

A GUIDE TO MYTNB PORTAL HOW TO GET ELECTRICITY Contractors

WELCOME!

Need to apply for electricity for your customers? Or apply for projects and perform group move-in?

You can easily do that on myTNB Portal!

- This User Guide is aimed to help you accept and manage jobs, and get electricity for your customers via myTNB Portal!
- Just follow the steps on each page to guide you as you go through the application process.
- If you still face issues, please email your queries to <u>careline@tnb.com.my</u> or call 1300-88-5454 for assistance. Good luck!





PART 1

WHEN SHOULD I APPLY FOR OPEN ACCOUNT

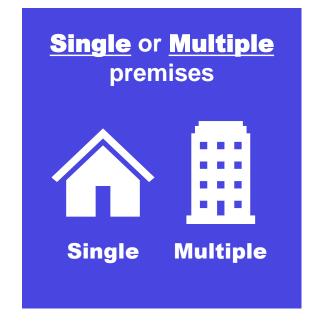
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WHEN SHOULD I APPLY FOR OPEN ACCOUNT?

You can now start an 'Open Account' (formerly Supply Application) application on behalf of your customers or for projects using the role of a Contractor on myTNB Portal.

As a **CONTRACTOR**, you may apply for:











PART 2

CHECKING MY APPLICATION STATUS

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Apply

Check Status

Check Your Application Status

Stay updated with your applications here.



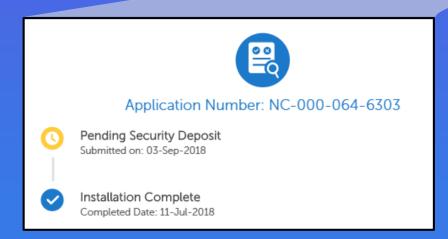
Besides 'Open Account/ COT/ COA', you can also check the status of your Project and Renewable Energy applications! Choose from 'TYPE' and follow the same steps as shown.

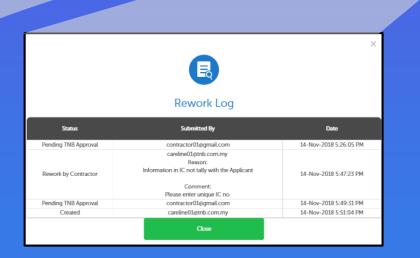


Track Progress

View Rework/Cancel Log

Application Status: Closed









PART 3

ACCEPTING OR REJECTING A JOB

Click to start:

ACCEPT A JOB

REJECT A JOB

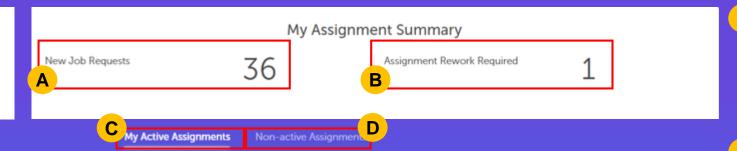




Good morning, Hisham!

GLOBAL ERA CONSORTIUM SDN. BHD.

View Profile Details



My Active Assignments

Please note that applications will be auto-rejected if not accepted within 3 days.

#	Application Number	Type of Application	Created On	Status	Action
1	NC-000-064-8279(FEP)	Supply Application - Existing Premises	28-Jan-2019	Draft	View Reject
2	NC-000-064-6311(FEP)	Supply Application - Newly Built	14-Nov-2018	Pending TNB Approval	View Reject
3	NC-000-064-6309(FEP)	Supply Application - Newly Built	14-Nov-2018	Pending TNB Approval	View Reject
4	NC-000-064-6305(FEP)	Supply Application - Existing Premises	14-Nov-2018	Pending TNB Approval	View Reject
5	RW-000-000-0271	Downgrade	08-Nov-2018	Awaiting Contractor Acceptance	View Reject
6	RW-000-000-0263	Upgrade	01-Nov-2018	Awaiting Contractor Acceptance	View Reject
7	NC-000-064-6105(FEP)	Supply Application - Newly Built	01-Nov-2018	Oraft	View Reject
8	NC-000-064-6099(FEP)	Supply Application - Existing Premises	01-Nov-2018	Pending TNB Approval	View I Reject
9	NC-000-064-6097(FEP)	Supply Application - Existing Premises	01-Nov-2018	Pending TNB Approval	View Reject
10	NC-000-064-6059(FEP)	Supply Application - Existing Premises	31-Oct-2018	Pending TNB Approval	View I Reject

This is the number of new jobs you have received.

The higher the number, the better it is for your business!

T Filter

This is the number of rework you need to do for existing jobs.

Higher number means more of your applications require rework.

Active Assignments = Active Jobs

This tab shows list of jobs you will need to take action: Accept, Follow **Up or Submit**

D

Non-active Assignments tab shows you the list of jobs you have either Rejected or is Cancelled by TNB

Show 10 | 0

1-10 of 123 < >

New Job Requests

To Accept Jobs

Good morning, Hisham!

GLOBAL ERA CONSORTIUM SDN. BHD.

View Profile Details

My Assignment Summary

36

Assignment Rework Required

1

My Active Assignments

Please note that applications will be auto-rejected if not accepted within 3 days.

Application Number Type of Application Created On NC-000-06 2 View | Reject Supply Application - Existing Premises My Active Assignments View | Reject NC-000-064-4 PLEASE ENTER STATUS Awaiting Contractor Acceptance Status NC-000-064 View | Reject NC-000-064-6305(FEP) Supply Application - Existing Premises 14-Nov-2018 Pending TNB Approval View | Reject 5 View RW-000-000-0271 08-Nov-2018 Downgrade Awaiting Contractor Acceptance Reject RW-000-000-0263 Upgrade 01-Nov-2018 View | Reject Awaiting Contractor Acceptance NC-000-064-6105(FEP) Supply Application - Newly Built 01-Nov-2018 View | Reject Draft View | Reject 01-Nov-2018 NC-000-064-6099(FEP) Supply Application - Existing Premises Pending TNB Approval 01-Nov-2018 NC-000-064-6097(FEP) Supply Application - Existing Premises View | Reject Pending TNB Approval 31-Oct-2018 Pending TNB Approval View | Reject NC-000-064-6059(FEP) Supply Application - Existing Premises



You can only Accept jobs if the status is "Awaiting Contractor Acceptance".

This means a customer has chosen you to apply for electricity on their behalf!

