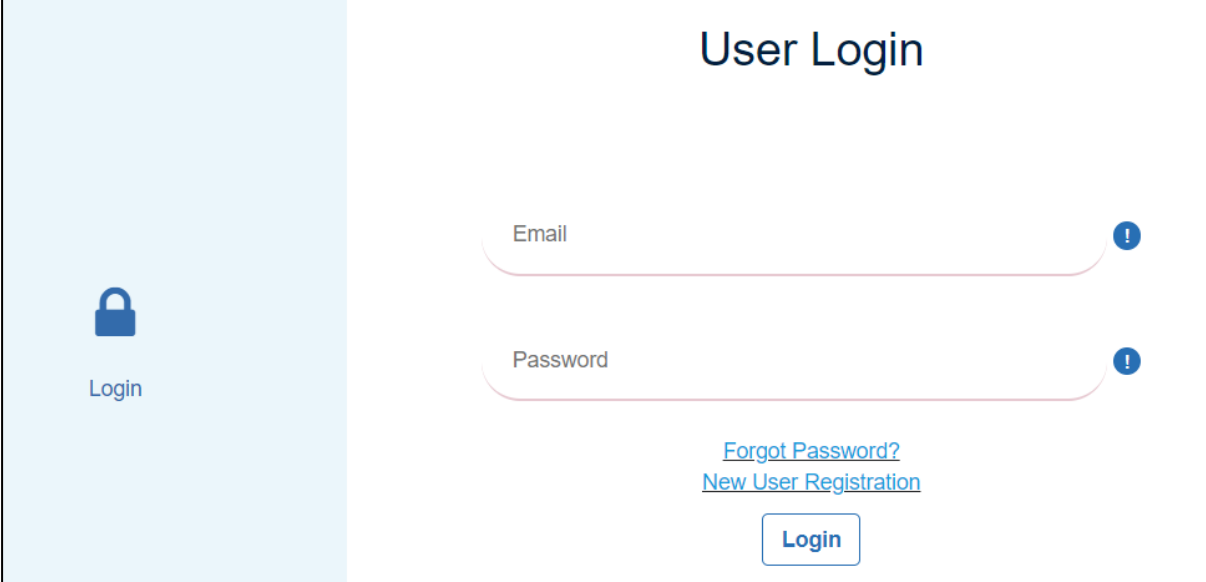


LOGIN

1. Users need to enter the correct email and password before being granted access to the MTS account.



The diagram illustrates a user login interface. On the left, a light blue vertical bar contains a blue padlock icon and the text "Login". The main area is white and titled "User Login". It features two input fields: "Email" and "Password", each with a red outline and a blue exclamation mark icon on the right side. Below the fields are two links: "Forgot Password?" and "New User Registration". At the bottom center is a blue "Login" button.

Diagram 1: User Login

2. If users enter an incorrect email or password, the system will prompt user to re-enter the correct email and password.
3. If users forget their password, click on the **Forgot Password** link?

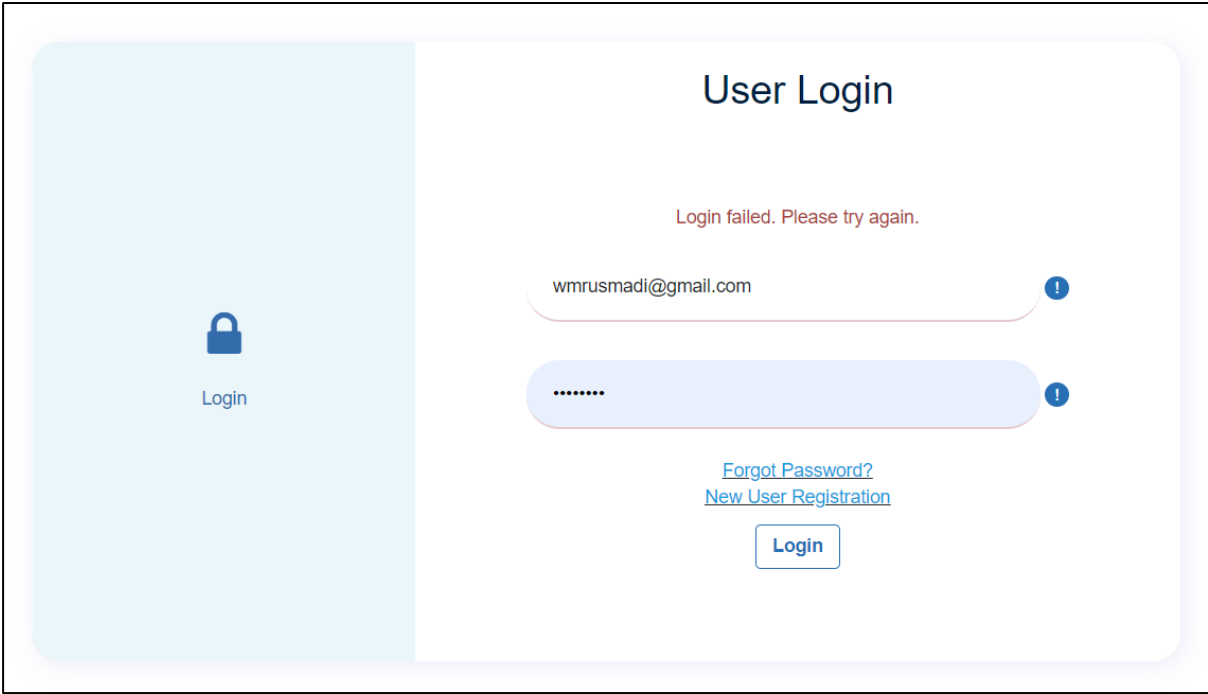


Diagram 2: Failed to Login

- 4. Users need to enter the registered email and click the 'Next' button when done.

