



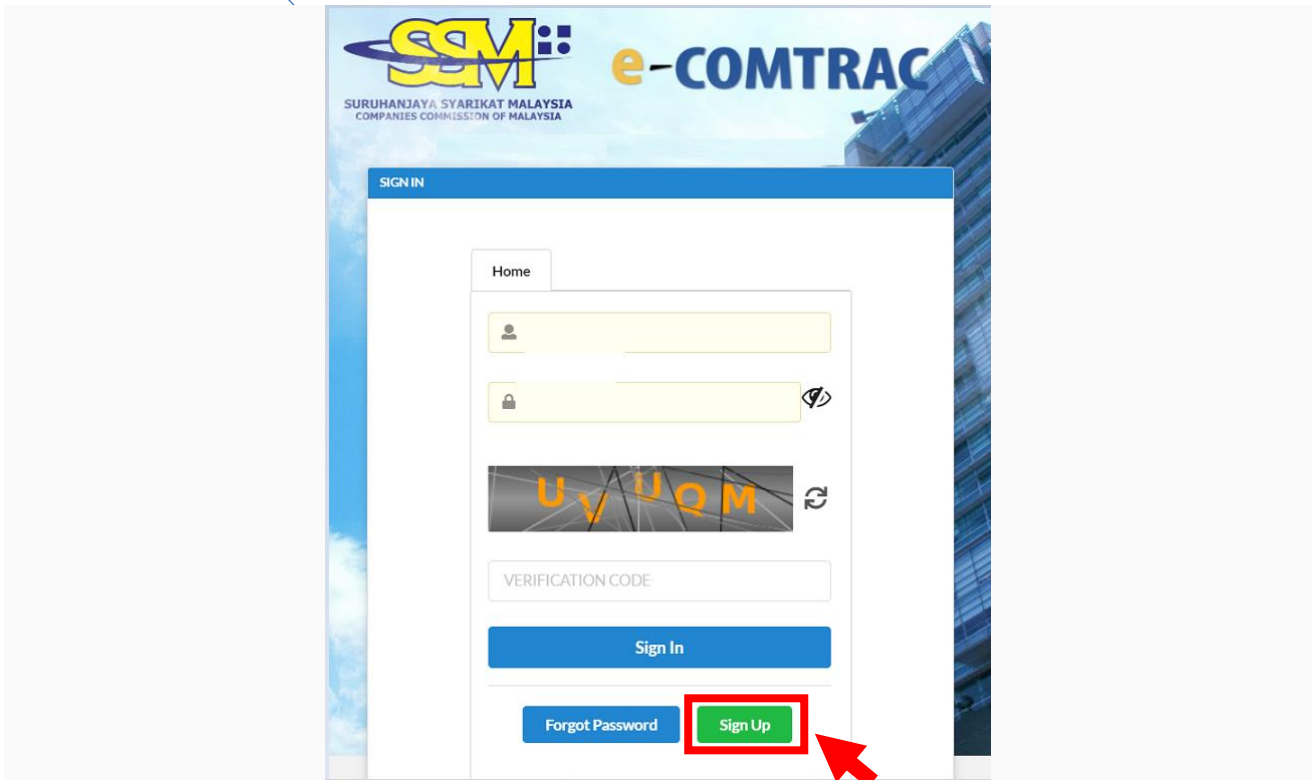
# **USER MANUAL e-COMTRAC**

**Version 2.0  
27 April 2021**

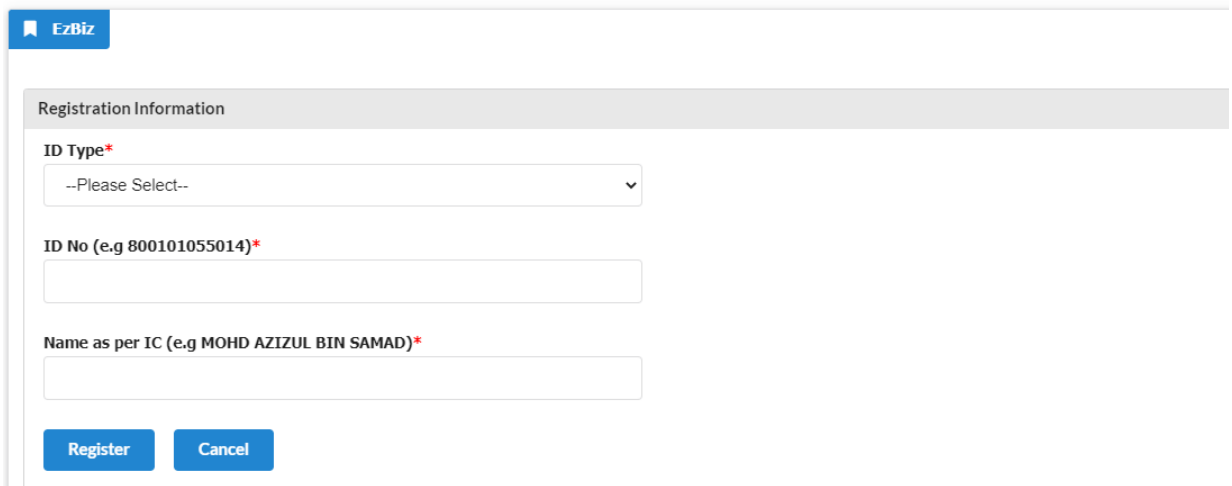
## e-COMTRAC

1. Go to <https://e-comtrac.ssm.com.my>.
2. A **new e-COMTRAC user (first time login)**, click "Sign Up" button.

**\* If you are an existing e-COMTRAC user, you can skip step no. 2 and 3 to access e-COMTRAC.**



3. Key in the **Registration Information** and click "Register" button.



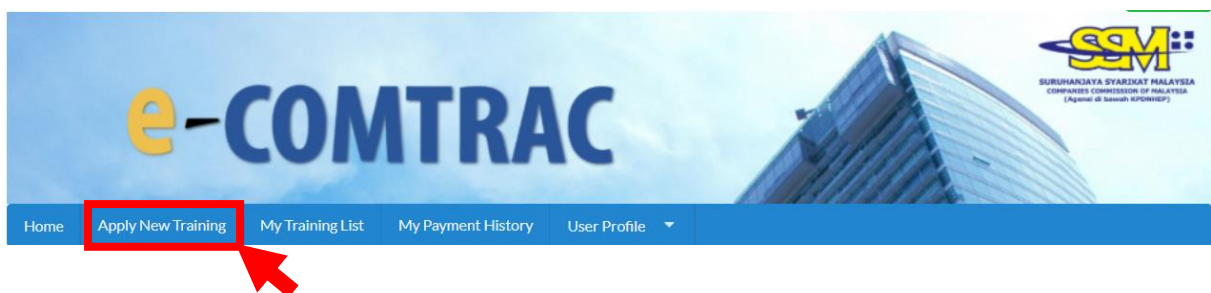
**\* Registration for training programme does not require ID activation.**

## e-COMTRAC

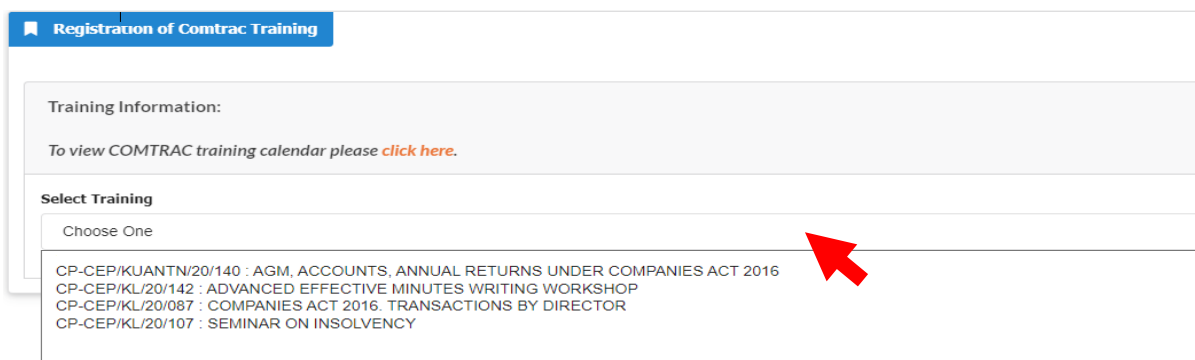
4. Login to e-COMTRAC system with valid **Username** and **Password**.
5. Click "**Sign In**" button.



6. Click on the **Apply New Training**.



7. Next, you need to **Select Training** from the drop-down list:



8. You can check **Available Seat** and click "**Add Participant**" button to register for the training programme.

Select Training  
CP-MBRS/KL/20/156 : MBRS FOR PREPARERS - FINANCIAL STATEMENT

Training Code  
CP-MBRS/KL/20/156

Training Name  
MBRS FOR PREPARERS - FINANCIAL STATEMENT

Training Date  
14/12/2020 - 15/12/2020

Registration Closing Date  
09/12/2020

Course Fee - Standard  
RM 800

Course Fee - Licensed Secretary and Members of Prescribed Bodies\*  
RM 800

Training Terms & Conditions

Available Seat  
5 Seat(s)

+ Add Participant

Participant No	Name	IC No	Amount	Action
Showing 0 to 0 of 0				

« < > »

9. Key in the **Participant's Information** and click "**Submit**" button.

## Participant Information

IC No\*

Name\*

Mobile No\*

Phone No

Email\*

Designation

Company

Fee Type

License Secretary  Member of Prescribed Body  Standard

Fee

RM 800

Address\*

Postcode\*

City\*



State\*

Type Of Dietary (Classroom Training Only)\*



## e-COMTRAC

- Upon clicking "**Submit**" button at Step no. 9, you will be able to view participant(s) details. You should check the details thoroughly and click "**Submit Payment**" button.

