

MY Site Selection User Guide

Business User

Last Update: 28/09/2023



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User Authentication

1. How to Register Account

2. How to Login

3. How to Reset Password

4. How to Manage Account

How to Register Account

1. Go to Login/Register page
2. Click Create New Account
3. Insert your full name, email address, contact number and password
4. Re-type your password for confirmation
5. Check all terms & conditions and privacy policy
6. Click **Register** button to proceed

* Once submitted, you will received an email notification to verify your email address. Open your inbox and click **Verify Email Address** button. You will be redirect to your dashboard.

* If you're MIDA staff (first time login), you can proceed to use the Login form without creating a new account.

Create account

Don't have account? Let's create new account.

[Create New Account](#)

Register

Full Name *

Email Address *

Contact Phone *

Password *

Confirm Password *

I have read and accept the [Terms & Conditions](#) *

I have read and accept the [Privacy Policy](#). *

I confirm that the contact information I have given is for the purpose of business communication. *

I would like to receive emails regarding investments, properties, news, etc.

Note: Fields marked with * (red asterisk) are required

[Register](#)



User Authentication

1. How to Manage Account

2. How to Login

3. How to Reset Password

4. How to Manage Account

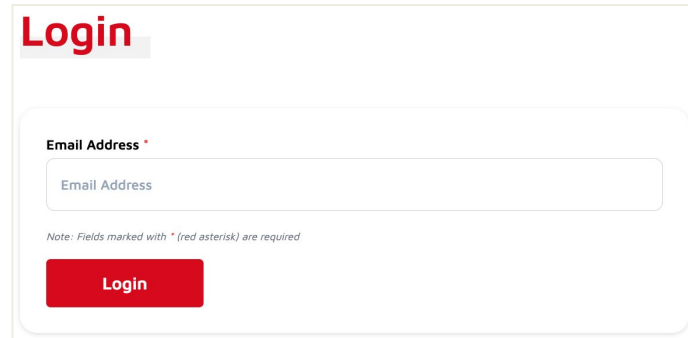
How to Login

1. Go to Login/Register page
2. Insert your email address
3. Next, insert your password
4. Click **Login** button to proceed

* If your email does not exist in our records, you will be redirect to registration page.

* If you're MIDA staff (first time login):

1. Insert your registered email address
2. Click **Login** button
3. Next, you will receive an email for first time login
4. Open your inbox and click **Create Password** button to proceed



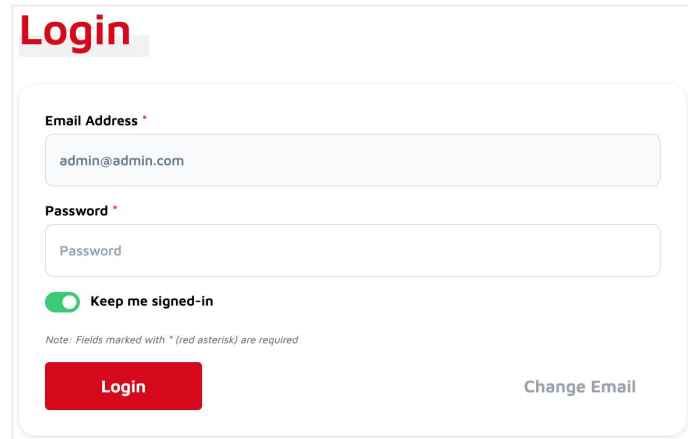
Login

Email Address *

Email Address

Note: Fields marked with * (red asterisk) are required

Login



Login

Email Address *

admin@admin.com

Password *

Password

Keep me signed-in

Note: Fields marked with * (red asterisk) are required

Login [Change Email](#)



User Authentication

1. How to Manage Account

2. How to Login

3. How to Reset Password

4. How to Manage Account

How to Reset Password

1. Go to Login/Register page
2. Click Reset Password
3. Insert your registered email address and click **Request Password Reset** button

* You will received an email for password reset link. Open your inbox and click **Reset Password** button. You will be redirect to reset password page.

1. Insert your new password
2. Re-type your new password for confirmation
3. Click **Reset Password** button to proceed

* Once submitted, you will be redirect to your dashboard.

Forgot Password?

Forgot your password? Let's reset your password.

[Reset Password](#)

Request Password Reset

Reset Password

Reset Password



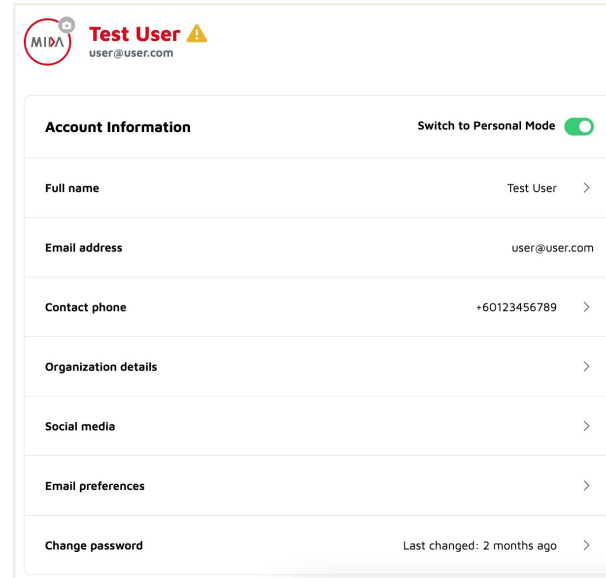
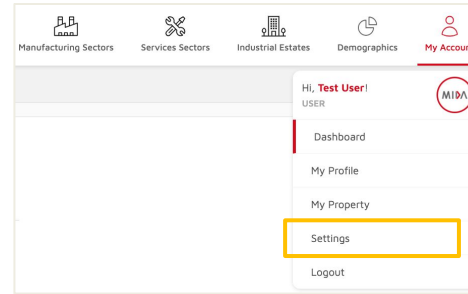
User Authentication

1. How to Manage Account
2. How to Login
3. How to Reset Password
4. How to Manage Account

How to Manage Account

1. Login to your account
2. Go to My Account and click Settings
3. Next, you can edit any information in your account settings page
4. Submit organization details to complete your account
5. Click **Save** button to save changes

Full Name	Your account name
Email Address	Email address used to login
Contact Number	Your contact number
Organization Details	Click to insert your company information
Social Media	To insert your social media link
Email Preference	Toggle on to receive information and commercial offers from MIDA via email
Change Password	To change your current password





User Profile

1. How to Create Profile

2. How to Edit Profile

3. How to Manage Team Members

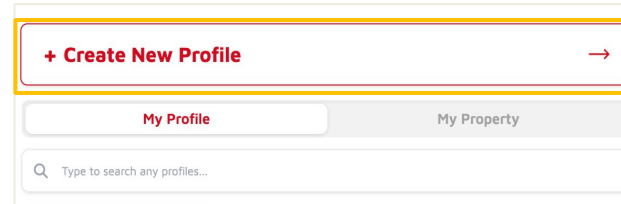
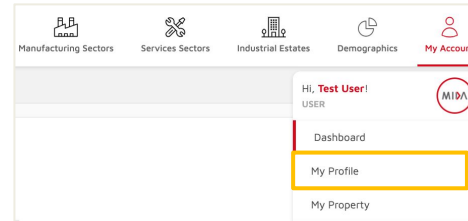
4. How to Join Profile

How to Create Profile

1. Login to your account
2. Go to My Account and click My Profile
3. Click **Create New Profile** button
4. Next, you can select which profile type that you want to create
5. Click **Next** button to proceed
6. Key in all required details and click **Submit** button

* Once submitted, your profile will appear in profile list.

Edit Profile	To edit profile details
Manage Members	To invite and manage team members in that profile
Add Property	To add Industrial Estate <i>(only applicable for profile Developer/ REIT/ Local Authority/ IE Manager/ REA)</i>
Add Location	To add Manufacturer/ Services location <i>(only applicable for profile Tenant/ Supplier/ Vendor)</i>





User Profile

1. How to Create Profile

2. How to Edit Profile

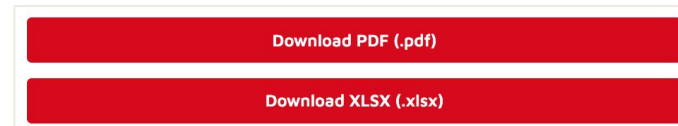
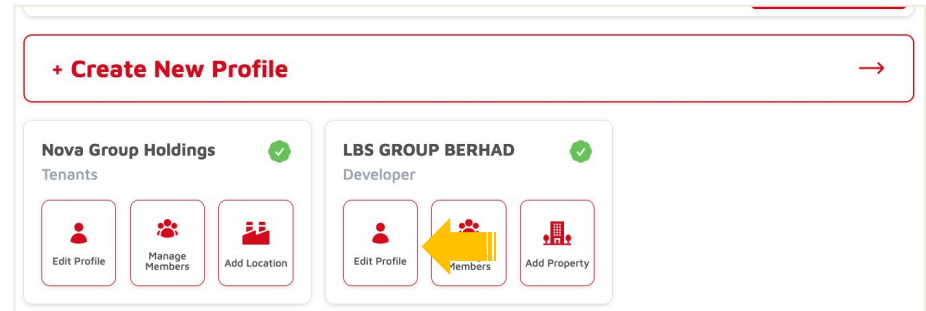
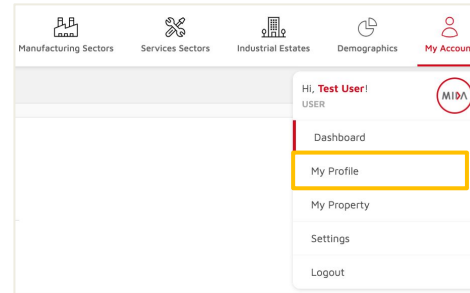
3. How to Manage Team Members

4. How to Join Profile

How to Edit Profile

1. Login to your account
2. Go to My Account and click My Profile
3. Go to profile that you want to edit and click **Edit Profile** button
4. Next, you can edit your profile details
5. Click **Submit** button to save changes

* You can click **Download PDF/ Download XLXS** button to download profile details.





