



USER MANUAL FOR INDUSTRY

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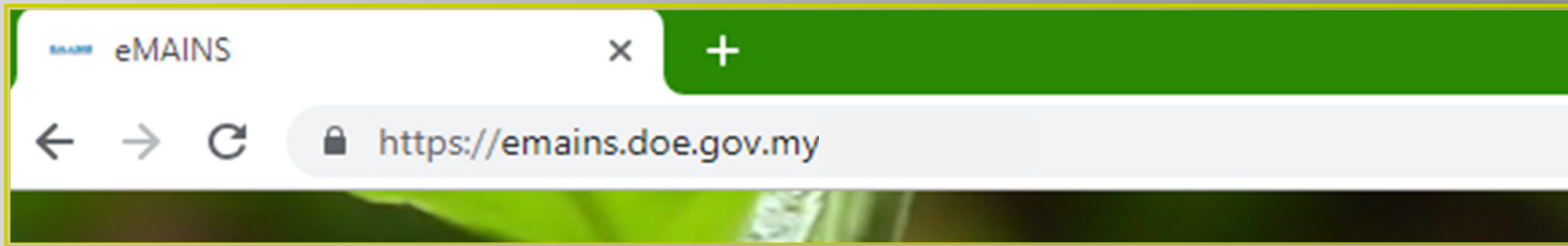
LOGIN TO THE
SYSTEM



