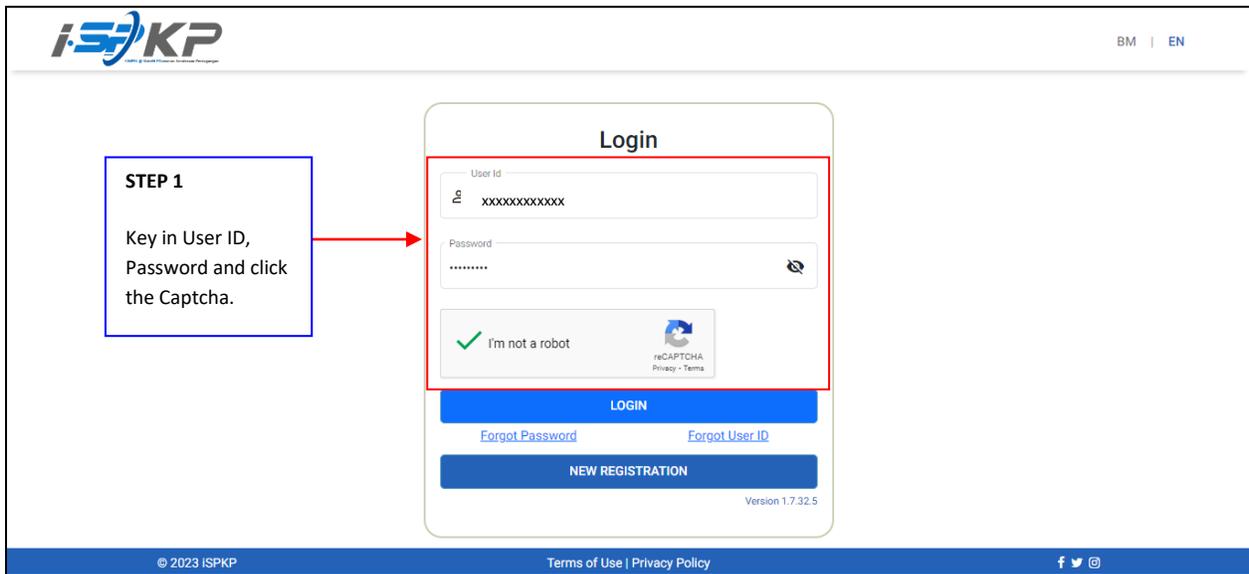


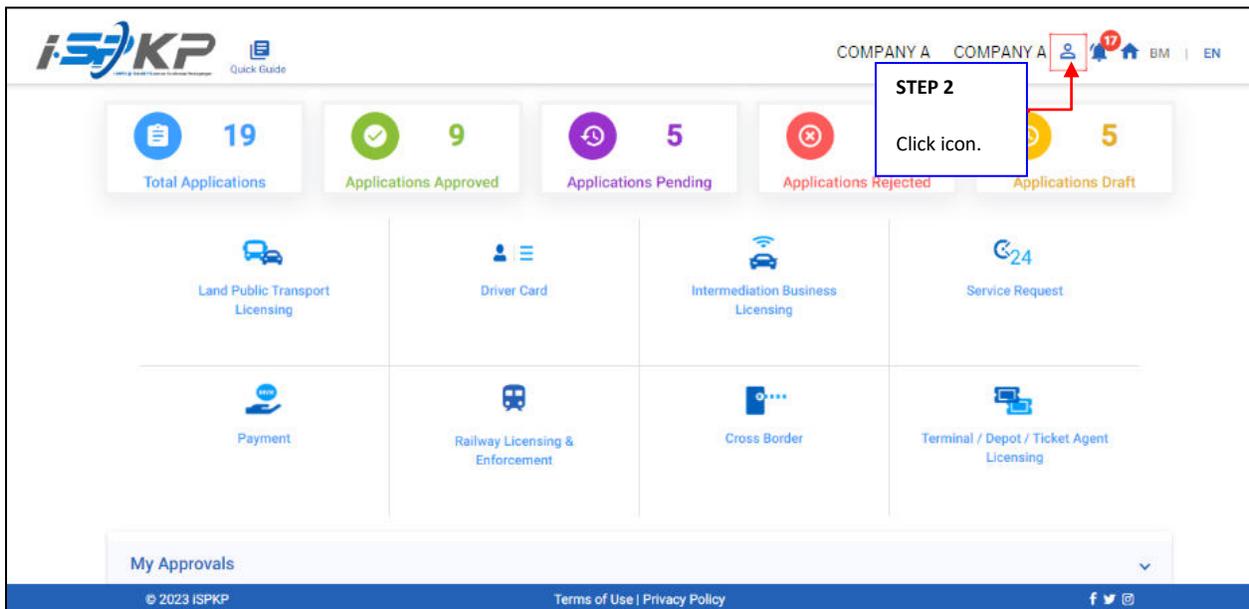


## **iSPKP QUICK GUIDE PROFILE (ENG)**

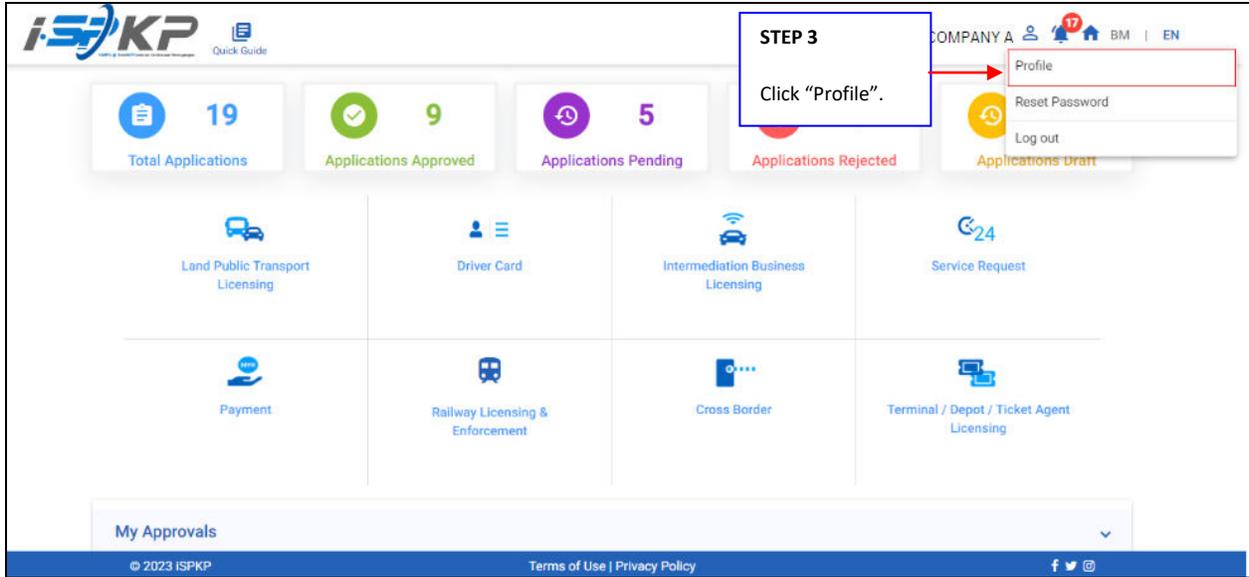
<b>Module</b>	<b>Profile Management</b>
<b>Type Application</b>	<b>Agent Registration</b>
<b>Objective</b>	<b>The Director / Person in Charge (PIC) should be able to register agent company.</b>
<b>Expected Results</b>	<b>Agent registered should be able to log in to iSPKP system with credential generated by the system.</b>
<b>URL</b>	<a href="http://ispkp.apad.gov.my/apad/#/">http://ispkp.apad.gov.my/apad/#/</a> <a href="http://ispkp.lpkpsabah.gov.my/sabah/#/">http://ispkp.lpkpsabah.gov.my/sabah/#/</a> <a href="http://ispkp.lpkpsarawak.gov.my/sarawak/#/">http://ispkp.lpkpsarawak.gov.my/sarawak/#/</a>



