



User Guide (PTP External Users)

For

Safety Induction Kiosk System

Version 5

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
4.0	28 January 2026	Muhammad Zulfadhli Zulkefli	1. Did not receive temporary password via SMS
5.0	28 July 2026	Maisarah Binti Mohd Zaki	1. Update contact information 2. Document watermarks 3. Details add on guidelines

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1. Accessing Safety Induction Kiosk System

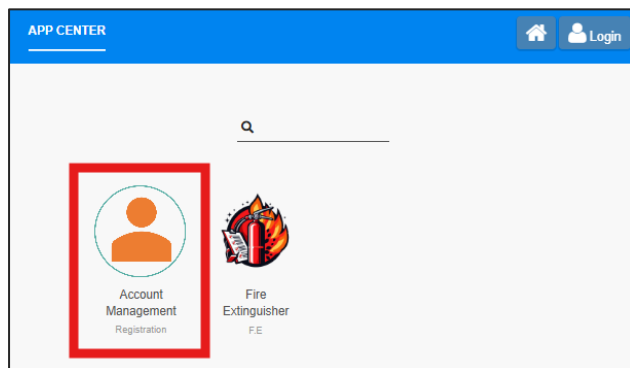
Step 1: Using this link: <https://workfx.ptp.com.my/> or scan this QR Code



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) / Passport) with **watermarks of document attached “FOR PTP USE ONLY”** and click **Submit** button once done.

Ensure to fill up correct and valid email address for temporary password email notification.

New Account Request

Requestor Type *

External

External Requestor Info

First Name *

Last Name *

Please insert your first and last name as per IC

Email Address *

Contact Number *

60

Please insert your phone number follow this format: 601234567890

NRIC/Passport No *

e.g. 750801143387

Company Information

Company Registration No (SSM Registration No)

Company Name *

--Please Select--

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

Company Business Type *

☐ Government

☐ Forwarding Agent

☐ Shipping Line

☐ Others

☐ Marine Activity

☐ Haulier

☐ Free Zone Tenant

Application To Access

Applications *

☐ Bunkering and PPD Service

☐ Container Movement Request

☐ Gate Pass

☐ Safety Induction Kiosk

☐ TEO e-License

☐ Bunker Connect

☐ Electronic Permit

☐ Fleet Maintenance

☐ Scan Inspection Movement Request

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

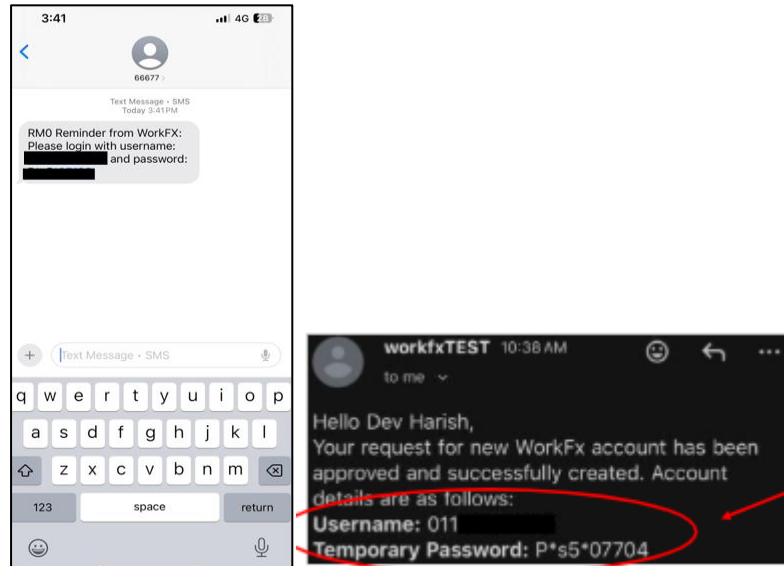
Attachment / Supporting Document *

Drop files here or click to upload.

Submit

Step 3: Once application submitted, user will received notification on the request. The application have been received and will be reviewed and approved by the **Admin**.

