



NFCMP User Manual

Newline NFC Management Platform

USER GUIDE

Newline Interactive

Contents

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2. Dashboard
3. NFC Manage
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6. Log
7. Account profile

1. Account registration

1.1 Create a new account with your email

You can simply use your email to start the new account to access the newline NFCMP. Just fill in the email address and then click the next step button to confirm other details for your account.

Step 1 : Type in your Email, and then click sign up.

Newline

Create account

I accept the [Terms of Service](#) & [Privacy Policy](#)

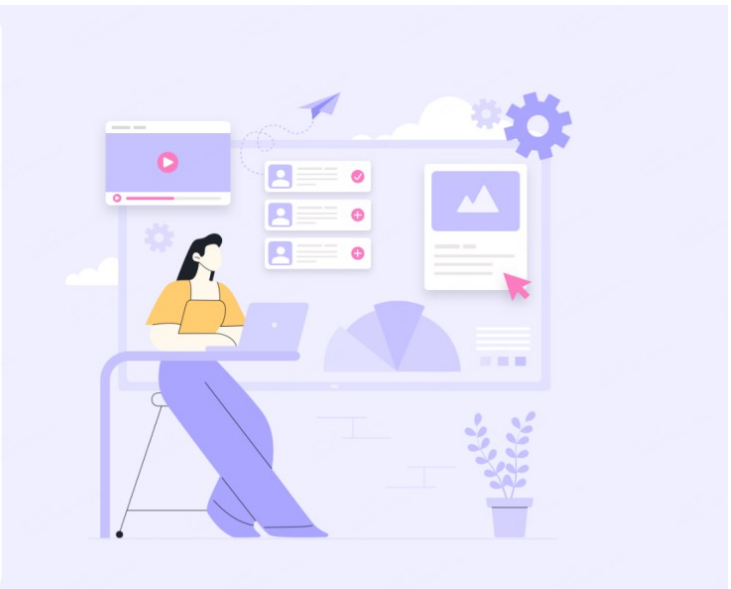
Sign up

OR

Already have an account? [Log in](#)

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Step 2 : Confirm your password.

Newline

←

Set Password

At least 8 characters, including uppercase, lowercase letters, numbers, special symbols.

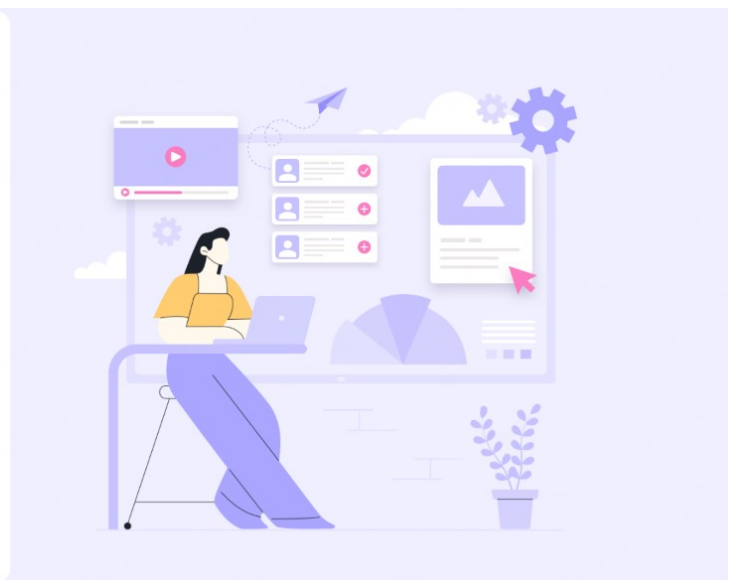
Next

OR

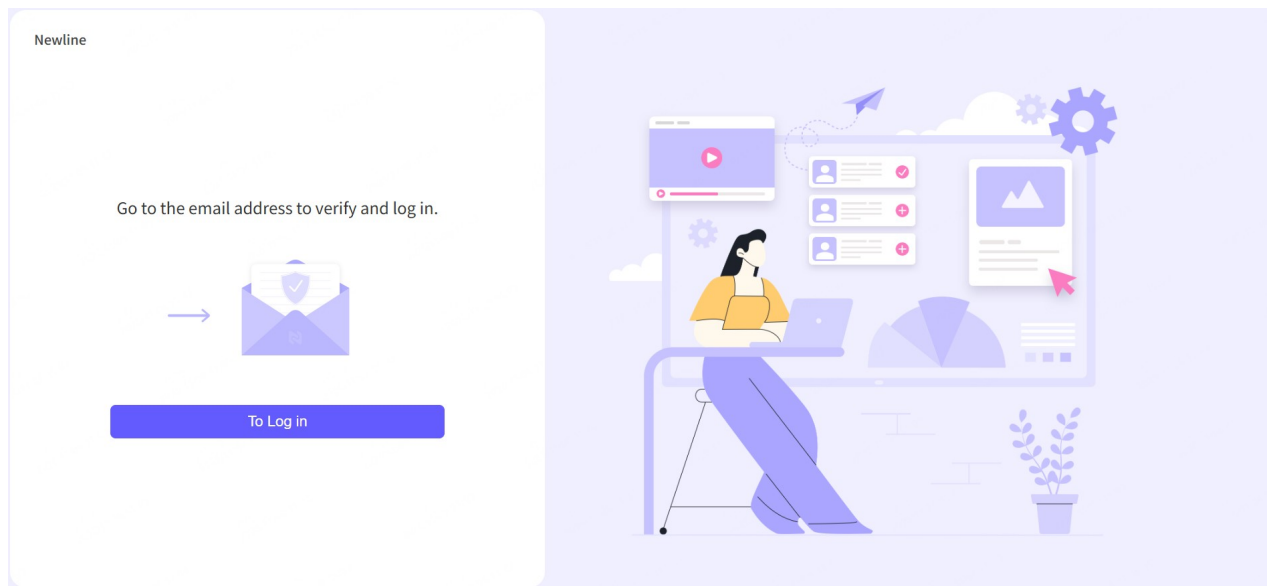
 

Already have an account? [Log in](#)

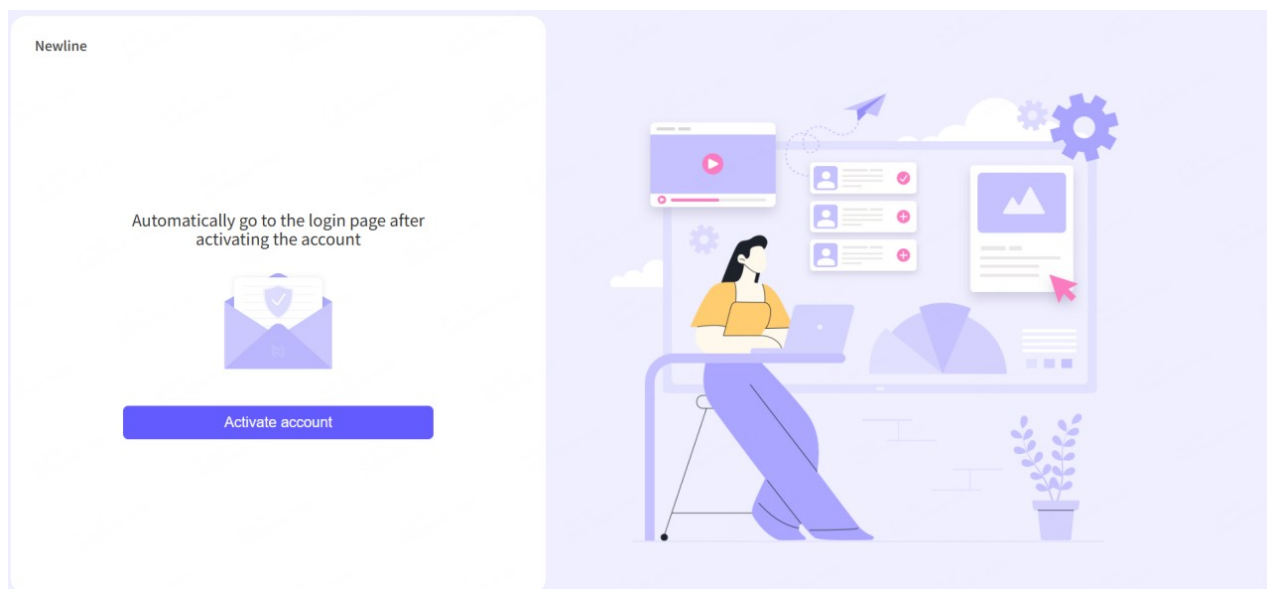
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Step 3 : Verify by the Email.



