

USER MANUAL 2 e-PCB PLUS

NUM	ITEM	PAGE
1.0	MYTAX	3
1.1	LOG IN TO MYTAX	3
1.2	ROLE APPOINMENT AT MYTAX	4
1.3	CHANGE ROLE AT MYTAX	4
2.0	e-PCB PLUS	5
2.1	FIRST TIME LOG IN	5 - 6
2.2	DASHBOARD	7 - 8
2.3	EMPLOYER	9
2.3.1	UPDATE EMPLOYERS INFORMATION	9
2.4	EMPLOYEE	10
2.4.1	EMPLOYEE GROUP	10 - 12
2.4.2	EMPLOYEE LIST	12 - 13
2.4.3	ADMINISTRATOR REPRESENTATIVE LIST	14 - 17
2.5	AUDIT TRAIL	18
2.6	HELP	18
2.6.1	ANNOUNCEMENT	19
2.6.2	USER MANUAL	19
2.6.3	FREQUENTLY ASK QUESTION (FAQ)	20

1.0 MYTAX

1.1 LOG IN TO MYTAX via link https://mytax.hasil.gov.my/



No.	Menu	Action	Description
1.	Choose ID Type	Choose from the drop- down list	This is a mandatory field
2.	Identification Number	Enter Identification Number	This is a mandatory field
3.	Submit	Press the 'Submit' button	The system will display a field to enter the password
4.	Password	Enter Password	This is mandatory field
5.	Login	Click this button	The system will display the taxpayer's information.
6.	Forgot Password	Click this button	The system will display the password reset screen.
7.	Back	Click this button	The system will display the login page.

1.2 ROLE APPOINMENT AT MYTAX

Please refer to User Manual: <u>https://mytax.hasil.gov.my/</u>> User Manual > e-PCB Plus User Manual

1.3 CHANGE ROLE AT MYTAX

Welcome to MyTax I Tax Identification Number (TIN LHDNM : PERAK	ervices 🗸 e-Appointment Customer Feedback 🗸 PKPS 2.0 User Manual	-	/	
Your Tax Info				
Role Selection 0 Individual			×)	*
ezHasil Services ~ e-Appointme	Int Customer Feedback V PKPS 2.0 User Manual			
Welcome to MyTax NG HON YING (Individual) Tax (dentification Number (TIN) : IG 40085753070 LHDNM : Bease	Selection 2		×	2
Role Selection ()	Individual			
Individual	Directors of the company / Organization Administrator	~		
	Employer	~		
Tax Total Thank You For Your Contribution To The Nation	стриует кертевенацие			
• 2022	EM 0.00 RM			

No.	Menu	Action	Notes
1.	Role Selection	Click the drop-	The list of roles will be displayed.
		down button	
2.	Role	Select the role	The employer's name will be displayed. Click
		EMPLOYER /	the selected employer's name.
		EMPLOYER	 The Employer/Employer
		REPRESENTATIVE	Representative/PCB Administrator role is for
		/ PCB	the Administrator.
		ADMINISTRATOR	 The Individual role is for the Administrator's
		/ INDIVIDUAL	Representative.

This message will be displayed if the INDIVIDUAL role is not appointed as the Administrator's Representative.



2.0 e-PCB PLUS

2.1 FIRST TIME LOG IN



Name		Tax Identification Number (TIN)
Registration Number 0		Tax File Branch PETALING JAYA
Phone Number 0 -PLEASE SELECT-		Email
Address * Overset	as Address	Postcode *
	Attention! Hease save the employer information egistration.	an to complete the e-PCB Plus
Latest Update 14/03/2025		Country MYS - MALAYSIA

Attention!

