

# MBRS PKI REGISTRATION FLOWCHART



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## SSM E-SERVICES USER REGISTRATION

STEP 1



### ACCESS E-SERVICES WEBSITE

- Register at <https://ssm4u.com.my>
- Follow instruction to complete registration.

**IMPORTANT NOTE:** If you already e-Services verified user,

- Login at <https://ssm4u.com.my>
- Click on **MBRS Logo**
- Please proceed to **STEP 2**



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## PKI APPLICATION REGISTRATION (DIGITAL CERTIFICATE PURCHASE)

STEP 2



### PKI REGISTRATION

- Click on “**PKI REGISTRATION**” link at MBRS Portal (mPortal) and enter your NRIC or Passport Number.
- Fill in your personal and company information.



STEP 3



### SELECT PACKAGE & VALIDITY

- Select “**SSM-Malaysian Business Reporting System (MBRS)**” project package.
- Choose validity period of 1 year or 2 years.



STEP 5



### ONLINE PAYMENT

- Select your preferred payment method.

**IMPORTANT NOTE: DISABLE Pop-up Blocker on your browser.**



STEP 4



### UPLOAD SUPPORTING DOCUMENTS

- Upload scanned copy of:
  - MyKad or Passport.
  - Letter of Authorisation (LOA) or “Company Secretary License”

STEP 6



### PHONE CALL VALIDATION

- Pos DigiCert “**Registration Authority (RA)**” will call your registered telephone number within 3 working days upon step 5 completion.

**IMPORTANT NOTE:** Failure to answer validation call will cause your application being put on hold.



STEP 7



### EMAIL NOTIFICATION

- Check your email to complete your registration.

Enquiries:

Email : [mbrspki.support@digicert.com.my](mailto:mbrspki.support@digicert.com.my)

Email : [customercare@digicert.com.my](mailto:customercare@digicert.com.my)

Telephone no. : +603 8800 8008

SCAN FOR VIDEO TUTORIAL



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