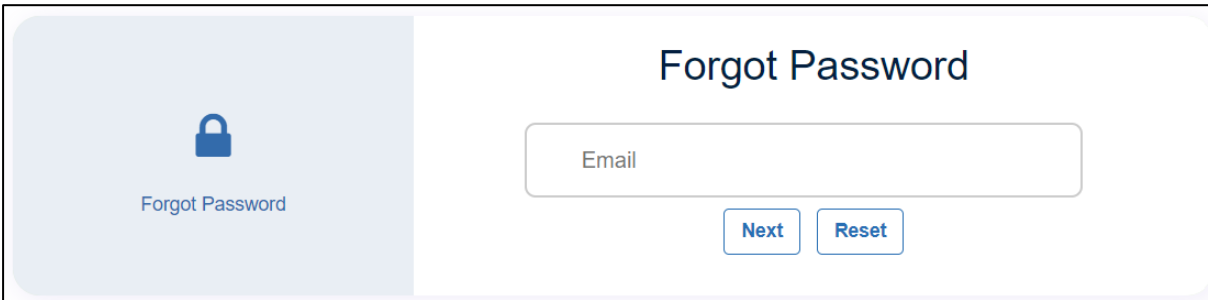


Diagram 3: Forgot Password

- 5. The system will inform that a temporary password has been sent to the registered email.

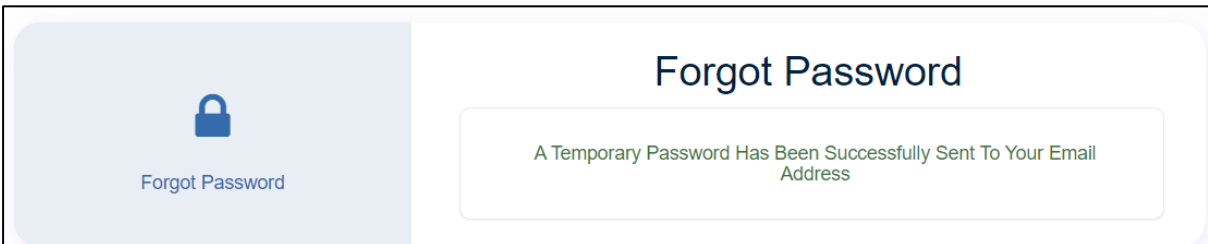


Diagram 4: Notification of Temporary Password Sent to User Account Email

6. The system will display unsuccessful to send temporary password if the email is invalid or not registered yet.

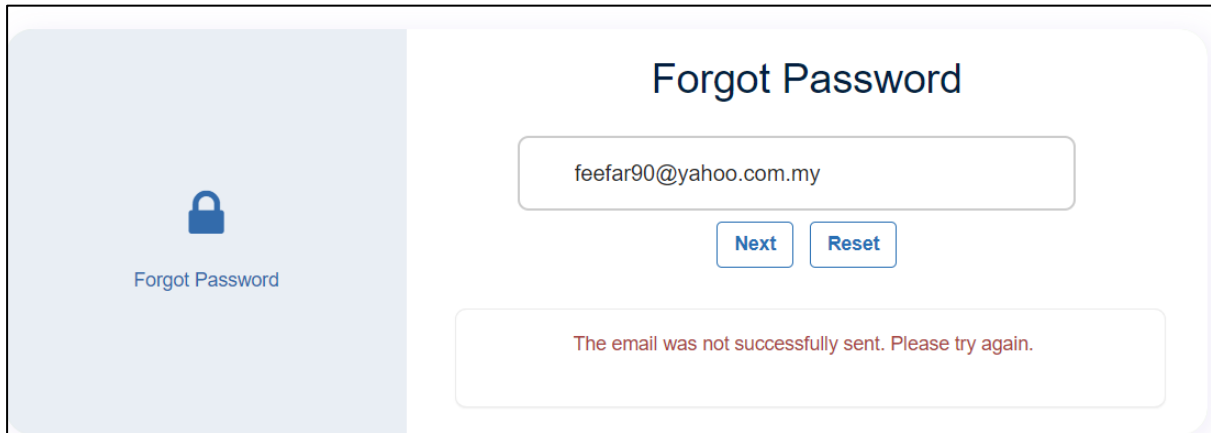


Diagram 5: Invalid Email Registered

7. The system will inform that the user account has been successfully registered. Users need to log in to make the participation registration.

