# 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**

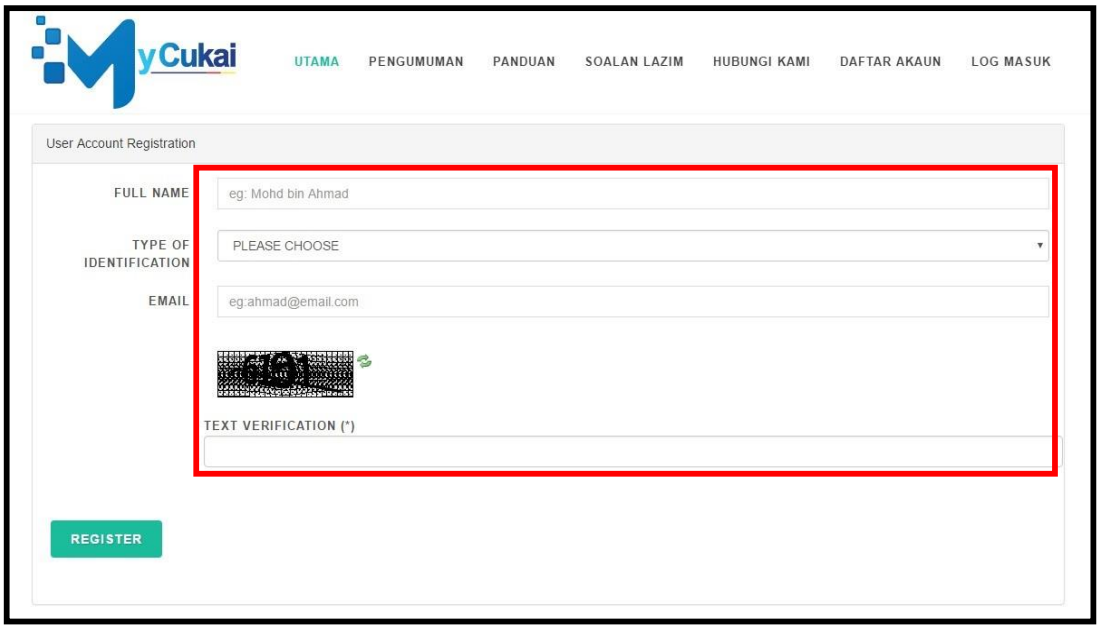
Validation requests based on usernames and associated passwords are considered to be only known to a particular user.

