User Guide for Tax Agent

View PIC Scheme Notices
<table>
<thead>
<tr>
<th>Step</th>
<th>Action/ Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select <strong>Client Tax Matters</strong>.</td>
</tr>
</tbody>
</table>

Logging in to **myTax Portal** – Go to https://mytax.iras.gov.sg

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**Announcement:** Weekly maintenance hours (Singapore time):
Wed 2:00 AM - 6:00 AM | Sun 2:00 AM - 8:30 AM

**Welcome to myTaxPortal**

- **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.
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<table>
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<tr>
<td>Log in with CorpPass</td>
<td></td>
</tr>
</tbody>
</table>
| 1 | Enter the following:  
- 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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<tr>
<td>2FA Verification</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Arrive at 2FA verification page. You can choose between two verification methods.</td>
</tr>
</tbody>
</table>
| 2 | Option A: via SMS  
Option B: via OneKey Token |
Step | Action/ Note
--- | ---
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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<tbody>
<tr>
<td>1</td>
<td>Alternatively, you may log in via Option B if you have a OneKey token by clicking on the ‘Via OneKey Token’ tab.</td>
</tr>
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<tr>
<td>Option B- OneKey Token (continue to next page)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Generate an OTP using your OneKey token.</td>
</tr>
</tbody>
</table>
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<tr>
<td>1</td>
<td>Enter the 8-digit OTP generated on your OneKey token.</td>
</tr>
<tr>
<td>2</td>
<td>Click on <strong>Submit</strong>.</td>
</tr>
</tbody>
</table>
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<table>
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<tr>
<td><strong>Login Options</strong></td>
<td></td>
</tr>
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</table>
| 1 | Select the relevant radio button:  
  - **Assigned Client e-Services**  
  i.e. Client e-Services that are assigned to you.  
  OR  
  - **Client e-Service Group**  
  i.e. Groups of client e-Services that you have access to.  
  If this option is chosen, select the relevant group from the dropdown list. |
| 2 | Click on **Continue**.  
IRAS will perform authentication of the client(s) based on the option selected. |

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

### Notes:  
- For assignment of e-Services, please refer to the user guides at [www.iras.gov.sg > e-Services > CorpPass](http://www.iras.gov.sg) > For Tax Agent/ Third Party > Manage and assign client digital services.  
- To check your access, log in to [www.corppass.gov.sg](http://www.corppass.gov.sg) and go to My Account > View My Profile.
Step 1: Select the e-Service from the menu: Notices > PIC Scheme.

Welcome to myTax Portal!

myTax Portal is a secured, personalised portal for you to view and manage your tax transactions with IRAS, at your convenience.

Use the navigation bar above to access a range of e-Services available to you.
Step | Action/ Note
--- | ---
1 | Enter **Client Tax Ref No.**
2 | Click on **Next**.
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.

Note:
The numbers shown on the top-left hand corner of the list of documents indicates the number of unread documents in each category.

Unread documents will be marked with a blue line on the left.

Documents listed are pertaining to Years of Assessment (YA) for which you are authorised to view.