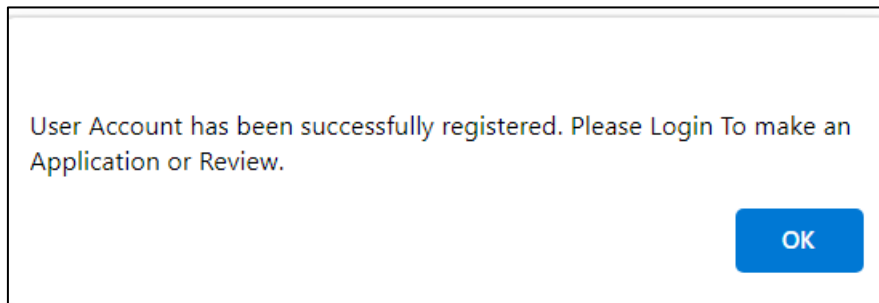


Diagram 6: Successful Registration Notification

8. The diagram below shows the MTS account password reset email.

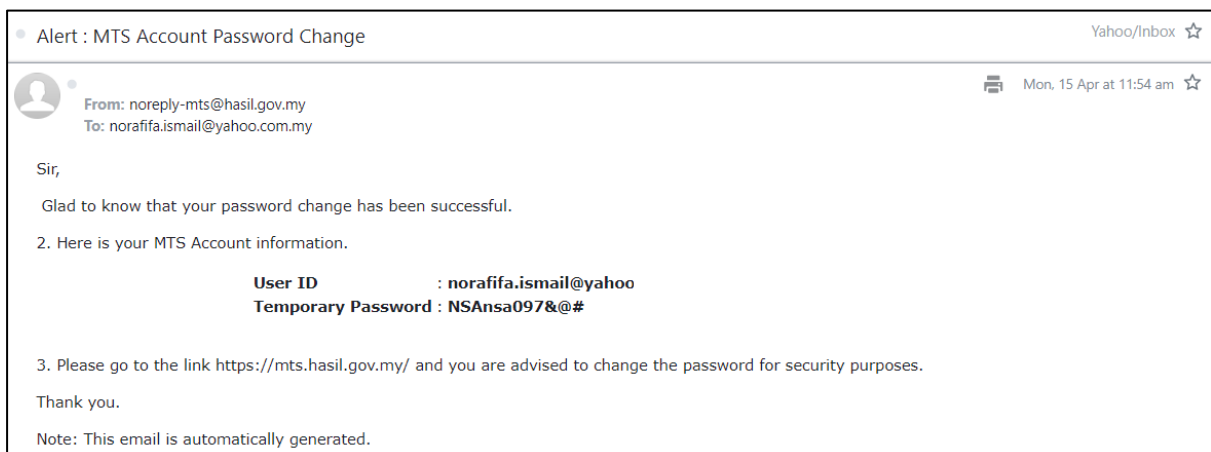


Diagram 7: Temporary Password Reset Email

9. After returning to the Login page, users need to insert the User ID and Temporary Password as stated in the email. Users are required to update their new password and confirm the new password.

The screenshot shows a web interface for updating a password. On the left is a light blue sidebar with a lock icon and the text 'Update Password'. The main content area is white and titled 'Update Password'. It contains two input fields: 'New Password' and 'New Password Confirmation'. Below the first field is a message: 'Passwords must have a minimum of 8 characters, have uppercase letters, lowercase letters, numbers and symbols.' An 'Update' button is located at the bottom right of the form.

Diagram 8: Update Password

10. Users need to ensure that the password entered is the same.

This screenshot is identical to Diagram 8, but the input fields for 'New Password' and 'New Password Confirmation' are masked with dots (.....). The rest of the interface, including the sidebar, title, password requirement message, and 'Update' button, remains the same.

Diagram 9: Password Must Be Match

11. If users insert mismatch password, system will be asked user to reinsert password.

The screenshot shows a web interface for updating a password. On the left, there is a grey sidebar with a blue padlock icon and the text 'Update Password'. The main content area has a white background with the title 'Update Password' in blue. Below the title are two password input fields, each containing a series of dots. Between the fields is a red error message: 'The passwords entered are not the same.' Above the first field is a small information icon and a note: 'Passwords must have a minimum of 8 characters, have uppercase letters, lowercase letters, numbers and symbols.' At the bottom right of the form is a blue 'Update' button.

Diagram 10: Mismatch Update Password

USER DASHBOARD: UPDATE INFO

1. When users have successfully logged in, the system will displayed the User Dashboard.

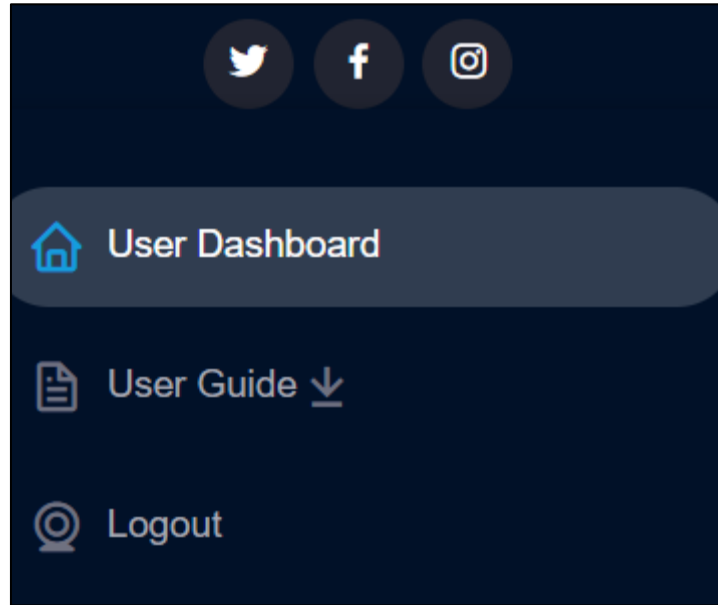


Diagram 11: User Dashboard

2. Users have options such as **Update Info**, **Registered Participant**, and **Event Kit**.
3. User information can be updated in the **Update Info** section.

