

**MINISTRY OF
INVESTMENT, TRADE AND INDUSTRY**

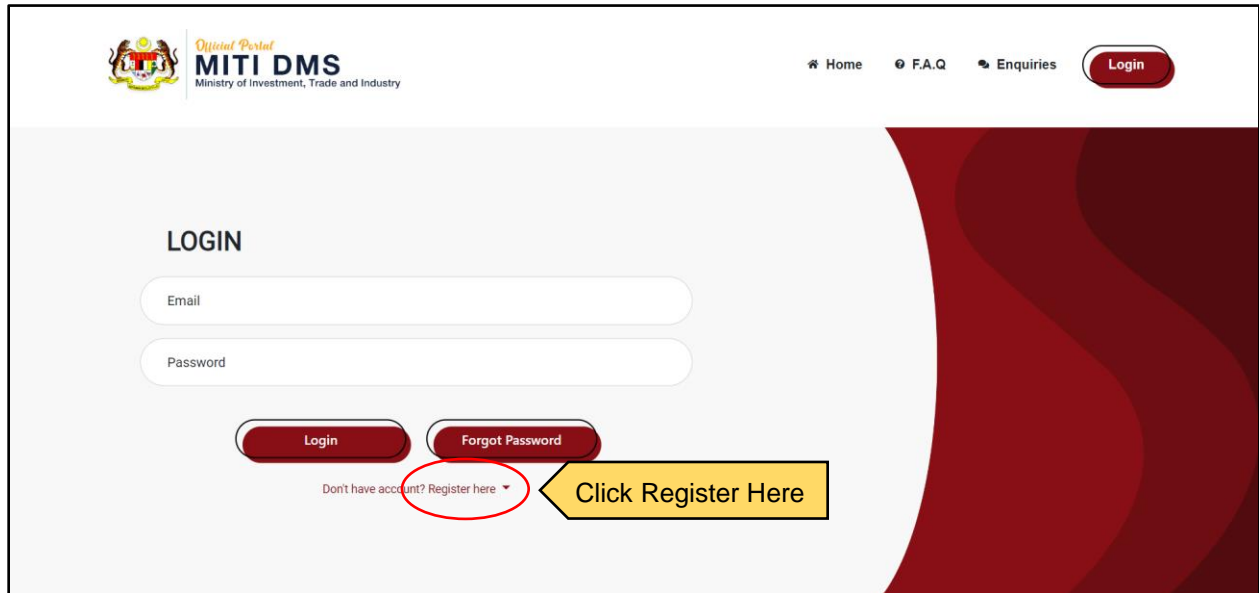
**MITI DIALOGUE
MANAGEMENT SYSTEM
(MITI DMS)**