Step 4 : Click the link in the Email and then activate the account.



And then you can switch to the setting of your account, continue to do the work for the personal setting.

1.2 Single sign on

Get a quick started by your Google account or Microsoft account.

Step 1 : Click the SSO choice and login your Google/Microsoft account.

Newline

Log in

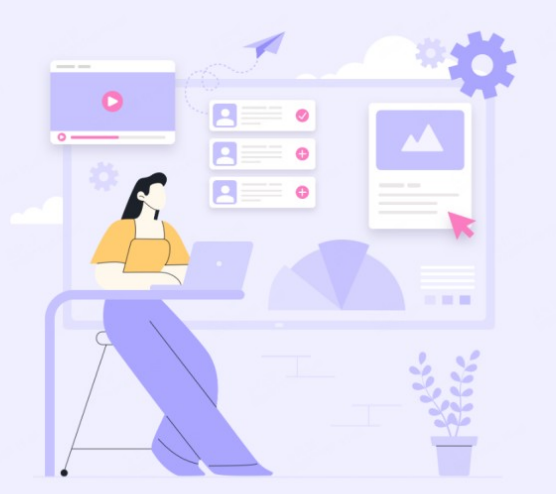
I accept the [Terms of Service & Privacy Policy](#) [Forgot Password](#)

Login

No Account? [Create account](#)

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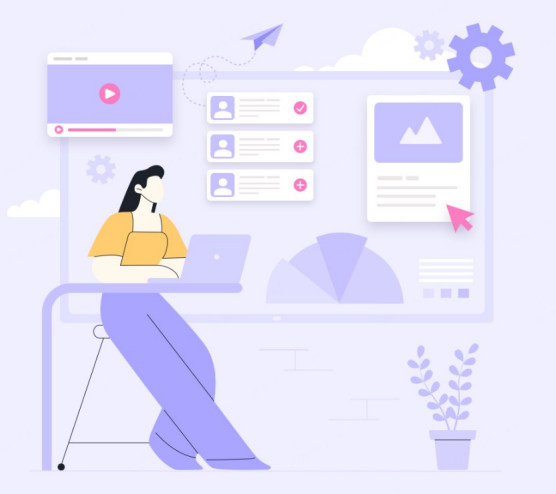
Step 2 : Verify by the Email.

Newline

Go to the email address to verify and log in.



To Log in



Step 3 : Confirm your password, and then you can login the portal.

Newline

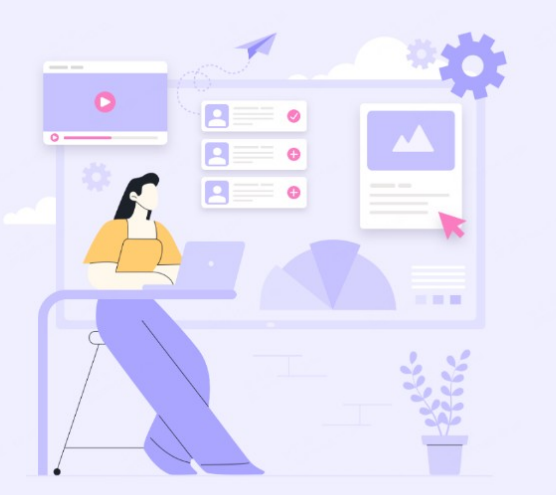
Set Password

At least 8 characters, including uppercase, lowercase letters, numbers, special symbols.

 your account

Please enter your password.

Next



1.3 Reset password

If you had forgot your password, you can try to reset the password by the Email.

Step 1 : Click the forgot button.

Newline

Log in

E-mail
E-mail Address

Password
Enter password

Please enter your password.

I accept the [Terms of Service](#) & [Privacy Policy](#)

Forgot Password

Login

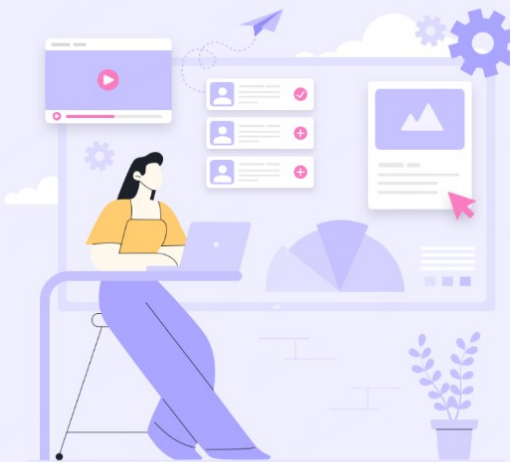
OR





No Account? [Create account](#)

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Step 2 : Type in your Email address.

Newline

←

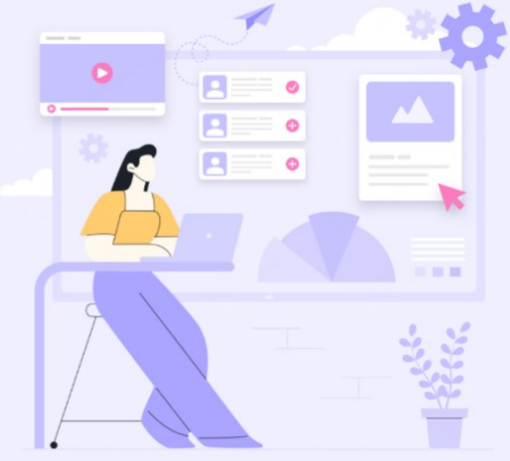
Forgot Password?

Email
E-mail Address

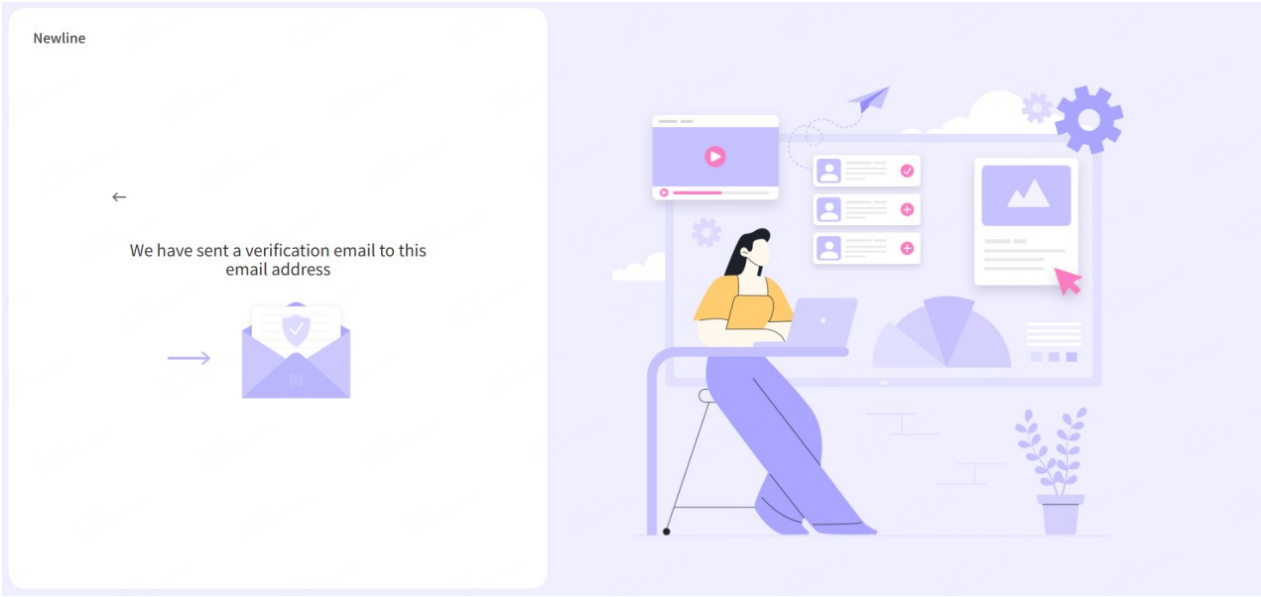
The email format is incorrect.

