



USER MANUAL

ezHASiL CENTRALIZED INTERFACE

- ezHASiL -

CONTENTS

SECTION A: INTRODUCTION.....	3
1.1 Purpose	3
1.2 System Requirement.....	3
1.3 Internet Browser Setting.....	3
SECTION B: ACCESSING ezHASiL WEBSITE	4
SECTION C: ezHASiL MODULE	5
1.1 Login.....	5
1.2 Profile.....	6
1.3 Digital Certificate Maintenance	7
1.4 My Tax.....	8

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

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

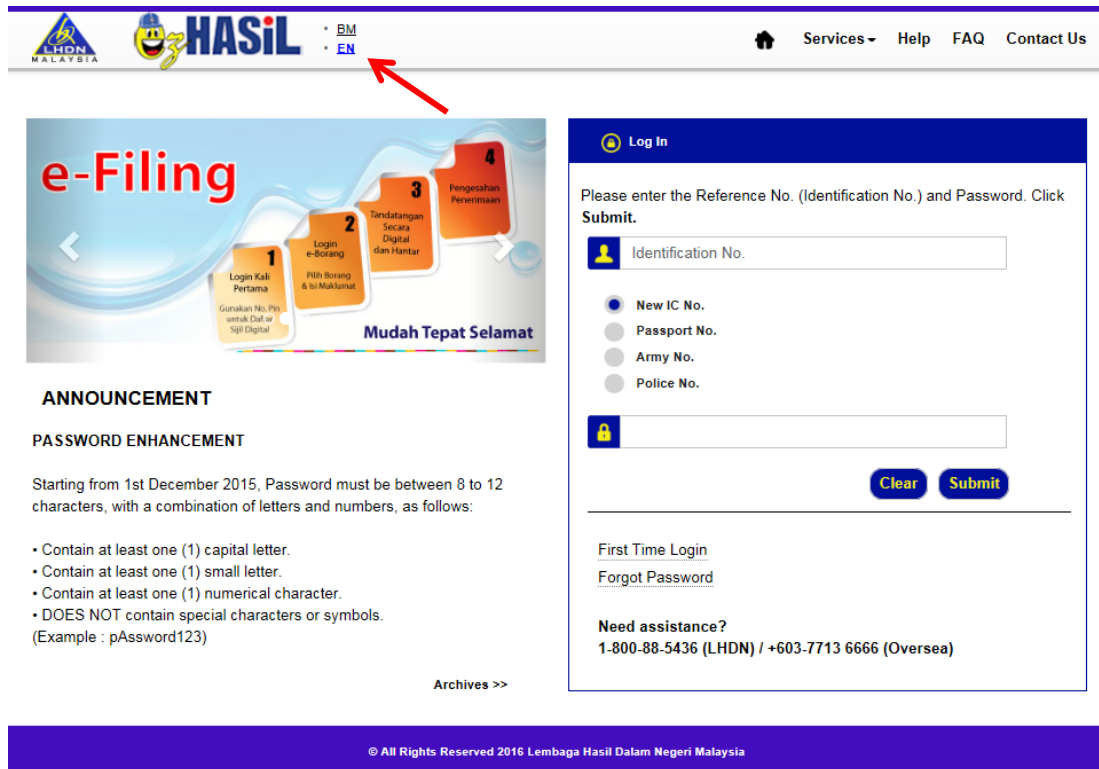
1.3 Internet Browser Setting

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

Internet Explorer	Go to Tools -> Internet Options -> Privacy -> Pop-up Blocker. Click on "Turn On pop-up Blocker" checkbox to remove √.
Microsoft Edge	Go to Settings -> Advanced Setting -> View Advanced Setting -> Block pop-ups. Click on button to change display to "OFF".
Mozilla Firefox	Go to Menu -> Options -> Content -> Pop ups. Click on "Block pop-up windows" checkbox to remove √.
Google Chrome	Go to Settings -> Privacy -> Contents settings -> Pop-ups. Select "Allows all sites to show pop-ups".
Safari	Go to Settings. Select "Block Pop Up Windows" to remove √.