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

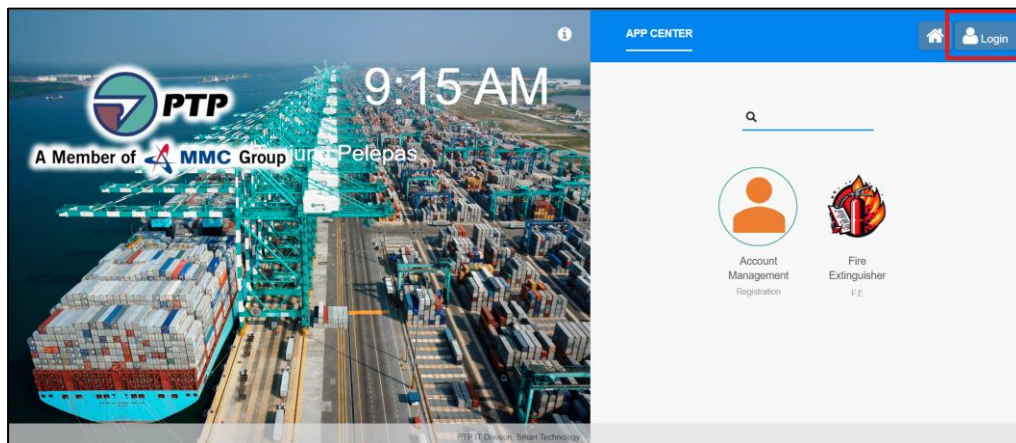


Note: If users do not receive any email or SMS notification, proceed to reset password section below.

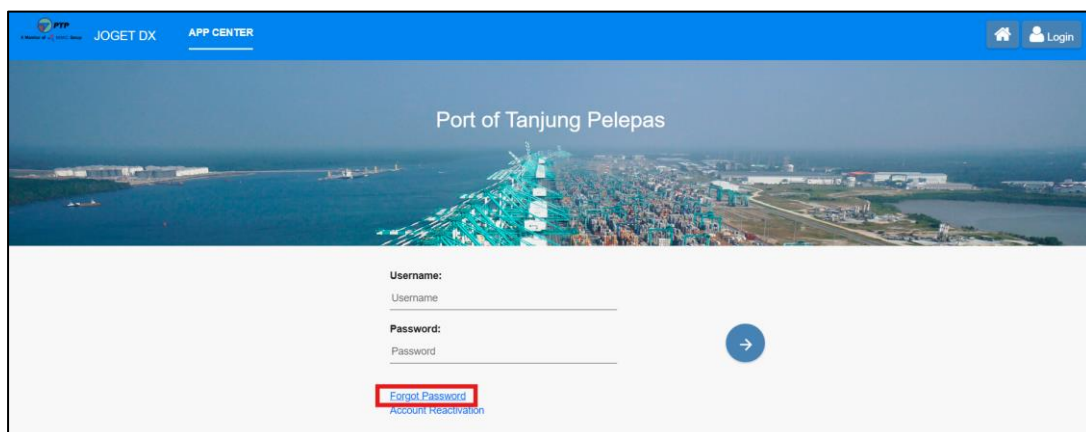
3. How to reset Password/ Not received email or SMS notification

This section is for users **who have forgotten their password or not receive email or SMS notification**. Please follow the steps below to reset it.

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

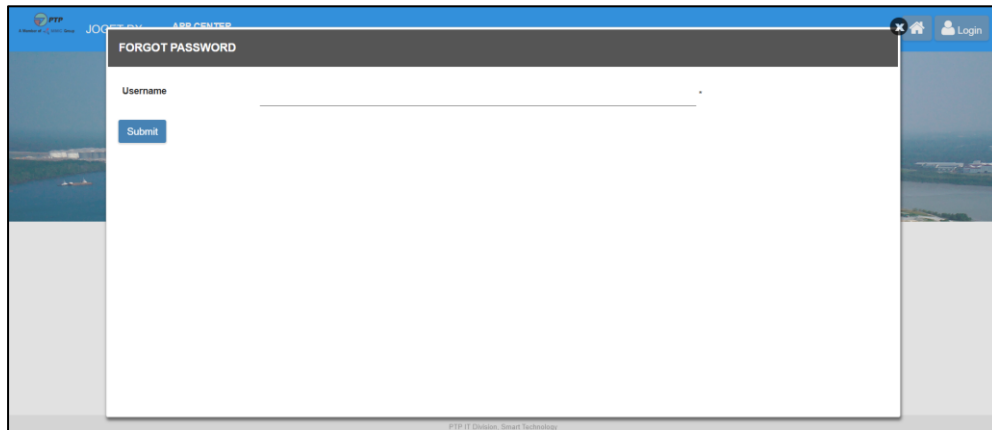


Step 2: Click the '**Forgot Password**' link.



