MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

USER GUIDE

Online Payment &

Digital Certificate Registration

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CHAPTER 1 INTRODUCTION

This user manual will walkthrough the process of MIDA Payment Channel. Please refer the step-by-step instructions with illustrations to assist you understand further.

1.1 INTENDED USER

This user manual is targeted for:

- Company (Business User)
- MIDA Staff
- Ex-MIDA Staff
- Public

1.2 WEB BROWSER

Best viewed using Google Chrome at screen resolution of in 1920 x 1080 pixels.

1.3 URL

https://mpaychannel.mida.gov.my/

1.4 COMMON FIELDSAND DEFINITIONS

No.	Field	Description
1	Textbox	A box that allows user to enter information. Usually, it has characters limit.
		Authorised Person *

No.	Field	Description
2	Button	An item that allows user to click and it will respond according to its purpose; usually denoted as the button's name.
		Cancel
3	Radio Button	A selection features that allows the user to choose only ONE option from the data sets. Usually, it is round shaped.
		Account Type* 3 Company MIDA Staff
		Ex-MIDA Staff Public
4	Checkbox	A selection features that allows the user to check/uncheck multiple options from the data sets. Usually, it is box shaped.
		 JUALAN BUKU- ONLINE- INVESTMENT PERFORMANCE REPORT (IPR) (RM 60) BOOKS No Remarks Details Remarks Details
		□ JUALAN BUKU-HARDCOPY - INDUSTRIAL BUILDING SYSTEM (IBS) (RM120)
		BOOKS No Remarks Details Remove item
5	Dropdown	A feature that allows user to select a value from a series of option. Usually when user click a dropdown, a list of options will be display vertically, and user may select one value from the list.
		Manages Agency MiDA

No.	Field	Description
6	Calendar	A feature that allows user to select a date from a calendar and/or time from a time range.
		01/12/2022
		December, 2022 - 1
		S M T W T F S
		27 28 29 30 1 2 3 4 5 6 7 8 9 10
		11 12 13 14 15 18 17
		18 19 20 21 22 23 24 25 26 27 28 29 30 31
		1 2 3 4 5 6 7
		Clear Today
7	Success Message	A message that is display once an action taken was successful. It displays √ in green colour.
		ок
8	Error / Failure Message	A message that is display once an action taken was failed. It is display in red colour.
		Old password is incorrect.

CHAPTER 2

2.1 MIDA ONLINE PAYMENT

2.1.1 PREPARATION OF DOCUMENT BEFORE REGISTERING / BUY CERTIFICATE

This facility is to register user to use MIDA Online Payment. There are several types of account for user to register as listed below:



> Company user – to buy digital certificate.

For company users that buy digital certificate, only one time registration is required, and the certificate is valid for two (2) years.

Before proceeding to register certificate please scan/save document in pdf format and keep in user PC/Laptop first. These documents are needed during the registration of certificate.

- IC authorized person (manager IC)
- Authorized letter (please refer sample below)
- Payment slip / receipt (refer 2.1.2 on how to do payment)
- > MIDA Staff to enquiry open or miscellaneous items and make payments.
- > Ex-MIDA Staff to enquiry open or miscellaneous items and make payments.
- > Public to enquiry open or miscellaneous items and make payments.

Sample of Authorized Letter



2.1.2 LOGIN

For those who already had an account can proceed to login page or else can register new account as shown in 2.1.3 Register New Account.

MIDA Payment Channel Portal is an internet-based payment gateway that allows real-time payments for online purchases of products, services or bill payments using FPX service.

Browse the official **MIDA Payment Channel Portal website** which can be access via URL: <u>https://mpaychannel.mida.gov.my/</u>



• STEPS

i. LOGIN ACCOUNT

a. Click button at the top of the page to proceed to Login Page. Then, page as shown in the next page will be displayed.

