AFPM

Academy Information Management System (AIMS) Manual

For New AFPM Members

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SECTION 1: INTRODUCTION

1. Objective

The main objective of this manual is to guide users on how to apply membership online; and for admins to navigate within AIMS accordingly.

2. Scope

This document contains guides for applicants and admins

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SECTION 2: MODULE LIST

No	Modul
1.	Applicant – Required Documents to be Uploaded
2.	Applicant – Registration

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SECTION 3: MANUAL DESCRIPTION

1. **Applicant – Required Documents to be Uploaded**

AFPM Membership

Please prepare soft copy of documents below before registering:

- **Photograph – Passport Size Copy**
- **One Copy of NRIC (for Malaysian) Relevant Pages of Passport (for non – Malaysian)**
- **Copy of Current Annual Practicing Certificate (APC)**
- **Copy of Full Registration Certificate from Malaysian Medical Council or the respective Medical Board or Council (for foreigners)**
- **Copy of Graduation Certificate**
- **Interbank Banking / Direct Bank in Cash of RM 400.00) (All Membership Application after 1st July, the fee is RM 500.00) AM BANK: 001-201-010181-2 (ACADEMY OF FAMILY PHYSICIANS OF MALAYSIA)**
- **Proof of payment – GCFM Processing fee of RM 500.00; AM BANK: 001-201-010182-0 (ACADEMY OF FAMILY PHYSICIANS OF MALAYSIA)**
- **All the Above Documents Need to be Certified True Copy (CTC)**

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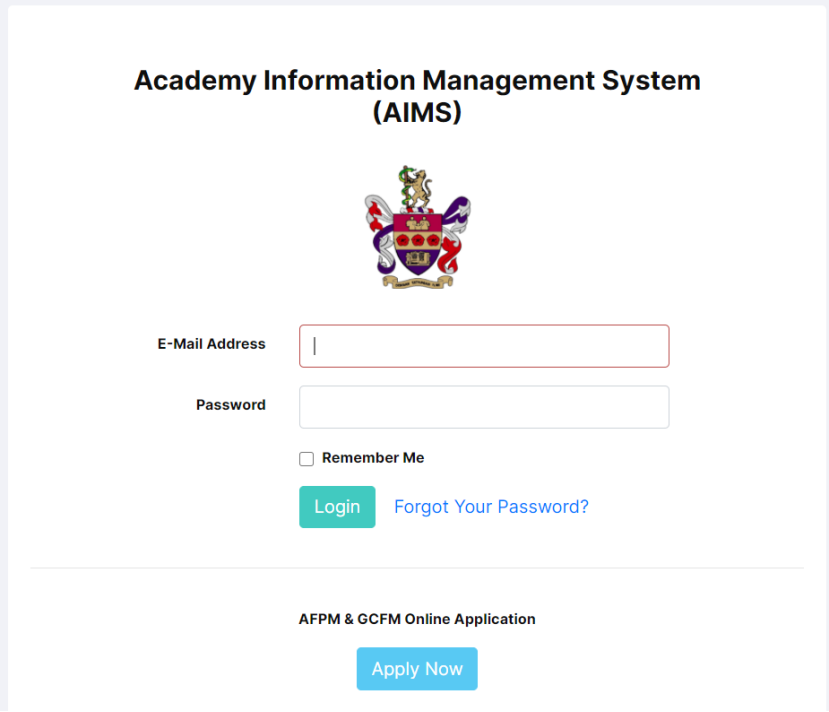
2. Applicant - Registration

No	Action	Diagram
1.	• Visit http://aims.afpm.org.my/ for AFPM membership application • Click (Apply Now) at the bottom of the page	

