

#MyMudah
Quality Regulations Boost Productivity



QUICK INFORMATION GUIDE *(Business Association)*

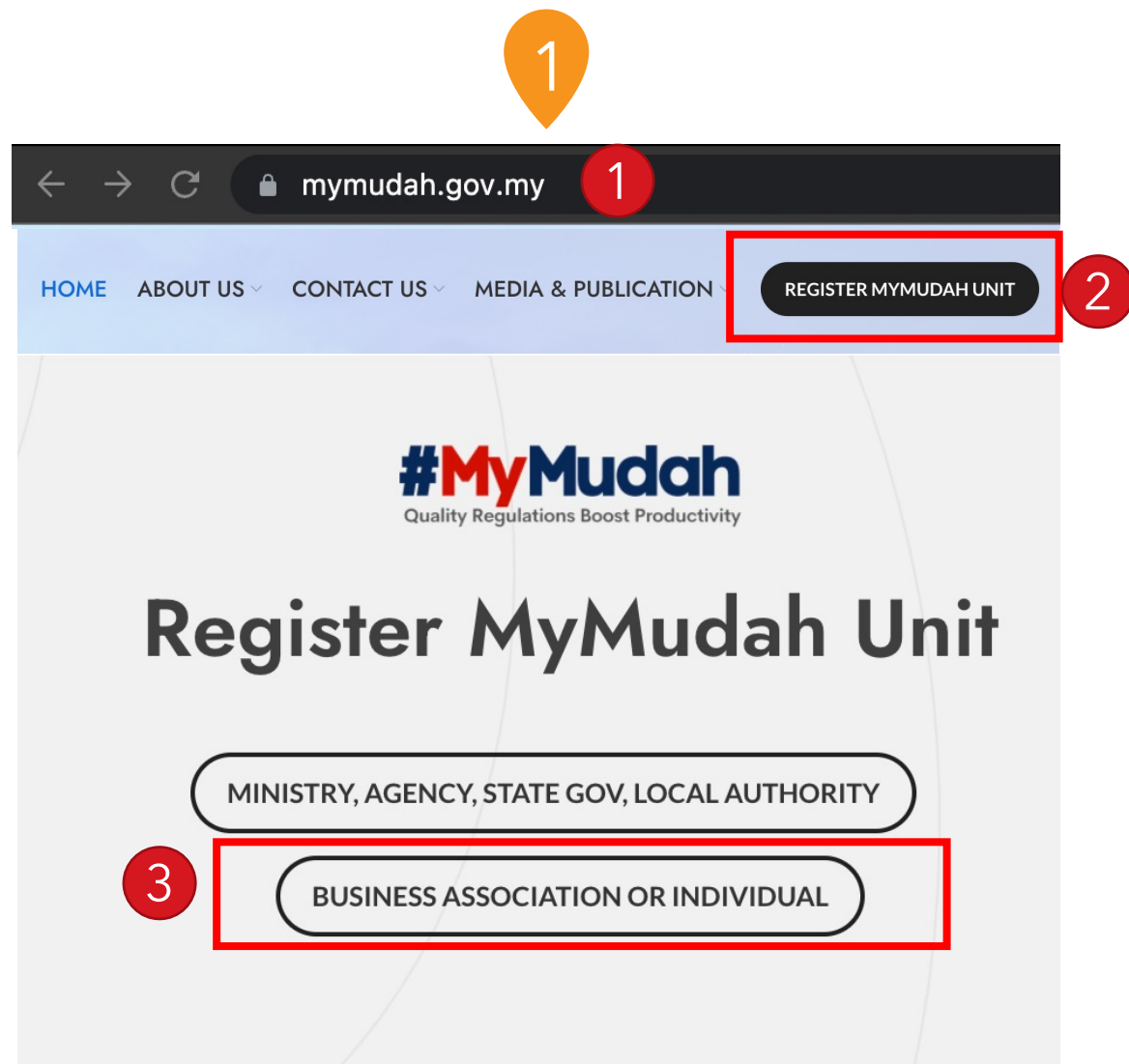
This guide is prepared as a quick reference for Business Association or Individual to navigate the #MyMudah application process



