

PTPACS ONLINE USER MANUAL



DOCUMENT TITLE:

PTPACS ONLINE USER MANUAL

PTPACS ONLINE USER MANUAL



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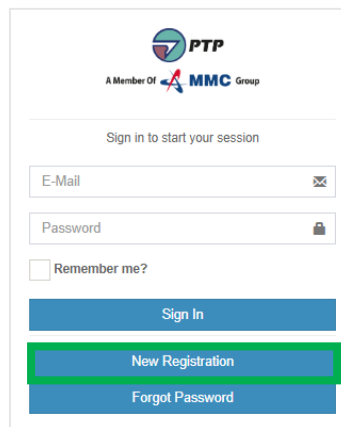
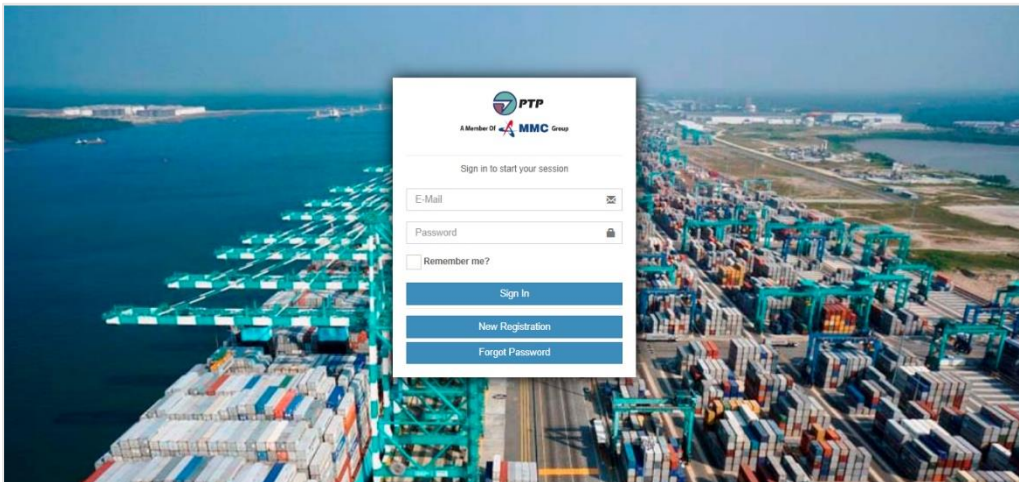
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1. New Registration PTPACS Online Account

- Open browser and insert the following URL <https://acs.ptp.com.my:8443> to open PTPACS Online.
- For new user, click **New Registration** button to create new account.



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- Fill up the registration form and **click Register** button.

Register

Create a new account.

Identification Number (MyKad/Passport)

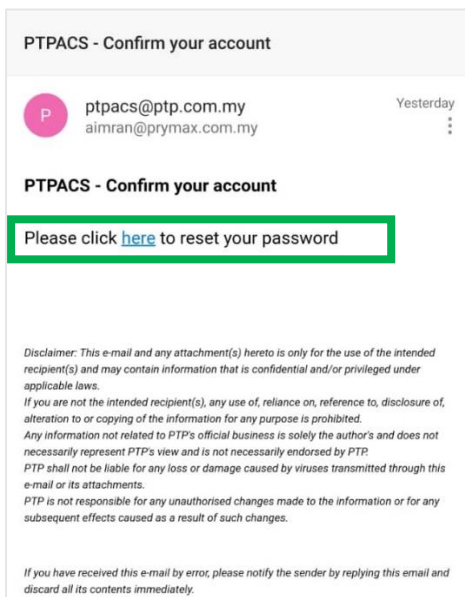
Email

Password

Confirm password

Register

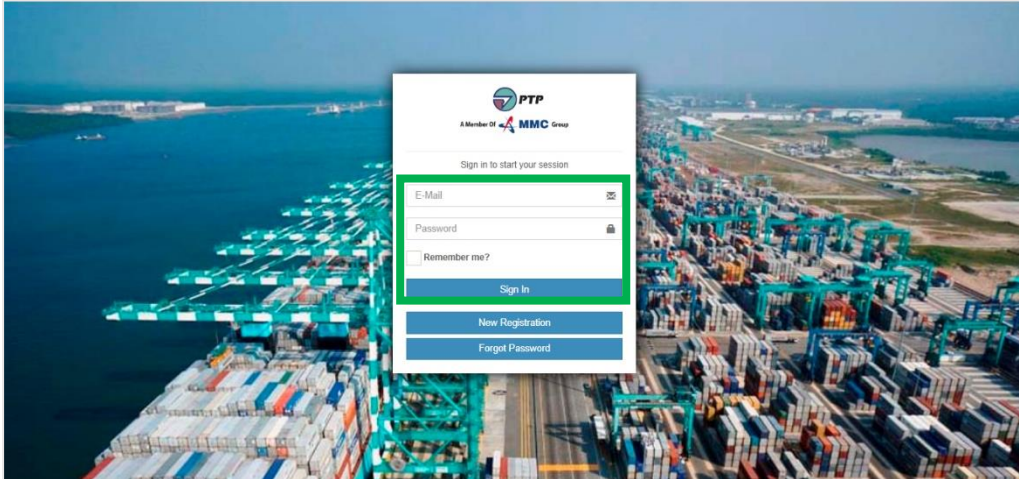
- **Note :**
 - New password must meet the following requirement :
 - Minimum 8 characters, maximum 25 character.
 - Must contain at least three-character categories, upper case (A-Z), lower case (a-z), digits or symbol.
 - Please note that password is case sensitive.
- Wait for confirmation account email to activate your account. Once received email confirmation, click **here** to activate your account.



