

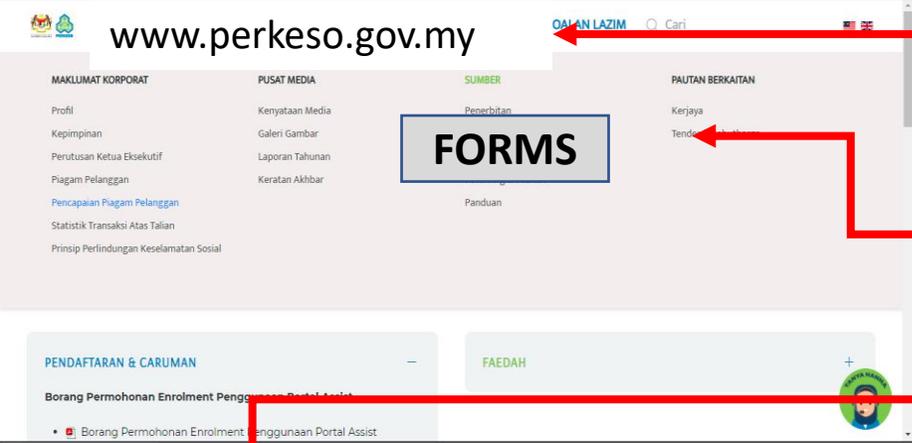


ASSIST

Quick Reference Guides  
(QRG)



# QRG 1 : ID Application & PORTAL ASSIST Login



1 Visit PERKESO's Website at [www.perkeso.gov.my](http://www.perkeso.gov.my)

2 Click **ABOUT US** and click **FORMS**

3 Download & fill in the forms

4 Email *Borang Permohonan Enrolment Penggunaan Portal ASSIST* to [idportal@perkeso.gov.my](mailto:idportal@perkeso.gov.my)

5 Login to the ASSIST Portal <https://assist.perkeso.gov.my/employer/login> using the ID that has been emailed to you

6 Key in registered **EMAIL ADDRESS**. Click **NEXT**.

7 Key in **TEMPORARY PASSWORD** as per notification email. Click **LOGIN**.

- ### REGISTRATION AND CONTRIBUTIONS
- Borang Permohonan Enrolment Penggunaan Portal Assist
  - Borang 1 - Pendaftaran Majikan
  - Borang 2- Borang Pendaftaran Pekerja atau;
  - Borang Pendaftaran Pekerja Asing atau;
  - Borang Pendaftaran Pekerja Domestik
  - Borang SIP 1 - Pendaftaran Majikan
  - Borang SIP 2 - Pendaftaran Pekerja

[idportal@perkeso.gov.my](mailto:idportal@perkeso.gov.my)



# QRG 1 : Activation ID Portal



Salam Sejahtera,  
 Terima kasih kerana mendaftar akaun portal PERKESO.  
 Dimaklumkan bahawa pendaftaran anda untuk menggunakan portal PERKESO telah diluluskan.  
 Sila login ke aplikasi portal PERKESO dengan menggunakan nama pengguna dan kata laluan sementara seperti berikut :-

URL Portal	<a href="https://assist.perkeso.gov.my/employer/login">https://assist.perkeso.gov.my/employer/login</a>
Nama Pengguna	qrgperkeso@yopmail.com
Kata Laluan Sementara	x9CXx6Kz

1 Temporary Password will be sent thru email after id portal registered

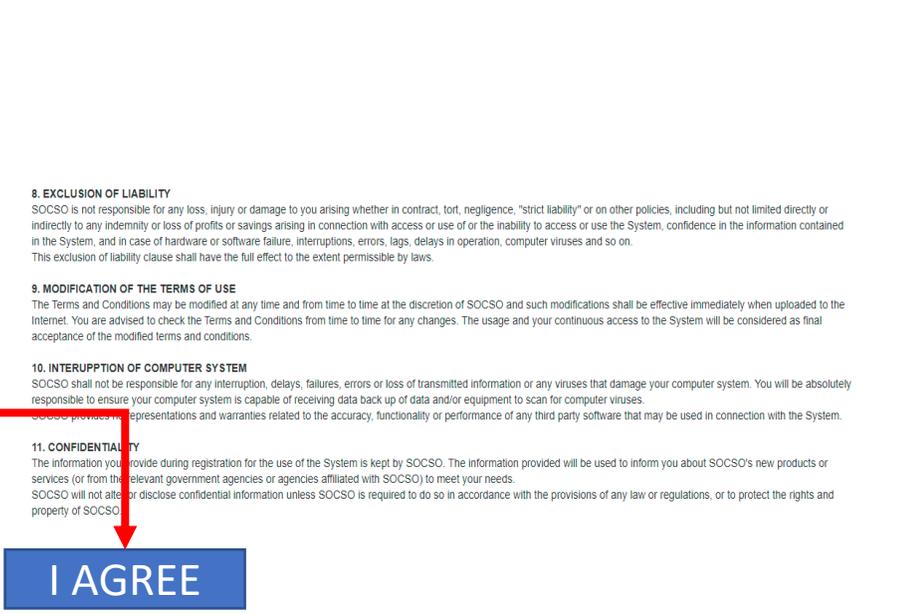
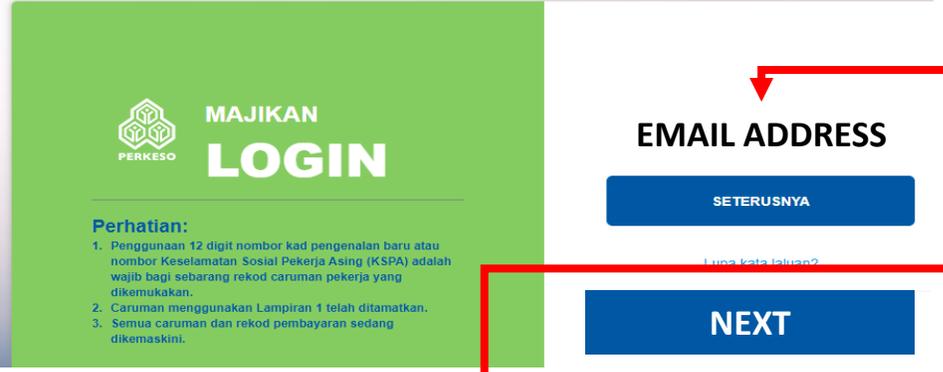
2 Click URL Portal : <https://assist.perkeso.gov.my/employer/login>

