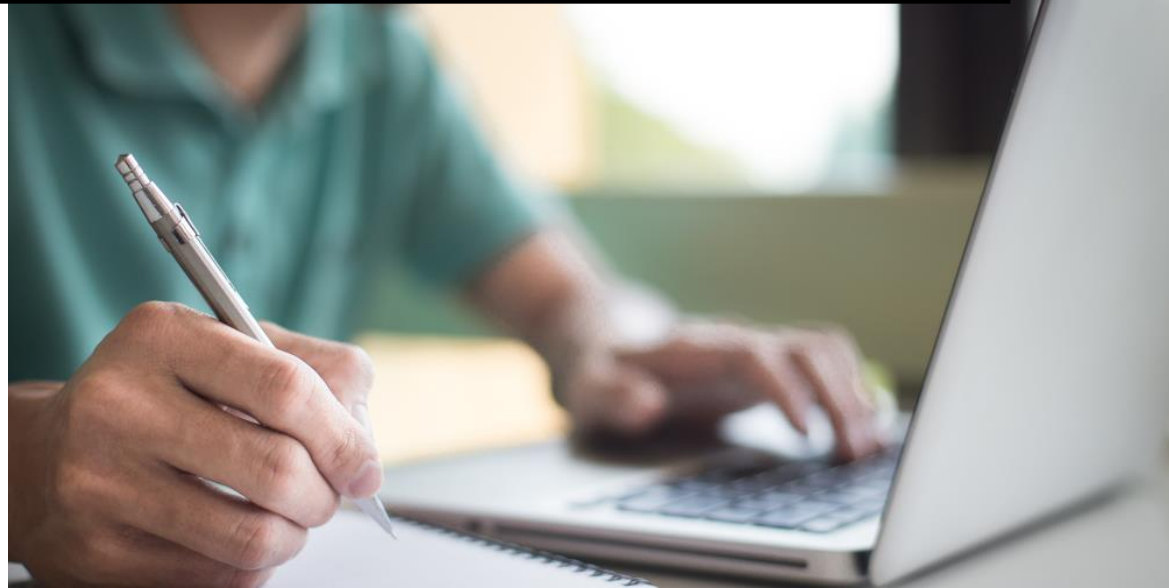




www.sidc.com.my

2022

WEBINAR REGISTRATION USER GUIDE



Securities Industry
Development Corporation
6 July, 2022

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DOCUMENT CHANGE HISTORY

Version Number	Date	Description
V1.0	13/04/2022	First version
V1.1	06/07/2022	Added guidelines for invoice payment

Before beginning to use SIDC's new registration and learning system, please access the system using one of the recommended internet browsers below for the best user experience:



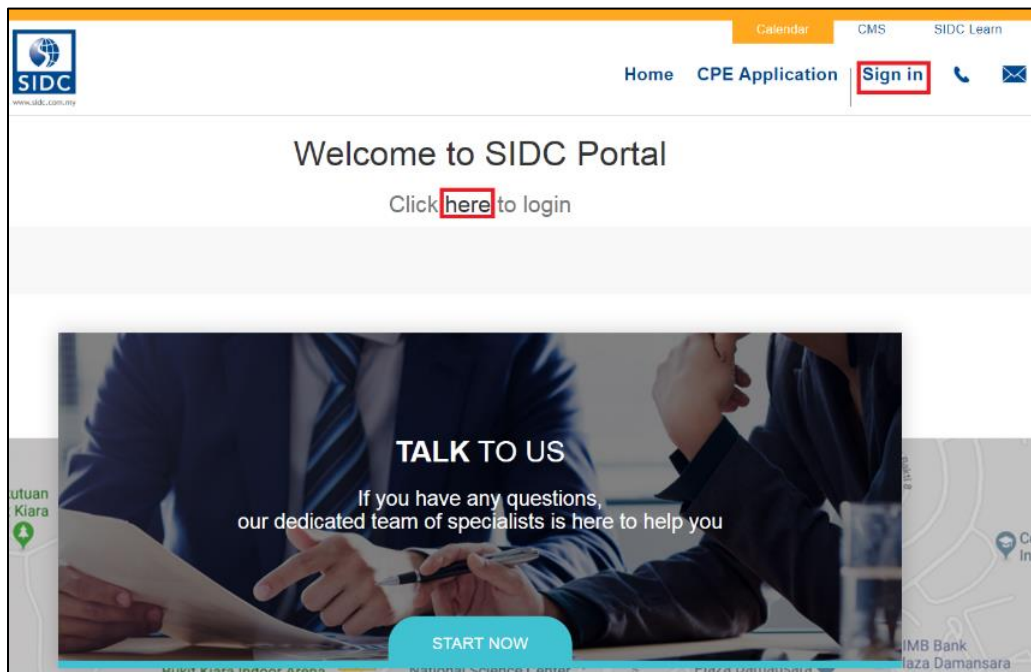
It is not recommended to use **Internet Explorer** as it is currently out of support and will cause the web page layout to be disoriented.

1. CREATING A USER ACCOUNT

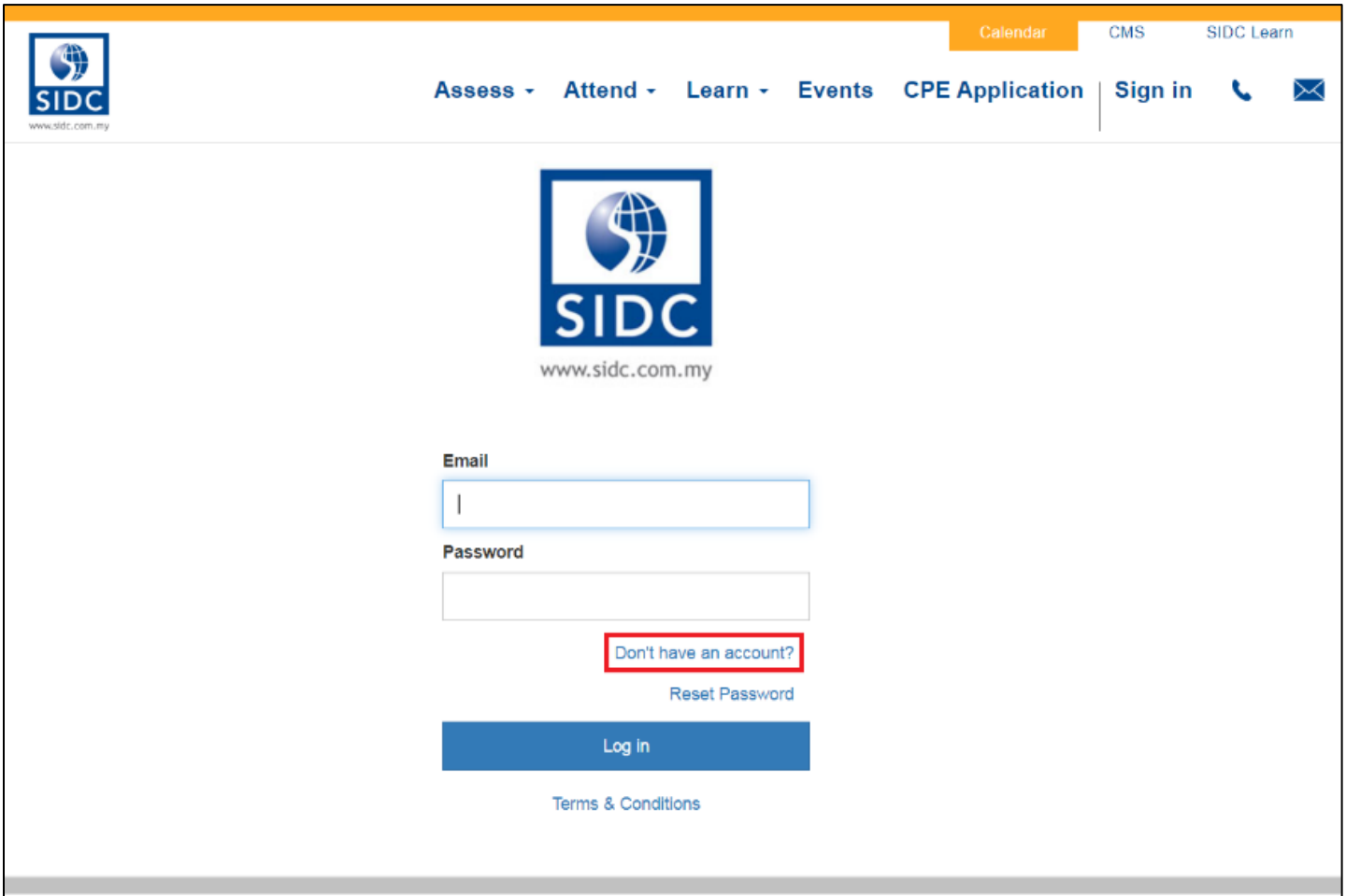
Note: If you already have an activated account in SIDC-ERP, skip to **page 9**, **[2. REGISTERING FOR WEBINAR WITH PAYMENT]** for the registration guidelines.

1.1. How to Sign up to the System?

Step 1: Go to erp.sidc.com.my. Click **Sign in** at the top right.



Step 2: When the login page is loaded, click **Don't have an account?** to create a new account.



Step 3: Select **Individual, Company Sponsored or Association** at the top of the form to choose the right sign-up form for your needs.



Step 4: Fill in all the required details in the form

Individual Sign-up Form


You Are Applying For The Programme As: Individual Company Sponsored Association

All fields are required.

Company Name

Your Email


Salutation

Your Name

Designation

Country Code

Contact Number

I have read the [Terms & Conditions](#)

Sign up

[Already have an account?](#)

Company Sign-up Form

You Are Applying For The Programme As: Individual Company Sponsored Association

All fields are required.

Company Sponsored Details

Company Name

Old Company Registration No.

New Company Registration No.

Address 1

Address 2

City

State / Province

Postcode

Country

Contact Person Details

Your Email

Salutation

Your Name

Designation

Country Code

Contact Number

I have read the [Terms & Conditions](#)

[Already have an account?](#)

Association Sign-up Form

You Are Applying For The Programme As: Individual Company Sponsored Association

All fields are required.

Association Details

Association Name
PREMIER SDN. BHD.

Association Registration No.
5488855454

Address 1
7, JALAN PUTERA

Address 2
BANDAR PUTERA

City
KAJANG

State / Province
Selangor

Postcode
43000

Country
Malaysia

Contact Person Details

Your Email
theodore_sidc@yopmail.com

Salutation
ENCIK

Your Name
THEODORE

Designation
MANAGER

Country Code
Malaysia (+60)

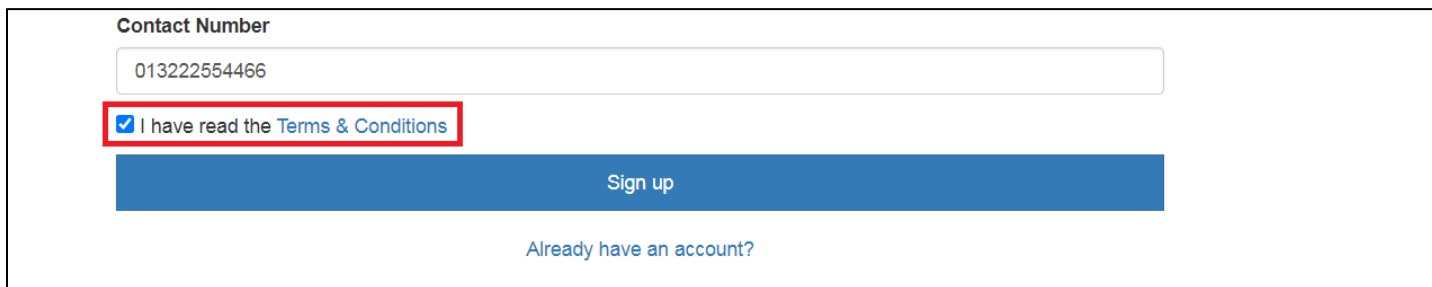
Contact Number
0134744125

I have read the [Terms & Conditions](#)

[Sign up](#)

[Already have an account?](#)

Step 5: Once the key-in is complete, tick the **I have read the Terms & Conditions** checkbox.



