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ONLINE ENROLLMENT & USER PORTAL

via

MyTrustID Portal

ECOURT

TOKENLESS PKI USER GUIDE

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1 INTRODUCTION

1.1 PURPOSE

This document describe the flow user guide for users request certificate (enrolment) and using MyTrustID Portal

2 INTERFACES

This section describes the following web API functions:

1. Request Page (enrolment)
2. Activation
3. Login MyTrust ID
4. View Certificate Info
5. Reset / Change / Unblock PIN

2.1 REQUEST / ENROLLMENT

The URL:

<https://www.msctrustgate.com/mytrustid/enrollment?q=ecourt>

2.1.1 Enrolment Page

Key-in identity card number and EFS ID was registered with ecourt system.

Please continue the process by click **Next** button.

MAHKAMAH PERSEKUTUAN MALAYSIA (ECOURT) **TRUSTGATE**
SECURE TRANSACTION. TRUSTED BUSINESS

New Certificate Enrollment Request
Enrollment for new client digital ID for Mahkamah Persekutuan Malaysia

1 Instructions 2 Application Info 3 Package & Pricing 4 Disclaimer 5 Payment 6 Complete

Enrollment Instructions

Please read and understand the Enrollment instruction below:

Application Info	Fill up your informations required for RA verification.
Upload Documents	Attach scanned copy of your MyKad/Passport and Company Authorization Letter (in JPEG or PDF format, with size below 2MB) to assist verification.
Select package	Choose new or renew your certificate with the desired validity. * Please take note that renewal is only from Trustgate token only. For renewal from other providers, please select new package.
Make Payment	Payment can be made using any of the following: Credit Card / Debit Card (VISA/MASTERCARD) or upload payment receipt if payment made through Manual Payment (Cash, Bank Transder or Cheque)
Complete	Once complete, kindly wait for the verification and issuance of your certificates by our RA. You may check your request status by logging to MyTrustID Portal.

E-court Certificate Enrollment Application

MyKad / Passport No. * EFS Reference ID (as registered with Ecourt Portal) *

Figure 1 : Main Page

2.1.2 Application Info

Please fill in and attach all data required. Click **Next** button for proceed.

MAHKAMAH PERSEKUTUAN MALAYSIA (ECOURT) **TRUSTGATE**
SECURE TRANSACTION. TRUSTED BUSINESS

New Certificate Enrollment Request
Enrollment for new client digital ID for Mahkamah Persekutuan Malaysia

1 **Instructions** 2 **Application Info** 3 Package & Pricing 4 Disclaimer 5 Payment 6 Complete

Personal Information

MyKad No *
9203 [REDACTED]

Passport No *
Example A8291829

Email *
Email

Full Name *
Full Name

Mobile No *
Mobile No

Company Information

EFS Reference ID *
B2 [REDACTED]

Law Firm ID *
10 [REDACTED]

Company Name *
K Y [REDACTED]

Company Address *
NO. 9 [REDACTED]

Postcode *
8 [REDACTED]

City *
[REDACTED]

State *
[REDACTED]

Country *
MALAYSIA

Personnel Information

Designation *
Example: CEO

Office Phone No *
Office No

Fax No
Fax No

Supporting Documents

Please upload scanned copy of your MyKad/Passport and Company Authorization Letter.
Please download Company Authorization Letter template
[SOLE PROPRIETOR OR EMPLOYEE](#)

MyKad / Passport *

Company Authorization Letter *

Figure 2 : Application Info

2.1.3 Package details

Page will display package and details of certificate. Click button **Next** for continue.

MAHKAMAH PERSEKUTUAN MALAYSIA (ECOURT) TRUSTGATE SECURE TRANSACTION. TRUSTED BUSINESS

New Certificate Enrollment Request
Enrollment for new client digital ID for Mahkamah Persekutuan Malaysia

Progress: 1. Instructions (checked), 2. Application Info (checked), 3. Package & Pricing (active), 4. Disclaimer, 5. Payment, 6. Complete

Package

Package *

Renew - Roaming Certificate - 1 Year - RM130

Pricing & Description

Description: Roaming Certificate

Validity (Days): 365

Subtotal (RM): 130.00

Tax (SST 6%): 7.8

Total Amount (RM): 137.80

Back Next

Figure 3: Package detail

2.1.4 Disclaimer

For each new request certificate, user should agree to subscribe agreement. Once agree click button **save and proceed**.