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- Once your account is active, insert your registered email and password and click **Sign in**.



- Once your account is active, insert your registered email and password and click **Sign in**.

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2. Visitor Pre-Registration

- Visitor who wish to visit PTP and Tenant needs to Pre-Register and obtain visit approval from PTP Area Owner and Port Police Department (PPD). Once approval obtain, visitor will be notified location to self-register either at Wisma A, Wisma B, Main Gate, Gate B, PTC or PUB.
- Physical verification will be conducted by PPD during Visitor arrival.



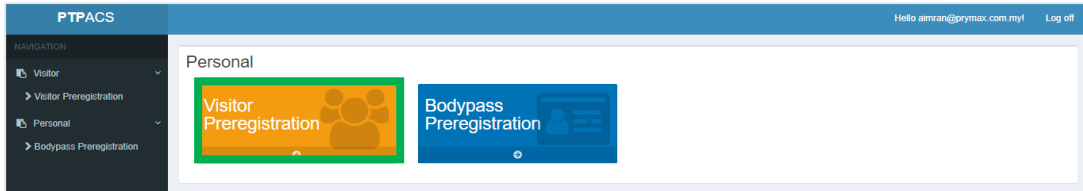
Diagram 1 : Visitor Pre-Registration Process Flow

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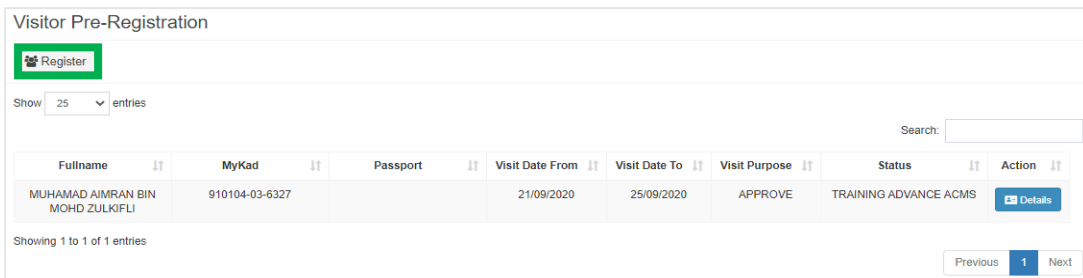


2.1. Visitor - Visitor Pre-Registration Application

- **Step 1** : At the dashboard, click **Visitor Preregistration** to register a visit.



- **Step 2** : Click **Register** button.



- **Step 3** : Fill up the visitor registration form and click **Submit** button to submit application.

Visitor Registration

Full Name: MUHAMAD AIMRAN BIN MOHD ZULKIFLI

MyKad: 910104021111

Company: ISB

Contact Number: 0145091646

E-Mail: PTP@GMAIL.COM

Passport: [Empty]

Visit Date From: 04/11/2020

Visit Date To: 04/11/2020

Visit Person: MAZLISHAM

Visit Person Contact: 0145091646

Visit Purpose: SITE VISIT

Area Verification: PTP

PORT POLICE [Dropdown]

DISTRIPARK A: Select [Dropdown]

DISTRIPARK B: Select [Dropdown]

Submit [Green Button] Cancel [Grey Button]

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- **Step 4** : Once submitted, application will be sent to Area Owner and PPD for approval.
- **Step 5** : Once Area Owner and PPD response to the application, status of the **Visit Progress** will be change from **PENDING** to either **APPROVE** or **REJECT**. Check details for location to self-register and collect the visitor pass.