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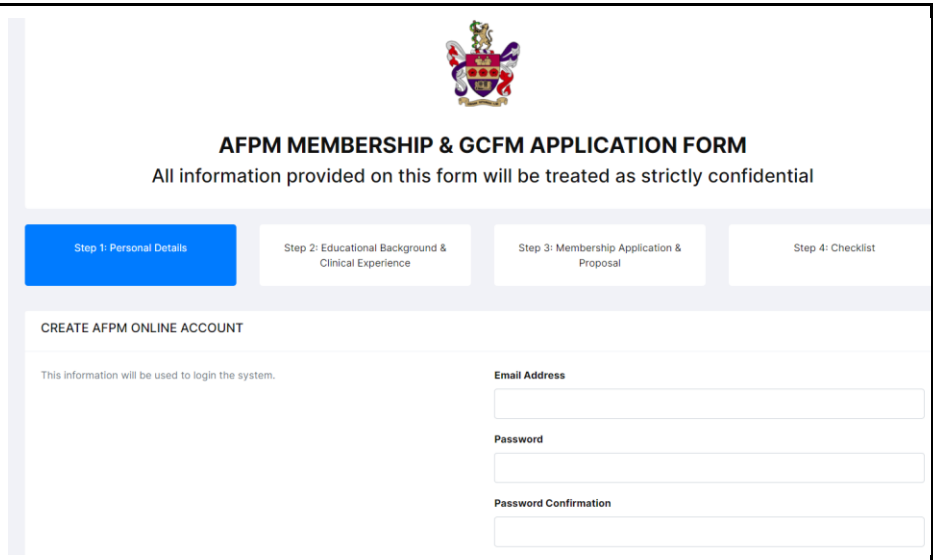
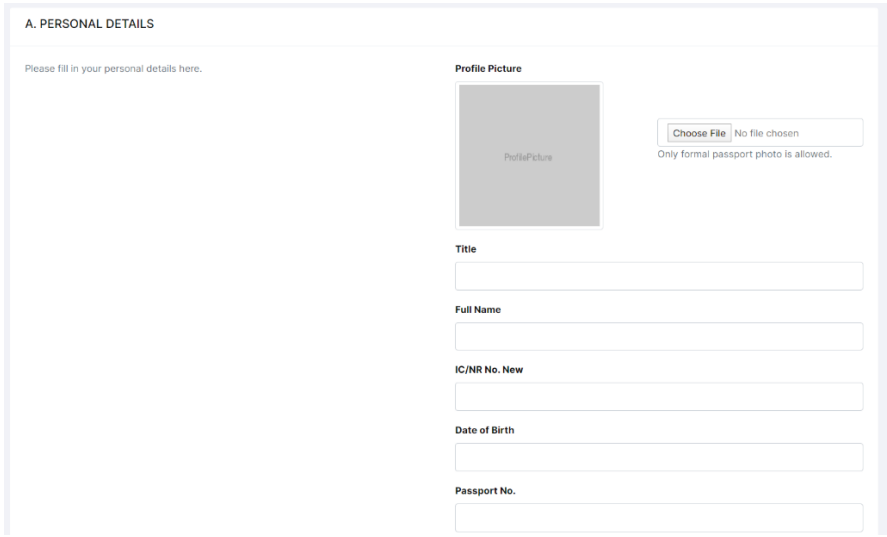
2.	• Create your AFPM online account by filling up the fields required	
3.	• Enter all your personal details to complete the online registration • Click “Next” to create your account and proceed to Step-2	

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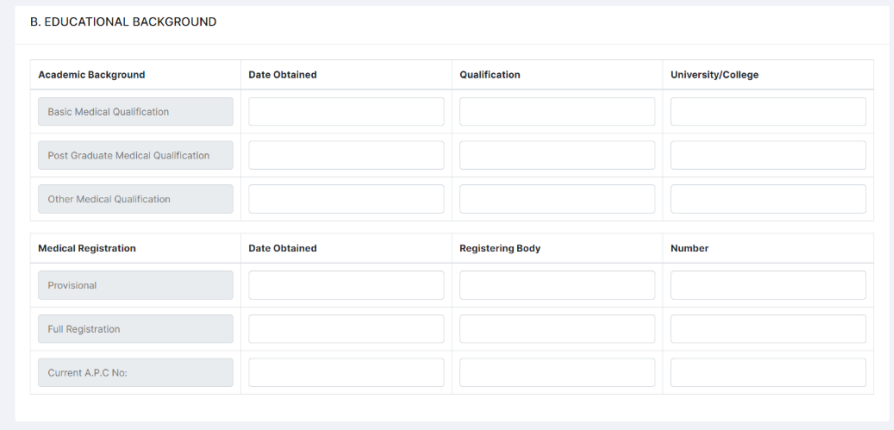
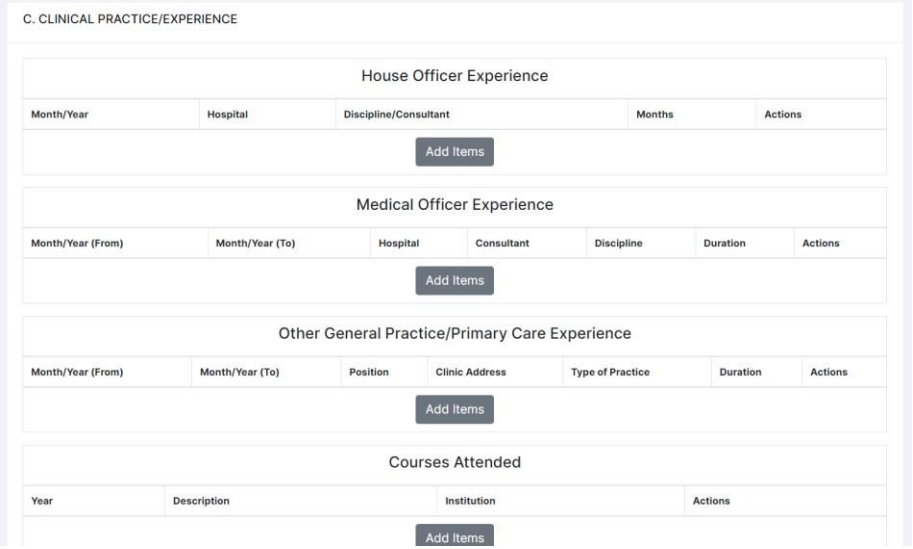
4.	• Starting from Step-2 onwards; if you get disconnected, you may just log in back using your email and password you just entered in Step-1 • Fill in the fields for “B. EDUCATION BACKGROUND”	
5.	• Fill in the fields for “C. CLINICAL PRACTICE/EXPERIENCE”	

