

Lesson Plan

Instruction Methods

**PETRA KENCANA SDN BHD**

**PMI Online**

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**User Manual for P3MI**

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## 1.1 Introduction

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**PMI Online** is a customized system developed by Petra Kencana Sdn Bhd (PKSB), that automates the whole workers registration and card application process; connecting worker's P3MI through interconnected business flow that automates the process starting from worker registration until the PMI card issuing process.

Please refer to the following sections for details explanation.

## 1.2 Login to PMI Online Website

User should login to the system in order to use PMI Online application.

**Notes:** PMI Administrator will provide the user id and password after P3MI registration is done.

### Steps:

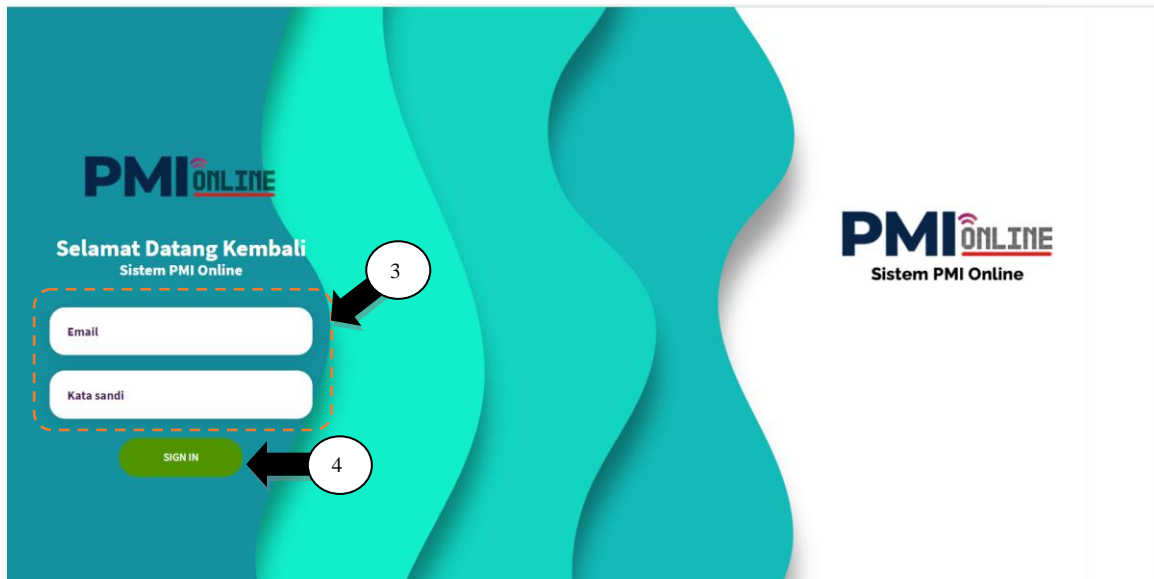
1. Key in the URL address <http://pmi-online.care/> and Landing Page will be prompted as in **Figure 1.2-1**.
2. Click on **P3MI** button and PMI Login page will be displayed as in **Figure 1.2-2**.



Figure 1.2-1: PMI Online Landing Page

**Steps:**

3. Key in an **Email** as user id and **Password**.
4. Click on **SIGN IN** button and Agent's main page will be displayed as in **Figure 1.3-1**.

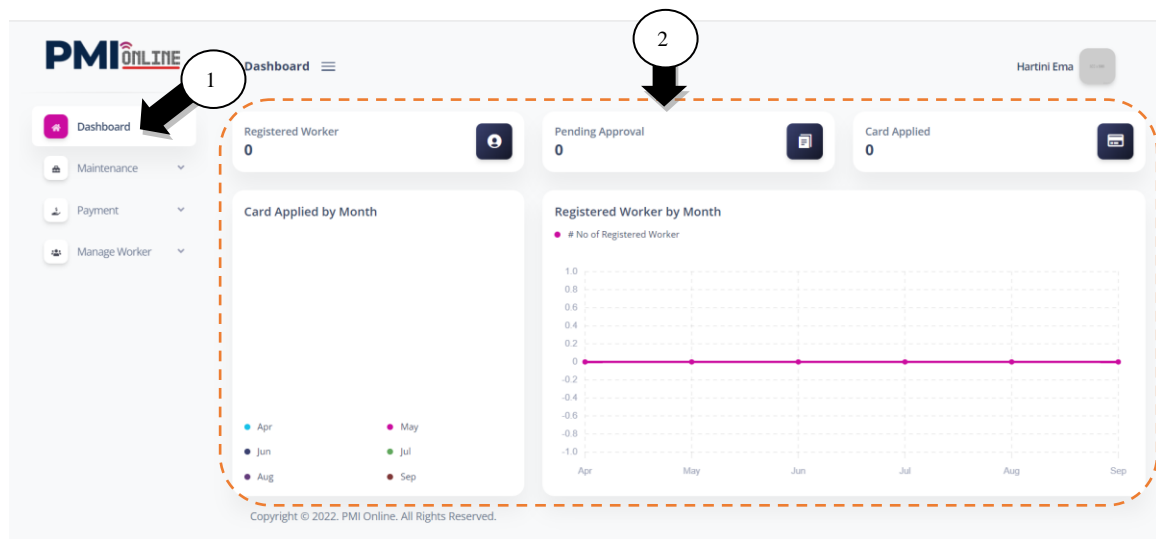


**Figure 1.2-2: PMI Login Screen**

## 1.3 Dashboard

### Steps:

1. Click on the **Dashboard** side menu as in **Figure 1.3-1**.
2. Data summary of **Registered Worker**, **Pending Approval** and **Card Applied** will be displayed.




**Figure 1.3-1: Agent Dashboard Screen**

## 1.4 Maintenance

### 1.4.1 Manage User

#### 1.4.1.1 Edit User

##### Steps:

1. Click on the **Maintenance** side menu and sub-menu will be listed.
2. Click on the **Manage User** side sub-menu and page will be displayed as in **Figure 1.4-1**. This is for updating Agent Profile information.
3. Click on the **Edit**  icon and **Edit User** page will be displayed as in **Figure 1.4-2**.



**Figure 1.4-1: Agent List Screen**

## Steps:

4. Click on the **Profile** Tab and page will be displayed as in **Figure 1.4-2**.
5. Update **For Login** information such as Email, Password and Confirm Password.
6. Update **Profile** information such as Name, Phone No., Position, Branch, ID No., License No., Joined Date, Confirmation Date and Category.
7. Click on **SAVE** button to update new agent profile.

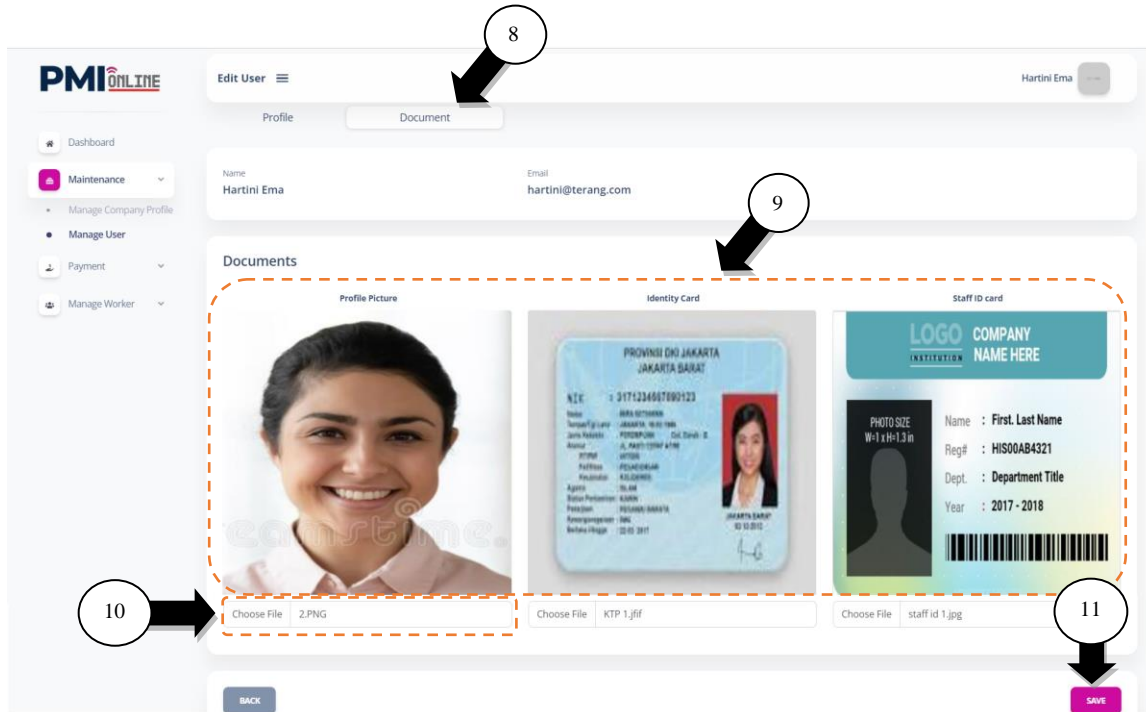
The screenshot displays the 'Edit User' interface for a user named 'Hartini Ema'. The interface includes a sidebar with navigation options like 'Dashboard', 'Maintenance', 'Manage Company Profile', 'Manage User', 'Payment', and 'Manage Worker'. The main content area has two tabs: 'Profile' (selected) and 'Document'. The 'For Login' section contains fields for 'Email' (hartini@terang.com), 'Password', and 'Confirm Password'. The 'Profile' section contains fields for 'Name' (Hartini Ema), 'Phone No.' (+6272890251), 'Position' (Agent Admin), 'Branch' (Jakarta), 'ID No.' (IDN1234567), 'License No.', 'Joined' (27/09/2022), 'Confirmation Date' (27/09/2022), and 'Category' (Super Admin). There is also a checkbox for 'Set as Inactive'. At the bottom, there are 'BACK' and 'SAVE' buttons.

**Figure 1.4-2: Update Agent Profile Screen**



**Steps:**

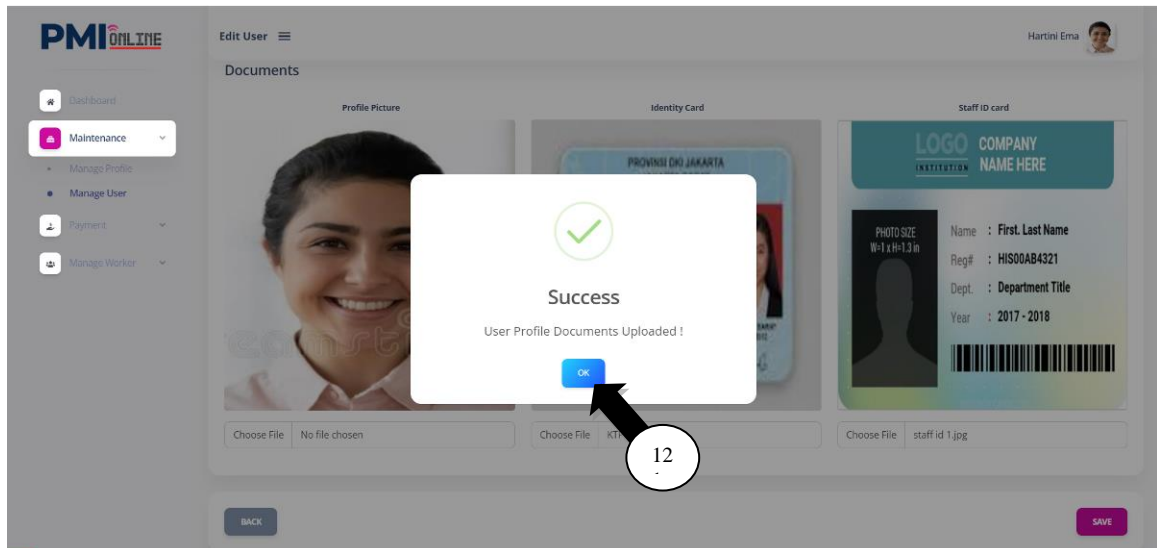
8. Click on **Document** tab and page will be displayed as in **Figure 1.4-3**.
9. Upload **Profile Picture**, **Identity Card** and **Staff ID Card** documents.
10. Click on **Choose File** button and upload documents from file resources.
11. Click on **SAVE** button to upload agent's documents.



