



NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH (NIOSH)

**USER MANUAL
E-MEMBERSHIP –MEMBERSHIP APPLICATION
(CORPORATE)**

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Document History

(a) Release Status

Version	Date	Description	Issue
1.0	10 May 2018	First Release	First

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Next Revision Date:

Revision Number Issue	Revision Date	Summary Of Changes	Marker

(c) Distribution

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This document has been distributed on:

Name	Position	Issuing Date	Version

1. Accessing the System

1.1. URL

1. Type this url address on your browser:

<http://membership.niosh.net.my/>

2. E-Membership main page is as below

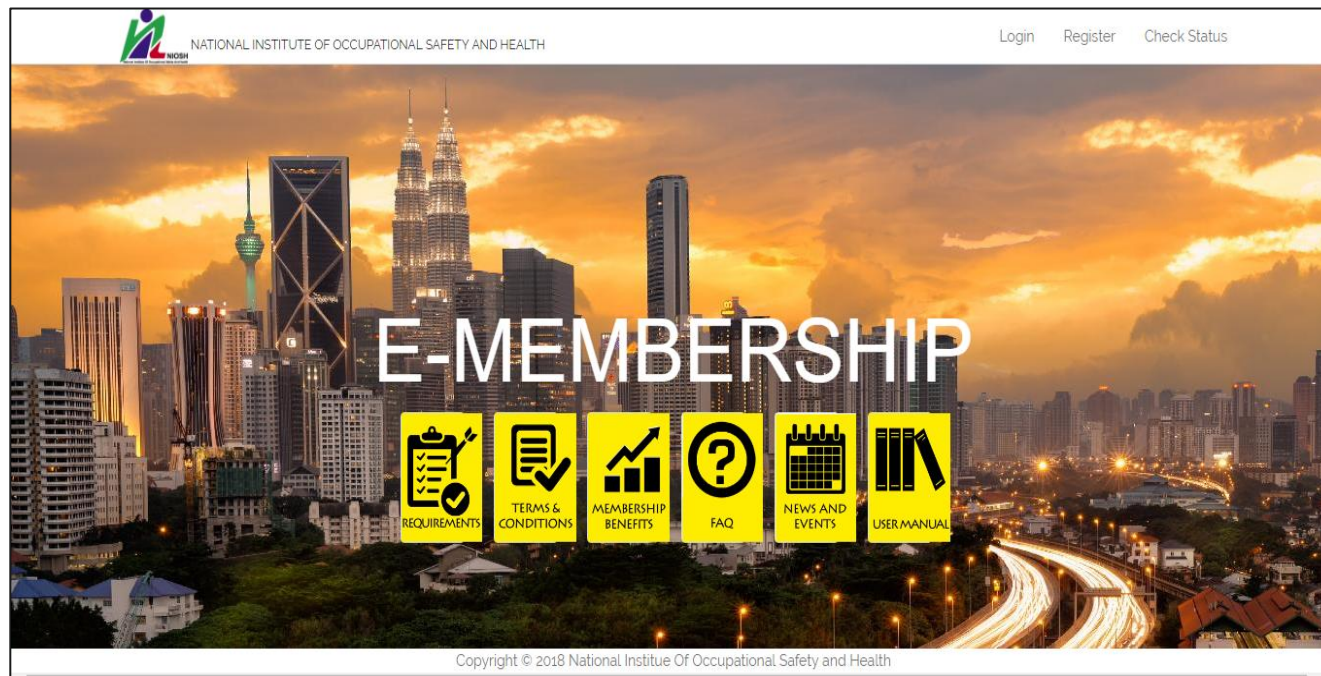


Image 1: E-Membership homepage

2. Login

1. Open the E-Membership application.
2. Click Login on the right top of the homepage.
3. Fill in the login id (MyCoid) and password. Click Login.

