FCS System Guide for Existing Consultants

IMPORTANT NOTE

Please log in to https://fcs.fimm.com.my/Home to activate your FIMM account for the first time.

1. Personal Email

Please update the email address in the FCS system to your personal email (refer to page 26).

2. Education Certificates

- Your current education level is already reflected in the system.
- For existing AIA PRS consultants activating their account, there is NO NEED to upload or submit certified true copies (CTC) of education certificates.
- However, if you choose to upload them, please ensure they are certified by your Leader or ACS, and APAM (refer to pages 53–55).

3. FIMM Consent Form

- Submission of the consent form is not required.
- Existing AIA PRS consultants do NOT NEED to complete or upload the consent form (refer to pages 59–64).

4. Soft Copy of Passport Size Photo & NRIC

- Please ensure you have a soft copy ready for the activation process.
- PDF format is not acceptable.







FCS Guide for **Existing Consultants**

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There are two types of boxes used in this guide:

- Green Box: Area for user's attention/ observation
 - Red Box: Area for user's action (fill in or click)

Disclaimer: All personal information used are dummies created for this training purposes.



Part 1: First Time Login





fcs.fimm.com.my

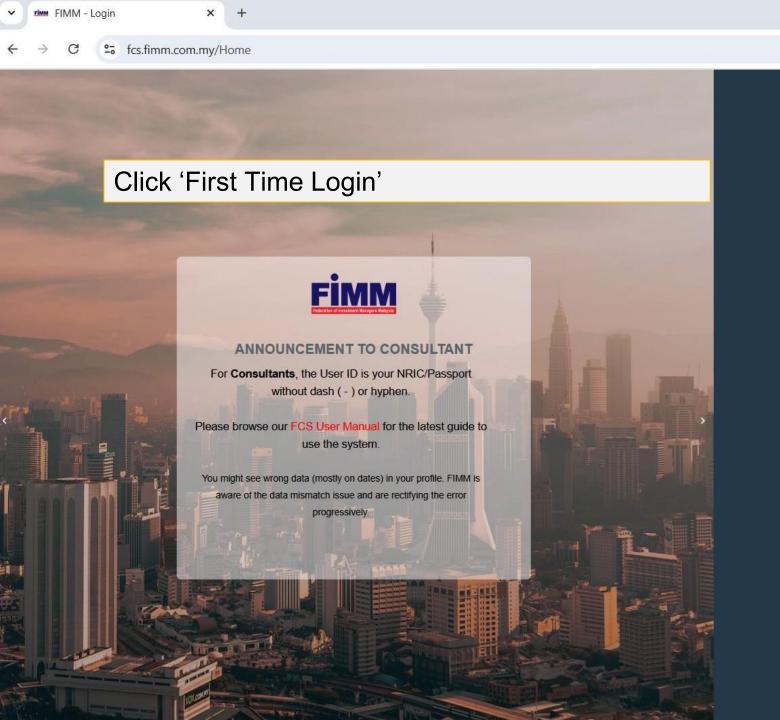




Get more things done with FIMM

For investor security, growth and knowledge in the investment management industry

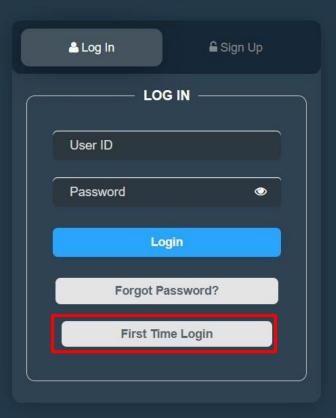


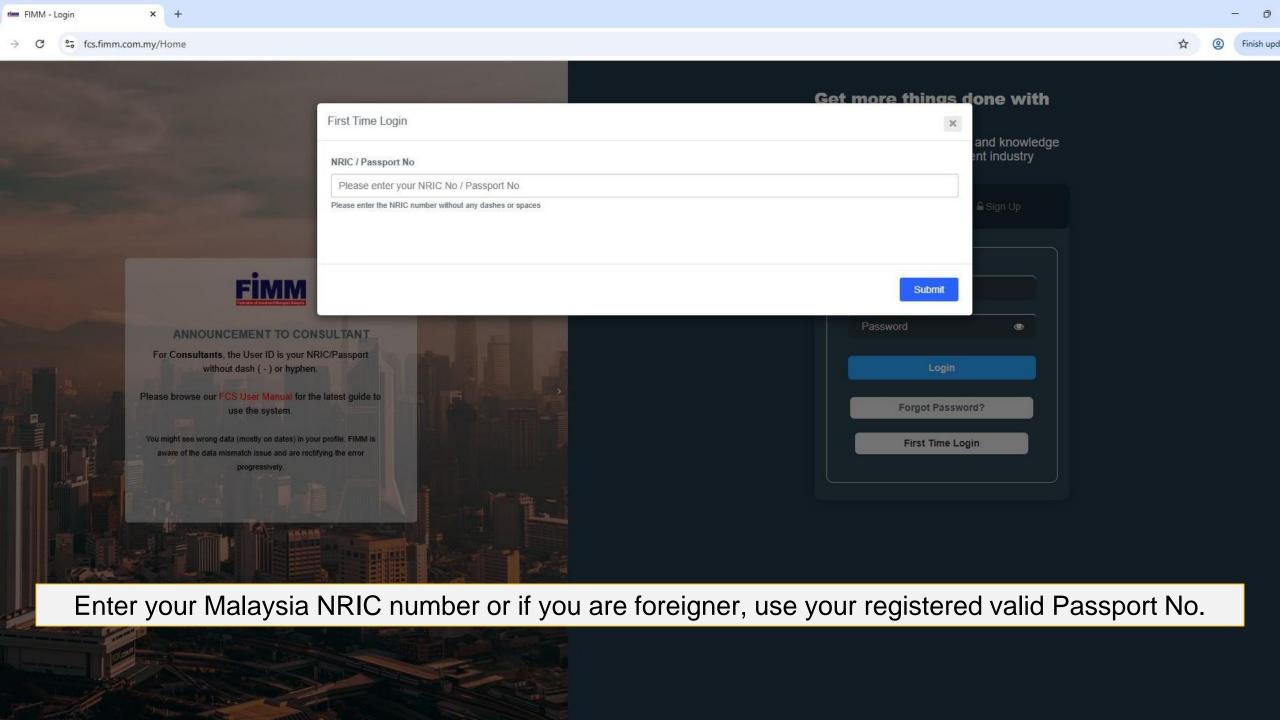


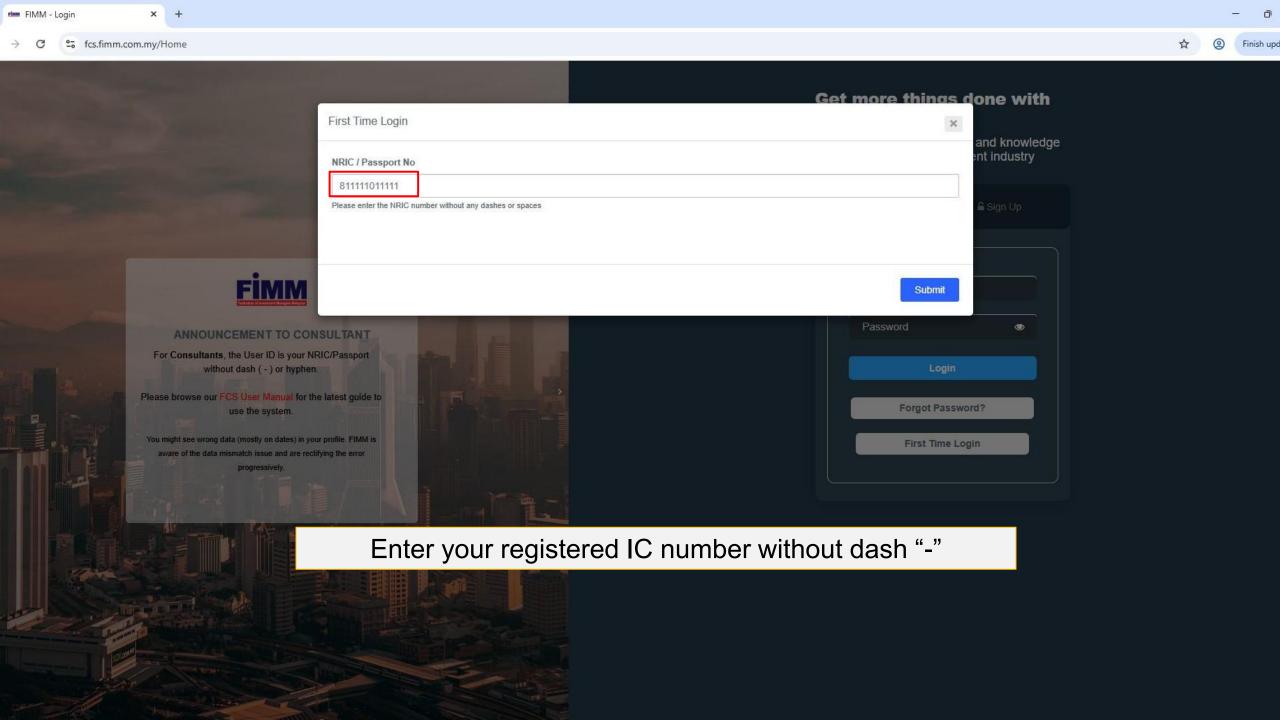
Get more things done with FIMM

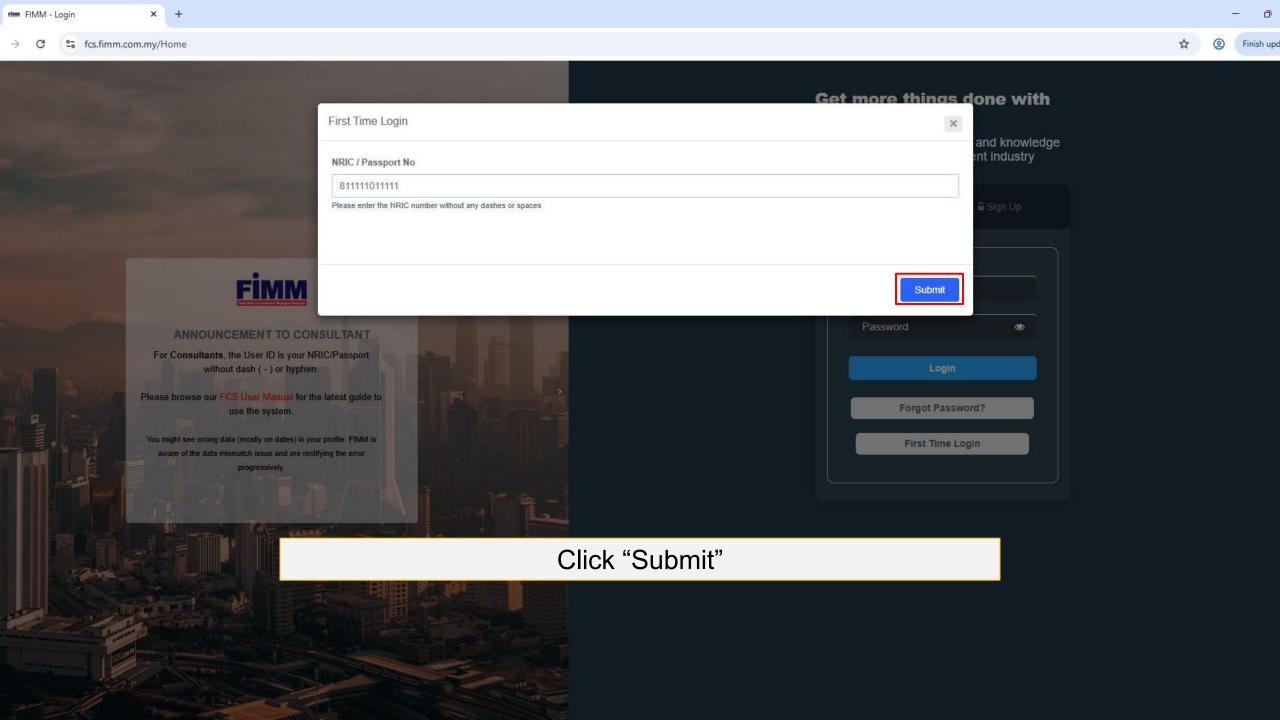
Finish update

For investor security, growth and knowledge in the investment management industry













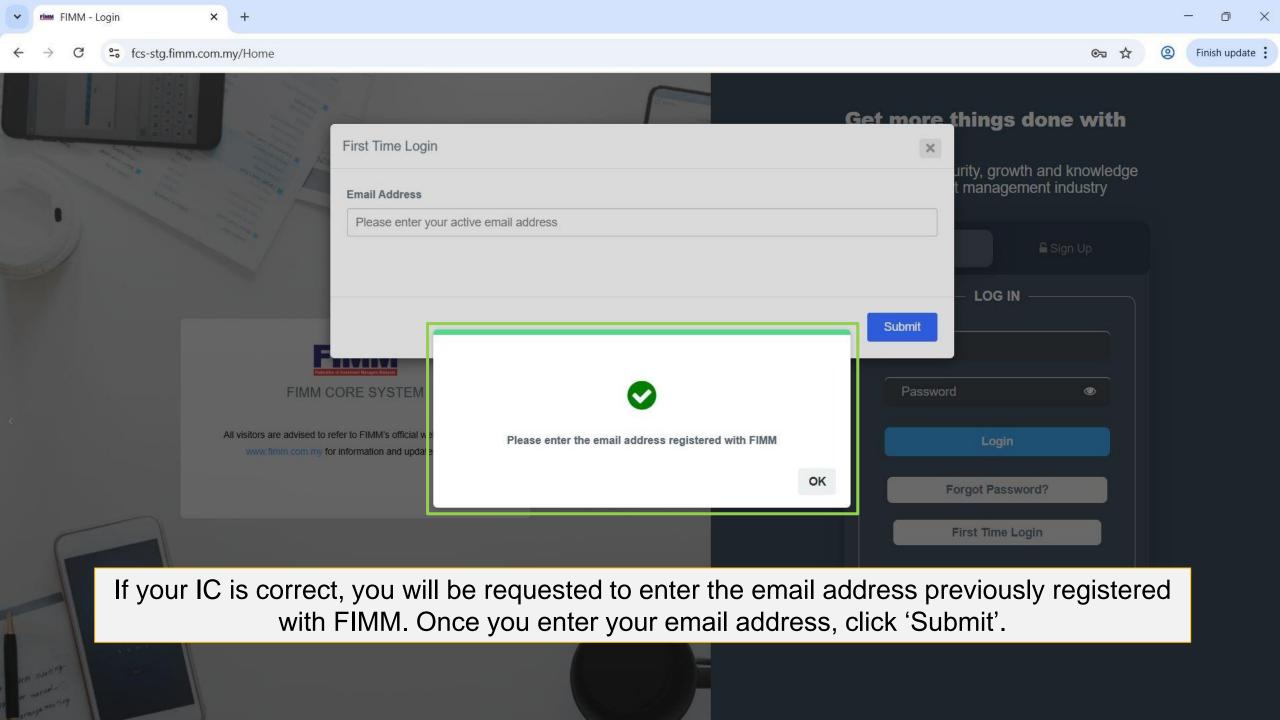


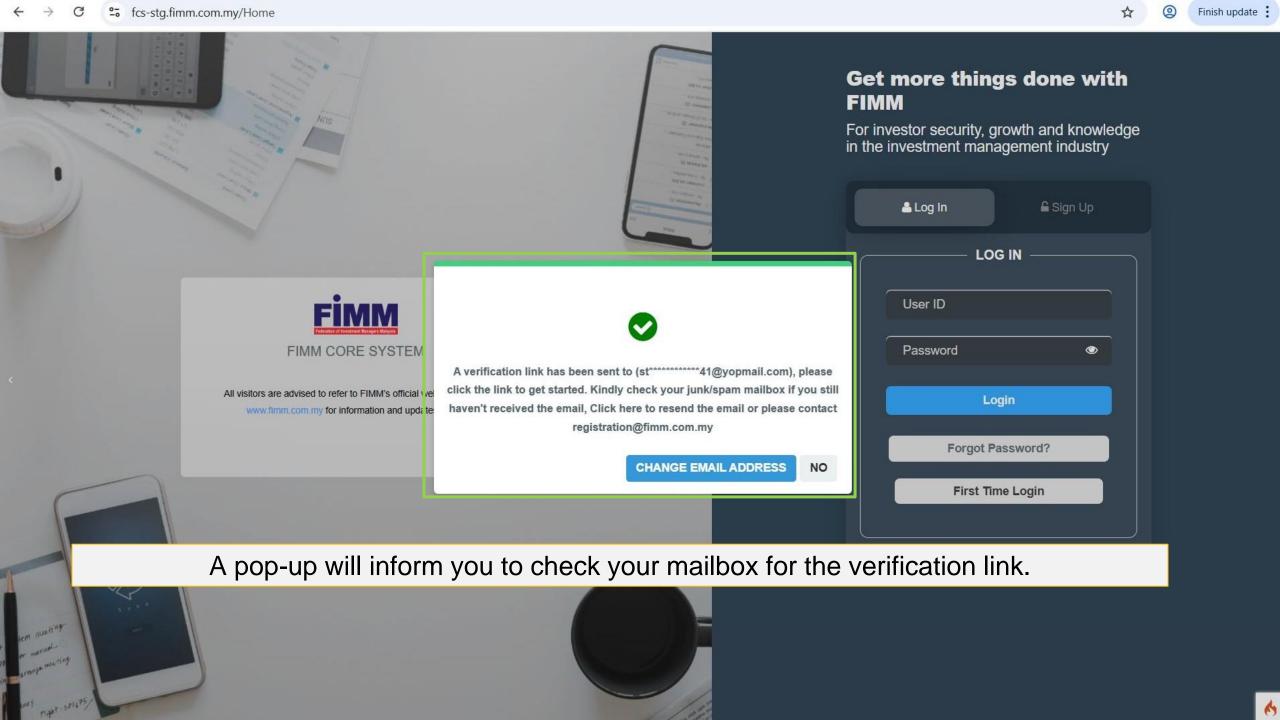


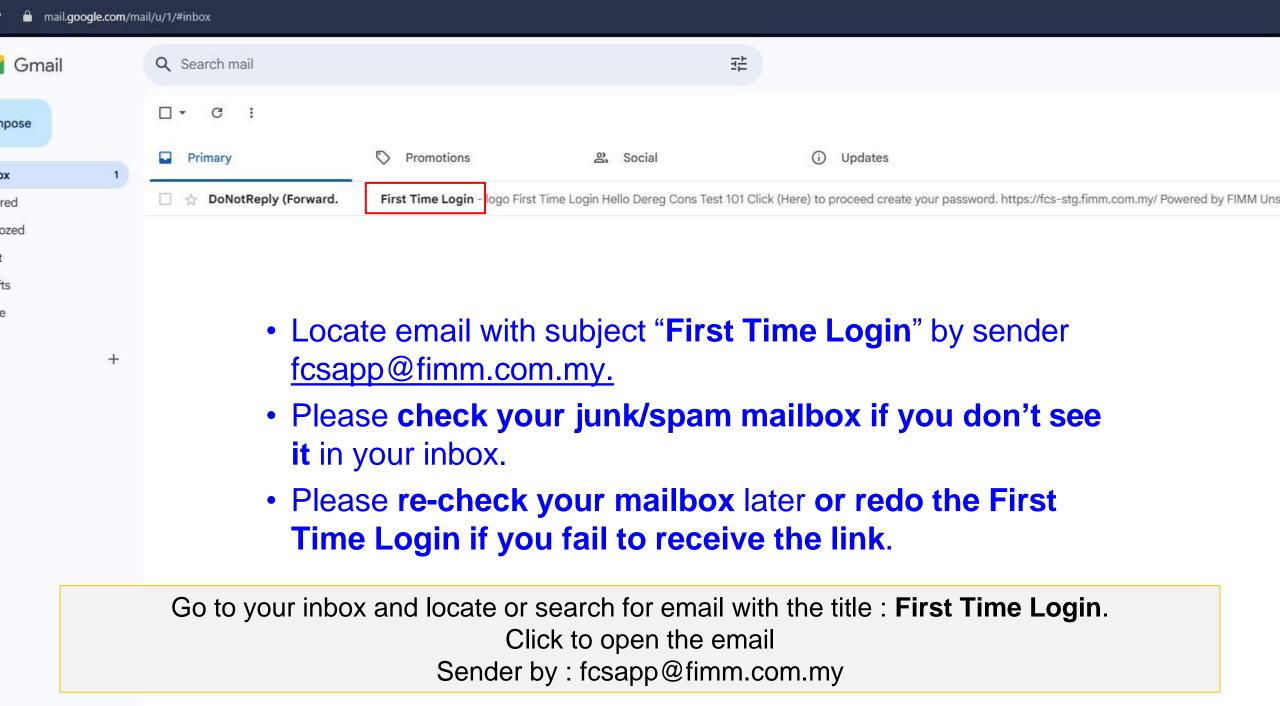
If you receive error: User does not exist.

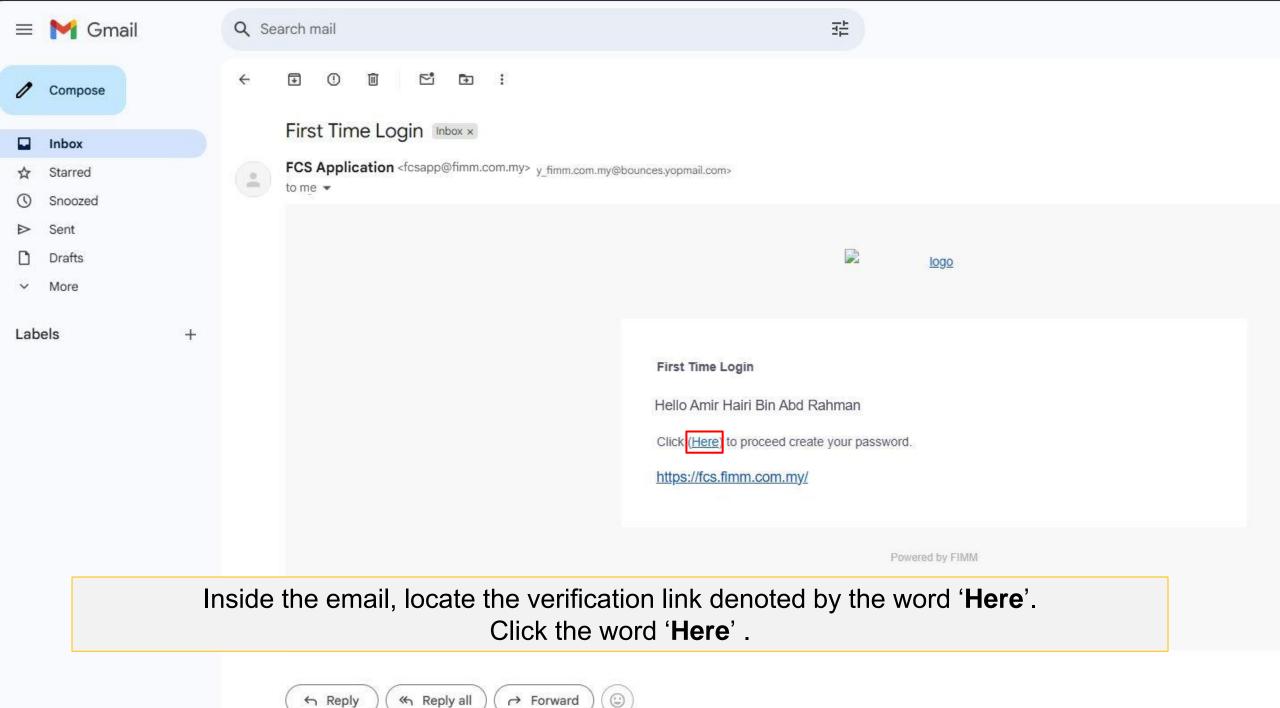
Please ensure you enter the correct IC Number or check your active status via the IMCA:

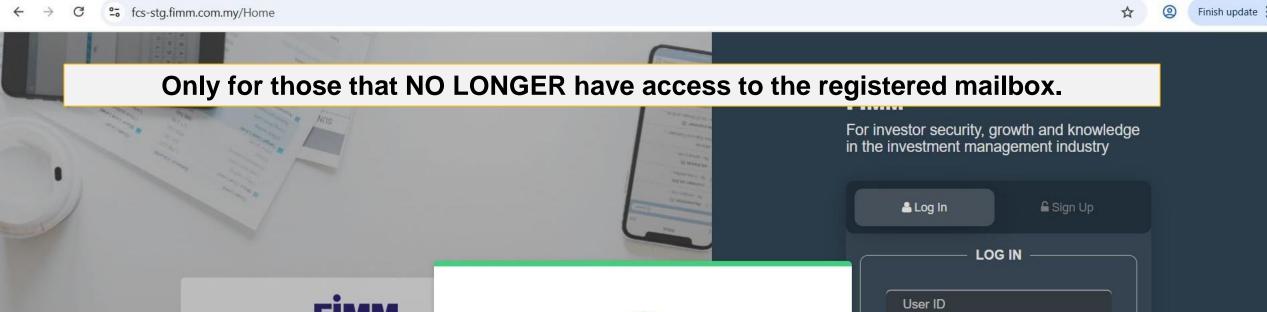
FIMM Website: https://fcs.fimm.com.my/publics#nav-cons

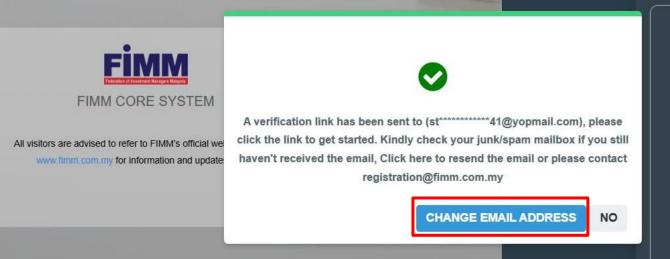












If you NO LONGER have access to the registered mailbox, please click the 'Change Email Address' to update your email address.

