



# **USER MANUAL 2**

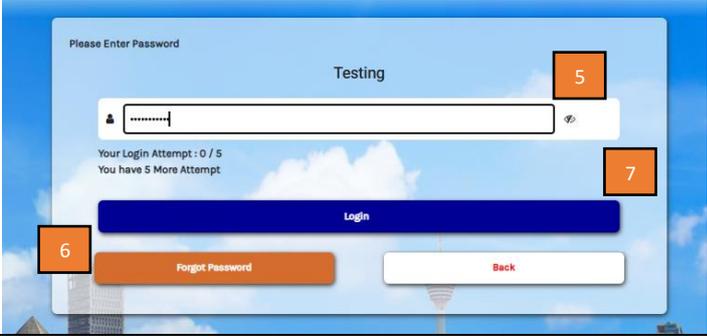
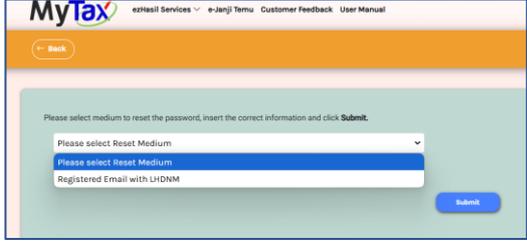
## **e-PCB PLUS**

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## 1.0 MYTAX

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

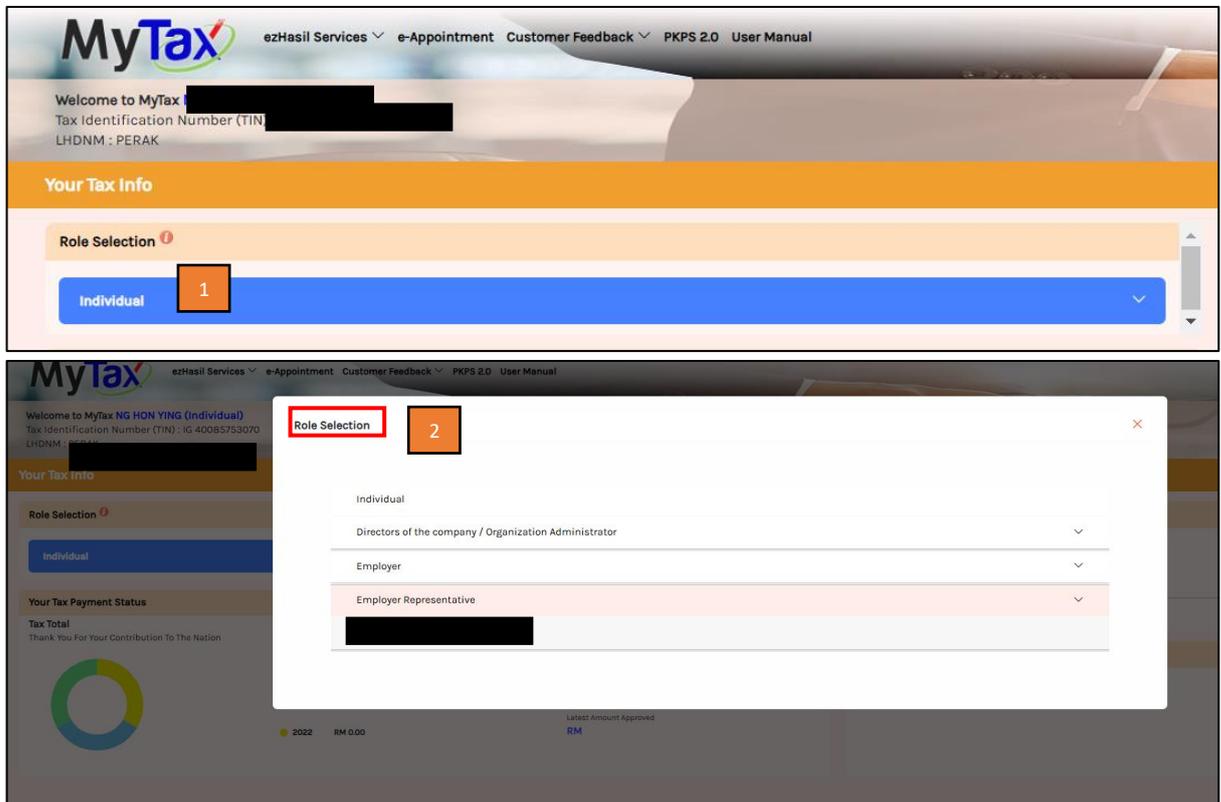


No.	Menu	Action	Description
1.	<b>Choose ID Type</b>	Choose from the drop-down list	This is a mandatory field
2.	<b>Identification Number</b>	Enter Identification Number	This is a mandatory field
3.	<b>Submit</b>	Press the 'Submit' button	The system will display a field to enter the password
4.	<b>Password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