Send

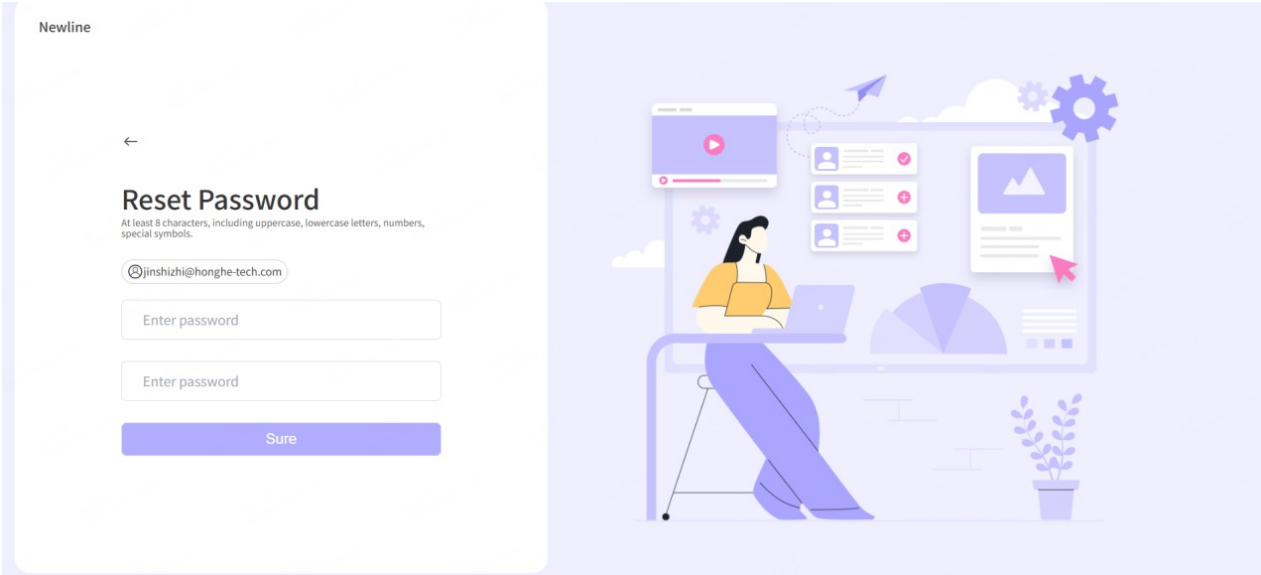
We will send a verification email to this email address



Step 3 : The reset link will send to your Email address.



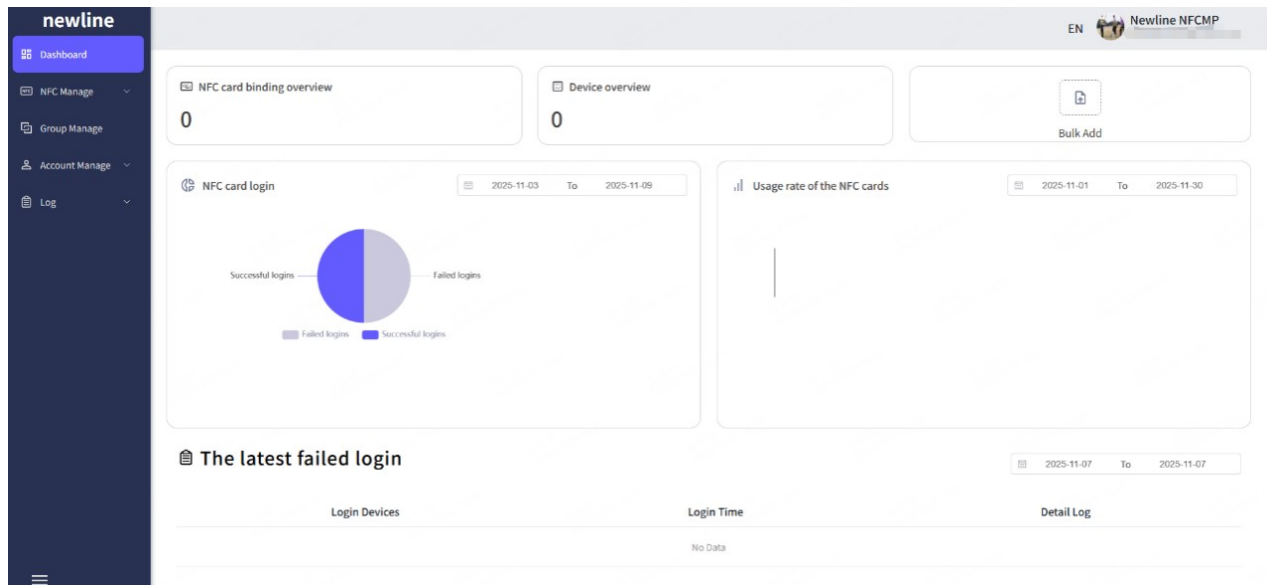
Step 4 : Reset your password.



2. Dashboard

2.1 Home page

In the Dashboard, you can get the whole situation by the key data, such as the total sum of NFC cards, devices, and the total sum of card logins, latest failed logins.



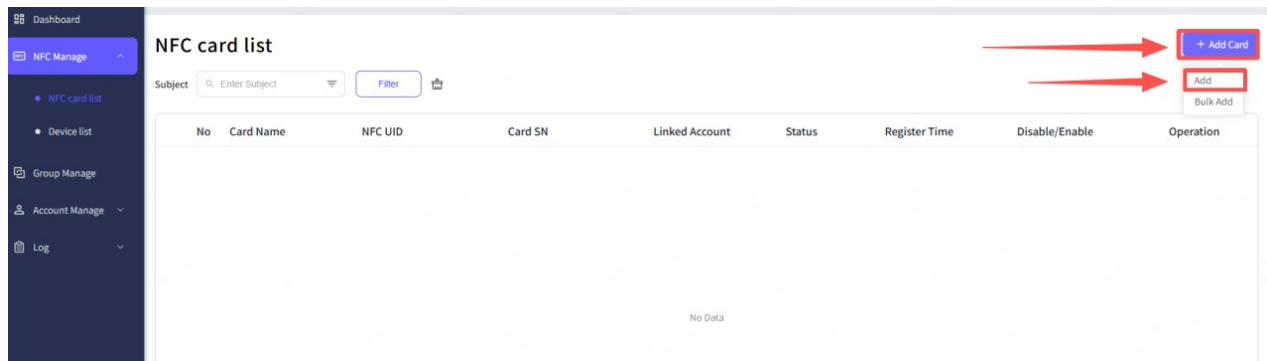
3. NFC Manage

3.1 NFC card binding

In order to manage your card, you need to binding your NFC card first.

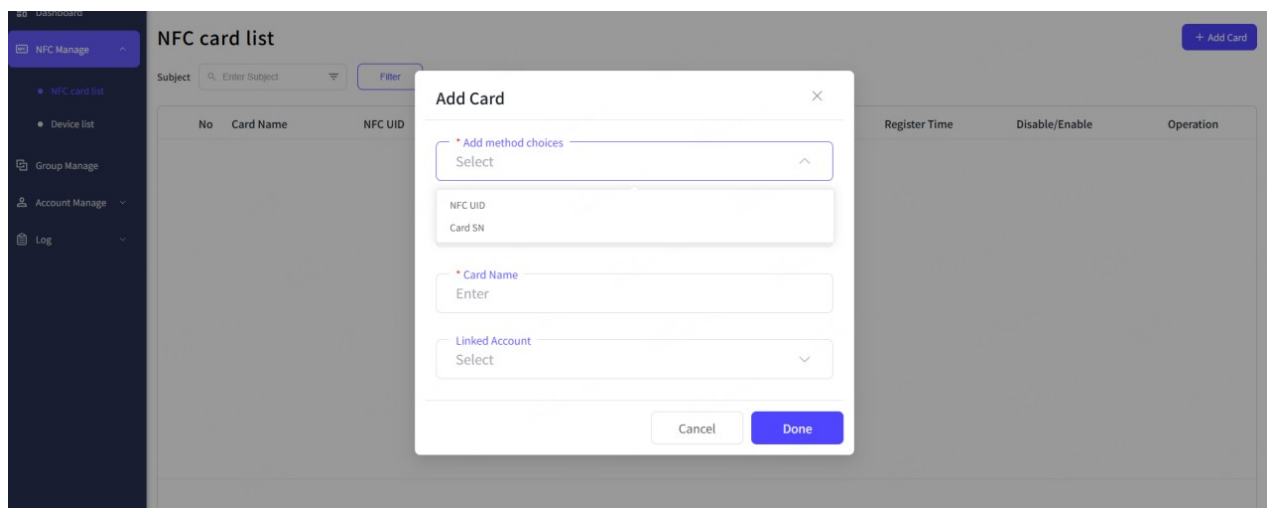
“Add” mode , binding one card at a time.

