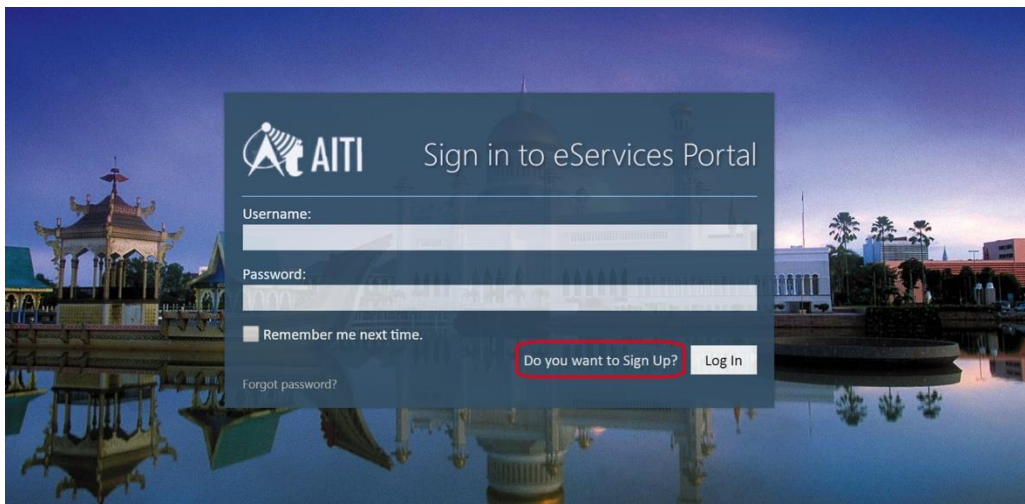


# User Guide for AITI User Registration

## How to register new account with AITI Online Services

### 1 NEW PERSON ACCOUNT REGISTRATION

- a) Go to Self-Care-Portal (SCP) site (site URL: <http://online.aiti.gov.bn>) or go to AiTi public website ([www.aiti.gov.bn](http://www.aiti.gov.bn)) and click on SCP link to open login dialog.
- b) Click '**Do you want to Sign Up?**' in the login dialog to open the registration form.



- c) The registration form will be opened as below. Please key in the information in the fields. Once finished please click '**send**'.

*Note: The password requires at least 7 characters with minimum 1 non-alphabet.*

A screenshot of the AITI 'Register to eServices Portal' form. The form is titled 'Register to eServices Portal' and includes the AITI logo. It contains several input fields: 'First name:', 'Last name:', 'Email:', 'Mobile phone:', 'Username:', 'Password:', 'Confirm password:', 'Security Question:' (with a dropdown menu showing 'Your pet's name?'), and 'Answer:'. At the bottom right, there are two buttons: 'Send' (highlighted with a red rectangle) and 'Cancel'.

- d) The confirmation of registration form submission will be showing as below.

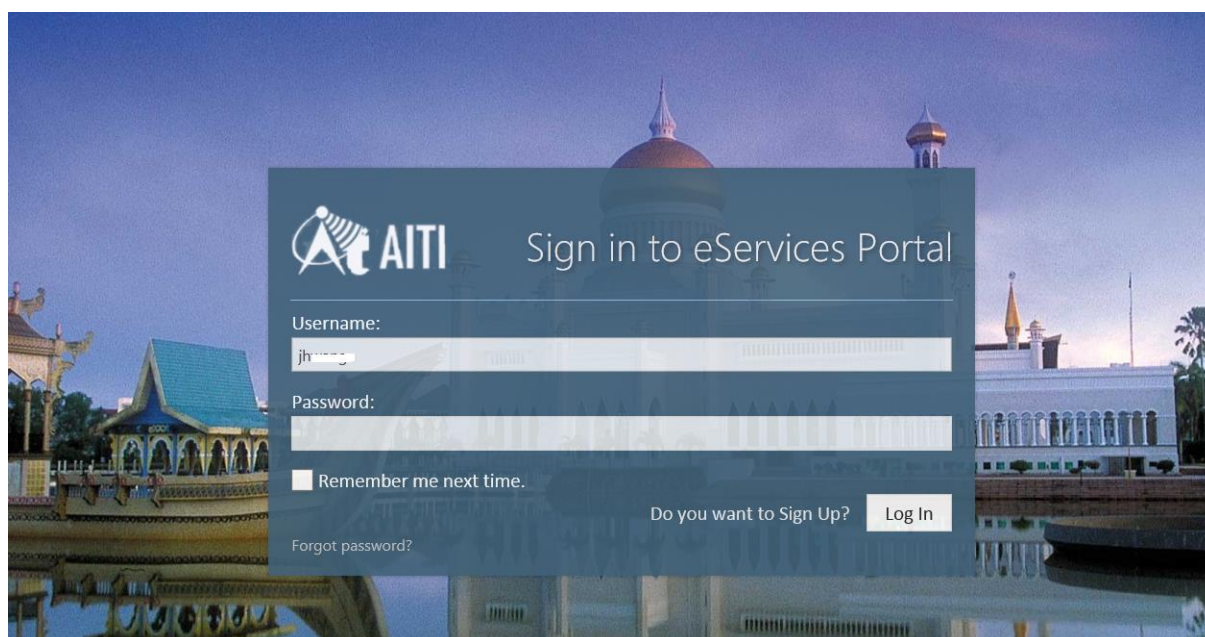
Registration is almost done. We've sent you an email with confirmation. Please follow instructions there to finish the process. You may close this window.