**Figure 1.4-3: Upload Agent Documents Screen**

## Steps:

12. Successful notification screen will be displayed. Click **OK**.

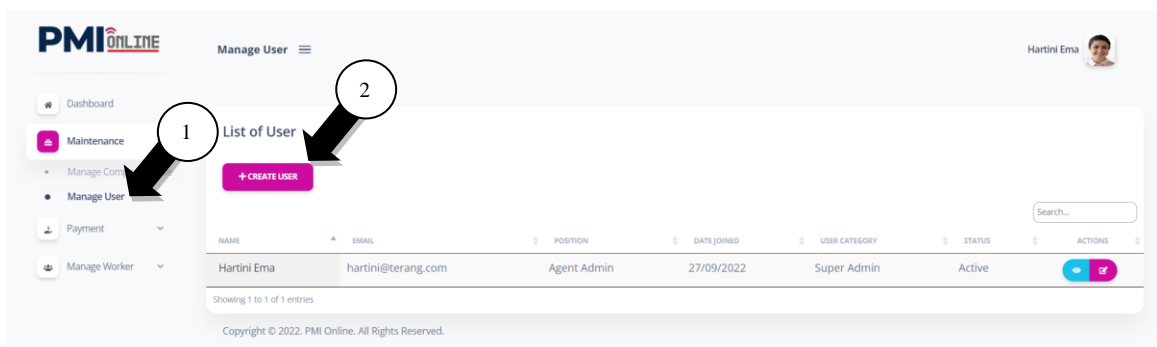


**Figure 1.4-4: Upload Agent Documents Notification Screen**

### 1.4.1.2 Create User

#### Steps:

1. Click on the **Manage User** side sub-menu and page will be displayed as in **Figure 1.4-1**.
2. Click on the **CREATE USER** button.



**Figure 1.4-5: Agent List Screen**

### Steps:

3. Key in **For Login** information which are **Email** for User Login ID and **Password** and **Confirm Password** (minimum 8 characters).
4. Key in **Profile** information which are Name, ID No., Phone No., Position, Branch, License No, Joined date, Confirmation date and select Category (Register Officer, Finance Officer and Super Admin).
5. Click on the **SUBMIT** button.

PMI ONLINE

Create User

Hartini Ema

For Login

Email \* Password \* Confirm Password \*

johan@terang.com

Profile

Name \* ID No>(\*NRIK No without -) \* Phone No \*

Johan Fitri ID123456789 0726512344

Position \* Branch \* License No

Officer Semarang Nomor 900 Tahun 2021

Joined \* Confirmation Date \* Category \*

26/09/2022 26/09/2022 Finance Officer

Set as inactive

SUBMIT

Figure 1.4-6: Create User Screen

### Steps:

6. Successful notification screen will be displayed. Click **OK**.

PMI ONLINE

Manage User

Hartini Ema

List of User

+ CREATE USER

NAME EMAIL

Hartini Ema hartini@terang.com

Johan Fitri johan@terang.com

Showing 1 to 2 of 2 entries

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USER CATEGORY STATUS ACTIONS

Agent Admin Active

Agent Officer Active

Success

User Created Successfully

OK

Figure 1.4-7: Create User Notification Screen

## 1.4.2 Manage Company Profile

### Steps:

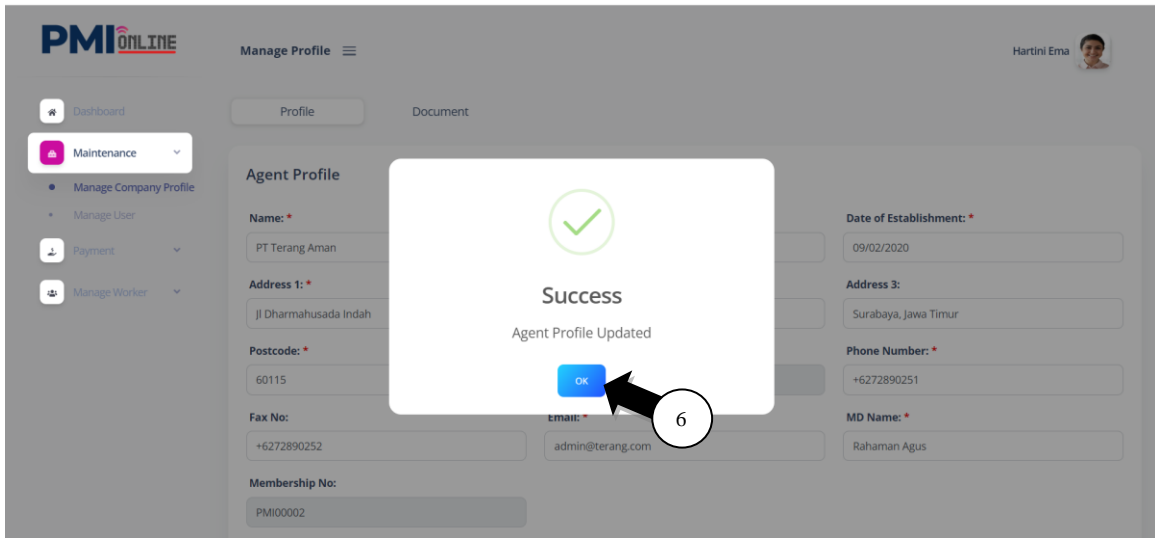
1. Click on the **Maintenance** side menu and sub-menu will be listed.
2. Click on the **Manage Company Profile** side sub-menu and page will be displayed as in **Figure 1.4-8**. This is for updating P3MI Company Profile information.
3. Update **Agent Profile** information which are P3MI Name, Registration No., Date of Establishment, Address 1, Address 2, Address 3, Postcode, Country, Phone Number, Fax No., Email, MD (Managing Director) Name. Membership No. is system auto generated number.
4. Update **Contact Person** information which are Name, Position, Email and Phone No.
5. Click the **SAVE** button.

The screenshot displays the 'Manage Company Profile' interface. The sidebar on the left shows the navigation menu with 'Maintenance' selected and 'Manage Company Profile' highlighted. The main content area is divided into two sections: 'Agent Profile' and 'Contact Person'. The 'Agent Profile' section contains the following fields: Name (PT Terang Aman), Registration No. (Nomor 217 Tahun 2022), Date of Establishment (09/02/2020), Address 1 (Jl Dharmahusada Indah), Address 2 (Tmr 37 Mal Galaxy 237 Lt 2), Address 3 (Surabaya, Jawa Timur), Postcode (60115), Country (Indonesia), Phone Number (+6272890251), Fax No. (+6272890252), Email (admin@terang.com), MD Name (Rahaman Agus), and Membership No. (PMI00002). The 'Contact Person' section contains the following fields: Name (Hartini Ema), Position (Agent Admin), Email (hartini@terang.com), and Phone No. (+6272890251). A 'SAVE' button is located at the bottom right of the form.

**Figure 1.4-8: Manage Company Profile Screen**

**Steps:**

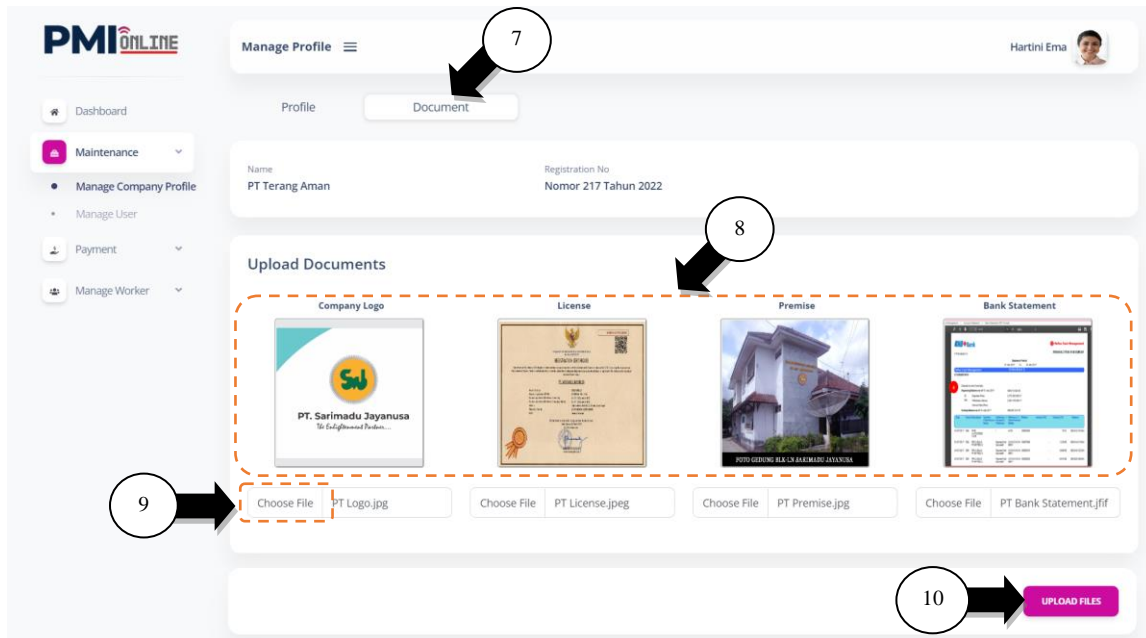
6. Successful notification screen will be displayed. Click **OK**.



**Figure 1.4-9: Update Company Profile Notification Screen**

**Steps:**

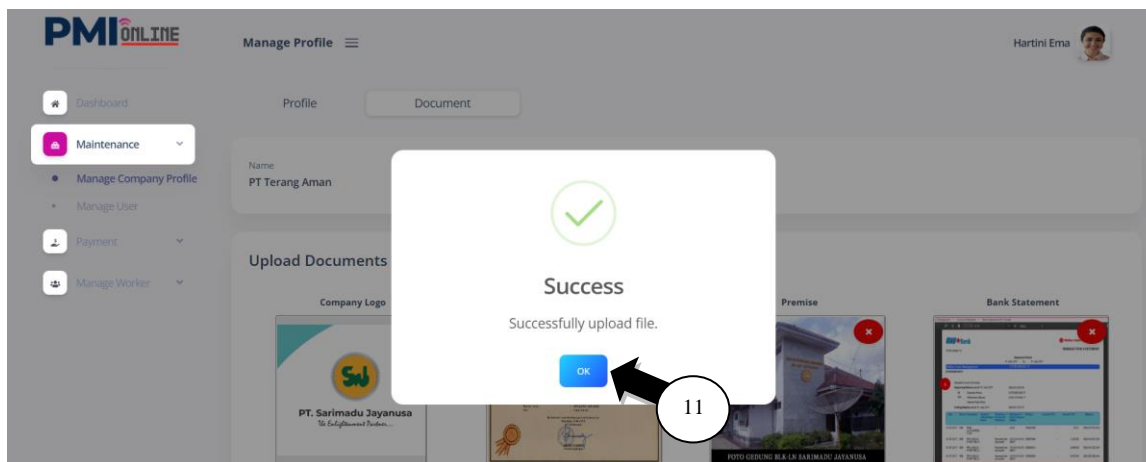
7. Click on the **Document** tab to upload P3MI Company Documents.
8. Upload **Documents** such as Company Logo, License, Premise and Bank Statement documents.
9. Click on **Choose File** button and upload each of documents from file resources.
10. Click on **UPLOAD FILES** button to upload documents.