User Profile

1. How to Create Profile

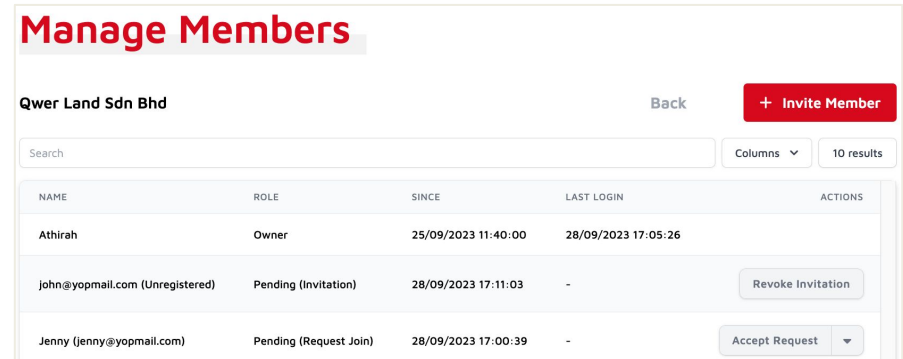
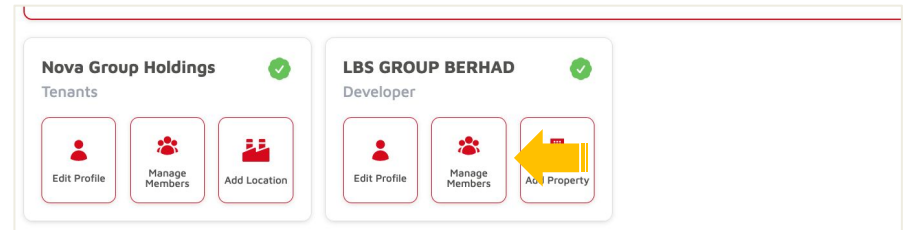
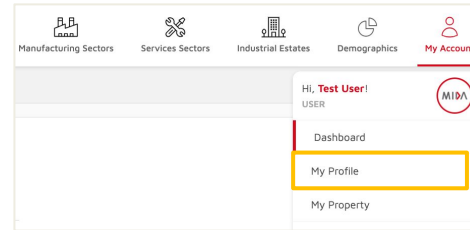
2. How to Edit Profile

3. How to Manage Team Members

4. How to Join Profile

How to Manage Team Members

1. Login to your account
 2. Go to My Account and click My Profile
 3. Go to profile that you want to manage team and click **Manage Members** button
 4. Click **Invite Member** button to invite member via email invitation
 5. Role will be pending until they accept the invitation.
 6. Once accepted, profile owner will be able to change member role to Owner/ Manager/ Member
- * Click Revoke Invitation button to cancel invitation.
- * Click Remove Member to remove from team.
- * Click Leave Team to leave the team.





User Profile

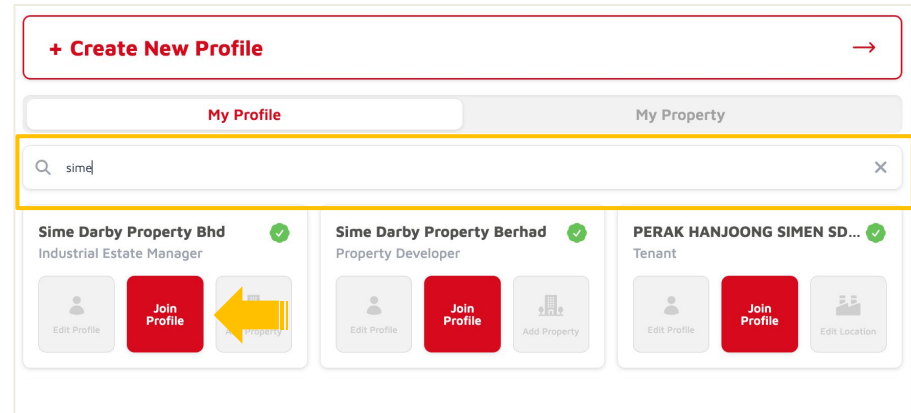
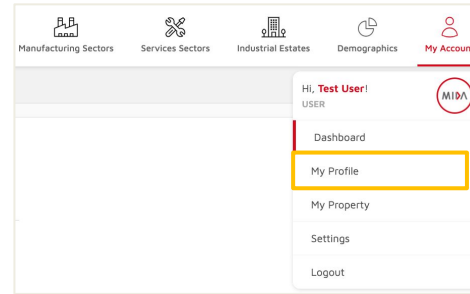
1. How to Create Profile
2. How to Edit Profile
3. How to Manage Team Members
4. How to Join Profile

How to Join Profile

1. Login to your account
2. Go to My Account and click My Profile
3. Search profile name in the search bar
4. Next, choose which profile that you want join
5. Click **Join Profile** button to send access request

* Once clicked, admin and owner of the profile will be notified and approve your request.

* Once accepted by admin or profile owner, the profile will appear in your “My Profile” list.



GIS Map (Portal)

1. How to View Industrial Estates

- View IE Details
- Search/ Filter IE
- Compare IE Details
- Collaborate IE

2. How to View Manufacturing Sectors

3. How to View Services Sectors

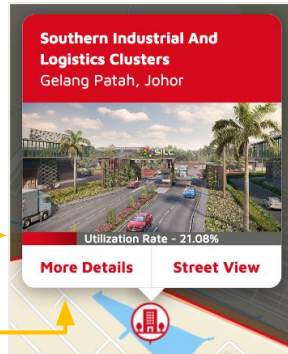
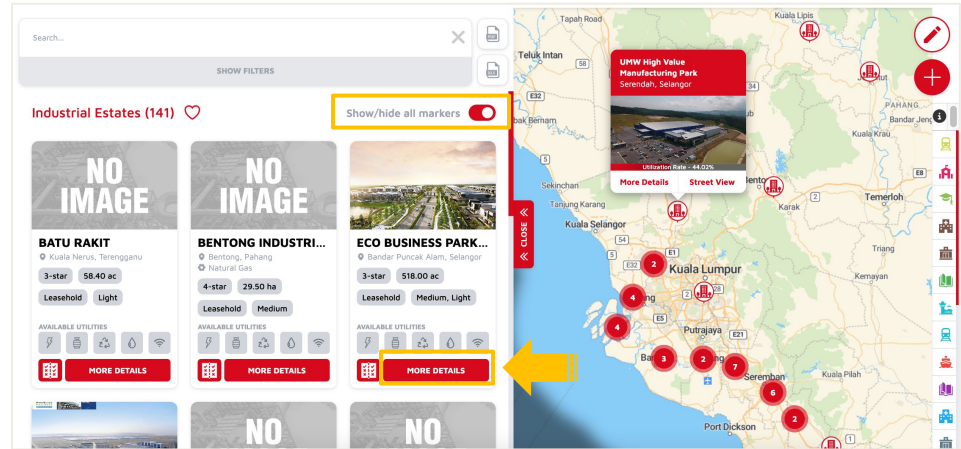
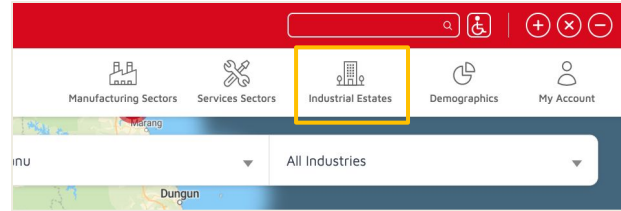
4. How to Use Map Tools

5. How to View Point of Interest

How to View Industrial Estates

View IE Details

1. Go to top navigation bar
2. Click **Industrial Estates** and list of industrial estates will appear with markers on the map
3. If marker does not appear on the map, click toggle "Show/ Hide all markers"
4. To view details, you can click **More Details** button on the listing or marker



Utilization rate percentage

To view area in street view

To view IE details

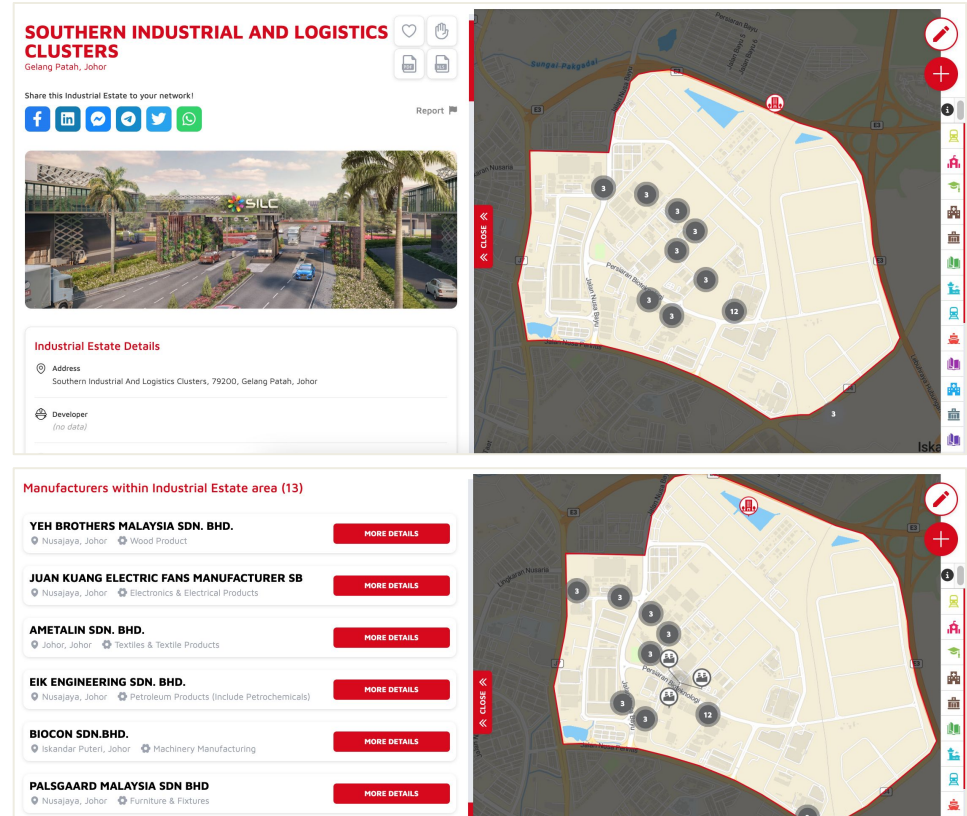
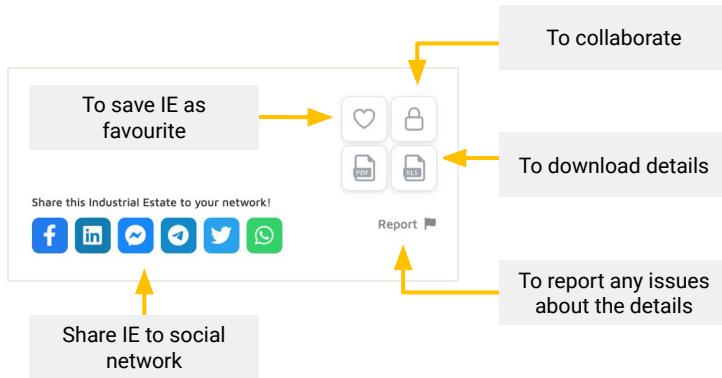
How to View Industrial Estates

View IE Details

5. Once clicked, details will appear on the left

* Scroll down to view more information available.

