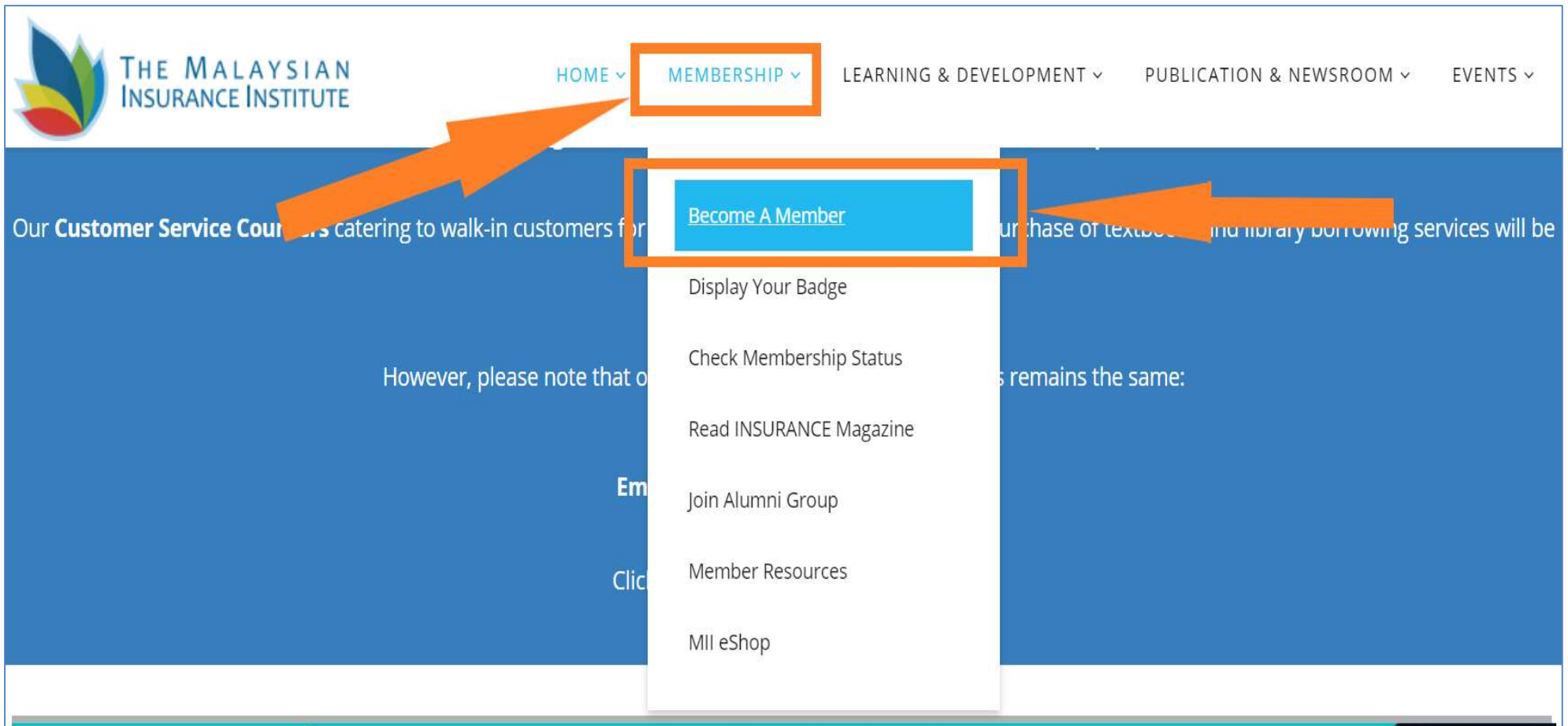


## 1. Go to iLMS from MIIWebsite

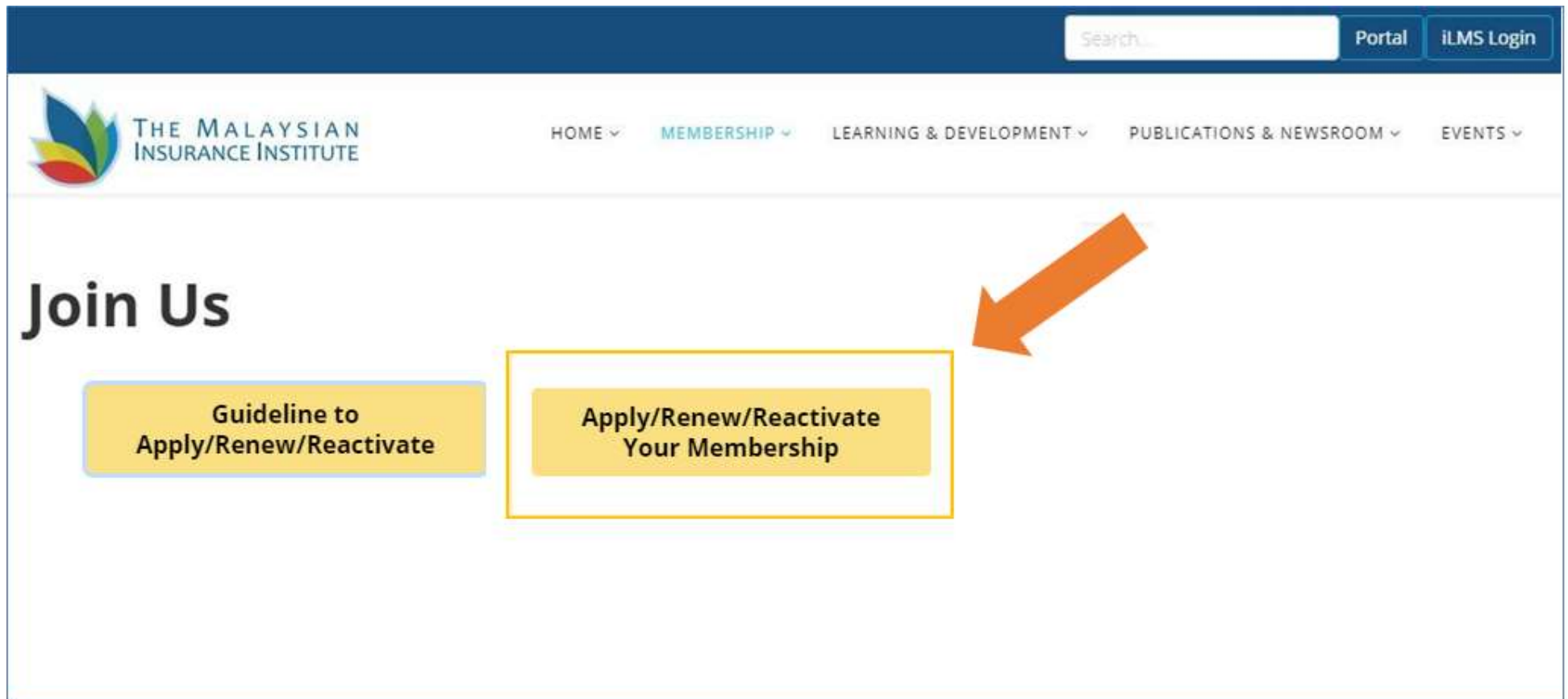
At MII website ([www.insurance.com.my](http://www.insurance.com.my)), move cursor to MEMBERSHIP button.

Click the “Become A Member” button to go the membership application /renewal / reactivation page.



## 2. Continue :- Go to iLMS from MII Website

At the bottom of this page (<https://www.insurance.com.my/membership/becomeourmember>), move cursor to “Join/ Renew/ Reactive Now” button. Click the “Join/ Renew/ Reactive Now” button to go the iLMS page.



### 3. 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 MII iLMS login and sign-up page. The page has a blue header with the MII logo and the text 'THE MALAYSIAN INSURANCE INSTITUTE'. Below the header is the 'iLMS INTEGRATED LEARNING MANAGEMENT SYSTEM' logo. The main content area is divided into two columns. The left column contains a 'Login here' section with a yellow border, featuring input fields for 'User ID' and 'Password', a 'Forgot Password?' link, and a 'Sign in' button. The right column contains a 'New to iLMS? Sign up' section with a yellow border, featuring a 'Click here for user manual' link, a 'Select Nationality' dropdown, and input fields for 'ID Number', 'Full Name', 'Email Address', 'User ID', 'Password', and 'Confirm Password'. Below these fields is a green 'Sign up' button. Two orange arrows point to the 'Login here' and 'New to iLMS? Sign up' sections respectively.

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

New to iLMS? Sign up  
Click here for user manual  
- Select Nationality -  
ID Number  
Full Name  
