



User Guide (PTP External Users)

For

Safety Induction Kiosk System

Version 3

Revision History

Version number	Date	Revised By	Reason for Revision
2.0	29 December 2025	Muhammad Zulfadhli Zulkefli	1. Contact information 2. User registration steps 3. Request for Application Access
3.0	8 January 2026	Muhammad Zulfadhli Zulkefli	1. Reset Password information

Table of Contents

1.	Accessing Safety Induction Kiosk System	2
2.	User Registration (First Time User)	2
3.	How to reset Password	4
4.	Request for Application Access (Existing Workfx User)	7
5.	Login Safety Induction Kiosk System	8
6.	Apply Safety Induction	9
7.	Watch Safety Induction Video	13
8.	View Safety Induction Details.....	15
9.	Safety Induction Expiration	15
10.	Contact Information.....	16

1. Accessing Safety Induction Kiosk System

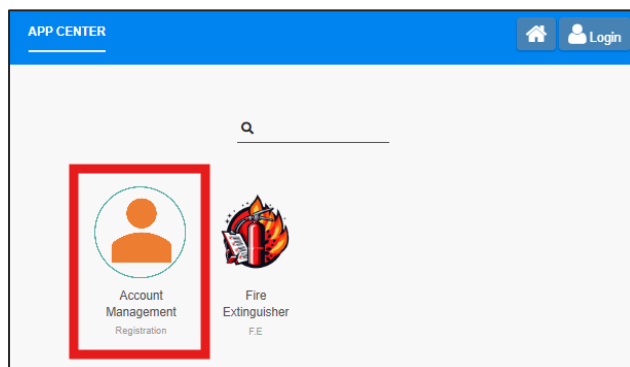
Step 1: Using this link: <https://workfx.ptp.com.my/> or scan this QR Code



2. User Registration (First Time User)

This section is for **users who do not yet have a Workfx account**. Follow the steps below to register and access the Safety Induction Kiosk System for the first time.

Step 1: At the Workfx landing page, click **Account Management** to begin system registration.

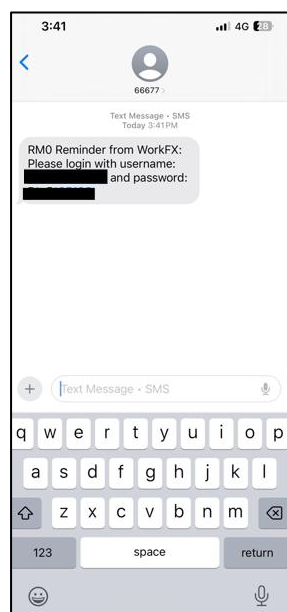


Step 2: Users fill in **New Account Request** form. Choose **EXTERNAL**, fill in user details, choose Safety Induction Kiosk System, attach supporting document (PTP Access Card / Identity Card (IC)) and click **Submit** button once done.

The screenshot shows a web form titled "New Account Request". It is divided into several sections: "New Account Request" (with a "Requestor Type" dropdown set to "External"), "External Requestor Info" (with fields for First Name, Last Name, Email Address, Contact Number, and NRIC/Passport No), "Company Information" (with fields for Company Registration No, Company Name, and a "Company Business Type" section with checkboxes for Government, Forwarding Agent, Shipping Line, Others, Marine Activity, Haulier, and Free Zone Tenant), and "Application To Access 3" (with an "Attachment / Supporting Document" upload area). A "Submit" button is at the bottom left.

Step 3: Wait for the registration request to be reviewed and approved by the **Admin**.

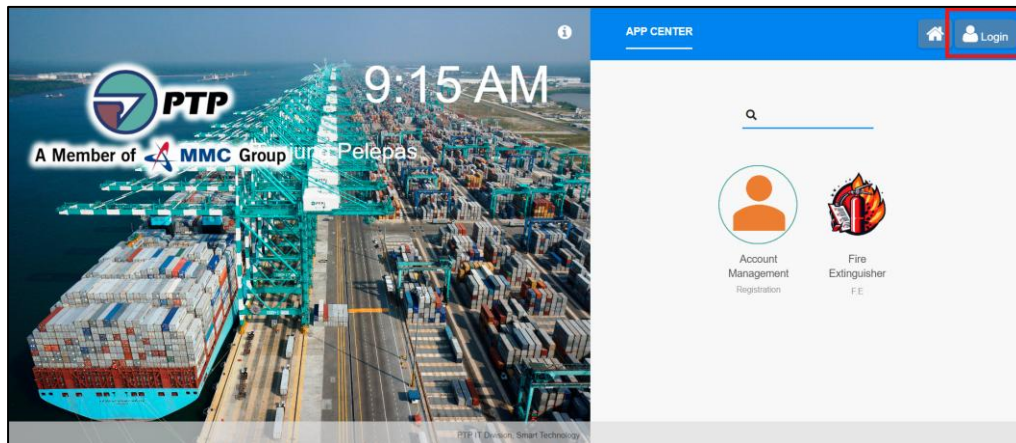
Step 4: Once approved, users will receive an **SMS notification** containing their **Username and Password**.



