



NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH (NIOSH)

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

Isi Kandungan

<i>Document History</i>	3
1. Accessing the System.....	4
1.1. URL	4
2. Login.....	5
3. Membership Application.....	6
4. Membership Payment and Upload Proof of Payment	10
5. Print e-card	15

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

This document is only allowed to be distributed once all signatures has been signed.

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

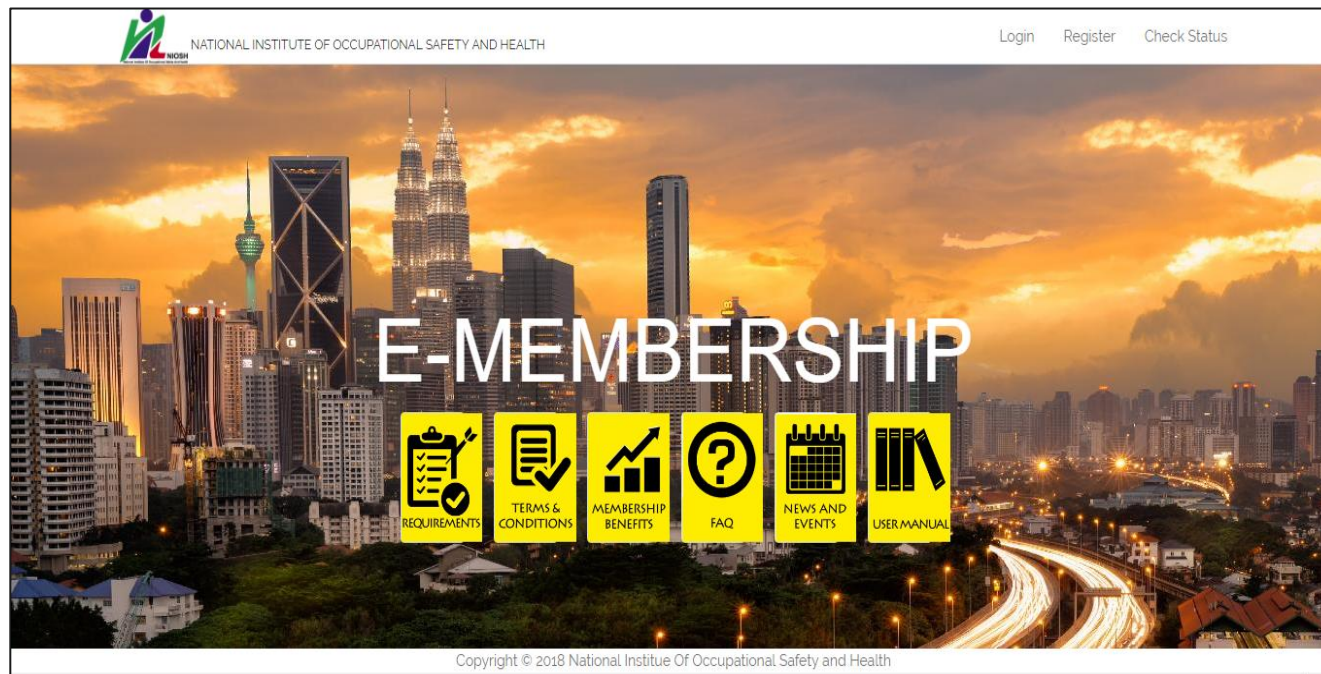
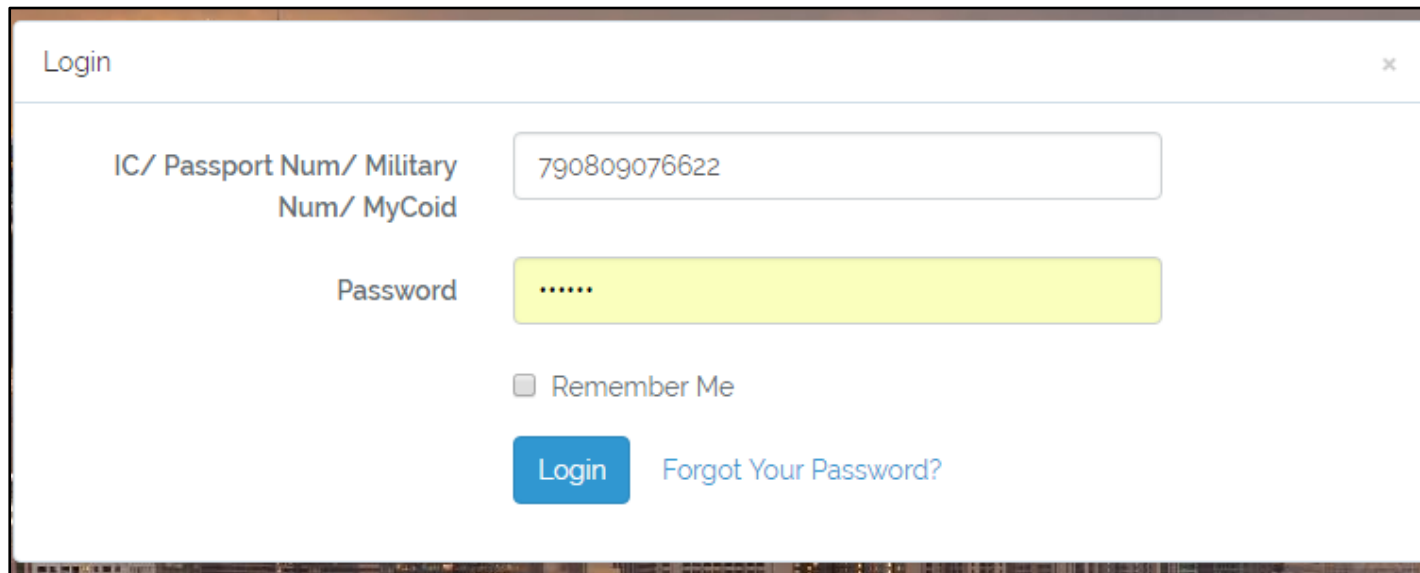


