



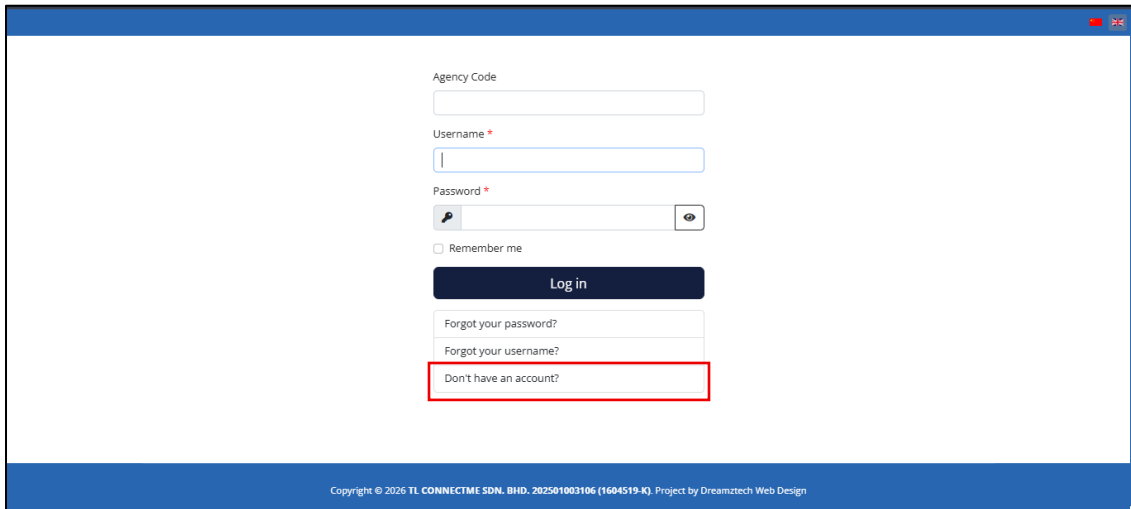
# TL Connect User Manual

## Login

# For New User

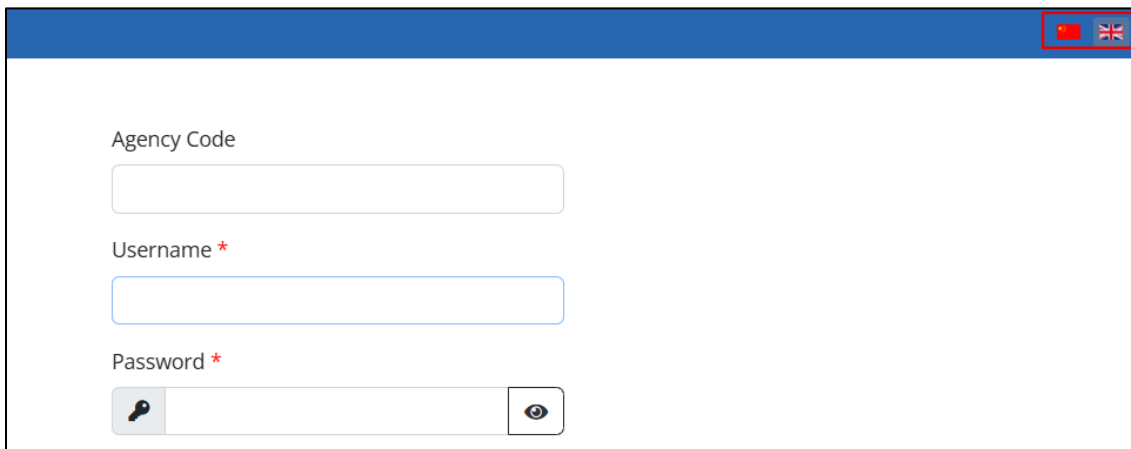
## Account Creation

1. Go to the webpage with following url:  
<https://agency.tolong.com.my/>
2. Click on “Don’t have an account?” to proceed to account.



A screenshot of a web browser window showing a login form. The form includes fields for Agency Code, Username, and Password. Below the password field is a 'Remember me' checkbox and a 'Log in' button. At the bottom of the form are three links: 'Forgot your password?', 'Forgot your username?', and 'Don't have an account?'. The 'Don't have an account?' link is highlighted with a red rectangular border. The browser's top right corner shows a language selection icon. The footer of the page contains the text: 'Copyright © 2026 TL CONNECTIME SDN. BHD. 202501003106 (1604519-K). Project by Dreamtech Web Design'.

**\*\*Notes:** To change webpage language, click on the top right corner icon.



A screenshot of the same login page as above, but with the language selection icon in the top right corner highlighted by a red rectangular border. The form fields and links are visible but not highlighted.

