


eLASIS Storefront Step-by-Step Purchaser's Guide



HOW TO PURCHASE AN ORTHOPHOTO (HARDCOPY)

Note: For Premium Users only. Approval from the Police and Department of Land & Survey 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 **Orthophoto**.

3. You may search by using the **Area Zoom** or **Zoom**  functions. If you search by Area Zoom, select **Division** from the drop-down list then click **OK**. Select **Admin District** from the drop-down list, choose the map orientation and then click the **OK** button to zoom in to a smaller 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 the Orthophoto appears and




then use the **Select** tool function to select the Orthophoto before you add it to the shopping cart.

5. Click the **Select Tool** icon and then click the red square box in the map.

Note: Make sure the area selected is within Orthophoto coverage.

6. Click the **Shopping Cart**  icon to **add** the item to your shopping cart.
7. Specify the quantity, choose **Hardcopy** as the output format and click the **Add to Cart** 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 item(s) you added to the cart on the top right window screen.

8. To check the item(s) 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** in **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 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.

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12. You will receive a **Security Clearance** form link in your email. You may print out the 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 application 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. A pre-formatted form will be displayed in preview mode.
 - Print and submit the completed form to either the Department of Land & Survey Sarawak or directly to the Police Department.
13. You will be notified of the status of your application via Email/SMS. 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. A Payment summary page 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 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.*

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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. 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 **Pay**.
- 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 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 each item.

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

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
17. Once the product is ready for collection, you will be notified via Email/SMS. You are required to collect your product at the Headquarters of the Department of Land & 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 AN ORTHOPHOTO (SOFTCOPY - PDF)

Note: For Premium Users only. Approval from the Sarawak State Secretary, Police and Department of Land & Survey Sarawak 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 **Orthophoto**.



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

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

then use the select  tool function to select the Orthophoto before you add it to the shopping cart.

4. Click the **Select Tool** icon and then click the red square box on the map.

Note: Make sure the area selected is within Orthophoto coverage.

5. Click the **Shopping Cart**  icon to **add the** item to your shopping cart.
6. Choose **Softcopy (jpeg)** as the output format, click the **Add to Cart** 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) added to the cart on the top right window screen.
7. To check the 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** in **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 **OK** to confirm.

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9. To proceed to checkout, click the **Continue** button and the Item summary will be displayed under the **Non Direct Payable Item** column.
10. You are required to key in the required justification for purchasing the product. Click the **confirm** button. An order reference page will be displayed.
11. You will receive the **Application Letter** and **Security Clearance Form** links in your email. You may print out the form from the link provided. Follow the steps below to print out the letter/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** forms.
 - **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.
 - Key in all the required fields and click the **Simpan & Cetak** button. A pre-formatted form will be displayed in preview mode.
 - 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 either the Department of Land & Survey Sarawak or directly to the Sarawak State Secretary's Office and the Police Department respectively.
12. You will be notified of the status of your application via Email/SMS. If the application is 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. The payment summary page will be displayed.
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

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[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.*

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- *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 the **Submit** button.
- A Payment Acknowledgement Page will be shown to acknowledge that you have initiated a payment.
- 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.
- 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 of 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 **Pay**.
- 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

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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.*

15. 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.

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 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.