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2023

SIDC EVENTS MOBILE APP USER GUIDE



Securities Industry Development
Corporation

26 June, 2023

TABLE OF CONTENTS

DOCUMENT CHGANGE HISTORY	ii
1. INTRODUCTION	3
2. THE LOGIN PAGE	4
2.1. Forget Password	5
3. SIGN UP FOR AN ACCOUNT	7
4. MAIN SCREEN	10
4.1. Left Navigation Menu	11
5. EVENT REGISTERED PAGE	12
5.1. Event Details	13
5.1.1. Programme Attendance Capture using QR Code	13
5.1.2. Do Evaluations for the Programme	14
5.1.3. Download Programme Materials	15
5.1.4 Contact Person View of Event Details	16
6. UPCOMING EVENT	17
6.1. Filter and Sort Event Listing	18
6.2. Register for a Programme	19
7. PROFILE	25
7.1. Edit Profile	26
7.2. Download Sales Orders	27
7.3. Edit Billing Address	28
7.4. Change Password	29
7.5. Delete Account	30

DOCUMENT CHANGE HISTORY

Version Number	Date	Description
V1.0	14/06/2023	First version
V1.1	15/06/2023	<ol style="list-style-type: none">1. Include contact person view2. Add intro paragraph3. Add note about face-to-face events
V1.2	19/06/2023	<ol style="list-style-type: none">1. Add minimum OS requirement2. Update screenshots from the latest enhancements
V1.3	26/06/2023	<ol style="list-style-type: none">1. Update according to change suggestions from Aiman

1. INTRODUCTION

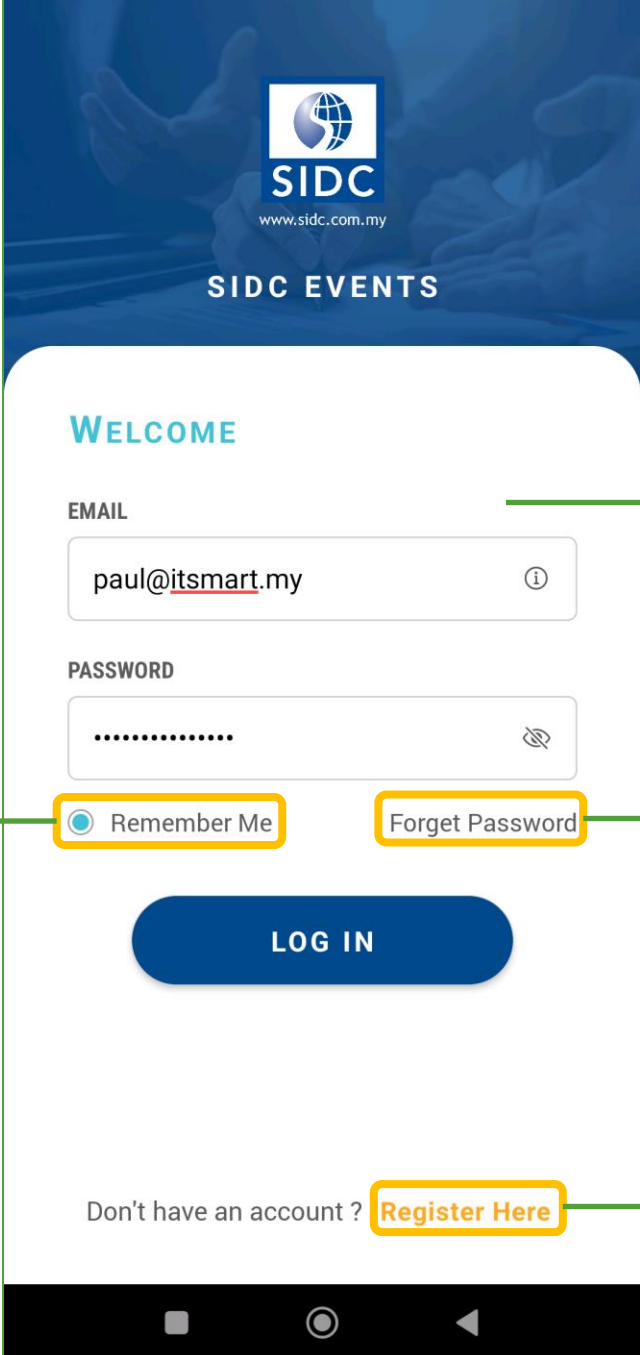
The **SIDC EVENTS** mobile app by the Securities Industry Development Corporation (SIDC) is designed for you to view our **face-to-face** event calendar, book/reserve our programmes and make payments. You will also be able to display the QR Code from the app during the face-to-face event registration to capture your attendance.

The minimum required OS to install the app is as follows:

- **For Android devices: Android 7.0** and up
- **For Apple devices: iOS 11.0** and up

2. THE LOGIN PAGE

After you have successfully installed the app from Google Play Store or Apple App Store, open the app on your device. The first page you will see is the login page.



The screenshot shows the login page of the SIDC Events mobile app. The page features the SIDC logo and website URL at the top, followed by the text "SIDC EVENTS". Below this is a "WELCOME" heading. The main form contains an "EMAIL" field with the text "paul@itsmart.my" and an information icon, a "PASSWORD" field with masked characters and a visibility icon, a "Remember Me" checkbox, a "Forget Password" link, a "LOG IN" button, and a "Don't have an account? Register Here" link. Five green callout boxes provide instructions: "Enter your registered email and password to login to the app" points to the email and password fields; "Select Remember Me if you want the app to remember your login email and password the next time you login" points to the "Remember Me" checkbox; "Click Forget Password if you don't remember your login password" points to the "Forget Password" link; "If you don't have an account, click Register Here to sign up a new account" points to the "Register Here" link; and "LOG IN" is the label for the main button.

Enter your registered email and password to login to the app

Select **Remember Me** if you want the app to remember your login email and password the next time you login

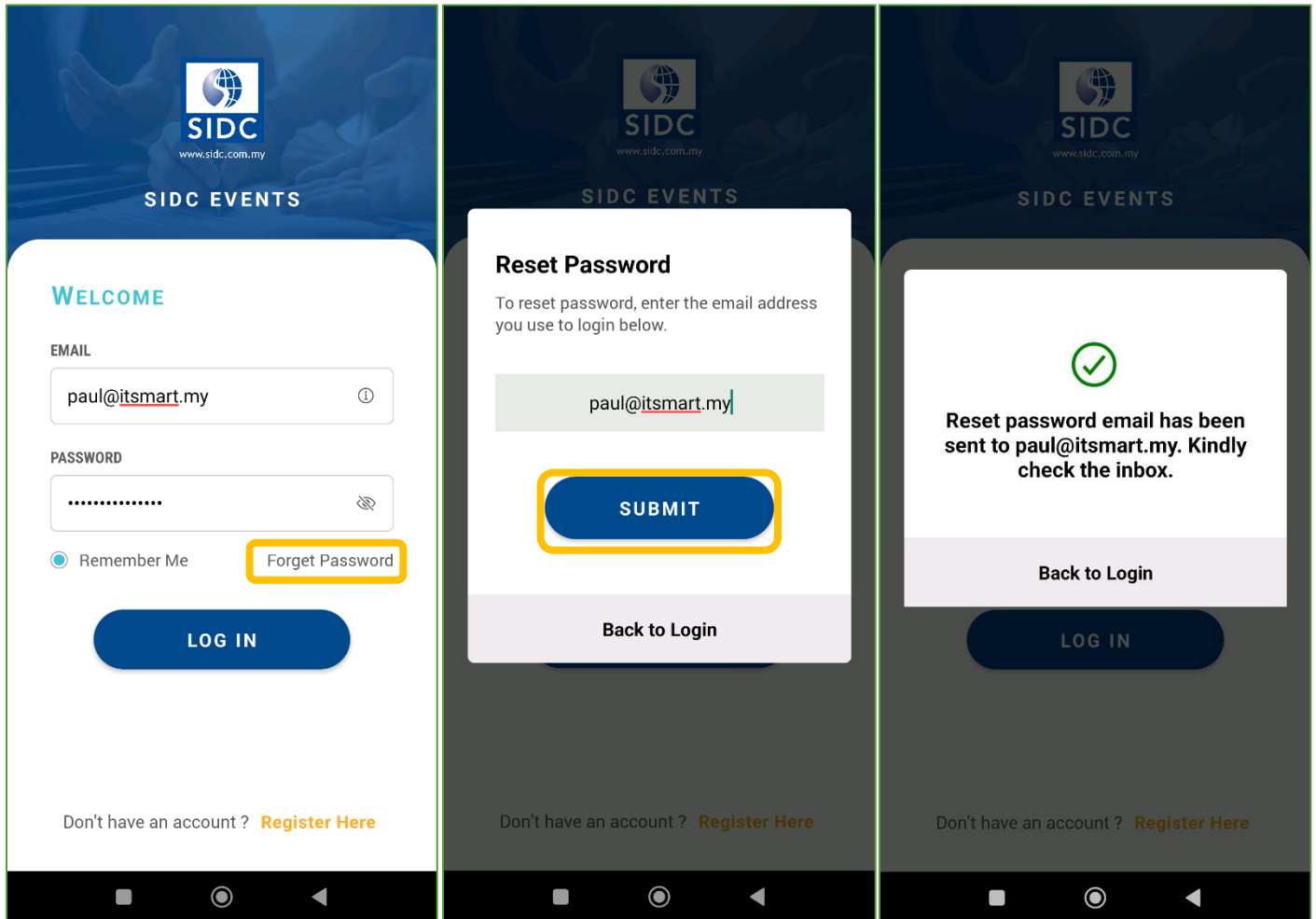
Click **Forget Password** if you don't remember your login password

If you don't have an account, click **Register Here** to sign up a new account

Note: You are only required to login once to the app. The next time you open the app, you will be automatically logged in if you didn't log out from the app before.