- e) The verification message will be in your email box with a link to redirect you to AITI eService for finalisation of registration. Please click '**here**' in the email message.

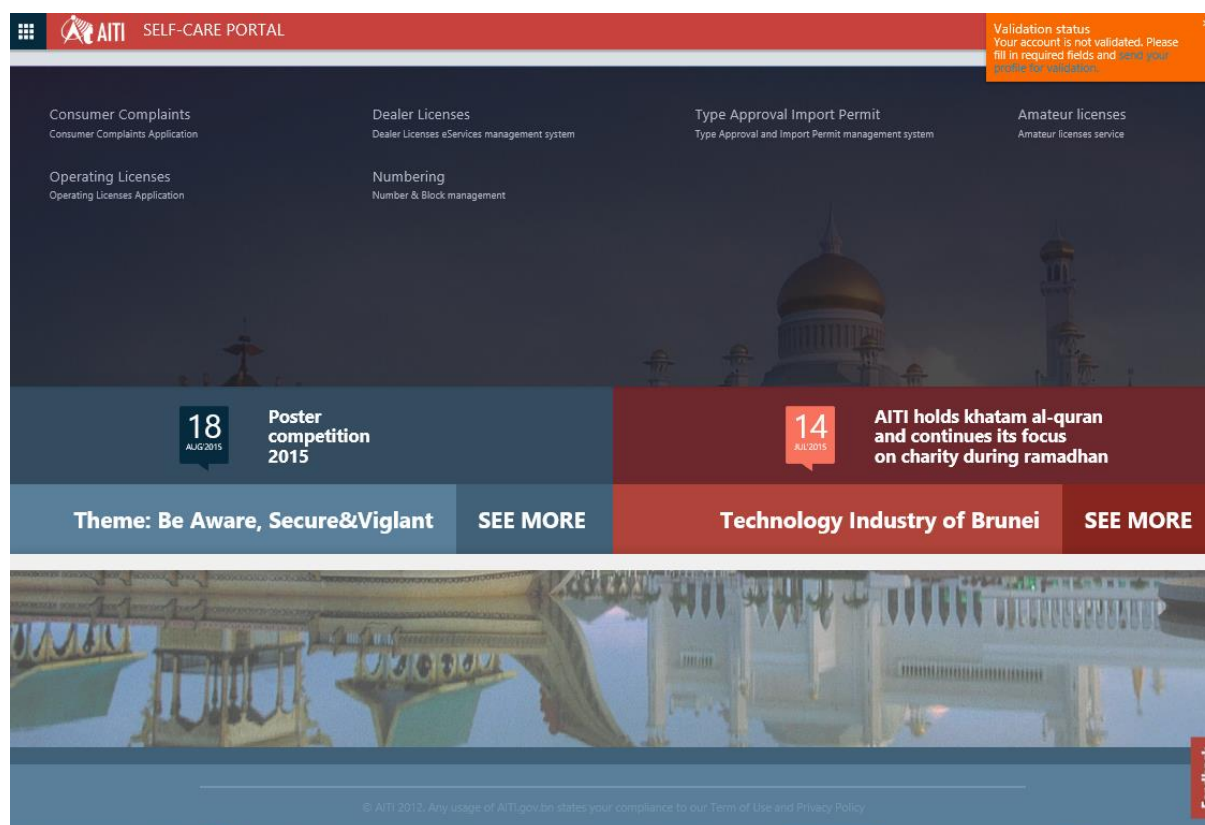


Dear J H , Your registration at AITI eServices Self-Care Portal is almost done. Please follow this link [here](#) to finish the process. AITI eServices Portal

You will be redirected to the login dialog with your user name registered.