## 1.2 ROLE APPOINTMENT AT MYTAX

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

## 1.3 CHANGE ROLE AT MYTAX



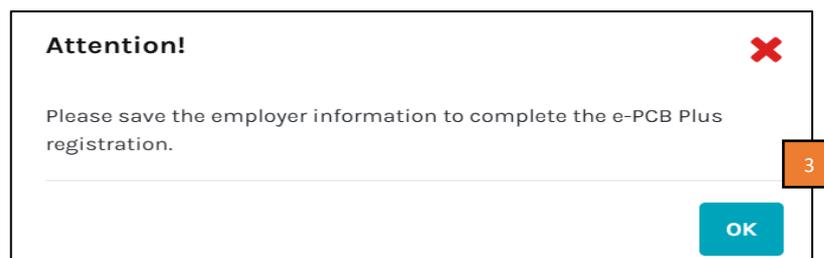
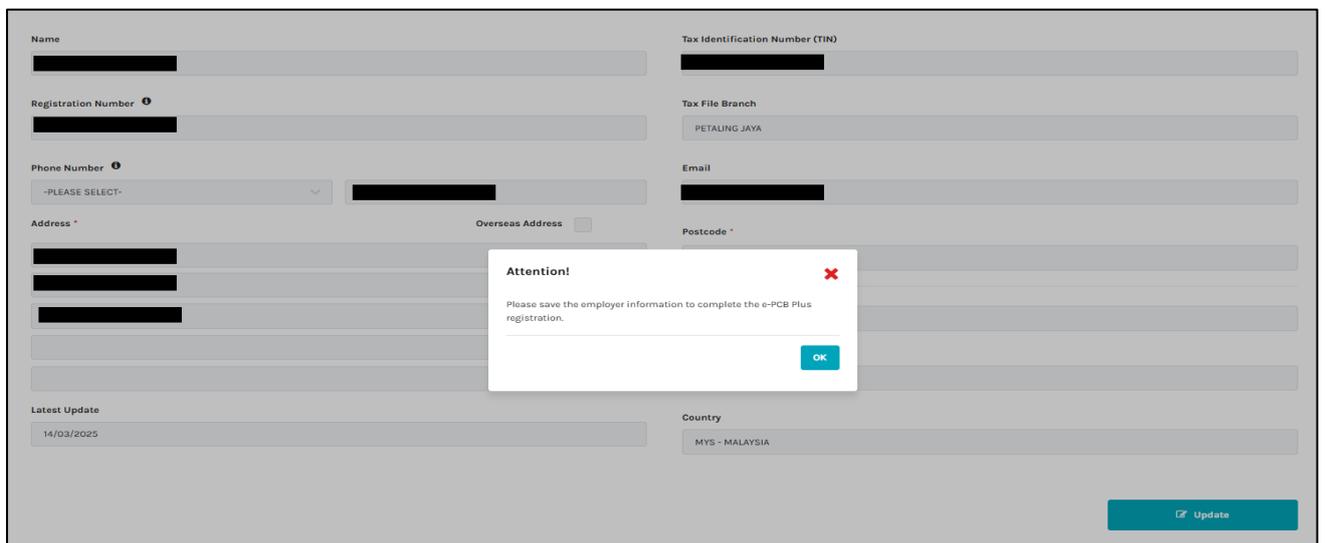
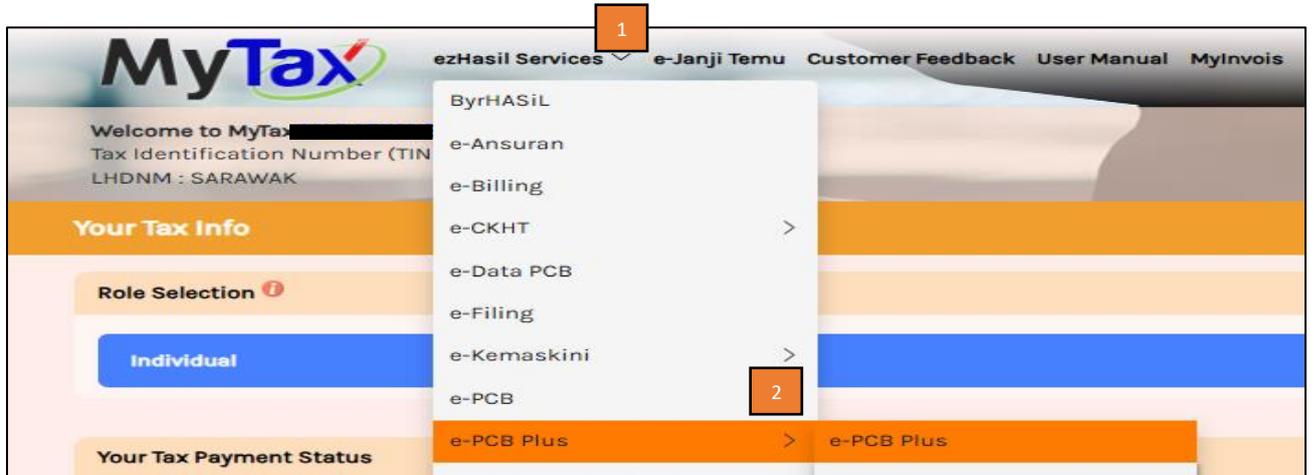
No.	Menu	Action	Notes
1.	<b>Role Selection</b>	Click the drop-down button	The list of roles will be displayed.
2.	<b>Role</b>	Select the role EMPLOYER / EMPLOYER REPRESENTATIVE / PCB ADMINISTRATOR / INDIVIDUAL	<p>The employer's name will be displayed. Click the selected employer's name.</p> <ul style="list-style-type: none"> <li>• The Employer/Employer Representative/PCB Administrator role is for the Administrator.</li> <li>• The Individual role is for the Administrator's Representative.</li> </ul>

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

Registration Number

Phone Number

Address   Overseas Address

Latest Update

Tax Identification Number (TIN)