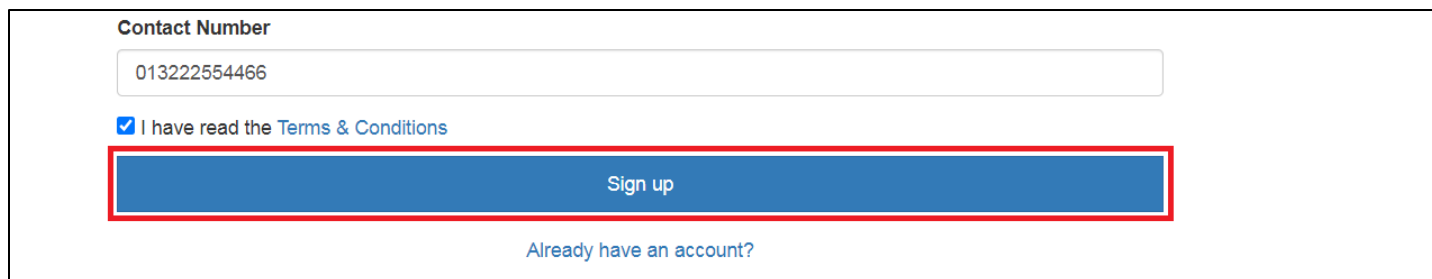
Contact Number

I have read the [Terms & Conditions](#)

Sign up

[Already have an account?](#)

Step 6: Click **Sign up**.



Contact Number

I have read the [Terms & Conditions](#)

Sign up

[Already have an account?](#)

The system will prompt you to check your email to activate your account. Navigate to your email inbox and look for the invitation link from SIDC-ERP.



SIDC
www.sidc.com.my

Calendar CMS SIDC Learn

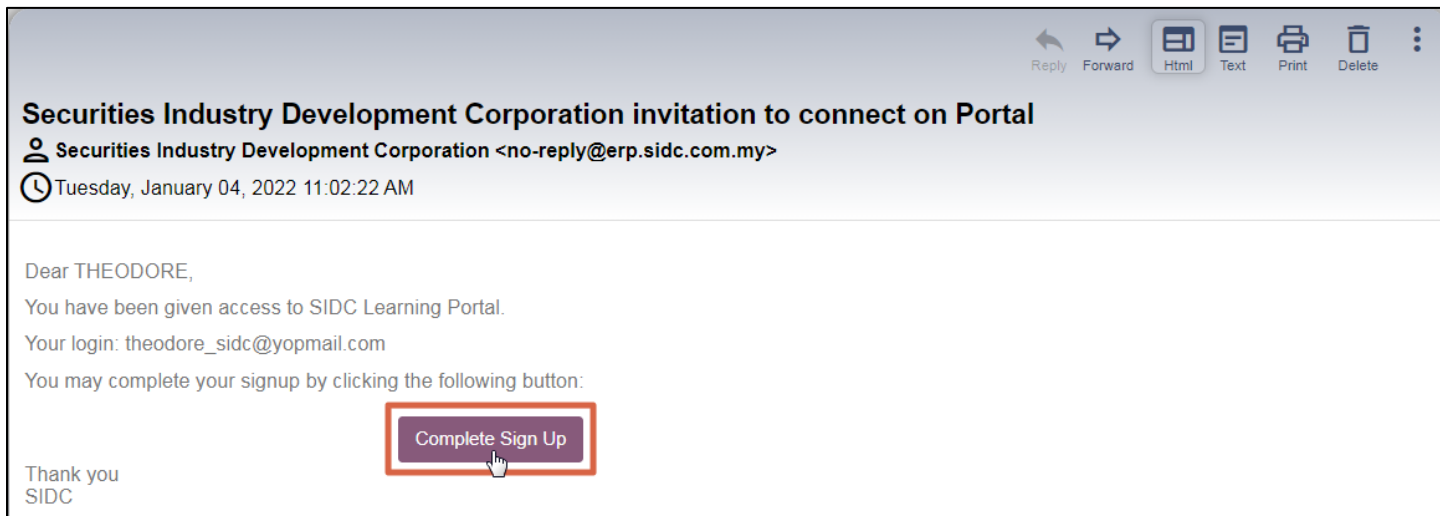
Assess ▾ Attend ▾ Learn ▾ Events CPE Application Sign in ☎ ✉

SIDC
www.sidc.com.my

Check your email to activate your account!

1.2. Account Activation

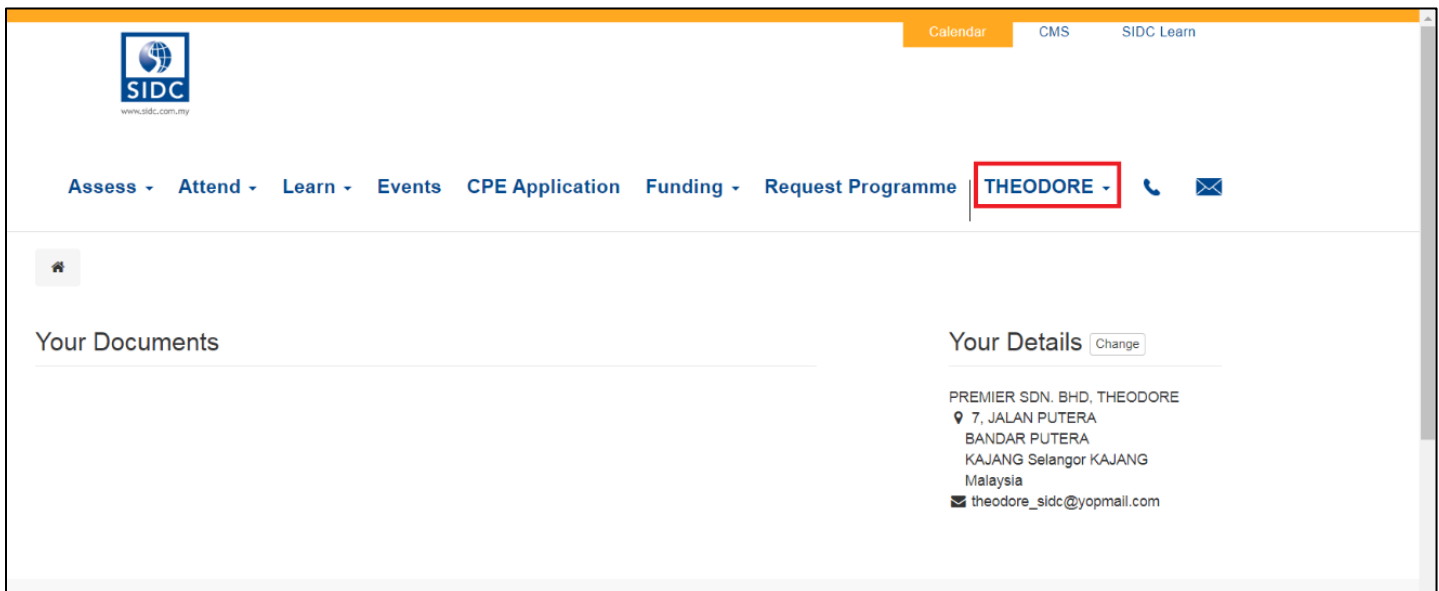
Step 1: To activate your account, navigate to your email inbox and look for the invitation link from SIDC-ERP. Open the email and click on **Complete Sign Up**.



Step 2: Here, create a new password for your user account by keying in your new password in **Password** and **Confirm Password**. Click **Confirm** once completed.

A screenshot of a web form for account activation. At the top center is the SIDC logo, which consists of a blue square containing a white globe with a blue 'S' shape, and the text "SIDC" below it, with the website "www.sidc.com.my" underneath. Below the logo are four input fields: "Your Email" with the value "theodore_sidc@yopmail.com", "Your Name" with the value "THEODORE", "Password" with a masked field of dots, and "Confirm Password" with a masked field of dots. A red number "1" is to the right of the Password field, and a red number "2" is to the right of the Confirm Password field. At the bottom left is a blue button with the text "Confirm" and a red number "3" to its right. The entire form is enclosed in a black border.

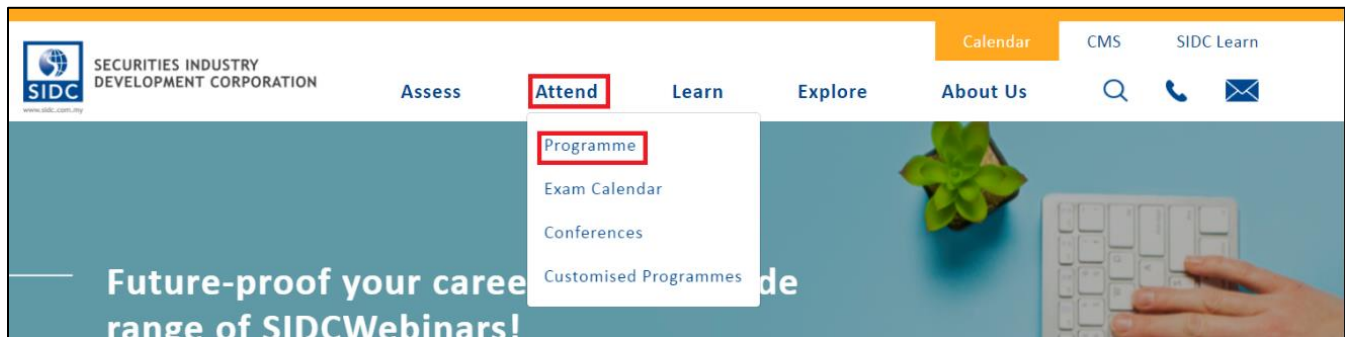
You will be redirected to your account page in the portal. This means your login is successful and your user account is activated. Your username will be displayed at the top right corner of the page. At this point, you are now ready to perform registrations and view all your records.



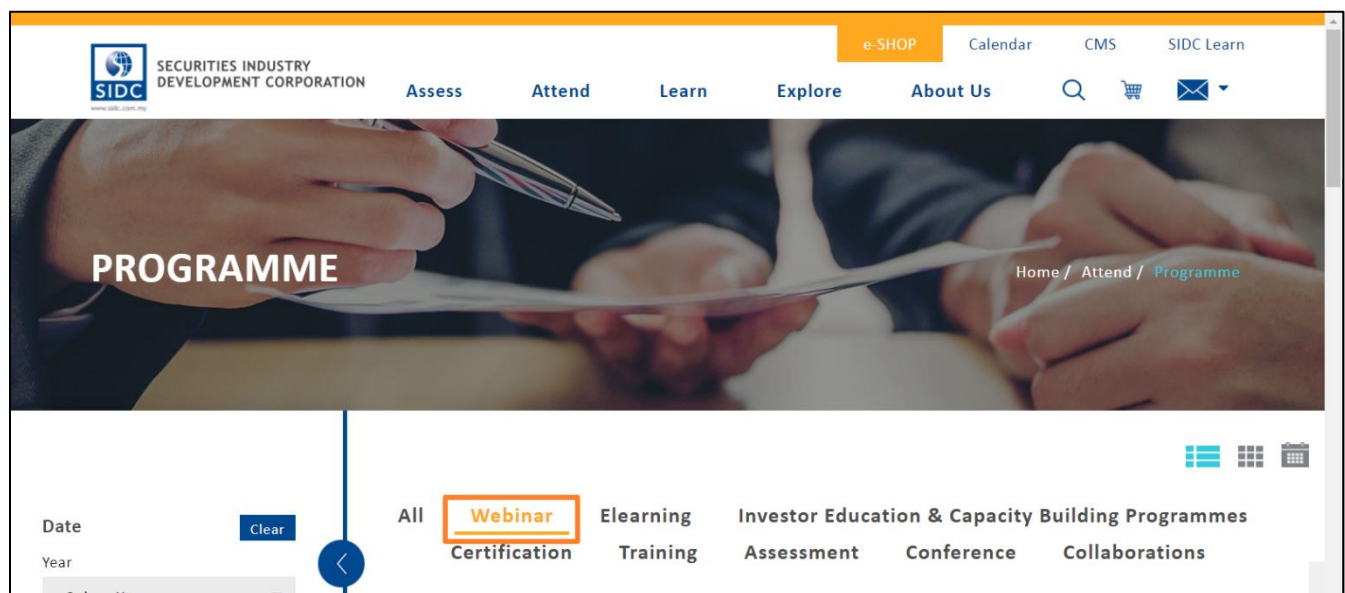
2. REGISTERING FOR WEBINAR WITH PAYMENT

Step 1: Browse all the available conferences provided by SIDC. Open any recommended internet browser and go to SIDC's website [www.sidc.com.my].

