



THE MALAYSIAN  
INSURANCE INSTITUTE

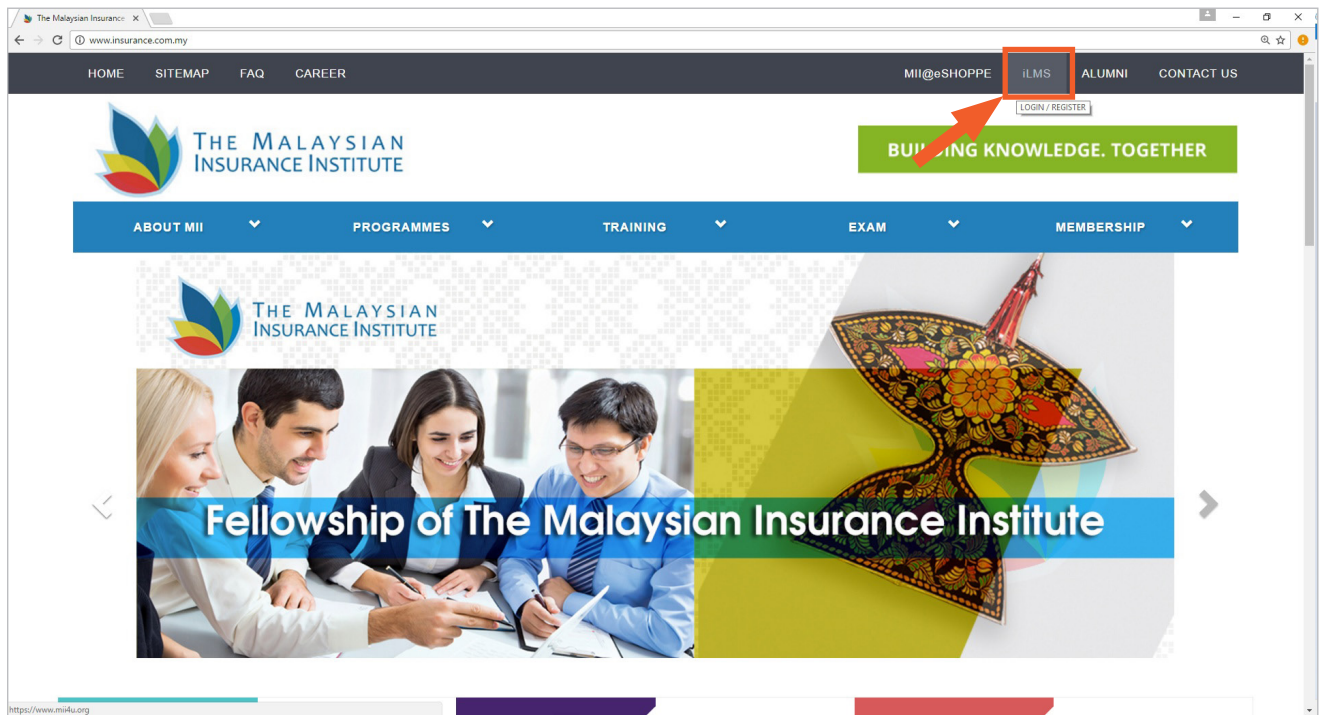


# **SUBSCRIPTION MANUAL**

— FOR LIAM BSC INDIVIDUAL SUBSCRIPTION

## 1. Go to iLMS from MII Website

At MII website ([www.insurance.com.my](http://www.insurance.com.my)), move cursor to iLMS weblink at top right hand corner. Click the “iLMS” button to go the iLMS page.



