



Kuala Lumpur Integrated Submission (KLIS)
Projek Berskala Kecil Kediaman
Dewan Bandaraya Kuala Lumpur

**PANDUAN
PENGGUNA
PORTAL
(PEMILIK)**

Versi1.1

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PENGENALAN

Panduan pengguna ini akan menerangkan tentang cara pembelian atau perolehan serta penggunaan sijil digital melalui pihak *Certificate Authorities* (CA) yang dilesenkan oleh Suruhanjaya Komunikasi dan Multimedia (SKMM) iaitu **MSC Trustgate.com Sdn. Bhd (MSC Trustgate)** bagi pengguna Sistem Kuala Lumpur Integrated Submission(KLIS) Projek Berskala Kecil Kediaman Dewan Bandaraya Kuala Lumpur.

Pemilihan Sijil Digital (Digital Signature) adalah bertepatan dengan Undang-Undang yang telah diwartakan iaitu Akta Tandatangan Digital 1997 (Act 562) dan Peraturan-Peraturan Tandatangan Digital 1998. Perlaksanaan ini merangkumi kepentingan penggunaan berikut;

- i) Tandatangan Digital
- ii) Perlindungan Serahan Data
- iii) Pengesahan Identiti
- iv) Keselamatan Transaksi Atas Talian

Terdapat dua (2) medium bagi perolehan sijil digital iaitu:

- 1) Pembelian di Kaunter**
- 2) Pembelian Secara *Online***

Terdapat dua (2) kategori pengguna yang dikenalpasti untuk menggunakan Sijil Digital iaitu:

- 1) Pemilik Kediaman**
- 2) PSP / SP**

Berikut merupakan senarai harga pembelian

Kategori Pemilik Kediaman

Jenis	1 Tahun (RM)
Permohonan baharu – Sijil Digital Roaming	50

*tidak termasuk SST 6%

Kategori PSP / SP

Jenis	1 Tahun (RM)	2 Tahun (RM)
Permohonan baharu – Sijil Digital + USB Token	150	200
Permohonan Pembaharuan – Sijil Digital sahaja menggunakan USB token sedia ada	50	100

*tidak termasuk SST 6% dan caj penghantaran

Pembelian di Kaunter MSC Trustgate adalah seperti di alamat berikut:

MSC Trustgate.com Sdn. Bhd,
Suite 2-9, Level 2, Block 4801,
CBD Perdana,
Jalan Perdana,
63000, Cyberjaya Selangor
Tel : 03-83181800
Emel : dbkl-support@msctrustgate.com
Laman Web : <https://www.msctrustgate.com>

Sekiranya pembelian dilakukan di **Kaunter**, sila kenal pasti kategori pengguna dan bawa bersama keperluan dokumen seperti berikut:

Pengguna	Dokumen
Pemilik Kediaman	1. Salinan Kad Pengenalan / Passport
PSP / SP	1. Salinan Kad Lembaga Arkitek Malaysia 2. Salinan kad Pengenalan / Passpot Pegawai yang mewakili Syarikat 3. Surat Pengesahan mewakili Syarikat

BAHAGIAN 1

NOTIS

PANDUAN PENGGUNA INI ADALAH UNTUK TUJUAN DAN KEGUNAAN PORTAL WEB DALAM TALIAN MYTRUSTID - MYCUKAI SAHAJA.

Sistem Operasi – Keperluan Minima:

- i) Sistem Operasi yang menyokong:
 - Microsoft Windows XP dan ke atas
- ii) Pelayar web yang menyokong:
 - Microsoft Internet Explorer 9 dan ke atas
 - Mozilla Firefox version 45.0 dan ke atas

Perkakasan – Keperluan Minimum:

- Pentium III 800 MHz
- 256 MB RAM
- 1 panel USB Port untuk ST3 USB Token

BAHAGIAN 2

Bahagian ini menyediakan panduan bagaimana untuk melakukuan pembelian sijil digital dan memeriksa sijil digital

2.1 Proses Perolehan Sijil Digital melalui Portal

Proses ini ialah untuk mewujudkan profile akaun baru untuk pengguna. Di dalam profil akaun ini, pengguna boleh mengurus dan memohon sijil digital baru secara terus melalui portal.

