**MBRS PKI REGISTRATION FLOWCHART**

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### A. SSM E-SERVICES USER REGISTRATION

#### STEP 1
**ACCESS E-SERVICES WEBSITE**
- Register at [https://ssm4u.com.my](https://ssm4u.com.my)
- Follow instruction to complete registration.

#### IMPORTANT NOTE: If you already e-Services verified user,
- Login at [https://ssm4u.com.my](https://ssm4u.com.my)
- Click on MBRS Logo
- Please proceed to STEP 2

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### B. PKI APPLICATION REGISTRATION (DIGITAL CERTIFICATE PURCHASE)

#### STEP 2
**PKI REGISTRATION**
- Click on “PKI REGISTRATION” link at MBRS Portal (mPortal) and enter your NRIC or Passport Number.
- Fill in your personal and company information.

#### STEP 3
**SELECT PACKAGE & VALIDITY**
- Select “SSM-Malaysian Business Reporting System (MBRS)” project package.
- Choose validity period of 1 year or 2 years.

#### STEP 4
**UPLOAD SUPPORTING DOCUMENTS**
- Upload scanned copy of:
  - MyKad or Passport.
  - Letter of Authorisation (LOA) or “Company Secretary License”

#### STEP 5
**ONLINE PAYMENT**
- Select your preferred payment method.

#### IMPORTANT NOTE: DISABLE Pop-up Blocker on your browser.

#### STEP 6
**PHONE CALL VALIDATION**
- Pos Digicert “Registration Authority (RA)” will call your registered telephone number within 3 working days upon step 5 completion.

#### IMPORTANT NOTE: Failure to answer validation call will cause your application being put on hold.

#### STEP 7
**EMAIL NOTIFICATION**
- Check your email to complete your registration.

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**Enquiries:**
- Email : mbrspki.support@digicert.com.my
- Email : customercare@digicert.com.my
- Telephone no. : +603 8800 8008

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**Pos Digicert Sdn. Bhd.** (457608-K)
CA License No.: LPBP-1/2015(3)
sales@digicert.com.my

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**www.posdigicert.com.my**