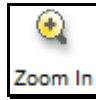


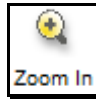
eLASIS Storefront Step-by-Step Purchaser's Guide



HOW TO PURCHASE A CADASTRAL MAP SHEET (HARDCOPY)

1. Click the **Map Sales** link from the menu or click the **Begin Search** button at the product description pages.
2. Click **Cadastral Map Sheet**.





3. You may search by **Map sheet**, **Zoom**  function or **Parcel Lot**. If you search by Parcel Lot, select **Division**, **District**, **Block/Section** and **Lot Number** from the drop-down list. Click the **Search** button. The system will search for the Parcel Lot and display the area based on your search criteria.

4. If you use the **Zoom** function, zoom in to the area of interest until the Parcel Lot appears,



then use the  tool function to select the parcel lot.

5. Click the **Shopping Cart**  icon to add the item to your shopping cart.
6. Specify the quantity, choose **Hardcopy** as the output format and click the **Add2Cart** button. Then, click the **Close** button. The system will prompt you with a notification message and the cart icon will display the quantity and price of the item(s) you added to the cart at the top right window screen.

7. To check on item(s) you added to the **Shopping Cart**, click the **cart**  icon on the top right window screen. The system will show the item(s) you added to the **Shopping Cart** under **Direct Payable Item**.

Note: Non Direct Payable Items are restricted products that require approval from relevant authorities before one can purchase the product.

8. You may remove the selected item from the shopping cart by clicking on the **Delete** button. Click **OK** to confirm.
9. To search for another Cadastral Map Sheet, click the **Continue shopping** button and repeat steps 3 to 6.
10. To checkout, click the **Continue** button and the item summary will be displayed under the **Direct Payable Item** column.
11. Choose your **Collection Point** and click the **Confirm** button.
12. Click the **Confirm** button and the payment options screen will be displayed. Please select the method of payment:

- **Bank Account Direct Debit** via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia

eLASIS Storefront Step-by-Step Purchaser's Guide


- **Credit Card** via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia
- **Prepayment Account(s)** with the Sarawak Land & Survey Department, Malaysia

[Bank Account Direct Debit or Credit Card via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia](#)

If you opt to use Bank Account Direct Debit or Credit Card via Paybills Malaysia, click the **GO** button and the **Paybills Malaysia Payment Gateway** screen will pop-up.

Note: If you do not see the pop-up window, please check your web browser settings.

*For **Mozilla Firefox** version 8.0 and above, go to **Tools > Options > Content**. Make sure 'Block pop-up windows' is not ticked.*

*For **Chrome**, if pop-ups have been blocked, you'll see the  icon in the address bar.*

- Click the icon to see a list of the blocked pop-ups.
 - Click the link for the pop-up window that you'd like to see.
 - To always see pop-ups for the site, select "**Always show pop-ups from [site].**" The site will be added to the exceptions list, which you can manage in the Content Settings dialog.
 - Once you have done this, click the **Re-Submit** button to view the pop-up **Payment Gateway** screen.
- a) Select the bank from the **Payment Channel** drop-down list and click the **Submit** button.
 - b) A Payment Acknowledgement Page will be shown to acknowledge that you have initiated a payment.
 - c) Click **Continue** and you will be redirected to the internet banking services that you have selected. This payment will be **cancelled** if you do not complete the payment authorization process required by the bank.
 - d) Login using your ebanking account. You are required to follow the security requirements specified by your bank. The Payment Acknowledgement screen will appear to indicate the completion of your ebanking process.
 - e) Different banks have slightly different processes. All transactions will be updated by Paybills Malaysia by noon of the next working day.

[Credit Card via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia](#)

- a) If you opt to use Credit Card via Paybills Malaysia, click the **GO** button and the **Paybills Malaysia Payment Gateway** screen will pop-up.
- b) Select **Credit Card – Master/Visa** from the Payment Channel drop-down list and click the **Submit** button.
- c) Select your preferred payment method by clicking on the credit card logo.

eLASIS Storefront Step-by-Step Purchaser's Guide

- d) Enter your card details (**Card Number**, **Expiry Date** and **Security Code**) and click the **Pay** button.
- e) Click the **Request TAC** button to request a TAC (Transaction Authorisation Code), to be used to confirm your purchase, from your bank. The TAC will be sent to your Mobile Phone.
- f) Once you receive the TAC, enter it in the space provided and click the **Submit** button.