SECTION B: ACCESSING ezHASiL WEBSITE

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



e-Filing

1 Login Kali Pertama
Gunakan No. P/S untuk Daftar Sijil Digital

2 Login e-Borang
Pilih Borang & Isi Maklumat

3 Tandatangan Secara Digital dan Hantar

4 Pengesahan Persekitaraan

Mudah Tepat Selamat

ANNOUNCEMENT

PASSWORD ENHANCEMENT

Starting from 1st December 2015, Password must be between 8 to 12 characters, with a combination of letters and numbers, as follows:

- Contain at least one (1) capital letter.
- Contain at least one (1) small letter.
- Contain at least one (1) numerical character.
- DOES NOT contain special characters or symbols.

(Example : pAssword123)

Archives >>

Log In

Please enter the Reference No. (Identification No.) and Password. Click **Submit**.

Identification No.

☐ New IC No.
☐ Passport No.
☐ Army No.
☐ Police No.

Clear **Submit**

[First Time Login](#)
[Forgot Password](#)

Need assistance?
 1-800-88-5436 (LHDN) / +603-7713 6666 (Oversea)

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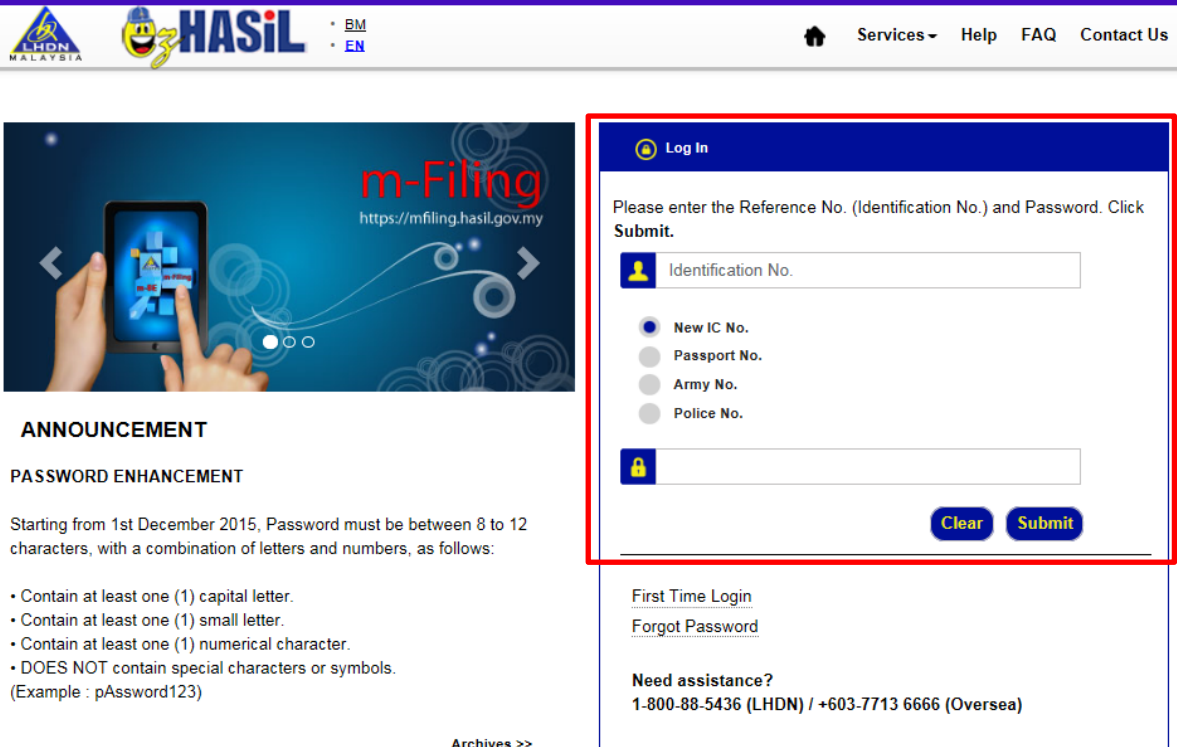
- ii. Click on EN link. ezHASiL system will be displayed in English version.

SECTION C: ezHASiL MODULE

1.1 Login

This is the main login page for ezHASiL users as an individual or an organization. In order to access the system, users must activate PIN No. by performing **First Time Login**. This action will generate user's digital certificate to be used as ezHASiL login.

- i. Browse to <https://ez.hasil.gov.my/>. ezHASiL website will be displayed.



