

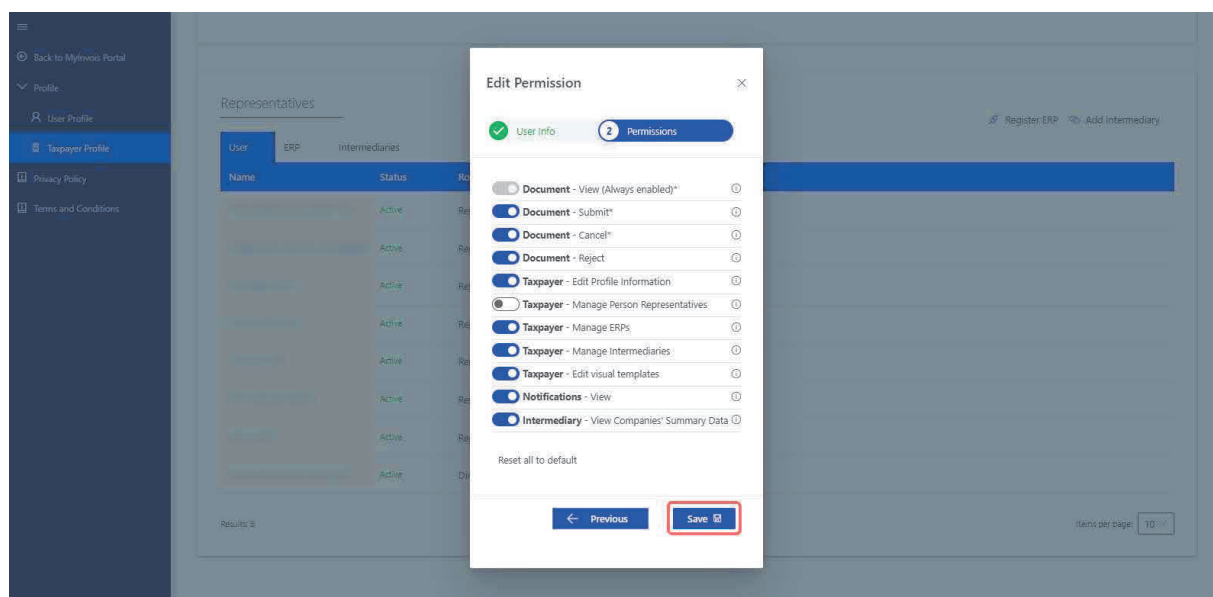
View and Register ERP

This guide provides a step-by-step process for end user on the process of viewing existing system representatives associated with their account and registering new ones within the MyInvois Portal. End Users will be able to provide access to system representatives to act on their behalf within the system.

