



EMPLOYER PROFILE UPDATE

Employer Responsibility to update information

- Employer are required to update any changes information including contact person, email address as well as telephone no or any other employer profile information.
- Valid contact information such as email and telephone no. is required to ensure the dissemination of any notifications or any news from HRD Corp to registered employers.
- Regulations 6 “ Notification of Changes” of PSMB Act. 2001 state that :-

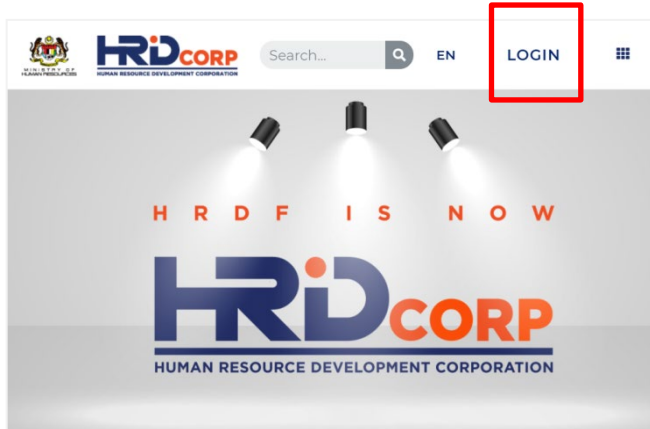
“ Every employer shall notify the Corporation in writing of any change in any of the particulars furnished in form 1 (registration form) or 1A of the schedule not later than thirty days after the date of occurrence of such change.”

2 ways to update employers

- Self update (through Etris) by employers.
- Inform HRD Corp
 - Google docs
https://docs.google.com/forms/d/15eCqinrVi1p_w6HxyVqytMAJGIzpa71Pdsegcsu7Vr4/edit

①

Click
“LOGIN”



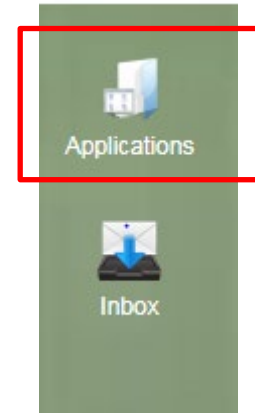
②

Put your
MyCoID and Password
and click Login

A screenshot of the HRD Corp login form. The form has the HRD Corp logo at the top. Below the logo are two input fields: 'Username/MyCoID' and 'Password'. At the bottom of the form is a blue 'Login' button. The 'Login' button is highlighted with a red rectangular box.

③

Click
“Application”



Logout

Applications

Applications

- Event Management
- Claim
- Payment Gateway
- Levy
- Special Trust Fund
- Apprenticeship
- Legal Management
- Grant
- Profile Management
 - Employer**
 - Employer Branch Registration (Form 1)
 - Employer De-Registration
 - Change of Employer Information
 - Update Employer Profile**
 - Search and View Employer Profile
 - e-Disbursement Registration Form
 - View SBL Training Programme Listing
 - Training Programme Listing
- R & D

④

Click :

- Profile Management >
- Employer >
- Update Employer Profile >
- Choose information to update

Logout

Applications

Applications > Profile Management > Employer > Update Employer Profile

Update Employer Information

Select Type of Changes

- ☐ Change of Address
- ☐ Change of Company Name
- ☒ Change of Contact Person
- ☐ Change of Email/Change of Telephone/Fax No.
- ☐ Change of Paid Up Capital

Logout

Applications

Applications > Profile Management > Employer > Update Employer Profile

Update Employer Information

Select Type of Changes

- ☐ Change of Address
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- ☐ Change of Paid Up Capital

UPDATE CONTACT DETAIL

Logout

 **Applications**

Applications > Profile Management > Employer > Update Employer Profile > Update Contact Details

Save Close

Change of Contact Details

Old Contact Details

Mobile No.

60362501035 *

Fax No.

60362500578

Email

jessie.chua@firstcoach.com *

New Contact Details *

Mobile No.

 *

Fax No.

Email

 *

UPDATE CONTACT PERSON DETAIL

Logout

Last Login 28 Sep, 2014 6:43 pm Welcome MAJIKAN TESTING 1

 Applications

Applications > Profile Management > Employer > Update Employer Profile > Update Contact Person Details

Save

Close

Change of Contact Person

 Contact Person

Name

*

Designation

*

Telephone No.

*

Email

*

Add

Reset

Name	Designation	Telephone No.	Email	Actions
CHEN MEI KUAN	NA	600000000000	alicia.chen@firstcoach.com.my	View / Edit / Delete
CHUA CHAI CHING	NA	600000000000	jessie.chua@firstcoach.com.my	View / Edit / Delete
YEE KEE	NA	600000000000	k.yee@firstcoach.com.my	View / Edit / Delete
ALIAS BIN YAKUB	NA	600000000000	aby_cpo@hotmail.com	View / Edit / Delete
YEE KEE	PENGARAH URUSAN	600000000000	psmbadmin@hrdf.com.my	View / Edit / Delete
YEE KEE	NA	600000000000	alicia.chen@firstcoach.com.my	View / Edit / Delete



THANK YOU

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