# 2.0 MyCukai ACCOUNT REGISTRATION

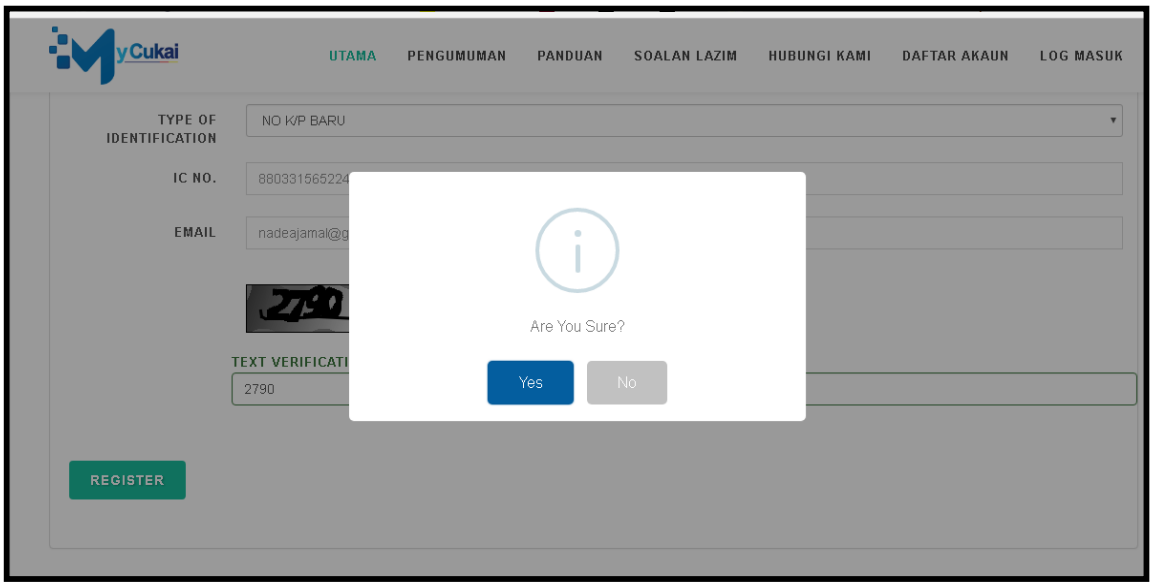
## 2.1 Register Account

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

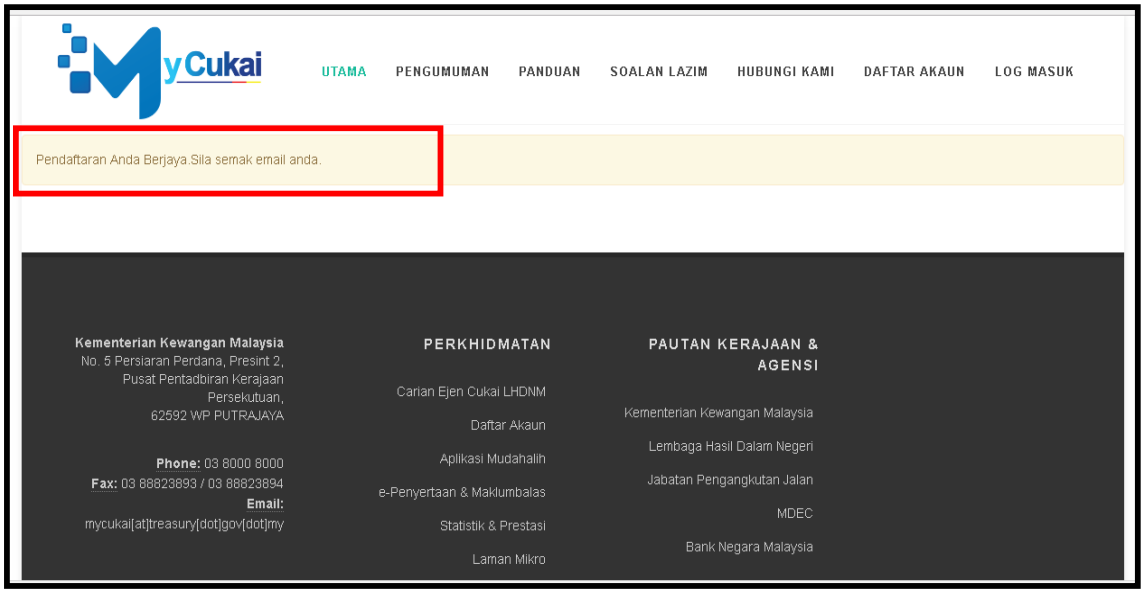
2. Fill in user registration information. All profile information boxes are required by the user.



