

You are required to submit the scanned copies of Proof of Investments (except Rent Receipts for HRA exemption). Just follow the six simple steps mentioned below and it's done! A user guide is available on the portal under "Documents and Policies".

Step 1. Log in to "[MyPayroll](#)" portal with your login credentials.

Login ID User Code as: 20-000XXXXXX (i.e.: Company code 20 - & your 9 digit employee ID).

Note: Please use "Forgot Password" option in case you have forgotten your password or want to re-set.

Step 2. Click the "**INVESTMENT** + (plus) button "**ACTUAL**" tab which is visible on the left hand menu bar of the screen

Step 3. Click the + (plus) button which is available next to each investment row, then Click on **Add New** to update the value of your investments as per the actual proofs to update and attach the "**SCANNED COPY**" of the same

Step 4: Click "**Update**" button to upload the document on the portal. Click on "**Save**" and "**Submit**". Once the documents are saved, you will receive a pop-up message that data is saved successfully.

Note:** The scanned documents should only be in **pdf, gif, jpg or jpeg** format. Since "[MyPayroll](#)" is a web based portal, the documents can also be uploaded from any system. **The documents should not be password protected, so ensure to remove any personal passwords on the files or documents before uploading the document on the portal

Step 5: Once all your documents are uploaded on the portal, check the box "**Yes, I Agree**" and go to "**Save & Go to Form 12BB**" tab. Kindly verify your provisional income tax calculation and take the print of the Form 12BB

***Note:** As per changes in the Income tax Act, it is mandatory to submit duly signed Form12BB - Furnishing of evidence of claims by employee for deduction of tax under section 192.*

Step 6: Sign and upload the duly signed scan copy on the portal under tab "**Form 12BB Upload**" and submit the document

Steps to submit original Rent Receipts to avail House Rent Allowance (HRA) exemption:

Step 1. Once you have logged into "[MyPayroll](#)" portal, Click the "**INVESTMENT** + (plus) button **ACTUAL**" tab which is visible on the left hand menu bar of the screen. Under the House Rental section, update your monthly rent paid details. Click the "**Save & Show Proof Summary**" tab. Kindly verify the details click the "**Print**" tab & take a printout of "Investment Proof Summary Report". Also mention the Employee ID on all the rent receipts for verification.

Step 2: Seal the "**Investment Proof Summary Report, original Rent Receipts**" in an envelope and update the details in the "Investment Proof Submission Register" maintained at BNYM Security Desk of your respective towers. Mention the Serial # (as per the **Investment Proof Submission Register**), Employee ID and your name on the sealed envelope.

Step 3: Drop the sealed envelope in the **"Payroll Reimbursement Drop Box"** at BNYM Security Desk of your respective towers.

Note:

1. *As per changes in the Income tax act, it is mandatory to submit duly signed Form 12BB - Furnishing of evidence of claims by employee for deduction of tax under section 192.*
2. *Original "Rent Receipts" are mandatory and have to be submitted in hard copies and upload the scanned copy of Rent Agreement on the portal, without which the HRA exemption will not be considered.*
3. *All the documents should be uploaded on the portal (except rent receipts). No hard copies would be accepted.*
4. *If you do not have a printer access, you can save the form and email it to your respective TL/AM, who can print it for you.*
5. *Since this is not declaration, the investment documents updated by you at this time would be treated for the final tax computation. If partial documents are uploaded on the portal, the same would be rejected.*