



Contents

1.0 Administrator Registration	2
1.1 How to Register as an Organization Administrator	2
Figure 1.1.3	5
Figure 1.1.4	6
Figure 1.1.5	7
2.0 User Role	10
2.1 How to create a new User Role	10
2.2 How to check that the User Role has been created	15
2.3 How to edit the User Role that has been created	17
2.4 How to delete the User Role that has been created	21
3.0 User Profile	25
3.1 How to create a new user Profile	25
3.2 How to search for user Profile	31
3.3 How to edit User Profile	35





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)

Sistem	e-Filing Mahkamah Ma	laysia 🚺
Cause List	Home Getting Started Account Registration eCourt's Public Services	Language: English Malay
Select A Value 💌 By Group	Welcome to e-Filing user registration section for lawyers! (For government agency, please send an email to efiling@stech.formis.net to register your account, EFS administrator will handle your registration)	User Login 🔒 Login ID
Not Available	In order to proceed for registration, you must have a valid Organisation Certificate. If you don't have any, kindly follow the instructions stated in 'Getting Started'.	Password
By Category	If you have satisfied all our requirements and would like to proceed for e-Filing account registration, please fill in the registration form below.	Login
By Case No / Hearing Date	e-Filing Online Administrator Account Registr IC No. 880111121111	Forgotten Your Password? About eFiling
Case Date Case Number	Please fill in the IC No without "-". (Eg: 987654321098) Full Name Douglas Mah	 What is the e-Filing Portal? Why e-Filing? Overview of e-Filing
Announcements	Please fill in the IC No same as stated in your IC. Are you a lawyer?	 How fast is your internet connection? Have you install Java Runtime Environment 1.6?
	4 Confirm Cancel 5	Related Sites

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)

Organisation Administrator	Registration	
Welcome to e-Filing user (For government agency, j account, EFS administrato In order to proceed for regi any, kindly follow the instru	registration section for lawyers! blease send an email to efiling@fstech.formis.net to register your r will handle your registration) stration, you must have a valid Organisation Certificate. If you don't have ctions stated in 'Getting Started'.	<
n you have satisfied all our please fill in the registratio	requirements and would like to proceed for e-Filing account registration, n form below.	
* Login ID :		
	[Check Availability]	=
* Password :		
* Re-type Password :		
* Email Address :		
* Contact No. :		
	Register Cancel	

Figure 1.1.2





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

Certificate	Authentication	
Please succes Certific	plug in the USB T sful application of ate) before you pr	Token (obtained from the f the Organization oceed with registration.
6	Туре	Token
45	Token Pin Number	•••••
	ОК	Cancel

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.

Warning	- Security 🔀
The ap Do you	plication's digital signature cannot be verified. want to run the application?
Name:	net.scan.s3.crypto.nongui.ecourt.ExtractCertificateToken
Publis	her: SCAN Associates Bhd.
From:	https://efiling.kehakiman.gov.my
Alw	ays trust content from this publisher.
	Run Cancel
1	The digital signature cannot be verified by a trusted source. Only <u>More Information</u>

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.

ing Registration Confirmat	ion		
Congratulations! Your regis	stration in the e-Fili	ng System has been succes	sful!
(0)	Name :	Tan AA BB	
	NDIC	7600011025210	
175	NRIC:	/008011035310	
1115	Roaming ID	7301771046373682655	D
	Serial No. :		
V			
Vous Login ID upperadmin h	an been constant of	e activation link has cont to	
email account vi na@fstec	h formis net Click	on the link provided in the e	your mail
in order to activate your acc	count.	on the link provided in the e	man
	Close		





- 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.

Alert	
Your e-Filing Account/password has been successfully activated/reset! Please login with your new password.	
Close	

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).

Alfred My Tray Ac	Iministration Helpdesk Chat		Friday 08:
dvanced Filter	Prev 1 Next		
Message Type All Read All Subject Sender	Timestamp Message Type	Subject	Sender
f imestamp (dd/mm/yyyy)			
Search Clear			

Figure 2.1.1





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

Welcome to e-Filing		4	
and the second s	iste	em	e-Filing
My Tray	Administra	ntion Hel	pdesk Chat
	User Role		
	User Profil	e	
Advanced Search	User Activi	ty Log	lescription
		No Record	s) Found.
Role Type			
Please select a value	×	Add	
User Role			

Figure 2.1.2





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

Sist	em e-Filing I	Mahkamah Mala	aysia 🚺
My Tray Adminis	stration Helpdesk Chat		Friday 08:54:42 A.M.
User Role			
Advanced Search	# User Role Description	System Role Desciption	
Role Type Please select a value	No Record(s) Fo		
User Role			
Search Clear			



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

User Role Details								
	User Role							
	Role Type	Please select a value	*					
			Sa	ive	Cancel			

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)

User Role Details	
User Role lawyer	
	_
My Profile My Tray Filing Search Document Verifier	
My Profile Basic Details Edit Law Firm Details	
4 Save Cancel 5	

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.







