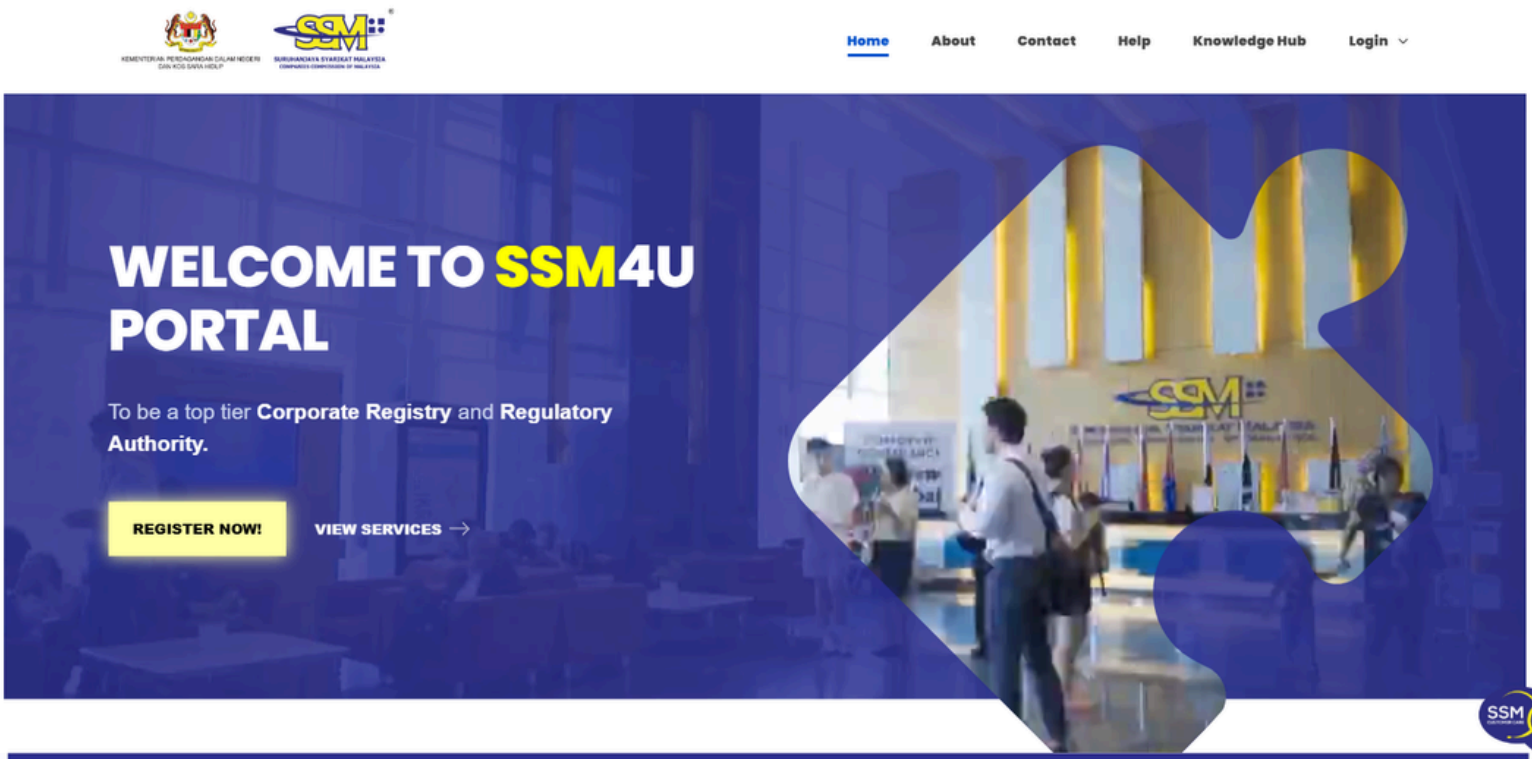
KEMENTERIAN PERDAGANGAN DALAM NEGERI
DAN KOS SARA HIDUP

SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

e-COMTRAC

PURCHASING E-CERTIFICATES THROUGH E-COMTRAC





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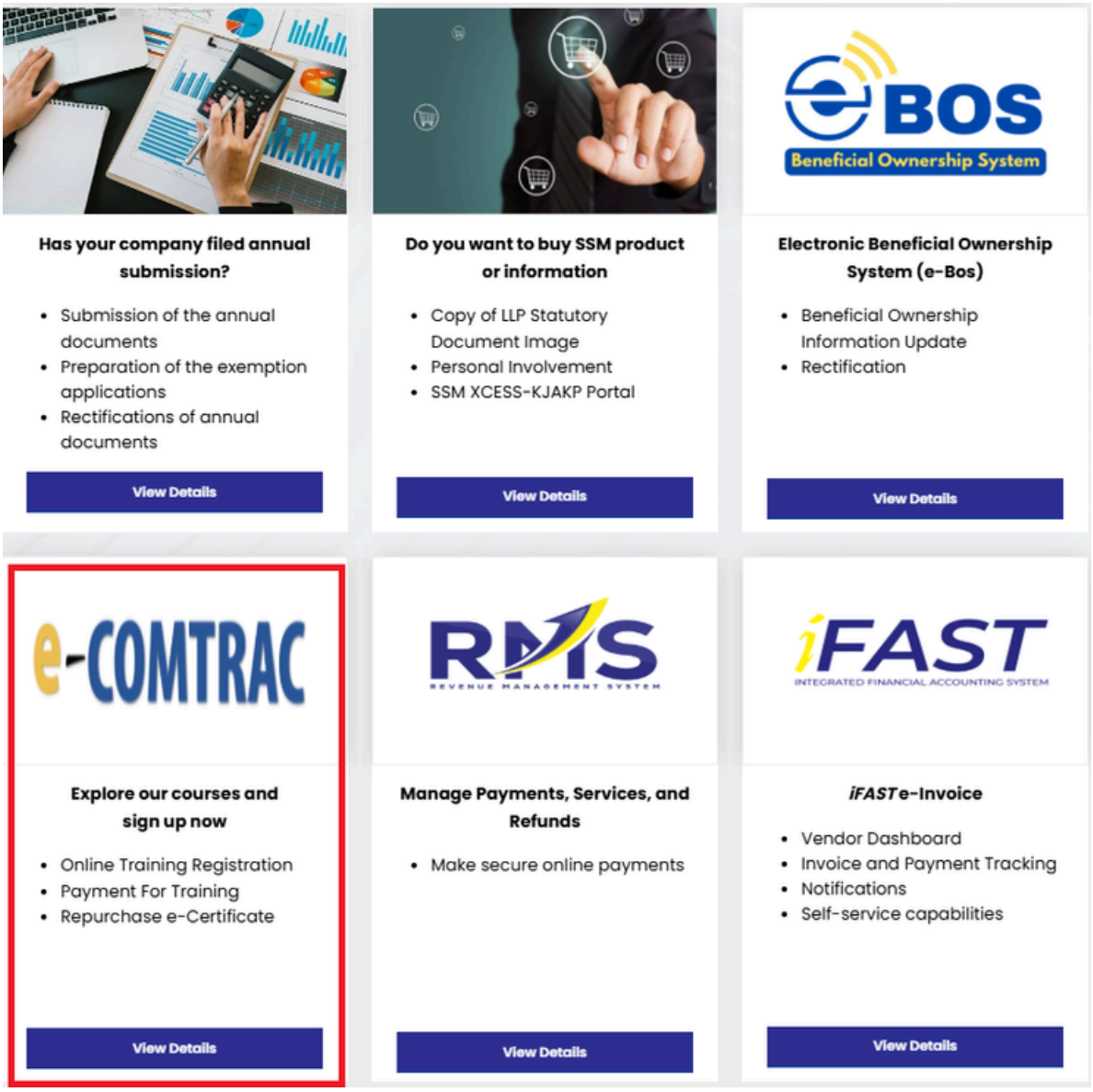
Login to SSM4U

01 Visit https://www.ssm4u.com.my/

02 Enter the email address and password that were set during registration.

03 Click the 'Sign In' button.

04 Select e-COMTRAC at the SSM4U Main Page after Sign in and click View Details button to register for SSM Training Programmes.