Email Address  
User ID  
Password  
Confirm Password  
Are you a Company Person in Charge?  
Please download this form & contact MII to get your iLMS ID  
Sign up

## 4a. Apply the MII Membership (For New Member/Application)

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

The screenshot shows the iLMS portal interface. The top navigation bar includes links for Registration, Student & Membership, Bursary & Accounting, and e-Learning. The main content area is divided into several sections:

- Login Information:** Displays User ID, Last Login (08/02/2018 08:41 PM), and Role (Customer).
- Dashboard:** Contains links for Online Learning Content and eLibrary.
- Membership:** Features a 'New Membership' section with an 'Apply' button. A red box highlights the 'Apply' button with a red arrow pointing to it. A note states: "Please note that this 'Apply' button is for applying MII Membership and is not for registering PCE/CELI examinations. NO refund will be entertained for MII Membership fees paid."
- Customer Profile:** A table displaying 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 'Apply' button is highlighted with a red box and a red arrow pointing to it. A note next to the button states: "Please note that this 'Apply' button is for applying MII Membership and is not for registering PCE/CELI examinations. NO refund will be entertained for MII Membership fees paid."

#### 4b. For members who are Renewing or Reactivating MII membership.

Once successfully logged in, either “**Renew**” or “**Reactivate**” button under Membership column will appear. Click on the “**Renew**” or “**Reactivate**” button to continue.


