



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 Zulfadhl Zulkefli	<ul style="list-style-type: none">1. Contact information2. User registration steps3. Request for Application Access
3.0	8 January 2026	Muhammad Zulfadhl Zulkefli	<ul style="list-style-type: none">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

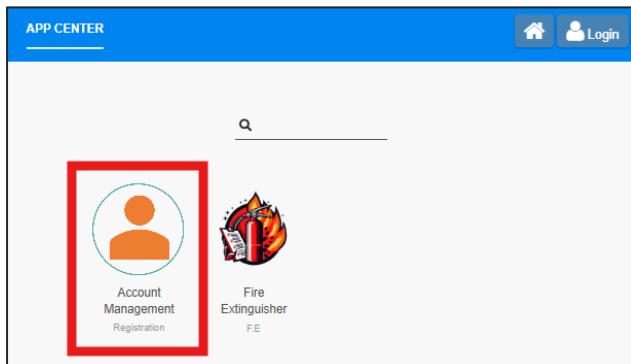
Step 1: Using this link: <https://workfx.ptp.com.my/> or scan this QR Code



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.

New Account Request

New Account Request

Requestor Type *

External Requestor Info

First Name *

Last Name *

Please insert your first and last name as per IC

Email Address *

Contact Number *

Please insert your phone number follow this format: 601234567890

NRIC/Passport No. *

Company Information

Company Registration No (BSM Registration No)

Company Name *

Please choose 'Others' if your company name is not registered yet

Company Business Type *

Government Marine Activity

Forwarding Agent Haulier

Shipping Line Free Zone Tenant

Others

Application To Access 3

Applications *

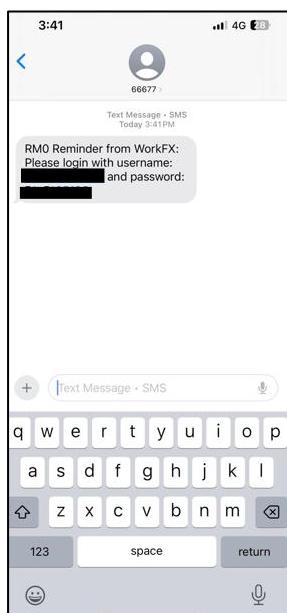
Please upload your related document (e.g.: IC/License/CardeX/Pass)

Attachment / Supporting Document

Drop files here or click to upload.

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

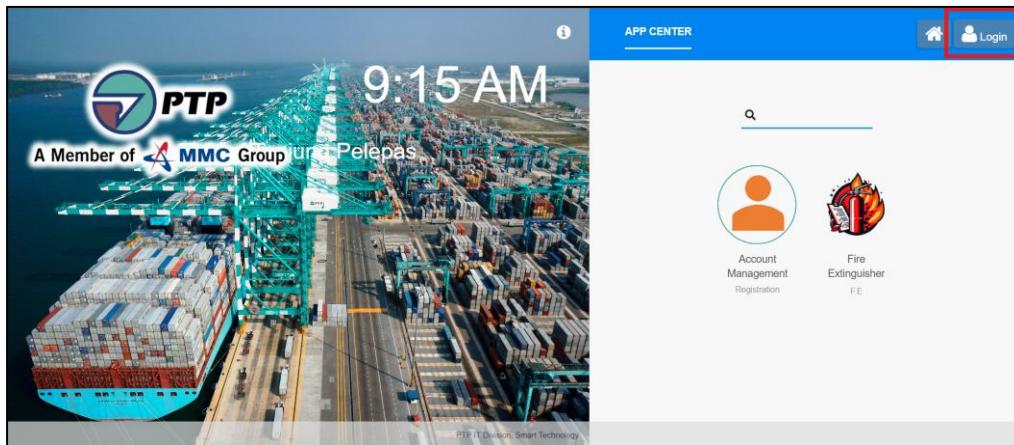
Step 4: Once approved, users will receive an **SMS notification** containing their **Username and Password**.



