**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

MyTa	x 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

🗸 🛦 MyTax X +				
← → C ଲ 😫 preprod-mytax.hasil.gov.my		<u>ه</u> ۵	œ₹	
ezHasil Services V e-Appointment Customer Feedback User Manual		Upr	BM	Î
Penafian : Laman Ini Adalah Untuk Tujuan Pengujian Sahaja Disclaimer : This Site Is For Testing Purposes Only	Press Enter Your Information Press Enter Your Information Press Enter Your Information New Identification No. 3	Ť		0000
f ⊗ x ■ a	o 2024 LHDNM Copyrights		OurLocati	on .

- 1. Visit the MyTax Portal (Testing Environment) <u>https://preprod-mytax.hasil.gov.my/</u>.
- 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.

МуТах	estaal Sevices V eApplint	Anti-Customer Feedback:       User Manual         Image: Customer Feedback:       Image: Customer Feedback:         Image: Cust	
	This Site	Disclaimer : a Is For Testing Purposes Only	
f⊚x∎o			

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.

∽ 🔺 MyTax × +		– ø ×
← → C බ 😫 preprod-mytax.hasil.gov.my/Pe		☆ @ む _ ± 😔 :
	e Appointment Customer Feedback User Manual	BM
(- Back	Information Verification	First Time Login
	Is the email below your registered email? hair***@gmailcom	2
in the second	1 ◀── 💿 😳	, ů
First Time Login Application		
Enter the Following Information.		
New Identification No.		
Name		
e-Mail	hai****@gmailcom	
		Submit

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.

✓ ▲ MyTax X +		- a ×
← → ♂ ⋒ 😐 preprod-mytax.hasil.gov.my/PermohonanPinInvois?IdNo	=4405DCC0B76FCA6B5E5018E9560AA29C88E829FD845A89D22439CDAEF1FCE404&ldType=1	* · · · · · · · · · · · · · · · · · · ·
ezHasil Services ~ e-Appointment Custom	er Feedback User Manual	O Light BM
(+ Back		First Time Login
	First Time Login Application Taxpayers need to complete form CPSSD online The First Time Login activation link will continue to be sent to taxpayers' emails registered with the IRBM	800
First Time Login Application		
Enter the Following Information.		
New Identification No.		
Name		
e-Mail	hair***@gmeil.com	
		24

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

✓ ▲ MyTax × +		– ø ×
← → ♂ ⋒ ≒ preprod-mytax.hasil.gov.my/PermohonanPinInvois?IdNo=4		※ ● 다 F 은 :
ezilasil Services ~ e-Appointment Customer	Feedback: User Manuel	BM
(- Back		First Time Login
	PIN No. application is successful. Please check small for PIN No. registration	0000
First Time Login Application		
Enter the Following Information.		
New Identification No.		
Name		
e-Mail		
		Submit

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.

✓ ▲ MyTax × +		
← → C බ 🛱 preprod-mytax.hasil.gov.my/Permohon		🖈 💩 🖸 🕞 E
ezHasil Services ~ e-Appoin	tment CustomerFeedback UserManual	BM BM
(← Back	Information Verification	First Time Login
6	You do not have a registered e-mail. Please enter an active e-mail and download the identification document	~
in the second	1← 💌	080
First Time Login Application		
Enter the Following Information.		
New Identification No.	16161	
Name		
e-Mail		
Upload Ic Copy	This e-mail is only for e-CPSSD applications  Upter  Description  Please upload a color copy of your identity document (front and back), a color copy of your passport (photo page). Documents uploaded should not exceed ZMb. Formet: "jpg," pag, and "pdf.	
		Submit

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



The portal displays the first time login application page.

∽ ≜ MyTax × +		- ø ×
← → C ⋒ ≒ preprod-mytax.hasil.gov.my/PermohonanPin?Id		x 🔹 🗗 💮 🗄
ezHasil Services ~ e-Appointment	Customer Feedback User Manual	BM È
(- Back		First Time Login
	First Time Login Application Taxpayers need to complete form CPSSD online The First Time Login activation link will continue to be sent to taxpayers' emails registered with the IRBM	800
First Time Login Application		
Enter the Following Information.		
New Identification No.		
Name		
e-Mail	2 This e mail is only for e CF850 applications	)
Upload ic Copy	Hease uplead a color copy of your identity document (front and back), a color copy of your passport (photo page). Documents upleaded should not exceed 2Mb. Format: 'jpg, 'png, and 'pdf.	
	44	

- 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.

🗸 🔺 MyTax X +		- Ø ×
← → C බ 😄 preprod-mytax.hasil.gov.my/PermohonanPinInvois?IdNo=44		水 ● D   子 ① :
ezHasil Services -> e-Appointment Customer Fe		
	PIN No. application is successful. Please check email for PIN No. registration	
First Time Login Application		
Enter the Following Information.		
New Identification No.		
Name	AN	
e-Mail		

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.