Tax File Branch

Email

Postcode

City

State

Country

4

Phone Number

Address   Overseas Address

Latest Update

Email

Postcode

City

State

Country

6

5

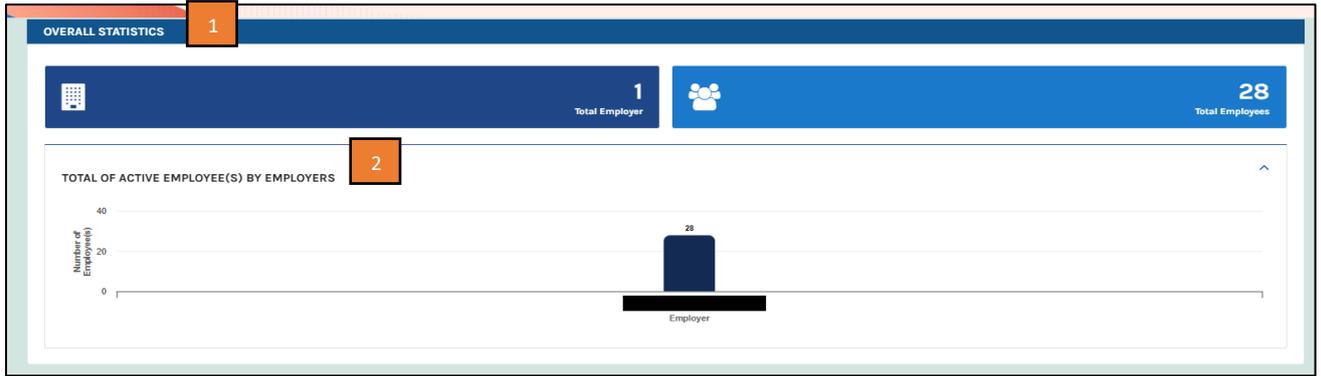
No.	Menu	Action	Description
1.	ezHasil Services	Click the drop-down button	The list of services will be displayed.
2.	List of ezHasil Services	Choose e-PCB Plus services	Click on the e-PCB Plus service.
3.	Update Message	Click "OK" button	The user needs to click <input type="button" value="OK"/> to continue.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

## 2.2 DASHBOARD

The screenshot shows the MyTax e-PCB Plus dashboard. At the top, there is a navigation bar with the MyTax logo and links for 'ezHasil Services', 'e-Janji Temu', 'Customer Feedback', 'User Manual', and 'MyInvois'. The user's name and role, 'Administrator Representative', are displayed in the top right corner. A sidebar on the left contains navigation options: Dashboard, Employer, Employee, Services, Payment, Audit Trail, and Help. The main content area is divided into several sections:

- 1:** User profile information (Name, Role, Email).
- 2:** User role indicator.
- 3:** User email address.
- 4:** User email address.
- 5:** 'SELECT EMPLOYER' dropdown menu.
- 6:** 'ANNOUNCEMENT' section with a list of recent bills and their statuses.
- 7:** 'NUMBER OF ACTIVE EMPLOYEES BY GROUP' table showing one group with 6 active employees.
- 8:** 'TO-DO LIST' section with a search bar and a table of pending payments.
- 9:** 'PAYMENT HISTORY' section with a search bar and a table of completed payments.

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 list	Click on the employer's name to change the employer
6.	Announcement	Click "Read More"	Announcement information display. Click 'Read More' to view the full information.
7.	Number of Active Employees by Group.	-	Only employees with an active status will be displayed according to the 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.



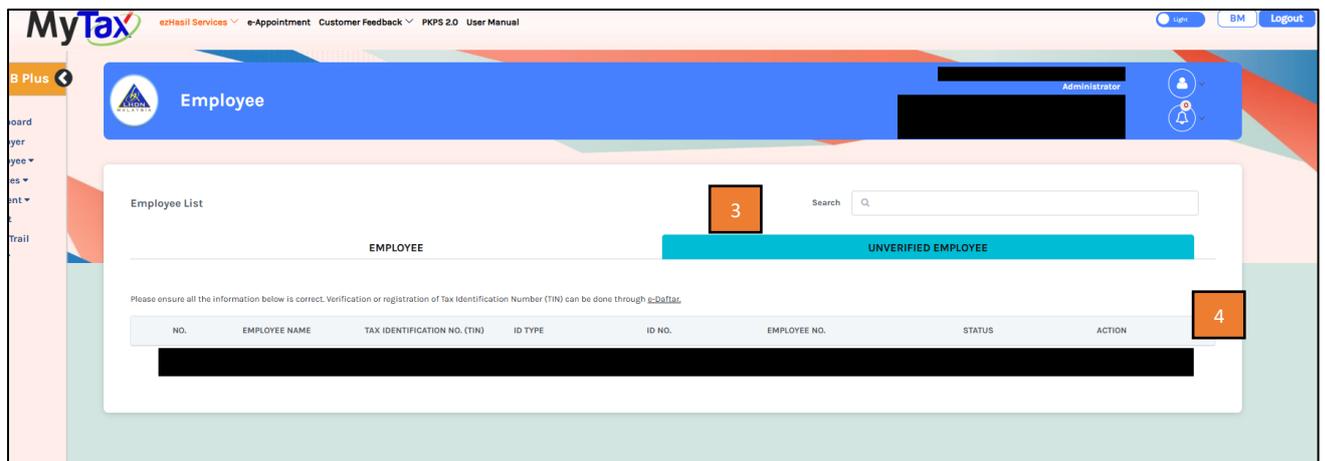
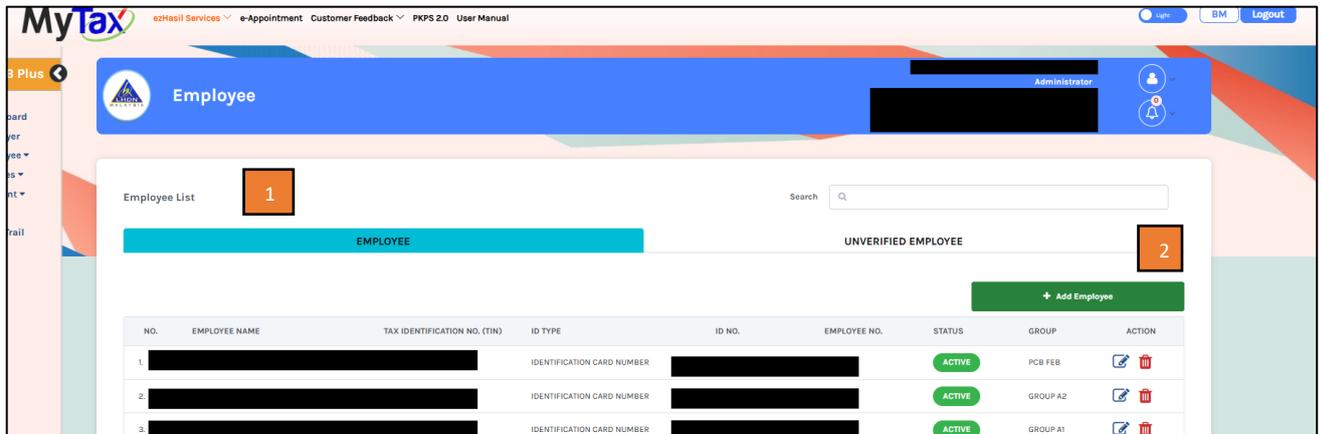
No.	Menu	Action	Description
1.	<b>Overall Statistics</b>	-	Display the total number of employers and the total number of employees managed by the use
2.	<b>Total of Active Employee(s) by Employers</b>	-	Display a graph of the total number of employees for each employer managed by the user.