Log In

Please enter the Reference No. (Identification No.) and Password. Click Submit.

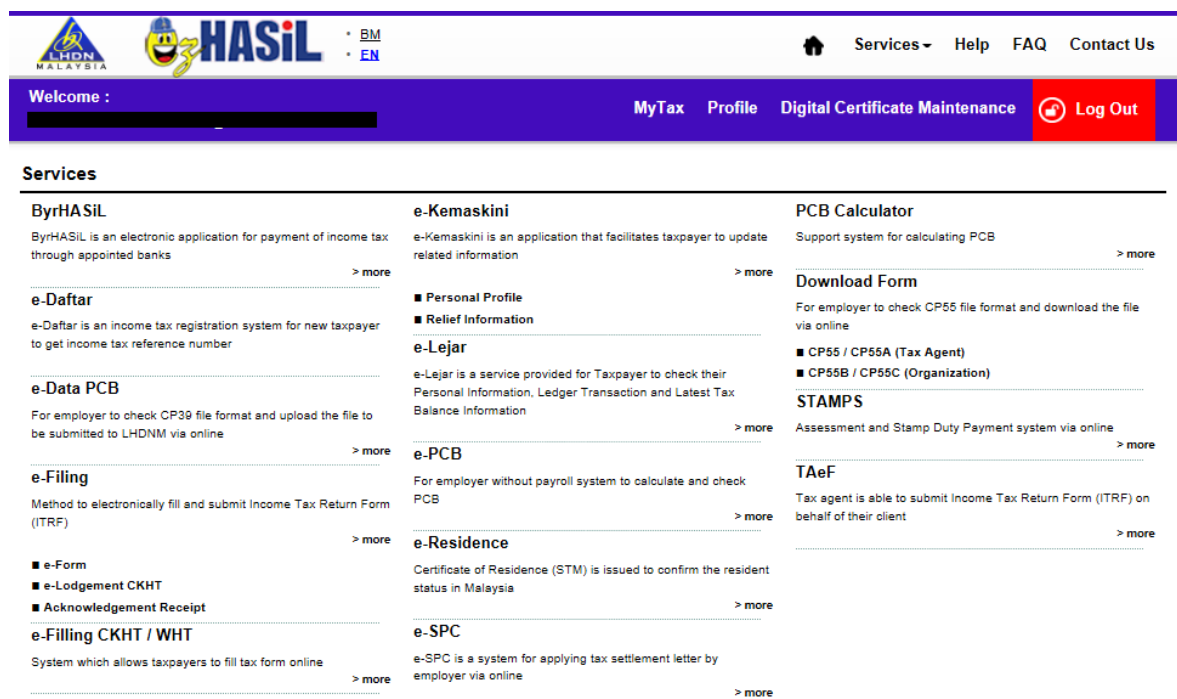
Identification No.

☒ New IC No.
☐ Passport No.
☐ Army No.
☐ Police No.

[First Time Login](#)
[Forgot Password](#)

Need assistance?
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- ii. Enter your Identification No. and Password. Click on “Submit” button. System will navigate you to home page as below. Services page is the home page for ezHASiL system.



Welcome :

MyTax Profile Digital Certificate Maintenance Log Out

Services

ByrHASiL
ByrHASiL is an electronic application for payment of income tax through appointed banks
[> more](#)

e-Daftar
e-Daftar is an income tax registration system for new taxpayer to get income tax reference number

e-Data PCB
For employer to check CP39 file format and upload the file to be submitted to LHDNM via online
[> more](#)

e-Filing
Method to electronically fill and submit Income Tax Return Form (ITRF)
[> more](#)

- e-Form
- e-Lodgement CKHT
- Acknowledgement Receipt

e-Filing CKHT / WHT
System which allows taxpayers to fill tax form online
[> more](#)

e-Kemaskini
e-Kemaskini is an application that facilitates taxpayer to update related information
[> more](#)

- Personal Profile
- Relief Information

e-Lejar
e-Lejar is a service provided for Taxpayer to check their Personal Information, Ledger Transaction and Latest Tax Balance Information
[> more](#)

e-PCB
For employer without payroll system to calculate and check PCB
[> more](#)

e-Residence
Certificate of Residence (STM) is issued to confirm the resident status in Malaysia
[> more](#)

e-SPC
e-SPC is a system for applying tax settlement letter by employer via online
[> more](#)

