USER MANUAL

SUPPLY, DESIGN, DEVELOPMENT, INSTALLATION, TESTING, COMMISSIONING AND MAINTENANCE OF REGISTRATION SOFTWARE
FOR
FEDERATION OF INVESTMENT MANAGERS MALAYSIA (FIMM)

MODULE: PAYMENT
(CONSULTANT REGISTRATION PAYMENT)
GROUP: DISTRIBUTOR

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DOCUMENT DESCRIPTION

This document is prepared to explain how to use the FCS system. This user manual explains the functions and step by step how to use the system completely to the users involved.

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1.1	10/04/2025	Update to document	1. Muzahar Mohd Mukhtar

LIST OF TABLES

ACRONYM

ACRONYM	DESCRIPTION
AAR	Alternate Authorized Representative
AMLCFT	Anti-Money Laundering/Combating the Financing of Terrorism
AMSF	Annual Membership Subscription Fee
AR	Authorized Representative
AUM	Asset Under Management
BOD	Board of Directors
CAS	Consultant Alert
CEILLI	Certificate Examination in Investment-Linked Life Insurance
CEO	Chief Executive Officer
CFP	Certified Financial Planner
ChFC	Chartered Financial Consultant
CMSRL	Capital Market Services Representative License
CPD	Continuing Professional Development
CPRA	Corporate Private Retirement Scheme Adviser
CPRE	Computerized Private Retirement Scheme Examination

CSD	Corporate Services Division
CUTA	Corporate UTS Adviser
CUTE	Computerized Unit Trust Examination
DMS	Document Management Storage
FIMM	Federation of Investment Managers Malaysia
FMS	Funds Malaysia System
GM	General Manager

ACRONYM	DESCRIPTION
HOD	Head of Department
ID	Industry Development
IFP	Islamic Financial Planner
IPRA	Institutional Private Retirement Scheme Adviser
ISD	Industry Services Division
IUTA	Institutional Unit Trust Scheme Adviser
KYC	Know Your Customer
LRA	Legal and Regulatory Affairs
MOF	Ministry of Finance
NAV	Net Asset Value
NRIC	National Registration Identity Card

OTP	One Time Password
PDS	Professional Development and Services
PRC	Private Retirement Scheme Consultant
PRP	Private Retirement Scheme Provider
PRS	Private Retirement Scheme
R&A	Research and Analytics
RD	Registration Department
RFP	Registered Financial Planner
RSD	Regulatory Services Division
SC	Security Commission Malaysia
SRFP	Shariah Registered Financial Planner
SRS	System Requirement Specification
ACRONYM	**DESCRIPTION**
SD	Supervision Department
UML	Unified Modelling Language
UTC	Unit Trust Consultant
UTMC	Unit Trust Management Company
UTS	Unit Trust Scheme
OR	Official Receipt

CN	Credit Note
IDD	Integration Design Document

Table 1: Acronym Table

ABBREVIATIONS ROLE

Abbreviation	DESCRIPTION
C-CON	Consultant
D-PAY-MKR	Payment - Consultant
D-PAY-ANF	Payment - Annual Fee
F-FNC	Finance
F-HFNC	Finance Approver

Table 2: Abbreviation Role Table

CHAPTER 1: INTRODUCTION

The **FCS System User Manual** is designed to provide users with a comprehensive guide to effectively utilizing the **FCS system**. This manual serves as a reference document to help users understand the system's functionalities, features, and processes to ensure smooth operation and efficient task completion.

By following the instructions in this manual, users will be able to navigate the system with ease, perform necessary actions, and troubleshoot common issues. The manual is structured to accommodate both new and existing users, offering clear step-by-step guidance for system access and usage.

Purpose

The purpose of this manual is to equip users with the essential knowledge required to maximize the benefits of the **FCS system**. It provides:

- **A detailed overview of the system's functions and capabilities** to help users understand its key features.
- **Step-by-step instructions** on accessing and operating the system efficiently.
- **Guidelines on alternative modes of operation and contingencies** in case of system issues or errors.
- **Best practices and recommendations** for optimal system use.

