

ILMS NEW USER REGISTRATION

Contents

ILMS User Sign Up	1
ILMS User Log In	4

ILMS User Sign Up

1. Access ILMS system. Go to aai4u.org URL. System will redirect to ILMS Login Homepage.



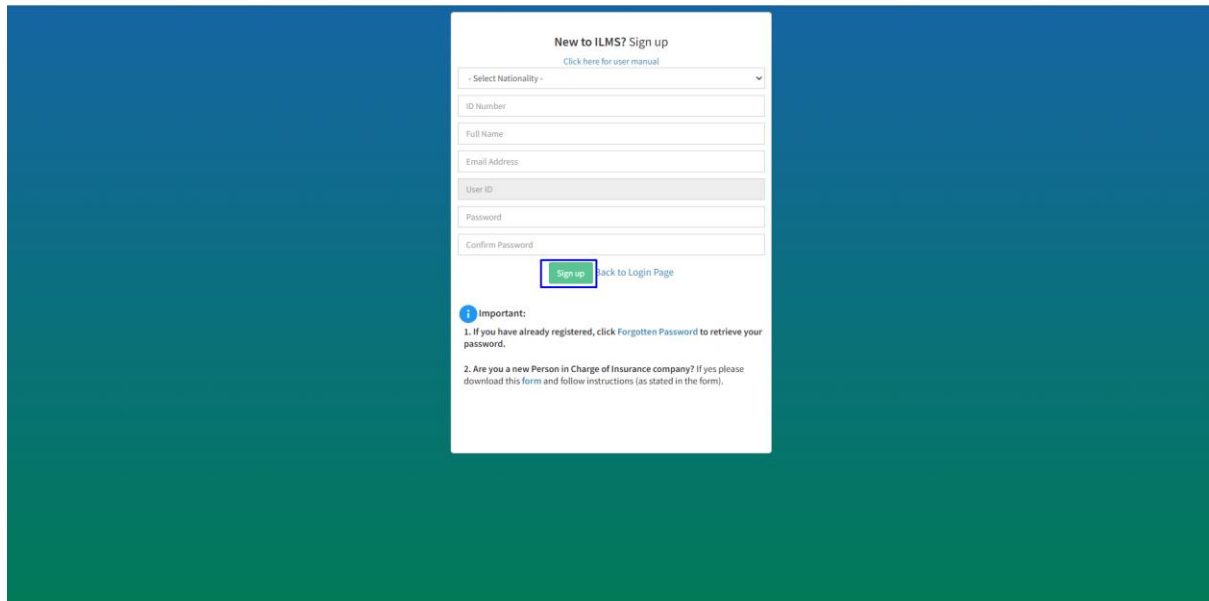
The screenshot shows the ILMS Login Homepage. At the top, there are logos for the Asian Institute of Insurance and iLMS. Below the logos, the text "Existing user login below" is displayed. There are three input fields: "User ID", "User ID - New NRIC No. (without dash '-', eg: 880818088228) or Passport No.", and "Password". A blue "Login" button is positioned below the password field. Below the login button, there are two links: "New user Sign Up [here](#)" and "Forgot your password? [Click here](#)". At the bottom, there is a section for "Need help? Refer to these manuals:" with links for "ILMS Registration", "Forgot Password", and "Agent Examination Registration". A final line of text states: "Should you require any assistance, please contact our Customer Service via email: customercare@aiaasia.org."

2. Click here hyperlink at Sign Up here. System will redirect to ILMS Sign Up page.



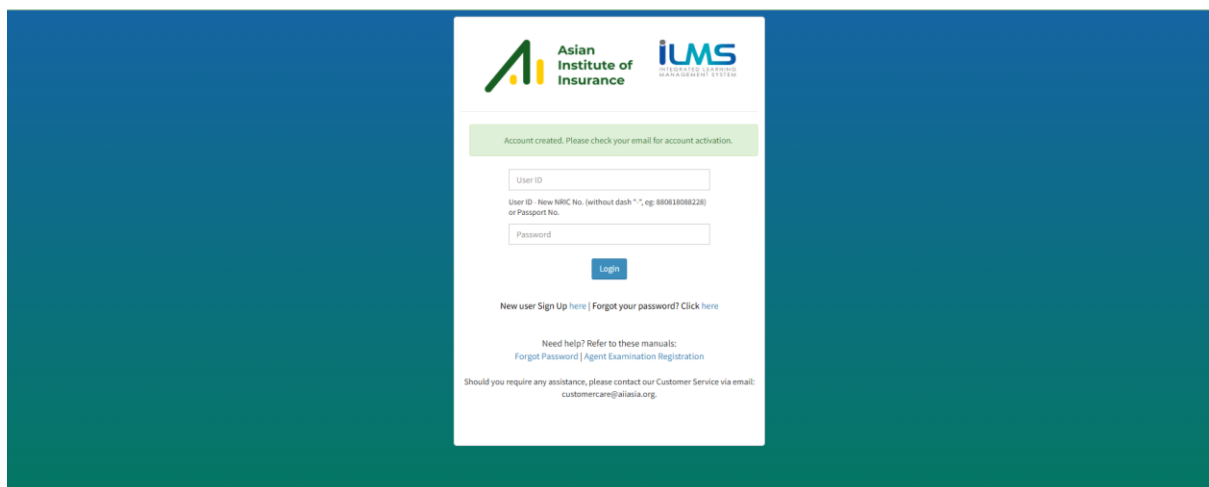
This screenshot is identical to the one above, showing the ILMS Login Homepage. The key difference is that the "Sign Up" link in the text "New user Sign Up [here](#)" is highlighted with a red rectangular box, indicating the action to be taken.

