



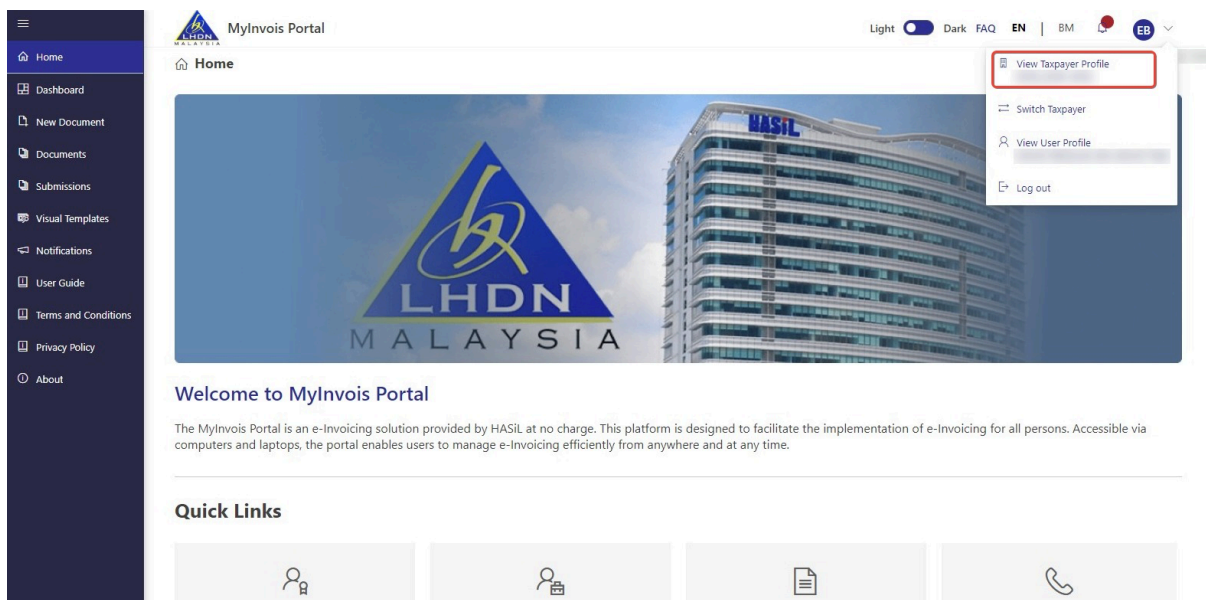
Add and Manage Intermediary

This guide provides a step-by-step process for accessing, reviewing, and updating the information of intermediaries associated with their account on the MyInvois Portal. Users can manage intermediary details, including contact information, representation permissions, and the duration of representation.

Step By Step Guide

Step 1: Access the Taxpayer Profile

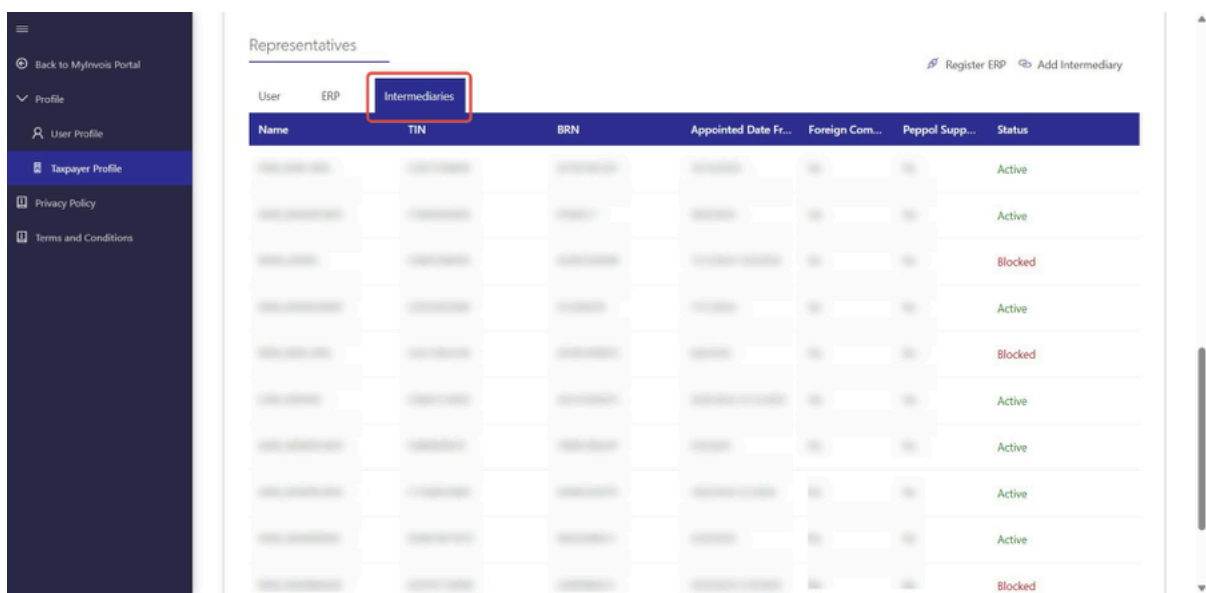
- On the top-right hand side of the MyInvois Portal, select the profile dropdown, then select **View Taxpayer Profile**.



