



sains

Digital Partner for Life

SARAWAK INFORMATION SYSTEMS SDN BHD

e-KEHAKIMAN SABAH & SARAWAK

System Version 7.3.0

**Self-Represented Litigant (SRL) User
Registration**

User Manual Version 1.2

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eKSS

SYSTEM OVERVIEW

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1. System Overview

This section provides information on the following topics:

- Introduction
- System Requirement

1.1. Introduction

The **Self-Represented Litigant (SRL)** module is designed to effectively assist individuals who navigate legal processes on their own. The SRL module allows users to register, update, and manage their account information submitted during the registration process. Once the SRL account is registered, users can register a case in the system and perform pre-filing activities on the registered case. Cases or filings submitted through the SRL module will be verified and processed by the Court's Counter Officer for assignment of a case number and officer in charge. After verification, the public will receive a notification via email indicating the status of their filing

This manual will provide guideline to SRL user on how to create their account before they are able to use the system.

1.2. System Requirement

The minimum system requirements are as follows:

Item	Requirements
Processor	Intel Core i5 & above
Operating System	Windows 7 & above
Memory (RAM)	[Minimum 4GB RAM & above [Recommended 4GB or above]
Browser	Modern browsers that support CCS, DHTML, iFRAME, JavaScript, XML, HTML5 Optimized for: Mozilla Firefox 60 and above Google Chrome 60 and above

eKSS**SYSTEM ACCESS**

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2. System Access

This section provides information on the following topics:

- Login
- Logout
- User Account Management

2.1. Login

To login to the system, follow the step(s) below:]

1. Go to e-KSS website, type <https://ekss-portal.kehakiman.gov.my/portals/> on your browser.
2. E-KSS portal will be displayed.
3. Under **HIGH COURT COMMUNITY SYSTEM SABAH** and **SARAWAK**, click on **SELF-REPRESENTED LITIGANT** system.

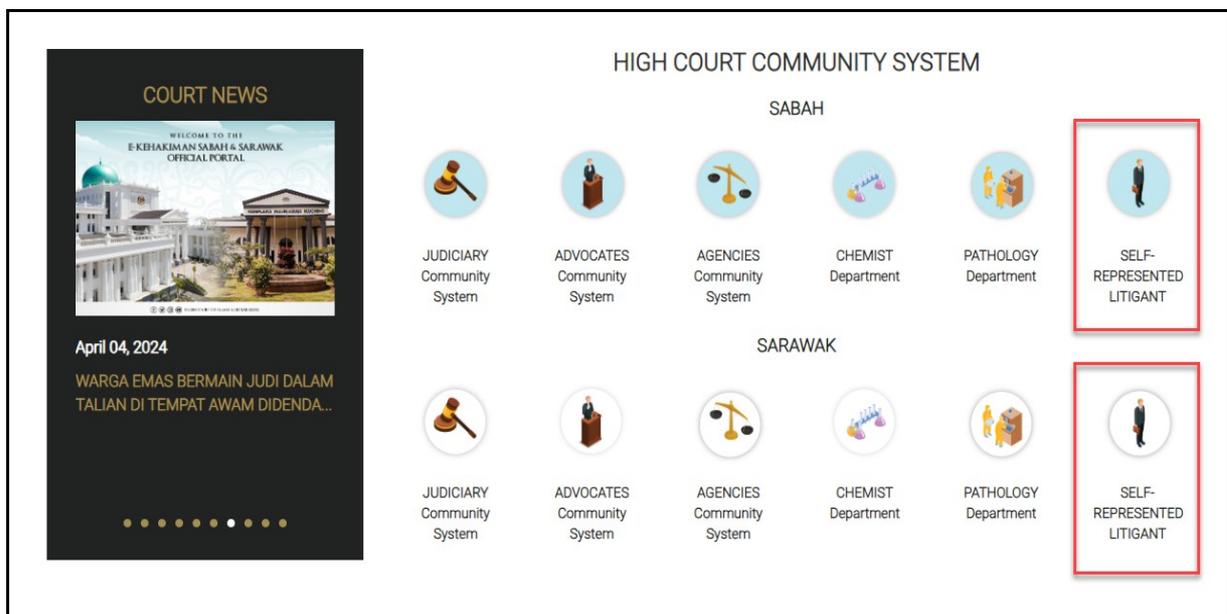


Figure : 1

4. Click on **PRE-REGISTRATION / LOGIN** menu.

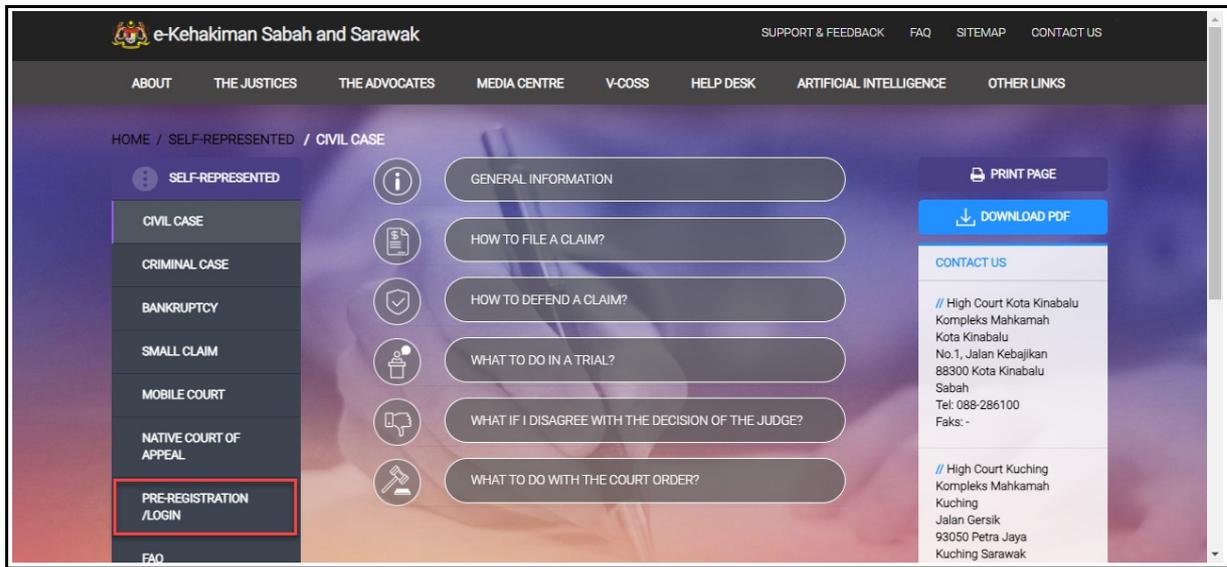


Figure : 2

5. Enter your **USERNAME** and **PASSWORD**. Then, click **LOGIN** button.

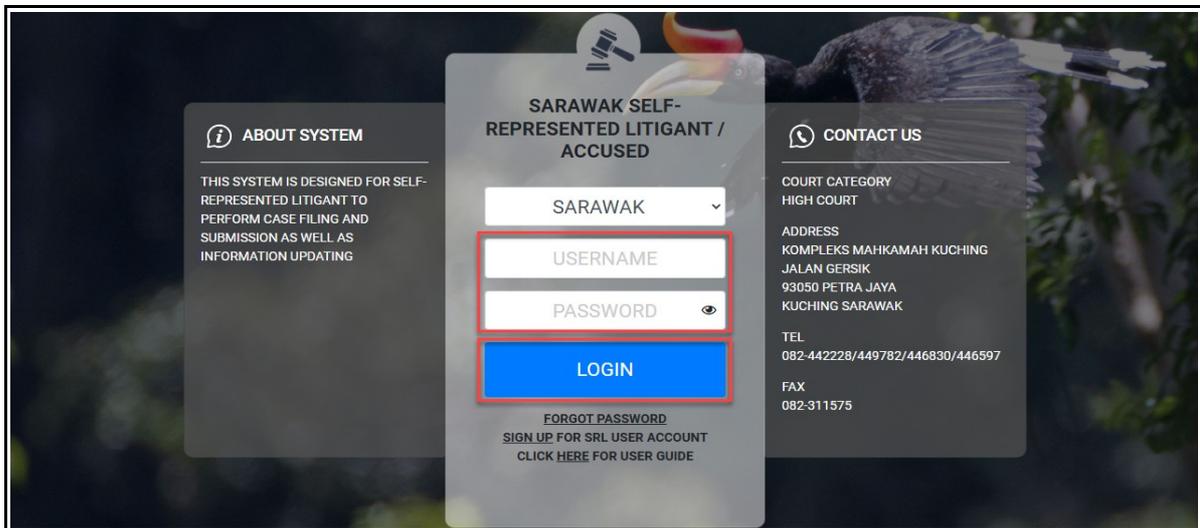


Figure : 3

6. System **DASHBOARD** will be displayed.

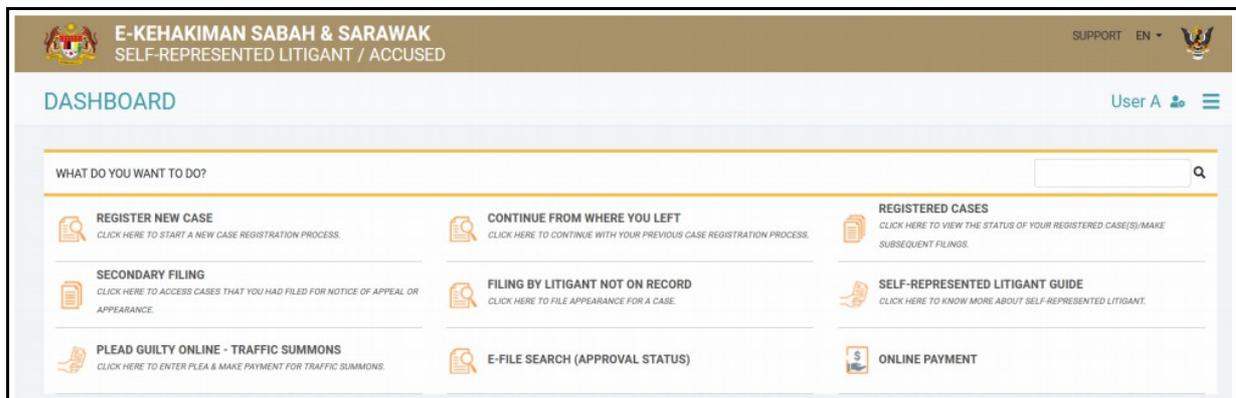


Figure : 4

2.2. Logout

To logout from the system, follow the step(s) below:]

