Media Self–Registration Guideline

(Manual for Media – Self Registration)
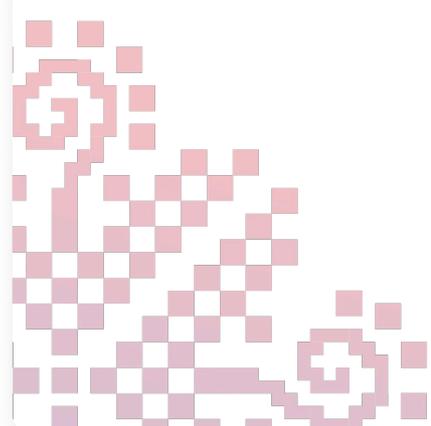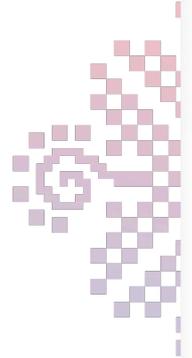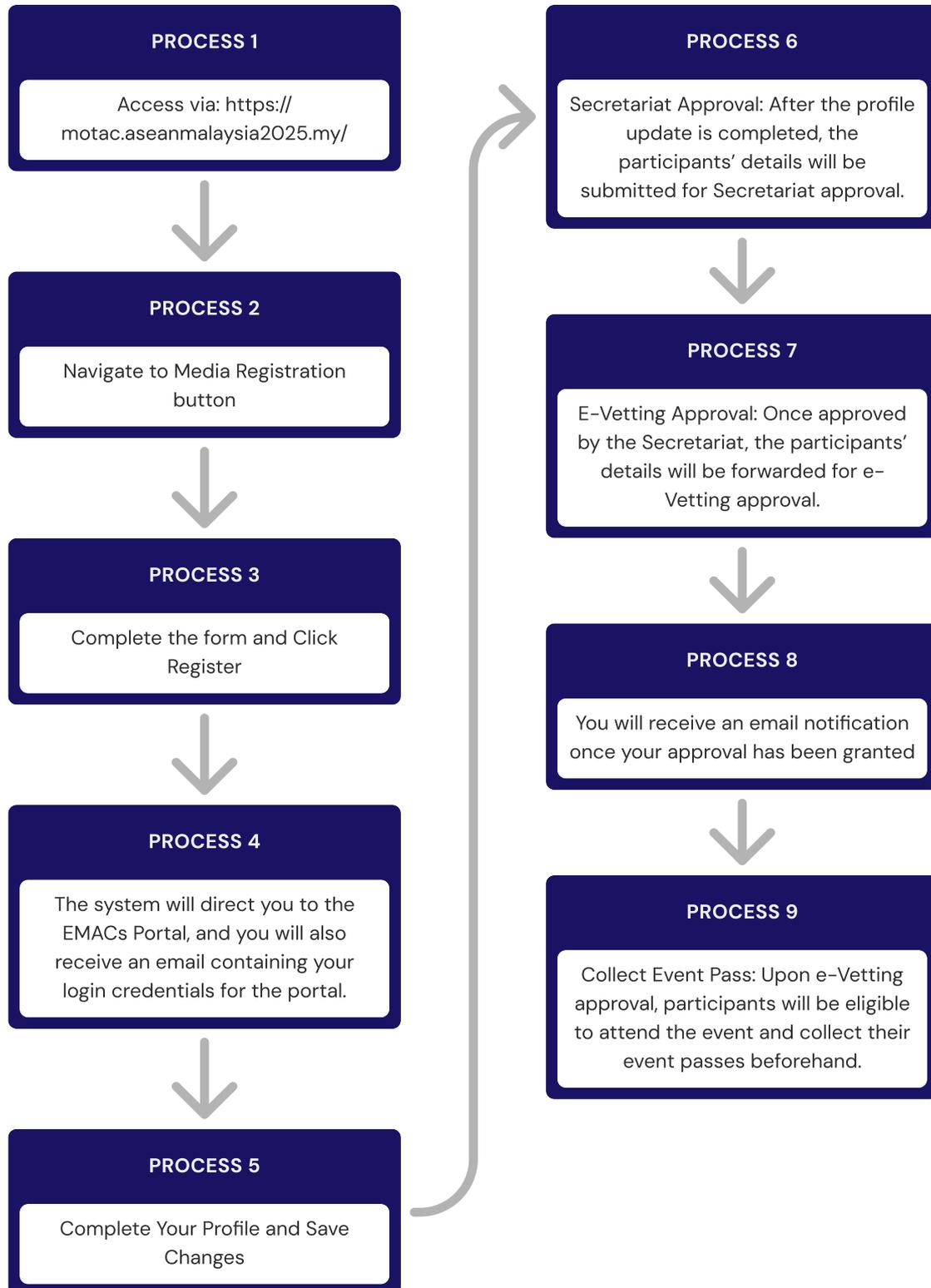
Table of Content

