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1.0 Administrator Registration

1.1 How to Register as an Organization Administrator



NOTE:

Please install all the necessary **software** (listed under the “Getting Started” tab in the e-Filing Portal) and ensure that you have the necessary USB **Token** (Organization Certificate) before proceeding. It also recommended that the law firm identifies **one** individual to be the Organisation Administrator.



- a. Access the e-Filing Portal at <http://efiling.kehakiman.gov.my>
- b. Click on the “**Account Registration**” tab. (1, **Figure 1.1.1**)
- c. Key in IC No of the Organization Admin (2, **Figure 1.1.1**)
- d. Key in the Full Name of the Organization Administrator. (3, **Figure 1.1.1**)
- e. Click on “**Confirm**” to proceed for registration. (4, **Figure 1.1.1**)
- f. Click on “**Cancel**” to cancel the registration. (5, **Figure 1.1.1**)

The screenshot shows the 'Sistem e-Filing Mahkamah Malaysia' interface. The 'Account Registration' tab is selected and highlighted with a red box and a circled '1'. Below the navigation bar, a welcome message for lawyers is displayed. The main form area is titled 'e-Filing Online Administrator Account Registr' and contains the following fields and elements:

- IC No:** A text input field containing '880111121111', highlighted with a red box and a circled '2'. Below it is a note: 'Please fill in the IC No without "-". (Eg: 987654321009)'.
- Full Name:** A text input field containing 'Douglas Mah', highlighted with a red box and a circled '3'. Below it is a note: 'Please fill in the IC No same as stated in your IC.'
- Are you a lawyer?:** Radio buttons for 'Yes' (selected) and 'No'.
- Confirmation:** Two buttons, 'Confirm' (circled '4') and 'Cancel' (circled '5'), both highlighted with red boxes.

On the right side of the page, there is a 'User Login' section with fields for 'Login ID' and 'Password', and a 'Login' button. Below that is an 'About eFiling' section with a list of links and a 'Related Sites' section with logos.

Figure 1.1.1



- g. Upon confirmation of the registration process, the screen **Figure 1.1.2** will appear.
- h. Fill in the compulsory fields highlighted with an asterix “*”(**Figure 1.1.2**)
 - ✓ Login ID – login id for Organization Administrator e.g. barcouncil1 etc
 - ✓ Password – password to login as Organization Admin
 - ✓ Re-type Password – to confirm the Password
 - ✓ Email Address – email address of the Organization Administrator to which an activation link shall be sent to activate the account
 - ✓ Contact No – contact number of the Organization Administrator
- i. Click on the “**Register**” button to proceed with the registration. (1, **Figure 1.1.2**)
- j. Click on “**Cancel**” to cancel the registration. (2, **Figure 1.1.2**)

Figure 1.1.2



- k. Upon clicking on the “**Register**” button, the screen at **Figure 1.1.3** will appear.
- l. Key in the “**Token Pin Number**” according to the Pin Mailer sent together with the USB Token (Organization Certificate). (**1, Figure 1.1.3**)

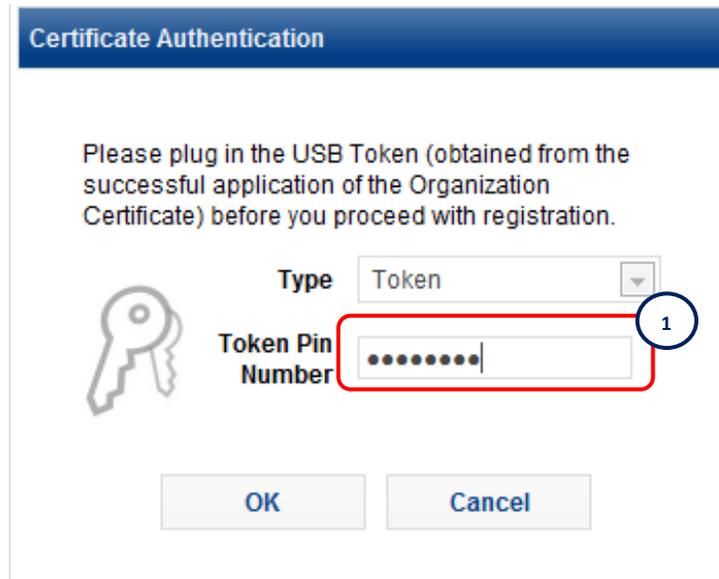


Figure 1.1.3



- m. Upon inserting the correct Token Pin Number **Figure 1.1.4** will appear.
- Check on “Always trust content from this publisher.” (**Figure 1.1.4**)
 - Click on the “Run” button.



