



eGateway... to Global Connectivity



2020

eGateway System 3.5
New Registration
Module

USER GUIDE

Web
Version 3.5

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Disclaimer

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About This User Guide

This User Guide helps to understand and perform the registration to the **eGateway System** as any of the user either Shipping Agent, Forwarding Agent, Freight Forwarder, Warehouse Operator, Haulage, Depot, Marine Service Provider, Private Jetty Owner or Passenger Agent. It was designed to help acquaint user with the **eGateway System**.

This guide describes every specific features and procedures of every users in each specific modules and options. Explains the procedures and steps to be followed for performing the system functions and every procedures that user need to be aware of for the system to function successfully. Note, Warning and Tips provided with each graphical to clearly highlight in this user guide to ease user during executing the system.

Table Conventions

Key Symbol

Table 1: Described the key icons and elements used in this User Guide.





Symbol	Description
	Note : Symbol accompanies important additional information or instruction of which users must take note.
	Caution : Symbol accompanies important information regarding action that may cause minor error
	Warning : Symbol accompanies important information regarding actions that may cause fatal errors.
	Tips : Symbol accompanies usefull information on how to perform a task.
text	Bold text indicate a link, button, dropdown list value or keyboard control that is clickable.
<i>text</i>	Bold and italicized text indicate an entries name
<i>italics</i>	Text in italics indicate field name
mono	Monospace indicate text you enter from keyboard

Table 1

Navigations

eGateway System was designed so you can access the functions you need with as few mouse clicks as possible. A few navigational elements remain consistent through the system. Icons have been used to identify the various types of functions used in *eGateway System*. Below are the most commonly used icons in the system.




















Icon	Description
	To view details records or to expand grid listing childs record.
	To colaps the child records of the grid listing
	Go to previous record
	Go to next record
	Check box to select a record
	Selected record
	Date Time picker
	Upload file in pdf, jpg or png
	To display a search windows
	To print a report
	To print the current report
	Export a report and save in to the disk
	Export a report and show it in a new window
	To choose any type of document to save
	Go to the first page
	Go to previous page
	Go to next page
	Go to the last page
	Go to Home default page of eGateway System

Table 2

Chapter 1 Getting Started

1.1 Before you begin

This guide assumes that the resources you need to access the system are available and that you are familiar with how to use them. If you are not sure whether your system meets the requirements or how to use required third-party tools, seek for your manager or system administrator.

1.1.1 Technical Requirement

Before you begin using the system, ensure that you have the appropriate software installed and configured on your system. All you will need is :

- ✓ *A current Web Browser running on your computer.*

eGateway System has been tested with and supports a variety of browsers. The following browsers are acceptable for use with *eGateway System*.

- Chrome version 30 and higher - www.google.com/chrome/
- Microsoft Internet Explorer version 8.0 and higher - www.microsoft.com/ie
- Microsoft Edge browser version 20 and higher - <https://www.microsoft.com/en-ca/windows/microsoft-edge>



You will encounter problems if you try to access eGateway System using older or unsupported web browsers. If you are unsure about which web browser version you are using, click Help > About or similar options on the menu bar in your browser. The version number will be displayed.



For the very best results, use the current release of Chrome

Both Java Script and cookies support must be enabled in the security settings of your browser and is usually turned on by default.

If you encounter problems accessing the system, check your browser configuration to ensure both JavaScript support and cookies support are enabled.

(See *Tools > Internet Options > Privacy and Security* tabs in Internet Explorer, or *Tools > Options > Privacy and Web Features* tabs in Firefox.)

- ✓ *A Popup Blocker*
Please make sure **Popup Blocker** for your browser is always turn OFF.
This is to ensure that windows popup that are used by any popup message or report can be executed correctly.

Internet Explorer

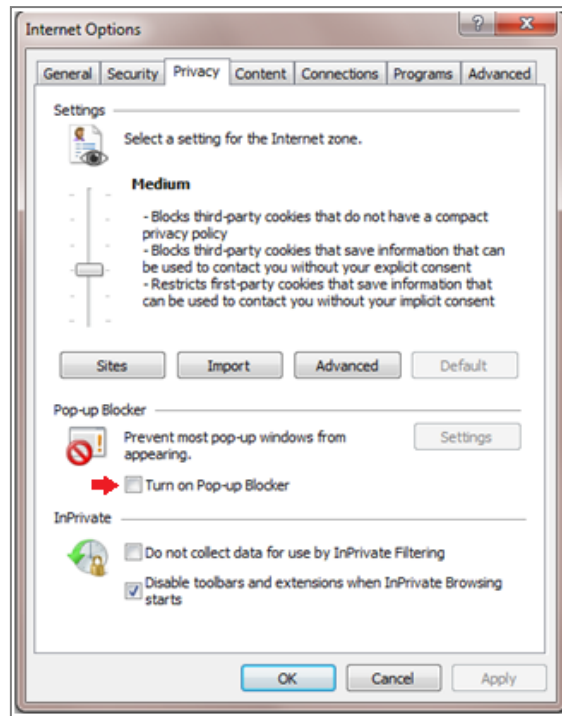


Figure 1

Google Chrome



Figure 2

Microsoft-Edge

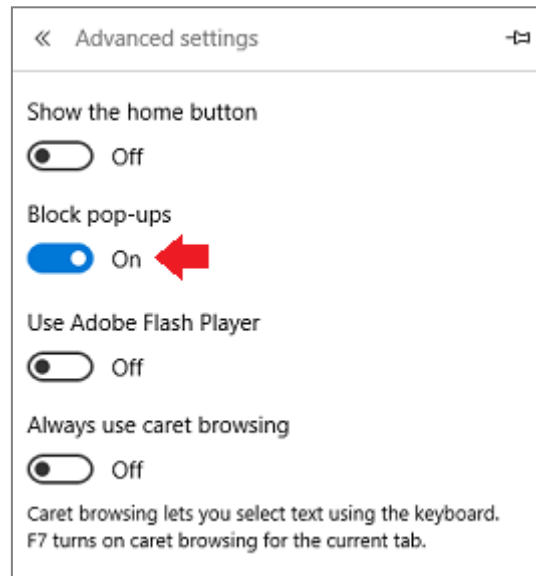


Figure 3

- ✓ *Internet access to the URL of **eGateway System**. Your system or network administrator will be able to provide you with an Internet address (URL) from which the system can be accessed.*

1.1.2 Web Browser

eGateway System dynamically creates the HTML screens displayed by the web browser when you click certain buttons.

Using < and > buttons can cause problems displaying these dynamically generated pages. For this reason, we do not recommend using these controls on your browser when operating **eGateway System**.

eGateway System is designed for a minimum 1024x768-pixel screen display resolution, with a 1280x768 or greater screen size preferred.

1.1.3 Login Information

To login into **eGateway System**, you must have an authorized User Id and Password. If you have not yet received your login information, contact your System Administrator as you will need to be added into authorized user before you can access **eGateway System**.



*Do not share your login information with anyone. **eGateway System** provide system access id and module access right according to job responsibility.*

Chapter 2 New Registration

2 New Registration Module

1. Browse **eGateway System** from URL <http://www.egateway.com.my/> and you can see the **Home Page** of **eGateway System**.

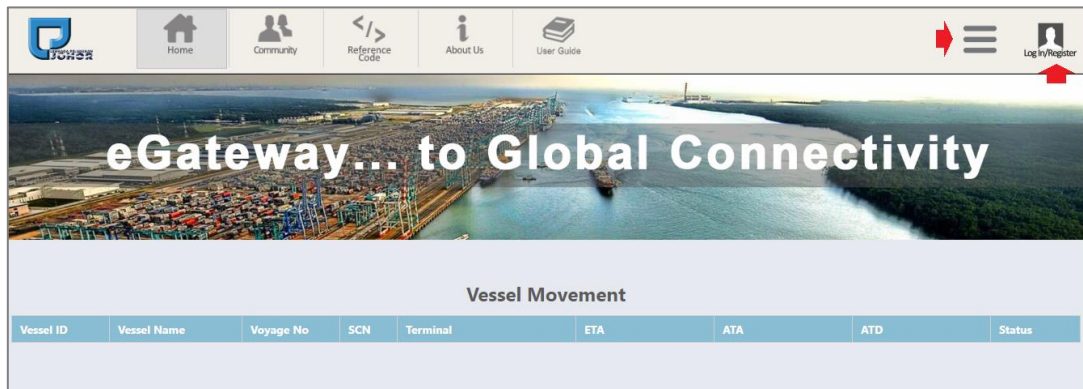



Figure 4

2. Click on  and system will navigate you to the Login page and New Registration button will be available for access.

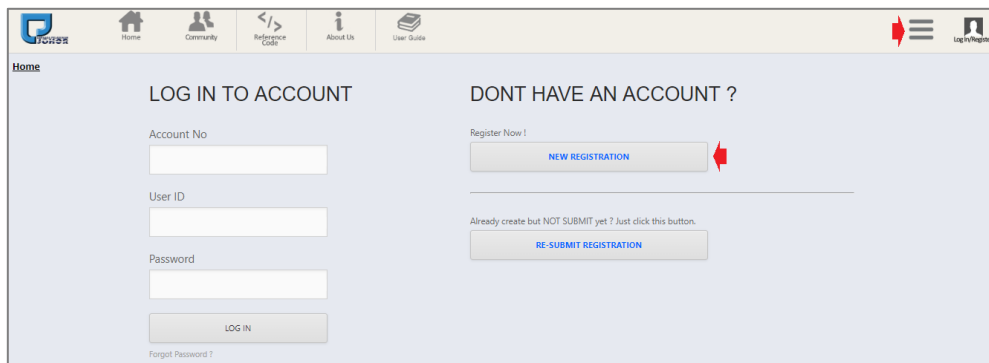


Figure 5

3. Or you may click on **Company Registration** icon  right on top next to login icon.

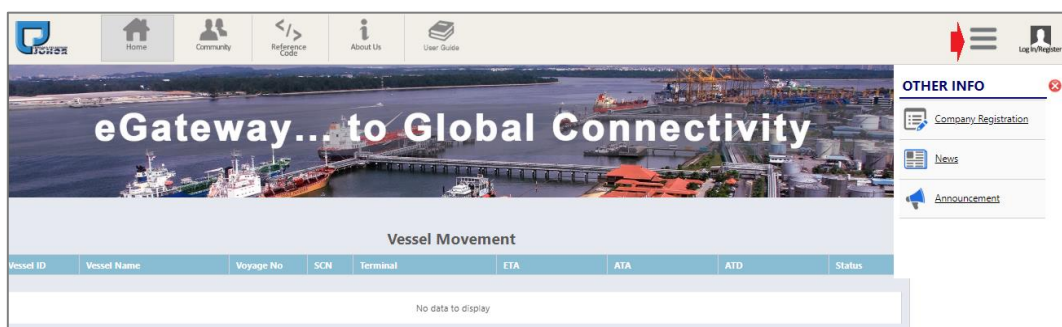


Figure 6

2.1 Company Particulars



Every new user should register their Company details with correct **Registration Type** in eGateway System to create new registration.

1. System will always default to start from the **Company Particulars**. Entry page will display as below.
2. **Registration Type** will always default and display as **SA – Shipping Agent**. To change to other **Registration Type**, you have to select from the drop down list and choose the one you require.
3. You will need to fill up all mandatory fields as below in *Figure 3*.

Figure 7

4. Select Registration Type from the drop down listing.

Figure 8



Agent Code field only enable when **Registration Type** is **SA / FA / FF / WH / MSV / PJO / PA**
Agent Code field will be disable if **Registration Type** is **HR / DP**

- You need to fill in **Authorized Contact Person** tab where all information is mandatory.

The screenshot shows a web form for 'Authorized Contact Person' under the 'Business' tab. At the top, there is an 'eGateway Login' section with a text input for 'Administrator Login ID' and a note that it refers to the main contact. Below this are two sections: 'Main Contact' and 'Alternate Contact'. Each section contains several text input fields: 'Authorized Contact Person' (with a '[Full Name]' label), 'Designation', 'NRIC / passport No', 'Tel No' (with a country code dropdown), 'Mobile Phone No', and 'Email'. There is also an 'Alternate Email' field in the 'Main Contact' section. A 'Save' button is located at the bottom right of the form.

Figure 9



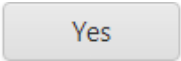
- Administrator Login ID must be more than 6 characters length. Otherwise system will shows a warning message “Administrator Login ID length must be more than 6 characters.”
- Authorised Contact Person must be more than 10 characters length. Otherwise system will give a warning message” Authorised Contact 1 length must be more than 10 characters”.

- Whenever there is Business Contact details to be filled in, information can be entered under **Business** tab.

Figure 10

- Once click on **Save** button, system will pop up **Confirm Message** screen for confirmation to save the Company Name with the stated ROC No. You need to click on **Yes** button to proceed if not click on **No** button.

Figure 11

- Answer  will save the information and activate **Director Particular** tab for further entries. Otherwise system will be back to the **Company Particular** page.

2.2 Director Particulars



*Once user saved company details, then only system will allow to key in **Director Particular** details. Here system allow to key in more than 1 director particular details.*

- Entry page for **Director Particulars** will be shown as below. For the **Type** field, choose **Person** radio button as below. You need to fill up all the mandatory fields.

Home

Company Particulars

Director Particulars ←

Shareholder Particulars

Supp. Documents

Acknowledgement

Submit Registration

Term and Conditions

Director Particulars

Name Of Company :

ROC / ROB No :

Address :

Postal Code :

Type : Person Corporate →

Country :

Next

Save

Cancel

→ Add Edit Delete

#	No ↑	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Designation	Type
No data to display							

Figure 12

2. Click on to start new particular entry and system will default Type as **Corporate**.
3. Choose the require **Type** to indicate either **Person** or **Corporate** and the appropriate entry page will be shown accordingly.

Director Particulars

Name :

NRIC / Passport No :

Address :

Postal Code :

Type : Person Corporate →

→ Nationality : MY - MALAYSIA

Gender : Male

Designation :

Next

Save

Cancel

Add Edit Delete

#	No ↑	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Designation	Type
No data to display							

Figure 13

4. Nationality will be defaulted to **MY-Malaysia** and Gender will be defaulted to **Male** but you can still change it to other valid value.

Figure 14

Figure 15

5. Select **Director Particular's** menu. **Type** field is set as **Corporate** as below. You need to fill up all mandatory fields.

