

USER REGISTRATION

REGISTER ACCOUNT

- Go to eCLIPSE Portal
 <u>https://eclipse.caam.gov.my/ELIC
 ENSING/common/login.jsp</u>
- Click on Register Now
- Follow the system instruction to obtain eCLIPSE Login ID

CHANGE PASSWORD

- Check email inbox to get
 Temporary Password
- Click the given URL to go to
 Change Password screen
- Key in Current Password with the given Temporary Password
- Key-in New Password
- Re-enter New Password
- Click Change button

UPDATE PROFILE

- Login into eCLIPSE
- Enter User Profile screen
- **Update** whichever necessary information to complete the required profile
- Upload below images according to specified requirement:
 - i. Passport Photo
 - ii. MyKad Front & Back Image or
 - iii. Passport Image
 - iv. Signature

FORGOT PASSWORD

- Click Forgot My Password
- Key-in my Login ID or RegisteredEmail
- Click Reset button
- Received email and new
 Temporary Password
- Repeat Step 2
- Login into eCLIPSE



TIPS TO UPLOAD HIGH QUALITY PASSPORT SIZE PHOTO

DIMENSION

- Minimum = 31.5mm x 45mm (135px x 180px)
- Maximum = 35mm x 50mm (150px x 200px)
- WHITE background without a shadow.
- Passport size bearer's width of face size from ear to ear is a minimum of 16 mm -20 mm
- Passport size bearer's length of face size from chin to crown is a minimum of 26 mm
 30 mm (50% - 60% of the photo space size according to ICAO)
- The file format must be .jpeg, .jpg, or .png only.

EXCEPTIONS

- Head covering due to religion:
 - Plain and dark coloured
 - Face still fully visible (not covered)
- Physical and medical reasons:
 - Try to comply item no (2) as much as possible

TRUE LIKELINESS

- Recent, true likeness and natural representation of current appearance.
- Position:
 - Head facing forward and not tilted
 - Eyes horizontally aligned
 - Shoulders straight
- Facial expression:
 - Neutral expression
 - Face fully visible (not covered)
 - Eyes naturally opened and fully visible
 - Mouth naturally closed

EXTRA CREDITS

- Use professional photo shop services:
 - Upload the given softcopy file
- Use photo editor application

QUALITY

- Sharp and clear image, with sufficient contrast and detail.
- White background.
- Lighting:
 - Even, not overexposed or underexposed
 - No shadow and reflection on the face or background or from the accessories
- The wearing of eyeglasses and glasses is not allowed while taking pictures.
- . Attire / hijab / shawl:
- Dark coloured and cover the shoulders and chest.
- Professional outfit



TIPS TO UPLOAD HIGH QUALITY MYKAD OR PASSPORT IMAGE



TRUE LIKELINESS

• Current MyKad / Passport.



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- Sharp and clear image, with sufficient contrast and detail.
- Text are readable.
- No glare or shadow on the image.
- Lighting:
 - Even, not overexposed or underexposed
 - No shadow and reflection on the MyKad / Passport image