



**MINISTRY OF
INVESTMENT, TRADE AND INDUSTRY**

**MITI DIALOGUE
MANAGEMENT SYSTEM
(MITI DMS)**

User Manual for Registration Associations

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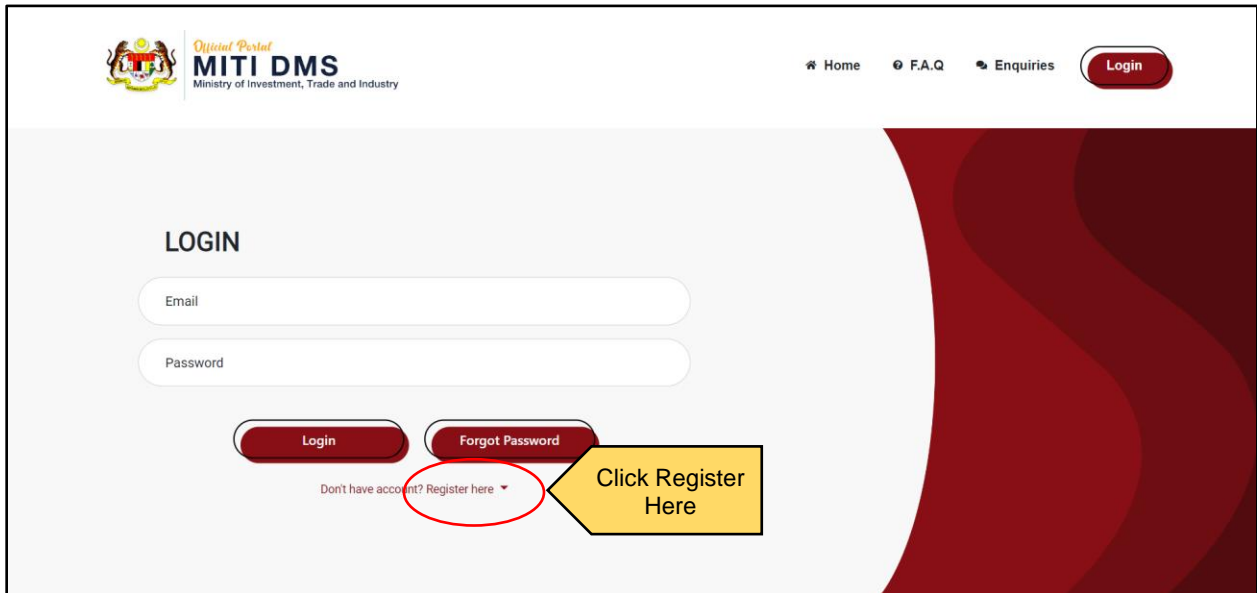
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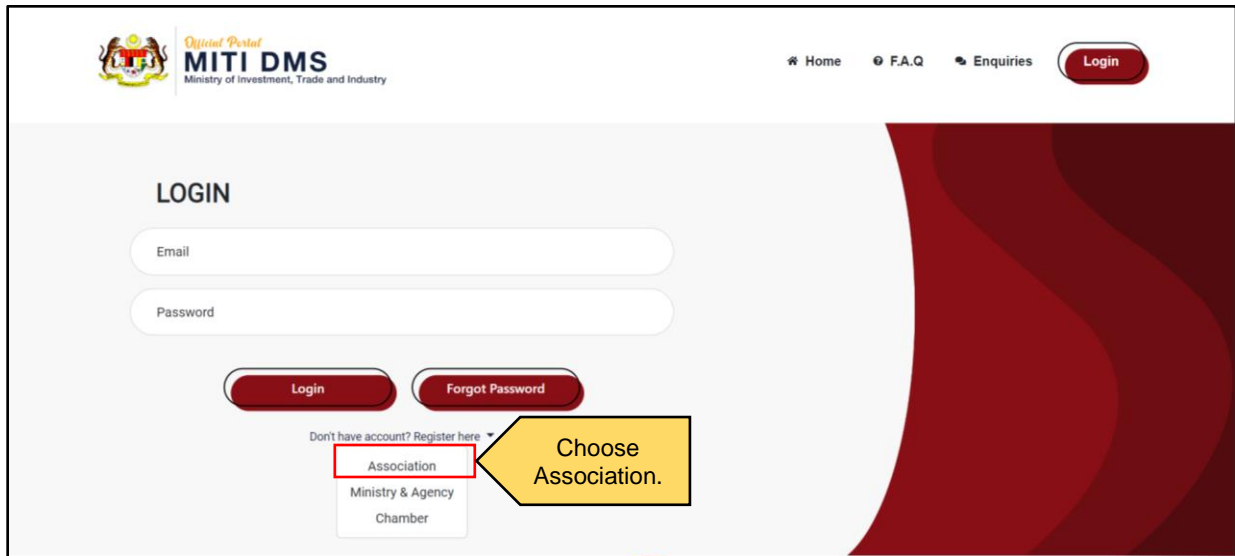
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1.0 REGISTRATION