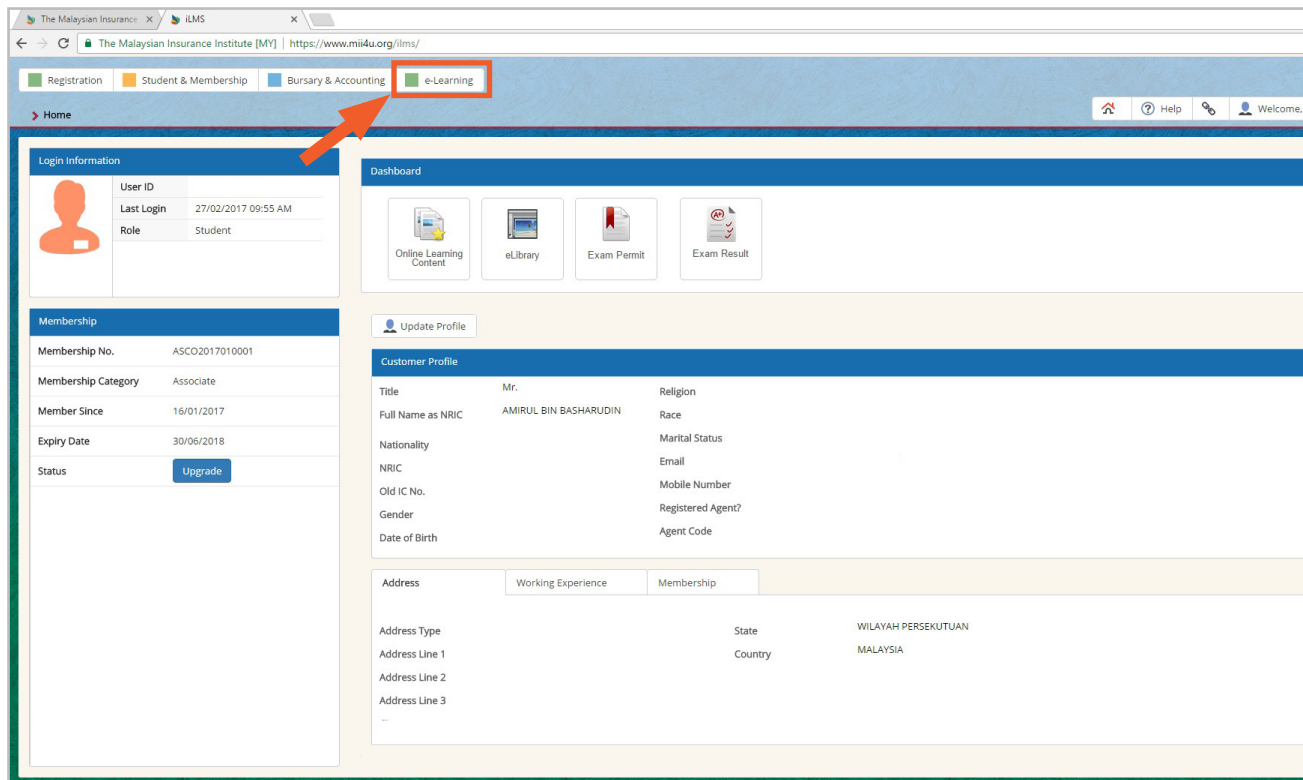
## 2. Sign up / Sign in iLMS

If you have registered previously, please Login at MII iLMS (<https://www.mii4u.org/ilms/user/login>). Otherwise you may need to Sign up iLMS before proceed further. If you are a new user, you will have to Sign Up before you attempt to login.



### 3. Go to e-Learning Subscription

Once successfully logged in, click the “e-Learning” button to continue.



The screenshot shows the IIMS Portal dashboard. The top navigation bar has four tabs: Registration, Student & Membership, Bursary & Accounting, and e-Learning. The e-Learning tab is highlighted with a red box and an arrow pointing to it. The dashboard includes a Login Information section on the left, a Membership section, and a Customer Profile section on the right. The Customer Profile section displays personal details such as Title, Full Name as NRIC, Nationality, NRIC, Old IC No., Gender, Date of Birth, Religion, Race, Marital Status, Email, Mobile Number, Registered Agent?, and Agent Code. The Address section shows the State as WILAYAH PERSEKUTUAN and Country as MALAYSIA.

