

System User Manual

CRA Halal System



Halal International Selangor (HIS)

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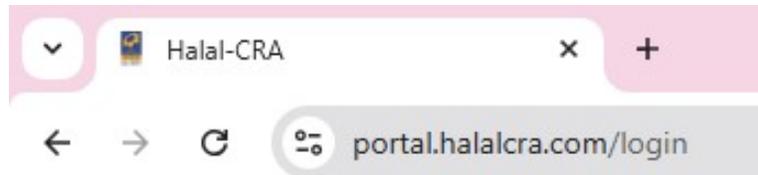
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1.0 PURPOSE

This document serves as a reference guide for users, providing step-by-step instructions on how to navigate and effectively utilize the system's features.

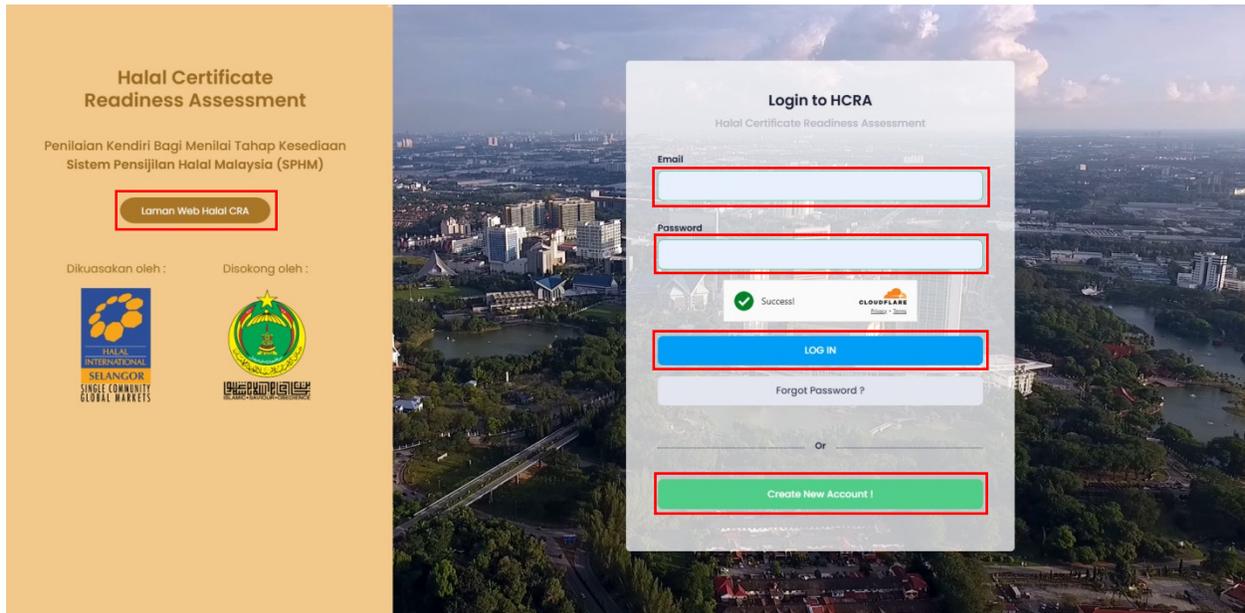
2.0 SYSTEM ACCESS



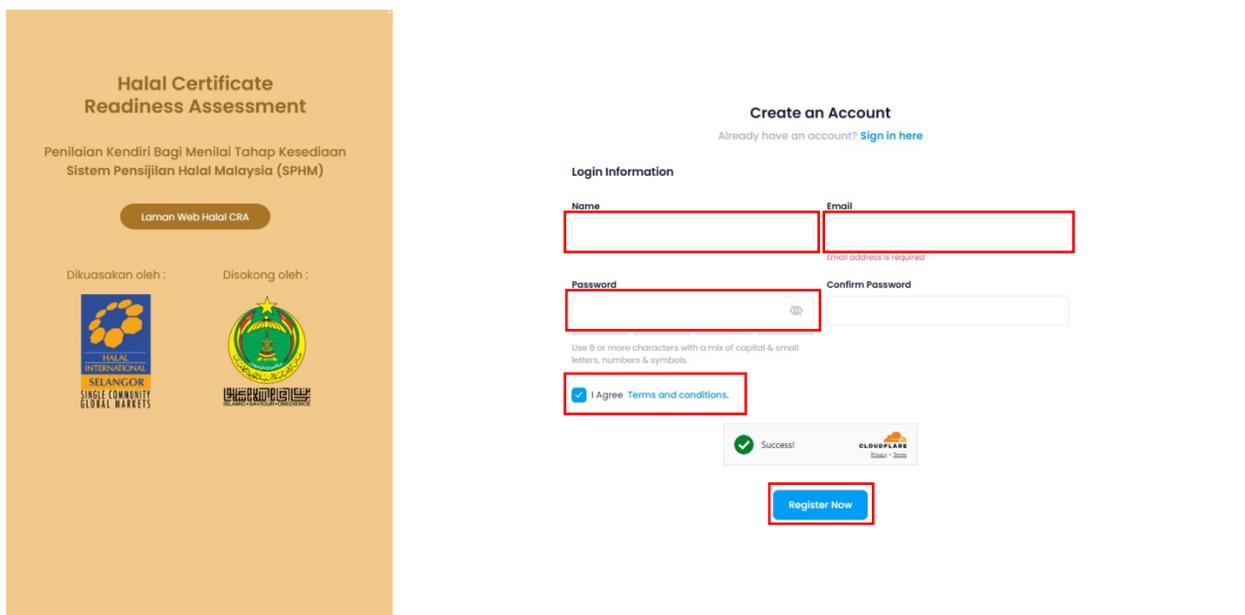
◆ Current Access

- Open a web browser and enter the URL:
<https://portal.halalcra.com/login>.
- Once the URL is entered, the system's main page will be displayed.

3.0 ACCOUNT REGISTRATION



- Please click **“Create New Account”** button.
- Once the button has been clicked. The system’s account registration page will be displayed
- Click the **“Laman Web Halal CRA”** button to view the website.



- Please complete the fields for name, email, and password, then click **“Terms and Conditions”** to proceed with the registration.