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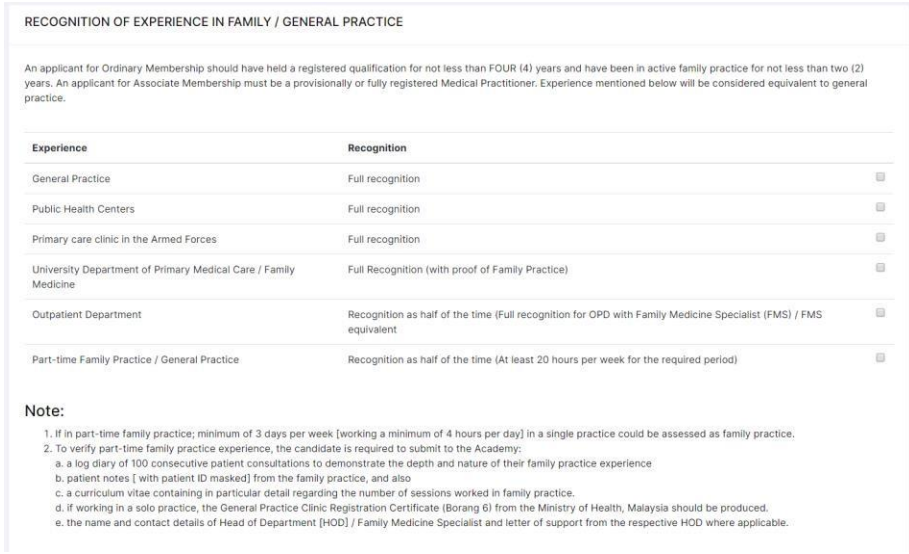
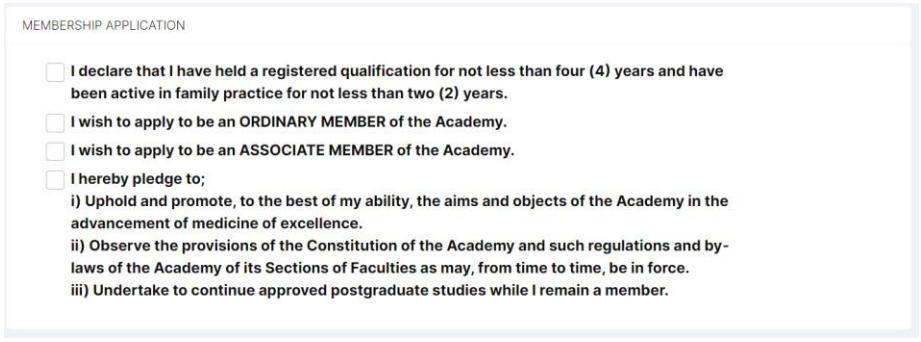
6.	• Check the boxes if applicable under **"RECOGNITION OF EXPERIENCE IN FAMILY/GENERAL PRACTICE"** • Click **"Next"** to proceed to Step-3	
7.	• Check the required boxes	

