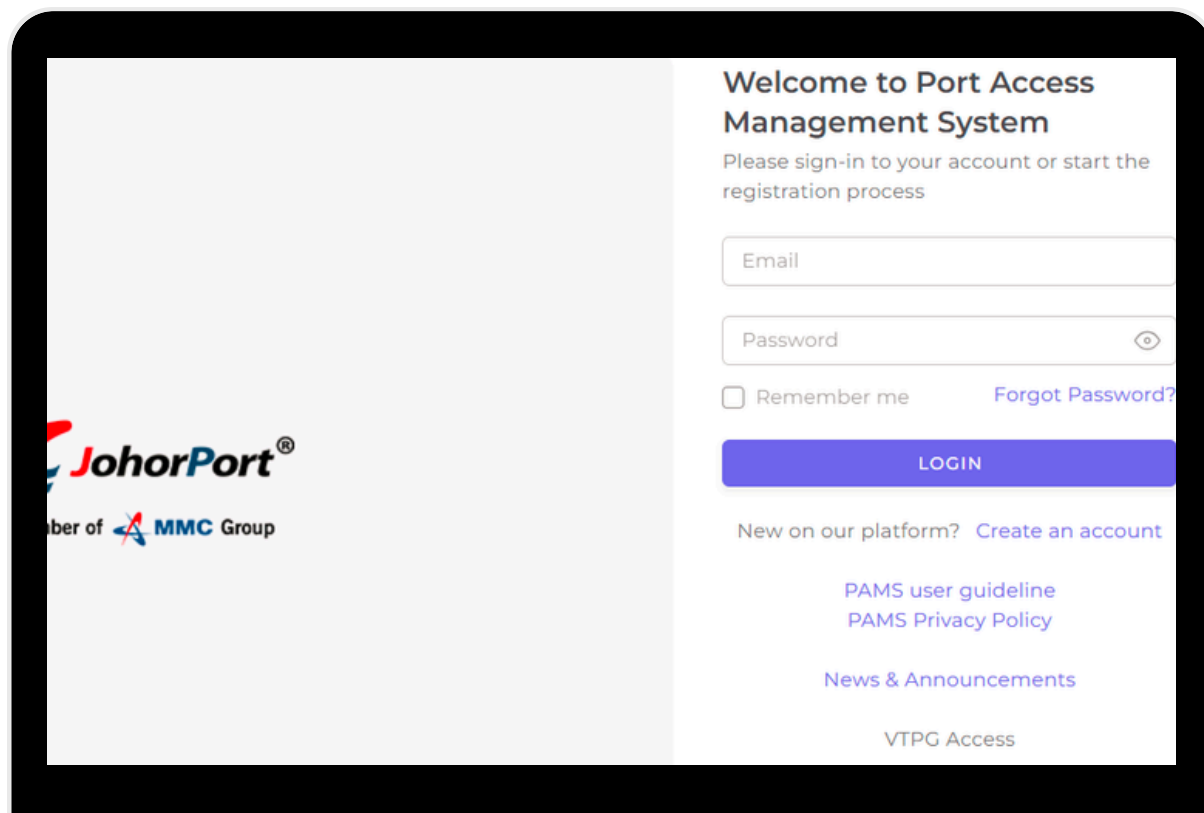


PORT ACCESS MANAGEMENT SYSTEM (PAMS)



