

Add and Manage Intermediary at MyInvois Portal

This guide provides end users the step-by-step process of accessing, reviewing, and updating the information of intermediaries: Storecove Malaysia Sdn Bhd at MyInvois Portal. End users are able to manage the details of their designated intermediaries, such as contact information, representation permissions, and the duration of representation.

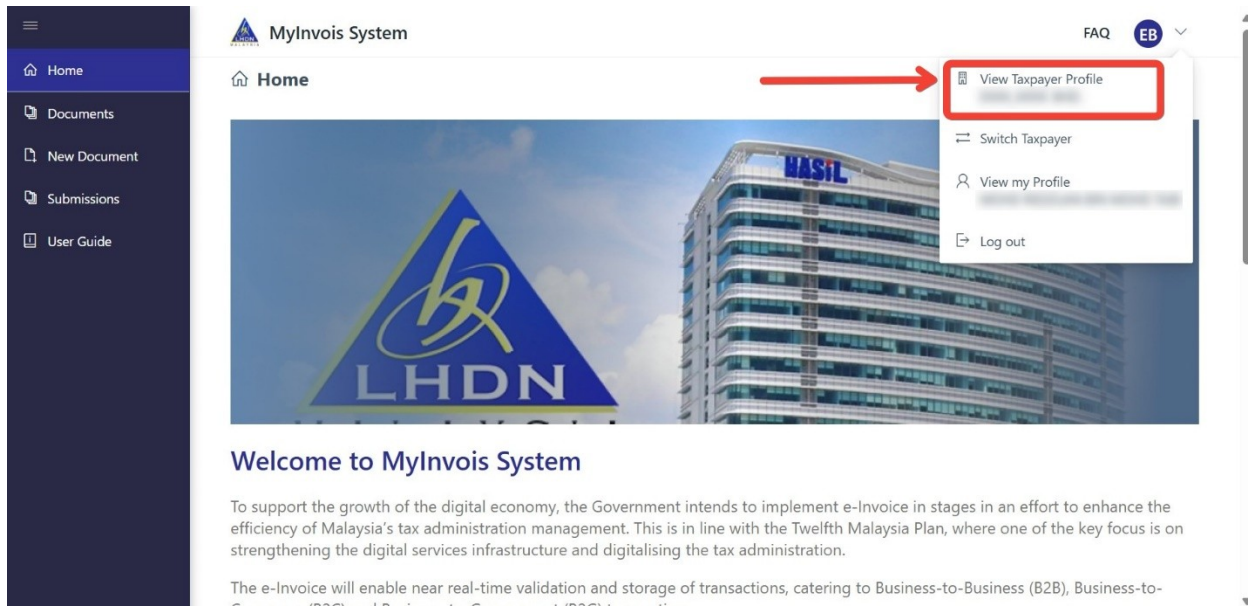
There are 2 difference environment websites to access the MyInvois Portal

- a) Sandbox testing URL : <https://preprod-mytax.hasil.gov.my>
- b) Production Live URL: <https://mytax.hasil.gov.my>

Step By Step Guide

Step 1: Access the Taxpayer Profile

- On the top-right hand side of the MyInvois Portal, select the profile dropdown, then select **View Taxpayer profile**.



The screenshot displays the MyInvois System interface. On the left is a dark sidebar with navigation links: Home, Documents, New Document, Submissions, and User Guide. The main content area features the MyInvois System logo and a 'Home' button. A large banner image shows the LHDN logo and a building. Below the banner is a 'Welcome to MyInvois System' message. In the top right corner, there is a profile dropdown menu with the following options: View Taxpayer Profile (highlighted with a red box and a red arrow), Switch Taxpayer, View my Profile, and Log out. The top right also includes 'FAQ' and 'EB' icons.

This step grants you access to view the taxpayer's profile information.

Step 2: View Intermediary Information

- Scroll down on the Taxpayer Profile page and click on the Intermediaries tab under Representatives to view the Intermediary Representatives.