Step 2: At the top menu, mouse over to **Attend** and click on **Programme** in the dropdown list.




Step 3: Click **Webinar**.



ADDITIONAL INFO

The event listing can be filtered, and the view is changeable according your preference.

1. The left side bar contains filters by year, month and location. These filters are able to shorten the sessions list so that you are able to navigate to your desired webinar session faster.
2. Click one of these icons  at the top right of the event listing to change to list, tile and calendar view respectively.

Step 4: Click [LEARN MORE](#) at the webinar of your choice.

The screenshot shows the SIDC website's webinar registration page. The header includes the SIDC logo and navigation links: Assess, Attend, Learn, Explore, and About Us. There are also icons for search, shopping cart, and email. On the left, there are filters for 'Month' (Set to APR 2022) and 'Location' (Set to SIDC LAMS). The main content area displays two webinar cards. The first card is for 'Laws & Regulations' on 14 APR 2022, titled 'Demo Scenario Week 5', with an 'HRD Corp Claimable' badge and a 'LEARN MORE' button. The second card is for 'Innovation' on 27 APR 2022, titled 'Technology Driving the Future of Gig Economy', with a '10 CPE' badge and a 'LEARN MORE' button.

Step 5: On this page, click [REGISTER NOW](#).

The screenshot shows the registration details for the 'Demo Scenario Week 5' webinar. The header includes the SIDC logo and navigation links: Assess, Attend, Learn, Explore, and About Us. There are also icons for search, shopping cart, and email. Below the header is a banner image with the text 'DEMO SCENARIO WEEK 5' and 'Laws & Regulations'. The main content area displays the webinar details: '14 APR 2022', '14 Apr - 20 Apr 2022', '1:00 pm - 2:00 pm', and 'SIDC LAMS'. The speaker is listed as 'Wong Loke Lim'. The registration fee is 'MYR 300' with a note '*Fee is not inclusive of 6% SST'. There is a 'REGISTER NOW' button and a link to 'Terms & Conditions'. The 'HRD Corp Claimable' badge is also present.

Step 6: At this page, verify that you have selected the right webinar programme. Click [Register Now](#) to proceed.

[Register Now](#)

The screenshot shows the SIDC website interface. At the top left is the SIDC logo with the URL www.sidc.com.my. The top navigation bar includes links for e-SHOP, Calendar, CMS, and SIDC Learn. Below this are links for Events, CPE Application, and Sign in, along with phone and email icons. The main content area features a breadcrumb trail: All Events / Malaysia / Demo Scenario Week 5. The event title is 'Demo Scenario Week 5' with dates and times: 14/04/2022 13:00 to 20/04/2022 14:00 (Asia/Kuala_Lumpur). A table lists ticket types and prices:

Ticket Type	Price before SST
Normal	RM 300.00


A 'Register Now' button is highlighted with a red border. To the right, under the 'Where' section, it provides the location: 'Securities Industry Development Corporation, No. 3, Persiaran Bukit Kiara, Bukit Kiara, W.P Kuala Lumpur 50490, Malaysia' and the email 'info@yopmail.com'.

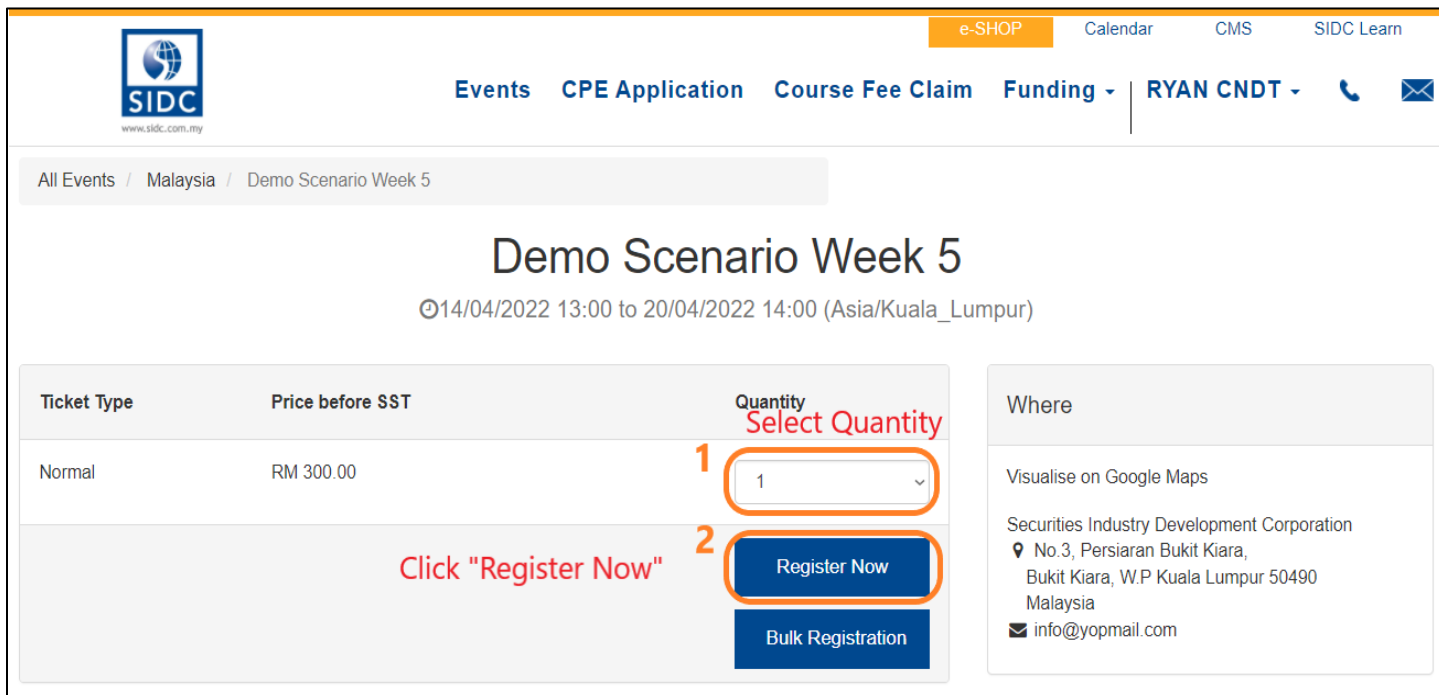
Note: You will only see **Step 6** and **Step 7** if you have not previously logged in to the system. If you are logged in, you will automatically jump to **Step 8** of the registration.

Step 7: You will be directed to the login page of the SIDC Learning Portal. Enter your login details and click **Log in**.

The screenshot shows the login page of the SIDC Learning Portal. It features the SIDC logo and the URL www.sidc.com.my. There are two input fields: 'Email' with the value 'cndt_ryan_pnt@yopmail.com' and 'Password' with masked characters. Below the password field are links for 'Don't have an account?' and 'Reset Password'. A blue 'Log in' button is prominently displayed. At the bottom, there is a link for 'Terms & Conditions' and a footer stating 'Property of Securities Industry Development Corporation'.

Step 8: After logging in, you will reach the first page of the webinar registration. Select the number of participants you intend to register (for self-registration, select 1) in the dropdown under **Quantity**. Next,

click  to proceed.



The screenshot shows the SIDC website interface. At the top, there is a navigation bar with the SIDC logo on the left and links for 'e-SHOP', 'Calendar', 'CMS', and 'SIDC Learn' on the right. Below this is a secondary navigation bar with 'Events', 'CPE Application', 'Course Fee Claim', 'Funding', and 'RYAN CNDT'. The main content area features a breadcrumb trail: 'All Events / Malaysia / Demo Scenario Week 5'. The event title 'Demo Scenario Week 5' is prominently displayed, along with the dates and times: '14/04/2022 13:00 to 20/04/2022 14:00 (Asia/Kuala_Lumpur)'. A table lists the ticket types, with 'Normal' at 'RM 300.00'. The 'Quantity' column has a dropdown menu set to '1', highlighted with an orange circle and labeled '1'. Below the table, a red text instruction says 'Click "Register Now"', with a '2' pointing to the 'Register Now' button, which is also highlighted with an orange circle. A 'Bulk Registration' button is visible below it. To the right, a 'Where' section provides the event location: 'Securities Industry Development Corporation, No.3, Persiaran Bukit Kiara, Bukit Kiara, W.P Kuala Lumpur 50490, Malaysia', along with a contact email 'info@yopmail.com'.

Ticket Type	Price before SST	Quantity
Normal	RM 300.00	1

Where

Visualise on Google Maps

Securities Industry Development Corporation
 No.3, Persiaran Bukit Kiara,
 Bukit Kiara, W.P Kuala Lumpur 50490
 Malaysia
 info@yopmail.com

Step 9: The participant's registration form will pop up. Key in all the participant info. Click **Continue** upon completion. (You could select a participant's profile if the participant had registered before)

Demo Scenario Week 5
X

🕒 14/04/2022 13:00 to 20/04/2022 14:00 (Asia/Kuala_Lumpur)

Ticket Type #1: Normal

Participant 1 RYAN CNDT

Salutation* MR

Name as per NRIC/Passport* RYAN CNDT

NRIC 000610011112

Email 1* cndt_ryan_pnt@yopmail.com

Passport No.

Country Code* MY (+60) Malaysia

Mobile No.* 112544521

Country Code Select...

Telephone No.

Extension

Address 1* JALAN 2/125

Address 2

City* DESA PETALING

Postcode* 43200

Country* malaysia

State Select...

Industry Select...

Designation* MANAGER

Department

Contact Person Name

Contact Person Email

Contact Person Phone No.


Select the participant's profile if they had registered before

or fill in the information required for new participant

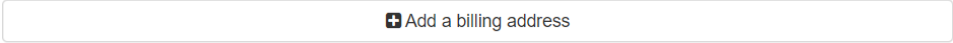
Continue
Cancel

Click "Continue" to proceed

Note: If you are registering for more than one participant, the registration form shown above will be repeated for the next participant(s) on the same screen. Please complete the information required for all the participants. Finally, click **Continue** at the bottom of the page to proceed.

Step 10: You will now be on the billing address page. The billing address shown on the screen is captured from the address that you have entered in the registration form in **Step 9**. Choose a billing address and click  if your address is correct.

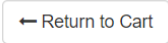
Billing Address



1


RYAN CNDT
JALAN 2/125
DESA PETALING 43200
malaysia

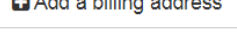
Select a billing address



2

Click "Confirm" to proceed



Note: If you want to use another address, enter a new billing address by clicking  to add.

Step 11: In the **Make Payment** page, please confirm the description and price under the **Make Payment** section is correct and then select the **eGHL** payment option under the **Proceed with** section

and click .