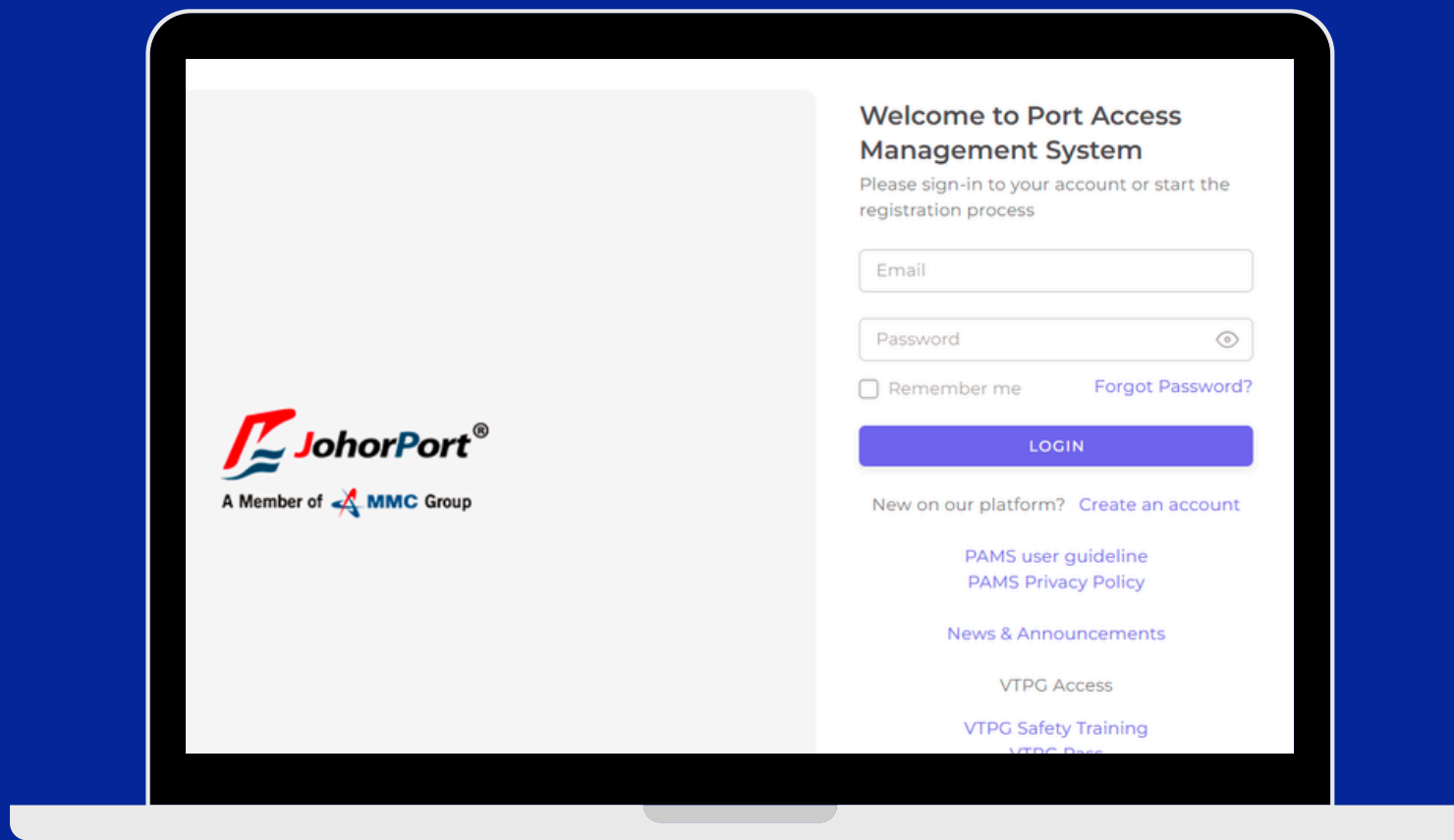
USER MANUAL GUIDE

Visit our website

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



VISITOR TEMPORARY PERMIT GROUP APPLICATION



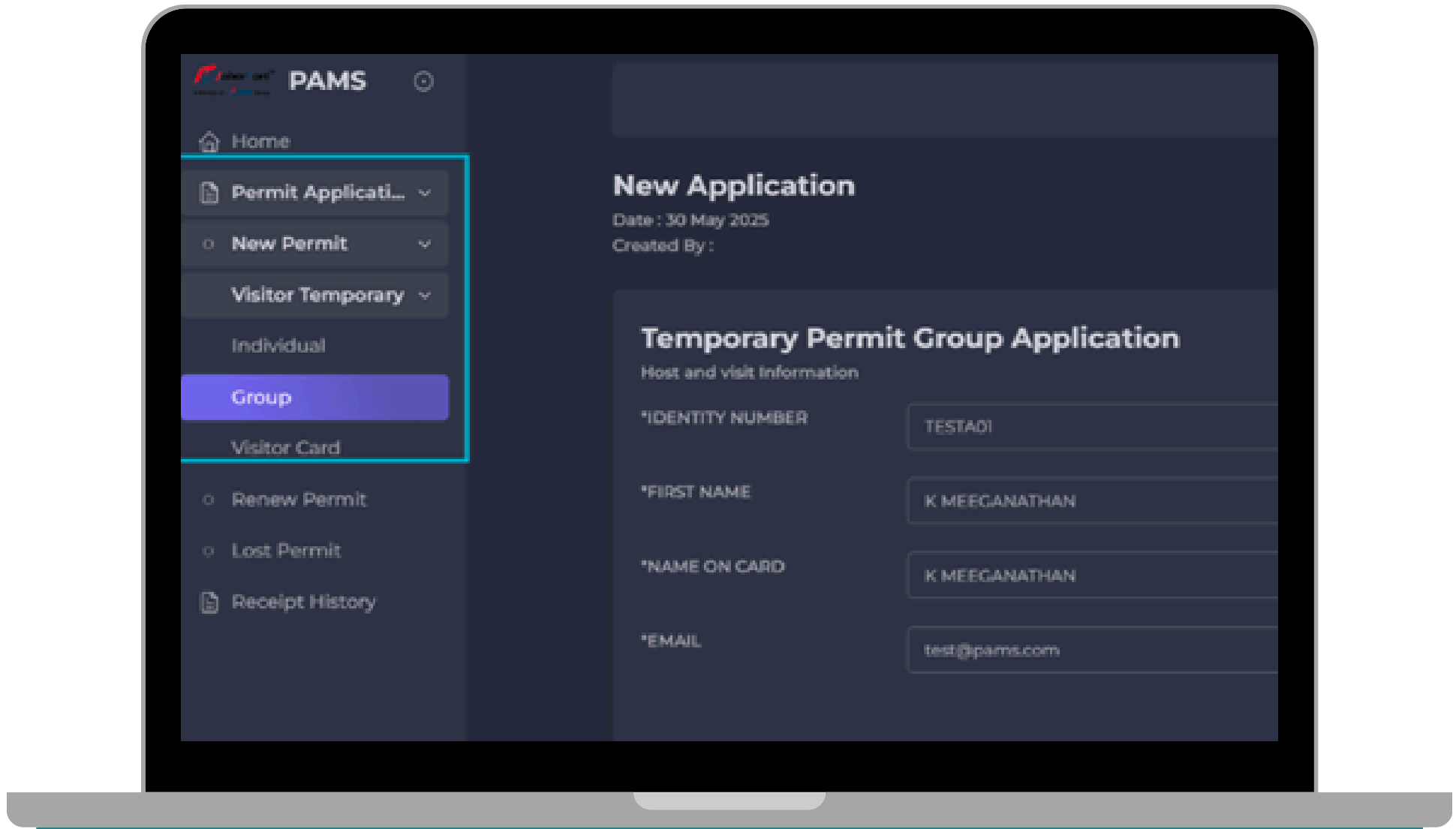
Visit our website

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



Click New Permit and Visitor Temporary

1



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

Fill in all mandatory fields

2

Temporary Permit Group Application
Host and visit Information

*IDENTITY NUMBER	TESTA01	*IDENTITY TYPE	MyKad
*FIRST NAME	K MEEGANATHAN	*LAST NAME	KARUPPIAH
*NAME ON CARD	K MEEGANATHAN	*CONTACT	0169432001
*EMAIL	test@pams.com	*RESIDENTIAL ADDRESS	2 Wisma Polarwood 220G Jln Satok Kuching Saraw
*COMPANY NAME	TECH-STORE MALAYSIA SDN BHD	*SHORT COMPANY NAME	TSM
*VISIT DATE	30/05/2025	*VISIT DURATION	1
*EXPIRY DATE	30/05/2025	*VISIT LOCATION	
*VISIT PURPOSE			
*INCLUDE HOST	<input type="radio"/> Yes <input checked="" type="radio"/> No	*VISITORS COMPANY	<input type="radio"/> Same As Host <input checked="" type="radio"/> Different Companies
NOTE: If you want to include yourself in the permit application select "Yes". If not then select "No"			
PASS ISSUANCE	<input type="radio"/> Printed Pass <input checked="" type="radio"/> Digital Pass		



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

Attach Supporting Documents

3

Attach Supporting Documentation

*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 Documentation

*Required Supporting Document's list.

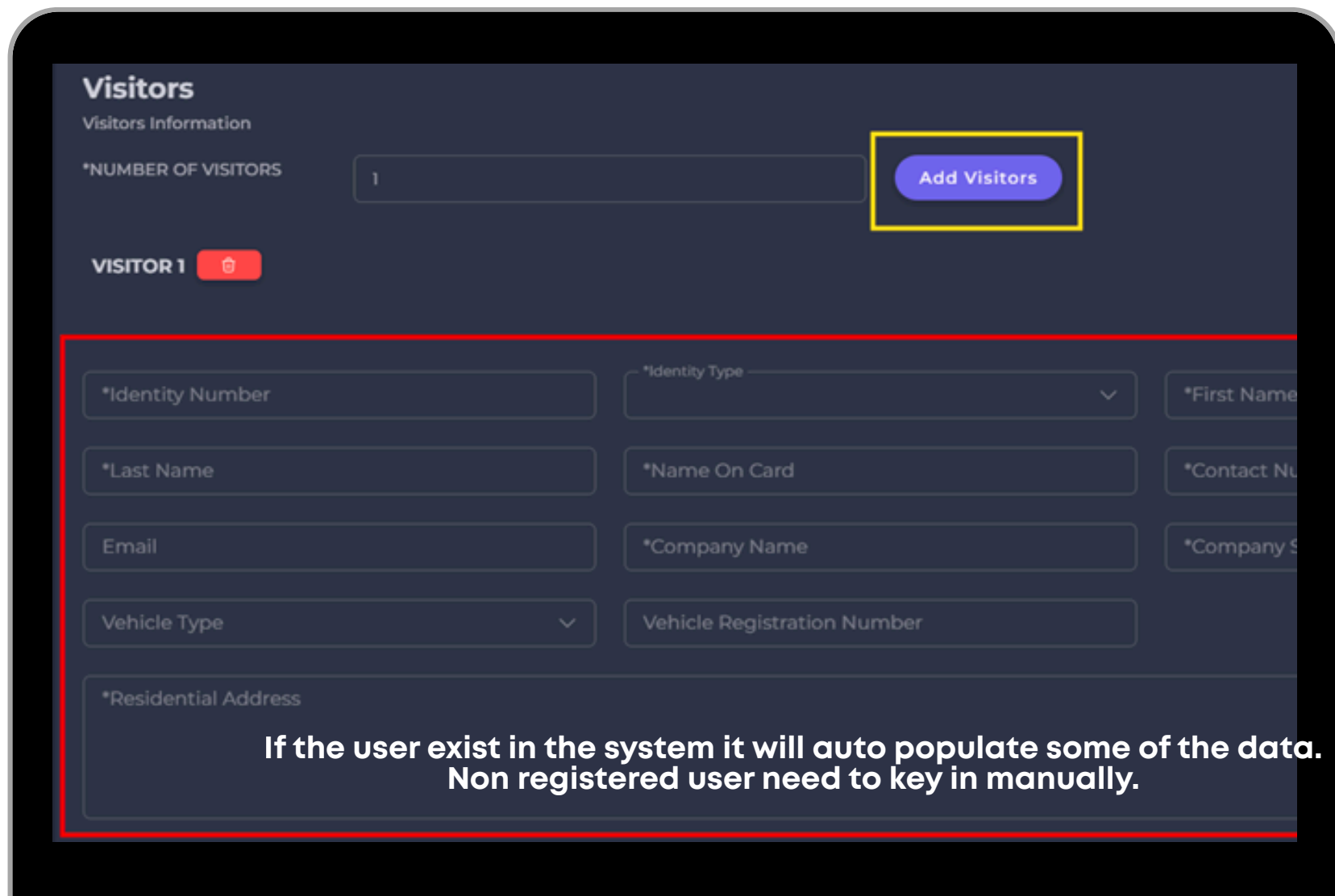
- A copy of Identity MYKad / Passport
- A copy of Working Permit.
- A copy of Driving License
- A copy of Work Permit/Electronic Pass/Rekariblahi 2.0 if foreigner.
- A copy of supporting letter with company letter head.
- Supporting Letter from the relevant company inside JPB premises (Host)
- Letter Of Award
- Agreement letter for sub contractor from main contractor or tenant JPB.



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

Registered or non registered users can be included as visitors. Click on the add visitors button then fill in the identity number of the user.

4



Visitors
Visitors Information

*NUMBER OF VISITORS **Add Visitors**

VISITOR 1

*Identity Number *Identity Type *First Name

*Last Name *Name On Card *Contact Nu

Email *Company Name *Company S

Vehicle Type Vehicle Registration Number

*Residential Address

**If the user exist in the system it will auto populate some of the data.
Non registered user need to key in manually.**



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

Proceed to click Submit

5

B, JALAN SM 7A,
TAMAN SUNWAY BATU CAVES,, NULL, NULL, NULL

VISITOR 2 6

*Identity Number TESTA01	*Identity Type MyKad	*First Name K MEEGANATHAN
*Last Name KARUPPIAH	*Name On Card K MEEGANATHAN	*Contact Number 01694132001
Email test@pams.com	*Company Name TECH-STORE MALAYSIA SDN BHD	*Company Short Name TSM
Vehicle Type	Vehicle Registration Number	
*Residential Address 2 WISMA POLARWOOD 220G JLN SATOK KUCHING SARAWAK , ,		

Submit



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

Once submitted the application host will be redirected to the homepage and success message will be displayed on top of the VTPG permit listing

6

The screenshot displays the 'VTPG Permit Application List' interface. At the top, a green banner indicates 'Permit successfully submitted.' Below this is a 'Search Filter' section with a 'Show' dropdown set to '10' and an input field for 'IC No | Permit Type'. The main content is a table with the following columns: '#', 'Reference Key', 'Date Of Application', 'Date Of Visit', 'Date Of Expiry', and 'Status'. The table contains four rows of data, all with a status of 'Pending Approval'.

