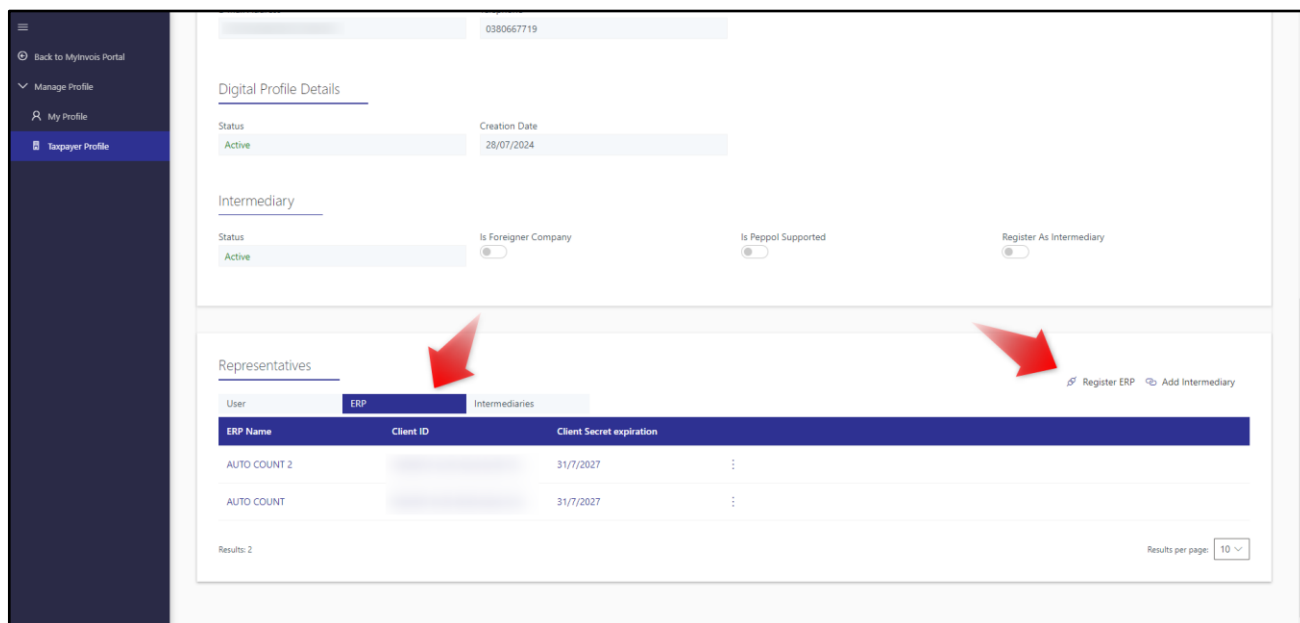
1. Access MyInvois Portal. Please make sure you are in your company profile to do this.



2. At MyInvois Portal, click on "Taxpayer profile".
**For First time login, just go through some first-time setup steps like agreeing Terms and Conditions and verify profile info.*



- At the Taxpayer profile, scroll to the bottom. There is a table for you to add ERP. Click on the “Register ERP”.



0380667719

Digital Profile Details

Status: Active Creation Date: 28/07/2024

Intermediary

Status: Active Is Foreigner Company: ☐ Is Peppol Supported: ☐ Register As Intermediary: ☐

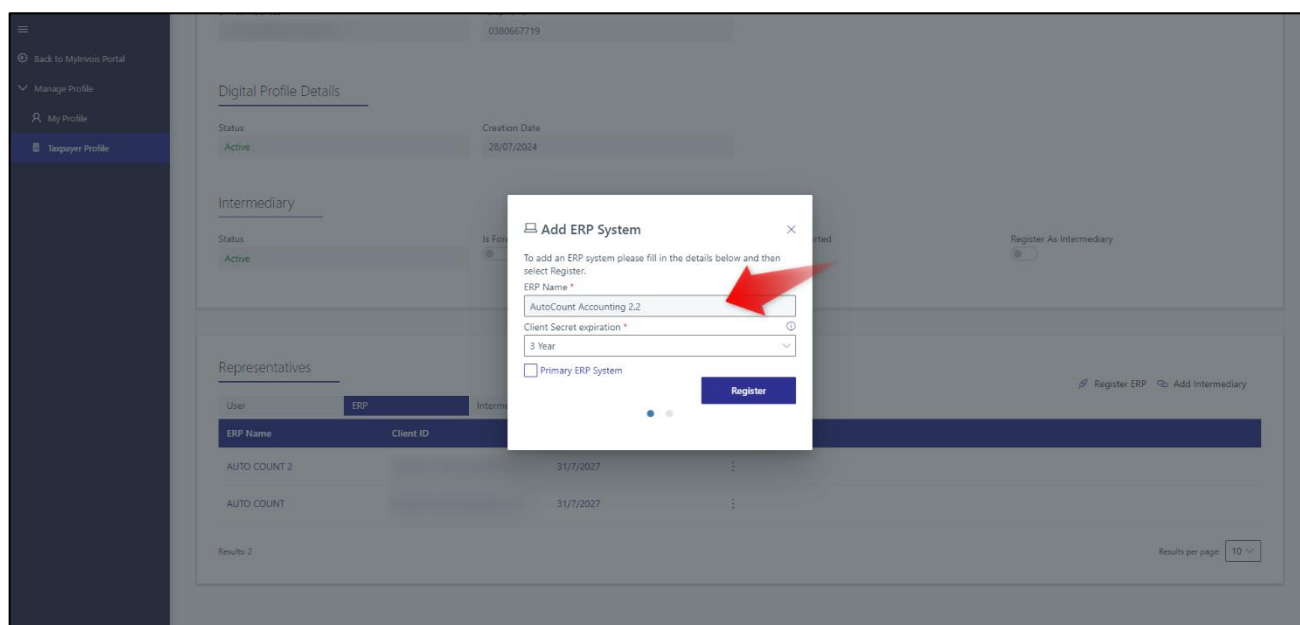
Representatives

User ERP Intermediaries

ERP Name	Client ID	Client Secret expiration
AUTO COUNT 2		31/7/2027
AUTO COUNT		31/7/2027

Results: 2 Results per page: 10

- A dialog will appear. Type in ERP Name, for this case we can type “AutoCount Accounting 2.2” (any name will do) and choose the Client Secret Expiration “3 Years”. Then click “Register”.



0380667719

Digital Profile Details

Status: Active Creation Date: 28/07/2024

Intermediary

Status: Active Is Foreigner Company: ☐ Is Peppol Supported: ☐ Register As Intermediary: ☐

Representatives

User ERP Intermediaries

ERP Name	Client ID	Client Secret expiration
AUTO COUNT 2		31/7/2027
AUTO COUNT		31/7/2027

Results: 2 Results per page: 10

Add ERP System

To add an ERP system please fill in the details below and then select Register.