* If the industrial estate area has manufacturing/services sector, it will be listed in the details and markers appear on the map.



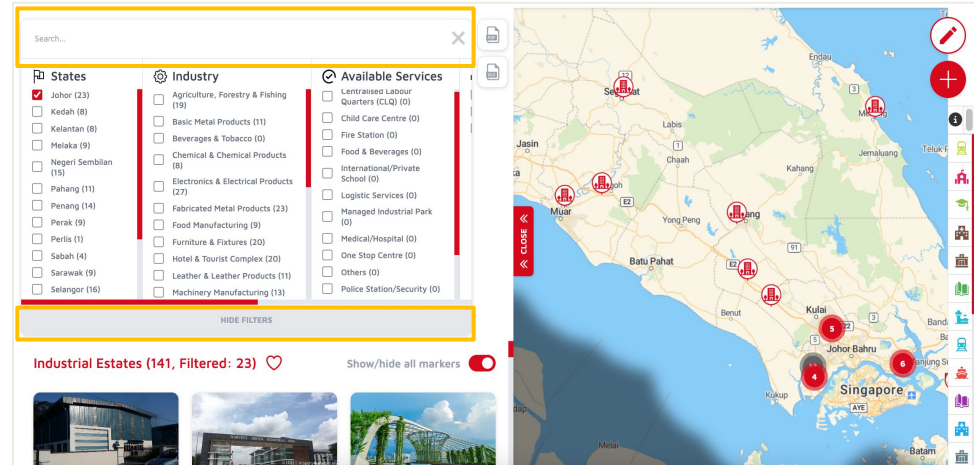
How to View Industrial Estates

Search/ Filter IE

1. Go back to industrial estate listing
2. To search industrial estate, go to search bar and search by industrial estate name
3. To filter industrial estates, click **Show Filters** button to view filter options

* List of industrial estates and markers will appear based on your search/ filter.

* Filter will apply automatically once you checked/ unchecked the checkbox.



Search...

States

- Johor (23)
- Kedah (8)
- Kelantan (8)
- Melaka (9)
- Negeri Sembilan (15)
- Pahang (11)
- Penang (14)
- Perak (9)
- Perlis (1)
- Sabah (4)
- Sarawak (9)
- Selangor (16)



Industry


- Agriculture, Forestry & Fishing (19)
- Basic Metal Products (11)
- Beverages & Tobacco (0)
- Chemical & Chemical Products (8)
- Electronics & Electrical Products (27)
- Fabricated Metal Products (23)
- Food Manufacturing (9)
- Furniture & Fixtures (20)
- Hotel & Tourist Complex (20)
- Leather & Leather Products (11)
- Machinery Manufacturing (13)

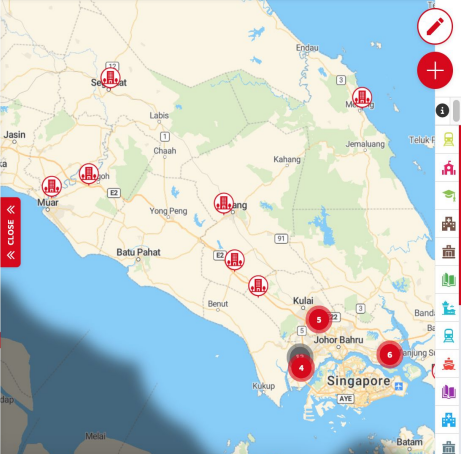
Available Services

- Centrased Labour Quarters (CLQ) (0)
- Child Care Centre (0)
- Fire Station (0)
- Food & Beverages (0)
- International/Private School (0)
- Logistic Services (0)
- Managed Industrial Park (0)
- Medical/Hospital (0)
- One Stop Centre (0)
- Others (0)
- Police Station/Security (0)

HIDE FILTERS

Industrial Estates (141, Filtered: 23)  Show/hide all markers 





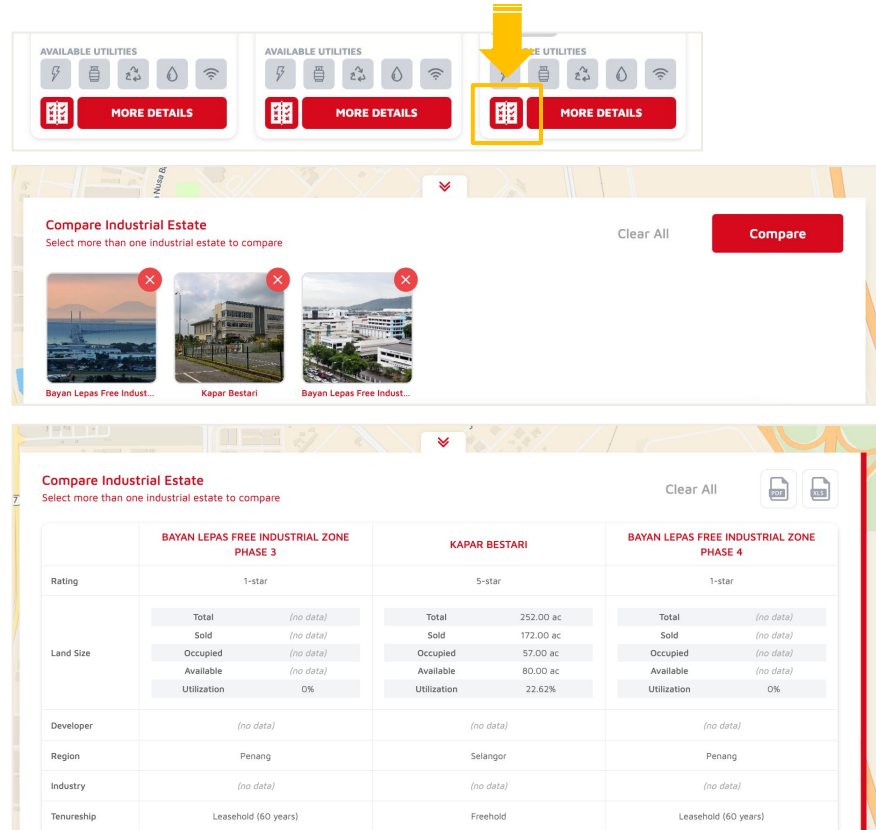
How to View Industrial Estates

Compare IE Details

1. Go back to industrial estate listing
2. To compare, select industrial estate that you want to compare by clicking compare button on the listing
3. Close the listing page to view selected industrial estate
4. Click **Compare** button to compare

* Comparison table will appear based on your selected industrial estate.

5. Click Clear All to remove the comparison table





Compare Industrial Estate
Select more than one industrial estate to compare

Clear All **Compare**

Bayan Lepas Free Indust...
Kapar Bestari
Bayan Lepas Free Indust...

Compare Industrial Estate
Select more than one industrial estate to compare

Clear All  

	BAYAN LEPAS FREE INDUSTRIAL ZONE PHASE 3	KAPAR BESTARI	BAYAN LEPAS FREE INDUSTRIAL ZONE PHASE 4
Rating	1-star	5-star	1-star
Land Size	Total <i>(no data)</i>	Total 252.00 ac	Total <i>(no data)</i>
	Sold <i>(no data)</i>	Sold 172.00 ac	Sold <i>(no data)</i>
	Occupied <i>(no data)</i>	Occupied 57.00 ac	Occupied <i>(no data)</i>
	Available <i>(no data)</i>	Available 80.00 ac	Available <i>(no data)</i>
	Utilization 0%	Utilization 22.62%	Utilization 0%
Developer	<i>(no data)</i>	<i>(no data)</i>	<i>(no data)</i>
Region	Penang	Selangor	Penang
Industry	<i>(no data)</i>	<i>(no data)</i>	<i>(no data)</i>
Tenureship	Leasehold (60 years)	Freehold	Leasehold (60 years)

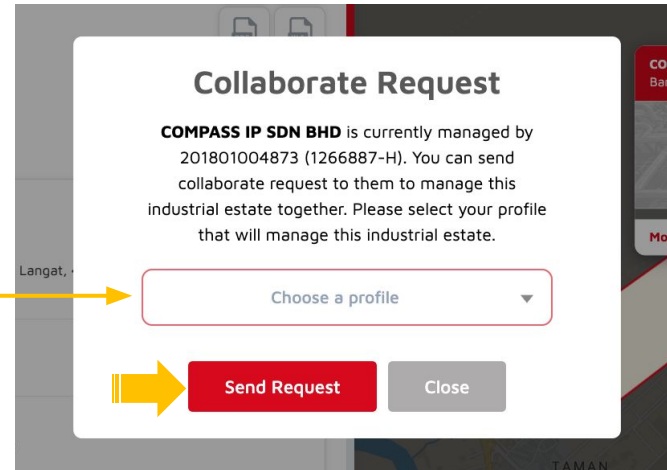
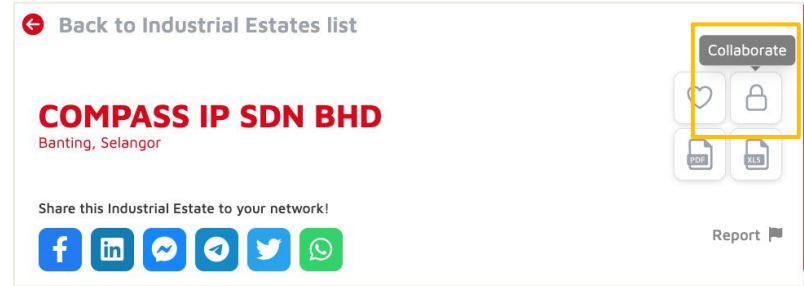
How to View Industrial Estates

Collaborate IE

1. Go to industrial estate that you want to collaborate and click **More Details** button.
2. Click **Collaborate** button.
3. Select a profile you want to collaborate with.
4. Click **Send Request** button.

* System will notified the profile owner and system administrator will verify your request.

* Once verified, the industrial estate will appear in your "My Property" list.



