

## USER GUIDELINE SSM DIGITAL CERTIFIED TRUE COPY QR CODE READER & WEB CHECKER



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COMPANIES COMMISSION OF MALAYSIA 13 OCTOBER 2023

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## 1. PURPOSE

This user manual is provided as a guide to using the SSM Digital Certified True Copy (DCTC) QR Code Reader and Web Checker to check all SSM DCTC documents or products.

## 2. BACKGROUND

2.1. SSM DCTC QR Code Reader and Web Checker is a mobile application and system that provides services for verifying the accuracy of information on digitally authenticated SSM documents or products. The SSM DCTC QR Code Reader is available in the MySSM Application, which can be downloaded via a smartphone from Google Play (Android), the App Store (iOS), or Huawei AppGallery while the Web Checker can be accessed via <u>https://ssm4u.com.my</u>.

2.2. The purpose of this manual is to explain the procedures and steps for using SSM DCTC QR Code Reader and Web Checker.

## **3. SSM DCTC QR CODE READER**

## 3.1. Schedule 1: Steps to Download the SSM DCTC QR Code Reader via MySSM Application

Step	Action	
1.	<ul> <li>Users can download the MySSM application via smartphone as follows:</li> <li>a) Android users: Search is through Google Play. Click on the "Install" menu to download this app.</li> <li>b) IOS users: Search is through the App Store. Click on the "GET" menu to download this app.</li> <li>c) Huawei users: Search is through the Huawei AppGallery. Click on the "Install" menu to download this app.</li> </ul>	
2.	After the MySSM application is downloaded, the MySSM icon will be displayed on the smartphone as below:	
3.	Click on the MySSM icon and the MySSM front page will be displayed:	

Step	Action
4.	<text></text>

# **3.2.** Shedule 2: Steps to Use the SSM DCTC QR Code Reader via MySSM Application

1. Click on the SSM DCTC QR Code Reader icon on your smartphone	Step	Action
Construction       Construction         New & Announcement       Mendation         Period Restance Restance on the second sec	1.	<text></text>

Step	Action
2.	The main screen will appear. Tap "TAP SCREEN TO SCAN" to begin scanning QR Code:
	Check your Digital CTC Webchecker Comparise Committion of Malgyla 423 0
3.	Scan the QR Code located at the bottom left corner of the printed SSM DCTC document:

Step	Action
4.	If the scan is successful, a copy of the SSM DCTC document will be shown:
	Carl Document View
	Page 1 of 7 🔊
	ADDITIONS     ADDITION     ADDITION
	waxak maninesia. mijo dika trigin manine je sika trigin manine, kon ka konya. Na si ka konya.
5.	Compare the printed document with the document displayed on the smartphone for verification. A document shown on a smartphone is a valid document stored in the SSM records.
6.	This notification will be displayed if the scan is successful but the image of the SSM DCTC document is not found in the SSM records:
	Great! CTC record is valid, the document is not available. Please contact enquiry@ssm.com.my for further clarification

Step	Action
7.	This notification is displayed if the SSM DCTC document issued is invalid or generated using an expired public key. The public key is permission to issue SSM DCTC documents by SSM based on the validity period:
	← Document View
	Whoops!
	CTC document generated with expired public key. Please contact enquiry@ssm.com.my for further clarification.
8.	This notification is displayed if the scan failed or the QR Code is invalid and not generated by SSM:
	← Document View
	Whoops! Invalid CTC QR Code

Step	Action	
9.	This notification is displayed if there is no internet connection:	
	← Document View	
	<u> </u>	
	Whoops! We're having difficulty connecting to the server. Please try again later.	

## 4. SSM DCTC WEB CHECKER

4.1. Schedule 1: Steps to Register as a SSM DCTC Web Checker User



STEP	ACT	ION
2.	Click on ID Type from the dropd and click the Proceed button for	own list. Fill in the details needed further registration.
	Please keyin the followings:	ID No*
	Please Select V	
	Name (fullname as per identity card)*	Emoil*
	Cancel Proceed	Chat with us 👏