- Once completed, please click the **“Register Now”** button. Then, enter your email and password on the main page, and the system page will be displayed.

4.0 ACCOUNT ACTIVATION VIA EMAIL

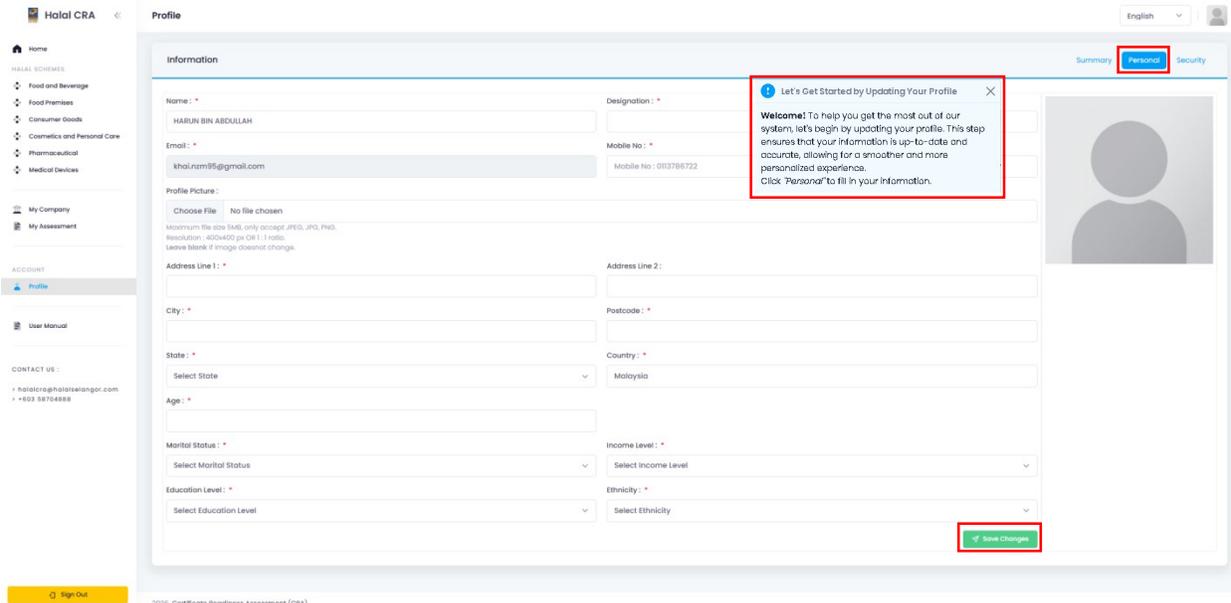
The screenshot shows the Halal CRA Dashboard. A red box highlights a language dropdown menu in the top right corner with options for English and B. Malaysia. Another red box highlights a yellow alert banner that reads: "We need your attention! Please verify your email or resend Verification Email." Below the banner, the "Summary" section contains a "Let's Get You Started Right!" area with buttons for "Update Profile Info", "Create Company", "Start Assessment on Halal Scheme", and "Download Report". To the right is a "Halal CRA Introduction" section with a "User Guide Video" button. Below are two tables: "Halal Certificate Submission" and "My Assessment", both showing "No information found."