1. Buka Pelayar anda dan akses ke URL berikut
<https://www.msctrustgate.com/mytrustid/enrollment?q=klis>

Dan anda mendapati antaramuka seperti dibawah

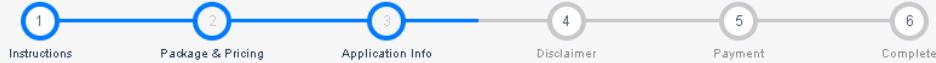
The screenshot shows the 'New Certificate Enrollment Request' page for KLIS. At the top, it displays 'KUALA LUMPUR INTEGRATED SUBMISSION (KLIS)' and the 'TRUSTGATE' logo. Below this, the title 'New Certificate Enrollment Request' and a subtitle 'Enrollment for new client digital ID for Kuala Lumpur Integrated Submission'. A horizontal progress bar at the top indicates six steps: '1 Instructions' (highlighted in blue), '2 Package & Pricing', '3 Application Info', '4 Disclaimer', '5 Payment', and '6 Complete'. The 'Instructions' step contains a sub-section titled 'Enrollment Instructions' with a note: 'Please read and understand the Enrollment Instruction below.' It lists several steps with their descriptions: 'Select package' (Choose new or renew your certificate with the desired validity.), 'Application Info' (Fill up your informations required for RA verification.), 'Upload Documents' (Attach required documents(in JPEG or PDF format, with size below 2MB) to assist verification.), 'Make Payment' (Payment can be made using any of the following: Credit Card / Debit Card (VISA/MASTERCARD) or upload payment receipt if payment made through Manual Payment (Cash, Bank Transfer or Cheque)), and 'Complete' (Once complete, kindly wait for the verification and issuance of your certificates by our RA. You may check your request status by logging to MyTrustID Portal.). The 'Application Type' section shows 'User Type' set to 'OWNER'. A 'Next' button is located at the bottom right of the page.

KUALA LUMPUR INTEGRATED SUBMISSION (klis)

TRUSTGATE
SECURE TRANSACTION TRUSTED BUSINESS

New Certificate Enrollment Request

Enrollment for new client digital ID for Kuala Lumpur Integrated Submission



Enrollment Instructions

Please read and understand the Enrollment Instruction below:

- | | |
|------------------|---|
| Select package | Choose new or renew your certificate with the desired validity. |
| Application Info | Fill up your informations required for RA verification. |
| Upload Documents | Attach required documents(in JPEG or PDF format, with size below 2MB) to assist verification. |
| Make Payment | Payment can be made using any of the following: Credit Card / Debit Card (VISA/MASTERCARD) or upload payment receipt if payment made through Manual Payment (Cash, Bank Transfer or Cheque) |
| Complete | Once complete, kindly wait for the verification and issuance of your certificates by our RA. You may check your request status by logging to MyTrustID Portal. |

[Next](#)

Setelah membaca dan memahami arahan yang tercatat, sila tekan butang *Next*

2. Seterusnya anda dokehendaki memilih pakej dan tentukan pilihan kaedah penghantaran.

KUALA LUMPUR INTEGRATED SUBMISSION
(KLIS)

TRUSTGATE
SECURE TRANSACTIONS. TRUSTED BUSINESS

New Certificate Enrollment Request
Enrollment for new client digital ID for Kuala Lumpur Integrated Submission

