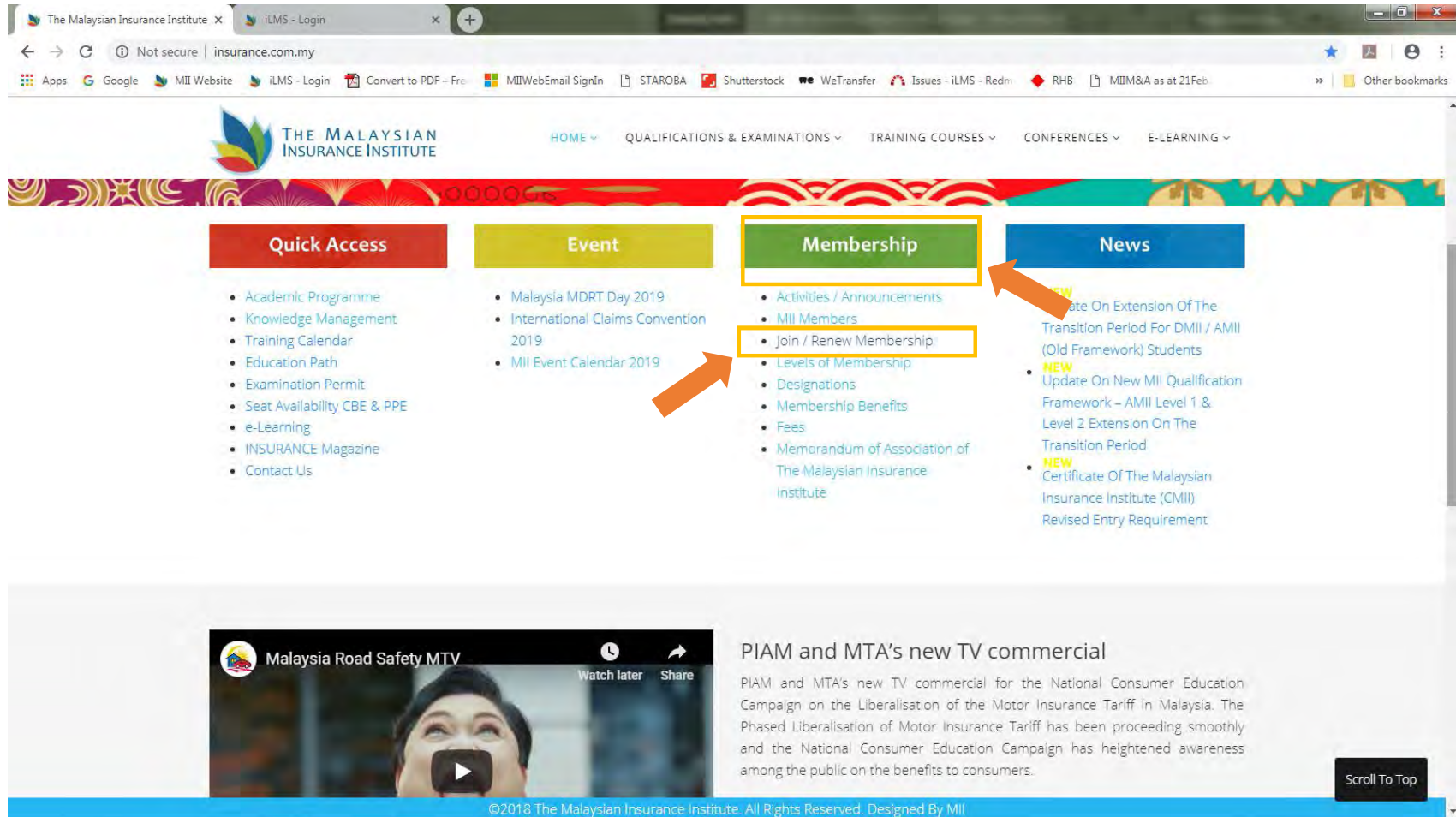


# 1. Go to iLMS from MII Website

At MII website ([www.insurance.com.my](http://www.insurance.com.my)), move cursor to MEMBERSHIP button at top right hand corner. Click the "JOIN US NOW / RENEW YOUR MEMBERSHIP" button to go the iLMS page.



## 2. Sign up / Sign in iLMS

If you are a new user, you will have to Sign Up before you attempt to login.

If you have registered previously, please Login at MII iLMS (<https://www.mii4u.org/ilms/user/login>). Your user name will be your New IC number or your Passport number, and your default password would be either 12345 or 123456.

The screenshot shows the login and sign-up interface for the MII iLMS system. The page is titled "Login" and displays the logo for "THE MALAYSIAN INSURANCE INSTITUTE" and "iLMS INTEGRATED LEARNING MANAGEMENT SYSTEM".

There are two main sections for user interaction:

- Login here:** This section includes a "User ID" input field, a "Password" input field, a "Forgot Password?" link, and a "Sign in" button.
- New to iLMS? Sign up:** This section includes a "Click here for user manual" link, a "Select Nationality" dropdown menu, and input fields for "ID Number", "Full Name", "Email Address", "User ID", "Password", and "Confirm Password". It also features a "Sign up" button and a note: "Are you a Company Person in Charge? Please download this form & contact MII to get your iLMS ID".

Additional information for existing members is provided in the top right:

- Already a Member? Taken MII programme before?** Contact MII for your login details: OS TICKET, +603-2087 8882, +603-2093 7885.

Two orange arrows point to the "Login here" and "New to iLMS? Sign up" sections.


### 3. Apply the MII Membership

Once successfully logged in, click the “**Apply**” button under Membership column to continue.

