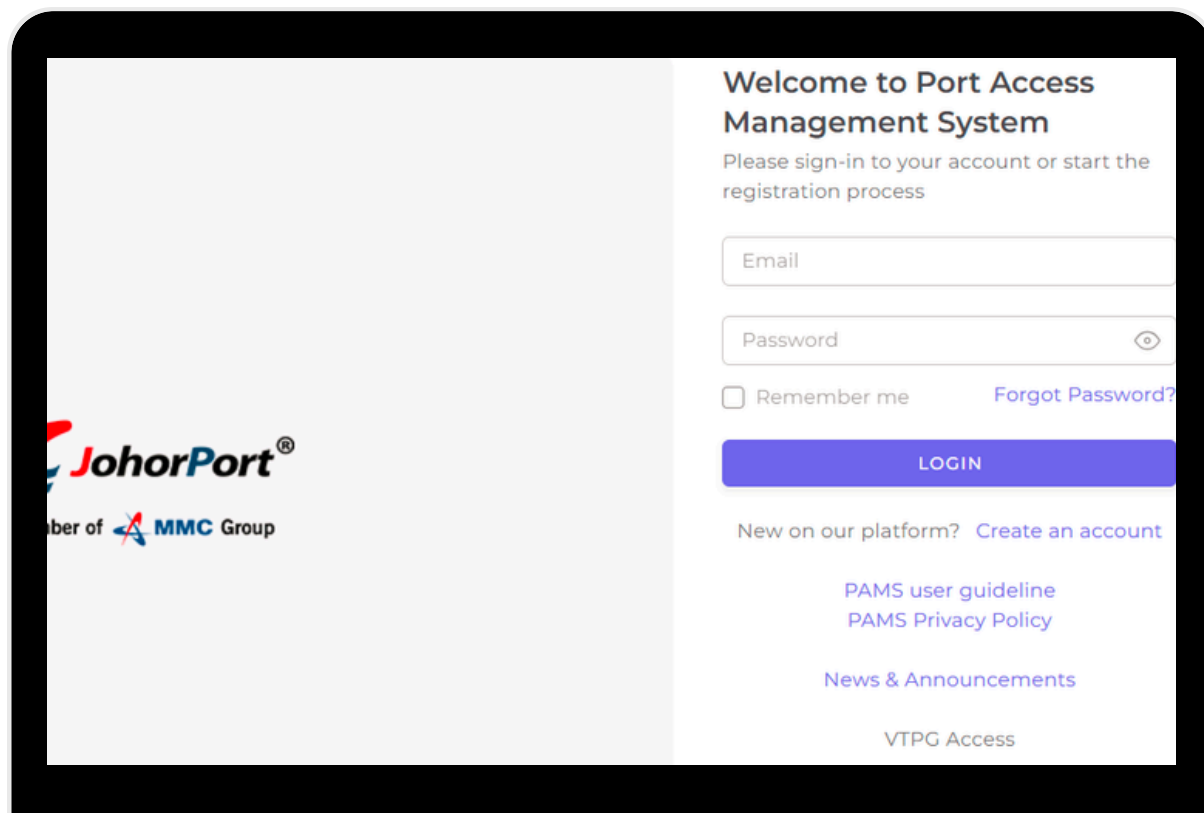


PORT ACCESS MANAGEMENT SYSTEM (PAMS)