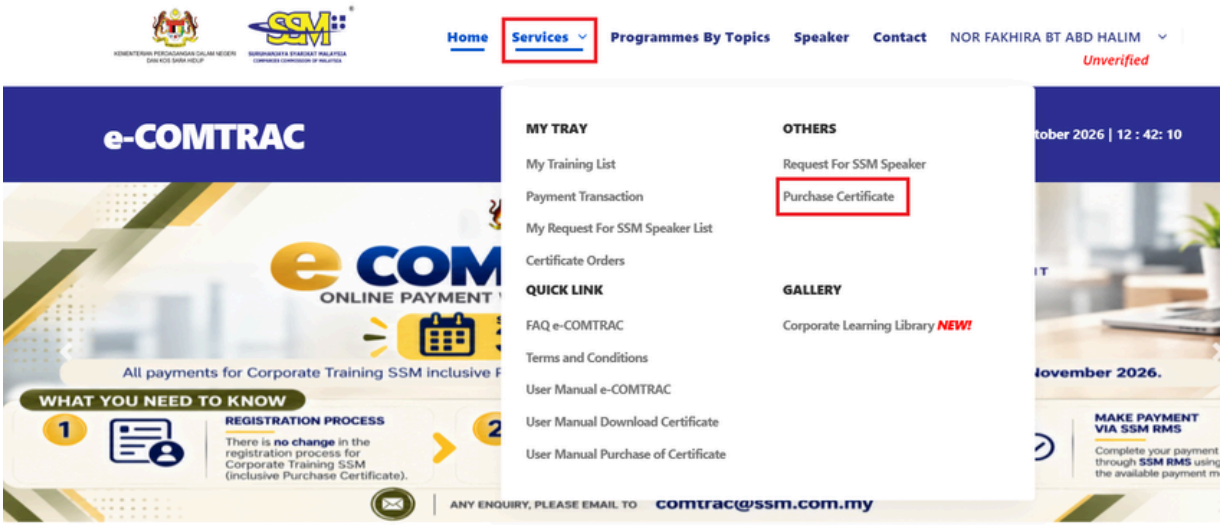


Steps to Purchase an e-Certificate

01 You will be redirected to the e-COMTRAC main page.



02 Click the **'Services'** button under **'Others'**, then select **'Purchase Certificate'**.

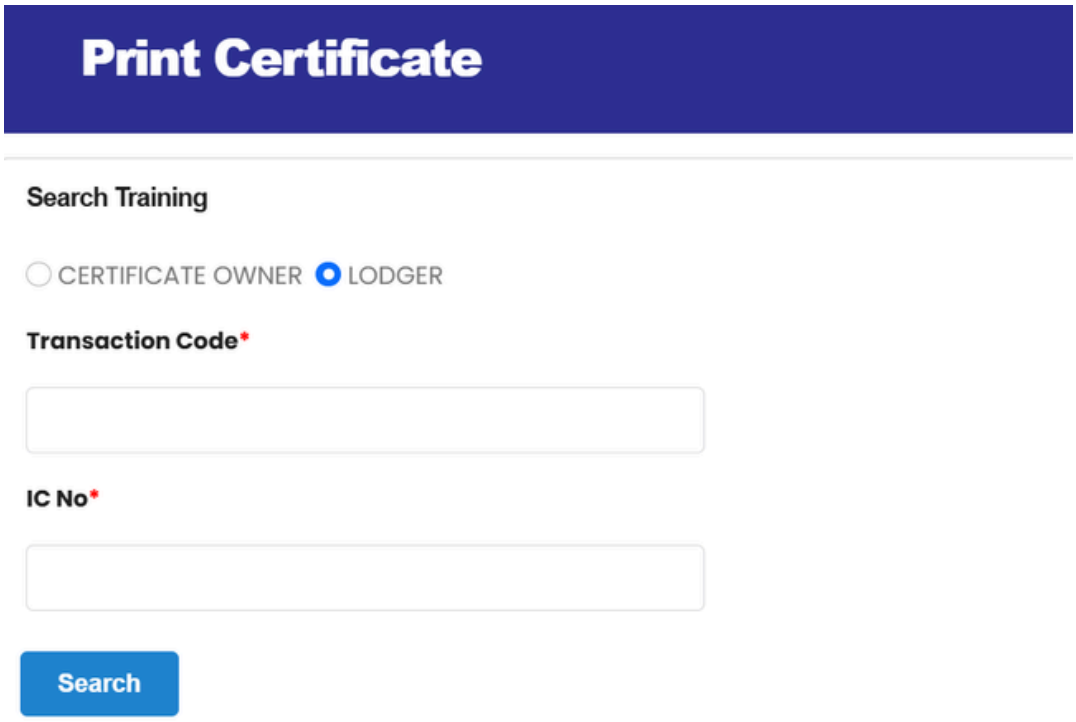


