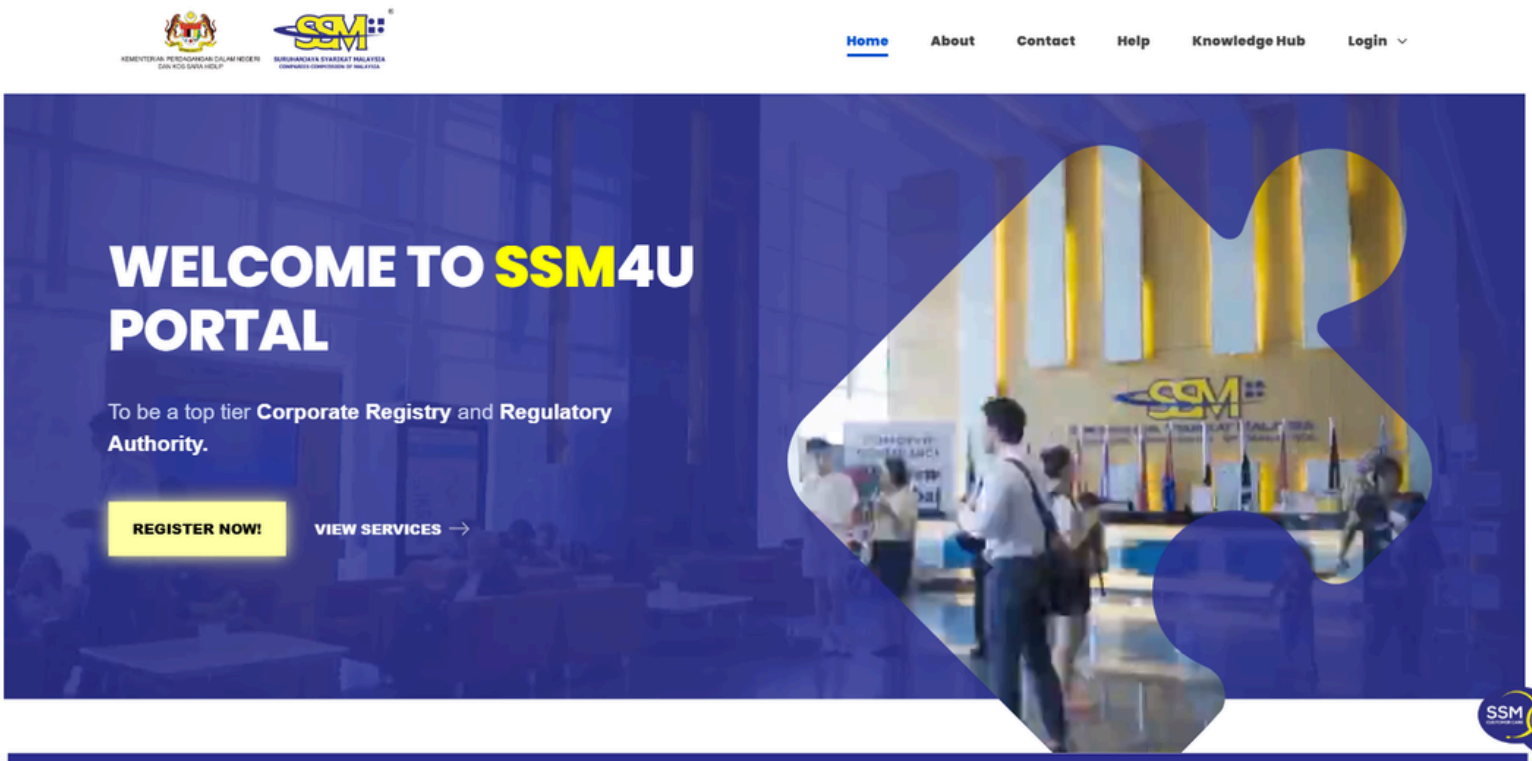
KEMENTERIAN PERDAGANGAN DALAM NEGERI
DAN KOS SARA HIDUP

SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

e-COMTRAC

ONLINE TRAINING REGISTRATION SYSTEM



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How to purchase and download Certificate for SSM Corporate Training Programme through SSM4U