Participant No	Name	IC No	Amount	Action
1	MUHAMMAD AFIQ	145021	800.0	 

Showing 1 to 1 of 1

« < 1 > »



**\* Please submit your application within 15 minutes. Otherwise the system will automatically cancel your transaction and you will lose your seat(s). Please re-apply if you wish to proceed.**

- Check your **Payment Details** and click "**Pay Online**" button to proceed to payment gateway.

**Payment Page**

**Payment Details**

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
CP-MBRS/KL/20/156 - Standard Fee (MUHAMMAD AFIQ 145021))	1	800.00	0.00	800.00
<b>Total (RM):</b>		<b>800.00</b>	<b>0.00</b>	<b>800.00</b>
<b>Total Amount (RM):</b>			<b>800.00</b>	

**Name\***  
MUHAMMAD AFIQ

**NRIC No. / MyCoID No. / Business Registration No.\***  
145021

**Address\***  
NO.2  
5610I  
WILA

**PAY ONLINE** **CANCEL**



14. Upon successful transaction, there will be an email notification to applicant and participant(s).

**a. Email notification to applicant:**

**SUBJECT: EMAIL NOTIFICATION ON PAYMENT**

Dear Sir/Madam,

Receipt No. : EB20201208000002

Amount : RM800.00

Payment Mode : DD

Receipt Date : 08/12/2020

Please be informed that above transaction had been made.

Should you have any queries or require any further information please contact us at 603-7721 4000.

We welcome any comments or suggestions you may have on how we can improve our services.

Thank you for using our services

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

Yours sincerely,

Admin

**b. Email notification to applicant:**

**SUBJECT: e-COMTRAC ONLINE | TRAINING CONFIRMATION FOR APPLICATION**

Dear Sir/Madam,

We have received your training application (Ref No : CP2021042800028).

Training Name: MBRS FOR PREPARERS - FINANCIAL STATEMENTS (FAST TRACK) (CP-065/21/MBRS/WEB)

Training Date: 05/05/2021

Total Pax: 1

Amount: RM 400.00

You may download your Training Confirmation Slip at [e-comtrac.ssm.com.my](http://e-comtrac.ssm.com.my) under menu **My Training List > Payment Success**

Please contact us at 03-2299 4440 / 4441 / 5308 should you have any query or require any further information.

Thank you.

Your sincerely,

Companies Commission of Malaysia Training Academy & Knowledge Management

Level 12, Menara SSM@Sentral, 7 Jalan Stesen Sentral 5, Kuala Lumpur Sentral,

50623 Kuala Lumpur

Fax: 03-22994451 / 4452 Email:comtrac@ssm.com.my

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]



c. Email notification to participant(s):

**SUBJECT: e-COMTRAC ONLINE | STATUS OF ENROLLMENT**

Dear Sir/Madam,

You have successfully enrolled for the below training programme by Companies Commission of Malaysia Training Academy & Knowledge Management (COMTRAC):

Training Programme: MBRS FOR PREPARERS - FINANCIAL STATEMENT (CP-MBRS/KL/20/156)  
Training Date: 14/12/2020 - 15/12/2020

Please contact MUHAMMAD AFIQ [REDACTED] at 017 [REDACTED] should you have any query or require any further information.

Thank you.

Your sincerely,

Companies Commission of Malaysia Training Academy & Knowledge Management  
Level 12, Menara SSM@Sentral, 7 Jalan Stesen Sentral 5, Kuala Lumpur Sentral,  
50623 Kuala Lumpur  
Tel: 03-2299 4441 / 4440 / 5308  
Fax: 03-22994451 / 4452 Email:comtrac@ssm.com.my

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

15. You can view your application and download Training Confirmation Slip at **My Training List > Payment Success**.

The screenshot shows the e-COMTRAC web application interface. At the top, there is a navigation bar with the following items: Home, Apply New Training, My Training List (highlighted with a red box and a red arrow), My Payment History, and User Profile. Below the navigation bar, the page title is 'My Training List' and the date/time is 'April 27, 2021 12 : 16: 01'. The main content area shows a list of training applications with the following columns: Transaction Code, Training Code, Training Name, Update Date, and Action. The first row in the list has the following data: Transaction Code: CP2021033100001, Training Code: CP-040/21/CEP/WEB, Training Name: COMPANY ACT 2016: DEALING WITH COMMON ISSUES (9AM - 5PM), Update Date: 31/03/2021 03:28:47 PM, and Action: [Download icon] (highlighted with a red box and a red arrow). Above the table, there are tabs for 'Draft', 'Pending Payment', 'Payment Success' (highlighted with a red box and a red arrow), and 'Cancel'.

16. You can view your payment transaction report and print your invoice at **My Payment History**.

Home Apply New Training My Training List **My Payment History** User Profile

April 27, 2021 12 : 32: 10

Payment Transaction Report

Transaction Id

Reference No

From

To

Status

--Please Select--

Search

- The End -