



PANDUAN PENGGUNA SISTEM TANDATANGAN DIGITAL E-SAIN DI PORTAL MYTRUST365

PENGENALAN

Dokumen ini menerangkan panduan pengguna untuk pendaftaran dan pengaktifan e-sain, log masuk di portal MyTrust365, tetapan imej tandatangan, dan proses tandatangan dokumen.

ANTARA MUKA

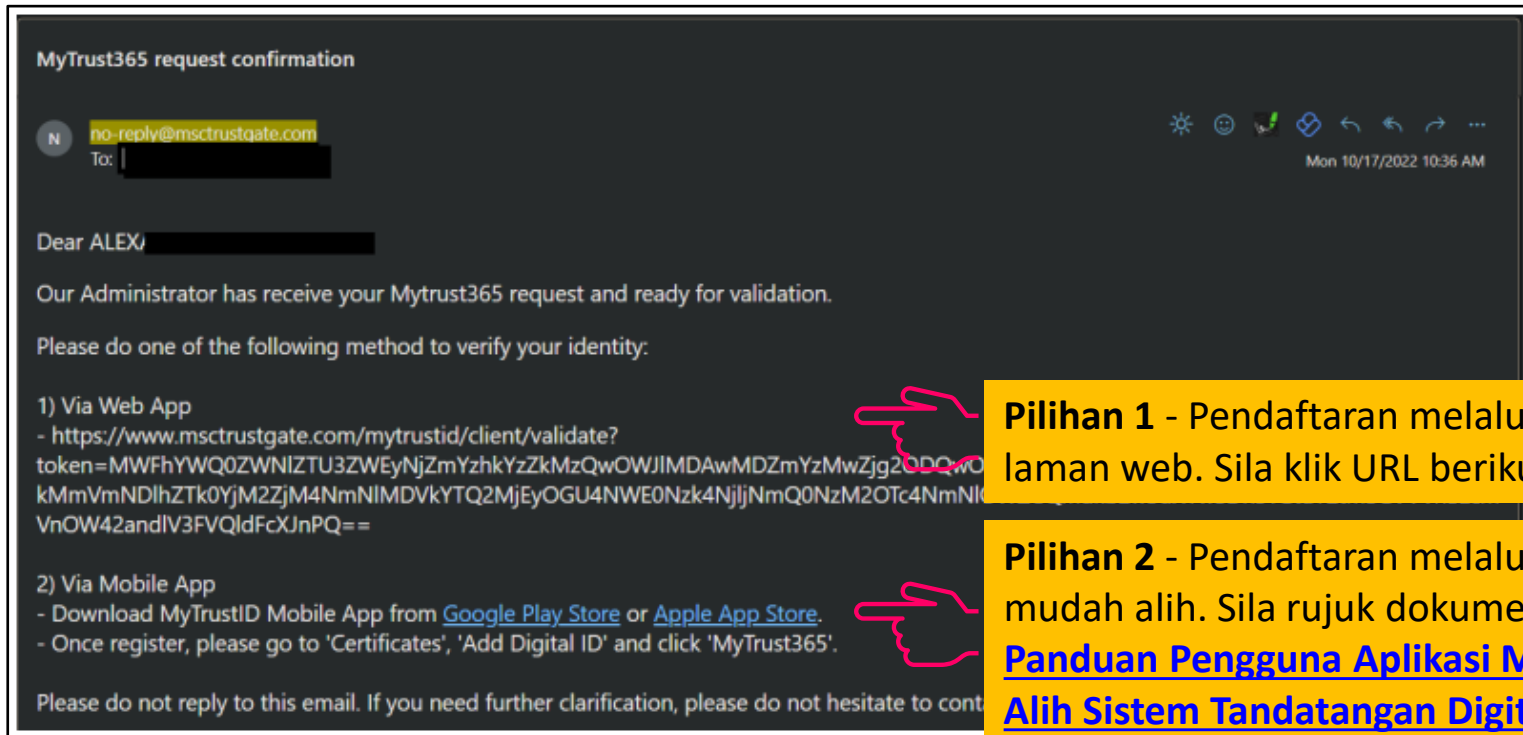
Bahagian ini akan menerangkan perkara-perkara berikut:

1. Penyediaan Salinan MyKad
2. Pendaftaran
3. Proses Pengesahan
4. Proses Pengaktifan
5. Log Masuk ke Portal MyTrust365
6. Tetapan Imej Tandatangan
7. Proses Tandatangan Dokumen

Pendaftaran

Anda akan menerima e-mel* daripada no-reply@msctrustgate.com seperti contoh paparan imej berikut:

*Jika tiada dalam peti masuk anda, sila semak folder Spam anda.



Nota:

Pilihan 1 - Proses pengesahan mengambil masa 5 hingga 7 hari bekerja.

Pilihan 2 - Proses pengesahan dibuat secara automatik.

Penyediaan Salinan MyKad

Jika anda memilih **Pilihan 1**, sila sediakan salinan MyKad. Kedua-dua bahagian MyKad hendaklah diletakkan pada satu muka surat seperti contoh di bawah. Kemudian simpan fail ke dalam format PDF.



Proses Pengesahan

Certificate Validation Request

Validation for new client Mytrust365

1 2 3 4

Disclaimer Complete

1 Pilih Negara: **MALAYSIA - 60**

2 Klik butang **Minta OTP**

LIECHTENSTEIN - 423
LITHUANIA - 370
LUXEMBOURG - 352
MACAO - 853
MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF - 383
MADAGASCAR - 261
MALAWI - 265
MALAYSIA - 60
MALDIVES - 960
MALI - 223
MALTA - 356
MARSHALL ISLANDS - 692
MARTINIQUE - 596
MAURITANIA - 222
MAURITIUS - 230
MAYOTTE - 269
MEXICO - 52
MICRONESIA, FEDERATED STATES OF - 691
MOLDOVA, REPUBLIC OF - 373
MONACO - 377

Select Country

Your Mobile Phone Number for 2FA-SMS OTP : XXXXXX182

Request OTP

DF format, with size below 2MB) to assist verification.
tion and issuance of your certificates by our RA. You may check your request status by logging to

Anda akan menerima Kata Laluan Guna Sekali (OTP) melalui **SMS** di nombor telefon bimbit yang telah anda berikan semasa membuat permohonan pembiayaan perniagaan PUNB.

Proses Pengesahan

MYTRUST365

Certificate Validation Request

Validation for new client Mytrust365

1 Instructions — 2 Application Info — 3 Disclaimer — 4 Complete

Enrollment Instructions

Please read and understand the Enrollment Instruction below:

Application Info Attach required documents(in JPEG or PDF format, with size below 2MB) to assist verification.
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.

