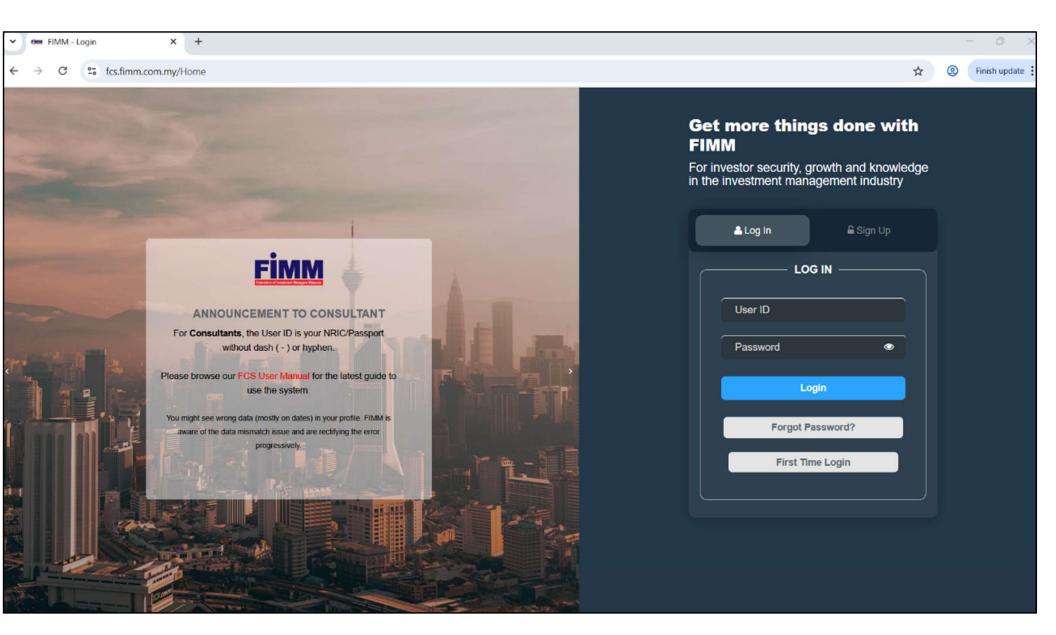
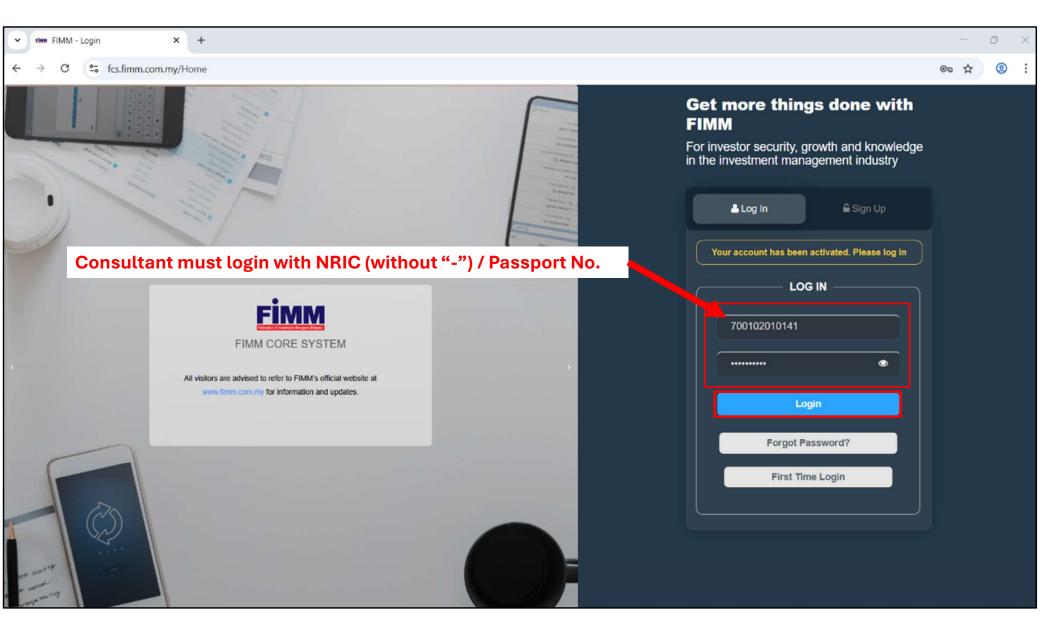