- This step grants you access to view the taxpayer's profile information.

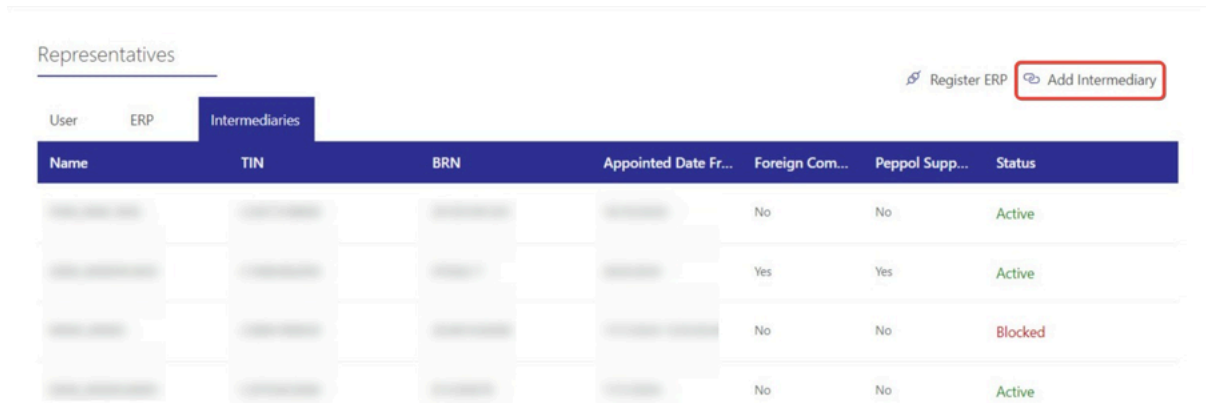
Step 2: View Intermediary Information

- Scroll down on the Taxpayer Profile page and click on the **Intermediary** tab under Representatives to view the Intermediary Representatives.

