

# [User Guide]

[Updated on  
24-May-2024]

[e-Mobile Claim]

EMPLOYEE

[VERSION 2.0.1.0]

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# Login

12:15



**Company Code:** Please click here to enter your company code. Our support team will send you company code.

User **MUST** enter their company code when first time login to the ESS.



 FLEXI TEAM SYSTEM SDN BHD 2

**User ID:** Your employee number.

**Password:** which is same as e-Claim system password

Click on "**LOGIN**" button.

User ID

Password



[Forget Password ?](#)

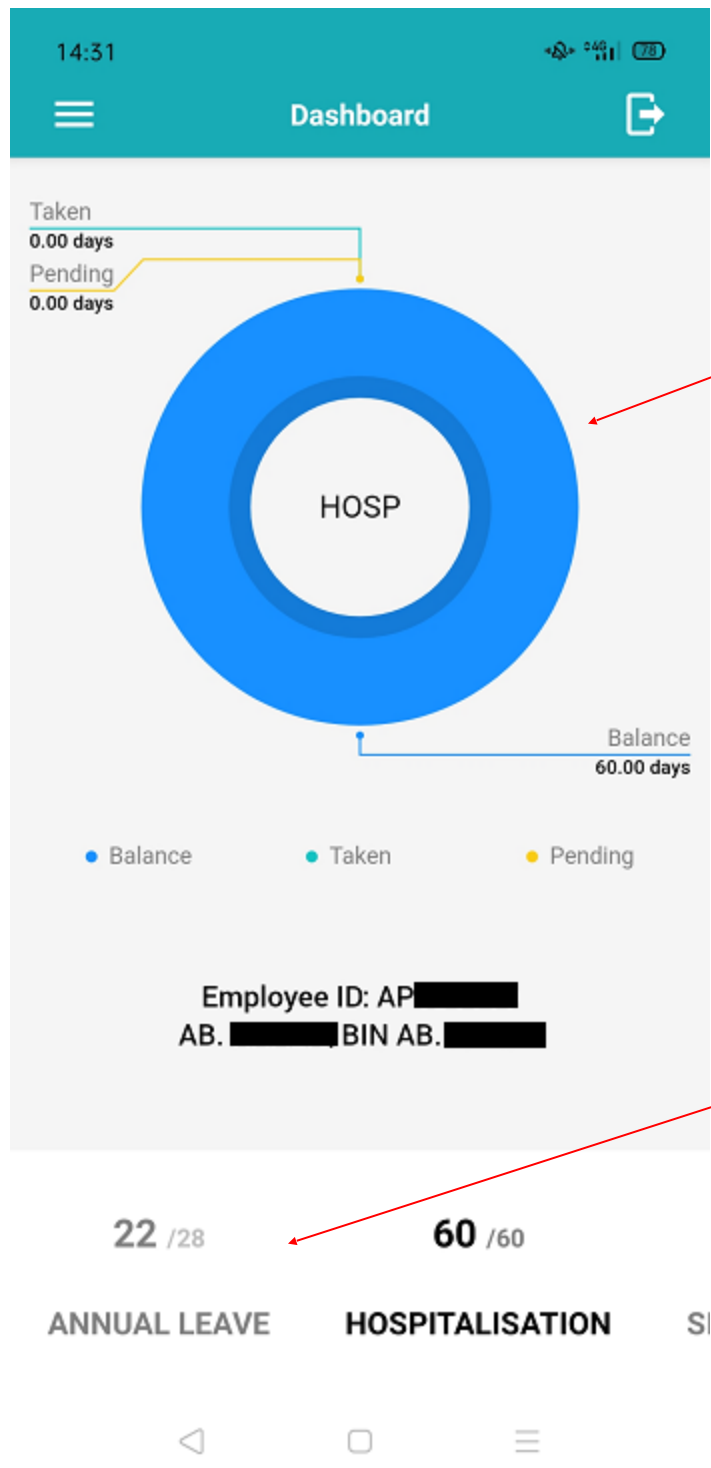
LOGIN IN

Version : 1.0.2  
Flexi Team Sdn Bhd



# Dashboard

When login successfully, employee will redirect to "Dashboard":