Director Particulars

Name Of Company :

ROC / ROB No :

Address :

Postal Code :

Type : Person Corporate

Country : MY - MALAYSIA

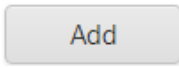
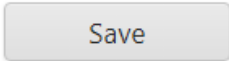
#	No ↑	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Designation	Type
<input type="checkbox"/>	0001	TITAN FORWARDER	R4325435		MALAYSIA		Corporate

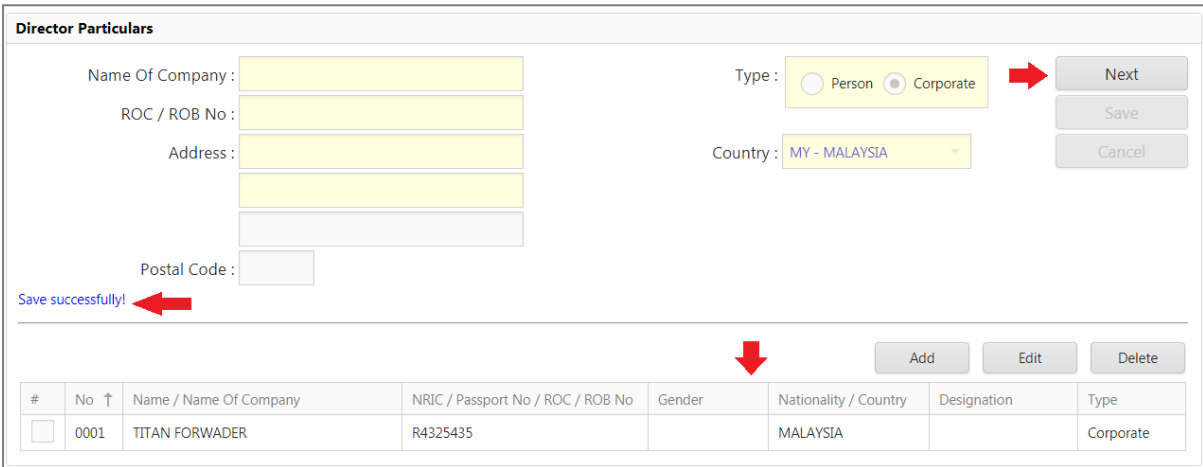
Figure 16



When **Type** is **Person** others information for **Gender**, **Designation** and **Nationality** will be required.
As for **Type** is **Corporate**. **Country** will be activated.

2.2.1 Add Record

1. Go to **Director Particulars** and click on  and system will activate the entries to proceed further.
2. You need to fill up all mandatory fields in yellow text box then click on  button to save records.
3. System will show message **Save successfully!** and record will be listed in the grid listing.



Director Particulars

Name Of Company :

ROC / ROB No :

Address :

Postal Code :

Type : Person Corporate

Country : MY - MALAYSIA

Buttons: Next, Save, Cancel


Save successfully!

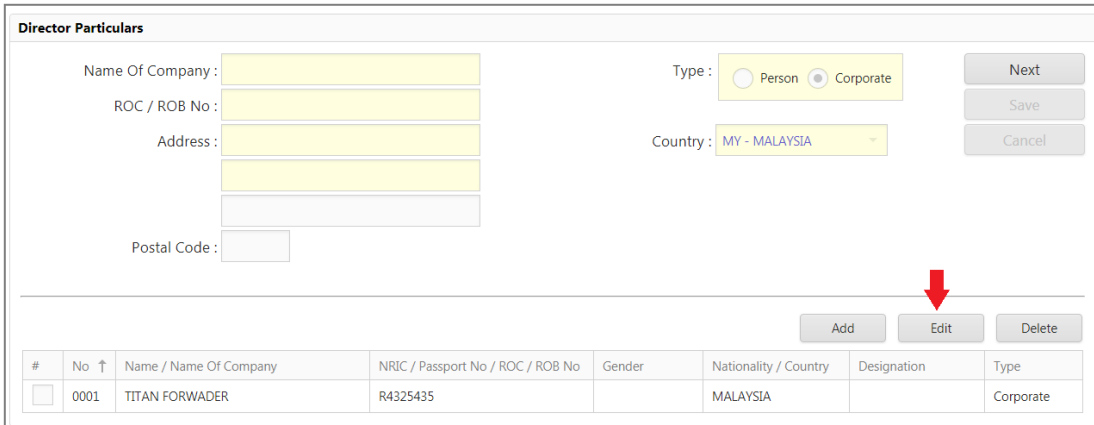
#	No ↑	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Designation	Type
<input type="checkbox"/>	0001	TITAN FORWADER	R4325435		MALAYSIA		Corporate

Buttons: Add, Edit, Delete

Figure 17

2.2.2 Edit Record

1. Go to **Director Particular** and listing will shows if any existing records.
2. Tick on the record and click on  button to start editing.



Director Particulars

Name Of Company :

ROC / ROB No :

Address :

Postal Code :

Type : Person Corporate

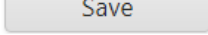
Country : MY - MALAYSIA

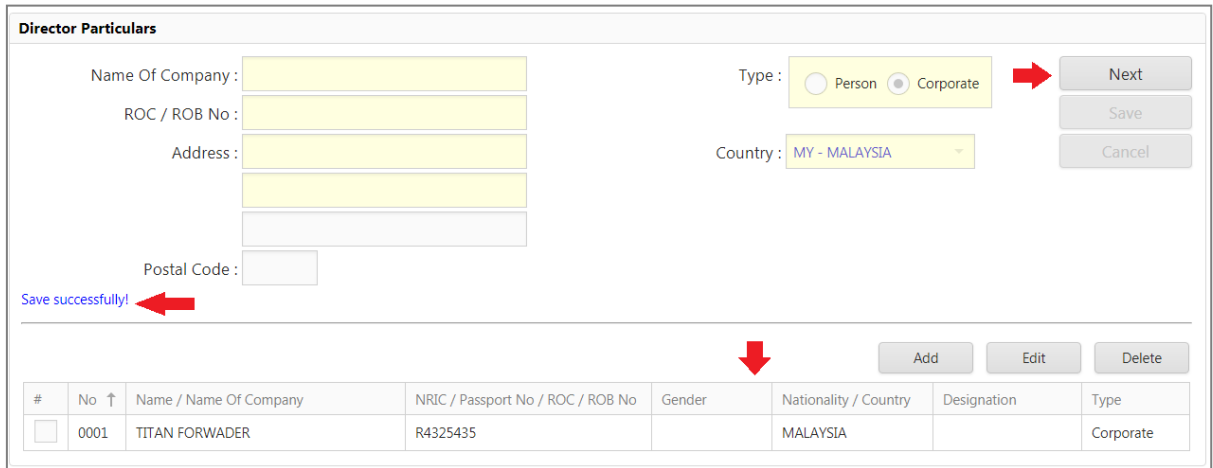
Buttons: Next, Save, Cancel

#	No ↑	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Designation	Type
<input type="checkbox"/>	0001	TITAN FORWADER	R4325435		MALAYSIA		Corporate

Buttons: Add, Edit, Delete

Figure 18

- After complete editing, click on  to save the changes.
- System will show message **Save successfully!** and record will be listed in the grid listing.



Director Particulars

Name Of Company :

ROC / ROB No :

Address :

Postal Code :

Type : Person Corporate

Country : MY - MALAYSIA

Save successfully!

Table:

#	No ↑	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Designation	Type
<input type="checkbox"/>	0001	TITAN FORWADER	R4325435		MALAYSIA		Corporate

Figure 19

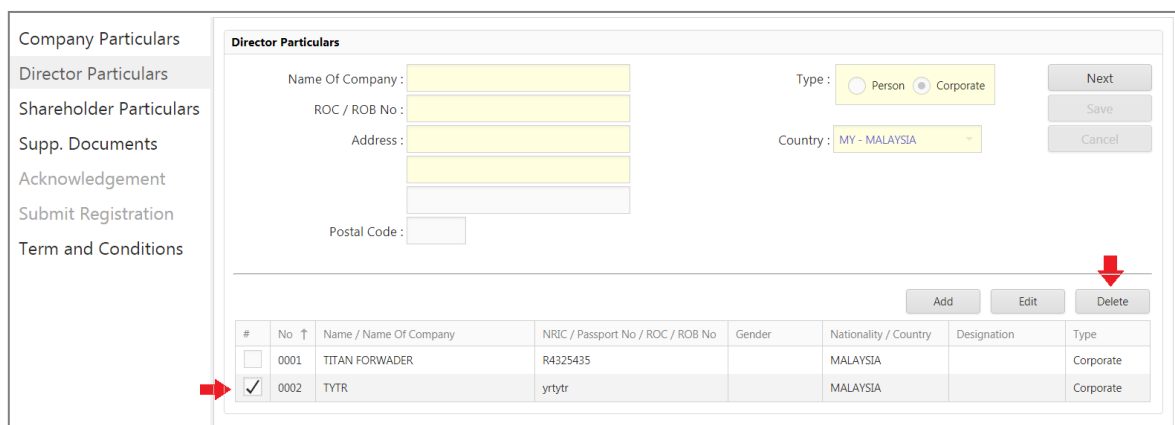
- Click on  button to enter next page.

2.2.3 Delete Record

- Go to **Director Particular > Delete**

Delete listing page will appear as below. Tick on the check box to select the

record and click  button to proceed with deletion.



Director Particulars

Name Of Company :

ROC / ROB No :

Address :

Postal Code :

Type : Person Corporate

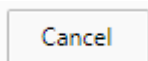
Country : MY - MALAYSIA

Table:

#	No ↑	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Designation	Type
<input type="checkbox"/>	0001	TITAN FORWADER	R4325435		MALAYSIA		Corporate
<input checked="" type="checkbox"/>	0002	TYTR	yrtyr		MALAYSIA		Corporate

Figure 20

- Confirmation message will be prompted to confirm deletion. Otherwise click on



button if user doesn't want to delete the record.

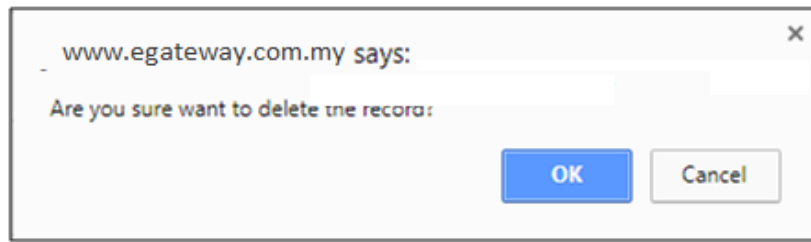


Figure 21

3. System will show message "Record Deleted!" and deleted record will disappear from the listing.

2.3 Shareholder Particulars



Once user saved **Director Particulars**, then only system will activate and allow to key in **Shareholder Particulars**

1. Select **Shareholder Particulars** menu. **Type** field is set as **Person** as below. You need to fill up all the mandatory fields.

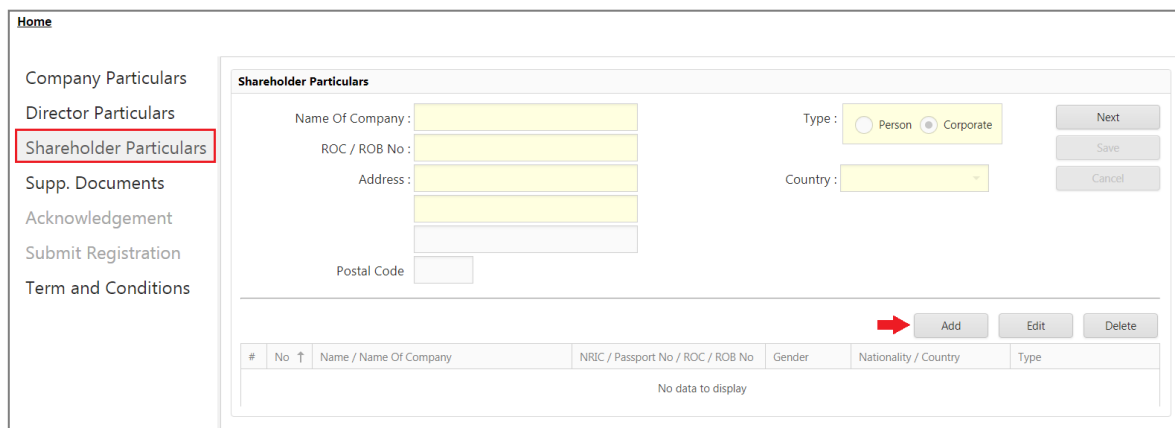


Figure 22

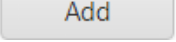
2. Click on  to proceed with Shareholder entries.

Figure 23

- Nationality and Country will be defaulted to **MY-Malaysia** to minimize data entries.

Figure 24

Figure 25

4. Select **Director Particular's** menu. **Type** is set as **Corporate** as below. You need to fill up all the mandatory fields.

