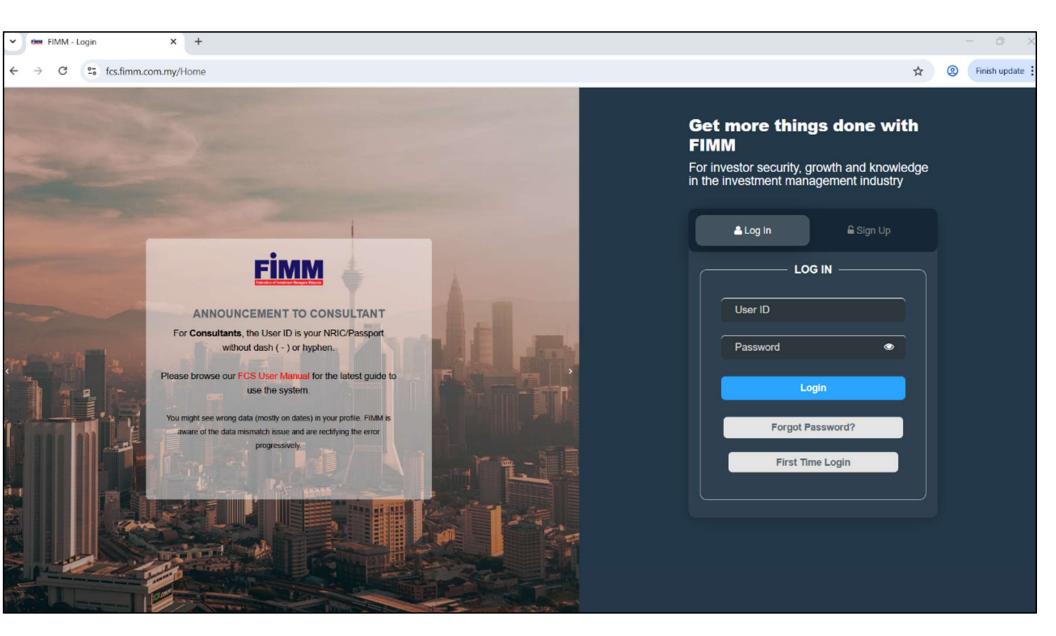


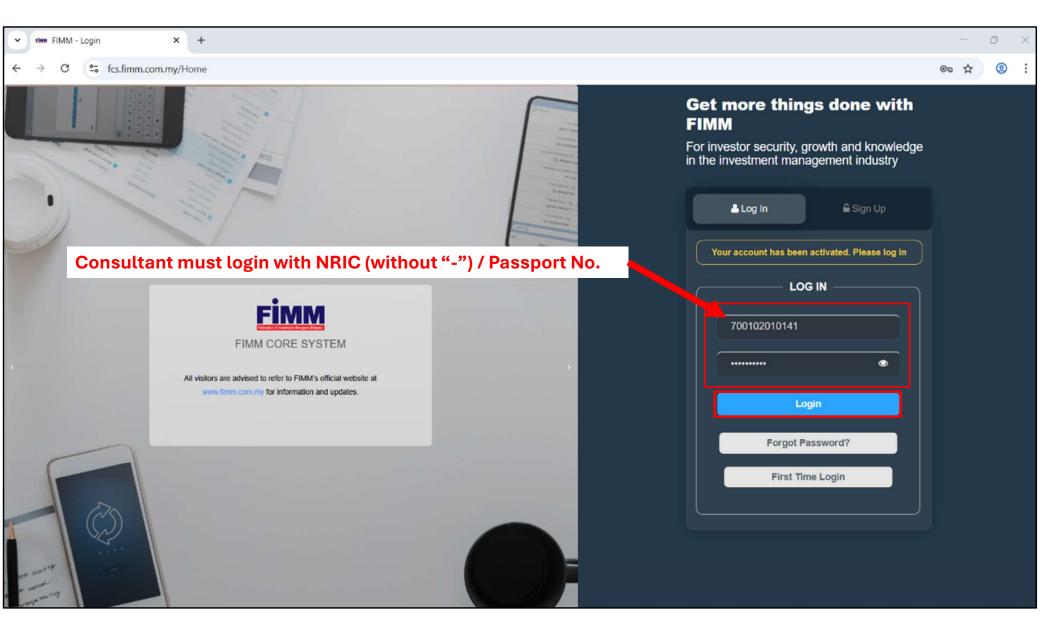
Once your account is set up, you must update your profile for the first time. You must navigate to the last page, tick the declaration to submit the application.

Quick Guide for Active Consultant

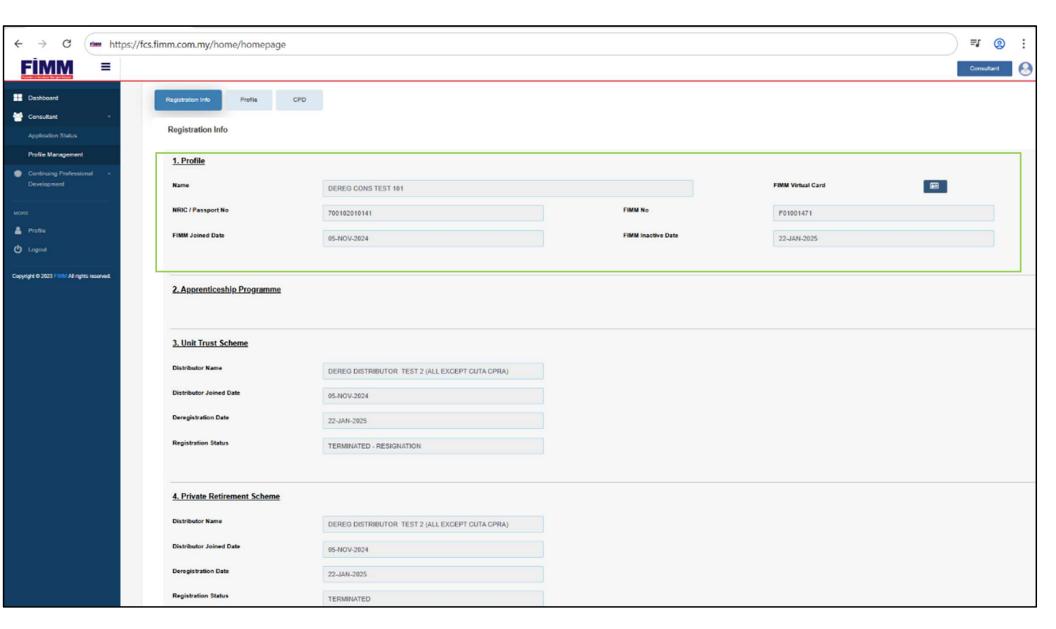
- This Quick Guide is meant for Active Consultant attached to a distributor.
- The consultant must perform First Time Login (Part 1) & Account Update (Part 2)
- The consultant must prepare the following:
 - Picture of NRIC (front and back) (file in jpeg or png format)



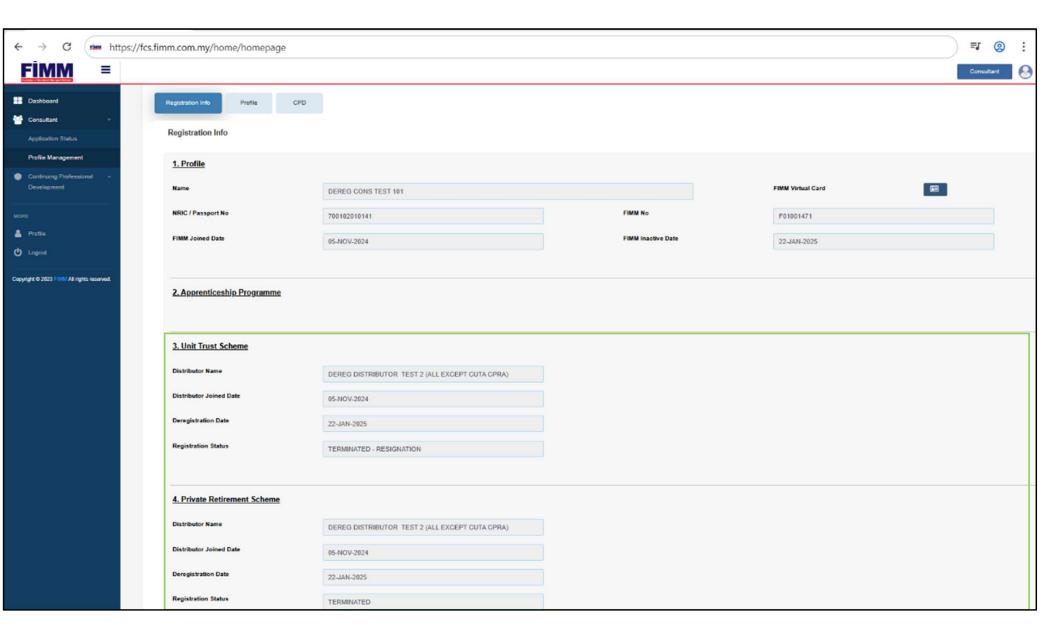
First, open a web browser (such as Google Chrome or Microsoft Edge). Then, go to https://fcs.fimm.com.my.