3. Complete Sign-Up form and click Sign Up button.



The image shows a 'New to iLMS? Sign up' form. The form includes fields for: Nationality (dropdown), ID Number, Full Name, Email Address, User ID, Password, and Confirm Password. A green 'Sign up' button is highlighted with a red box. Below the form, there is an 'Important' section with two numbered instructions: 1. If you have already registered, click [Forgotten Password](#) to retrieve your password. 2. Are you a new Person in Charge of Insurance company? If yes please download this form and follow instructions (as stated in the form).

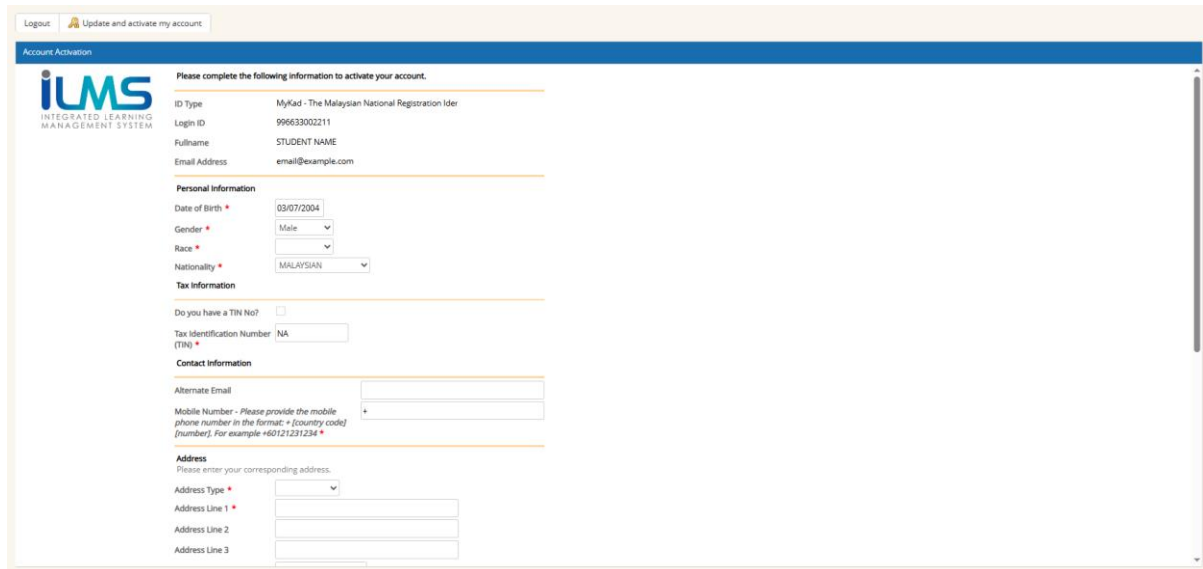
4. System will process and return to iLMS Login page with account activation message.



The image shows the iLMS Login page. At the top, there is a message: 'Account created. Please check your email for account activation.' Below this, there is a login form with fields for: User ID, User ID - New iLMS No. (without dash "-"; eg: 88081808228) or Passport No., and Password. A blue 'Login' button is present. At the bottom, there are links for 'New user Sign Up here' and 'Forgot your password? Click here'. There is also a section for 'Need help? Refer to these manuals: Forgotten Password | Agent Examination Registration' and a contact email: 'Should you require any assistance, please contact our Customer Service via email: customercare@aiaasia.org'.

