

**USER MANUAL DOCUMENT**

**ACCESS CONTROL MANAGEMENT SYSTEM**

**(ACMS)**

**TENANT**



USER MANUAL ACMS V.1.0

<b>Date</b>	
<b>Prepared By</b>	<b>Conrad Jacob</b>

## Document Control Information

USER MANUAL DOCUMENT	
<b>Purpose</b>	User Manual for ACMS
<b>Applicable to</b>	Kemaman Supply Base (EPIC)
<b>Document Author</b>	Nurul Fatin
<b>Document Reviewer</b>	Conrad Jacob

## Document Revision & Record

REVISION RECORD				
Version	Date	Revision Summary	Revision Author	Document Review
1.0		1 <sup>st</sup> Release	Nurul Fatin	Conrad Jacob



# TABLE OF CONTENT

- INTRODUCTION ..... 4**
- 1.0 LOGIN ..... 5**
  - 1.1 RECOVERY PASSWORD ..... 5
- 2.0 PASS ..... 7**
  - 2.1 VENDOR PASS ..... 7**
    - 2.1.1 VENDOR REGISTRATION ..... 7
    - 2.1.2 VENDOR PASS (STAFF REGISTRATION) - *IMPORT* ..... 10
    - 2.1.3 VENDOR PASS (STAFF REGISTRATION) - *REQUEST* ..... 10
  - 2.2 VISITOR PASS ..... 12**
    - 2.2.1 VISITOR PASS - *INVITATION* ..... 12
    - 2.2.2 VISITOR PASS - *KIOSK* ..... 17

## INTRODUCTION

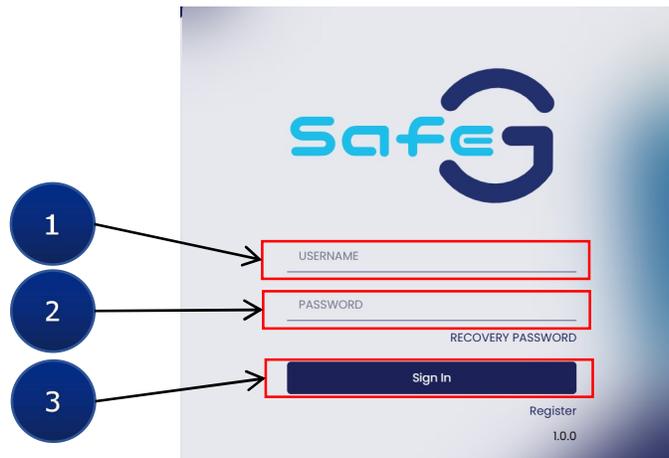
**Kemaman Supply Base (KSB) Access Control Management System (ACMS)** is a comprehensive solution designed to streamline and secure access to KSB, ensuring a controlled and safe environment for all personnel. This intuitive system empowers the Security Team to efficiently issue and manage access cards for staff, vendors, and visitors, guaranteeing seamless entry while maintaining the highest security standards. With advanced real-time tracking and customizable access permissions, the system boosts operational efficiency and supports enhanced security protocols.

The Access Control Management System (ACMS) offers continuous protection by automatically validating cardholders at the point of entry, verifying essential factors such as card expiration and blacklisted status. Additionally, the system enables the pre-registration of visitors, allowing for advanced tracking and ensuring smooth, secure access for expected guests. The user-friendly Dashboard provides the Security Team with real-time monitoring capabilities, offering a comprehensive view of daily transactions and facilitating efficient management of access activities.

Tailored for three distinct user categories: staff, vendors, and visitor of KSB, the ACMS delivers flexible, role-based access to KSB. The system's features are designed to ensure precise control over who enters the premises and when, aligning with security protocols for each user group.

Moreover, the system provides the Security Team with the ability to monitor and track user access duration. If a visitor exceeds the 24-hour threshold, the system automatically flags the activity, alerting security personnel to take appropriate action. This feature is readily accessible via the Visitor Dashboard, where the Security Team can review real-time check-in and check-out information, allowing for proactive management of on-site visitors and ensuring safety at all times.

## 1.0 LOGIN



To login into SafeG Portal, please follow steps as per below:

URL's : <http://pbksb-acms.com.my:8080/#/pages/login>

Step 1 : Enter the **"USERNAME"**

Step 2 : Enter the **"PASSWORD"**

Step 3 : Click **"Sign In"**.

