

**NIOSH  
e-PAYMENT User Guide**

1. Visit NIOSH website: <http://www.niosh.com.my/> and click “e-PAYMENT” button

The image shows a screenshot of the NIOSH website homepage. At the top, there is a navigation bar with the following links: Home, Corporate Info, Core Activities, Announcement, Downloads, FAQ, and Contact Us. Below the navigation bar, there is a header section with the text "PELAKSANAAN AKTIVITI LATIHAN DAN PEPERIKSAAN DI SEMUA PEJABAT WILAYAH DAN CAWANGAN NIOSH" and a double arrow icon. The main content area features a large banner with the title "Change of Payment Term" and the text "Effective 03rd May 2021, due to the closure of NIOSH's bank account, kindly **click here** to make payment." To the left of the banner, there is a photograph of a person's hands holding a yellow bank card and a tablet displaying financial data. At the bottom of the page, there is a dark grey navigation bar with four red circular icons and their corresponding labels: "e - PAYMENT" (highlighted with a red border), "e - SEMAKAN", "COURSE PROGRAMMES", and "e - DAFTAR".

2. You will be redirected to NIOSH payment page as per the following URL:

<https://mypay.com.my/web/niosh>

**Welcome To Niosh e-Payment**

Before proceeding, here are some tips for you:

- This website is best used with Google Chrome, Mozilla Firefox or Safari
- If you faced difficulties to proceed, we recommend you to clear your browser cache or restart your device
- If the steps above taken and problem persists, try using different device to continue

**Our contact information**

Primary HelpDesk: Email us at [help@mypay.com.my](mailto:help@mypay.com.my)

For any issues/ enquiries, please email us

- Payor Name
- Payor's IC/Company Name
- Screenshot of the issue you are facing

General Line: [03-78062755](tel:03-78062755)  
Available 9.00 AM to 6.00 PM Monday to Friday

**Proceed**

+ Add Payment

If you would like to include multiple items in one payment, please click + Add Payment

Amount to pay (MYR) **0.00** **Pay**

If you cannot access the payment page, kindly:

1. Change your browser,or;
2. Clear browser cache,or;
3. Try using a different device

Click Proceed to start the payment process.

### 3. You are required to fill in Payor's details for each field.

Kindly note **Payor** is referring to the person making the payment; individuals or representatives (for corporate clients).

**NIOSH ONLINE PAYMENT**

**Payor's details** (Contact person or Company's Representative for participant(s))

Payor's Name

Payor's IC / Payor Company Number

Company Name (Optional)

Email

Phone Number

**Payment details**

+ Add Payment

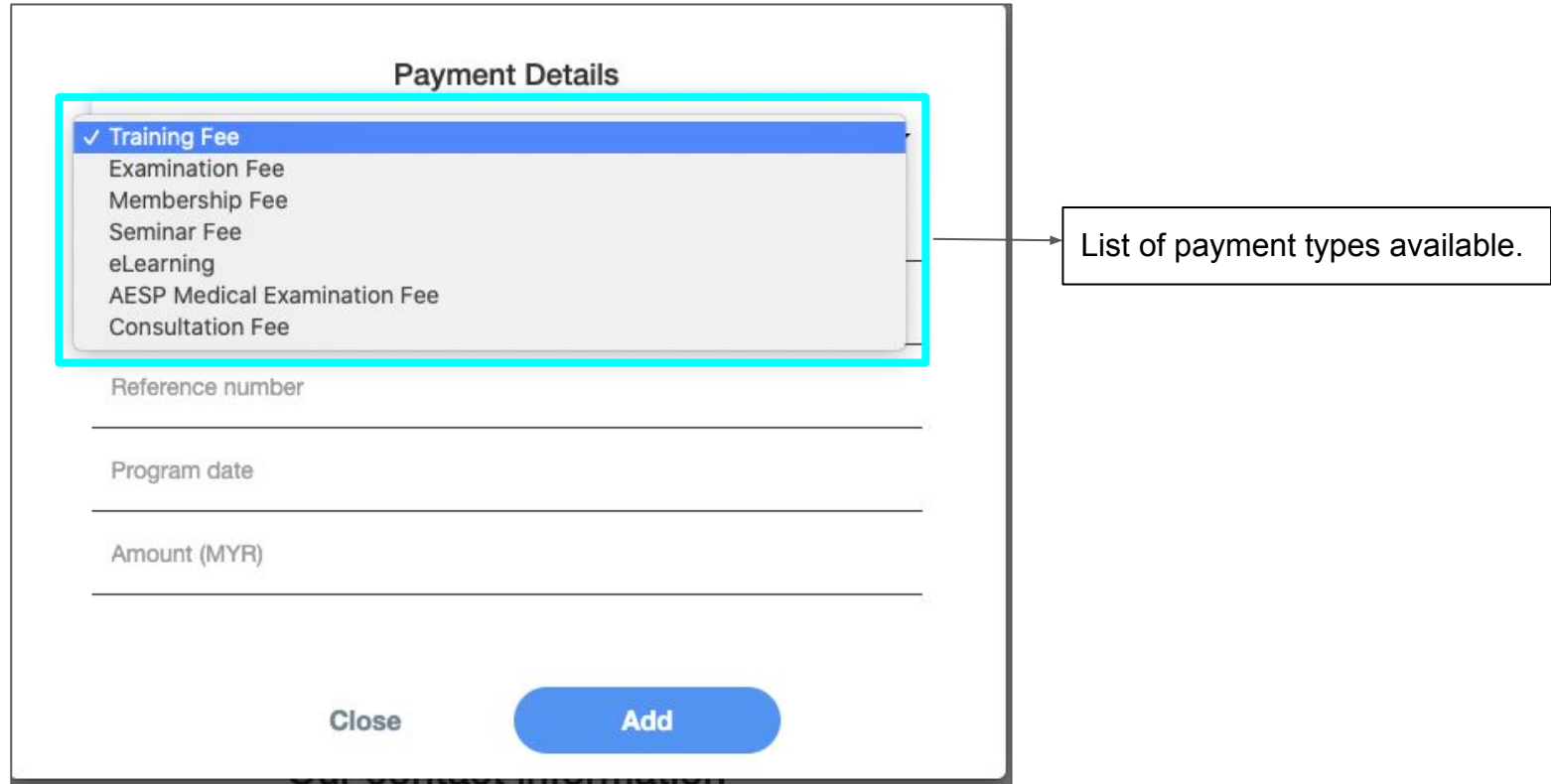
If you would like to include multiple items in one payment, please click + Add Payment.