3 Insert email and click NEXT

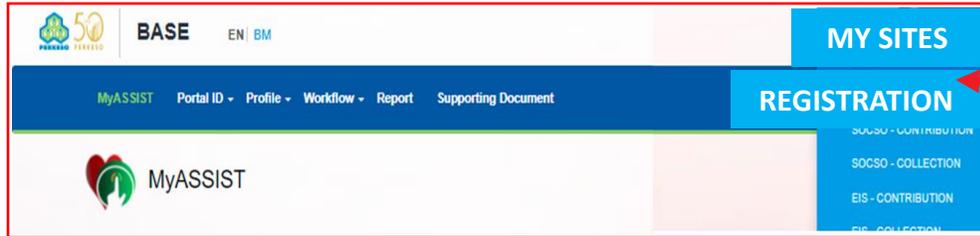
4 Please check your SPAM or junk mail folder if you are expcting a reply and can't find it in your inbox

5 Insert Temporary Passord and click LOGIN

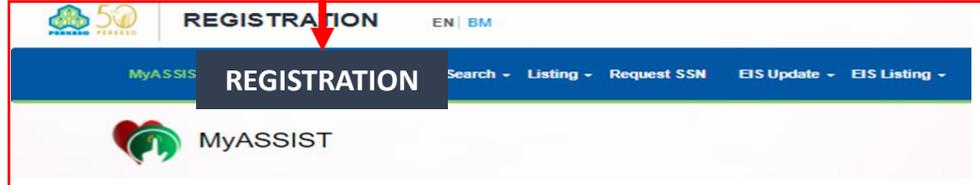
6 Click **I Agree** after read terms and conditions for using ASSIST Portal



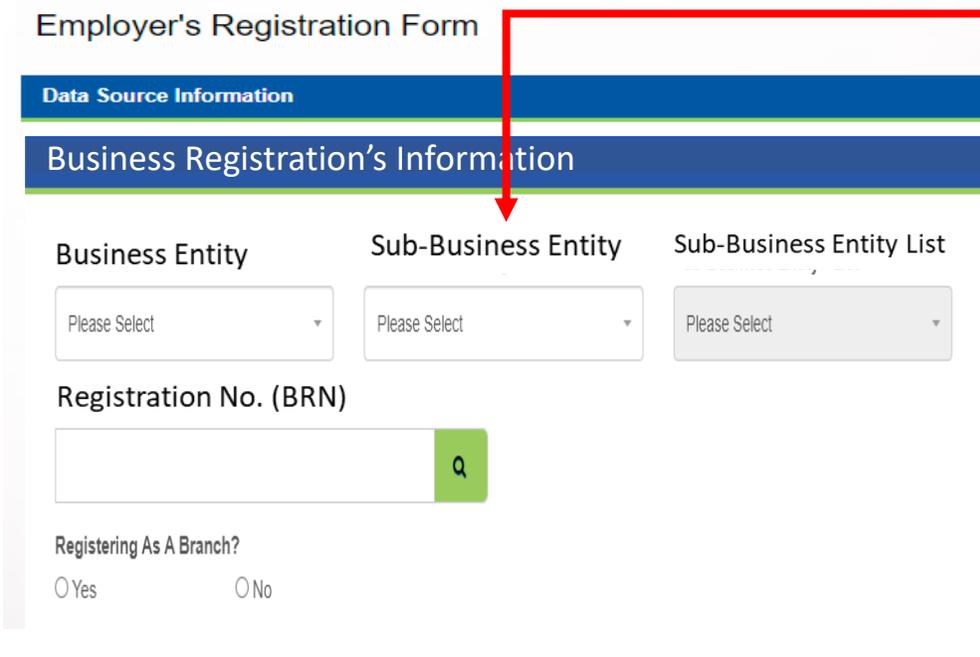
# QRG 2 : Employer Registration (To obtain Employer Code)