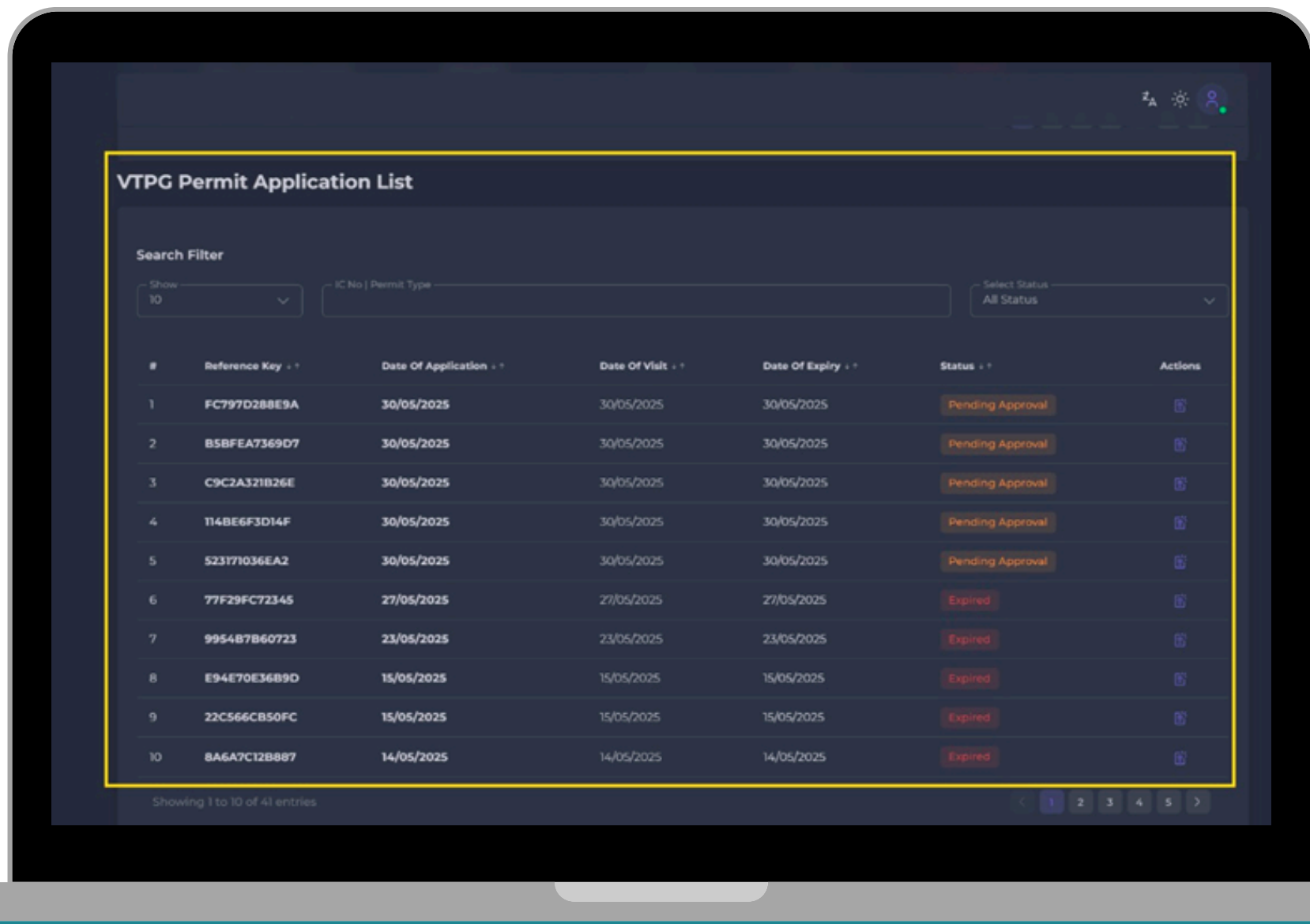
#	Reference Key	Date Of Application	Date Of Visit	Date Of Expiry	Status
1	FC797D288E9A	30/05/2025	30/05/2025	30/05/2025	Pending Approval
2	B5BFEA7369D7	30/05/2025	30/05/2025	30/05/2025	Pending Approval
3	C9C2A321B26E	30/05/2025	30/05/2025	30/05/2025	Pending Approval
4	1148F6E7D14E	30/05/2025	30/05/2025	30/05/2025	Pending Approval



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

Host can review the application status in the dashboard VTPG permit listing

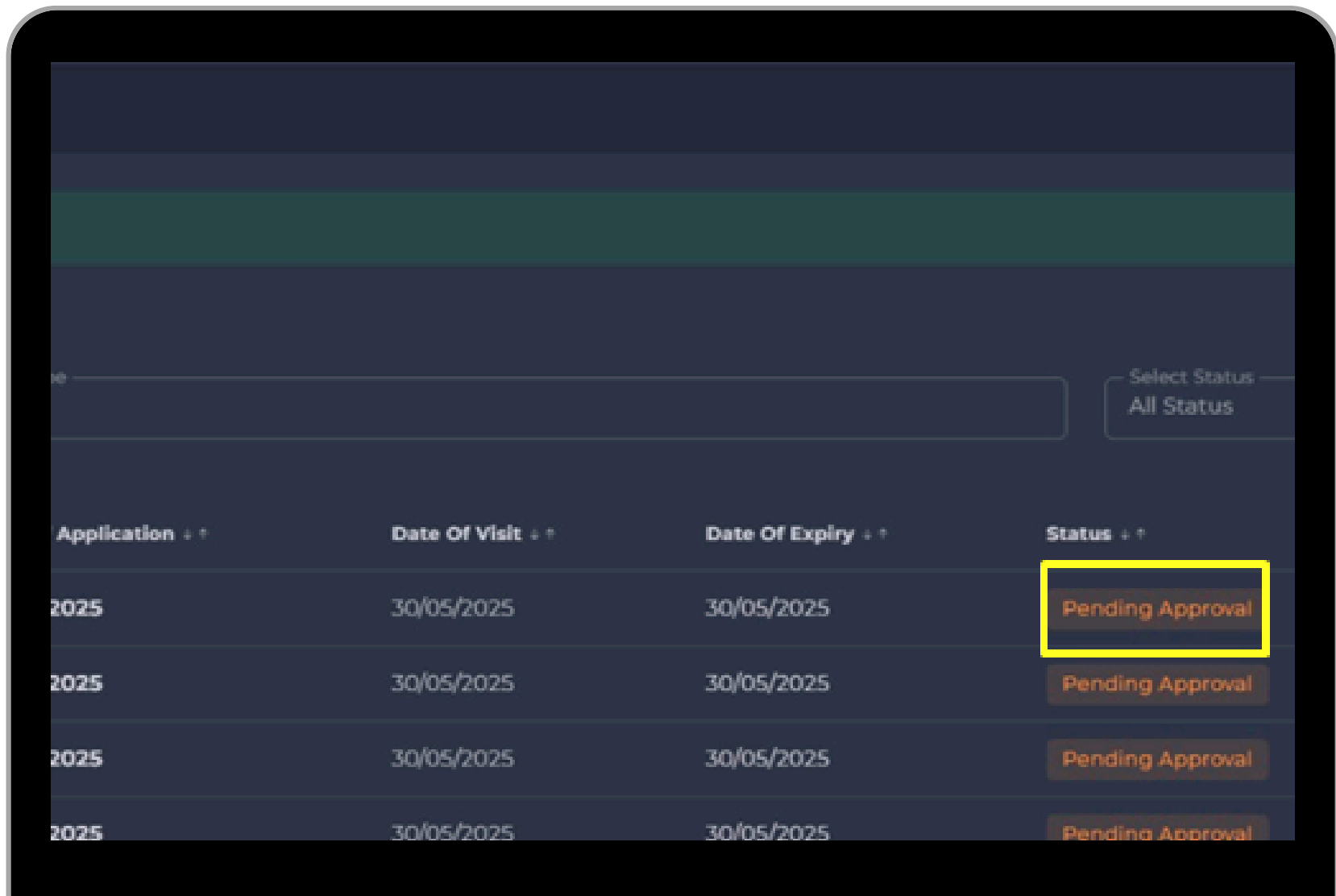
7



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

Host click the actions icon will be redirected to the application page to check the visitors status as described

8



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

Status as below:

9

Visitors
Visitors Information

*NUMBER OF VISITORS: 1 Add Visitors

VISITOR 1 🔒

Visitor Status: Pending Approval Reject Applicant Approve Applicant

*Identity Number: TESTA01
*Identity Type: MyKad
*First Name: K MEEGANATHAN

*Last Name: KARUPPIAH
*Name On Card: K MEEGANATHAN
*Contact Number: 01694132001

Email: test@pams.com
*Company Name: TECH-STORE MALAYSIA SDN BHD
*Company Short Name: TSM

Vehicle Type:
Vehicle Registration Number:
*REQUIRED BRIEFING: Yes No

*Residential Address: 2 WISMA POLARWOOD 220G JLN SATOK KUCHING SARAWAK, ..

