

# GUIDELINES

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## **Digital Certificates Acquisition for SSM MBRS (XBRL)**

POS Digicert Sdn. Bhd.

# Contents

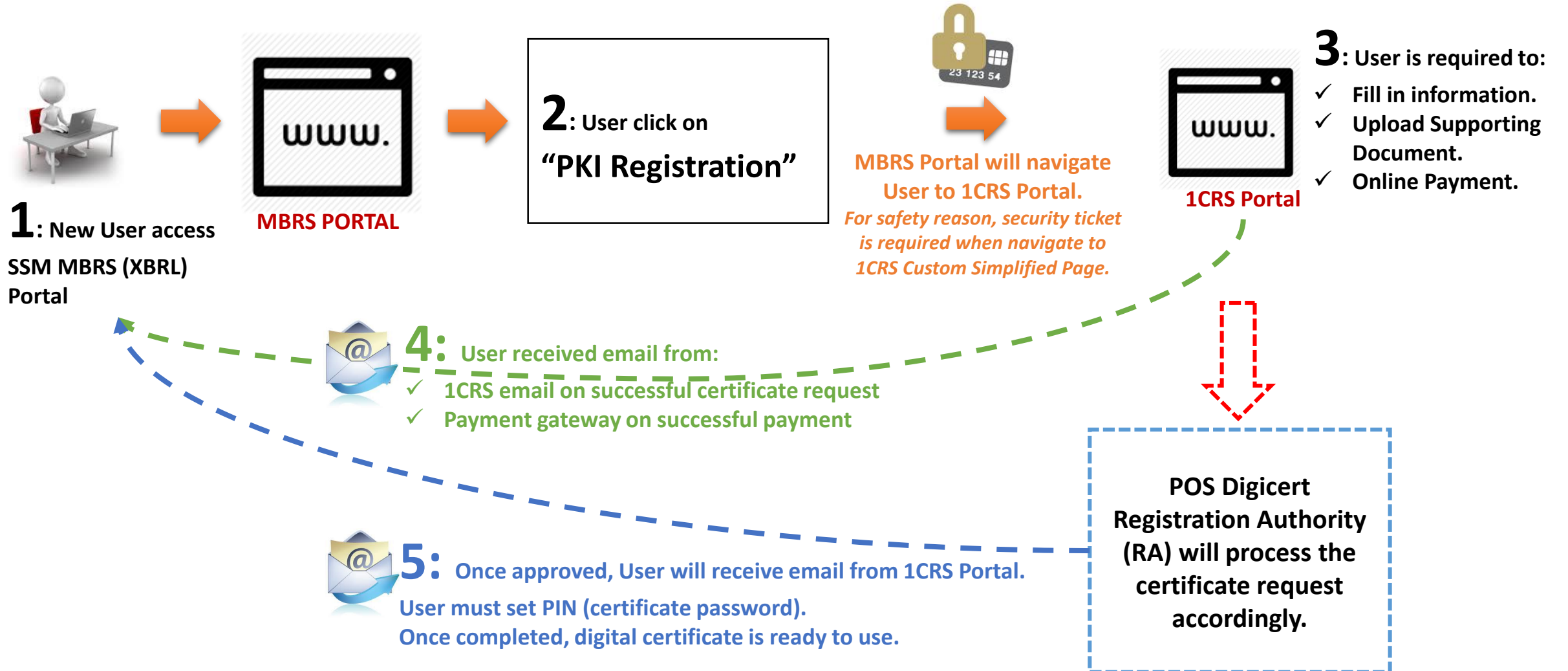
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1. New Digital Certificate
2. Renewal Digital Certificate
3. Summary of Actions and Functions
4. Support

# 1. New Digital Certificate

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# 1.1 New Digital Certificate: Overview

