



# User Guide

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JOMPAY

Version 1.0

## Introduction:

This document is a step by step guide for institutions on how to use JomPAY for application payment

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Please note:

- This document is subject to change without notice.
- Some screenshots may vary between revisions
- Due to compatibility issues, Internet Explorer is not supported by STARS. We recommend using Google Chrome or Mozilla Firefox.

## JomPAY in STARS

1. To access the JomPAY information in STARS Portal, you must go through the SSL VPN login first. This can be accessed via the link <https://stars.educationmalaysia.gov.my> for West Malaysia Institute and <https://stars.educationmalaysia.gov.my/SWK> for East Malaysia Institute.
2. Once you are logged in, you will be redirected to the STARS Portal. Click Login

The screenshot shows the Education Malaysia STARS Portal website. At the top right, there are links for "Create Account", "My Queue", and "Log In". Below this is a navigation menu with "Apply Now", "How To Apply", "Downloadable Forms", "Updates", "User Guides", and "Contact Us". The main content area features the Education Malaysia logo, a banner for "INSTITUSI PENDIDIKAN SWASTA" with a photo of graduates, and a yellow banner for the "EMGS Analytics Dashboard" with a "Register Now" button.

Education MALAYSIA

INSTITUSI PENDIDIKAN SWASTA

EMGS Analytics Dashboard

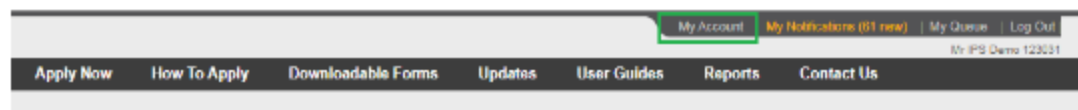
Take control of your submissions and get an in-depth look at all your applications. View applications by nationality, gender, course, age and more!

Register Now

3. Key in the Email Address and Password to login.

The screenshot shows the 'Login or Create an Account' page. At the top right, there are links for 'Create Account', 'My Queue', and 'Log In'. A navigation bar contains 'Apply Now', 'How To Apply', 'Downloadable Forms', 'Updates', 'User Guides', and 'Contact Us'. The main heading is 'Login or Create an Account'. On the left, the 'NEW USERS' section is titled 'To use STARS, start by creating an account with our system.' and has a 'Create an Account' button. On the right, the 'REGISTERED USERS' section is highlighted with a green box. It contains the text 'If you have an account with us, please log in' and two input fields: 'Email Address \*' (containing 'Key') and 'Password \*'. A red asterisk and the text '\* Required Fields' are visible at the bottom right of this section. At the bottom of the page, there is a 'Forgot Your Password?' link and a 'Login' button.

4. Once you have logged in, click **My Account** located at top right of the page



5. You will then see the **My Account Tab** on the left sidebar. Click **My JomPAY** located at the bottom of the list.

The screenshot shows the 'My Dashboard' page. The left sidebar has a 'My Account' tab highlighted in orange. Below it, a list of account-related options is shown, with 'My JomPAY' at the bottom highlighted by a red box. A red arrow points from the left towards this box. The main content area is titled 'My Dashboard' and includes a greeting: 'Hello, Prof Test Account!'. Below this, there is a 'RECENT APPLICATIONS' table with a 'View All' link.

Application #	Date	Travel Doc. No.	Total Amount	Status	Download PDF
00190902	01/01/2022	C2062200	MYR2,102.00	DP16 - Slot copy received	<a href="#">NGUYEN THU THUYSONG</a>
00190910	24/06/2022	C2062200	MYR2,050.00	Canceled	<a href="#">NGUYEN THU THUYSONG</a>
00190927	23/06/2022	P38719337	MYR2,050.00	DP14 Documents received /Pending payment	<a href="#">SUBL SWAKONE</a>
00190901	01/06/2022	UAT15TFIVE	MYR750.41	DMS Investigation update uploaded	<a href="#">UAT15TFIVE</a>
00190903	01/06/2022	UAT15T4	MYR740.41	DMS	<a href="#">UAT15T4OLD</a>

6. Once you have clicked **My JomPAY**, you will be able to view the JomPAY Transaction page. This page will display the details of EMGS JomPAY Biller Code and respective institute Ref 1 and Ref 2 code.

Item	Explanation
Biller Code	EMGS JomPAY Code
Ref 1	Institute Code
Ref 2	Institute Entity ID

Table 1.0


**My Account**

- Account Dashboard
- Account Information
- Address Book
- My Applications
- My Application Issues
- My Notifications
- Online Photo Checker
- Additional Information
- My Students
- My Representatives
- My Signatories
- Default Application Fields
- My JomPAY**

### JomPAY Transactions

**JomPAY Instruction**

EMGS now accepts payment via JomPAY.

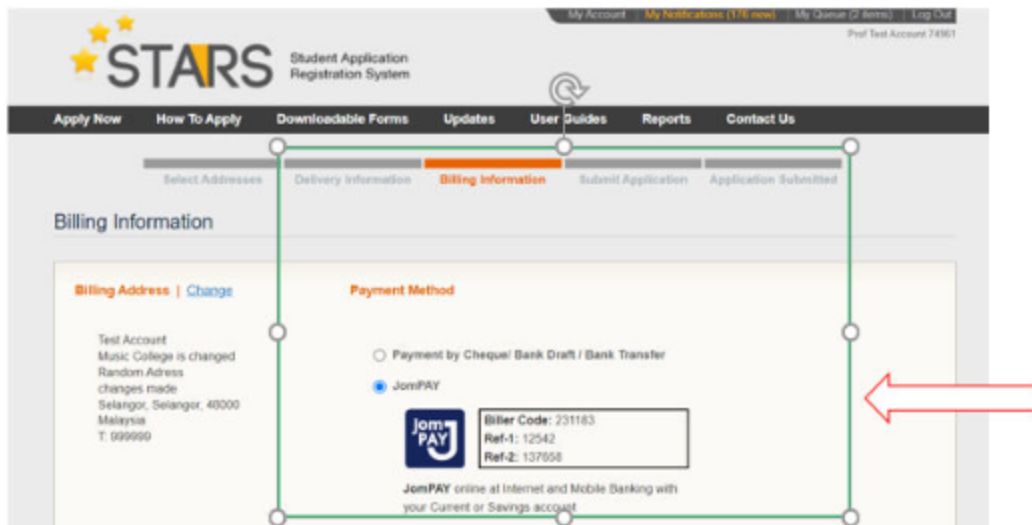
 **Biller Code:** 231183  
**Ref-1:** 20320  
**Ref-2:** 69550

JomPAY online at Internet and Mobile Banking with your Current or Savings account.

Transaction Date	NEPS reference number	Amount

**Note - Biller code, Ref 1 and Ref 2 are mandatory field to update in the JomPAY payment transaction. If the Institute key-in the wrong Ref-1 or Ref-2 system will not be able to credit the amount to respective Institute account.**

7. Institute will be able to make payment to EMGS by selecting JomPAY option in Billing Information.



8. Completed transaction through JomPAY will be displayed under the My JomPAY page as shown below.