- Once the system page is displayed, a pop-up will appear. Users will be prompted to activate their account via email.
- The CRA Halal System is available in two (2) language versions: English and Bahasa Melayu.

5.0 PROFILE INFORMATION UPDATE

The screenshot shows the Halal CRA Dashboard. A red box highlights the "To Profile Page" button next to the "Update Profile Info" option in the "Let's Get You Started Right!" section. The rest of the dashboard, including the language dropdown, alert banner, introduction, and tables, is identical to the previous screenshot.

- After successfully activating the account, please click the “To Profile Page” button to proceed with updating your profile information.



No.	Field	Description	Note
1	Name	Full name of the officer to be contacted	Maximum 200 characters
2	Designation	Appointed officer's position	Maximum 100 characters
3	Email	Email of the appointed officer	Cannot be changed for login purposes
4	Mobile Phone Number	Contactable number	-
5	Profile Picture	Passport-sized photo	-
6	Mailing Address	Current address used for correspondence	-
7	Age	Current age	-
7	Marital Status	Single, Married, Divorced	-
8	Income Level	Below RM 5,000 up to RM 30,000 and above	-
9	Education Level	<ul style="list-style-type: none"> ▪ Sijil Pelajaran Malaysia (SPM) ▪ Sijil Tinggi Persekolahan Malaysia (STPM) ▪ Matriculation ▪ Diploma ▪ Degree ▪ Master's ▪ Doctorate 	-
10	Ethnicity	Malay, Chinese, Indian & Others	-

- Once the profile page is displayed, a pop-up will appear. Users will be prompted to click the **“Personal”** button.
- Please complete the profile information or answer all the required questions, then click the **“Save Changes”** button to proceed to the next step.

6.0 CREATE COMPANY

Halal CRA Dashboard (Summary)

Summary

Let's Get You Started Right!

Profile Updated

Create Company

To My Company Page →

Start Assessment on Halal Scheme

Download Report

Halal CRA Introduction

CRA is an online platform that allows applicants to assess their readiness anywhere and anytime. It provides a self-assessment to make it easier for entrepreneurs to gauge their level of readiness to obtain the Malaysian Halal Certification (SPHM). This assessment is based on the requirements of the Malaysian Standards, MPPHM, and the Malaysian Halal Management System (MnHMS). Developed across nine SPHM schemes, CRA is also available in bilingual, namely Malay and English.

User Guide Video

Halal Certificate Submission

Company Name	Start Assessment	CRA Complete	MVEHALAL Submission	JAIS Submission	Audit by JAIS	Halal Application Complete	Submission Status	Actions
No information found.								

My Assessment (Latest 5)

Company Name	Category	Scheme	Status Completion	Start Date	Completed Date	Expired Date
No information found.						