Mobile SMS One-Time Password(OTP)

Your Mobile Phone Number for 2FA-SMS OTP : XXXXXX071

60276[]

Next

1 Masukkan **OTP** yang diterima melalui **SMS**

2 Klik tombol **Seterusnya**

Proses Pengesahan

Jika anda menerima **OTP** dan memasukkan **OTP dengan betul**, anda boleh terus ke **Maklumat Permohonan** ([muka surat 11](#)).

Sekiranya **tidak menerima OTP/salah masukkan OTP/lebih had masa yang ditetapkan**, sila ikuti langkah-langkah berikut:

i. Gunakan e-mel OTP

The screenshot shows a mobile app interface for OTP verification. At the top, it says "Mobile SMS One-Time Password(OTP)". Below this, there is a red error message "Invalid OTP" with a black box containing the number "1" and a yellow callout box that says "Masukkan 123456". A pink arrow points from the callout box to the input field. The input field contains "123456". To the right of the input field, there is a "Next" button with a right arrow icon. A black box containing the number "2" and a yellow callout box that says "Klik butang Seterusnya" has a pink arrow pointing to the "Next" button. Below the input field, it says "Your Mobile Phone Number : XXXXXX3789" and "OTP expired in 01:43 Minutes". At the bottom left, there is a button labeled "Use Email OTP". A black box containing the number "3" and a yellow callout box that says "Klik butang Gunakan E-mel OTP" has a pink arrow pointing to the "Use Email OTP" button.

Proses Pengesahan

ii. Minta OTP

Certificate Validation Request
Validation for new client Mytrust365

1 Instructions — 2 Application Info — 3 Disclaimer — 4 Complete

Enrollment Instructions

Please read and understand the Enrollment Instruction below.

| | |
|-------------------------|--|
| Application Info | Attach required documents(in JPEG or PDF format, with size below 2MB) to assist verification. |
| 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. |

Email One-Time Password(OTP)

Your email for OTP follow application info

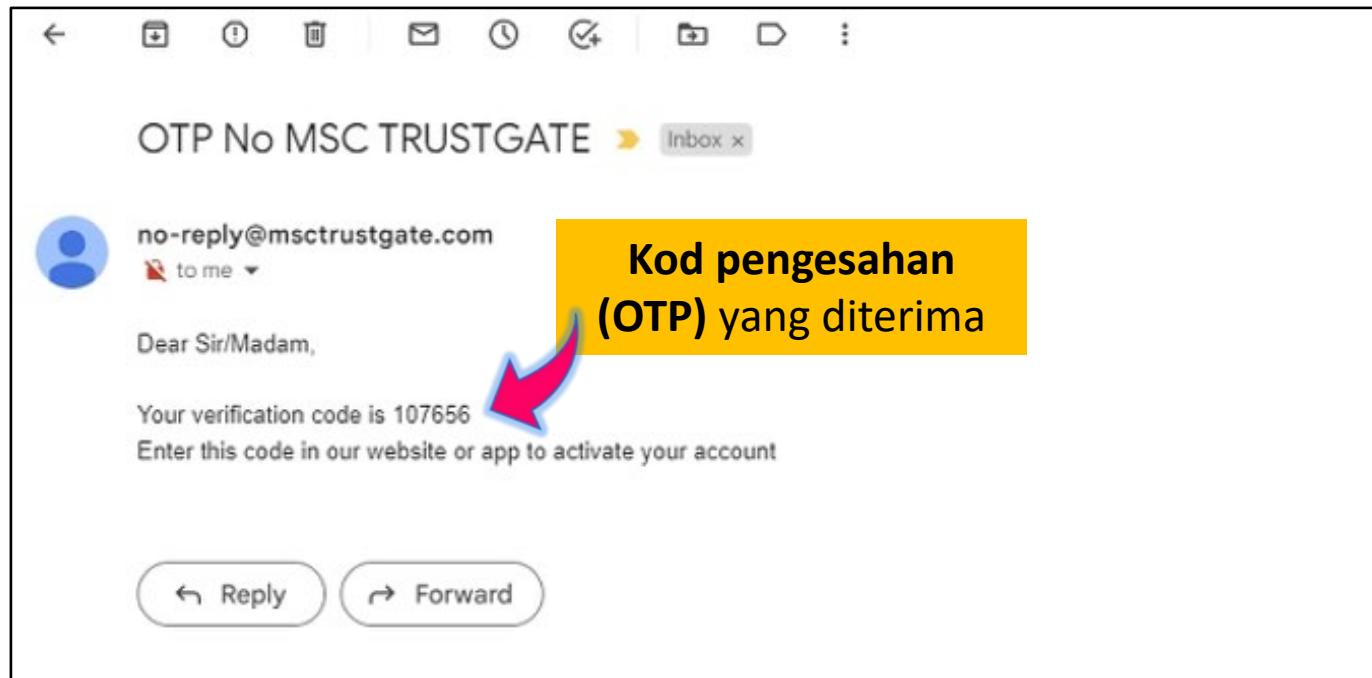
Request OTP

Klik button Minta OTP

Proses Pengesahan

iii. Anda akan menerima e-mel* seperti berikut:

*Jika tiada dalam peti masuk anda, sila semak folder Spam anda.



Proses Pengesahan

iv. Sahkan OTP

1 Instructions 2 Application Info 3 Disclaimer 4 Complete

Enrollment Instructions

Please read and understand the Enrollment Instruction below:

| | |
|-------------------------|--|
| Application Info | Attach required documents(in JPEG or PDF format, with size below 2MB) to assist verification. |
| 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. |

Email One-Time Password(OTP)

Your email for OTP follow application info

OTP expired in 02:39 Minutes

Proses Pengesahan

msctrustgate.com/mytrustid/client/validate?token=MThhNDg1NzA0MmlwNDY5YTVjYzhiMmJiZGY5N2I5ODgzMDAzZGY0NjM2YzlmMTM3NmJmYjk1MTBmM...

MYTRUST365

Certificate Validation Request
Validation for new client Mytrust365

Instructions Application Info Disclaimer Complete

Application Information

MyKad No *
[Redacted]

Full Name *
[Redacted]

Email *
[Redacted]

Mobile No *
[Redacted]

Supporting Documents

Please upload required document.