The figure shows the 'User Profile' update form in the 'e-PCB Plus' system. The form includes the following fields: Name (text input), Identification Type (dropdown menu with 'IDENTIFICATION CARD NUMBER' selected), Identification Number (text input), Email (text input), Phone Number (text input with a country dropdown set to 'MALAYSIA (60)' and a value of '0192492343'), and Tax Identification No. (TIN) (text input). A 'Latest Update' field shows the date '22/01/2025'. The user is identified as 'Administrator Representative'.

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

## 2.3 EMPLOYER

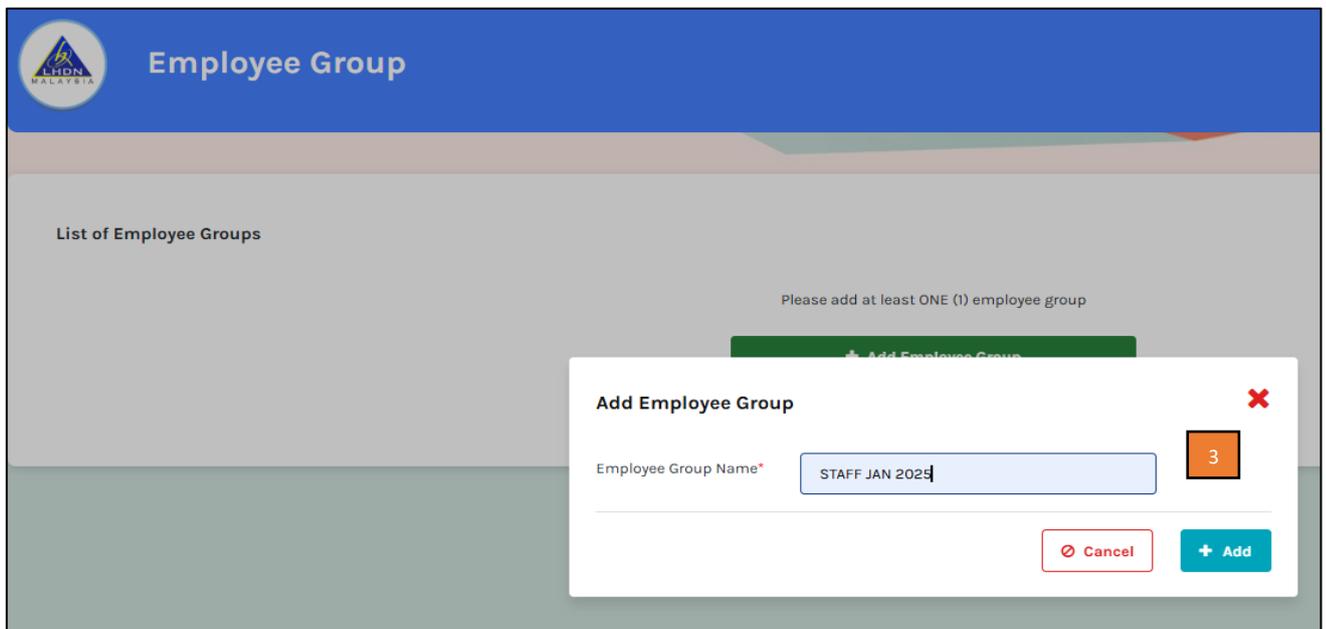
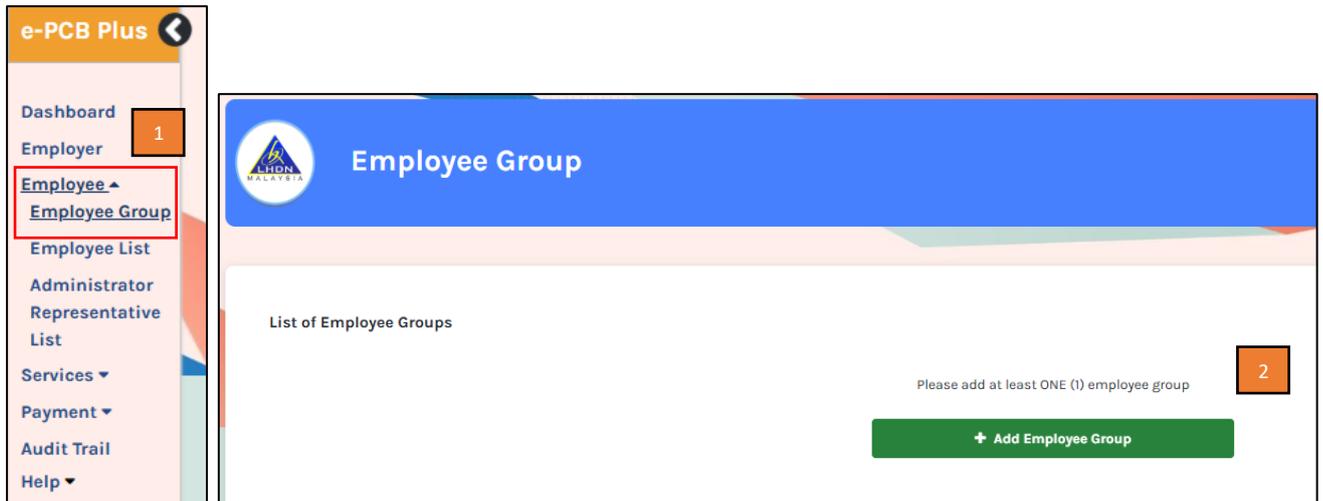
### 2.3.1 UPDATE EMPLOYERS INFORMATION



