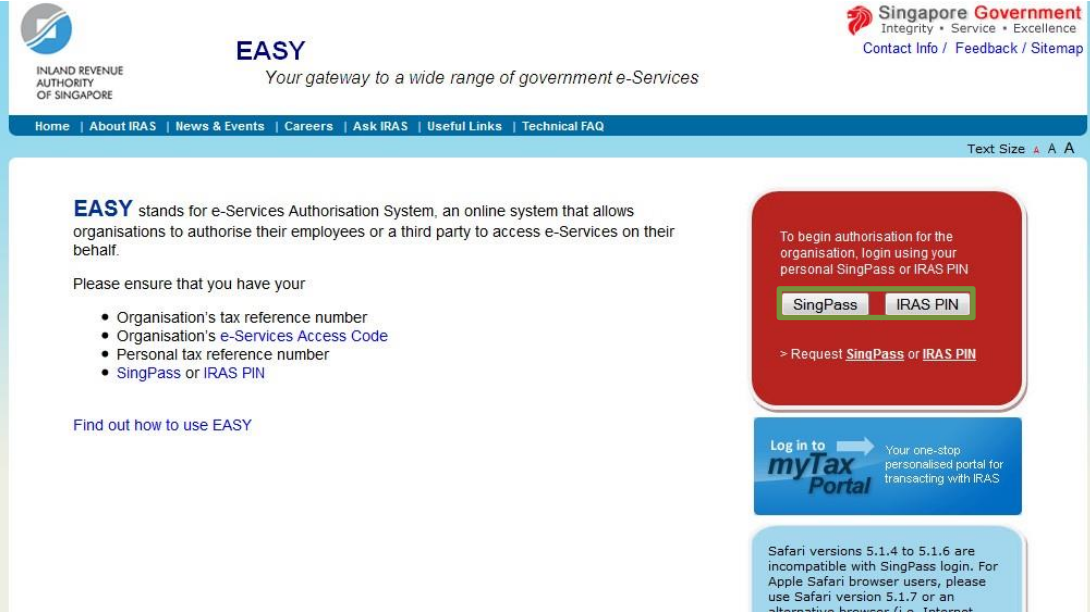
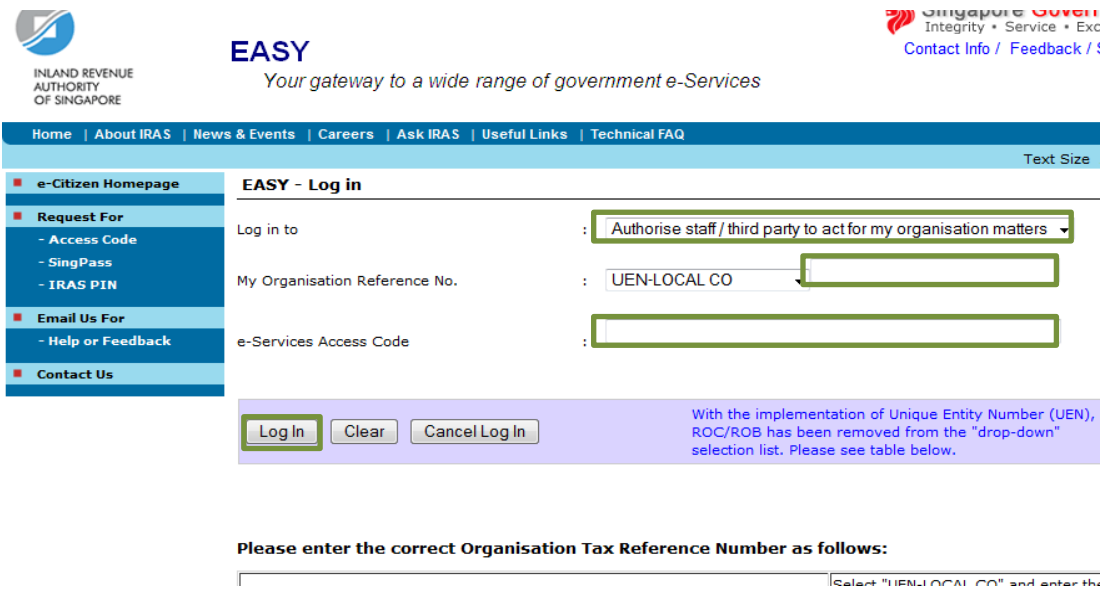
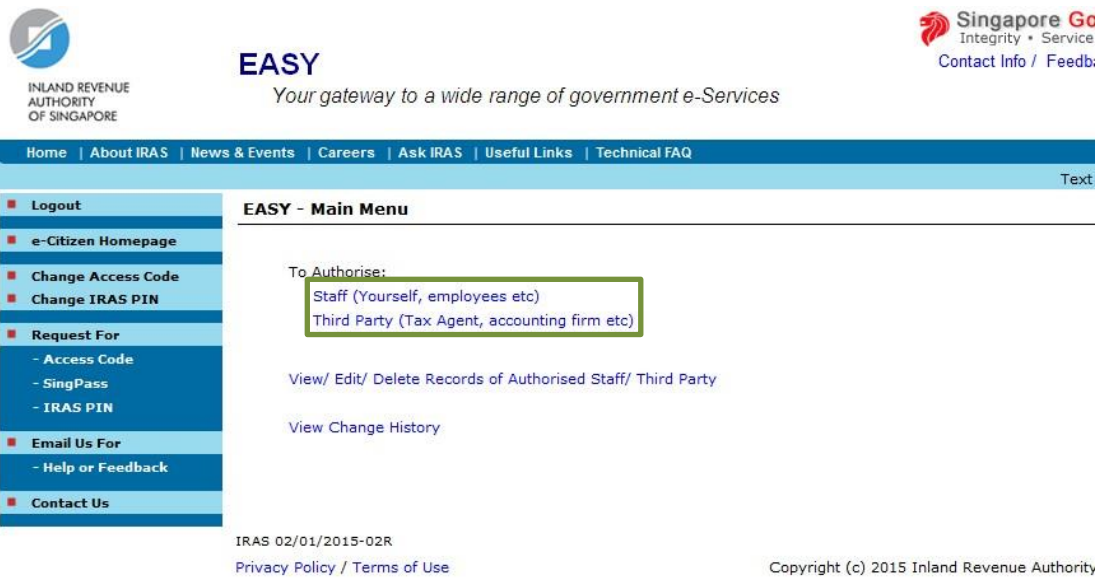