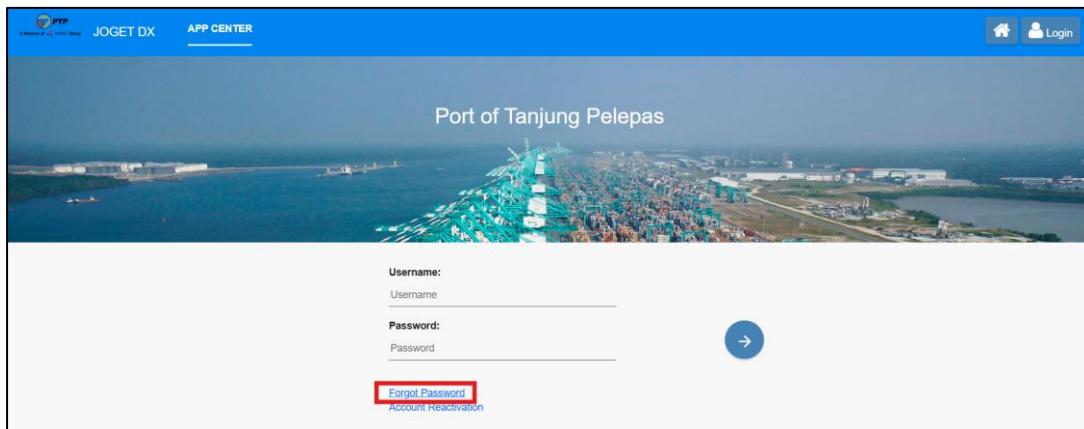
3. How to reset Password

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.

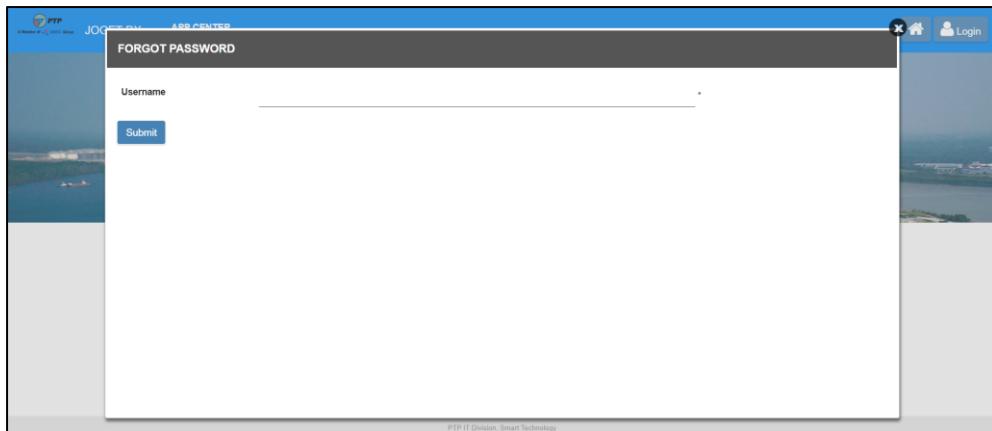


Step 2: Click the '**Forgot Password**' link.

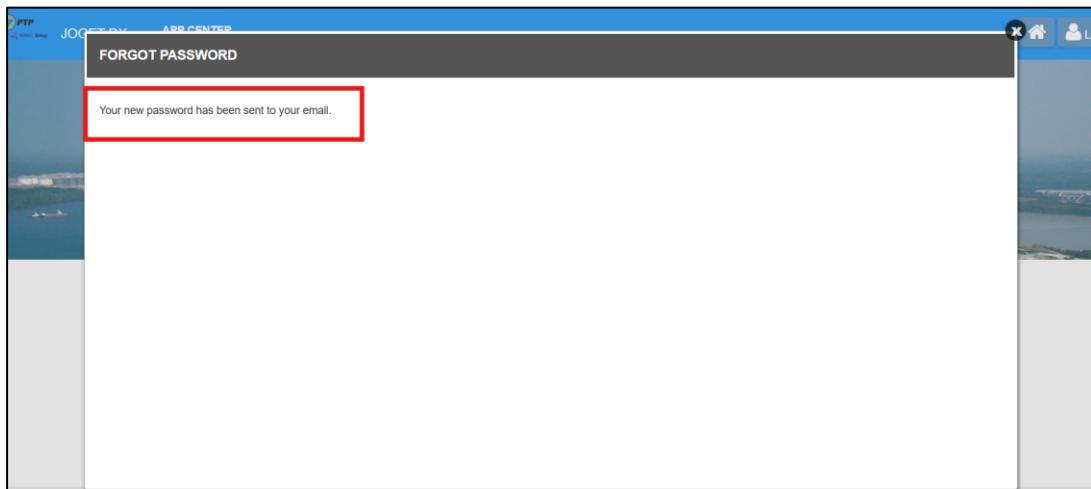


Step 3: Enter your **username** and click **Submit**.