Figure 1.1.4



- n. Should the following warning message as shown in **Figure 1.1.5** pop out, please select the “No” button to ensure that the component is not blocked.

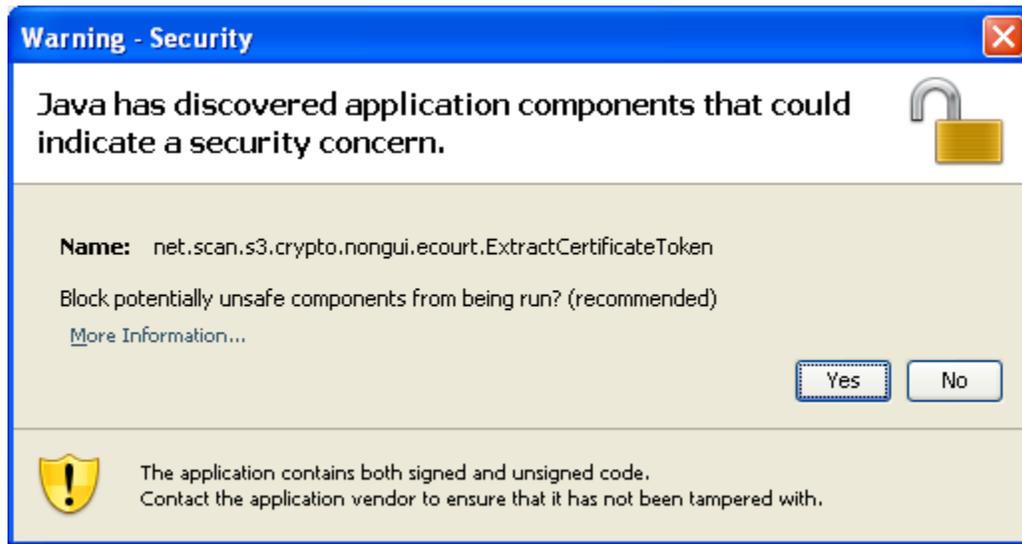


Figure 1.1.5



- o. After you have keyed in the correct USB *Token Password*, the e-Filing Account would be successfully created. The following successful message at **Figure 1.1.6** will appear.



Figure 1.1.6



- p. An email containing a link to activate the e-Filing account will be sent to the account holder's email provided in **Figure 1.1.6**.
- Click on the activation link provided in the email. The said link will direct you to the e-Filing portal.
 - This following message in **Figure 1.1.7** will appear to inform you that your e-Filing Account has been activated.

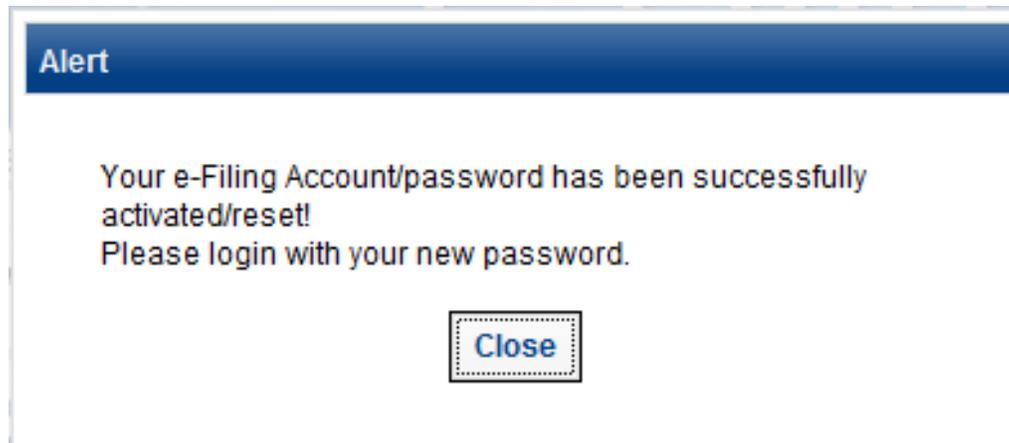


Figure 1.1.7



2.0 User Role

2.1 How to create a new User Role

- a. Login in as Organization Administrator.
- b. The following screen will be appear (**Figure 2.1.1**).