Status shown visitor is pending to get first level approval from the officers

VISITOR 2 🔒

Visitor Status: Pending Admin Approval First Approval By: DateTime:

*Identity Number: TESTA02
*Identity Type: MyKad
*First Name: TESTER

*Last Name: ACCOUNT
*Name On Card: TESTER
*Contact Number: 01694132777

Email: testaccl@pams.com
*Company Name: TECH-STORE MALAYSIA SDN BHD
*Company Short Name: TSM

Vehicle Type:
Vehicle Registration Number:
*REQUIRED BRIEFING: Yes

*Residential Address: 8, JALAN SM 7A, TAMAN SUNWAY BATU CAVES,, NULL, NULL, NULL

Status shown visitor is pending to get second level approval from the officers



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

Status as below:

10

VISITOR 1

Visitor Status: **Verification Approved**

First Approval By: TSM PMSD Date/Time: 30/05/2025 11:13:21

Second Approval By: DateTime: -

*Identity Number TESTA01	*Identity Type MyKad	*First Name K MEEGANATHAN
*Last Name KARUPPIAH	*Name On Card K MEEGANATHAN	*Contact Number 01694132001
Email test@pams.com	*Company Name TECH-STORE MALAYSIA SDN BHD	*Company Short Name TSM
Vehicle Type	Vehicle Registration Number	*REQUIRED BRIEFING
*Residential Address 2 WISMA POLARWOOD 220G JLN SATOK KUCHING SARAWAK, ..		

Status shown visitor has been approved by officers

VISITOR 3

Visitor Status: **Rejected**

Rejected By: DateTime: -

*Identity Number TESTA05	*Identity Type MyKad	*First Name HAIKAL
*Last Name HAKIM	*Name On Card HAIKAL HAKIM	*Contact Number 0123456646451
Email	*Company Name IIG SDN BHD	*Company Short Name IIG
Vehicle Type	Vehicle Registration Number	*REQUIRED BRIEFING
*Residential Address 3 JALAN MEWAH RIA SATU/2 TAMAN BUKIT MEWAH, 80000 JOHOR BAHRU, JOHOR.		

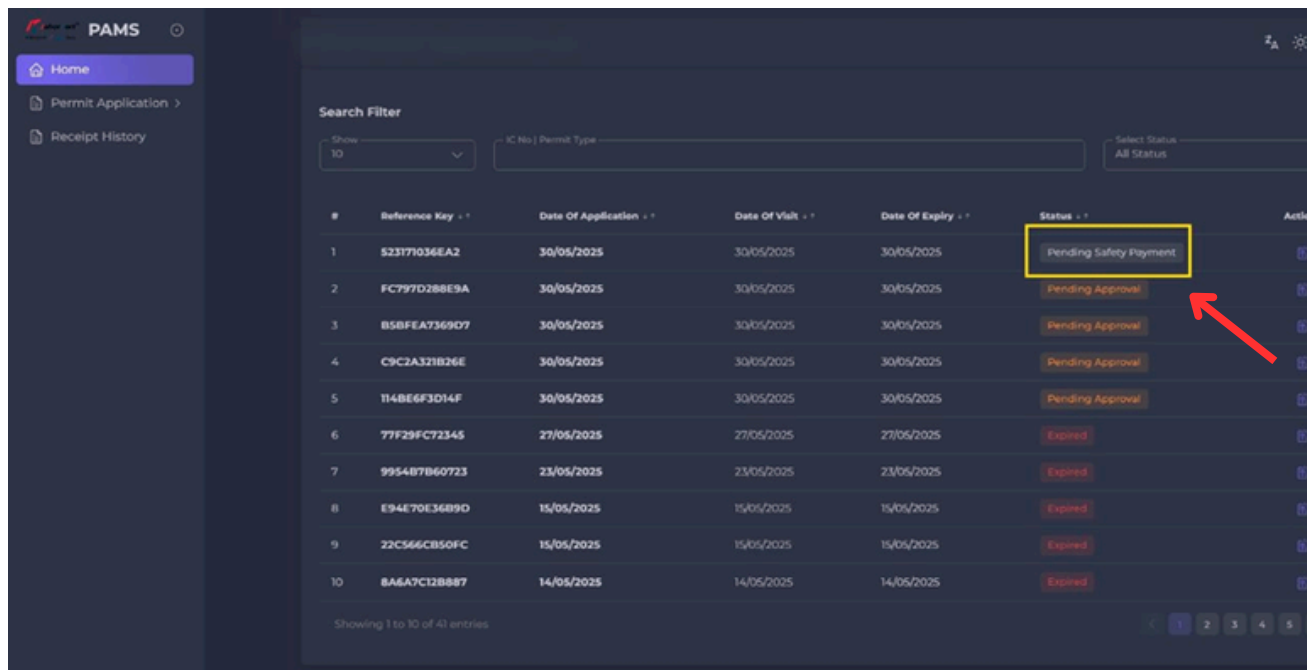
Status shown visitor has been rejected by officers. Visitors can be removed by officers.



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

Status as below:

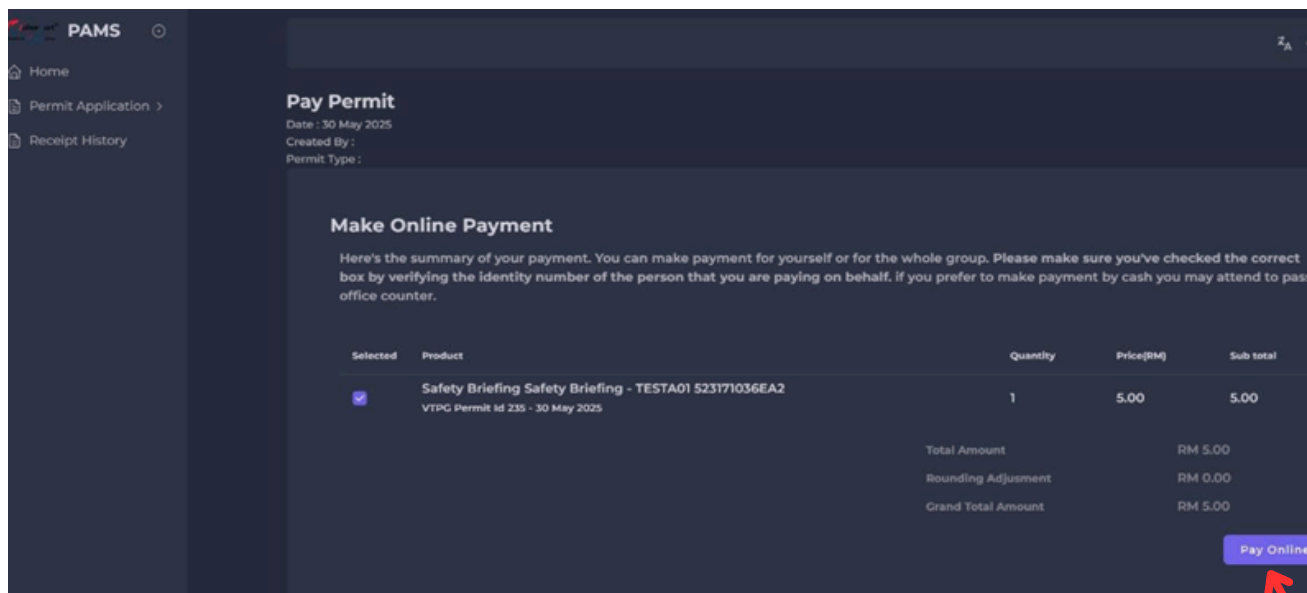
11



The screenshot shows the PAMS dashboard with a table of permit applications. The table has columns for #, Reference Key, Date Of Application, Date Of Visit, Date Of Expiry, Status, and Actions. The first row is highlighted with a yellow box around the 'Pending Safety Payment' status. Red arrows point from the text 'Host required to make online payment and click Actions to proceed online payment' to the 'Pending Safety Payment' status and the 'Actions' column of the first row.

#	Reference Key	Date Of Application	Date Of Visit	Date Of Expiry	Status	Actions
1	523171036EA2	30/05/2025	30/05/2025	30/05/2025	Pending Safety Payment	[Actions]
2	FC797D28BE9A	30/05/2025	30/05/2025	30/05/2025	Pending Approval	[Actions]
3	B5BFEA7369D7	30/05/2025	30/05/2025	30/05/2025	Pending Approval	[Actions]
4	C9C2A321B26E	30/05/2025	30/05/2025	30/05/2025	Pending Approval	[Actions]
5	114BE6F3D14F	30/05/2025	30/05/2025	30/05/2025	Pending Approval	[Actions]
6	77F29FC72345	27/05/2025	27/05/2025	27/05/2025	Expired	[Actions]
7	9954B7B60723	23/05/2025	23/05/2025	23/05/2025	Expired	[Actions]
8	E94E70E3689D	15/05/2025	15/05/2025	15/05/2025	Expired	[Actions]
9	22C566C850FC	15/05/2025	15/05/2025	15/05/2025	Expired	[Actions]
10	8A6A7C12B887	14/05/2025	14/05/2025	14/05/2025	Expired	[Actions]

Host required to make online payment and click Actions to proceed online payment



The screenshot shows the 'Pay Permit' screen in PAMS. It displays a 'Make Online Payment' summary with a table of items and a 'Pay Online' button. A red arrow points to the 'Pay Online' button.