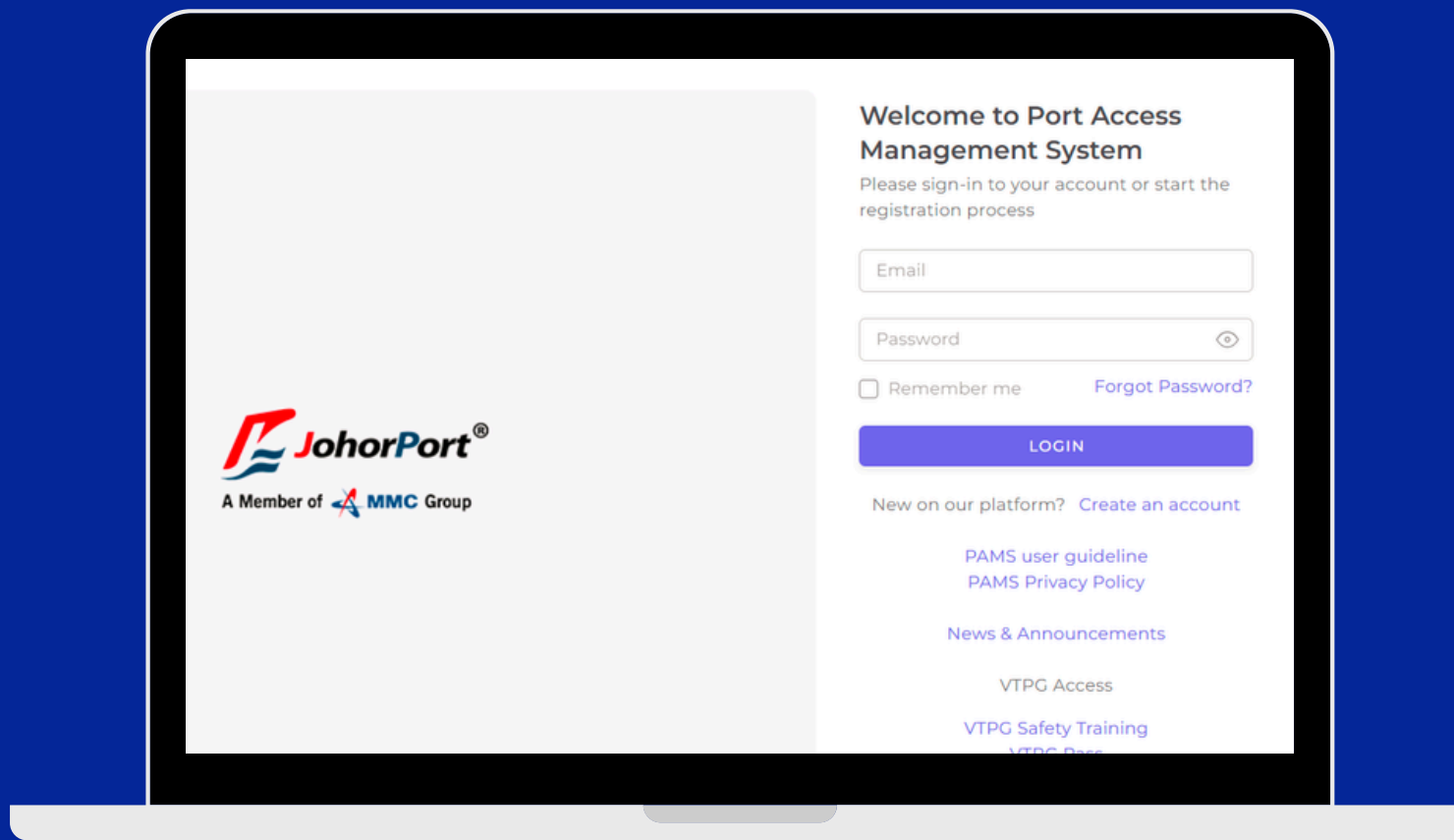
USER MANUAL GUIDE

Visit our website

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



TEMPORARY PERMIT APPLICATION

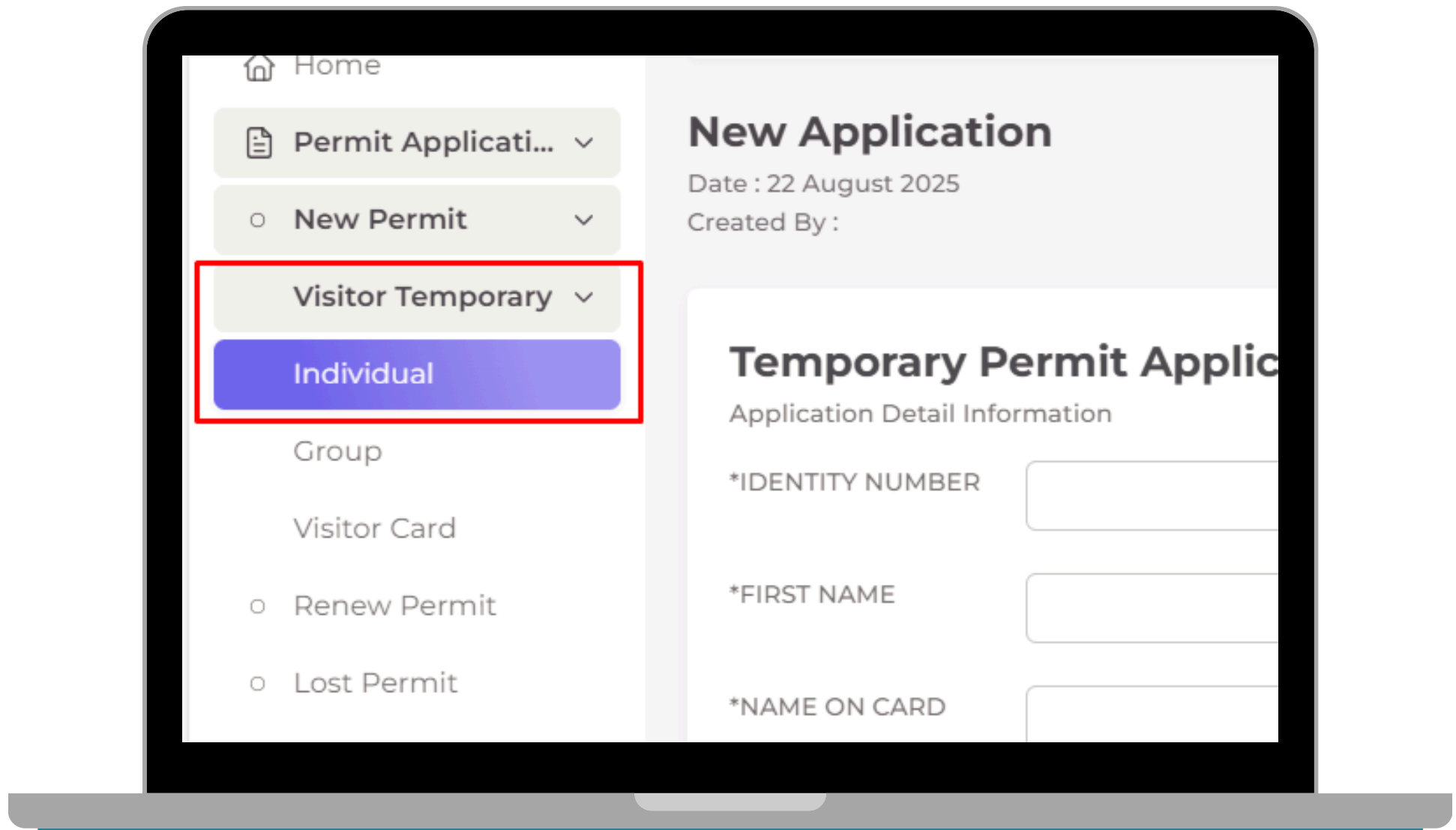


Visit our website

<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

The screenshot shows a web browser window with the URL <https://pams.johorport.com.my/permit/vtp/create>. The page title is "Temporary Permit Application" under the heading "Application Detail Information". The form contains several fields, some of which are pre-filled or have dropdown menus. The fields are organized into two columns.

Field Label	Value / Selection
*IDENTITY NUMBER	
*IDENTITY TYPE	MyKad
*FIRST NAME	
*LAST NAME	
*NAME ON CARD	
*CONTACT	
*EMAIL	
*RESIDENTIAL ADDRESS	
*COMPANY NAME	JOHOR PORT BERHAD
*SHORT COMPANY NAME	JOHOR PORT BHD
*VISIT DATE	
*VISIT DURATION	1
*EXPIRY DATE	
*VISIT LOCATION	
*VISIT PURPOSE	
EVENT CODE	



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

Fill in IF to apply for your group with the same purpose of your visit

3

The screenshot shows a web form titled "Additional Permit Application" with the instruction "Fill in applicant detail". It features a list of applicants, currently showing "Applicant 1" with a red "Remove" button. Below this are input fields for "IDENTITY NUMBER", "IDENTITY TYPE", "VISITOR NAME", "VISITOR NAME ON CARD", and "EMAIL". There is also a "PASS ISSUANCE" section with radio buttons for "Printed Pass" and "Digital Pass". At the bottom, there is a section for "Attach Supporting Documentation" with a note about file formats (PDF, PNG, JPG, JPEG) and a maximum size of 5MB per file, and a button labeled "Click To Upload Supporting Documentation".

Additional Permit Application
Fill in applicant detail

Applicant 1 Remove

IDENTITY NUMBER IDENTITY TYPE

VISITOR NAME VISITOR NAME ON CARD

EMAIL

PASS ISSUANCE ☐ Printed Pass ☐ Digital Pass

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](#)