5. Check your email for activation link or you can login directly to iLMS using your created credentials.

6. For account activation you will be redirect to ILMS Account Activation page.

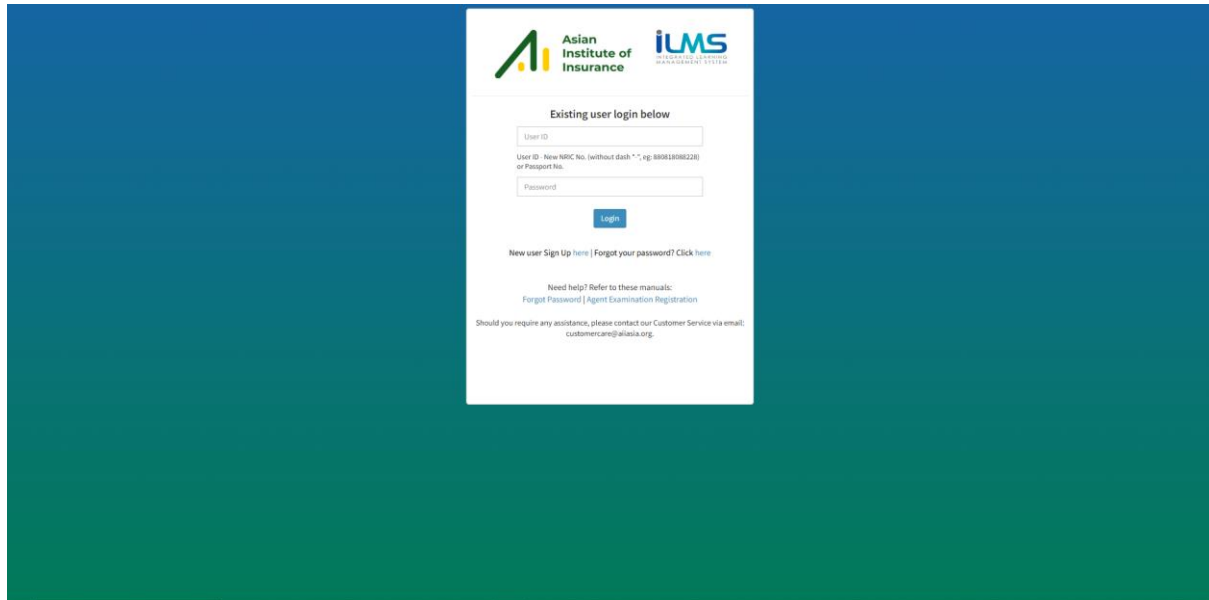


The screenshot shows the 'Account Activation' page of the ILMS system. At the top, there is a navigation bar with 'Logout' and 'Update and activate my account' links. The page title is 'Account Activation'. Below the title, there is a section for 'Please complete the following information to activate your account.' This section contains several form fields organized into categories: 'Personal Information' (Date of Birth, Gender, Race, Nationality), 'Tax Information' (Do you have a TIN No?, Tax Identification Number), 'Contact Information' (Alternate Email, Mobile Number), and 'Address' (Address Type, Address Line 1, Address Line 2, Address Line 3). The form is designed with a clean, professional layout, using a combination of text inputs, dropdown menus, and checkboxes. The ILMS logo is visible in the top left corner of the page content area.

