



KEMENTERIAN PERDAGANGAN DALAM NEGERI  
DAN KOS SARA HIDUP



# e-COMTRAC

## ONLINE TRAINING REGISTRATION SYSTEM

[Home](#)[About](#)[Contact](#)[Help](#)[Knowledge Hub](#)[Login](#)

## WELCOME TO SSM4U PORTAL

To be a top tier **Corporate Registry** and **Regulatory Authority**.

[REGISTER NOW!](#)[VIEW SERVICES →](#)

## COMTRAC

Companies Commission of Malaysia  
Training Academy

Explore our courses and sign up now

[Register Now](#)

1.



STEP 1  
Find Your Training  
Programme

2.



STEP 2  
Enrol

3.



STEP 3  
Learn & Enjoy

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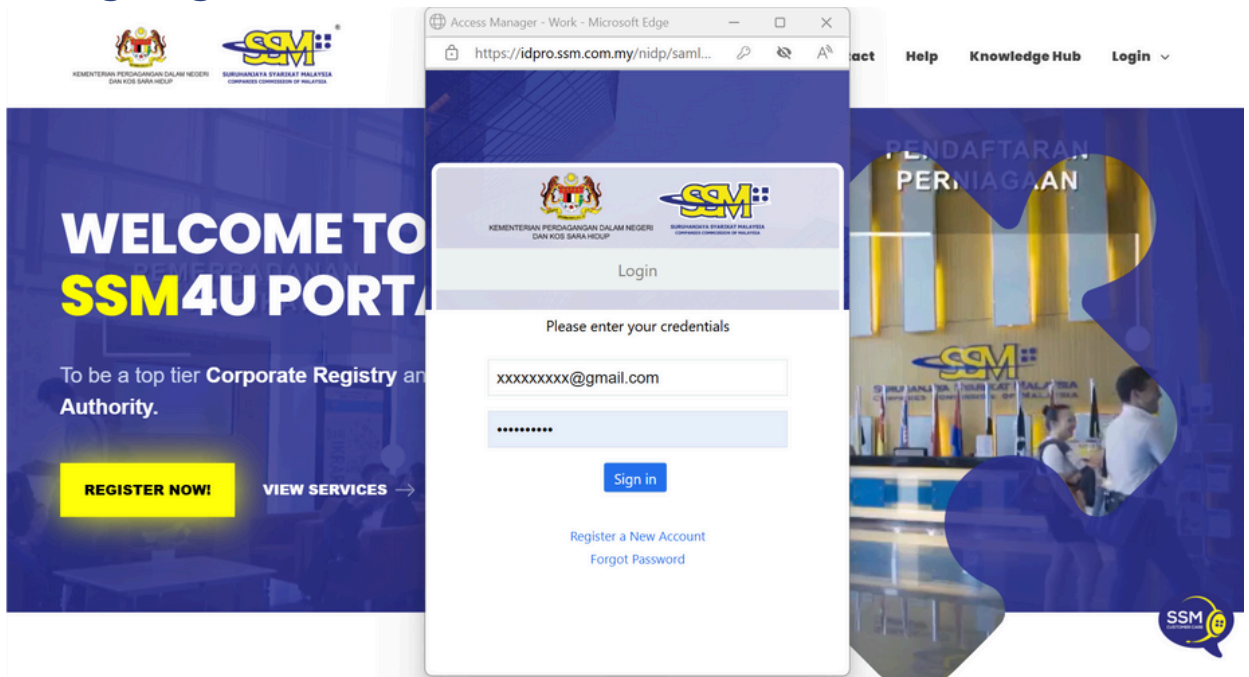
How to register for SSM Corporate Training Programme through SSM4U

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# Login to SSM4U

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

- 01 Visit <https://www.ssm4u.com.my/> and click 'Login'
- 02 Enter the email address and password that were set during registration.



- 03 Click the 'Sign In' button.
- 04 'Unverified' or 'Verified' status will appear if users did not activate their account or did activate it, as shown in the image below:

- 05 The screenshot shows the user profile for 'NOR FAKHIRA' with a dropdown arrow. A red arrow points to the word 'Unverified' in red text.
- 06 The screenshot shows the user profile for 'DANEAL HAZARUL' with a dropdown arrow. A red arrow points to the word 'Verified' in green text.