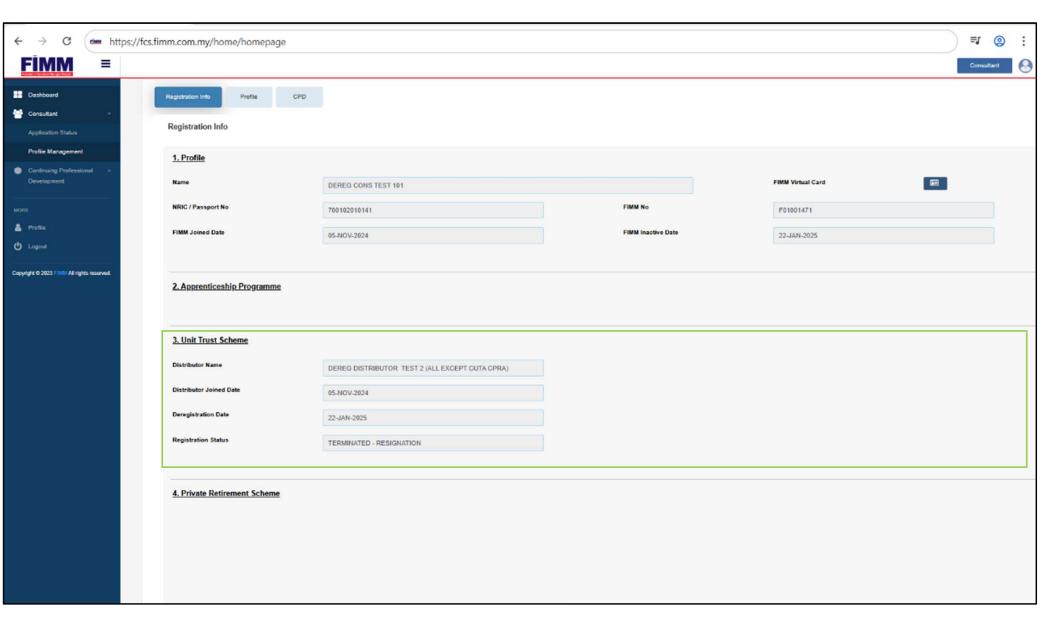
You can login using your IC number (without dash) with the password you have set earlier. Click 'Login' button



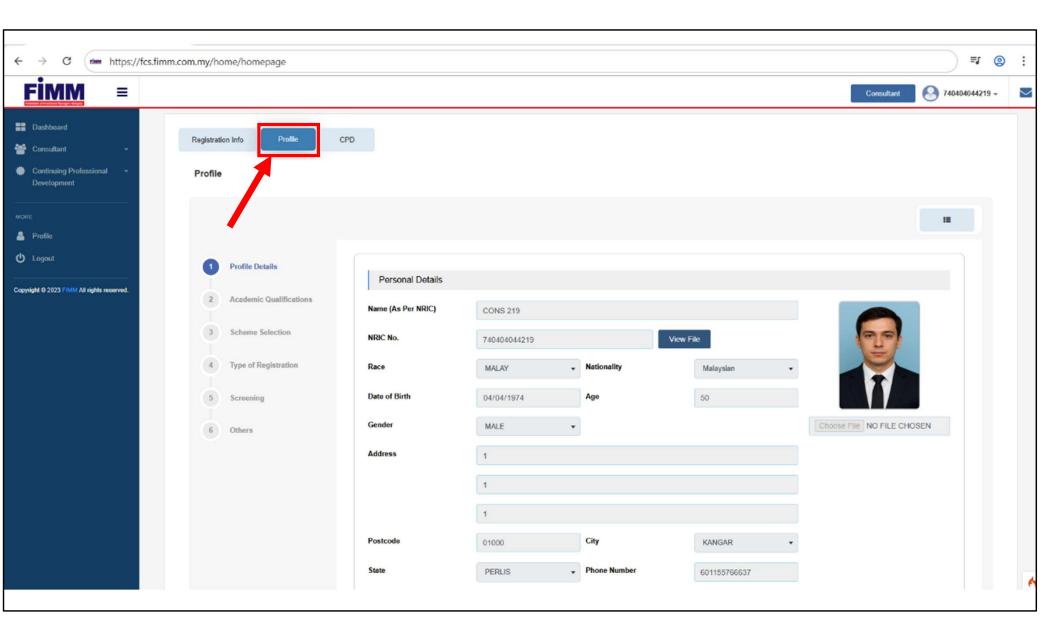
Under the Registration Info, you can check you basic profile details such as Full Name, IC Number, FIMM No, FIMM Joined Date. Do let your Distributor knows if you find any discrepancy.



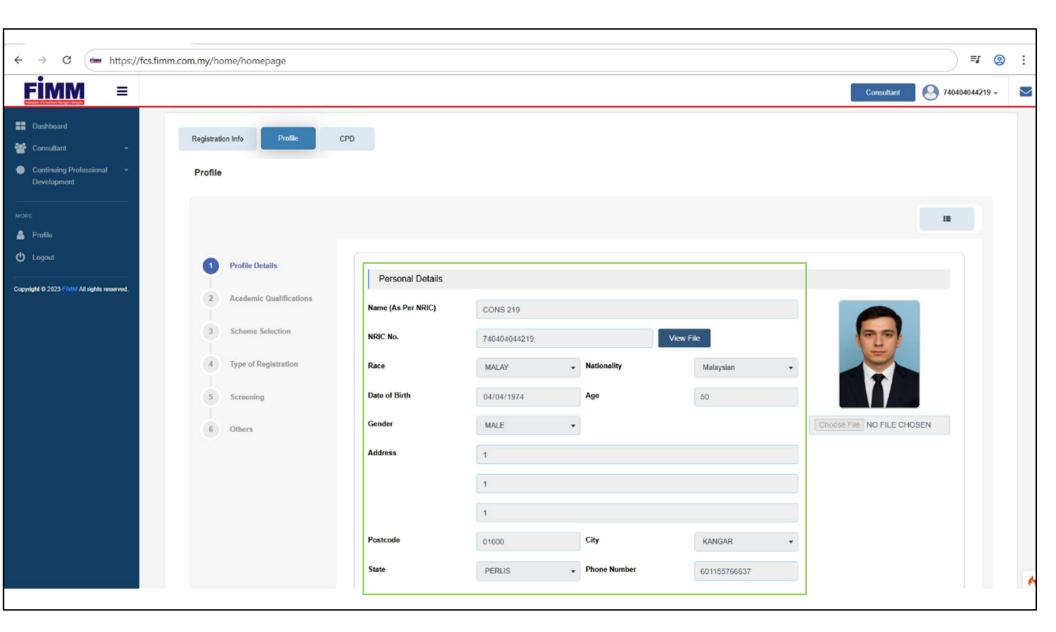
You can also check your registration status for UTS and PRS under item no 3 and 4