[Prepayment Account\(s\) with the Sarawak Land & Survey Department, Malaysia](#)



If you opt to use a prepayment account, choose the account you want to use and click the **GO** button. The **Payment Confirmation** screen will be displayed. Click **Confirm** to make the payment using the available balance in your prepayment account.

*Note: Make sure you have sufficient balance in your account to pay for your purchase. You may **Top Up** your prepayment account.*

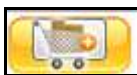
13. To view your **Order History**, go to Home at the **eLASIS Storefront**. Click the Order Reference Number to load the order details. The **Status** column indicates the progress of each item.
Note: There is a waiting time between Payment Completion and Product Readiness.
14. Once the product is ready for collection, you will be notified via Email/SMS to collect the product at the collection point you chose earlier. You are required to present your **Identity Card** or **Collection Slip** to the counter officer for collection of the product.

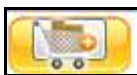



HOW TO PURCHASE A CADASTRAL MAP SHEET (SOFTCOPY: PDF)

1. Click the **Map Sales** link from the menu or click the **Begin Search** button at the product description pages.
2. Click **Cadastral Map Sheet**.
3. You may search by **Map sheet**, **Zoom**  function or **Parcel Lot**. If you search by Parcel Lot, select **Division**, **District**, **Block/Section**, and **Lot Number** from the drop-down list. Click the **Search** button. The system will search for the Parcel Lot and display the area based on your search criteria.
4. If you use the **Zoom function**, zoom in to the area of interest until the Parcel Lot appears and then use the  tool function to select the parcel lot before you add it to the shopping cart.

eLASIS Storefront Step-by-Step Purchaser's Guide



5. Click the **Shopping Cart**  icon to add the item to your shopping cart.
6. Choose **Softcopy (PDF)** as the Output Format and click the **Add2Cart** button, then click the **Close** button. The system will prompt you with a notification message and on the top right window screen, the cart icon will display the quantity and price of the item(s) you added to the cart.

7. To check on item(s) you added to the **Shopping Cart**, click the **cart**  icon on the top right window screen. The system will show the item(s) you added to the **Shopping Cart** under **Direct Payable Item**.

Note: Non Direct Payable Items are restricted products that require approval from relevant authorities before one can purchase the product.


8. You may remove the selected item from the shopping cart by clicking on the **Delete** button. Click the **OK** button to confirm.
9. To search for another Cadastral Map Sheet, click the **Continue shopping** button and repeat Steps 3 to 6.
10. To checkout, click the **Continue** button and the item summary will be displayed under the **Direct Payable Item** column.
11. Choose your **Collection Point** and click the **Confirm** button.
12. Click the **Confirm** button and the payment options screen will be displayed. Please select the method of payment:
 - **Bank Account Direct Debit** via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia
 - **Credit Card** via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia
 - **Prepayment Account(s)** with the Sarawak Land & Survey Department, Malaysia

[Bank Account Direct Debit or Credit Card via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia](#)

If you opt to use Bank Account Direct Debit or Credit Card via Paybills Malaysia, click the **GO** button and the **Paybills Malaysia Payment Gateway** screen will pop-up.

Note: If you do not see the pop-up window, please check your web browser settings.

*For Mozilla Firefox version 8.0 and above, go to **Tools > Options > Content**. Make sure 'Block pop-up windows' is not ticked.*

For Chrome, if pop-ups have been blocked, you'll see the  icon in the address bar.

- *Click the icon to see a list of the blocked pop-ups.*
- *Click the link for the pop-up window that you'd like to see.*

eLASIS Storefront Step-by-Step Purchaser's Guide

- To always see pop-ups for the site, select "**Always show pop-ups from [site].**" The site will be added to the exceptions list, which you can manage in the Content Settings dialog.
 - Once you have done this, click the **Re-Submit** button to view the pop-up **Payment Gateway** screen.
- a) Select the bank from the **Payment Channel** drop-down list and click the **Submit** button.
 - b) A Payment Acknowledgement Page will be shown to acknowledge that you have initiated a payment.
 - c) Click **Continue** and you will be redirected to the internet banking services that you have selected. This payment will be **cancelled** if you do not complete the payment authorization process required by the bank.
 - d) Login using your ebanking account. You are required to follow the security requirements specified by your bank. A Payment Acknowledgement screen will appear to indicate the completion of your ebanking process.
 - e) Different banks have slightly different processes. All transactions will be updated by Paybills Malaysia by noon of the next working day.