# Login to SSM4U

07 'Unverified Users' can only access non-core services, such as:

- e-COMTRAC
- XCESS
- DCTC Reader & Checker
- e-Search
- e-Compound
- e-Query
- Striking Off

08 Meanwhile, 'Verified Users' can access core and non-core services, such as:

a) Core services:

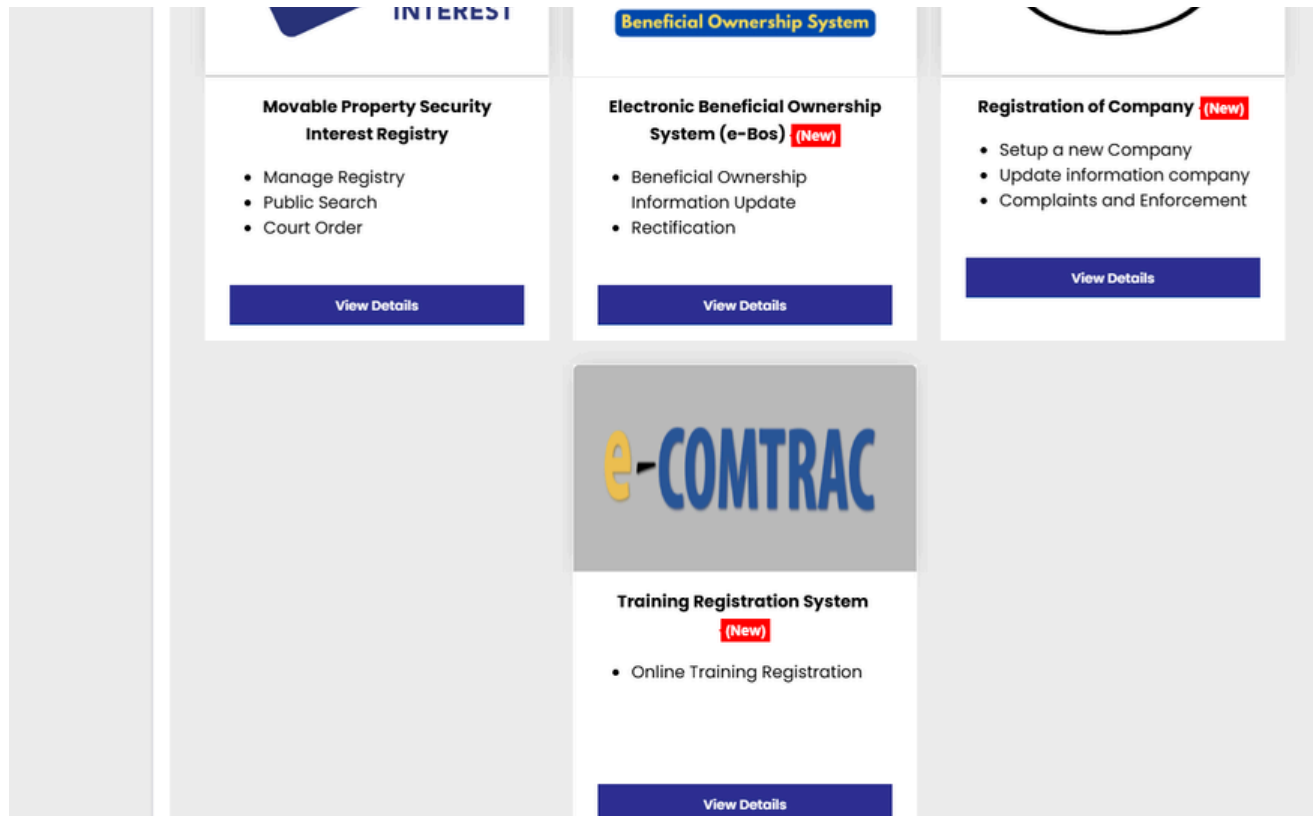
- MBRS;
- MyLLP; and
- e-BOS;

b) Non-core services:

- e-COMTRAC;
- XCESS;
- DCTC Reader & Checker;
- e-Search;
- e-Compound;
- e-Query; and
- Status 308/550

# Registration for SSM Training Corporate Programme

- 01 Select e-COMTRAC at the SSM4U Main Page and click View Details button.

