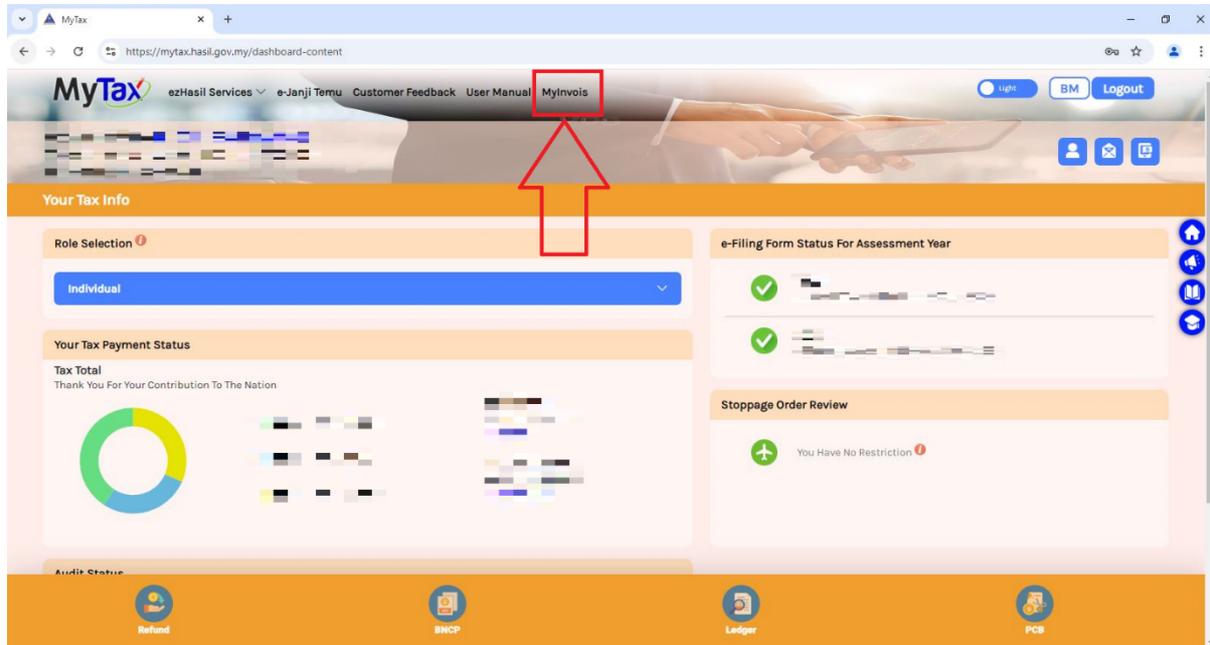
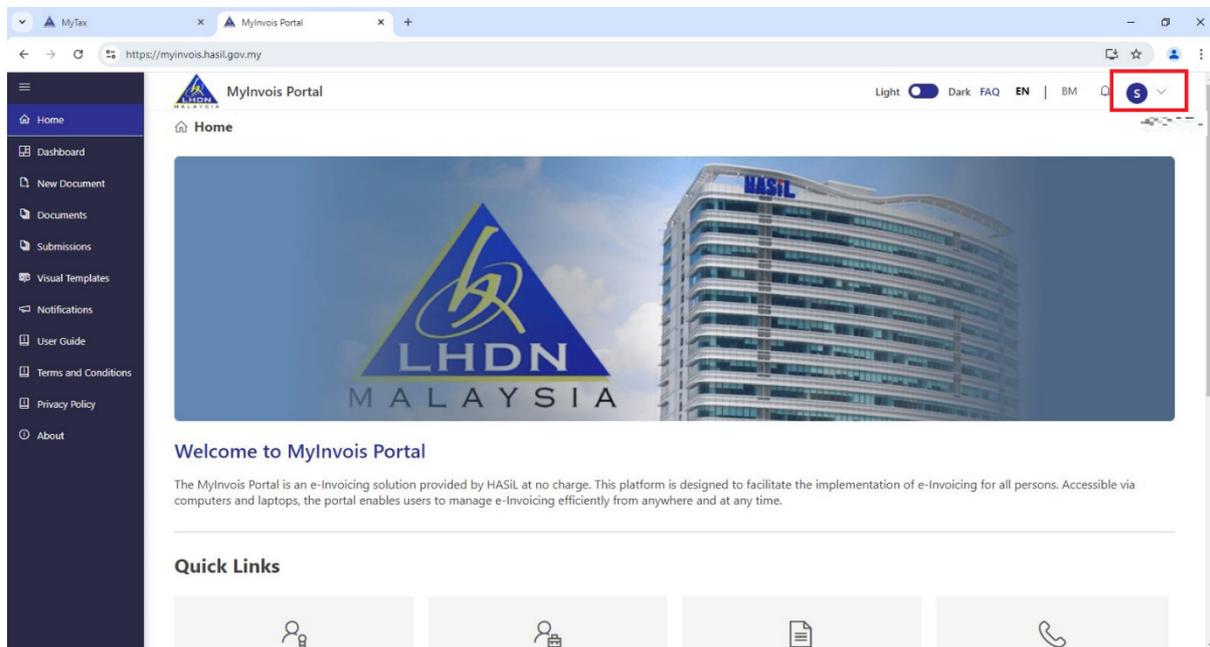