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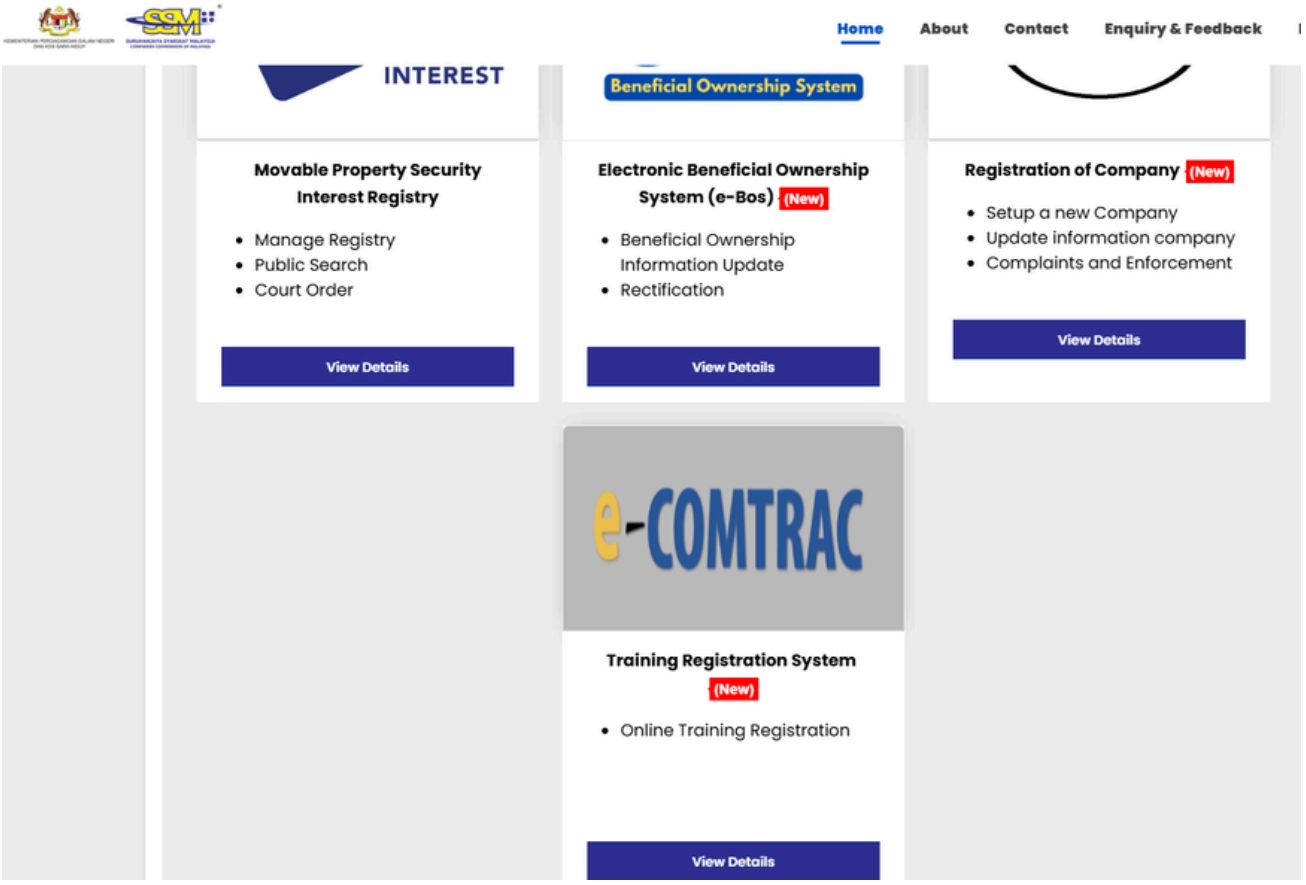
Purchase of Certificate