2.1. Forget Password

If you have forgotten your password, you can click the **Forget Password** button on the login page to reset your password.



1. Click **Forget Password**

2. Enter your registered email and click **SUBMIT**

3. A success message will be shown on screen prompting you to check your email

The image shows two side-by-side screenshots. The left screenshot is an email from mail.itsmart.my/webmail/?_task=r. The email content is: "Dear PAUL NATHAN (PNT SYSTEMS), A password reset was requested for the account linked to this email. You may change your password by following this link which will remain valid during 24 hours: [Change password button]. If you do not expect this, you can safely ignore this email. Best regards,". The right screenshot is a web browser view of erp.sidc.com.my/web/reset_passw. It features the SIDC logo and a form with fields for "Your Email" (paul@itsmart.my), "Your Name *" (PAUL NATHAN (PNT SYSTEMS)), "Password", and "Confirm Password". A "Confirm" button is highlighted with a yellow box. At the bottom, it says "Property of Securities Industry Development Corporation".

4. Access your email inbox and open the reset password email.
Click **Change Password**.

5. Enter your new password and repeat it in the 'Confirm Password' section. Once done, click **Confirm**. Your password has been changed successfully, and you can now log in using your new password.

3. SIGN UP FOR AN ACCOUNT

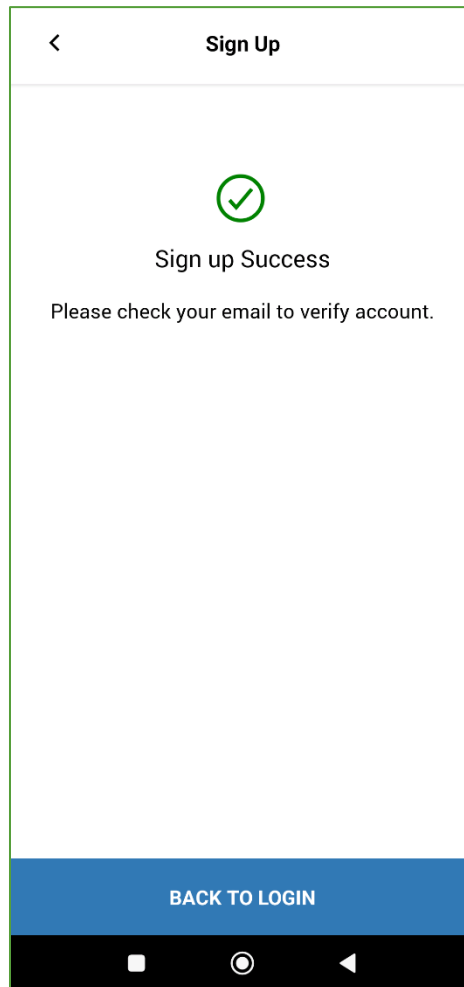
If you are a first-time user and your email is not registered in SIDC's ERP system, you will need to sign up for an account via the mobile app. Select the relevant sign-up form (individual, company-sponsored or association), complete the required information and proceed with the account registration process.

1. Click **Register Here**.

2. The Sign-Up form will be displayed. Complete the required information, confirm the T&C, and click **SIGN UP**. There are three types of sign-up forms. This form is for individuals.

4. This form is for company-sponsored users

5. This form is for users from associations



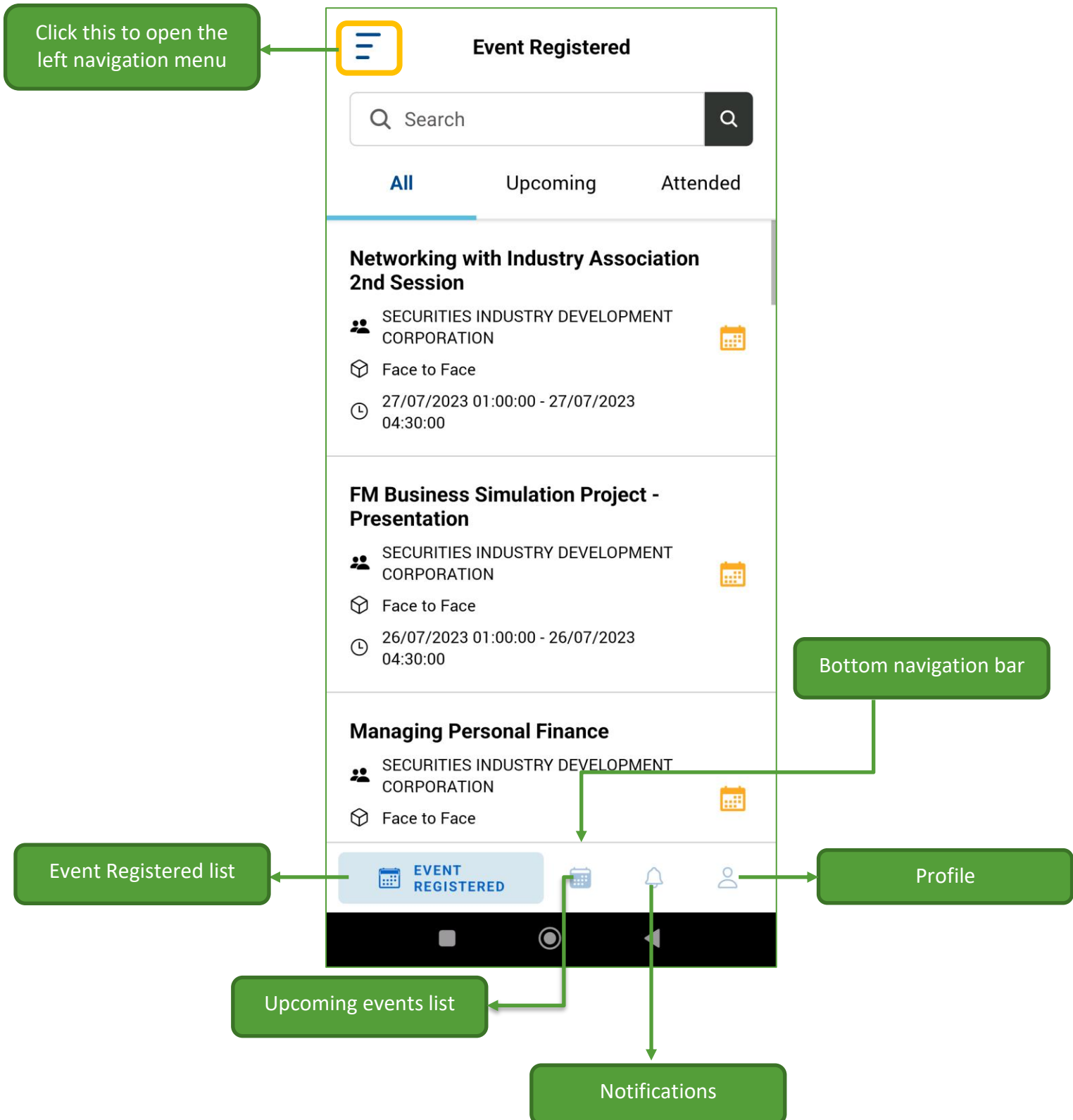
7. Access your email inbox and open the invitation email. Click **Click Here**.

8. Enter and confirm your new password. Click **Confirm** once done. Your account is now activated, and you can proceed to log in to the mobile app.

6. Upon completion, you will receive a success message with the instruction to check your email and verify your account.

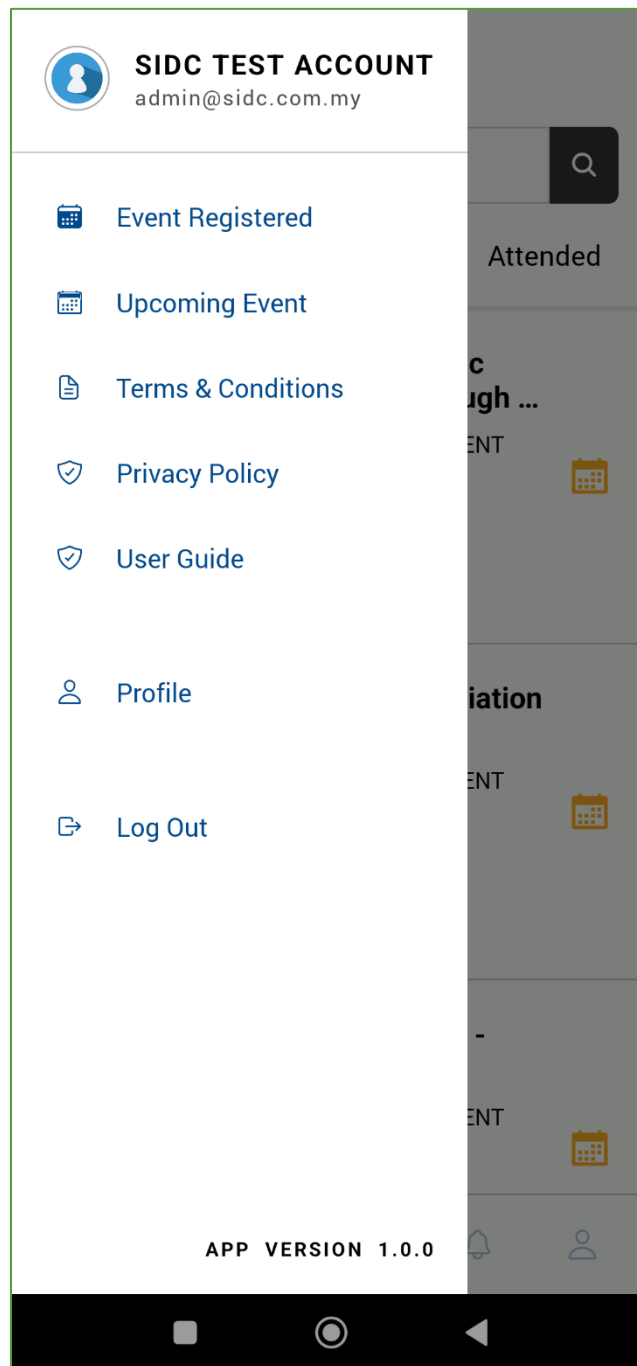
4. MAIN SCREEN

The main screen of the mobile app opens after you have logged in successfully.



