



KEMENTERIAN KEWANGAN MALAYSIA

USER MANUAL

**MALAYSIAN GOVERNMENT TAX MANAGEMENT
AND INFORMATION SYSTEM
(MYCUKAI)**

**TREASURY AUTHENTICATION SYSTEM
(TERAS) 2.0**

ACCOUNT REGISTRATION GUIDE



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1.0 INTRODUCTION

The Treasury Authentication System (TERAS) provides a user authentication platform through the following methods

Password

Validation requests based on usernames and associated passwords are considered to be only known to a particular user.



2.0 MYCUKAI ACCOUNT REGISTRATION

2.1 REGISTER ACCOUNT

1. To register a user, click on **DAFTAR AKAUN** and the system will display the User Registration Account on screen.




2. Fill in user registration information. All profile information boxes are required by the user.

User Account Registration

FULL NAME

TYPE OF IDENTIFICATION

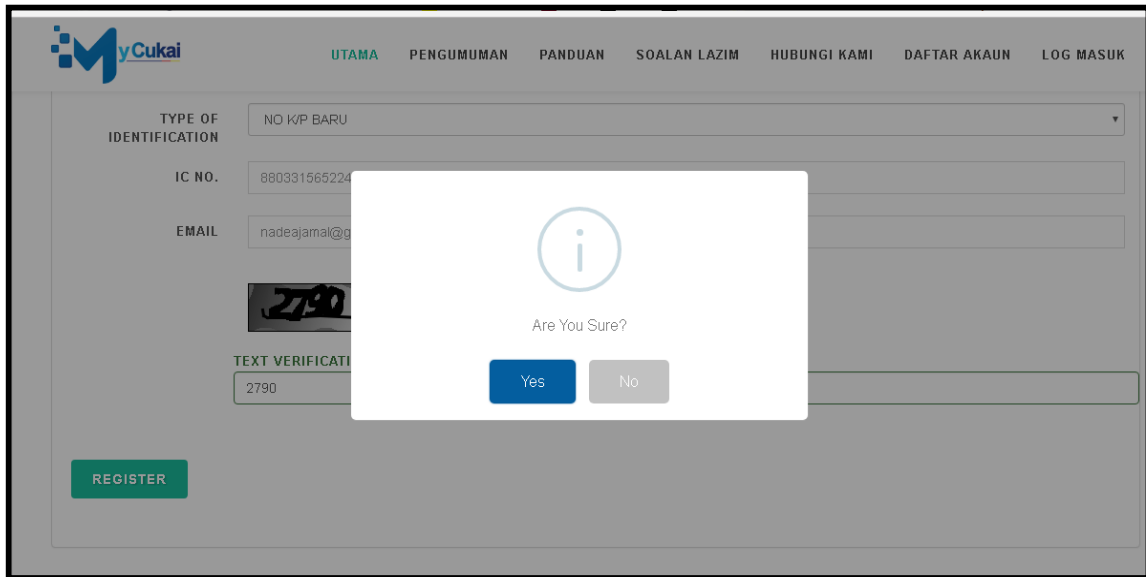
EMAIL



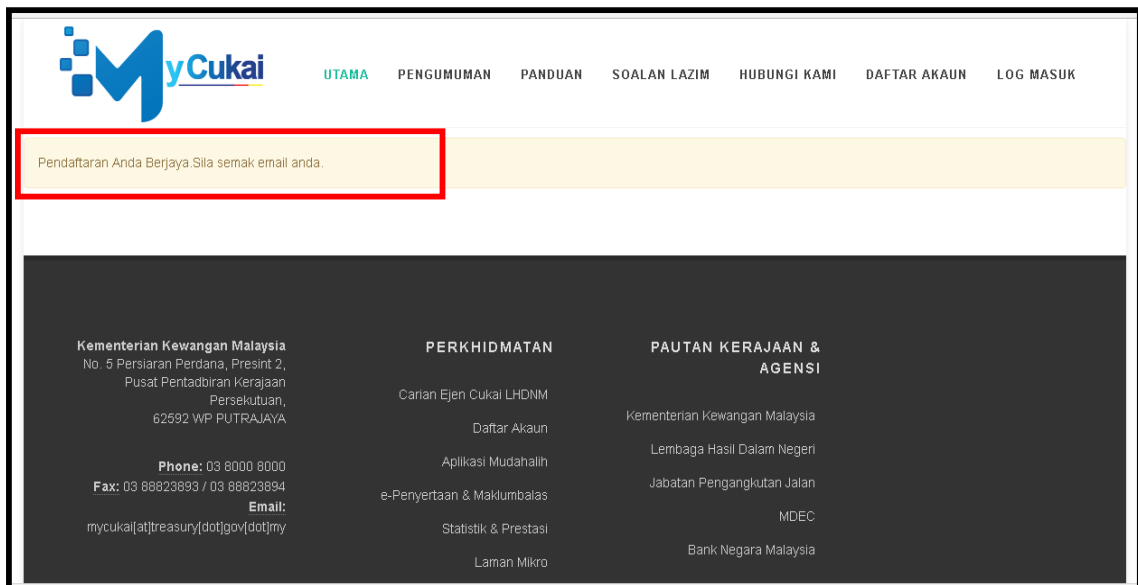
TEXT VERIFICATION (*)