Visitor Pre-Registration

[Register](#)

Show entries

Search:

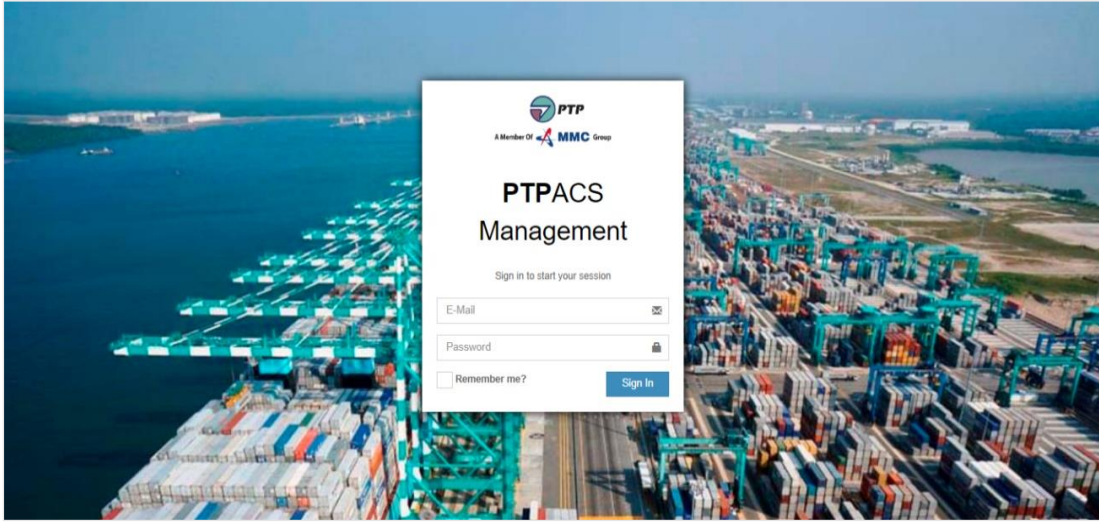
Fullname	MyKad	Passport	Visit Date From	Visit Date To	Visit Purpose	Status	Action
MUHAMAD AIMRAN BIN MOHD ZULKIFLI	910104-03-8327		21/09/2020	25/09/2020	APPROVE	TRAINING ADVANCE ACMS	Details
NURULNISA BINTI IDRIS	880101025412		02/11/2020	08/11/2020	PENDING	meeting with JB COCOA	Details
NURULASIKIN BINTI MD JALIL	851122015426		02/11/2020	08/11/2020	PENDING	meet jb cocoa hr department-chop form	Details
MUHAMAD AIMRAN	123123123123	123123123123	02/11/2020	04/11/2020	PENDING	TESTING VISITOR PRE REGISTRATION	Details

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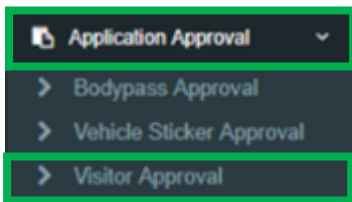


2.2. Area Owner and PPD - Visitor Pre-Registration Approval

- **Step 1** : Open browser and insert the URL <https://acs.ptp.com.my:8443> to open PTPACS Online. Enter your **registered email** and **password**.



- **Step 2** : At the dashboard, go to left panel and click **Application Approval** and then click **Visitor Approval**.



- **Step 3** : Double click on selected row to review the details of the visit.

Visitor Preregistration Approval
Review and approved online visitor pre-registration request to PTP

Pending Approval

Status Filter:

Show: entries

Search:

Full Name	Identification	Company	Register Date	Visit Date	Visit Person	Status	Check-In Station
AIMRAN	910104036327	INTERSIGNALS	28/11/2018 03:39:44	02/12/2018	MAZLISHAM	PENDING	

Showing 1 to 1 of 1 entries

Previous **1** Next

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- **Step 4** : Enter the approval remarks (optional) and click either to approve or reject the visit application. **Note** : Check-In Station will be entered by PPD.

Visitor Approval < Back

Review, Approves or Reject visitor application request for visit to PTP

Full Name	AIMRAN			
MyKad	910104036327	Passport		
Company	INTERSIGNALS			
Contact No.	1111111	E-Mail	AIMRAN@PRYMAX.COM.MY	
Visit Date	02/12/2018	Register Date	28/11/2018 03:39:44	
Visit Person	MAZLISHAM	Visit Person Contact	1111111	
Visit Purpose	meeting			
Check-In Station	Select Checkin Station			
Approval Remarks				
Status	PENDING			
Approved By	-		Approved Date	-

APPROVE REJECT Cancel

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2.3. PPD - Appointment Check In and Collection of Visitor Pass

- **Step 1** : For approve visit application, Visitor need to report to the assign station either at Wisma A, Wisma B, Main Gate, Gate B, PTC or PUB to collect the Visitor Pass.
- **Step 2** : PPD to open the Visitor Management System (VMS) to confirm the visit. The name of the visitor will appear on the list at the left window form.

Note : The VMS details shown as follows :

1. Providing the list of approved Visitors by Area Owner and location to collect Visitor Pass Card.
2. By double clicking on selected name, details of the Visitor will appear.
3. PPD to confirm the visit purpose and company to visit (for tenant only). PPD will then assign the Visitor Pass Card and Floor Level Access to visit. Once all details are confirmed, click **Check-In** button.

