



**NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH
(NIOSH)**

**USER MANUAL
E-MEMBERSHIP REGISTRATION**

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Document History

(a) Release Status

Version	Date	Description	Issue
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(b) Revision History

Next Revision Date:

Revision Number Issue	Revision Date	Summary Of Changes	Marker

(c) Distribution

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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

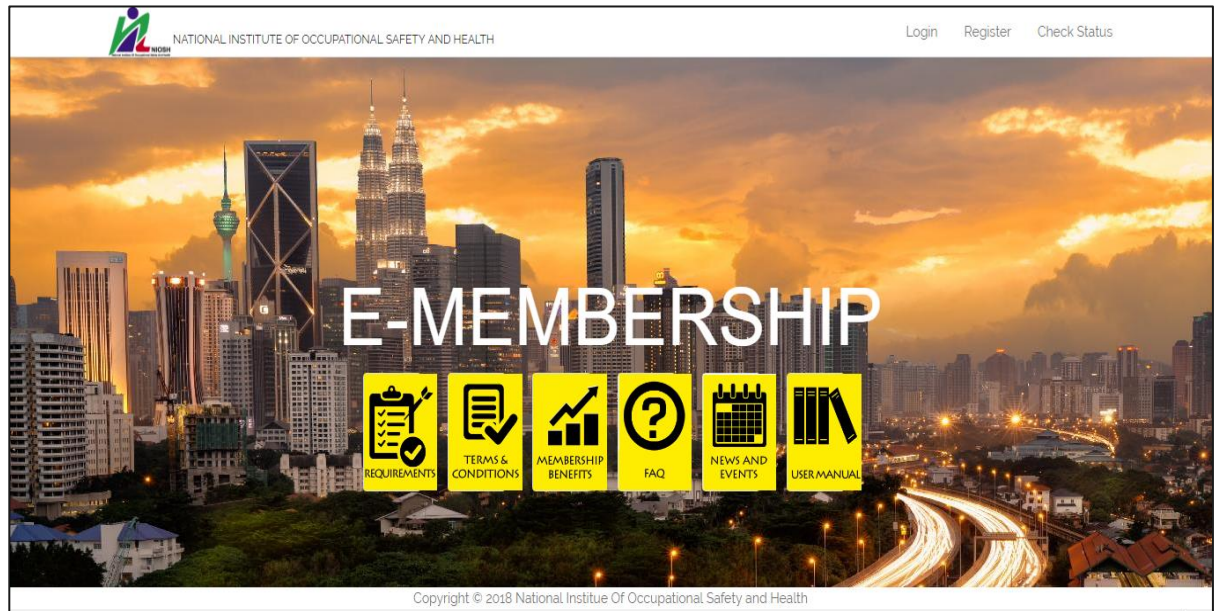


Image 1:E-Membership homepage

2. Account Registration

1. Open the E-Membership application.
2. Click Register on the right top of the homepage.
3. Select type of application, Corporate or Individual.