1 Click **MY SITES** and select **REGISTRATION**



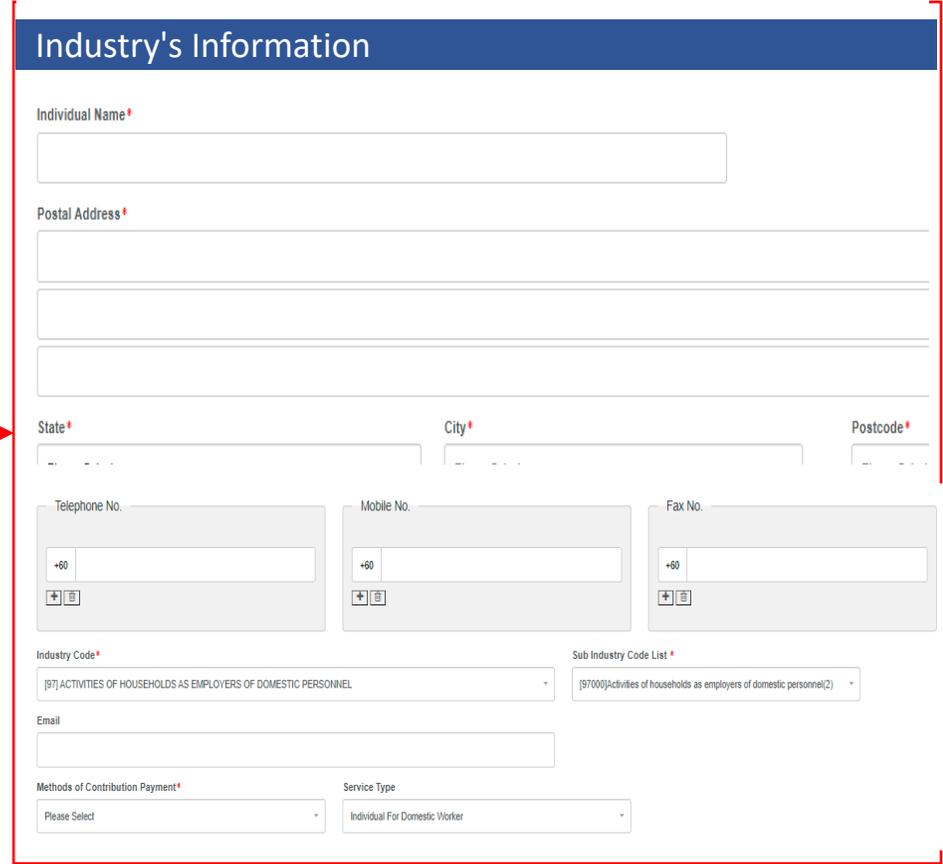
2 Click **REGISTRATION**



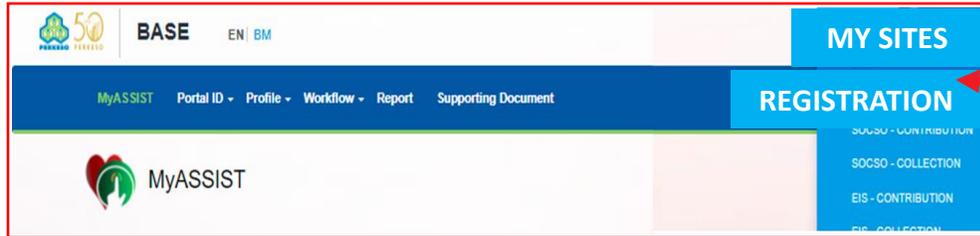
3 **Business Registration's Information.** Select and fill in registration information:  
*i) Business Entity*  
*ii) Sub-Business Entity*  
*iii) Sub-Business Entity-List*  
*iv) Registration Number (BRN)*

4 **Industry's Information.** Select and fill in employer information

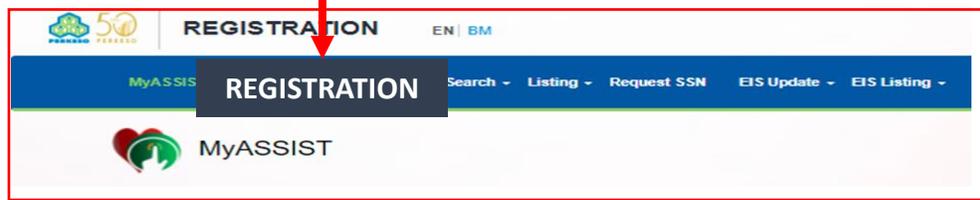
5 **Induction Information.** Select Induction Venue. Click **SAVE & CONTINUE**



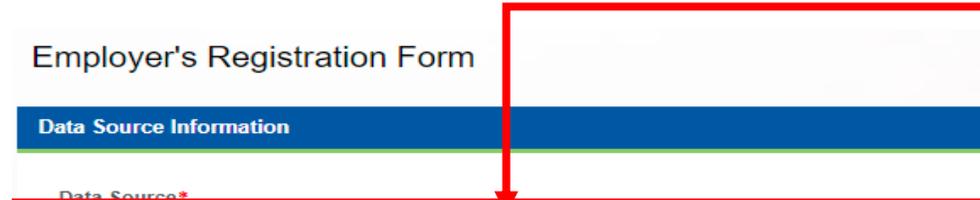
# QRG 2 : Employer Registration – with domestic workers only