Appointment Check In

Appointment Check In

Full Name Search

PRYMAX2 Only

Fullname	Station
Prymax Developer Test	PUB
Izara	PTC
Hana zahrq	WISMA B
nur hana	
nur izasra	WISMA A

MyKad Reader

Reader: Generic EMV Smartcard Reader 0

Visitor Information

MyKad

Passport

Registration Information

Status -

Remarks -

Visitor Details

Full Name

Date of Birth 12 January 2017 Gender

Race Citizenship

Address

Telephone Mobile

E-Mail Address

Remarks

Company Details

Company Name

Address

MyKad/Database Photo

Current Visitor Photo

Use this photo

Visiting Details

Badge Group All

Badge

Level

Vehicle Pass

Visitor Purpose

Company

Visited Staff

Contact Number

Ready

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3. Bypass Pre-Registration

- Applicant can register to request or renew for PTP Bypass (Access Card) by providing and the required details and attaching the required documents.

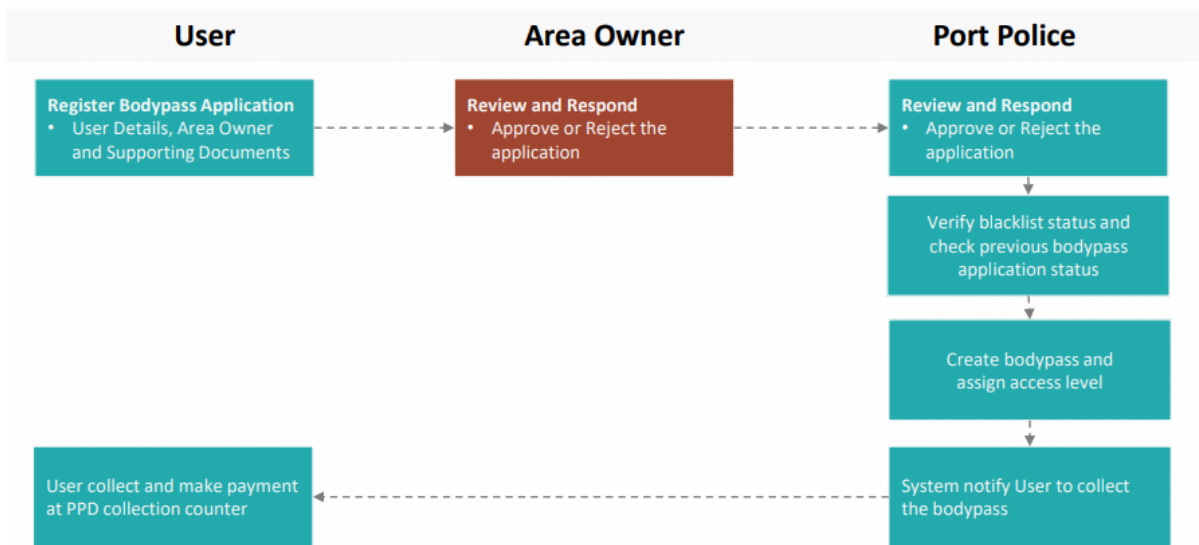


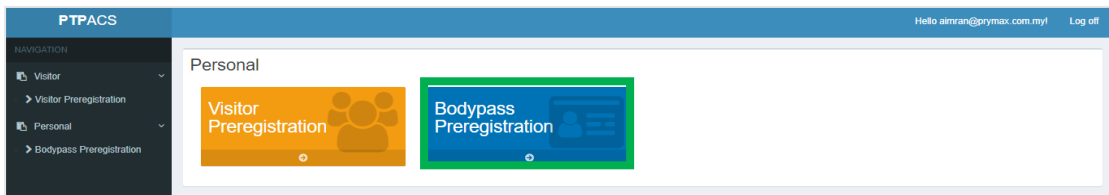
Diagram 2 : Bypass Pre-Registration Process Flow

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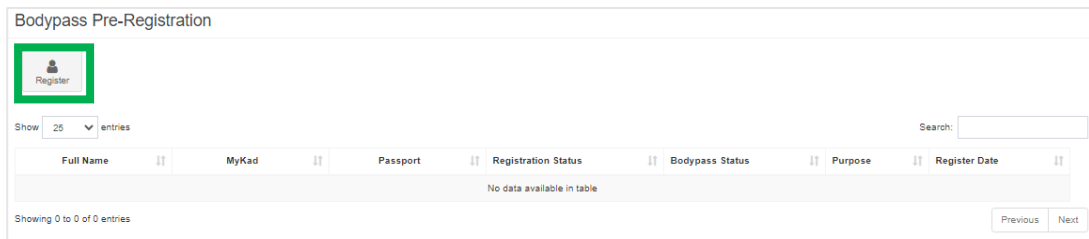


3.1. Individual - Bypass Pre-Registration Application

- **Step 1** : At the dashboard, click **Bypass Preregistration** to register for a new Bypass.



- **Step 2** : Click **Register** button



- **Step 3** : Fill up the Bypass Preregistration from.

Photo

Upload Image

Bypass Preregistration (Agent)

Full Name

MyKad

Passport

Old Passport

Gender

Race

Nationality

Address

City

Postcode

State

E-Mail

Country

Company

Contact Number

Telephone Office

Telephone Office Ext.