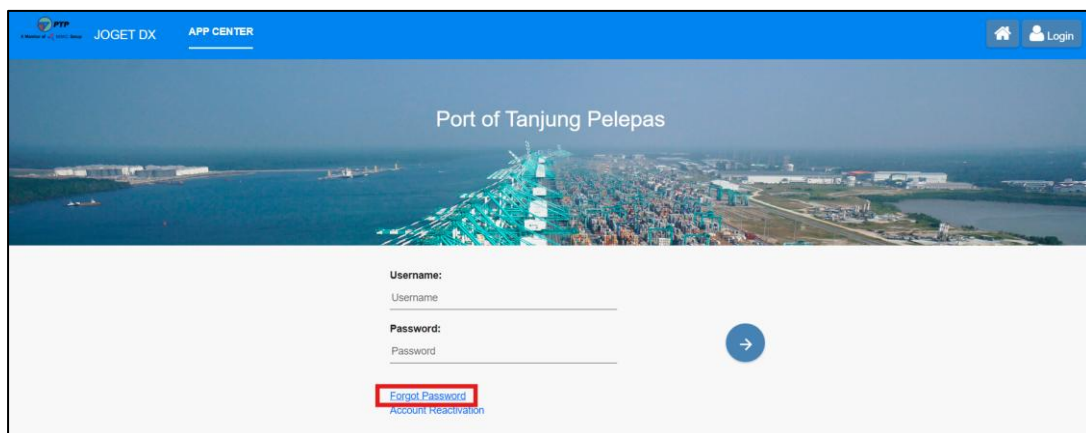
3. How to reset Password

This section is for users **who have forgotten their password**. Please follow the steps below to reset it.

Step 1: Click button **Login** on the home page.

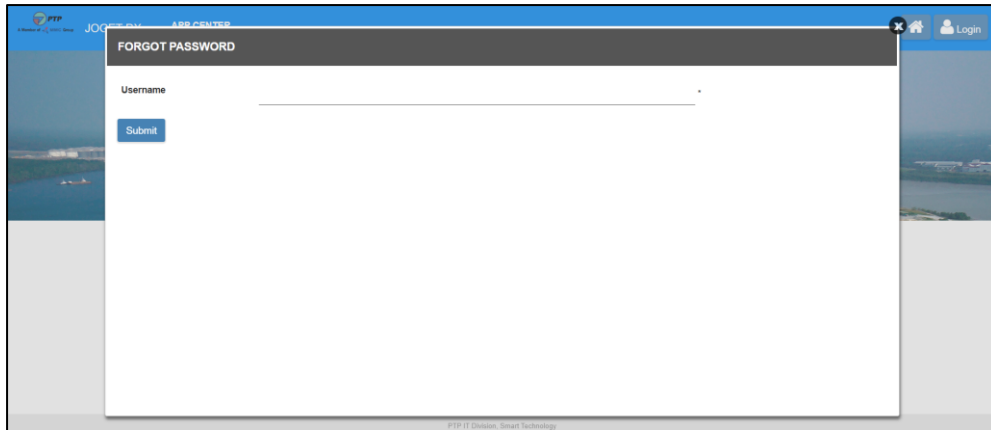


Step 2: Click the **'Forgot Password'** link.

