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ONLINE ENROLLMENT & USER PORTAL

via

MyTrustID Portal

ECOURT

TOKENLESS PKI USER GUIDE

Document Id	ECOURTPKI - USERPORTAL
Revision Number	1.0
Issue Date	15-01-2020
Security Level	External

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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.

ever Certificate Enrollment Request involument for new client digital ID for Mahkamah Persekutuan Malaysia Image: Complete Structure Image: Complete Structure Image: Complete Structure Enrollment Instructions Preserred 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. Passe take note that renewal is only from Trustgate token only. For renewal from other providers, please select new mackage. Make Payment Payment case to under 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 wail for the verification and issuance of your certificates by our RA. You may check your request status by logging to MyTrustID Portal.	AHKAMAH PER Court)	RSEKUTUAN M	1ALAYSIA			
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MyKad / Passport No. * EFS Reference ID (as registered with Ecourt Portal) *		nt Application				
	E-court Certificate Enrollme					
889201040201 abcd1234 Next 🔾	E-court Certificate Enrollmen MyKad / Passport No. •		EFS Reference	e ID (as registered with Eco	ourt Portal) *	
	E-court Certificate Enrollmen MyKad / Passport No. * 889201040201		abcd1234	e ID (as registered with Eco	ourt Portal) *	Next O

Figure 1 : Main Page

2.1.2 Application Info

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

AHKAMAH PER Court)	RSEKUTUAN MALA	YSIA	
ew Certificate Enrollment R	equest O for Mahkamah Persekutuan Malaysia		
Instructions	Application into Package & F	Pricing Disclaimer	5 6 Payment Complete
Personal Information		Company Information	
MyKad No *		EFS Reference ID *	Law Firm ID *
9203		B2	10
Passport No *		Company Name *	
Example A8291829		KY	
Email *		Company Address *	
Email		NO. 93	
Full Name *		Postcode *	City *
Full Name		80	
Mobile No *		State *	Country *
Mobile No			MALAYSIA
1			
Personnel Information			
Designation*	Office Phone No*		
Example: CEO	Office No		
Fax No			
Fax No			
Supporting Documents			
Please upload scanned Please download Comp SOLE PROPRIETOR O	copy of your MyKad/Passport and Compa any Authorization Letter template R EMPLOYEE	any Authorization Letter.	
MyKad / Passport *			
Company Authorization	Letter * Select a	file	

Figure 2 : Application Info

2.1.3 Package details

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

AHKAMAH PER Court)	SEKUTUAN	N MALAYSIA			
New Certificate Enrollment Rec	quest for Mahkamah Perseku	ituan Malaysia			
Instructions	Application info	3 Package & Pricing		Payment	
Package * Package * Renew - Roaming Certificate	⊧ - 1 Year - RM130		Pricing & Description Description Roaming Certificate Validity (Days) 385 Subtotal (RM) 130.00 Tax (SST 8%) 7.8 Total Amount (RM) 137.80		
Back					Next O

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**.

COURT)	PERSEKUTUAN	N MALAYSIA			
lew Certificate Enrollme	nt Request				
nrollment for new client digit	al ID for Mahkamah Persekutua	ın Malaysia			
Instructions	Application Info	Package & Pricing	4 Disclaimer	- 5 Payment	Complete
- Digital ID Subcriber Agr	eement				
SUBSCRIBER AGREEMEN	Т				^
YOU MUST READ THIS SI	JBSCRIBER AGREEMENT ("SUB	SCRIBER AGREEMENT") BEFOR	RE APPLYING FOR, ACCEPTI THIS SUBSCRIBER AGREEN	ING, OR USING A VERISIGN C IENT, DO NOT APPLY FOR, A	ERTIFICATE OR CCEPT, OR USE THE
DIGITAL ID ("CERTIFICATE CERTIFICATE.	" OR "DIGITAL ID"). IF YOU DO I				
DIGITAL D ("CERTIFICATE CERTIFICATE. 1. Certificate Application Certificate and, if VeriSign "Subscriber" of that Certifi VeriSign or a VeriSign-aut	and Description of Certificates. accepts your Certificate Appli icate. A Certificate is a digitally horized entity. The Certificates	This section details the terms a cation, the terms and conditions signed message that contains i provided under this Agreement	nd conditions regarding you regarding the your use of ti a Subscriber's public key an are issued within the VeriSi	r application ("Certificate App he Certificate to be issued by d associates it with informatic gn Trust Network ("VTN"). Th	lication") for a VeriSign to you as on authenticated by e VTN is a global
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 DIGITAL D ("CERTIFICATE CERTIFICATE. 1. Certificate Application Certificate and, if VeriSign "Subscriber" of that Certifi VeriSign or a VeriSign-aut I hereby confirm that all application. By signing amendments made there 	and Description of Certificates. accepts your Certificate Applinicate. A Certificate is a digitally horized entity. The Certificates the information given for this and this application form, I also agree eto from time to time.	This section details the terms a cation, the terms and conditions signed message that contains i provided under this Agreement oplication is true and accurate a e to be bound by the terms and	nd conditions regarding you regarding the your use of ti a Subscriber's public key an are issued within the VeriSi nd have not withheld any infi conditions as stipulated in Cl	r application ("Certificate App he Certificate to be issued by d associates it with informatic gn Trust Network ("VTN"). Th ormation that would affect the lient ID Digital Certificate Subs	lication") for a VeriSign to you as on authenticated by e VTN is a global