Registration Purpose

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- **Step 4** : Select Area Owner.

Area Verification	PTP	Select
	DISTRIPARK A	Select
	DISTRIPARK B	Select

- **Step 5** : Attach all required documents and click **Submit** button to submit application.

e-Vetting Photocopies	Choose File	No file chosen
MyKad Photocopies	Choose File	No file chosen
Passport Photocopies	Choose File	No file chosen
Old Passport Photocopies	Choose File	No file chosen
Work Permit Photocopies	Choose File	No file chosen
Company Letter	Choose File	No file chosen
Old Bodypass	Choose File	No file chosen
Police Report	Choose File	No file chosen
Submit		Cancel



For new registration compulsory to attach the following documents :

1. E-vetting photocopies
2. Mykad/passport photocopies
3. Work permit photocopies
4. Company letter

- **Step 6** : Once successfully registered, the registration status will show up at dashboard.

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3.2. Individual - Renew Bypass Pre-Registration Application

- **Step 1 : Click Renew button**

Bypass Pre-Registration (Agent)

Register Renew

Show 25 entries Search:

Full Name	MyKad	Passport	Registration Status	Bypass Status	Purpose	Register Date
MUHAMAD AIMRAN BIN MOHD ZULKIFLI	910104-03-6327		REJECTED	PROCESSING	TESTING ONLINE APPROVER	06/08/2020 14:17:07
MUHAMAD AIMRAN BIN MOHD ZULKIFLI	910104-03-6327		PENDING	PENDING APPROVAL	TESTING ACS ONLINE	21/09/2020 15:01:29

Showing 1 to 2 of 2 entries Previous 1 Next

- **Step 2 : Insert Mykad number or Passport number into textbox and click Search button to find existing bypass.**

Body Pass Preregistration Details

MyKad Search

- **Step 3 : Click Renew button to submit application**

Body Pass Preregistration Details

MyKad Search

Full Name MUHAMAD AIMRAN BIN MOHD ZULKIFLI

MyKad 910104-03-6327

Passport 910104-03-6327 Old Passport -

Gender MALE Race MALAY

Nationality MALAYSIA

Address LOT 770 LORONG MASJID KUBANG BEMBAN

City PASIR MAS State KELANTAN

Postcode 17000 Country 136

E-Mail AIMRAN@PRYMAX.COM.MY

Company INTERSIGNALS SDN BHD

Telephone Office Telephone Office Ext.

Renew Cancel

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3.3. Apply as Agent and Tenant Admin - New and Renew Bypass Pre-Registration Application Verification

New and renew Bypass Pre-Registration will be verified and approved by Tenant Admin. To apply as Tenant Admin, follow the steps below :

- **Step 1** : Register PTPACS Online Account.
- **Step 2** : Email to passofficeppd@ptp.com.my to apply as Tenant Admin - Area Owner Verification.
- **Step 3** : PPD will evaluate and notify user through email the status of the application.

Bulk request for New and renew Bypass Pre-Registration can be done through Tenant Admin – Agent. To apply as Tenant Admin – Agent, follow the steps below :

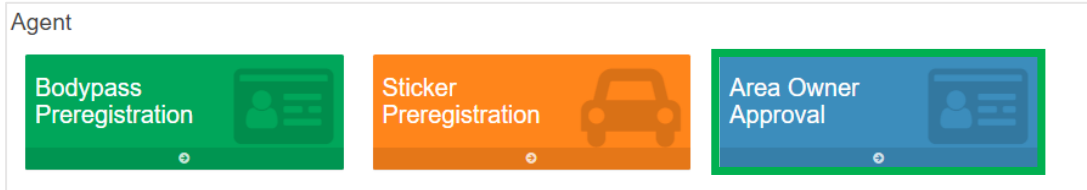
- **Step 1** : Register PTPACS Online Account.
- **Step 2** : Tenant Admin email to passofficeppd@ptp.com.my to apply as Tenant Admin - Agent.
- **Step 3** : PPD will evaluate and notify user through email the status of the application.

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3.4. Area Owner - Bypass Pre-Registration Approval

- **Step 1 :** At the dashboard, click on the Area Owner Approval



- **Step 2 :** At the Bypass Pre-Registration, double click on selected bypass to verify.