You will be requested to enter a new email address and selfie with your IC. The change request MUST BE APPROVED before you are able to receive the new verification link.

Login

Password



Approval of Email Change Request

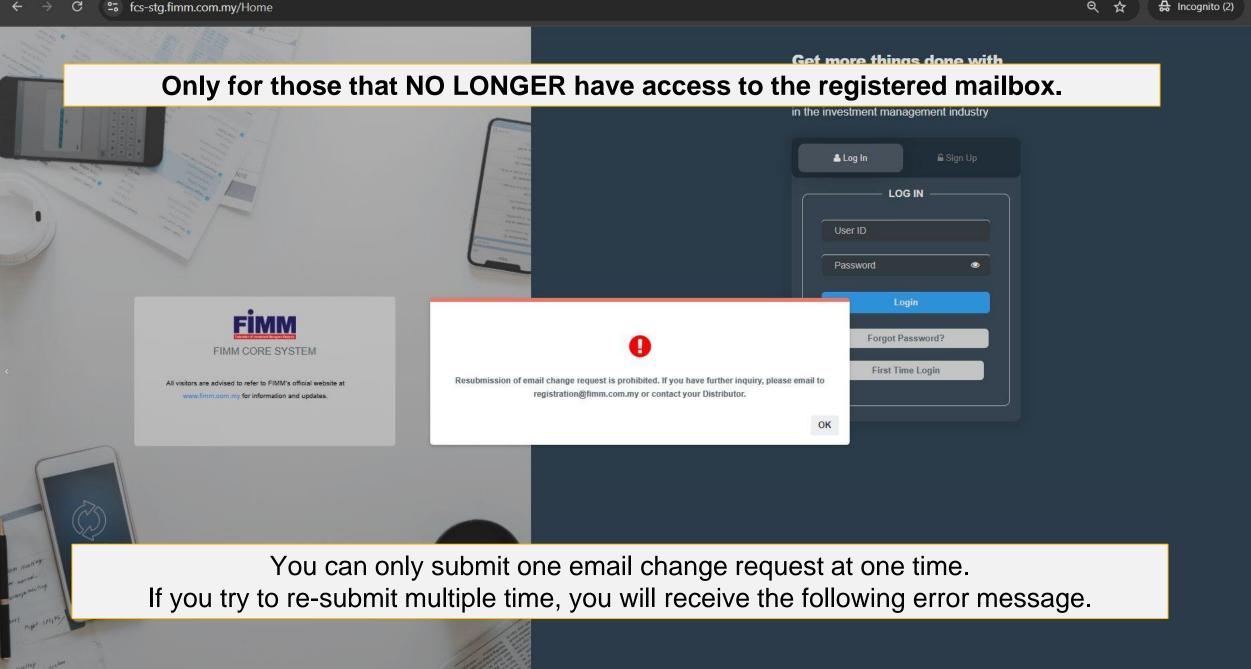
Only for those that NO LONGER have access to the registered mailbox.

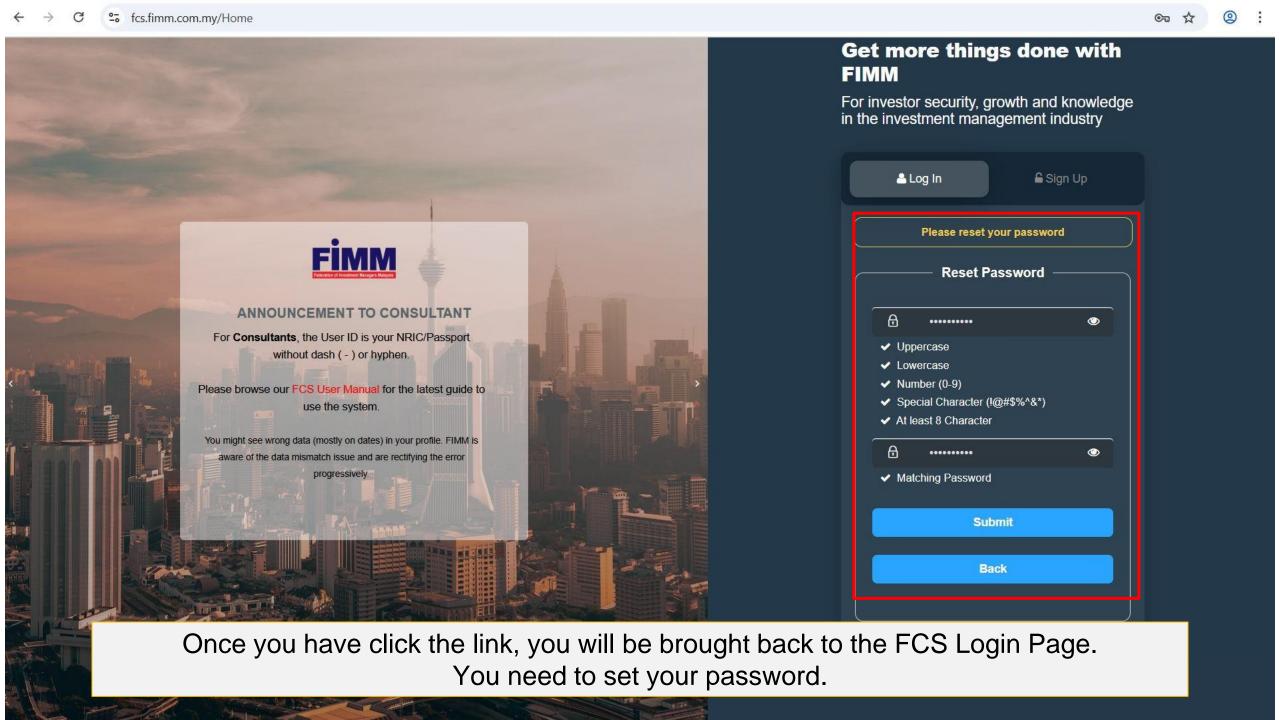
- □ Active Consultant by the registered
 Distributor
- Non-Active Consultant by FIMM

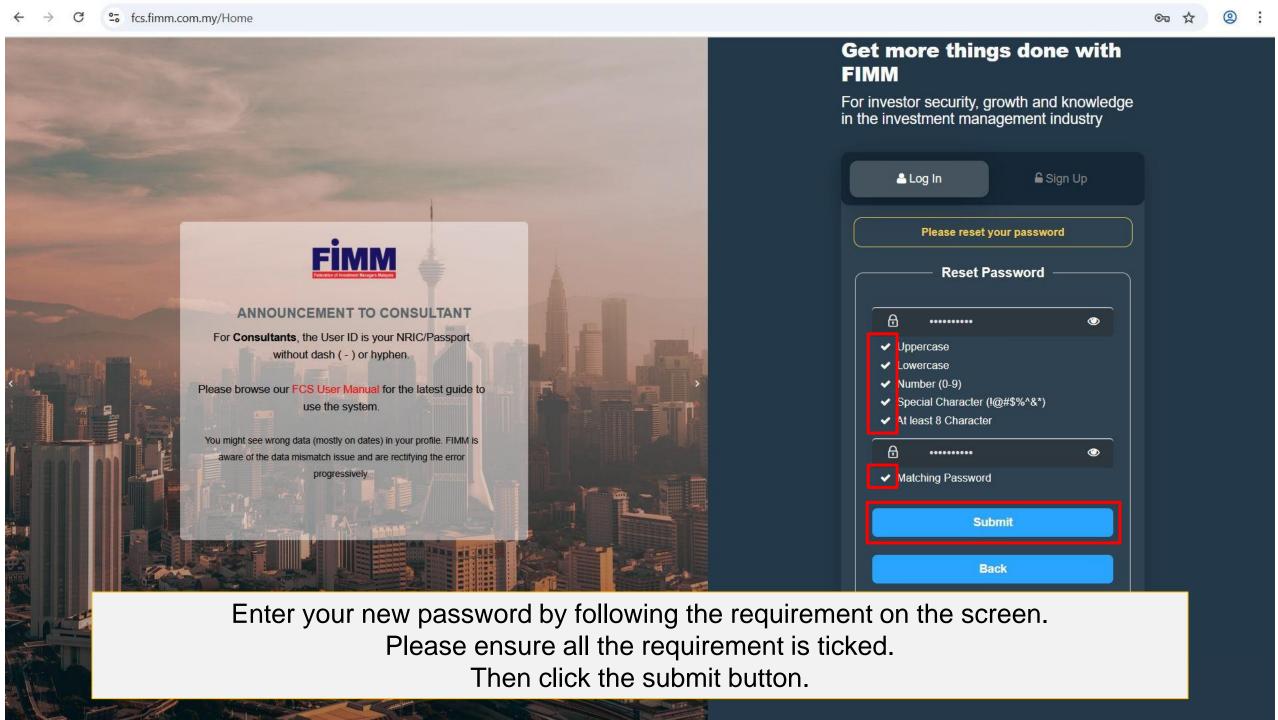
Your email request will be submitted to your Distributor for approval.

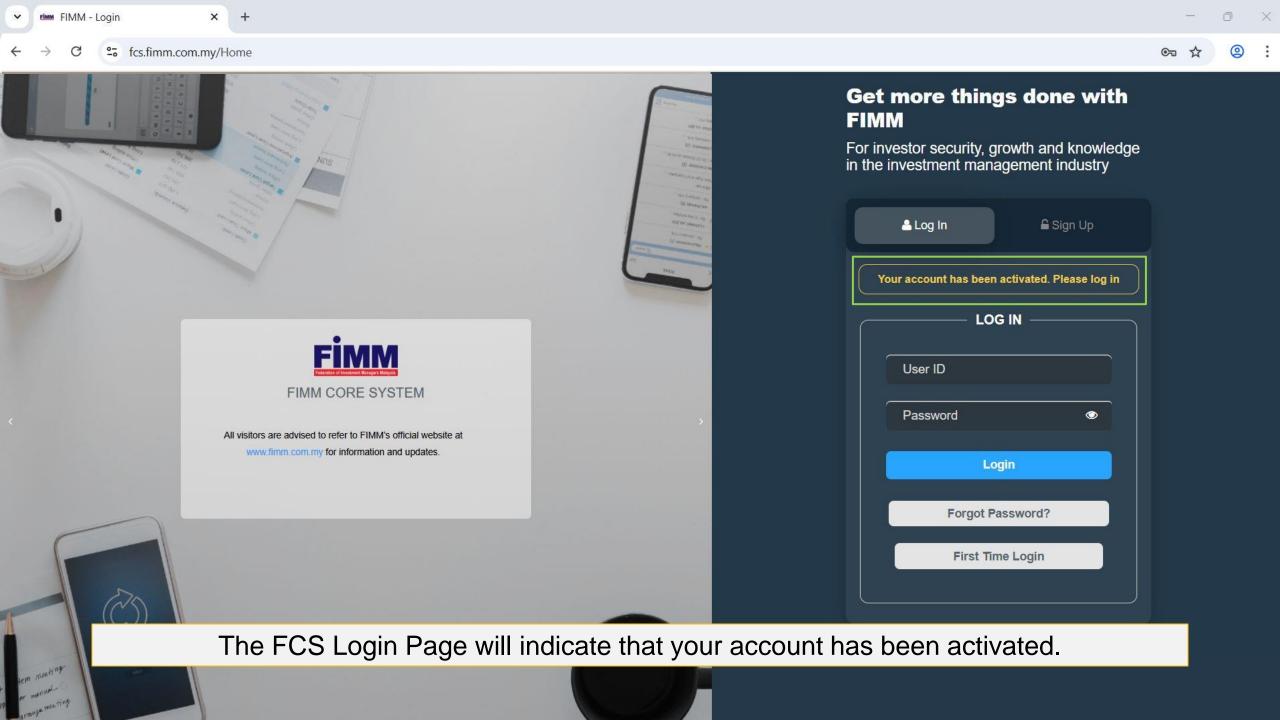
You may follow up your Distributor if you are an active consultant.

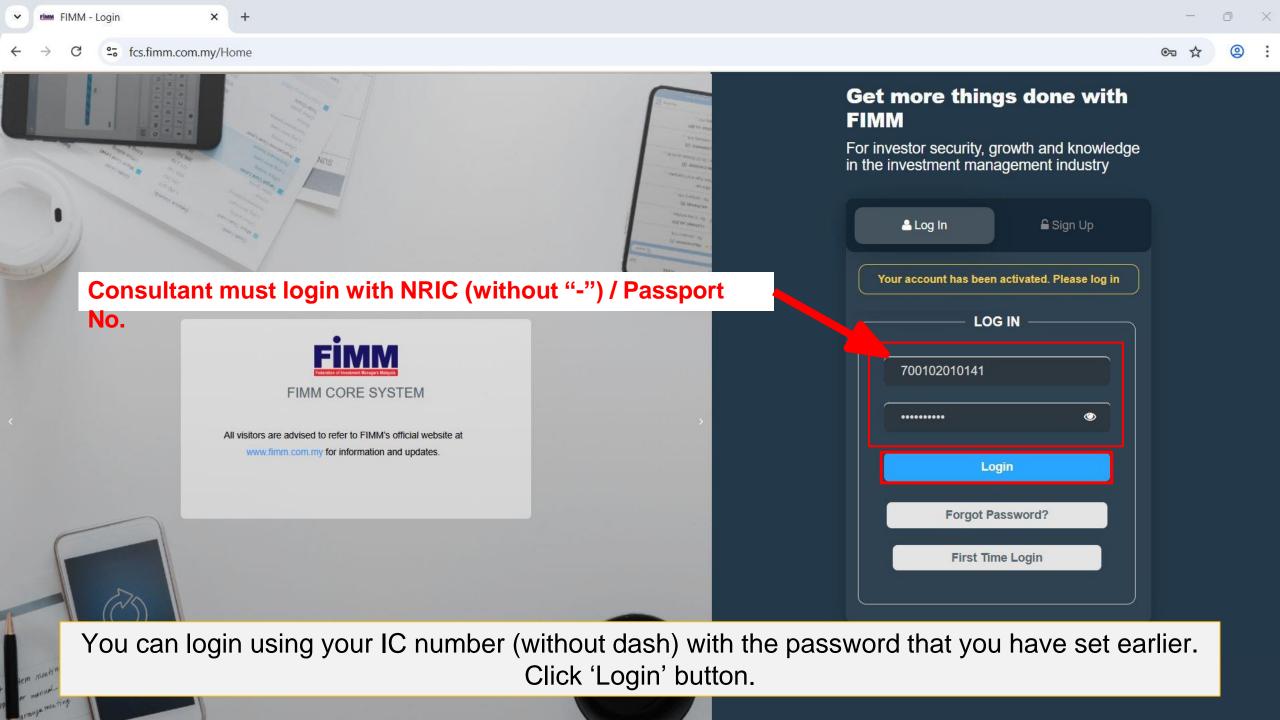
If your new recruit is a former consultant and they face such issue, you may advise the former consultant to contact FIMM.

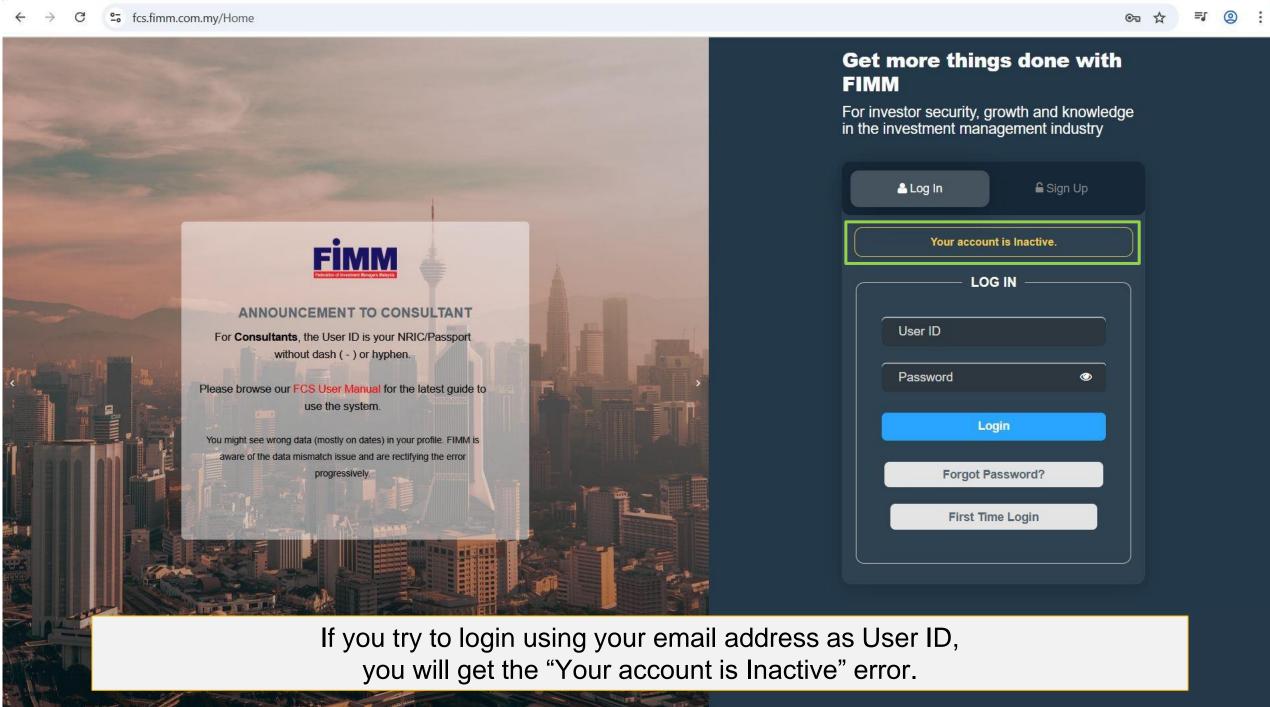












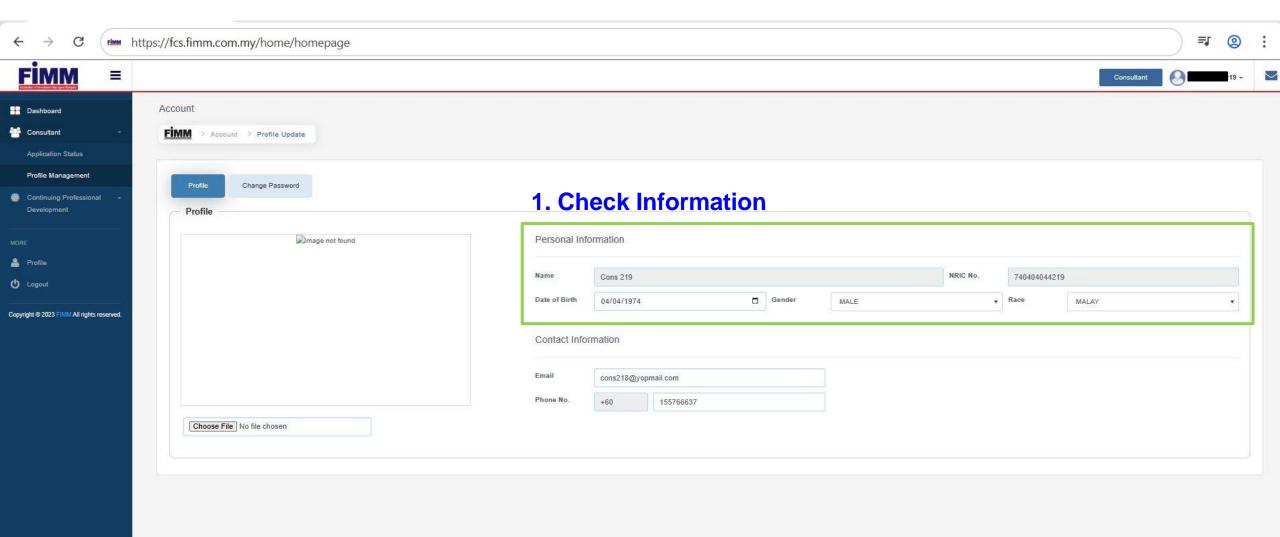
Part 2: Updating Account Information

This is applicable to update **email. mobile phone and profile photo**.

Once you are able to login, you must proceed to update your account information which consist of your email address, mobile phone and profile photo.