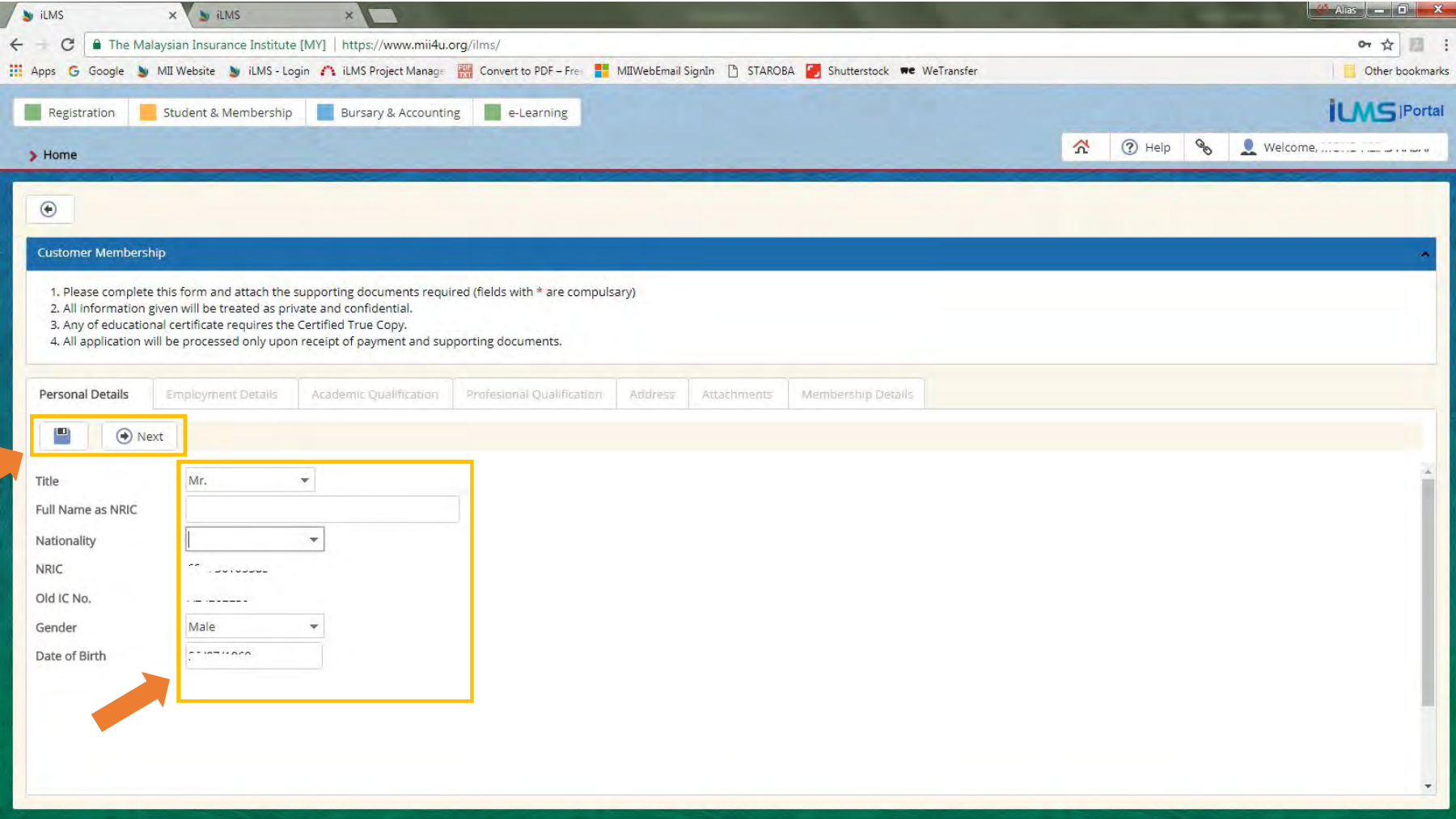
The screenshot shows the iLMS portal dashboard for a user named MOHD ALIAS HASAN. The dashboard includes a navigation menu at the top with options for Registration, Student & Membership, Bursary & Accounting, and e-Learning. The main content area is divided into several sections:

- Login Information:** Displays User ID (690730105383), Last Login (08/02/2018 08:41 PM), and Role (Customer).
- Dashboard:** Features icons for Online Learning Content and eLibrary.
- Membership:** Contains a 'New Membership' section with an 'Apply' button. A red-bordered box highlights the 'Apply' button and a note: "Please note that this 'Apply' button is for applying MII Membership and is not for registering PCE/CEIL examinations. NO refund will be entertained for MII Membership fees paid." An orange arrow points to the 'Apply' button.
- Customer Profile:** A table displaying personal details such as Title (Mr.), Full Name as NRIC (MOHD ^\*), Nationality (MALAYSIAN), Gender (Male), and Date of Birth.
- Update Profile:** A button to update the user's profile.
- Address:** A section with tabs for Address, Working Experience, and Membership.

## 4. Complete *Personal Details*

Fill in your details. Once finished, click the **“Save”** button (  ).

Click the **“Next”** button to continue.





The screenshot shows the iLMS Customer Membership form. The browser address bar displays "The Malaysian Insurance Institute [MY] | https://www.mii4u.org/ilms/". The navigation menu includes "Registration", "Student & Membership", "Bursary & Accounting", and "e-Learning". The "Customer Membership" section contains instructions: "1. Please complete this form and attach the supporting documents required (fields with \* are compulsory)", "2. All information given will be treated as private and confidential.", "3. Any of educational certificate requires the Certified True Copy.", and "4. All application will be processed only upon receipt of payment and supporting documents." The "Personal Details" tab is active, showing fields for Title (Mr.), Full Name as NRIC, Nationality, NRIC, Old IC No., Gender (Male), and Date of Birth. The "Save" and "Next" buttons are highlighted with a yellow box, and orange arrows point to them from the left.