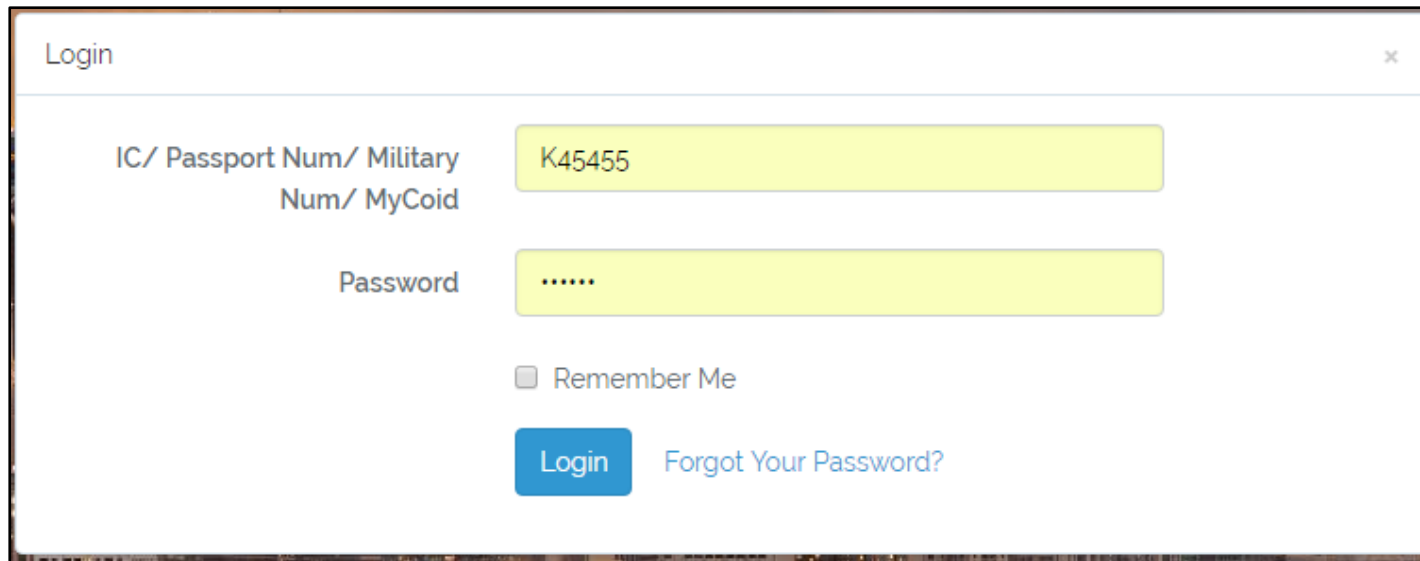
A screenshot of a web browser window displaying a login form. The window has a title bar with the text "Login" and a close button (X). The form contains two input fields: the first is labeled "IC/ Passport Num/ Military Num/ MyCoid" and contains the text "K45455"; the second is labeled "Password" and contains six dots. Below the password field is a checkbox labeled "Remember Me". At the bottom of the form are two buttons: a blue "Login" button and a blue "Forgot Your Password?" link.

Image 2: E-Membership login page

3. Membership Application

1. Login into the system.
2. For first time registration, after login you will be automatically directed to the application page.
3. Fill in all the required information.

New Application

Status

Name *

XYZ Integrated (M) Sdn Bhd

MyCoid *

K45455

If you are an ex-member, kindly state your membership number

Nature of Business*

Engineering consultant

Place of Registration*

Kuala Lumpur

Date of Registration*

11/03/2010

Address*

Level 17 Menara Great Eastern

No. 303, Jalan Ampang

Postcode*

50450

City *

Kuala Lumpur

State *

Wilayah Persekutuan Kuala L

Tel (O)

03-42642600

Fax

03-42642682

Email *

admin@xyzintegrated.com.my

Image 3: E-Membership application form page

Field marks with * is mandatory.

4. For Postcode, select the postcode at the City and State fields will be automatically fill up.
5. Maximum three (3) nominees are allowed for each application.

Member						
Name*	No. IC/ Passport/ Military Num *	Designation	Email*	Tel (HP)	Area of contribution	Detail
Hazmir Bin Hashi	801121175677	Safety and Mana	hazmir@xyzinter	0199998765	Lecture ▼	Safety Managem
Chean Kean Boo	850604045719	Safety and Mana	keanboon@xyzin	0134423883	Others ▼	Attend Seminar d
					Lecture ▼	

Image 4: Nominee table

6. For certification table, click the + icon tu add new row or – icon to delete row.

Certification				
Certification of Certified System	Certificate Number	Certificate expiry date		
MS/LO OSH-MS ▼	MS34577	16/06/2020	+	-
▼		dd/mm/yyyy	+	-

Image 5: Certification table

7. For Attachments, click + icon to add more documents and – to delete document.
8. Tick ☐ at the bottom part of the page before clicking Save or Submit button.
9. Clicking the Save button means that the information filled will be marked as Draft and is yet to be submitted for approval. When the information is marked as Draft, you can still edit the information until it is submitted for approval.
10. You will be redirected to Homepage.

Application							
Num.	Application Date	Status	Membership Num	Membership Expiry Date	Name	Remark	Action
1	2018-05-12	Draft			XYZ Integrated (M) Sdn Bhd		Show Edit

Image 6: Homepage after Save

11. Clicking the Submit button means that the form will be sent to NIOSH for approval and is marked as New Application.
12. Upon clicking the Submit button, a pop up message

'We declare that the facts stated in this application form and the accompanying information are true and correct and that we have not withheld/ distorted any material facts. We understand that if we obtain the approval status by false or misleading statements, NIOSH may, at its discretion withdraw the approval status immediately.'

will appear. Click OK to confirm submit your membership application or Cancel.