Login Information	
User ID	
Last Login	27/02/2017 09:55 AM
Role	Student

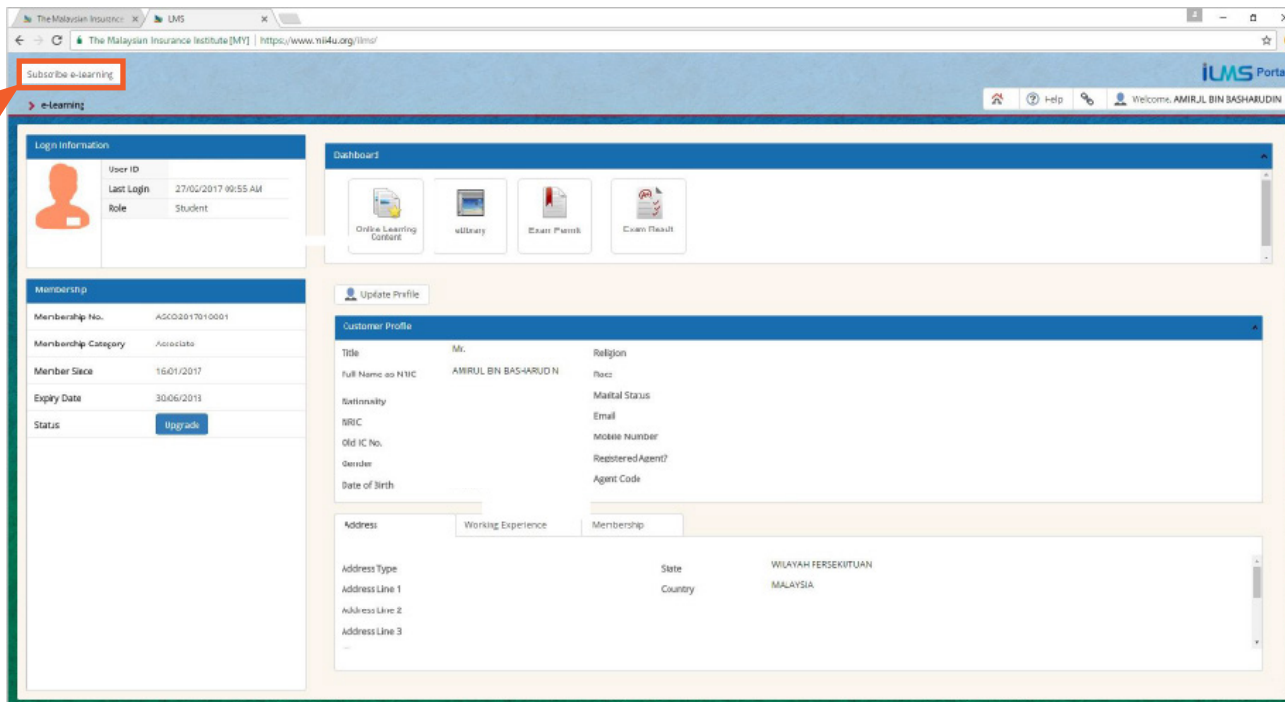
Membership	
Membership No.	ASCO2017010001
Membership Category	Associate
Member Since	16/01/2017
Expiry Date	30/06/2018
Status	<a href="#">Upgrade</a>

Customer Profile		
Title	Mr.	Religion
Full Name as NRIC	AMIRUL BIN BASHARUDIN	Race
Nationality		Marital Status
NRIC		Email
Old IC No.		Mobile Number
Gender		Registered Agent?
Date of Birth		Agent Code

Address	
Address Type	State
Address Line 1	Country
Address Line 2	
Address Line 3	

### 4. Subscribe e-Learning

Click the “Subscribe e-Learning” button to go to the subscription page.



The screenshot shows the IIMS Portal dashboard. The top navigation bar has four tabs: Registration, Student & Membership, Bursary & Accounting, and e-Learning. The e-Learning tab is highlighted with a red box and an arrow pointing to it. The dashboard includes a Login Information section on the left, a Membership section, and a Customer Profile section on the right. The Customer Profile section displays personal details such as Title, Full Name as NRIC, Nationality, NRIC, Old IC No., Gender, Date of Birth, Religion, Race, Marital Status, Email, Mobile Number, Registered Agent?, and Agent Code. The Address section shows the State as WILAYAH PERSEKUTUAN and Country as MALAYSIA.