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%).

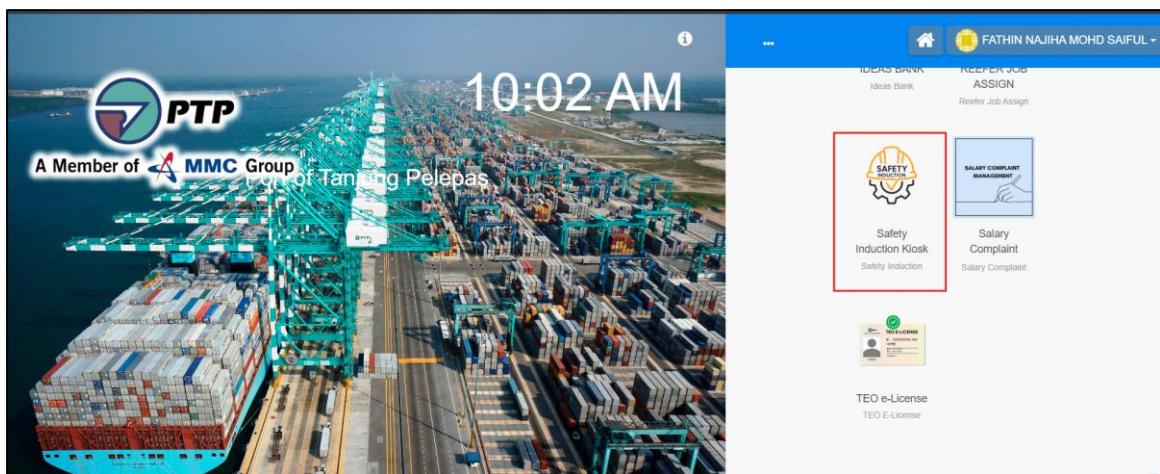
Note: Do not copy the full stop (.) if it appears after the password.

PTP IT Division, Smart Technology

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.

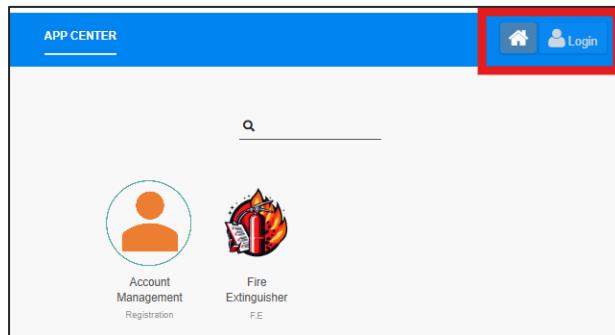


4. Request for Application Access (Existing Workfx User)

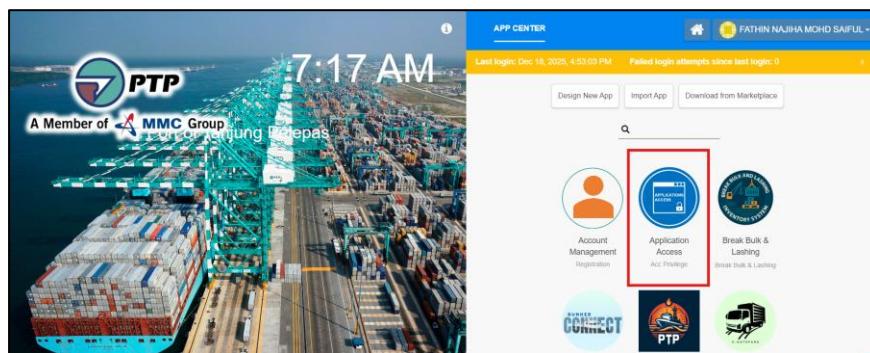
This section is for existing Workfx users who already have an account but do not yet have access to the Safety Induction Kiosk System (for example, users with access to the ePermit system).