Image 1: E-Membership homepage

2. Login

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



Login

IC/ Passport Num/ Military Num/ MyCoid 790809076622

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.

The screenshot shows the 'New Application' page for the National Institute of Occupational Safety and Health (NIOOSH). The user is logged in as 'Muhammad Aizat Bin Musa'. The form contains the following fields:

- Name ***: Muhammad Aizat Bin Musa
- IC/Passport/Military No ***: 790809076622
- If you are an ex-member, kindly fill in your membership number**: (empty field)
- Date of Birth ***: 09/08/1979
- Designation**: Safety Management Senior Executive
- Address ***: No 11, Jalan Presint 14/4D, Presint 14D
- Postcode ***: 62000
- City ***: Putrajaya
- State ***: Wilayah Persekutuan Putrajaya
- Tel (O)**: 03-62015722
- Tel (Hp) ***: 01633330537
- Tel (H)**: (empty field)
- Fax**: 03-62015762
- Email ***: aizatmusa@gmail.com

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.

NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH (NIOOSH)

5. For Membership of Professional Bodies and Position (if any) table, click the + icon tu add new row or – icon to delete row.

Membership of Professional Bodies and Position (if any)	
Name	Position
<input type="text"/>	<input type="text"/>

Image 4: Membership of Professional Bodies and Position table

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

Academic		
Year	Qualification	Institution
1999	Diploma In Safety and Health	Institut Tunku Abdul Rahman
2008	Bachelor of Occupational Health and Safety	University of Wollongong, Australia
2014	Master In Occupational Safety and Health Management	Open University Malaysia

Image 5: Academic table

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

Contribution		
I have minimum experience of five years in practicing OSH	Area of contribution	Details
Yes	Lecture	Safety and Health Management At NIOSI

Image 6: Contribution table

8. For Attachments, click + icon tu add more documents and – to delete document.

- 9. Tick at the bottom part of the page before clicking Save or Submit button.
- 10. 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.
- 11. You will be redirected to Homepage.

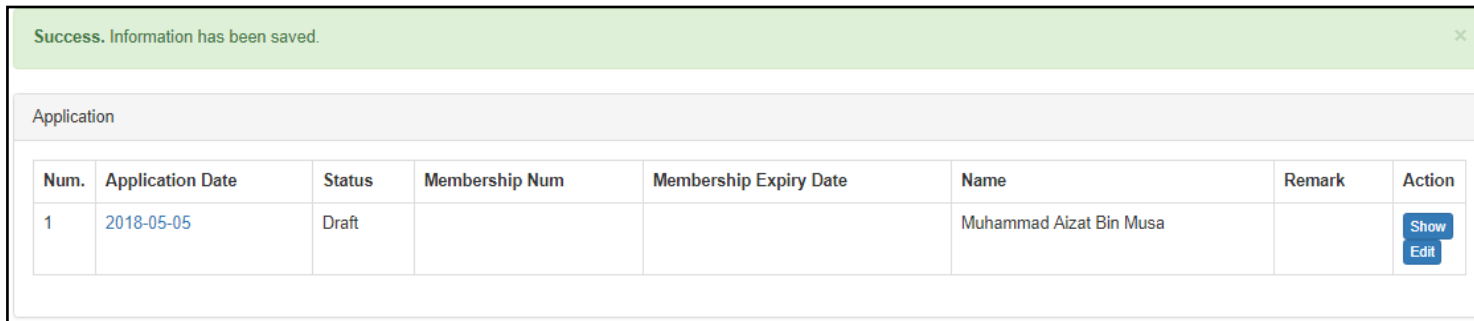


Image 7: Homepage after Save

- 12. Clicking the Submit button means that the form will be send to NIOSH for approval and is marked as New Application.
- 13. 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.