Participant Registration Process Flow

PROCESS 1
Access via: https://motac.aseanmalaysia2025.my/

PROCESS 2
Navigate to Media Registration button

PROCESS 3
Complete the form and Click Register

PROCESS 4
The system will direct you to the EMACs Portal, and you will also receive an email containing your login credentials for the portal.

PROCESS 5
Complete Your Profile and Save Changes

PROCESS 6
Secretariat Approval: After the profile update is completed, the participants' details will be submitted for Secretariat approval.

PROCESS 7
E-Vetting Approval: Once approved by the Secretariat, the participants' details will be forwarded for e-Vetting approval.

PROCESS 8
You will receive an email notification once your approval has been granted

PROCESS 9
Collect Event Pass: Upon e-Vetting approval, participants will be eligible to attend the event and collect their event passes beforehand.
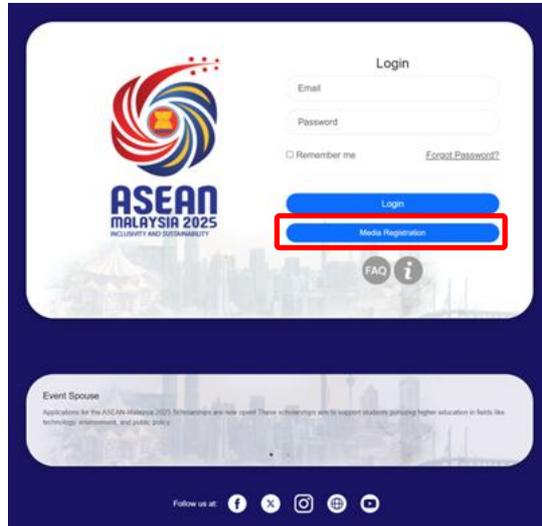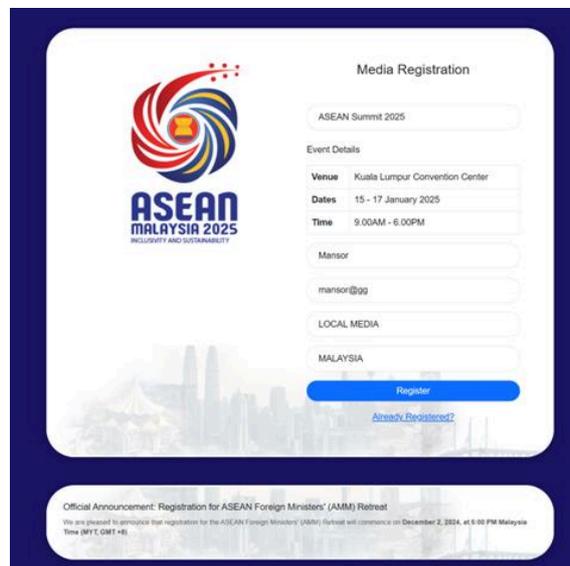
1. Login Into The System

Login Into The System

Get started by securely logging into the portal

STEP 1

Navigate to Media Registration button

STEP 2

User can choose Media Registration to register and fill the required field.

Login Into The System
Get started by securely logging into the portal

Dear Erman Arif,
Your account for ASEAN-MALAYSIA 2025 has been created. Please use the following information to login.