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

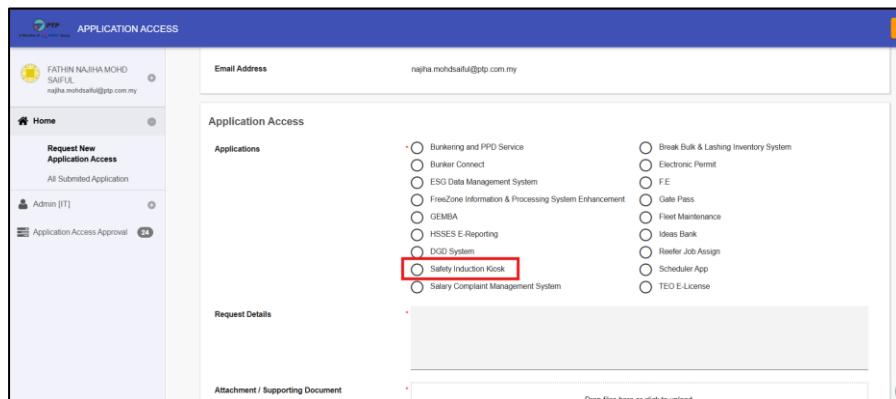
Step 1: Click Login and insert username and Password.



Step 2: Click Application Access

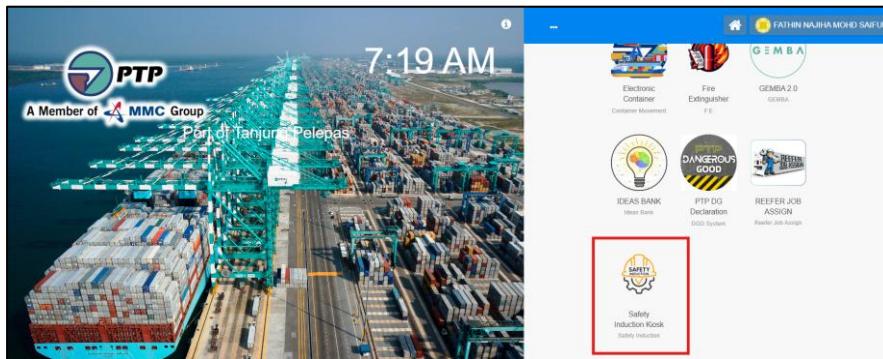


Step 3: Fill in application form, choose Safety Induction Kiosk and submit.



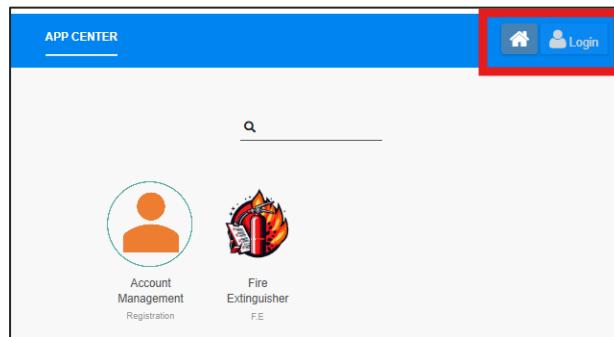
The screenshot shows a user interface for requesting application access. On the left, a sidebar shows 'Home', 'Request New Application Access', and 'Admin [IT]'. The main area has a header 'APPLICATION ACCESS'. It shows the user's email address: 'najha.mohdsaiful@ptp.com.my'. Below this is a section for 'Application Access' with a list of applications. The 'Safety Induction Kiosk' checkbox is highlighted with a red box. Other applications listed include Bunkering and PPD Service, Bunker Connect, ESG Data Management System, FireZone Information & Processing System Enhancement, GEMBA, HSSEs E-Reporting, DGD System, Salary Complain Management System, Break Bulk & Lashing Inventory System, Electronic Permit, F.E., Gate Pass, Fleet Maintenance, Ideas Bank, Reefer Job Assign, Scheduler App, and TEO E-License. At the bottom, there are fields for 'Request Details' and 'Attachment / Supporting Document'.

Step 4: Once approved, click Safety Induction Kiosk.