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.

COURT)	SECURE TRANSACTION. TRUSTED BUSINESS
ollment for new client digital ID for Mahkamah Persekutuan Malaysia	Disdaimer Payment Complete
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 : 8003227086 Payment type Select Payment	Payment Details Total Amount (RM) 137.80 Status Pending payment Reference No Reference No
Back	Sub

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.

MAHKAMAH F (ECOURT)	PERSEKUTUAN				
New Certificate Enrollme	ent Request	n Malaysia			
Instructions	Application Info	Package & Pricing	Disclaimer	Payment	Complete
		Congratu Your request is	lations! ^{complete.}		
	F i	Your application will be review	within 3 bussiness days.		
An e	mail has been sent to you with th	e access code to login to MyTrus	te.com or can our support te stID portal to check your requ	am at +003- 0318 1800 lest and do certificate managen	nent.
		Login to MyTrue	stiD Portal		

Figure 6: Complete

2.2 ACTIVATION

User will receive activation email and click on activation URL.

		Mon 20/1/2020 10:46 AM
		ecourt-support@msctrustgate.com
		Your Digital ID is ready to activate
1	To 🗌 rosl	
	f We rem	oved extra line breaks from this message.
	Dear MC	HD
	Our Adm	inistrator best approved your reaming Digital ID request and ready to activate
	Our Aur	inistrator has approved your roaming Digitarith request and ready to activate.
	Please cl	ick on the link below to set the certificate PIN:
	URL: http	os://www.msctrustgate.com/mytrustid/client/activation?
	token=Y	zRkNWVIMTQ2OTM4ZGY0YWFmOWY5OTEyMGJmM2Y5NmUxZDY5NDA4ZDA4YmNhMzAyMmMzYzFiNGRjYj
	c5Njc1YV	VJjYjlkMTJkMTg2OGQyNTRlMjM5OGE5MTY5OWFlMTE3MTFjNjY5NzE2YzlhZjg3ZTRhNmJkMjY4NzczMGE2N2
	FHREdw(Q3BJc05TMjNreGxEbkEwTVJiUFczdVhUbE5GQTd6Y2RZRWtnRkZLMm44cCtmbExKTHpRMlpHcVovSG1q
	Please re	member your set PIN as you will be prompt to enter this PIN during digital signature process.
	lf you ba	ve activate but forgetten your DIN, you can recet your DIN in the mytrustid portal link below
		s://www.msctrustgate.com/mytrustid/client/login
	one. <u>Inc</u>	si / www.inset ustgate.toon/ mytrusta/ cienty login
	Once log	ged in, kindly go to Certificates Management -> All Certificates -> Reset PIN
	-	- · - •
	If you ha	ve any questions or problems, please contact our Administrator by replying to this email message.

Figure 7: Activation Email

2.2.1 Set PIN

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

Roan	ning Digital Certificate Activation
Pi sh Pi	lease ensure your details are correct before setting your PIN. Your PIN would at least contain 8 characters. You should always remember this IN as you will be required to enter during any digital signature process.
-	Mahkamah Persekutuan Malaysia
4	монр
	92
Plea	se enter your PIN.
•	PIN
	Reenter PIN
	Submit 🔿
	Customer Support & Contact
	© 2020 MSC Trustgate. All rights reserved

Figure 7: Set PIN



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

Sign in using temporary access co	de
Please enter your Mykad / Passport N	No and access code to log in.
▲ E.g 920192019201	
Access Code	Resend Access Code
	Login O
Don't have an account yet? Create a	in account
Customer	Support & Contact
© 2020 MSC Trus	stgate. All rights reserved