The screenshot shows the MITI DMS login page. At the top left is the logo for the Ministry of Investment, Trade and Industry. The top right contains navigation links for Home, F.A.Q, and Enquiries, along with a Login button. The main content area is titled 'LOGIN' and features two input fields for Email and Password. Below these fields are buttons for Login and Forgot Password. A link that says 'Don't have account? Register here' is circled in red, and a yellow callout box with an arrow points to it, containing the text 'Click Register Here'.

1. Users need to click **Register Here** to register an account.



This screenshot shows the registration dropdown menu from the previous step. The dropdown is open, displaying three options: 'Association', 'Ministry & Agency', and 'Chamber'. The 'Association' option is highlighted with a red box. A yellow callout box with an arrow points to the 'Association' option, containing the text 'Choose Association.'.

2. Choose the **Association** button.

1.1 ASSOCIATION

The screenshot shows the MITI DMS (Ministry of Investment, Trade and Industry) website. The header includes the official portal logo, the text "MITI DMS", and navigation links for Home, F.A.Q, Enquiries, and a Login button. The main content area features a large red banner with the word "REGISTER" in white. Below the banner is a search bar with the placeholder text "Chamber Name Search for chamber ...". To the right of the search bar is a yellow arrow-shaped button labeled "Choose others".

1. Users choose **Others** at Association Name.
2. A form will appear.

ASSOCIATION

Name *

ROS Number *

Acronym *

Address *

Address Line 2

Address Line 3

Postcode *

State *
-- Please Choose --

Office Number *

Fax Number

Sector *
-- Please Choose --

Sub-Sector *
-- Please Choose --

Email *

Total Employee

Main Association Activities

CHIEF EXECUTIVE OFFICER (CEO)

Fill in the details

3. Fill in all the details needed.
4. Mandatory part (*) must be filled in.

1.2 CHIEF EXECUTIVE OFFICER (CEO)



CHIEF EXECUTIVE OFFICER (CEO)

Title *
-- Please Choose --

Name *

Email *

Position *

Phone Number *

Fill in the details

1. Fill in all the details needed.
2. Mandatory part (*) must be filled in.

1.3 PERSON IN CHARGE (PIC)

The image shows a web form titled "PERSON IN CHARGE (PIC)" with a dark red background. The form contains four input fields: "Title *", "Name *", "Position *", and "Phone Number *". Below these fields is a section for acknowledgment with a checkbox and a "Submit" button. Yellow callout boxes with arrows point to the input fields, the acknowledgment checkbox, and the "Submit" button.

PERSON IN CHARGE (PIC)

Title *
-- Please Choose --

Name *

Position *

Phone Number *

I acknowledge and understand that:

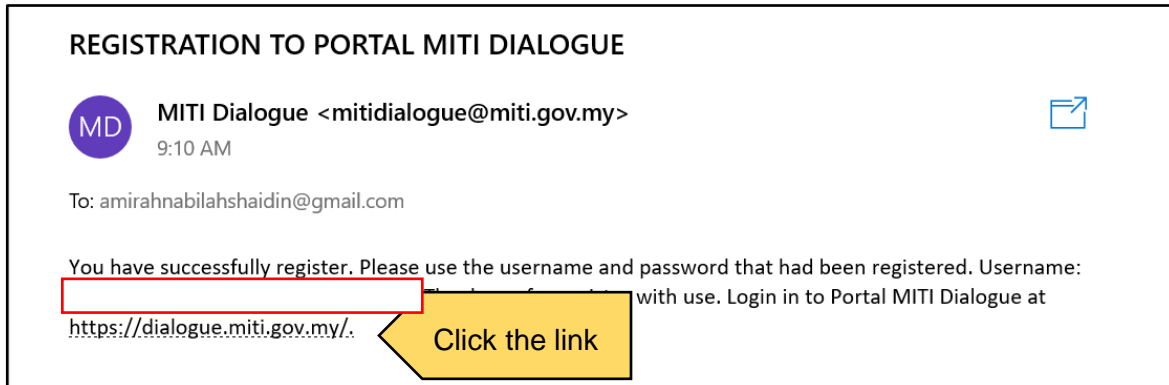
- All information provided in this form and its attachments are true and correct; and
- If the information provided is false or either the intention/without intention of hiding any information, this application will be void and rejected immediately.