5. Login Safety Induction Kiosk System

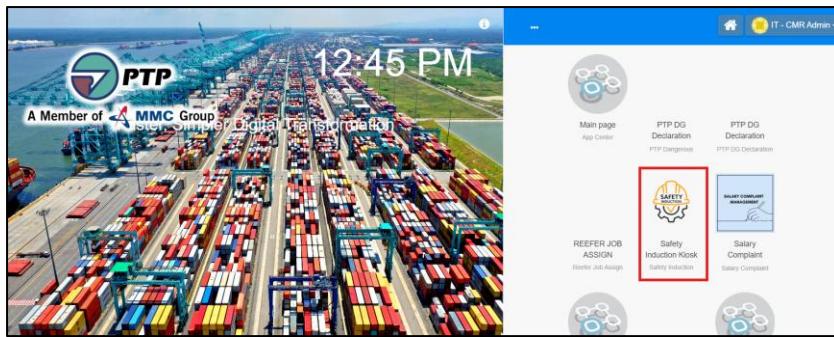
Step 1: On the Landing Page, click on Login button.



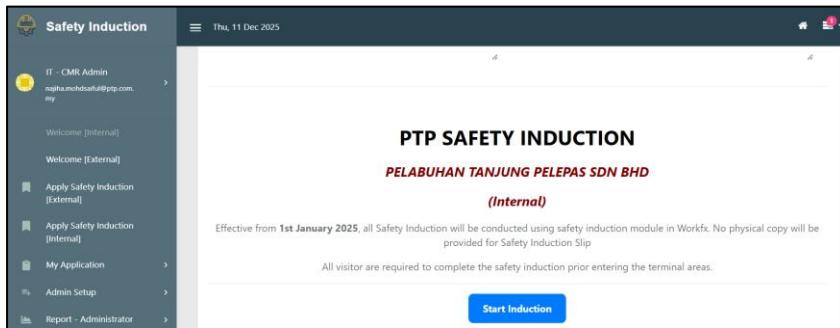
Step 2: Insert Username & Password in WorkFx, then click on the Arrow button to proceed Login.

Step 3: Users able to login and access WorkFx.

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



Step 5: When clicked, user will be directed to the Safety Induction 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	najihha.mohdsaiful@ptp.com.my
Company Name	ACE SWIFT LOGISTICS SDN BHD
Contact No *	<input type="text" value="+"/>
<i>Please insert your phone number follow this format: +601234567890, +12345678901</i>	
Applicant Type *	<input type="radio"/> Visitor <input type="radio"/> Contractor <input type="radio"/> Agent <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
<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 5px; width: 150px; height: 30px; border-radius: 5px;" type="button" value="MAKE PAYMENT"/>	

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	najihha.mohdsaiful@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		
<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 5px; width: 150px; height: 30px; border-radius: 5px;" type="button" value="Complete"/>			

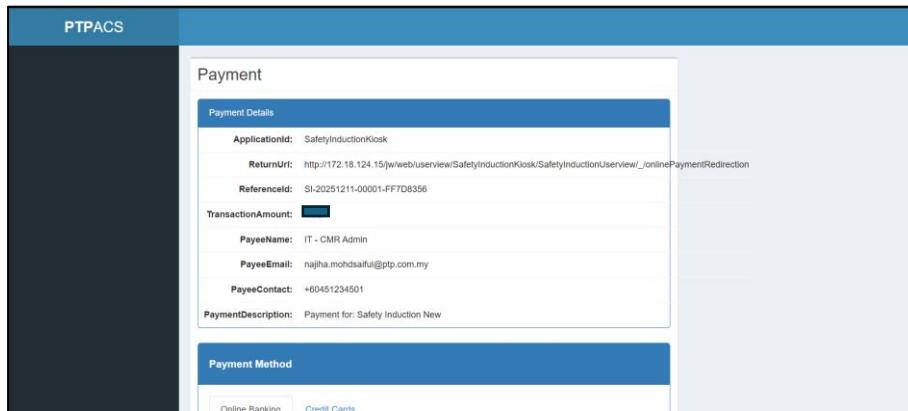
Step 5: Once confirmed with details, user needs to click **Complete button to proceed with payment.**

External-Online Payment - Proceed Payment

Payment Details

Name	IT - CMR Admin	Induction Ref No	SI-20251211-00001
Email Address	najihha.mohdsaiful@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		
<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 5px; width: 150px; height: 30px; border-radius: 5px;" type="button" value="Complete"/>			

Step 6: System will appear details of payment.