My Company (Latest 5)

Sign Out

- After completing the profile information, users will be prompted to click the “To My Company Page” button to proceed with updating the company information.

Halal CRA My Company

Next, Let's Proceed with Creating Your Company Profile

Now that you've updated your personal profile, the next step is to create your company profile. This is essential for accessing and utilizing the CRA system's checklist provided by Halal International Selangor (HIS Toyriba Sdn. Bhd.). Click "New Company" to fill in your information.

New Company

Registered Companies Under My Account

Search:

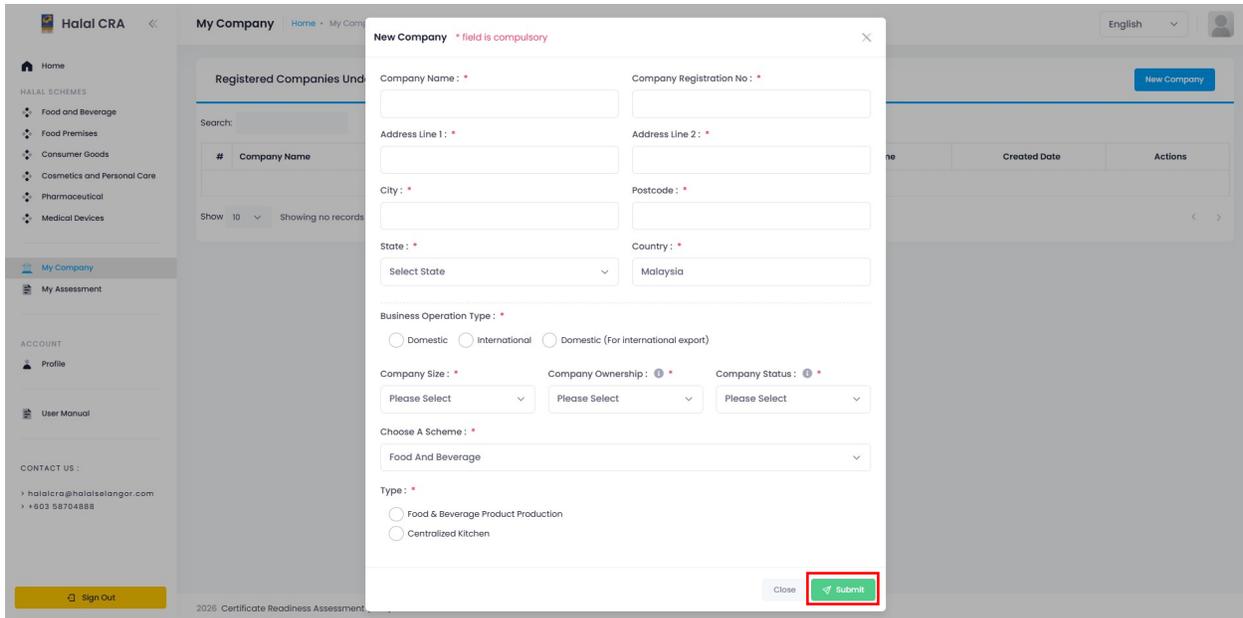
#	Company Name	Category	Company Ownership	Scheme	Created Date	Actions
No data available in table						

Show 10 Showing no records

Sign Out

2026 Certificate Readiness Assessment (CRA)

- Once the “My Company” page is displayed, a pop-up will appear. Users will be prompted to click the “New Company” button.