1. Click on the  icon.
2. Click on Logout.

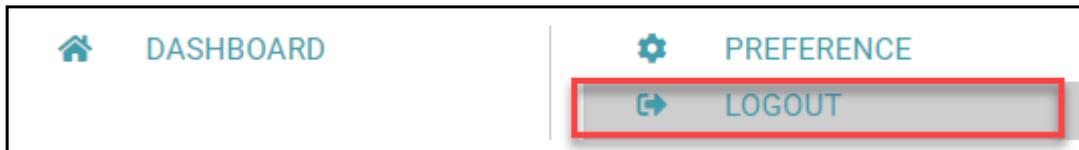


Figure : 5

3. User will logout from the system.

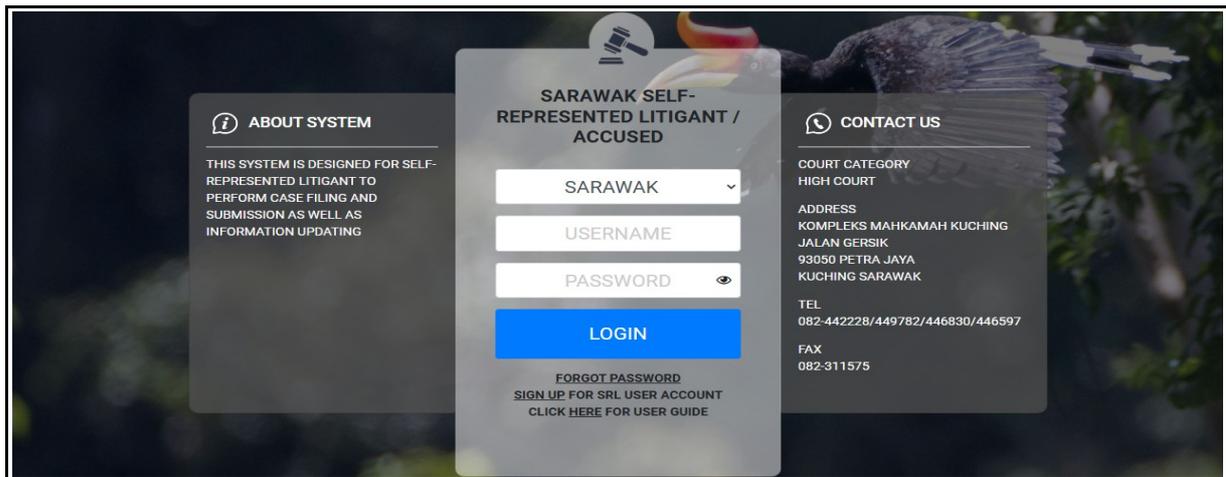


Figure : 6

2.3. User Account Management

This section covers information related to the following:-

- Register SRL Account
- Change Password
- Reset Password

2.3.1. Register SRL Account

To register the SRL account, follow the step(s) below:-

1. At eKSS Portal, click on **SELF-REPRESENTED LITIGANT** system.

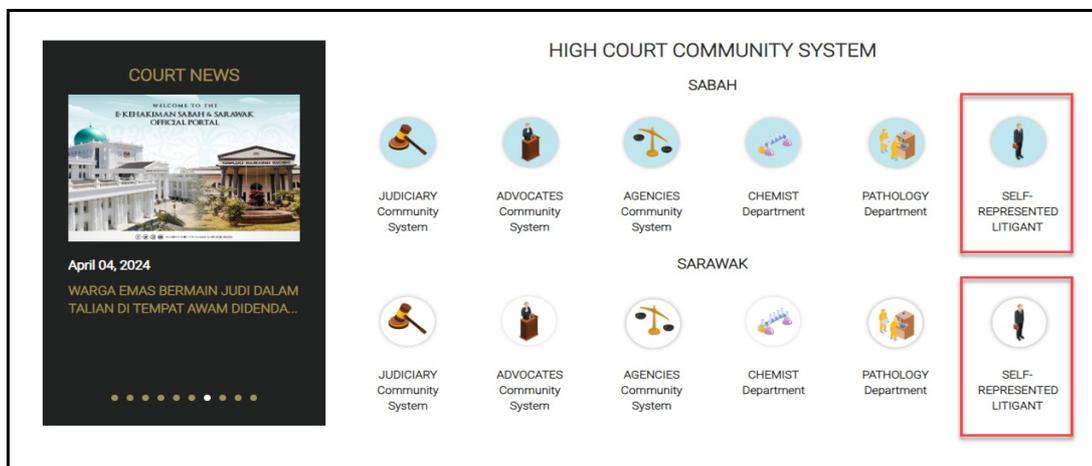


Figure : 7

2. Click on **PRE-REGISTRATION / LOGIN** menu.



Figure : 8

3. SRL login page will be displayed. Click on **SIGN UP** hyperlink to register.

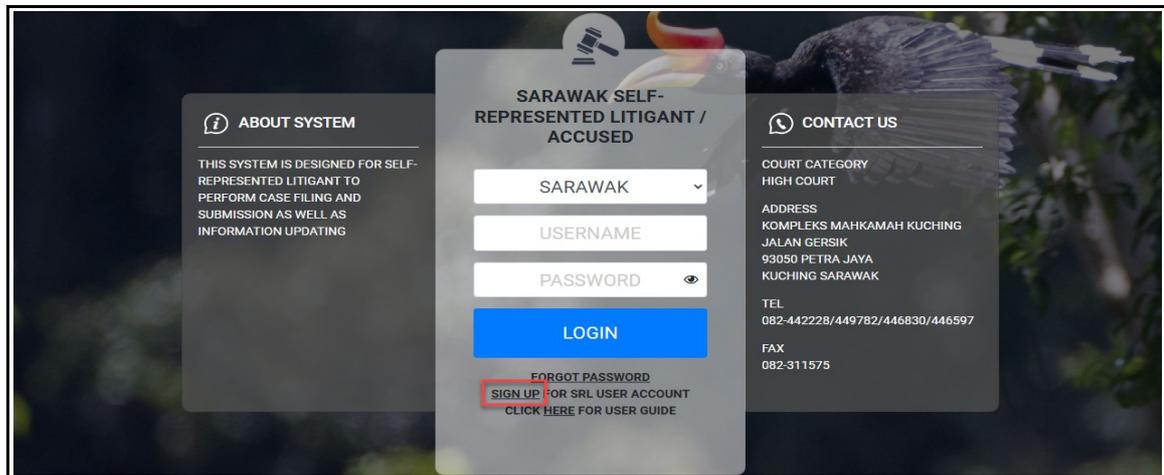


Figure : 9

4. The **SIGN UP** form will be displayed.

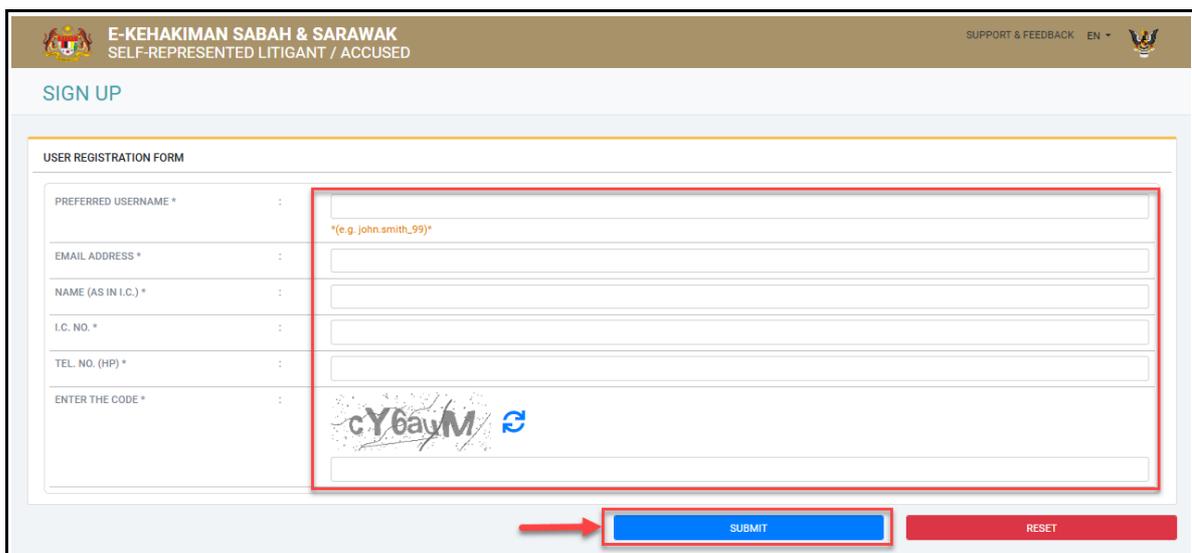


Figure : 10

5. Fill in the required information.
6. Click **RESET** button to clear the field.
7. Once done, click **SUBMIT** button to submit the form.
8. The confirmation message will be displayed. Click **CONFIRM** button.

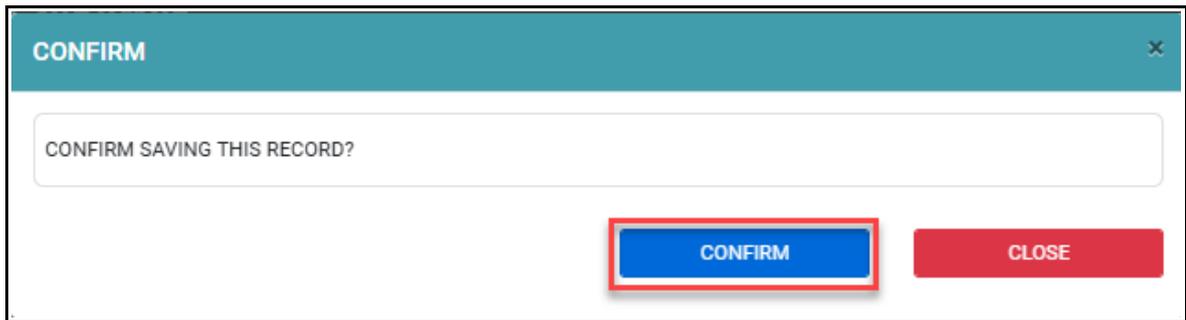


Figure : 11

9. The **SIGN UP – OTP APPROVAL** page will be displayed. Click **REQUEST OTP** button to request for the OTP Pin Number.

A form titled "SIGN UP" with a sub-section "OTP APPROVAL". The form contains several input fields with labels: "PREFERRED USERNAME", "EMAIL ADDRESS", "NAME", "I.C. NO.", "TEL. NO. (HP)", and "OTP PIN *". Below the input fields are three buttons: a blue button labeled "REQUEST OTP" (highlighted with a red border), a light blue button labeled "SUBMIT", and a red button labeled "BACK".

Figure : 12

10. The pop-up message will be displayed.



Figure : 13

11. Email notification will be send to SRL user's email address. The OTP will expire in 1 hour.

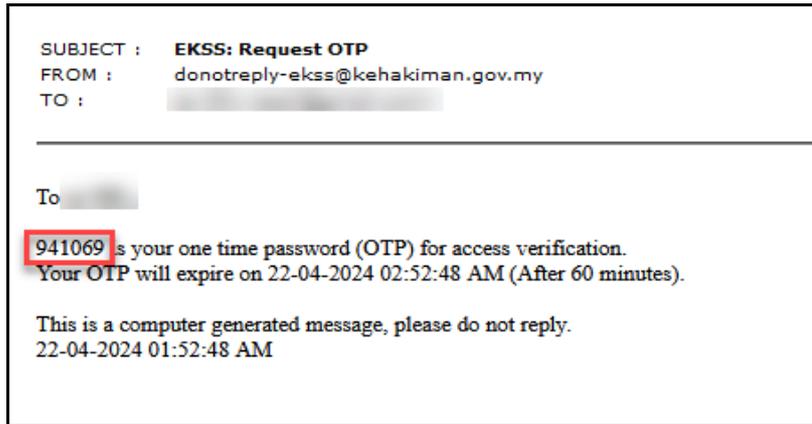


Figure : 14

12. Copy the OTP Pin and input the OTP Pin at the OTP PIN field at the **SIGN UP - OTP APPROVAL** page.
13. Click **SUBMIT** button to submit the OTP PIN.

