



User Guide

JOMPAY

Version 1.0

Introduction:

This document is a step by step guide for institutions on how to use JomPAY for application payment

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Please note:

- This document is subject to change without notice.
- Some screenshots may vary between revisions
- Due to compatibility issues, Internet Explorer is not supported by STARS. We recommend using Google Chrome or Mozilla Firefox.

JomPAY in STARS

1. To access the JomPAY information in STARS Portal, you must go through the SSL VPN login first. This can be accessed via the link <https://stars.educationmalaysia.gov.my> for West Malaysia Institute and <https://stars.educationmalaysia.gov.my/SWK> for East Malaysia Institute.
2. Once you are logged in, you will be redirected to the STARS Portal. Click Login



The screenshot shows the Education Malaysia STARS Portal homepage. At the top right, there are links for "Create Account", "My Queue", and "Log In". Below this is a navigation menu with "Apply Now", "How To Apply", "Downloadable Forms", "Updates", "User Guides", and "Contact Us". The main content area features the Education Malaysia logo, a banner for "INSTITUSI PENDIDIKAN SWASTA" (Private Education Institutions) with a photo of graduates, and a section for the "EMGS Analytics Dashboard" which includes a computer monitor icon showing charts and a "Register Now" button.

3. Key in the Email Address and Password to login.

The screenshot shows the 'Login or Create an Account' page. The 'REGISTERED USERS' section is highlighted with a green border. It contains the following text and fields:

REGISTERED USERS

If you have an account with us, please log in.

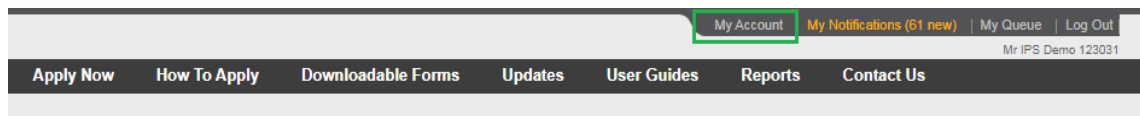
Email Address *
Key

Password *
[Empty field]

* Required Fields

Buttons: [Create an Account](#), [Forgot Your Password?](#), [Login](#)

4. Once you have logged in, click **My Account** located at top right of the page



5. You will then see the **My Account Tab** on the left sidebar. Click **My JomPAY** located at the bottom of the list.

The screenshot shows the 'My Dashboard' page. The 'My Account' tab is selected in the left sidebar. The 'My JomPAY' link is highlighted with a red box. A red arrow points to this link. The main content area displays a 'RECENT APPLICATIONS' table.

Application #	Date	Travel Doc. No.	Total Amount	Status	Download PDF
100196882	05/07/2022	C2068239	MYR2,502.80	IM14 - Soft copy received	NGUYEN THI PHUONG
100196878	24/06/2022	C2068239	MYR2,060.00	Cancelled	NGUYEN THI PHUONG
100196877	23/06/2022	P08718937	MYR2,059.90	IM14 - Documents received (Pending payment)	SLBL SWK ONE
100196851	03/06/2022	UATTSTFIVE	MYR758.40	IM55 - Immigration system updated	UAT TST FIVE
100196850	03/06/2022	UATTST4	MYR746.40	IM55 -	UAT TST FOUR

6. Once you have clicked **My JomPAY**, you will be able to view the JomPAY Transaction page. This page will display the details of EMGS JomPAY Biller Code and respective institute Ref 1 and Ref 2 code.

Item	Explanation
Biller Code	EMGS JomPAY Code
Ref 1	Institute Code
Ref 2	Institute Entity ID

Table 1.0


My Account

- Account Dashboard
- Account Information
- Address Book
- My Applications
- My Application Issues
- My Notifications
- Online Photo Checker
- Additional Information
- My Students
- My Representatives
- My Signatories
- Default Application Fields
- My JomPAY**

JomPAY Transactions

JomPAY Instruction

EMGS now accepts payment via JomPAY.

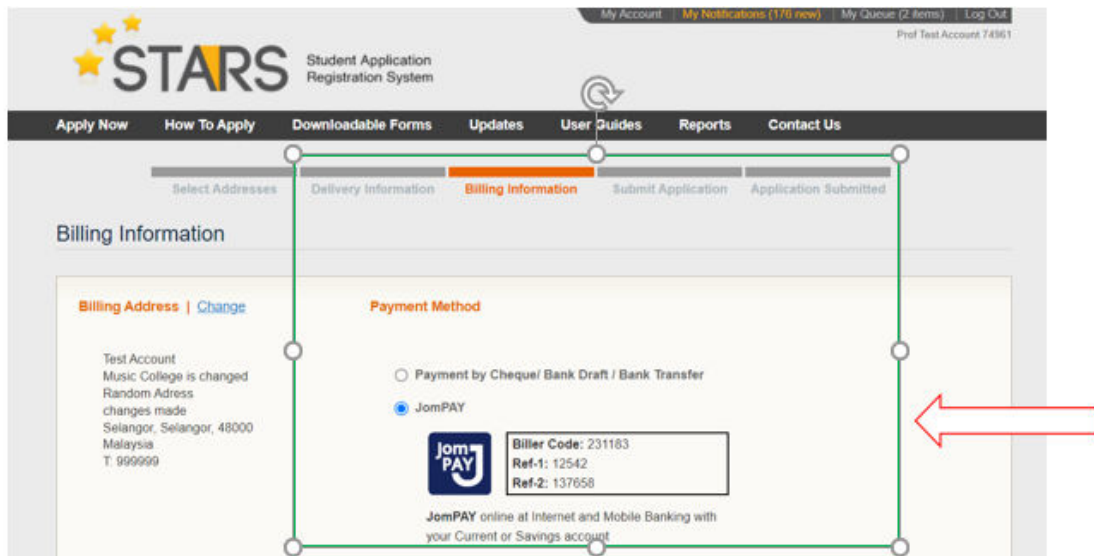
 **Biller Code:** 231183
Ref-1: 20329
Ref-2: 69550

JomPAY online at Internet and Mobile Banking with your Current or Savings account

Transaction Date	NBPS reference number	Amount

Note - Biller code, Ref 1 and Ref 2 are mandatory field to update in the JomPAY payment transaction. If the Institute key-in the wrong Ref-1 or Ref-2 system will not be able to credit the amount to respective Institute account.

- Institute will be able to make payment to EMGS by selecting JomPAY option in Billing Information.



- Completed transaction through JomPAY will be displayed under the My JomPAY page as shown below.

