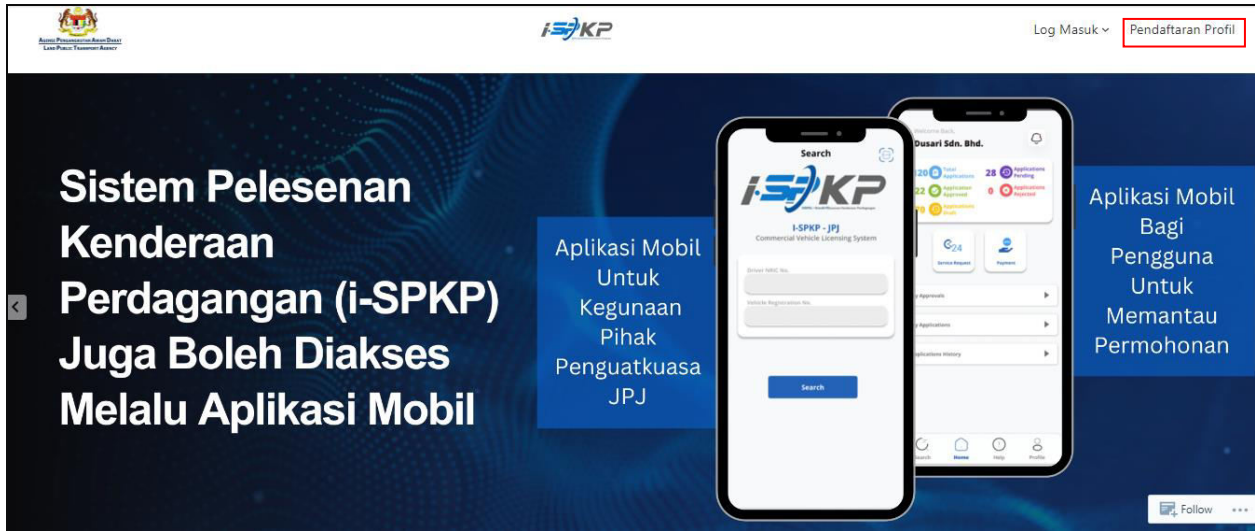


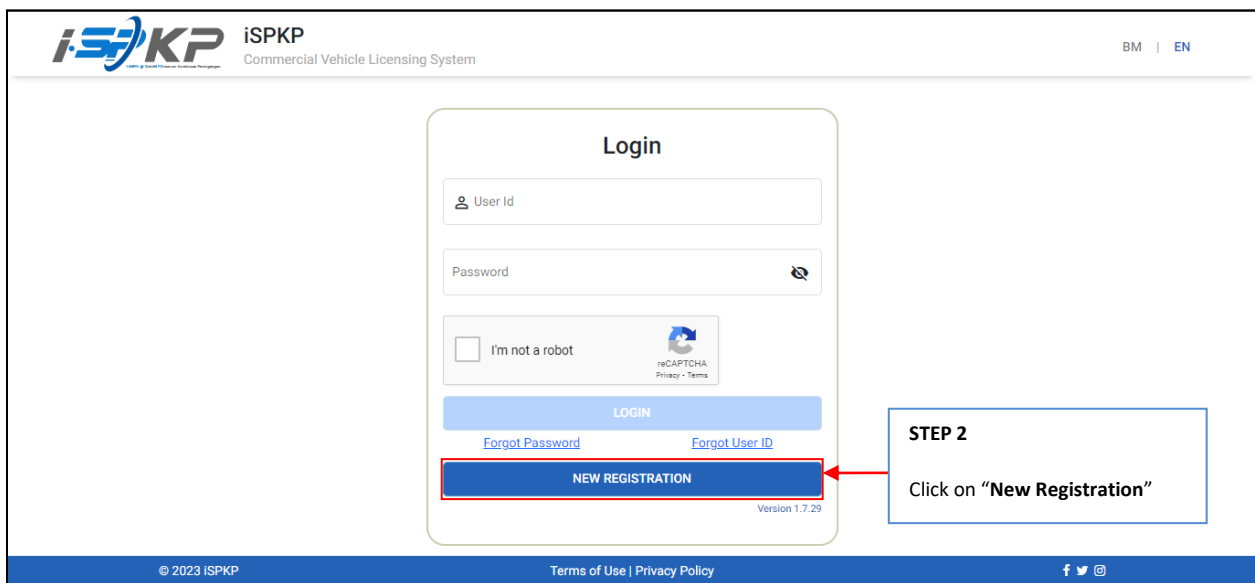


iSPKP QUICK GUIDE PROFILE (ENG)

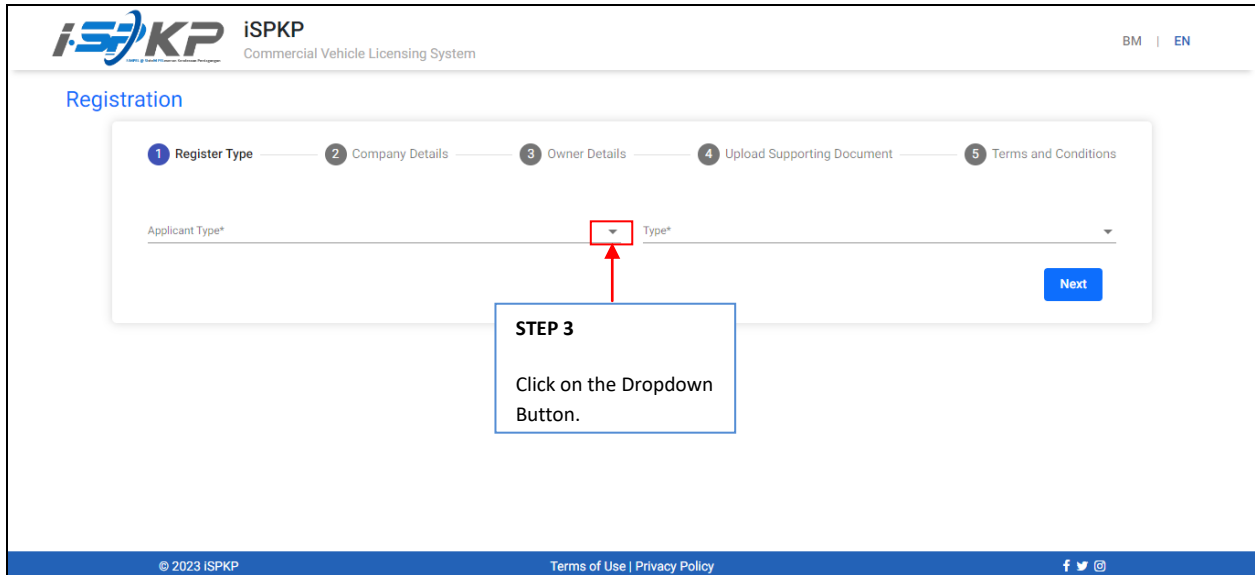
Module	Profile Management
Application Type	Profile Registration
Objective	Applicant should be able to register company profile. (Sdn. Bhd./Berhad)
Expected Result	Applicant should be able to login to the system with credential generated by the system.
URL	http://ispkp.apad.gov.my/apad/#/ http://ispkp.lpkpsabah.gov.my/sabah/#/ http://ispkp.lpkpsarawak.gov.my/sarawak/#/



