



SELF-REGISTRATION USER GUIDE



LIST OF CONTENT

Figure No.		Page
Figure 1.1	Landing page	1
Figure 1.2	Select user type	1
Figure 1.3	Select event	2
Figure 1.4	Complete registration	2
Figure 1.5	Registration successful	3
Figure 1.6	Check your email	3
Figure 1.7	Login to system	4
Figure 1.8	Participant dashboard overview	4
Figure 1.10	Focal point dashboard after login	5

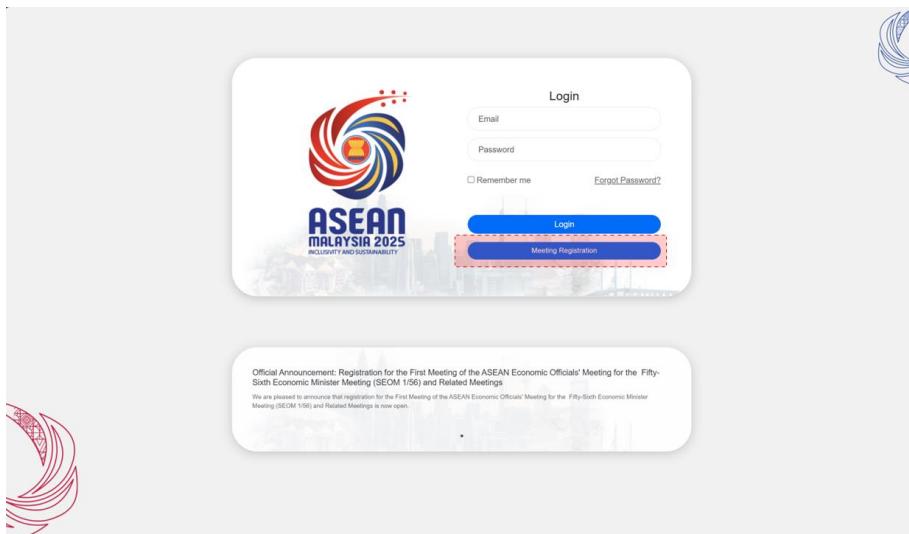


Figure 1.1 Landing page

To begin the registration process, open the MITI Delegates Self-Registration portal. Once the page loads, click on "Meeting Registration" to proceed to the next step.

The registration page has fields for Select a salutation, Name, Email, and Select your country. A dropdown menu titled 'Select a user type' is open, listing options: SEOM Chair, SEOM Lead, Delegate, ASEAN Secretariat, and Focal Point. The 'SEOM Chair' option is highlighted with a blue background.

Figure 1.2 Select user type

On the next page, you will be asked to select your user type. Choose the option that matches your role in the event, such as SEOM Chair, SEOM Lead, Delegate, ASEAN Secretariat, or Focal Point.



Figure 1.3 Select event

After selecting your user type, a dropdown menu will appear, allowing you to choose the event you wish to register for. Once you make a selection, the event details will be displayed on the screen for your review.

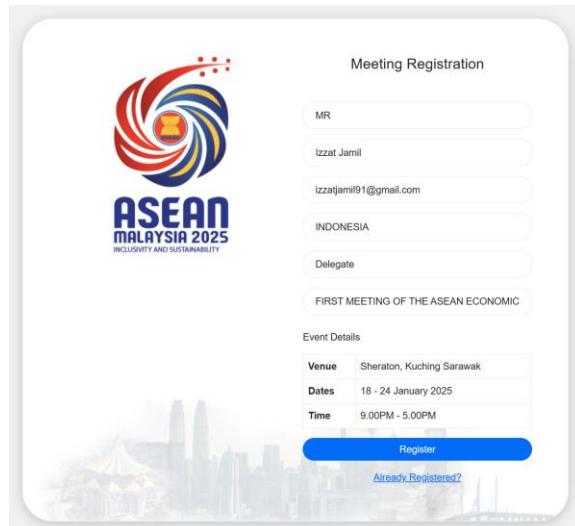


Figure 1.4 Complete registration

Once you have reviewed all the details, complete your registration by submitting the form.

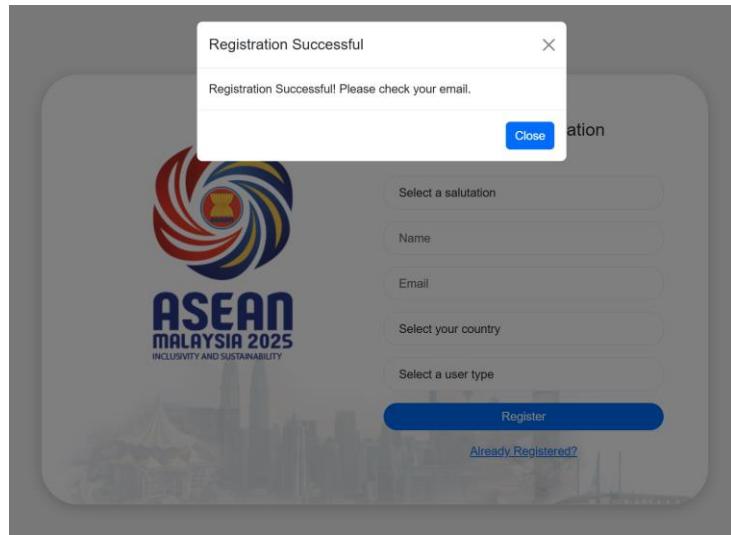


Figure 1.5 Registration successful

After submission, a confirmation message will appear on the screen to indicate that your registration was successful.