# How to Register ERP and Add Intermediary in MyInvois.

## 1. Login MyTax, Click **MyInvois**

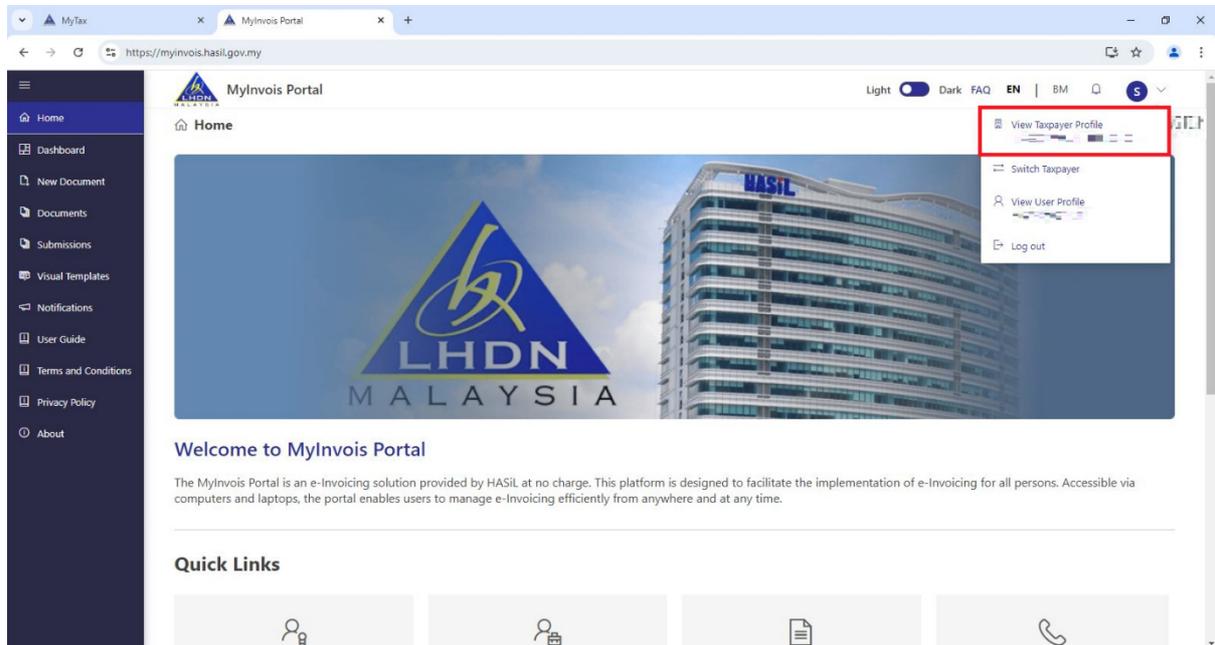


## 2. Click **Profile Icon**

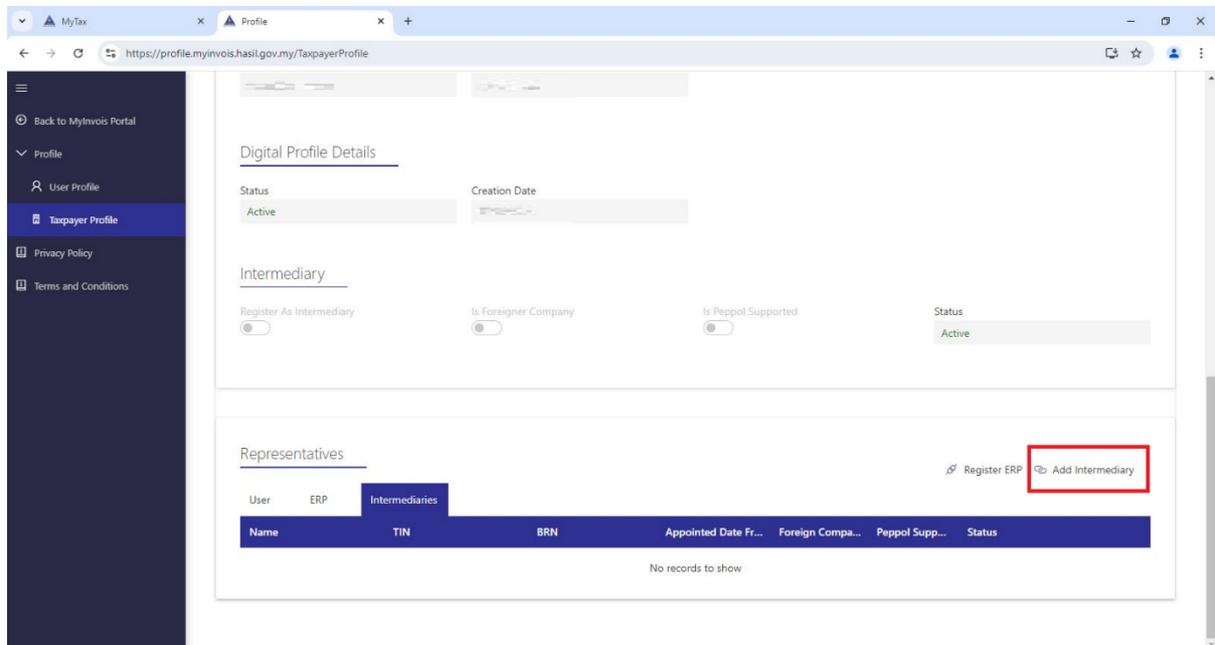


### 3. Click **View Taxpayer Profile** – (Under your Company Name)

When it does not show your Company Name in “View Taxpayer Profile”. Press Switch Taxpayer to change it until you see your Company Name in “View Taxpayer Profile”



### 4. Click **Add Intermediary** (if have any)



## 5. Fill in TIN, BRN, and Name

For **Superior Accounting User** here is the intermediary info :

TIN : C23789092050

BRN : 201201035565

Name : SUPERIOR IT SOLUTIONS SDN BHD

The screenshot shows the 'Add Intermediary' form in the MyInvois Portal. The form is titled 'Add Intermediary' and has a close button (X) in the top right corner. The form contains the following fields:

- TIN \*: C23789092050
- BRN \*: 201201035565
- Name \*: SUPERIOR IT SOLUTIONS SDN BHD

The TIN, BRN, and Name fields are highlighted with a red box. Below these fields, there is a captcha field with the text 'v u 9 X S 5 C' and a search icon. The captcha field is currently empty and labeled 'Enter Captcha Value'. Below the captcha field, there are three checkboxes: 'Is Foreign Company', 'Is Peppol Supported', and 'Status'. The 'Continue' button is disabled.

