

User Guide For “e-Services Authorisation System (EASY) -For Own Organisation’s Matters”

(Version 2.0)



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e-Services Authorisation System (EASY)

EASY is

- ❑ An online business authorisation system that allows organisations to authorise staff or third party organisations to access government e-services on their behalf
- ❑ The gateway to a wide range of e-services provided by various government agencies

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Login EASY



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Our Nation.



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[Printer friendly](#)

Property Tax Billing for Year 2009

IRAS is issuing the Property Tax Bills for 2009 in Nov and Dec 2008.
More [Property Tax payment information](#).

Individuals

- ◆ [For locals](#)
(employees, contract staff, pensioners, working overseas...)
- ◆ [For foreigners](#)
(employees, professionals, public entertainers, non-resident directors...)

Businesses

- ◆ [For companies](#)
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(freelancers, commission agents, taxi drivers, hawkers...)
- ◆ [Responsibilities as an employer](#)
- ◆ [Withholding tax](#)
(for payment to non-resident)

Property

- ◆ [For property buyers](#)
- ◆ [For home owners](#)
(HDB, private apartments, landed homes)
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- ◆ [For Land owners](#) (including redevelopment properties)
- ◆ [For estate agents & lawyers](#)
- ◆ [Services](#)
(house numbering, licenses...)

GST

- ◆ [Introduction to GST](#)
- ◆ [Registering for GST](#)
- ◆ [For GST-registered traders](#)
- ◆ [For consumers](#)
(shoppers, tourists, customers...)
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- ◆ [Check if a business is GST registered](#)
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Log in to
**myTax
Portal**

Your one-stop
personalised portal for
transacting with IRAS

[Request SingPass \(IRAS PIN\)](#)

[e-Services Authorisation System \(EASY\)](#)

[Quick links](#)

Click **<e-Services Authorisation System (EASY)>** at IRAS' Homepage.

Highlights

21-Nov-2008

[e-Tax Guide](#)

[GST Guide for the Market Participants in the New Electricity Market of Singapore](#)

13-Nov-2008

[Media Release](#)

[Outcome of MOF's Public Consultation on R&D for Income Tax Purposes](#)

31-Oct-2008

Login EASY



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EASY stands for e-Services Authorisation System, an online system that allows organisations to authorise their employees or a third party to access e-Services on their behalf.

Please ensure that you have your

- Organisation's tax reference number
- Organisation's [e-Services Access Code](#)
- Personal tax reference number
- [SingPass](#) or [IRAS PIN](#)

[Find out how to use EASY](#)

To begin authorisation for the organisation, login using your personal SingPass or IRAS PIN

SingPass

IRAS PIN

> Request [SingPass](#) or [IRAS PIN](#)

Click **<IRAS PIN>** or **<SingPass>** to login.

myTax Portal and EASY will not be available on Mon to Sat, from **2am to 6am(SGT)** and on Sun, from **2am to 8.30am(SGT)**, due to daily maintenance. We apologise for any inconvenience caused.

Login EASY (Using IRAS PIN)

The screenshot shows the EASY login interface. On the left is a navigation menu with categories: e-Citizen Homepage, Request For (Access Code, SingPass, IRAS PIN), Email Us For (Help or Feedback), and Contact Us. The main content area is titled 'EASY - Log in' and contains the following fields: 'Log in to' (dropdown menu), 'My Tax Reference No.' (input field), 'My IRAS PIN' (input field), 'My Organisation Reference No.' (input field), and 'e-Services Access Code' (input field). A red box highlights the 'Log in to' dropdown menu and the three input fields below it. The dropdown menu is set to 'Authorise staff / third party to act for my organisation matters'. The 'My Tax Reference No.' field contains 'NRIC' and 'S1234567A' with a note '(e.g. S1234567Z, F1234567A)'. The 'My IRAS PIN' field contains seven dots. The 'My Organisation Reference No.' field contains 'UEN-OTHERS' and 'S08SS0123A'. Below the fields are 'Log in', 'Clear', and 'Cancel' buttons. A purple banner at the bottom right contains the text: 'With the implementation of Unique Entity Number (UEN), ROC/ROB has been removed from the "drop-down" selection list. Please see table below.' A red arrow points from this banner to the dropdown menu.

1. Select <Authorise staff / third party to act for my organisation matters>.
2. Enter <My Tax Reference No.>, <My IRAS PIN>, <My Organisation Reference No.>, <e-Services Access Code> and click <Log in>.