MyKad *
Select a file

Personnel Information

Designation *
[Redacted]

Back Next

1

Muat naik salinan MyKad.
Rujuk [muka surat 4](#)

2

Klik butang
Seterusnya

Proses Pengesahan

MYTRUST365

Certificate Validation Request

Validation for new client Mytrust365

Instructions Application Info Disclaimer Complete

Digital ID Subscriber Agreement

SUBSCRIBER AGREEMENT

PLEASE READ THIS SUBSCRIBER AGREEMENT ("SUBSCRIBER AGREEMENT") BEFORE APPLYING FOR, ACCEPTING, OR USING A MSC TRUSTGATE.COM's CERTIFICATE OR DIGITAL ID ("CERTIFICATE" OR "MYTRUST ID"). IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS 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 MSC Trustgate.com ("MSCTG") accepts your Certificate Application, the terms and conditions regarding the use of the Certificate to be issued by MSCTG to you as a "Subscriber" of that Certificate. A Certificate is a

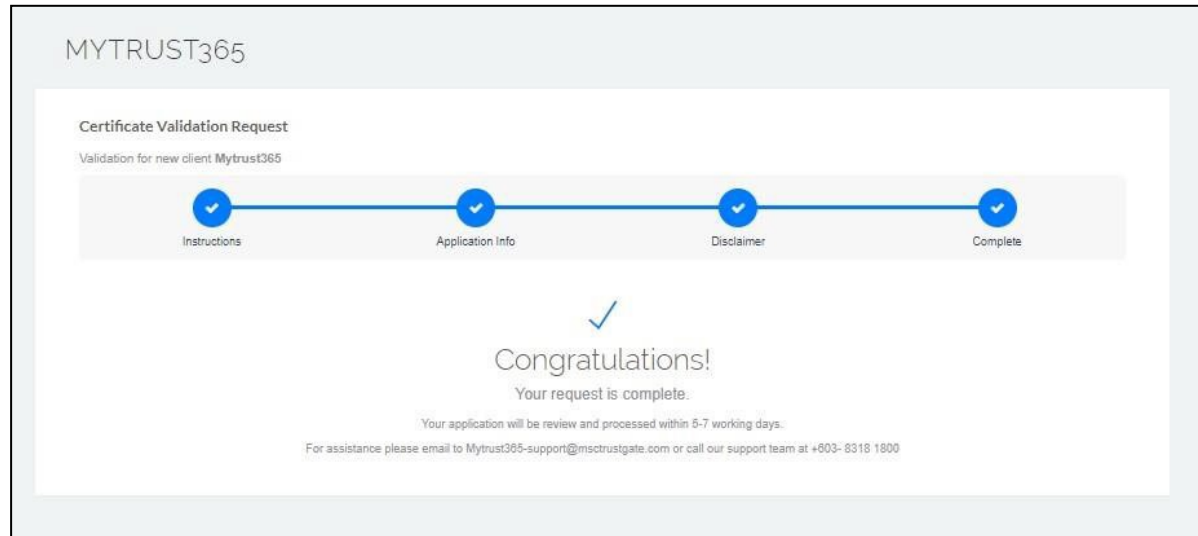
I hereby confirm that all the information given for this application is true and accurate and have not withheld any information that would affect the acceptance of my application. By signing this application form, I also agree to be bound by the terms and conditions as stipulated in Client ID Digital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

Save and proceed

1 Sila baca Perjanjian Pelanggan ID Digital dan tanda pada kotak untuk bersetuju

2 Klik butang Simpan dan teruskan

Proses Pengesahan



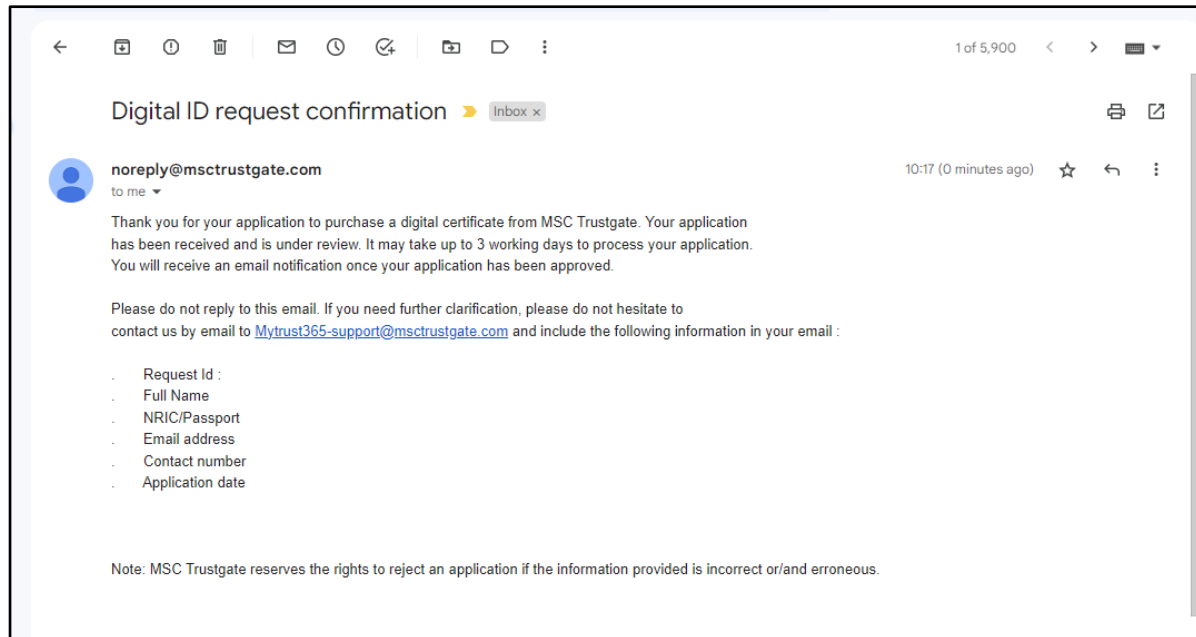
Pendaftaran anda telah lengkap. Pihak MSC Trustgate akan membuat semakan dan pengesahan identiti.

Proses pengesahan akan mengambil masa 5 hingga 7 hari bekerja.

Proses Pengesahan

Anda akan menerima e-mel* yang memaklumkan pendaftaran telah diterima dan sedang disemak seperti berikut:

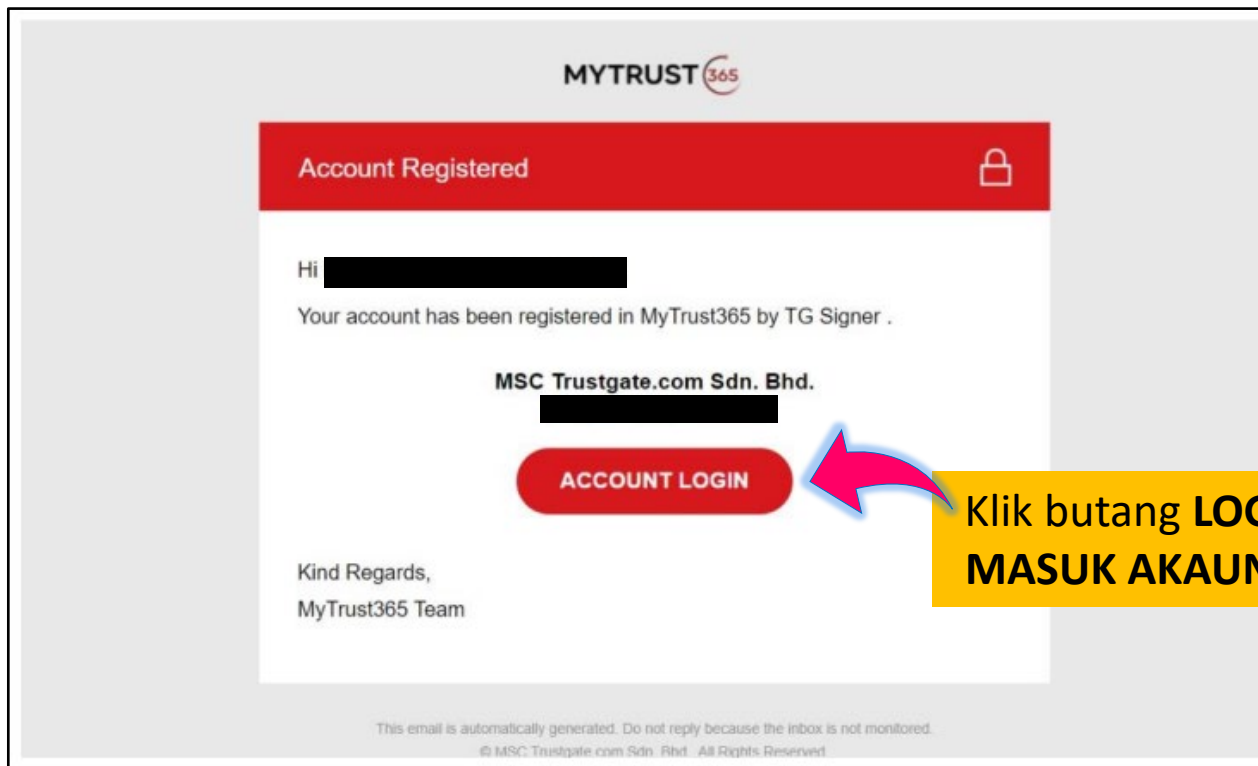
*Jika tiada dalam peti masuk anda, sila semak folder Spam anda.



Proses Pengaktifan

Setelah pendaftaran diluluskan oleh pihak MSC Trustgate, anda akan menerima e-mel* seperti berikut:

*Jika tiada dalam peti masuk anda, sila semak folder Spam anda.



Proses Pengaktifan

The image shows a 'Sign Up' page with a 'LOGIN' section. The form includes an 'Email' input field, a 'Remember Me' checkbox, and a red 'NEXT' button. Two numbered steps are highlighted with yellow boxes and red arrows: Step 1 points to the email input field with the text 'Masukkan Alamat E-mel anda', and Step 2 points to the 'NEXT' button with the text 'Klik butang SETERUSNYA'. A link for 'More Login Options' is located at the bottom right of the form area.

Sign Up

LOGIN

Email

Remember Me

1 Masukkan Alamat E-mel anda

2 Klik butang SETERUSNYA

NEXT

[More Login Options](#)

Proses Pengaktifan

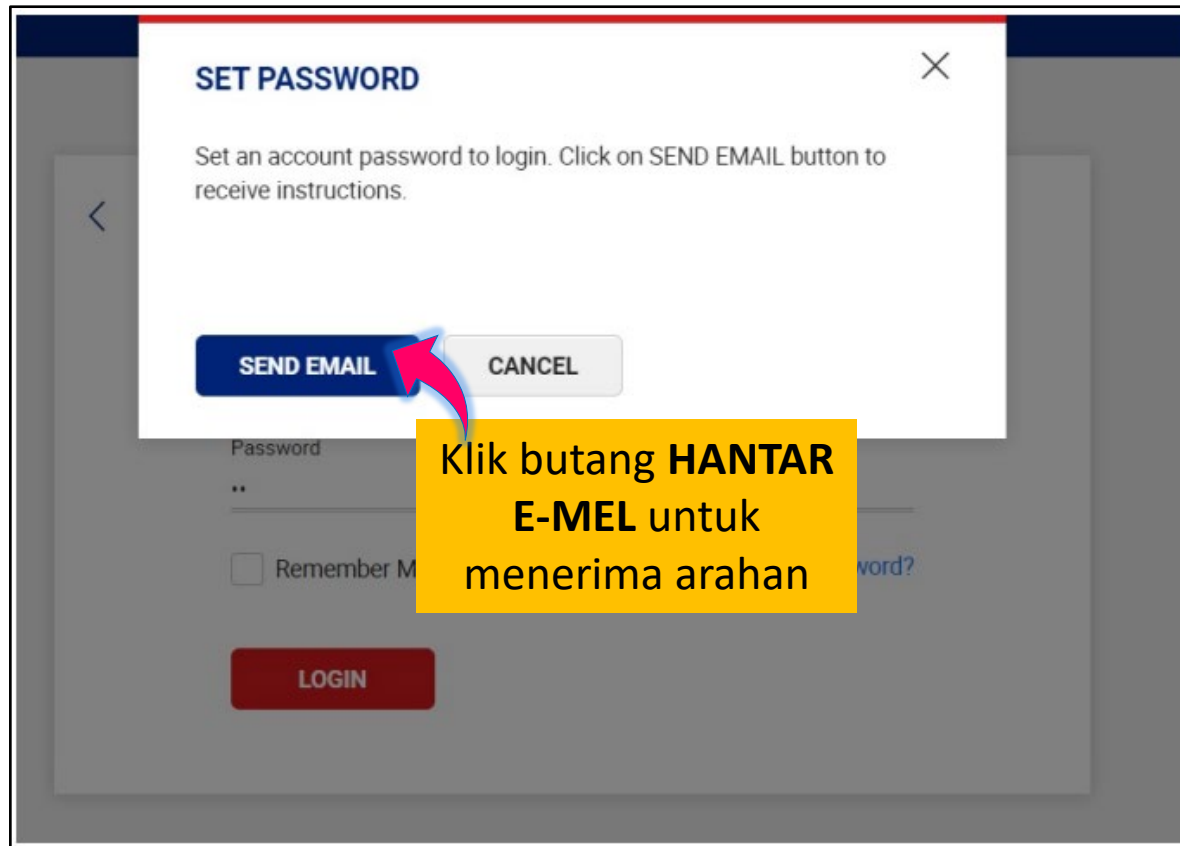
The image shows a mobile application login screen. At the top left is a back arrow. The title 'LOGIN' is centered. Below it are two input fields: 'Email' (with a blacked-out value) and 'Password' (with a red arrow pointing to it). To the right of the password field is a 'Remember Me' checkbox (checked) and a 'Forgot Password?' link. At the bottom is a red 'LOGIN' button. Two yellow callout boxes with black numbers and red arrows provide instructions: '1' points to the password field, and '2' points to the 'LOGIN' button.

