

Back To Home



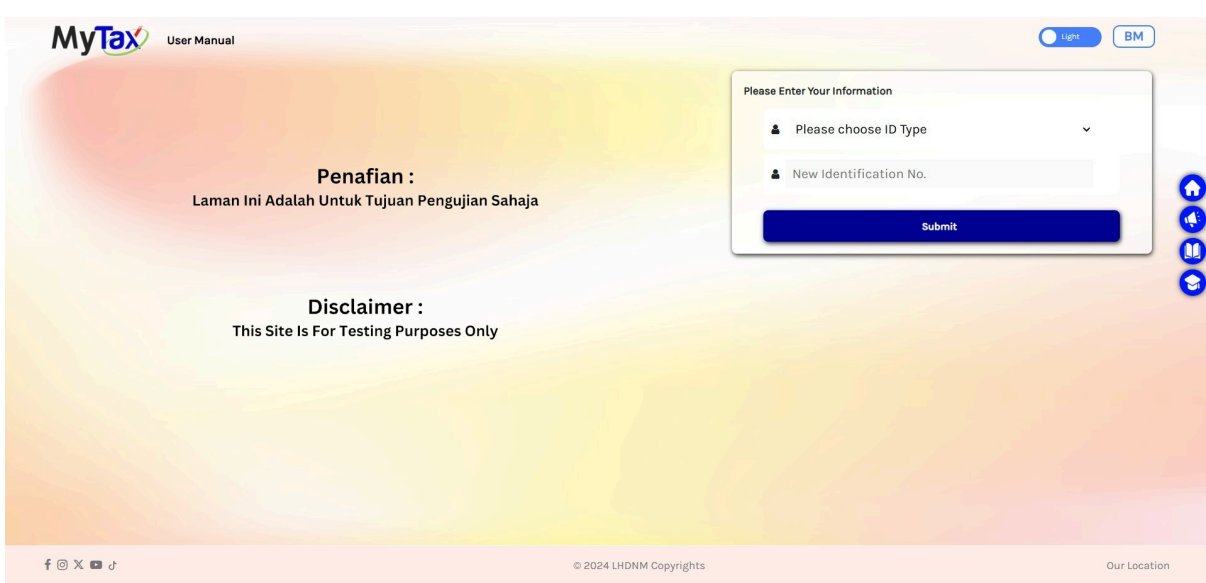
Login User Using MyTax

This guide provides a step-by-step process for end users to login the MyInvois Portal as a user representative. These steps are designed to ensure that users are able to securely and efficiently log in to manage their e-Invoicing activities on the portal.

