LPJ e-Registration User Manual

27st October 2014

Document Version 1.0

LPJ e-Registration User Manual

TABLE OF CONTENTS

1.	REGISTRATION	.3
2.	LOGIN	.5
3.	USER MANAGEMENT	.7
4.	CHANGE PASSWORD	.8
5.	FORGOT PASSWORD	.9

1. Registration

1. To start accessing the LPJ e-Registration, open up the Internet Explorer and type in the given URL: <u>http://www.lpjpcs.gov.my/eReg/</u>

Please use Internet Explorer version 6.0 and above.

2. This will bring up LPJ e-Registration Main Page as shown below. Click on [New Registration] link as highlighted below:

D PC			SYSTEM		
Home	Services	References	Links	Resources	FAQ /
LOGIN © C ROC/ROB No. User ID Password	Non- O Go	Login Eoraci password	New Registration	ton click here	
		Admin Logir	2		

3. Fill in the account details information:

Registration			* mandatory fields
ACCOUNT DETAILS			
ID No. / Passport No. *			
Passsword *			
Confirm Passsword *			
Full Name *			
Email Address *			

 Fill in the ROC No and click on [Find] button will list business type selection. Select business type for your company and any related Agent Code.

ROC No.*	XYZ123	Find			
			Click on the ag	ent to fill the comp	an y address
	BUSINE	SS TYPE SELECTION	LIST OF REG	STERED SHIPP	ING AGENT
	Select	Business Type	Agent Code	Valid From	Vaid To
		DEPOH			
		FORWARDING AGENT	2	5A is not registe	red
		HAULIER			
		SHIPPING AGENT	LIST OF REGI	STERED FORM	ARDING AGENT
		SHIPPING LINE	Agent Gode	Valid From	Valid To
		VENDOR			
				FA is not registe	red

5. Fill in the company details information:

0	
Company Name *	
Address *	
Telephone No. *	
Fax No. *	
State Name Of Association (If Member)	
Bank Name	
Address	
OPERATION LOCATION *	
Select Port Location	
PELABUHAN PASIR	GUDANG

 Upload company registration documents for registration approval by select document type, then browse for local file and click on [Add] button to upload the document. Succesfully uploaded file will display on the below list.

Document Type	×		
Remark			
File	Browse		Add
Document Type	Filename	Remarks	Delete
	No data to display		

7. For vendor registration, upload vendor supporting documents for registration approval by select document type, then browse for local file and click on [Add] button to upload the document. Succesfully uploaded file will display on the below list. Upon completion, tick on [Company Acknowledgement], then click on [Register] button to submit the registration form.

Remark		Y	1			
File	Browse	.		Add		
	Document Type	Filename	Remarks	Delete		
		No data to display				
COMPANY A	CKNOWLEDGED scknowledged that all details of info if there are any change in the compu- ime.	rmation above mentioned is true, with th any information states in this registration	e latest of company informatio form. I, we agree to comply ru	n. I agree to n les and regula	otify LPJ ation enforced upon	
from time to i						

8. After registration, a message will appear telling you registration was successful.

Segistration Thank you for registering with Lembaga Pelabuhan Johor. Your application will be process and we will notify the status through your registered email address.	

2. Login

1. To start accessing the LPJ e-Registration, open up the Internet Explorer and type in the given URL: <u>http://www.lpjpcs.gov.my/eReg/</u>

V Please use Internet Explorer version 6.0 and above.

2. This will bring up LPJ e-Registration Main Page as shown below.



3. Successful login will bring User to the homepage as shown below:

MANAGE PROFILE	JSER MANAGEMENT CHANGE PASSV	WORD			LOGGED IN AS EDINORMAN AZI (UZICO ENTERPRISE) LOG
Company F	Profile				
o o inpuny i	Tornic				
ACCOUNT DETAIL	3				
ID No. / PassportNo.	810928011111				
FullName	EDINORMAN AZNAN				
Email Address COMPANY INFORM	edinorman.aznan@gmail.com				
Email Address COMPANY INFORM ROC No.	ednorman.aznan@gmail.com				
Email Address COMPANY INFORM ROC No.	ednorman.aznan@gmail.com	LIST OF REGI	STERED SHIP	ING AGENT	
Email Address	edhorman.aznan@gmail.com ATTON Atton BUSINESS TYPE SELECTION Business Type	LIST OF REGI	STERED SHIPF Valid From	ING AGENT Vaid To	
Email Address	edhoman.aznan@gmail.com	LIST OF REGI Agent Code ASD016	STERED SHIPP Vald From 22/7/2004	Vaid To 30/6/2016	
Email Address	edhoman.aznan@gmail.com	LIST OF REGI Agent Code AS0016 LIST OF REGI	STERED SHIPF Vald From 22/7/2004 STERED FORV	PING AGENT Vald To 30/5/2016	
Email Addres s	editorman.aznan@gmail.com	UST OF REGI Agent Oxde ASD016 UST OF REGI Agent Oxde	STERED SHIPP Vald From 22/7/2004 STERED FORV Vald From	Vald To 30/6/2016 Vald To Vald To Vald To	

4. This page allow user to update their company profile and save new information into system by click on [Save] button at below of the page.

	iment Type	He Name	Remarks	Download	
1. Copy	of Form 9, Company Act 1965	Desert.jpg		Download	
VENDO	R SUPPORTING DOCUMENT	Cle Masse	Pennder	Daureland	
No. Docu	iment Type	rie Name	Kemarks	Lownload	
		No data to display			

5. The menu available for non-government users are as follows:

The menu list will be filtered based on user access right. However, system admin will be able to access the entire menu without assignment.

- Manage Profile
- User Management
- Change Password

3. User Management

1. Click on [User Management] menu as shown below.



2. List of user for the company.



 To add new user, click on any [New] links and system will display the editable form for you to add new user as shown below. Upon completion, click on [Update] link to save the record or click [Cancel] link to go back to the list.

USER MANAGEMENT		
No. UserID	Full Name	Active #
User ID	Password	
Full Name	Email Address	
Remark	Active 🗸	
		Update Cance

4. To edit existing user information, click on [Edit] link of that user and system will display the editable form with selected user name as shown below. You can change the role information and then click on [Update] link to save the record or click [Cancel] link to go back to the list without modification.

MANAC	GE PRO	FILE US	ER MANAGEMENT	CHANGE PASSWORD				Logged n as EL (UZICO ENTERP	INCRMAN AZ RISE) Log
USE	r Man	AGEMENT -							
No.	U	ser ID			Full Name			Active	#
1.	810928	8011111	EDINORMAN AZNA	N					
Use	r ID	810928011	111						
Full	Name	EDINORMA	N AZNAN		Email Add	ail Address edinoman.aznan@gmail.com			
Ren	nark				Active		v	Up	date <u>Cancel</u>

4. Change Password

1. Click on [Change Password] menu as shown below.



2. To change password, fill all box on this page. Upon completion, click on [Change] button to update the new password.



3. After successful change password the following message will be displayed:

MANAGE PROFILE	USER MANAGEMENT	CHANGE PASSWORD	Logged n as EDINORMAN AZNA (uzico enterprise) Log Ox
CHANGE PASSWO	RD		
Old Password*			
Passsword *			
Confirm Passs word *			

5. Forgot Password

1. Click on [Forgot Password] link as shown below.

1

		<u>.</u>			
Home	Services	References	Links	Resources	FAQ /
Login © ROC/ROB N User ID Password	Government O G	Eoract password	New Registration	tion click here	

2. Fill in organization id and email information. Upon completion, click on [Reset Password] button to reset password.

Organization ID (ROC/R	OB No.)*
cman	
Confirm Email *	
	Reset Password

3. After successful reset password the following message will be displayed and new password sent through email. (Please change password after your first login)

please login with new password ar	nd change to your prefered passwor	£.
<u>Oick here to login.</u>		
Organization ID (ROC/ROB No.)*	AIP0173186P	
Email*	edinoman.aznan@gmail.com	
Confirm Email *	edinorman.aznan@qmail.com	
	Peacet Descurant	