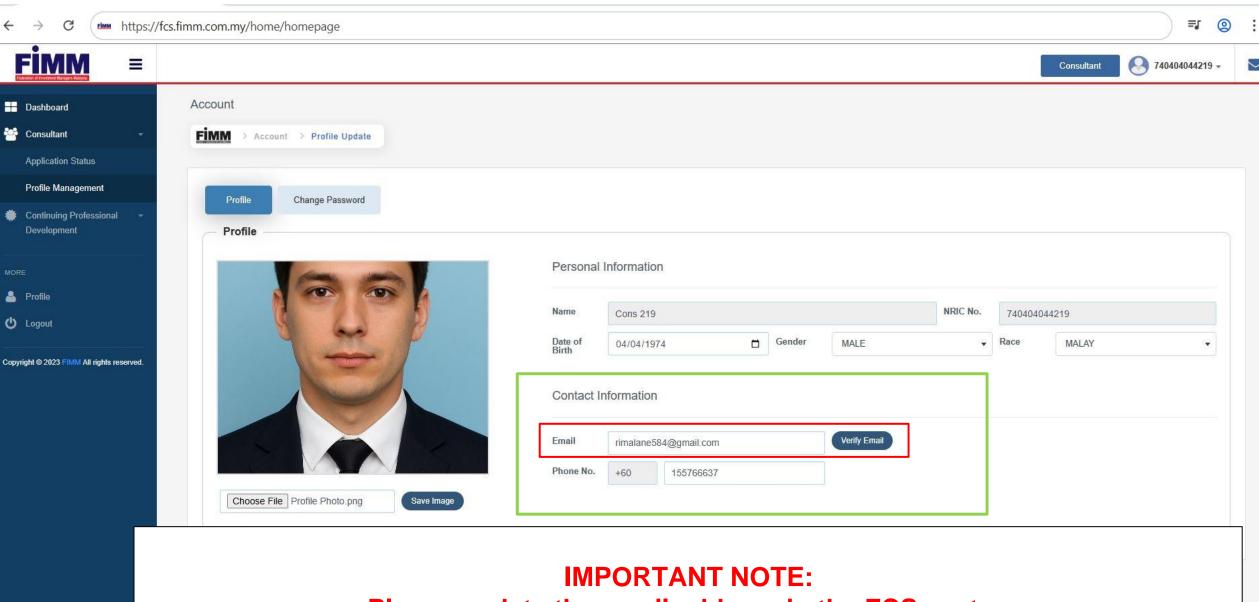
Desktop View https://fcs.fimm.com.my/home/homepage **=1** ◎ FİMM 740404044219 You can go to the top right corner of the screen, locate your IC number and click on the little down arrow beside c) Logout and select 'Account' under the dropdown. \equiv Consultant Applicant Consultant Registration Account **U** Logout > Consultant Management > Consultant Registration If you are using mobile phone > you need to rotate your phone to be able to locate the down arrow and click on it. Academic Qualifications Scheme Selection

Mobile Phone View – Please rotate your



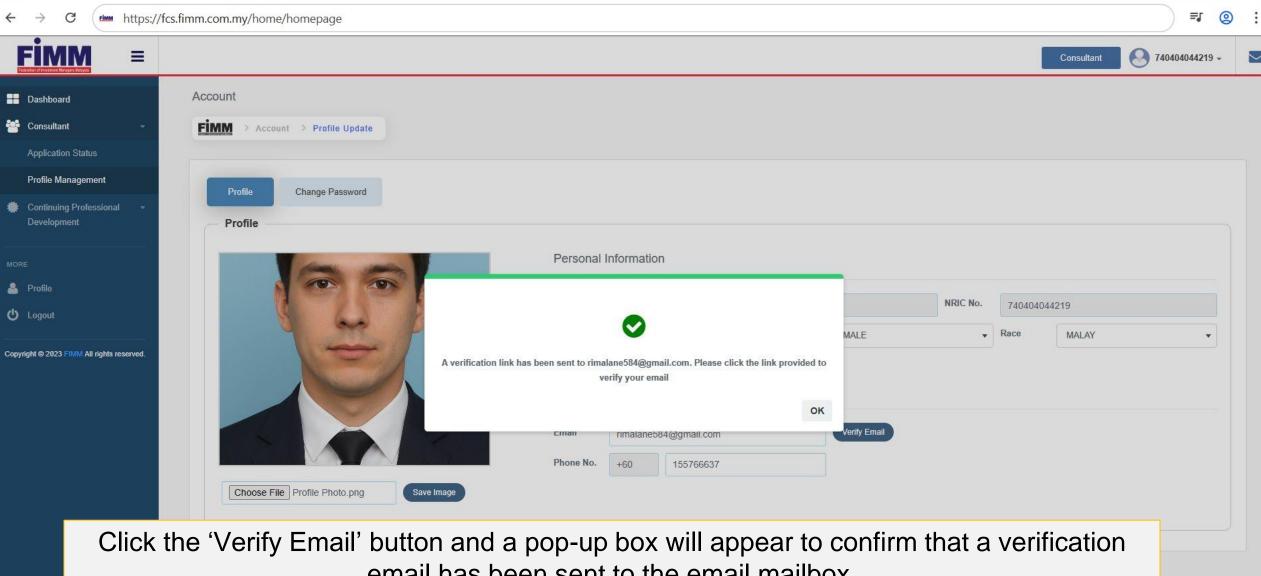
This will open up the Profile Page.

Please check the accuracy of the Name, NRIC, DOB, Gender and Race. In future, if you want to change your email, mobile phone, this is the place to make the update.



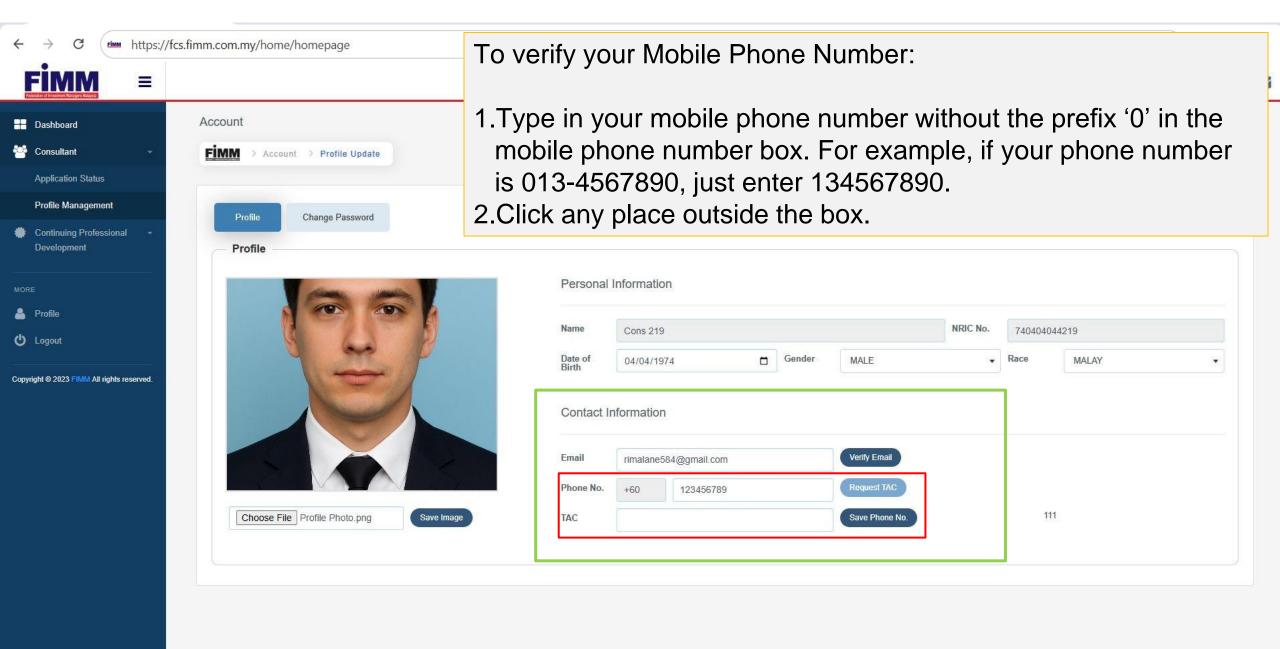
Please update the email address in the FCS system

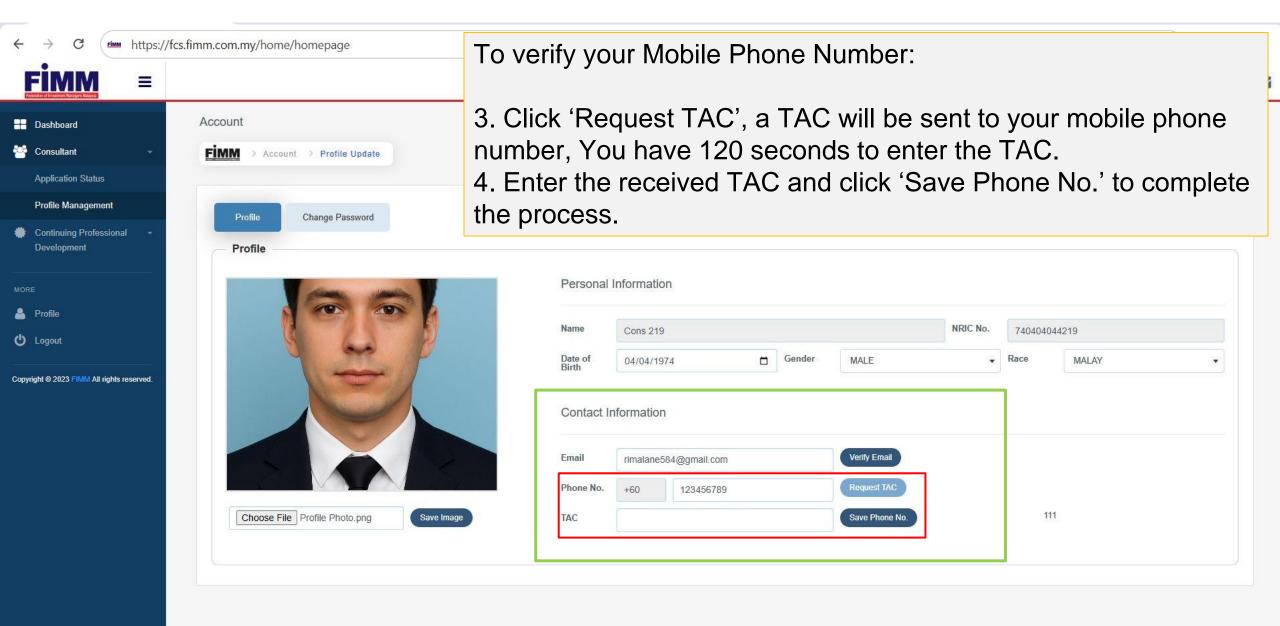
to your personal email.

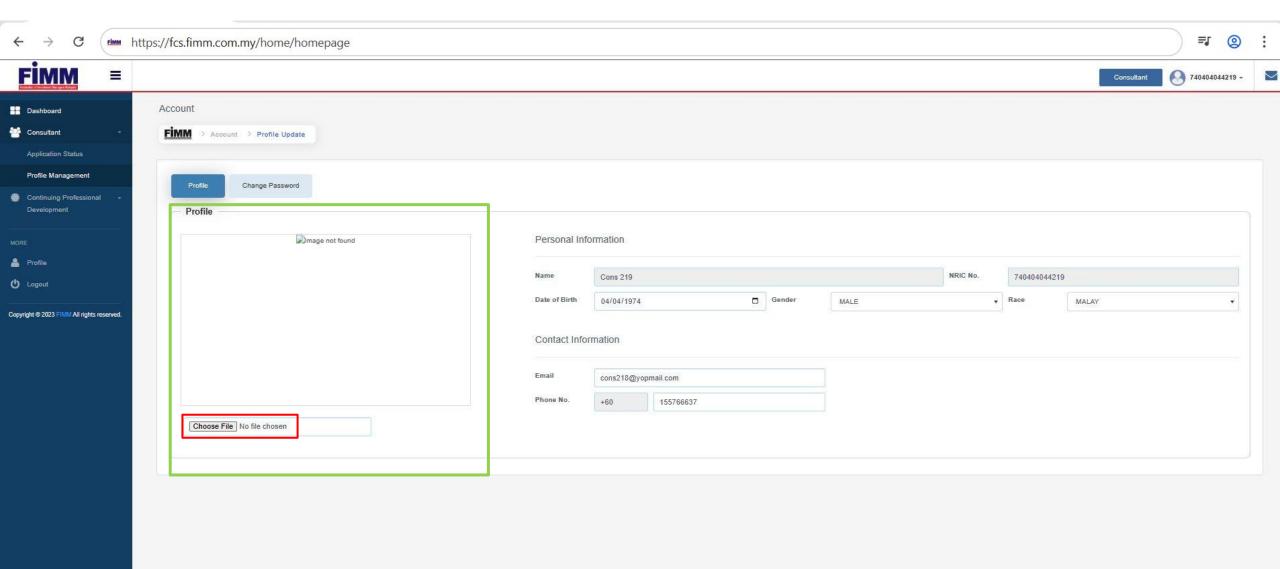


email has been sent to the email mailbox.

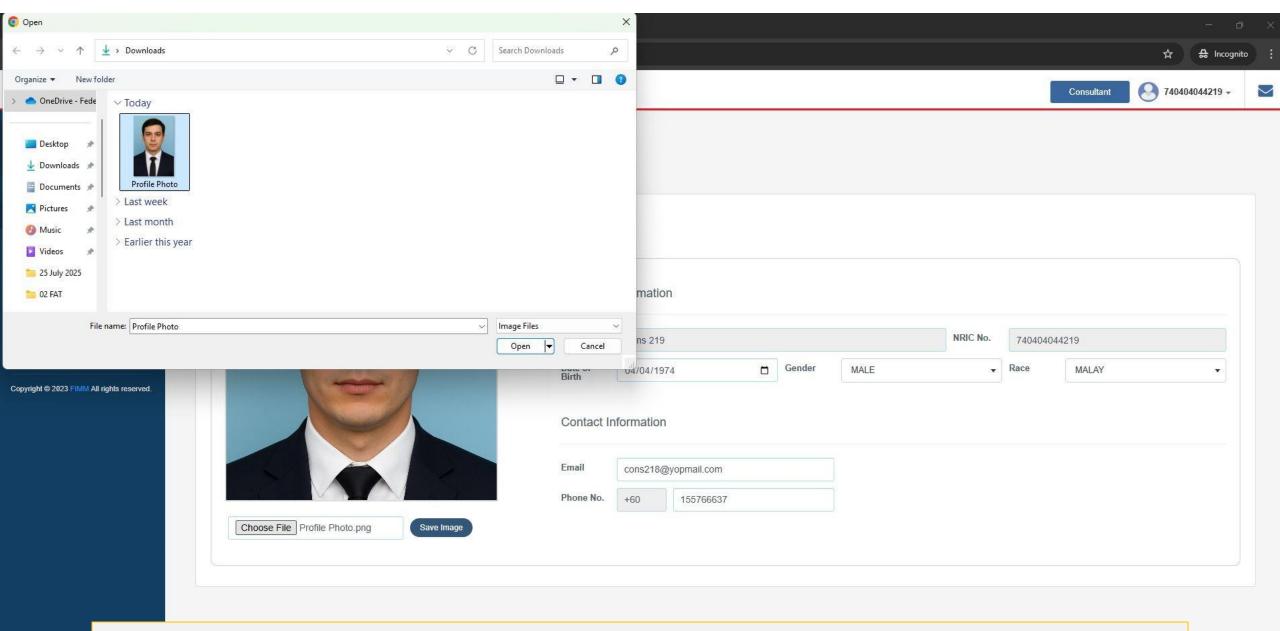
Please click the email link inside the verification email to complete the process.







Now, please upload your profile photo. Click the 'Choose File' below the photo box.



Navigate to the Photo, select your photo and click open. Must be **jpeg** or **png** format only. **Pdf** is not accepted. (if via laptop).

Example of Accepted & Rejected Profile Picture







Blur picture



Edited picture, toned/pattern background



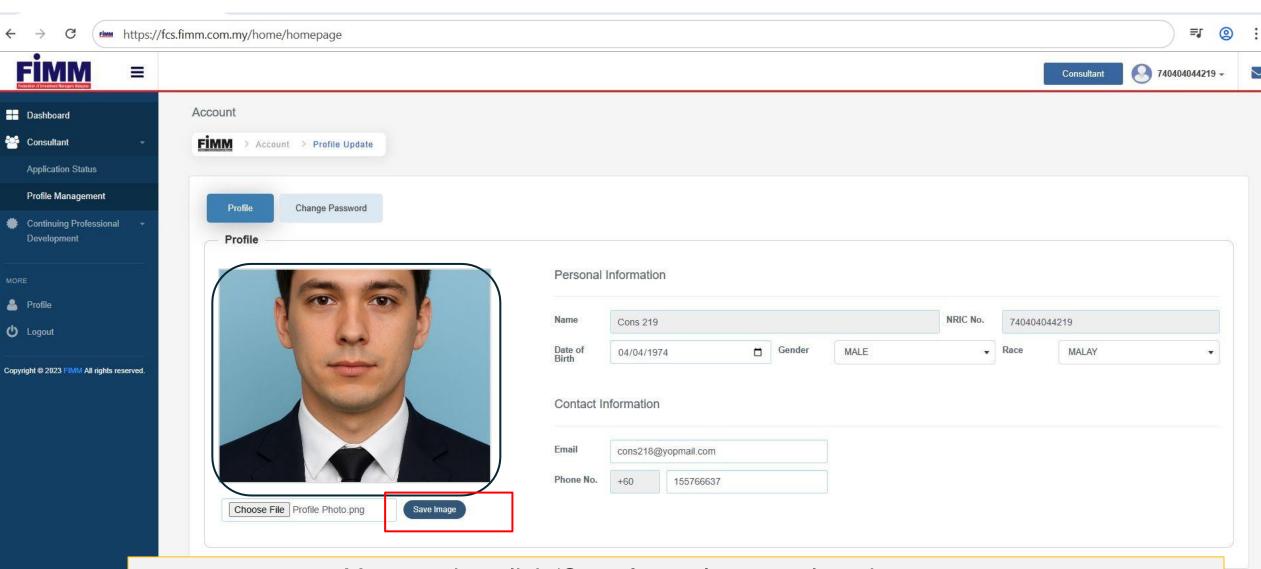
- Wrong size



Face & shoulder not facing forward

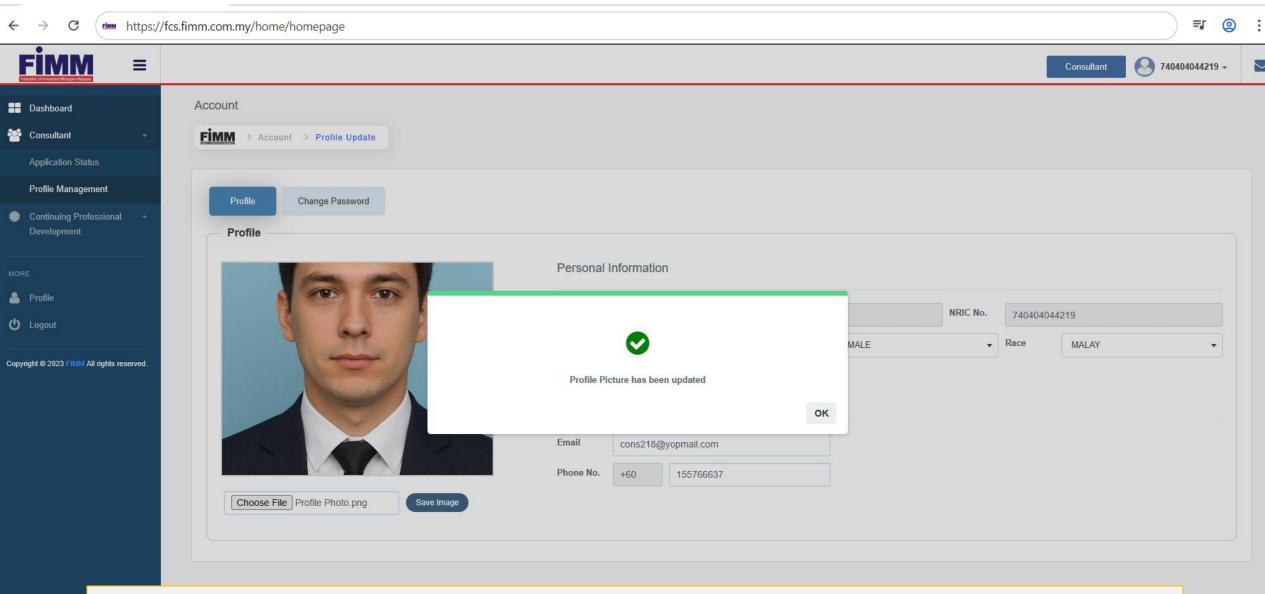


Other Picture



You need to click 'Save Image' to complete the process.

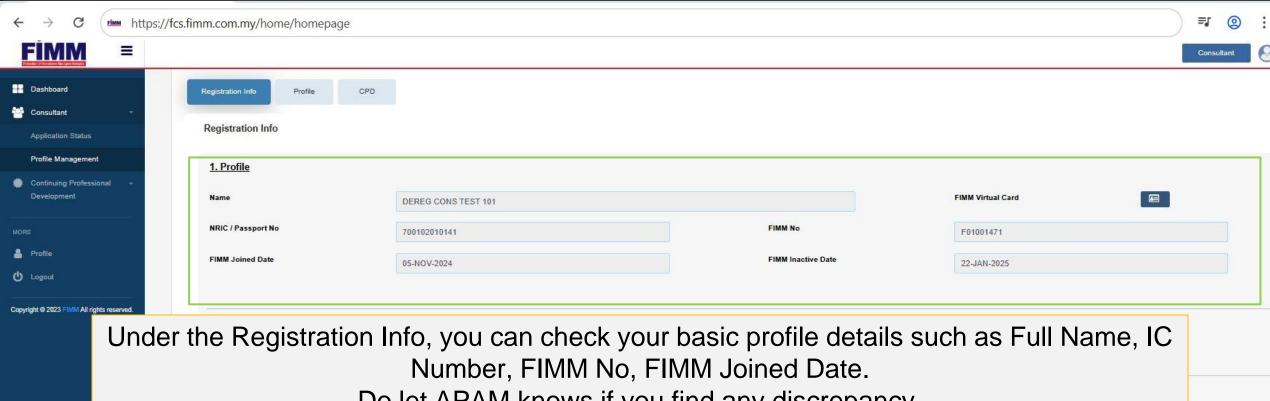
Note: The profile picture will be adjusted.



A pop-up box will appear indicating the profile upload is successful.

Part 3: Profile Update

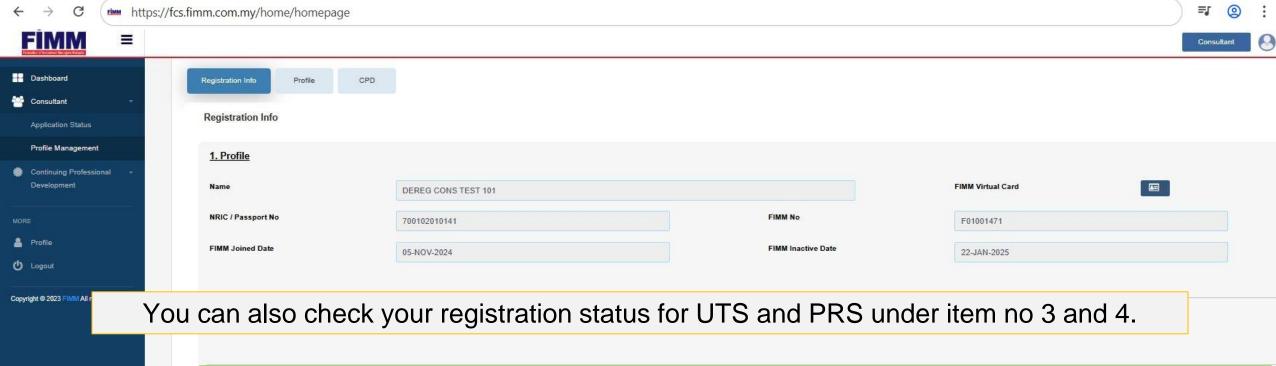
Once your account is set up, you must update your profile for the first time. You must navigate to the last page, tick the declaration and submit the request.