## 1.1 RECOVERY PASSWORD

The recovery password feature can help users reset their passwords. Below are the steps to guide you through the password reset process:



### Step 1: Click "RECOVERY PASSWORD"

**FORGOT PASSWORD**  
Please enter your Staff ID, IC Number or Passport Number to reset your password.

Staff ID, IC Number or Passport Number

Back Reset Password

**Step 2:** Fill in information required : Staff ID **OR** IC Number **OR** Passport Number to reset your password.

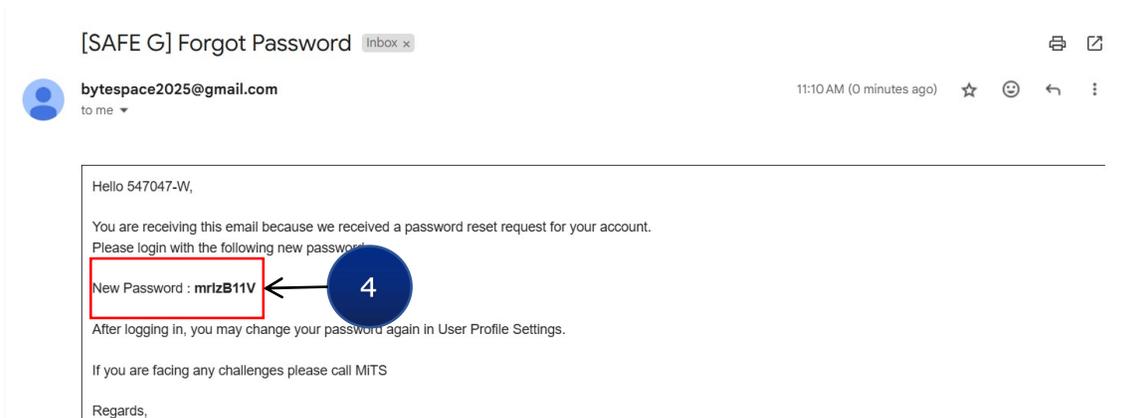
**FORGOT PASSWORD**  
Please enter your Staff ID, IC Number or Passport Number to reset your password.

941224035734

Back Reset Password

Password has been reset. Please check your email inbox for your new password.

**Step 3:** Click "Reset Password". Success message will appear as per image above. Click "Back" to go back to Login Page.



**Step 4:** User will received email notification as image above.

## 2.0 PASS

### 2.1 VENDOR PASS

#### 2.1.1 VENDOR REGISTRATION



**Step 1:** Go to Login Page. To register Vendor Account, click **“Register”**

### CREATE ACCOUNT

Fill the below form with company details to create a new account.

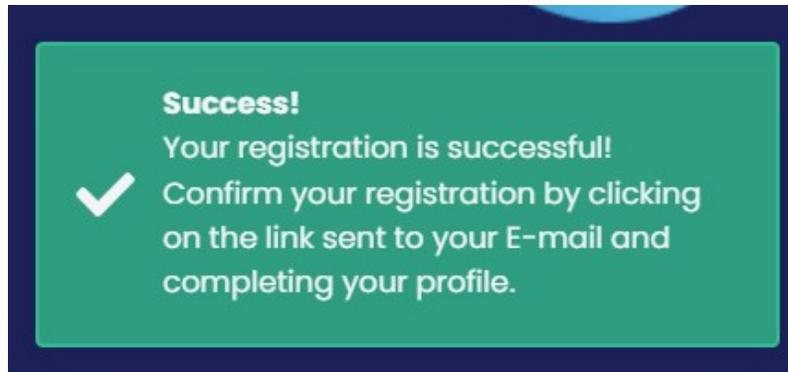
**2** →

Note : Username = Company SSM No

**3** →  I accept the [terms & conditions.](#)

**Step 2:** Fill in Company SSM No and click Search button. Company Name and Company Name in Port Pass will auto populate.

**Step 3:** Tick the '*I accept the terms & conditions*' box and Click Register

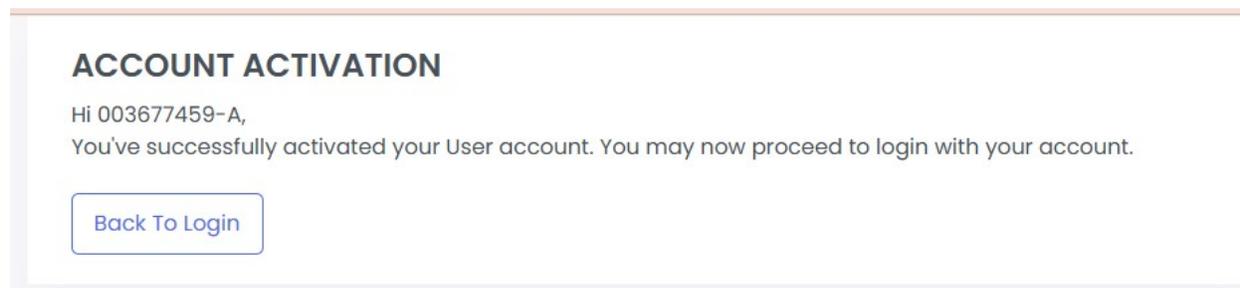


**Step 4:** Once registered, user will see a Pop-Up Success Notification as image above.



Hello 003677459-A,  
Thank you for registering as a User.  
Your account is created and must be activated before you can use it.  
To activate your account, click on the following link or copy-paste it in your browser:  
[https://localhost:4200/#/pages/account\\_activation?key=paRliIMtxsIDJ9PCE6stoqw==](https://localhost:4200/#/pages/account_activation?key=paRliIMtxsIDJ9PCE6stoqw==)

