

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

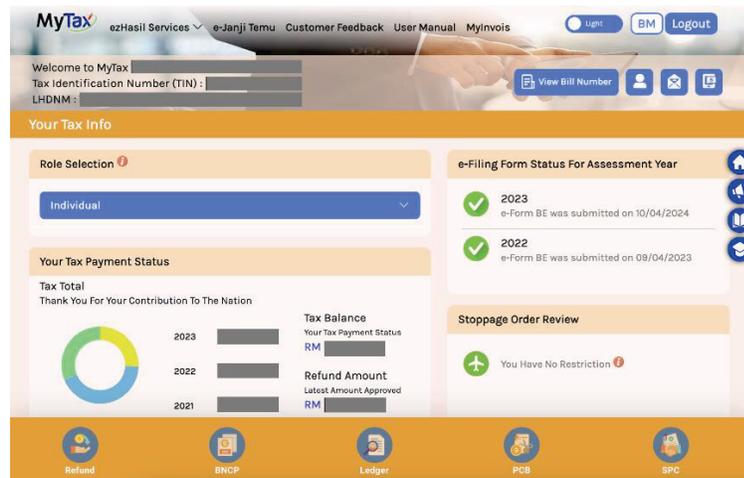
For guidance, you can watch the [MyInvois Portal User Guide \(Chapter 12\) – Intermediary Management](#) video by LHDN, or follow the steps provided below.

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

1. Access MyInvois Portal
 - 1.1. Log in to your MyTax portal at [MyTax \(hasil.gov.my\)](https://hasil.gov.my)



- 1.2. After you log in, you will be directed to this page



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



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.



- 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.

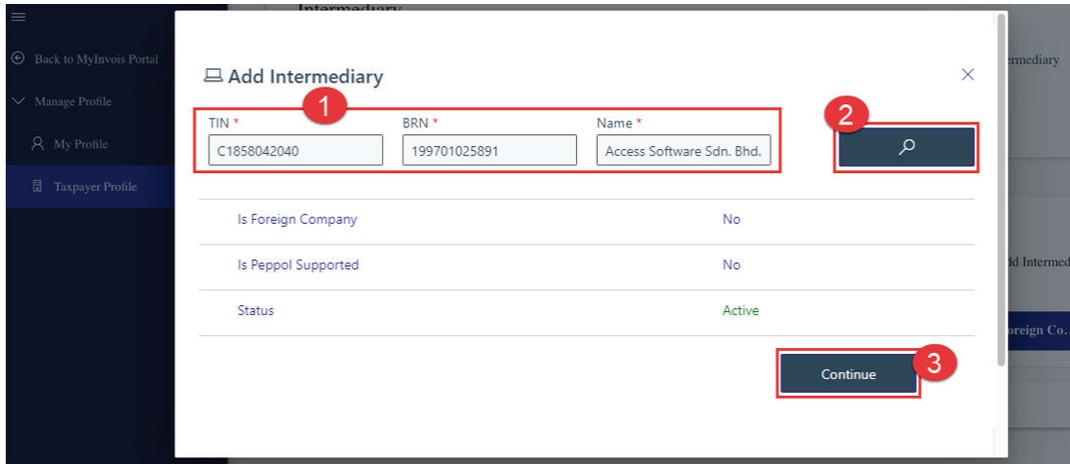


- 2.2. A pop-up window will appear for you to enter the intermediary details:

- 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

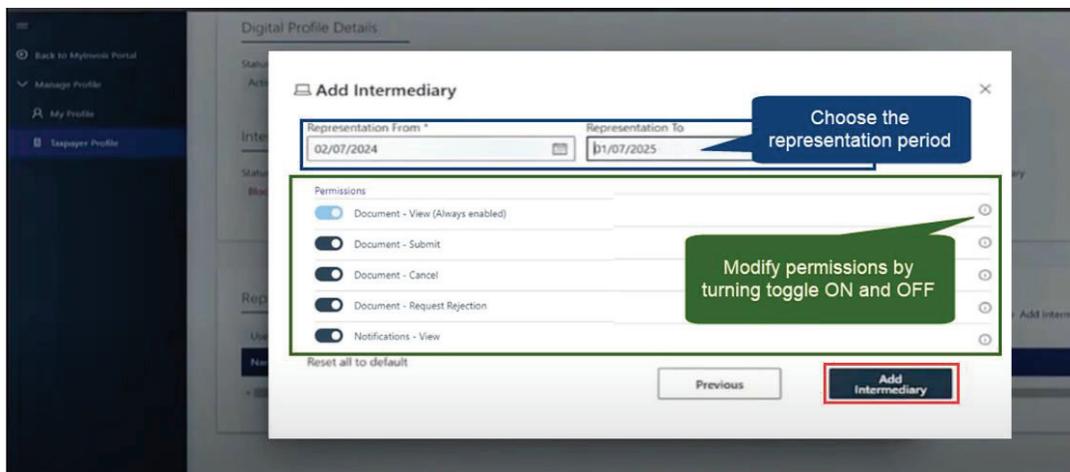


2.3 Another pop-up window will appear for you to edit the representation period and permissions.

- 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.



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

Representatives

Register ERP Add Intermediary

User		ERP	Intermediaries				
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	:

Results: 1 Results per page: 10

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