Step 1 : Click “Add Card” button, choose “Add” option.



Step 2 : Choose the methods by the “Card SN” or “NFC UID”.

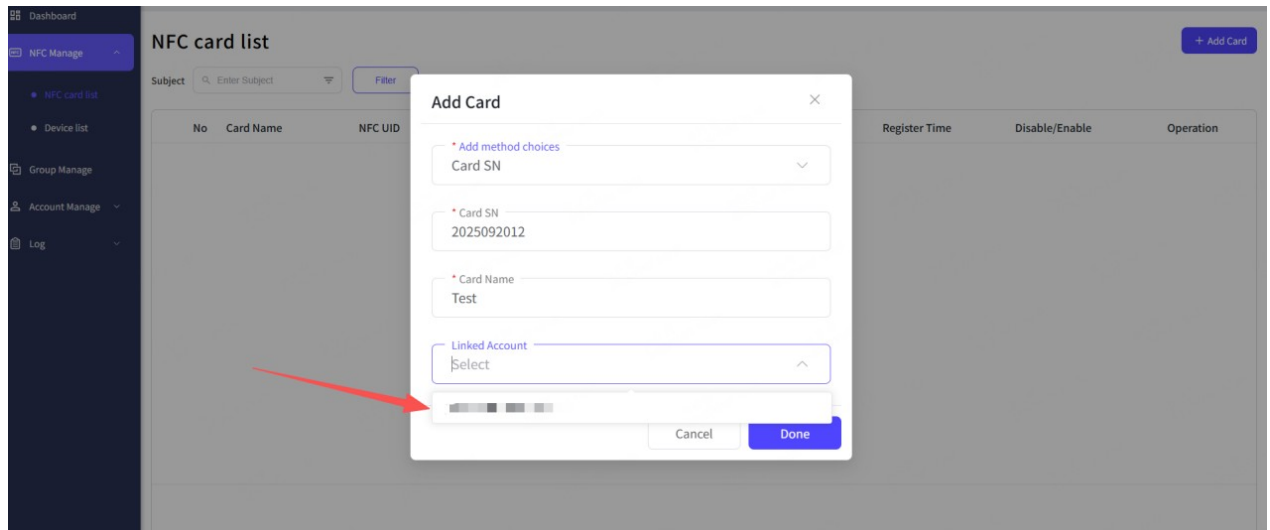
(Please note that the 'Card SN' is a unique number for each Newline standard NFC card. As for the 'NFC UID', this is the standard NFC protocol ID, which is unique to each NFC standard card.)



Step 3 : Type in the right number for which methods you chose.

Step 4 : Type in the name for your card.

Step 5 : Choose an account that link to your card, you can also select it later.

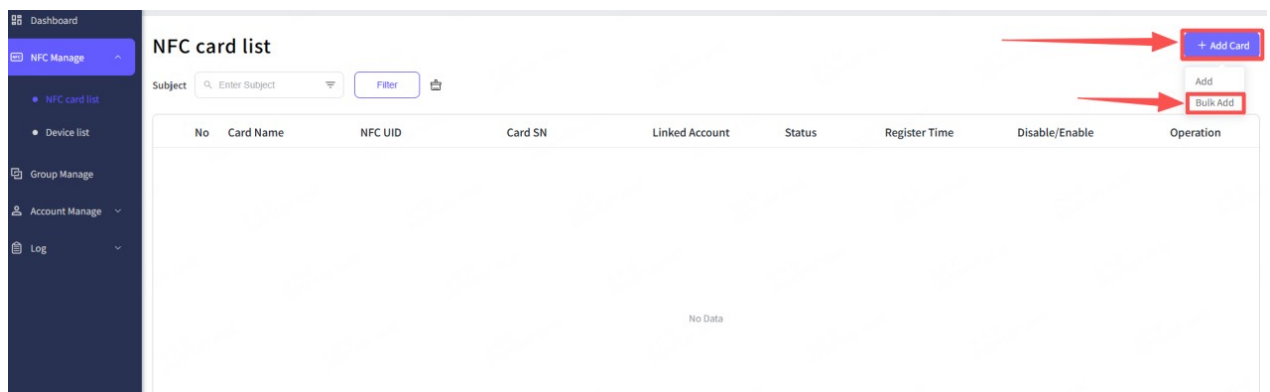


Step 6 : Click “Done” button.

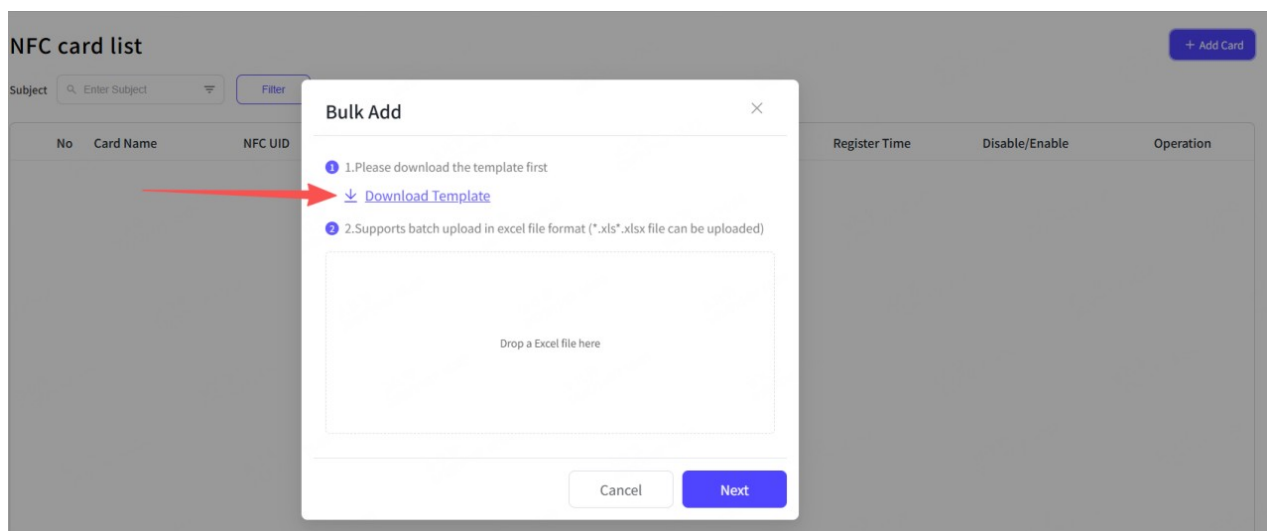
Step 7 : The hint shows up, it means you had successfully added your card. And you will see your card in the card list.

“Bulk Add” mode , binding multiple cards at a time.

Step 1 : Click “Add Card” button, chose “Bulk Add” option.



Step 2 : Download the template file.



Step 3 : Open the template and choose the add methods between “Card SN” and “NFC UID” as you