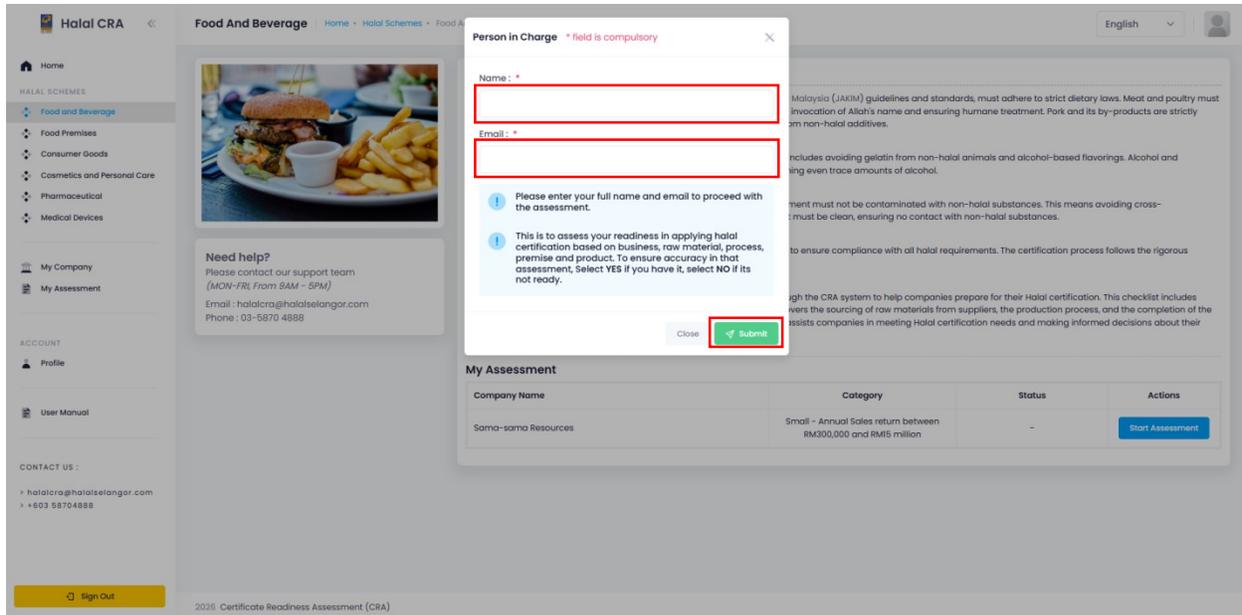
Bil	Title	Description	Note
1.	Company name	Full registered name of the company	Maksimum 200 character
2.	Company Registration Number	Enter ONLY the Company Registration Number without symbols.	Example : 123456T
3.	Company Address	Registered address with the SSM	Maksimum 200 character
4.	Business Operation Type	<ul style="list-style-type: none"> ▪ Domestic ▪ International ▪ Domestic (for international export) 	-
5.	Company Size	<ul style="list-style-type: none"> ▪ 1 - 10 Staff ▪ 11 - 50 Staff ▪ More than 50 staff 	-
6.	Company Ownership	<ul style="list-style-type: none"> ▪ Muslim ▪ Non-muslim 	Only companies fully owned by Muslims are eligible to select the Cottage category.
7.	Company Status	<ul style="list-style-type: none"> ▪ Bumiputera ▪ Non-Bumiputera ▪ Foreign Ownership 	-
8.	Scheme	<ul style="list-style-type: none"> ▪ Food and Beverages ▪ Food Premises ▪ Consumer Goods ▪ Cosmetics and Personal Care ▪ Slaughterhouse ▪ Pharmaceutical ▪ Logistic ▪ Original Equipment Manufacturer (OEM) ▪ Medical Devices 	-

- Please complete the company information or answer all the required questions, and select the appropriate scheme, type, and category according to your company's suitability.
- Once completed, click the **“Submit”** button to proceed to the next step.