4.1. Left Navigation Menu

You can access to the following items using the left navigation menu.



5. EVENT REGISTERED PAGE

The Event Registered page shows a list of all your registered programmes. Click the **Event Registered** menu in the bottom navigation bar to access this page. This list is categorised in tabs, namely **All**, **Upcoming** and **Attended**. You can click on each tab to access each category.

The screenshot shows the 'Event Registered' page with the following elements and callouts:

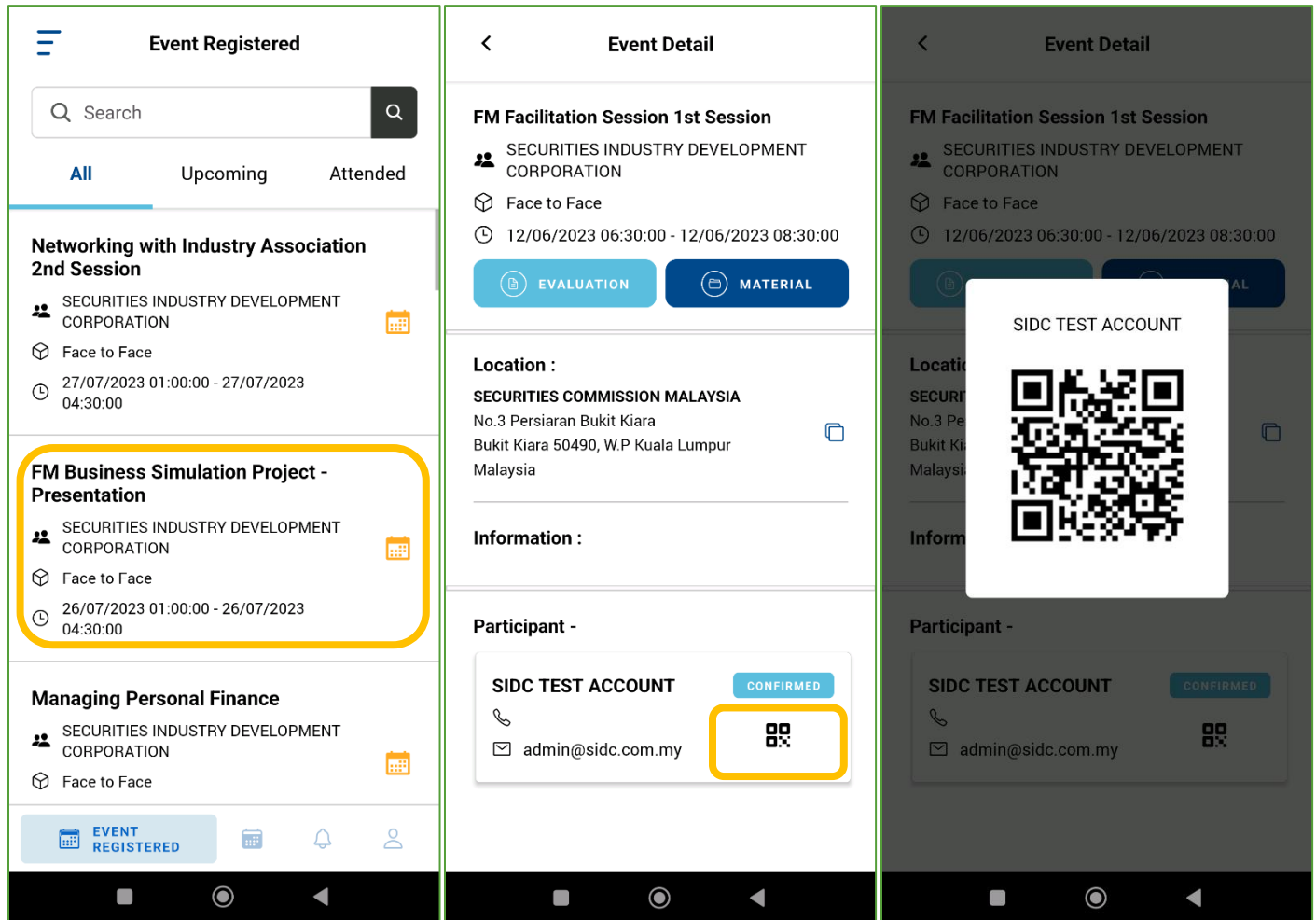
- Search Bar:** A search bar at the top with a magnifying glass icon. Callout: "Use the search bar to search your registered programme by title".
- Tabs:** Three tabs labeled 'All', 'Upcoming', and 'Attended'. The 'All' tab is currently selected. Callout: "The All tab shows all your registered programmes".
- Event List:** A list of three events:
 - Networking with Industry Association 2nd Session:** Organized by SECURITIES INDUSTRY DEVELOPMENT CORPORATION. Type: Face to Face. Date: 27/07/2023 01:00:00 - 27/07/2023 04:30:00. Callout: "Attended lists down all the programmes that you have participated in the past".
 - FM Business Simulation Project - Presentation:** Organized by SECURITIES INDUSTRY DEVELOPMENT CORPORATION. Type: Face to Face. Date: 26/07/2023 01:00:00 - 26/07/2023 04:30:00. Callout: "Upcoming shows future programmes that you have registered".
 - Managing Personal Finance:** Organized by SECURITIES INDUSTRY DEVELOPMENT CORPORATION. Type: Face to Face. Callout: "Click this calendar icon to add your upcoming programmes to your personal calendar as a reminder".
- Bottom Navigation Bar:** Contains icons for Home, Event Registered (highlighted with a yellow box), Notifications, and Profile. Callout: "EVENT REGISTERED".

Note: All the Events listed are from the **face-to-face** programme category only.

5.1. Event Details

This is the Event Details page of your registered programmes. Here you can get more information of your programmes, display attendance QR, do evaluations and download materials.