Pay Permit
Date: 30 May 2025
Created By:
Permit Type:

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"/>	Safety Briefing Safety Briefing - TESTA01 523171036EA2 VTPG Permit Id 235 - 30 May 2025	1	5.00	5.00
Total Amount				RM 5.00
Rounding Adjustment				RM 0.00
Grand Total Amount				RM 5.00

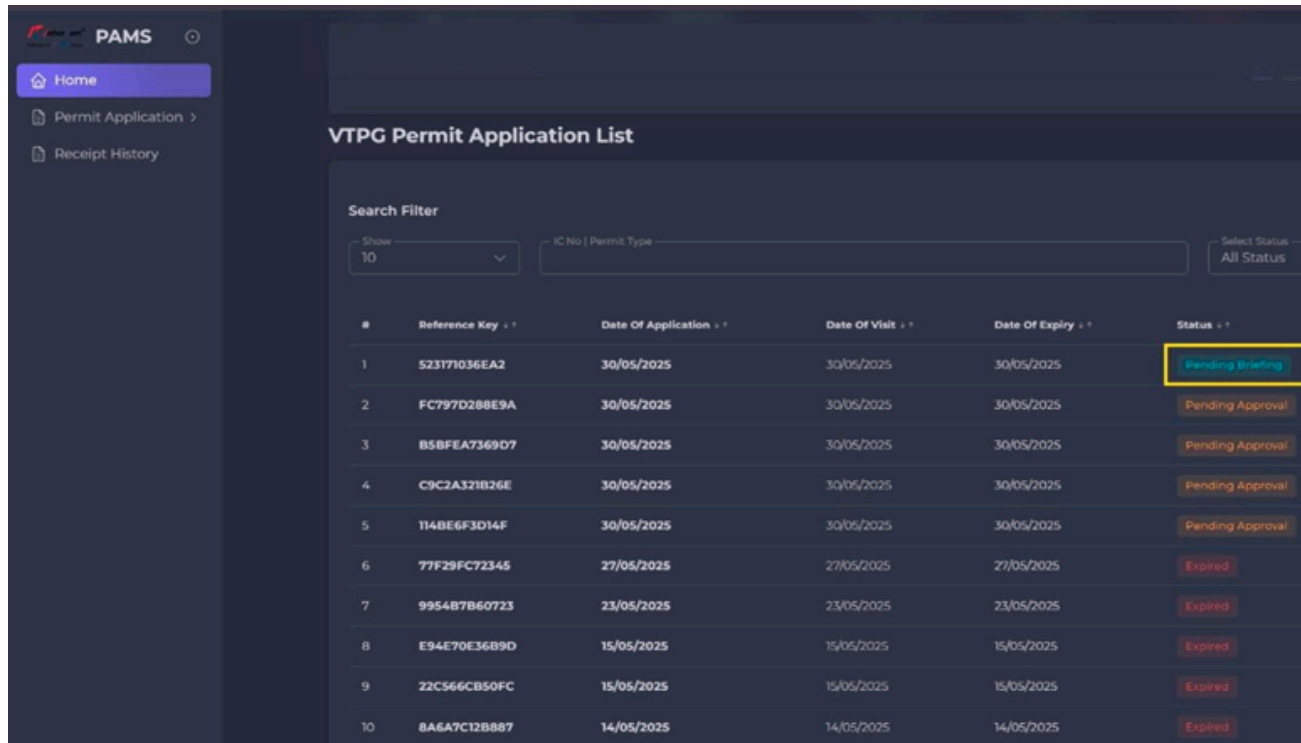
Pay Online



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

Status as below:

12



#	Reference Key	Date Of Application	Date Of Visit	Date Of Expiry	Status
1	523171036EA2	30/05/2025	30/05/2025	30/05/2025	Pending Briefing
2	FC797D288E9A	30/05/2025	30/05/2025	30/05/2025	Pending Approval
3	B5BFEA7369D7	30/05/2025	30/05/2025	30/05/2025	Pending Approval
4	C9C2A321B26E	30/05/2025	30/05/2025	30/05/2025	Pending Approval
5	114BE6F3D14F	30/05/2025	30/05/2025	30/05/2025	Pending Approval
6	77F29FC72345	27/05/2025	27/05/2025	27/05/2025	Expired
7	9954B7B60723	23/05/2025	23/05/2025	23/05/2025	Expired
8	E94E70E36B9D	15/05/2025	15/05/2025	15/05/2025	Expired
9	22C566CBS0FC	15/05/2025	15/05/2025	15/05/2025	Expired
10	8A6A7C12B887	14/05/2025	14/05/2025	14/05/2025	Expired

Status will automatically updated to Pending Briefing once payment is done



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

Online Safety Briefing

13

1

View Application

REFERENCE KEY : 523171036EA2

Temporary Permit Group Application

Host and visit information

*IDENTITY NUMBER	TESTA01	*IDENTITY TYPE	MyKad
*FIRST NAME	K.MEEGANATHAN	*LAST NAME	KARUPPIAH
*NAME ON CARD	K.MEEGANATHAN	*CONTACT	01694132001
*EMAIL	test@pams.com	*RESIDENTIAL ADDRESS	2 WISMA POLARWOOD 220G 3LN SARAWAK...

Host need to check for the visitors who required to attend safety briefing by scrolling to the visitor section. Copy the reference key and share with the visitors.

2

Visitor needs to navigate themselves to the login page. Click VTPG Safety Training button at the bottom right of the page

Welcome to Port Access Management System

Please sign-in to your account or start the registration process

Email: tsm-officer@pams.com

Password: *****

Remember me [Forgot Password?](#)

LOGIN

New on our platform? [Create an account](#)

[PAMS user guideline](#)

[PAMS Privacy Policy](#)

[News & Announcements](#)

[VTPG Access](#)

VTPG Safety Training

[VTPG Pass](#)

3

Online Safety Briefing & Test

Insert your details to start across the safety video & safety booklet then you can take the online test