Steps to Purchase an e-Certificate

03

Please select whether you are the **Certificate Owner** or the **Lodger**.

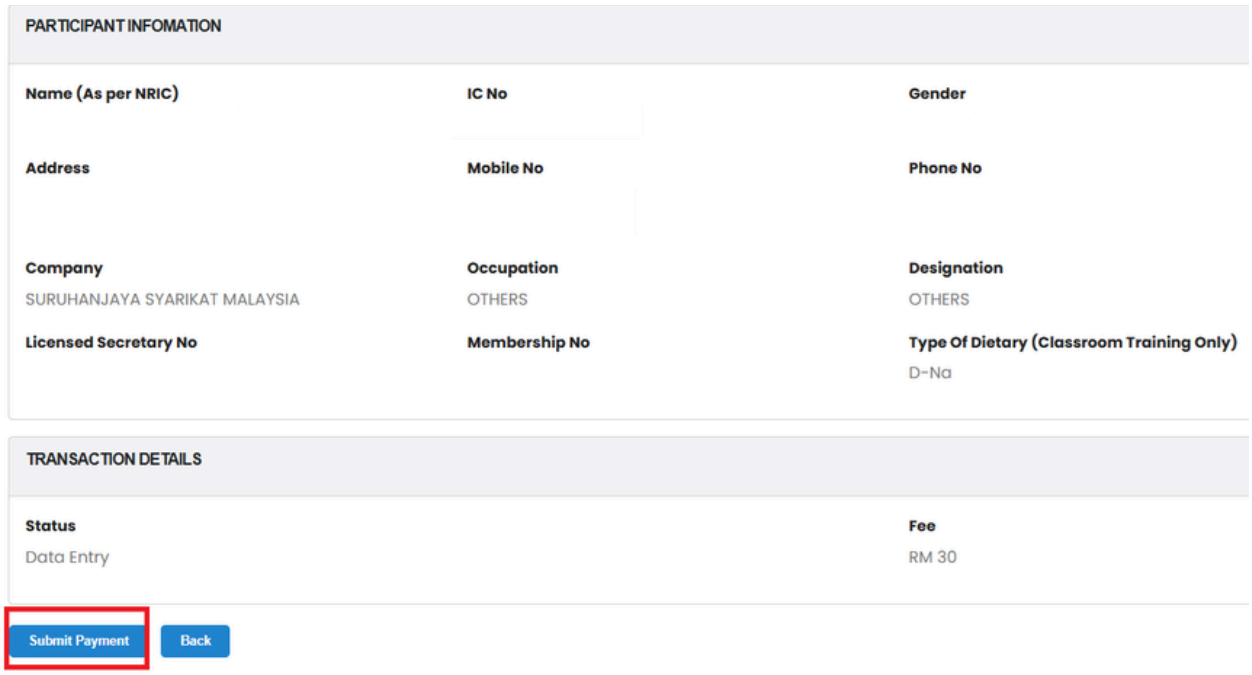
Enter the Transaction Code (e.g. **CP**202xxxxxxxxx) and your IC number, then click **'Search'**.



