

User Guide for Partnerships

View PIC Scheme Notices

User Guide (Partnerships): View PIC Scheme Notices

INLAND REVENUE AUTHORITY OF SINGAPORE

Singapore Government
Integrity · Service · Excellence

Feedback | Technical FAQ (PDF, 2.17 MB)

Announcement: myTax Portal will not be available on 1 Sep 2018 (Sat), 12:00 AM to 6:30 AM (Singapore Time). We apologise for any inconvenience caused.

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

> Log in for Client Notice of Transfer with CorpPass
> Log in for Personal Tax Matters with IRAS PIN
> Request SingPass/ CorpPass

CorpPass
Businesses to transact with IRAS using CorpPass from 1 Sep 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 myTaxPortal | Feedback | Technical FAQ (PDF, 2.17 MB) | Privacy Policy | Terms of Use
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IRAS 06/09/2018-01U

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

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The screenshot shows the CorpPass login interface. At the top left is the CorpPass logo with 'Singapore Corporate Access' and 'BETA' labels. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence' and navigation links for 'Contact Us', 'Feedback', 'Sitemap', and 'FAQ'. A red banner below the header states: 'CorpPass is now the ONLY login method for corporate transactions with the Government. Your entity can now transact with more than 140 government digital services. Register for CorpPass now to prevent any disruption to your business transactions!'. The main heading is 'Log in with CorpPass'. The login form includes three input fields: 'UEN/ENTITY ID', 'CORPPASS ID', and 'Password', each with an information icon. Below these is a checkbox for 'Remember Entity ID' and a link for 'Forgot Entity / CorpPass ID or Password'. At the bottom of the form are 'Cancel' and 'Login ▶' buttons. A link at the very bottom says 'Don't have a CorpPass Account? Get Started'.

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

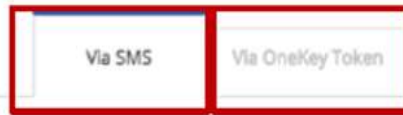
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Log Out

Option A →



← 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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The screenshot shows the CoriPass interface. At the top left is the 'Singapore Corporate Access CoriPass BETA' logo. At the top right is the 'Singapore Government Integrity · Service · Excellence' logo and navigation links: 'Contact Us | Feedback | Sitemap | FAQ'. A 'Log Out' button is in the top right corner. Below the navigation bar, there are two radio button options: 'Via SMS' (highlighted with a red box and an arrow from the text 'Option A') and 'Via OneKey Token'. Under the 'Via SMS' section, there is a blue button labeled 'Get OTP via SMS'. Below this button is a text input field labeled 'Mobile OTP*' (with a red asterisk and a red box around it) and a blue 'Submit' button (also with a red box around it). An arrow points from the text 'Enter Mobile OTP' to the input field. To the right of the input field is an icon of a smartphone with a speech bubble containing the text 'SMS'.

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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Singapore Corporate Access
CorpPass BETA

Singapore Government
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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'

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

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Log Out

Via SMS

Via OneKey Token

Via OneKey Token

Press and hold 1 on your OneKey token to generate your 8-digit One-Time Password (OTP)

OneKey Token OTP*

Submit



Generate OTP using
OneKey Token

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

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Log Out

Via SMS

Via OneKey Token

Via OneKey Token

Press and hold 1 on your OneKey token to generate your 8-digit One-Time Password (OTP)