Name	Tax Identification Number (TIN)
Registration Number	Tax File Branch
	PETALING JAYA
Bhana Number	Empil
"PLEASE SELECT"	
Address * Overseas Address	Postcode *
	46200
	40200
	City
	PETALING JAYA
	State
	SELANGOR
Latest Update	
14/03/2025	Country
	MYS - MALAYSIA
	4
	🕼 Update
Phone Number	Email
MALAYSIA (60) V	
Address ' Overseas Address	
	Postcode *
	46200
	City
	PETALING JAYA

	City		
	PETALING JAYA		
	State		
	SELANGOR		
atest Update	Country		
14/03/2025	MYS - MALAYSIA		
		6	5
	G Back	C Reset	Save

No.	Menu	Action	Description
1.	ezHasil Services	Click the drop- down button	The list of services will be displayed.
2.	List of ezHasil Services	Choose e-PCB Plus services	Click on the e-PCB Plus service.
3.	Update Message	Click "OK" button	The user needs to click or to continue.
4.	✔ Update	Click "Update"	The user needs to update the employer's information when logging in for the first time.
5.	Save	Click "Save"	Click save whether changes have been made or not Information successfully saved
6	😂 Reset	Click"Reset"	This button is used to reset the changes made to the information.

2.2 DASHBOARD

e-PCB Plus Dashboard Employer	yTa 3	ezHas	sil Services 🗡 e-Janji Temu Dashboard	Customer Feedback User Manu	al Mylnvois				2 Administrate 4 (E	or Representative	Ligit E
Employee * Services * Payment * Audit Trail Help *		NUMBER OF	LOYER 9	ROUP 7	NO. OF EMPLOYEE 6	e (ACTIVE)		DUNCEMENT Bil 5/2025: PAYMEI Bil 4/2025: Full Im s Read more. Bil 3/2025: PCB Pay 25 Read more. Bil 1/2025: Announ	6 NT STATUS Read more. plementation of the e-PCB yment Function for the Year cement of the e-PCB Plus Read more.		₹3 19/02/2025 03/02/2025 27/01/2025 08/01/2025 08/01/2025
TO-DO LIST	8										12
							Sea	ch Q			
NO.	DATE OF A	LCTION	TYPE OF SERVICE	FILE NAME	CALCULATION METHOD	GROUP	Sear PCB ACCOL	ch Q.	DESCRIPTION	STATUS	ACTION
NO. 1.	DATE OF A0	CTION 15 10:34 AM	TYPE OF SERVICE e-Data PCB	FILE NAME	GALCULATION METHOD	group N/A	Sear PCB ACCOL	ch Q	DESCRIPTION PCB NOVEMBER 2024	STATUS Pending Payment	ACTION
NO. 1. 2.	DATE OF A 19/02/2025 24/01/2025	ICTION 15 10:34 AM 15 05:14 PM	TYPE OF SERVICE e-Data PCB e-Data PCB	FILE NAME	CALCULATION METHOD N/A N/A	GROUP N/A N/A	Sear	ch Q	DESCRIPTION PCB NOVEMBER 2024 PCB NOVEMBER 2024	STATUS Pending Payment Pending Payment	ACTION
NO. 1. 2. 3.	DATE OF A/ 19/02/2025 24/01/2025 24/01/2025	ICTION 15 10:34 AM 15 05:14 PM 15 09:40 AM	TYPE OF SERVICE o-Data PCB o-Data PCB o-PCB	FILE NAME	CALCULATION METHOD N/A N/A KALKULATOR PCB	GROUP N/A IN/A CONSTRUCTION	Sear	ch Q	DESCRIPTION PCB NOVEMBER 2024 PCB NOVEMBER 2024 PCB NOVEMBER 2024 PCB NAULARY 2025	STATUS Pending Payment Pending Payment Pending Payment	ACTION
NO. 1. 2. 3. 4.	DATE OF A 19/02/2021 24/01/2022 24/01/2022	ICTION 15 10:34 AM 15 05:14 PM 15 09:40 AM 15 09:37 AM	TYPE OF SERVICE o-Data PCB o-PcB o-PCB	FILE NAME N/A	CALCULATION METHOD N/A N/A KALKULATOR PCB N/A	GROUP N/A N/A PCB JAN 2025 (DUMMY) N/A	Sear	ch Q	DESCRIPTION PCB NOVEMBER 2024 PCB NOVEMBER 2024 PCB JANUARY 2025 PCB NOVEMBER 2024	STATUS Pending Payment Pending Payment Pending Payment Pending Payment	ACTION
NO. 1. 2. 3. 4. 1 to 4 of 4 items PAYMENT HI Status DONE : Status DONE :	DATE OF A/ 19/02/202: 24/01/202: 24/01/202: 24/01/202: STORY Referring t 'CB payment	CTION 5 10-34 AM 5 06:34 PM 5 08:37 AM 5 08:37 AM 0 PCB = RM0.00 a nt for the particul	TYPE OF SERVICE e-Data PCB e-Data	FILE NAME	CALCULATION METHOD N/A N/A KALKULATOR PCB N/A	GROUP N/A 4	Seal	ch Q	DESCRIPTION PCB NOVEMBER 2024 PCB NOVEMBER 2024 PCB JANUARY 2025 PCB NOVEMBER 2024	STATUS Pending Payment Pending Payment Pending Payment Pending Payment	ACTION
NO. 1 2. 3. 4. 1 to 4 of 4 items PAYMENT HI Status DONE : Status PAID : f	DATE OF A 19/02/202: 24/01/202: 24/01/202: 24/01/202: STORY Referring I	CTION 5 10-34 AM 5 05-14 PM 5 09-40 AM 5 09-37 AM 5 09-37 AM 5 09-37 AM 5 09-27 AM	TYPE OF SERVICE e-bata PCB e-bata PCB e-bata PCB e-Data PCB e-Data PCB and no PCB payment requiree lar month has been made.	FILE NAME	CALCULATION METHOD N/A N/A KALKULATOR PCB N/A	GROUP N/A N/A PCB JAN 2025 (DUMMY) N/A	Sear	ch Q	DESCRIPTION PCB NOVEMBER 2024 PCB NOVEMBER 2024 PCB NOVEMBER 2024 PCB NOVEMBER 2024	STATUS Pending Payment Pending Payment Pending Payment Pending Payment	ACTION