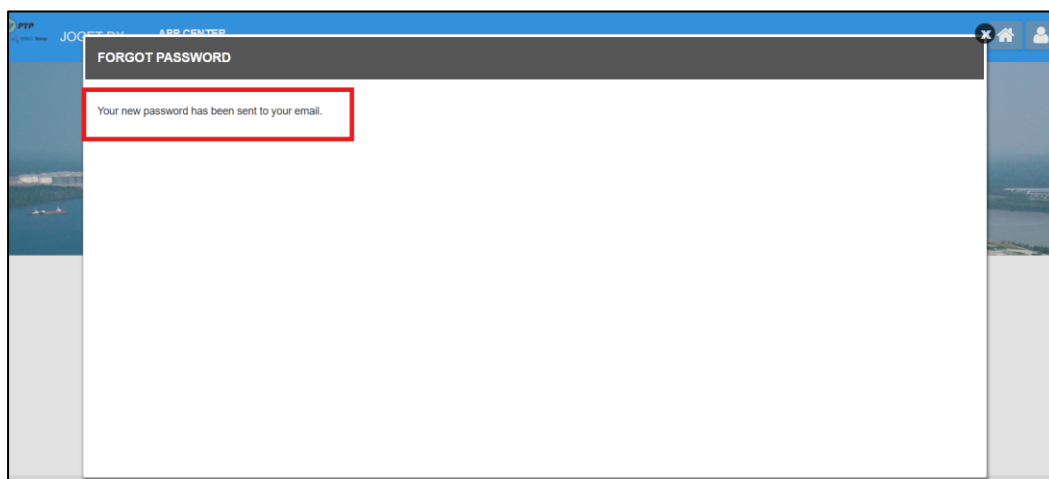
Step 3: Enter your **username** and click **Submit**.

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



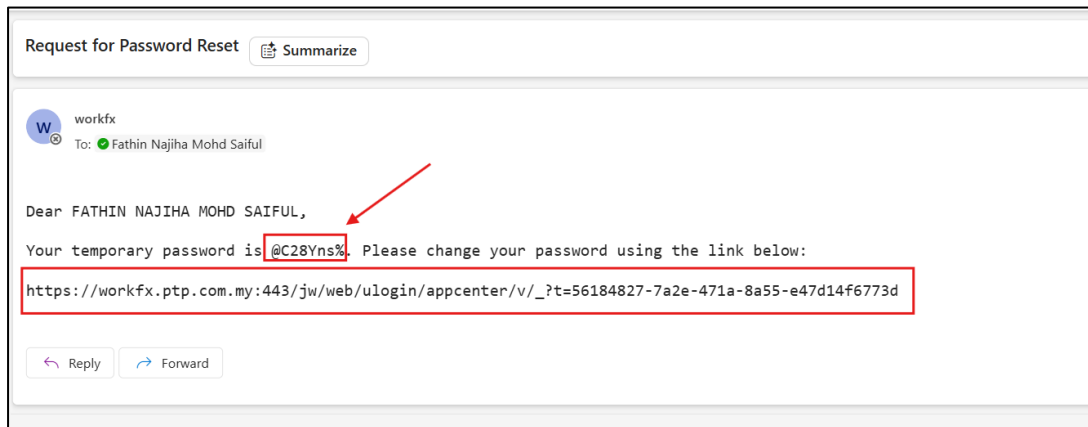
The screenshot shows a web application window titled "JOCELYN APP CENTER". Inside, there is a modal window titled "FORGOT PASSWORD". The modal contains a text input field labeled "Username" and a blue button labeled "Submit". The background of the application shows a scenic view of a lake and mountains.

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



The screenshot shows the same "FORGOT PASSWORD" modal window. A red rectangular box highlights a message that appears after the form is submitted: "Your new password has been sent to your email." The "Submit" button is no longer visible.

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.



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.

