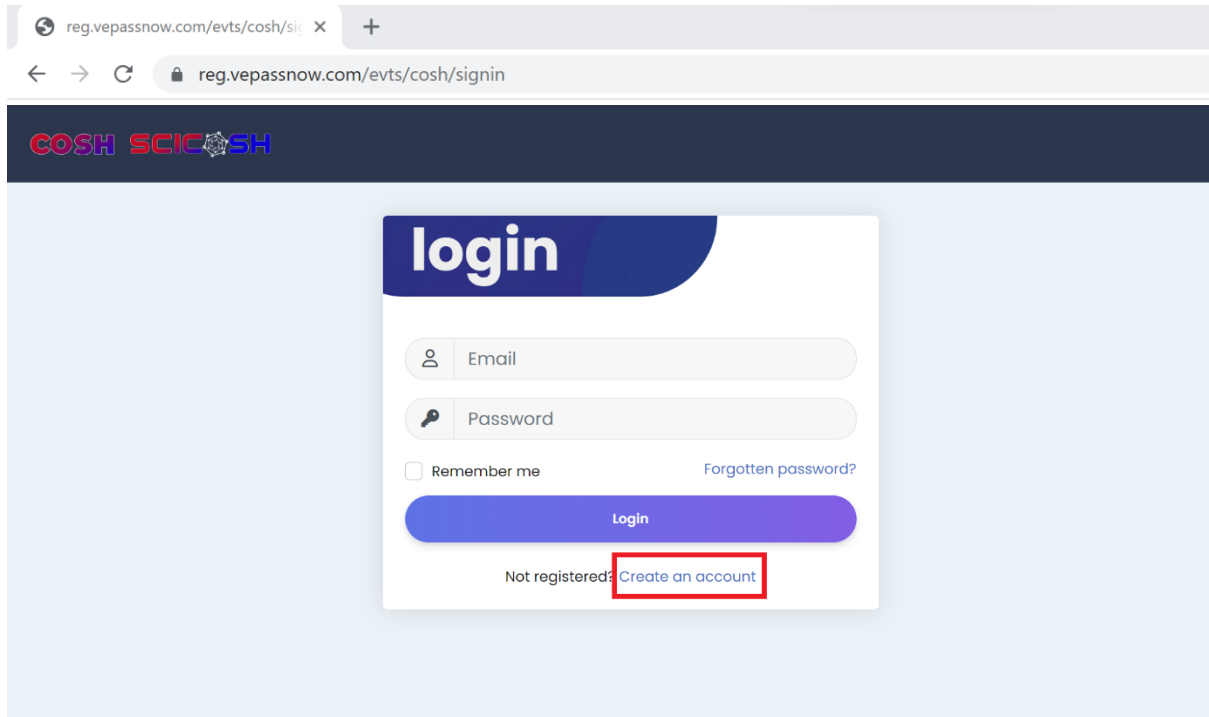


How to Use COSH System

- 1) Go to cosh system : <https://reg.vepassnow.com/evts/cosh/signin>, then click **Create an account**