**User Manual Registration for
Ministries and Agencies**

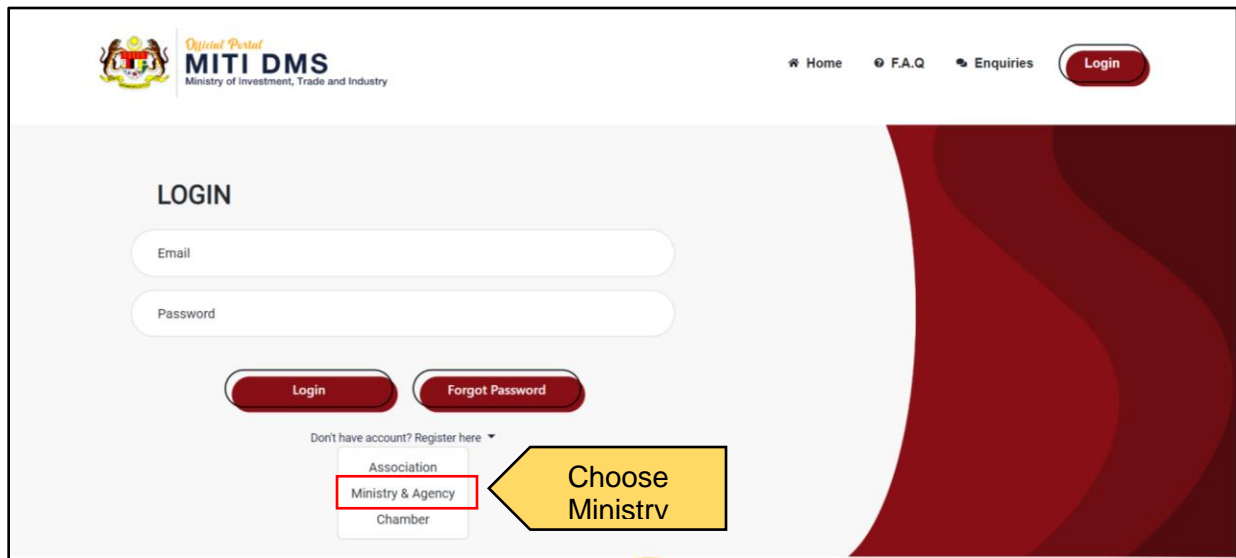
TABLE OF CONTENT

1.0 REGISTRATION	3
1.1 MINISTRY & AGENCY	4
1.2 PERSON IN CHARGE (PIC)	5
2.0 LOGIN	6
2.1 LOGIN	7
2.2 FORGOT PASSWORD	7

1.0 REGISTRATION



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



2. Choose the **Ministry & Agency** button.

1.1 MINISTRY & AGENCY

Official Portal
MITI DMS
Ministry of Investment, Trade and Industry

Home F.A.Q Enquiries Login

REGISTER

Chamber Name
Search for chamber ...

Choose New Ministry & Agency

1. Users choose a New **Ministry & Agency**.
2. A form will appear.

MINISTRY & AGENCY

Name *

Acronym *

Address *

Address2

Address3

Postcode *

State *
-- Please Choose --

Phone Number *

Fax Number

Fill in the details

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

1.2 PERSON IN CHARGE (PIC)

The screenshot shows a form titled "PERSON IN CHARGE (PIC)" with a dark red background. It contains five input fields: "Title *", "Full Name *", "Email *", "Position *", and "Phone Number *". The "Title *" field is a dropdown menu currently showing "-- Please Choose --". A yellow callout box with a black border and a right-pointing arrow contains the text "Fill in the details".

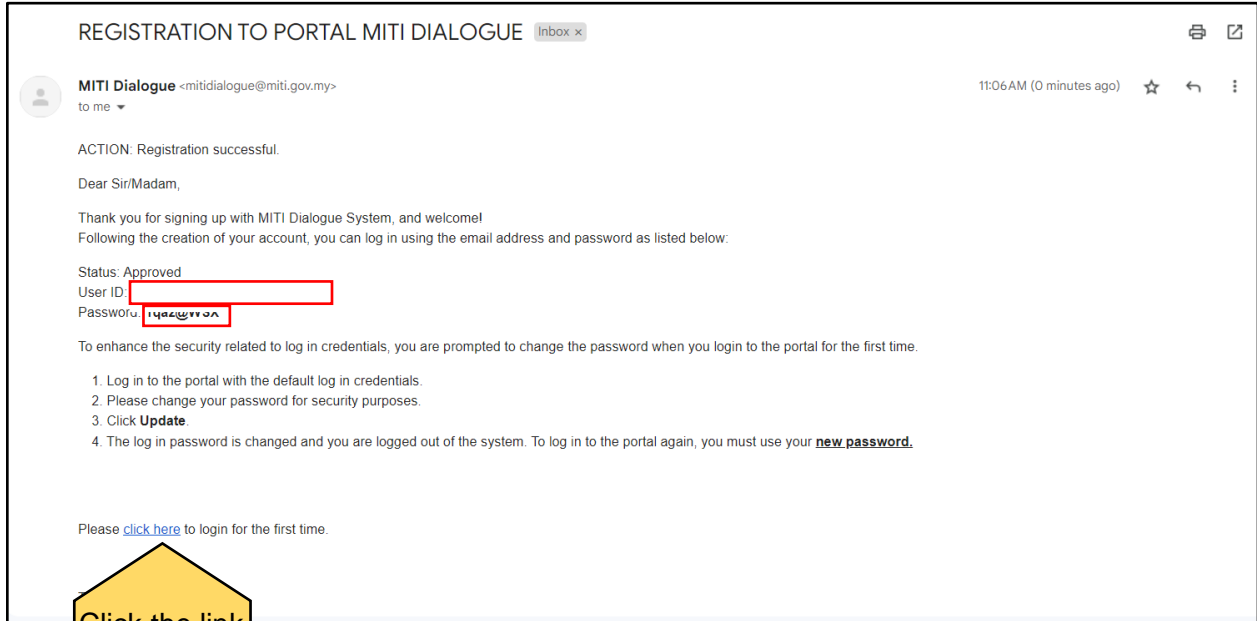
1. Fill in all the details needed.
2. Mandatory part (*) must be filled in.