MIDA		
Sign into your ac	count	
Email Address		
	8	
Password		
	19	
🗆 Remember me		
	Login	
Forgot Yo Ri	our Password? egister	
Ver	sion: 10.0	

- b. Enter **Username** and **Password** into the Login Information.
- c. Click the **Login** button to proceed to the next level. If user forgot the password, please refer next page.

ii. FORGOT YOUR PASSWORD

Sign into your account Email Address	Res	et Password
3	Step 1. Confirm Email	Step 2. Choose New Password
Password	5 it I I	
<i>B</i>	E-mail adaress	
🗆 Remember me		
Login	Send	Password Reset Link
Forgot Your Password? Register Version: 1.0.0		Login / Register

- a. Click on Forgot Your Password then enter registered **email address** (must use email that has been registered).
- b. Click Send Password Reset Link button.
- c. An email notification will be sent to your email address.

2.1.3 REGISTER NEW ACCOUNT

• STEPS

i. CREATE AN ACCOUNT

The user must create their email address and password for the first time to get the account activate. Please follow below steps:

```
a. Click Register or Register link at the login page.
```

Account Type* 0		Address 1*	
O Company			
MIDA Staff		Address 2*	
Ex-MIDA Staff			
Public		tekinase 3	
Authorised Person *		Address 3	
	1		
Envoil Artriass *		Poscode*	
Ennan Madrices			
		City*	
Password *			-
	195	State*	
Confirm password *		Choose Stote	
	95	Country*	
Mobile Number* (as course)		Choose Country	
and and the there is a constantly		SSM Document * (restances and - star part) *	
	-	Choose File No file chosen	
Company Name *			
		Coptcha*	
Company Registration Number"	without sprints/sprints/	tdcteq	
		Enter Captcha	

b. Choose Account Type for as shown below:

ii. COMPANY

a. Select Company for Account Type

Company			10.000
Company			1
MIDA SIGR		Ackfress 2*	
D Ex-MIDA Staff			
_ Public			
Authorised Person *		Address 3	
	4	Poscode*	1.0
Email Address *			1
		City*	
Password *			1
	8	State*	
Confirm password *		Choose State	÷.
	8	Country*	
Mobile Number* (apazama)		Choose Country	÷.
		SSM Document * (PD turnet ony - Vest 200)*	
Company Name *		Choose File No file chosen	
		Captcha*	
Company Registration Number* (Stationary)	riskat syrritati@spatics]	jP9bdC 😐	
		Totar Contribo	
		printer scoll/Fiel/Hé	
Required Helds" I have read and understood MIDA Priva	icy Policy and Tern	ns & Conditions.	
	MDA	Register	

Company Registration

- b. Fill out all the empty fields. The fields with asterisk (*) are required.
- c. Tick the checkbox below before clicking register button.



Login

e. Once registered, you will be redirect to page as shown below. Click button to use the system.

Malaysian Investment Development Authority



	MIDA	
	MIDA	
	Services for MIDA	
	Apply to view services for MIDA	
f. Fill the	empty fields and click	
	Apply for BayarNow Services for MIDA	Bac
	Please confirm your details below:	
	Name	
	NORHASRIN KATUK	
	E-mail address	
	norhasrin@mda.com	
	Company Name	
	SHELL SON BHD	
	Company Registration Number	
	1000217	
	Current Position *	
	What position are you currently holding inside the company?	
	Mobile Number *	
	0196352709	
	A representative from MIDA may need to contact you for further verification.	

g. Once the page is shown as in the next page, you will receive email notification

and can access the MIDA page. Then click button to redirect to Service Page.



Apply for BayarNow Services for MIDA

You now can access MDA page. Please click back button.

iii. MIDA STAFF

a. Select MIDA Staff for Account Type.

Company			1
O MIDA Stoff		Address 2*	
C Ex MIDA Staff			
) Public			7
Staff Name *		Address 3	
	1.20		1
	A.	Poscode*	
Email Address *			1
	25	City*	
Password *			1
	Ø	State*	
Confirm password *		Choose State	
	Ø	Country*	
Mobile Number [*] (ng nasimita)		Choose Country	•
		Captcha*	
IC Number* (ing monococitix)		ipqbd(.	
	80		
Staff Number'*		Enter Captcha	
	-		
Required Fields*			
I have read and understood MIDA Pr	ivacy Policy and Tem	is & Conditions	
	and the sector as a sector of		
	MIDA	kegister	

MIDA Staff Registration

Forgot Your Password? Login

- b. Fill out all the empty fields. The fields with asterisk (*) are required.
- c. Tick the checkbox below before clicking register button.