3. Select the preferred package by clicking the “Sign Up” allocated.

PIC Limit	0	Unlimited	Unlimited
Accountant Limit	0	Unlimited	Unlimited
Master Admin Limit	0	Unlimited	Unlimited
Supervisor Limit	0	Unlimited	Unlimited
Admin Limit	0	Unlimited	Unlimited
Viewer Limit	0	Unlimited	Unlimited
Login Limit	2	3	4
<b>Customer Service</b>			
Upload	Free	Free	Free
Support	N/A	Charge per Edit 5 free charges	Unlimited
Editing	Charge per support	Charge per support	Unlimited
Action	<a href="#">Sign Up</a>	<a href="#">Sign Up</a>	<a href="#">Sign Up</a>

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4. Insert Username, Password, Confirm Password and Email Address. After done, click on “Register”.

### User Registration

\* Required field

Username \*

Password \*

Minimum Requirements — Characters: 8

Confirm Password \*

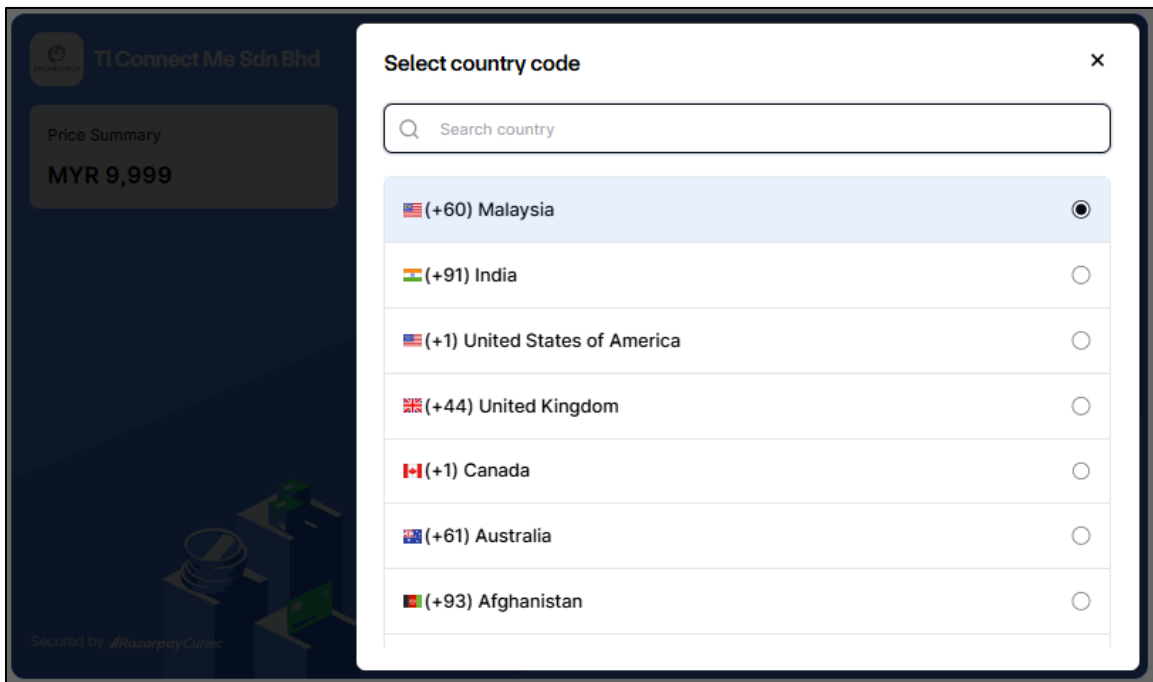
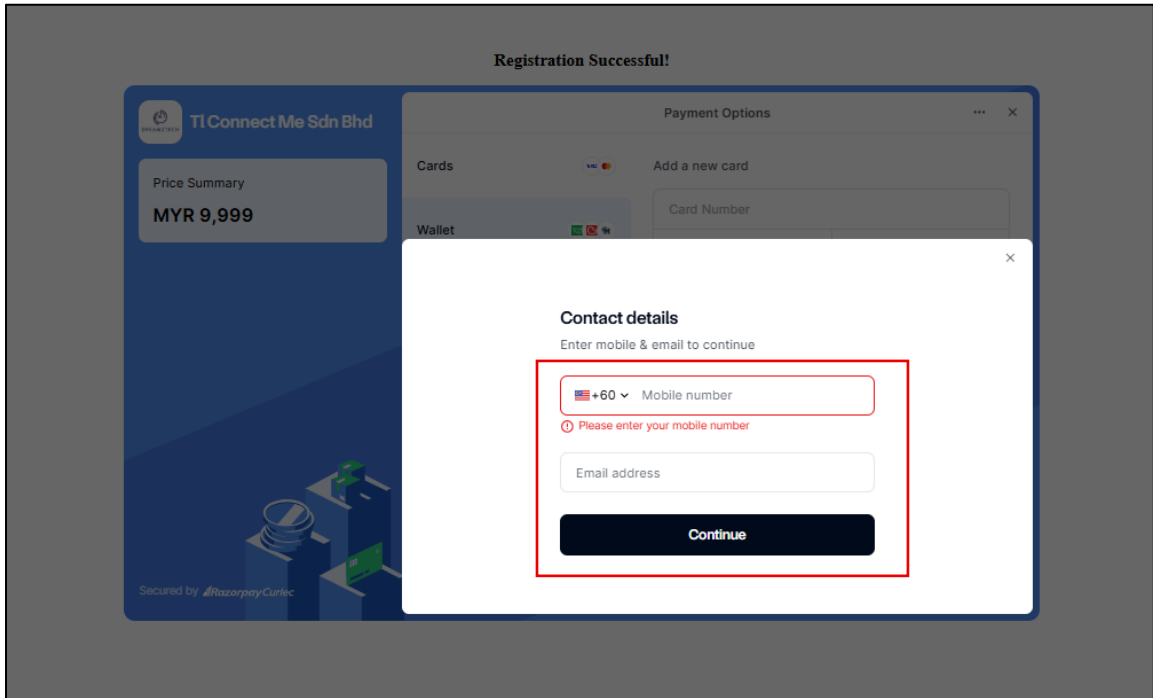
  