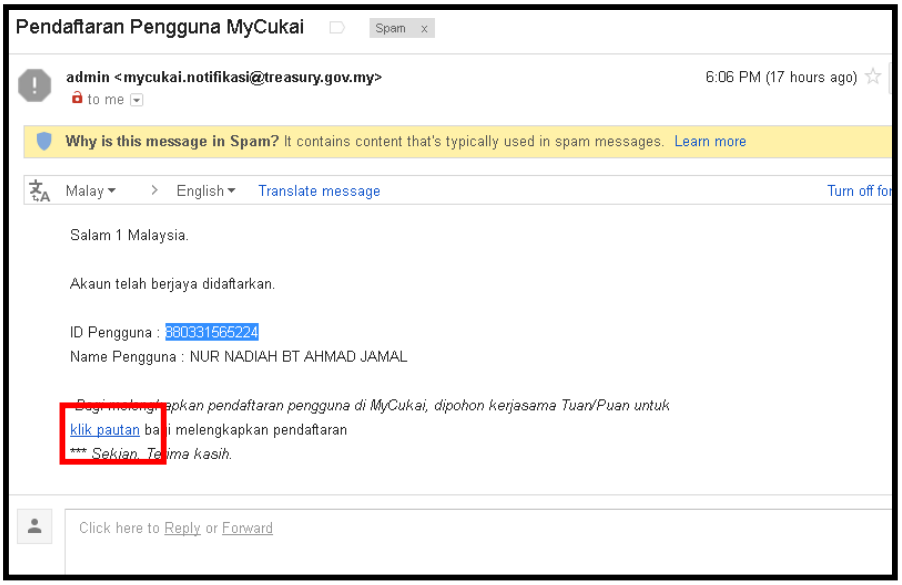
3. Click **Register** after enter all information entered.




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.**

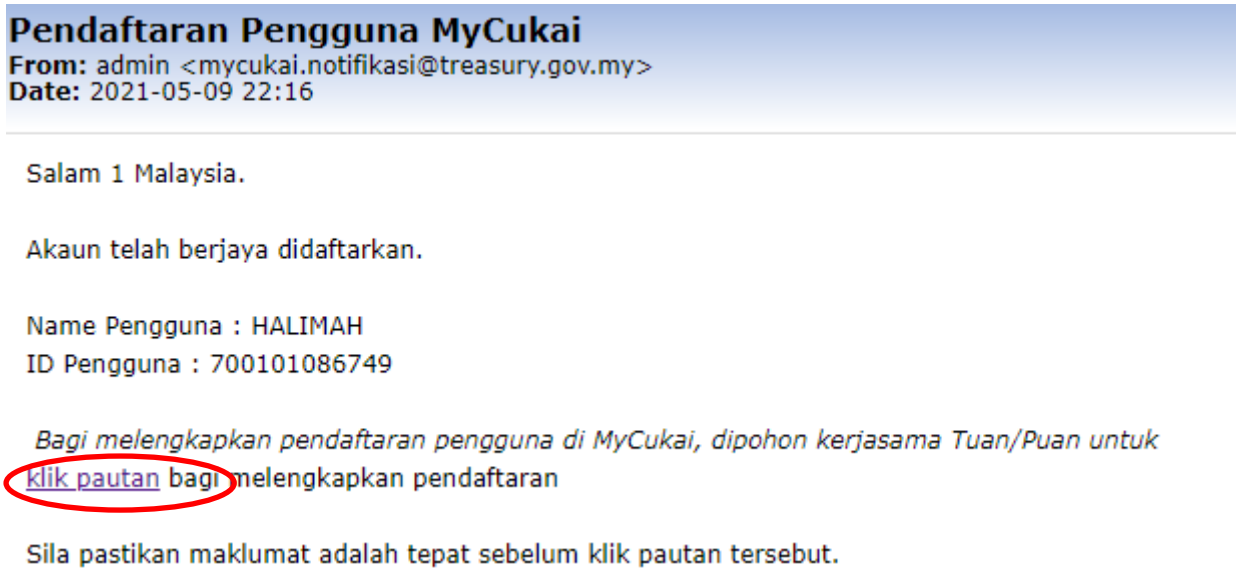


# 3.0 TERAS ACCOUNT REGISTRATION

## User Registration (TERAS – MyCukai)

**Step 1 (a) MyCukai New User**

- New users will receive a notification email from the mycukai.notifikasi@treasury.gov.my titled " **Pendaftaran Pengguna MyCukai".**
- Click on the " **klik pautan"** link as shown in the diagram below.




