

## 2. Procedure to Login Return & Payment

There are two option to login to Return & Payment:

- *i.* Login to MySST and click Return & Payment Menu to access the page to file a Return and make a payment
- *ii.* Login directly to MySTT Return and Payment Module page
  - *i.* Login to MySST and click Return & Payment Menu to access the page to file a Return and make a payment

## 2.1. First Option

1. Open MySST Main Page (https://www.mysst.customs.gov.my) and click [Log in]



Figure 1.1: Main Page

- 2. Key in valid SST Number, User ID and password to login to the system
- 3. Click [Log in] button



Doc Ref : EITS/CMMI/ENG/RSD/UM

Doc ID: SST\_UM\_v1-1

MuEE	Please follow these steps:			
	Enter	<ol> <li>Click Enter To Insert SST Number.</li> <li>Insert SST No and Click Save.</li> <li>Insert User ID.</li> <li>Insert Password.</li> <li>Click Log In.</li> </ol>		
		Exemption Schedule B:		
Remember me	Forgot password?	1. Please insert Registration No. in SST Registration NO. field.		

Figure 1.2: Log in

4. Public user dashboard displayed. Click [Return & Payment] menu

MySST	Ŧ			-		
Home		Welcome to Malaysia Sales And Service To Company Summary	ax System (MySST).	Login		
Users Registrant Registration Info Exemption Content		SST Registration No Company Name ZULFAZLI BAKRI SON BHD Registration Type Sales Tax	BRN No T¥909 Station Name D11 - Rantau Panjang	Name Identity No Type Of User Access Level Last Login	:::::::::::::::::::::::::::::::::::::::	ALI HAMSA Public User Admin 10/1/2018 1:00:15 AM
Schedule C	1					

- Figure 1.3: Public User Dashboard
- 5. User ID and SST Number will be populated automatically. Enter password only to access Return & Payment module page
- 6. Click [Login] button



ROYAL MALAYSIAN CUSTOMS	
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Providence Constraints	
Login	

Figure 1.4: Login Return & Payment

7. Return & Payment Homepage displayed



Figure 1.5: Return & Payment Homepage



## 2.2. Second Option

- *ii.* Main page>Return & Payment>Insert User ID, Password and SST No. to Login Return and Payment
- 1. Open MySST Main Page (https://www.mysst.customs.gov.my) and click [Return & Payment]



Figure 1.6: Main Page

- 2. Key in valid SST Number, User ID and password to login to the system
- 3. Click [Log in] button





Figure 1.7: Login Return & Payment

4. Return & Payment Homepage displayed

Velcome to MySST Onl	ine. S	Official Website MALAYSIA SALES Royal Malaysian Cu Server time is 30/09/2018 01:06:47 . Home	& SERVICE TAX (SST) Jstoms Department			User Name: Created By System You are login as
Company Information Sales Tax Service Tax User Administration Logout	> > >	Announcement Title Welcome to CJP Online Meeting for New User 2	Published Date 18/02/2014 10:05AM 11/02/2014 9:49AM	Mew Details View Details	Details Page 1 Of 1	Name : Created By System E-mail : Type of User Access Level : Administrator Last Login : 30/09/2018 1:06PM Date : 30/09/2018 1:06PM Useful Links <u>Marce Adabee</u>

Figure 1.8: Return & Payment Homepage



## To View Available Active License for the Company

1. Click Menu [Home] (Figure 1.9)

Velcome to MySST Onl	ine. S	Official Website MALAYSIA SALES Royal Malaysian Cu Server time is 30/09/2018 01:06:47 . Home Annooncement	& SERVICE TAX (SST) istoms Department		A	You are	User Name: Created By System Login as
Company Information Sales Tax Service Tax User Administration Logout	5 5 5	Announcement Title Welcome to C.JP. Online Meeting for New User 2	Published Date 18/02/2014 10:05AM 11/02/2014 9:49AM	View Details View Details	Defails Page 1 Of 1	Name E-mail Type of User Access Level Last Login System Date	: Created By System : : Public User : 30/09/2018 1:06PM : 30/09/2018 1:06PM Useful Links Useful Links Mar Additor

Figure 1.9: Home

- 2. Click Menu [Company Information] to view [Company Profile]. (Figure 2.0)
- 3. Select the radio button of the licence you want to view. Click *[View Detail]* button. (Figure 2.0)

Home		Company Inforr Company Profile	mation					
Company Information		ROB/ROC						
ales Tax	×.	Company Name	e	and have been as the sould				
		Company Addre	ess	: 5, JALAN KILANG 1, KAWASAN I	PERINDUSTRIAN JELAPANG 30100 IPOH	PERA	c .	
ervice Tax	1	Postal Code		: 30100	State	13	PERAK	
Iser Administration	1	Telephone Numb	ber	: 05-5269091	Fax Number	:	05-5261188	
	~	Contact Person I	Name (1)	: SSI 1	Email (1)		philipngcc@gmail.com	
ogout		Contact Person I	Name (2)	3	Email (2)	1		
		Register in MySST	l Online Date Time	: 20/09/2018 15:09:04				
		Effective Date (F	From)	:	No. of User Registered	•	3	
		Effective Date (I	0)	1	No. of Registered Licence	8		
				Available	e Company Licence Profile:			
		Select No	Licence Type	SST Reg No / Licence Year	Status		Effective Date(From)	Effective Date(To)
		• 1	Sales Tax		Active		01/09/2018	
		0 2	Service Tax	The second second second	Active		01/09/2018	· · · · · · · · · · · · · · · · · · ·
								Page 1 Of 1
		1						
		View Detail						

Figure 2.0 – Company Profile page