5 →



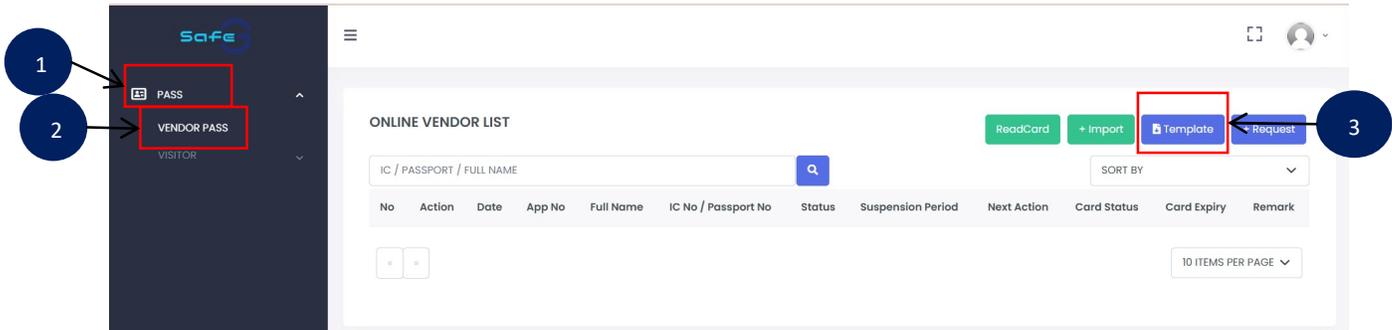
**Step 5:** Click on the activation link to activate your account.