This manual ensures that users can confidently navigate the system while maintaining security, accuracy, and efficiency in their tasks.

Contact Information

If users require further assistance or encounter any issues while using the **FCS system**, they can contact the **Federation of Investment Managers Malaysia (FIMM)** for support.

Support Contact Details:

Email: itsupport@fimm.com.my
Website: http://www.fimm.com.my

CHAPTER 2: GENERAL SYSTEM INSTRUCTION

2.1 User Log in

The FCS system application is accessible only to registered users. Each user will be provided with a unique User ID and password to log in securely.

To access the system, users must navigate to the **main login page** (https://fcs.fimm.com.my) and enter their credentials. For first-time users, an initial login setup may be required to activate their accounts.

For security reasons:

- Users should keep their login credentials confidential.

- Passwords should be changed periodically to enhance security.

- In case of forgotten credentials, users can use the **"Forgot Password?"** option to reset their password.

Steps to Open the FCS System Website:

1. **Launch your web browser** (Google Chrome, Mozilla Firefox, Microsoft Edge, etc.)
2. **Enter the FCS System URL** in the address bar and press **Enter**.
3. The **login page** will appear, allowing users to enter their credentials.

2.1.1 Log in

Access the Login Page

1. On the homepage, locate the 'Log in' [🔒 Log In] button and click it.
2. In the **User ID** field, enter your registered **User ID**.
3. In the **Password** field, enter your **password**.
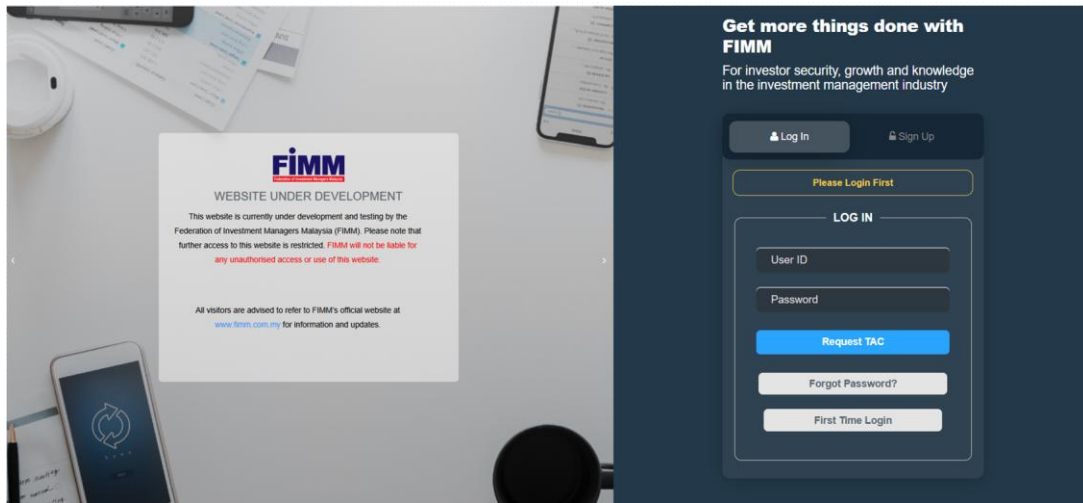
Diagram 1: FCS Homepage Display

Enter Your Credentials

4. System will show sign in page, User need to insert this item
   • User ID
   • Password
   • TAC
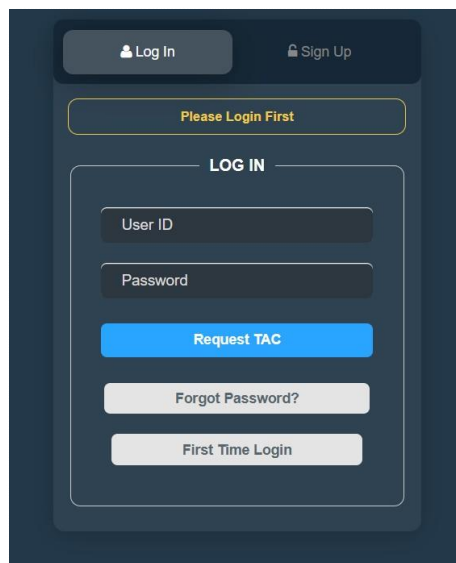
Diagram 2: Log in Display