Login Information	
User ID	
Last Login	27/02/2017 09:55 AM
Role	Student

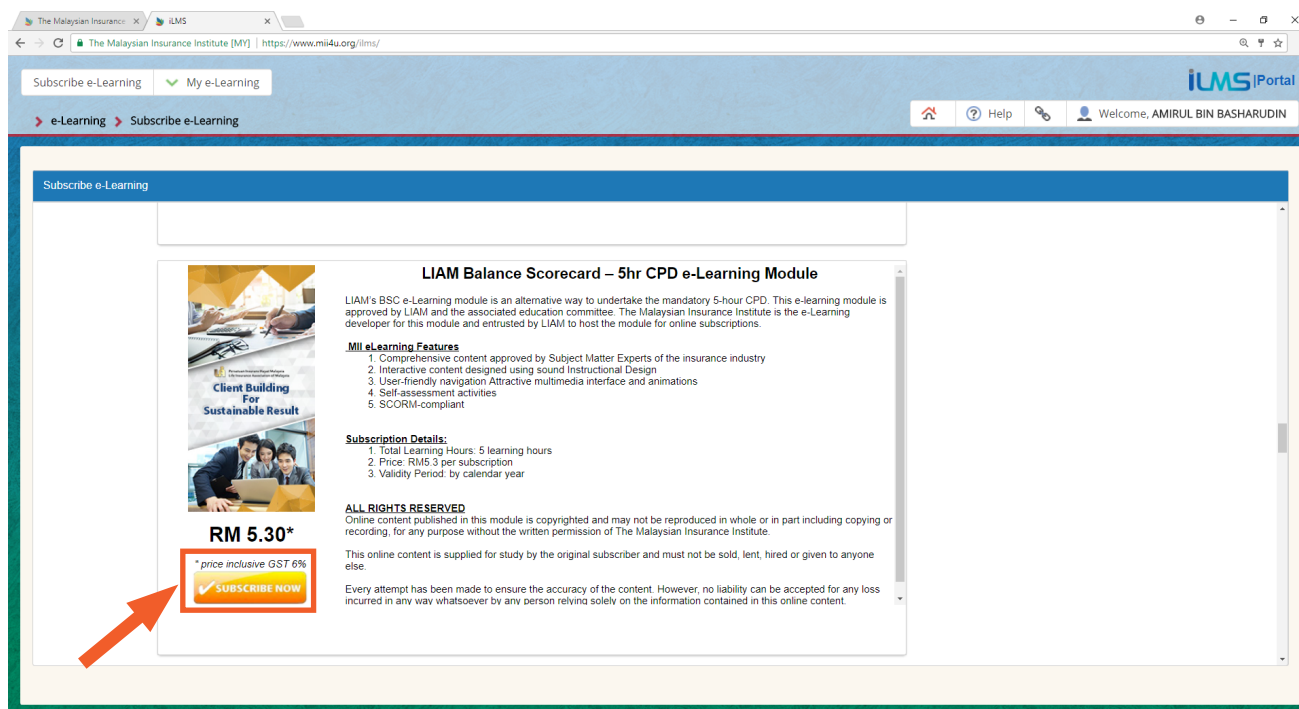
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Membership No.	ASCO2017010001
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Full Name as NRIC	AMIRUL BIN BASHARUDIN	Race
Nationality		Marital Status
NRIC		Email
Old IC No.		Mobile Number
Gender		Registered Agent?
Date of Birth		Agent Code

Address	
Address Type	State
Address Line 1	Country
Address Line 2	
Address Line 3	

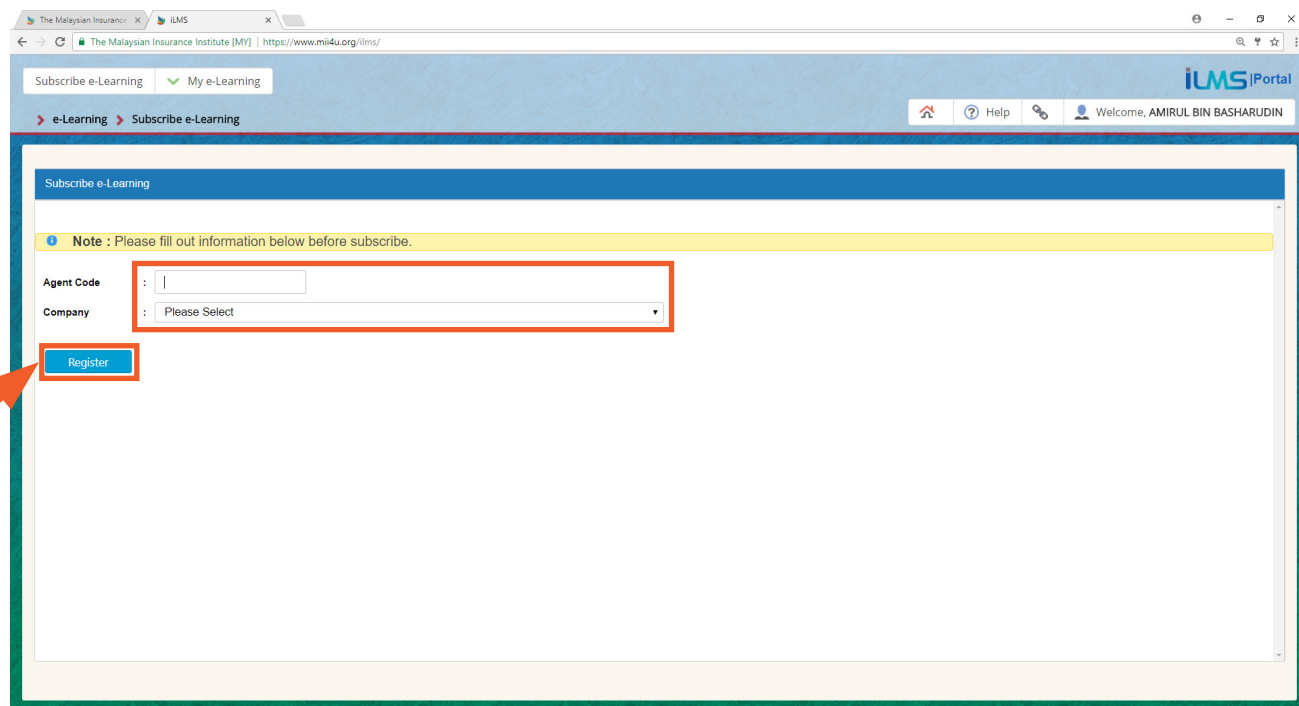
## 5. Subscribe e-Learning LIAM Balance Scorecard

