

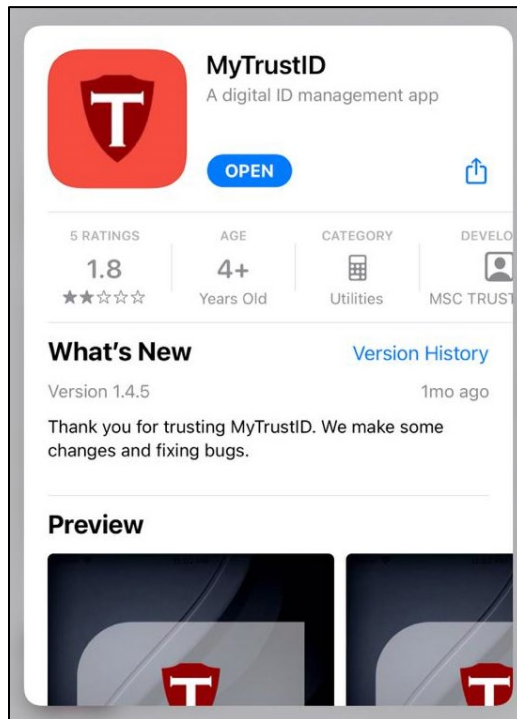


MOBILE APPLICATION USER GUIDELINE FOR E-SAIN DIGITAL SIGNATURE SYSTEM USING MYTRUST365 PORTAL

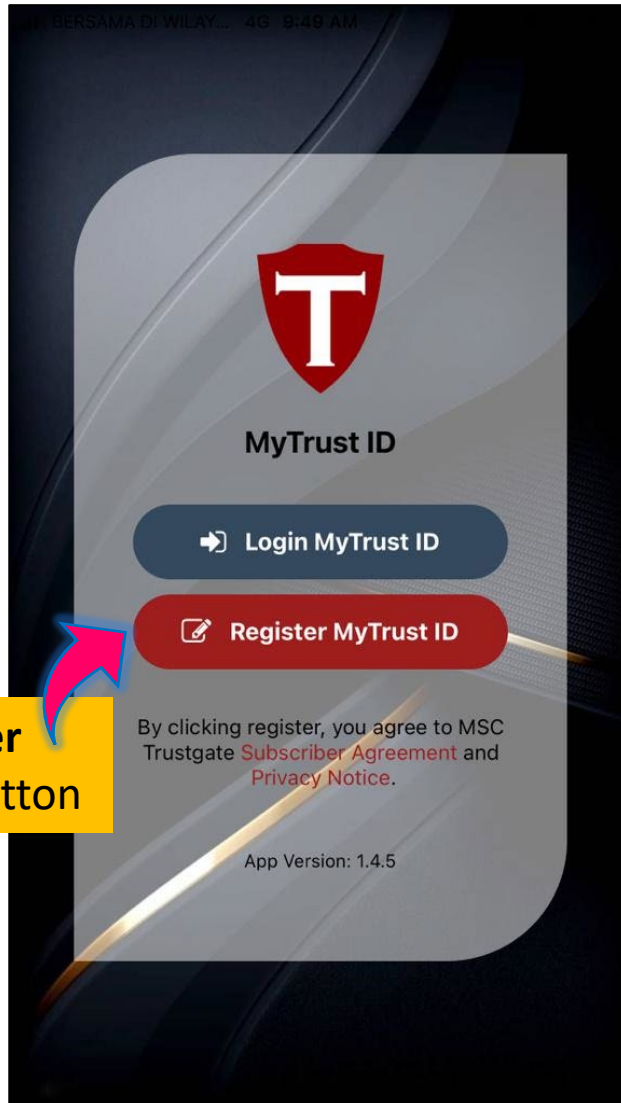
Download MyTrustID

Download the MyTrustID application on your mobile device:

- i) Google Play Store: Android user
- ii) App Store: iOS user

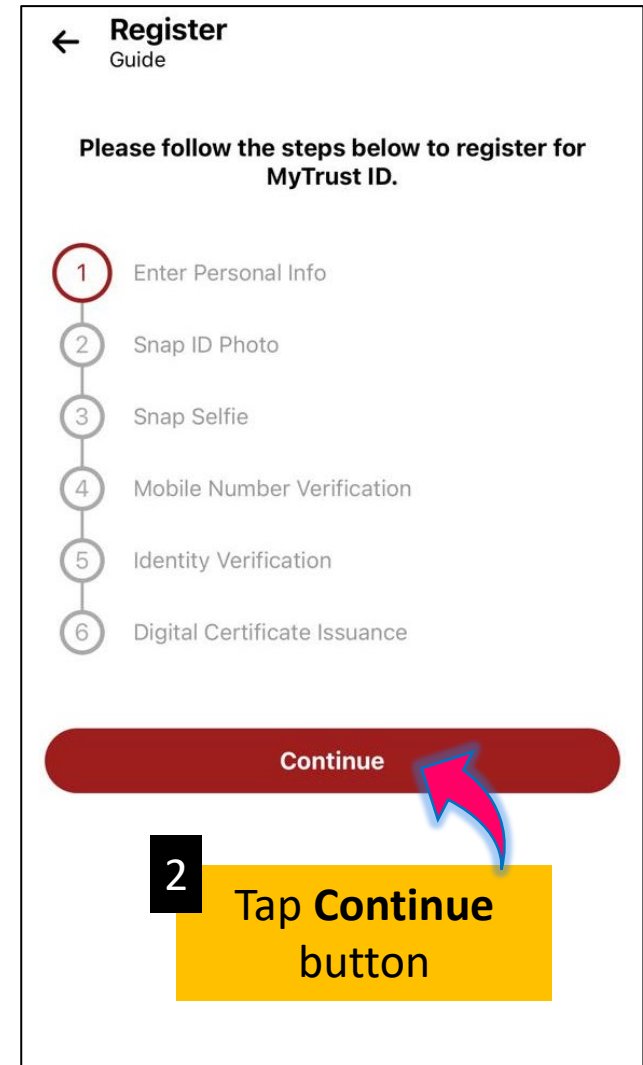


MyTrust ID Registration



1

Tap Register
MyTrust ID button




2

Tap Continue
button


MyTrust ID Registration

← ID Type

Please select your Document ID



Malaysia National ID
MyKAD, MyKAS, MyPR, MyTentera



Passport
Foreign Passport


Note:
Users need to fill in the information provided if selecting the Passport button.

1

Tap Malaysia National ID button

← Enter Personal Info
ID Information

Please enter your details



NRIC Number/ID Number → 90001-12-34567

Your ID number **MUST** be exactly same as your ID.

ID Type

MyKAD

Identity Card Number

XXXXXX-XX-XXXX

Re-enter Identity Card Number

XXXXXX-XX-XXXX

Next

2

Enter your Identity Card Number


3

Tap Next button

MyTrust ID Registration

← **Enter Personal Info**
ID Information

Please enter your details



Full Name →

Your full name **MUST** be exactly same as your ID.

1

Full Name (As per IC)
XXXXXX XXX XXXXXX

Re-enter Full Name
XXXXXX XXX XXXXXX

2

Next

Enter your **Full Name** (same as your Identity Card)

Tap **Next** button

← **National Identity Card**
Malaysia

"MyTrust ID" Would Like to Access the Camera
mytrustid requires access to your phone's camera for self verification.

Don't Allow OK

3

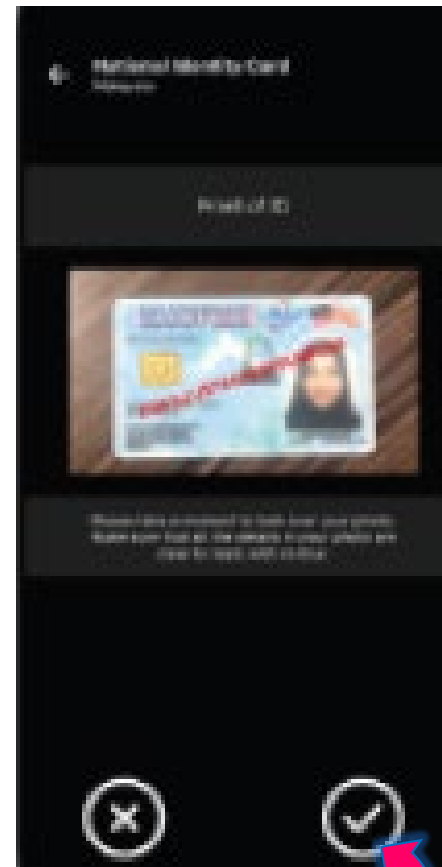
Tap **OK** button

MyTrust ID Registration



1

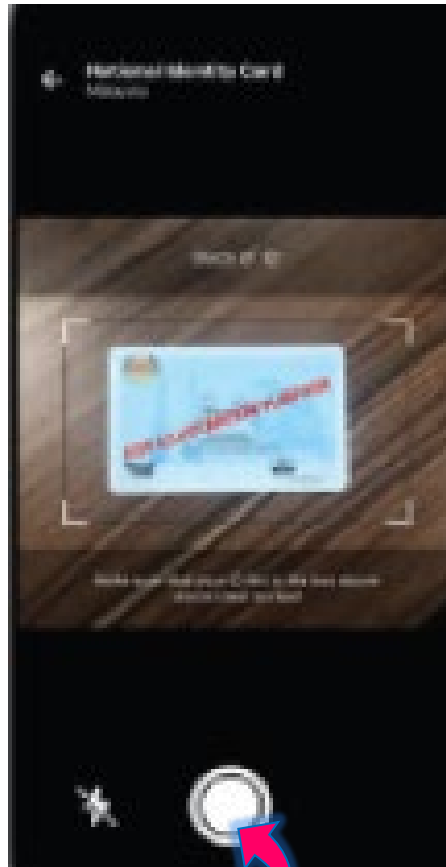
Take a **photo** of the **front** of your **identity card**. Please make sure that the **information** on your identity card **can be seen clearly** and that the photo of your identity card is **in the guide box** on the camera screen.