Figure 26

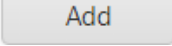
Figure 18

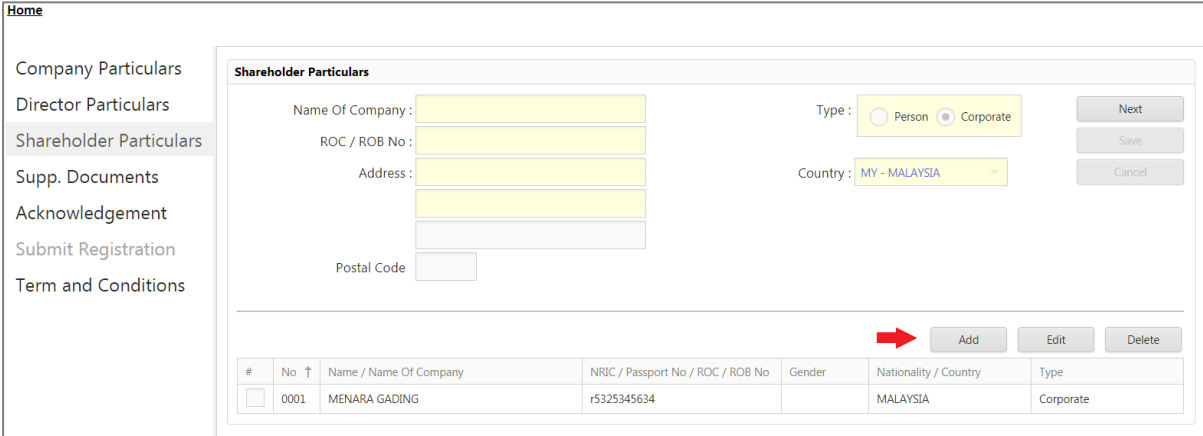


*If **Type** is **Person** users need to fill up extra information for **Gender and Nationality**.*

*Otherwise if **Type** is **Corporate** users need to fill up extra information for **Country** only.*

2.3.1 Add Record

1. Go to **Shareholder Particulars** and click on  button.



Home

Company Particulars
Director Particulars
Shareholder Particulars
Supp. Documents
Acknowledgement
Submit Registration
Term and Conditions

Shareholder Particulars

Name Of Company :

ROC / ROB No :


Address :

Postal Code :

Type : Person Corporate

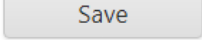
Country : MY - MALAYSIA

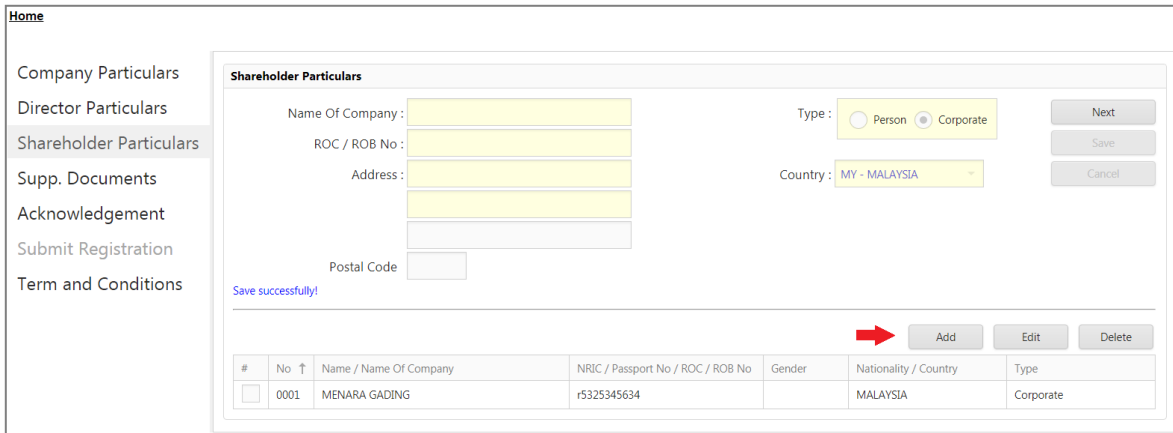
Next
Save
Cancel

 Add Edit Delete

#	No ↑	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Type
<input type="checkbox"/>	0001	MENARA GADING	r5325345634		MALAYSIA	Corporate

Figure 19

2. You need to fill up all mandatory fields then click on  button to save your records.



Home

Company Particulars
Director Particulars
Shareholder Particulars
Supp. Documents
Acknowledgement
Submit Registration
Term and Conditions

Shareholder Particulars

Name Of Company :

ROC / ROB No :

Address :


Postal Code :

Type : Person Corporate

Country : MY - MALAYSIA

Next
Save
Cancel

Save successfully!

 Add Edit Delete

#	No ↑	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Type
<input type="checkbox"/>	0001	MENARA GADING	r5325345634		MALAYSIA	Corporate

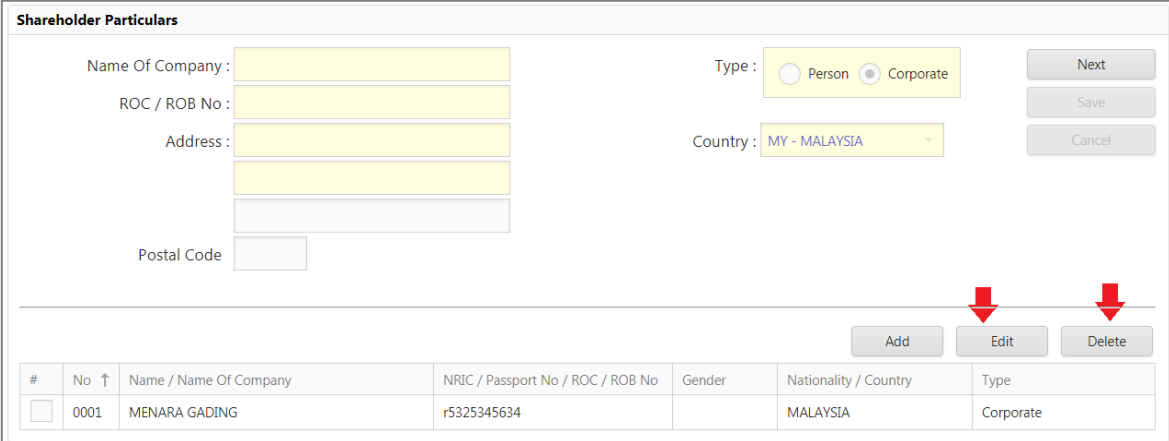
Figure 20

3. System will show message **“Save successfully!”** and record will be listed in the grid listing.

2.3.2 Edit Record

1. Go to **Shareholder Particulars** and listing will display if any existing records.

2. Tick on the selected record and click on  button to proceed with the changes.



Shareholder Particulars

Name Of Company :

ROC / ROB No :

Address :

Postal Code :

Type : Person Corporate

Country : MY - MALAYSIA

Next
Save
Cancel

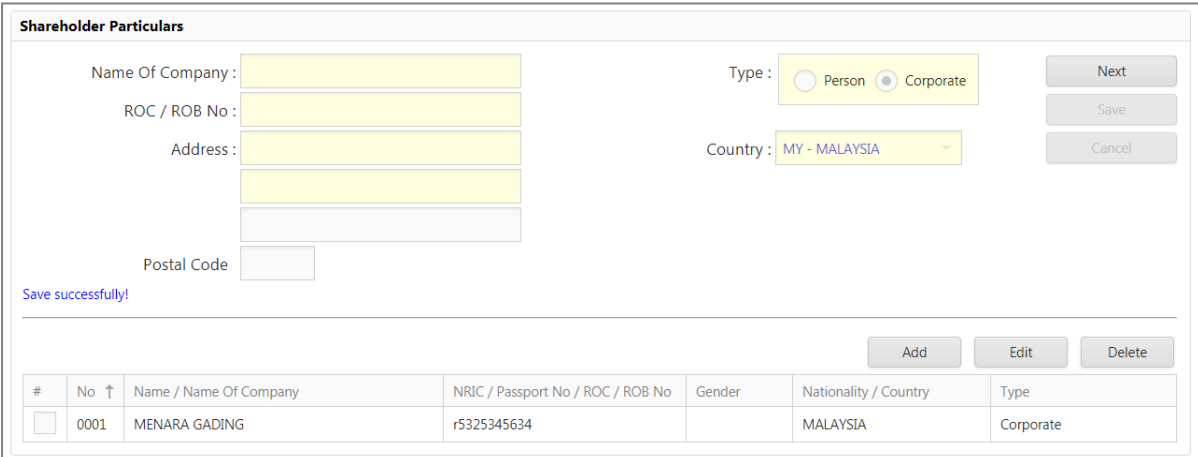
Add Edit Delete

#	No ↑	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Type
<input type="checkbox"/>	0001	MENARA GADING	r5325345634		MALAYSIA	Corporate

Figure 21

3. After complete editing, click on  to save the changes.

4. System will show message "Save successfully!" and record will be listed in the grid listing.



Shareholder Particulars

Name Of Company :

ROC / ROB No :

Address :

Postal Code :

Type : Person Corporate

Country : MY - MALAYSIA

Next
Save
Cancel

Save successfully!

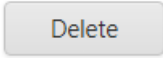
Add Edit Delete

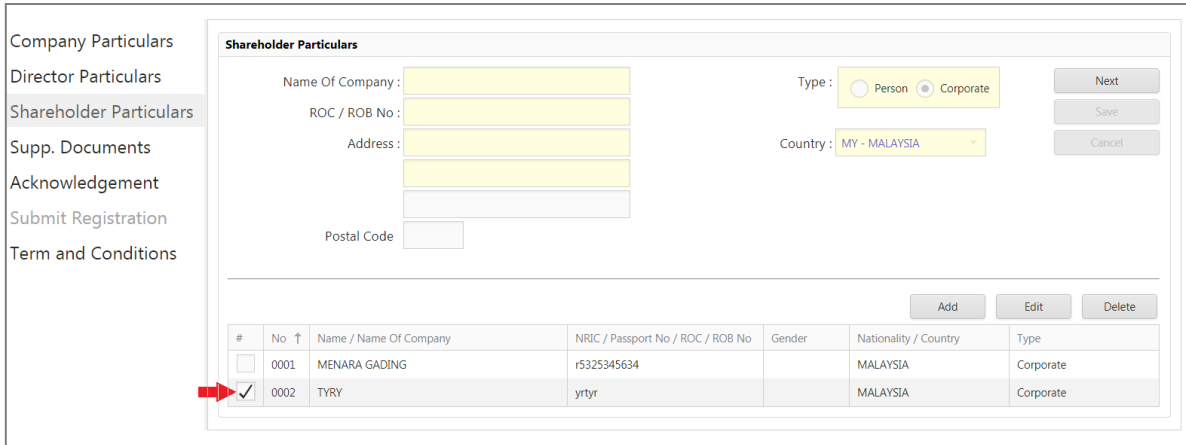
#	No ↑	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Type
<input type="checkbox"/>	0001	MENARA GADING	r5325345634		MALAYSIA	Corporate

Figure 22

2.3.3 Delete Record


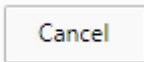
1. Go to **Shareholder Particulars Entry** and listing page will display if any existing records.

2. Tick on the check box for the selected record and click  button to proceed with deletion



#	No	Name / Name Of Company	NRIC / Passport No / ROC / ROB No	Gender	Nationality / Country	Type
<input type="checkbox"/>	0001	MENARA GADING	r5325345634		MALAYSIA	Corporate
<input checked="" type="checkbox"/>	0002	TYRY	ytyr		MALAYSIA	Corporate

Figure 27

3. Confirmation message will be prompted to confirm deletion. Click  to confirm delete otherwise click on  button if user doesn't want to delete the record.

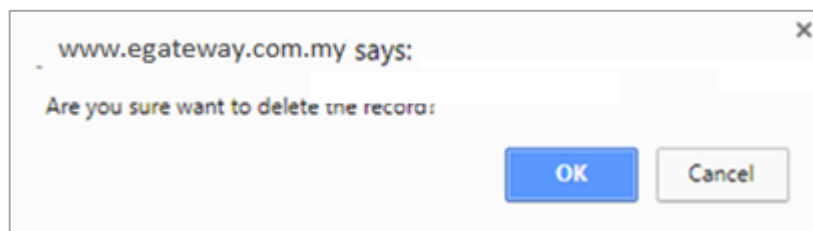


Figure 28

4. Successfully System will show message "Record Deleted!" and deleted record will disappear from the listing.

2.4 Supp. Documents



Once user saved shareholder details, system will allow uploading supporting **documents** to get approval from Port Authority.

1. Select **Supp. Documents** from left menu. Entry page to upload required supporting documents will be displayed as below.

Figure 29

2. Once you click the *Form 9* drop down menu, you can see another option for SSM.

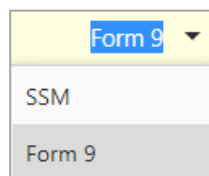


Figure 30

IMPORTANT

3. If you select *Form 9*, fields for *Form 29*, *Form 42* and *SMK/SPAD* will be activated and this requires uploading documents in pdf format.
4. When select *SSM*, only *SSM* and *SMK/SPAD* require to be uploaded.

Note: Below is the explanation of Form 9, 49 and 24

No	Form Type	Description
1	Form 9	Certificate of Registration from Companies Commission of Malaysia (CCM)
2	Form 49	Name and the address of the directors
3	Form 24	List of the shareholders



1. Select **Form 9** will require to upload **Form 9, Form 49, Form 24 and SMK/SPAD**
2. Select **SSM Form** will require **SSM and SMK/SPAD** to be uploaded.
3. If **Company Registration Type** is Forwarding Agent / Shipping Agent, system requires **Custom Certificate** to be uploaded.
4. For **Haulier and Depot Company Registration**, it will require **SPAD Permit if Registration** to be uploaded.

3. Click on button to select and upload required supporting documents.

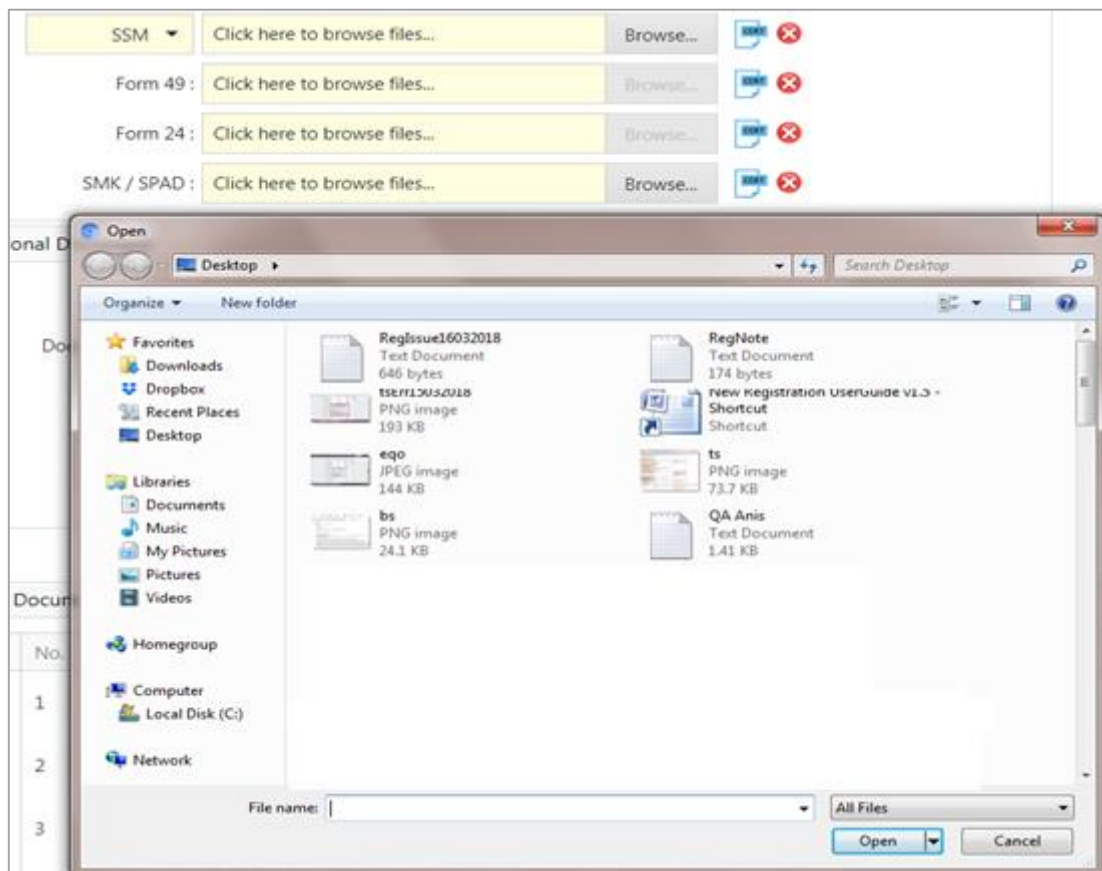
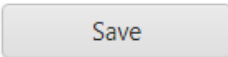


Figure 31

4. Click on  button once complete upload all the required documents.
5. System will show message “[Form 9](#), [Form 49](#), [Form 24](#), [Form Custom cert](#), [Save successfully!](#)” Supp. Documents Listing will list out all uploaded documents in the list.