Quick Guide for Active Consultant

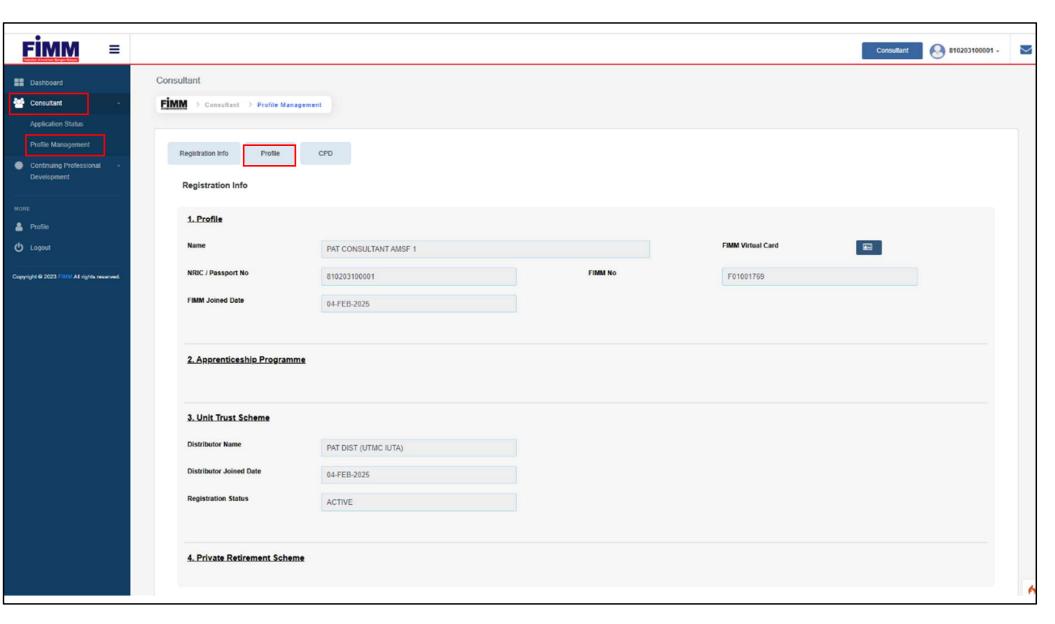
- This Quick Guide is meant for Active Consultant attached to a distributor.
- The consultant must perform First Time Login (Part 1), Account Update (Part 2) & Profile Update (Part 5)
- The consultant must:
 - Obtained minimum 16 CPD points for the year.