EMT
SUBMISSION

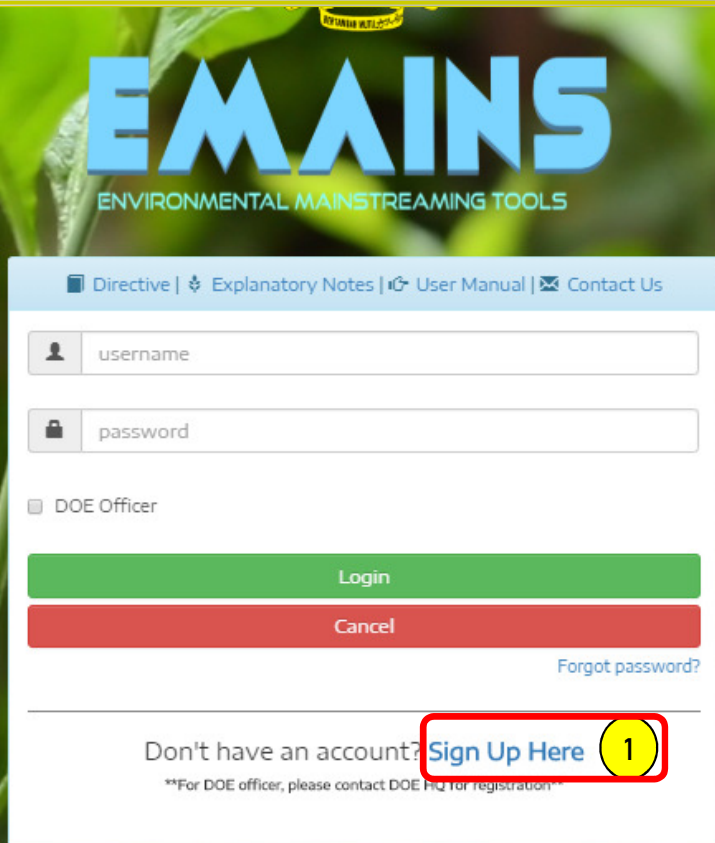
ACCESSING THE SYSTEM

1. The EMAINS System can be accessed via : <https://emains.doe.gov.my>



2. Recommended web browser is Google Chrome with 1024 x 768 resolution

REGISTRATION / SIGN UP



EMAINS
ENVIRONMENTAL MAINSTREAMING TOOLS

Directive | Explanatory Notes | User Manual | Contact Us

username

password

☐ DOE Officer

Login

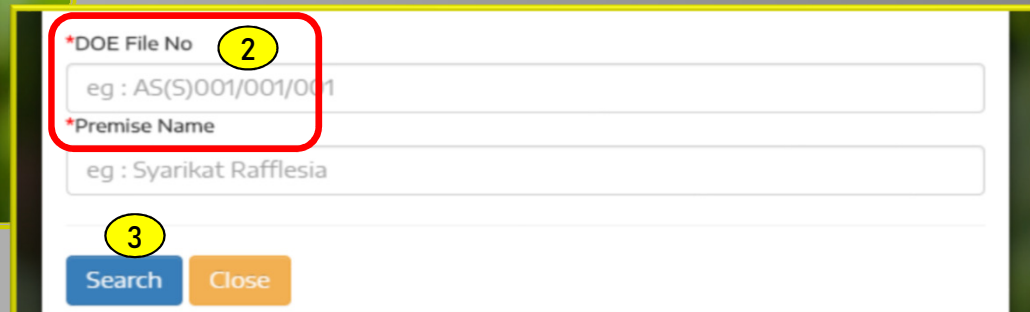
Cancel

[Forgot password?](#)

Don't have an account? [Sign Up Here](#)

For DOE officer, please contact DOE HQ for registration

1. Click "Sign Up Here" and a pop up window will appear.
2. Fill in "DOE File Number" and "Premise Name". Please contact DOE State Officer for your DOE File Number.
3. Click on the button Search. The system will show one of these messages:
 - a) Not Found, Please Contact DOE : *indicates the premise is not registered with DOE EKAS System / wrong DOE File Number / wrong premise name;*
 - b) Have been registered : *indicates the premise has already registered to the system and may proceed with the login;* or
 - c) Your premise name e.g ABC Sdn. Bhd : *successfully found your username and password. You may proceed with the registration by clicking "Sign Up" button.*



*DOE File No

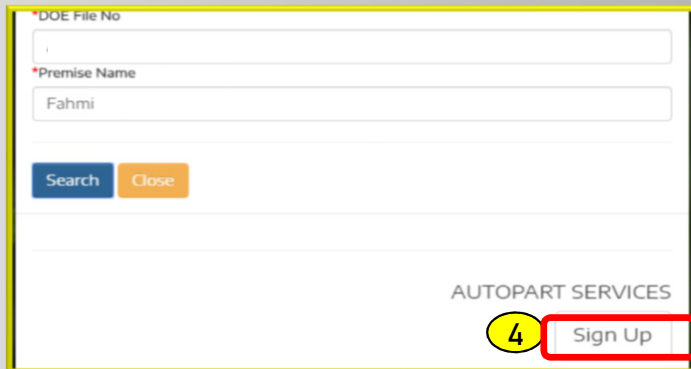
eg : AS(5)001/001/001

*Premise Name

eg : Syarikat Rafflesia

Search Close

REGISTRATION / SIGN UP



A search form with two input fields: "DOE File No" and "Premise Name". The "Premise Name" field contains the text "Fahmi". Below the fields are two buttons: "Search" (blue) and "Close" (orange). At the bottom right, the text "AUTOPART SERVICES" is displayed. A red box highlights the "Sign Up" button, which is located at the bottom right of the form area.

