MYFEX PORTAL
KPDNKK

2017

Maintenance and System Application Support for Malaysia Franchise Express (MYFEX) Ministry of Domestic Trade, Co-operative and Consumerism.

BROKER / FRANCHISE CONSULTANT
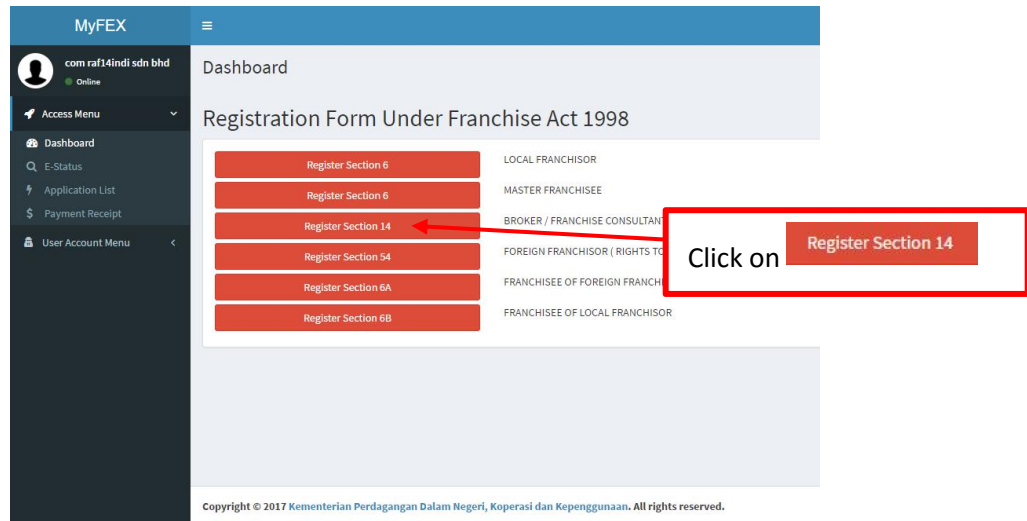
(REGISTER SECTION 14)-SOLICITOR FIRM

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TECHNOLOGIES
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TABLE OF CONTENT