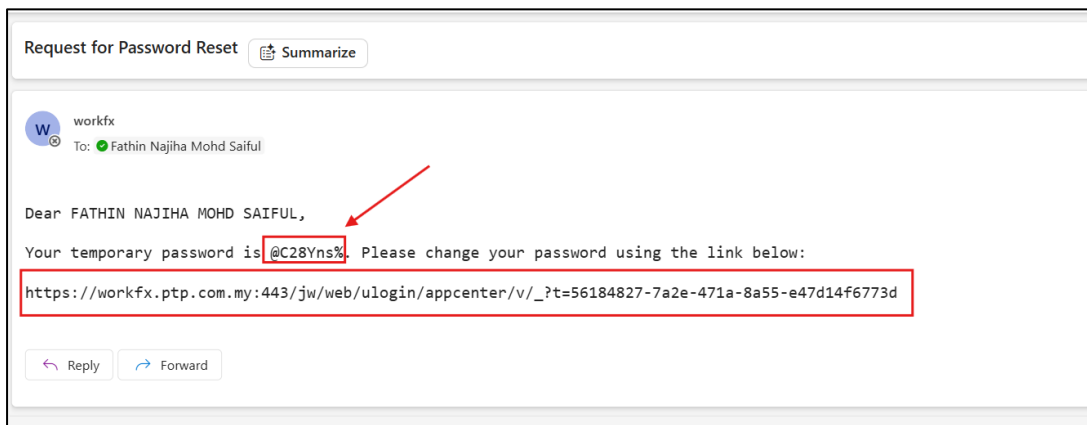
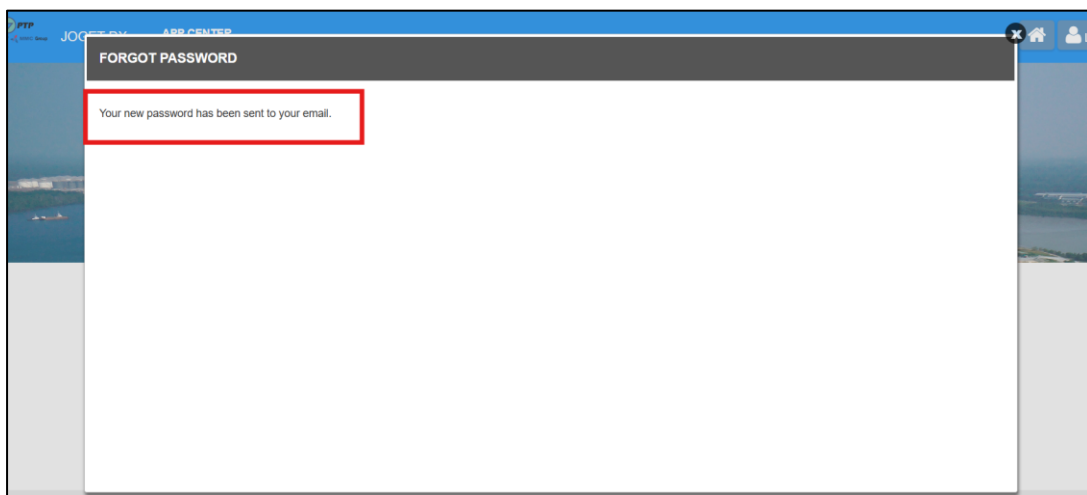


Step 3: Enter your **username** and click **Submit**.

Note: Your username is usually your **IC / Passport Number**.



Step 4: After submitting, a **temporary password** and a **reset link** will be sent to your registered email address.



Step 5: Open the email and **click the URL** provided. The temporary password will be included in the email (example: @C28Yns%).

Note: Do not copy the full stop (.) if it appears after the password.

CHANGE PASSWORD

Login

Username 009767

Password

New Password

New Password

Confirm New Password

Minimum 8 characters
At least 1 upper-case letter
At least 1 lower-case letter
At least 1 numeric character
At least 1 special character [NOTE: All special chars on the standard keyboard are accepted]
Cannot include username
Cannot reuse last 5 passwords

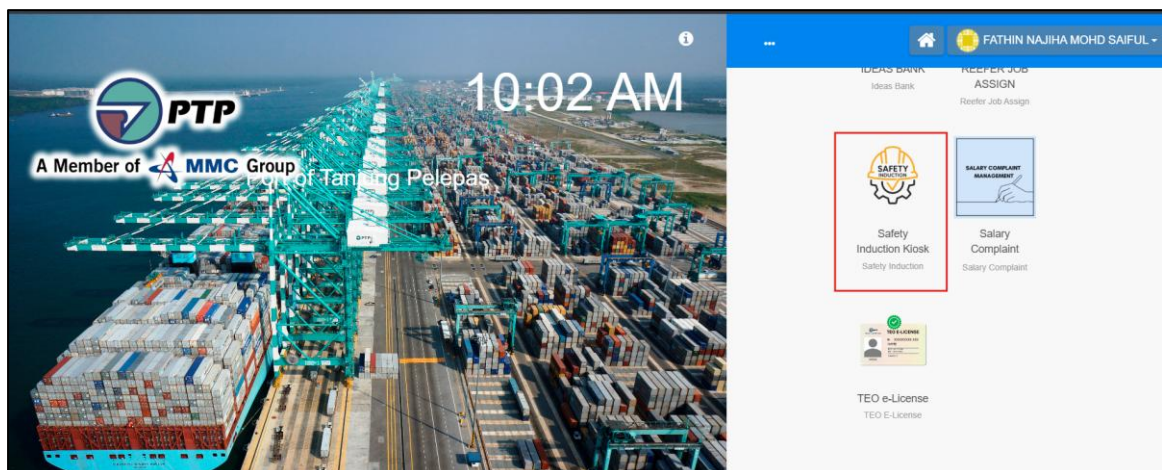
Submit

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Step 6: Enter the **temporary password** provided in the email for

Step 7: Create and confirm a **new password** according to the password requirements shown on the screen.

Step 8: Once completed, you may proceed to apply for **Safety Induction** by clicking the **Induction** icon.

