

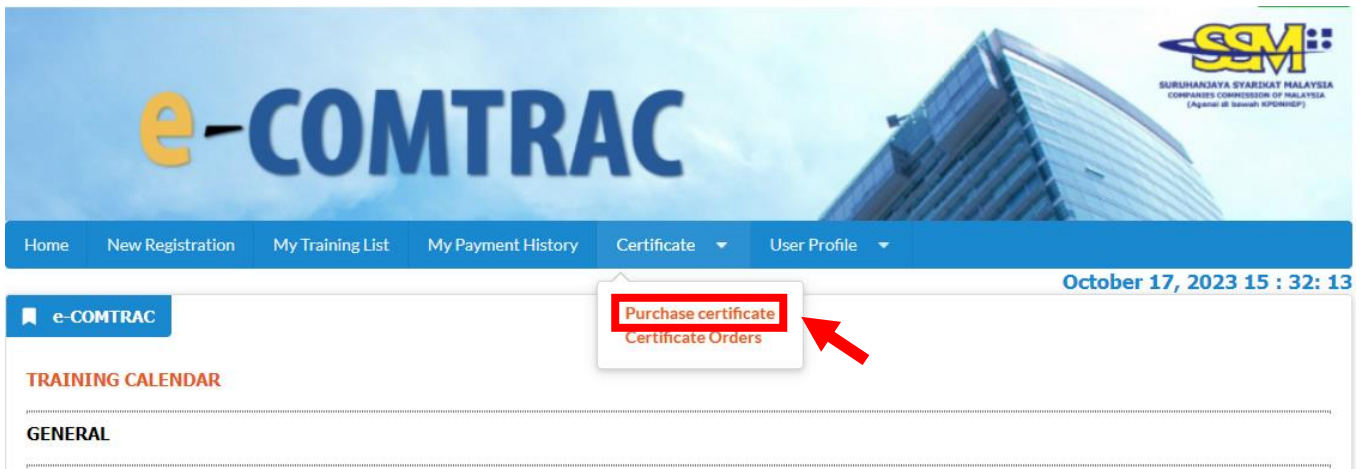


# **USER MANUAL PURCHASE OF CERTIFICATE**

**Version 1.0  
20 October 2023**

## e-COMTRAC

1. Go to <https://e-comtrac.ssm.com.my>.
2. Login to e-COMTRAC system with a valid **Username** and **Password**.
3. Click on the "**Certificate**" button then choose **Purchase Certificate**.



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

The screenshot shows the 'Print Certificate' page. The 'Search Training' section contains two input fields: 'Transaction Code\*' and 'IC No\*'. A red box highlights both input fields. Below the input fields is a blue 'Search' button, also highlighted with a red box and a red arrow pointing to it.

5. You can find your transaction code at **My Training List > Payment Success**.

**Note:** If you are unable to trace your previous registration, please seek assistance from your lodger / HR personel who registered you.

6. 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.

Training Information			
<b>Transaction Code</b> CP2023102000002	<b>Training Name</b> SSM NATIONAL CONFERENCE 2023	<b>Training Code</b> CP-001/23/SSMNC	
<b>Start/End Date</b> 11/12/2023 - 11/12/2023	<b>Start/End Time</b> 9:00 AM - 5:00 PM	<b>Training Venue</b> VIRTUAL PLATFORM	
<b>CPE Point</b> 8			

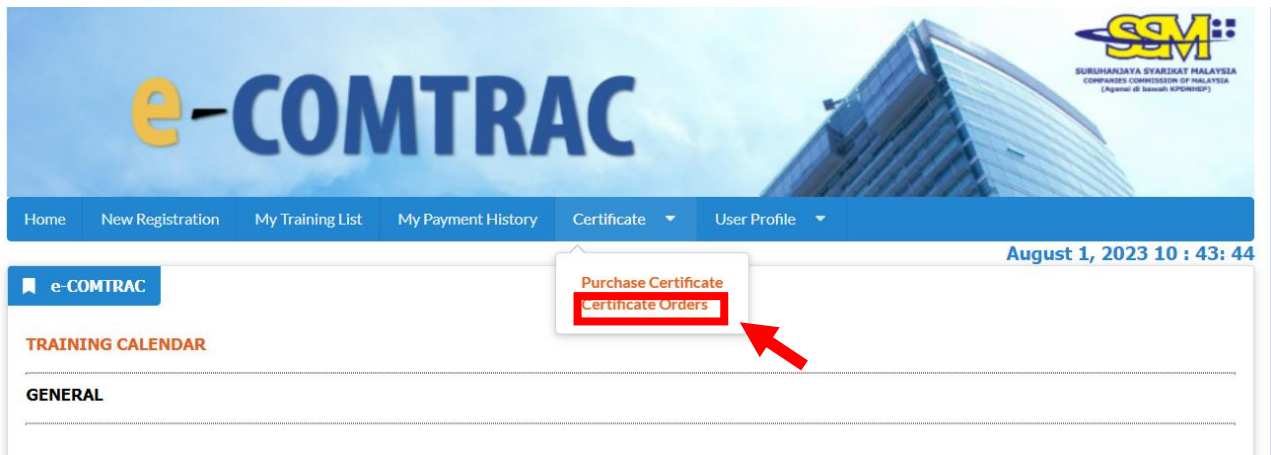
Participant Infomation			
<b>Name (As per NRIC)</b> MUHAMMAD AFIQ	<b>IC No</b> 900	<b>Gender</b> Male	<b>Date of Birth</b> 17/01/199
<b>Address</b> SSM 55100 KL W	<b>Mobile No</b> 01111111111	<b>Phone No</b> 032222222	<b>Email</b> afiq
<b>Company</b> SSM	<b>Occupation</b> OTHERS	<b>Designation</b> EXEC	
<b>Licensed Secretary No</b>	<b>Membership No</b>	<b>Type Of Dietary (Classroom Training Only)</b> D-Na	

Payment fees
RM 30

Back **Submit Payment**

7. Upon successful transaction, click **"Certificate"** and choose **certificate order**.



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

Search Certificate

Reference No

Transaction Code  
CP2023061500001

Status  
Certificate is ready ▾

Search

9. Click on **'Download'** to reprint the certificate.

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

Reference No	Transaction Code	Training Code	Training Name	IC No	Status	Create Date	Lodger Name	Action	Certificate
RC2023101200001	CP2023061500001	CP-001/23/SSMNC	SSM NATIONAL CONFERENCE 2023	9212:	Certificate is ready	12/10/2023 11:44:43			