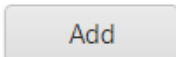
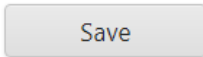
Supp. Documents					
#	No.	Document Name	Remark	Subject	View Document
<input type="checkbox"/>	1	Sample UG CT Tracking CGM Mobile App.pdf	add	additional	
<input type="checkbox"/>	2	Sample UG CT Tracking CGM Mobile App.pdf	Form 9	Form 9	
<input type="checkbox"/>	3	Sample UG CT Tracking CGM Mobile App.pdf	Form 49	Form 49	
<input type="checkbox"/>	4	Sample UG CT Tracking CGM Mobile App.pdf	Form 24	Form 24	
<input type="checkbox"/>	5	Sample UG CT Tracking CGM Mobile App.pdf	Custom Cert	Custom Cert	

Figure 32

2.4.1 Add Record

1. Go to **Supp. Document** and click on  button.
2. User need to fill up all mandatory fields. Click on **Browse** button for each form type, select the files then click on  button to save records.

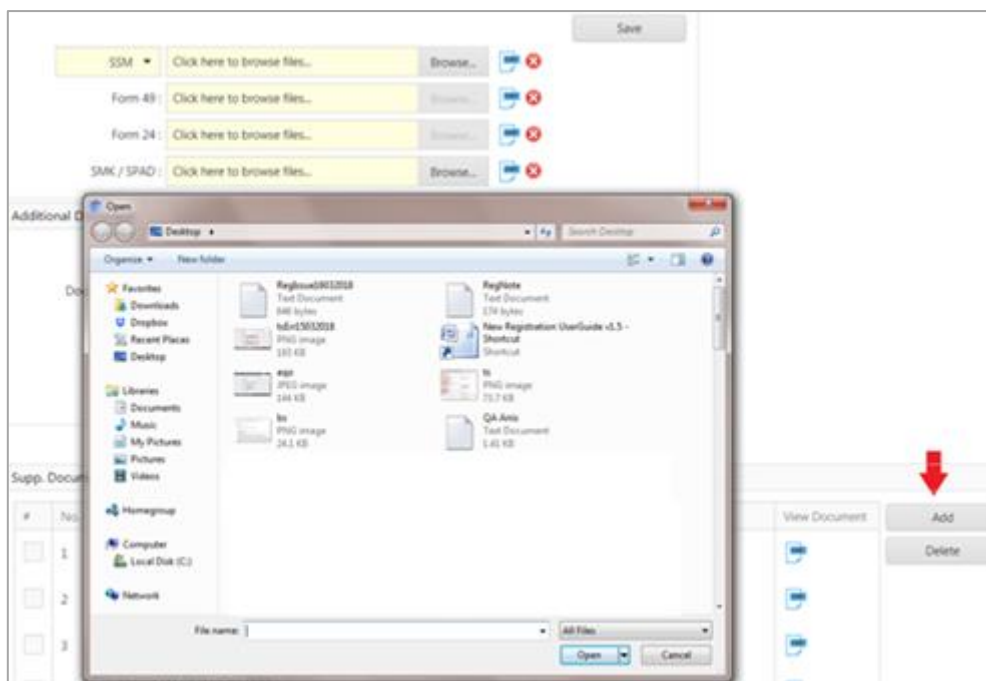



Figure 33

3. You can also add other additional documents as show in below figure.

Figure 34

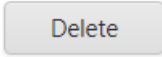
4. Enter the **Subject**, **Remark** and click on **Browse** button to select any document then click on  button to save records with message display “Additional Document save successfully!”

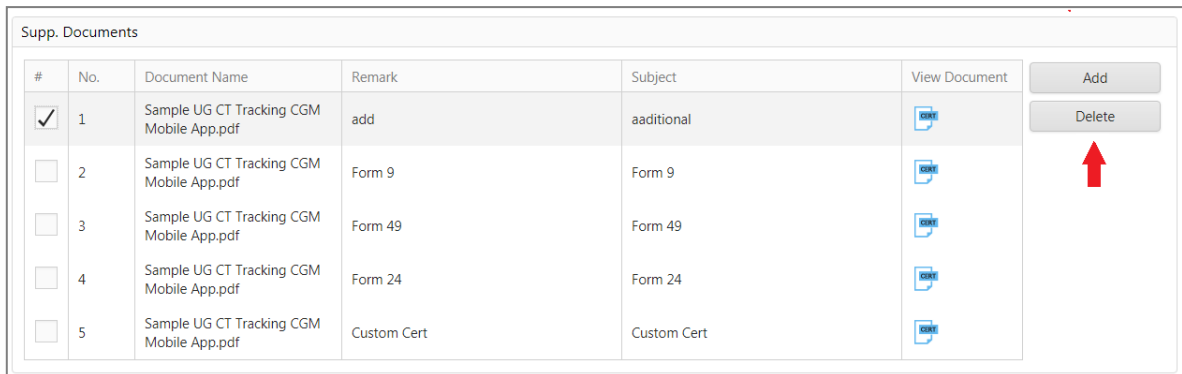
5. Save uploaded **Additional Documents** will be shown on the **Supp. Documents** Listing.

#	No.	Document Name	Remark	Subject	View Document	
<input type="checkbox"/>	1	Sample UG CT Tracking CGM Mobile App.pdf	add	aadditional		
<input type="checkbox"/>	2	Sample UG CT Tracking CGM Mobile App.pdf	Form 9	Form 9		
<input type="checkbox"/>	3	Sample UG CT Tracking CGM Mobile App.pdf	Form 49	Form 49		
<input type="checkbox"/>	4	Sample UG CT Tracking CGM Mobile App.pdf	Form 24	Form 24		
<input type="checkbox"/>	5	Sample UG CT Tracking CGM Mobile App.pdf	Custom Cert	Custom Cert		

Figure 35

2.4.2 Delete Record

1. Go to **Supp.Documents** and listing page will display if any existing records.
2. Tick on the record and click on  button to delete.









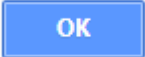
#	No.	Document Name	Remark	Subject	View Document	
<input checked="" type="checkbox"/>	1	Sample UG CT Tracking CGM Mobile App.pdf	add	aadditional		<input type="button" value="Add"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	2	Sample UG CT Tracking CGM Mobile App.pdf	Form 9	Form 9		
<input type="checkbox"/>	3	Sample UG CT Tracking CGM Mobile App.pdf	Form 49	Form 49		
<input type="checkbox"/>	4	Sample UG CT Tracking CGM Mobile App.pdf	Form 24	Form 24		
<input type="checkbox"/>	5	Sample UG CT Tracking CGM Mobile App.pdf	Custom Cert	Custom Cert		

Figure 36

3. Click  to confirm delete the record. Click on cancel button if you want to cancel deletion

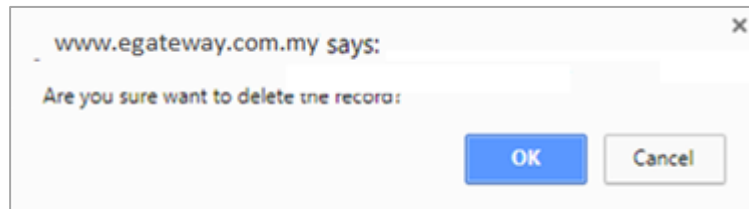


Figure 37

2.5 Acknowledgement

1. Select **Acknowledgement** from left menu and the page will display as below.

Company Particulars
Director Particulars
Shareholder Particulars
Supp. Documents
Acknowledgement
Submit Registration
Term and Conditions

Acknowledgement

Warehouse Operator FF / SA / FA (Non Warehouse Operator) Haulier Container Depot

FF / SA / FA (Non Warehouse Operator)

1. Registration is open to Freight Forwarder, Forwarding Agent and Shipping Agent only.
2. The issued Account No is not transferable in ownership or be used by other parties.
3. The scanned supporting documents must be uploaded together with this on-line registration form. The supporting documents required :
 - i. Copy of Form 9 or SSM certified by Company Secretary
 - ii. Form 24 certified by Company Secretary
 - iii. Form 49 certified by Company Secretary
 - iv. Customs Certificate / License by Royal Malaysian Customs Department
4. Duly completed registration form received will be processed within five (5) working days.
5. Johor Port Authority reserves its right, in addition to the stated terms & conditions, amend or add or impose additional terms & conditions as deemed necessary.
6. Any enquiry regarding this application, kindly contact:
(En. Abdul Raqib) Tel: +607-2534000 Ext: 4059

I agree Term & Condition above

Figure 38

2. Tick on the check box of I agree Term & Condition above before you can proceed to submit the registration.



If you not agree and tick the above Terms & Condition, system will not allow submit any company registration.

3. If check box “I agree Term & Condition Above” is not ticked, system will not proceed further until you tick it

Alert Message

Please acknowledge in page of Terms & Condition before submit!

OK Cancel

Figure 39

2.6 Submit Registration

1. Select **Submit Registration** from left menu and below page will display.

Company Particulars
Director Particulars
Shareholder Particulars
Supp. Documents
Acknowledgement
Submit Registration
Term and Conditions

Submit Registration

Declaration Declaration

Declaration

I/We certify that all particulars submitted in the above registration form, including all attached supporting documents, are true and correct.

I/We agree to accept all the terms and conditions, including rules and regulation as stated in the annex, Port Authorities Act 1963, Johor Port Authority By Law and other laws and regulations currently in force and all amendments from time to time.

I/We understand that should there be falsification in the particulars provided in the above registration form or in violation with any of the laws, regulations, rules and conditions, my/our application for registration will not be considered and any approval, if given, will be revoked.

I agree Term & Condition above

Name AMIN BIN ABU
NRIC / Passport No 700101011234
Email masitar@gmail.com

Submit

Figure 40

4. Declarant details will auto display. This info is retrieved from registration information.
5. Tick on the **check box** I agree Term & Condition above before proceed to click on **Submit** button.
6. System will prompt a message during your submission.

Submit

Your application will be processed within 5 working days.
Correspondence will be send via this email :
amin@gmail.com

Acknowledge

OK

Figure 41

7. Tick on the Acknowledge will allow system process the submission and send an email notification on your registration.
8. Untick the check box if you do not require to receive any acknowledgement on your registration.
9. Your registration will be submitted to Johor Port Authority and you will be notified on registration status via registered email.

2.7 Term and Conditions

1. Select **Term and Conditions** from left menu. The page will display as below.
2. Term & Conditions will be different according to the **Registration Type**.

Warehouse

The screenshot shows a web interface for registration terms and conditions. At the top, there is a navigation bar with four tabs: 'Warehouse Operator', 'FF / SA / FA (Non Warehouse Operator)', 'Haulier', and 'Container Depot'. The 'Warehouse Operator' tab is selected and highlighted with a red border. Below the navigation bar, the page title is 'Term & Conditions Of Registration'. The main content area is titled 'Warehouse Operator' and contains a list of six numbered conditions. The text is as follows:

Term & Conditions Of Registration

Warehouse Operator FF / SA / FA (Non Warehouse Operator) Haulier Container Depot

Warehouse Operator

1. Registration is open to Warehouse only.
2. The issued Account No is not transferable in ownership or be used by other parties.
3. The scanned supporting documents must be uploaded together with this on-line registration form. The supporting documents required :
 - i. Copy of Form 9 or SSM certified by Company Secretary
 - ii. Form 24 certified by Company Secretary
 - iii. Form 49 certified by Company Secretary
4. Duly completed registration form received will be processed within five (5) working days.
5. Johor Port Authority reserves its right, in addition to the stated terms & conditions, amend or add or impose additional terms & conditions as deemed necessary.
6. Any enquiry regarding this application, kindly contact:
(En. Abdul Raqib) Tel: +607-2534000 Ext: 4059

Figure 42

FF/SA/FA (Non Warehouse Operator)

The screenshot shows a web interface for registration terms and conditions. At the top, there is a navigation bar with four tabs: 'Warehouse Operator', 'FF / SA / FA (Non Warehouse Operator)', 'Haulier', and 'Container Depot'. The 'FF / SA / FA (Non Warehouse Operator)' tab is selected and highlighted with a red border. Below the navigation bar, the page title is 'Term & Conditions Of Registration'. The main content area is titled 'FF / SA / FA (Non Warehouse Operator)' and contains a list of six numbered conditions. The text is as follows:

Term & Conditions Of Registration

Warehouse Operator FF / SA / FA (Non Warehouse Operator) Haulier Container Depot

FF / SA / FA (Non Warehouse Operator)

1. Registration is open to Freight Forwarder, Forwarding Agent and Shipping Agent only.
2. The issued Account No is not transferable in ownership or be used by other parties.
3. The scanned supporting documents must be uploaded together with this on-line registration form. The supporting documents required :
 - i. Copy of Form 9 or SSM certified by Company Secretary
 - ii. Form 24 certified by Company Secretary
 - iii. Form 49 certified by Company Secretary
 - iv. Customs Certificate / License by Royal Malaysian Customs Department
4. Duly completed registration form received will be processed within five (5) working days.
5. Johor Port Authority reserves its right, in addition to the stated terms & conditions, amend or add or impose additional terms & conditions as deemed necessary.
6. Any enquiry regarding this application, kindly contact:
(En. Abdul Raqib) Tel: +607-2534000 Ext: 4059

Figure 43

Haulier

Term & Conditions Of Registration

Warehouse Operator FF / SA / FA (Non Warehouse Operator) **Haulier** Container Depot

Haulage

1. Registration is open to Haulage Companies only.
2. The issued Account No is not transferable in ownership or be used by other parties.
3. The scanned supporting documents must be uploaded together with this on-line registration form. The supporting documents required :
 - i. Copy of Form 9 or SSM certified by Company Secretary
 - ii. Form 24 certified by Company Secretary
 - iii. Form 49 certified by Company Secretary
 - iv. Commercial Vehicle License (Land and Public Transport Commission)
4. Duly completed registration form received will be processed within five (5) working days.
5. Johor Port Authority reserves its right, in addition to the stated terms & conditions, amend or add or impose additional terms & conditions as deemed necessary.
6. Any enquiry regarding this application, kindly contact:
(En. Abdul Raqib) Tel: +607-2534000 Ext: 4059

Figure 44

Container Depot

Term & Conditions Of Registration

Warehouse Operator FF / SA / FA (Non Warehouse Operator) Haulier **Container Depot**

Container Depot

1. Registration is open to Container Depot Operator only.
2. The scanned supporting documents must be uploaded together with this on-line registration form. The supporting documents required :
 - i. Commercial Vehicle License (Land and Public Transport Commission)
 - ii. Copy of Form 9 or SSM certified by Company Secretary
 - iii. Form 49 and Form 24 or Custom Certificate (If applicable) certified by Company secretary.
3. Duly completed registration form received will be processed within five (5) working days.
4. Johor Port Authority reserves its right, in addition to the stated terms & conditions, amend or add or impose additional terms & conditions as deemed necessary.
5. Any enquiry regarding this application, kindly contact:
(En. Abdul Raqib) Tel: +607-2534000 Ext: 4059

Figure 45

2.8 Email Notification

2.8.1 Successfully Registered

1. Once submitted registration is successful and acknowledged, you will receive below email notification on your registration with subject **eGateway - New Company Registration**.