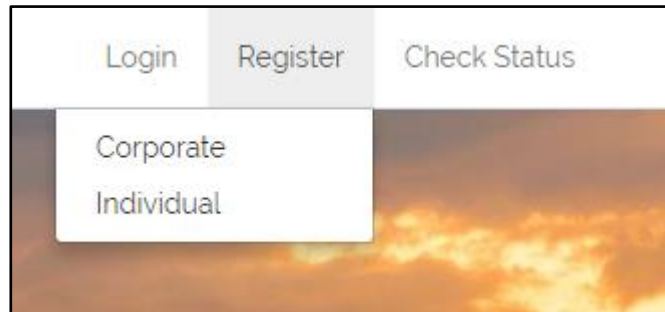


Image 2: Register menu

4. The registration page will open. Fill in all required informations. Click Register.

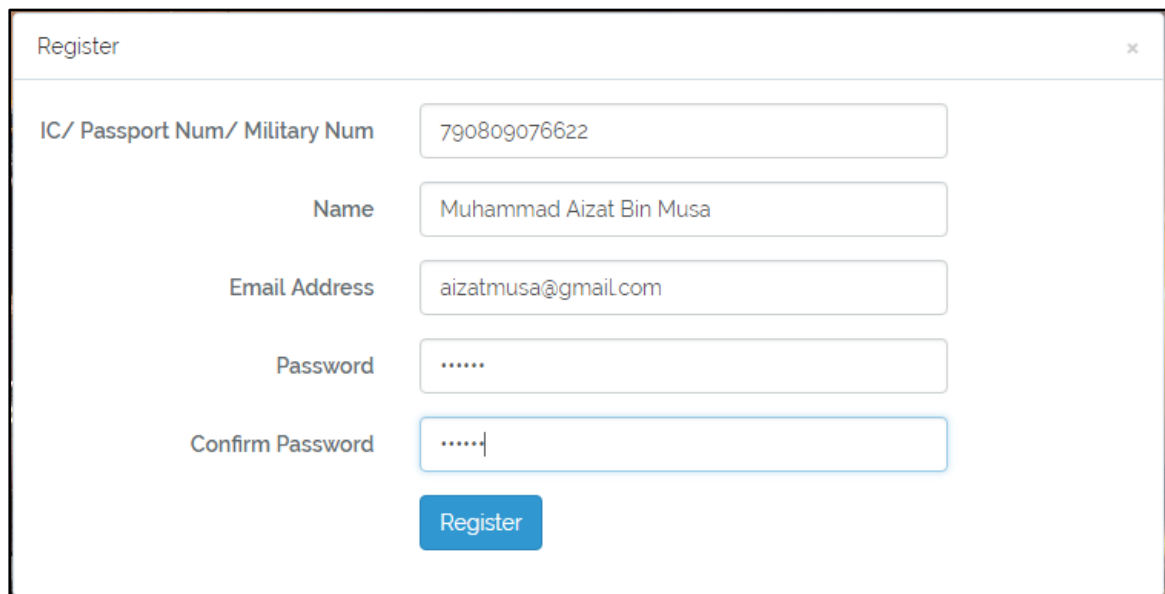
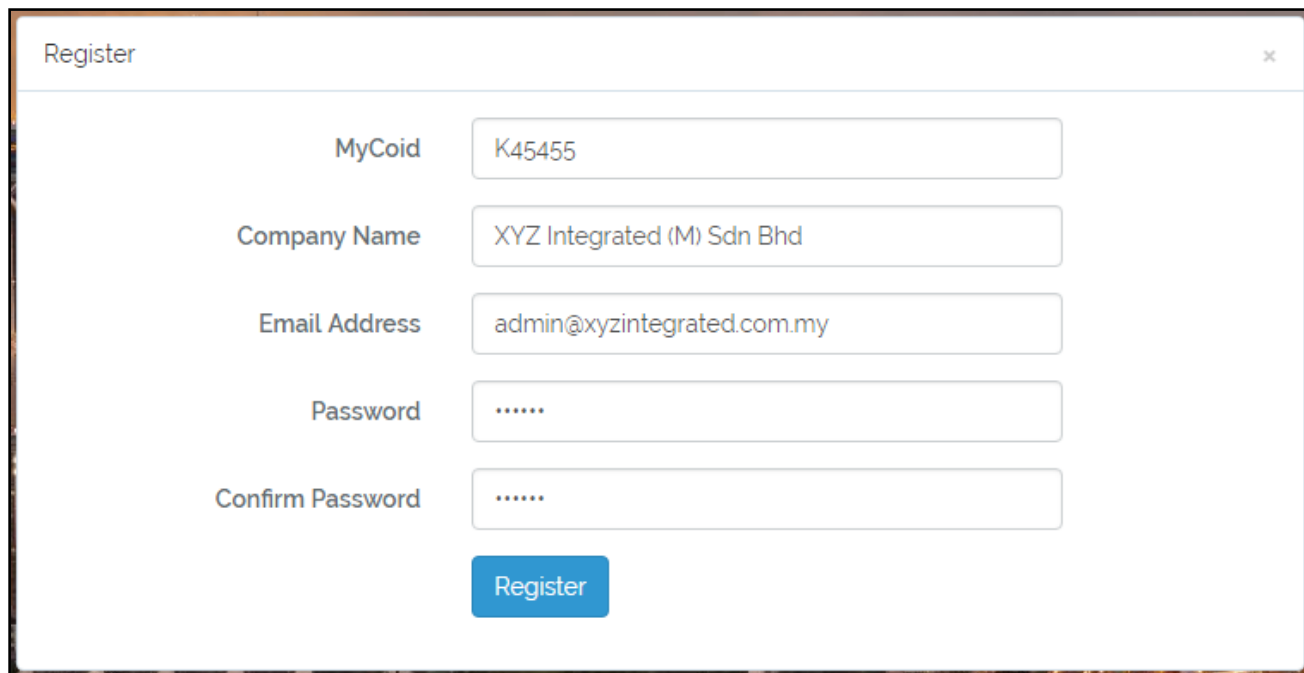
A screenshot of a web application's registration page titled 'Register'. The page contains several input fields for user information: 'IC/ Passport Num/ Military Num' with the value '790809076622', 'Name' with 'Muhammad Aizat Bin Musa', 'Email Address' with 'aizatmusa@gmail.com', 'Password' with masked characters '.....', and 'Confirm Password' with masked characters '.....'. A blue 'Register' button is positioned at the bottom of the form. The page has a clean, white background with a light blue border.

