



NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH (NIOSH)

**USER MANUAL
E-MEMBERSHIP –MEMBERSHIP APPLICATION
(CORPORATE)**

Isi Kandungan

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Document History

(a) Release Status

Version	Date	Description	Issue
1.0	10 May 2018	First Release	First

(b) Revision History

Next Revision Date:

Revision Number Issue	Revision Date	Summary Of Changes	Marker

(c) Distribution

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This document has been distributed on:

Name	Position	Issuing Date	Version

1. Accessing the System

1.1. URL

1. Type this url address on your browser:

<http://www.emembership.niosh.com.my/>

2. E-Membership main page is as below

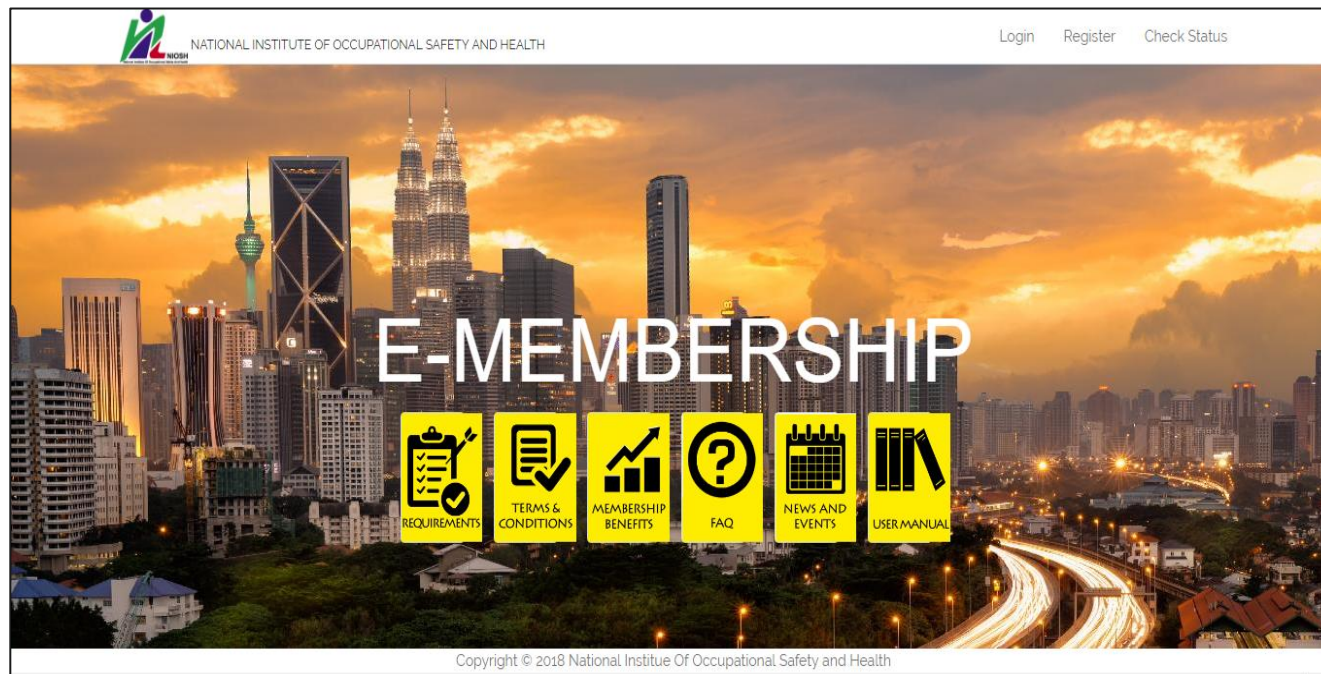
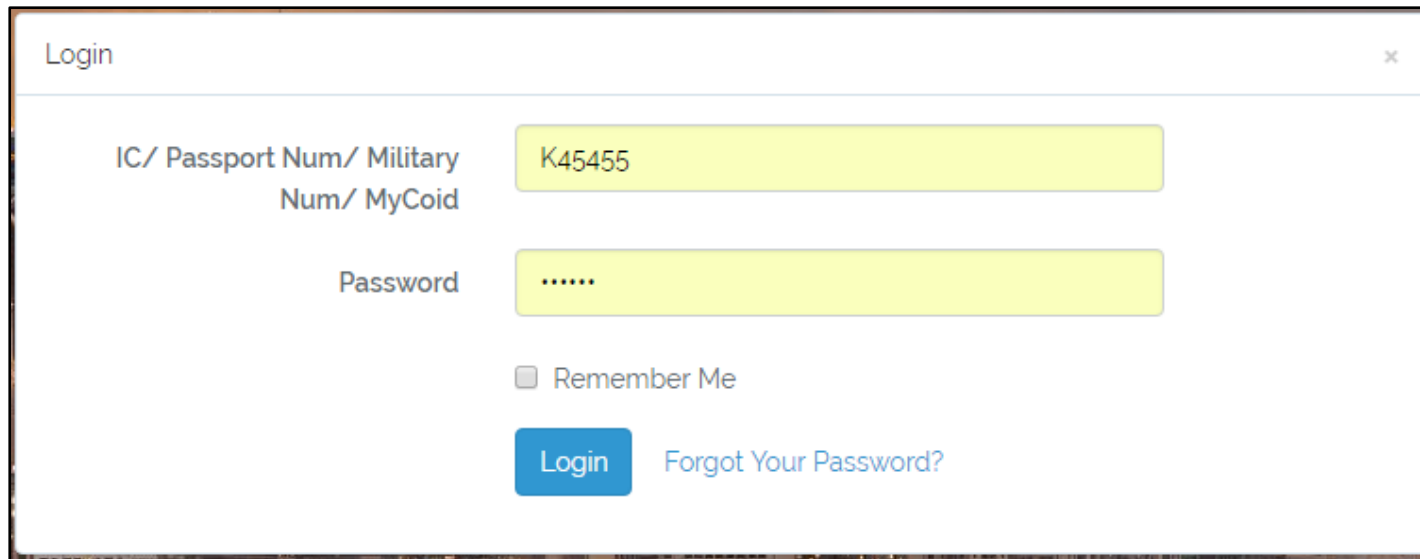


