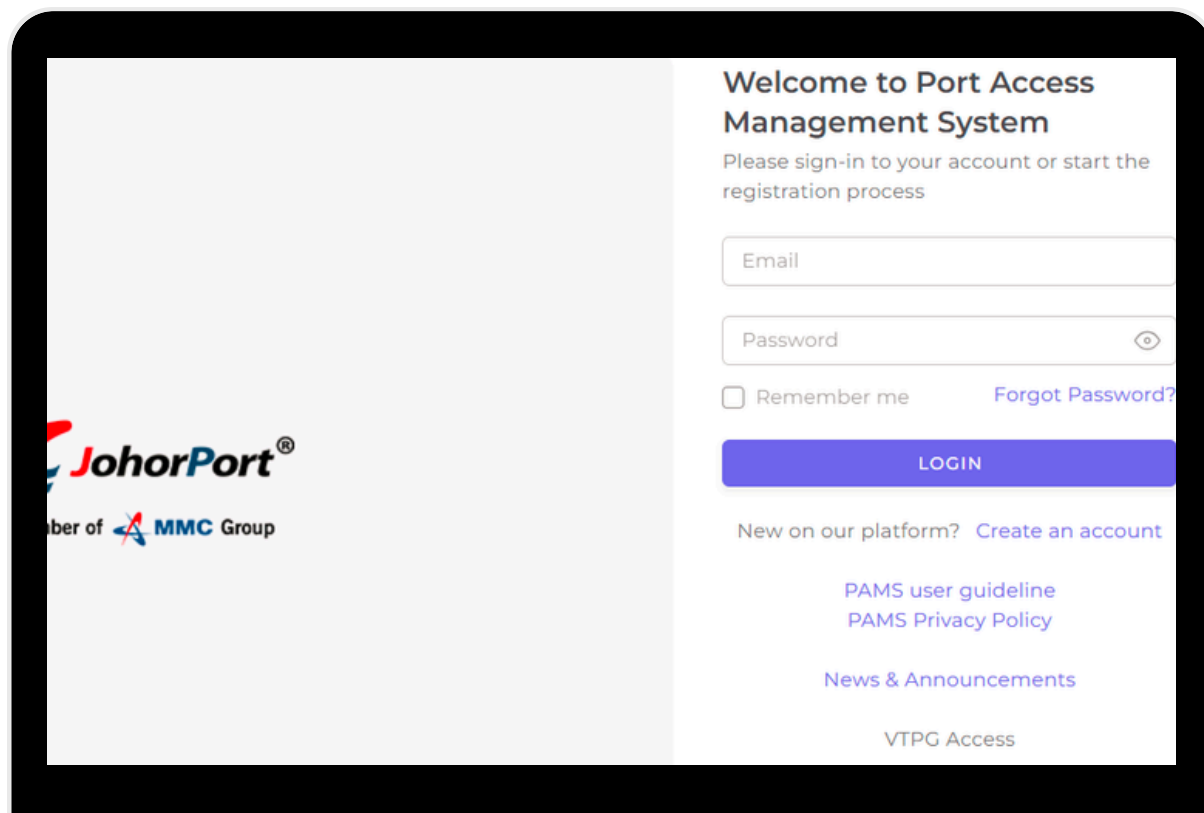


PORT ACCESS MANAGEMENT SYSTEM (PAMS)



