Contents

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.

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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**)

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**)
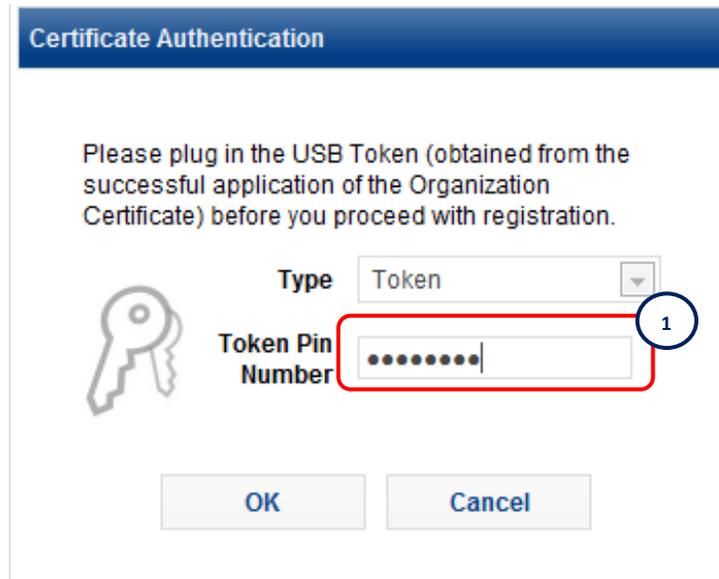

Figure 1.1.3

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.
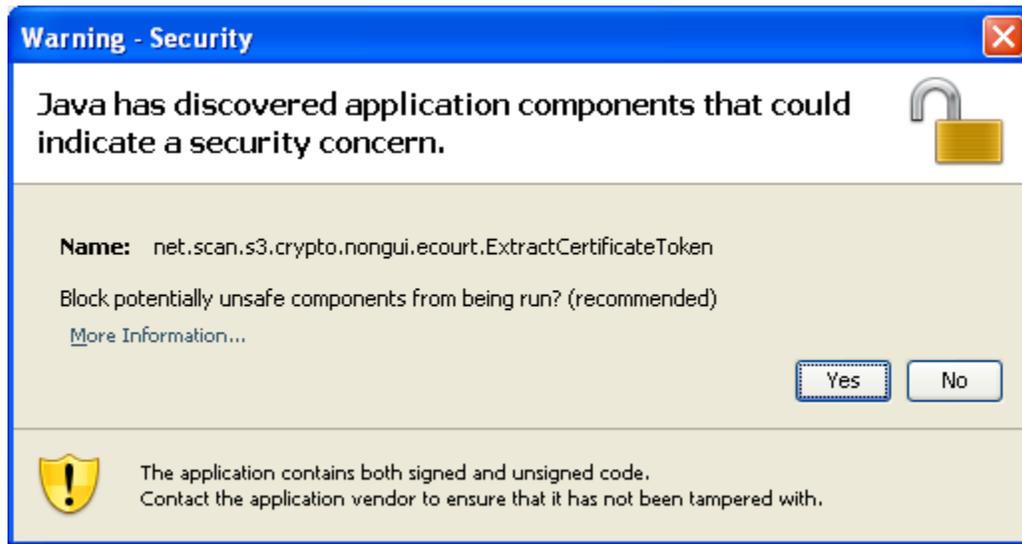

Figure 1.1.5

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.

e-Filing Registration Confirmation

Congratulations! Your registration in the e-Filing System has been successful!

Name :	Tan AA BB
NRIC :	7608011035310
Roaming ID Serial No. :	73017710463736682655

Your Login ID **useradmin** has been created. An activation link has sent to your email account **yl.ng@fstech.formis.net**. Click on the link provided in the email in order to activate your account.