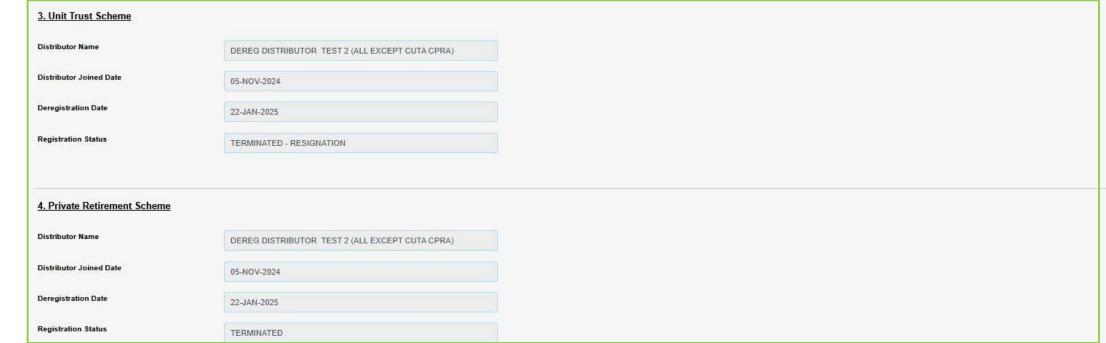


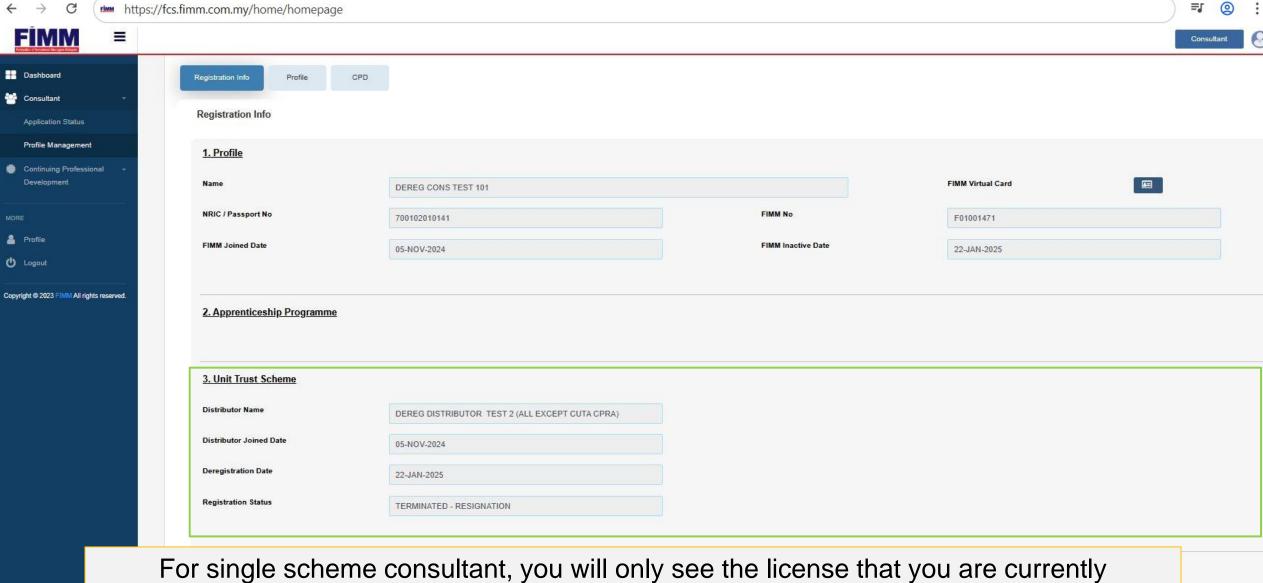
Do let APAM knows if you find any discrepancy.



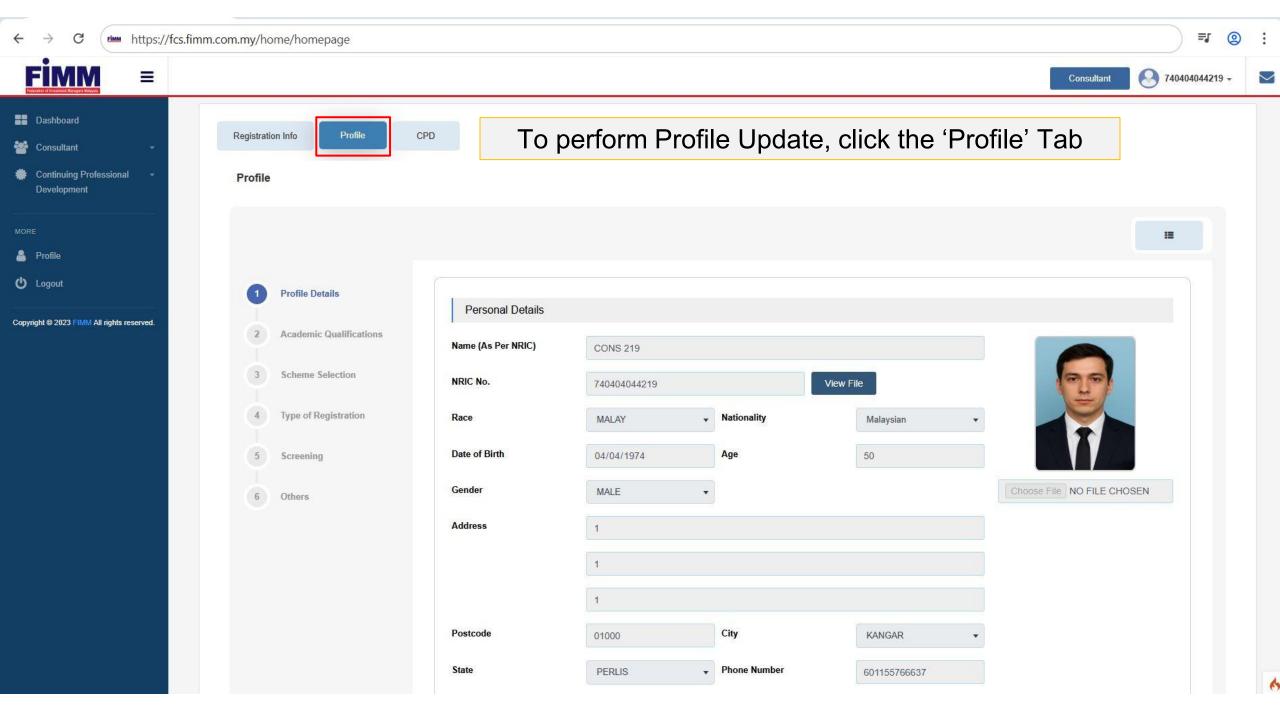
Distributor Name

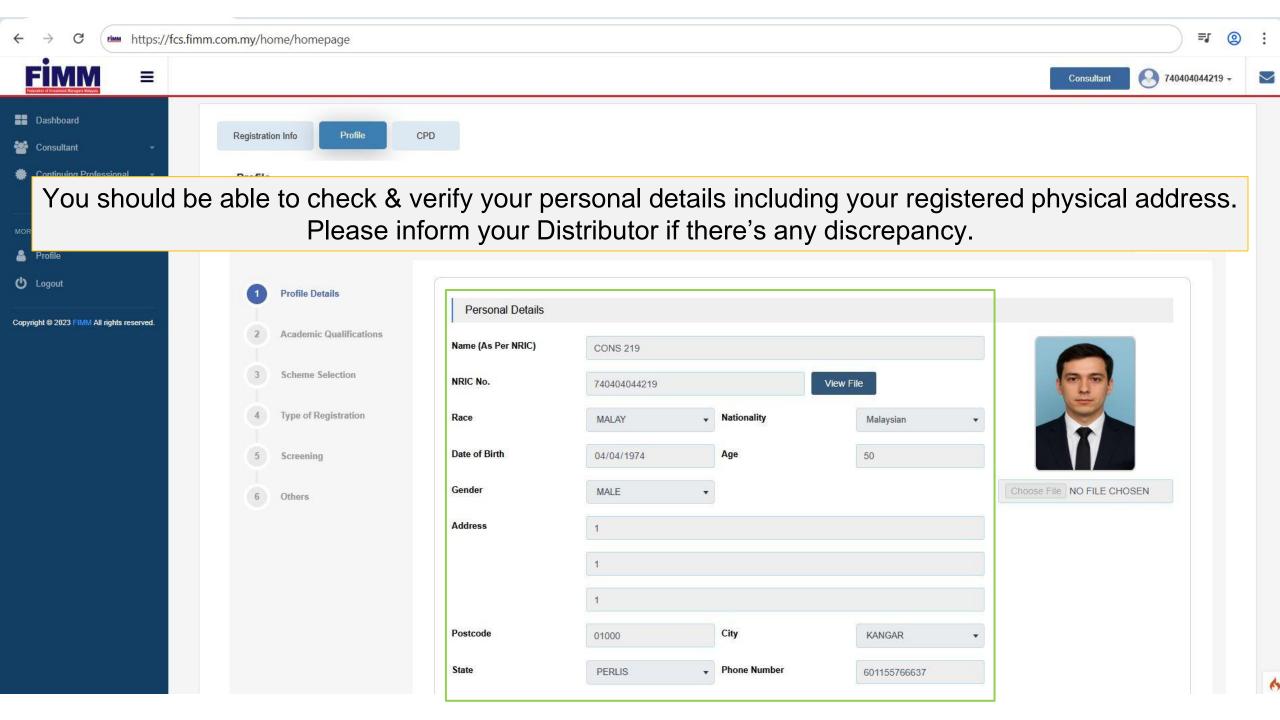


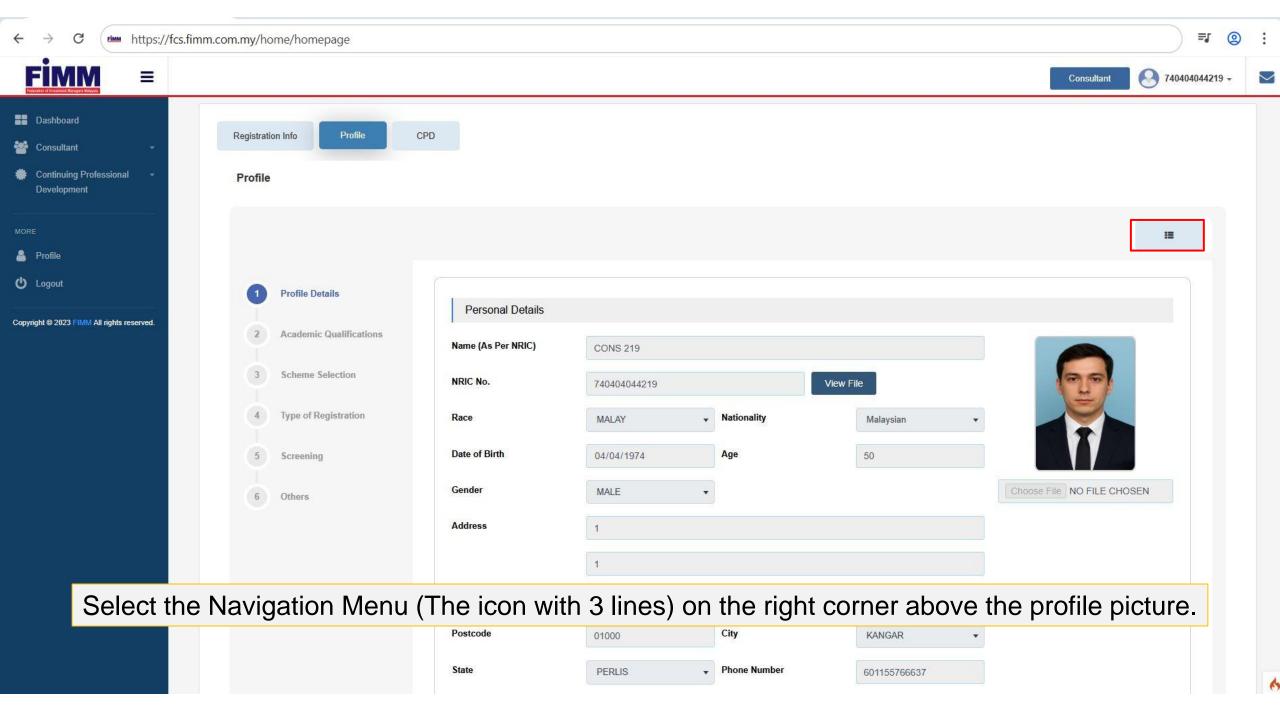


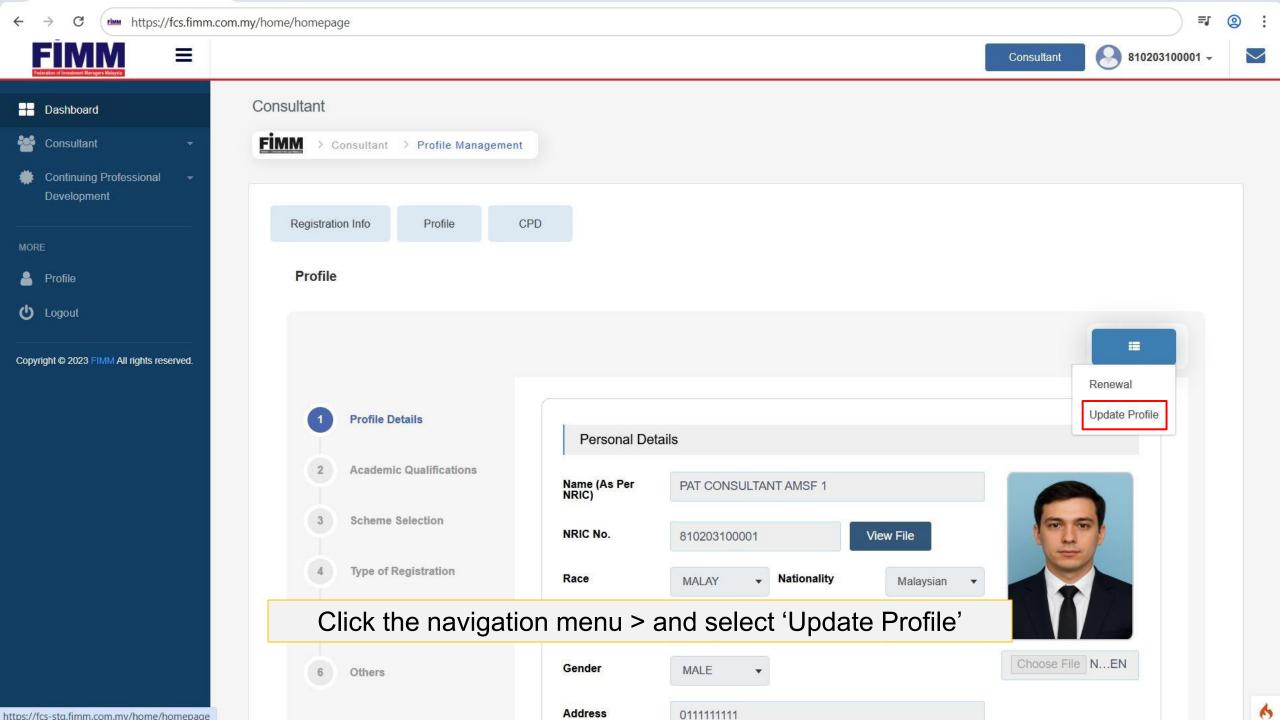


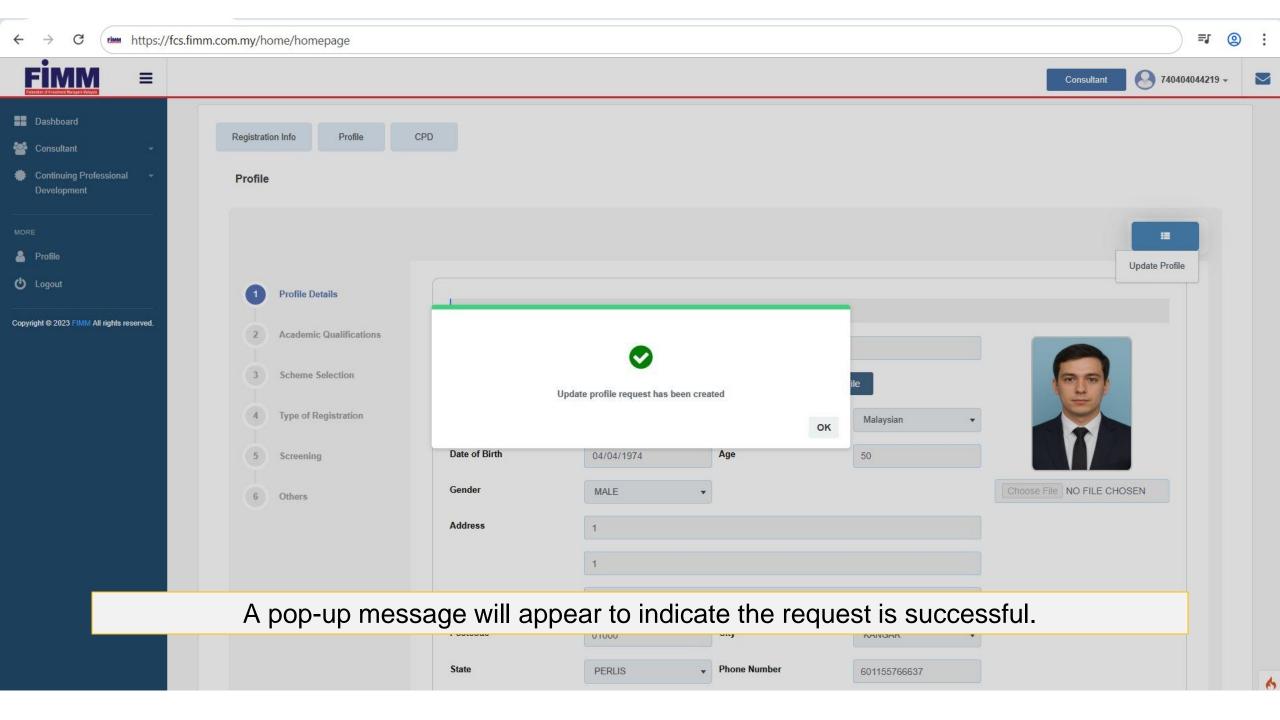
For single scheme consultant, you will only see the license that you are currently registered.

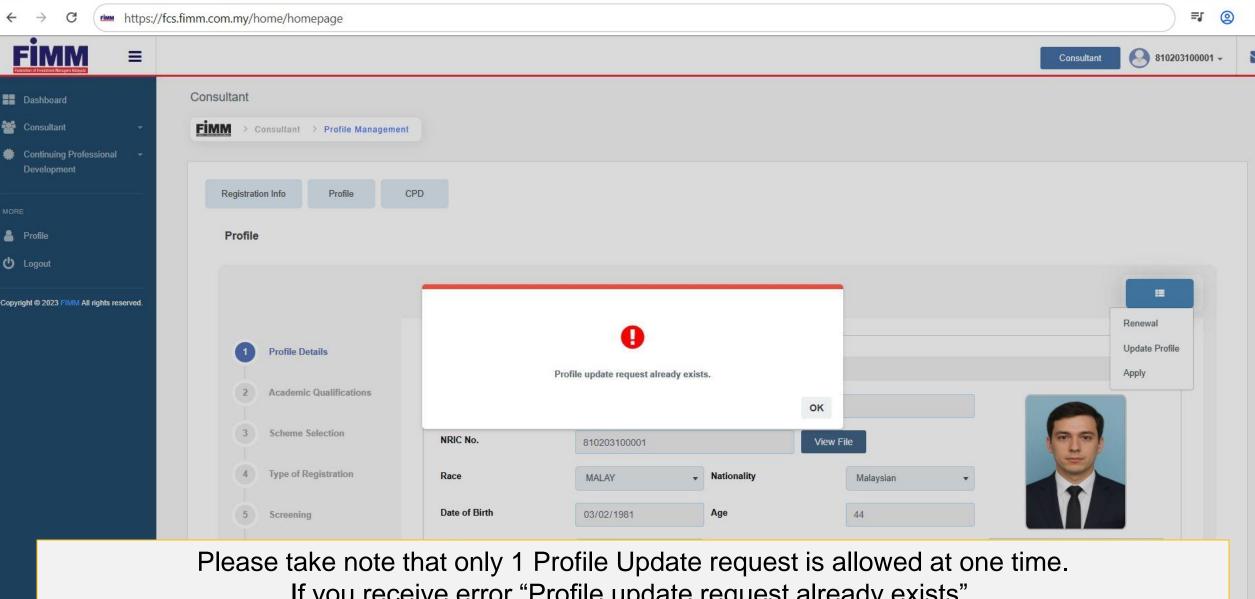




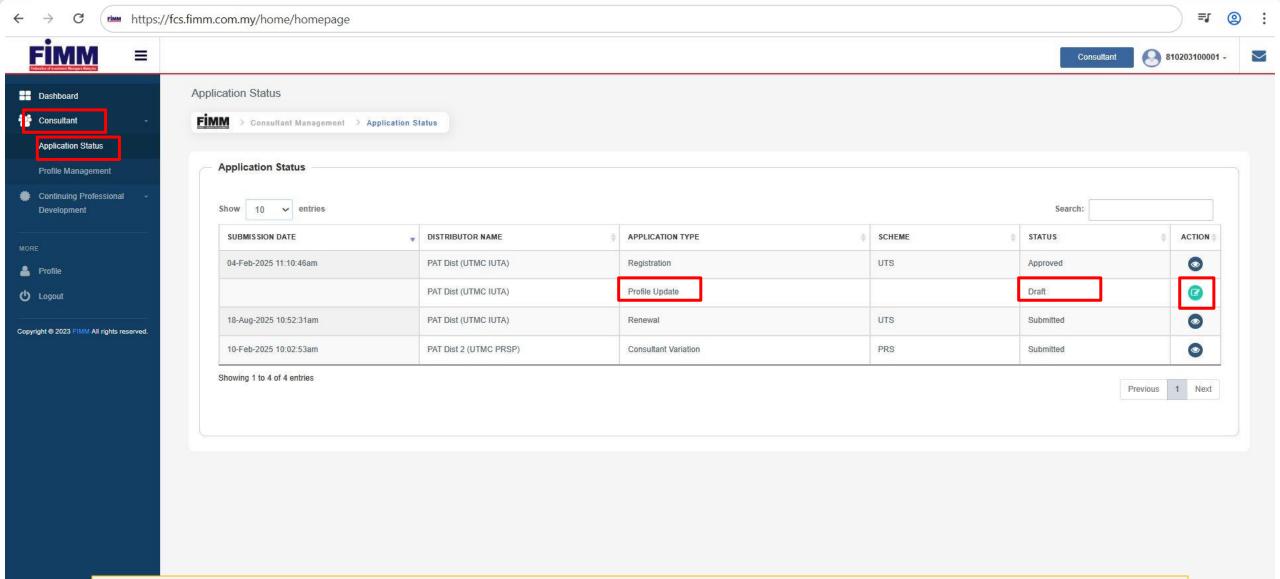








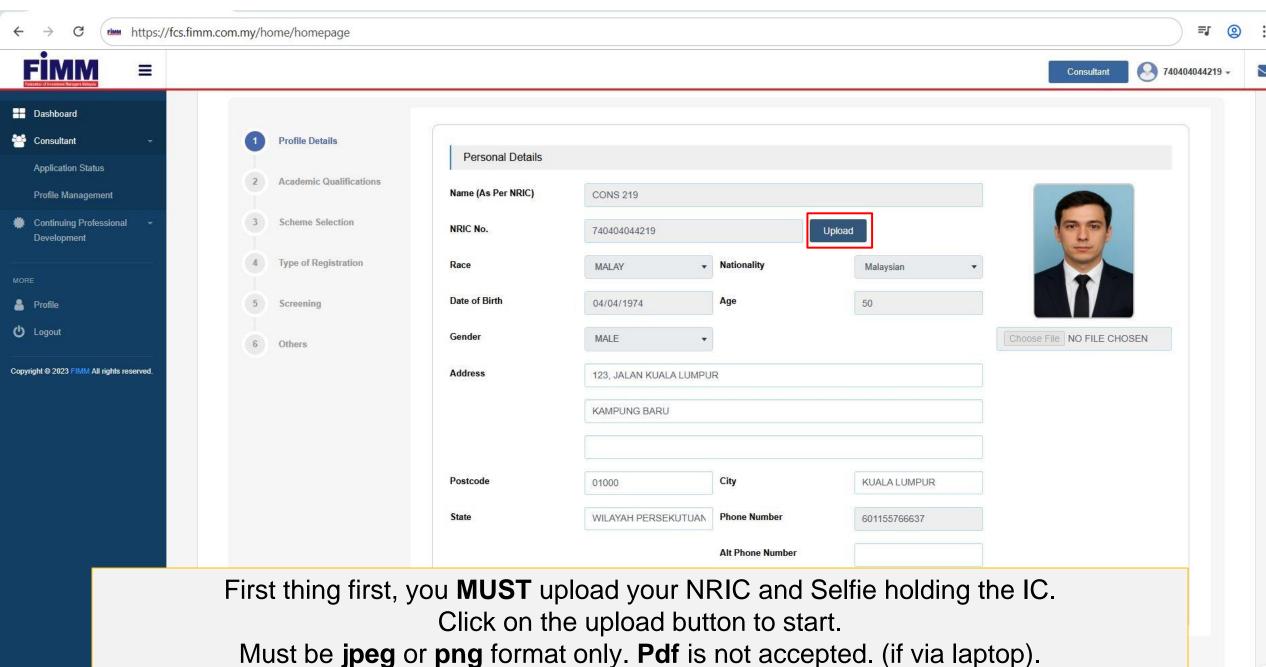
If you receive error "Profile update request already exists", please check under Consultant > Application Status for the Profile Update draft request.

