



KEMENTERIAN KEWANGAN MALAYSIA

MANUAL PENGGUNA

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

**TREASURY AUTHENTICATION SYSTEM
(TERAS) 2.0**

PANDUAN PENDAFTARAN AKAUN



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1.0 PENGENALAN

Treasury Authentication System (TERAS) menyediakan platform pengesahan pengguna melalui kaedah berikut :

Kata Laluan

Permintaan pengesahan berdasarkan ID dan kata laluan pengguna.



2.0 PENDAFTARAN AKAUN MYCUKAI

2.1 DAFTAR AKAUN

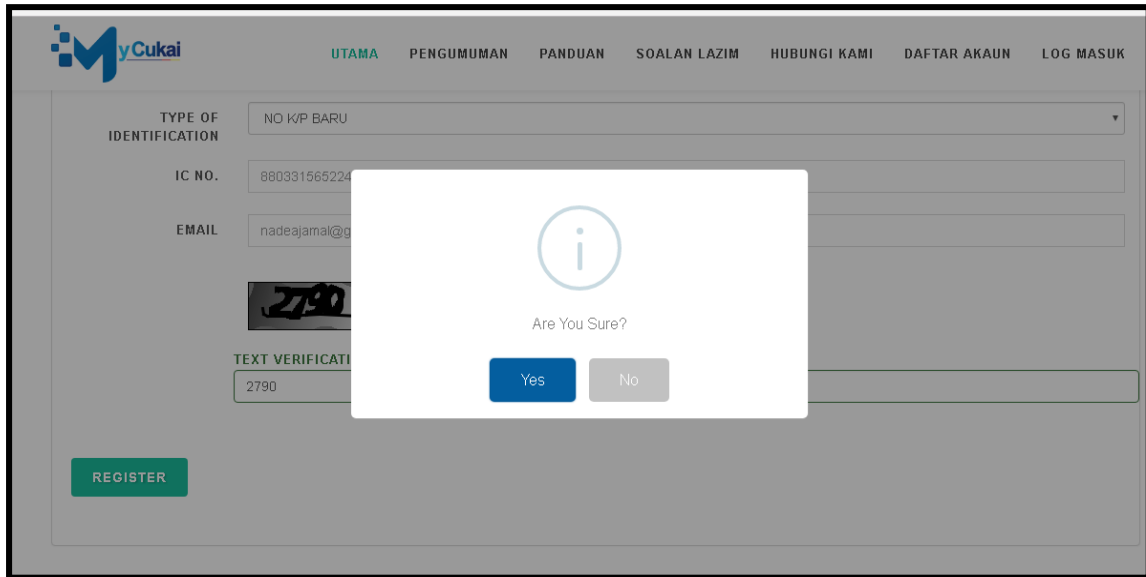
1. Bagi mendaftar pengguna, klik pada **Daftar Akaun** dan sistem akan memaparkan **Akaun Pendaftaran Pengguna / User Account Registration** pada skrin.



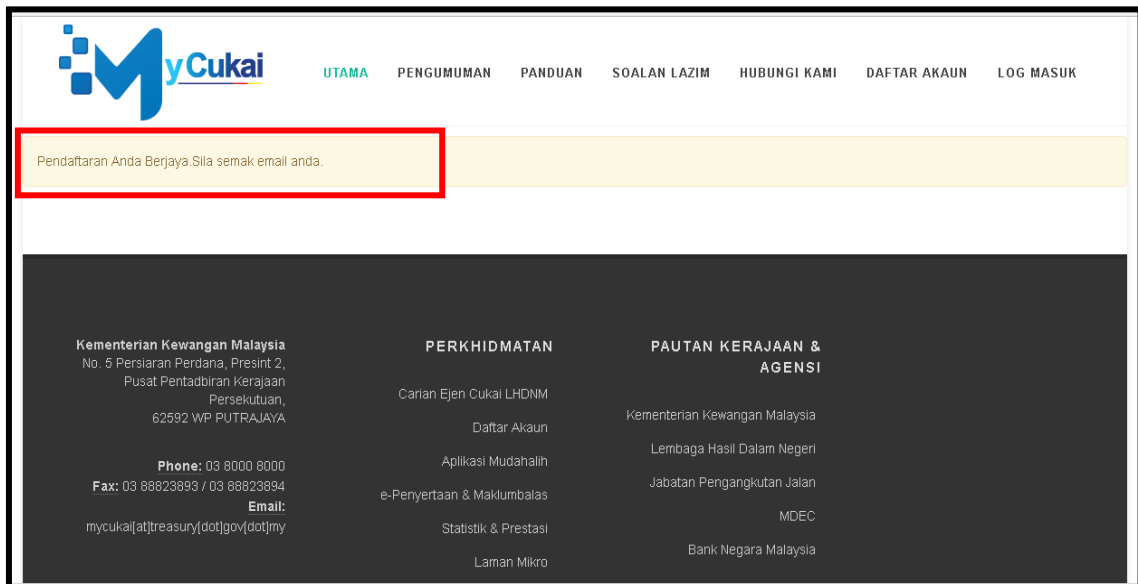
2. Masukkan maklumat pendaftaran pengguna. Semua kotak maklumat profil yang-wajib diisi oleh pengguna.