Show 10 | 🗘

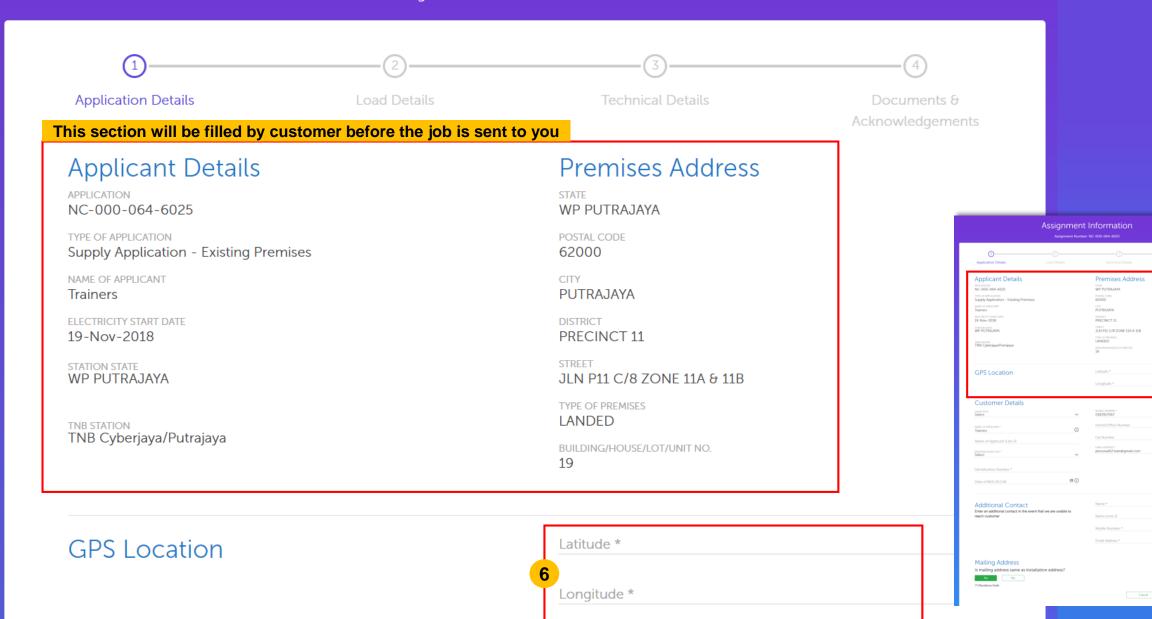
1-10 of 123 < >

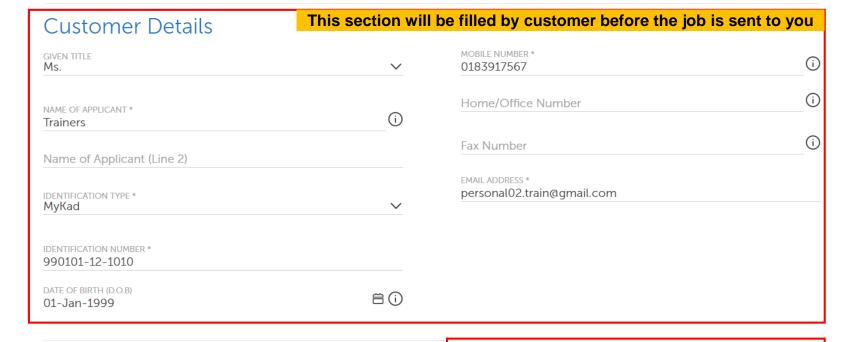
2 T Filter

Assignment Information

Assignment Number: NC-000-064-6025

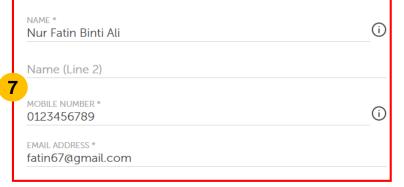






Additional Contact

Enter an additional contact in the event that we are unable to reach customer



Mailing Address

Is mailing address same as installation address?



(*) Mandatory fields

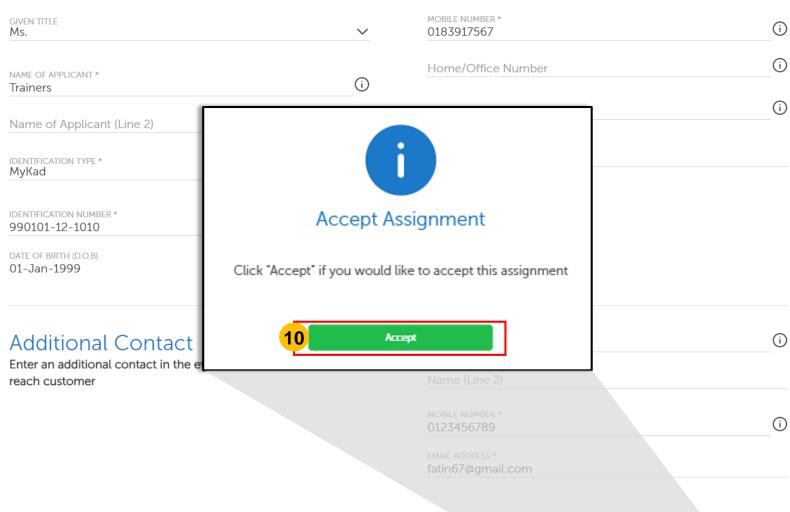
Cancel

Save and Proceed



	Assignment Numbe	Information	
Application Details			
Application Details			
Applicant Details		Premises Address	
NC-000-064-6025 THE OF APPLICATION Supply Application - Existing Premises		WP PUTRAJAYA POSTAL CODE 62000	
Trainers		PUTRAJAYA	
ELECTRICITY START DATE. 19-Nov-2018		PRECINCT 11	
WP PUTRAJAYA		JUN P11 C/8 ZONE 11A 6-11B	
		THE OF PREMISES	
TNB Cyberjaya/Putrojaya		BUILDING HOUSE A CITA INT NO.	
		19	
GPS Location		Latitude *	0
		Longitude *	
Name of Applicant (Line 2)	0	Home/Office Number Fax Number EMAL ADDRESS* personal02 train@gmail.com	G
Select	~	personalitz.tranggmail.com	
Select Identification Number *	×	personalitz-transgrhali.com	
Select	80	personauc denggmas.com	
Select Identification Number * Date of first (D.O.II) Additional Contact	80	personate transgrate.com	©
Select Identification Number* Date of Birth (D.O.B)	80		G
Select Sdentification Number * Date of Birth (D.O.B) Additional Contact Enter an additional contact in the event that	80	Name * Name Line 2)	
Select Sdentification Number * Date of Birth (D.O.B) Additional Contact Enter an additional contact in the event that	80	Name * Name Sine 2) Mobile Number *	G
Select Sdentification Number * Date of Birth (D.O.B) Additional Contact Enter an additional contact in the event that	80	Name * Name Line 2)	

Customer Details



Mailing Address

Is mailing address same as installation address?





(*) Mandatory fields



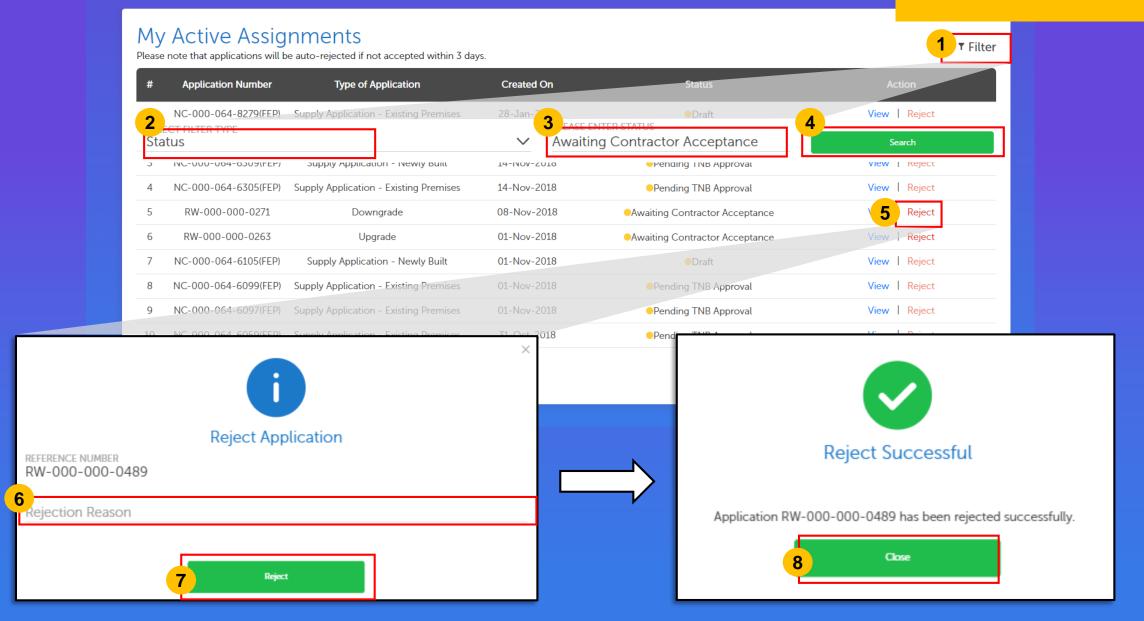




If you accept the job, the next step would be to fill up the application form using the same steps as in applying for Open Account – Single Premises.

Click **HERE** to view the detailed step-by-step guide.

To Reject Jobs







PART 4

APPLYING FOR SINGLE PREMISES

Click to start:

EXISTING ADDRESS

ADDRESS NOT FOUND





Solution Offerings

Sign-up for various solution offerings from TNB here.



Open Account

Sign up for a new electricity account on behalf of your client! Applicable for new, existing or multiple premises.



Sign Up Now!



Upgrade / Downgrade

Convert from an existing single-phase supply to a 3-phase supply, or vice versa.

Take Me There!

My Draft Application Status



No.	Application Number	Type of Application	Status	Date Created	Action
1	RW-000-000-1978	Upgrade	Draft	14-Oct-2019	View Delete



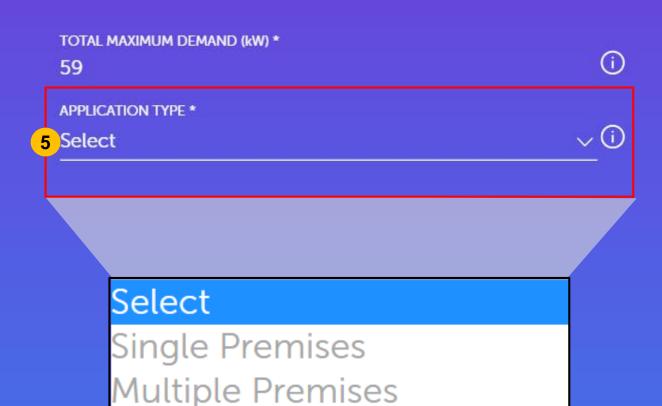
Get electricity supply for new or existing premises. Start by indicating your input load and application type.