Username : erman@example.com
Temporary Password : dyuakidYIN13

Log In

Thank you

Ministry Of Tourism, Art and Culture
ukk@motac.gov.my

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STEP 3

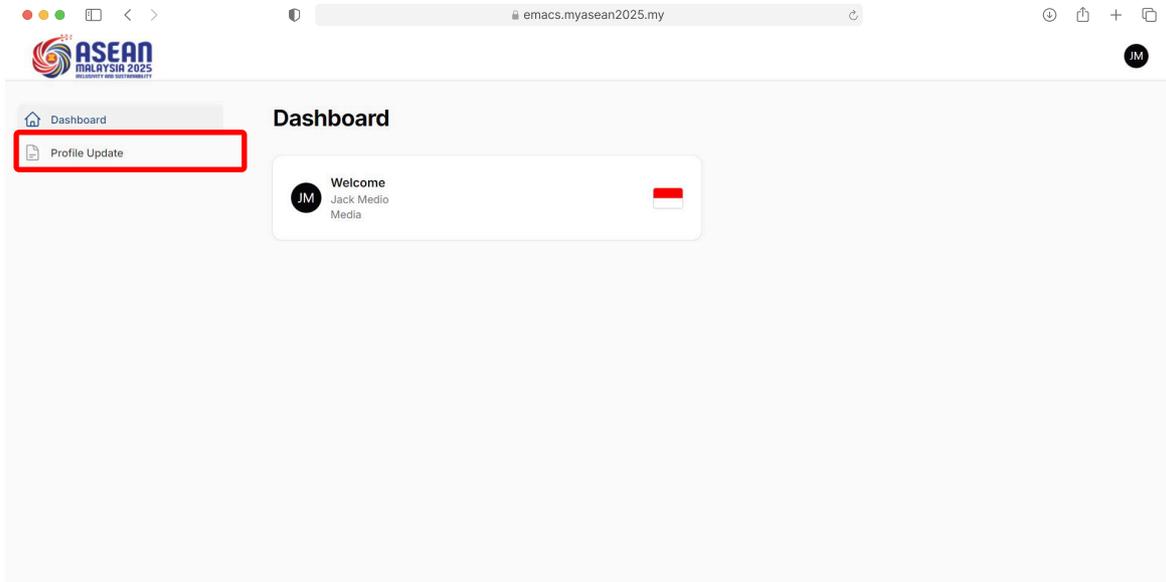Once you have register, you will got an email containing your username and password to login into the system.
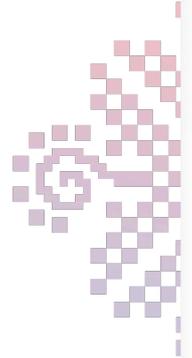
2. Update Profile Details
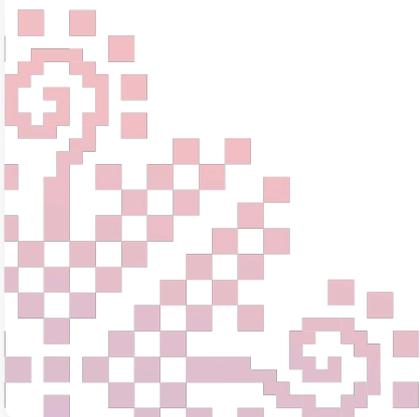
Update Profile Details

Easily keep participant information up to date
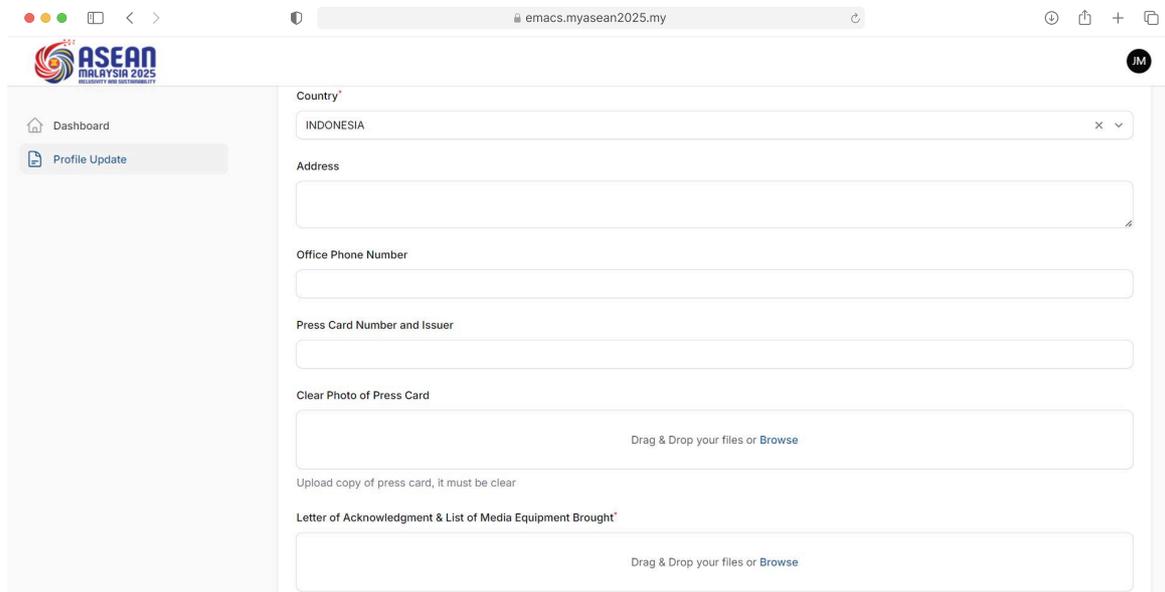

