

Step to use MBRS

1. Access SSM's website and click "SSM4U" at **Quick Link**.
2. Register as a [SSM4U](#) user.
3. Once you are in SSM4U portal, kindly click to "MBRS" icon.
4. Kindly note under the MBRS 2.0 the Lodger **MUST** ensure that the Practicing Certificate (PC) registration under Section 241 Companies Act 2016 status is active. This is a new mandatory requirement under MBRS 2.0 for Lodger as it is needed for them to upload the certificate during the first login to mPortal 2.0.

For any new PC registration and renewal, kindly refer to [eSecretary](#).

5. Next, apply for user roles as follows:

Roles	Functions
<i>Company Secretary (Lodger)</i>	A Person who have the authority to lodge AR, FS and EA to SSM.
<i>Company Agent (Lodger)</i>	
Liquidator (Lodger)**	
Official Receiver (Lodger)**	
Other Role (Lodger)**	
<i>Company Secretary Assistant (Maker)</i>	A person who prepares and upload the XBRL file of AR, FS and EA into mPortal.
<i>Company Agent Assistant (Maker)</i>	
Liquidator (Maker)**	
Official Receiver (Maker)**	
Other Role (Maker)**	

6. **Liquidator (Maker), Liquidator (Lodger), Official Receiver (Maker), Official Receiver (Lodger), Other Role (Maker), Other Role (Lodger) only allows to upload the filings for company with Status either Winding Up (W) or Dissolved (D) in SSM.
7. Follow the instruction as shown on the MBRS screen according to the service required.
8. Check on submission status at User Role Assignment dashboard in mPortal. Application result will be displayed in mPortal individual's dashboard by referring to this icon .

Note:

i. Company Secretary (Lodger), Company Agent (Lodger), Liquidator (Lodger), Official Receiver (Lodger) and Other Role (Lodger) are required to purchase Digital Certificate (PKI Registration) via mPortal. mPortal will navigate users to 1CRS portal (Pos Digicert Certificate Registration System) to purchase the certificate.

ii. Existing MyCoID users are not required to register as a SSM4U user to access mPortal. MyCoID users need to reset password via Forgot Password link in the SSM4U portal.