IDENTITY TYPE: MyKad

IDENTITY NUMBER: TESTA01

VTPG REFERENCE KEY: 523171036EA2

AUTHENTICATE

Fill all the details and click on the authenticate button

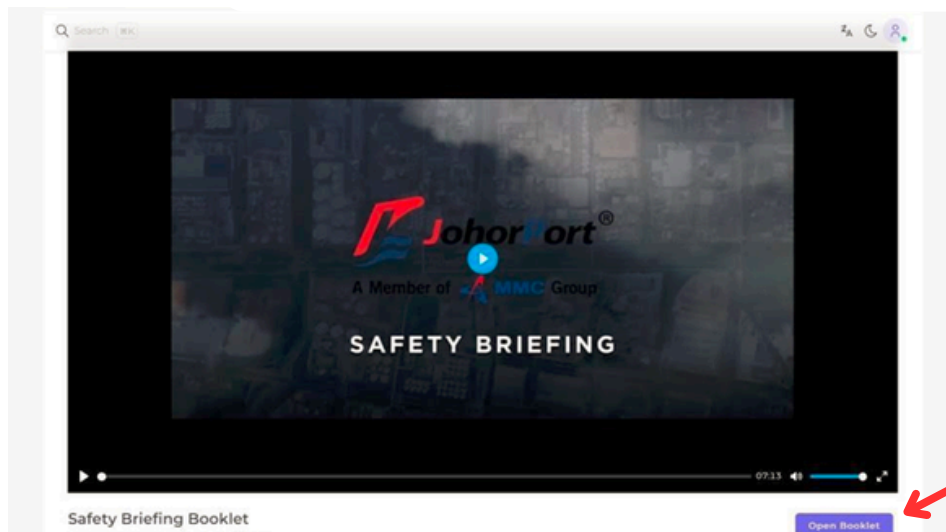


<https://pams.johorport.com.my/login>

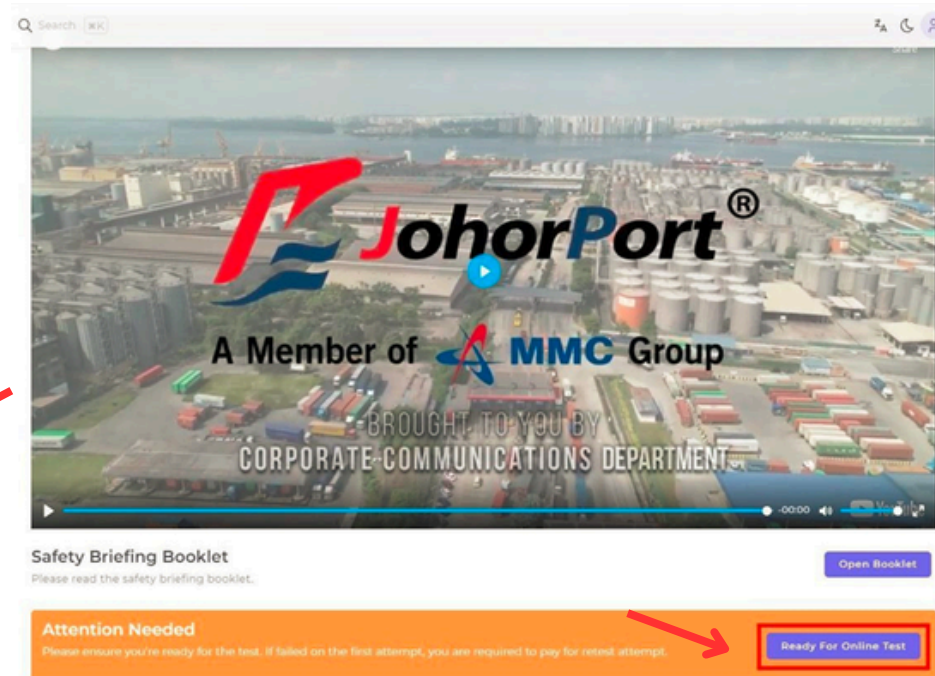
Online Safety Briefing

14

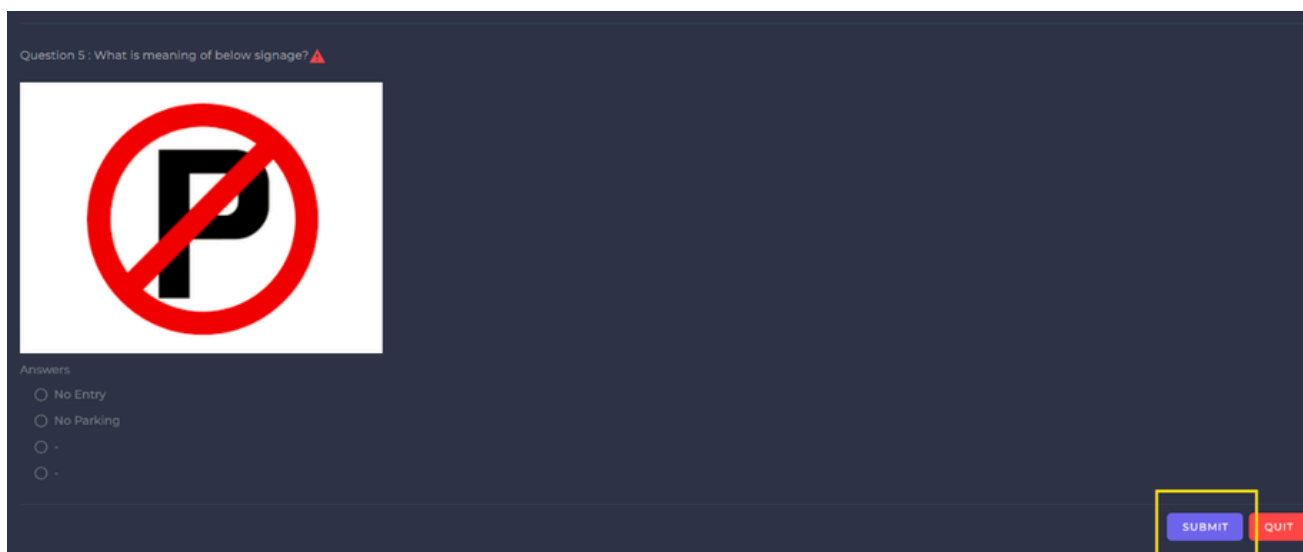
4



Visitor required to watch the full video without skipping in order to continue on taking test



5

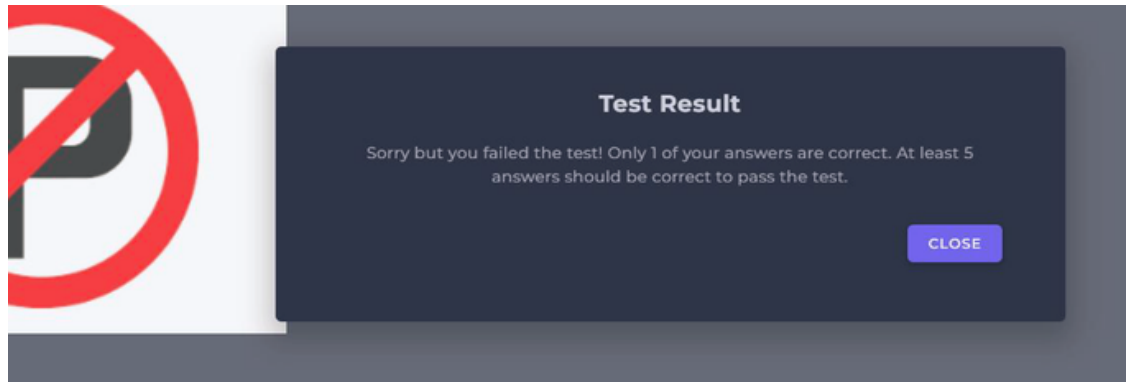


Click on the submit button at the bottom of the page



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

6



After submitting the test, the results will be notified immediately to the visitors by popup

Visitor can answer questions again if they failed the test. Once all the visitors complete with the online test then the application status will change to Pending Physical.

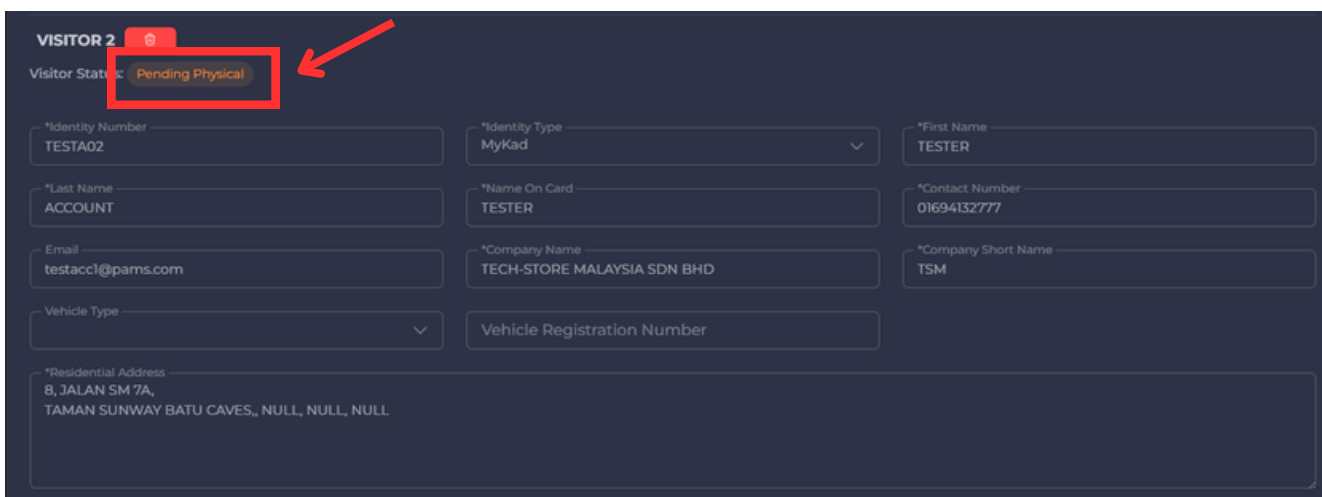


<https://pams.johorport.com.my/login>

Status as below:

16

When application status is Pending Physical host must attend to pass office with visitor to verify the visitors. Host must take note of every visitor status as not all the visitors is required to physical verify.



VISITOR 2

Visitor Status: Pending Physical

*Identity Number: TESTA02

*Identity Type: MyKad

*First Name: TESTER

*Last Name: ACCOUNT

*Name On Card: TESTER

*Contact Number: 01694132777

Email: testaccl@pams.com

*Company Name: TECH-STORE MALAYSIA SDN BHD

*Company Short Name: TSM

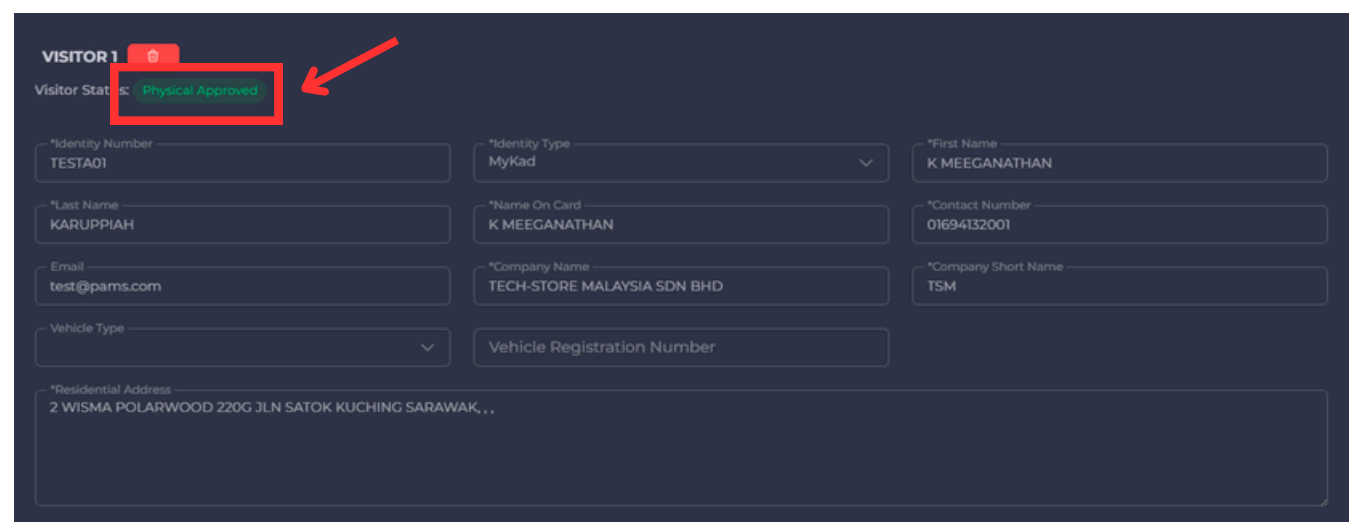
Vehicle Type: [Dropdown]