**Figure 1.4-10: Update Company Document Screen**

**Steps:**

11. Successful notification screen will be displayed. Click **OK**.



**Figure 1.4-11: Update Document Notification Screen**

## 1.5 Payment

### 1.5.1 Manage Payment

#### Steps:

1. Click on the **Payment** side menu and sub-menu will be listed.
2. Click on the **Manage Payment** side sub-menu and page will be displayed.
3. Click on deposit amount provided in the **Quick Amount** information;  
OR
4. Click on the **OTHER AMOUNT** button and key in the deposited amount.
5. Key in **Payment Details** information which are Amount, Bank Name, Receipt Reference No. and Upload Receipt document as a proof of payment.
6. Click on **SUBMIT** button.

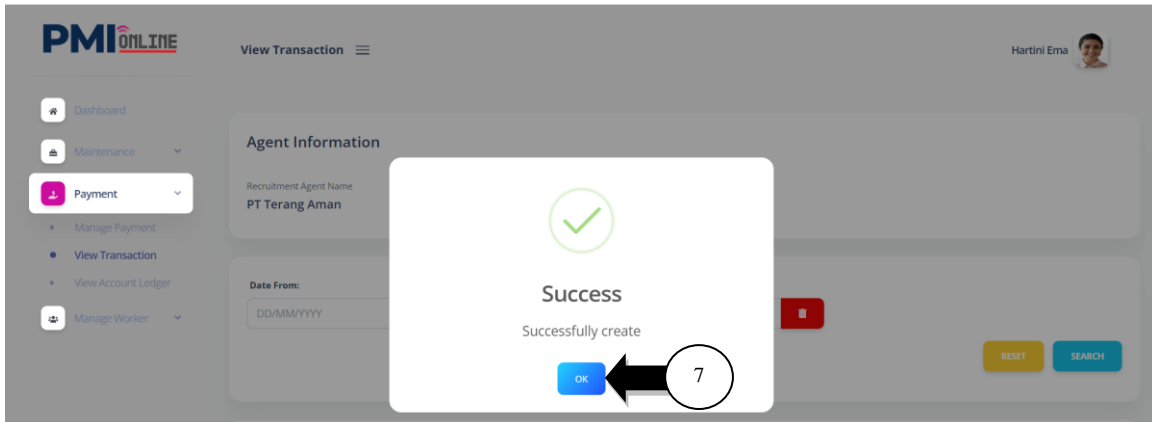
The screenshot shows the 'Manage Payment' interface in the PMI ONLINE system. The page is titled 'Manage Payment' and shows the user 'Hartini Ema'. The interface is divided into several sections:

- Agent Information:** Displays 'Recruitment Agent Name: PT Terang Aman' and 'Registration No.: Nomor 217 Tahun 2022'. Callout 1 points to the 'Payment' menu item in the left sidebar, and callout 2 points to the 'Manage Payment' sub-menu item.
- Quick Amount:** A section with five yellow buttons for 'RM 100', 'RM 200', 'RM 300', 'RM 400', and 'RM 500', and a pink 'OTHER AMOUNT' button. Callout 3 points to the 'Quick Amount' section, and callout 4 points to the 'OTHER AMOUNT' button.
- Payment Details:** A form with four fields: 'Amount (RM): \*' (value: 100), 'Bank: \*' (value: Bank Negara Indonesia), 'Receipt Reference No. : \*' (value: BNI100210), and 'Upload Receipt: \*' (value: deposit3.jpg). Callout 5 points to the 'Payment Details' section.
- SUBMIT:** A pink button at the bottom right. Callout 6 points to the 'SUBMIT' button.

Figure 1.5-1: Manage Payment Screen

## Steps:

7. Successful notification page will be displayed. Click **OK**.

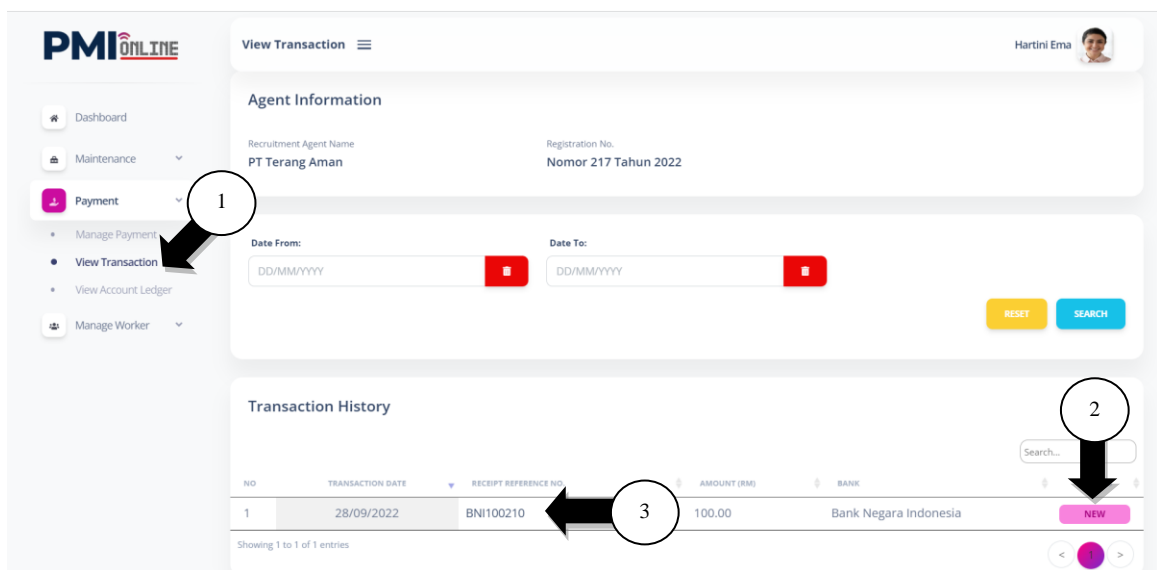


**Figure 1.5-2: Manage Payment Notification Screen**

## 1.5.2 View Transaction

### Steps:

1. Click on the **View Transaction** side sub-menu and page will be displayed.
2. Transaction status is **NEW** for approval process.
3. Click on **Receipt Reference No.** and payment details page will be displayed as in **Figure 1.5-4**.

