

PUSPAKOM e-wallet
USER GUIDE





For PUSPAKOM Customer

My Account

- 👤 Profile
- 👛 **Wallet**
- 🔒 Account Security

1

Wallet

2

Activate eWallet Account

Click 'Activate ewallet Account' button.

Once login to myPuspakom website, click 'My Account'.

e-wallet Sign Up

Full Name

IC/Passport Number

Company Details:

Company Name

State

Company Registration Number

Postcode

Address

City

e-wallet User:

e-wallet User ID

e-wallet Password *

minimum 8 characters (contains at least 1 uppercase, 1 lowercase, 1 symbol and 1 number)

Re-type Your Password *

I hereby declared that I have read and agree to the [Terms & Conditions](#).

Cancel

Activate Account →

Upon clicking "Activate eWallet Account", user will be redirected Activation page as shown in picture.

1

Upon clicking "Activate eWallet Account", user will be redirected Activation page as below.

2

Click 'Activate Account'

After activation success, a pop up message will shown and notification email also will received by user.

Your e-wallet account has been successfully activated.

OK

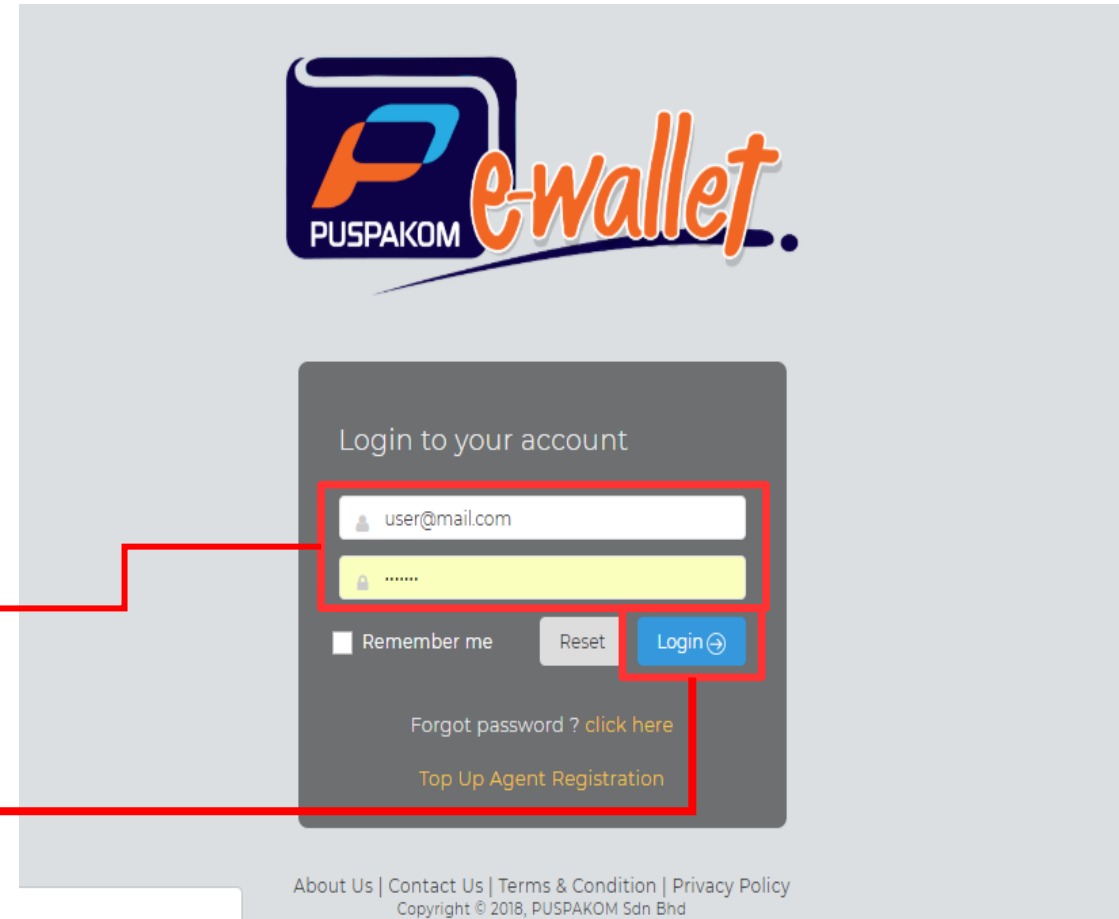
User will redirected to the ewallet login page.