No.	Menu	Action	Description
1.	User's Name	-	e-PCB Plus user name will display
2.	Role	-	Display of e-PCB PLUS user role (ADMINISTRATOR /
			ADMINISTRATOR REPRESENTATIVE)
3.	Company's Name	-	Display of the company name being managed in e-PCB
			Plus.
4.	Employer TIN	-	Display of the Employer's TIN being managed in e-PCB Plus.
5.	Select Employer	Click drop-down	Click on the employer's name to change the employer
		list	
6.	Announcement	Click "Read	Announcement information display. Click 'Read More' to
		More"	view the full information.
7.	Number of Active	-	Only employees with an active status will be displayed
	Employees by		according to the group
	Group.		
8.	To Do List	Click "Status"	To do list will be displayed for Draft, Confirmation,
			Instrument Information, and Pending Payment statuses.
			Click on the status to view more.
9.	Payment History	Click "Status"	The list of completed payments will be displayed. Click on
			the status to view more.

	1 Total Employer	*	2 Total Emplo
TOTAL OF ACTIVE EMPLOYEE(S) BY EMPLOYERS			
40 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)		28	
0			

No.	Menu	Action	Description
1.	Overall	-	Display the total number of employers and the total
	Statistics		number of employees managed by the use
2.	Total of Active	-	Display a graph of the total number of employees for each
	Employee(s) by		employer managed by the user.
	Employers		

e-CEB Plus C Dashbard Employe - Services - Rayment - Addit Trail Help - - - - - - - - - - - - - -
Dashbard Employee Services P Paymer * Audit Trail Help * * Mandatory Fields Name * Mendatory Fields Name * Mendatory Fields Name * Mendatory Fields Name *
Dashbaard Employee Employee 2 Services * Paymet * Audit Trail Help * * Mandatory Fields Name * Identification Type Identification Type Identification Type Identification Number
Employer Employer Employer Employee Services Payment Addit Trail Help
Employe- Services • Payment • Audit Trail Help • * Mandatory Fields Name * Identification Type Identification Type Identification Type Identification Number Identification Number
Services > Payment > Audit Trail Help • * Mandatory Fields Name * Mentification Type Mentification Type Mentification Type Mentification Number Men
Payment * Adult Tail Help * *Mandatory Helds Name * Identification Type Identification Type Identification Number Identification Number
Audit Trail Help
Name *
Identification Type IDENTIFICATION CARD NUMBER V Identification Number IDENTIFICATION CARD NUMBER
Identification Type Dentification Number Identification Number
Identification Type IDENTIFICATION CARD NUMBER Identification Number Identification Number
IDENTIFICATION CARD NUMBER
Identification Number
+ liam3
Phone Number * 0
Mil AVSIA (60) V (192489243
Tax Identification No. (TNO
Latest Update