## 6. Fill in Captcha, then click the **Search icon**

The screenshot shows the 'Add Intermediary' form in the MyInvois Portal. The form is titled 'Add Intermediary' and has a close button (X) in the top right corner. The form contains the following fields:

- TIN \*: C23789092050
- BRN \*: 201201035565
- Name \*: SUPERIOR IT SOLUTIONS SDN BHD

The captcha field is filled with 'ELgWKJ' and labeled 'ELgWKJ'. Below the captcha field, there is a green message 'Captcha Is Valid'. The search icon is highlighted with a red box. Below the search icon, there are three checkboxes: 'Is Foreign Company', 'Is Peppol Supported', and 'Status'. The 'Continue' button is now active.

## 7. Click **Continue**

The screenshot shows a web browser window with the URL <https://profile.myinvois.hasil.gov.my/TaxpayerProfile>. The page displays a modal window titled "Add Intermediary". The form fields are as follows:

Field	Value
TIN *	C2378909205d
BRN *	201201035565
Name *	SUPERIOR IT SOLUTIONS SDN BHD
ELgWKJ	ELgWKJ
Is Foreign Company	No
Is Peppol Supported	No
Status	Active

The "Continue" button at the bottom right of the modal is highlighted with a red rectangular box.

## 8. Fill in **Representation Date**

Example when Representation From Date is today date (09/12/2024). So the Representation To Date should be 09/12/2027. It means add 3 Year on the Representation To Date.

The screenshot shows the same web browser window. The modal window "Add Intermediary" is now at the "Representation" step. The "Representation From" and "Representation To" fields are highlighted with a red rectangular box.

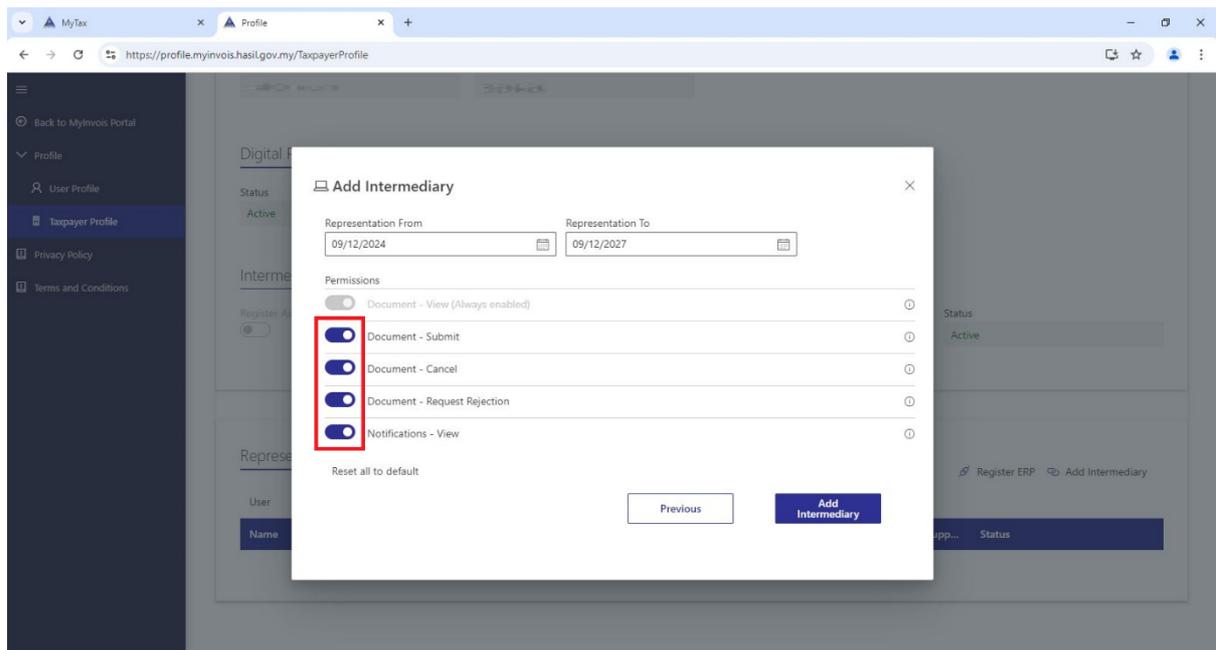
Field	Value
Representation From	09/12/2024
Representation To	09/12/2027