7. Complete your profile and click Update and activate my account button. You will be redirected to ILMS dashboard.

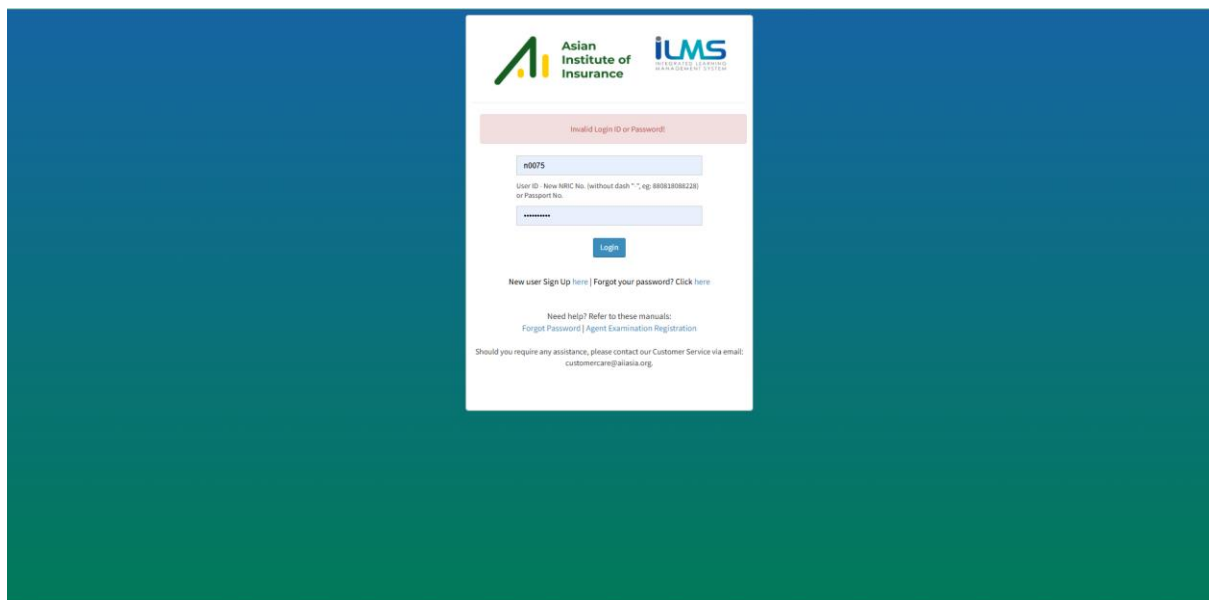
ILMS User Log In

1. Go to aii4u.org. System will redirect to ILMS Login Page.



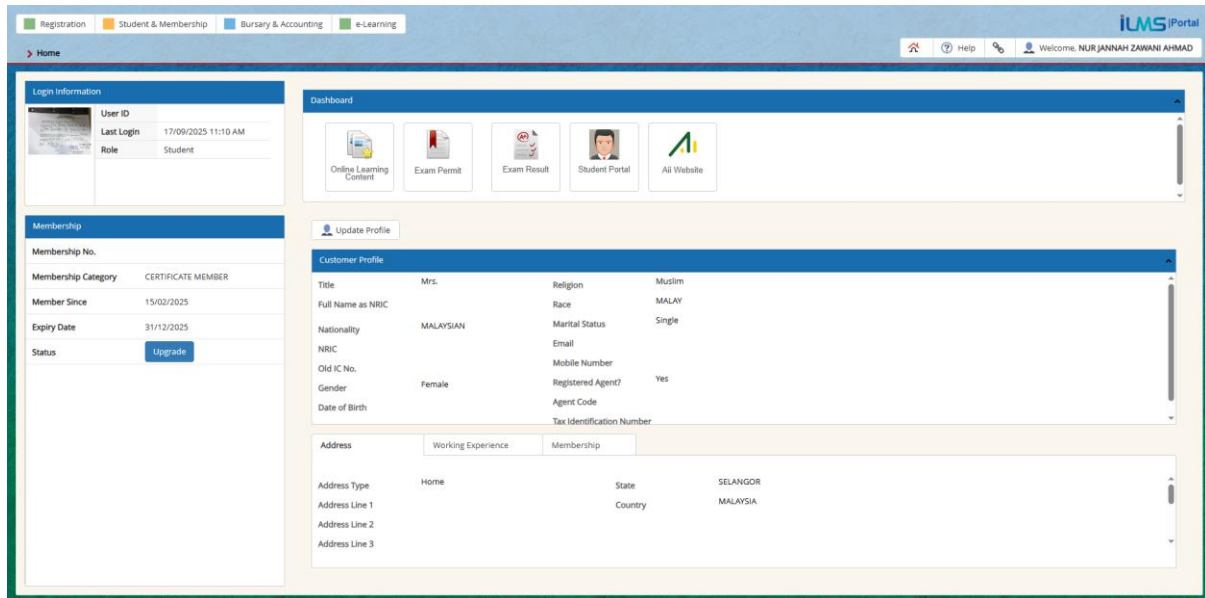
The screenshot shows the ILMS User Login Page. At the top, there are logos for the Asian Institute of Insurance and iLMS. Below the logos, the text "Existing user login below" is displayed. There are two input fields: "User ID" and "Password". The "User ID" field has a hint: "User ID - New NRIC No. (without dash '-') eg: 8801808228" or "Passport No.". Below the input fields is a "Login" button. Below the "Login" button, there are links for "New user Sign Up here" and "Forgot your password? Click here". At the bottom, there is a note: "Need help? Refer to these manuals: Forget Password | Agent Examination Registration". At the very bottom, there is a contact information line: "Should you require any assistance, please contact our Customer Service via email: customercare@aiiasia.org."

2. Key in your Username and Password and click Login button.
3. If mismatch username and password submitted, system will prompt error message.



The screenshot shows the ILMS User Login Page with an error message. At the top, there are logos for the Asian Institute of Insurance and iLMS. Below the logos, the text "Invalid Login ID or Password" is displayed in a red box. There are two input fields: "User ID" and "Password". The "User ID" field has a hint: "User ID - New NRIC No. (without dash '-') eg: 8801808228" or "Passport No.". Below the input fields is a "Login" button. Below the "Login" button, there are links for "New user Sign Up here" and "Forgot your password? Click here". At the bottom, there is a note: "Need help? Refer to these manuals: Forget Password | Agent Examination Registration". At the very bottom, there is a contact information line: "Should you require any assistance, please contact our Customer Service via email: customercare@aiiasia.org."