Customer Membership

1. Please complete this form and attach the supporting documents required (fields with \* are compulsory)
2. All information given will be treated as private and confidential.
3. Any of educational certificate requires the Certified True Copy.
4. All application will be processed only upon receipt of payment and supporting documents.

Personal Details | Employment Details | Academic Qualification | Professional Qualification | Address | Attachments | Membership Details

Title: Mr.

Full Name as NRIC:

Nationality:


NRIC:

Old IC No.:

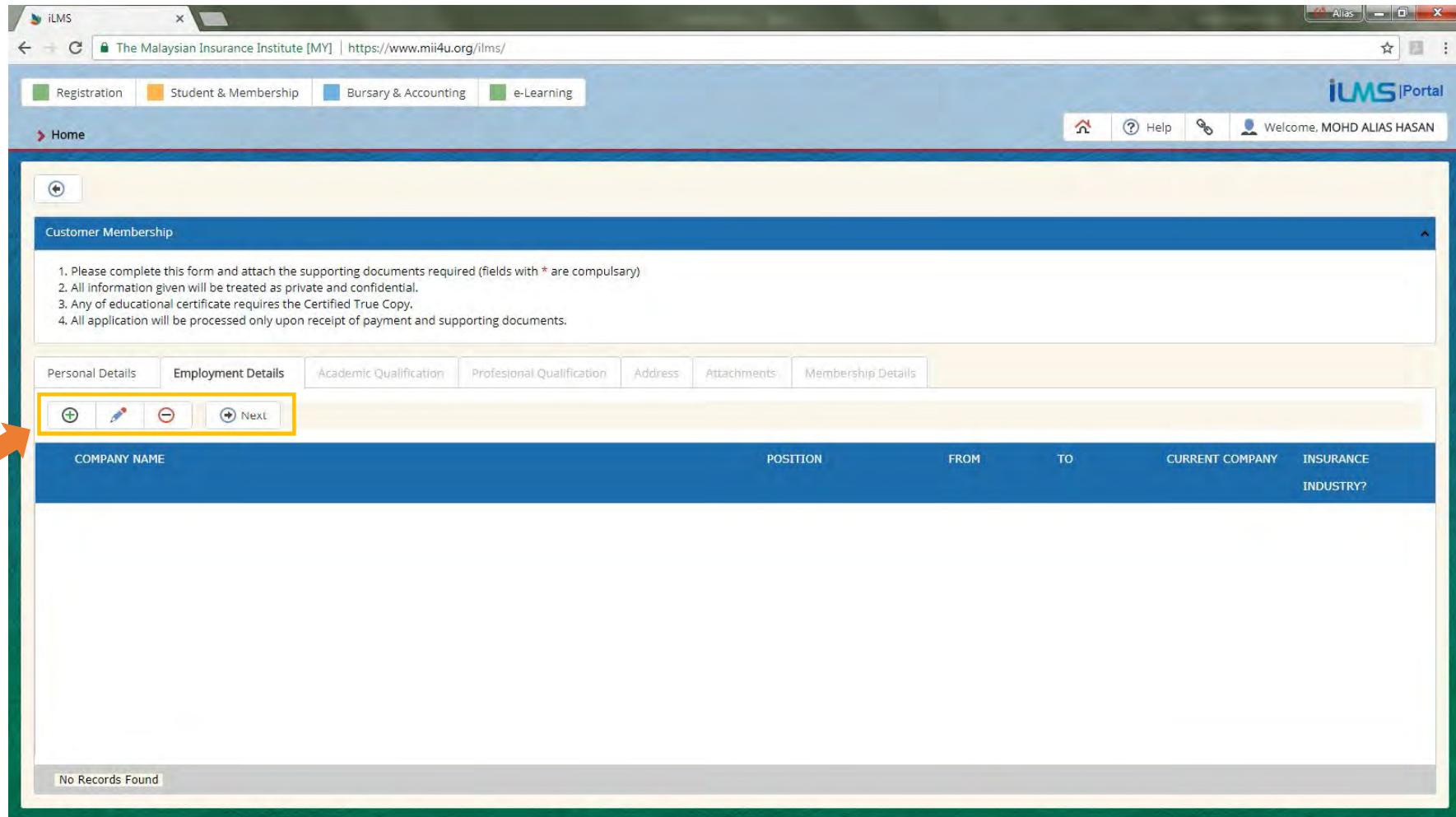
Gender: Male

Date of Birth:

## 5. Complete *Employment Details*

Fill in your details. Once finished, click the **“Save”** button (  ).

Click the **“Next”** button to continue.



The screenshot shows the iLMS portal interface. The browser address bar displays "The Malaysian Insurance Institute [MY] | https://www.mii4u.org/ilms/". The navigation menu includes "Registration", "Student & Membership", "Bursary & Accounting", and "e-Learning". The user is logged in as "MOHD ALIAS HASAN".

The main content area is titled "Customer Membership" and contains the following instructions:

1. Please complete this form and attach the supporting documents required (fields with \* are compulsory)
2. All information given will be treated as private and confidential.
3. Any of educational certificate requires the Certified True Copy.
4. All application will be processed only upon receipt of payment and supporting documents.


The form has several tabs: "Personal Details", "Employment Details", "Academic Qualification", "Professional Qualification", "Address", "Attachments", and "Membership Details". The "Employment Details" tab is active.