## 2.1.2 VENDOR PASS (STAFF REGISTRATION) - *IMPORT*

### How to Register Staff:

**Step 1:** Navigate to "Pass"

**Step 2:** Select "Vendor Pass" from the drop down menu

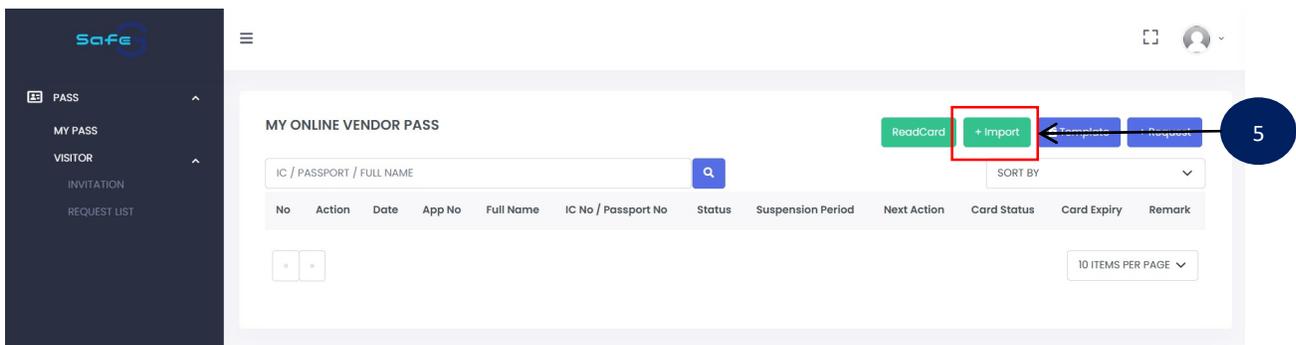


**Step 3:** Download the "Template"

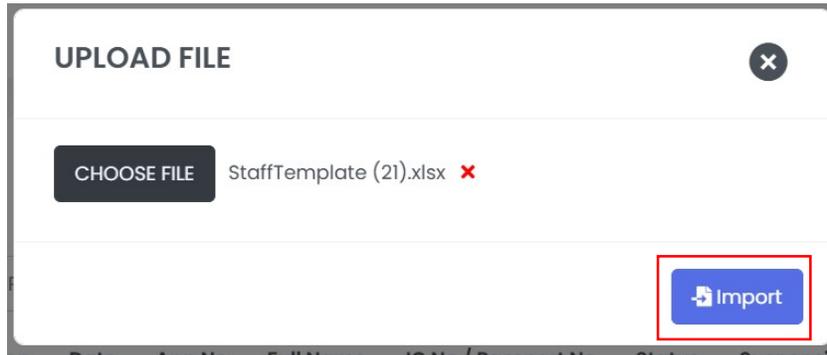
Type of Registration *	Designation *	Worker Type *	Resident *	Location Access *	In/ Out Bound *	IC Number *	Passport Number *	Date of birth *	Sex *	Fu
PORT USER	WAREHOUSEMAN	TEMPORARY	LOCAL	PBKL	INSIDE	770828		8/28/1977	MALE	M
PORT USER	AUXILIARY POLICE	PERMANENT	LOCAL	PBKSB	INSIDE	930714		7/14/1993	MALE	Z
PORT USER	STORE ASSISTANT	PERMANENT	LOCAL	PBKSS	INSIDE	970928		9/28/1997	MALE	M
PORT USER	QC SUPERVISOR	PERMANENT	LOCAL	EOS	INSIDE	720330		3/30/1972	MALE	R
PORT USER	AUXILIARY POLICE	TEMPORARY	LOCAL	PBKSB	INSIDE	051220		12/20/1905	MALE	M
PORT USER	QC INSPECTOR	PERMANENT	LOCAL	EOS	INSIDE	770716		7/16/1977	MALE	A
PORT USER	FORKLIFT OPERATOR	TEMPORARY	LOCAL	PBKL	INSIDE	951007		10/7/1995	MALE	S
PORT USER	ADMIN & FINANCE ASSISTANT	PERMANENT	LOCAL	SSSB	OUTSIDE	690602		6/2/1969	FEMALE	K
PORT USER	BASE OPERATOR	PERMANENT	LOCAL	PBKL	INSIDE	770208		2/8/1977	MALE	M
PORT USER	AUXILIARY POLICE	TEMPORARY	LOCAL	PBKSB	INSIDE	000403		4/3/1900	MALE	M
PORT USER	PLANT ENGINEER	PERMANENT	LOCAL	EPPSB	OUTSIDE	860203		2/3/1986	MALE	A
PORT USER	BASE OPERATOR	PERMANENT	LOCAL	PBKL	INSIDE	920910		9/10/1992	MALE	M
PORT USER	CHARGEHAND	PERMANENT	LOCAL	PBKL	INSIDE	881228		12/28/1988	MALE	C
PORT USER	MARINE ASSISTANT	PERMANENT	LOCAL	PBKSB	INSIDE	890629		6/29/1989	MALE	M
PORT USER	BASE OPERATOR	PERMANENT	LOCAL	PBKL	INSIDE	941010		10/10/1994	MALE	A
PORT USER	BASE OPERATOR	PERMANENT	LOCAL	PBKL	INSIDE	770117		1/17/1977	MALE	C
PORT USER	CRANE OPERATOR	PERMANENT	LOCAL	PBKL	INSIDE	881015		10/15/1988	MALE	M
PORT USER	EXECUTIVE, ADMINISTRATION	PERMANENT	LOCAL	EPIC	OUTSIDE	810813		8/13/1981	MALE	M
PORT USER	BASE OPERATOR	PERMANENT	LOCAL	PBKL	INSIDE	850123		1/23/1985	MALE	M
PORT USER	AUXILIARY POLICE	PERMANENT	LOCAL	PBKSB	INSIDE	910730		7/30/1991	MALE	M
PORT USER	EXECUTIVE, ADMINISTRATION	PERMANENT	LOCAL	EPIC	OUTSIDE	560110		2/10/1970	MALE	A

**Step 4:** Fill in all the required information in the template

**Step 5:** Click "Import" and upload the completed template

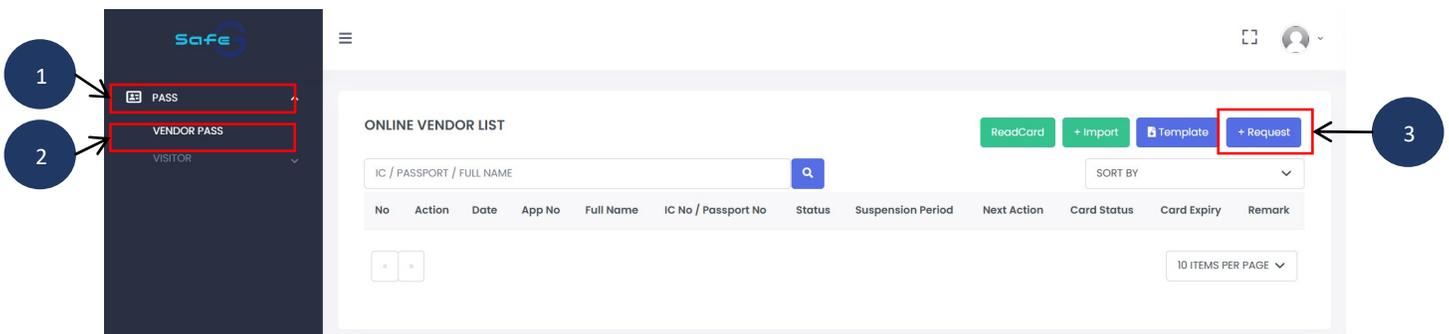


**Step 6:** Click the **Blue "Import"** button. Once uploaded, all updated vendor staff information will be reflected in the Online Vendor List.