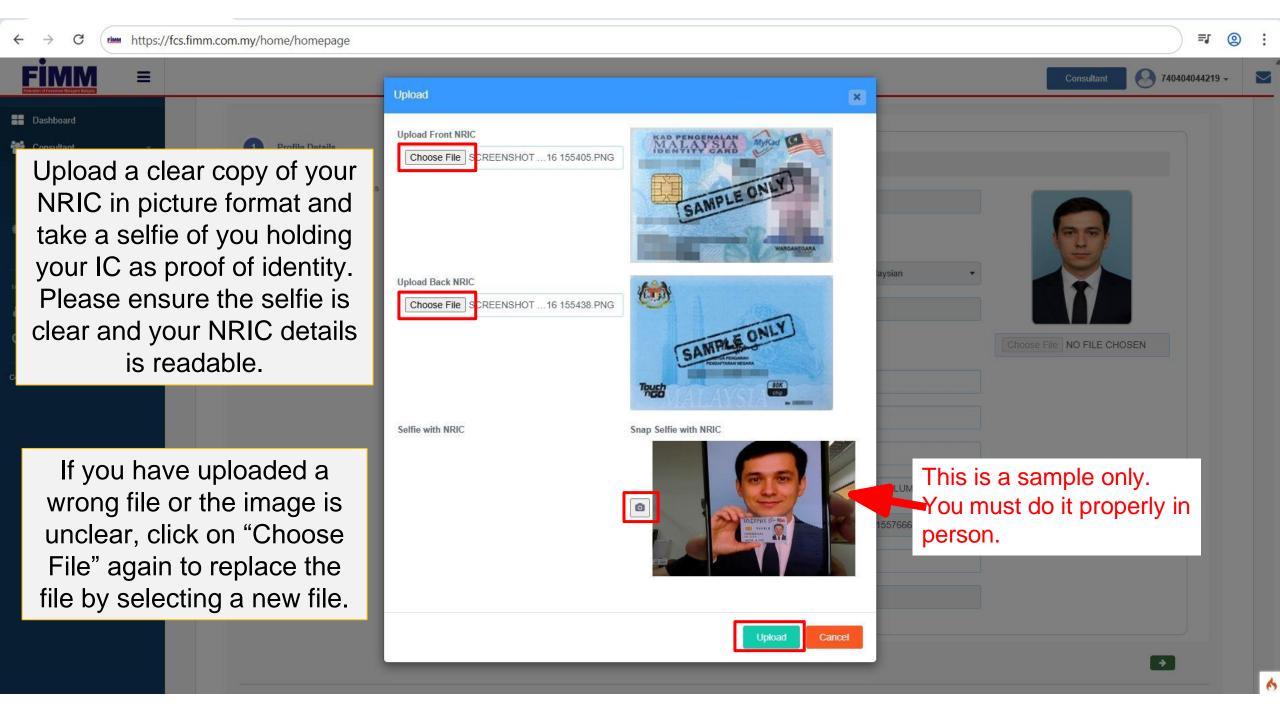


Click Consultant > Application Status.

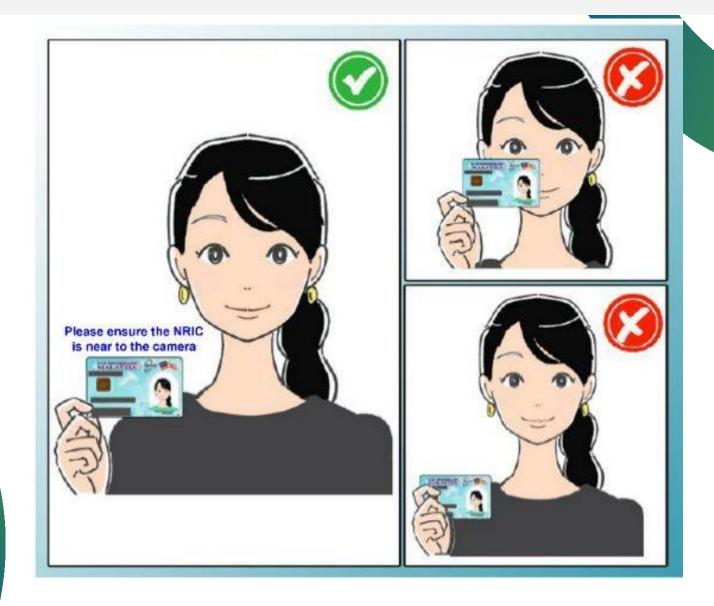
Locate the Application Type with the title "Profile Update".

Click the Green pencil button under the Action column to continue from your last progress.





How to take a Selfie Photo



How to take a Selfie Photo





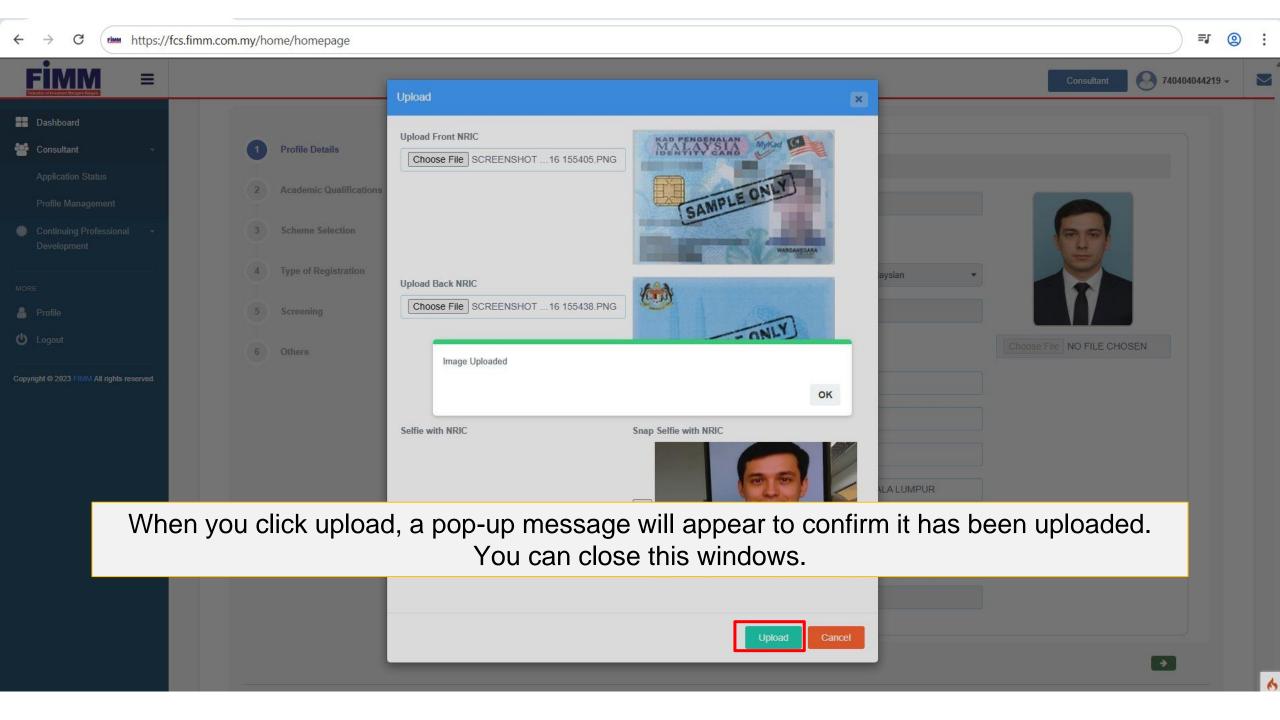


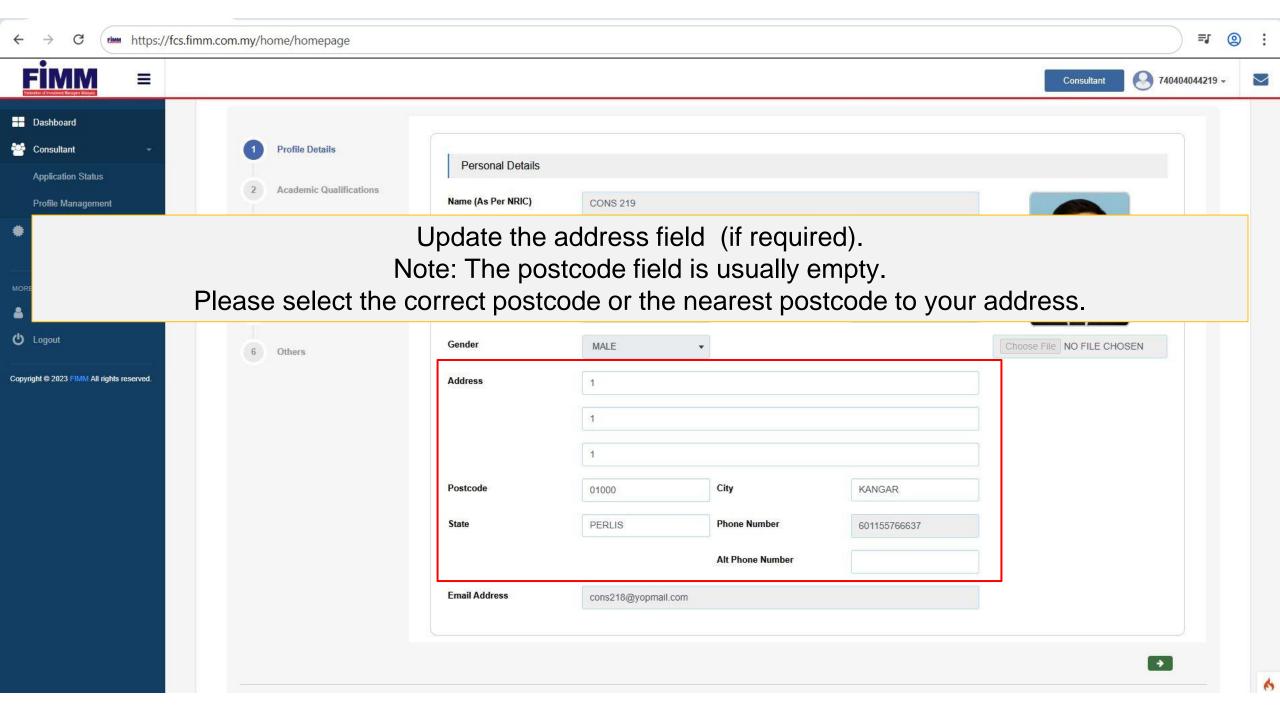
Please Ensure:

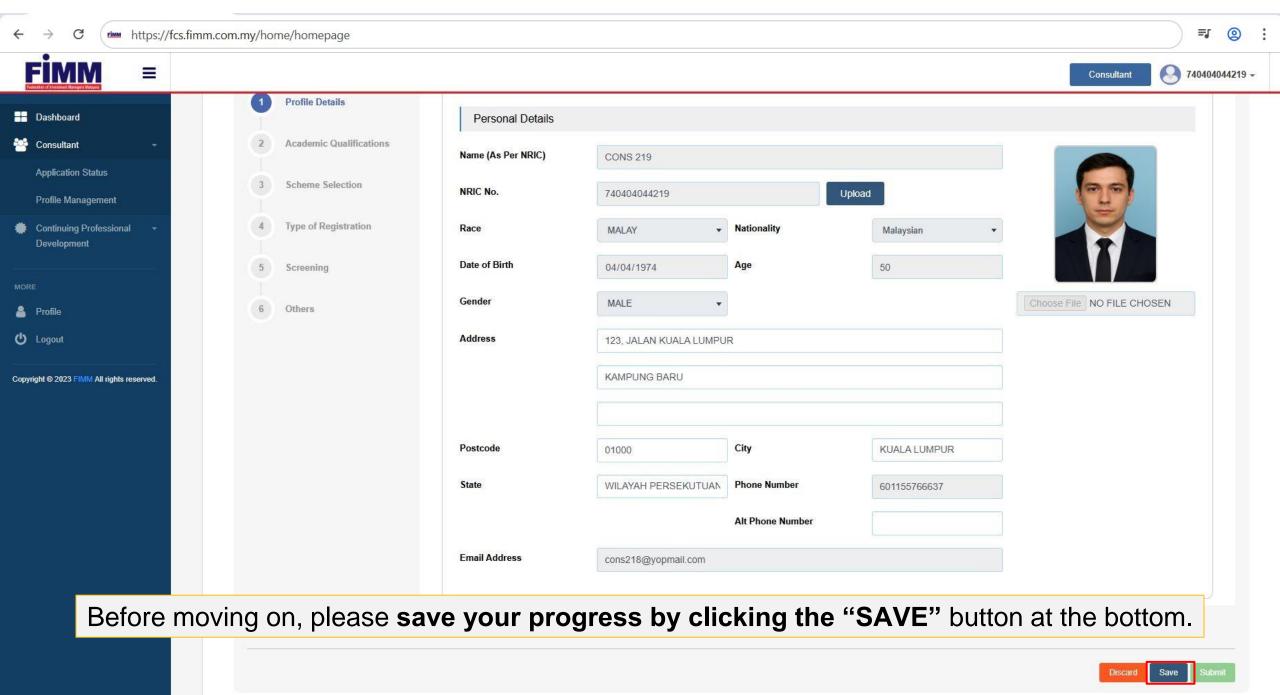
- NRIC is clear and readable.
- 2. NRIC does not block your face.
- 3. Your face is clearly captured.

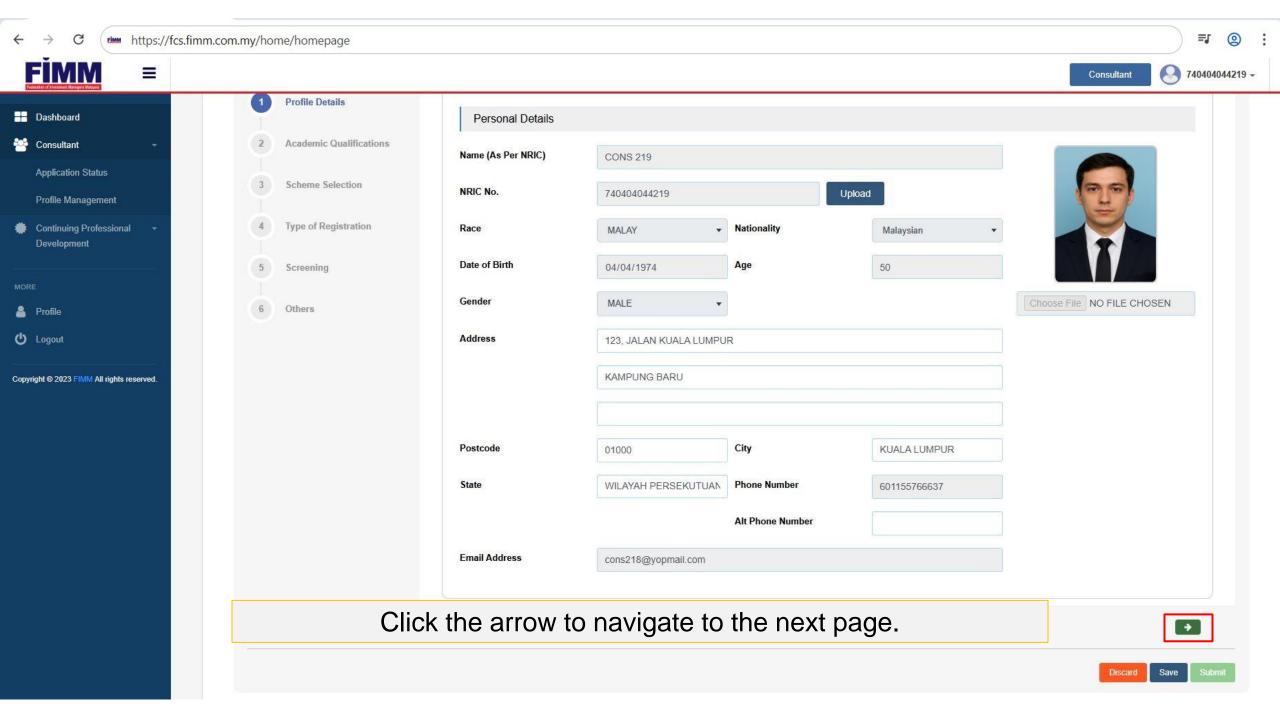
Tips:

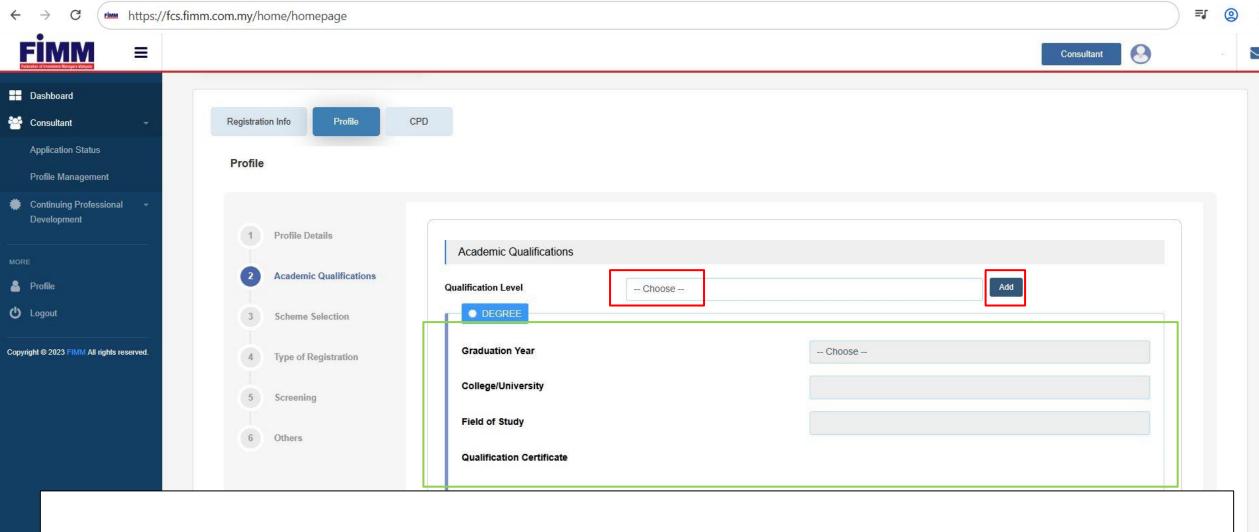
- 1. Please get a friend to help take the selfie.
- 2. Do not use your laptop camera (due to low resolution).