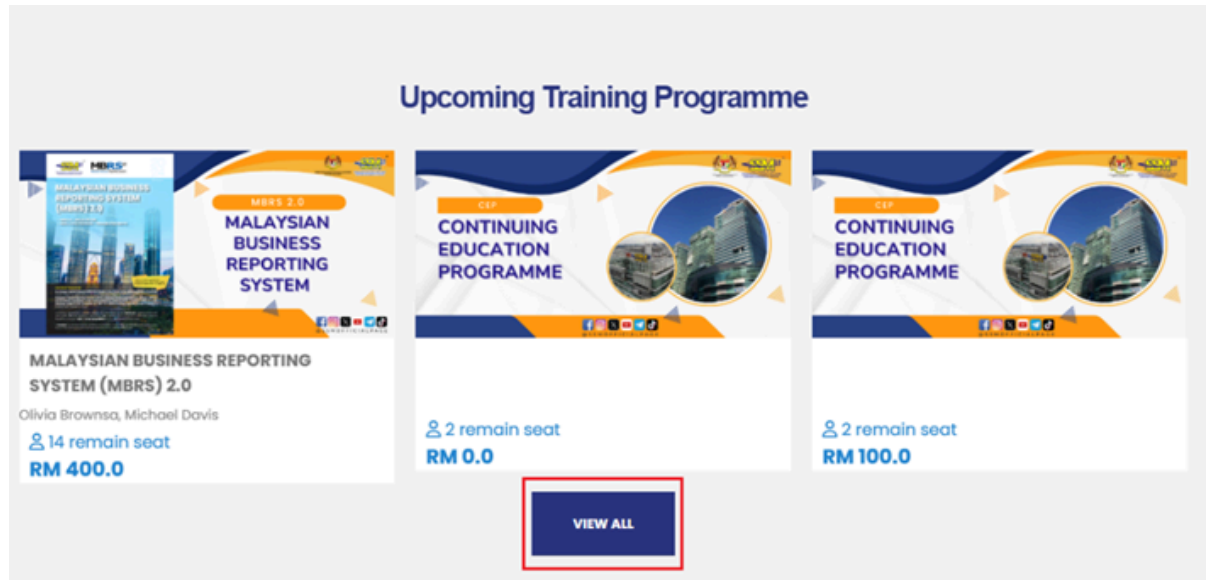


- 02 You will be redirected to the e-COMTRAC page.

