



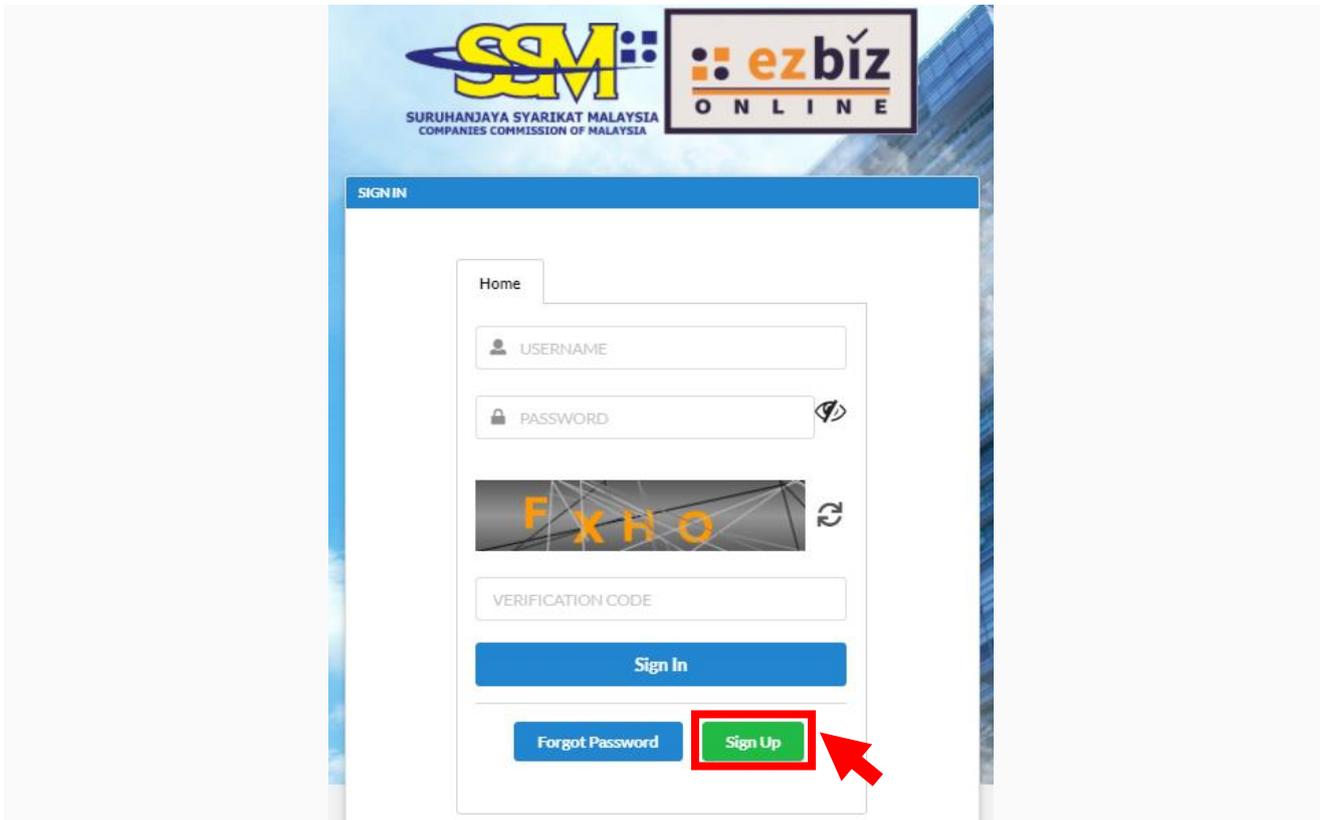
# **USER MANUAL e-COMTRAC**

**Version 1.0  
16 December 2020**

## e-COMTRAC

1. Go to <https://ezbiz.ssm.com.my>.
2. A **new ezBiz user (first time login)**, click “**Sign Up**” button.

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

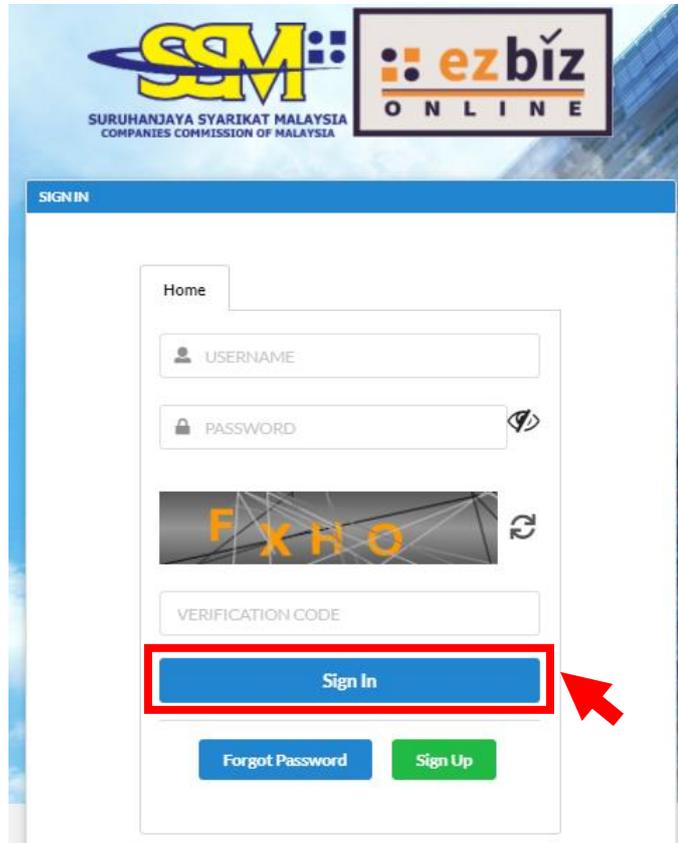


3. Key in the **Registration Information** and click “**Register**” button.

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

## e-COMTRAC

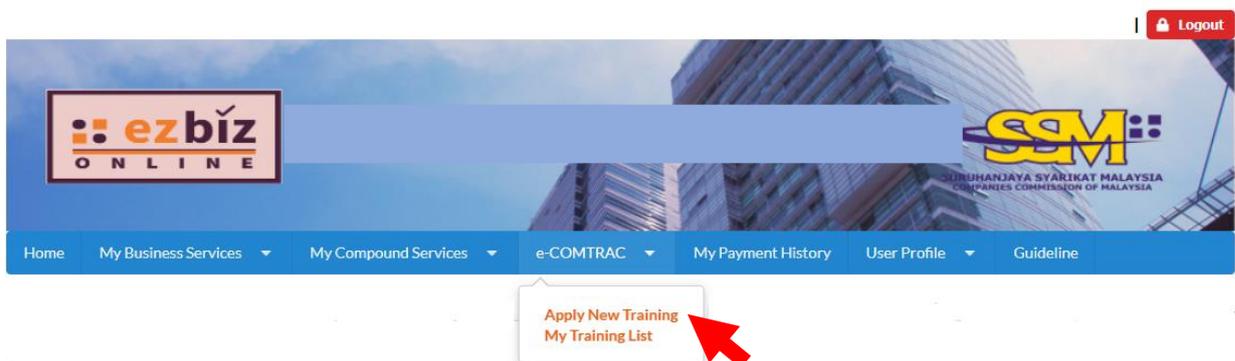
4. Login to ezBiz system with valid **Username** and **Password**.
5. Click "**Sign In**" button.



The screenshot shows the 'SIGN IN' page of the ezBiz system. At the top, there are logos for SSM (SURUHANJAYA SYARIKAT MALAYSIA COMPANIES COMMISSION OF MALAYSIA) and ezbiz ONLINE. The main content area is titled 'SIGN IN' and contains a form with the following elements:

- A 'Home' breadcrumb.
- A 'USERNAME' input field.
- A 'PASSWORD' input field with a visibility toggle icon.
- A CAPTCHA image showing the letters 'FXHO'.
- A 'VERIFICATION CODE' input field.
- A blue 'Sign In' button, which is highlighted with a red rectangular box and a red arrow pointing to it from the right.
- Two smaller buttons below: 'Forgot Password' (blue) and 'Sign Up' (green).