No.	Menu	Action	Description
1.	User Profile	Click on User Profile	Click on User Profile to update user information
2.	Update User	Update the information	Only Email Address and Contact Number
	Profile	and click "Save."	information can be updated.
3.	Notification		Click on the Notification button to view the latest
			notifications.

2.3 EMPLOYER

2.3.1 UPDATE EMPLOYERS INFORMATION





No.	Menu	Action	Description
1.	EMPLOYEE	-	Display a list of employees who have been verified, meaning employees who have been updated for the first time. Only employees under the "Verified" tab can proceed with further actions in e-PCB Plus.
2.	<i>Drop down</i> button	Click the dropdown button under the "Verified" tab.	The user can update the employee's information.
3.	UNVERIFIED EMPLOYEE	Click the "Unverified" tab.	Display a list of employees who have not been verified, meaning employees who have not been updated for the first time.
4.	<i>Drop down</i> button	Click the dropdown button under the "Unverified" tab.	The employee's information will be displayed for updating. After the update action is performed, the employee's name will be displayed under the "Verified" tab.

2.4 EMPLOYEES

2.4.1 EMPLOYEES GROUP

e-PCB Plus 🔇		
Employee Employee Group Employee List	Employee Group	
Administrator Representative List Services •	List of Employee Groups	2
Payment ▼ Audit Trail Help ▼		Add Employee Group

Employee Group		
List of Employee Groups		
	Please add at least ONE (1) employee group	
	📥 Add Employee Crown	-
	Add Employee Group	×
	Employee Group Name* STAFF JAN 2025	3
	Ø Cancel	+ Add

No.	Menu	Action	Description
1.	Employee Group	Click "Employee" and choose "Employee Group"	List of Employee Groups (if any) will display. If there are no employee group list, please add at least one (1) employee group
2.	+ Add Employee Group	Click "Add Employee Group"	There must be at least one (1) employee group for each employer.
3.	Add Employee Group Employee Group Name* Employee Group Name* C Cancel Add	Enter the group's name and click "Add."	The group name is flexible according to the employer's needs. Example group name: STAFF JAN 2025. After clicking "Add," a success message will be displayed. Employee group STAFF JAN 2025 group successfully added

List of Employee Groups		2				
+ Add Employee Group	🛍 Delete Employee Group				3	4
MAKCIK MARHABAN						3 ~
TEST SUBJECT 57	Group's Name				[3 ~
TEAM JD					G	2 ~
YASIN ARAFAT					G	2 ~
STAFF JAN 2025					G	<u>ð</u> ^
				5	+ Add Employee	
NO. TAX IDENTIFICATION NO. (TIM	N) EMPLOYE	EE NAME ID 1	TYPE ID NO.	EMPLOYEE NO.	STATUS	

No.	Menu	Action	Description
1.	+ Add Employee Group	Click the "Add Employee Group" button.	There must be at least one (1) employee group for each employer.
2.	Delete Employee Group	Click the "Delete Employee Group" button.	The employee group can be deleted if the list of employees in the group has no calculation records. C Employee Groupis not allowed to be deleted since there are employees who already have calculation records. This message will be displayed if there are employees with calculation records.
3.	Ø	Click	To update the employee group name.
4.	~	Click the drop- down button.	The list of employees under the group will be displayed.
5.	+ Add Employee	Click the "Add Employee" button.	The list of employees from the migration data will be displayed for selection. If there is no migration data, the user can add new employees.
6.	The list of employees from the migration data.	Click the button I to select employees and click the "Add" button.	The selected employees will be added to the group. All employees from the migration data must be added to a group, either in the same group or different groups.