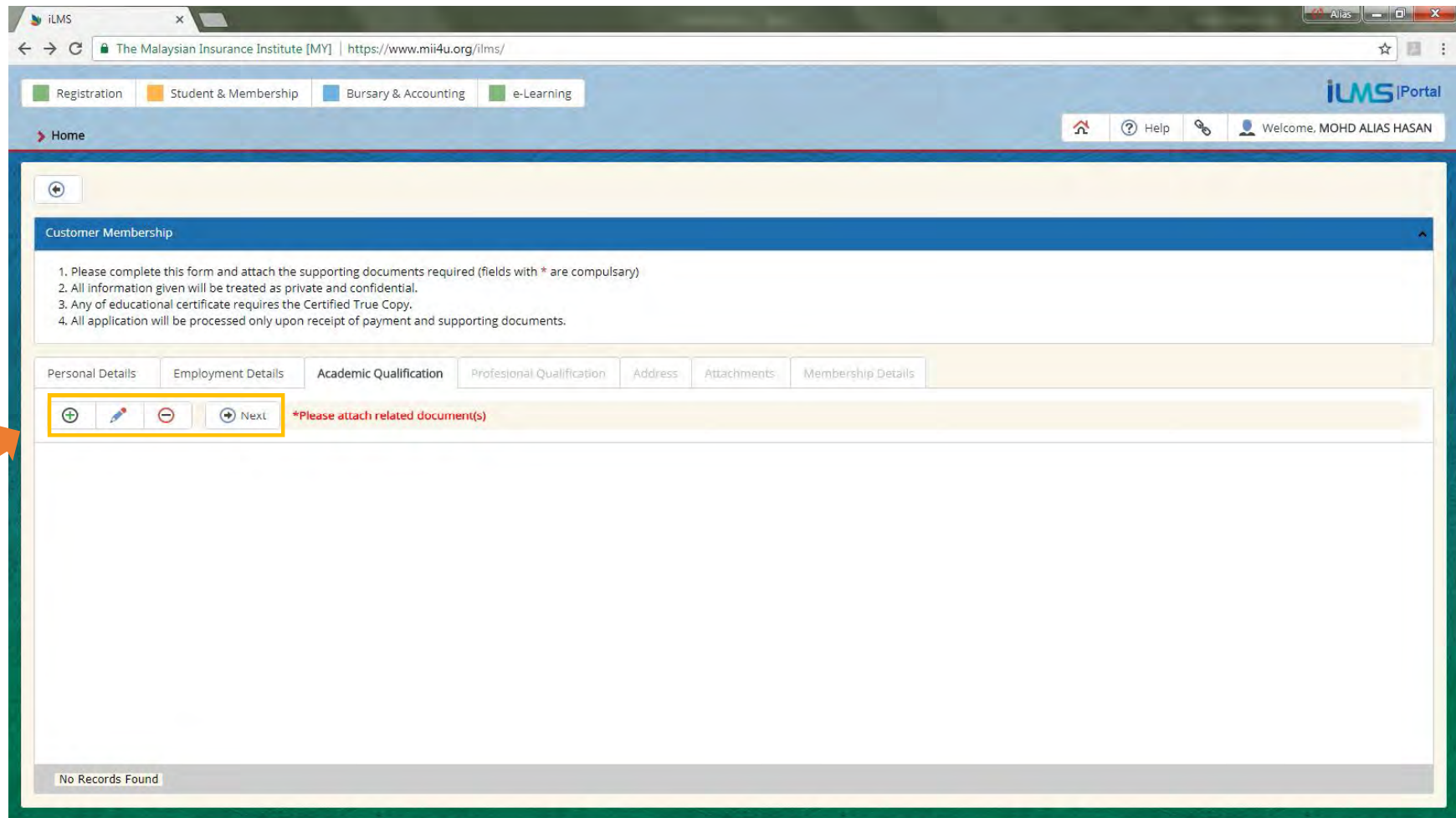
Below the tabs, there is a row of buttons: a plus sign (+), a pencil icon, a minus sign (-), and a "Next" button with a right arrow. An orange arrow points to the "Next" button.

Below the buttons is a table with the following columns: COMPANY NAME, POSITION, FROM, TO, CURRENT COMPANY, INSURANCE INDUSTRY?. The table is currently empty.

At the bottom of the page, it says "No Records Found".

## 6. Complete *Academic Qualification Details*

Fill in your details. Once finished, click the **“Save”** button (  ).  
Click the **“Next”** button to continue.







The screenshot shows the iLMS portal interface for 'Customer Membership'. The 'Academic Qualification' tab is selected. The form contains a list of instructions and a 'Next' button. An orange arrow points to the 'Next' button, which is highlighted with a yellow box. The text '\*Please attach related document(s)' is visible next to the 'Next' button.

Customer Membership

1. Please complete this form and attach the supporting documents required (fields with \* are compulsory)
2. All information given will be treated as private and confidential.
3. Any of educational certificate requires the Certified True Copy.
4. All application will be processed only upon receipt of payment and supporting documents.

