

MyTax Portal (Testing Environment) – User Guideline



MYTAX PORTAL (TESTING ENVIRONMENT) FIRST TIME LOGIN USER GUIDELINE FOR USER WITHOUT ACTIVATION EMAIL OR EXPIRATION LINK

Lembaga Hasil Dalam Negeri Malaysia (LHDNM)

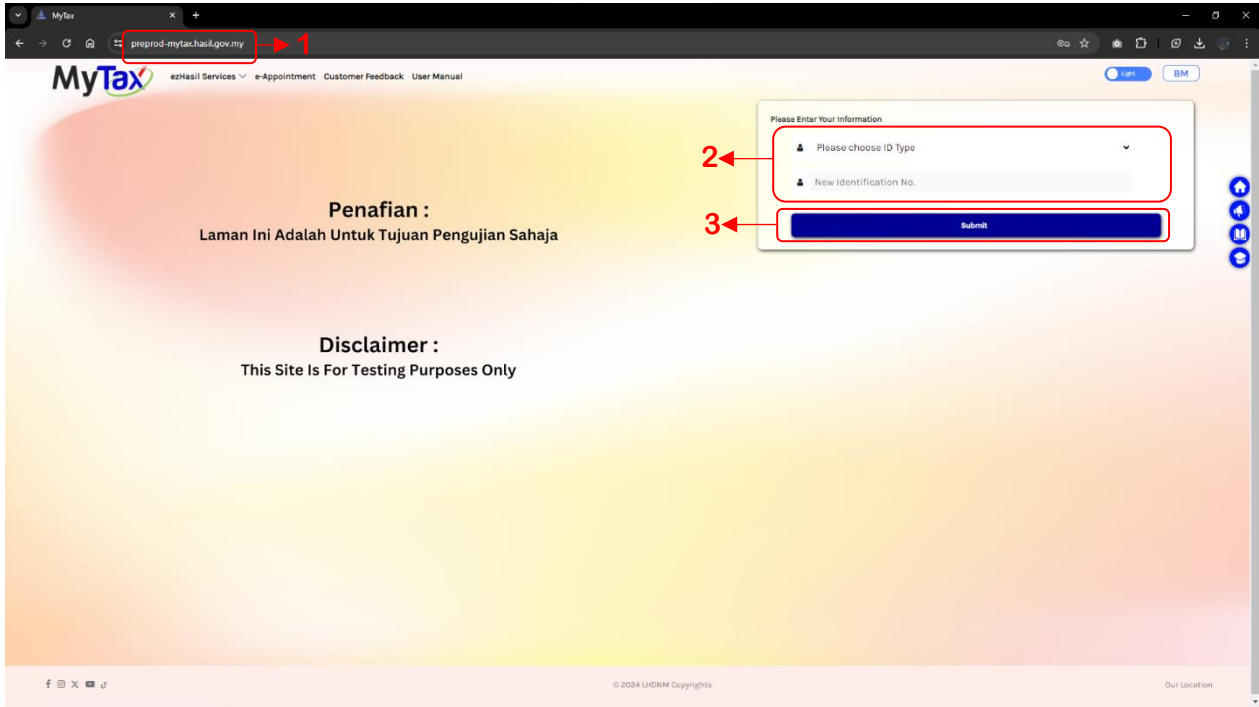
Table of Contents

MyTax Portal (Testing Environment) First Time Login.....	1
1. MyTax Portal (Testing Environment) Registration	1
2. First Time Login Application	3
2.1. Have a registered email.....	3
2.2. Do not have a registered email.....	5
3. Verification of MyTax Registration Information	7
4. MyTax Portal (Testing Environment) Login.....	10
5. Role Application	12
6. Role of Directors of the Company or Director Representative.	14
6.1. Directors of the Company.....	14
6.2. Director Representative.....	15
7. Appointment of Company Representative	16
8. MyInvois Portal (Testing Environment) Page.....	18

MyTax Portal (Testing Environment) First Time Login

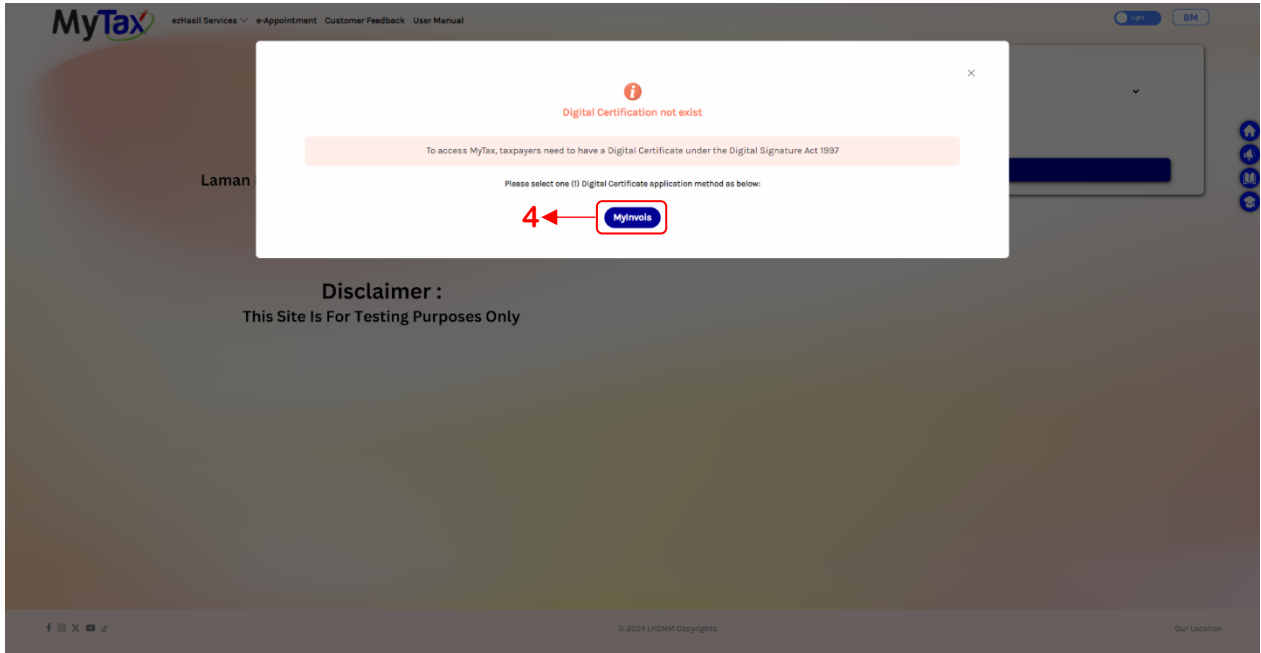
To login to the MyInvois Portal (Testing Environment), users are required to login through the MyTax Portal (Testing Environment). For users who do not have a MyTax account, users need to register through the MyTax Portal (Testing Environment).

1. MyTax Portal (Testing Environment) Registration



1. Visit the MyTax Portal (Testing Environment) - <https://preprod-mytax.hasil.gov.my/>.
2. Choose the type of identification and enter the user identification number.
3. Click the **Submit** button to continue.

Once the button is clicked, the portal will display a popup that the user's digital certificate does not exist.

