Introduction

The FOMEMA’s Web Portal allows individuals or companies to register their foreign workers’ medical examinations online. You can access the portal at the following web address.

https://portal.fomema.my

Prior to using the FOMEMA’s web portal to register your foreign worker medical examination, you will first need to register your self as an employer on the portal.

Employer Registration

To register your self as an employer, click on the Register button on home page of the portal.
The above Employer Registration form will be displayed. Please select the type of employer you want to register for. The type of employers is Maid Online. Please complete the whole form. Fields marked with a red asterisks (*) are mandatory fields.

To ensure a successful employer registration, you will have to upload pictures of relevant documents. Depending on the type of employer you have selected, the documents required are different.

<table>
<thead>
<tr>
<th>Employer Type</th>
<th>Documents Required for Peninsular Malaysia</th>
<th>Documents Required for Labuan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maid Online</td>
<td>- NRIC or Passport</td>
<td>- NRIC or Passport</td>
</tr>
<tr>
<td></td>
<td>- Application of Foreign Domestic Helper (Maid Online) of your worker</td>
<td>- Application of Foreign Domestic Helper (Maid Online) of your worker</td>
</tr>
</tbody>
</table>

After you have completed the form, click the Submit Registration button to submit your employer registration. Please wait for the portal to upload your files and registration data. If your registration is successful, you will see the following screen. Please take a note of the Registration ID. This will help FOMEMA to troubleshoot your application if there are any problems.
You will also receive an email indicating that FOMEMA has received your application. Please check your email to verify that your application has been received. The following is an example of the email you will receive.

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**Employer Account Registration successful**

Your employer account registration is now submitted to FOMEMA for approval.

Once the registration has been processed, the status of the registration (successful or unsuccessful) will be notified via email after 2 working days of approval process completion.

Confirmation of your registration has been sent to your email address.

Thank you for registering with FOMEMA Sdn Bhd.

Your registration request id is 192.

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Dear SYARIFAH QAISSARAH BINTI SYED MUKHRIZ,

Thank you for registering with FOMEMA. We are currently processing your application.

An email notification will be sent to you within 2 working days.

For further enquiries, please use your registration ID which is **192**

Thank you.

***This is an auto generated email. Please do not reply to this email.***

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Once your employer registration has been approved by FOMEMA, you will receive an email similar to the example email below.

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Dear SYARIFAH QAISSARAH BINTI SYED MUKHRIZ,

We are pleased to inform you that your registration with FOMEMA as an employer has been approved. You may now register your foreign worker for FOMEMA’s medical examination online!

Payment of the medical examination fees can be made via FPX. Please retain the following information for your portal login. You may use the password that has been entered during the employer registration.

Employer Code : E318013374

Employer Name : SYARIFAH QAISSARAH BINTI SYED MUKHRIZ

Thank you.

***This is an auto generated email. Please do not reply to this email.***
Registering Workers

Once you have received your Employer code, you may now proceed to login to FOMEMA’s Web Portal using the Employer Code and password that you’ve registered.

To begin, click on the Start button to access the Worker List module. This module will allow you to add the workers you would like to register.

Create Worker

Click on Add Worker button to show the form for adding a worker.
Please complete the form shown above with the details of your worker.

Click the Save button to save the worker information in the Web Portal. You will the following screen when the save has completed.

If you made a mistake entering the worker’s details, you may edit the information by clicking on the worker’s name. The Edit Worker form will be displayed and you may correct any information shown on the form. Click the Save button to save your changes to the Web Portal.

If you wish to remove a worker from the list, you may do so by clicking anywhere on the row (other than ID and Name) to highlight and select the worker. Click the Delete button and confirm your action. The selected worker will be removed from the Worker List.

Once you have added all your workers, click the Next Step button to proceed to Register Worker.
In this step, you will select the workers you wish to register and also select the doctor who will perform the medical examination. The list of workers you have added in Worker List is displayed here. First enter a description in the Description field. Then highlight the workers you wish to register by clicking on the row.

Now click the Select Doctor button to search for a doctor.

Select the state and the area you wish to search for the doctor. Please click on the Digital X-Ray Online Transmission Only button to search only doctors associated with digital X-Ray facilities or the All X-Ray Modalities button to search doctors associated with both digital and non-digital X-Ray facilities.

