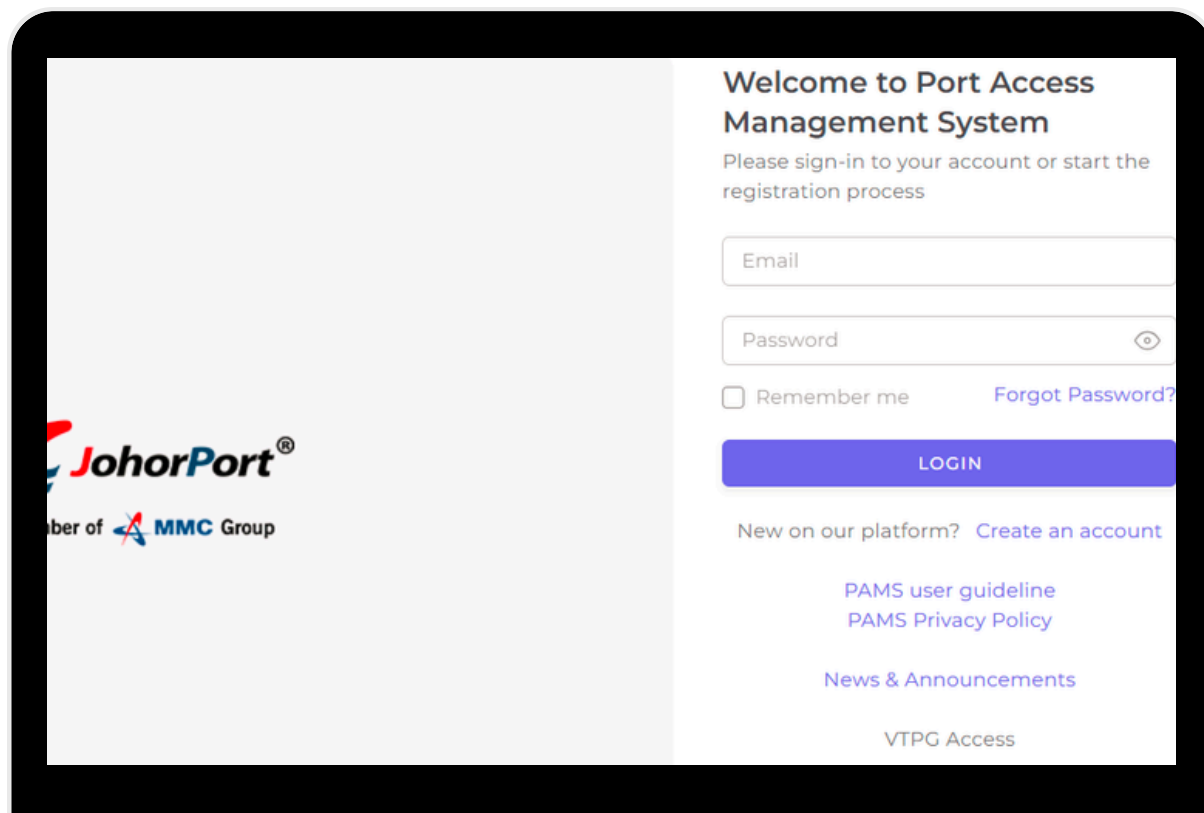


PORT ACCESS MANAGEMENT SYSTEM (PAMS)