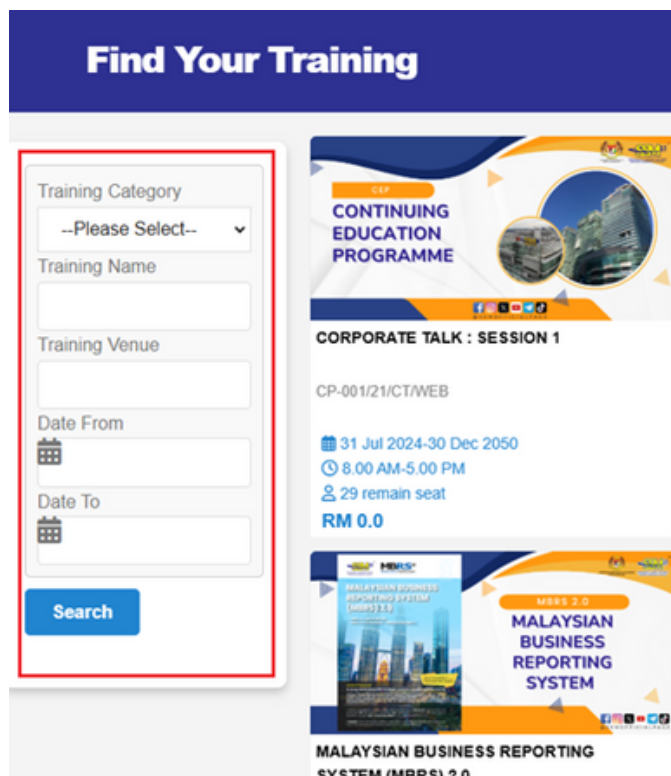


# Registration for SSM Training Corporate Programme

03 Find your training by clicking the 'View All' button.



04 You can filter training based on Category, Training Name, Training Venue & Date.




# Registration for SSM Training Corporate Programme


05

Choose the training you want to participate in. You can check **(a) Available Seat**, **(b) Download Training Brochure** & click **(c) Add Participant** button to register for the training programme.

Description	
Training Code CP-003/24/TEST/WEB	Training Start Time 10:00AM
Training Name TESTING UAT V2	Training End Time 11:00AM
Training Date 31/01/2025 - 31/01/2025	CPE Point 1
Registration Closing Date 30/01/2025	Training Venue WEBINAR
Course Fee - Standard RM 150	Course Fee - Licensed Secretary and Members of Prescribed Bodies RM 100
Speakers	

**(a)** Available Seat  
19 seat(s)  
left

**(b)** Training Brochure  


**(c)** 

06

Next, key in the Participant's Information and click 'Submit' button. Please ensure that all fields marked with \* are filled in.

**Participant Information** ×

IC No\*

Cancel

Date of Birth\*\*

Name\*

Mobile No\*

Phone No.\*

Email\*

Designation\*

Occupation\*

Company\*

Gender\*  
☐ FEMALE ☐ MALE

Fee Type\*  
☐ License Secretary ☐ Member of Prescribed Body ☒ Standard

Fee




# Registration for SSM Training Corporate Programme

07

Upon clicking 'Submit' button at Step no.4, you will be able to view participant(s) details. You should check the details thoroughly and click 'Submit Payment' button.

The screenshot displays a web interface for the SSM Training Corporate Programme. At the top, there is a 'Show' dropdown menu set to '10' and a 'Search:' input field. Below this is a table with the following columns: 'Bil', 'Name', 'IC No', 'Amount', and 'Action'. The table contains one entry with 'Bil' 1, 'Name' and 'IC No' masked with 'XXXXXX', and 'Amount' 150.0. The 'Action' column contains two icons: a red house icon and a red square icon. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons. Below the table is a 'Payment Method' section with two radio buttons: 'Online Payment' (selected) and 'LPO Payment'. At the bottom of this section is a blue 'Submit Payment' button, which is highlighted with a red box and a red arrow pointing to it.

Bil	Name	IC No	Amount	Action
1	XXXXXX	XXXXXX	150.0	 

Showing 1 to 1 of 1 entries

Previous 1 Next

**Payment Method**

☒ Online Payment ☐ LPO Payment

**Submit Payment**

Notes:

a) 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.

b) **LPO Payment** is applicable for **Government Agencies Only**. Please attach the Local Purchase Order as a Supporting Document. Letter of Undertaking will not be accepted. This application is subject to approval by the SSM Officer.



# Registration for SSM Training Corporate Programme

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

**Payment Page**18 December 2024 | 15 : 48 : 42


Payment Details

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
CP-003/24/TEST/WEB - Special Fee (NOR FAKHIRA (921217896789))	1	150.00	0.00	150.00
Total (RM):		150.00	0.00	150.00
Total Amount (RM): 150.00				

Name\* **(a)**

NRIC No. / MyCoID No. / Business Registration No. / LLP No.\* **(b)**

Address\* **(c)**

**PAY ONLINE** 

Note: For the purpose of submitting a claim to HRD Corp, kindly ensure that the company name and details are entered in section (a), (b) & (c), instead of individual's name.

# Registration for SSM Training Corporate Programme

09

Select your preferred payment method and click 'Submit Payment' button.