Below the date fields, there is a "Permissions" section with several toggle switches:

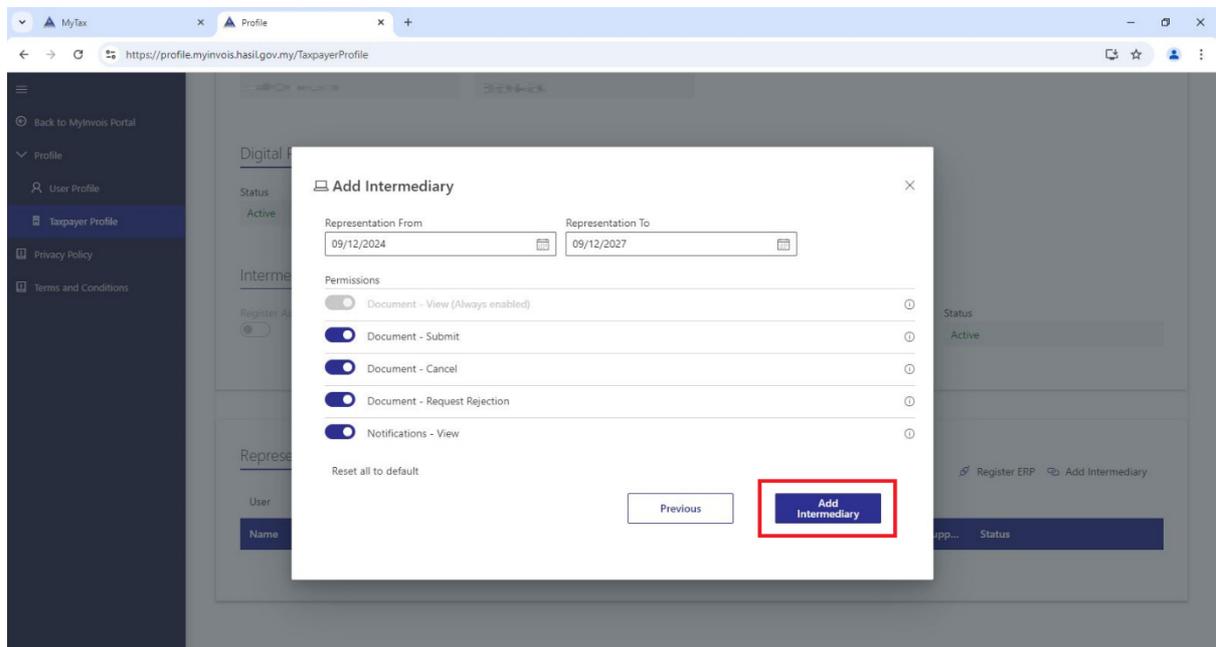
- Document - View (Always enabled)
- Document - Submit
- Document - Cancel
- Document - Request Rejection
- Notifications - View

At the bottom of the modal, there are two buttons: "Previous" and "Add Intermediary".