Vehicle Registration Number: [Text]

*Residential Address: 8, JALAN SM 7A, TAMAN SUNWAY BATU CAVES, NULL, NULL, NULL

Visitor status pending physical (Visitor must attend)

Physical Approved (Visitor not required to attend)



VISITOR 1

Visitor Status: Physical Approved

*Identity Number: TESTA01

*Identity Type: MyKad

*First Name: K MEEGANATHAN

*Last Name: KARUPPIAH

*Name On Card: K MEEGANATHAN

*Contact Number: 01694132001

Email: test@pams.com

*Company Name: TECH-STORE MALAYSIA SDN BHD

*Company Short Name: TSM

Vehicle Type: [Dropdown]

Vehicle Registration Number: [Text]

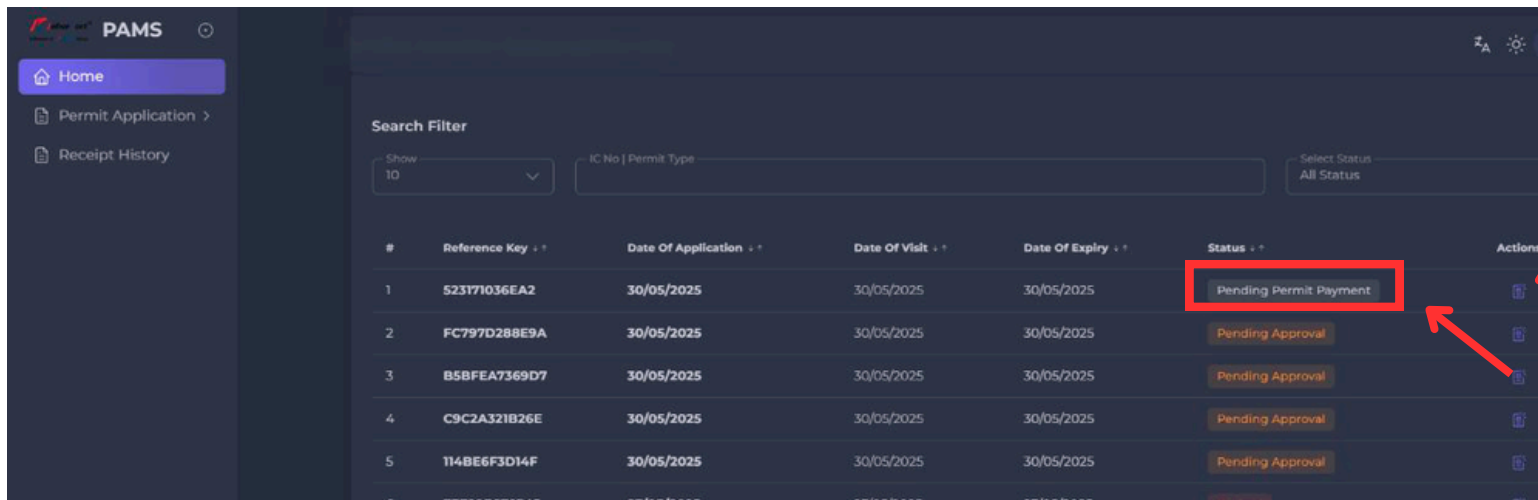
*Residential Address: 2 WISMA POLARWOOD 220G JLN SATOK KUCHING SARAWAK, ,



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

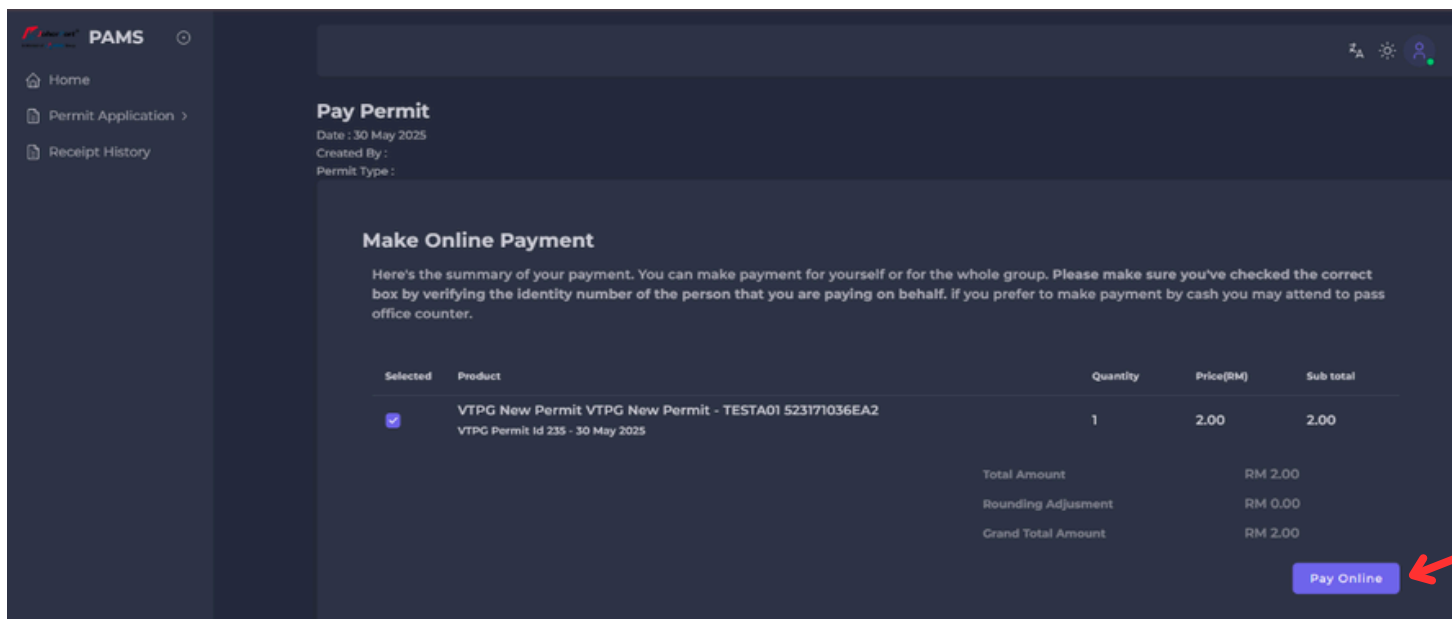
Status as below:

17



The screenshot shows the PAMS application list interface. A table lists several permit applications. The first row is highlighted with a red box around the 'Pending Permit Payment' status. Red arrows point to the 'Actions' column icons for the first two rows.

#	Reference Key	Date Of Application	Date Of Visit	Date Of Expiry	Status	Actions
1	S23171036EA2	30/05/2025	30/05/2025	30/05/2025	Pending Permit Payment	[Action Icon]
2	FC797D288E9A	30/05/2025	30/05/2025	30/05/2025	Pending Approval	[Action Icon]
3	B58FEA7369D7	30/05/2025	30/05/2025	30/05/2025	Pending Approval	[Action Icon]
4	C9C2A321B26E	30/05/2025	30/05/2025	30/05/2025	Pending Approval	[Action Icon]
5	114BE6F3D14F	30/05/2025	30/05/2025	30/05/2025	Pending Approval	[Action Icon]



The screenshot shows the 'Pay Permit' page. It includes a 'Make Online Payment' section with a table of items to be paid for. A red arrow points to the 'Pay Online' button at the bottom right.

Pay Permit
Date: 30 May 2025
Created By:
Permit Type:

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"/>	VTPG New Permit VTPG New Permit - TESTA01 523171036EA2 VTPG Permit Id 235 - 30 May 2025	1	2.00	2.00
Total Amount				RM 2.00
Rounding Adjustment				RM 0.00
Grand Total Amount				RM 2.00

Pay Online

Status Pending permit payment, host required to make online payment for the permits.

Click action icon and will be redirected to the application page then make payment.