MASTURA KIMAN:

EMAIL FROM LPJ TO USER

Dear Sir/Madam,

*Welcome to eGateway. You have successfully submitted your USER REGISTRATION with eGateway. Your registration is in progress and approval acknowledgement will be sent via email.
Thank you.*

*Regards,
eGateway System Administrator*

System Date/Time: 04/Sep/2019 14:16

This is a computer generated e-mail, please do not reply directly

Procedure and process: **Johor Port Authority**

Officer In Charge :

Abd Raqib Mohamed

607 - 253 4059

Email: egateway.admin@lpj.gov.my

Fax : 607 - 252 3730

Hotline Support

Rank Alpha Technologies Sdn Bhd

Tel : 018 - 462 0355 (Johor Bahru) / 018 - 462 0377 (Johor Bahru)

Email : helpdesk@rankalpha.com / helpdesk.rankalpha@gmail.com

Figure 46

2. Approved registration by Johor Port Authority will notify you via your registered email with subject **eGateway - New Company Approval**.

Dear MASTURA KIMAN ,

Congratulation,

Your registration as a USER in eGateway has been approved. **This User Registration Approval is only valid for two (2) years. You would be notified two (2) months prior to expiry date to renew your USER REGISTRATION.**

You are hereby assigned the following eGateway Login Account:

Account No. : **RSL0000404**
User ID : **ralogin**
Password : **347515**
Agent Code : **BJ0449**
Any enquiry, please contact :
Officer In Charge : Lembaga Pelabuhan Johor
Email Address : Official@lpj.gov.my

Click [here](#) to log into eGateway system.

eGateway is an online community Port Single Window System with the vision to offer a full-fledged collaborative electronic business exchange to fulfill the trade & logistics players' needs in accordance with international trade Best Practices.

If you need any assistance on the system, please call us at :

Procedure and process: **Johor Port Authority**
Officer In Charge :
Abd Raqib Mohamed
607 - 253 4059
Email: egateway.admin@lpj.gov.my
Fax : 607 - 252 3730

Hotline Support
Rank Alpha Technologies Sdn Bhd
Tel : 018 - 462 0355 (Johor Bahru) / 018 - 462 0377 (Johor Bahru)
Email : helpdesk@rankalpha.com / helpdesk.rankalpha@gmail.com

Thank you for registration with us.

Regards,

eGateway System Admin

Figure 47

3. Upon receiving the **User ID** and **Password**, you should be able to access **eGateway System** from the Login Page.

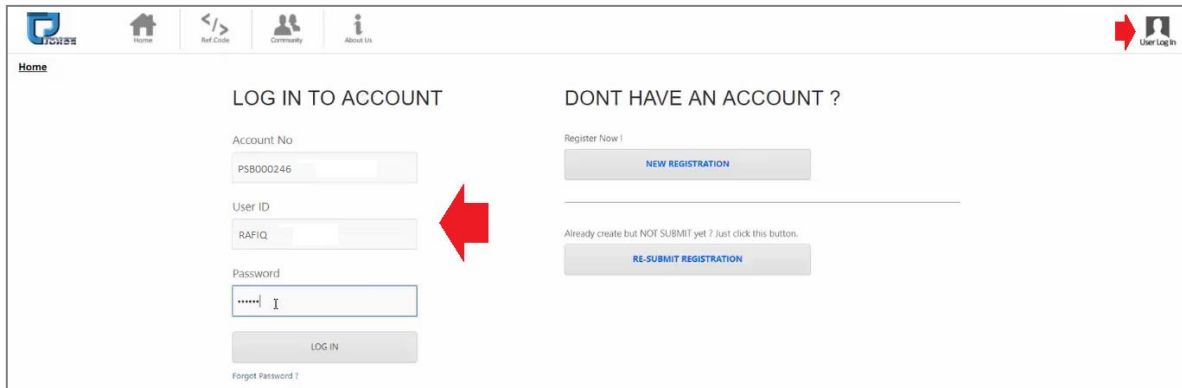


Figure 48

4. Upon receiving this email, User can start login to the website using the assigned user ID and password given in the email.

Account No : [This is your account number to be entered during login]

User ID : [User ID to be entered during login]

Password : [Temporary password for user first time login]

5. System will prompt Change Password screen after you've login with given temporary password successfully.



Figure 49

6. It is mandatory to change the password in order to proceed with login into **eGateway System**.

2.8.2 Hold/Reject Registration

1. You will get an email notification if registration is rejected by Johor Port Authority with subject **eGateway - New Company Rejected/Hold**.

Dear MASTURA KIMAN ,

Please be notified that your User Registration is REJECTED due to the following reason(s)

Remarks: **wrong uCustoms ID**
Please re-submit your account using below url :

Roc No : R04092019C
Company Name : RA MBT SHIPPING SDN BHD
Applicant Name : MASTURA KIMAN
Applicant IC : 74010101234
Branch : HQ
Security Code : **Y1BX4AHR**
Expiry Date : **07/09/2019**
User ID : raadmin

Click [here](#) to re-submit your application.
Any enquiry, please contact :
Officer In Charge : LEMBAGA PELABUHAN JOHOR
Email Address : Official@lpj.gov.my

If you need any assistance on the system, please contact us at :

Procedure and process: **Johor Port Authority**
Officer In Charge :
Abd Raqib Mohamed
607 - 253 4059
Email: egateway.admin@lpj.gov.my
Fax : 607 - 252 3730

Hotline Support:
Rank Alpha Technologies Sdn Bhd
Tel : 018 - 462 0355 (Johor Bahru) / 018 - 462 0377 (Johor Bahru)
Email : helpdesk@rankalpha.com / helpdesk.rankalpha@gmail.com

Regards,
eGateway System Admin

Figure 50

- Any registration that is put on hold by Johor Port Authority will also trigger an email notification to your registered email address with subject **eGateway - New Company Rejected/Hold**.

Dear MASTURA KIMAN ,

Please be notified that your User Registration is HOLD due to the following reason(s)

Remarks: **Invalid Agent Code**
Please re-submit your account using below url :

Roc No : R04092119D
Company Name : RA MBT SHIP SDN BHD
Applicant Name : MASTURA KIMAN
Applicant IC : 740101011234
Branch : HQ
Security Code : **MP41G0IR**
Expiry Date : **07/09/2019**
User ID : RAADMIN

Click [here](#) to re-submit your application.
Any enquiry, please contact :
Officer In Charge : LEMBAGA PELABUHAN JOHOR
Email Address : Officialtesting@lpj.gov.my

If you need any assistance on the system, please contact us at :

Procedure and process: **Johor Port Authority**
Officer In Charge :
Abd Raqib Mohamed
607 - 253 4059
Email: egateway.admin@lpj.gov.my
Fax : 607 - 252 3730

Hotline Support:
Rank Alpha Technologies Sdn Bhd
Tel : 018 - 462 0355 (Johor Bahru) / 018 - 462 0377 (Johor Bahru)
Email : helpdesk@rankalpha.com / helpdesk.rankalpha@gmail.com

Regards,
eGateway System Admin

Figure 51

- To amend your registration, you have to **re-Submit** your registration and system will let you modify and complete the information whichever necessary.

Chapter 3 Re-Submit Registration

3 Re-Submit Registration Module

Click on Re-Submit Registration button.

The screenshot shows a web interface with two main sections. On the left, under 'LOG IN TO ACCOUNT', there are input fields for 'Account No', 'User ID' (containing 'MASTER'), and 'Password' (masked with dots). Below these is a 'LOG IN' button and a 'Forgot Password?' link. On the right, under 'DONT HAVE AN ACCOUNT?', there is a 'Register Now!' section with a 'NEW REGISTRATION' button. Below that, a message says 'Already create but NOT SUBMIT yet ? Just click this button.' with a 'RE-SUBMIT REGISTRATION' button highlighted by a red box.

Figure 52

3.1 Re-Submit User Registration

1. Re-Submit can be done for 3 situations :
 - i. Registration is rejected or put on hold by Johor Port Authority.
 - ii. Resubmit after Security Code has expired during Port Authority rejection or on hold registration.
 - iii. Save registration without submission
2. If registration is **Rejected** or put on **Hold** by Johor Port Authority, you still need to amend and re-submit the registration with the security code provided.
3. Once Security Code is expired, you need to request for a new security code in order to proceed with resubmission.
4. For the case of incomplete data entry and user exit before submission, you can still continue the registration via **Re-Submit** option.

3.1.1 Re-Submit due to Rejected or Hold

1. All registration that is rejected or put on hold can still proceed for amendment via Re-Submit option.
2. You will receive an email notification with subject **eGateway - New Company Rejected/Hold**.
3. *Security Code* for both rejected and on hold registration is provided in the email sent by Port Authority during rejection or on hold.

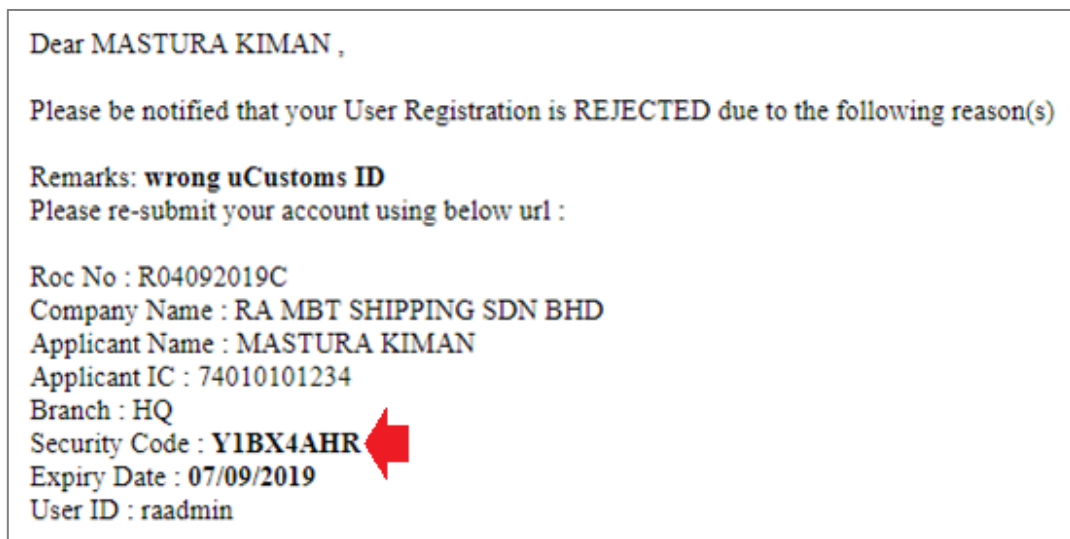


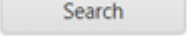
Figure 53

4. Enter all required information from Re-Submit Registration with **Security Code** provided.

The image shows a web form titled "Re-Submit User Registration". The form contains the following fields and elements:

- Instruction: "Please key in security code that has given in email address you used when registering with us."
- ROC No * : [Text input field]
- Category * : [Dropdown menu showing "SA - SHIPPING AGENT"]
- Email Address * : [Text input field]
- Security Code * : [Text input field] with a link "Request New Security Code" and a red arrow pointing to it.
- A red arrow points to the "Security Code *" label.
- A red arrow points to the "Search" button.
- A red arrow points to the "Cancel" button.
- Footnote: "* Required field in order to proceed"

Figure 54

- Click  button to search the required record and system will bring you to registration page once you have entered valid information.

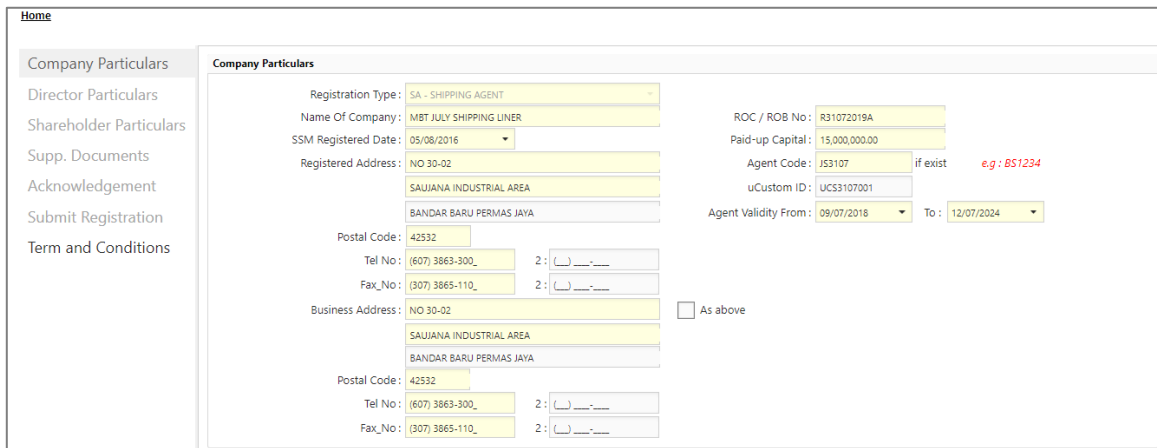


Figure 55

- You may proceed to do any changes and submit the registration as usual.