## 9. Allow all permission



## 10. Click Add Intermediary



## 11. Intermediary added

The screenshot shows the 'Taxpayer Profile' page in the MyInvois Portal. The 'Intermediary' section has three toggle switches: 'Register As Intermediary' (off), 'Is Foreigner Company' (off), and 'Is Peppol Supported' (off). The 'Status' is 'Active'. The 'Representatives' section has tabs for 'User', 'ERP', and 'Intermediaries'. The 'Intermediaries' tab is active, showing a table with one record highlighted in red:

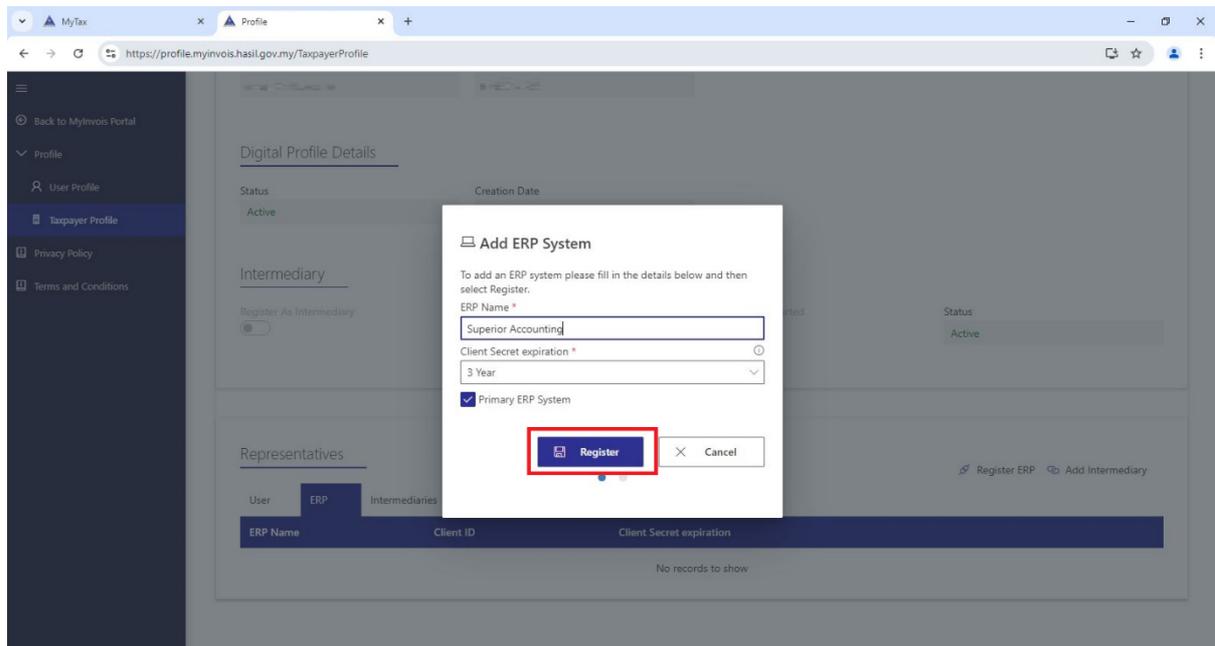
Name	TIN	BRN	Appointed Date Fr...	Foreign Compa...	Peppol Supp...	Status	
SUPERIOR IT SOLUTIONS SDN...	C23789092050	201201035565		No	No	Active	⋮