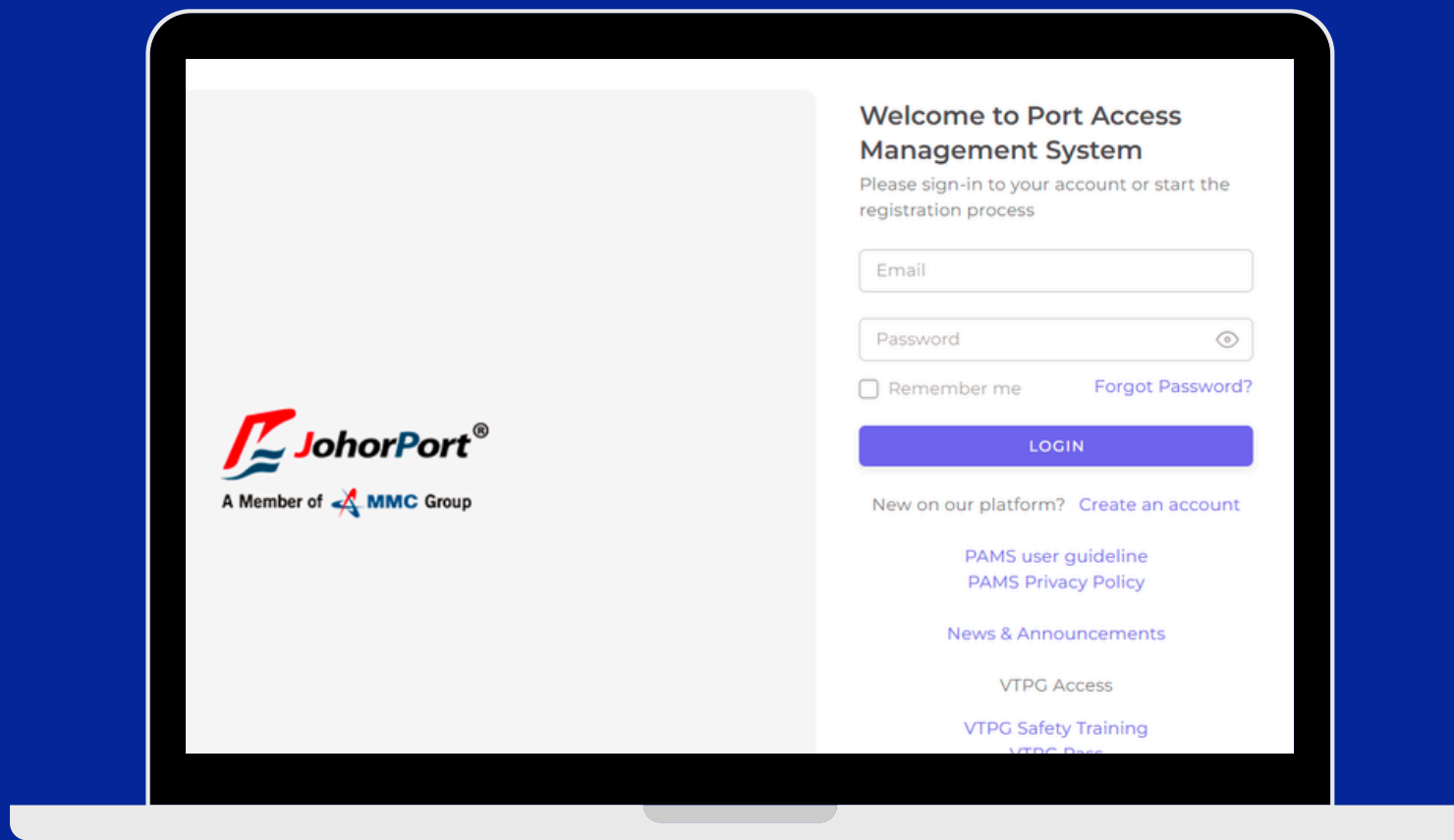
USER MANUAL GUIDE

Visit our website

<https://pams.johorport.com.my/login>



PERMANENT PERMIT APPLICATION



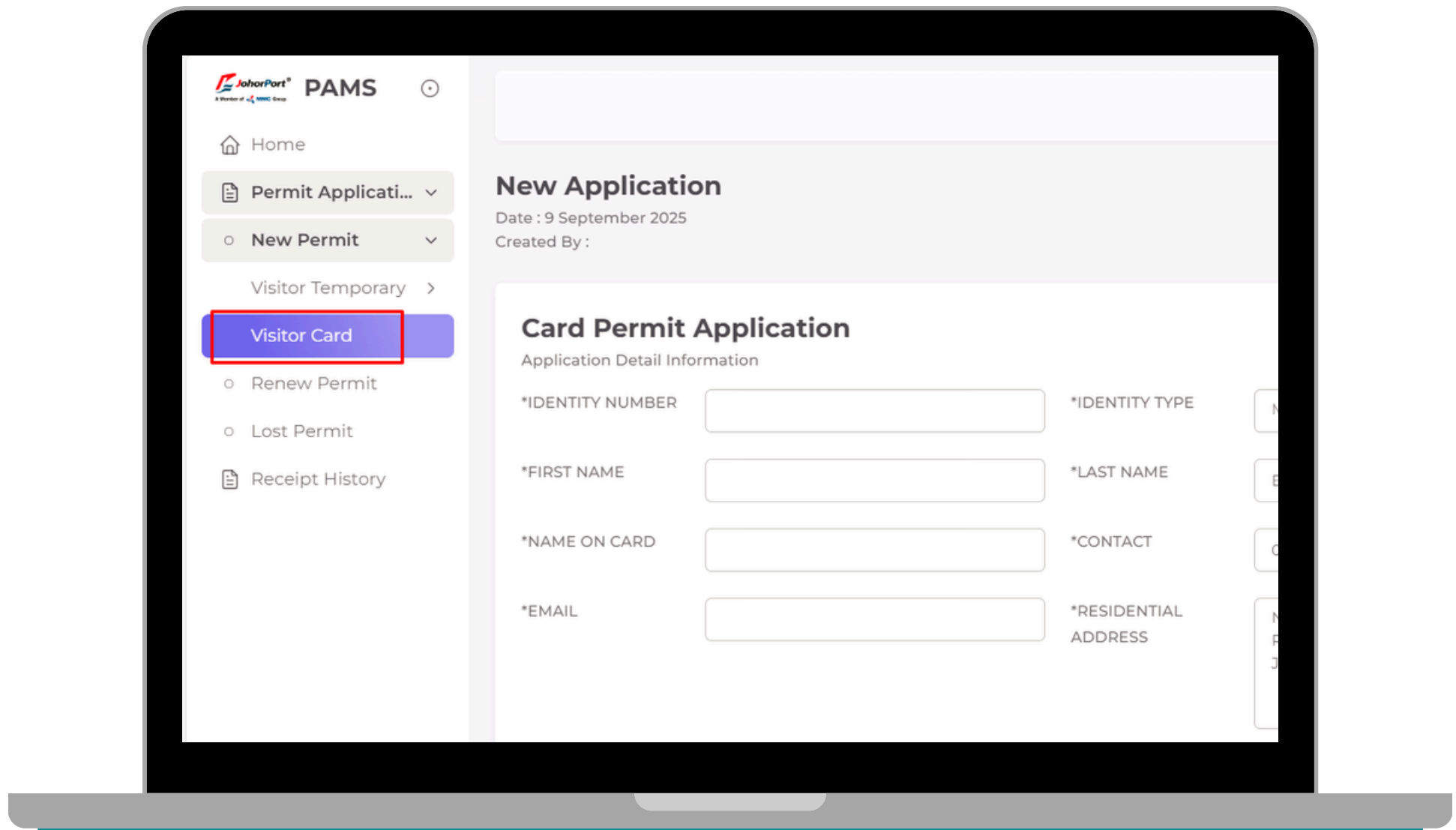
Visit our website

<https://pams.johorport.com.my/login>



Click New Permit and Visitor Card

1



<https://pams.johorport.com.my/login>

Fill in all mandatory fields

2

The screenshot displays a web application interface for a 'Card Permit Application'. The form is titled 'Card Permit Application' and is categorized as 'Application Detail Information'. It contains several mandatory fields, indicated by an asterisk (*). The fields are arranged in two columns:

- *IDENTITY NUMBER: Text input field.
- *IDENTITY TYPE: Text input field with the value 'MyKad'.
- *FIRST NAME: Text input field.
- *LAST NAME: Text input field.
- *NAME ON CARD: Text input field.
- *CONTACT: Text input field.
- *EMAIL: Text input field.
- *RESIDENTIAL ADDRESS: Text area input field.
- *COMPANY NAME: Text input field with the value 'JOHOR PORT BERHAD'.
- *SHORT COMPANY NAME: Text input field with the value 'JOHOR PORT BHD'.
- *APPLICATION CATEGORY: Dropdown menu.
- *DESIGNATION: Text input field.