**STEP 1** : Please fill in User ID, password and click Captcha to login to the iSPKP system.



**STEP 2** : On the landing page, please click on the icon above.

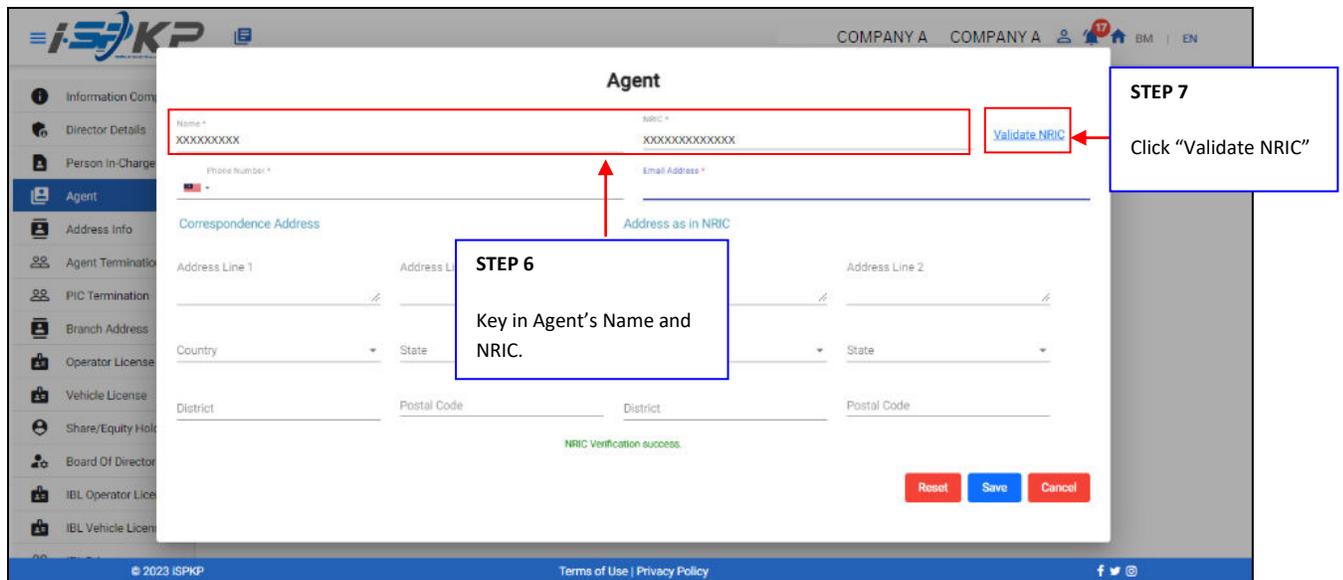


**STEP 3** : Click on profile to be directed to the profile menu.

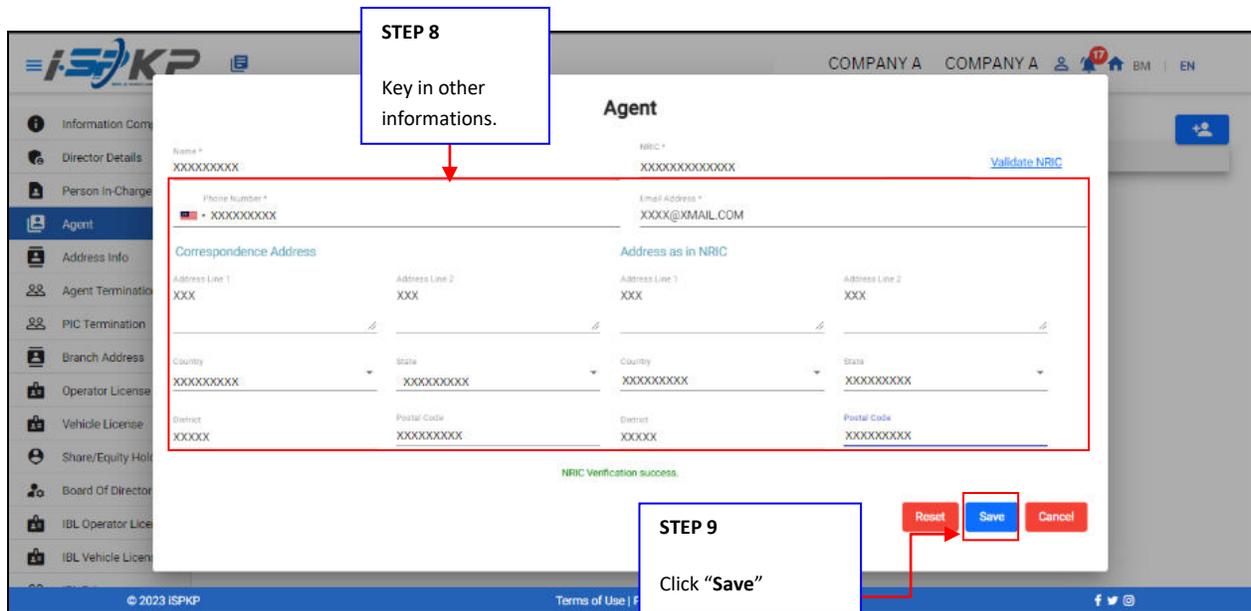