Make Payment Print Sales Order

Description	Quantity	Unit Price	Discount (%)	Total
Demo Scenario Week 5 Normal	1	RM 300.00	0.00	RM 300.00

DATE: 14 April 2022
VENUE: Securities Industry Development Corporation
PARTICIPANT :
1. MR RYAN CNDT

Have a promo code? Fill in this field and apply.


Subtotal:	RM 300.00
SST:	RM 18.00
Total:	RM 318.00

Proceed with

Invoice


eGHL **Select this payment method**

eGHL is a secure online payment gateway that accepts online banking, debit/credit card and e-wallet payment methods for a truly seamless payment experience.



Step 12: You will be directed to the eGHL payment page. Complete payment with your credit/debit card or online banking.

Once your payment is complete, you will reach the registration completion page. Your registration for the webinar programme is successful. You will receive notifications and the payment receipt via email.



e-SHOP
Calendar
CMS
SIDC Learn

[Events](#)
[CPE Application](#)
[Course Fee Claim](#)
[Funding](#)

RYAN CNDT
📞
✉️

Transaction Completed

Thank you for your registration.

Print Receipt
Print Invoice

Order Details:

Description	Quantity	Unit Price	Discount (%)	Total
Demo Scenario Week 5 Normal Venue: Securities Industry Development Corporation PARTICIPANT : 1. MR RYAN CNDT	1	RM 300.00	0.00	RM 300.00
				Subtotal: RM 300.00
				SST: RM 18.00
				Total: RM 318.00

Payment Information:

eGHL	Total: RM 318.00
------	-------------------------

Done, your online payment has been successfully processed. Thank you for your registration / purchase.

Bill To:

RYAN CNDT
 📍 JALAN 2/125
 DESA PETALING 43200
 malaysia
 ✉️ cndt_ryan_pnt@yopmail.com

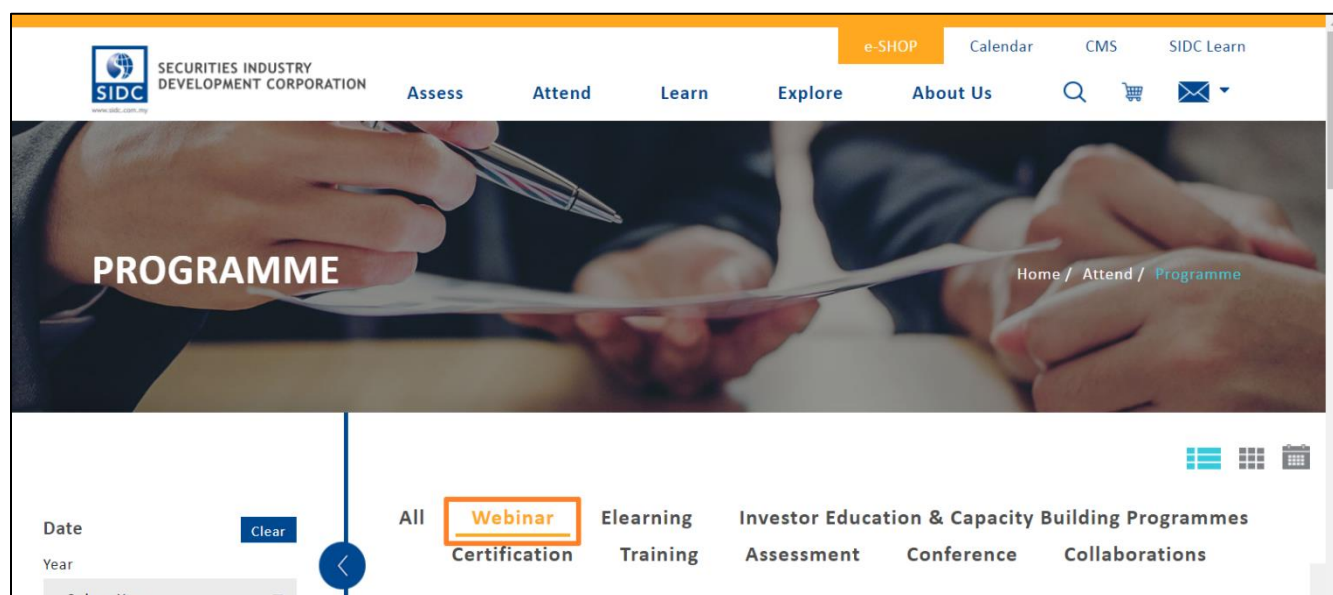
3. REGISTRATION FOR WEBINAR WITH INVOICE

Step 1: Browse all the available conferences provided by SIDC. Open any recommended internet browser and go to SIDC's website [www.sidc.com.my].

Step 2: At the top menu, mouse over to **Attend** and click on **Programme** in the dropdown list.




Step 3: Click **Webinar**.



ADDITIONAL INFO

The event listing can be filtered, and the view is changeable according your preference.

3. The left side bar contains filters by year, month and location. These filters are able to shorten the sessions list so that you are able to navigate to your desired webinar session faster.
4. Click one of these icons  at the top right of the event listing to change to list, tile and calendar view respectively.

Step 4: Click [LEARN MORE](#) at the webinar of your choice.

The screenshot shows the SIDC website's webinar registration page. At the top left is the SIDC logo and name. Navigation links include 'Assess', 'Attend', 'Learn', 'Explore', and 'About Us'. On the left, there are filters for 'Month' (set to 'APR 2022') and 'Location' (set to 'SIDC LAMS'). The main content area displays two webinar cards. The first card is for 'Laws & Regulations' on '14 APR 2022' at '14 & 20 April 2022 Demo Scenario Week 5'. It features an 'HRD Corp Claimable' badge and a 'LEARN MORE' button. The second card is for 'Innovation' on '27 APR 2022' titled 'Technology Driving the Future of Gig Economy', featuring a '10 CPE' badge and a 'LEARN MORE' button.

Step 5: On this page, click [REGISTER NOW](#).

The screenshot shows the registration details for the 'DEMO SCENARIO WEEK 5' webinar. The header includes the SIDC logo and navigation links like 'e-SHOP', 'Calendar', 'CMS', and 'SIDC Learn'. The main heading is 'DEMO SCENARIO WEEK 5' with the subtitle 'Laws & Regulations'. Below this, the event details are listed: '14 APR 2022', '14 Apr - 20 Apr 2022', '1:00 pm - 2:00 pm', and 'SIDC LAMS'. A speaker is listed as 'Wong Loke Lim'. A registration note states: 'Registration closing date is 3 business days before the programme date or when all seats are fully taken.' On the right, there is an 'HRD Corp Claimable' badge and a price of 'MYR 300' with a note '*Fee is not inclusive of 6% SST'. A prominent 'REGISTER NOW' button is displayed, with a link to 'Terms & Conditions' below it.

Step 6: At this page, verify that you have selected the right webinar programme. Click [Register Now](#) to proceed.

The screenshot shows the SIDC e-SHOP interface. At the top, there is a navigation bar with links for 'e-SHOP', 'Calendar', 'CMS', and 'SIDC Learn'. Below this, there are links for 'Events', 'CPE Application', and 'Sign in'. The main content area displays the event title 'Demo Scenario Week 5' with dates '14/04/2022 13:00 to 20/04/2022 14:00 (Asia/Kuala_Lumpur)'. A table lists the ticket types and prices:

Ticket Type	Price before SST
Normal	RM 300.00


A 'Register Now' button is highlighted in orange. To the right, under the 'Where' section, it provides the location: 'Securities Industry Development Corporation, No. 3, Persiaran Bukit Kiara, Bukit Kiara, W.P Kuala Lumpur 50490, Malaysia' and the email 'info@yopmail.com'.

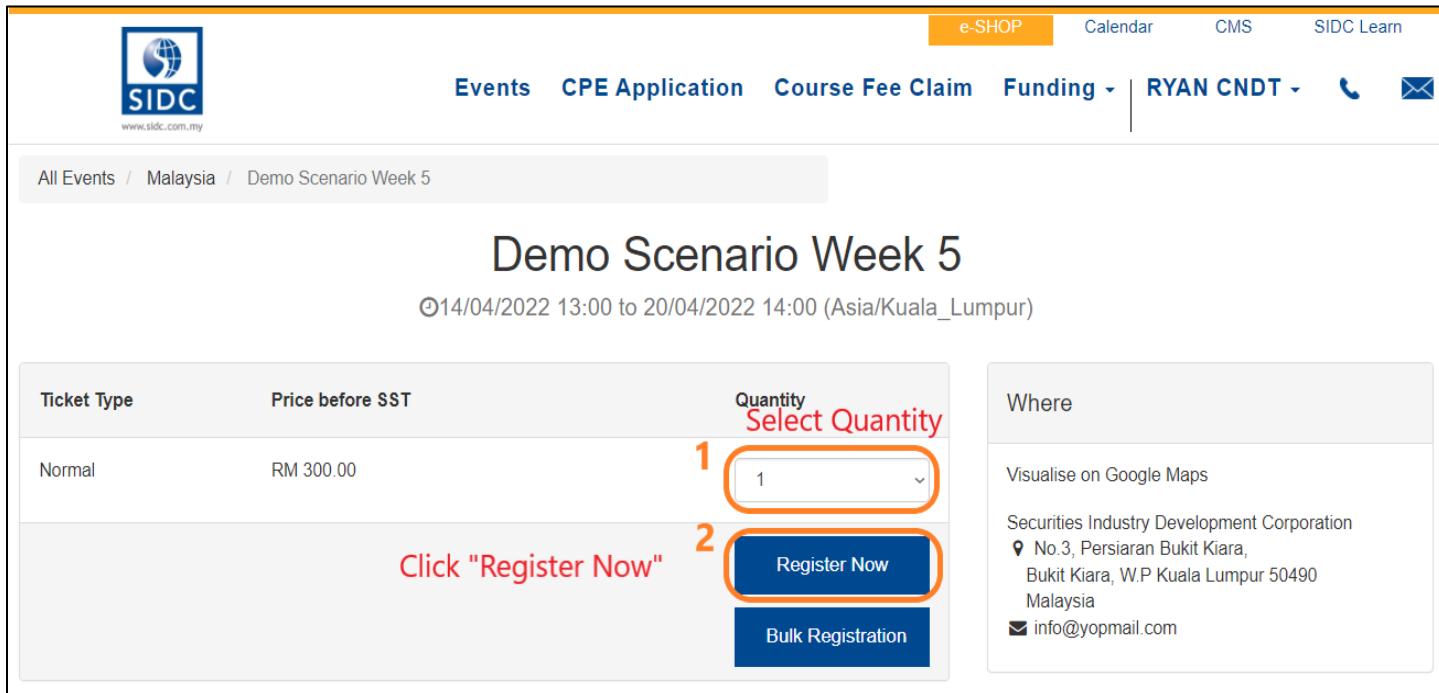
Note: You will only see **Step 6** and **Step 7** if you have not previously logged in to the system. If you are logged in, you will automatically jump to **Step 8** of the registration.

Step 7: You will be redirected to the login page of the SIDC Learning Portal. Enter your login details and click **Log in**.

The screenshot shows the login page for the SIDC Learning Portal. It features the SIDC logo and the website URL 'www.sidc.com.my'. There are two input fields: 'Email' with the value 'cndt_ryan_pnt@yopmail.com' and 'Password' with masked characters. Below the password field are links for 'Don't have an account?' and 'Reset Password'. A blue 'Log in' button is prominently displayed. At the bottom, there is a link for 'Terms & Conditions' and a footer stating 'Property of Securities Industry Development Corporation'.

Step 8: After logging in, you will reach the first page of the webinar registration. Select the number of participants you intend to register (for self-registration, select 1) in the dropdown under **Quantity**. Next,

click  to proceed.