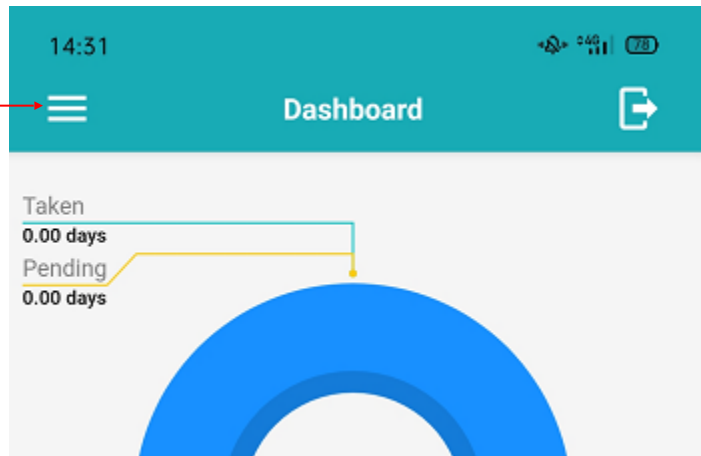
Pie chart will let you see Annual Leave, Hospitalization, and Sick Leave taken, pending and leave balance.

Click on "ANNUAL LEAVE" if you want to see annual leave taken, pending and balance.

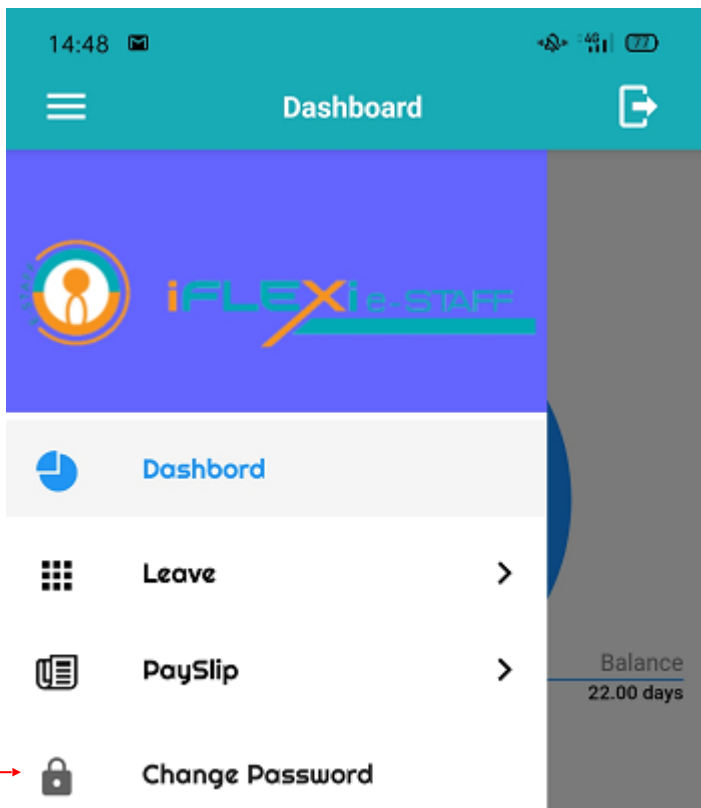
## Change Password

If user change password through their mobile phone, this new password will reflected in ESS system too.