## 2.1.3 VENDOR PASS (STAFF REGISTRATION) - REQUEST

**How to Register Staff:**



**Step 1:** Navigate to **"Pass"**

**Step 2:** Select **"Vendor Pass"** from the drop down menu

**Step 3:** Click **"Request"** button

**Step 4:** Fill in all the information required

CONTRACTOR/VENDOR REQUEST

APPLICATION INFO

Date Of Application 28/02/2025	Type Of Application NEW	Type of Registration FORWARDING	Designation (*) SENIOR EXECUTIVE, HR
Payment NONE	Resident LOCAL	Worker Type PERMANENT	
Location Access (*)			
<input type="checkbox"/> ADMIN B <input type="checkbox"/> CFS <input type="checkbox"/> KTSB K.TRG <input type="checkbox"/> PHASE 1 <input type="checkbox"/> WH27	<input type="checkbox"/> ADMIN D <input type="checkbox"/> COMMON WAREHOUSE <input type="checkbox"/> KUALA TERENGGANU <input type="checkbox"/> PHASE 2 <input type="checkbox"/> WHEST WHARF	<input type="checkbox"/> AMPANG KL <input type="checkbox"/> EAST WHARF <input type="checkbox"/> LCB <input type="checkbox"/> SUKMA SAMUDERA <input type="checkbox"/> WORKSHOP MAINTENANCE	<input type="checkbox"/> ANNEXE BUILDING <input type="checkbox"/> EPIC SOLAR <input type="checkbox"/> OPERATION PHASE 1 <input type="checkbox"/> TELUK KALONG <input type="checkbox"/> WORKSHOP PHASE 2

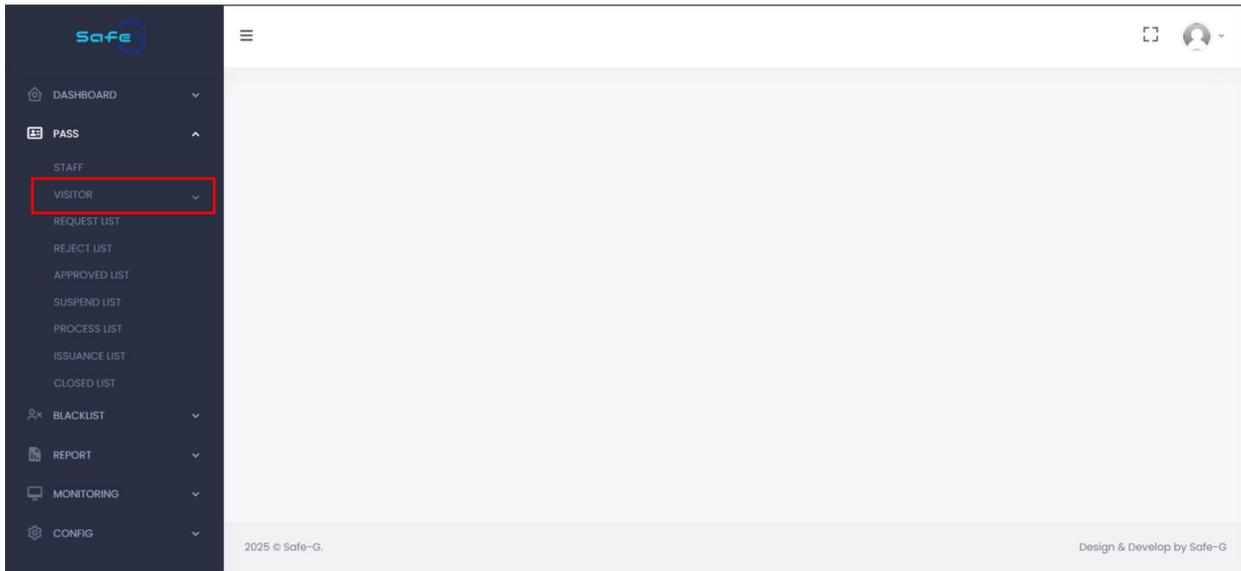
4 →

**Step 5: Click Submit**

Country MALAYSIA	State SELECT	City SELECT
Postal Code	Vehicle Registration Number	
DRIVING LICENSE <span style="float: right;">+ -</span>		
No Record		
UPLOAD		
• Other Documents		
Click or drag files to upload		
Cancel	Save As Draft	Submit