Image 1: E-Membership homepage

2. Login

1. Open the E-Membership application.
2. Click Login on the right top of the homepage.
3. Fill in the login id (MyCoid) and password. Click Login.



Login

IC/ Passport Num/ Military Num/ MyCoid K45455

Password

Remember Me

Login [Forgot Your Password?](#)

Image 2: E-Membership login page

3. Membership Application

1. Login into the system.
2. For first time registration, after login you will be automatically directed to the application page.
3. Fill in all the required information.

New Application

Status

Name * **MyCoid ***

If you are an ex-member, kindly state your membership number

Nature of Business*

Place of Registration*

Date of Registration*

Address*

Postcode* **City *** **State ***

Tel (O) **Fax**

Email *

Image 3: E-Membership application form page

Field marks with * is mandatory.

4. For Postcode, select the postcode at the City and State fields will be automatically fill up.
5. Maximum three (3) nominees are allowed for each application.

Member						
Name*	No. IC/ Passport/ Military Num *	Designation	Email*	Tel (HP)	Area of contribution	Detail
Hazmir Bin Hashi	801121175677	Safety and Mana	hazmir@xyzinter	0199998765	Lecture ▼	Safety Managem
Chean Kean Boo	850604045719	Safety and Mana	keanboon@xyzin	0134423883	Others ▼	Attend Seminar d
					Lecture ▼	

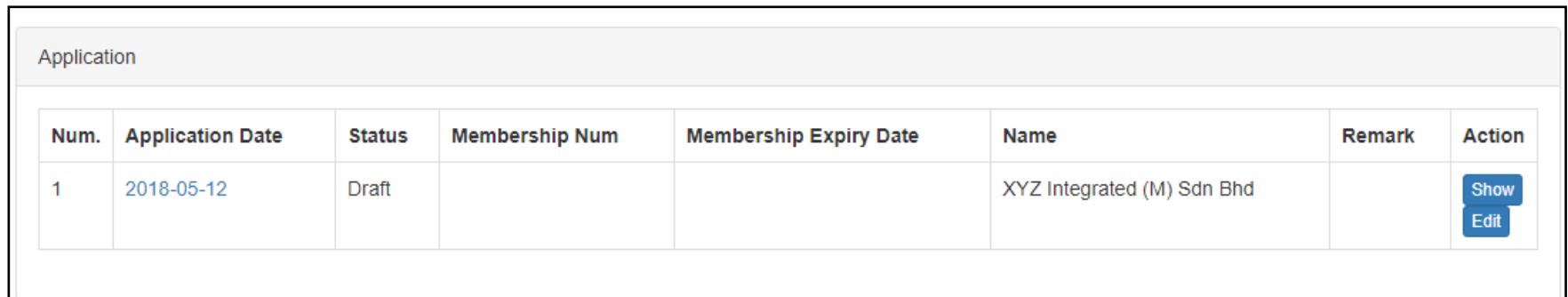
Image 4: Nominee table

6. For certification table, click the + icon tu add new row or – icon to delete row.

Certification				
Certification of Certified System	Certificate Number	Certificate expiry date		
MS/LO OSH-MS ▼	MS34577	16/06/2020	+	-
▼		dd/mm/yyyy	+	-