<https://pams.johorport.com.my/login>

Attach Supporting Documents and click Submit

3

The screenshot shows a web interface with two main sections: 'Supporting Document's' and 'Passport Photo'. Each section includes a note about file formats and size, an upload button, and a list of instructions. The 'Supporting Document's' section has a 'Click To Upload Supporting Documents' button and a list of instructions. The 'Passport Photo' section has a 'Click To Upload Supporting Documents' button, a file preview 'Sample-Watermark.png', and a list of instructions. A 'Preview Uploaded Documents' section shows 'Sample-Watermark.png' with a red progress bar. A 'Preview Passport Photo' section shows a large 'SAMPLE' watermark. A 'Submit' button is highlighted with a red box in the bottom right corner.

Supporting Document's
*Note: File must be in following formats (PDF, PNG, JPG, JPEG) and maximum size allowed to upload is 5MB per file.

Click To Upload Supporting Documents

- this Document is required to upload.
- please make sure get signed form from your company.
- this Document is required to upload.
- please make sure get signed form from your company.

Passport Photo
*Note: File must be in following formats (PNG, JPG, JPEG) and maximum size allowed to upload is 5MB per file.

Click To Upload Supporting Documents

Sample-Watermark.png

- make the photo is passport sized.
- please use green background.

Preview Uploaded Documents
Sample-Watermark.png

Preview Passport Photo
SAMPLE

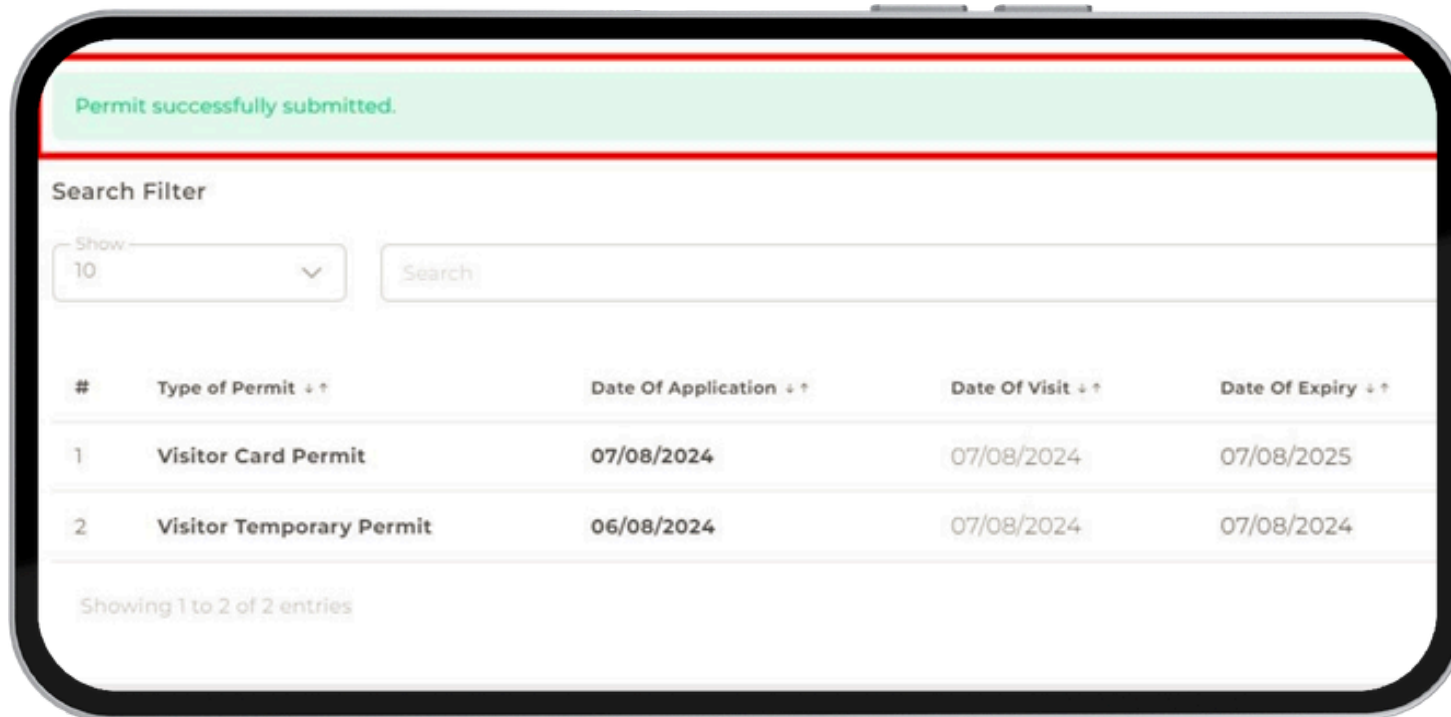
Submit



<https://pams.johorport.com.my/login>

Once submitted, a notification message on top of your permit application list as shown below. User will receive an email notification that permit has been submitted.

4



<https://pams.johorport.com.my/login>

**Submitted applications status
will display at Home page.
Newly submitted applications
status will be Pending Approval**

5

Permit successfully submitted.

Search Filter

Show 10 Select Status All Status

#	Type of Permit	Date Of Application	Date Of Visit	Date Of Expiry	Status	Actions
1	Visitor Card Permit	07/08/2024	07/08/2024	07/08/2025	Pending Approval	
2	Visitor Temporary Permit	06/08/2024	07/08/2024	07/08/2024	Approved	

Showing 1 to 2 of 2 entries




<https://pams.johorport.com.my/login>

Status as below:


6

#	Type of Permit	Date Of Application	Date Of Visit	Date Of Expiry	Status	Actions
1	Visitor Card Permit	07/08/2024	07/08/2024	07/08/2025	Pending Admin Approval	

If required approval from PSSD Admin, status will be changed to Pending Admin Approval.

