

1. Browse Web Portal: <http://www.fashion-asia.com>
2. Sign up as user: *(you need to sign up as USER to activate your account and one company is only allow to sign up a maximum three users)*
 - At sign up screen, exporter can sign up an user by giving the required information (those with asterisk "*" are required fields which must be completed)
 - After completion of all fields, exporter must click at the checkbox to certify that all information provided is true and correct and to authorize MTMA to verify them
 - Exporter will then submit the application by clicking the sign-up button for approval by MTMA
 - Once the application is submitted, exporter will received a confirmation of registration from MTMA
 - MTMA will check and approve/reject application and notify exporters by email. Once application is approved, exporter can logon at the MTMA webpage/portal using their username and password. **PLEASE REMEMBER TO KEEP YOUR PASSWORD CONFIDENTIAL**
 - After the exporter has logon, the exporter will be able to apply the permit for CO endorsement online and also view those permit(s)'s status they had applied earlier, if any.
3. Apply Permit Procedures
 - Click the "Apply Permit" bar to go the Permit Signup page
 - Exporter need to complete all the required fields in the Permit Signup page and click signup button to continue to the next Permit Signup page containing the Goods information
 - After completing the Goods Information screen and if there are more goods to include click the "Add" button to return to the Goods Information screen. If there are no goods to add, USER would still have to click ADD Goods and wait for the screen to upload and then click submit
 - At the bottom of the Permit Signup page screen, exporter will have two more buttons named "Submit" and "Cancel". If exporter click "Summit", the system will submit application to MTMA. If "Cancel" is click, the system will return to previous screen, which is the sign up screen
4. View Status of Permit
 - Exporter can see a list of permit which has been applied previously. This can be done by clicking into "My Permit" in the Permit Signup page. There will be a status on the permit whether it is pending, rejected or approved
 - The list will be in descending order by the permit application date
 - Exporter will be able to print permit only after application is approved and to print on the Certificate of Origin pre-formatted form
5. Notification of Permit Application
 - MTMA will be notified immediately by email the application once the exporter submits the application online. MTMA will then be able to approve or reject the application
6. Approval or Rejection of Permit Application
 - Approval / Rejection of Permit Application will be notified to exporter by email
7. Approval or Rejection of Permit Application
 - Approval / Rejection of Permit Application will be notified to exporter by email
8. View / Print Approved Permit
 - Exporter will be able to view and print from based on the list of permit. Printing will only be allowed only after the permit has been approved