Step	Screenshot	Instructions
	<p><b>Before you begin, please prepare the following information:</b></p> <ul style="list-style-type: none"> <li>i. Your organisation's tax reference number (e.g. 200312345A)</li> <li>ii. Your organisation's e-Services Access Code. If you have not received or have forgotten your Access Code, please apply for one by completing and submitting the <a href="#">application form</a>.</li> <li>iii. Your personal tax reference number (e.g. S1234567A)</li> <li>iv. Your personal SingPass or IRAS PIN</li> </ul>	
1		<ul style="list-style-type: none"> <li>a) Go to <a href="https://mytax.iras.gov.sg/easy">https://mytax.iras.gov.sg/easy</a></li> <li>b) Log in with your SingPass or IRAS PIN</li> </ul>

Step	Screenshot	Instructions
2		<p>c) Select “Authorise staff/ third party to act for my organisation matters”</p> <p>d) Enter your business’ tax reference number</p> <p>e) Enter your business’ e-Services Access Code*</p> <p>f) Click “Log in”</p> <p>* If you have not received or have forgotten your Access Code, please apply for one by completing and submitting the <a href="#">application form</a> (<a href="http://mytax.iras.gov.sg/easy">mytax.iras.gov.sg/easy</a> &gt; e-Services Access Code).</p>
3a		<p>g) If a staff or third party <b>has not been authorised for other e-Services</b> (e.g. Corporate Tax or GST):</p> <ul style="list-style-type: none"> <li>Select either “Staff (Yourself, employees etc)” or “Third Party (Tax Agent, accounting firm etc)”</li> </ul> <p>Proceed to Step 4.</p>

Home | About IRAS | News & Events | Careers | Ask IRAS | Useful Links | Technical FAQ

Text

**Logout**

**e-Citizen Homepage**

**Change Access Code**

**Change IRAS PIN**

**Request For**

- Access Code
- SingPass
- IRAS PIN

**Email Us For**

- Help or Feedback

**Contact Us**

**EASY - Main Menu**

To Authorise:

- Staff (Yourself, employees etc)
- Third Party (Tax Agent, accounting firm etc)