DOE File No

Premise Name

Fahmi

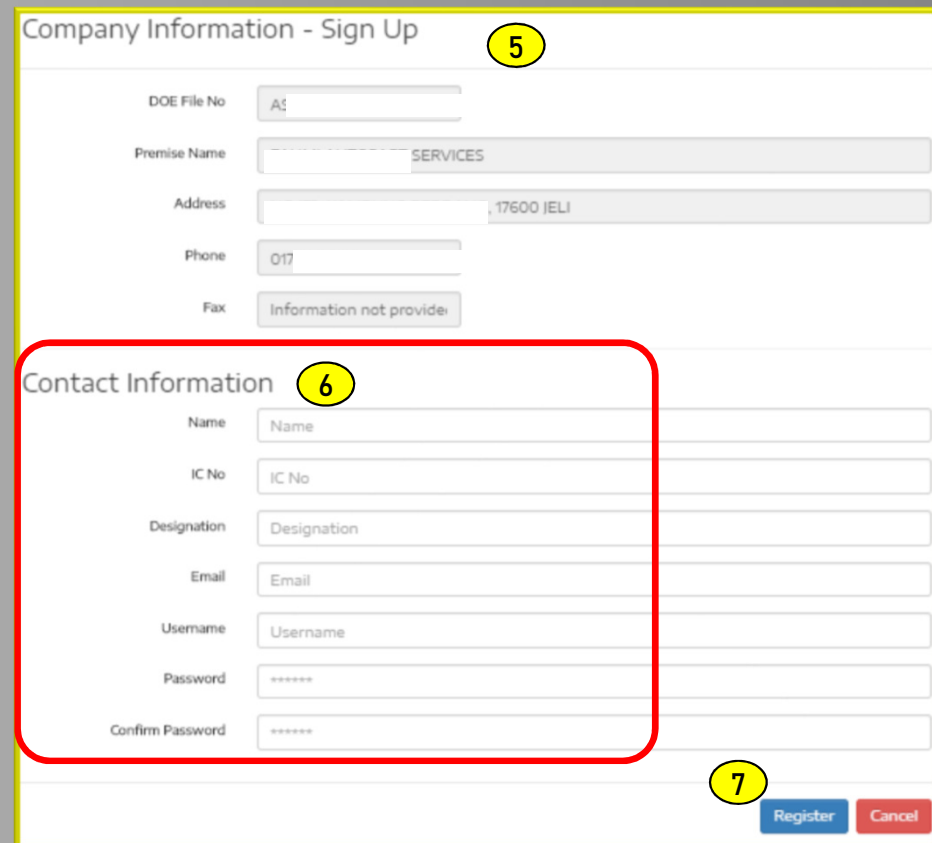
Search Close

AUTOPART SERVICES

4 Sign Up

4. Click on "Sign Up" button to proceed with registration.

5. The system will show premise information. You may contact DOE State Officer for any wrong / not updated information showed.
6. You are required to fill in the contact information. The username and password are required during the log in.
7. Click "Register" button to proceed with the registration. A notification will be sent to the provided email.



A form titled "Company Information - Sign Up" with a yellow circle containing the number 5 next to the title. The form contains several input fields: "DOE File No" (with "A1" entered), "Premise Name" (with "SERVICES" entered), "Address" (with "17600 JELI" entered), "Phone" (with "017" entered), and "Fax" (with "Information not provided" entered). Below these fields is a section titled "Contact Information" with a yellow circle containing the number 6. This section includes input fields for "Name", "IC No", "Designation", "Email", "Username", "Password", and "Confirm Password". At the bottom right of the form, there are two buttons: "Register" (blue) and "Cancel" (red). A yellow circle containing the number 7 is located next to the "Register" button.

Company Information - Sign Up

5

DOE File No A1

Premise Name SERVICES

Address 17600 JELI

Phone 017

Fax Information not provided

Contact Information

6

Name

IC No

Designation

Email

Username

Password

Confirm Password

7 Register Cancel

LOGIN TO THE SYSTEM

The screenshot shows a login interface with the following elements:

- Navigation links: Directive | Explanatory Notes | User Manual | Contact Us
- Username field: Labeled with a yellow circle '1'.
- Password field: Labeled with a yellow circle '1'.
- Role selection: ☐ DOE Officer
- Error message: "Warning! Sign In : Wrong username or password" with a close button (X) and a yellow circle '4'.
- Login button: A green button labeled "Login" with a yellow circle '3'.
- Cancel button: A red button labeled "Cancel".
- Forgot password link: A blue link labeled "Forgot password?" with a yellow circle '2'.
- Sign up link: "Don't have an account? [Sign Up Here](#)"
- Footer note: "**For DOE officer, please contact DOE HQ for registration**"

1. Fill in username and password
2. Click "Forgot Password" if you forgot your password. A new password will be sent to your email.
3. Click "Login" button to proceed.
4. Error message "Warning! Sign in: Wrong username or password" will be displayed for failed login.
5. User will be directed to the main page (dashboard) upon successful login

6

1. Premise information.
2. Authorized person for the premise.
3. Rules and regulation applied to the premise.
4. Detail of the EMT submission such as status and score for the premise.
5. Premise profile where you can update password and authorized person information.
6. Help link to assist premise.
7. Button to log out from the system.