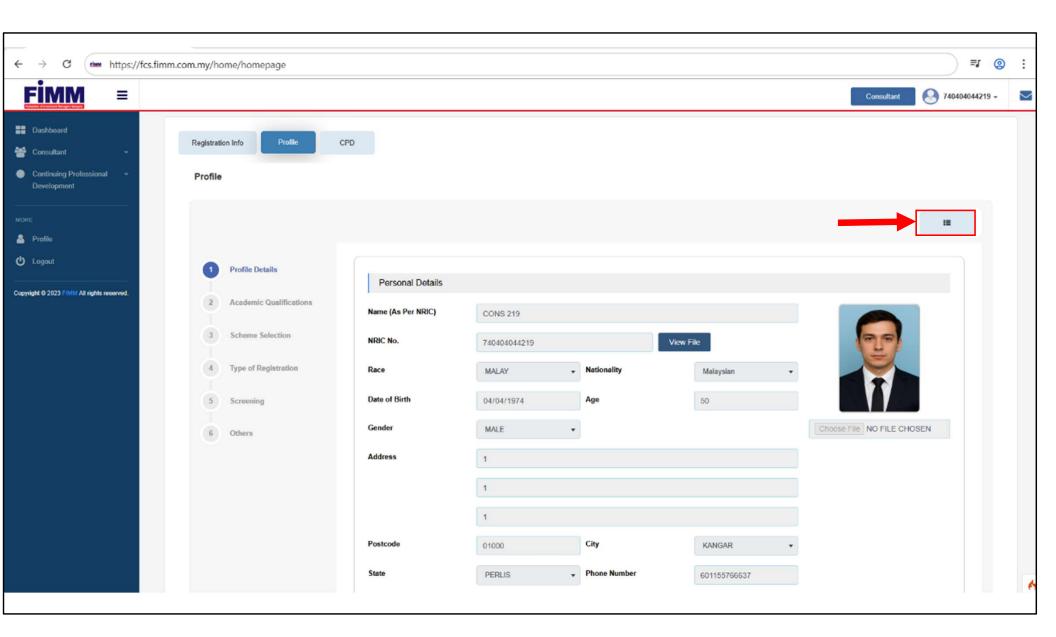
For single scheme consultant, you will only see the license that you are currently registered.



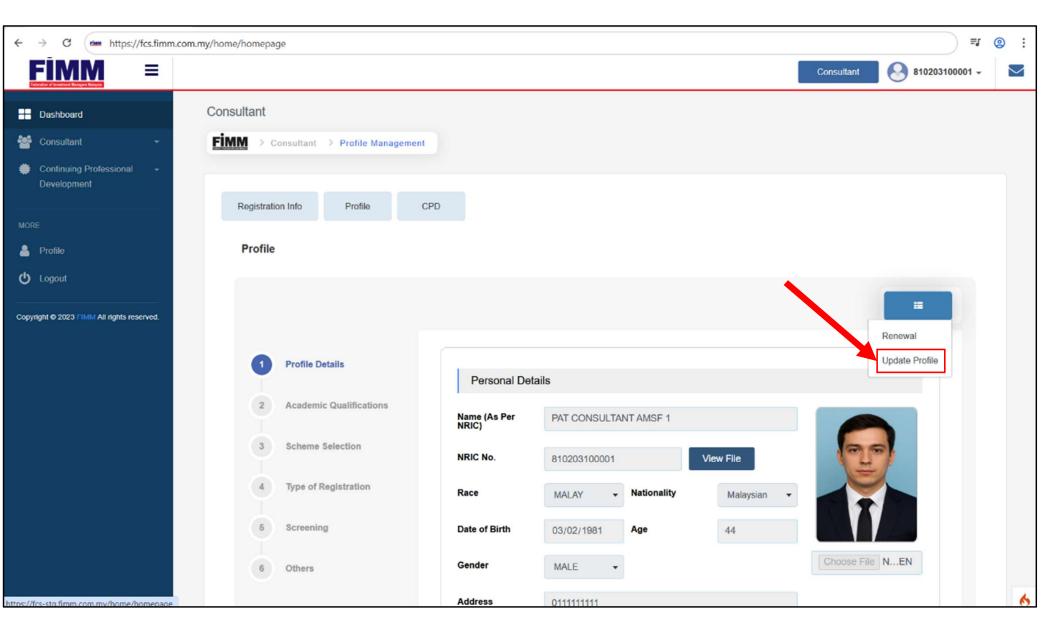
To perform Profile Update, click the 'Profile' Tab



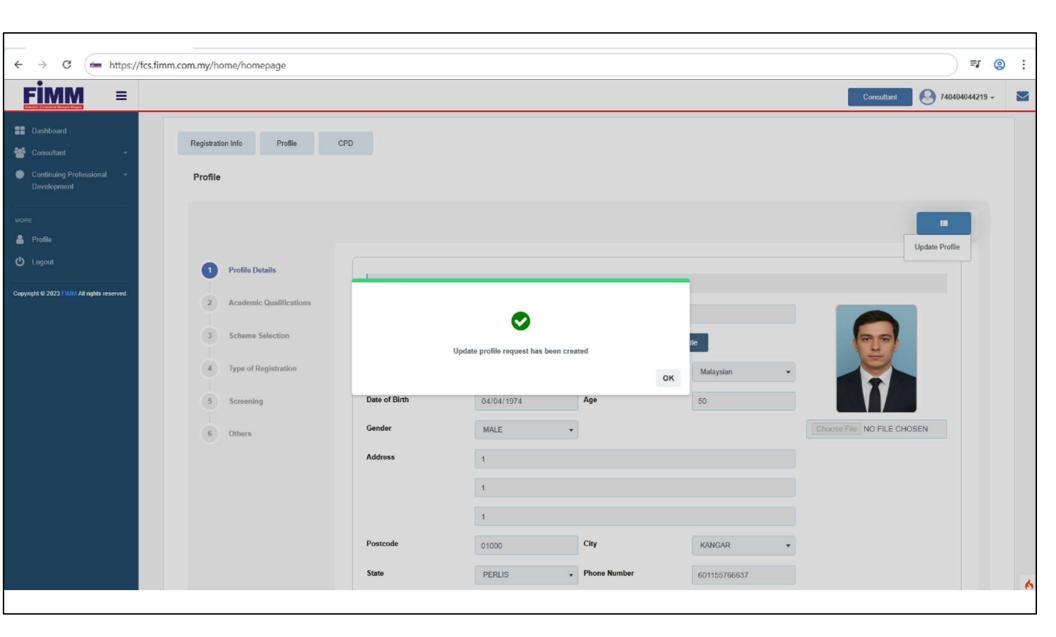
You should be able to check & verify your personal details including your registered physical address. Please inform your Distributor if there's any discrepancy.



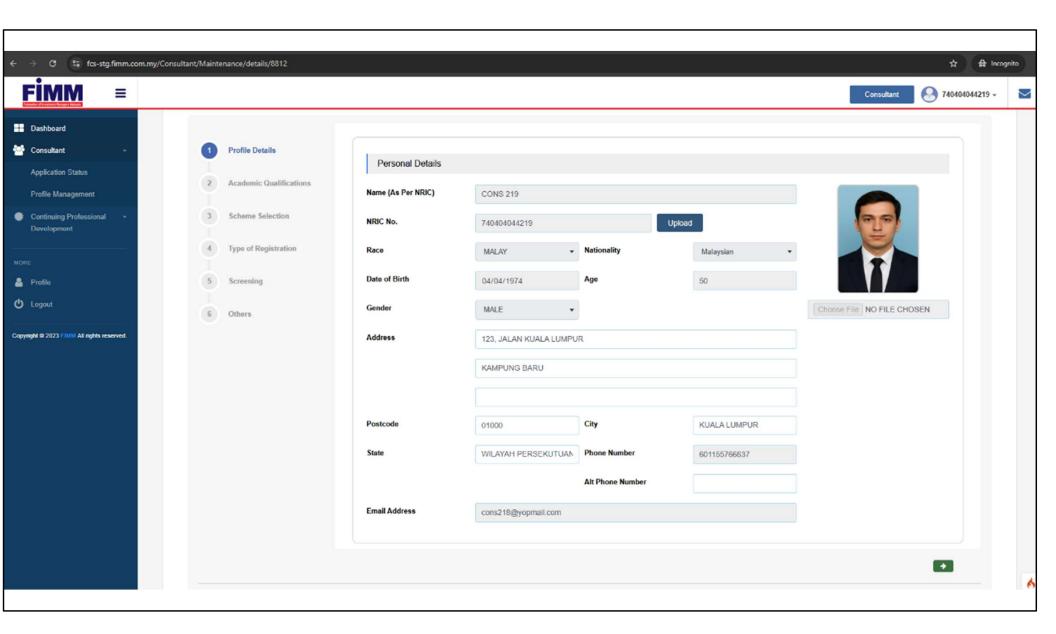
Select the Navigation Menu (The icon with 3 lines) on the right corner above the profile picture