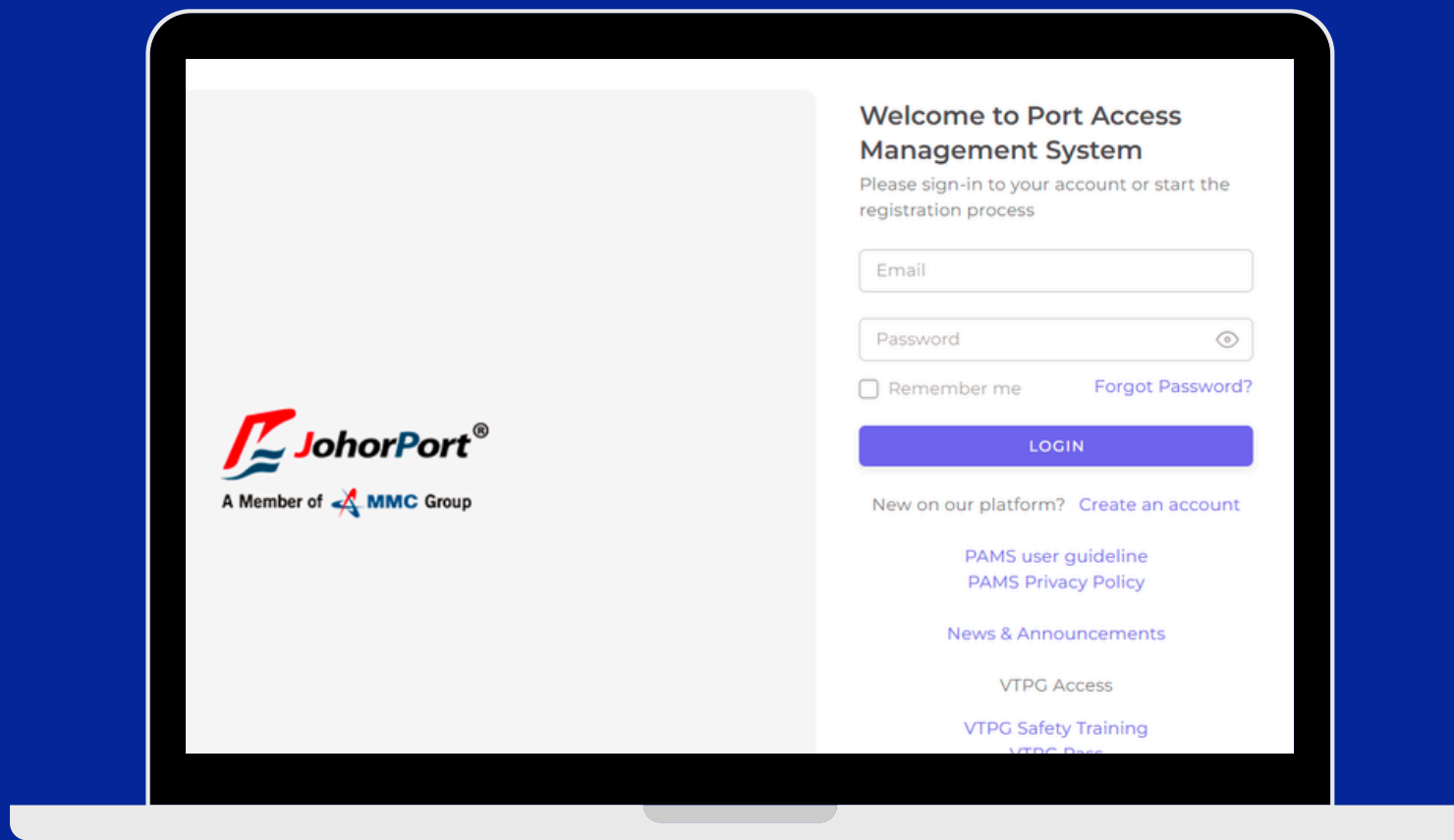
USER MANUAL GUIDE

Visit our website

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



TEMPORARY PERMIT APPLICATION



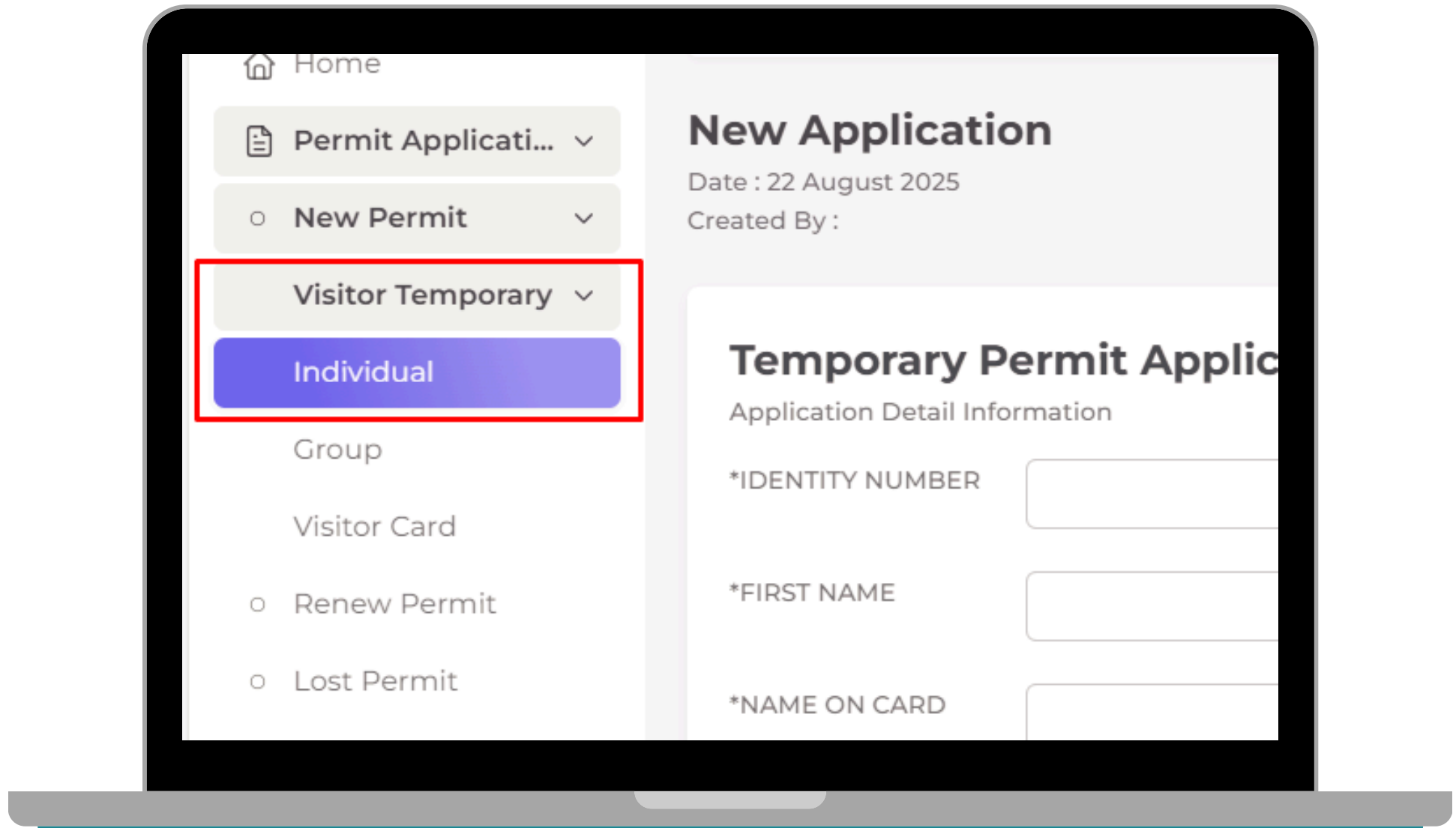
Visit our website

<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

https://pams.johorport.com.my/permit/vtp/create

AMS

applicati...
mit
emporary

Temporary Permit Application

Application Detail Information

*IDENTITY NUMBER	<input type="text"/>	*IDENTITY TYPE	MyKad
*FIRST NAME	<input type="text"/>	*LAST NAME	<input type="text"/>
*NAME ON CARD	<input type="text"/>	*CONTACT	<input type="text"/>
*EMAIL	<input type="text"/>	*RESIDENTIAL ADDRESS	<input type="text"/>
*COMPANY NAME	JOHOR PORT BERHAD	*SHORT COMPANY NAME	JOHOR PORT BHD
*VISIT DATE	<input type="text"/>	*VISIT DURATION	1
*EXPIRY DATE	<input type="text"/>	*VISIT LOCATION	<input type="text"/>
*VISIT PURPOSE	<input type="text"/>	EVENT CODE	<input type="text"/>