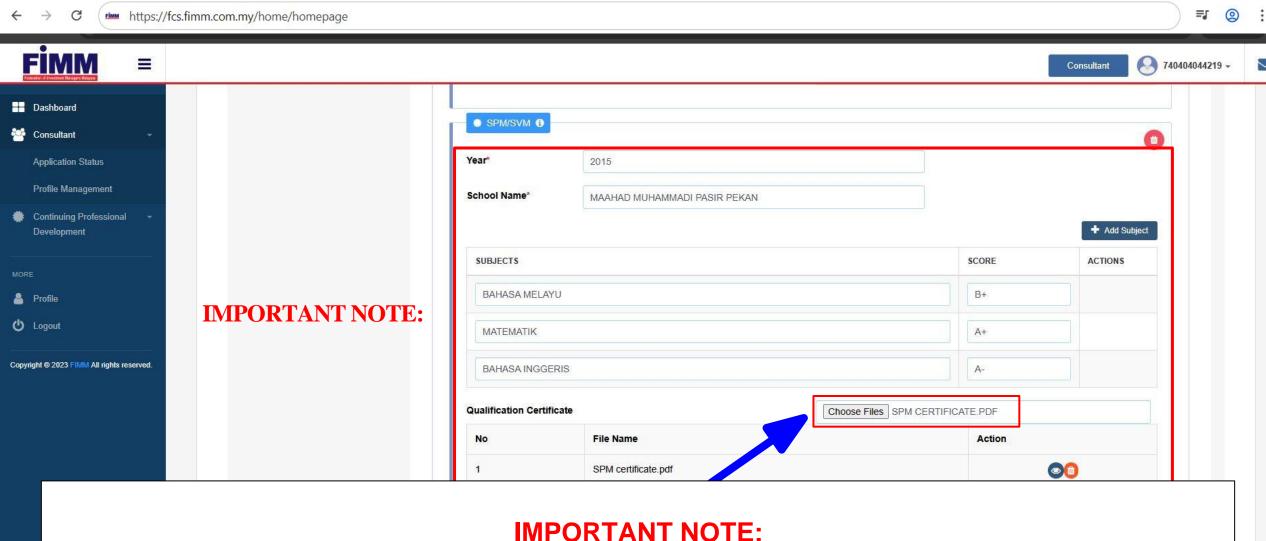




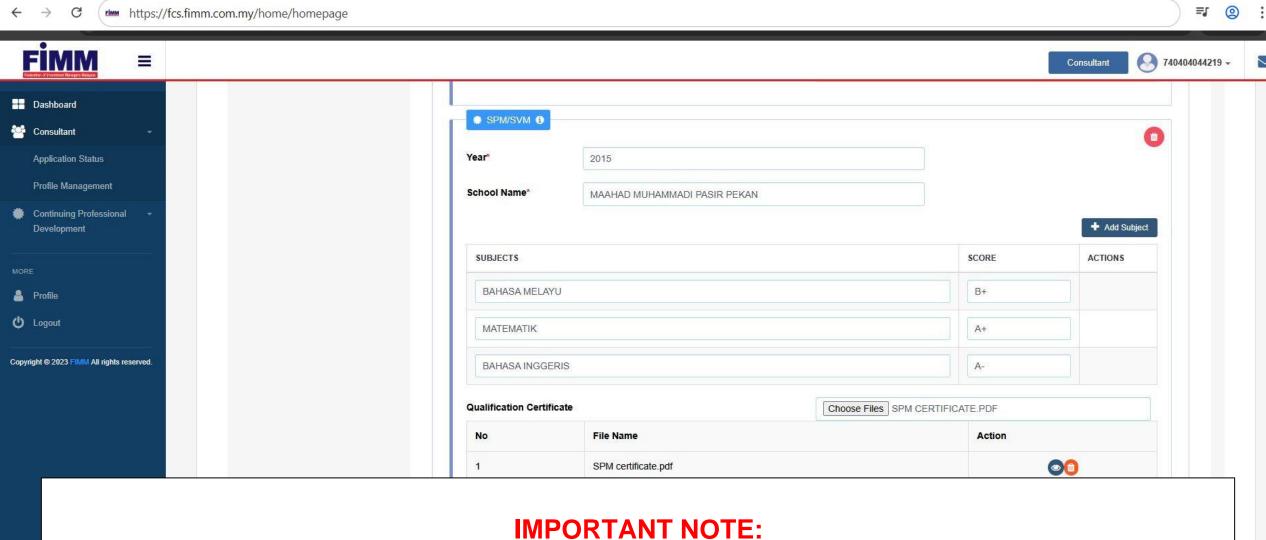




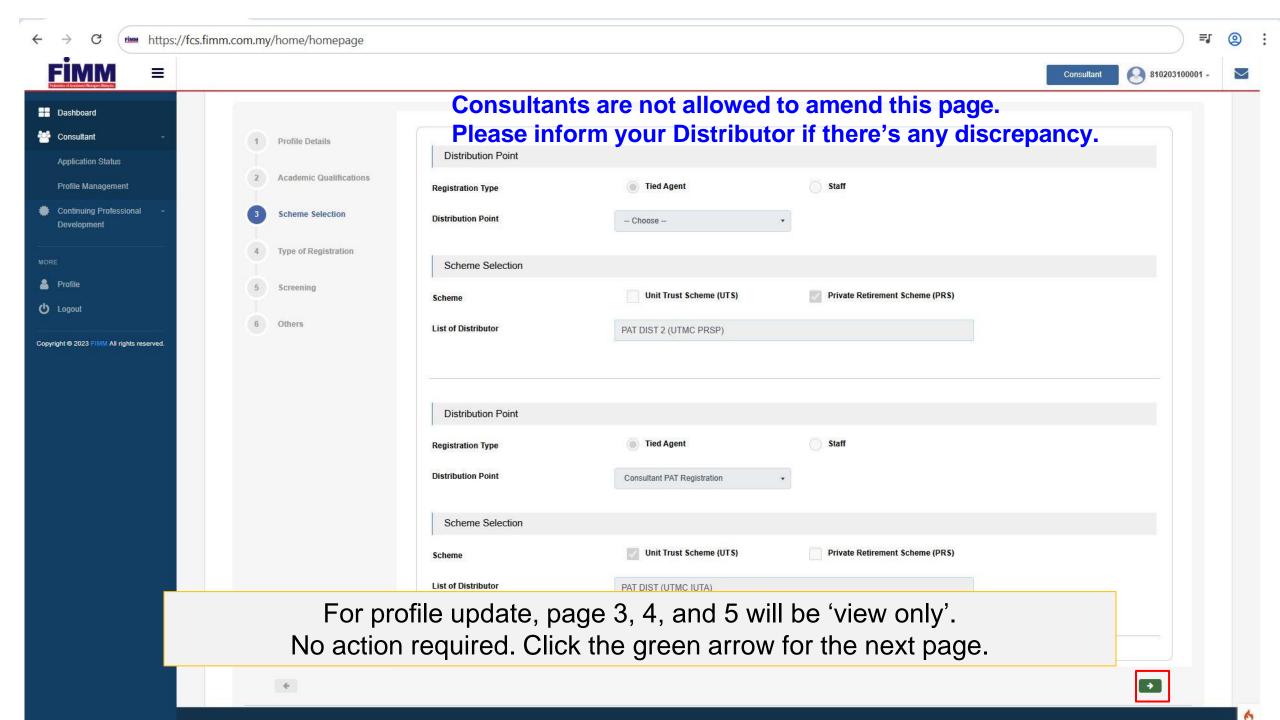
For existing AIA PRS consultants activating their account, there is no need to upload or submit certified true copies (CTC) of education certificates.

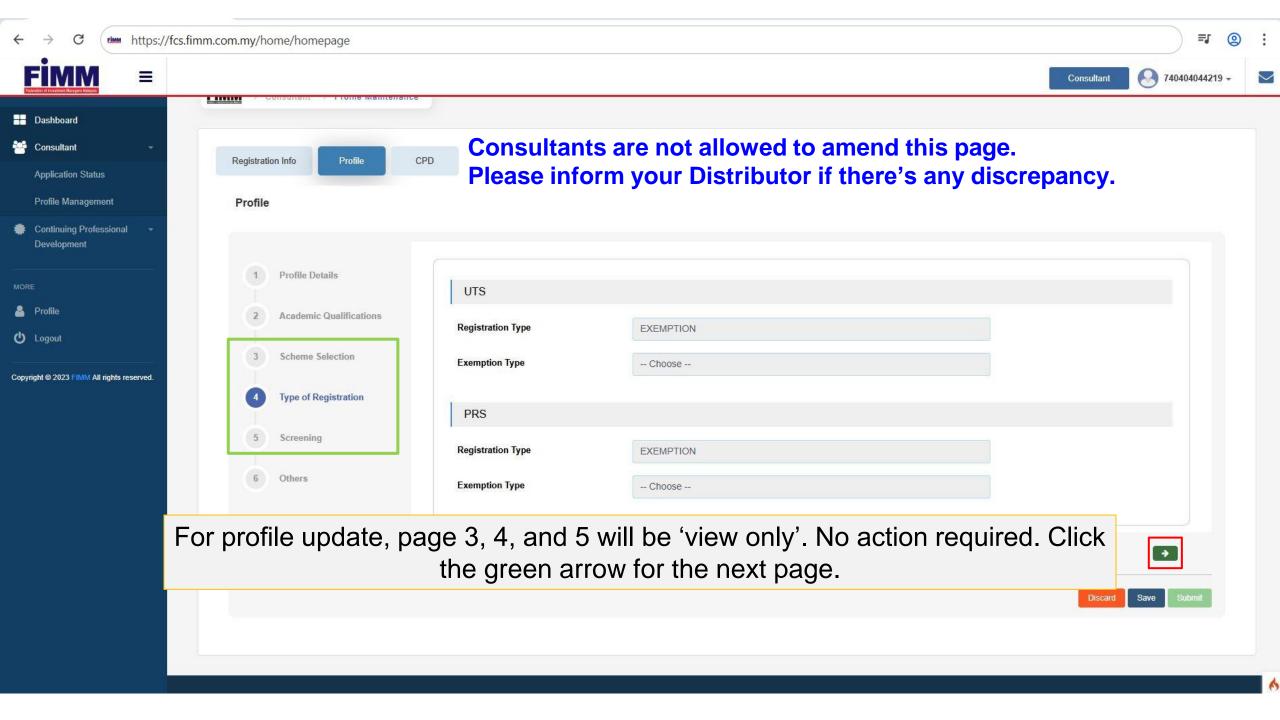


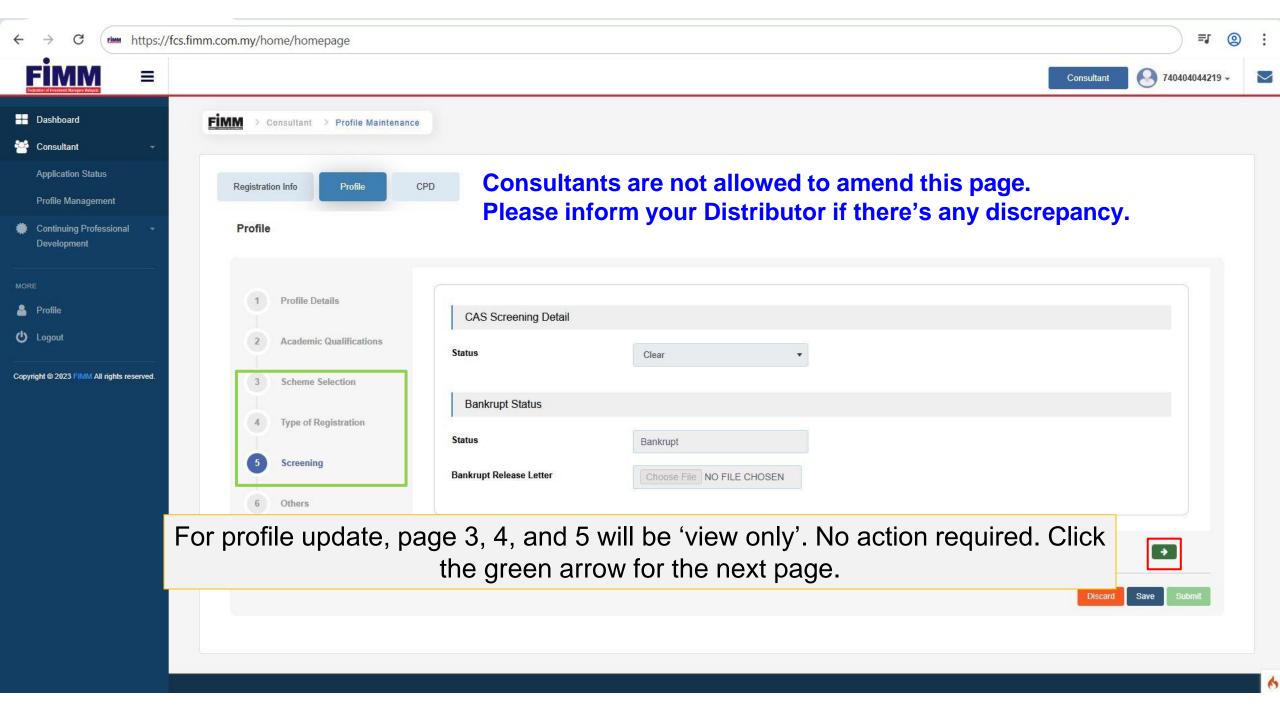
For existing AIA PRS consultants activating their account, there is no need to upload or submit certified true copies (CTC) of education certificates.

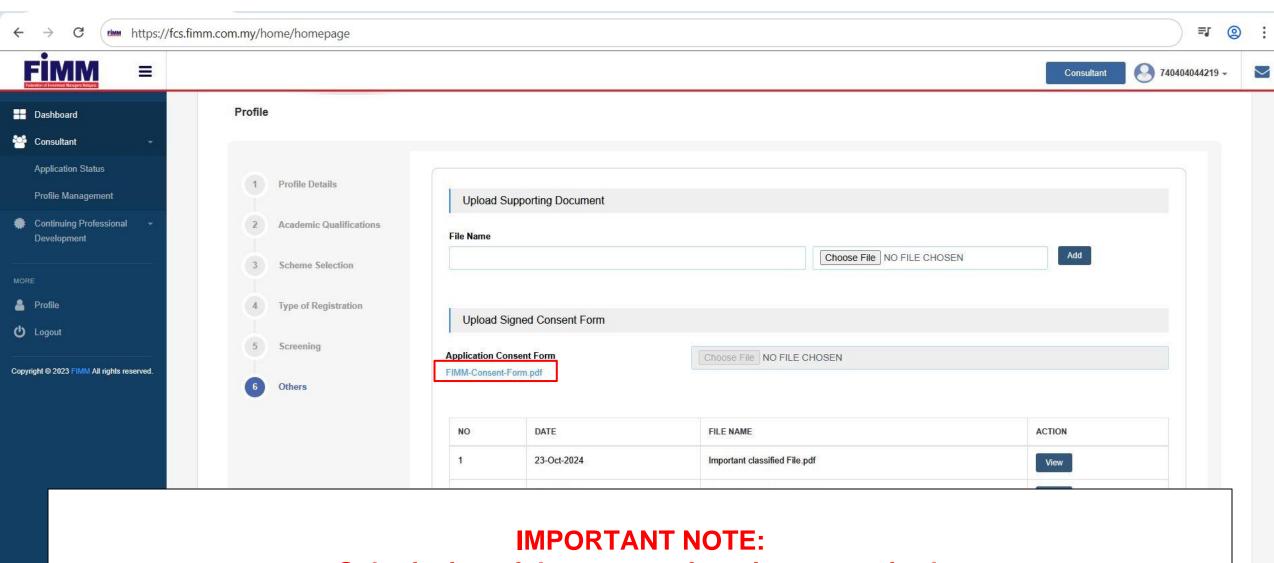


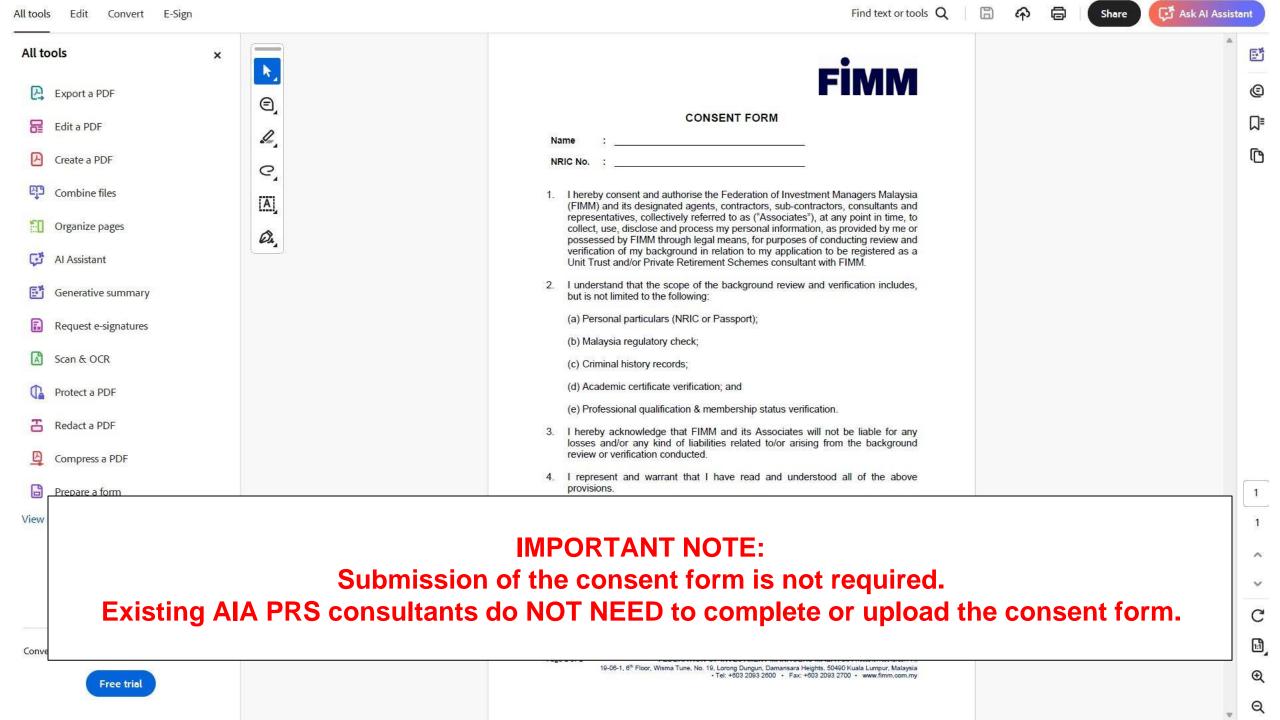
For existing AIA PRS consultants activating their account, there is no need to upload or submit certified true copies (CTC) of education certificates.