To select a profile

GIS Map (Portal)

1. How to View Industrial Estates

2. How to View Manufacturing Sectors

- View Details
- Search/ Filter
- Claim Manufacturer

3. How to View Services Sectors

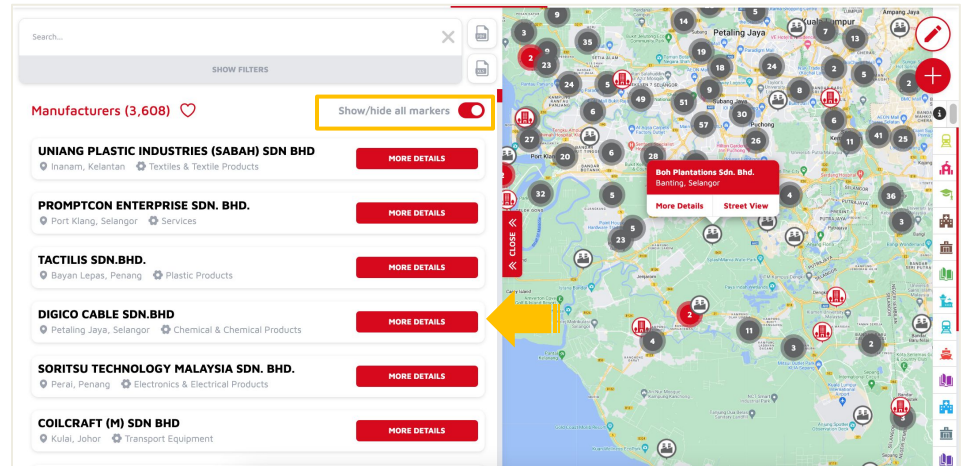
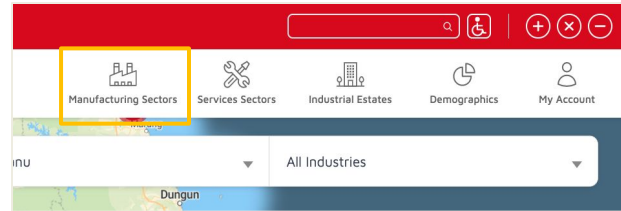
4. How to Use Map Tools

5. How to View Point of Interest

How to View Manufacturing Sectors

View Details

1. Go to top navigation bar
2. Click **Manufacturing Sectors** and list of manufacturer will appear with markers on the map
3. If marker does not appear on the map, click toggle "Show/ Hide all markers"
4. To view details, you can click **More Details** button on the listing or marker



To view area in street view

To view details

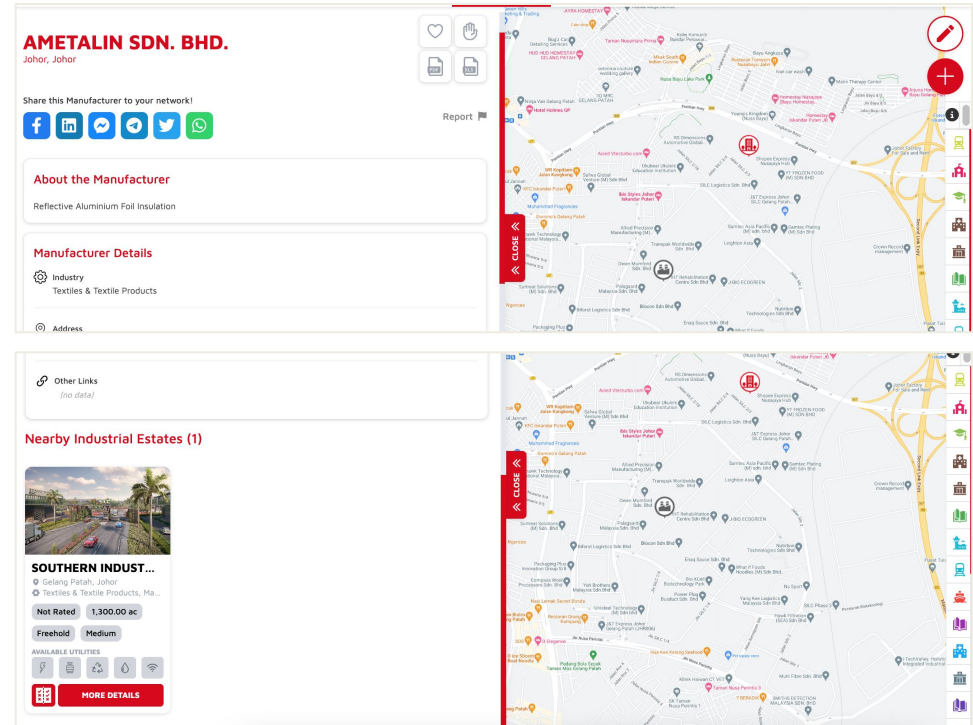
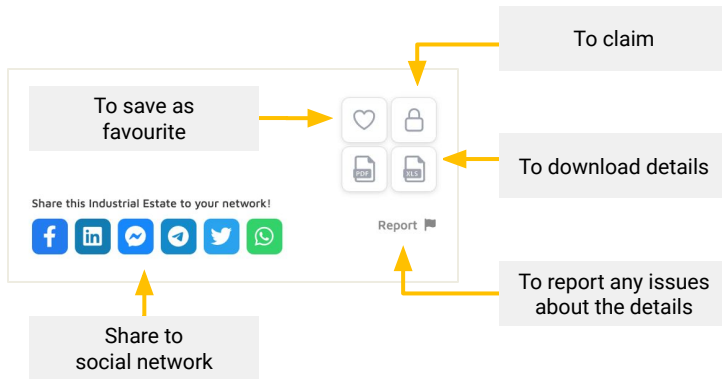
How to View Manufacturing Sectors

View Details

5. Once clicked, details will appear on the left

* Scroll down to view more information available.

* If the manufacturing sector has industrial estate nearby, it will be listed in the details and markers appear on the map.



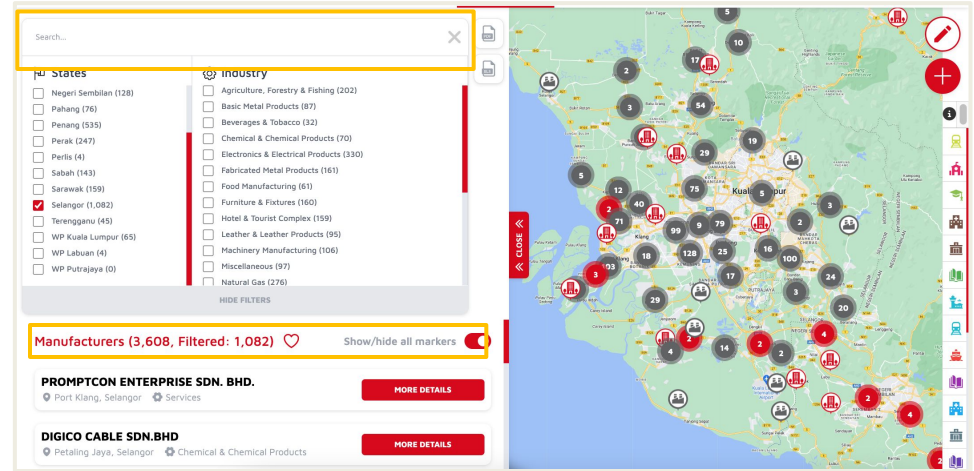
How to View Manufacturing Sectors

Search/ Filter

1. Go back to manufacturers listing
2. To search manufacturers, go to search bar and search by name
3. To filter manufacturers, click **Show Filters** button to view filter options

* List of manufacturing sector and markers will appear based on your search/ filter.

* Filter will apply automatically once you checked/ unchecked the checkbox.



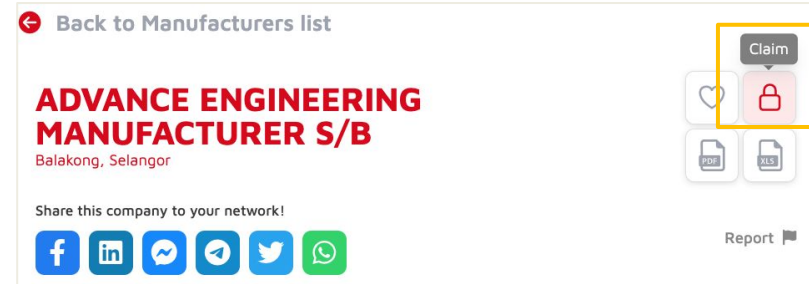
The screenshot displays the MIDA manufacturer listing interface. On the left, a search bar is visible. Below it, a filter panel is open, showing two columns: 'States' and 'Industry'. The 'States' column has a checkbox for 'Selangor (1,082)' which is checked. The 'Industry' column has a checkbox for 'Agriculture, Forestry & Fishing (202)' which is checked. Below the filter panel, a summary bar shows 'Manufacturers (3,608, Filtered: 1,082)' and a 'Show/hide all markers' toggle. Below this, two manufacturer entries are listed: 'PROMPTCON ENTERPRISE SDN. BHD.' located in Port Klang, Selangor, Services, and 'DIGICO CABLE SDN.BHD.' located in Petaling Jaya, Selangor, Chemical & Chemical Products. Each entry has a 'MORE DETAILS' button. On the right, a map of Malaysia is shown with numerous red circular markers indicating the locations of manufacturers. The markers are numbered, and some are highlighted with red circles. The map includes a 'CLOSE' button and a 'Show/hide all markers' toggle.

How to View Manufacturing Sectors

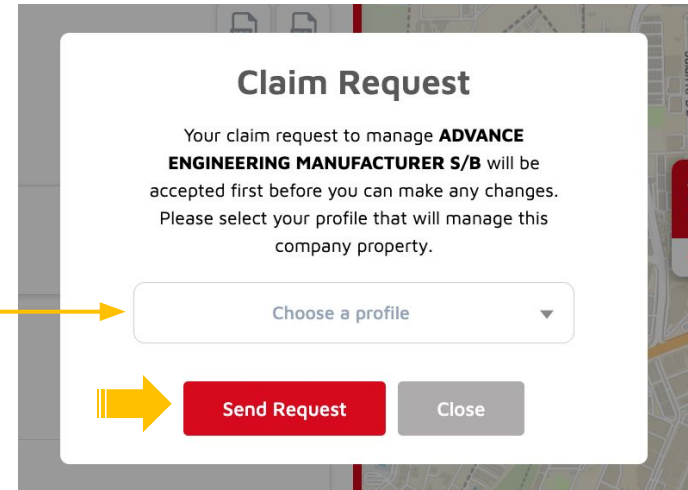
Claim Manufacturer

1. Go to manufacturer that you want to claim and click **More Details** button.
2. Click **Claim** button.
3. Select a profile you want to claim.
4. Click **Send Request** button.