5.1.1. Programme Attendance Capture using QR Code

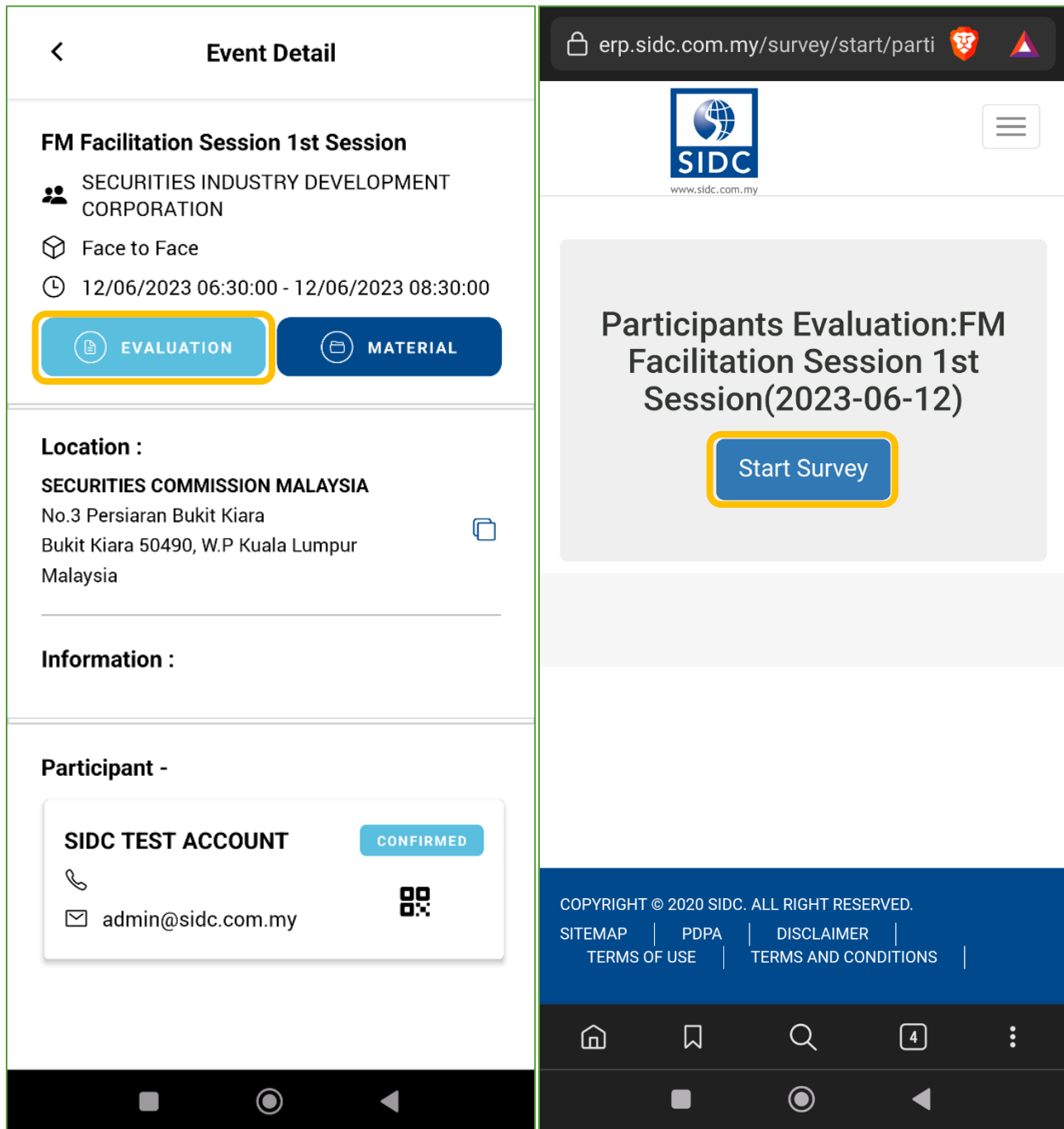


1. Click one of the programmes from Event Registered list to access the programme's event details.

2. Click on the QR icon to display the attendance QR

3. Show this QR code to the admin on duty during event day to capture your attendance

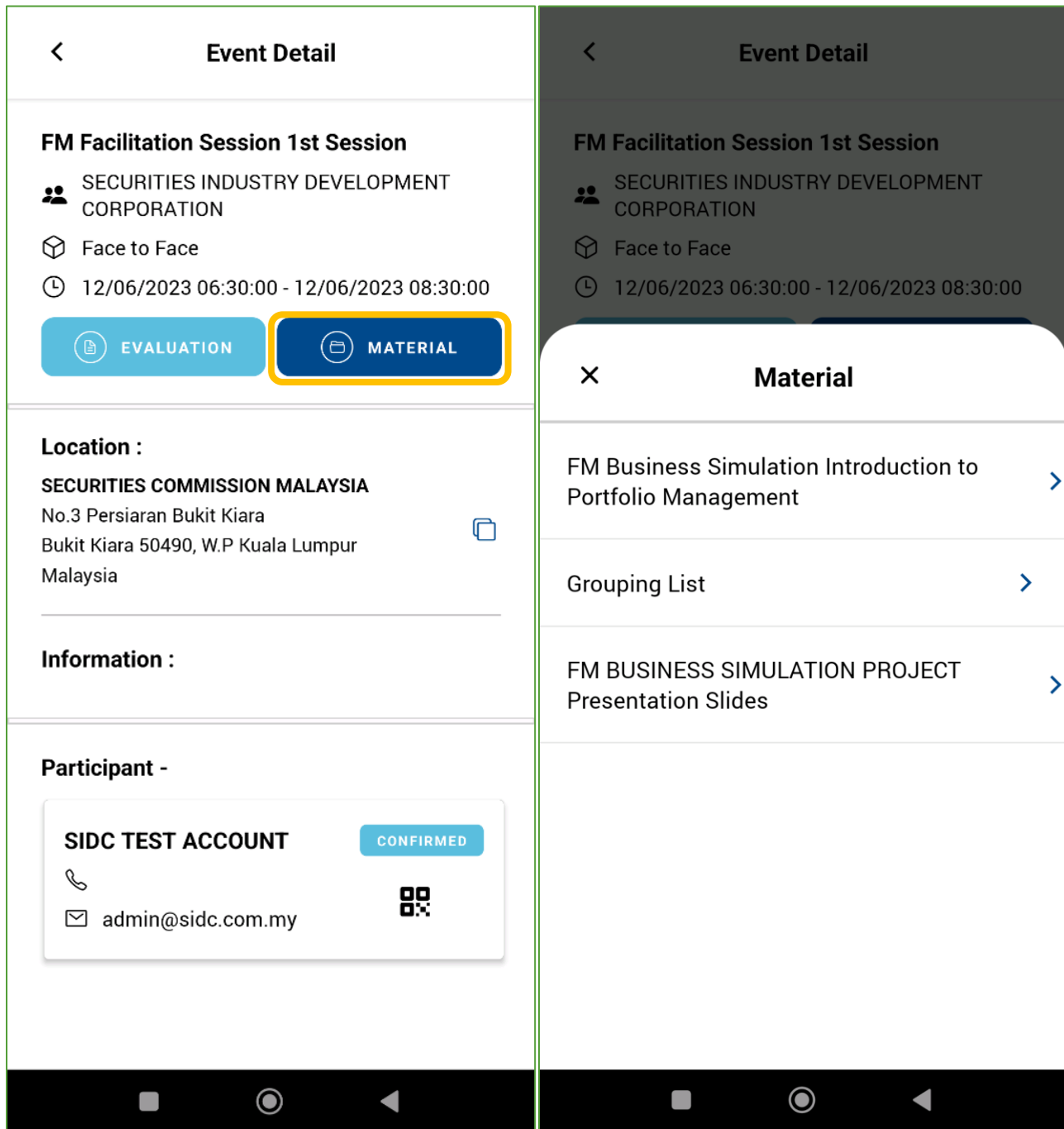
5.1.2. Do Evaluations for the Programme



1. Click the **EVALUATION** button.

2. The Evaluation page opens on your mobile browser. Click **Start Survey** to proceed to answer the questions

5.1.3. Download Programme Materials

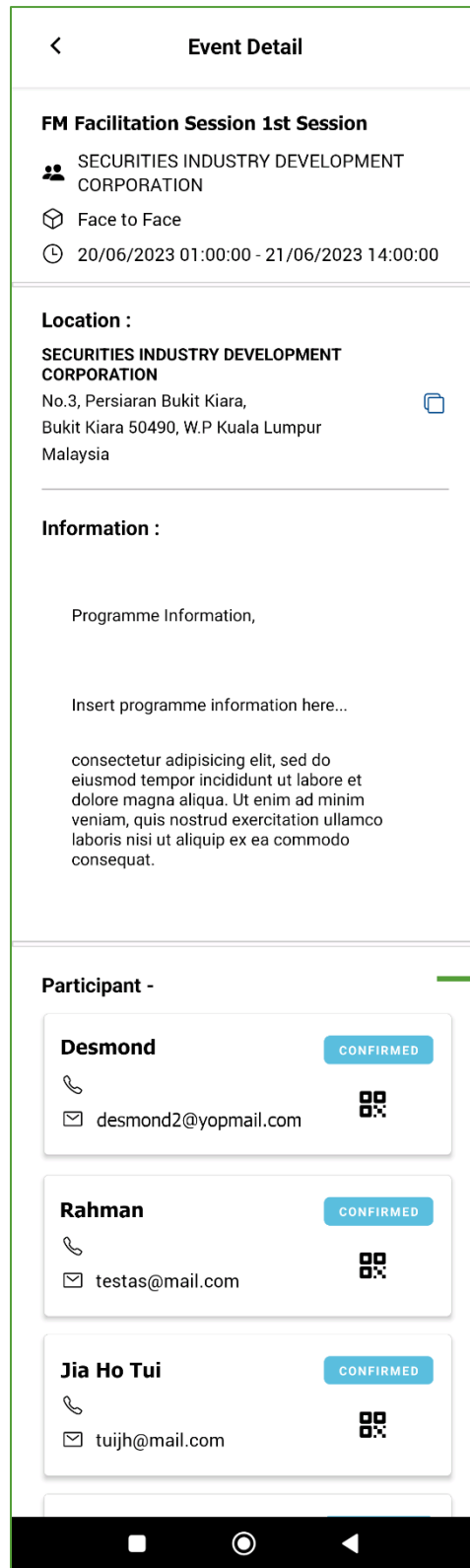


1. Click the **MATERIAL** button.

2. List of materials will be displayed. Click on a material to download it to your device.