Get electricity supply for new or existing premises.

Start by indicating your input load and application type.



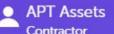
Home

Apply

Renewable Energy

Check Status

Help & Support





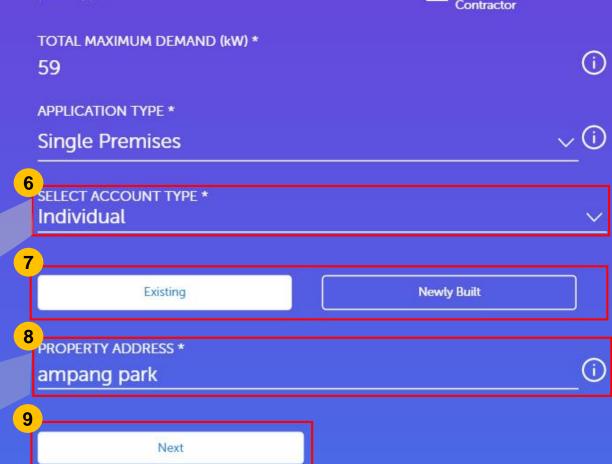
Open Electricity Account

Get electricity supply for new or existing premises. Start by indicating your input load and application type.

Individual

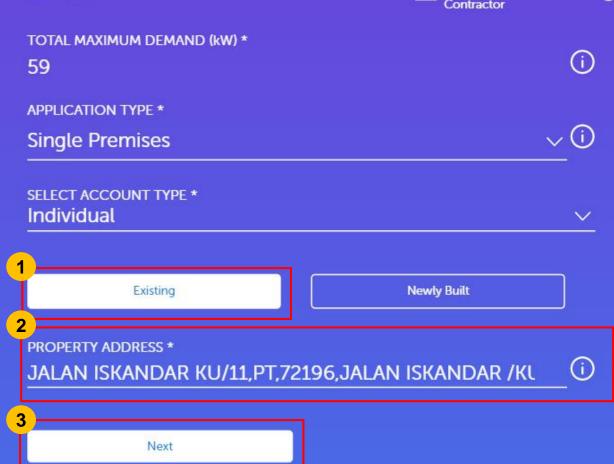
Company/Society
Government

118,TKT BWH,NO,AMPANG PARK SHOPPING CENTRE,JLN AMPANG,50450,KUA...
219-1,AMPANG PARK SHOPPING CENTRE,AMPANG PARK SHOPPING CENTRE,...
317-3,AMPANG PARK SHOPPING CENTRE,AMPANG PARK SHOPPING CENTRE,...
183,TKT BWH,NO,AMPANG PARK SHOPPING CENTRE,JLN AMPANG,50450,KUA...
217-1,AMPANG PARK SHOPPING CENTRE,AMPANG PARK SHOPPING CENTRE,J...
NO,180-182,AMPANG PARK SHOPPING CENTRE,JLN AMPANG,50450,KUALA L...
355,AMPANG PARK SHOPPING CENTRE,AMPANG PARK SHOPPING CENTRE,JL...
....AMPANG PARK SHOPPING CENTRE,JLN AMPANG,50450,KUALA LUMPUR,KUL,
262-1,AMPANG PARK SHOPPING CENTRE,AMPANG PARK SHOPPING CENTRE,...



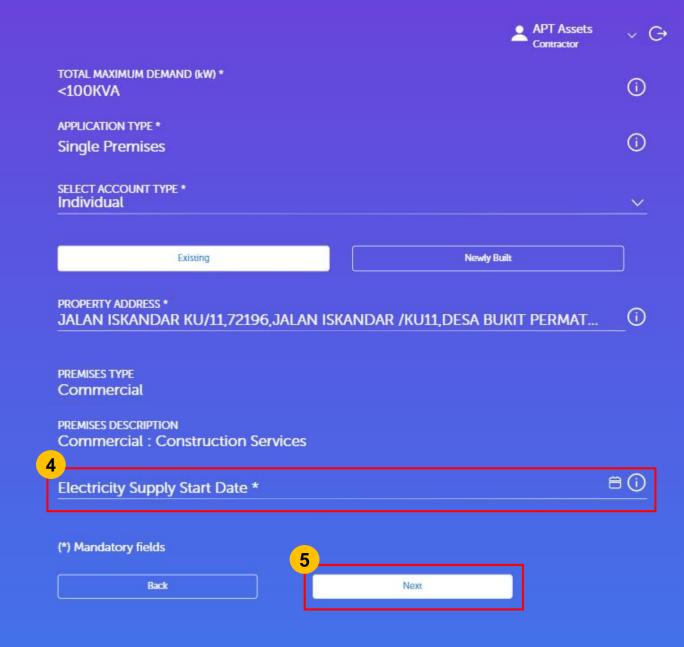
Get electricity supply for new or existing premises. Start by indicating your input load and application type.

EXISTING PREMISES



Get electricity supply for new or existing premises.

Start by indicating your input load and application type.



my**TNB**

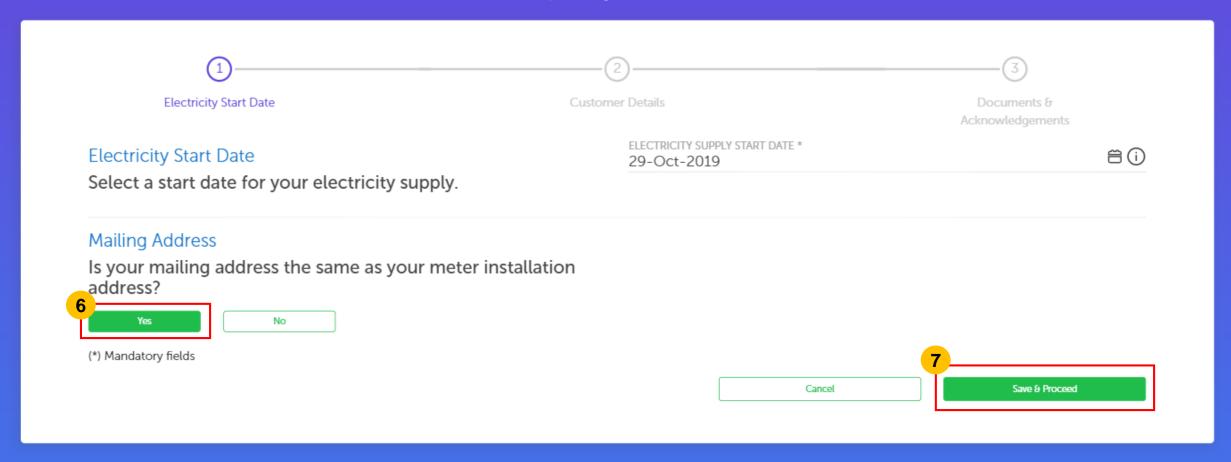
Apply

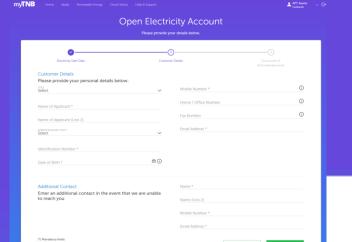




Open Electricity Account

Please provide your details below.

