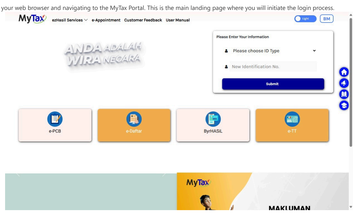
First Time Login to MyInvois Portal (Director)

This guide provides a step-by-step process for first time login into the MyInvois Portal. These steps are designed to ensure Directors without an existing profile can securely log in and create Taxpayer and User Profiles on MyInvois Portal.

Step By Step Guide

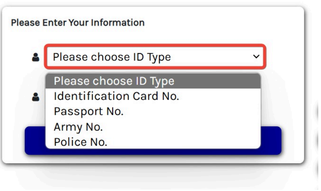
Step 1: Go to the MyTax Portal

- Begin by opening your web browser and navigating to the MyTax Portal. This is the main landing page where you will initiate the login process.



Step 2: Select ID Type

- On the login page, you will see a dropdown menu labeled **ID Type**.
- Click on this **dropdown** menu to select the type of ID you will use to log-in.



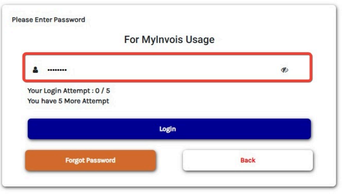
Step 3: Enter User ID

- After selecting your ID type, locate the field labeled **User ID**.
- Enter your User ID in the provided field. This is the unique identifier associated with your account.
- Click on **Submit** button



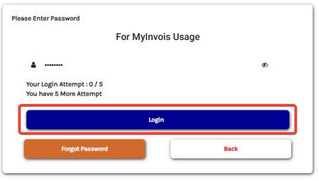
Step 4: Enter Password

- Enter your password in the provided field.



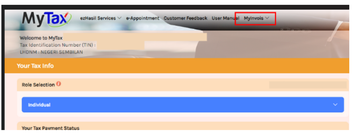
Step 5: Login

- Double-check that both your User ID and Password are correct.
- Click the **Login** button to proceed.



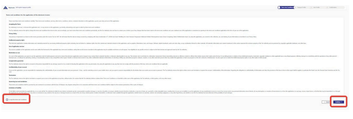
Step 6: Access MyInvois Portal

- Once you have successfully logged in, you will be redirected to the MyTax Portal's main dashboard.
- Look for the menu labeled **MyInvois** on the top navigation bar.
- Click on this menu to navigate into the **MyInvois Portal**.



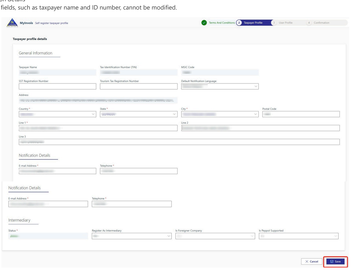
Step 7: Accept Terms and Conditions

- Before proceeding, you will be prompted to accept the terms and conditions.
- Read and accept the terms and conditions and click **Continue**.



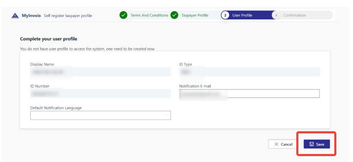
Step 8: Set Taxpayer Profile

- You will be directed to create a taxpayer profile after accepting the terms and conditions.
- Some fields will be pre-populated based on available information.
- Modify the following details(if necessary) and click **Save** :
 - SST registration number
 - Tax registration number
 - Default notification language
 - Notification details
- Note that some fields, such as taxpayer name and ID number, cannot be modified.



Step 9: Set User Profile

- Proceed to create your user profile.
- Some fields will be pre-populated based on available information. Modify the following details(if necessary) :
 - Default Notification Language
 - Notification E-mail
- Fill in the required information and click **Save** to complete the setup.



Step 10: Confirmation

- Once both profiles are created and saved, you will receive a confirmation page.
- The confirmation page will indicate that the profiles have been successfully created.