Email Address \*

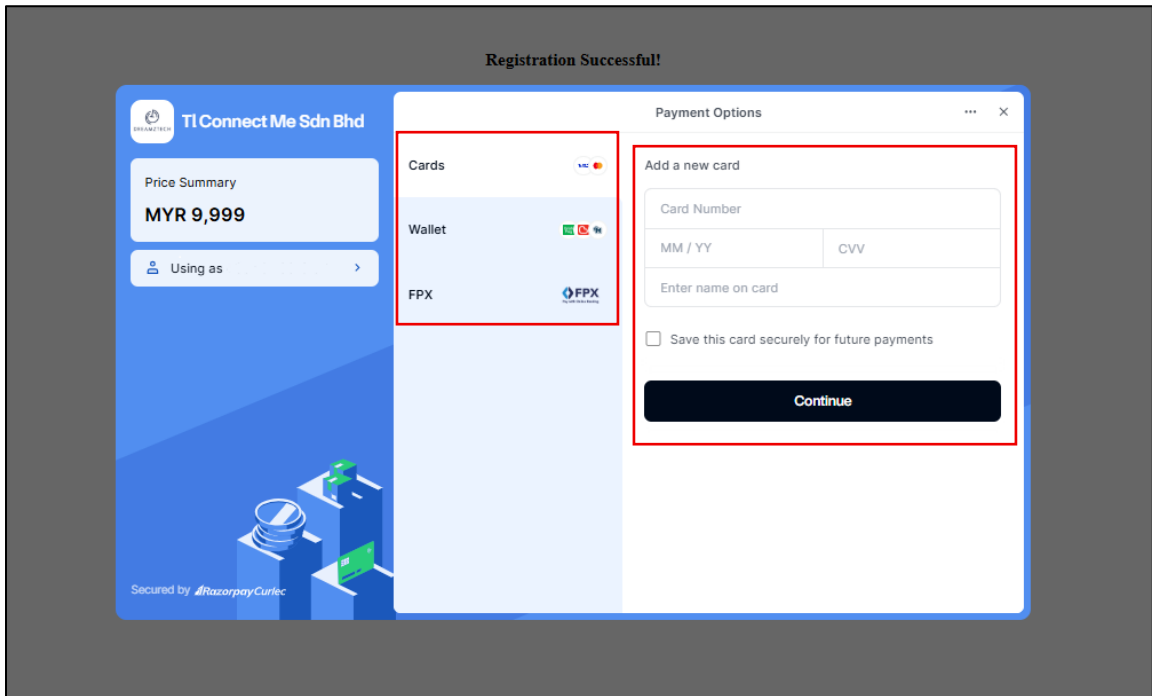
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**\*\*Notes:** The minimum requirement for password is **at least 8 characters**. It is recommended the password with mixture of upper key, lower key, numbers and special case (Eg: !@#\$%^&\*).

