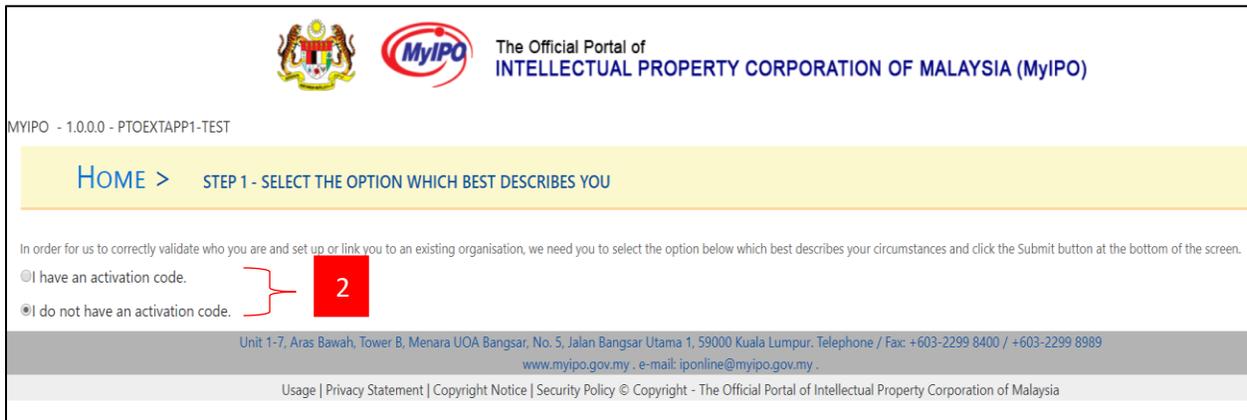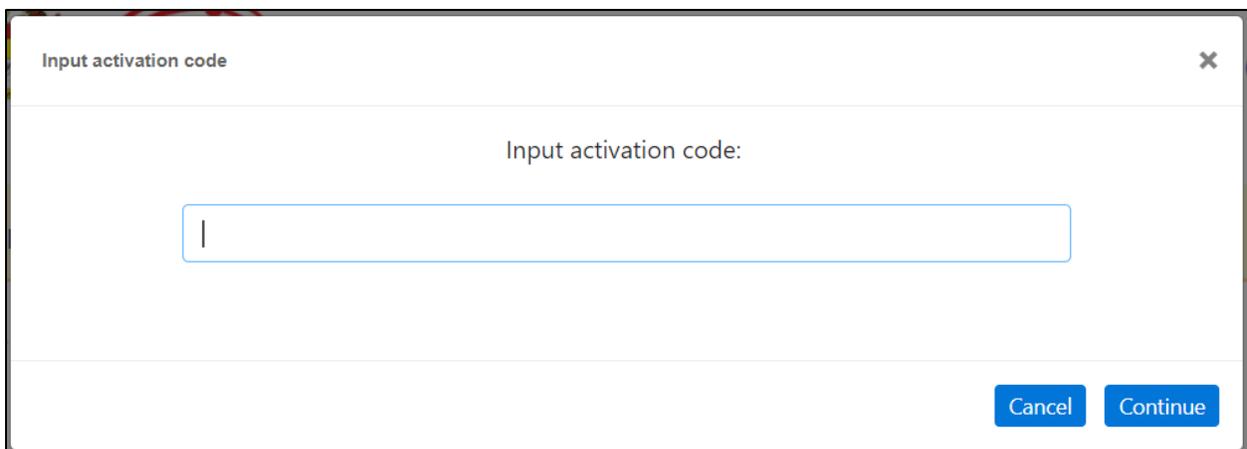# 1.0 Register New User

1.1. Home Page

1. Click link "Becoming a registered user".

2. Select option describe you.

1.2. I have activation code

3. Insert activation code that received in your registered email.

1.3. Do not have activation code

4. Enter required information the click button "Submit".

5. Message prompt "Your private profile has been created" once you click submit button.

1.4. Create public Account

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INBOX > **STEP 3 - CREATE YOUR PUBLIC PROFILE**   Logout

Edit Individual/Company	
Type	Person
ID Type	No selection ▾
Individual/Company ID	●
Name	●
Agent Company	Please only use this field if you are an agent.
Email	adilah.suhaimi21@gmail.com ●
Email(2)	
Email(3)	
Phone	0136619135
Mobile	01119736412
Nationality	No selection ▾ ●
Kind of profile	No selection ▾ ●
Addresses	● Add ●

6

Edit	
Individual/Company linked to you	
Specific Payment	
Disclaimer	☐ I decide not to pay online, and I'll pay at MyIPO office.

Unit 1-7, Aras Bawah, Tower B, Menara UOA Bangsar, No. 5, Jalan Bangsar Utama 1, 59000 Kuala Lumpur. Telephone / Fax: +603-2299 8400 / +603-2299 8989
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6. Enter required information.

Info	✖
Client successfully created.	
	OK

7. Message prompt "Client successfully created" once you click submit button.

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DILA INBOX
Logout

- My Account
- Trade Mark
- Patent
- Geographical Indication
- IP Online
- Common Request
- Opposition
- Consultations
- Resources and

● Tasks

⊕ Search Tasks

● Discussions

⊕ Search Discussion

8. Once your registration is complete, page will automatically log in into system home page.

1. User Login & Forgot Password

1. Click link "Login"

2. Insert User Name and Password that has been registered.
3. Click button "Login" to log in system.
4. Click link "Forgot your password" if you want to reset password.

Welcome to Ptolemy

Please enter your login (user must be active and have an e-mail) and
then click the Reset button. An e-mail will be sent to you for resetting
your password.

User
Name

dila

Reset   Cancel

5. Insert Username then click button "Reset". An email will be sent for reset the password.