System User Manual

CRA Halal System

Halal International Selangor (HIS)

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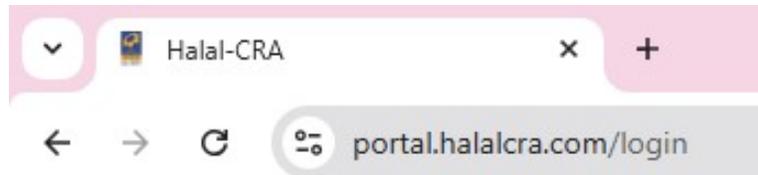Email: hypepresso.insights.malaysia@gmail.com

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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.
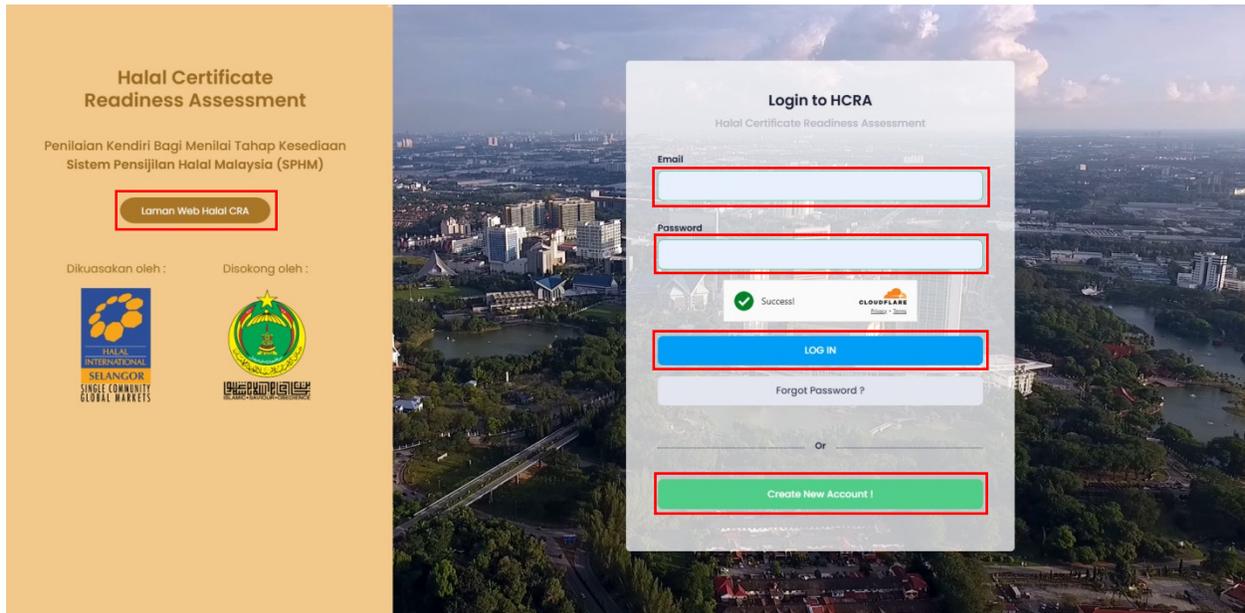
2.0 SYSTEM ACCESS