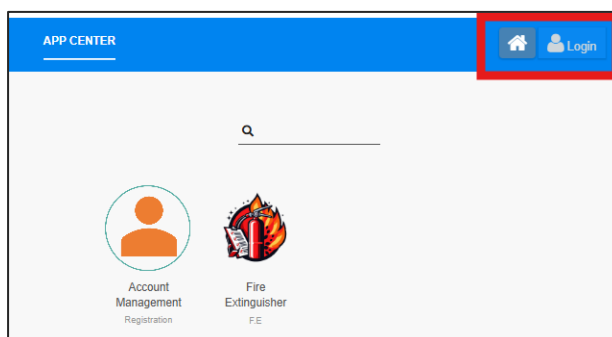


4. Request for Application Access (Existing Workfx User)

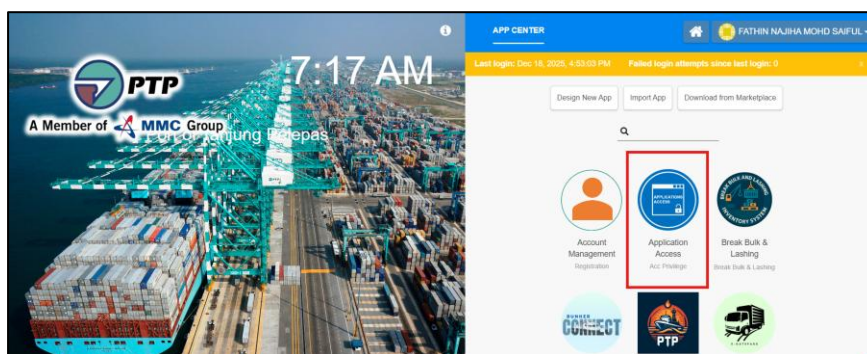
This section is for existing Workfx users who already have an account but do not yet have access to the Safety Induction Kiosk System (for example, users with access to the ePermit system).

Note: Skip this section if you are registering as a first-time user.

Step 1: Click Login and insert username and Password.



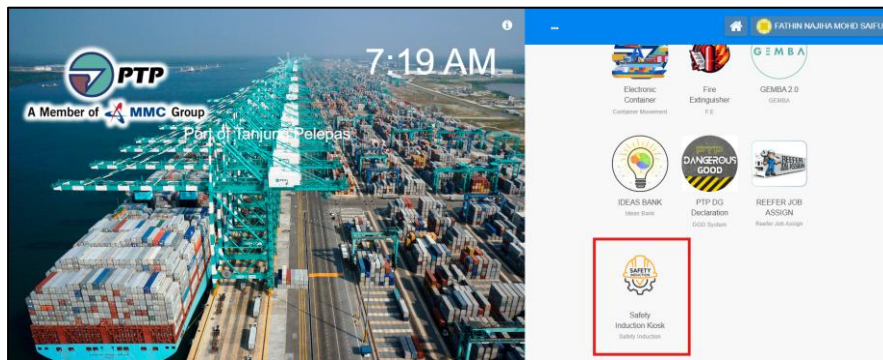
Step 2: Click Application Access



Step 3: Fill in application form, choose Safety Induction Kiosk and submit.

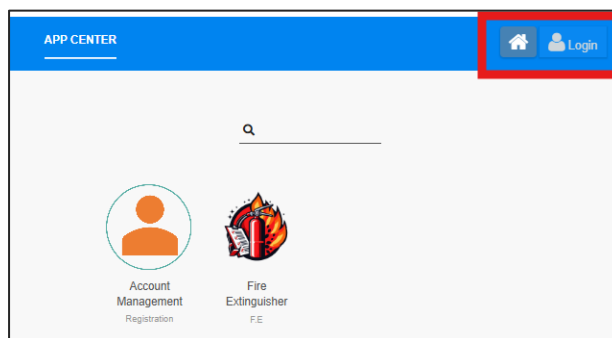
The screenshot shows the 'APPLICATION ACCESS' form. The user's email address 'najha.mohdsafu@ptp.com.my' is entered in the 'Email Address' field. Under the 'Application Access' section, there is a list of applications with radio buttons. The 'Safety Induction Kiosk' option is selected and highlighted with a red rectangular box. Other applications listed include 'Bunkering and PPD Service', 'Bunker Connect', 'ESQ Data Management System', 'FreeZone Information & Processing System Enhancement', 'GEMBA', 'HSSES E-Reporting', 'DGD System', 'Safety Complaint Management System', 'Break Bulk & Lashing Inventory System', 'Electronic Permit', 'F.E.', 'Gate Pass', 'Fleet Maintenance', 'Ideas Bank', 'Rexler Job Assign', 'Scheduler App', and 'TED E-License'. The 'Request Details' section is currently empty, and there is a placeholder for 'Attachment / Supporting Document'.

Step 4: Once approved, click Safety Induction Kiosk.



5. Login Safety Induction Kiosk System

Step 1: On the Landing Page, click on Login button.