Login EASY (Using SingPass)



Singapore Personal Access



[Terms of Use](#) | [FAQs](#) | [Help](#) | [About Us](#)

Welcome

to SingPass Authentication Service

SingPass ID (Enter your **Identification Number**)
e.g. S1234567G, G1234567G

SingPass (8-24 characters, CASE-SENSITIVE)

Tick here to change your SingPass

By clicking on the Submit button, you agree to be bound by the terms and conditions listed below.

1. Enter <SingPass ID> and <SingPass>
2. Click <Submit>

[Do not have a SingPass? Apply here.](#)

[Forgot your Password? Reset here.](#)

Login EASY (Using SingPass)

EASY

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EASY - Log in

Log in to : Authorise staff / third party to act for my organisation matters ▼

My Organisation Reference No. : UEN-OTHERS ▼ S08SS0123A

e-Services Access Code : ●●●●●●●●

With the implementation of Unique Entity Number (UEN), ROC/ROB has been removed from the "drop-down" s list. Please see table below.

Please enter the correct Organisation Tax Reference Number as follows:

1. Select **<Authorise staff / third party to act for my organisation matters>**
2. Enter the IPC's reference number
3. Enter the e-Service Access Code
4. Click on **<Log in>**

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Authorise Staff



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 - IRAS PIN
- **Email Us For**
 - Help or Feedback
- **Contact Us**

EASY - Main Menu

To Authorise:
[Staff](#)
Third Party

Click **<Staff>**.

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Authorise Staff



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EASY - To Authorise Staff

Staff Tax Reference No.

:

(e.g. S1234567Z, F1234567A)

Agency/ Ministry

:

Enter <Staff Tax Reference No.>.

Authorise Staff



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■ **Logout**

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■ **Change IRAS PIN**

■ **Request For**

- Access Code

- SingPass

- IRAS PIN

■ **Email Us For**

- Help or Feedback

■ **Contact Us**

EASY - To Authorise Staff

Staff Tax Reference No.

:

(e.g. S1234567Z, F1234567A)

Agency/ Ministry

:

IRAS 25/11/2008-62R

Please select
Inland Revenue Authority of Singapore (IRAS)
JTC Corporation (JTC)
Ministry of Trade and Industry (MTI)
Land Transport Authority (LTA)
Ministry of Home Affairs (MHA)
Immigration and Checkpoints Authority (ICA)
Singapore Civil Defence Force (SCDF)
Accountant-General's Department (AGD)
Singapore Workforce Development Agency (WDA)
Subordinate Courts (SUBCT)

Select <Inland Revenue Authority of Singapore (IRAS)>.

Authorise Staff



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- **Request For**
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 - SingPass
 - IRAS PIN
- **Email Us For**
 - Help or Feedback

EASY - To Authorise Staff

Staff Tax Reference No.

:

(e.g. S1234567Z, F1234567A)

Agency/ Ministry

:

Click <Next> to proceed.

Authorise Staff

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 - Help or Feedback
- Contact Us

EASY - To Authorise Staff

Staff Tax Reference No. : S1234567A

Agency/ Ministry : Inland Revenue Authority of Singapore (IRAS)

List of e-Services

Note: The Staff you have authorized to perform e-filing services on your behalf will also have access to other e-services on myTax Portal. Click on the respective help for more information on the authorisation and to view the complete list of e-services.

Corporate Tax Matters Effective Date Of Authorisation From: [] To: []

e-Filing of Forms/Applications/Objections **Role:** [Please select]

Effective Year of Assessment From: [] To: []

Payment/Refund/Giro/Account Summary

GST Matters Effective Date Of Authorisation From: [] To: []

e-Filing of Returns/Applications **Role:** [Please select]

Payment/Refund/Giro/Account Summary

Property Tax Matters Effective Date Of Authorisation From: [] To: []

e-Filing of Forms/Claims/Objections*

Payment/Refund/Giro/Account Summary*

*Note: Staff or Third Party that are authorised can access to all your properties

e-Notice Of Transfer Effective Date Of Authorisation From: [] To: []

e-Filing of Form **Role:** [Please select]

S45 Withholding Tax Effective Date From: [] To: []

e-Filing of Forms **Role:** [Please select]

Payment/Giro/Account Summary

Tax Clearance (IR21) Effective Date Of Authorisation From: [] To: []

e-Filing of Forms **Role:** [Please select]

Payment/Refund/Account Summary

Employer Deduction Scheme Effective Date Of Authorisation From: [] To: []

e-Submission Effective Date Of Authorisation From: [] To: []