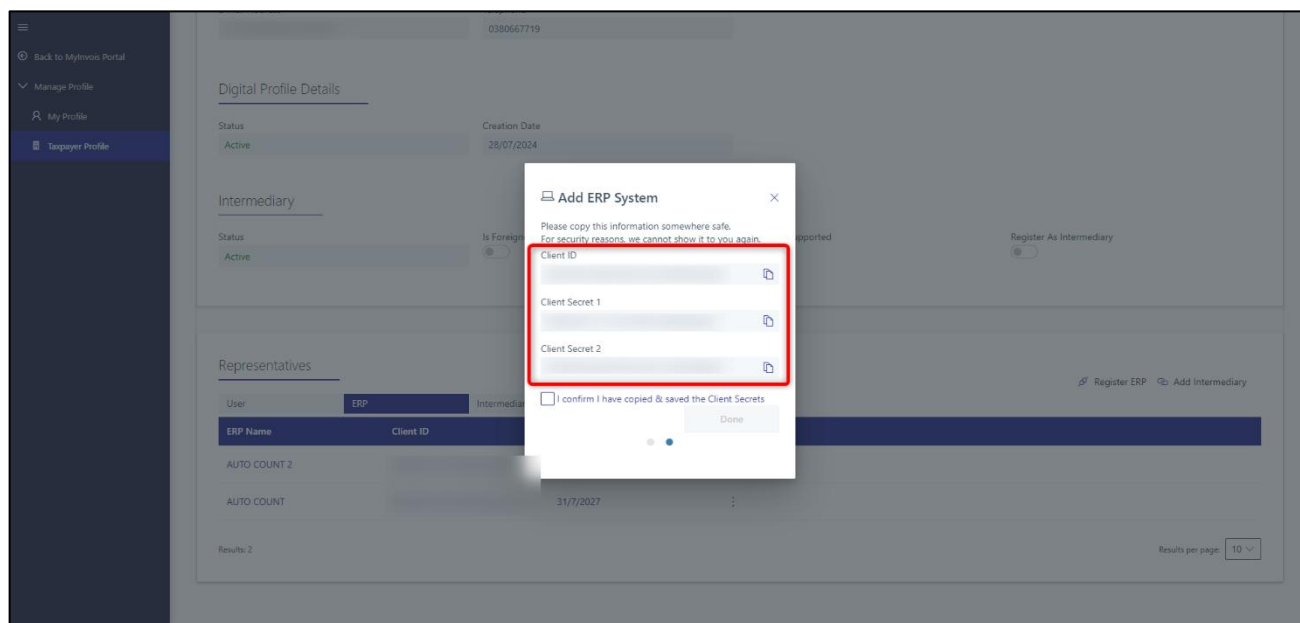
ERP Name *
AutoCount Accounting 2.2

Client Secret expiration *
3 Year

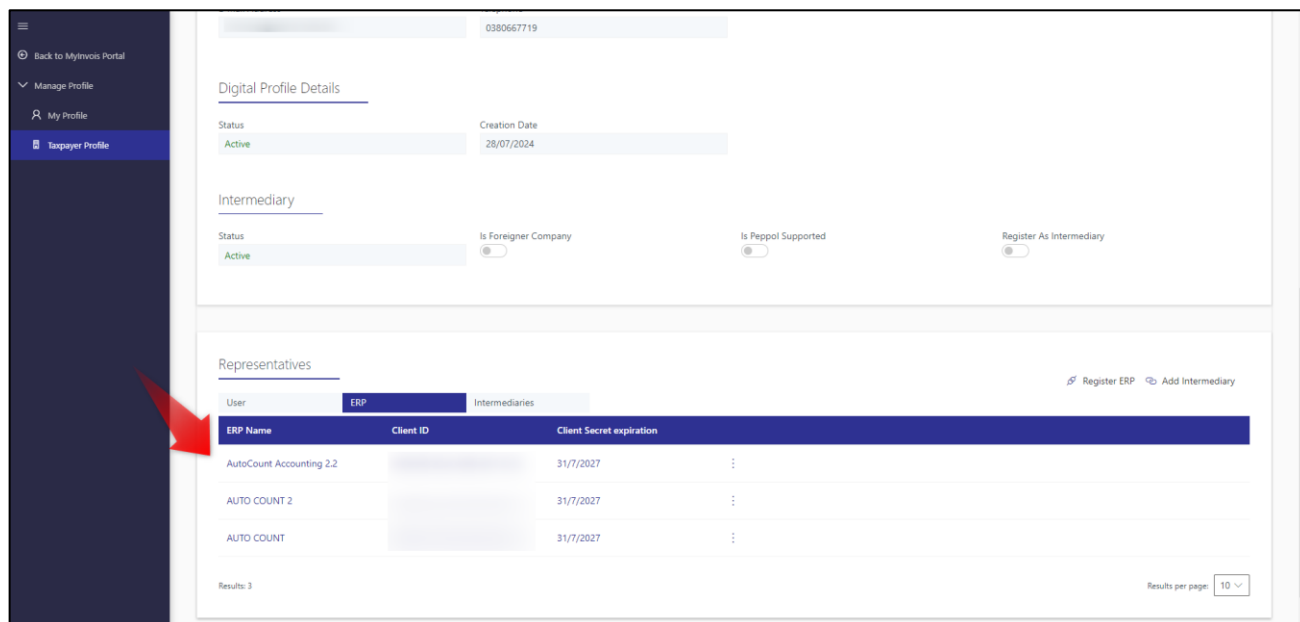
☐ Primary ERP System

Register

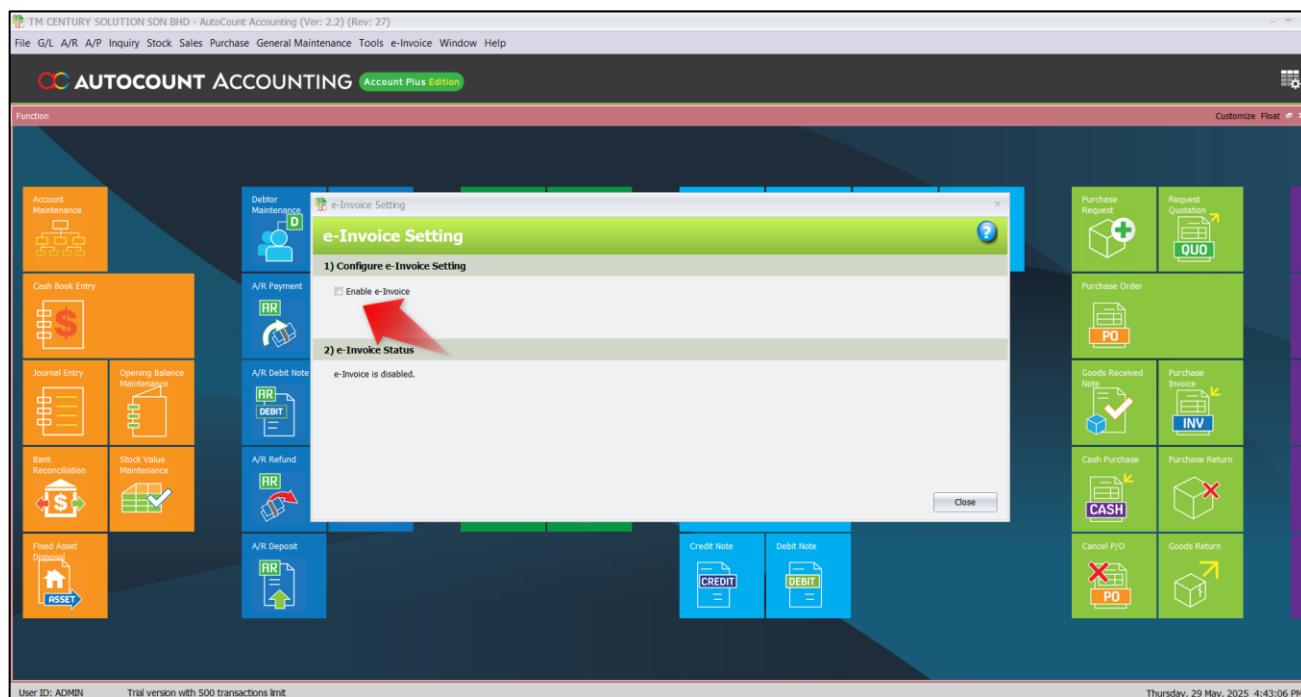
- It will then prompt a dialog to show your Client ID and Client Secret. Please copy this and save for your own storage, this will be needed to key in AutoCount later for validation.



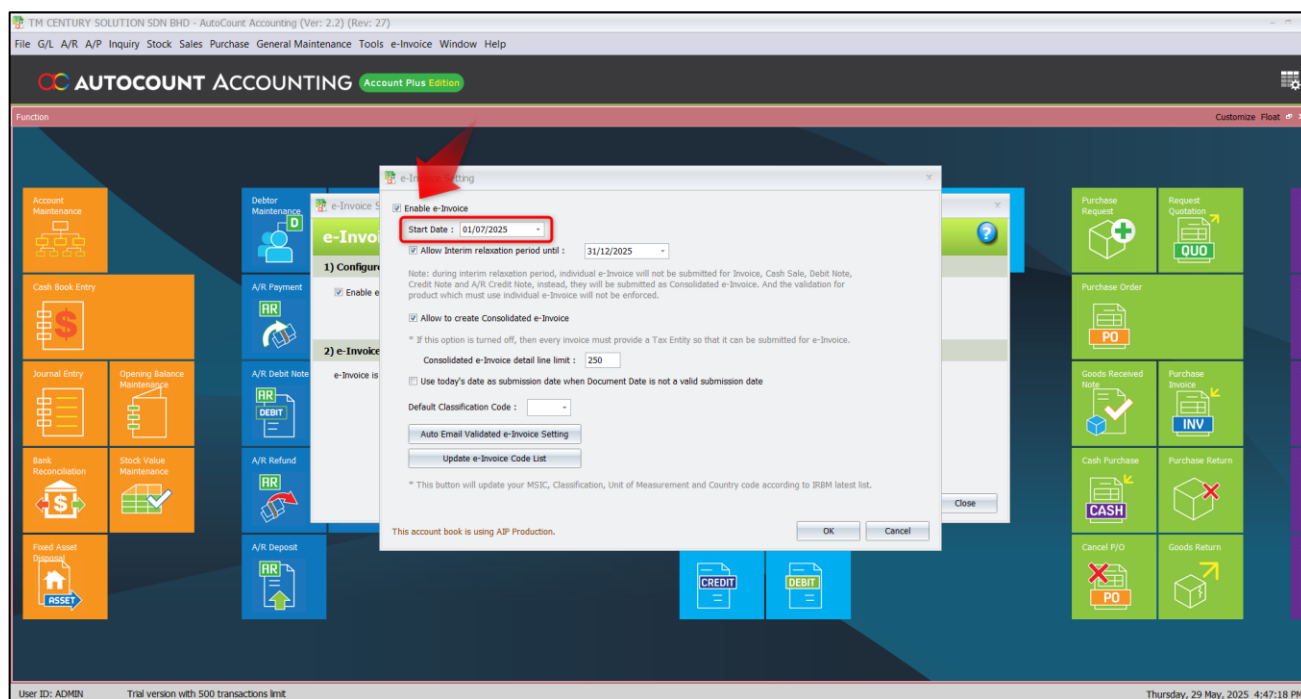
- After you had copied, tick on the check box to confirm you had copy and click “Done”. Your ERP table should also be updated with the name you provide just now.



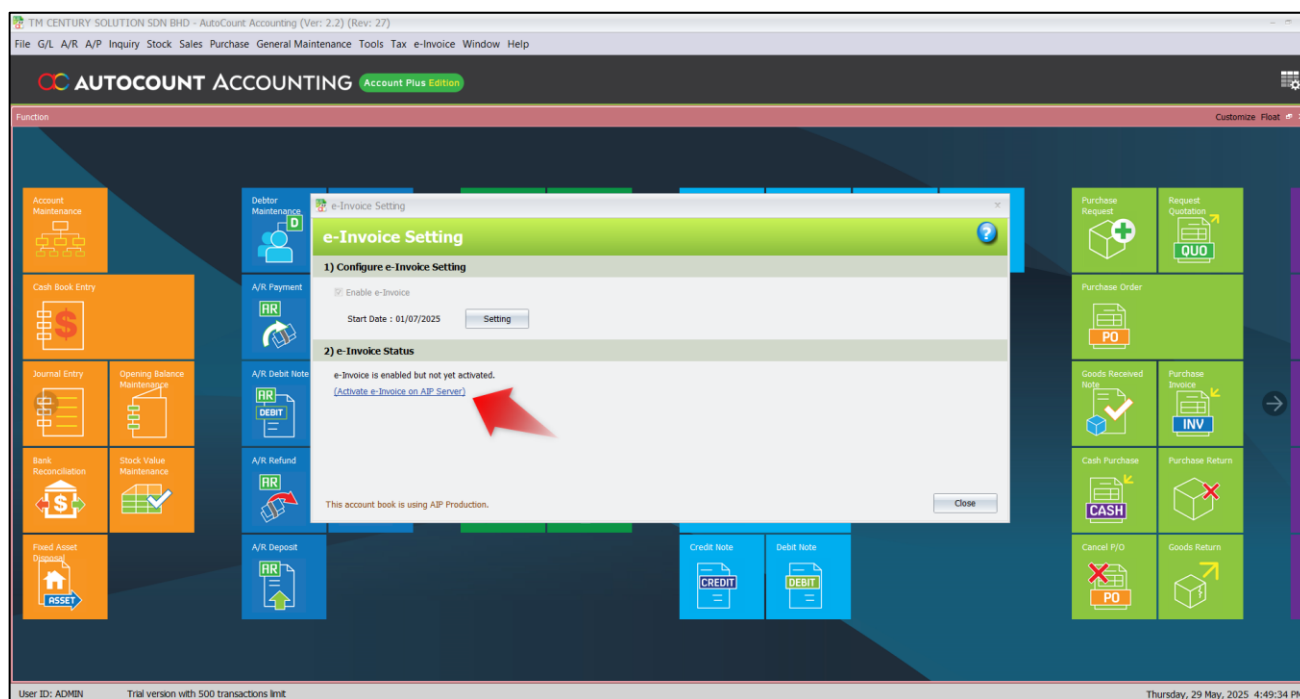
7. Login to your AutoCount Accounting (Version 2.2 Rev 27 and above) and go to e-Invoice menu → e-Invoice Setting. Tick on “Enable e-Invoice” to start your e-Invoice settings.