I have read and understood MIDA Privacy Policy and Terms & Conditions.

- d. Click MIDA Register button.
- e. Once registered, you will be redirect to page as shown below. Click Apply button to use the system.





view services for MDA

Back



Apply for BayarNow Services for MIDA
Please confirm your details below:

Apply

Harris
E-mail address
n
Current Position *
osition are you currently holding inside the company?
Mobile Number *
e from MIDA may need to contact you for further verification.

g. Once the page is shown as in the next page, you will receive email notification

Back

and can access the MIDA page. Then click button to redirect to Service Page.



abbit to buy of the most

You now can access MDA page. Please click back button.

iv. EX-MIDA STAFF

a. Select Ex-MIDA Staff for Account Type.

		Address P	
) Company			1
) MIDA Stoff		Address 2*	
Ex: MIDA Staff			4
] Public		Address 3	
Registered Person *		i i i i i i i i i i i i i i i i i i i	
	1		1
Email Address *		Postude	
	3		7
Processorial +	TI Sector	Gity	
-ussivoru			1
	3	State*	
Confirm password *		Choose State	•
	8	Country*	
Moble Number" («prodesta)		Choose Country	•
		Captcha*	
C Number* (sg.tip(b(b(t)))		ipqbdC •	
		Enter Captcha	

Individual (Ex-MIDA) Registration

- b. Fill out all the empty fields. The fields with asterisk (*) are required.
- c. Tick the checkbox below before clicking register button.

I have read and understood MIDA Privacy Policy and Terms & Conditions.

- d. Click MIDA Register button.
- e. Once registered, you will be redirect to page as shown below. Click Apply button to use the system.



Book

g. Once the page is shown as in the next page, you will receive email notification

Back

and can access the MIDA page. Then click button to redirect to Service Page.



Apply for BoyarNow Services for MIDA

You now can access MIDA page Please click back button.

v. PUBLIC

a. Select Public for Account Type.

Account Type* 0		Acktress 7	
Company			1
) MIDA Staff		Address 2*	
Ex MIDA Staff			1
Public			7
Registered Person *		Address 3	
			1
		Poscode*	
mail Address *			1
	25	City*	
Assword *			1
	8	State*	
Confirm password *		Choose State	
	8	Country*	
Aobile Number* (vg.novemi)		Choose Country	+
		Capteha*	
C Number* (ag toomtarino)		ipabdf.	
		JEROW	
		Enter Captona	

Individual (Public) Registration

- b. Fill out all the empty fields. The fields with asterisk (*) are required.
- c. Tick the checkbox below before clicking register button.

I have read and understood MIDA Privacy Policy and Terms & Conditions.

- d. Click MIDA Register button.
- e. Once registered, you will be redirect to page as shown below. Click Apply button to use the system.



MIDA Services



f. Fill the empty fields and click



Apply for BayarNow Services for MIDA Back
Please confirm your details below:

	Name
Aina A	lbdul
	E-mail address
ainaA	bdul@yahoo.com
	Mobile Number *
A	representative from MIDA may need to contact you for further verification.
	Apply

g. Once the page is shown as in the next page, you will receive email notification

Back

and can access the MIDA page. Then click button to redirect to Service Page.



You now can access MDA page. Please click back Button.

2.1.4 SERVICE PAGE

At the top of the page contains the navigation bar which list such as

i. HOME PAGE

a. Click or Service button to redirect to Service Page as shown

below.





For Account Type: **Company, MIDA Staff** and **Ex-MIDA Staff** there are 4 Services listed such as:

- Miscellaneous
- Open Items
- Invoices
- Your Statement



For Account Type: Public there 1 Services listed such as

• Miscellaneous



MIDA Services



ii. CART PAGE

a. Click button to redirect to Cart Page as shown below. This page will display all your items in the cart.



iii. TRANSACTIONS HISTORY PAGE

a. Click **Transactions** button to redirect to Transaction History Page as shown in the next page. This page will display all the transaction that you have made.