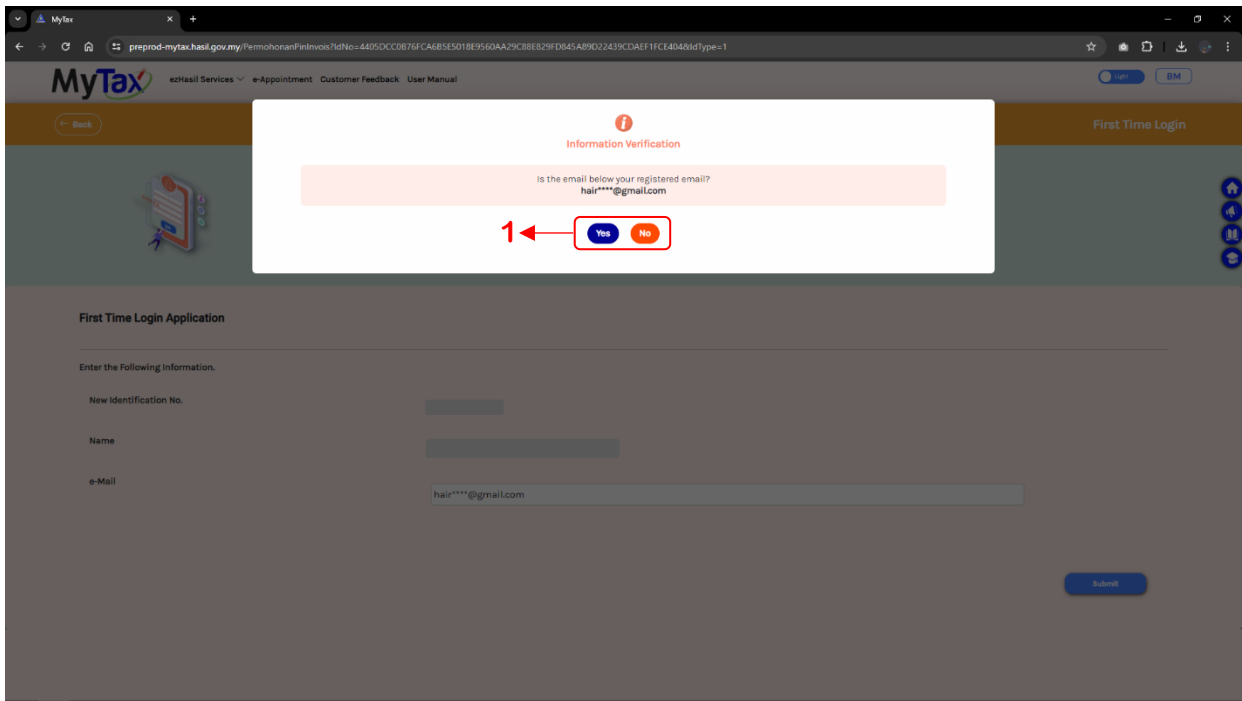


4. Click the **MyInvois** button to apply a Digital Certificate for registration.

2. First Time Login Application

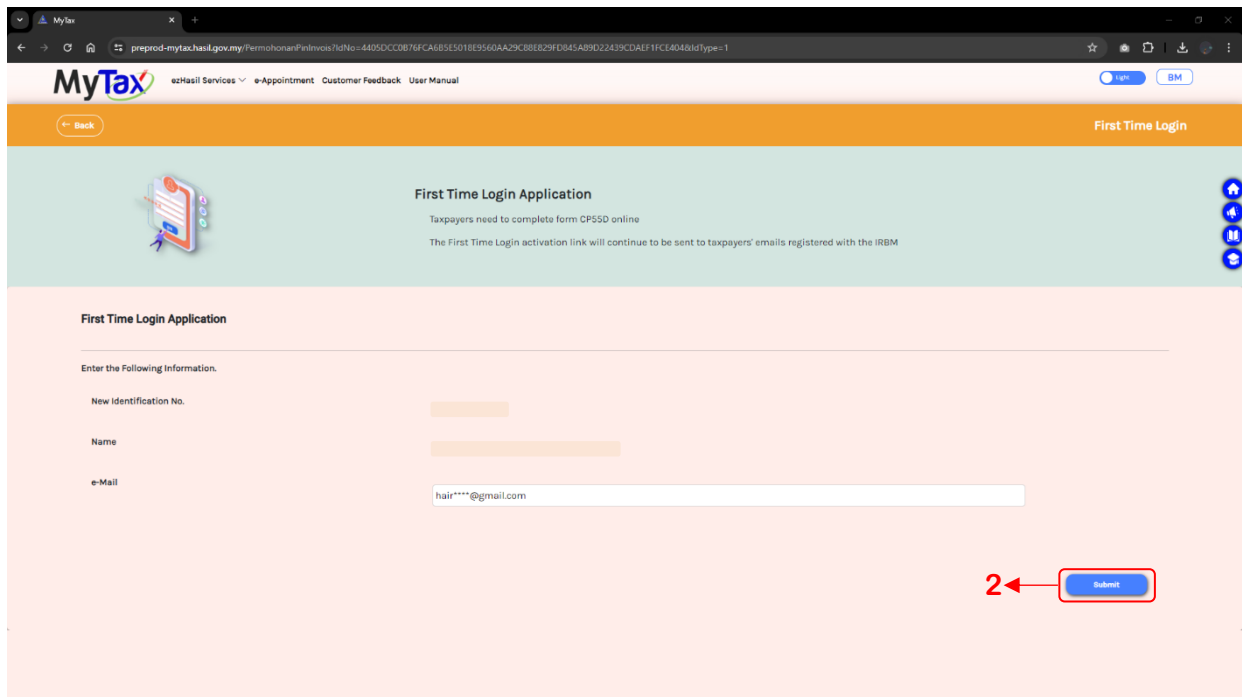
2.1. Have a registered email

The portal displays a notification confirmation popup for the first login application.



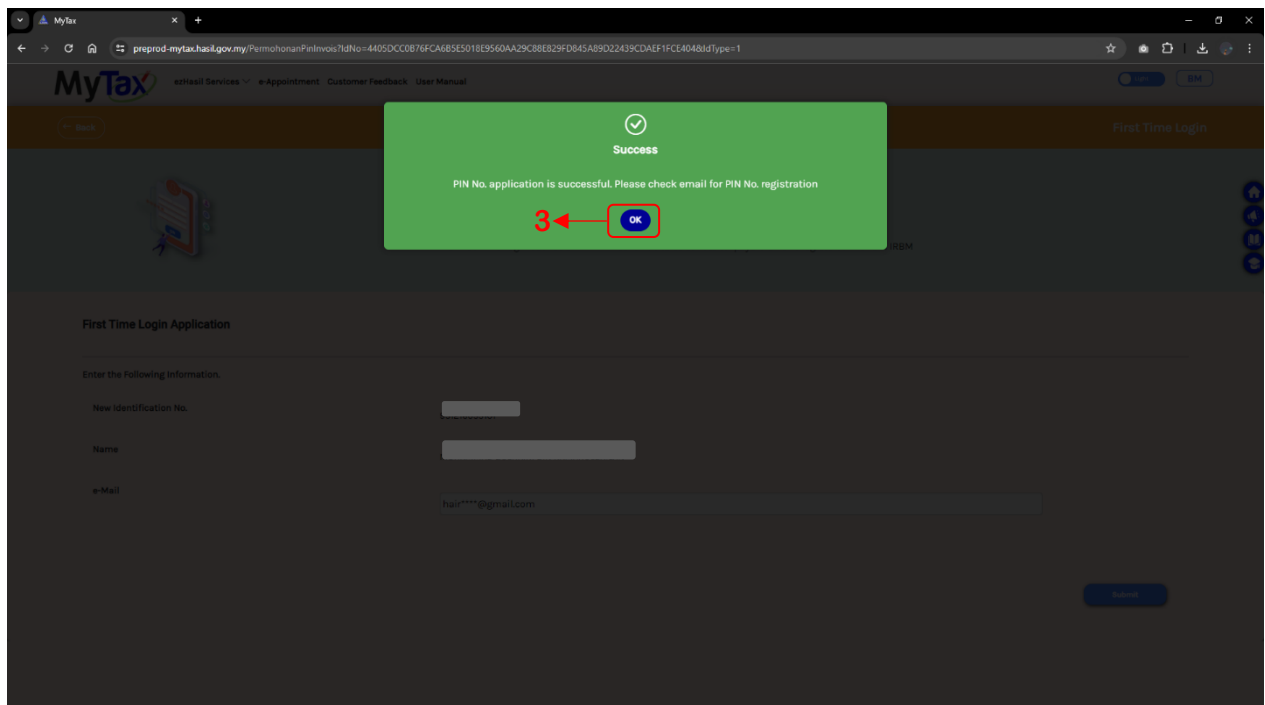
1. Press the **Yes** button if the email is a registered user email. If the email is not the user's registered email, press the **No** button. (Proceed to Section 2.2 for further action).

The portal displays the First Time Login Application page.