Successful Login

5. Click [Login] button and the system will be redirected to the FCS System dashboard.

3.3 Consultant Registration Payment

3.3.1 View Consultant Registration Payment

3.3.1.1 Process Flow
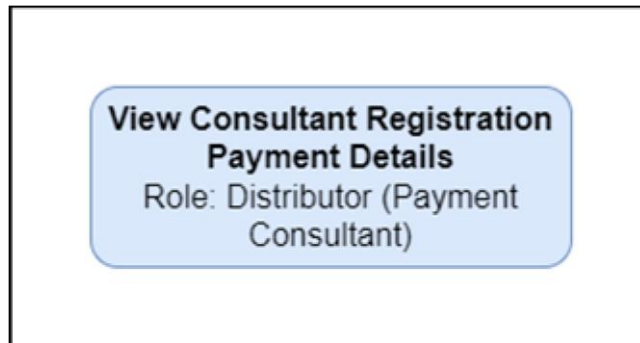
View Consultant Registration
Payment Details
Role: Distributor (Payment
Consultant)

3.3.1.2 Manual Steps

View Consultant Registration Payment

1.   Click menu Payment. System will display submenu under Payment.
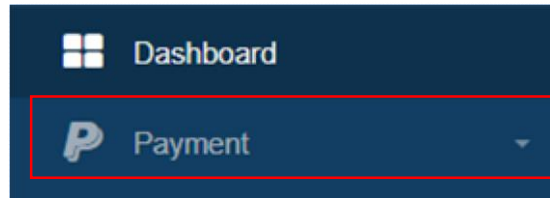
Diagram 63: Menu

2.   Click submenu Consultant Registration.
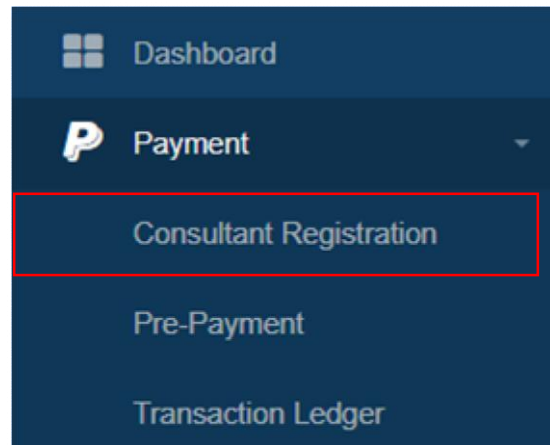
Diagram 64: Submenu

3.   System will display List of Consultant Registration which grouped by Batch Number.

Diagram 65: List of Consultant Registration

4.   User can filter the list by either one or more of and click [Q Find] :

i.   Batch No ii.

Submission

Date From

iii.   Submission Date To

Diagram 66: Filter

5. User click ![Reset] to clear the filter.

Diagram 67: Reset

6.   User can choose total entries to display per page.

Diagram 68: Filter Total Entries

7.   System will show number of entries at the bottom of the list.

Diagram 69: Total Entries

8.   System will show pagination at the bottom of the list. User click on the numbers and system will show the listing on the next page.

Diagram 70: Pagination

9. Under column Action, click 👁 .

Diagram 71: List of Consultant Registration

10. System will display the Consultant Registration Payment Details.

    i.   Consultant Registration Payment Details

          a)   Batch No

          b)   Distributor Name

          c)   Scheme

          d)   Registration Type

          e)   Current Pre-Payment Account Balance (RM)

Diagram 72: Consultant Registration Payment Details

Notes:

☐   Grouping of Batch Number is per day for applications that had been Approved or Rejected.