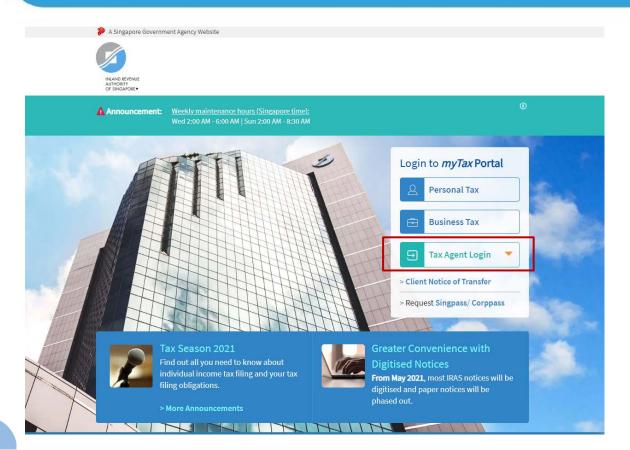
How to Log In to myTax Portal For Tax Agents



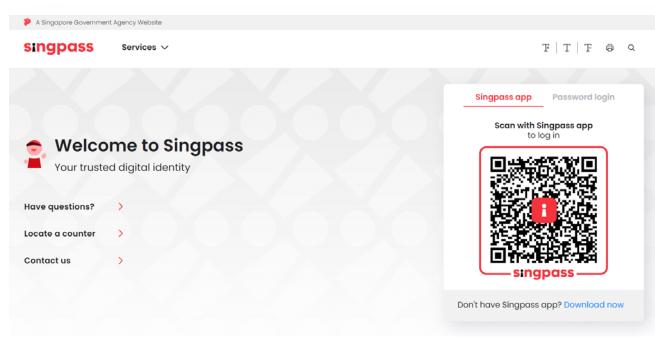








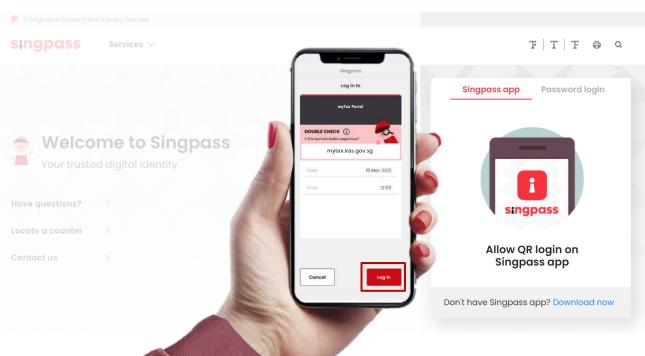
| Step | Action/ Note |
|------|----------------------------------|
| 1 | Go to https://mytax.iras.gov.sg. |
| 2 | Select Tax Agent Login. |



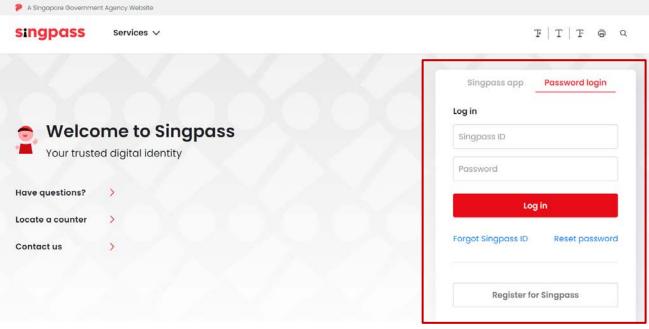
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|----|------|--|
| | Step | Action/ Note |
| | | Log In With Singpass |
| | 1 | You can choose between two login methods. |
| | | Option A: via Singpass App Option B: via Password Login |
| | | If you are a Singpass Foreign user, only option A is available to you. |