5.1.4 Contact Person View of Event Details

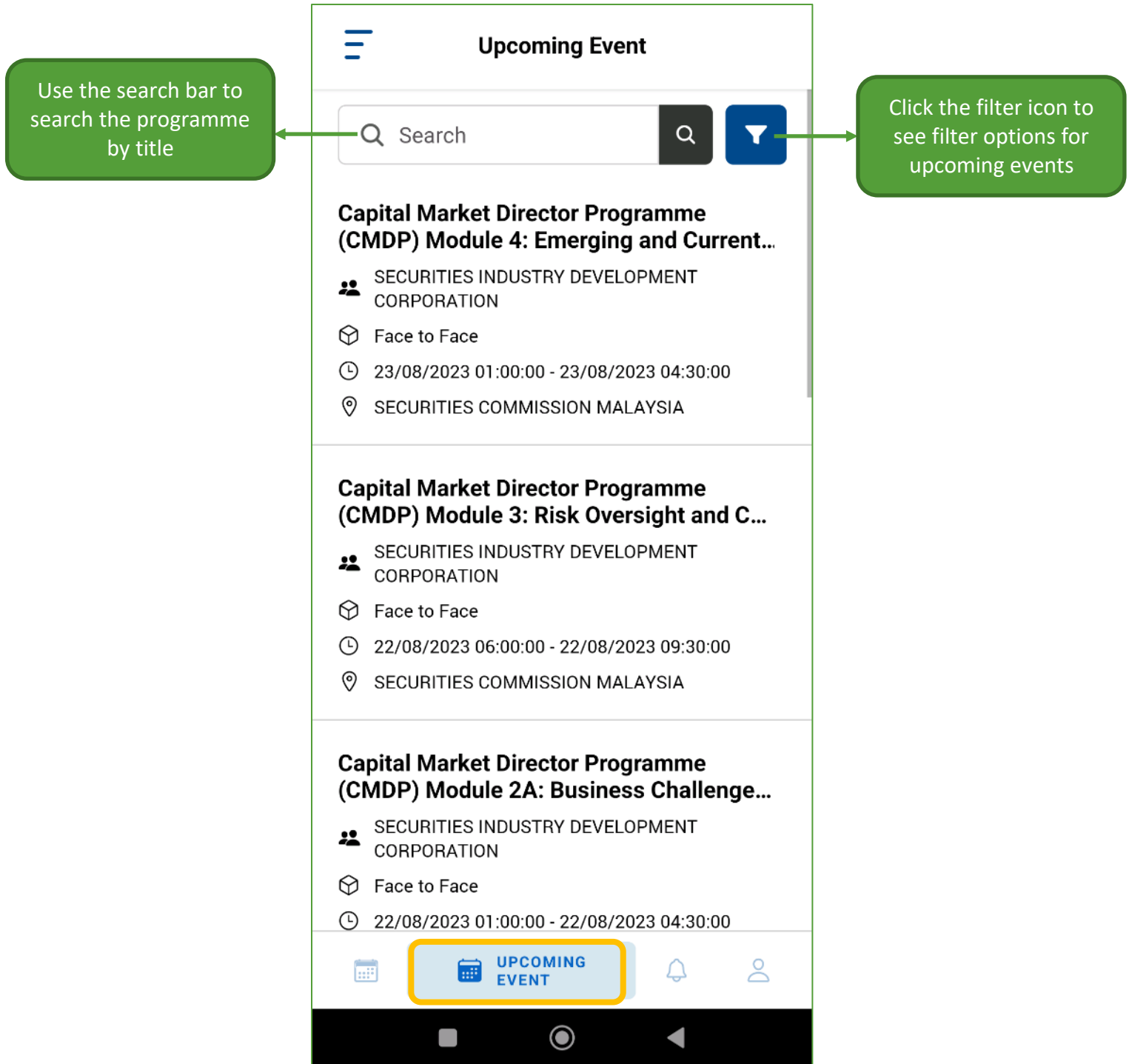
If you are a contact person representing on behalf of participant(s), the Event Details page will look as below:



List of participants registered under the contact person for a programme

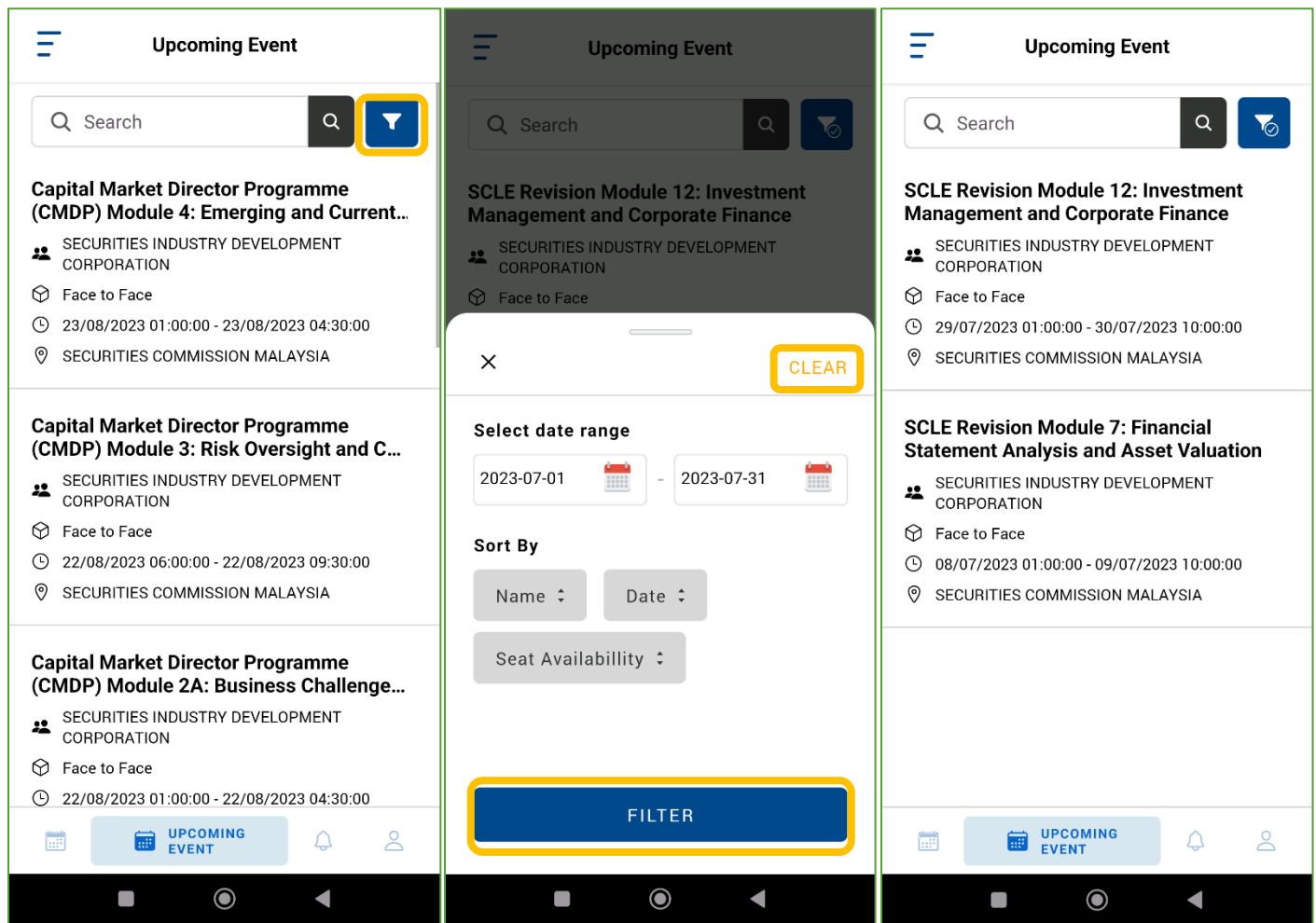
6. UPCOMING EVENT

The Upcoming Event page shows all the programmes that are available for registration. To access this page, click **Upcoming Event** at the bottom navigation bar.



Note: All the Events listed are from the **face-to-face** programme category only.

6.1. Filter and Sort Event Listing



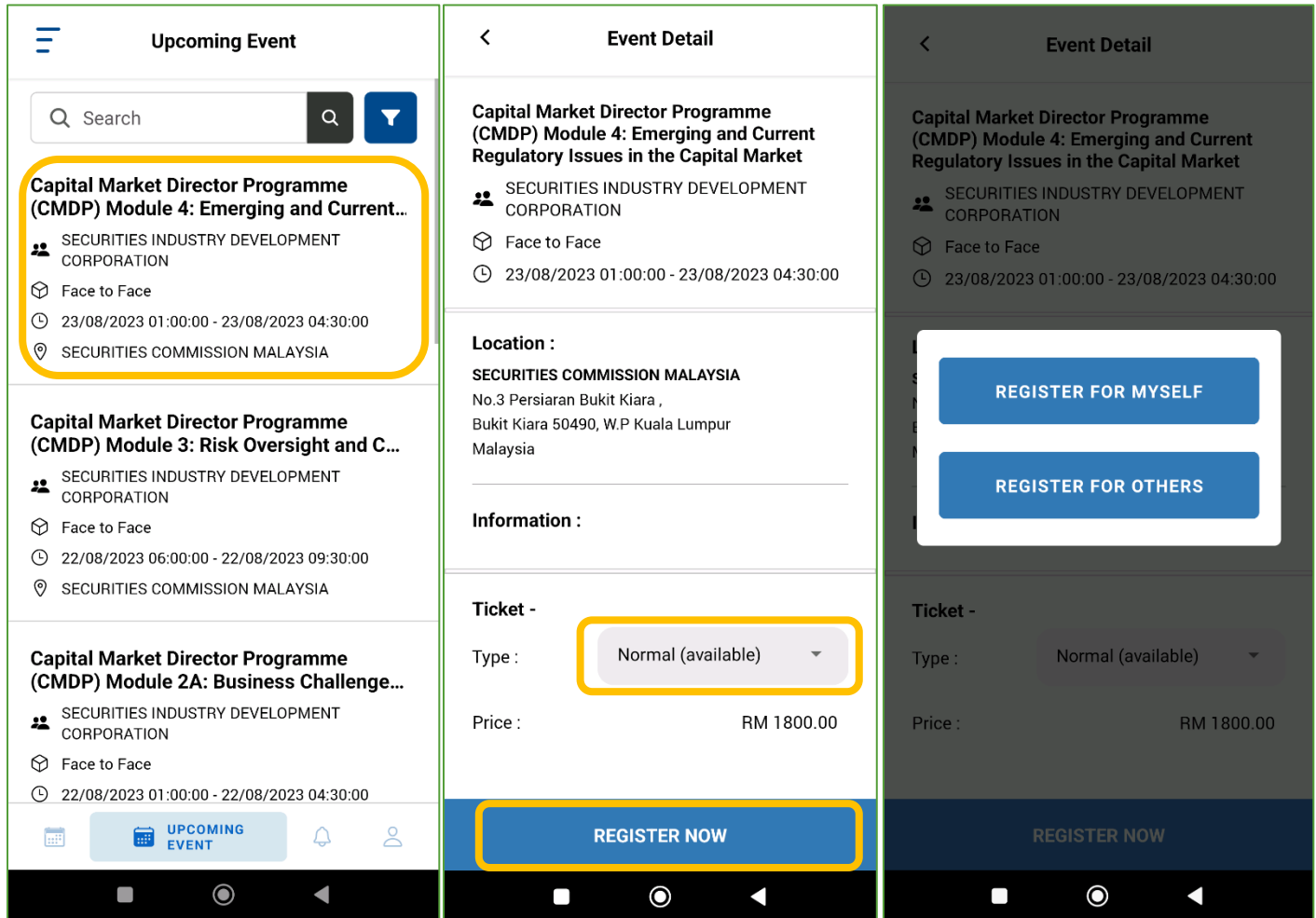
1. Click the **Filter** button.