← 5

## 2.2 VISITOR PASS



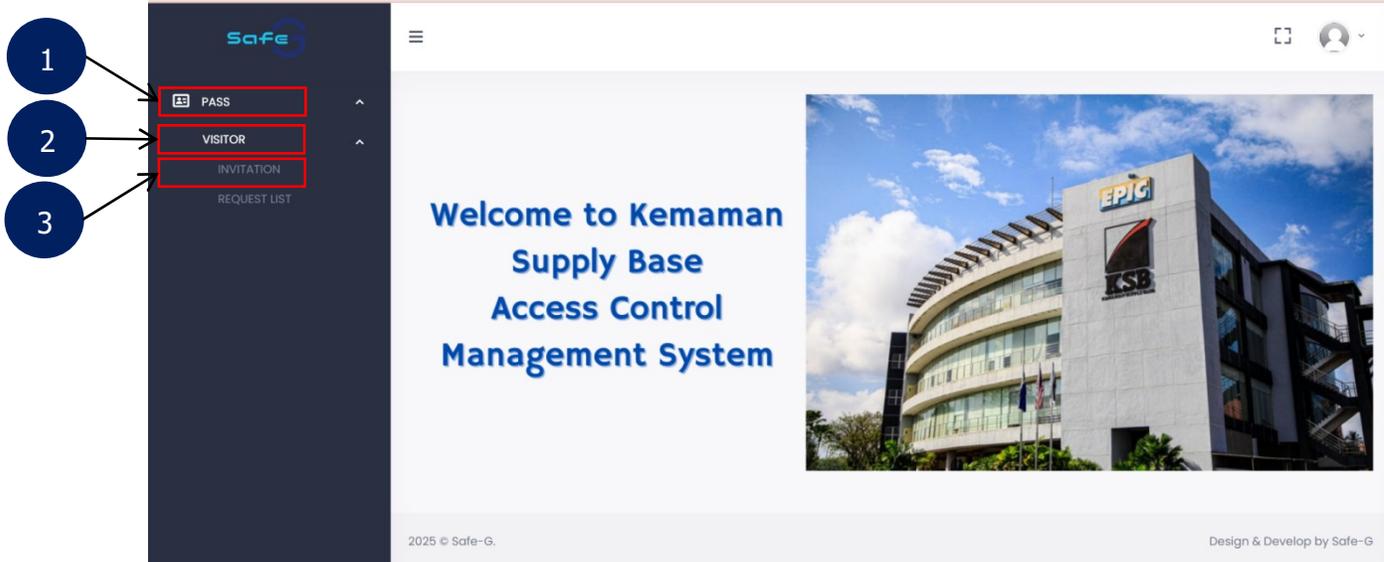
A visitor pass facilitates early meeting arrangements. There are two types of visitor passes:

**Invitation Pass** – Issued in advance for scheduled visitors.

**Kiosk Pass** – Obtained upon arrival through a self-service kiosk.

### 2.2.1 VISITOR PASS - INVITATION

\*\* Invitation submission by Tenant or Staff

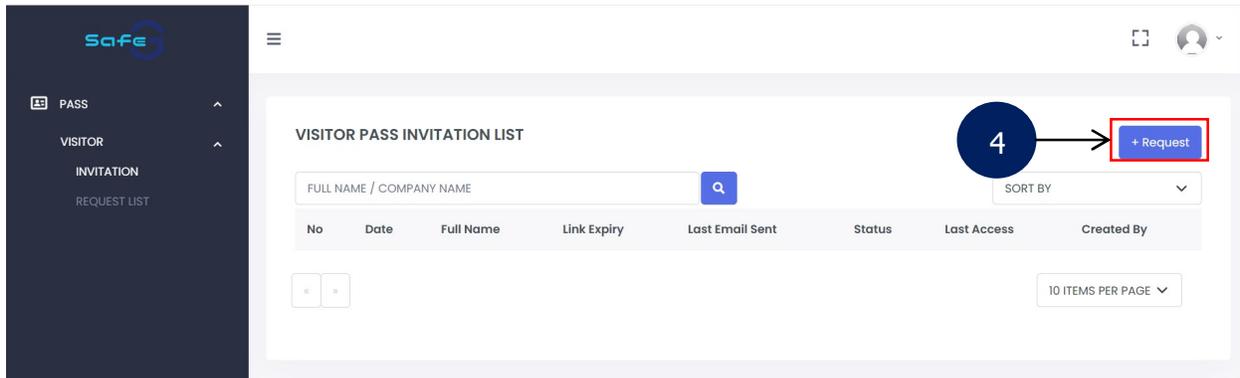


## How to Create a Visitor Invitation:

**Step 1:** Click "Pass"

**Step 2:** Select "Visitor" from the drop down menu

**Step 3:** Choose "Invitation"

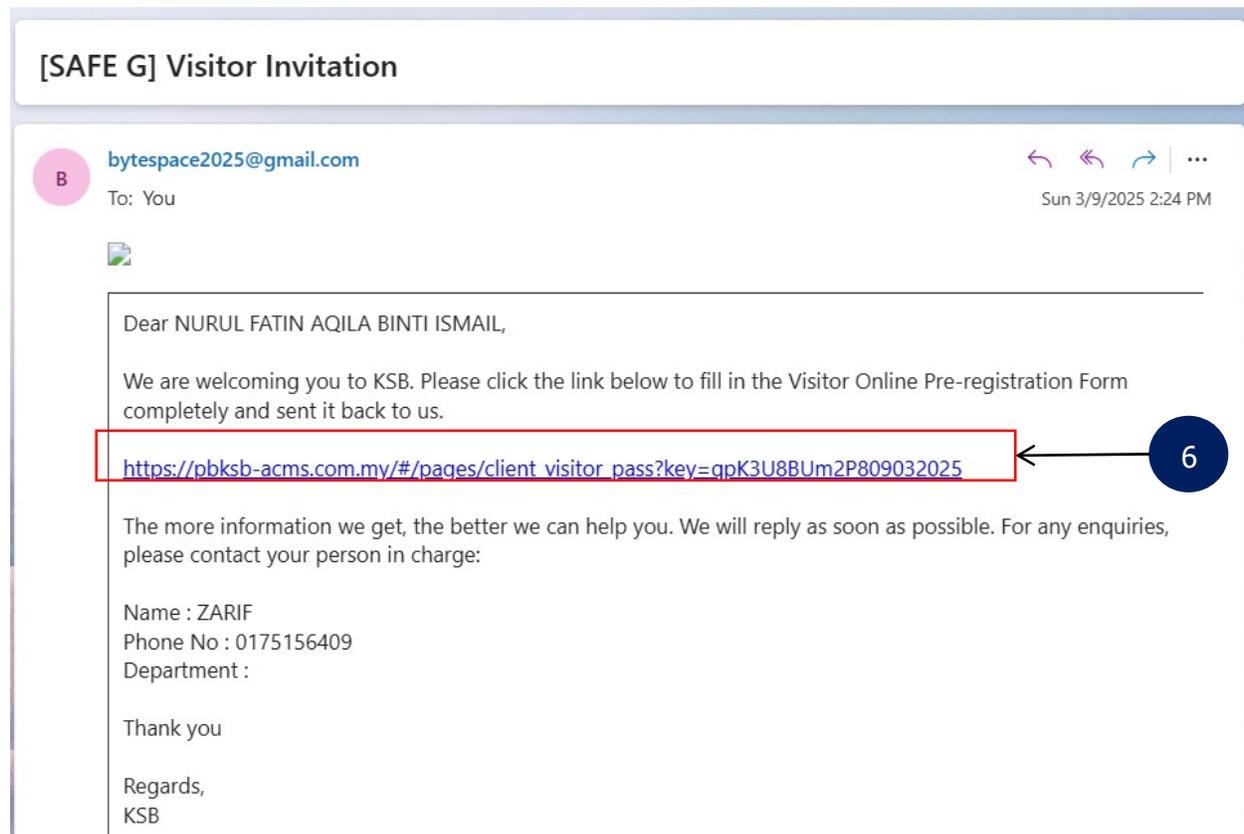


**Step 4:** Click "Request" at the top right of the page

**Step 5:** Fill in all the required information and click "Send"

### Important Notes:

- i. You can select **more** than one visitor.
- ii. The **Link Expiry** function allows the visitor to update and submit the form before the chosen expiration date.
- iii. Ensure the visitor's email is valid so they receive the invitation successfully



**Step 6:** Visitor will receive invitation via email. Click on the link to update Visitor Pass Request Form for the visit purpose update.

## **Visitor Pass Request Form**



### VISITOR PASS REQUEST

#### APPLICATION INFO

---

Company Visiting (\*)

ANNEXE BUILDING

Staff ID Of Person Visited

Name Of Company Visited

EPIC BERHAD

Contact No Of Person Visited

0179869022

Reason

TEST

#### DATE OF VISIT

---

No 1

Date

09/03/2025 14:23

PERSON

UPLOAD IC

Resident	IC Number (*)	
<input type="text" value="LOCAL"/>	<input type="text"/>	
Date Of Birth (*)		
<input type="text" value="DD/MM/YYYY"/>		
Full Name (*)	Contact Number (*)	
<input type="text"/>	<input type="text"/>	
Address 1	Address 2	Address 3
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	State	
<input type="text" value="MALAYSIA"/>	<input type="text" value="SELECT"/>	
City	Postal Code	
<input type="text" value="SELECT"/>	<input type="text"/>	
Vehicle Registration Number		
<input type="text"/>		

DRIVING LICENSE



No Record

COMPANY

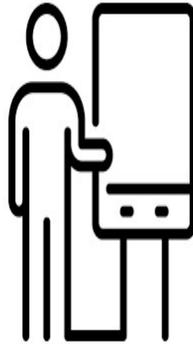
Company Registration ID	Company Name
<input type="text"/>	<input type="text"/>