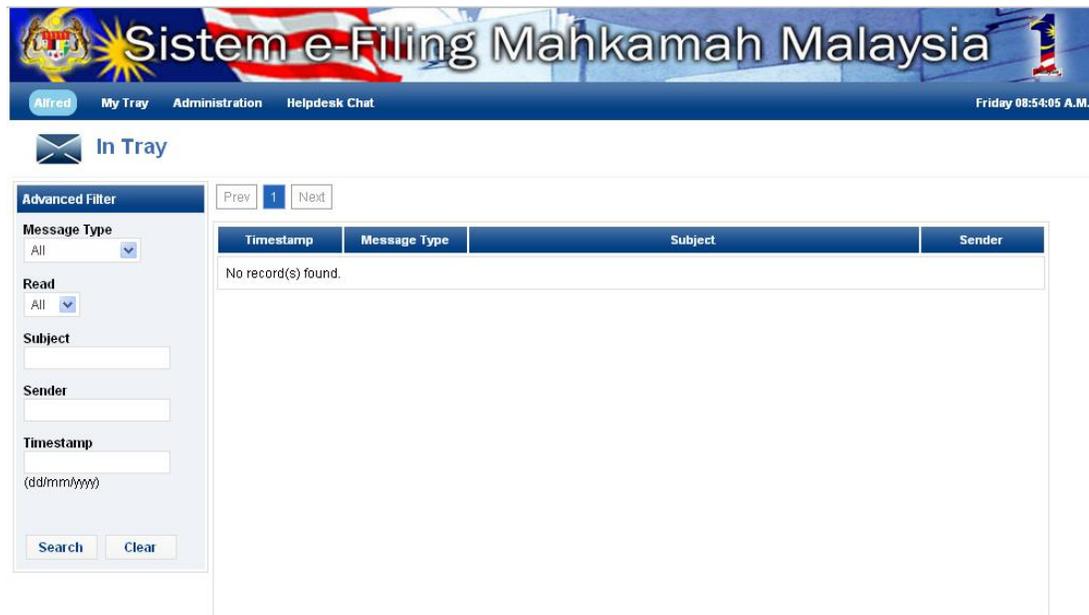


Figure 2.1.1



- c. Move cursor to **“Administration”** (1, Figure 2.1.2)
- d. Select **User Role** (2, Figure 2.1.2)



Figure 2.1.2



e. Click on “Add” button (1, **Figure 2.1.3**) to add a new Role.



Figure 2.1.3

f. The following pop up will appear. (**Figure 2.1.4**)