PCB Calculator
Support system for calculating PCB
[> more](#)

Download Form
For employer to check CP55 file format and download the file via online

- CP55 / CP55A (Tax Agent)
- CP55B / CP55C (Organization)

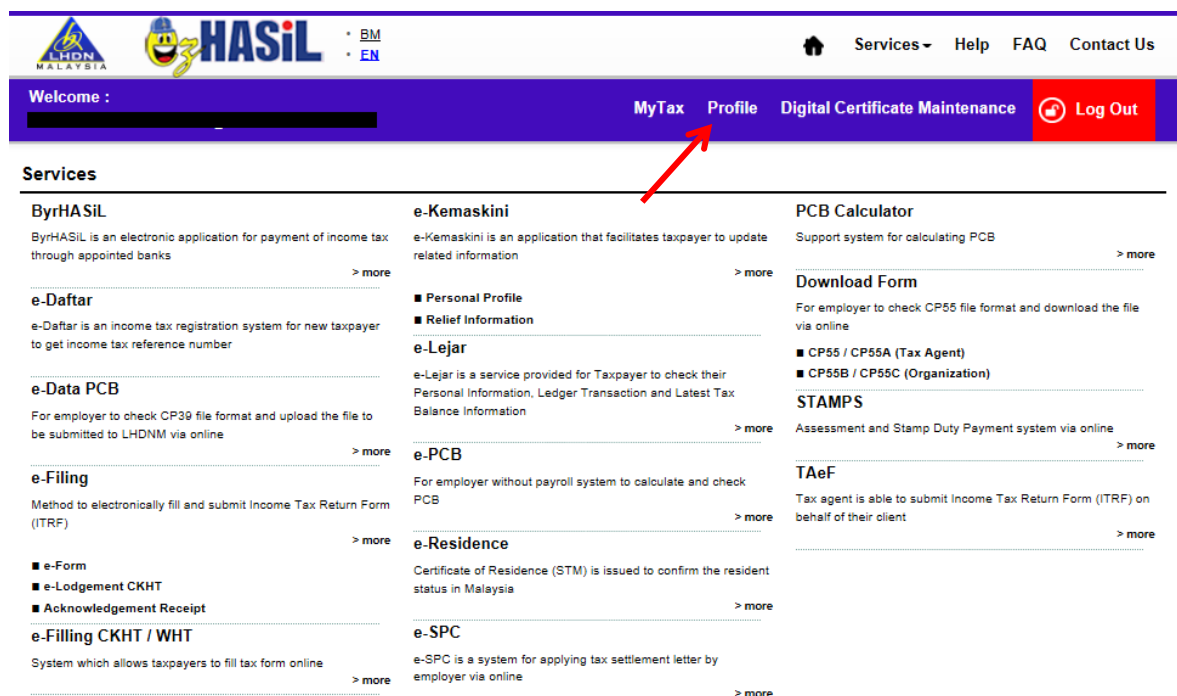
STAMPS
Assessment and Stamp Duty Payment system via online
[> more](#)

TAeF
Tax agent is able to submit Income Tax Return Form (ITRF) on behalf of their client
[> more](#)

iii. This page will list available services in ezHASiL. Please select appropriate service.

1.2 Profile

ezHASiL system will navigate users to Services page when login is successful.



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MyTax Profile Digital Certificate Maintenance Log Out