2. Apply filters by date range or sort the list by Name, Date or Seat Availability. Click **FILTER** once confirmed. To reset and clear the filters click **CLEAR**.

3. Close the filter settings. This list is an example list with the filter feature applied.

6.2. Register for a Programme

To register for a programme, select a programme from the Upcoming Event list, complete the registration form and make payment or download the invoice.



1. Select a programme to register from the upcoming event list.

2. Select the **Ticket Type** and click **REGISTER NOW** to proceed

3. Select if the registration is for yourself or others

< **Register Form**

Capital Market Director Programme (CMDP) Module 4: Emerging and Current Regulatory Issues in the Capital Market

Ticket Type : Normal | Pax : 1

PARTICIPANT 1 **COMPLETE**

SIDC TEST ACCOUNT

✉ admin@sidc.com.my

☎ +60123456789

REGISTER NOW

4. The registration form page will be displayed. Some values are entered automatically based on your signed up form. Click the edit icon to update the registration form.

5. Insert the information you would like to update. Once done, click **UPDATE** .

✕ PARTICIPANT 1

Salutation

Name (as per NRIC/Passport)

NRIC

Passport No

Email

Phone No. (Optional)

Mobile No. (Optional)

Extension (Optional)

Address 1

Address 2 (Optional)

City

Postcode

Country/Region

State

Designation

Department (Optional)

Industry (Optional)

Contact Person Name (Optional)

Contact Person Email (Optional)

Contact Person Phone No. (Optional)

Register Form

Capital Market Director Programme (CMDP) Module 4: Emerging and Current Regulatory Issues in the Capital Market

Ticket Type : Normal | Pax : 1

PARTICIPANT 1 **COMPLETE**

SIDC TEST ACCOUNT

admin@sidc.com.my

+60123456789

REGISTER NOW

Event Confirmation

Capital Market Director Programme (CMDP) Module 4: Emerging and Current Regulatory Issues in the Capital Market

Face to Face

23/08/2023 01:00:00 - 23/08/2023 04:30:00

Select Billing Address : **ADD**

SIDC TEST ACCOUNT

NO 3 PERSIARAN BUKIT KIARA ,
KUALA LUMPUR 50490,
W.P Kuala Lumpur
Malaysia

SELECTED

Payment Method : RM 1908

eGHL (Secure online payment gateway)

Invoice

Participant : 1

SIDC TEST ACCOUNT

admin@sidc.com.my

PROCEED


6. Click **REGISTER NOW** if all the info is complete.

7. Select your billing address and the desired payment method (eGHL or Invoice). Verify the payment amount. Click **PROCEED**.

Note: Not all users can see the **Invoice** option. The **Invoice** payment method is only for selected clients who were pre-approved by SIDC.

8. You will be directed to the eGHL payment page. Select your desired payment method, complete the details required, and click **SUBMIT PAYMENT**.

TIME REMAINING | 04:47




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PAYMENT DETAILS

Order ID	SO62272
Payment ID	P_2023-06-13161024
Order Description	SO62272


PAYMENT METHODS



Credit/Debit Card



Internet Banking





e-Wallet

Pay With Credit Card / Debit Card

Cardholder Name

Card Number

Card Types

Expiration Date

MM

/





YYYY

CVV

By submitting the payment, you hereby agree to [eGHL PDPA Policy](#).

Cancel and return to merchant's page

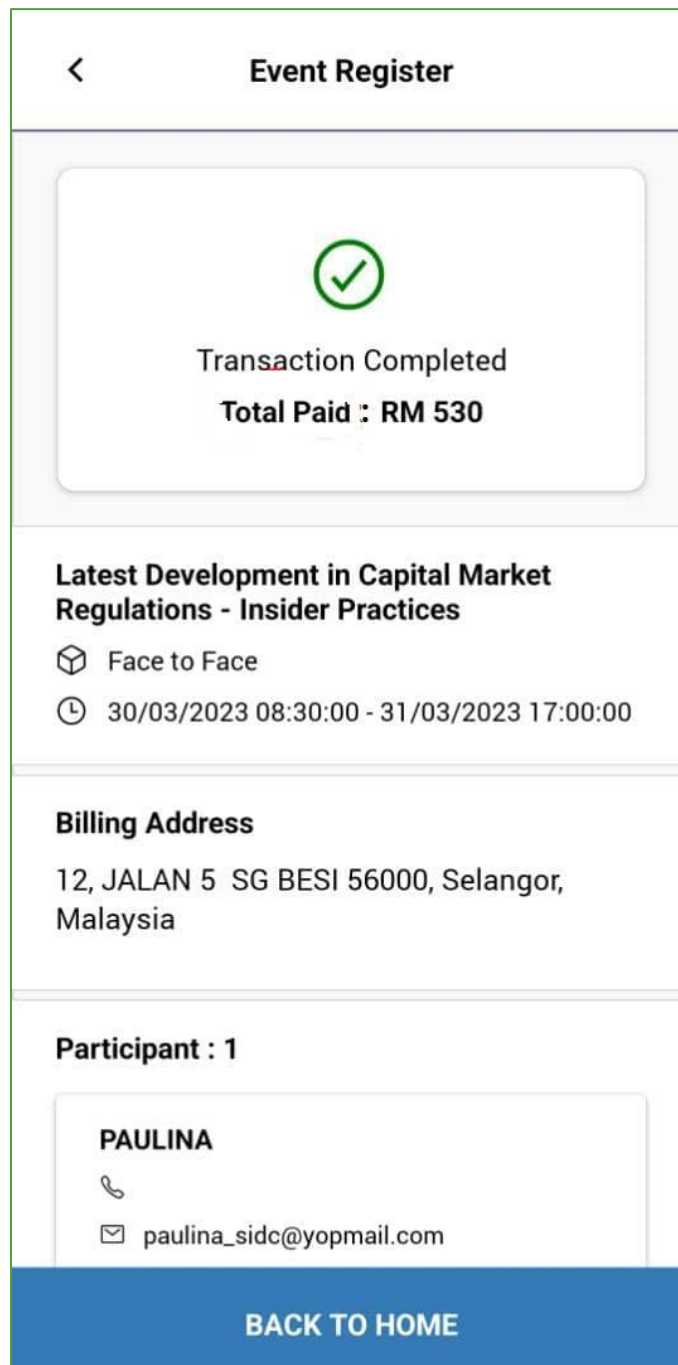
<https://www.sidc.com.my/>

SUBMIT PAYMENT

Total

MYR1908.00



9. The transaction complete page will be displayed. This page shows that your payment or invoice registration is complete.

Note: Upon completion of payment or invoice registration, you will receive payment and registration confirmation notifications in your registered email address. Please check your email for further details.

7. PROFILE

This is your user profile page, which can be accessed by clicking **Profile** on the bottom navigation bar.

SIDC TEST ACCOUNT
 ✉ admin@sidc.com.my
 ☎ +60123456789
 🆔 999999999933

COMPANY INFO

- 📄 Terms & Conditions >
- 🔒 Privacy Policy >

ACCOUNT SETTING

Sales Order History >

Billing Address :
 NO 3 PERSIARAN BUKIT KIARA
 50490 KUALA LUMPUR,
 W.P Kuala Lumpur