OneKey Token OTP*

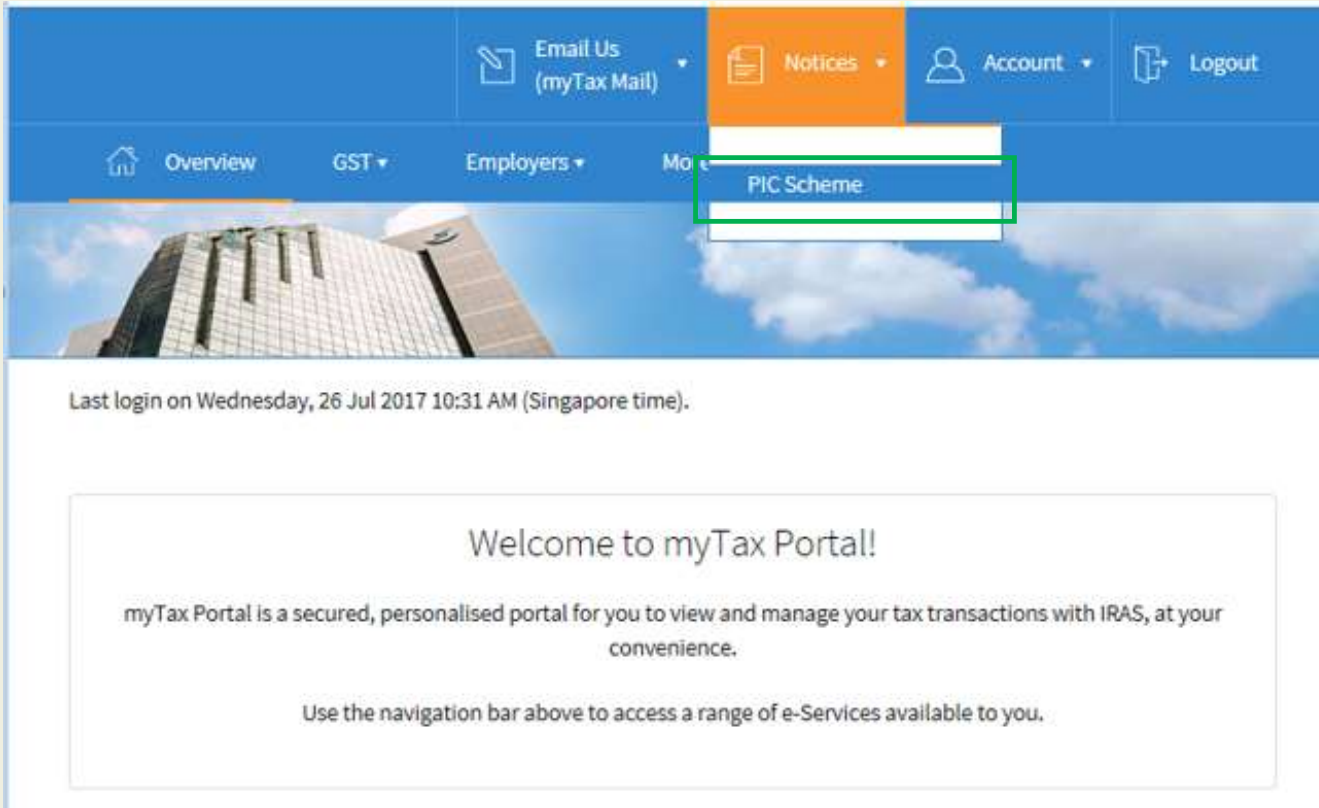
Submit

Generate OTP using
OneKey Token

Enter the 8-digit OTP generated on your
OneKey Token

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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The screenshot shows the myTax Portal interface. At the top, there is a navigation bar with the following items: 'Email Us (myTax Mail)', 'Notices', 'Account', and 'Logout'. Below this, there is a secondary navigation bar with 'Overview', 'GST', 'Employers', and 'Mo'. The 'Notices' menu is expanded, and 'PIC Scheme' is highlighted with a green box. Below the navigation bar, there is a banner image of a modern building. Below the banner, there is a message: 'Last login on Wednesday, 26 Jul 2017 10:31 AM (Singapore time)'. Below this, there is a large white box with the text: '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
	Main Menu
1	Select the e-Service from the menu: Notices > PIC Scheme

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View PIC Scheme Notices

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

Category: All 5, Notices 2, Acknowledgement 3

1 - 7 of 7 Record(s)

Document	Year of Assessment	Date
CP NOTICE-APPROVE	2016	27 Aug 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: 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>

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Contact Information

For enquiries on this user guide, please call 63513534 or email se_cp@iras.gov.sg

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