PTPACS

Payment

Payment Details

ApplicationId: Safety/InductionKiosk

ReturnUrl: http://172.18.124.15/jw/web/userview/Safety/InductionKiosk/Safety/InductionUserview/_/onlinePaymentRedirection

ReferencedId: SI-20251211-00001-FF7D8356

TransactionAmount: 0.00

PayeeName: IT - CMR Admin

PayeeEmail: najlha.mohdsafail@ptp.com.my

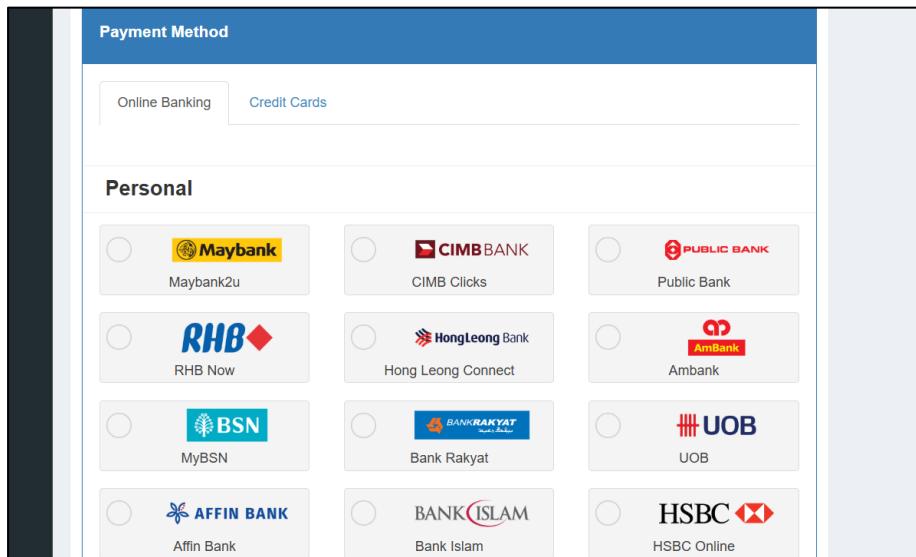
PayeeContact: +60451234501

PaymentDescription: Payment for: Safety Induction New

Payment Method

Online Banking Credit Cards

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



Payment Method

Personal

Online Banking Credit Cards

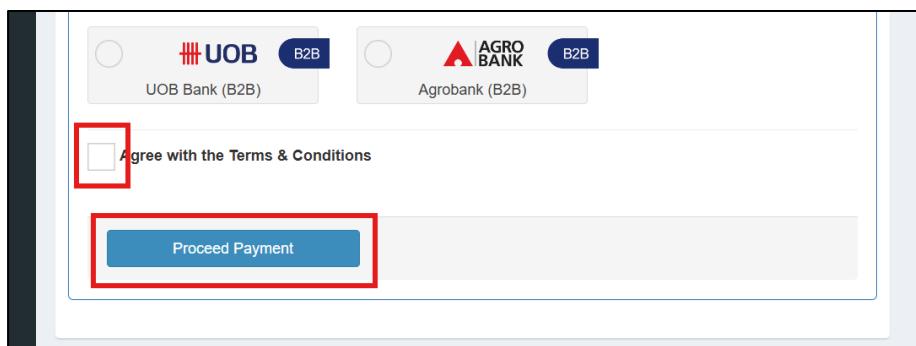
Maybank2u CIMB Clicks Public Bank

RHB Now Hong Leong Connect AmBank

MyBSN Bank Rakyat UOB

Affin Bank Bank Islam HSBC Online

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



UOB Bank (B2B) Agrobank (B2B)

Agree with the Terms & Conditions

Proceed Payment

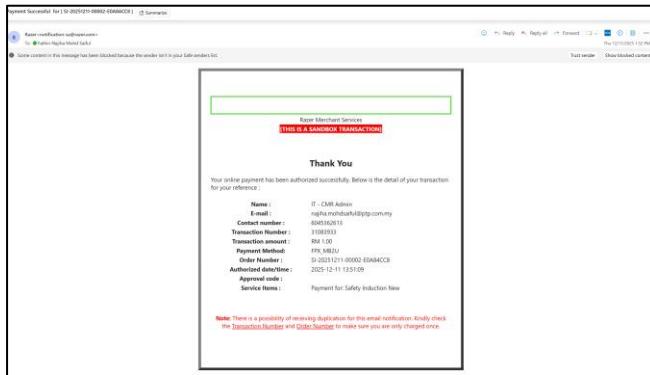
Step 9: The system will appear page **SUCCESS** after making online payment and can proceed to **Watch Induction Video**.

