
LPJ e-Registration User Manual

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LPJ e-Registration User Manual

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1. Registration

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



Please use Internet Explorer version 6.0 and above.

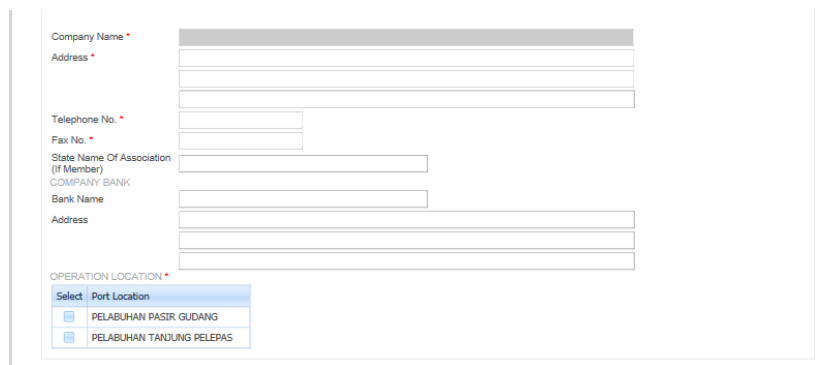
2. This will bring up LPJ e-Registration Main Page as shown below. Click on [New Registration] link as highlighted below:



3. Fill in the account details information:

4. 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.

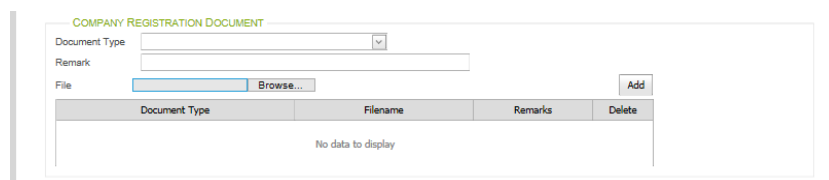
5. Fill in the company details information:



The screenshot shows a registration form with the following fields:

- Company Name *
- Address *
- Telephone No. *
- Fax No. *
- State Name Of Association (if Member)
- COMPANY BANK
 - Bank Name
 - Address
- OPERATION LOCATION *
 - Select Port Location
 - PELABUHAN PASIR GUDANG
 - PELABUHAN TANJUNG PELEPAS

6. 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. Successfully uploaded file will display on the below list.

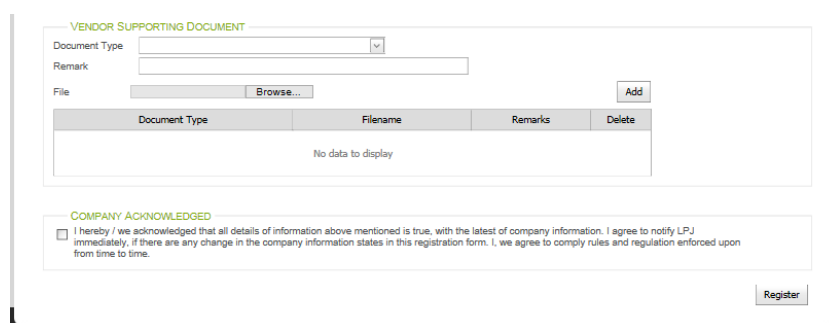


The screenshot shows the 'COMPANY REGISTRATION DOCUMENT' form with the following fields:

- Document Type (dropdown menu)
- Remark
- File (input field with 'Browse...' button)
- Add button

| 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. Successfully uploaded file will display on the below list. Upon completion, tick on [Company Acknowledgement], then click on [Register] button to submit the registration form.



The screenshot shows the 'VENDOR SUPPORTING DOCUMENT' form with the following fields:

- Document Type (dropdown menu)
- Remark
- File (input field with 'Browse...' button)
- Add button

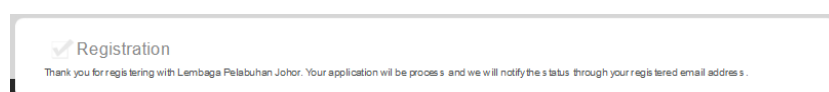
| Document Type | Filename | Remarks | Delete |
|--------------------|----------|---------|--------|
| No data to display | | | |

COMPANY ACKNOWLEDGED

I hereby / we acknowledged that all details of information above mentioned is true, with the latest of company information. I agree to notify LPJ immediately, if there are any change in the company information states in this registration form. I, we agree to comply rules and regulation enforced upon from time to time.

Register

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



Registration

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: <http://www.lpjpcs.gov.my/eReg/>



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:

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.

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.

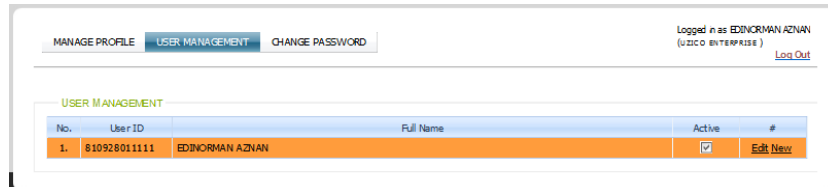
- ◆ Manage Profile
- ◆ User Management
- ◆ Change Password

3. User Management

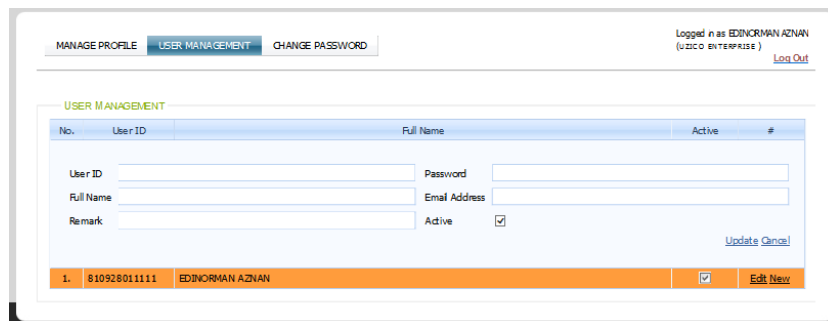
1. Click on [User Management] menu as shown below.



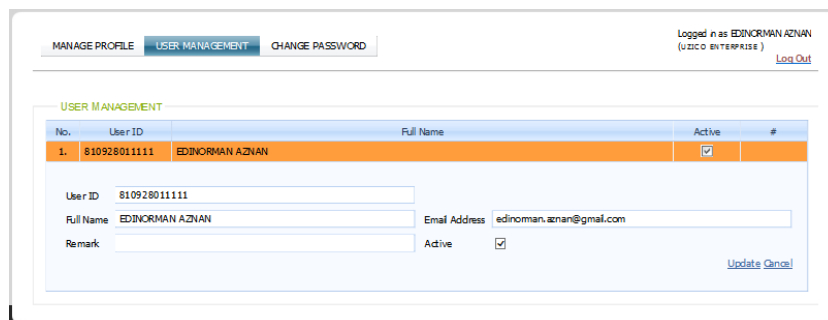
2. List of user for the company.



3. 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.



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.



4. Change Password

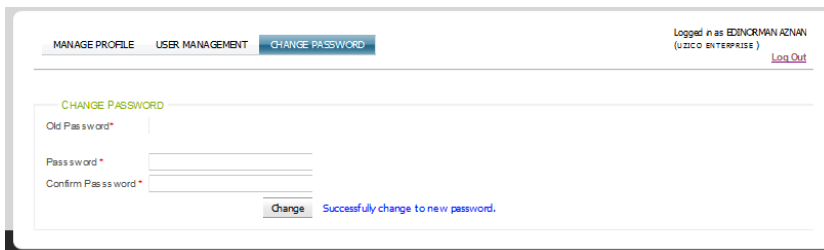
1. Click on [Change Password] menu as shown below.



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:

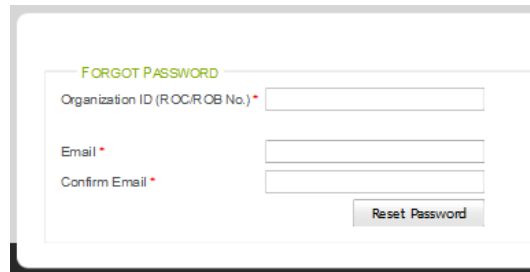


5. Forgot Password

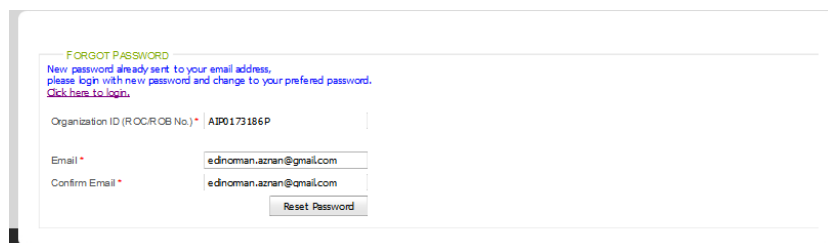
1. Click on [Forgot Password] link as shown below.



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

The image shows a 'FORGOT PASSWORD' form. It has three input fields: 'Organization ID (ROC/ROB No.)', 'Email', and 'Confirm Email'. A 'Reset Password' button is located at the bottom right of the form.

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

The image shows a confirmation message for the password reset process. The message reads: 'FORGOT PASSWORD', 'New password already sent to your email address. please login with new password and change to your preferred password. Click here to login.' Below the message are three input fields: 'Organization ID (ROC/ROB No.)' with the value 'AIP0173186P', 'Email' with the value 'ednoman.aznan@gmail.com', and 'Confirm Email' with the value 'ednoman.aznan@gmail.com'. A 'Reset Password' button is located at the bottom right of the form.