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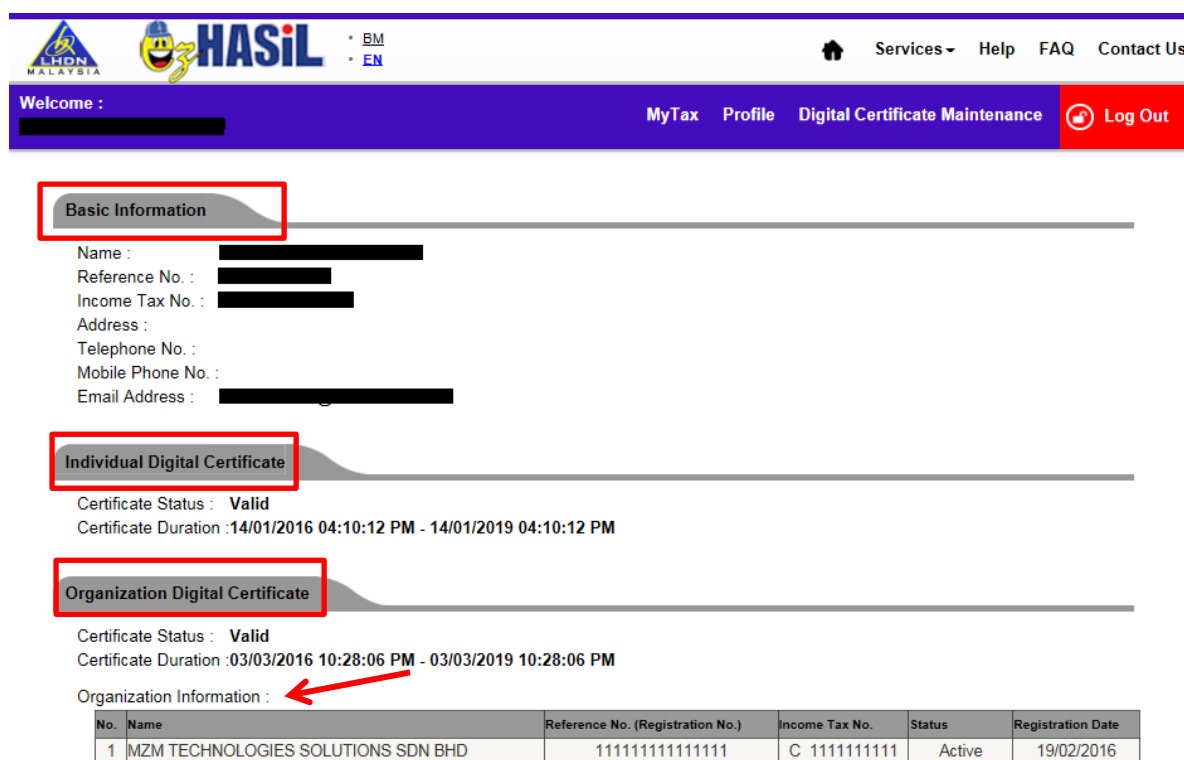
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i. To view your Profile, click on Profile menu. ezHASiL system will display Profile screen as below.



Basic Information

Name :
Reference No. :
Income Tax No. :
Address :
Telephone No. :
Mobile Phone No. :
Email Address :

Individual Digital Certificate

Certificate Status : **Valid**
Certificate Duration : 14/01/2016 04:10:12 PM - 14/01/2019 04:10:12 PM

Organization Digital Certificate

Certificate Status : **Valid**
Certificate Duration : 03/03/2016 10:28:06 PM - 03/03/2019 10:28:06 PM

Organization Information :

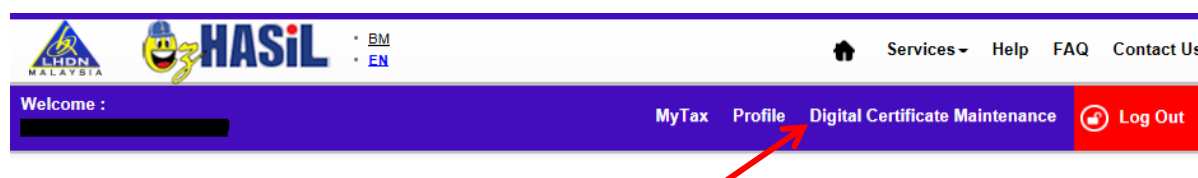
No.	Name	Reference No. (Registration No.)	Income Tax No.	Status	Registration Date
1	MZM TECHNOLOGIES SOLUTIONS SDN BHD	1111111111111111	C 1111111111	Active	19/02/2016

- ii. At Profile screen, system will display information as below:
- Basis Information** – Name, Reference No., Income Tax No., Address, Telephone No., Mobile Phone No. and Email Address.
 - Individual Digital Certificate** – Certificate Status and Certificate Duration.
 - Organization Digital Certificate** – Certificate Status and Certificate Duration.
 - Organization Information** – No., Name, Reference No.(Registration No.), Income Tax No., Status and Registration Date.