#	Type of Permit	Date Of Application	Date Of Visit	Date Of Expiry	Status	Actions
1	Visitor Card Permit	07/08/2024	07/08/2024	07/08/2025	Pending Safety Payment	

PSSD Admin verify and approve, status change to Pending Safety Payment.

#	Type of Permit	Date Of Application	Date Of Visit	Date Of Expiry	Status	Actions
1	Visitor Card Permit	07/08/2024	07/08/2024	07/08/2025	Pending Safety Payment	

Pay Permit

Date : 7 August 2024
Created By : Nur Hidayah Binti Effendy
Permit Type : Visitor Card Permit

Here's the summary of your payment. You can make payment for yourself or for the whole group. Please make sure you've checked the correct box by verifying the identity number of the person that you are paying on behalf. if you prefer to make payment by cash you may attend to pass office counter.

Selected	Product	Quantity	Price(RM)	Sub total
<input checked="" type="checkbox"/>	Safety Induction - 960518011111 Permit Id 1608 - 15 August 2024	1	50.00	50.00
Total Amount				RM 50.00
Rounding Adjustment				RM 0.00
Grand Total Amount				RM 50.00


Pay Online

To pay online, click on the file icon in the action column as shown. Then applicant will be redirected to the payment page.

<https://pams.johorport.com.my/login>

Safety Induction

7

#	Type of Permit	Date Of Application	Date Of Visit	Date Of Expiry	Status	Actions
1	Visitor Card Permit	07/08/2024	07/08/2024	07/08/2025	Pending Induction	

Edit Application

Date : 7 August 2024
Created By : Nur Hidayah Binti Effendy

Enroll Session

Card Permit Application

Application Detail Information

*Identity Detail	96051801111	*Identity Type	MyKad
*First Name	Nur Hidayah	*Last Name	Binti Effendy
*Name On Card	Nur Hidayah	*Contact	0177961111
*Email	hidayaheffendy.nh@gmail.com	*Residential Address	No 00, 3In Taman, Taman Wujud, 81700 Pasir Gudang, Johor. null null null
*Company Name	TSM Test 56235	*Short Company Name	TSM Test 56235
*Application Category	General	*Designation	General
*Visit Date	07/08/2024	*Visit Expiry	07/08/2025
Event Code		*Visit Location	PORT SAFETY

Enroll Induction Session

Date : 7 August 2024
Created By : Nur Hidayah Binti Effendy

Enroll Induction Session

Please select one of the following session and enroll yourself for the induction session. attendance is compulsory

*Training Content Language English Bahasa Malaysia

*Induction Session Date August 15, 2024 1:00 PM - 3:00 PM

Cancel

Enroll

1
2
Permit status changed to Pending Induction. Click on the file icon at the action's column. Click on the Enroll session button on the top page.