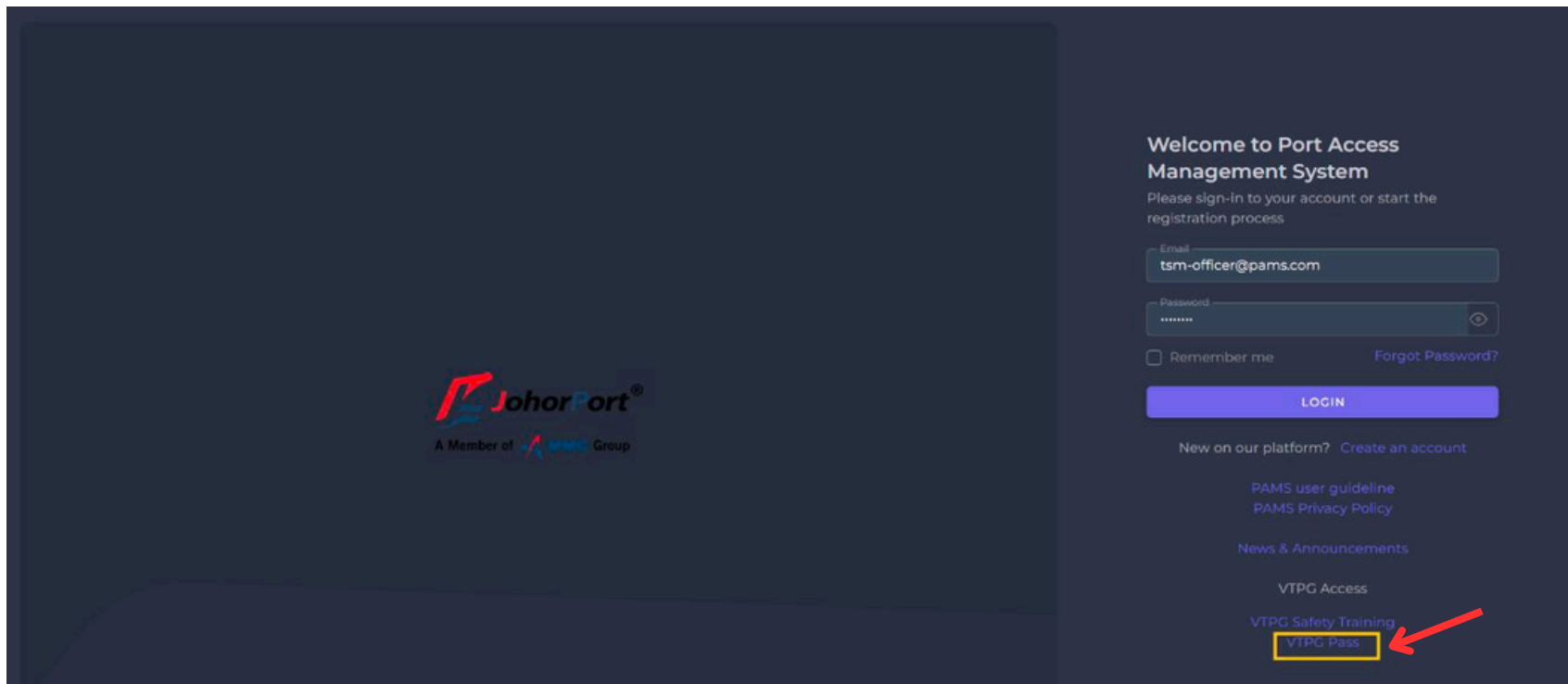
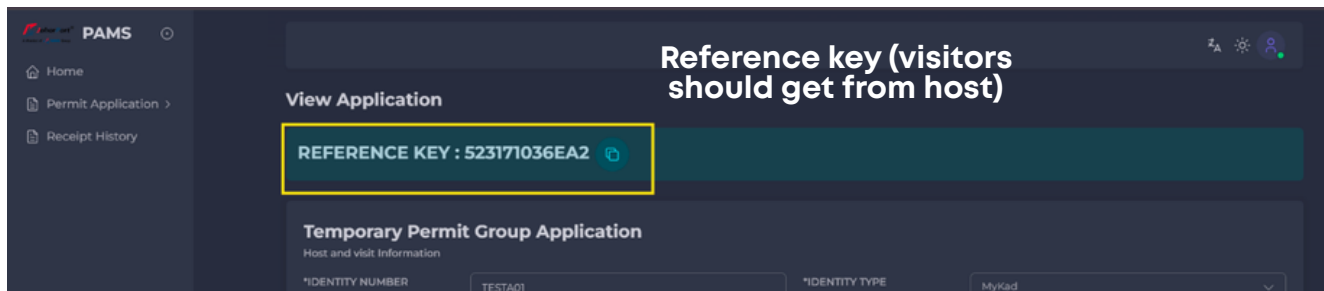
Application will be automatically approved.



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

If the host selected digital pass during the application submit visitors must get the reference key to access their digital pass

18



Visitors should navigate to login page, click on the VTPG Access on the right bottom of the page.



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

Visitors fill in their details with
reference key

19

VTPG Access Pass

Insert your details to retrieve your pass. to access permitted locations across JPB.

IDENTITY TYPE

IDENTITY NUMBER

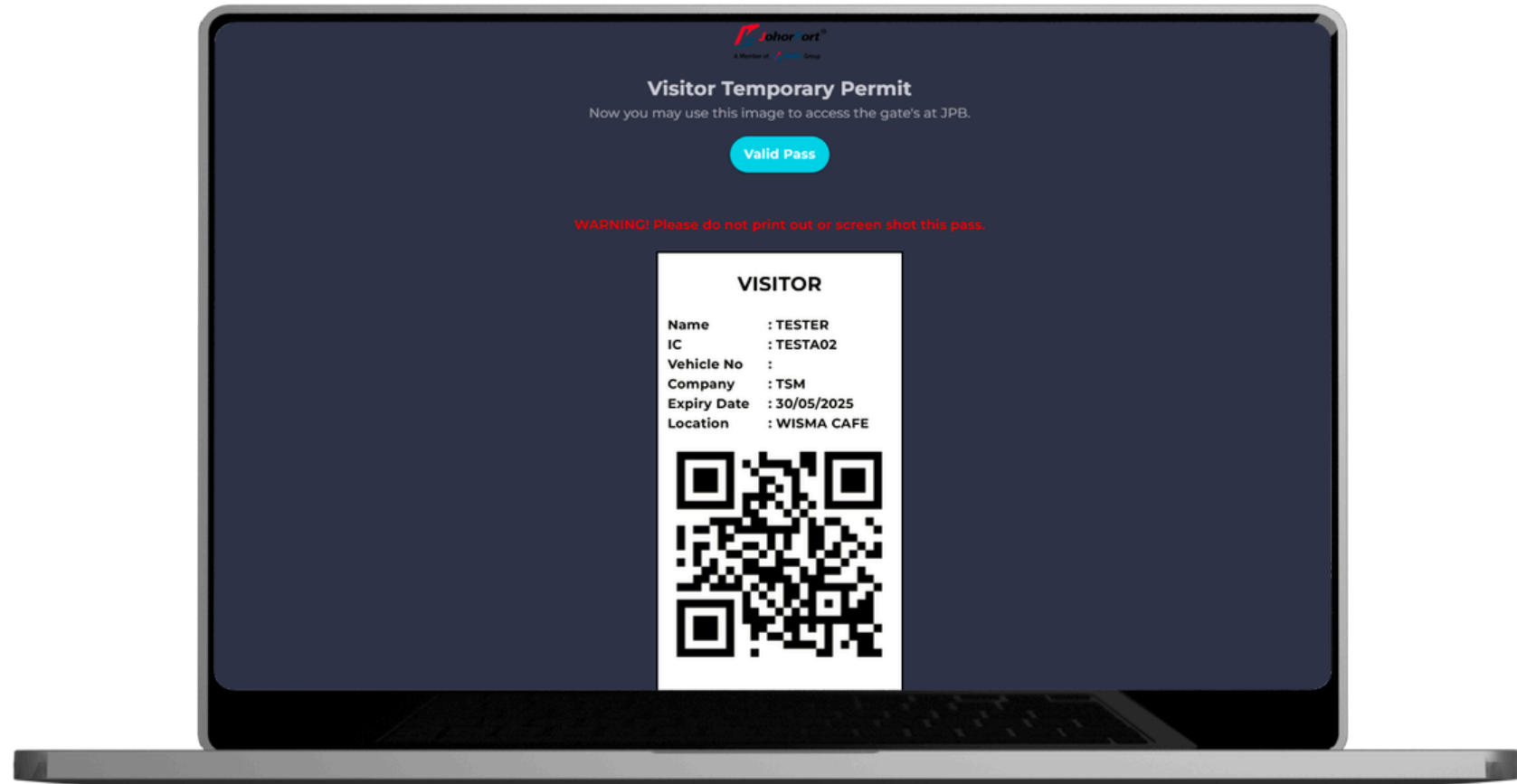
VTPG REFERENCE KEY



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

Visitors fill in their details with
reference key

20



If host choose as printed pass,
host need to collect it from JPB pass office.



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