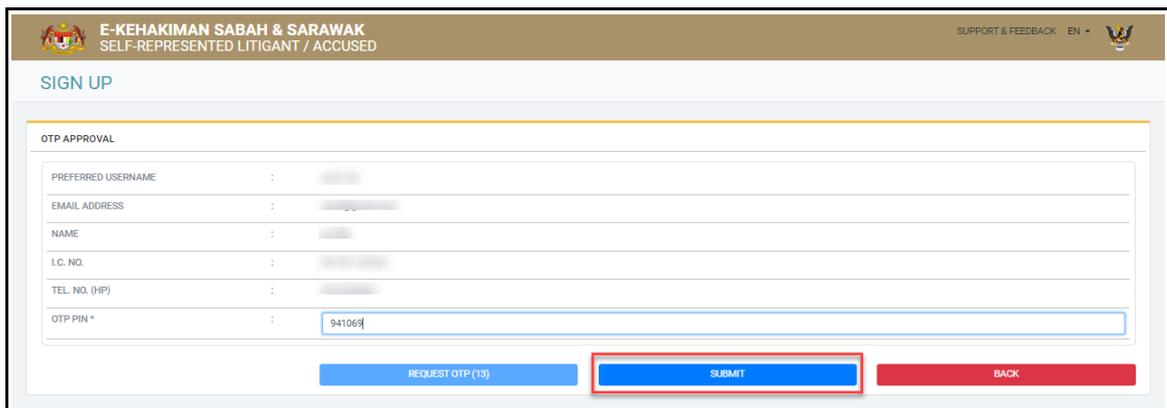


Figure : 15

14. The **SIGN UP - USER REGISTRATION FORM** page will be displayed.

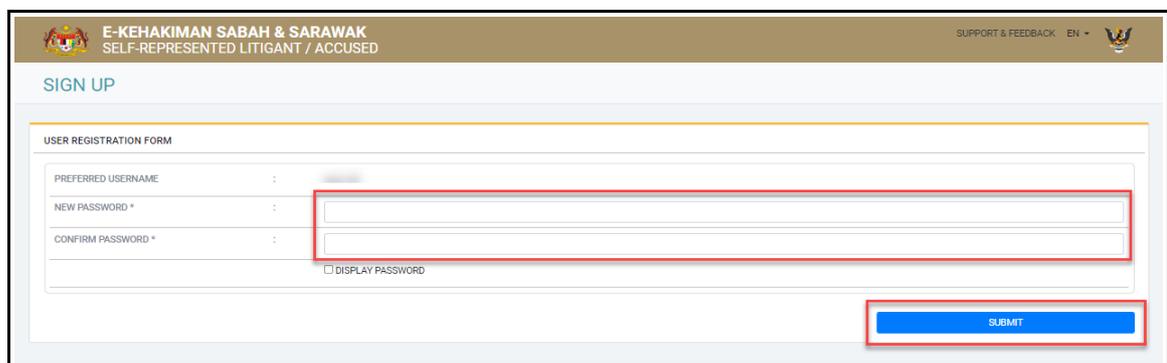


Figure : 16

15. Fill in the new password & confirm password.
16. Click the checkbox to display the password.
17. Click **SUBMIT** button to submit the new password.

Notes:-

- *The password must be between 8 to 20 characters.*
- *The password must at least consist of 1 capital letter, 1 small letter, 1 acceptable symbol and a number.*
- *The password must not consist of space.*

18. The confirmation message will be displayed. Click **CONFIRM** button to proceed to create the account.



Figure : 17

19. The **SIGN UP** page will be displayed. The first step of registration of the SRL account has been successful. Click **LOGIN** button to login to the system.

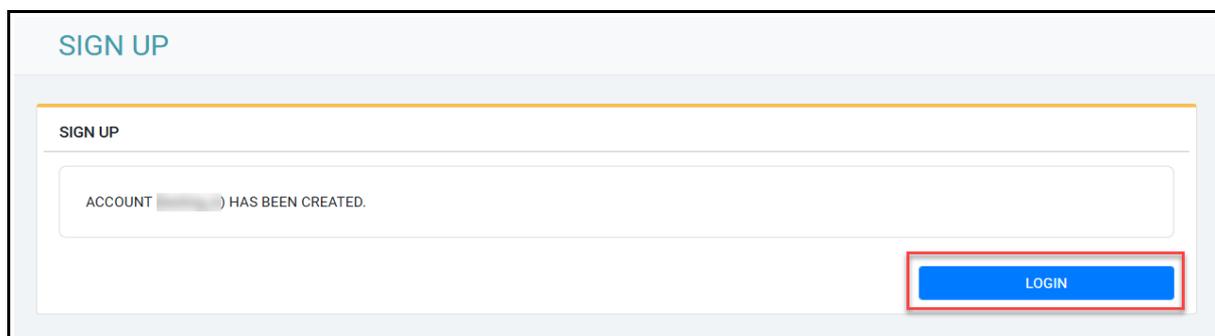


Figure : 18

20. The **SRL Login** page will be displayed. Fill in the **username** and **password**. Click **LOGIN** button to login to the system.

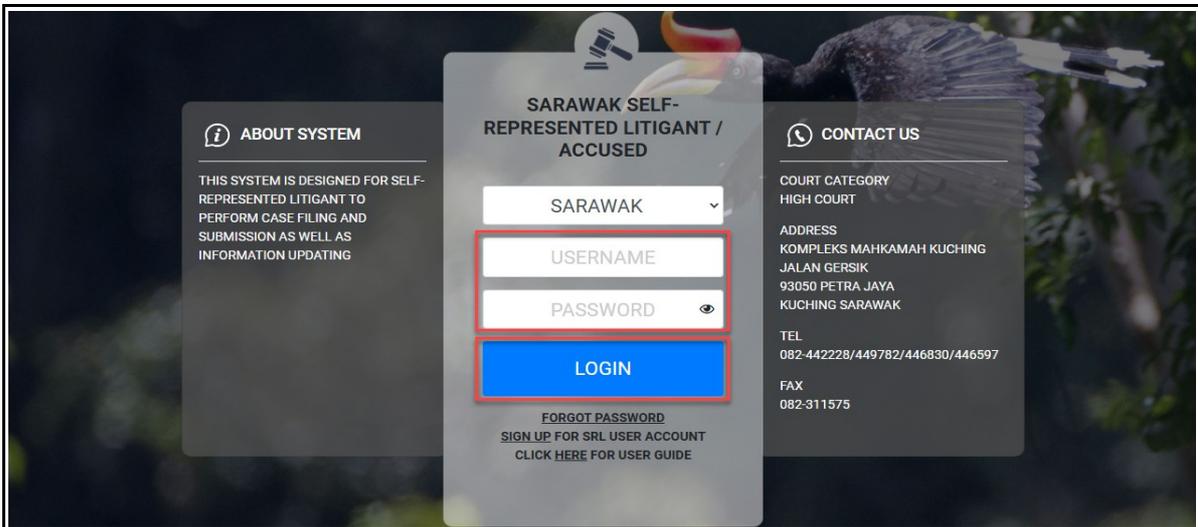


Figure : 19

21. The pop-up message will be displayed. Click on the **USER ACCOUNT REGISTRATION FORM** button to proceed to the second step.

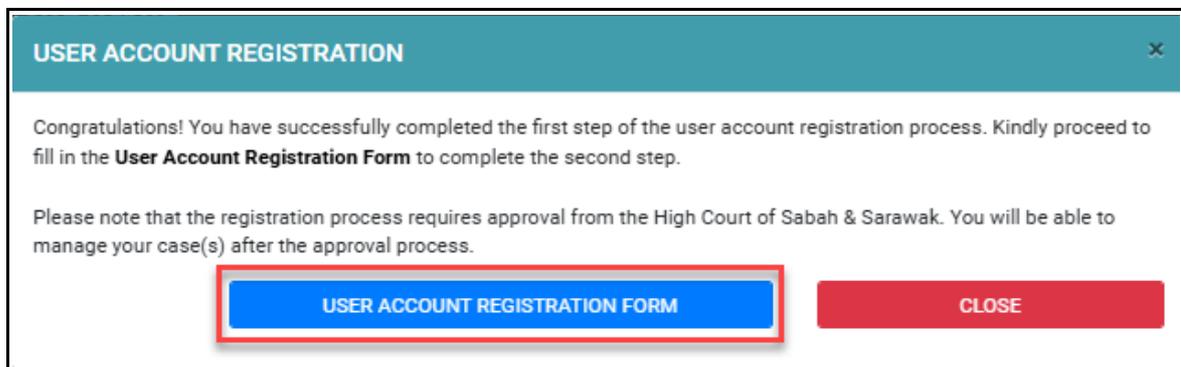
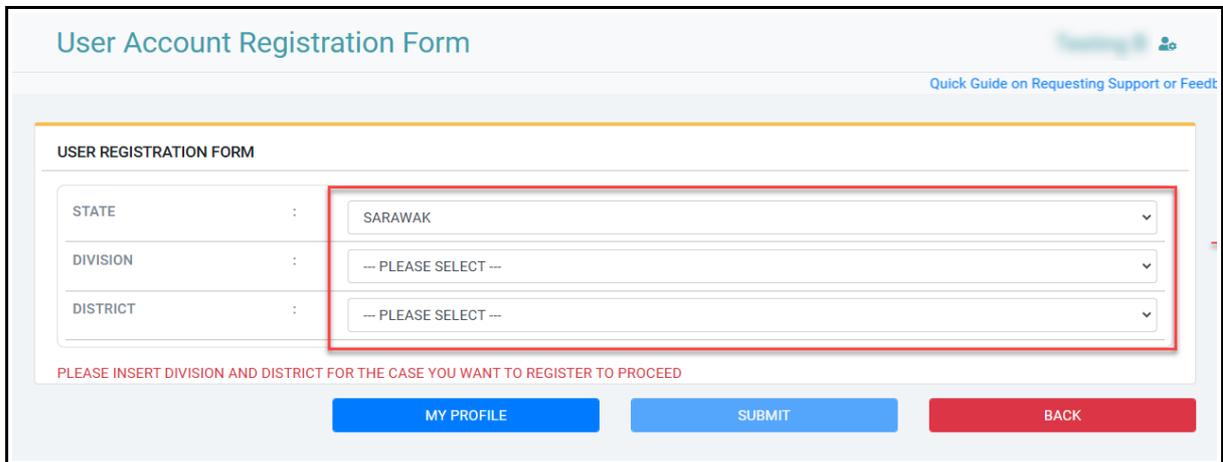


