

PUBLIC USER MANUAL

Version 1.0

Welcome to the MySiswaPlace Quick Guide!

Welcome to MySiswaPlace! This quick guide offers step-by-step instructions for effectively managing your account and making the most of our platform. Here, you'll learn how to register an account, claim your vouchers, and purchase products using those vouchers. Let's get started and ensure you have a smooth and efficient experience with MySiswaPlace!

I. Guide to Managing User Profile and Voucher Claim

I.I. My Profile

I.I.I.Click the "Register" menu on the right-top side of the page



I.I.II.Fill up the fields and click "Submit"

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I.I.III.Click the send code button and check your email inbox to verify registered email. If you want to change your email, click the change email button.



I.I.IV.After making verify your email, you are already registered into the system.

I.II.Check voucher eligibility

I.II.I.After your email is verified, system will prompt for voucher eligibility. Please fill up the fields.

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I.II.II.Select your instituition

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I.II.III.If you are eligible, Your voucher will claim automatically.

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II. Guide to Check Out Product

II.I. Accessing Product List

II.I.I. After successfully registered/login into the system, user can browse product list in the landing page.



II.II. Check Out Product

II.II.I. Click on a selected product and system will redirect to product details page.

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II.II.II.Fill in details (delivery address, contact details, etc.)

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II.II.III.Review all information and click "Place Order"

II.II.IV. click "Confirm Order" to confirm your order placement



II.II.V.Your order will send to merchant and voucher will be deduct automatically.

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