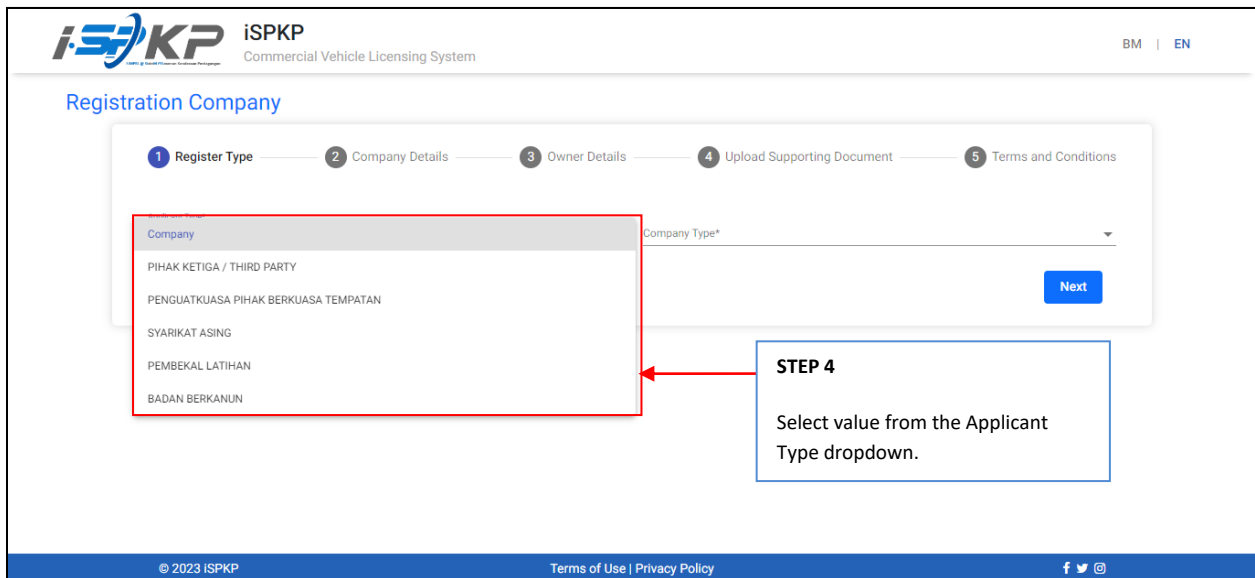
STEP 1 : On the main page of the iSPKP website, press the Profile Registration button to be directed to the Profile Registration screen.



STEP 2 : On the landing screen click on **“New Registration”** to start with the registration process.

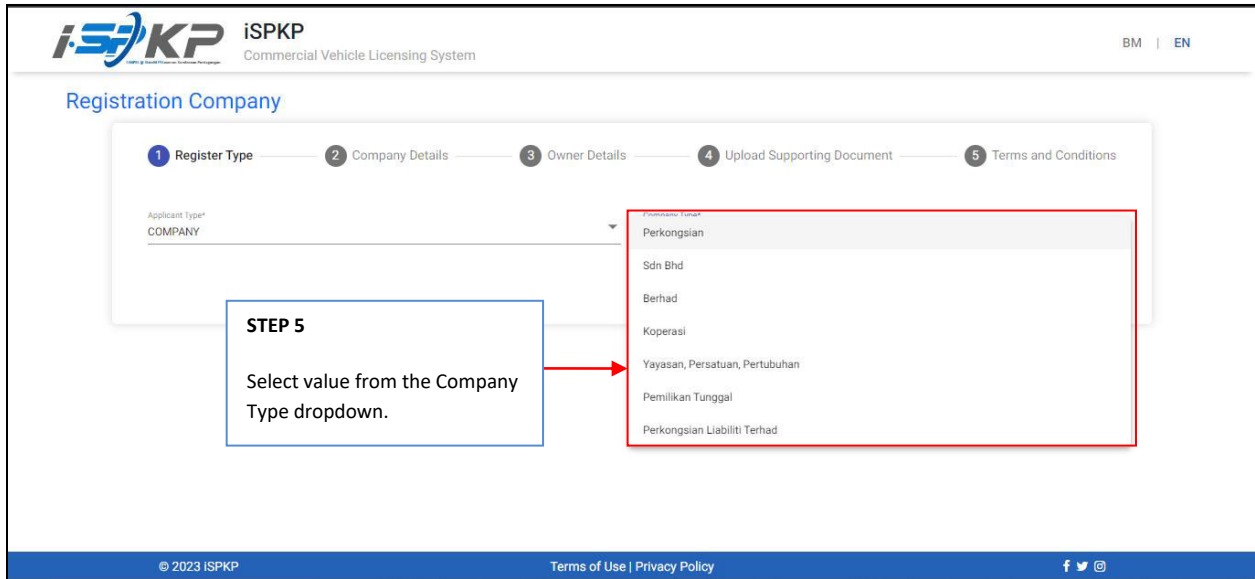


STEP 3 : Click on the dropdown button to select the values of the dropdown.

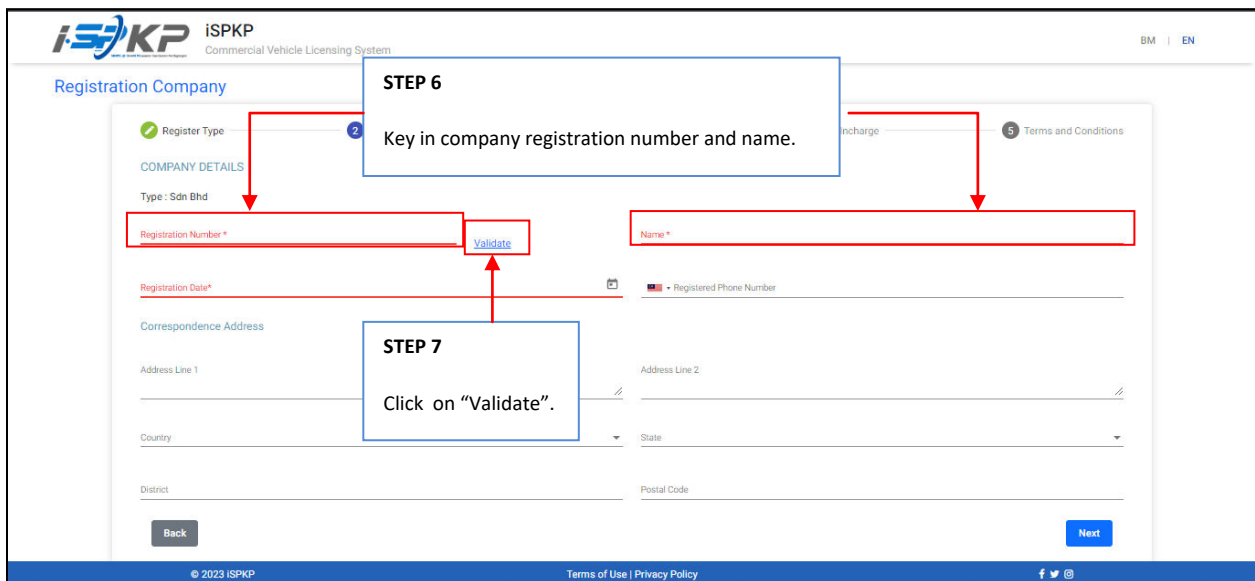


STEP 4 : Click on the Dropdown Button and select the applicant type. As follows are the values in the dropdown:

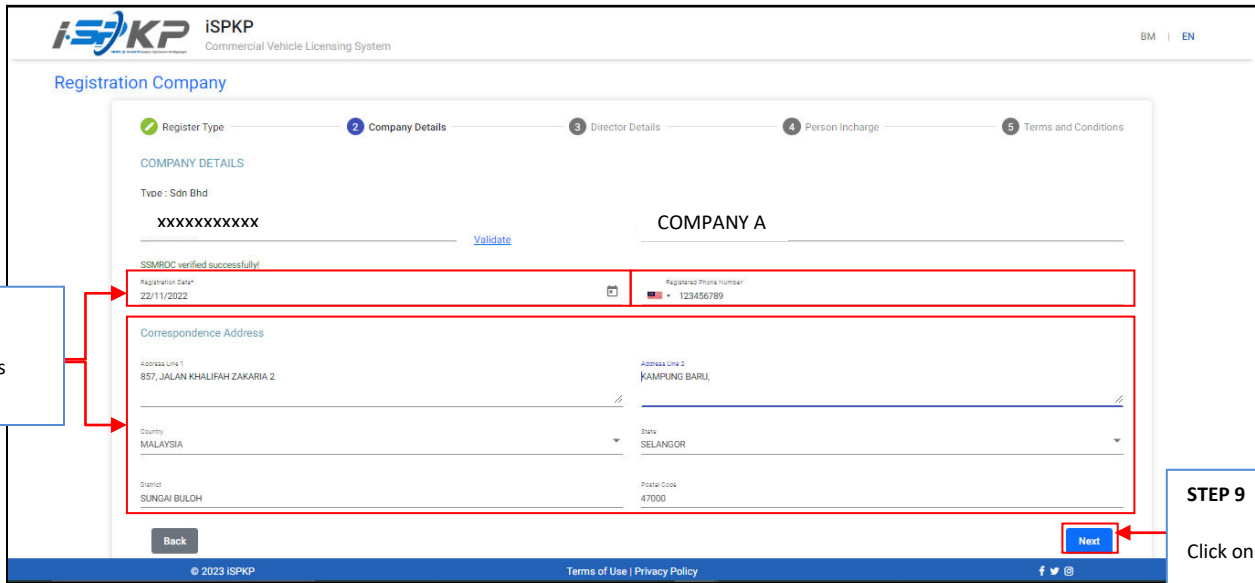
- Value 1: Company (Chosen)
- Value 2: PIHAK KETIGA / THIRD PARTY
- Value 3: PENGUATKUASA PIHAK BERKUASA TEMPATAN
- Value 4: SYARIKAT ASING
- Value 5: PEMBEKAL LATIHAN
- Value 6: BADAN BERKANUN



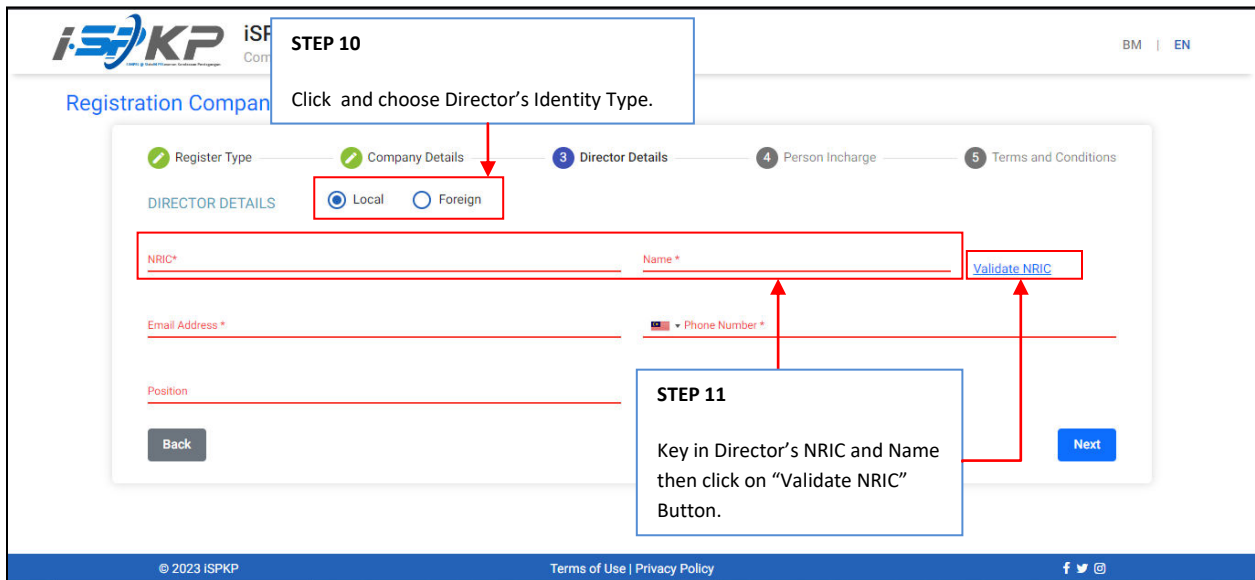
- STEP 5** : Click on the Dropdown Button and select the company type. As follows are the values in the dropdown:
- Value 1: Perkongsian
 - Value 2: Sdn. Bhd. (Chosen)
 - Value 3: Berhad
 - Value 4: Koperasi
 - Value 5: Yayasan, Persatuan, Pertubuhan
 - Value 6: Pemilikan Tunggal
 - Value 7: Perkongsian Liabiliti Terhad



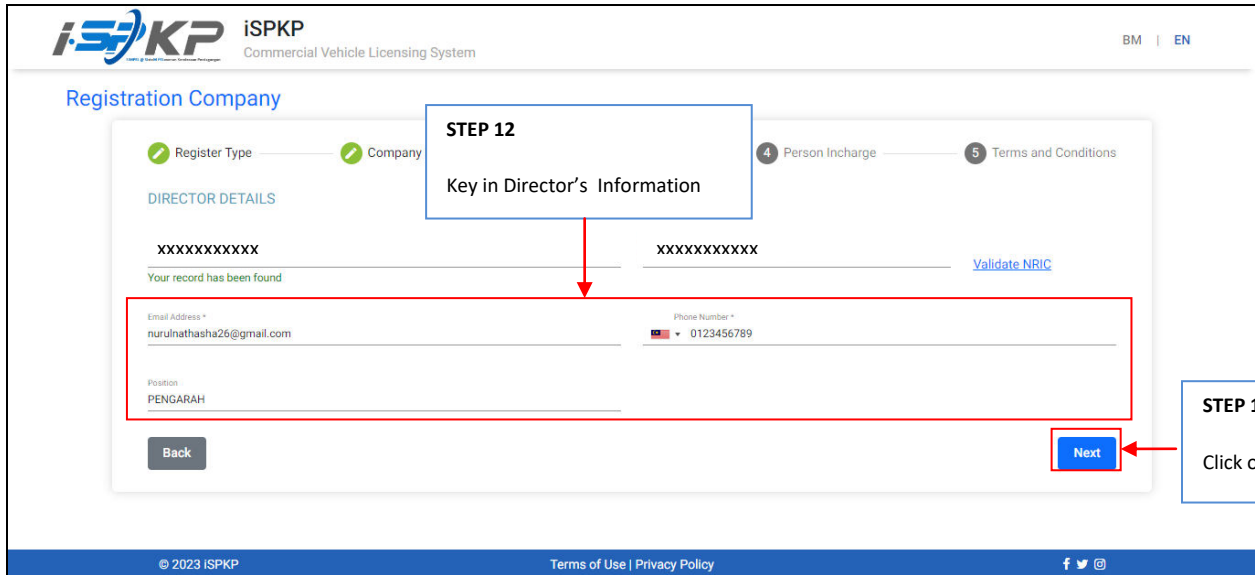
- STEP 6** : Key in the registration number and name before click on the validate button to proceed to the next field.
- STEP 7** : Click on validate button to proceed filling up other field.