<input type="checkbox"/> e-Submission of Employment Income	[]	[]	[]	Role
<input type="checkbox"/> e-Submission of Commission	[]	[]	[]	[Please select]
<input type="checkbox"/> e-Submission of Donaton	[]	[]	[]	[Please select]

IRAS 25/11/2008-62R

Authorise Staff

e-Submission ⓘ


	Effective Date Of Authorisation From	To	Role
<input type="checkbox"/> e-Submission of Employment Income	<input type="text"/>	<input type="text"/>	<input type="text" value="Please select"/>
<input type="checkbox"/> e-Submission of Commission	<input type="text"/>	<input type="text"/>	<input type="text" value="Please select"/>
<input checked="" type="checkbox"/> e-Submission of Donation	<input type="text" value="25/11/2008"/>	<input type="text"/>	<input type="text" value="Please select"/>



Check on <e-Submission of Donation> checkbox.
Enter <Effective Date From>. The <To> field is optional. <Effective Date From> must be a current or future date.

Save Cancel



Authorise Staff













e-Submission 

e-Submission of Employment Income

e-Submission of Commission

e-Submission of Donation

Effective Date Of Authorisation From:  To: 

Role:  Please select 
  Please select 
  Please select 
  Please select 
  Preparer 
  Approver 

Select <Approver>

Authorise Staff

e-Submission 

	Effective Date Of Authorisation From	To	Role
<input type="checkbox"/> e-Submission of Employment Income	<input type="text"/>	<input type="text"/>	<input type="text" value="Please select"/>
<input type="checkbox"/> e-Submission of Commission	<input type="text"/>	<input type="text"/>	<input type="text" value="Please select"/>
<input checked="" type="checkbox"/> e-Submission of Donation	<input type="text" value="25/11/2008"/>	<input type="text"/>	<input type="text" value="Approver"/>

Click <Save>.

Authorise Staff

e-Submission 

e-Submission of Employment Income

e-Submission of Commission

e-Submission of Donation

Effective Date Of Authorisation From



To



Role



Please select ▼



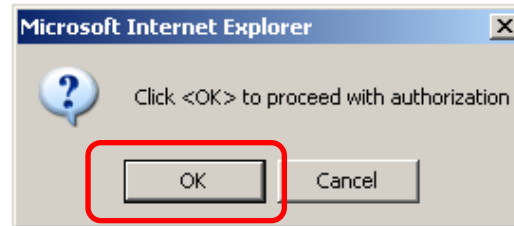
Please select ▼



Approver ▼

Save

Cancel



Click <OK>.

Authorise Staff



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Confirmation

Authorisation record saved successfully

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IRAS 28/11/2008-62R

Click **<Main Menu>** to return to *EASY – Main Menu*.

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View/Edit Records of Authorised Staff/Third Party



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To Authorise:

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[Third Party](#)

[View/ Edit/ Delete Records of Authorised Staff/ Third Party](#)

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[Add / Edit / Delete SMS](#)

Click <View / Edit / Delete Records of Authorised Staff / Third Party>.

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View/Edit Records of Authorised Staff/Third Party



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- Contact Us

EASY - List of Authorised Staff / Third Party

S08SS0123A

You can search for Staff / Third Party records, by filling in staff / third party's name or tax reference no. and click <Search>. Otherwise, click <View All>

Staff / Third Party Name :

Staff / Third Party Tax Reference No. :

Click <View All>.

View/Edit Records of Authorised Staff/Third Party

List of Authorised Staff / Third Party will be displayed.



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Change IRAS PIN

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- IRAS PIN

Email Us For
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EASY - List of Authorised Staff / Third Party

S08SS0123A

You can search for Staff / Third Party records, by filling in staff / third party's name or tax reference no. and click **<Search>**. Otherwise, click **<View All>** to list all authorised records.

Staff / Third Party Name :

Staff / Third Party Tax Reference No. :

To view / edit the record of an authorised staff / third party for the agency / ministry, click on the hyperlink of that agency / ministry at the respective row.
To delete records, check [] box at the first column for particular staff / third party and click on **<Delete Record>**.


Total Records : 1

	S/N	Name of Staff / Third Party (As per IRAS record)	Staff / Third Party Tax Ref No.	Authorised for the following Agency/Ministry
<input type="checkbox"/>	1	ALICE LEE	NRIC S1234567A	IRAS

Click **<IRAS>** to view / edit the record.

View/Edit Records of Authorised Staff/Third Party

Details of the record will be displayed.