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	najihah.mohdsaiul@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**.

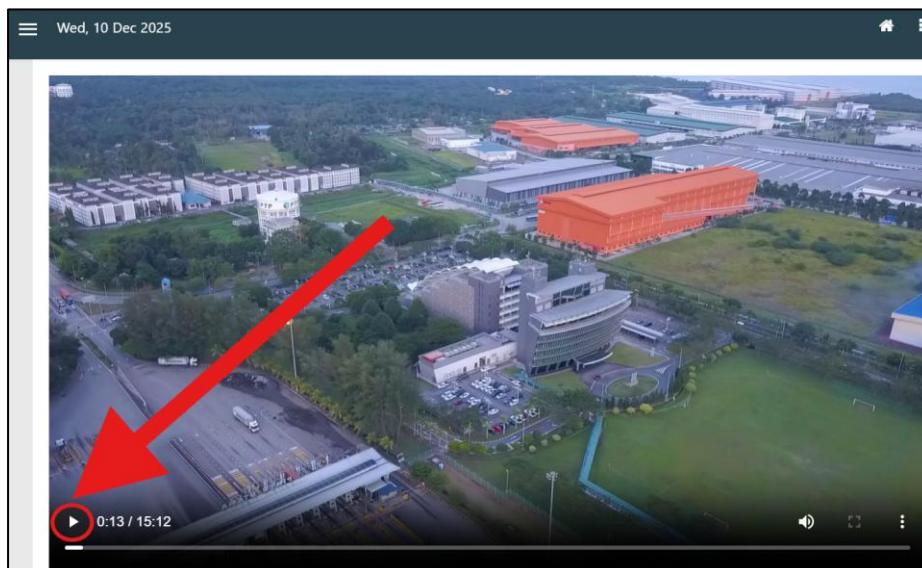
Payment Details	
Payment Status	CAPTURED
Payment: SUCCESS	
Your online payment has been authorized successfully. Below is the detail of your transaction for your reference :	
Name	IT - CMR Admin
Email	najihah.mohdsaiiful@ptp.com.my
Contact Number	+6045362613
Transaction Number	31083933
Transaction Amount	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 2: Choose preferred language for the Safety Induction Video.

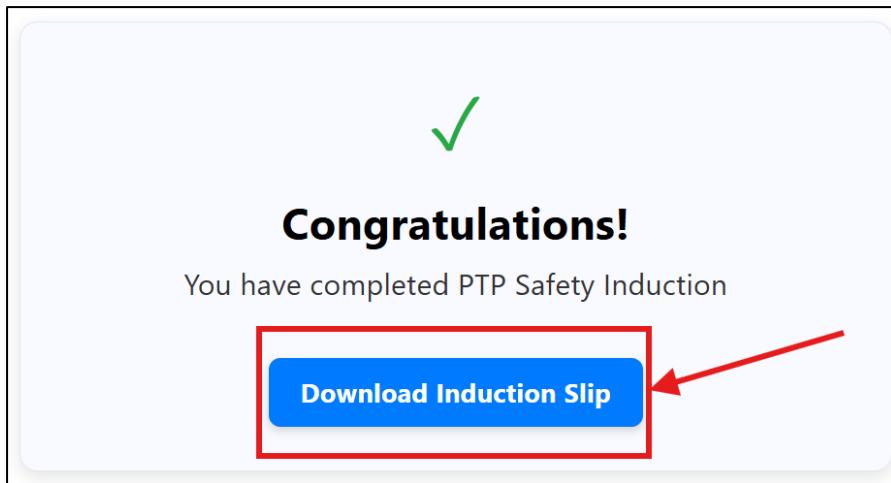
Safety Induction Application	
Choose video language / Pilih Bahasa video	
Language / Bahasa *	<input type="radio"/> English <input checked="" type="radio"/> Bahasa Melayu

