eLASIS Storefront Step-by-Step Account Registration's Guide

BASIC ACCOUNT REGISTRATION

1. Launch a web browser, either **Mozilla Firefox** or **Chrome**. Key in the site URL for the **eLASIS Storefront**.

2. In the **Login Corner,** click the **Sign Up** button to register a new account.

6. Select **Basic User Package** and click the **Register** button.

   Note: Descriptions of the packages are at the bottom of the page.

7. **New Registration for Basic Package** will be displayed. Fill in all the required details in the registration forms and click the **Create Account** button.

   Note: Use an active email account for the registration. The system will display the successful registration page and an email will be sent for account activation.

5. Login to your email account and view the eLASIS New Account activation email.

6. Click the activation link in the email or copy and paste the link to your web browser.

7. The system will display the successful account activation and you will login for the first time.

7. Click the provided **"here"** link to go to the **eLASIS** Storefront home screen.

8. You may start shopping or click the **Logout** link to logout from the system.

PREMIUM ACCOUNT REGISTRATION

1. Launch a web browser, either **Mozilla Firefox** or **Chrome**. Key in the site URL for the **eLASIS Storefront**.

2. In the **Login Corner,** click the **Sign Up** button to register a new account.

3. Select **Premium User Package** and click the **Register** Button.

   Note: Descriptions of the packages are at the bottom of the page.

4. **New Registration for Premium Package** will be displayed. Fill in all the required details in the registration forms and click the **Save Application Form** button.

   Note: Use an active email account for the registration. The system will display the successful registration page and an email will be sent for account activation.

5. Click the **Print Application Form**. The system will generate the application form in PDF format. Save or Print out the form.

   Note: You will receive an email containing the link to download the Premium User Account Request Form. This email serves as an additional option to retrieve the form for reprinting purposes.

6. On the printed form, complete the information under Section A (3) and A (4).

7. Submit the form together with the supporting document(s) to a **One Stop Counter** at the **Department of Land and Survey Sarawak**.

8. Upon successful registration, you will receive an email from **eLASIS** for New Account activation.

    Note: A Land and Survey Officer will notify the applicant if the application is not eligible for Premium Account Registration.

9. Click the activation link in the email or copy and paste the link to your web browser.

10. The system will display the successful account activation and you will login for the first time.

11. Click the provided **"here"** link to go to the **eLASIS** Storefront home screen.

12. You may start shopping or click the **Logout** link to logout from system.

UPGRADE FROM BASIC TO PREMIUM ACCOUNT

1. Login to the **eLASIS Storefront** using your existing Basic Account Username & Password.

2. Click the **Profile** link to go to the edit user profile page.

3. Click the **Apply for Upgrade to Premium Package** button.

4. Upgrade for Premium Package will be displayed. Fill in all the mandatory fields and click the **Upgrade to Premium Account** button.

    Note: For Companies that are Registered in Malaysia, details such as Company Name, BRN, and Company Address can be used.

5. Click the **Print Application Form**. The system will generate the application form in PDF format. Save or Print out the form.

    Note: You will receive an email containing the link to download the Premium User Account Request Form. This email serves as an additional option to retrieve the form for reprinting purposes.

6. On the printed form, complete the information under Section A (3) and A (4).

7. Submit the form together with the supporting document(s) to a **One Stop Counter** at the **Department of Land and Survey Sarawak**.

8. Upon successful registration, you will receive an email from **eLASIS** for New Account activation.

    Note: A Land and Survey Officer will notify the applicant if the application is not eligible for Premium Account Registration.

9. Click the activation link in the email or copy and paste the link to your web browser.

    Note: Your previous User Account (Basic) will remain inactive until you activate your Premium Account.

10. The system will display the successful account activation and you will login for the first time.

11. Click the provided **"here"** link to go to **eLASIS** Storefront home screen.

12. You may start shopping or click the **Logout** link to logout from system.