Step By Step Guide

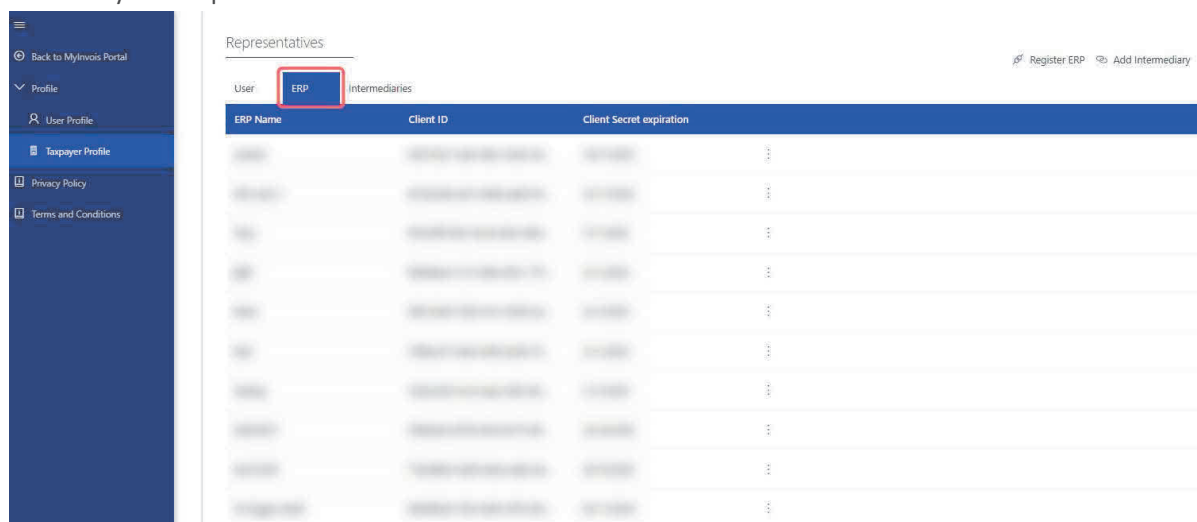
Step 1: Access the Taxpayer Profile

- On the top-right corner of the MyInvois Portal, locate the profile dropdown menu. From the options available, choose **View Taxpayer profile** to access the taxpayer's profile.



Step 2: View System Representatives

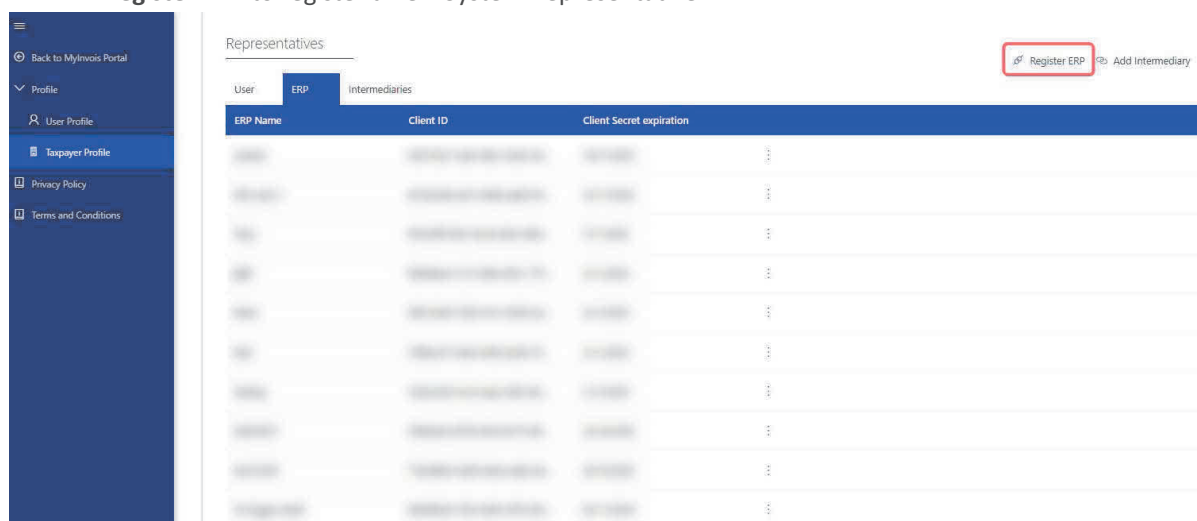
- Scroll down on the Taxpayer Profile page and click on the **ERP** tab under Representatives to view the system representatives.



The screenshot shows the MyInvois Portal interface. On the left is a dark blue sidebar with navigation links: 'Back to MyInvois Portal', 'Profile', 'User Profile', 'Taxpayer Profile' (highlighted), 'Privacy Policy', and 'Terms and Conditions'. The main content area is titled 'Representatives' and has three tabs: 'User', 'ERP' (highlighted with a red box), and 'Intermediaries'. In the top right corner of the main area, there are two links: 'Register ERP' and 'Add Intermediary'. Below the tabs is a table with the following columns: 'ERP Name', 'Client ID', and 'Client Secret expiration'. The table contains several rows of data, which are partially obscured by a light blue overlay.

Step 3: Register System Representatives

- On the top-right hand side of the MyInvois Portal on the ERP tab under Representatives, click on **Register ERP** to register a new System Representative.



