

eLASIS Storefront Step-by-Step Account Management Guide



EDITING USER PROFILE

Note: You must have an account in the system. Your Full Name, Nationality, Identification Number, Company Name and Registration Number are not editable once your application has been approved. Contact the Land and Survey Department Sarawak if you wish to update this information.

1. To edit your profile, you need to login to the system. Enter your Username and Password, then click the **LOGIN** button.

Map Sales | Land Registry Search Land and Survey Department Sarawak

Welcome to eLASIS login page [Demo Version]

Enjoy the benefits of online purchase of land registry and map products by signing up an eLASIS account today.
Click on the Sign Up link under the "Login Corner" to create an account.

Account Sign Up

- » Sign Up
- » Forgot Password?

Online Document Verification

- » Extract of Title (EOT) & Extract of Strata Title (EOST)

Logon to eLASIS

Username:

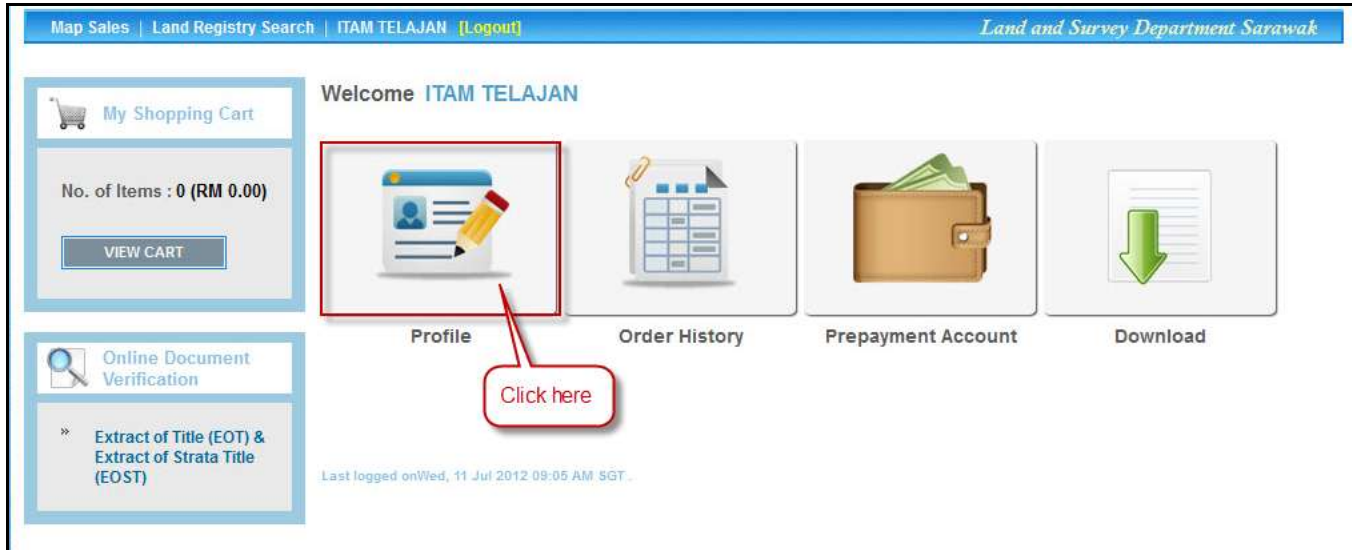
Password:

*Password is case sensitive

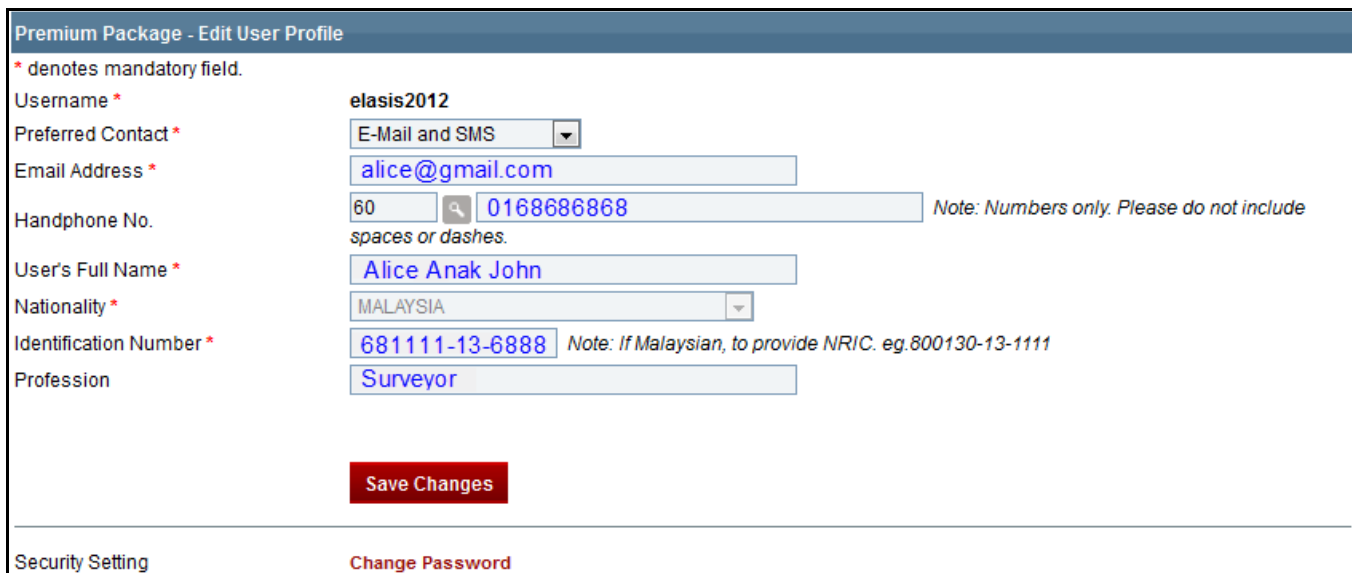
LOGIN

2. To go to your profile, click the **Profile** icon.

eLASIS Storefront Step-by-Step Account Management Guide



3. You will see a similar user profile screen below. Edit your details and then click the **Save Changes** button.



4. Upon successful update of your profile, the message “**Updated successfully**” will pop-up on the top left corner of your page.



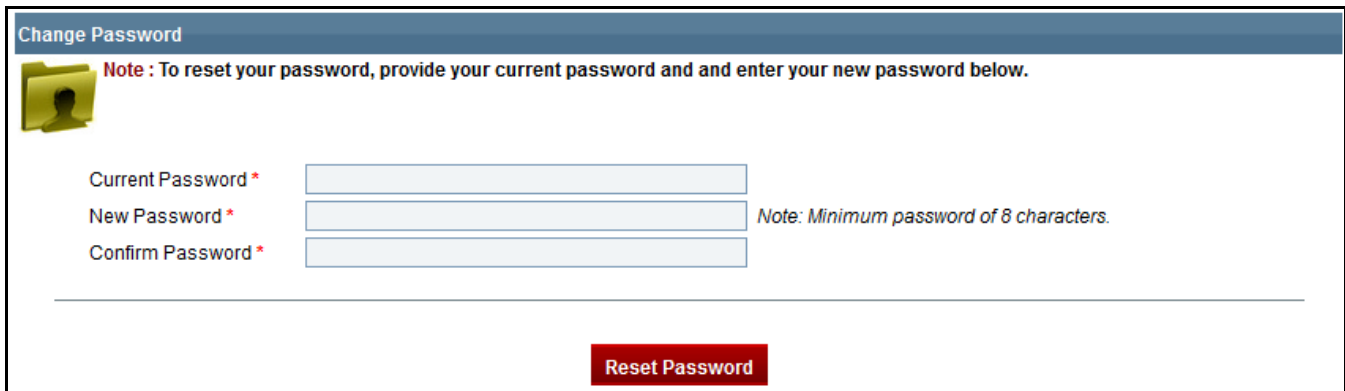
CHANGING PASSWORD

Note: Your new password must not be the same as your current password and must be at least 8 characters in length. It is case sensitive.

1. To change your password, you need to go to your User Profile. To go to your User Profile, you need to login to the system.

eLASIS Storefront Step-by-Step Account Management Guide

2. Click the **Change Password** link next to the Security Setting at the bottom of your User Profile page.
3. You will see the screen below. Enter the Current Password, New Password and Confirm Password. All fields are mandatory.



The screenshot shows a 'Change Password' form. At the top, there is a blue header with the text 'Change Password'. Below the header, a yellow folder icon is followed by a red note: 'Note : To reset your password, provide your current password and and enter your new password below.' The form contains three input fields: 'Current Password *', 'New Password *', and 'Confirm Password *'. To the right of the 'New Password *' field, there is a note: 'Note: Minimum password of 8 characters.' At the bottom center of the form, there is a red button labeled 'Reset Password'.