6. Click on the **e-COMTRAC** tab and select **Apply New Training**.



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

**Registration of Comtrac Training**

Training Information:

To view COMTRAC training calendar please [click here](#).

Select Training

Choose One

CP-CEP/KUANTN/20/140 : AGM, ACCOUNTS, ANNUAL RETURNS UNDER COMPANIES ACT 2016  
CP-CEP/KL/20/142 : ADVANCED EFFECTIVE MINUTES WRITING WORKSHOP  
CP-CEP/KL/20/087 : COMPANIES ACT 2016. TRANSACTIONS BY DIRECTOR  
CP-CEP/KL/20/107 : SEMINAR ON INSOLVENCY

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      Registration Closing Date  
14/12/2020 - 15/12/2020    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

10. 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.**

11. 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 LORON  
56100 KUAL  
WILAYAH PE

**PAY ONLINE** **CANCEL**

12. Select your preferred payment method and click “**Submit Payment**” button.

Time Remaining : 06 Minutes 45 Seconds

**\$ Payment Details**

Order ID CP2020120800003  
 Payment ID EZ2020120800002  
 Payment for SSM EzBiz Payment  
 Total MYR 800.00

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**Pay with Credit or Debit Card**

**Credit or Debit Card**

Cardholder Name

Card Number

Card Types **VISA**

Expiration Date  /

CVV

**Other Payment Methods**

MY

Online Banking

- 
- 
- 
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-

Submit Payment

13. If payment is successful, the **Invoice Receipt** shall display information as follows:

**INVOICE**

**SURUHANJAYA SYARIKAT MALAYSIA**  
COMPANIES COMMISSION OF MALAYSIA

Suruhanjaya Syarikat Malaysia (SSM) Menara SSM@Sentral No 7, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50623 Kuala Lumpur Tel : 03-2299 4400	Invoice No : EBT000405150 Receipt No : EB20201208000002 Reference No. : CP2020120800003 Payment Mode Detail : HostSim Approval Code : Payment Mode : DD Transaction ID : EZ2020120800002 Payment Date : 08/12/2020 01:47:13 PM
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**MUHAMMAD AFIQ**  
145021

\*EB20201208000002\*

NO.	DESCRIPTION	AMOUNT (RM)
1	CP-MBRS/KL/20/156 - Standard Fee MUHAMMAD AFIQ	800.00
<b>Total</b>		800.00
<b>Amount Received</b>		800.00
<b>Change</b>		0.00

Training Name : MBRS FOR PREPARERS - FINANCIAL STATEMENT

[PRINT](#)

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: EZBIZ ONLINE | TRAINING CONFIRMATION FOR APPLICATION**

Dear Sir/Madam,

We have received your training application (Ref No : CP2020120200003).

Training Name: MBRS FOR PREPARERS - FINANCIAL STATEMENT (CP-MBRS/KL/20/156)

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

Total Pax: 1

Amount: RM 800.00

You may download your Training Confirmation Slip at [ezbiz.ssm.com.my](http://ezbiz.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: EZBIZ 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]

## e-COMTRAC

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

Logout

Home My Business Services My Compound Services e-COMTRAC My Payment History User Profile Guideline

My Training List

Apply New Training My Training List

Draft Pending Payment **Payment Success** Cancel

Transaction Code	Training Code	Training Name	Update Date	Action
CP2020120800003	CP-MBRS/KL/20/156	MBRS FOR PREPARERS - FINANCIAL STATEMENT	08/12/2020 01:51:12 PM	

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

Logout

Home My Business Services My Compound Services e-COMTRAC **My Payment History** User Profile Guideline

Payment Transaction Report

Transaction Id

Reference No

From To

Status

--Please Select--

Search

Request Date	Transaction ID	Approval Code	Receipt No	Payment Mode	Credit Card No	Amount (RM)	Payer Name	Payer ID	Status	Action
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- The End -

# GUIDE TO REGISTER FOR TRAINING PROGRAMME AT e-COMTRAC