Step By Step Guide

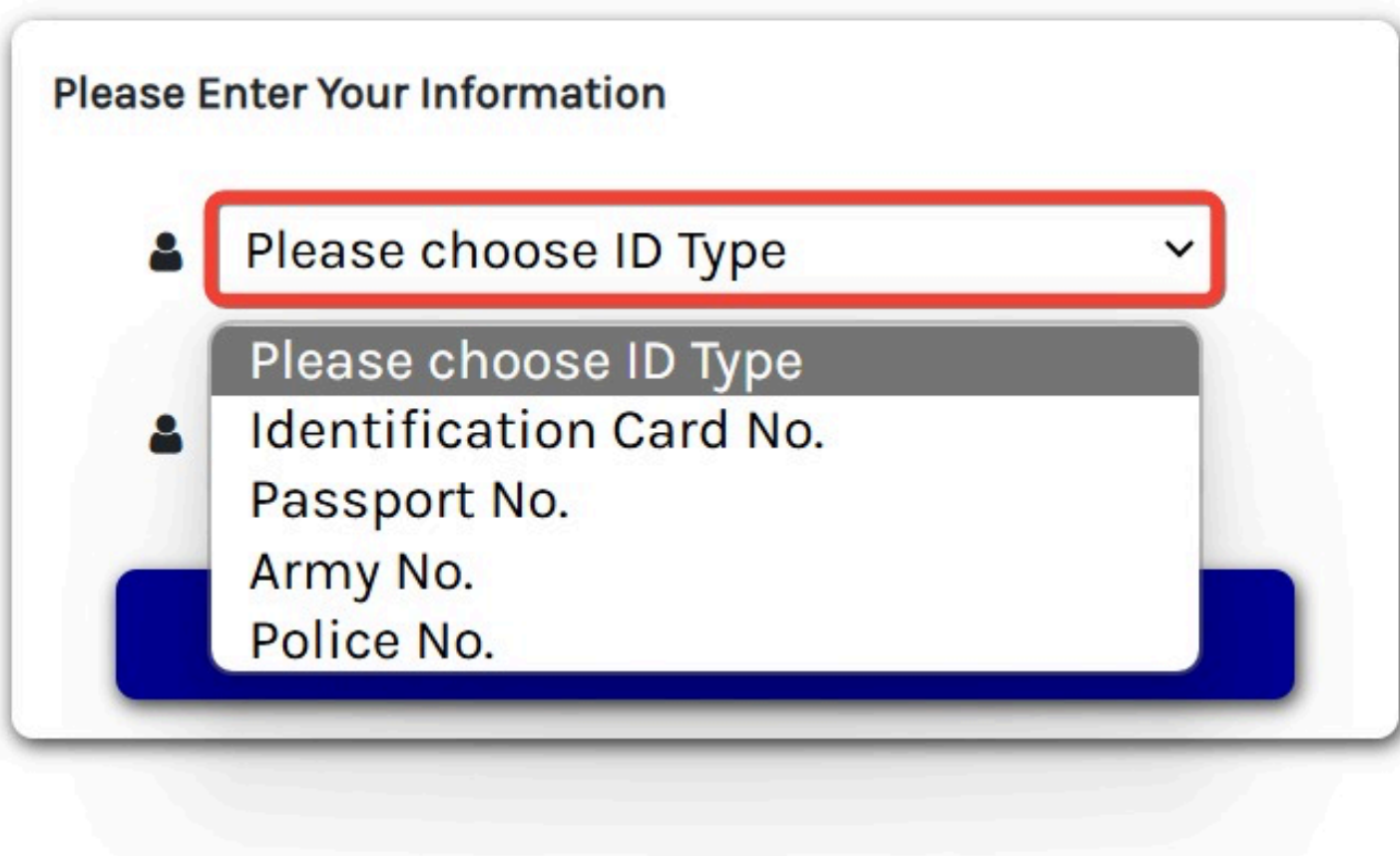
Step 1: Go to the MyTax Portal

- 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.