2

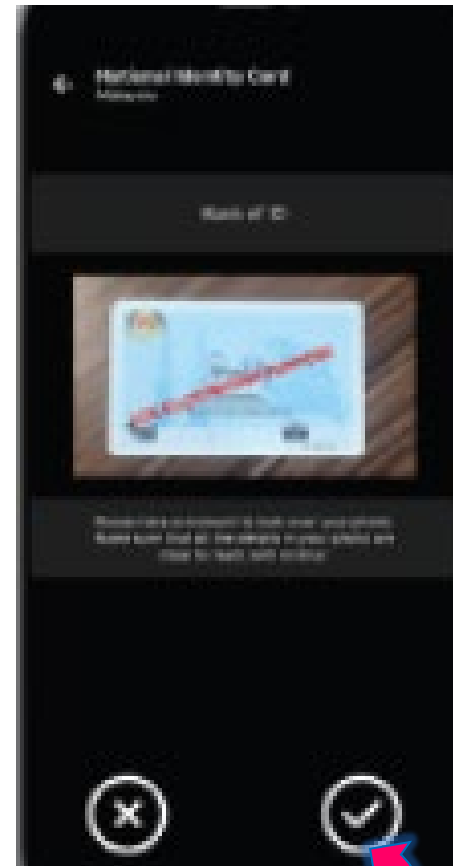
Tap  button

MyTrust ID Registration



1

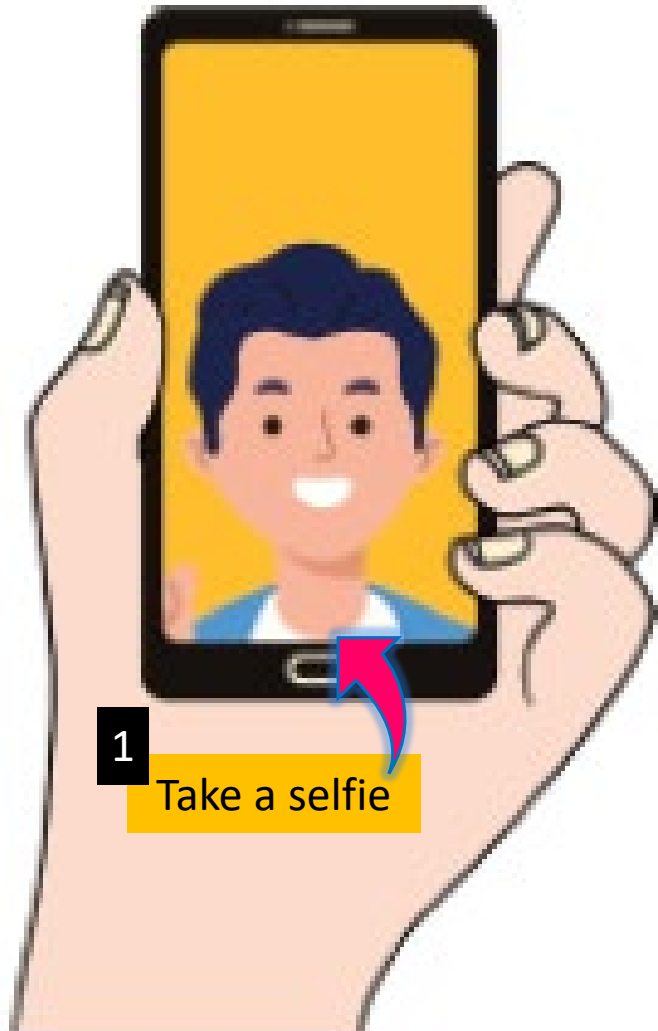
Take a **photo of the back of your identity card**. Please make sure that the **information** on your identity card **can be seen clearly** and that the photo of your identity card is **in the guide box** on the camera screen.



2

Tap  button

MyTrust ID Registration



MyTrust ID Registration

Enter your **Email Address** and **Mobile Number**. Please ensure that the information matches the information you have provided when applying for PUNB business financing.

If it doesn't match, the **FPX** screen will be displayed ([page 9](#)).

If it matches, you will receive a **Verification Code** via your email* ([page 10](#)).

**If not in your inbox, please check your Spam folder.*

← **OTP Verification**
OTP Request

Please key in your contact information.

Email Address
xxxxxx@xxxxx.xxx

Mobile Number
xxxxxxxxxx

NEXT

Tap **NEXT** button

MyTrust ID Registration

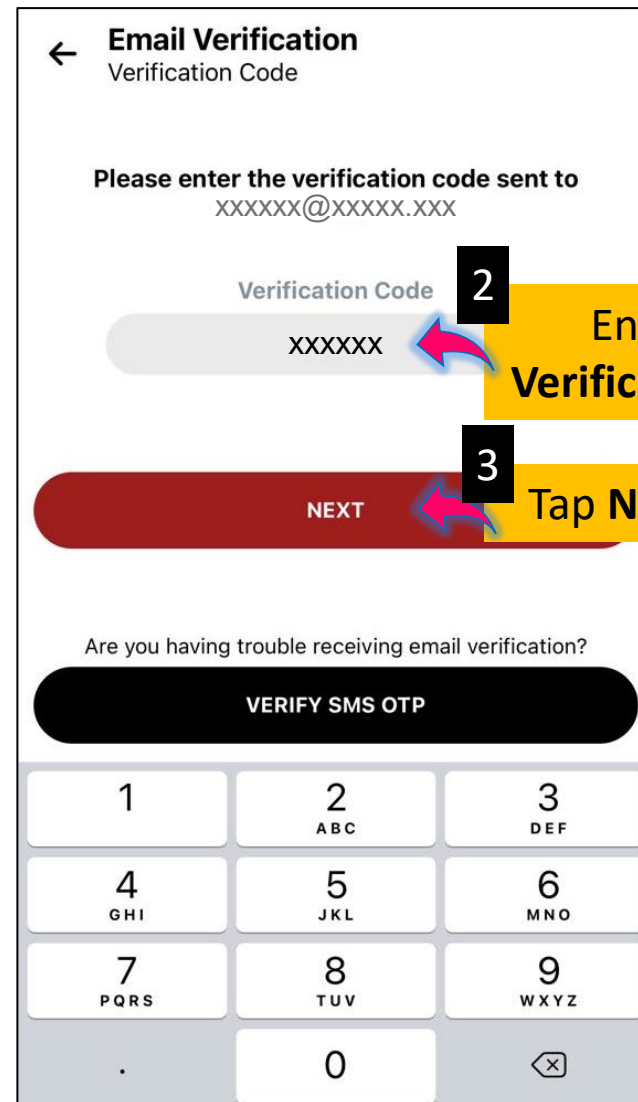
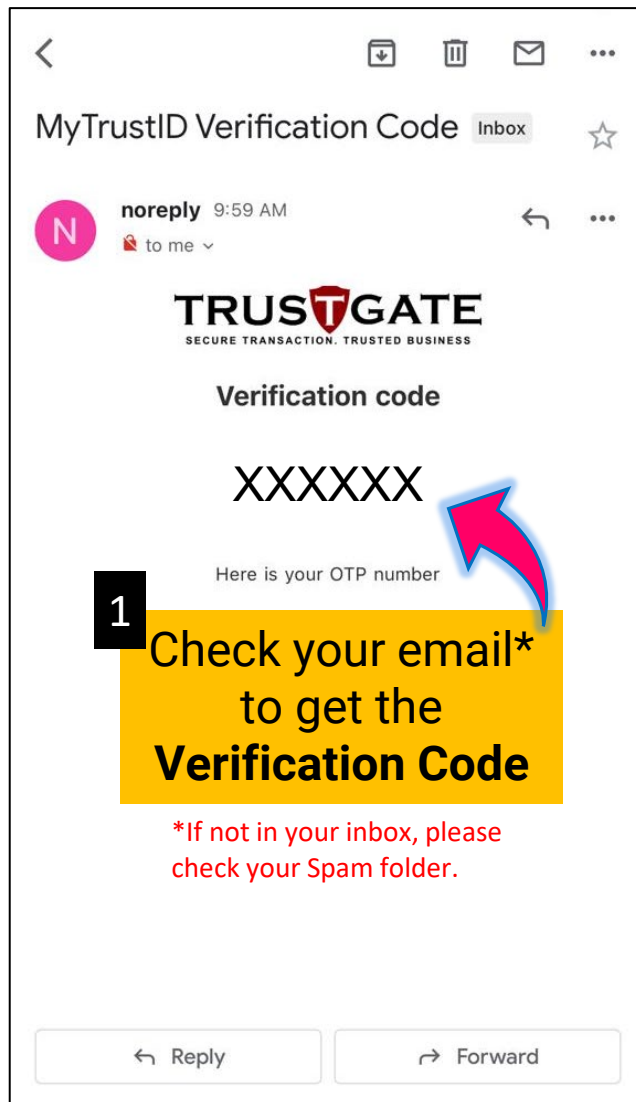
To get **instant approval**, you need to pay **RM1.00** via **FPX** as the screen displayed.