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Logout **EASY - View/Edit Staff**

e-Citizen Homepage Staff Tax Reference No. : IRICS1234567A
Change Access Code Staff Name : EA LFNN RBRK
Change IRAS PIN Agency/ Ministry : Inland Revenue Authority of Singapore (IRAS)

Request For
Access Code
SingPass
IRAS PIN

Email Us For
Help or Feedback

Contact Us

List of e-Services
Note: The Staff you have authorised to perform e-filing services on your behalf will also have access to other e-services on myTax Portal. Click on the respective help for more information on the authorisation and to view the complete list of e-services.

Corporate Tax Matters Effective Date Of Authorisation From : To :
 e-Filing of Forms/Applications/Objections Role : Please select
Effective Year of Assessment From: To :
 Payment/Refund/Giro/Account Summary

GST Matters Effective Date Of Authorisation From : To :
 e-Filing of Returns/Applications Role : Please select
 Payment/Refund/Giro/Account Summary

Property Tax Matters Effective Date Of Authorisation From : To :
 e-Filing of Forms/Claims/Objections*
 Payment/Refund/Giro/Account Summary*

*Note: Staff or Third Party that are authorised can access to all your properties

e-Notice Of Transfer Effective Date Of Authorisation From : To :
 e-Filing of Form Role : Please select

S45 Withholding Tax Effective Date From : To :
 e-Filing of Forms Role : Please select
 Payment/Giro/Account Summary

Tax Clearance (IR21) Effective Date Of Authorisation From : To :
 e-Filing of Forms Role : Please select
 Payment/Refund/Account Summary

Employer Deduction Scheme Effective Date Of Authorisation From : To :


e-Submission Effective Date Of Authorisation From To Role

<input type="checkbox"/> e-Submission of Employment Income			Role : Please select
<input type="checkbox"/> e-Submission of Commission			Role : Please select
<input checked="" type="checkbox"/> e-Submission of Donation	28/11/2008		Role : Approver

Last updated by: EA LFNN RBRK (50232164E) 28/11/2008 10:55:58

IRAS 28/11/2008-62R

View/Edit Records of Authorised Staff/Third Party

e-Submission 

<input type="checkbox"/> e-Submission of Employment Income	Effective Date Of Authorisation From	To	Role
<input type="checkbox"/> e-Submission of Commission	<input type="text"/>	<input type="text"/>	<input type="text" value="Please select"/>
<input checked="" type="checkbox"/> e-Submission of Donation	<input type="text" value="28/11/2008"/>	<input type="text" value="01/12/2008"/>	<input type="text" value="Approver"/>

Microsoft Internet Explorer

Click <OK> to proceed with authorization

1. Update the **<Effective To Date>** and click **<Save>**.
2. Click **<OK>** to proceed with the authorisation.

View/Edit Records of Authorised Staff/Third Party



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Confirmation

Authorisation record saved successfully

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Delete Records of Authorised Staff/Third Party



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■ **Email Us For**

- Help or Feedback

■ **Contact Us**

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[Add / Edit / Delete SMS Alerts](#)

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Click <**View / Edit / Delete
Records of Authorised Staff /
Third Party**>.

Delete Records of Authorised Staff/Third Party



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■ **Change IRAS PIN**

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- IRAS PIN

■ **Email Us For**

- Help or Feedback

■ **Contact Us**

SUBSSU123A

You can search for Staff / Third Party records, by filling in staff / third party's name or tax reference no. and click **<Search>**. Otherwise, click **<View All>**

Staff / Third Party Name :

Staff / Third Party Tax Reference No. :

NRIC

Search

View All

Clear

Main Menu

↑
Click **<View All>**.

Delete Records of Authorised Staff/Third Party

List of Authorised Staff / Third Party will be displayed.

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You can search for Staff / Third Party records, by filling in staff / third party's name or tax reference no. and click **<Search>**. Otherwise, click **<View All>** to list all authorised records.

Staff / Third Party Name :

Staff / Third Party Tax Reference No. :

To view / edit the record of an authorised staff / third party for the agency / ministry, click on the hyperlink of that agency / ministry at the respective row.
To delete records, check box at the first column for particular staff / third party and click on **< Delete Record >**.

Total Records : 1

	S/N	Name of Staff / Third Party (As per IRAS record)	Staff / Third Party Tax Ref No.	Authorised for the following Agency/Ministry
<input type="checkbox"/>	1	ALICE LEE	NRIC S1234567A	IRAS

Delete Records of Authorised Staff/Third Party

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You can search for Staff / Third Party records, by filling in staff / third party's name or tax reference no. and click **<Search>**. Otherwise, click **<View All>** to list all authorised records.