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).

Sis	tem e-Filing M	ahkamah Ma	alaysia 🚺
Alfred My Tray Ad	ministration Helpdesk Chat		Friday 08:54:05 A.N
🔀 In Tray			
Advanced Filter	Prev 1 Next		
Message Type All	Timestamp Message Type	Subject	Sender
Read All 💌	No record(s) found.		
Subject			
Sender			
Timestamp			
(dd/mm/yyyy)			
Search Clear			

Figure 2.2.1

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





A A					0.000	
	S	ISt	en	n e	e-Fallo	Î
				1		-
M	/ Tray	Adminis	tration	Helpde	sk Chat	
u Qa	S 2	User Rol	e			
	User Pro	file				
Advanced Sea	rch	User Act	ivity Log		escription	
			NO R	ecora(s) i	-ound.	
Role Type						
Please select	a value	~		Add		

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)

	Sist	en	n e-Filing l	Mahka	amah Malays	sia 1
	yiling My Tray Administ	ration	Helpdesk Chat			Tuesday 05:59:56 P.M.
	User Role					
	Advanced Search	#	User Role Description		System Role Desciption	
(testing		COMMON FILER (Lawyer or Government)	Ç.
	COMMON FILER (Lawyer o		Add Edit	Delete		
	User Role					
(2)	Saugh Class					
\smile						

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).

Sis	tem e-F	ling Mahk	amah N	alaysia
Alfred My Tray Ad	ministration Helpdesk Chat			Friday 08:
📉 In Tray				
Advanced Filter	Prev 1 Next			
Message Type All	Timestamp Me:	ssage Type	Subject	Sender
Read	No record(s) found.			
ubject				
iender				
imoctamn				
dd/mm/yyyy)				
Search Clear				

Figure 2.3.1





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

stem e-Filing
Administration Helpdesk Chat
User Role
User Profile
User Activity Log Jescription
No Record(s) Found.
M Add

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)

ł	My Tray Administra User Role	ation Helpdesk Chat	amah Malaysia 1 Tuesday 05:55:56 P.M.
A	dvanced Search	# User Role Description	System Role Desciption
6		✓ testing	COMMON FILER (Lawyer or Government)
	COMMON FILER (Lawyer o	Add Edit Delete	

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**)

User	Role Details	
	User Role lawyer Role Type COMMON FILER (Lawyer or 💌	
\int_{1}^{Γ}	y Profile My Tray Filing Search Document Verifier	
	My Profile Basic Details Edit	
	Law Firm Details Edit Save Cancel	×

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).

Sis	tem	e-Filing M	ahkamah Ma	alaysia 🧵
Alfred My Tray Ad	ministration He	lpdesk Chat		Friday 08:54:05 A.F
📉 In Tray				
Advanced Filter	Prev 1	lext		
Message Type	Timestam	p Message Type	Subject	Sender
Read	No record(s)	found.		
Subject				
Sender				
Timestamp				
(dd/mm/yyyy)				
Search Clear				

Figure 2.4.1





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

Welcome to e-Filing	-1-	
S	istem e-	Filling
My Tray	Administration Helpdesk C	hat
	User Role	
	User Profile	
Advanced Search	User Activity Log	scription
	No Record(s) Found	J.
Role Type		
Please select a value	🖌 🖌 🖌	

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)

viling My Tray Adminis	eme-Filing stration Helpdesk Chat	Mahkamah Malaysia	56 P.M.
Advanced Search 1 Type COMMON FILER (Lawyer or User Role 2 Search Clear	 # User Role Description ✓ testing Add Edit 	System Role Desciption COMMON FILER (Lawyer or Government) Delete	3

Figure 2.4.3





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

Alert	
Role 'Clerk (st	Lim & Associates)' has been iccessfully deleted.
	Ok

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).

t is 🕵	tem e-Filing Ma	ahkamah Ma	alaysia
Alfred My Tray Ad	ministration Helpdesk Chat		Friday 08:54:0!
In Tray			
Advanced Filter	Prev 1 Next		
Message Type All	Timestamp Message Type	Subject	Sender
Read	No record(s) found.		
All 💌			
Junjoot			
Sender			
limestamp			
(dd/mm/yyyy)			
Search Clear			

Figure 3.1.1





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

Welcome to e-Filing		+
A KAN	isten	n e-Filing
My Tray	Administration	Helpdesk Chat
	User Role	
	User Profile	
Advanced Search	User Activity Log	g lescription
	NO RE	ecora(s) Found.
Role Type		
Please select a value	~	Add