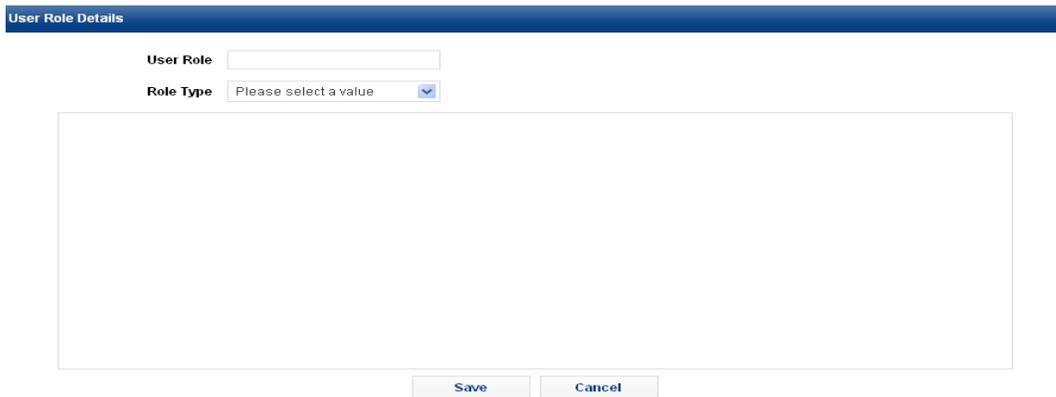


Figure 2.1.4



- g. Key in user role [Eg: Lawyer (Lim & Associates) Clerk)] (1, Figure 2.1.5)
- h. Select a role type. (2, Figure 2.1.5)
- i. Check on what level of control you wish to create for that particular User Role. (3, Figure 2.1.5)
- j. Click on “Save” button to save the role that has been created. (4, Figure 2.1.5)
- k. Click on “Cancel” button to cancel the creation. (5, Figure 2.1.5)

The screenshot shows the 'User Role Details' form. At the top, there are two fields: 'User Role' with the value 'lawyer' and 'Role Type' with a dropdown menu showing 'COMMON FILER (Lawyer or ...)'. Below these is a navigation bar with tabs: 'My Profile', 'My Tray', 'Filing', 'Search', and 'Document Verifier'. Under the 'My Profile' tab, there are two sections: 'Basic Details' and 'Law Firm Details', each with an 'Edit' checkbox. At the bottom of the form are 'Save' and 'Cancel' buttons.

Figure 2.1.5



1. After you have successfully added a new User Role, the following dialog box in **Figure 2.1.6** will appear.



Figure 2.1.6



2.2 How to check that the User Role has been created

- a. Login in as Organization Administrator.
- b. The following screen will appear (**Figure 2.2.1**).

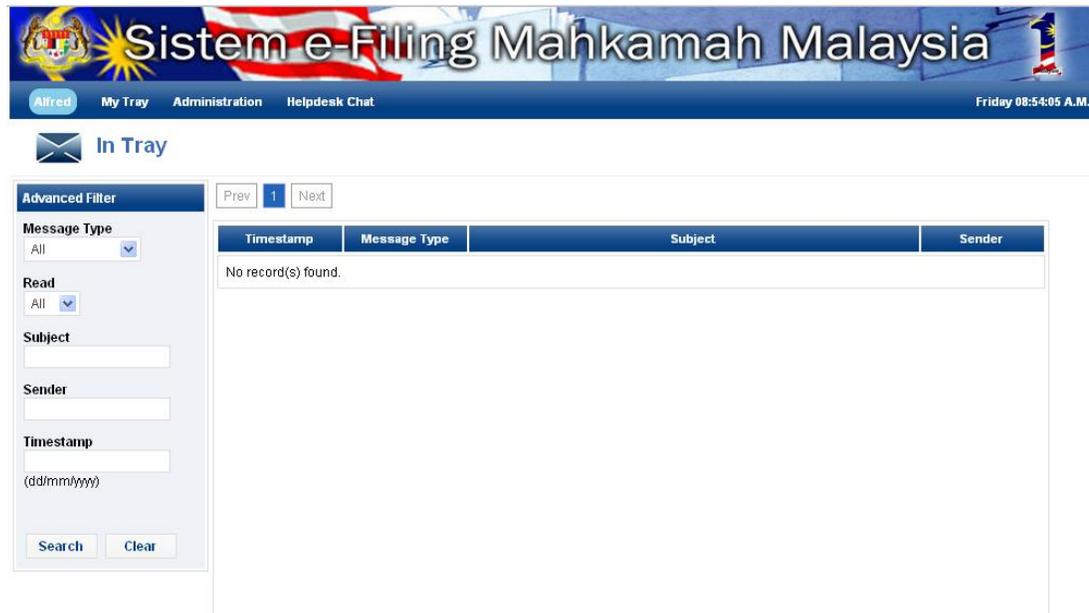


Figure 2.2.1

- a. Move cursor to ***“Administration”*** (1, **Figure 2.2.2**)
- b. Select ***User Role*** (2, **Figure 2.2.2**)



Figure 2.2.2

- c. Select *“Common Filer (Lawyer or Government)”* for Role Type (1, Figure 2.2.3)
- d. Click on *“Search”* button (2, Figure 2.2.3)
- e. The result of your search will be shown on the panel to your right. (3, Figure 2.2.3)



Figure 2.2.3



2.3 How to edit the User Role that has been created

- a. Login in as Organization Administrator.
- b. The following screen will appear (**Figure 2.3.1**).