View/ Edit/ Delete Records of Authorised Staff/ Third Party

[View Change History](#)

IRAS 02/01/2015-02R  
[Privacy Policy](#) / [Terms of Use](#)

Copyright (c) 2015 Inland Revenue Authority

EASY Main Menu > **View / Edit / Delete Records** > Confirmation

**EASY - List of Authorised Staff / Third Party**

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

Staff / Third Party Name :


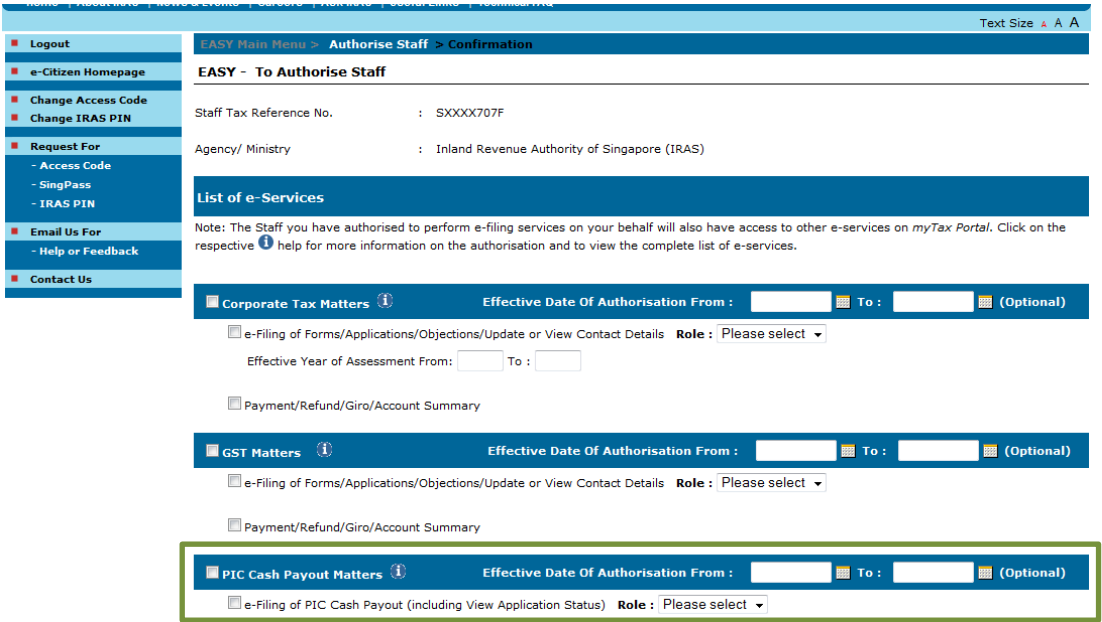
Staff / Third Party Tax Reference No. :

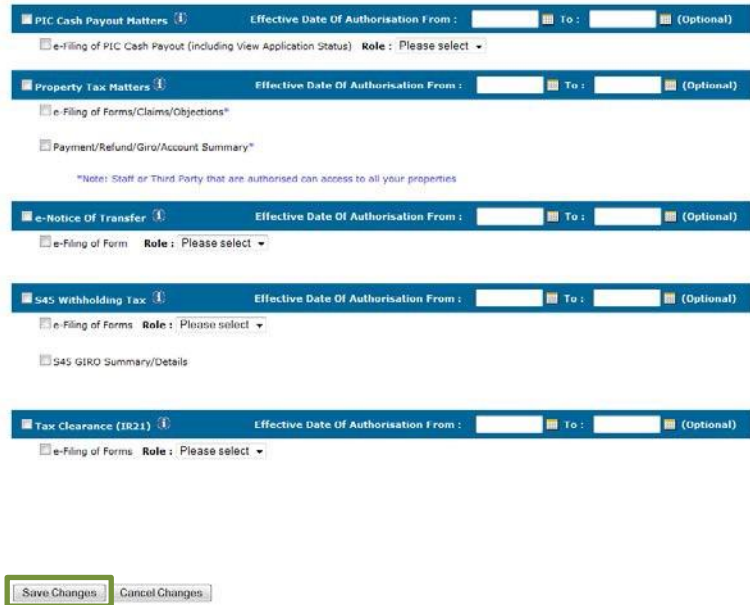
S/N	Name of Staff / Third Party (As per IRAS record)	Staff/Third Party Tax Ref No.	Authorised for the following Agency/Ministry
1			IRAS
2			IRAS
3			IRAS
4			IRAS

3b

- g) If a staff or third party **has been authorised for other e-Services** (e.g. Corporate Tax or GST):
- Select **View/ Edit/ Delete Records of Authorised Staff/ Third Party**
  - Click **View All Records**
  - Click on the **IRAS** hyperlink for the staff or third party whom you now wish to authorise for PIC Cash Payout Matters

Proceed to Step 5.