2. Press the **Submit** button to continue applying for a PIN number to log in for the first time.

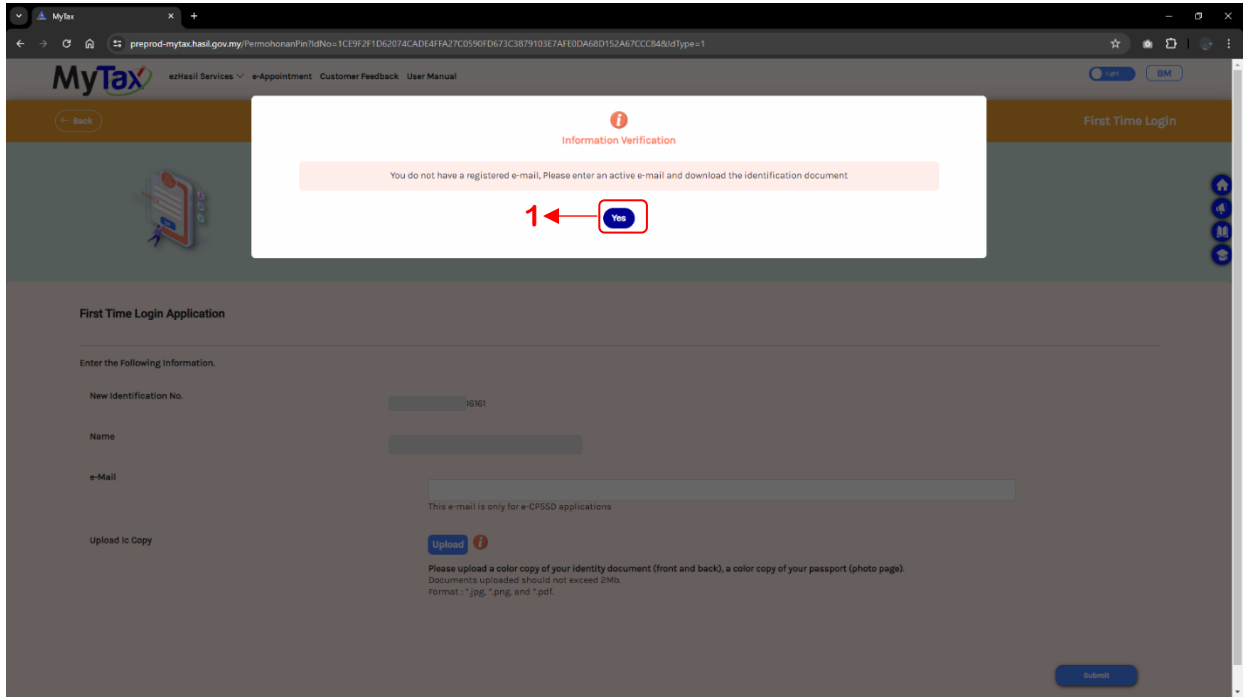
The portal will issue a successful popup of PIN number application for registration.



3. Press the **OK** button to continue registering the PIN number.

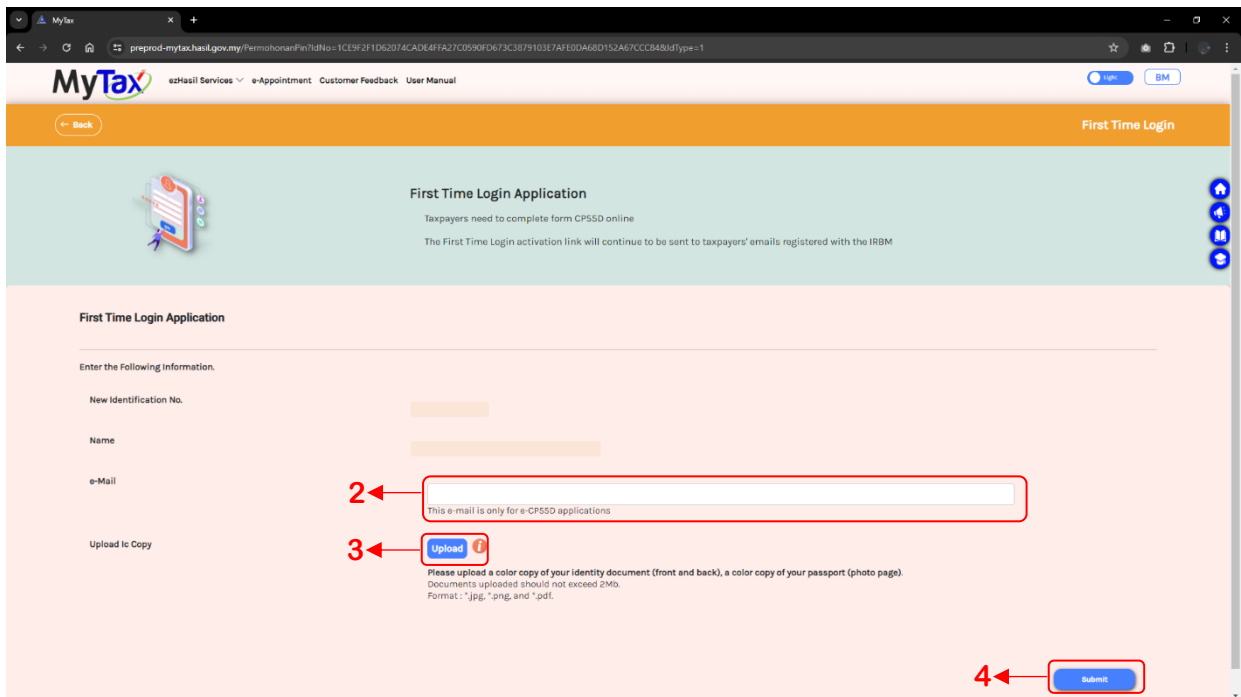
2.2. Do not have a registered email

The portal displays a notification confirmation popup for the first login application.



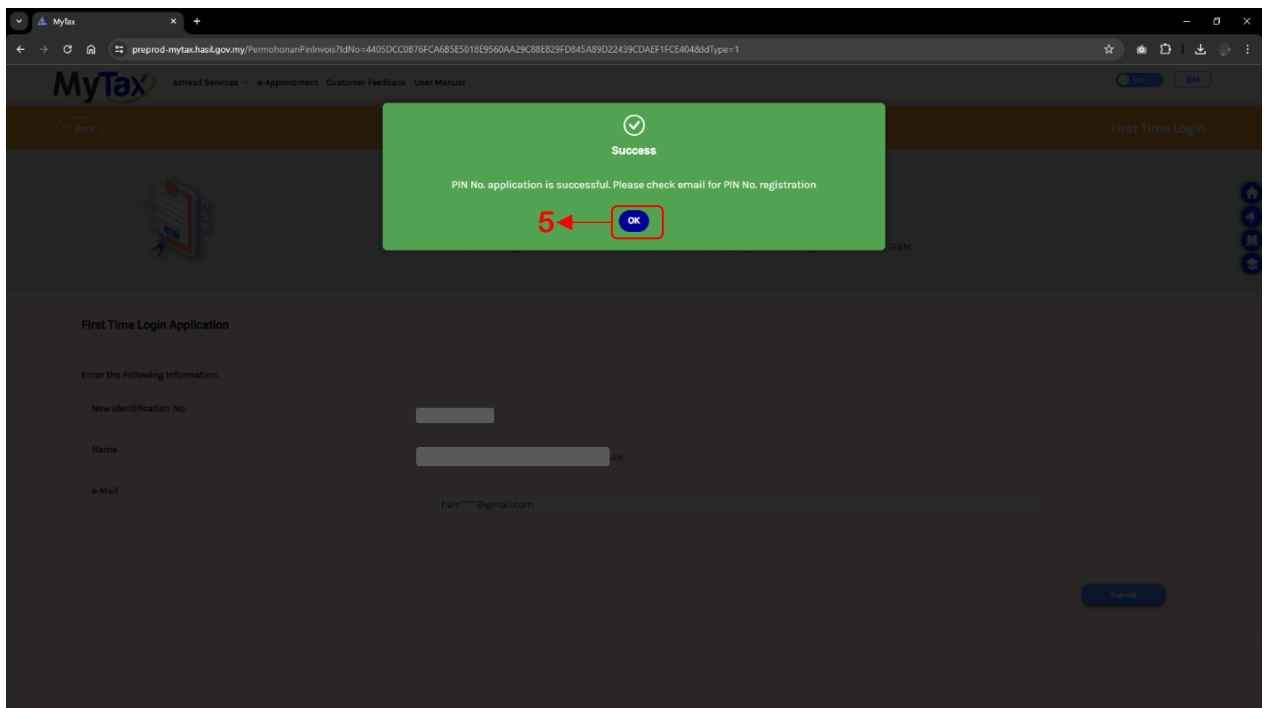
1. Press the **Yes** button to continue the first time login application process.

The portal displays the first time login application page.