1

Enter username and password

2

Click 'Login'



Home Page

Upon login, user will be redirected to the home page of PUSPAKOM e-wallet.

PUSPAKOM e-wallet user@mail.com.my ▾

Home

- Home
- Profile
- e-wallet Topup
- Topup Status
- Transaction History

Welcome to PUSPAKOM e-wallet!

e-wallet Account No: **152983660782**

Account Type: **CORPORATE**

Profile Update

- Home
- Profile
- e-wallet Topup
- Topup Status
- Transaction History

Profile

Profile • Manage User Profile

Profile

Profile Information

Account Type

CORPORATE

Company Name

PUSPAKOM SDN BHD xxx

Account Login Information

Email

user@mail.com.my

Personal Information

Name

user@mail.com.my

Gender

Male

IC No.

Example: xxxxxx-xx-xxxx

Date of Birth

06-01-1994

Address

Level 3 & 4,
Wisma DRB-HICOM,
No 2, Jalan Usahawan U1/8,
Seksyen U1

Postcode

40150

State

Select from list

Update

1 Fill in any fields user want to update

2

Click 'Update' button to update user profile.

E-wallet Top Up Transaction

- Home
- Profile
- e-wallet Topup**
- Topup Status
- Transaction History

e-wallet Topup

e-wallet Topup • Manage Top Up Transaction

Topup Payment To: PUSPAKOM Sdn Bhd
Account No : 500510930136 (Maybank Berhad)

- 1** Company Info
- 2 Payment
- 3 Complete

Company Name *

Registration No.

Account No.

Available Balance

Topup Amount *

2 Click 'Continue' for the next process.

1 Enter any amount (not less than RM1) for top up.

E-wallet Top Up Transaction

1 Company Info 2 Payment 3 Complete

Payment Options

Payment Options *

Bank Slip

Online Banking (Available Soon!)

Bank Slip

Amount

1230

Transaction ID *

TRX-747

Bank *

CIMB Bank Berhad

Transaction Date *

29-01-2019

Bank Slip Proof *
(PDF or Image file less than 5MB size)

Drop file here or click to add document.

Upload Documents :

Name	Size	Description	Actions
payment_proof.pdf	0.61 MB	Bank Slip	Remove

[Remove all](#)

[< Back](#)

[Continue >](#)

1

Fill in all the fields and attach proof of payment.

2

Click 'Continue' for the next process.

E-wallet Top Up Transaction

Topup Payment To: PUSPAKOM Sdn Bhd
Account No : 500510930136 (Maybank Berhad)

1 Company Info

2 Payment

3 Complete

Total Amount

Amount	1230
Transaction ID	TRX-747
Bank	CIMB Bank Berhad
Transaction Date	29-01-2019

< Back

Submit ✓

1 Confirm all the information inserted are correct.

2 Click 'Submit' to proceed for transaction.

Your topup request is now pending for Puspakom review and approval.

OK

3 User will receive this message and notification email when the request has been sent.

Top Up Status

The screenshot shows the 'Top Up Request Status' page. The search filters are: Account No. (empty), Transaction Start Date (empty), Transaction End Date (empty), and Status (dropdown menu with 'Select from list' selected). The search buttons are 'Reset' and 'Search'. Below the search filters is a table with one entry:

Account No.	Company	Transaction Date	Transaction ID	Bank Name	Amount	Status
152983660782	PUSPAKOM SDN BHD xxx	13-02-2019	TRX-747	CIMB Bank Berhad	1,230.00	PENDING

Showing 1 to 1 of 1 entries

User can view their top up request status to keep track of their top up transaction.