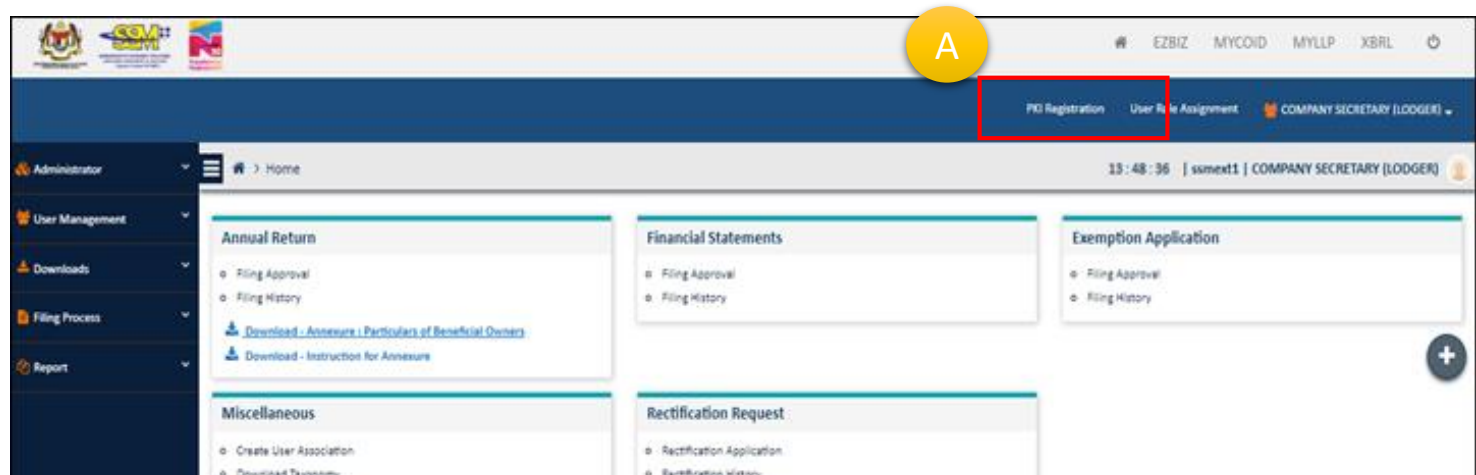


# 1.2 New Digital Certificate: Details

➤ Login to SSM MBRS (XBRL) Portal:

✓ (Refer Label A)

✓ Click at “PKI Registration”

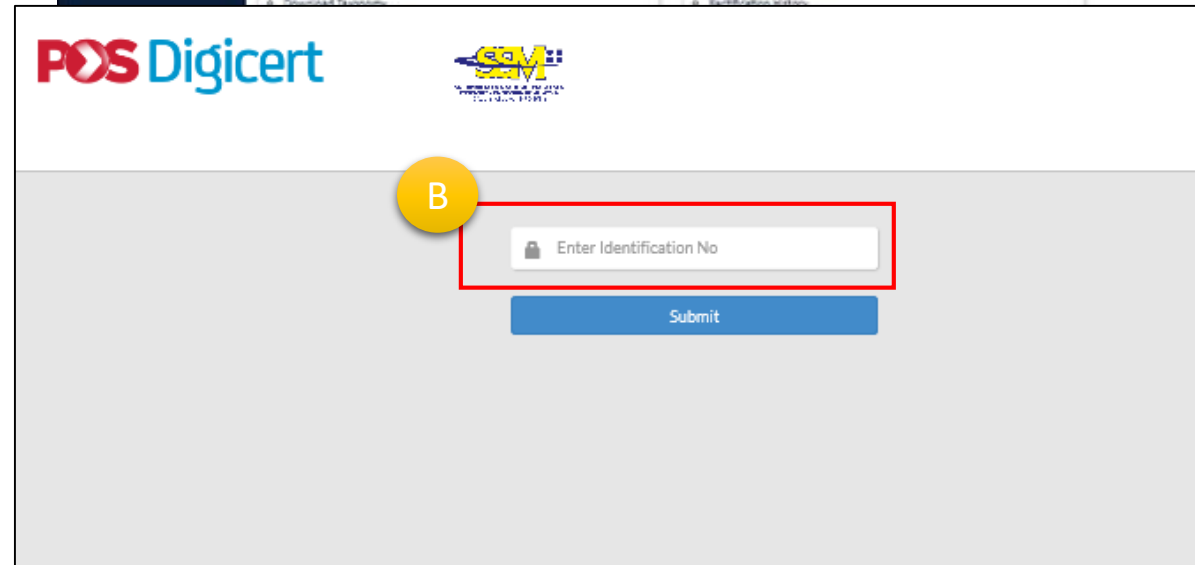


➤ 1CRS Portal login appear:

✓ (Refer Label B)

✓ Enter Identification Number  
(IC Number or Passport Number)

✓ Click “Submit” button.



# 1.2 New Digital Certificate: Details

- **The first (1) section** is Personal Information.
- 2 types of information required:
  - ✓ **User Account (Refer Label A)**
    - 1CRS Portal credentials.
    - Please remember this for your 1CRS login and verification at 1CRS portal.
  - ✓ **User Profile (Refer Label B)**
    - Profile information required for certificate purchase.
    - This address will be used as your invoice address.
- User fill in the information accordingly
- Click on “**NEXT**” button.

The screenshot displays the '1CRS CERTIFICATE REQUEST APPLICATION FORM' with a progress bar at the top indicating four steps: Personal Information, Company Information, Select Package, and Document & Payment. The 'Personal Information' step is active, showing 'Steps 1 - 4'. The form is divided into two main sections: 'User Account' (labeled A) and 'User Profile' (labeled B). The 'User Account' section includes fields for Username, Password, and Confirm Password, along with a 'Security Image' selection and a 'Security Phrase' field. The 'User Profile' section includes fields for ID Type (IC or Passport), IC NO / Passport number, Name, Gender, Date of Birth, Email, Telephone No, Address, Country (set to AFGHANISTAN), State, Postcode, and City. A 'NEXT >' button is located at the bottom right of the form.

# 1.2 New Digital Certificate: Details

➤ The second (2) section is Company Information.