2. Enter the user's email for the e-CP55D application.
3. Press the **Upload** button to upload a colour copy of the user identification document.
4. Press the **Submit** button to continue applying for a PIN number to log in for the first time.

The portal will issue a successful popup of PIN number application for registration.



5. Press the **OK** button to continue registering the PIN number.

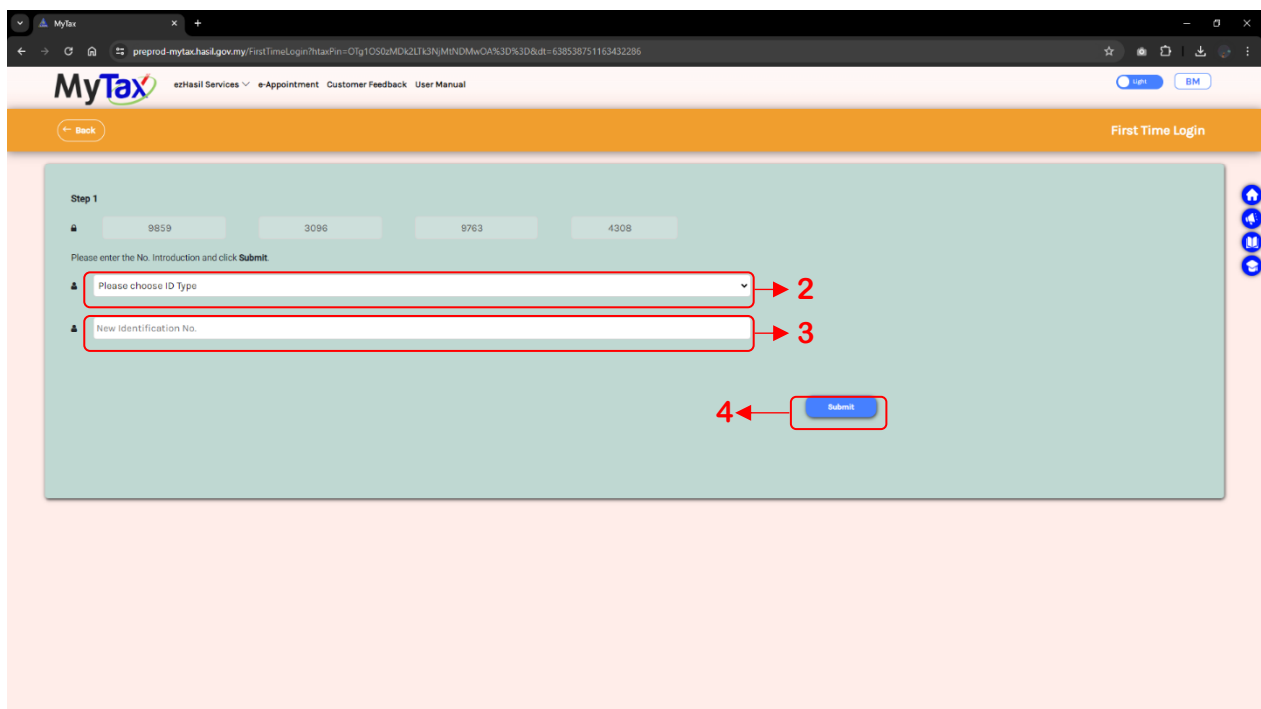
3. Verification of MyTax Registration Information

After the first time login application has been made, the user will receive an email from **noreply-efiling@hasil.gov.my** to activate the PIN number for the first time.



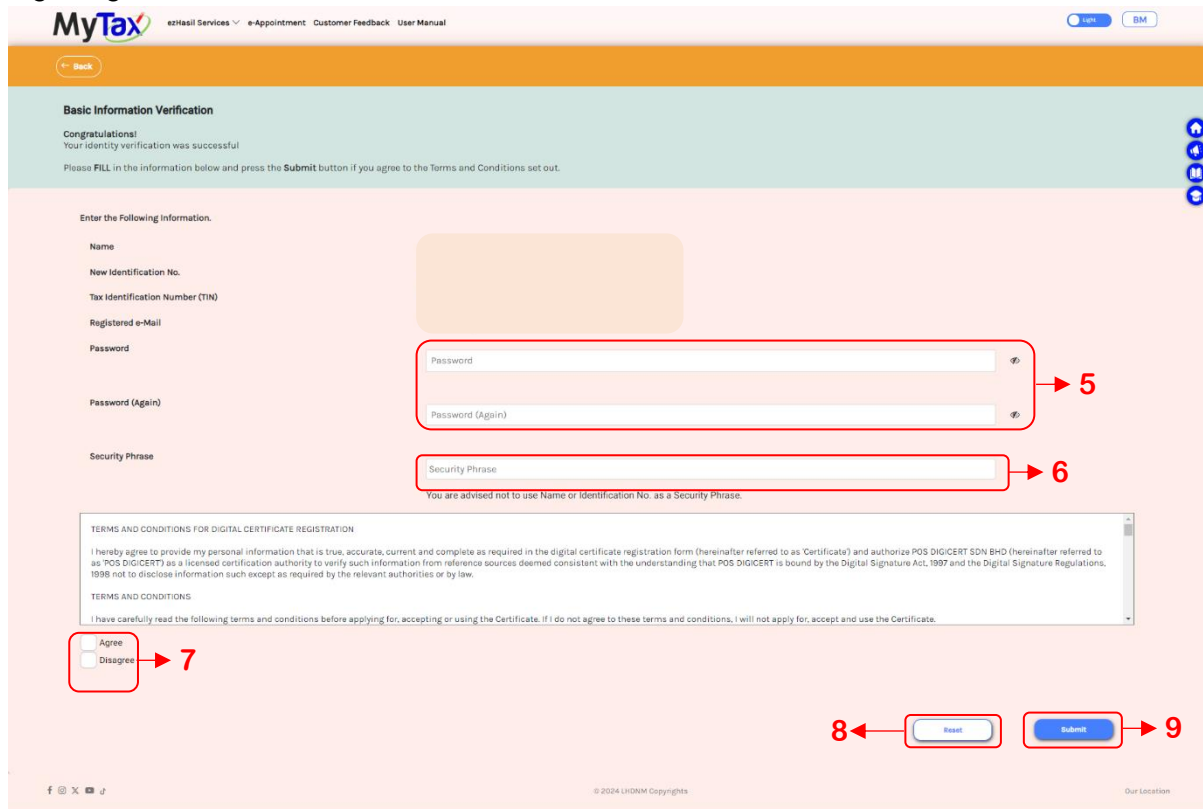
1. Click the URL link received from the email to activate the PIN number.

Users will have to activate the PIN number the first time for the first time login.



2. Choose User Identification Type.
3. Enter the user identification number.
4. Click the **Submit** button to continue the digital certificate generation process.

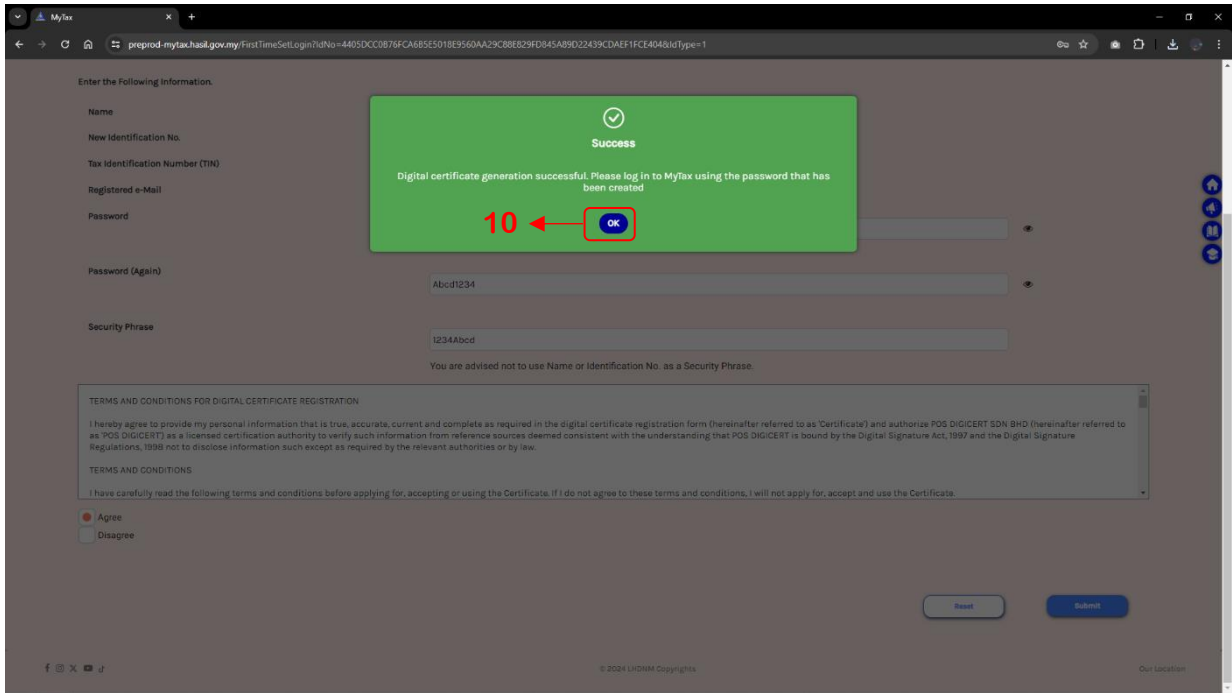
The user will verify the information before the generation of the digital certificate to complete the login registration.