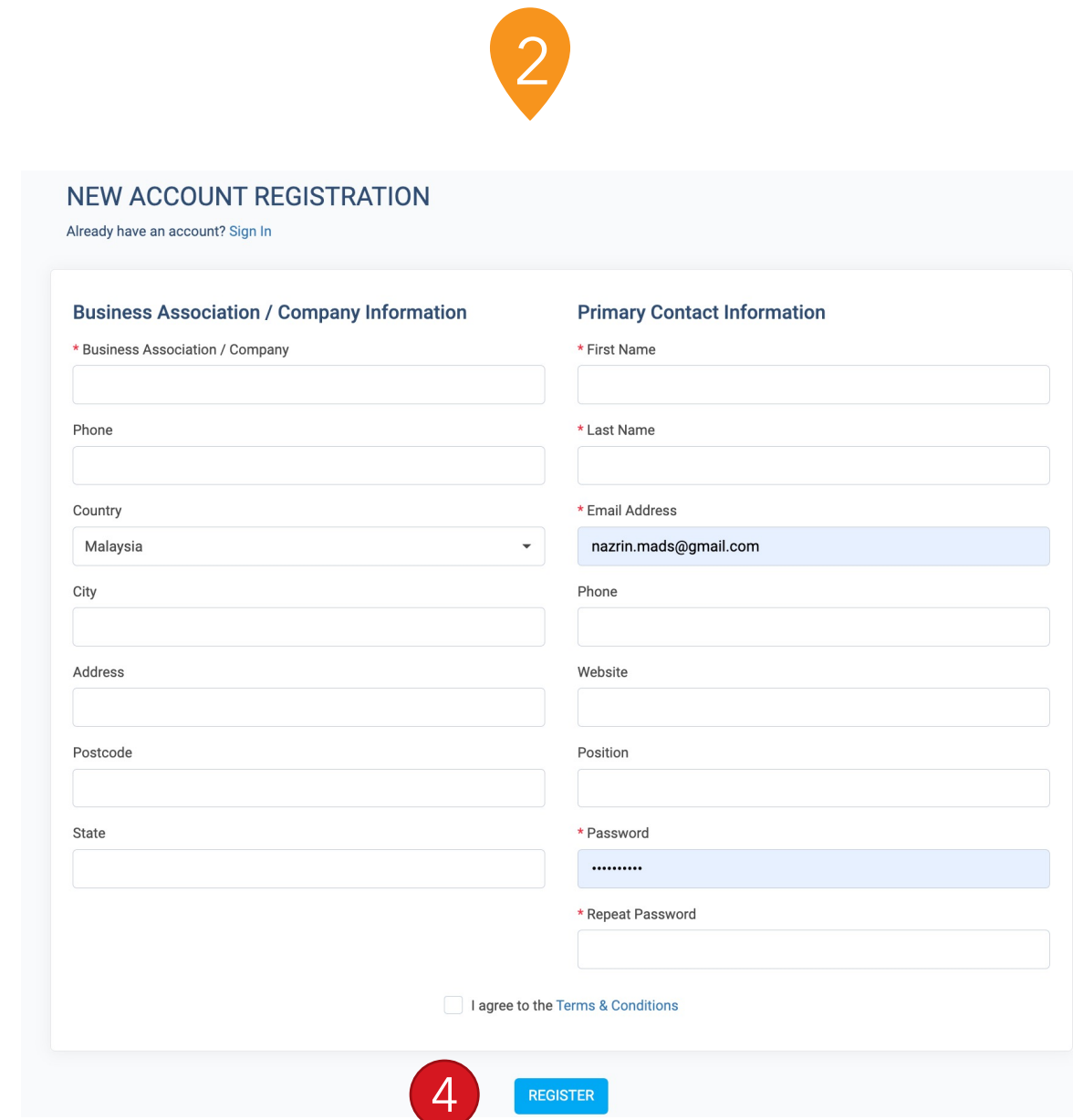
USER GUIDES *(Business Association)*



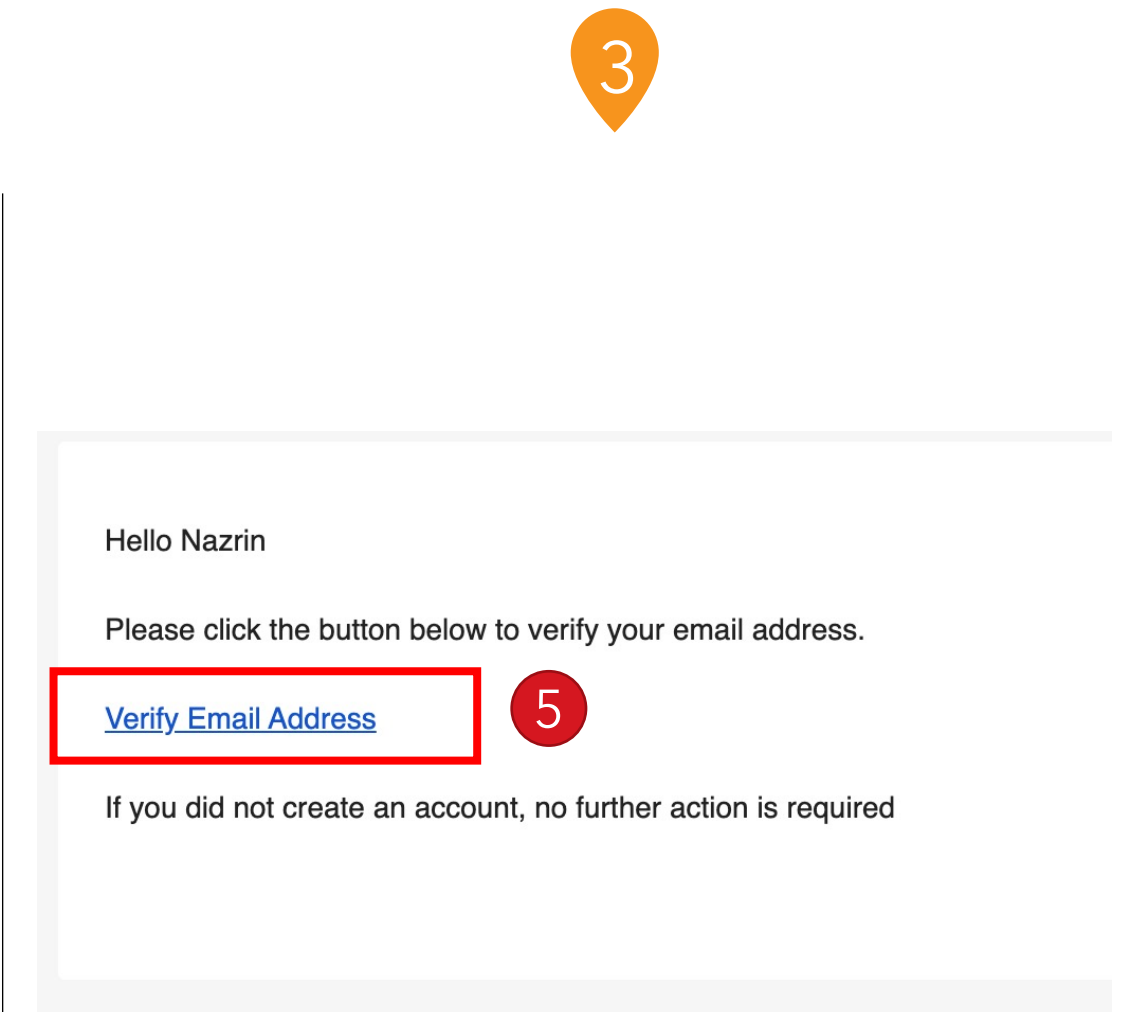
- Registration
- Login
- Update Company Information
- Submit New Issues
- Edit Issues Submission
- Discussions of the issue
- Technical Support



1. Visit MyMudah.gov.my
2. Click **Register MyMudah Unit** button.
3. Click the **Business Association or Individual** button.