STEP 1

Navigate to the "Profile Update" menu.
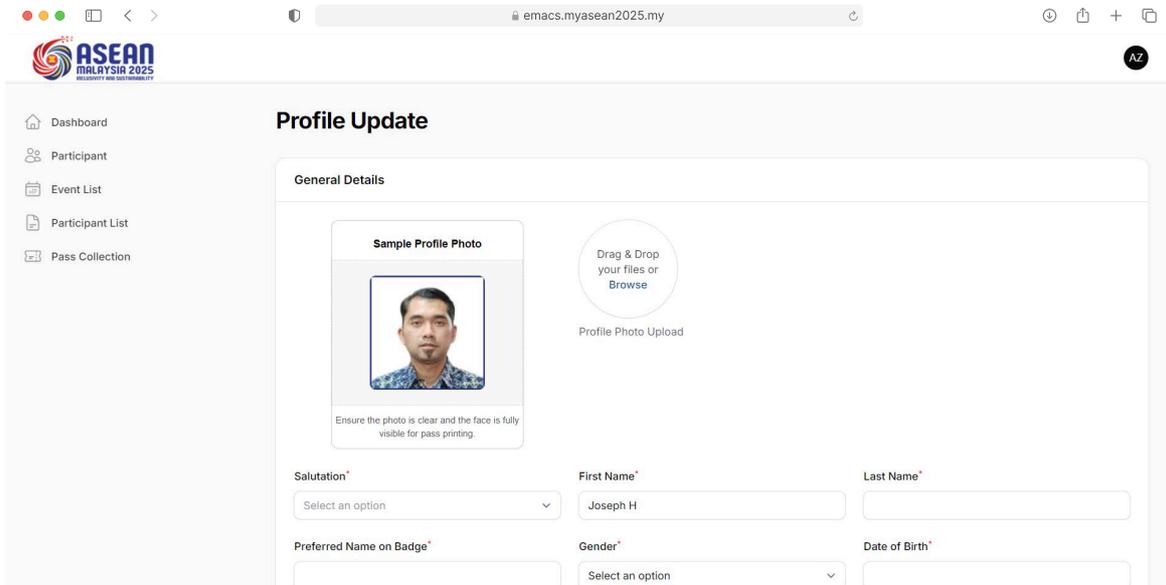
STEP 2

Fill the required field for vetting process.

Update Profile Details Effortlessly
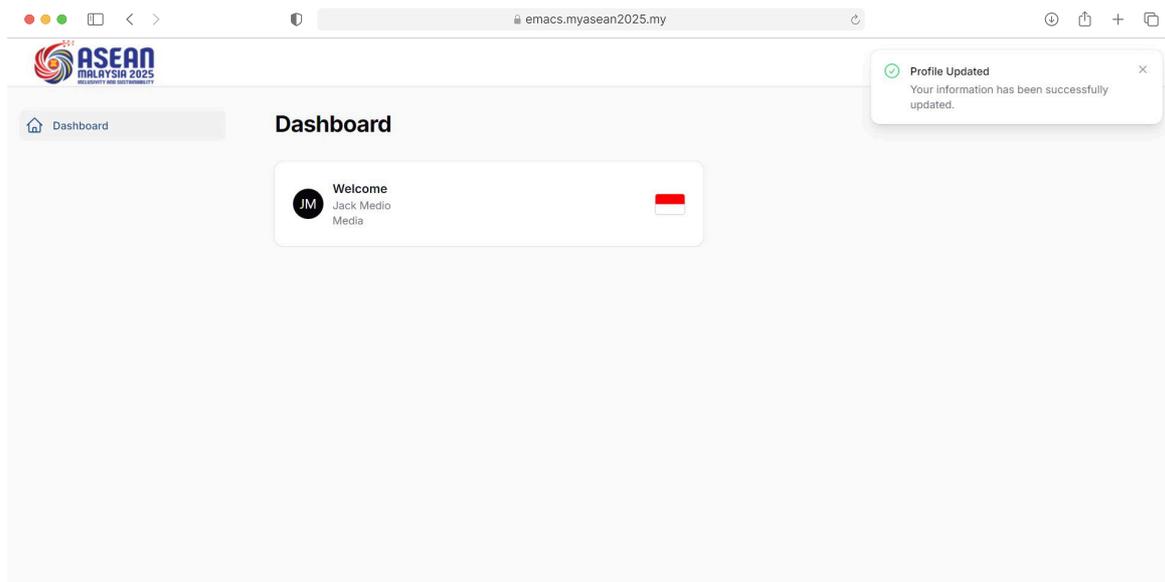## Easily keep participant information up to date