TRAINING CONTENT

PASS ISSUANCE



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

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

3

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

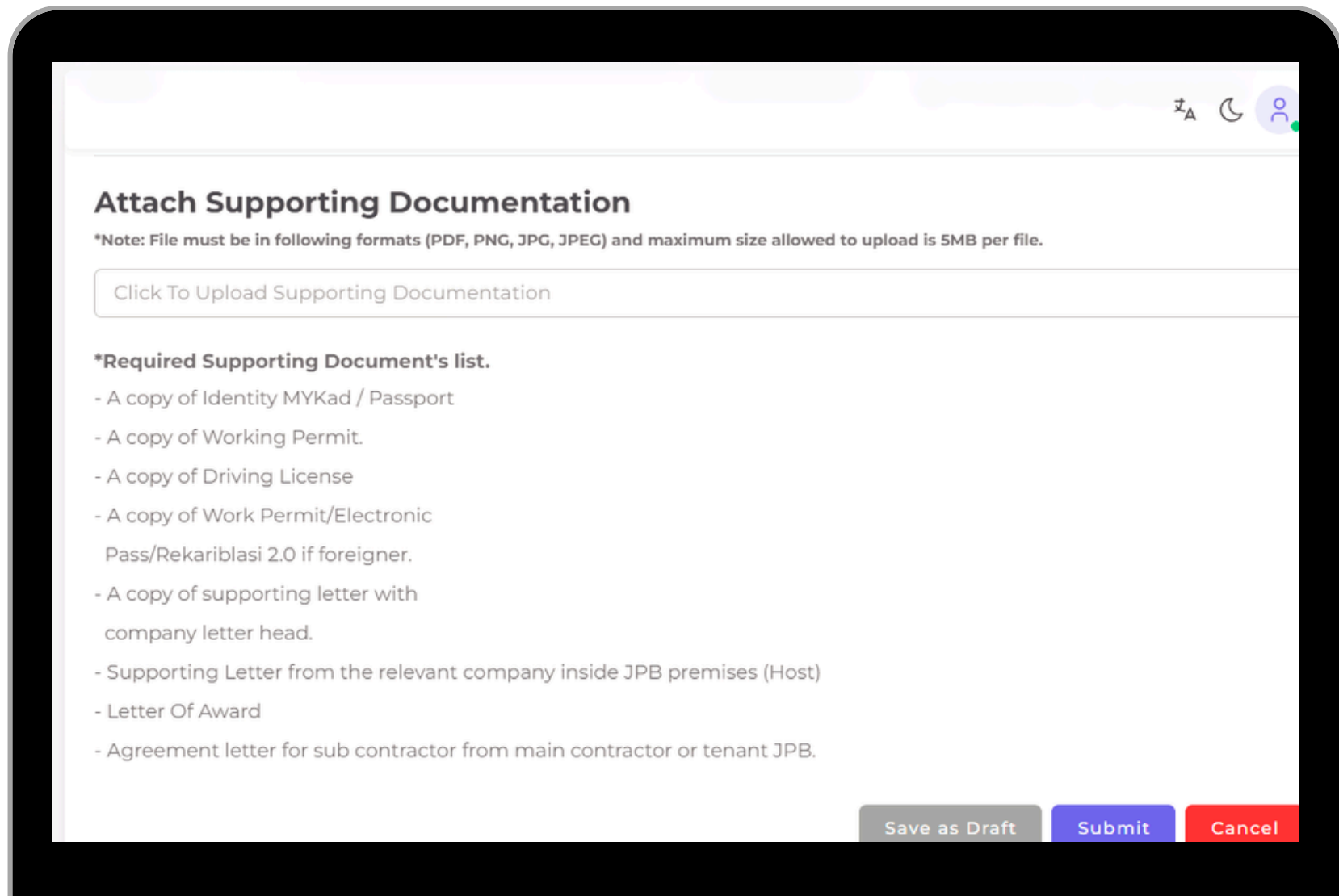
Make sure all of your group members have an account with the PAMS system. You can't apply for the member who doesn't have an account with PAMS system.



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

Attach Supporting Documents and click Submit

4



The screenshot shows a web application interface with a dark header bar containing a search icon, a moon icon, and a user profile icon. The main content area is titled "Attach Supporting Documentation" and includes a note about file formats and size. Below the note is a button labeled "Click To Upload Supporting Documentation". A list of required supporting documents is provided, followed by three buttons: "Save as Draft", "Submit", and "Cancel".

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.

