

A

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**

**B**

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

Email : customercare@digicert.com.my

Telephone no. : +603 8800 8008

SCAN FOR VIDEO TUTORIAL