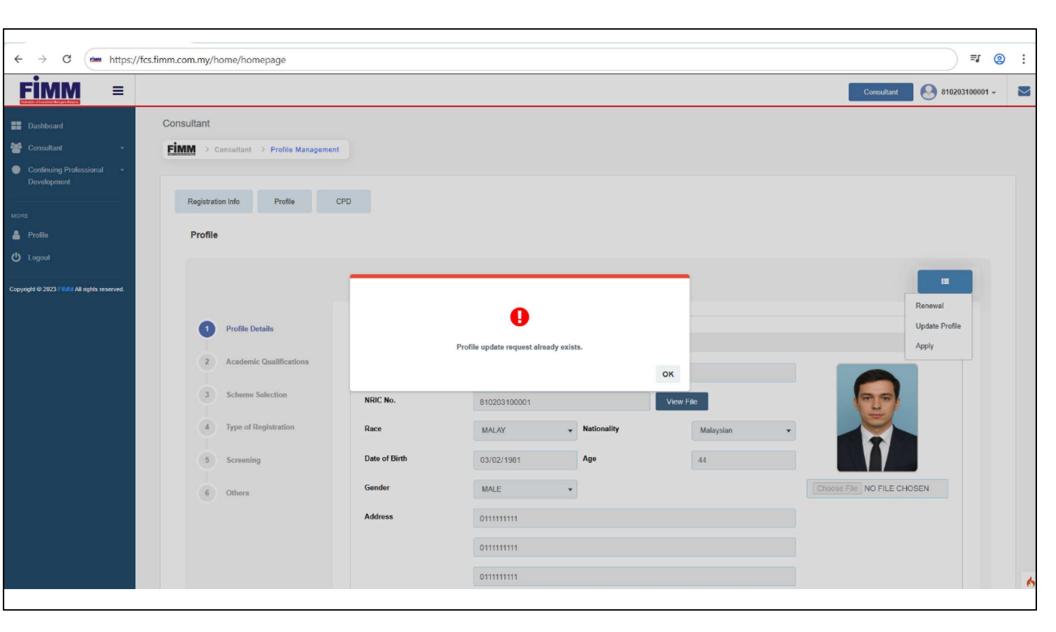
Click the navigation menu > and select 'Update Profile'



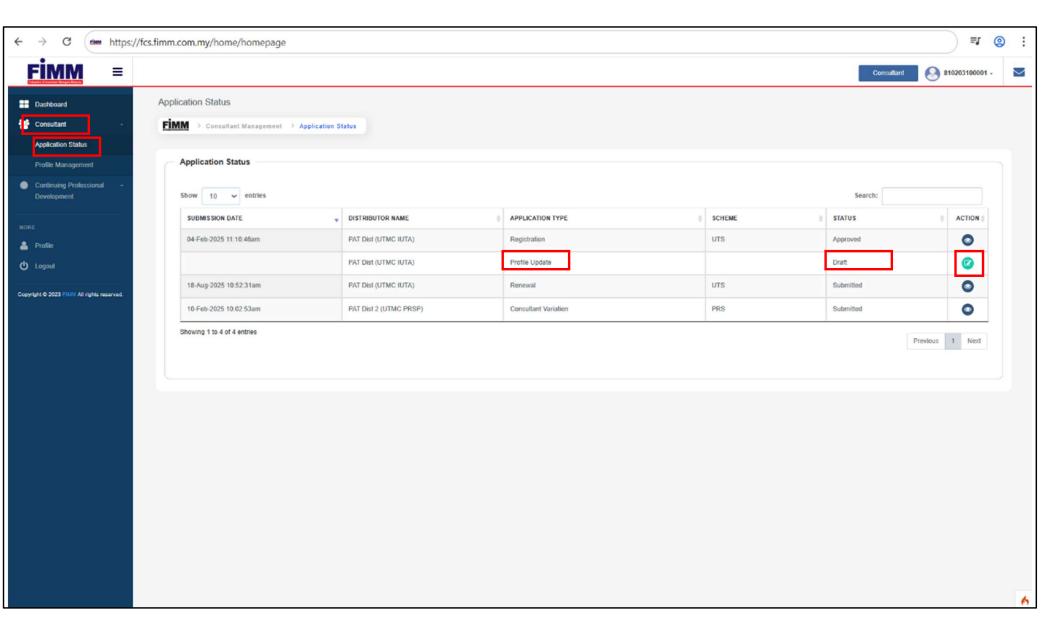
A pop up message will appear to indicate the request is successful.



Click 'OK', and you will be redirected to the following page.



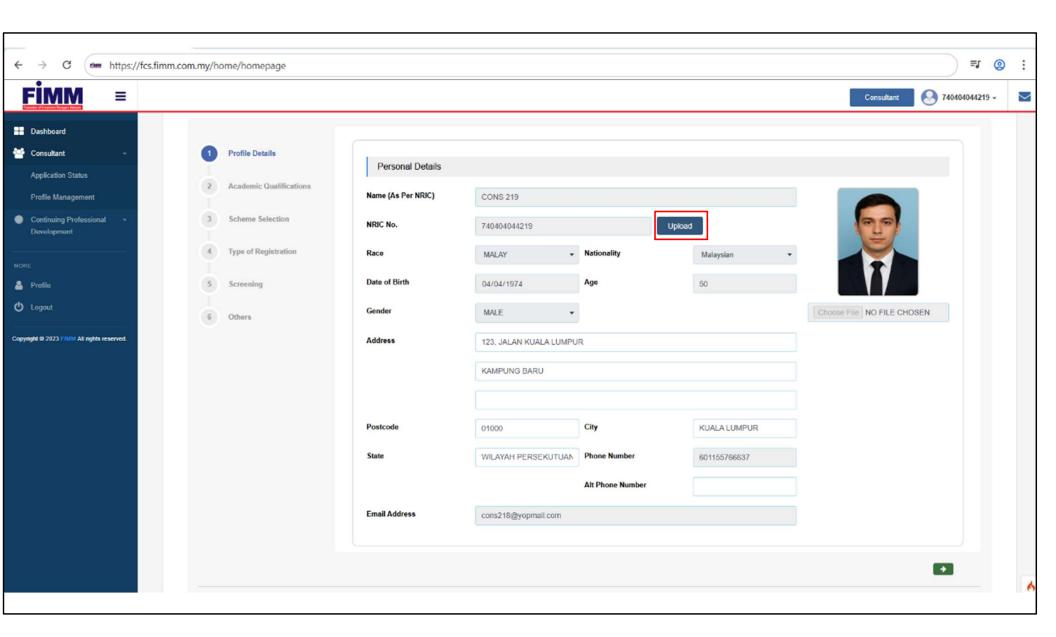
Please take note that only 1 Profile Update request is allowed at one time. If you receive error "Profile update request already exists", please check under Consultant > Application Status for the Profile Update draft request.



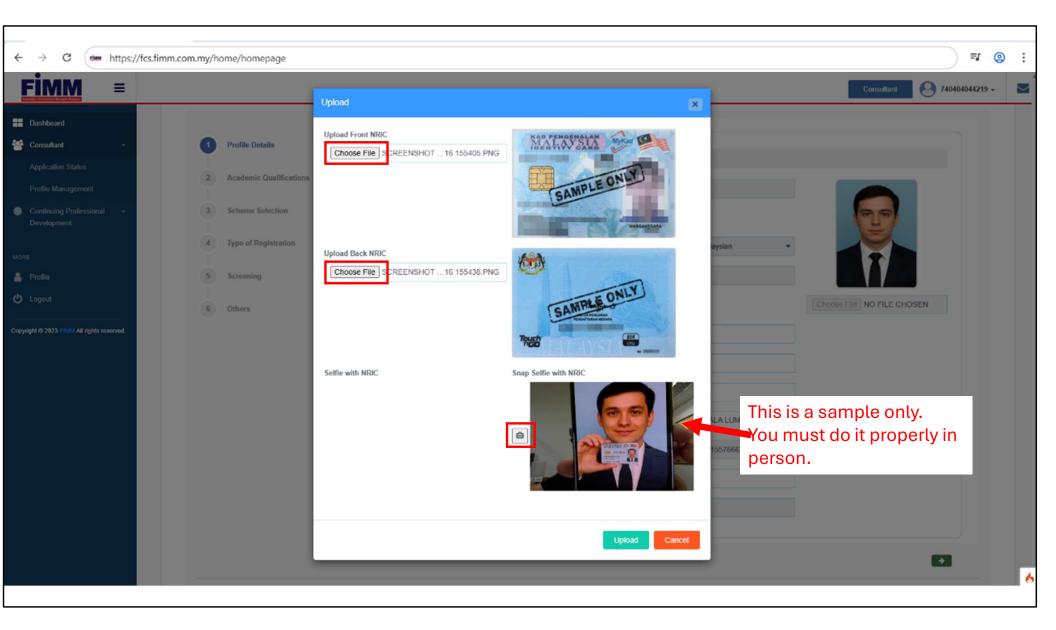
Click Consultant > Application Status.