1 Masukkan **Abc123** sebagai kata laluan sementara

2 Klik butang **LOG MASUK**

Proses Pengaktifan

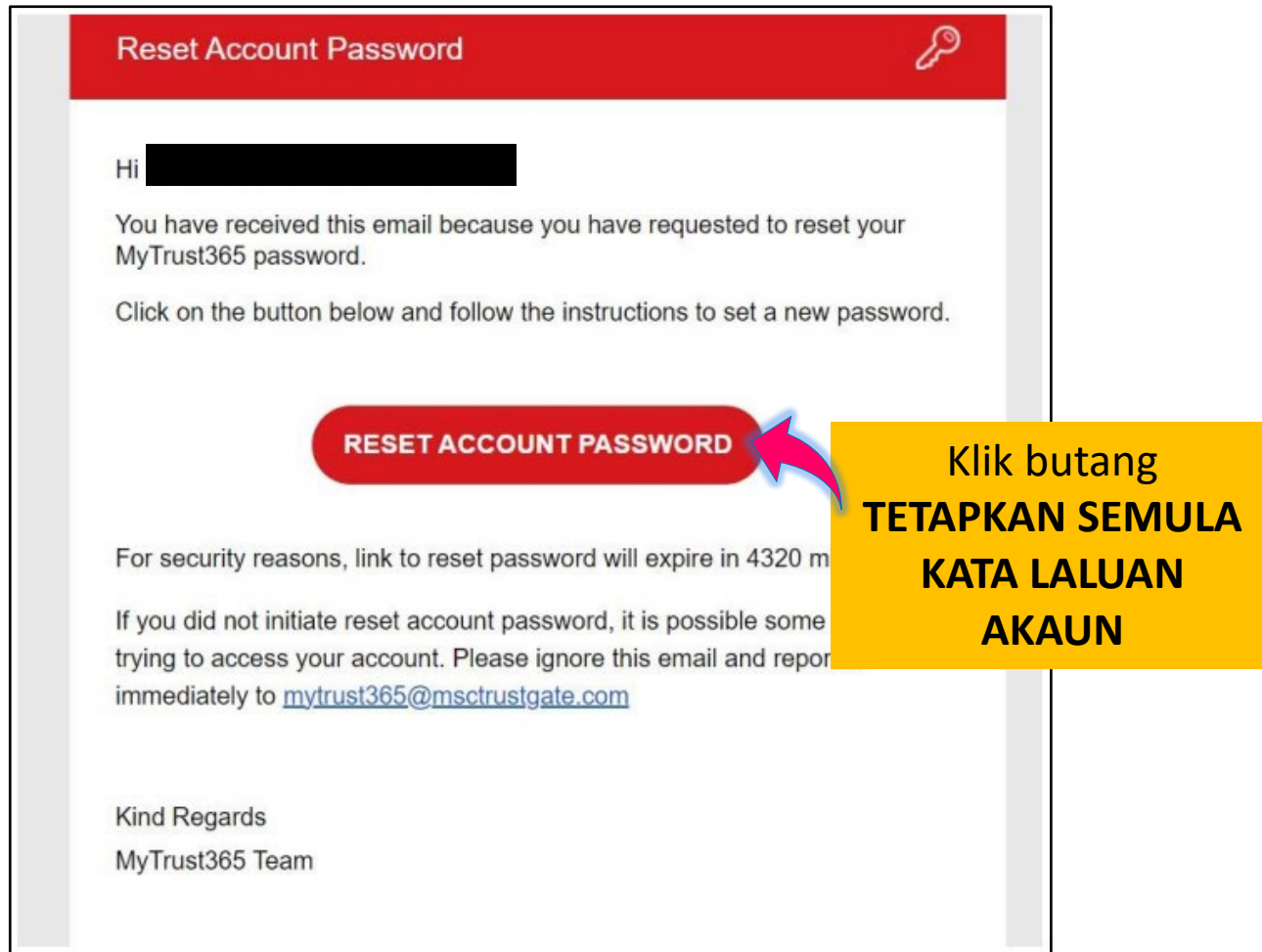
Anda perlu menetapkan kata laluan bagi pengguna kali pertama.



Proses Pengaktifan

Anda akan menerima e-mel* seperti berikut:

*Jika tiada dalam peti masuk anda, sila semak folder Spam anda.



Proses Pengaktifan

SET PASSWORD

Email

1 **Tetapkan Kata Laluan anda**

Password

The password authentication policies are:

- Include 1 or more numbers
- The minimum password length is 8 characters

2 **Sahkan Kata Laluan anda**

Confirm Password

3 **Tetapkan Soalan Keselamatan anda**

Security Question

4 **Tetapkan Jawapan Keselamatan anda**

Security Answer

SAVE

5 **Klik butang SIMPAN**

Log Masuk ke Portal MyTrust365

Halaman log masuk adalah seperti berikut:

The image shows a login form titled "LOGIN" within a "Sign Up" container. The form includes an "Email" input field, a "Remember Me" checkbox, and a red "NEXT" button. Two numbered instructions are overlaid on the form: "1" points to the email input field with the text "Masukkan Alamat E-mel anda", and "2" points to the "NEXT" button with the text "Klik butang SETERUSNYA". A "More Login Options" link is visible at the bottom right of the form area.

Sign Up

LOGIN

Email

Remember Me

NEXT

1 Masukkan Alamat E-mel anda

2 Klik butang SETERUSNYA

More Login Options

Log Masuk ke Portal MyTrust365

The screenshot shows a mobile application login screen. At the top left is a back arrow. The title 'LOGIN' is centered. Below it are two input fields: 'Email' (with a blacked-out value) and 'Password' (with a red arrow pointing to it). To the right of the password field is a 'Remember Me' checkbox (checked) and a 'Forgot Password?' link. At the bottom is a red 'LOGIN' button with a red arrow pointing to it. Two yellow callout boxes with black numbers '1' and '2' provide instructions: '1 Masukkan Kata Laluan anda' and '2 Klik butang LOG MASUK'.