Results: 1. Items per page: 10

## 12. Click Register ERP

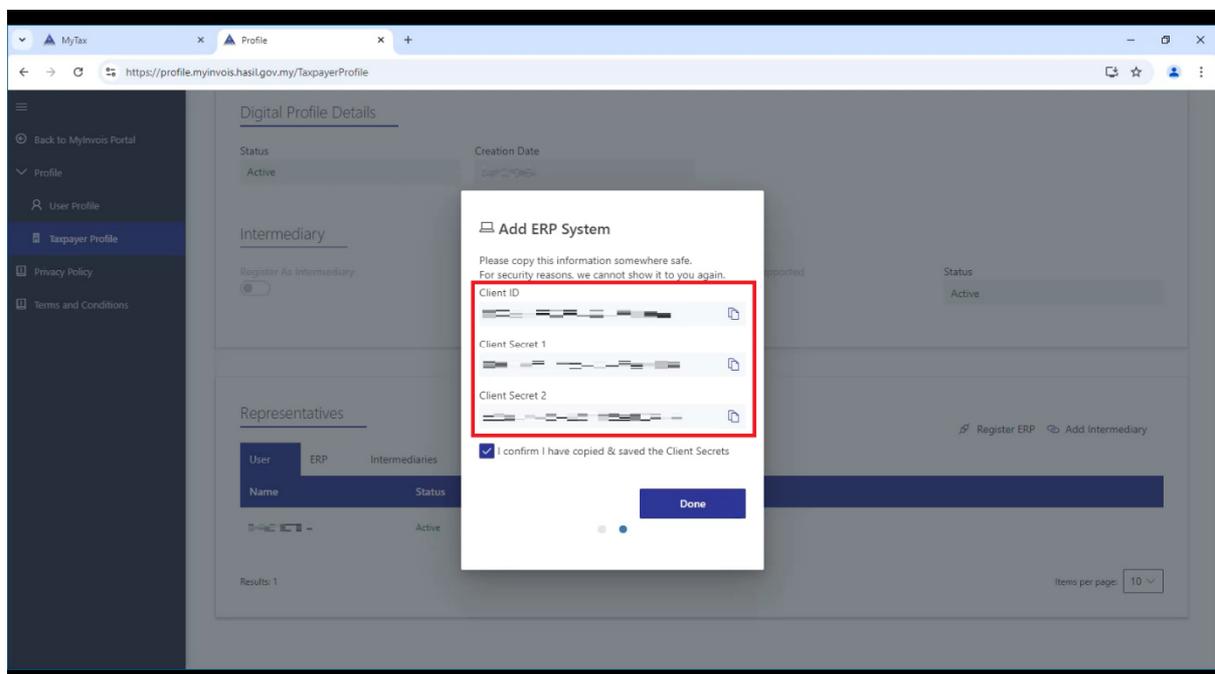
The screenshot shows the 'Taxpayer Profile' page. The 'Intermediary' section is the same as in the previous screenshot. In the 'Representatives' section, the 'ERP' tab is active. The 'Register ERP' button is highlighted with a red box. Below the table, it says 'No records to show'.

13. Enter the ERP Name as **“Superior Accounting”**, Select **“3 Year”** Client Secret Expiration , then click **Register**