- STEP 8** : Proceed in filing up the registration date, phone number and correspondence address before proceed to the next screen.
- STEP 9** : Click on “Next” to proceed to the next screen.

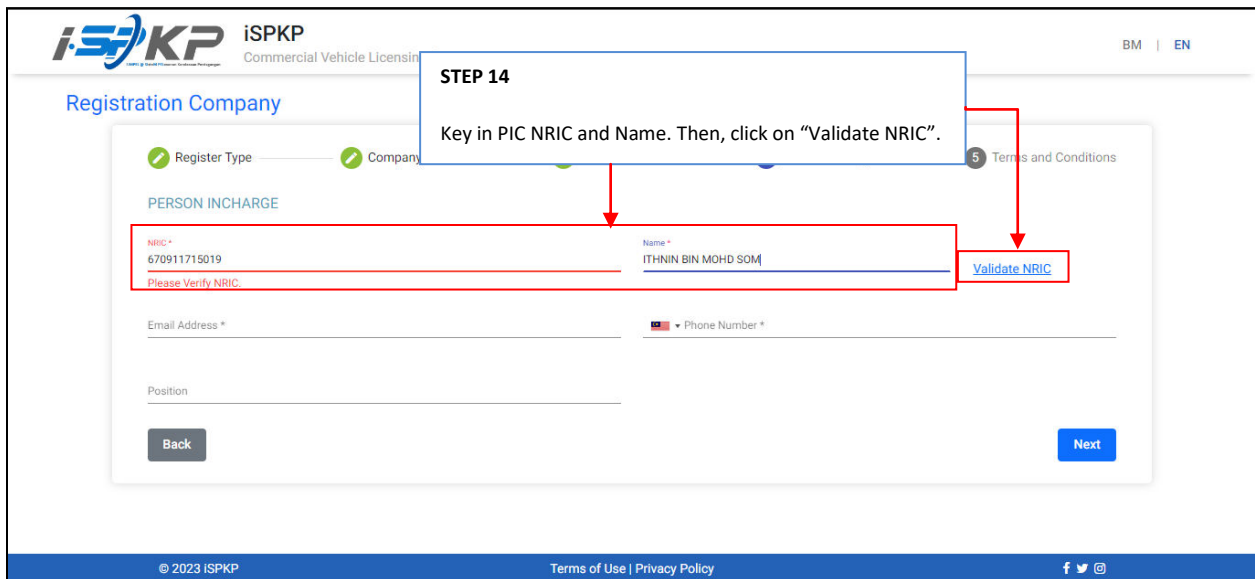


- STEP 10** : Click and choose Director’s Identity Type:
Item 1: Local
Item 2: Foreign
- STEP 11** : Fill up Director Details by key in Director’s NRIC and Name before clicking the “Validate NRIC” Button.

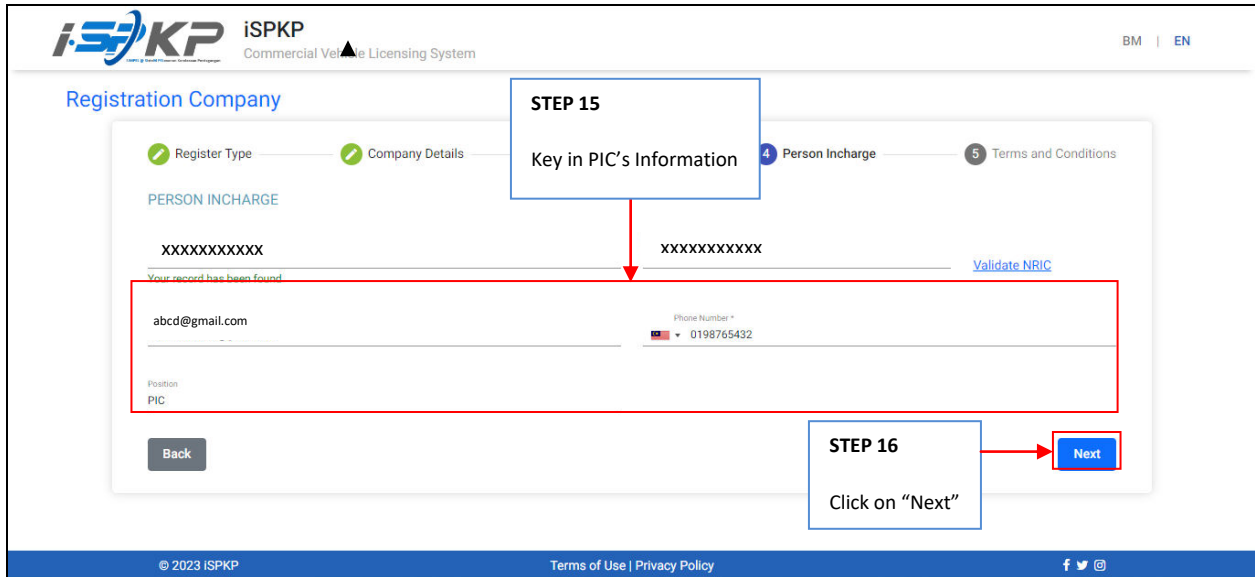


- STEP 12** : Key in other information in the Director’s detail field which are:
 -Email Address
 -Phone Number
 -Position

- STEP 13** : Click on “Next” to proceed to the next screen.

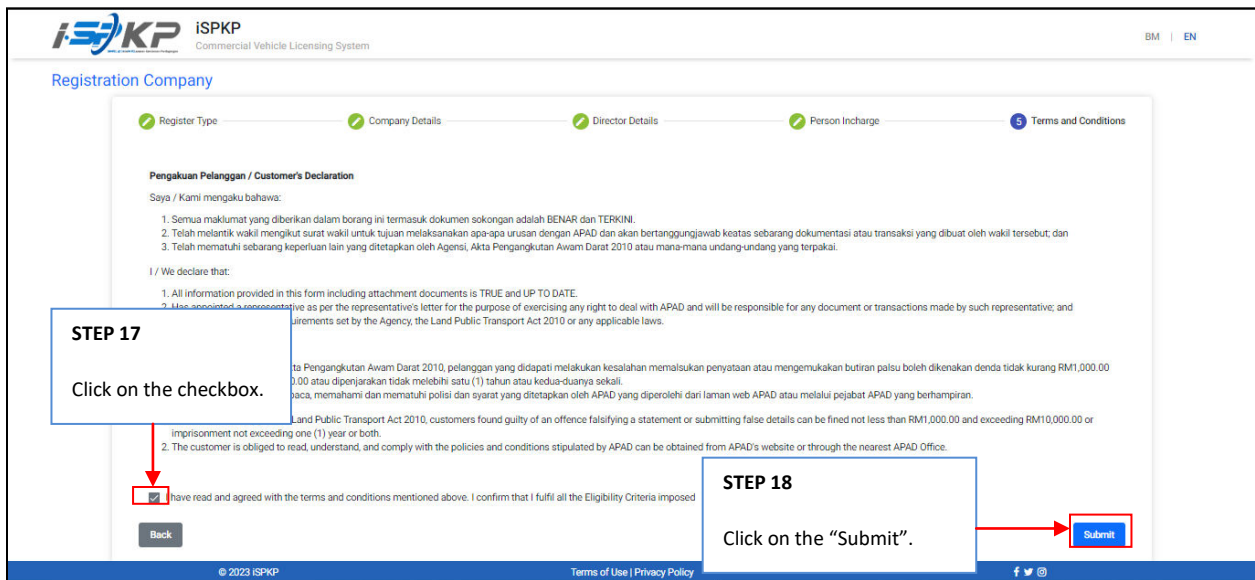


- STEP 14** : Key in PIC NRIC and Name before click on “Validate NRIC”.