Click the “Subscribe Now” button to subscribe.



## 6. Fill in your Agent Code and Company details

Fill in your details and Click the “Register” button.



## 7. Payment Details

Fill in necessary payment details and complete the payment process.

The screenshot shows the 'Subscribe e-Learning' page on the ILMS Portal. The page has a header with 'The Malaysian Insurance Institute [MY]' and 'ILMS'. The main content area is titled 'Subscribe e-Learning'. It contains a table with the following data:

ITEM DESCRIPTION	QTY	AMOUNT (INC GST)
1 Elearning LIAM Balance Scorecard (RM 5.30 x 1)	1	RM 5.30

To the right of the table is a 'Payment Method' section. It contains the following information:

Name: AMIRUL BIN BASHARUDIN  
Sub Total (RM): 5.30  
Total Discount (RM): 0.00  
Total Pay: [input field]  
Total (RM): 5.30

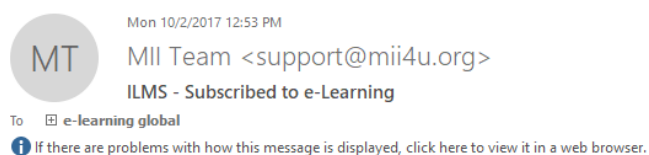
Below the total is a radio button for 'Online Banking' and a radio button for 'Credit Card/Debit Card'. There are three red asterisks indicating important notes:

- \* You must have Internet Banking Account in order to make transaction using Online Banking Method.
- \* Please ensure that your browser's pop up blocker has been disabled to avoid any interruption during making transaction.
- \* Do not close browser/refresh page until you receive response/tax invoice.

A red box highlights the 'Payment Method' section, and a red arrow points to it from the bottom left.