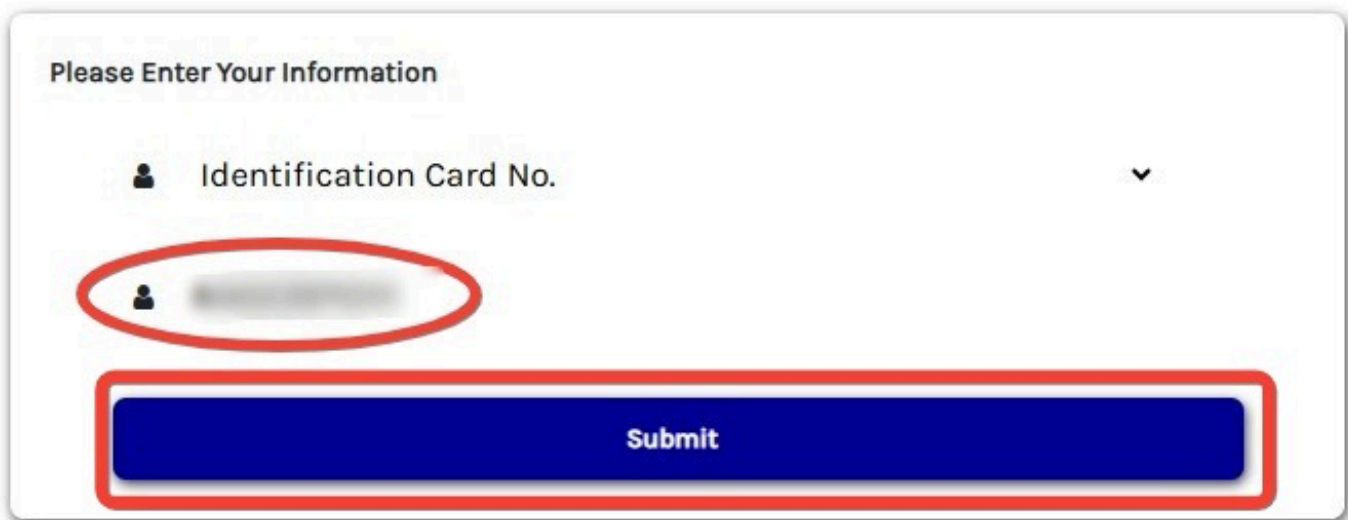
Step 2: Select ID Type

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



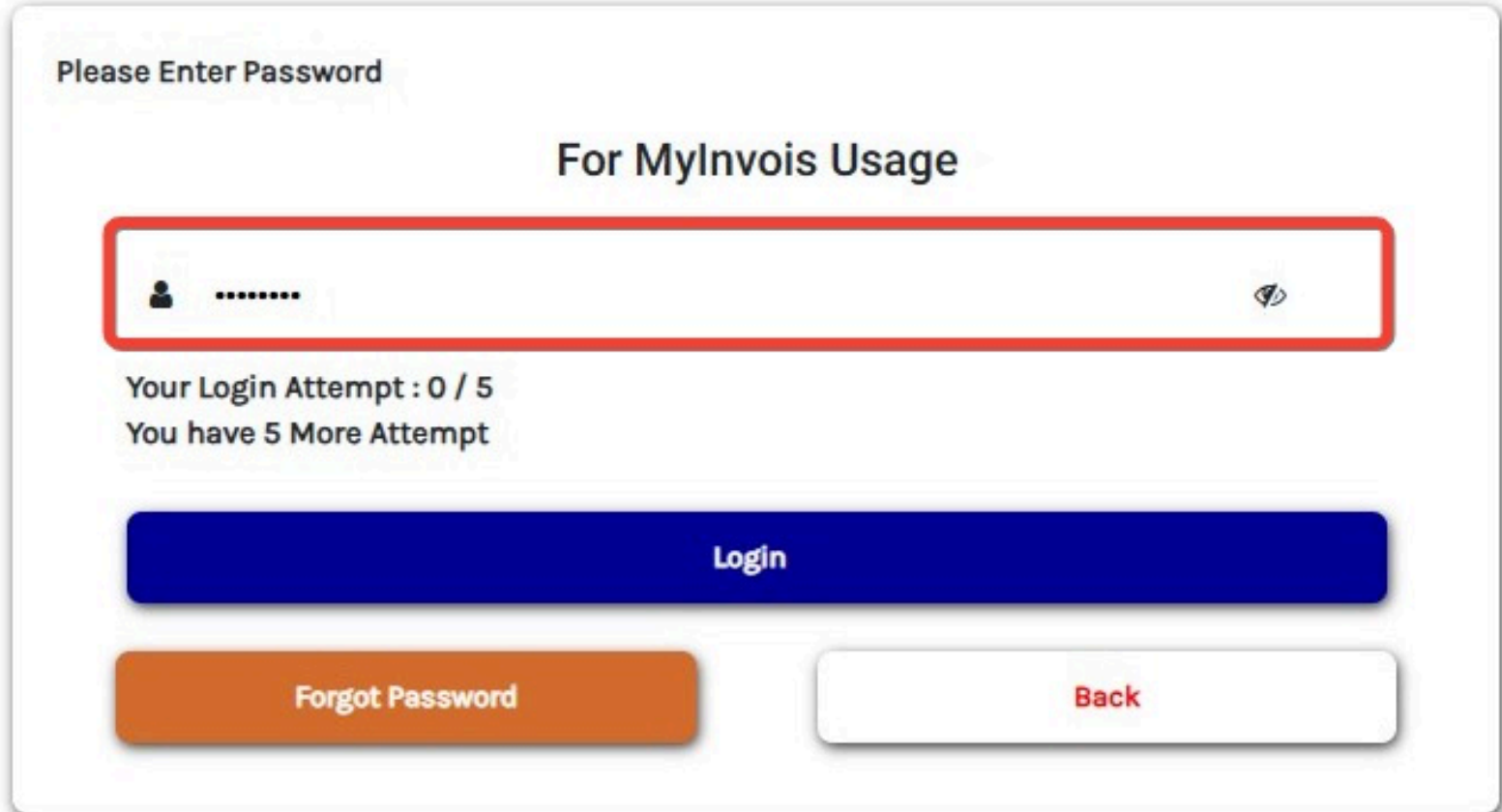
Step 3: Enter User ID

- After selecting your ID type, locate the field labeled **New Identification No.**
- Enter your User ID in the provided field. This is the unique identifier associated with your account.
- Click on **Submit** button