Personal Details | Employment Details | **Academic Qualification** | Professional Qualification | Address | Attachments | Membership Details

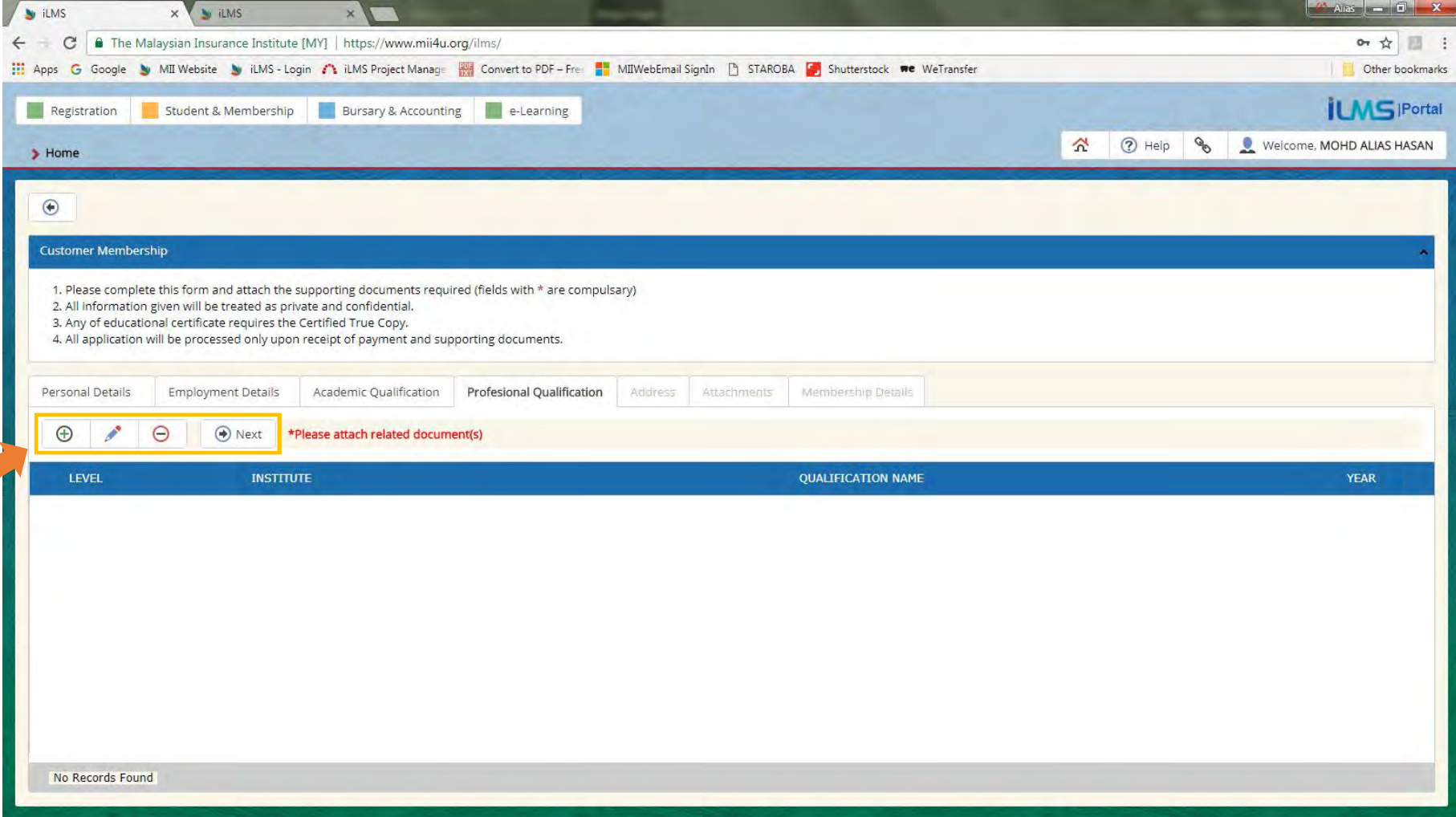
    Next **\*Please attach related document(s)**

No Records Found

## 7. Complete *Professional Qualification Details*

Fill in your details. Once finished, click the **“Save”** button ( ).

Click the **“Next”** button to continue.



The screenshot shows the iLMS portal interface. The browser address bar displays "The Malaysian Insurance Institute [MY] | https://www.mii4u.org/ilms/". The navigation menu includes "Registration", "Student & Membership", "Bursary & Accounting", and "e-Learning". The user is logged in as "MOHD ALIAS HASAN".

The main content area is titled "Customer Membership" and contains the following instructions:


1. Please complete this form and attach the supporting documents required (fields with \* are compulsory)
2. All information given will be treated as private and confidential.
3. Any of educational certificate requires the Certified True Copy.
4. All application will be processed only upon receipt of payment and supporting documents.