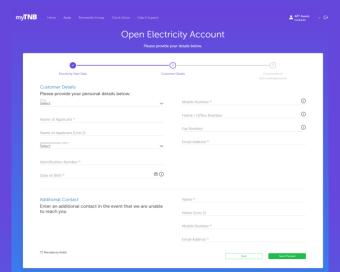








Customer Details





Additional Contact

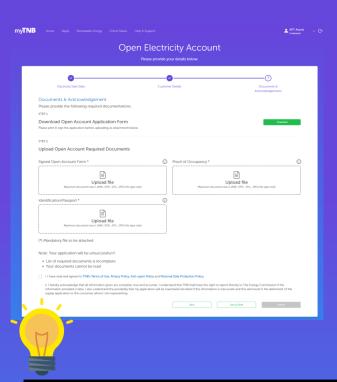
Enter an additional contact in the event that we are unable to reach you

9	
Ī	Name *
l	
	Name (Line 2)
l	Mobile Number *
l	
l	Email Address *

(*) Mandatory fields

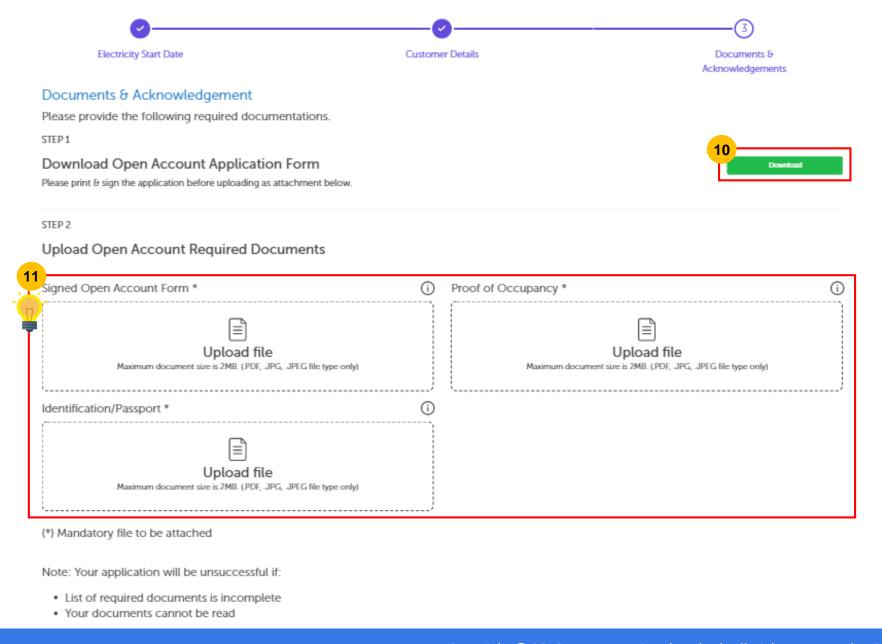
Back

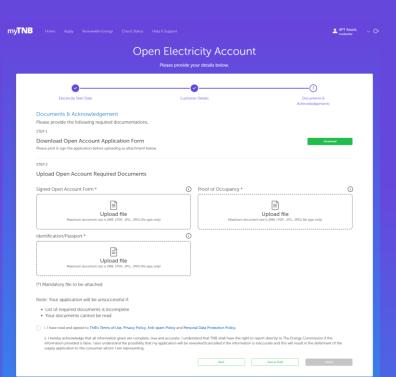
Save & Proceed



TIP:

Documents required for Open Account depend whether the meter for the premise is active or inactive. Inactive premises require additional technical documents to be uploaded on top of the Signed Open Account Form, Proof of Occupancy and **Identification/Passport.**







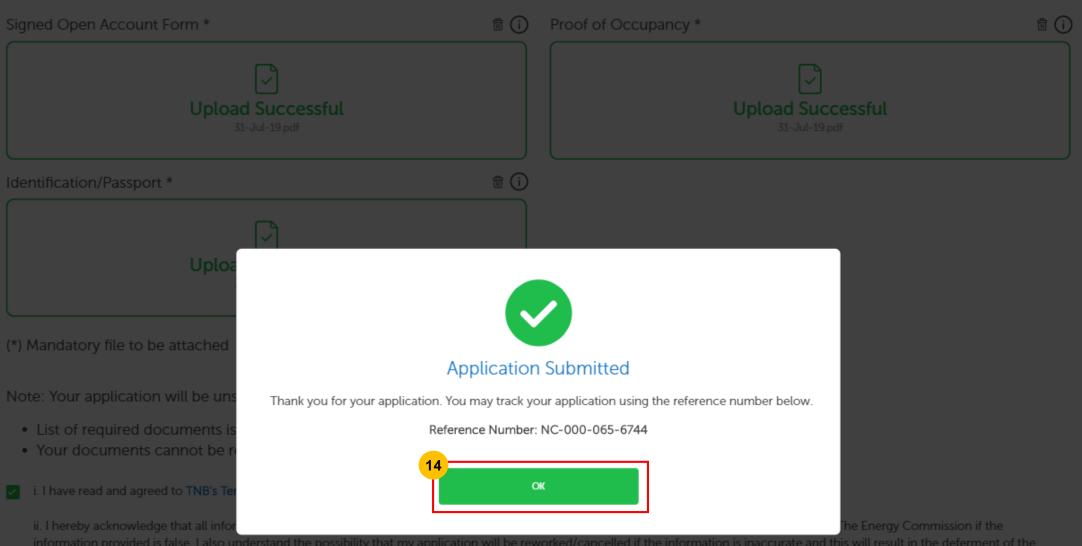
- i. I have read and agreed to TNB's Terms of Use, Privacy Policy, Anti-spam Policy and Personal Data Protection Policy.
- ii. I hereby acknowledge that all information given are complete, true and accurate. I understand that TNB shall have the right to report directly to The Energy Commission if the information provided is false. I also understand the possibility that my application will be reworked/cancelled if the information is inaccurate and this will result in the deferment of the supply application to the consumer whom I am representing.

Save as Draft Submit





Upload Open Account Required Documents



Home

Apply

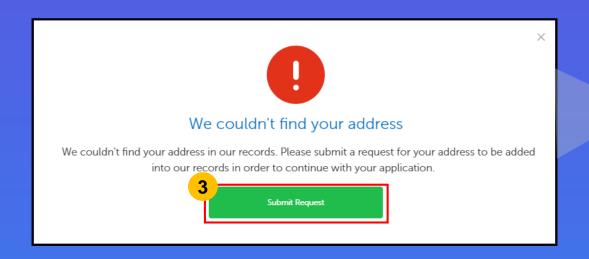
Renewable Energy

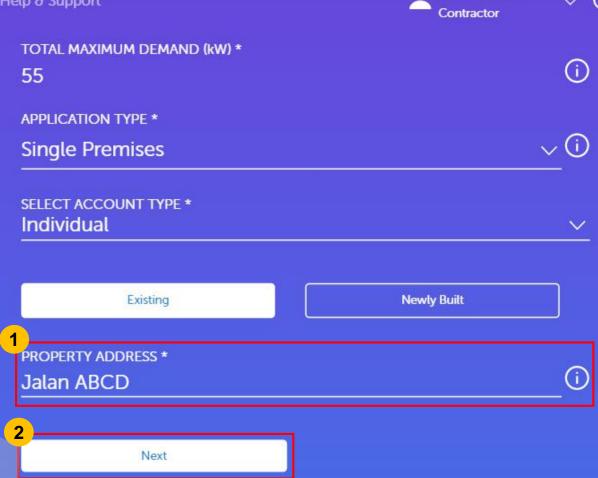
Check Status

Open Electricity Account

Get electricity supply for new or existing premises. Start by indicating your input load and application type.

ADDRESS NOT FOUND





Address Search Request

Please fill up the request form below to submit your premises address to us.

Premises Address

Please confirm that your new premises address is accurate.

Your Contact Details

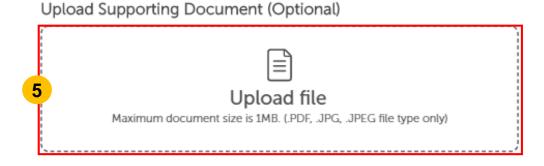
Provide us your contact details so that we can contact you.



Upload Documents

Upload document as valid proof of your premises address.

(*) Mandatory fields



Cancel

Submit





Our TNB Careline team will get back to you soon. In the meantime, stay updated on the current status of your address submission with the reference number below.

Reference Number: ASR-000-000-0056



Track My Submission

Application Details

Application ID: ASR-000-000-0059

Application Information

APPLICATION REFERENCE NUMBER

STATUS

Pending Address Confirmation

Applicant Details

NAME

Ali Muthu

MOBILE NUMBER 0123456789

EMAIL ADDRESS

alimuthu@kontraktor.com

Premises Address

STREET ADDRESS
Jalan EFGH



You will receive an email notification for **successful address** search request. Proceed to apply for electricity as usual after that!



HOW TO FOLLOW UP ON MY ADDRESS SEARCH REQUEST?



Solution Offerings

Sign-up for various solution offerings from TNB here.



Open Account

Sign up for a new electricity account on behalf of your client! Applicable for new, existing or multiple premises.