CHANGE PASSWORD

Login

Username 009767

Password

New Password

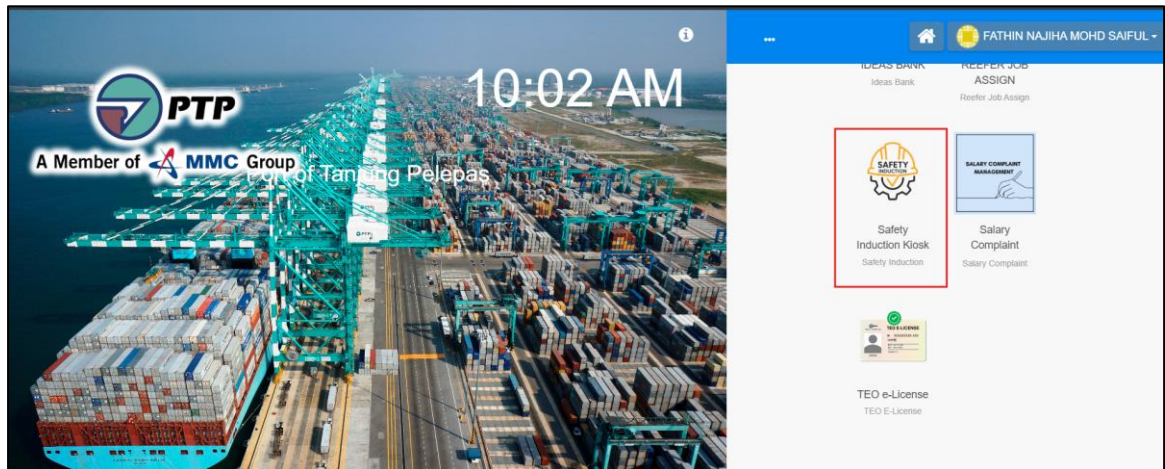
New Password

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](#)

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

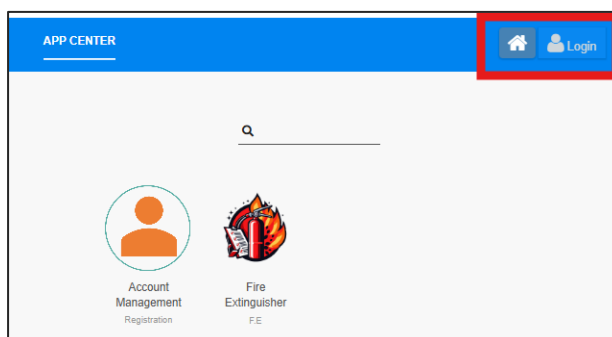


4. Request for Application Access (Existing Workfx User)

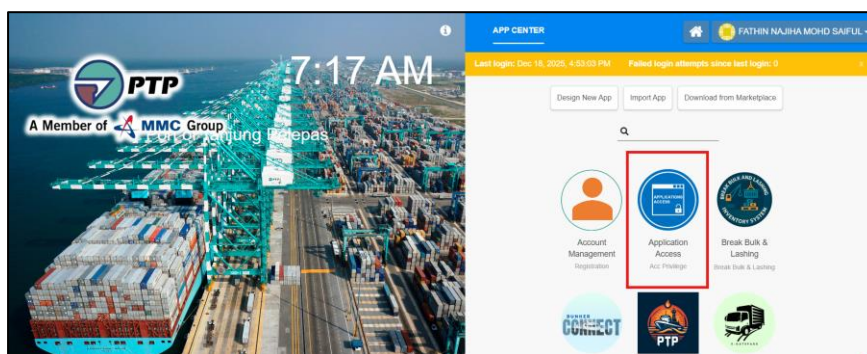
This section is for existing Workfx users who already have an account but do not yet have access to the Safety Induction Kiosk System (for example, users with access to the ePermit system).

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

Step 1: Click Login and insert username and Password.