1
2
Enroll a session by selecting a date and preferred training language and enroll. Applicant will receive an email notification for training session.



<https://pams.johorport.com.my/login>

Safety Induction

8



Visitor Safety Permit

Now you may use this image to access the gate's at JPB.


Valid Pass

VISITOR SAFETY PASS

Name : Nur Hidayah
IC : 960518011111
Vehicle No : JJJ1XXX
Company : N/A
Expiry Date : 15/08/2024
Location : PORT SAFETY



Applicant is required to attend the training session physically at Port Safety Building. To access the entry gate applicant might need to generate VSP then print out a copy to show the officers at the gate.

#	Type of Permit	Date Of Application	Date Of Visit	Date Of Expiry	Status	Actions
1	Visitor Card Permit	07/08/2024	07/08/2024	07/08/2025	Pending Online Test	

1

Edit Application

Date : 7 August 2024
Created By : Nur Hidayah Binti Effendy

Attend Online Test

2

Once applicant complete the training session the permit application status will be changed to Pending Online Test. Click on the file icon in the actions column. Click on the attend online test to take test.

Card Permit Application

Application Detail Information

*Identity Detail	960518011111	*Identity Type	MyKad
*First Name	Nur Hidayah	*Last Name	Binti Effendy
*Name On Card	Nur Hidayah	*Contact	0177961111
*Email	hidayaheffendy.nh@gmail.com	*Residential Address	No 00, 3In Taman, Taman Wujud, 81700 Pasir Gudang, Johor, null null null
*Company Name	TSM Test 56235	*Short Company Name	TSM Test 56235