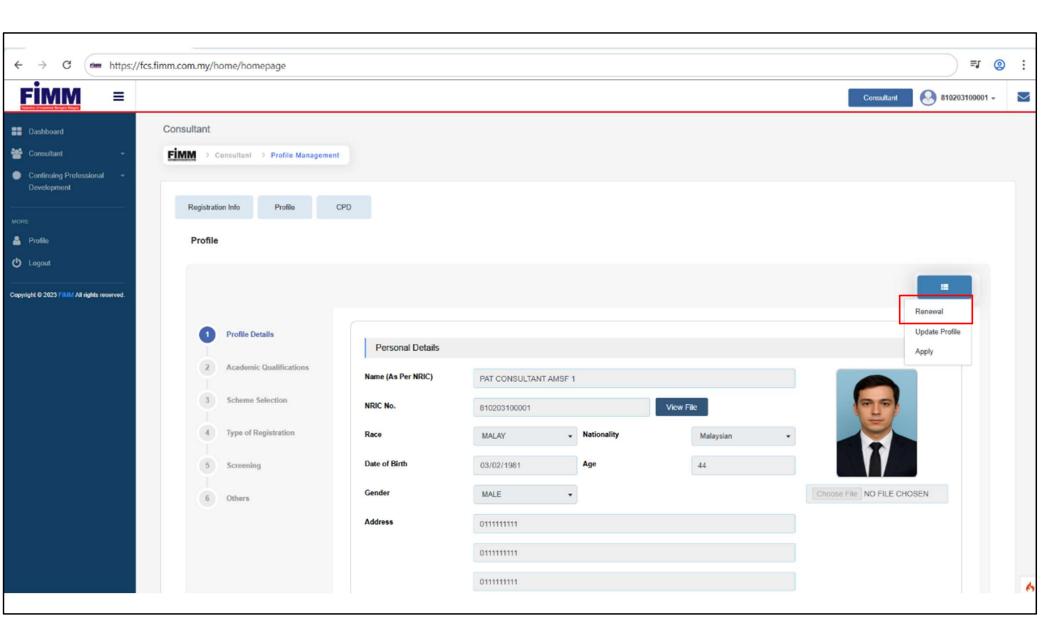
First, open a web browser (such as Google Chrome or Microsoft Edge). Then, go to https://fcs.fimm.com.my.



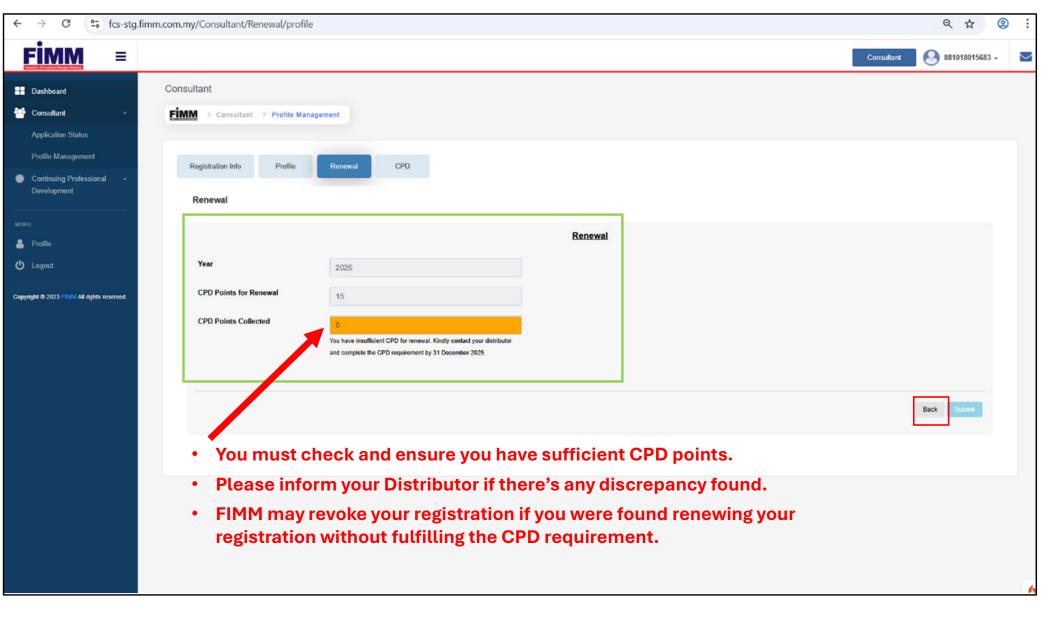
You can login using your IC number (without dash) with the password you have set earlier. Click 'Login' button



To access the Renewal Page, click **Consultant > Profile Management**Then click on the '**Profile**' tab



Click the Navigation Menu (3 lines icon on the right side) and select 'Renewal'

