

# User Guide: Card Access

## Introduction

### Step 1: Card Access

Click "Card Access" icon

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### Step 2: Create New Complaints

Click "New Card" to make a new card.

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### Step 3: Fill in Complaint details

Fill in Card Access Type, Remark, and include pictures of Profil Picture , NRIC , and Relevant documents.

Click "Add" to create.

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