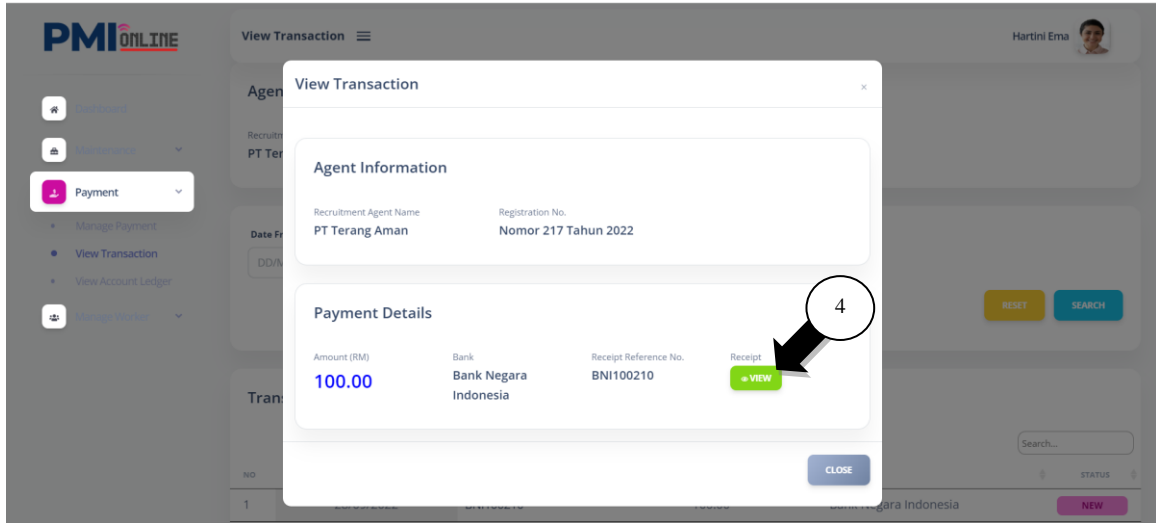


**Figure 1.5-3: View Transaction Screen**

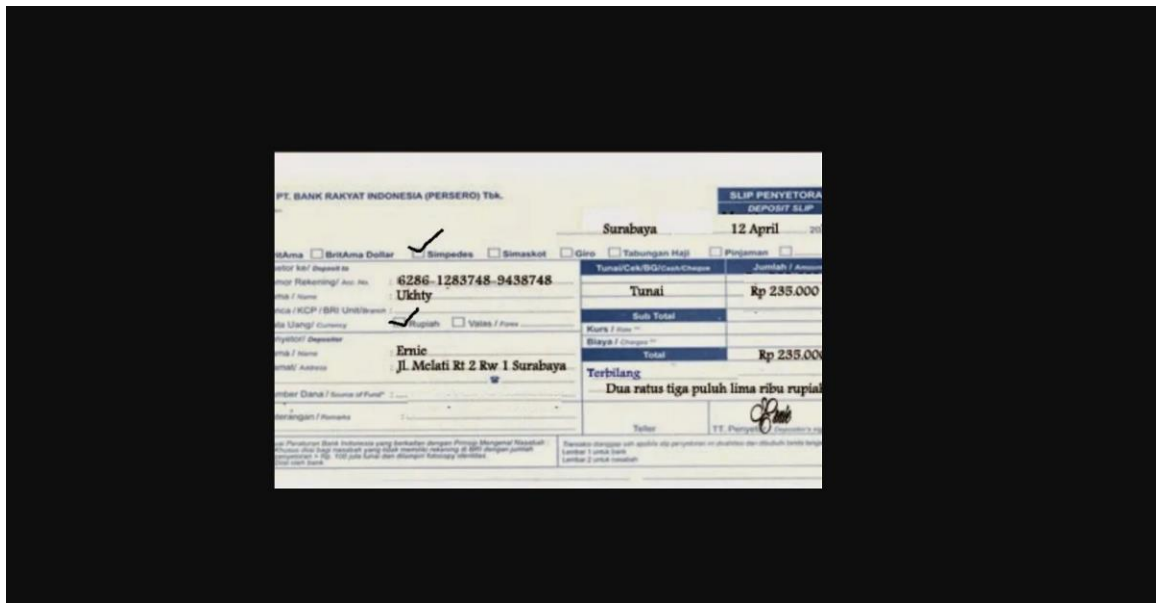


**Steps:**

4. Click on the **VIEW** button and uploaded receipt will be displayed as in **Figure 1.5-5**.



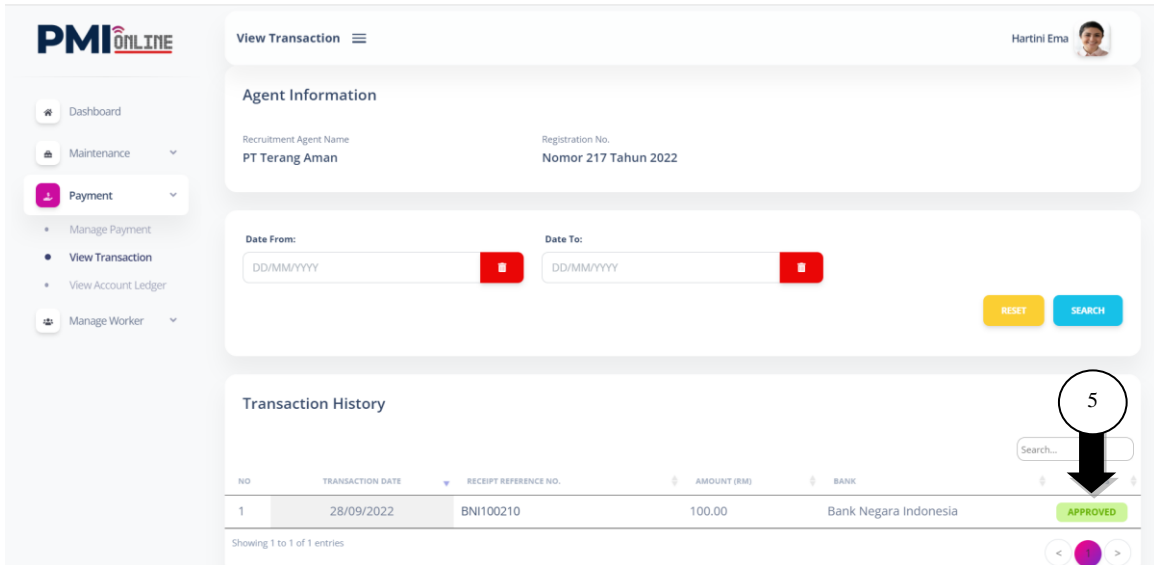
**Figure 1.5-4: Payment Details Screen**



**Figure 1.5-5: Payment Details Receipt Screen**

**Steps:**

- Transaction status will change to **APPROVED** after approval process done by Finance Department.



**Figure 1.5-6: View Transaction Screen**

### 1.5.3 View Account Ledger

#### Steps:

1. Click on the **View Account Ledger** side sub-menu and page will be displayed.
2. Agent's **Current Balance** is updated with the approved deposit amount.
3. Click on **Deposit Tab** and deposit transaction page is displayed.
4. The deposit transaction Status will display as **APPROVED** by Finance Department.
5. Click on **Bank Reference No.** and payment details will be displayed as in **Figure 1.5-8**.

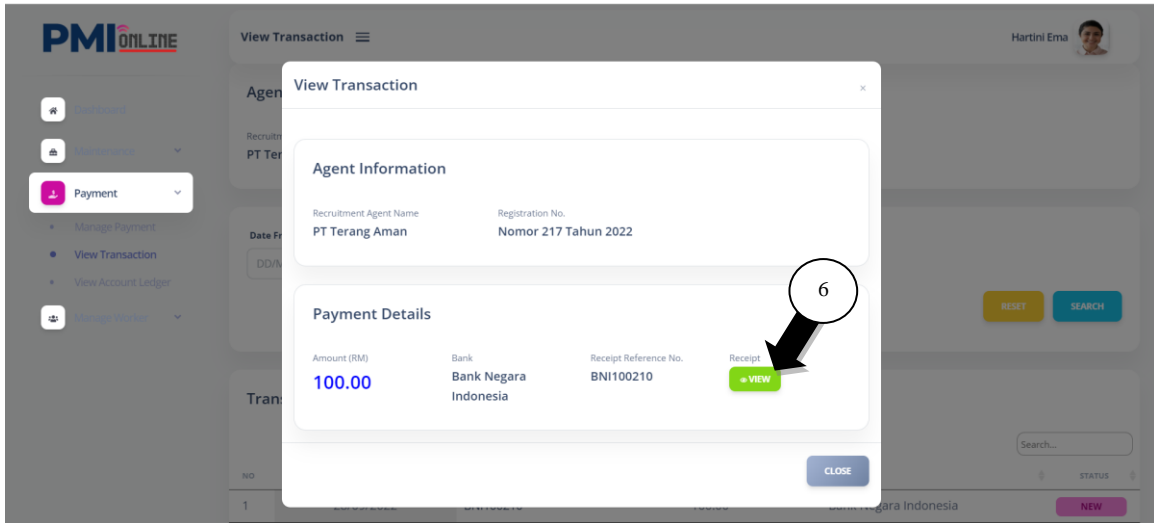
The screenshot displays the 'View Account Ledger' interface. On the left, a sidebar menu has 'View Account Ledger' highlighted with a circled '1'. The main content area shows 'Agent Information' for 'PT Terang Aman' with a circled '2'. The 'Registration No.' is 'Nomor 217 Tahun 2022' with a circled '3'. The 'Current Balance (RM)' is '100.00' with a circled '2'. Below this is a 'Deposit' tab with a circled '3' and a 'Transaction' table with a circled '4'. The table has a header 'Deposit (Cash In)' and columns: No., Date, Receipt No., Bank Reference No., Bank, Status, and Amount (MYR). The first row shows a transaction with 'Status' 'APPROVED' (4) and 'Bank Reference No.' 'BNI100210' (5).

Deposit (Cash In)						
No.	Date	Receipt No.	Bank Reference No.	Bank	Status	Amount (MYR)
1	27/09/2022	PMI20220900003	BNI100210	Bank Negara Indonesia	APPROVED	100.00
						100.00

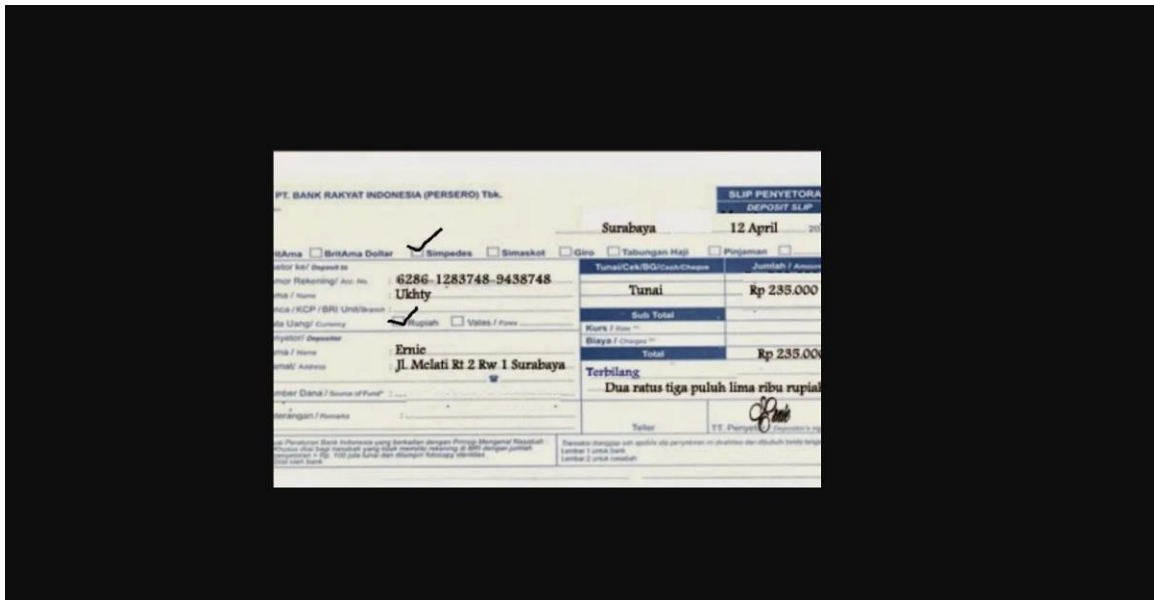
Figure 1.5-7: View Account Ledger Screen

**Steps:**

6. Click on the **VIEW** button and uploaded receipt page will be displayed as in **Figure 1.5-9**.



**Figure 1.5-8: Payment Details Screen**



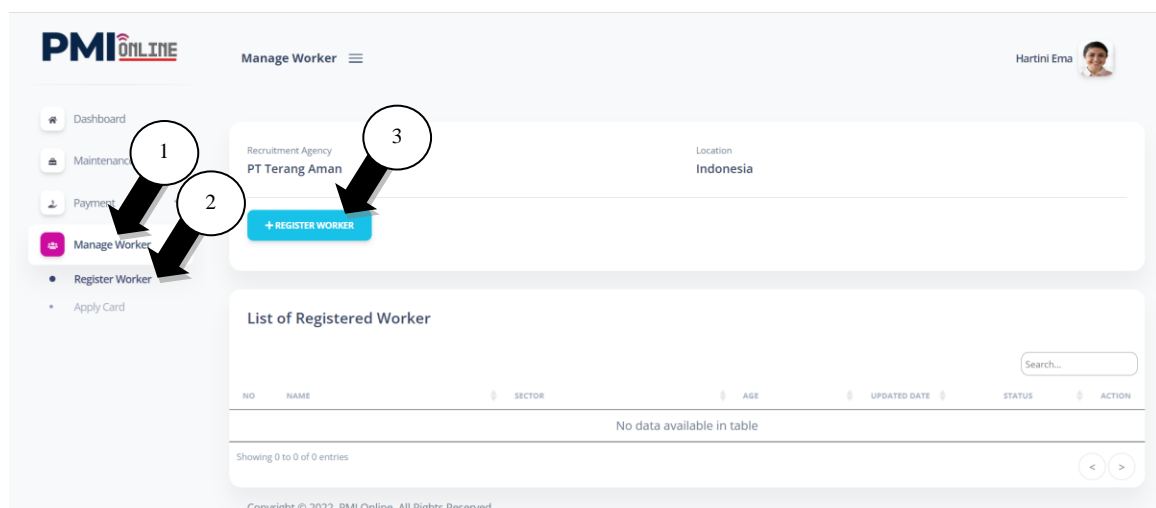
**Figure 1.5-9: Payment Details Receipt Screen**

## 1.6 Manage Worker

### 1.6.1 Register Worker

#### Steps:

1. Click on the **Manage Worker** side menu and sub-menu will be listed.
2. Click on the **Register Worker** side sub-menu and page will be displayed.
3. Click on the **REGISTER WORKER** button and page will be displayed as in **Figure 1.6-2**.



**Figure 1.6-1: Manage Worker Screen**

**Steps:**

4. Click on the **Create Worker Profile** tab; information on Personal Details, Address, Passport Details and Next of Kin will be displayed.