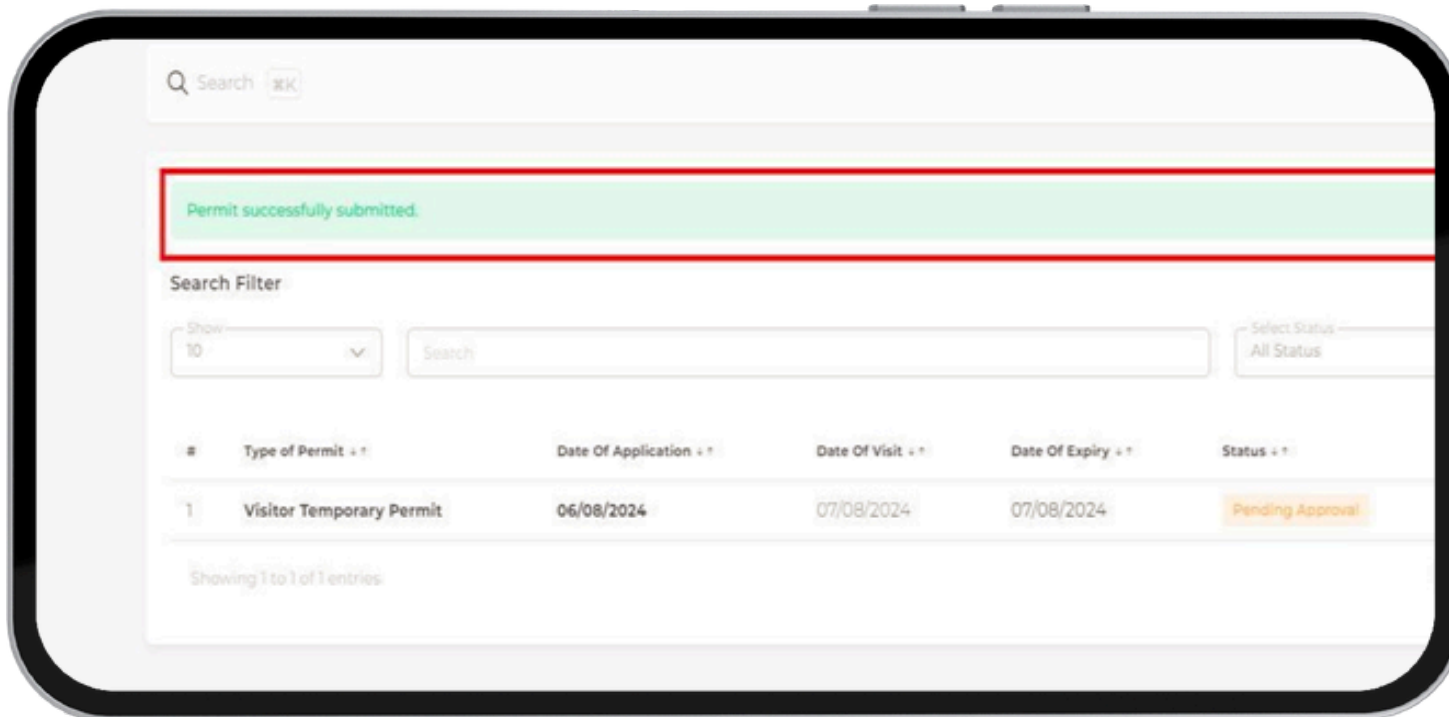
Save as Draft Submit Cancel



<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.