The screenshot displays the 'Basic Information Verification' page in the MyTax portal. The page includes a navigation bar with 'MyTax' logo and links for 'ezHasil Services', 'Appointment', 'Customer Feedback', and 'User Manual'. There are 'Login' and 'BM' buttons in the top right. A 'Back' button is in the top left. The main content area has a 'Basic Information Verification' header and a 'Congratulations!' message. Below this, it asks the user to 'Enter the Following Information.' and lists fields: Name, New Identification No., Tax Identification Number (TIN), Registered e-Mail, Password, Password (Again), and Security Phrase. The Password and Password (Again) fields are grouped with a red box and arrow labeled '5'. The Security Phrase field is grouped with a red box and arrow labeled '6'. Below the fields is a 'TERMS AND CONDITIONS FOR DIGITAL CERTIFICATE REGISTRATION' section with a checkbox for 'Agree' and 'Disagree', with a red box and arrow labeled '7'. At the bottom, there are 'Reset' and 'Submit' buttons, with a red box and arrow labeled '8' pointing to the Reset button and a red box and arrow labeled '9' pointing to the Submit button.

5. Enter the password and password confirmation that the user will use in the MyTax Portal (Testing Environment).
6. Enter the security phrase to confirm that the ID information is correct.
7. Press the checkbox to confirm the Digital Certificate Registration Terms and Conditions.
8. Click the **Reset** button if you want to reset the fields that have been filled in above.
9. Click **Submit** to continue confirming the Digital Certificate registration information.

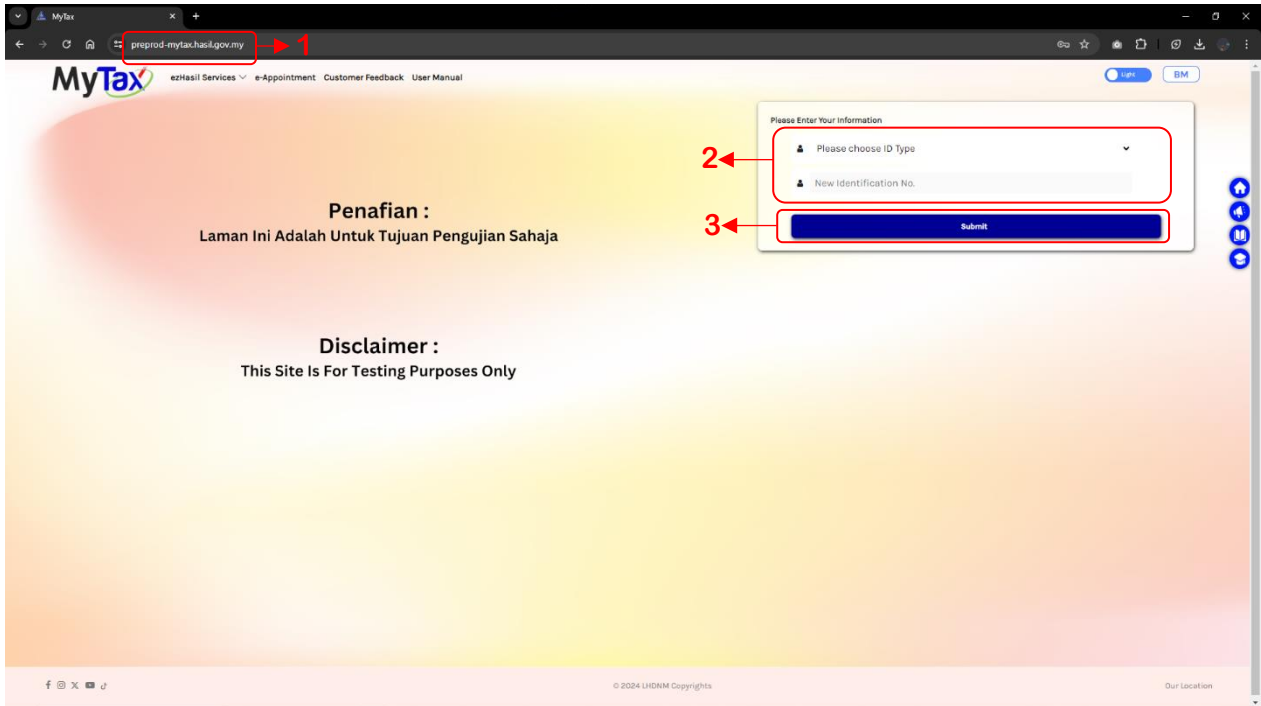
The portal will issue a digital certificate generation success popup.



10. Press the **OK** button to close the popup and continue logging into the MyTax Portal (Testing Environment).

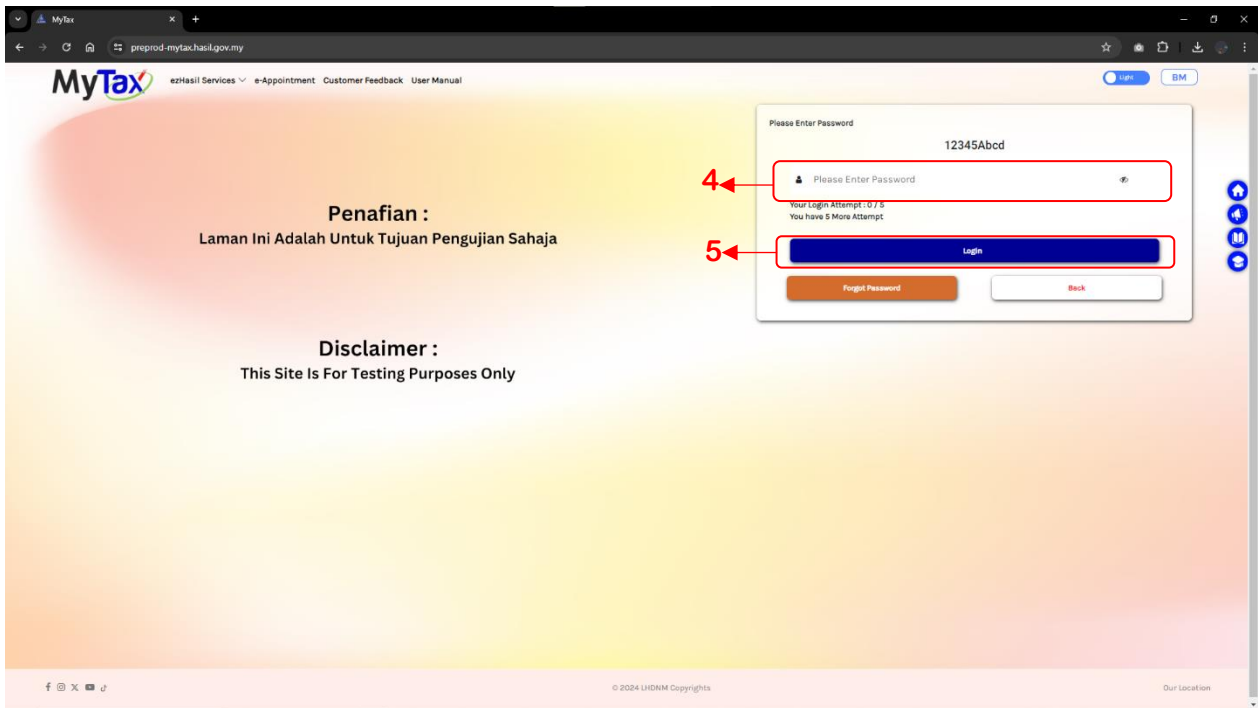
4. MyTax Portal (Testing Environment) Login

Users will go to the MyTax Portal (Testing Environment) page to log into the portal.