Bodypass Pre-Registration
Review and verify online bodypass pre-registration request to PTP

J.S.T CONNECTORS (MALAYSIA) SDN BHD

Pending	3
Verified	8
Rejected	0

Pending Approval

Status Filter:

Show 25 entries

Applicant	Company	Registration Date	Approver	Status
MUHAMMAD HAMBALI BIN MAT YASIN	J.S.T CONNECTORS (MALAYSIA) SDN BHD	03/07/2020		PENDING
MUHAMAD AIMRAN BIN MOHD ZULKIFLI	INTERSIGNALS SDN BHD	03/07/2020		PENDING
MUHAMAD AIZUDDIN BIN MOHD ZULKIFLI	INTERSIGNALS SDN BHD	07/07/2020		PENDING

Showing 1 to 3 of 3 entries

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- **Step 3** : Check the bodypass application details and click approve or reject the bodypass applications

Bodypass Approval < Back

MyKad	921113-01-5230	Passport	-
		Passport Old	-
Full Name	SITI NURAIN BINTI MUSA		
Nationality	MALAYSIA	Race	MALAY
Address	19, JALAN KUNANG-KUNANG, TAMAN DESA PERMAI, KANGKAR PULAI		
City	JOHOR BAHRU	State	JOHOR
Postcode	81110	Country	MALAYSIA
Company Name	J.S.T CONNECTORS (MALAYSIA) SDN BHD		
Tel. Office	07-5072705	Tel. Office Ext	113
Job Position			
Registration Purpose	TESTING		
Registration Remarks			
Area Owner Verification			
Area Owner	<u>J.S.T CONNECTORS (MALAYSIA) SDN BHD</u>	Verification Status	VERIFIED
Verification Remarks	APPROVED		
Verified By	SHAMSUL SHAHIMI AMINUDDIN	Verified Date	11/09/2020 15:02:00
Approval Remarks	<input type="text"/>		
Status	PENDING		

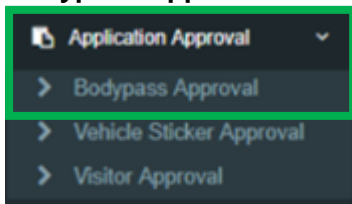
Approve Reject

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3.5. PPD - Bypass Pre-Registration Approval

- **Step 1** : At the dashboard, go to left panel and click **Application Approval** then click **Bypass Approval**.



- **Step 2** : To approve bypass, double click on selected bypass. Use Status filter to find which bypass to be status and list of bypass.

Bypass Pre-Registration Approval
Review and approved online bypass pre-registration request to PTP

Approved Request

Status Filter: Pending Verified Rejected

Show 25 entries

Search:

Full Name	Company	Register Date	Area Owner Verification	Approval Status
SHAMSUL SHAHIMI BIN AMINUDDIN	INTERSIGNALS SDN BHD	18/11/2018	VERIFIED	APPROVED
TUAN MOHD ASRI BIN TUAN MAT	NIPPON EXPRESS (MALAYSIA) SDN BHD	18/11/2018	VERIFIED	APPROVED

Showing 1 to 2 of 2 entries

Previous 1 Next

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- **Step 3** : Check the bodypass application details and click approve or reject the bodypass applications

Bodypass Approval		← Back	
MyKad	921113-01-8230	Passport	-
		Passport Old	-
Full Name	SITI NURAIN BINTI MUSA		
Nationality	MALAYSIA	Race	MALAY
Address	19, JALAN KUNANG-KUNANG, TAMAN DESA PERMAI, KANGKAR PULAI		
City	JOHOR BAHRU	State	JOHOR
Postcode	81110	Country	MALAYSIA
Company Name	J.S.T CONNECTORS (MALAYSIA) SDN BHD		
Tel. Office	07-5072705	Tel. Office Ext	113
Job Position			
Registration Purpose	TESTING		
Registration Remarks			
Area Owner Verification			
Area Owner	<u>J.S.T CONNECTORS (MALAYSIA) SDN BHD</u>	Verification Status	VERIFIED
Verification Remarks	APPROVED		
Verified By	SHAMSUL SHAHIMI AMINUDDIN	Verified Date	11/09/2020 15:02:00
Approval Remarks	<input type="text"/>		
Status	PENDING		
		Approve	Reject

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- **Step 4** : Once the application has been approved, PPD - Pass Office will create the requested bodypass and will update once bodypass ready for collection.

The screenshot displays the PTPACS interface for a Cardholder. The left sidebar contains navigation options such as Safety Induction, Cardholder, Cardholder Profile, Bodypass, Sticker, Blacklist, Receipt, Report Bodypass, Report Sticker, Area Headcount, Area Owner Verification, Application Approval, Time Attendance, Reporting, Administration, and Configuration. The main content area is titled 'Cardholder' and includes a 'Cardholder Photo' placeholder, a 'Card Pass' section with a 'Print Body Pass' button, and two data tables: 'Body Pass' and 'Vehicle Sticker'.

