

Taxation Access Management Portal

Introduction

A Tax representative assigned as an Access Manager, as per the Registration as Tax Representative form (See Fig1), can make use of the Access Manager Portal to assign their clients services to their sub users.

After the tax representative is set as access manger the user can log in the portal using the E-ID username and password.

I appoint the following to act as manager of access:

User Full Name	e-mail address	e-ID login	Mobile no

Figure 1

In this portal, user and services are logically grouped together, in order to facilitate the assignment of Access of a client to a sub user. That is when a client is assigned to a group, the users and services in that group are given access to the client. Obviously the access assigned to the sub users reflect the services assigned by the client to the appointed tax representative.

1. Login

URL: <https://secure2.gov.mt/accessmanager/Login.aspx>

User need to input the E-ID Username and Password.

2. Main Menu

After successful login the user will be prompted with the Main Menu page, where the user will have the options groups, users and clients. (see Fig 2)



Figure 2

3. Groups

When selecting the Groups option, the user is prompted with the below page (See Fig 3). When selecting a group, on the left the user can add, edit and delete created groups. While on the right hand side the user can add or remove group members and services (See Fig 4).

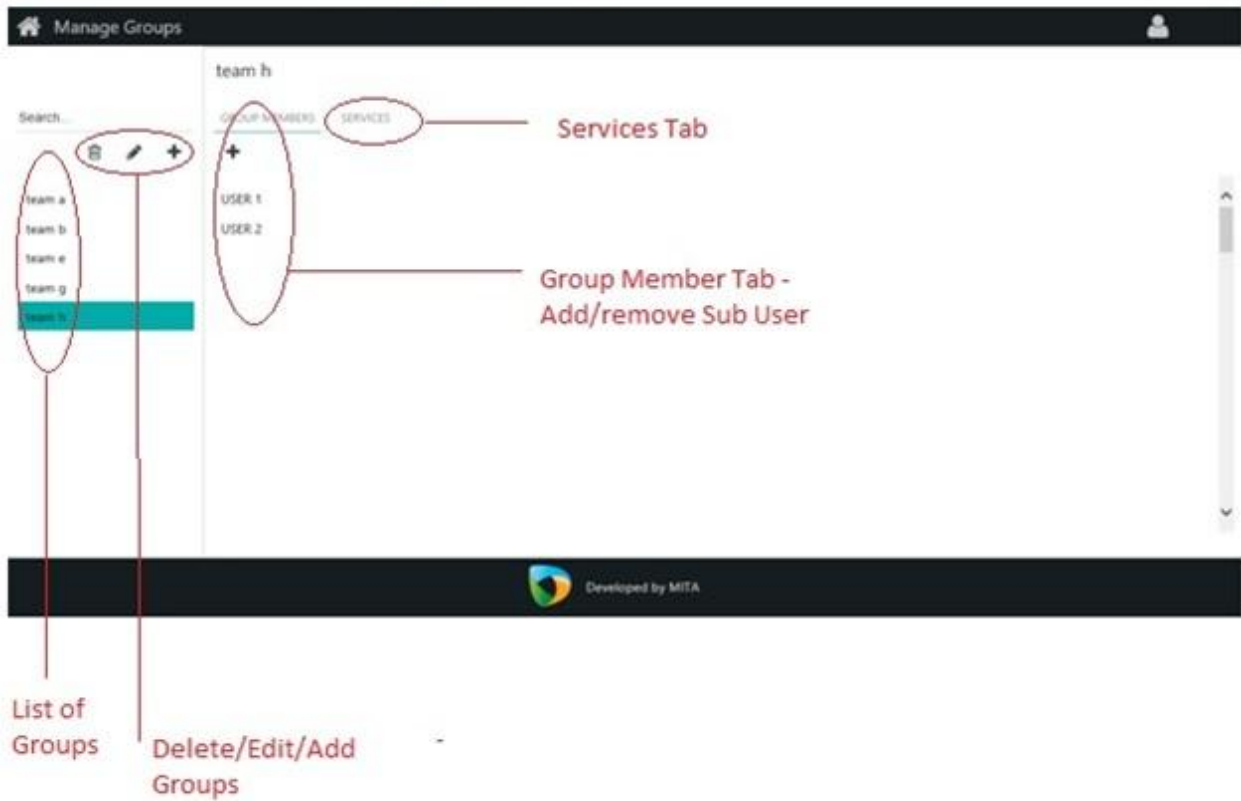


Figure 3



Figure 4

4. Clients

When selecting the Clients option, the user will have the facility to assign or remove a group to a client. This addition or removal of groups will assign /remove the services to the users in the group which will reflect the services shown when accessing the VAT website.