MI)Λ					Service	Яc	art 🗿 Tran	isactions	NORHASRIN KATUK
			B	ayarNow Transaction	s				
Show 10 ¢ entrie	'S						Search:		
Payment Date 1	Service	Reference Number	ţ.	Document Reference	Receipt Number	-11	Amount	Status	- 1J
				No data available in table					
Showing 0 to 0 of 0	entries							Previou	s Next

iv. MY ACCOUNT PAGE

a. To see your details, click My Account button in the dropdown as shown below.



b. My Account Page display as shown in the next page.

8				
Authorised Person		Address		
NORHASRIN KATUK		SHELL SON BHD LOT	1	
mail Address		Address 2		
hasrin@yahoo.com		JALAN MESRA		
Registration Number		Address 3		
10000				
vobi <mark>le N</mark> umber		Poscode		
44442222		57200		
		City		
		KUALA LUMPUR		
		State		
		WP KUALA LUMPUR		
		Country		
		MALAYSIA		
Change Password				
Old password	New password		Confirm password	

- c. To change your password, scroll to the end of the page until page as shown below is display. Then fill out all empty fields and click Change Password to proceed.
- d. Click ^{Concel} to discard changes.

v. LOGOUT

a. To logout from your account, click Logout button as shown in the next page, and you will be redirect to home page.



• SERVICES STEPS

i. MISCELLANOUS

 a. Click on Miscellaneous button as shown below to make payment such as DigiCert, E-Stats Data, etc.



Malaysian Investment Development Authority

MIDV		Service 🕅 Cart 🧿	Transactions	NORHASRIN KATUK
	Payment Details : Miscell	aneous		
	Company Name			
	SHELL SDN BHD			
	Company Registration No			
	1000217			
	Registered Person / Name			
	NORHASRIN KATUK			
	Type of Payment*			
	YURAN PENYERTAAN / PARTICIPATION FEE		÷	
	Payment Details 0			
	FEES			
	Amount (RM)*			
	60.00			
	Remarks			
			1	
	Cancel	Add to ca	Int Pay	

Example on Type of Payment available

Type of Payment*	
Choose payment type	¥
Choose payment type	
YURAN PENYERTAAN / PARTICIPATION FEE	
JUALAN BUKU / BOOK SALE	
TAJAAN / SPONSORSHIP	
SIJIL DIGITAL / DIGITAL CERTIFICATE	
LAIN - LAIN / OTHERS (NOT FOR DIGITAL CERTIFICATE SERVICE)	
DOKUMEN TENDER / TENDER DOCUMENT	
PULANGAN VAT / VAT REFUND	
DATA E-STATS	

- b. Page as shown above will be displayed, then, fill out all the empty fields and can choose whether to:
 - i. Click Add to cart T button to add payment in the cart.

🏋 Cart 🕕

ii. Your cart on the top of page will be updated as shown below.

iii. Then click the

🃜 Cart በ

button to see your cart page as shown below.

MIN	Service 🏹	Cart 1 Transactions 😧 NORHASRIN KATUK
(1) Items in your cart		Cart Summary
	1 MYR 60.00	Total MYR 0.00
No Remarks Details		* Checkout
← Continue shapping		Support
		+603 2267 3633

iv. Click the checkbox down which items that you want to pay. Then click 📜 Checkout button to proceed to payment process.

** Please note that user can only make payment for Open Items & Invoices or Miscellaneous separately. For example, if checkbox for Miscellaneous are checked, the checkbox for Open Items & Invoices are disabled to be checked.

Customer Informations	5	Item Details		
Customer Name NORHASRIN KATUK	Customer Email hasrin@yahoo.com	Item	Quantity	Price (MYR)
	IESDA	YURAN PENYERTAAN / PARTICIPATION FEE -	1	12.00
57200, KUALA LUMPUR, WP KU LUMPUR, MALAYSIA	ALA	Total		MYR 12.00
		Cancel		Pay

- Click Pay button to redirect to payment process. v.
- Cancel button to cancel your payment and user will redirect to Click vi. Service Page.

ii. OPEN ITEMS

a. Click on Open Items button as shown below to display all outstanding billing that is to be paid.



b. Page as shown below will be displayed if there is data.