- Security Code will be expired within 3days
- During expiry, Security Code can be request from the link on Re-Submit page.
- From the email also you can resubmit your application by clicking on the link given.

- If company registration has been approved from previous resubmission, system will shows message “Company Profile is approved. Please Login for amendment”

Dear MASTURA KIMAN ,

Please be notified that your User Registration is REJECTED due to the following reason(s)

Remarks: wrong uCustoms ID
Please re-submit your account using below url :

Roc No : R04092019C
Company Name : RA MBT SHIPPING SDN BHD
Applicant Name : MASTURA KIMAN
Applicant IC : 74010101234
Branch : HQ
Security Code : Y1BX4AHR
Expiry Date : 07/09/2019
User ID : raadmin

Click [here](#) to re-submit your application.

Any enquiry, please contact :
Officer In Charge : LEMBAGA PELABUHAN JOHOR
Email Address : Official@lpj.gov.my

Figure 56

3.1.2 Re-Submit with Expiry Security Code

1. *Security Code* provided in Reject/Hold email notification during New Registration process will expire in 3 days.

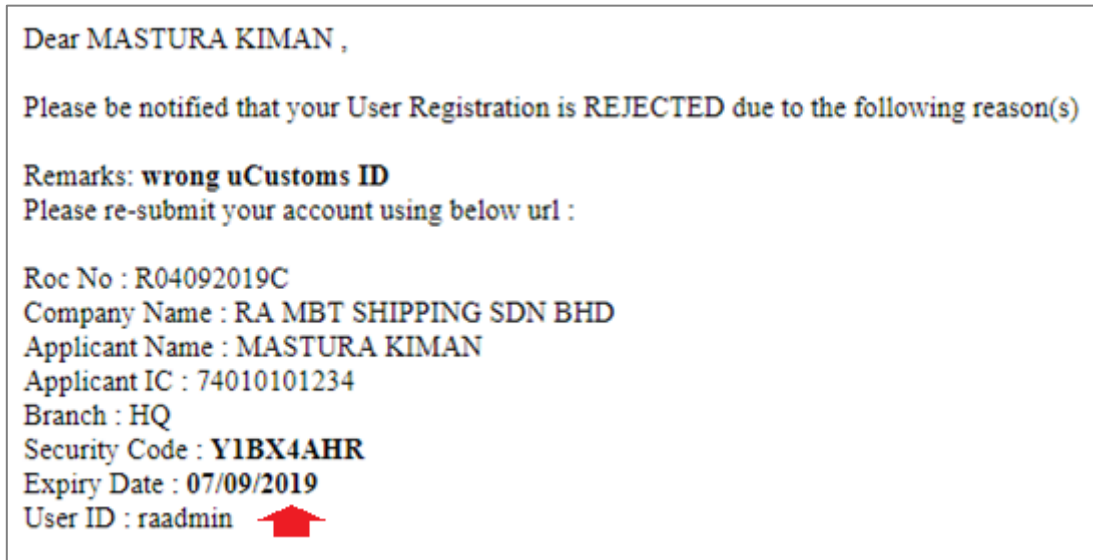
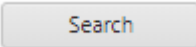


Figure 57

2. Once click on  button, system will check if the *Security Code* is still valid or expired.
3. A message will display to notify that your *Security Code* has expired. **"Security Code expired! Please request new Security Code!"**.

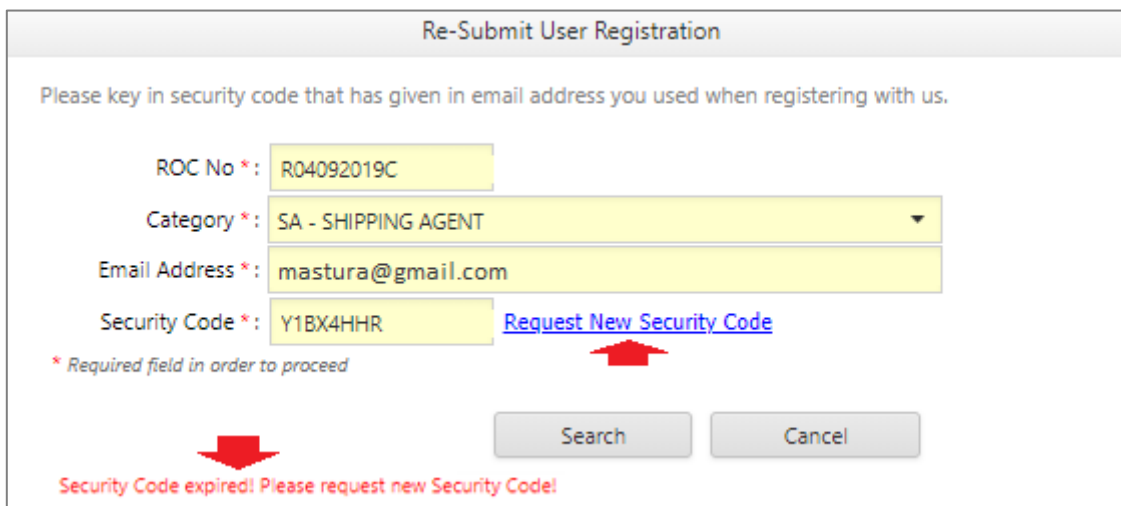


Figure 58

4. You have to click on [Request New Security Code](#) to request for new security code before can proceed for resubmit.

5. Successful request will show a message as below.

Re-Submit User Registration

Please key in security code that has given in email address you used when registering with us.

ROC No *: R04092019C

Category *: SA - SHIPPING AGENT

Email Address *: mastura@gmail.com

Security Code *: Y1BX4HHR [Request New Security Code](#)

* Required field in order to proceed

Search Cancel

New Security Code has been sent to your registered email!

Figure 59

6. You will receive an email notification with subject **eGateway - Request Security Code**.

7. New Security Code can be retrieved from your registered email as below.

Dear Sir/Madam ,

Please be notified that the system has received new Security Code application.

Your Security Code is : IIC7ZP2C

Roc No : R04092019C
Company Name : RA MBT SHIPPING SDN BHD
Branch : HQ
Applicant Name : MASTURA KIMAN
Expiry Date : 07/09/2019

We recommend you to click [here](#) to re-submit your application as soon as possible. Please do not share this email, link or security code with others.

Procedure and process:
Johor Port Authority
Tel : 607 - 253 4059
Fax : 607 - 251 7684
Email: eGateway.admin@lpj.gov.my

If you need any assistance on the system, please contact us at :

Rank Alpha Technologies Sdn Bhd
Tel : 018 - 462 0355 (Johor Bahru) / 018 - 462 0377 (Johor Bahru)
EMAIL: helpdesk@rankalpha.com

Thank You

Regards,

eGateway System Admin

Figure 60

8. You may use the provided Security Code to proceed with Re-Submit registration.

3.1.3 Re-Submit for saved registration before submission

1. Any saved registration before submit can still be continued from **Re-Submit Registration** option.

Re-Submit User Registration

Please key in security code that has given in email address you used when registering with us.

ROC No * :

Category * : SA - SHIPPING AGENT

Email Address * :

Security Code * : [Request New Security Code](#)

* Required field in order to proceed

Figure 61

2. Enter all required information including *Security Code*.
3. Security Code can be requested by clicking on [Request New Security Code](#) link.
4. Message “[New Security Code has been sent to your registered email!](#)” will appear once request is processed successfully.

Re-Submit User Registration

Please key in security code that has given in email address you used when registering with us.

ROC No * : R04092019G

Category * : SA - SHIPPING AGENT

Email Address * : mastura@gmail.com

Security Code * : [Request New Security Code](#)

* Required field in order to proceed

New Security Code has been sent to your registered email!

Figure 62



- *Security Code will be expire within 3days*
- *Security Code can be requested from the link [Request New Security Code](#).*

5. You will receive an email notification with subject **eGateway - Request Security Code**

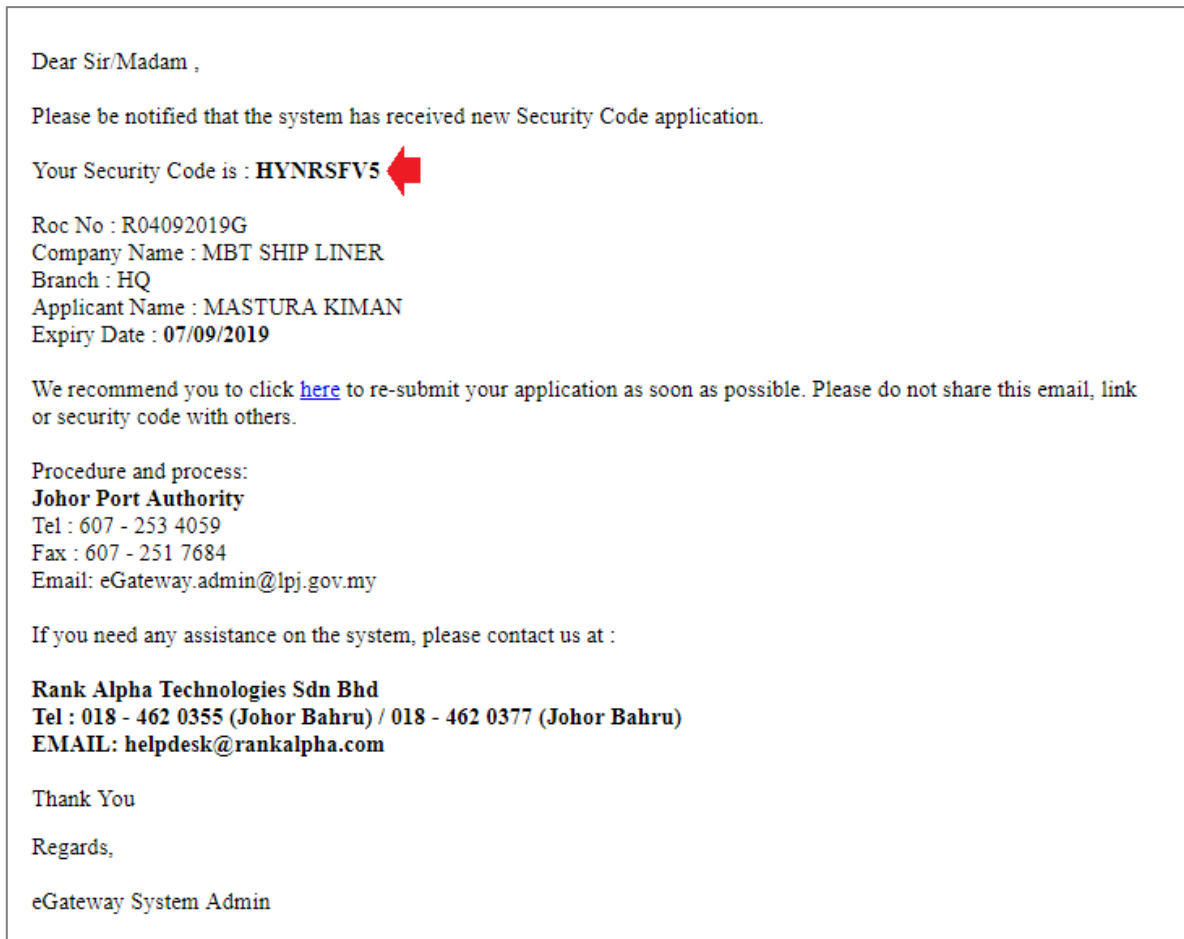
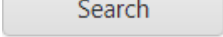


Figure 63

6. Enter the provide *Security Code* and click on  button to find the record in the System.



- *When you receive a message “Invalid Security Code”, this means you have entered wrong security code or you have submitted your New Registration and your Security Code no more valid.*
- *Please wait for the response from Port Authority for the status of your registration.*

Re-Submit User Registration

Please key in security code that has given in email address you used when registering with us.

ROC No * : R04092019G

Category * : SA - SHIPPING AGENT

Email Address * : mastura@gmail.com

Security Code * : OGIFQ66X [Request New Security Code](#)

* Required field in order to proceed

Invalid Security Code!

Search Cancel

Figure 64

- Once record is found, system will show the registration details and you can amend before submitting the registration.

Home

Company Particulars

Director Particulars

Shareholder Particulars

Supp. Documents

Acknowledgement

Submit Registration

Term and Conditions

Company Particulars

Registration Type : SA - SHIPPING AGENT

Name Of Company : MBT JULY SHIPPING LINER

SSM Registered Date : 05/08/2016

Registered Address : NO 30-02
SAUJANA INDUSTRIAL AREA
BANDAR BARU PERMAS JAYA

Postal Code : 42532

Tel No : (607) 3863-300_ 2 : () _ _ _ _

Fax No : (307) 3865-110_ 2 : () _ _ _ _

Business Address : NO 30-02 As above
SAUJANA INDUSTRIAL AREA
BANDAR BARU PERMAS JAYA

Postal Code : 42532

Tel No : (607) 3863-300_ 2 : () _ _ _ _

Fax No : (307) 3865-110_ 2 : () _ _ _ _

ROC / ROB No : R31072019A

Paid-up Capital : 15,000,000.00

Agent Code : JS3107 if exist e.g : BS1234

uCustom ID : UC53107001

Agent Validity From : 09/07/2018 To : 12/07/2024

Figure 65

- Registration can be submitted as usual from **Submit Registration** option.