8. A setting page will prompt and you can then tick on the “Enable e-invoice” checkbox and set your Start Date for e-Invoice and click “OK”. (This guide will not go through every single setting available)

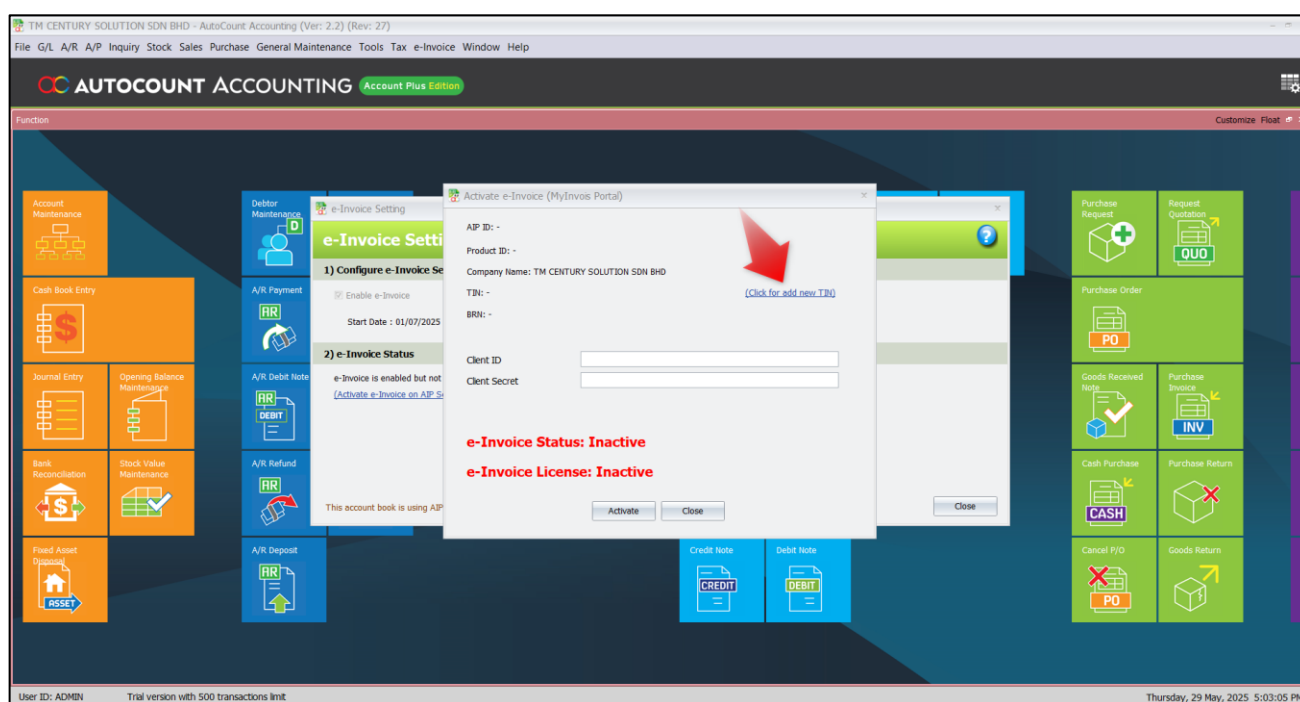


9. Click on the “Activate e-Invoice on AIP Server” located at e-Invoice Status section.

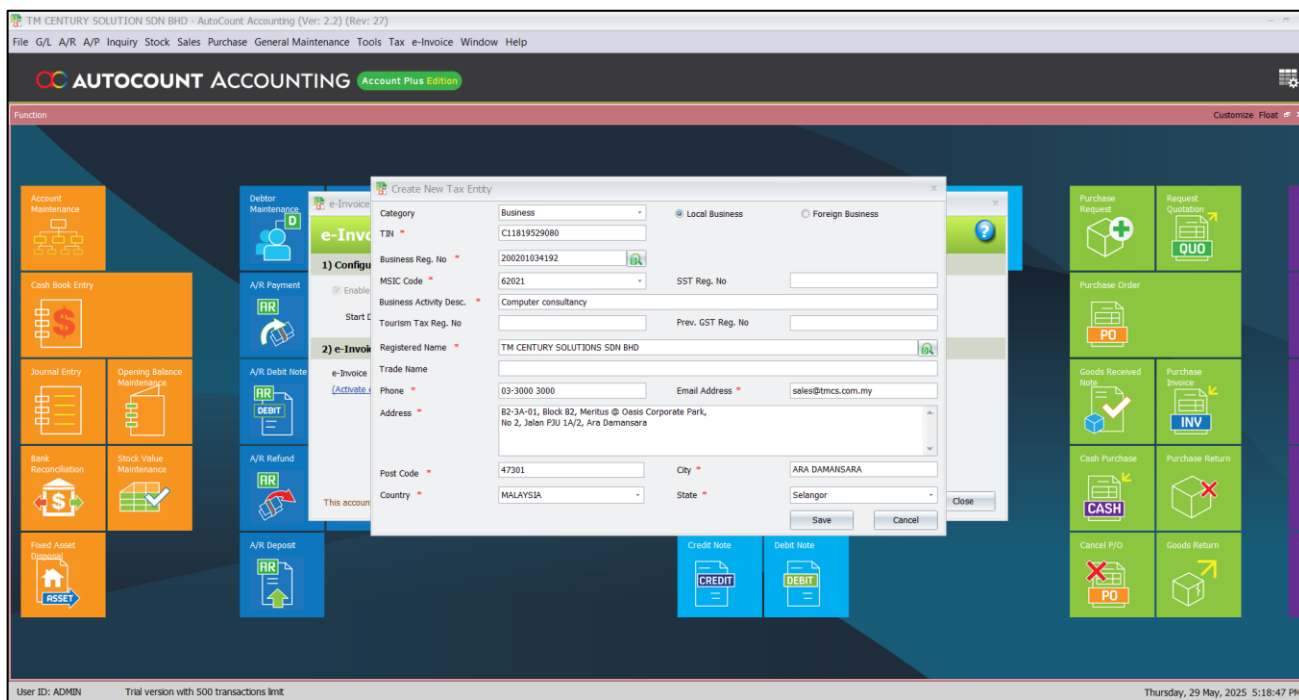


10. At the Activate e-Invoice screen, click on the “Click for add new TIN” to create your own company Tax Entity.

**Will display as “Click for update TIN” if your company already has a Tax Entity.*



11. Key in your company information into Tax Entity. After completing, click on the “Save” button.



TM CENTURY SOLUTION SDN BHD - AutoCount Accounting (Ver: 2.2) (Rev: 27)

File G/L A/R A/P Inquiry Stock Sales Purchase General Maintenance Tools Tax e-Invoice Window Help

AUTOCOUNT ACCOUNTING Account Plus Edition

Function Customize Float

Create New Tax Entity

Category: Business Local Business Foreign Business

TIN: C11819529080

Business Reg. No.: 200201034192

MSIC Code: 62021

Business Activity Desc.: Computer consultancy

Tourism Tax Reg. No.:

Registered Name: TM CENTURY SOLUTIONS SDN BHD

Trade Name:

Phone: 03-3000 3000

Email Address: sales@tmcs.com.my

Address: B2-3A-01, Block B2, Meritus @ Oasis Corporate Park, No 2, Jalan PJU 1A/2, Ara Damansara

Post Code: 47301

City: ARA DAMANSARA

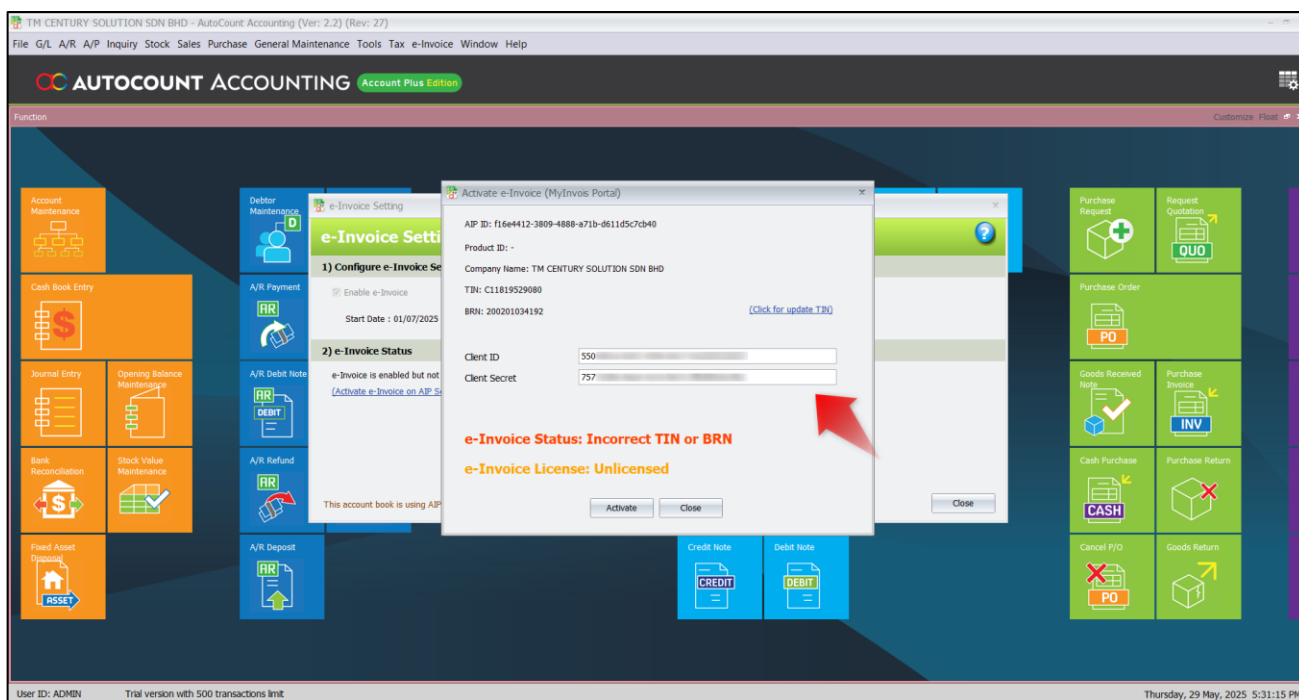
Country: MALAYSIA

State: Selangor

Save Cancel

User ID: ADMIN Trial version with 500 transactions limit Thursday, 29 May, 2025 5:18:47 PM