**Step 1 (b) MyCukai Existing User**

- New users will receive a notification email from the 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

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)

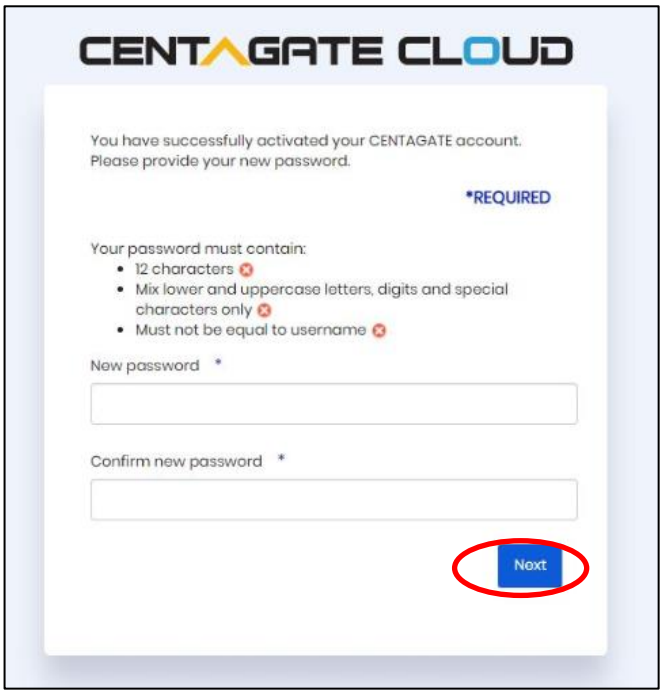
for any inquiry or to request for a new link if the link is expired.

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".