MAHKAMAH PERSEKUTUAN MALAYSIA (ECOURT) **TRUSTGATE** SECURE TRANSACTION. TRUSTED BUSINESS

New Certificate Enrollment Request

Enrollment for new client digital ID for Mahkamah Persekutuan Malaysia

Instructions Application Info Package & Pricing **Disclaimer** Payment Complete

Digital ID Subscriber Agreement

SUBSCRIBER AGREEMENT

YOU MUST READ THIS SUBSCRIBER AGREEMENT ("SUBSCRIBER AGREEMENT") BEFORE APPLYING FOR, ACCEPTING, OR USING A VERISIGN CERTIFICATE OR DIGITAL ID ("CERTIFICATE" OR "DIGITAL ID"). IF YOU DO NOT AGREE TO THE TERMS OF THIS SUBSCRIBER AGREEMENT, DO NOT APPLY FOR, ACCEPT, OR USE THE CERTIFICATE.

1. Certificate Application and Description of Certificates. This section details the terms and conditions regarding your application ("Certificate Application") for a Certificate and, if VeriSign accepts your Certificate Application, the terms and conditions regarding the your use of the Certificate to be issued by VeriSign to you as "Subscriber" of that Certificate. A Certificate is a digitally signed message that contains a Subscriber's public key and associates it with information authenticated by VeriSign or a VeriSign-authorized entity. The Certificates provided under this Agreement are issued within the VeriSign Trust Network ("VTN"). The VTN is a global

I hereby confirm that all the information given for this application is true and accurate and have not withheld any information that would affect the acceptance of my application. By signing this application form, I also agree to be bound by the terms and conditions as stipulated in Client ID Digital Certificate Subscriber Agreement, and any amendments made thereto from time to time.

Back Save and proceed

Figure 4: Disclaimer

2.1.5 Payment

Select payment method to use. If manual transfer, select upload proof of payment then upload the receipt. For credit card please select credit card type then follow the next instruction. After payment done click on **Submit** button.

The screenshot shows the 'Payment' step (step 5) of a 6-step process for a 'New Certificate Enrollment Request' on the TRUSTGATE platform. The process steps are: Instructions, Application Info, Package & Pricing, Disclaimer, Payment, and Complete. The 'Payment' step is currently active.

Payment Method

Manual ATM transfer / Online Banking
Please send your payment to the following bank and account.

Bank Name : CIMB BANK BERHAD
Beneficiary Name : MSC TRUSTGATE.COM SDN BHD
Account Number : 8003227066

Payment type
Select Payment

Payment Details

Total Amount (RM)
137.80

Status
Pending payment

Reference No
Reference No

Buttons: Back, Submit

Figure 5: Payment

2.1.6 Complete

Congratulation, your request already submit. Please wait RA to approve. You will receive email activation once RA approve your transaction.

The screenshot shows a web interface for 'MAHKAMAH PERSEKUTUAN MALAYSIA (ECOURT)' and 'TRUSTGATE'. The page title is 'New Certificate Enrollment Request' with a subtitle 'Enrollment for new client digital ID for Mahkamah Persekutuan Malaysia'. A progress bar at the top shows six steps: 'Instructions', 'Application Info', 'Package & Pricing', 'Disclaimer', 'Payment', and 'Complete', all marked with blue checkmarks. The main content area features a large blue checkmark, the text 'Congratulations!', and the message 'Your request is complete. Your application will be review within 3 bussiness days.' Below this, it provides contact information: 'For assistance please email to ecourt-support@msctrustgate.com or call our support team at +603- 8318 1800' and states 'An email has been sent to you with the access code to login to MyTrustID portal to check your request and do certificate management.' A button labeled 'Login to MyTrustID Portal' is located at the bottom.

Figure 6: Complete

2.2 ACTIVATION

User will receive activation email and click on activation URL.