13. You will be redirected to the Homepage.

Application							
Num.	Application Date	Status	Membership Num	Membership Expiry Date	Name	Remark	Action
1	2018-05-12	New Application			XYZ Integrated (M) Sdn Bhd		Show

Image 7: Homepage after Submit

4. Membership Payment and Upload Proof of Payment

1. Once the secretariat has checked and approved your application, you will received an email notification from NIOSH indicating:

'Application SUCCESS. Please proceed payment as attached Payment Advice.'

2. You will also received a Payment Registration Letter via email.

Ruj. Kami	: NIOSH/01-07/BMD//M- Corp/May2018/C0013
Tarikh	: 12-May-2018
 XYZ Integrated (M) Sdn Bhd Level 17, Menara Great Eastern No 303, Jalan Ampang 50450, Kuala Lumpur Wilayah Persekutuan Kuala Lumpur	
U/P : Azmir Bin Hashim	
1. Hazmir Bin Hashim, Safety and Management Executive 2. Chean Kean Boon, Safety and Management Executive 3. ,	
Tuan/Puan	
PER : PERMOHONAN KEAHLIAN KORPORAT NIOSH	
Saya dengan hormatnya merujuk kepada perkara di atas.	
Sukacita dimaklumkan bahawa Mesyuarat Lembaga Pengarah NIOSH yang bersidang pada 12 05 2018 telah meluluskan permohonan syarikat Tuan/Puan sebagai Ahli Korporat NIOSH.	
Oleh yang demikian, syarikat Tuan/Puan adalah layak untuk menikmati faedah-faedah yang ditawarkan kepada ahli-ahli NIOSH. Walau bagaimanapun, keahlian Tuan/Puan hanya akan diaktifkan setelah pembayaran yuran dibuat. Jumlah bayaran yang perlu dibuat adalah seperti berikut :	
Yuran Pendaftaran Masuk	1,200.00
Yuran Tahunan 2018	300.00
	RM 1,500.00

Image 8: Payment Registration Letter

3. Login into the system.

4. You will see the summary for you membership application and it status.

Application							
Num.	Application Date	Status	Membership Num	Membership Expiry Date	Name	Remark	Action
1	2018-05-12	Payment			XYZ Integrated (M) Sdn Bhd		Show Print Payment Advice Pay Now Upload Proof Of Payment

Image 9: Dashboard with status 'Payment'

5. Make sure the status is Payment in order for you to make Payment and Upload the Proof of Payment.

6. Click Print Payment Advice to print the Payment Advice.

5/12/2018 NIOSH E-Membership

NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY & HEALTH
Institut Keselamatan & Kesihatan Pekerjaan Negara (243042-U)
KEMENTERIAN SUMBER MANUSIA
Lot 1, Jalan 15/1, section 15, 43650 Bandar Baru Bangi, Selangor Darul Ehsan
Tel : 03-8769 2100 Fax : 03-8926 8037 <http://www.niosh.com.my>
No. GST : 000686817280

Reference No : (C0013-2018) Date : 12-05-2018

To XYZ Integrated (M) Sdn Bhd
Level 17, Menara Great Eastern
No 303, Jalan Ampang
50450, Kuala Lumpur
Wilayah Persekutuan Kuala Lumpur
Attn :Azmir Bin Hashim

**PAYMENT ADVICE
(THIS IS NOT TAX INVOICE)**

No	Description	Quantity	Price	Total Price
1	Entrance fee	1	1128	1128
2	Yearly Fee	1	282	282
Sub Total				1410
(*) GST@6%				90
Total				1500

Note :
1. Please cite this payment advice reference number when making payment
2. Tax invoice will only be issued after full payment has been made
3. Please cross your cheque and made payable to : NIOSH
4. Personal cheque will not be accepted
5. Please upload proof of payment to NIOSH e-membership

NIOSH Account No. : NIOSH 5122 6840 2410 Maybank Bandar Baru Bangi.

Image 10: Payment Advice

7. Click Pay Now and a window to make Payment will be open.

8. Select Bank at the botton for the payment page and click Submit. You will be redirected to the selected bank page.

Pay Now

C0013

12/05/2018

Sila pilih saluran bayaran | Please select payment channel :

FPX

MasterCard

VISA

- Select Bank -

☒ By clicking on the "Bayar"

button below, you agree to FPX's [Terms and conditions](#)