BROKER / FRANCHISE CONSULTANT (REGISTER SECTION 14)-SOLICITOR FIRM

1.0 LOG IN

1. Click on **Register Section 14** button to register **Franchisee Of Foreign Franchisor.**

2. Registration page of **Franchisee Of Foreign Franchisor** will be shown.

3. Fill in the provided form with new user information.

4. Click on **Submit** button to submit the form.

5. Click **Back** button to go back to the previous page of franchise registration.

2.0 PROFILE

2.1 Information Law Firm

1. Click on **PROFILE** module and choose INFORMATION LAW FIRM submodule to fill the information of the registerer.

2. Click on **+ Select file...** button to **upload** selected file.

3. Button **Save and Continue** will be clicked to save and continue the form.

2.2 QUALIFICATION

1. Click on **QUALIFICATION** to fill in **qualification** information.

2. Click on **Add Experience In Franchise** button to add Experience in Franchise.

3. Page of Add Experience in Franchise will be shown.

4. Click on **Create** button after done filling in the Add Experience in Franchise form.

5. Information list will be displayed after created.

6. Click on 🗑 icon to delete information.

7. Click on ✏ icon to update information.

8. Click on **Upload Certificate** button to upload certificate.

9. Click on **Add Experience Consulting Franchisee** button to add Experience Consulting Franchisee.

10. Page of Add Experience Consulting Franchisee will be shown.

11. Click on **Create** button after fill in the information.

12. Information list added will be shown.

13. Click on 🗑 icon to delete information.

14. Click on ✏ icon to update information.

15. Click on **Upload Certificate** button to upload certificate.

16. Click on **Add Course** button to add course.

17. Page of Add Course with form will be shown.

18. Button **Create** will be clicked to save the course information.
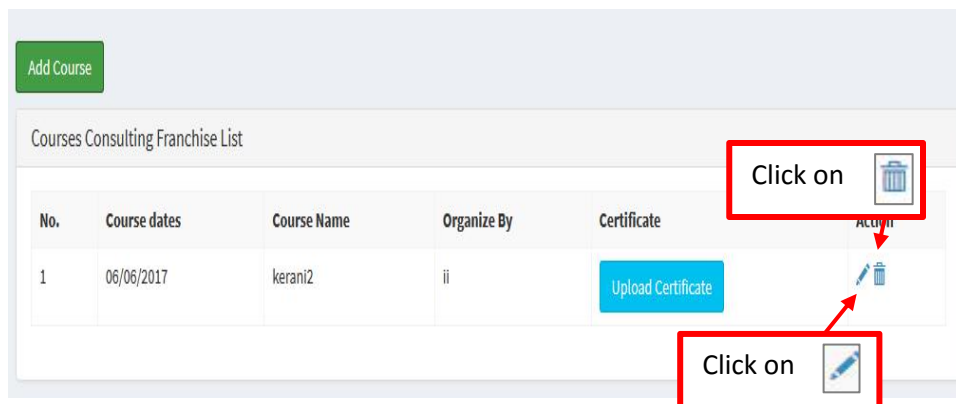

19. Information list of the courses will be shown.

20. Click on 🗑 icon to delete information.

21. Click on ✏ icon tu update information on the list.

22. Button **Upload Certificate** will be clicked to upload certificate of the selected course.
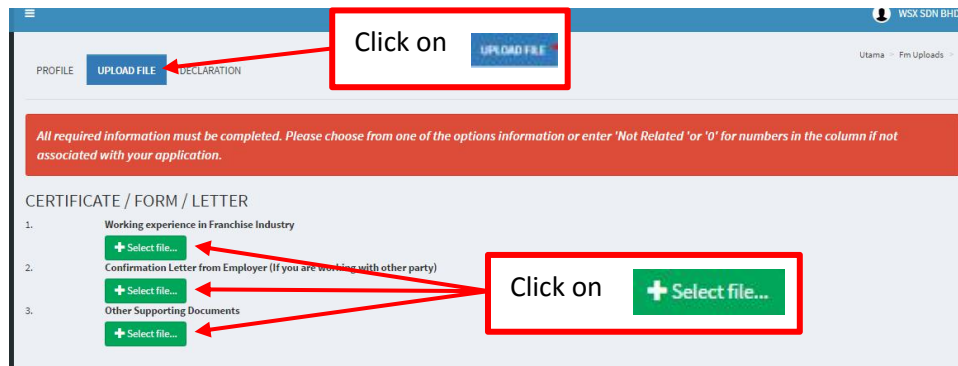

23. After information were filled, button **Save and Continue** will be clicked to save the information and proceed to another page.
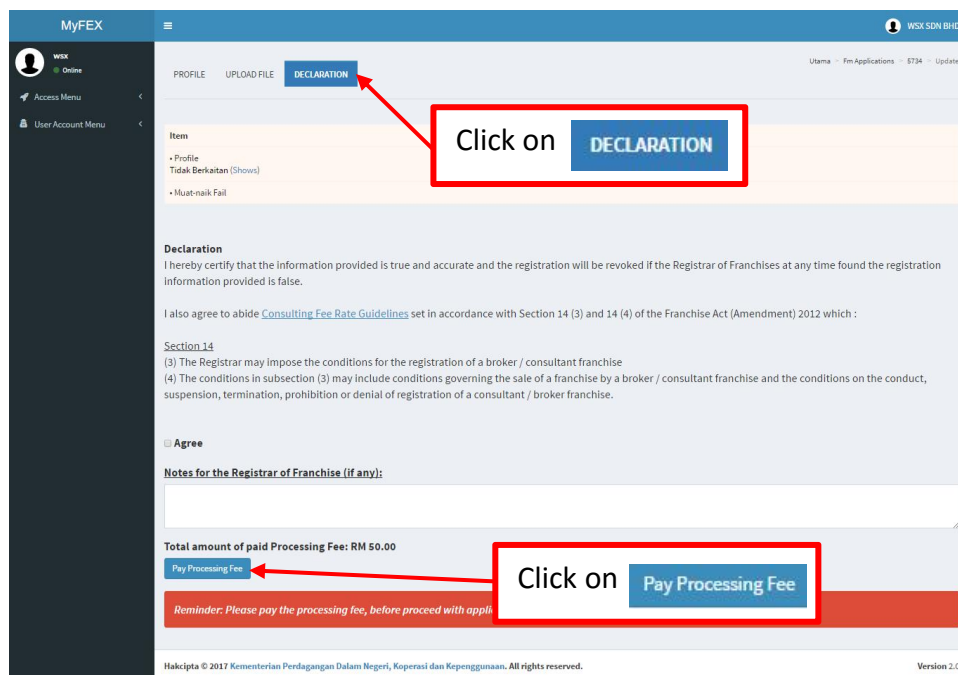
3.0 UPLOAD FILE

1. Click on **UPLOAD FILE** to upload file of the registerer. Upload page will be shown.

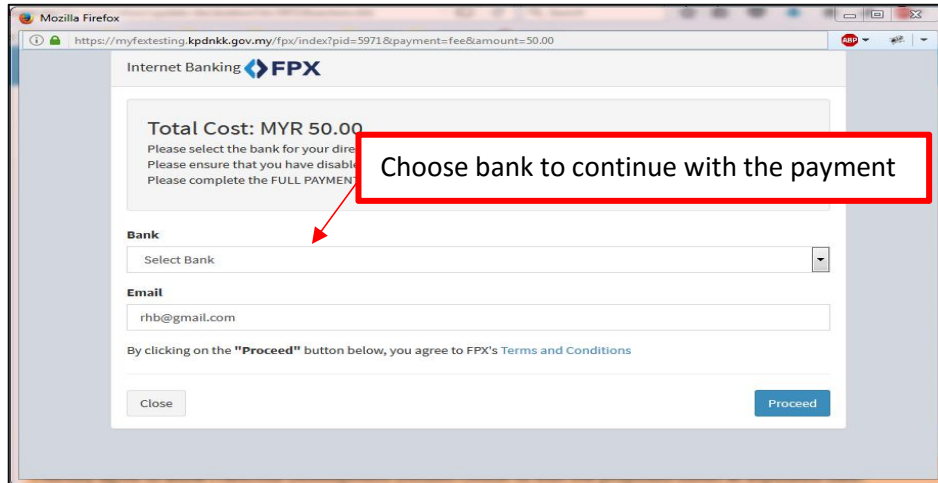2. Click on ![Select file...] button to upload selected file into MYFEX system.

4.0 DECLARATION

1. Click on ![DECLARATION] module to choose Declaration. Page of Declaration will be shown.

2. Click on **Pay Processing Fee** to pay the processing fee. Page of processing fee will be displayed.

3. Click on **Pay Processing Fee** to continue the processing fee.

4. Click on **Proceed** button to proceed with the payment fee.

5. Button **Close** will be clicked to close the payment form.