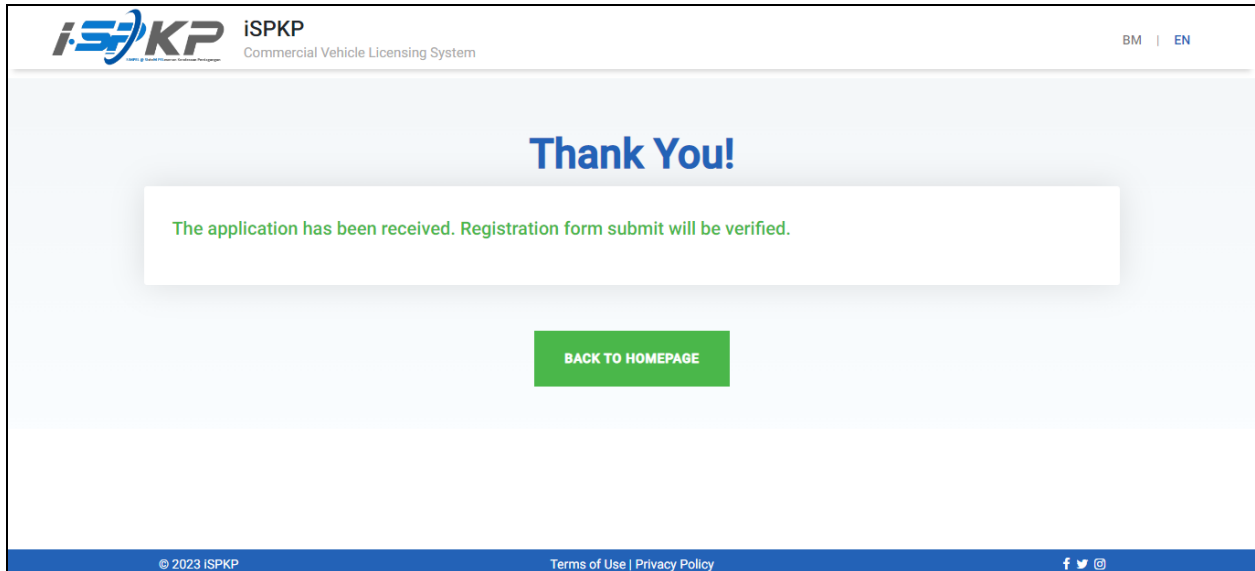
- STEP 15** : Fill up other field which are:
- Email Address
 - Phone Number
 - Position

- STEP 16** : Click on "Next" to proceed to the next screen.



- STEP 17** : Click on the checkbox.

- STEP 18** : Click on "Submit" to submit the application.



- STEP 19** : After done submitting registration, applicant should wait for an email notification to make biometric verification through APAD counter or face verification through Electronic-Know-Your-Customer (e-KYC) application. After verification process is successful, applicant will receive an email with a temporary password. Applicant then shall login to the system and change the password for security purpose.

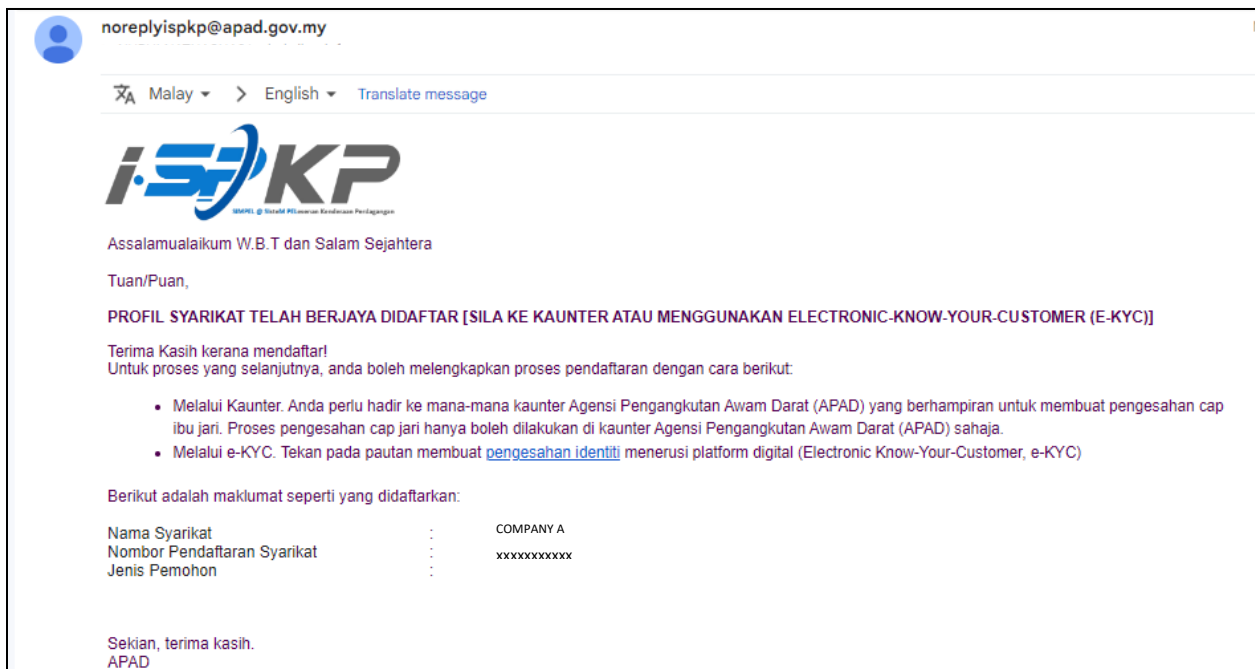
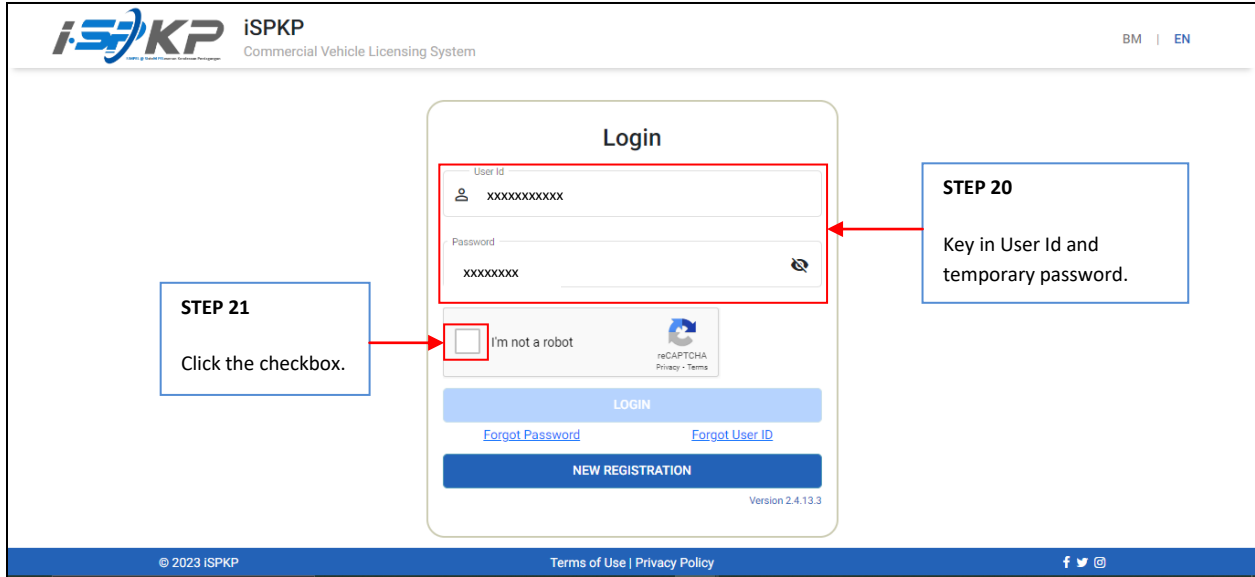
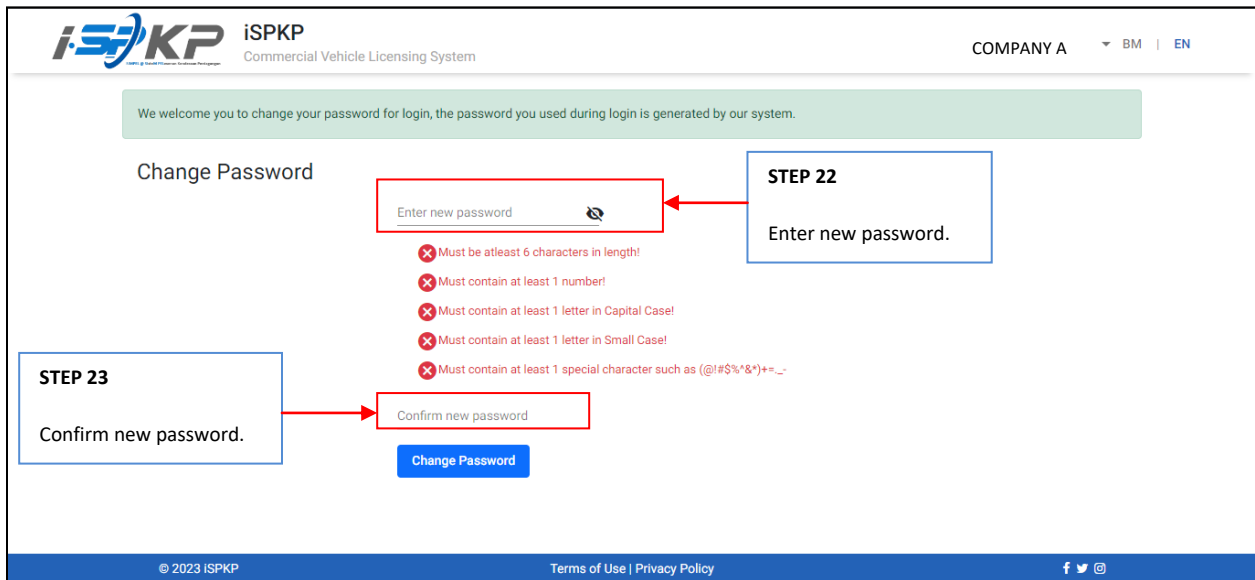