reg.vepassnow.com/evts/cosh/signin

COSH SCICOSH

login

Email

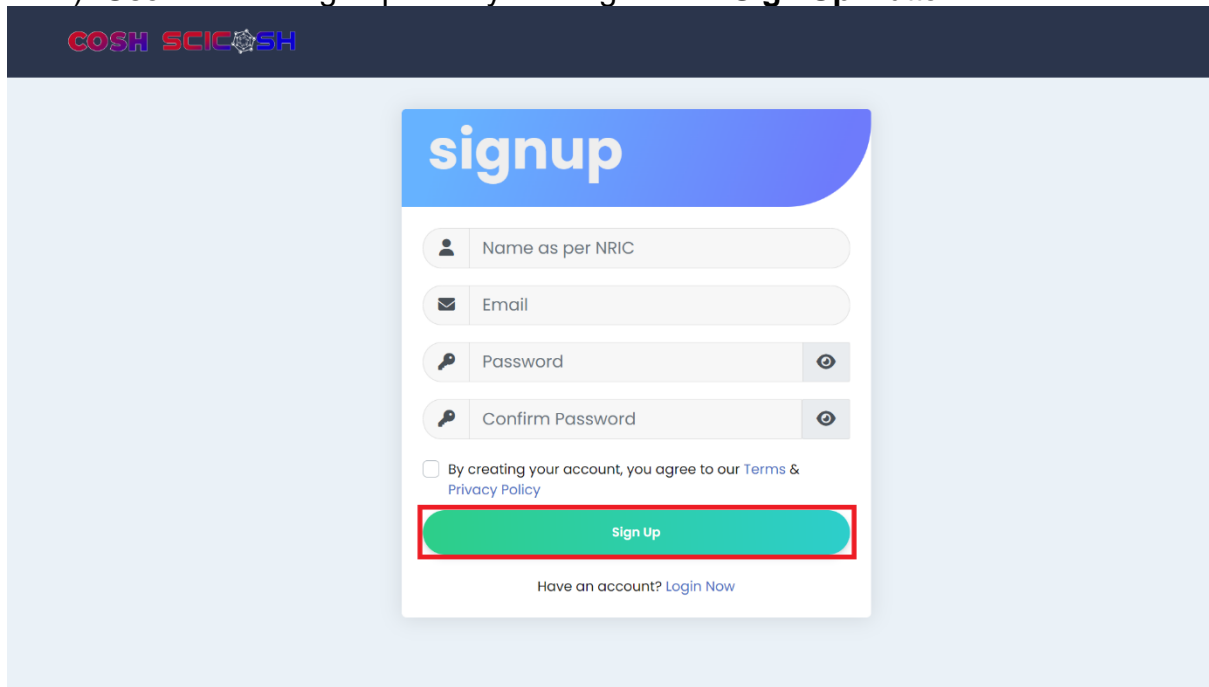
Password

Remember me [Forgotten password?](#)

Login

Not registered? [Create an account](#)

- 2) User need to sign up first by clicking on the **'Sign Up'** button



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signup

Name as per NRIC

Email

Password

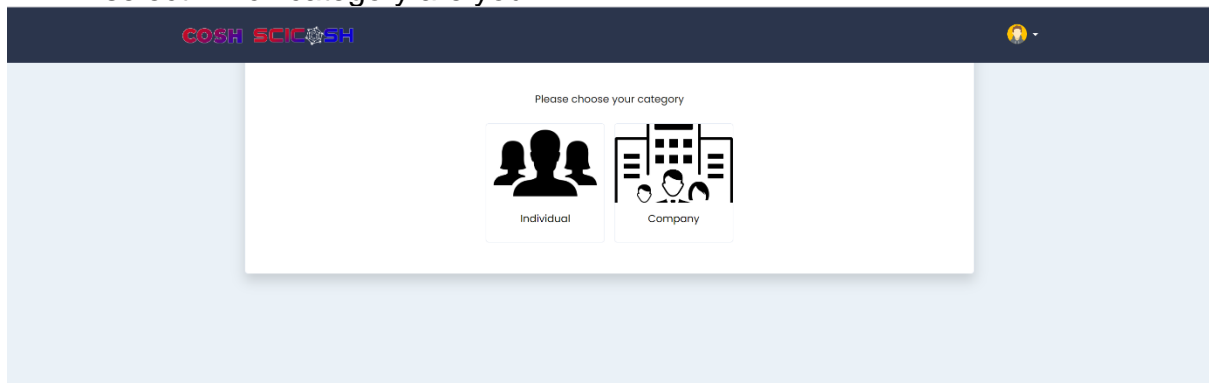
Confirm Password

By creating your account, you agree to our [Terms & Privacy Policy](#)

Sign Up

Have an account? [Login Now](#)

- 3) After sign up, it will redirect to the user's account category pages as user can select which category are you.