Image 3: Registration page for Individual Account

A screenshot of a web registration form titled "Register" in the top left corner, with a close button (X) in the top right. The form contains five input fields: "MyCoid" with the value "K45455", "Company Name" with "XYZ Integrated (M) Sdn Bhd", "Email Address" with "admin@xyzintegrated.com.my", "Password" with "*****", and "Confirm Password" with "*****". Below these fields is a blue "Register" button.

MyCoid	K45455
Company Name	XYZ Integrated (M) Sdn Bhd
Email Address	admin@xyzintegrated.com.my
Password	*****
Confirm Password	*****

Register

Image 4:Registration page for Corporate Account

Make sure to give an active email address as your account activation link will be send to your email.

5. Message 'Success. This account must be activated. The activation link has been sent to your email address.' will appear on top of the page.

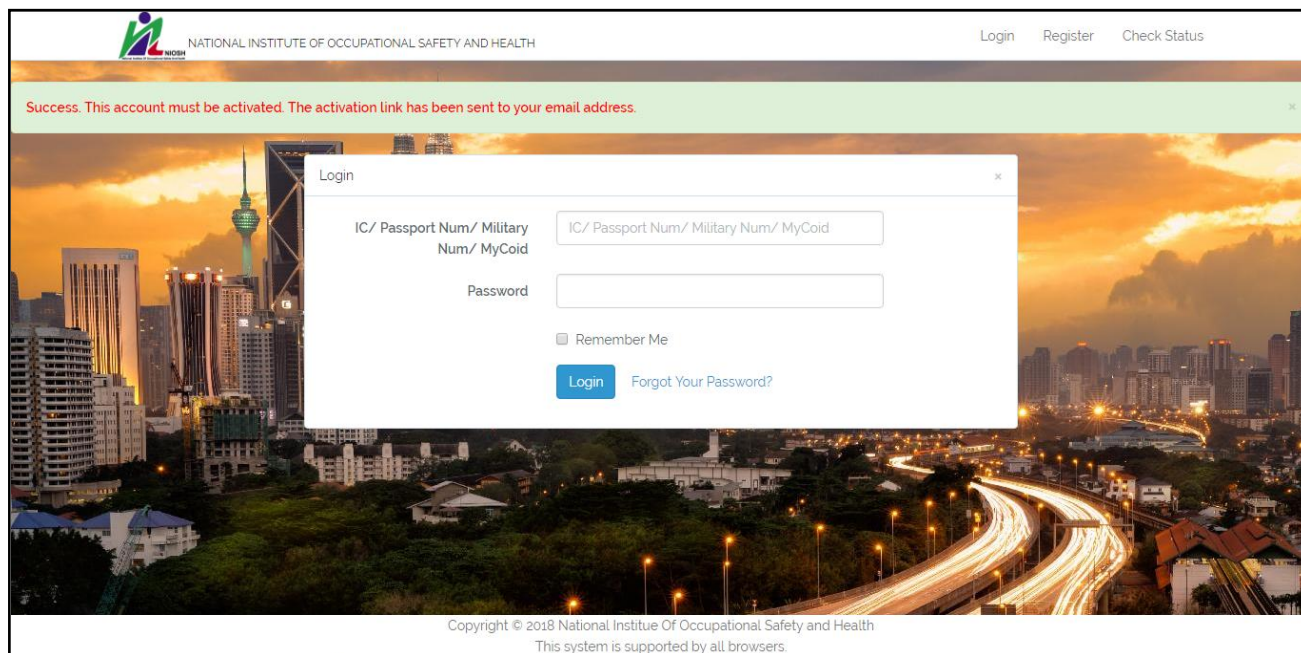


Image 5: Notification for account activation

6. Open your email account. You will received an activation email such as follow.

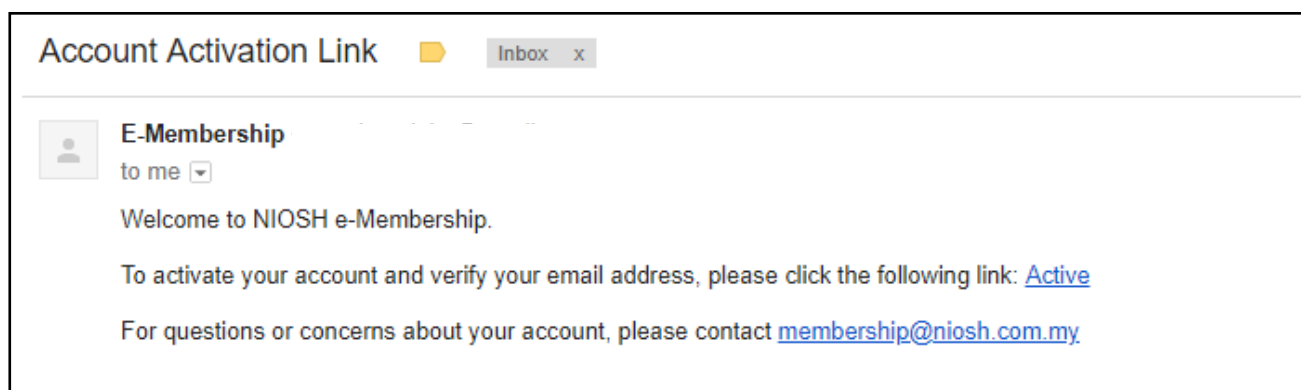


Image 6: Email for account activation

7. Click Active to activate your E-Membership account.

8. You will be automatically directed to E-Membership login page. Message 'Success. Your e-membership account has been activated.' will appear on top of the login page.

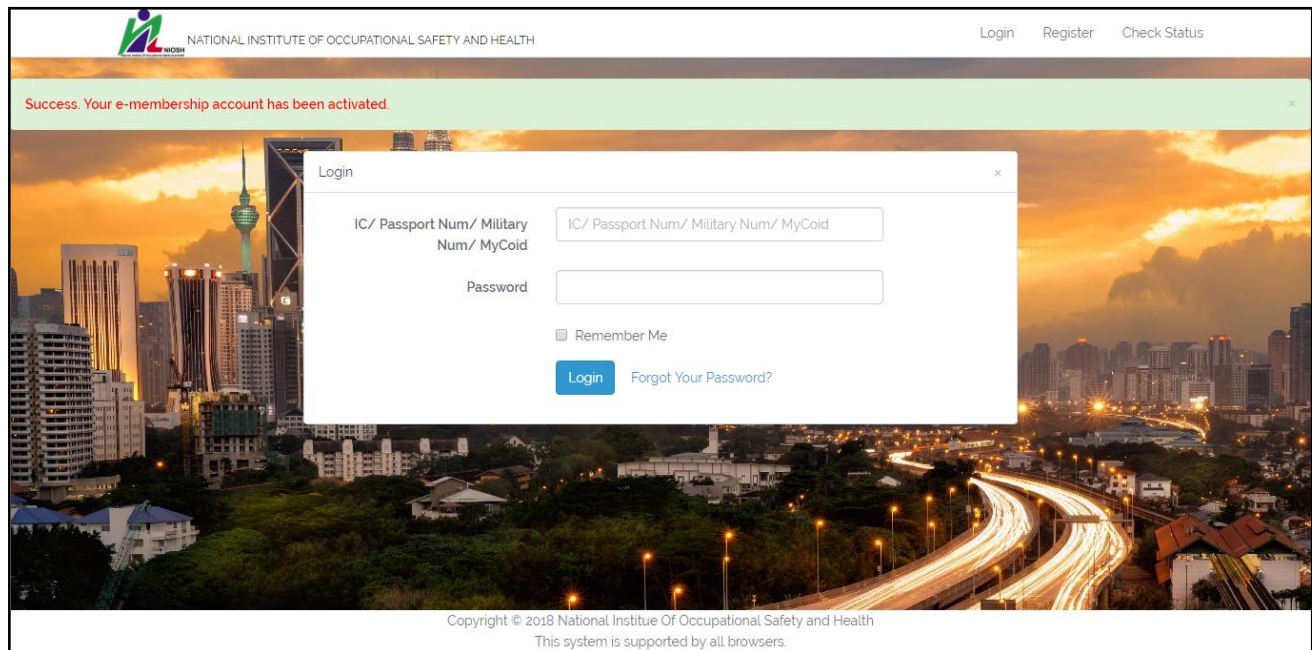


Image 7:Account activated notification

9. User can now login into the system using MyCoid for Corporate Account or IC/ Passport Num/ Military Num for Individual Account and password entered during registration.