



MINISTRY OF
INTERNATIONAL TRADE AND INDUSTRY

MANUAL FOR ONLINE APPLICATION PUBLIC-PRIVATE PARTNERSHIP COVID-19 INDUSTRY IMMUNISATION PROGRAMME (PIKAS)



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2nd July 2021 | Edition 1

**GUIDELINES
TO REGISTER VIA**
<http://pikas.miti.gov.my>



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Click “**REGISTER NOW**” and follow the steps below:

Step 1 — Click “**PROCEED TO TERMS AND CONDITIONS**”

Step 2 — Click “” for BOTH:
“ I accept the Terms and Conditions”; and
“ We understand this program is only for the manufacturing sector and its sub-sectors; and that we belong to the manufacturing sector.”

Step 3 — Click “**PROCEED TO REGISTER**”

Step 4 — Enter email address and click “**GET OTP**”

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- Step 5** — Enter One Time Password (OTP) and click **“Verify OTP”**
- ▶ OTP will be valid for 180 seconds only
- Step 6** — Enter company details (fill up all the fields)
Note: If a company wishes to apply for on-site vaccination, please ensure the **number of employees is more than 1,000 people** to be eligible for the program.
- Step 7** — Enter CAPTCHA and click **“REGISTER”**
- Step 8** — Message to confirm completion of registration will appear
- ▶ Wait for an email with login credentials

AFTER RECEIVING NOTIFICATION OF APPROVED APPLICATION AND LOGIN CREDENTIALS

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Step **9** Click **“Login”**

Step **10** Enter Login Credentials received via email and enter CAPTCHA then click **“SIGN IN”**

Step **11** Click **“Branch List”** to add information on branch details

- ▶ Fill up all fields
- ▶ Click **“ADD”**, if company has more than one branch
- ▶ Branch List can be viewed and edited at any time

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Step 12

Click “**Employee List**” to add employees information

- ▶ Company can key-in employee details on the fields; or click “**Download Template**”. Please do not amend the template
- ▶ Click “**Import Employee**” to upload the employees details
- ▶ Employee List can be viewed and edited at any time

Step 13

Click “**Vaccine List**” to confirm employees for vaccination

- ▶ Click “**REGISTER FOR VACCINE**”

Step 14

Click “**Application Status**” to view the status of application

- ▶ Click “**View**” to check details of employees, PPV location, date and time of vaccination

ADDITIONAL INFORMATION ON PIKAS APPLICATION

- **All information will be auto-saved in the system during registration.**
- **All notifications will be sent to the Person In-Charge (PIC) who applied on the company's behalf.**
- **Vaccination date, time and PPV's location for employees will also be notified via MySejahtera.**
- **Application will be approved subject to approval of Crisis Preparedness and Response Center (CPRC)/Ministry of Health (MOH).**

3 STEPS TO UPDATE REGISTRATION DETAILS

*Post-registration
(If necessary)*

GUIDELINES TO UPDATE VIA <http://pikas.miti.gov.my>



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Step

1

Log in to www.pikas.miti.gov.my

Step

2

Click “My Profile”

Step

3

View and Edit Company Profile accordingly

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