Figure : 20

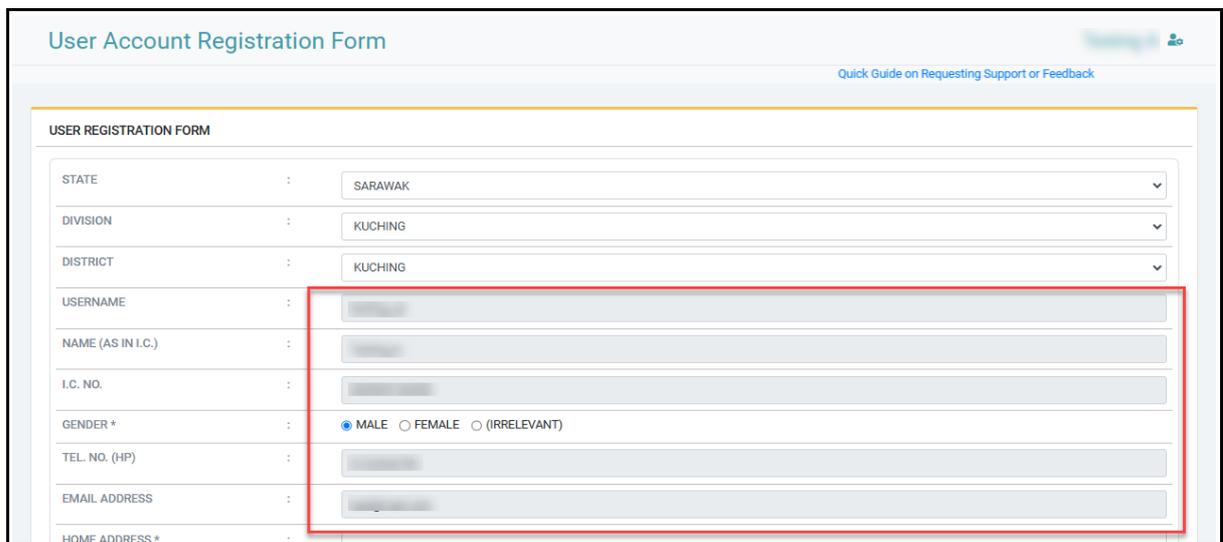
22. The **USER REGISTRATION FORM** page will be displayed. Select the state based on the drop down list. Select the division and district from the listing.



The screenshot shows the 'User Account Registration Form' page. The form is titled 'USER REGISTRATION FORM' and contains three dropdown menus: 'STATE' (selected as SARAWAK), 'DIVISION' (selected as -- PLEASE SELECT --), and 'DISTRICT' (selected as -- PLEASE SELECT --). A red box highlights these three fields. Below the form, there is a red error message: 'PLEASE INSERT DIVISION AND DISTRICT FOR THE CASE YOU WANT TO REGISTER TO PROCEED'. At the bottom, there are three buttons: 'MY PROFILE' (blue), 'SUBMIT' (blue), and 'BACK' (red).

Figure : 21

23. The continuation of the User registration form will be displayed.



The screenshot shows the continuation of the 'User Account Registration Form'. The form is titled 'USER REGISTRATION FORM' and contains several fields: 'STATE' (selected as SARAWAK), 'DIVISION' (selected as KUCHING), 'DISTRICT' (selected as KUCHING), 'USERNAME', 'NAME (AS IN I.C.)', 'I.C. NO.', 'GENDER *' (with radio buttons for MALE, FEMALE, and (IRRELEVANT)), 'TEL. NO. (HP)', 'EMAIL ADDRESS', and 'HOME ADDRESS *'. A red box highlights the USERNAME, NAME (AS IN I.C.), I.C. NO., GENDER, TEL. NO. (HP), EMAIL ADDRESS, and HOME ADDRESS fields.

Figure : 22

TEL. NO. (HP)	:	<input type="text"/>
EMAIL ADDRESS	:	<input type="text"/>
HOME ADDRESS *	:	<input type="text"/>
REMARK *	:	<input type="text"/>
I.C. IMAGE *	:	<input type="button" value="UPLOAD I.C. IMAGE"/>
SUPPORTING DOCUMENT	:	<input type="button" value="CHOOSE FILE"/> <input type="button" value="Browse"/>
<small>NOTE: ONLY .PDF FILE FORMAT IS ALLOWED AND ALL THE FILES NEED TO BE MERGED INTO A SINGLE DOCUMENT. TOTAL MAXIMUM ATTACHMENT SIZE: 20MB.</small>		
TERMS & CONDITIONS *	:	<input type="checkbox"/> I CERTIFY THAT THE DOCUMENT UPLOADED IS ACCURATE.
URGENT (FOR e-PG)	:	<input type="checkbox"/> I HAVE CASE TODAY

Figure : 23

24. Fill in the required information.
25. Click **UPLOAD I.C. IMAGE** button to upload the image of your I.C..
26. The **UPLOAD I.C. IMAGE** page will be displayed.

UPLOAD I.C. IMAGE

I.C. IMAGE (FRONT)

I.C. IMAGE (BACK)

NOTE:
*FILE FORMAT: .JPG, .JPEG, .PNG AND .GIF.
*MAXIMUM ATTACHMENT SIZE: 20MB.

Figure : 24

27. To upload you I.C. Image, click on the **BROWSE** button for both front and back image. Then, click **SAVE** button to save the image.

Notes:-

- Only **JPG, JPEG, PNG** and **GIF** file format allowed to upload the I.C. Image.
- Maximum upload for each file size is **20MB**.

28. The successful saved notification will be displayed. Click **CLOSE** button to continue with the registration.

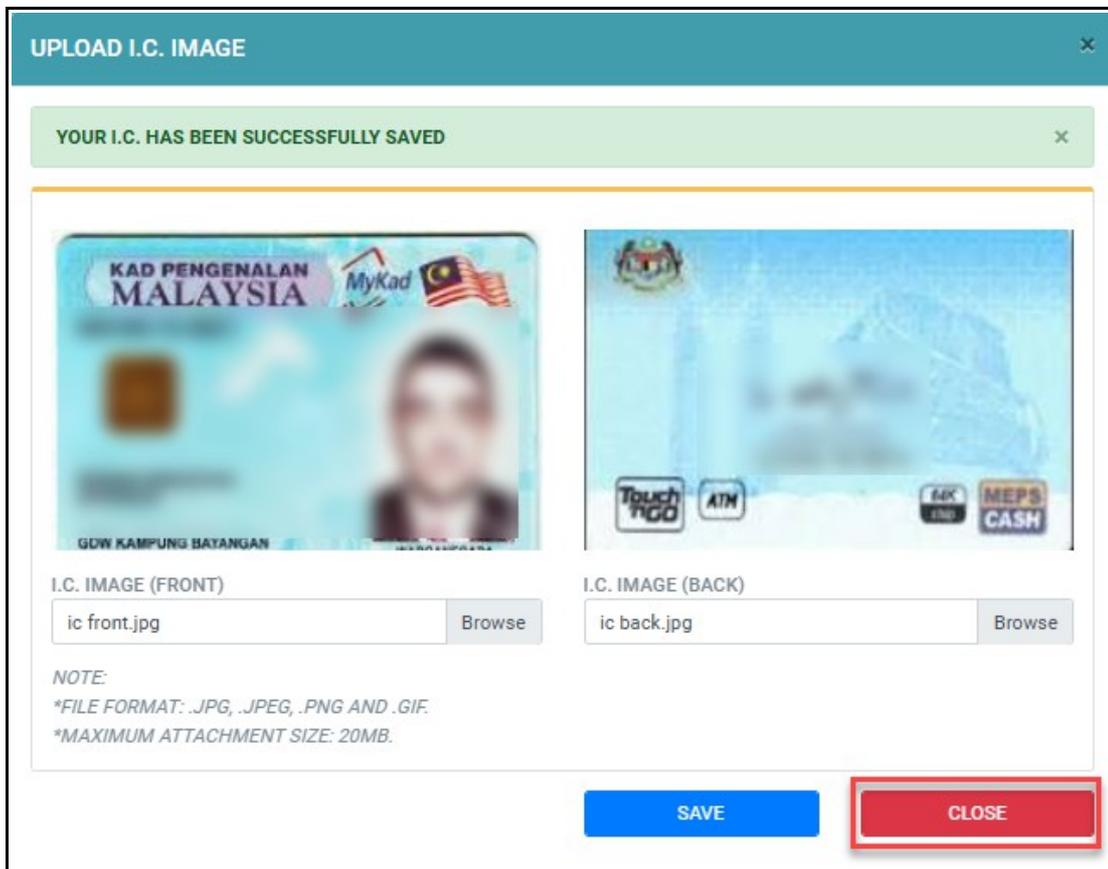
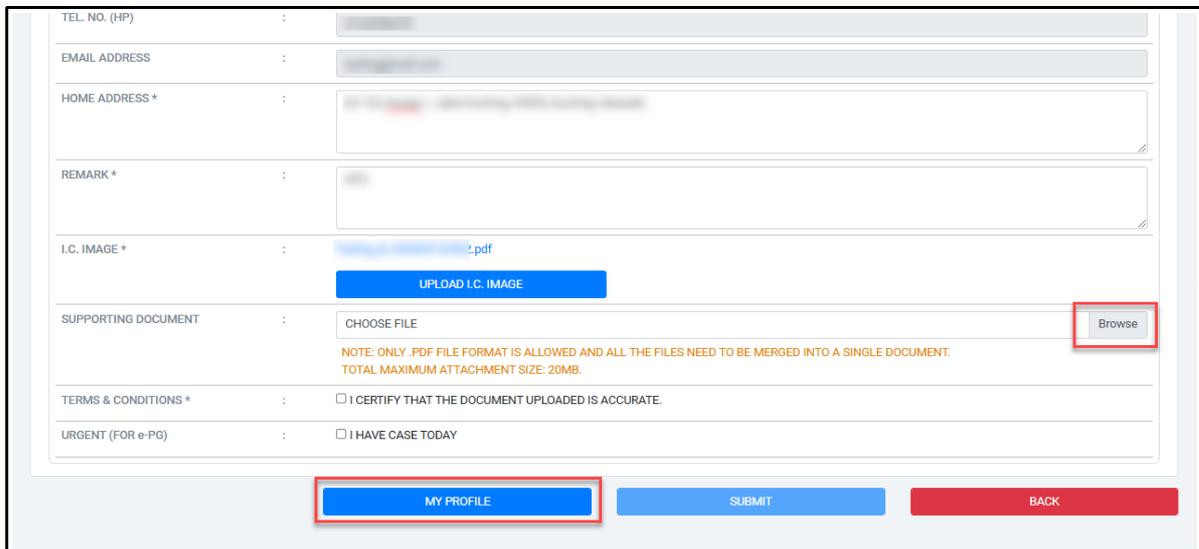


Figure : 25

29. The **USER REGISTRATION FORM** page will be displayed. To upload supporting document, click **BROWSE** button and select the file to upload.