01 Visit https://www.ssm4u.com.my/

02 Login with a valid Username and Password

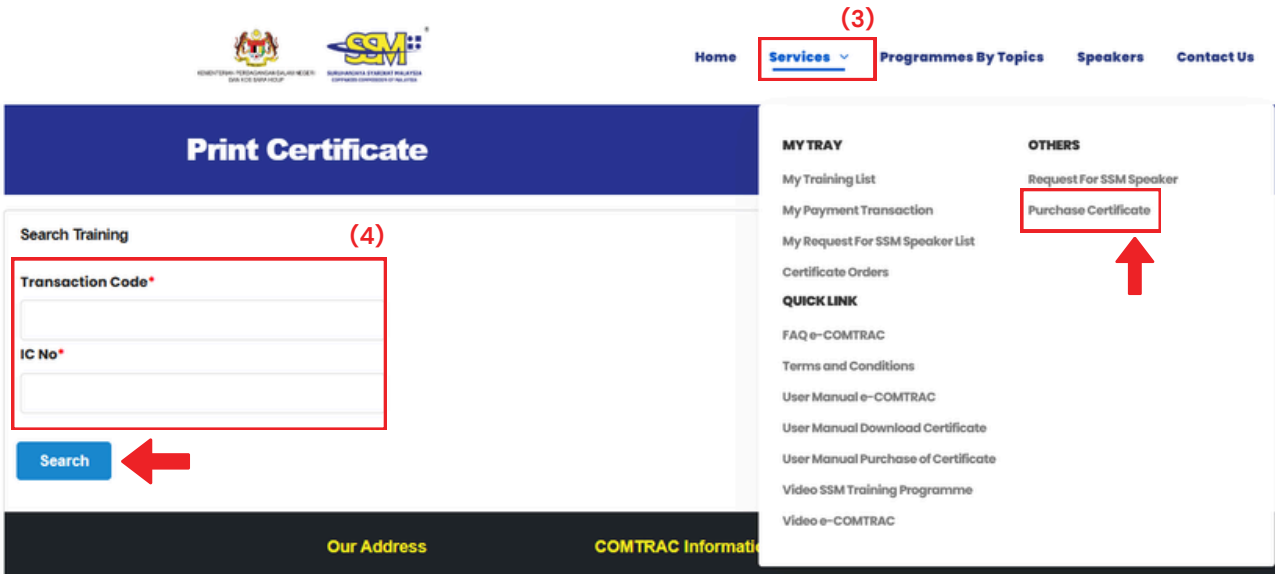
03 Select e-COMTRAC at the SSM4U Main Page after Sign in and click View Details button to Purchase Certificate



Purchase of Certificate

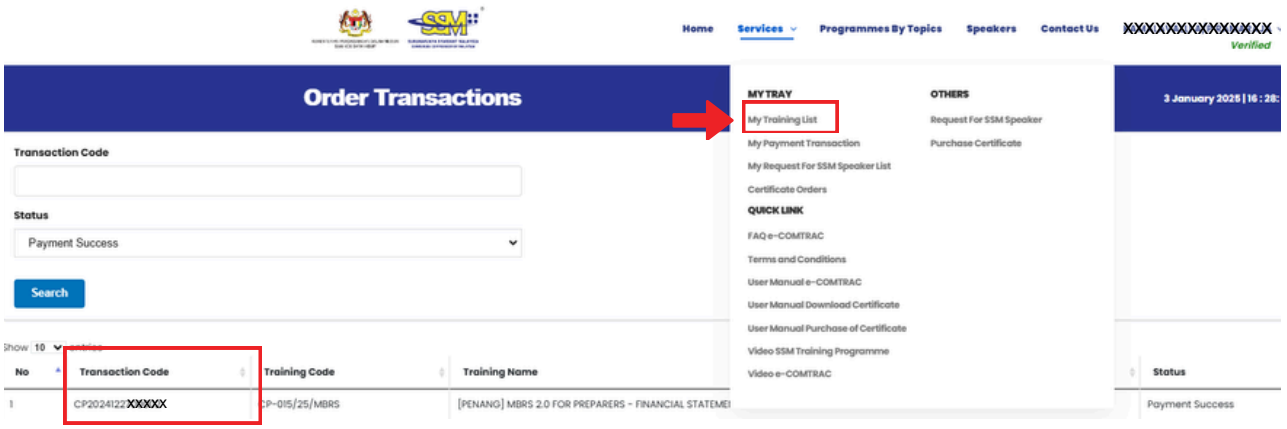
04 Click on the “Services” button then choose Purchase Certificate.