1 Instructions 2 Package & Pricing 3 Application Info 4 Disclaimer 5 Payment 6 Complete

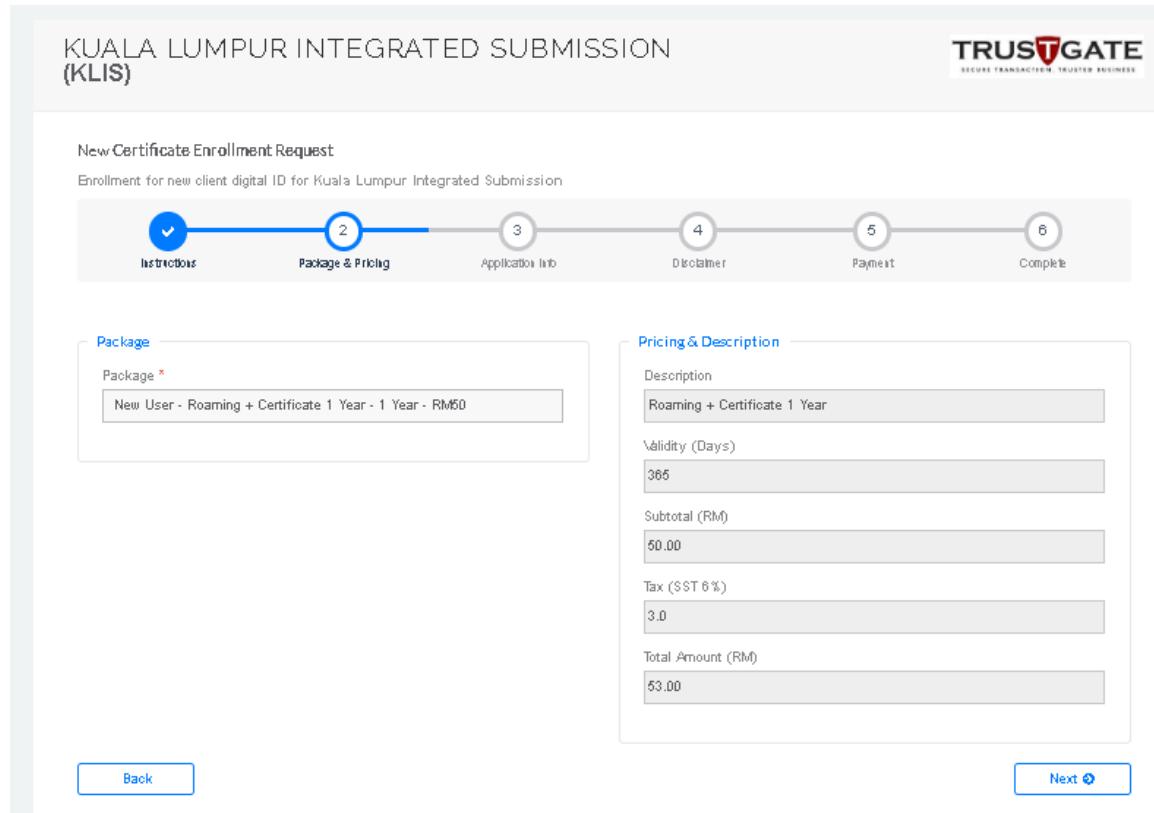
Package

Package x
New User - Roaming + Certificate 1 Year - 1 Year - RM60

Pricing & Description

Description: Roaming + Certificate 1 Year
Validity (Days): 365
Subtotal (RM): 60.00
Tax (SST 6%): 3.0
Total Amount (RM): 63.00

[Back](#) [Next](#)



Kemudian, klik **Next**

3. Seterusnya bahagian maklumat pemohon dan memuat naik dokument sokongan. Sesudah lengkap, klik **Next** untuk teruskan

KUALA LUMPUR INTEGRATED SUBMISSION
(KLIS)

TRUSTGATE
SECURE TRANSACTION TRUSTED BUSINESS

New Certificate Enrollment Request
Enrollment for new client digital ID for Kuala Lumpur Integrated Submission

1 Instructions 2 Package & Pricing 3 Application Info 4 Disclaimer 5 Payment 6 Complete

Application Information

Nationality *
Malaysian

My Kad No *
Example: 889201040201

Full Name *
Full Name

Email *
Email

Mobile No *
Mobile No

Supporting Documents

Please upload required document.

My Kad / Passport *

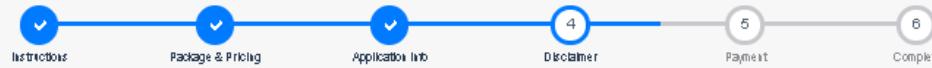
4. Teliti dan fahami Digital ID Subsciber Agreement dan tanda (/) untuk teruskan Kemudian, klik **Next** untuk teruskan

KUALA LUMPUR INTEGRATED SUBMISSION (klis)



New Certificate Enrollment Request

Enrollment for new client digital ID for Kuala Lumpur Integrated Submission



Digital ID Subscriber Agreement

SUBSCRIBER AGREEMENT

YOU MUST READ THIS SUBSCRIBER AGREEMENT ("SUBSCRIBER AGREEMENT") BEFORE APPLYING FOR, ACCEPTING, OR USING A VERISIGN CERTIFICATE OR DIGITAL ID ("CERTIFICATE" OR "DIGITAL ID"). IF YOU DO NOT AGREE TO THE TERMS OF THIS SUBSCRIBER AGREEMENT, DO NOT APPLY FOR, ACCEPT, OR USE THE CERTIFICATE.