Time Remaining : 08 Minutes 45 Seconds

**\$ Payment Details**

Order ID	CP2024121800001
Payment ID	TXS2024121800001
Payment for	SSM ECOMTRAC Payment
Total	MYR 150.00

---

**Pay with Credit or Debit Card**

**Credit or Debit Card**

Cardholder Name

Card Number

Card Types **VISA**

Expiration Date   /

CW

**Submit Payment**

**Other Payment Methods**

MY (MYR 150.00)

**FPX**

☒ Retail Internet Banking  
☐ Corporate Internet Banking

Select Bank

By clicking on the "Proceed" button below, you agree to [FPX's Terms Conditions](#)

**Proceed**

10

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

**INVOICE** 19 December 2024 | 10 : 49 : 09

---

**OFFICIAL RECEIPT** **SAMPLE**

SURUHANJAYA SYARIKAT MALAYSIA

MENARA SSM@SENTRAL, No 7 Jalan Stesen Sentral 5 Kuala Lumpur Sentral, 50623 Kuala Lumpur.  
Tel: +603 2299 4400 Email: [enquiry@ssm.com.my](mailto:enquiry@ssm.com.my) Website: [www.ssm.com.my](http://www.ssm.com.my)

XXXXXXXXXX

Receipt No	: RX20241219000001
Reference No.	: CP20241219000001
Payment Mode Detail	: HostSim
Approval Code	:
Payment Mode	: DD
Transaction ID	: TXS20241219000001
Payment Date	: 19/12/2024 10:46:06 AM

NO.	DESCRIPTION	AMOUNT (RM)
1	CP-003/24/TEST/WEB - Special Fee	150.00
<b>Total</b>		150.00
<b>Amount Received</b>		150.00

**PRINT**

"Perniagaan anda bermula di SSM"  
this computer print does not require a signature

# Registration for SSM Training Corporate Programme

11

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

## a) Payment Notification

Dear ~~XXXXXXXX~~

Your payment of MYR 300.00 to **PRODUK PORTAL SSM** has **confirmed**, thank you for making payment using eGHL payment services.

### Payment Receipt **SAMPLE**



Transaction Date	:	26 Nov 2024 12:57:16 PM
Merchant Name	:	
Merchant Txn ID	:	TXS2024112600002
Order Number	:	CP2024112600003
Product Description	:	SSM ECOMTRAC Payment
Payment Method	:	
eGHL Txn ID	:	
Amount	:	MYR 300.00

Please do not reply to this email. This mailbox is not monitored and you will not receive a response.

# Download Training Confirmation Slip

12

You can view your application and download Training Confirmation Slip at Services > My Training List > Action  > Download Confirmation Slip.



[Home](#) [Services](#) [Programmes By Topics](#) [Speaker](#) [Contact](#)

Unverified

### My Training List

Transaction Code

Status  

--Please Select--


Search

**MYTRAY**  
[My Training List](#)  
Payment Transaction  
My Request For SSM Speaker List  
Certificate Orders  
**QUICK LINK**  
FAQ e-COMTRAC  
Terms and Conditions  
User Manual e-COMTRAC  
User Manual Download Certificate  
User Manual Purchase of Certificate

**OTHERS**  
Request For SSM Speaker  
Purchase Certificate

7 March 2025 | 08 : 34:10

Show 10 entries

No	Transaction Code	Training Code	Training Name	Status	Update Date	Action
1	800003	CP-039/25/CMT	[SSM WEBINAR] COMTRAC MORNING TALK: SSM X LHDNM: E-INVOICING IN MALAYSIA (FOR CORPORATE SERVICE PROVIDERS)	Payment Success	18/01/2025 02:30:17 PM	

Showing 1 to 1 of 1 entries

Previous 1 Next

800003

CP-039/25/CMT

14/03/2025 - 14/03/2025

**Training Name**  
[SSM WEBINAR] COMTRAC MORNING TALK: SSM X LHDNM: E-INVOICING IN MALAYSIA (FOR CORPORATE SERVICE PROVIDERS)

