Frequently Asked Question

Question

How do I Add Access Software Sdn. Bhd. as Intermediary in MyInvois Portal?

Answer

Add Access Software as Intermediary to MyInvois Portal

For guidance, you can watch the <u>MyInvois Portal User Guide (Chapter 12) – Intermediary Management</u> video by LHDN, or follow the steps provided below.

Follow these steps to access your Taxpayer profile and add Access Software's information as an intermediary linked to your MyInvois Portal account.

MyTax ezHasil Services - e-Janji Temu Customer Feedback User Manual

- 1. Access MyInvois Portal
- 1.1. Log in to your MyTax portal at <u>MyTax (hasil.gov.my)</u>





Tax Balance

Refund Amount Latest Amount Appro

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RM

Ugyt BM

e-Filing Form Status For Assessment Year

You Have No Restriction 🕖

 2023 e-Form
 2022

Stoppage Order Review

2023 e-Form BE was submitted on 10/04/2024

BE was submitted on 09/04/2023

1.3. On the MyTax Portal menu panel, click **MyInvois**. You will be directed to your MyInvois Portal

Role Selection ()

Your Tax Payment Status

Tax Total Thank You For Your Contribution To The Nation

Individual

2



2. On the MyInvois Portal page, go to the top-right corner and click on the Profile dropdown menu. From the options, choose "View Taxpayer Profile".

Check that your company name appears under "View Taxpayer Profile." If it does not, click "Switch Taxpayer" to select your company.

	MyInvois Portal	FAQ EN BM AB
යි Home	6 Home	View Taxpayer Profile
Documents		AXXX_XXXX, BHD,
Submissions		
🔲 User Guide	12	A View my Profile
	LHDN M A L A Y S I A	E→ Log out
	Welcome to Mylnyo	is Portal

2.1. On the Taxpayer Profile screen, scroll down to the **Representatives** section and select the **Intermediaries** tab. Click on **"Add Intermediary**" option to go to the add intermediary screen.

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• Back to MyInvois Portal					
✓ Manage Profile					
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🗒 Taxpayer Profile	User ERP	Intermediaric			
	Name	TIN	BRN	Representation Fro	
	No records to show				

- 2.2. A pop-up window will appear for you to enter the intermediary details:
 - a. Fill in the Intermediary information as provided below:
 - Name : Access Software Sdn. Bhd.
 - BRN : **199701025891**
 - TIN : **C1858042040**
 - b. Click on the "Search" icon to verify
 - c. Click on the **Continue**" to proceed to next step

 Back to MyInvois Portal Manage Profile 	□ Add Intermedi	ary		×	ermediary
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				Continue	

- 2.3 Another pop-up window will appear for you to edit the representation period and permissions.
 - The "Representation From" and "Representation To" dates define the period during which the Access Software is authorized to act as your representative within the MyInvois portal.

Note: The date range can be set for up to 5 years.

- Toggle to set permission for Access Software to access and transmit your e-invoices to the LHDN for validation on your behalf. By granting Access Software appropriate permissions, it will be able to use its credentials (Client ID & Secret and Digital Certificate) to securely transmit your e-invoices to the LHDN portal.
- Once completed, click the "Add Intermediary" button to complete the process.

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	Sunta Biox	Permissions	101/2025	
		Document - View (Always enabled)		0
		Document - Submit		0
		Document - Cancel	turning toggle ON and OFF	0
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	Use	Notifications - View		0
	No	Reset all to default	Previous	
	1	reset all to denault	Previous Add Intermediary	

2.4 You have now successfully added Access Software as an intermediary in your MyInvois Portal.

Representatives	_					& Reg	ister ERP 🐵 Add Intermediary
User	ERP	Intermediaries				68 J.5	
Name	TIN	BRN	Representation Fr	Is Foreign Company	Is Peppol Supported	Status	
AXXX_XXXX. BHD.	C1858042040	199701025891	29/7/2024-31/7/2025	No	No	Active	1
Results: 1							Results per page: 10 V

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