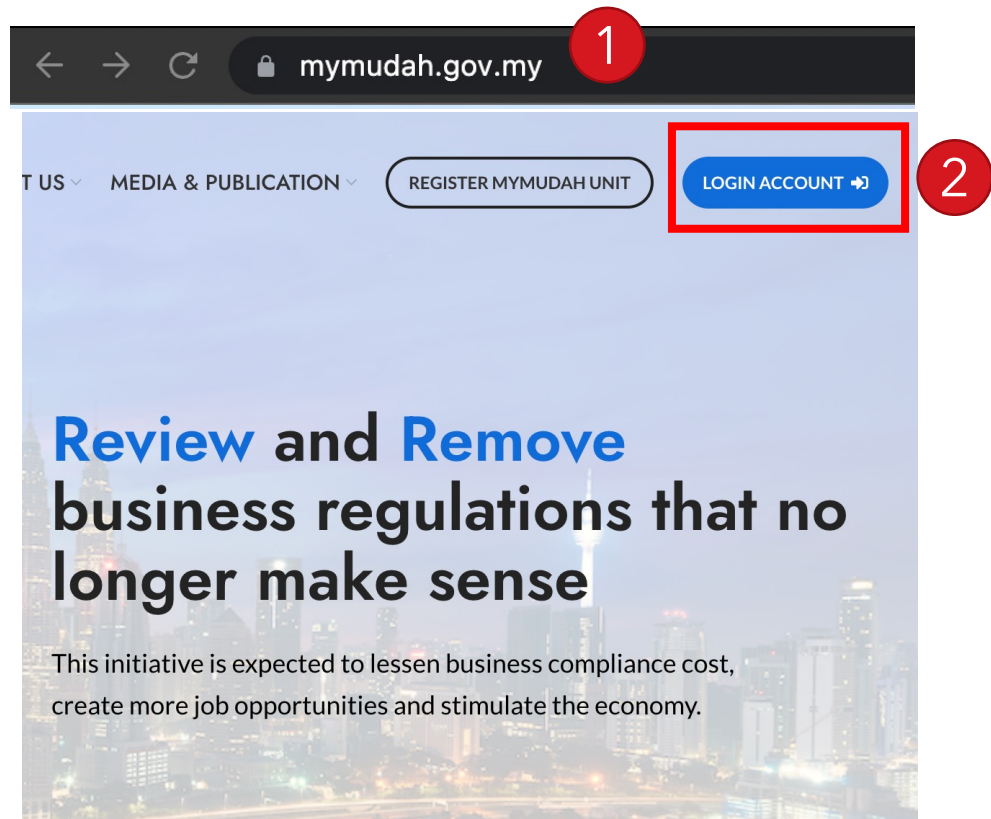


4. The New Account Registration form will appear. Fill in the form to complete the eligibility check process



5. Check your registered email for the verification.
6. Click the **Verify Email Address** to completed your registration

1



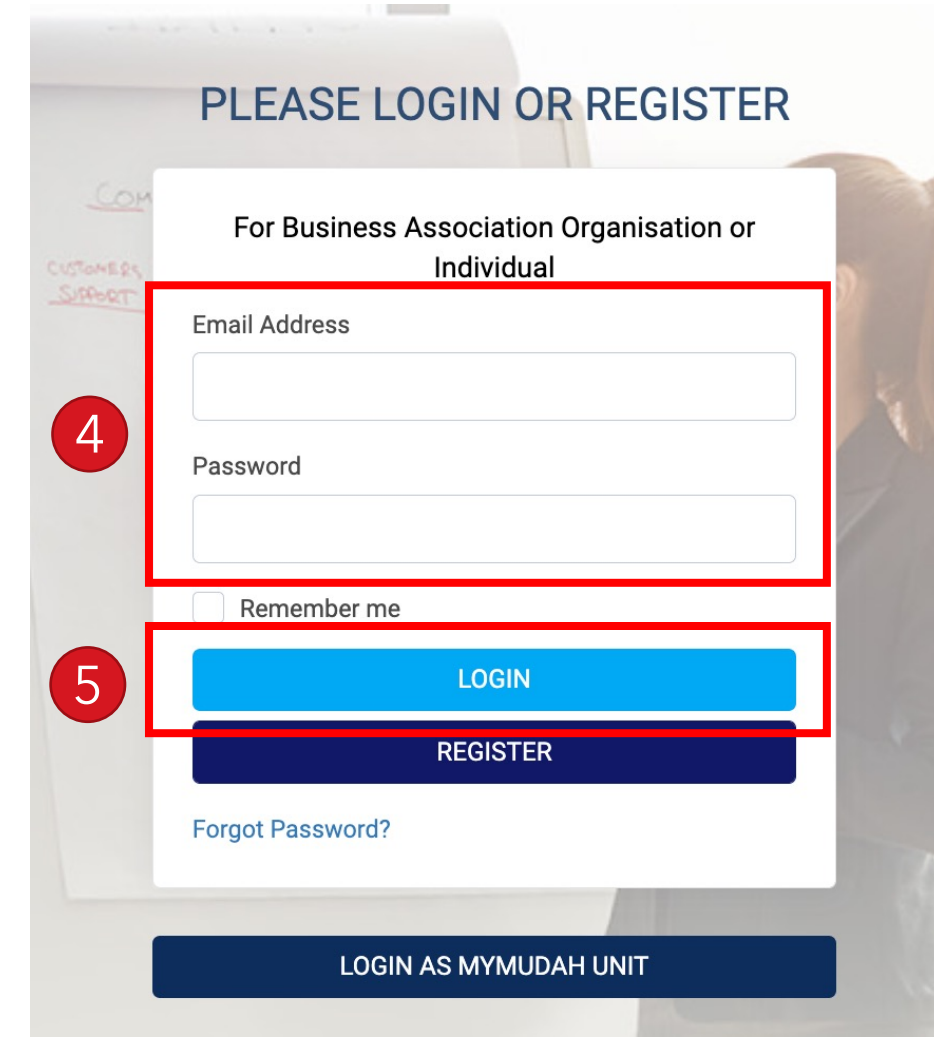
1. Visit mymudah.gov.my
2. Click **Login Account** on Menu

2



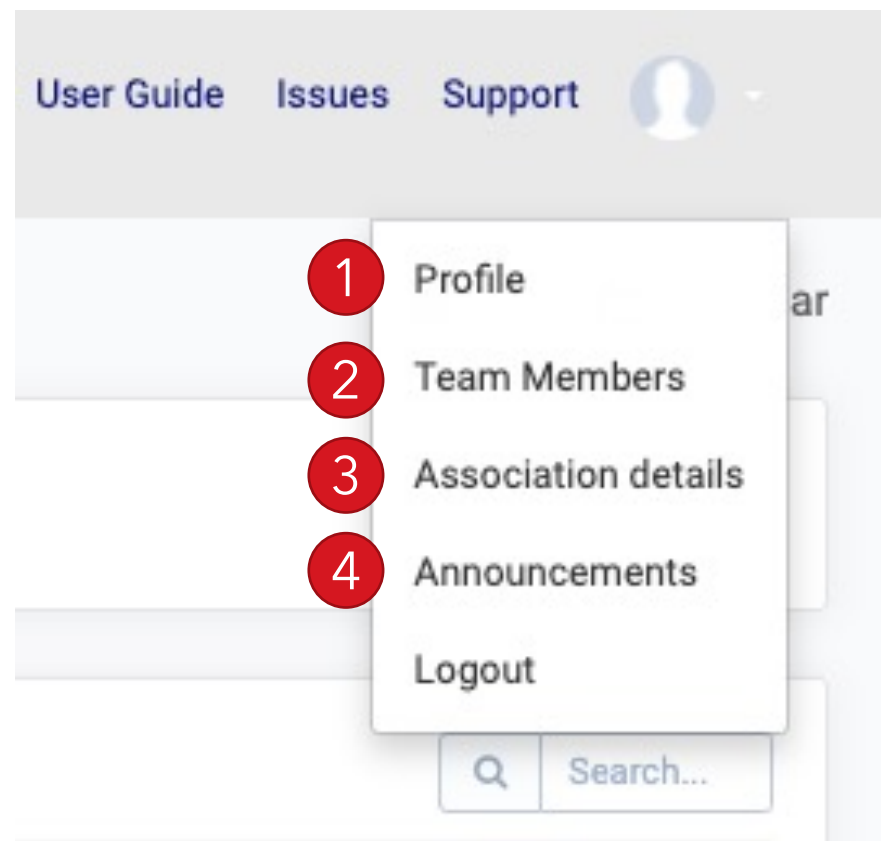
3. Click the **Business Association or Individual** button.