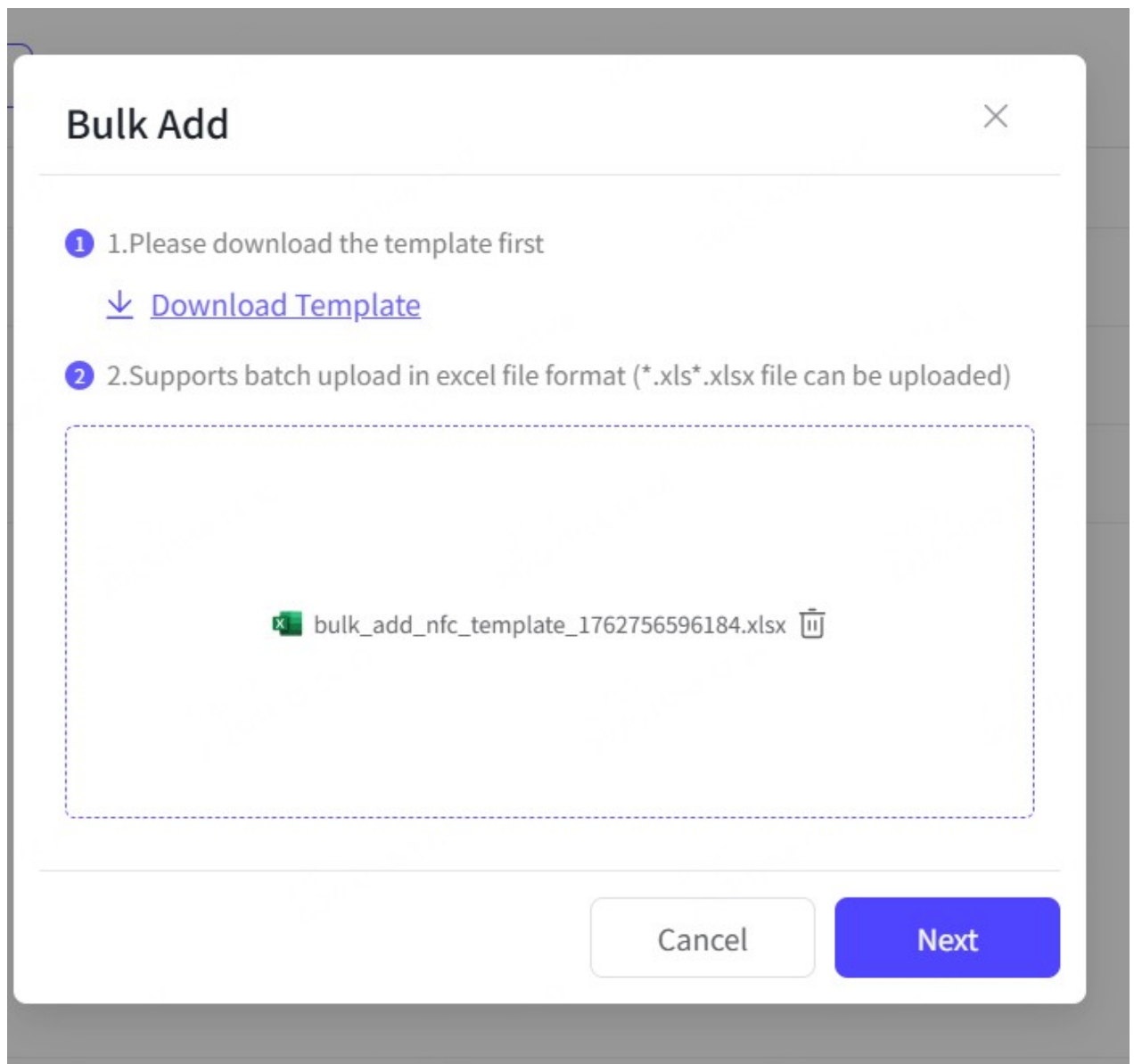
prefer, and then filling these right numbers with your cards, alongside with the “NFC card name” and “Linked account”.

NFC UID	Card SN	NFC card name	Linked account	Note
07:43:27:98:61	250729009	Mary	143243@gmail.com	you could just choose one way between NFC UID and Card SN, and please remember wipe out the Sample Data.
07:43:27:98:62	250729010	amy	143244@gmail.com	
07:43:27:98:63	250729011	Mary	143245@gmail.com	

Step 4 : Check for the data and save it.

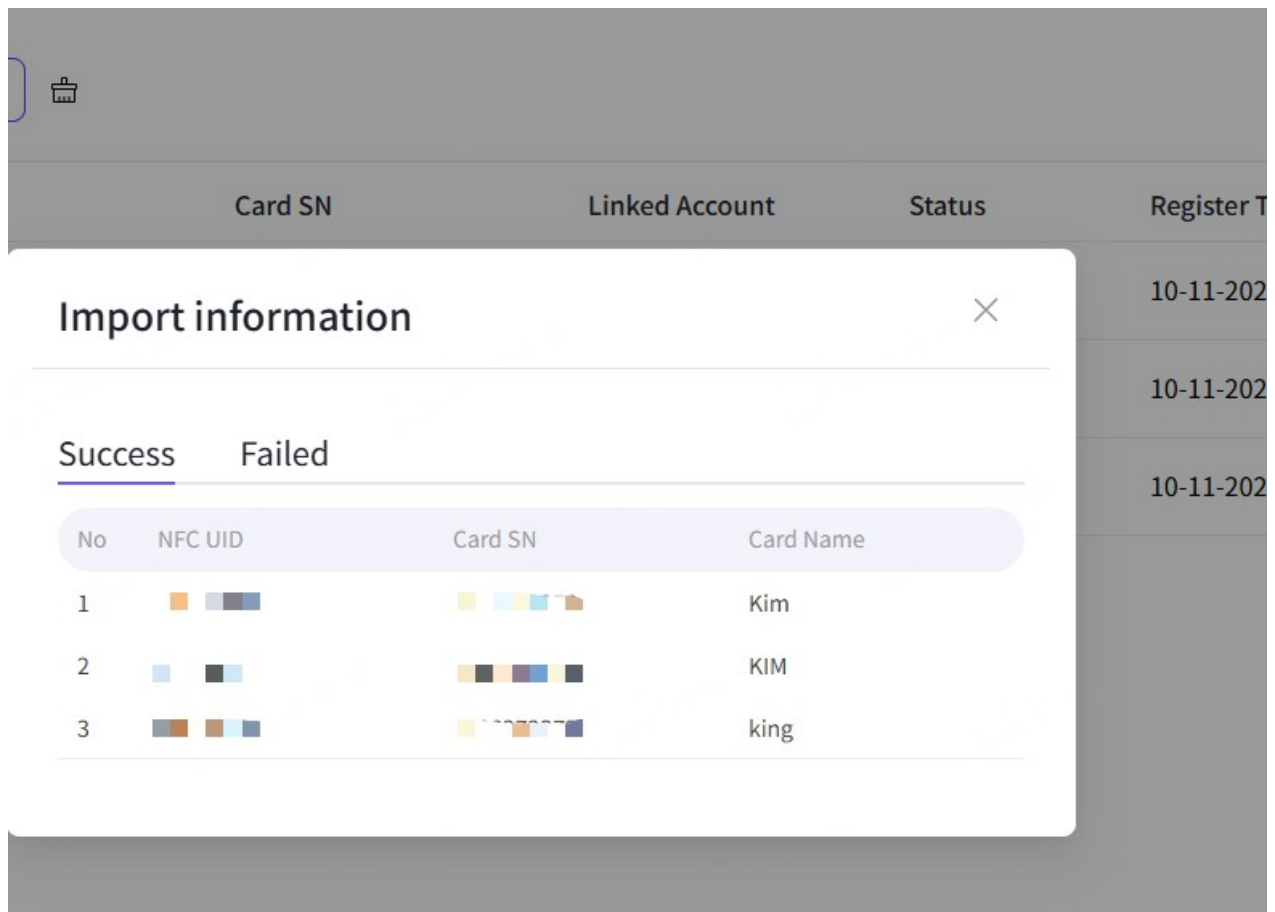
Step 5 : Click the upload area to choose the right file to upload.

Step 6 : Click “Next” button.



Step 7 : The hint shows up, and it will show how many cards were successfully binding when others

were not.

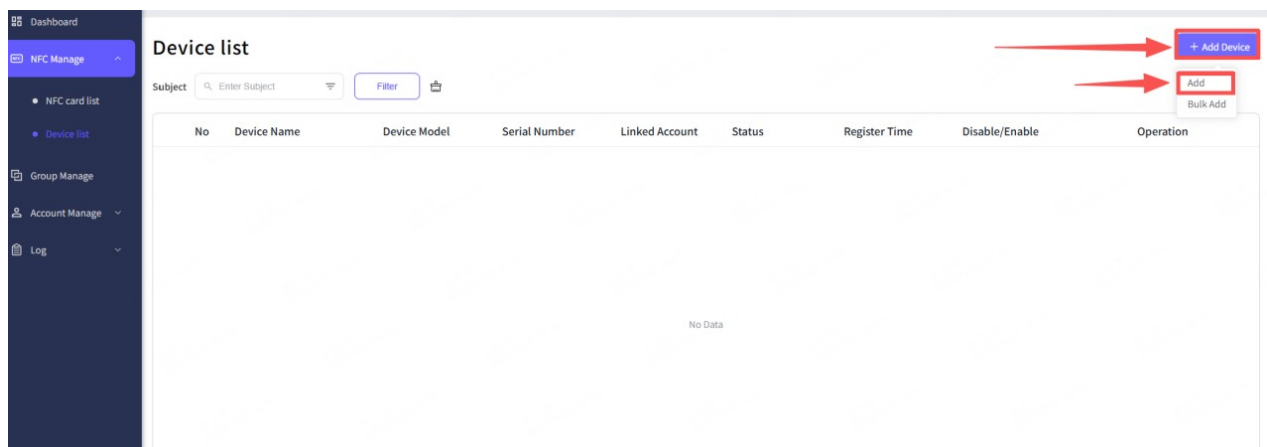


3.2 Device binding

For the connection, you are also need to binding your Newline panel device or IFPD to the portal.