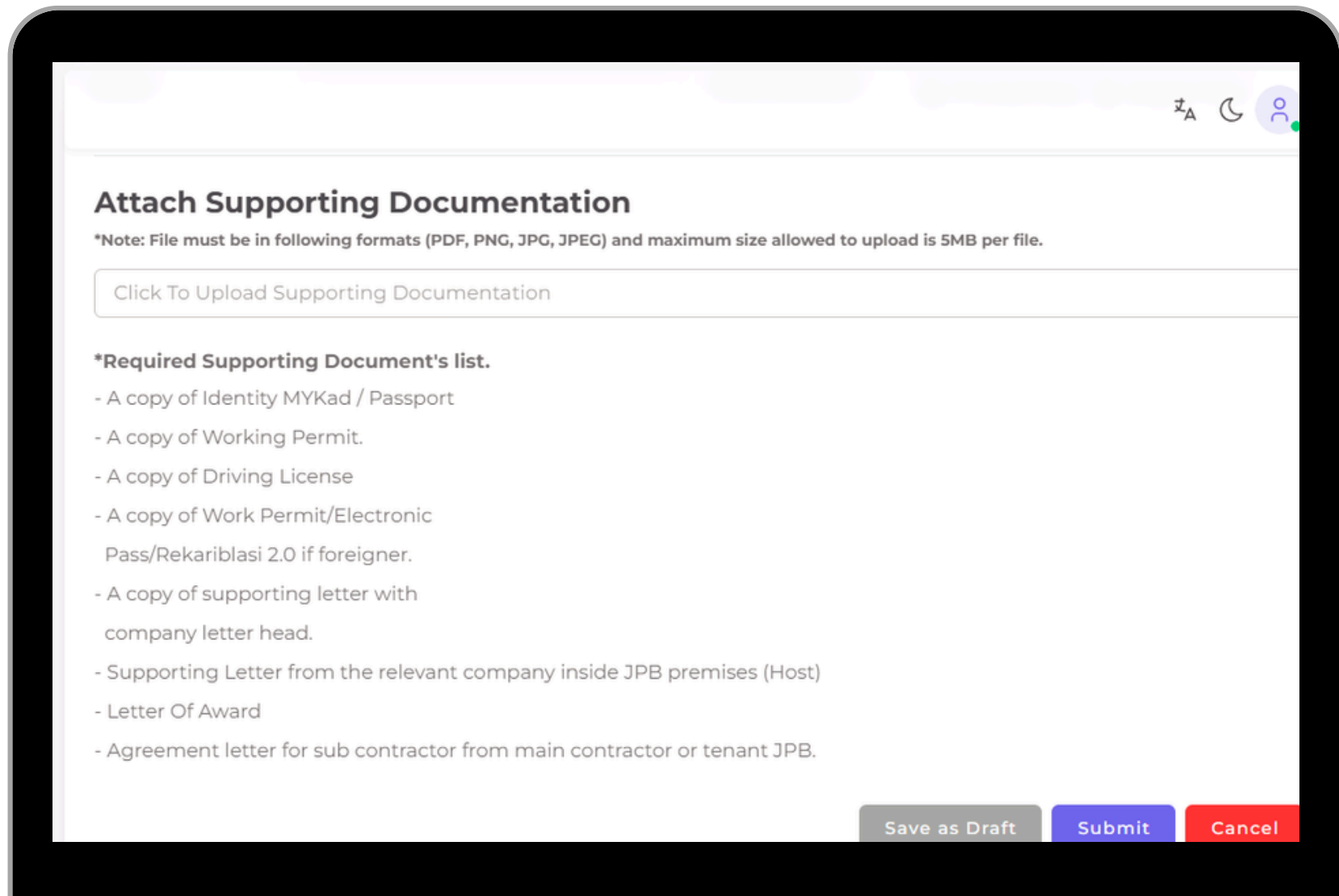
Make sure all of your group members have an account with the PAMS system. You can't apply for the member who doesn't have an account with PAMS system.



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

Attach Supporting Documents and click Submit

4



The screenshot shows a web application interface for attaching supporting documentation. At the top right of the page, there are icons for a flag, a moon, and a user profile. The main heading is "Attach Supporting Documentation". Below this, a note states: "*Note: File must be in following formats (PDF, PNG, JPG, JPEG) and maximum size allowed to upload is 5MB per file." A button labeled "Click To Upload Supporting Documentation" is positioned below the note. A section titled "*Required Supporting Document's list." contains a bulleted list of required documents. At the bottom right, there are three buttons: "Save as Draft" (grey), "Submit" (blue), and "Cancel" (red).

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/Rekaribiasi 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.