Figure 1.6 Check your email

Following successful registration, you will receive a confirmation email at the address you provided.



Dear MR Izzat Jamil,

We are pleased to welcome you to the ASEAN Malaysia 2025 Registration System.

Join us for **FIRST MEETING OF THE ASEAN ECONOMIC OFFICIALS' MEETING FOR THE FIFTY-SIXTH ECONOMIC MINISTER' MEETING (SEOM 1/56) AND RELATED MEETINGS**, held at **Sheraton, Kuching Sarawak**.

Your account for **ASEAN-Malaysia 2025** has been verified.

Please use the following credentials to log in via this [link](#) or click the "Log in" button below:

Username izzatjamil91@gmail.com

Temporary Password kXx8NJmdge

We recommend changing your password after logging.

Please update your profile, accommodation and flight schedule accordingly.

If you have any further queries, please do not hesitate to contact us at :
aeregistration@miti.gov.my

Log In

Ministry of Investment, Trade and Industry (MITI), Malaysia

Figure 1.7 Login to system

The screenshot shows the participant dashboard for the ASEAN Malaysia 2025 registration system. On the left, there's a sidebar with navigation links: 'Dashboard', 'Profile for Event', 'View Flight Information', and 'View Hotel Information'. The main content area is titled 'Dashboard' and displays a welcome message: 'Welcome Izzat Jamil Delegate'. There's also a small circular profile picture next to the name. The overall design is clean and modern, with a light color scheme and rounded corners.

Figure 1.8 Participant dashboard overview

Once your registration has been approved, you will receive your credentials via email. Use these credentials to log into the system and access your dashboard, where you can view event details and manage your participation.

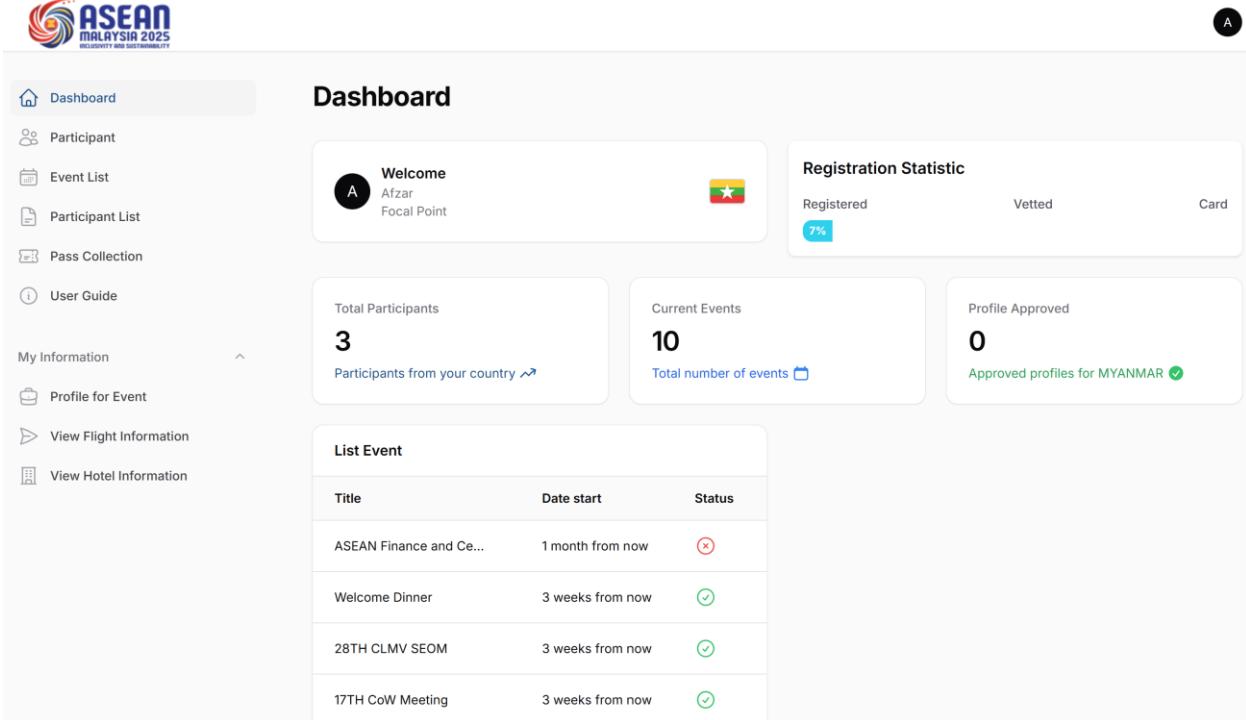


Figure 1.9 Focal point dashboard after login

For users assigned as Focal Points, logging into the system grants access to the Focal Point Dashboard. This dashboard enables you to manage participants and oversee event coordination tasks efficiently.