- 4) If user select **Company**, user need to fill in **Company & Person in Charge Info** before register for participant

The screenshot shows a dark blue header with the logo 'COSH SCICOSH' on the left and a user profile icon on the right. The main content area is white and contains a form titled 'Update your Info'. The form is divided into two sections: 'Company' and 'Person In Charge'. The 'Company' section has fields for 'Company Name *', 'Company Registration No.', 'Company Address *', 'Postcode *', 'City *', 'State *', 'Country *' (a dropdown menu with 'Select Country'), 'Company Phone *' (with a country code dropdown), and 'Ext'. The 'Person In Charge' section has fields for 'Name *' (filled with 'NURUL NADIRAH'), 'Position *', 'Mobile number *' (with a country code dropdown), and 'Email *' (filled with 'ops@mysmartreg.com'). A green 'Save Change' button is located at the bottom right of the form.

- 5) When user choose 'Individual' or complete the 'Company & Person in Charge Info' section, user will be directed to the Dashboard page. This page displays the information related to the event.

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Please take note of the following information of the events below:

CONFERENCE DATE
1st - 2nd November 2023 (Wednesday & Thursday)

EXHIBITION DATE
1st - 2nd November 2023 (Wednesday & Thursday)

- 6) To add participants, navigate to Step 1 on the left panel, click on 'Add Participant' and fill in all fields marked with a red asterisk.

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Dashboard

Add Participant

Attachment (Invoice, Receipt & Upload Document)

Participant (Confirmation Letter & QR code)

Add Participant

Profile

Participant Details

Full Name*

Designation* as per NRIC/Passport

Industry* Please Select

Gender* Please Select

Mobile number* Please select the country code

Email*

Participant Nationality

Nationality* Please Select

Attending COSH SCICOSH

Vegetarian* No Yes

Disabled Person* No Yes

Visitor Type

Category* Delegate

Next

- 7) After filling out the participant's information, click on **'Next'** and then press **'Add'** to confirm adding the participant.

The screenshot shows the 'Add Participant' form in a web application. The form is titled 'Add Participant' and has a 'Profile' tab selected. The form fields are as follows:

- Participant Details:**
 - Full Name*: Aw Weng Lik 001 as per NRIC/Passport
 - Designation*: SRS
 - Industry*: Agriculture, Forestry & Fishing
 - Gender*: Male
 - Mobile number*: 0103835828
 - Email*: awwenglik1@gmail.com
- Participant Nationality:**
 - Nationality*: Malaysia
 - Identity Number NRIC*: 9907
- Attending:**
 - COSH
 - SCOCOSH
- Vegetarian*:** No Yes
- Disabled Person*:** No Yes
- Visitor Type:**
 - Category*: Delegate



A dialog box titled 'Confirm add to booking list?' is overlaid on the form, with 'Add' and 'Cancel' buttons.

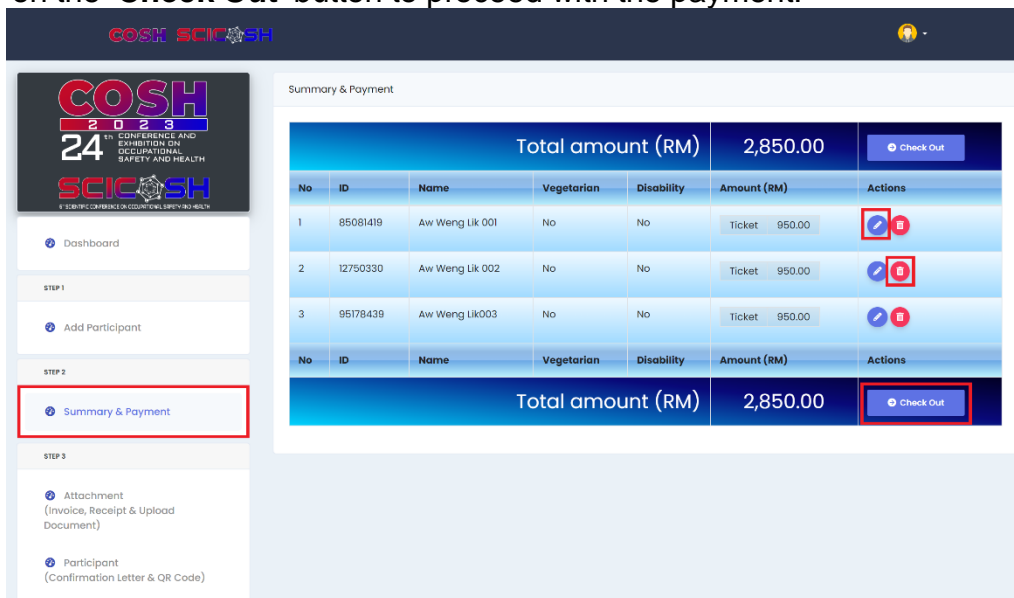
- 8) If user want to add another participant, click on **'Add another Participant'** and if user done adding participants, user can click on 'Checkout'.

