

KEMENTERIAN KEWANGAN MALAYSIA

USER MANUAL

MALAYSIAN GOVERNMENT TAX MANAGEMENT AND INFORMATION SYSTEM (MYCUKAI)

TREASURY AUTHENTICATION SYSTEM (TERAS)

ACCOUNT REGISTRATION GUIDE



CONTENTS

1.0	INTRODUCTION	1
2.0	MyCukai ACCOUNT REGISTRATION	2
2.1	Register Account	.2
3.0	Profile Registration	9
3.1	Register Profile	.9



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.

yCul	Kai utam	A PENGUMUMAN	PANDUAN	SOALAN LAZIM	hubungi kami	DAFTAR AKAUN	LOG MASUK
User Account Registration							
FULL NAME	eg: Mohd bin Ahn	nad					
TYPE OF	PLEASE CHOOS	E					
EMAIL	eg:ahmad@email	.com					
		₩ (*)					
REGISTER							



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

yCukai	UTAMA	PENGUMUMAN	PANDUAN	SOALAN LAZIM	HUBUNGI KAMI	DAFTAR AKAUN	LOG MASUK
TYPE OF IDENTIFICATION	NO K/P BARU						•
IC NO.	880331565224						
EMAIL	nadeajamal@g		Are You Sure	?			
Т	EXT VERIFICATI		Yes	No			
REGISTER							

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

y Cukai	UTAMA	PENGUMUMAN	PANDUAN	SOALAN LAZIM	HUBUNGI KAMI	DAFTAR AKAUN	LOG MASUK
Pendaftaran Anda Berjaya.Sila semak email an	da.						
Kementerian Kewangan Malaysia No. 5 Persiaran Perdana, Presint 2, Pusat Pentadbiran Kerajaan Persekutuan.		PERKHIDI Carian Ejen Cukai	MATAN LHDNM	PAUTAN I	(ERAJAAN & Agensi		
62592 WP PUTRAJAYA		Daftar Akaun		Kementerian Kewangan Malaysia			
Phone: 03 8000 8000 Fax: 03 88823893 / 03 88823894		Aplikasi Mu	ıdahalih	Jabatan Pen	gangkutan Jalan		
Email: mycukai/atitreasury/dotlgoy/dotlmy		3-Penyertaan & Maklu Statistik & I	imbalas Prestasi		MDEC		
والمراجعة والمحافة وا		Lama	an Mikro	Bank I	Negara Malaysia		



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

Pend	aflaran Pengguna MyCukai 🛛 Spam x	
0	admin <mycukai.notifikasi@treasury.gov.my> ✿ to me ເ⊂</mycukai.notifikasi@treasury.gov.my>	6:06 PM (17 hours ago) 🛱 🛛
	Why is this message in Spam? It contains content that's typically used in spam messages. Lear	n more
₹.A	Malay▼ > English▼ Translate message	Turn off for
	Salam 1 Malaysia.	
	Akaun telah berjaya didaftarkan.	
	ID Pengguna : <mark>360331565224</mark> Name Pengguna : NUR NADIAH BT AHMAD JAMAL	
	Dagi malangi p pkan pendaftaran pengguna di MyCukai, dipohon kerjasama Tuar/Puan untuk <u>klik pautan</u> bali melengkapkan pendaftaran *** <u>Sekian. Teli</u> ma kasih.	
•[Click here to <u>Reply</u> or <u>Forward</u>	



- 8. Enter the following information to complete the registration for password activation;
 - i. MyKad number
 - ii. Password
 - iii. Last 4 digits of MyKad number
 - iv. Date of birth
 - v. City
 - vi. Verification code





9. Click **Submit** after all the information entered.





10. Password is activated. Click continue to continue registration process.



11. Enter user ID (MyKad number / Email). Click Next.





12. Enter Password. Then, Click Login.

	Password Login	
Θ	880331565224	
Ø	Enter Your Password	
I	LOGIN	
	Can't Access Your Account ?	

13. Registration is activated.





3.0 PROFILE REGISTRATION

3.1 REGISTER PROFILE

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

		PENGAN MALAYI	NUS AN SLA Strik		NUR NADIAH
			Profile >		2 3
	lame				
	rofile		Beefile		
٠	Tax Agent	-	Prome		
8	Special Incentives	-	Edit Profile		×
	Print Declaration		* Full Name	NUR NADIAH BT AHMAD JAMAL	
			★ IC No.	880331565224	
			* Date of Birth	dialimm/yyyyy	
			* Address		
			* Country	PLEASE CHOOSE	
			Phone (W)	EG:0134567889	
			* Phone (M)	EG:0134567889	
			* Sex	🛛 Male 💿 Female	
			* Email	nadeajamal@gmail.com	
			Representing the company	© Ya ⊛ Tidak	
				🖺 Save	

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

June	- JEDHNOUK	
* City	KAJANG T	
* Country	MALAYSIA	
Phone (W)		
* Phone (lv	(\mathbf{i})	
* Sex		
* Email	Are You Sure?	
Representi company	Yes No	
	🖺 Save	



3. Profile registration is successful.

		Profile >								
Ho	ome	E								
Pr	ofile									
\$2	Tax Agent	\sim	Your request complete	cessfully						
	Special Incentives	~	Profile							
Deri	int Declaration									
Pri			Edit Profile							
	(«)		* Full Name	:	NUR NADIAH BT AHMAD JAMAL					
			* IC No.	:	880331585224					
			* Date of Birth	:	m 31/03/1988					
			* Address	:						