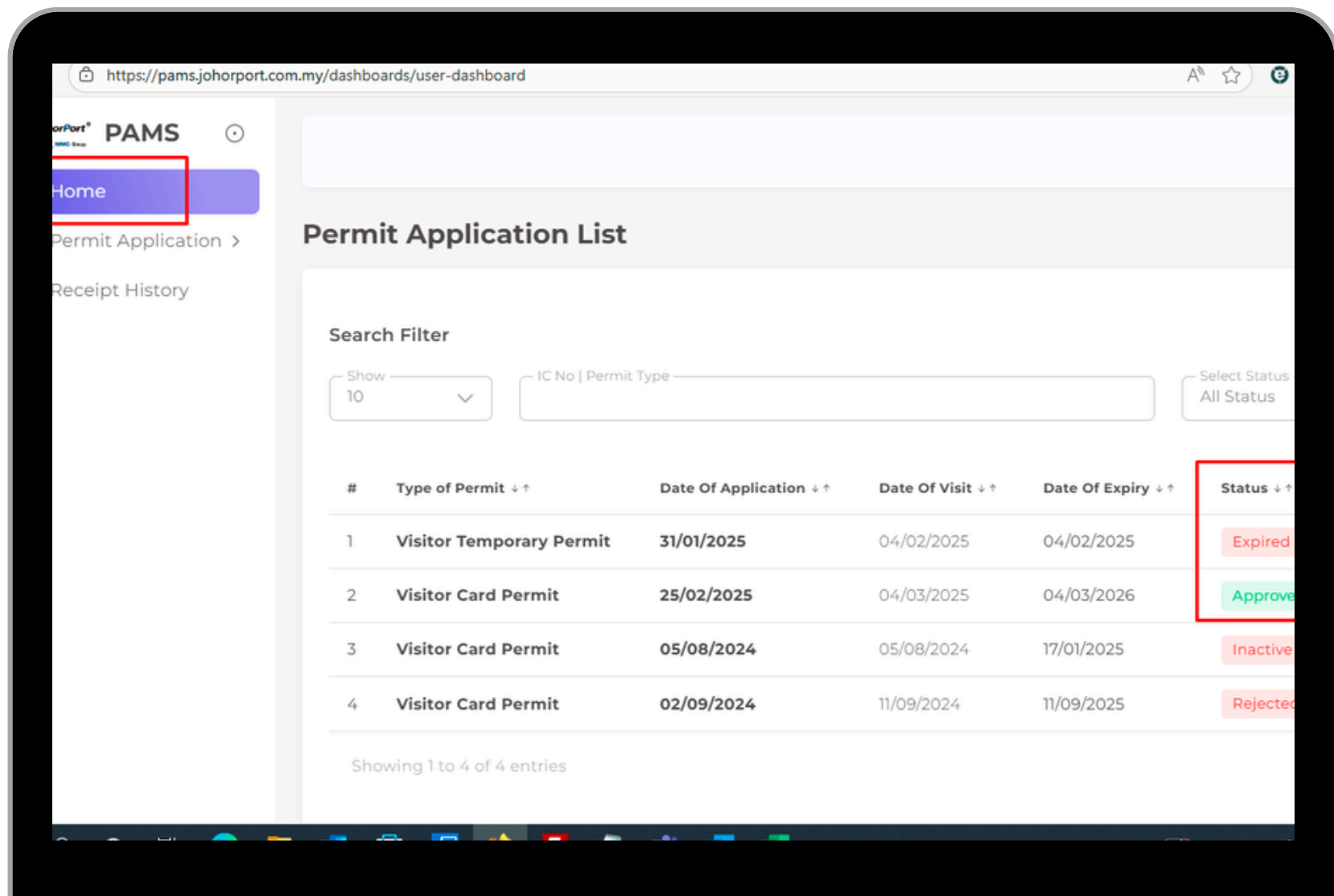
5



<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
<input checked="" type="checkbox"/>	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.