The screenshot shows the MII4U portal dashboard. The browser address bar displays `mii4u.org/llms/`. The dashboard includes a navigation bar with tabs for Registration, Student & Membership, Bursary & Accounting, and e-Learning. A 'Home' link is also present. The main content area is divided into several sections:

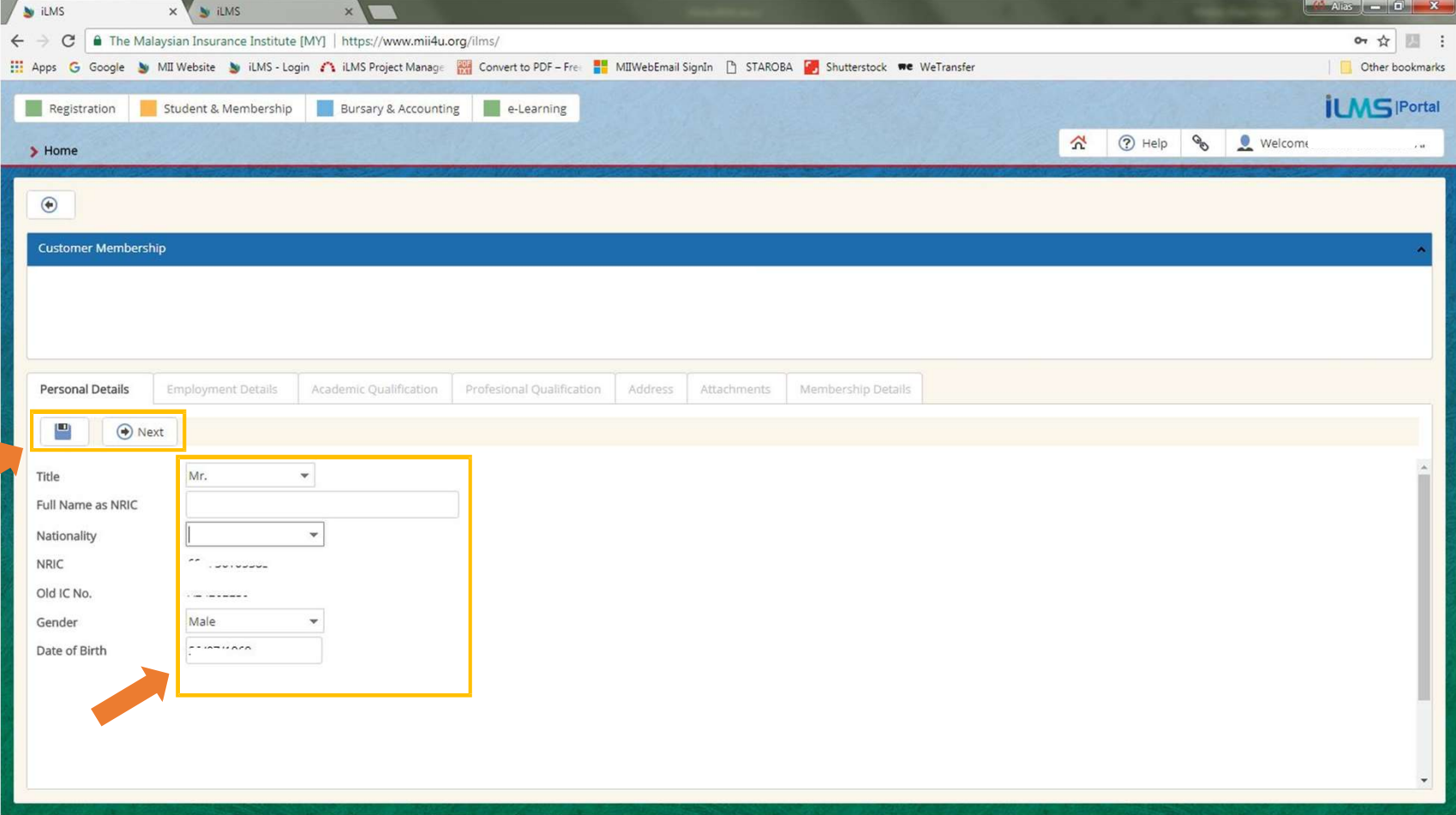
- Login Information:** Displays User ID, Last Login (09/10/2019 02:52 PM), and Role (Student).
- Dashboard:** Contains icons for Online Learning Content, Exam Permit, Exam Result, Student Portal, and MII Website.
- Update Profile:** A button to update the user's profile.
- Customer Profile:** A table displaying 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.
- Membership:** A table showing Membership No., Membership Category, Member Since, Expiry Date, and Status. The Status column contains a red button labeled 'Reactivate', which is highlighted by a yellow box and an orange arrow.

Customer Profile			
Title	Mr.	Religion	Muslim
Full Name as NRIC	ZAIN	Race	MALAY
Nationality	MALAYSIAN	Marital Status	Married
NRIC		Email	@yahoo.com
Old IC No.	29	Mobile Number	013-2
Gender	Male	Registered Agent?	No
Date of Birth	26/09/2017	Agent Code	

Membership	
Membership No.	AFF
Membership Category	Affiliate
Member Since	26/09/2017
Expiry Date	30/06/2019
Status	<b>Reactivate</b>

## 5. 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 'Personal Details' tab is selected. The form contains the following fields:

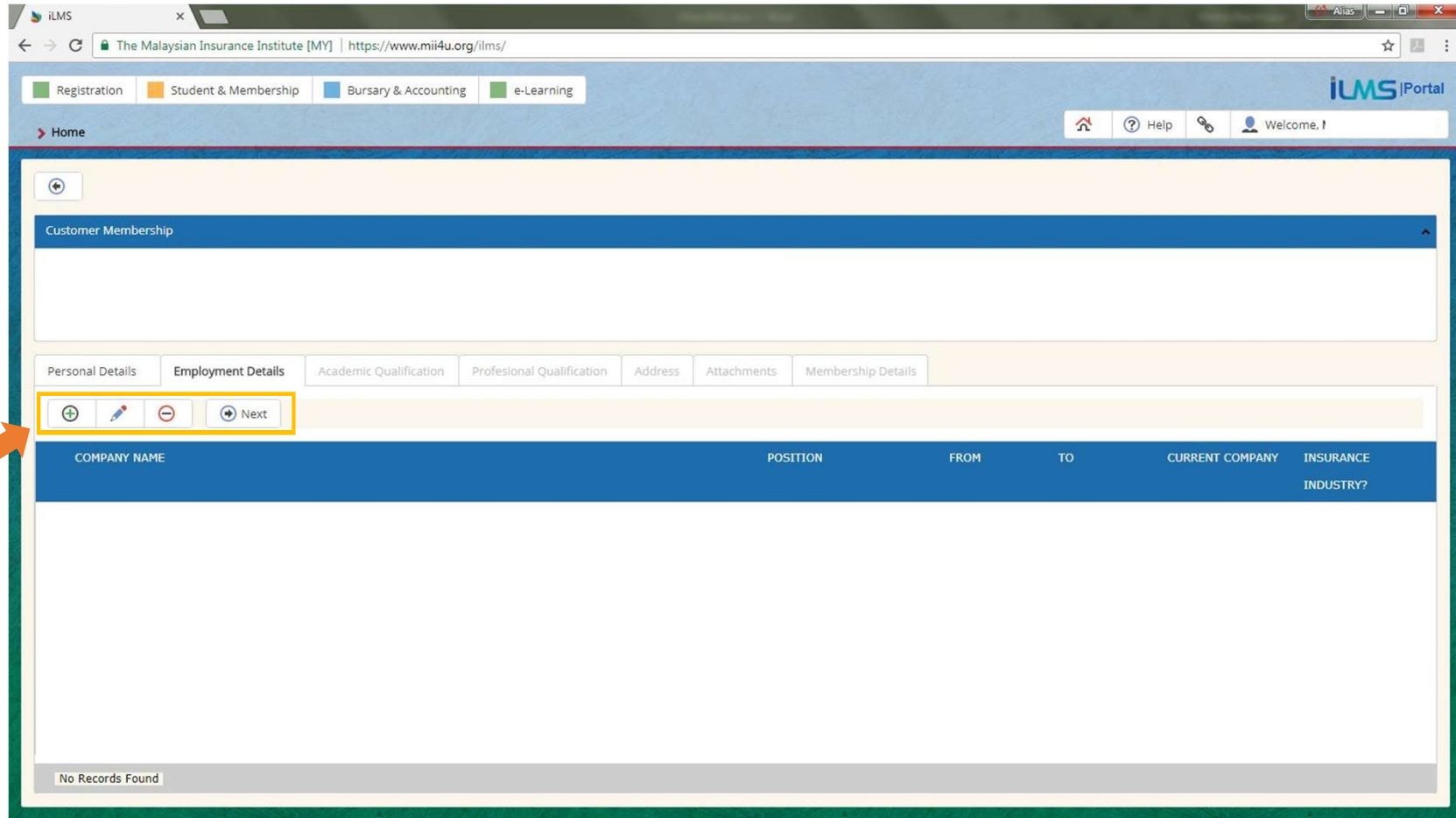
- Title: Mr. (dropdown)
- Full Name as NRIC: [Text input]
- Nationality: [Dropdown]
- NRIC: [Text input]
- Old IC No.: [Text input]
- Gender: Male (dropdown)
- Date of Birth: [Text input]

The 'Save' button (represented by a floppy disk icon) and the 'Next' button are highlighted with orange boxes. An orange arrow points to the 'Save' button, and another orange arrow points to the 'Next' button.

## 6. Complete **Employment Details** *\*(Please complete this one time process, you may edit any details as your wish)*

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

Click the **"Next"** button to continue.