14. You will be redirected to the Homepage.



The screenshot displays a success message at the top: "Success. Application has been submitted." Below this 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	2018-05-05	New Application			Muhammad Aizat Bin Musa		Show

Image 8: 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 NIOSH indicating:

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

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

Ruj. Kami	: NIOSH/01-03/M- Indv/May2018/P0008
Tarikh	: 05-May-2018
 Muhammad Aizat Bin Musa No 11, Jalan Presint 14/4D Presint 14D 62000, Putrajaya Wilayah Persekutuan Putrajaya	
Tuan/Puan PER : PERMOHONAN KEAHLIAN INDIVIDU NIOSH	
<hr/>	
Saya dengan hormatnya merujuk kepada perkara di atas. Sukacita dimaklumkan bahawa Mesyuarat Lembaga Pengarah NIOSH yang bersidang pada 05 May 2018 telahmeluluskan permohonan Tuan/Puan sebagai Ahli Individu NIOSH. Oleh yang demikian, Tuan/Puan adalah layak untuk menikmati faedah-faedah yang ditawarkan kepada Ahli-ahli NIOSH. Walau bagaimanapun, keahlian tuan/puan hanya akan diaktifkan setelah pembayaran yuran dibuat. Jumlah bayaran yang perlu dibuat adalah seperti berikut :	
Yuran Pendaftaran Masuk	500.00
Yuran Tahunan 2018	100.00
Jumlah	RM 600.00
Bagi tujuan pembayaran, cek/deraf bank hendaklah dibuat atas nama NIOSH. Tuan/Puan juga boleh membuat bayaran secara on-line ke akaun Maybank 512268402410 dan kemukakan bukti pembayaran kepada pihak kami untuk rekod. Sebarang pertanyaan sila hubungi Sekretariat Keahlian NIOSH di 03-8769 2270 e-mel : membership@niosh.com.my	
Sekian, terima kasih.	
 "AMALKAN BUDAYA KERJA SELAMAT & SIHAT"	
Setiausaha Eksekutif NIOSH	

Image 9: Payment Registration Letter

3. Login into the system.

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

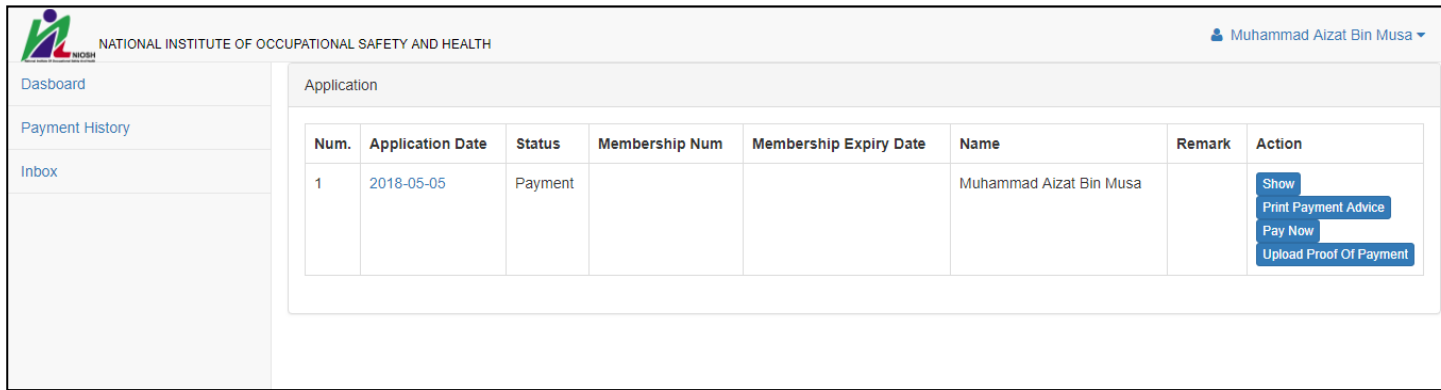



Image 10: Dashboard with status 'Payment'

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.