STEP 3

Click the Save Changes button to save the updated information.
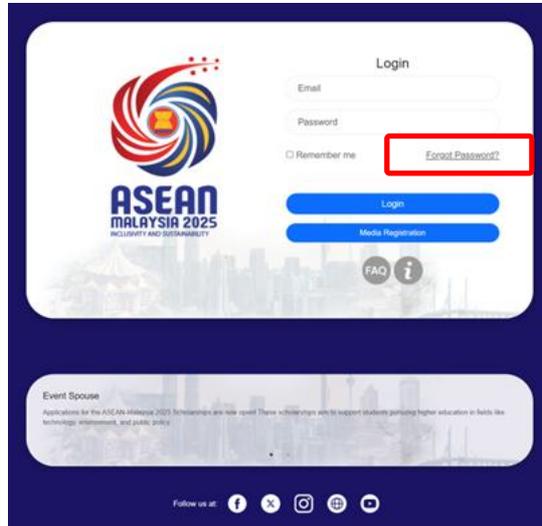**NOTES**: Once profile submitted, the profile can not be changed.

STEP 4

The profile will go through vetting process and user will get the update via email. User may also see the vetting status from Vetting Status menu.
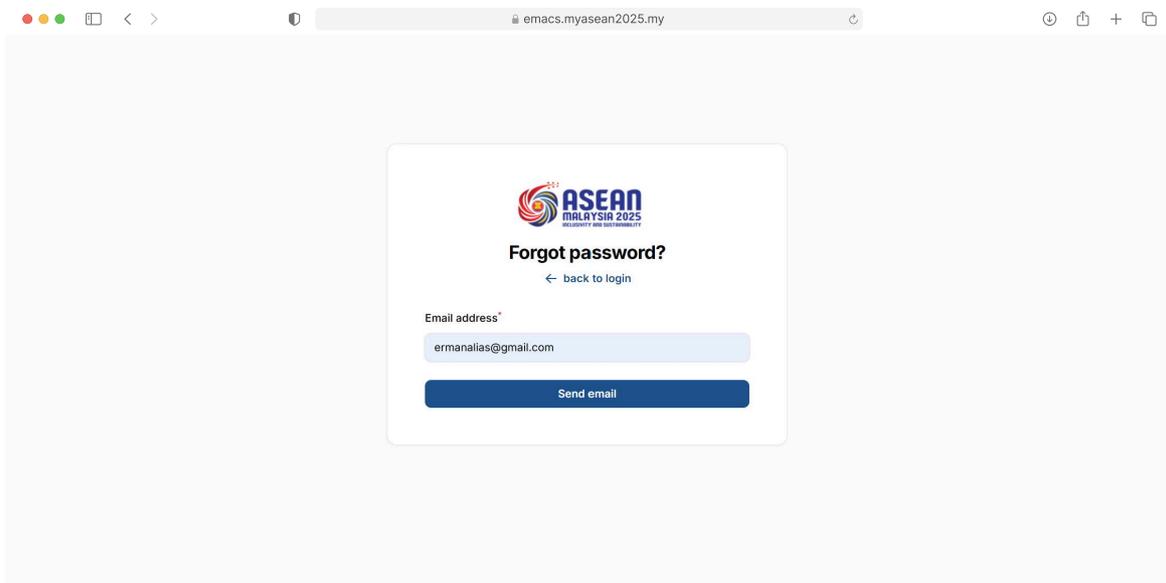
3. Forget Your Password?