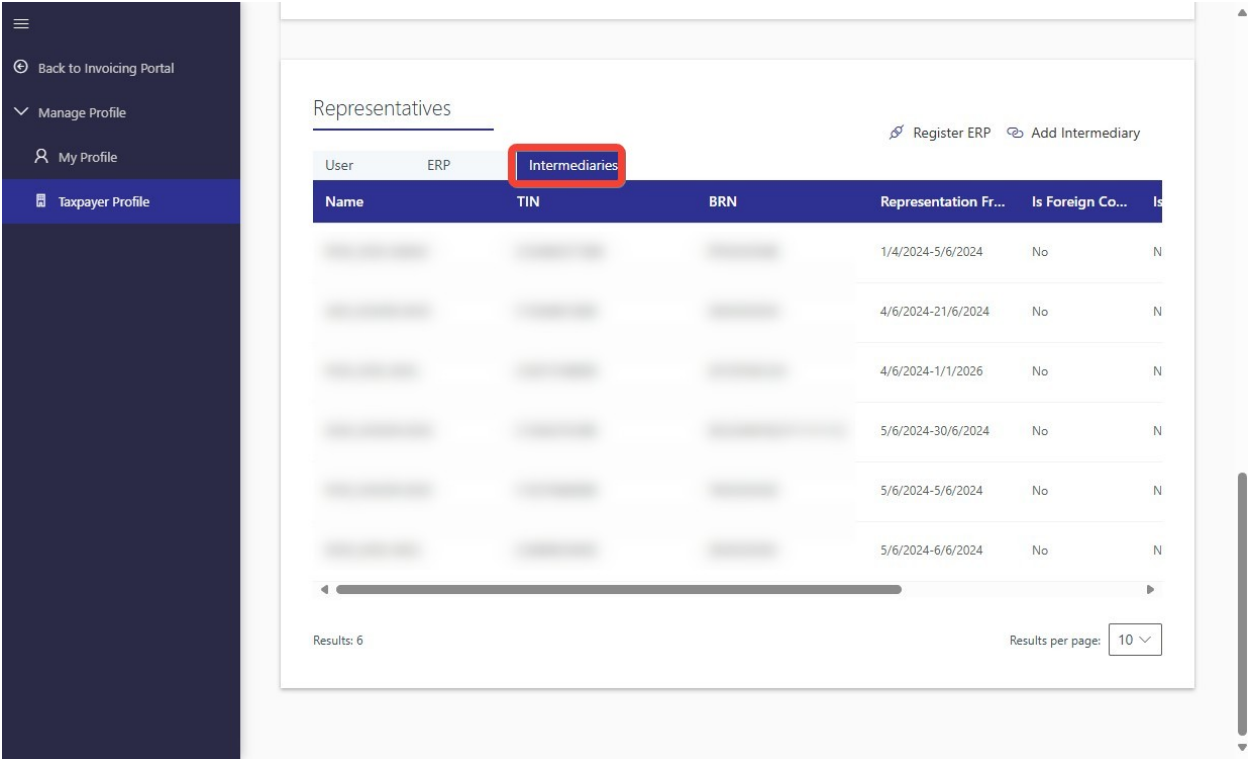
The screenshot shows the 'Taxpayer Profile' page in the MyInvois System. On the left is a navigation sidebar with 'Taxpayer Profile' selected. The main content area is divided into two sections. The top section, 'Represented Taxpayers', contains a table with the following data:

Name	TIN	Representation From - To	Status
[Redacted]	[Redacted]	21/4/2024-3/6/2024	Active
[Redacted]	[Redacted]	21/4/2024-2/6/2024	Active
[Redacted]	[Redacted]	21/4/2024-3/6/2024	Blocked
[Redacted]	[Redacted]	21/4/2024-3/6/2024	Active
[Redacted]	[Redacted]	21/4/2024-3/6/2024	Active
[Redacted]	[Redacted]	21/4/2024-3/6/2024	Active
[Redacted]	[Redacted]	21/4/2024-3/6/2024	Active
[Redacted]	[Redacted]	21/4/2024-3/6/2024	Active
[Redacted]	[Redacted]	21/4/2024-3/6/2024	Active
[Redacted]	[Redacted]	21/4/2024-3/6/2024	Active

The bottom section, 'Taxpayer Profile', shows the 'Intermediary' tab selected in the 'Profile' section. The 'Details' section includes the following fields:

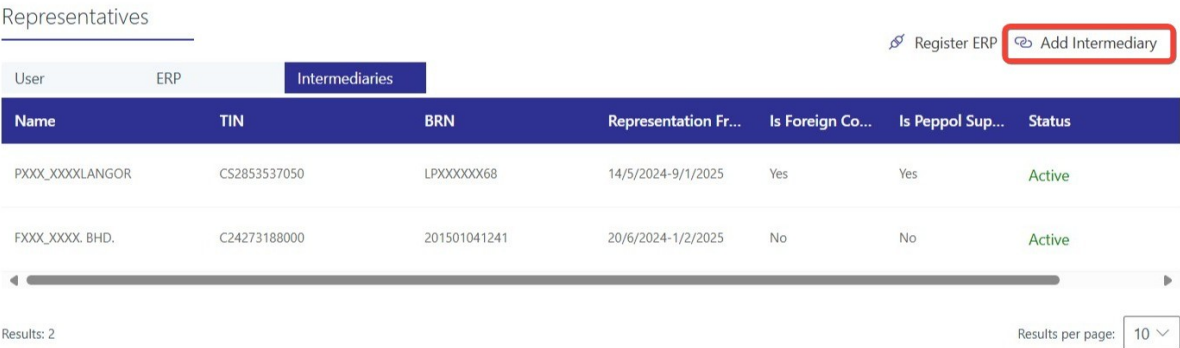
- Status: Active
- Is Foreigner Company:
- Is Peppol Supported:
- Register As Intermediary:

- Click on an Intermediary tab to view the respective Intermediary information.



Step 3: Add Intermediary

- Click on "Add Intermediary"



- Enter TIN, BRN and Name in the respective data fields.

TIN: C58782756040 BRN: 202401023960 Name: Storecove Malaysia Sdn. Bhd.

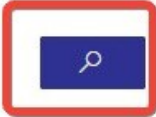
- Click on search icon.
- Note: TIN and BRN should be correct.
- Click on "Continue".

+ Add Intermediary
×

TIN *

BRN *

Name *



Is Foreign Company

No

Is Peppol Supported


No

Is Registered as Intermediary

Yes

status

Active



- Modify the "Representation From" and "Representation To" dates, as per your requirement.
- Modify the permission using toggle button as per your requirement.
- Click on "Add Intermediary" button.