12. After that key in your Client ID and Client Secret that you had copied as Step 6.



TM CENTURY SOLUTION SDN BHD - AutoCount Accounting (Ver: 2.2) (Rev: 27)

File G/L A/R A/P Inquiry Stock Sales Purchase General Maintenance Tools Tax e-Invoice Window Help

AUTOCOUNT ACCOUNTING Account Plus Edition

Function Customize Float

Activate e-Invoice (MyInvois Portal)

API ID: f16e4412-3809-4888-a71b-d611d5c7cb40

Product ID: -

Company Name: TM CENTURY SOLUTION SDN BHD

TIN: C11819529080

BRN: 200201034192

Client ID: 550

Client Secret: 757

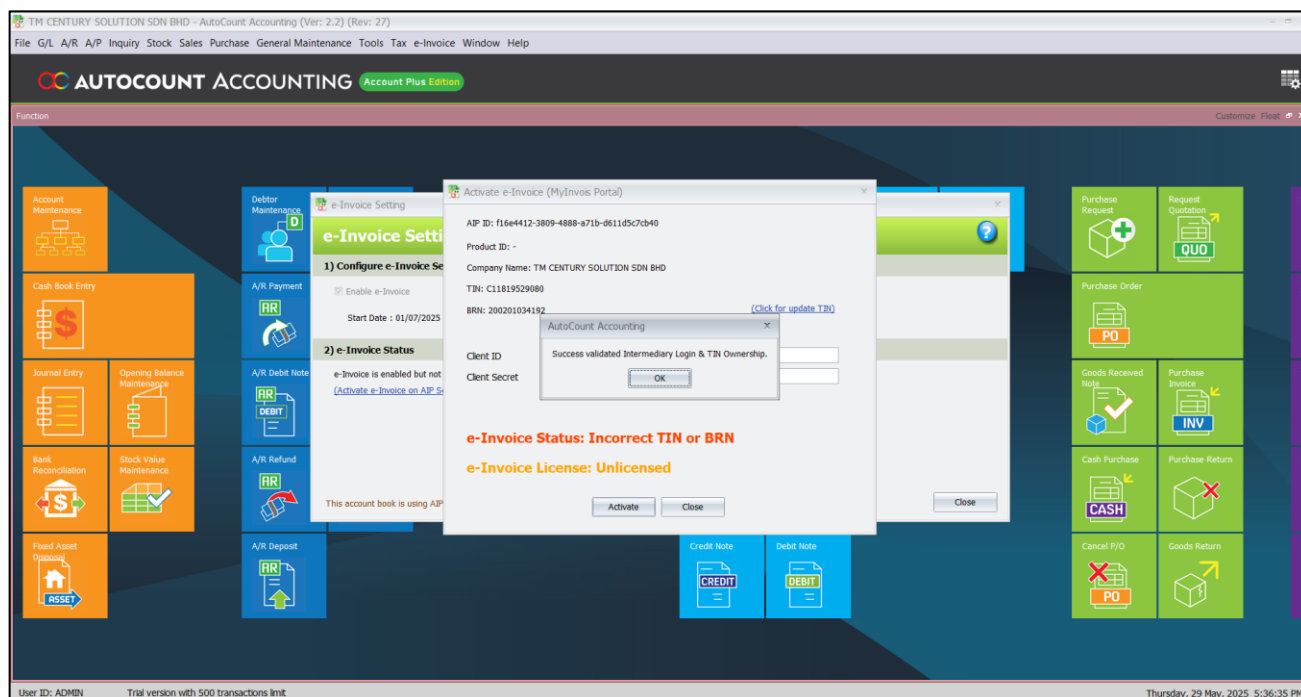
e-Invoice Status: Incorrect TIN or BRN

e-Invoice License: Unlicensed

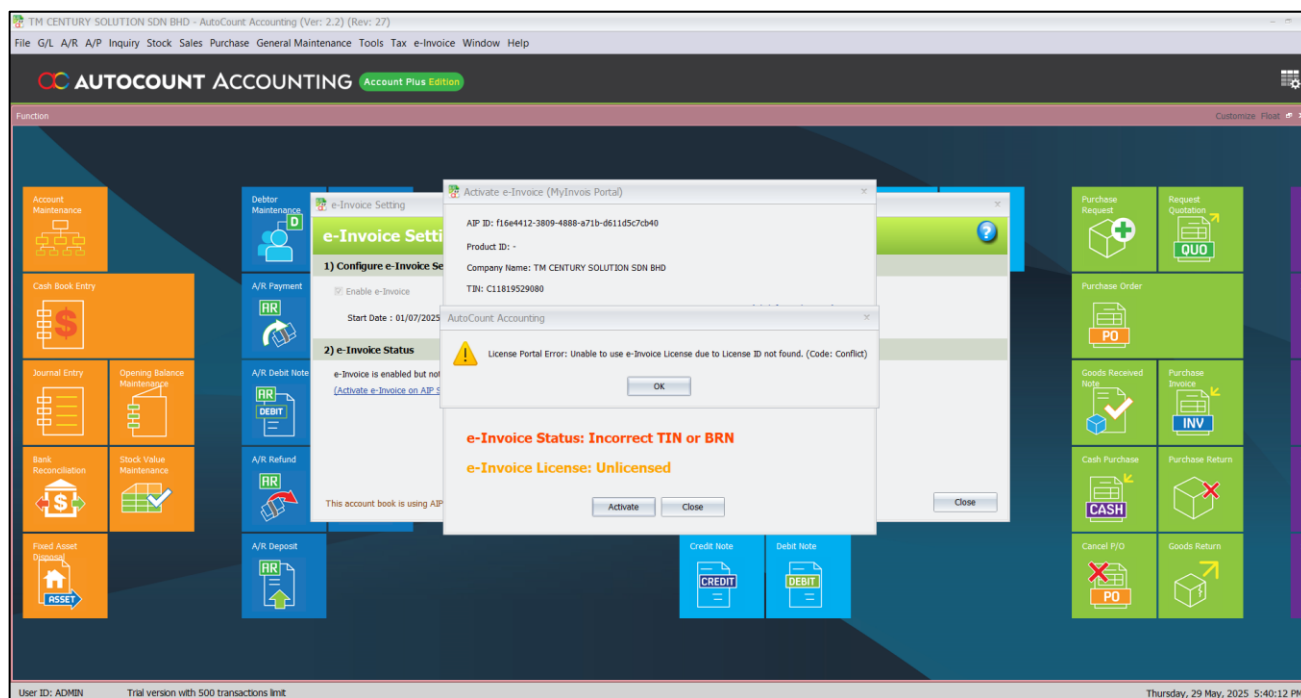
Activate Close

User ID: ADMIN Trial version with 500 transactions limit Thursday, 29 May, 2025 5:31:15 PM

13. Next, click on the “Activate”. System will attempt to connect to MyInvoisPortal and if success, it will prompt you a success message. Click “OK” on the prompted message.



**If the system prompts another error message “License Portal Error: Unable to use e-Invoice License due to License ID not found.” Kindly contact your servicing agent.*