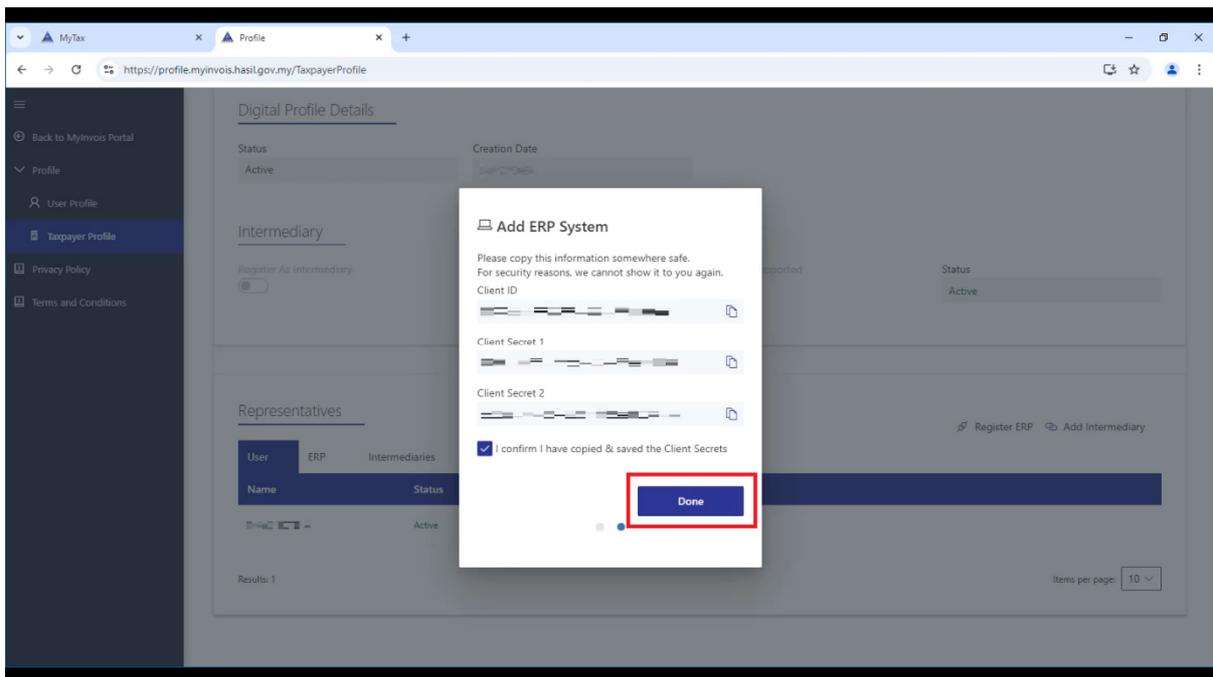


14. MyInvois portal will generate your **ERP Client ID, Client Secret 1 and 2**

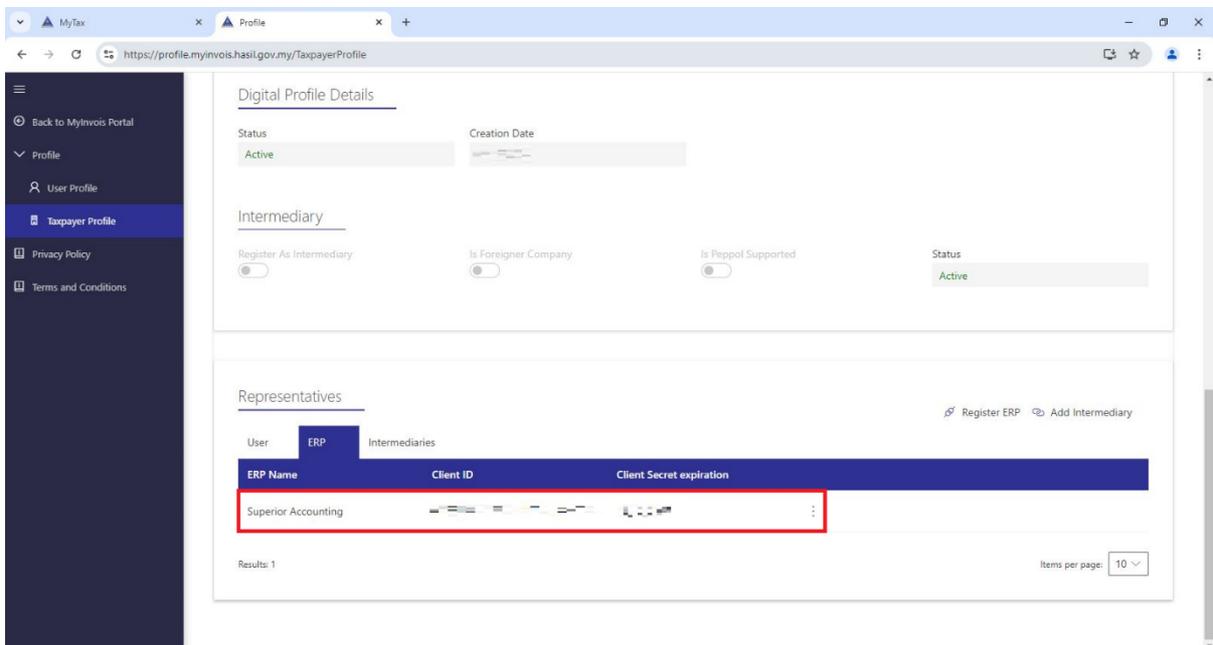
**Make sure your Save it The Client ID, Client Secret 1 and 2. Because it will be use it in [Superior Accounting Software when doing e-Invoice]**



## 15. Click Done



## 16. ERP registered



-DONE-