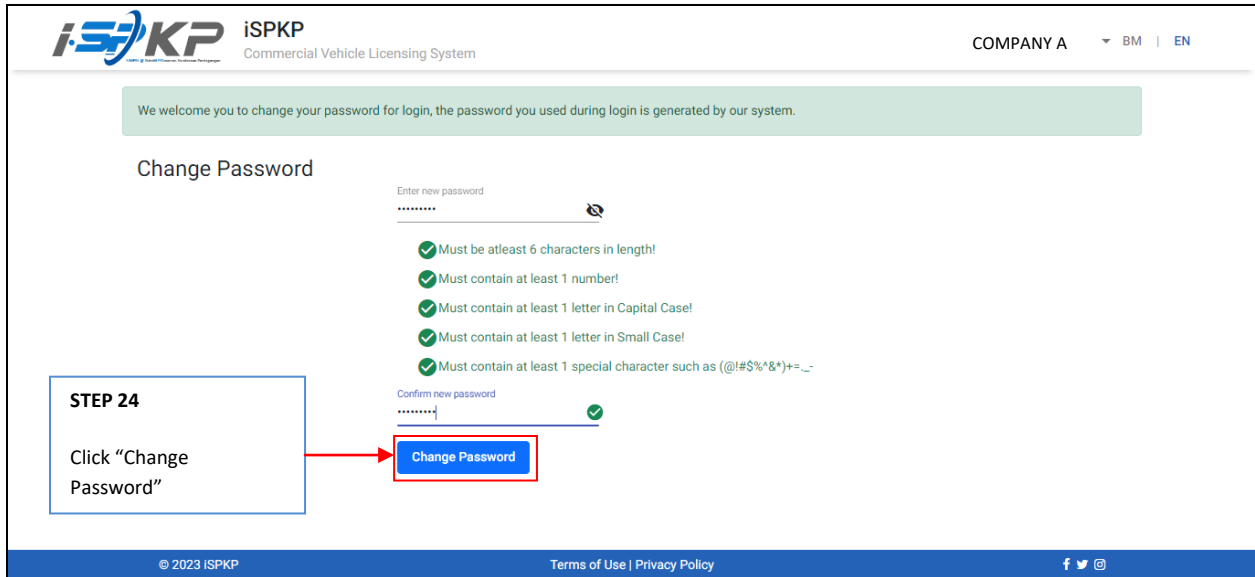
FIGURE 1: Notification email of successfully registered and need to verify identity.



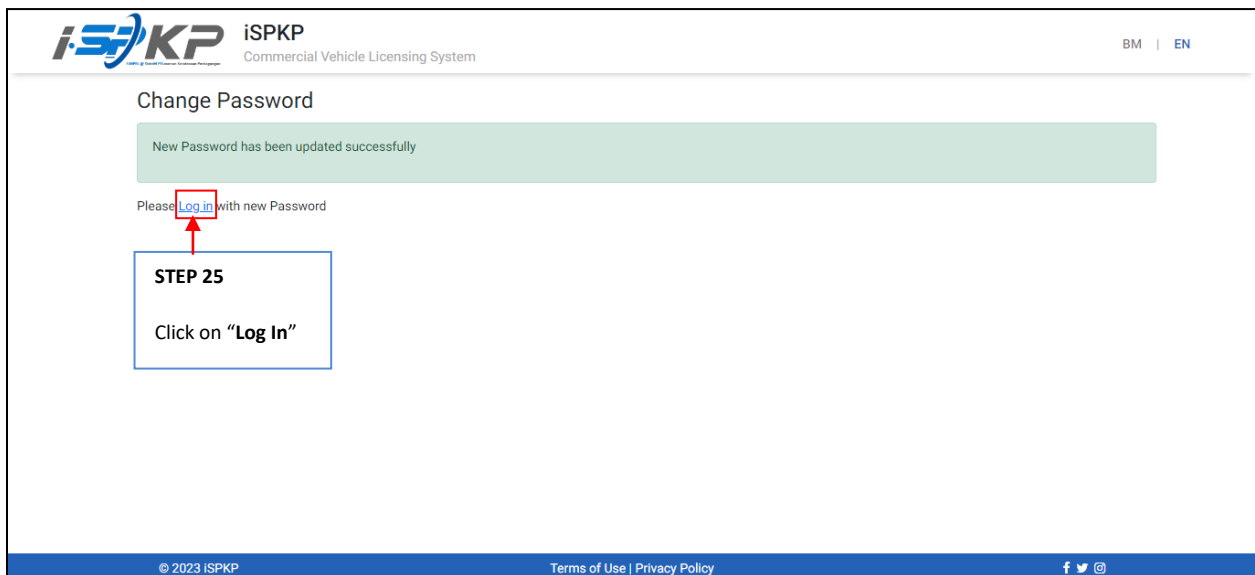
- STEP 20** : Key in User Id and temporary password that was generated by the iSPKP system.
STEP 21 : Click the Captcha checkbox to proceed login.