1

Masukkan **Kata Laluan** anda

2

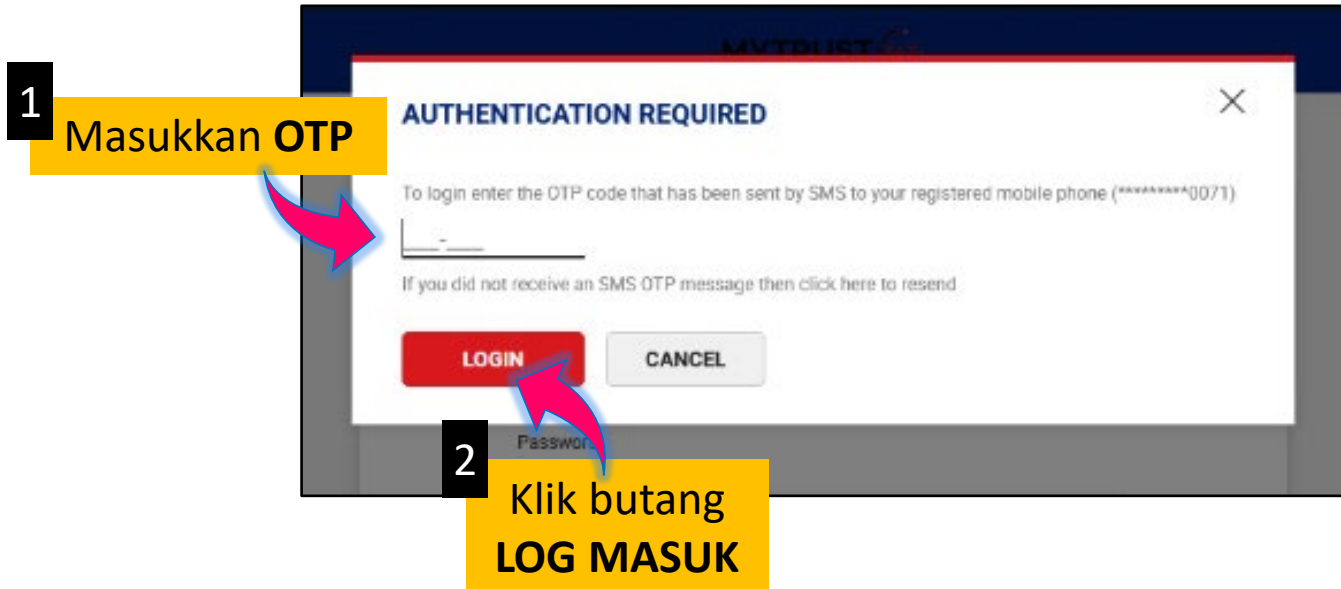
Klik butang **LOG MASUK**

Log Masuk ke Portal MyTrust365

The image shows a screenshot of the MyTrust365 login interface. At the top, there is a dark blue header with the text 'MYTRUST365'. Below this is a white box titled 'AUTHENTICATION REQUIRED' with a close button (X) in the top right corner. The text inside the box reads: 'Enter your mobile phone number so that you can be authenticated using an SMS OTP, e.g. 00 44 234334334 or +44 234334334'. Below this text is a text input field labeled 'Enter mobile number'. To the right of this field is a yellow callout box with the number '1' and the text: 'Sila masukkan kod negara 6 atau 006 diikuti nombor telefon bimbit anda. Contoh: 60123456789 atau 0060123456789'. Below the input field are two buttons: 'NEXT' (dark blue) and 'CANCEL' (light grey). To the left of the 'NEXT' button is another yellow callout box with the number '2' and the text: 'Klik butang SETERUSNYA'. Below the 'NEXT' button is a grey box containing a 'Password' field with a masked password '.....', a 'Remember Me' checkbox, and a 'Forgot Password?' link. At the bottom of the page, there is a red 'LOGIN' button and a grey 'LOGGING IN...' button with a circular progress indicator.

Log Masuk ke Portal MyTrust365

Anda akan menerima OTP melalui SMS.



Log Masuk ke Portal MyTrust365

Ini merupakan paparan papan pemuka MyTrust365 anda.

The screenshot displays the MyTrust365 dashboard interface. At the top, there is a dark blue navigation bar with the 'PURA' logo on the left, 'DASHBOARD' and 'DOCUMENTS' menu items in the center, and notification and user profile icons on the right. Below the navigation bar, a dark grey section contains four workflow status cards: 'PENDING' with a count of 1, 'IN PROGRESS' with a count of 0, 'DECLINED' with a count of 0, and 'COMPLETED' with a count of 0. A teal 'NEW WORKFLOW' button with a dropdown arrow is positioned below these cards. The main content area is white and divided into four columns: 'PERSONAL INFO' with a user profile card for Mohammad Salmi Ahmad Sabki; 'QUICK ACTIONS' with links to Templates, Contacts, Delegated Signing, and Notifications; 'ENTERPRISE ACTIONS' with links to Templates and Contacts; and 'SIGNATURE' with two digital signature boxes, one showing the name 'Mohammad Salmi Ahmad Sabki' and the other showing the initials 'MS'.

Tetapan Imej Tandatangan

The screenshot displays a dashboard with a dark blue header containing the 'PUNE' logo, 'DASHBOARD', and 'DOCUMENTS' navigation options. A notification bell icon with a '1' badge and a user profile icon are in the top right. Below the header, a dark grey bar features four status cards: 'PENDING' (1), 'IN PROGRESS' (0), 'DECLINED' (0), and 'COMPLETED' (0). A teal 'NEW WORKFLOW' button with a dropdown arrow is centered below. The main content area is divided into four sections: 'PERSONAL INFO' (user profile for Mohammad Salmi Ahmad Sabki), 'QUICK ACTIONS' (Templates, Contacts, Delegated Signing, Notifications), 'ENTERPRISE ACTIONS' (Templates, Contacts), and 'SIGNATURE' (two signature boxes, one with a handwritten name and one with initials 'HS'). A red arrow points to the top-right corner of the first signature box.

PERSONAL INFO

Mohammad Salmi Ahmad Sabki
mohdsalmiahmadsabki@gmail.com
[Edit](#)