- Company information required for certificate purchase.
- This address will be used as your delivery address.

➤ User fill in the information accordingly.

➤ Click on “NEXT” button.

The screenshot shows the 'Company Information' step of a digital certificate purchase process. At the top, there is a progress bar with four steps: 'Personal Information', 'Company Information', 'Select Package', and 'Document & Payment'. The 'Company Information' step is currently active. Below the progress bar, the form title is 'Company Information' with a lock icon, and it indicates 'Steps 2 - 4'. A green notice box states: 'Fields (\*) are required. Address for this section will be used for Shipping Address. Currently, we allowed for Malaysia country only'. The form contains the following fields:
 

- \* Company Name
- \* Registration No
- Same as personal address
- \* Address
- \* City
- \* Postcode
- \* Country (with a dropdown menu)
- \* State
- \* Email
- \* Fax No
- \* Telephone No

 At the bottom of the form, there are two buttons: '< PREV' on the left and 'NEXT >' on the right. The 'NEXT >' button is highlighted with a red rectangular box.

# 1.2 New Digital Certificate: Details

➤ The third (3) section is Select Package.

- User select package.
  - ✓ 1CRS will display package information.
  - ✓ Verify package information
- Click on “NEXT” button.

The screenshots show the '1CRS CERTIFICATE REQUEST APPLICATION FORM' with a progress bar indicating the current step is 'Select Package'. The top screenshot shows the 'PREV' button, while the bottom screenshot shows the 'NEXT' button highlighted in a red box.

**Package Information**

- \* Project: SSM-XBRL
- \* Package: Select Package

**Package Information Table**

Title	Description
Validity (Month)	12
Media	Roaming Certificate
Package Name	SSM-XBRL New Roaming Certificate
Certificate Description	DIGISIGN ID BASIC 1 YEARS
Price (RM)	██



# 1.2 New Digital Certificate: Details

➤ The fourth (4) section is Document & Payment.

➤ Upload related supporting documents  
(Refer label A).

➤ Select payment method:  
 ➤ **FPX or Credit Card.** (Refer label B).  
 ✓ Click on “**SUBMIT**” button.

➤ **TERMS & CONDITION** screen will appear.  
(Refer label C).

- ✓ Read the terms and conditions.
- ✓ Click on checkbox.
- ✓ Click on “**Submit**” button.

# 1.2 New Digital Certificate: Details

➤ At **Payment Gateway** page.

✓ If **Credit Card (Refer label A):**

✓ Fill in information and click **“Submit Payment”**.

✓ If **FPX, (Refer label B):**

✓ Select your bank and follow payment step accordingly.

➤ Once payment successful, 1CRS will display certificate request application status page. **(Refer label C)**

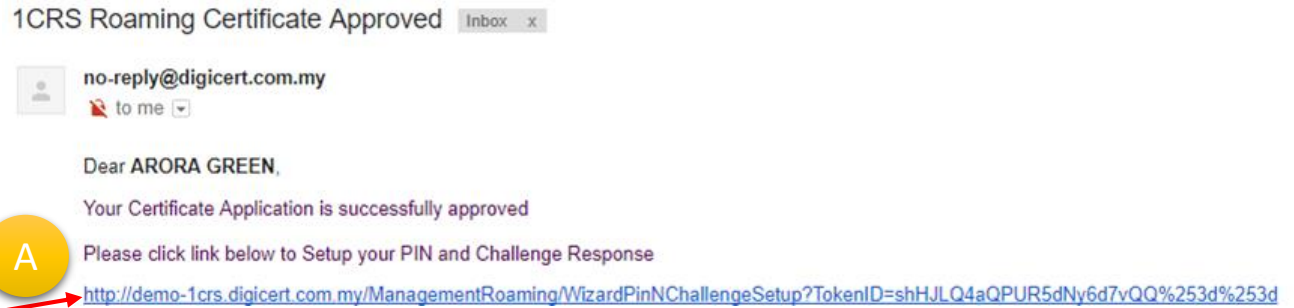
- User will receive email notification from 1CRS on successful request and payment gateway on successful payment.

The image displays two screenshots from the POS Digicert system. The top screenshot is the 'Payment Gateway' page, showing 'Payment Details' and 'Pay with Credit or Debit Card' options. A yellow circle labeled 'A' highlights the 'Credit or Debit Card' section, which includes fields for Cardholder Name, Card Number, Card Types (VISA, MasterCard), Expiration Date, and CVV. A green 'Submit Payment' button is highlighted with a red box. The bottom screenshot shows the '1CRS CERTIFICATE REQUEST APPLICATION STATUS' page, which includes a progress bar with four steps: Personal Information, Company Information, Select Package, and Document & Payment. A yellow circle labeled 'C' highlights the 'PRINT FORM' button. A separate section labeled 'B' shows the 'Online Banking' section with various bank logos including PB, RAKYAT, ALLIANCE BANK, maybank2u.com, BANK ISLAM, CIMB Bank, Online, AFFIN BANK, OCBC Bank, Standard Chartered, and connect.

