

User Guide for Tax Agent

View PIC Scheme Notices

User Guide (Tax Agent): View PIC Scheme Notices

INLAND REVENUE AUTHORITY OF SINGAPORE

Singapore Government
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Feedback | Technical FAQ (PDF, 2.17 MB)

Announcement: [Weekly maintenance hours \(Singapore time\):](#)
Wed 2:00 AM - 6:00 AM | Sun 2:00 AM - 8:30 AM

Welcome to myTax Portal

Log in for

- Personal Tax Matters
with SingPass
- Business Tax Matters
with CorpPass
- Client Tax Matters**
with CorpPass

> Request SingPass/ CorpPass

CorpPass
Businesses to transact with IRAS using CorpPass from Q3 2018.

GIRO
Sign up for GIRO to enjoy up to 12 monthly interest-free instalments, or opt for once-a-year deduction.

Last updated 01 Jul 2018
About myTax Portal | Feedback | Technical FAQ (PDF, 2.17 MB) | Privacy Policy | Terms of Use
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IRAS 02/07/2018-01U

Step	Action/ Note
	Logging in to myTax Portal – Go to https://mytax.iras.gov.sg
1	Select Client Tax Matters .

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Log in with CorpPass

ⓘ

ⓘ

ⓘ

Remember Entity ID ⓘ

Forgot [Entity / CorpPass ID](#) or [Password](#)

Step	Action/ Note
	Log in with CorpPass
1	Enter the following: <ul style="list-style-type: none">- Tax Agent Firm's UEN/ Entity ID- Your CorpPass ID- Password
2	Click on Login .
3	Complete the 2-Step Verification (2FA) with either SMS OTP or Token OTP.

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Log Out

Option A → **Via SMS** **Via OneKey Token** ← **Option B**

Via SMS
Click the button below to get your 6-digit One-Time Password(OTP) via SMS

Get OTP via SMS

Mobile OTP*

Submit

Step	Action/ Note
	2FA Verification
1	Arrive at 2FA verification page. You can choose between two verification methods.
2	Option A: via SMS Option B: via OneKey Token

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Log Out

Option A → **Via SMS** Via OneKey Token

Via SMS

Click the button below to get your 6-digit One-Time Password(OTP) via SMS

Get OTP via SMS

Mobile OTP* **Enter 6-digit Mobile OTP**

Submit

Step	Action/ Note
	Option A- SMS
1	If you have set up 2FA using your registered mobile number, enter the 6-digit Mobile OTP which will be sent to your registered mobile number.
2	Click on Submit .

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Log Out

Via SMS **Via OneKey Token** ← **Option B**

Via SMS
Click the button below to get your 6-digit One-Time Password(OTP) via SMS

Get OTP via SMS

Mobile OTP ⓘ

Submit

Alternatively, you may select 'Via OneKey Token'

SMS

Step	Action/ Note
	Option B- OneKey Token (continue to next page)
1	Alternatively, you may log in via Option B if you have a OneKey token by clicking on the ' Via OneKey Token ' tab.

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The screenshot shows the Singapore Corporate Access (CorPass) website. At the top left is the CorPass logo with 'Singapore Corporate Access' and 'MFB' below it. At the top right is the Singapore Government logo with 'Integrity · Service · Excellence' and a navigation menu with 'Contact Us | Feedback | Sitemap | FAQ'. A 'Log Out' link is visible in the top right corner. Below the navigation is a header with two tabs: 'Via SMS' and 'Via OneKey Token', with the latter being selected. The main content area is titled 'Via OneKey Token' and contains the instruction: 'Press and hold 1 on your OneKey token to generate your 8-digit One-Time Password (OTP)'. To the right of the text is an image of a OneKey token device. Below the instruction is a text input field labeled 'OneKey Token OTP*' and a blue 'Submit' button.