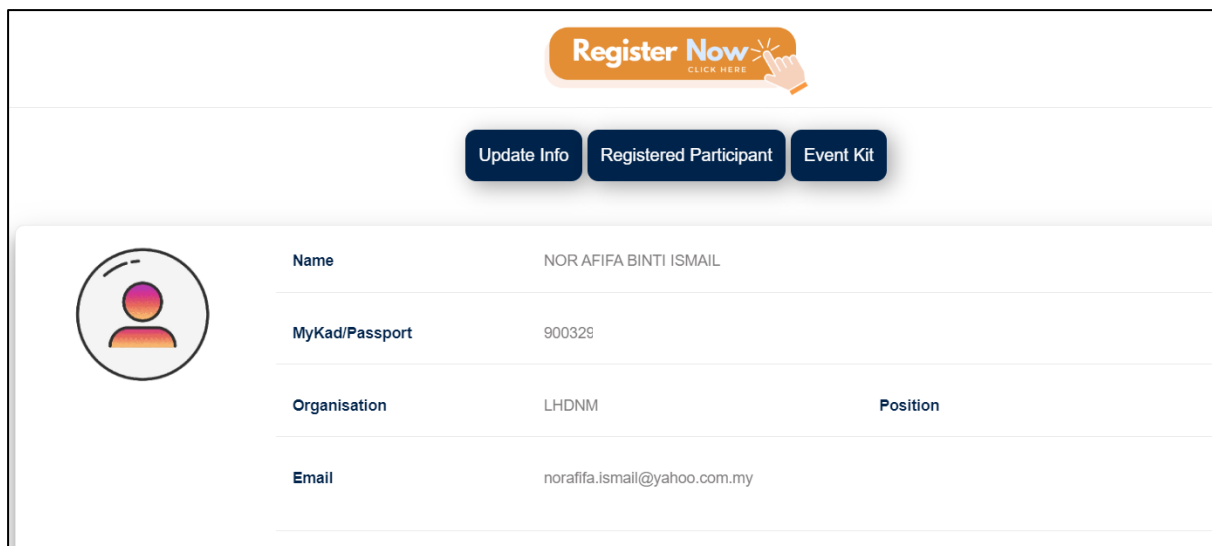


Diagram 12: Update Info

4. After updating, click the **Save** button to process the information update.

UPDATE INFO (For Certificate Printing)

Please make sure name and Mykad/Passport are correct:

Name NOR AFIFA BINTI ISMAIL

Mykad/Passport 9003290

Organisation LHDNM

Position Position

Save

Diagram 13: Update Information

5. If the Identification Number intended for update has been used for another user account, the system will display **'Mykad/ Passport exist'**.

UPDATE INFO (For Certificate Printing)

Please make sure name and Mykad/Passport are correct:

Name NOR AFIFA BINTI ISMAIL

Mykad/Passport Mykad/Passport

Mykad/Passport exist.

Organisation LHDNM

Position Position

Save

Diagram 14: Identification Number Existed

6. The system will display a warning if the Identification Number field is left empty during the update.

Please fill in the Identification Number information.

OK

Diagram 15: Identification Number Cannot Empty

7. Before information is successfully updated, the system will ask the user for confirmation.

Confirm To Update?

OK Cancel

Diagram 16: Update Information

8. The system will display information that has been successfully updated.

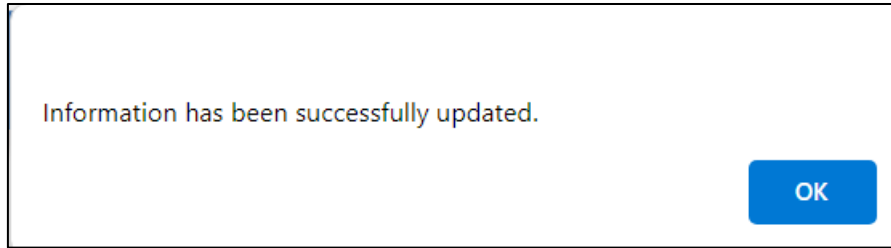
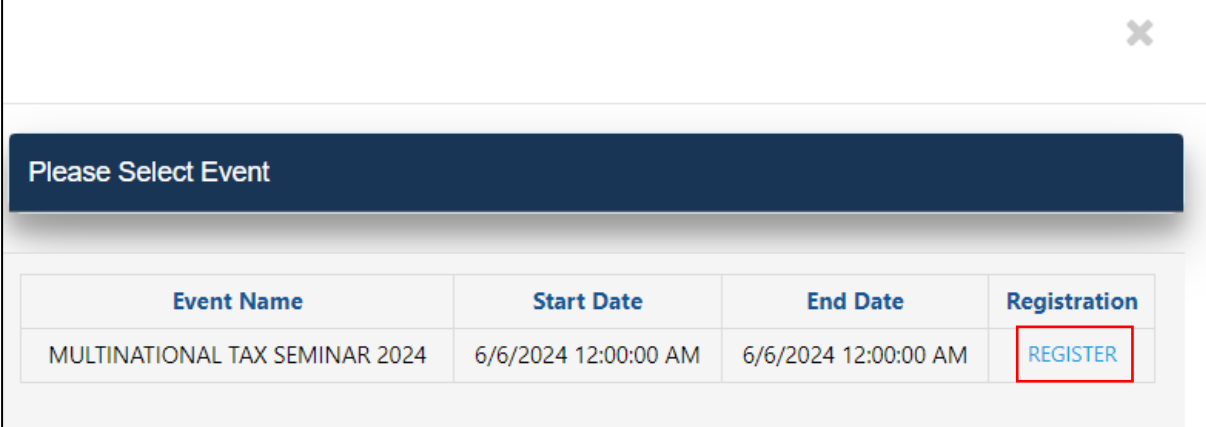


Diagram 17: Information has been Updated

USER DASHBOARD: REGISTER NOW

1. If participants want to register for the event, click on **Register Now**.
2. Registrations are allowed based on the current date. Click '**REGISTER**' to select an event slot.



The screenshot shows a modal window titled "Please Select Event" with a close button (X) in the top right corner. Below the title is a table with the following data:

Event Name	Start Date	End Date	Registration
MULTINATIONAL TAX SEMINAR 2024	6/6/2024 12:00:00 AM	6/6/2024 12:00:00 AM	REGISTER

Diagram 18: Select Event

3. If the participation is as an Individual, the system will inform that the participant needs to make the payment individually.

Individual Participant:

1. If the user is an individual, they only need to enter information for one participant.
2. Click the **Payment** button to make the make a fee payment.