3. Click **Register** after enter all information entered.

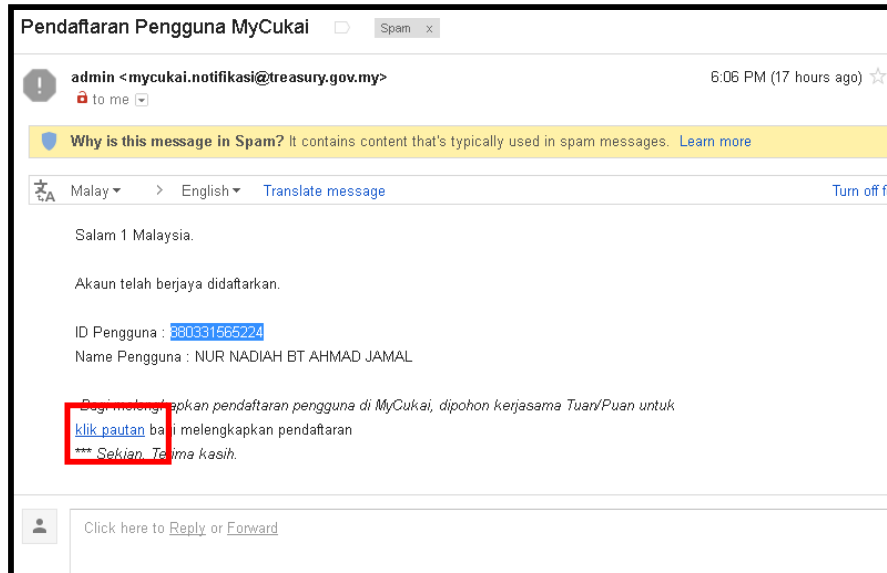


4. A quick **pop-up** message will appeared, click on **yes** button to continue registration process.
5. Registration successful. Please check your registered email.





6. To activate MyCukai account, please click on the link below. You will be directed to MyCukai portal.
7. Click on hyperlink **Klik Pautan**.





3.0 TERAS ACCOUNT REGISTRATION

User Registration (TERAS – MyCukai)

- Step 1 (a)**
MyCukai
New User
- New users will receive a notification email from [the mycukai.notifikasi@treasury.gov.my](mailto:mycukai.notifikasi@treasury.gov.my) titled " **Pendaftaran Pengguna MyCukai**".
 - Click on the " **klik pautan**" link as shown in the diagram below.

Pendaftaran Pengguna MyCukai

From: admin <mycukai.notifikasi@treasury.gov.my>
Date: 2021-05-09 22:16

Salam 1 Malaysia.

Akaun telah berjaya didaftarkan.

Name Pengguna : HALIMAH
ID Pengguna : 700101086749

Bagi melengkapkan pendaftaran pengguna di MyCukai, dipohon kerjasama Tuan/Puan untuk [klik pautan](#) bagi melengkapkan pendaftaran

Sila pastikan maklumat adalah tepat sebelum klik pautan tersebut.

- Step 1 (b)**
MyCukai
Existing User
- New users will receive a notification email from [the admin@treasury.gov.my](mailto:admin@treasury.gov.my) titled " **MOF TERAS 2.0 Account Activation**".
 - Click on the " **Activate your account**" link as shown in the diagram below.



MOF TERAS 2.0 Account Activation

From: admin@treasury.gov.my
Date: 2021-05-09 22:32

Encl

Hi 900101010001,

Welcome to MOF TERAS 2.0.

Your TERAS account has successfully been activated as a new Single Sign On for MyCukai (Ministry of Finance Malaysia) Login.

To complete your registration please activate your account by clicking on this link

[Activate your account](#)

If the above does not appear to be clickable, please copy this URL <https://teras.treasury.gov.my/centagate/changePasswordActivate.xhtml?code=e7683693a8cb06a39a0e37e68f827c3c&username=900101010001> and paste it in your web browser. Follow the instructions on the activation page to activate your account.

The link will expire in 7 days.

For any inquiry or to request for a new link if the link is expired, Please contact:-

Helpdesk MyCukai (03-8882 4081) or

MOF TERAS Helpdesk (03-88823762 / 3615)

for any inquiry or to request for a new link if the link is expired.