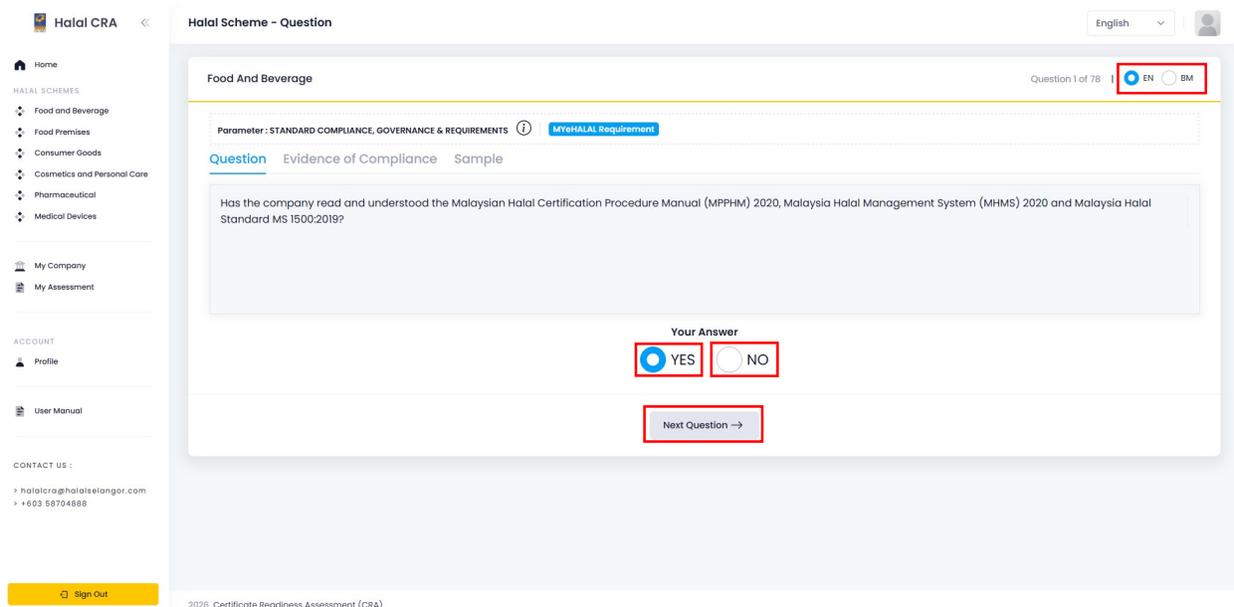
7.0 INITIATE HALAL SCHEME ASSESSMENT

- Once the profile and company information have been updated, click the “**Halal Scheme**” button in the left menu to start the assessment.

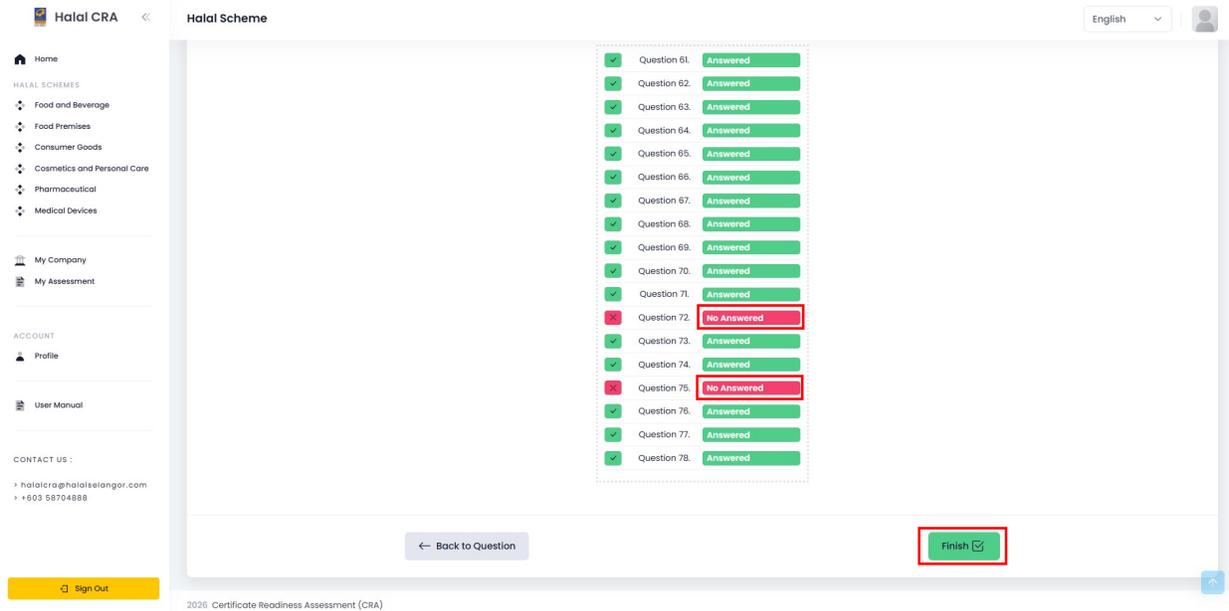
- Once the “**Start Assessment**” page is displayed, a pop-up will appear.
- Please click the “**Start Assessment**” button to begin the assessment.