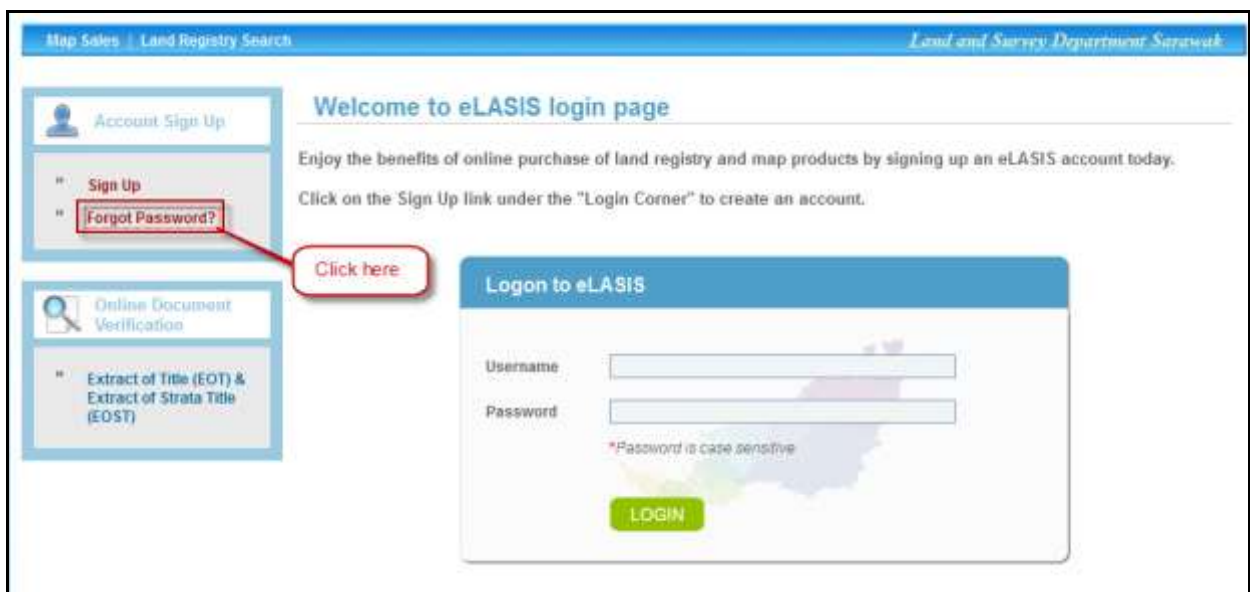
4. Once done, click the **Reset Password** button. A message will pop-up on the top left screen: "Password has been changed successfully".
5. You may click the **Back to home page** link or logout and try to login using your new password.



FORGOT PASSWORD

Note: You are required to enter your email address or Identification number. Your email address must be identical to the one that you used during the registration of your account.

1. If you forget your password, you need to reset your password before you can login to the system. To reset your password, click the **Forgot Password?** link.




The screenshot shows the eLASIS login page. At the top, there is a blue header with the text 'Map Sales | Land Registry Search' on the left and 'Land and Survey Department Sarawak' on the right. Below the header, there is a 'Welcome to eLASIS login page' section. On the left side, there is a 'Account Sign Up' section with a blue header and a list of links: 'Sign Up', 'Forgot Password?', and 'Online Document Verification'. The 'Forgot Password?' link is highlighted with a red box, and a red callout bubble with the text 'Click here' points to it. Below the 'Account Sign Up' section, there is a 'Logon to eLASIS' section with a blue header and two input fields: 'Username' and 'Password'. Below the 'Password' field, there is a note: '*Password is case sensitive'. At the bottom of the 'Logon to eLASIS' section, there is a green button labeled 'LOGIN'.

eLASIS Storefront Step-by-Step Account Management Guide

2. On the next screen below, enter your **Email Address** or **Identification Number** to reset your password and then click **Submit**.

Forgot your Password ?

 **Note :** To reset your password, type the full email address or identification number you use for your online transaction with us.