3



4. Insert your email and password
5. Click the **LOGIN** button.

Update Profile



1. Edit Account Profile Information
2. Add team members of company
3. Edit Association Details
4. Latest News and Information from Secretariat MyMudah

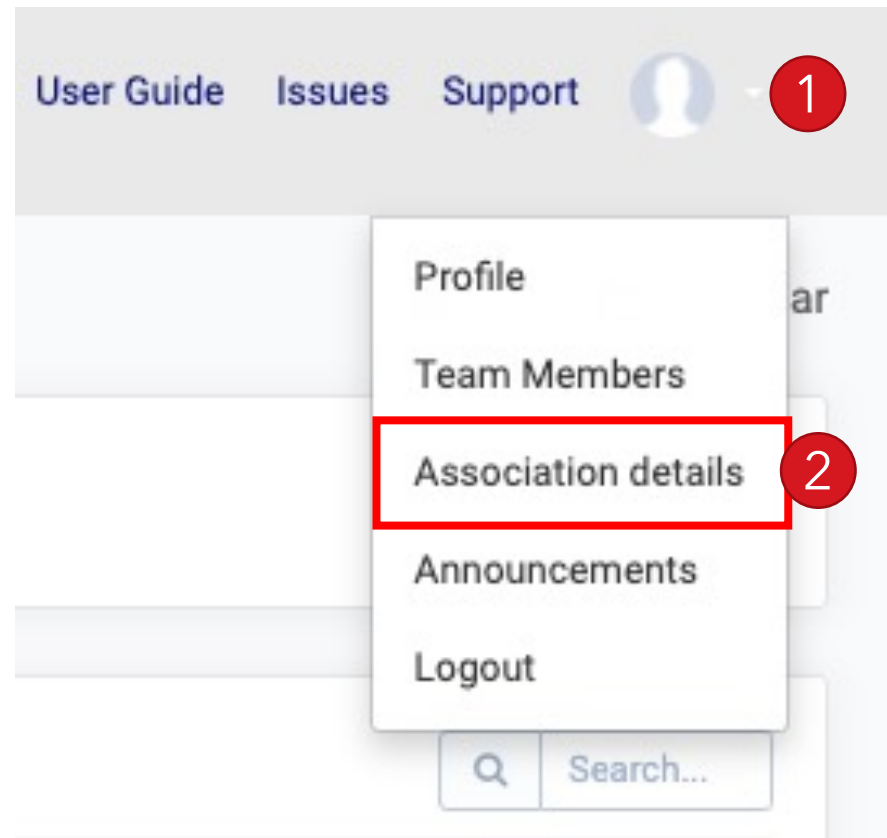
Add Members

A screenshot of the 'Add Members' form. The form is titled 'Add Members' and has a blue 'ADD NEW MEMBERS' button at the top, highlighted with a red box and a red circle with the number 1. Below the button are fields for Profile image (with a 'Choose file' button and 'No file chosen' text, highlighted with a red circle with the number 2), First Name, Last Name, Email, Phone (with a '+60' prefix), Position, and Password. There are also checkboxes for 'Do not send welcome email' and 'Send SET password email'. Under 'Email Notifications', there are checkboxes for 'Project', 'Tickets', and 'Task', with a red circle with the number 3 next to the 'Project' checkbox. At the bottom right, there is a blue 'SAVE AND CONFIRM REGISTRATION' button, highlighted with a red circle with the number 4.

1. Click **Add New Members** button on the top
2. Fill in all required information profile team members
3. Tick Email Notification Receive, if any
4. Click **Save** button

Update Association Details

1



1. Click dropdown menu on right top side.
2. Click **Association details** on menu

2

A screenshot of the 'Update Association Profile' form. The form is titled 'Update association Profile'. It contains several fields: 'Type of Business:' with a dropdown menu showing 'Business Association' (marked with a red circle '3'); 'Name of President / Chairman:' (marked with a red circle '4'); 'Name of the President's Secretary:'. Below these are two rows of fields for 'Name of MyMudah Unit Head:' and 'Name of Coordinator #MyMudah 1:', each with 'Phone No.', 'E-mel', and 'Position' sub-fields. A final row for 'Name of Coordinator #MyMudah 2:' is also present. At the bottom right, there is a blue 'UPDATE' button (marked with a red circle '5').

Update association Profile

3. Choice type of business
4. Fill in all required information for your association
5. Click **Update** button

1

PLEASE LOGIN OR REGISTER

For Business Association Organisation or Individual

Email Address

Password

Remember me

LOGIN

REGISTER

[Forgot Password?](#)

LOGIN AS MYMUDAH UNIT

1. Insert your email and password
2. Click the **LOGIN** button.

2

Home User Guide **Issues** Support

Files Calendar

REGISTER NEW ISSUE

0 Non-regulatory

0 Finished

3. Click the **Issues** on top menu
4. Click **Register New Issue** button

3

5 Add New Project

Kindly please register Issue and Challenges related to business regulatory burden. Please email to mymudah@mpc.gov.my for further enquiry.

Project Name

Type of Issues Sector

State

Contact Person Phone No.

Introduction of the issues:

Problem Statement:

Field Legislation / Regulation

Has this issues been reported to regulators:

If yes, please state the outcome and contact details of officers-in-charge:

Do other members/companies face similar issues:

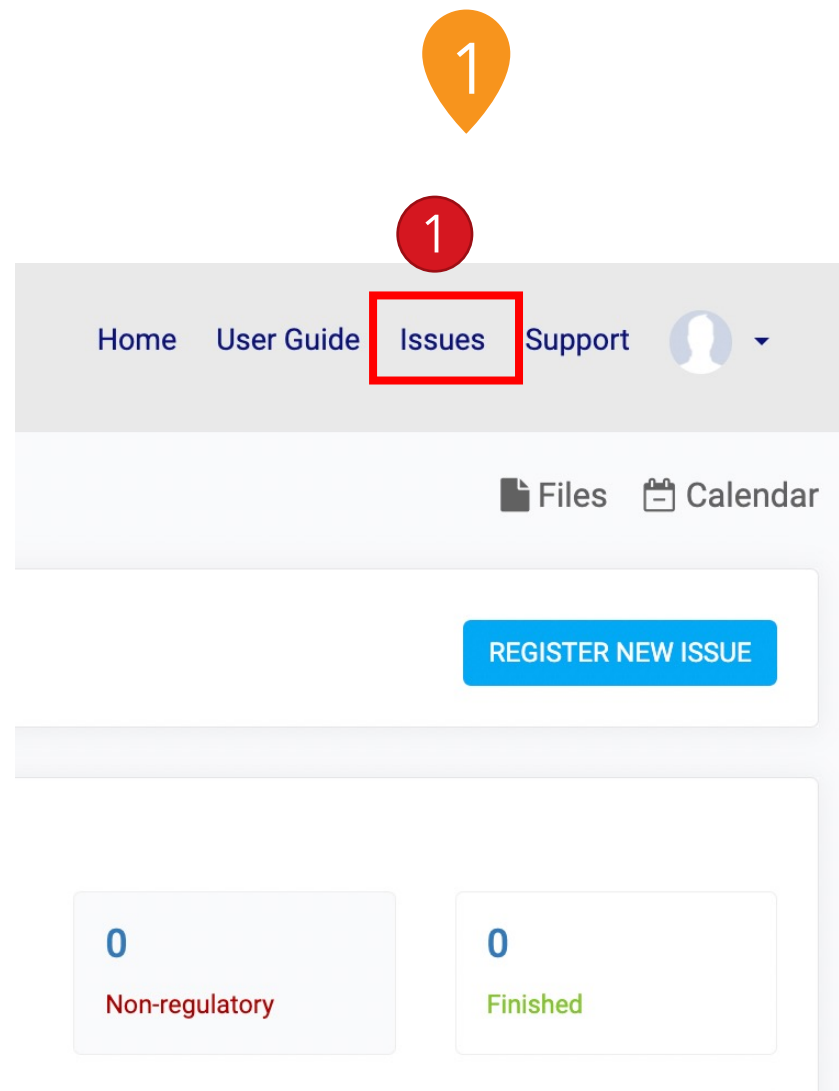
If yes, please briefly describe their details and issues:

Recommendations:

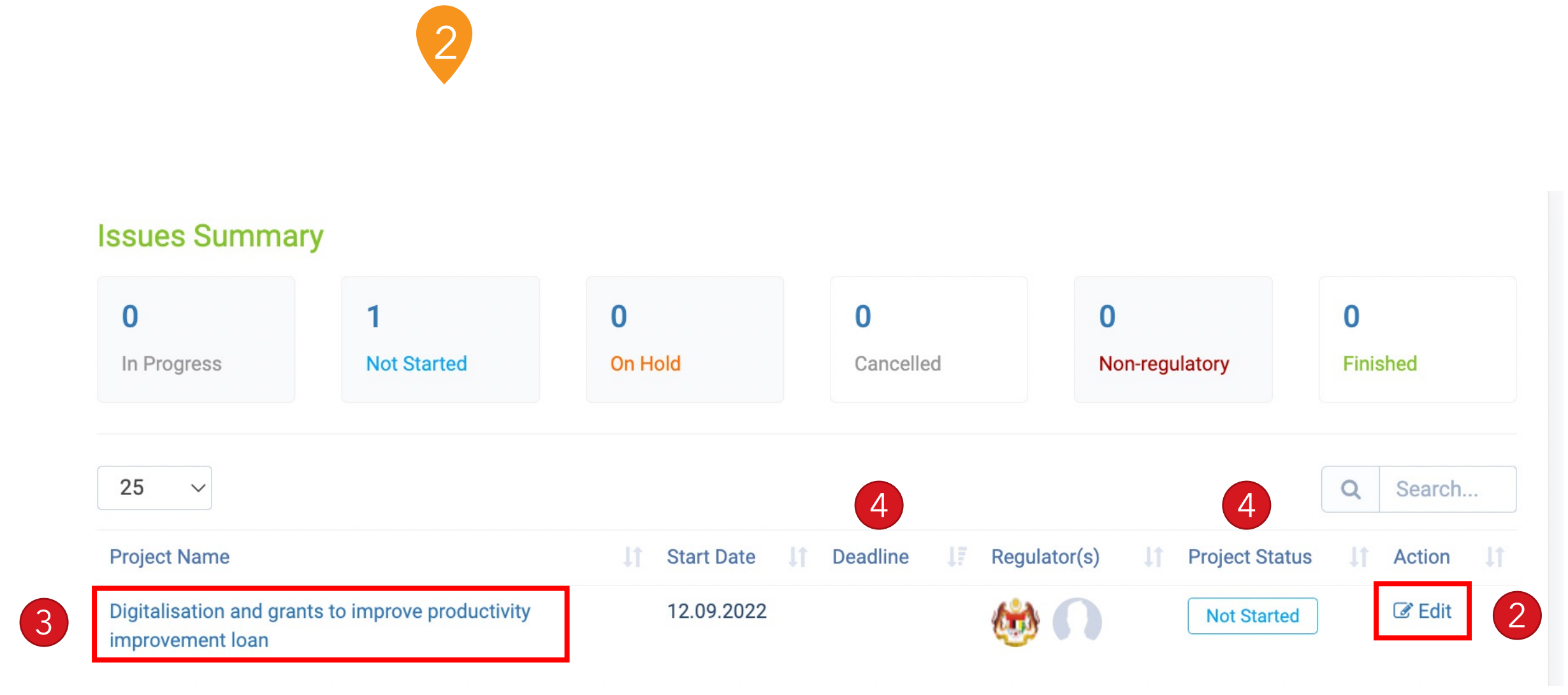
Attachment

SAVE AND CONFIRM REGISTRATION

5. Fill in all the required information of issues.
6. Click **Save and Confirm Registration** button



1. Click the **Issues** on top menu

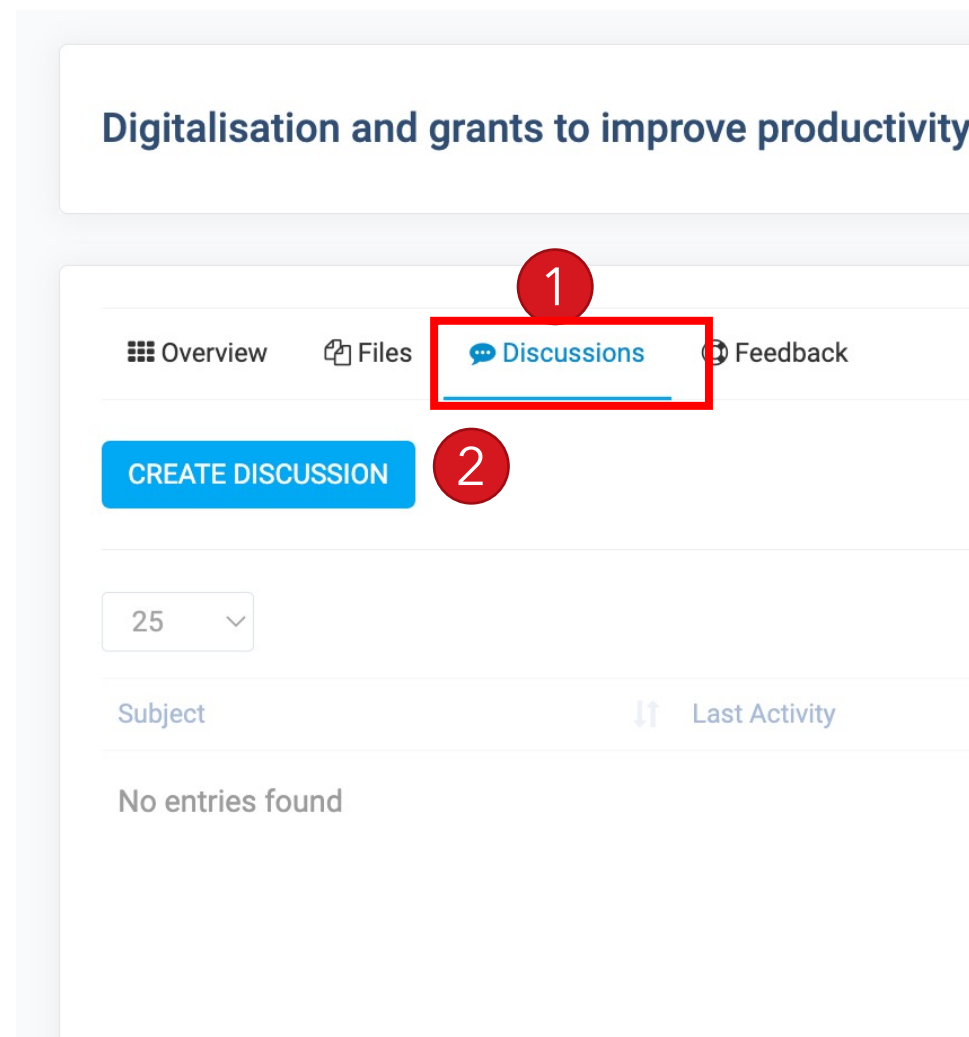


2. Click **Edit** button on Issue Summary dashboard
3. Click on title of Issue to preview overview