PREMISE PROFILE

The screenshot displays the EMAINS web application interface. At the top, there is a navigation bar with the EMAINS logo, 'Dashboard', and 'Help' links. The main content area is divided into two sections. The left section, titled 'Change Password', contains three input fields: 'Username' (pre-filled with 'fahmiauto'), 'New Password' (placeholder 'Enter New Password'), and 'Confirm Password' (placeholder 'Confirm New Password'). Below these fields is an 'Update' button. The right section, titled 'Change Authorized Person', contains four input fields: 'Email' (pre-filled with 'rafyisurdo@ezehe.com'), 'Name' (pre-filled with 'fahmi'), 'IC No' (pre-filled with '12345621212'), and 'Designation' (pre-filled with 'enviro'). Below these fields is an 'Update' button. At the bottom of the page, there are two buttons: 'Update Password' (orange) and 'Update Authorized Person' (blue). Red arrows point from these buttons to the respective forms above them. The 'Update Password' button is labeled with a yellow circle containing the number '1', and the 'Update Authorized Person' button is labeled with a yellow circle containing the number '2'.

EMAINS Dashboard Help

Change Password

Username fahmiauto

New Password Enter New Password

Confirm Password Confirm New Password

Update

Change Authorized Person

Email rafyisurdo@ezehe.com

Name fahmi

IC No 12345621212

Designation enviro

Update

1 Update Password

2 Update Authorized Person

This page allows you to update password and update email of the authorized person.

1. Click "Update Password" and a pop up window will appear. Fill in new password and confirm password field. Click "Update" button.
2. Click "Update Authorized Person" button and a pop up window will appear. You can update new email by fill in Email field.

6 EMT SUBMISSION

EMAINS Dashboard Help

ABCSDN. BHD
DOE File No : AS(B)CDF123/1/1

NO 5, JALAN MEGAH, KAJANG,
SELANGOR

afyisurdo@ezehe.com

Authorized Person ABU BIN
ID 12345621212 ADULLAH
Designation PEGAWAI ALAM
SEKITAR

Rules and regulation applied

- ☐ Environmental Quality (Industrial Effluent) 2009
- ☐ Environmental Quality (Sewage) 2009
- ☐ Environmental Quality (Prescribe Premise)(Crude Palm Oil) 1977
- ☒ Environmental Quality (Schedule Waste) 2005
- ☐ Environmental Quality (Clean Air) 2014

EMT Submission Status

Started Date	Completed Date	Type	Status	Tool Completed	Score	EMT Assessment
<div>1 Start</div>						

1. At the dashboard page, click “Start” button.
2. An alert message asking “Do you want to proceed” will pop up after clicking the “Start” button. Click OK button to proceed.
3. The first page of EMT form will appear. You are required to complete 9 steps in this submission process which includes 7 tools/forms to be filled in, 1 page for uploading documents and 1 page for submission declaration.

EMAINS Dashboard Help

Step 1 Tool 1: EP Step 2 Tool 2: EQ Step 3 Tool 3: EISC Step 4 Tool 4: EP Step 5 Tool 5: EIC Step 6 Tool 6: EISC Step 7 Tool 7: EP Step 8 File Upload Step 9 Submission

Previous Next Save as draft and exit Submit

Tool 1: Environmental Policy

Is the implementation of the tool 1: Environmental Policy complete?
☒ Yes ☐ No

Date of Implementation :
mm/dd/yyyy

Subject	Status
	Yes No
The EP must stand on its own and must not be combined with other aspects such as quality, health and safety, etc.	<input type="radio"/> <input type="radio"/>
The EP should focus only on environmental aspects which reflect the management commitment and new strategy in handling environmental pollution and control in tandem with Self Regulation culture.	<input type="radio"/> <input type="radio"/>
The EP is communicated to all staff	<input type="radio"/> <input type="radio"/>

6 EMT SUBMISSION

EMTS Dashboard

Step 1: EP Step 2: EB Step 3: EHC Step 4: EP Step 5: EC Step 6: EHC Step 7: ET Step 8: File Upload Step 9: Submission