Sign Up Nowl

My Draft Application Status

No.	Application Number	Typia of Application
1	RW-000-000-1978	Upgrade
2	PRJ-000-005-0831	Supply Application - Group
3	NC-000-065-6592	Supply Application - Existing Premises
4	NC-000-065-6591	Supply Application - Existing Premises
5	RW-000-000-1915	Upgrade
Show 5 \$		



Upgrade / Downgrade

Convert from an existing single-phase supply to a 3-phase supply, or vice versa.

My Submitted Application Status

No.	Application Number	Type of Application
1	ASR-000-000-0059	Address Search Help Form
2	ASR-000-000-0056	Address Search Help Form
3	RW-000-000-0390	Downgrade
Show 5	\$	

My Submitted Application Status

No.	Application Number	Type of Application	Service Request Number	Status	Date Created	
1	ASR-000-000-2438	Address Search Help Form		Pending Address Confirmation	14-Oct-2019	View
2	NC-000-065-6600	Supply Application - Existing Premises	4001226237	Created	14-Oct-2019	View
3	NC-000-065-6613	Supply Application - Newly Built	4001226236	Created	14-Oct-2019	View





PART 5

APPLYING FOR MULTIPLE PREMISES





Solution Offerings

Sign-up for various solution offerings from TNB here.



Open Account

Sign up for a new electricity account on behalf of your client! Applicable for new, existing or multiple premises.



Sign Up Now!



Upgrade / Downgrade

Convert from an existing single-phase supply to a 3-phase supply, or vice versa.

Take Me There!

My Draft Application Status



No.	Application Number	Type of Application	Status	Date Created	Action
1	RW-000-000-1978	Upgrade	Draft	14-Oct-2019	View Delete



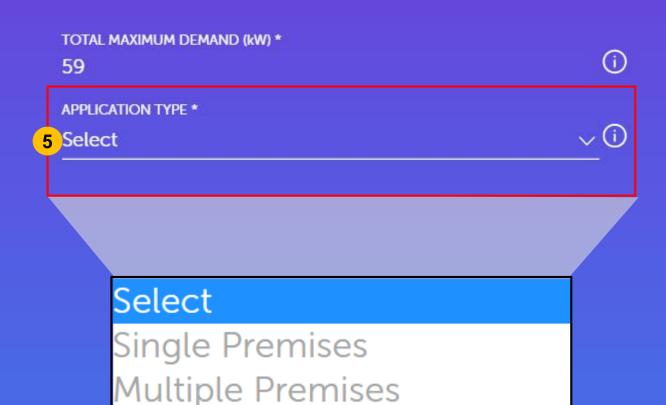
Get electricity supply for new or existing premises. Start by indicating your input load and application type.





Get electricity supply for new or existing premises.

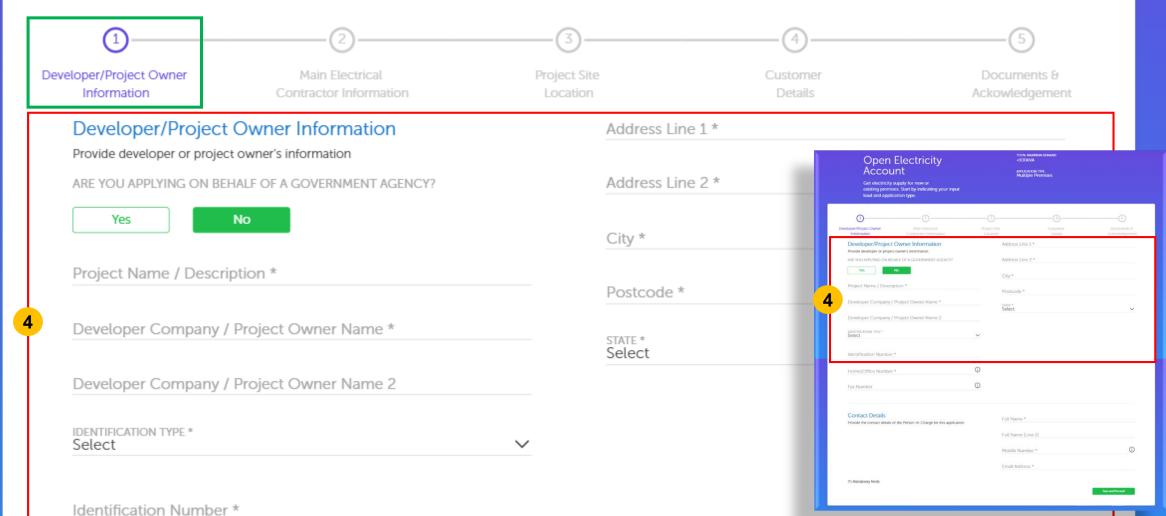
Start by indicating your input load and application type.