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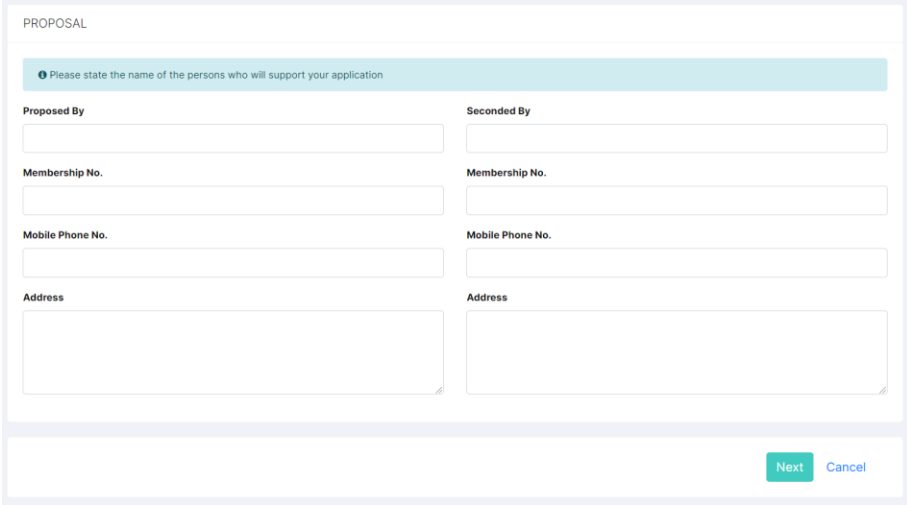
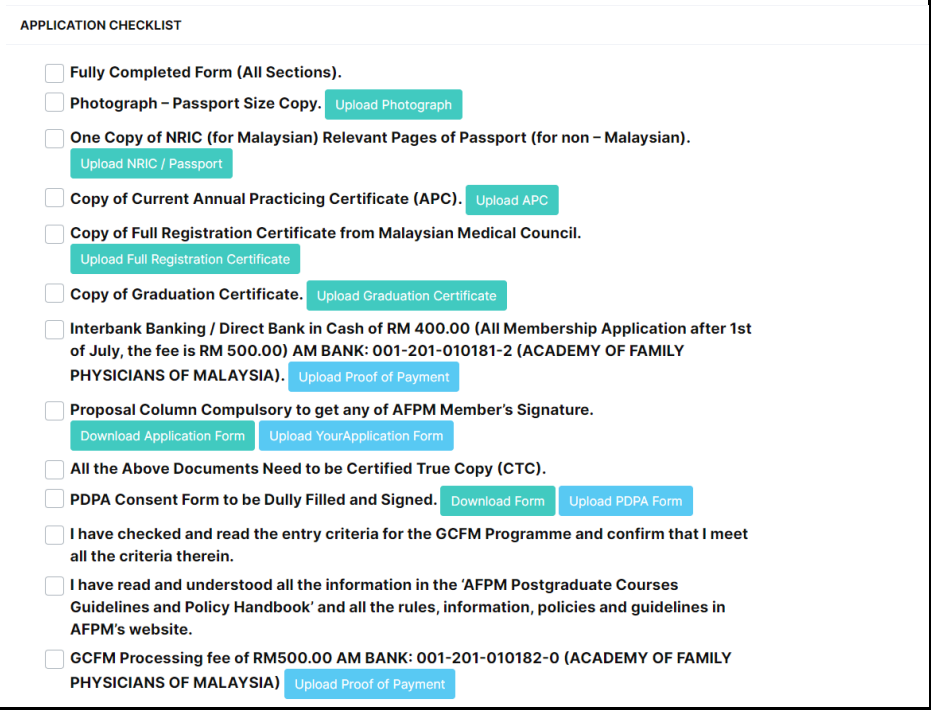
8.	• Fill in the proposal fields • Click **"Next"** to proceed to Step-4	
9.	• Make sure to check all of the boxes before hitting the next button • Download your application form and PDPA form to be signed • Log back in again and upload the signed documents (Photo or PDF Format) • Upload relevant documents • **Membership Fee & GCFM processing Fee are two different account numbers – Make sure to upload your proof of payment once only. If logged out, just tick the box without re-uploading** • Click to **"Apply"** button to submit your application	

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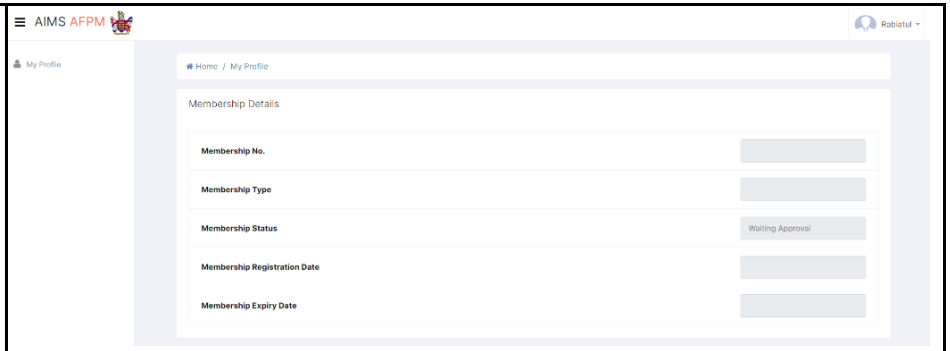
10.	• Enter the email and password you registered • Now you can see you profile containing your membership details and personal details. • You may update and edit your personal details anytime • Membership status changes upon approval and notification via email will be sent to the approved members