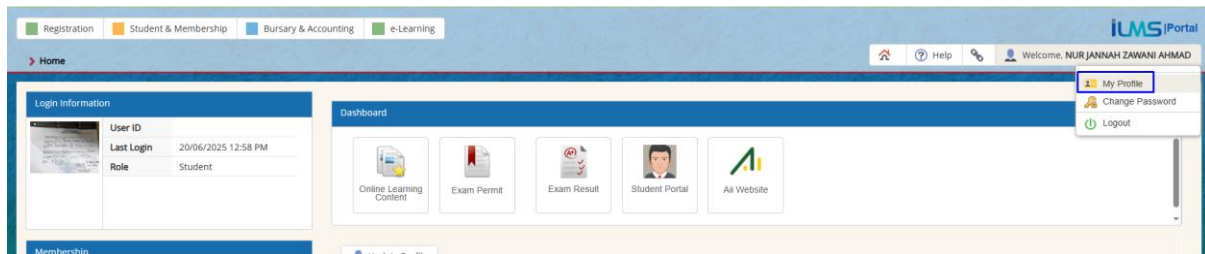
4. For successful login you will be redirected to iLMS Dashboard



The screenshot shows the iLMS Dashboard for a user named NUR JANNAH ZAWANI AHMAD. The dashboard includes a navigation bar with tabs for Registration, Student & Membership, Bursary & Accounting, and e-Learning. The main content area is divided into several sections:

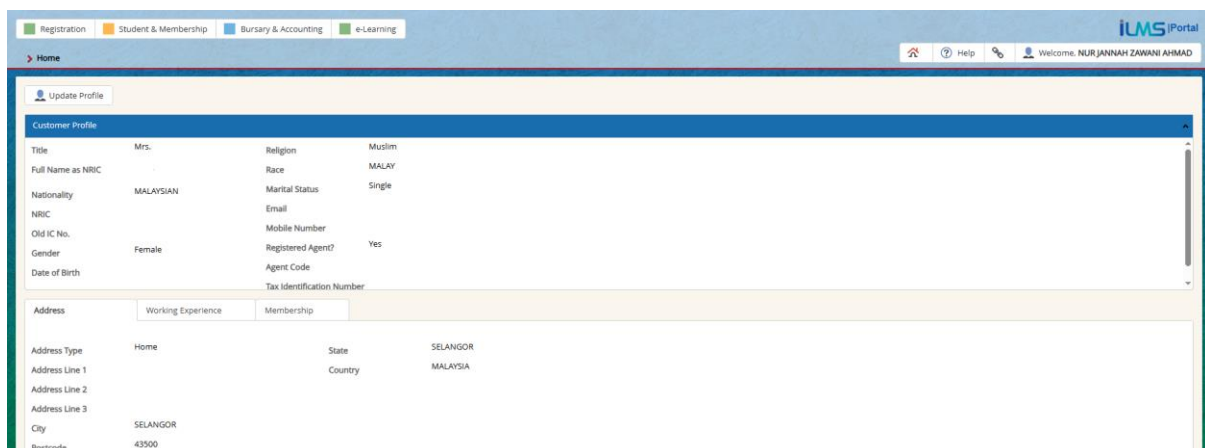
- Login Information:** Displays User ID, Last Login (17/09/2025 11:10 AM), and Role (Student).
- Membership:** Displays Membership No., Membership Category (CERTIFICATE MEMBER), Member Since (15/03/2025), Expiry Date (31/12/2025), and Status (Upgrade).
- Dashboard:** Contains icons for Online Learning Content, Exam Permit, Exam Result, Student Portal, and All Website.
- Update Profile:** A button to update the user's profile.
- Customer Profile:** A section containing personal details such as Title (Mrs.), Religion (Muslim), Full Name as NRIC, Race (MALAY), Nationality (MALAYSIAN), Marital Status (Single), Email, Mobile Number, Old IC No., Gender (Female), Registered Agent? (Yes), Date of Birth, Agent Code, and Tax Identification Number.
- Address:** A section containing Address Type (Home), State (SELANGOR), Country (MALAYSIA), Address Line 1, Address Line 2, Address Line 3, City (SELANGOR), and Postcode (43500).

5. To view your profile details, hover at your Name at top right corner and click View Profile button. System will redirect you to User Profile page.



This screenshot shows the same iLMS Dashboard as the previous one, but with the 'My Profile' button highlighted in the top right corner. The button is located next to the user's name, NUR JANNAH ZAWANI AHMAD. The button is labeled 'My Profile' and has a dropdown menu with options: 'Change Password' and 'Logout'.