SEMINAR REGISTRATION FORM

INLAND REVENUE BOARD OF MALAYSIA

Seminar : MULTINATIONAL TAX SEMINAR 2024

Fee Payment : RM 950.00

Seminar Date : 6/06/2024 - 6/06/2024

Session :

SESSION 1: 06/06/2024 - 06/06/2024, 08:00:00 - 17:00:00 Available Slot: 381

Le Méridien Putrajaya

<input type="text" value="90032"/>	<input type="text" value="NOR AFIFA"/>	
<input type="text" value="01367"/>	<input type="text" value="WARGANEGARA"/>	
<input type="text" value="LHDNM"/>	<input type="text" value="norafifa.ismail@yaho"/>	
<input type="text" value="B2-04-08 APARTMENT"/>		
<input type="text" value="TAMAN"/>		
<input type="text" value="43000"/>	<input type="text" value="KAJANG"/>	<input type="text" value="SELANGOR"/>

Participation As

Individual

Organization

Total Amount Due : RM 950.00

Diagram 19: Individual Participant

Organizational Participant:

1. If users want to enter information as an organization participant, click on '**Organization**'.
2. Users need to ensure that when adding participants, the Identification Number and Email of the participants cannot be the same.

Participation As

Individual
 Organization

Please register me as a participant

Bill Name	Identification Card Number	Telephone Number	Email	Status
1 HANANI	958f	0123256455	hanani@yahoo.com	Delete
2 BIHA	970f	0132546899	biha@yahoo.com	Delete
3				

[Add Participant](#)

• Ensure that the registered email is the EXACT and CORRECT personal email of the participant for the delivery of the webinar link. Registration email errors will result in the participant's failure to join the webinar.

Total Amount Due : RM 1,900.00

[Calculate the Payment Amount](#) [Payment](#) [Save \(Invoice\)](#)

Diagram 20: Organization Participation

3. The system will display an error if the Identification Number and Email information has been registered.

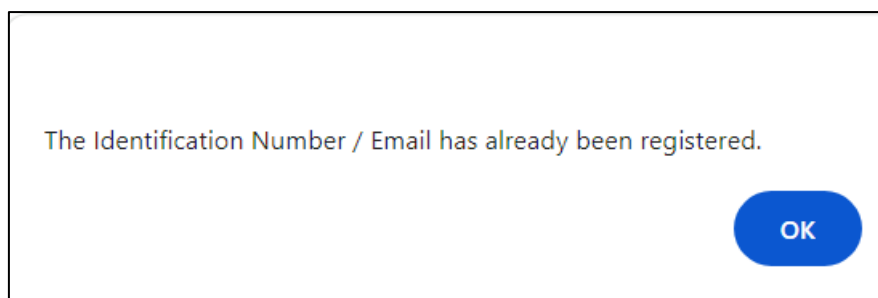


Diagram 21: Identification Number or Email Existed

4. If the account user wishes to participate in the seminar, click the checkbox '**Please register me as a participant**'. Therefore, the user does not need to enter their own information in the participant list.
5. Click '**Add Participant**' if you want to increase the number of participants. Through this add participant function, the system will check for duplicate information.

Participation As
 Individual
 Organization

Please register me as a participant

Bill	Name	Identification Card Number	Telephone Number	Email	Status
1	HANANI	958875541122	0123256455	hanani@yahoo.com	Delete
2	BIHA	970510016344	0132546899	biha@yahoo.com	Delete
3					

Add Participant

• Ensure that the registered email is the EXACT and CORRECT personal email of the participant for the delivery of the webinar link. Registration email errors will result in the participant's failure to join the webinar.

Total Amount Due : RM 1,900.00

Calculate the Payment Amount
Payment
Save (Invoice)

Diagram 22: Remove Participant

- If the user wants to delete a participant, click the **'Delete'** button. Click **'OK'** to proceed with deleting the participant.

Are you sure remove the participant?

OK

Cancel

Diagram 23: Remove Participant

- Complete participant information such as name, identification card number, phone number, and email. The system will provide a warning if organizational participant information is incomplete.

Please complete the participant information before adding participants.

OK

Diagram 24: Participation Must Be Completed

8. When clicking the '**Calculate the Payment Amount**' button, the payment amount for all participants will be calculated, and the '**Payment**' and '**Save (Invoice)**' buttons will be displayed.
9. If the user clicks the '**Save (Invoice)**' button, the User Dashboard will be displayed, and the user can check/print the invoice in the User Dashboard menu: Payment Records before making the payment.
10. If the user clicks the '**Payment**' button, the system will take the user to the Payment menu (see MTS User Manual – MTS FEE PAYMENT).
11. Ensure the payment amount is correct before clicking the '**Payment**' button.
12. An icon loading display will appear if the process to the Payment menu takes time.

Note*

Users are requested ***not to press the payment button repeatedly.***

USER DASHBOARD: PAYMENT RECORD

1. Users can check the payment status in this menu.

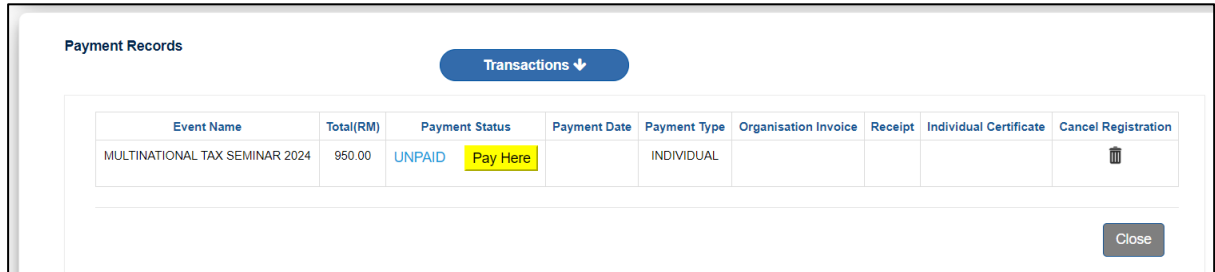


Diagram 25: Payment Records

2. The system allows users to delete entries if the payment status is 'UNPAID'.
3. Users can cancel their participation if the payment status is still 'Unpaid'. Click the button, and the system will display a notification. If the user agrees, click the 'OK' button.