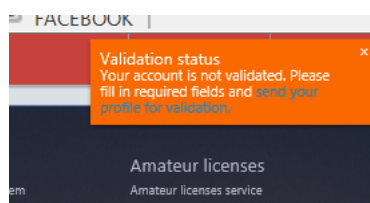


- f) Login to confirm your registration. If it is registered successfully, you will have the eService landing page as below.



*Note: you are allowed to submit Complaints and/or Personal Import Permit applications.*

- g) In order to use eService features such as submission of business licenses applications, the person account Profile must be provided and validated by AITI. Before the profile validation, you will see the notification of '**Validation Status**' on the upper right corner of the page as below.



## 2 SENDING VALIDATION REQUEST OF PERSON ACCOUNT

- a) In order to update the profile and send the validation request, please click your name on the top main bar. It will show you three options; 'My Profile', 'Change Password' and 'Sign Out'.

**OR**, when you click the notification above in the 2.1.(g), you will see your profile with the red indication next to your name showing you are not yet validated.

Self-Care Portal \* person

**J H** ✓

Date of Birth

Country of registration

IC Number

Person website

jh [redacted]@[redacted].com

☒ I want to receive system notifications on e-mail

**CONTACTS**

Mobile number: +6 [redacted] 5

☒ I want to receive system notifications

Address

Phone number

☐ I want to receive system notifications

Home number

☐ I want to receive system notifications

Fax number

Additional address

Feedback

*Note: If My Profile menu is not displaying, please click 'Back to Person' to restart.*

Search this site

Peach Basket

yarko.ya

Back to person

Peach Basket profile

Change password

Sign out

Back to your profile

Dealer Licenses

Dealer Licenses eServices management system

- b) Place your mouse on the profile, and then the pen marks will appear.

Self-Care Portal ▸ person

Validation status  
Your account is not validated. Please fill in required fields and send your profile for validation.

Send for validation

Country of registration

IC Number  
Red Green Yellow

Person website  
jh @ .com

Create company

- c) Click the Pen Mark to open the profile editing page. Please update the information: your Full name, IC/Passport number (the same field), Country of registration, Birthdate.

**Note: after validation of an account, your first name, last name, full name, DOB, IC Number will not be editable. Hence, please double check the information is correctly keyed in.**

Self-Care Portal ▸ person

Validation status  
Your account is not validated. Please fill in required fields and send your profile for validation.

Send for validation

General information

First name Last name  
Title Full name  
Date of Birth Country of registration  
IC Number Person website  
Email

Submit Cancel

Feedback

- d) Click **Send for Validation**. After submitting the validation request, this button will be disabled until AITI completes the validation.

The screenshot shows the AITI Self-Care Portal interface. At the top, there is a red header with the AITI logo and the text 'SELF-CARE PORTAL'. Below the header, a navigation bar shows 'Self-Care Portal' and 'person'. On the right, an orange notification box states: 'Validation status: Your account is not validated. Please fill in required fields and send your profile for validation.' The main profile area has a blue background and contains a profile picture placeholder, a name 'J H', a date '19/11/22', a location 'Singapore (SNG)', a status indicator 'Sent for validation', and three buttons: 'Red', 'Green', and 'Yellow'. Below these are email fields 'jh@g.com' and a checkbox 'I want to receive system notifications on e-mail' which is checked. A 'Create company' button is on the right. At the bottom, a 'CONTACTS' section is visible with columns for 'Phone number', 'Home number', and 'Fax number'.

*Note: during the validation process, AITI might be in contact with you using one of the contact details provided in your profile. Please provide correct phone number and email address.*

- e) Once the validation is completed, the button 'Send for Validation' will disappear and the status indicator next to your name will be in blue. You will also receive a notification in your email and SMS in your mobile phone.

The screenshot shows the AITI Self-Care Portal interface after successful validation. The profile area has a blue background and contains a profile picture placeholder, a name 'rahman', a date '19/11/22', a location 'Brunei Darussalam (BRU)', a status indicator 'Your account is validated', and three buttons: 'Red', 'Green', and 'White'. Below these are email fields 'al@ya.ru' and a checkbox 'I want to receive system notifications on e-mail' which is checked. The 'CONTACTS' section is still visible at the bottom.

Now you can use all services available on eService to manage your business applications. However, it is required to represent a Company to manage business in dealer license, type approval/import permit, numbering, majority of operating licences. You may join other Company being invited by its Administrator, or create your own Company Account.