ALAYSIA
Sir / Madam,
Click on the link below to proceed with your first time login for MyTax and digital certificate generation.
Name - MUHAMMAD ZULHAIRI BIN KAMARULZAILAN
Activation Link https://preprod-mytax/hasil.oov/my/FirstTimeLogin?htaxPin=OTg1OS0zMDk1LTE1M/EthTAzMg==&dt=538530732921503376
This link is valid until 27/6/2024 11:01:32 AM
Thank you.
Inland Revenue Board of Malaysia

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

	– ø ×
← → C 🖓 😫 preprod-mytachasil.gov.my/FirstTimeLogin?htarPin=Ofg1OS02MDI/2LTR3NJMNDMwCA%3D%3D8/dt=638538751163432286	* · · · · · · · · · · · · · · · · · · ·
ezHasil Services V eAppointment Customer Feedback User Manual	Ugit BM
(+ Back	First Time Login
Step 1         a       959       3096       9763       4308         Please choices ID Type	0000

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.

ezHasil Services ~ e-Appointment Customer Feed		
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		
New Identification No.		
Tax Identification Number (TIN)		
Registered e-Mail		
Password		_
Password	Password	ø
		▶ 5
Password (Again)	Password (Again)	10
Security Phrase	Security Phrase	<b>}</b> → 6
	You are advised not to use Name or Identification No. as a Security Phrase.	
	rou are autrice not to use many or neclanication no. as a second prinose.	
TERMS AND CONDITIONS FOR DIGITAL CERTIFICATE REGISTRATION		10
I hereby agree to provide my personal information that is true, accura as 'POS DIGICERT') as a licensed cartification authority to verify such i 1998 not to disclose information such except as required by the relev	is, current and complete as required in the digital certificate registration form (hareinafter referred to as Certificate) and authorize POS DIGCERT SDN B Information (from reference sources deemed consistant with the understanding that POS DIGICERT is bound by the Digital Signature Act, 1997 and the Dig Inf authorities or by faw.	ID (hereinafter referred to ital Signature Regulations,
TERMS AND CONDITIONS		
I have carefully read the following terms and conditions before apply	ng 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 7		
	8	Submit

- 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.

👻 🏄 Mylax x +		- а ×
← → C ⋒ ≒ preprod-mytax.hasil.gov.my/FirstTimeSetLogin?ldNo=4405DCC0876		∞ ☆ • Ď   ≟ .) :
Enter the Following Information.		
Name	$\odot$	
New Identification No.	Success	
Tax Identification Number (TIN)	Digital certificate generation successful. Please log in to MyTax using the password that has	
Registered e-Mail	been created	Q
Password	10 🗕 💌	- ·
Password (Again)	Abcd1234	•
Security Phrase	Z34Abod	
	You are advised not to use Name or Identification No. as a Security Phrase.	
as "905 DIGUEERT) as a licensed certification authority to verify such infor Regulations, 1998 not to disclose information such except as required by TERMS AND CONDITIONS		
Agree     Agree	or, accepting or using the Certificate. If I do not agree to these terms and conditione, I will not apply for, accept and use the Certificate.	
Disagree		
	fait	Butmit
f⊗x∎∂		Ourtacation

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.

👻 📥 MyTax	× +		
← → ଫ ଲ 🛎 preprod	-mytax.hasil.gov.my		@ ☆ @ Ď   Ø 날 📀 i
MyTax	ezHasil Services 🗸 e-Appointment Customer Feedback User Manual		BM BM
	Penafian : Laman Ini Adalah Untuk Tujuan Pengujian Sahaja Disclaimer : This Site Is For Testing Purposes Only	Image: sease choices in Type       Image: sease choices choices in Type       Image: sease choices	
f⊚x∎∂	01	2024 UHDNM Copyrights	Our Location

- 1. Visit the MyTax Portal (Testing Environment) <u>https://preprod-mytax.hasil.gov.my/</u>.
- 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.

👻 📥 MyTax	× +		- a ×
← → Ơ ଲ 🛱 pre	prod-mytax.hasil.gov.my		ह । २ २ २ २ २ २ २ २ २ २ २ २ २ २ २ २ २ २ २
MyTax	ezHasil Services 🗸 e-Appointment Customer Feedback User Manual		Udr BM
	Penafian : Laman Ini Adalah Untuk Tujuan Pengujian Sahaja Disclaimer : This Site Is For Testing Purposes Only	Verter Password       Image Enter Password       Image Enter Password       Vertrer Store Attempt       5       Image Enter Password       Vertrer Store Attempt	* COO
f 💿 🗶 🖬 d		© 2024 LHDNM Copyrights	Our Location

- 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).