**STEP 4** : On the profile menu, select the agent tab to be directed to the agent screen.

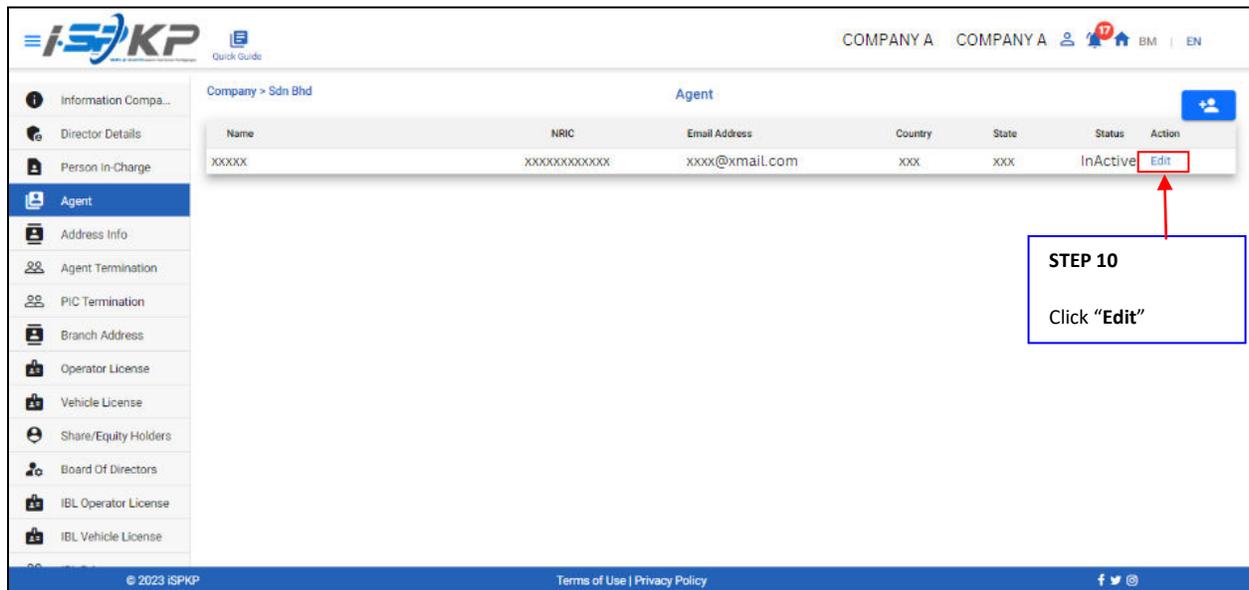
**STEP 5** : Please click on the icon above to add agent.



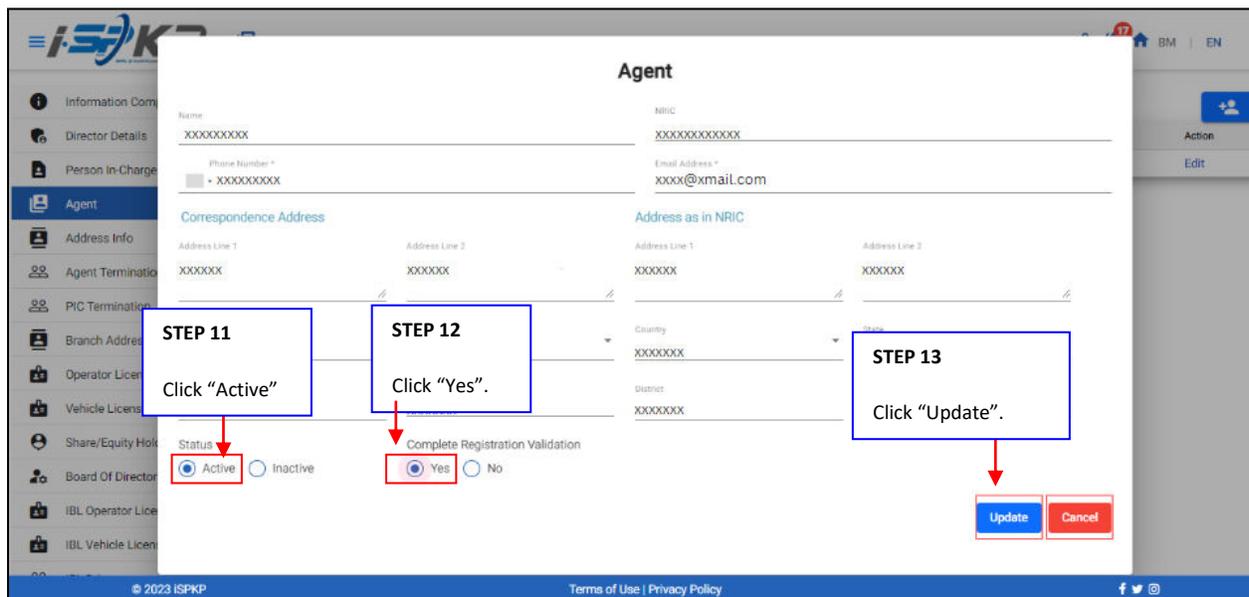
- STEP 6** : Key in Agent's Name and NRIC.  
**STEP 7** : Click "**Validate NRIC**" to make Identity Card verification.