# 1.2 New Digital Certificate: Details

- Once application approved.
- 1CRS will send **email notification** to inform user to set PIN (certificate password).

✓ Click on available link to set certificate PIN. **(Refer label A)**



- At PIN and Challenge Response Setup page:

✓ **(Refer label B).**

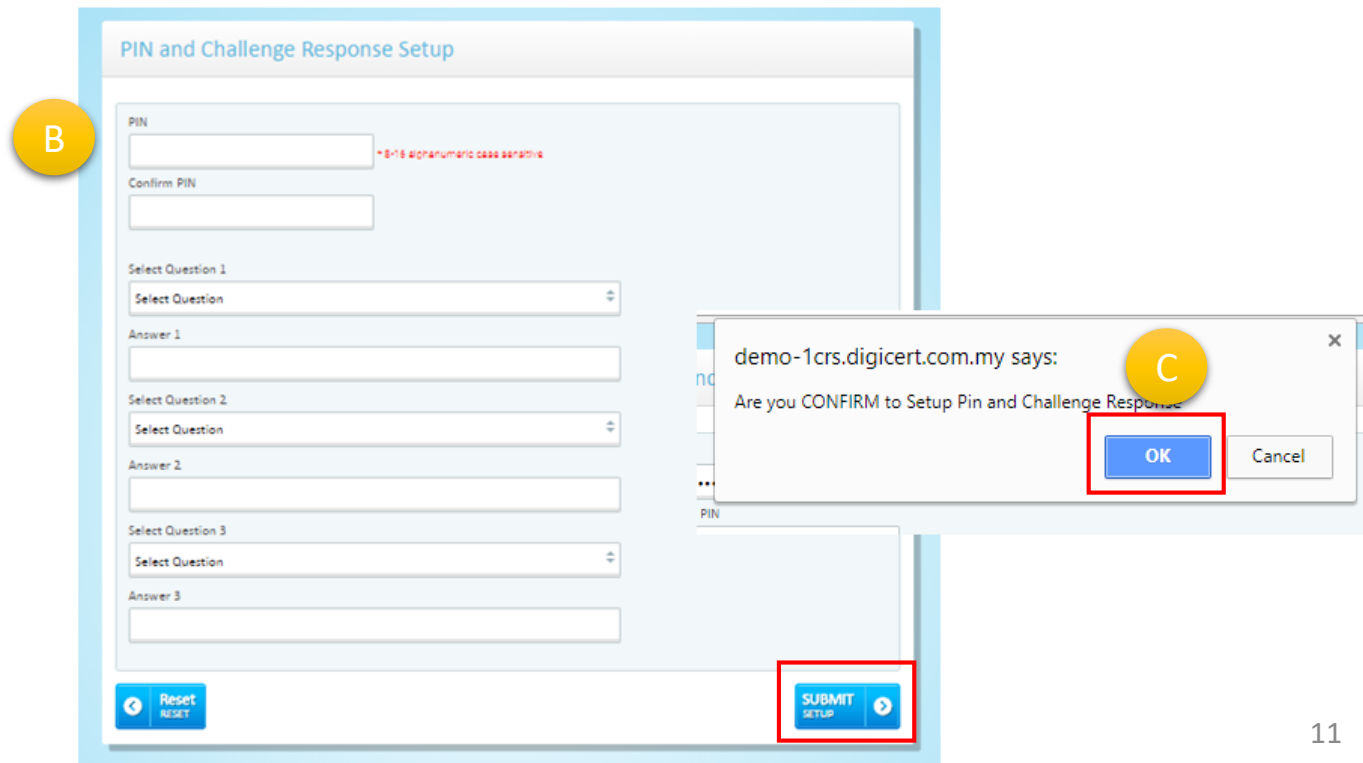
✓ **Set your certificate PIN** (password) **and challenge response.**

✓ Click “SUBMIT” button.

✓ Click on “OK” button to confirm. **(Refer label C)**

❖ Notes:

1CRS Portal will send **email notification** on successful PIN setup. The certificate is now ready for use within 5-10 minutes.



