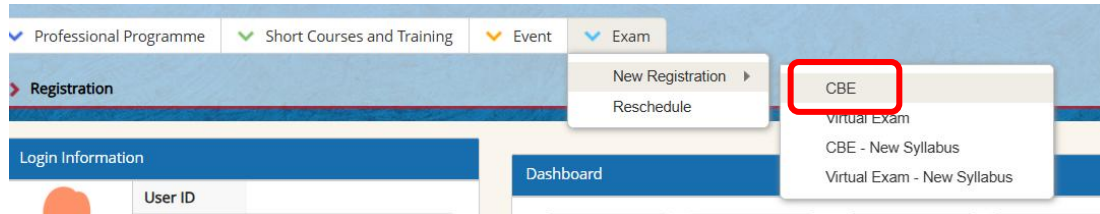


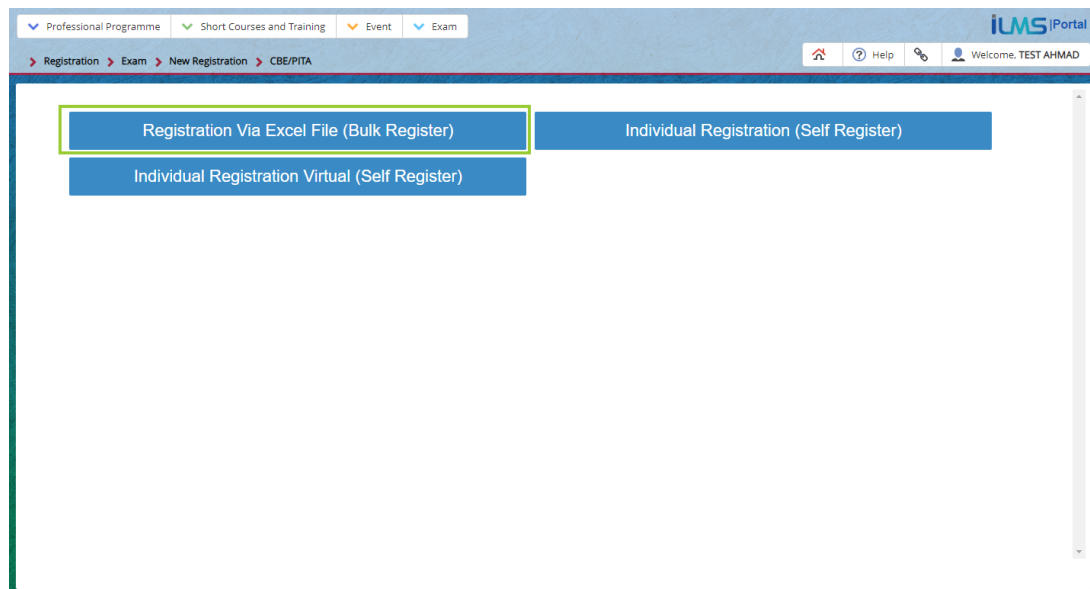
## PITA BULK REGISTRATION PROCESS

### **CBE REGISTRATION:**

1. Login as PIC
2. Click menu > Exam > New Registration > CBE

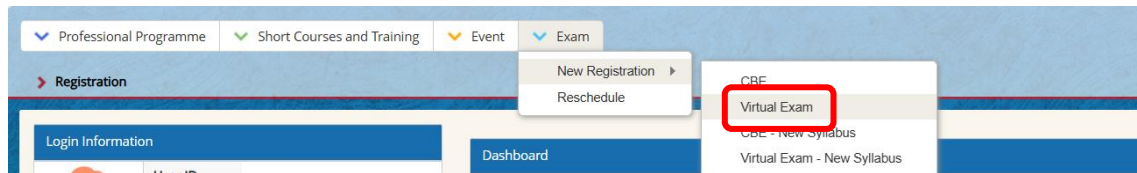


3. Choose 'Registration Via Excel File (Bulk Register)'



## VIRTUAL CBE REGISTRATION:

1. Login as PIC
2. Click menu ✓> Exam > New Registration > **Virtual CBE**



3. Tick the box to accept the term and conditions

**Important Notice on Technical requirement**

a) Please read the Important Document on Virtual Computer-Based Examination (VCBE) at [https://www.milku.org/manual/Exam\\_Rules\\_Regulation.pdf](https://www.milku.org/manual/Exam_Rules_Regulation.pdf)

b) Candidate MUST download LOCKDOWN BROWSER at least 1 (one) day before the examination day:  
Please download the LOCKDOWN BROWSER for Microsoft Windows Operating System and Mac Operating System from the home page below:  
<https://iems.insurance.com.my/TNA/ExamHome/index2.html>

c) Technical requirement as below:

Microsoft Windows Operating System	
Hardware	Minimum Specification
Hardware Type	Laptop
Processor	Dual Core Intel i3/i5
RAM	4 GB
Available Disk Space	15 GB Hard Disk free space
Display Resolution	Best view in 1280 x 1024
Network adapter	1 Gbps Network Interface Card
Software	
Operating Systems	Minimum Specification
Operating Systems	Windows 10 Professional edition Windows 10 Home Edition Note: 12.5 mode is not supported
Browsers	Chrome Version 100.0.5046.102 Firefox Version 117.0
Pop-up Blocker	Pop-up Blocker should be disabled to launch Test
Antivirus	Any Registered Antivirus Product (No Freeware tools)

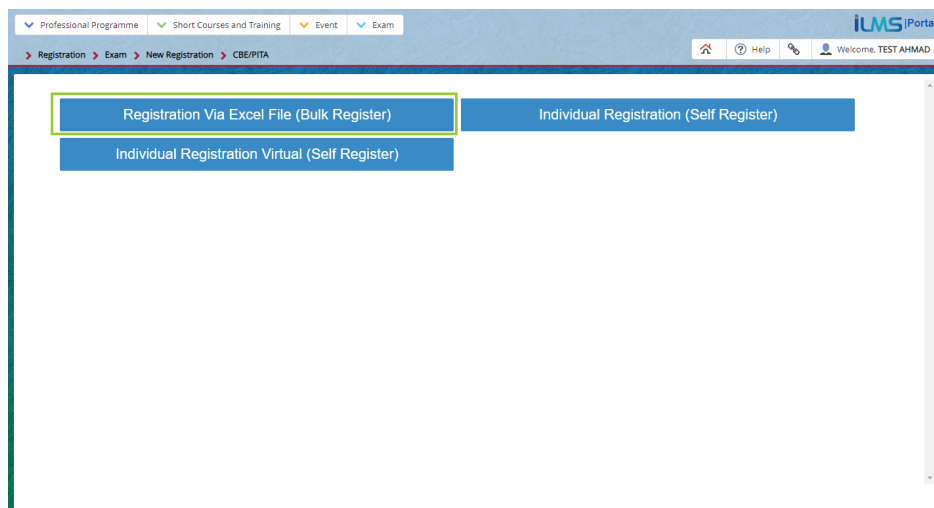
  

Mac Operating System	
Hardware	Minimum Specification
Hardware Type	MacBook
Processor	Dual Core Intel i3/i5
RAM	4 GB
Available Disk Space	15 GB Hard Disk free space
Display Resolution	Best view in 1280 x 1024
Network adapter	1 Gbps Network Interface Card
MAC OS	
MAC OS	BROWSER
MAC Book Pro, Mini, Air Operating System Version: 10.15.5 Catalina, Big Sur and Ventura 12.4.1+	Google Chrome 110.0.5494.102 Safari 16.4 Firefox 99.0 +

I hereby declare that I agree to comply the above Technical requirements for virtual examination and agree with the Virtual Examination Rules & Regulations (Please read the Virtual Examination Rules & Regulations by clicking to the link [HERE](#)).  
Failing to fulfil the technical requirements and examination rules and regulations, I will not be allowed to sit for the Virtual examination and is required to re-register with fee.