05 Key in the transaction code, IC number and click search button.



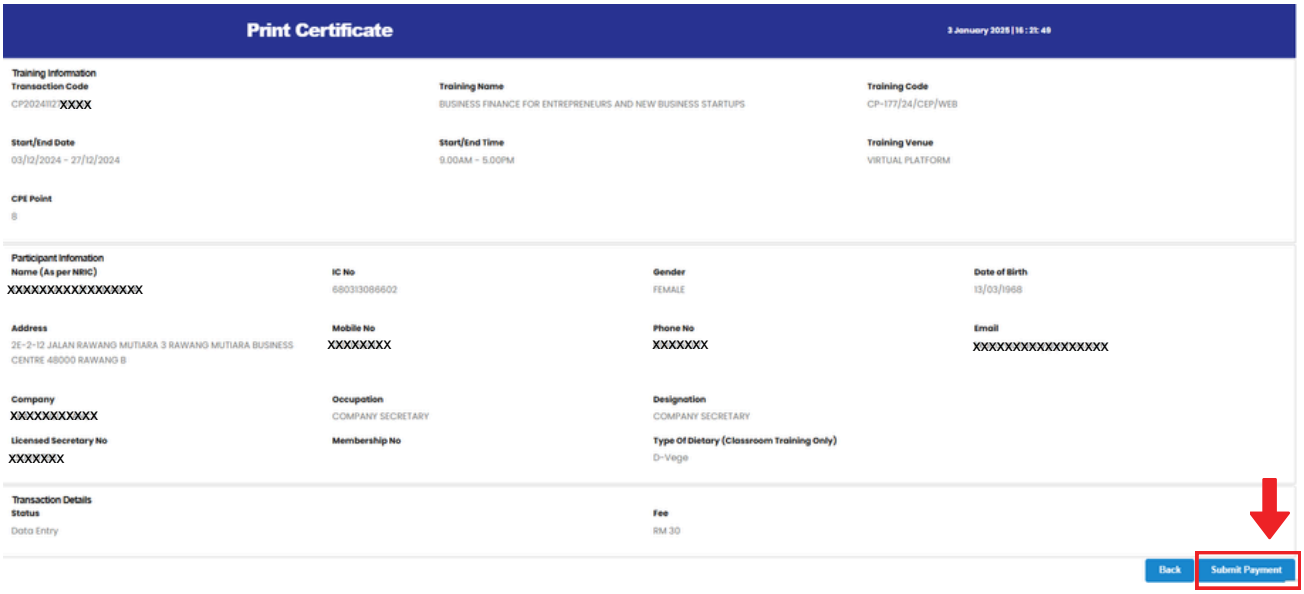
06 You can find your transaction code at Training List > Payment Success.

Note: Registration for training programmes **does not require ID activation.**



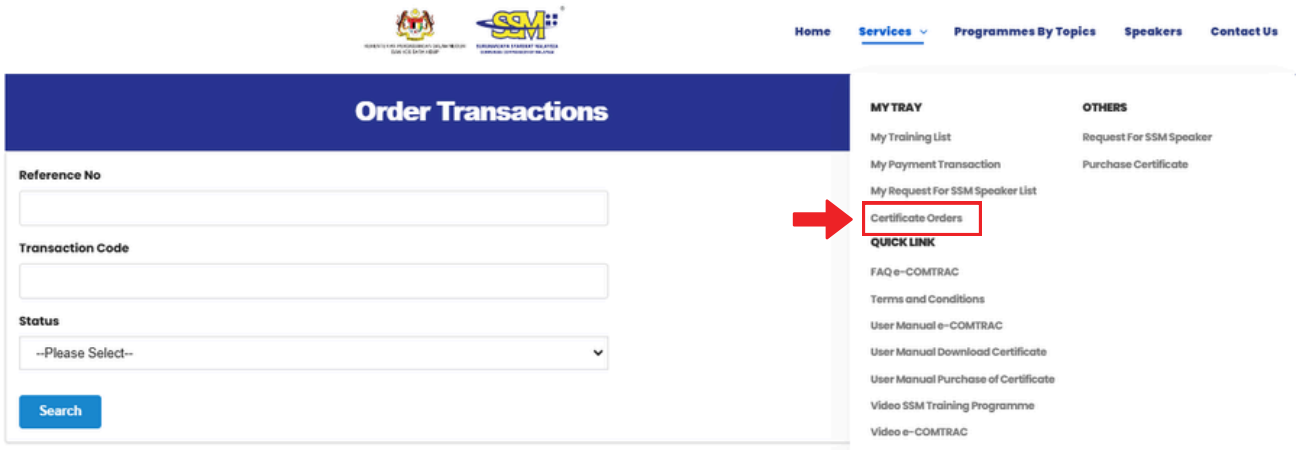
Purchase of Certificate

06 Upon clicking “Search” button at step no 4, you will be able to view both training information and participant(s) details. You should check the details thoroughly and click the Submit Payment button.