Λ		-		Service 🔭 Cart	Transaction	
			MIDA			
		Services for M Display all outst	IDA :: Open I anding billing I	ltems to be paid		Back
Show	10 ¢ entries			Search	nt	
-	21/11/2022	1000 1000 1000 1000 1000 1000 1000 100	52.50	Open Amount 11 52.50	View Pay A	ad T
	21/11/2022	22120102	52.50	52.50		
					View Pay A	dd 🕱
	22/11/2022	22120303	40.00	40.00	View Pay A	da 🕱
	22/11/2022 22/11/2022	22120303 22120904	40.00 52.50	40.00	View Pay Av	da 🛒

Meanwhile, if there is no data, the page will be displayed as shown in the next page.

MIM	Service 💘 Cart 👔 Transactions 🛕 NORHASRIN KATUK
Services for MIDA	: Open Items Back
Display all outstandi	ing billing to be paid
Show 10 • entries	Search:
- Document Date 1. Invoice Number	1: Amount 1: Open Amount 1: - 1:
No data ava	iable in table

- c. To make payment for the Open Items, user can choose whether to:
 - i. Click Add T button to add the payment in the cart.

** Button will be disable if the item already in the cart.

🛱 Cart 🙋

ii. Your cart on the top of page will be updated as shown below.



Then click the

iii.

button to see your cart page as shown below.

(2) Items in your cart		Cart Summary
9 YURAN PENYERTAAN / PARTICIPATION FEE	1 MYR 60.00	^{Total} MYR 0.00
No Remarks Details		T Checkout
0 22110901	1 MYR 52.50	Support
Tremove item		J +603 2267 3633

** Please note that user can only make payment for Open Items& Invoices or Miscellaneous separately. For example, if checkbox for Open Items &Invoices are checked, the checkbox for Miscellaneous are disabled to be checked.

v. Click Pay button to redirect to payment process.

iii. INVOICES

a. Click on Invoices button as shown below to display all outstanding billing that is to be paid.



i. Page as shown below will be displayed if there is data.





Meanwhile, if there is no data, the page will be displayed as shown below.

- b. To make payment for the Invoices, user can choose whether to:
 - i. Click Add button to add the payment in the cart.
 - ** Button will be disable if the item already in the cart.
 - ii. Your cart on the top of page will be updated as shown below.



iii. Then click the cart shown below.

(3) Items in your cart			Cart Summary
D YURAN PENYERTAAN / PARTICIPATION FEE	Ĵ.	MYR 60.00	MYR 0.00
no Remove item	Ť.	MVD	W Checkaut
IRemove item		52.50	Support
= BI001021	1	MYR 45.00	Please contract with us if you have any questions.

** Please note that user can only make payment for Open Items & Invoices or Miscellaneous separately. For example, if checkbox for Open Items & Invoices are checked, the checkbox for Miscellaneous are disabled to be checked.

v. Click Pay button to redirect to payment process.

iv. YOUR STATEMENT

a. Click on Your Statement button as shown below to display user statements in pdf format.



2.1.7 HOW TO DO PAYMENT

Payment shall be made via Online MIDA Payment Channel.

MIDA Payment Channel Portal is an internet-based payment gateway that allows real-time payments for online purchases of products, services or bill payments using FPX service.

Browse the official **MIDA Payment Channel Portal website** which can be accessed via URL: <u>https://mpaychannel.mida.gov.my/</u>

- STEPS
 - a. From checkout page click button to make payment. The page then will display as shown below.

LEMBAGA PEMBANGUNAN PELABURAN MALAYSIA
MIDA SENTRAL NO.5 JALAN STESEN SENTRAL 5 KL
SENTRAL
50470 KL SENTRAL, KUALA LUMPUR, MALAYSIA
Tel: 60322632479 Fax: 60
URL: http://mida.gov.my
Email partner@kiplepay.com

Amount (MYR)	60.00	
Order ID	20220000000002	
Card Number	1234 1234 1234 1234	
cvv		0
Expiry Date	MM / YY	0
Cardholde	or Details - <i>[Optional]</i>	+
I here by agree with the <u>Terms of S</u> Please refer to merchant refund polic	ervice & Privacy Policy.	
Back	Pay Online	
owered By:		
RAZER		00

b. To choose your payment options click button. Page as shown below will be display.