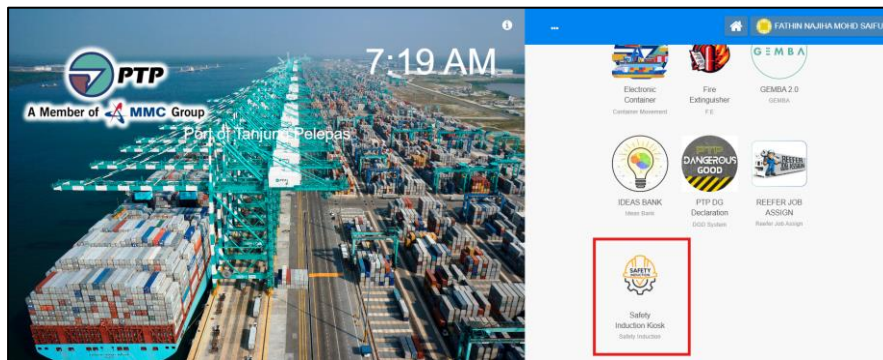
Step 2: Click Application Access



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

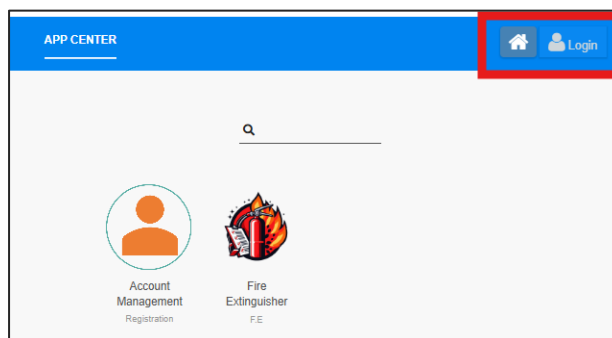
The screenshot displays the 'APPLICATION ACCESS' form. The form includes a sidebar on the left with navigation links like 'Home', 'Request New Application Access', and 'Admin [IT]'. The main content area has a header with the user's name and email. Below this, there is a section titled 'Application Access' containing 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'. At the bottom, there is a section for 'Request Details' and an 'Attachment / Supporting Document' field.

Step 4: Application will be reviewed and 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.

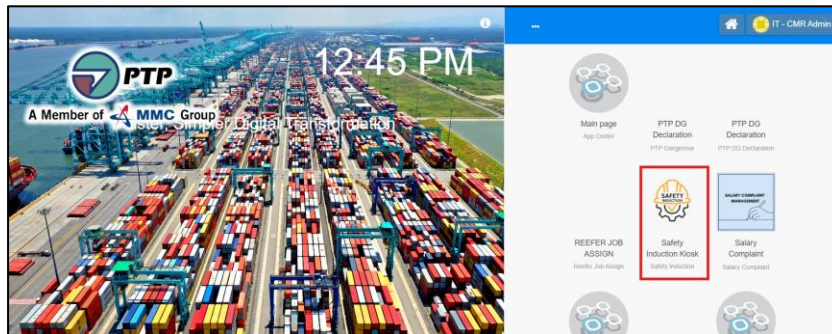
Username:
009768

Password:

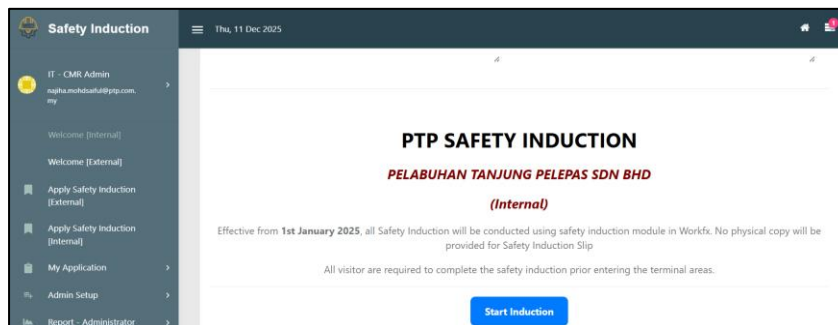
[Forgot Password](#)
[Account Reactivation](#)

→

Step 3: Users able to login and access WorkFx and able to see the Safety Induction Kiosk System on the home page.