* System will notified the profile owner and system administrator will verify your request.



To select a profile



GIS Map (Portal)

1. How to View Industrial Estates

2. How to View Manufacturing Sector

3. How to View Services Sectors

- View Details
- Search/ Filter
- Claim Service Sector

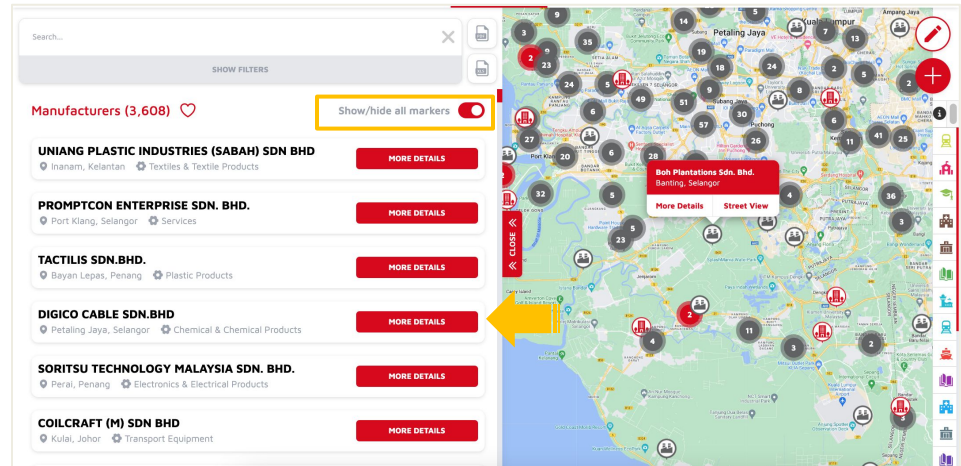
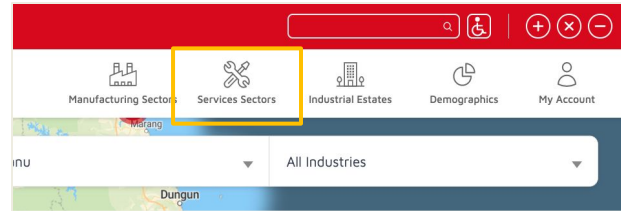
4. How to Use Map Tools

5. How to View Point of Interest

How to View Services Sectors

View Details

1. Go to top navigation bar
2. Click **Services Sectors** and list of services will appear with markers on the map
3. If marker does not appear on the map, click toggle "Show/ Hide all markers"
4. To view details, you can click **More Details** button on the listing or marker



To view area in street view

To view details

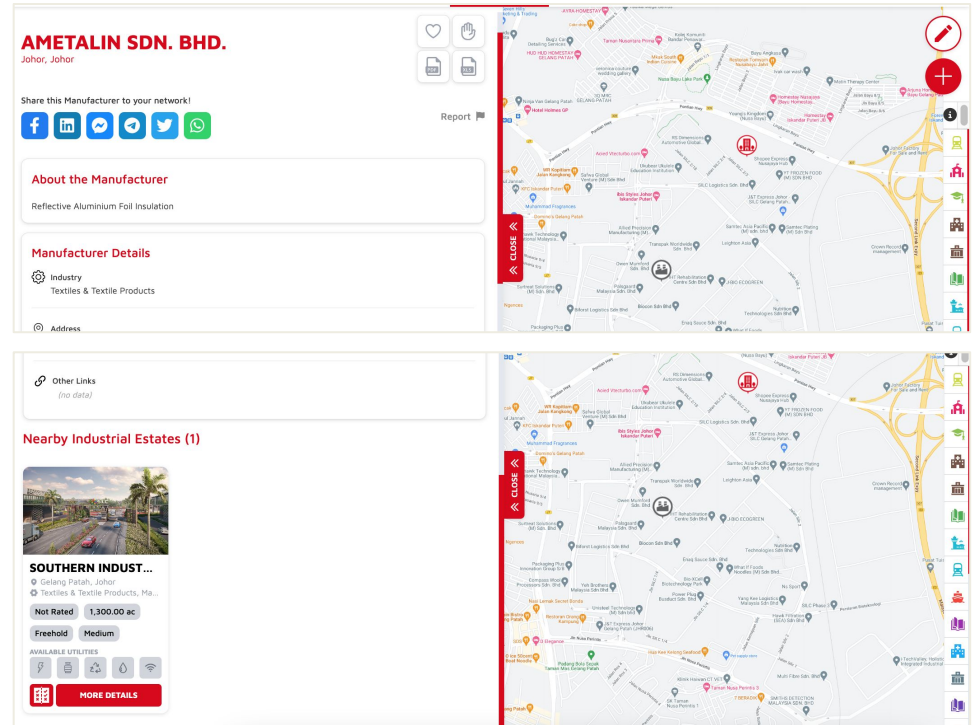
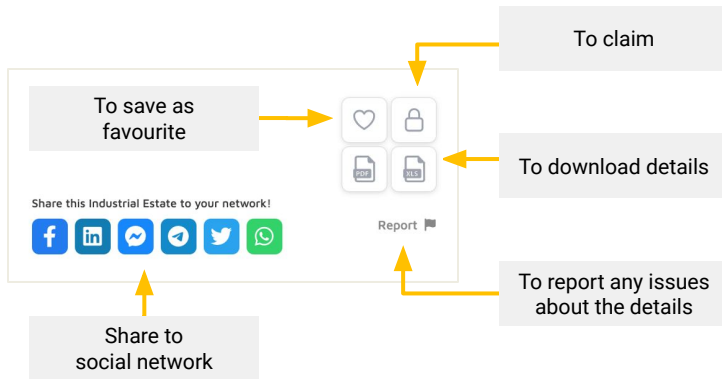
How to View Services Sectors

View Details

5. Once clicked, details will appear on the left

* Scroll down to view more information available.

* If the services sector has industrial estate nearby, it will be listed in the details and markers appear on the map.



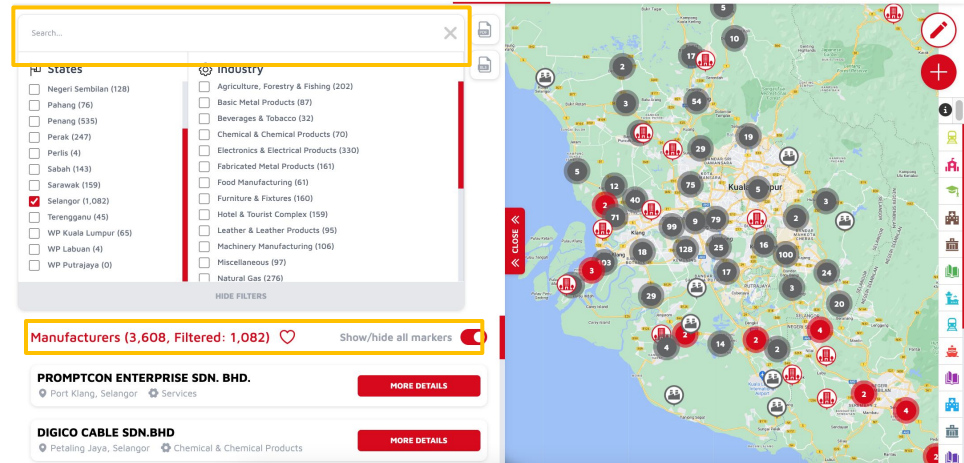
How to View Services Sectors

Search/ Filter

1. Go back to services listing
2. To search services, go to search bar and search by name
3. To filter services, click **Show Filters** button to view filter options

* List of services sector and markers will appear based on your search/ filter.

* Filter will apply automatically once you checked/ unchecked the checkbox.



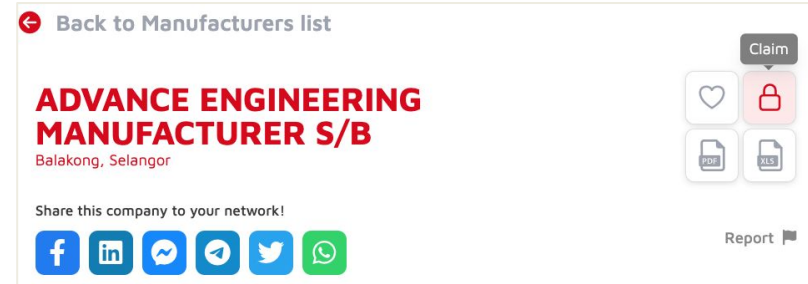
The screenshot displays the MIDA services listing interface. At the top, there is a search bar with the text "Search...". Below the search bar, there are two columns of filter options: "States" and "Industry". The "States" column includes checkboxes for various Malaysian states, with "Selangor (1,082)" selected. The "Industry" column includes checkboxes for various sectors, with "Agriculture, Forestry & Fishing (202)" selected. Below the filter options, there is a summary bar that reads "Manufacturers (3,608, Filtered: 1,082)" and a "Show/hide all markers" toggle. Below this, there are two entries in a list: "PROMPTCON ENTERPRISE SDN. BHD." located in Port Klang, Selangor, Services, and "DIGICO CABLE SDN.BHD" located in Petaling Jaya, Selangor, Chemical & Chemical Products. Each entry has a "MORE DETAILS" button. To the right of the list is a map of Malaysia with numerous red circular markers indicating the locations of the services. The markers are numbered and some have icons. The map also includes a "CLOSE" button and a "Show/hide all markers" toggle.

How to View Services Sectors

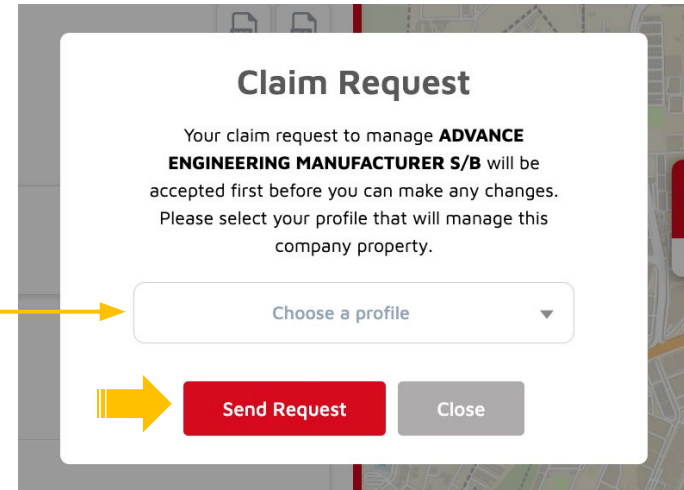
Claim Service Sector

1. Go to services that you want to claim and click **More Details** button.
2. Click **Claim** button.
3. Select a profile you want to claim.
4. Click **Request Access** button.

