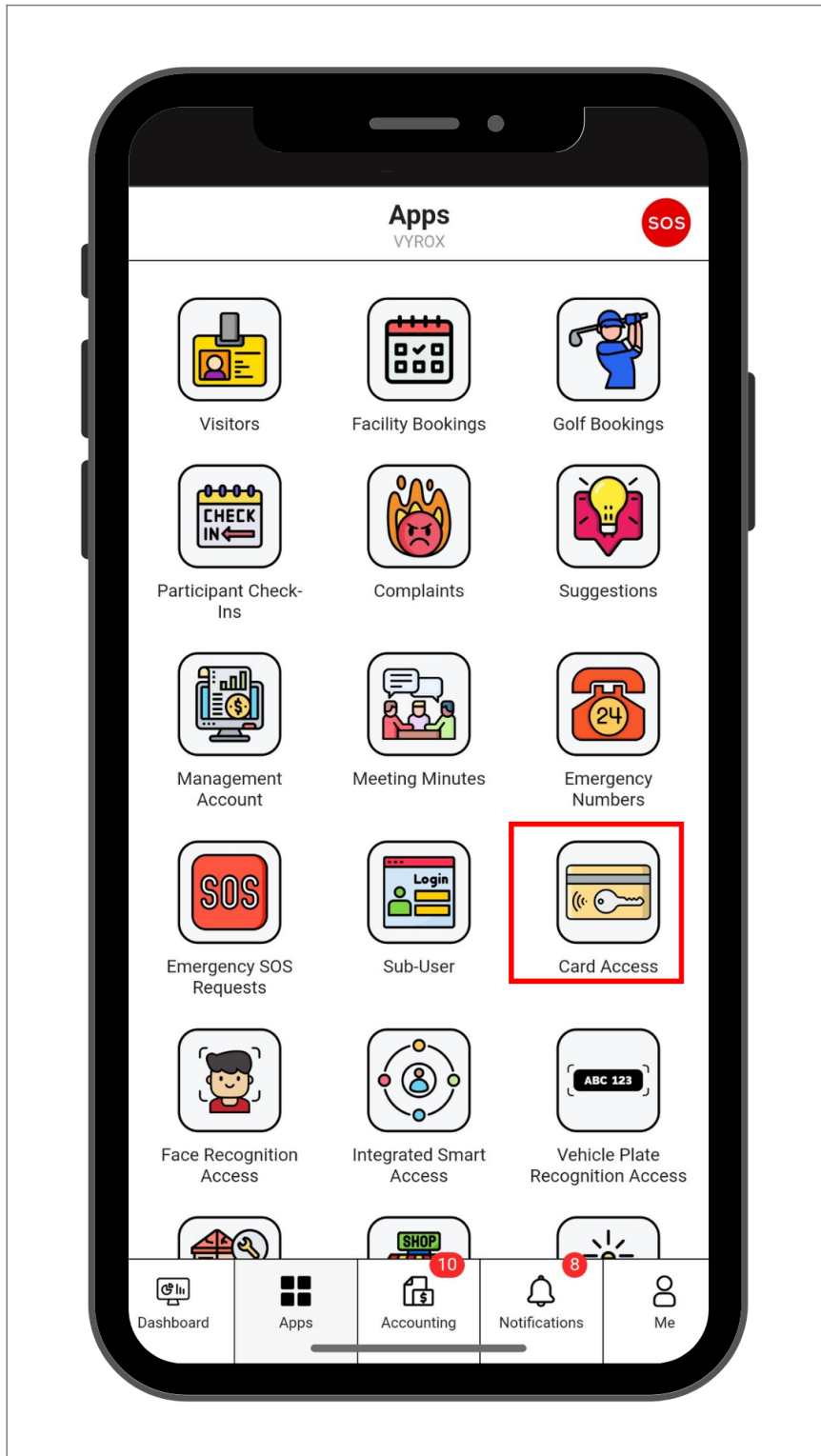


# User Guide: Card Access

## Introduction

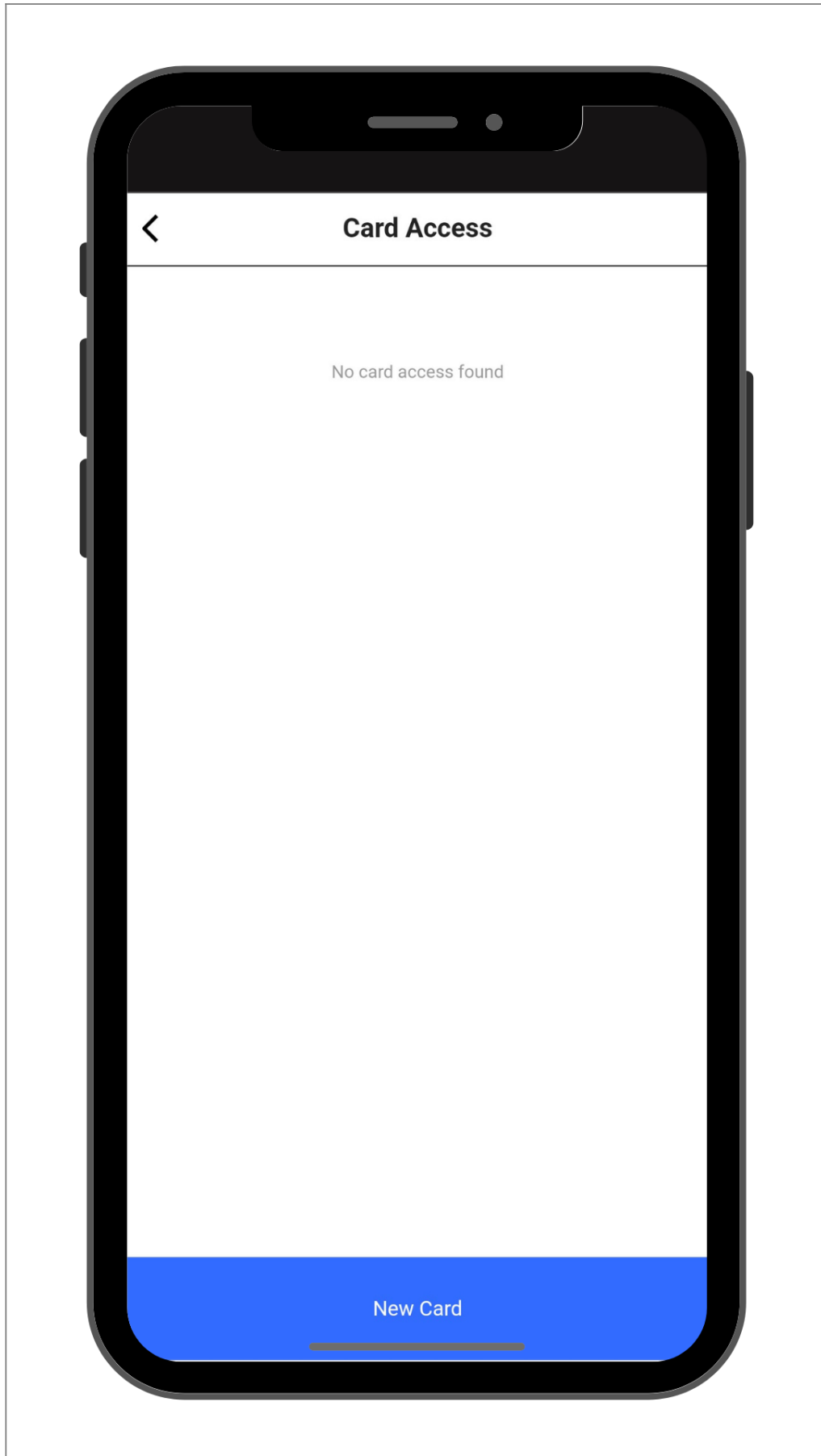