◆ **Current Access**

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

3.0   ACCOUNT REGISTRATION

- o Please click **"Create New Account**" button.
- o Once the button has been clicked. The system's account registration page will be displayed
- o Click the "Laman Web Halal CRA" button to view the website.
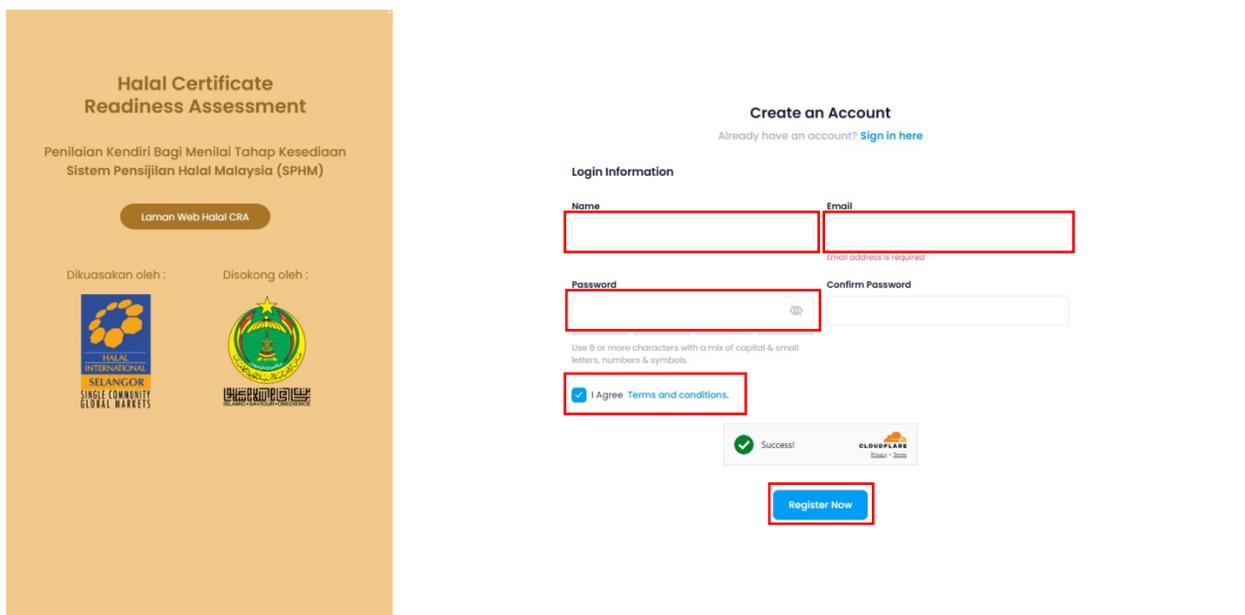
- o Please complete the fields for name, email, and password, then click **"Terms and Conditions"** to proceed with the registration.
- o Once completed, please click the **"Register Now"** button. Then, enter your email and password on the main page, and the system page will be displayed.
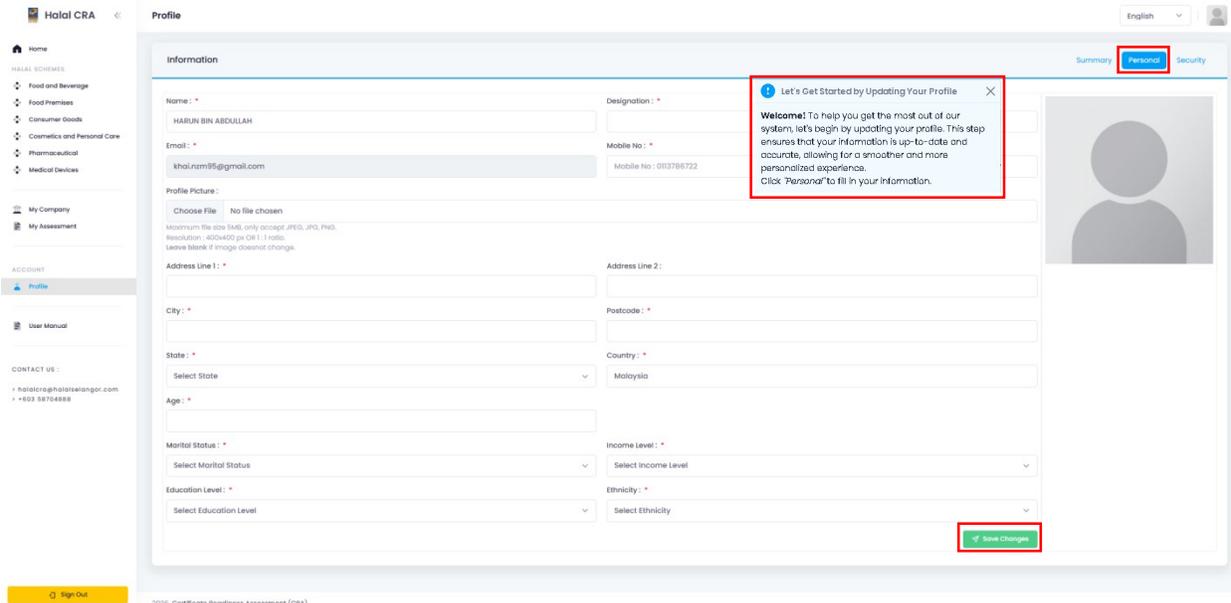
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4.0   ACCOUNT ACTIVATION VIA EMAIL