Close

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.
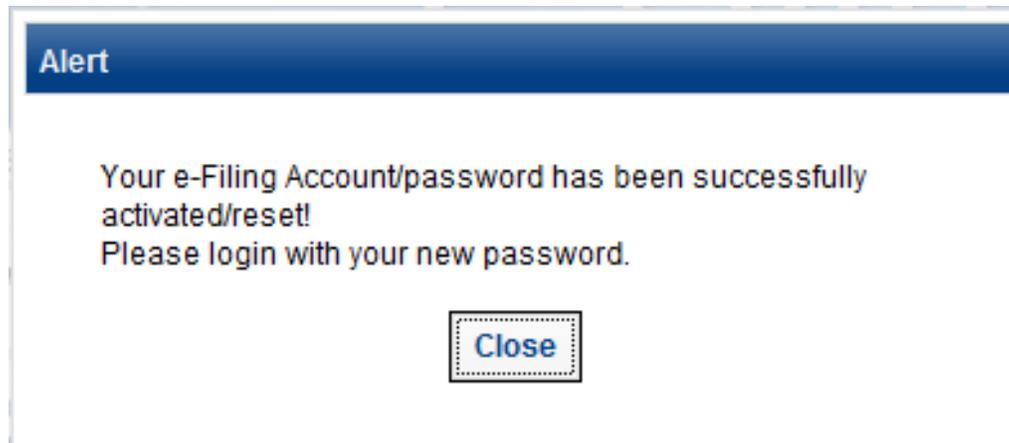

Figure 1.1.7

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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**).
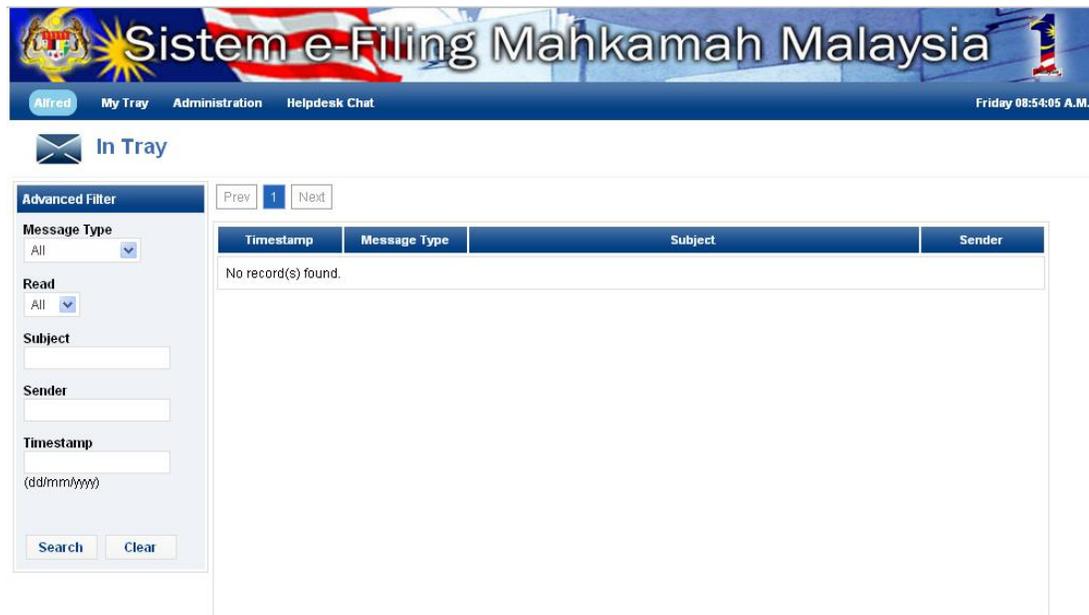

Figure 2.1.1

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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**)
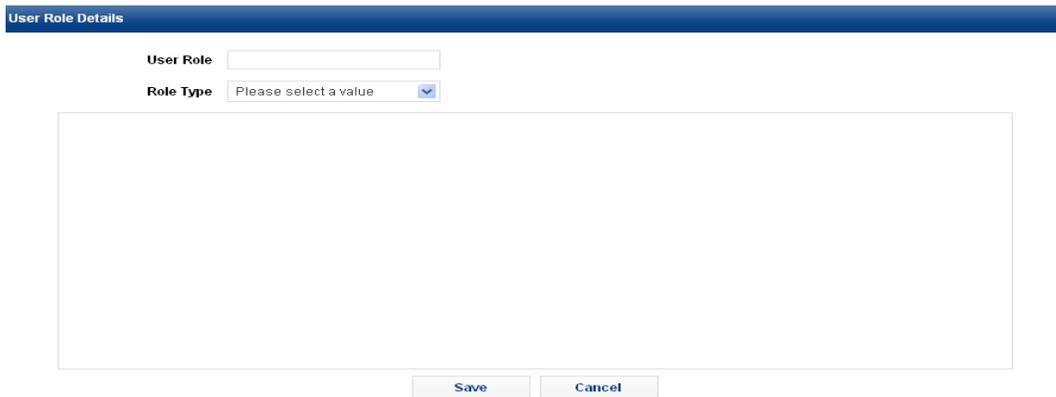