### Step 1: Card Access

Click “Card Access” icon



## Step 2: Create New Complaints

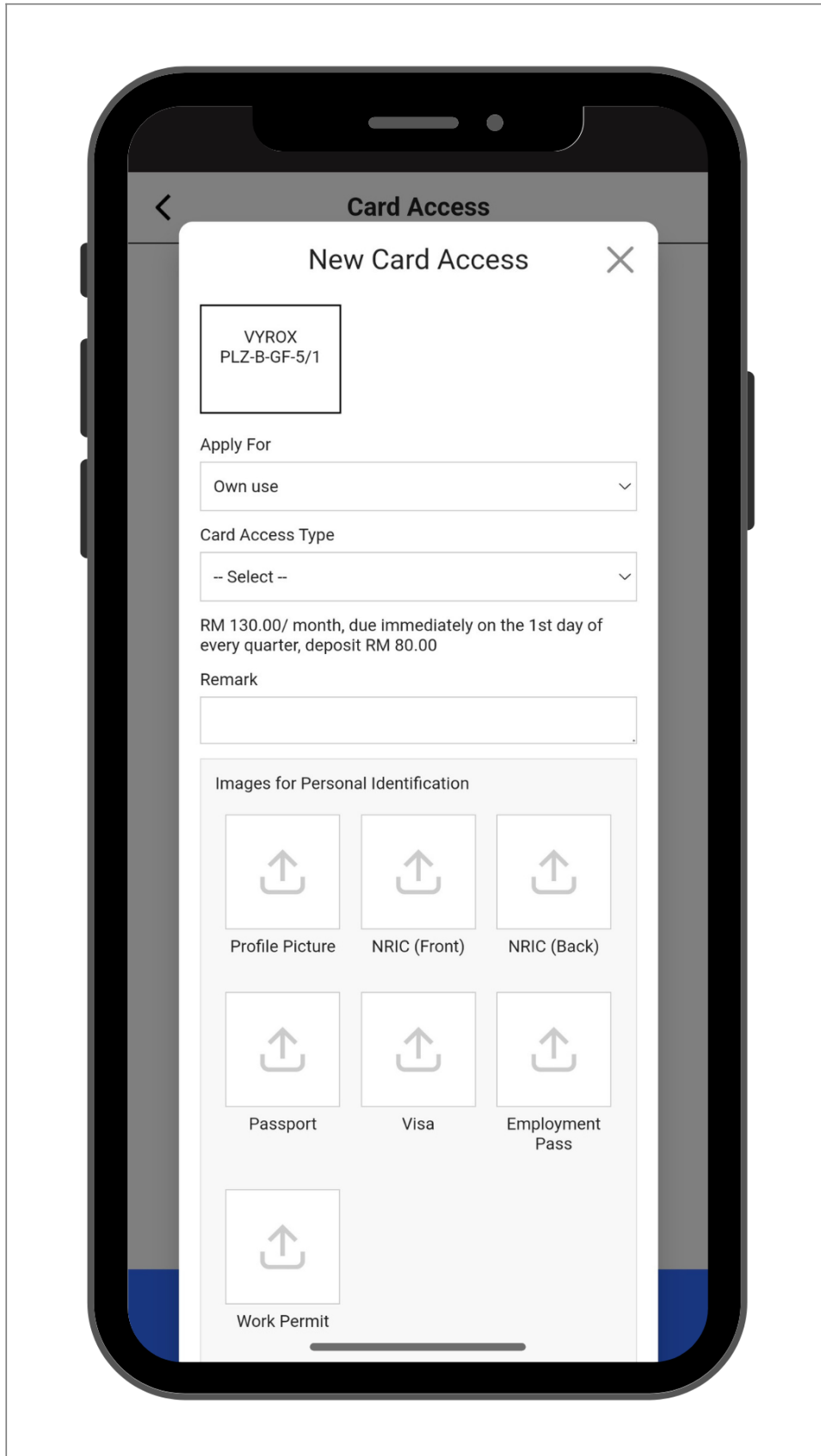
Click **“New Card”** to make a new card.



### 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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