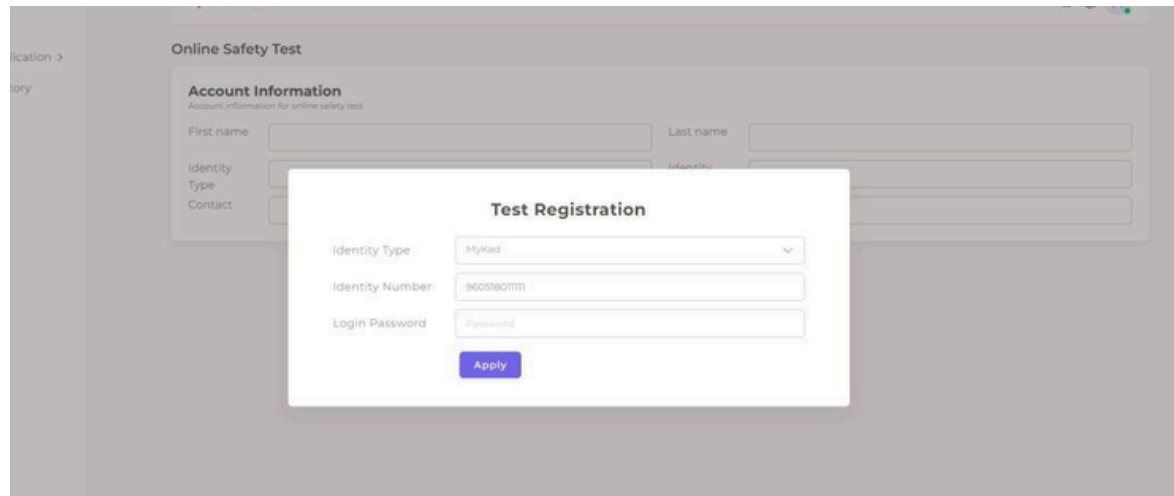


<https://pams.johorport.com.my/login>

Safety Induction

9

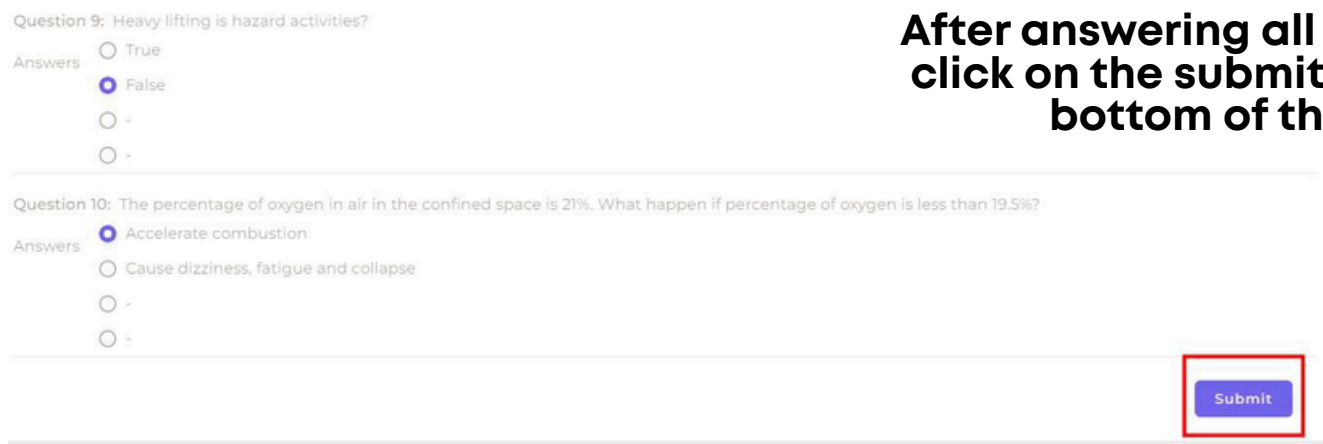
1



The screenshot shows a web interface for an 'Online Safety Test'. A modal window titled 'Test Registration' is open over a background form. The modal contains the following fields: 'Identity Type' (a dropdown menu with 'MyKad' selected), 'Identity Number' (a text input field containing '9605180111'), and 'Login Password' (a text input field with a placeholder 'Password'). A blue 'Apply' button is located at the bottom of the modal. The background form includes sections for 'Account Information' with fields for 'First name', 'Last name', 'Identity Type', and 'Contact'.

Fill in password to continue with online test

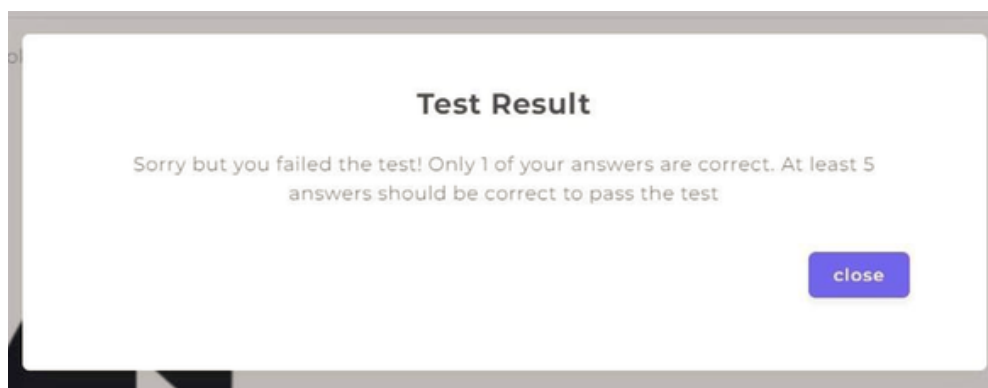
2



The screenshot displays two multiple-choice questions. Question 9 asks 'Heavy lifting is hazard activities?' with options 'True', 'False', and two empty options. 'False' is selected. Question 10 asks 'The percentage of oxygen in air in the confined space is 21%. What happen if percentage of oxygen is less than 19.5%?' with options 'Accelerate combustion', 'Cause dizziness, fatigue and collapse', and two empty options. 'Accelerate combustion' is selected. A blue 'Submit' button is highlighted with a red box at the bottom right of the question area.

After answering all the questions, click on the submit button at the bottom of the page.