**Step 1.** Click this menu.




**Step 2.** Click "Change Password"




**Step 3:** Enter your current password and new password.

*Current Password* 

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*New Password* 

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*Confirm New Password* 

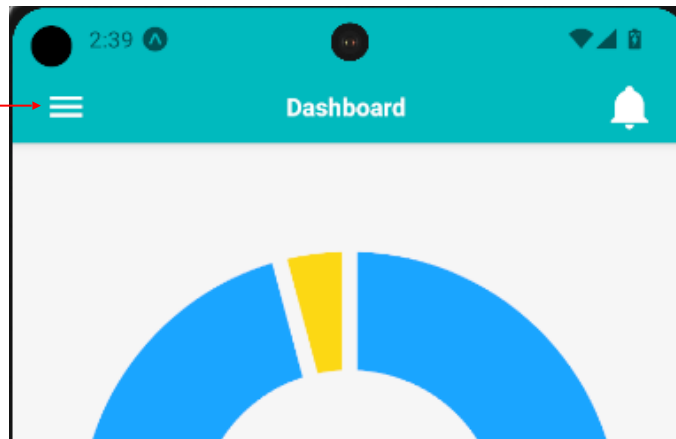
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**Step 4:** Click on "Update" button.

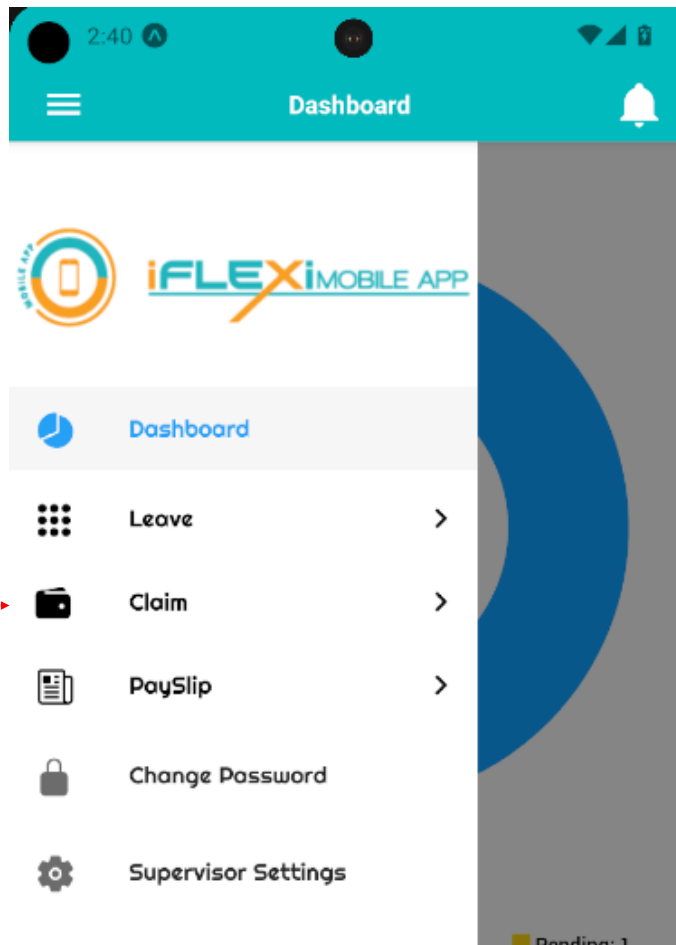
 **Update**

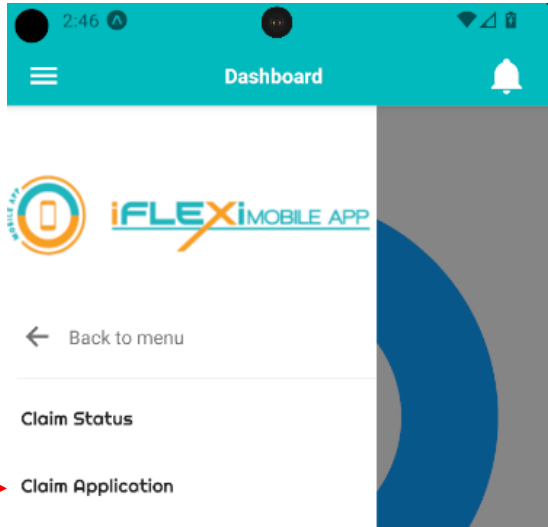
## How to Apply Claim?