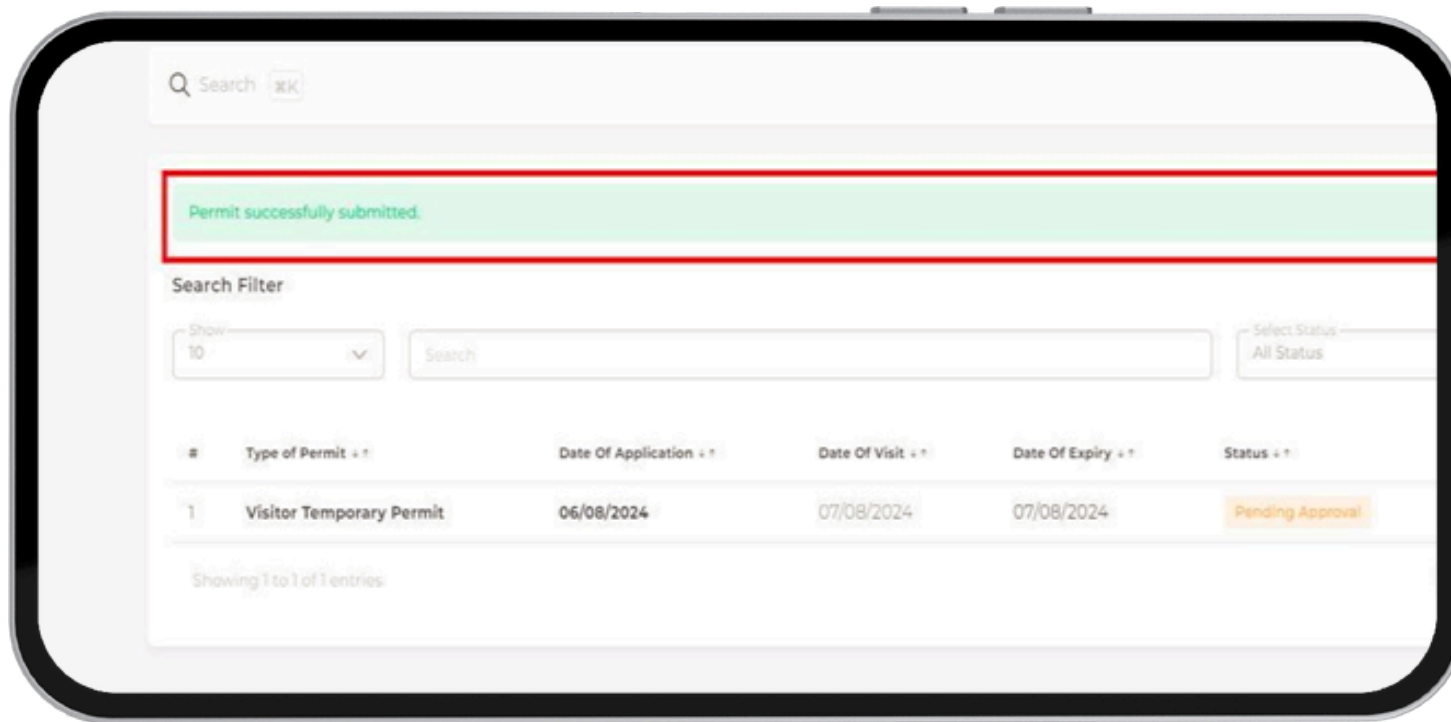
Save as Draft Submit Cancel



<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.