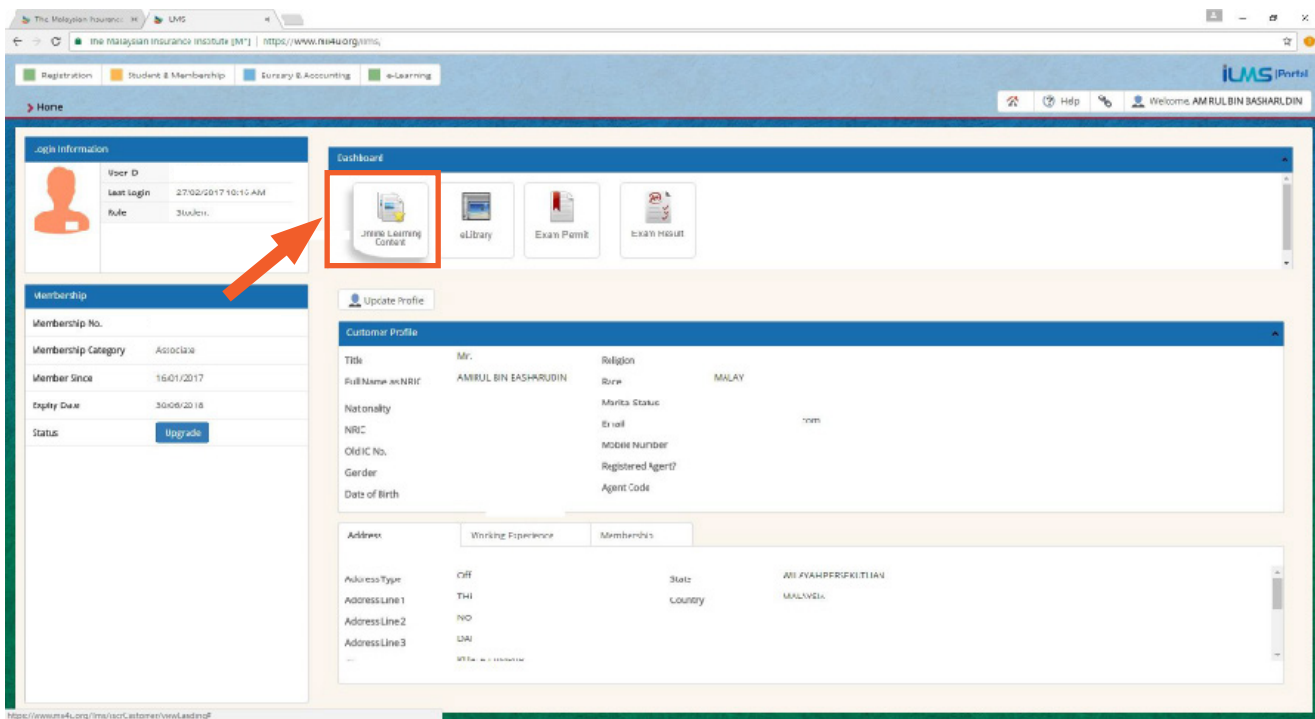
## 8. Notification Email of e-Learning Activation

Upon successful subscription, you will received a notification email for e-Learning activation. Your e-Learning access will be activated within 24 hours.



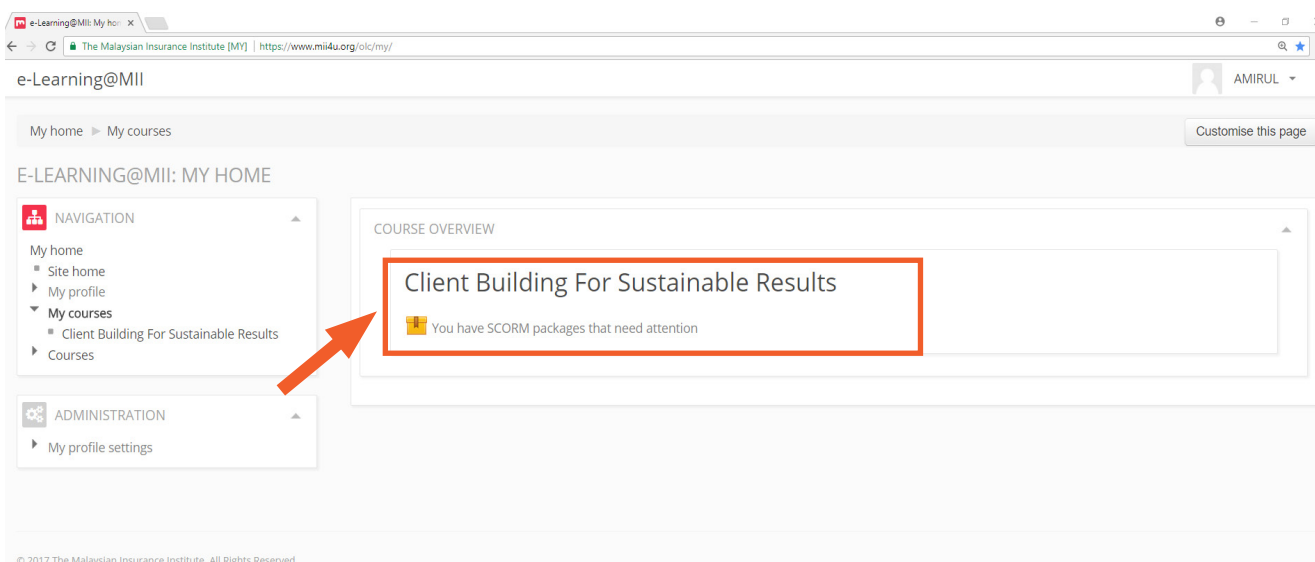
## 9. Re-login and Go to e-Learning

Re-login into your iLMS, click the “Online Learning Content” button shown on your dashboard.