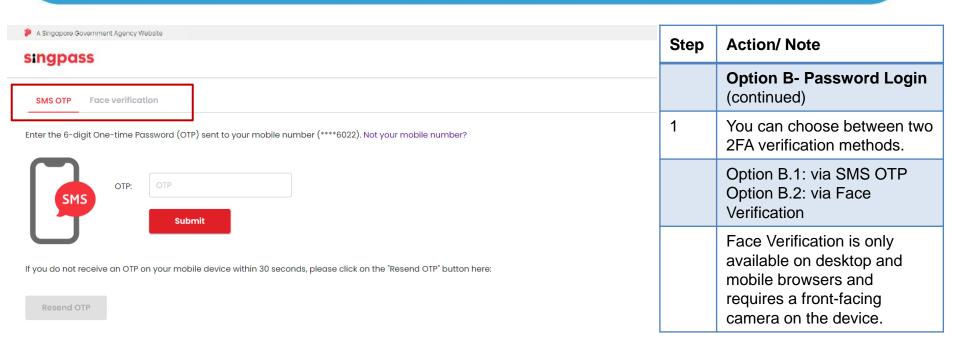
| Step | Action/ Note |
|------|--|
| | Option A- Singpass App |
| 1 | Launch your Singpass app. |
| 2 | Tap the Scan button to scan the QR Code on the Singpass login page. |

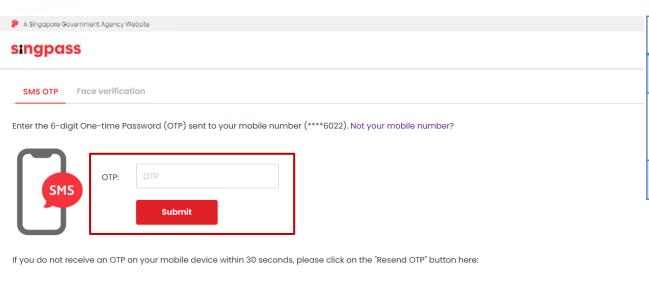


| _ | | |
|---|------|--|
| | Step | Action/ Note |
| | | Option A- Singpass App (continued) |
| | 1 | Confirm your login request on the Singpass app by tapping on the Log in button. |
| | 2 | You will be prompted to use either fingerprint (for selected smartphones), Face ID (for selected smartphones) or 6-digit passcode to verify your identity. |



| Step | Action/ Note |
|------|--|
| | Option B- Password Login (not available to Singpass Foreign users) |
| 1 | Enter your Singpass ID and password. |
| 2 | Click on Log In . |





| Step | Action/ Note |
|------|--|
| | Option B.1- SMS OTP |
| 1 | Enter the 6-digit OTP which will be sent to your registered mobile number. |
| 2 | Click on Submit . |

Resend OTP

SMS OTE

Face verification

Please note:

Use another authentification method if you are sensitive to flashing lights.

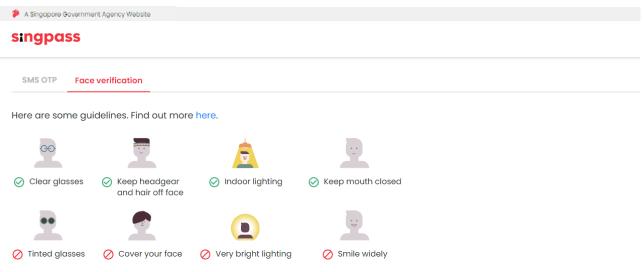
- 1 In the next screen, click "Begin Scan".
- 2 Keep still as the camera locates your face.
- The screen will flash a series of colored lights.



Click here to find out more about Singpass Face verification.



| Step | Action/ Note |
|------|--|
| | Option B.2- Face Verification |
| 1 | Click on Continue . |
| | You are advised not to use this verification method if you are sensitive to flashing lights. |



| Step | Action/ Note |
|------|--|
| | Option B.2- Face Verification (continued) |
| 1 | Read the guidelines. |
| 2 | Click on Begin Scan . |

Look into the front camera and select "Begin Scan".

By selecting "Begin Scan", you are allowing us to match your photo with the government's biometrics database based on the Terms of Use.