Email Address

OR

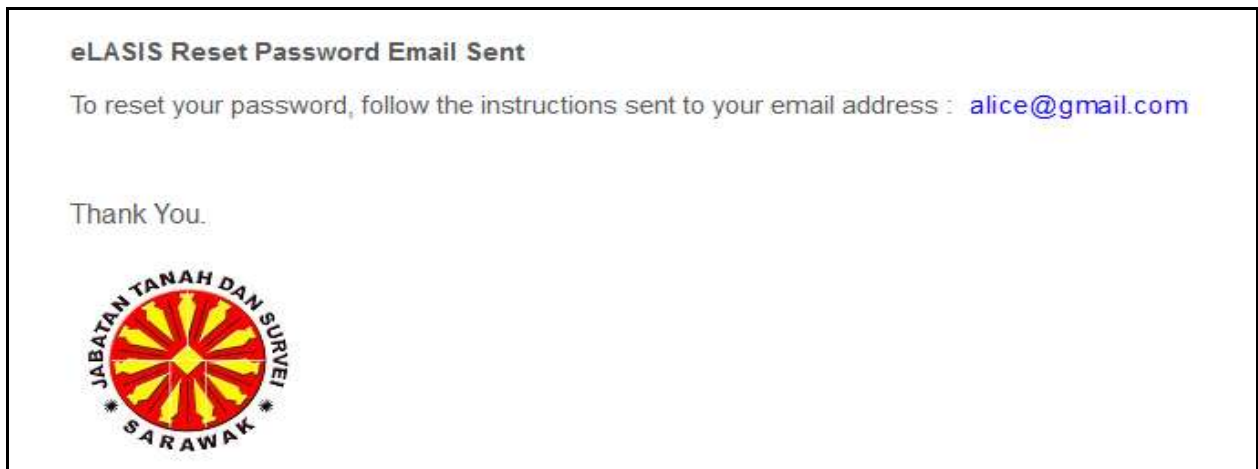
Identification Number

Note: If Malaysian, to provide NRIC. eg. 800130-13-1111

1. Choose one and enter the details accordingly

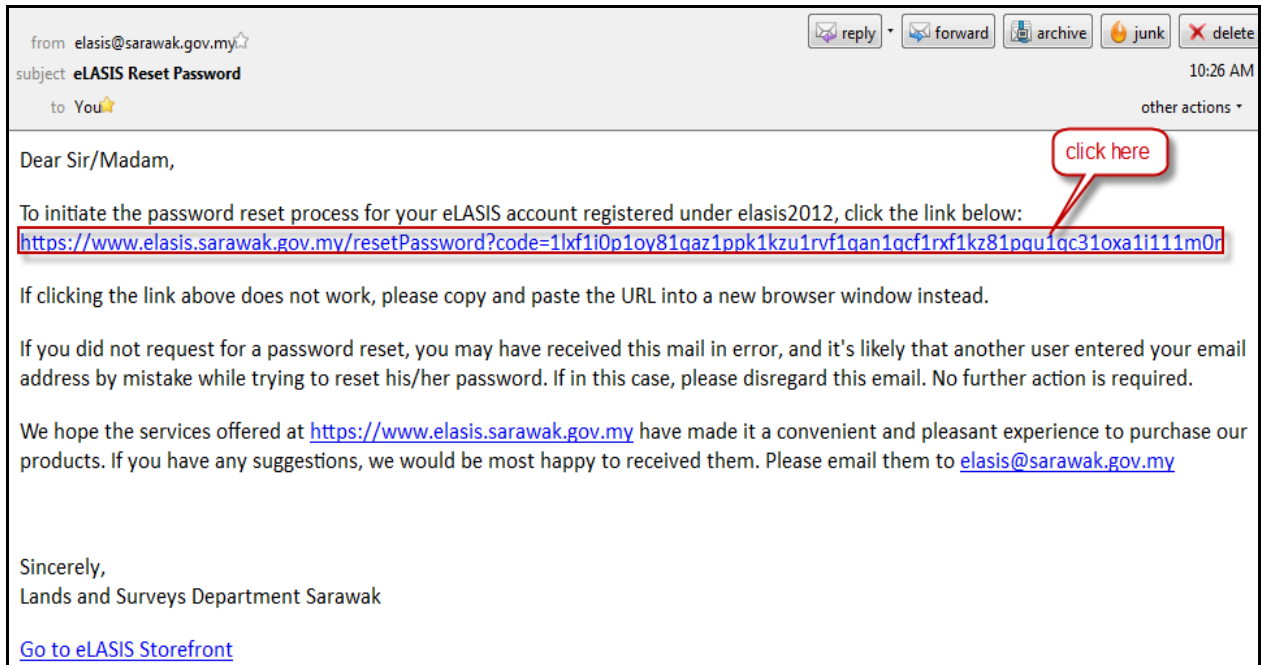
2. Click here

3. A link with instructions to reset your password will be sent to the email address that you entered during the registration of your account. Refer to the screen below for an example of the message.



4. Login to your E-mail Account and open the email, you will see a message similar to that shown below. Read and follow the instructions written in the email.

eLASIS Storefront Step-by-Step Account Management Guide



- Once you click the link provided in your email, you will see the screen below. Enter your New Password and Confirm the Password in the spaces provided, then click **Reset Password**.

Reset Password

Note: Select your new password and enter it below.

Username elasis2012

New Password * Note: Minimum password of 8 characters.

Confirm Password *

- If you are successful, you will see your eLASIS home page. You may logout and login again using your new password.



UNLOCKING USER ACCOUNT

Note: Please refer to the section on *Forgot Password* to reset your password.

- If you fail to login to eLASIS after 3 attempts, your account will be automatically locked. This is a security feature of the system to prevent unsolicited attempts to access your account.

eLASIS Storefront Step-by-Step Account Management Guide



The screenshot shows the 'Login to eLASIS' page. It features a blue header with the title 'Login to eLASIS'. Below the header are two input fields: 'Username' and 'Password'. A red asterisk indicates that the password is case sensitive. A red error message states: 'Your account has been locked upon 3 failed login attempts. To reset Password, click on Forgot Password under the "Account Sign Up"'. At the bottom of the form is a green 'LOGIN' button.

2. Once your account has been locked, you need to reset your password. To reset your password, please follow the steps outlined in **Forgot Password** above.