The screenshot shows the 'Add Participant' form in a web application. The form is titled 'Add Participant' and has a 'Profile' tab selected. The form fields are as follows:

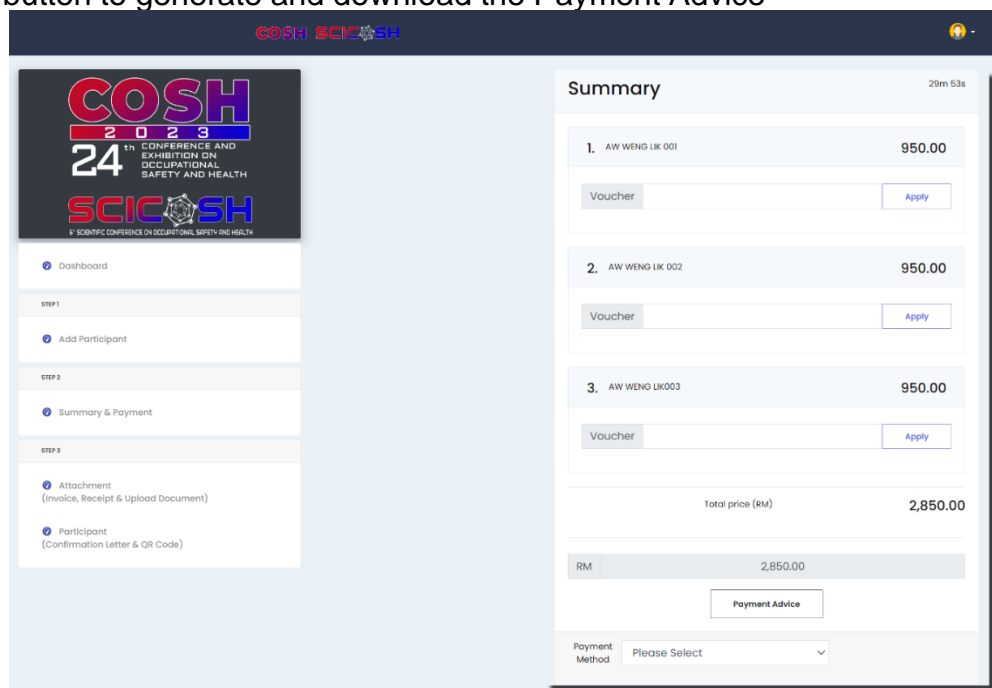
- Participant Details:**
 - Full Name*: Aw Weng Lik 002 as per NRIC/Passport
 - Designation*: Texting
 - Industry*: Agriculture, Forestry & Fishing
 - Gender*: Male
 - Mobile number*: 0103835828
 - Email*: awwenglik1@gmail.com
- Participant Nationality:**
 - Nationality*: Malaysia
 - Identity Number NRIC*: 9907
- Attending:**
 - COSH
 - SCOCOSH
- Vegetarian*:** No Yes
- Disabled Person*:** No Yes
- Visitor Type:**
 - Category*: Competent Person

A dialog box titled 'Next?' is overlaid on the form, with 'Add another Participant' and 'Checkout' buttons.