1. Visit the MyTax Portal (Testing Environment) - <https://preprod-mytax.hasil.gov.my/>.
2. Choose the type of identification and enter the user identification number.
3. Click the **Submit** button to continue.

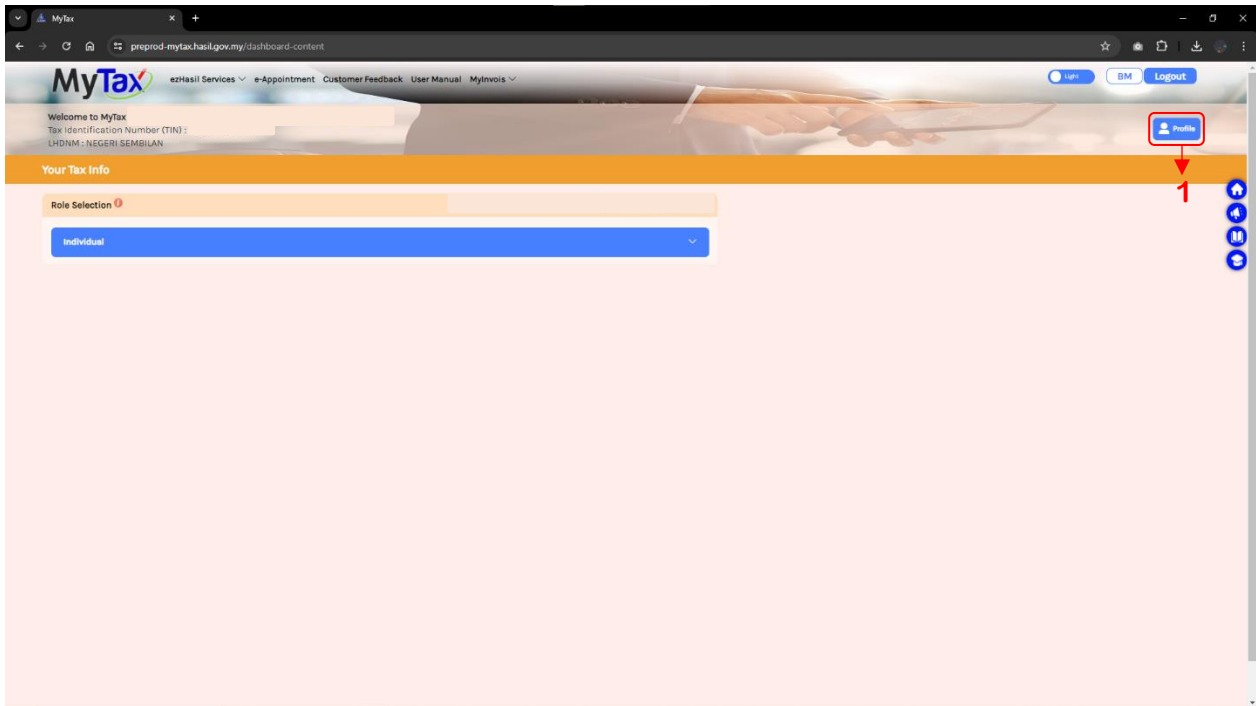
The portal will display the security phrase that was set during registration.



4. Enter the password set by the user.
5. Click the **Login** button to proceed to the MyTax Portal (Testing Environment).

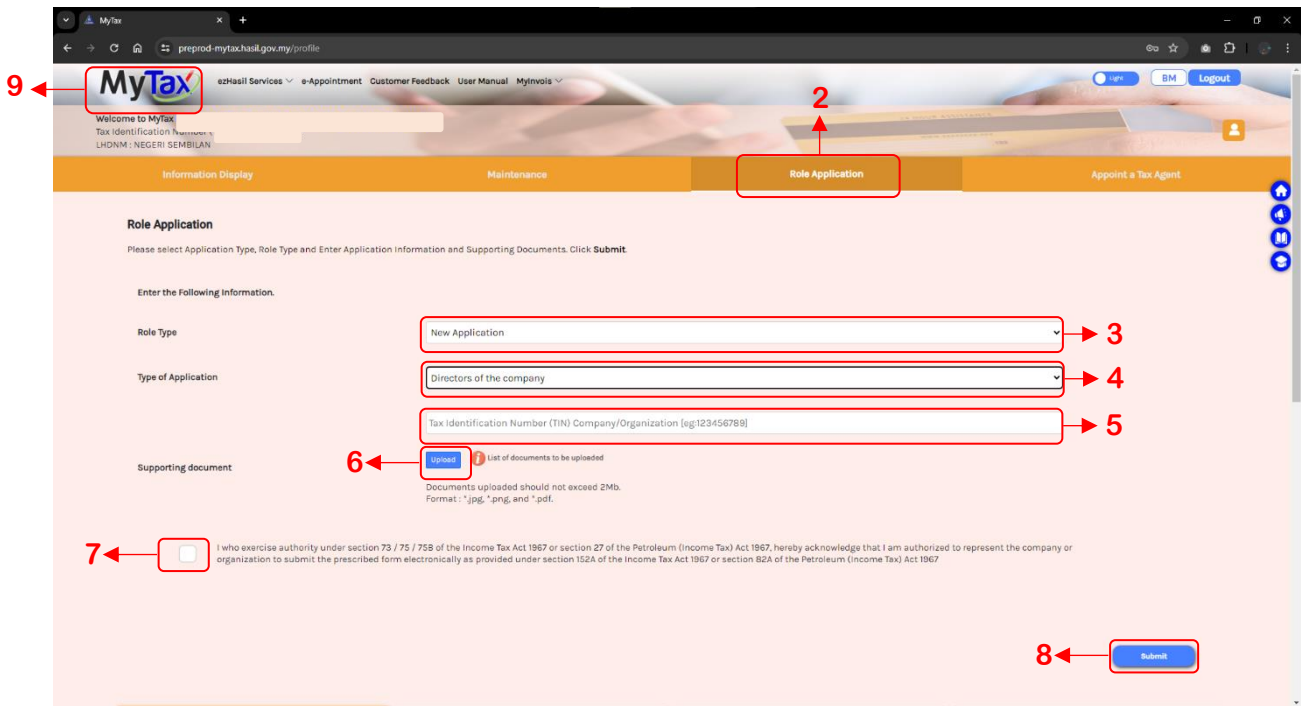
5. Role Application

If successfully logged in, the user will go to the main page of the MyTax Portal (Testing Environment).



1. Click the Profile button for role application.

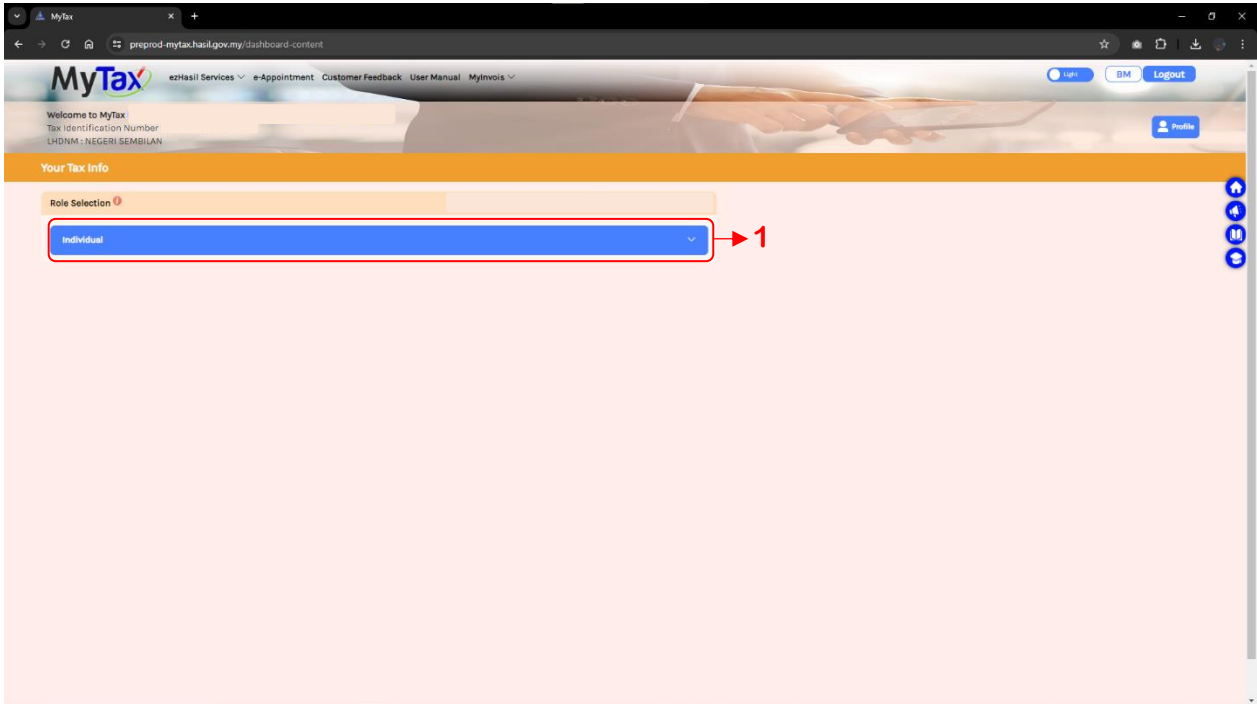
The portal will display the Role Application page in the user's Profile page.