Chapter 4 Forgot Password

4 Forgot Password

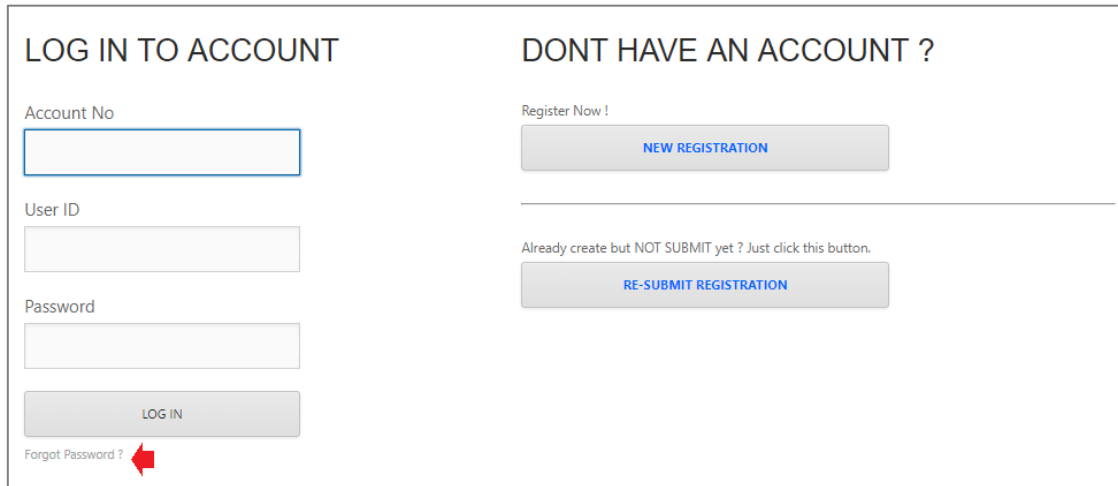


Figure 66

1. Clicking on [Forgot Password ?](#) will navigate you to the Forgot Password screen.

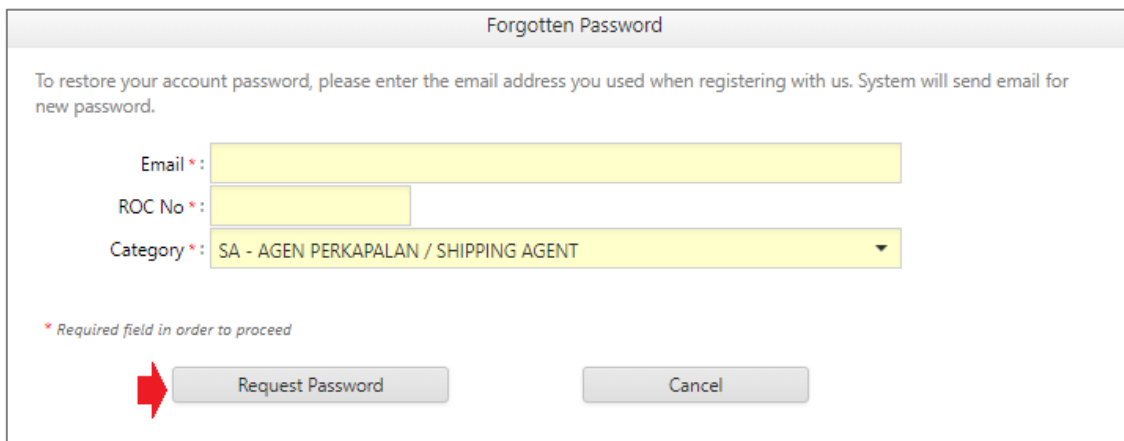


Figure 67

2. Enter the same email address used during registration.
3. Enter ROC No. of your registered company.
4. Select your company category from the drop down list.
5. All fields are mandatory and must be filled in before you can request for password.
6. Click on [Request Password](#) button to proceed with the request and system will display a message **“Password sent to your email. Please check your email.”** after your request is successfully sent.

Figure 68

7. If ROC No entered does not exist in the system, you will be getting a message **"Company not found!"**.
8. You will get an email from **eGateway System** with the details of your newly assigned password and subject **eGateway - Reset Password**.

Figure 69

Chapter 5 Admin

5 Admin Module

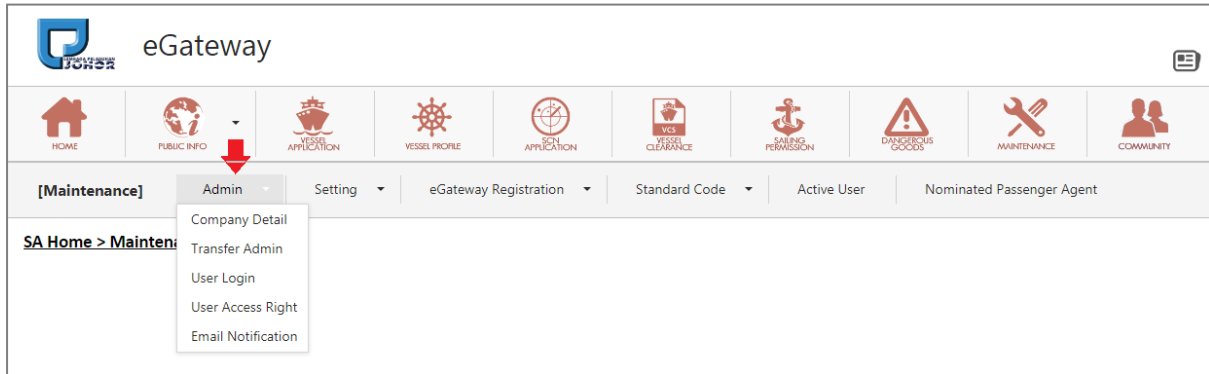


Figure 70

5.1 Company Details

1. As a registered company in **eGateway System**, system enables you to view your company details from Admin module via Company Details option.

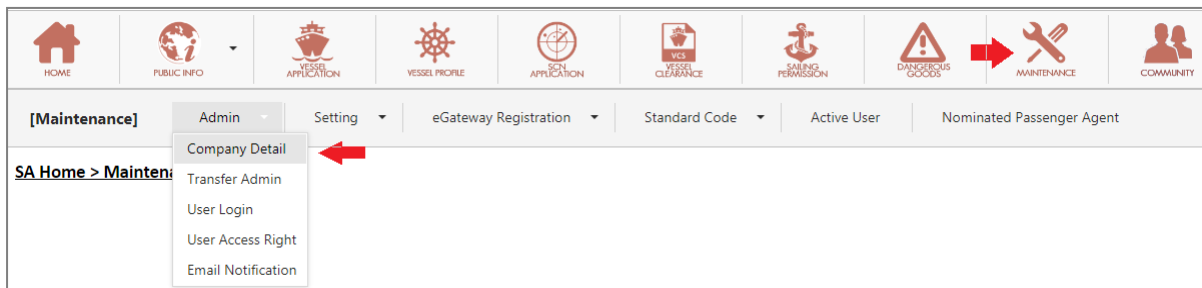


Figure 71

2. All information displayed is based on your company details registered in **eGateway System**

3. System will navigate you to the Company Details page

SA Home > Maintenance > Admin > Company Detail

Online ID :	SSL0000238	ROC No * :	R19747052
Account No :	SSL0000238	Agents Code :	JS1970
Company Type :	Shipping Agent	uCustom ID :	
Company Name * :	SKTS SHIPPING LINER		
Contact Person * :	MASITA TOKIMAN		
Tel No * :	6073861313	Fax No * :	6073865110
Contact Email * :	masitar@gmail.com		
Company Address * :	NO 4141, SAUJANA 6/13 ROAD		
	SERI SAUJANA GARDEN		
	JOHOR BAHRU		
Postal Code * :	81810		

* Required field in order to proceed

Update Cancel

Browse...

Figure 72

4. You can edit any of your company details information except Online ID, Account No., ROC NO, and Company Type.
5. In this page you can upload a photo or company logo.
6. Click **Browse...** button to upload an image from your directory.

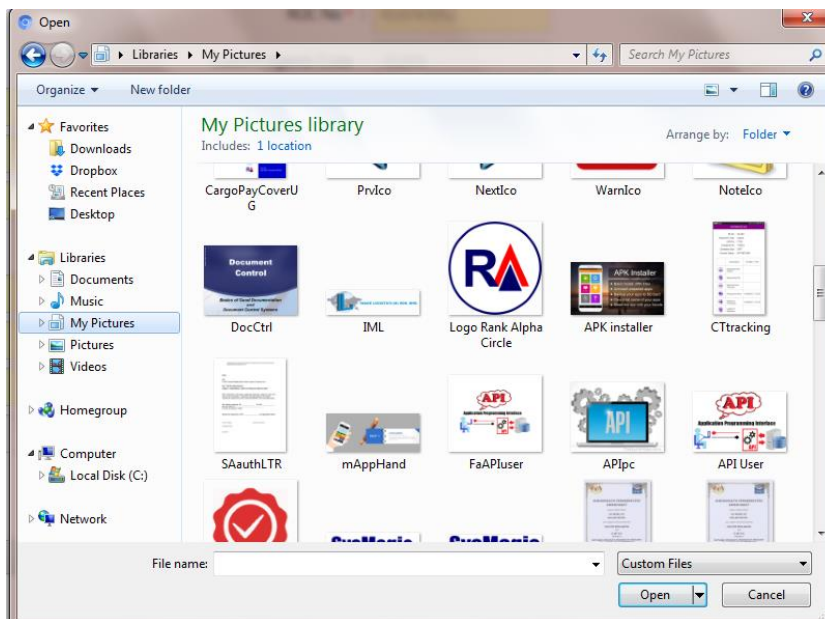
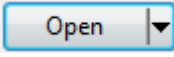
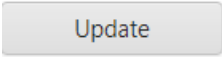


Figure 73

- Click  button to upload the image into the system and the selected image will be shown on the page.
- Click on  to update the changes and system will show message "Successfully updated."

5.2 User Login

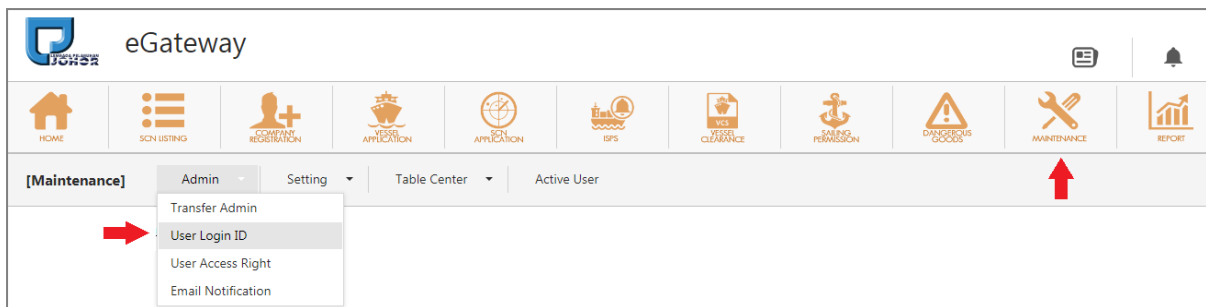


Figure 74

- Select **User Login** menu from menu icon as the above.



Only Admin has full access right to create or add a user login



Admin is able to add maximum of 5 users for the same account and can be activate or deactivate user logins accordingly.

- When your registration is approved by Johor Port Authority, you will get an email with your Administrator Login ID.

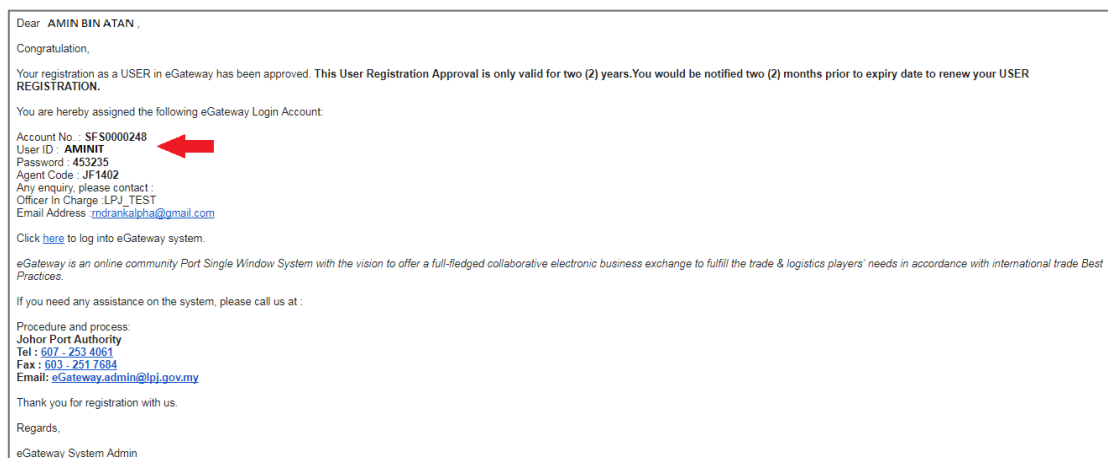


Figure 75

3. User ID on the email is referring to your Administrator Login ID which has been registered.
4. Login to **eGateway System** using the given login Id and password will show you as Admin in User Login page

SA Home > Maintenance > Admin > User Login

Active User Deactive User

Option	User ID	User Name	Notification Email	Admin	Status
Add Edit Deactivate	MASTOR	DOCUMENTATION	mas@gmail.com	<input checked="" type="checkbox"/>	Approved
Add Edit Deactivate	ITAQA	ITA QA	iraqa@gmail.com	<input type="checkbox"/>	Approved
Add Edit Deactivate	RNDQA	QA	QA@gmail.com	<input type="checkbox"/>	Approved

Figure 76

5. You now can create others User Login ID by clicking on [Add](#) link and User Login Entry page will shows as below

User Information

NEW

Show Password

Expiry Days: 30 - Days

Figure 77

6. Enter all required information and select the specific *Expiry Days* for your selected user.

90 - Days
30 - Days
60 - Days
90 - Days

Figure 78

7. Base on the selected Expiry Days, user login will expire and need to renew to reactivate the user login
8. Click button to confirm save the entries and system will show message "**Record Successfully Saved!**", otherwise click on to close the page without saving the record.

- Click on [Edit](#) link to edit an existing user login and system will navigate the user login page as below

The screenshot shows a 'User Information' window with the following fields and values:

- Online ID: SSL0000238
- Account No: SSL0000238
- User ID: MELATI
- User Name: MELATI SHARI
- Password: *****
- NRIC: 710101-01-1234
- Expiry Days: 90 - Days
- Personal Email: melati@gmail.com
- Notify Email: melati@gmail.com

Buttons include 'Browse...' for the profile picture, 'Show Password' checkbox, 'Save', and 'Close'. A red arrow points to the 'Save' button.

Figure 79

- Click button to confirm save the entries and system will shows message "[Record Successfully Saved!](#)", otherwise click on to close the page without saving the record.

- As an Admin, you can [Deactive](#) any user under your same account and system will prompt a confirmation message before removing the user.

The dialog box contains the following text:

www.egateway.com.my says:
Are you sure want to deactivate the user?