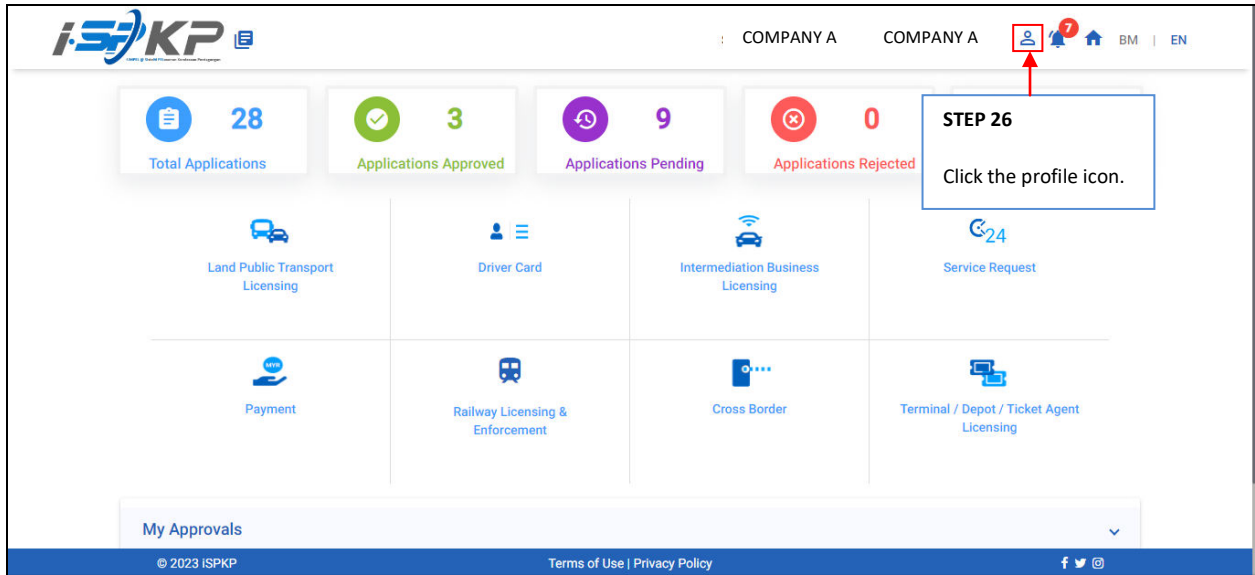
- STEP 22** : Enter new password to replace the temporary password generated by the system.
STEP 23 : Re-enter the new password to confirm.



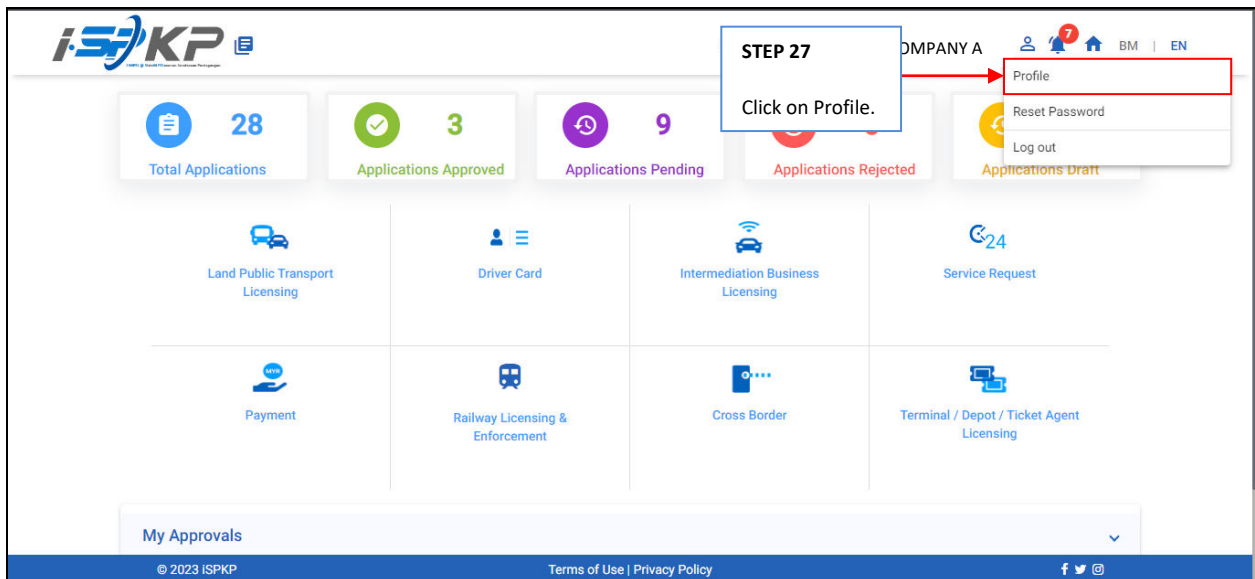
STEP 24 : Click on "Change Password"



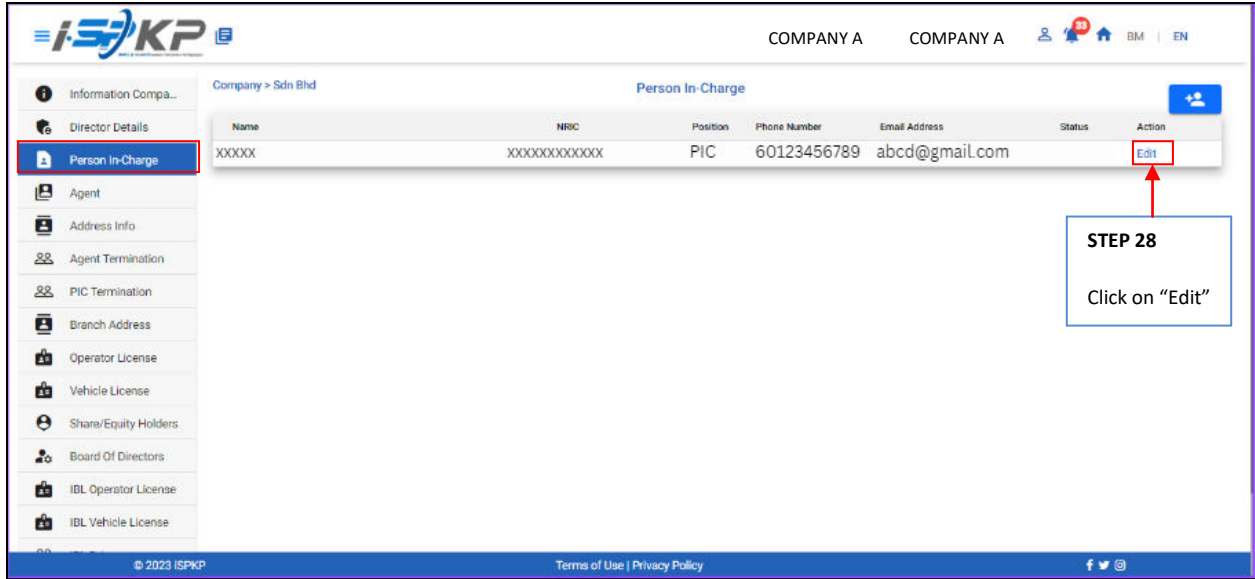
STEP 25 : Click the "login" link to be directed to the main page and log in with your new user ID and password.