## Summary:

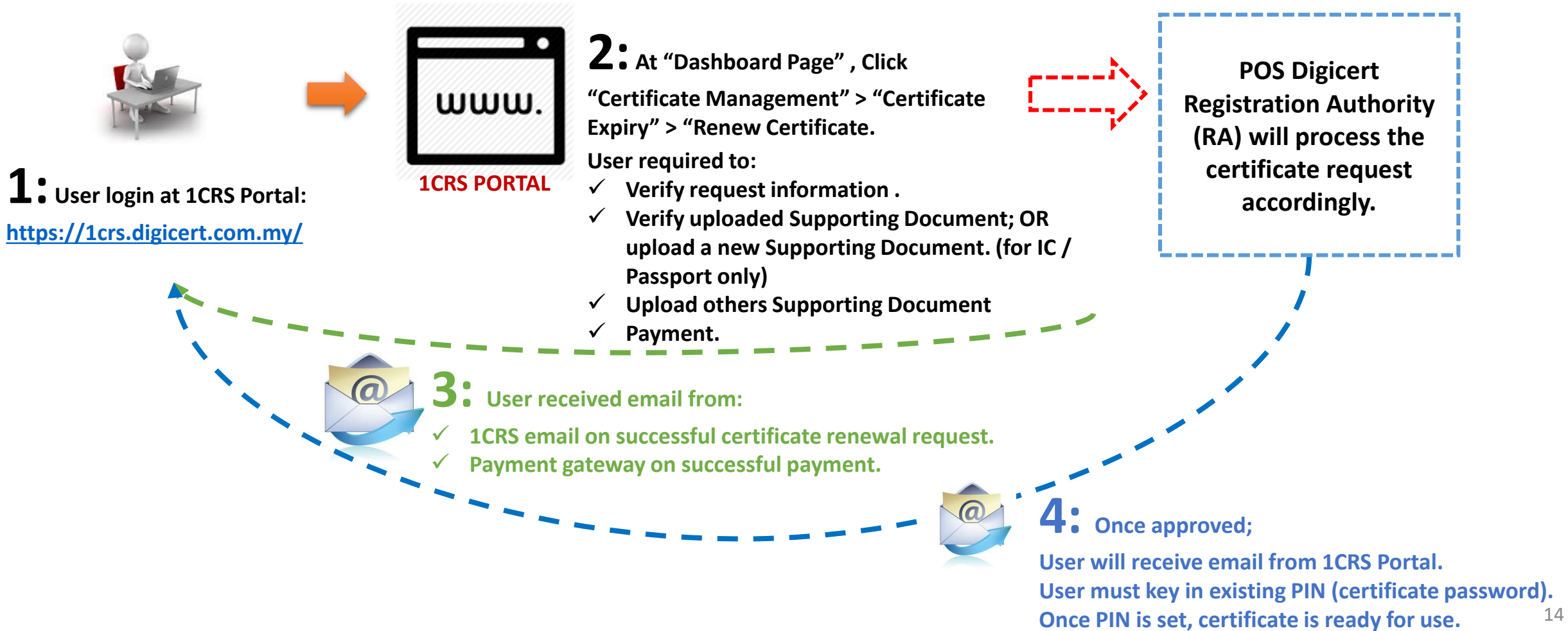
# Steps to Acquire New Digital Certificate

- 1** • User access SSM MBRS (XBRL) Portal.
- 2** • User click “PKI Registration” link at SSM MBRS (XBRL) Portal.
- 3** • User directed to 1CRS portal and continue with purchasing process.
- 4** • User received first email notification for digital certificate request and payment successful.
- 5** • Once approved, user received second email notification to set PIN number. Once PIN number is set, digital certificate is ready to use.

## 2. Renewal Digital Certificate

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# Summary: How to Renew Digital Certificate: Overview



## 2.1 Renewal Digital Certificate: Details

➤ 1CRS Portal:

<https://1crs.digicert.com.my/>

➤ Refer label A:

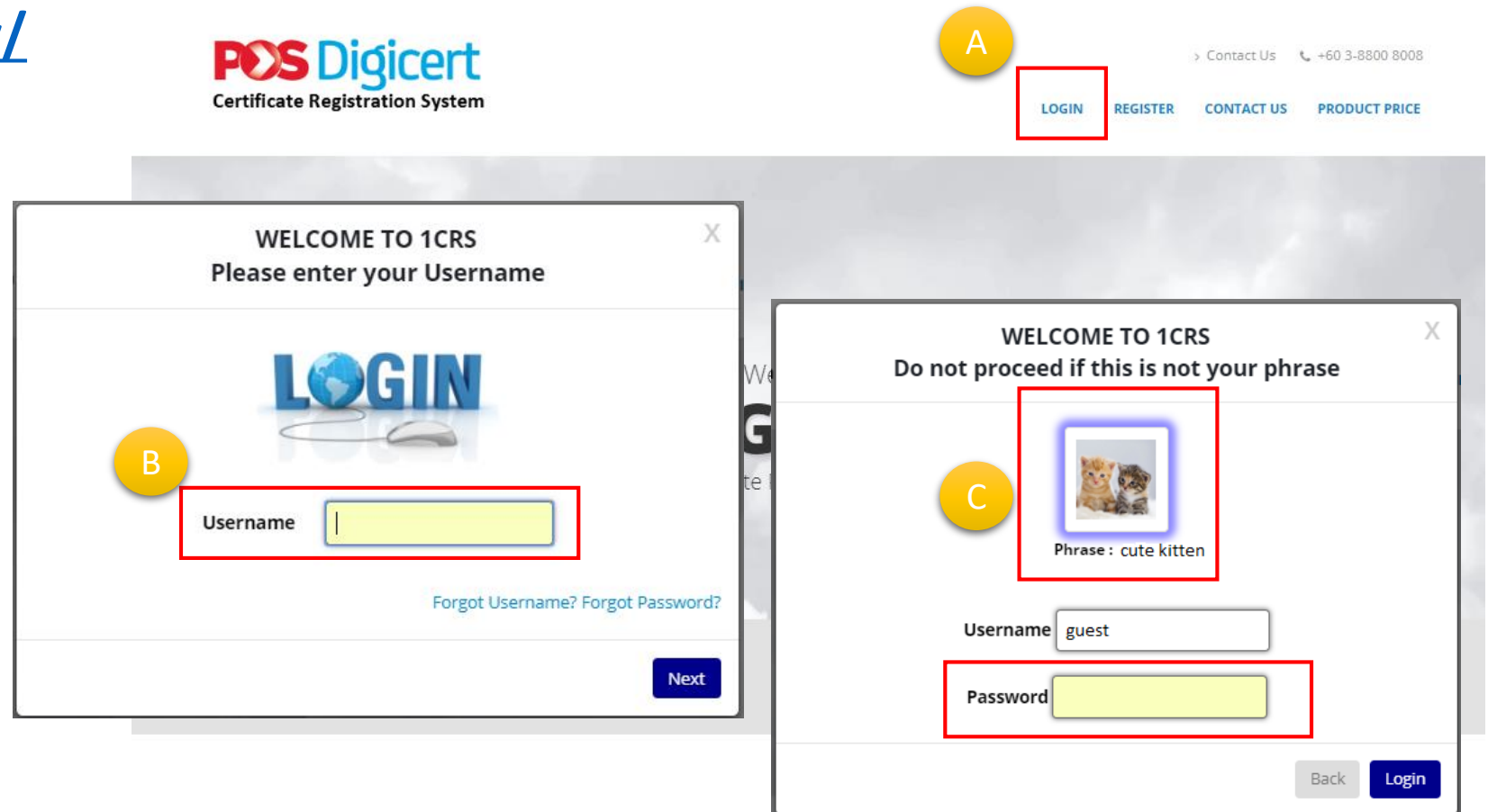
✓ Click “**LOGIN**” menu

➤ Refer label B:

✓ Fill in your username and  
 ✓ click “**Next**” button.

➤ Refer label C:

✓ Check your security image and phrase.  
 ✓ If correct, fill in your password and Click “**Login**” button.



The screenshot displays the POS Digicert Certificate Registration System interface. At the top right, a navigation menu includes 'LOGIN', 'REGISTER', 'CONTACT US', and 'PRODUCT PRICE'. The 'LOGIN' button is highlighted with a red box and labeled 'A'. Below the navigation, a modal window titled 'WELCOME TO 1CRS Please enter your Username' is shown. It features a 'Username' input field highlighted with a red box and labeled 'B'. A 'Next' button is located at the bottom right of this modal. A second modal window titled 'WELCOME TO 1CRS Do not proceed if this is not your phrase' is displayed. It shows a security image of two kittens with the phrase 'cute kitten' highlighted with a red box and labeled 'C'. Below the image are 'Username' and 'Password' input fields, with the 'Password' field highlighted with a red box. 'Back' and 'Login' buttons are at the bottom right of this modal.

## 2.1 Renewal Digital Certificate: Details

- Upon successful login, 1CRS will display **Dashboard** page.
- At **Dashboard** page:
  - ✓ Click on **Certificate Management** (Refer label A)
- At **View Status** page:
  - ✓ Click “**Certificate Expiry (within 30 days)**” tab. (Refer label B)
  - ✓ Click on “**Renew**” at targeted record. (Refer label C)

POS Digicert

Hi, DELINA BI...

Dashboard

1CRS • DASHBOARD

WELCOME TO CERTIFICATE REGISTRATION SYSTEM (1CRS)  
Please update your profile before proceeding with Certificate Request

DELINA BINTI...

Dashboard

PUBLIC USER (PU)  
DELINA123456  
uatuserone01@gmail.com  
0128456789

CERTIFICATE MANAGEMENT 3

PAYMENT & BILLING 0

POS Digicert

Hi, DELINA BI...

View Status

List of Certificates (3) Pending User Confirmation (0) Certificate Expiry (within 30 days) (0)

Search...

List Of Admin Approved

	Request Code	Name	IC No/Passport	Valid From	Valid To	App Stat	Cert Status	Action
1	DIGICERT0418000850	Norhamimi binti Burhan	731126025076			ADMIN REQUEST-> ISSUED	RENEW	Action
2	DIGICERT0517000511	Norhamimi binti Burhan	731126025076	26/05/2017	26/05/2018	ADMIN REQUEST-> ISSUED	EXPIRED	Action

Page 1 of 1

View 1 - 2 of 2



## 2.1 Renewal Digital Certificate: Details

➤ At **Renew Certificate** page:

- ✓ Verify the request information accordingly.  
(Refer label A)
- ✓ Once confirmed, click “**Next**” button.  
(Refer label B)

IMPORTANT NOTES:

- ❖ Refer label C
- ❖ Renewal certificate request is the same as New certificate request. - Please continue until **Step 4**.
- ❖ For Supporting document, you have the option to verify existing document or upload new documents.