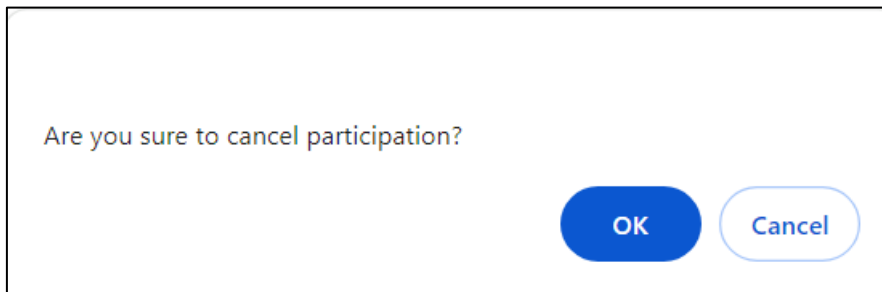


Diagram 26: Cancel Participation

4. System is success to delete participation information.

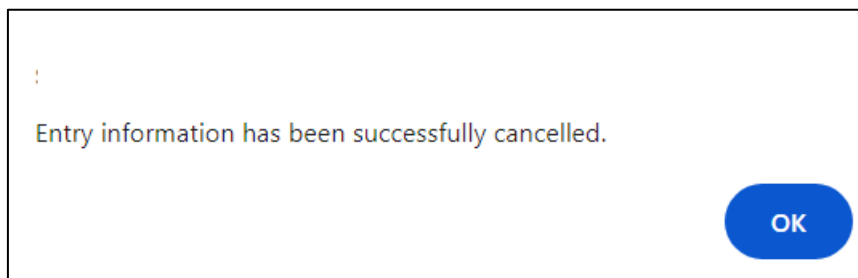


Diagram 27: Success to Cancel Participation

5. Here is an example of Payment Status for user review.

Payment Status	Description
SUCCESSFUL	Payment is made and success. Individual: User may print the receipt. Organization: User may print the receipt and invoice as reference.
UNSUCCESSFUL	Payment is unsuccessful and need user need pay first before entitle to join the event slot.
PENDING	Payment is success and waiting for bank validation.
UNPAID	Payment is not yet paid and need user need pay first before entitle to join the event slot.

Table 1: Payment Status Description

6. Here is the display of a successful payment status.

Payment Records								
Transactions ↓								
Event Name	Total(RM)	Payment Status	Payment Date	Payment Type	Organisation Invoice	Receipt	Individual Certificate	Cancel Registration
MULTINATIONAL TAX SEMINAR 2024	1900.00	UNSUCCESSFUL Pay Here	15/4/2024 7:11:03 PM	ORGANIZATION	INVOICE			
MULTINATIONAL TAX SEMINAR 2024	950.00	SUCCESSFUL	15/4/2024 5:49:52 PM	INDIVIDUAL		RECEIPT	NOT READY	
MULTINATIONAL TAX SEMINAR 2024	1900.00	UNPAID Pay Here		ORGANIZATION	INVOICE			

Diagram 28: Successful Payment Status

7. Here is the display of an **UNSUCCESSFUL** payment status. If the 'Pay Here' button is clicked, the user will be taken to the payment menu display.

Payment Records									
Transactions ↓									
Event Name	Total(RM)	Payment Status	Payment Date	Payment Type	Organisation Invoice	Receipt	Individual Certificate	Cancel Registration	
MULTINATIONAL TAX SEMINAR 2024	1900.00	UNSUCCESSFUL Pay Here	15/4/2024 7:11:03 PM	ORGANIZATION	INVOICE				
MULTINATIONAL TAX SEMINAR 2024	950.00	SUCCESSFUL	15/4/2024 5:49:52 PM	INDIVIDUAL		RECEIPT	NOT READY		
MULTINATIONAL TAX SEMINAR 2024	1900.00	UNPAID Pay Here		ORGANIZATION	INVOICE				

Diagram 29: Unsuccessful Payment Status

8. Here is the display of an **UNPAID** payment status. If the 'Pay Here' button is clicked, the user will be taken to the payment menu display.

Payment Records									
Transactions ↓									
Event Name	Total(RM)	Payment Status	Payment Date	Payment Type	Organisation Invoice	Receipt	Individual Certificate	Cancel Registration	
MULTINATIONAL TAX SEMINAR 2024	1900.00	UNSUCCESSFUL Pay Here	15/4/2024 7:11:03 PM	ORGANIZATION	INVOICE				
MULTINATIONAL TAX SEMINAR 2024	950.00	SUCCESSFUL	15/4/2024 5:49:52 PM	INDIVIDUAL		RECEIPT	NOT READY		
MULTINATIONAL TAX SEMINAR 2024	1900.00	UNPAID Pay Here		ORGANIZATION	INVOICE				

Diagram 30: Unpaid Payment Status

9. Here is the display of a **PENDING** payment status confirmation.

Payment Records									
Transactions ↓									
Event Name	Total(RM)	Payment Status	Payment Date	Payment Type	Organisation Invoice	Receipt	Individual Certificate	Cancel Registration	
MULTINATIONAL TAX SEMINAR 2024	1900.00	UNSUCCESSFUL Pay Here	15/4/2024 7:11:03 PM	ORGANIZATION	INVOICE				
MULTINATIONAL TAX SEMINAR 2024	950.00	SUCCESSFUL	15/4/2024 5:49:52 PM	INDIVIDUAL		RECEIPT	NOT READY		
MULTINATIONAL TAX SEMINAR 2024	1900.00	PENDING		ORGANIZATION	INVOICE				

Diagram 31: Pending Payment Status

10. For organizational participants, click on the **INVOICE** link to review/print the invoice. Below is an example display of an invoice.



INVOICE
FINANCIAL YEAR 2024

CUSTOMER ID	INVOICE NO.	INVOICE DATE
900329016344	9003: _____	15/04/2024 17:52:34

CUSTOMER NAME NOR AFIFA BINTI ISMAIL
SEMINAR NAME MULTINATIONAL TAX SEMINAR 2024
ORGANIZATION LHDNM
TEL NO. 0136727157

No.	Participant Name	Identification Card No/ Passport	Email	Quantity	Payment /Individual
1	BIHA	97051	biha@yahoo.com	1	RM 950.00
2	HANANI	95887E	hanani@yahoo.com	1	RM 950.00
TOTAL PAYMENTS				2	RM 1900.00

- Payment is only through the FPX link within the portal.
- Confirmation of registration will only be accepted after full payment has been made to the MTS secretariat 2024

Diagram 32: Organizational Invoice Sample

11. When the payment status is SUCCESSFUL, users can print/check the receipt at the RECEIPT link for reference.

Payment Records


Transactions ↓

Event Name	Total(RM)	Payment Status	Payment Date	Payment Type	Organisation Invoice	Receipt	Individual Certificate	Cancel Registration
MULTINATIONAL TAX SEMINAR 2024	950.00	SUCCESSFUL	15/4/2024 5:49:52 PM	INDIVIDUAL		RECEIPT	NOT READY	
MULTINATIONAL TAX SEMINAR 2024	1900.00	SUCCESSFUL	1/1/0001 12:00:00 AM	ORGANIZATION	INVOICE	RECEIPT	NOT READY	

Close

Diagram 33: Print Receipt

12. The diagram below shows sample receipts for Individuals and Organizations.



INLAND REVENUE BOARD OF MALAYSIA

INDIVIDUAL

**RECEIPT
ACKNOWLEDGMENT**

DATE 15/04/2024 18:39:18
 REFERENCE 90032
 SERIAL NO 2024/01/0000

RECEIVED FROM NOR AFIFA BINTI ISMAIL

ORGANIZATION FPX LHDNM

SESSION NO SESSION 1

PAYMENT DATE 15/04/2024

No.	SEMINAR NAME	TRANSACTION NO.	QUANTITY	PAYMENT / INDIVIDUAL
1	MULTINATIONAL TAX SEMINAR 2024	FPX / 2404151748050634	1	950.00
TOTAL PAYMENTS			1	RM 950.00

Diagram 34: Individual Receipt Sample



INLAND REVENUE BOARD OF MALAYSIA

ORGANIZATION

RECEIPT
ACKNOWLEDGMENT

DATE 15/04/2024 18:39:42
REFERENCE 9003
SERIAL NO. 2024/01/5946

RECEIVED FROM NOR AFIFA BINTI ISMAIL
ORGANIZATION LHDNM
SEMINAR NAME MULTINATIONAL TAX SEMINAR 2024
PAYMENT /INDIVIDUAL RM 950.00
TRANSACTION NO. /
SESSION NO. SESSION 1
PAYMENT DATE

LIST OF SEMINAR PARTICIPANTS AS BELOW :

Bil	PARTICIPANT NAME	IDENTIFICATION NO. / PASSPORT	QUANTITY	PAYMENT
1	BIHA	97051	1	RM 950.00
2	HANANI	95887	1	RM 950.00
TOTAL PAYMENTS			2	RM 1900.00

Diagram 35: Organization Receipt Sample

13. For each successful payment, users can review event participation information in the Participation List. The displayed information includes event date, payment amount for each participant, event session, registration type, and the number of participants if registered as an Organization.

List Of Participations

*Notes – Steps To Edit Session: 1. Choose Participant Name 2. Choose Session 3. Click 'Diskette' icon 4. A notification successfully updated will be displayed

Event Name	Event Start Date	Event End Date	Total(RM) /pax	Session	Type of Registration	Total Participant (for Organisation)	Action
MULTINATIONAL TAX SEMINAR 2024	6/6/2024 12:00:00 AM	6/6/2024 12:00:00 AM	950	SESSION 1	INDIVIDUAL		

Diagram 36: List of Participations

USER DASHBOARD: PARTICIPANT REGISTERED

1. If a participant wants to update organization participant information, users can select the event that has been registered.

Please Select Event

MULTINATIONAL TAX SEMINAR 2024








Participant Name	MyKad/Passport	Organisation	Contact Number	Email	Session	Certificate	Action
HARIZ	92091	LHDNM	0187817914	harizfwt92@gmail.com	SESSION 1	NOT READY	
HANANI	9588755	LHDNM	0123256455	hanani@yahoo.com	SESSION 1	NOT READY	
farizza shafiza	830406	LHDNM	0178974563	shafizza@hotmail.com	SESSION 1	NOT READY	
biha	97051	LHDNM	0132546899	biha@yahoo.com	SESSION 1	NOT READY	

Diagram 37: Certificate Status

2. The information allowed for updating includes Participant Name, Identification Number, Organization, Phone Number, Email, and Session. Click the  button to update participant information.
3. If a participant wants to change the session, they can select a session in the Session field.
4. Certificates can be printed when the Certificate status changes to **PRINT**.
5. If the user's account wants to replace another participant, the user can change participant information here. However, deleting participants is not allowed.
6. Click the  button to save the updated information.
7. To cancel the update of participant information, click the  button.

Please Select Event

MULTINATIONAL TAX SEMINAR 2024






Participant Name	MyKad/Passport	Organisation	Contact Number	Email	Session	Certificate	Action
HARIZ	920917016381	LHDNM	0187817914	harizifwat92@gmail.com	SESSION 1	NOT READY	 
HANANI	95887554	LHDNM	0123256455	hanani@yahoo.com	SESSION 1	NOT READY	
farizza shafiza	830406	LHDNM	0178974563	shafizza@hotmail.com	SESSION 1	NOT READY	
biha	9705100	LHDNM	0132546899	biha@yahoo.com	SESSION 1	NOT READY	

Diagram 38: Update Participant Information

14. The system will display a notification that the organization participant information has been successfully updated.

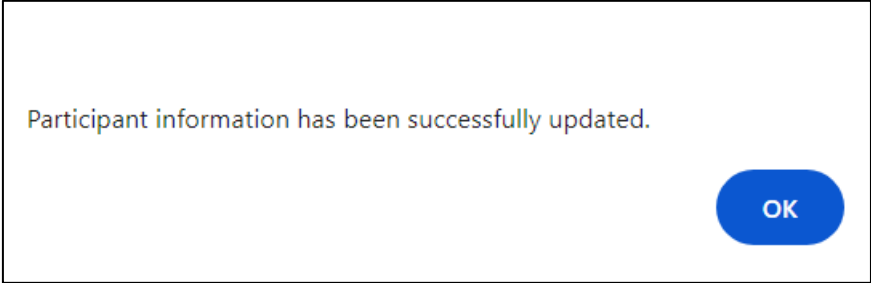
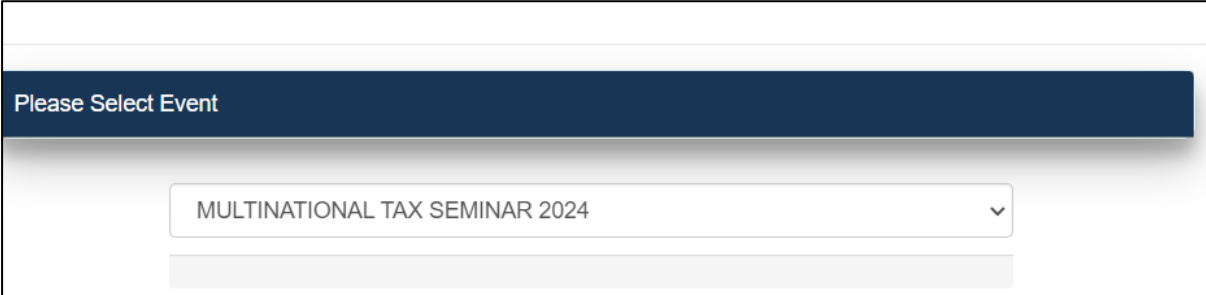


Diagram 39: Participant Information has been Updated

USER DASHBOARD: EVENT KIT

1. Users will be informed that the webinar link will be emailed along with the Event Kit before the Event starts.
2. If users want to access the Event Kit within their user account, the Event Kit is only available when the Event starts. Select the Event according to the current year.



The screenshot shows a user interface for selecting an event. At the top, there is a dark blue header bar with the text "Please Select Event" in white. Below this, there is a white dropdown menu with a light gray border. The selected option is "MULTINATIONAL TAX SEMINAR 2024", and a small downward-pointing chevron icon is visible on the right side of the dropdown box. Below the dropdown menu, there is a light gray rectangular area, likely representing a scrollable list of other event options.

Diagram 40: Select an Event to obtain the Event Kit

LOGOUT

1. In the menu section, click on Logout.

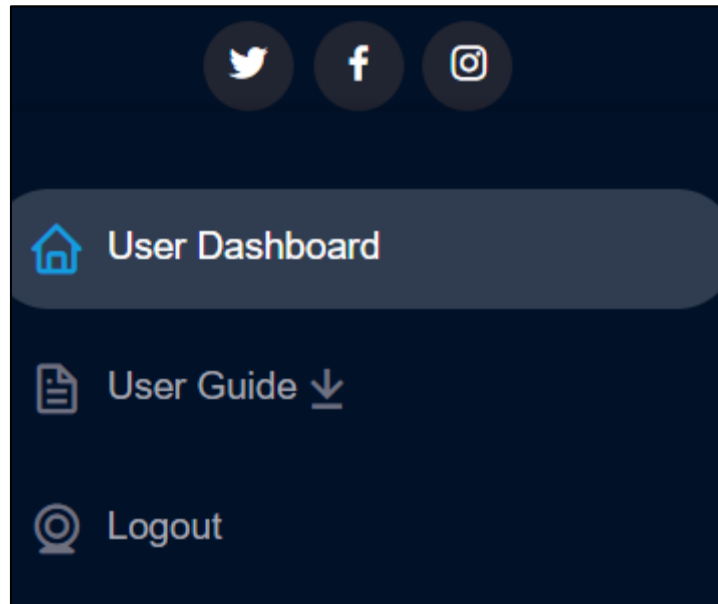


Diagram 41: Logout

2. The system will display a notification to the user to log out of the MTS system.
3. When the user clicks 'OK', the logout process is successful, and the system will return to the Main Page.

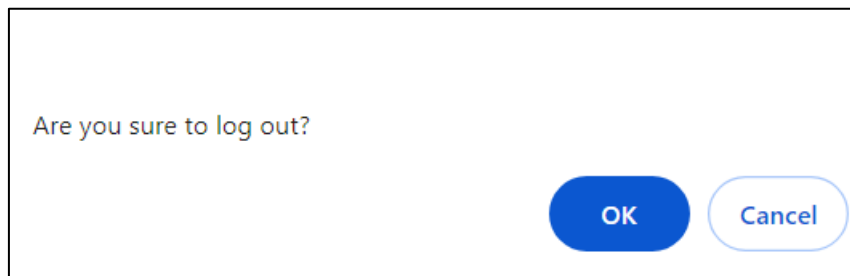


Diagram 42: Confirmation to Logout