Note: The **full name** must match the one already given ([page 4](#)).

You can also proceed without paying as your information will **still be reviewed** for approval within **3 working days (minimum)**.

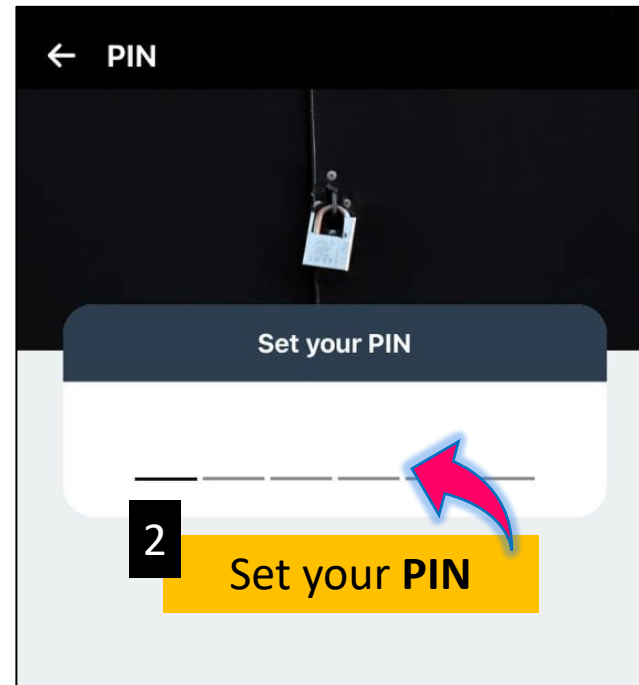
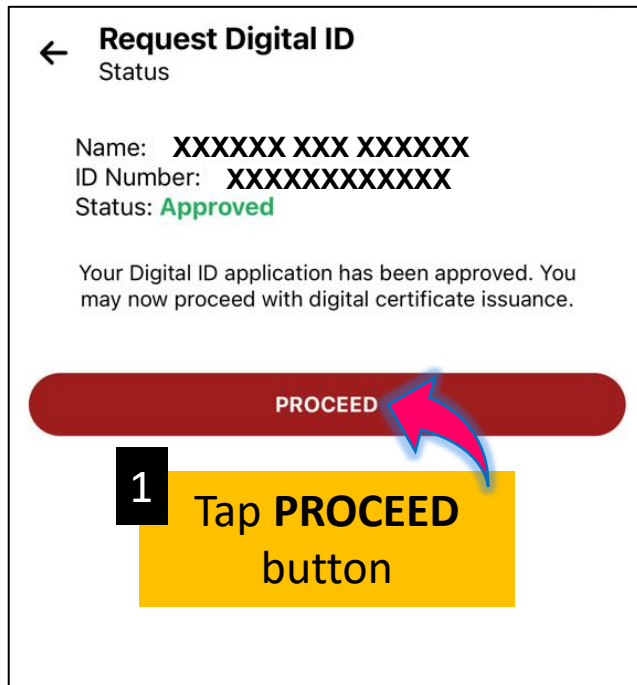


MyTrust ID Registration



MyTrust ID Registration

Approval will be given if you provide the correct Verification Code.




MyTrust ID Registration

Your **digital certificate** has been successfully activated.

Completed

Completed!

Your digital certificate has been issued and installed into your device.



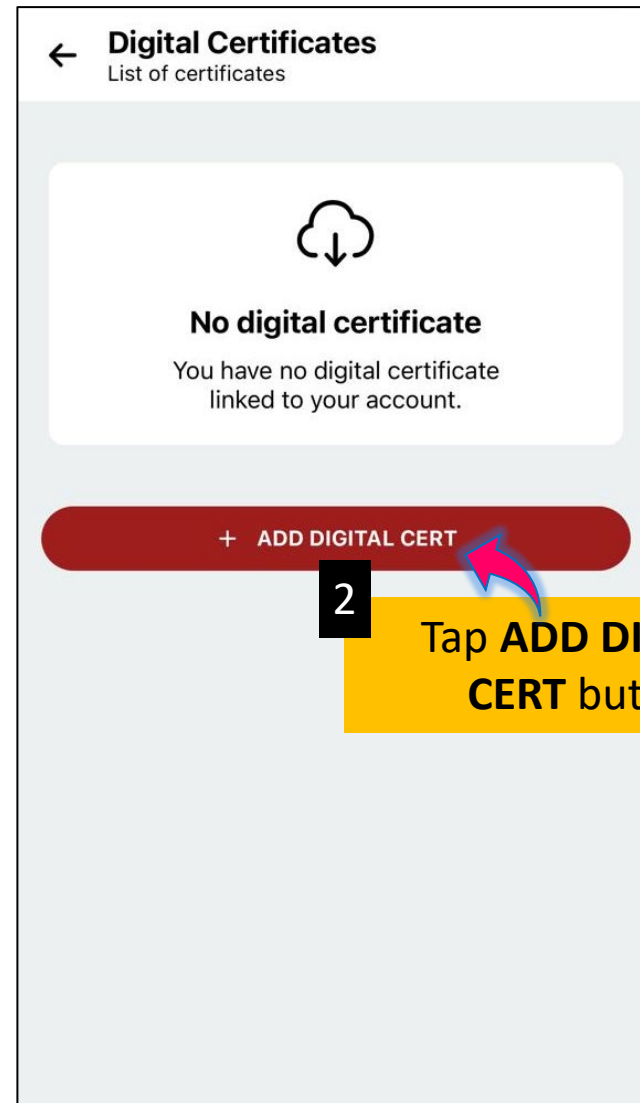
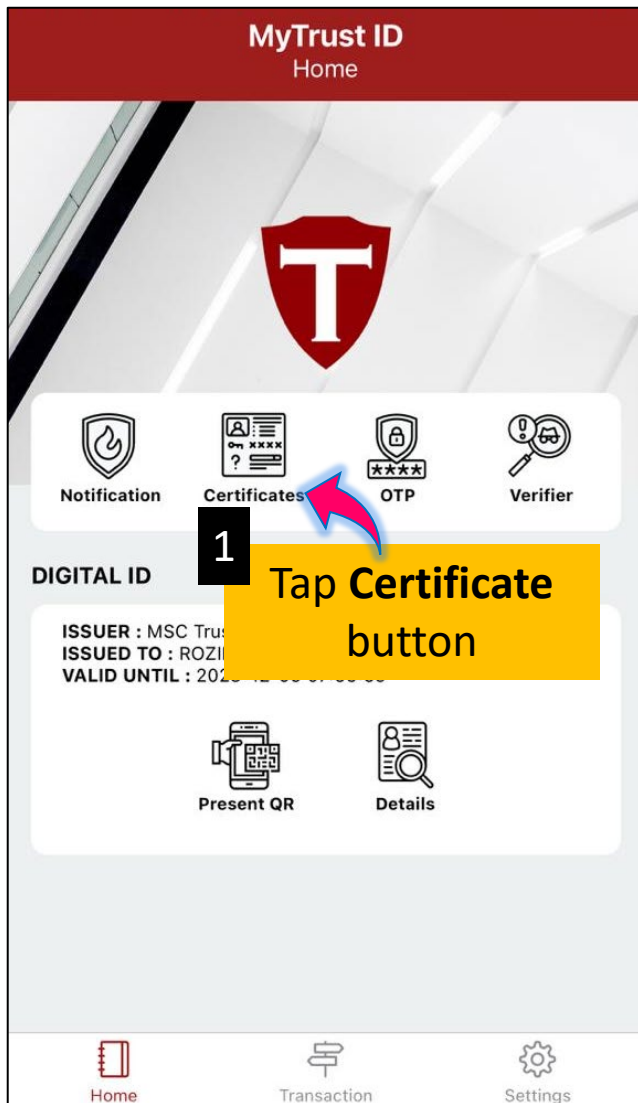
Notes

Please be informed that if you uninstalled the MyTrust ID app, you will need to go through the registration process again.

