

ZAKAT ON INCOME SALARY DEDUCTION SYSTEM THROUGH MYEG PORTAL USER GUIDE (EMPLOYER/COMPANY REPRESENTATIVE – PAYROLL DEPARTMENT)

STEP 1: Registration of Company as a MYEG Customer.

1. Employer/company representative must register as a MYEG customer (Company account).
– [register here](#) –
2. Log into MYEG portal with the registered user ID and password.

Step 2: Register Company Information for Zakat on Income Salary Deduction System.

1. Employer/company representative should find and click on the 'Zakat On Salary Deduction' icon on the MYEG portal.
2. Click on 'Register Company' and proceed to complete the company information as this is needed to advance to the next step of zakat payment.
3. Upon registration of company, choose the registered company from the dropdown list and click 'Proceed'.

Step 3: Salary Deduction Consent.

1. Employer/company representative can click on 'Download Form' to download the Zakat on Income Salary Deduction consent form.
2. Salary deduction consent form should be handed out to the staff to be completed and then submitted to employer/company representative.

Step 4: Registering/Updating Staff Information.

Method 1 – Uploading staff information individually.

1. Employer/company representative should click on 'Add Staff' and complete the respective staff information based on the consent form submitted and signed by said staff.
2. Click 'Submit'.

Method 2 – Uploading multiple staff information at once.

1. Employer/company representative should click on 'Download Template' to download an excel file template.
2. Information required in the excel file should be completed by employer/company representative based on the consent form submitted and signed by respective staffs.
3. Once completed, click on 'Upload Template' to upload the completed excel file template.

Step 5: Payment

1. Employer/company representative may choose the 'month' and 'year' of payment to be made.
2. Click on 'Pay' to advance to the next few steps.
3. Payment receipt will be emailed to the company and the registered staff.

Note:

- Employer/company representative are able to change, deactivate or erase staff information if needed or requested by said staff.
- Any changes to the staff information should be approved by the said staff through the Zakat of Income Salary Deduction Form provided.