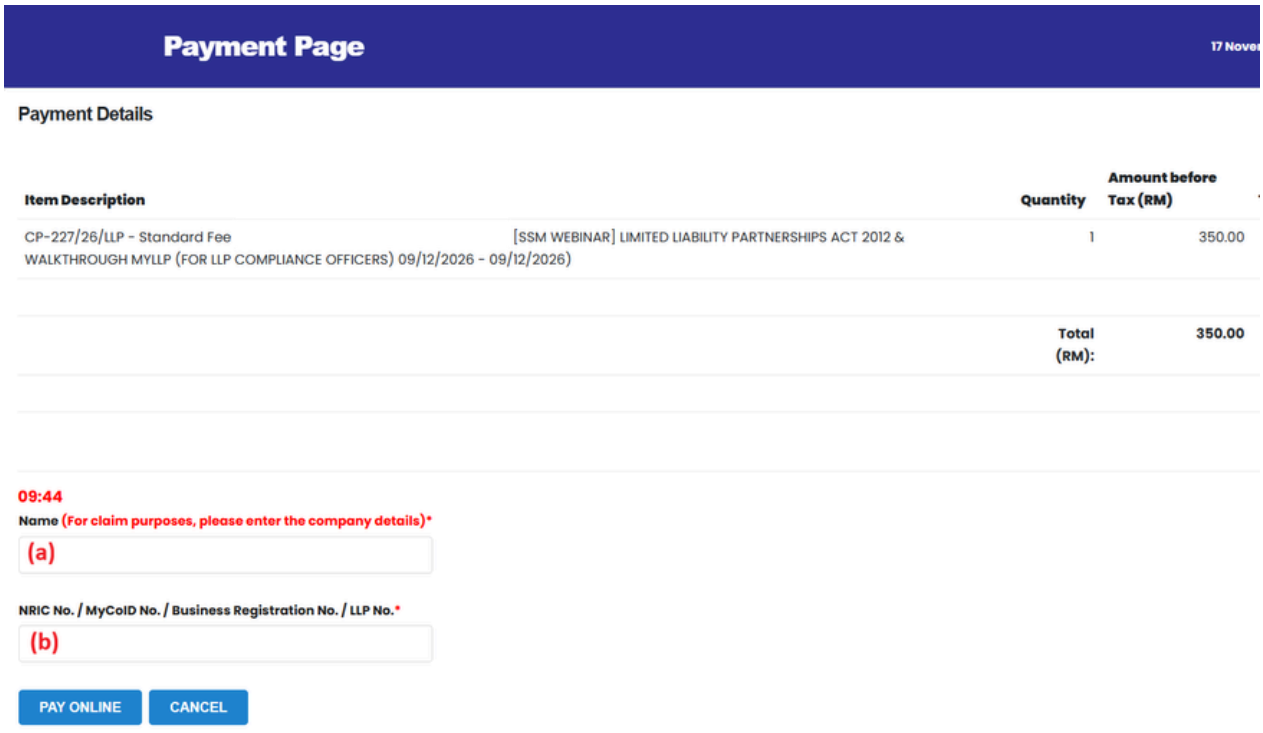
Note:
If you are unable to locate your Transaction Code, go to **Services** > **My Training List** and **filter** the **status** by '**Payment Success**'.
All successfully paid transactions will be displayed. The Transaction Code starts with **CP**202xxxxxxxxx .