The screenshot shows the SIDC website interface. At the top, there is a navigation bar with the SIDC logo on the left and links for 'e-SHOP', 'Calendar', 'CMS', and 'SIDC Learn' on the right. Below this is a secondary navigation bar with 'Events', 'CPE Application', 'Course Fee Claim', 'Funding', and 'RYAN CNDT'. A breadcrumb trail indicates 'All Events / Malaysia / Demo Scenario Week 5'. The main heading is 'Demo Scenario Week 5' with dates '14/04/2022 13:00 to 20/04/2022 14:00 (Asia/Kuala_Lumpur)'. A table lists ticket types, with 'Normal' at 'RM 300.00'. The 'Quantity' column has a dropdown menu set to '1', circled in orange and labeled '1'. Below the table, a red text prompt says 'Click "Register Now"', with a blue 'Register Now' button circled in orange and labeled '2'. A 'Bulk Registration' button is also visible. To the right, a 'Where' section provides the address: 'Securities Industry Development Corporation, No.3, Persiaran Bukit Kiara, Bukit Kiara, W.P Kuala Lumpur 50490, Malaysia' and the email 'info@yopmail.com'.

Ticket Type	Price before SST	Quantity
Normal	RM 300.00	1

Where

Visualise on Google Maps

Securities Industry Development Corporation
 No.3, Persiaran Bukit Kiara,
 Bukit Kiara, W.P Kuala Lumpur 50490
 Malaysia
 info@yopmail.com

Step 9: The participant's registration form will pop up. Key in all the participant info. Click **Continue** upon completion. (You could select a participant's profile if the participant had registered before)

Demo Scenario Week 5
X

🕒 14/04/2022 13:00 to 20/04/2022 14:00 (Asia/Kuala_Lumpur)

Ticket Type #1: Normal

Participant 1 ▼

RYAN CNDT

Salutation* ▼

MR

Name as per NRIC/Passport*

RYAN CNDT

NRIC

000610011112

Email 1*

cndt_ryan_pnt@yopmail.com

Passport No.

Country Code*

MY (+60) Malaysia ▼

Mobile No.*

112544521

Country Code

Select... ▼

Telephone No.

Extension

Address 1* Address 2

JALAN 2/125

City* Postcode*

DESA PETALING

43200

Country* State

malaysia ▼

Select... ▼

Industry Designation* Department

Select... ▼

MANAGER

Contact Person Name Contact Person Email Contact Person Phone No.

Select the participant's profile if they had registered before


or fill in the information required for new participant

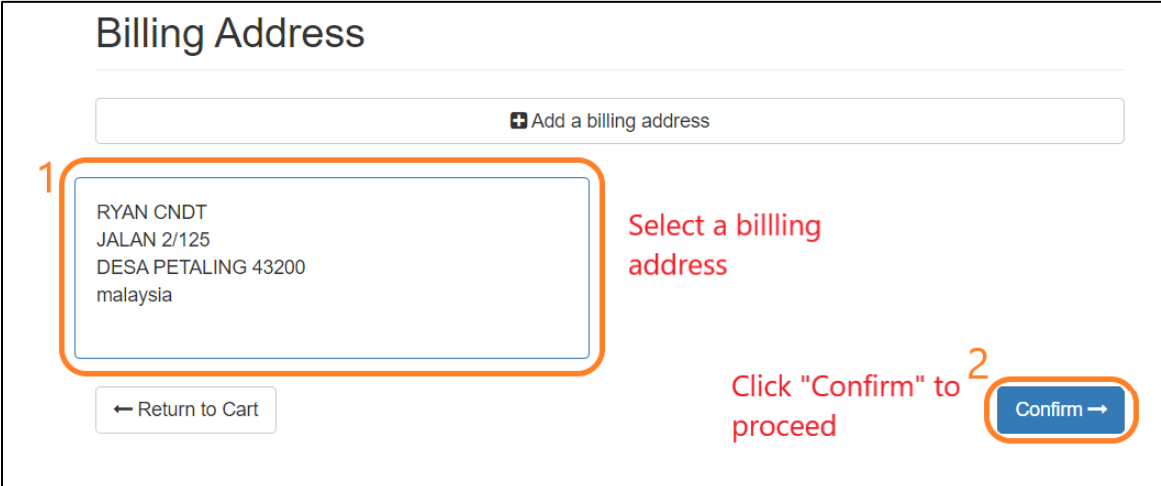
Continue

Cancel

Click "Continue" to proceed

Note: If you are registering for more than one participant, the registration form shown above will be repeated for the next participant(s) on the same screen. Please complete the information required for all the participants. Finally, click **Continue** at the bottom of the page to proceed.

Step 10: You will now be on the billing address page. The billing address shown on the screen is captured from the address that you have entered in the registration form in **Step 9**. Choose a billing address and click  if your address is correct.



Billing Address

+ Add a billing address

1

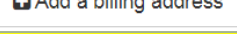
RYAN CNDT
JALAN 2/125
DESA PETALING 43200
malaysia

Select a billing address

← Return to Cart

Click "Confirm" to proceed 2

Confirm →

Note: If you want to use another address, enter a new billing address by clicking  to add.

Step 11: On the **Make Payment** page, please confirm the description and price under the **Make Payment** section is correct and then select the **Invoice** payment option under the **Proceed with** section

and click .

Make Payment Print Sales Order

Description	Quantity	Unit Price	Discount (%)	Total
Demo Scenario Week 5 Normal DATE: 14 April 2022 VENUE: Securities Industry Development Corporation PARTICIPANT : 1. MR. RYAN CNDT	1	RM 300.00	0.00	RM 300.00

Have a promo code? Fill in this field and apply.

<input type="text" value="code..."/>	<input type="button" value="Apply"/>	Subtotal:	RM 300.00
		SST:	RM 18.00
		Total:	RM 318.00

Proceed with

Invoice

eGHL

eGHL is a secure online payment gateway that accepts online banking, debit/credit card and e-wallet payment methods for a truly seamless payment experience.

Step 12: Once your payment is complete, you will reach the registration completion page. Your registration for the webinar programme is successful. You will receive notifications and the payment receipt via email.

Transaction Completed

Thank you for your registration.

Print Receipt
Print Invoice

Order Details:

Description	Quantity	Unit Price	Discount (%)	Total
Demo Scenario Week 5 Normal Venue: Securities Industry Development Corporation PARTICIPANT : 1. MR. RYAN CNDT	1	RM 300.00	0.00	RM 300.00
				Subtotal: RM 300.00
				SST: RM 18.00
				Total: RM 318.00

Payment Information:

Invoice	Total: RM 318.00
---------	-------------------------

Success, Your registration has been successfully confirmed and invoice is generated.

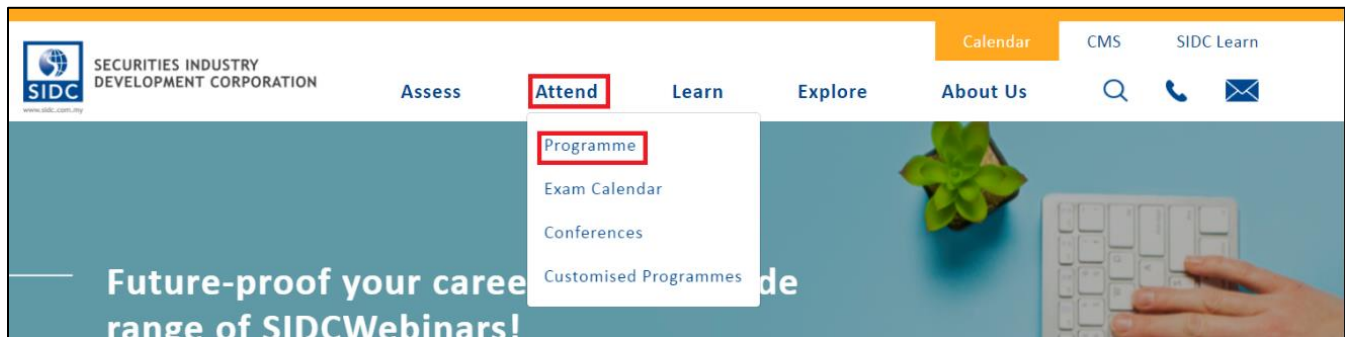
Bill To:

RYAN CNDT
 JALAN 2/125
 DESA PETALING 43200
 malaysia
 cndt_ryan_pnt@yopmail.com

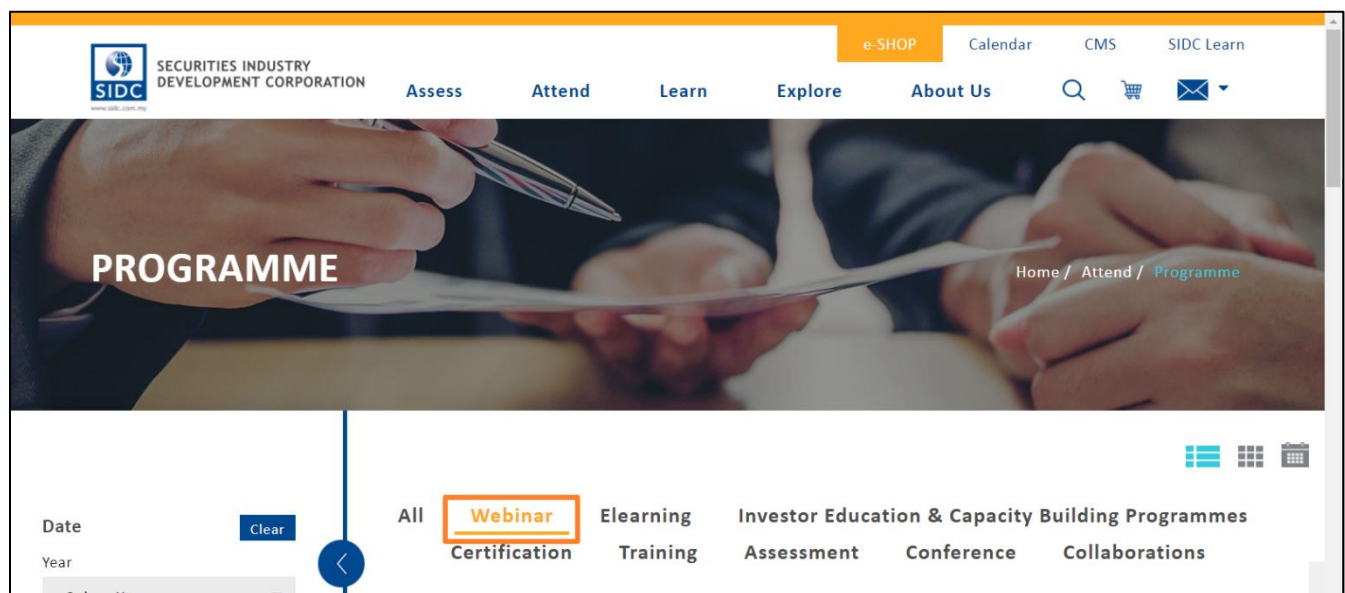
4. BULK REGISTRATION FOR WEBINAR

Step 1: Browse all the available conferences provided by SIDC. Open any recommended internet browser and go to SIDC's website [www.sidc.com.my].

Step 2: At the top menu, mouse over to **Attend** and click on **Programme** in the dropdown list.




Step 3: Click **Webinar**.



ADDITIONAL INFO

The event listing can be filtered, and the view is changeable according your preference.

- The left side bar contains filters by year, month and location. These filters are able to shorten the sessions list so that you are able to navigate to your desired webinar session faster.
- Click one of these icons  at the top right of the event listing to change to list, tile and calendar view respectively.