* System will notified the profile owner and system administrator will verify your request.



To select a profile





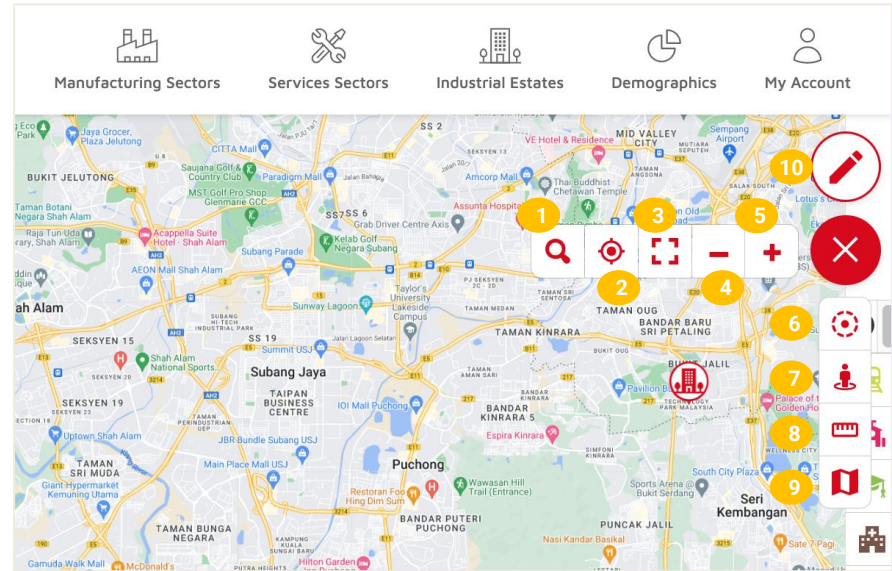
GIS Map (Portal)

1. How to View Industrial Estates
2. How to View Manufacturing Sector
3. How to View Services Sectors
4. How to Use Map Tools
5. How to View Point of Interest

How to Use Map Tools

Map Tools Description

1. On the right side, registered user will be able to view and use the map tools
2. Click on the plus icon to expand the available tools and close icon to close



1	To search location	6	To draw radius
2	Zoom to your current location	7	To view area in street view
3	To view map in full screen	8	To measure area
4	Zoom out	9	To change basemap style
5	Zoom in	10	To draw polygon area

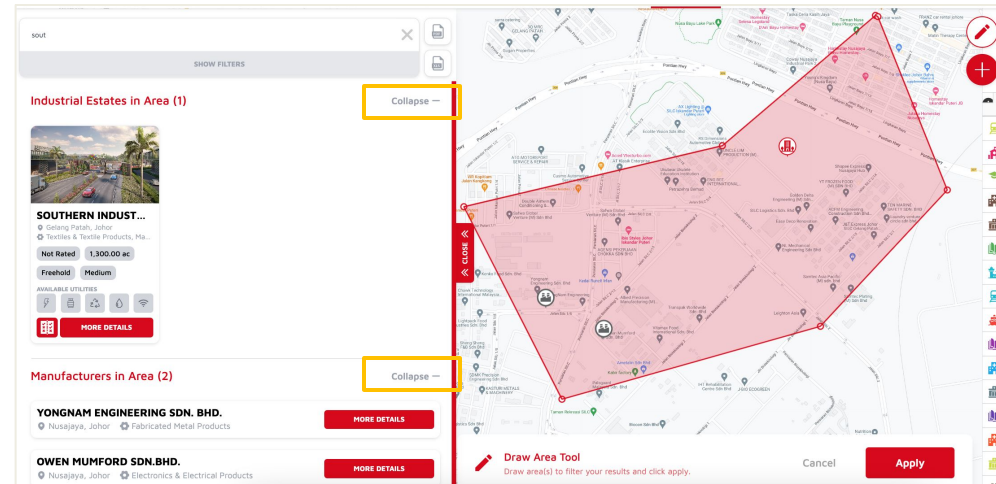
How to Use Map Tools

Draw Polygon Area Tool

1. To view available industrial estate & manufacturers/ services in certain area, click on the draw area tool
2. Click anywhere on the map to set your first point
3. Continue to click at another point
4. Once done, click **Apply** button

* All available properties in that area will be listed on the left side. Click Expand to view list and Collapse to close.

* Click **More Details** button to view details.



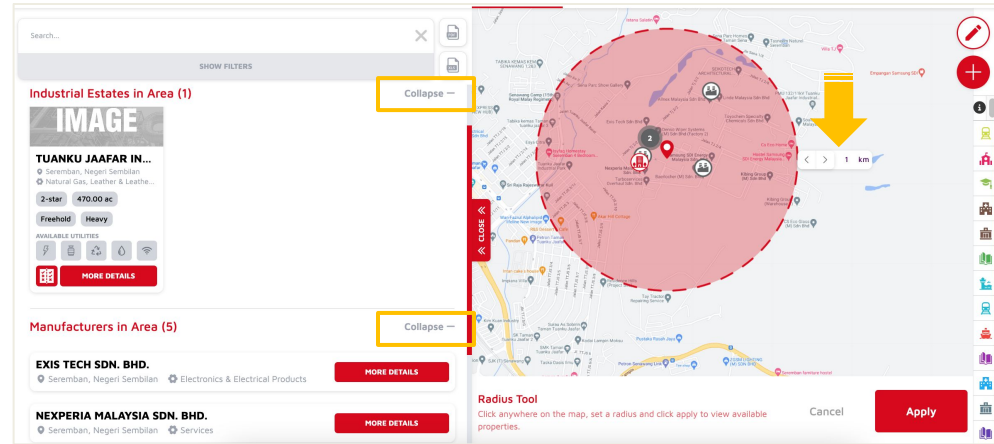
How to Use Map Tools

Radius Tool

1. To view available industrial estate & manufacturers/ services in certain radius, click on the radius tool
2. Click anywhere on the map
3. Adjust the radius distance (km)
4. Click **Apply** button

* All available properties in that area will be listed on the left side. Click Expand to view list and Collapse to close.

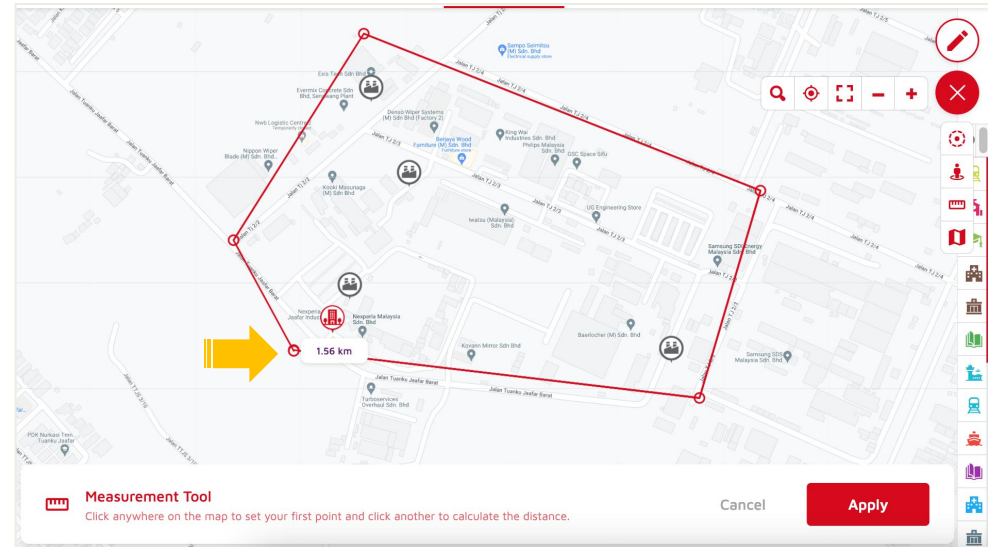
* Click **More Details** button to view details.



How to Use Map Tools

Measurement Tool

1. To measure area distance, click on the measurement tool
 2. Click anywhere on the map to set your first point
 3. Continue to click at another point
 4. Once done, click **Apply** button
- * Total distance (km) will be appear at your last point.





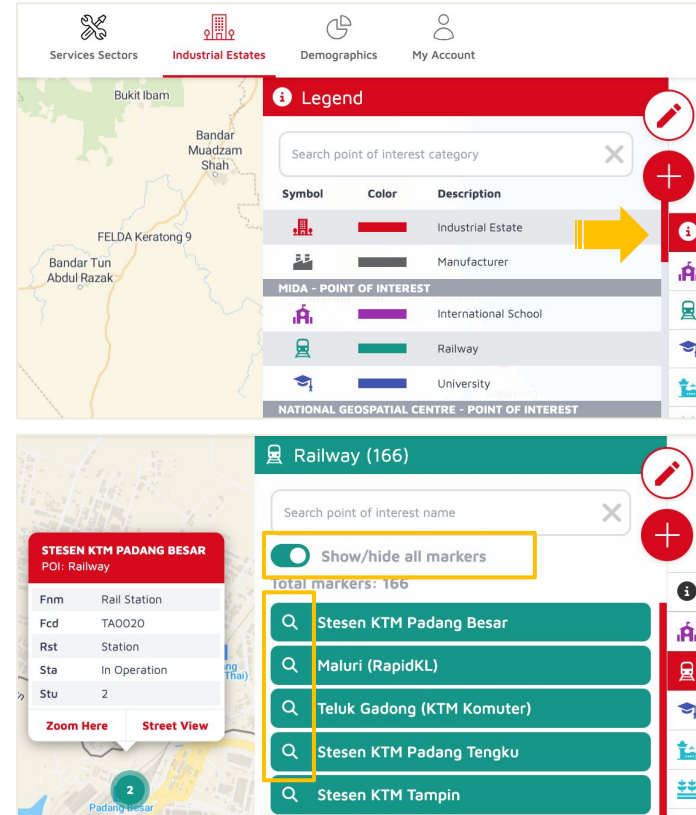
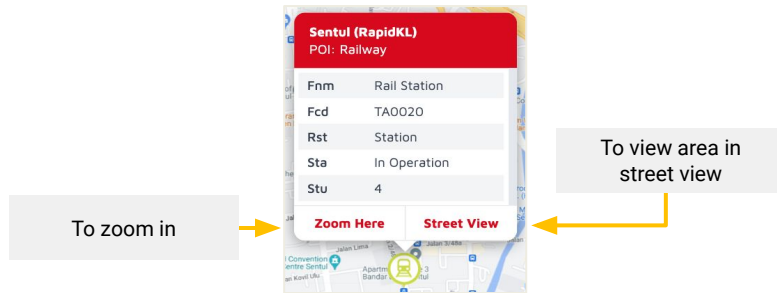
GIS Map (Portal)