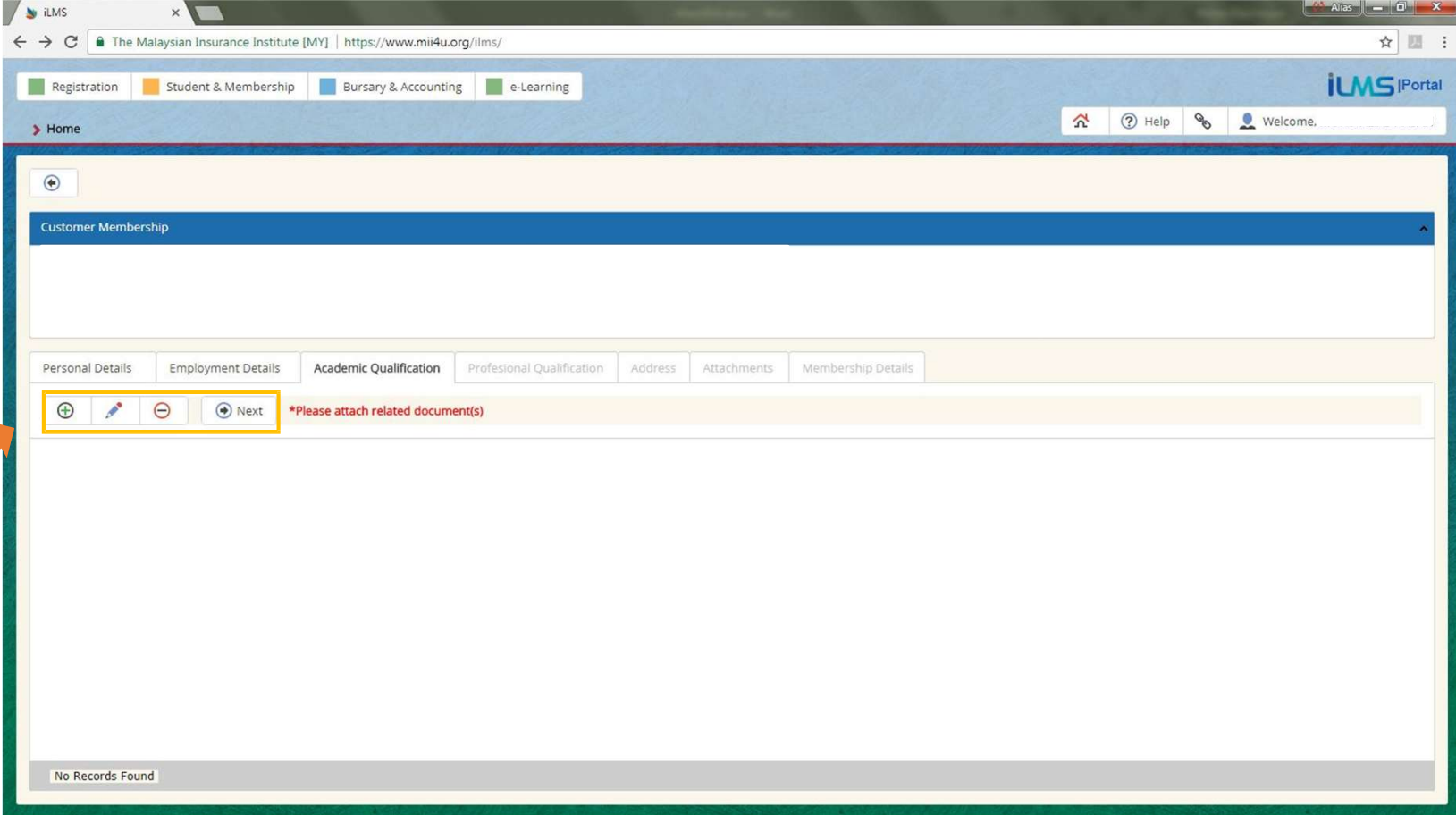
The screenshot shows the iLMS portal interface. The browser address bar displays "The Malaysian Insurance Institute [MY] | https://www.mii4u.org/ilms/". The portal header includes navigation tabs for Registration, Student & Membership, Bursary & Accounting, and e-Learning. A "Home" link and a "Welcome, I" message are also visible. The main content area is titled "Customer Membership" and contains a tabbed interface with "Employment Details" selected. Below the tabs, there is a toolbar with icons for adding, editing, deleting, and a "Next" button. An orange arrow points to the "Next" button. Below the toolbar is a table with the following headers: COMPANY NAME, POSITION, FROM, TO, CURRENT COMPANY, INSURANCE, and INDUSTRY?. The table body is empty, and a "No Records Found" message is displayed at the bottom.

COMPANY NAME	POSITION	FROM	TO	CURRENT COMPANY	INSURANCE	INDUSTRY?
No Records Found						

## 7. Complete Academic Qualification Details *\*(Please complete this one time process, you may edit any details as your wish)*