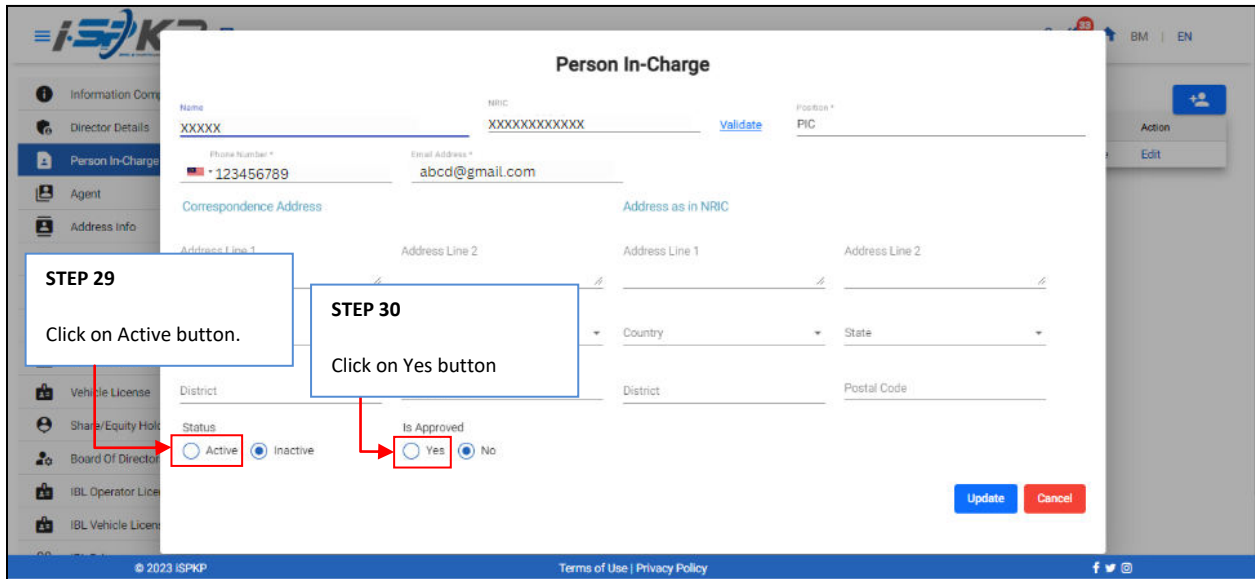
STEP 26 : On the landing page, click on the profile icon.



STEP 27 : Click on Profile to be directed to the profile screen.

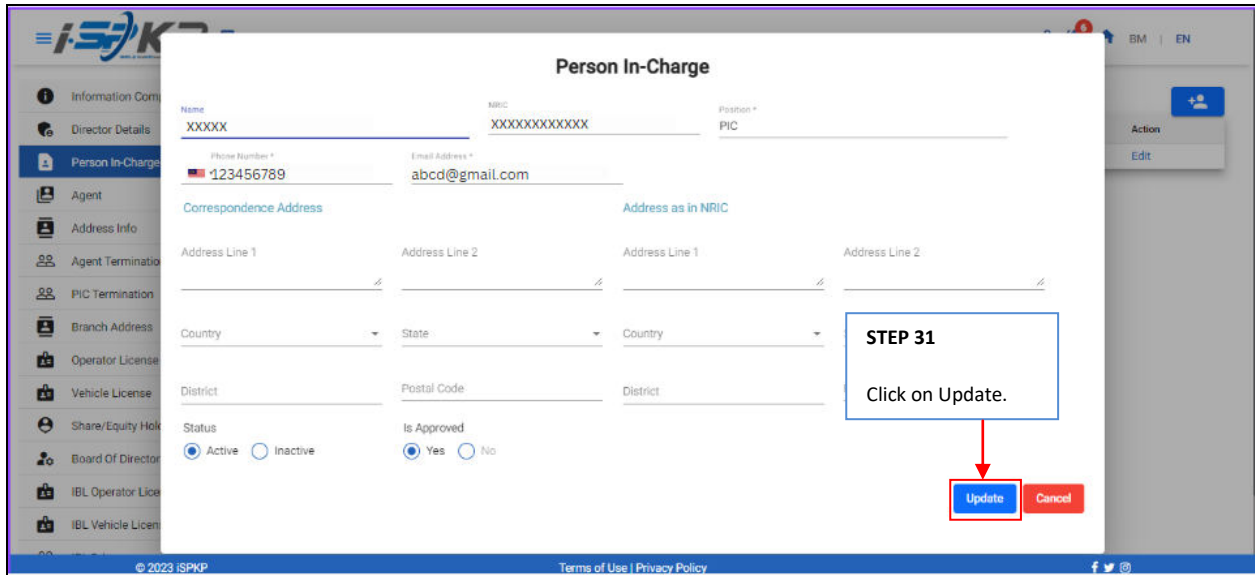


STEP 28 : Click "Edit" to edit PIC information.

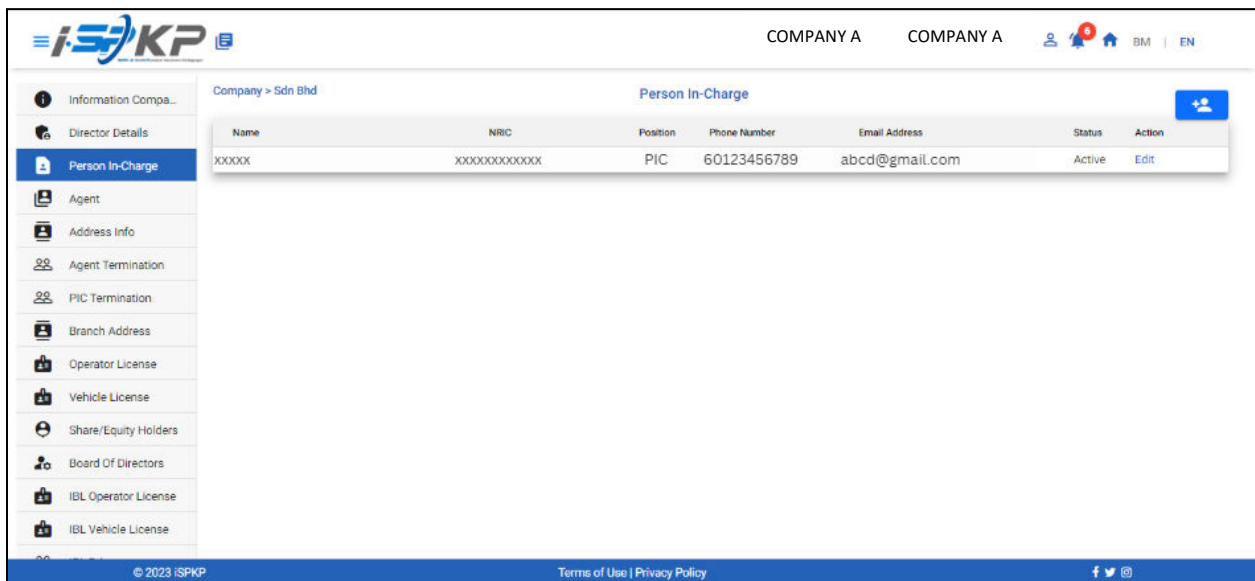


STEP 29 : Click on "Active" to activate PIC.

STEP 30 : Click on "Yes" to approve.



STEP 31 : Click on update to activate PIC



LANGKAH 32 : After the update, the PIC needs to make biometric verification at any APAD Counter or make face recognition through the ELECTRONIC-KNOW-YOUR-CUSTOMER (e-KYC) digital platform. After successful verification, the status on the PIC screen will change to Active as shown above.