Forget Your Password?
Securely reset your password with these easy steps

STEP 1

Click on the Forget Password? button and you will directly to the 'Forget password?' screen.
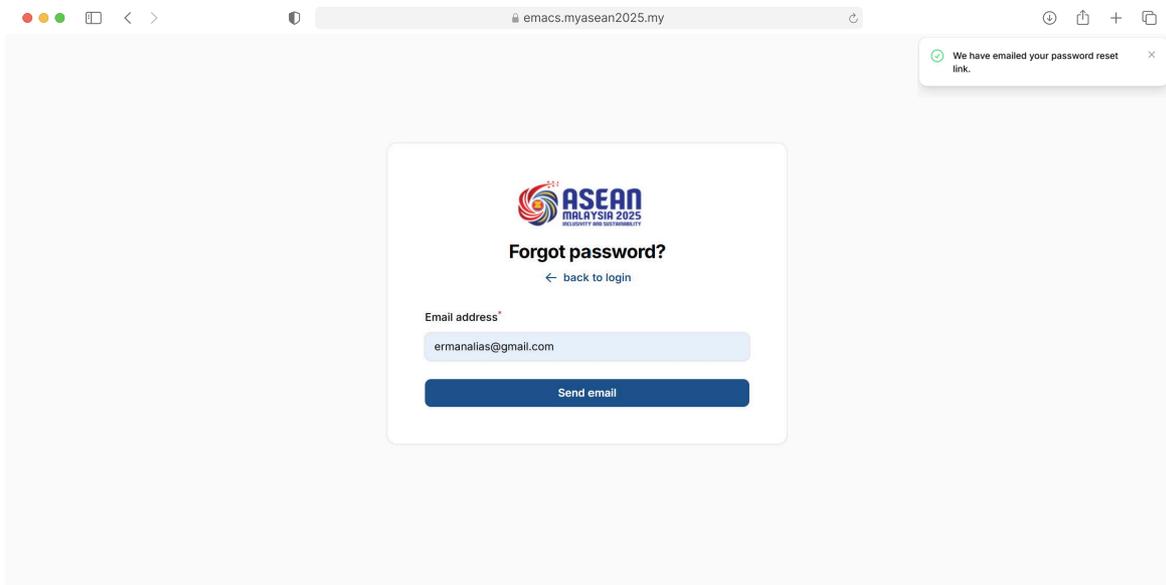

STEP 2

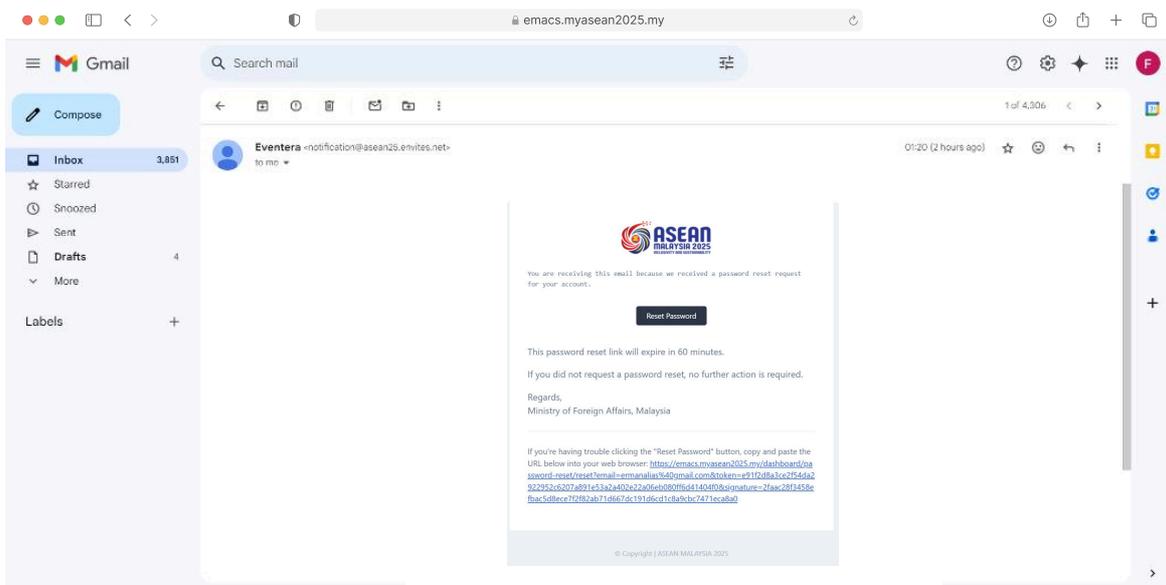Once in this screen, please enter your valid email.