Steps to Purchase an e-Certificate

04 Click the **'Submit Payment'** button to proceed to the payment page.



05 Check your Payment Details and click "Pay Online" button to proceed to payment gateway.



Steps to Purchase an e-Certificate

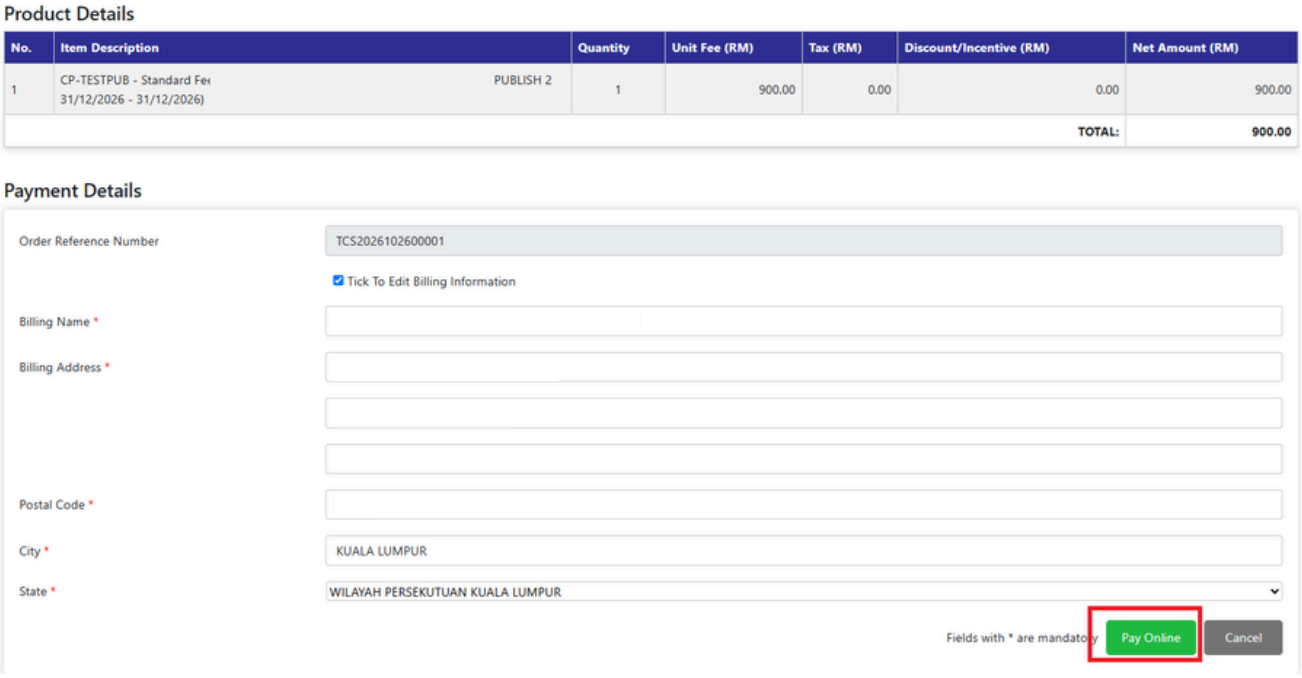
06

You will be redirected to the RMS Payment Page.

To edit your billing information, tick the checkbox provided and update the necessary details.

Note: Please ensure that all billing information is accurate before proceeding with the payment, as these details will appear on the Payment Receipt and cannot be changed once the payment is successful.