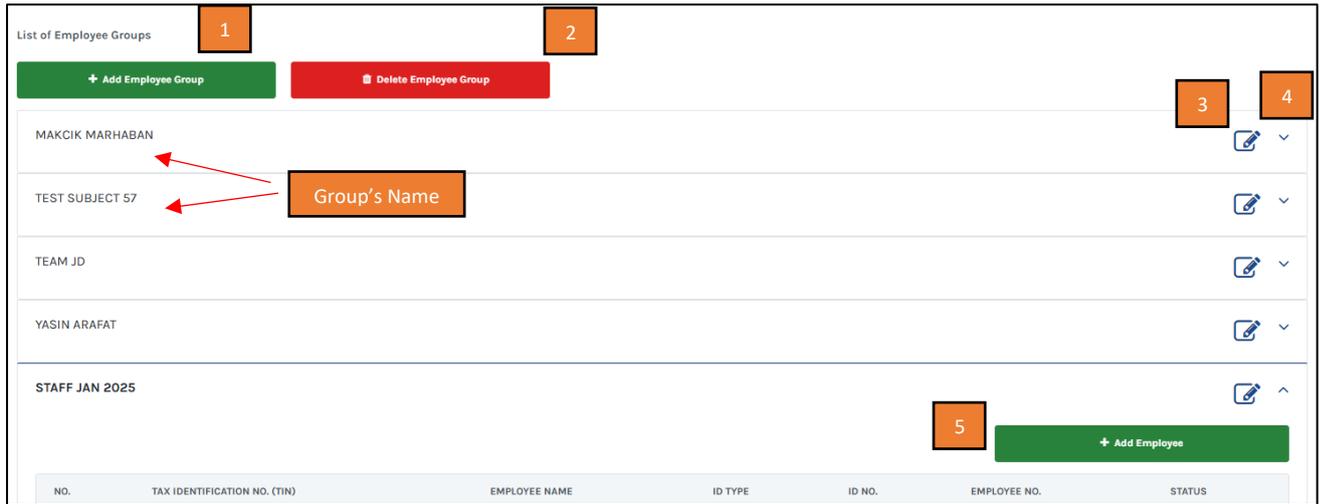
No.	Menu	Action	Description
1.	<b>EMPLOYEE</b>	-	Display a list of employees who have been verified, meaning employees who have been updated for the first time. Only employees under the "Verified" tab can proceed with further actions in e-PCB Plus.
2.	<b>Drop down button</b>	Click the dropdown button under the "Verified" tab.	The user can update the employee's information.
3.	<b>UNVERIFIED EMPLOYEE</b>	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.	<b>Drop down button</b>	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



No.	Menu	Action	Description
1.		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.		Click "Add Employee Group"	There must be at least one (1) employee group for each employer.
3.		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. 

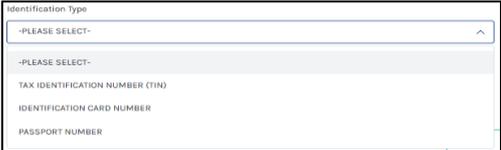
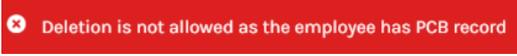
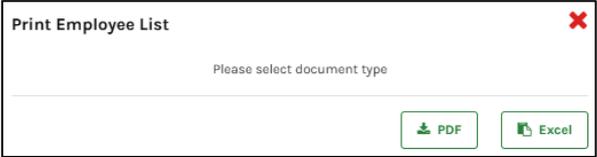


No.	Menu	Action	Description																								
1.		Click the "Add Employee Group" button.	There must be at least one (1) employee group for each employer.																								
2.		Click the "Delete Employee Group" button.	The employee group can be deleted if the list of employees in the group has no calculation records.  <div style="border: 1px solid red; background-color: #f08080; padding: 5px; width: fit-content; margin: 10px auto;"> <span style="color: white; font-weight: bold;">✖</span> Employee Groups not allowed to be deleted since there are employees who already have calculation records.         </div> <p>This message will be displayed if there are employees with calculation records.</p>																								
3.		Click	To update the employee group name.																								
4.		Click the drop-down button.	The list of employees under the group will be displayed.																								
5.		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.	<b>The list of employees from the migration data.</b>	Click the button  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.  <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 10px auto;"> <p><b>Add Employee</b> <span style="float: right; color: red;">✖</span></p> <p><input checked="" type="checkbox"/> Select all <span style="float: right;">Search <input type="text"/></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>NO.</th> <th>EMPLOYEE NAME</th> <th>TAX IDENTIFICATION NO. (TIN)</th> <th>ID TYPE</th> <th>ID NO.</th> <th>EMPLOYEE NO.</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>1.</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>IDENTIFICATION CARD NUMBER</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td style="text-align: center;">ACTIVE</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>2.</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>IDENTIFICATION CARD NUMBER</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td style="text-align: center;">ACTIVE</td> </tr> </tbody> </table> <p style="font-size: small;">to 2 of 2 items</p> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="+ Add"/> </p> </div>	<input checked="" type="checkbox"/>	NO.	EMPLOYEE NAME	TAX IDENTIFICATION NO. (TIN)	ID TYPE	ID NO.	EMPLOYEE NO.	STATUS	<input checked="" type="checkbox"/>	1.	[REDACTED]	[REDACTED]	IDENTIFICATION CARD NUMBER	[REDACTED]	[REDACTED]	ACTIVE	<input checked="" type="checkbox"/>	2.	[REDACTED]	[REDACTED]	IDENTIFICATION CARD NUMBER	[REDACTED]	[REDACTED]	ACTIVE
<input checked="" type="checkbox"/>	NO.	EMPLOYEE NAME	TAX IDENTIFICATION NO. (TIN)	ID TYPE	ID NO.	EMPLOYEE NO.	STATUS																				
<input checked="" type="checkbox"/>	1.	[REDACTED]	[REDACTED]	IDENTIFICATION CARD NUMBER	[REDACTED]	[REDACTED]	ACTIVE																				
<input checked="" type="checkbox"/>	2.	[REDACTED]	[REDACTED]	IDENTIFICATION CARD NUMBER	[REDACTED]	[REDACTED]	ACTIVE																				