The screenshot shows a registration form with the following fields and elements:

- TEL. NO. (HP) : [input field]
- EMAIL ADDRESS : [input field]
- HOME ADDRESS* : [input field]
- REMARK* : [input field]
- I.C. IMAGE* : [input field] with a blue "UPLOAD I.C. IMAGE" button below it.
- SUPPORTING DOCUMENT : [input field] with a "CHOOSE FILE" button and a "Browse" button (highlighted with a red box). Below this field is a note: "NOTE: ONLY .PDF FILE FORMAT IS ALLOWED AND ALL THE FILES NEED TO BE MERGED INTO A SINGLE DOCUMENT. TOTAL MAXIMUM ATTACHMENT SIZE: 20MB."
- TERMS & CONDITIONS* : I CERTIFY THAT THE DOCUMENT UPLOADED IS ACCURATE.
- URGENT (FOR e-PG) : I HAVE CASE TODAY

At the bottom of the form, there are three buttons: "MY PROFILE" (highlighted with a red box), "SUBMIT", and "BACK".

Figure : 26

Notes:-

- Only **PDF** file format allowed to upload the supporting document.
- Maximum upload for the file size is 20MB.
- Click on the checkbox to certify the document uploaded is accurate.



I CERTIFY THAT THE DOCUMENT UPLOADED IS ACCURATE.

- Click on the checkbox if the account registration is for e-PG purpose. The location of the charge file (e-PG) will be appeared. Select the location from the drop down list.



URGENT (FOR e-PG) : I HAVE CASE TODAY

LOCATION OF CHARGE FILE (e-PG)* : -- PLEASE SELECT --

30. Click **MY PROFILE** button to view the profile information. **MY PROFILE -VIEW** page will be displayed.

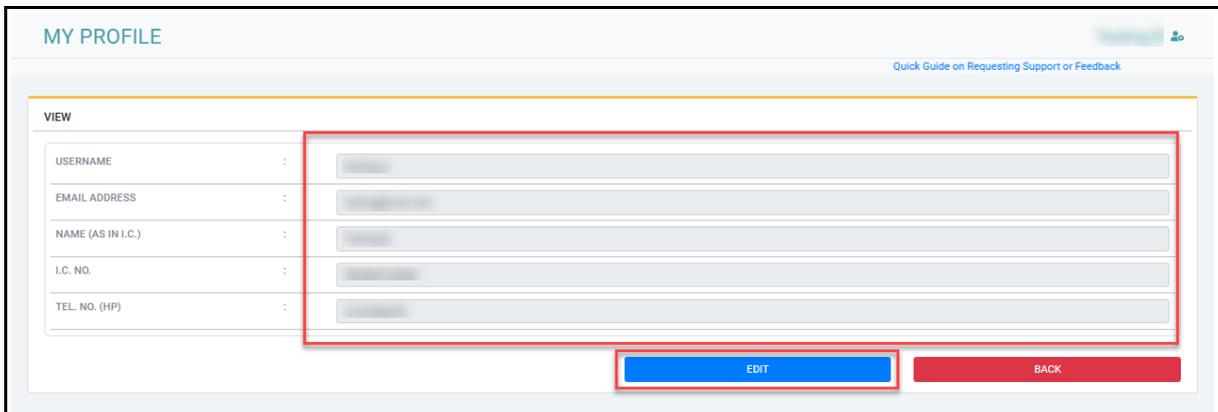


Figure : 27

31. Click **EDIT** button to edit the information. The **MY PROFILE-EDIT** page will be displayed.
Click **SAVE** button to save the record.

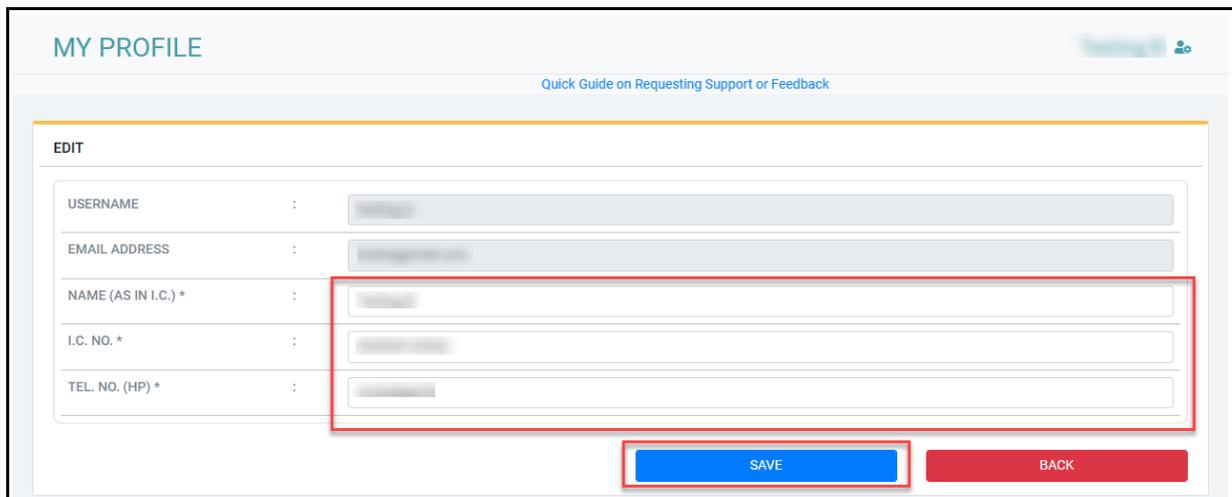
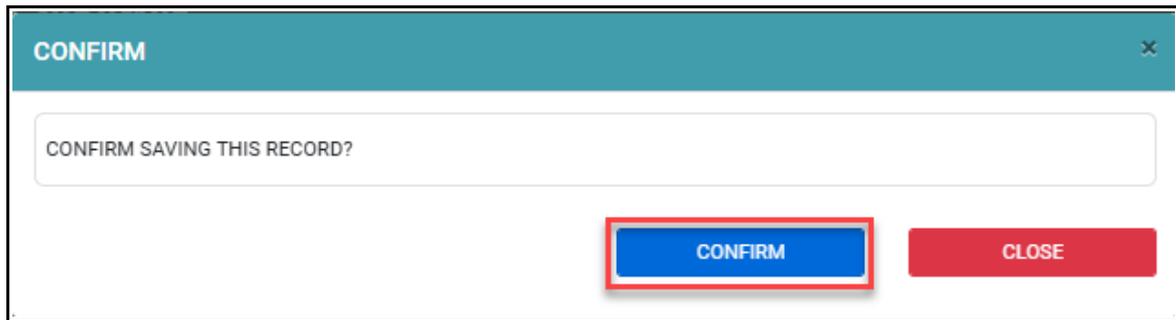


Figure : 28

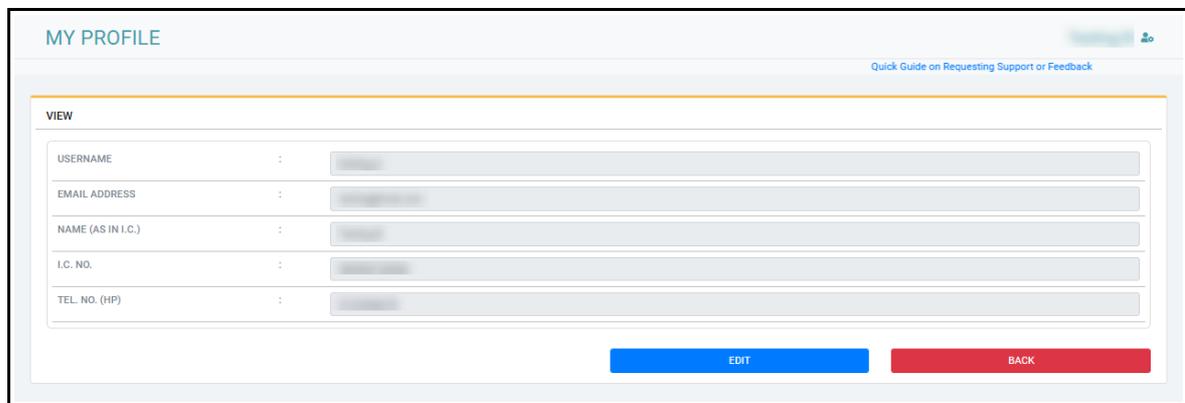
32. Confirmation message will be displayed. Click **CONFIRM** button.



A dialog box titled "CONFIRM" with a close button (X) in the top right corner. The main text asks "CONFIRM SAVING THIS RECORD?". At the bottom, there are two buttons: a blue "CONFIRM" button and a red "CLOSE" button. The "CONFIRM" button is highlighted with a red rectangular border.

Figure : 29

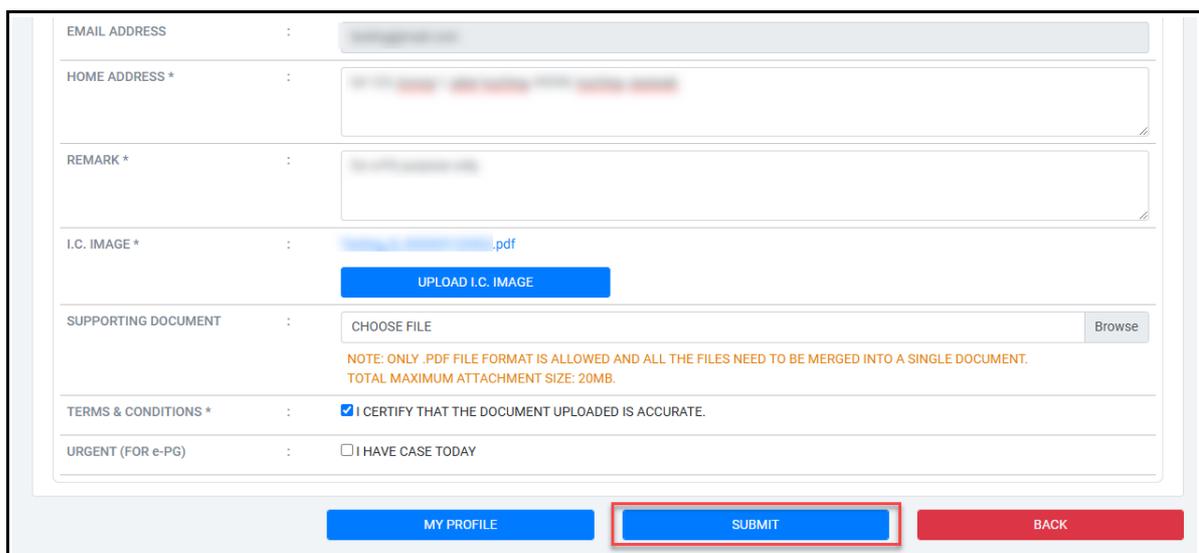
33. The **MY PROFILE-VIEW** page will be displayed.