This screenshot is identical to the one in Step 2, showing the 'Representatives' section with the 'ERP' tab selected. The 'Register ERP' link in the top right corner is now highlighted with a red box, indicating the next step in the process.

Step 4: Add Input Details and Register

- Input ERP Name and select duration of Client Secret expiration.
- **Primary ERP** system is the main ERP system for the Company.
- Click on **Register** button.

Client ID
Client Secret expiration

Add ERP System

To add an ERP system please fill in the details below and then select Register.

ERP Name *

Create a friendly name for the ERP system

Client Secret expiration *

1 Year

☐ Primary ERP System

Register

Cancel

Step 5: Save the New Secrets

- Copy the Client ID and Client Secrets displayed and check the box to confirm that you have copied, then click on **Done**.

Representatives
Register ERP Add Intermediary

User
ERP
Intermediaries

ERP Name
Client ID
Client Secret expiration

ERP Name	Client ID	Client Secret expiration
ERP1	1234567890	1 Year
ERP2	0987654321	1 Year
ERP3	1122334455	1 Year
ERP4	5566778899	1 Year
ERP5	9988776655	1 Year
ERP6	4433221100	1 Year
ERP7	0011223344	1 Year
ERP8	5566778899	1 Year
ERP9	1122334455	1 Year
ERP10	6677889900	1 Year
ERP11	2233445566	1 Year
ERP12	7788990011	1 Year
ERP13	3344556677	1 Year
ERP14	8899001122	1 Year
ERP15	4455667788	1 Year
ERP16	9900112233	1 Year
ERP17	5566778899	1 Year
ERP18	1122334455	1 Year
ERP19	6677889900	1 Year
ERP20	2233445566	1 Year

✔ Secrets Regenerated!

Please copy this information somewhere safe.

Current Secrets will expire :**After 8 hours**
New secrets valid until :**20/11/2026**