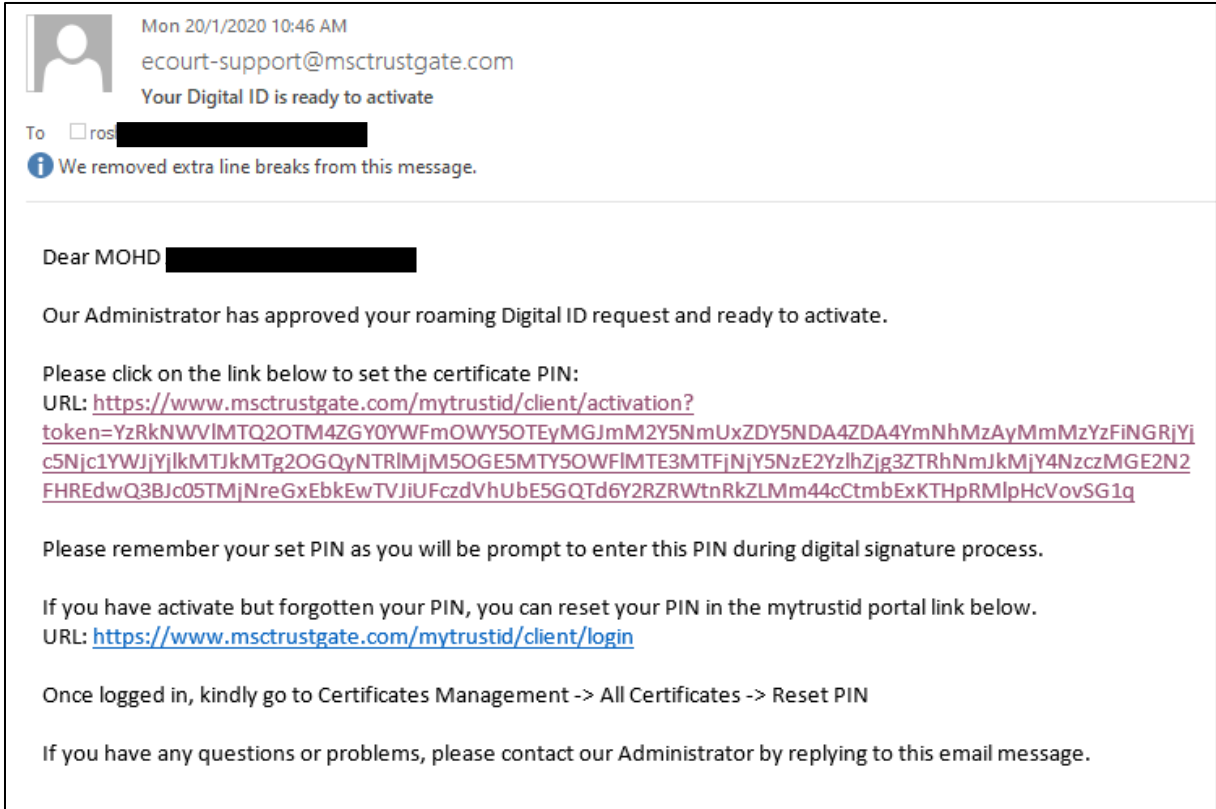
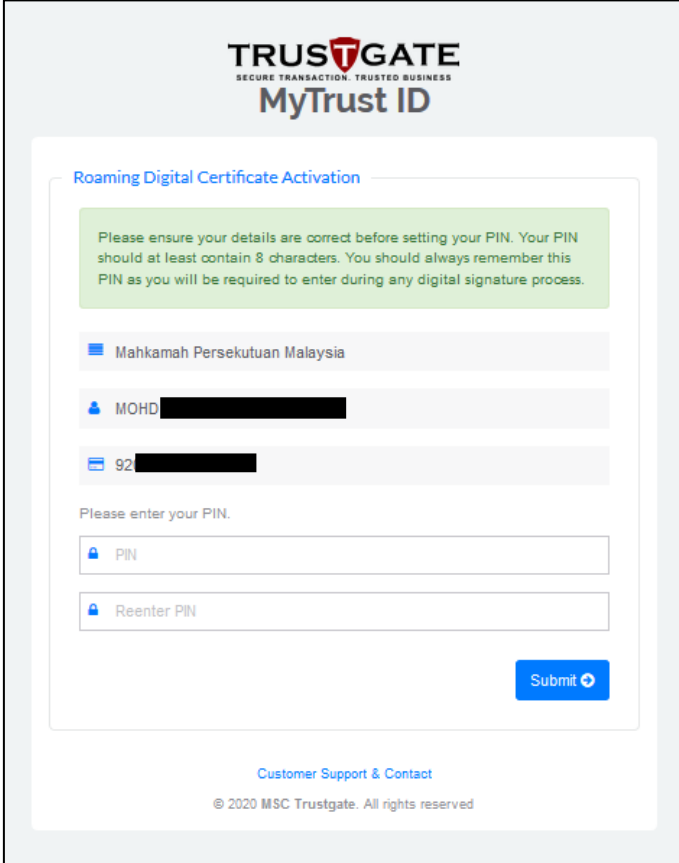