Cardholder Summary

Full Name	MUHAMAD AIMRAN BIN MOHD ZULKFLI		
MyKad	910104-03-6327	Passport	910104-03-6327
Cardholder Type	-	Employee Number	
Company	INTERSIGNALS SDN BHD		
Remarks	19/04/2018 COLLECTION DATE-20/04/2018		

Body Pass

Card No.	Pass No.	Card Type	Expired Date	Issuance Status	Body Pass Status
32309	HV/00097750(R)	HV Terminal Contractor Staff - Driver, on board contractor, lashing - 1 Year Pass	31/05/2019	COLLECTED	ACTIVE
	V/00097760	V Terminal Contractor Staff - Non-driver - 1 Year Pass	30/04/2019	COLLECTED	DISABLED

Vehicle Sticker

Vehicle Sticker Serial No.	Vehicle Plate	Vehicle Type	Validity Start	Validity End	Status
0	CCC1234	HILUX	28/11/2018	27/12/2019	APPROVED

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4. Vehicles Sticker Pre-Registration

- Vehicle Sticker is valid to applicant with bodypass only.
- Applicant can register to request or renew for PTP Vehicle Sticker by providing and the required details and attaching the required documents.



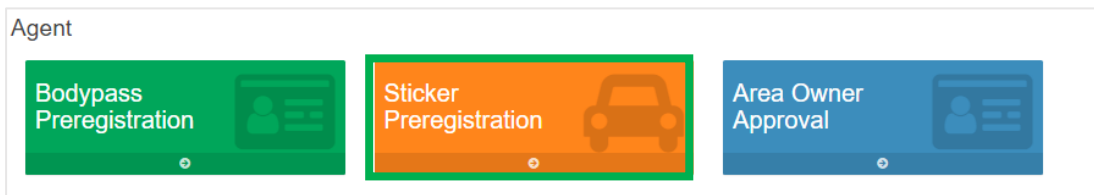
Diagram 3 : Vehicle Sticker Pre-Registration Process Flow

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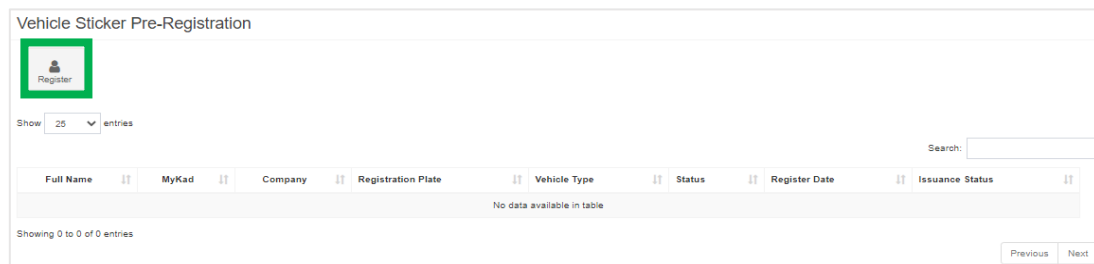


4.1. Individual - New Vehicle Pre-Registration Application

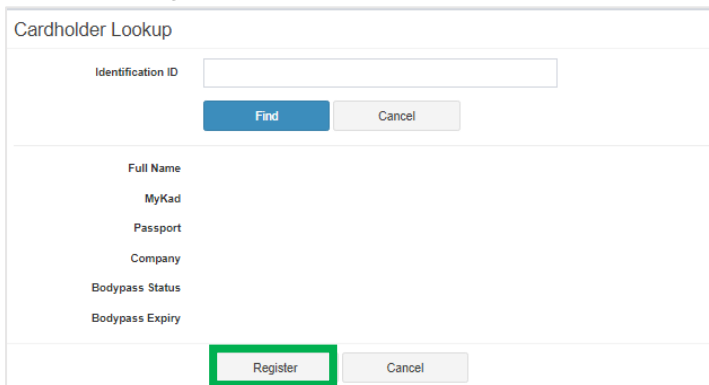
- **Step 1** : At the dashboard, click **Vehicle Sticker Preregistration** to register for a new vehicle sticker.



- **Step 2** : Click **Register** button



- **Step 3** : Insert Mykad number or Passport number into textbox and click **Register** button to find existing bodypass.



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- **Step 4** : Fill in the vehicle details and purpose.

Vehicle Sticker Preregistration	
Application Purpose	TESTING INSTALLATION
Registration Plate	WPT6327
Vehicle Model	PROTON

- **Step 5** : Attach all required documents and click **Submit** button to submit application.

Insurance Cover Letter	Choose File test file 2.pdf
Driving License	Choose File test file.pdf
Company Letter	Choose File test file.pdf

Submit	Cancel
--------	--------

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4.2. Individual - Renew Sticker Pre-Registration Application

- **Step 1** : Insert mykad or passport number inside **Identification ID** and click **Find** button to search existing application details.

Cardholder Lookup	
Identification ID	<input type="text"/>
	<input type="button" value="Find"/> <input type="button" value="Cancel"/>
Full Name	
MyKad	
Passport	
Company	
Bodypass Status	
Bodypass Expiry	
	<input type="button" value="Register"/> <input type="button" value="Cancel"/>

- **Step 2** : Click Register button Register to proceed next step.