Staff / Third Party Name :

Staff / Third Party Tax Reference No. :

To view / edit the record of an authorised staff / third party for the agency / ministry, click on the hyperlink of that agency / ministry at the respective row.
To delete records, check box at the first column for particular staff / third party and click on **<Delete Record>**.

Total Records : 1

	S/N	Name of Staff / Third Party (As per IRAS record)	Staff / Third Party Tax Ref No.	Authorised for the following Agency/Ministry
<input checked="" type="checkbox"/>	1	ALICE LEE	NRICS1234567A	IRAS

1. Check the record to delete.
2. Click **<Delete Record>**.

Delete Records of Authorised Staff/Third Party

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Singapore Government
Integrity • Service • Excellence

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EASY - List of Authorised Staff / Third Party

S08SS0123A

You can search for Staff / Third Party records, by filling in staff / third party's name or tax reference no. and click <Search>. Otherwise, click <View All> to list all authorised records.

Staff / Third Party Name :
Staff / Third Party Tax Reference No. :

To view / edit the record of an authorised staff / third party for the agency / ministry, click on the hyperlink of that agency / ministry at the respective row.
To delete records, check [x] box at the first column for particular staff / third party and click on <Delete Record>.

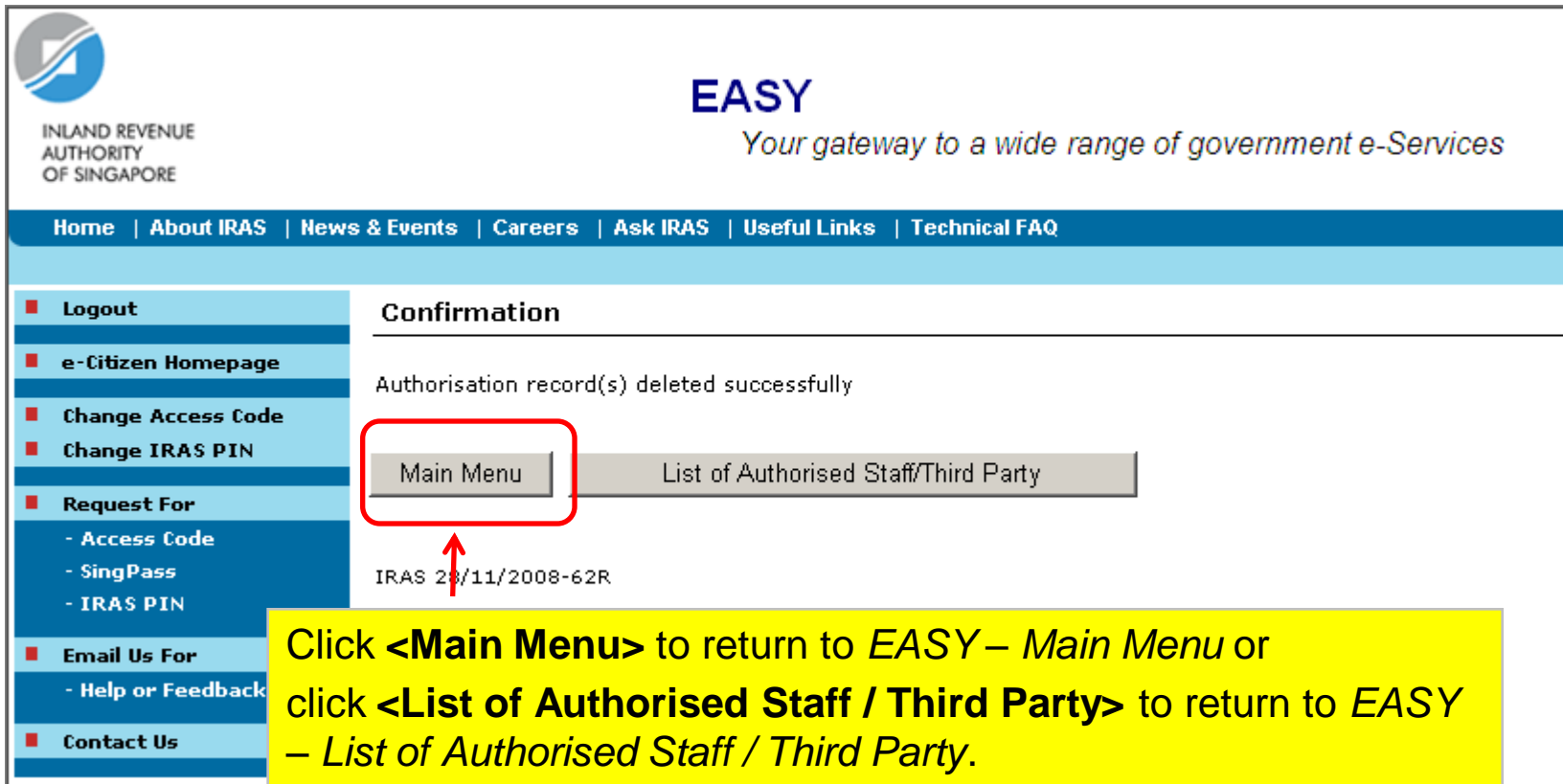
Total Records : 1

	S/N	Name of Staff / Third Party (As per IRAS record)	Staff / Third Party Tax Ref No.	Authorised for the following Agency/Ministry
<input checked="" type="checkbox"/>	1	ALICE LEE	NRICS1234567A	IRAS

Microsoft Internet Explorer
Click <OK> to proceed with deletion.

Click <OK> to proceed with the deletion.

Delete Records of Authorised Staff/Third Party



The screenshot shows the EASY portal interface. At the top left is the Inland Revenue Authority of Singapore logo. The main header features the 'EASY' logo and the tagline 'Your gateway to a wide range of government e-Services'. A navigation bar contains links for Home, About IRAS, News & Events, Careers, Ask IRAS, Useful Links, and Technical FAQ. A left sidebar lists various user actions like Logout, e-Citizen Homepage, Change Access Code, Change IRAS