[Credit Card via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia](#)

- a) If you opt to use Credit Card via Paybills Malaysia, click the **GO** button and the **Paybills Malaysia Payment Gateway** screen will pop-up.
- b) Select **Credit Card – Master/Visa** from the Payment Channel drop-down list and click the **Submit** button.
- c) Select your preferred payment method by clicking on the credit card logo.
- d) Enter your card details (**Card Number**, **Expiry Date** and **Security Code**) and click the **Pay** button.
- e) Click the **Request TAC** button to request a TAC (Transaction Authorisation Code), to be used to confirm your purchase, from your bank. The TAC will be sent to your Mobile Phone.
- f) Once you receive the TAC, enter it in the space provided and click the **Submit** button.

[Prepayment Account\(s\) with the Sarawak Land & Survey Department, Malaysia](#)

If you opt to use a prepayment account, choose the account you want to use, click the **GO** button and the **Payment Confirmation** screen will be displayed. Click **Confirm** to make the payment using the available balance in your prepayment account.

*Note: Make sure you have sufficient balance in your account to pay for your purchase. You may **Top Up** your prepayment account.*

13. To view your **Order History**, go to Home at the **eLASIS Storefront**. Click the Order

eLASIS Storefront Step-by-Step Purchaser's Guide

Reference Number to load the order details. The **Status** column indicates the progress of each item.

Note: There is a waiting time between Payment Completion and Product Readiness.

14. Once the product is ready for download, you will be notified via Email/SMS.
15. Login to the **eLASIS Storefront** and click the **Download** link to download the product that has been purchased.


Note: Please download the item within the timeframe given. Once the product has expired, you will not be able to download the product and you will have to re-purchase it.



HOW TO PURCHASE A CADASTRAL MAP SHEET (SOFTCOPY: VECTOR)


Note: For Premium Users only. The Sarawak State Secretary's approval is required for the purchase of this product.


1. Login to the eLASIS Storefront. Enter your **username** and **password**. Click the **Login** button.
Note: If you are a current user with a Basic Account, you are required to apply for an Upgrade to a Premium Package in order to request this product. Check your user account under your Profile link.
2. Click the **Map Sales** link from the menu or click the **Begin Search** button at the product description pages.
3. Click **Cadastral Map Sheet**.

4. You may search using the **Parcel Lot, Mapsheet** or **Zoom**  functions.
5. If you search by using the **Map Sheet** method, enter the map sheet number. eg. **Map Sheet: K091204** and then click the **Search** button.

If you search by **Parcel Lot**, select the **Division, District, Block/Section**, and **Lot Number** from the drop-down list or key in the search value in the space provided. Then, click the **Search** button.

If you use the **Zoom** function, zoom in to the area of interest until the Parcel Lot appears and

then use the  tool function to select the parcel lot before adding it to the shopping cart.

6. Choose **Softcopy (Vector)** as the output format, click the **Add2Cart** button then click the **Close** button. The system will prompt you with a notification message and the cart icon will display the quantity and price.
7. To check on item(s) you added to the **Shopping Cart**, click the **cart**  icon on the top right window screen. The system will show the item(s) you added to the **Shopping Cart** under **Non Direct Payable Item**.

eLASIS Storefront Step-by-Step Purchaser's Guide

Note: Non Direct Payable Items are restricted products that require approval from relevant authorities before one can purchase the product.