“Add” mode , binding one device at a time

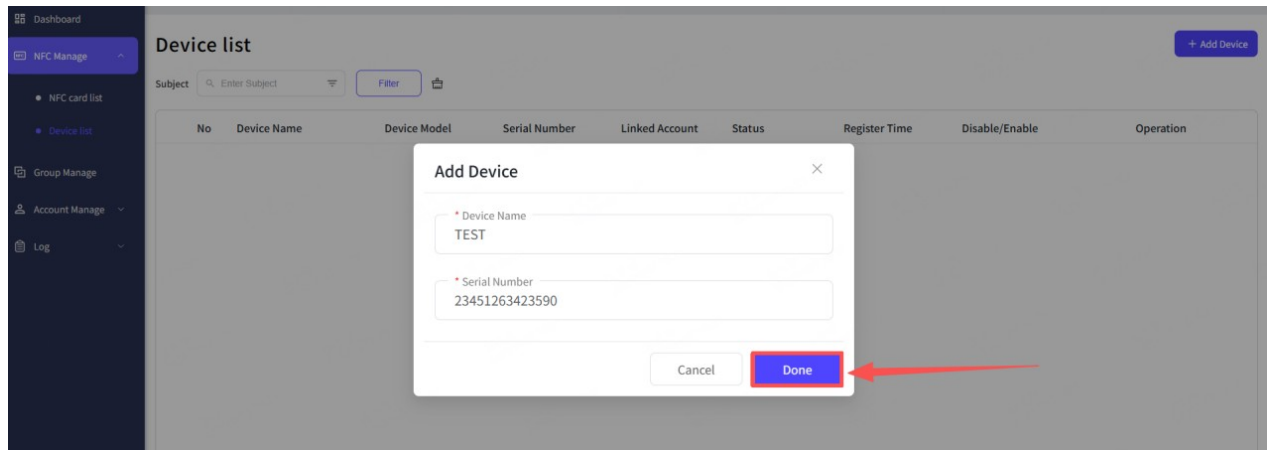
Step 1 : Click “Add Device” button, choose “Add” option.



Step 2 : Type in the name for your device.

Step 3 : Type in the right serial number for your device.

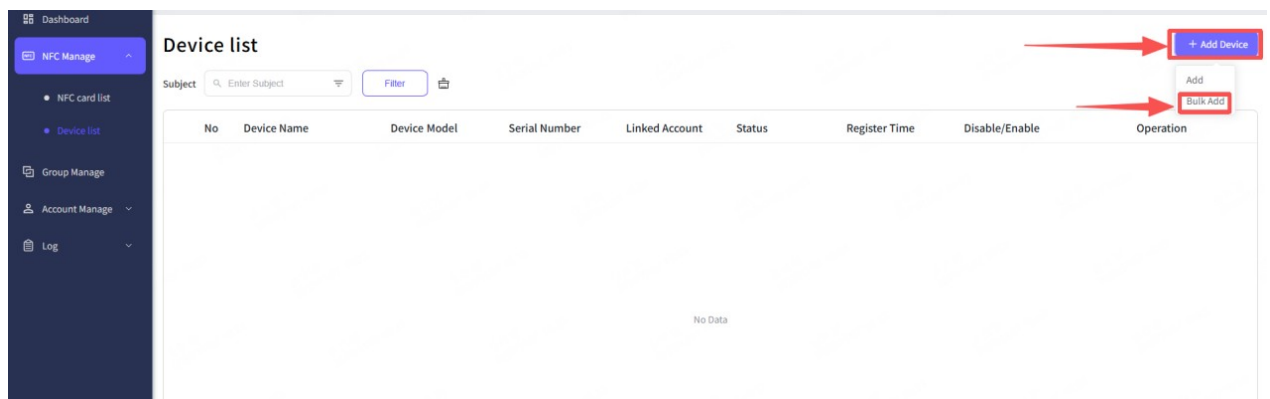
Step 4 : Click “Done” button.



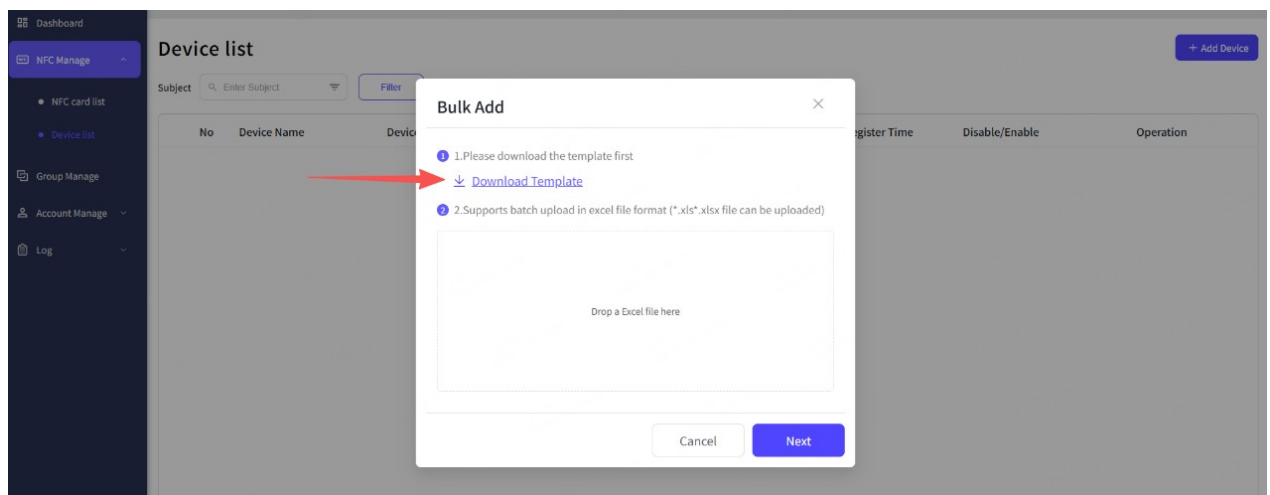
Step 5 : The hint shows up, it means you had successfully added your device. And you will see your device in the device list.

“Bulk Add” mode , binding multiple devices at a time.

Step 1 : Click “Add Device”, choose “Bulk Add” option.



Step 2 : Download the template file.

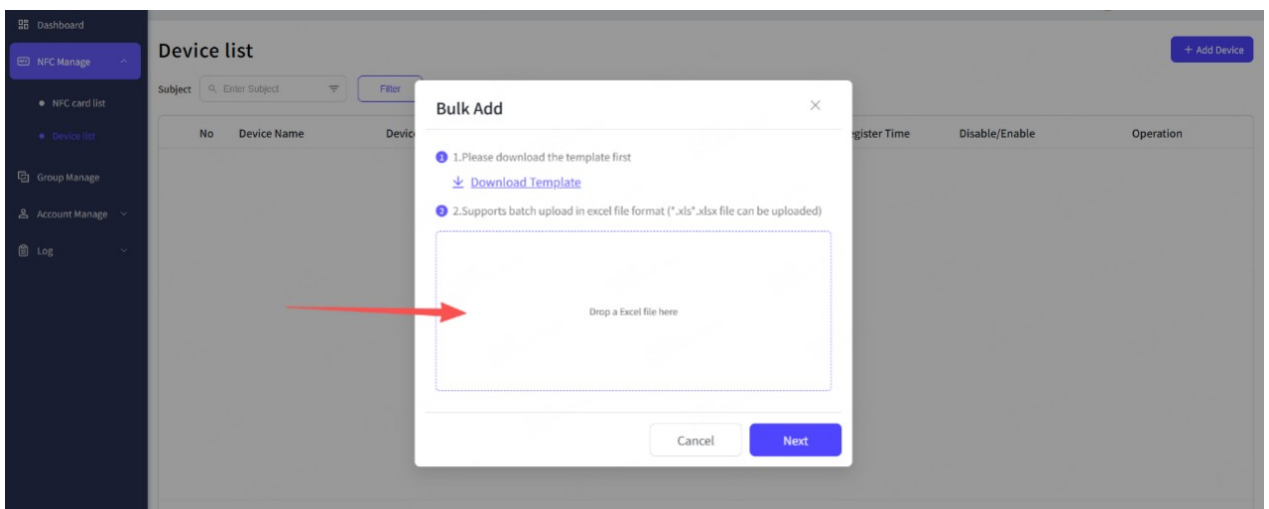


Step 3 : Fill in these right serial numbers with your devices line by line, alongside with the device name.