The "MY PROFILE" page shows a "VIEW" section with a table of user information. The table has five rows: USERNAME, EMAIL ADDRESS, NAME (AS IN I.C.), I.C. NO., and TEL. NO. (HP). Each row has a label on the left, a colon separator, and a greyed-out input field on the right. Below the table are two buttons: a blue "EDIT" button and a red "BACK" button.

Figure : 30

34. Click **SUBMIT** button to proceed submit the registration form.



The registration form contains several fields: EMAIL ADDRESS, HOME ADDRESS *, REMARK *, I.C. IMAGE * (with a ".pdf" extension and an "UPLOAD I.C. IMAGE" button), SUPPORTING DOCUMENT (with a "CHOOSE FILE" button and a "Browse" button), TERMS & CONDITIONS * (with a checked checkbox "I CERTIFY THAT THE DOCUMENT UPLOADED IS ACCURATE."), and URGENT (FOR e-PG) (with an unchecked checkbox "I HAVE CASE TODAY"). A note below the supporting document field states: "NOTE: ONLY .PDF FILE FORMAT IS ALLOWED AND ALL THE FILES NEED TO BE MERGED INTO A SINGLE DOCUMENT. TOTAL MAXIMUM ATTACHMENT SIZE: 20MB." At the bottom, there are three buttons: a blue "MY PROFILE" button, a blue "SUBMIT" button (highlighted with a red border), and a red "BACK" button.

Figure : 31

35. The confirmation message will be displayed. Click **CONFIRM** button.

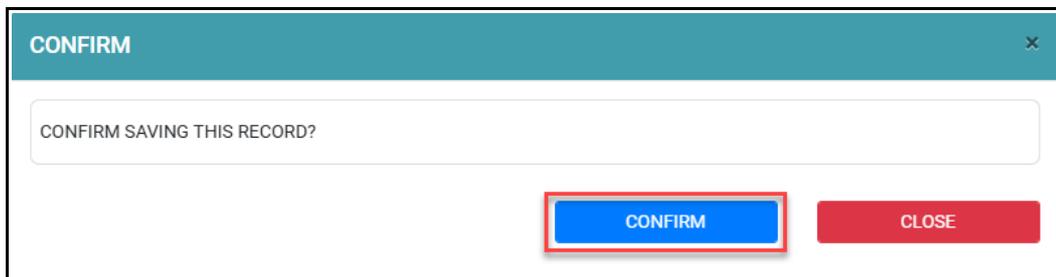


Figure : 32

36. Pop-up message will be displayed. The registration form will be sent to court officer for court approval. Click **CLOSE** button.

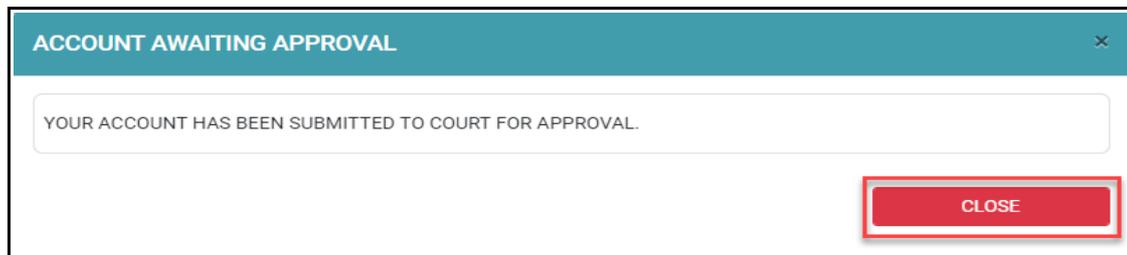


Figure : 33

37. The **USER REGISTRATION FORM** status will update to **Pending Approval**.

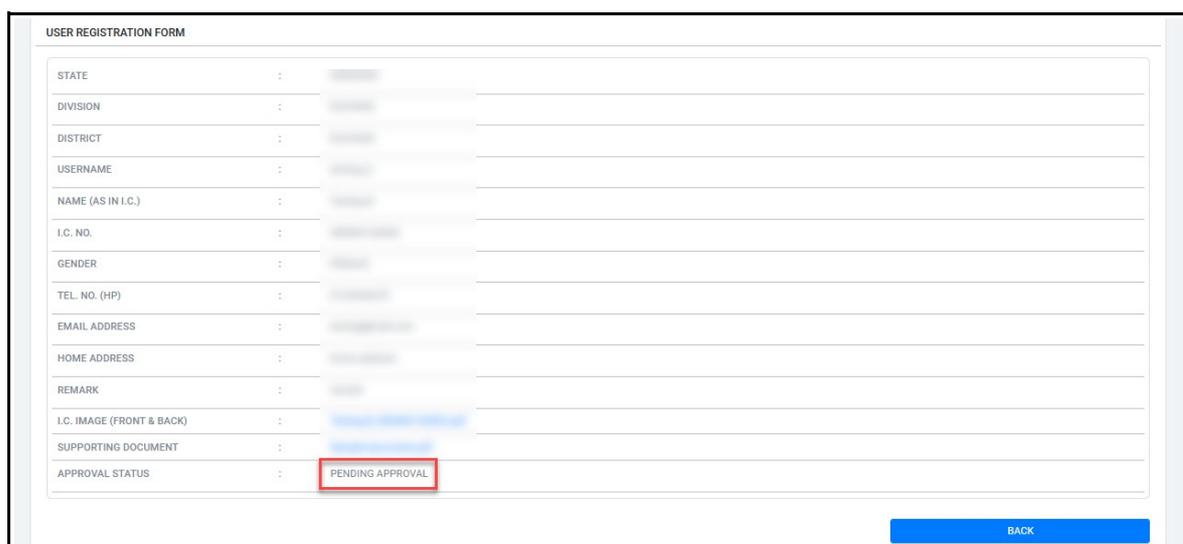
A form titled "USER REGISTRATION FORM" with a list of fields. The fields are: STATE, DIVISION, DISTRICT, USERNAME, NAME (AS IN I.C.), I.C. NO., GENDER, TEL. NO. (HP), EMAIL ADDRESS, HOME ADDRESS, REMARK, I.C. IMAGE (FRONT & BACK), SUPPORTING DOCUMENT, and APPROVAL STATUS. The "APPROVAL STATUS" field is highlighted with a red border and contains the text "PENDING APPROVAL". A blue "BACK" button is located at the bottom right of the form.