8. You may remove the selected item from the shopping cart by clicking on the **Delete** button. Click the **OK** button to confirm.
9. To search for another Cadastral Map, click the **Continue shopping** button and repeat Steps 3 to 6.
10. To checkout, click the **Continue** button and an item summary will be displayed under the **Non Direct Payable Item** column.
11. You are required to key in the justification for purchasing the product. Click the **confirm** button. An order reference page will be displayed.
12. You will receive the **Application Letter** link in your email. You may print out the letter from the given link provided. Follow the steps below to print out the letter from your email: -
 - Login to your registered email and click the email from admin@elasis.gov.my. The email will display the link for the **Application Letter**.
 - Click the link to load the application form. The application form will be displayed on a new browser page.
 - Key in all the required fields and click the **Simpan & Cetak** button. A pre-formatted form will be displayed in preview mode.
 - Print out and submit the completed form to the Department of Land and Survey, Sarawak, or directly to the Sarawak State Secretary's office.
13. You will be notified on the status of your application via Email/SMS. If your application has been approved, you will receive an Email/SMS with payment instructions.
14. Login to the eLASIS Storefront. Go to **Order History** and click the order reference number. Select the product to pay and click the **Make Payment** button. The Payment Summary page will be displayed.
15. Click the **Confirm** button and the payment options screen will be displayed. Please select the method for payment:
 - **Bank Account Direct Debit** via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia
 - **Credit Card** via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia
 - **Prepayment Account(s)** with the Sarawak Land & Survey Department, Malaysia

[Bank Account Direct Debit or Credit Card via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia](#)

If you opt to use Bank Account Direct Debit or Credit Card via Paybills Malaysia, click the **GO**

eLASIS Storefront Step-by-Step Purchaser's Guide

button and the **Paybills Malaysia Payment Gateway** screen will pop-up.

Note: If you do not see the pop-up window, please check your web browser settings.

*For **Mozilla Firefox** version 8.0 and above, go to **Tools > Options > Content**. Make sure 'Block pop-up windows' is not ticked.*

*For **Chrome**, if pop-ups have been blocked, you'll see the  icon in the address bar.*

- Click the icon to see a list of the blocked pop-ups.
- Click the link for the pop-up window that you'd like to see.
- To always see pop-ups for the site, select "**Always show pop-ups from [site].**" The site will be added to the exceptions list, which you can manage in the Content Settings dialog.
- Once you have done this, click the **Re-Submit** button to view the pop-up **Payment Gateway** screen.

- a) Select the bank from the **Payment Channel** drop-down list and click the **Submit** button.
- b) A Payment Acknowledgement Page will be shown to acknowledge that you have initiated a payment.
- c) Click **Continue** and you will be redirected to the internet banking services that you have selected. This payment will be **cancelled** if you do not complete the payment authorization process required by the bank.
- d) Login using your ebanking account. You are required to follow the security requirements specified by your bank. A Payment Acknowledgement screen will appear to indicate the completion of your ebanking process.
- e) Different banks have slightly different processes. All transactions will be updated by Paybills Malaysia by noon on the next working day.

[Credit Card via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia](#)

- a) If you opt to use Credit Card via Paybills Malaysia, click the **GO** button and the **Paybills Malaysia Payment Gateway** screen will pop-up.
- b) Select **Credit Card – Master/Visa** from the Payment Channel drop-down list and click the **Submit** button.
- c) Select your preferred payment method by clicking on the credit card logo.
- d) Enter your card details (**Card Number**, **Expiry Date** and **Security Code**) and click the **Pay** button.
- e) Click the **Request TAC** button to request a TAC (Transaction Authorisation Code), to be used to confirm your purchase, from your bank. The TAC will be sent to your Mobile Phone.
- f) Once you received the TAC, enter it in the space provided and click the **Submit** button.

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[Prepayment Account\(s\) with the Sarawak Land & Survey Department, Malaysia](#)

If you opt to use a prepayment account, choose the account you want to use and click the **GO** button. The **Payment Confirmation** screen will be displayed. Click **Confirm** to make the payment using the available balance in your prepayment account.



*Note: Make sure you have sufficient balance in your account to pay for your purchase. You may **Top Up** your prepayment account.*

16. You will be notified via Email/SMS for product collection in CD/DVD media format. You are required to collect your product at the Headquarters of the Department of Land and Survey Sarawak. You are required to present your **Identity Card** or **Collection Slip** to the counter officer for collection of the product.



HOW TO PURCHASE A CADASTRAL MAP SHEET WITH ADD ON (OTHOPHOTO & CONTOUR) - (HARDCOPY)

Note: For Premium Users only. Approval from the Police and the Department of Land and Survey Sarawak are required to purchase this product.