1. Certificate Application and Description of Certificates. This section details the terms and conditions regarding your application ("Certificate Application") for a Certificate and, if VeriSign accepts your Certificate Application, the terms and conditions regarding the your use of the Certificate to be issued by VeriSign to you as "Subscriber" of that Certificate. A Certificate is a digitally signed message that contains a Subscriber's public key and associates it with information

I hereby confirm that all the information given for this application is true and accurate and have not withheld any information that would affect the acceptance of my application. By signing this application form, I also agree to be bound by the terms and conditions as stipulated in Client ID Digital Certificate Subscriber Agreement, and any amendments made thereto from time to time.

[Back](#)

[Save and proceed](#)

5. Seterusnya ialah memilih kaedah pembayaran, hanya Credit/ Debit Card diterima:-

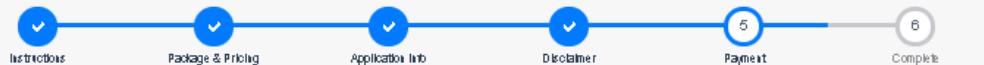
Credit/Debit card

KUALA LUMPUR INTEGRATED SUBMISSION (klis)



New Certificate Enrollment Request

Enrollment for new client digital ID for Kuala Lumpur Integrated Submission



Payment Method

Payment type

Others
Select Payment
Credit / Debit Card

Payment Details

Total Amount (RM)

200.00

Status

Pending payment

Reference No

Reference No

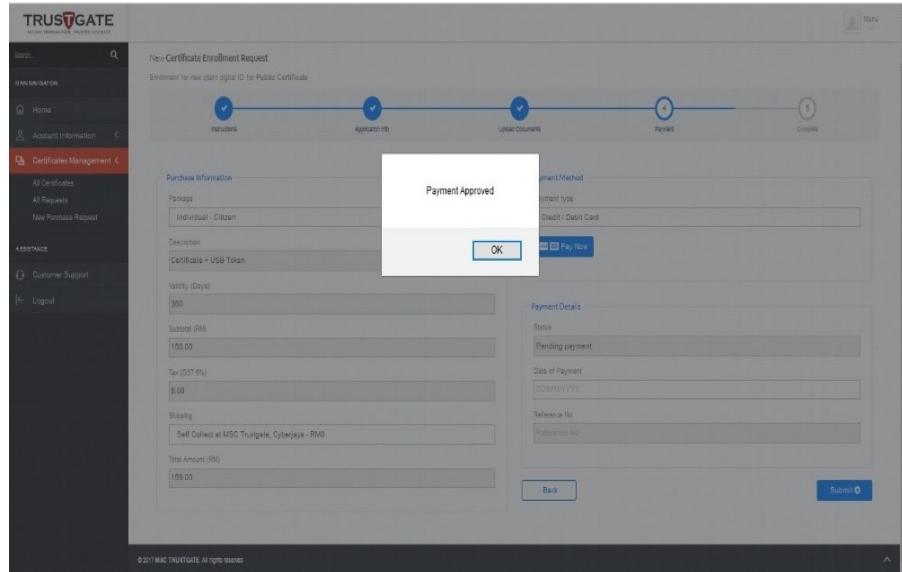
[Back](#)

[Submit](#)

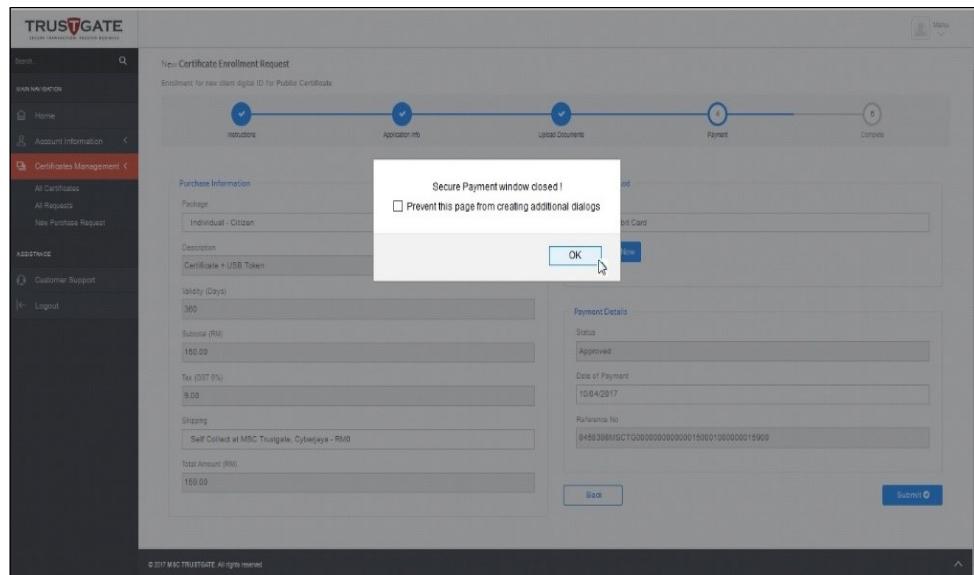
6. Jika anda memilih Credit/Debit Card, paparan tetingkap ***Internet Payment Gateway*** akan muncul