Figure 7: Activation Email

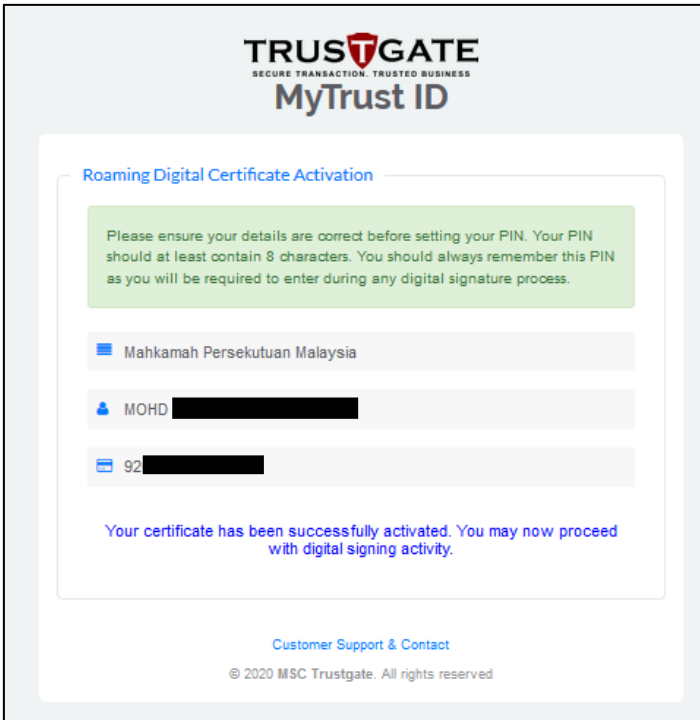
2.2.1 Set PIN

Key-in PIN for your certificate. Click **Submit** for proceed.



The screenshot displays the 'Roaming Digital Certificate Activation' interface. At the top, the TRUSGATE logo is visible with the tagline 'SECURE TRANSACTION. TRUSTED BUSINESS' and 'MyTrust ID'. Below the title, a green box contains instructions: 'Please ensure your details are correct before setting your PIN. Your PIN should at least contain 8 characters. You should always remember this PIN as you will be required to enter during any digital signature process.' The user's details are shown in three rows: 'Mahkamah Persekutuan Malaysia', 'MOHD [REDACTED]', and '92 [REDACTED]'. Below these, the text 'Please enter your PIN.' is followed by two input fields labeled 'PIN' and 'Reenter PIN'. A blue 'Submit' button is positioned at the bottom right of the form area. At the very bottom of the page, there is a link for 'Customer Support & Contact' and a copyright notice: '© 2020 MSC Trustgate. All rights reserved'.

Figure 7: Set PIN



This screenshot shows the same 'Roaming Digital Certificate Activation' page after successful completion. The user details remain the same. Instead of the PIN input fields, a blue message box states: 'Your certificate has been successfully activated. You may now proceed with digital signing activity.' The 'Submit' button is no longer present. The footer, including the 'Customer Support & Contact' link and the copyright notice '© 2020 MSC Trustgate. All rights reserved', remains at the bottom.