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

											Menu V
Search 0											
	ALL CERTIFIC	ATES									
MAIN NAVIGATION	List of all your digital cert	tificates									
斺 Home											
Ω Account Information ≤	All Certificate										
	Show 10 Rows									Search	
Certificates Management <	Start Date 🔻	End Date	Project	Serial			Status 🔅 Va	lidity 🔅	More		Action
All Certificates	2020-01-10 08:00:00	2021-01-10 07:59:59	Ecourt	6169944c976		×	/alid 36	5	Check Certificate	Reset PIN	Revoke
All Requests									c		
New Foldlase Request	Showing 1 to 4 of 4 entries										
ASSISTANCE											
Q Customer Support											
← Logout											
	© 2020 MSC TRUSTGATE. All righ	nts reserved									
											Menu
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Search Q	VIEW CERTIFI	ICATE									Menu V
CERE FRANCESCO FRANCESCO	VIEW CERTIFI	ICATE									Menu V
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	Certificate Information Serial Number Validity Issuer Information Id-at-organizationName Id-at-organizationName Id-at-organizationName	ICATE	1294833146 2020-01-10 MY Mahamah F For Testing F	201002 38.00.00 - 2021-01-10 (Persekutuan Malaysia Purpose Only	97.59.59						Manu V
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Elevent internation Search Mark Nu/GATION Mark Nu/GATION All Certificates All Requests New Purchase Request New Purchase Request Search Customer Support Customer Suppor	Certificate Information Serial Number Validity Issuer Information Id-at-organizationName Id-at-organizationalUnitName Id-at-organizationalUnitName Id-at-organizationName Id-at-organizationName Id-at-organizationName Id-at-organizationName Id-at-organizationName Id-at-organizationName	ICATE	1294833140 2020-01-10 MY Mahkamah F For Testing F eCourt ID Te	201005 38.00.00 - 2021-01-10 (Persekutuan Malaysia Purposes Only at CA	07.59.59						Manu V
	VIEW CERTIFI CAR Certificate Information Serial Number Validity Issuer Information Id-at-countryName Id-at-countryName Id-at-countryName Id-at-countryName Id-at-countryName Id-at-countryName Id-at-countryName Id-at-countryName Id-at-countryName Id-at-countryName Id-at-countryName Id-at-countryName Id-at-countryName Id-at-countryName Id-at-countryName Id-at-countryName	ICATE	1294833146 2028-01-10 (1 MY Mahkamah F For Testing F e Court ID Te	201005 38:0000 - 2021-01-10 (Persekutuan Malaysia Purposes Only at CA	07.59.59						Manu V
	VIEW CERTIFI CAIT Cartificate Anti Cartificate Certificate Information Serial Number Validity Issuer Information Id-at-organizationName Id-at-organizationName Id-at-organizationName Id-at-organizationName Id-at-organizationName Id-at-organizationName Id-at-organizationName Id-at-organizationName Id-at-organizationName Id-at-organizationName Id-at-organizationName	ICATE	1294833146 2020-01-010 MY Mahkamah F For Testing F e Court ID Te	261000: 88:00:00 - 2021-01-10 (Persekutuan Malaysia Purposes Only at CA	07.59.59						Menu V
Exerch	VIEW CERTIFI Cartificate Information Serial Number Validiy Issuer Information Id-at-countryfame Id-at-coganizationName Id-at-organizationName Subject Information Id-at-loganizationName Id-at-loganizationName Id-at-organizationIUnitName	ICATE	1294833146 2020-01-10 (MY Mahkamah F For Testing F e Court ID Te	2810082 2820000 - 2021-01-10 (Persekutuan Malaysia Purposes Only at CA	07.59.59						Menu V
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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.

											Menu
SECURE TRANSACTION. TRUSTED BUSINESS											
	ALL CERTIFICATES										
	List of all your digital cert	tincates									
Home	All Certificate										
Account Information	Show 10 Rows									Search	
Certificates Management <	Start Date 🔻	End Date	Project	Serial		\$ St	tatus 🕴 Va	lidity 🕴	More		♦ Action ♦
All Requests	2020-01-10 08:00:00	2021-01-10 07:59:59	Ecourt	6169944c976		Va	alid 36	5	Check Certificate	Reset PIN	Revoke
New Purchase Request	Showing 1 to 4 of 4 entries										
ASSISTANCE											1
Q Customer Support											
← Logout											
	© 2020 MSC TRUSTGATE. All righ	nts reserved									^
											Menu V
Segret Q	RESET PIN										Menu V
ECCRETATACIÓN MONTO ACUALCIÓN	RESET PIN										Menu V
	RESET PIN (All Certificates)										Menu V
Executive transmission Search Q MAIN NAME ATTON Image: Account Information Image: Account Information	RESET PIN (All Certificates)										Menu V
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Figure 11: Reset PIN