Amount to pay (MYR) **0.00** **Pay**

All fields are required other than Company Name (optional field). Kindly ensure email address and correct before proceeding to ensure successful delivery of official receipt.

Click **Add Payment** to add payment details.

4. Choose the type of payment you are making from the drop down menu.



The image shows a 'Payment Details' form with a dropdown menu open. The dropdown menu is highlighted with a red border and contains the following options: Training Fee (selected), Examination Fee, Membership Fee, Seminar Fee, eLearning, AESP Medical Examination Fee, and Consultation Fee. Below the dropdown menu are three input fields: 'Reference number', 'Program date', and 'Amount (MYR)'. At the bottom of the form are two buttons: 'Close' and 'Add'.

**Payment Details**

- ✓ Training Fee
- Examination Fee
- Membership Fee
- Seminar Fee
- eLearning
- AESP Medical Examination Fee
- Consultation Fee

Reference number

Program date

Amount (MYR)

Close Add

List of payment types available.

## Example 1: If you are registering for multiple participants for the **same courses**

### a. How to fill in the payment details information

### Payment Details

Training Fee ▼

Name of participant

---

Identity card number

---

Reference number

---

Program date

---

Amount (MYR)

---

Close Add

### Important!

Please ensure to:

- Only 1 participant particular to be filled in at a time.
- Fill in each participants Name, ID, Program Date and Amount (MYR)
- Fill in the **same reference number**

Click Add to add in next participant's details.

**Example 1:** If you are registering for multiple participants for the **same courses**

b. List of participants & total amount to be paid displayed.

Payment details

[+ Add Payment](#)

If you would like to include multiple items in one payment, please click + Add Payment.

<b>Aishah Ghaffar</b> 890101105409	<b>Training Fee</b> NIOSH1234	10-05-2021	RM 265	
<b>Fiza Sopian</b> 900103105990	<b>Training Fee</b> NIOSH1234	10-05-2021	RM 265	

Amount to pay (MYR) **530** [Pay](#)

Click "Pay" if you have confirmed to pay the total amount.

Total amount to pay will be calculated automatically

## Example 2: If you are registering for multiple participants for the **different courses**

### a. How to fill in the payment details information

### Payment Details

Training Fee ▼

Name of participant

Identity card number

Reference number

Program date

Amount (MYR)

Close

Add

### Important!

Please ensure to:

- Only 1 participant particular to be filled in at a time.
- Fill in each participants Name, ID, Program Date and Amount (MYR)
- Fill in the **reference number according to the courses (as given by NIOSH)**

Click Add to add in next participant's details.






**Example 2:** If you are registering for multiple participants for the **different courses**

b. List of participants & total amount to be paid displayed.

Payment details

**+ Add Payment**

If you would like to include multiple items in one payment, please click + Add Payment

<b>Aishah Ghaffar</b> 890101105409	<b>Training Fee</b> NIOSH1234	10-05-2021	<b>RM 265</b>	
<b>Fiza Sapian</b> 900103105990	<b>Training Fee</b> NIOSH1234	10-05-2021	<b>RM 265</b>	
<b>Shah Hassan</b> 850404135444	<b>Seminar Fee</b> NIOSH987	04-05-2021	<b>RM 300</b>	

Amount to pay (MYR) **830** **Pay**

Click "Pay" if you have confirmed to pay the total amount.