Employee		Administrator	• • • • • •
Add Employee	1 Identification Type TAX IDENTIFICATION NUMBER (TIN)		×
		2 Reset + Add	

No.	Menu	Action	Description
1.	ІД Туре	Choose ID Type	If there is no migration data, the employer can add a new employee using:
			 Tax Identification Number (TIN) New Identity Card Number Passport Number
2.	Identification Number	Enter the Identification Number and click + Add	Employee information will be displayed as in LHDNM database. The employer must update the information which marked \checkmark .

Employee	List	1				Search Q			
			EMPLOYEE			2 UNVERIFI	ED EMPLOYEE	3	
6								+ Add Em	ployee
NO.	EMPLOYEE NAME		TAX IDENTIFICATION NO.	. (TIN) ID TYPE	ID NO.	EMPLOYEE NO.	STATUS	GROUP	ACTION
1.				IDENTIFICATION CARD NUMBER	2		ACTIVE	PCB FEB	🕑 💼
2.				IDENTIFICATION CARD NUMBER	2	7142	ACTIVE	GROUP A2	🗹 🛍
3.				IDENTIFICATION CARD NUMBER	R		ACTIVE	GROUP A1	۵ 💼
4.				IDENTIFICATION CARD NUMBER	R	005	ACTIVE	GROUP A1	۵ 💼
5.				IDENTIFICATION CARD NUMBER	8	010	ACTIVE	GROUP A1	۲ 💼
6.				IDENTIFICATION CARD NUMBER	2	004	ACTIVE	GROUP A1	۵ 💼
7.				IDENTIFICATION CARD NUMBER	2	007	ACTIVE	GROUP A1	۵ 💼
8.				IDENTIFICATION CARD NUMBER	2		ACTIVE	GROUP A2	۵ 💼
9.				IDENTIFICATION CARD NUMBER	2	O16	ACTIVE	GROUP A1	۵ 🛍
10.				IDENTIFICATION CARD NUMBER	100317063363	020	ACTIVE	GROUP A1	
1 to 10 of 21 it	ems			7				4	1 2 5
				🕀 Print E	mployee List				

2.4.2 EMPLOYEE LIST

No.	Menu	Action	Description
1.	EMPLOYEE	Click button "Employee"	A list of employees with complete information is displayed.
2.	UNVERIFIED EMPLOYEE	Click "Unverified Employee"	A list of employees from the migration data with incomplete information is displayed. The user needs to update the employee's identification card number / passport number / TIN information.
3.	+ Add Employee	Click "Add Employee"	An employee can be added using the employee's identification card number / passport number / TIN.
4.	Ĩ	Click the "Update" button	Employee information will be displayed for updating. The columns marked * are mandatory to fill in.
5.	Í	Click the "Delete" button	Employee information that does not have calculation records can be deleted. Otherwise, this message will be displayed if the employee already has calculation records.
6.	Employee's Name	Click Name	Employees information will be displayed.
7.	Print Employee List	Click "Print Employee List"	The employee list can be printed in PDF or Excel format. Print Employee List Please select document type Excel Excel

2.4.3 ADMINISTRATOR REPRESENTATIVE LIST

My	ezH	asil Services	Customer Feedback \vee PKPS 2.0 User Manual				Uight)		
e-PCB Plus 🔇 Dashboard		Administrator	Representative				Administrator		
Employee Group Employee List	Administrator Representative List								
Administrator	Job Scope refer	s to the assigned responsibilities o	lesignated to administrator representatives (e.g., Manager, Acc	ountant, Finance, Branch).					
Representative	Administrator	Representative is an individual ap	pointed to manage the scope of tasks within the group						
Services •		Add Job Scope			Search Q				
Payment -									
Report									
Audit Trail	NO.	JOB SCOPE ‡	TAX IDENTIFICATION NO. (TIN) ‡	ADMINISTRATOR REPRESENTATIVE ‡		COMPANY EMPLOYEE	ACTION		
Help ▼	1.	SATU				ø	🛓 🕼 🏛 💌		
	2.	ALL IN ONE				0	🛓 🕼 🏛 🖬		

d Job Scope€						
Job Scope + 2						
Please select screens that can be accessed: 3						
Employer			Check Payment Status			
Employee Group			Payment History			
Employee List			Report			
Administrator Representative List			Audit Trail			
e-CP39		\checkmark	Announcement			
e-PCB			User Manual			
e-Data PCB: Upload Data, Check and Pay			Frequently Asked Questions			
Payment						
Please select employee group(s):						
GROUP A2						
PCB FEB						
TERKURANG PCB JAN						
MARKETING						
01						
	G Back		🖺 Save			