Status Guide:

PENDING : Request still under review.
APPROVED: Request already approved by PUSPAKOM.

REJECTED: Request is rejected by PUSPAKOM.

The screenshot shows the 'Top Up Request Status' page. The search filters are: Account No. (empty), Transaction Start Date (empty), Transaction End Date (empty), and Status (dropdown menu with 'Select from list' selected). The search buttons are 'Reset' and 'Search'. Below the search filters is a table with one entry:

Account No.	Company	Transaction Date	Transaction ID	Bank Name	Amount	Status
152983660782	PUSPAKOM SDN BHD xxx	13-02-2019	TRX-747	CIMB Bank Berhad	1,230.00	APPROVED

Showing 1 to 1 of 1 entries

Once top up request been approved by PUSPAKOM, user will receive email notification and the status will change to 'Approved'.

Transaction History

Fill in the fields if user want to search history by specific keyword. Then click 'Search button'.

Transaction History

History » Transaction History Inquiry

Transaction History Search

Account No. Transaction Start Date Transaction End Date

Transaction Type Status Reservation No.

Invoice No.

Reset Search

Account No.	Transaction Date	Transaction Type	Payment Method	Reservation No.	Invoice No.	Top-up Trx Ref	Transaction Fees	Transaction Amount	Running Balance	Tox
152983660782	13-02-2019	TOPUP	BANK IN SLIP			TRX-747	0	1,230.00	1,230.00	

Showing 1 to 1 of 1 entries

View Transaction

Account No. 152983660782

Transaction Details

Transaction Amount

1230

Transaction ID

127371107503

Transaction Date

13-02-2019 16:34:23 PM

Top-up Trx Ref

TRX-747

Transaction Type

TOPUP

Reservation No.

Transaction Fees

0

Invoice No.

Status

SUCCESS

Transaction Description

Close

Customer can view the details of transaction history. Double click the data to view details.

The image features a dark grey background with a decorative pattern of overlapping circles in various shades of blue. A horizontal white band runs across the middle of the image, containing the text "For Top Up Agent".

For Top Up Agent

Registration



Login to your account

Remember me

Forgot password ? [click here](#)

[Top Up Agent Registration](#)

Click the 'Top Up Agent Registration' link

Upon clicking the link, user will be redirected to Registration page.

Registration

The registration form is divided into several sections:

- Personal and Company Details:** Includes fields for Full Name (Nur), IC Number (888888-88-8888), Company Name (Company Sdn Bhd), City (Bandar), Postcode (57111), State (Kuala Lumpur), and Address (Jalan Aman).
- Top Up Agent Details:** Includes e-wallet User ID (Email ID) (puspakomtopup@gmail.com), e-wallet Password, and a re-type password field.
- Link to customers:** A table with columns for Customer Email ID (kaka@yahoo.com), Customer Name, Company Name (Sahara Auto Sdn Bhd), and Registration No. (265894-V). Below the table is an upload area for an authorization letter.
- New Documents:** A table listing uploaded documents, including 'Authorization_Letter_Sample.pdf' (0.05 MB).
- Submission:** A 'Submit' button at the bottom right.

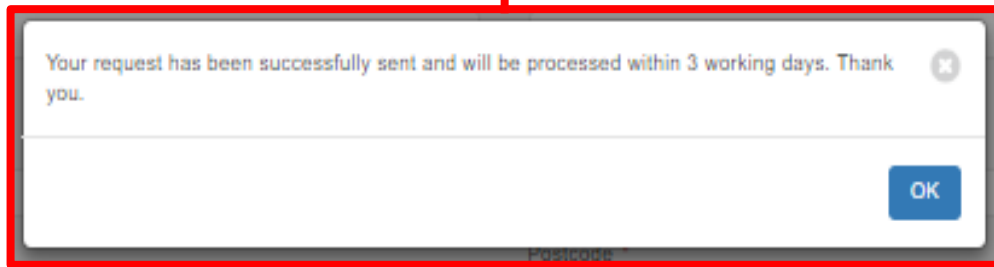
1 Fill in the fields including email ID and password.