- 9) At the Checkout stage, you will arrive at Step 2: **Summary & Payment**, where you can see the list of participants that have been added by the user.
- 10) If user need to **edit** participant details, user can click on the  button to perform edits.
- 11) If user need to **delete** a participant, user can click on the  button to remove participant.
- 12) When the user is certain that all participants have been added, user can click on the **'Check Out'** button to proceed with the payment.



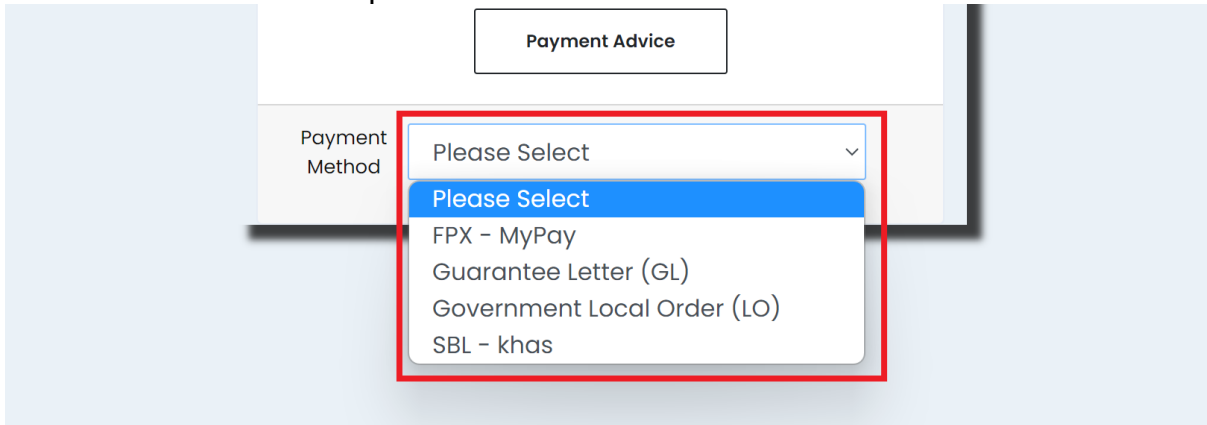
- 13) After clicking on **'Check Out'**, user will be taken to the Summary page, where user can enter any available voucher in the provided field and click on **'Apply'** button.
- 14) If users require a Payment Advice, user can click on the **'Payment Advice'** button to generate and download the Payment Advice



15) COSH system offers four payment methods:

- i) **FPX - MyPay**
- ii) **Guarantee Letter**
- iii) **Government Local Order**
- iv) **SBL - Khas**

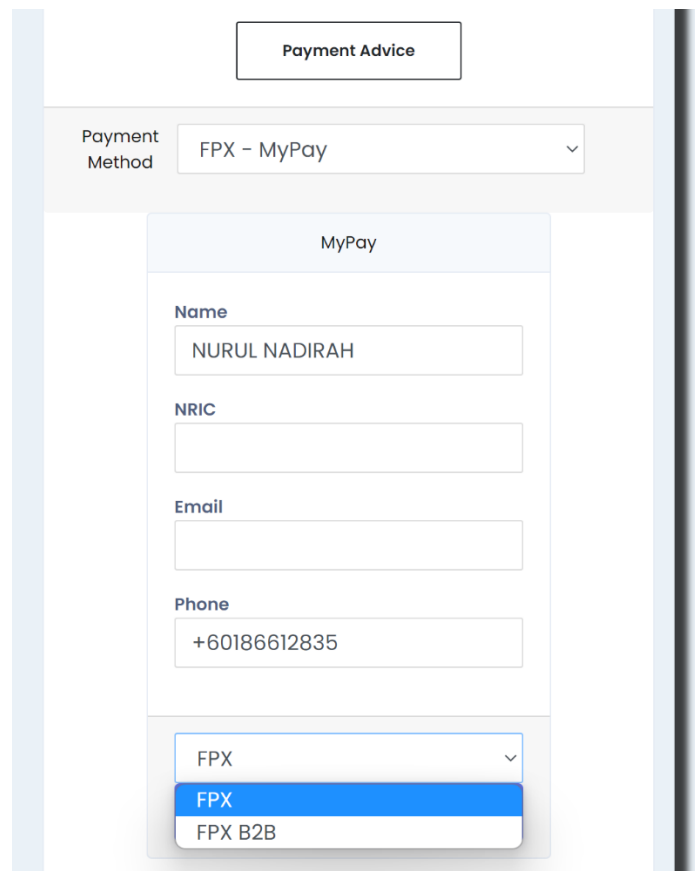
16) If user chooses to make payment using a **Guarantee Letter** or **Government Local Order**, please ensure that you have the required documents ready to facilitate a smooth process.