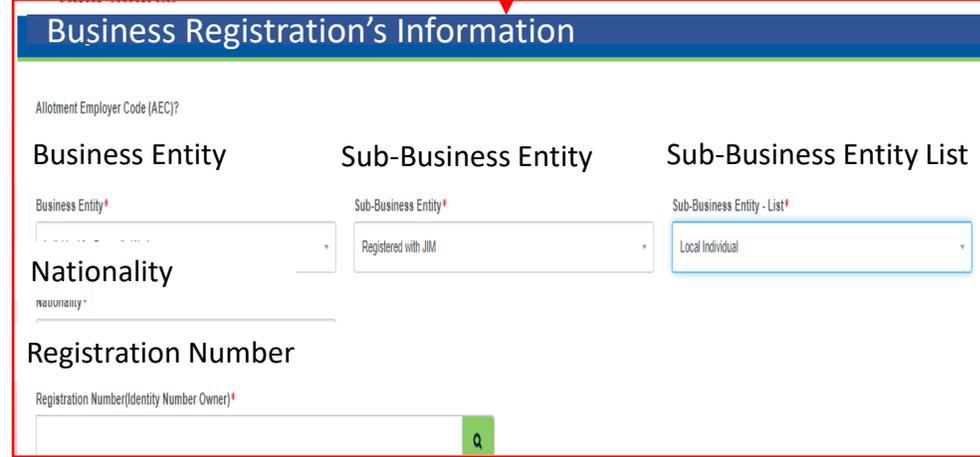
1 Click **MY SITES** and select **REGISTRATION**



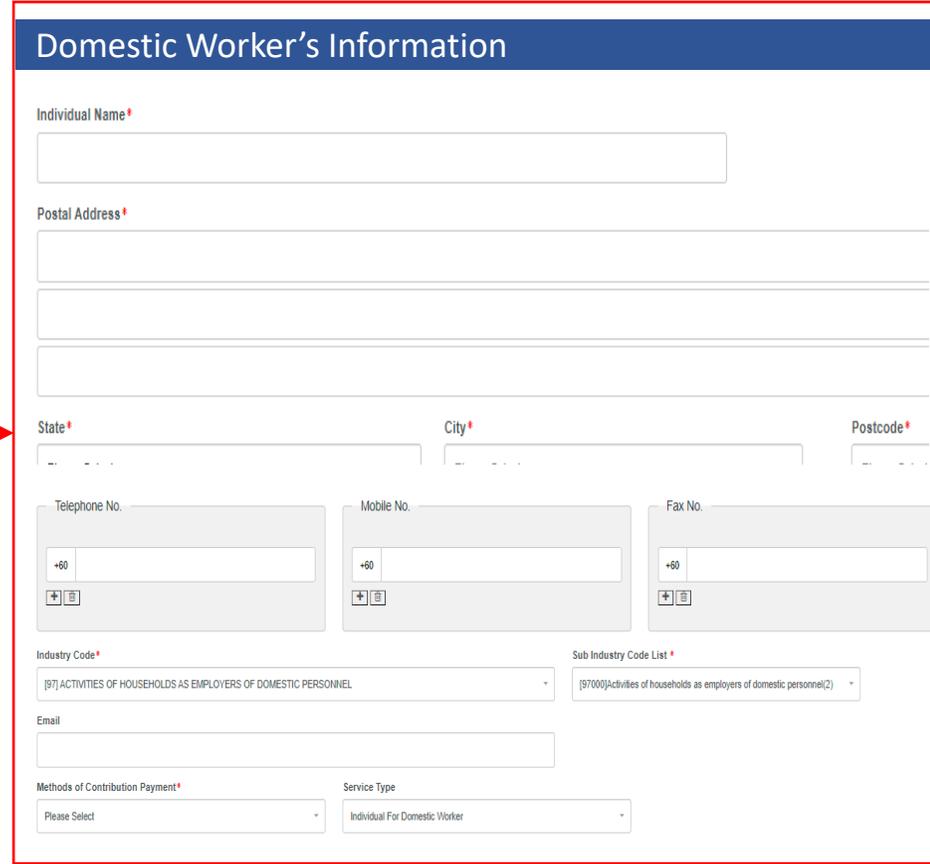
2 Click **REGISTRATION**



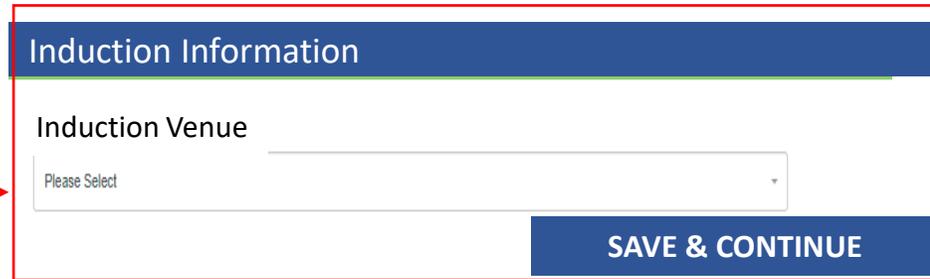
3 **Business Registration's Information.** Select and fill in registration information:  
i) *Business Entity : Individual for Domestic Worker*  
ii) *Sub-Business Entity*  
iii) *Sub-Business Entity-List*  
iv) *Nationality*  
v) *Registration Number*



4 **Domestic Worker's Information.** Select and fill in employer information



5 **Induction Information.** Select Induction Venue. Click **SAVE & CONTINUE**



# QRG 3 : (i) New Worker / Domestic Local Registration

Employer Information Employee Information Upload Supporting Document

Form 2 - Employee's Registration Form

## New Employee(s) Listing

Reference ID  
CRN06202100125762

ADD EMPLOYEE

Add Employee Information

**1**  
**New Employee(s) Listing.**  
Click **ADD EMPLOYEE**

**2**  
**Search Existing Employee.**  
i. Key In **Identification No.** Click   
ii. If Name doesn't appear in the screen, Tick **Register New Employee**

**3**  
**Employee Information.**  
Fill in all the mandatory employee information ()

**4**  
**Employee Application Status.**  
Click **SAVE**

**5**  
**New Employee(s) Listing.**  
Employee information has been updated. Repeat Step 1-4 to add additional employee.

