1st MFPC Registration Guideline.

1. Sign Up

1.1. Search for <u>1st.mfpc.org.my</u>.



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1.2. Click the 'Sign Up' button.

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- 1.3. Fill up the 'MFPC Member Registration' page.
 1.4. Click the Sutton to upload a copy of your IC.

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Please supply pas	sport photo for photo identification.					
 Race is required Please fill in the p 	hone number without hyphen(-) or pl	us (+).				
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- 1.5. Proceed to fill up your contact details and education details.
- 1.6. You can put more than 1 phone number and address by clicking the ^t button.
 1.7. Click the 'Submit' button once all required field is filled up.

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1.8. Once you click the 'Submit' button, you will be directed to below page.



2. Account Verification

- 2.1. Log into your email.
- 2.2. Open the email from 'MFPC1st Notification'.
- 2.3. Click the 'Account Verification' link.



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- 2.4. You will be directed to below page.2.5. Set your own password and confirm your password.2.6. Once password is confirmed, click the 'Submit' button.

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Password: *					
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- 2.7. You will be directed to the 'Membership Type Application'.
- 2.8. Fill all necessary field.
- 2.9. If you have not uploaded a copy of your IC yet, click the S button to upload a copy of your IC.

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2.10. Fill up your 'Contact Details', 'Employer Details' and 'Education Details'.

- 2.11. Click the drop-down button at the 'Certification' field to select your education qualification or professional qualification.
- 2.12. Click the 'Select File' button to upload certificate relevant to the education qualification or professional qualification selected earlier.
- 2.13. Click the 'Add' button.

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2.14. Added education qualification or professional qualification together with the uploaded file will be

displayed in list view as below. The selection can be deleted by clicking the 😐 button.

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- 2.15. You can add more than one qualification by clicking the drop-down button at the 'Certification' field to select other qualification.
- 2.16. Click the 'Change' button to upload certificate relevant to the education qualification or professional qualification selected earlier.
- 2.17. Click the 'Add' button.
- 2.18. Click 'Next'.

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2.19. Added education qualification or professional qualification together with the uploaded file will be

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2.21. You will be directed to the 'Exemption Application' page. For class registration and exam registration please leave the 'Membership Type Application' page.

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2.22. Click the 'Next' Button.

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- 2.23. You will be directed to the 'Examination' Page.2.24. Click the drop-down button at the 'Method of Study' field.2.25. Select 'Self Study' or 'Course Study' (Example : Course).

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- 2.26. Click the drop-down button at the 'Programme/Module' field.
- 2.27. Select the Programme or Module you wish to register (Example : RFP Capstone).



- 2.28. Click the drop-down button at the 'Course' field.
- 2.29. Select the date of class (Example : 30, 31 May, 1, 18, 19 June).
 - 2.29.1. Class schedule is available at mfpc.org.my.
 - 2.29.2. Students are required to check the dates and venue of classes before registration.
 - 2.29.3. Date of class depends on the venue (K.L, Penang, Sarawak, Johor).
 - 2.29.4. Class availability depends on minimum registration number of 12 students.

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- 2.32. Click the drop-down button at the 'Exam Centre' field.
- 2.33. Select the venue of Exam (Example : Kuala Lumpur)

2.33.1. Students can select different exam venue than the selected class venue

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2.35. You will be directed to the 'Review' Page.

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2.36. Click the 'Submit' button.

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2.37.

You will be directed to the page as below. Application approval will be sent to your email. 2.38.

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THEFPE # Home m Membership -			4 -
MEPC Member Registration Registration Application Completed Welcome , Thank you for the submission of your membership registration. Our secretariat office will review your application for approval. A confirmation email will be sent to you within five (5) working days from the date of submission. If you need assistance or have any enquiries, please contact us at mfpc@mfpc.org.my. Thank you for your interest in financial planning and MFPC. We are looking forward to keep you focus on the advancement of financial planning provider practitioners. Best Wishes, MFPC Secretariat Office	rs and		
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3. Payment

- 3.1. You will receive an email to notify on the approval from 'MFPC1st Notification'.3.2. Should your application is approved, payment shall be made at 1st.mfpc.org.my.

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Inbox Starred Sent Mail Drafts More ▾	MFPC1st Notification 1st@mfpc.org.my <u>via</u> amazonses.com to me Welcome Dato' Paduka Dr Addy Helmy, We're happy to inform that your MFPC membership has been approved. Below application(s) are approved:	11:56 AM (2 minutes ago) 📩 🔹 💌
Addy Helmy - +	Examination - Capstone RFP Capstone Exemption - Internship - Scholarship - Below application(s) are rejected: Examination - Exemption - Internship - Scholarship - Please login to the MFPC member website and make payment for the approved application(s). You week(s) from the date of this email. If you need assistance or have any enquiries, please contact us at 603 - 6203 5899. Thank you for your interest in financial planning and MFPC. We are looking forward to keep you foo	r membership will be suspended if the payment is not made <u>within two</u> cus on the advancement of financial planning providers and practitioners.
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- 3.3. Go to 1st.mfpc.org.my.
- 3.4. Sign in using your Username and Password.
- 3.5. Click 'Sign In'.



3.6. You will be directed to your 'Inbox'.

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- 3.7. Go to the top of the page and click 'Membership Application'.3.8. Select 'Member Maintenance'.

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3.9. You will be directed to 'Member Maintenance' page.3.10. Click the 'Make Payment' button.

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- 3.11. You will be directed to the 'MFPC Payment' page.3.12. Click 'IPAY88' as mode of payment.3.13. Click the 'Pay Now' button to make payment.

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- 3.14. You will be directed to 'IPAY88' page.
- 3.15. Make payment using your credit card or online banking.



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