Submit

Image 11: Pay now page

9. Close the page after making payment. Click Upload Proof of Payment.

10. Select the payment method and upload the proof of payment. Click Submit.

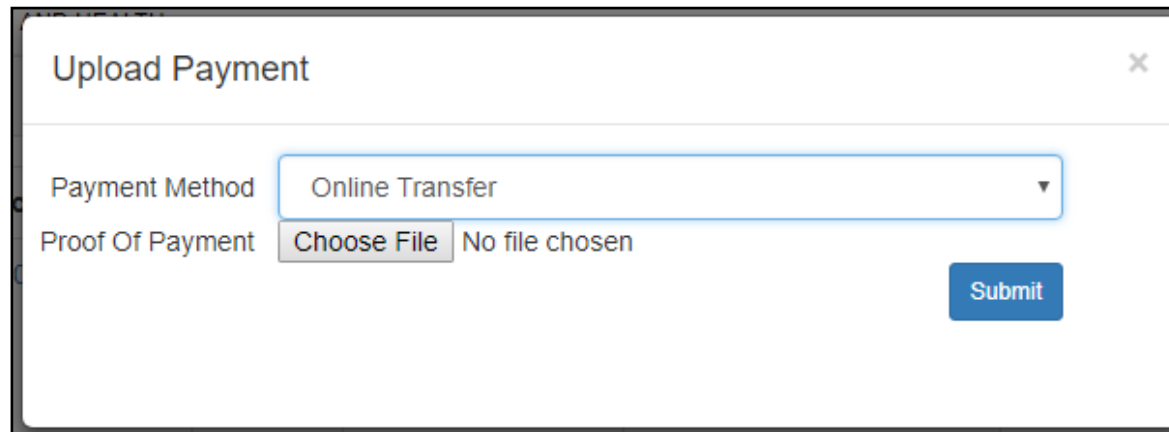
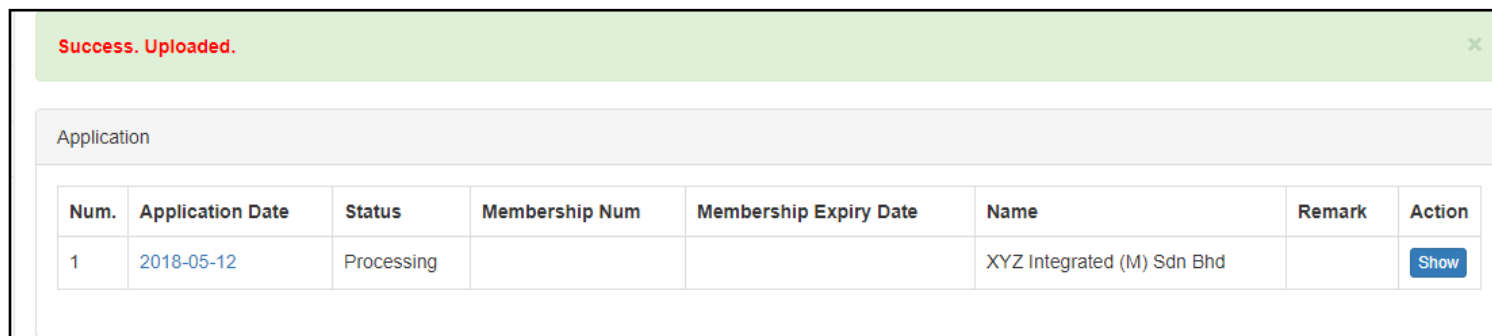


Image 12: Upload proof of payment page

11. Upon clicking submit, you will be redirected to the Dashboard. Your application status now is Processing.



Success. Uploaded.

Application							
Num.	Application Date	Status	Membership Num	Membership Expiry Date	Name	Remark	Action
1	2018-05-12	Processing			XYZ Integrated (M) Sdn Bhd		Show

Image 13: Dashboard Processing status

5. Print Membership Card

1. Once the secretariat has checked and approved your payment, you will received an email notification from NIOSH indicating
'Your application has been approved. Your membership card is now available.
2. Login into the system.
3. You will see the summary of your membership application and it status.
4. Make sure the status is Active in order for you to get your membership card.

Application							
Num.	Application Date	Status	Membership Num	Membership Expiry Date	Name	Remark	Action
1	2018-05-12	Active	C0013	31/12/2018	XYZ Integrated (M) Sdn Bhd		Show Print Card Renewal

Image 14: Dashboard Active status

5. Click Print Card. The printing page will open.



Image 15: Membership Card

6. Print Payment Receipt

1. Once your payment for new membership application or membership renewal application has been approved, you can print your receipt of payment only if the secretariat upload the receipt into the system.
2. Login into the system. Dashboard page will open.
3. Click of Payment History menu on the left side of the system. Payment History page will open.

Payment History							
Searching		Transaction Date/Name/Payment Details			Go		
No.	Transaction Date	Payment Details	Method	Status	Update By	Amount (RM)	Action
1	25/05/2018	Renewal	Online Transfer	Success	Admin	300.00	Print Payment Advice Print Receipt
2	25/05/2018	New Application	Online Transfer	Success	Admin	600.00	Print Payment Advice

Image 16: Payment History page

4. Click on Print Receipt to print Receipt of Payment.