STEP	ACTION
3	The user profile register screen will be displayed and the user must
5.	fill in the 'Peristration Information' section;
	424 000 04
	Russe About Contact Register Legis -
	User Profile Register
	Registration Information
	tope 0
	Filmer
	Pressent must certain at least one of sour case latters, upper case latters, slight and minimum 8 characters)
	Re-Drive Fpecenter"
	User Information
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	-Pasa Selen Chick Brit Monaki Brit Monaki D
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	Do yns hare secondary ID (m. PaesperG? +
	Dismise but
	MULE/SW monthersteinen/wersteinen
	Gender" C POVICE O MAIL
	Ndoutly' Ear
	Elegen V -Paul (esc)- V
	Date of Barth" Models Phone No." Huma No.
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	Office No. Office No. Lat. Fax No.
	Residential Address Information
	Maleysan Address"
	Particular" CDy"
	- Air in Transis Fran-
	Buty' Country'
	Malarita
	SUBMIT
	Tak have to accept as ship, have to came out identified same and combined.
	Cased
1	

ACTION
Check ( $$ ) the 'Terms & Conditions' box and click 'Register' button:
SUBMIT Declaration: Inck here to accept or click here to view our standard <u>terms and conditions</u> .
Register Cancel
Click the 'OK' button to confirm registration submission:
Home About Contact Register Login ~
Submit Confirmation × Confirm to Submit?
Postcode" City"
43850 BANDAR BARU BANGI ~ State* Country*
SELANGOR MALAYSIA
SUBMIT Declaration:
Register Cancel
The screen will display "Registration Success" when the user successfully completes registration:
User Profile Register 10 April 2022   13 : 48: 41
Registration Success

STEP	ACTION	
7.	The notifications will be sent to the user's email and the user needs to click 'Verify Her'e to complete the email verification.	
	Welcome to SSM4U!	
	Hi Sir/Madam MIA,	
	We are glad that you registered for SSM4U.	
	Please be informed that you have registered as MIA@GMAIL.COM as (Reference number SSM4U2023041100005).	
	To start exploring the SSM4U, kindly click link below to verify your email address.	
	VERIFY HERE	
	Once you have verified your email address, SSM recommends you activate your SSM4U account to enjoy full access on the SSM4U portal. Click link below for more info on activation account:	
	Download Guideline User Activation Account	
	Thank you for using our services.	
	[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL] Yours sincerely, SSM4U Admin	
8.	After completing the email verification, users can log in to SSM4U using the login ID and password set during the registration process:	
	Harris About Contact Register Legin	
	<section-header></section-header>	



STEP	ACTION				
11.	The Web Checker screen will be displayed:				
	EServices 13 October 2023   16 : 21: 01				
	Serial No*  Submit Reset				
	Semak dokumen Digital CTC anda melalui aplikasi mudah alih. Muat turun sekarang!!				

## 4.2. Schedule 2: Steps To Use SSM DCTC Web Checker

LANGKAH	Tindakan						
1.	Key in the serial number found at the bottom left of the SSM DCT document (Example: MY1911060833420 or EI11911041607293 and click 'Submit':						4 DCTC 07293)
	E	Services				13 October 2023	16 : 40: 27
		es		EC	308 Main XX		
		Serial No* El2309271231013	Subn	Reset			

LANGKAH	Tindakan						
2.	If the serial number information has not seen filled in or incomplete, the ' <b>Invalid CTC Serial Number'</b> message will be displayed:						
	EServices 13 October 2023   16 : 41: 46						
	Invalid CTC Serial Number.						
	Serial No* El230927123101 Submit Reset						
3.	Click 'Reset' to clear the previous serial number:						
	<b>EServices</b> 13 October 2023   16 : 40: 27						
	Serial No* El2309271231013 Submit Reset						

LANGKAH	Tindakan						
4.	If the search is successful, the screen will display the SSM DCTC document on the right side of the screen:						
	EServices 13 October 2023   16 : 35: 09						
	Serial No* EI2309271231013 Submit Reset						
5.	The message 'CTC record is valid, the document is not available. Please contact <u>enquiry@ssm.com.my</u> for further clarification' will be displayed if the search is successful but the document is not found in SSM records.						
6.	The message <b>`CTC document generated is not valid. Please</b> <b>contact</b> <u>enquiry@ssm.com.my</u> for further clarification' will be displayed if the SSM DCTC document issued is invalid or generated using an expired public key.						
	Public key is the permission to issue SSM DCTC documents by SSM based on the validity period:						
	i CTC document generated is not valid. Please contact enquiry@ssm.com.my for further clarification.						
	OK						

## 5. CONCLUSION

For further inquiries, please contact 03-77214000 or email to <u>enquiry@ssm.com.my.</u>

Companies Commission of Malaysia 13 October 2023