


eLASIS Storefront Step-by-Step Purchaser's Guide



HOW TO PURCHASE EXTRACTS OF TITLE/ STRATA TITLE, FULL PRINT- OUTS OF TITLE/ STRATA TITLE AND PRINT- OUTS OF TITLE / STRATA TITLE

1. Click the **Land Registry Search** link from the menu or click the **Begin Search** button at the product description pages.
2. The **Land Registry Search** screen will be displayed.
3. To search by Land Title, fill in the following land details: -
 -) Division (Required Field) – Select from the drop-down list.
 -) Title Type (Optional) – Key in or select from the pop-up list.
 -) Land District (Optional) – Select from the drop-down list.
 -) Block / Section (Optional) – Key in the number.
 -) Lot Number (Required Field) – Key in the number, if more than 1 lot, key in the range. Eg. 1000 to 1004.
4. To search by Strata Title, fill in the same details as for a land title search. Two additional fields related to strata titles are optional entries.
 -) Storey (Optional) – Key in the number.
 -) Parcel (Optional) – Key in the number.
5. Click the **Search** button. If a matching record is found, the results will be displayed on the map and the product(s) available will be listed under the results table.

*Note: This system does NOT cater for search of unregistered land, non-current land or strata titles and non-current instrument. If you wish to search for these items, please go to the **One Stop Counters at the Department of Land and Survey Sarawak.***
6. To search graphically, you can zoom in on the Sarawak map to go to a specific location and select the parcel lot. This search may be more time consuming. It is more appropriate for locating adjacent lots when you have zoomed in to a specific location.
7. Select and tick the products under the **Product Type** column and click the **Add to Cart** button. On the top right window screen, the cart icon will display the quantity and price of the item(s) you added to the cart.
8. To check on 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** under **Direct Payable Item**.

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

9. Click the **Continue** button and the item summary will be displayed under the **Direct Payable Item** column.
10. 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.*
 -) *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 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.
 - 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.

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[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.*

11. 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.

12. Once the product is ready for download, you will be notified via Email/SMS.
13. 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 re-purchase it.