NOTES: Individual having Individual and Organization digital certificate is able to view both certificate information only when the password for both certificates is the same.

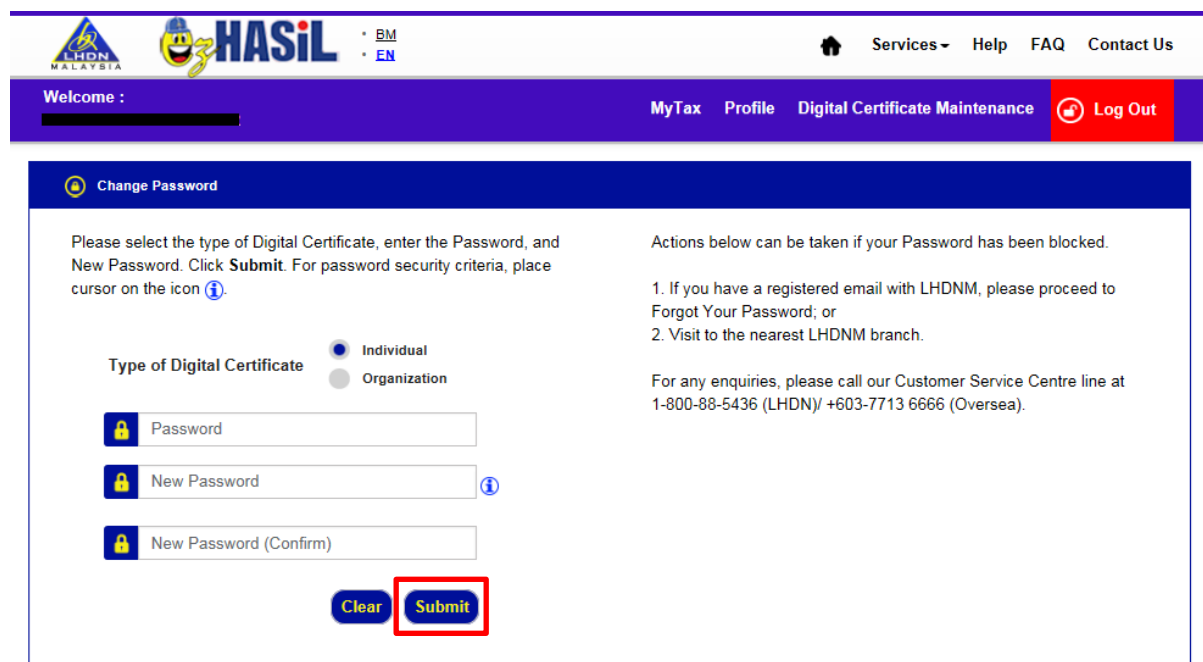
1.3 Digital Certificate Maintenance

Digital Certificate maintenance allows taxpayer to change existing password to new password.



The screenshot shows the same header as the previous page. In the navigation bar, the 'Digital Certificate Maintenance' link is highlighted with a red arrow.

- Click on Digital Certificate Maintenance menu. ezHASiL system will display Change Password screen as below.



Change Password

Please select the type of Digital Certificate, enter the Password, and New Password. Click **Submit**. For password security criteria, place cursor on the icon ⓘ.

Type of Digital Certificate

☒ Individual
☐ Organization

Password

New Password ⓘ

New Password (Confirm)

Actions below can be taken if your Password has been blocked.

1. If you have a registered email with LHDNM, please proceed to Forgot Your Password; or
2. Visit to the nearest LHDNM branch.

For any enquiries, please call our Customer Service Centre line at 1-800-88-5436 (LHDN)/ +603-7713 6666 (Oversea).