No.	Menu	Action	Description
1.	<b>ID Type</b>	Choose ID Type	If there is no migration data, the employer can add a new employee using: <ol style="list-style-type: none"> <li>1. Tax Identification Number (TIN)</li> <li>2. New Identity Card Number</li> <li>3. Passport Number</li> </ol>
2.	<b>Identification Number</b>	Enter the Identification Number and click 	Employee information will be displayed as in LHDNM database. The employer must update the information which marked  .

### 2.4.2 EMPLOYEE LIST

NO.	EMPLOYEE NAME	TAX IDENTIFICATION NO. (TIN)	ID TYPE	ID NO.	EMPLOYEE NO.	STATUS	GROUP	ACTION
1.			IDENTIFICATION CARD NUMBER			ACTIVE	PCB FEB	 
2.			IDENTIFICATION CARD NUMBER		7142	ACTIVE	GROUP A2	 
3.			IDENTIFICATION CARD NUMBER			ACTIVE	GROUP A1	 
4.			IDENTIFICATION CARD NUMBER		005	ACTIVE	GROUP A1	 
5.			IDENTIFICATION CARD NUMBER		010	ACTIVE	GROUP A1	 
6.			IDENTIFICATION CARD NUMBER		004	ACTIVE	GROUP A1	 
7.			IDENTIFICATION CARD NUMBER		007	ACTIVE	GROUP A1	 
8.			IDENTIFICATION CARD NUMBER			ACTIVE	GROUP A2	 
9.			IDENTIFICATION CARD NUMBER		016	ACTIVE	GROUP A1	 
10.			IDENTIFICATION CARD NUMBER		020	ACTIVE	GROUP A1	 

No.	Menu	Action	Description
1.		Click button "Employee"	A list of employees with complete information is displayed.
2.		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.		Click "Add Employee"	An employee can be added using the employee's identification card number / passport number / TIN. 
4.		Click the "Update" button	Employee information will be displayed for updating. The columns marked * are mandatory to fill in.
5.		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.	<b>Employee's Name</b>	Click Name	Employees information will be displayed.
7.		Click "Print Employee List"	The employee list can be printed in PDF or Excel format. 

## 2.4.3 ADMINISTRATOR REPRESENTATIVE LIST

**Administrator Representative List**

Job Scope refers to the assigned responsibilities designated to administrator representatives (e.g., Manager, Accountant, Finance, Branch).  
Administrator Representative is an individual appointed to manage the scope of tasks within the group

**1** Add Job Scope

NO.	JOB SCOPE	TAX IDENTIFICATION NO. (TIN)	ADMINISTRATOR REPRESENTATIVE	COMPANY EMPLOYEE	ACTION
1.	SATU			<input checked="" type="checkbox"/>	
2.	ALL IN ONE			<input checked="" type="checkbox"/>	

**Add Job Scope**

**2** Job Scope

Please select screens that can be accessed:

**3**

- Employer
- Employee Group
- Employee List
- Administrator Representative List
- e-CP39
- e-PCB
- e-Data PCB: Upload Data, Check and Pay
- Payment
- Check Payment Status
- Payment History
- Report
- Audit Trail
- Announcement
- User Manual
- Frequently Asked Questions

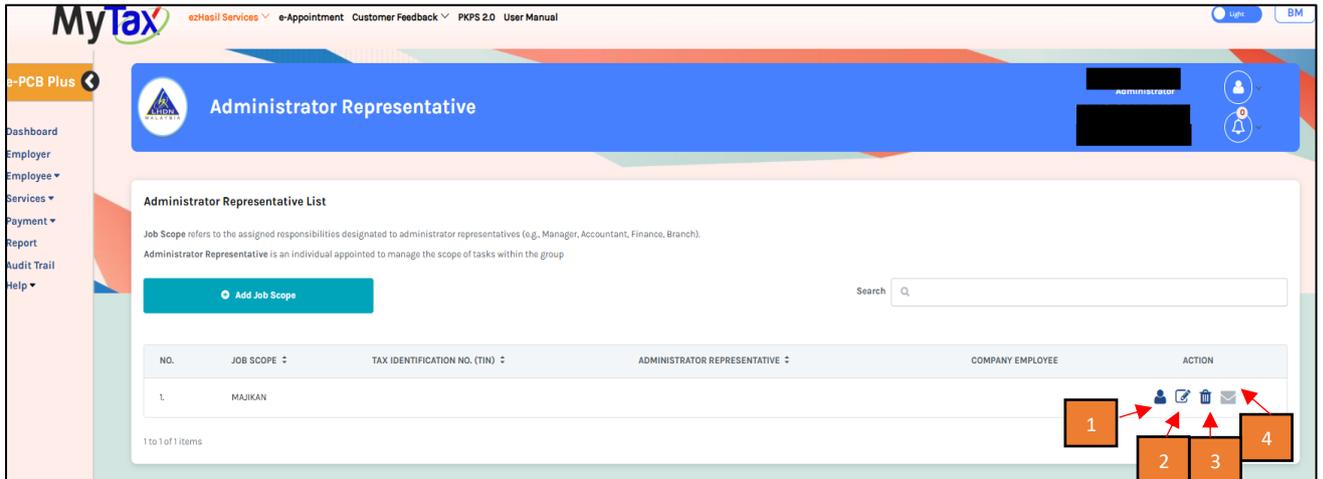
Please select employee group(s):