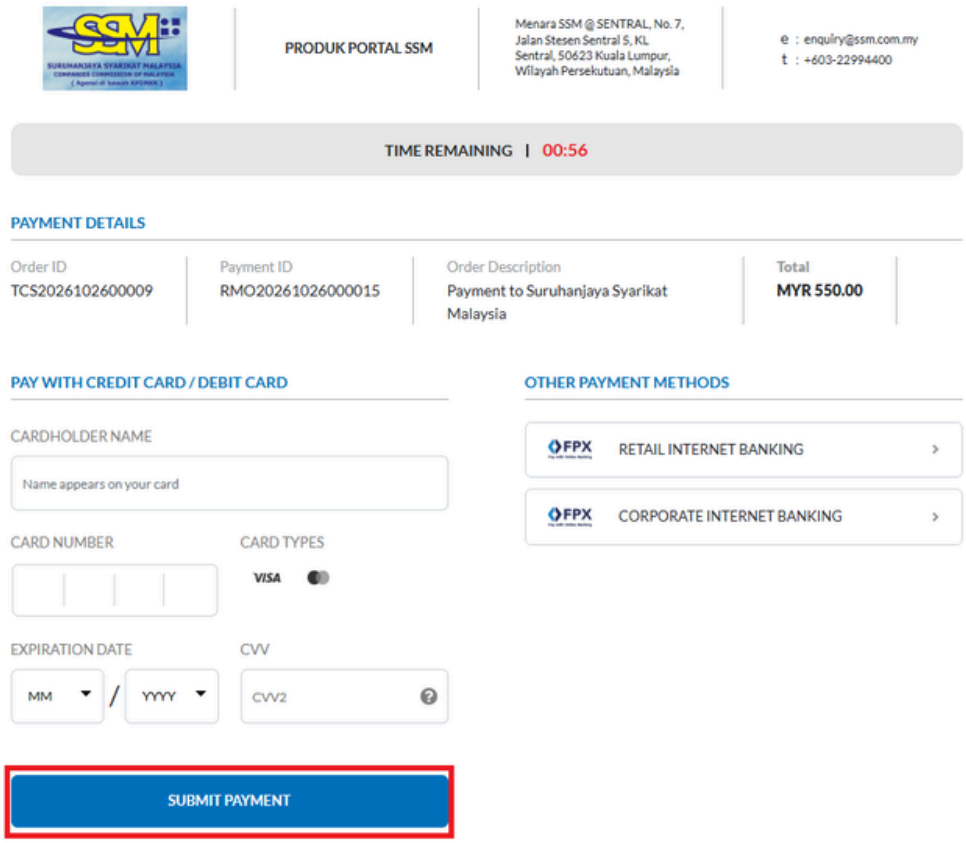
Once all details have been verified, click Pay Online to proceed with the payment.



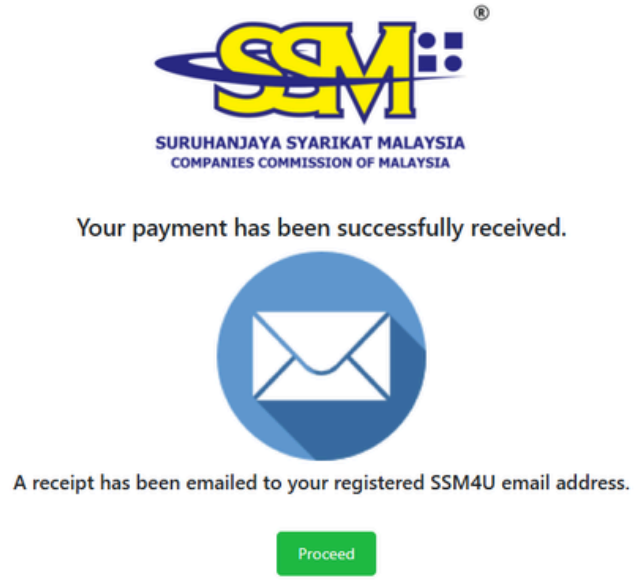
Steps to Purchase an e-Certificate

07

Select your preferred payment method and click ‘Submit Payment’ button.