- ○ 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

- ○ 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	• Sijil Pelajaran Malaysia (SPM) • Sijil Tinggi Persekolahan Malaysia (STPM) • Matriculation • Diploma • Degree • Master's • Doctorate	-
10	Ethnicity	Malay, Chinese, Indian & Others	-

o Once the profile page is displayed, a pop-up will appear. Users will be prompted to click the **"Personal"** button.

o Please complete the profile information or answer all the required questions, then click the **"Save Changes"** button to proceed to the next step.

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6.0 CREATE COMPANY

o After completing the profile information, users will be prompted to click the **"To My Company Page"** button to proceed with updating the company information.

o Once the **"My Company"** page is displayed, a pop-up will appear. Users will be prompted to click the **"New Company"** button.
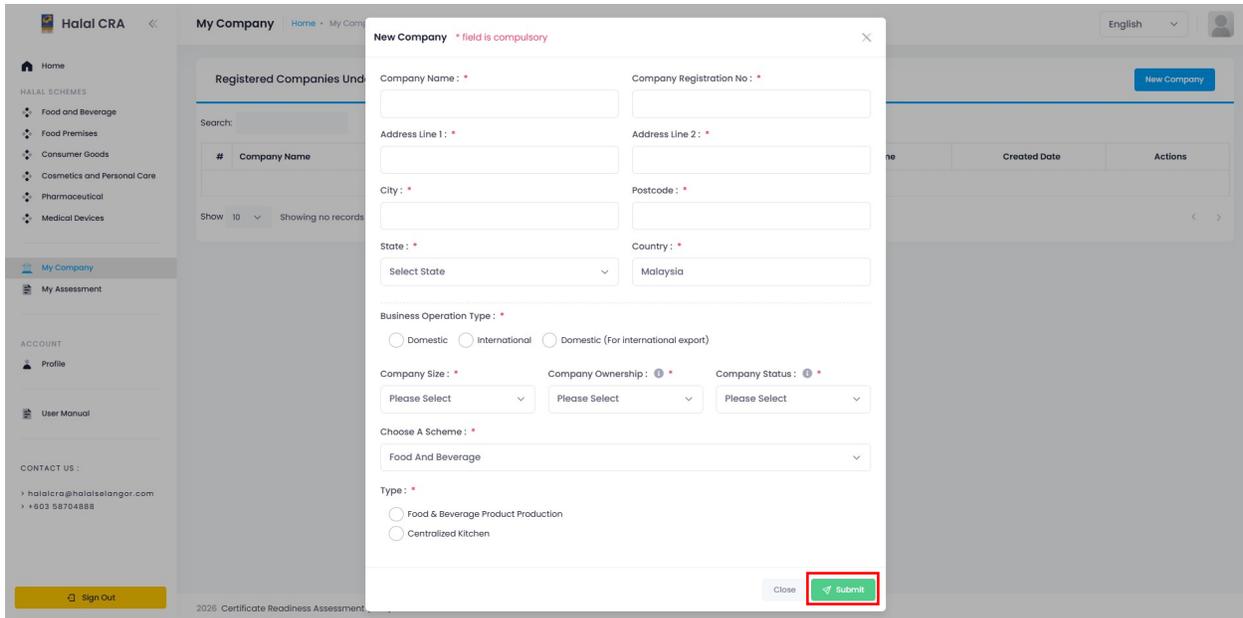
| Bil	Title	Description	Note
1.	Company name	Full registered name of the company	Maksimum 200 character
2.	Company Registration Number	Enter ONLY the Company Registration Number without symbols.	Example : 123456T
3.	Company Address	Registered address with the SSM	Maksimum 200 character
4.	Business Operation Type	• Domestic • International • Domestic (for international export)	-
5.	Company Size	• 1 - 10 Staff • 11 - 50 Staff • More than 50 staff	-
6.	Company Ownership	• Muslim • Non-muslim	Only companies fully owned by Muslims are eligible to select the Cottage category.
7.	Company Status	• Bumiputera • Non-Bumiputera • Foreign Ownership	-
8.	Scheme	• Food and Beverages • Food Premises • Consumer Goods • Cosmetics and Personal Care • Slaughterhouse • Pharmaceutical • Logistic • Original Equipment Manufacturer (OEM) • Medical Devices	-