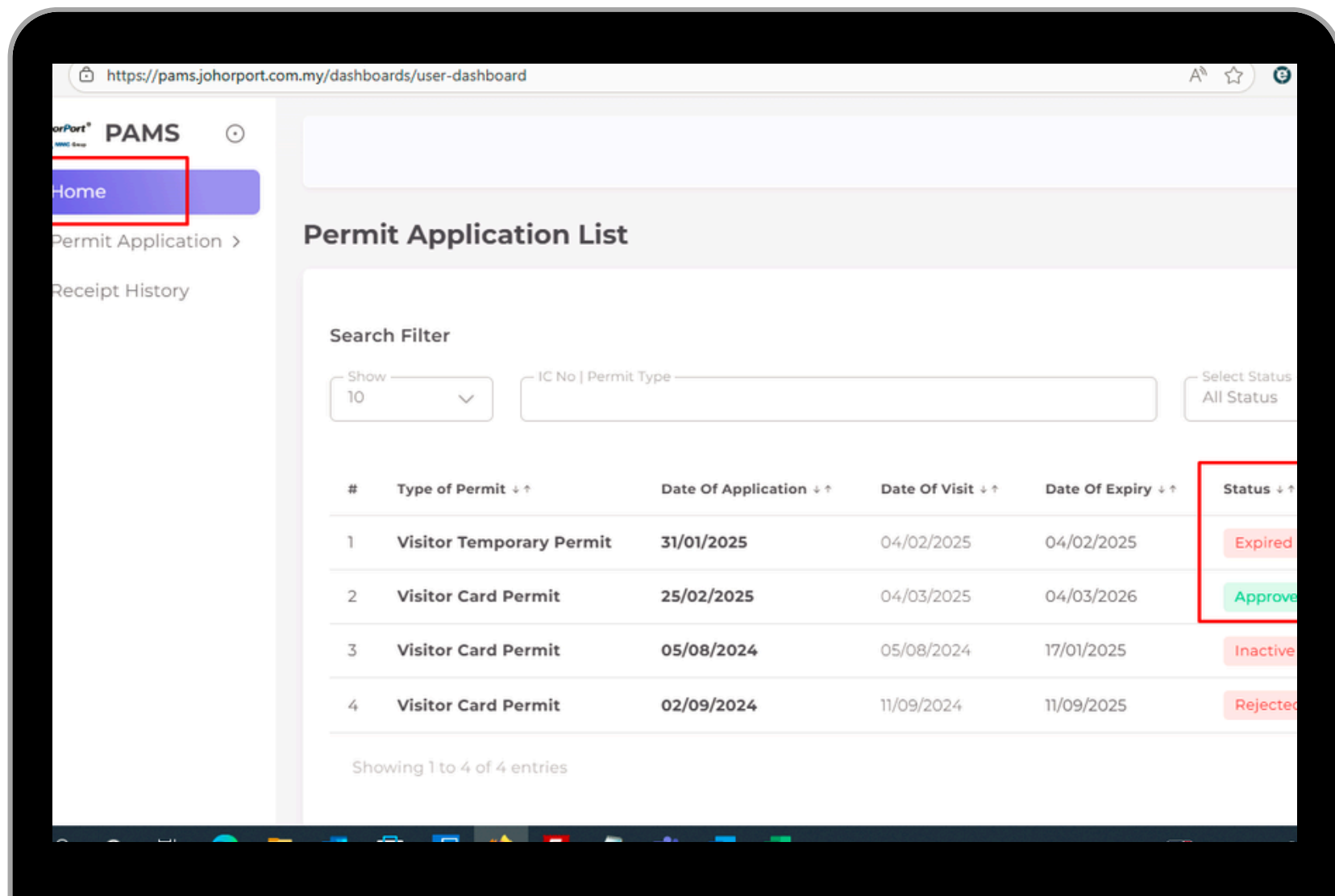
5



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

Submitted applications status will display at Home page

6



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

Status as below:

7

Search [XK]

Permit successfully submitted.

Search Filter:

Show 10 Search Select Status All Status

#	Type of Permit	Date Of Application	Date Of Visit	Date Of Expiry	Status	Actions
1	Visitor Temporary Permit	06/08/2024	07/08/2024	07/08/2024	Pending approval	

Showing 1 to 1 of 1 entries

Newly submitted applications status will be Pending Approval

#	Type of Permit	Date Of Application	Date Of Visit	Date Of Expiry	Status
1	Visitor Temporary Permit	06/08/2024	07/08/2024	07/08/2024	Pending Admin Approval

Showing 1 to 1 of 1 entries

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
1	Visitor Temporary Permit	06/08/2024	07/08/2024	07/08/2024	Pending Safety Payment

Showing 1 to 1 of 1 entries

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



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

Status as below:

8

#	Type of Permit	Date Of Application	Date Of Visit	Date Of Expiry	Status	Actions
1	Visitor Temporary Permit	06/08/2024	07/08/2024	07/08/2024	Pending Safety Payment	

Showing 1 to 1 of 1 entries

Pay Permit

Date : 6 August 2024
Created By : Nur Hidayah Binti Effendy
Permit Type : Visitor Temporary 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
☒	Safety Briefing - 960518011111 Permit Id 1601 - 7 August 2024	1	5.00	5.00
Total Amount				RM 5.00
Rounding Adjustment				RM 0.00
Grand Total Amount				RM 5.00

Pay Online

To do payment online, click button Actions and will be redirected to the payment page

Once payment successfully paid. Permit application status will be changed to Pending Briefing.

#	Type of Permit	Date Of Application	Date Of Visit	Date Of Expiry	Status	Actions
1	Visitor Temporary Permit	06/08/2024	07/08/2024	07/08/2024	Pending Briefing	

View Application

Training Content

Temporary Permit Application

Application Detail Information

*Identity Number	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.

Click on the file icon at the action's column. Click on the Training Content to access the training content.