4. After regulator received the issue, deadline and status will be updated

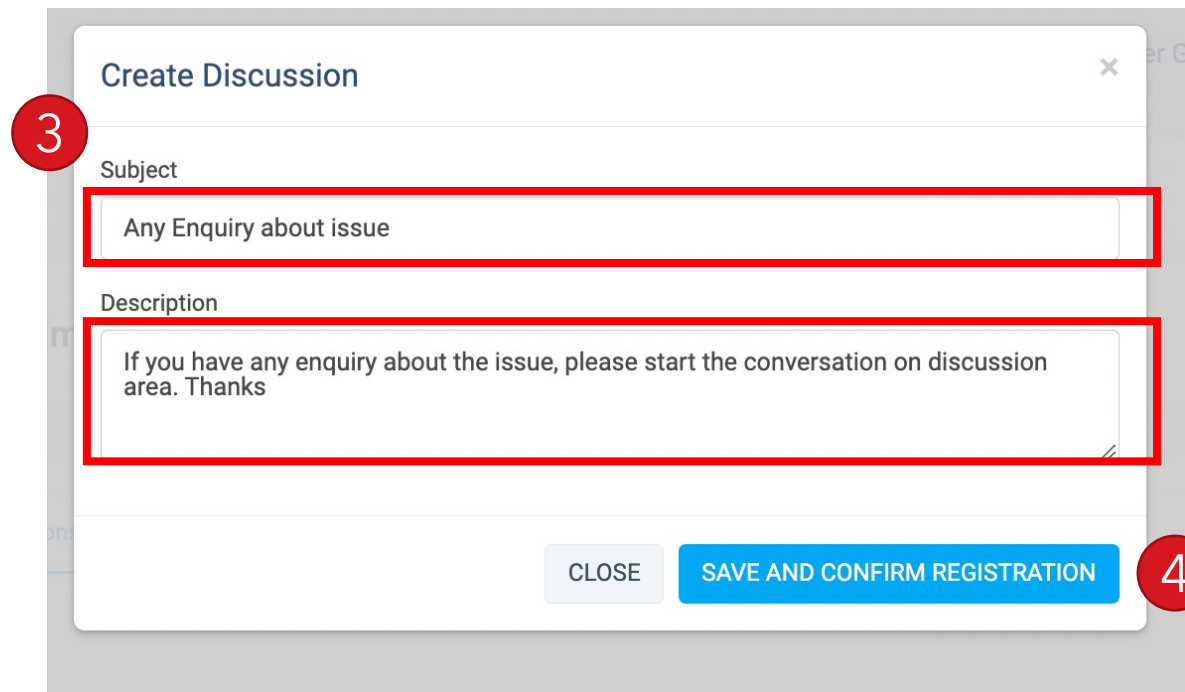
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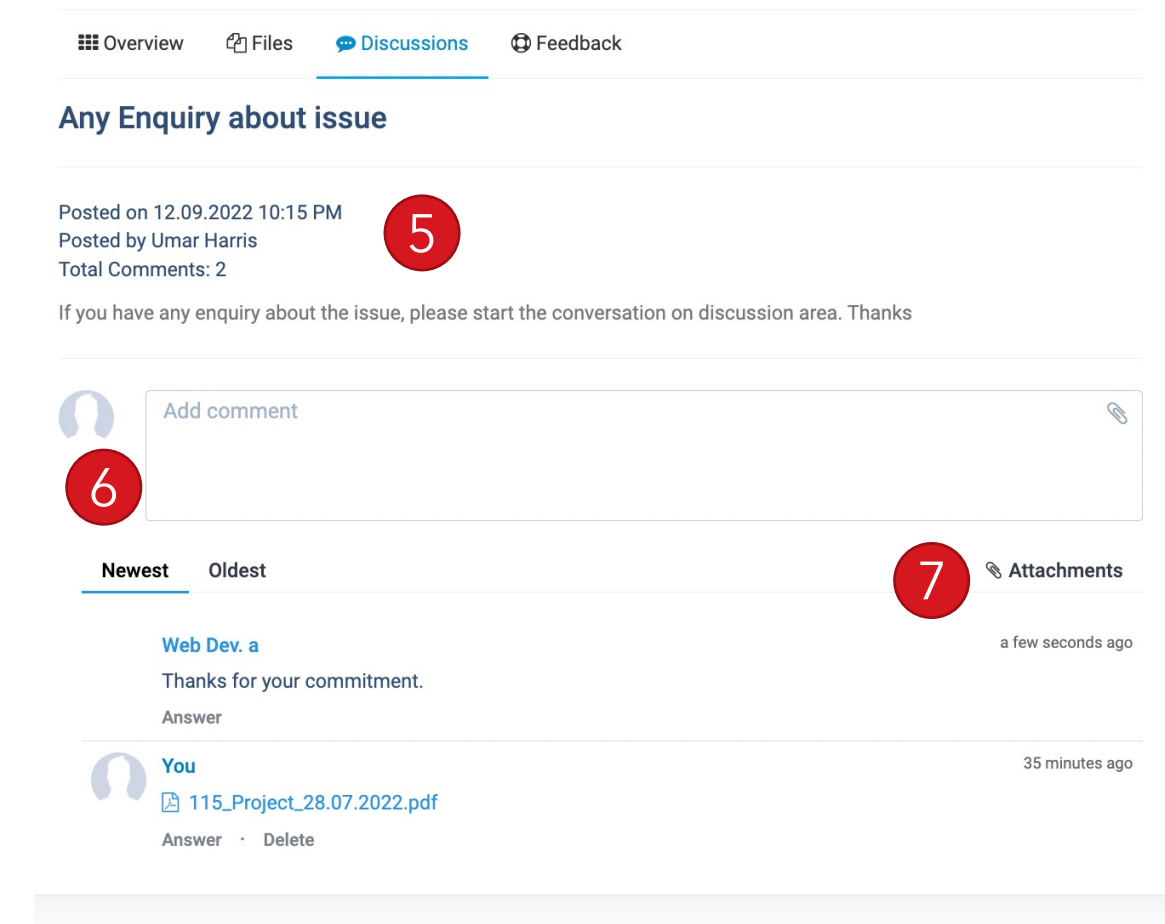
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1. On Issues details, click **Discussions** Tab.
2. Click **Create Discussion** button