No.	Menu	Action	Description
1.	Add Job Scope	Click the 'Add Job Scope' button.	The Job Scope refers to the specific tasks/responsibilities assigned to the Administrator Representative according to the e-PCB Plus screen functions for the Employee Group.
2.	Add Job Scope' Name	Name the Job Scope	The name of the job scope can be filled in by the user according to suitability.
3.	e-PCB Plus's Screen	Tick selected screen 🗹	The Administrator Representative is allowed to access the selected screen in e-PCB Plus.
4.	Employee Group	Tick Employee Group	The Administrator Representative is allowed to manage the selected group. Click "Save" and the message will display ^O Job scope has been saved

M	уTa	ezHas	il Services 🏏 e-Appointn	ent Customer Feedback \vee PKPS 2.0 User Manual					Ught .	ВМ
e-PCB Plus	3		Administrato	r Representative				Administrator		
Employee ▼ Services ▼ Payment ▼ Report		Administrato Job Scope refers Administrator Ro	or Representative List to the assigned responsibili apresentative is an individu:	ies designated to administrator representatives (e.g., Mana) I appointed to manage the scope of tasks within the group	ger, Accountant, Finance, Branch).					
Help -			• Add Job Scope			Search	Q			
		NO.	JOB SCOPE ‡	TAX IDENTIFICATION NO. (TIN)	ADMINISTRATOR REPRESENTATIVE 🗘		COMPANY EMPLOYEE	AC	TION	
		1.	MAJIKAN				[
		1 to 1 of 1 items					l	2	3	4

No.	Menu	Action	Description		
1.	4	Click the 'Select Administrator Representative' button.	An Administrator Representative must be selected for each Job Scope created.		
2.	I	Click the 'Update Job Scope' button.	The Job Scope name, screen selection, and employee group selection can be updated.		
3.	Û	Click the 'Remove Job Scope' button.	The created job scope can be deleted. The Administrator Representative role will also be deleted.		
4.		Send email to the appointed Administrator Representative' button.	The appointment notification of the Administrator Representative will be sent to the appointed Administrator Representative's email.		

ezHasi	I Services Y e-Appointment Customer Feedback	✓ PKPS 2.0 User Manual				Light
	dministrator Representa	tive			Administrato	r A v
Select Admini	strator Representative 0	EE		3 NON-EMPLOYEE		
Please select a	n employee to be appointed as an administrator represe	ntative.		Search Q		
NO.	TAX IDENTIFICATION NO. (TIN) 🗘	EMPLOYEE NAME	IDENTIFICATION TYPE 🗘	IDENTIFICATION NUMBER	GROUP ‡	ACTION
1.			IDENTIFICATION CARD NUMBER		кв	Select
2.			IDENTIFICATION CARD NUMBER		оки	Select
з.			IDENTIFICATION CARD NUMBER		оки	Select
4.			IDENTIFICATION CARD NUMBER		MANAGER	Select
5.			IDENTIFICATION CARD NUMBER		КВ	Select
6.			IDENTIFICATION CARD NUMBER		оки	Select
7.			IDENTIFICATION CARD NUMBER		STAF	Select