2. Click the **Role Application** tab to apply for a role.
3. Select the role applicant type – **New Application**.
4. Select the type of role you wish to apply for – **Directors of the Company**.
5. Insert the Tax Identification Number of the company or the organization.
6. Click the **Upload** button to upload the document.
7. Click the checkbox to confirm the acknowledgment.
8. Click the **Submit** button to continue the role application. The application will be verified by the IRBM.
9. Click the logo to return to the user's home page.

6. Role of Directors of the Company or Director Representative.

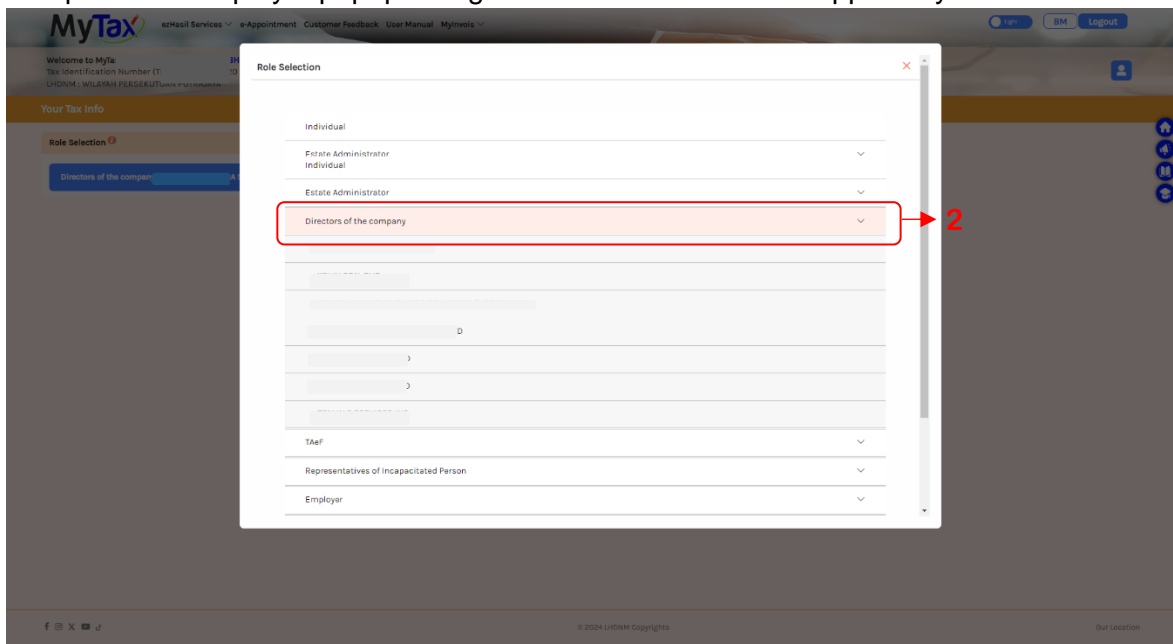
If successfully logged in, the user will go to the main page of the MyTax Portal (Testing Environment).



1. Click the Role Selection button to change the role to Directors of the Company or Director Representative.

6.1. Directors of the Company

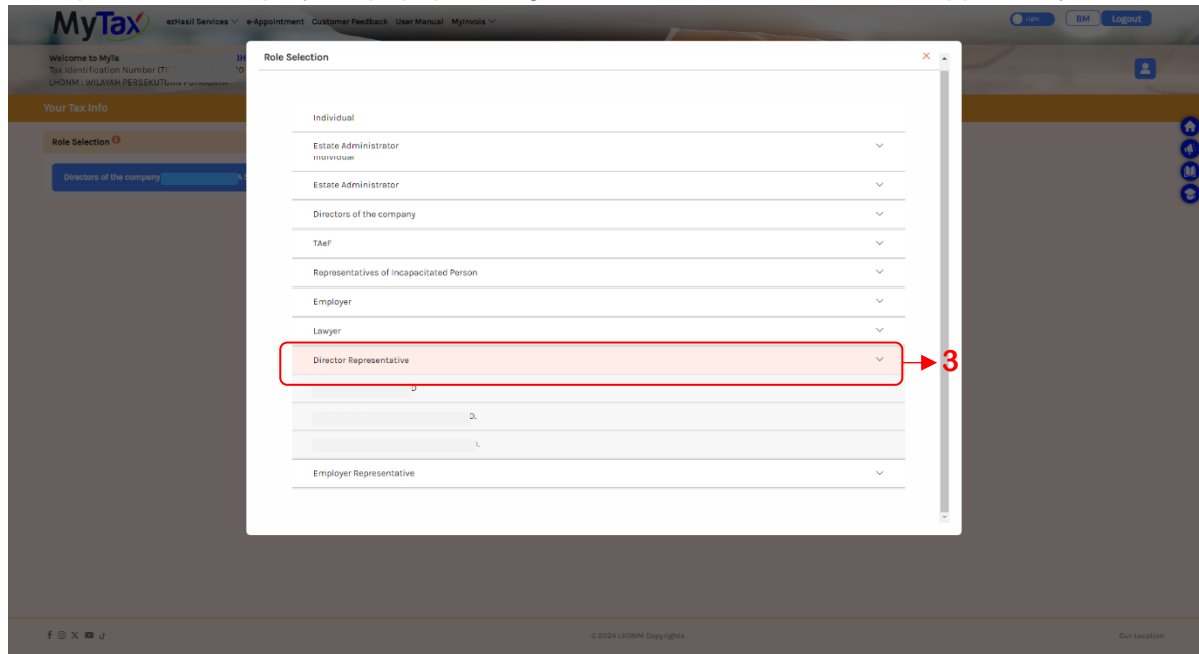
The portal will display a popup listing the roles that have been applied by the user



2. Click **Directors of the Company**. The portal will display a list of company names that have been applied for by the user and click on the company name to be selected.