### Employee Application Status

Status

None

SAVE

### New Employee(s) Listing

ADD EMPLOYEE

No.	Identification Type	Identification No. 	Date of Birth	Name of Employee 	Gender (M/F)	Application Status	Employment Start Date	Action
1	New IC No.	901225085344	25/12/1990	ABC	Female	None	01/06/2021	 

Note:  
Local domestic workers who are still covered under any insurance relating to employment injury and invalidity before 1 June 2022 are not required to register. Starting from 1 June 2022, all local domestic workers must be registered with SOCSO.

## Search Employee that has been registered before

Identification Type \*

Identification No. 

New IC No.

## Employee Information

### Register New Employee

Ident...

New IC No.

Old Identification No.

Name of Employee 

Date of Birth \*

Gender (M/F)

Male  Female

# QRG 3 : (ii) New Foreign / Domestic Foreign Worker

Employer Information | **Employee Information** | Upload Supporting Document

Form 2 - Employee's Registration Form

Reference ID  
CRN06202100125762

**New Foreign Employee(s) Listing**

**ADD FOREIGN EMPLOYEE**

Add Foreign Employee Information

**1** **New Foreign Employee(s) Listing. Click ADD FOREIGN EMPLOYEE**

**2** **Search Existing Employee.**  
i. Key In **Identification No.**. Click   
ii. If **Name doesn't appear in the screen**, Tick **Register New Foreign Employee**

**3** **Foreign Employee Information**  
Fill in all the mandatory information (  )

**4** **Validity Period of Passport & Pass/Permit.** Fill in Passport & Pass/Permit information.

**5** **Particulars of Next of Kin.** Fill in all the information

**6** **New Foreign Employee(s) Listing.** Employee information updated. Repeat Step 1-4 to add additional foreign employee.

Note:  
Foreign domestic worker who are still covered under any insurance relating to employment injury and invalidity before 1 June 2022, all foreign domestic workers must be registered with SOCSO.

**Search Existing Employee**

Identification Type \*  
SSFW / SSFDW Foreign Worker No.

Identification No. 

**Foreign Employee Information**

Register New Foreign Employee

SSFW / SSFDW Foreign Worker No.

Name of Employee \*  Date of Birth \*

Gender (M/F) \*  
 Male  Female

Relationship with Employee \*

**Validity Period of Passport**

Passport No.\*  Passport Start Date\*  Passport End Date\*

Upload Passport  
 Choose File No file chosen

**Validity Period of Pass/Permit**

Pass/Permit No.  Pass/Permit Start Date  Pass/Permit End Date

Upload Pass/Permit  
 Choose File No file chosen

**Particulars of Next of Kin**

Name  Phone No.

Relationship with Employee

**Foreign Employee Application Status**

None

**SAVE**

**New Foreign Employee(s) Listing**

**ADD FOREIGN EMPLOYEE**

No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Gender (M/F)	Application Status	Employment Start Date	Action
1	New IC No.	901225085344	25/12/1990	ABC	Female	None	01/06/2021	 

# QRG 4 : Upload Supporting Document

Upload Supporting Document

Supporting Document(s) Checklist

- Copy of Identity Card
- Domestic Worker Registration Form

Download Generated Supporting Document(s)

- [Borang SIP 1.pdf](#)
- [Borang Pendaftaran DS.pdf](#)

Uploaded Supporting Document(s) Listing

**ADD DOCUMENT**

Supporting Document

Description

Please Select

Please Select

- Copy of Identity Card
- Domestic Worker Registration Form
- Form 1 - Employer Registered
- Form 2 - Employee Registered / Foreign Worker Registration Form
- Others
- Borang SIP 1

**ADD DOCUMENT**

**1**

**Upload Supporting Document(s) Checklist.**  
Click **ADD DOCUMENT**

**2**

**Supporting Document.**  
Select supporting document.  
Click **ADD DOCUMENT**

**3**

i) Click **Choose File.**  
ii) Click **ADD DOCUMENT**

**4**

Click **SUBMIT** and Click **CONFIRM**

**REGISTRATION IS SUCCESSFUL**



Supporting Document

Description

Copy of Identity Card

**Choose File** Without CMT Logo.png

Remarks

**ADD DOCUMENT**

Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks
1	<a href="#">Etika Sidang Video - Without CMT Logo.png</a>	Copy of Identity Card	
2	<a href="#">Etika Sidang Video - Without CMT Logo.png</a>	Domestic Worker Registration Form	
3	<a href="#">Etika Sidang Video - Without CMT Logo.png</a>	Form 1 - Employer Registered	

**SUBMIT**

Proceed for Submission?

**CANCEL** **CONFIRM**

MyASST Registration Update Search Listing Request SSN EIS Update EIS Listing

Registration Is Successful.

Employer Name  
**MAY**

Employer Code  
**A3702171474Y**

This employer does not have an email address. Please print the list below for the employer.