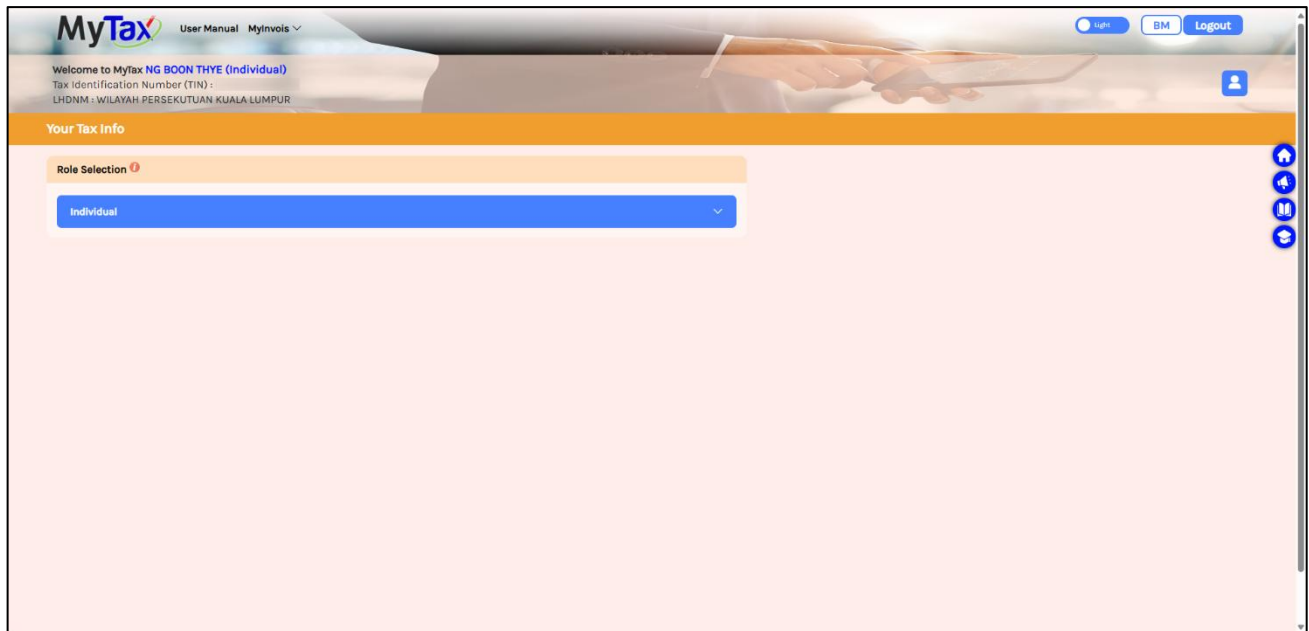


14. You can now use your AutoCount to submit e-Invoice.

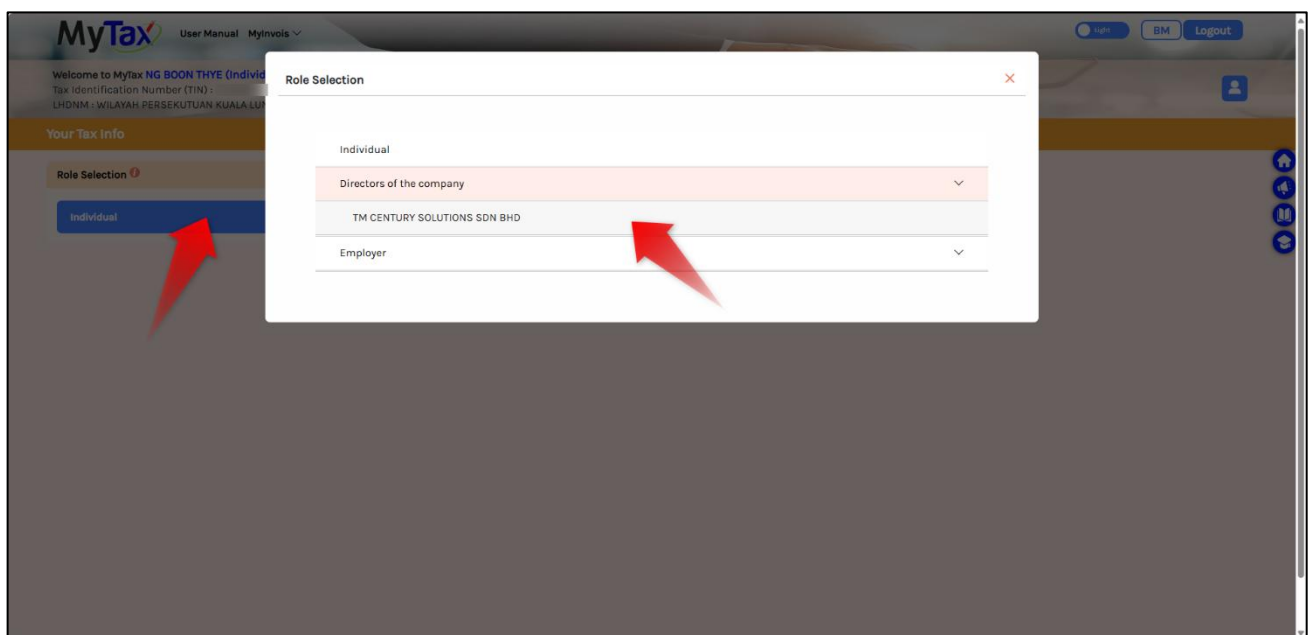
Add Representative (Optional)

This is to set another individual to access your company's MyInvois Portal.

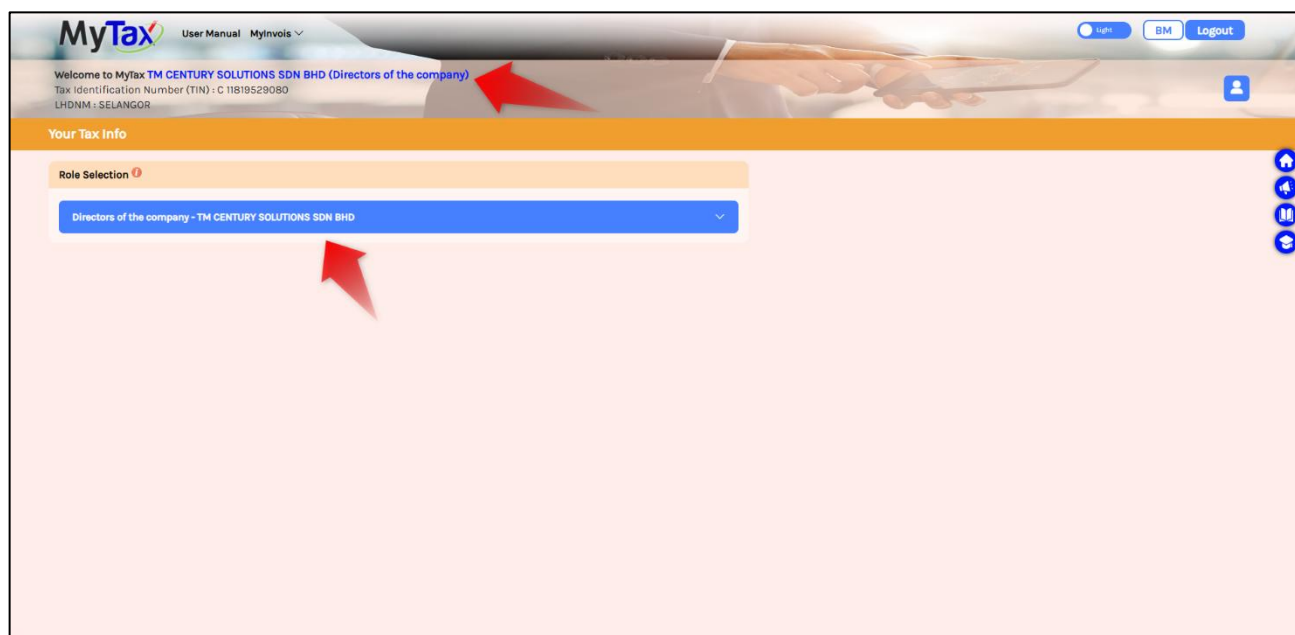
1. Login to MyTax website using director's login.



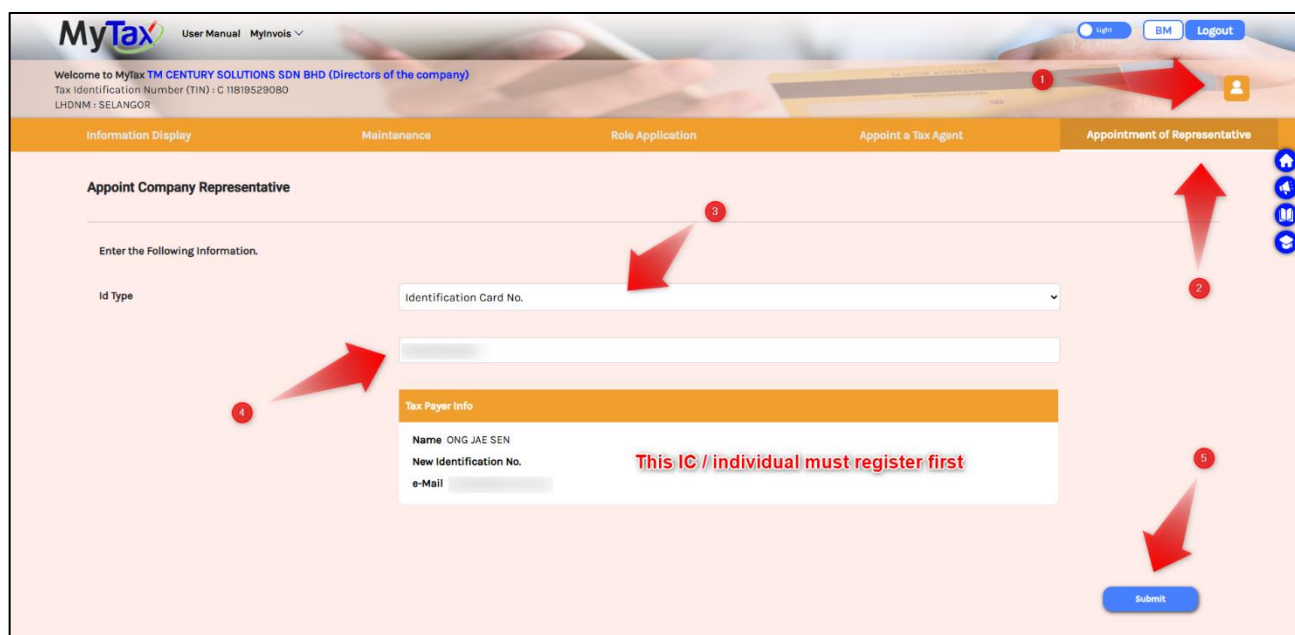
2. Access to your company by clicking on the Role Selection → Select your company.



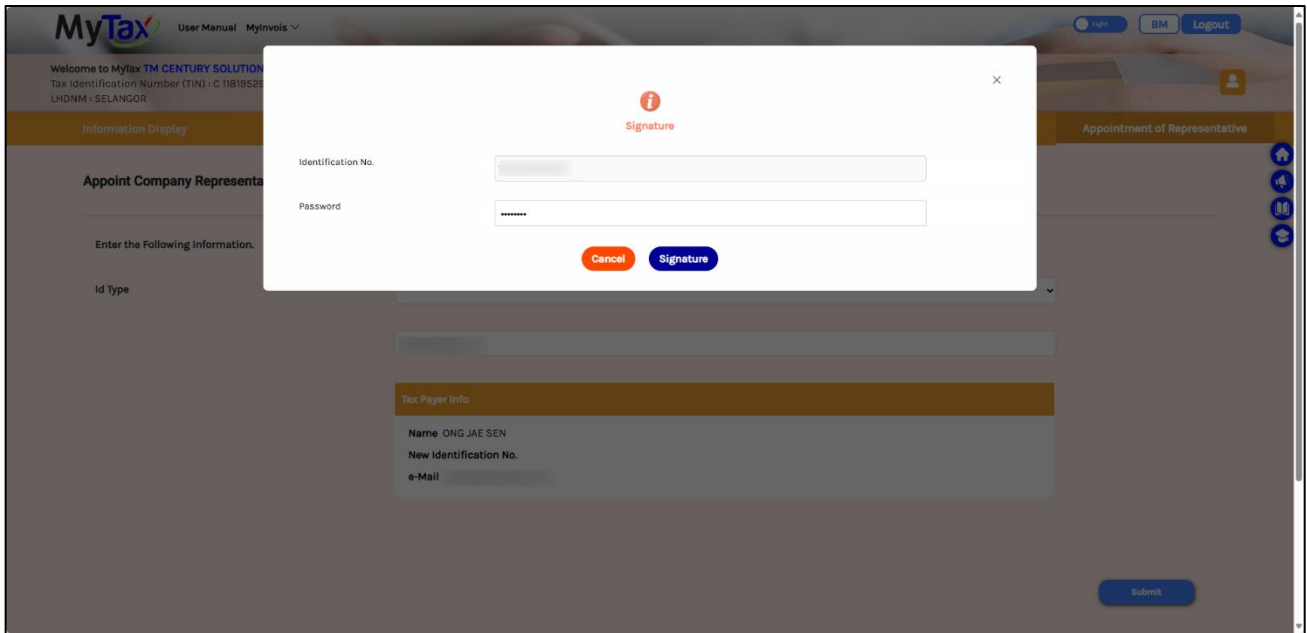
3. You will notice the profile will switch to your company.