Figure 3.1.2





e. Click on "*New*" Button (2, Figure 3.1.3)

Siste	m e-Filing	Mahkam	nah Ma	laysia	
yiling My Tray Administration	n Helpdesk Chat			Tuesday 06:01	:17 P.M.
User Profile					
Advanced Search		Login ID	IC No./Reg. No.	User Role Type	
User Name	New				
Login ID					
IC No./Reg. No.					
User Role Type Please select a value					
Search Clear					

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 P to search for the user profile. (Figure 3.1.4)

Register New User Profile Details							
IC No./Reg No.	881111121111	P					
	Cancel						







- 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)

Register New Use	Profile Details		
The user has	not registered be new Use	fore. Would you r Profile?	u like to create a
	Yes	No	
	Figure	3.1.5	



1. 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)

Register New User Profile	Details
'IC No./Reg No.	881111121111
'Name	
Telephone No.	
Mobile No.	
Email Address	
'User ID	
[Check Availability]	
*Password	
'Re-type Password	
'User Role Type	Please Select a Value 👻
'User Role	Please Select a Value 👻
	2
Register	Cancel
Figu	re 3.1.6





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

Confirmation	
The Login account with Login ID ' <i>user123</i> ' has been successfully created.	
Ok	

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).

is 🕵 😥	tem e-	Filing Ma	ahkamah M	alaysia
Alfred My Tray Ad	ministration Helpdesk C	hat		Friday 08:
In Tray				
Idvanced Filter	Prev 1 Next			
All	Timestamp	Message Type	Subject	Sender
Read All 🗸	No record(s) found.			
Subject				
Sender				
ſimestamp				
dd/mm/yyyy)				
Search Clear				

Figure 3.2.1





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

Welcome to	e-Filing		*	C-2009-2
(in the second	2	Isten		-Fuun
- M	y Tray	Administration	Helpdesk	Chat.
pQ u	s Co	User Role		
	Ċ	User Profile		
Advanced Sea	irch	User Activity Log	j.	escription
	1	NO R	ecora(s) Fo	und.
Role Type				
Please select	t a value	~	Add	

Figure 3.2.2





e. The following page will appear (Figure 3.2.3)

Sistem	e-Filing	Mahkam	ah Ma	alaysia 1
Alfred My Tray Administration	Helpdesk Chat			Saturday 11:05:14
User Profile				
Advanced Search	User Name	Login ID	IC No./Reg. No.	User Role Type
User Name	New			
Login ID				
IC No./Reg. No.				
User Role Type Please select a value				
Search Clear				

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)

Siste	m e-Filing M	ahkam	nah M	lalaysia
Alfred My Tray Administrati	on Helpdesk Chat			Saturday 10
User Profile				
Advanced Search	User Name	Login ID	IC No./Reg. No.	User Role Type
User Name	Lawyer 1	Lawyer1	1234575757	COMMON FILER (Lawyer or Government)
Login ID	New			
IC No./Reg. No.				
Licar Polo Tupo				
COMMON FILER (Lawyer				
Search 2				

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).

Sis	tem e	Filing M	ahkamah Ma	alaysia 🚺
Alfred My Tray Ad	ministration Helpdesk	Chat		Friday 08:54:05 A
📉 In Tray				
Advanced Filter	Prev 1 Next			
Message Type All	Timestamp	Message Type	Subject	Sender
Read All 🔽	No record(s) found.			
Subject				
Sender				
Timestamp				
(dd/mm/yyyy)				
Search Clear				

Figure 3.2.1





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

Welcome to e-Filing		4	
	iste		e-Fillin
My Tray	Administra	tion Helpd	lesk Chat
OP US	User Role		
	User Profile	e e	
Advanced Search	User Activi	ty Log	escription
		No Recora(s)	Found.
Role Type			
Please select a valu	e 🗸	Add	



e. The following page will appear (Figure 3.3.3)

Sistem	e-Filing M	ahkam	ah Ma	laysia
Alfred My Tray Administration	Helpdesk Chat			Saturday 11:05
Advanced Search	User Name	Login ID	IC No./Reg. No.	User Role Type
User Name	New			
Login ID				
C No./Reg. No.				
Jser Role Type Please select a value				
Search Clear				







- 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)

Sister	n e-Filing I	Mahkam	ah N	lalaysia
Alfred My Tray Administration	Helpdesk Chat			Saturday 1
User Profile				
Advanced Search	User Name	Login ID	IC No./Reg. No.	User Role Type
User Name	Lawyer 1	Lawyer1	1234575757	COMMON FILER (Lawyer or Government)
Login ID	New			
IC No/Reg. No.				

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

Figure 3.2.5