Locate the Application Type with the title 'Profile Update'.

Click the **Green pencil button** under the Action column to continue from your last progress



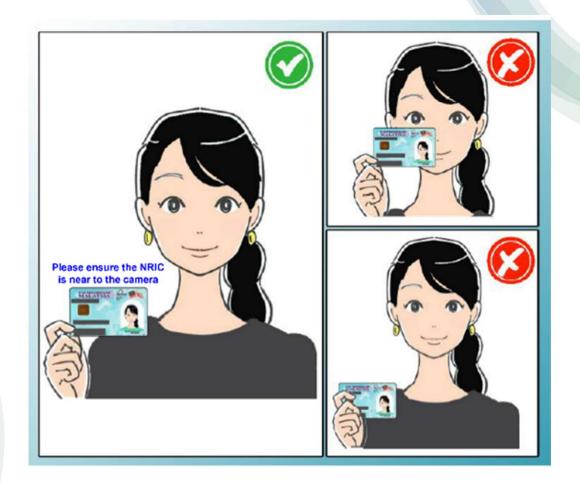
First thing first, you MUST upload your NRIC and Selfie holding the IC. Click on the upload button to start.



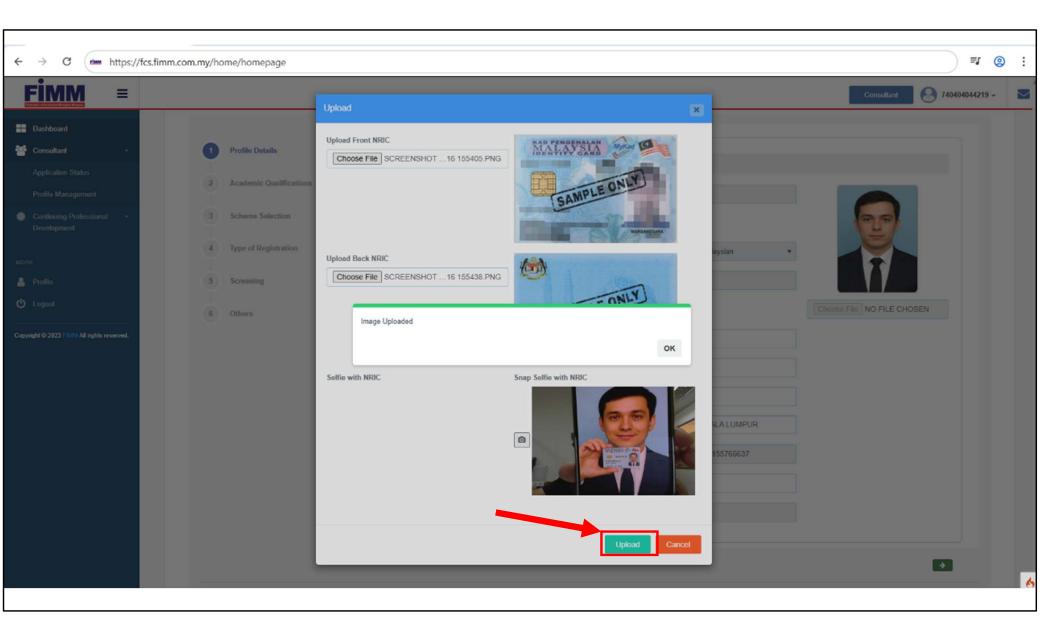
Upload a clear copy of your NRIC in picture format and take a selfie of you holding your IC as proof of identity. Please ensure the selfie is clear and your NRIC details is **readable**.

If you have uploaded a wrong file or the image is unclear, click on "Choose file" again to replace the file by selecting a new file.

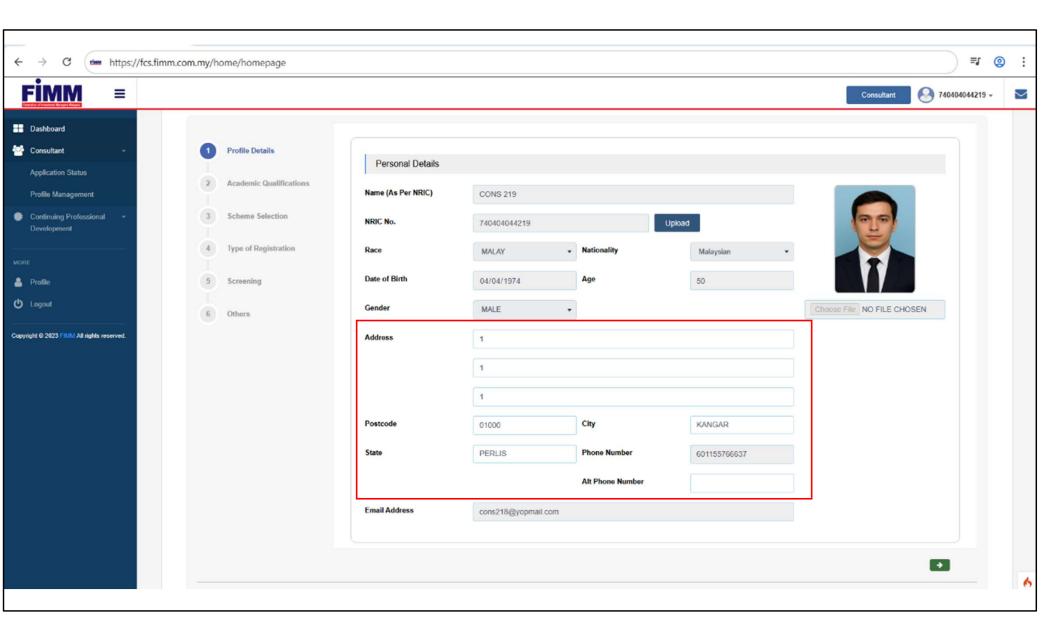
How to take a Selfie Photo



Please follow the guideline above when taking a selfie while holding your IC.

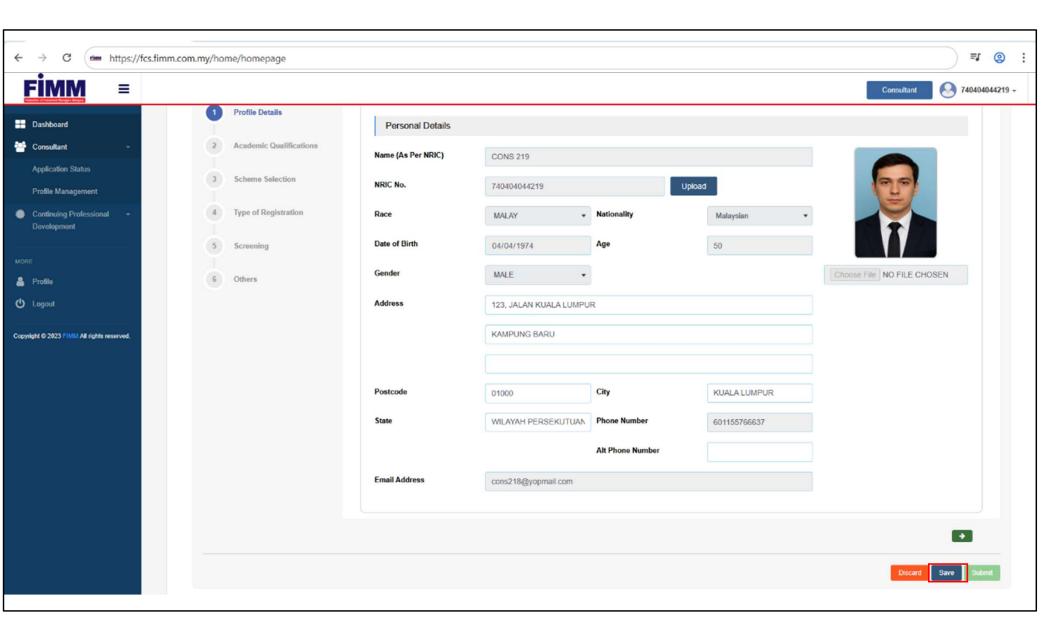


When you click upload (red arrow), a pop up message will appear to confirm it has been uploaded. You can close this windows.