6.2. Director Representative

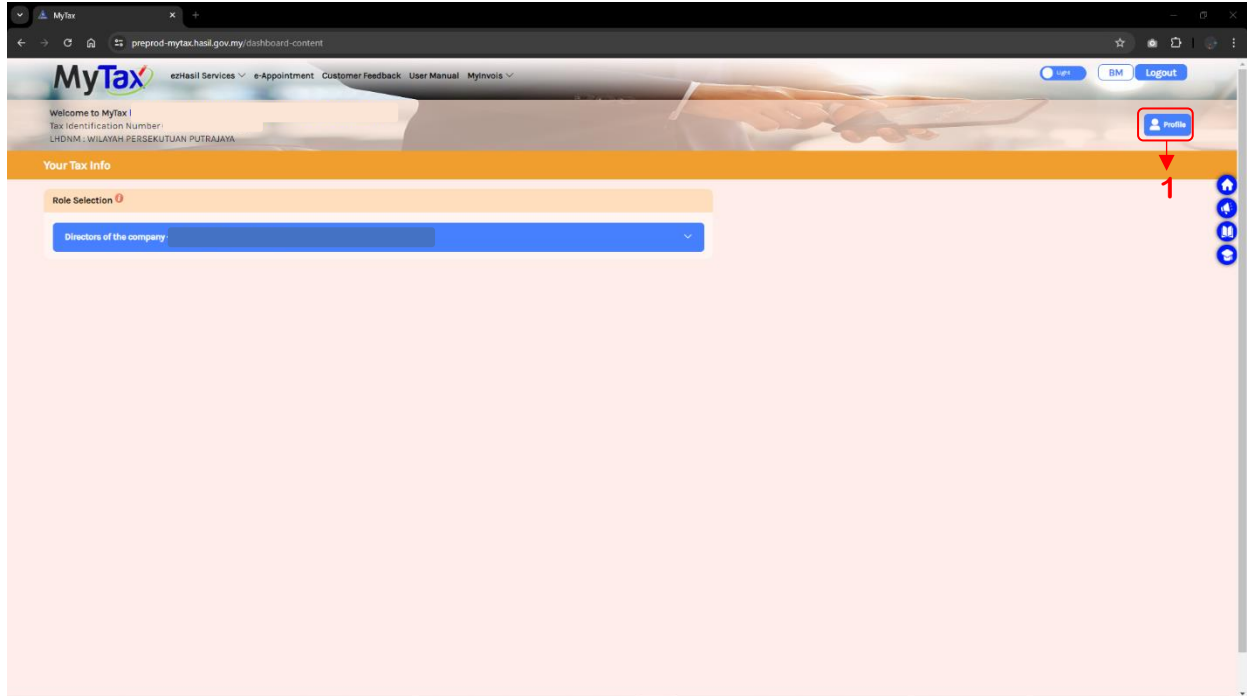
The portal will display a popup listing the roles that have been applied by the user



3. Click **Director Representative**. The portal will display a list of company names that have been assigned by the director for the user and click on the company name to be selected.

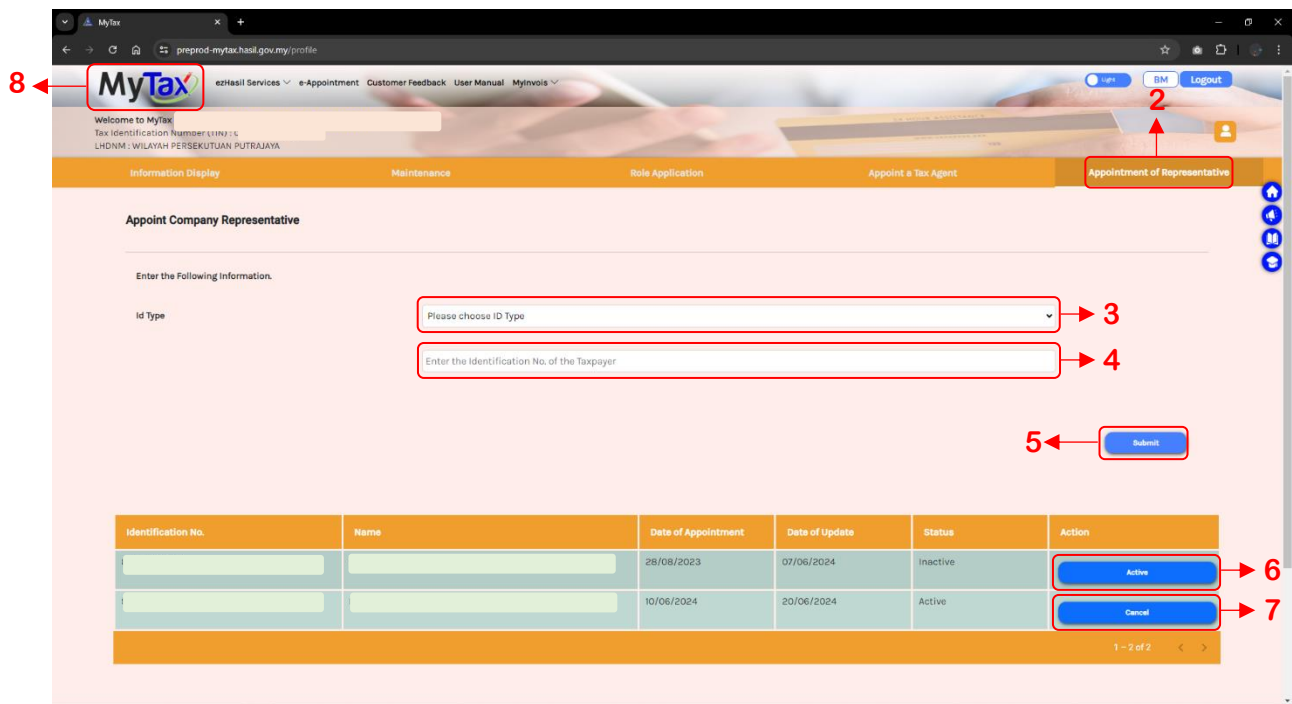
7. Appointment of Company Representative

Users of the Director of the Company role can appoint a company representative through the MyTax Portal (Testing Environment).



1. Click the Profile button to appoint a company representative.

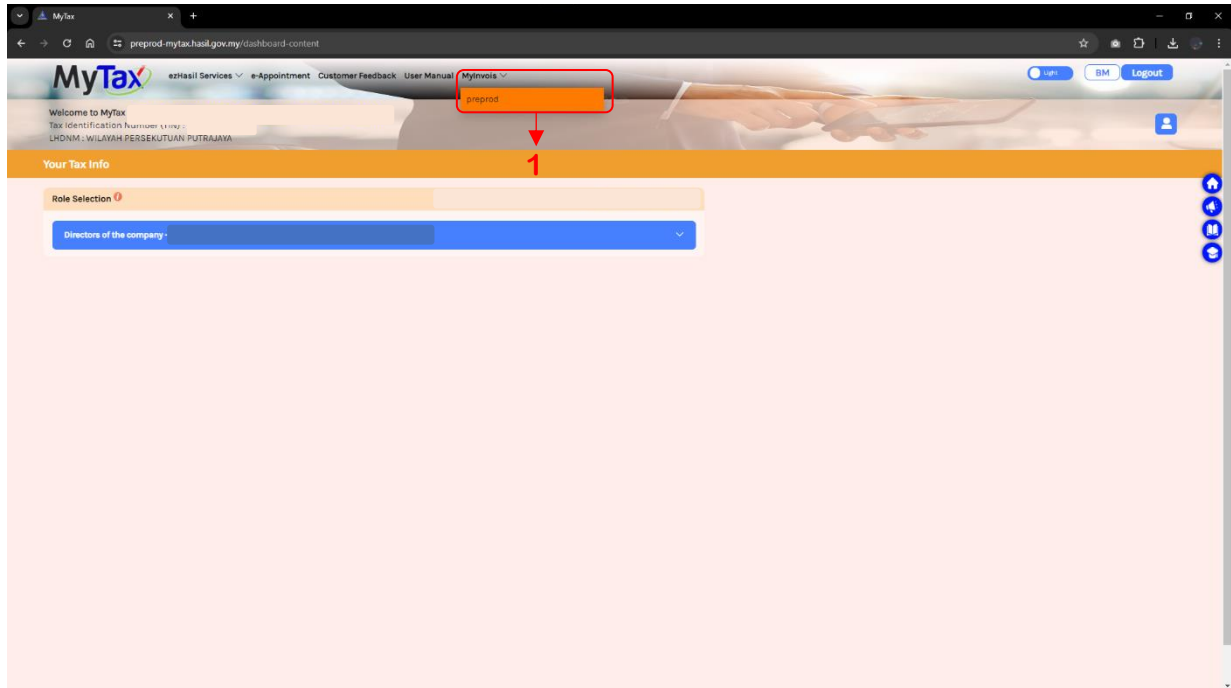
The portal will display the Appointment of Representative page in the user's Profile page.



2. Click the Appointment of Representative tab to appoint a company representative.
3. Choose the ID type of company representative.
4. Enter the identification number of the company representative.
5. Click the **Submit** button to continue appointing a representative.
6. Click the **Activate** button to activate the company representative.
7. Click the **Cancel** button to cancel the company representative.
8. Click the logo to return to the main user page.

8. MyInvois Portal (Testing Environment) Page

The portal will display the page according to the role that has been selected by the user.



1. Click the **MyInvois** menu and select **Preprod** to proceed to the MyInvois Portal (Testing Environment).