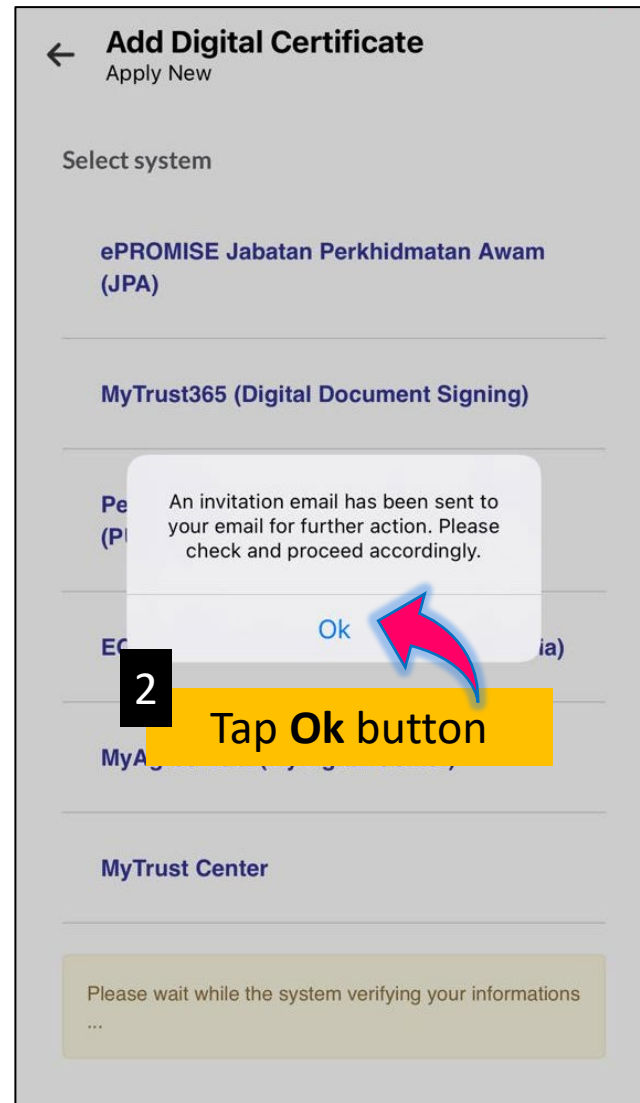
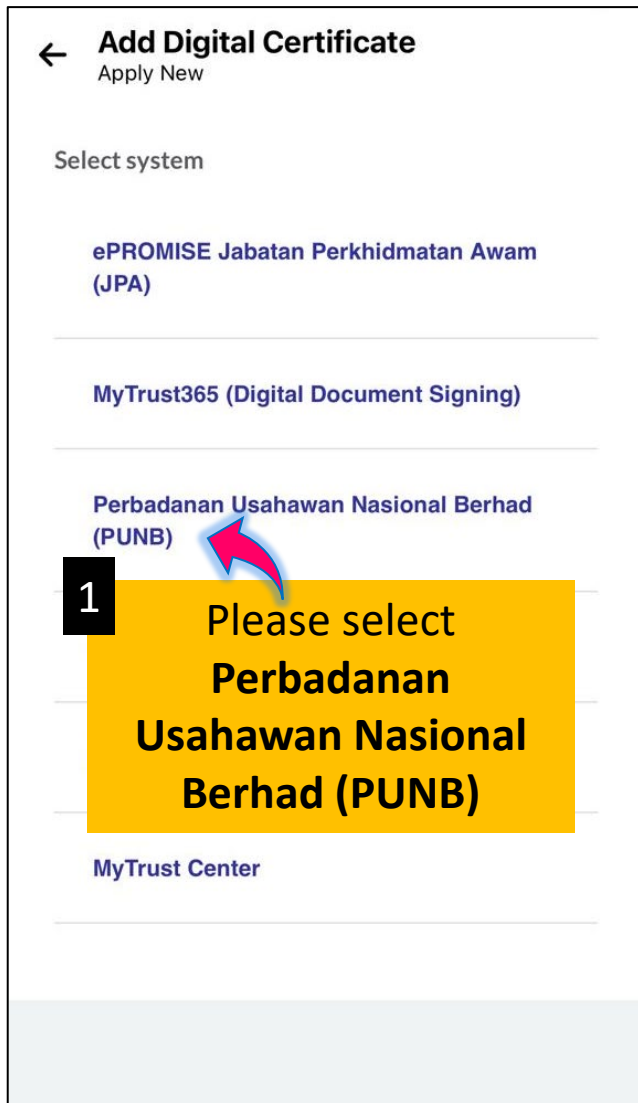
FINISH