4. To assign representatives, click on the right-side User icon → Select Appointment of Representative → Select ID Type (IC) → Key IC Number → Click submit. Make sure the IC / individual register at this portal first.

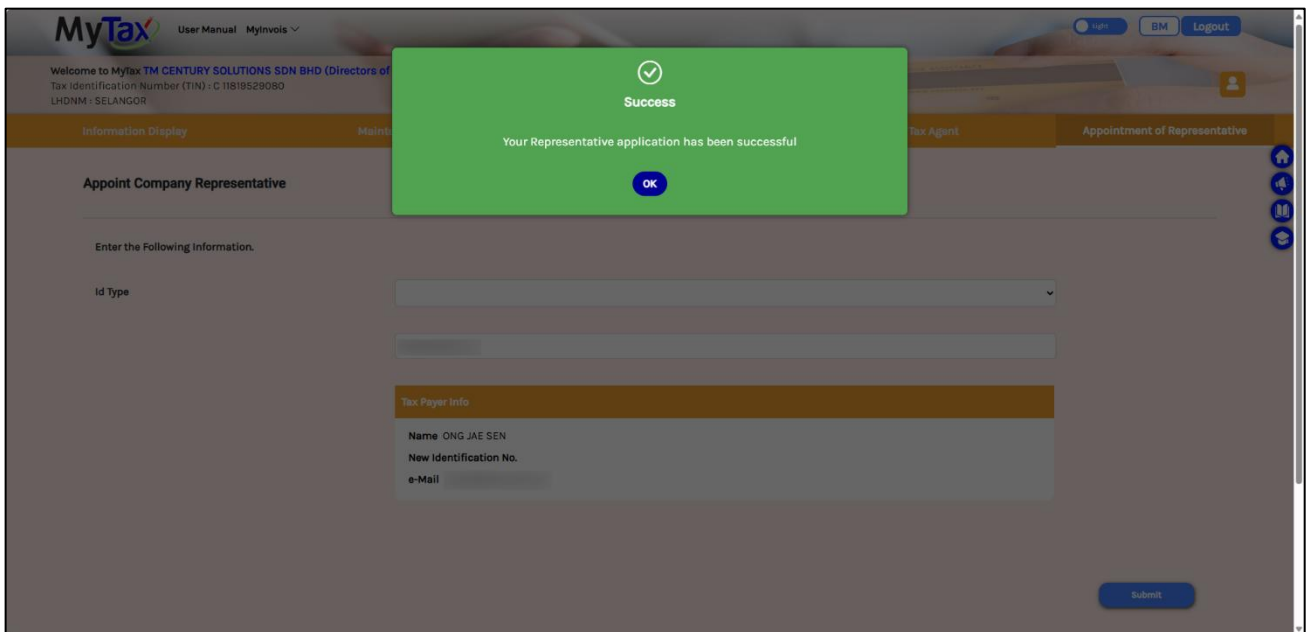


- It will prompt for your password for confirmation. Key in your password and click “Signature” to proceed.



The screenshot shows the MyTax portal interface. A modal dialog box titled "Signature" is displayed in the center. It contains two input fields: "Identification No." and "Password". Below the fields are two buttons: "Cancel" (orange) and "Signature" (blue). The background shows the "Appoint Company Representative" section with a "Tax Payer Info" table.

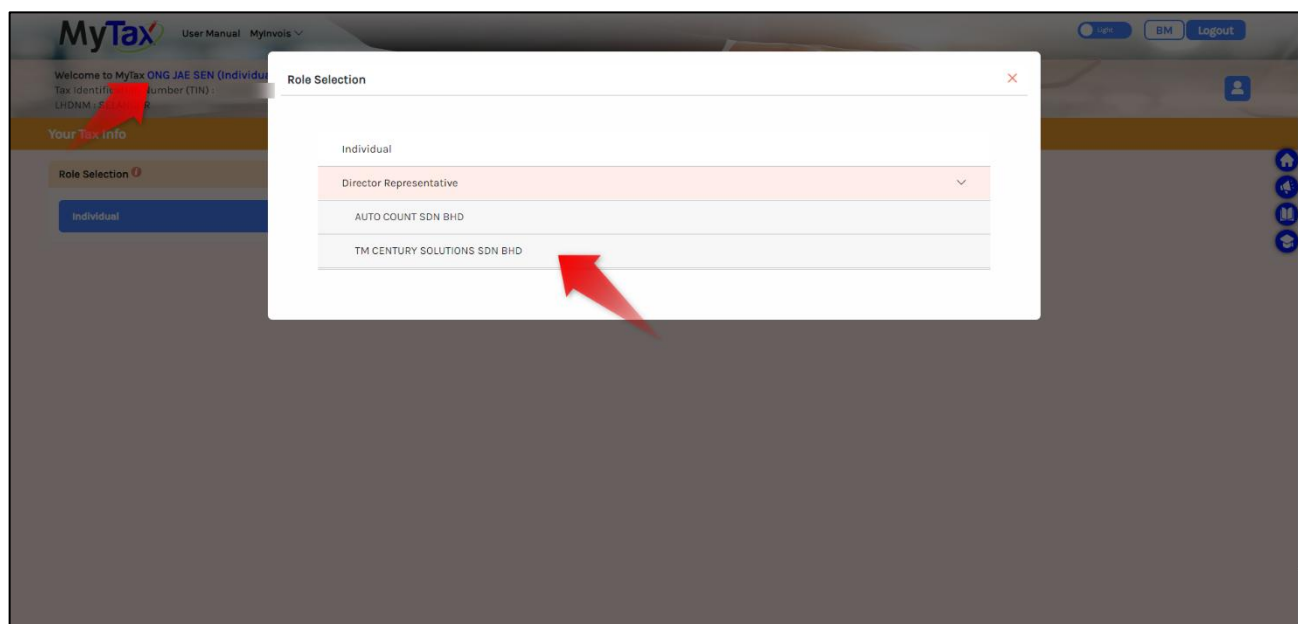
Tax Payer Info	
Name	ONG JAE SEN
New Identification No.	
e-Mail	



The screenshot shows the MyTax portal interface after a successful application. A green modal dialog box titled "Success" is displayed in the center, with the message "Your Representative application has been successful" and an "OK" button. The background shows the "Appoint Company Representative" section with a "Tax Payer Info" table.

Tax Payer Info	
Name	ONG JAE SEN
New Identification No.	
e-Mail	

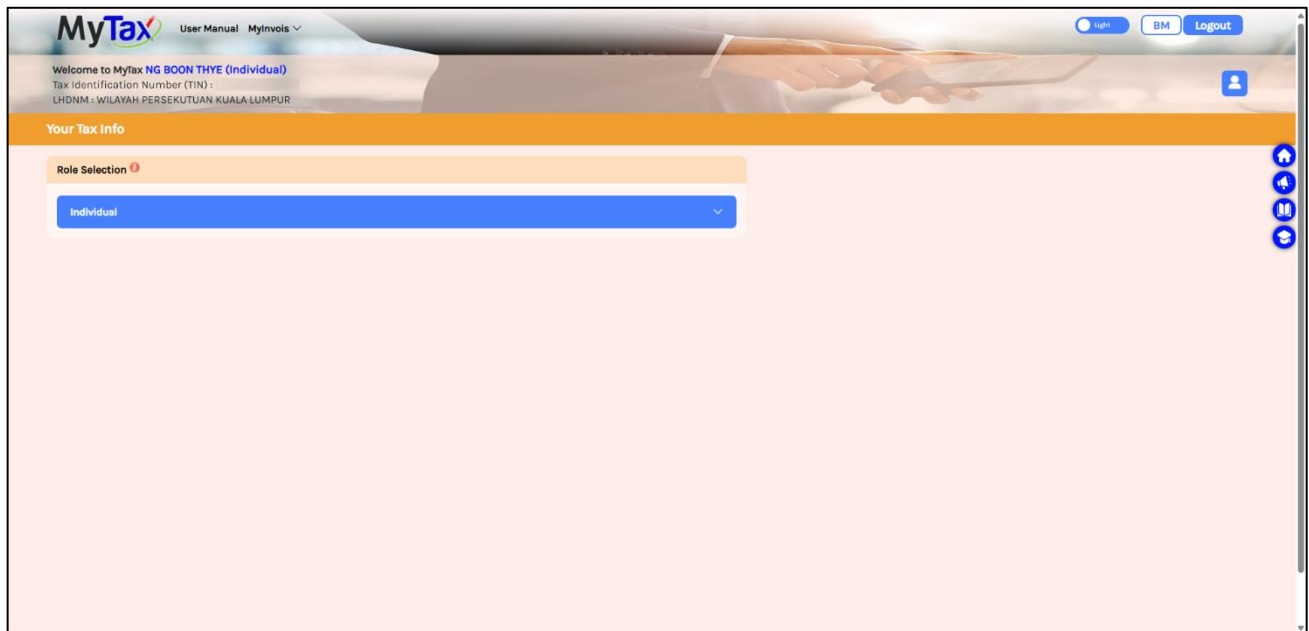
6. That IC / individual login will then be able to access this company's MyInvois Portal.