- STEP 8** : After verification is done, key in Agent's information such as:
- Phone Number
  - Email Address
  - Correspondence Address
  - Address as in NRIC.
- STEP 9** : Click "**Save**" to load data.  
 Applicants can also click on:
- **Reset**: If applicant wants to fill up again information of the agent.
  - **Cancel**: If the Applicant want to cancel registration of company agent.



**STEP 10** : After save the information, click “Edit ” to continue the process.

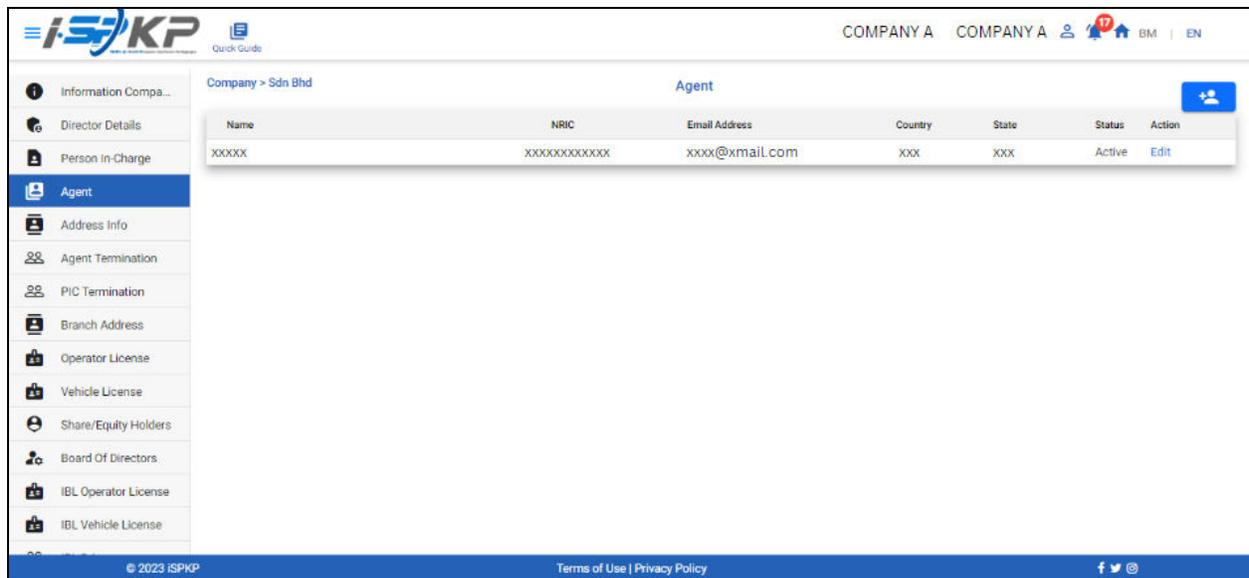


**STEP 11** : Click " **Active** " on the status to activate agent.

**STEP 12** : Click on “**Yes**” for the agent to do complete registration validation.

**STEP 13** : Click “**Update**” to save the data.

Applicant can also click "**Cancel**" if they wish to cancel registration of agent company.



- STEP 14** : After completing the registration, applicants need to wait for an email notification to verify their identity using the two methods that have been provided. First, face verification by using a smartphone through the **e-KYC** (Electronic-Know-Your-Customer) application. Applicants who wish to verify their identity through eKYC, an additional charge of RM 4.20 will be charged for each transaction. If there is a failure during the process, the applicant is allowed to re-verify 3 times in one transaction. The second method is to verify the user's thumbprint at the nearest **LPKP counter**. Upon completion of verification, the applicant will receive an email regarding the applicant's login information containing the **User ID** and **temporary password**. Next, the applicant is required to log in to the iSPKP system and change to a new password for security purposes. After successful verification, the status on the Agent screen will change to Active as shown above.