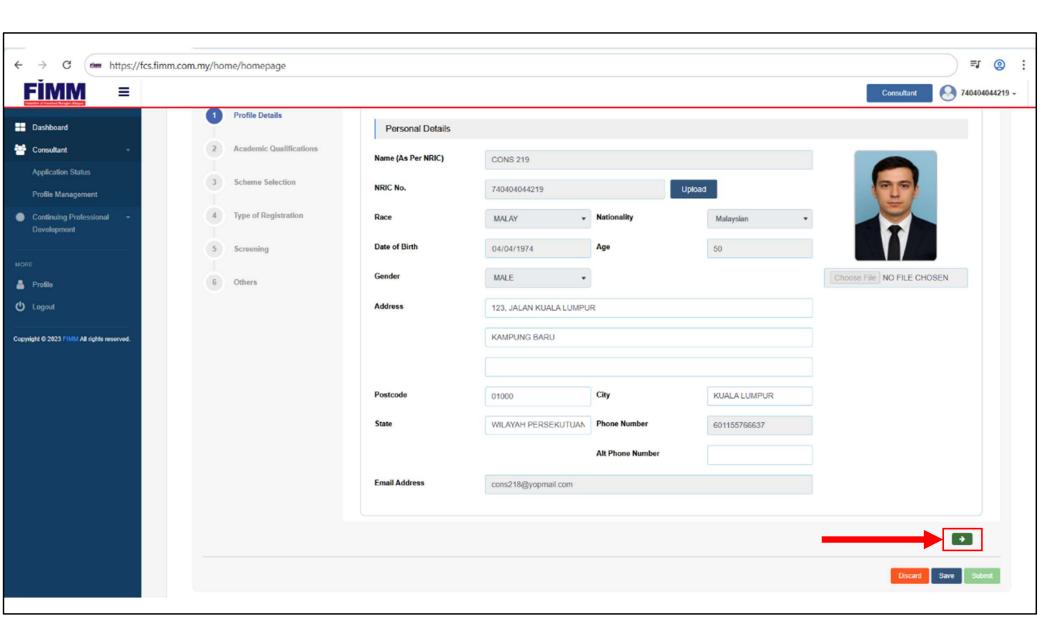


Update the address field (if required).

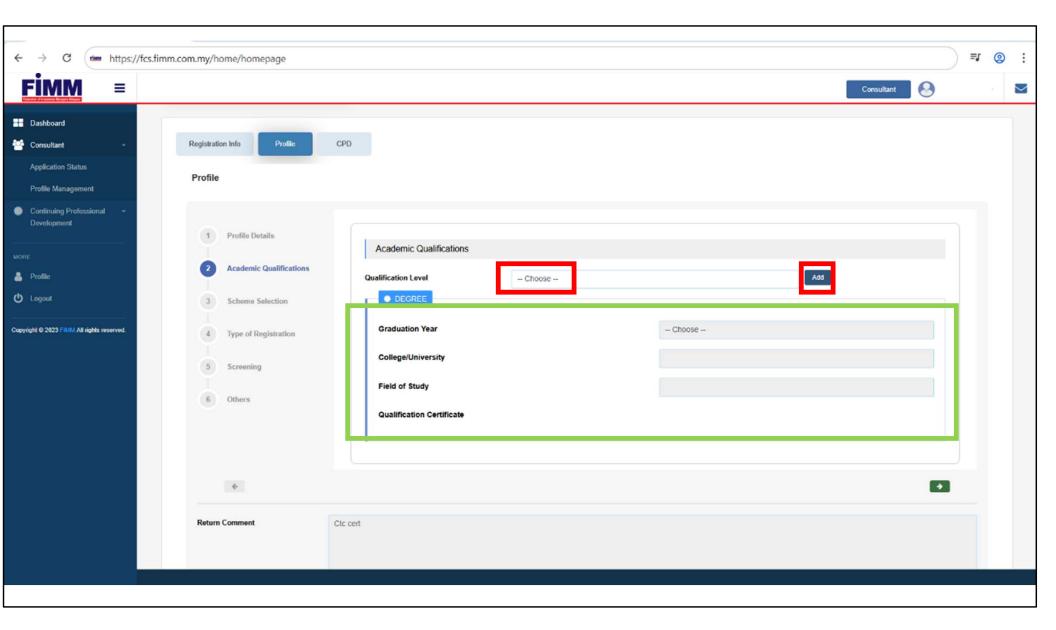
Note: The postcode field is usually empty. Please select the correct postcode or the nearest postcode to your address.



Before moving on, please save your progress by clicking the 'SAVE' button at the bottom.

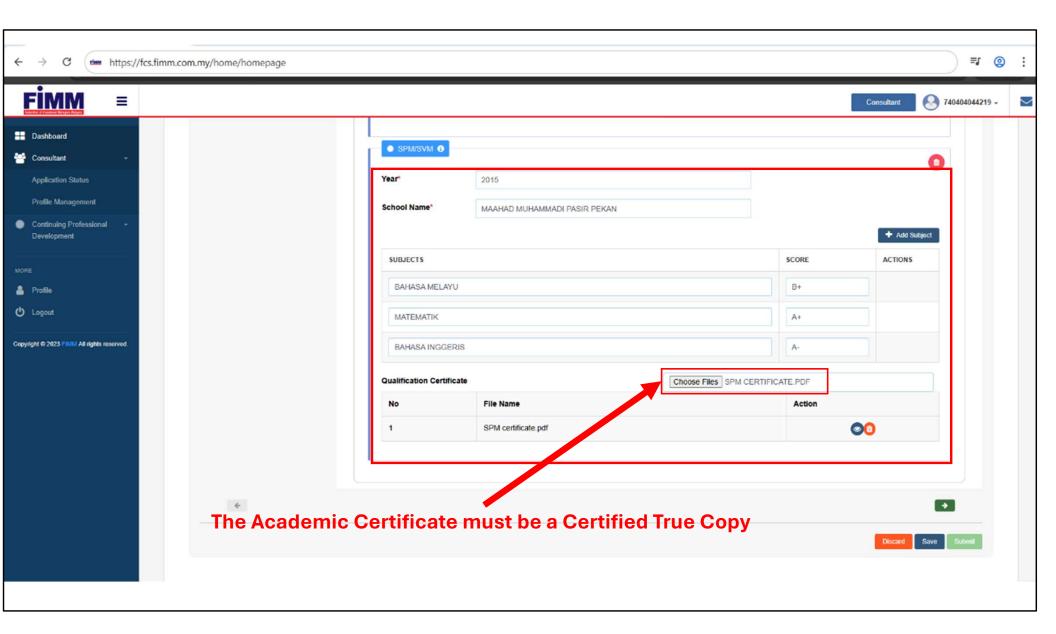


Click the arrow to navigate to the next page



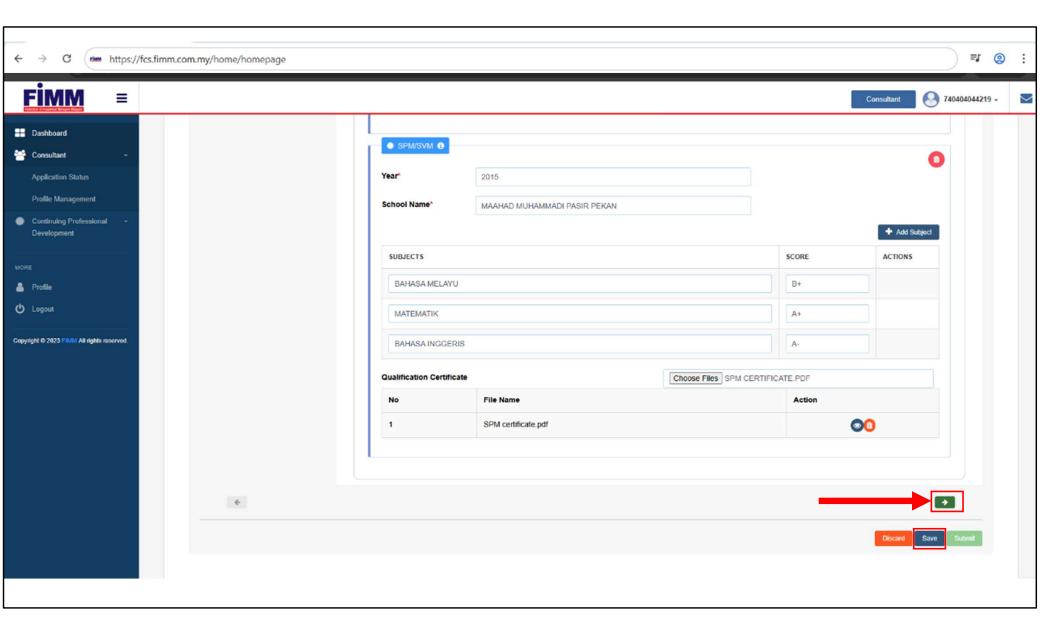
The existing qualification will be displayed with the missing information. (Green box). You are not allowed to amend this info but you can add new qualification details.