Figure : 34

38. Email notification will be sent to the SRL user's email address on the pending for court approval.

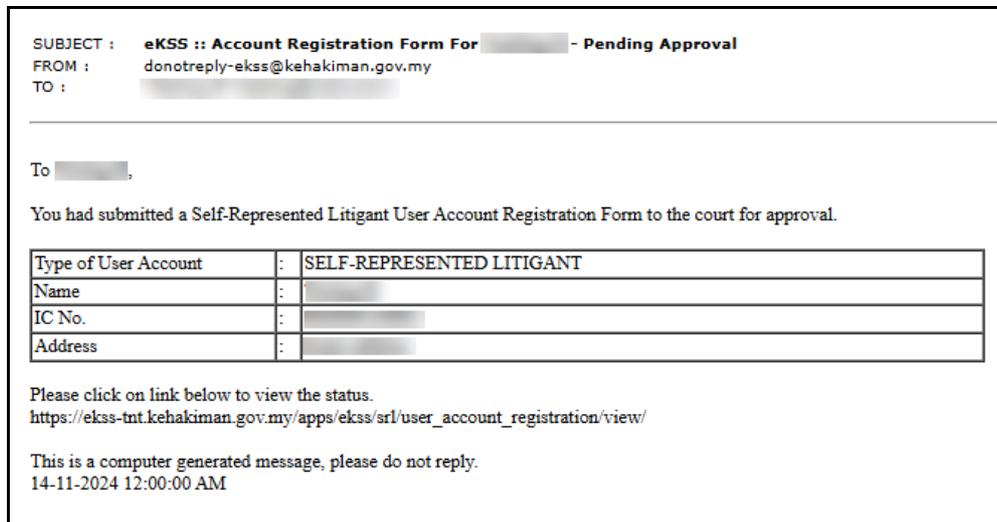


Figure : 35

39. Once court admin has approved the registration, SRL user will received email of approval.

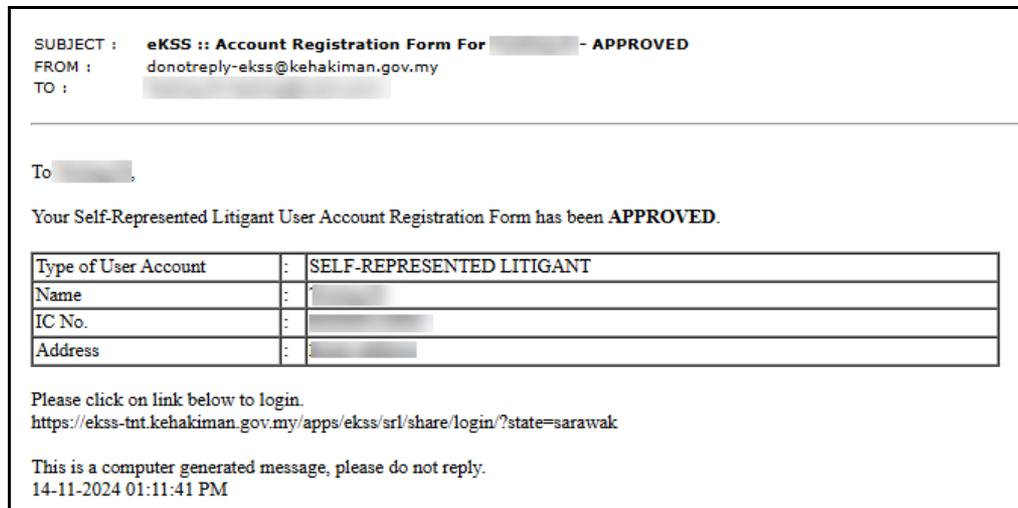


Figure : 36

40. SRL user dashboard will be displayed once login to the system.

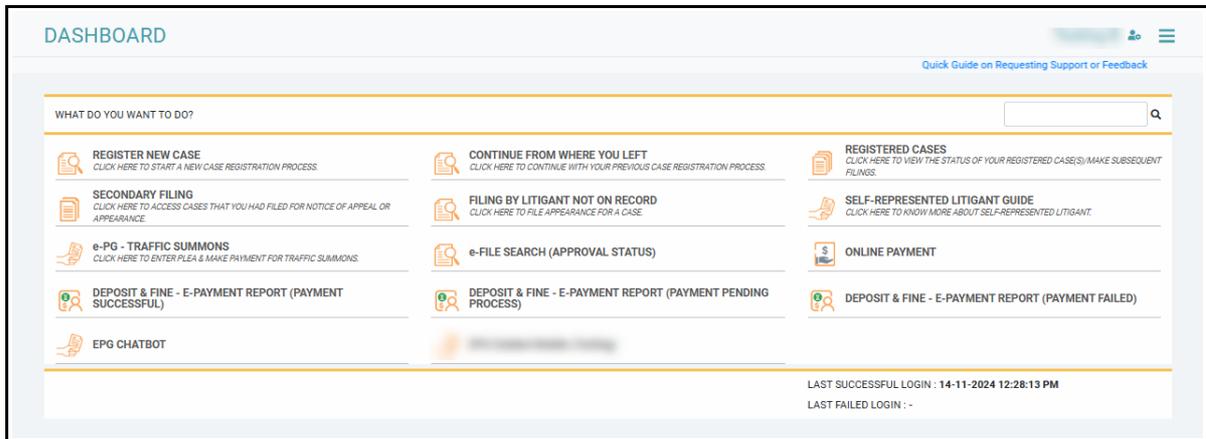


Figure : 37

2.3.2. Change Password

To change password, follow the step(s) below:-



1. Click on  icon.
2. Click on the **PREFERENCE**.

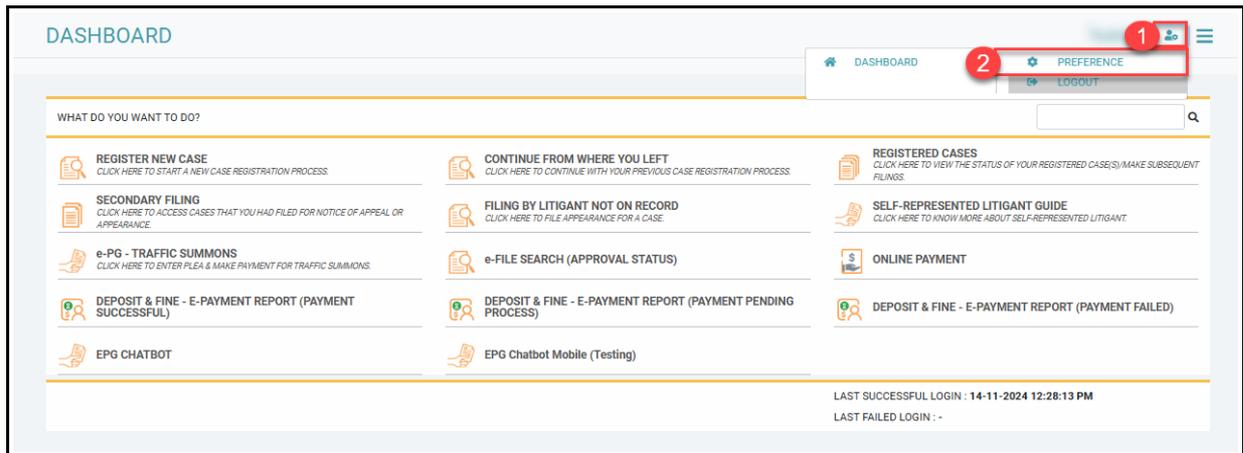


Figure : 38

3. The **PREFERENCE** page will be displayed. Click the drop down list of the preference's element.

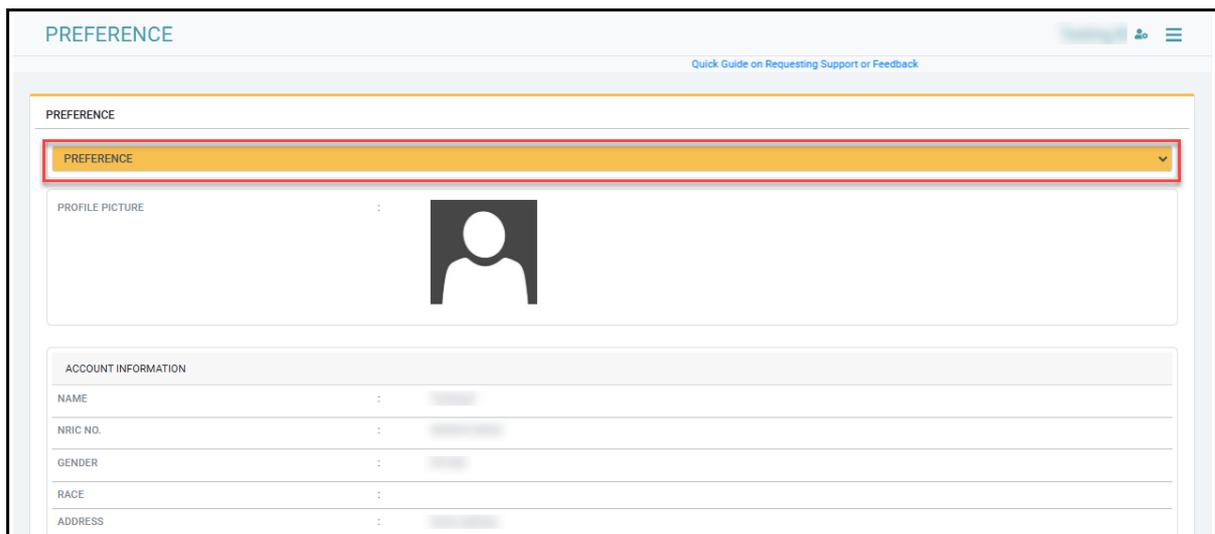


Figure : 39

- Click on **CHANGE PASSWORD** menu to change password.

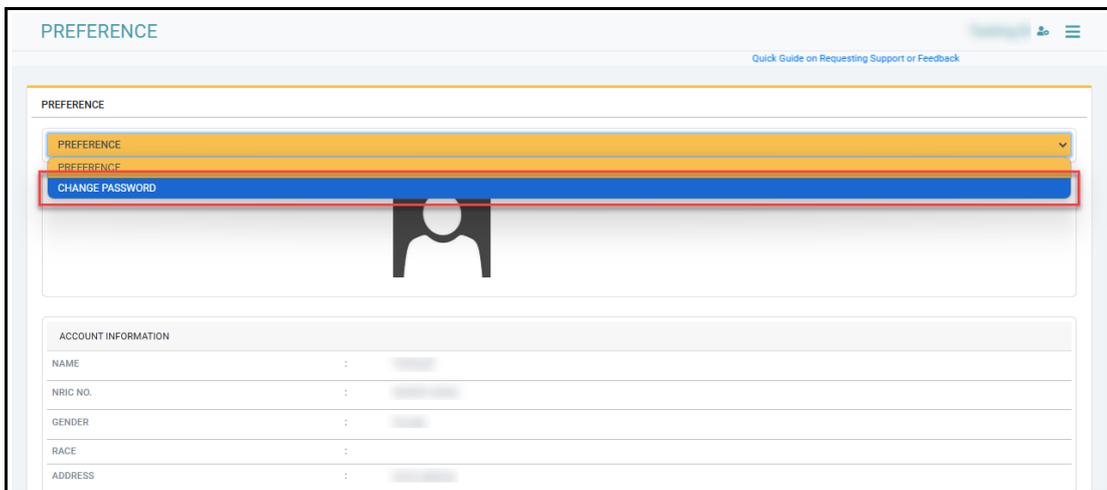


Figure : 40

- The change password page will be displayed.

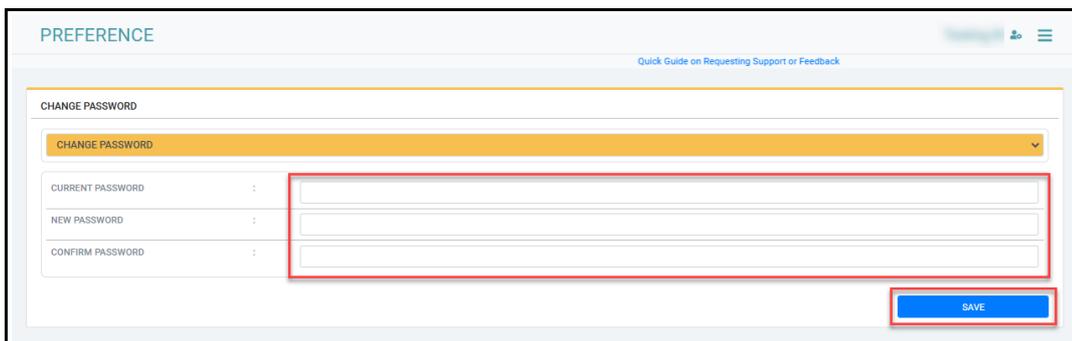


Figure : 41

- Enter the new password then click **SAVE** to save the new password.
- The confirmation message will be displayed. Click **CONFIRM** button.