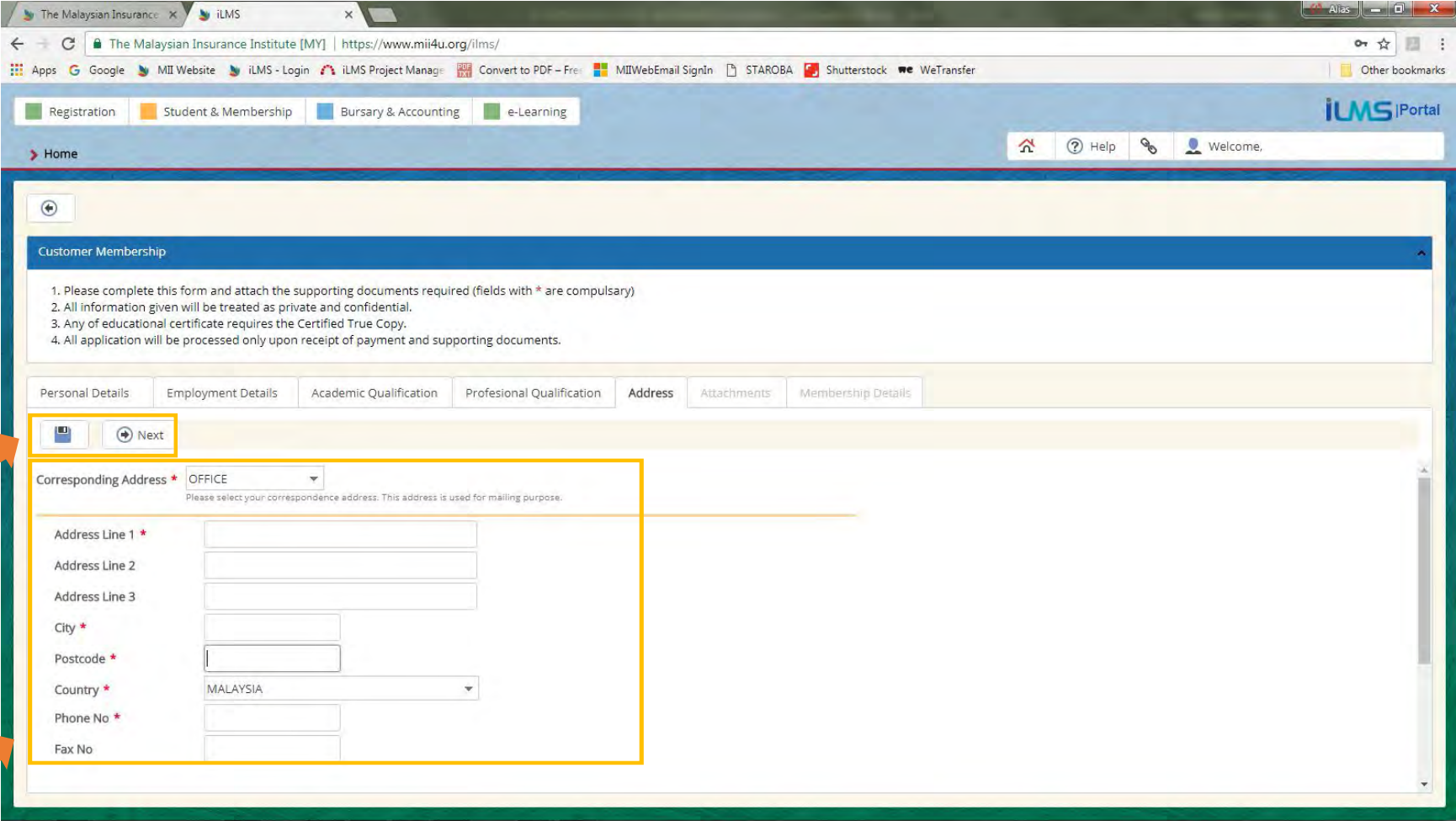
The form has several tabs: "Personal Details", "Employment Details", "Academic Qualification", "Professional Qualification", "Address", "Attachments", and "Membership Details". The "Professional Qualification" tab is active.

Below the tabs, there is a toolbar with a plus icon, a pencil icon, a minus icon, and a "Next" button. The "Next" button is highlighted with a yellow box, and an orange arrow points to it. To the right of the toolbar, there is a red text prompt: **\*Please attach related document(s)**.

Below the toolbar is a table with the following columns: "LEVEL", "INSTITUTE", "QUALIFICATION NAME", and "YEAR". The table is currently empty, and a message at the bottom states "No Records Found".

## 8. Complete Address Details

Fill in necessary details. Once finished, click the **“Save”** button (  ).  
Click the **“Next”** button to continue.



The screenshot shows a web browser window with the URL <https://www.mii4u.org/ilms/>. The page title is "The Malaysian Insurance Institute [MY]". The browser's address bar shows the URL. The page has a navigation menu with "Registration", "Student & Membership", "Bursary & Accounting", and "e-Learning". The "iLMS | Portal" logo is in the top right corner. Below the navigation menu, there are links for "Home", "Help", and "Welcome, [User Name]".

The main content area is titled "Customer Membership" and contains four instructions:

1. Please complete this form and attach the supporting documents required (fields with \* are compulsory)
2. All information given will be treated as private and confidential.
3. Any of educational certificate requires the Certified True Copy.
4. All application will be processed only upon receipt of payment and supporting documents.

Below the instructions, there are tabs for "Personal Details", "Employment Details", "Academic Qualification", "Professional Qualification", "Address", "Attachments", and "Membership Details". The "Address" tab is selected.

At the bottom of the form, there are two buttons: a "Save" button (represented by a floppy disk icon) and a "Next" button (represented by a right-pointing arrow). Both buttons are highlighted with a yellow box, and orange arrows point to them from the left side of the image.