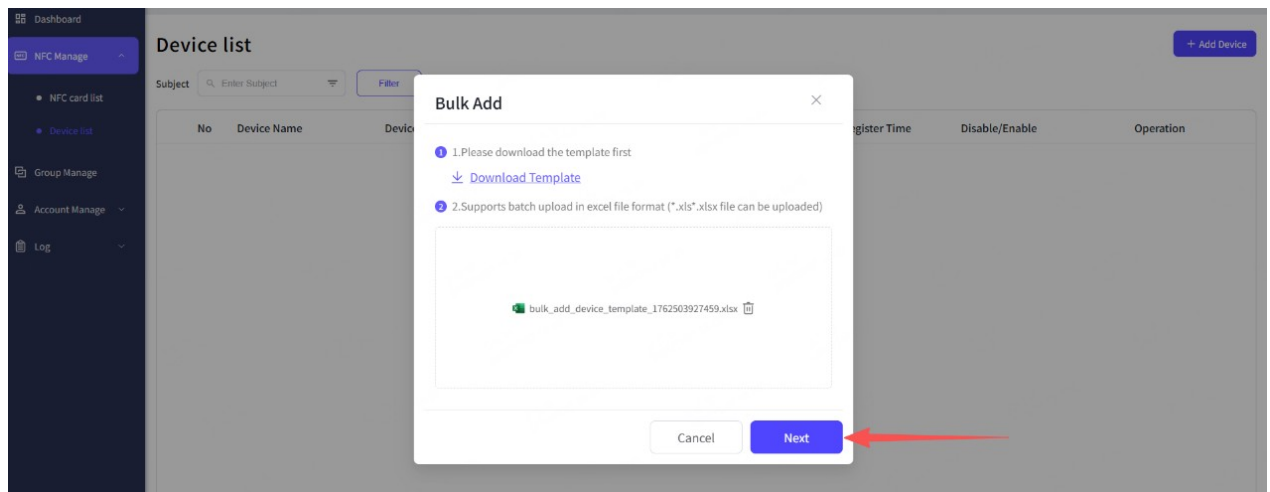
[illegible]

Step 4 : Check for the data and save it.

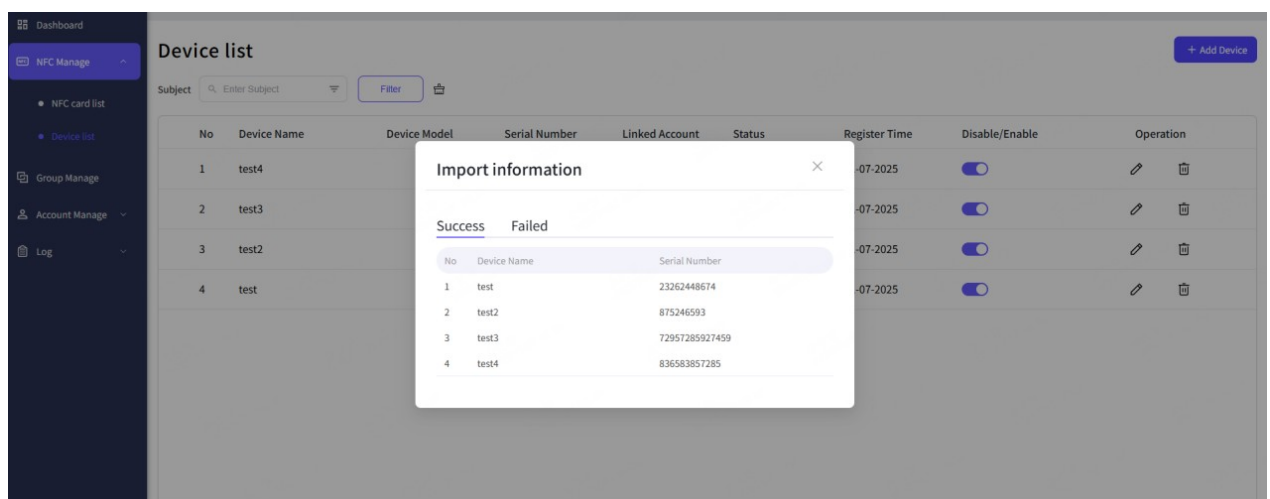
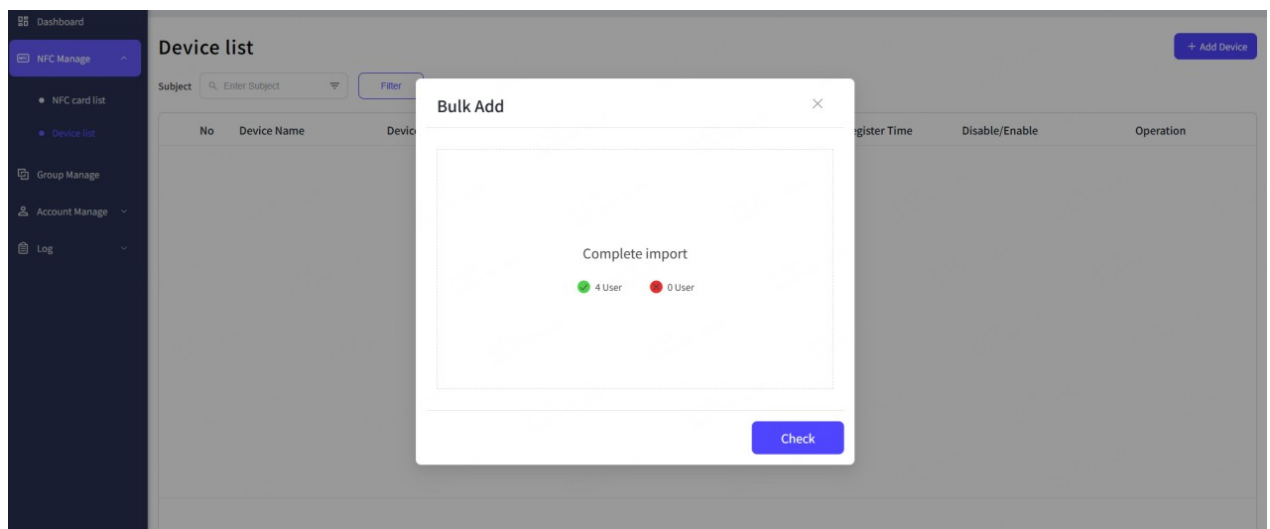
Step 5 : Click the upload aera to choose the right file to upload.



Step 6 : Click “Next” button.



Step 7 : The hint shows up, and it will show how many devices were successfully binding when others were not. You can click the check button to see the detail.