Permission

Allow Notification

OPTIONS

- 🔒 Change Password >
- 🚪 Log Out >
- 🗑 Delete Account >

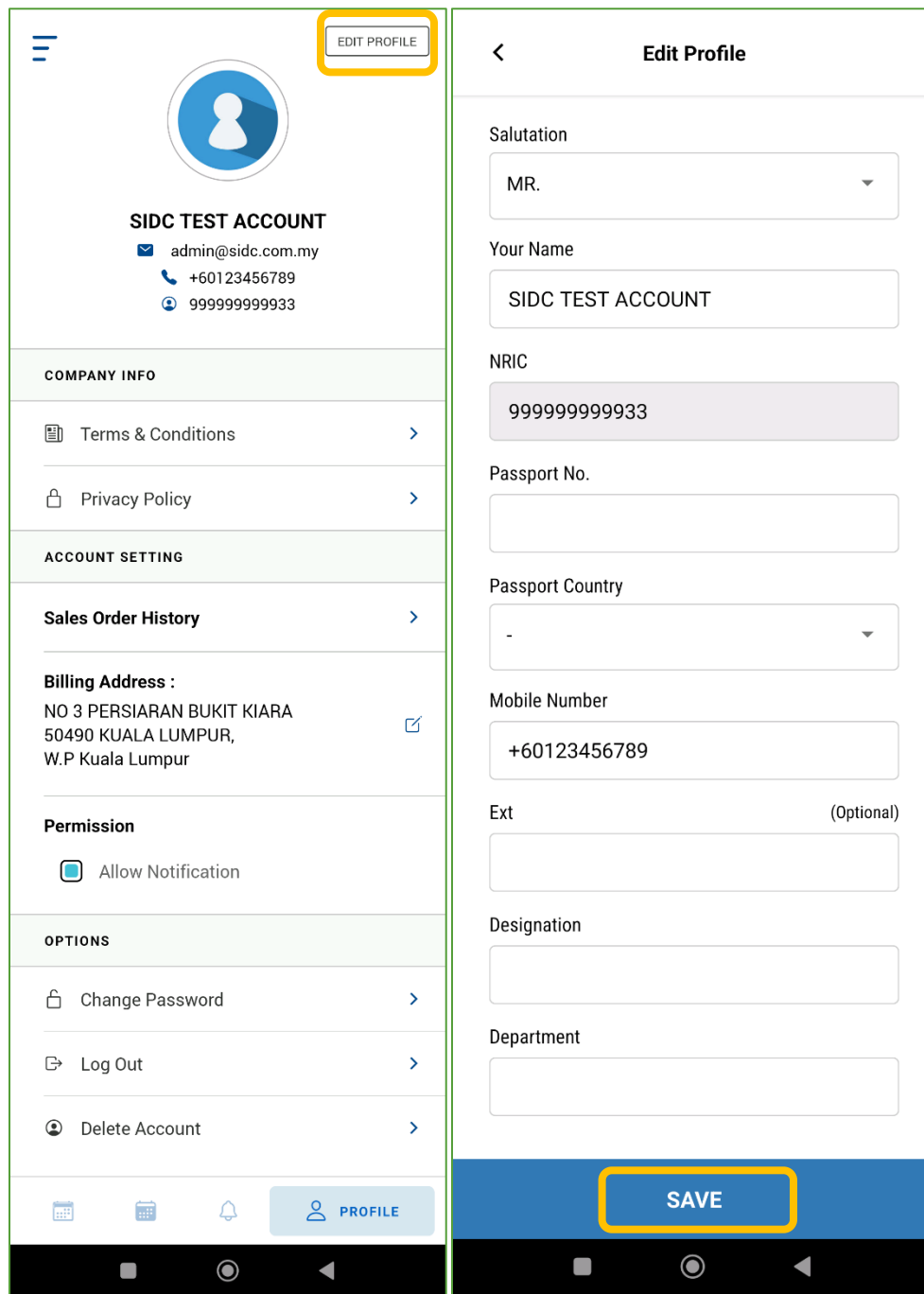
Bottom Navigation Bar: Profile (highlighted)

Callout 1 (top right): Summary of your profile. You can see your username, registered email, phone, and NRIC

Callout 2 (left): Click here to view SIDC's T&C and privacy policy

Callout 3 (bottom right): Select this to receive the app's push notifications on your device

7.1. Edit Profile

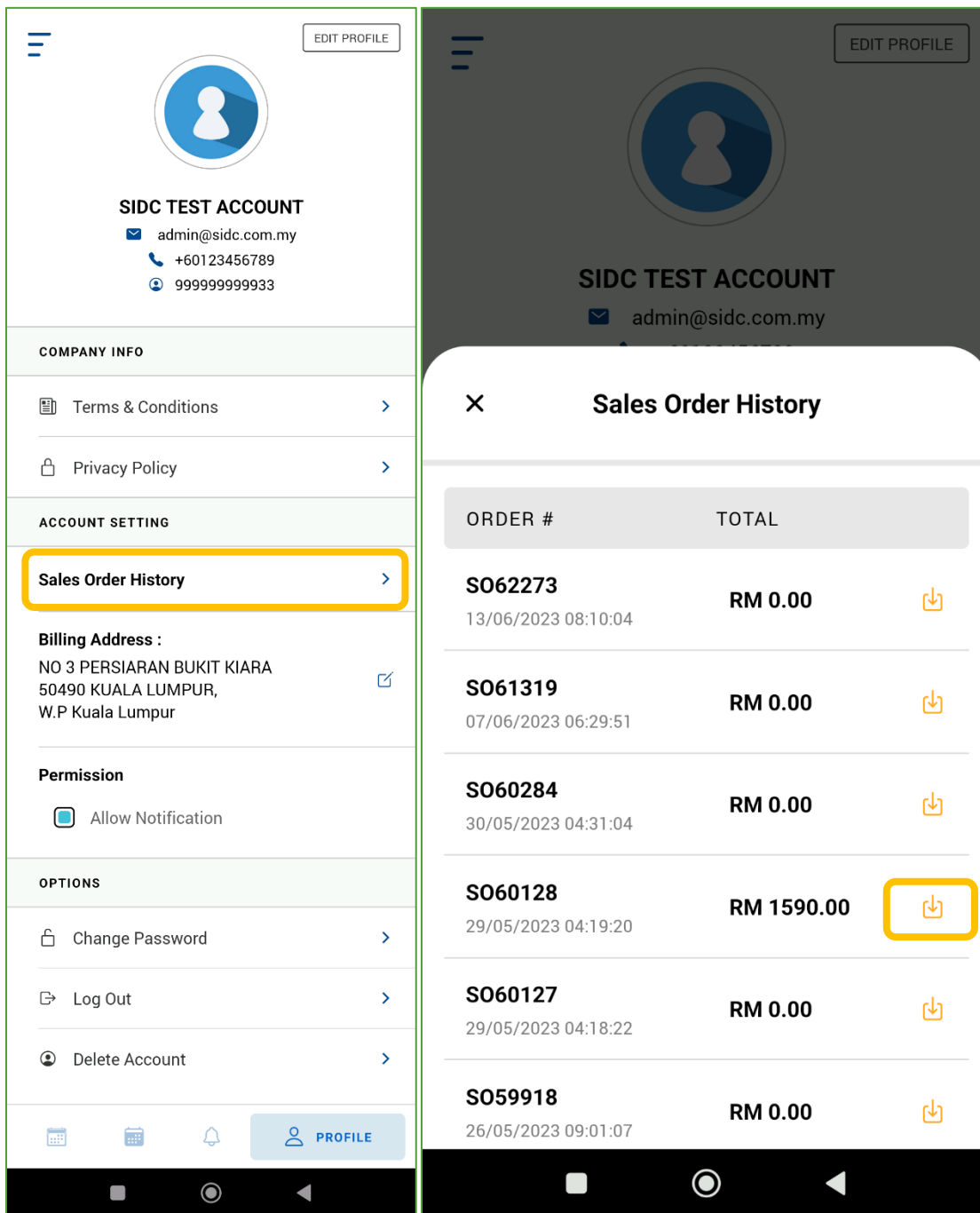


1. Click **EDIT PROFILE** on the profile page.

2. Update your profile details. Click **SAVE** upon completion.

7.2. Download Sales Orders

You can also download the sales orders for your registrations in PDF format.

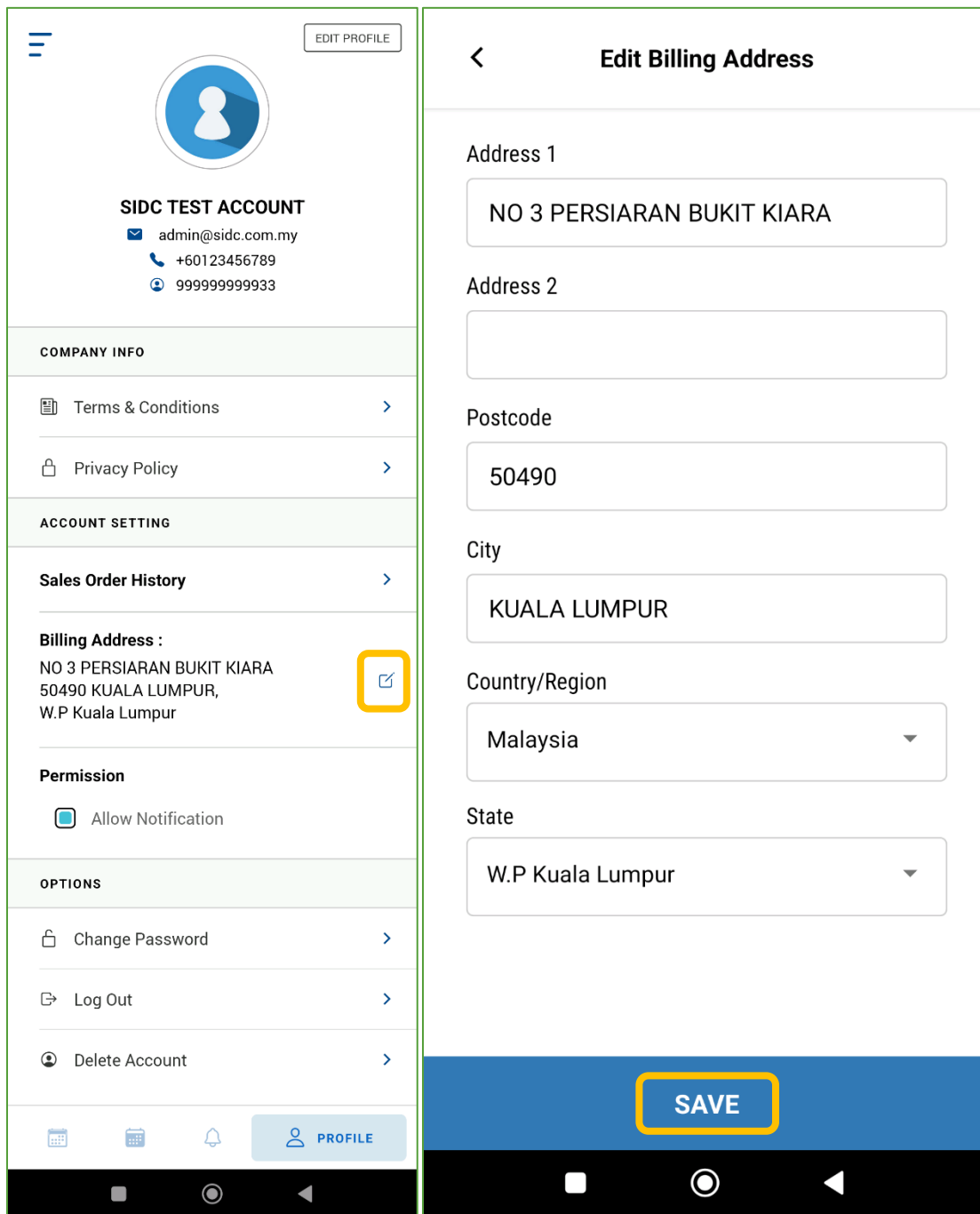


1. Click **Sales Order History** on the profile page.

2. The sales order list will be displayed. Click the download icon on the sales order you wish to download. The SO will be downloaded to your device.