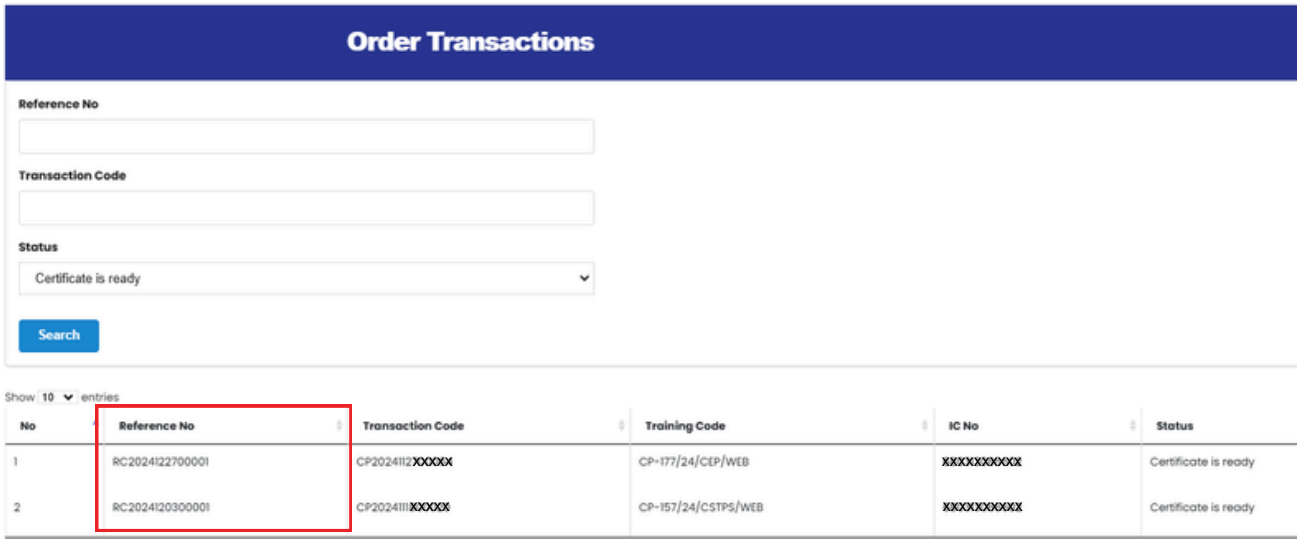
Note: SSM charges an administrative fee of RM30.00 for each re-print of a certificate.

07 Upon successful transaction, click “Services” and choose certificate orders.



Purchase of Certificate

08 You can search certificate order by using reference no, transaction no, status.



09 Click on 'Download' to reprint the certificate.

Note: The certificate is available up to 30 days only.