- After clicking “Start Assessment”, a pop-up will appear, and the user must enter their name and email, then click “Submit”.



- Users must click **select YES** if company have it, **select NO** if its not ready.
- The CRA Halal Assessment is available in two (2) language versions: English and Bahasa Melayu.
- Please click the “Next Question” button to proceed to the next question.



- Once all assessment questions have been completed, the system will display a summary of all answered questions.
- If there is no answer for a question, the user can move on to the next step. User need to answer the question.
- Users must click the **“Finish”** button to download the assessment report.

8.0 RESULT ASSESSMENT

The screenshot displays the 'Result' page in the Halal CRA system. The page is titled 'Report' and shows the following details:

- Scheme:** Food and Beverage
- Company:** Sama-sama Resources
- Category of Industry:** Small - Annual Sales return between RM300,000 and RM5 million
- Summary:** Congratulations! Your current practices demonstrate strong alignment with halal certification requirements. You are encouraged to proceed with the application, with minor adjustments if necessary.
- Completed Date:** 08-01-2026 01:54 AM
- Expiry Date:** 15-01-2026 11:59 PM

Key sections and buttons highlighted in red:

- Document Review:** A blue banner with a 'Download Checklist' button.
- Pre-Audit Request:** An orange banner with a 'More Information' button.
- Assessment Report:** A white card with a 'Download Result' button, offering options for English and Bahasa Malaysia.
- Result:** A white card showing a 97% score.
- Estimation Cost:** A white card showing RM 0.
- Ready for Submission?:** A white card with 'Start Submission' and 'Apply Halal Certificate Now' buttons.

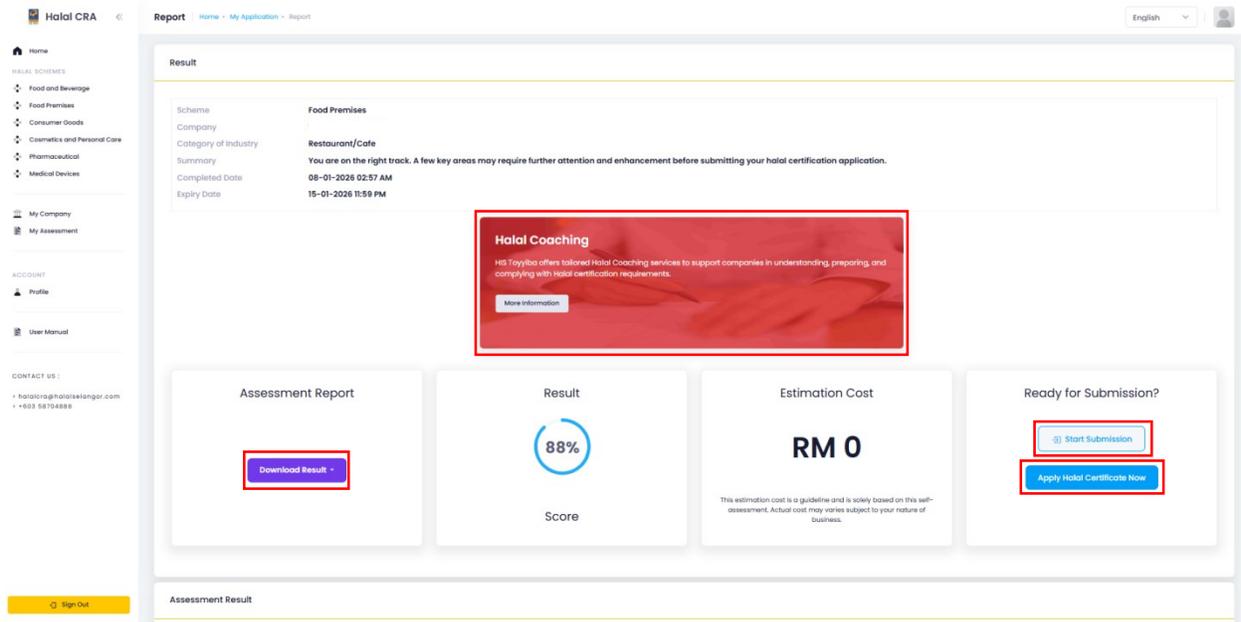
- After clicking the **“Finish”** button, the system will display the final results of the assessment report.
- Users can download the assessment report in either of the two available language versions: English or Bahasa Melayu.
- Besides that, users need to click the **“Start Submission”** button to update the progress for **Halal Certificate Submission**.
- If the user needs to apply for a halal certificate, they can click the **“Apply Halal Certificate Now”** button to view the website.
- For **Document Review & Pre-Audit Request**, the user may choose this option if needed. This service helps users with documentation & training. User can click **“More Information”** for more detail.