SECURE ONLI	NE PAYMENT	Card Payment	« Payment Option
Card Payment	ØFPX	<mark>@ Maybank</mark> Maybank2u	CIMB Clicks
PBCBank.com	connect	RHBNow	BANKUSLAM
4 avoining	STOR Back Maintain	() BSN	AFFINBAN
allianceenline	AmOnline	HSBC 🔹	ylysfat Jypait Car Result Faces for Result Faces for
OCBC Bank	Standard S	# UOB	
Maybank2E	BizChannel@CIMB	PB Conkur B2B	
RHBNow (B2B	Deutsche Bark B2B	BANK (ISLAM B2B	HSBC 🐼
AmOnline B2B	FPX B2B	ALLIANCE BANK B2B	yinda Landrice Resultation has
OCBC B2B	(B2B)	Standard S B2B	# UOB
	AGRO BANK Lestra el bis Arte	GrobPay	Coost
支付宝	BNP PARIBAS B2B	AFFINMAX (828	citi Corporate
Si-biz RAKYAT B28	9 PB Enterprise B2B	HUOB Regional B2B	

- c. Payment Options steps:
 - i. Card Payment
 - Click button as your payment options. Page as shown in the next page will be display.

		LEME MID	BAGA PEMBANGU A SENTRAL NO.5 50470 KL SENTRA	JAAN PELABURA JALAN STESEN S IL, KUALA LUMPU Tet: 60322632 URL: <u>http</u> Email: <u>partner@</u>	ENTRAL 5 KL SENTRAL 5 KL SENTRAL JR, MALAYSIA 479 Fax: 60 (//mida.gov.my @kiplepay.com
SECURE	ONLINE PAYMEN	T B	Card Payment	Payment Op	otions 💌
	Amount (MYR)	60.00			
	Order ID	2022000000002			
	Card Number	1234 1234 1234 1	234		
	cvv			0	
	Expiry Date	MM / YY		0	
	Cardholde	r Details - <i>[Optio</i>	nal]	+	
I here by a Please re	agree with the <u>Terms of S</u> efer to merchant refund polic	ervice & Privacy F	olicy		
	Back	Pay On	line		
Powered By: RAZER				0	00
	R	azer merchant Services			
all	your	card	details	the	n
iere by agree w	ith the <u>Terms of Service</u>	& Privacy Policy	check	box befo	ore cli
ay Online	button to proc	eed to payr	nent gate	way.	

Click Back button to display previous page.

•

ii. FPX

•

Click

	FPX
--	-----

button as your payment options. Page as

shown in the next page will be display.

SECURE ONLINE PAYMENT	September 2015 Payment Options
Total (MYR)	60.00
Order ID	2022000000006
Name	NORHASRIN KATUK
Email	norhasrin@mda.com
Contact Number	0123641708
Payment Bank	Maybank2U 🗸
Description	4028
By continuing, y	you have read and agreed to the
Cancel	Pay Online Through FPX

- Fill all the details and choose your payment bank before clicking
 Pay Online Through FPX button to proceed to payment gateway.
- Click Cancel button to cancel the payment.
- iii. Other banking payment
 - Example: To pay using CIMB bank click **CIMB** *Clicks* button as your payment options. Page as shown in the next page will be displayed.

SECURE ONLINE PAYMEN	T CIMB Clicks « Payment Options 💌
Amount (MYR)	60.00
Order ID	2022000000006
Name	NORHASRIN KATUK
Email	norhasrin@mda.com
Contact Number	0123641708
Description	4028
By continuing, <u>Terms of</u>	you have read and agreed to the Service & Privacy Policy.
Pay O	nline via CIMB Clicks

• Fill all your details then click Pay Online via CIMB Clicks proceeds to CIMB Clicks page as shown below.

<page-header>

button to

d. When the payment is success, page as show below will be display.



f. Click

button to redirect to Service Page.