2 To link to customers, type the exact email of customer and select. To add more customers, click '+' icon button. Attach the authorization letter of customer.

3 Click 'Submit' to complete registration.

Registration & Login

After the registration successful, notification email will be sent to top up agent and the pop up message will shown.



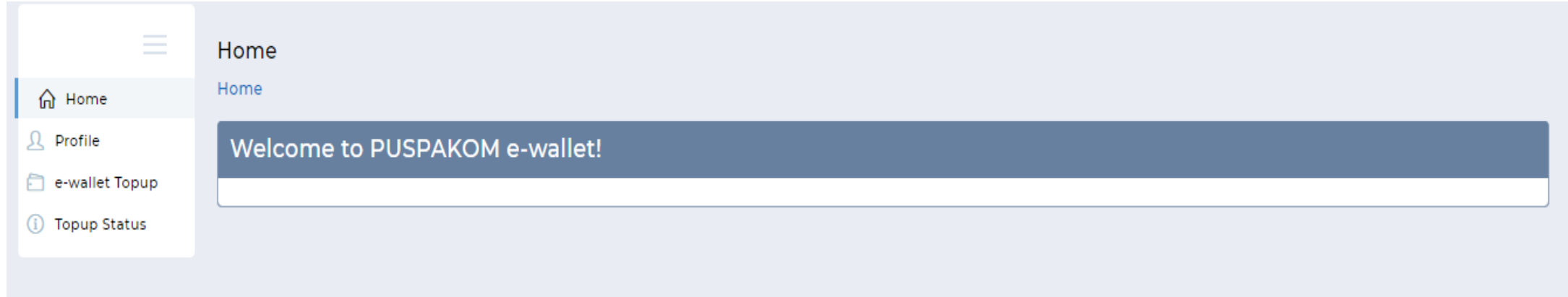
Once PUSPAKOM approved the registration, top up agent will receive email notifying that the registration already approved and will be provided the link to login page.

Enter username and password. **1**



2 Click 'Login'

Home Page



The home page of PUSPAKOM e-wallet will be redirected to Top Up Agent after login.

Profile Update

The screenshot shows a web interface for updating a user profile. On the left is a sidebar with navigation options: Home, Profile, e-wallet Topup, and Topup Status. The main content area is titled 'Profile' and contains a breadcrumb 'Profile > Manage User Profile'. Below this is a 'Profile' tab and two columns of information: 'Profile Information' (Account Type) and 'Account Login Information' (Email: puspakomtesting@gmail.com). The 'Personal Information' section is highlighted with a red box and contains fields for Name (user3), Gender (Select from list), IC No. (999999-99-9999), Date of Birth, Address (bumi), Postcode (22132), and State (Kuala Lumpur). A blue 'Update' button is located at the bottom right of the form.

1 Fill in any fields user want to update

1

2

2 Click 'Update' button to update user profile.

E-wallet Top Up Transaction

The screenshot shows the 'e-wallet Topup' interface. The breadcrumb trail is 'e-wallet Topup > Manage Top Up Transaction'. The main heading is 'Topup Payment To: PUSPAKOM Sdn Bhd' with 'Account No : 500510930136 (Maybank Berhad)'. A progress bar at the top indicates three steps: 1. Company Info (active), 2. Payment, and 3. Complete. The form fields are as follows:

Field	Value
Company Name *	PUSPAKOM SDN BHD xxx
Registration No.	285985-U
Account No.	152983660782
Available Balance	0
Topup Amount *	(Empty input field)

Callout 1: 'Choose the customer's company name that user want to top up.' points to the 'Company Name' dropdown menu.

Callout 2: 'Enter any amount (not less than RM1) for top up.' points to the 'Topup Amount' input field.

Callout 3: 'Click 'Continue' for the next process.' points to the 'Continue >' button.

E-wallet Top Up Transaction

1 Company Info 2 Payment 3 Complete

Payment Options

Payment Options * Bank Slip Online Banking (Available Soon!)