The screenshot displays the 'View Submission' page in the Halal CRA system. The page is titled 'View Submission' and shows the following progress:

- Start Assessment:** Completed (Date: 08-01-2026)
- CRA Complete:** Completed (Date: 08-01-2026)
- MYeHALAL Submission:** Pending (Date: None)
- JAIS Submission:** Pending (Date: None)
- Audit by JAIS:** Pending (Date: None)
- Halal Application Complete:** Pending (Date: None)

The 'Start your halal journey' form on the right includes the following fields:

- Progress:** MYeHALAL Submission
- Date Completion:** 08-01-2026
- Day:** (Empty field)
- Remark:** (Empty field)
- Submit:** (Green button)



- For Halal Coaching, the user may choose this option if needed. This service helps users with documentation and training. User can click “More Information” for more detail.

9.0 USER GUIDE VIDEO

The screenshot displays the Halal CRA dashboard interface. The left sidebar contains navigation options for HALAL SCHEMES (Food and Beverage, Food Premises, Consumer Goods, Cosmetics and Personal Care, Pharmaceutical, Medical Devices), My Company, My Assessment, ACCOUNT (Profile, User Manual), and CONTACT US (halalcr@halaiselangor.com, +603 58704888). The main content area is titled 'Summary' and includes a 'Let's Get You Started Right!' section with progress indicators for Profile Updated, Company created, Assessment Started, and Report Downloaded. A 'Halal CRA Introduction' section provides an overview of the platform and includes a 'User Guide Video' button. Below this is a 'Halal Certificate Submission' table with columns for Company Name, Start Assessment, CRA Complete, MYeHALAL Submission, JAIS Submission, Audit by JAIS, Halal Application Complete, Submission Status, and Actions. The table shows a submission for 'Sama-sama Resources' with a status of 'ON GOING' and an 'Update Status' button. The 'My Assessment' section shows a table with columns for Company Name, Category, Scheme, Status Completion, Start Date, Completed Date, and Expired Date. The table lists two assessments: one for 'Yum Yum Sdn Bhd' (Restaurant/Cafe, Food Premises) and one for 'Sama-sama Resources' (Small - Annual Sales return between, Food and Beverage).

Company Name	Start Assessment	CRA Complete	MYeHALAL Submission	JAIS Submission	Audit by JAIS	Halal Application Complete	Submission Status	Actions
Sama-sama Resources	08-01-2026	08-01-2026	Pending	Pending	Pending	Pending	ON GOING	Update Status

Company Name	Category	Scheme	Status Completion	Start Date	Completed Date	Expired Date
Yum Yum Sdn Bhd	Restaurant/Cafe	Food Premises	0% 0/80	08-01-2026 02:12 AM	-	15-01-2026 11:59 PM
Sama-sama Resources	Small - Annual Sales return between	Food and Beverage	0% 0/78	08-01-2026	-	15-01-2026

- In the CRA Halal System, users are provided with user manual and tutorial videos to facilitate understanding and ease of system usage.
- Users can continue updating their Halal Certificate submission by clicking the **“Update Status”** button.
- They can contact the Person In Charge at Halal International Selangor via the **“Contact Us”** page.