Figure 8: Activation success

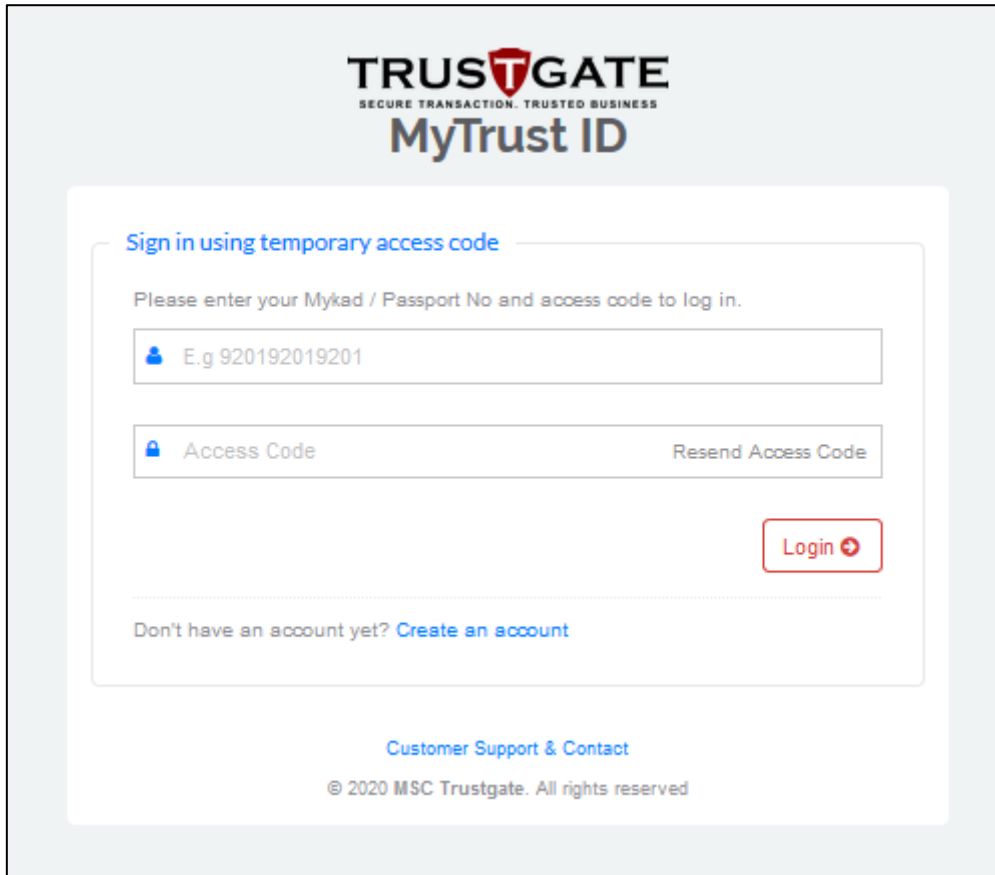
2.3 LOGIN MYTRUST ID / USER PORTAL

User Portal URL:

<https://www.msctrustgate.com/mytrustid/client/login>

2.3.1 Login

Please key-in IC number and access code to login



TRUSTGATE
SECURE TRANSACTION. TRUSTED BUSINESS
MyTrust ID

Sign in using temporary access code

Please enter your Mykad / Passport No and access code to log in.

[Resend Access Code](#)

Don't have an account yet? [Create an account](#)

[Customer Support & Contact](#)

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Figure 9: Login My Trust ID

2.4 VIEW CERTIFICATE INFO

2.4.1 Certificate Info

Login MyTrust ID then click on Certificate Management > All Certificate > check Certificate. Detail certificate