1. Click this menu



2. Click this menu

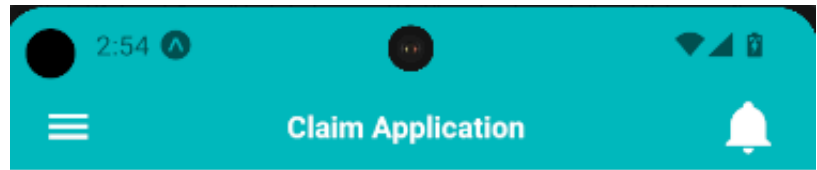




3. Click this menu







Click on "Attach File" if you need upload your supporting documents.

TESTING

APSB0007

[Attach File](#)

Select an Option



Doc Date



Posting Date: 2024/05/24

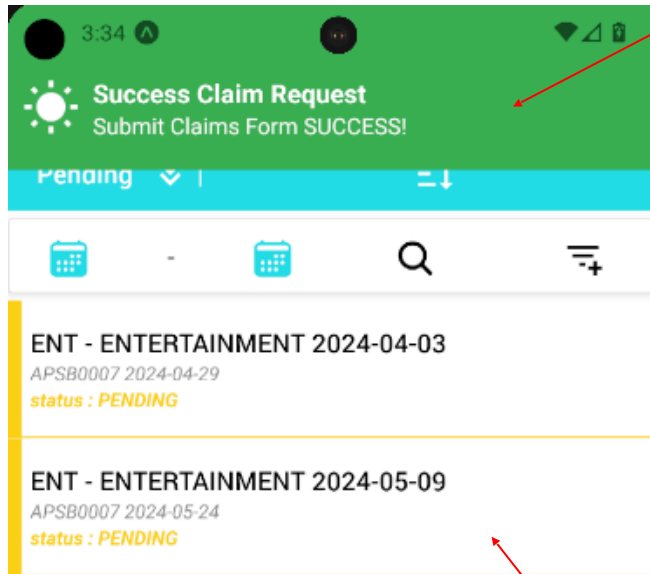
Amount

Remark

**Step 1:** Enter all your claim information here.

**Step 2:** Click on "Submit" button.



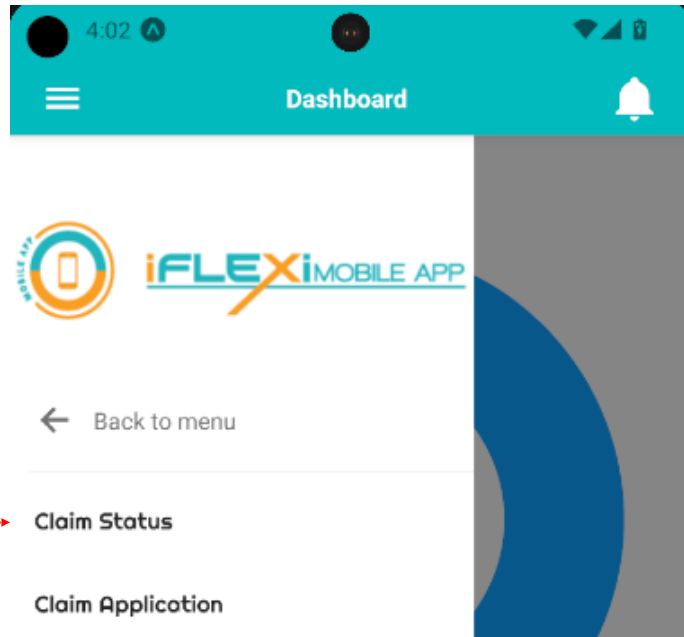


You will this message when apply Claim successfully.