3. Klik pada butang **Register** selepas pengguna memasukkan semua maklumat yang diperlukan.



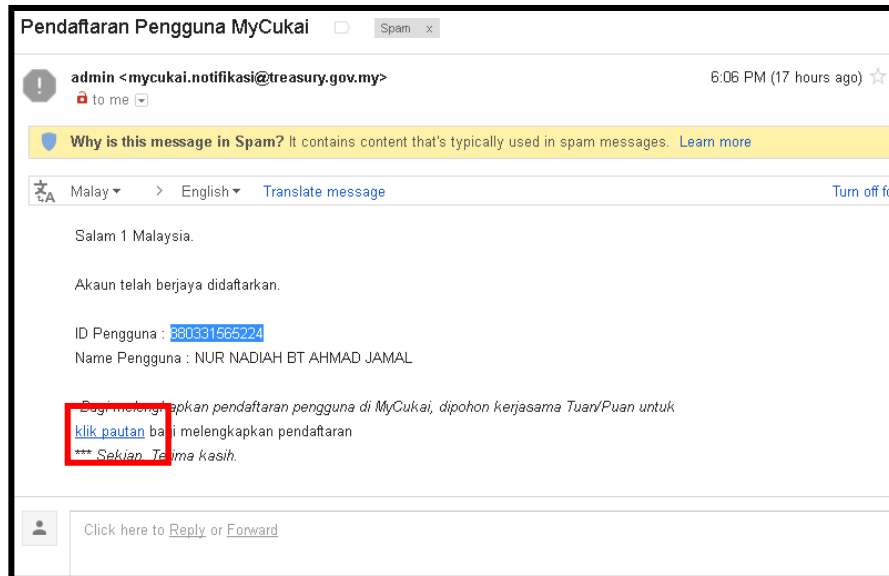
4. **Pop up** mesej dipaparkan dan klik butang **Yes** untuk meneruskan pendaftaran.
5. Pendaftaran berjaya. Sila semak email.





6. Semak Email untuk pengaktifan akaun MyCukai.

7. **Klik pautan.**





3.0 PENDAFTARAN AKAUN TERAS

Pendaftaran Pengguna (TERAS – MyCukai)

- Langkah 1 (a) Pengguna baru MyCukai**
- Pengguna baru akan menerima e-mel notifikasi dari mycukai.notifikasi@treasury.gov.my bertajuk “**Pendaftaran Pengguna MyCukai**”.
 - Klik pada pautan “**klik pautan**” seperti yang ditunjukkan pada gambarajah di bawah.

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.



Langkah 1 (b)
Pengguna MyCukai
Sedia Ada

- Pengguna akan menerima e-mel notifikasi dari admin@treasury.gov.my bertajuk “**TERAS 2.0 Account Activation**”.
- Klik pada pautan “**Activate your account**” seperti yang ditunjukkan pada gambarajah di bawah.

MOF TERAS 2.0 Account Activation
From: admin@treasury.gov.my
Date: 2021-05-09 22:32 Encodi

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



Langkah 2

- Pengguna masuk ke CENTAGATE CLOUD untuk daftar akaun, seperti yang ditunjukkan pada gambarajah di bawah.
- Pengguna harus melengkapkan informasi cipta kata laluan dan sahkan kata laluan,
- Kata laluan hendaklah mengandungi
 - ✓ sekurang-kurangnya 12 aksara
 - ✓ merangkumi nombor, huruf kecil, huruf besar dan aksara khas
 - ✓ tidak boleh sama dengan nama pengguna
- Klik “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



Langkah 3

- Kemudian, pengguna masuk ke laman memilih gambar keselamatan dan lengkapkan frasa keselamatan.

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?

Langkah 4

- Tetapkan soalan dan jawapan keselamatan
- Klik “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?