7.3. Edit Billing Address

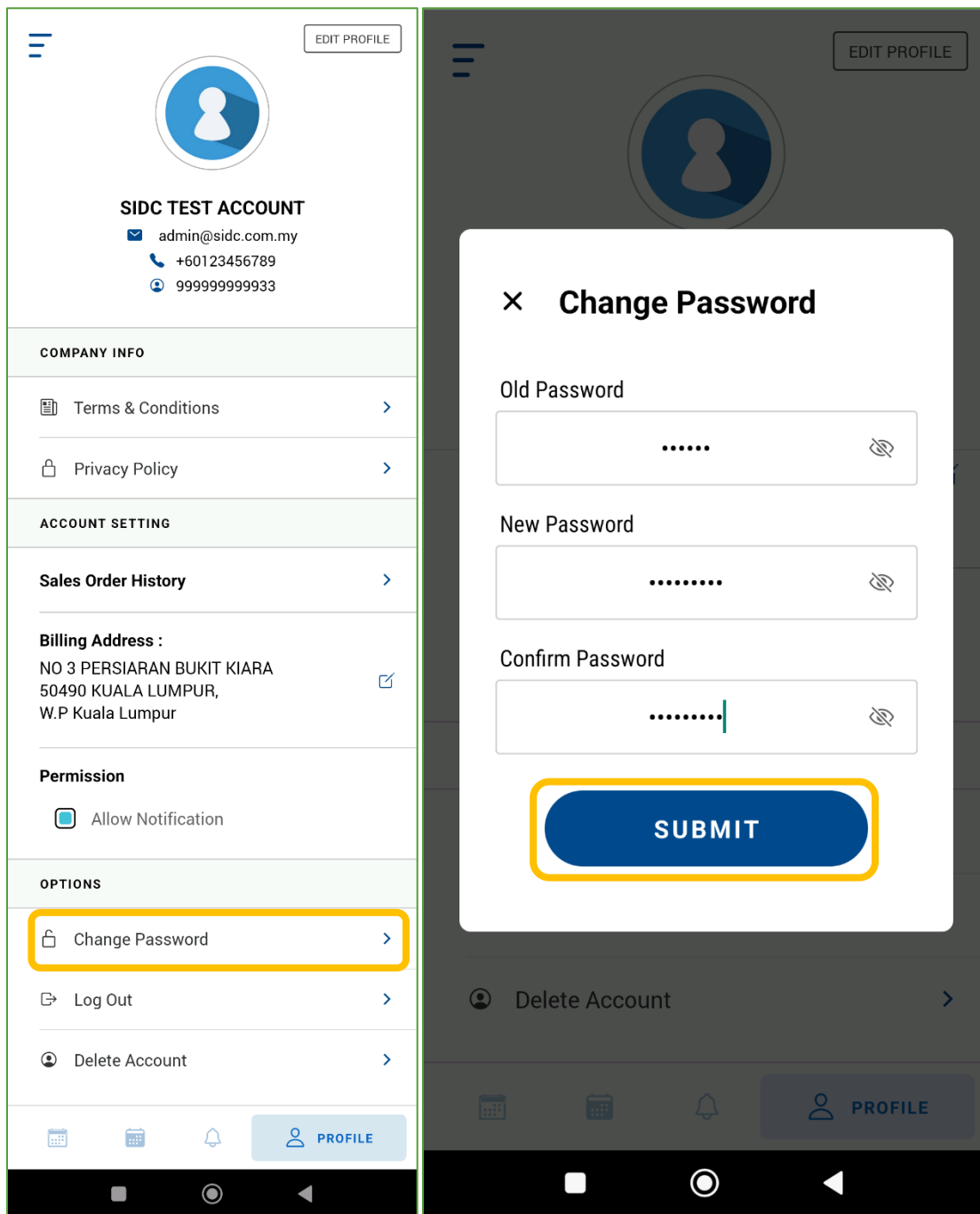
You can update your billing address which will be applied in your next registration.



1. Click the edit icon on the billing address.

2. Update the billing address and click **SAVE**.

7.4. Change Password

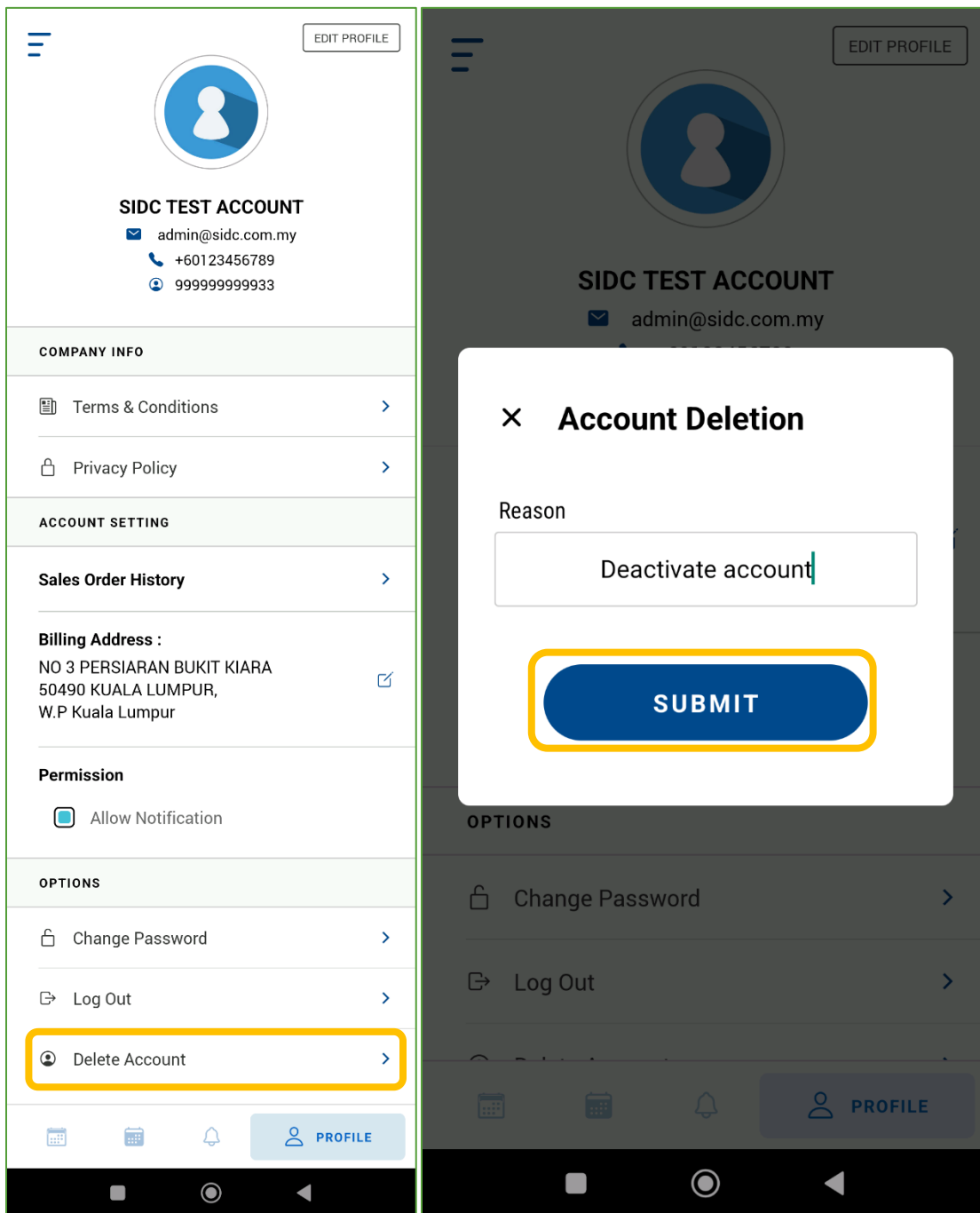


1. Click **Change Password** on the profile page.

2. In the **Change Password** screen, enter your **Old Password**, **New Password** and enter the new password again in **Confirm Password**. Once done, click **SUBMIT**.

7.5. Delete Account

Deleting your registered account is possible if you intend to deactivate your user profile in SIDC's System.



1. Click **Delete Account** on the profile page.

2. In the **Account Deletion** screen, enter the reason for deletion and click **SUBMIT**.

Note: Upon clicking **SUBMIT**, your account deletion request will be sent to SIDC for the approval process. Once approved, you will be notified via email.