The screenshot shows a 'Payment Advice' form. At the top, there is a button labeled 'Payment Advice'. Below it, the 'Payment Method' dropdown menu is open, displaying the following options: 'Please Select' (highlighted in blue), 'FPX - MyPay', 'Guarantee Letter (GL)', 'Government Local Order (LO)', and 'SBL - khas'.

FPX – MyPay

17) If the user chooses **i) FPX - MyPay** as the payment method, user will need to provide the payer's information, and for B2B transactions, user should select **FPX B2B**.



The screenshot shows the 'Payment Advice' form with 'FPX - MyPay' selected in the 'Payment Method' dropdown. Below this, the 'MyPay' section is visible, containing the following fields:

- Name:** NURUL NADIRAH
- NRIC:** (empty field)
- Email:** (empty field)
- Phone:** +60186612835

At the bottom of the MyPay section, there is another dropdown menu with 'FPX' selected and 'FPX B2B' as an option.

18) After completing the payment, user will be taken to Step 3: **Attachment**, where user can see the translation lists after making the payment. User can click on '**View Invoice**' to download the invoice.

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- Dashboard
- STEP 1
- Add Participant
- STEP 2
- Summary & Payment
- STEP 3
- Attachment
(Invoice, Receipt & Upload Document)
- Participant
(Confirmation Letter & QR Code)

Attachment

No	Transaction	Participant	Payment Info	Amount (RM)	Actions
1	P3000805	<div style="display: flex; justify-content: space-around; font-size: 8px;"> 8991449 AW WENG LIK 001 1270030 AW WENG LIK 002 8878438 AW WENG LIK003 </div>	<div style="display: flex; justify-content: space-around; font-size: 8px;"> Method Gateway Payment </div> <div style="display: flex; justify-content: space-around; font-size: 8px;"> Type MyPay </div>	2,850.00	View Participant View Invoice

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 Tel: +603 87692100
 www.niosh.com.my
 No. CP: W24-1808-32000184

INVOICE

NURUL NADIRAH 52-1-1, Medan Putra Business Centre, Jalan Medan Putra 4, Bandar Sri Menjalara, 52200 Malaysia	Invoice No : 100006 Ref No : P3000805 Pymt Mode : MyPay Attention : Pay Date : 2023-07-10
------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------

ITEM	DESCRIPTION	QUANTITY	PRICE(RM)	TOTAL(RM)
1	AW WENG LIK 001	1	950.00	950.00
2	AW WENG LIK 002	1	950.00	950.00
3	AW WENG LIK003	1	950.00	950.00
Subtotal (Exclude SST)				2,688.88
Service Tax @ 0%				161.32
Total Paid				2,850.00

Guarantee Letter (GL)

19) If the user chooses ii) **Guarantee Letter** as the payment method, they should select their own company and then click on **'Place Order'**.

RM 2,850.00

Payment Advice

Payment Method: Guarantee Letter (GL) ▼

Alam Flora Sdn Bhd ▼

Place Order

20) Users are required to upload their documents here and then click on **'Upload Now'**.

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Transfer

Guarantee Letter

Please upload the **Guarantee Letter** to complete your registration.
*Note: Only listed companies under NIOSH credit facilities will be accepted.
You may download the invoice from the system once it is ready.