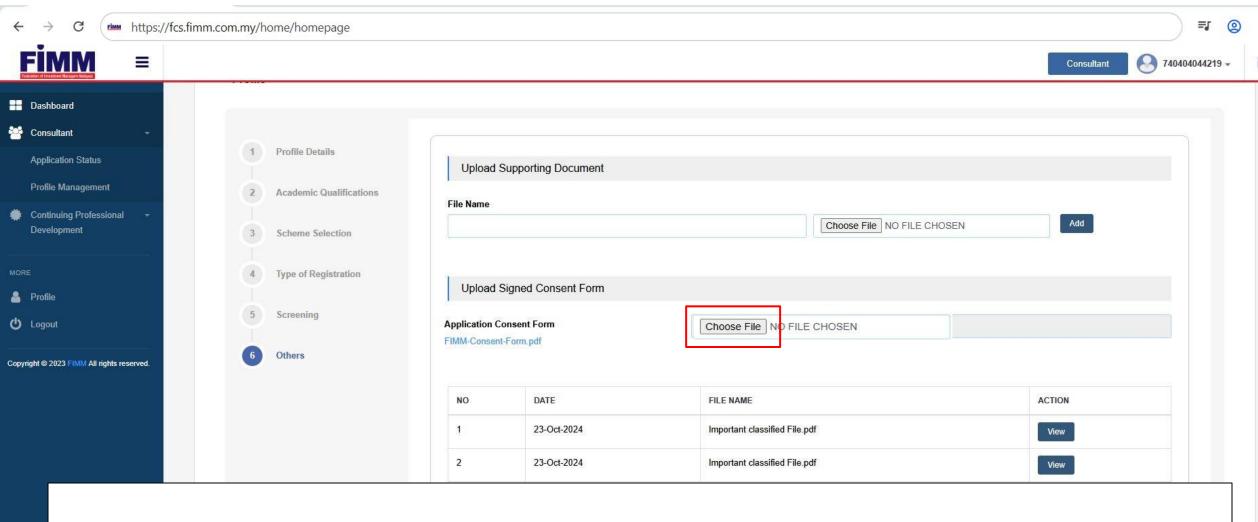


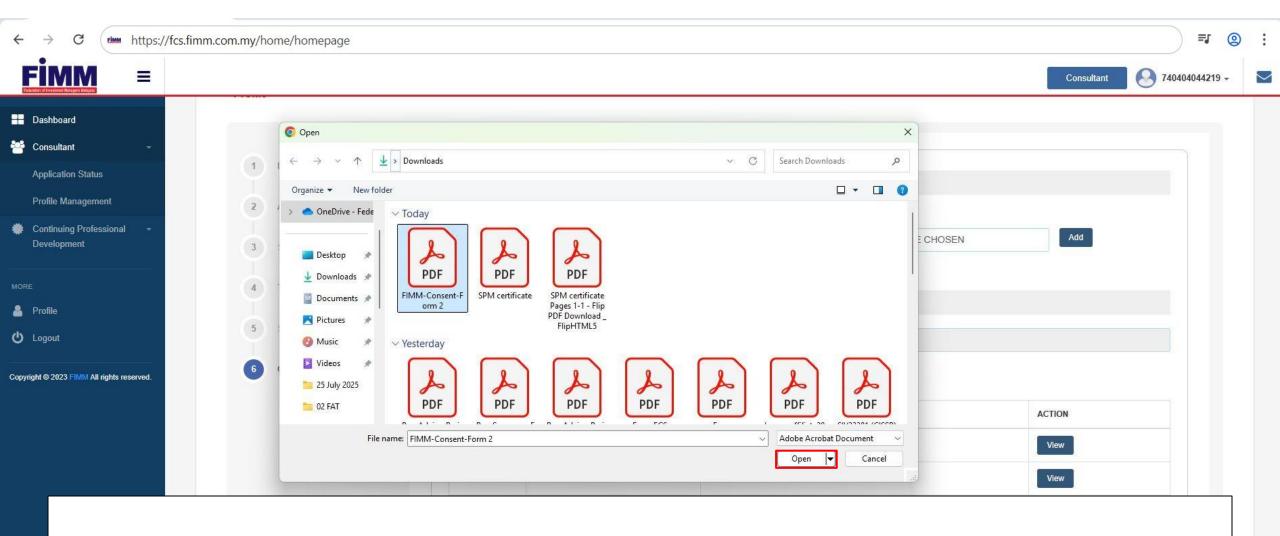


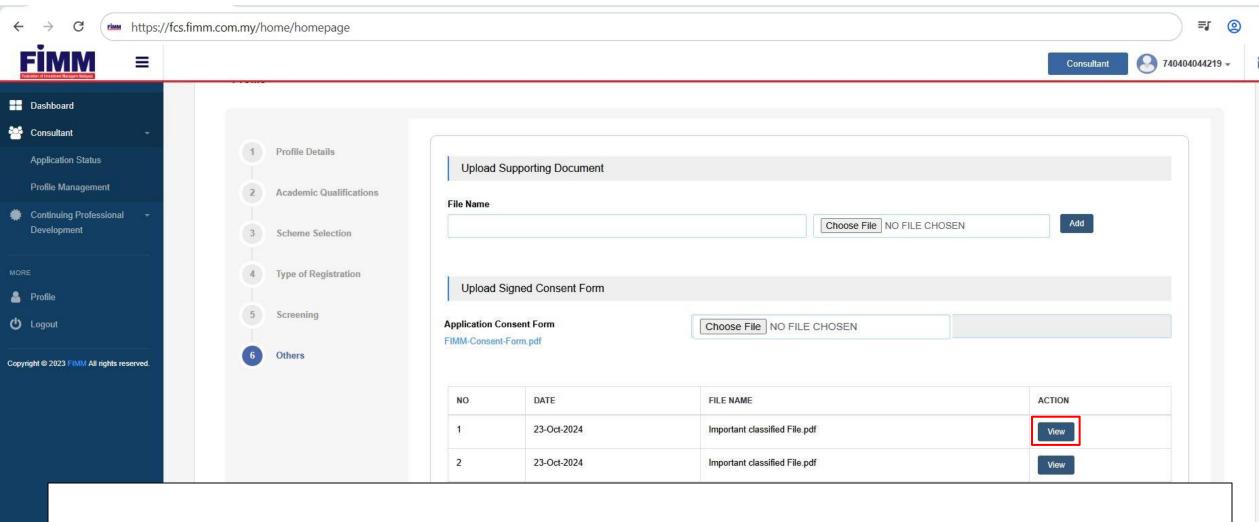


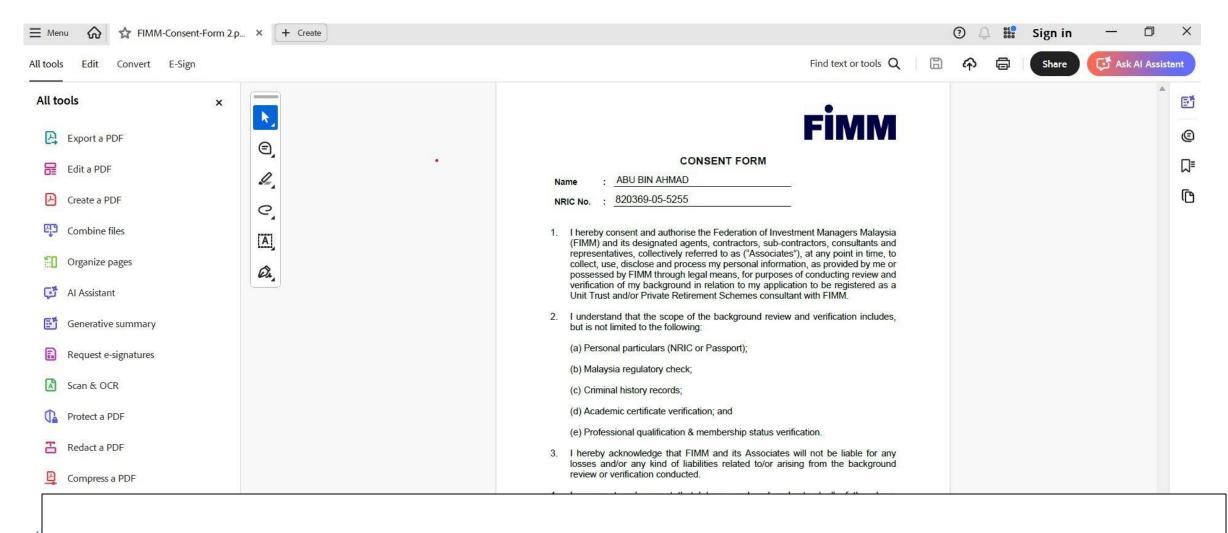


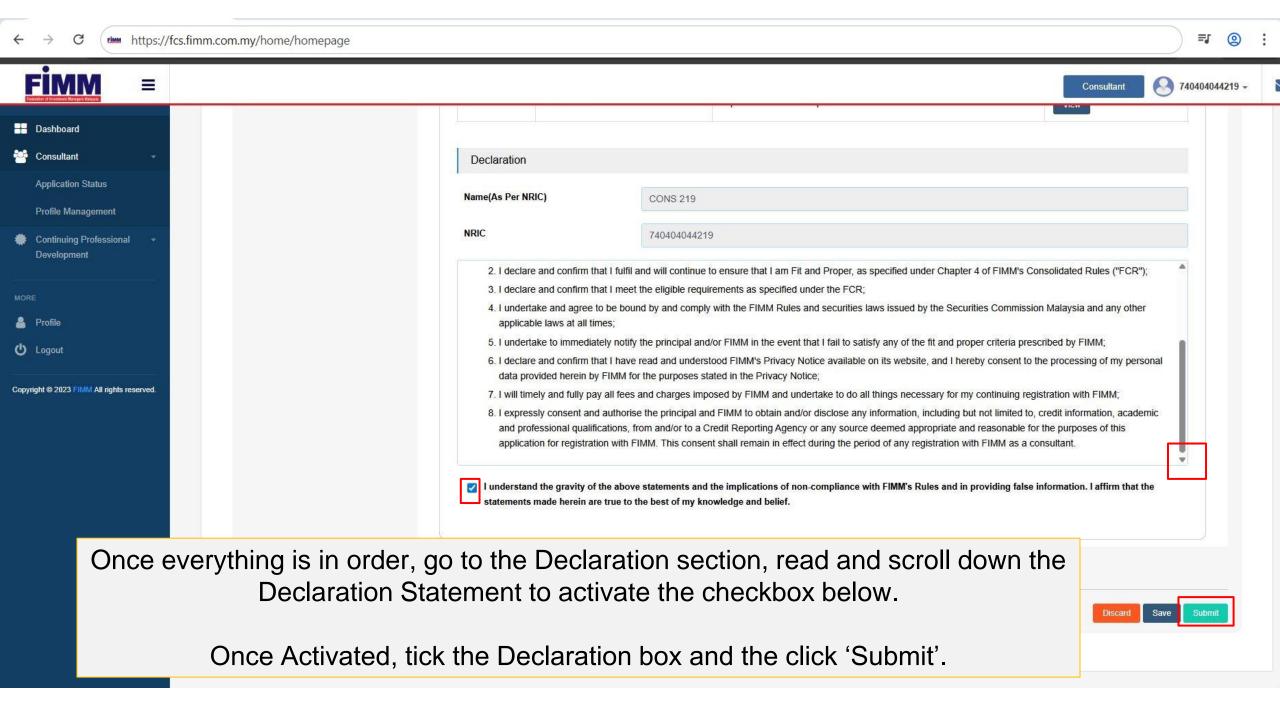


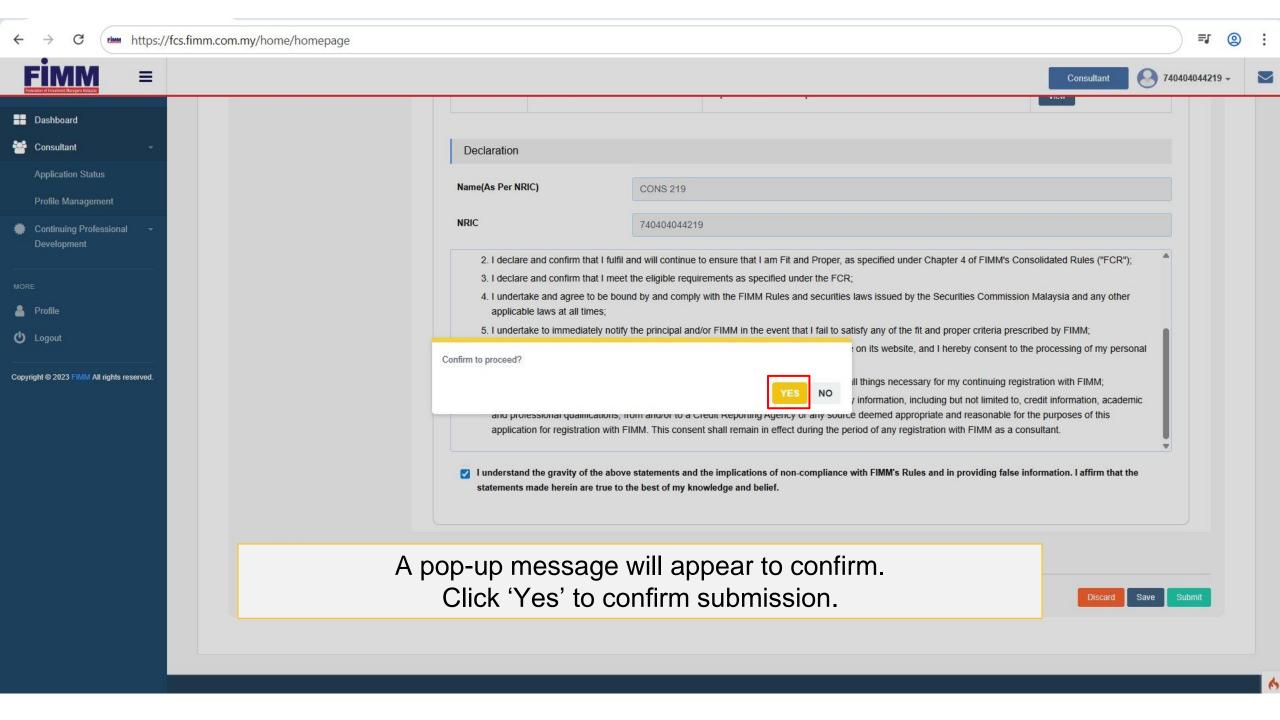


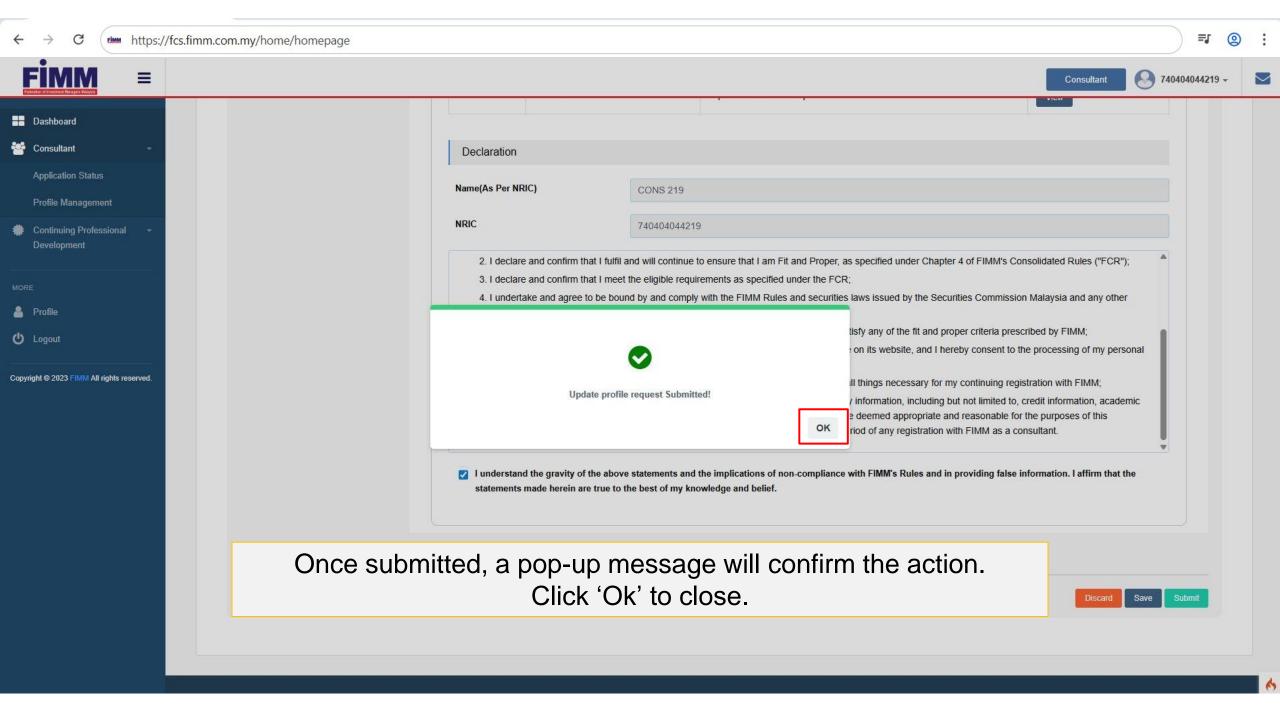


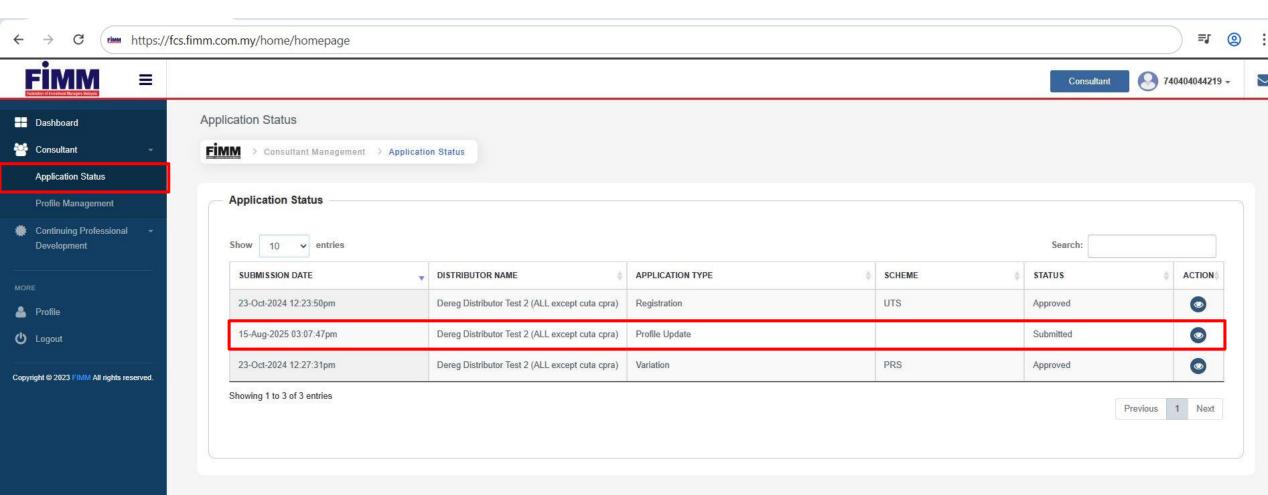












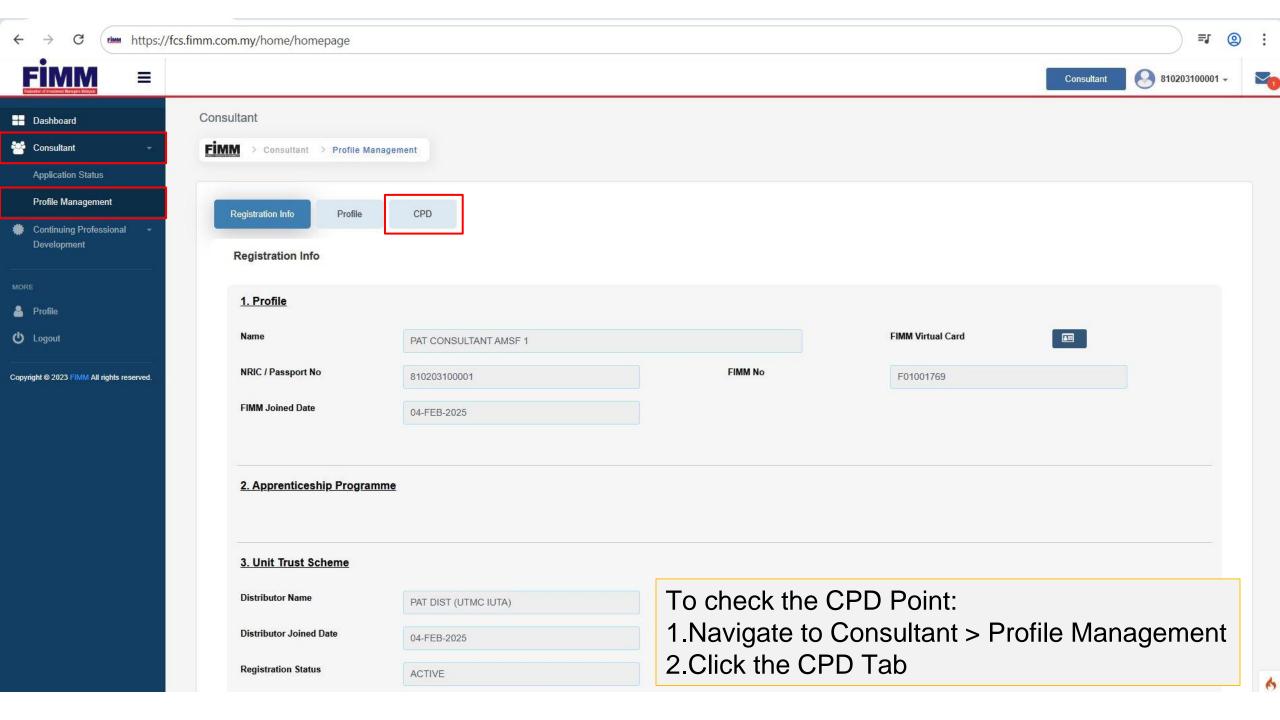
Please ensure your profile is <u>Approved</u> before proceeding to other action, i.e. PRS Consultant registration submission.

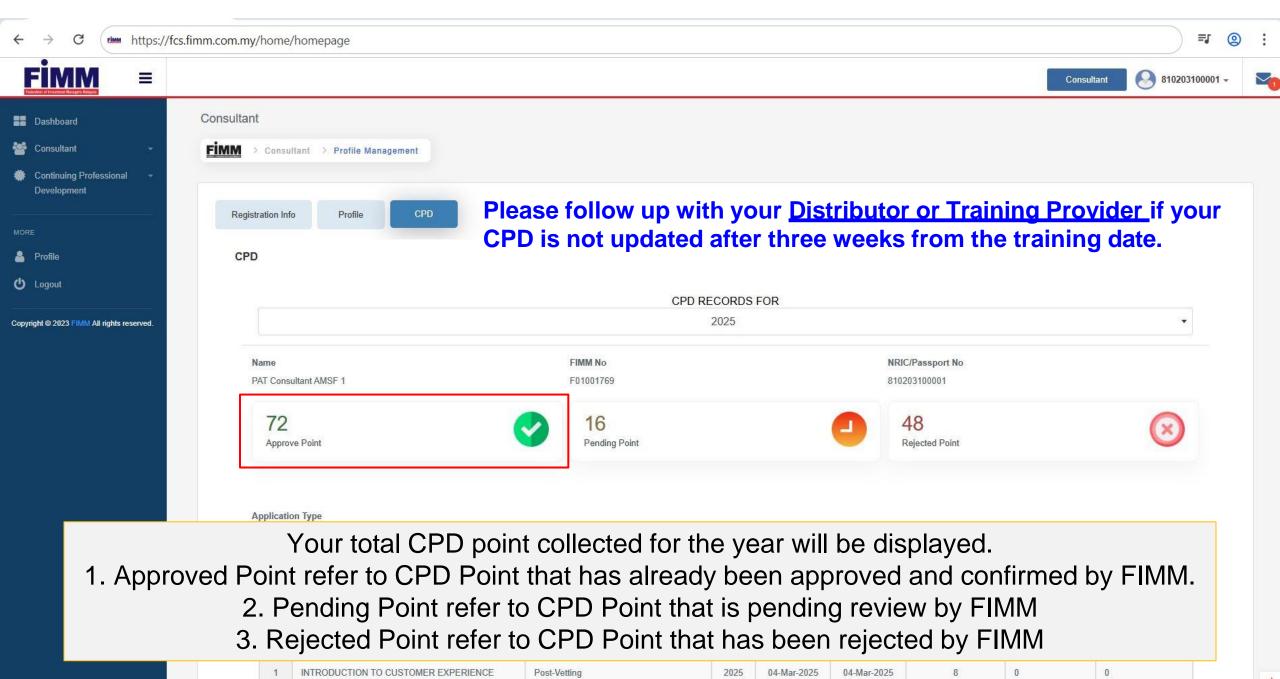
You can check the status of your application by going to Consultant > Application Status. You must ensure your profile update is Approved before proceeding to other action, for example PRS Consultant registration or Renewal Submission.

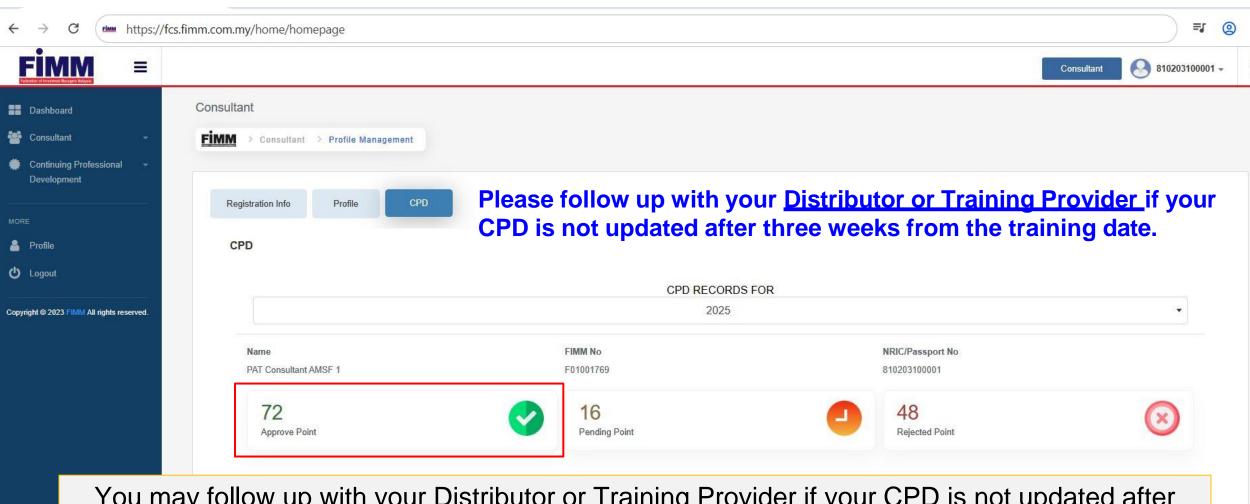


Part 4: Checking CPD Points

Now we move on to check your CPD status.







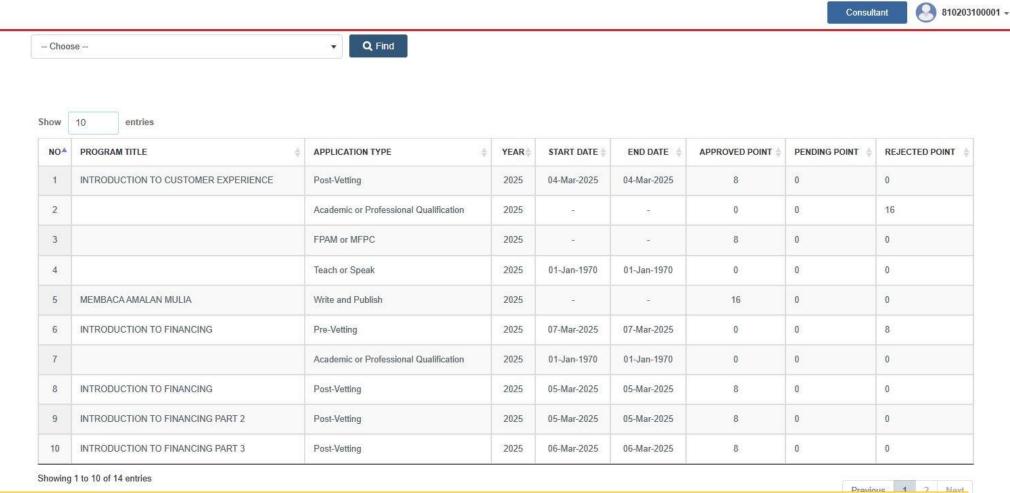
You may follow up with your Distributor or Training Provider if your CPD is not updated after three weeks from the date you attended the training.

The validity period for your Distributor or Training Provider to update FIMM is within 1 month from the Training date.

Early follow up will ensure your CPD Points will not be forfeited by FIMM due to late submission.