3



The screenshot shows a 'Test Result' message box. The text inside reads: 'Sorry but you failed the test! Only 1 of your answers are correct. At least 5 answers should be correct to pass the test'. A blue 'close' button is located at the bottom right of the message box.


Once submitted instantly applicant will get their results.




<https://pams.johorport.com.my/login>

Online Safety Briefing

10

#	Type of Permit	Date Of Application	Date Of Visit	Date Of Expiry	Status	Actions
1	Visitor Card Permit	07/08/2024	07/08/2024	07/08/2025	Pending Retest Payment	

Failed the test the application status will be Pending retest Payment. Retake the test until they pass the test.

#	Type of Permit	Date Of Application	Date Of Visit	Date Of Expiry	Status	Actions
1	Visitor Card Permit	07/08/2024	07/08/2024	07/08/2025	Pending Retest Payment	


Pay Permit

Date : 7 August 2024
Created By : Nur Hidayah Binti Effendy
Permit Type : Visitor Card Permit

Here's the summary of your payment. You can make payment for yourself or for the whole group. Please make sure you've checked the correct box by verifying the identity number of the person that you are paying on behalf. if you prefer to make payment by cash you may attend to pass office counter.

Selected	Product	Quantity	Price(RM)	Sub total
<input checked="" type="checkbox"/>	Reseat Induction Test - 960518011111 Permit Id 1608 - 15 August 2024	1	10.00	10.00
Total Amount				RM 10.00
Rounding Adjustment				RM 0.00
Grand Total Amount				RM 10.00

To make payment for the retake test, applicant can pay via online. Then applicant receive an email notification.






<https://pams.johorport.com.my/login>

Status as below:

11

#	Type of Permit	Date Of Application	Date Of Visit	Date Of Expiry	Status	Actions
1	Visitor Card Permit	07/08/2024	07/08/2024	07/08/2025	Pending Physical	

Once passed the online test, permit status will be Pending Physical.
Applicant will receive an email notification.
Applicant need to go pass office and verify with the officer.

#	Type of Permit	Date Of Application	Date Of Visit	Date Of Expiry	Status	Actions
1	Visitor Card Permit	07/08/2024	07/08/2024	07/08/2025	Pending Permit Payment	

After pass office verification, the permit status will be changed to Pending Permit Payment.

Applicant can make payment at pass office counter or via online.
Click on the file icon in the action column to do online payment.

Pay Permit

Date : 7 August 2024
Created By : Nur Hidayah Binti Effendy
Permit Type : Visitor Card Permit

Make Online Payment

Here's the summary of your payment. You can make payment for yourself or for the whole group. Please make sure you've checked the correct box by verifying the identity number of the person that you are paying on behalf. if you prefer to make payment by cash you may attend to pass office counter.

Selected	Product	Quantity	Price(RM)	Sub total
<input checked="" type="checkbox"/>	VCP 12 Months - 960518011111 Permit Id 1608 - 15 August 2024	1	60.00	60.00
<input checked="" type="checkbox"/>	External User Initial Vehicle - 960518011111 Permit Id 1608 - 15 August 2024	1	10.00	10.00
Total Amount			RM 70.00	
Rounding Adjustment			RM 0.00	
Grand Total Amount			RM 70.00	

Then applicant will be redirected to the payment page.

Pay Online



<https://pams.johorport.com.my/login>

Once payment successfully paid, permit application status will be changed to Approved. Applicant will receive an email notification.

12

#	Type of Permit	Date Of Application	Date Of Visit	Date Of Expiry	Status	Actions
1	Visitor Card Permit	07/08/2024	07/08/2024	07/08/2025	Approved	

PAMS - Permit application - Approved Inbox x

PAMS <passoffice@johorport.com.my> 25 Feb 2025, 12:52
to me

Dear UMIF NATASHA MOHD NIZAM.

We are pleased to inform you that your permit application has been approved. please login to PAMS to proceed futher action.

Please do not reply to this email.

If you have any questions or concerns regarding the process, please reach out to our dedicated support team at passoffice@johorport.com.my or contact 07-2535888 ext. 523/582 (Pass office).

Thank you for your cooperation.



<https://pams.johorport.com.my/login>