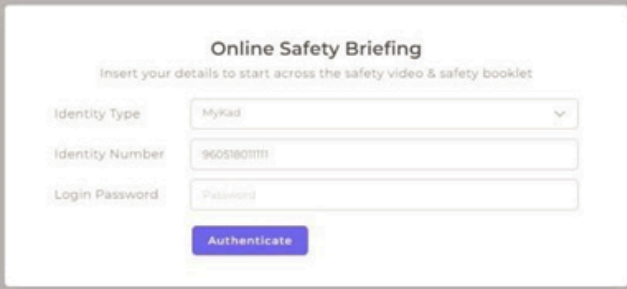


<https://pams.johorport.com.my/login>

Online Safety Briefing

9

1



Online Safety Briefing

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

Identity Type: MyKad

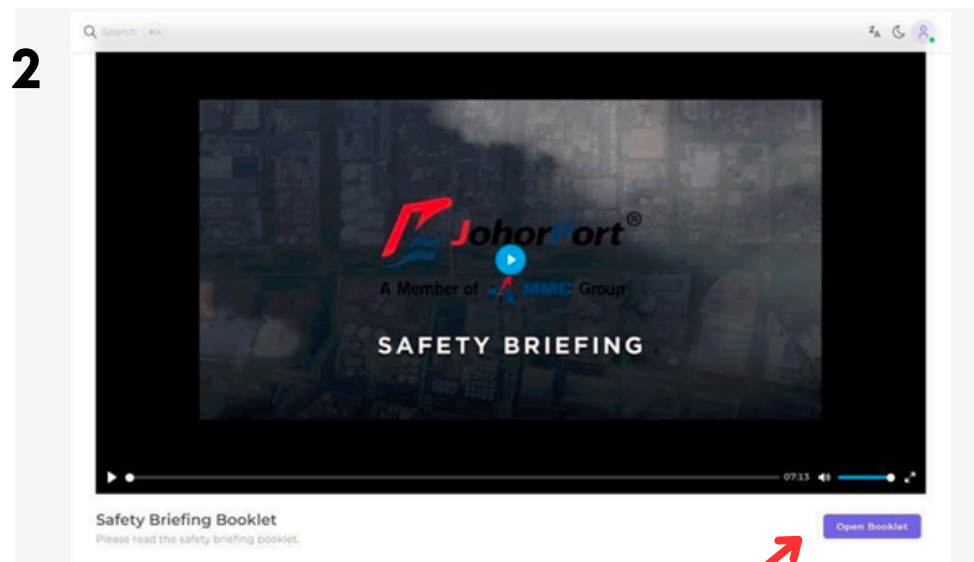
Identity Number: 96051801111

Login Password: Password

Authenticate

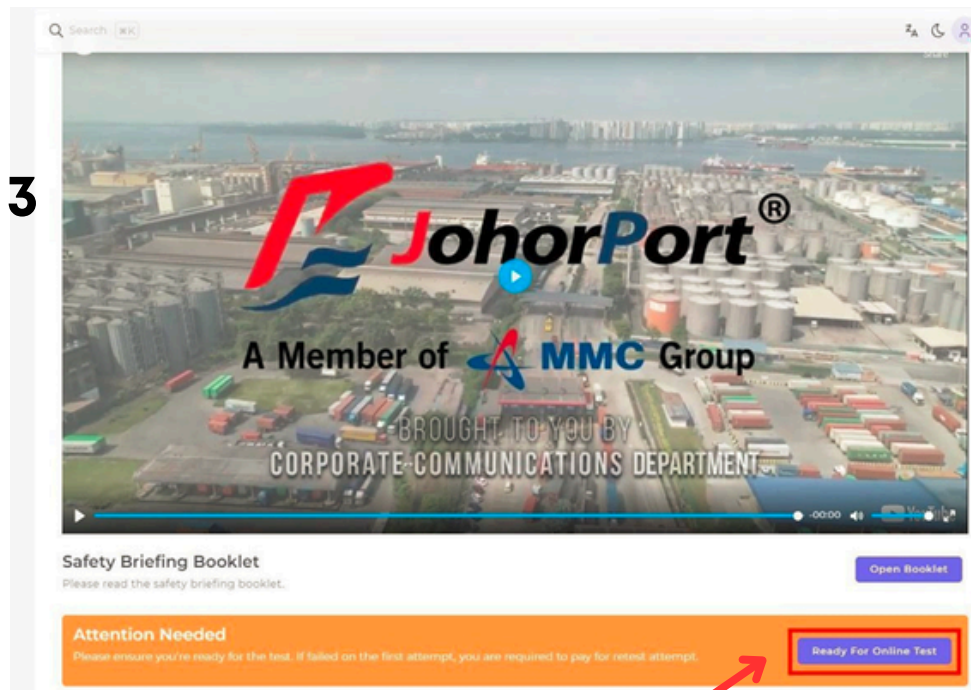
At the training content page applicant need to fill in their login password for the verification process

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

Attend Online Test

Temporary Permit Application

Application Detail Information

*Identity Number: [text]

*Identity Type: [text]

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

Account information for online safety test

First name: [text] Last name: [text]

Identity Type: [text] Identity: [text]

Contact: [text]

Test Registration

Identity Type: MyKid

Identity Number: 9605180111

Login Password: [password]

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
<input checked="" type="checkbox"/>	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



Pay Online

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

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
<input checked="" type="checkbox"/>	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



Proceed Next Step


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.




<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
<input checked="" type="checkbox"/>	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).

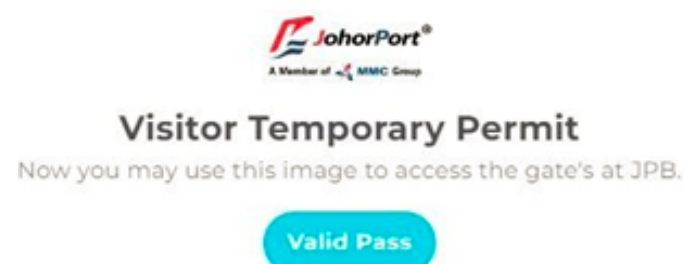
Thank you for your cooperation.



<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>