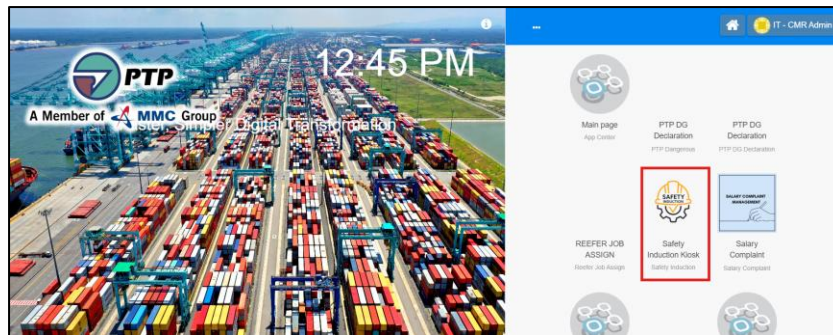


Step 2: Insert Username & Password in WorkFx, then click on the Arrow button to proceed Login.

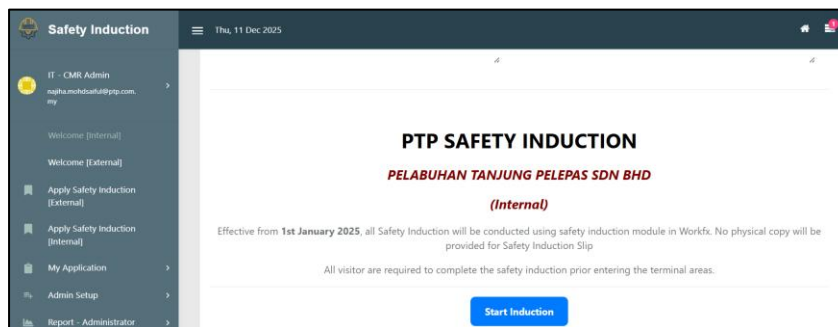
A screenshot of a login form. It has two input fields: 'Username:' with the value '009768' and 'Password:' with masked characters '*****'. To the right of the password field is a blue circular button with a white right-pointing arrow. Below the password field, there are two links: 'Forgot Password' and 'Account Reactivation'.

Step 3: Users able to login and access WorkFx.

Step 4: Users User able to see the Safety Induction Kiosk System on the home page.

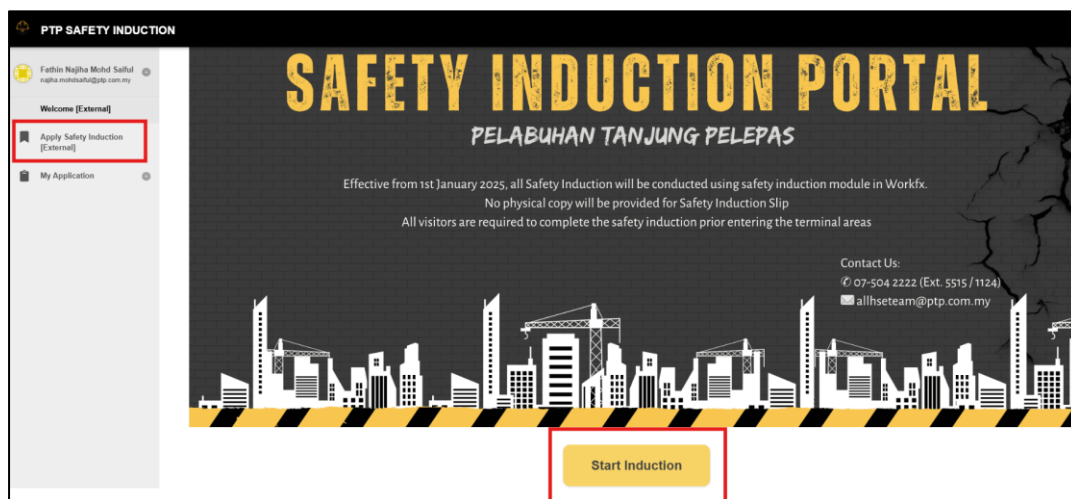


Step 5: When clicked, user will be directed to the Safety Induction Kiosk system homepage.



6. Apply Safety Induction

Step 1: User click **Start Induction** button or **Apply Safety Induction [External]** at the left menu bar.



Step 2: Fill up the Safety Induction details in the form.

Applicant Detail	
Name	IT - CMR Admin
NRIC/Passport No.	981025010000
Email	najiha.mohdsai@ptp.com.my
Company Name	ACE SWIFT LOGISTICS SDN BHD
Contact No *	<input type="text" value="+"/>
Please insert your phone number follow this format: +601234567890, +12345678901	
Applicant Type *	<input type="radio"/> Visitor <input type="radio"/> Agent <input type="radio"/> Contractor <input type="radio"/> Haulier

Step 3: Choose Induction Type and proceed by click **Make Payment**.

Safety Induction Application	
Induction Type *	<input type="radio"/> New Induction
<div>MAKE PAYMENT</div>	

Step 4: User will proceed to online payment page which needs to check the details before making payment.