Isi maklumat pembayaran yang dikehendaki dan klik ***Agree and Continue***, paparan ***“Payment Approved”*** akan muncul dan klik ***“OK”***

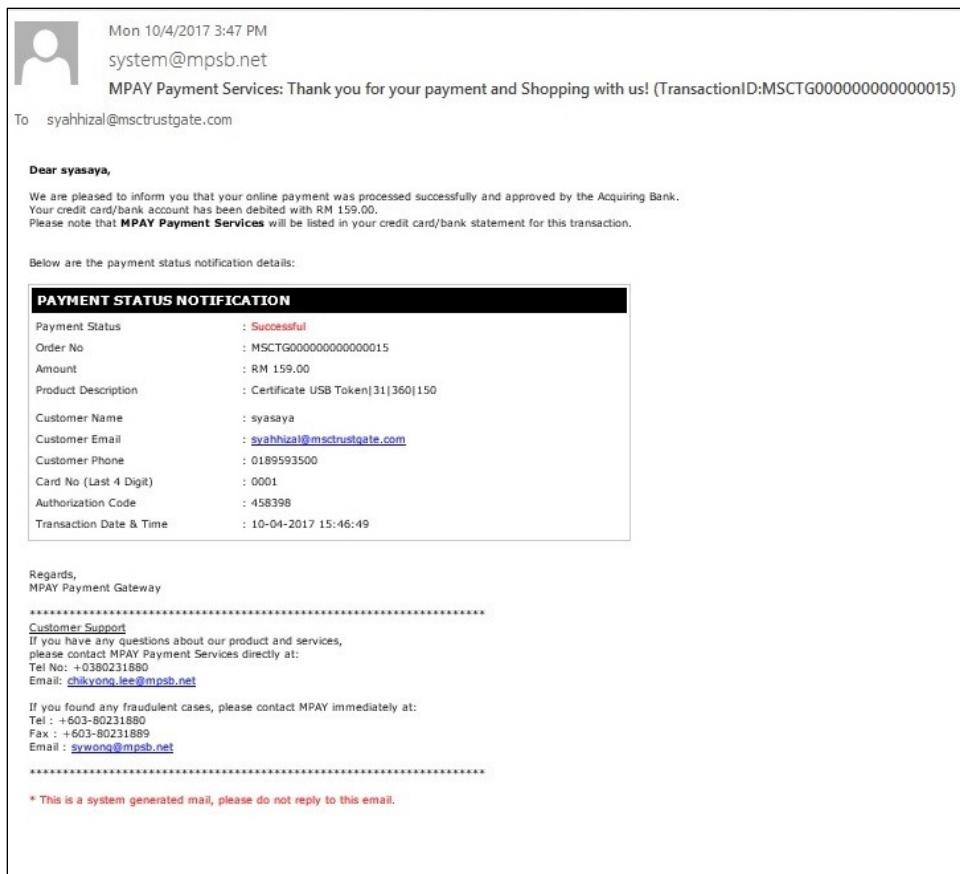
The screenshot shows a web browser window titled "MPAY Payment Gateway - Mozilla Firefox". The URL is "https://pcimdex.mpay.my/mdex2/payment/eCommerce". The page has a header "Internet Payment Gateway" and a sub-header "powered by MPAY".
Payment Details:
Pay To: ManagerPay Sdn Bhd
Invoice No: M521 C0000000000000015
Product Description: Certificate USD Token (ST) 350/150
Amount: RM150.00
Choose Payment Options:
A VISA logo is displayed, indicating the accepted payment method.
Credit Card Details:
Cardholder name: [Input field]
Credit card no: [Input field]
Card type: [Dropdown menu]
Expiry date: [Two dropdown menus for month and year]
CVC/CVV2: [Input field]
Name on card: [Input field]
Card issuing country: [Dropdown menu set to MALAYSIA]
Card issuing bank: [Dropdown menu set to "Please select your Bank"]
A checkbox at the bottom left states: "I authorize MPAY Payment Services to debit the above net charges from my credit card."
At the bottom center is a blue button labeled "Agree and Continue".