**Training Start Time**  
9.00AM

**Training End Time**  
11.00AM

**CPE Point**  
2

**Training Venue**  
VIRTUAL PLATFORM

**Create Date**  
18/01/2025 02:27 PM

**Receipt Number**  
-

**Lot/Lot Reference Number**  
-

**Invoice Number**  
-

**Status**

**Payment Channel**  
EZBIZ

**Lodger UserID**  
[REDACTED]

**IC Number**  
SSMEC2025011800001

**Telephone No.**  
0122551164


**Total Pax**  
1 Pax

**Amount**  
RM 100.00

**Email**  
[REDACTED]

#### PARTICIPANT LIST

Show 10 entries

No.	Name	IC Number	Email	Telephone No.	Amount	Action	Download Certificate
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	100.0		

Showing 1 to 1 of 1 entries



Previous 1 Next

Download Confirmation Slip

Back

# View/Print Official Receipt

13 You can view your payment transaction report and print your official receipt at Payment Transaction.



Home

Services

Programmes By Topics

Speakers

Contact Us

XXXXXXXXXXXX

Verified

Payment Transaction

MYTRAY

Training List

Payment Transaction

Request For SSM Speaker List

Certificate Orders

QUICK LINK

FAQ e-COMTRAC

Terms and Conditions

User Manual e-COMTRAC

User Manual Download Certificate

User Manual Purchase of Certificate

OTHERS

Request For SSM Speaker

Purchase Certificate

January 2025 | 16 : 49 : 34

Transaction ID

App Ref No

Status

Training Code

Search

10

entries

No	Request Date	Transaction ID	Approval Code	Receipt No	Payment Mode	Credit Card No	Amount (RM)	Payer Name	Payer ID	Status	Action
1	16/10/2024 04:20:10 PM	E2024101603670		EB20241016002885	DD	FPXD	350.00	DSKY MANAGEMENT SDN BHD	834224-	SUCCESS	<div><div></div><div></div></div>

Showing 1 to 1 of 1 entries

Previous1Next

# View/Print Official Receipt

14

Search


Show 10 entries

No	Request Date	Trans ID
1	16/10/2024 04:20:10 PM	E2024

Showing 1 to 1 of 1 entries

Download Excel

OFFICIAL RECEIPT

**SURUHANJAYA SYARIKAT MALAYSIA**

MENARA SSM@SENTRAL, No 7 Jalan Stesen Sentral 5 Kuala Lumpur Sentral, 50623 Kuala Lumpur.  
Tel:+603 2299 4400 Email: [enquiry@ssm.com.my](mailto:enquiry@ssm.com.my) Website: [www.ssm.com.my](http://www.ssm.com.my)

**DSKY MANAGEMENT SDN BHD**  
834224-T  
SUITE 6.01 LEVEL 6 WISMA PARADISE NO. 63 JALAN AMPANG  
50450 KUALA LUMPUR

Receipt No : EB20241016002885  
Reference No. : CP2024101600083  
Payment : FPXD


EZIN A/L RAMASAMY  
Verified

Payer ID Status  
84224- SUCCESS

Previous

# Account Registration for MyKAD, MyPR, MyKAS and MyTentera Users


Note: If you are an existing SSM4U user, you can skip this step.

- 01 Visit <https://www.ssm4u.com.my/>
- 02 Click 'Register Now'
- 03 Fill in your name, email address, ID number and ID Type (MyKAD, MyPR, MyKAS or MyTentera).
- 04 Click 'Proceed'.
- 05 The 'User Profile Registration' page will appear. Users are required to create a password and fill in the necessary information.
- 06 Tick  on Terms & Conditions.
- 07 Click 'Register' and then click 'OK' to submit the registration.
- 08 A 'Registration Success' message will appear on the screen.
- 09 Users will receive a verification email to verify their registered email address.
- 10 Enter your user ID and password in the designated fields to access the SSM4U portal.



# Account Registration for Foreigner National ID Users

Note: If you are an existing SSM4U user, you can skip this step.

- 01 Visit <https://www.ssm4u.com.my/>
- 02 Click 'Register Now'
- 03 Fill in your name, email address, Foreigner National ID number and select 'Foreigner National ID' as the ID Type.
- 04 Click 'Proceed'.
- 05 The 'User Profile Registration' page will appear. Users are required to create a password and fill in the necessary information.
- 06 Tick  on Terms & Conditions.
- 07 Click 'Register' and then click 'OK' to submit the registration.
- 08 A 'Registration Success' message will appear on the screen.
- 09 Users will receive a verification email to verify their registered email address.
- 10 Enter your user ID and password in the designated fields to access the SSM4U portal.