Buttons: OK, Cancel

Figure 80



- Personal Email** cannot be duplicate email among users within the same Account. Each user should a valid individual email address.
- Notify Email** can be filled in with group email address. All users in the same account can have the same Notify Email.
- All email notification from eGateway System will be sent to your **Notify Email**. Example : Vessel ID Application submission.

12. System will prompt a message after deactivating a user as below.

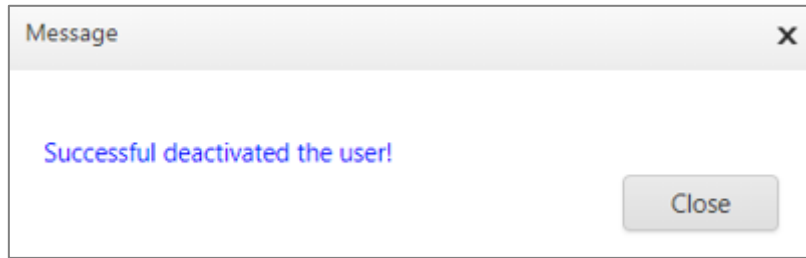


Figure 81

13. Deactivated user will be removed from the **Active User Login** Listing and moved to **Deactive User Tab** Listing.

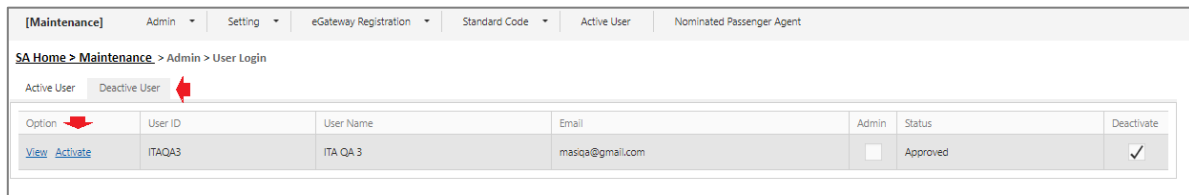


Figure 82

14. User can be activated again when clicking on [Active](#) link from **Deactive User** Tab listing.

5.3 User Access Right

1. Admin has the right to assign the access rights to users from **User Access Right** option.

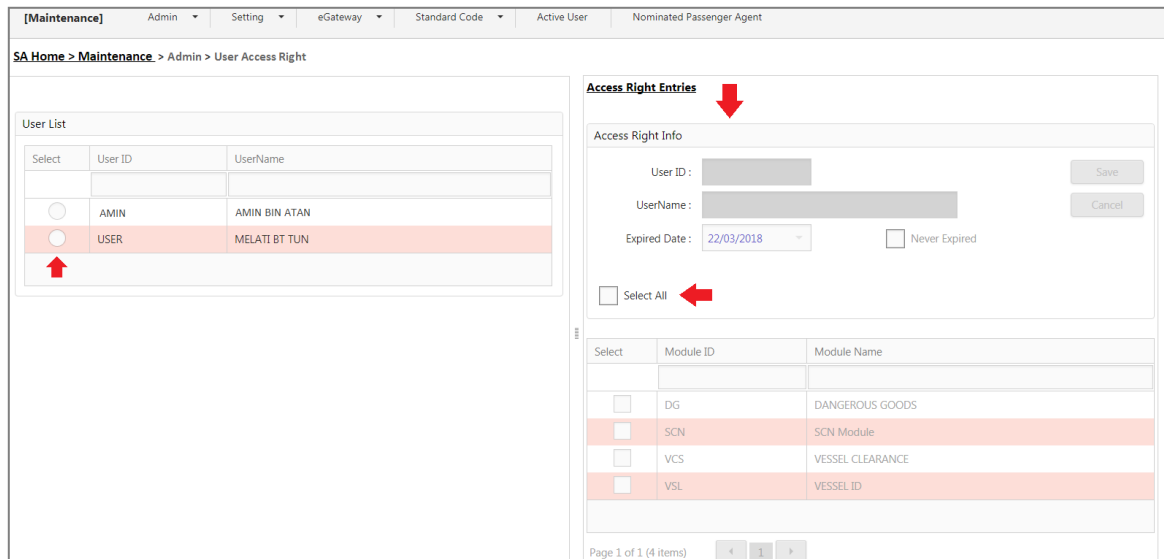


Figure 83

2. Select any user to maintain user access. Access Right Entries will show the list of modules for you to select the correct user access accordingly.

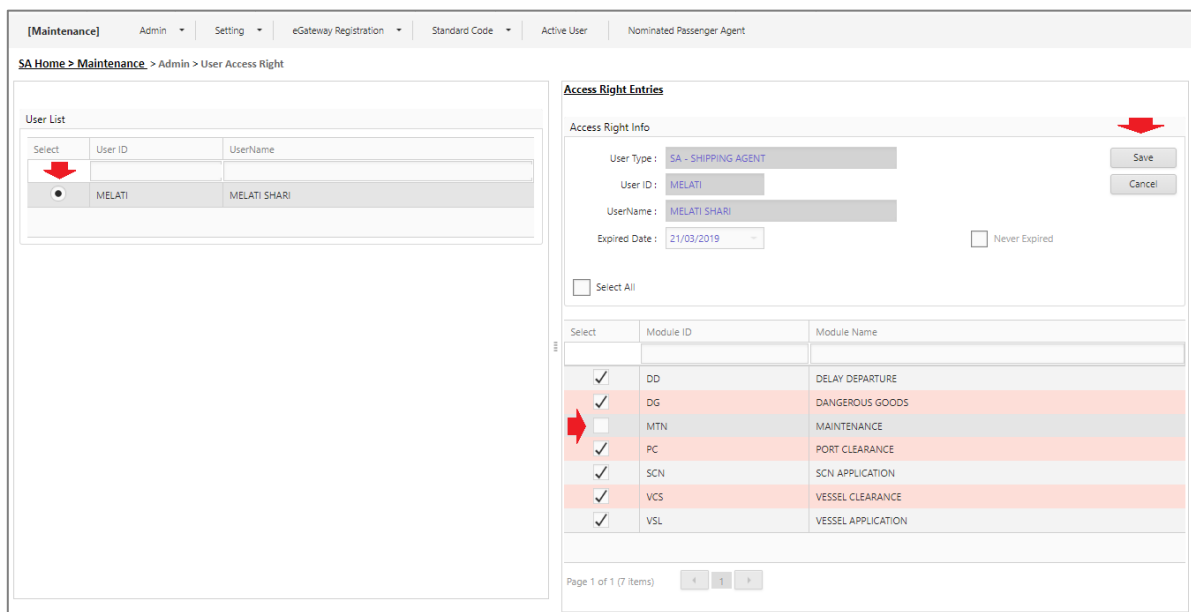

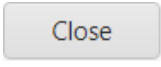


Figure 84

3. New user login created by Admin will be assigned with full access right automatically except for Maintenance module which is exclusive for Admin use only.
4. You can still tick and untick those necessary Module ID according to the privilege given to your user.
5. Click  button to save the entries and system will shows message "Record Successfully Saved!", otherwise click on  to close the page without saving the record.
6. Message will appear once access right is saved successfully "Record successfully saved!".



System will prompt an alert message if a user tries to access a restrict module. Only System Administrator can set the grant access right.

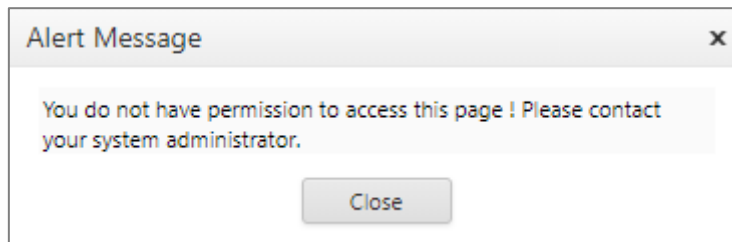
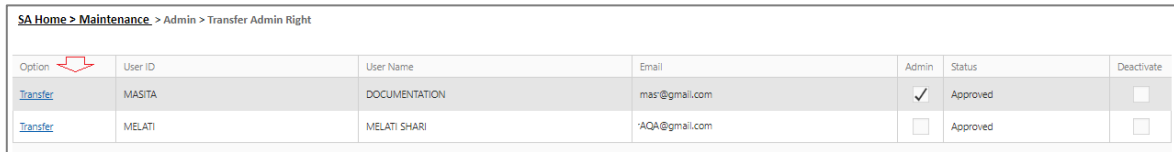


Figure 85

7.4 Transfer Admin

1. **Transfer Admin** will allow user to change Admin access right to another user. Admin access right can be exchanged easily from this option.



Option	User ID	User Name	Email	Admin	Status	Deactivate
Transfer	MASTA	DOCUMENTATION	mas@gmail.com	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>
Transfer	MELATI	MELATI SHARI	:AQA@gmail.com	<input type="checkbox"/>	Approved	<input type="checkbox"/>

Figure 86

2. Click on Transfer link and system will prompt a confirmation message before proceed for **Transfer Admin**.

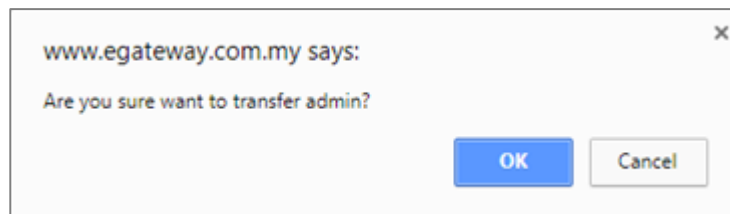


Figure 87

3. Once successfully transferred, Admin access right will be given to the new user selected.

7.5 Email Notification

1. **Email Notification** will allow you to set notification email address used for your **eGateway System** account.

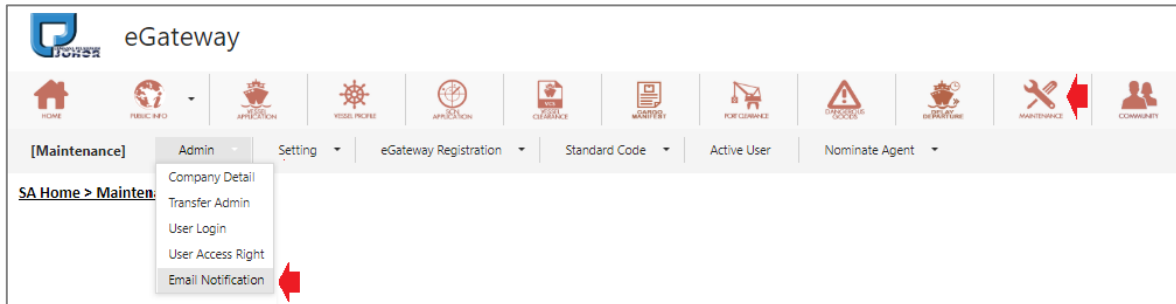


Figure 88

2. Accessing Email Notification option will navigate you to the Email Notification page.

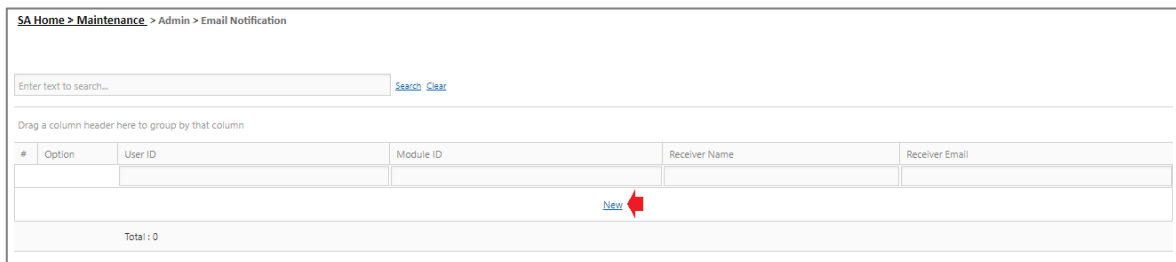


Figure 89

3. Click on [New](#) link to create and setup an email notification address.

Email Notification Settings NEW

Module ID :

User ID :

Receiver Name :

Receiver Email :

Figure 90

4. Select the require Module ID from drop down lookup.

Module ID :

Module ID	Name
DD	Delay Departure
DG	Dangerous Goods
MTN	Maintenance
PC	Port Clearance
SCN	SCN Application

Page 1 of 2 (7 items)

Figure 91

5. Define the User Id from the lookup table where all created users will be displayed.

User ID :

User ID	User Name
MASITA	MASITA TOKIMAN
USER	MELATI BT TUN

Figure 92

6. System will retrieve the information belonging to the selected User Id and display in the entries.

Email Notification Settings NEW


Module ID :

User ID :

Receiver Name :

Receiver Email :

Figure 93

7. Click on  button to save the entries and message “Record successfully saved!” will be displayed.
8. Created records will be displayed on the listing and you will be allowed to edit or delete the require records accordingly.

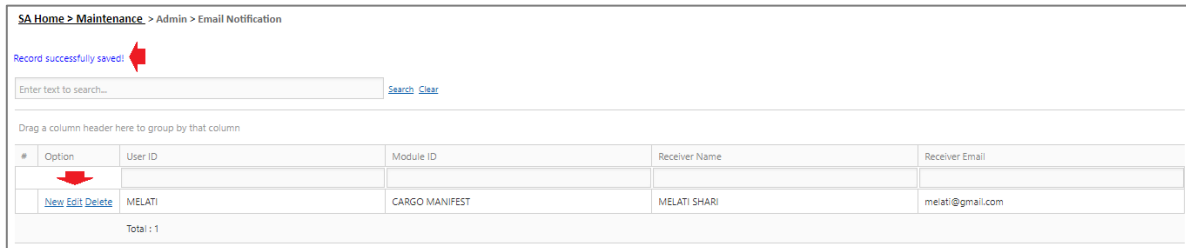


Figure 94

9. Click [Edit](#) link to edit your existing records and entries screen will let you edit any necessary information.
10. Click [Delete](#) link will let you delete unnecessary record after confirming deletion.

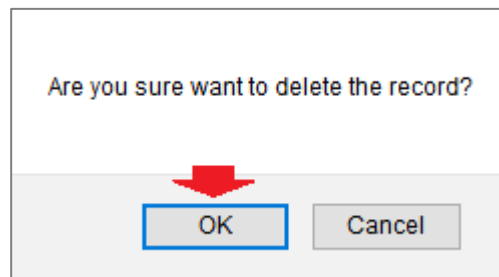


Figure 95

{End of User Guide}