Image 5: Certification table

- 7. For Attachments, click + icon tu add more documents and – to delete document.
- 8. Tick at the bottom part of the page before clicking Save of Submit button.
- 9. Clicking the Save button means that the informations filled will be mark as Draft and is yet to be submitted for approval. When the information is marked as Draft, you can still edit the informations until it is submitted for approval.
- 10. You will be redirected to Homepage.



Application							
Num.	Application Date	Status	Membership Num	Membership Expiry Date	Name	Remark	Action
1	2018-05-12	Draft			XYZ Integrated (M) Sdn Bhd		Show Edit

Image 6: Homepage after Save

- 11. Clicking the Submit button means that the form will be send to NIOSH for approval and is marked as New Application.
- 12. Upon clicking the Submit button, a pop up message

‘We declare that the facts stated in this application form and the accompanying information are true and correct and that we have not withheld/ distorted any material facts. We understand that if we obtain the approval status by false or misleading statements, NIOSH may, at its discretion withdraw the approval status immediately.’

will appear. Click OK to confirm submit your membership application or Cancel.

13. You will be redirected to the Homepage.

Application							
Num.	Application Date	Status	Membership Num	Membership Expiry Date	Name	Remark	Action
1	2018-05-12	New Application			XYZ Integrated (M) Sdn Bhd		Show

Image 7: Homepage after Submit

4. Membership Payment and Upload Proof of Payment

1. Once the secretariat has checked and approved your application, you will received an email notification from NIO SH indicating:

'Application SUCCESS. Please proceed payment as attached Payment Advice.'

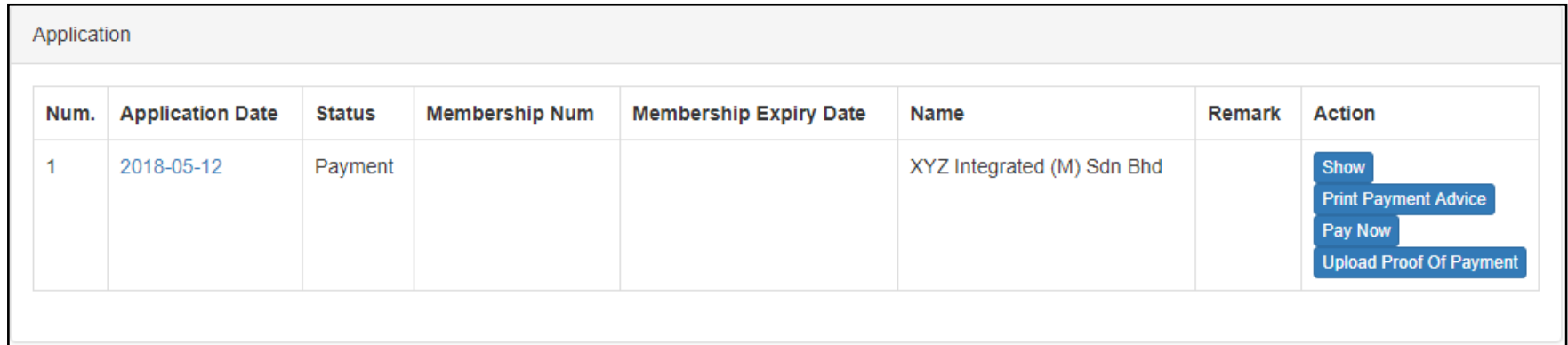
2. You will also received a Payment Registration Letter via email.