o 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.

o Once completed, click the **"Submit"** button to proceed to the next step.

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7.0 INITIATE HALAL SCHEME ASSESSMENT

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


- o Once the **"Start Assessment"** page is displayed, a pop-up will appear.
- o Please click the **"Start Assessment"** button to begin the assessment.
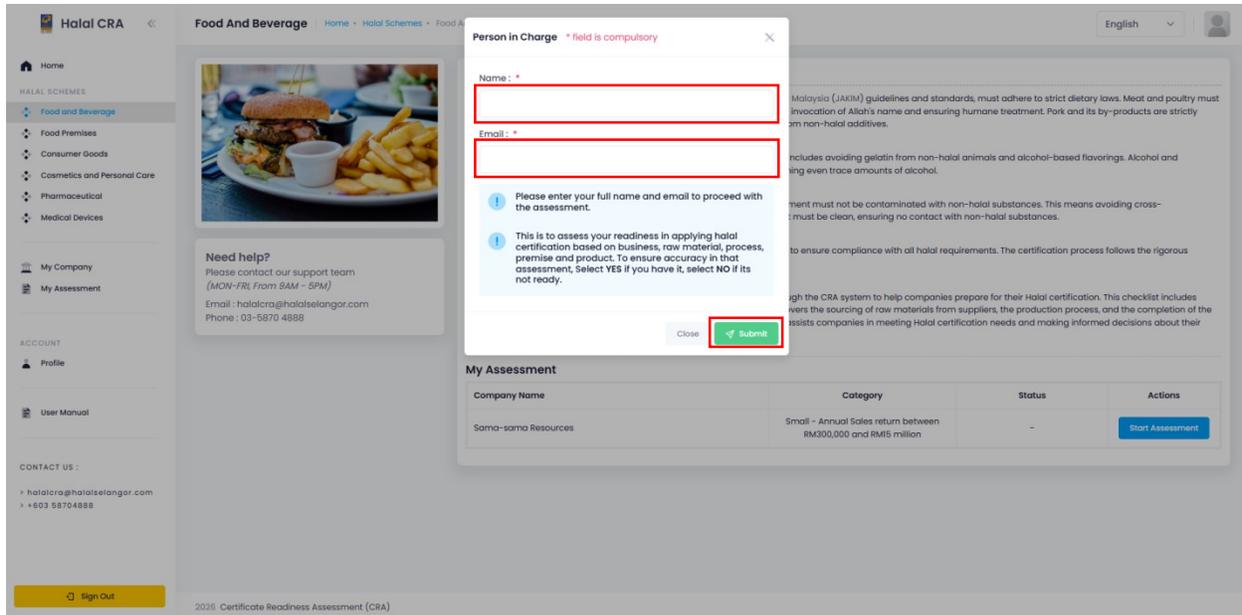
- o After clicking **"Start Assessment"**, a pop-up will appear, and the user must enter their name and email, then click **"Submit"**.
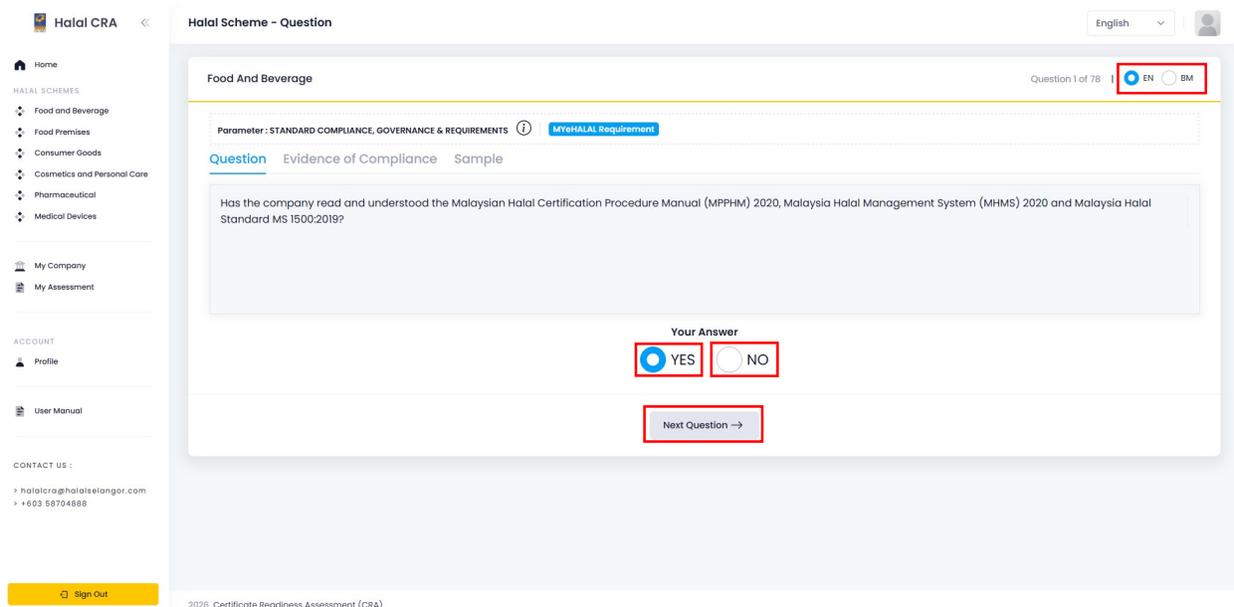