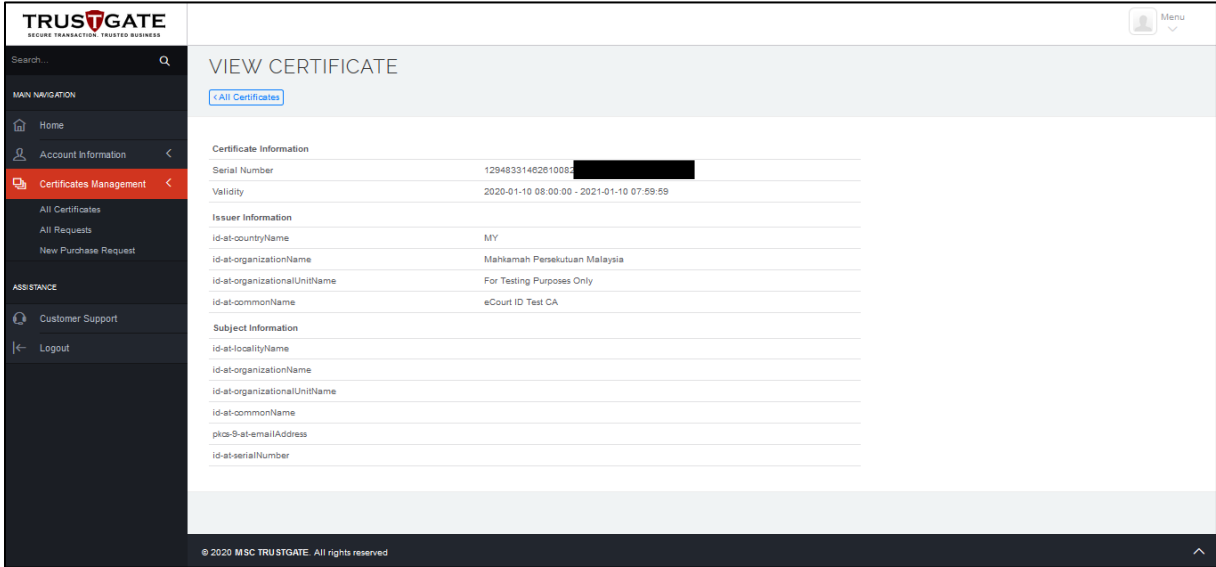
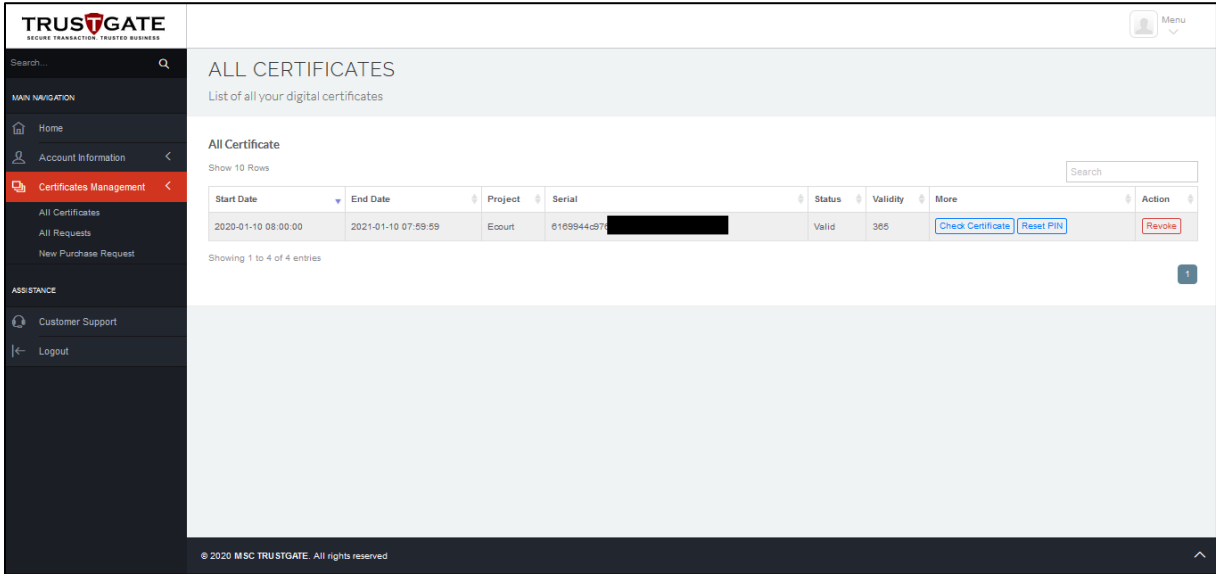


Figure 10: certificate Info

2.5 RESET PIN

2.5.1 Reset PIN

Login MyTrust ID then click on Certificate Management > All Certificate > Reset PIN.
Key-in New PIN and Confirm PIN then click **Submit** button.