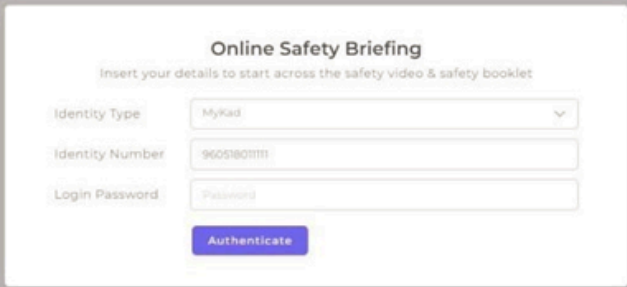


<https://pams.johorport.com.my/login>

Online Safety Briefing

9

1



Online Safety Briefing

Insert your details to start across the safety video & safety booklet

Identity Type: MyKad

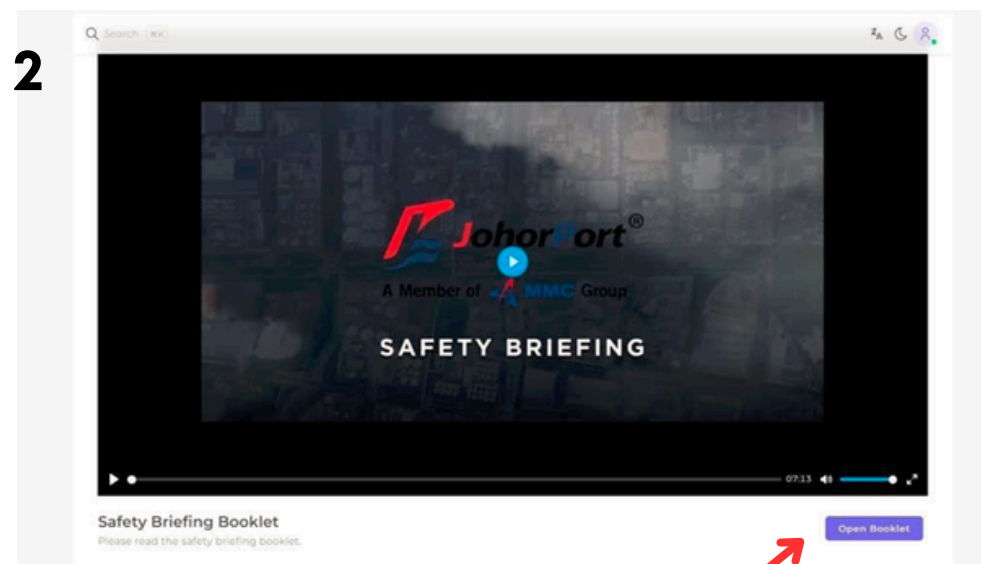
Identity Number: 96051801111

Login Password: Password

Authenticate

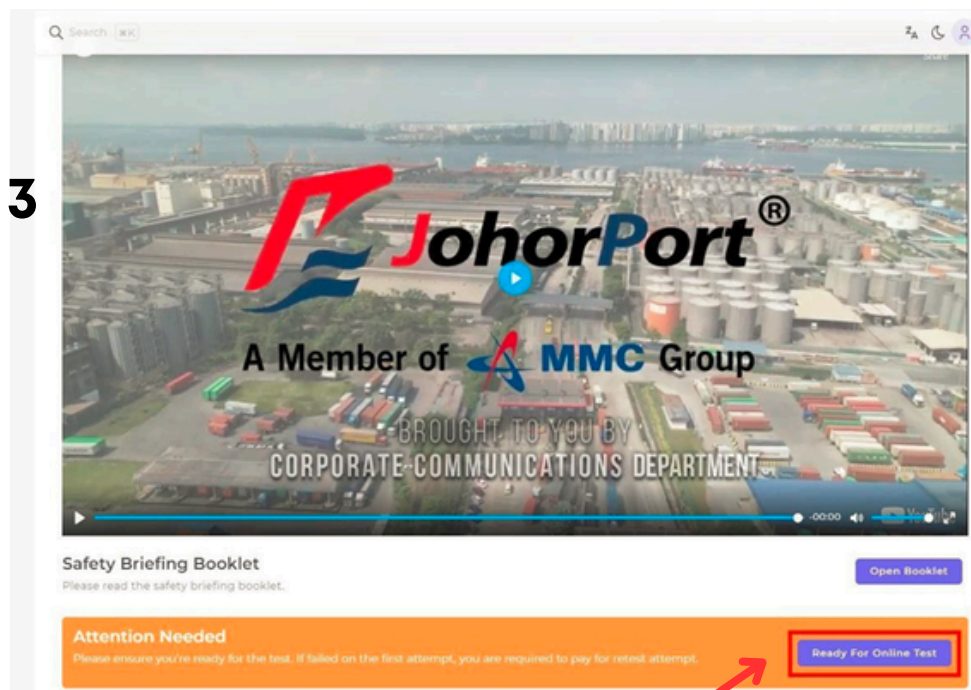
At the training content page applicant need to fill in their login password for the verification process

2



The training content page will be displayed with a video and booklet. Applicant need to watch the video till the end to proceed to the next process of the application.