× ▲ Myfax × +	- 0 X
← → ♂ ⋒ 🖙 preprod-mytaxhasil.gov.my/dashboard-content	★) ● 한 I 목 💮 🗄
exhaul Services	● Veri BM Logout
Your Tax Info	
Role Selection 0	1 8
Individual v	

1. Click the Profile button for role application.



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

	👻 📥 My/Tax X +				- o ×
	← → C ଲ 💷 preprod-mytaxhasiLgov.my/profile			© ☆ @	Ð∣⊚ :
9 ┥	edHasil Services V e-Appointment Customer Fer Water Bon Market Tax Komit Kostan Austranti LyiONM: NEGERI SEMBILAN	adback UserManual Mylnvois >	2	BM Logo	
			Role Application		-
	Role Application Please select Application Type, Role Type and Enter Application Inform	ation and Supporting Documents. Click <b>Submit</b>			0000
	Enter the Following Information.				
	Role Type	New Application		→ 3	
	Type of Application	Directors of the company		4	
		Tax identification Number (TIN) Company/Organization (eg1234567 [uncer] ) is all of documents to be uploaded Documents uploaded should not exceed 2Mb. Format : "Jpg." png, and "pdf.	89]	→ 5	
	1 who exercise authority under section 73 /75 / 7 organization to submit the prescribed form elect	58 of the Income Tax Act 1967 or section 27 of the Petroleum (Income Tax ronically as provided under section 152A of the Income Tax Act 1967 or se	Act 1967, hereby acknowledge that I am authorizer tion 82A of the Petroleum (Income Tax) Act 1967	i to represent the company or	

- 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).

✓ ▲ Mylax x +	- 0 ×
← → C A In preprod-mytachael.gov.my/dashboard-content	* • D   4 - • =
Velooms to MyTax     Tax Identification Number     LOHMN. Naccesi Exhellun  Your Tax Info	BM Logout
Role Selection () Individual v 1	0000

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

MyTax ezHasil Services ~ e-Appoint	ment Customer Feedback User Manual Mylnvois V	BM Logout
Welcome to MyTa: JH Tax Identification Number (T to LHDNM : WILAYAH PERSEKUTUAR POINGART	Selection	×
Your Tax Info		
Role Selection Ø	Individual	
	Estate Administrator V Individual	•
Directors of the company A	Estate Administrator	ŏ
	Directors of the company V	→ 2
	D	
	)	
	)	
	TAEF V	
	Representatives of Incapacitated Person	
	Employer V	
f 🕫 X 🖿 d		Our Location



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

ezHasil Services ~ eAppointn	nent Customer Feedback User Manual Mylnvois 🗸	 _	Upt BM Logout
Welcome to MyTa 3H Role 1 Tax Identification Number (TT 10 LHDNM : WILAYAH PERSEKUTUMA PORTOVINATION	Selection	× .	
Your Tax Info	Individual	I	
Role Selection 0	Estate Administrator	~	00
Directors of the company	Estate Administrator	~	000
	Directors of the company	~	Ŭ
	TAEF	~	
	Representatives of incapacitated Person	~	
	Employer	~	
	Lawyer	~	
	Director Representative	<b>}}3</b>	
	U		
	D.		
	h.		
	Employer Representative	~	
f © X ■ J			

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).

✓ ▲ Mylax × +	– Ø X
← → C A 😫 preprod-mytax/hasil.gov.my/dishboard-content	☆ • ⊅   ⊖ ±
MyTeX exHasil Services v eAppointment Customer Feedback User Manual Mytrivols v	BM Logout
Welcome to MyTax I Tax locatification Number: LHONA. MUXANI PERSENTUAN PUTRAJAYA	
	• • • • • • • • • • • • • • • • • • •
Role Selection 0	
Directors of the company	0
	Θ

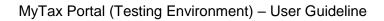
1. Click the Profile button to appoint a company representative.



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

MyTax × + C A :: preprod-mytax.hasil.gov.my/profile				
ezHasil Services ~ e-App	pointment Customer Feedback User Manual Myinvoi	s ×	-	Сирт ВМ 2
Velcome to MyTax lax identification Number ((IN) : s .HDNM : WILAYAH PERSEKUTUAN PUTRAJAYA				
Information Display	Maintenance	Role Application	Appoint a Tax A	gent Appointment of Repr
Appoint Company Representative				
Enter the Following Information.				
ld Type	Please choose ID Type			- → 3
	Enter the Identification No	of the Texposer		
	Enter the Identification No	, or the taxpayer		
				_
				54 Submit
Identification No.	Name	Date of Appointment	Date of Update Sta	itus Action
· · · · · · · · · · · · · · · · · · ·		28/08/2023	07/06/2024 Inac	tive Active
1				
1		10/06/2024	20/06/2024 Acti	
1		10/06/2024	20/06/2024 Acti	vo Carcol 1 - 2 of 2

- 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).