- [LETTER OF REGISTRATION ACKNOWLEDGEMENT.pdf](#)
- [LETTER OF INDUCTION.pdf](#)
- [LETTER OF SUCCESSFUL REGISTRATION.pdf](#)
- [LETTER OF EIS REJECTION.pdf](#)

**OK**

# QRG 5 : Update Employee Contribution - Act 4



**MY SITES**

- BASE
- REGISTRATION
- SOCOSO CONTRIBUTION**
- SOCOSO COLLECTION
- ES - CONTRIBUTION
- ES - COLLECTION

**Employer Contribution**

**Add Contribution**

Employer Name: WISEYES SOLUTIONS SDN. BHD.  
Employer Code: E1100050233Z

**Employer Contribution Pending List**

Employer Code	Employer Name	Contribution Month	Type	Action
E1100050233Z	WISEYES SOLUTIONS SDN. BHD.	08/2017	Arrears	
E1100050233Z	WISEYES SOLUTIONS SDN. BHD.	04/2017	Arrears	

ARREARS CONTRIBUTION   SHORT CONTRIBUTION   TEXT FILE

- 1 Click **MY SITES**. Select **SOCOSO CONTRIBUTION**
- 2 Click menu **Employer Contribution**. Select **Add Contribution**
- 3 **Employer Contribution Pending List**. Click to update employee contribution record
- 4 Click to update employee contribution record
- 5 Click **SAVE DRAFT** and click **COMPLETE**
- 6 Click **SUBMIT** and click **CONFIRM**

No.	Identification Type	Identification No.	Employee Name	Status	Start/End Date	Salary (RM)	Amount (RM)	Action
1	New IC Identification	7512110145679	BEH YOU HONG	--		0.00	0.00	
8	New IC Identification	851211016172	TAN SIN JYE	--		0.00	0.00	

PAGE 1 OF 1   10 ITEMS PER PAGE   Showing 8 results

Total Employee(s): 1  
Total Contribution Amount (RM): 43.90

BACK   **SAVE DRAFT**   **COMPLETE**

Medium	Employer Code	Employer Name	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details	Action
8A	E1100050233Z	WISEYES SOLUTIONS SDN. BHD.	08/2017	Arrears	1	43.90	Complete	

Total Contribution Amount (RM): 43.90

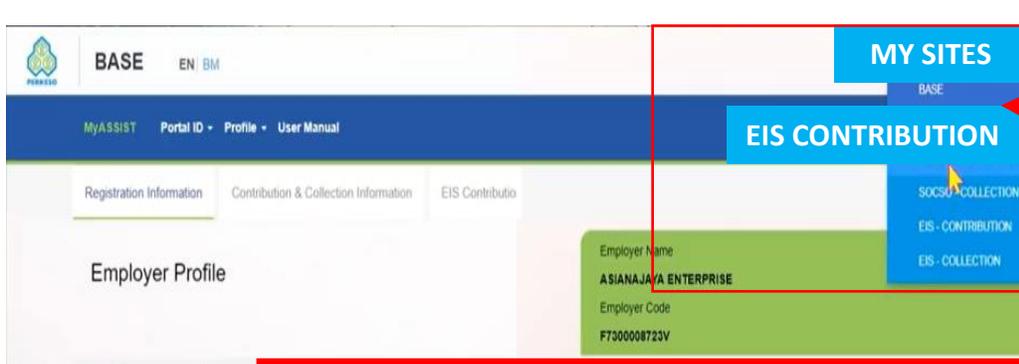
**Confirmation**

Proceed for Submission?

**CANCEL**   **CONFIRM**

**SUBMIT**

# QRG 6 : Update Employee Contribution Act 800



MY SITES  
BASE  
EIS CONTRIBUTION  
SOCSO COLLECTION  
EIS - CONTRIBUTION  
EIS - COLLECTION

1 Click **MY SITES** and Select **EIS CONTRIBUTION**

2 Click menu **Employer Contribution** and select **Add Contribution (Data Entry)**



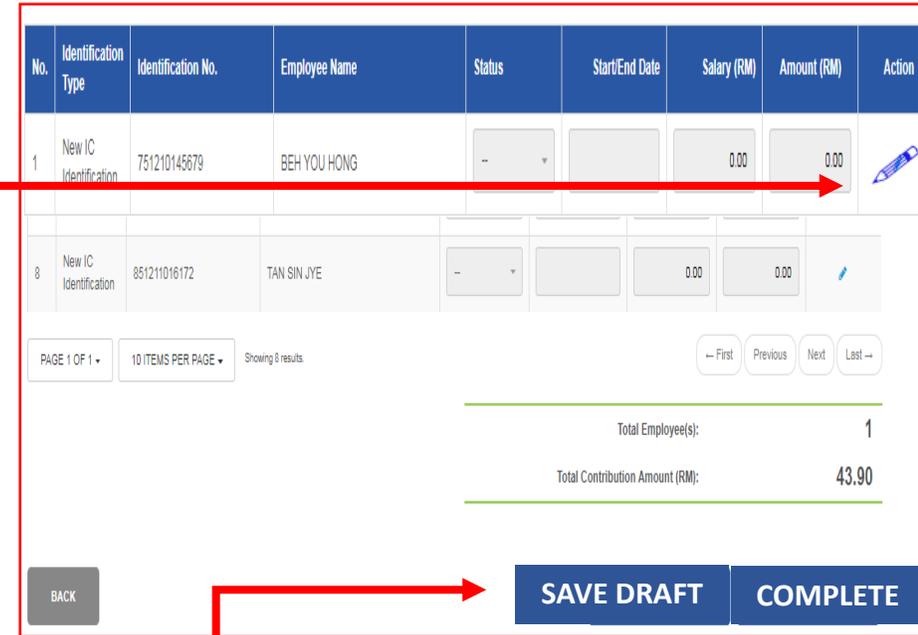
EIS - CONTRIBUTION  
My Sites MUHAMAD HAFIZ BIN SHAMSU  
Employer Contribution  
Add Contribution (Data Entry)