Client ID

1234567890

Client Secret 1

0987654321

Client Secret 2

1122334455

☒ I confirm I have copied & saved the Client Secrets

Done

Results 143
Items per page: 10

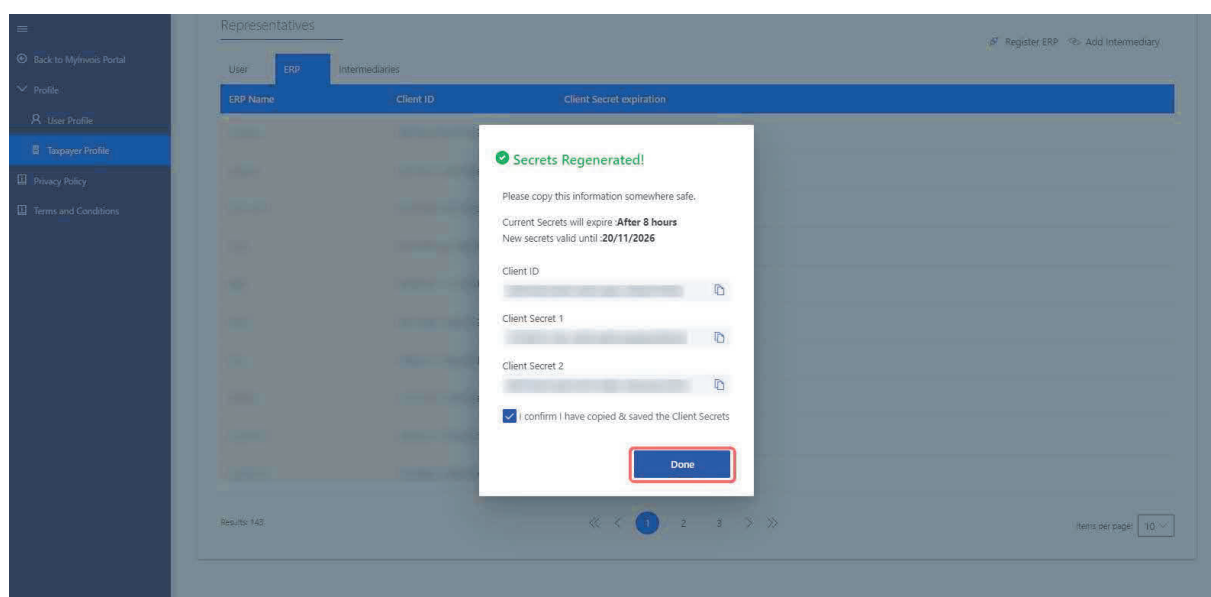
Manage ERP

This guide provides users the process of managing the credentials for system representatives authorized to access the MyInvois Portal on their behalf. This provides a detailed, step-by-step walkthrough for users to navigate to the MyInvois Portal, log in, and access the credentials management section. It is designed to assist users in adding new system representatives, editing the credentials of existing representatives, or revoking access for representatives no longer authorized. This guide ensures that users can maintain secure and controlled access to their tax-related information, allowing only authorized representatives to perform actions within the portal on their behalf.

Step By Step Guide

Step 1: Access the Taxpayer Profile

- On the top-right corner of the MyInvois Portal, locate the profile dropdown menu. From the options available, choose **View Taxpayer profile** to access the taxpayer's profile.



- This step grants you access to view the taxpayer's profile information.

- Back to MyInvois Portal
- Profile
 - User Profile
 - Taxpayer Profile**
 - Privacy Policy
 - Terms and Conditions

Representatives

[Register ERP](#)
[Add Intermediary](#)

User
ERP
Intermediaries

ERP Name	Client ID	Client Secret expiration
...
...
...
...
...
...
...
...
...
...

Step 2: Edit ERP

- On the ERP row, click **Edit**

- Back to Invoicing Portal
- Manage Profile
 - My Profile
 - Taxpayer Profile**

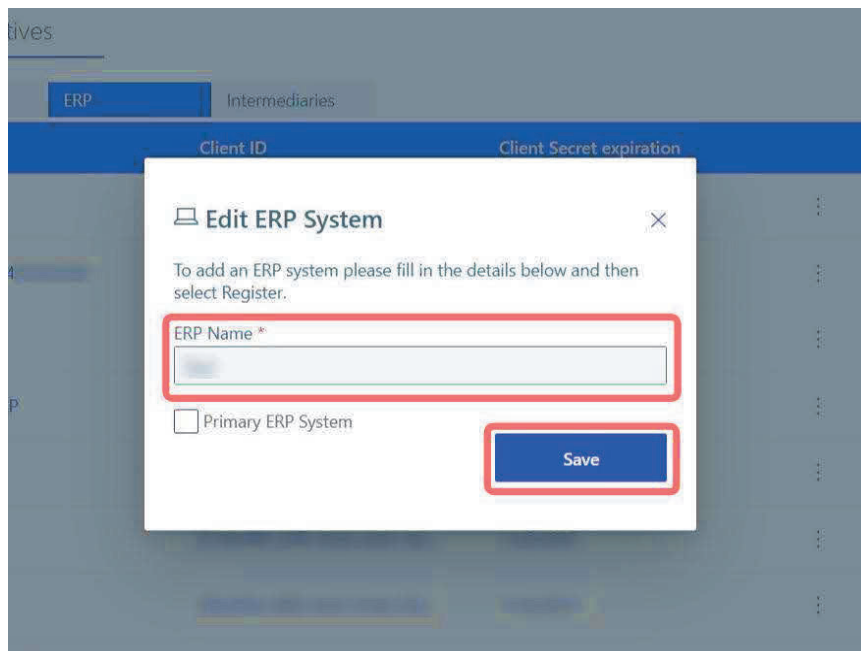
Representatives

[Register ERP](#)
[Add Intermediary](#)