POS Digicert

HI, DELINA BI...

DASHBOARD • REQUEST\_CERTIFICATE

1 Personal Information   2 Company Information   3 Select Package   4 Supporting Documents   C

Please enter Personal Information. (\* is required fields). Address for this section will be your Billing Address

ID Type:  IC No  Passport

IC No: DELINA123456

Name: DELINA BINTI DARWIN

Date of Birth: 03/01/1977 (Label A)

Gender: Female

Email: uatuserone01@gmail.com

Telephone No: 0123456789

Address: NO. 18, TMN. BUKIT ANTARABANGSA MULIA, JLN. MULIA 1/5

Country: MALAYSIA   State: SELANGOR

Postcode: 68000   City: AMPANG (Label B)

SELECT IMAGE

NEXT (Label C)

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# 2.1 Renewal Digital Certificate: Details

- At **Step 4:**
- Click on “**FINISH**” button (Refer label A).

- **TERMS & CONDITION** screen will appear. (Refer label B).

- ✓ Read the terms and conditions.
- ✓ Click checkbox.
- ✓ Click “**I Accept**” button.
- ✓ Click Submit

- 1CRS will display message
  - ✓ Click on “**Proceed to payment**” button. (Refer label C)

## 2.1 Renewal Digital Certificate: Details

### ➤ At List of Payment page:

- ✓ Select record for payment. (Refer label A)
- ✓ Click on “MAKE PAYMENT” button. (Refer label B)

### ➤ At Make Payment page:

- ✓ Verify payment information.
- ✓ Select payment method.
- ✓ Click on “PAY” button. (Refer label C)
- 1CRS will navigate you to payment gateway. Please proceed accordingly. (Similar as new request).

### ➤ 1CRS will display **Payment Successful** page on successful payment. (Refer label D)

The screenshot illustrates the payment process in three stages:

- List of Payment:** A table titled "List of Cash Tax Invoice" with columns: Request Code, Name, IC No/Passport, Company, Package, and Price (RM). A red box labeled 'A' highlights the selection checkboxes in the first column. A red box labeled 'B' highlights the "MAKE PAYMENT" button in the bottom right corner.
- Make Payment:** A detailed view of the selected record. It shows a table with columns: Request Code, Name, Company, Package, and Price (RM). Below this is a summary table:
 

Price (RM)	180.00
SST (RM)	10.80
Total Price (RM)	190.80
Payment Method	<input type="radio"/> Credit Card / Debit Card / FPX

 A red box labeled 'C' highlights the "PAY" button in the bottom right corner.
- Payment Successful:** A green confirmation page with the heading "Payment Successful" and a large green checkmark icon. The text reads: "Thank You For Your Payment" (with label 'D' next to it), "Your application has been successfully received for processing", and "You can download or view your tax invoice here. Or visit the Billing Page anytime." A "View Invoice" button is located at the bottom.

## 2.1 Renewal Digital Certificate: Details

➤ When approved by POS Digicert RA, 1CRS will send **email notification** and inform user to set PIN (certificate password).