The screenshot shows the 'Register Worker' screen in the PMI ONLINE system. The user is logged in as 'Hartini Ema'. The navigation menu on the left includes 'Dashboard', 'Maintenance', 'Payment', 'Manage Worker', 'Register Worker', and 'Apply Card'. The 'Manage Worker' menu is expanded, showing 'Register Worker' and 'Apply Card'. The main content area has two tabs: 'Create Worker Profile' (selected) and 'Upload Worker Document'. The 'Create Worker Profile' tab displays a form with the following sections:

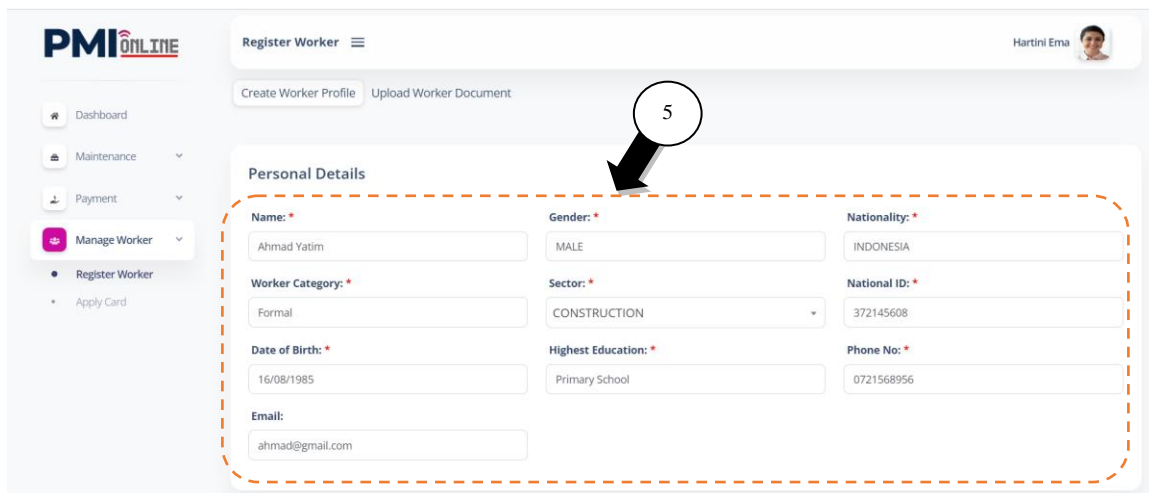
- Personal Details:** Name, Gender, Nationality, Worker Category, Sector, National ID, Date of Birth, Highest Education, Phone No, and Email.
- Address:** Address 1, Address 2, Address 3, Postcode, and Country.
- Passport Details:** Passport Number, Issue Date, Expiry Date, Place of Issuance, and Country of Issuance.
- Next of Kin:** Name, Relationship, Gender, Address 1, Address 2, Address 3, Postcode, Country, and Phone No.

At the bottom of the form, there are 'CANCEL' and 'SAVE' buttons. The footer contains the text: 'Copyright © 2022. PMI Online. All Rights Reserved.'

**Figure 1.6-2: Register Worker Screen**

## Steps:

5. Key in **Personal Details** information such as Name, Gender, Nationality, Worker Category, Sector, National ID, Date of Birth, Highest Education, Phone No. and Email (is optional).



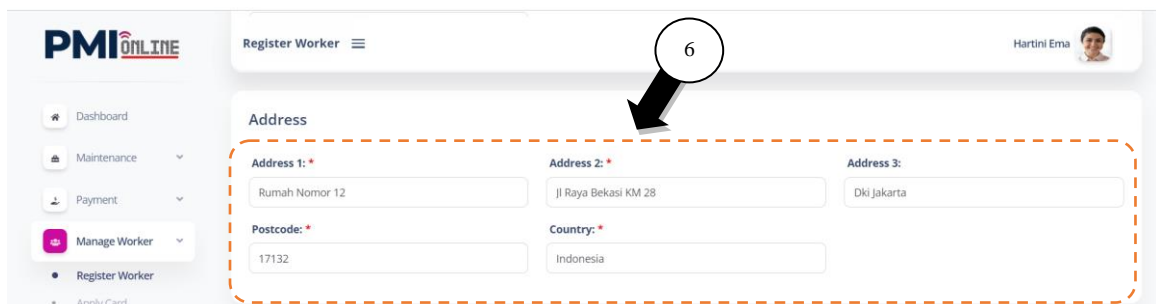
The screenshot shows the 'Register Worker' screen in the PMI ONLINE system. The 'Personal Details' section is highlighted with a dashed orange border. A circled number '5' with an arrow points to this section. The form contains the following fields:

Field	Value
Name	Ahmad Yatim
Gender	MALE
Nationality	INDONESIA
Worker Category	Formal
Sector	CONSTRUCTION
National ID	372145608
Date of Birth	16/08/1985
Highest Education	Primary School
Phone No.	0721568956
Email	ahmad@gmail.com

Figure 1.6-3: Register Worker Screen – Personal Details

## Steps:

6. Key in **Address** information such as Address 1, Address 2, Address 3, Postcode and Country.



The screenshot shows the 'Register Worker' screen in the PMI ONLINE system. The 'Address' section is highlighted with a dashed orange border. A circled number '6' with an arrow points to this section. The form contains the following fields:

Field	Value
Address 1	Rumah Nomor 12
Address 2	Jl Raya Bekasi KM 28
Address 3	Dki Jakarta
Postcode	17132
Country	Indonesia

Figure 1.6-4: Register Worker Screen – Address

**Steps:**

7. Key in **Passport Details** information such as Passport Number, Issue Date, Expiry Date, Place of Issuance and Country of Issuance.

The screenshot shows the 'Register Worker' screen on the PMI ONLINE platform. The user is logged in as Hartini Ema. The 'Passport Details' section is highlighted with a dashed orange border and a circled '7' with an arrow pointing to it. The form contains the following fields:

Field	Value
Passport Number	BT1234567
Issue Date	18/05/2020
Expiry Date	18/05/2025
Place of Issuance	Jakarta
Country of Issuance	Indonesia

**Figure 1.6-5: Register Worker Screen – Passport Details**

**Steps:**

8. Key in **Next of Kin** information such as Name, Relationship, Gender, Address 1, Address 2, Address 3, Postcode, Country, Phone No and Email.
9. Click on **SAVE** button.

The screenshot shows the 'Register Worker' screen on the PMI ONLINE platform. The user is logged in as Hartini Ema. The 'Next of Kin' section is highlighted with a dashed orange border and a circled '8' with an arrow pointing to it. The form contains the following fields:

Field	Value
Name	Suzana Agus
Relationship	Wife
Gender	FEMALE
Address 1	Rumah Nomor 12
Address 2	Jl Raya Bekasi KM 28
Address 3	Dki Jakarta
Postcode	17132
Country	Indonesia
Phone No	0721568957
Email	suzana@gmail.com

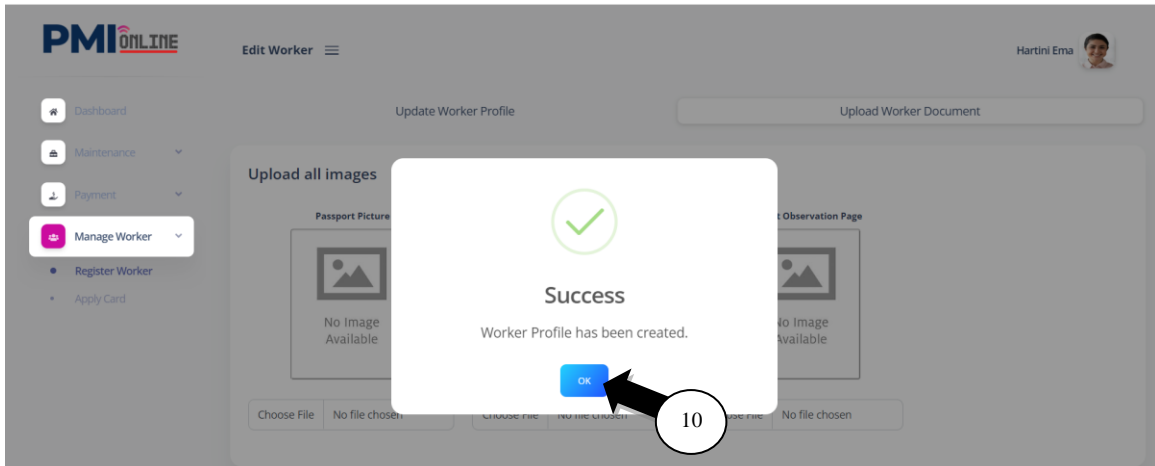
At the bottom of the form, there is a 'CANCEL' button and a 'SAVE' button. A circled '9' with an arrow points to the 'SAVE' button.

**Figure 1.6-6: Register Worker Screen – Next of Kin**



**Steps:**

10. Successful notification page will be displayed. Click **OK**.



**Figure 1.6-7: Register Worker Notification Screen**

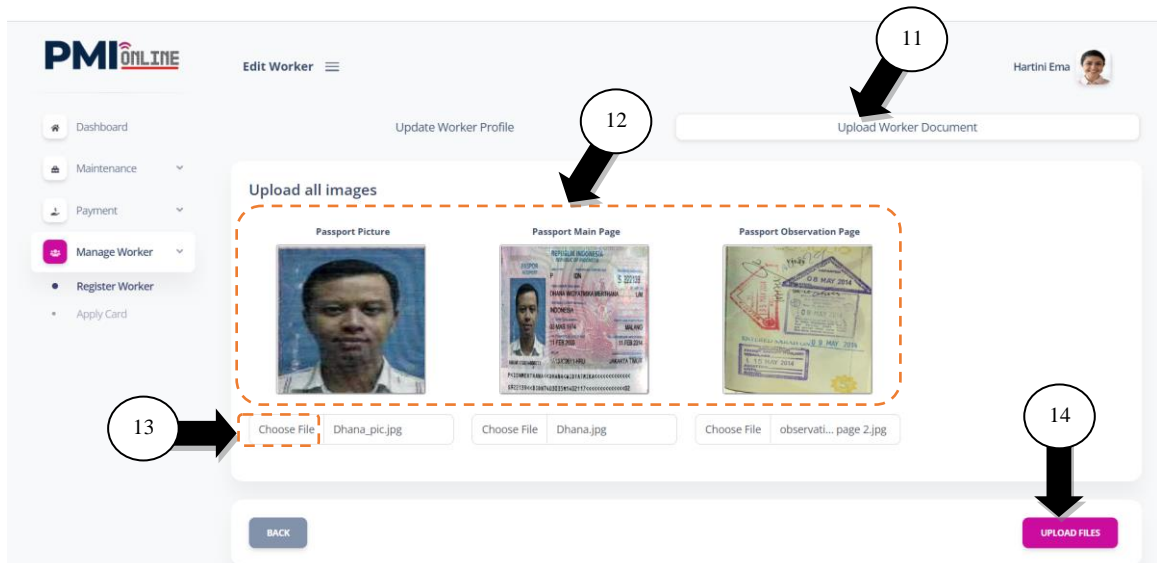
**Steps:**

11. Click on the **Upload Worker Document** tab.

12. Upload **Passport Picture**, **Passport Main Page** and **Passport Observation Page** documents.

13. Click on **Choose File** button and upload document from the file resource.

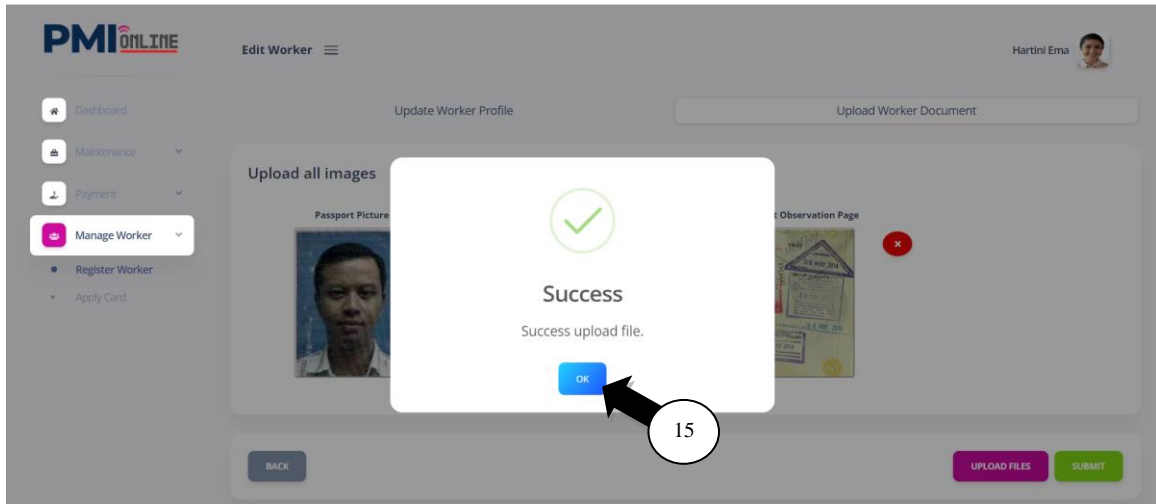
14. Click on **UPLOAD FILES** button.