Figure 2.1.4

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**)

Figure 2.1.5

l. 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.
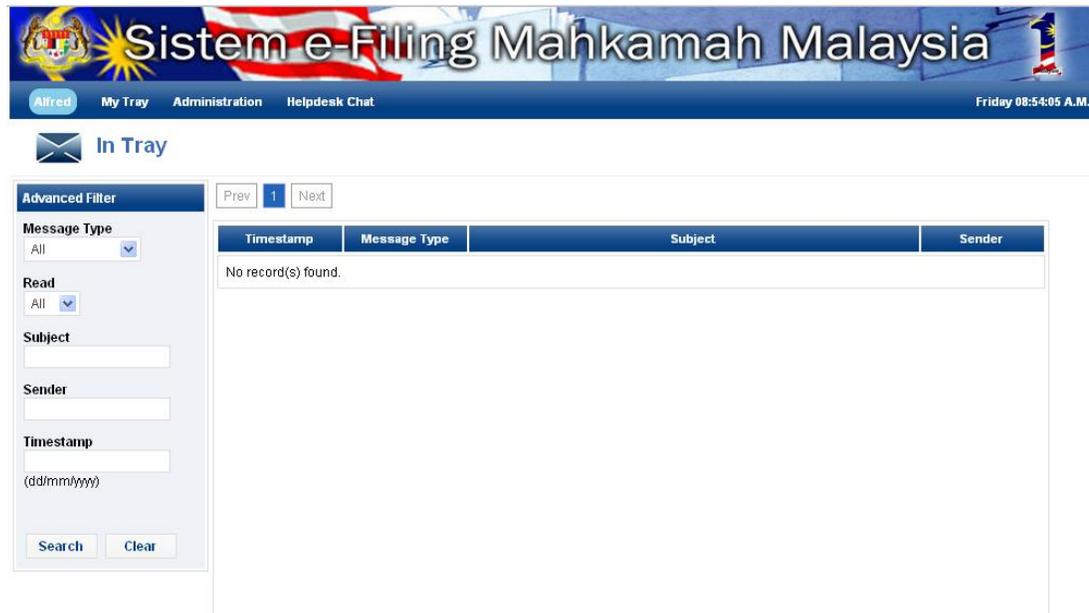
b. The following screen will appear (**Figure 2.3.1**).

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

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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**)

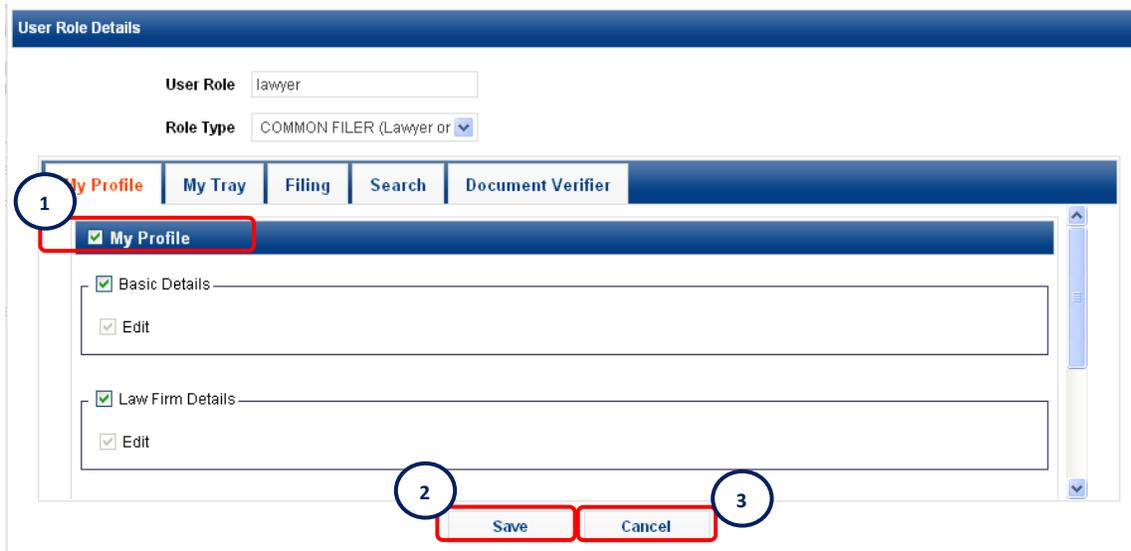k. Click on "*Cancel*" button to cancel the edit. (**3, Figure 2.3.4**)