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

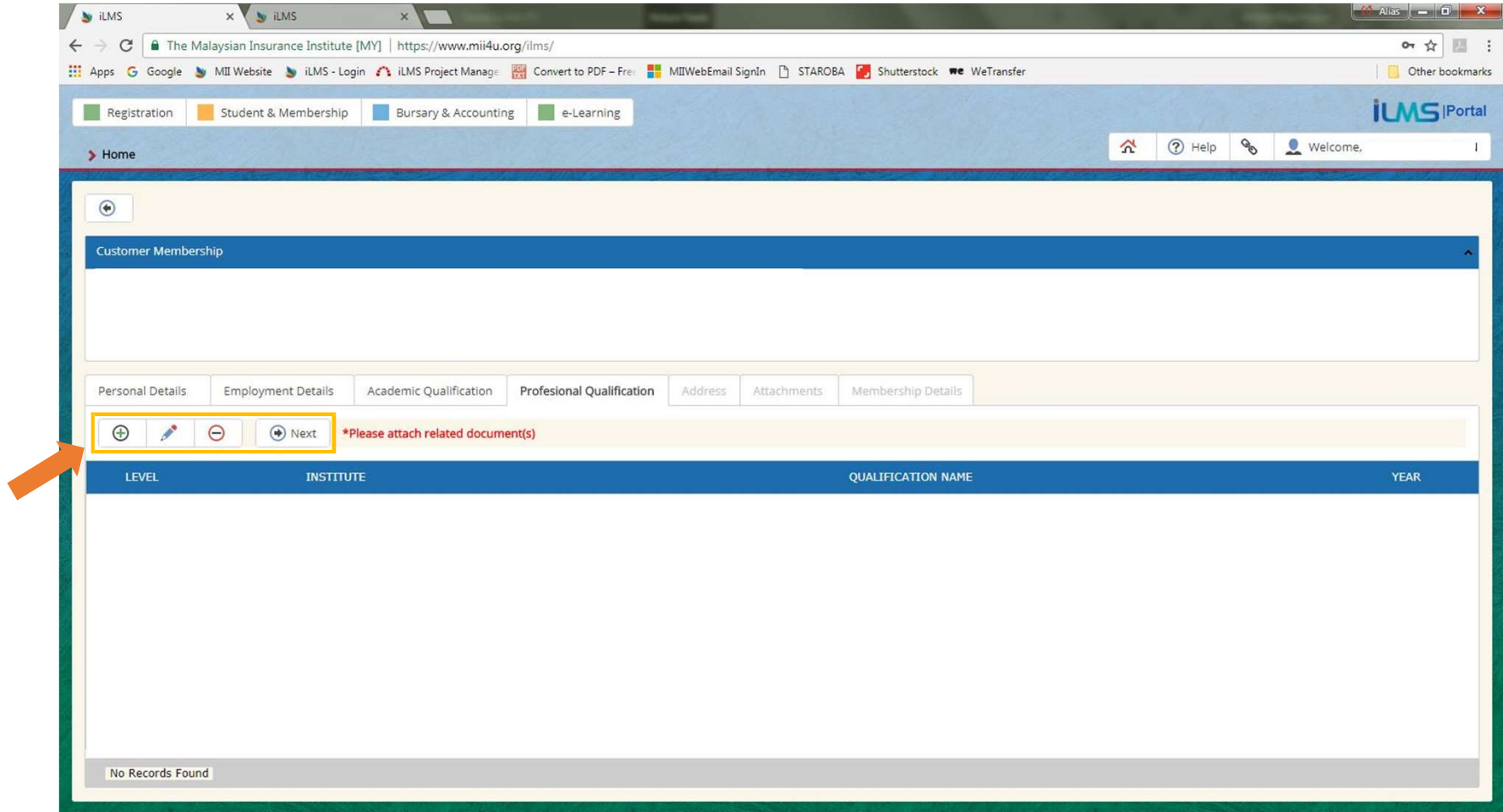
Click the **"Next"** button to continue.



The screenshot displays the iLMS portal interface. The top navigation bar includes tabs for Registration, Student & Membership, Bursary & Accounting, and e-Learning. The main content area is titled 'Customer Membership' and features a tabbed interface. The 'Academic Qualification' tab is active, showing a toolbar with icons for adding (+), editing (pencil), deleting (-), and a 'Next' button. An orange arrow points to the 'Next' button. To the right of the toolbar is a red text prompt: '\*Please attach related document(s)'. The bottom of the page shows a grey bar with the text 'No Records Found'.



**8. Complete *Professional Qualification Details*** *\*(Please complete this one time process, you may edit any details as your wish)*  
Fill in your details. Once finished, click the **"Save"** button (  ).  
Click the **"Next"** button to continue.



The screenshot shows the iLMS Portal interface. The top navigation bar includes links for Registration, Student & Membership, Bursary & Accounting, and e-Learning. The main content area is titled "Customer Membership" and contains a tabbed interface with the following tabs: Personal Details, Employment Details, Academic Qualification, Professional Qualification (selected), Address, Attachments, and Membership Details. Below the tabs, there is a section for adding new qualifications. This section includes a row of buttons: a plus icon, an edit icon, a minus icon, and a "Next" button. An orange arrow points to the "Next" button. To the right of these buttons is a red text prompt: *\*Please attach related document(s)*. Below this is a table with the following headers: LEVEL, INSTITUTE, QUALIFICATION NAME, and YEAR. The table is currently empty, and a message at the bottom states "No Records Found".