5/5/2018 NIOSSH 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 : (P0008-2018) Date : 05-05-2018

To Muhammad Aizat Bin Musa
 No 11, Jalan Presint 14/4D
 Presint 14D
 62000, Putrajaya
 Wilayah Persekutuan Putrajaya

**PAYMENT ADVICE
 (THIS IS NOT TAX INVOICE)**

No	Description	Quantity	Price	Total Price
1	Entrance fee	1	470	470
2	Yearly Fee	1	94	94
Sub Total				564
(+) GST@6%				36
Total				600

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 11: 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

P0008

05/05/2018

Sila pilih saluran bayaran | Please select payment channel :

FPX

MasterCard VISA

- Select Bank -

By clicking on the "Bayar" button below, you agree to FPX's

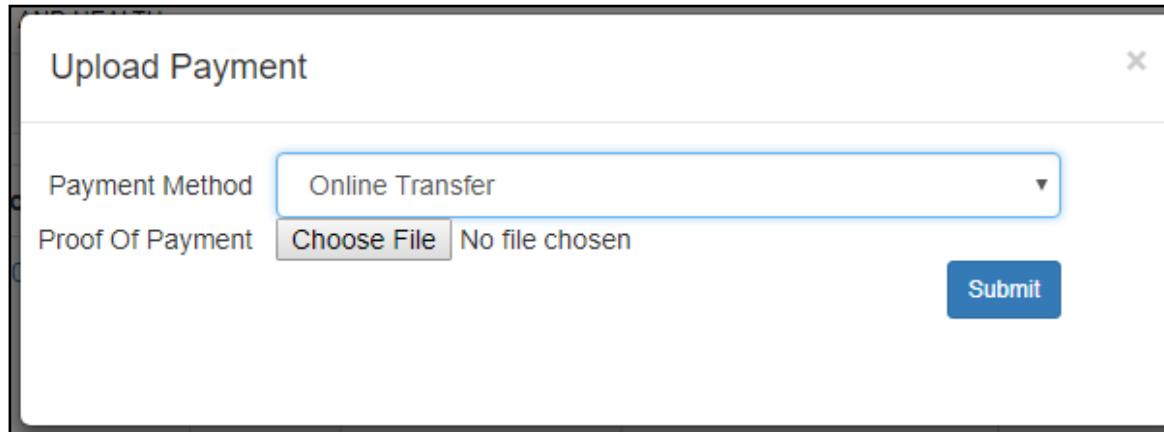
[Terms and conditions](#)

Submit

Image 12: Pay now page

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

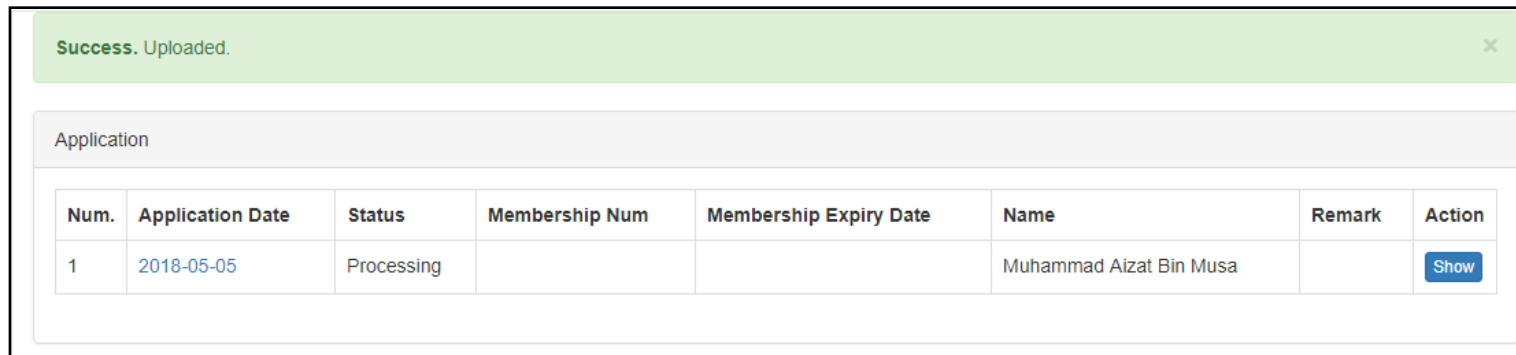
10. Select the payment method and upload the proof of payment. Click Submit.



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.

Image 13: 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	2018-05-05	Processing			Muhammad Aizat Bin Musa		Show

Image 14: 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	2018-05-05	Active	P0008	31/12/2019	Muhammad Aizat Bin Musa		Show Print Card Renewal

Image 15: Dashboard Active status

5. Click Print e-card. The printing page will open.



Image 16: Membership Card