Enter the doctor’s code, name or clinic name if you have the information. Otherwise, click on the Search button to begin your search.
The above result is displayed based on your search criteria. To view the clinic's address or the X-Ray facility address, put your mouse pointer over the clinic name or the X-Ray facility name. Highlight the doctor you want and click the Select button to choose the doctor.

Once you have completed the selection of the doctor, you are now ready to send your registration to FOMEMA for online automatic vetting. Click the Next Step button or the Register button to start the process.

Once FOMEMA has completed the online-vetting, the status of the worker will be displayed on the right hand side of the page. If there are any workers that did not pass the vetting process, the worker will be highlighted in red and cannot be registered online.

If there are no issues with the vetting, now you will the payment method. Currently, only FPX (Financial Process Exchange) is available. After you have selected the payment method, click the Continue Registration to proceed to making the payment online.

A pro-forma invoice is displayed for registration you have submitted. Click the Click to Pay button to make the payment.
You are now redirected to the FPX web site where you will choose the bank you wish to make the payment from. You have must Internet Banking enabled for your bank account to continue. If you do, select the appropriate bank.

Enter your email address to receive notification of your transaction from FPX. Click the Agree and Continue button. Your selected bank will be shown to allow you to log into your account and deduct the funds for the transaction.
Once you have log in successfully to your banking account, your bank will display the transaction details and will ask you for confirmation to make payment for the transaction. Press the Confirm button to make the payment.
Once you have completed your payment, FPX will display the transaction details and the bank payment details. Click the “Click Here to Complete Your Transaction” to return to FOMEMA’s Web Portal. If you had entered your email address earlier for notification, FPX will send an email to your email address with the transaction details.

If your payment is successful, the Web Portal will display the above screen showing the status of your transaction. Additionally, you can do the following:

- **View Registration**
  Click the View Registration button to view the details of the completed registration.

- **View Tax Invoice**
  Click the View Tax Invoice button to view and print a copy of your Tax Invoice.

You may also view and print the above information anytime by selecting Registration History from the Worker menu.

**View Registration Details**
On this page, you may also print the Medical Examination Form by clicking on the Trans ID link. You may also check the worker’s certification by click on the Check link.

View Tax Invoice

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**Tax Invoice**

**FOMEMA Sdn Bhd(404653-V)**

W-15-01, Level 15, West Wing, The Icon @ Tun Razak, No.1, Jalan 1/68F, Jalan Tun Razak, 50400 Kuala Lumpur

Tel:03-2782 8777
Fax:03-2782 8778
(GST ID No: 000231833600)

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**EMPLOYER**

E15013374
SYARIFAH QAISSAH BINTI SYED MUKHRIZ
NO 10, LORONG TERATAI 3, TAMAN TERATAI INDAH, 12345
JOHOR
Tel: 012-34567890

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<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount(RM)</th>
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<tbody>
<tr>
<td>1</td>
<td>Registration Fees</td>
<td>100.00</td>
</tr>
<tr>
<td>2</td>
<td>Convenience Fee</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Total (Excluding GST @ 6%) 191.00

GST @ 6% Payable 11.46

Total Amount Payable 202.46

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<table>
<thead>
<tr>
<th>Payment</th>
<th>Date</th>
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<th>FPX Transaction ID</th>
<th>Amount(RM)</th>
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<tbody>
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<td></td>
<td>03-11-2016</td>
<td>FPX</td>
<td>1611031714570188</td>
<td>202.46</td>
</tr>
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</table>
If you wish to reprint any of the documentation previously, select Registration History from the Workers Menu. The Worker Registration List shows all your previous registrations. Click on the Batch ID number to view the details of that registration. From there, you will be able to reprint your Tax Invoice and Medical Examination Form.

<table>
<thead>
<tr>
<th>#</th>
<th>Batch ID</th>
<th>Description</th>
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<th>Last Update</th>
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<tbody>
<tr>
<td>1</td>
<td>G50</td>
<td>NEW STAFF</td>
<td>03-11-2016 17:15</td>
<td>03-11-2016 17:15</td>
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</table>