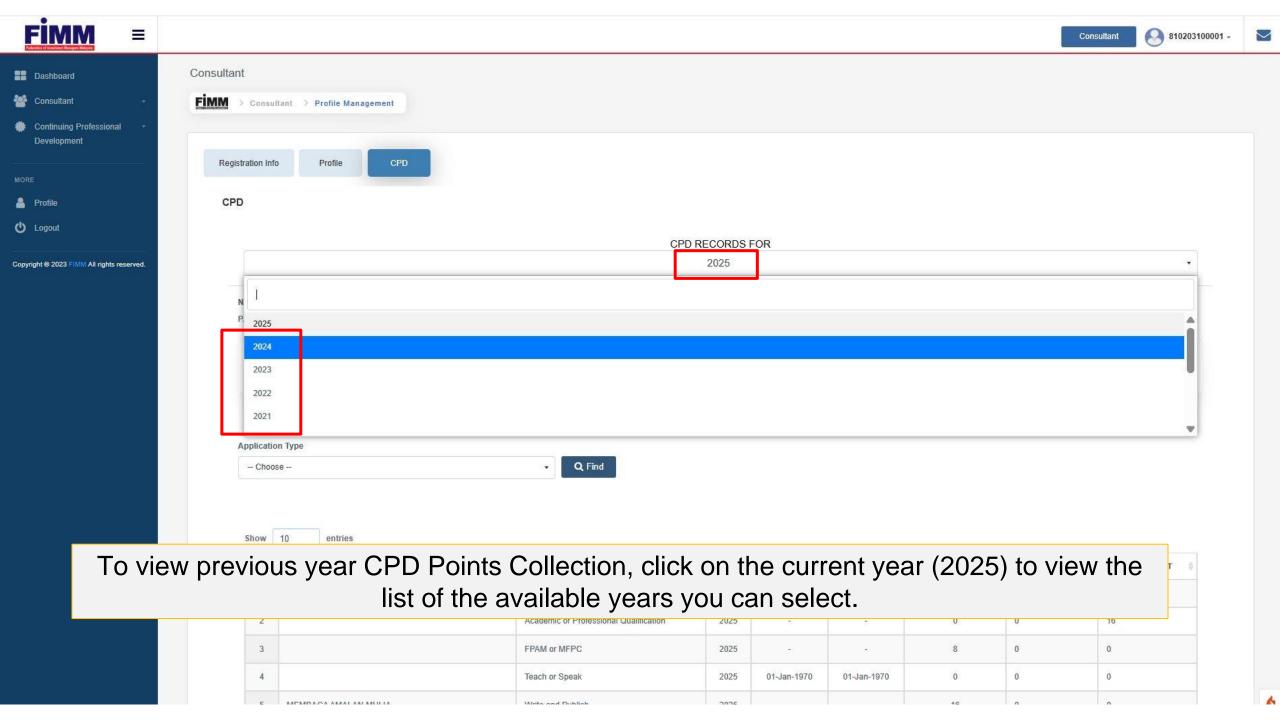


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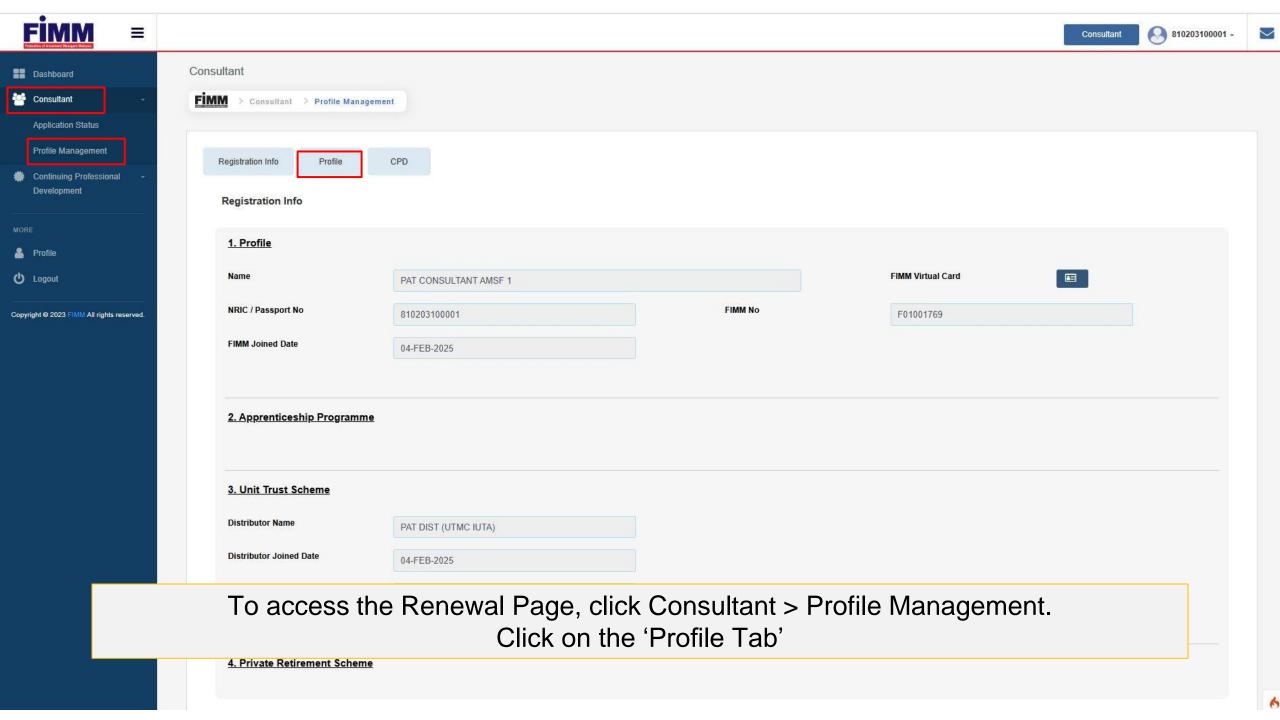


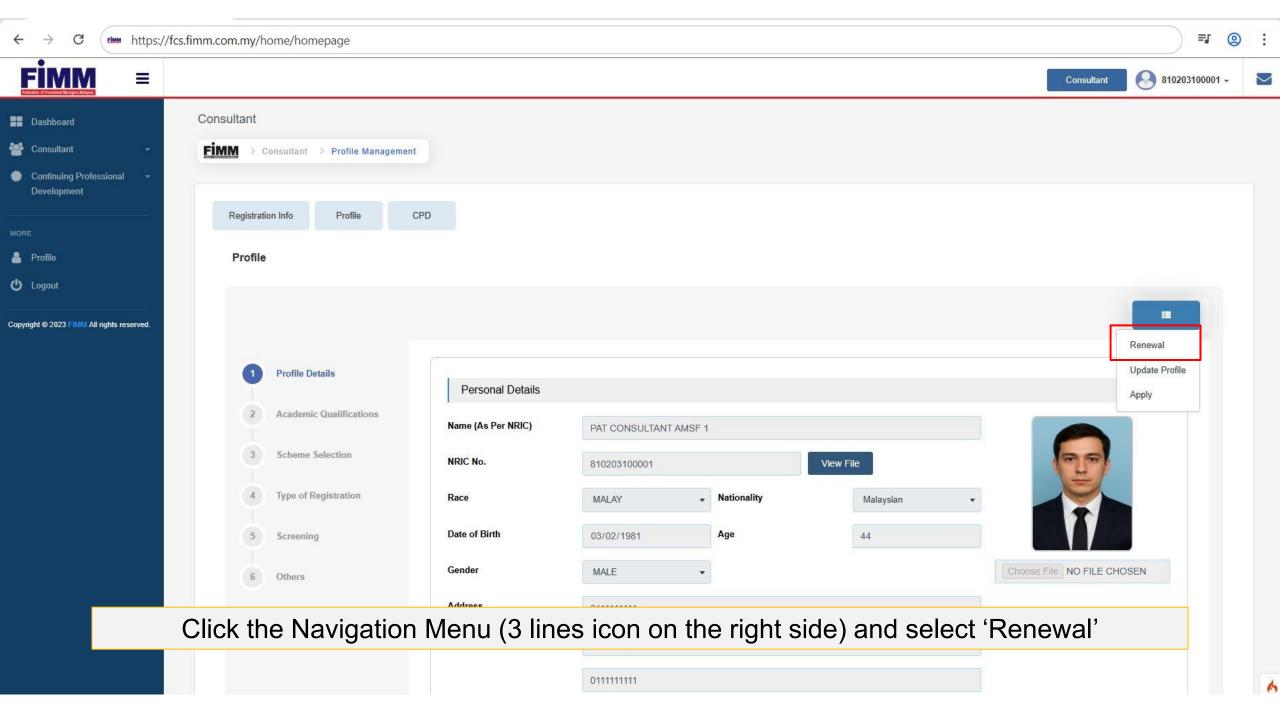
You may view the details of the CPD Program, scroll down on the same page.

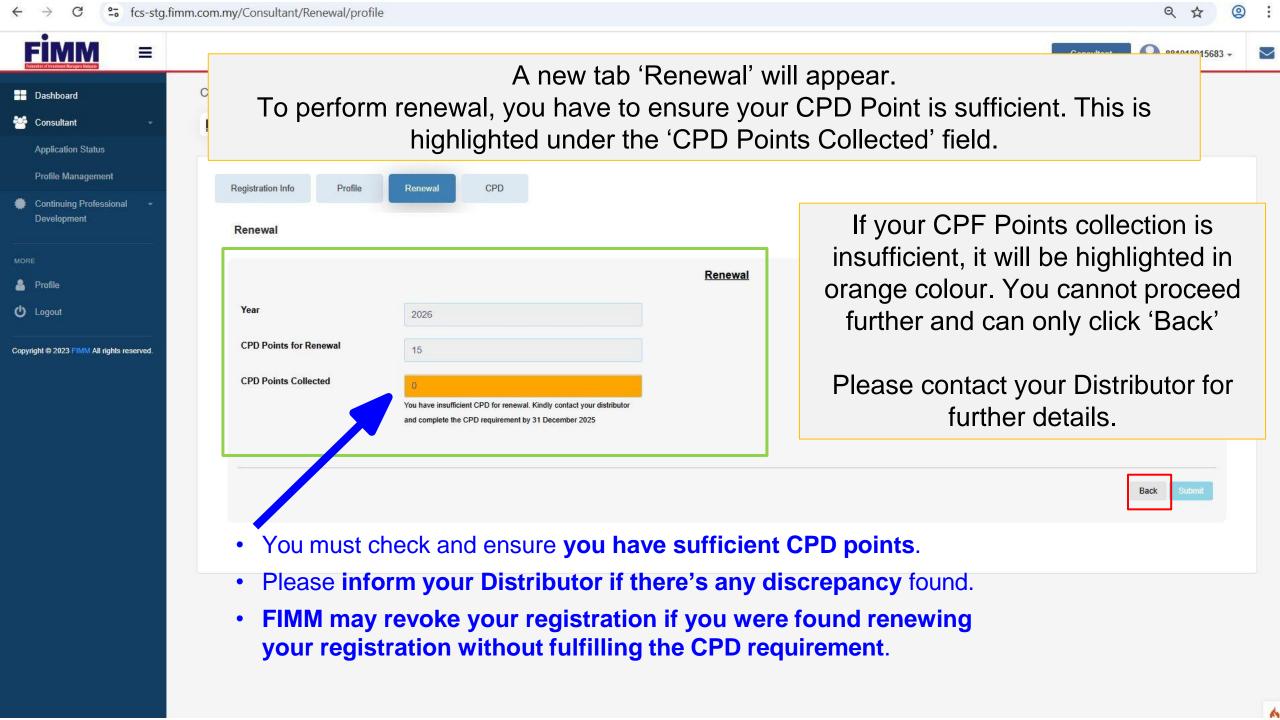
If there is a training session that you have attended but not listed here, please check with your company or training provider if they have uploaded the attendance list.

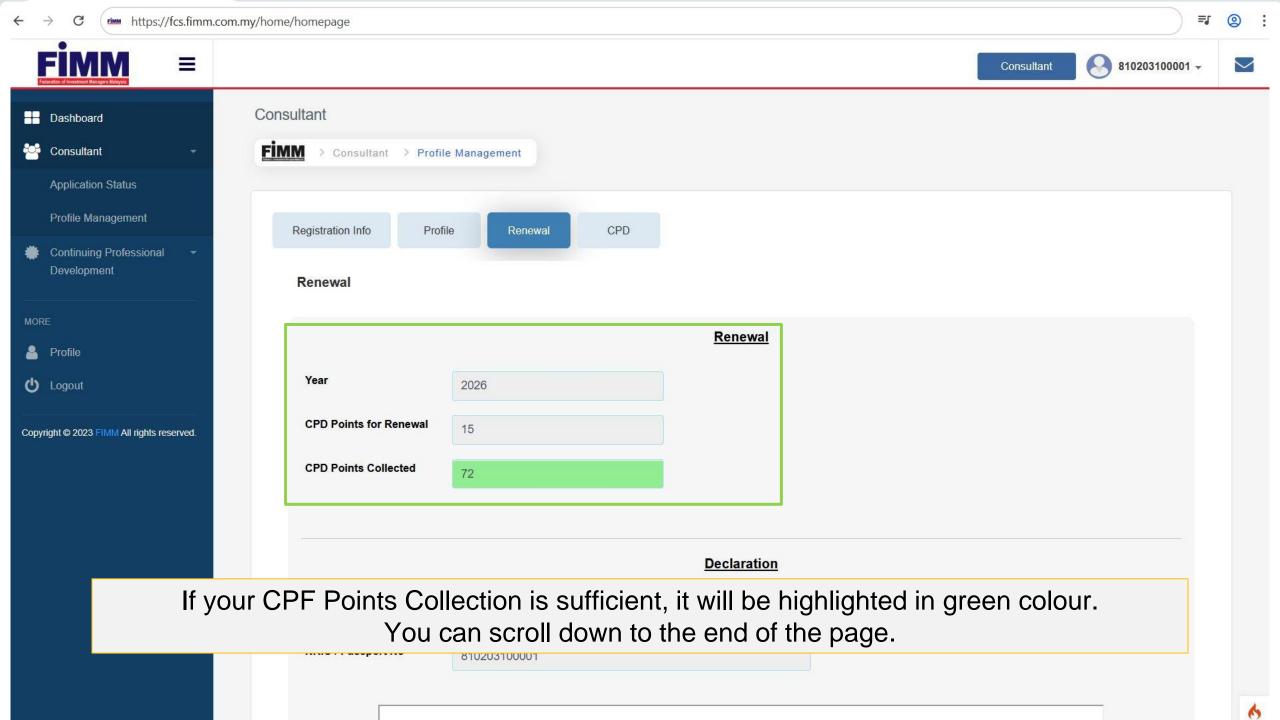


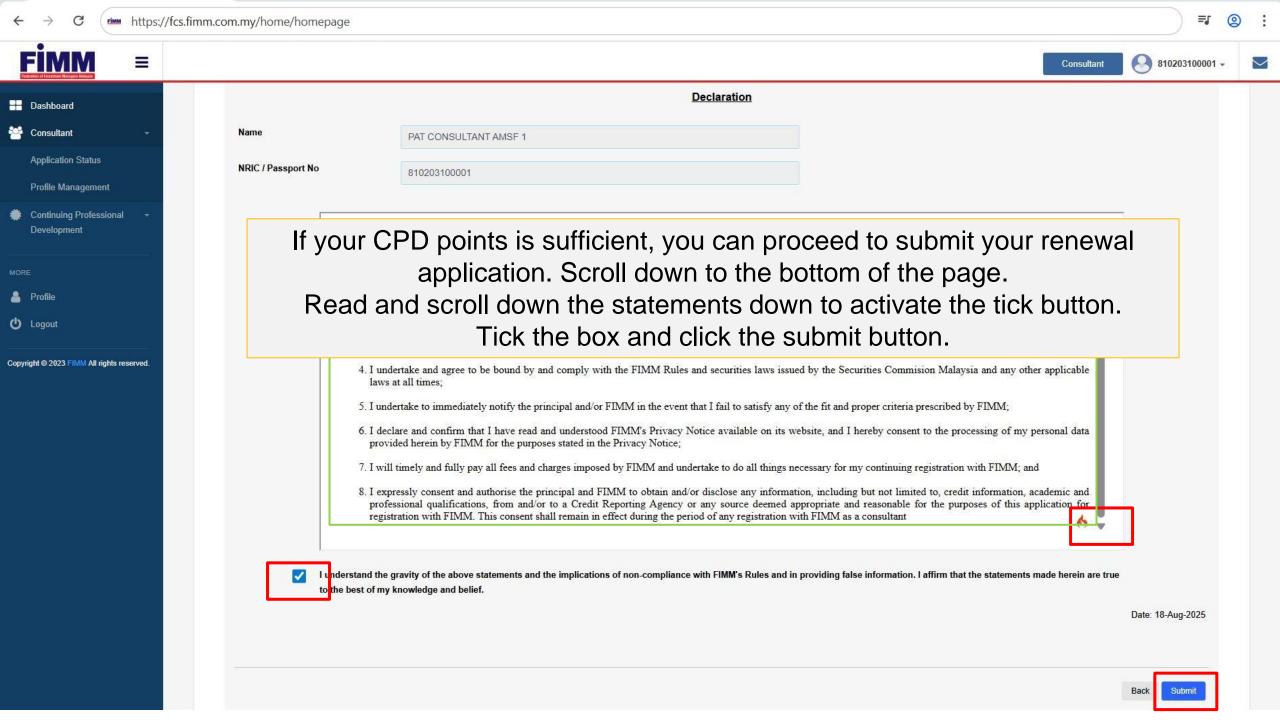
Part 5: Renewal

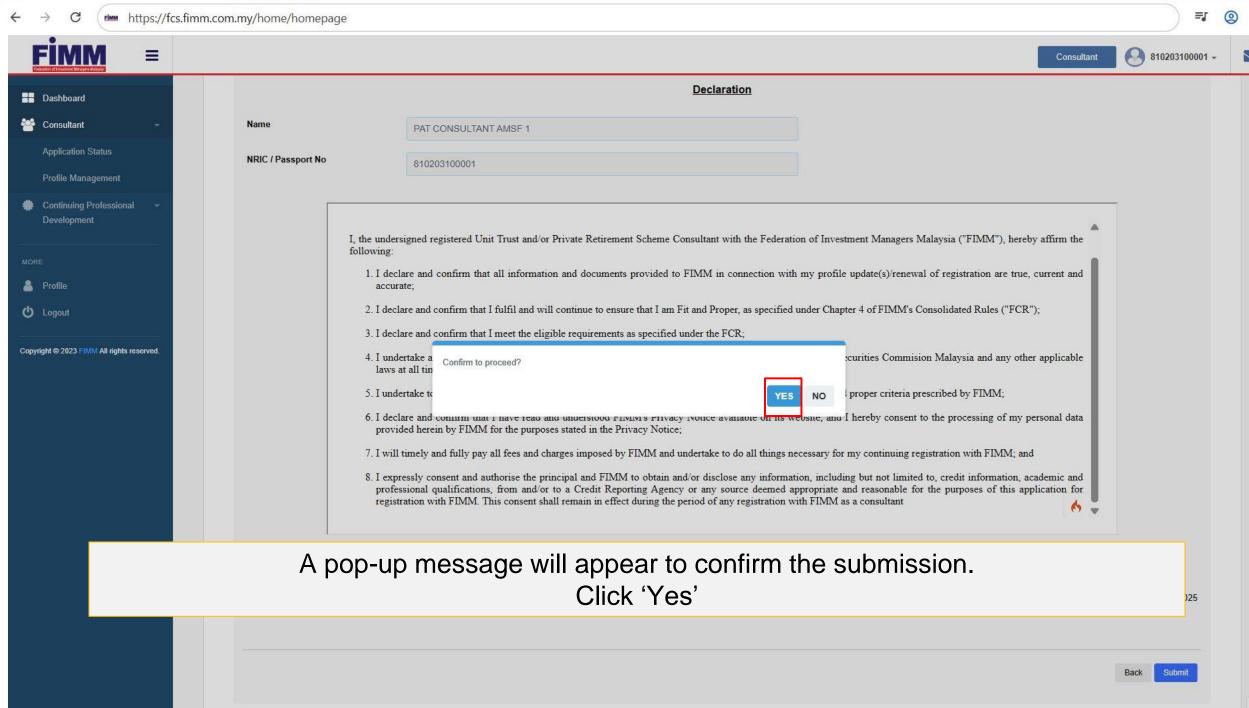


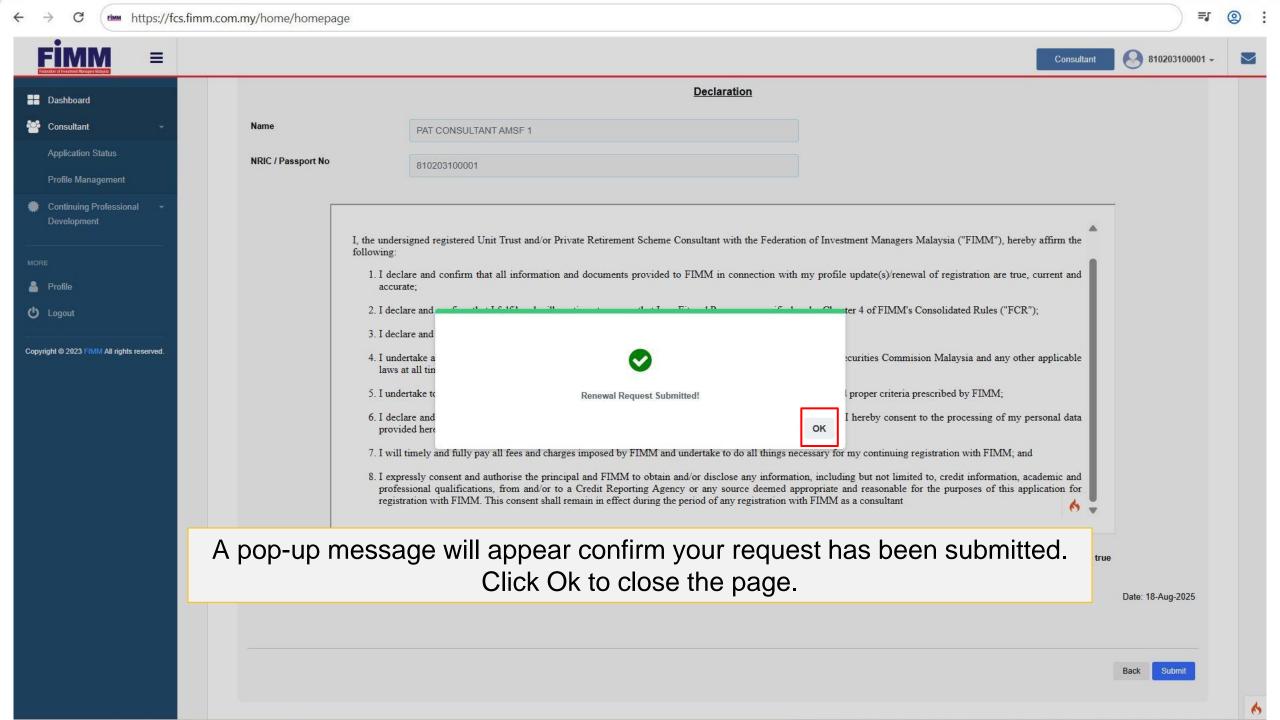


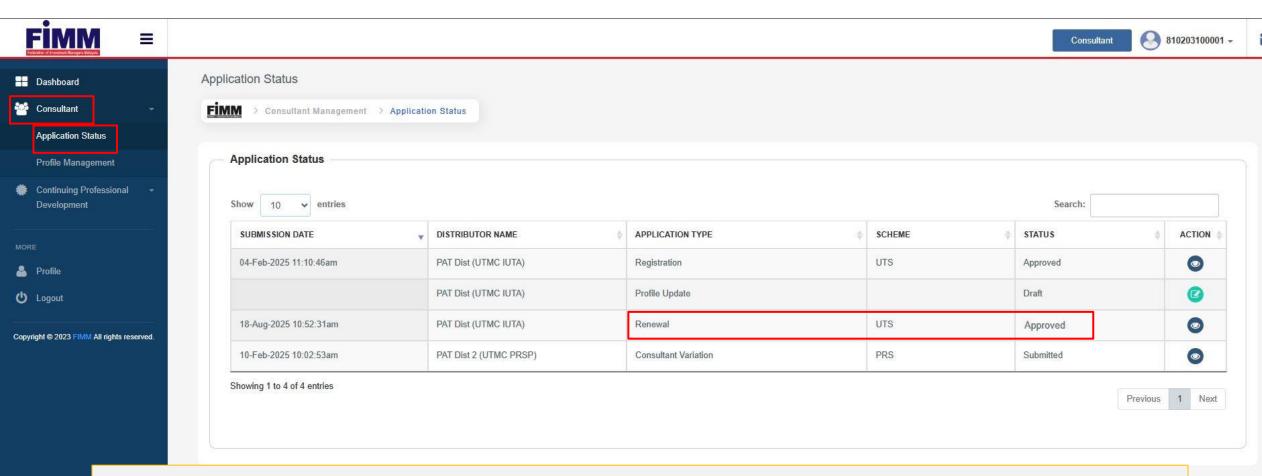












To check the status of your application, go to Consultant > Application Status. Locate the Application Type 'Renewal' and check the status of the application. Approved Status will be displayed as 'Approved'

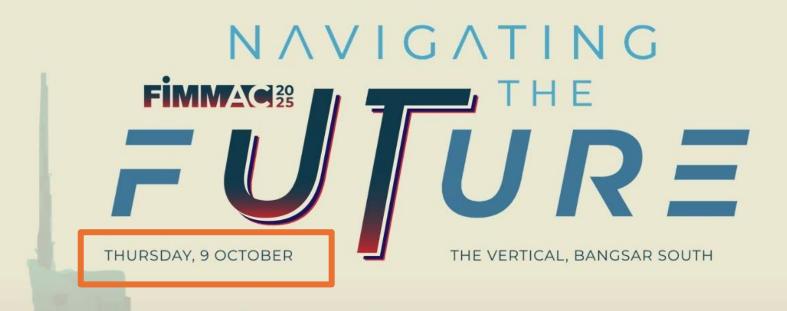
Renewal Activities

- Renewal Declaration must be submitted before 31 December.
- The submission does not grant you the renewal status, and your renewal request is subject to your Distributor' approval.
- Once the request is approved by your Distributor, your renewal status should be shown as "Approved/Pending Renewal".
- FCS will proceed with the renewal for <u>active Consultant</u> with "Pending Renewal" status on 10 January every year.
- Please check and confirm your status in FCS after 10 January and inform your Distributor if there's any error found.
- Remember to pay the renewal fee to your Distributor.









For more details, please visit https://fimmac.fimm.com.my/

Physical:

RM350

Early Bird:

RM315

Virtual:

RM55

Thank You for Attending