Broker Affairs (External Stakeholders) Quick Reference

Royal Malaysian Customs Department (RMCD)

uCustoms

QUICK REFERENCE

The Fundamentals

To Search: Specify the search criteria in the fields and click **Search**.

To Sign Out: Click SIGN OUT located at the top of the screen.

To Sign in as a Different User: Sign out and then on the logon window, enter the alternative user information in the fields and logon.

To Change User Preferences: Click My Profile. In the expandable list, click Preferences. In the **Preferences** window, user can make the required changes to the *Default Port*, *Default Customs Station* and *Default User Profile*.

To Edit Profile Details: Click My Profile. In the expandable list, click Edit Profile. User can make the required changes in the Registration form.

Common Features

Open a record: Click to open a record.

Sort a column: Click the Column heading to sort the records in ascending or descending order.

Delete a record: Select the record to be deleted from the list and click .

User Types and Characteristics

Following Stakeholders can access the Broker Affairs module:

1. Master User.
   - Create License Information
     - Create Qualified Persons Information,
     - Create Intervierw Information,
     - Upload Documents, and
     - View History.
   - Submit License Information

Master User Organization (External Stakeholders)

How to	Action
Open Broker Affairs Page?	Login to uCustoms site, and click **Broker Affairs** menu → **License** sub menu → click  in the **License Information** section
Create License Information?	Enter all the mandatory fields in **License Information Form** → click **Create**. **License Information Form** status changes from *New* to *Created*.
Submit License Information?	In the **License Information** form, click  to : • Create Qualified Persons Details, • Create Interview Information, • View/Upload Documents, and • View History After creating all the required details → click **Submit**.
Edit Agent License Information?	In the **License Information** list → click  (corresponding to the Agent's record to be edited) → edit the required details → click **Save**
Delete License Information?	In the **License Information** form → select the Agent record that needs to be deleted → click **Delete** → confirm Delete action
Search Agent License Information?	In the **License Information** list → enter or select *License No, Agent Code, Requested Date* or *Status* in the search field → click **Search**