- o Users must click **select YES if company have it, select NO if its not ready.**
- o The CRA Halal Assessment is available in two (2) language versions: English and Bahasa Melayu.
- o Please click the **"Next Question"** button to proceed to the next question.
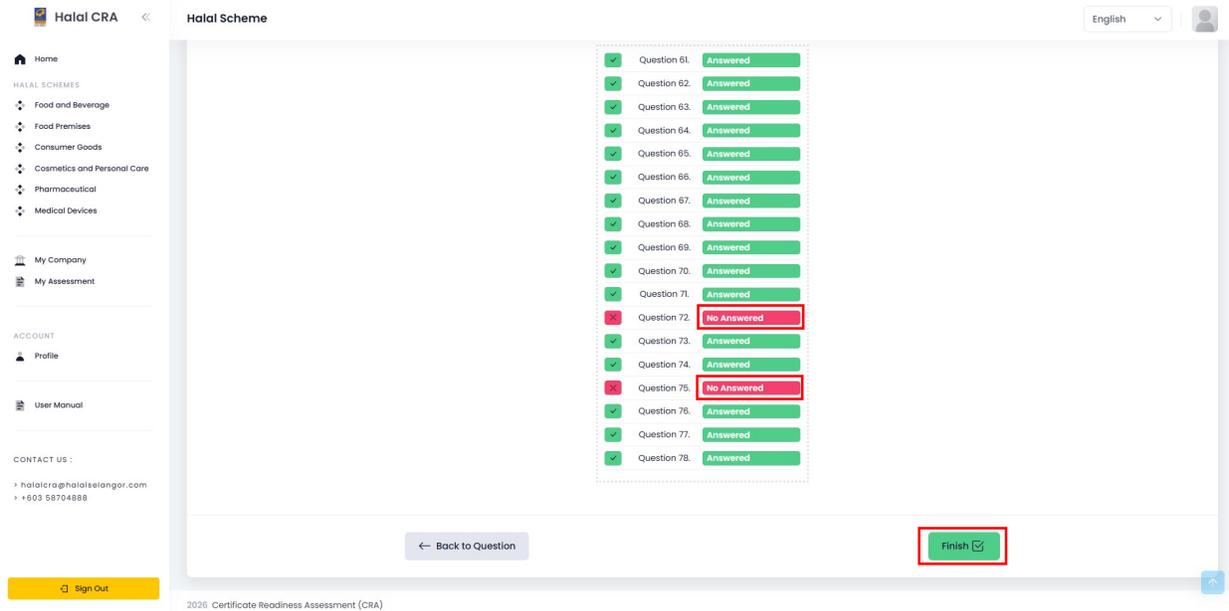
- o Once all assessment questions have been completed, the system will display a summary of all answered questions.
- o If there is no answer for a question, the user can move on to the next step. User need to answer the question.
- o Users must click the **"Finish"** button to download the assessment report.
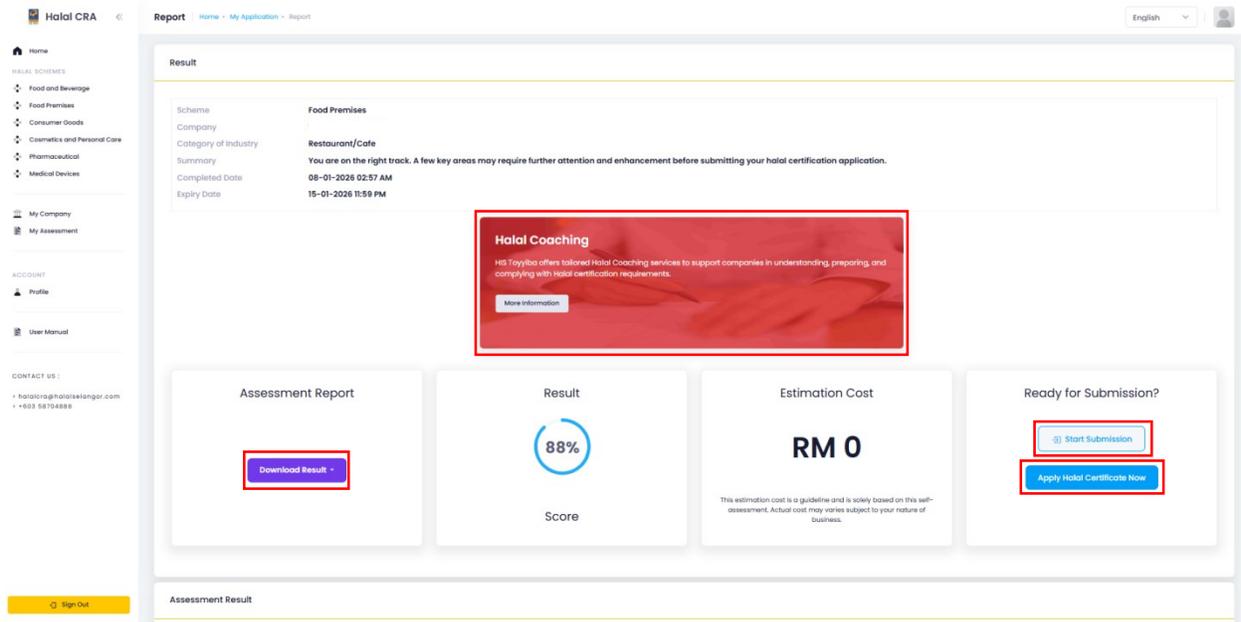
8.0   RESULT ASSESSMENT

o   After clicking the **"Finish"** button, the system will display the final results of the assessment report.

o   Users can download the assessment report in either of the two available language versions: English or Bahasa Melayu.

o   Besides that, users need to click the **"Start Submission"** button to update the progress for **Halal Certificate Submission**.

o   If the user needs to apply for a halal certificate, they can click the **"Apply Halal Certificate Now"** button to view the website.

o   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.

o 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

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