FWCMS®
FOREIGN WORKERS CENTRALIZED MANAGEMENT SYSTEM
PROTECTING MIGRANTS, FOSTERING MALAYSIA

Procedure
HOW TO APPOINT APS
(BEFORE SUBMITTING WAU FORM)

1 Visit www.fwcms.com.my and click on **'Login / Register'**.

⊕ LOGIN/REGISTER˅

🧑 Employer > Login
🏥 Medical Centres > New Registration
🧑 Private Employment Agency > Activation

2 At the **Employer Login Page**, login using the main account credential.

Login

[🧑 _____]
[🔒 _____ 👁]

LOGIN

3 On the top right of the screen, click on **'Username'**. Then click on **'Manage APS'**

☑ View Profile
☑ Update Company Profile
☑ Select Billing Address
➡ ☑ Manage APS
☑ Change Password
➡ Logout

4 Key in & seKey in the the **APS Roc. No** and click **'Search'.** The list of APS names will appear in the Manage APS page.arch APS ROC no. Your APS company will appear in **manage APS page**.

Search Criteria

ROC No.
365260-A

Name
Name

Link Status
- Please Select -

Application No.
Application No.

Reset   Search

No.	ROC No.	Name	Application No.	License Type C Start Date	License Type C End Date	Link Status	Action
1	365260-A	A. P. CITRA UNGGUL SDN BHD	N/A	17/03/2023	01/04/2025	N/A	Appoint this APS
2	584304-M	A. P GLOBAL MASTERY	N/A	01/01/2023	31/12/2024	N/A	Appoint this APS
3	198158-H	A. P SAMPURNAM SDN. BHD	N/A	15/10/2022	14/10/2024	N/A	Appoint this APS

5 Confirm the APS details and click on **'Appoint this APS'** on which APS you wish to appoint.

6 **Prepare and upload the appointment letter.** Appointment letter template may be requested from enquiries@fwcms.com.my.

7 Select the **'Check Box'** and click **'Submit'**. You will receive the approval status within 48 hours.

8 And e-mail will be sent to the **APS registered e-mail** once the application has been approved. Employers may proceed to submit WAU Form using the APS details.
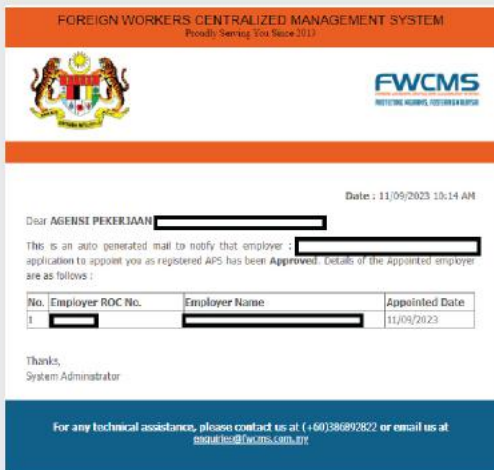
9 At the **Arrival Details** section, select the PIC. The selected PIC MUST be registered in the Immigration System.

Click **'Submit'** to submit the WAU Form. An approval email will be sent to the **employer's registered e-mail** for clearance process.

10 The **WAU Form Slip** details will be available in the **employer account**. Bring this WAU Form Slip to the airport for workers' clearance processes.