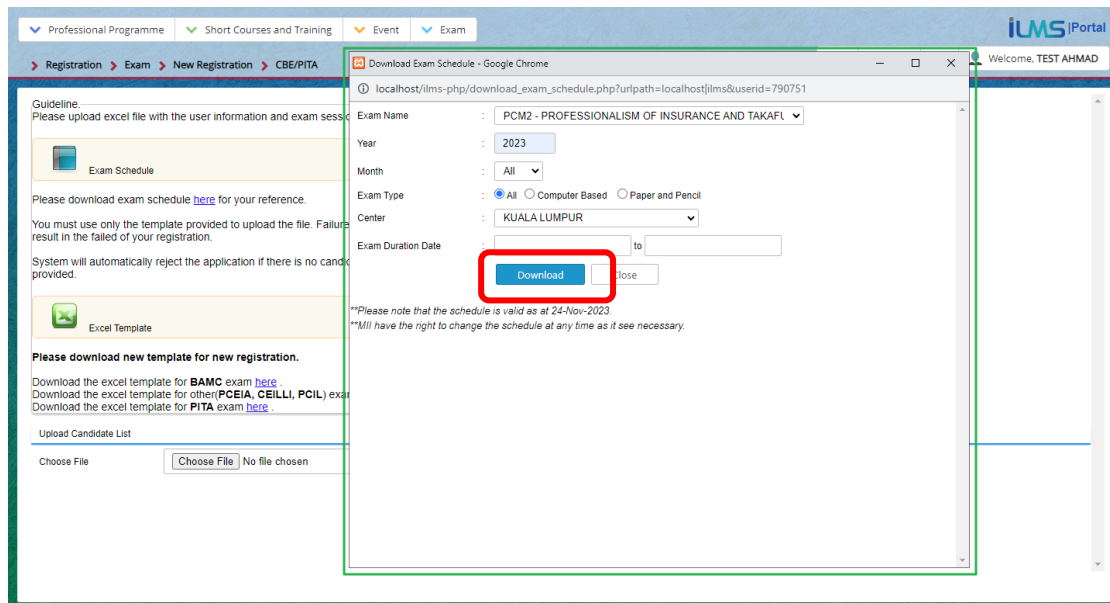
Accept Decline

4. Choose 'Registration Via Excel File (Bulk Register)'





7. 'Download Exam Schedule' window will pop up.
8. Select your Exam Name, Year, Month, Exam Type and Exam Center.
9. Click 'Download' button.



10. List of exam schedule will pop up. Confirm the Exam session of choice and paste the Exam ID into the excel file.

Exam Name	Exam Id	Center	Venue	Exam Date	Exam Time	Exam Type	Malay	English	Mandarin	Registration Close Date	Seat Available
PROFESSIONALISM OF INSURANCE AND TAKAFUL AGENTS (PITA) - CONVENTIONAL (PCM2)	532858	KUALA LUMPUR	MII AICB	30/11/2023	10.00 AM - 12.00 PM	CBE		Yes		24/11/2023	12
PROFESSIONALISM OF INSURANCE AND TAKAFUL AGENTS (PITA) - CONVENTIONAL (PCM2)	532859	KUALA LUMPUR	MII AICB	30/11/2023	2.00 PM - 4.00 PM	CBE		Yes		24/11/2023	35
PROFESSIONALISM OF INSURANCE AND TAKAFUL AGENTS (PITA) - CONVENTIONAL (PCM2)	534075	KUALA LUMPUR	MII AICB	01/12/2023	10.00 AM - 12.00 PM	CBE		Yes		27/11/2023	46
PROFESSIONALISM OF INSURANCE AND TAKAFUL AGENTS (PITA) - CONVENTIONAL (PCM2)	534076	KUALA LUMPUR	MII AICB	01/12/2023	3.00 PM - 5.00 PM	CBE		Yes		27/11/2023	46
PROFESSIONALISM OF INSURANCE AND TAKAFUL AGENTS (PITA) - CONVENTIONAL (PCM2)	534095	KUALA LUMPUR	MII AICB	02/12/2023	9.00 AM - 11.00 AM	CBE		Yes		28/11/2023	49
PROFESSIONALISM OF INSURANCE AND TAKAFUL AGENTS (PITA) - CONVENTIONAL (PCM2)	534096	KUALA LUMPUR	MII AICB	02/12/2023	12.00 PM - 2.00 PM	CBE		Yes		28/11/2023	46
PROFESSIONALISM OF INSURANCE AND TAKAFUL AGENTS (PITA) - CONVENTIONAL (PCM2)	534133	KUALA LUMPUR	MII AICB	04/12/2023	10.00 AM - 12.00 PM	CBE		Yes		28/11/2023	49
PROFESSIONALISM OF INSURANCE AND TAKAFUL AGENTS (PITA) - CONVENTIONAL (PCM2)	534134	KUALA LUMPUR	MII AICB	04/12/2023	2.00 PM - 4.00 PM	CBE		Yes		28/11/2023	48
PROFESSIONALISM OF INSURANCE AND TAKAFUL AGENTS (PITA) - CONVENTIONAL (PCM2)	534135	KUALA LUMPUR	MII AICB	05/12/2023	10.00 AM - 12.00 PM	CBE		Yes		29/11/2023	49
PROFESSIONALISM OF INSURANCE AND TAKAFUL AGENTS (PITA) - CONVENTIONAL (PCM2)	534136	KUALA LUMPUR	MII AICB	05/12/2023	2.00 PM - 4.00 PM	CBE		Yes		29/11/2023	50
PROFESSIONALISM OF INSURANCE AND TAKAFUL AGENTS (PITA) - CONVENTIONAL (PCM2)	534137	KUALA LUMPUR	MII AICB	06/12/2023	10.00 AM - 12.00 PM	CBE		Yes		30/11/2023	47