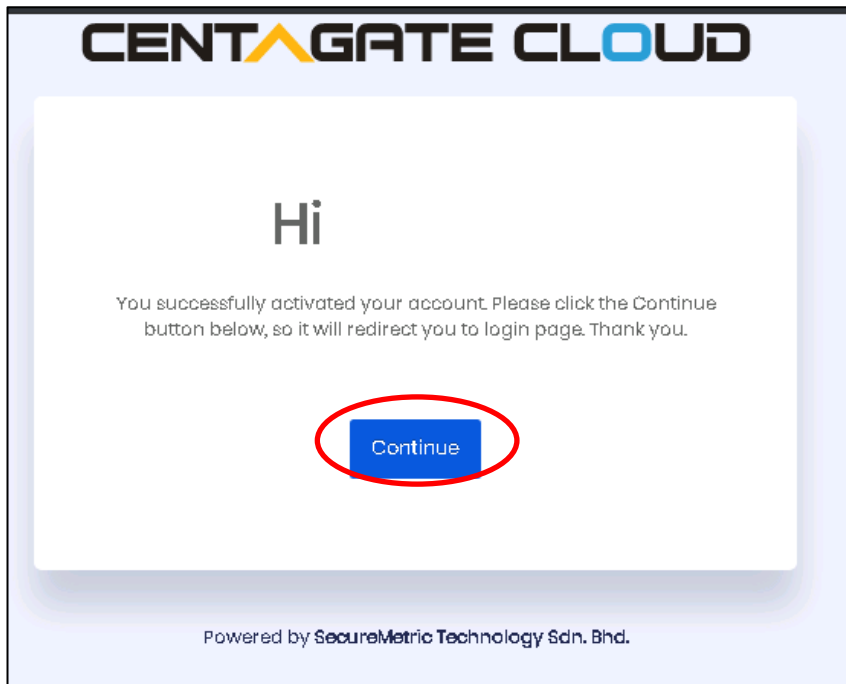
Answer *

Next

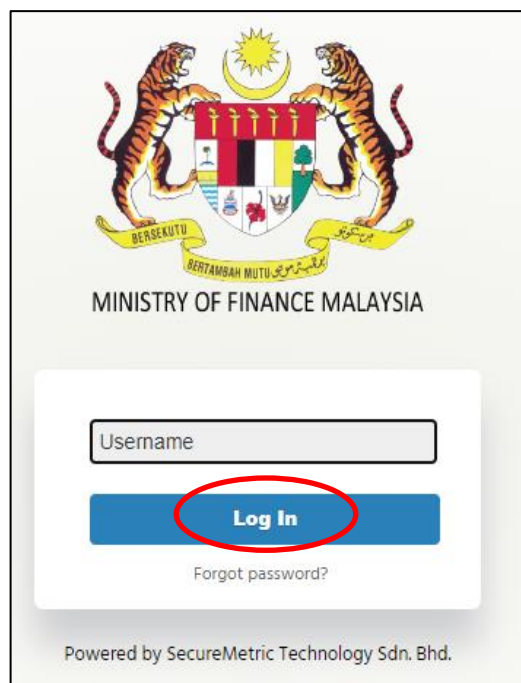
Powered by SecureMetric Technology Sdn. Bhd.



- Langkah 5**
- Klik “Continue” untuk teruskan ke laman log masuk



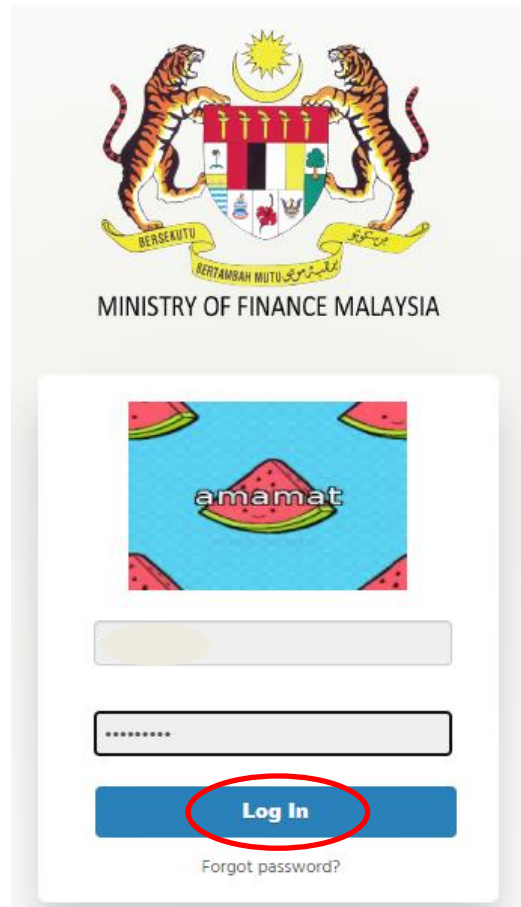
- Langkah 6**
- Pengguna dibawa ke laman “Log Masuk”
 - Masukkan Username pengguna
 - Klik “Log In”