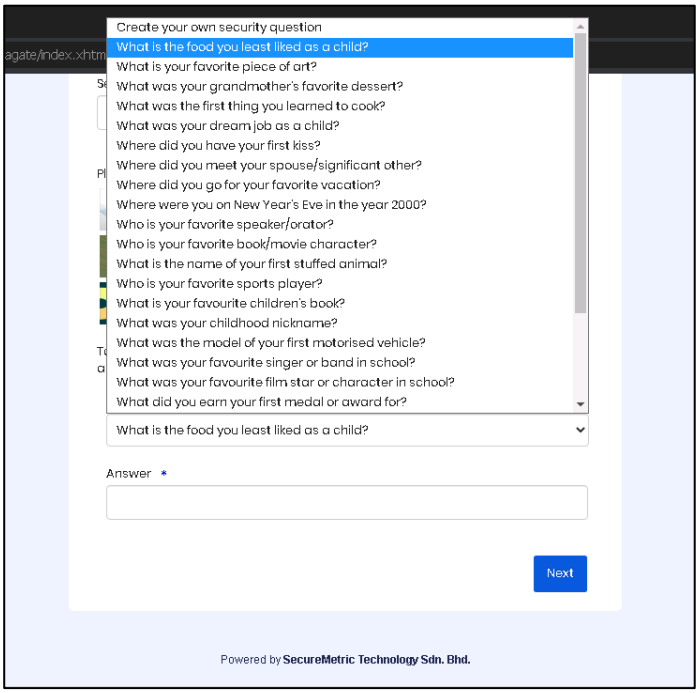


**Step 3**

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

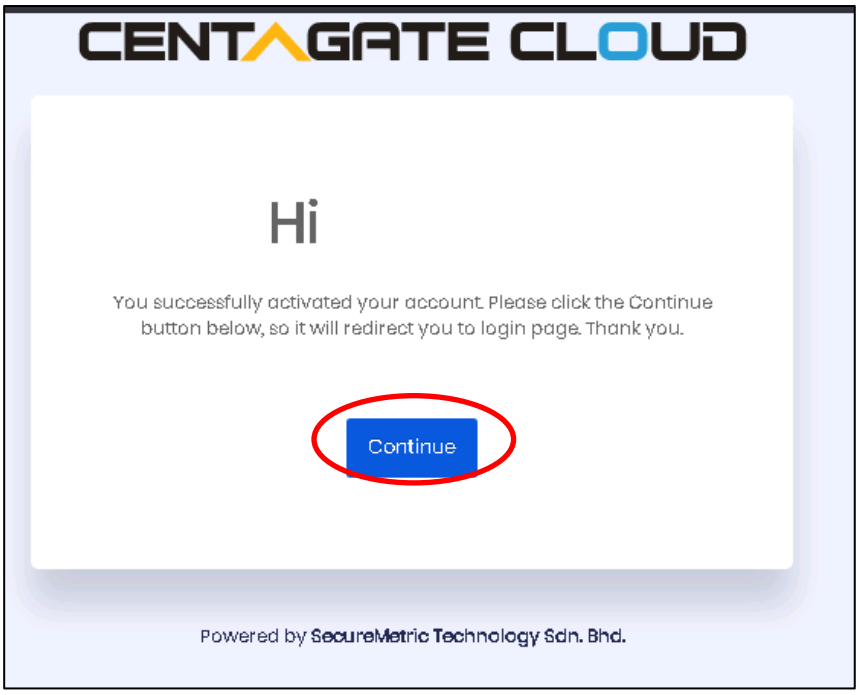
**Step 4**

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



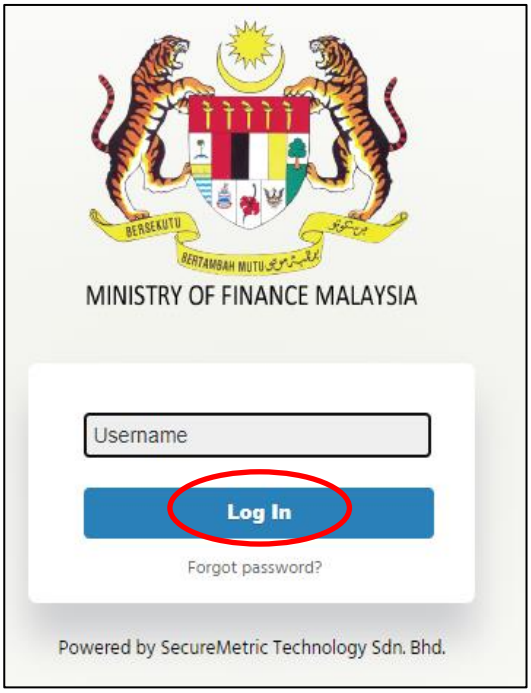

**Step 5**

- Click "Continue" to proceed to the login page




**Step 6**

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

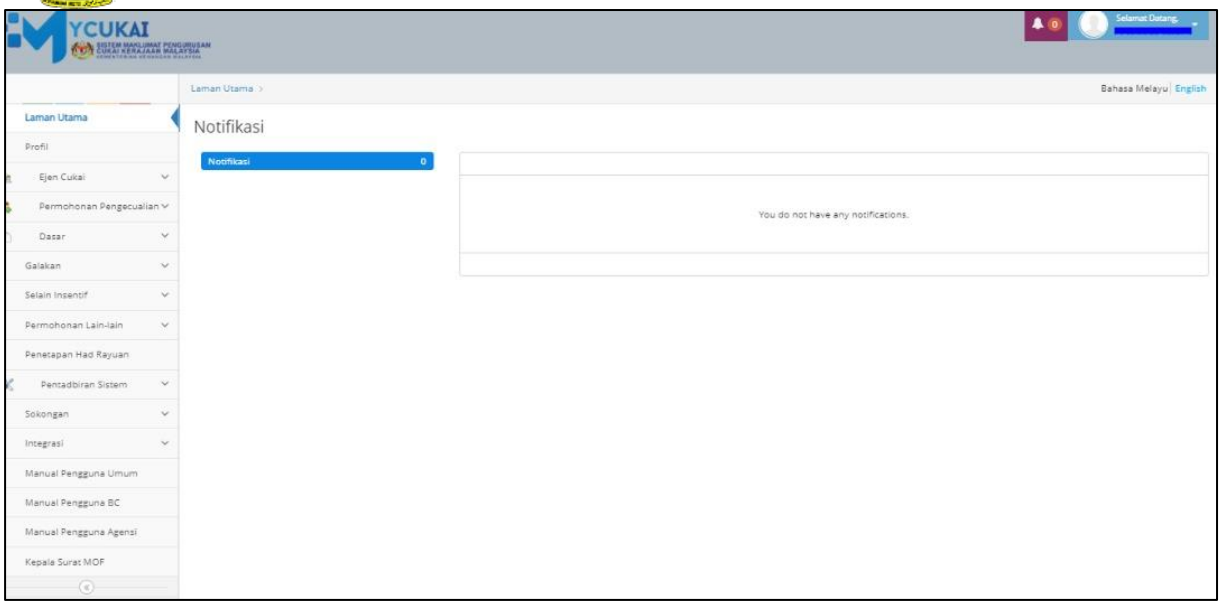



**Step 7**

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