3 **Employer Contribution Pending List.** Click  to update employee contribution data

4 Click  to update employee contribution data

5 Click **SAVE DRAFT** and Click **COMPLETE**

6 Click **SUBMIT** and Click **CONFIRM**

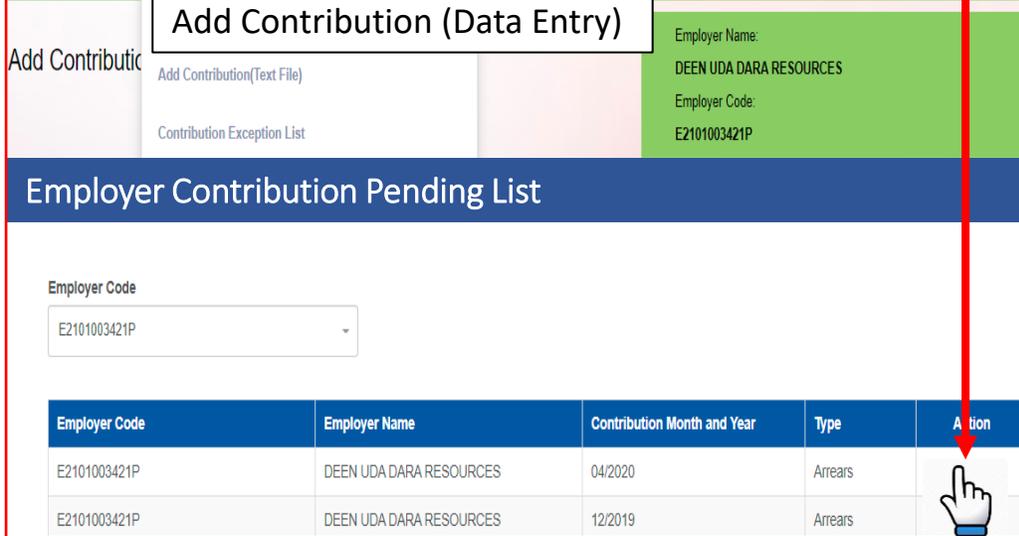


No.	Identification Type	Identification No.	Employee Name	Status	Start/End Date	Salary (RM)	Amount (RM)	Action
1	New IC Identification	751210145679	BEH YOU HONG	--		0.00	0.00	
8	New IC Identification	851211016172	TAN SIN JYE	--		0.00	0.00	

PAGE 1 OF 1 | 10 ITEMS PER PAGE | Showing 8 results

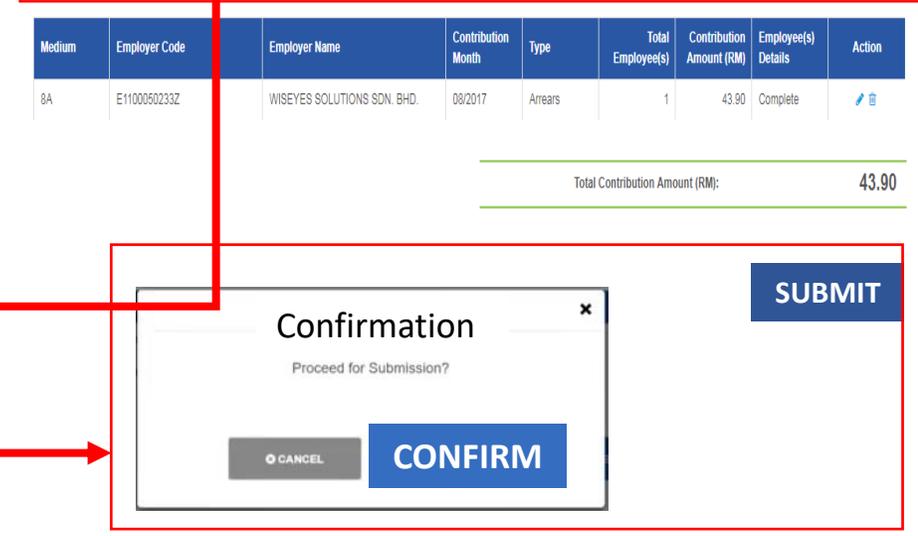
Total Employee(s): 1  
Total Contribution Amount (RM): 43.90

BACK SAVE DRAFT COMPLETE



Employer Code: E2101003421P

Employer Code	Employer Name	Contribution Month and Year	Type	Action
E2101003421P	DEEN UDA DARA RESOURCES	04/2020	Arrears	
E2101003421P	DEEN UDA DARA RESOURCES	12/2019	Arrears	



Confirmation  
Proceed for Submission?

CANCEL CONFIRM

# QRG 7 : Online Payment (FPX)

**Acknowledgement Contribution Received**

ECR No.	Employer Code	Employer Name	Medium	Contribution Month	Type	Employee(s)	Total Contribution Amount (RM)	Employee(s) Details
ECR062180000332	E1302001222A	D'HOPE MARRIAGE SDN BHD	8A	06/2018	Monthly	5	61.00	Complete

Total Contribution Amount (RM): 61.00

**PROCESS TO PAYMENT**

Online Portal Payment

Employer Name: D'HOPE MARRIAGE SDN BHD  
Employer Code: E1302001222A

Online Portal Payment

**Payment Information**

No.	ECR No.	Contribution Type	Amount (RM)	Total (RM)
1	ECR062180200002	SIP Contribution	43.00	43.00
8	ECR062180000316	SIP Contribution	172.10	172.10
9	ARCxxxxxx	SIP Contribution	172.10	172.10
10		SIP Contribution	172.10	172.10

PAGE 1 OF 3 | 10 ITEMS PER PAGE | Showing 1 - 10 of 27 results.