**Figure 1.6-8: Upload Worker Documents Screen**

**Steps:**

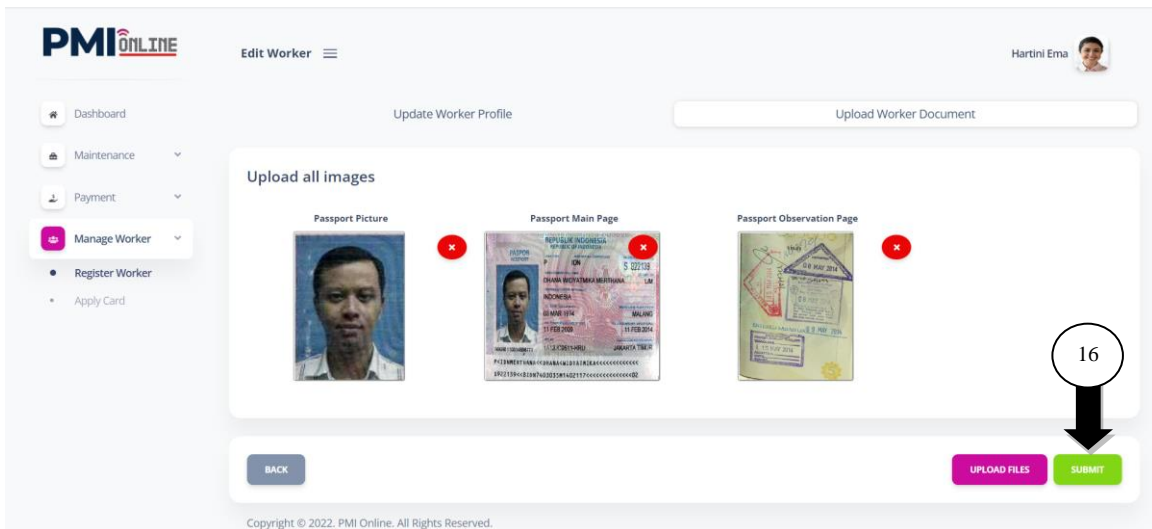
15. Successful notification page will be displayed. Click **OK**.



**Figure 1.6-9: Upload Worker Documents Notification Screen**

**Steps:**

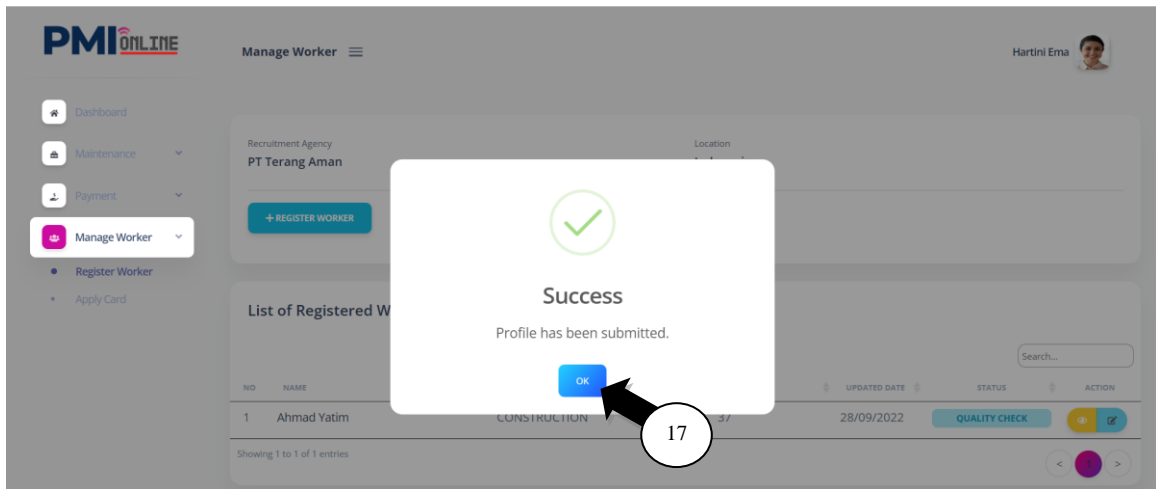
16. Click on the **SUBMIT** button for data quality approval.



**Figure 1.6-10: Upload Worker Documents Submission Screen**

**Steps:**

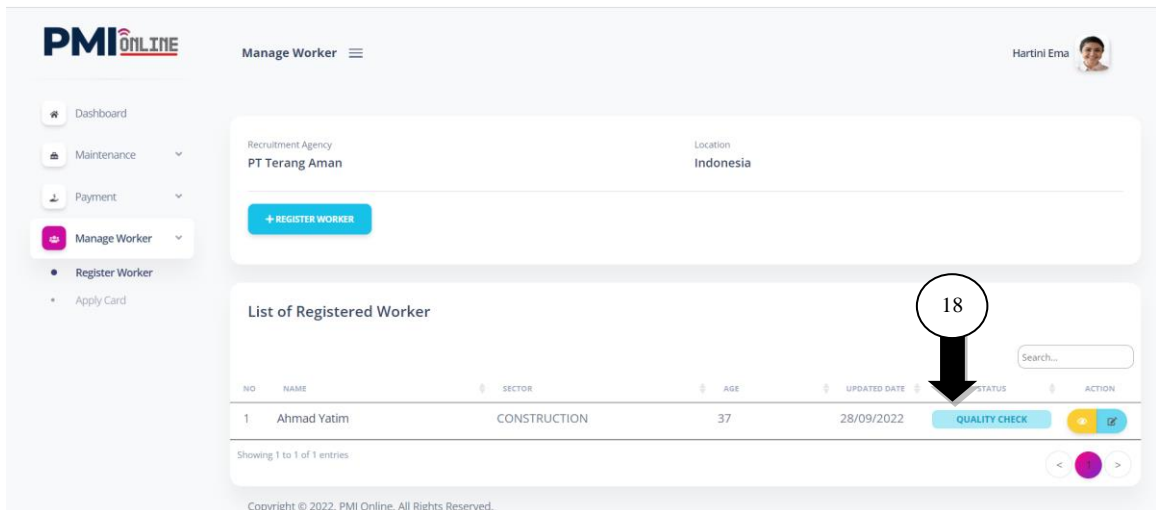
17. Notification page will be displayed. Click **OK**.



**Figure 1.6-11: Register Worker Notification Screen**

**Steps:**

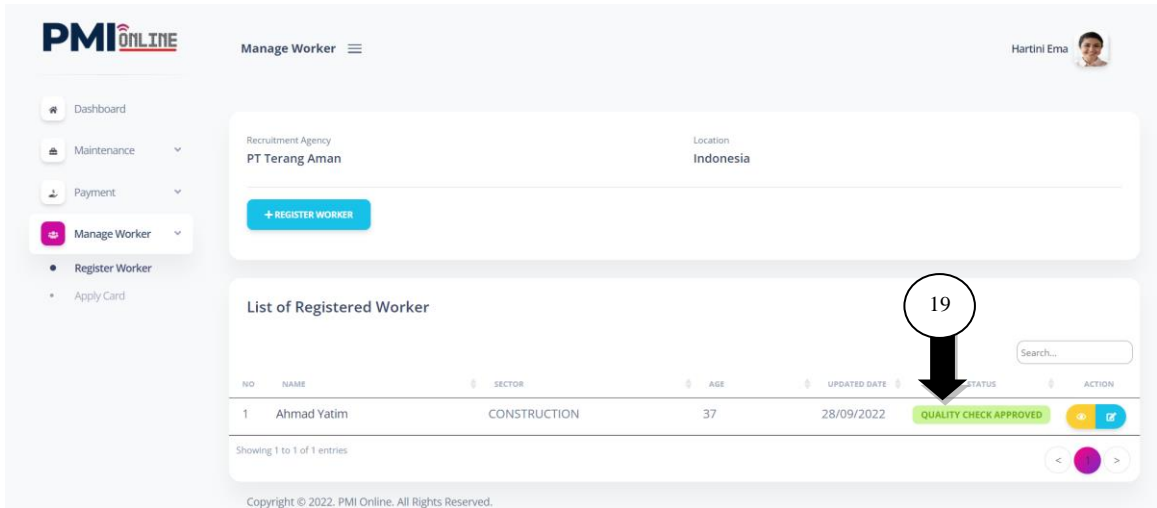
18. Worker registration status is **QUALITY CHECK** and will be checked and approved by data quality team.



**Figure 1.6-12: List of Register Worker Screen**

**Steps:**


19. Worker Registration status is **QUALITY CHECK APPROVED** after worker registration data is checked and approved.

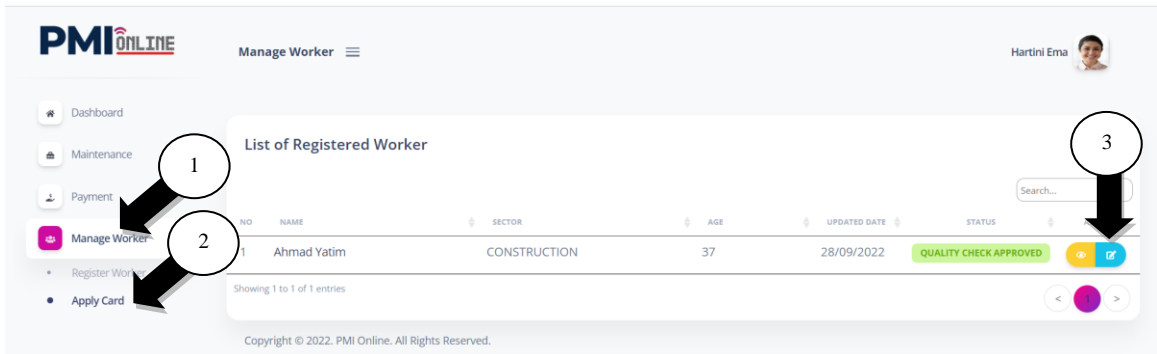


**Figure 1.6-13: List of Register Worker Screen**

## 1.6.2 Apply Card

### Steps:

1. Click on the **Manage Worker** side menu and sub-menu will be listed.
2. Click on the **Apply Card** side sub-menu and page will be displayed.
3. Click on the **Edit**  icon and page will be displayed as in **Figure 1.6-15**.