Under the 'Qualification Level', point your mouse at the box and a list of selection will appear. Scroll to select the preferred level and click 'Add'



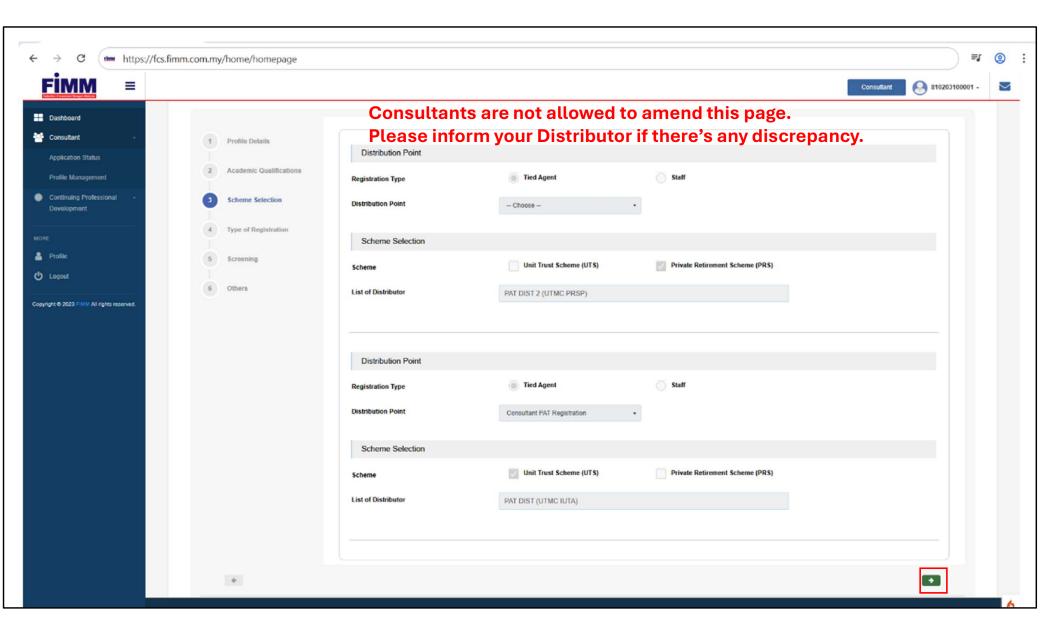
Fill up the details required based on your education level.

Please upload a Certified True Copy (CTC) of your educational certificate.

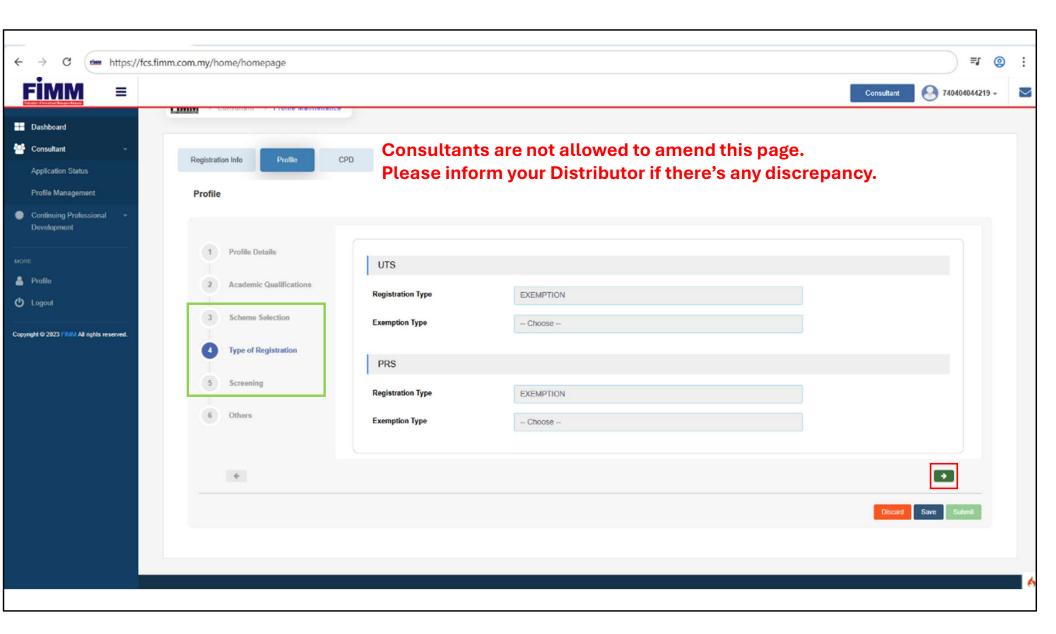


Before moving on, please save your progress by clicking the 'SAVE' button at the bottom.

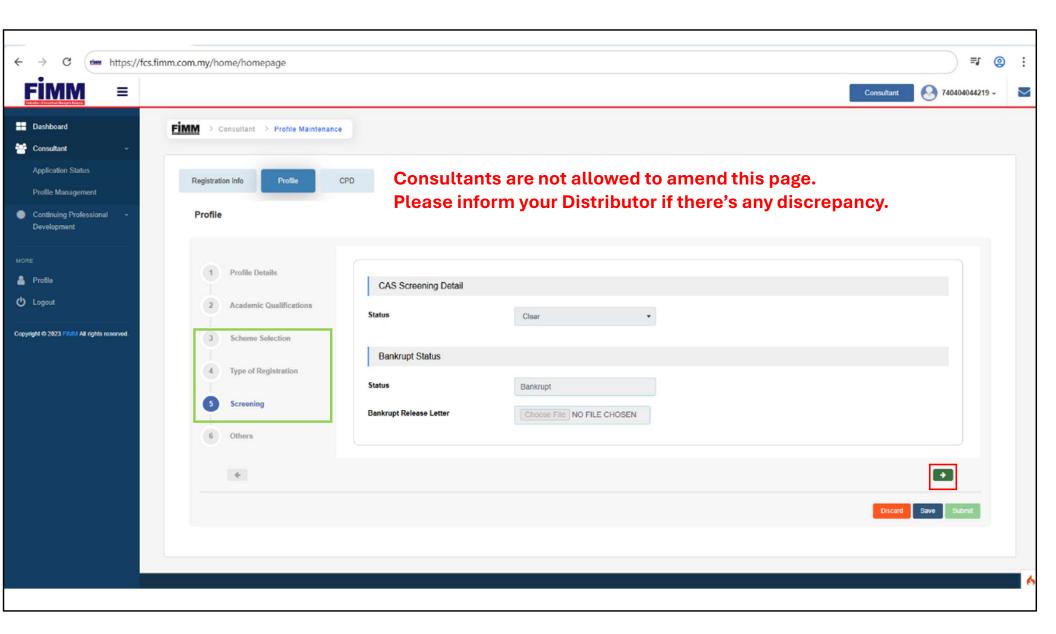
Then Click the arrow to navigate to the next page (red arrow).