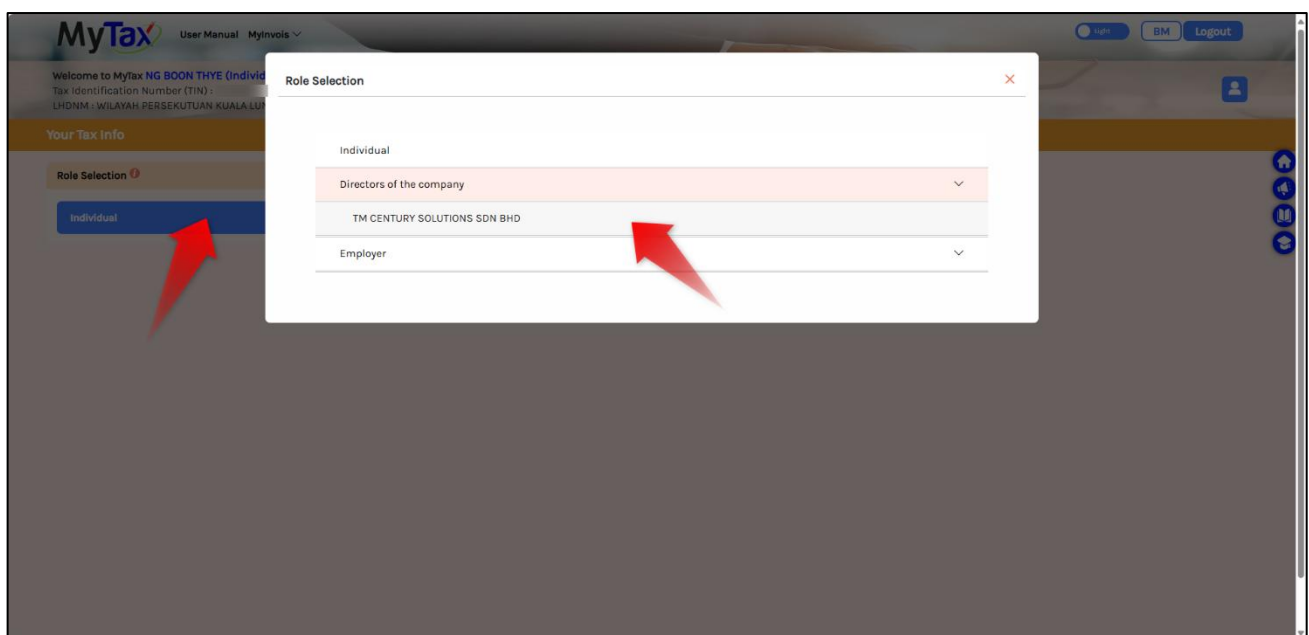
Setting Permissions for Representative (Applicable if add representative)

This section is to guide how can you set permissions for representative. Refer to this section only if you add representatives to access your company.

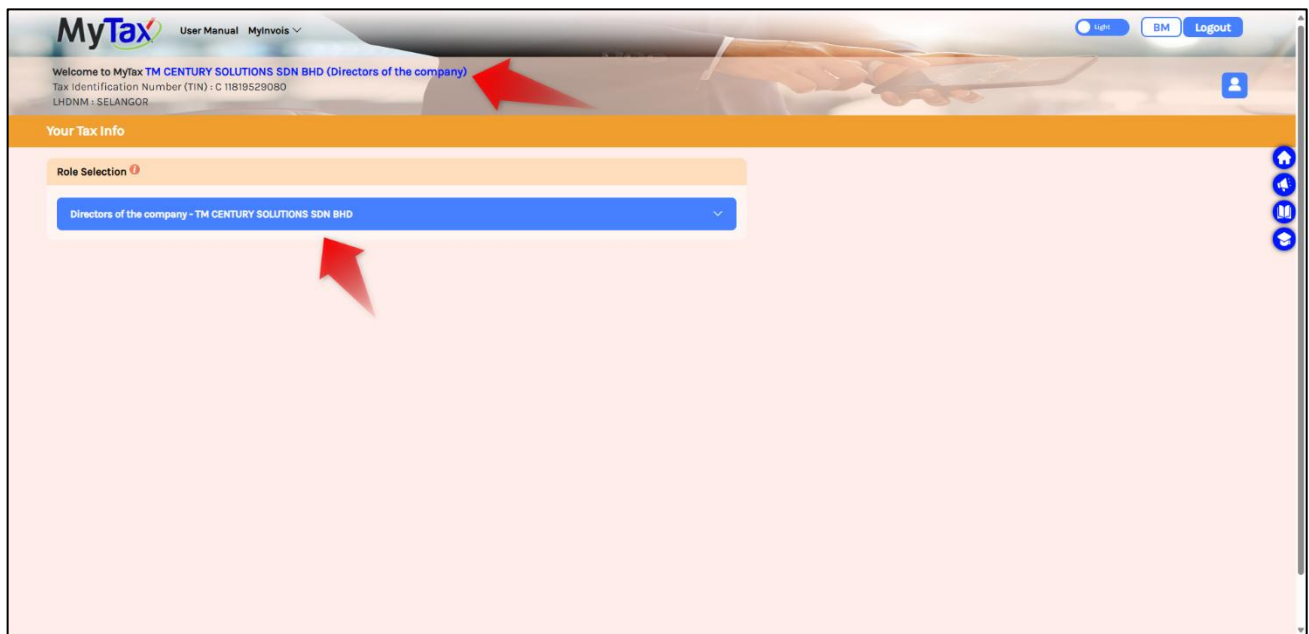
1. Login to MyTax website using director's login.



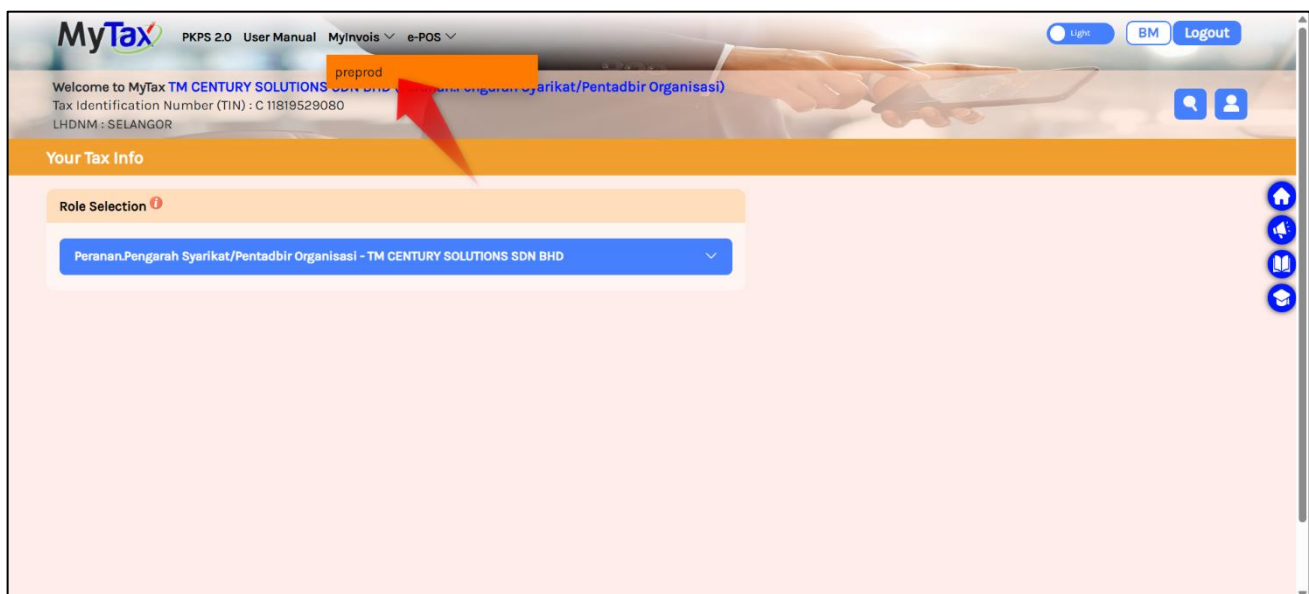
2. Access to your company by clicking on the Role Selection → Select your company.



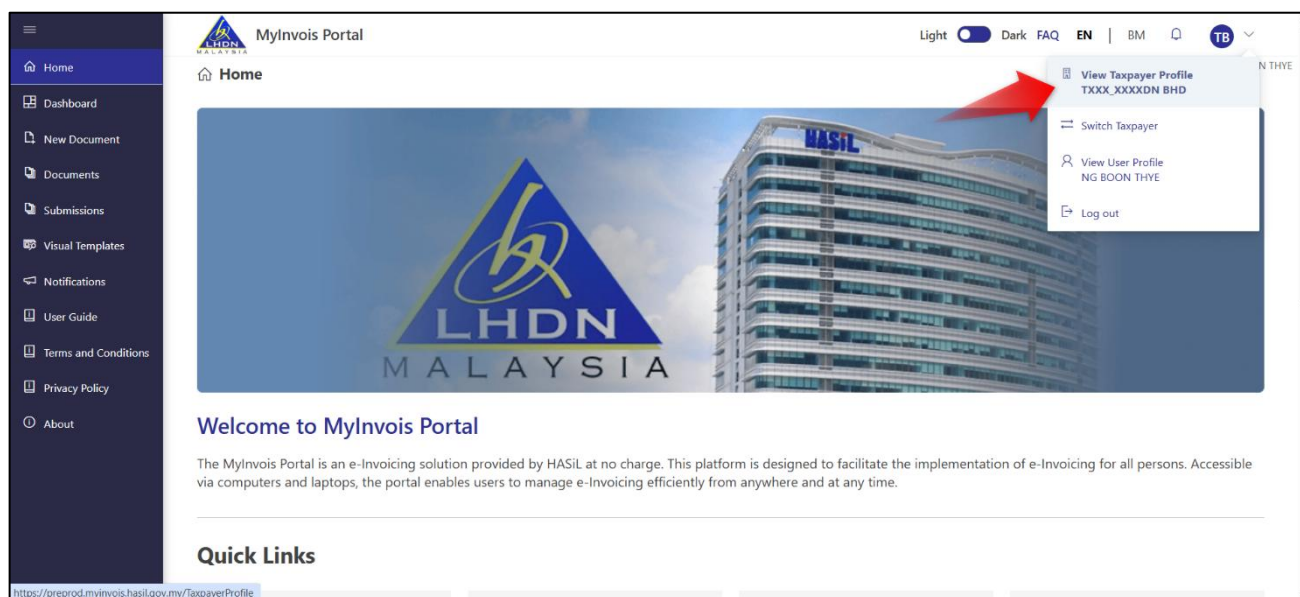
3. You will notice the profile will switch to your company.