## 11. Upload the excel file and click Next

The screenshot shows the iLMS Portal interface for the 'New Registration' process. The breadcrumb trail is 'Registration > Exam > New Registration > CBE/PITA'. The page title is 'iLMS Portal' and the user is logged in as 'Welcome, TEST AHMAD'. The main content area is titled 'Guideline' and contains instructions for uploading an Excel file for the exam schedule. It includes a 'Choose File' button, a file name 'candidate\_list\_2023 (1).xls', and a 'Next' button. A red box highlights the 'Choose File' button and the file name.

Professional Programme Short Courses and Training Event Exam

Registration > Exam > New Registration > CBE/PITA

Welcome, TEST AHMAD

Guideline  
Please upload excel file with the user information and exam session.

Exam Schedule

Please download exam schedule [here](#) for your reference.  
You must use only the template provided to upload the file. Failure to do so will result in the failed of your registration.  
System will automatically reject the application if there is no candidate name provided.

Excel Template

Please download new template for new registration.  
Download the excel template for **BAMC** exam [here](#)  
Download the excel template for other(**PCEIA, CEILLI, PCIL**) exam [here](#) .  
Download the excel template for **PITA** exam [here](#) .

Upload Candidate List

Choose File  candidate\_list\_2023 (1).xls

12. System will redirect to registration page. Please check and make sure all details are correct.

13. Click Submit button to proceed with the bulk registration.

The screenshot shows the iLMS Portal interface for the 'List of Candidate' step. The breadcrumb trail is 'Registration > Exam > New Registration > CBE/PITA'. The page title is 'iLMS Portal' and the user is logged in as 'Welcome, TEST AHMAD'. The main content area is titled 'List of Candidate' and contains a table of candidate information. The table has columns for Candidate Name, IC No. @ Passport No., Email, Phone No., Exam Name, Exam ID, Center, Venue, Exam Type, Race, Language, and Exam Date. The table contains one row for 'NUR JANNAH ZAWANI AHMAD'. Below the table, there is a summary of the upload, including 'Total Upload Candidate: 1', 'Accept Application: 1', and 'Reject Application: 0'. The total fee is listed as 'Total Fee(RM): 200.00'. There is an 'IMPORTANT NOTICE AND APPLICANT'S DECLARATION (Compulsory)' section with a 'Submit' button highlighted in green.

Professional Programme Short Courses and Training Event Exam

Registration > Exam > New Registration > CBE/PITA

Welcome, TEST AHMAD

List of Candidate

- To change the exam session, please click
- indicate that the session selected is available
- indicate that the session selected is not available
- You need to select other session to proceed with the registration of the candidate
- CBE is refer to Computer Base Examination
- PPE is refer to Paper and Pencil Examination.