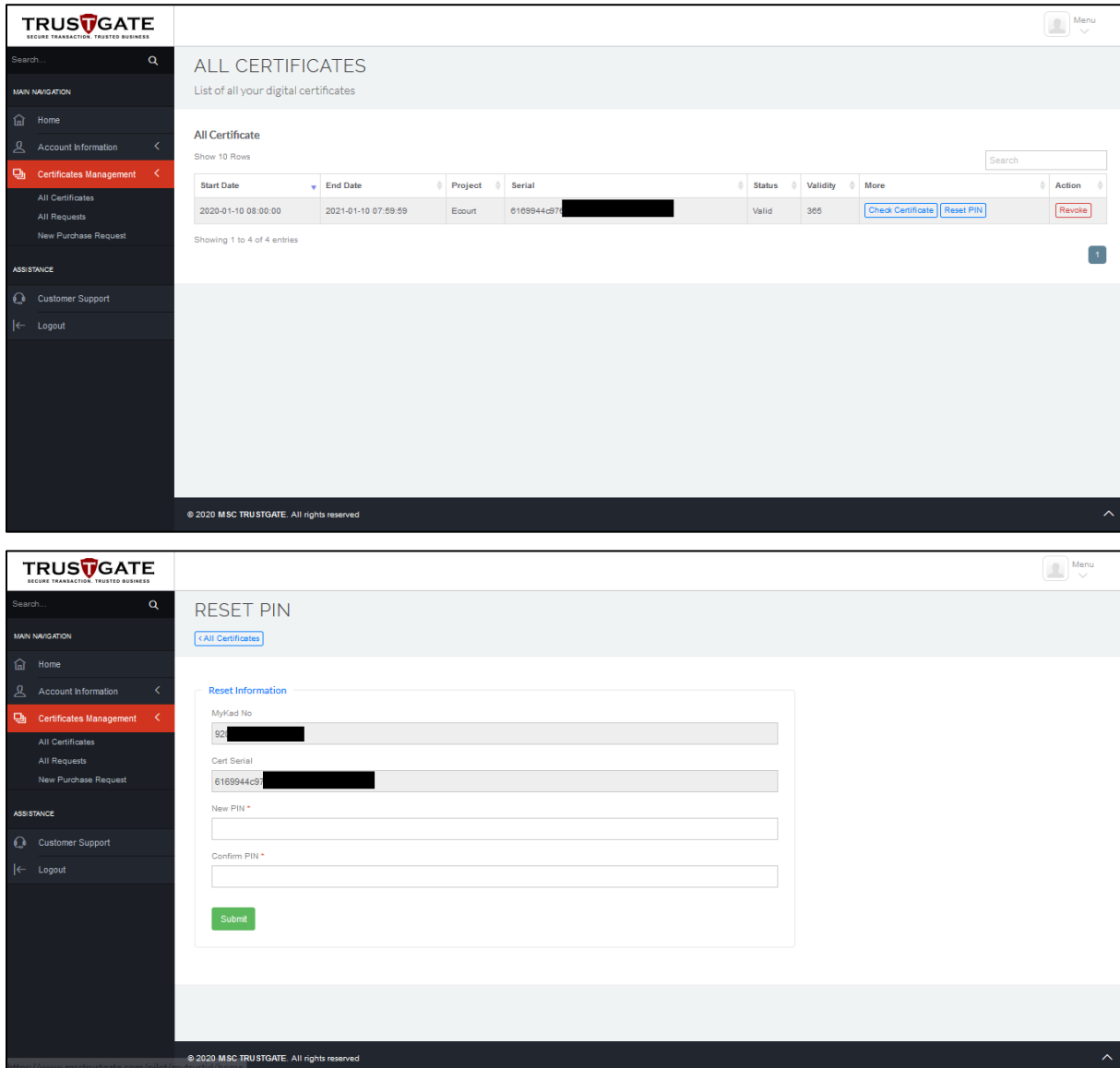


Figure 11: Reset PIN