1. Login to the eLASIS Storefront. Enter your **username** and **password**. Click the **Login** button.
Note: If you are a current user with a Basic Account, you are required to apply to Upgrade to a Premium Package in order to request this product. Check your user account under your Profile link.
2. Click the **Map Sales** link from the menu or click the **Begin Search** button at the product description pages.
3. Click **Cadastral Map Sheet**. You may search by using the **Parcel Lot, Map Sheet Number** or **Zoom Functions**. If you search by Parcel Lot, follow step no. 4 below.
4. To search by **Parcel Lot**, select the **Division, Land District, Block/Section and Lot Number** from the drop-down list or enter the value for the mandatory field then click the **Search** button.
5. Click the **Shopping Cart**  icon to add the item to your shopping cart.
6. Choose **Hardcopy** as the output format. Click the **OP** and **Contour** selection boxes for the Add On products.
7. Click **Add to Cart** then click the **Close** button. The system will prompt you with a notification message and the cart icon will display the quantity and price.
8. To check on item(s) you added to the **Shopping Cart**, click the **cart**  icon on the top right window screen. The system will show the item(s) you added to the **Shopping Cart**

eLASIS Storefront Step-by-Step Purchaser's Guide

under **Non Direct Payable Item**.

Note: Non Direct Payable Items are restricted products that require approval from relevant authorities before one can purchase the product.

9. You may remove the selected item from the shopping cart by clicking on the **Delete** button. Click the **OK** button to confirm.
10. To search for another Cadastral Map Sheet, click the **Continue shopping** button and repeat Steps 3 to 6.
11. To proceed to checkout, click the **Continue** button and the item summary will be displayed under the **Non Direct Payable Item** column.
12. You are required to key in the **justification** for purchasing the product. Click the **confirm** button. An order reference page will be displayed.
13. You will receive a **Security Clearance Form** link in your email. You may print out the form using the link provided. Follow the steps below to print out the form from your email: -
 - Login to your registered email and click the email from admin@elasis.gov.my. The email will display the link for the **Security Clearance** form.
 - Click the link to load the security clearance form. The security clearance form will be displayed on a new browser page.
 - Choose between the 2 options in the form. Key in all the required fields and click the **Simpan & Cetak** button. A pre-formatted form will be displayed in preview mode.
 - Print out the form and submit the completed form to the Department of Land and Survey Sarawak or directly to the Police Department.
14. You will be notified of the status of your application via Email/SMS. If your application has been approved, you will receive an Email/SMS with payment instructions.
15. Login to the eLASIS storefront. Go to **Order History** and click on the order reference number. Select the product to pay and click the **Make Payment** button. The Payment Summary page will be displayed.
16. Click the **Confirm** button and the payment options screen will be displayed. Please select the method of payment:
 - **Bank Account Direct Debit** via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia
 - **Credit Card** via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia
 - **Prepayment Account(s)** with the Sarawak Land & Survey Department, Malaysia


[Bank Account Direct Debit or Credit Card via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia](#)

eLASIS Storefront Step-by-Step Purchaser's Guide

If you opt to use Bank Account Direct Debit or Credit Card via Paybills Malaysia, click the **GO** button and the **Paybills Malaysia Payment Gateway** screen will pop-up.

Note: If you do not see the pop-up window, please check your web browser settings.

*For **Mozilla Firefox** version 8.0 and above, go to **Tools > Options > Content**. Make sure 'Block pop-up windows' is not ticked.*

*For **Chrome**, if pop-ups have been blocked, you'll see the  icon in the address bar.*

- Click the icon to see a list of the blocked pop-ups.
- Click the link for the pop-up window that you'd like to see.
- To always see pop-ups for the site, select "**Always show pop-ups from [site].**" The site will be added to the exceptions list, which you can manage in the Content Settings dialog.
- Once you have done this, click the **Re-Submit** button to view the pop-up **Payment Gateway** screen.