**Figure 1.6-14: List of Registered Worker Screen**

## Steps:

4. Click on **Update Worker Profile** tab.
5. Worker's **Personal Details, Address, Passport Details** and **Next of Kin** information will be previewed as in **Figure 1.6-15**.
6. Click on the **Next** button and page will be displayed as in **Figure 1.6-16**.

The screenshot displays the 'Apply Card Worker Profile Screen' in the PMI ONLINE system. The interface includes a sidebar with navigation options like 'Dashboard', 'Maintenance', 'Payment', and 'Manage Worker'. The main content area is titled 'Edit Worker' and features a 'Update Worker Profile' button (circled with '4'). Below this, the worker's information is presented in several sections: 'Personal Details', 'Address', 'Passport Details', and 'Next of Kin'. Each section contains input fields for various attributes such as name, gender, nationality, date of birth, and contact information. A 'Next' button (circled with '6') is located at the bottom right, and a 'CANCEL' button is at the bottom left. A 'Data Quality Check' button (circled with '5') is also visible at the top right. The footer contains the copyright notice: 'Copyright © 2022. PMI Online. All Rights Reserved.'

Personal Details		
Name: *	Gender: *	Nationality: *
Ahmad Yatim	MALE	INDONESIA
Worker Category: *	Sector: *	National ID: *
Formal	CONSTRUCTION	372145608
Date of Birth: *	Highest Education: *	Phone No: *
16/08/1985	Primary School	0721568956
Email:	ahmad@gmail.com	

Address		
Address 1: *	Address 2: *	Address 3:
Rumah Nomor 12	Jl Raya Bekasi KM 28	Dki Jakarta
Postcode: *	Country: *	
17132	Indonesia	

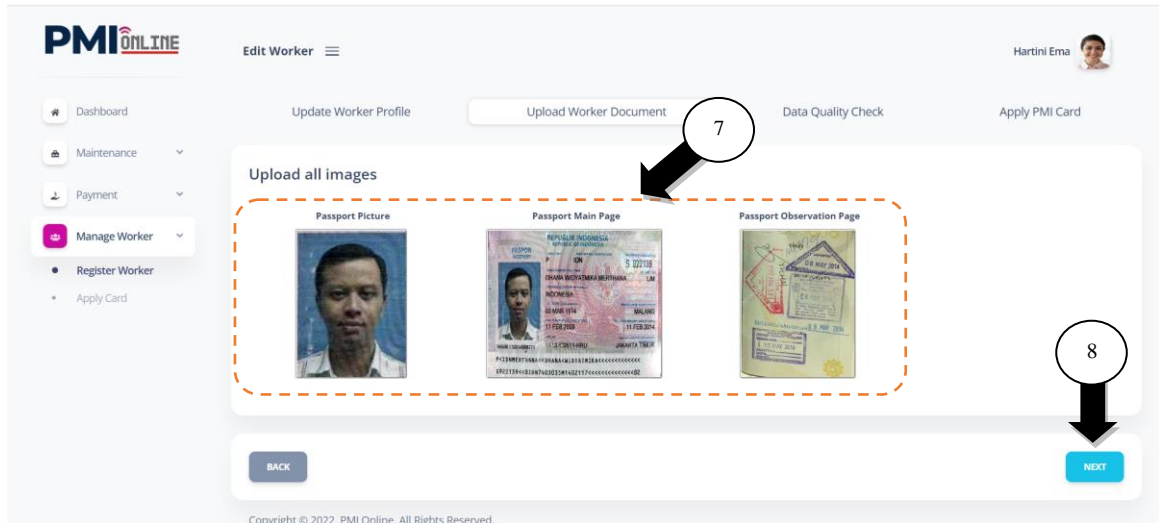
Passport Details		
Passport Number: *	Issue Date: *	Expiry Date: *
BT1234567	18/05/2020	18/05/2025
Place of Issuance: *	Country of Issuance: *	
Jakarta	Indonesia	

Next of Kin		
Name: *	Relationship: *	Gender: *
Suzana Agus	Wife	FEMALE
Address 1: *	Address 2: *	Address 3:
Rumah Nomor 12	Jl Raya Bekasi KM 28	Dki Jakarta
Postcode: *	Country: *	Phone No: *
17132	Indonesia	0721568957
Email:	suzana@gmail.com	

**Figure 1.6-15: Apply Card Worker Profile Screen**

**Steps:**

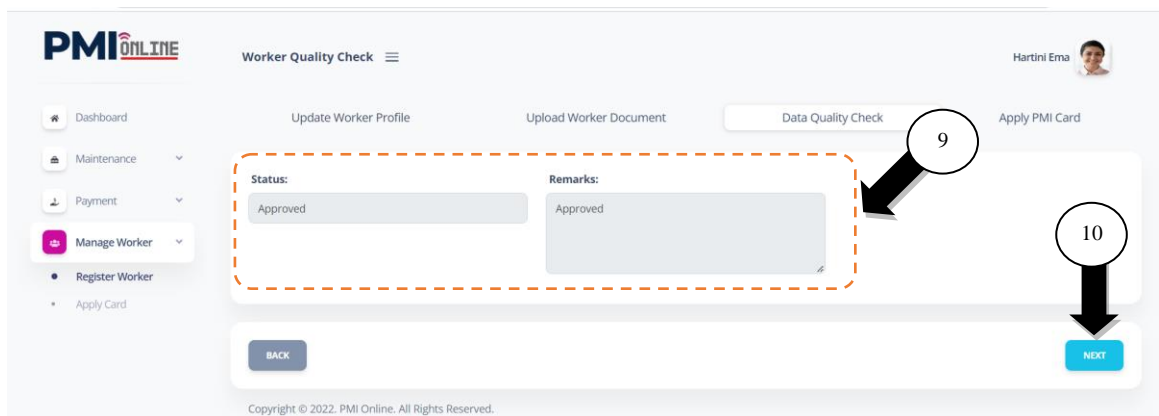
7. Worker's **Passport Picture**, **Passport Main Page** and **Passport Observation Page** uploaded documents will be displayed.
8. Click on the **Next** button and **Data Quality** page will be displayed as in **Figure 1.6-17**.



**Figure 1.6-16: Apply Card Worker Document Screen**

**Steps:**

9. Data Quality **Status** and **Remarks** for worker registration will be previewed.
10. Click on the **Next** button and **Apply PMI Card** application page will be displayed as in **Figure 1.6-18**.



**Figure 1.6-17: Apply Card Worker Approval Screen**

## Steps:

11. In **PMI Details**, key in **VDR** (Visa Dengan Rujukan) information such as VDR Reference No., VDR Approval Date and upload VDR Approval Letter.

The screenshot shows the 'Apply Card' screen in the PMI ONLINE system. The user is logged in as Hartini Erma. The main navigation menu includes Dashboard, Maintenance, Payment, and Manage Worker. The 'Apply Card' section is active, showing 'Agent Information' and 'PMI Details'. The 'PMI Details' section contains the following fields:

Field	Value
Worker Name	Ahmad Yatim
Passport No.	BT1234567
Gender	MALE
VDR Reference No. *	KDN/16031/DDAGUI18077
VDR Approval Date *	14/09/2022
VDR Approval Letter *	Choose File   VDR Letter 1.pdf

Figure 1.6-18: Apply PMI Card Screen – PMI Details

## Steps:

12. Key in **Employer Details** information which are Employer Name, Type (Company or Personal), Company Registration No. or IC No., Address, Postcode, Country, Region, Subregion, Phone No, Fax No., and Email.
13. Click on **SAVE** button.

The screenshot shows the 'Apply Card' screen in the PMI ONLINE system. The user is logged in as Hartini Erma. The main navigation menu includes Dashboard, Maintenance, Payment, and Manage Worker. The 'Apply Card' section is active, showing 'Employer Details'. The form fields are as follows:

Field	Value
Employer Name *	Sime Darby Property
Type	Company
Company Registration No.	456789-W
Address *	Block G, 10th Floor Jalan PJU 1A/7A Ara Damansara PJU 1A
Phone No. *	0378950001
Fax No.	0378950002
Email	contact@simedarbyproperty.com
Postcode *	47301
Country *	Malaysia
Region *	SELANGOR
Subregion *	Petaling Jaya

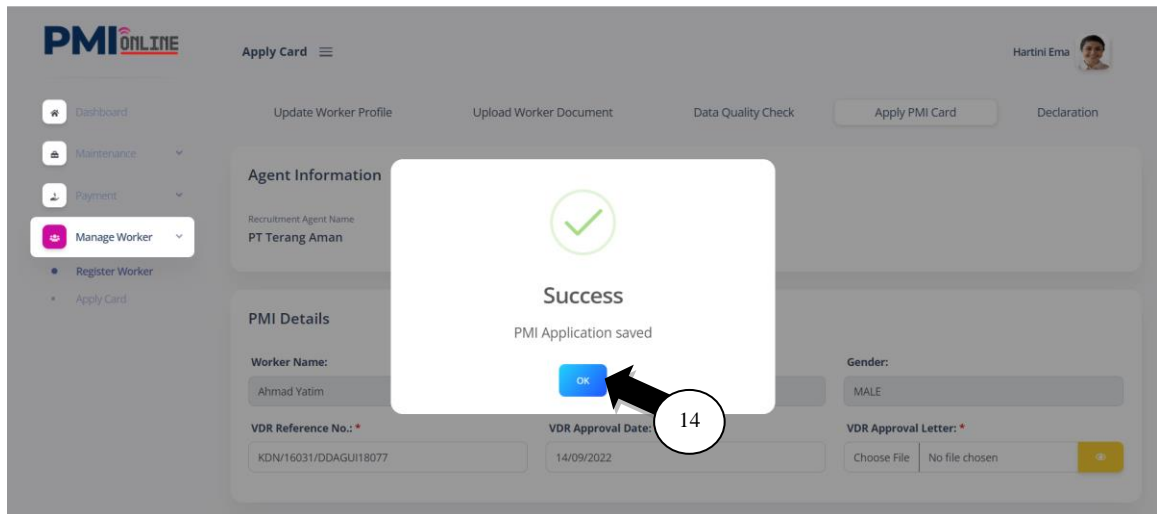
At the bottom of the form, there is a 'BACK' button and a 'SAVE' button.