Best regards,

TERAS Admin



Step 2

- User login to CENTAGATE CLOUD to activate account, as shown in the diagram below.
- The user must complete fill in the password and confirm the password.
- The password must contain
 - ✓ at least 12 characters
 - ✓ Mixed digits, lowercase letters, uppercase letters, and special characters
 - ✓ Must not be equal username
- Click "Next".

CENTAGATE CLOUD

You have successfully activated your CENTAGATE account.
Please provide your new password.

***REQUIRED**

Your password must contain:

- 12 characters
- Mix lower and uppercase letters, digits and special characters only
- Must not be equal to username

New password *

Confirm new password *

Next



USER MANUAL FOR ACCOUNT REGISTRATION

Step 3

- Next, user is required to set the security phrase and pick the security picture from the available list as shown in figure below.

CENTAGATE CLOUD

Security Image & Security Question and Answer *REQUIRED

Your security image gives you additional assurance that you are logging into CENTAGATE and not a fraudulent website.

Security phrase *

Please select your security image. *

To protect your account, select or create security question(s) that only you can answer.

Question: *

What is the food you least liked as a child? ▼

Step 4

- Select the security questions and fill in the answers
- Click "Next"

Create your own security question

What is the food you least liked as a child?

What is your favorite piece of art?

What was your grandmother's favorite dessert?

What was the first thing you learned to cook?

What was your dream job as a child?

Where did you have your first kiss?

Where did you meet your spouse/significant other?

Where did you go for your favorite vacation?

Where were you on New Year's Eve in the year 2000?

Who is your favorite speaker/orator?

Who is your favorite book/movie character?

What is the name of your first stuffed animal?

Who is your favorite sports player?

What is your favourite children's book?

What was your childhood nickname?

What was the model of your first motorised vehicle?

What was your favourite singer or band in school?

What was your favourite film star or character in school?

What did you earn your first medal or award for?

What is the food you least liked as a child? ▼

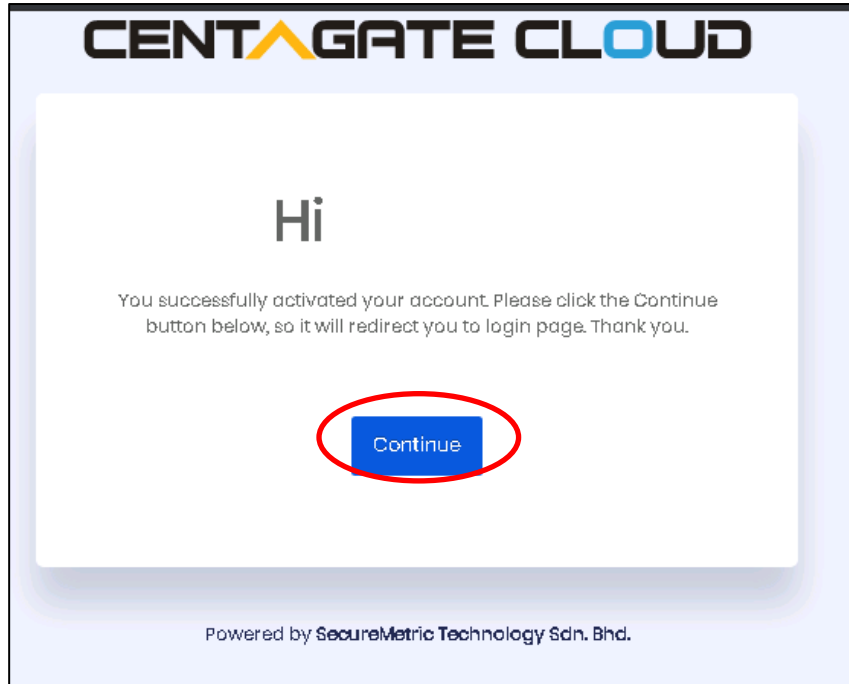
Answer *

Next

Powered by SecureMetric Technology Sdn. Bhd.