Forget Your Password?
Securely reset your password with these easy steps

STEP 3

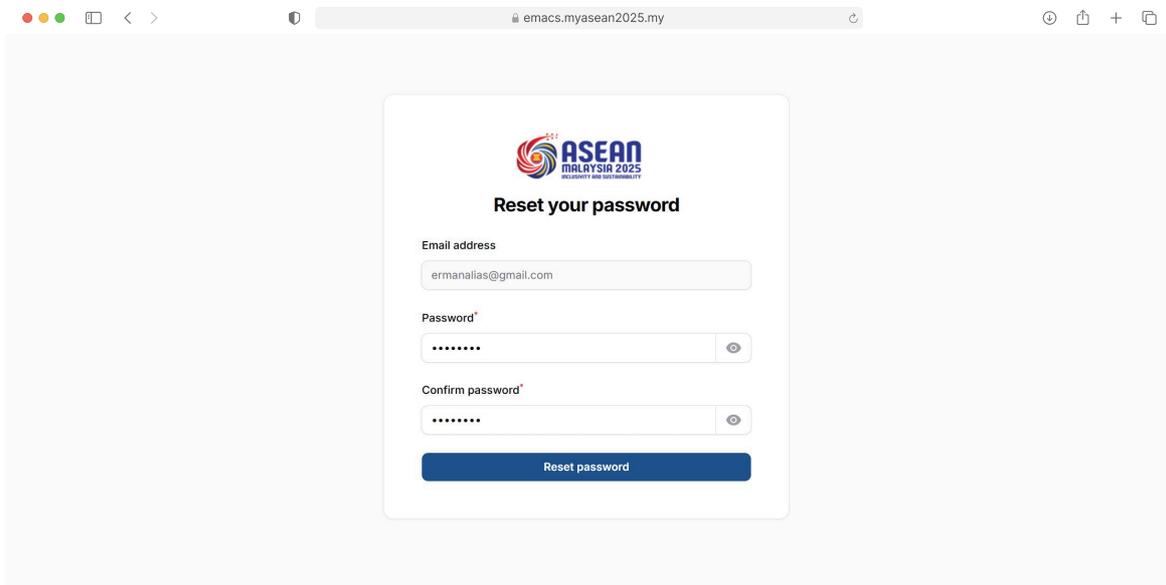Once you have sent the email, the system will send you an email to reset the password.

STEP 4

Check your inbox for our reset link (remember to check your spam folder too).
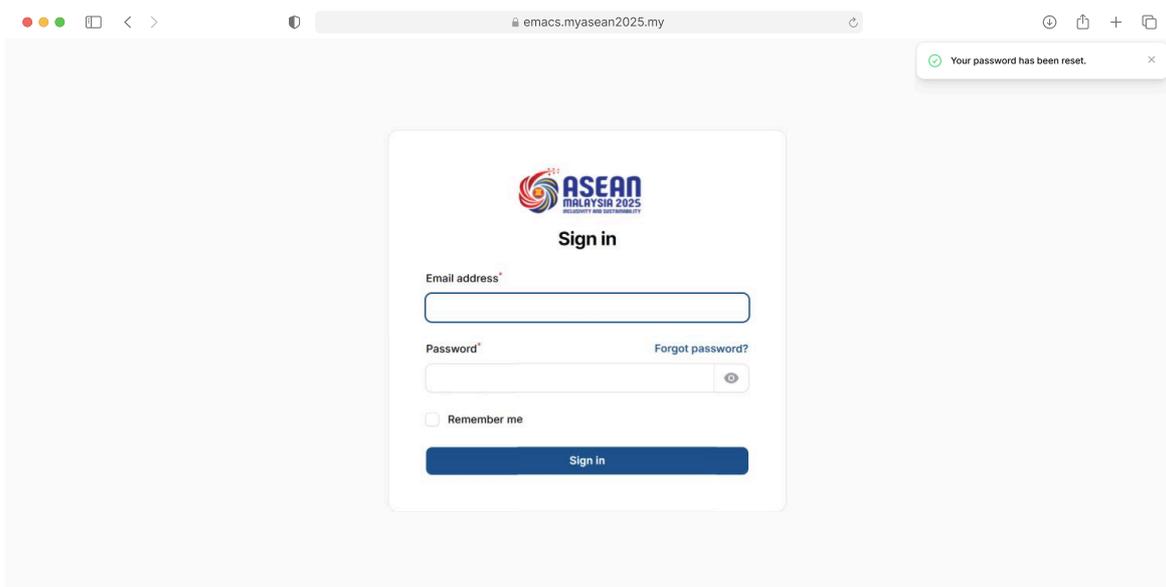
Forget Your Password?