QUICK ACTIONS

- > Templates
- > Contacts
- > Delegated Signing
- > Notifications

ENTERPRISE ACTIONS

- > Templates
- > Contacts

SIGNATURE

Mohammad Salmi Ahmad Sabki

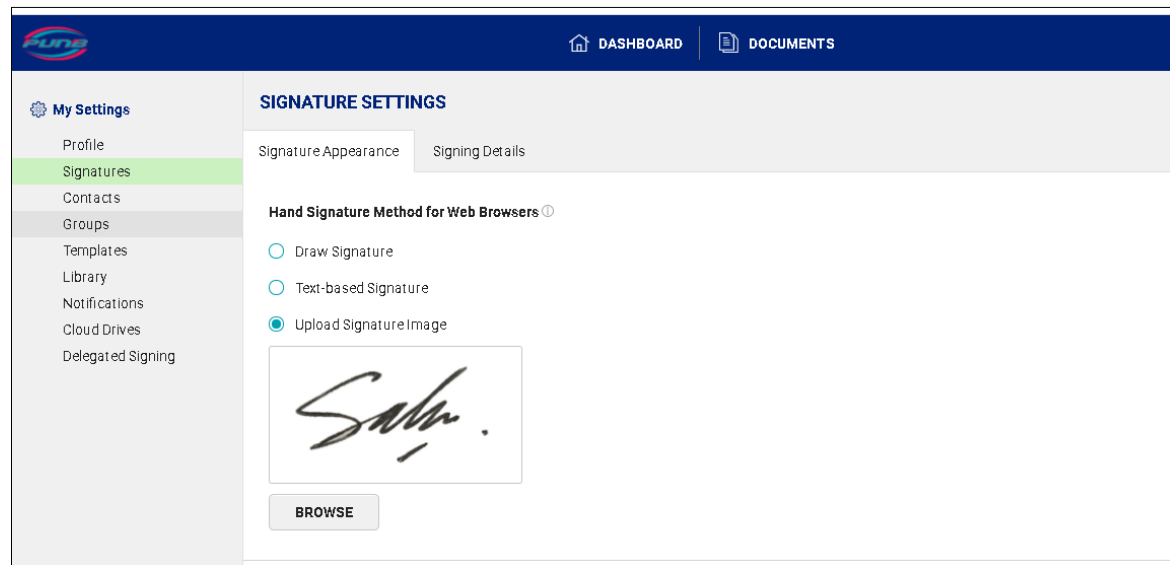
HS

Untuk menetapkan imej tandatangan anda, klik bahagian **TANDATANGAN**

Tetapan Imej Tandatangan

Anda mempunyai 3 pilihan kaedah tandatangan:

- i. **Lukis** Tandatangan
- ii. Tandatangan **Berasaskan Teks**
- iii. Memuat naik **Imej Tandatangan**



Anda perlu memilih salah satu daripada 3 pilihan kaedah di atas.

Tandatangan Berasaskan Teks ditetapkan secara automatik sekiranya anda tidak memilih sebarang kaedah.

Tetapan Imej Tandatangan

Berikut adalah panduan sekiranya anda memilih kaedah **Memuat Naik Imej Tandatangan**.

Nota: Anda perlu sediakan imej tandatangan sebelum memulakan langkah di atas dengan cara mengimbas atau mengambil gambar imej tandatangan anda.

Langkah:

1. Pilih **Memuat Naik Imej Tandatangan**
2. Klik butang **SEMAK IMBAS**
3. Pilih imej tandatangan dari **fail simpanan anda**
4. Klik butang **SIMPAN**

Tetapan Imej Tandatangan

PERSONAL INFO

Mohammad Salmi Ahmad Sabki

QUICK ACTIONS

- > Templates
- > Contacts
- > Delegated Signing
- > Notifications

ENTERPRISE ACTIONS

- > Templates
- > Contacts

SIGNATURE

Salmi.

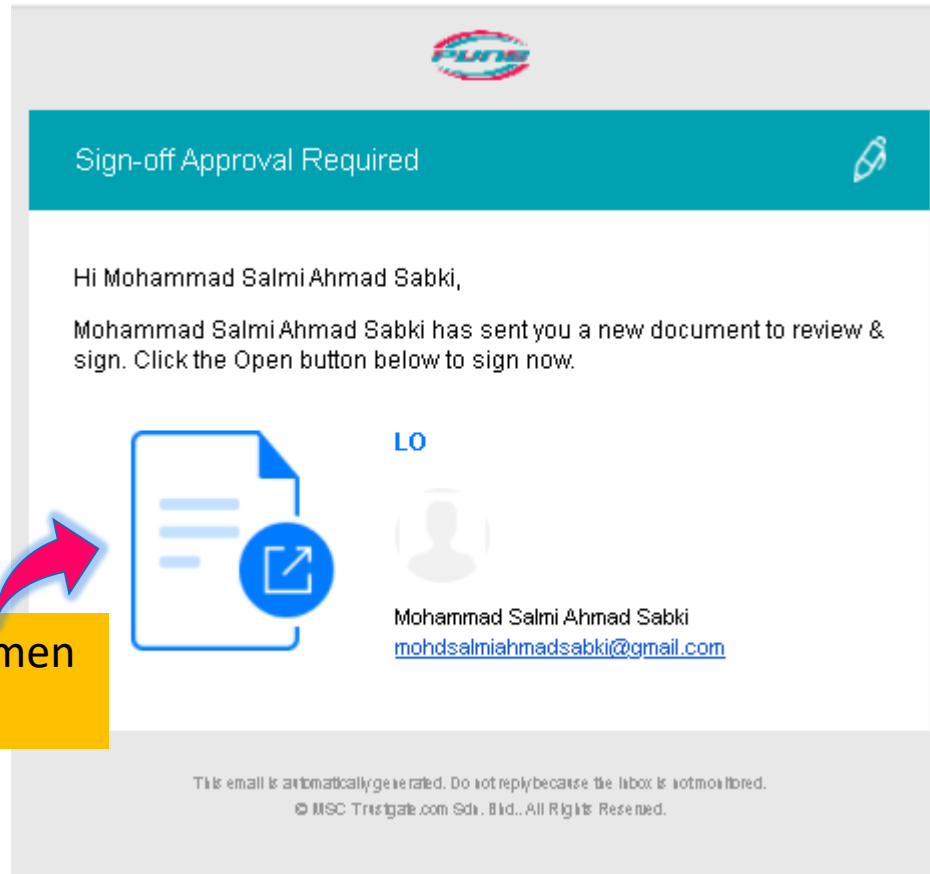
KS

Anda boleh
menyemak paparan
imej tandatangan
anda di sini

Proses Tandatangan Dokumen

Anda akan menerima e-mel* seperti berikut:

*Jika tiada dalam peti masuk anda, sila semak folder Spam anda.