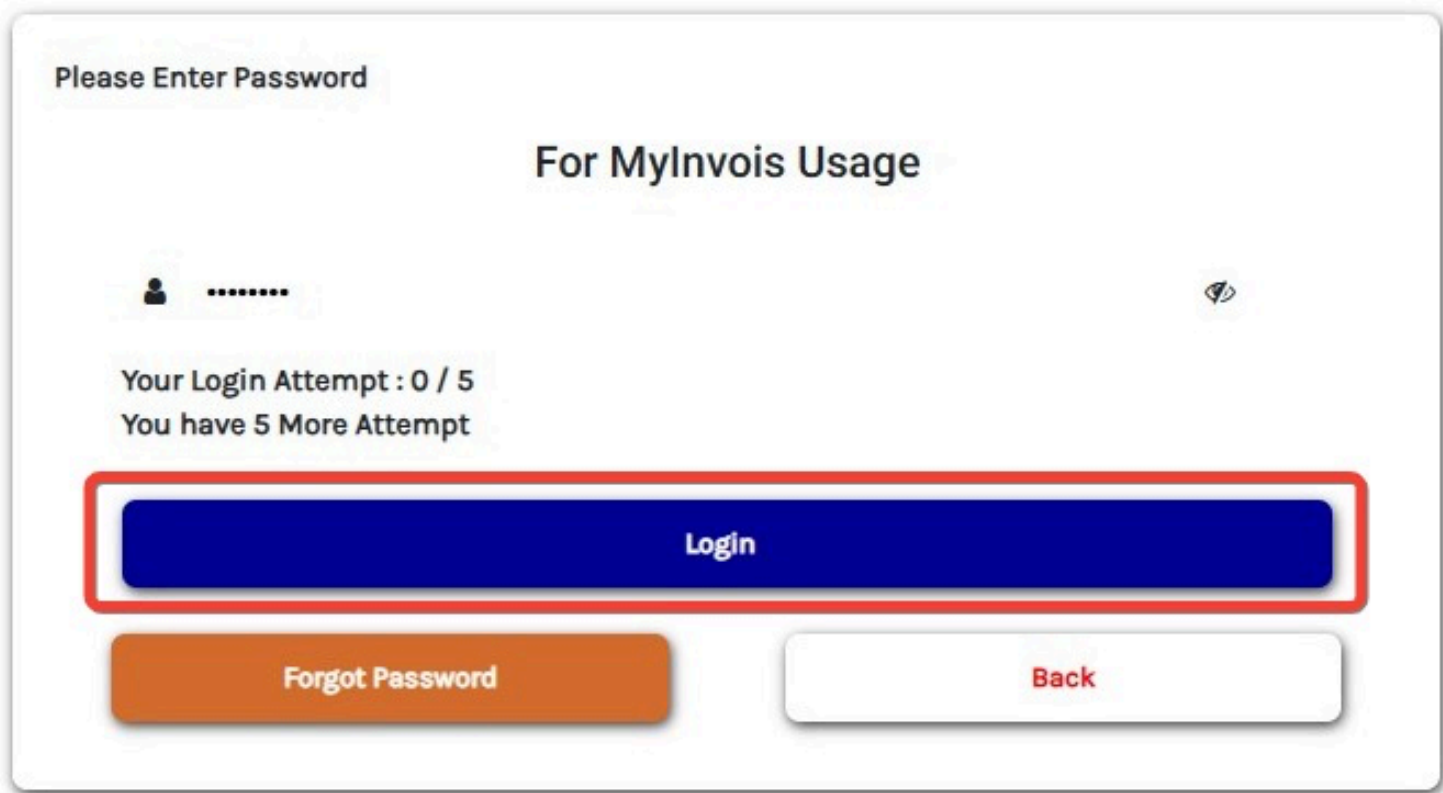
Step 4: Enter Password

- Enter your password in the provided field.



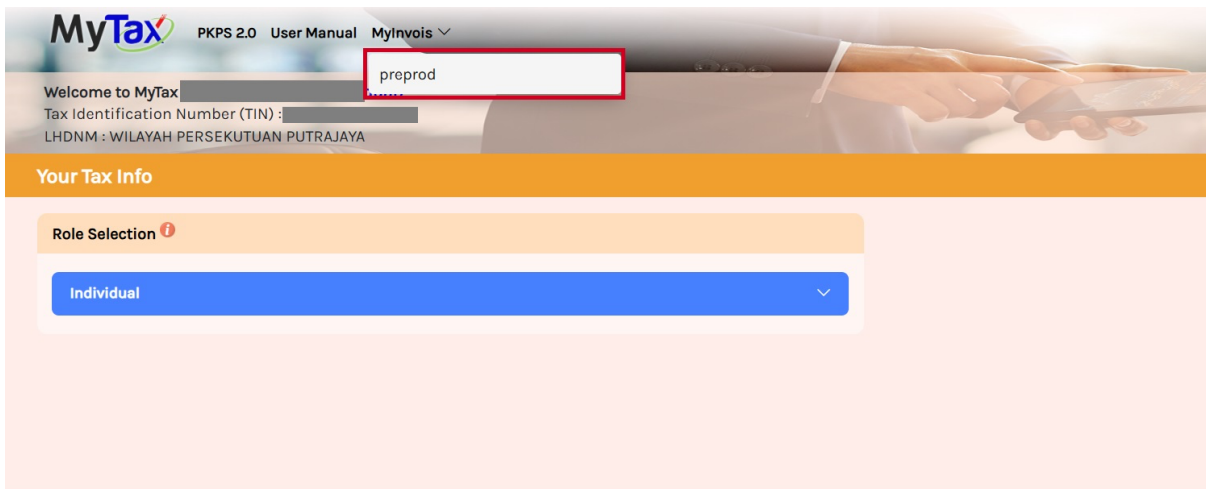
Step 5: Log In

- 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: Confirmation

- You have successfully logged into the MyInvois Portal as a user representative. You can now access the services and functionalities available within the MyInvois Portal.