**Step 8**

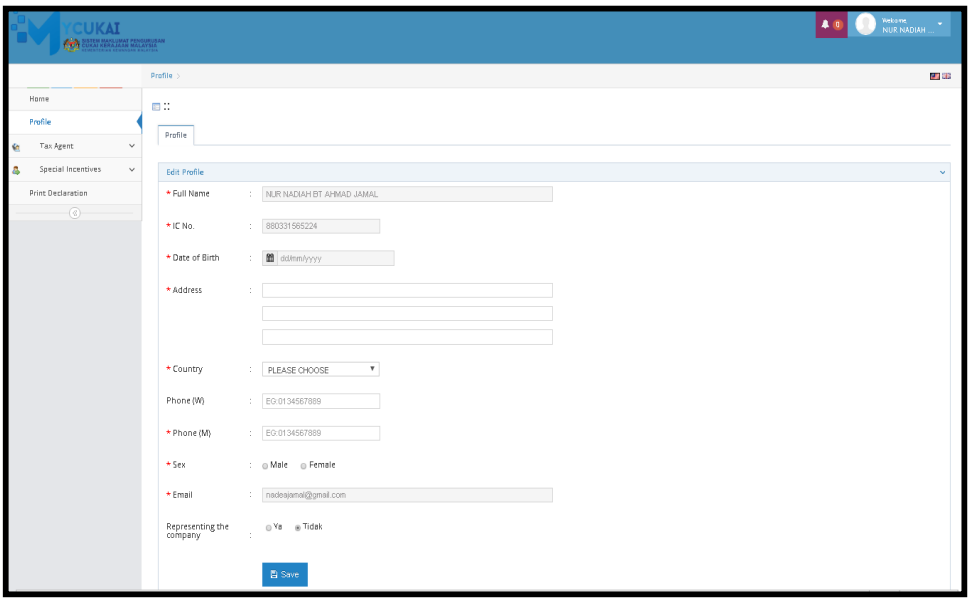
- Users who successfully register and activate their MyCukai account will be taken to MyCukai landing page, as shown in the figure below.


MYCUKAI
Laman Utama
Bahasa Melayu | English
Laman Utama
Profil
Ejen Cukai
Permohonan Pengecualian
Dasar
Galakan
Selain Insentif
Permohonan Lain-lain
Penetapan Had Rayuan
Pentadbiran Sistem
Sokongan
Integrasi
Manual Pengguna Umum
Manual Pengguna BC
Manual Pengguna Agensi
Kepala Surat MOF
Notifikasi
Notifikasi 0
You do not have any notifications.