**4**

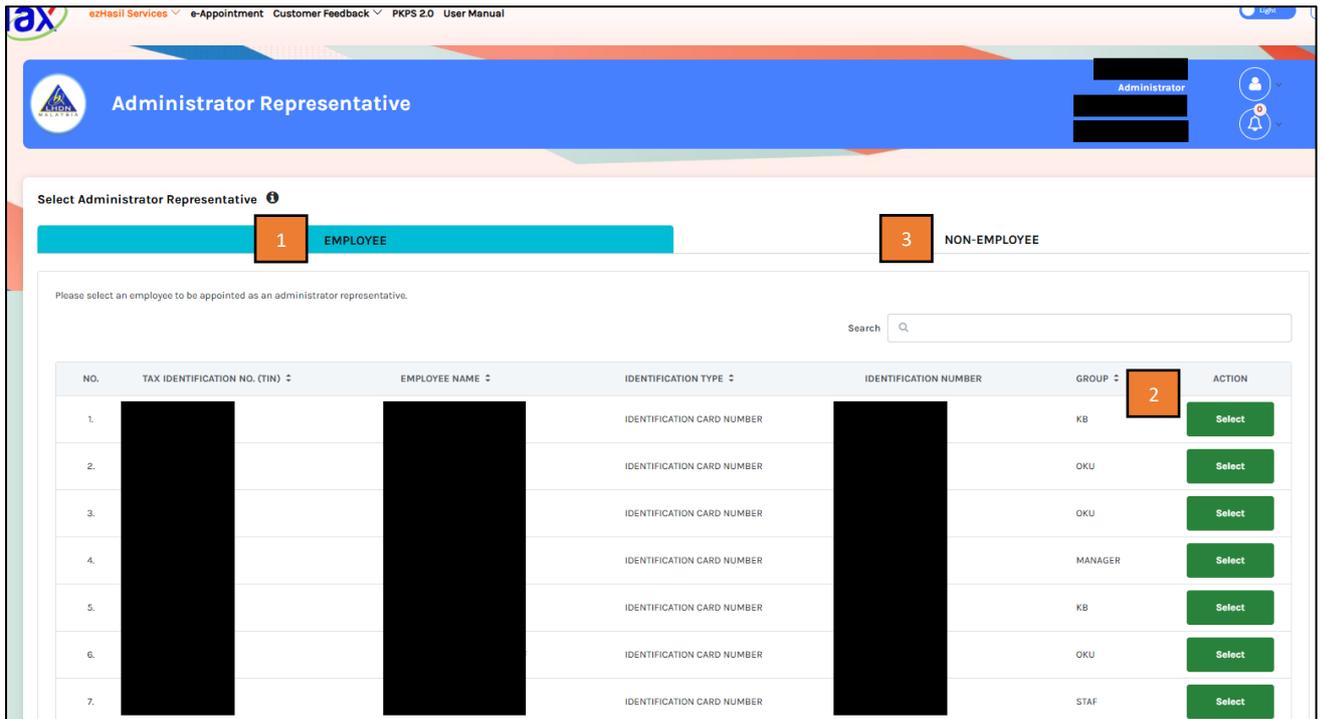
- GROUP A1
- GROUP A2
- PCB FEB
- TERKURANG PCB JAN
- MARKETING
- O1

**Back** **Save**

No.	Menu	Action	Description
1.		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.	<b>Add Job Scope' Name</b>	Name the Job Scope	The name of the job scope can be filled in by the user according to suitability.
3.	<b>e-PCB Plus's Screen</b>	Tick selected screen <input checked="" type="checkbox"/>	The Administrator Representative is allowed to access the selected screen in e-PCB Plus.
4.	<b>Employee Group</b>	Tick Employee Group <input checked="" type="checkbox"/>	The Administrator Representative is allowed to manage the selected group.  Click "Save" and the message will display



No.	Menu	Action	Description
1.		Click the 'Select Administrator Representative' button.	An Administrator Representative must be selected for each Job Scope created.
2.		Click the 'Update Job Scope' button.	The Job Scope name, screen selection, and employee group selection can be updated.
3.		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.



No.	Menu	Action	Description
1.	<b>EMPLOYEE</b>	Click "Employer" tab	The list of company employees will be displayed to be selected as the Administrator Representative.
2.	<b>Select</b>	Click the 'Select' button on the employee who will be appointed as the 'Administrator Representative'	<p>The Administrator Representative must have the following information:</p> <ul style="list-style-type: none"> <li>• Tax Identification Number (TIN)</li> <li>• E-mail Address</li> <li>• Telephone Number</li> </ul> <p>The following display will appear if the employee's information is incomplete. The user must update the employee's information. The updated information is only for the use of the e-PCB Plus system.</p> <div data-bbox="758 1500 1417 1877" data-label="Form"> </div> <p>Once employee's information has been saved, this message will appear: <b>Employee information successfully saved.</b></p>