- Select the bank from the **Payment Channel** drop-down list and click **Submit**.
- A Payment Acknowledgement Page will be shown to acknowledge that you have initiated a payment.
- Click **Continue** and you would be redirected to the internet banking services that you have selected. This payment will be **cancelled** if you do not complete the payment authorization process required by the bank.
- Login using your ebanking account. You are required to follow the security requirements specified by your bank. A Payment Acknowledgement screen will appear to indicate the completion of your ebanking process.
- Different banks have slightly different processes. All transactions will be updated by Paybills Malaysia by noon on the next working day.

[Credit Card via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia](#)

- If you opt to use Credit Card via Paybills Malaysia, click the **GO** button and the **Paybills Malaysia Payment Gateway** screen will pop-up.
- Select **Credit Card – Master/Visa** from the Payment Channel drop-down list and click the **Submit** button.
- Select your preferred payment method by clicking on the credit card logo.
- Enter your card details (**Card Number**, **Expiry Date** and **Security Code**) and click the **Pay** button.
- Click the **Request TAC** button to request a TAC (Transaction Authorisation Code), to be used to confirm your purchase, from your bank. The TAC will be sent to your Mobile Phone.
- Once you receive the TAC, enter it in the space provided and click the **Submit** button.

eLASIS Storefront Step-by-Step Purchaser's Guide

[Prepayment Account\(s\) with the Sarawak Land & Survey Department, Malaysia](#)

If you opt to use a prepayment account, choose the account you want to use and click the **GO** button. The **Payment Confirmation** screen will be displayed. Click **Confirm** to make the payment using the available balance in your prepayment account.

*Note: Make sure you have sufficient balance in your account to pay for your purchase. You may **Top Up** your prepayment account.*

17. You will be **notified** via Email/SMS once your payment has been successful and another Email/SMS will be sent once the product is ready for collection at the Department of Land and Survey, Sarawak's, Divisional Office Counter. You are required to present your **Identity Card** or **Collection Slip** to the counter officer for collection of the product.




HOW TO PURCHASE A CADASTRAL MAP SHEET WITH ADD ON (ORTHOPHOTO & CONTOUR - SOFTCOPY)

Note: For Premium Users only. Approval from the Police, Land & Survey Department and Sarawak State Secretary are required to purchase this product.


1. Login to the eLASIS Storefront. Enter your **username** and **password**. Click the **Login** button.

Note: If you are a current user with a Basic Account, you are required to apply to Upgrade to a Premium Package in order to request this product. Check your user account under your Profile link.


2. Click the **Map Sales** link from the menu or click the **Begin Search** button at the product description page.
3. Click **Cadastral Map Sheet**. You may search by using the **Parcel Lot, Map Sheet Number**

or **Zoom**  functions. If you search by Parcel Lot, follow step no. 4 below.

4. To search by **Parcel Lot**, select the **Division, Land District, Block/Section** and **Lot Number** from the drop-down list or enter the value for the mandatory field then click the **Search** button.

5. Click the **Shopping Cart**  icon to add the item to your shopping cart.
6. Choose **Softcopy** as the output format. Tick the selection box for the Add On product. Click **Add2Cart** then click the **Close** button.
7. Click **Add to Cart** then click the **Close** button. The system will prompt you with a notification message and the cart icon will display the quantity and price.

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8. To check on item(s) you added to the **Shopping Cart**, click the **cart**  icon on the top right window screen. The system will show the item(s) you added to the **Shopping Cart** under **Non Direct Payable Item**.

Note: Non Direct Payable Items are restricted products that require approval from relevant authorities before one can purchase the product.
9. You may remove the selected item from the shopping cart by clicking on the **Delete** button. Click the **OK** button to confirm.
10. To proceed to checkout, click the **Continue** button and the item summary will be displayed under the **Non Direct Payable Item** column.
11. You are required to key in the **justification** for purchasing the product and select the **Collection Point** from the drop-down list. Click the **confirm** button. An Order reference page will be displayed.
12. You will receive the **Application Letter** and **Security Clearance Form** links in your email. You may print out the form from the links provided. Follow the steps below to print out the forms from your email: -
 - Login to your registered email and click the email from admin@elasis.gov.my. The email will display the links for the **Application Letter** and **Security Clearance** form.
 - For **Application Letter**: -
 - Click the link to load the application form. The application form will be displayed on a new browser page.
 - Key in all the required fields and click the **Simpan & Cetak** button. A pre-formatted form will be displayed in preview mode.
 - For **Security Clearance Form**: -
 - Click the link to load the security clearance form. The security clearance form will be displayed on a new browser page.
 - Choose between the 2 options in the form. Key in all the required fields and click the **Simpan & Cetak** button. A pre-formatted form will be displayed in preview mode.
 - Print the letter and form and submit both the completed documents to the Department of Land & Survey, Sarawak, or directly to the Police Department or the Sarawak State Secretary's office.
13. You will be notified of the status of your application via Email/SMS. If your application has been approved, you will receive an Email/SMS with payment instructions.
14. Login to the eLASIS storefront. Go to **Order History** and click the order reference number. Select the product to pay and click the **Make Payment** button. The Payment Summary page will be displayed.