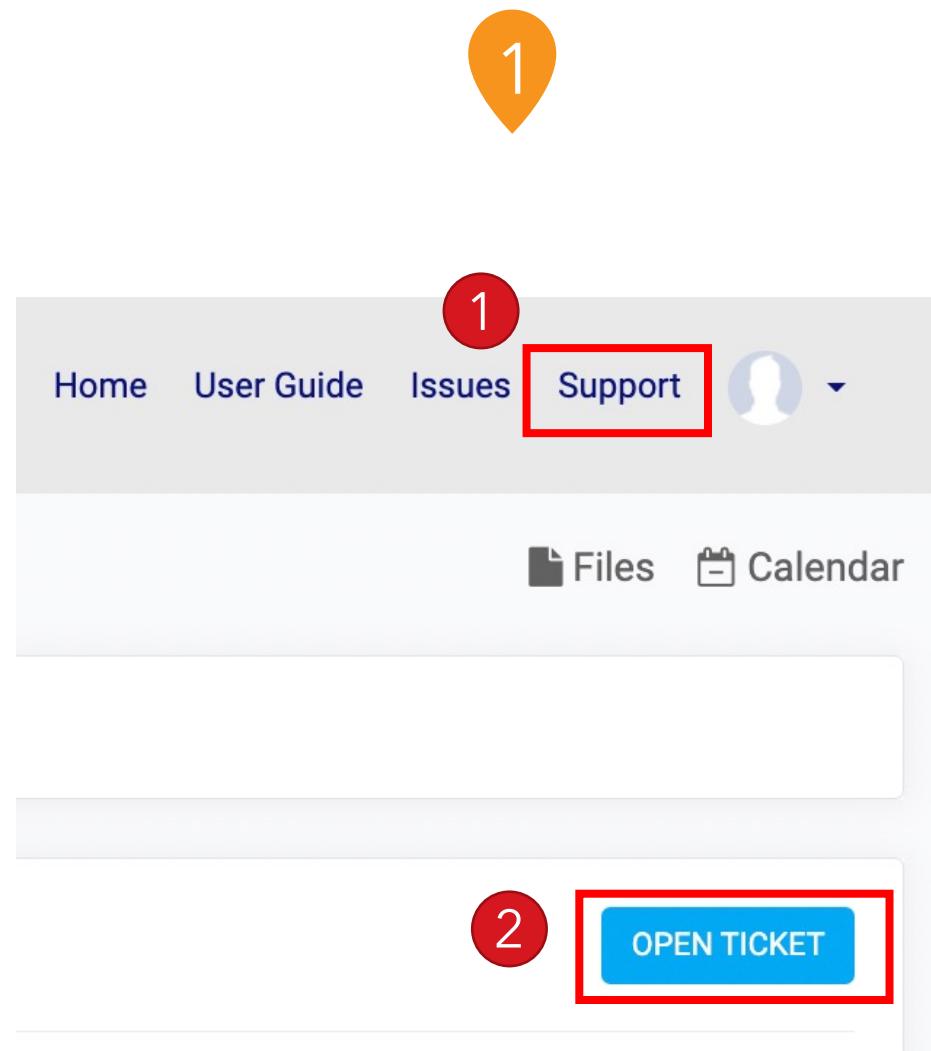


3. Fill in the subject and description to start the conversation
4. Click **Save** button

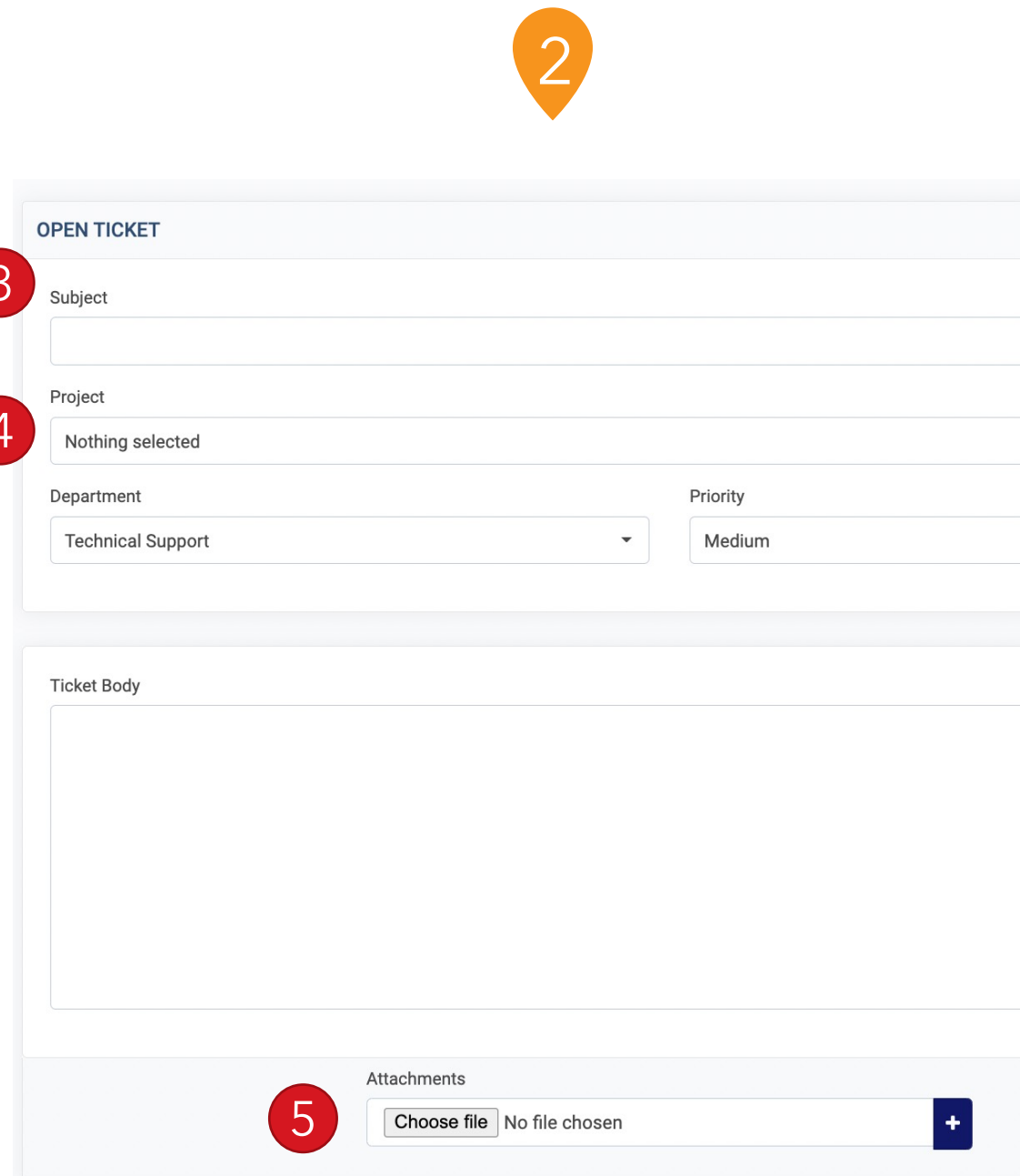


5. Details of discussion
6. Add Comment areas
7. Upload supporting document, if any

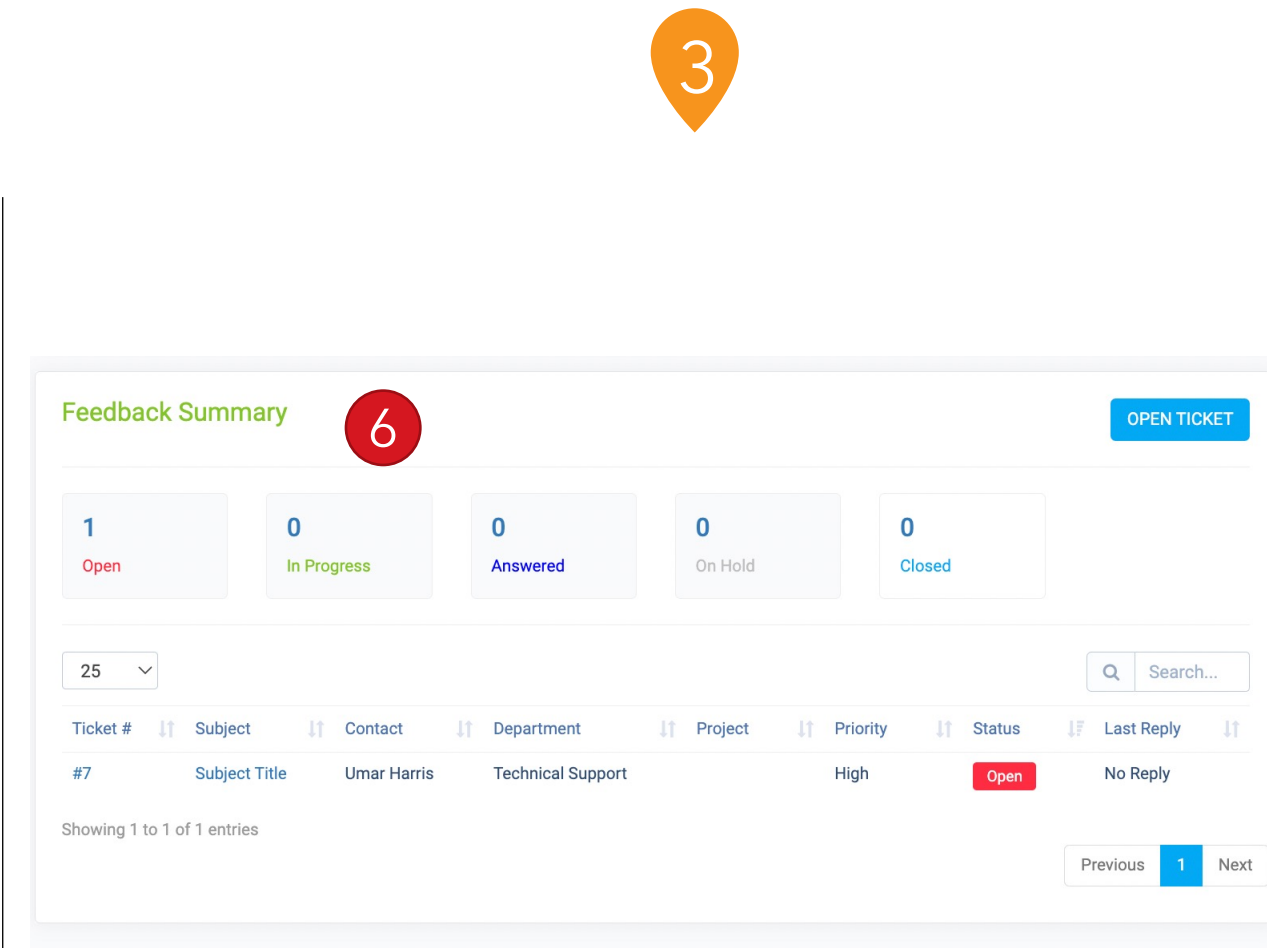
Technical Support



1. Click the **Support** on top menu
2. Click **Open Ticket** button to create new ticket



3. Fill in the subject technical issues to send Secretariat MyMudah
4. Choice Issue Related
5. Upload supporting document or screenshot, if any



6. Status support on Feedback summary dashboard

#MyMudah
Quality Regulations Boost Productivity



Thank You
Terima Kasih

 MalaysiaMudah  MPC_HQ

 www.mymudah.gov.my