Figure : 42

2.3.3. Edit Profile

To edit profile, follow the step(s) below:-



1. Click on  icon.
2. Click on the **PREFERENCE**.

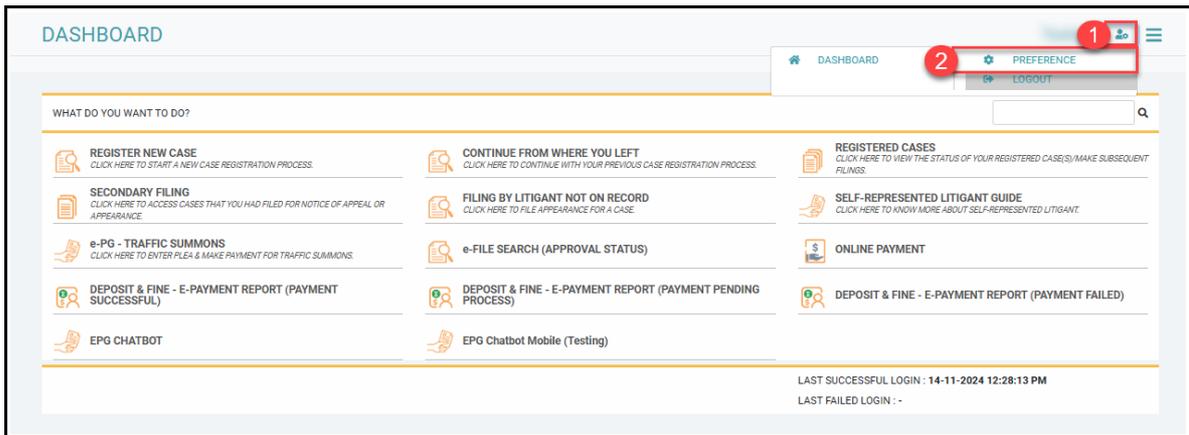


Figure : 43

3. The **PREFERENCE** page will be displayed.

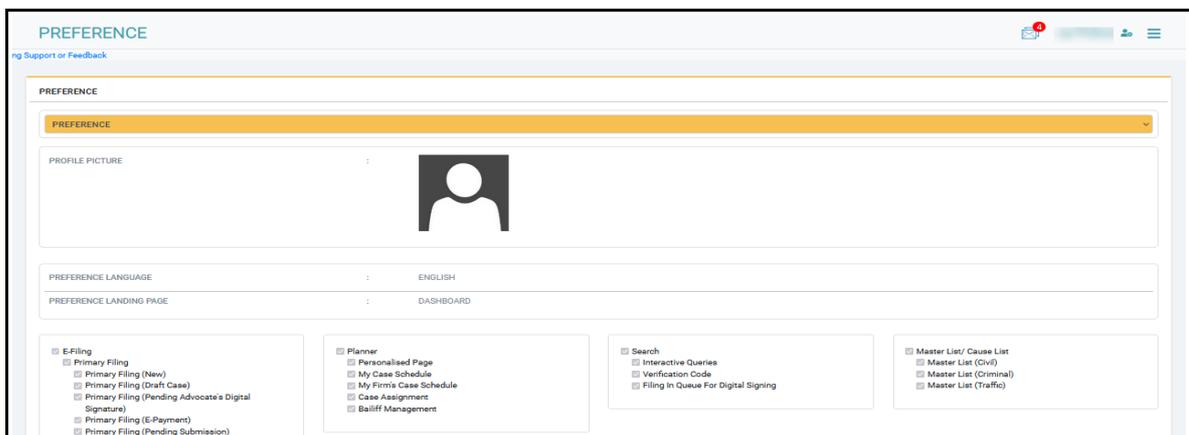


Figure : 44

4. Click **EDIT** button.

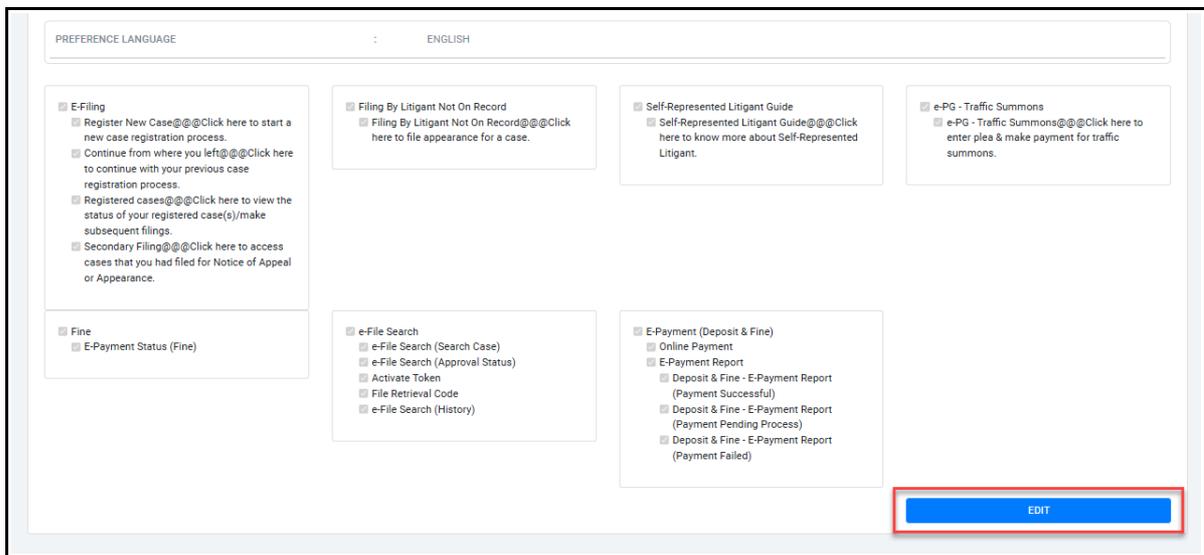


Figure : 45

5. The Preference page will be in edit mode.

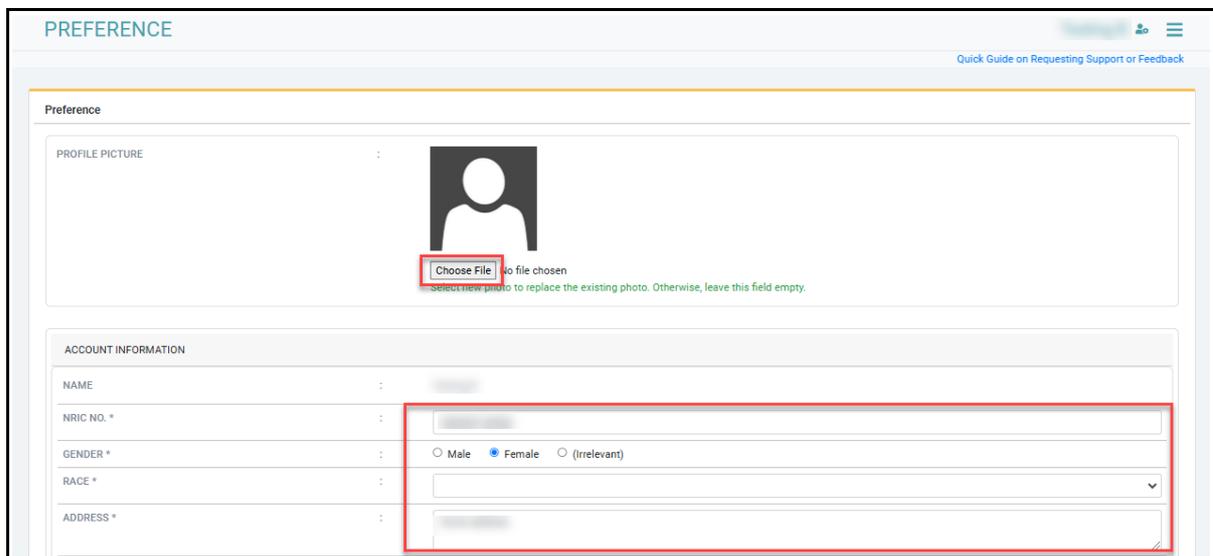
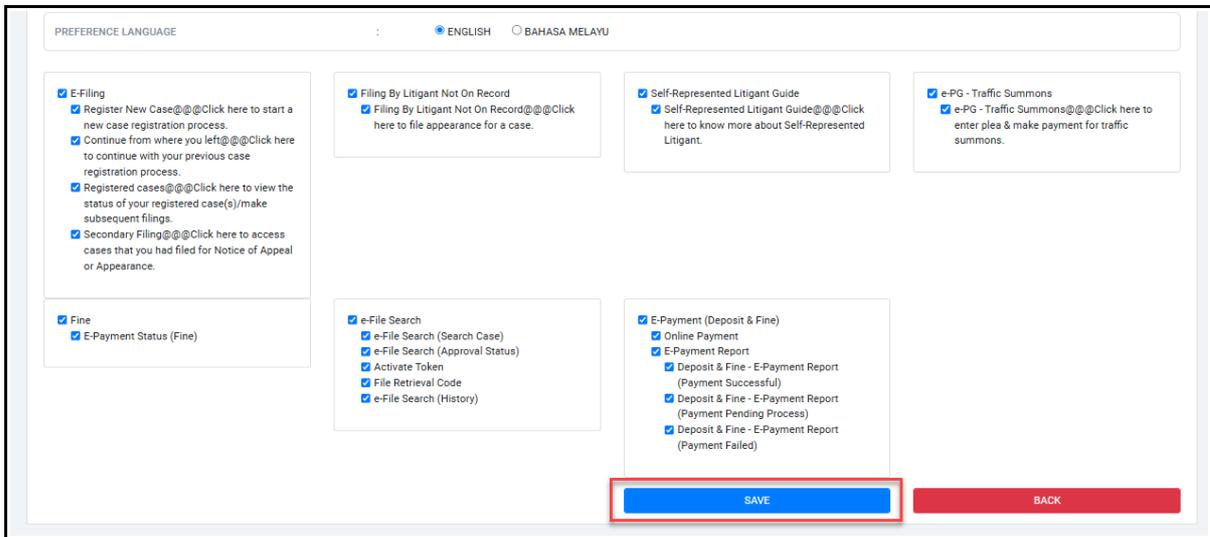


Figure : 46

6. Click **CHOOSE FILE** button to add profile picture.
7. User able to edit their account information and select the preference language based on the options given.
8. User able to update the menu or function to be accessed in the system by select on the checkbox.

9. Once done, click **SAVE** button to save the changes.



PREFERENCE LANGUAGE : ENGLISH BAHASA MELAYU

- E-Filing
 - Register New Case@@@Click here to start a new case registration process.
 - Continue from where you left@@@Click here to continue with your previous case registration process.
 - Registered cases@@@Click here to view the status of your registered case(s)/make subsequent filings.
 - Secondary Filing@@@Click here to access cases that you had filed for Notice of Appeal or Appearance.
- Filing By Litigant Not On Record
 - Filing By Litigant Not On Record@@@Click here to file appearance for a case.
- Self-Represented Litigant Guide
 - Self-Represented Litigant Guide@@@Click here to know more about Self-Represented Litigant.
- e-PG - Traffic Summons
 - e-PG - Traffic Summons@@@Click here to enter plea & make payment for traffic summons.
- Fine
 - E-Payment Status (Fine)
- e-File Search
 - e-File Search (Search Case)
 - e-File Search (Approval Status)
 - Activate Token
 - File Retrieval Code
 - e-File Search (History)
- E-Payment (Deposit & Fine)
 - Online Payment
 - E-Payment Report
 - Deposit & Fine - E-Payment Report (Payment Successful)
 - Deposit & Fine - E-Payment Report (Payment Pending Process)
 - Deposit & Fine - E-Payment Report (Payment Failed)

SAVE **BACK**

Figure : 47

eKSS

USING THE SYSTEM

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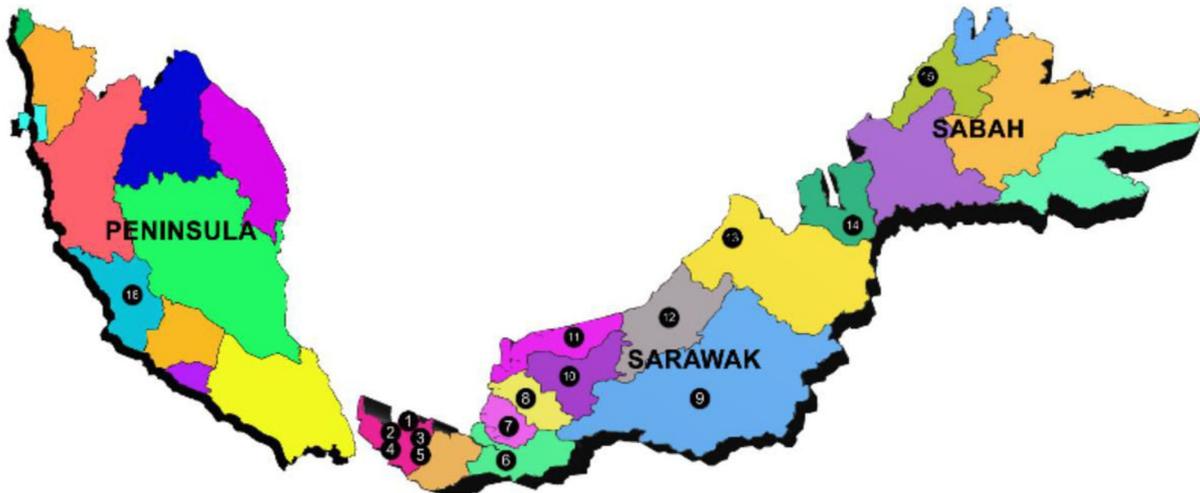
3.Using The System.....3-1

3. Using The System

Not applicable.

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SARAWAK INFORMATION SYSTEMS SDN BHD

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