


eLASIS Storefront Step-by-Step Purchaser's Guide



HOW TO PURCHASE AN AERIAL PHOTOGRAPH (HARDCOPY)


Note: For premium users only. Approval from the Department of Land & Survey Sarawak and the Police Department is required to purchase this product.

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


3. You may search by using the **Area Zoom** or **Zoom**  **functions**. If you search by Area Zoom, select **Division** from the dropdown list then click the **OK** button. Select **Admin District** from the dropdown list and then click **OK** to zoom in to a more specific area. The system will search based on your search criteria.


4. If you use the Zoom function, zoom in to the area of interest until colored dots appear and



then use the select  tool function to select the area of interest. Click the **Select** icon, then **click and drag on the map** to make your box selection.

Note: Make sure the area selected is within Aerial Photograph coverage. You can see the product thumbnail by moving you cursor over the thumbnail icon.

5. Click the **Shopping Cart**  icon to add the item to your shopping cart.
6. Specify the quantity and choose Hardcopy as the output format. 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 of the item(s) added to the cart in the top right window screen.

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

8. You may remove the selected item from the shopping cart by clicking the **delete** button. Click **OK** to confirm.
9. To search for another Aerial Photograph, click the **Continue shopping** button and repeat steps 3 to 6 above.
10. To check out, click the **Continue** button and the item summary and Justification for Purchasing Non Direct Payable Item screen will be displayed.
11. You are required to key in the required justification for purchasing the product and click the

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confirm button. The order reference page will be displayed.

12. You will receive a **Security Clearance Form** link in your email. You may print out the Security Clearance form from 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 the correct form category. Key in all the required fields and click the **Simpan & Cetak** button.
 - Print the Security Clearance form and submit the completed form to the Land & Survey Department Sarawak or directly to the Police Department.
13. You will be notified via Email/SMS of the status of your application. If your application is approved, you will receive an Email/SMS with payment instructions.
14. Login to the eLASIS Storefront, go to **Order History** and click the **reference number**. Select the product to pay and click the **Make Payment** button. The payment summary will be displayed.
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.*

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- *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.
- 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 **Submit**.

[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 funds in your account to pay for your purchase. You may **Top Up** your prepayment account.*

16. To view your **Order History**, go to Home on 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.

17. You will receive an Email/SMS notification once the payment has been submitted and

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
successfully completed and another Email/SMS once the product is ready for collection at the Land & Survey Department HQ counter. You are required to present your **Identity Card** or **Collection Slip** to the counter officer for collection of the product.




HOW TO PURCHASE AN AERIAL PHOTOGRAPH (SOFTCOPY: JPEG)


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

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


3. You may search by using the **Area Zoom** or **Zoom**  **functions**. If you search by Area Zoom, select **Division** from the dropdown list then click the **OK** button. Select **Admin District** from the dropdown list and then click **OK** to zoom in to a more specific area. The system will search based on your search criteria.

4. If you use the Zoom function, zoom in to the area of interest until colored dots appear and use  the **Select** function to select the area of interest. Click the **Select** icon then **click and drag on the map** to make your box selection.

Note: Make sure the area selected is within Aerial Photograph coverage. You can see the product thumbnail by moving you cursor over the thumbnail icon.

5. Click the **Shopping Cart**  icon to add the item to your shopping cart.
6. Choose the output format as **Softcopy (jpeg)**, click **Add to Cart**, then click the **close** button. The system will prompt you with a notification message and the cart icon will show the quantity of item(s) selected and the status of the product in the top right window screen.

Note: RFA status means - Required for Approval.

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

8. You may remove the selected item from the shopping cart by clicking on the delete button. Click the **OK** button to confirm.

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9. To search for another Aerial Photograph, click the **Continue shopping** button and repeat steps 3 to 6 above.
10. To check out, click the **Continue** button and the item summary and Justification for Purchasing Non Direct Payable Item screen will be displayed.
11. Key in the required justification for purchasing the product. Click the **Confirm** button. The order reference page will be displayed and the **Application Letter** and **Security Clearance Form** will be sent to you via email. You may print out the letter and form from the link provided. Follow the steps below to print out the letter and form 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**.
 - Click the links to load the application form and security form respectively.
 - Choose the correct form category. Key in all the required fields and click the **Simpan & Cetak** button. A pre-formatted form will be displayed in preview mode.
 - Print both the **Application Letter** and the **Security Clearance** form and submit the completed letter and form to the Land & Survey Department Sarawak or directly to the Sarawak State Secretary's office (Application Letter) / Police Department (Security Clearance form).
12. You will be notified of the status of your application via Email/SMS. If the application has been approved, you will receive an Email/SMS with payment instructions.
13. Login to the eLASIS Storefront, go to **Order History** and click the **reference number**. Select the product to pay and click the **Make Payment** button.
14. 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 or Credit Card via Paybills Malaysia, click the **GO** button and the **Paybills Malaysia Payment Gateway** screen will pop-up.

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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.*
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- *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 **Submit**.
- 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**

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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 funds in your account to pay for your purchase. You may **Top Up** your prepayment account.*

15. To view your **Order History**, go to Home on 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.

16. Once the product is ready for download, you will be notified via Email/SMS.
17. 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 AN AERIAL PHOTOGRAPH (SOFTCOPY: ECW/TIFF)

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2. Click **Aerial Photograph**.


3. You may search by using the **Area Zoom** or **Zoom**  **function**. If you search by Area Zoom, select **Division** from the drop-down list then click the **OK** button. Select **Admin District** from the drop-down list and then click the **OK** button to zoom in to a more specific area. The system will search based on your search criteria.

4. If you use the Zoom function you will, zoom in to the area of interest until colored dots appear




and use the **Select** function to select the area of interest. Click the **Select** icon then **click and drag on the map** to make your box selection.

Note: Make sure the area selected is within Aerial Photograph coverage. You can see the product thumbnail by moving you cursor over the thumbnail icon.

5. Click the **Shopping Cart**  icon to add the item to your shopping cart.
6. Choose **Softcopy (ECW/TIFF)** as the output format, click **Add to Cart**, then click the **close** button. The system will prompt you with a notification message and the cart icon will show the quantity of item(s) selected and the status of the product in the top right window screen.

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Note: RFA status means - Required for Approval.

7. To check the item added to the **Shopping Cart**, click the **cart**  icon on the top right window screen. The system will show the item(s) that has been added to the **Shopping Cart** under **Non Direct payable** item.

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


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

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- b) Select **Credit Card – Master/Visa** from the Payment Channel drop-down list 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 funds in your account to pay for your purchase. You may **Top Up** your prepayment account.*

15. 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 the collection of the product.