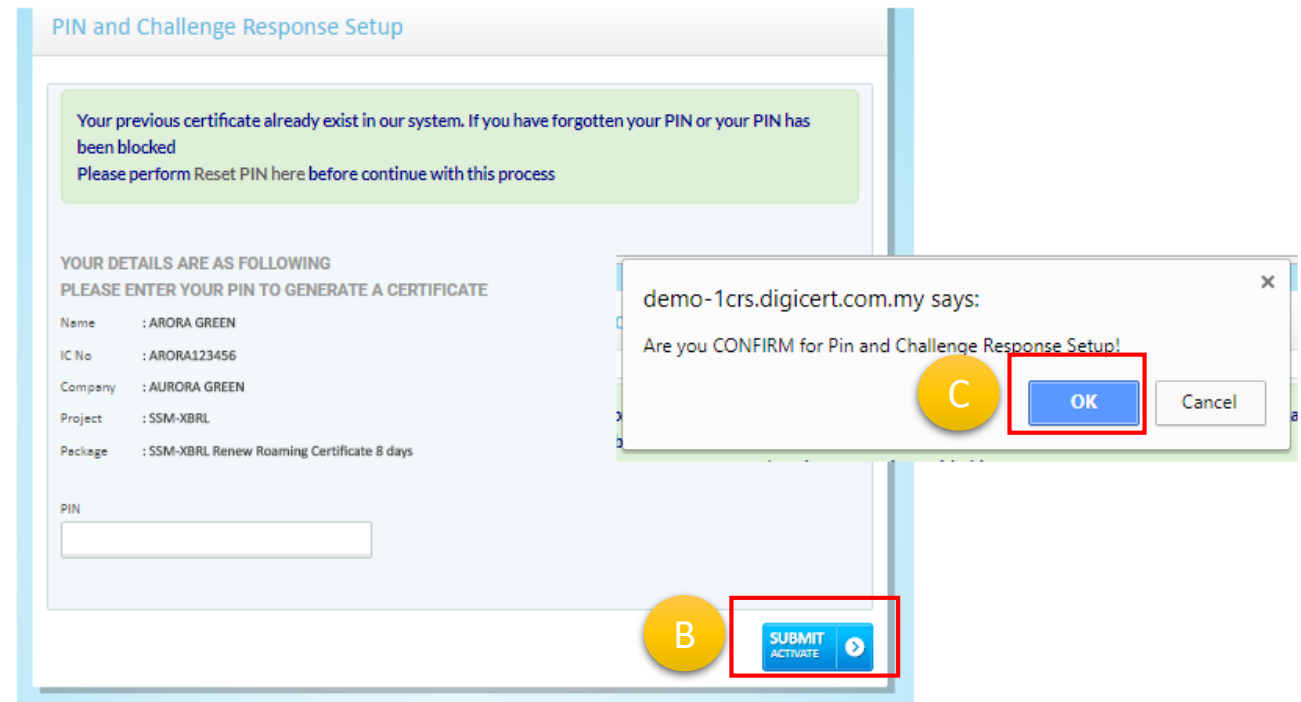
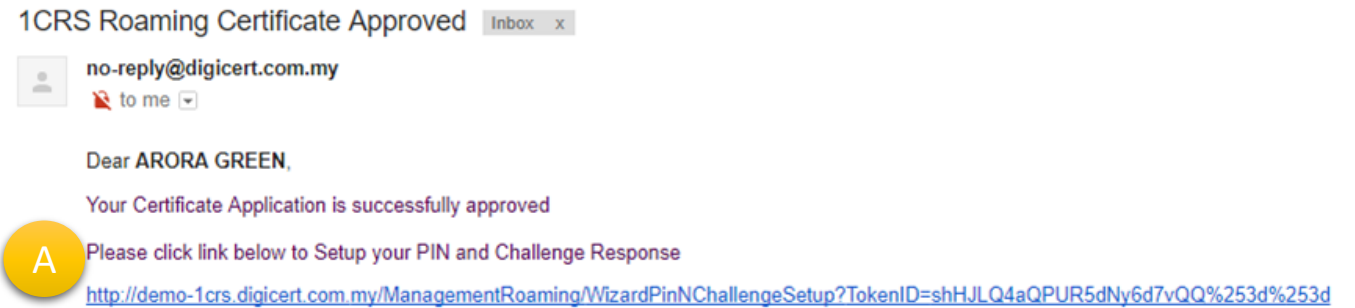
✓ Click on available link to set certificate PIN.  
(Refer label A)

➤ At PIN and Challenge Response Setup page:

✓ Key in your existing PIN.  
 ✓ Click on “**SUBMIT**” button (Refer label B).  
 ✓ Click on “**OK**” button to confirm. (Refer label C)

❖ Notes:

1CRS Portal will send **email notification** on successful PIN entry. The certificate is now ready for use within 5-10 minutes.



# Summary:

## Steps to Renew Digital Certificate

1

- User login at 1CRS Portal: <https://1crs.digicert.com.my/>

2

- User click:  
• “Certificate Management” > “Certificate Expiry (within 30 days)” > “Renew Certificate”

3

- User received first email notification for digital certificate request and payment successful.

4

- Once approved, user received second email notification to set PIN number. Once set, digital certificate is ready for SSM MBRS (XBRL) usage.

## **3. Summary of Actions and Functions**

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### 3. Summary of Actions and Functions

Digital Certificate Management  
for User

- Reset PIN
- Change PIN
- Certificate Revocation
- View Certificate Status

1CRS Portal Management  
for User

- Forgot Password
- Forgot User ID
- Change Password
- Print Invoice

1CRS Portal Actions  
(backend process)

- Email notification on certificate request activity
- Email notification on certificate process activity (when certificate is ready)
- Three (3) email reminder on certificate expiry. (2 months, 1 month & 7 days)

# 4. Support

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## 3. Support Details

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➤ Customercare/Helpdesk contact:

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

Telephone: +603 8800 8008

- Telephone support available between 9:00 a.m. and 5:00 p.m. Malaysian time, Monday through Friday, excluding weekends and public holidays.

➤ Counter:

Pos Digicert Sdn Bhd  
Level 3A,  
No. 8-3A-02, Star Central,  
Lingkar Cyberpoint Timur,  
63000 Cyberjaya,  
Selangor Darul Ehsan.

➤ Counter Operating Hours :

Monday - Friday (09.00am - 05.00pm)

\*except for Selangor Public Holidays

# END

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## DIGITAL CERTIFICATE FOR SSM MBRS (XBRL)

**POS Digicert Sdn. Bhd.**

No. 8-3A-02, Star Central, Lingkaran Cyberpoint Timur,  
63000 Cyberjaya, Selangor Darul Ehsan

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[fisal.ebrahim@digicert.com.my](mailto:fisal.ebrahim@digicert.com.my)