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

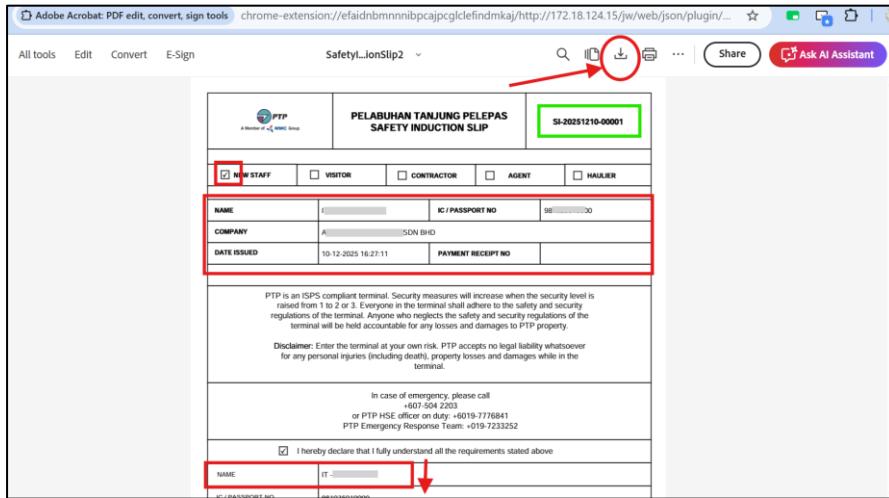


Step 4: Watch the video until the end. The video cannot be fast forward, downloaded.

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

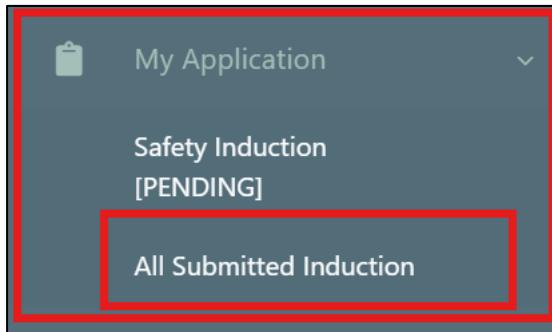


Step 6: The system will direct user to the Safety Induction Slip page. User may download from there. The Induction Slip should show Slip Number (green) and all other user details.



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

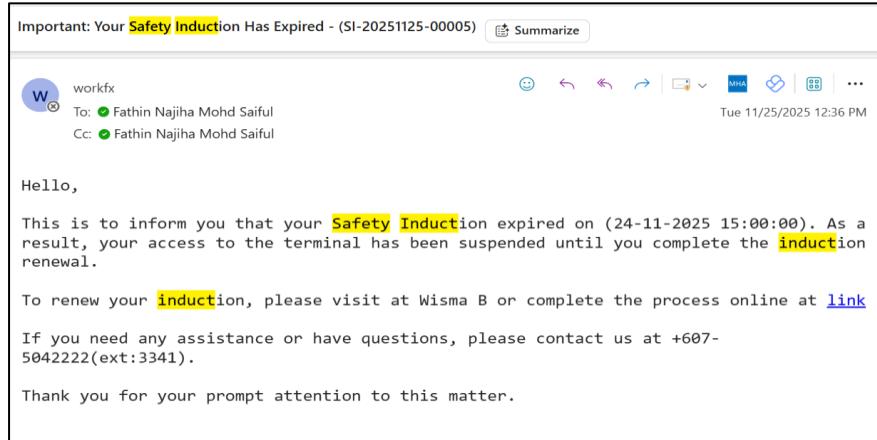
9. Safety Induction Expiration

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.



Important: Your **Safety Induction** Has Expired - (SI-20251125-00005) [Summarize](#)

workfx Tue 11/25/2025 12:36 PM

To: ● Fathin Najiha Mohd Saiful
Cc: ● Fathin Najiha Mohd Saiful

Hello,

This is to inform you that your **Safety Induction** expired on (24-11-2025 15:00:00). As a result, your access to the terminal has been suspended until you complete the **induction** renewal.

To renew your **induction**, please visit at Wisma B or complete the process online at [link](#)

If you need any assistance or have questions, please contact us at +607-5042222(ext:3341).

Thank you for your prompt attention to this matter.

10. Contact Information

HSE Department:

1. Muhammad Zulfadhl Zulkefli - zulfadhl.zulkefli@ptp.com.my
2. Maisarah Mohd Zaki - maisarah.mzaki@ptp.com.my
3. Hanif Sajat - hanif.sajat@ptp.com.my

IT Department:

1. IT PMO & Development – itpmodev@ptp.com.my