Figure 2.3.1



- c. Move cursor to “*Administration*” (1, Figure 2.3.2)
- d. Select *User Role* (2, Figure 2.3.2)



Figure 2.3.2



- e. Select **“Common Filer (Lawyer or Government)”** for Role Type (1, Figure 2.3.3)
- f. Click on **“Search”** button (2, Figure 2.3.3)
- g. The result of your search will be shown on the panel to your right. (3, Figure 2.3.3)
- h. Check on the box in front of the User Role that you would like to edit. (4, Figure 2.3.3)



Figure 2.3.3



- i. Check or uncheck the necessary setting(s). (1, **Figure 2.3.4**)
- j. Click on the “*Save*” button to save the User Role you have just edited. (2, **Figure 2.3.4**)
- k. Click on “*Cancel*” button to cancel the edit. (3, **Figure 2.3.4**)

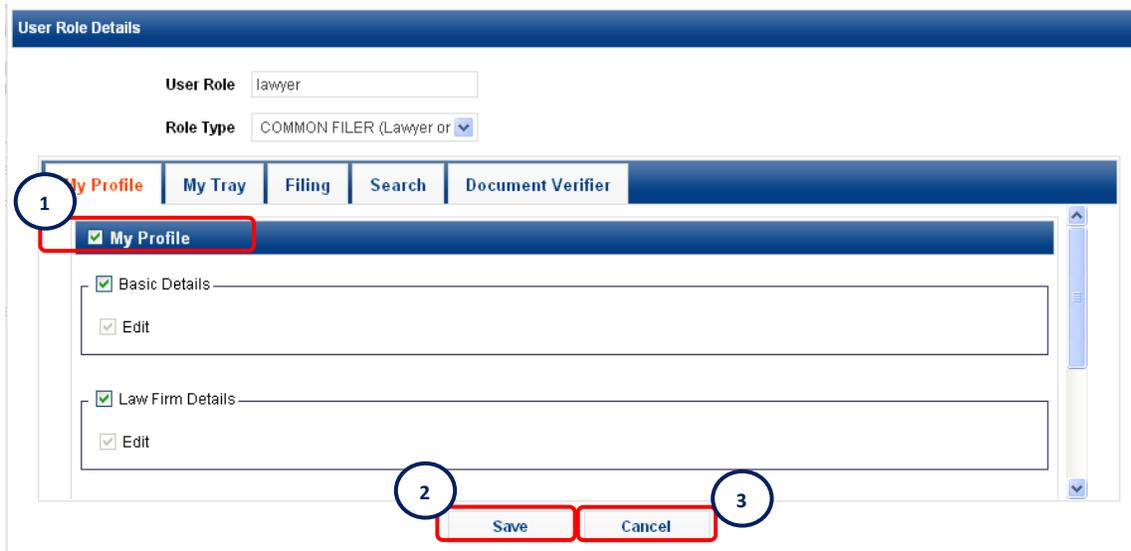


Figure 2.3.4



2.4 How to delete the User Role that has been created

- a. Login in as Organization Administrator.
- b. The following screen will appear (**Figure 2.4.1**).