Back Begin Scan



| Step | Action/ Note |
|------|--|
| | Option B.2- Face Verification (continued) |
| 1 | Follow the instructions provided while the scanning takes place. |

corppass



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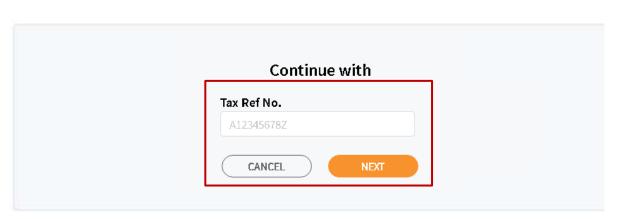
Log Out 🐣

Select UEN/Entity ID

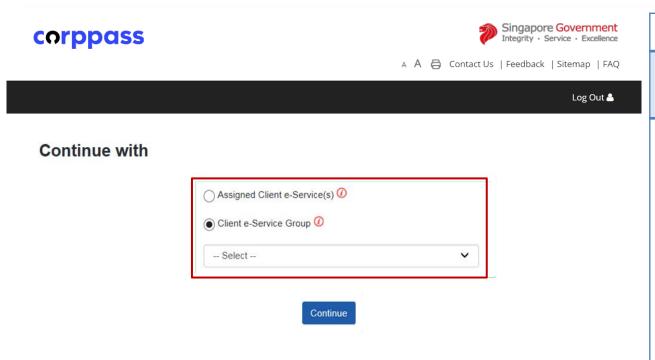
191425521H Entity 1 200062017E Entity 2 C20001187B Entity 3

| Step | Action/ Note |
|------|--|
| | Select UEN/Entity ID |
| 1 | Select the relevant Tax Agent firm's UEN/Entity ID. |
| | This page will only be shown if you have more than one Corppass account. |

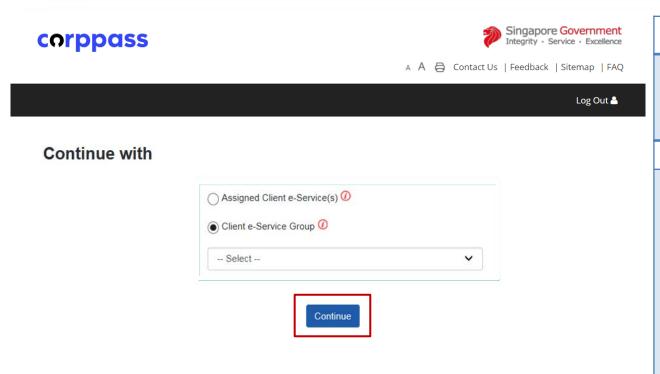




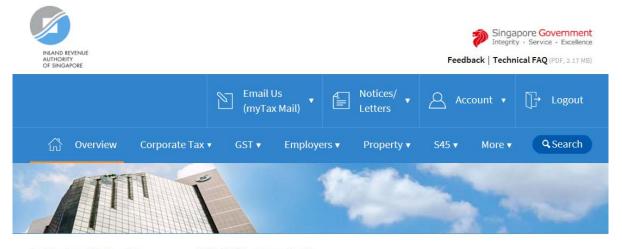
| Step | Action/ Note |
|------|---|
| | For Singpass Foreign users |
| 1 | Enter the tax reference number assigned to you by IRAS. |
| 2 | Click on Next . |



| Step | Action/ Note |
|------|--|
| | For Tax Agent Staff Authorised as Part of Client e-Service Group(s) |
| 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 Client e-Service Group is chosen, select the relevant group from the dropdown list. |



| Step | Action/ Note |
|------|---|
| | For Tax Agent Staff Authorised as Part of Client e-Service Group(s) (continued) |
| 1 | Click on Continue . |
| | 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 |
|------|--|
| 1 | Select the relevant e-Service in the navigation bar. |

Last login on Wednesday, 24 Mar 2021 9:14 AM (Singapore time).

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.

Contact Information

For enquiries on this user guide, please call 1800 356 8622 or email at myTax Mail.

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