Securely reset your password with these easy steps

STEP 5

Enter password and re-enter the same password to confirm. Password can not be less than eight characters. Click Reset password button.
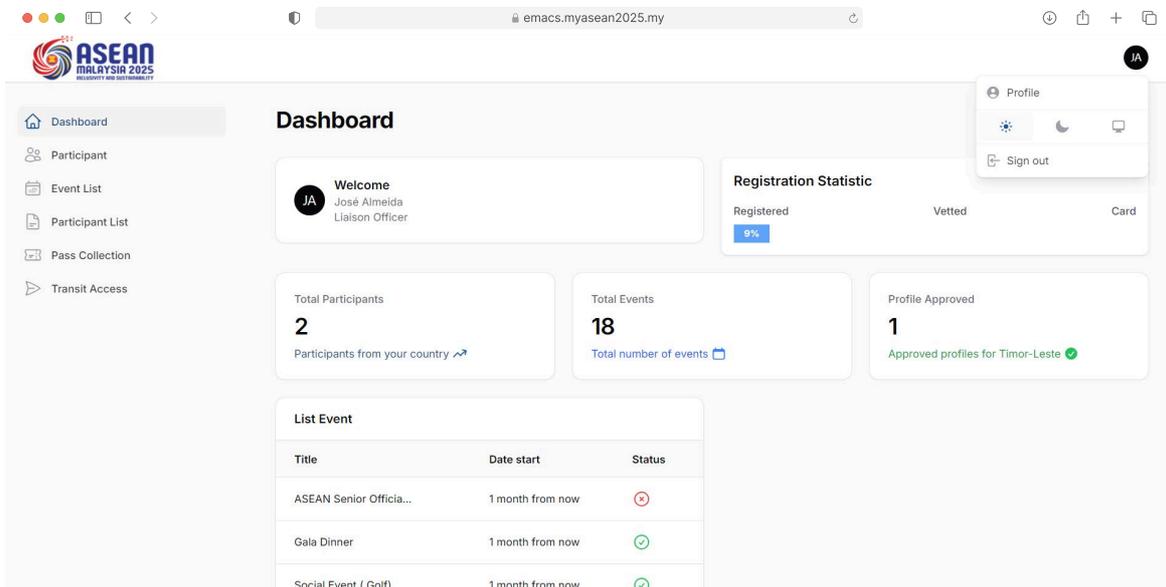

STEP 6

If the password has been reset, you can now login with your new password.
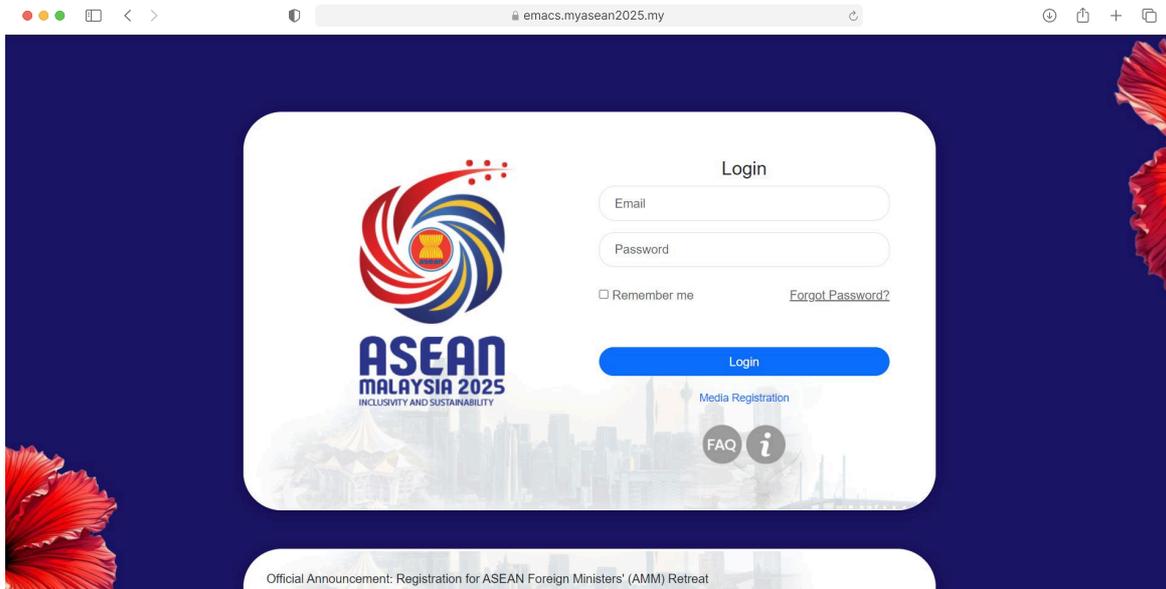
4. Sign Out from The System

Sign Out from The System

Securely log out of the portal to protect your account.

STEP 1

Navigate to the "Profile" menu and click on "Sign out" button.

STEP 2

Once you have signed out, you will be directed to the system login page.

Terima Kasih

Thank You