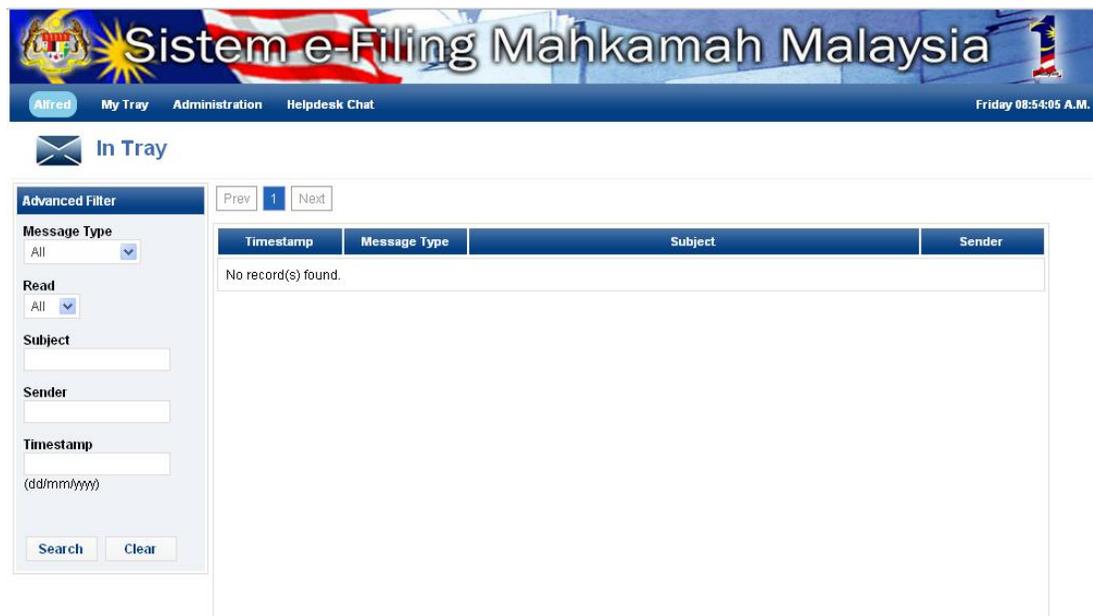


Figure 2.4.1



- c. Move cursor to “*Administration*” (1, Figure 2.4.2)
- d. Select *User Role* (2, Figure 2.4.2)



Figure 2.4.2



- e. Select **“Common Filer (Lawyer or Government)”** for **Role Type** (1, **Figure 2.4.3**)
- f. Click on **“Search”** button (2, **Figure 2.4.3**)
- g. The result of your search will be shown on the panel to your right. (3, **Figure 2.4.3**)
- h. Check on the box in front of the User Role that you would like to delete. (4, **Figure 2.4.3**)



Figure 2.4.3



- i. Upon successful deletion of the relevant User Role, the following message will appear. (**Figure 2.4.4**)



Figure 2.4.4



3.0 User Profile

3.1 How to create a new user Profile

- a. Login in as Organization Administrator.
- b. The following screen will appear (**Figure 3.1.1**).



Figure 3.1.1



- c. Move cursor to **“Administration”** (1, Figure 3.1.2)
- d. Select **User Profile** (2, Figure 3.1.2)

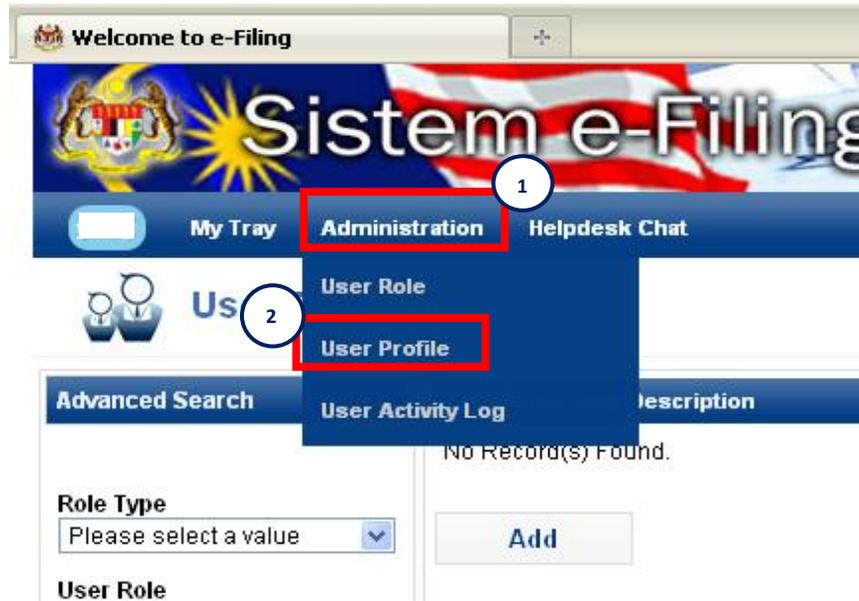


Figure 3.1.2



e. Click on “New” Button (2, Figure 3.1.3)