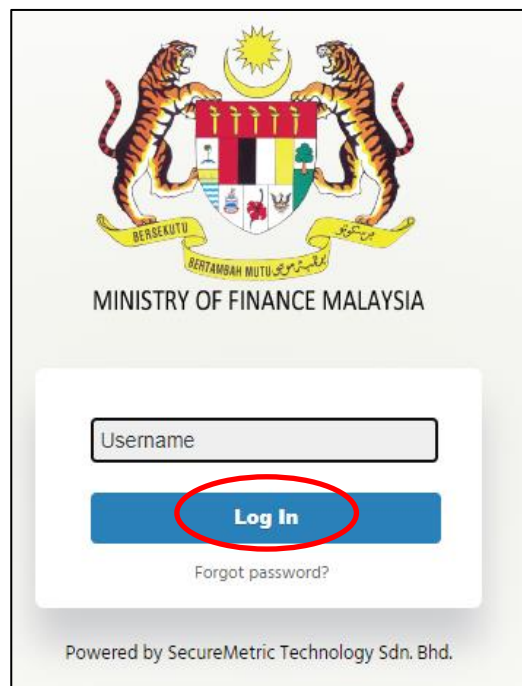
Step 5

- Click "Continue" to proceed to the login page



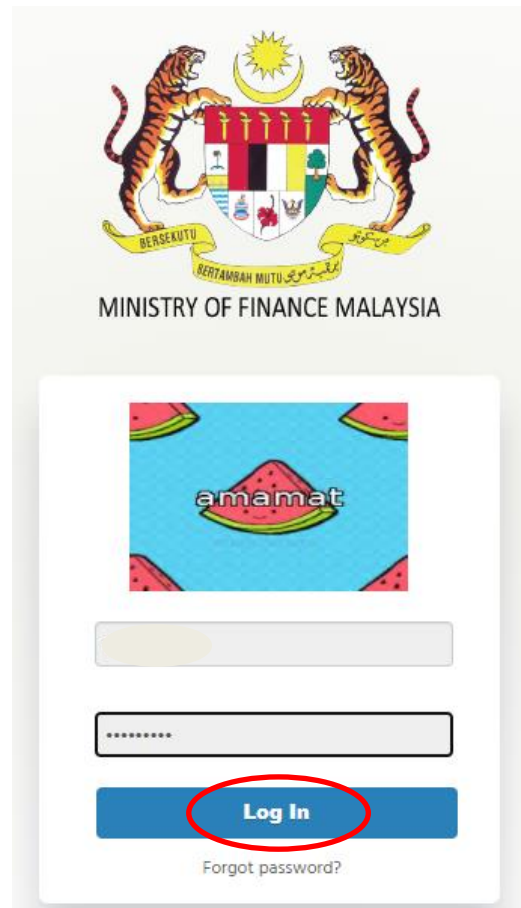
Step 6

- User is redirect to the "Login" page
- Enter Username
- Click "Log In"



Step 7

- Verify the security image and security phrase are correct.
- Enter Password.
- Click "Log In"



Step 8

- Users who successfully register and activate their MyCukai account will be taken to MyCukai landing page, as shown in the figure below.



The screenshot displays the MYCukai user interface. At the top left is the MYCukai logo with the text "SISTEM BAYU-LAMA PENGURUSAN CUKAI KERAJAAN MALAYSIA". At the top right, there is a user profile section with a notification bell icon and the name "Selamat Dompok". Below the header is a navigation menu on the left with items like "Laman Utama", "Profil", "Ejen Cukai", "Permohonan Pengecualian", "Dasar", "Galakan", "Selain Insentif", "Permohonan Lain-lain", "Penetapan Had Rayuan", "Pencadangan Sistem", "Sokongan", "Integrasi", "Manual Pengguna Umum", "Manual Pengguna BC", "Manual Pengguna Agensi", and "Kepala Surat MOP". The main content area is titled "Notifikasi" and shows a notification count of "0". A message in the center states "You do not have any notifications." The interface is in Malay, with a language switcher for "Bahasa Melayu" and "English" in the top right.



4.0 PROFILE REGISTRATION

REGISTER PROFILE

1. Users are required to complete the **Mandatory** * information. Then, click **Save**.

The screenshot shows the 'Edit Profile' form in the MAMPU system. The form includes the following fields:

- Full Name: NJR NADIAH BT AHMAD JAMAL
- IC No.: 880331565224
- Date of Birth: dd/mm/yyyy
- Address: (Three empty text boxes)
- Country: PLEASE CHOOSE (dropdown menu)
- Phone (W): 00-0134567888
- Phone (M): 00-0134567888
- Sex: Male Female
- Email: nadasajenai@gmail.com
- Representing the company: Ya Tidak

A blue 'Save' button is located at the bottom of the form.

2. Click **Yes** to complete the registration process.

The screenshot shows a confirmation dialog box with the text 'Are You Sure?' and two buttons: 'Yes' (blue) and 'No' (grey). The background shows the profile form with the following fields:

- City: KAJANG (dropdown menu)
- Country: MALAYSIA (dropdown menu)
- Phone (W): (empty text box)
- Phone (M): (empty text box)
- Sex: (radio buttons)
- Email: (empty text box)
- Representing the company: (radio buttons)

A blue 'Save' button is visible at the bottom of the form.



3. Profile registration is successful.

