Guide on how to access your client's myTax Portal

Step 1 – Getting authorised by your client

A Client to request for Authorisation Code

Your client will need to complete the online application form to request for an Authorisation Code.

With this, your client no longer needs to submit a separate letter of authority to IRAS to authorise you to handle their individual tax matters.

The online application form is available on IRAS' website.

1) For Taxpayers using Singpass to request for the authorisation code, no supporting document is required. Scan the QR code below.

2) For Taxpayer without Singpass, a valid passport is required to attach on the online application form. Scan the QR code below.

B Issuance of Authorisation Code

An Authorisation Code will be emailed to you and your client based on the email address stated in the Authorisation Code Application form.

The Authorisation Code can only be used by the authorised tax agent to access myTax Portal on your individual client's behalf.

> ⚠️ *Please inform IRAS via our livechat at go.gov.sg/iraschat-login if you are no longer their authorised tax agent or advise your client to do so.*

Step 2 – Corppass admin to assign IRAS Digital Service Access to selected Corppass users

(A) Assign the IRAS Digital Service Access to Entity

Assign the following Digital Service Access to your entity

Scan QR code below for the guide for Corppass admin to set up and assign IRAS Digital Service Access (refer to Section – Set Up and Assign – Select Entity's Digital Services)

(B) Assign the newly added IRAS Digital Service Access to Corppass users

Assign the newly added Digital Service Access in Step 2(A) to your selected Corppass users

Scan QR code below for the guide for Corppass admin to set up and assign IRAS Digital Service Access (refer to Section - Set Up and Assign – Assign Digital Services)
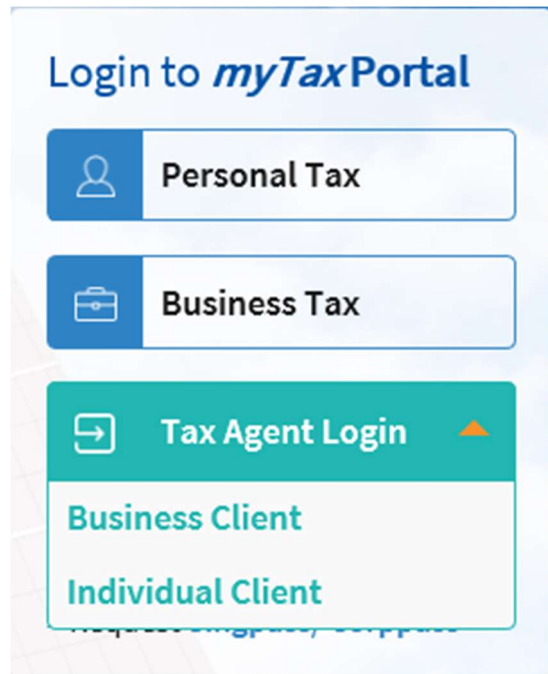
Step 3 –Corppass User to log into myTax Portal on behalf of your client

A **Log in option at myTax Portal**

The authorisation code issued to your client.

Select the following option at myTax Portal > Tax Agent Login > Individual Client.

Login to *myTax* Portal

| Personal Tax |
| Business Tax |
| Tax Agent Login |
| Business Client |
| Individual Client |

B **Authentication**

1. **Log in via Singpass**
   Your staff will be directed to enter his Singpass ID/password and select your firm's UEN ID.

2. **Enter your client's Authorisation Code**
   Once your staff has been authenticated successfully by Corppass, enter your individual client's tax reference number and the Authorisation Code.

3. **Successful Log in**
   Your staff will be able to access your client's tax portal on their behalf.