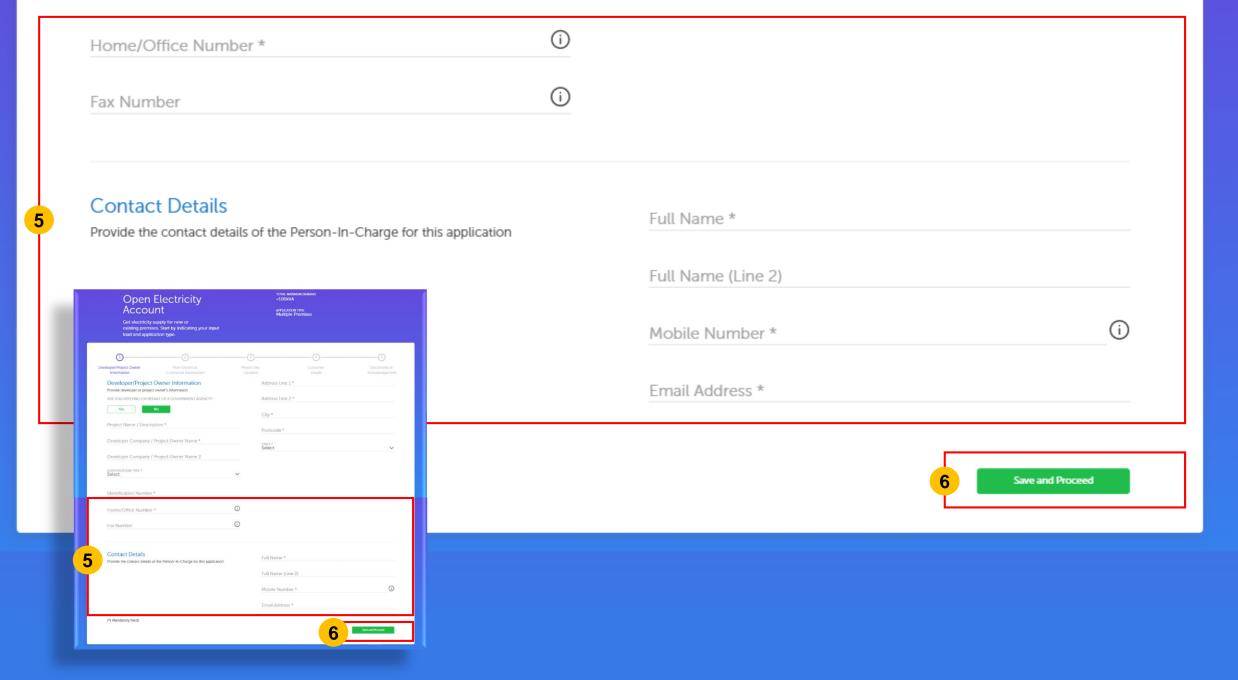


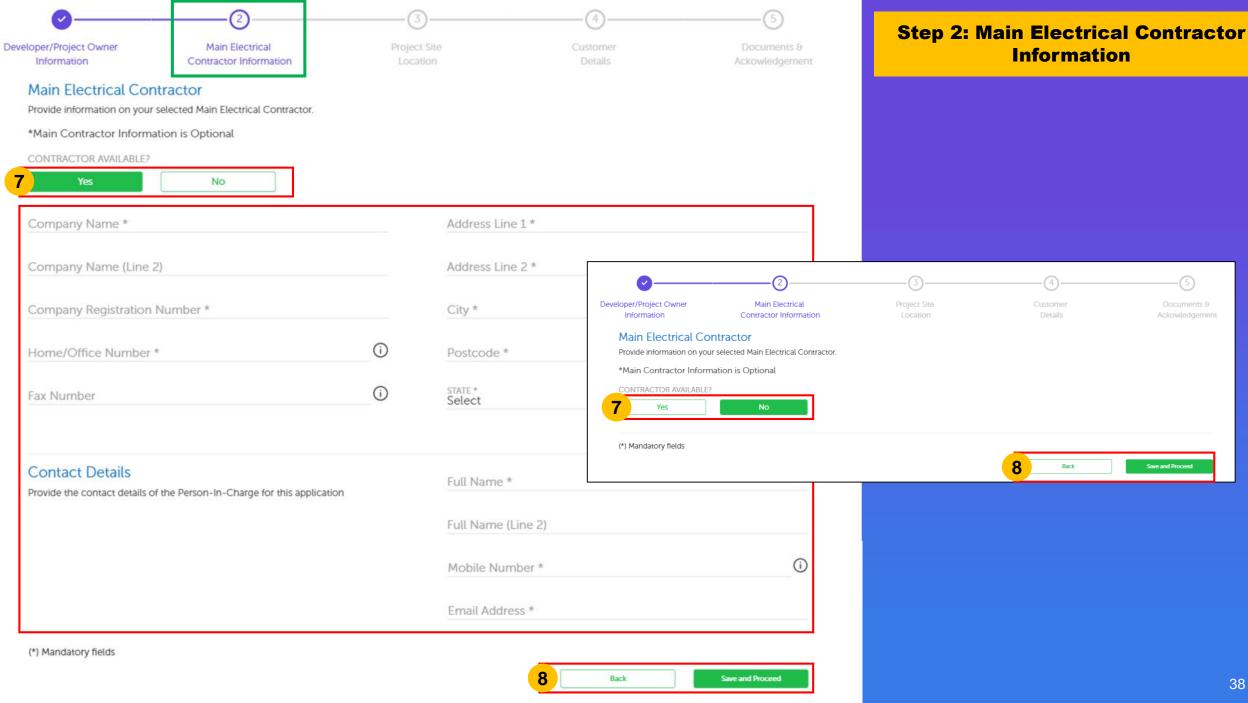
Get electricity supply for new or existing premises. Start by indicating your input load and application type. TOTAL MAXIMUM DEMAND <100kVA

APPLICATION TYPE
Multiple Premises

Step 1: Developer/ Project Owner Information









—**②**-

-3

4-

Step 3: Project Site Location

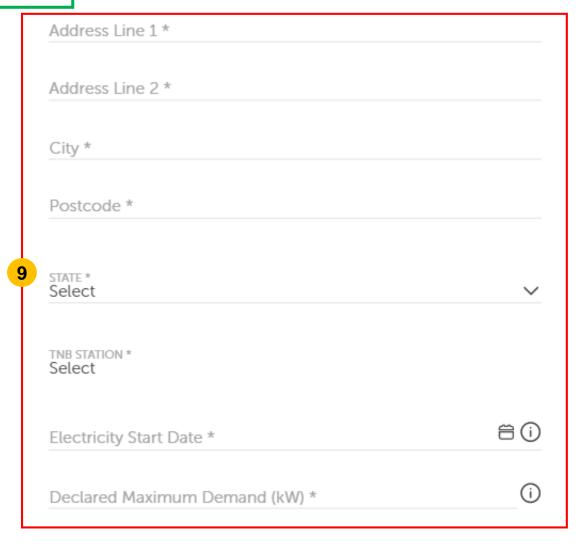
Developer/Project Owner Information Main Electrical
Contractor Information

Project Site Location Customer Details

Ackowledgement

Project Site Location

Please provide the information on the Project Site Location



(*) Mandatory fields



-❷

4

Step 3: Project Site Location

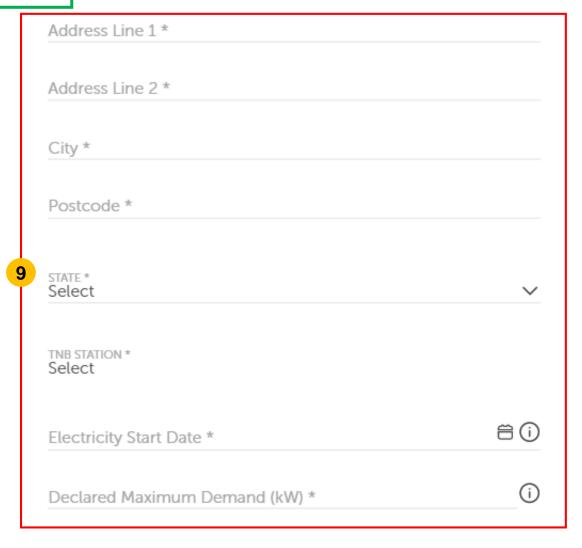
Developer/Project Owner Information Main Electrical
Contractor Information

Project Site Location Customer Details

Ackowledgement

Project Site Location

Please provide the information on the Project Site Location



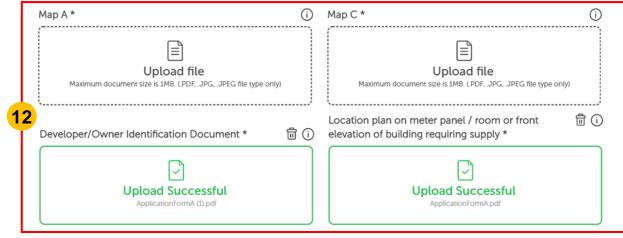
(*) Mandatory fields



Documents & Acknowledgement

Please provide the following required documentations. You will be required to download and upload a signed form.





(*) Mandatory file to be attached

Note: Your application will be unsuccessful if:

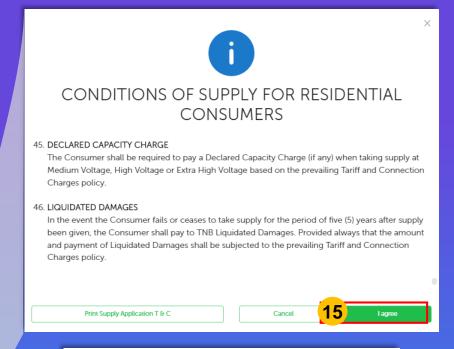
- · List of required documents is incomplete
- · Your documents cannot be read
- ✓ I have read and agreed to TNB's Terms of Use, Privacy Policy, Anti-Spam Policy and Personal Data Protection Policy.

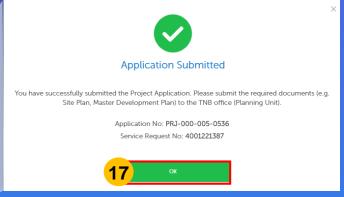
ii. I hereby acknowledge that all information given are complete, true and accurate. I understand that TNB shall have the right to report directly to The Energy Commission if the information provided is false. I also understand the possibility that my application will be reworked/cancelled if the information is inaccurate and this will result in the deferment of the supply application to the consumer whom I am representing.

vi. I hereby acknowledge that I have read and understood the Supply Application terms and conditions as provided and I agree to all of the terms.

Back Cancel Save As Draft 16 Submit

Step 5: Documents & Acknowledgement







Step 4 – Customer Details will be skipped for <60 kW, Multiple Premise scenario.





PART 6

MANAGING PROJECTS

Click to start:

GROUP MOVE - IN

PREMISE INFO CREATION

No.	Application Number	Project Id	Service Notification Number	Service Request Number	Status	Project Name	
1	PRJ-000-005-0522	11000279856		4001221100	Closed	project tun razak	2 Edit 3 View
2	PRJ-000-005-0513	DPPHC180399		4001221006	Closed	ISMAIL B YAMIN	Edit View
3	PRJ-000-005-0512	DSBNC178611		4001221004	Closed	ANAS MAXIMO BERHAD	Edit View
4	PRJ-000-005-0506	DSBNC188831		4001221005	Closed	Streetlighting	Edit View
5	PRJ-000-005-0500	DSPGC182434		4001220951	Closed	hantus kena kejar	Edit View
App Pro	FILTER TYPE cation Number plication Number plication Number plication Number plication Number placed by the Notification Number placed by the		Enter Application Number	Search		Solution Offering Garage for waters and all of the stage for Open Account Spring the same account and account and account a	