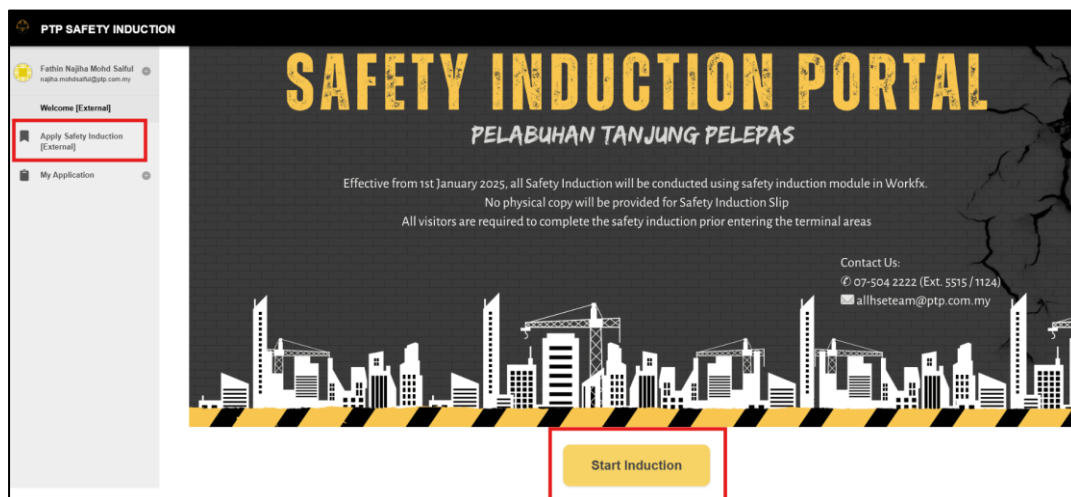


Step 4: When clicked, user will be directed to the Safety Induction Kiosk system homepage.



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 (contact number & applicant type) in the form.

Applicant Detail	
Name	IT - CMR Admin
NRIC/Passport No.	981025010000
Email	najjha.mohdsaiful@ptp.com.my
Company Name	ACE SWIFT LOGISTICS SDN BHD
Contact No *	+ Please insert your phone number follow this format: +601234567890, +12345678901
Applicant Type *	☐ Visitor ☐ Contractor ☐ Agent ☐ Haulier

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

Safety Induction Application	
Induction Type *	☐ New Induction
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	najjha.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		
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	najha.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		

Complete

Step 6: System will appear details of payment.

PTPACS

Payment

Payment Details	
ApplicationId:	SafetyInductionKiosk
ReturnUrl:	http://172.18.124.15/web/userview/SafetyInductionKiosk/SafetyInductionUserView/_onlinePaymentRedirection
ReferenceId:	SI-20251211-00001-FF7D8356
TransactionAmount:	
PayeeName:	IT - CMR Admin
PayeeEmail:	najha.mohdsai@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

☐ Online Banking ☐ Credit Cards

Personal

☐ Maybank Maybank2u	☐ CIMB BANK CIMB Clicks	☐ PUBLIC BANK Public Bank
☐ RHB RHB Now	☐ HongLeong Bank Hong Leong Connect	☐ 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 a payment interface with two bank options: UOB Bank (B2B) and Agrobank (B2B). Below the bank selection, there is a checkbox labeled "Agree with the Terms & Conditions". A red box highlights this checkbox. Below the checkbox, there is a blue button labeled "Proceed Payment", which is 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**.

The screenshot shows a "Payment Details" page. The "Payment Status" is "CAPTURED". Below this, the text "Payment **SUCCESS**" is highlighted with a red box. The page 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	najihah.mohdsai@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 "IN YOUR APPLICATION LIST." are also visible.

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

The screenshot shows an email receipt from PTPACS. The email is addressed to "PTPACS Receipts@ptp.com.my". The subject is "PTPACS Receipts". The body of the email contains the following information:

PTPACS

This is payment receipt for PTPACS registration IT - CMR Admin. Click [here](#) to view the details.

Bank and Payment Details:

Field	Value
Bank	UOB Bank (B2B)
Payment Method	PTPACS
Transaction Number	31083933
Transaction Amount	1.00
Order Number	SI-20251211-00002-E0A84CC8
Service Items	Payment for Safety Induction New

Payment Details:

Field	Value
Payment Method	PTPACS
Transaction Number	31083933
Transaction Amount	1.00
Order Number	SI-20251211-00002-E0A84CC8
Service Items	Payment for Safety Induction New

The screenshot shows an email receipt from Razer. The email is addressed to "Razer Receipts@ptp.com.my". The subject is "Razer Receipts". The body of the email contains the following information:

Razer

This is payment receipt for Razer registration IT - CMR Admin. Click [here](#) to view the details.