Home > Online Payment			
External-Online Payment - Proceed Payment			
Payment Details			
Name	IT - CMR Admin	Induction Ref No	SI-20251211-00001
Email Address	najiha.mohdsai@ptp.com.my	Job Details	Payment for: Safety Induction New
Contact Number	+60451234501	Amount (MYR)	1.00
IC / Passport No.	981025010000		
Company	ACE SWIFT LOGISTICS SDN BHD		
<div>Complete</div>			

Step 5: Once confirmed with details, user needs to click **Complete** button to proceed with payment.

External-Online Payment - Proceed Payment			
Payment Details			
Name	IT - CMR Admin	Induction Ref No	SI-20251211-00001
Email Address	najiha.mohdsai@ptp.com.my	Job Details	Payment for: Safety Induction New
Contact Number	+60451234501	Amount (MYR)	1.00
IC / Passport No.	981025010000		
Company	ACE SWIFT LOGISTICS SDN BHD		
<div>Complete</div>			

Step 6: System will appear details of payment.

The screenshot shows the 'Payment' section of the PTPACS system. It contains two main sections: 'Payment Details' and 'Payment Method'. The 'Payment Details' section includes the following information:

- ApplicationId: SafetyInductionKiosk
- ReturnUrl: http://172.18.124.15/web/userview/SafetyInductionKiosk/SafetyInductionUserView/_onlinePaymentRedirection
- ReferenceId: SI-20251211-00001-FF7D8356
- TransactionAmount: [Redacted]
- PayeeName: IT - CMR Admin
- PayeeEmail: najha.mohd@ptp.com.my
- PayeeContact: +60451234501
- PaymentDescription: Payment for: Safety Induction New

The 'Payment Method' section is currently empty, with links for 'Online Banking' and 'Credit Cards' at the bottom.

Step 7: Users need to choose a payment method that to be used either **Online Banking** or **Credit Cards**.

The screenshot shows the 'Payment Method' selection screen. It has two tabs: 'Online Banking' (selected) and 'Credit Cards'. Under the 'Online Banking' tab, there is a grid of bank logos and names, each with a radio button for selection:

- Maybank (Maybank2u)
- CIMB BANK (CIMB Clicks)
- PUBLIC BANK (Public Bank)
- RHB (RHB Now)
- HongLeong Bank (Hong Leong Connect)
- Ambank (Ambank)
- BSN (MyBSN)
- BANK RAKYAT (Bank Rakyat)
- UOB (UOB)
- AFFIN BANK (Affin Bank)
- BANK ISLAM (Bank Islam)
- HSBC (HSBC Online)

Step 8: Tick the box that **Agree with the Terms & Conditions**

The screenshot shows the payment confirmation screen. It features two bank logos at the top: UOB Bank (B2B) and Agrobank (B2B). Below them is a checkbox labeled 'Agree with the Terms & Conditions', which is highlighted with a red box. At the bottom, there is a blue button labeled 'Proceed Payment', also highlighted with a red box.

Step 9: The system will appear page **SUCCESS** after making online payment and can proceed to **Watch Induction Video**.

Payment Details

Payment Status

CAPTURED

Payment **SUCCESS**

Your online payment has been authorized successfully. Below is the detail of your transaction for your reference :

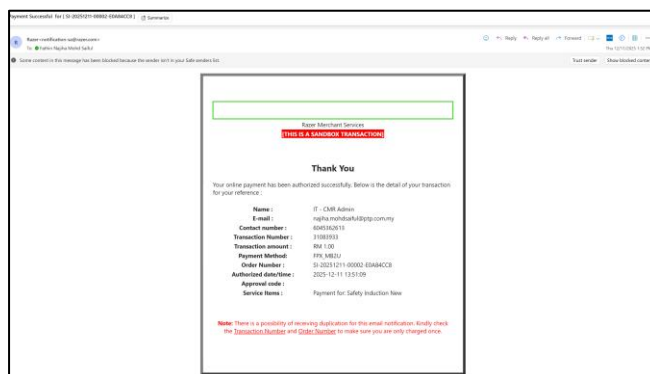
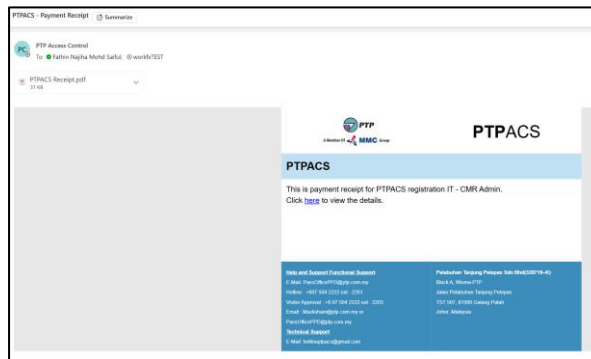
Name	IT - CMR Admin
Email	najiha.mohdsaiiful@ptp.com.my
Contact Number	+6045362613
Transaction Number	31083933
Transaction Amount	1.00
Order Number	SI-20251211-00002-E0A84CC8
Service Items	Payment for: Safety Induction New

