




# AICB

MEMBERSHIP PORTAL – QUICK REFERENCE GUIDE

- AICB Membership Portal
  - Membership Registration
  - Membership Portal Login and Navigation
  - New Membership Application
  - Membership Renewal
  - Membership Upgrade
  - Membership Special Request
  - CPD



## Login

**NRIC/Identification**

**Password**

**Remember my login**

[Forgot Password](#) | [Register Now](#)

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Click **Register Now** button to initiate registration for AICB Membership.

## Registration

— Contact Details

**Full Name \***

**Email \***


— Identification Details

**Identification Type \***

**NRIC**

[Back to Login](#) [Reset](#) [Submit](#)

Fill in details in the required field(s) and click **Submit**.

 **Login**

You have successfully created your account. A confirmation email has been sent to your email address for verification. ✕

**NRIC/Identification**

**Password**

**Remember my login**

[Forgot Password](#) | [Register Now](#)

You will be redirected to the Login screen with message confirming successful creation of Membership account.

Post this step, the user needs to access his/her email and obtain the temporary password and login to the Membership Portal.



**AICB UAT** <campustest802@gmail.com>

6:07 PM (8 minutes ago) ☆



to me ▾

Dear Chang Chung,

Please use the below URL to login to your Membership account.


<https://membership.aicb.org.my/>

Your temporary password is u7q0q0N

If you require any further assistance please contact the Membership department at [membership@aicb.org.my](mailto:membership@aicb.org.my)

Thank you.

Best Regards,  
Asian Institute of Chartered Bankers  
(formerly known institut Bank-Bank Malaysia)

 **Login**

**NRIC/Identification**

**Password**

**Remember my login**

[Forgot Password](#) | [Register Now](#)

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To login to the portal, you need to enter the NRIC or Identification number, enter the temporary password received in the email and click **Login**.

## Change Password



User Name

John Doe

Old Password \*

New Password \*

Confirm New Password \*

Password should be alpha-numeric and at least 7 characters

Submit

The system will prompt you to change your password. Enter details in the required field(s) and click **Submit**.

Once the password is reset, user will be redirected to the Login screen with message confirming successful change of password. User needs to enter the new password to log in.



# Membership Portal – Basic Navigation

**My AICB** is the home page for the Membership portal.

The **CPD** tab allows the user to submit, update and track CPD Information.

The right corner of the screen provides the Member with options to **Change Password** or **Logout**.

Hi John ▾

- Change Password
- Logout

My AICB | My Invoices | CPD | My Requests | My Transactions

Name	AICB Membership Number	Status	Expiry Date	NRIC/Identification	Category	Employer	Created On
<a href="#">John Doe</a>				567900-07-8823			

**My Transactions** lists all the payment transactions completed by the Member.

**My Requests** lists all the requests submitted by the Member.

**My Invoices** lists all the invoices of the Member.

# Membership Portal – New Membership Application

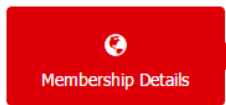
Upon login, the user is redirected to the **My AICB** screen.

My AICB My Invoices CPD My Requests My Transactions

Name	AICB Membership Number	Status	Expiry Date	NRIC/Identification	Category	Employer	Created On
<a href="#">John Doe</a>				567900-07-8823			

The user needs to click the **Name** hyperlink to update profile information and apply for Membership.

In **My AICB** screen, there are several sections and the user needs to fill in information in each of these sections. The user can use the Expand/Collapse button to display field details under each section.



## Membership Details

Expand / Collapse

+ Personal Details

+ Please choose a file to upload your photo

+ Identification Proof Upload \*

+ Education Details \*

+ AICB Membership

+ Correspondence Address

+ Employer Details

+ Employer Address

+ Professional Membership

+ Please add any other Professional Memberships

+ Declaration

Save

Submit

Once all the details are entered, the user needs to click **Submit**.

Membership Details

**RM**  
Payment Details

## Payment

Your **Membership** Fee is RM 60.00 and Expiry date is **31 Dec 2016**

Payment Type \*  Bank Sponsored  Self Sponsored

**Pay**

Once all the details in the Membership Details screen are entered and the user clicks **Submit**, the system redirects to the **Payment page** where the user selects the **Payment** Type and clicks **Pay**.

If the user selects Self Sponsored, the user will be redirected to the Payment gateway screen where they can make the payment themselves.

The purchase will be routed to your designated Learning and Development representative for approval. You will receive an email to confirm this request.

**Close**

On selecting **Bank Sponsored**, the user gets a confirmation pop-up message (as in image).

# Membership Portal – New Membership Application

The user is redirected to the **My AICB** screen where they get to see a summary of their application, including **Status** of the request.