Bank Slip

Amount: 1230

Transaction ID *: TRX-747

Bank *: CIMB Bank Berhad

Transaction Date *: 29-01-2019

Bank Slip Proof * (PDF or Image file less than 5MB size)

Drop file here or click to add document.

Upload Documents :

Name	Size	Description	Actions
payment_proof.pdf	0.61 MB	Bank Slip	Remove

[Remove all](#)

[Back](#) [Continue](#)

1

Fill in all the fields and attach proof of payment.

2

Click 'Continue' for the next process.

E-wallet Top Up Transaction

Topup Payment To: PUSPAKOM Sdn Bhd
Account No : 500510930136 (Maybank Berhad)

1 Company Info

2 Payment

3 Complete

Total Amount

Amount	1230
Transaction ID	TRX-747
Bank	CIMB Bank Berhad
Transaction Date	29-01-2019

< Back

Submit ✓

1 Confirm all the information inserted are correct.

2 Click 'Submit' to proceed for transaction.

Your topup request is now pending for Puspakom review and approval.

OK

3 User will receive this message and notification email when the request has been sent. Customer also will be notified by email.

Top Up Status

The screenshot shows the 'Top Up Request Status' page. The search filters are: Account No. (empty), Transaction Start Date (13-02-2019), Transaction End Date (empty), and Status (Select from list). The search results table is highlighted with a red box and contains one entry with a 'PENDING' status.

Account No.	Company	Transaction Date	Transaction ID	Bank Name	Amount	Status
152983660782	PUSPAKOM SDN BHD xxx	13-02-2019	TRX-747	CIMB Bank Berhad	1,230.00	PENDING

Showing 1 to 1 of 1 entries

User can view their top up request status to keep track of their top up transaction.

Status Guide:

PENDING : Request still under review.
APPROVED: Request already approved by PUSPAKOM.

REJECTED: Request is rejected by PUSPAKOM.

The screenshot shows the 'Top Up Request Status' page with the same search filters as above. The search results table is highlighted with a red box and shows the status has changed to 'APPROVED'.

Account No.	Company	Transaction Date	Transaction ID	Bank Name	Amount	Status
152983660782	PUSPAKOM SDN BHD xxx	13-02-2019	TRX-747	CIMB Bank Berhad	1,230.00	APPROVED

Showing 1 to 1 of 1 entries

Once top up request been approved by PUSPAKOM, user will receive email notification and the status will change to 'Approved'. Customer also will be notified by email.

Top Up Status

User can search for specific data by searching in the advanced search and click 'Search' button.

Top Up Request Status

Status • View Topup Request Status

Topup Request Status Search

Account No. Transaction Start Date Transaction End Date

Status

Select from list

Reset Search

Account No.	Company	Transaction Date	Transaction ID	Bank Name	Amount	Status
152983660782	PUSPAKOM SDN BHD xxx	13-02-2019	TRX-747	CIMB Bank Berhad	1,230.00	APPROVED

Showing 1 to 1 of 1 entries

Top Up Request

Account No. 186059455978 Company IRIS Corporation Berhad

Registration No. IRIS Corporation Berhad Company Type CORPORATE

Payment Details

Current Balance 11274 Payment Method Bank In Slip

Top Up Amount * 1213 Transaction Date * 13-02-2019

Bank Name * Bank Simpanan Nasional (BSN) Transaction ID * TRX12345

Approve/Reject Reason *

Attachments

Name	Size	Description	Actions
Authorization_Letter_Sample.pdf	0.05 MB	test	View Download

User can view details of top up status by double clicking the data in table list.

The image features a dark grey background with three overlapping circles in shades of blue. A white horizontal band runs across the middle of the image, containing the text "For Corporate User".