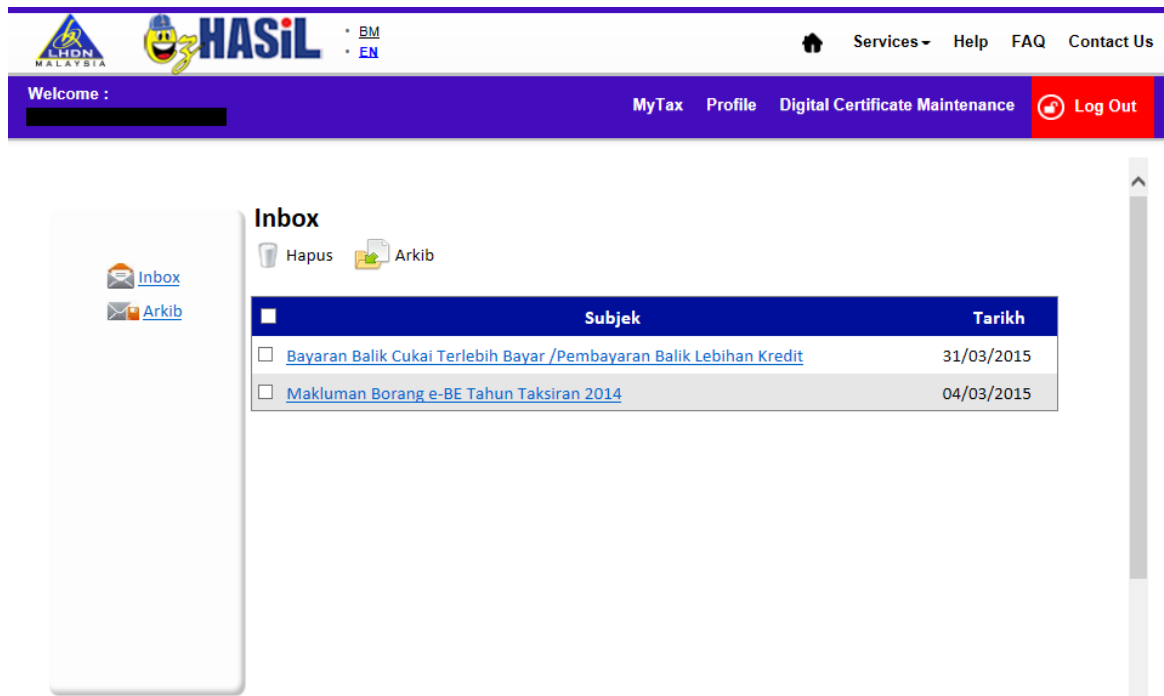
- ii. Select your applicable Digital Certificate Type. If you have both Individual and Organization certificate, this option is available to you.
- iii. Enter your current Password.
- iv. Enter the new Password. To view security criteria, place cursor on icon ⓘ. System will display security criteria as below:
 - a. Must be between 8 to 12 characters
 - b. Must have at least one (1) one capital letter
 - c. Must have at least one (1) small letter
 - d. Must have at least one (1) numerical character
 - e. Special character/Symbol are not allowed
- v. Enter new Password. Please make sure your password combination is as per above security criteria.
- vi. Re-enter the same new Password.
- vii. Click on “Submit” button.

1.4 My Tax

MyTax is a digital mailbox available to the taxpayer for the activity or the latest tax information.



- i. Click on MyTax menu. ezHASiL system will display MyTax screen as below.



The screenshot displays the ezHASiL web application interface. At the top, there is a navigation bar with the LHDN Malaysia logo, the 'HASiL' logo, and links for 'BM' and 'EN'. To the right of the navigation bar are links for 'Services', 'Help', 'FAQ', and 'Contact Us'. Below the navigation bar is a purple header area with a 'Welcome :' message, a black redaction box, and links for 'MyTax', 'Profile', 'Digital Certificate Maintenance', and a red 'Log Out' button. The main content area shows an 'Inbox' section with a sidebar on the left containing 'Inbox' and 'Arkib' links. The inbox table has two columns: 'Subjek' and 'Tarikh'. It lists two items: 'Bayaran Balik Cukai Terlebi Bayar /Pembayaran Balik Lebihan Kredit' dated 31/03/2015 and 'Makluman Borang e-BE Tahun Taksiran 2014' dated 04/03/2015. Above the table are icons for 'Hapus' (trash) and 'Arkib' (archive).

Inbox

Hapus Arkib

	Subjek	Tarikh
<input type="checkbox"/>	Bayaran Balik Cukai Terlebi Bayar /Pembayaran Balik Lebihan Kredit	31/03/2015
<input type="checkbox"/>	Makluman Borang e-BE Tahun Taksiran 2014	04/03/2015

- ii. MyTax screen will list available information or activity sent by LHDNM.