ASSET/EQUIPMENT DETAILS

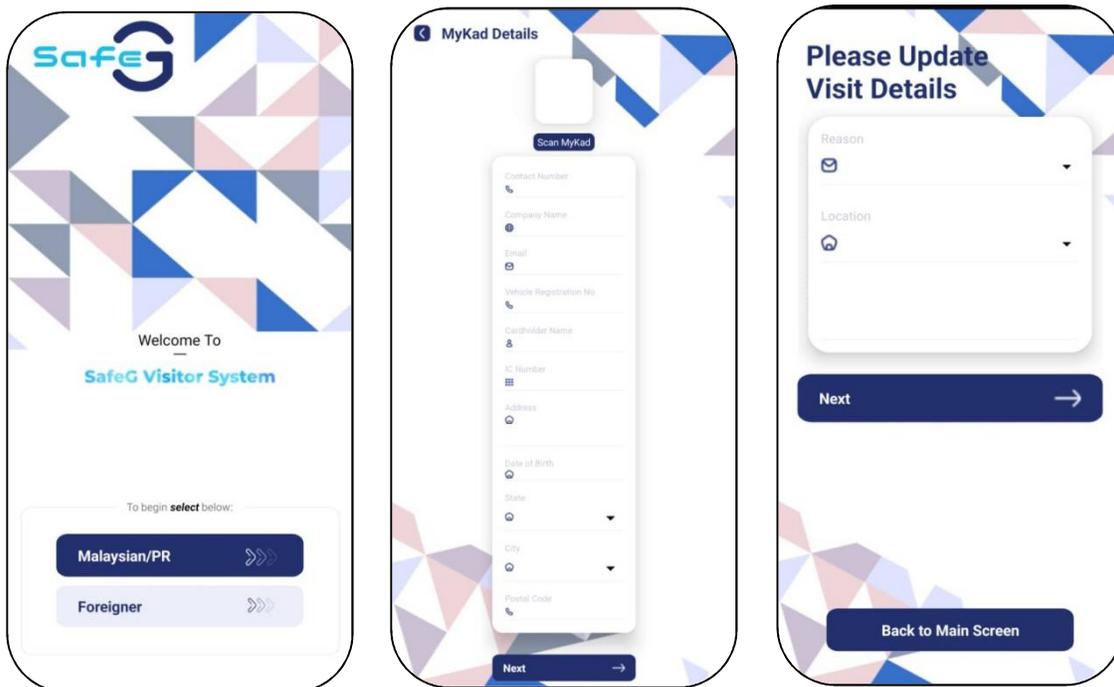


Submit

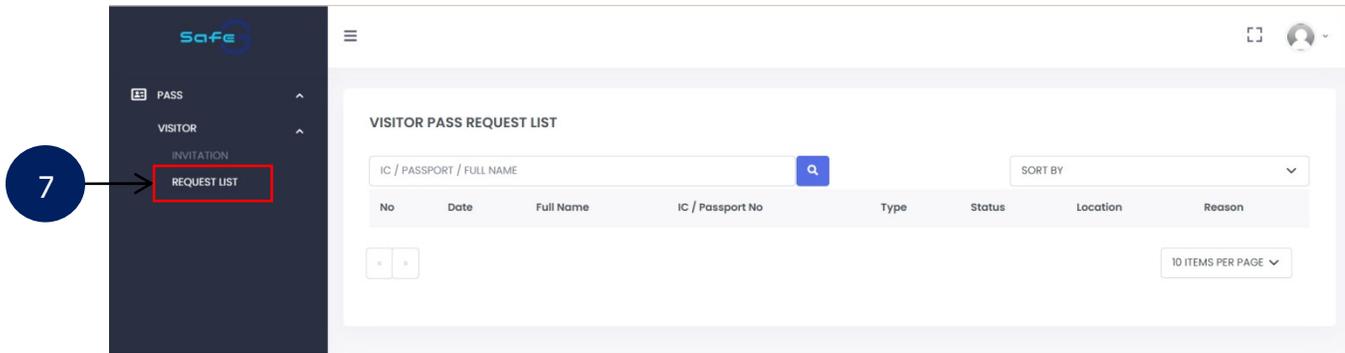
## 2.2.2 VISITOR PASS - *KIOSK*



- Step 1:** The visitor arrives and goes to the kiosk.
- Step 2:** Touch the kiosk screen to begin.
- Step 3:** Select the appropriate option: **“Malaysian/PR”** or **“Foreigner.”**
- Step 4:** Insert MyKAD as directed on the screen. (\*\*For Malaysian/PR option)
- Step 5:** Fill in the required information accurately.
- Step 6:** Submit the details to complete the process.



For Visitor Application via *Kiosk*, Person In Charge (PIC) of the company will receive a notification via email, requesting approval for visit.



**Step 7:** Click "Request List". PIC can either approve or reject the visit application.