Cardholder Lookup	
Identification ID	<input type="text" value="910104-03-6327"/>
	<input type="button" value="Find"/> <input type="button" value="Cancel"/>
Full Name	MUHAMAD AIMRAN BIN MOHD ZULKIFLI
MyKad	910104-03-6327
Passport	910104-03-6327
Company	INTERSIGNALS SDN BHD
Bodypass Status	Active
Bodypass Expiry	30/09/2021
	<input type="button" value="Register"/> <input type="button" value="Cancel"/>

- **Step 3** : Fill in the vehicle details and purpose.

Vehicle Sticker Preregistration	
Application Purpose	<input type="text" value="TESTING INSTALLATION"/>
Registration Plate	<input type="text" value="WPT6327"/>
Vehicle Model	<input type="text" value="PROTON"/>

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- **Step 4** : Attach all required documents and click **Submit** button to submit application.

Insurance Cover Letter	<input type="button" value="Choose File"/> test file 2.pdf
Driving License	<input type="button" value="Choose File"/> test file.pdf
Company Letter	<input type="button" value="Choose File"/> test file.pdf

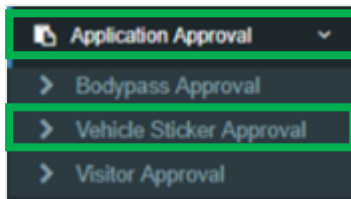
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
---------------------------------------	---------------------------------------

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4.3. PPD - Sticker Pre-Registration Approval

- **Step 1** : At the dashboard, go to left panel and click **Application Approval** then click **Vehicle Sticker Approval**.



- **Step 2** : In vehicle pre-registration approval page, it will show list of application pending. To action, double click on selected row.

The screenshot shows the 'Application Approval' page in the PTPACS system. The page title is 'Application Approval' and the subtitle is 'Vehicle Pre-Registration Approval'. Below the subtitle, there is a section for 'Pending Approval' with status filters for 'Pending', 'Verified', and 'Rejected'. A search bar and a 'Show 25 entries' dropdown are also present. The main content is a table with the following data:

Full Name	Company	Registration Plate	Vehicle Type	Approval Status
MUHAMAD AIMRAN BIN MOHD ZULKIFLI	INTERSIGNALS SDN BHD	CCC1234	HILUX	PENDING

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and there are 'Previous', '1', and 'Next' navigation buttons.

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- **Step 3** : Fill in the text box and click **Approve** button to proceed or click **Reject** button to cancel the application

Vehicle Sticker Approval < Back

MyKad	910104-03-6327	Passport	910104-03-6327
		Passport Old	-
Full Name	MUHAMAD AIMRAN BIN MOHD ZULKIFLI		
Nationality	MALAYSIA	Race	
Address	LOT 770 LORONG MASJID KUBANG BEMBAN 17000 PASIR MAS KELANTAN		
City		State	
Postcode		Country	
Company Name	INTER SIGNALS SDN BHD		
Job Position	TECHNICIAN		
Application Purpose	Installation CCTV		
Registration Plate	CCC1234		
Vehicle Type	HILLUX		
Approval Remarks	<div style="border: 2px solid green; height: 20px;"></div>		
Status	PENDING		

Approve Reject

- **Step 4** : Once the application has been approved, PPD - Pass Office will create the vehicle sticker on user profile and will update once bodypass ready for collection.

PTPACS amran@pymax.com.my Logout

Cardholder Dashboard Cardholder Profile Cardholder Summary

Cardholder Photo < Back Profile Blacklist Profile Details

Cardholder Summary

Full Name	MUHAMAD AIMRAN BIN MOHD ZULKIFLI		
MyKad	910104-03-6327	Passport	910104-03-6327
Cardholder Type	-	Employee Number	
Company	INTER SIGNALS SDN BHD		
Remarks	19/04/2018 COLLECTION DATE:20/04/2018		

Body Pass + Register

Show 25 entries Search:

Card No.	Pass No.	Card Type	Expired Date	Issuance Status	Body Pass Status
32309	HV.00097760(R)	HV.Terminal Contractor Staff - Driver, on board contractor, Issuing - 1 Year Pass	31/05/2019	COLLECTED	ACTIVE
	V.00097760	V.Terminal Contractor Staff - Non-driver - 1 Year Pass	30/04/2019	COLLECTED	DISABLED

Showing 1 to 2 of 2 entries Previous 1 Next

Print Body Pass

Vehicle Sticker Register Vehicle Sticker

Show 25 entries Search:

Vehicle Sticker Serial No.	Vehicle Plate	Vehicle Type	Validity Start	Validity End	Status
0	CCC1234	HILLUX	29/11/2018	27/12/2019	APPROVED

Showing 1 to 1 of 1 entries Previous 1 Next

PTPACS ONLINE USER MANUAL



5. Contact PTP Support to start a case or get help

5.1. Quick Support Resource :

Process and System Functionality Support	email : PassOfficePPD@ptp.com.my call : +607 504 2222 ext. : 2261 or 2203
IT and System Technical Support	email : hotline.intersignals@gmail.com WhatsApp or call : +6013 734 6011