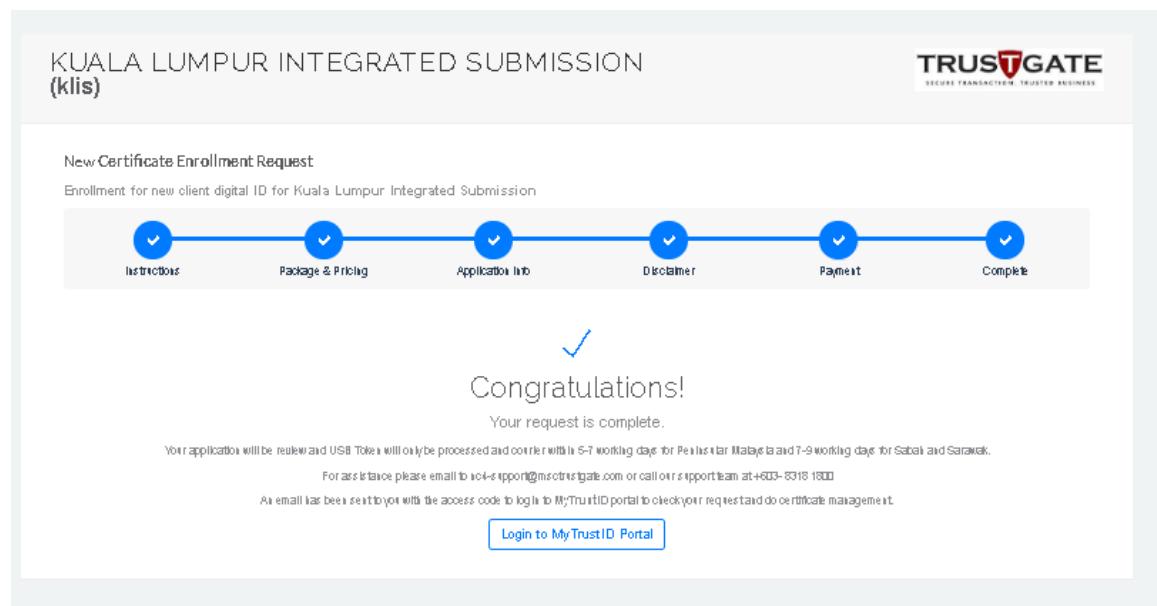
7. Klik “OK” untuk teruskan



8. Pengesahan pembayaran juga akan diemelkan seperti di bawah



9. Kemudian, Klik “Submit”



10. Sila ambil maklum bahawa pendaftaran sijil digital anda telah lengkap. Seterusnya pihak pentadbir MSC Trustgate.com akan melakukan pengesahan dan semakan permohonan anda.

11. Jika permohonan telah diluluskan, notifikasi melalui emel akan dihantar seperti dibawah

✉ Reply 🗨 Reply All 📲 Forward
Mon 7/1/2019 12:04 PM
 dbkl-support@msctrustgate.com
Your Digital ID is ready to activate
To: Fakrul Radzi AB Rahim
 ⓘ We removed extra line breaks from this message.

Dear Fakrul Radzi AB Rahim,

Our Administrator has approved your roaming Digital ID request and ready to activate.

Please click on the link below to set the certificate PIN:
URL: <https://www.msctrustgate.com/mytrustid/client/activation?token=2mQ1YjMzD0kMmRiNicyM2RkZTVmNDU2NjU2ZDlzOTc4M2jiMzU4YWU0YThmNGU0NjZkNzVIMmE5Mzp1OWVlYzdiMThiOTRhMTBkYTZiZjA1ZTY2NjdiZDRjZWY2ZmjkNTEyZjk5NjMyNzgwYzQ4MzM5NjFmZWl4ZjIzOWY3NDM0NTM1OXVlblYyZnAOOTFDR2NSEjVMZ1jbVF0M3btQjBjcUjISFINT1BrPQ==>

Please remember your set PIN as you will be prompt to enter this PIN during digital signature process.