My AICB My Invoices CPD My Requests My Transactions

Name	AICB Membership Number	Status	Expiry Date	NRIC/Identification	Category	Employer	Created On
<a href="#">John Doe</a>		Pending Employer Approval		567900-07-8823	Affiliate	CIMB Bank	

Once the request is approved or rejected by the respective L&D representative, the user receives an email notification of the same. The user can re-login to the portal to view the updated information.

My AICB My Invoices CPD My Requests My Transactions

Name	AICB Membership Number	Status	Expiry Date	NRIC/Identification	Category	Employer	Created On
<a href="#">John Doe</a>	100300	Active	31 Dec 2016	567900-07-8823	Affiliate	CIMB Bank	16 Aug 2015

# Membership Portal – Renewal

Name	AICB Membership Number	Status	Expiry Date	NRIC/Identification	Category	Employer	Created On
<a href="#">John Doe</a>	100300	Expired	31 Dec 2015	567900-07-8823	Affiliate	CIMB Bank	16 Aug 2015

2) The Member needs to click on the Name hyperlink to get to the Membership Details screen to initiate the Renewal process.

1) The Status on the My AICB screen of a Member with an expired membership will show up as **Expired** (as in image).

- Membership Details
- RM Payment Details
- Renewal**
- Special Requests

**Make Payment**

3) Once in the membership Details screen, the Member needs to click **Renewal** in the left menu and then click **Make Payment**.

- Membership Details
- RM**  
Payment Details
- Renewal
- Special Requests

## Payment

Your **Renewal** Fee is RM 60.00 and Expiry date is **31 Dec 2016**

Payment Type \*  Bank Sponsored  Self Sponsored

Pay

4) The system redirects to the **Payment** page where the user selects the **Payment Type** and clicks **Pay**.

If the user selects **Self Sponsored**, the user will be redirected to the Payment gateway screen where they can make the payment themselves.

The purchase will be routed to your designated Learning and Development representative for approval. You will receive an email to confirm this request.

Close

On selecting **Bank Sponsored**, the user gets a confirmation pop-up message (as in image).

5) The system redirects to **My AICB** screen where the updated status is displayed.

My AICB My Invoices CPD My Requests My Transactions

Name	AICB Membership Number	Status	Expiry Date	NRIC/Identification	Category	Employer	Created On
<a href="#">John Doe</a>	100300	Pending Employer Approval	31 Dec 2014	567900-07-8823	Affiliate	CIMB Bank	01 Jan 2010

Once the request is approved or rejected by the respective L&D representative, the user receives an email notification of the same. The user can re-login to the portal to view the updated information.

My AICB My Invoices CPD My Requests My Transactions

Name	AICB Membership Number	Status	Expiry Date	NRIC/Identification	Category	Employer	Created On
<a href="#">John Doe</a>	100300	Active	31 Dec 2016	567900-07-8823	Affiliate	CIMB Bank	1 Jan 2010



# Membership Portal – Upgrade

Name	AICB Membership Number	Status	Expiry Date	NRIC/Identification	Category	Employer	Created On
<a href="#">John Doe</a>	100300	Active	31 Dec 2016	567900-07-8823	Affiliate	CIMB Bank	1 Jan 2010

1) The Member needs to click on the Name hyperlink to get to the Membership Details screen to initiate the Upgrade process.

2) The Member clicks **Membership Upgrade** in the left menu. In the following screen, the Member enters the required information and clicks **Submit**.

Membership Details

Special Requests

**Membership Upgrade**

Membership Category \*

Upload CV \*

Upload Practical Experience Declaration form \*

Submit

In the membership Upgrade screen, all fields are **mandatory** \*.

3) The system redirects to **My Requests** screen where the upgrade request status is displayed.

My AICB My Invoices CPD My Requests My Transactions

Your request has been forwarded to Membership Division for review.

No.	Request Type	Request Status	Created Date
1	Upgrade Requests	Pending	16 Aug 2015

Page 1 of 1 1 - 1 of 1 items

Once the request is approved or rejected by the AICB Membership Admin, the user receives an email notification of the same. The user can re-login to the portal to view the updated information.

My AICB My Invoices CPD My Requests My Transactions

Name	AICB Membership Number	Status	Expiry Date	NRIC/Identification	Category	Employer	Created On
<a href="#">John Doe</a>	100300	Active	31 Dec 2016	567900-07-8823	Associate	CIMB Bank	16 Aug 2015

# Membership Portal – Special Requests

Name	AICB Membership Number	Status	Expiry Date	NRIC/Identification	Category	Employer	Created On
<a href="#">John Doe</a>		Active	31 Dec 2016	567900-07-8823	Associate	CIMB Bank	16 Aug 2015

1) The Member needs to click on the Name hyperlink to get to the Membership Details screen to initiate the Special Request submission process.