Your claim will appear on this screen and will be in "PENDING" status which show in yellow color.

## How to Cancel Claim?

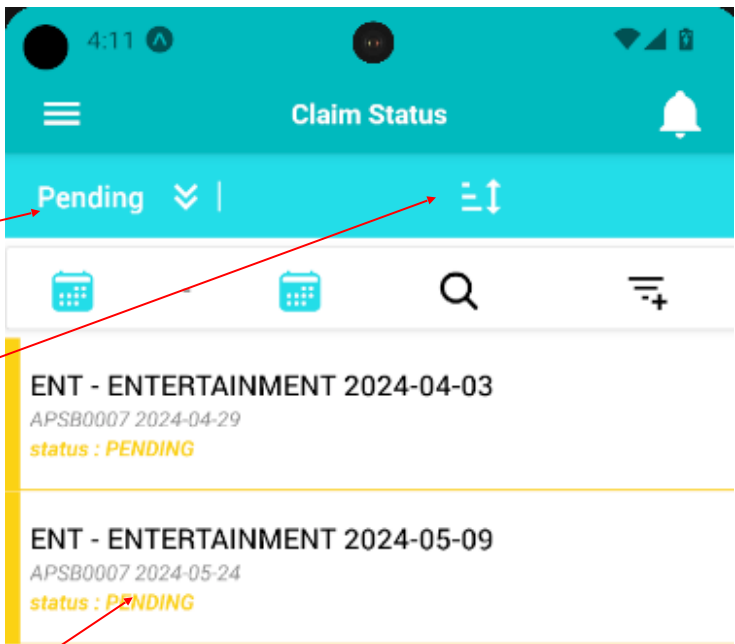
Step 1

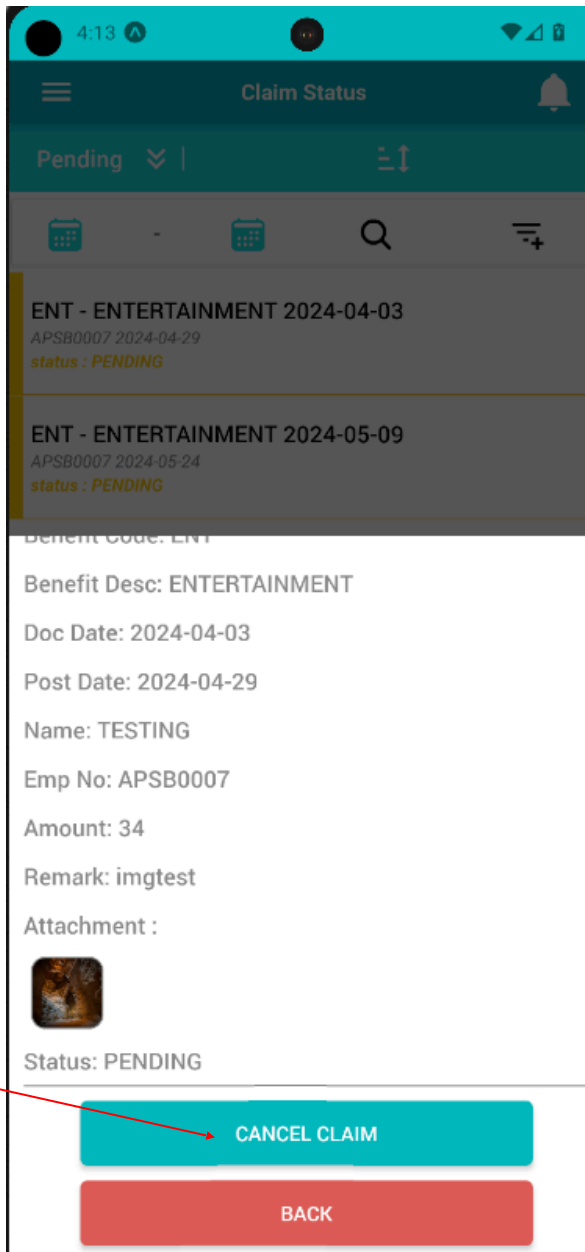


You can filter claim record according to claim status, just click on this icon.

