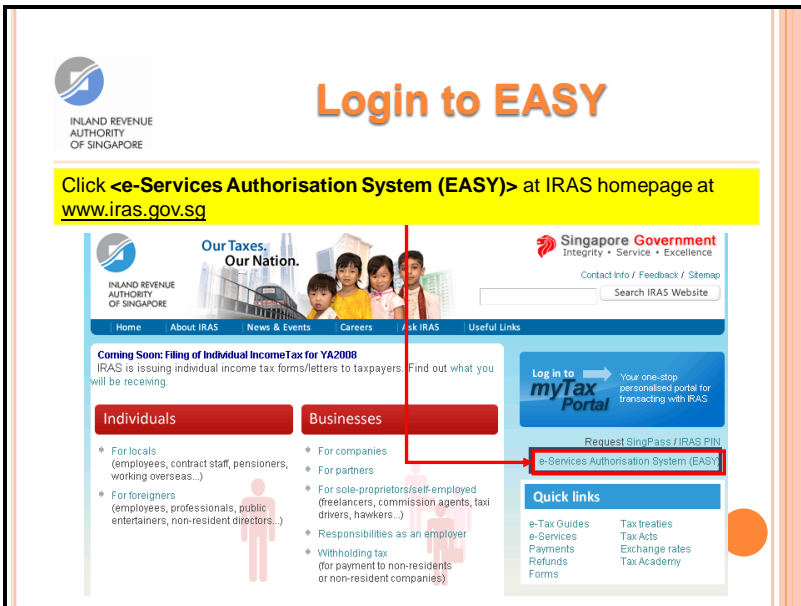
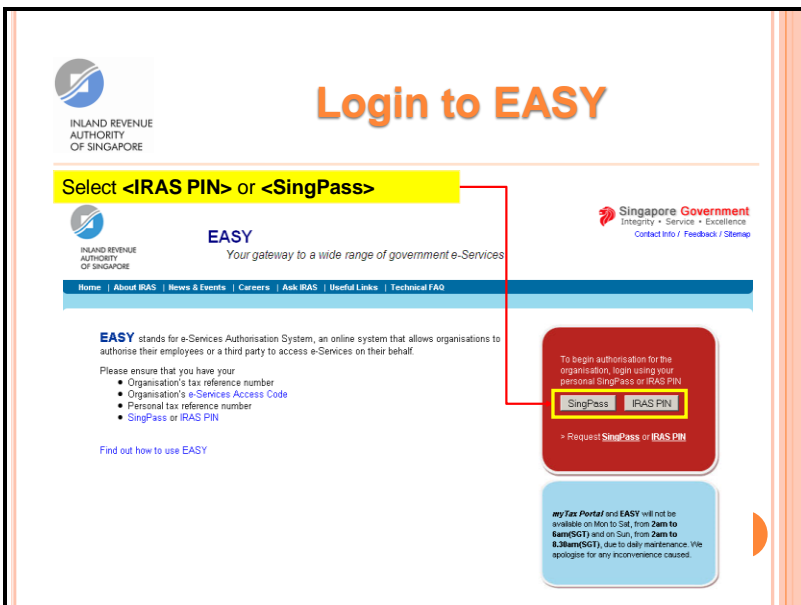


- The following slides demonstrates the steps required to authorise your staff to be the 'Approver' or 'Preparer' for the e-Submission of employment income



- First, proceed to the IRAS home page at [www.iras.gov.sg](http://www.iras.gov.sg)
- Click on the 'e-Services Authorisation System (EASY)' hyperlink located on the right of screen where you will be directed to the EASY main page



- Log into EASY by using either your SingPass or IRAS Pin
- If your organisation have not applied for the Access Code, click the 'e-Services Access Code' hyperlink on the left screen to download the application form

Complete the form and email it to [tpsmu@iras.gov.sg](mailto:tpsmu@iras.gov.sg) or fax it to 6351 4427