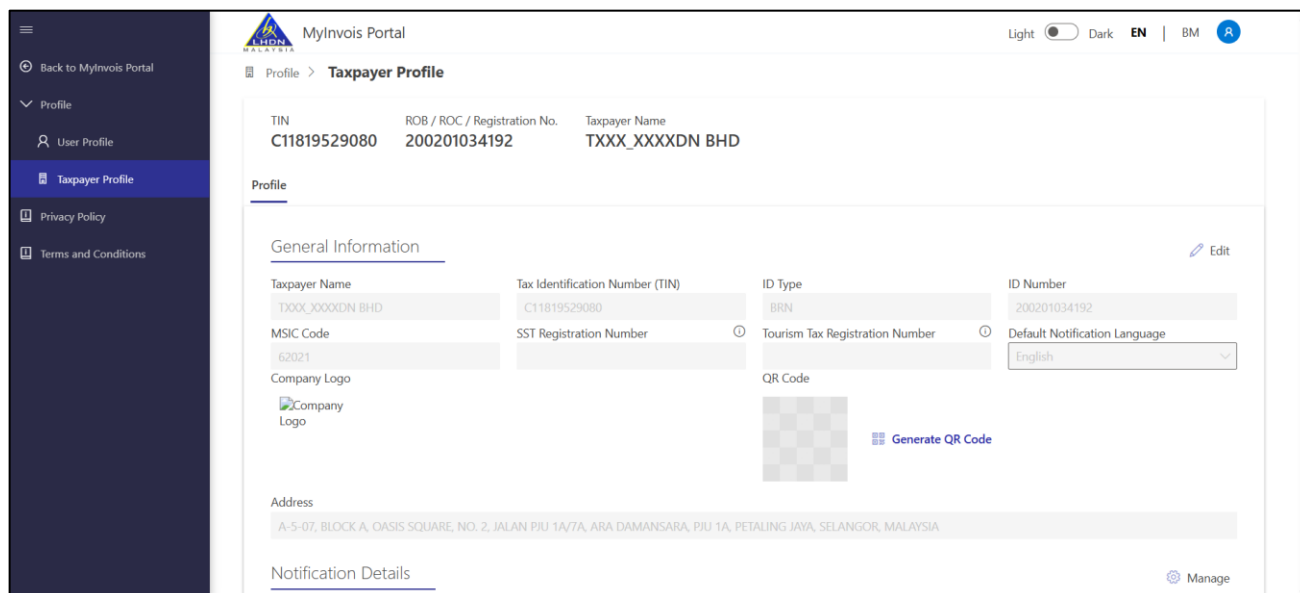
4. Browse top MyInvois > Preprod to access your company MyInvois Portal.



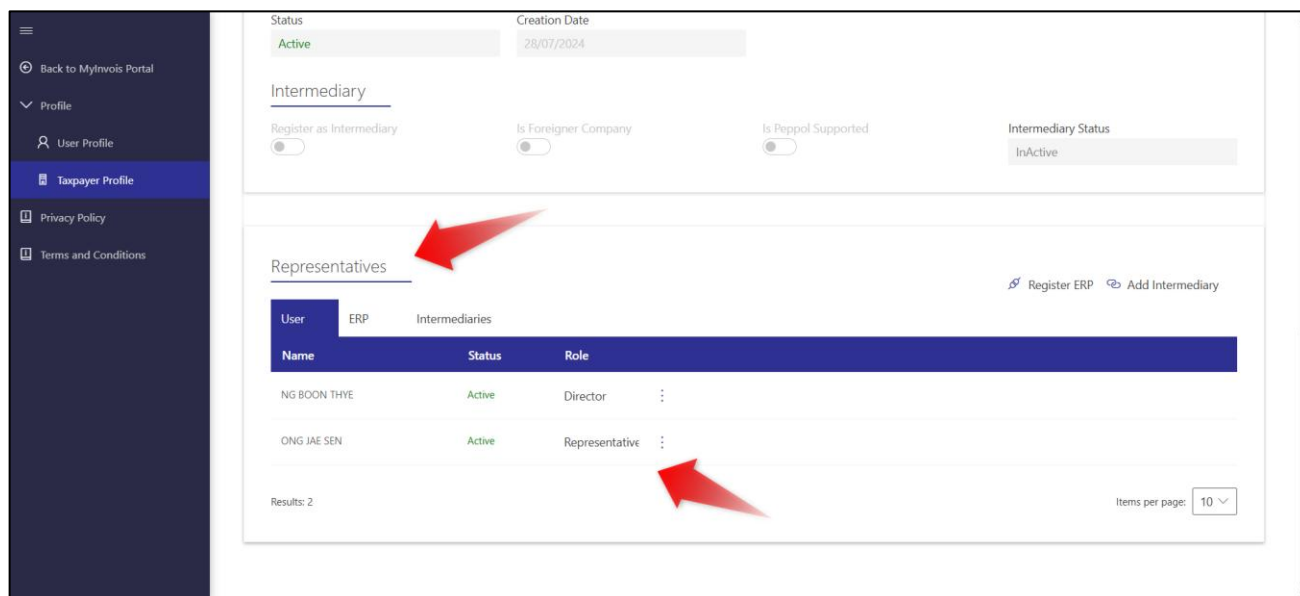
- At MyInvois Portal, click on your Taxpayer Profile.



- Make sure it shows your company profile. If not, you might need to click on the “Switch Taxpayer” to access the correct profile.



7. Scroll to the bottom “Representative” section. You will see a list of representatives that you had added to access your company.

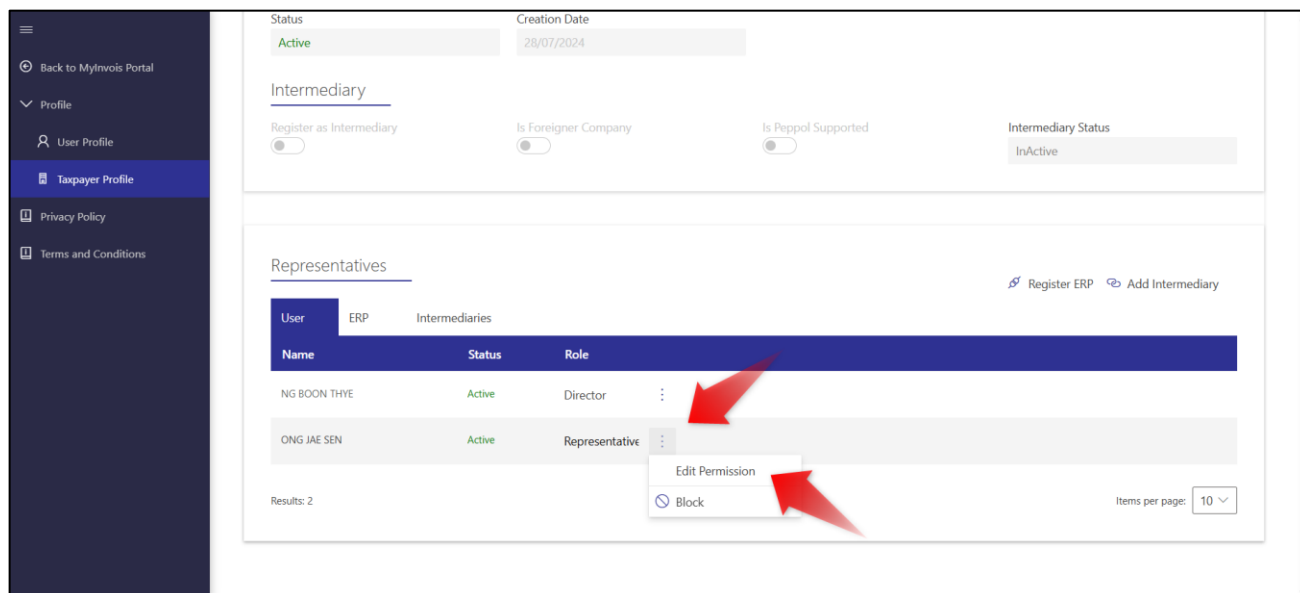


The screenshot shows the 'Taxpayer Profile' page. The 'Representatives' section is active, displaying a table with the following data:

Name	Status	Role
NG BOON THYE	Active	Director
ONG JAE SEN	Active	Representative

Results: 2. Items per page: 10

8. On the person that you wish to set the permission, click on the triple dot button > Edit Permissions.



The screenshot shows the 'Taxpayer Profile' page. The 'Representatives' section is active, displaying a table with the following data:

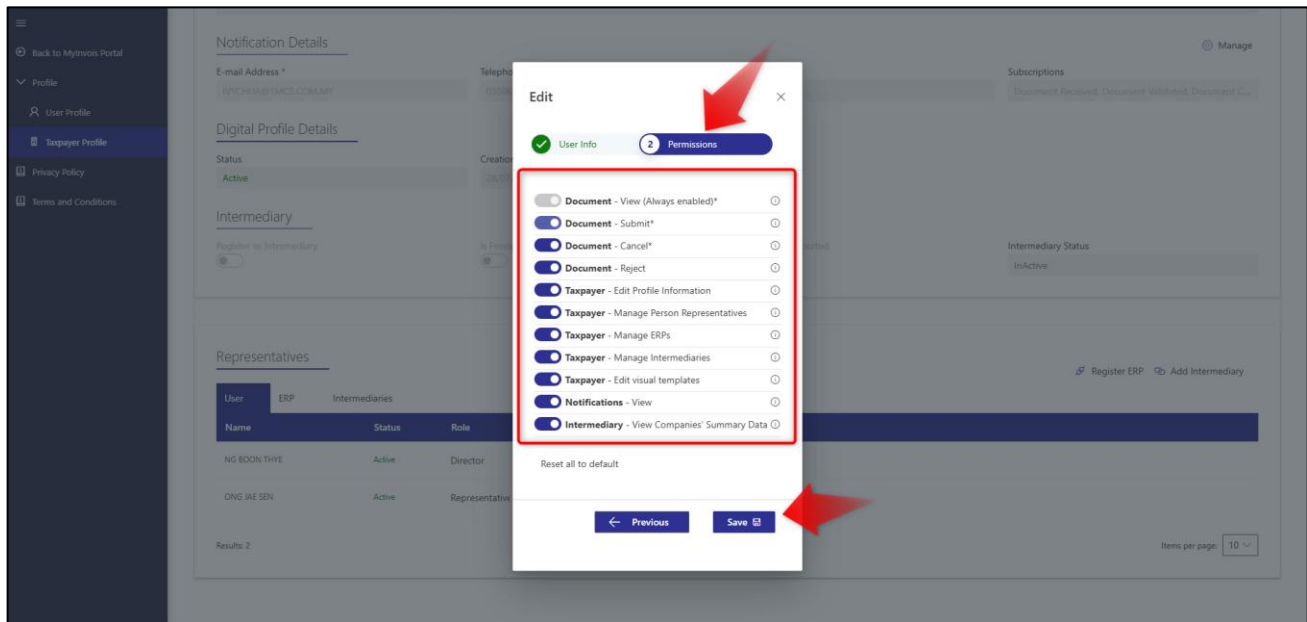
Name	Status	Role
NG BOON THYE	Active	Director
ONG JAE SEN	Active	Representative

Results: 2. Items per page: 10

A dropdown menu is open for 'ONG JAE SEN', showing the following options:

- Edit Permission
- Block

9. A small window will appear. Click on the “Permissions” and set your permissions accordingly. Remember to click “Save” after you assign all the required permissions.



10. Click on the cross button “X” on the top right of the small window to close. You are done and good to go.

Last modified by Jae Sen,

13/06/2025