3



If an applicant is ready to take online test, click on the Ready For Online Test. Then applicant receive an email notification for online test.



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

Online Safety Briefing

10

4

#	Type of Permit	Date Of Application	Date Of Visit	Date Of Expiry	Status	Actions
1	Visitor Temporary Permit	06/08/2024	07/08/2024	07/08/2024	Pending Online Test	

View Application

Temporary Permit Application

Application Detail Information

*Identity Number: [REDACTED] *Identity Type: [REDACTED]

Attend Online Test

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 the test.

Question 5: Based on picture below, which shows the basic use of PPE in operation area?



Answers

- ☐ A
- ☒ B
- ☐ C
- ☐ D

6

Click on the submit button at the bottom of the page

Accounts information for online safety test

First name: [REDACTED] Last name: [REDACTED]

Identity Type: [REDACTED]

Contact: [REDACTED]

Test Registration

Identity Type: MyKad

Identity Number: 9605180111

Login Password: [REDACTED]

Apply

5

Fill in password to continue with online test

Submit

7

Once submitted instantly applicant will get their results

Test Result

Sorry but you failed the test! Only 1 of your answers are correct. At least 5 answers should be correct to pass the test

close



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

Online Safety Briefing

11

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

1	Visitor Temporary Permit	06/08/2024	07/08/2024	07/08/2024	Pending Retest Payment
1	Visitor Temporary Permit	06/08/2024	07/08/2024	07/08/2024	Pending Retest Payment



Pay Permit

Date : 15 April 2024
Created By : Something Something
Permit Type : Visitor Temporary Permit

Generate VSP

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
☒	Reseat Briefing Test - 0123564545 Permit Id 658 - 15 April 2024	1	5	5.00
SubTotal Amount				RM 5.00
Sales Tax (0%)				RM 0.00
Total Amount				RM 5.00
Rounding Adjustment				RM 0.00
Grand Total Amount				RM 5.00

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

Pay Online

Pay Permit

Date : 6 August 2024
Created By : Nur Hidayah Binti Effendy
Permit Type : Visitor Temporary 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
☒	Reseat Briefing Test - 960518011111 Permit Id 1601 - 7 August 2024	1	0.00	0.00
Total Amount				RM 0.00
Rounding Adjustment				RM 0.00
Grand Total Amount				RM 0.00

If the grand total is 0, user can click on the Proceed Next Step to skip the payment. Applicant can proceed to do online test.

Proceed Next Step



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

Status as below:

12

#	Type of Permit ++	Date Of Application ++	Date Of Visit ++	Date Of Expiry ++	Status ++	Actions
1	Visitor Temporary Permit	06/08/2024	07/08/2024	07/08/2024	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 Temporary Permit	06/08/2024	07/08/2024	07/08/2024	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 : 6 August 2024

Created By : Nur Hidayah Binti Effendy

Permit Type : Visitor Temporary 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
☒	VTP New Permit - 960518011111 Permit Id 1601 - 7 August 2024	1	1.00	1.00
Total Amount				RM 1.00
Rounding Adjustment				RM 0.00
Grand Total Amount				RM 1.00

Pay Online

Then applicant will be redirected
to the payment page.



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

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

13

#	Type of Permit ++	Date Of Application ++	Date Of Visit ++	Date Of Expiry ++	Status ++	Actions
1	Visitor Temporary Permit	06/08/2024	07/08/2024	07/08/2024	Approved	

PAMS - Permit application - Approved

Inbox x

PAMS <passoffice@johorport.com.my>

to me

25 Feb 2025, 12:52

Dear

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).

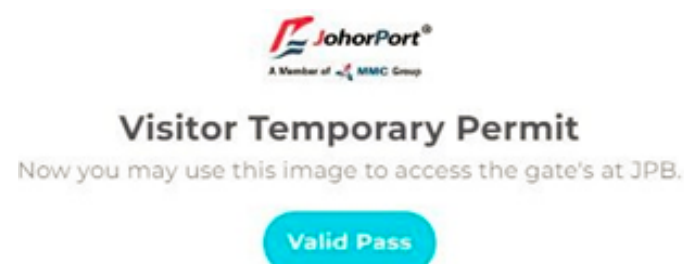
Thank you for your cooperation.



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

If applicant don't have any smartphone,
they can request to print the pass at the pass office counter.

If the applicant have smartphone, applicant will receive an email with hyperlink.
Click on the hyperlink it will redirect to digital permit page.



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