Service Request Number Status Project Name

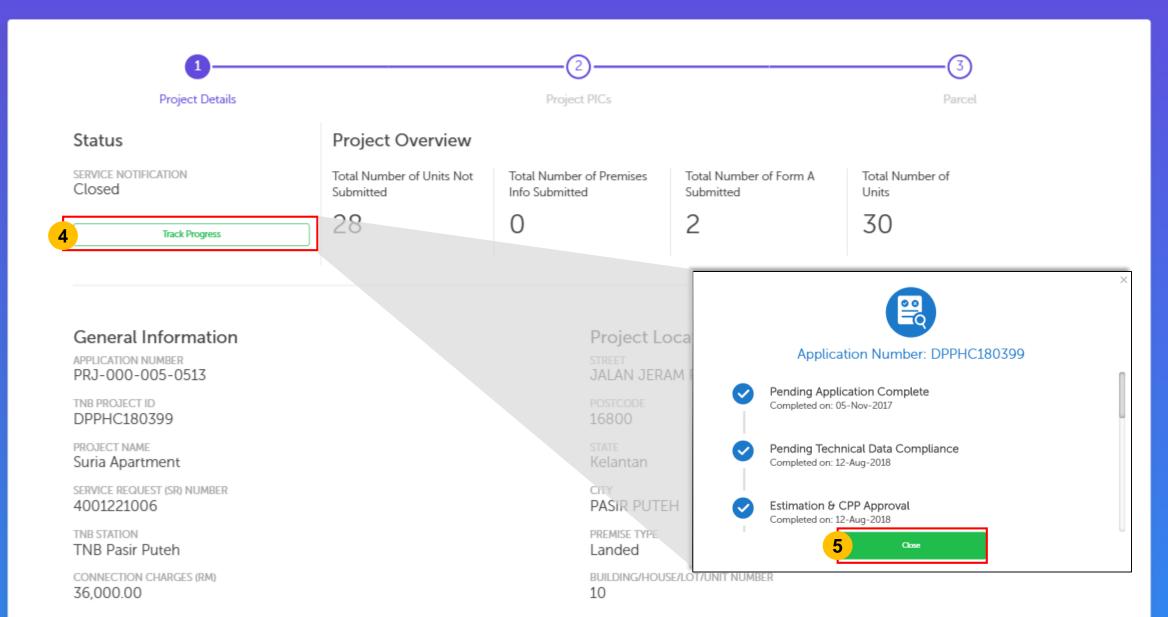
4001221100 Closed project tun ra 4001221006 Closed ISMAIL B YAM 4001221004 ANAS MAXIMO BE Closed



Project Information

Step 1: To view Project Details

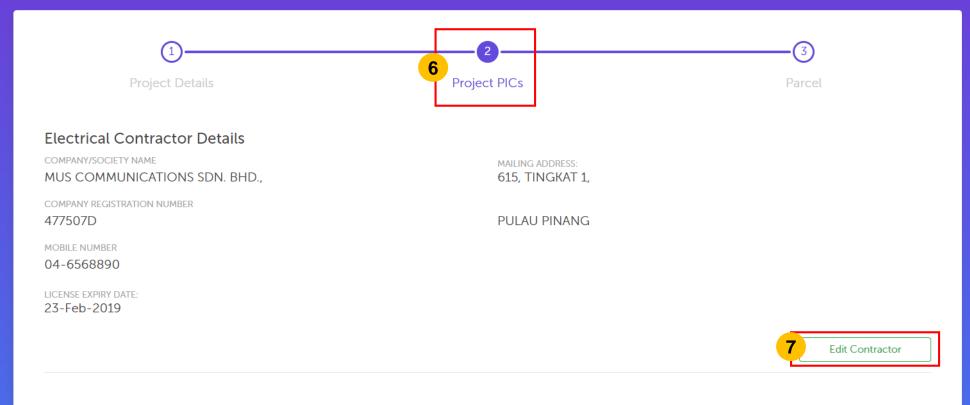
Project Number: PRJ-000-005-0513



Project Information

Step 2a: To edit Contractor details

Project Number: PRJ-000-005-0099



PICs Details

#	Position	Name	Mobile Number	Email Address	myTNB User*
1	Developer	Developerman	1231231231	developer@gmail.com	×
Show 5	\$				1-1of1 〈 〉
Email addre	ss registration status with TNI	В			

Delete

Find Registered Electrical Contractor





* Disclaimer: It is advisable to liaise with the contractor from the list shown prior to selecting them. This is to ensure that the contractor has preagreed to the job given.

	Name	Mobile Number	License Expiry Date	Ratings
	KEJURUTERAAN LETRIK BM	03-33732377	14 Aug 2019	★★★☆☆
	OSMAN LETRIK	03-3414088	11 Apr 2020	★★★☆ ☆
	AHSB BERSEKUTU SDN. BHD.	03-61887300/0122186300	05 Aug 2021	★★★★☆
1	LABIK ENTERPRISE	03-32692941/0176575797	06 Jun 2021	★★★☆☆
	MYSYAKU ENGINEERING SDN BHD		15 Jun 2019	***

You have selected this Electrical Contractor

NAME PHONE NUMBER (MOBILE)

MUS COMMUNICATIONS SDN.

BHD.,

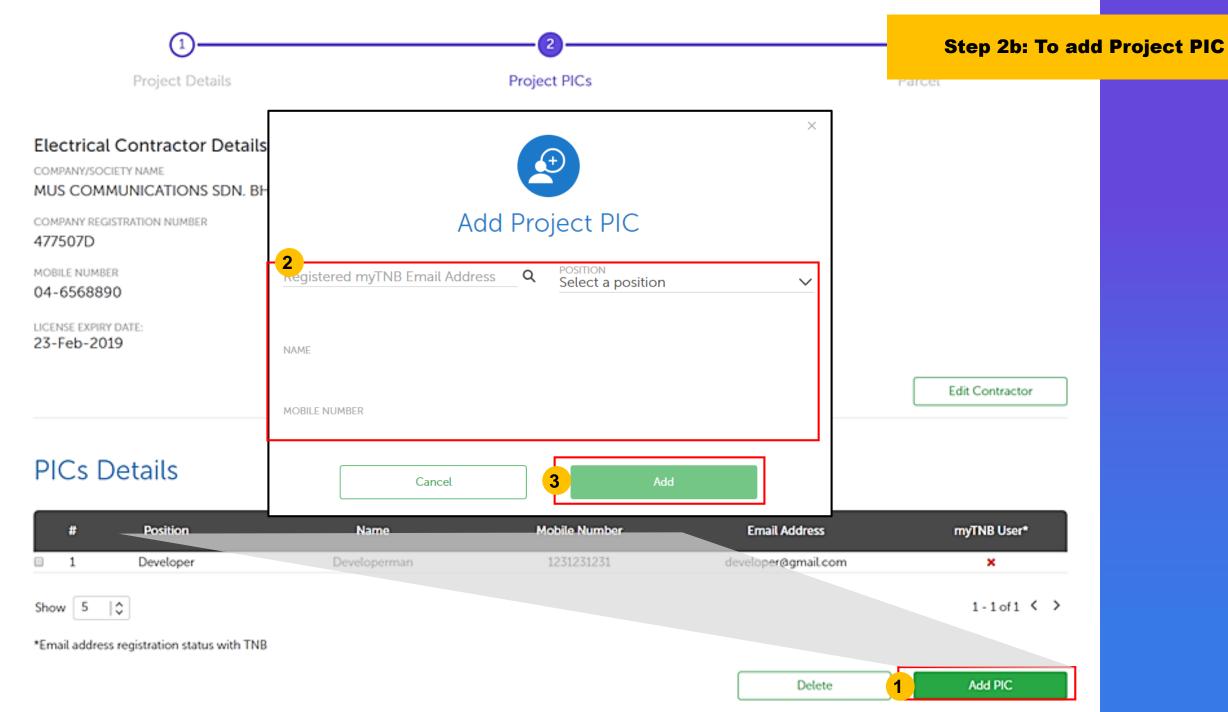
LICENSE EXPIRY DATE

04-6568890 23-Feb-2019

E MAILING ADDRESS

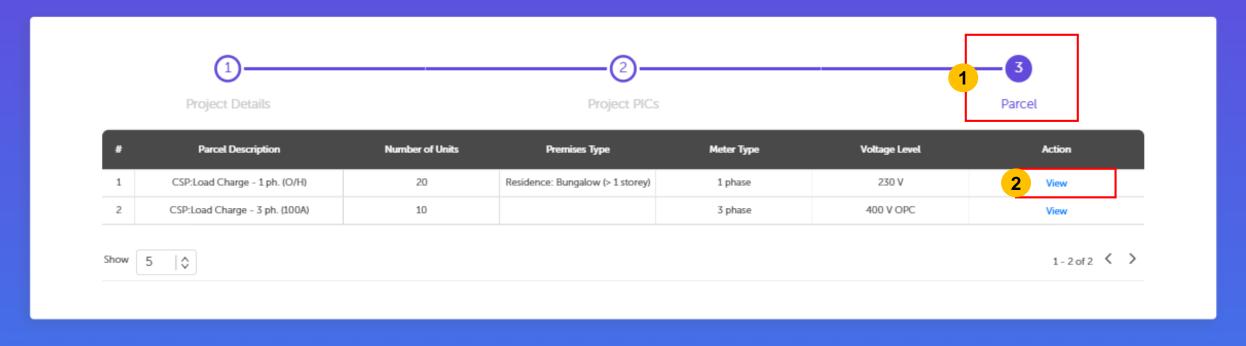
615, TINGKAT 1, JALAN JELUTONG, 11600 JELUTONG PULAU PINANG