CANDIDATE NAME	IC NO. @ PASSPORT NO.	EMAIL	PHONE NO.	EXAM NAME	EXAM ID	CENTER	VENUE	EXAM TYPE	RACE	LANGUAGE	EXAM DATE
NUR JANNAH ZAWANI AHMAD		jannah@mil.org.my		PROFESSIONALISM OF INSURANCE AND TAKAFUL AGENTS (PITA) - CONVENTIONAL	534095	KUALA LUMPUR	Mil ACB	CBE	Malay	English	02/12/20

\*E-Learning modules are not available in Tamil. Student will be enrolled by default in the English and Bahasa Malaysia versions

Total Upload Candidate: 1  
Accept Application: 1  
Reject Application: 0

Total Fee(RM): 200.00

**IMPORTANT NOTICE AND APPLICANT'S DECLARATION (Compulsory)**

All e-products/e-materials included as part of the bundling package are non-exchangeable and non-refundable. These conditions are further described as follows:

- Non-refundable
- Non-exchangeable (with other Mil products or other versions of the same product)
- Request for a change in language of the e-products/e-materials that you have purchased, is not permitted.
- Other T&C related to e-products/e-materials applies.

Any cancellation, withdrawal or postponement of examination is not allowed and no refund fee is available.

In regards to Personal Data Protection Act 2010 ("the Act"), please note that your personal data is used, stored, disclosed and processed by Mil for the purpose of exam registration, processing result and/or in connection to other Mil products or services. Your personal information may also be disclosed or transferred to third parties i.e to the Insur.

Applicant's Declaration  
I hereby declare that information provided is accurate and legitimate. I agree to give Mil the consent to use, store, disclose and process my personal data for the Purpose mentioned above and agree to comply with and be subject to the jurisdiction of all rules and regulation of Mil concerning the examination.

Mil has the right to cancel my application and nullify my exam result if there are any inaccurate information. In such cases I am not permitted to claim for refund.

14. System will prompt notification “Are you sure to proceed with the registration?”.

15. Please confirm the registration details are correct before clicking OK.

Professional Programme Short Courses and Training Event Exam

Registration Exam New Registration CBE/PITA

An embedded page at localhost says  
Are you sure to proceed with the registration?  
ACCEPT REGISTRATION: 1 ?

OK Cancel

List of Candidate

- To change the exam session, please click
- indicate that the session selected is available
- indicate that the session selected is not available
- You need to select other session to proceed with the registration of the candidate
- CBE is refer to Computer Base Examination
- PTE is refer to Paper and Pencil Examination

CANDIDATE NAME	IC NO. @ PASSPORT NO.	EMAIL	PHONE NO.	EXAM NAME	EXAM ID	CENTER	VENUE	EXAM TYPE	RACE	LANGUAGE	EXAM DT
NUR JANNANAH ZAIWANI AHMAD		jannah@mil.org.my		PROFESSIONALISM OF INSURANCE AND TAKAFULAGENTS (PITA) - CONVENTIONAL	534095	KUALA LUMPUR	MIL AICB	CBE	Malay	English	02/12/20

\*E-Learning modules are not available in Tamil. Student will be enrolled by default in the English and Bahasa Malaysia versions

Total Upload Candidate: 1  
Accept Application: 1  
Reject Application: 0

Total Fee(RM): 200.00

**IMPORTANT NOTICE AND APPLICANT'S DECLARATION (Compulsory)**

All e-products/materials included as part of the bundling package are non-exchangeable and non-refundable. These conditions are further described as follows:

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- Non-exchangeable (with other MIL products or other versions of the same product)
- Request for a change in language of the e-products/materials that you have purchased, is not permitted.
- Other TAC related to e-products/materials applies.

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In regards to Personal Data Protection Act 2010 ("the Act"), please note that your personal data is used, stored, disclosed and processed by MIL for the purpose of exam registration, processing result and/or in connection to other MIL products or services. Your personal information may also be disclosed or transferred to third parties i.e to the industry.