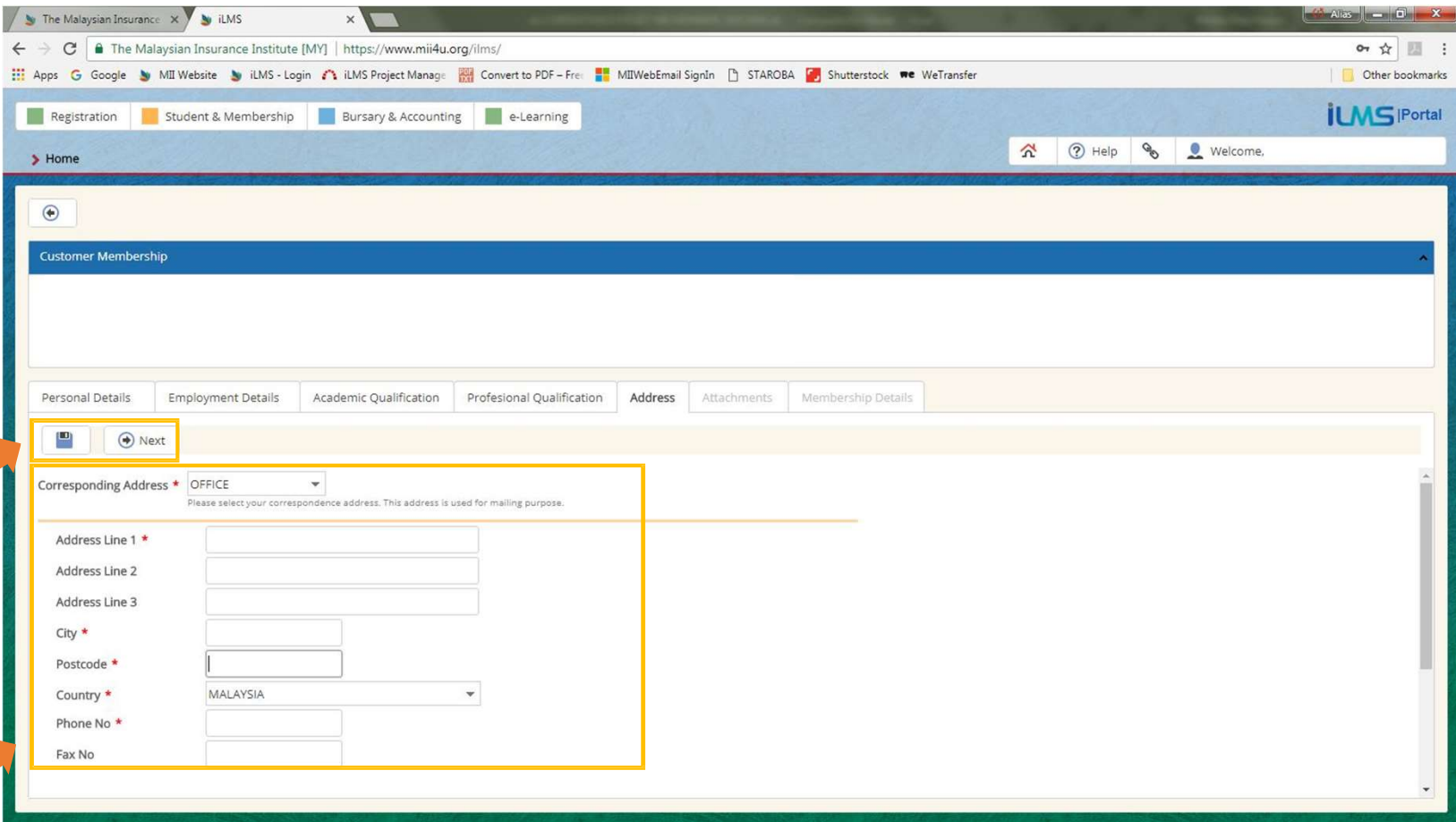
LEVEL	INSTITUTE	QUALIFICATION NAME	YEAR
-------	-----------	--------------------	------

No Records Found

## 9. Complete **Address Details** *\*(Please complete this one time process, you may edit any details as your wish)*

Fill in necessary 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 portal header includes navigation links for Registration, Student & Membership, Bursary & Accounting, and e-Learning. The main content area is titled "Customer Membership" and features a tabbed interface with the following tabs: Personal Details, Employment Details, Academic Qualification, Profesional Qualification, Address, Attachments, and Membership Details. The "Address" tab is currently selected. Below the tabs, there are two buttons: a "Save" button (represented by a floppy disk icon) and a "Next" button (represented by a right-pointing arrow). Two orange arrows point to these buttons. The form fields are as follows:




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

## 10. Upload Customer Academic/Professional Qualification Details

*\*(Please complete this one time process, you may edit any details as your wish)*

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

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

## 11. Select Membership Category, then complete the Confirmation & Declaration section.

\*(Please complete this one time process, you may edit any details as your wish)

For new applicant/upgrade, please select your membership category accordingly (refer to the description below).

Then please complete the Confirmation & Declaration section. (For new/renewal/reactivate members)

Once finished, click the **“Submit”** button to continue to the payment page.

The screenshot shows the MII Membership Application form. The 'Category' dropdown is highlighted with an orange box and an arrow. The 'Applicant's Confirmation and Declaration' section is also highlighted with an orange box and an arrow.

**Membership Application**

Registration Type: New

Category: \*

Individual Fee (RM):

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 hereto 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. \*

CATEGORY	LEVEL	REQUIREMENT
Individual Member	Fellow	<ul style="list-style-type: none"> <li>Completed the Fellowship of The Malaysian Insurance Institute (FMII).</li> <li>Engaged or employed in the insurance industry for at least four (4) years.</li> </ul>
	Senior Associate <b>(NEW)</b>	<ul style="list-style-type: none"> <li>Has completed AMII Level 2</li> </ul>
	Associate	<ul style="list-style-type: none"> <li>Has completed AMII Level 1</li> </ul>
	Certificate <b>(NEW)</b>	<ul style="list-style-type: none"> <li>Successfully completed the Professional Certification programmes offered by MII.</li> </ul>
	Ordinary	<ul style="list-style-type: none"> <li>All individuals engaged or employed in an insurance related field or in the financial services sector.</li> <li>Has a recognised professional qualification or degree in any discipline.</li> </ul>