eLASIS Storefront Step-by-Step Purchaser's Guide

15. Click the **Confirm** button and the payment options screen will be displayed. Please select the method of payment:
- **Bank Account Direct Debit** via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia
 - **Credit Card** via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia
 - **Prepayment Account(s)** with the Sarawak Land & Survey Department, Malaysia

[Bank Account Direct Debit via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia](#)

If you opt to use Bank Account Direct Debit via Paybills Malaysia, click the **GO** button and the **Paybills Malaysia Payment Gateway** screen will pop-up.

Note: If you do not see the pop-up window, please check your web browser settings.

*For **Mozilla Firefox** version 8.0 and above, go to **Tools > Options > Content**. Make sure 'Block pop-up windows' is not ticked.*

*For **Chrome**, if pop-ups have been blocked, you'll see the  icon in the address bar.*

- *Click the icon to see a list of the blocked pop-ups.*
 - *Click the link for the pop-up window that you'd like to see.*
 - *To always see pop-ups for the site, select "**Always show pop-ups from [site]**." The site will be added to the exceptions list, which you can manage in the Content Settings dialog.*
 - *Once you have done this, click the **Re-Submit** button to view the pop-up **Payment Gateway** screen.*
- a) Select the bank from the **Payment Channel** drop-down list and click the **Submit** button.
 - b) A Payment Acknowledgement Page will be shown to acknowledge that you have initiated a payment.
 - c) Click **Continue** and you will be redirected to the internet banking services that you have selected. This payment will be **cancelled** if you do not complete the payment authorization process required by the bank.
 - d) Login using your ebanking account. You are required to follow the security requirements specified by your bank. A Payment Acknowledgement screen will appear to indicate the completion of your ebanking process.
 - e) Different banks have slightly different processes. All transactions will be updated by Paybills Malaysia by noon of the next working day.

[Credit Card via Sarawak Government Official Secured Payment Gateway, Paybills Malaysia](#)

- a) If you opt to use Credit Card via Paybills Malaysia, click the **GO** button and the **Paybills**

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Malaysia Payment Gateway screen will pop-up.

- b) Select **Credit Card – Master/Visa** from the Payment Channel drop-down list and click the **Submit** button.
- c) Select your preferred payment method by clicking on the credit card logo.
- d) Enter your card details (**Card Number**, **Expiry Date** and **Security Code**) and click the **Pay** button.
- e) Click the **Request TAC** button to request a TAC (Transaction Authorisation Code), to be used to confirm your purchase, from your bank. The TAC will be sent to your Mobile Phone.
- f) Once you receive the TAC, enter it in the space provided and click the **Submit** button.

[Prepayment Account\(s\) with the Sarawak Land & Survey Department, Malaysia](#)

If you opt to use a prepayment account, choose the account you want to use and click the **GO** button. The **Payment Confirmation** screen will be displayed. Click **Confirm** to make the payment using the available balance in your prepayment account.

*Note: Make sure you have sufficient balance in your account to pay for your purchase. You may **Top Up** your prepayment account.*

16. To view your **Order History**, go to Home at the **eLASIS Storefront**. Click the Order Reference Number to load the order details. The **Status** column indicates the progress of the each item.

Note: There is a waiting time between Payment Completion and Product Readiness.

17. Once the product is ready for downloading, you will be notified via Email/SMS.
18. Login to the **eLASIS Storefront** and click the **Download** link to download the product that has been purchased.

Note: Please download the product within the timeframe given. Once the product has expired, you will not be able to download the product and you will have to repurchase it.