Cancel 11 Save



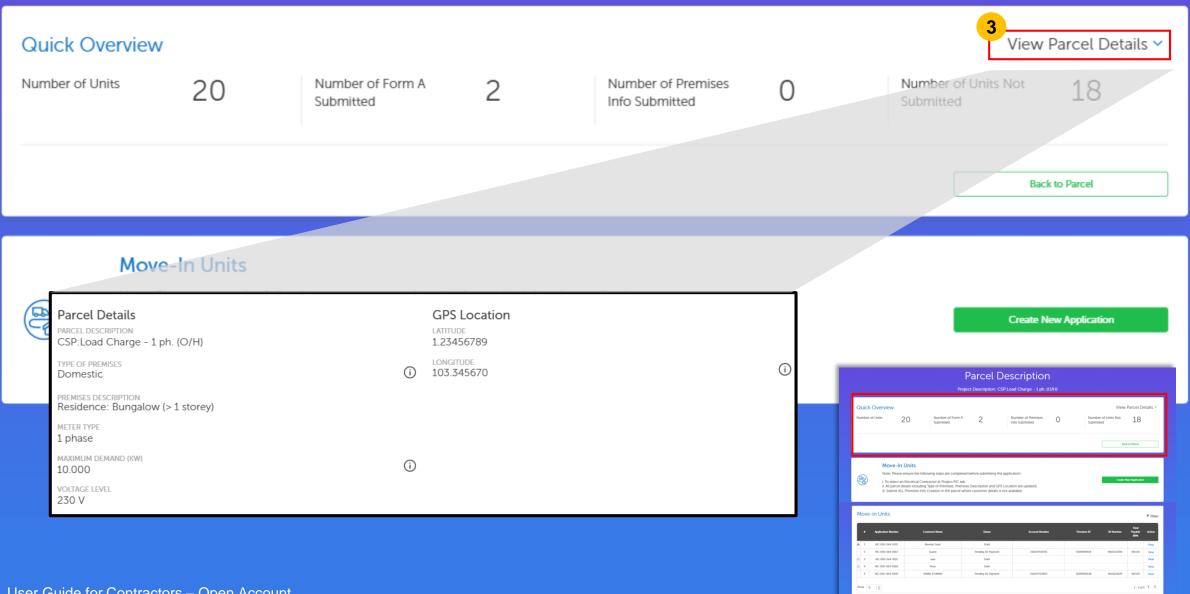
Project Information

Project Number : PRJ-000-005-0513



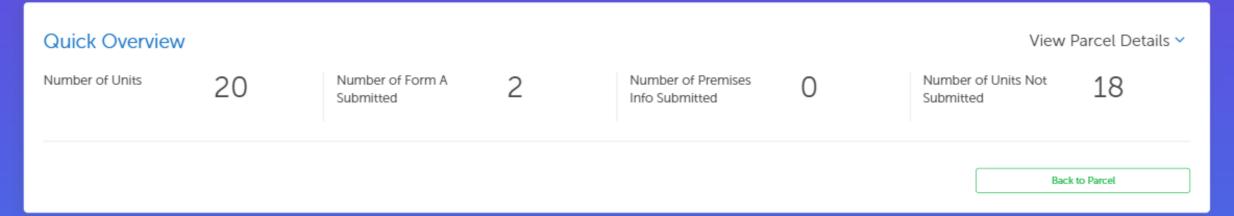
Parcel Description

Project Description: CSP:Load Charge - 1 ph. (O/H)



Parcel Description

Project Description: CSP:Load Charge - 1 ph. (O/H)

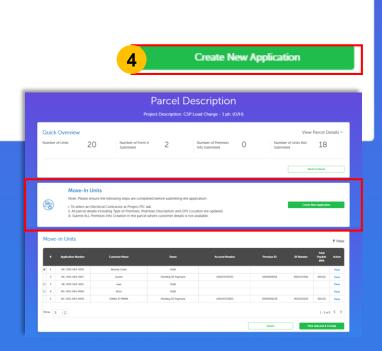


Move-In Units



Note: Please ensure the following steps are completed before submitting the application:

- i. To select an Electrical Contractor at Project PIC tab.
- ii. All parcel details including Type of Premises, Premises Description and GPS Location are updated.
- iii. Submit ALL Premises Info Creation in the parcel where customer details is not available.





Move-In Application

Please select your application type to proceed.



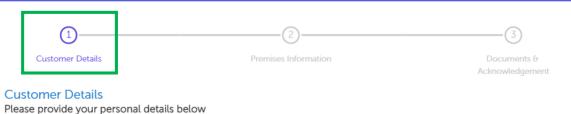
GROUP MOVE - IN Customer Details Owner's details Create premises **Upload documents** available address **Example:** The new Suria Apartment is ready. All units in Block A are sold out. Ali the Contractor has details of all unit owners and will perform group move – in to apply for electricity.



Move-In Application

Please select your application type to proceed.





Date of Birth		
Additional Contact Enter an additional contact in the event that we are unable to reach you	Name *	Œ
	Name (Line 2)	
	Mobile Number *	(i
	Email Address *	



MOVE - IN APPLICATION

Step 1: Customer Details

(i)

(i)

(i)

(i)



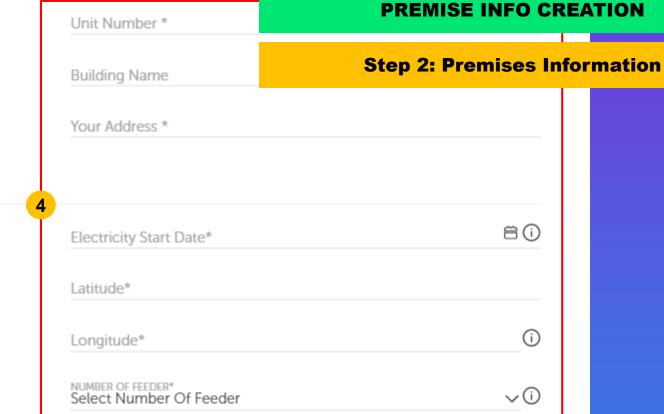


Premises Address

Please manually enter your premises address you wish to locate

Installation Information

Please fill in the installation information.



Documents &

Acknowledgement

Mailing Address

Is your mailing address the same as your installation address?



Premises Information

Documents & Acknowledgement

Documents & Acknowledgement

Please provide the following required documentations.

STEP

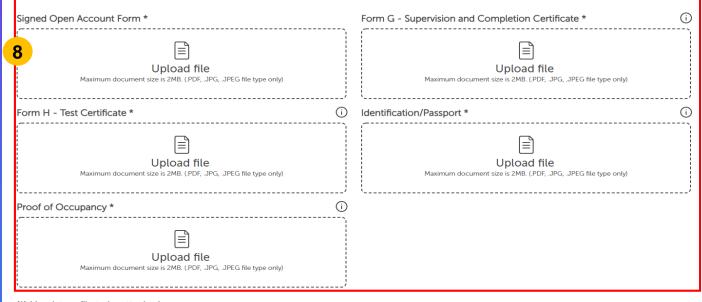
Download Supply Application Form

Please print & sign before you submit attachment.



STEP 2

Upload New Owner's Required Documents



(*) Mandatory file to be attached

Note: Your application will be unsuccessful if:

- · List of required documents is incomplete
- Your documents cannot be read
- I have read and agreed to TNB's Terms of Use, Privacy Policy, Anti-Spam Policy, Personal Data Protection Policy.
- I hereby acknowledge that all information given are complete, true and accurate. I understand that TNB shall have the right to report directly to The Energy Commission if the information provided is false. I also understand the possibility that my application will be reworked/cancelled if the information is inaccurate and this will result in the deferment of the supply application to the consumer whom I am representing.

Cance

Back To Parcel

Back

Save As Draft

Subn



Step 3: Documents & Acknowledgement