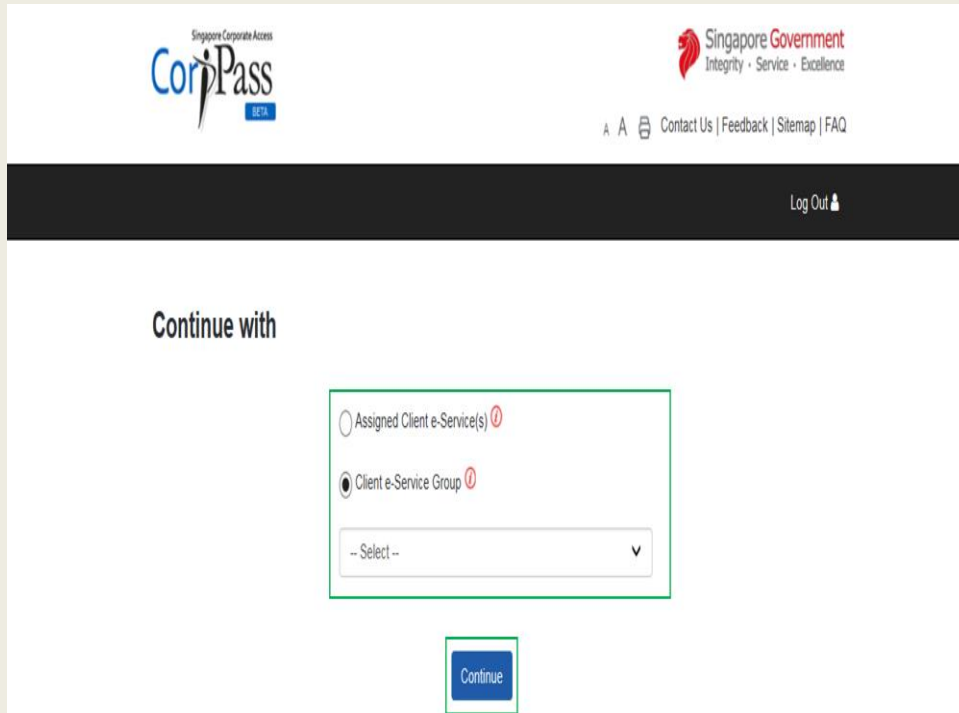
Step	Action/ Note
	Option B- OneKey Token (continue to next page)
1	Generate an OTP using your OneKey token.

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The screenshot shows the Singapore Corporate Account (CorpPass) interface. At the top left is the CorpPass logo with 'Singapore Corporate Account' and 'MFA' below it. At the top right is the Singapore Government logo with 'Integrity · Service · Excellence' and a navigation menu with 'Contact Us | Feedback | Sitemap | FAQ'. A 'Log Out' button is in the top right corner. Below the navigation bar, there are two tabs: 'Via SMS' and 'Via OneKey Token', with the latter being selected. The main content area is titled 'Via OneKey Token' and contains the instruction: 'Press and hold 1 on your OneKey token to generate your 8-digit One-Time Password (OTP)'. To the right is an image of a OneKey token device. Below the instruction is a text input field labeled 'OneKey Token OTP*' with a red question mark icon. A red box highlights the input field and a blue 'Submit' button below it. A red arrow points from the text 'Enter the 8-digit OTP generated on your OneKey Token' to the input field.

Step	Action/ Note
	Option B- OneKey Token
1	Enter the 8-digit OTP generated on your OneKey token.
2	Click on Submit .

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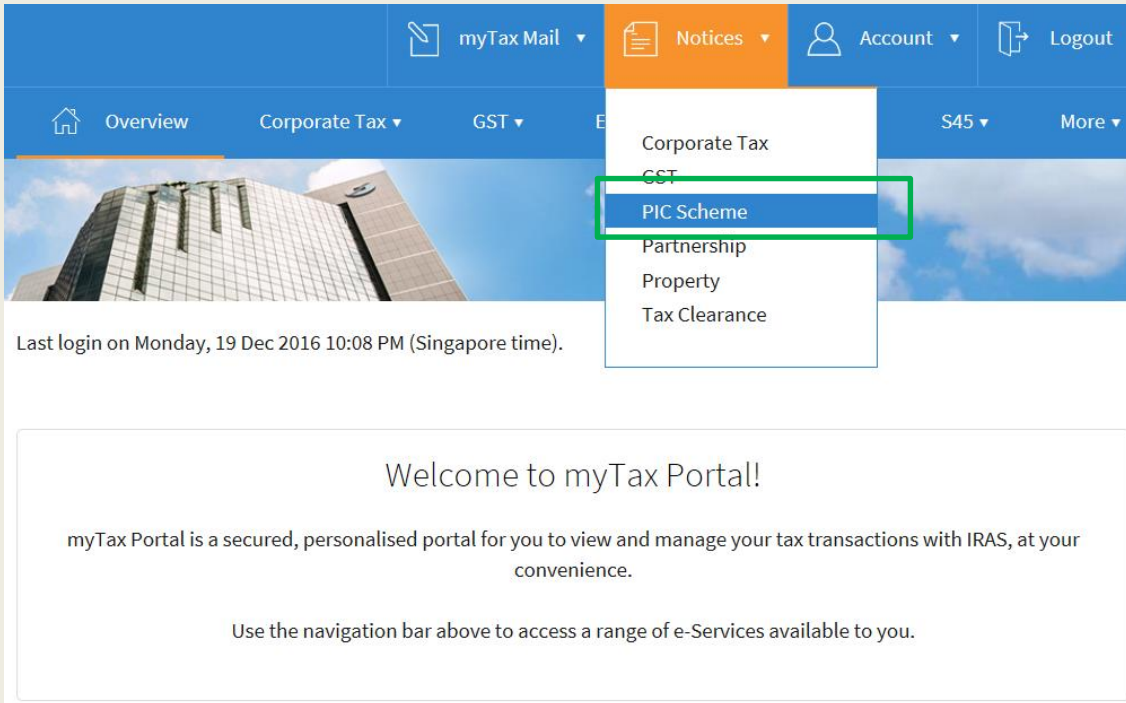