**ADD TO CART (iii)**

**PROCESS TO SUMMARY (iv)**

Online Portal Payment

Employer Name: D'HOPE MARRIAGE SDN BHD  
Employer Code: E1302001222A

**Payment Cart**

Total Amount (RM): 79.00

**CONTINUE**

- 1 Click **PROCESS TO PAYMENT**
- 2
  - i) Select **ACR/ECR**
  - ii) Click to review contribution data
  - iii) Click **ADD TO CART**
  - iv) Click **PROCESS TO SUMMARY**
- 3 Click **CONTINUE**
- 4
  - i) Fill in payment info: **Business Model : Personal to Corporate/ Corporate to Corporate, Emel and Bank**
  - ii) Click **Proceed**
- 5 Click **RECEIPT** to download the receipt if payment is successful.
- 6 Click **END**

Online Portal Payment

Employer Name: TOBETOBE  
Employer Code: E1101100932Z

**FPX Payment**

Payment Amount (RM): 88.80

**(i) Business Model**

**Bank List**

Email Address: yukitobe123@gmail.com

**(ii) PROCEED**

Online Portal Payment

Employer Name: TOBETOBE  
Employer Code: E1101100932Z

**Payment Status**

Transaction Status:	SUCCESSFUL
FPX Transaction ID:	1711262231080524
Date & Time:	26/11/2017 10:42:33 PM
Seller Order No.:	20171126223007_091
Buyer Bank:	SBI Bank A
Transaction Amount (RM):	MYR 88.80
Transaction Code:	00

**RECEIPT**

Online Portal Payment

**Receipt Generated**

No.	Receipt No.	Employer Code	Employer Name	Payment Amount(RM)	Action
1	20170000001466	E1101100932Z	TOBETOBE	88.80	

**New FCLB Notice Generated**

No.	Employer Code	Employer Name	Notice ID	Payment Amount(RM)	Action
1	E1101100932Z	TOBETOBE	11011009322170674	5.00	

**END**

**Transaction is Successful!**

# QRG 8 : Pay at Bank Counter

Acknowledgement Contribution Received

Received Date  
27/06/2018

ECR No.	Employer Code	Employer Name	Medium	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details
ECR0621	8000033	D'HOPE MARRIAGE SDN BHD	8A	06/2018	Monthly	5	61.00	Complete

Total Contribution Amount (RM): 61.00

**1** Click Print ACR or ECR

**PRINT**    PROCESS TO PAYMENT

**3** Please check your **RECEIPT(S)** before leaving the bank

**2** Visit the nearest bank and bring along the printed **ACR** or **ECR**. ACR or ECR number will be available at the bank counter the next operating day for contribution submitted before 6.00PM via ASSIST Portal.

ACR072210020506

Pejabat PERKESO Negeri W.P Kuala Lumpur  
Wisma PERKESO, No. 155, Jalan Tun Razak, 50400  
KUALA LUMPUR  
WILAYAH PERSEKUTUAN KUALA LUMPUR  
<http://www.perkeso.gov.my/>  
No. Tel : No Faks : 03 26872677  
E-Mel : pkskl@perkeso.gov.my

**ACKNOWLEDGEMENT CONTRIBUTION RECEIVED (ACR)**

**EMPLOYER DETAILS**

Code :  
Name :

**CONTRIBUTION DETAILS**

TYPE	MED.	PERIOD	TOTAL EMPLOYEE	AMOUNT(RM)
Monthly	Text File	06/2021	5	444.00
TOTAL				444.00

**RECEIVER DETAILS**

Name : Nur Diyanah Binti. Nasarudin  
ID : 28563  
Date : 07/07/2021 16:37:13

Note : Contribution Type Details (monthly / arrears / short) payment subject to change after employee's contribution details updated.

Remark : ACR number will be available at the bank counter the next business day for contribution submitted before 6.00PM.

ECR072210004241

Pejabat PERKESO Negeri W.P Kuala Lumpur  
Wisma PERKESO, No. 155, Jalan Tun Razak, 50400  
KUALA LUMPUR  
WILAYAH PERSEKUTUAN KUALA LUMPUR  
<http://www.perkeso.gov.my/>  
No. Tel : No Faks : 03 26872677  
E-Mel : pkskl@perkeso.gov.my

**EMPLOYEE CONTRIBUTION RECEIVED (ECR)**

**EMPLOYER DETAILS**

Code :  
Name :

**CONTRIBUTION DETAILS**

TYPE	PERIOD	TOTAL EMPLOYEE	AMOUNT(RM)
Monthly	06/2021	1	15.80
TOTAL			15.80

**RECEIVER DETAILS**

Name : Nur Diyanah Binti. Nasarudin  
ID : 28563  
Date : 07/07/2021 16:37:59

Note : Contribution Type Details (monthly / arrears / short) payment subject to change after employee's contribution details updated.

Remark : ECR number will be available at the bank counter the next business day for contribution submitted before 6.00PM.

# THANK YOU



FOR MORE INFORMATION, PLEASE VISIT OR CONTACT:



[www.perkeso.gov.my](http://www.perkeso.gov.my)



[perkeso@perkeso.gov.my](mailto:perkeso@perkeso.gov.my)



1300 22 8000