CATEGORY	LEVEL	REQUIREMENT
Affiliate	Individual	<ul style="list-style-type: none"> <li>All individuals engaged or employed in an insurance related field or in the financial services sector.</li> </ul>
	Student & Educator	<ul style="list-style-type: none"> <li>Open to all active students, undergraduates, lecturers, teachers of educational institutions recognised by the Ministry of Education (MOE) or Ministry of Higher Education (MOHE).</li> <li>This category is not applicable for MII students.</li> </ul>

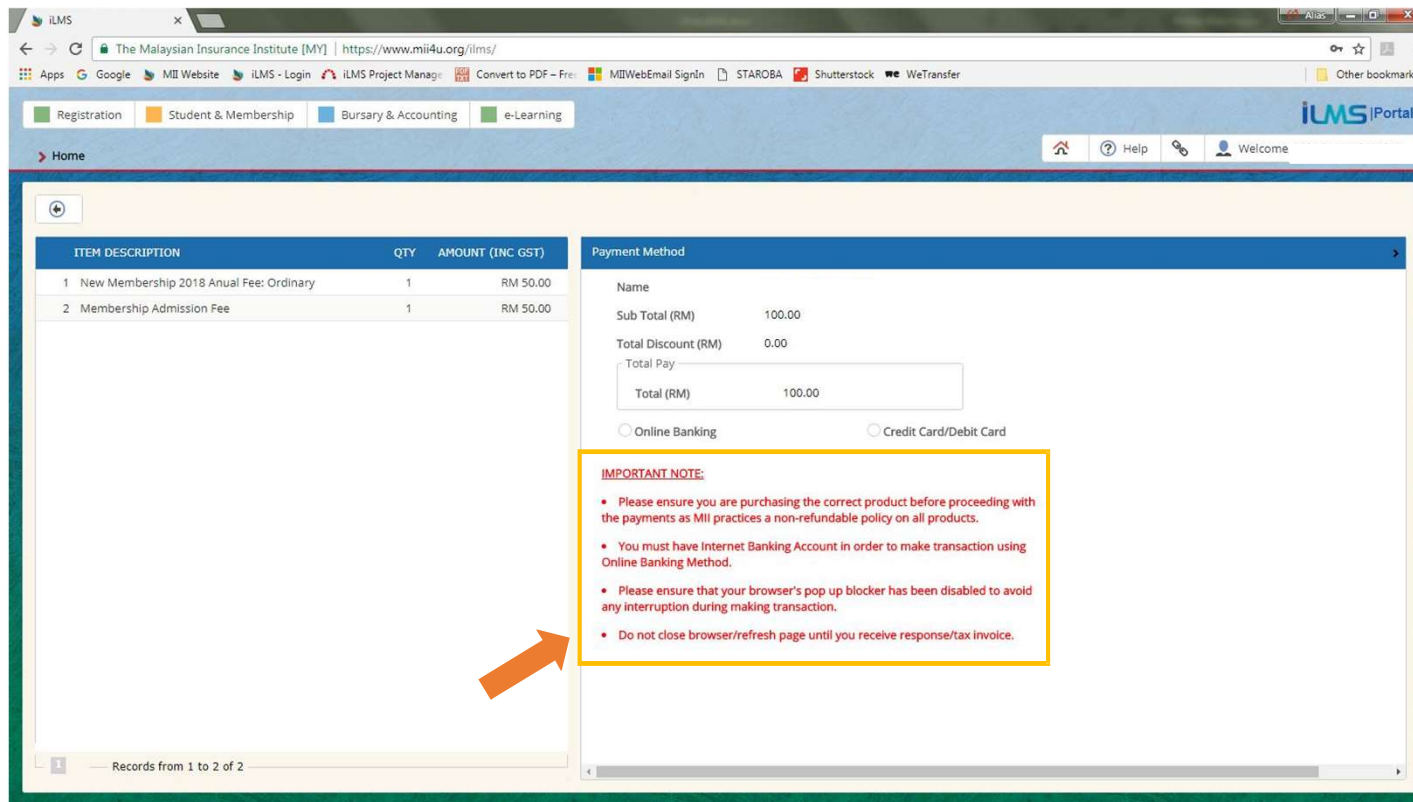
\*For more details on MII Membership Categories, please visit :

<https://www.insurance.com.my/membership/becomeourmember>

**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.

## 12. Payment Process

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



The screenshot displays the iLMS payment process interface. The browser address bar shows the URL <https://www.mii4u.org/ilms/>. The page header includes navigation links for Registration, Student & Membership, Bursary & Accounting, and e-Learning. The main content area is divided into two sections: a table of items and a payment method section.

ITEM DESCRIPTION	QTY	AMOUNT (INC. GST)
1 New Membership 2018 Annual Fee: Ordinary	1	RM 50.00
2 Membership Admission Fee	1	RM 50.00

The payment method section includes the following details:

- Name: [Blank]
- Sub Total (RM): 100.00
- Total Discount (RM): 0.00
- Total Pay: [Blank]
- Total (RM): 100.00

Payment Method options: ☐ Online Banking ☐ Credit Card/Debit Card

**IMPORTANT NOTE:**

- Please ensure you are purchasing the correct product before proceeding with the payments as MII practices a non-refundable policy on all products.
- 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.

An orange arrow points to the important note box. The footer of the page indicates "Records from 1 to 2 of 2".

**Upon successful transaction, a payment receipt will be issued and can manually be printed.**