Figure 3.1.3

f. The following pop up will appear. (Figure 3.1.4)

g. Key in the user IC No (1, Figure 3.1.4)

h. Click on  to search for the user profile. (Figure 3.1.4)

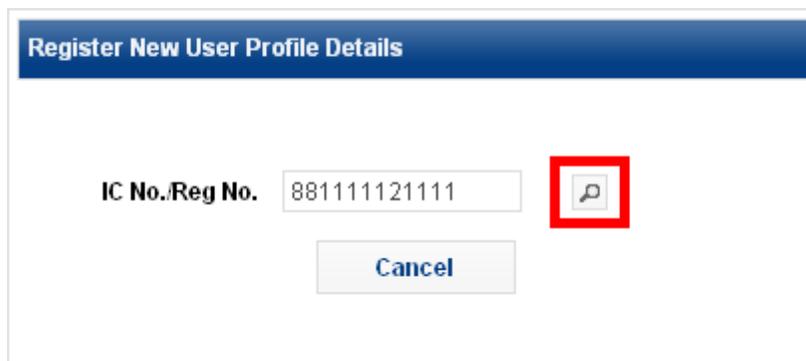


Figure 3.1.4



- i. The following pop up will appear (**Figure 3.1.5**)
- j. Click on the “Yes” button to proceed with the creation of the new User Profile. (**1,Figure 3.1.5**)
- k. Click on the “No” button to cancel the creation of the User Profile. (**2,Figure 3.1.5**)



Figure 3.1.5

- l. If you click on the “Yes” button, the following pop up at **Figure 3.1.6** will appear.



- m. You must fill in all the fields marked with an asterisk “*”. (Figure 3.1.6)
 - ✓ Name
 - ✓ User Id
 - ✓ Password
 - ✓ Re-type Password
 - ✓ User Role Type
 - ✓ User Role
- n. Click on “**Register**” button to register the user to the e-Filing System. (1,Figure 3.1.6)
- o. Click on “**Cancel**” button to cancel the registration of the new User Profile. (2,Figure 3.1.6)

Register New User Profile Details

*IC No./Reg No.

*Name

Telephone No.

Mobile No.

Email Address

*User ID

[Check Availability]

*Password

*Re-type Password

*User Role Type

*User Role

1 2

Figure 3.1.6



- p. Upon successful registration, you will get the following pop up message. (**Figure 3.1.7**)



Figure 3.1.7



3.2 How to search for user Profile

- a. Login in as Organization Administrator.
- b. The following screen will appear (**Figure 3.2.1**).