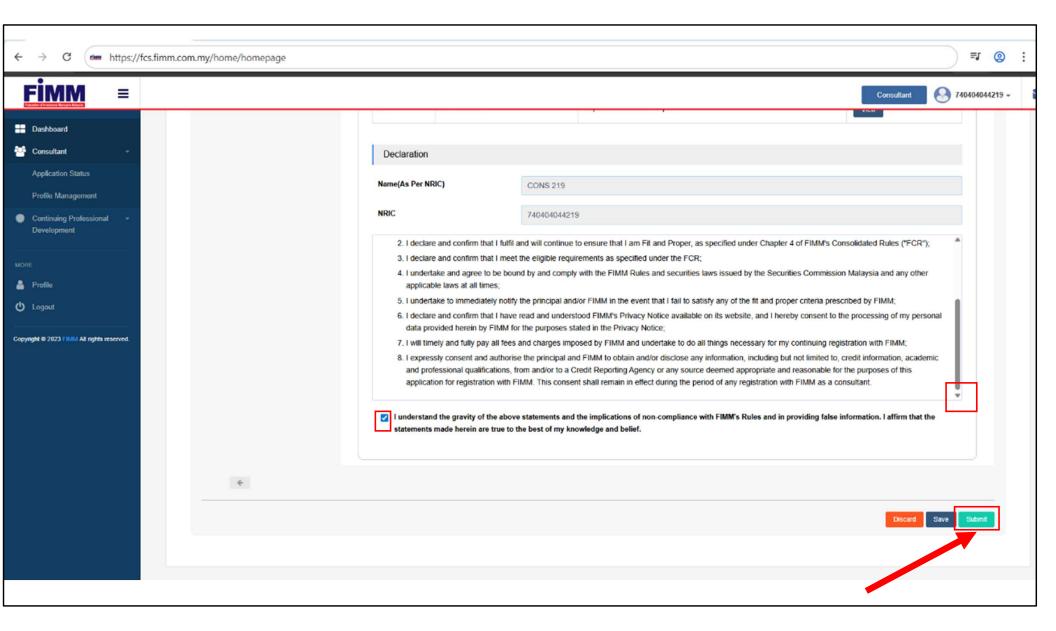
For profile update, page 3, 4, and 5 will be 'view only'. No action required. Click the green arrow for next page.



For profile update, page 3, 4, and 5 will be 'view only'. No action required. Click the green arrow for next page.

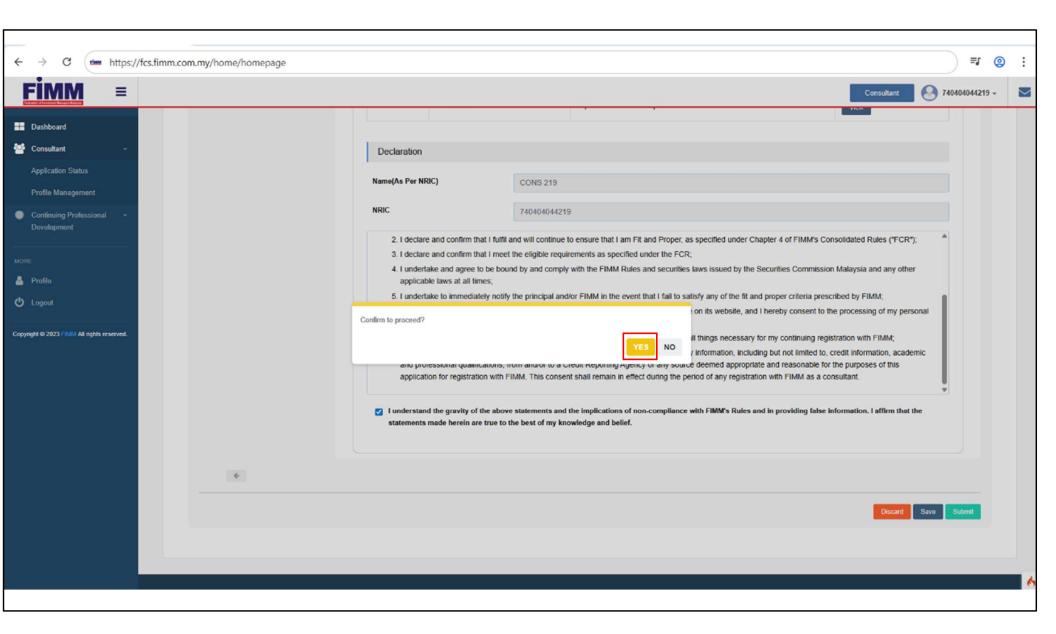


For profile update, page 3, 4, and 5 will be 'view only'. No action required. Click the green arrow for next page.

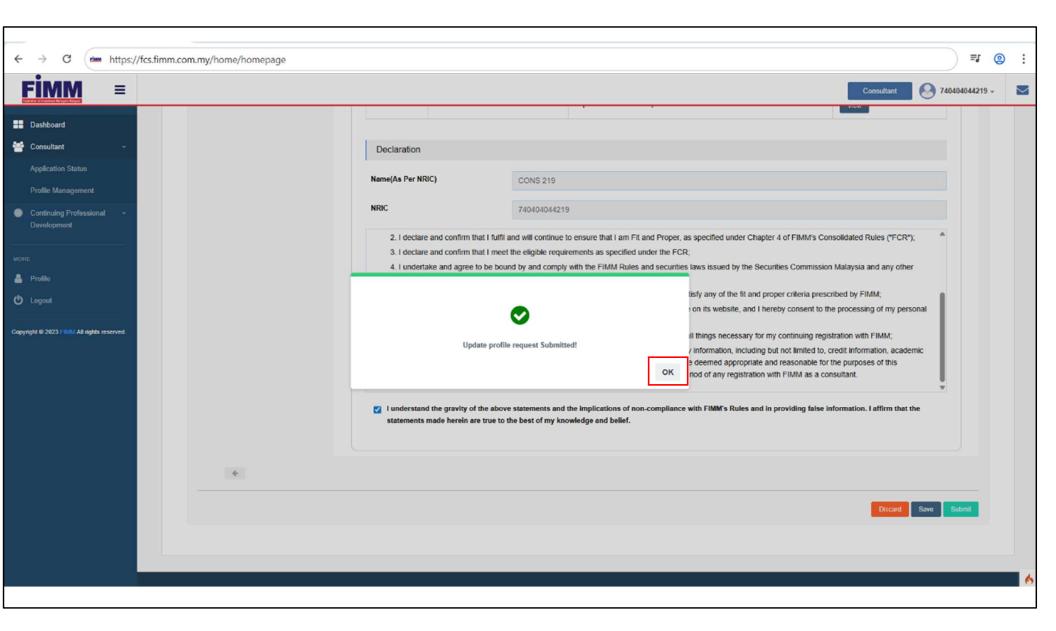


Once everything is in order, go to the Declaration section, **read** and **scroll down** the Declaration Statement to activate the checkbox below.

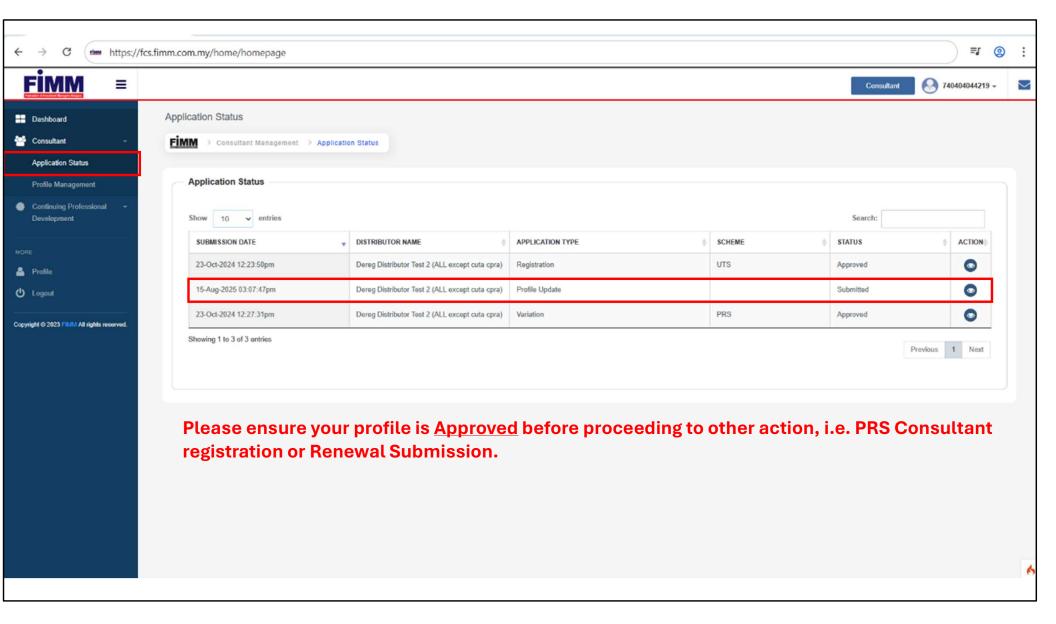
Once Activated, tick the Declaration box and then click 'Submit' (red arrow).



A pop-up message will appear to confirm. Click 'Yes' to confirm submission



Once submitted, a pop-up message will confirm the action. Click 'Ok' to close.



You can check the status of your application by going to **Consultant > Application Status**.

You must ensure your profile update is **Approved** before proceeding to other action, for example PRS Consultant registration or Renewal Submission.