Figure 1.6-19: Apply PMI Card Screen – Employer Details



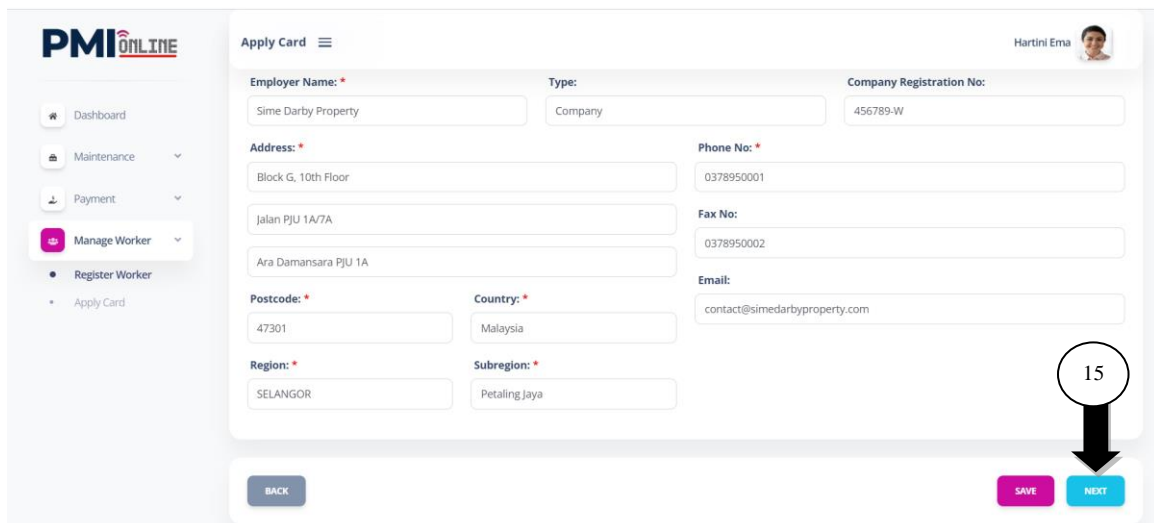
**Steps:**

14. Successful notification page will be displayed. Click **OK**.



**Figure 1.6-20: Apply PMI Card Notification Screen**

15. Click on the **Next** button and **Declaration** page will be displayed as in **Figure 1.6-22**.



**Figure 1.6-21: PMI Card Screen**

**Steps:**

16. **Worker Details, Passport Details, Next of Kin, Employer Details** and **VDR Details** will be previewed in **Declaration** page (**Figure 1.6-22.**)
17. Tick on check box  in **Declaration Form** section to declare and agree all information displayed is true.
18. Click on **SUBMIT** button.

**PMI ONLINE**
Apply Card ☰
Hartini Ema

Update Worker Profile
Upload Worker Document
Data Quality Check
Apply PMI Card
Declaration

- Dashboard
- Maintenance
- Payment
- Manage Worker
- Register Worker
- Apply Card

### Agent Information

Recruitment Agent Name <b>PT Terang Aman</b>	Registration No. <b>Nomor 217 Tahun 2022</b>
-------------------------------------------------	-------------------------------------------------

### Worker Details

	Name <b>Ahmad Yatim</b> Worker Category <b>Formal</b> Date of Birth <b>16/08/1985</b> Address <b>Rumah Nomor 12, Jl Raya Bekasi KM 28, Dki Jakarta, 17132, Indonesia</b>	Nationality <b>Indonesia</b> Sector <b>CONSTRUCTION</b> Age <b>37</b> Email <b>ahmad@gmail.com</b>	Gender <b>MALE</b> National ID. No. <b>372145608</b> Phone No. <b>0721568956</b>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------

### Passport Details

	Passport No. <b>BT1234567</b> Place of Issuance <b>Jakarta</b>	Issue Date <b>18/05/2020</b> Country of Issuance <b>Indonesia</b>	Expiry Date <b>18/05/2025</b>
--	-------------------------------------------------------------------------	----------------------------------------------------------------------------	----------------------------------

### Next of Kin

Name <b>Suzana Agus</b> Relationship <b>Wife</b> Address <b>Rumah Nomor 12, Jl Raya Bekasi KM 28, Dki Jakarta, 17132, Indonesia,</b>	Gender <b>FEMALE</b> Phone No. <b>0721568957</b>	Email <b>suzana@gmail.com</b>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------	----------------------------------

### Employer Details

Name <b>Sime Darby Property</b> Phone No. <b>0378950001</b> Address <b>Block G, 10th Floor, Jalan PJU 1A/7A, Ara Damansara PJU 1A,</b>	Type <b>Company</b> Fax No. <b>0378950002</b> Postcode <b>47301</b> Subregion <b>Petaling Jaya</b>	IC No. <b>-</b> Email <b>contact@simedarbyproperty.com</b> Region <b>SELANGOR</b> Country <b>Malaysia</b>
---------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------

### VDR Details

VDR Reference No. <b>KDN/16031/DDAGUI18077</b>	VDR Approval Date <b>14/09/2022</b>	VDR Approval Letter <a href="#" style="background-color: #ffc107; padding: 2px 5px; border-radius: 3px;">view</a>
---------------------------------------------------	----------------------------------------	----------------------------------------------------------------------------------------------------------------------

### Declaration Form

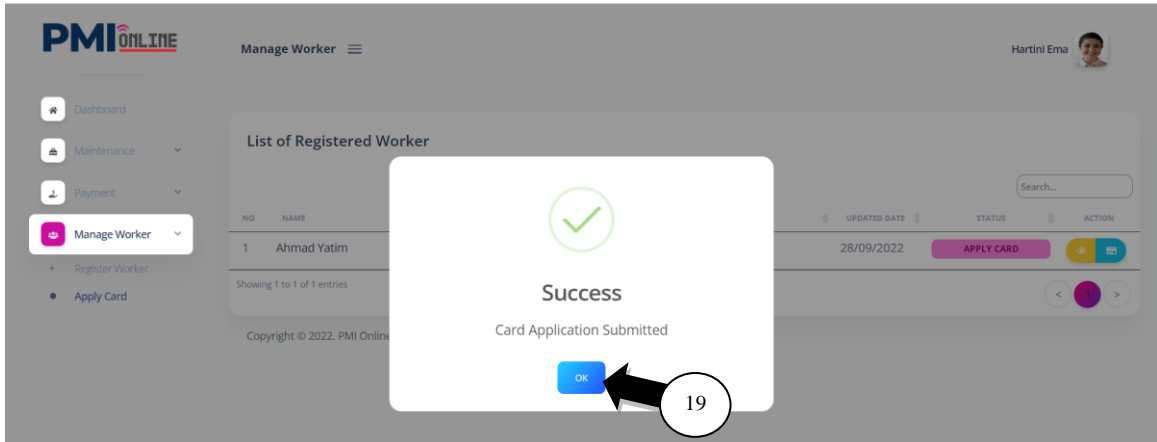
I hereby declare all the given information is true to the best of my knowledge and I bear the responsibility for its correctness. In addition, I agree that Service Fee will be deducted from my account.

[BACK](#)
[SUBMIT](#)

**Figure 1.6-22: Declaration Screen**

**Steps:**

19. Successful notification page will be displayed if Agent's current balance is sufficient for service fee. Click **OK**.



**Figure 1.6-23: Declaration Notification Screen**

**Steps:**

20. Worker status is **APPLY CARD** and card is being processed by card processing department.

21. Click **Print**  icon to print declaration form.



**Figure 1.6-24: List of Registered Worker Screen**

### 1.6.3 View Account Ledger

#### Steps:

22. To check the latest updated account balance, click on the **Payment** side menu and sub-menu will be listed.
23. Click on the **View Account Ledger** side sub-menu and page will be displayed.
24. Updated **Current Balance** is displayed.
25. **Deposit** (cash in) transaction history is displayed.

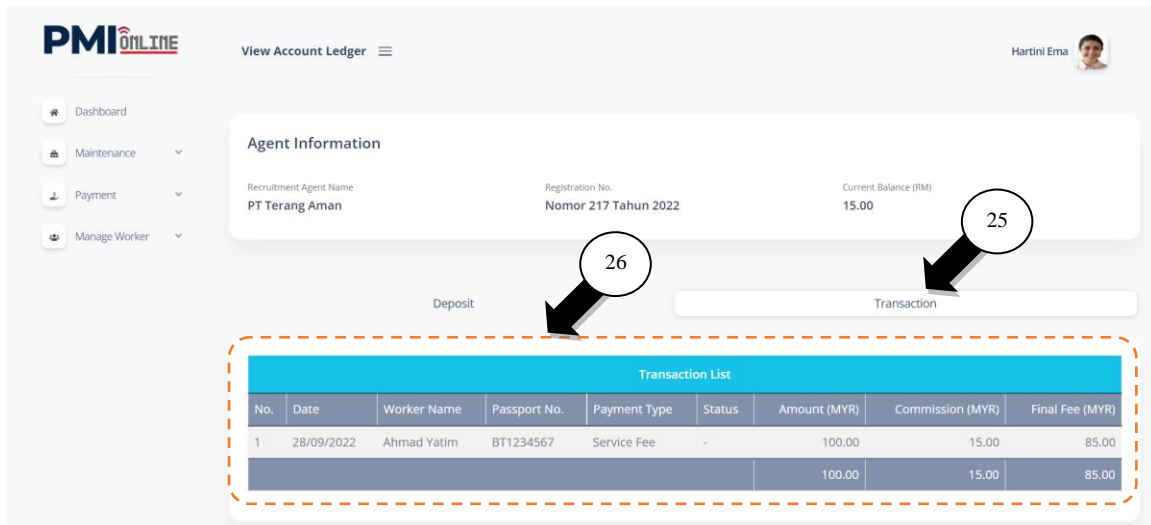
The screenshot displays the 'View Account Ledger' interface for agent Terang Aman. The interface includes a sidebar menu with 'Payment' and 'View Account Ledger' highlighted. The main content area shows 'Agent Information' with fields for 'Recruitment Agent Name' (Terang Aman) and 'Registration No.' (Nomor 217 Tahun 2022). A 'Current Balance (RM)' of 15.00 is displayed in a red dashed box. Below this, a 'Deposit' filter is selected, and a table titled 'Deposit (Cash In)' shows a single transaction on 27/09/2022 for 100.00 MYR, with a status of 'APPROVED'.

Deposit (Cash In)						
No.	Date	Receipt No.	Bank Reference No.	Bank	Status	Amount (MYR)
1	27/09/2022	PMI20220900003	BNI100210	Bank Negara Indonesia	APPROVED	100.00
						100.00

Figure 1.6-25: View Account Ledger Screen - Deposit

**Steps:**

- 25. Click on **Transaction** tab to view transaction list details.
- 26. **Transaction List** displays details of Worker, PMI Service Fee Amount, Commission and Final Fee.



**Figure 1.6-26: View Account Ledger Screen - Transaction**

## 1.7 Glossary

Term	Definition
<b>P3MI</b>	Perusahaan Penempatan Pekerja Migran Indonesia
<b>PMI</b>	Pekerja Migran Indonesia
<b>Agent</b>	Perusahaan Penempatan Pekerja Migran Indonesia Staff
<b>PKSB</b>	Petra Kencana Sdn Bhd

## 1.8 Appendix

### 1.8.1 User Category and Menu

No.	User Category	Main Menu	Sub Menu
1	Super Admin	Dashboard	
		Maintenance	Manage Company Profile Manage User (All)
		Payment	Manage Payment View Transaction View Account Ledger
		Manage Worker	Register Worker Apply Card
2	Register Officer	Dashboard	
		Maintenance	Manage User (Own)
		Manage Worker	Register Worker Apply Card
3	Finance Officer	Dashboard	
		Maintenance	Manage User (Own)
		Payment	Manage Payment View Transaction View Account Ledger

Figure 1.7-1: List of User Category and Menu in PMI Online