Figure 2.3.4

2.4 How to delete the User Role that has been created

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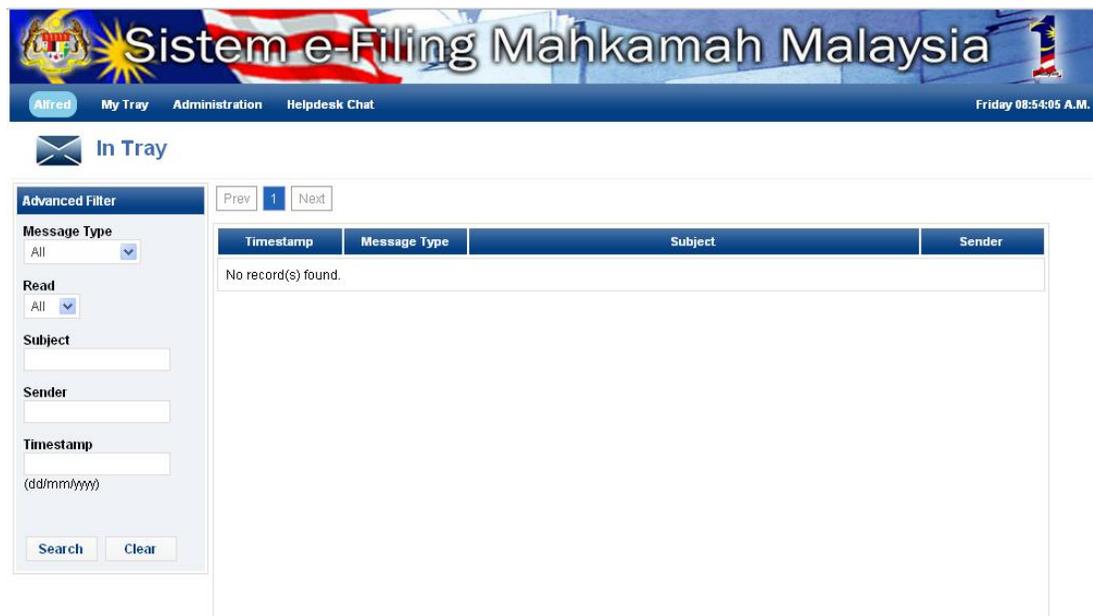
b. The following screen will appear (**Figure 2.4.1**).

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

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c.   Move cursor to **"Administration"** (**1, Figure 3.1.2**)

d.   Select **User Profile** (**2, Figure 3.1.2**)
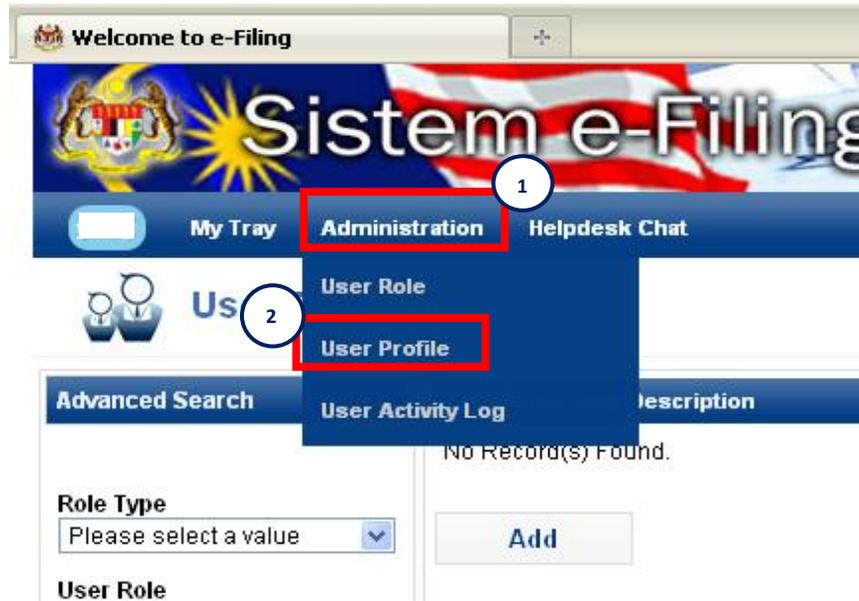