PLEASE PROCEED TO

WATCH INDUCTION VIDEO

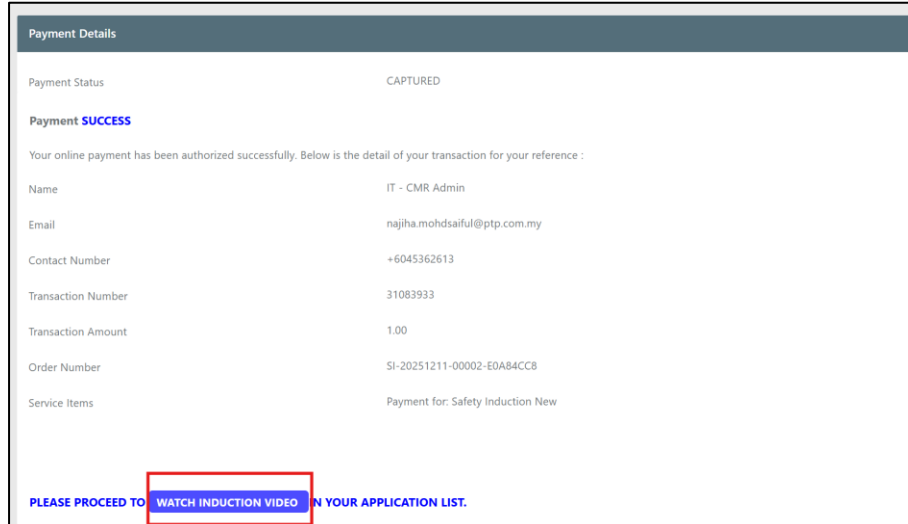
IN YOUR APPLICATION LIST.

Step 10: User also will get email from PTPACS and Razer for receipt payment.



7. Watch Safety Induction Video

Step 1: After the payment is completed, the system will display an online payment message page that redirects you to the induction video by clicking **Watch Induction Video**.



The screenshot shows a 'Payment Details' page with a dark header. Below the header, the 'Payment Status' is 'CAPTURED'. A green message indicates 'Payment SUCCESS'. A note states: 'Your online payment has been authorized successfully. Below is the detail of your transaction for your reference :'. The transaction details are as follows:

Field	Value
Name	IT - CMR Admin
Email	najiha.mohdsaiful@ptp.com.my
Contact Number	+6045362613
Transaction Number	31083933
Transaction Amount	1.00
Order Number	SI-20251211-00002-E0A84CC8
Service Items	Payment for: Safety Induction New

At the bottom, there is a blue button labeled 'WATCH INDUCTION VIDEO' which is highlighted with a red box. The text 'PLEASE PROCEED TO' and 'ON YOUR APPLICATION LIST.' is visible on either side of the button.

Step 2: Choose preferred language for the Safety Induction Video.



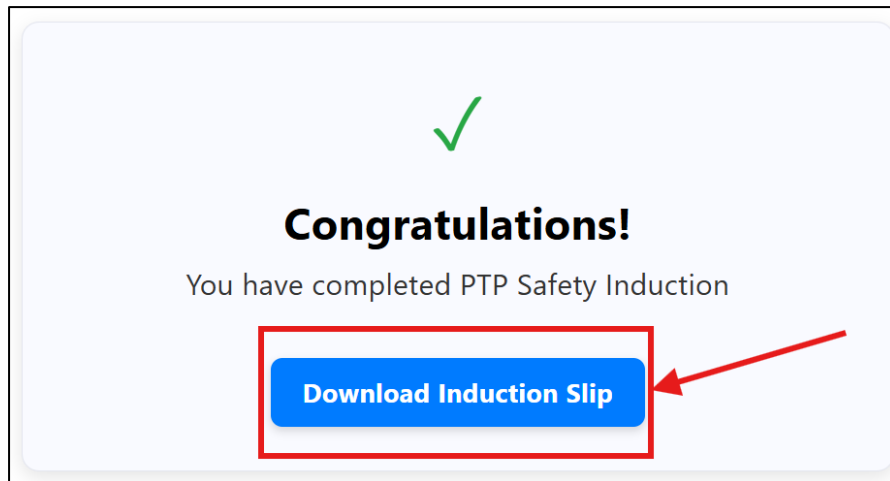
The screenshot shows a 'Safety Induction Application' page with a dark header. Below the header, the text 'Choose video language / Pilih Bahasa video' is displayed. Underneath, there are two radio button options: 'English' and 'Bahasa Melayu'. Red arrows point to both options, indicating that either can be selected.

Step 3: Click **Play** button on the video.



Step 4: Watch the video until the end. The video cannot be fast forward, downloaded.

Step 5: After the video finishes playing, the screen below will be shown. Click on the **Download Induction Slip** button.