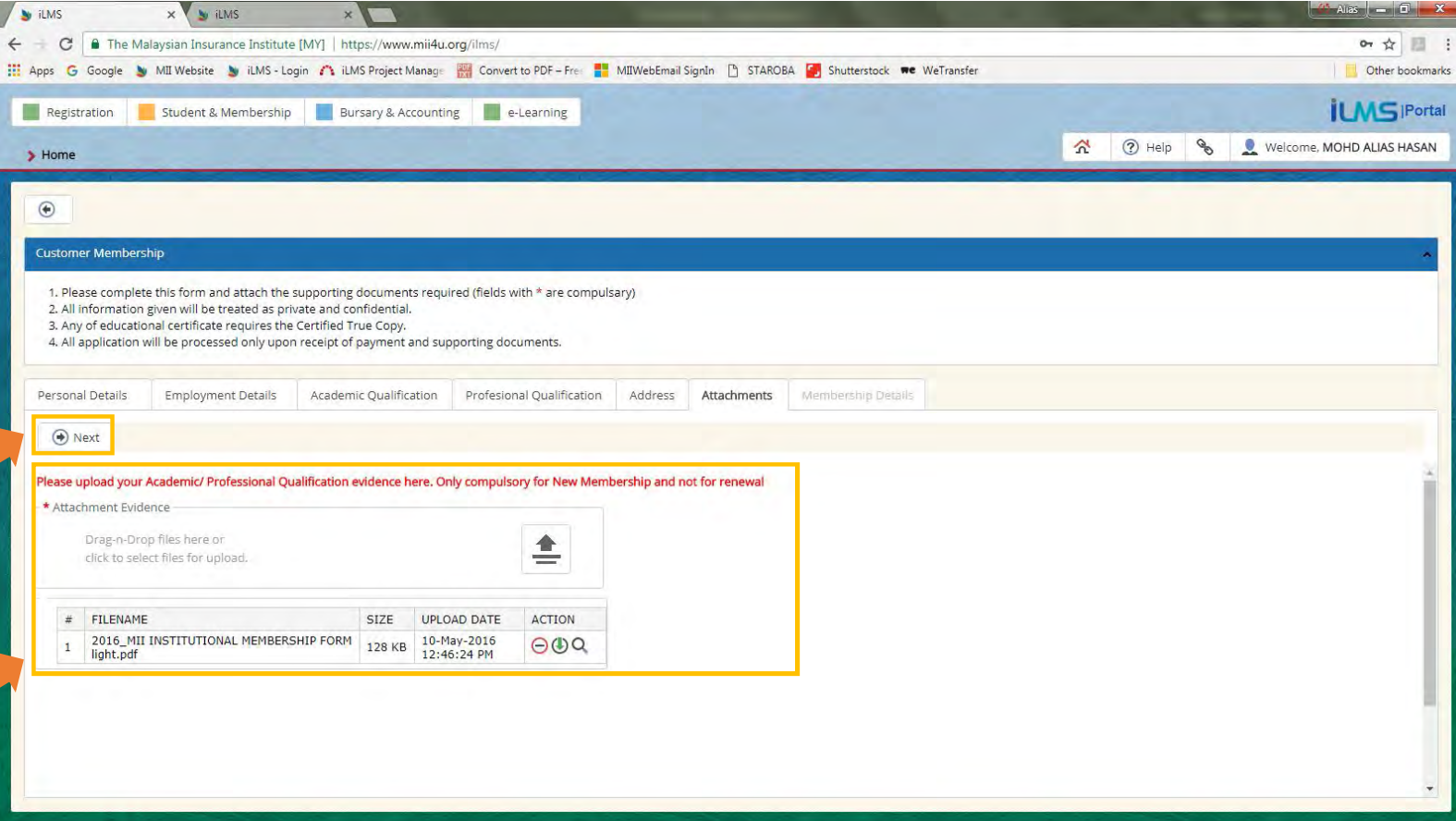
The "Address" tab contains the following fields:

- Corresponding Address \* (Dropdown menu set to "OFFICE")  
Please select your correspondence address. This address is used for mailing purpose.
- Address Line 1 \* (Text input field)
- Address Line 2 (Text input field)
- Address Line 3 (Text input field)
- City \* (Text input field)
- Postcode \* (Text input field)
- Country \* (Dropdown menu set to "MALAYSIA")
- Phone No \* (Text input field)
- Fax No (Text input field)



## 9. Upload Customer Academic/Professional Qualification Details

It is a MANDATORY to upload all necessary scanned **attachments** of Certificate / Professional / PhD / Master / Degree / Diploma / and etc. for verification. Once it has been uploaded, click the **"Save"** and click **"Next"** button to continue.



The screenshot displays the iLMS portal interface for Customer Membership. The 'Attachments' tab is selected, and the 'Next' button is highlighted with a yellow box and an orange arrow. The attachment list shows a file named '2016\_MII INSTITUTIONAL MEMBERSHIP FORM light.pdf'.

**Customer Membership**

1. Please complete this form and attach the supporting documents required (fields with \* are compulsory)
2. All information given will be treated as private and confidential.
3. Any of educational certificate requires the Certified True Copy.
4. All application will be processed only upon receipt of payment and supporting documents.




Personal Details | Employment Details | Academic Qualification | Professional Qualification | Address | **Attachments** | Membership Details

**Next**

Please upload your Academic/ Professional Qualification evidence here. Only compulsory for New Membership and not for renewal

\* Attachment Evidence

Drag-n-Drop files here or click to select files for upload.

#	FILENAME	SIZE	UPLOAD DATE	ACTION
1	2016_MII INSTITUTIONAL MEMBERSHIP FORM light.pdf	128 KB	10-May-2016 12:46:24 PM	  

## 10. Select Membership Category

Fill in necessary details and select your membership category accordingly (refer to the description below).  
Once finished, click the “**Submit**” button to continue to the payment page.

Registration Student & Membership Bursary & Accounting e-Learning

Home

Customer Membership

1. Please complete this form and attach the supporting documents required (fields with \* are compulsory)  
2. All information given will be treated as private and confidential.  
3. Any of educational certificate requires the Certified True Copy.  
4. All application will be processed only upon receipt of payment and supporting documents.

Personal Details Employment Details Academic Qualification Professional Qualification Address Attachments Membership Details

Submit

Membership Application

Registration Type New

Category \*

Individual Fee (RM)

GST Inclusive (if applicable)

Membership (for year) 2019

Registration Date 08/02/2018

Commence Date 08/02/2018

Expiry Date 30/06/2019

Admission Fee (RM) 50.00

Requirements and Qualifications ....LOADING....

Please select Membership Category

Knowledge Centre (Library Deposit)

I would like to apply for the library borrowing facility and agreed to place the deposit of RM150.00 and subject to its terms and conditions. Eligible for refund after 1 year.