PIN, Request For (Access Code, SingPass, IRAS PIN), Email Us For (Help or Feedback), and Contact Us. The main content area displays a 'Confirmation' message: 'Authorisation record(s) deleted successfully'. Below this, there are two buttons: 'Main Menu' and 'List of Authorised Staff/Third Party'. The 'Main Menu' button is highlighted with a red box and a red arrow pointing to it. The reference number 'IRAS 28/11/2008-62R' is visible below the buttons.

Confirmation
Authorisation record(s) deleted successfully

[Main Menu](#) [List of Authorised Staff/Third Party](#)

IRAS 28/11/2008-62R

Click **<Main Menu>** to return to *EASY – Main Menu* or click **<List of Authorised Staff / Third Party>** to return to *EASY – List of Authorised Staff / Third Party*.

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Delete Authorisation to an e-Service



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[Third Party](#)

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[View Change History](#)

[Add / Edit / Delete SMS Alert Service](#)

**Click <View / Edit / Delete
Records of Authorised Staff /
Third Party>.**

IRAS 28/11/2008-62R

Delete Authorisation to an e-Service



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EASY - List of Authorised Staff / Third Party

S08SS0123A

You can search for Staff / Third Party records, by filling in staff / third party's name or tax reference no. and click **<Search>**. Otherwise, click **<View All>**

Staff / Third Party Name :

Staff / Third Party Tax Reference No. : NRIC

Enter **<Staff / Third Party Tax Reference No.>** and click **<Search>**.

Delete Authorisation to an e-Service



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EASY - List of Authorised Staff / Third Party

S08SS0123A

You can search for Staff / Third Party records, by filling in staff / third party's name or tax reference no. and click <Search>. Otherwise, click <View All> to list all authorised records.

Staff / Third Party Name :
Staff / Third Party Tax Reference No. :

To view / edit the record of an authorised staff / third party for the agency / ministry, click on the hyperlink of that agency / ministry at the respective row.

To delete records, check [] box at the first column for particular staff / third party and click on < Delete Record > .