Total amount to pay will be calculated automatically

5. Click Pay to proceed with payment.

Payment can be made via **FPX Personal Banking, FPX Corporate Banking or Credit / Debit Card**

The screenshot shows a payment interface with the following elements:

- Pay Now**: The main heading of the section.
- Please choose how do want to make your payment**: A prompt for the user to select a payment method.
- Payment Method Selection Area**: A horizontal row of three buttons, each enclosed in a light blue border:
  - FPX PERSONAL BANKING**: Features the FPX logo and the text "PERSONAL BANKING".
  - VISA CREDIT / DEBIT CARD**: Features the Visa logo and the text "CREDIT / DEBIT CARD".
  - FPX CORPORATE BANKING**: Features the FPX logo and the text "CORPORATE BANKING".
- Checkout Button**: A blue rounded rectangular button with the text "Checkout" in white, located below the payment method options.

Choose your payment method. You can only choose 1 payment method at a time.

Click "Checkout" to proceed with payment.

6. MyPay checkout page to complete the payment  
Review the details and click Pay

The screenshot displays the MyPay checkout interface. At the top, the NIOSH logo and the MyPay logo are visible. The main heading is "Payment Review". Below this, a table provides payment details:

Payment Number	Payment Description	Date
NIOSH210503562997	Payment for NIOSH210503562997	03-May-2021

The "Payment method" section is highlighted with a red border. It shows the FPX logo and the text "Online Banking B2c/B2b". Below this is a dropdown menu labeled "Select Bank".

The "Total Amount" is displayed as "MYR 830.00".

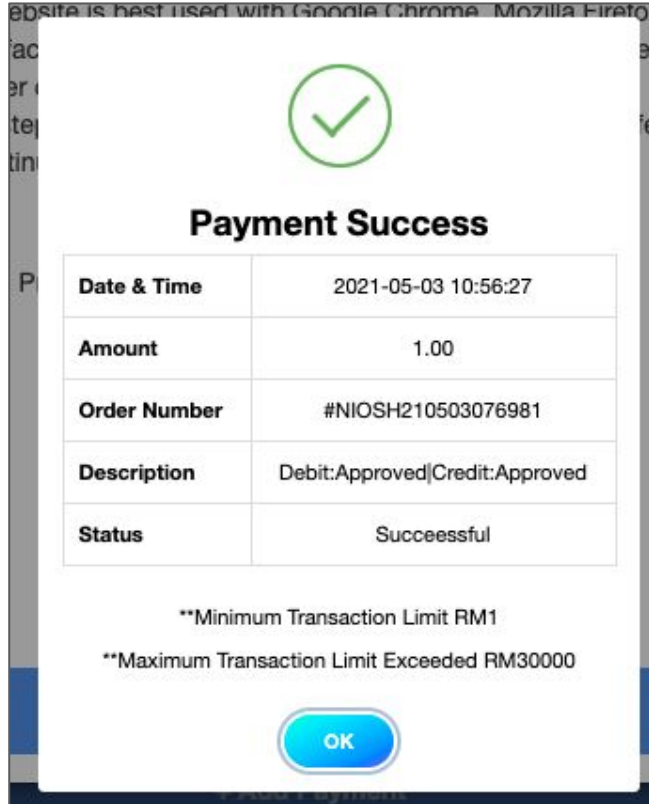
A note states: "By clicking on The 'Pay' button, you agree to FPX Terms & Conditions."

At the bottom, there are two buttons: a blue "Pay" button and a white "Cancel" button. The "Pay" button is highlighted with a red border.

Payment method will be based on selection on previous page.

Click "Pay" to complete the payment.

7. Once payment is completed, a popup with payment details will appear. Please ensure to take a screenshot of the popup for future reference (This popup will not serve as official proof of payment).



### Important!

For corporate/ enterprises clients who made payment from a corporate/company account (FPX B2B), **kindly alert your Checker to approve** the payment on your end to complete the transaction

8. An official receipt will be sent to your email address once payment has been approved. Please contact MyPay at [help@mypay.com.my](mailto:help@mypay.com.my) if you did not receive this receipt.



**NIOSH Online Payment Receipt**

**Thank you for using NIOSH – MyPay Online Payment. Please be informed that the following payment is successful:**

<b>Receipt No</b>	NIOSH210503076981
<b>Payment ID</b>	2105031055020740
<b>Payer Name</b>	Aishah
<b>Payment Details</b>	1111 - Aishah Ghaffar - RM1.00 - Seminar Fee
<b>Payment Method</b>	FPX
<b>Payment Date &amp; Time</b>	03/05/2021 & 10:54 AM
<b>Amount(RM)</b>	<b>1.00</b>

**Please retain this receipt for future reference. If you have any inquiries, kindly contact NIOSH at 03-8769 2100.**