1. How to View Industrial Estates
2. How to View Manufacturing Sector
3. How to View Services Sectors
4. How to Use Map Tools
5. How to View Point of Interest

How to View Point of Interest

POI Description

1. On the right side, registered user will be able to view and search any available POI
2. Click on the information icon to view symbol description
3. Click any POI symbol available on the right side
4. Then, click toggle “Show/ Hide all markers” and markers will appear on the map
5. If you want to view specific location, click on the search icon to view details
6. Use the search bar to search by name



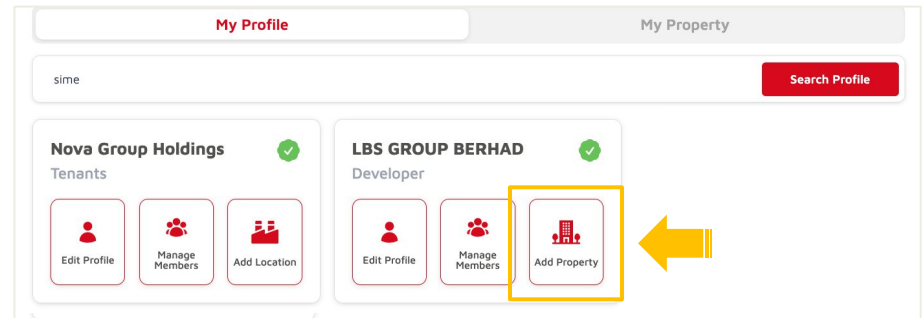
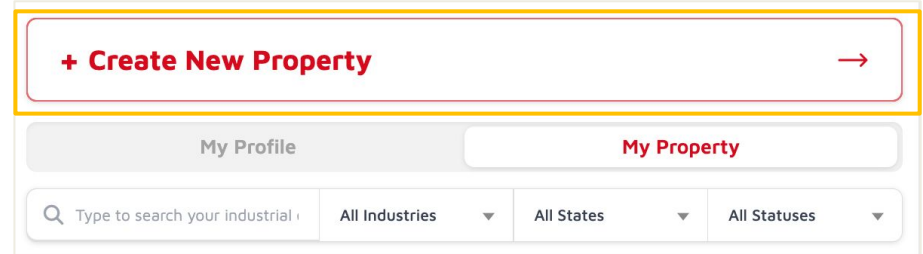
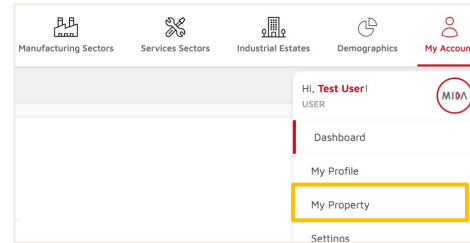
Industrial Estate (Portal)

- 1. How to Add New Industrial Estate**
- 2. How to View My Industrial Estate Listing**
- 3. How to Edit My Industrial Estate**

How to Add New Industrial Estate

1. Login to your account
2. Go to My Account and click My Property
3. Select which profile to create a new IE and click **OK** button
4. You can also add from your profile listing by clicking **Add Property** button

* Add New Property form only applicable for profile Developer/ REIT/ Local Authority/ IE Manager/ REA.



How to Add New Industrial Estate

5. First, type your industrial estate name

* If the name already exists in our records, it will appear in the dropdown.

6. Next, key in all required fields

7. Once completed, click **Submit** button

To plot your industrial estate area, you can use all the map tools available:

- | | | | |
|---|-------------------------------|---|---------------------------|
| 1 | To search location | 5 | To drag layer or marker |
| 2 | Zoom to your current location | 6 | To remove layer or marker |
| 3 | To draw marker | 7 | To rotate layer |
| 4 | To draw polygon layer | 8 | To draw polygon layer |

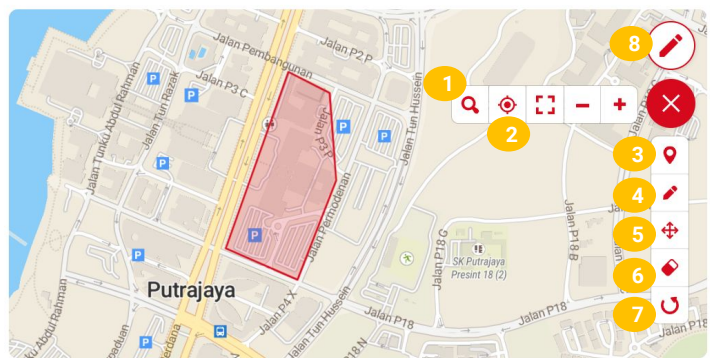
Add New Property

Industrial Estate Name *

Click to search or type a new one...

Searching...

Plot the Industrial Estate area boundary *



Longitude

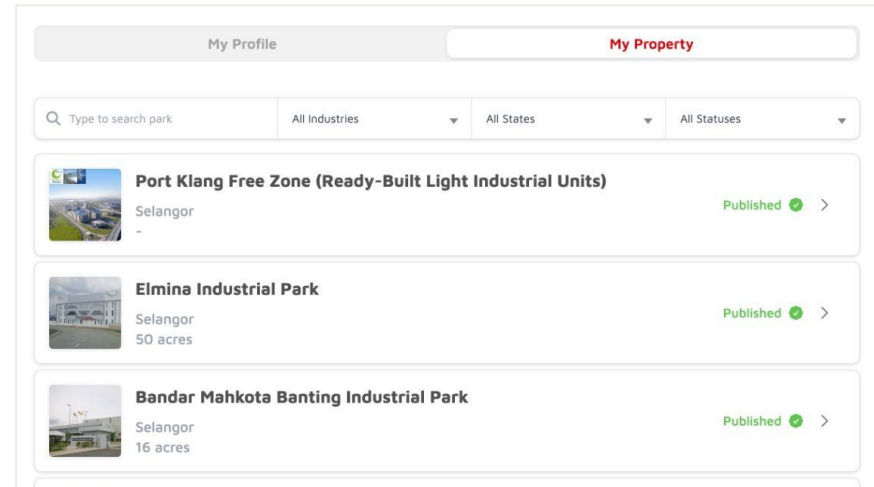
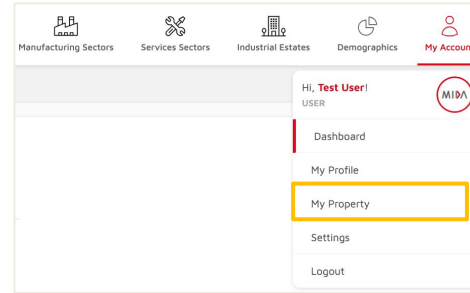
Latitude

How to Add New Industrial Estate

* Admin will verify your submission. To view current status, go to My Account and click My Property.

Status description:

Pending	Pending verification from admin
Approved	Approved but not yet been published
Returned	Has been returned. User able to re-submit for approval
Published	Has been published. User able to view your industrial estate in GIS map
Unpublished	Has been unpublished. User unable to view your industrial estate in GIS map





Industrial Estate (Portal)

1. How to Add New Industrial Estate

2. How to View My Industrial Estate Listing

3. How to Edit My Industrial Estate

How to View My Industrial Estate

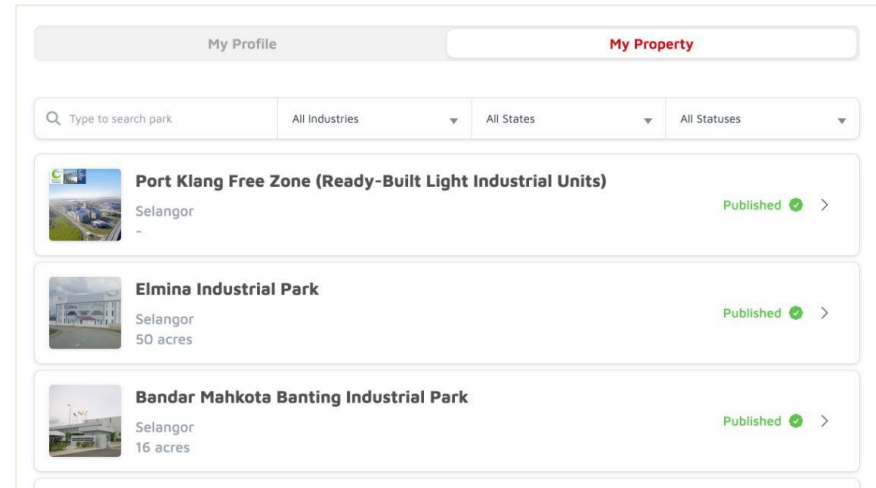
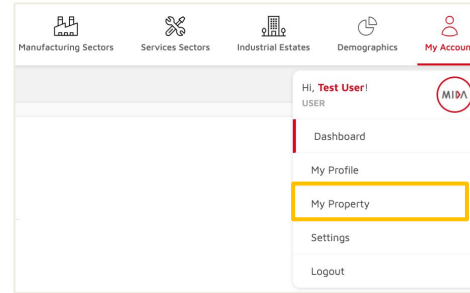
1. Login to your account
2. Go to My Account and click My Property

* List of industrial estate that you can manage will appear here.

3. Select industrial estate to view details

* To search, type keywords in the search bar

* To filter, click dropdown and filter by industry group, state and approval status.