Tap **FINISH** button

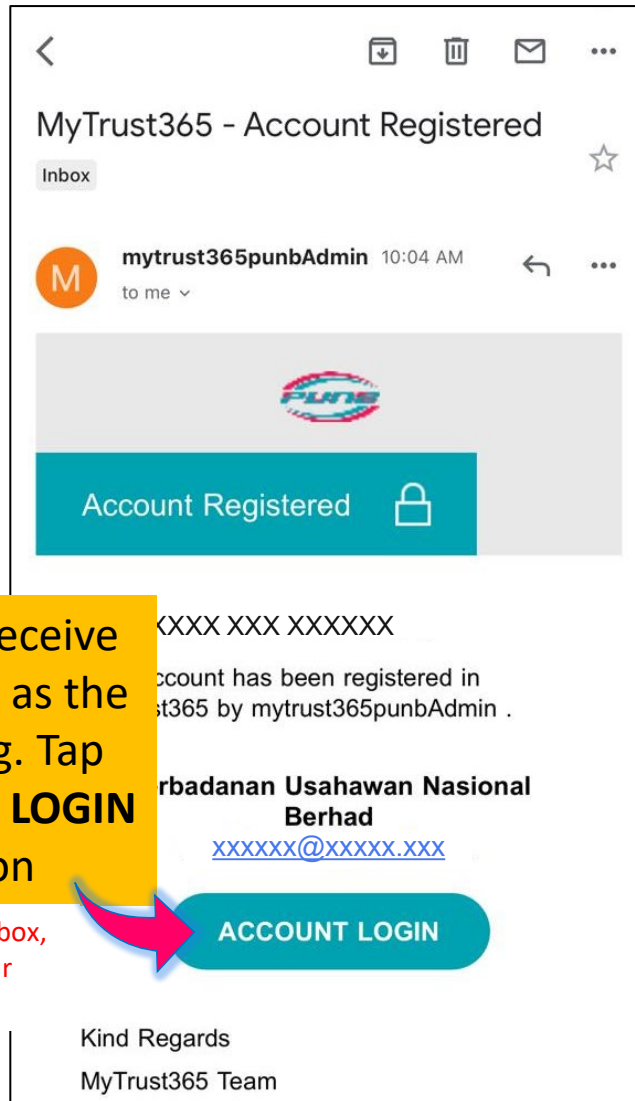
Digital Certificate



Digital Certificate



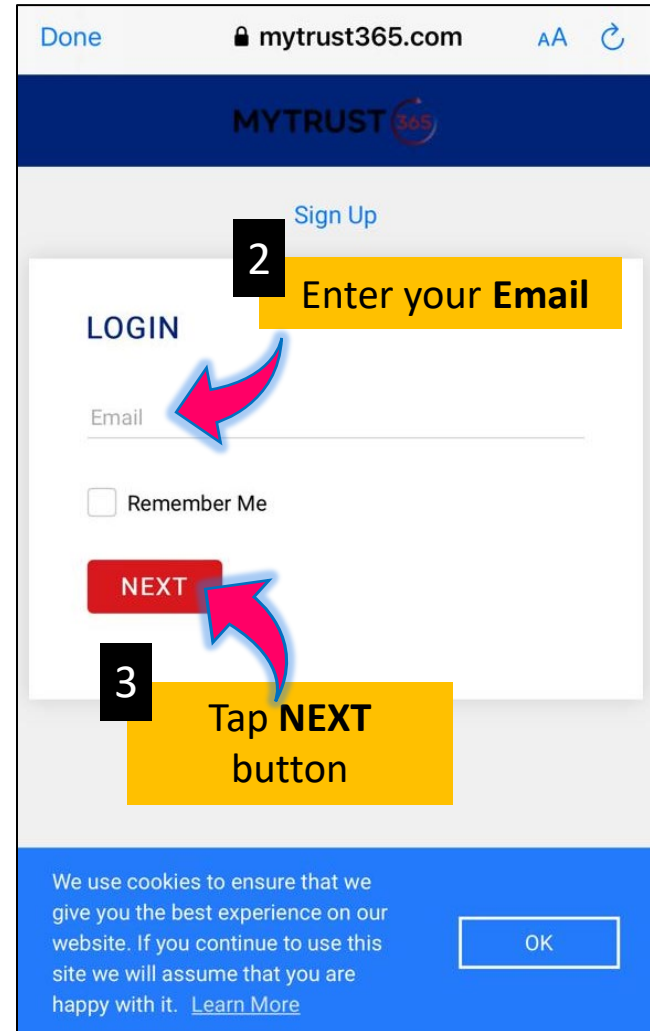
Activation Process



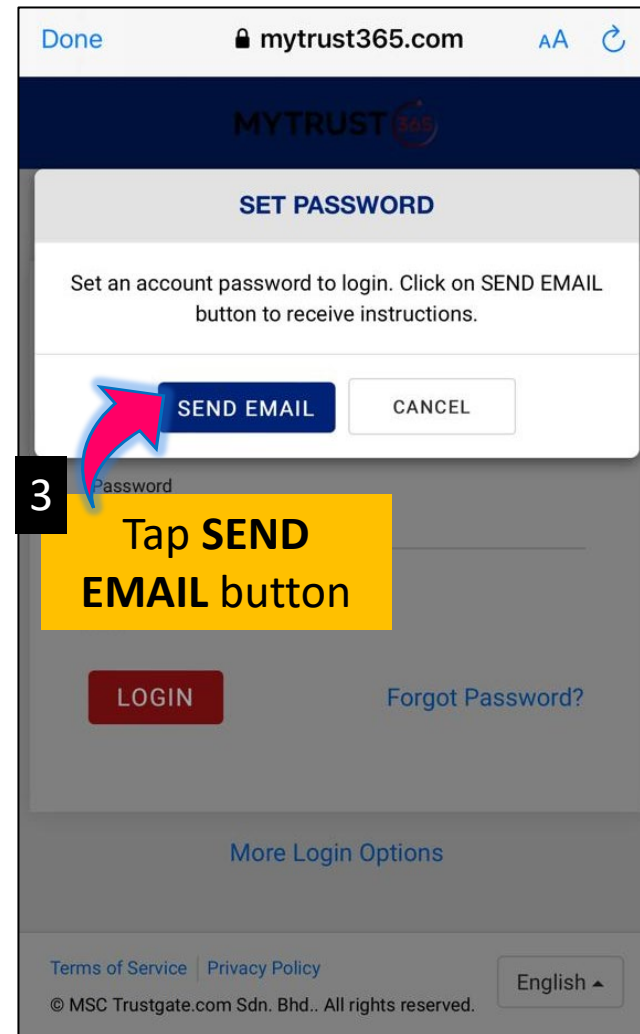
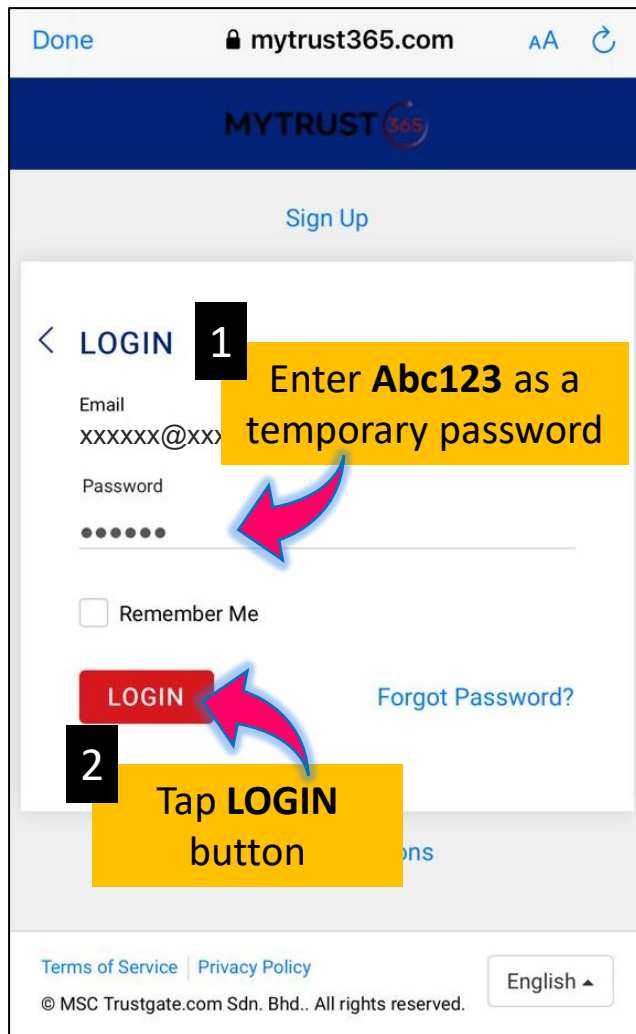
1 You will receive an email* as the following. Tap **ACCOUNT LOGIN** button

*If not in your inbox, please check your Spam folder.

ACCOUNT LOGIN

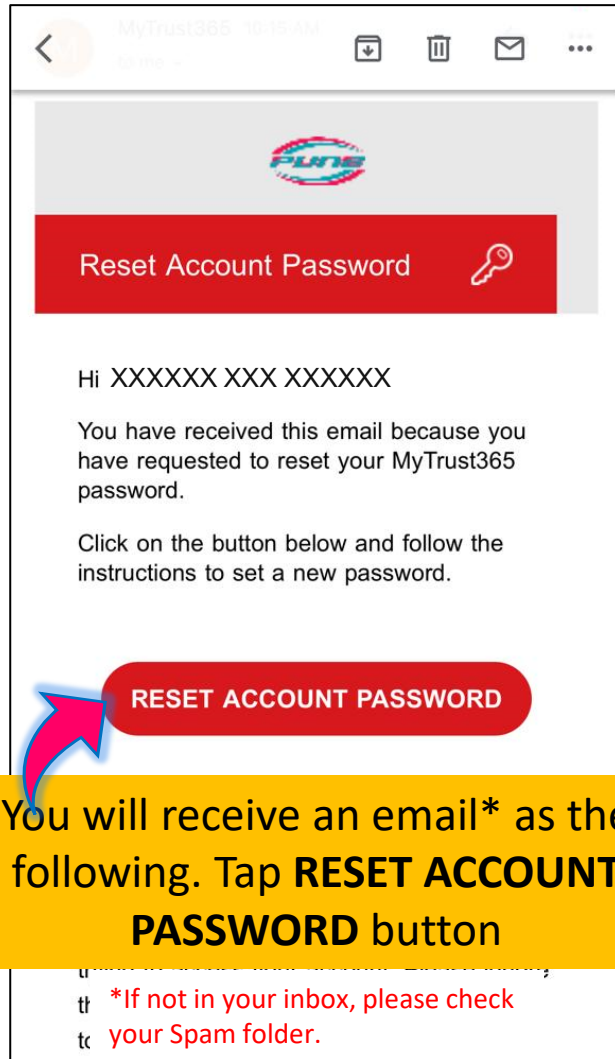


Activation Process



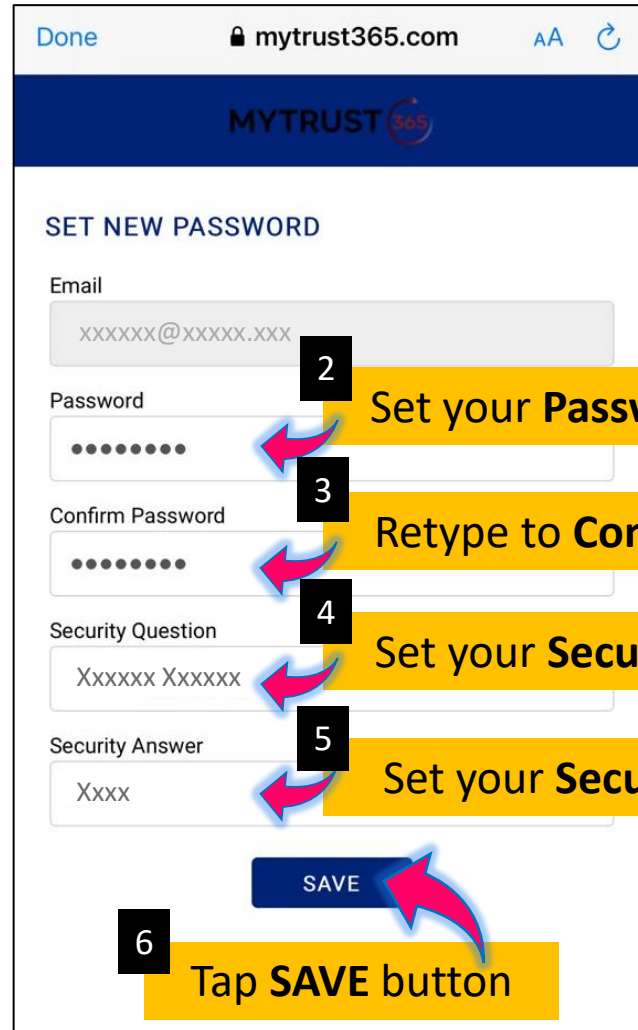
Activation Process

You need to set a password for first-time users.



1 You will receive an email* as the following. Tap **RESET ACCOUNT PASSWORD** button

*If not in your inbox, please check your Spam folder.



Login MyTrust365 Portal

Note: You can access the MyTrust365 Portal through both mobile devices and computers. This user guide displays the MyTrust365 Portal view using computer for clearer information.

The login page is as the following:

The screenshot shows the login interface for the MyTrust365 Portal. At the top right, there is a link for "Sign Up". The main heading is "LOGIN". Below this, there is an "Email" input field. A yellow callout box with the number "1" and the text "Enter your Email Address" has a red arrow pointing to the email input field. Below the email field is a checkbox labeled "Remember Me". A red "NEXT" button is positioned below the "Remember Me" checkbox. A second yellow callout box with the number "2" and the text "Tap NEXT button" has a red arrow pointing to the "NEXT" button. At the bottom right of the login area, there is a link for "More Login Options".

Login MyTrust365 Portal

The screenshot shows a mobile application login screen. At the top left is a back arrow. The title 'LOGIN' is centered. Below it are two input fields: 'Email' with a blacked-out value, and 'Password' which is empty. A red arrow points from a yellow callout box labeled '1' to the password field. Below the password field is a checked 'Remember Me' checkbox and a blue link 'Forgot Password?'. At the bottom is a red 'LOGIN' button. A red arrow points from a yellow callout box labeled '2' to the 'LOGIN' button.