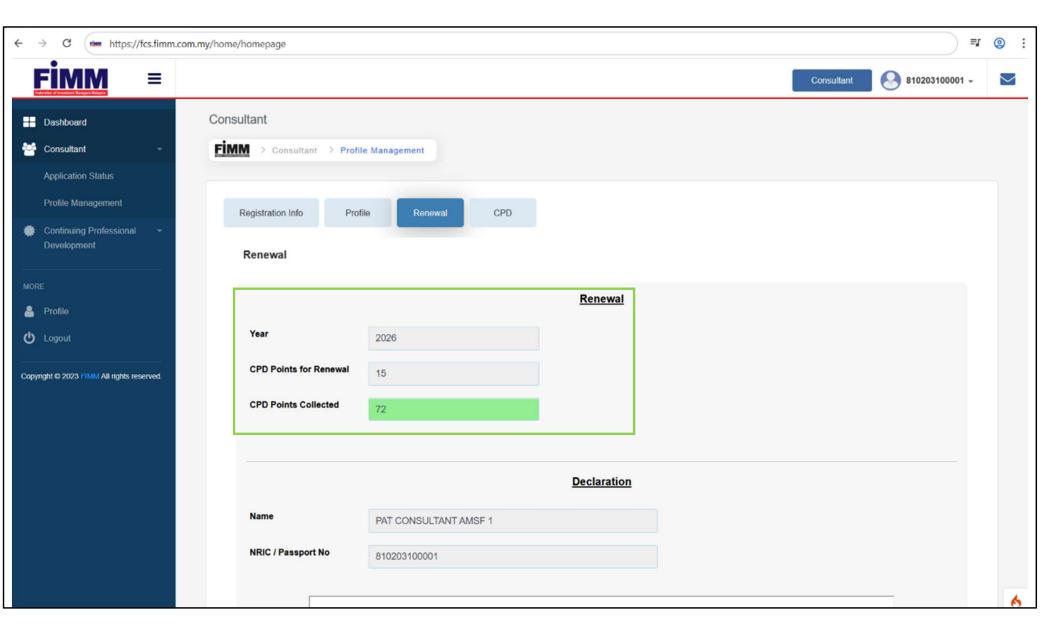


A new tab 'Renewal' will appear.

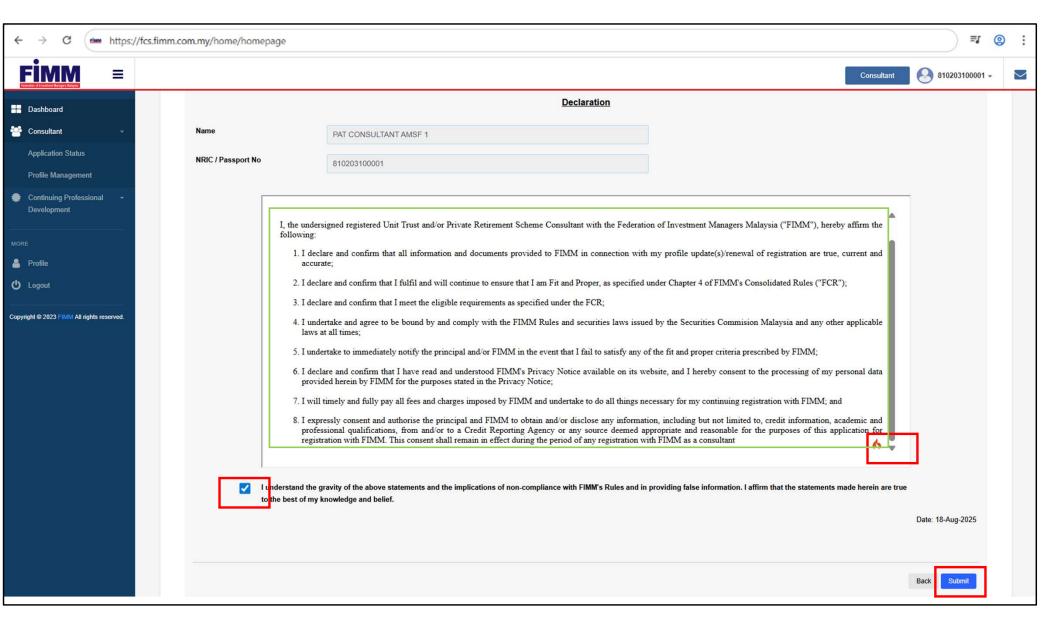
To perform renewal, you have to ensure your CPD Points is sufficient. This is highlighted under the 'CPD Points Collected' field

If your CPD Points collection is insufficient, it will be highlighted in orange colour. You cannot proceed further and can only click Back.