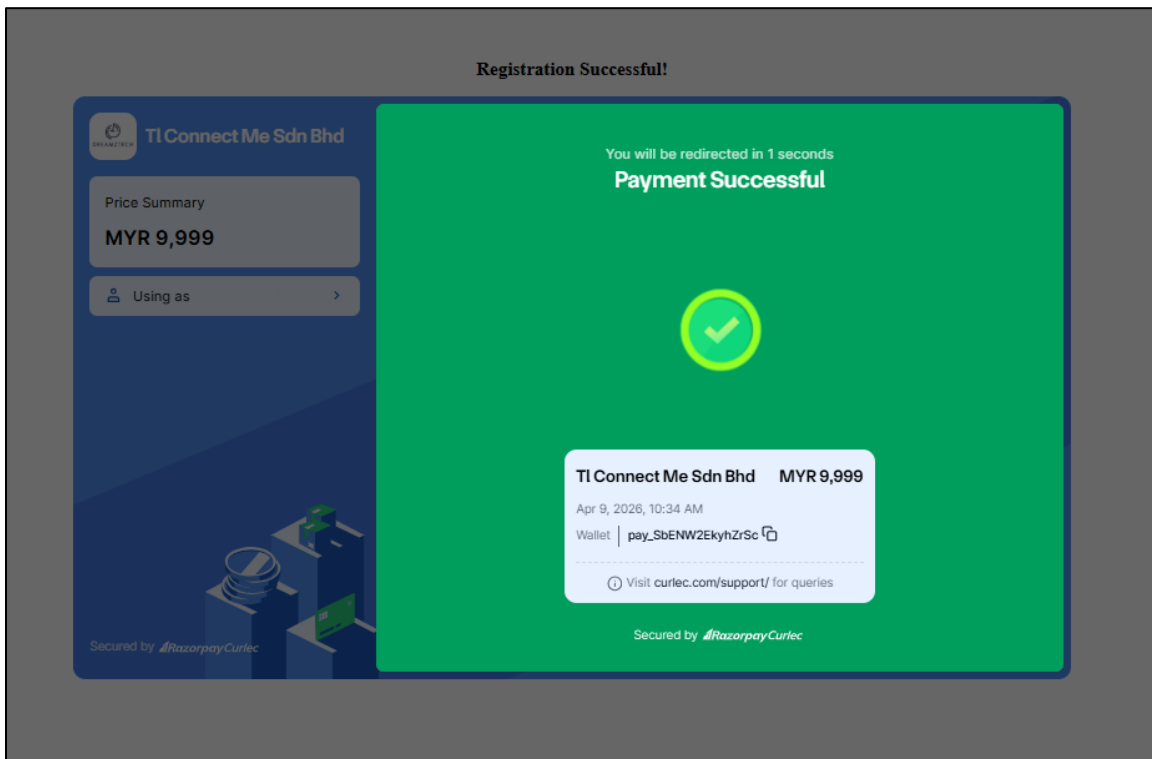
5. To change the phone country code, click on the flag icon and select the country where your contact is registered. Insert your contact number, email address and click “Continue”.



6. Select Payment Option preferred and insert the details. After done, click on "Continue".



7. Payment Successful and account will be created. The webpage will be redirect to login page.



Payment successful! Your subscription is now active. ✕

Agency Code

Username \*

Password \*

Remember me

# For Existing User

## Account Login – With Username & Password

1. Go to the webpage with following url:  
<https://agency.tolong.com.my/>
2. Insert Username, Password and click “Login.” Webpage will be redirected to dashboard if login successfully.

Agency Code

Username \*

Password \*

Remember me

Log in

Forgot your password?

Forgot your username?

Don't have an account?