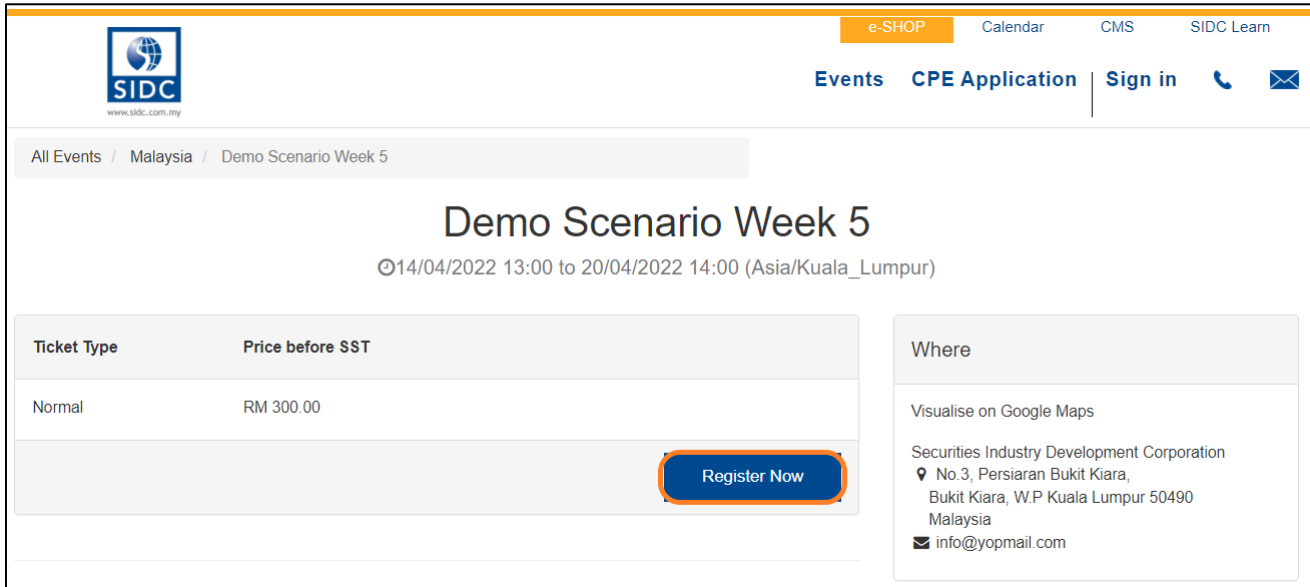
Step 4: Click [LEARN MORE](#) at the webinar of your choice.

The screenshot shows the SIDC website's webinar registration page. The header includes the SIDC logo and navigation links: Assess, Attend, Learn, Explore, and About Us. There are also icons for search, shopping cart, and email. On the left, there are filters for 'Month' (Set to APR 2022) and 'Location' (Set to SIDC LAMS). The main content area displays two webinar cards. The first card is for 'Laws & Regulations' on 14 APR 2022, titled 'Demo Scenario Week 5', with an 'HRD Corp Claimable' badge and a 'LEARN MORE' button. The second card is for 'Innovation' on 27 APR 2022, titled 'Technology Driving the Future of Gig Economy', with a '10 CPE' badge and a 'LEARN MORE' button.

Step 5: On this page, click [REGISTER NOW](#).

The screenshot shows the registration details for the 'Demo Scenario Week 5' webinar. The header includes the SIDC logo and navigation links: Assess, Attend, Learn, Explore, and About Us. There are also icons for search, shopping cart, and email. Below the header is a banner image with the text 'DEMO SCENARIO WEEK 5' and 'Laws & Regulations'. The main content area displays the webinar details: '14 APR 2022', '14 Apr - 20 Apr 2022', '1:00 pm - 2:00 pm', and 'SIDC LAMS'. The speaker is listed as 'Wong Loke Lim'. There is a note: 'Registration closing date is 3 business days before the programme date or when all seats are fully taken.' The fee is 'MYR 300' with a note '*Fee is not inclusive of 6% SST'. There is a 'REGISTER NOW' button and a link to 'Terms & Conditions'. An 'HRD Corp Claimable' badge is also present.

Step 6: At this page, verify that you have selected the right webinar programme. Click [Register Now](#) to proceed.



Note: You will only see **Step 6** and **Step 7** if you have not previously logged in to the system. If you are logged in, you will automatically jump to **Step 8** of the registration.

Step 7: You will be redirected to the login page of the SIDC Learning Portal. Enter your login details and click **Log in**.




Step 8: After logging in, you will reach the first page of the webinar registration. Next, click to proceed.

[Bulk Registration](#)

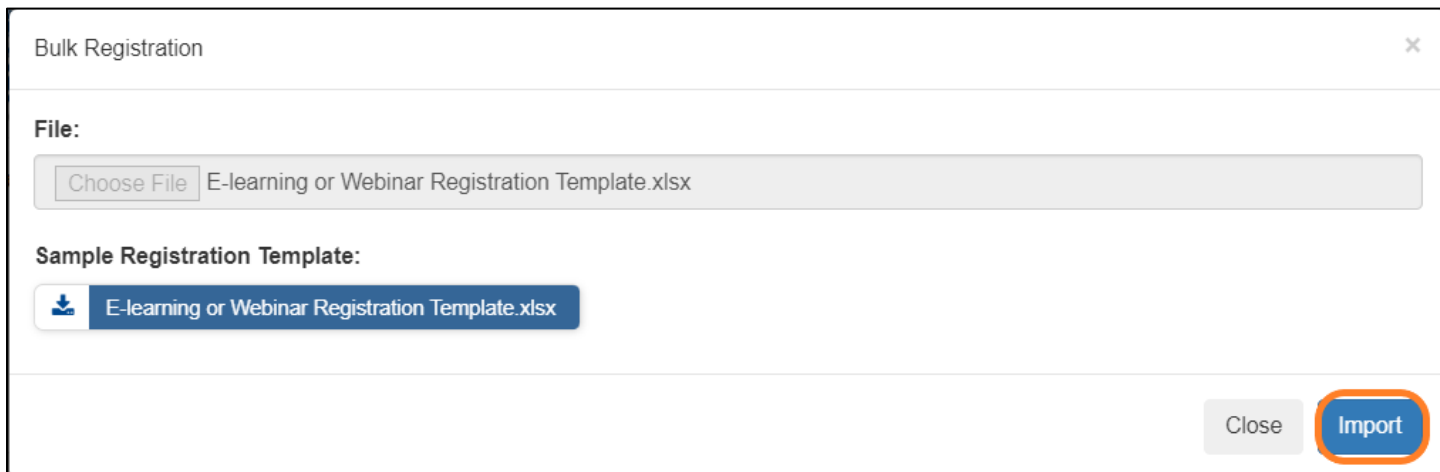
Step 9: A dialogue box will display for you to submit an excel file containing information for all the participants. Click [E-learning or Webinar Registration Template.xlsx](#) to download the template to fill up the participant's information.

Step 10: After completing the excel file. Click **Choose File** and select the excel file to submit the file. Next press **Validate** to validate the file.




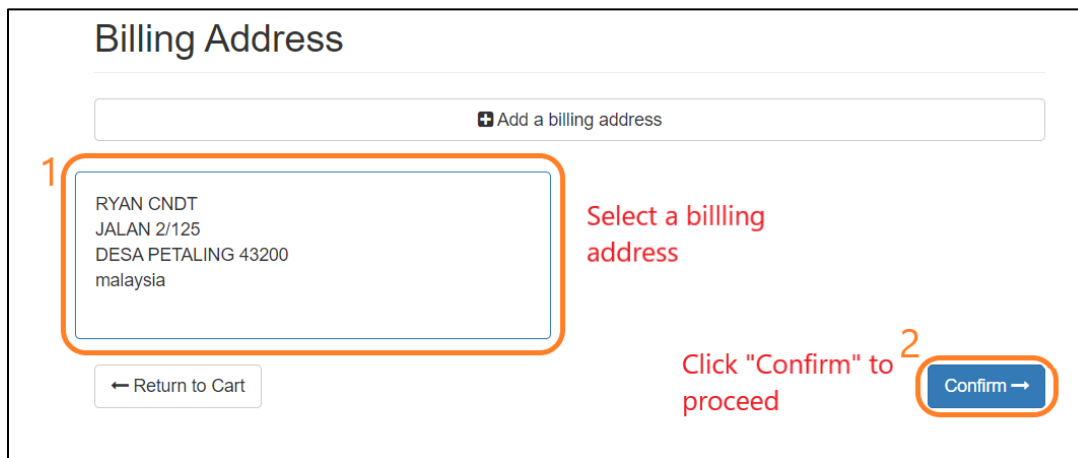
The screenshot shows a dialog box titled "Bulk Registration" with a close button (X) in the top right corner. It contains two sections: "File:" and "Sample Registration Template:". The "File:" section has a "Choose File" button and the text "E-learning or Webinar Registration Template.xlsx". The "Sample Registration Template:" section has a download icon and the text "E-learning or Webinar Registration Template.xlsx". At the bottom right, there are two buttons: "Close" and "Validate". The "Validate" button is highlighted with an orange border.

Step 11: The system will validate if all the info entered is according to format. Once validated, the **Validate** button will change to the **Import** button. Click on the **Import** button to proceed to the next step.




The screenshot shows the same "Bulk Registration" dialog box as in Step 10. The "File:" section is now disabled, indicated by a grey background. The "Sample Registration Template:" section remains the same. At the bottom right, the "Close" button is still present, but the "Validate" button has been replaced by an "Import" button, which is highlighted with an orange border.

Step 12: You will now be on the billing address page. The billing address shown on the screen is captured from the address that you have entered in the registration form in **Step 9**. Choose a billing address and click  if your address is correct.



Billing Address




1

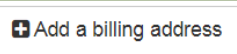
RYAN CNDT
JALAN 2/125
DESA PETALING 43200
malaysia

Select a billing address

← Return to Cart

Click "Confirm" to proceed

2 

Note: If you want to use another address, enter a new billing address by clicking  to add.

Step 13: In the **Make Payment** page, please confirm the description and price under the **Make Payment** section is correct and then select the **eGHL** payment option under the **Proceed with** section

and click .

Review Order > Billing > Payment > Confirmation

Make Payment

Print Sales Order

Description	Quantity	Unit Price	Discount (%)	Total
Demo Scenario Week 5 Normal DATE: 14 April 2022 VENUE: Securities Industry Development Corporation PARTICIPANT : 1. CIK AINI 2. MR ALI 3. MR JORDAN	3	RM 300.00	0.00	RM 300.00

Have a promo code? Fill in this field and apply.