No.	Menu	Action	Description
1.	EMPLOYEE	Click	The list of company employees will be displayed to be selected
		"Employer" tab	as the Administrator Representative.
2		Click the	The Administrator Pennecentative must have the following
Ζ.	0-1	'Select' button	information:
	Select	on the	Tax Identification Number (TIN)
		employee who	F-mail Address
		will be	Telephone Number
		appointed as	
		the	The following display will appear if the employee's information
		'Administrator	is incomplete. The user must update the employee's
		Representative'	information. The updated information is only for the use of the
			e-PCB Plus system.
			Update Employee Information
			Please update the employee's email and phone number to proceed with their appointment as an administrator representative for this job scope.
			Employee Group Tax Identification Number (TIN)
			Email * Phone Number * 0
			-PLEASE SELECT- ✓ e.g.: 0123456789
			🖉 Back 🕼 Update
			Once employee's information has been saved, this message
			will appear: Semployee information successfully saved.
			will appear:

No.	Menu	Action	Description
No. 3.	Menu NON-EMPLOYEE	Action Click the "Non- Employee" tab	Description An individual other than a company employee can be appointed to hold the role of Administrator Representative. Enter the individual's TIN and click the button. Information of the individual to be appointed will be displayed. Click Select button. The Administrator Representative must have the following information: Tax Identification Number (TIN) Email address Phone number The following message will be displayed if the individual's information is incomplete. The individual to be appointed must
			information is incomplete. The individual to be appointed must update their information with LHDN.The employer can proceed with the appointment after the individual has updated their information with LHDN.



Click on the name and the Administrator Representative's

No.	Menu	Action	Notes
1.	\odot	-	Showing that the Administrator Representative is an
			employee of the company
2.	8	-	Showing that the Administrator Representative is not an
			employee of the company.

2.5 AUDIT TRAIL

MyTa	X	ezHasil Services 🗸	e-Janji Temu Ci	ustomer Feedback User	Manual MyInvois		(Light B	M Logout
e-PCB Plus	A LAVE	Audit	Trail				Administrator Representative		
Employee -									
Services ▼ Payment ▼ Audit Trail Help ▼	Lis	t of Audit Trails				Search			
	NO.		DATE		PREPARER		ACTION		
	1.		11/03/2025				^ 2		
		NO.		ACTIVITIES			ACTION		
		1.		UPLOAD TEXT FILE			۲		

No.	Menu	Action	Action			Description		
1.	Audit Trail	-	A record or log of all the activities or transactions that have					
			ta	iken pla	ace in e-PCB Plu	is services		
2.	^	Click Displaying the history of user's activities			f user's activities			
		then click	Act	tivity Detail	s			
		۲		Upload Te	TIME	DESCRIPTION		
				1.	11/03/2025 01:23:25 PM	E-DATA PCB MONTH 1 YEAR 2023 CP39 0391203706_0220250K.TXT		
				2.	11/03/2025 01:22:23 PM	E-DATA PCB MONTH 1 YEAR 2023 CP39 0092808908_0220250K.TXT		
				3.	11/03/2025 01:19:23 PM	E-DATA PCB MONTH 1 YEAR 2023 CP39 0092808908_022025.TXT		
				4.	11/03/2025 01:18:27 PM	E-DATA PCB MONTH 1 YEAR 2023 CP39 0294343207_0220250K.TXT		
				5.	11/03/2025 01:15:29 PM	E-DATA PCB MONTH 1 YEAR 2023 CP39 0294343207_022025.TXT		

2.6 HELP

No.	Menu	Action	Description
1.	Announcement	-	Share important information and updates on e-PCB Plus to the
			users
2.	User Manual	-	Provides guidance on how to use e-PCB Plus services
3.	Frequently Ask	-	Provides answers to common queries from the users
	Question (FAQ)		

2.6.1 Announcement

Dashboard	Administrator Representative	
SELECT EMPLOYER 9	ANNOUNCEMENT	12
~ ·	 Bil 6/2025: Information Entry and Payment 07/03/2025 of MTD Read more_ 	Î
NUMBER OF ACTIVE EMPLOYEES BY GROUP	O BII 5/2025: PAYMENT STATUS Read more. 19/02/2025	
NO. GROUP NAME NO. OF EMPLOYEE (ACTIVE) 1. PCB JAN 2025 6	○ Bil 4/2025 : Full Implementation of the e- 03/02/2025 PCB Plus Read more.	

2.6.2 User Manual



2.6.3 FAQ