6. You can view your profile details, address, working experience and membership in the profile page.



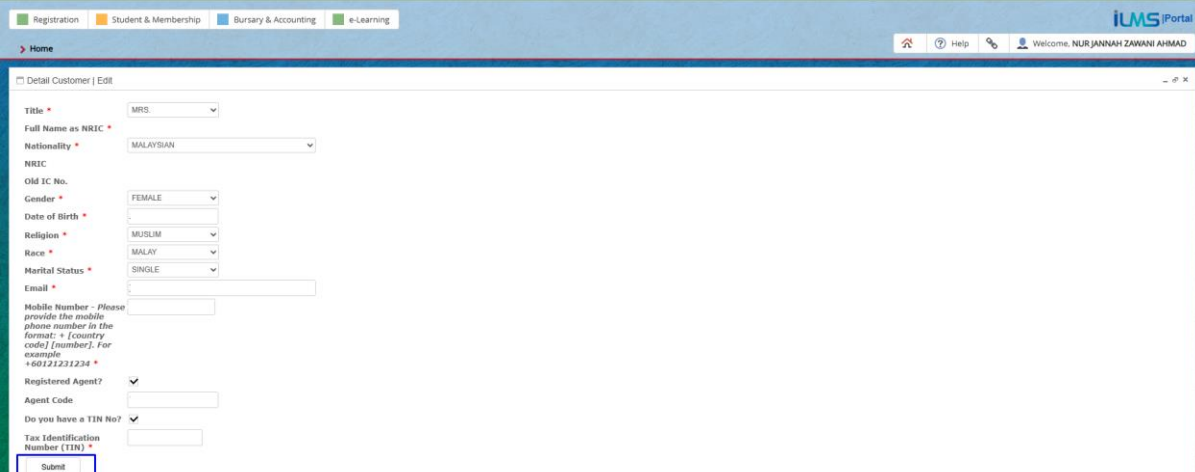
The screenshot shows the iLMS User Profile page. The page is divided into several sections:

- Update Profile:** A button to update the user's profile.
- Customer Profile:** A section containing personal details such as Title (Mrs.), Religion (Muslim), Full Name as NRIC, Race (MALAY), Nationality (MALAYSIAN), Marital Status (Single), Email, Mobile Number, Old IC No., Gender (Female), Registered Agent? (Yes), Date of Birth, Agent Code, and Tax Identification Number.
- Address:** A section containing Address Type (Home), State (SELANGOR), Country (MALAYSIA), Address Line 1, Address Line 2, Address Line 3, City (SELANGOR), and Postcode (43500).
- Working Experience:** A section containing a table with columns for Company Name, Position, Start Date, End Date, and Description.
- Membership:** A section containing a table with columns for Membership No., Membership Category, Member Since, Expiry Date, and Status.

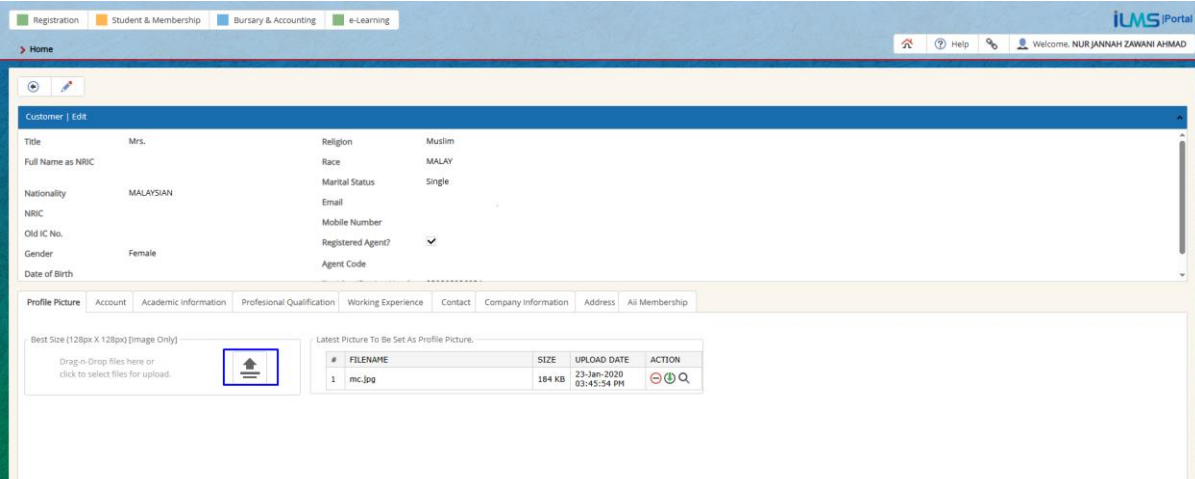
7. To update your profile, click Update Profile button and proceed to click Pencil button.