2) The Member clicks **Special Requests** in the left menu. In the following screen, the Member enters the required information and clicks **Submit**.

**Membership Details**

**Special Requests**

**Membership Upgrade**

**Request For Exemption \***

**Reason For Special Request \***

**Upload Document \***  No file chosen  
(Allowed formats are PDF, DOC, DOCX, JPG, JPEG, PNG only. Maximum Size 2MB)

**Description \***

I hereby declare that all the information provided by me on this form is correct and current information.

In the membership Special Requests screen, all fields are **mandatory \***.

# Membership Portal – Special Requests

My AICB My Invoices CPD My Requests My Transactions

Special Request has been submitted successfully.

3) The system redirects to **My Requests** screen where the Special Request status is displayed along with any other previous requests.

No.	Request Type	Request Status	Created Date
1	Upgrade Requests	Approved	16 Aug 2015
2	Special Requests	Pending	17 Aug 2015

Page 1 of 1 1 - 2 of 2 items

Once the request is approved or rejected by the AICB Membership Admin, the user receives an email notification of the same. The user can re-login to the portal and click on **Special Requests** tab to view the updated information.

My AICB My Invoices CPD My Requests My Transactions

No.	Request Type	Request Status	Created Date
1	Upgrade Requests	Approved	16 Aug 2015
2	Special Requests	Approved	17 Aug 2015

Page 1 of 1 1 - 2 of 2 items

1) From **My AICB** screen, the Member clicks **CPD** in the main menu. In the following screen, the Member clicks **Upload** to initiate the CPD submission process.

Your Total CPD Hours : 0  
For Associate and above you need to complete 35 hours of CPD.

No.	Course Name	CPD Completion Date	CPD Duration (in Hrs.)	Course Location
No items to display				

Upload

In the **My AICB** screen, there are several sections and the user needs to fill in information in each of these sections.

My CPD Details

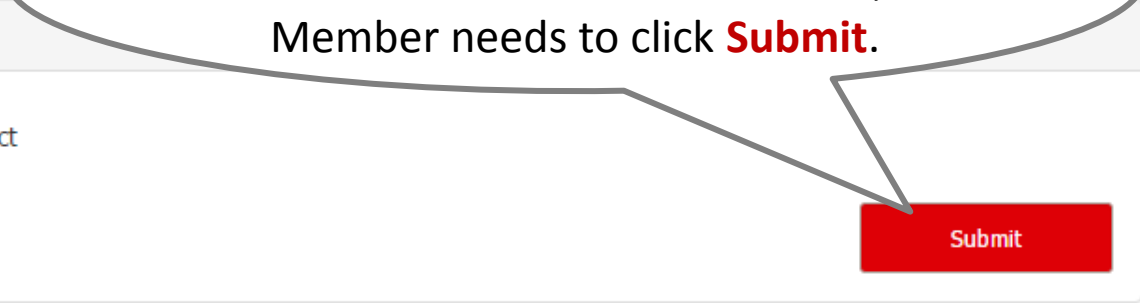
### CPD Details

Expand / Collapse

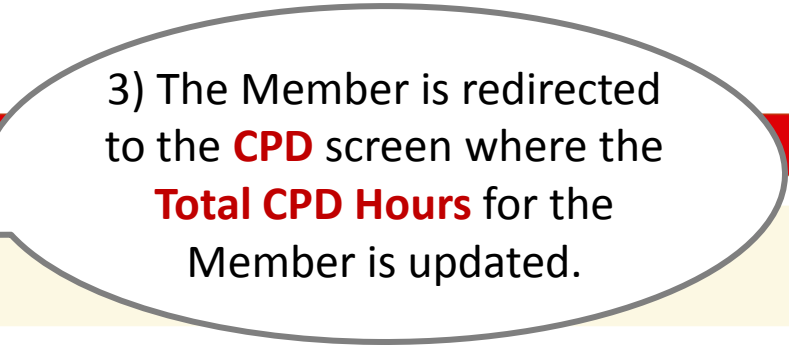
- + Learning Activities Acceptable for CPD
- + CPD Details
- + Supporting Documents
- + Declaration

The user can use the Expand/Collapse button to display field details under each section.

2) Once all the details are entered and **Declaration** check-box selected, Member needs to click **Submit**.



3) The Member is redirected to the **CPD** screen where the **Total CPD Hours** for the Member is updated.



Your Total CPD Hours : 10  
For Associate and above you need to complete 35 hours of CPD.

No.	Course Name	CPD Completion Date	CPD Duration (in Hrs.)	Course Location	Created On
1	<a href="#">Certification in Financial Cyber Security</a>	13 Aug 2015	10	Malaysia	17 Aug 2015

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Upload