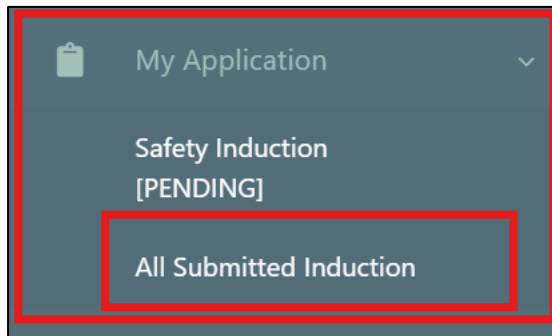


Step 6: The system will direct user to the Safety Induction Slip page. User may download from there. The Induction Slip should show Slip Number (green) and all other user details.

A screenshot of a web browser displaying the "SafetyL...ionSlip2" page. The browser's address bar shows a URL starting with "http://172.18.124.15/jw/web/jsor/plugin/...". The page has a header with "All tools", "Edit", "Convert", and "E-Sign" options. The main content area is a form titled "PELABUHAN TANJUNG PELEPAS SAFETY INDUCTION SLIP". The form includes a "Slip Number" field with the value "SI-20251210-00001" highlighted in green. Below this are radio buttons for "NEW STAFF", "VISITOR", "CONTRACTOR", "AGENT", and "HAULIER", with "NEW STAFF" selected. A red box highlights the "NEW STAFF" button. The form also contains fields for "NAME", "IC / PASSPORT NO", "COMPANY", "DATE ISSUED", and "PAYMENT RECEIPT NO". A red box highlights the "NAME" and "IC / PASSPORT NO" fields. Below these fields is a disclaimer and a section for emergency contact information. At the bottom, there is a checkbox for "I hereby declare that I fully understand all the requirements stated above" and a red box highlighting the "NAME" and "IC / PASSPORT NO" fields. A red arrow points down from the "NAME" field.

8. View Safety Induction Details

Step 1: Users go to **My Application** in the left menu bar.



Step 2: Click **Download** button to download the safety induction slip.

REFERENCE NO	REFERENCE NO (ONLINE PAYMENT)	INDUCTION TYPE	APPLICATION STATUS	NEXT ACTION	INDUCTION STATUS	EFFECTIVE DATE TIME	EXPIRED DATE TIME	VIDEO STATUS	INDUCTION SLIP
SI-20251210-00001		New	New Induction Submitted	Completed	Active	10-12-2025 16:27:11	-	Complete Watch Video	Download

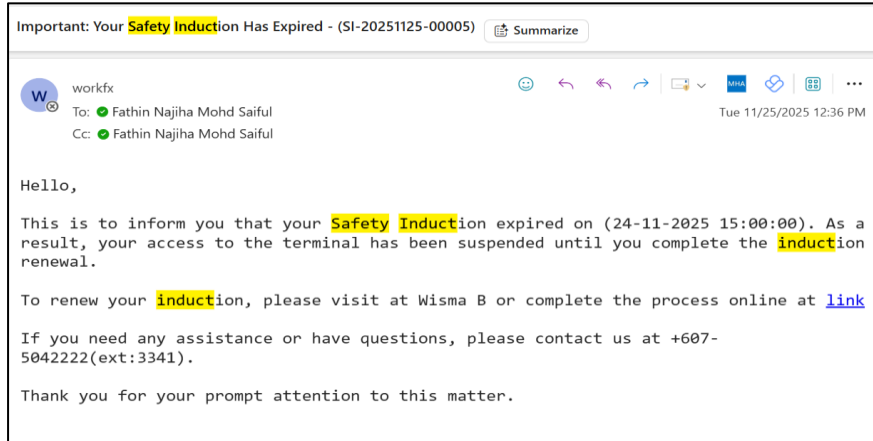
9. Safety Induction Expiration

Step 1: When system detects expiration date in 30 days, user will get notification email.

Step 2: The system will display a “Near Expiry” status, indicating that the user needs to renew their safety induction.

REFERENCE NO	REFERENCE NO (ONLINE PAYMENT)	INDUCTION TYPE	APPLICATION STATUS	NEXT ACTION	INDUCTION STATUS	EFFECTIVE DATE TIME	EXPIRED DATE TIME	VIDEO STATUS	INDUCTION SLIP
SI-20251211-00002	SI-20251211-00002-E0A84CC8	New	Induction Completed		Near Expiry	11-12-2025 14:07:04	11-12-2027 14:07:04	Complete Watch Video	Download
SI-20251211-00001	SI-20251211-00001-FF7D8356	New	Pending Payment	Make Payment	Active	-	-	Pending	Download
SI-20251210-00001		New	New Induction Submitted	Completed	Active	10-12-2025 16:27:11	-	Complete Watch Video	Download

Step 3: Users will receive an email informing them to renew their safety induction within 30 days.



10. Contact Information

HSE Department:

1. Muhammad Zulfadhli Zulkefli - zulfadhli.zulkefli@ptp.com.my
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