8. System redirects to Edit Details Customer page. Key in all Mandatory field and click Submit button.

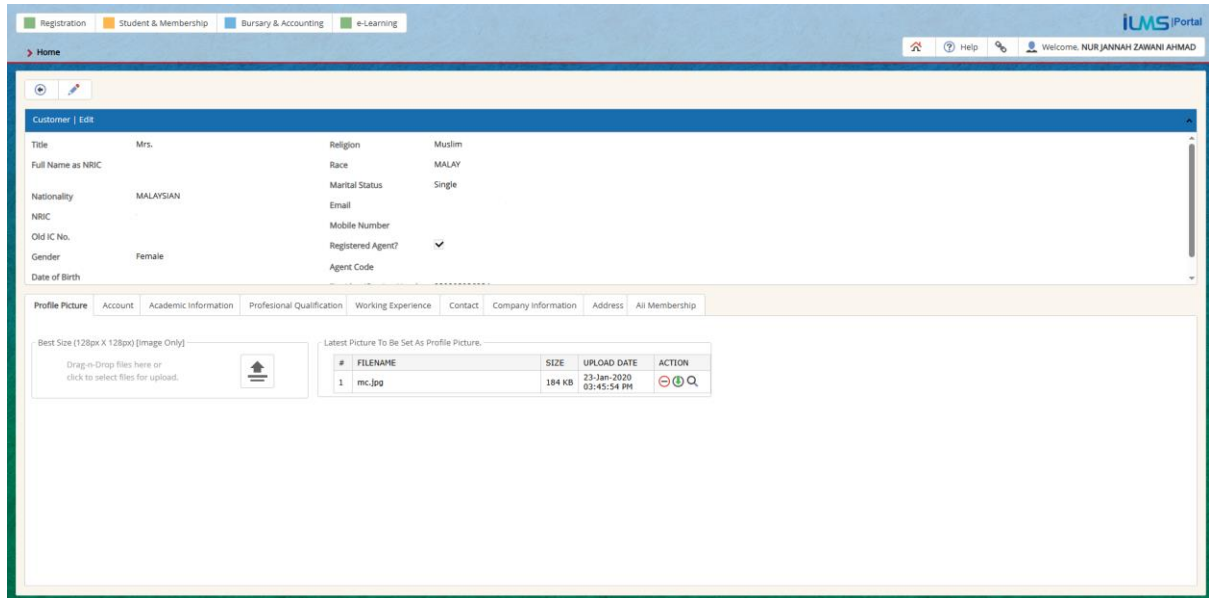




9. You can upload your profile picture in Profile Picture tab. Click Upload button and choose your image.



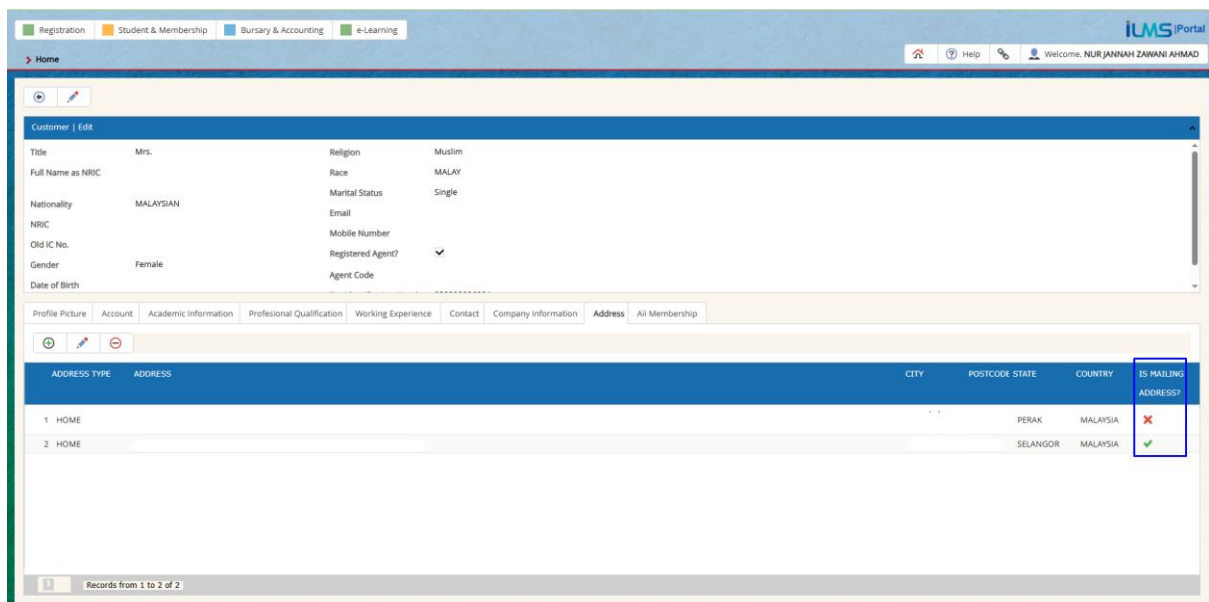
#	FILENAME	SIZE	UPLOAD DATE	ACTION
1	mc.jpg	184 KB	23-Jan-2020 03:45:54 PM	 



10. You can update Account information, academic information, professional qualifications, working experience, contact, company information from all the tab available under your profile.