Bank and Payment Details:

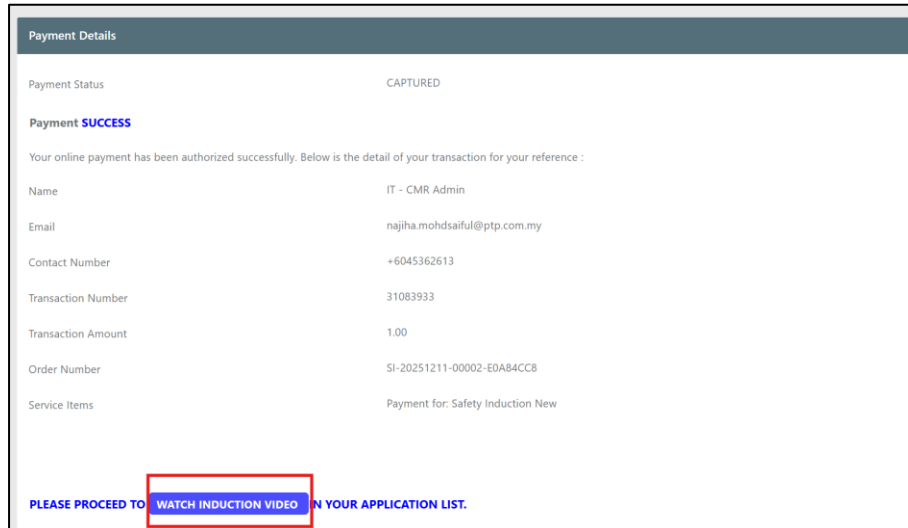
Field	Value
Bank	UOB Bank (B2B)
Payment Method	PTPACS
Transaction Number	31083933
Transaction Amount	1.00
Order Number	SI-20251211-00002-E0A84CC8
Service Items	Payment for Safety Induction New

Payment Details:

Field	Value
Payment Method	PTPACS
Transaction Number	31083933
Transaction Amount	1.00
Order Number	SI-20251211-00002-E0A84CC8
Service Items	Payment for Safety Induction New

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**.

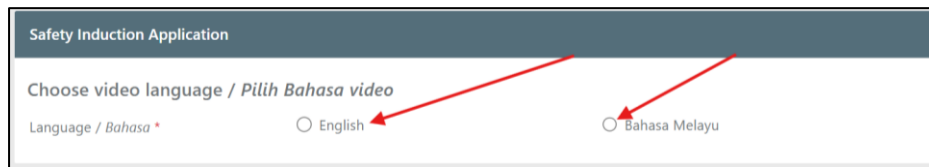


The screenshot shows a 'Payment Details' page with a dark header. Below the header, the 'Payment Status' is 'CAPTURED'. A green message indicates 'Payment SUCCESS'. A note states: 'Your online payment has been authorized successfully. Below is the detail of your transaction for your reference :'. A table lists transaction details: 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), and Service Items (Payment for: Safety Induction New). At the bottom, a blue button labeled 'WATCH INDUCTION VIDEO' is highlighted with a red box. The text 'PLEASE PROCEED TO' and 'ON YOUR APPLICATION LIST.' is visible on either side of the button.

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.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

PLEASE PROCEED TO **WATCH INDUCTION VIDEO** ON YOUR APPLICATION LIST.

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 each option. The 'English' option is selected.