Client e-Service Group:

- This login page is applicable only if you are authorised as part of Client e-Service Group(s).
- You will be able to perform e-Services for clients within the selected Client e-Service Group in the same login session.
- To perform e-Services for clients in other groups, please log out and log in again to select a different group.

Step	Action/ Note
	Login Options
1	<p>Select the relevant radio button:</p> <ul style="list-style-type: none"> - Assigned Client e-Services i.e. Client e-Services that are assigned to you. <p>OR</p> <ul style="list-style-type: none"> - Client e-Service Group i.e. Groups of client e-Services that you have access to. <p>If this option is chosen, select the relevant group from the dropdown list.</p>
2	<p>Click on Continue.</p> <p>IRAS will perform authentication of the client(s) based on the option selected.</p>
	<p>Notes:</p> <ul style="list-style-type: none"> - For assignment of e-Services, please refer to the user guides at www.iras.gov.sg > e-Services > CorpPass > For Tax Agent/ Third Party > Manage and assign client digital services. - To check your access, log in to www.corppass.gov.sg and go to My Account > View My Profile.

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The screenshot shows the myTax Portal interface. At the top, there is a navigation bar with icons for myTax Mail, Notices, Account, and Logout. Below this is a secondary navigation bar with icons for Overview, Corporate Tax, GST, and E-Service. The E-Service menu is open, showing a list of options: Corporate Tax, GST, PIC Scheme (highlighted with a green box), Partnership, Property, and Tax Clearance. Below the navigation bar, there is a banner image of a modern building. Below the banner, there is a message: "Last login on Monday, 19 Dec 2016 10:08 PM (Singapore time)." Below this is a large white box containing the text: "Welcome to myTax Portal!" followed by "myTax Portal is a secured, personalised portal for you to view and manage your tax transactions with IRAS, at your convenience." and "Use the navigation bar above to access a range of e-Services available to you."

Step	Action/ Note
	Main Menu
1	Select the e-Service from the menu: Notices > PIC Scheme

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myTax Mail ▾ Notices ▾ Account ▾ Logout

Overview Corporate Tax ▾ GST ▾ Employers ▾ Property ▾ S45 ▾ More ▾

Client Selection
for View Notices

Continue with

Client Tax Ref No. ⓘ

UEN-LOCAL CO ▾

NEXT

Step	Action/ Note
1	Enter Client Tax Ref No.
2	Click on Next.

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View PIC Scheme Notices

Records for current year and past 3 years are available for viewing.

Category **All** Notices Acknowledgement

1 - 15 of 15 Record(s)

Document	Year of Assessment	Date
Acknowledgement Page for PIC Cash Payout	2016	21 Apr 2015
Acknowledgement Page for PIC Cash Payout	2016	29 May 2015

Step	Action/ Note
1	Click on the corresponding filter (e.g. Notices) or click on 'All' to view records available.
2	Click on the respective row to view the Notices or Acknowledgement.
	<p>Note:</p> <p>The numbers shown on the top-left hand corner of the list of documents indicates the number of unread documents in each category.</p> <p>Unread documents will be marked with a blue line on the left.</p> <p>Documents listed are pertaining to Years of Assessment (YA) for which you are authorised to view.</p>

Contact Information

For enquiries on this user guide, please call 1800 356 8622 or email at [myTax Mail](#).

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