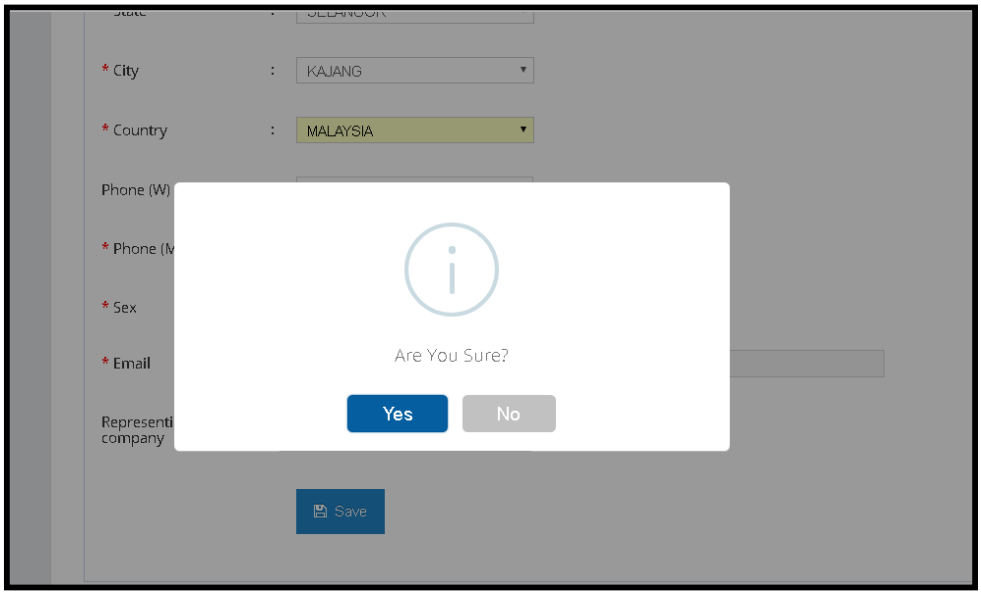
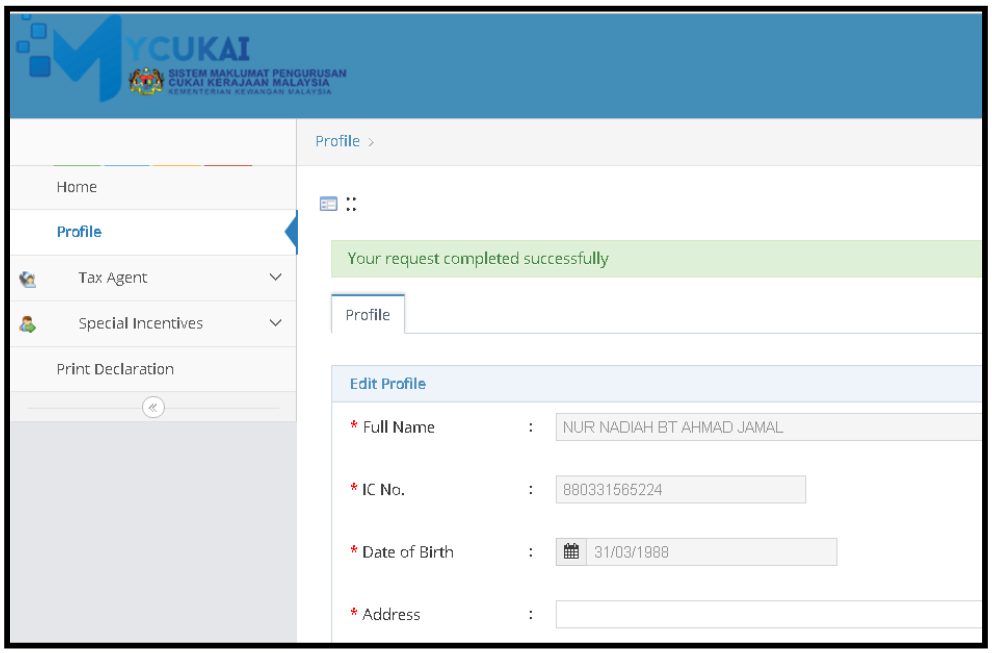
# 4.0 PROFILE REGISTRATION

## REGISTER PROFILE

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




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



3. Profile registration is successful.