1 Enter your Password

2 Tap LOGIN button

Login MyTrust365 Portal

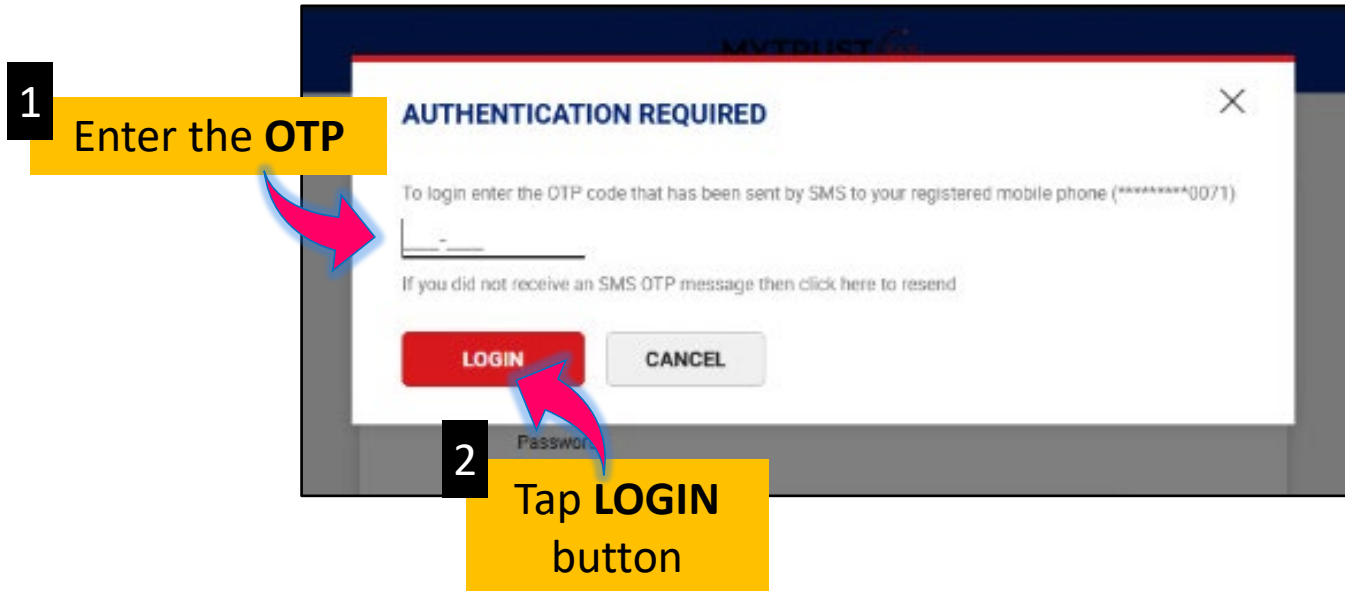
The image shows a screenshot of the MyTrust365 portal login interface. A modal window titled "AUTHENTICATION REQUIRED" is overlaid on the login form. The modal contains a text input field for a mobile number, a "NEXT" button, and a "CANCEL" button. A yellow callout box with a "1" points to the input field, containing instructions to enter a country code (6 or 006) followed by the mobile number, with examples: 60123456789 or 0060123456789. Another yellow callout box with a "2" points to the "NEXT" button, with the instruction "Tap NEXT button". The background login form shows a "Password" field, a "Remember Me" checkbox, and a "LOGIN" button. A "LOGGING IN..." indicator is also visible.

1 Please enter the country code **6** or **006** followed by your mobile phone number. Example: **60123456789** or **0060123456789**

2 Tap **NEXT** button

Login MyTrust365 Portal

You will receive a One Time Password (OTP) via SMS.



Login MyTrust365 Portal

This is your MyTrust365 dashboard view.

The screenshot displays the MyTrust365 dashboard interface. At the top, there is a dark blue navigation bar with the Pura logo on the left, a home icon and 'DASHBOARD' text in the center, and a 'DOCUMENTS' icon on the right. Further right are notification and user profile icons. Below the navigation bar, a dark grey section contains four workflow status cards: 'PENDING' with a large '1', 'IN PROGRESS' with '0', 'DECLINED' with '0', and 'COMPLETED' with '0'. A teal 'NEW WORKFLOW' button with a dropdown arrow is centered below these cards. The main content area is white and divided into four columns: 'PERSONAL INFO' with a user profile card for Mohammad Salmi Ahmad Sabki; 'QUICK ACTIONS' with a list of links for Templates, Contacts, Delegated Signing, and Notifications; 'ENTERPRISE ACTIONS' with a list of links for Templates and Contacts; and 'SIGNATURE' with two signature boxes, one showing a typed name and the other a handwritten signature.

PERSONAL INFO

Mohammad Salmi Ahmad Sabki
mohdsalmiahma dsabki@gmail.com
[Edit](#)

QUICK ACTIONS

- > Templates
- > Contacts
- > Delegated Signing
- > Notifications

ENTERPRISE ACTIONS

- > Templates
- > Contacts

SIGNATURE

Mohammad Salmi Ahmad Sabki

MS

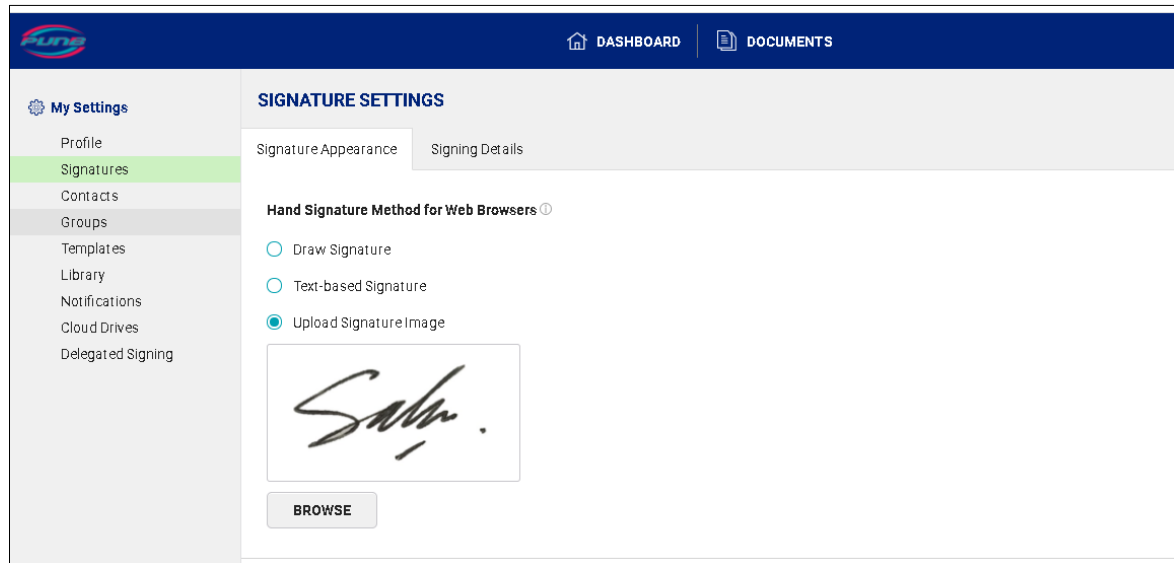
Signature Appearance Settings

The screenshot displays the PUNE dashboard interface. At the top, there is a navigation bar with the PUNE logo, 'DASHBOARD', and 'DOCUMENTS' tabs, along with notification and user icons. Below the navigation bar, a summary section shows four metrics: 'PENDING' (1), 'IN PROGRESS' (0), 'DECLINED' (0), and 'COMPLETED' (0). A 'NEW WORKFLOW' button is visible below the metrics. The main content area is divided into four columns: 'PERSONAL INFO' (showing user details for Mohammad Salmi Ahmad Sabki), 'QUICK ACTIONS' (listing Templates, Contacts, Delegated Signing, and Notifications), 'ENTERPRISE ACTIONS' (listing Templates and Contacts), and 'SIGNATURE' (showing two signature options: a typed name and initials 'HS'). A red arrow points to the 'SIGNATURE' section, and a yellow callout box contains the text: 'For your signature appearance settings, tap the **SIGNATURE** section'.

Signature Appearance Settings

You have 3 signature method options:

- i. **Draw Signature**
- ii. **Text-Based Signature**
- iii. **Upload Signature Image**



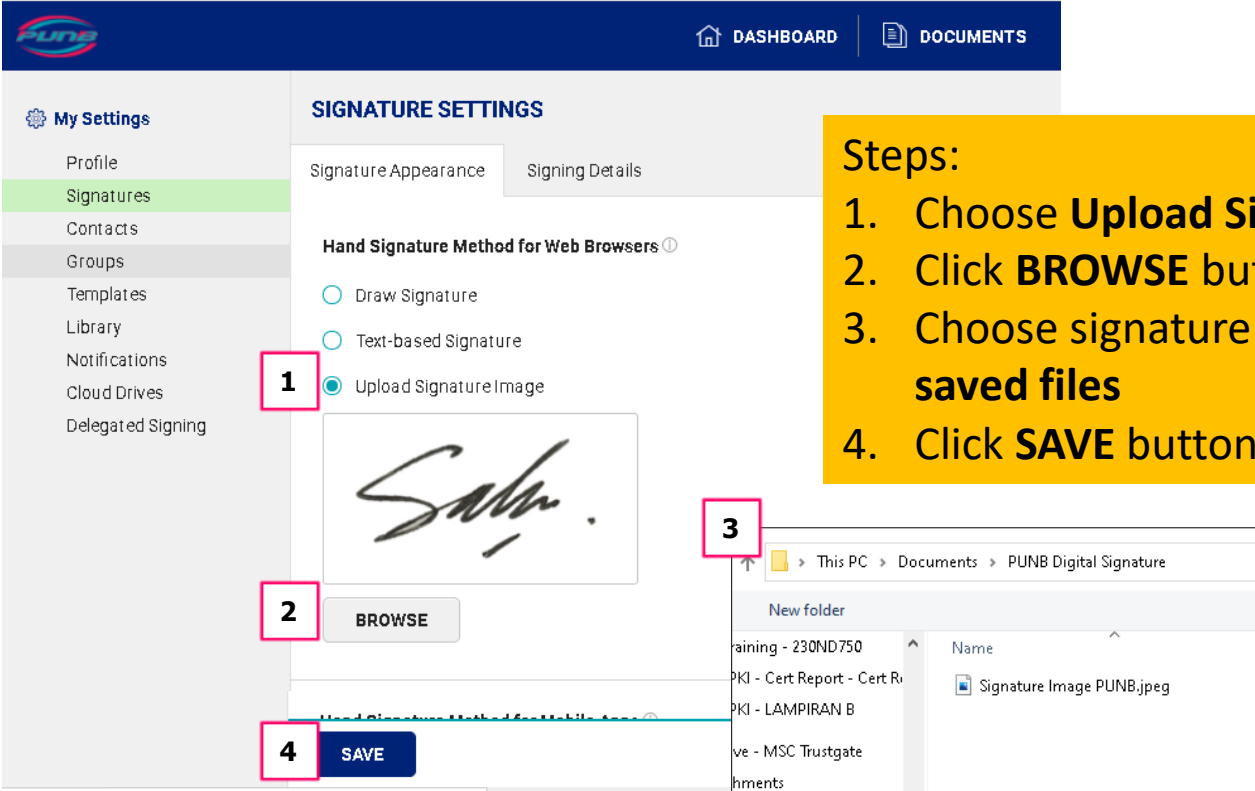
You have to choose one of the 3 method options above.