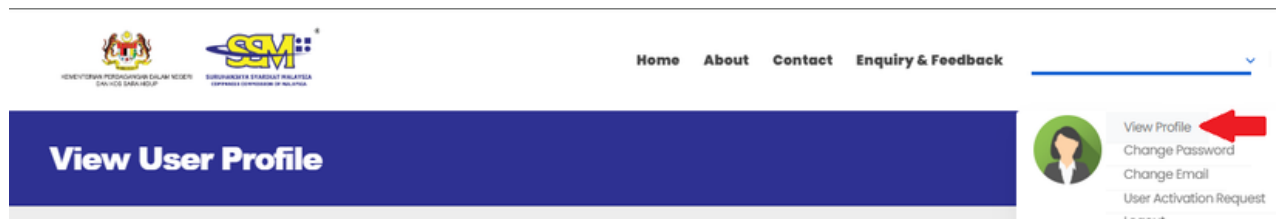
# Forgot Password

- 01 Visit <https://www.ssm4u.com.my/>
- 02 Click 'Login' and then click 'Forgot Password'
- 03 Enter the ID Type and ID Number
- 04 The 'Forgot Password' email will be sent to the registered email address.
- 05 Click the link provided in the email to reset your password.
- 06 The 'Forgot Password' page will appear.
- 07 Fill in the required information and click 'Submit' to complete the password reset process.
- 08 Users can proceed to log in to SSM4U using the new password.

# Update Profile Information

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

02 Login to SSM4U portal, click on Username and 'View Profile'



03 Click 'Edit User Profile' to update the information.

04 The system does **not allow** users to update:

- Name;
- ID Type;
- ID Number;
- Citizenship

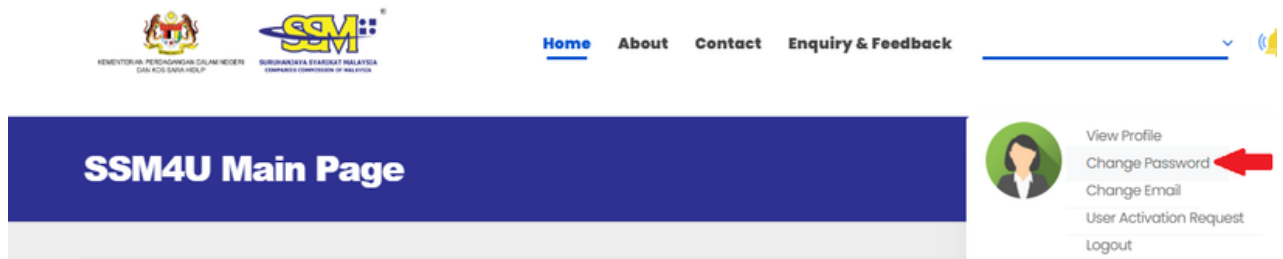
05 Tick ✓ to agree with the Declaration and click the 'Update User Profile' button to save the information.

A screenshot of a 'SUBMIT' form. It contains a 'Declaration:' section with a checked checkbox and the text 'Tick here to accept or click here to view our standard [terms and conditions](#).' Below this are two buttons: a green 'Update User Profile' button (highlighted with a red rectangle) and a grey 'Cancel' button.

06 Click 'OK' to submit the changes.

# Change Password

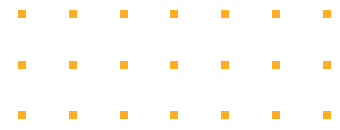
- 01 Visit <https://www.ssm4u.com.my/>
- 02 Login to SSM4U portal, click on Username and select 'Change Password'



- 03 The 'Change Password' page will appear.
- 04 Fill in Current and New Password, then click 'Submit'.
- 05 The 'Password Change Success' message will appear on the screen.



# Contact Information



03-2299 5335



comtrac@ssm.com.my



Complaints & Feedback



SSM Chat / SSM Live Chat



www.ssm.com.my