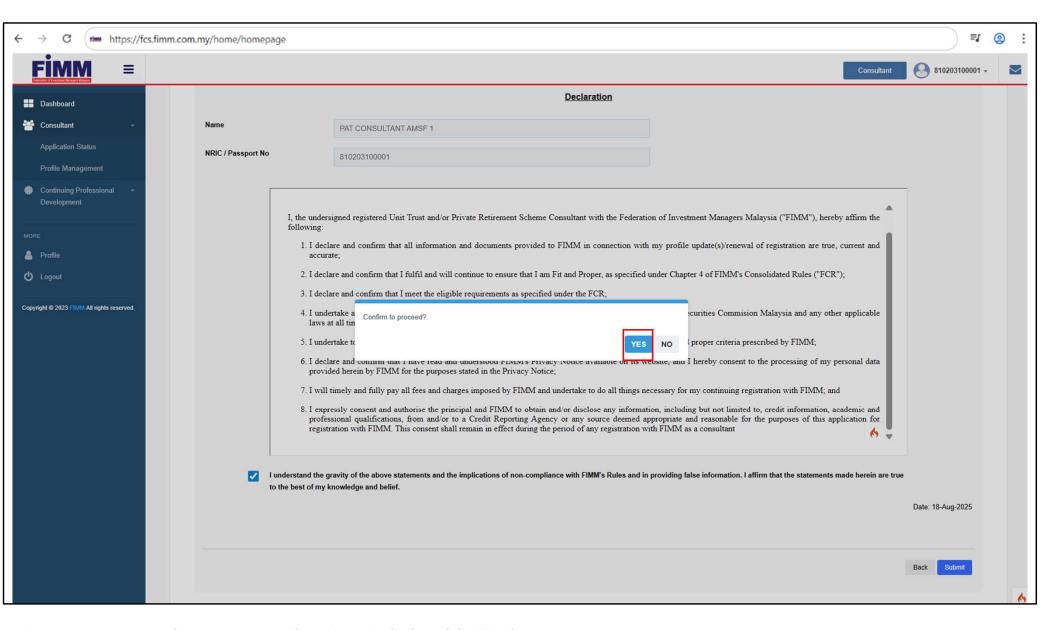
Please contact your Distributor for further details.



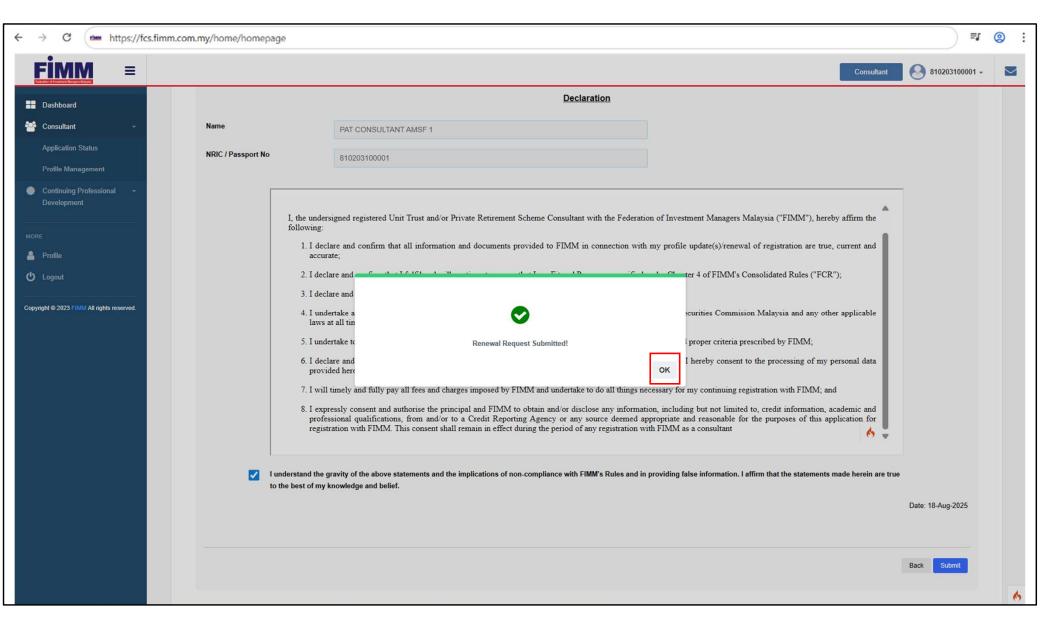
If your CPD Points collection is sufficient, it will be highlighted in green colour. You can scroll down to the end of the page.