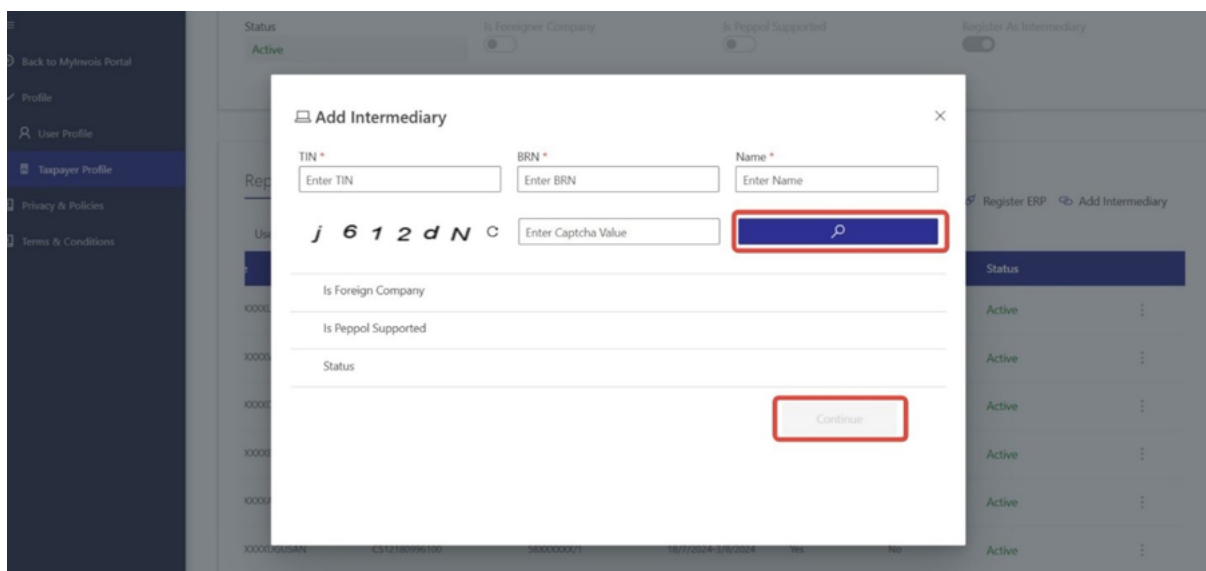


Step 3: Add Intermediary

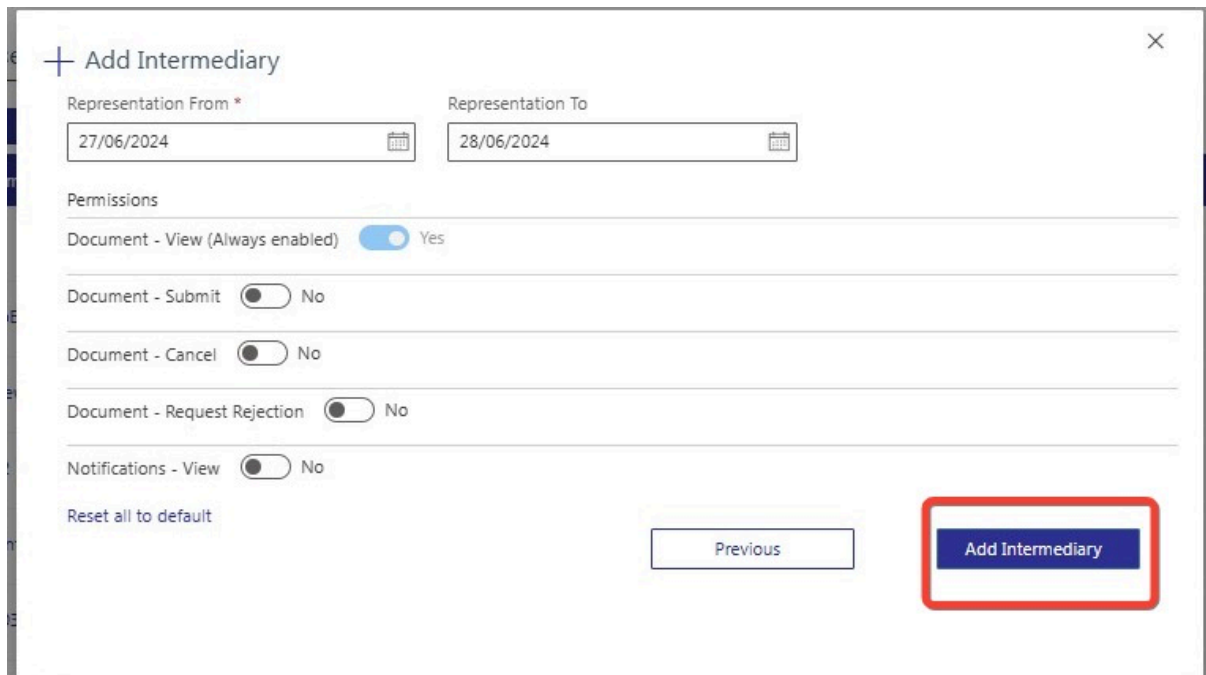
- Click on **Add Intermediary**



- Enter TIN, BRN and Name in the respective data fields. Please ensure that the TIN and BRN are accurate.
- Enter the Captcha value.
- Click on **search icon** to validate TIN, BRN and Name.
- Click on **Continue** to modify the fields.



- Modify the **Representation From** and **Representation To** dates, as per your requirement.
- Modify the permission using toggle button as per your requirement.
- Click on **Add Intermediary** button to add an Intermediary.

