USER MANUAL

e-Form

- ezHASiL -
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SECTION A: INTRODUCTION

1.1 Purpose
This document is the user manual for ezHASiL Centralized Interface. In this document the guide of using ezHASiL system is listed for user’s reference.

1.2 System Requirement

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer / Processor</td>
<td>At least Intel Pentium® III and above</td>
</tr>
<tr>
<td>Memory</td>
<td>At least 128 megabyte(MB)</td>
</tr>
<tr>
<td>Operating System</td>
<td>At least Microsoft Windows 7 (Latest service pack), Linux and Macintosh</td>
</tr>
<tr>
<td>Internet Browser</td>
<td>128-bit encryption</td>
</tr>
<tr>
<td>Microsoft Internet Explorer 11.0 and above</td>
<td></td>
</tr>
<tr>
<td>Microsoft Edge</td>
<td></td>
</tr>
<tr>
<td>Mozilla Firefox 44.0</td>
<td></td>
</tr>
<tr>
<td>Google Chrome 46.0</td>
<td></td>
</tr>
<tr>
<td>Safari 5</td>
<td></td>
</tr>
<tr>
<td>e-Filing Digital Certificate</td>
<td></td>
</tr>
<tr>
<td>Internet Line</td>
<td>Priority 512Kbps speed and above</td>
</tr>
<tr>
<td>Adobe Reader</td>
<td>For printing Acknowledgement Receipt and User Manual.</td>
</tr>
</tbody>
</table>

1.3 Internet Browser Setting
For users of ezHASiL system, you are required to set your browser as below:

<table>
<thead>
<tr>
<th>Internet Explorer</th>
<th>Go to Tools -&gt; Internet Options -&gt; Privacy -&gt; Pop-up Blocker. Click on “Turn On pop-up Blocker” checkbox to remove V.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Edge</td>
<td>Go to Settings -&gt; Advanced Setting -&gt; View Advanced Setting -&gt; Block pop-ups. Click on button to change display to “OFF”.</td>
</tr>
<tr>
<td>Mozilla Firefox</td>
<td>Go to Menu -&gt; Options -&gt; Content -&gt; Pop ups. Click on “Block pop-up windows” checkbox to remove V.</td>
</tr>
<tr>
<td>Google Chrome</td>
<td>Go to Settings -&gt; Privacy -&gt; Contents settings -&gt; Pop-ups. Select “ Allows all sites to show pop-ups”.</td>
</tr>
<tr>
<td>Safari</td>
<td>Go to Settings. Select “Block Pop Up Windows” to remove V.</td>
</tr>
</tbody>
</table>
SECTION B: ACCESSING ezHASiL WEBSITE

i. Browse to ezHASiL website at https://ez.hasil.gov.my

ii. Click on EN link. ezHASiL system will be displayed in English version.
SECTION C: ezHASiL MODULE

1.3.1 Login without Security Phrase

1. Enter your Identification No. and click on Submit button. Next login screen will be displayed.

2. Enter the correct Password and click on Proceed button. Message regarding Security Phrase will be displayed.

3. Click on OK button. Set Security Phrase page will be displayed as below.
4. Enter Security Phrase. To view security phrase criteria, place cursor on icon ı. System will display security phrase criteria as below:
   i. Must be between 8 to 15 characters
   ii. Special characters / Symbol are not allowed

5. Click on Submit button. System will display message “Your Security Phrase has been updated”. Click on OK button.

   *NOTE: You can only access Log Out menu as long as security phrase is not set.

1.3.2 Login with Security Phrase

1. Enter your Identification No. and click on Submit button. Next login screen will be displayed.
2. Verify the displayed Security Phrase. If correct, enter Password and click on **Proceed** button. ezHASIL home page will be displayed.

3. This page will list available services in ezHASIL. Please select appropriate service.
1.4 e-Form

Services screen will be displayed when users successfully login ezHASIL as below.

1. **Click on e-Form link under e-Filing menu. ezHASIL System will display screen as below.**

2. **Select applicable form type and Year of Assessment. Please ensure that you have turn off the pop-up blocker function on your internet browser.**

3. **e-Form e-BE screen will be displayed in a new window. Information available in the form is divided into 4 section as below:**
   i. Individual Particulars
   ii. Statutory Income, Total Income and Income of Preceding Years Not Declared
   iii. Deduction / Rebate / Tax Deduction / Tax Relief
   iv. Summary
4. At **Individual Particulars** screen, fields labeled with (*) is mandatory. Information will be saved when users click on next tab.
   i. Click on “**BE Explanatory Notes**” to view information BE form.
   ii. Click on **Bahasa Melayu** link to display BE form in Bahasa Malaysia version.
5. At Statutory Income, Total Income and Income of Preceding Years Not Declared, information regarding payroll will be displayed. Please fill in accordingly.

6. At Deductions / Rebate / Tax Deductions / Tax Relief, users are able to fill in information regarding tax relief. Place your cursor at 📌 for more information on tax relief.
7. **At Summary** screen, e-Form will display your tax summary whether it is “Tax Paid In Excess” or “Tax Payable”. Users are able to verify entered information such as Total Income. Click on **Continue** button to submit your e-Form.

8. **At Declaration** screen, you are able to:
   i. **Print Form Draft** button – Print form in PDF format.
   ii. **Sign and Submit** button – To submit form.
   iii. **Back** button – To return to previous screen.

9. Click on **Sign and Submit** button to submit your e-Form. Sign screen will be displayed as below.

10. Enter your **Reference No. (Identification No.)** and **Password**. Click on **Sign** button to complete submission process. Your password is case sensitive. System will display Acknowledgment Receipt (Pengesahan Penerimaan) screen.
11. Acknowledgment Receipt screen will allow users to:
   i. **Save & Print Acknowledgment** button – To save and print Acknowledgment Receipt.
   ii. **Print e-BE** button – To save and print form e-BE.
   iii. **Keluar** button – To logout from e-Form.
   iv. **e-Lejar** link – To view tax ledger.