Figure 3.1.2

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**)

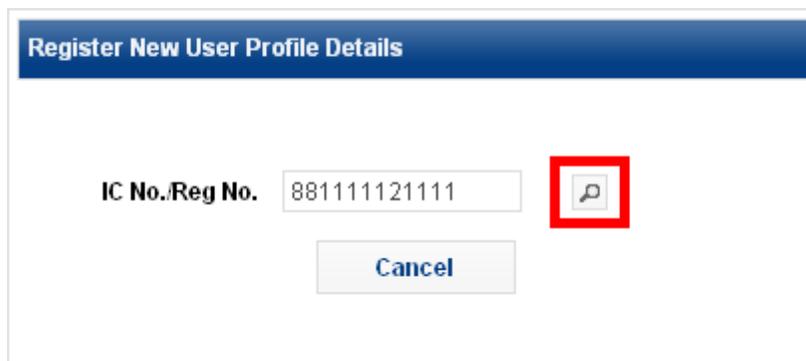h. Click on to search for the user profile. (**Figure 3.1.4**)

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 asterix "*". (**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**)

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.

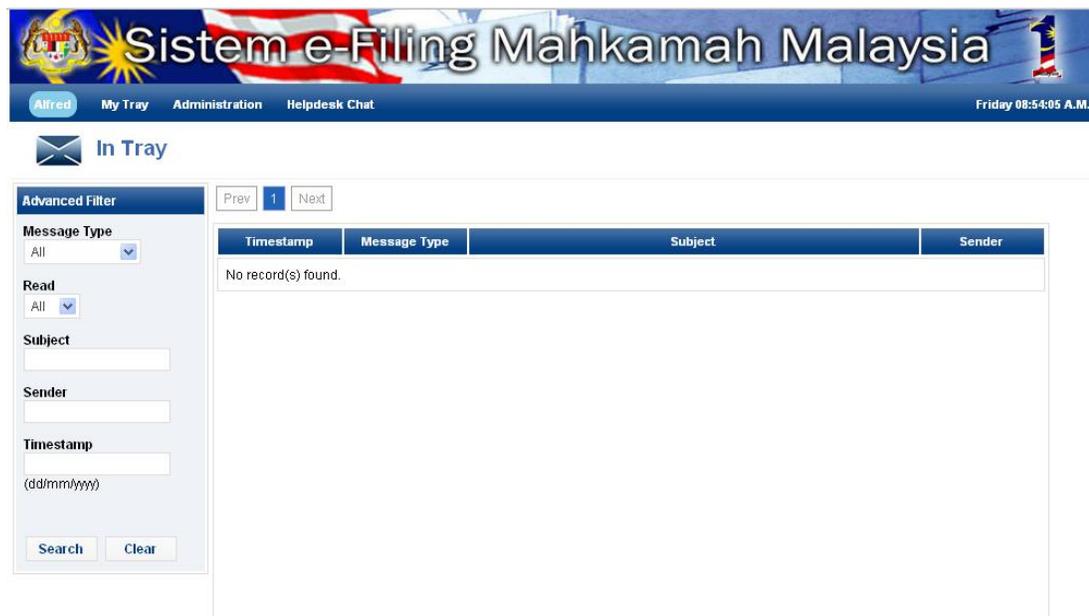   b.   The following screen will appear (**Figure 3.2.1**).

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**)

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.

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