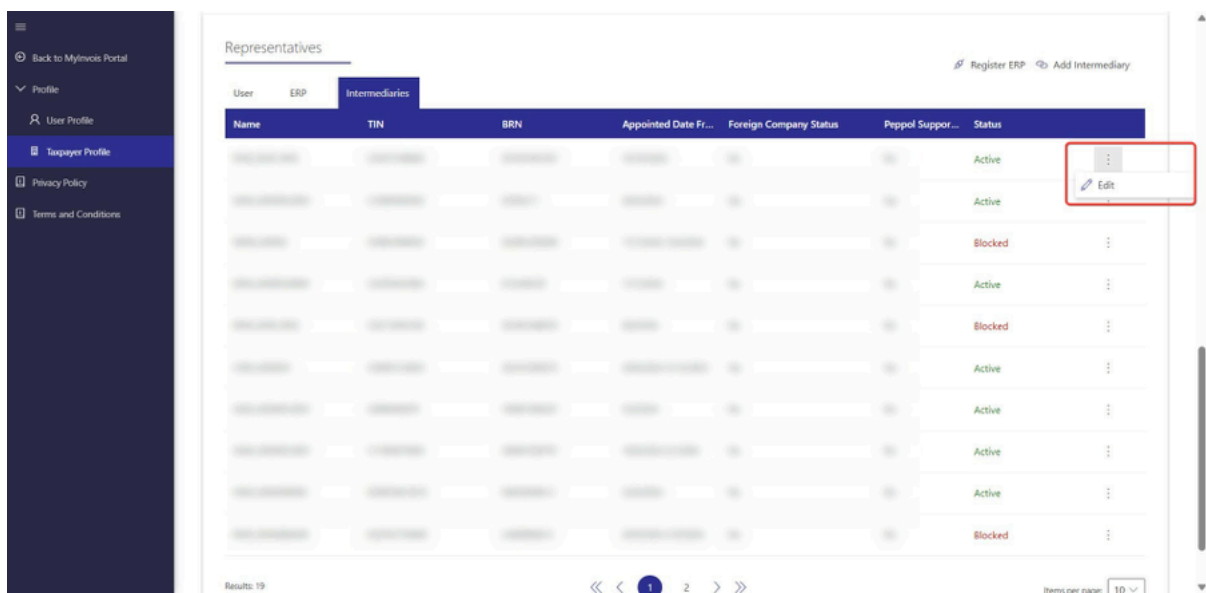


- You will be re-directed to the **Intermediaries** tab and view the respective Intermediary information that has been added.

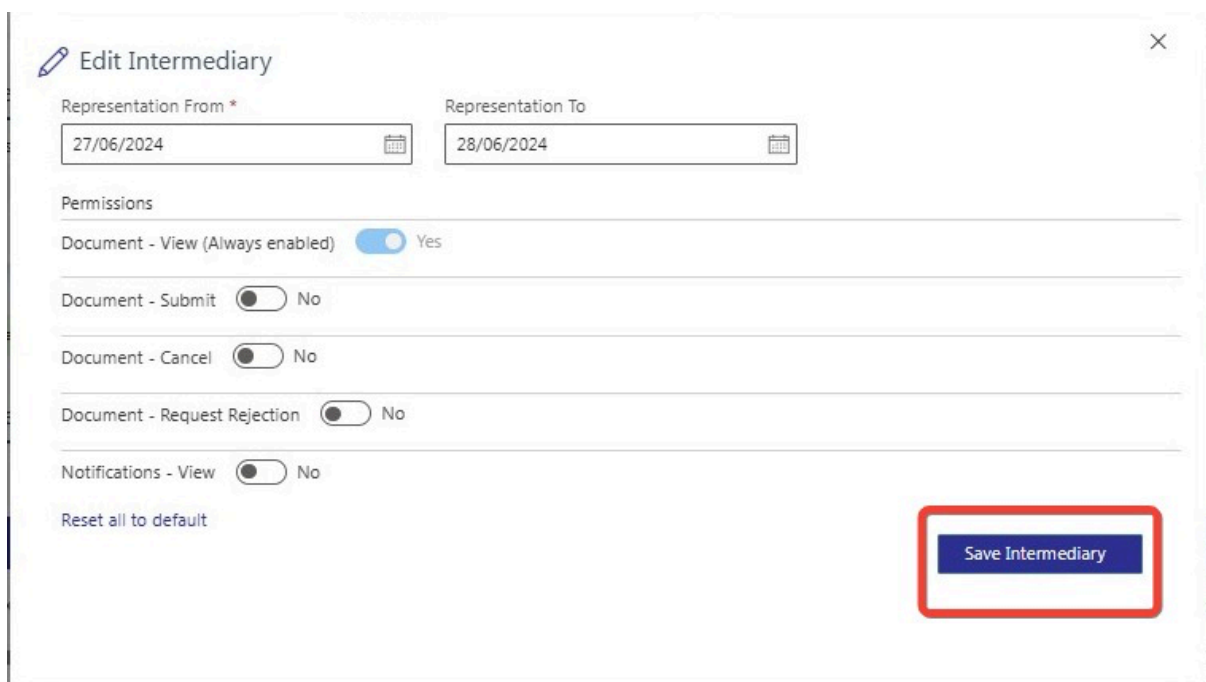


Step 4: Manage Intermediary's Permission

- Scroll to the right and click on the three dots (ellipsis), where the **Edit** button option will appear, allowing you to modify the selected intermediary.



- You have the ability to modify the **Representation From** and **Representation To** dates, as well as the permissions associated with the intermediary.



- Click the **Save Intermediary** to save your changes