User
ERP
Intermediaries

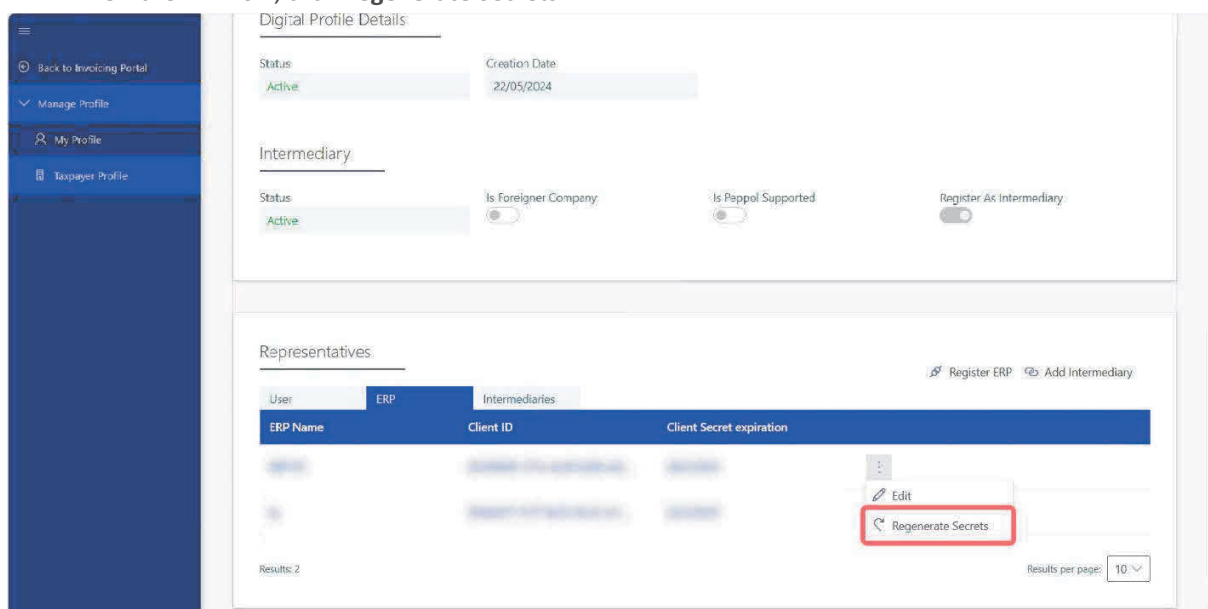
ERP Name	Client ID	Client Secret expiration	
...	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>Edit</p> <p>Regenerate Secrets</p> </div>
...
...
...
...

- Update ERP Name.
- Click on **Save**.



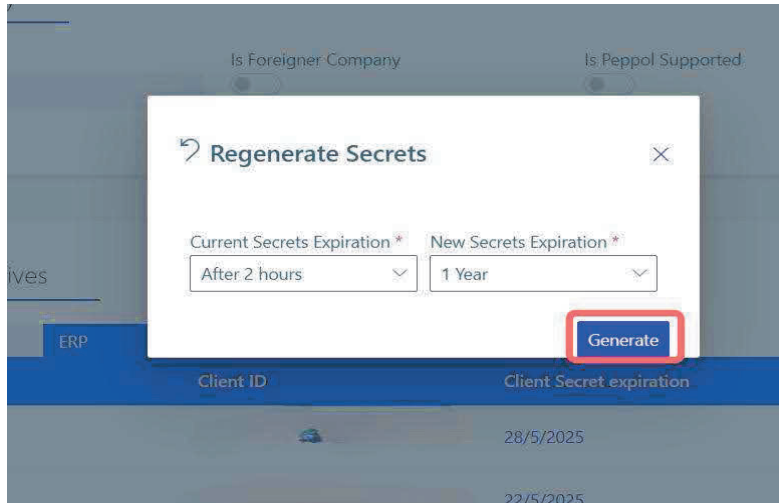
Step 3: Regenerate Secrets

- On the ERP row, click **Regenerate Secrets**.



Step 4: Configure Secrets Expiration and Generate

- Select the current and new Secrets Expiration time, then click on **Generate** button.



Step 5: Save the New Secrets

- Copy the new client Id and Client secrets displayed and check the box to confirm that you have copied, then click on **Done**.