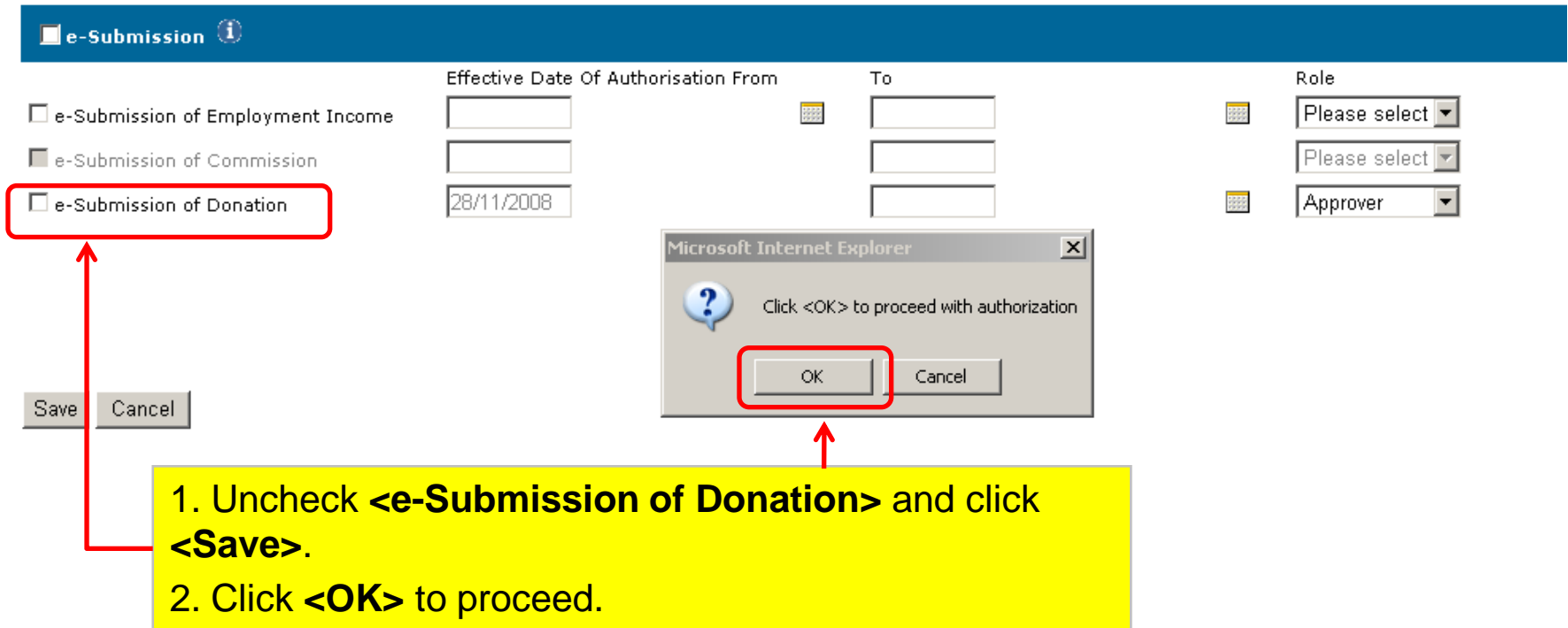
Total Records : 1

	S/N	Name of Staff / Third Party (As per IRAS record)	Staff / Third Party Tax Ref No.	Authorised for the following Agency/Ministry
<input type="checkbox"/>	1	ALICE LEE	NRICS1234567A	IRAS

1

Record which matched the criteria will be displayed.
Click <IRAS> to edit the details.

Delete Authorisation to an e-Service



The screenshot shows a web form titled "e-Submission" with a blue header bar. The form contains several sections: a list of checkboxes for "e-Submission of Employment Income", "e-Submission of Commission", and "e-Submission of Donation"; a date selection area for "Effective Date Of Authorisation From" and "To"; and a "Role" section with three dropdown menus. A red box highlights the "e-Submission of Donation" checkbox. Below the form are "Save" and "Cancel" buttons. A "Microsoft Internet Explorer" dialog box is open, displaying a question mark icon and the text "Click <OK> to proceed with authorization". The "OK" button in the dialog is also highlighted with a red box. A yellow box at the bottom contains two numbered instructions: "1. Uncheck <e-Submission of Donation> and click <Save>." and "2. Click <OK> to proceed." Red arrows point from the "Save" button to the "e-Submission of Donation" checkbox and from the "OK" button in the dialog to the yellow instruction box.

e-Submission of Employment Income

e-Submission of Commission

e-Submission of Donation

Effective Date Of Authorisation From: [] To: []

Role: [Please select] [Please select] [Approver]

Save Cancel

Microsoft Internet Explorer: Click <OK> to proceed with authorization. OK Cancel

1. Uncheck <e-Submission of Donation> and click <Save>.

2. Click <OK> to proceed.

Delete Authorisation to an e-Service



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Confirmation

Authorisation record saved successfully

Main Menu



Click **<Main Menu>** to return to *EASY – Main Menu*.

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View Change History



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Click <**View Change History**>.

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View Change History



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EASY - View Change History

You can search for changes made, by filling in any of the search criteria and click on <Search>. Otherwise, click <View All> to list all changes.