Applicant's Confirmation and Declaration

I hereby declare that all information given is true and correct. In accepting the MII Membership, I agree abide by the rules & regulations of the MII Membership. \*

I hereby give my unconditional and unequivocal consent to the MII to process my personal data revealed hereto. The MII is at liberty to process the data and share the information revealed thereto with any of its service providers and other related companies provided that the revelation of my personal data strictly for the purposes which I have applied hereto. The consent given hereto is in line with the requirement set forth in the Personal Data Protection Act 2010. \*

### MII Membership Categories

Four categories are as follows:

#### a. Affiliate

Affiliation shall be open to all individuals engaged or employed in insurance. \*  
(Definition of “engaged or employed in insurance” is inclusive of students of insurance related programme or employees of financial institutions and other entities)

#### b. Ordinary

Has attained the age of 23 years old;  
Has a recognised professional qualification or degree in any discipline  
Has been engaged or employed in the insurance industry for not less than two (2) years

#### c. Associate

Has attained the age of 21 years old;  
Has passed the examination of The Malaysian Insurance Institute (AMII)  
Has been engaged or employed in the insurance industry for not less than two (2) years

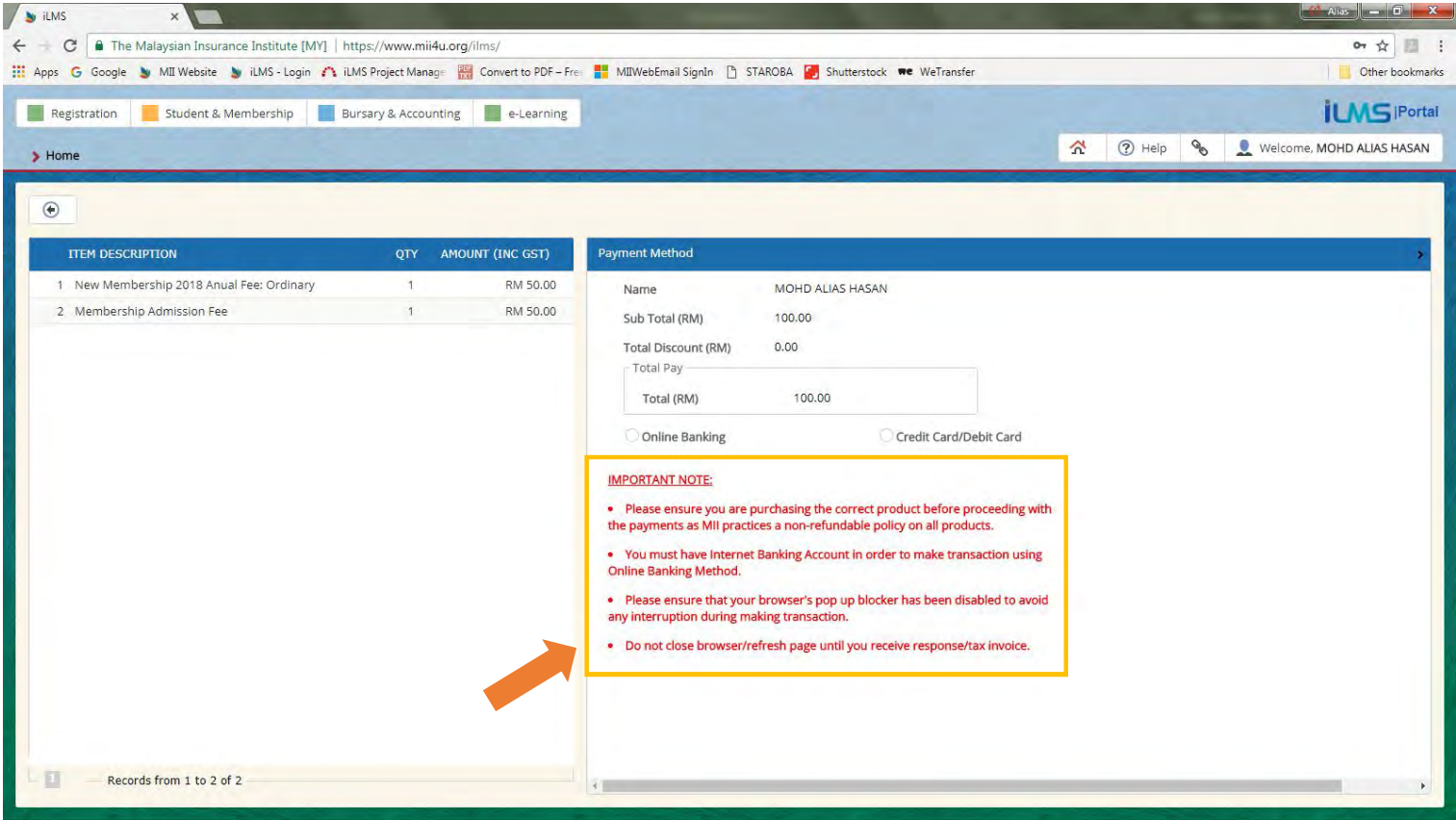
#### d. Fellow

Has attained the age of 23 years old;  
Has passed the Prescribed Examinations; and  
Has been engaged or employed in the insurance industry for not less than four (4) years

**Important Note:** Please select your Membership Category wisely as MII has the right to approve or disapprove your application even though you have successfully made payment and received you receipt.

# 11. Payment Process

Fill in necessary payment details. Please read the important note before complete the payment process.



**Upon successful transaction, a payment receipt will be issued and can be manually printed by you. You will received a notification email once your MII Membership application is approved.**