## 10. Client Building For Sustainable Results home page

You will now see the e-Learning LIAM BSC - Client Building For Sustainable Results home page. Click the “Client Building For Sustainable Results ” button to start learning.



## 11. Client Building For Sustainable Results – Session list

You are advised to complete all the sessions, to achieve all objectives of the module.  
Click the “Enter” button to launch the respective session.

The image shows two side-by-side screenshots from a learning management system. The left screenshot displays a list of sessions for 'For Sustainable Results'. The sessions are: SESSION 1 - INTRODUCTION & LEARNING OBJECTIVES, SESSION 2 - NATIONAL CONTEXT & LEARNING OUTCOMES, SESSION 3 - CLIENT BUILDING & SALES ADVISORY PROCESS, and SESSION 4 - LEARNING ASSESSMENT. Each session has a progress indicator. A red box highlights the first session, and a red arrow points to it. The right screenshot shows the front page of Session 1, titled 'SESSION 1: INTRODUCTION & LEARNING OBJECTIVES'. It includes details like 'Number of attempts allowed: Unlimited', 'Number of attempts you have made: 0', 'Grading method: Highest attempt', and 'Grade reported: None'. At the bottom right, there are radio buttons for 'Preview' and 'Normal' modes, with an 'Enter' button next to the 'Normal' mode. A red arrow points to the 'Enter' button.

## 12. Session 1 - Front Page

You are now has successfully open the front page.  
Click “**Start**” button to begin.

The image shows the front page of Session 1, titled 'SESSION 1: INTRODUCTION & LEARNING OBJECTIVES'. The page features a large image of three people (two men and one woman) in business attire looking at a laptop. On the left, there is a sidebar with a search bar and a list of topics: 'Objectives', 'Wholesome Principles and Value:', 'Linking Regulatory Guidelines ...', 'Stakeholders of the Life Insura...', 'Customer-Centric & Purpose Dr...', 'Client Building & Sales Advisor...', 'Four Psychological Phases of S...', 'Important References and Gui...', and 'Next Up!'. The main content area has a 'Start' button with a play icon. At the bottom, there are logos for 'Product of: Persatuan Insurans Haiyan Malaysia Life Insurance Association of Malaysia' and 'Developed by: THE MALAYSIAN INSURANCE INSTITUTE'.



## 13. Learning Assessment

Once you have completed all the sessions, click the “Learning Assessment” button at the bottom of the page as shown below.

Fill in your information and click “Submit” to begin the assessment.

We wish you all the best!

The left screenshot shows a course progress page with the following sessions listed:

- SESSION 1 - INTRODUCTION & LEARNING OBJECTIVES
- SESSION 2 - NATIONAL CONTEXT & LEARNING OUTCOMES
- SESSION 3 - CLIENT BUILDING & SALES ADVISORY PROCESS
- SESSION 4 - LEARNING ASSESSMENT

The right screenshot shows the assessment form with the following fields:

- Name (as per IC)\*
- IC No.\*
- Agent Code \*
- Company \*
- Email \*
- Contact number
- Submit

## 14. View e-Certificate

Once you have passed the ‘Learning Assessment’, click the “e-Learning” button at the homepage as shown below. Click “My e-Learning” and then click to open the e-Certificate.

The first screenshot shows the homepage with the 'e-Learning' button highlighted. The second screenshot shows the 'My e-Learning' page with the following table:

Product Name	Score	CPD Point Earned	Assessment Date	e-Cert
Essential Unit Balance Scorecard	95	15	10/10/2017	
Essential SFP Module 1	95	15	07/10/2017	
Essential SFP Module 2	95	15	07/10/2017	

The third screenshot shows the e-Certificate for the 'Client Building for Sustainable Result e-Learning Module' with the following details:

- Name: AMIRUL BIN BASHARUDIN
- IC: 000000-00-0000
- Agent Code: 0000
- Certificate Serial No.: eL\_LIAM\_PSC\_17\_00001



**We can be contacted at the following:**

**HEAD OFFICE**

**The Malaysian Insurance Institute (MII)  
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50480 Kuala Lumpur, Malaysia.**

**CONTACT US**

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