For Corporate User

Walk In

The screenshot displays the PUSPAKOM e-wallet interface. At the top left is the logo and text 'PUSPAKOM e-wallet'. At the top right, the email address 'puspakomdstest1@gmail.com' is shown with a dropdown arrow. The main content area is titled 'Home' and contains a welcome message: 'Welcome to PUSPAKOM e-wallet!'. Below this, the account details are listed: 'e-Wallet Account : 196970024157 - puspakomdstest1@gmail.com', 'Account Type : CORPORATE', and 'Current Balance : RM 2,701,320.88'. On the left side, there is a sidebar menu with several options: 'Home', 'Profile', 'e-wallet Topup', 'Topup Status', 'Transaction History', 'Walk In', 'Generate PAC Letter', and 'Report'. The 'Generate PAC Letter' option is highlighted with a red rectangular box. A red arrow points from this box to a separate instruction box below.

1

Go to 'Walk In' tab upon login to e-wallet account. Click 'Generate PAC Letter'.

Generate PAC Letter

Report > Corporate e-Wallet Monthly Statement

Vehicle Plate Number

Date From :

Date To :

* NOTE: Maximum duration of PAC Letter is 7 Days only.

Generate PAC Letter

1

Fill in Vehicle Plate Number and choose the date range. Make sure the date range does not exceed 7 days.

2

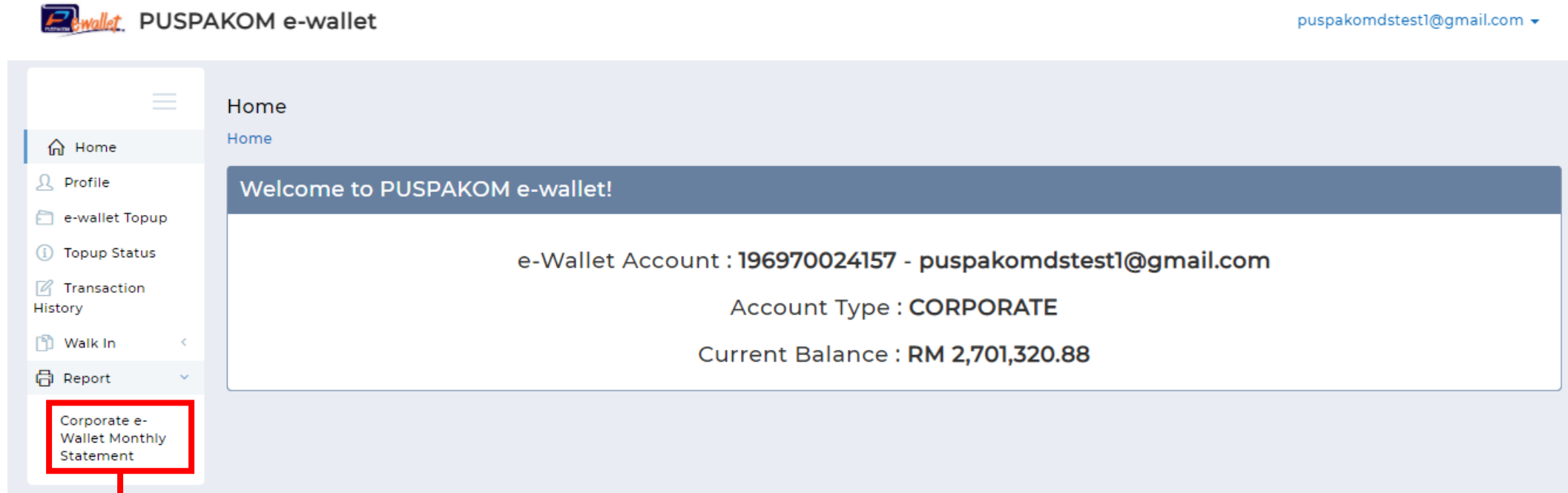
Click 'Generate PAC Letter'. Letter will be downloaded after button is clicked.



PAC_LETTER_2021....pdf



Corporate Monthly Statement



1

Go to 'Report' tab. Click 'Corporate e-wallet Monthly Statement'.

1

Select 'Year' and 'Month'.


Corporate e-Wallet Monthly Statement

Report • Corporate e-Wallet Monthly Statement

Year

Month

Generate Statement

 EWALLET_MONTHL...xls

2

Click 'Generate Statement'. Report will be downloaded after button is clicked.