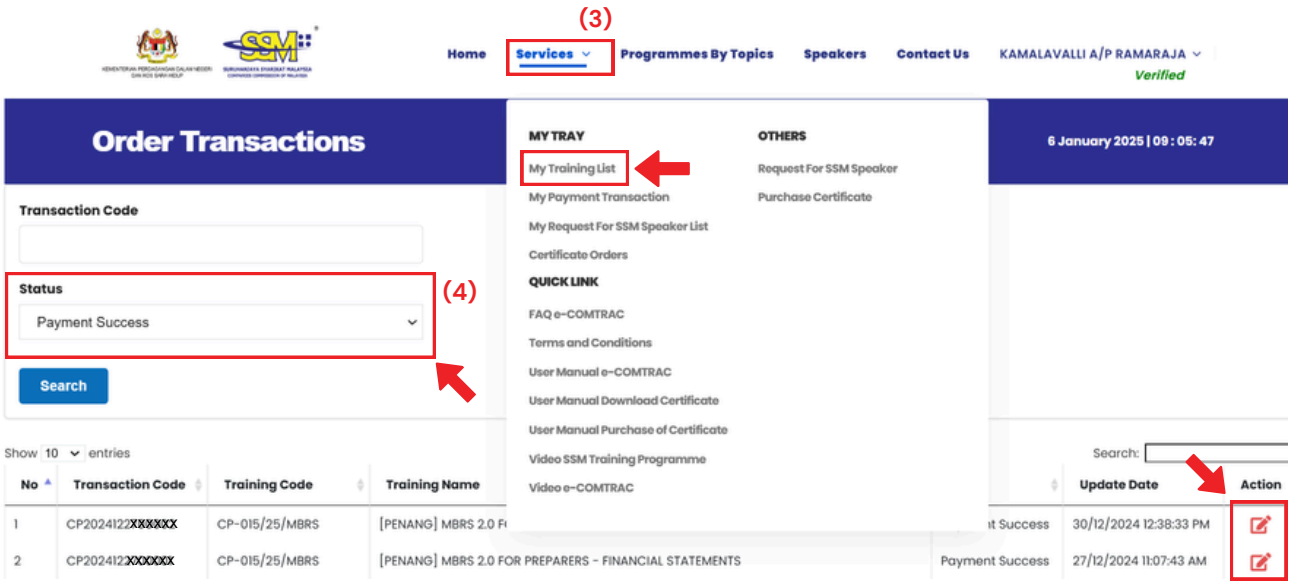
Download of Certificate

01 Visit https://www.ssm4u.com.my/

02 Login with a valid Username and Password and select e-COMTRAC

03 Click on the “Services” button then choose Training List.

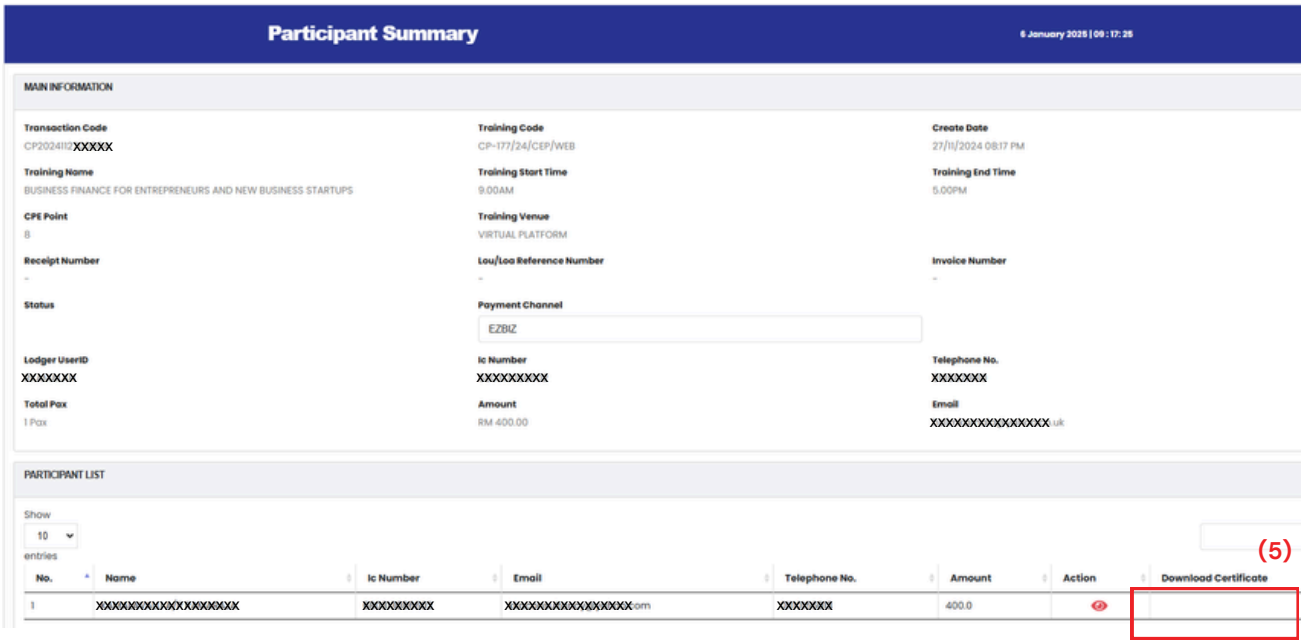
04 Choose ‘Payment Success’ and select the training name that you have attended. Then click Action button.



Download of Certificate

05

The Download Certificate icon will be appear if your certificate of attendance is ready to be downloaded.



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