Industrial Estate (Portal)

1. How to Add New Industrial Estate
2. How to View My Industrial Estate Listing
3. How to Edit My Industrial Estate

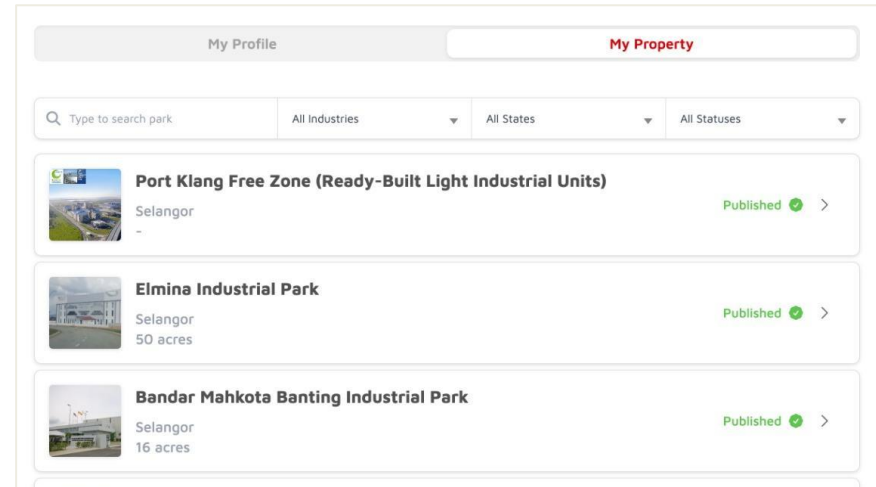
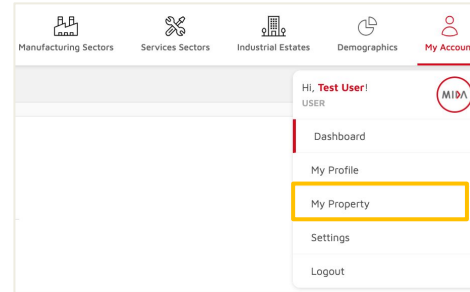
How to Edit My Industrial Estate

1. Login to your account
2. Go to My Account and click My Property

* List of industrial estate that you can manage will appear here.

3. Select industrial estate to edit
4. Next, you can edit the details
5. Click **Submit** button to request update approval

* Admin will verify your request. User will be able to see updated details once admin has approved your request. If rejected, details will remain unchanged.



Manufacturer/ Services (Portal)

1. How to Add New Location

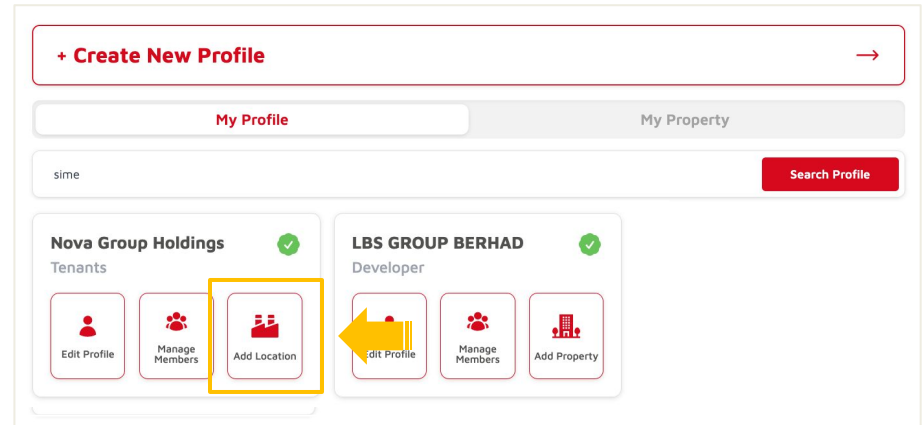
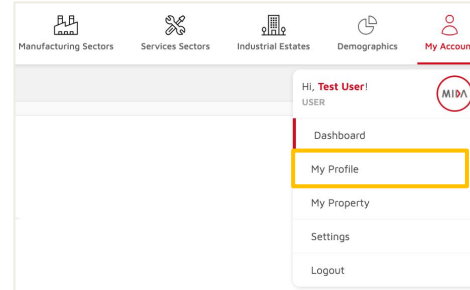
2. How to View My Manufacturer/ Services

3. How to Edit My Manufacturer/ Services

How to Add New Location for Manufacturing/ Services Sector

1. Login to your account
2. Go to My Account and click My Profile
3. Go to profile that you want to add new location for manufacturing/ services sector
4. Click **Add Location** button

* **Add New Location form only applicable for profile Tenant/ Supplier/ Vendor.**



How to Add New Location for Manufacturing/ Services Sector

5. Next, key in all required fields
6. Once completed, click **Submit** button

To pin your company location, you can use the map tools available:

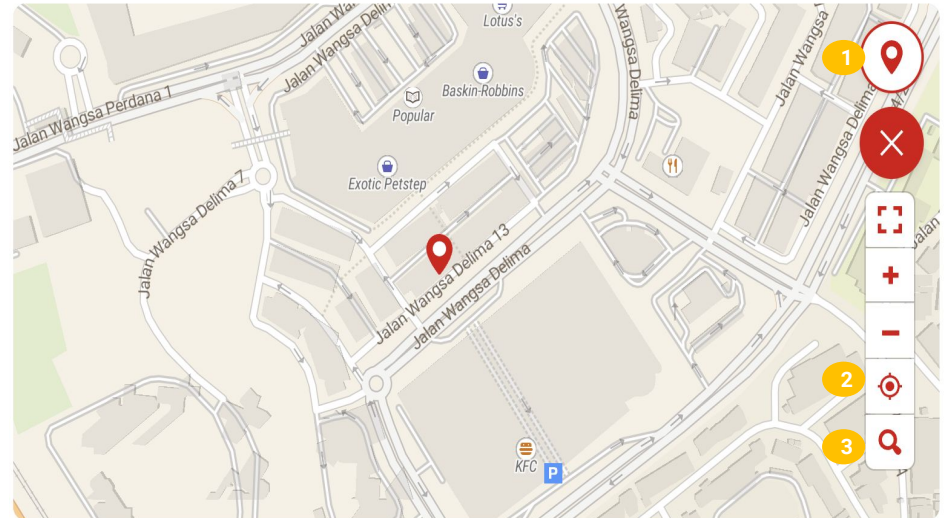
- 1 To draw marker
- 2 Zoom to your current location
- 3 To search location

Add Location

Property Name *

MELASTIC SDN BHD

Mark the property location *

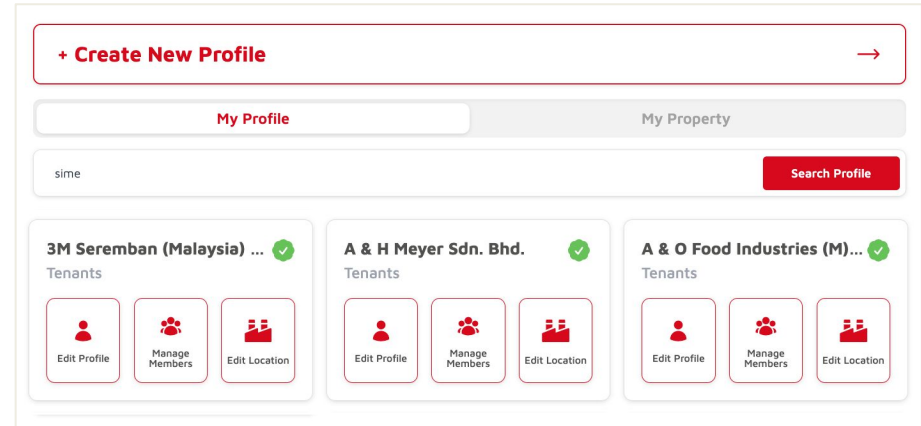
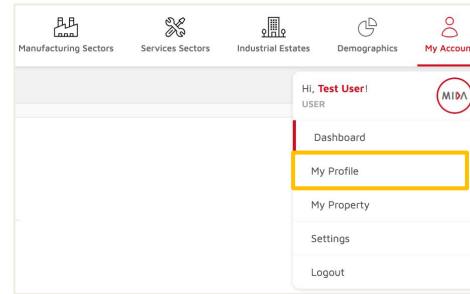


How to Add New Location for Manufacturing/ Services Sector

* Admin will verify your submission. To view current status, go to My Account and click My Profile.

Status description:

Pending	Pending verification from admin
Approved	Approved but not yet been published
Returned	Has been returned. User able to re-submit for approval
Published	Has been published. User able to view your company location in GIS map
Unpublished	Has been unpublished. User unable to view your company location in GIS map





Manufacturer/ Services (Portal)

1. How to Add New Location

2. How to View My Manufacturer/ Services

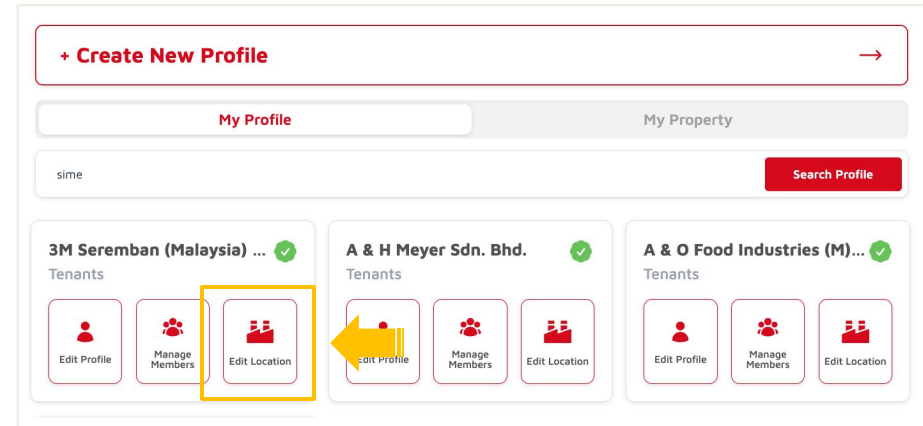
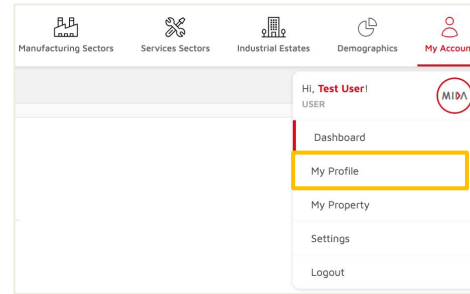
3. How to Edit My Manufacturer/ Services

How to View My Manufacturing/ Services Sector Listing

1. Login to your account
2. Go to My Account and click My Profile

* List of manufacturer/ services company that you can manage will appear here.

3. Go to manufacturer/ services you'd like to view and click **Edit Location** button to view details





Manufacturer/ Services (Portal)

1. How to Add New Location

2. How to View My Manufacturer/ Services

3. How to Edit My Manufacturer/ Services

How to Edit My Manufacturing/ Services Sector

1. Login to your account
2. Go to My Account and click My Profile

* List of manufacturer/ services company that you can manage will appear here.

3. Go to manufacturer/ services you'd like to edit and click **Edit Location** button
4. Next, you can edit the details
5. Click **Submit** button to request update approval

* Admin will verify your request. User will be able to see updated details once admin has approved your request. If rejected, details will remain unchanged.