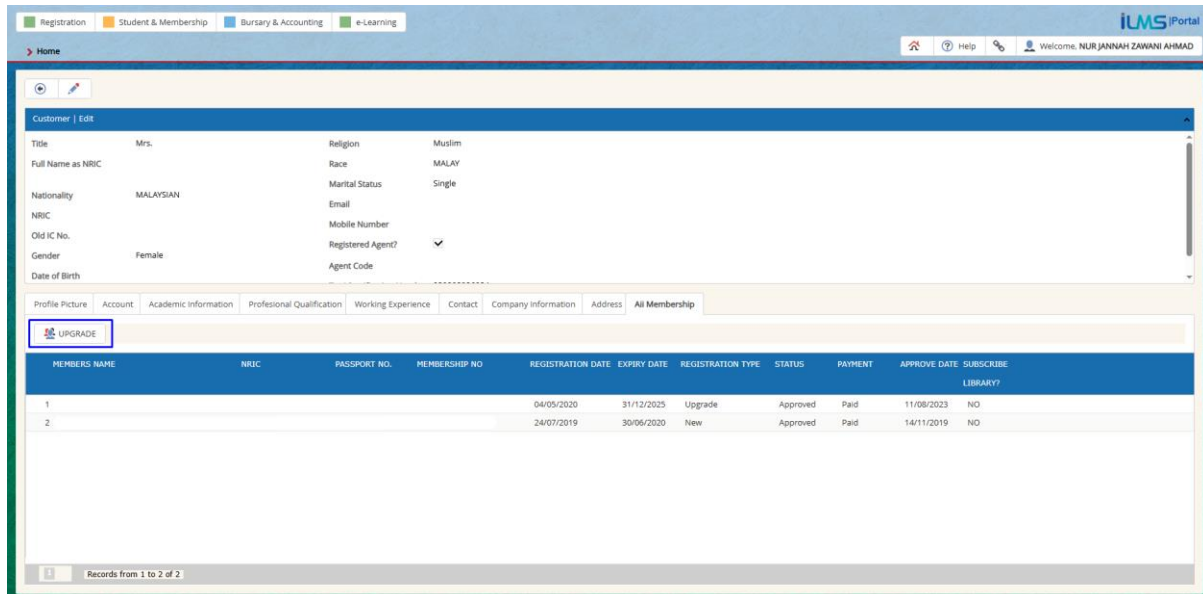
#	FILENAME	SIZE	UPLOAD DATE	ACTION
1	mc.jpg	184 KB	23-Jan-2020 03:45:54 PM	 

11. Address must be added and set as correspondence address.



ADDRESS TYPE	ADDRESS	CITY	POSTCODE	STATE	COUNTRY	IS MAILING ADDRESS?
1 HOME				PERAK	MALAYSIA	
2 HOME				SELANGOR	MALAYSIA	

12. To view and update your membership go to Membership tab.



The screenshot shows the iLMS portal interface. At the top, there are navigation tabs: Registration, Student & Membership, Bursary & Accounting, and e-Learning. The 'Student & Membership' tab is selected. Below this, there is a 'Home' button and a user welcome message: 'Welcome: NURJANNAH ZARANI AHMAD'. The main content area is titled 'Customer | Edit' and contains a form with various fields for personal information. Below the form, there are several tabs: Profile Picture, Account, Academic Information, Professional Qualification, Working Experience, Contact, Company Information, Address, and All Membership. The 'All Membership' tab is selected, and it displays a table of membership records. The table has columns for MEMBERS NAME, NRIC, PASSPORT NO., MEMBERSHIP NO., REGISTRATION DATE, EXPIRY DATE, REGISTRATION TYPE, STATUS, PAYMENT, APPROVE DATE, and SUBSCRIBE LIBRARY?.

MEMBERS NAME	NRIC	PASSPORT NO.	MEMBERSHIP NO.	REGISTRATION DATE	EXPIRY DATE	REGISTRATION TYPE	STATUS	PAYMENT	APPROVE DATE	SUBSCRIBE LIBRARY?
1				04/05/2020	31/12/2025	Upgrade	Approved	Paid	11/06/2023	NO
2				24/07/2019	30/06/2020	New	Approved	Paid	14/11/2019	NO

Records from 1 to 2 of 2