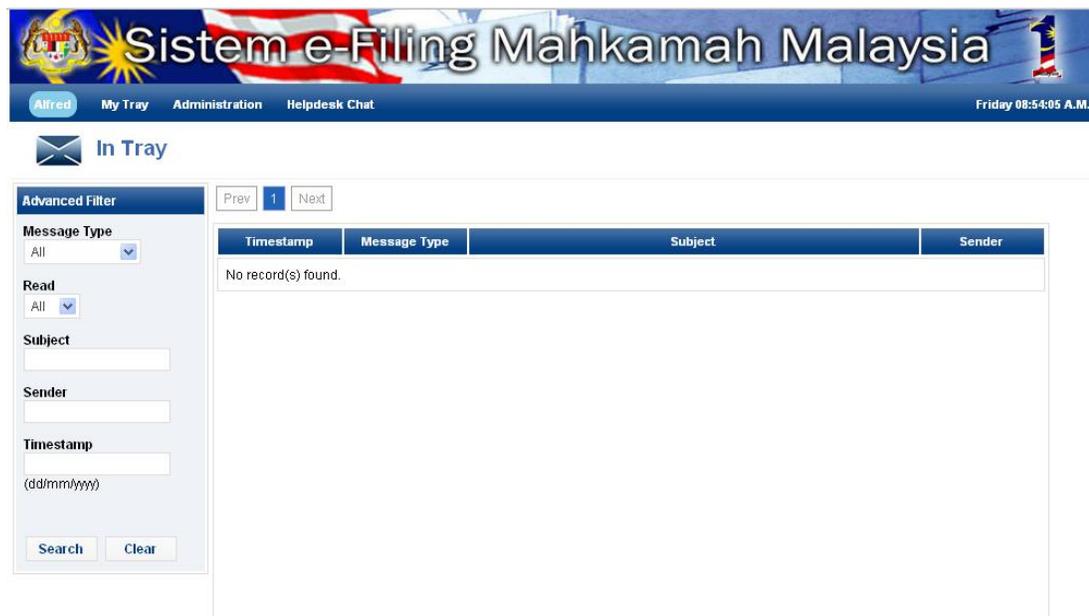


Figure 3.2.1



- c. Move cursor to *“Administration”* (1, Figure 3.2.2)
- d. Select *User Profile* (2, Figure 3.2.2)



Figure 3.2.2



e. The following page will appear (**Figure 3.2.3**)

Sistem e-Filing Mahkamah Malaysia

Alfred My Tray Administration Helpdesk Chat Saturday 11:05:14 P.M.

User Profile

Advanced Search

User Name

Login ID

IC No./Reg. No.

User Role Type
Please select a value

User Name	Login ID	IC No./Reg. No.	User Role Type
<input type="button" value="New"/>			

Figure 3.2.3



- f. Select “*Common Filer (Lawyer or Government)*”(1,Figure 3.2.4)
- g. Click on “*Search*” button. (1, Figure 3.2.4)
- h. The search result will appear on the panel to your right. (2, Figure 3.2.4)



Figure 3.2.4



3.3 How to edit User Profile

- a. Login in as Organization Administrator.
- b. The following screen will appear (**Figure 3.3.1**).



Figure 3.2.1

- c. Move cursor to **“Administration”** (1, Figure 3.3.2)
- d. Select **User Profile** (2, Figure 3.3.2)



Figure 3.2.2

- e. The following page will appear (Figure 3.3.3)



Figure 2.3.3



- f. Select “*Common Filer (Lawyer or Government)*” (1, Figure 3.3.4)
- g. Click on “*Search*” button. (2, Figure 3.3.4)
- h. The search result will appear on the panel to your right. (3, Figure 3.3.4)
- i. Click on the profile that you would like to edit. (3, Figure 3.3.4)



Figure 3.3.4



- j. The following screen will appear. (**Figure 3.3.5**)
- “Edit” to edit the details of the User Profile
 - “Deactive Account” to de-active the account that is no longer needed (Eg: account of staff who has left or who is leaving)
 - “Reset Password” to reset password of the account, a new auto generated password will be given.
 - “Delete Profile” to delete the User Profile which has been created wrongly.
 - “Cancel” to close the pop up message.

The screenshot shows a 'User Profile Details' window with a blue header. It contains a list of user information on the left and a column of action buttons on the right. The information includes User ID (Lawyer1), Full Name (Lawyer 1), IC No./Reg No. (1234575757), Telephone No., Mobile No., Email Address, User Role Type (COMMON FILER (Lawyer or Government)), User Role (lawyer (Yen & Associates)), Last Login Date Time (-), Login Fail Count (0), and EFS Account Status (Active). The buttons are Edit, Deactivate Account, Reset Password, Delete Profile, and Cancel.

User Profile Details		
User ID	Lawyer1	Edit
Full Name	Lawyer 1	
IC No./Reg No.	1234575757	Deactivate Account
Telephone No.		
Mobile No.		Reset Password
Email Address		
User Role Type	COMMON FILER (Lawyer or Government)	
User Role	lawyer (Yen & Associates)	Delete Profile
Last Login Date Time	-	Cancel
Login Fail Count	0	
EFS Account Status	Active	

Figure 3.2.5