Text-Based Signature is set as default if you do not select any method.

Signature Appearance Settings

Here is a guide if you choose the **Upload Signature Image** method.

Note: You need to prepare a signature image before starting the above steps by scanning or taking a photo of your signature.



The screenshot shows the 'SIGNATURE SETTINGS' page in a web application. The left sidebar contains 'My Settings' with options like Profile, Signatures, Contacts, Groups, Templates, Library, Notifications, Cloud Drives, and Delegated Signing. The main content area has two tabs: 'Signature Appearance' and 'Signing Details'. Under 'Signature Appearance', there are three radio button options for the 'Hand Signature Method for Web Browsers': 'Draw Signature', 'Text-based Signature', and 'Upload Signature Image'. The 'Upload Signature Image' option is selected. Below the options is a preview box showing a handwritten signature. A 'BROWSE' button is located below the preview. At the bottom, there is a 'SAVE' button. A yellow callout box on the right lists four steps: 1. Choose Upload Signature Image, 2. Click BROWSE button, 3. Choose signature image from your saved files, and 4. Click SAVE button. A file explorer window is overlaid on the bottom right, showing the path 'This PC > Documents > PUNB Digital Signature' and a file named 'Signature Image PUNB.jpeg'.

Steps:

1. Choose **Upload Signature Image**
2. Click **BROWSE** button
3. Choose signature image from **your saved files**
4. Click **SAVE** button

Signature Appearance Settings

The screenshot displays the PUNE dashboard interface. At the top, there is a navigation bar with 'DASHBOARD' and 'DOCUMENTS' tabs, along with a notification bell and a user profile icon. Below the navigation bar, a dark grey section contains four status cards: 'PENDING' (0), 'IN PROGRESS' (0), 'DECLINED' (0), and 'COMPLETED' (5). A teal button labeled 'NEW WORKFLOW' is positioned below these cards. The main content area is divided into four columns: 'PERSONAL INFO' (showing a profile icon and name 'Mohammad Salmi Ahmad Sabki'), 'QUICK ACTIONS' (listing Templates, Contacts, Delegated Signing, and Notifications), 'ENTERPRISE ACTIONS' (listing Templates and Contacts), and 'SIGNATURE' (showing two signature templates: 'Salmi.' and 'KS'). A red arrow points to the 'Salmi.' signature template, which is highlighted by a yellow callout box.

PERSONAL INFO

Mohammad Salmi Ahmad Sabki

QUICK ACTIONS

- > Templates
- > Contacts
- > Delegated Signing
- > Notifications

ENTERPRISE ACTIONS

- > Templates
- > Contacts

SIGNATURE

Salmi.

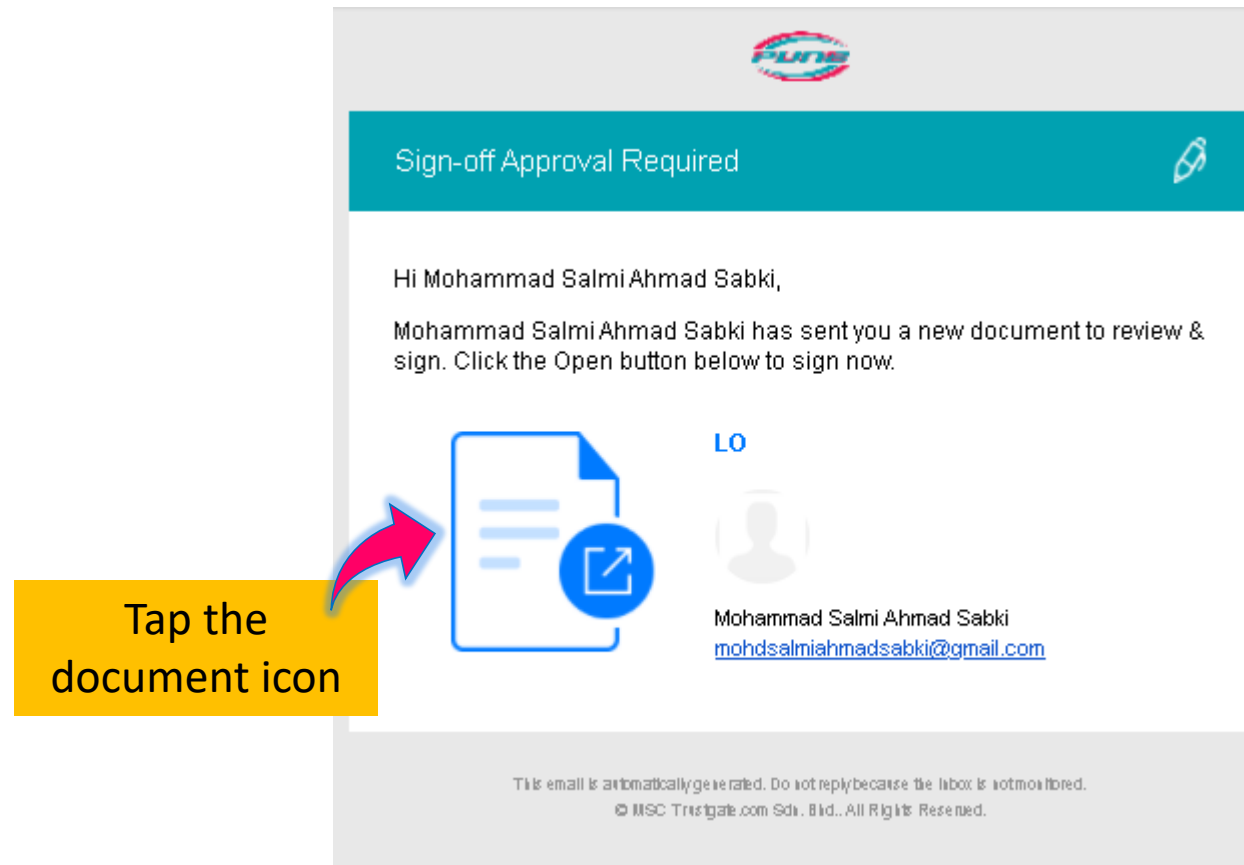
KS

You can check your signature appearance displayed here

Document Signing Process

You will receive an email* as the following:

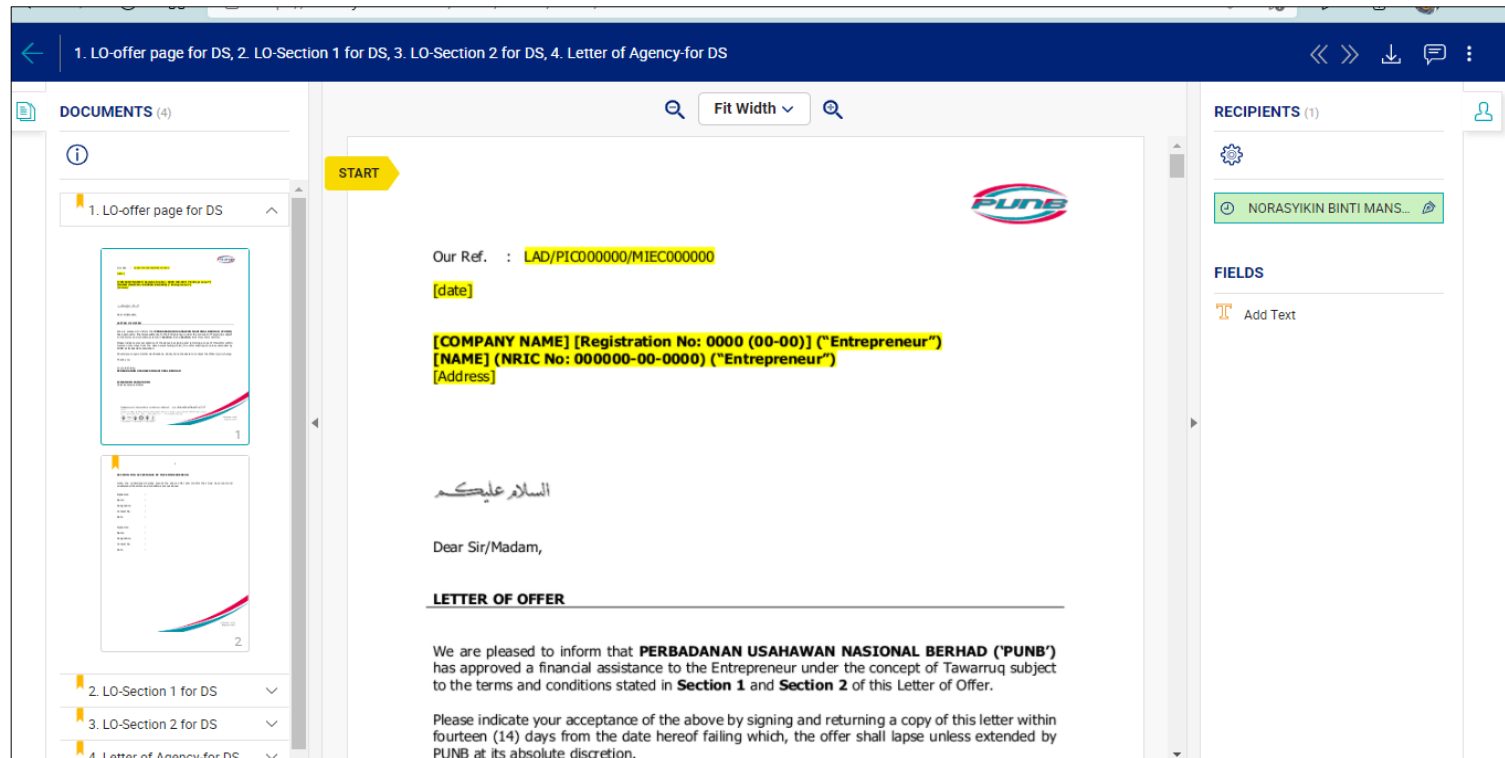
*If not in your inbox, please check your Spam folder.



Document Signing Process

Login to the MyTrust365 portal (refer [page 18](#))

The documents that need to be signed will be displayed as the following:



Please read and review your documents.

Document Signing Process

Tap **START** button to sign

The screenshot displays a document signing interface. On the left, a sidebar titled 'DOCUMENTS (4)' lists four items: '1. LO-offer page for DS', '2. LO-Section 1 for DS', '3. LO-Section 2 for DS', and '4. Letter of Agency for DS'. The main area shows the 'Letter of Agency for DS' document. At the top of the document, there is a 'START' button highlighted with a yellow box and a red arrow. The document content includes the PUNB logo, a reference number 'LAD/PIC000000/MIEC000000', a date field, and fields for '[COMPANY NAME] [Registration No: 0000 (00-00)] ("Entrepreneur")', '[NAME] (NRIC No: 000000-00-0000) ("Entrepreneur")', and '[Address]'. Below this is a signature in Arabic script and the text 'Dear Sir/Madam,'. The document is titled 'LETTER OF OFFER' and contains the following text: 'We are pleased to inform that **PERBADANAN USAHAWAN NASIONAL BERHAD ('PUNB')** has approved a financial assistance to the Entrepreneur under the concept of Tawarruq subject to the terms and conditions stated in **Section 1** and **Section 2** of this Letter of Offer. Please indicate your acceptance of the above by signing and returning a copy of this letter within fourteen (14) days from the date hereof failing which, the offer shall lapse unless extended by PUNB at its absolute discretion.'

DOCUMENTS (4)

1. LO-offer page for DS

2. LO-Section 1 for DS

3. LO-Section 2 for DS

4. Letter of Agency for DS

Our Ref. : LAD/PIC000000/MIEC000000

[date]

[COMPANY NAME] [Registration No: 0000 (00-00)] ("Entrepreneur")
[NAME] (NRIC No: 000000-00-0000) ("Entrepreneur")
[Address]

السادة علىكم

Dear Sir/Madam,

LETTER OF OFFER

We are pleased to inform that **PERBADANAN USAHAWAN NASIONAL BERHAD ('PUNB')** has approved a financial assistance to the Entrepreneur under the concept of Tawarruq subject to the terms and conditions stated in **Section 1** and **Section 2** of this Letter of Offer. Please indicate your acceptance of the above by signing and returning a copy of this letter within fourteen (14) days from the date hereof failing which, the offer shall lapse unless extended by PUNB at its absolute discretion.

RECIPIENTS (1)

NORASYIKIN BINTI MANS...

FIELDS

Add Text

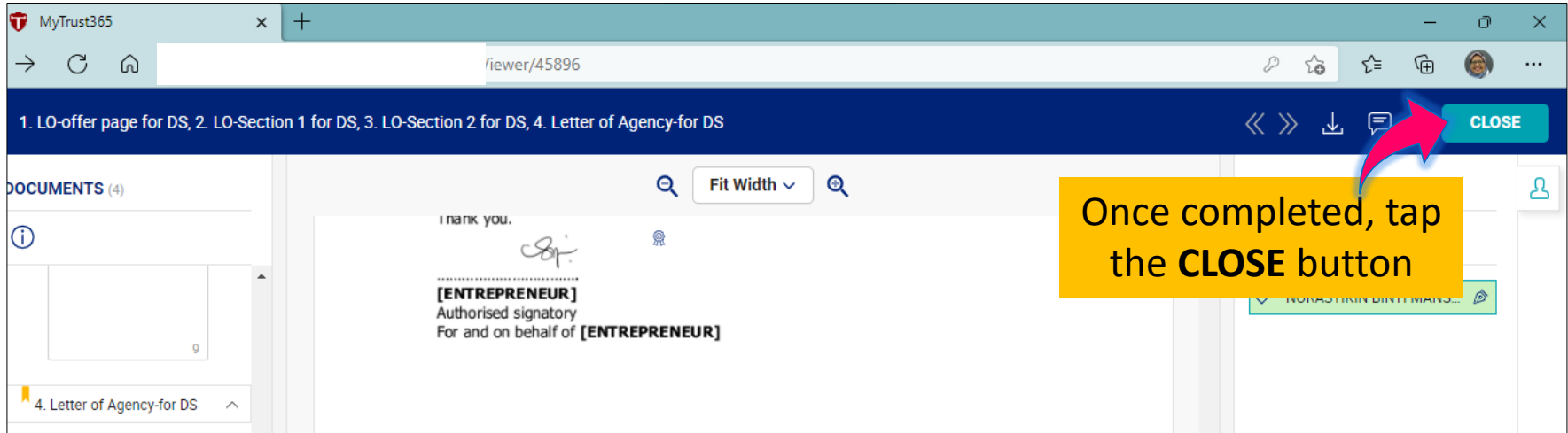
Document Signing Process

The screenshot displays a document signing application interface. At the top, a blue header bar contains navigation icons and a breadcrumb trail: "1. LO-offer page for DS, 2. LO-Section 1 for DS, 3. LO-Section 2 for DS, 4. Letter of Agency-for DS". Below the header, the main workspace is divided into three panels. The left panel, titled "DOCUMENTS (4)", shows a list of document pages with thumbnails; the first page is "1. LO-offer page for DS" and the second is "2. LO-Section 1 for DS". The central panel displays the content of the selected page, which is page 2 of 9. It features a yellow arrow labeled "NEXT: 1/9" at the top left. The main text on the page is "SECTION FOR ACCEPTANCE BY THE ENTREPRENEUR" followed by a paragraph: "I/We, the undersigned hereby accept the above offer and confirm that I/we have read and understand the terms and conditions set out above." Below this text is a form with two sets of fields. The first set includes: "Signature" (a yellow box with "Sign here" and a red asterisk), "Name" (a yellow box with "NORASYIKIN BINTI MANSOR"), "Designation" (a yellow box with "Job Title"), "Contact No." (a yellow box with a red asterisk), and "Date" (a yellow box with "10/01/22"). The second set of fields is identical but currently empty. A yellow callout box with a pink arrow pointing to the "Sign here" field contains the text "Tap Sign here to sign". The right panel, titled "RECIPIENTS (1)", shows a gear icon and a recipient entry: "NORASYIKIN BINTI MANSOR". Below this is a "FIELDS" section with an "Add Text" button.

Note:

You need to complete the required information and your signature in each place set by PUNB Officer (if any).

Document Signing Process



Document Signing Process

The screenshot shows a web application interface for document management. The top navigation bar includes 'DASHBOARD' and 'DOCUMENTS'. A search bar is present with the text 'Search by document or owner name'. On the left, there is a sidebar with 'MY FOLDERS' containing 'All' and 'Inbox'. A 'NEW WORKFLOW' button is also visible. The main content area shows a dropdown menu for 'All Documents (4)' with options: 'All Documents (4)', 'Draft (3)', 'In Progress (0)', 'Pending (0)', 'Signed (1)', 'Declined (0)', and 'Completed (5)'. The main list displays document entries with columns for status, date, size, and an 'OPEN' button. The status of the document is 'Signed'.

1 To check the signed document, tap **DOCUMENTS**

2 Select **All Documents**

The status of the document is **Signed**

-End of Document-