Staff / Third Party Name :

Staff / Third Party Tax Reference No. :

User Name :

User Tax Reference No. :

From Date : To Date :

Click <View All>.

View Change History

Records of all change history will be displayed.

List of Changes

Total Records : 2

S/N	Date	Time	Name of Staff/Third Party	Staff/Third Party Tax Ref No.	Changes	User Name	User Tax Ref No.
1	28/11/2008	15:12:14	ALICE LEE	NRICS1234567A	Access Removed-e-Submission-Donation- for S08SS0123A	ALICE LEE	NRICS1234567A
2	28/11/2008	15:00:20	ALICE LEE	NRICS1234567A	Access Added-e-Submission-Donation- Approver-Effective Date From 28/11/2008 To for S08SS0123A	ALICE LEE	NRICS1234567A

View Change History

Messages displayed under “Changes”

Authorised Staff / Third Party added

2	28/11/2008	15:00:20	ALICE LEE	NRICS1234567A	Access Added-e-Submission-Donation-Approver-Effective Date From 28/11/2008 To for S08SS0123A	ALICE LEE	NRIC S1234567A
---	------------	----------	-----------	---------------	--	-----------	----------------

Amend Staff / Third Party Effective Dates

4	28/11/2008	11:33:14	ALICE LEE	NRICS1234567A	Access Amended-e-Submission-Donation-Effective Date From 28/11/2008 To 01/12/2008 for S08SS0123A	ALICE LEE	NRIC S1234567A
---	------------	----------	-----------	---------------	--	-----------	----------------

View Change History

Messages displayed under “Changes”.

Remove Staff / Third Party Access to an e-Service

1	28/11/2008	15:12:14	ALICE LEE	NRICS1234567A	Access Removed-e-Submission- Donation- for S08SS0123A	ALICE LEE	NRIC S1234567A
---	------------	----------	-----------	---------------	--	-----------	----------------

Delete Staff / Third Party Record

3	28/11/2008	14:55:59	ALICE LEE	NRIC S1234567A	Record Deleted for S08SS0123A	ALICE LEE	NRIC S1234567A
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Add SMS Alert Service



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Click <Add / Edit / Delete SMS Alert Service>.

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Add SMS Alert Service

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EASY - SMS Alert Service

SMS Alert Service allows you to receive SMS alerts instantaneously whenever there is a change to the authorisation in EASY.

Simply enter your handphone number to subscribe to this **free** service.

Do you wish to subscribe to this service? Yes No

Enter your handphone number to receive SMS Alert:

IRAS 28/11/2008-62R

Microsoft Internet Explorer

You have successfully subscribed to the SMS Alert Service. An SMS alert will be sent to the handphone number you have specified for any changes made to authorised Staff/Tax Agent records in EASY

1. Click **<Save>**. A SMS alert message “**Thank you for subscribing to EASY – SMS Alert Services**” will be sent.
2. Click **<OK>** to return to *EASY – Main Menu*.

Edit SMS Alert Service



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e-Citizen Homepage	SMS Alert Service allows you to receive SMS alerts instantaneously whenever there is a change to the authorisation in EASY.
Change Access Code	Simply enter your handphone number to subscribe to this free service.
Change IRAS PIN	
Request For	Do you wish to subscribe to this service? <input checked="" type="radio"/> Yes <input type="radio"/> No
- Access Code	Enter your handphone number to receive SMS Alert: <input type="text" value="97654321"/>
- SingPass	
- IRAS PIN	
Email Us For	
- Help or Feedback	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
Contact Us	

Enter the new **<Handphone Number>** and click **<Save>**.

A SMS alert will be sent to the new handphone number “**Message from IRAS: This handphone number will be used for EASY – SMS Alert Service. (This is an automated msg. Please do not reply)**”

Another SMS alert will be sent to the old handphone number “**Message from IRAS: The handphone number for EASY – SMS Alert Service has been changed. (This is an automated msg. Please do not reply)**”

Delete SMS Alert Service



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EASY - SMS Alert Service

SMS Alert Service allows you to receive SMS alerts instantaneously whenever there is a change to the authorisation in EASY.

Simply enter your handphone number to subscribe to this **free** service.

Do you wish to subscribe to this service?

Yes No

Enter your handphone number to receive SMS Alert:

Save

Cancel

Click <No> and <Save>.

A SMS alert will be sent to the handphone number “You have cancelled your subscription to EASY-SMS Alert Service. (This is an automated msg. Please do not reply)”