Please attach document

Choose File No file chosen

Please Submit in .pdf, .jpg, .png format

Upload Later Upload Now

Dashboard

STEP 1

Add Participant

STEP 2

Summary & Payment

STEP 3

Attachment (Invoice, Receipt & Upload Document)

Participant (Confirmation Letter & QR Code)

- 21) If the user hasn't uploaded any documents yet and has selected the 'Upload Later' button, they can click on the 'Upload Document' button to go back to that page.
- 22) When the user uploads the first document for the Guarantee Letter, an 'Upload Payment' button will appear, allowing them to upload the proof of payment document.

The screenshot shows the 'Attachment' page on the COSH SCIOSH 2023 website. The page features a sidebar with navigation steps: Dashboard, Add Participant, Summary & Payment, Attachment (Invoice, Receipt & Upload Document), and Participant (Confirmation Letter & QR Code). The main content area displays a table of transactions with the following data:

No	Transaction	Participant	Payment Info	Amount (RM)	Actions
1	P3636438	4772846 AW WENG LK 005	Method: Transfer Type: GL Company: Alam Flora Sdn Bhd Uploaded: View File	Payment 950.00	View Participant Upload Document Upload Payment
2	P0031957	5351446 AW WENG LK005	Method: Transfer Type: GL Company: Alam Flora Sdn Bhd	Payment 950.00	View Participant Upload Document
3	P2995192	4192614 AW WENG LK 004	Method: Transfer Type: GL Company: Alam Flora Sdn Bhd	Payment 950.00	View Participant Upload Document
4	P3000905	8505419 AW WENG LK 001	Method: Gateway Type: MyPay	Payment 2,850.00	View Participant View Invoice

Government Local Order

- 23) If the user chooses ii) **Government Local Order** as the payment method, they can proceed by clicking on 'Place Order', which will directly take them to the upload document page.

The screenshot shows the 'Transfer' page on the COSH SCIOSH 2023 website. The page features a sidebar with navigation steps: Dashboard, Add Participant, Summary & Payment, Attachment (Invoice, Receipt & Upload Document), and Participant (Confirmation Letter & QR Code). The main content area displays the following information:

Local Order (Government Only)
Please upload the Local Order to complete your registration.
*Note : It may take 1 - 3 working days for Finance Department to issue the invoice.
You may download the invoice from the system once it is ready.

Please attach your payment proof
Choose File No file chosen
Please Submit in .pdf , .jpg , .png format

[Upload Later](#) [Upload Now](#)

SBL – Khas

24) If the user chooses **iv) SBL Khas** as the payment method, they can proceed by clicking on **'Place Order'**, which will directly take them to the upload SBL Khas number page, where they need to upload their application number.

reg.vepassnow.com/evts/cosh/ticket/checkout/transfer/P9963402

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Transfer

SBL Khas

Please upload the **Grant Application / Grant Approval** to complete your registration.
*Note - Only grant document with Application Number will be accepted.

Please enter

Application Number

Upload Later Upload Now

Dashboard

STEP 1

Add Participant

STEP 2

Summary & Payment

STEP 3

Attachment (Invoice, Receipt & Upload Document)

Participant (Confirmation Letter & QR Code)

25) After completing the payment and receiving admin approval, users can click on **'Participants'** to access the participant lists page, where they can obtain the **Confirmation Letter** and **QR Code**. They can also click on **'View Details'** to see the participant's information.

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Dashboard

STEP 1

Add Participant

STEP 2

Summary & Payment

STEP 3

Attachment (Invoice, Receipt & Upload Document)

Participant (Confirmation Letter & QR Code)

Participant

No	Transaction	ID	Name	Preference	Actions
1	P6095796	78354402	AW WENG LIK	Vegetarian NO Disability NO	View Details Confirmation Letter QR Code
2	P9395296	40258405	VIK PAUL	Vegetarian NO Disability NO	View Details Confirmation Letter QR Code
3	P7278346	88210885	VICTOR	Vegetarian NO Disability NO	View Details Confirmation Letter QR Code

No Transaction ID Name Preference Actions