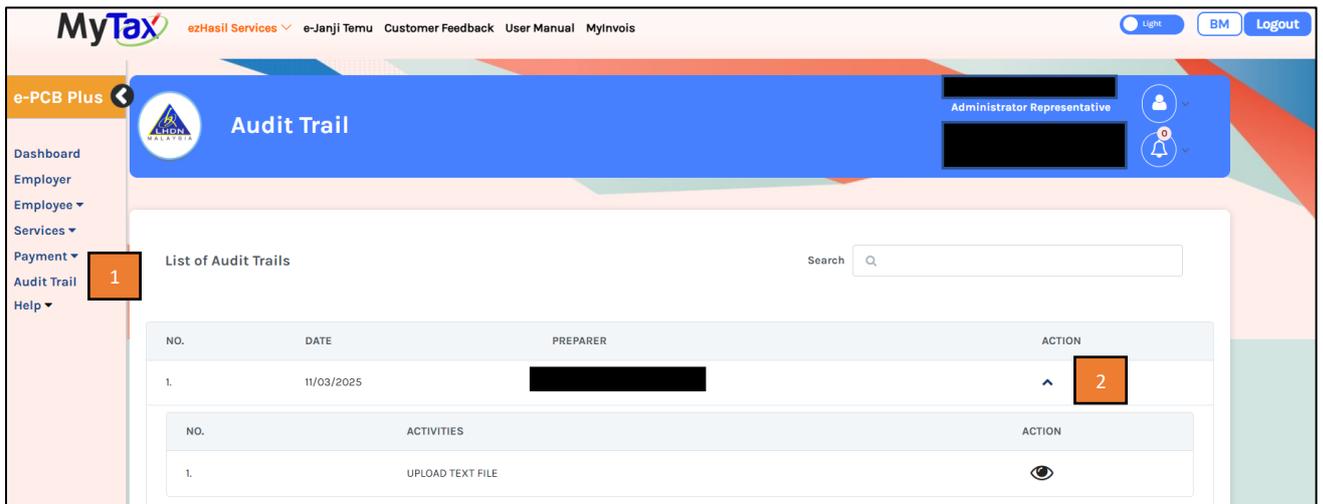
No.	Menu	Action	Description
3.	<b>NON-EMPLOYEE</b>	Click the "Non-Employee" tab	<p>An individual other than a company employee can be appointed to hold the role of Administrator Representative.</p> <p>Enter the individual's TIN and click the button. <b>Search</b>. The information of the individual to be appointed will be displayed.</p> <p>Click <b>Select</b> button.</p> <p>The Administrator Representative must have the following information:</p> <ul style="list-style-type: none"> <li>• Tax Identification Number (TIN)</li> <li>• Email address</li> <li>• Phone number</li> </ul> <p>The following message will be displayed if the individual's information is incomplete. The individual to be appointed must update their information with LHDN.</p> <p>The employer can proceed with the appointment after the individual has updated their information with LHDN.</p>

JOB SCOPE	TAX IDENTIFICATION NO. (TIN)	ADMINISTRATOR REPRESENTATIVE	COMPANY EMPLOYEE	ACTION
MAJIKAN	[REDACTED]	[REDACTED]	 <b>2</b>	   
BAYARAN PCB STAFF BIASA	[REDACTED]	[REDACTED]	<b>1</b> 	   

Click on the name and the Administrator Representative's

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

## 2.5 AUDIT TRAIL



No.	Menu	Action	Description																		
1.	<b>Audit Trail</b>	-	A record or log of all the activities or transactions that have taken place in e-PCB Plus services																		
2.		Click  then click 	Displaying the history of user's activities  <div style="border: 1px solid black; padding: 5px;"> <p>Activity Details</p> <p>Upload Text File</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>TIME</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>11/03/2025 01:23:25 PM</td> <td>E-DATA PCB   MONTH 1   YEAR 2023   CP39 0391203706...022025OK.TXT</td> </tr> <tr> <td>2.</td> <td>11/03/2025 01:22:23 PM</td> <td>E-DATA PCB   MONTH 1   YEAR 2023   CP39 0092808908...022025OK.TXT</td> </tr> <tr> <td>3.</td> <td>11/03/2025 01:19:23 PM</td> <td>E-DATA PCB   MONTH 1   YEAR 2023   CP39 0092808908...022025.TXT</td> </tr> <tr> <td>4.</td> <td>11/03/2025 01:18:27 PM</td> <td>E-DATA PCB   MONTH 1   YEAR 2023   CP39 0294343207...022025OK.TXT</td> </tr> <tr> <td>5.</td> <td>11/03/2025 01:15:29 PM</td> <td>E-DATA PCB   MONTH 1   YEAR 2023   CP39 0294343207...022025.TXT</td> </tr> </tbody> </table> </div>	NO.	TIME	DESCRIPTION	1.	11/03/2025 01:23:25 PM	E-DATA PCB   MONTH 1   YEAR 2023   CP39 0391203706...022025OK.TXT	2.	11/03/2025 01:22:23 PM	E-DATA PCB   MONTH 1   YEAR 2023   CP39 0092808908...022025OK.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...022025OK.TXT	5.	11/03/2025 01:15:29 PM	E-DATA PCB   MONTH 1   YEAR 2023   CP39 0294343207...022025.TXT
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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...022025OK.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.	<b>Announcement</b>	-	Share important information and updates on e-PCB Plus to the users
2.	<b>User Manual</b>	-	Provides guidance on how to use e-PCB Plus services
3.	<b>Frequently Ask Question (FAQ)</b>	-	Provides answers to common queries from the users

## 2.6.1 Announcement

The screenshot shows the LHDN Malaysia Dashboard. The top navigation bar includes the LHDN logo, the word "Dashboard", and the user role "Administrator Representative". Below the navigation bar, there are three main sections:

- SELECT EMPLOYER:** A dropdown menu with a selected option.
- NUMBER OF ACTIVE EMPLOYEES BY GROUP:** A table with the following data:

NO.	GROUP NAME	NO. OF EMPLOYEE (ACTIVE)
1.	PCB JAN 2025	6
- ANNOUNCEMENT:** A list of announcements with dates and links to read more:
  - Bil 6/2025: Information Entry and Payment of MTD (07/03/2025)
  - Bil 5/2025: PAYMENT STATUS (19/02/2025)
  - Bil 4/2025: Full Implementation of the e-PCB Plus (03/02/2025)

## 2.6.2 User Manual

The screenshot shows the MyTax User Manual modal. The modal title is "User Manual". It contains four orange buttons, each with a document icon and a "View / Download" button:

- User Manual (Web)
- User Manual (Mobil)
- MyInvois Portal User Guide
- e-PCB Plus User Manual (highlighted with a red box)

The screenshot shows the MyTax User Manual modal with additional options. It contains six orange buttons, each with a document icon and a "View / Download" button:

- View / Download
- View / Download
- New Application & Termination of Lawyer User Manual
- e-DATA PCB User Manual (highlighted with a red box)
- e-CP39 User Manual (highlighted with a red box)
- e-PCB User Manual (highlighted with a red box)

### 2.6.3 FAQ