Click here to sort your data.

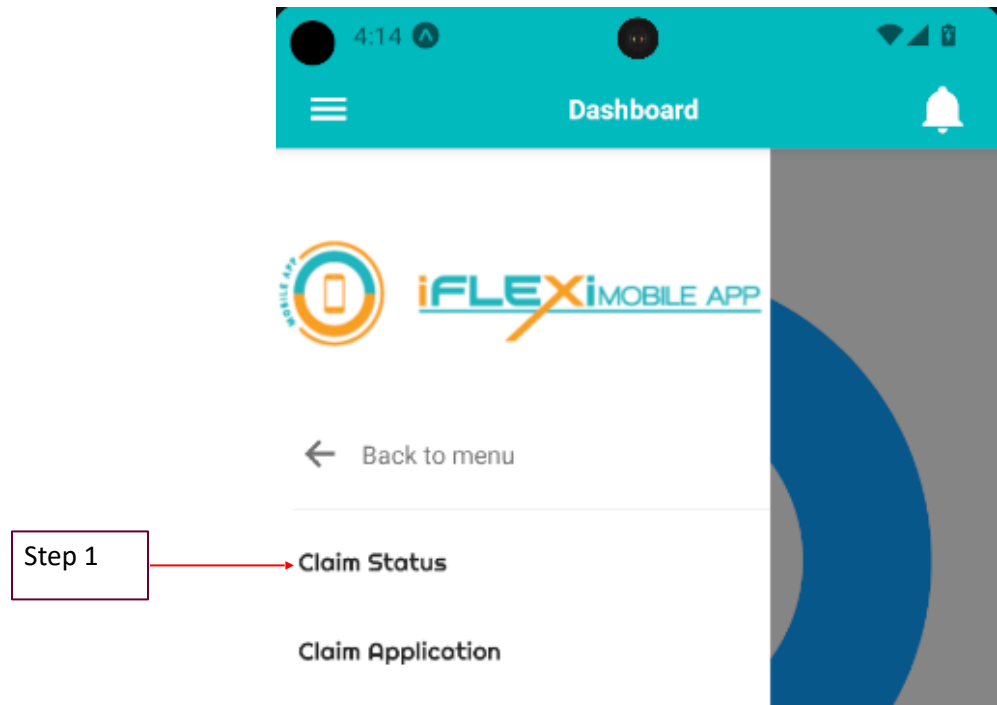
**Step 2:** Click on claim record which you want to cancel.