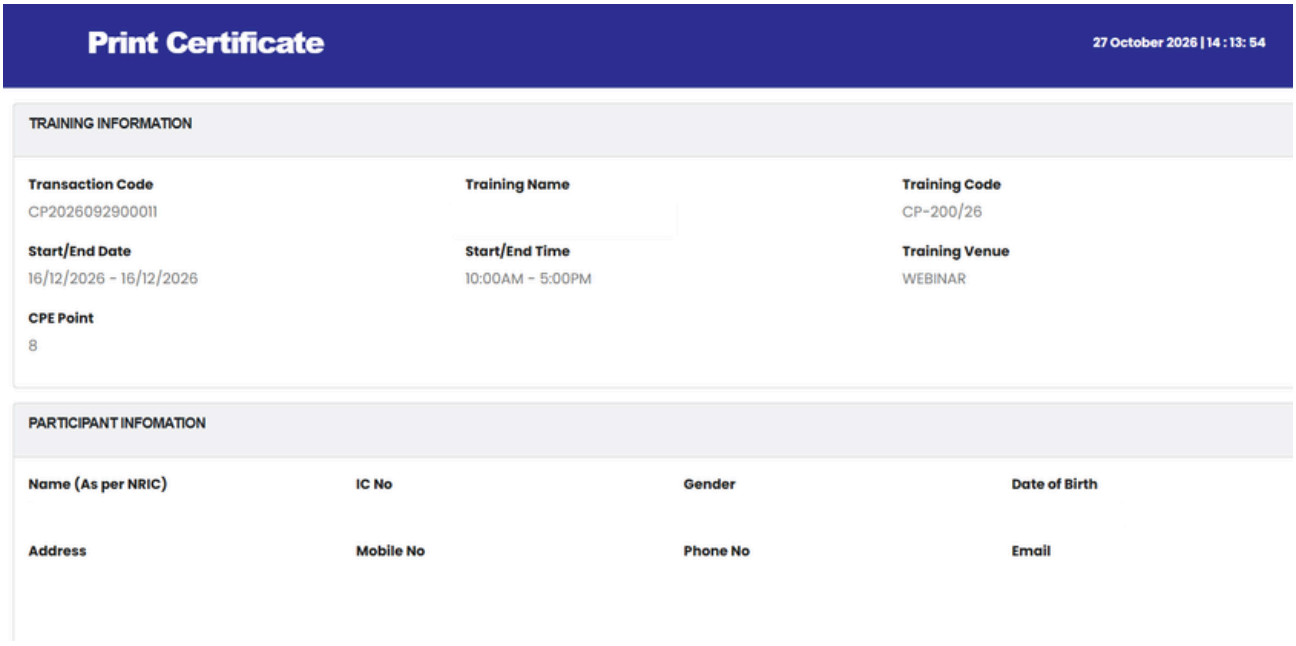


If the payment is successful, the screen below will be displayed. Click ‘Proceed’ to continue.



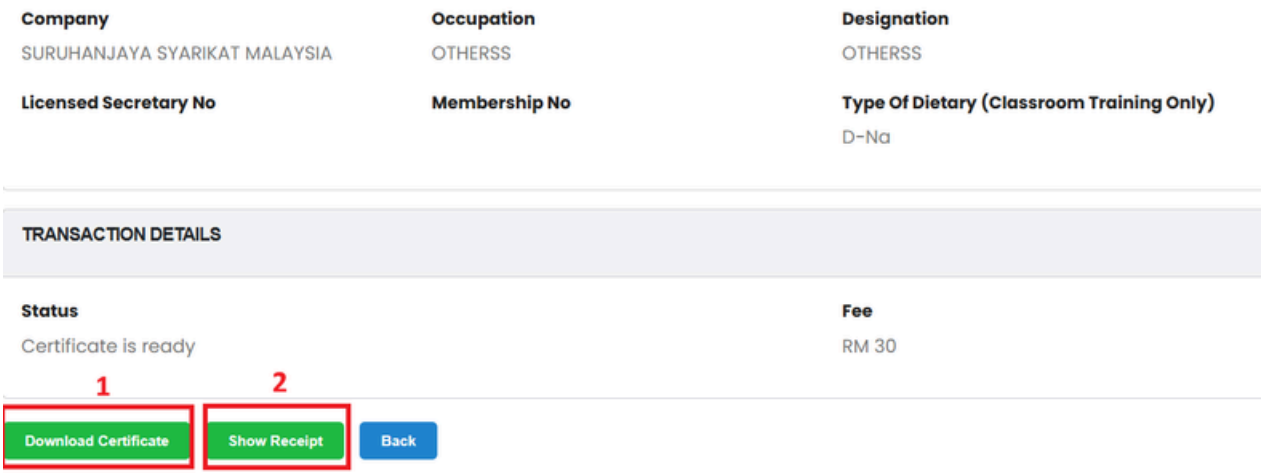
Steps to Purchase an e-Certificate

08 Next, the Print Certificate page will be displayed.



On the Transaction Details:

- **Click 1** to download the **Certificate.**
- **Click 2** to download the **Payment Receipt.**



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