If you have activate but forgotten your PIN, you can reset your PIN in the mytrustid portal link below.
URL: <https://www.msctrustgate.com/mytrustid/client/login>

Once logged in, kindly go to Certificates Management -> All Certificates -> Reset PIN

If you have any questions or problems, please contact our Administrator by replying to this email message.

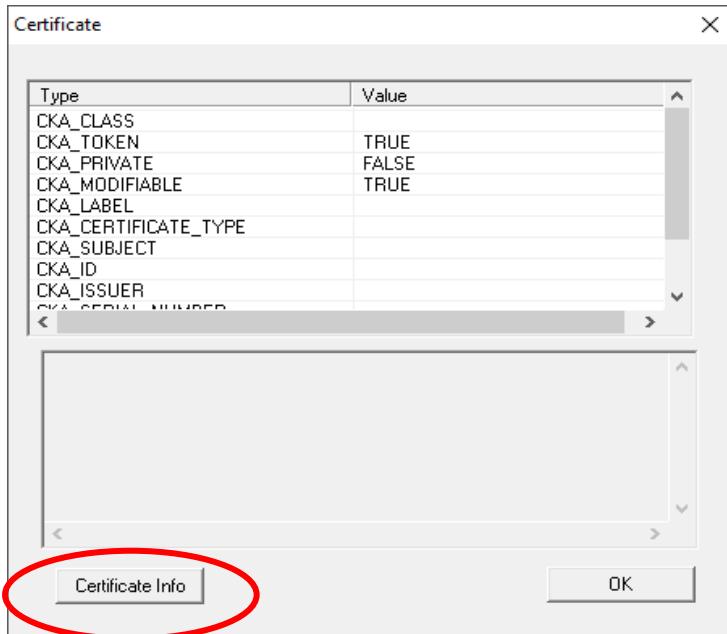
12. Token akan dihantar menggunakan Perkhidmatan Kurier dan PIN untuk token akan dihantar melalui emel berdaftar untuk keselamatan.



13. Apabila token diterima, selanjutnya sila rujuk, **2.2 Memeriksa Sijil Digital Roaming**.

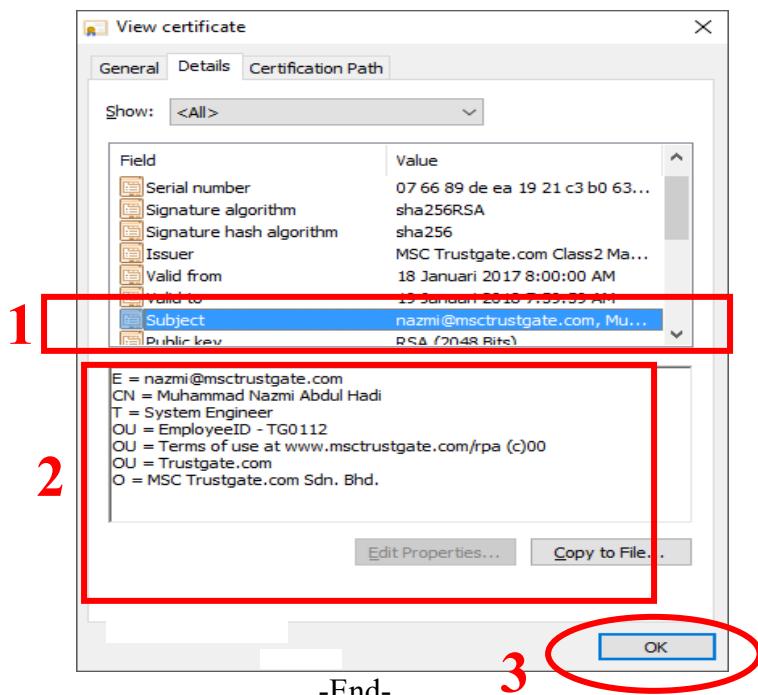
2.2 Memeriksa Sijil Digital Roaming

- 1) Di tetingkap sijil digital , klik “**Certificate Info**” untuk lihat maklumat sijil digital.



- 2) Tetingkap Sijil Digital akan terpapar. Klik tab “**Details**”, kemudian klik pada “**Subject**” seperti yang dibawah

Sahkan maklumat pengguna pada sijil digital tersebut. Jika maklumat adalah betul, tutup tetingkap sijil digital dengan hanya klik butang “**OK**”. Jika ada kesalahan maklumat, sila emel ke dbkl-support@msctrustgate.com untuk tindakan lanjut.



-End-