+ Add Intermediary
×

Representation From *

Representation To

Permissions

Document - View (Always enabled) Yes


Document - Submit No

Document - Cancel No

Document - Request Rejection No

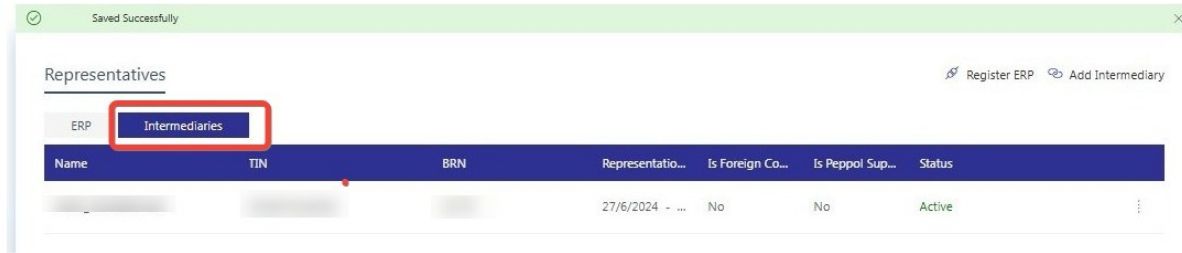
Notifications - View No

Reset all to default



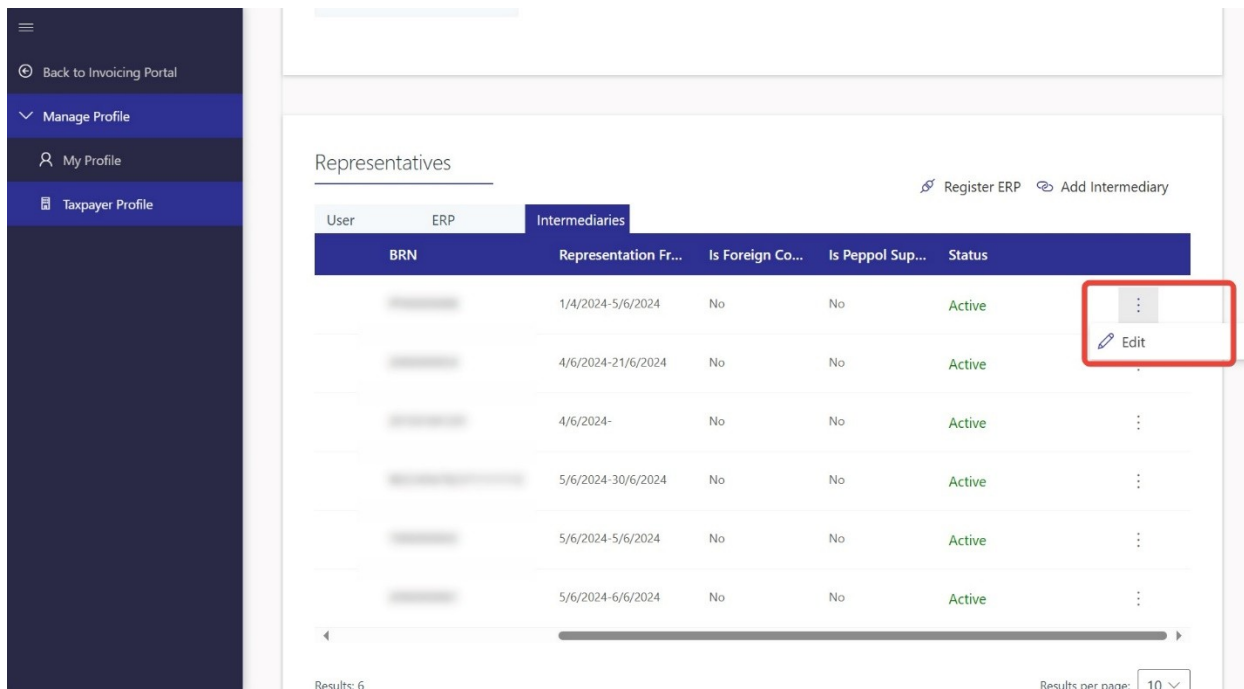
- Once Intermediary is added you will be redirected to "Search TaxPayer Page" with success message.

- Click on an "intermediaries" tab to view the respective Intermediary information you have added.



Step 4: Manage Intermediary's permission

- Scroll to the right and click on the three dots (ellipsis), an "Edit" button option will appear, allowing you to modify the selected intermediary.



- You have the ability to modify the "Representation From" and "Representation To" dates, as well as the permissions associated with the intermediary.

- Click on "Save Intermediary" to save your changes

Edit Intermediary ×

Representation From * Representation To

Permissions

Document - View (Always enabled) Yes

Document - Submit No

Document - Cancel No

Document - Request Rejection No

Notifications - View No

Reset all to default

Save Intermediary