This screenshot shows the bottom portion of the form. On the left, a yellow callout box with a right-pointing arrow contains the text "Tick the box". To its right is a checkbox labeled "I acknowledge and understand that:". Below the checkbox are two bullet points: "• All information provided in this form and its attachments are true and correct; and" 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." At the bottom center is a "Submit" button. On the right, a yellow callout box with a left-pointing arrow contains the text "Click Submit".

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.

LOGIN

Email

Password

I'm not a robot

reCAPTCHA
Privacy * Terms

Login

Forgot Password

Don't have account? Register here ▾

2.1 LOGIN

The screenshot shows a login form titled "LOGIN". It contains two input fields: "Email" and "Password". Below these fields is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with links for "Privacy" and "Terms". At the bottom, there are two red buttons: "Login" and "Forgot Password". A yellow arrow points to the "Login" button with the text "Click Login". Another yellow arrow points to the "Email" and "Password" fields with the text "Enter email and password". At the very bottom, there is a link that says "Don't have account? Register here" with a dropdown arrow.

1. Enter the **email** and **password**.
2. Check the captcha box.
3. Click the **Login** button.
4. The **home page** will appear after the login process.

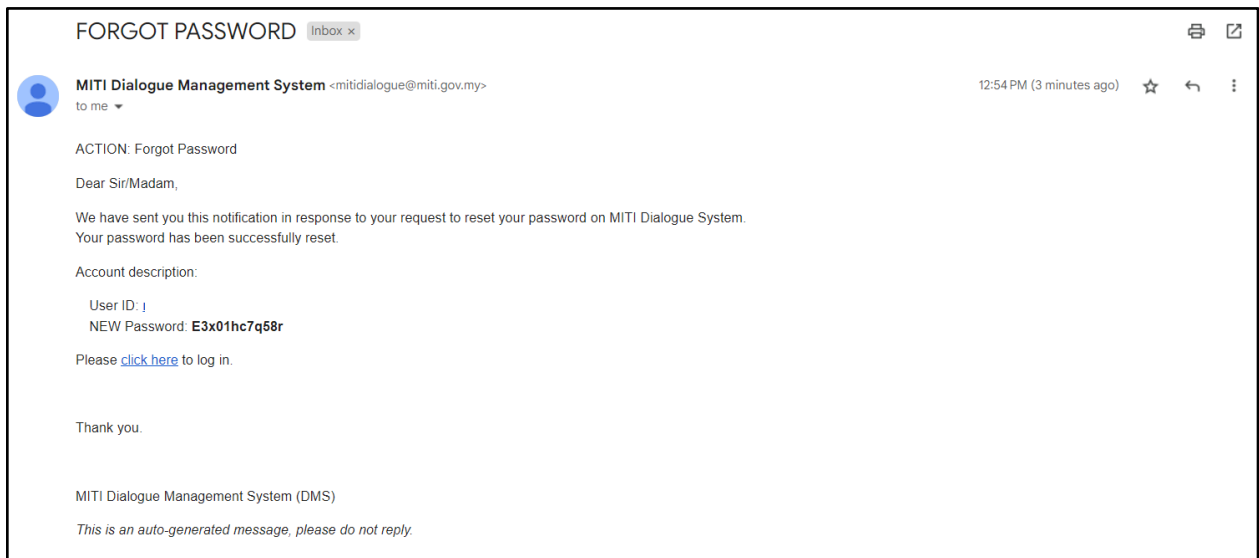
2.2 FORGOT PASSWORD

This screenshot is identical to the one above, showing the "LOGIN" form. A yellow arrow points to the "Forgot Password" button with the text "Click Forgot Password".

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

The screenshot shows a web form titled "FORGOT PASSWORD". It contains an "Email" input field with a yellow arrow pointing to it labeled "Enter email". Below the input field is a reCAPTCHA box with a checkbox labeled "I'm not a robot" and a yellow arrow pointing to it labeled "Click". At the bottom of the form is a red "Submit" button with a yellow arrow pointing to it labeled "Click".

3. Enter email.
4. Check the captcha box.
5. Click the **Submit** button to change password.
6. Email for a **new password** will be sent to the user's email.



7. Enter the email and the **new password** provided in the email to login.