**Applicant's Declaration**  
I hereby declare that information provided is accurate and legitimate. I agree to give MIL the consent to use, store, disclose and process my personal data for the Purpose mentioned above and agree to comply with and be subject to the jurisdiction of all rules and regulation of MIL concerning the examination.

MIL has the right to cancel my application and nullify my exam result if there are any inaccurate information. In such cases I am not permitted to claim for refund.

Submit Cancel Export to Excel

16. System will prompt this notification “Your application has been successfully submitted to our system”.

17. Click OK.

Professional Programme Short Courses and Training Event Exam

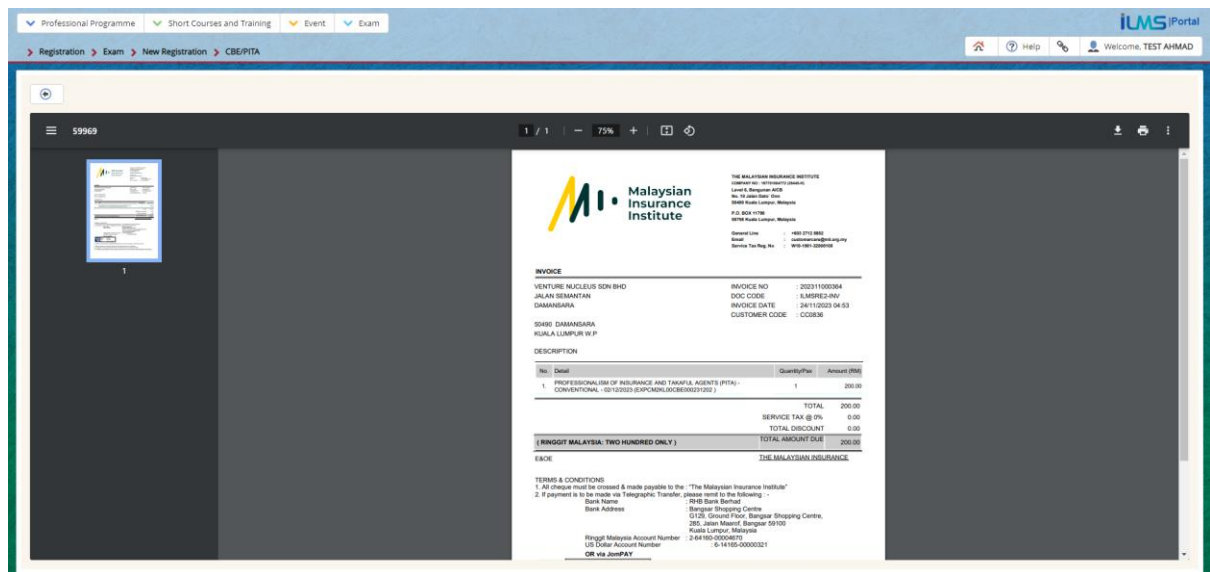
Registration Exam New Registration CBE/PITA

An embedded page at localhost says  
Your application has been successfully submitted to our system.

OK

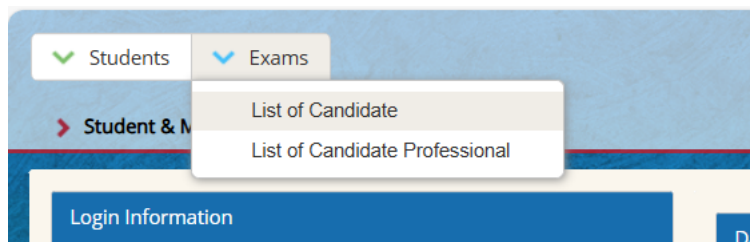
processing...

18. System will display invoice.



19. To view the list of candidates registered for PIC (confirmation slip and result):

Homepage > Student & Membership > Exams > List of Candidate



20. Please inform individual candidate to check the personal email for the confirmation slip.

i. Login to ILMS at [www.mii4u.org](http://www.mii4u.org) to view the confirmation slip.

ii. To access the confirmation slip:

Homepage > Student & Membership > Exams > My Confirmation Slip / Exam Permit

\*\*\*END\*\*\*