Step	Screenshot	Instructions
4		<p>h) Enter Staff's tax reference number (e.g. NRIC) or Third party's tax reference number</p> <p>i) Select "Inland Revenue Authority of Singapore (IRAS)"</p> <p>j) Click "Proceed to Authorise Staff" or "Proceed to Authorise Third Party"</p>
5		<p>k) Check "PIC Cash Payout Matter" and "e-Filing of PIC Cash Payout (including View Application Status)"</p> <p>l) Select the Role<sup>1</sup> of the staff</p> <p>m) Enter the Effective dates<sup>2</sup> of authorisation</p> <p><sup>1</sup> You may select either "Preparer" or "Approver". A Preparer prepares the application, and saves it as a draft for the Approver to approve and submit to IRAS. He/ she can view/ edit applications prepared by other Preparers within the organisation. The Preparer does not have the right to submit the application to IRAS.</p> <p>An Approver approves and submits the application prepared by Preparers to IRAS. He/ she can edit or view applications prepared by all Preparers and other Approvers within the organisation.</p> <p><sup>2</sup> The Effective dates refer to the dates that a staff is authorised to access the PIC cash payout e-Services.</p>

Step	Screenshot	Instructions
6	 <p>The screenshot displays a configuration page for user authorization. It features five main sections, each with a blue header bar:</p> <ul style="list-style-type: none"> <li><b>PIC Cash Payout Matters:</b> Includes a sub-section for 'e-Filing of PIC Cash Payout (including View Application Status)' with a 'Role' dropdown set to 'Please select'.</li> <li><b>Property Tax Matters:</b> Includes sub-sections for 'e-Filing of Forms/Claims/Objections*' and 'Payment/Refund/Giro/Account Summary*'. A note below states: '*Note: Staff or Third Party that are authorised can access to all your properties'.</li> <li><b>e-Notice Of Transfer:</b> Includes a sub-section for 'e-Filing of Form' with a 'Role' dropdown set to 'Please select'.</li> <li><b>S45 Withholding Tax:</b> Includes sub-sections for 'e-Filing of Forms' (with a 'Role' dropdown set to 'Please select') and 'S45 GIRO Summary/Details'.</li> <li><b>Tax Clearance (IR21):</b> Includes a sub-section for 'e-Filing of Forms' with a 'Role' dropdown set to 'Please select'.</li> </ul> <p>At the bottom of the page, there are two buttons: 'Save Changes' (highlighted with a green border) and 'Cancel Changes'.</p>	<p>n) Click "Save Changes"</p>



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

**EASY**

Your gateway to a wide range of government e-Services

**Singapore Government**  
Integrity • Service • Excellence  
[Contact Info](#) / [Feedback](#) / [Sitemap](#)

[Home](#) | [About IRAS](#) | [News & Events](#) | [Careers](#) | [Ask IRAS](#) | [Useful Links](#) | [Technical FAQ](#)

Text Size [A](#) [A](#) [A](#)

■ [Logout](#)

[EASY Main Menu](#) > [Authorise Staff / Third Party / Staff \(Multiple Clients\) / Staff \(Specific Client\)](#) > **Confirmation**

■ [e-Citizen Homepage](#)

### Confirmation

■ [Change Access Code](#)

Authorisation record saved successfully

■ [Change IRAS PIN](#)

■ [Request For](#)

- [Access Code](#)

- [SingPass](#)

- [IRAS PIN](#)

Please share with us your experience in using our e-Service and give us your feedback.

■ [Email Us For](#)

- [Help or Feedback](#)

IRAS 02/01/2015-02R

■ [Contact Us](#)

[Privacy Policy](#) / [Terms of Use](#)

Copyright (c) 2015 Inland Revenue Authority of Singapore

7

You will receive a confirmation message  
"Authorisation record saved successfully".