Safety Induction Application

Choose video language / Pilih Bahasa video

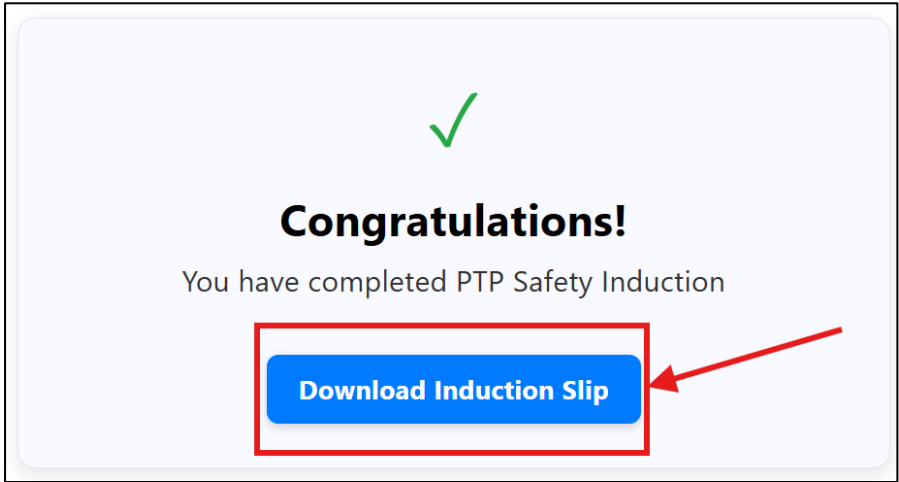
Language / Bahasa *

☒ English ☐ Bahasa Melayu

Step 3: Click **Play button** on the video. Watch the video until the end. The video cannot be fast forward, downloaded.



Step 4: After the video finishes playing, the screen below will be shown. Click on the **Download Induction Slip** button.

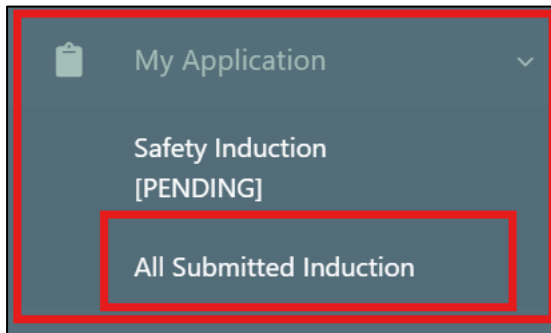


Step 5: The system will direct user to the Safety Induction Slip page. User may download from there. The Induction Slip should show Slip Number (green) and all other user details.

A screenshot of a web browser window displaying a form titled 'PELABUHAN TANJUNG PELEPAS SAFETY INDUCTION SLIP'. The browser's address bar shows a URL starting with 'chrome-extension://'. The form has a header section with the PTP logo and a green box containing the slip number 'SI-20251210-00001'. Below the header, there are radio buttons for user types: 'NEW STAFF' (selected), 'VISITOR', 'CONTRACTOR', 'AGENT', and 'HAULLER'. A red rectangle highlights the 'NEW STAFF' option and the fields for 'NAME', 'IC / PASSPORT NO', 'COMPANY', 'DATE ISSUED', and 'PAYMENT RECEIPT NO'. Below these fields is a disclaimer and a declaration section with a checkbox and the text 'I hereby declare that I fully understand all the requirements stated above'. At the bottom, there are fields for 'NAME' and 'IT'. A red arrow points to the 'Download' icon in the browser's toolbar, which is circled in red.

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

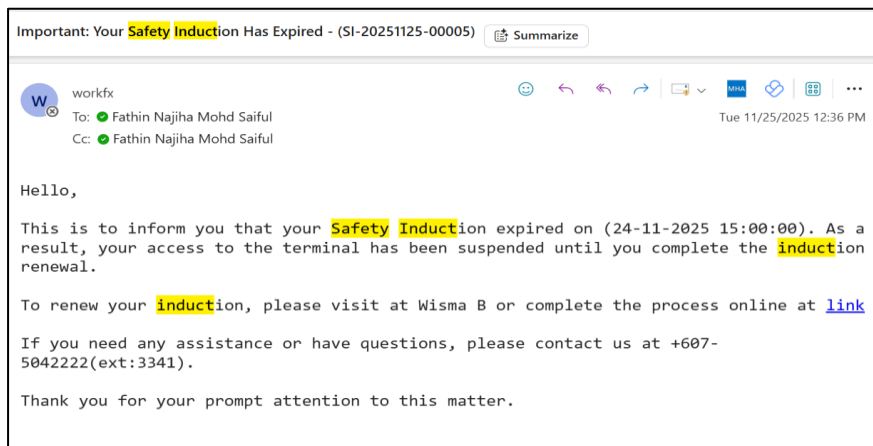
9. Safety Induction Expiration

Step 1: When the system detects that a 2 year validity period will expire within 30 days, the user will receive a 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. Maisarah Mohd Zaki - maisarah.mzaki@ptp.com.my
2. Hanif Sajat - hanif.sajat@ptp.com.my
3. Gayathri Krishnan - gayathri.krishnan@ptp.com.my