How to use Medifile System?

Step 1

URL address: http://www.pmcare4u.com.my

Figure 1: Main Page

This is the main page of PMCare corporate website for users to log on into Medifile System as shown in Figure 1.

Step 2

Click at Medifile Button as shown in figure 1, you shall get the Medifile screen as shown in Figure 2.
How to Sign Up?

Figure 2: Login Page Medifile

Step 1

Click Create an account at the Main Page as shown in Figure 2, and you shall get the below tab as shown in Figure 3.

![Membership Sign Up Page](image)

Note: Click ‘Submit’ button after you fill up ALL the columns. After that, please wait until you get the another page for Confirm Password.

<table>
<thead>
<tr>
<th>Required Field (*)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New IC Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preferred User ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valid Email Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secret Question</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Answer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 3: Membership Sign Up Page
Step 2

Membership Sign Up

Note: Click ‘Submit’ button after you fill up ALL the columns. After that, please wait until you get another page for Confirm Password.

Required Field (*)

New IC Number:                      Without dash (-)
Preferred User ID:                   
Valid Email Address:                 
Secret Question:                     
Answer:                             

Submit  Cancel

Figure 4: Membership Sign up Page—Result

Please key in your New IC Number in the highlighted column.

i. New IC Number: 830816035677 – Compulsory

ii. Preferred User ID (at least 6 characters and not more than 14 character) – Compulsory

iii. Valid Email Address – Compulsory

iv. Secret Question – Compulsory

v. Answer – Compulsory

Step 3

Click ‘Submit’ button. If successful, you shall get the below tab as shown in Figure 5.

CONFIRM PASSWORD

Please Note: To better protect your account, make sure that your password is memorable to you but difficult for other users to guess. Do not share your password with anyone, and never use the same password which you have used in the past. For security purposes, your password must be of a minimum of eight characters long. A strong password contains a combination of uppercase and lowercase letters (remember that your password is case sensitive), numbers, and special characters such as +, #, and %.

User Name:  ishihajar
Enter a New Password:  
Confirm your New Password:  

Figure 5: Confirm Password Page
Step 4

Fill in a new password and confirm new password shown in Figure 5.

Step 5

Click ‘Save’ Button. If successful, you shall get the following message.

![Windows Internet Explorer dialog box with message: Your password has been updated.]

Step 6

Click ‘OK’ Button and you shall get the main page as shown in figure 2 and then you can log in into this system.
**How to Start Using Medifile?**

When you start open Medifile system, you shall see the main page as shown in Figure 6. At the main page, you can enter your user id & password & click ‘Enter’.

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**Figure 6: Main Page (Login Page New Medifile)**
Welcome Page

All users shall see the welcome page as shown in Figure 7.

![Welcome Page](image)

**Figure 7: Welcome Page**

1.0 Employee Role will consist of 3 main menus:

- **Personal Ledger** – Employee Personal Ledger
- **Profile update** – to change profile information
- **Change Password** – to change sign-in password

1.1 Employee Functions Guide

Q1: How to Generate the Reports?

I. Personal Ledger - Employee Personal Ledger

Step 1

Click **Personal Ledger** at the Employee Main Menu and click **Employee Personal Ledger** as shown in Figure 8, and you shall get the below tab as shown in Figure 9.

![Employee Role Menu](image)

**Figure 8: Employee Role Menu - Employee Personal Ledger**
Step 2

For this page, user can select Service Date From and Service Date To or Service Year as shown as in Figure 9 to Display Employee Personal Ledger.

To View Report

Click at 'Display' button. Pop up screen will be appears, see Figure 10.

This reports is designed and prepared in pdf format. Click Save or open document on your pc and print hard copy, see Figure 11.
II. **Profile Update**

Step 1

Click **Profile Update** at the Employee Main Menu and you shall get the below tab as shown in Figure 12.

![Figure 12: Employee Role Menu-Profile Update](image)

**Profile Update**

<table>
<thead>
<tr>
<th>User ID</th>
<th>PMC513-I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid Email Address</td>
<td><a href="mailto:shajar@pmcare.com.my">shajar@pmcare.com.my</a></td>
</tr>
<tr>
<td>Secret Question</td>
<td>my phone</td>
</tr>
<tr>
<td>Answer</td>
<td>celcom</td>
</tr>
</tbody>
</table>

![Figure 13: Profile Update interface](image)
Step 2

For Profile Update page, you can edit *email, secret Question* and *answer* by your own and click Button Update to save your profile as shown as in figure 13.

Step 3

Click ‘Update’. If succeed, you shall see the following message.

![Profile has been update successfully.](image)

Step 4

To clear all fields, click ‘Reset.’

Q2: How to Change Password?

Step 1

Click *Change Password* at the Employee Main Menu as shown in Figure 12, and you shall get the below tab as shown in Figure 14.

![Employee Role Menu-Change Password](image)

**CHANGE PASSWORD**

*Please Note:* To better protect your account, make sure that your password is reasonable to you but difficult for other users to guess. Do not share your password with anyone, and never use the same password which you have used in the past. For security purposes, your password must be at least 8 characters long. A strong password contains a combination of uppercase and lowercase letters (remember that your password is case-sensitive), numbers, and special characters such as @, ?, and ^.

<table>
<thead>
<tr>
<th>User Name</th>
<th>FMCS13-I</th>
<th>Current password is required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Your Current Password</td>
<td></td>
<td>New password is required.</td>
</tr>
<tr>
<td>Enter a New Password</td>
<td></td>
<td>Confirmation of new password is required.</td>
</tr>
<tr>
<td>Confirm your New Password</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Change Password Page](image)
Step 2

Fill in *Current Password, New Password and Confirm New Password* as shown as in Figure 15.

**CHANGE PASSWORD**

*Please Note: To better protect your account, make sure that your password is memorable to you but difficult for other users to guess. Do not share your password with anyone, and never use the same password which you have used in the past. For security purposes, your password must be of a minimum of eight characters long. A strong password contains a combination of lowercase and uppercase letters (remember that your password is case sensitive), numbers, and special characters such as +, ?, and *."

[User Name: FMCS13-I
Enter Your Current Password: **********
Enter a New Password: **********
Confirm your New Password: **********
Save]

*Figure 16: Change Password Page-Result*

Step 3

Click 'Save'. If succeed, you shall see the following message.

*Microsoft Internet Explorer*

⚠️ Your password has been updated.

[OK]

Technical Support

Our Technical Support will be operating during office hour (9.00 a.m until 6.00 p.m) kindly refers:

Email: support.medifile@pmcare.com.my

IT Department Line: 03-80266858 (Medifile Support)