Submit

1. Fill in all the details needed.
2. Mandatory part (*) must be filled in.
3. Users need to click the **Acknowledgment**.
4. Click the **Submit** button to save the details.

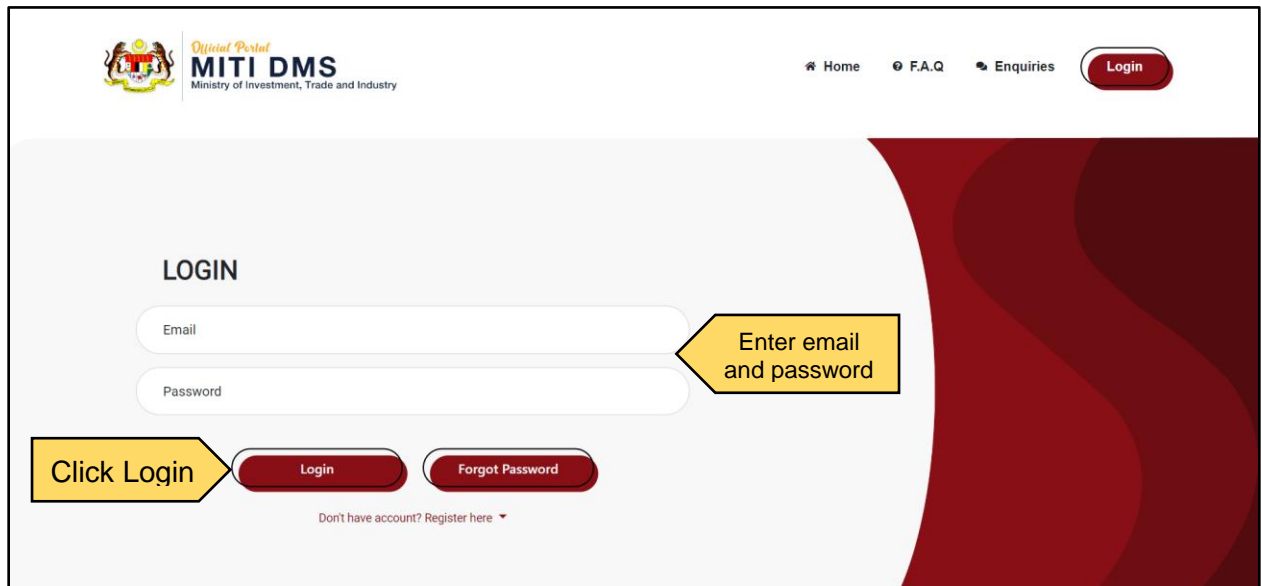
2.0 LOGIN

1. Users (PIC) will receive an email to login into the account.



2. Click the **link** provided.
3. The **Login** page will appear.

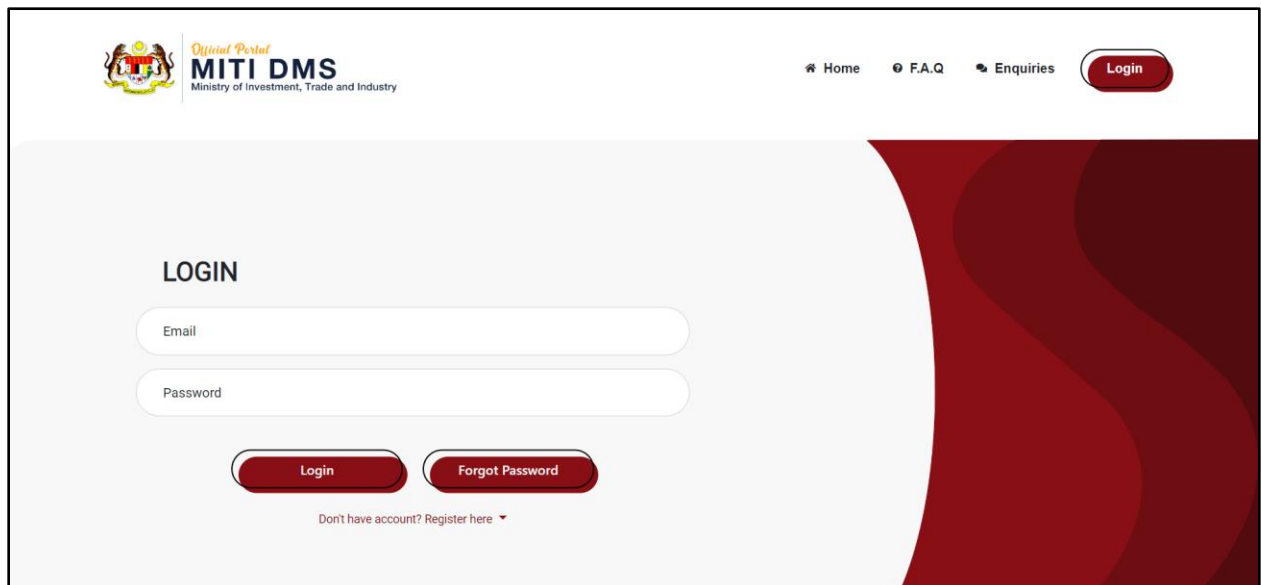
2.1 LOGIN



The screenshot shows the MITI DMS login page. At the top left is the logo for the Ministry of Investment, Trade and Industry. The top right navigation bar includes links for Home, F.A.Q, Enquiries, and a Login button. The main content area features a 'LOGIN' heading, two input fields for 'Email' and 'Password', and two buttons: 'Login' and 'Forgot Password'. A yellow arrow points to the 'Login' button with the text 'Click Login'. Another yellow arrow points to the input fields with the text 'Enter email and password'. Below the buttons is a link that says 'Don't have account? Register here'.

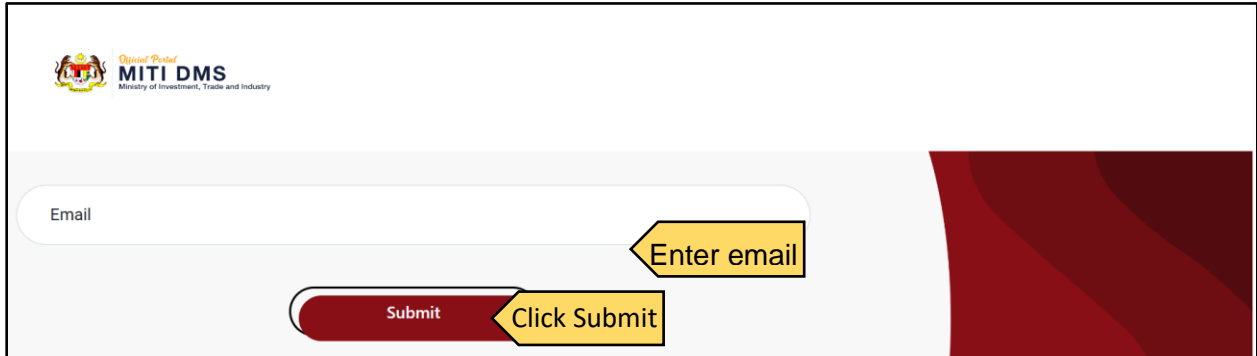
1. Enter the **email** and **password** provided in the email.
2. Click the **Login** button.
3. The **home page** will appear after the login process.

2.2 FORGOT PASSWORD



This screenshot shows the same MITI DMS login page as above, but without the annotations. It displays the 'LOGIN' heading, the 'Email' and 'Password' input fields, and the 'Login' and 'Forgot Password' buttons. The 'Don't have account? Register here' link is also visible at the bottom.

1. Click **Forgot Password**.
2. The **Forgot Password** page will appear.



The screenshot shows the MITI DMS 'Forgot Password' page. At the top left is the logo for the Ministry of Investment, Trade and Industry (MITI DMS). Below the logo is a white input field with the placeholder text 'Email'. A yellow callout box with a black border and an arrow pointing to the input field contains the text 'Enter email'. Below the input field is a red button with the text 'Submit'. A yellow callout box with a black border and an arrow pointing to the button contains the text 'Click Submit'. The background of the page is white with a red decorative element on the right side.

3. Enter email.
4. Click the **Submit** button to change password.
5. Email for a **new password** will be sent to the user's email. Enter the email and the **new password** provided in the email to login.