Previous Next Save as draft and exit Submit

Tool 2: Environmental Budgeting

Is the implementation of the tool 2 : Environmental Budgeting complete?
* Yes No

Date of Implementation :
mm/dd/yyyy

Subject	Status	Yes	No
Budget allocation for responsive actions, including:			
i. Training		<input checked="" type="radio"/>	<input type="radio"/>
ii. Change in legislations		<input checked="" type="radio"/>	<input type="radio"/>
iii. Facilities		<input type="radio"/>	<input checked="" type="radio"/>
In Progress			
Provision of regular environmental training programme		<input checked="" type="radio"/>	<input type="radio"/>
Adapt to change in legislation(more stringent)		<input type="radio"/>	<input type="radio"/>
Environmental facilities operational costs which includes sludge disposal cost, performance monitoring activities, preventive maintenance, etc.		<input checked="" type="radio"/>	<input type="radio"/>
Contingency Plan		<input checked="" type="radio"/>	<input type="radio"/>

Assessment of strength of Tool 2 : Environmental Budgeting

Good : 70

Previous Next Save as draft and exit Submit

- This shows the 9 steps to be completed by premise. It comprises 7 EMT tools, files upload form and EMT submission form.
- Click "Previous" button to go back to the previous step.
- Click "Next" button to proceed to the next step.
- Click "Save as draft and exit" to exit the EMT process. System will save the information as draft and you can continue the updating and submitting of EMT later by clicking "Proceed to Updating/Submitting EMT" link on the dashboard.
- Click "Submit" button if you have completed the EMT form and wish to submit to EMT DOE. You are not allowed to edit /update submitted EMT.
- EMT form to be filled in.
- This bar shows score for each tool.
- You are required to answer all tools before submitting the EMT form to DOE at steps number 8.



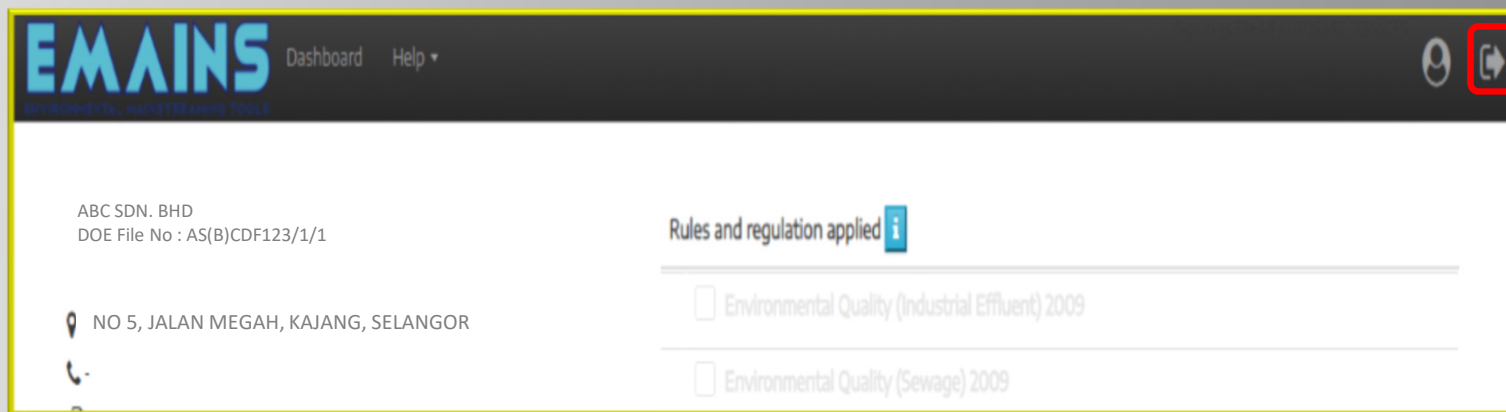
EMT SUBMISSION

12. The status of the EMT will be changed to “Being Review” once you submitted the EMT form. The status “Completed” indicates that DOE has finished reviewing the EMT form submitted.

EMT Submission Status

Started Date	Completed Date	Type	Status	Tool Completed	Score		
13/03/2019	14/03/2019	Voluntarily	Completed	5/7	79		
			Start				

LOG OUT



You can log out from the system by clicking “Log Out” button.



THANK YOU