Apply

Subtotal: RM 900.00

SST: RM 54.00

Total: RM 954.00

Proceed with

Invoice

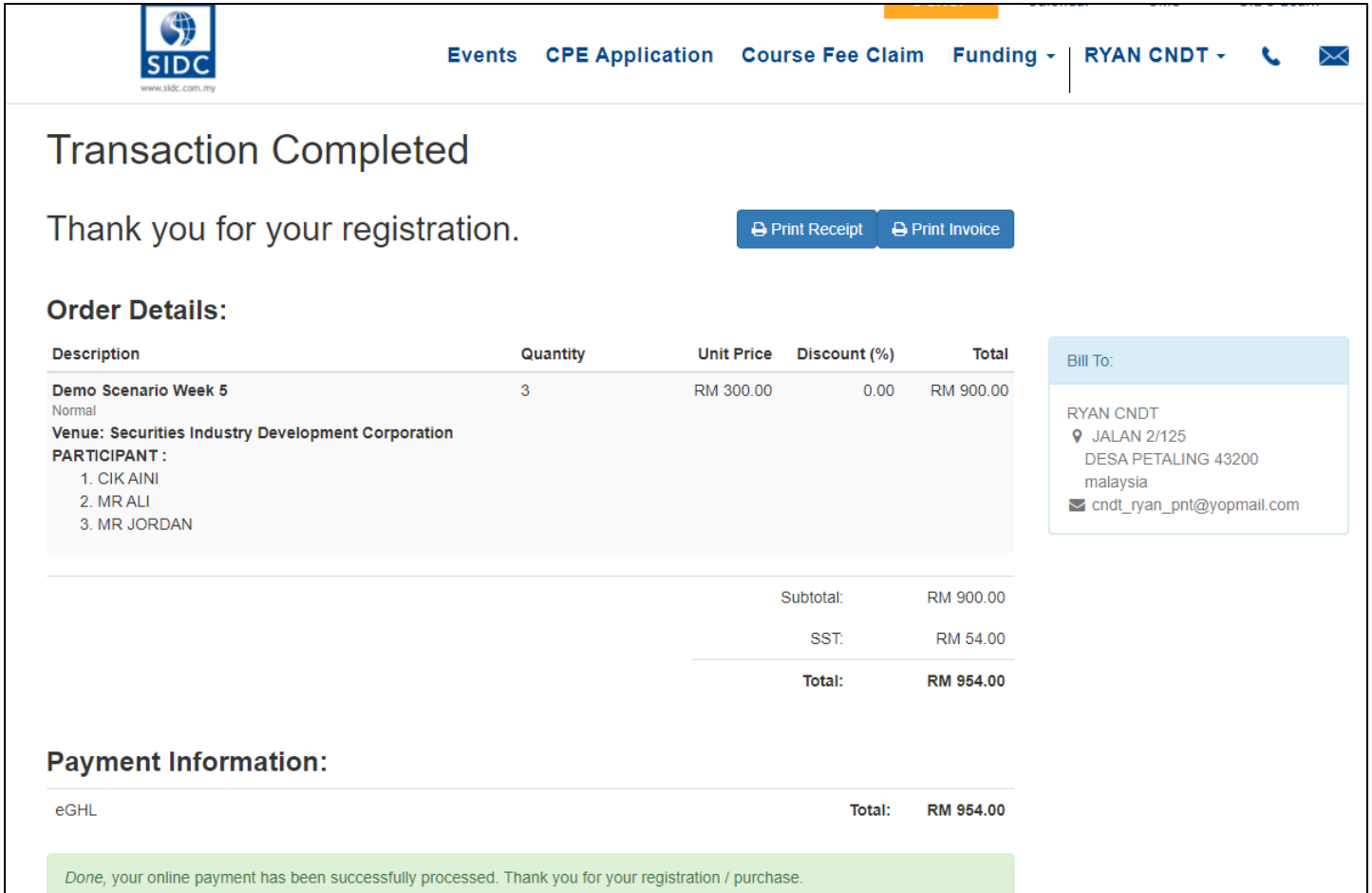
eGHL

eGHL is a secure online payment gateway that accepts online banking, debit/credit card and e-wallet payment methods for a truly seamless payment experience.

Proceed

Step 14: You will be directed to the eGHL payment page. Complete payment with your credit/debit card or online banking.

Once your payment is complete, you will reach the registration completion page. Your registration for the webinar programme is successful. You will receive notifications and the payment receipt via email.



Transaction Completed

Thank you for your registration.

[Print Receipt](#) [Print Invoice](#)

Order Details:

Description	Quantity	Unit Price	Discount (%)	Total
Demo Scenario Week 5 Normal	3	RM 300.00	0.00	RM 900.00

Venue: Securities Industry Development Corporation
PARTICIPANT :
 1. CIKAINI
 2. MR ALI
 3. MR JORDAN

Bill To:
 RYAN CNDT
 JALAN 2/125
 DESA PETALING 43200
 malaysia
 cndt_ryan_pnt@yopmail.com

Subtotal:	RM 900.00
SST:	RM 54.00
Total:	RM 954.00

Payment Information:

eGHL	Total: RM 954.00
------	-------------------------

Done, your online payment has been successfully processed. Thank you for your registration / purchase.

5. DOWNLOAD YOUR OFFICIAL RECEIPT AND INVOICE

Once you have completed the registration process according to the guide shown here [\[Refer to 2. REGISTERING FOR WEBINAR WITH PAYMENT\]](#), you will receive notifications to your email with the official receipt and invoice for your registration. You can also download these documents via **SIDC Portal** by following the steps shown below.

Step 1: Go to erp.sidc.com.my. Log in to the **SIDC Portal**.

Step 2: Click **Events** under **Your Documents**.

Note: Another way to access - Mouse over to your username at the top right → Click **My Account**.

Step 3: Click the webinar that you intend to download the official receipt and invoice.

Events					Start Date ▾
Event	Type	Start Date	End Date	Event Status	
Demo Scenario Week 5	Webinar	11/04/2022 13:00:00	21/04/2022 13:00:00	Confirmed	
SCLE eGuide Module 11 - Compliance	E-learning	01/04/2022 09:46:26	30/06/2022 09:46:26	Confirmed	

Step 4: On this screen, click the **Receipt No.** button (e.g. [PT/2022/001893](#)) to download the **Official Receipt** for your payment. Click the **Invoice No.** (e.g. INV/2022/0198)

🏠 / Events / Demo Scenario Week 5

Event Demo Scenario Week 5 [Confirmed](#)

[Check Certificate](#)

[Access to SIDC e-Learning Portal](#)

Start Date: 11/04/2022 13:00:00
End Date: 21/04/2022 13:00:00

<p>Organiser Securities Industry Development Corporation No.3, Persiaran Bukit Kiara, Bukit Kiara, W.P Kuala Lumpur 50490 Malaysia</p>	<p>Location Securities Industry Development Corporation No.3, Persiaran Bukit Kiara, Bukit Kiara, W.P Kuala Lumpur 50490 Malaysia</p>
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SO3121

Receipt No. [PT/2022/001913](#)

Payment Method: Invoice
 Amount: RM318.00
 Status: Pending
 Transaction Date: 12/04/2022 00:37:39

Invoice: [INV/2022/0213](#)

Participant	Phone	Email	Status	Replacement Request	Cancellation Request
RYAN CNDT	+60127021931	cndt_ryan_pnt2@yopmail.com	Confirmed	Make Request	Make Request

Both documents will be downloaded to your computer in PDF format.

6. ACCESS YOUR WEBINAR

On the day of the webinar, you can access your webinar via **SIDC Portal** by following the steps shown below.

Step 1: Go to erp.sidc.com.my. Log in to the **SIDC Portal**.

Step 2: Click **Events** under **Your Documents**.

Note: Another way to access - Mouse over to your username at the top right → Click **My Account**.

Step 3: Click the webinar that you intend to access.

Event	Type	Start Date	End Date	Event Status
Demo Scenario Week 5	Webinar	11/04/2022 13:00:00	21/04/2022 13:00:00	Confirmed
SCLE eGuide Module 11 - Compliance	E-learning	01/04/2022 09:46:26	30/06/2022 09:46:26	Confirmed

Step 4: On this screen, click the **Access to SIDC e-Learning Portal.** button to access your webinar.

Home / Events / Demo Scenario Week 5

Event Demo Scenario Week 5 Confirmed


Access to SIDC e-Learning Portal

Start Date:11/04/2022 13:00:00
End Date:21/04/2022 13:00:00

Organiser
 Securities Industry Development Corporation
 No.3, Persiaran Bukit Kiara,
 Bukit Kiara, W.P Kuala Lumpur 50490
 Malaysia

Location
 Securities Industry Development Corporation
 No.3, Persiaran Bukit Kiara,
 Bukit Kiara, W.P Kuala Lumpur 50490
 Malaysia

Step 5: You will be directed to the **SIDC e-Learning Portal** to do your webinar programme. Click on the **Take Test** to do the pre-test before joining the webinar session.

 Demo Scenario Week 5 0% 0/45 Supplementary Resource (2)

11 Apr 2022 - 21 Apr 2022

Test PreTest5 Classroom Training CLT Scenario Week 5 Test PostTest5

PreTest5 0/10

Test submitted: **0/4**

No. of questions 10 Duration (hh:mm) 03:00

Click "Take Test" to proceed **Take Test**

Step 6: Once you have completed your pre-test, return to this registration details page. **Refresh** the page. You will see your webinar progression information updated here. Your **Learning Status** will be **completed** once you have completed the **Pre-test & Post-test** and **joined the webinar session**.

The screenshot shows the registration details for 'Event Demo Scenario Week 5'. At the top, there is a 'Confirmed' status and a button for 'Access to SIDC e-Learning Portal'. A yellow box highlights the 'Webinar Progression Details' section, which shows 'Learning Status: InProgress' and 'Time Spent: 0.01'. Below this, the start and end dates are listed as 11/04/2022 13:00:00 and 21/04/2022 13:00:00 respectively. The organiser and location information for the Securities Industry Development Corporation in Malaysia are also provided.

Step 7: In the e-Learning Portal, under the **Classroom Training** tab, click on **Click here to copy password** to copy the password for your virtual session. After copying your password, click on **Join Virtual Session** to join. Follow the on-screen instructions to join the webinar.

The screenshot displays the details for 'Webinar Scenario Week 5'. It shows a progress bar at 0%, start and end dates of 14 Apr 2022 and 20 Apr 2022, and a duration of 1 hour. The event activities section lists 'Webinar Scenario Week 5' on 14 Apr 2022 from 01:00 PM to 02:00 PM. The trainer is identified as 'LMS Trainer 1' and the mode is 'ILT - Virtual'. The virtual tool used is 'Webex' and the status is 'Not yet started'. The meeting ID is 25575959296. The meeting password is displayed with a 'Click here to copy password' link. A 'Join Virtual Session' button is highlighted with an orange circle. Below the webinar details, an 'Assignment' section shows a test named 'Test1' with a status of 'Not submitted', a max score of 10, and a threshold score of 5.

Step 8: After completing the webinar, you may be eligible to take the post-test. To access the post-test, click on the **Post Test** tab.

The screenshot shows a user interface for a course titled "Demo Scenario Week 5". At the top, there are navigation tabs: "Test ProTest5", "Classroom Training CLT Scenario Week 5", and "Test PostTest5". The "Test PostTest5" tab is highlighted with an orange border. Below the tabs, there is a "PostTest5" section with a dropdown menu showing "0/10". To the right, a summary box displays "Test submitted: 0/4". Below this, a table lists test parameters:

No. of questions	10	Duration (hh:mm)	03:00
Threshold (%)	35%	Max Score	0

Below the table, the status is indicated as "Status: Not started". On the left side of the interface, there is an icon representing a clock, a clipboard with a checklist, and a pencil, symbolizing a test or assessment. At the bottom left, a status message reads: "Status: Learning sequence enabled, please complete the CLT Scenario Week 5".

7. CANCELLING YOUR REGISTRATION

You can cancel your registration via **SIDC Portal** by following the steps shown below.


Step 1: Go to erp.sidc.com.my. Log in to the **SIDC Portal**.

Step 2: Click **Events** under **Your Documents**.

Note: Another way to access - Mouse over to your username at the top right → Click **My Account**.

Step 3: Click the webinar session that you intend to cancel.

Events					Start Date ▾
Event	Type	Start Date	End Date	Event Status	
Demo Scenario Week 5	Webinar	11/04/2022 13:00:00	21/04/2022 13:00:00	Confirmed	
SCLE eGuide Module 11 - Compliance	E-learning	01/04/2022 09:46:26	30/06/2022 09:46:26	Confirmed	

Step 4: On this screen, click the  under the **Cancellation Request** section to request cancellation.

