Add and Manage Intermediary at Myinvois Portal

This guide provides the end user the step-by-step process of accessing, reviewing, and updating the information of intermediary: B2BRouter at MyInvois Portal.

End users can manage the details of an appointed intermediary, such as contact information, representation permissions, and the duration of representation.

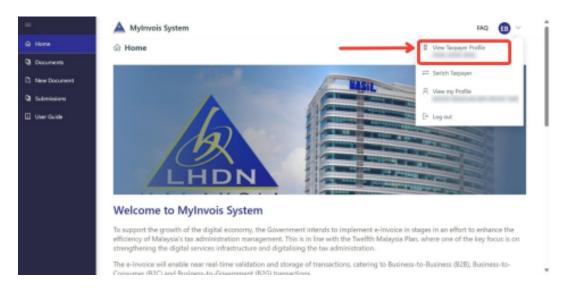There are 2 differences environment to access the Myinvois Portal

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

Step By Step Guide

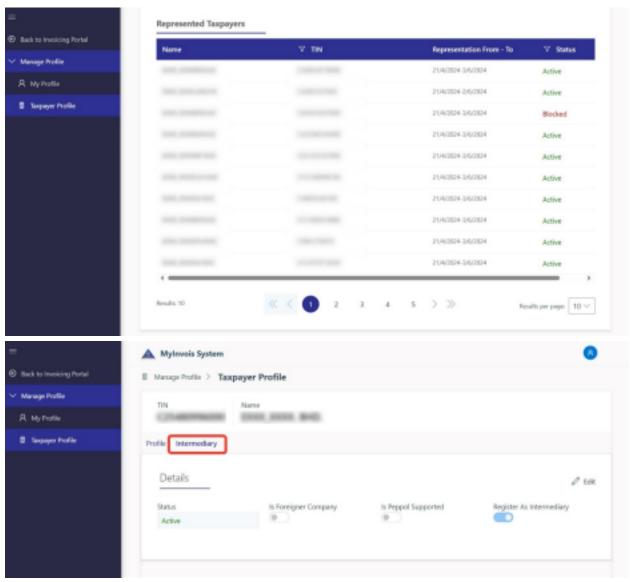### Step 1: Access the Taxpayer Profile

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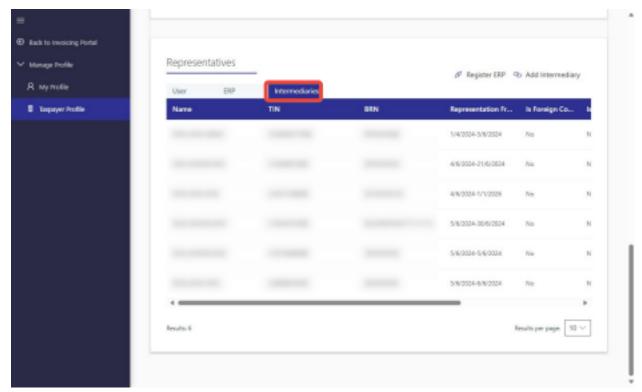

This step grants you access to view the taxpayer's profile information.

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.

• 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 for B2BRouter as Intermediary:

Production myinvois portal:

TIN: C58930336080
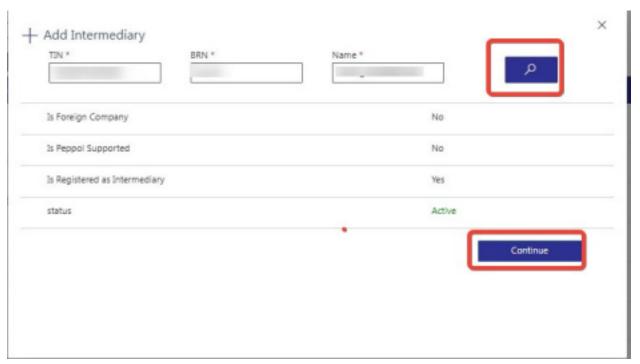**BRN: B63276174**
Name: B2BROUTER GLOBAL SL

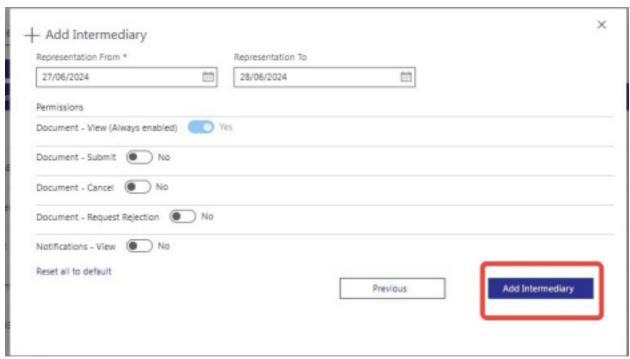**Pre-Production (sandbox) myinvois portal:**
- **TIN: C58930336080**
- **BRN: B63276174**
- **Name: BXXX_XXXXSL**

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

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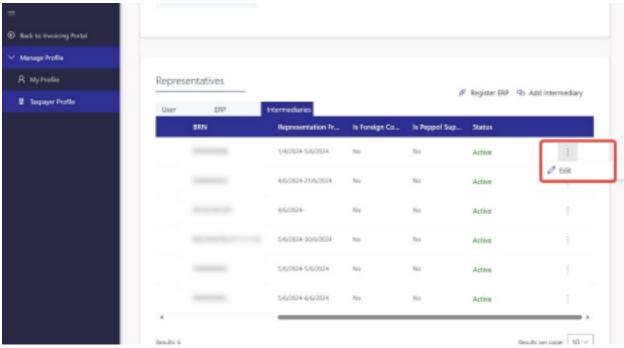• Click on "Add Intermediary" button.

- 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