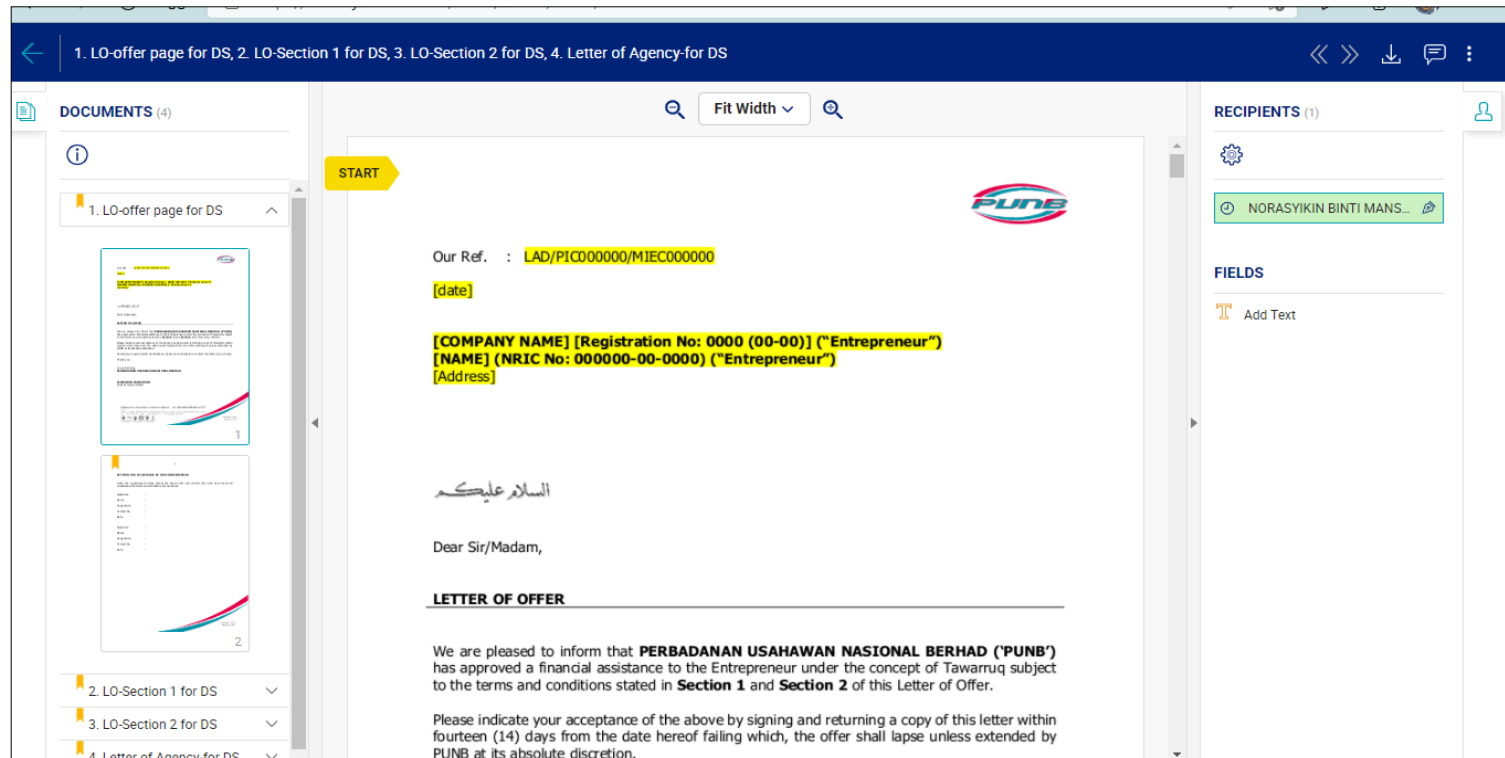


Klik ikon dokumen tersebut

Proses Tandatangan Dokumen

Log masuk ke dalam portal MyTrust365 (rujuk [muka surat 21](#))

Dokumen yang perlu ditandatangani akan dipaparkan seperti berikut:



Sila baca dan semak dokumen anda.

Proses Tandatangan Dokumen

Klik butang **MULA** untuk tandatangan

The screenshot displays a digital document signing interface. On the left, a document viewer shows a list of documents, with the first one, '1. LO-offer page for DS', selected. A yellow callout box with a red arrow points to a 'START' button located above the document viewer. The main area shows a preview of the document, which includes the PUNB logo, a reference number 'LAD/PIC000000/MIEC000000', a date field, and fields for company name, registration number, name, NRIC number, and address. The document text is in both English and Malay. The English text reads: 'Our Ref. : LAD/PIC000000/MIEC000000', '[date]', '[COMPANY NAME] [Registration No: 0000 (00-00)] ("Entrepreneur")', '[NAME] (NRIC No: 000000-00-0000) ("Entrepreneur")', '[Address]', 'Dear Sir/Madam,', 'LETTER OF OFFER', 'We are pleased to inform that PERBADANAN USAHAWAN NASIONAL BERHAD ("PUNB") has approved a financial assistance to the Entrepreneur under the concept of Tawarruq subject to the terms and conditions stated in Section 1 and Section 2 of this Letter of Offer. Please indicate your acceptance of the above by signing and returning a copy of this letter within fourteen (14) days from the date hereof failing which, the offer shall lapse unless extended by PUNB at its absolute discretion.' The right-hand sidebar shows 'RECIPIENTS (1)' with the name 'NORASYIKIN BINTI MANS...' and a 'FIELDS' section with an 'Add Text' option.

Proses Tandatangan Dokumen

1. LO-offer page for DS, 2. LO-Section 1 for DS, 3. LO-Section 2 for DS, 4. Letter of Agency-for DS

DOCUMENTS (4)

1. LO-offer page for DS

2

NEXT: 1/9

SECTION FOR ACCEPTANCE BY THE ENTREPRENEUR

I/We, the undersigned hereby accept the above offer and confirm that I/we have read and understand the terms and conditions set out above.

Signature :

Name :

Designation :

Contact No. :

Date :

Signature :

Name :

Designation :

Contact No. :

Date :

RECIPIENTS (1)

NORASYIKIN BINTI MANSOR

FIELDS

Add Text

**Klik Tandatangan di sini
untuk tandatangan**

Nota:

Anda perlu lengkapkan maklumat yang diperlukan dan tandatangan di setiap tempat yang ditetapkan oleh Pegawai PUNB (jika ada).

Proses Tandatangan Dokumen

1. LO-offer page for DS, 2. LO-Section 1 for DS, 3. LO-Section 2 for DS, 4. Letter of Agency-for DS

DOCUMENTS (4)

Fit Width

I thank you.

[Signature]

[ENTREPRENEUR]
Authorised signatory
For and on behalf of [ENTREPRENEUR]

4. Letter of Agency-for DS

Setelah selesai, klik tombol **TUTUP**

Proses Tandatangan Dokumen

The screenshot shows a web application interface for document management. At the top, there is a navigation bar with 'DASHBOARD' and 'DOCUMENTS' tabs. Below this, a search bar and a filter dropdown are visible. A sidebar on the left contains 'MY FOLDERS' with 'All' and 'Inbox' options. The main content area displays a list of documents with columns for status, date, size, and an 'OPEN' button. Annotations include:

- 1** (Yellow box): 'Untuk semak dokumen yang telah ditandatangani, klik **DOKUMEN**' (To check signed documents, click **DOKUMEN**). An arrow points to the 'DOCUMENTS' tab.
- 2** (Yellow box): 'Pilih Semua Dokumen' (Select All Documents). An arrow points to the 'All Documents (4)' filter option in the dropdown menu.
- (Yellow box): 'Status dokumen adalah **Telah Ditandatangani**' (Document status is **Already Signed**). An arrow points to the 'Signed' status in the document list.

| Status | Date | Size | Action |
|-----------|--------------|-----------------|--------|
| Completed | Jan 04, 2022 | Size: 575.20 KB | OPEN |
| Signed | Jan 04, 2022 | Size: 532.53 KB | OPEN |
| Draft | Jan 04, 2022 | Size: 416.91 KB | |
| Draft | Jan 04, 2022 | Size: 416.91 KB | |

-Dokumen Tamat-