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Dashboard

Reminder

Hello, Top Agency!  
950 - Master Account

DASHBOARD

WORKER INFORMATION

QUICKLINKS

FINANCE

PERMIT REQUIREMENTS

LETTER

OPTION

PAYMENT

CHANGE HISTORY

REVIEW & PERMISSION

Total Worker: 1

Total Pending Jobs: 5

Total Claim: RM120.00

Total Outstanding Balance: RM 230.00

Your Points: 0

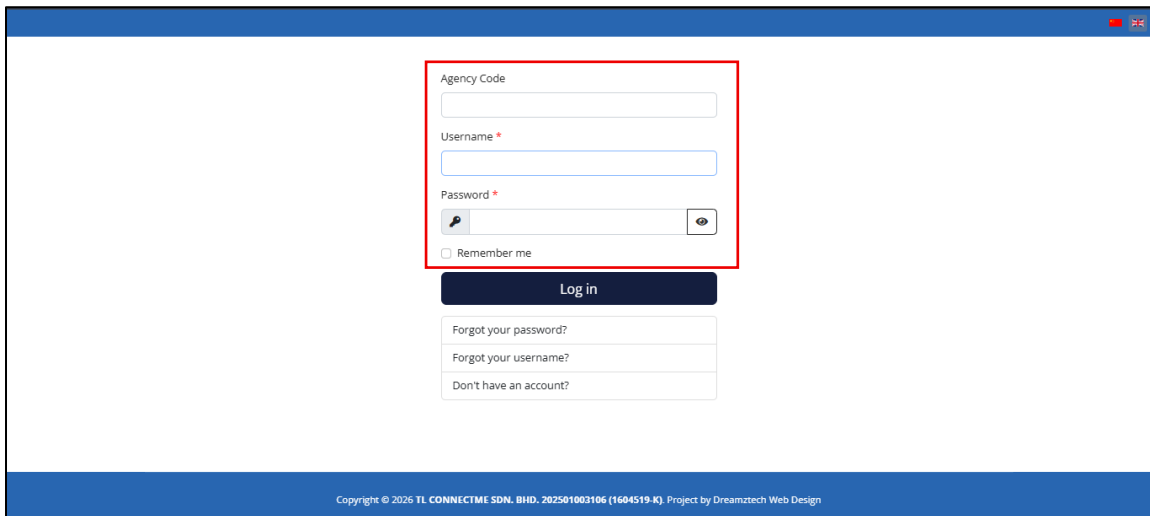
Points History

Activity	Points	Date	Remark
New User	+0	09 Apr 2026 09:57	Welcome!

**\*\*Notes:** To change webpage language, click on top left flag icon.

## Account Login – For Employee Role

1. Go to the webpage with following url:  
<https://agency.tolong.com.my/>
2. Insert Agency Code, Username, Password and click “Login.” Webpage will be redirected to dashboard if login successfully.



Agency Code

Username \*

Password \*

Remember me

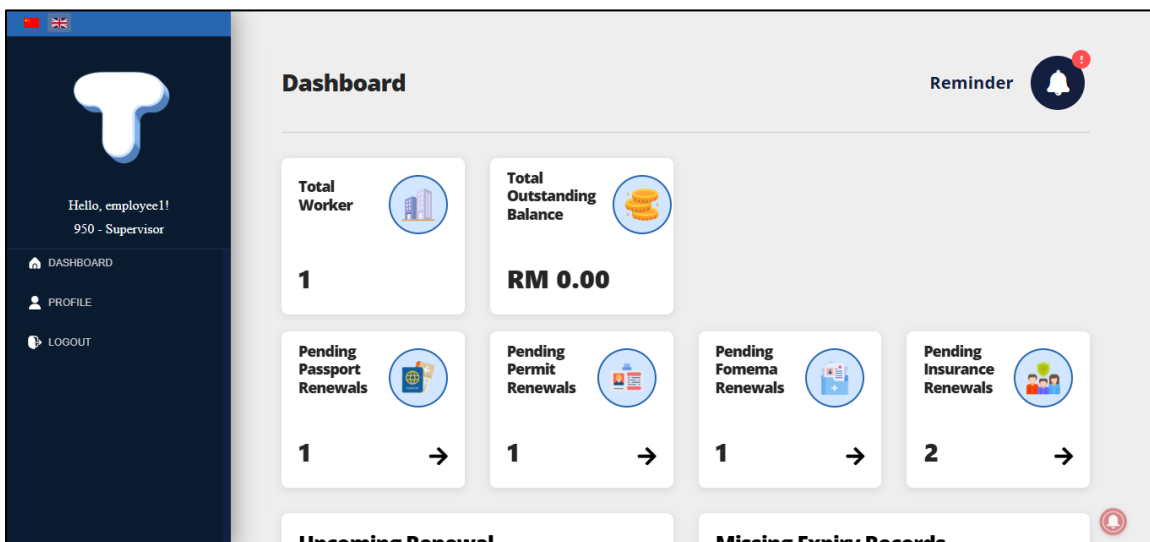
Log in

[Forgot your password?](#)

[Forgot your username?](#)

[Don't have an account?](#)

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Dashboard

Reminder

Hello, employee!  
950 - Supervisor

DASHBOARD

PROFILE

LOGOUT

Total Worker  
1

Total Outstanding Balance  
RM 0.00

Pending Passport Renewals  
1 →

Pending Permit Renewals  
1 →

Pending Fomema Renewals  
1 →

Pending Insurance Renewals  
2 →

Upcoming Renewal

Missing Expiry Records