If your CPD Points is sufficient, you can proceed to submit your renewal application. Scroll down to the bottom of the page. **Read** and **scroll down** the statements down to activate the tick button. Tick the box and click the submit button.

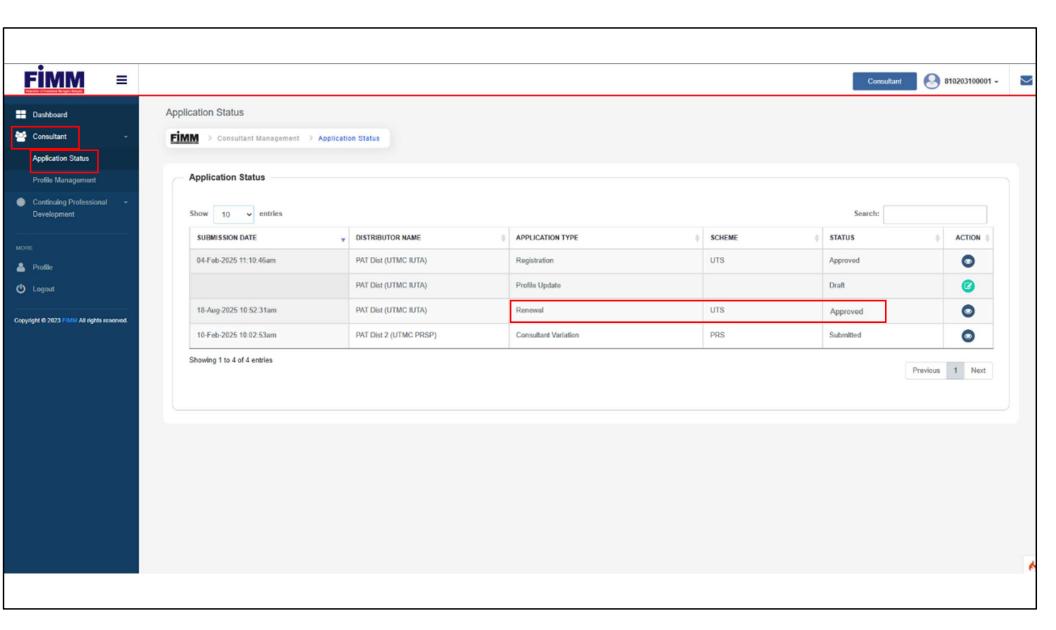


A pop-up message will appear to confirm the submission. Click 'Yes'



A pop-up message will appear confirm your request has been submitted.

Click Ok to close the page.



To check the status of your application, go to **Consultant** > **Application Status**. Locate the Application Type 'Renewal' and check the status of the application. Approved Status will be displayed as 'Approved'.

Renewal Activities

- Renewal Declaration must be submitted before 31 December.
- The submission does not grant you the renewal status, and your renewal request is **subject to your Distributor' approval**.
- Once the request is approved by your Distributor, your renewal status should be shown as "Approved".
- FCS will proceed with the renewal for <u>active Consultant</u> with "Pending Renewal" status on 10 January every year.
- Please check and confirm your status in FCS after 10 January and inform your Distributor if discrepancy found.
- Remember to pay the renewal fee to your Distributor.