Ruj. Kami	: NIO SH/01-07/BMD//M- Corp/May2018/C0013
Tarikh	: 12-May-2018
 XYZ Integrated (M) Sdn Bhd Level 17, Menara Great Eastern No 303, Jalan Ampang 50450, Kuala Lumpur Wilayah Persekutuan Kuala Lumpur	
U/P : Azmir Bin Hashim	
1. Hazmir Bin Hashim, Safety and Management Executive 2. Chean Kean Boon, Safety and Management Executive 3. ,	
Tuan/Puan	
PER : PERMOHONAN KEAHLIAN KORPORAT NIO SH	
<hr/>	
Saya dengan hormatnya merujuk kepada perkara di atas.	
Sukacita dimaklumkan bahawa Mesyuarat Lembaga Pengarah NIO SH yang bersidang pada 12 05 2018 telah meluluskan permohonan syarikat Tuan/Puan sebagai Ahli Korporat NIO SH.	
Oleh yang demikian, syarikat Tuan/Puan adalah layak untuk menikmati faedah-faedah yang ditawarkan kepada ahli-ahli NIO SH. Walau bagaimanapun, keahlian Tuan/Puan hanya akan diaktifkan setelah pembayaran yuran dibuat. Jumlah bayaran yang perlu dibuat adalah seperti berikut :	
Yuran Pendaftaran Masuk	1,200.00
Yuran Tahunan 2018	300.00
	RM 1,500.00

Image 8: Payment Registration Letter

3. Login into the system.

4. You will see the summary for you membership application and it status.



The screenshot shows a dashboard titled 'Application' with a table containing one row of application data. The table has columns for Num., Application Date, Status, Membership Num, Membership Expiry Date, Name, Remark, and Action. The 'Action' column contains four buttons: 'Show', 'Print Payment Advice', 'Pay Now', and 'Upload Proof Of Payment'.


Num.	Application Date	Status	Membership Num	Membership Expiry Date	Name	Remark	Action
1	2018-05-12	Payment			XYZ Integrated (M) Sdn Bhd		Show Print Payment Advice Pay Now Upload Proof Of Payment

Image 9: Dashboard with status 'Payment'

5. Make sure the status is Payment in order for you to make Payment and Upload the Proof of Payment.


6. Click Print Payment Advice to print the Payment Advice.

5/12/2018 NIOSH E-Membership



NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY & HEALTH
Institut Keselamatan & Kesihatan Pekerjaan Negara (243042-U)
KEMENTERIAN SUMBER MANUSIA

Lot 1, Jalan 15/1, section 15, 43650 Bandar Baru Bangi, Selangor Darul Ehsan
 Tel : 03-8769 2100 Fax : 03-8926 8037 <http://www.niosh.com.my>
No. GST : 000686817280



Reference No : (C0013-2018) Date : 12-05-2018

To XYZ Integrated (M) Sdn Bhd
 Level 17, Menara Great Eastern
 No 303, Jalan Ampang
 50450, Kuala Lumpur
 Wilayah Persekutuan Kuala Lumpur
 Attn :Azmir Bin Hashim

PAYMENT ADVICE
(THIS IS NOT TAX INVOICE)

No	Description	Quantity	Price	Total Price
1	Entrance fee	1	1128	1128
2	Yearly Fee	1	282	282
Sub Total				1410
(*) GST@6%				90
Total				1500

Note :

1. Please cite this payment advice reference number when making payment
2. Tax invoice will only be issued after full payment has been made
3. Please cross your cheque and made payable to : NIOSH
4. Personal cheque will not be accepted
5. Please upload proof of payment to NIOSH e-membership

NIOSH Account No. : **NIOSH 5122 6840 2410 Maybank Bandar Baru Bangi.**

Image 10: Payment Advice

7. Click Pay Now and a window to make Payment will be open.




8. Select Bank at the botton for the payment page and click Submit. You will be redirected to the selected bank page.

Pay Now ×

C0013 📄

12/05/2018

Sila pilih saluran bayaran | Please select payment channel :

