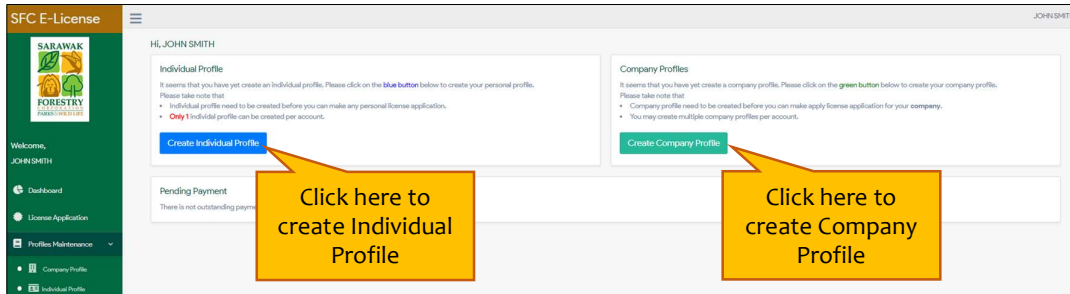## 2.4   CREATING INDIVIDUAL & COMPANY PROFILE

When login for the first time, you will be presented with dashboard as follows:
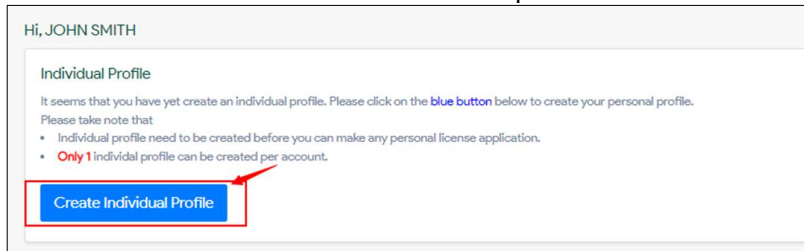

You need to create either an individual profile or a company profile before you can apply for any license.

Differences between the two profiles:

Individual Profile	Company Profile
• Applying license for personal use • Only **1** individual profile can be created per account	• Applying license for company /on behalf of company • Multiple company profiles allowed per account

2.4.1   Creating Individual Profile

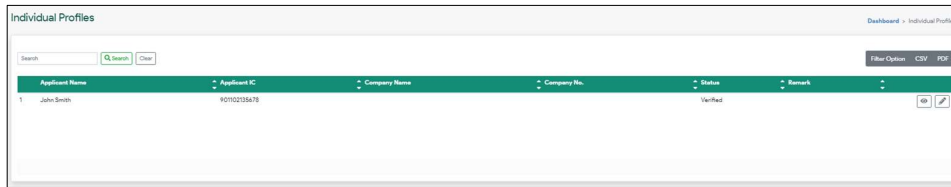1. Click on the blue button to create individual profile.

2. You need to complete 3 steps to create individual profile. The screen is different depending on you are a Malaysian or a non-Malaysian. Step 1 requires you to enter your personal details.

3. After filling in the particulars, press "Next" to go to Step 2.
4. Step 2 requires you to upload required documents. Press "Choose File" to select the documents from your device (Format: PDF/JPEG/JPG/PNG) to upload. Please note that the maximum file size allowed is 2MB.
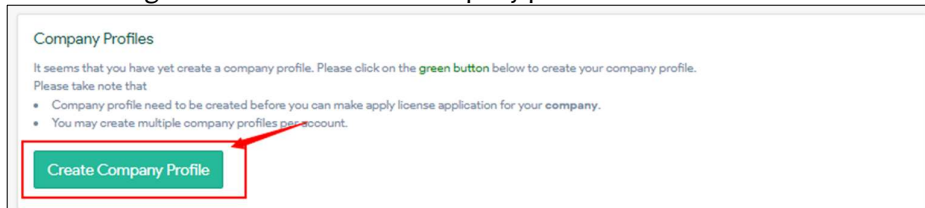

5. After attaching all the required documents, press "Next" to go to Step 3.
6. At step 3, please check through all the particulars entered. Please check the 2 two checkboxes to acknowledge the term & condition and declaration.

7. Press "Submit Profile" to complete the individual profile creation process.
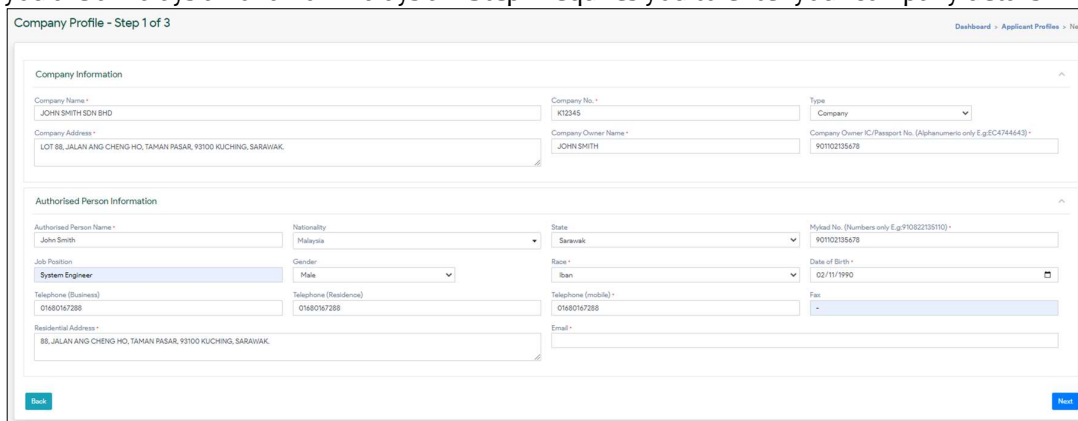8. You will be navigated to the Individual Profile page upon completion.
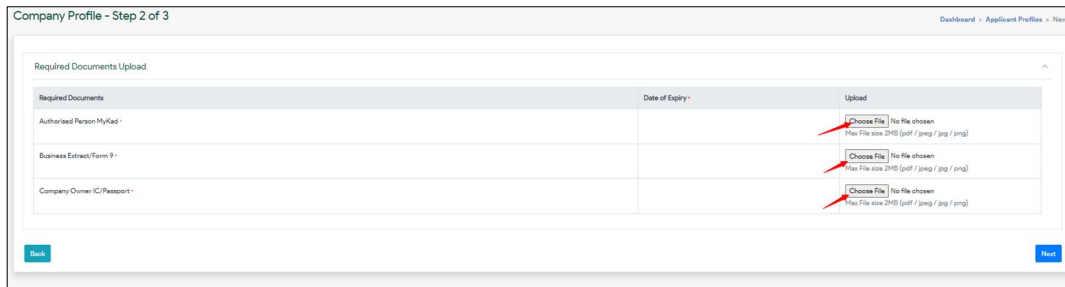
2.4.2 Creating Company Profile

1. Click on the green button to create company profile.

2. You need to complete 3 steps to create company profile. The screen is different depending on you are a Malaysian or a non-Malaysian. Step 1 requires you to enter your company details.

3. After filling in the particulars, press "Next" to go to Step 2.
4. Step 2 requires you to upload required documents. Press "Choose File" to select the documents from your device (Format: PDF/JPEG/JPG/PNG) to upload. Please note that the maximum file size allowed is 2MB.

5. After attaching all the required documents, press "Next" to go to Step 3.
6. At step 3, please check through all the particulars entered. Please check the 2 two checkboxes to acknowledge the term & condition and declaration.

7. Press "Submit Profile" to complete the individual profile creation process.
8. You will be navigated to the Individual Profile page upon completion.