🏠 / Events / Demo Scenario Week 5

Event Demo Scenario Week 5 [Confirmed](#)

[Access to SIDC e-Learning Portal](#)

Start Date: 11/04/2022 13:00:00
End Date: 21/04/2022 13:00:00

Organiser Securities Industry Development Corporation No.3, Persiaran Bukit Kiara, Bukit Kiara, W.P Kuala Lumpur 50490 Malaysia	Location Securities Industry Development Corporation No.3, Persiaran Bukit Kiara, Bukit Kiara, W.P Kuala Lumpur 50490 Malaysia
--	---

Receipt No.: [PT/2022/001913](#)
 Payment Method: Invoice
 Amount: RM318.00
 Status: Pending
 Transaction Date: 12/04/2022 00:37:39

Invoice: [INV/2022/0213](#)

Participant	Phone	Email	Status	Replacement Request	Cancellation Request
RYAN CNDT	+60127021931	cndt_ryan_pnt2@yopmail.com	Confirmed	Make Request	Make Request

Step 5: On this screen, a dialogue box will appear for you to provide the reason for your cancellation. On the **Reason** tab, type in the reason for your cancellation. After providing the information you will click on the **Confirm Cancel** button to proceed.

Note: *If you have to provide any attachment, you may click on the **Choose File** button to attach a file such as an image for the reason for your cancellation (Attachment is optional).*

Cancellation & Refund Details

Once this registration cancellation request has been approved, attendee/contact person will get refunded with amount: **RM300.00**

Note: Please note that your cancellation refund is subjected to registration cancellation refund policy.

Reason


Attachment No file chosen

Click "Confirm Cancel" to proceed


Step 6: On this screen, a dialogue box will appear for you to confirm your cancellation. Click on the **OK** to confirm your cancellations.

sidc-uat.pntsystems.my says

Submitted request cannot be undone, are you sure?

Step 7: On this screen, you can make sure that the webinar you register for is pending cancellation. Under the **Cancellation Request**, it will show  **Processing**.

🏠 / Events / Demo Scenario Week 5



Event Demo Scenario Week 5 




[Access to SIDC e-Learning Portal](#)

Start Date: 11/04/2022 13:00:00
End Date: 21/04/2022 13:00:00

<p>Organiser Securities Industry Development Corporation No.3, Persiaran Bukit Kiara, Bukit Kiara, W.P Kuala Lumpur 50490 Malaysia</p>	<p>Location Securities Industry Development Corporation No.3, Persiaran Bukit Kiara, Bukit Kiara, W.P Kuala Lumpur 50490 Malaysia</p>
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SO3170

<p>Receipt No.:  PT/2022/001909</p> <p>Payment Method: eGHL Amount: RM318.00 Status: Done Transaction Date: 11/04/2022 19:40:50</p>	<p>Invoice:  INV/2022/0211</p>
--	---

Participant	Phone	Email	Status	Replacement Request	Cancellation Request
RYAN CNDT	+60112544521	cndt_ryan_pnt@yopmail.com			

8. VIEW YOUR PAYMENT STATUS AND MAKE PAYMENT FOR YOUR REGISTRATION INVOICE

Once you have an active account [[Refer 1.2. Account Activation](#)], you can now make payment for your programme registration. All payments must be done online via the SIDC portal and eGHL payment gateway. You can also check the status of your payment for all of the programmes that you have registered before. Follow the steps below to access the system and check your payment status and complete your payment.

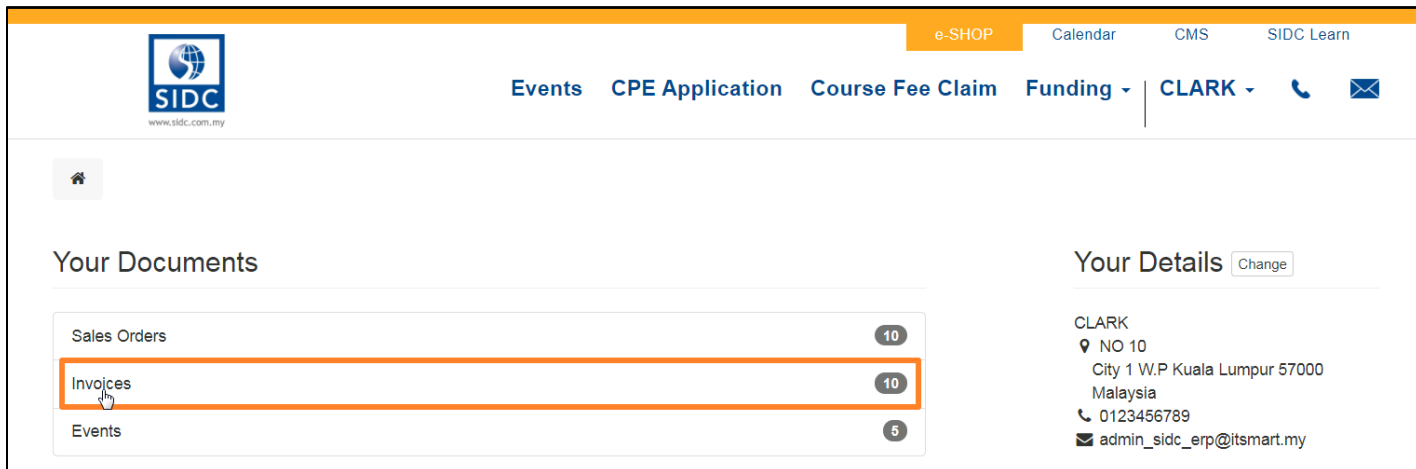
Step 1: Access the SIDC ERP system using this link: <https://erp.sidc.com.my/>

Step 2: Click **Sign in** at the top right and log in to the system using your email and password.



The screenshot shows the SIDC login interface. At the top center is the SIDC logo, which consists of a blue square containing a white globe with a stylized 'S' and the letters 'SIDC' in white below it. Underneath the logo is the website address 'www.sidc.com.my'. Below the logo are two input fields: 'Email' with the value 'cndt_ryan_pnt@yopmail.com' and 'Password' with a masked password '.....'. To the right of the password field are two links: 'Don't have an account?' and 'Reset Password'. Below these fields is a blue 'Log in' button. At the bottom of the form area is a link for 'Terms & Conditions'. At the very bottom of the page, it states 'Property of Securities Industry Development Corporation'.

Step 3: You will come to the **Your Documents** page. Click **Invoices**.



Note: You can also access this page by mouseover to your username at the top right and click **My Account** in the dropdown.

On the **Invoices** page, you can view all the invoices for your previous registrations with their payment status. In the invoice at the top of the list is the latest invoice. Paid invoices are indicated as **Paid** and invoices pending for payment are indicated as **Waiting for Payment**.

Step 4: To proceed with payment for invoices waiting for payment, click **Pay Now** on the specific invoice on the list.

Home / Invoices

Invoices

Number ▾

Invoice #	Invoice Date	Due Date	Status	Amount Due
INV/2022/0057	10/02/2022	10/02/2022	✓ Paid	RM 0.00
INV/2021/0774	28/10/2021	28/10/2021	✓ Paid	RM 0.00
INV/2021/0769	25/10/2021	25/10/2021	✓ Paid	RM 0.00
INV/2021/0736	13/09/2021	13/09/2021	⊙ Waiting for Payment	RM 400.00
INV/2021/0735	13/09/2021	13/09/2021	✓ Paid	RM 0.00
INV/2021/0714	08/09/2021	08/09/2021	✓ Paid	RM 0.00
INV/2021/0713	30/08/2021	30/08/2021	✓ Paid	RM 0.00
INV/2021/0673	30/08/2021	30/08/2021	✓ Paid	RM 0.00
INV/2021/0620	18/08/2021	18/08/2021	✓ Paid	RM 0.00

Step 5: The invoice for your registration will open. Here you can see the details of your registration and the payment amount. Next, select the **eGHL** payment option and click **Pay Now**.

Home / Invoices / INV/2021/0736

Invoice INV/2021/0736 [Pay Now](#)

To
 CLARK
 NO 10
 City 1 W.P Kuala Lumpur 57000
 Malaysia

Tel: 0123456789

Attn: CLARK

Invoice No : INV/2021/0736
Your Ref. :
Our D/O No : SO1888
Terms :
Date : 13/09/2021

Item	Description	Qty	U/Price (RM)	Total (RM)
1	SCLE Revision Module 10 DATE: 30 June 2022	2.000	400.00	800.00
PARTICIPANT : 1. CIK AMARIS 2. MRS. SHILA				

MYR: EIGHT HUNDRED RINGGIT ONLY

Sub Total (Excluding SST) :	RM 800.00
Add:6% SST :	RM 0.00
Total :	RM 800.00

Pay with

eGHL 1

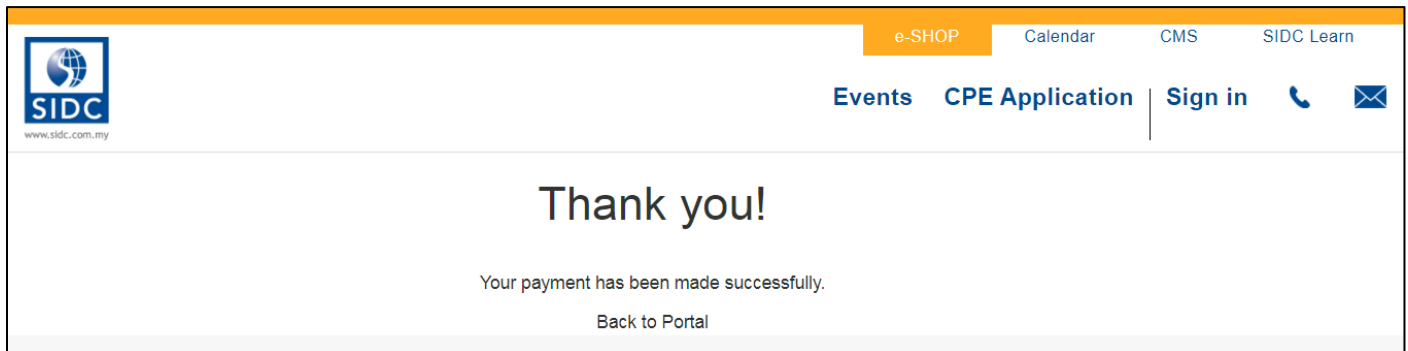
eGHL is a secure online payment gateway that accepts online banking, debit/credit card and e-wallet payment methods for a truly seamless payment experience.

Other

[Pay Now](#) 2

Step 6: You will reach the eGHL payment gateway. Select your desired payment method, complete the details and submit payment.

Upon completion of payment, you will automatically be redirected to the payment successful page.



9. DOWNLOADING YOUR CERTIFICATE

Once the webinar session is over, you will receive an email notification informing you that your certificate is ready. You can download your attendance certificate via **SIDC Portal** by following the steps shown below.

Step 1: Go to erp.sidc.com.my. Log in to the **SIDC Portal**.

Step 2: Click **Events** under **Your Documents**.

Your Documents	
Sales Orders	3
Invoices	3
Events	2

Note: Another way to access - Mouse over to your username at the top right → Click **My Account**.

Step 3: Click the e-Conference session that you intend to download the official receipt and invoice.

Event	Type	Start Date	End Date	Event Status
Demo Scenario Week 5	Webinar	11/04/2022 13:00:00	21/04/2022 13:00:00	Confirmed
SCLE eGuide Module 11 - Compliance	E-learning	01/04/2022 09:46:26	30/06/2022 09:46:26	Confirmed

Step 4: On this screen, click the **Check Certificate** button to go to the certificate download page.

Home / Events / Demo Scenario Week 5

Event Demo Scenario Week 5 Confirmed

Check Certificate

Access to SIDC e-Learning Portal

Webinar Progression Details:
 Progression Percentage: 100.0
 Learning Status: Completed
 Time Spent: 1.5
 Completion Date: 13/04/2022 18:00:00

Note: You can download the certificate only when your **Progression Percentage is 100%** and your **Learning Status is Completed**

Step 5: On the certificate download page, click the **Download Certificate** download your certificate.

Participant Details

Programme : Demo Scenario Week 5

Payment Status : Paid

Download Certificate

Note: Certificate is only available for download after fee payment is complete.