- Select Bank - ▾

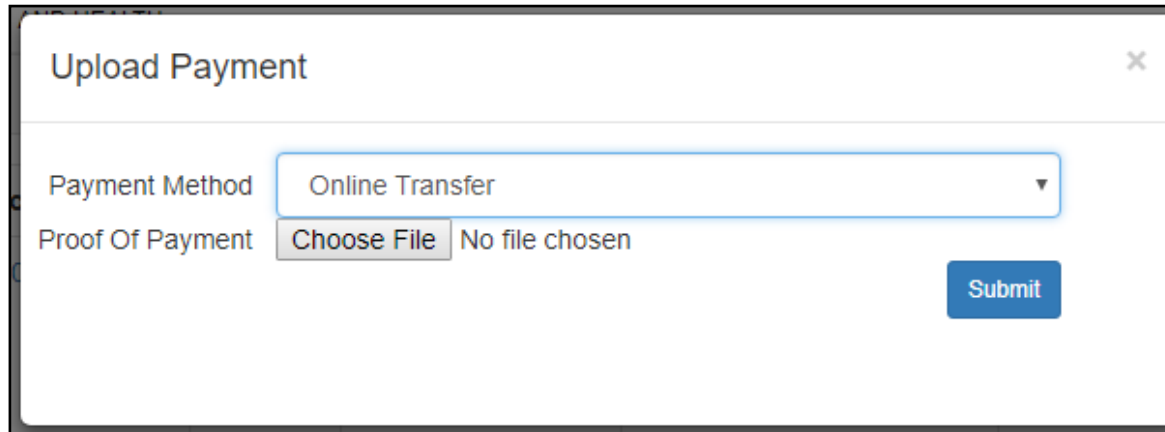
By clicking on the "Bayar" button below, you agree to [FPX's Terms and conditions](#)

Submit

Image 11: Pay now page

9. Close the page after making payment. Click Upload Proof of Payment.

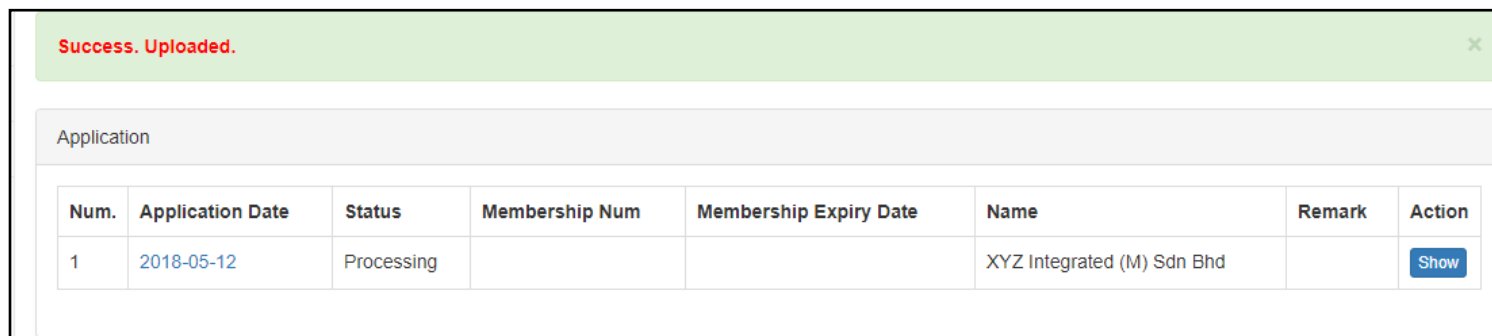
10. Select the payment method and upload the proof of payment. Click Submit.



The screenshot shows a modal window titled "Upload Payment" with a close button (X) in the top right corner. Below the title bar, there are two main sections. The first section is labeled "Payment Method" and contains a dropdown menu currently displaying "Online Transfer". The second section is labeled "Proof Of Payment" and includes a "Choose File" button and the text "No file chosen". A blue "Submit" button is positioned at the bottom right of the form area.

Image 12: Upload proof of payment page

11. Upon clicking submit, you will be redirected to the Dashboard. Your application status now is Processing.



The screenshot displays a dashboard with a green success message at the top: "Success. Uploaded." with a close button (X). Below the message is a section titled "Application" containing a table with the following data:

Num.	Application Date	Status	Membership Num	Membership Expiry Date	Name	Remark	Action
1	2018-05-12	Processing			XYZ Integrated (M) Sdn Bhd		Show

Image 13: Dashboard Processing status

5. Print e-card

1. Once the secretariat has checked and approved your payment, you will received an email notification from NIOSH indicating
`Your application has been approved. Your membership card is now available.
2. Login into the system.
3. You will see the summary of your membership application and it status.
4. Make sure the status is Active in order for you to get your membership card.

Application							
Num.	Application Date	Status	Membership Num	Membership Expiry Date	Name	Remark	Action
1	2018-05-12	Active	C0013	31/12/2018	XYZ Integrated (M) Sdn Bhd		Show Print Card Renewal

Image 14: Dashboard Active status

5. Click Print Card. The printing page will open.



Image 15: Membership Card