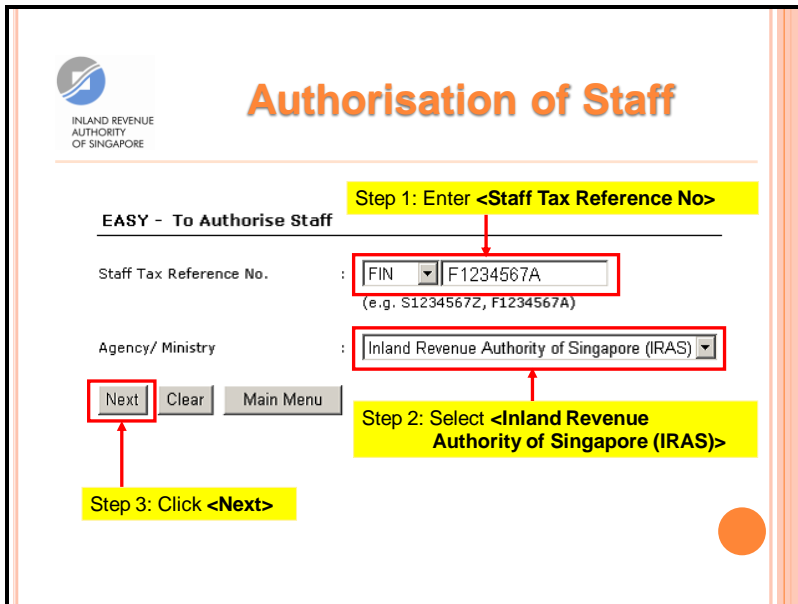
- This screen is meant for login using IRAS Pin
- Select **<Authorise staff / third party to act for my organisation matters>** from the 'Log in to' drop-down list
- Enter your own tax reference number, your IRAS PIN, your organisation's reference number, and the e-Services Access Code that is issued
- Click on 'Log In'

- This screen is meant for login using SingPass
- Enter your SingPass ID and SingPass
- Click on 'Submit'

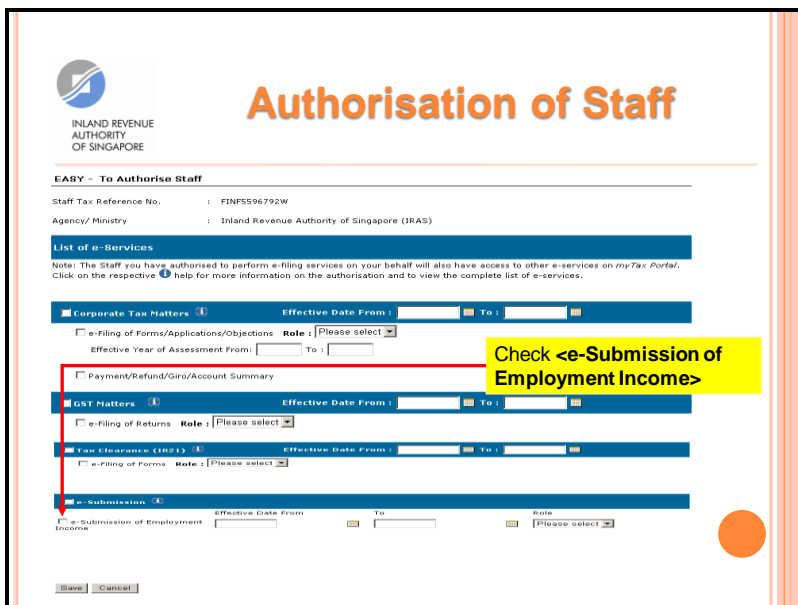
- Select the **<Authorise staff / third party to act for my organisation matters>** from the 'Log in to' drop-down list
- Enter you organisation's reference number and the access code accordingly
- Click on 'Log In'



- You will arrive at the Main Menu for EASY upon successful login
- You can authorise either a staff or a third party for the e-Submission of Employment Income
- Click on 'Staff' hyperlink to initiate the authorisation process for your employee



- Enter the tax reference number of the staff you wish to authorise
- Choose 'Inland Revenue Authority of Singapore (IRAS)' as the Agency/ Ministry
- Click on 'Next'



- You will arrive at a list of the various e-services hosted by IRAS
- The e-Submission for employment income checkbox is located at the bottom of the list, please scroll down the list
- Check the box for 'e-Submission' and 'e-Submission of Employment Income'

**Authorisation of Staff**

INLAND REVENUE AUTHORITY OF SINGAPORE

**e-Submission**

e-Submission of Employment Income

Effective Date From: 01/05/2010 To: Role: Approver

**Step 1: Enter <Effective Date From>. <Effective Date From> must be a current or future date. The <To> field is optional.**

**Step 2: Select <Role>**

**Step 3: Click <Save>**

Save Cancel

- Notice that the 'Effective Date From' will be defaulted to the current date
- You may leave the 'Effective Date To' field as blank to authorise your staff indefinitely
- Select the appropriate 'Role' which the staff is entitled to
- Click on 'Save'

**Authorisation of Staff**

INLAND REVENUE AUTHORITY OF SINGAPORE

**e-Submission**

e-Submission of Employment Income

Effective Date From: 01/05/2010 To: Role: Approver

Microsoft Internet Explorer

Click <OK> to proceed with authorization

OK Cancel

**Select <OK>**

Save Cancel

- A pop-up confirmation window will appear
- Click 'OK' to complete the authorisation

**Confirmation**

Authorisation record saved successfully

Main Menu

- A webpage will appear confirming the authorisation is successful