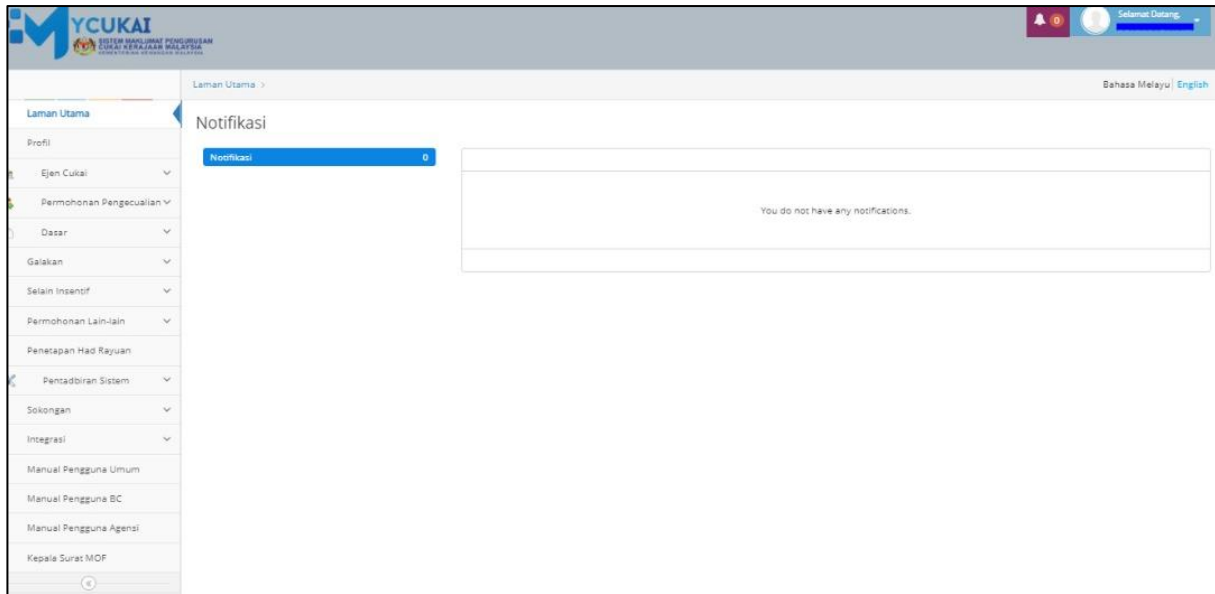
Langkah 7

- Pastikan gambar keselamatan dan frasa keselamatan yang betul.
- Masukkan Kata Laluan.
- Klik “Log In”





- Langkah 8**
- Pengguna berjaya mendaftar dan mengaktifkan akaun MyCukai akaun akan dibawa ke laman MyCukai, seperti yang ditunjukkan pada gambarajah di bawah.





4.0 PENDAFTARAN PROFIL

4.0 DAFTAR PROFIL

1. Pengguna wajib mengisi semua maklumat profil yang bertanda * dan klik butang **Save**.

The screenshot shows the 'Edit Profile' form in the CUKAI system. The form contains the following fields and options:

- Full Name : NUR NADIAH BT AHMAD JAMAL
- IC No. : 880331565224
- Date of Birth : dd/mm/yyyy
- Address : (Three empty text input fields)
- Country : PLEASE CHOOSE (dropdown menu)
- Phone (W) : EG:0134567899
- Phone (M) : EG:0134567899
- Sex : Male Female
- Email : nadeapnol@gmail.com
- Representing the company : Ya Tidak

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

2. Klik butang **Yes** untuk melengkapkan pendaftaran.

The screenshot shows a confirmation dialog box overlaid on the registration form. The dialog box contains the following text and buttons:

- Information icon (i in a circle)
- Text: Are You Sure?
- Buttons: Yes (blue), No (grey)

The background form is dimmed, showing the 'City' dropdown set to 'KAJANG' and the 'Country' dropdown set to 'MALAYSIA'. A 'Save' button is visible at the bottom of the form.



3. Pendaftaran profil telah berjaya.

The screenshot shows the MYCUKAI user interface. At the top left is the MYCUKAI logo and the text 'SISTEM MAKLUMAT PENGURUSAN CUKAI KERAJAAN MALAYSIA' and 'KEMENTERIAN KEHARGAIAN MALAYSIA'. A navigation menu on the left includes 'Home', 'Profile', 'Tax Agent', 'Special Incentives', and 'Print Declaration'. The main content area is titled 'Profile >' and features a green success message: 'Your request completed successfully'. Below this is a tab labeled 'Profile'. An 'Edit Profile' section contains the following fields:

Edit Profile	
* Full Name	: NUR NADIAH BT AHMAD JAMAL
* IC No.	: 880331585224
* Date of Birth	: 31/03/1988
* Address	: