



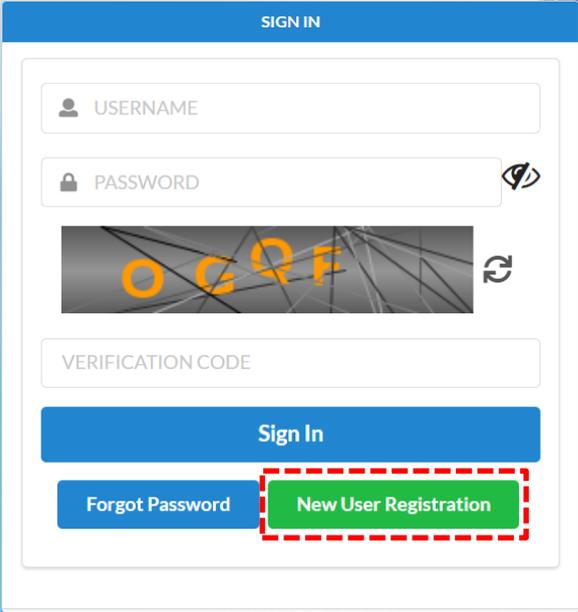
# **USER GUIDELINE EZBIZ USER ACCOUNT REGISTRATION**

**1 AUGUST 2024**

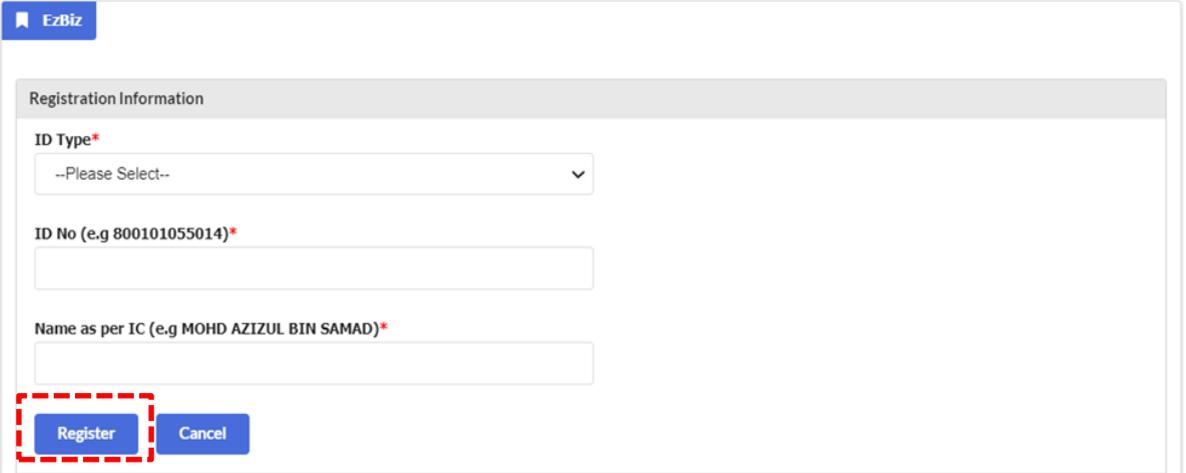
## EZBIZ USER ACCOUNT REGISTRATION APPLICATION

### A. REGISTER AS A USER ON THE EZBIZ PORTAL ([ezbiz.ssm.com.my](http://ezbiz.ssm.com.my))

1. Click on the "New User Registration" button.



2. a) Fill in the required information marked with (\*).  
b) Then, click "Register".



3. a) Fill in all the required information marked with (\*).

Registration Information

**Username\***  
  
(Please key in from 5 until 40 character.)

**Password\***  
   
(Password must contain at least one of lower case letters, upper case letters, digits and minimum 6 characters)

**Re-Type Password\***  
 

**Email\***

**Re-Type Email\***

User Information

**Name\***

**ID Type**  **ID No (e.g 800101055014)\***  **Colour\***  

**Nationality\***  

**Gender\***  FEMALE  MALE

**Date of Birth\***   **Race\***  

Residential Address Information

**Residential Address\***

**Postcode\***  **City\***

**Country\***  **State\***  

**Mobile Phone No.\***

**Declaration:**

I have read and understood the [Protocol on E-Lodgement](#) and agree to the [Terms and Conditions](#) of the system.

- b) Tick ✓ in "Declaration" box.
- c) Then, click "**Save**".

4. The user will receive email notification for the Ezbiz user account. Please visit the nearest SSM Office or Tap.It kiosk to activate the Ezbiz user account.



• Please be informed that you have registered as an authorized user of EzBiz Portal using Loginid **HELENASUI**. Kindly check your email account [helenasui@gmail.com](mailto:helenasui@gmail.com) for further details.

Please proceed with the following steps for Ezbiz user account activation:

1. For ID activation, please go to the nearest SSM's Office for the safety purpose of Ezbiz Online User.  
**OR**
2. Kiosk Tap. It  
(Please refer location Kiosk tap.It at Kiosk tap.IT)

Please refer user manual (Ezbiz ID Activation) in Ezbiz portal for more details.

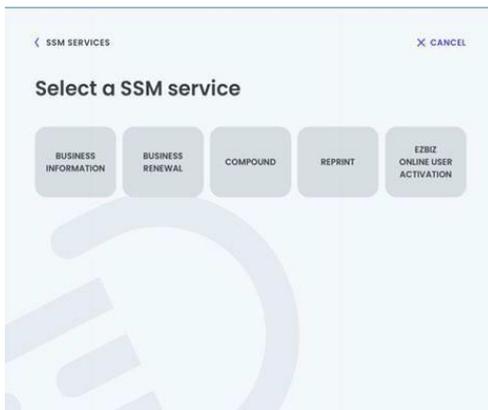
Should you have any queries or require any further information please contact SSM Hotline at [03-7721 4000](tel:03-77214000) or e-mail us [atenquiry@ssm.com.my](mailto:atenquiry@ssm.com.my).

Thank you.

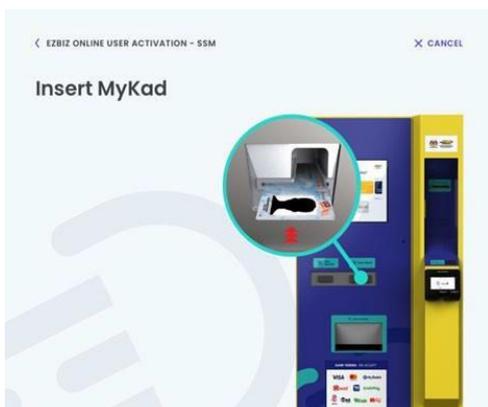
# GUIDELINE FOR ACTIVATING THE EZBIZ ACCOUNT AT THE KIOSK



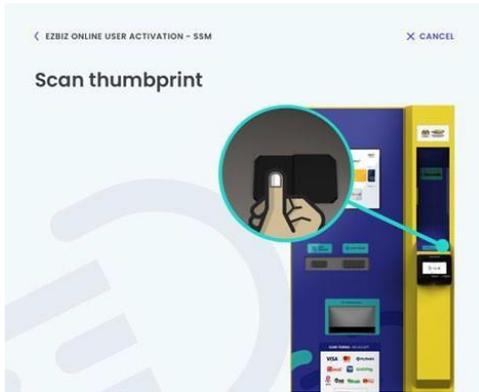
Step 1 – Touch the screen to start the transaction.



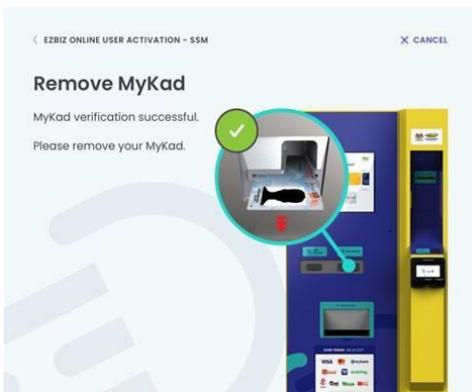
Step 2 – Select the “Ezbiz Online User Activation” transaction.



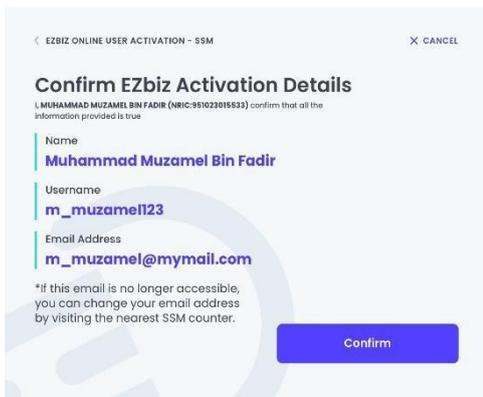
Step 3 – Insert MyKad into the slot as shown in the picture.



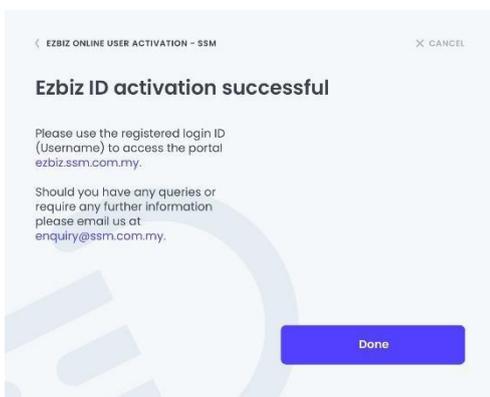
Step 4 – Scan thumbprint.



Step 5 - Remove MyKad.



Step 6 – If the information displayed is correct, verify the transaction by clicking “Confirm” button. If an error occurs, please refer to SSM officers at the counter.



Step 7 – Details of successful Ezbiz account activation information will be displayed on the screen. Click on the “Done” button to end the transaction.