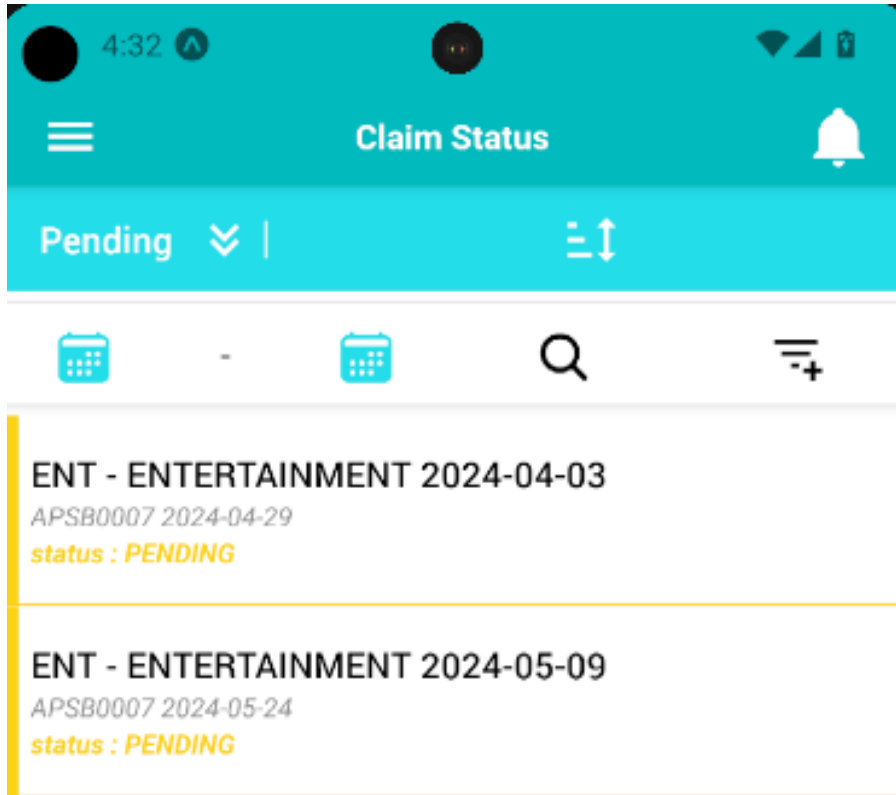




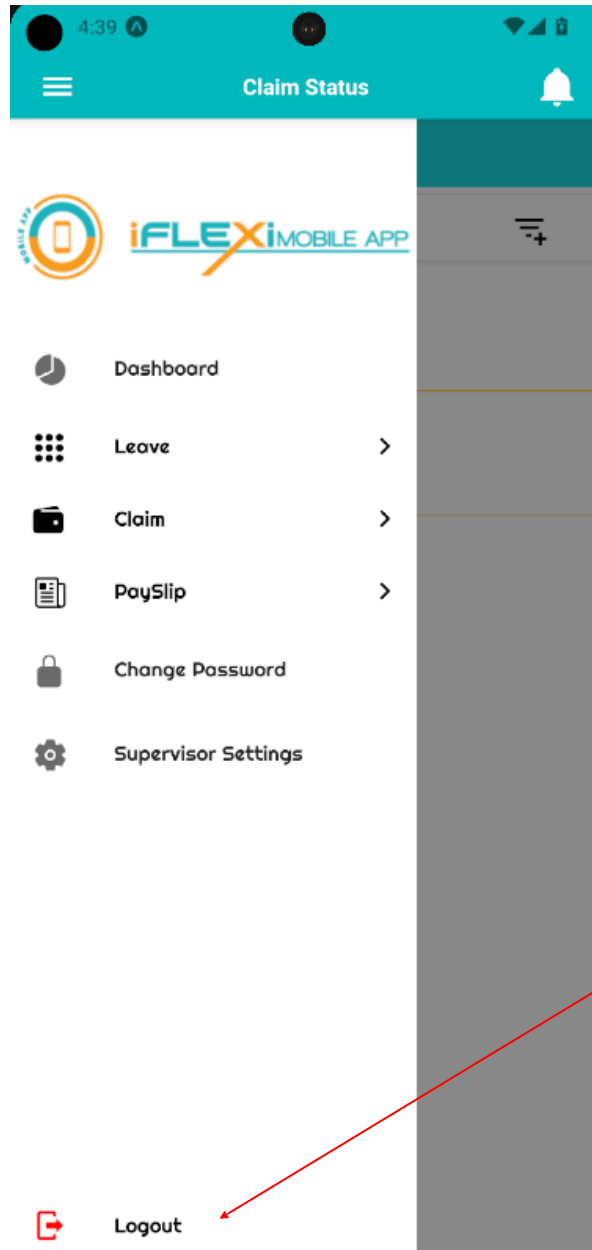
**Step 3:** Click on "CANCEL CLAIM" button.

## Check Claim Status





# Logout



Click this icon to logout from mobile apps.