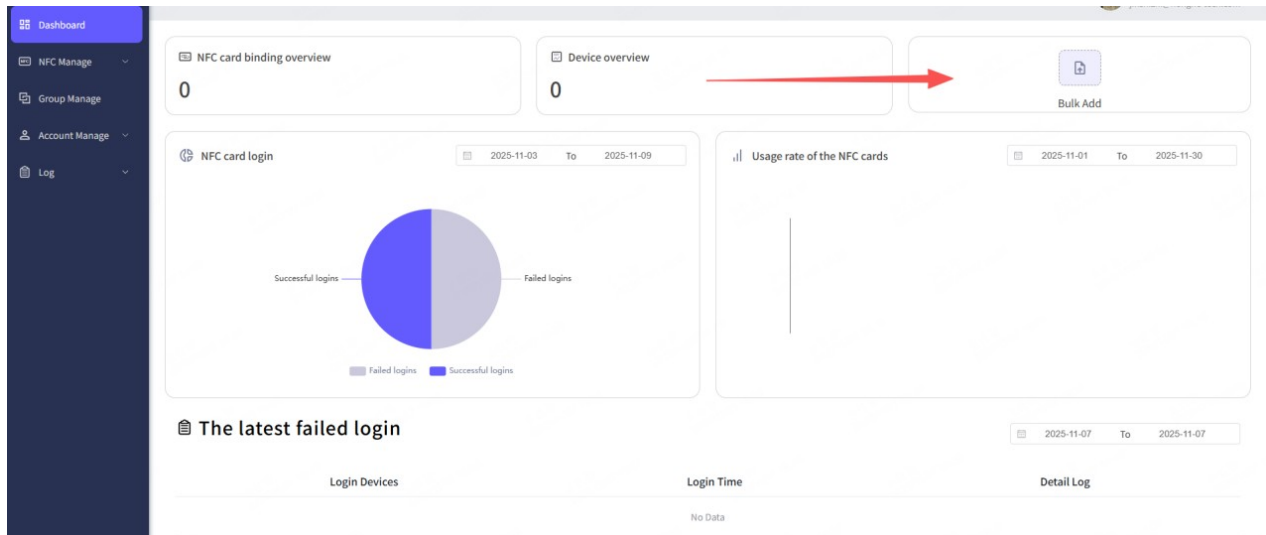


3.3 The whole link bulk

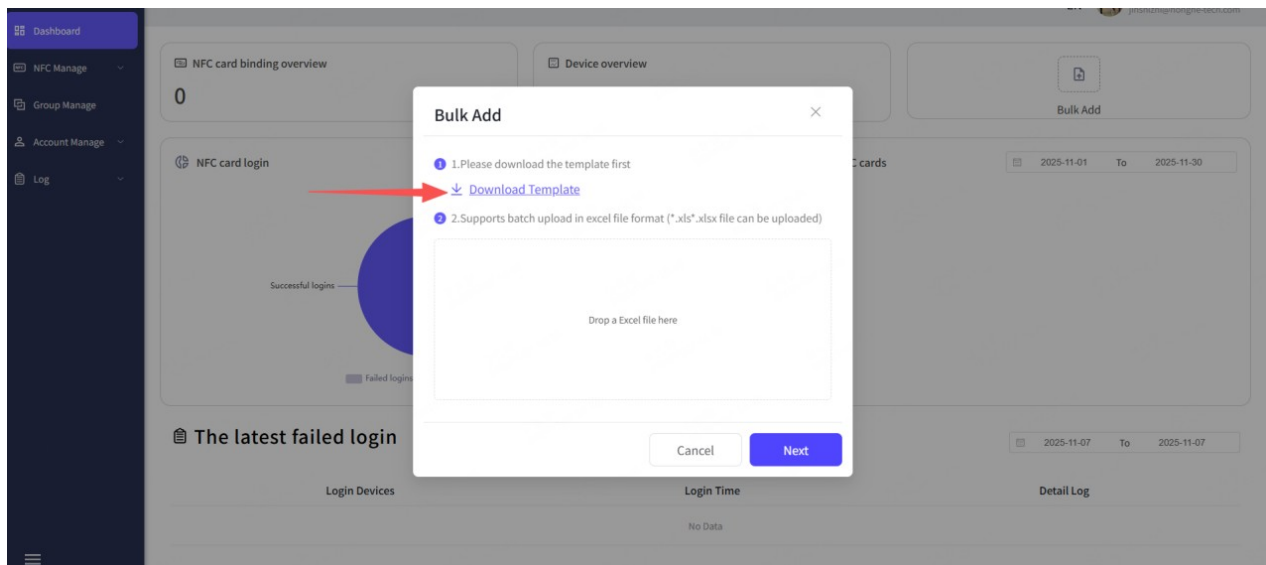
In order to improve the efficiency, you can use this “Bulk Add” on the dashboard to bulk the NFC cards, panel devices, accounts inviting, and then create the connection between accounts and users right away. Simply using one template file to bulk those data.

The entrance is on the Dashboard

Step 1 : Click “Bulk Add” button.



Step 2 : Download the template file.



Step 3 : Fill in both the two sheets, within the link connection for Account & Card, link connection for

Device & Account.

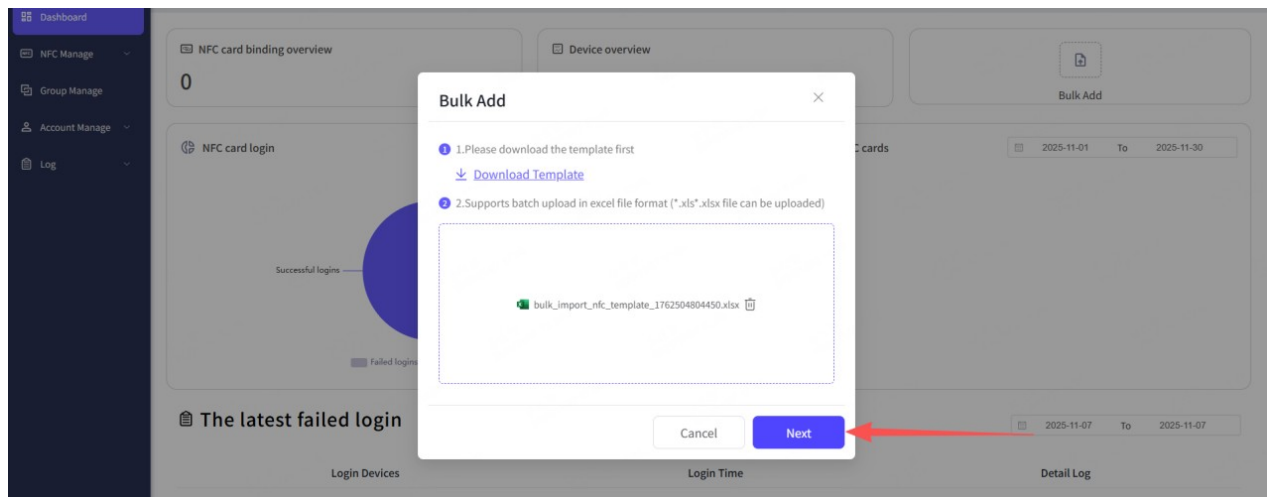
[illegible]

device name (optional)	device serial number	local user name	Account Email	Note: please wipe off all the sample datas before enter your datas.
1211	1211	owner	123@QQ.COM	The same data needs to merge cells
		user2	123@QQ.COM	
		user3	124@QQ.COM	
1218	1218	onwer	125@QQ.COM	

Step 4 : Check for the data and save it.

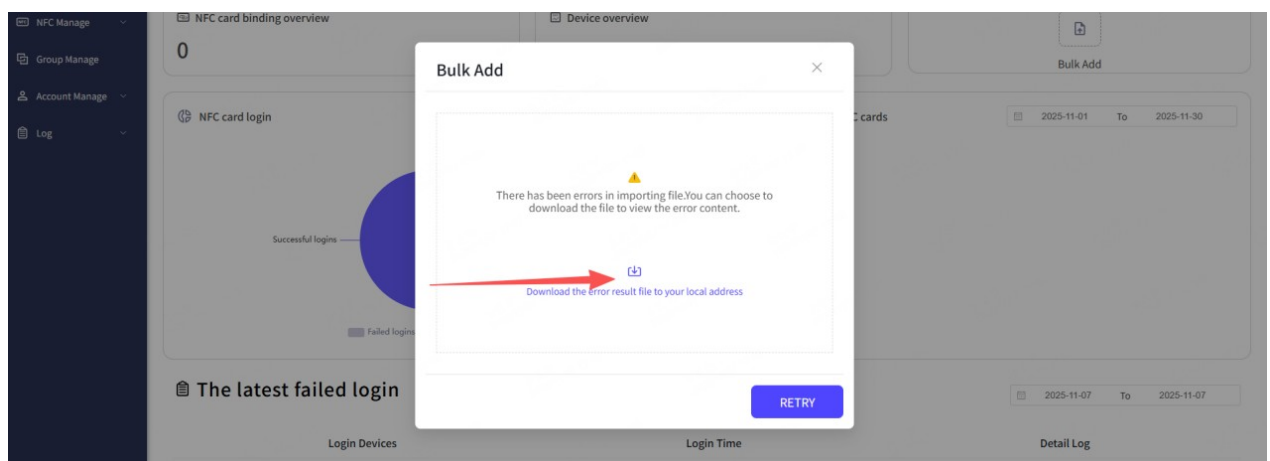
Step 5 : Click the upload aera to choose the right file to upload.

Step 6 : Click “Next” button.



Step 7 : The hint shows up, and it will show how many data were successfully bulk when others were not.

If your file had some errors, it will show you the reminder along with the error marked file for you to double check.

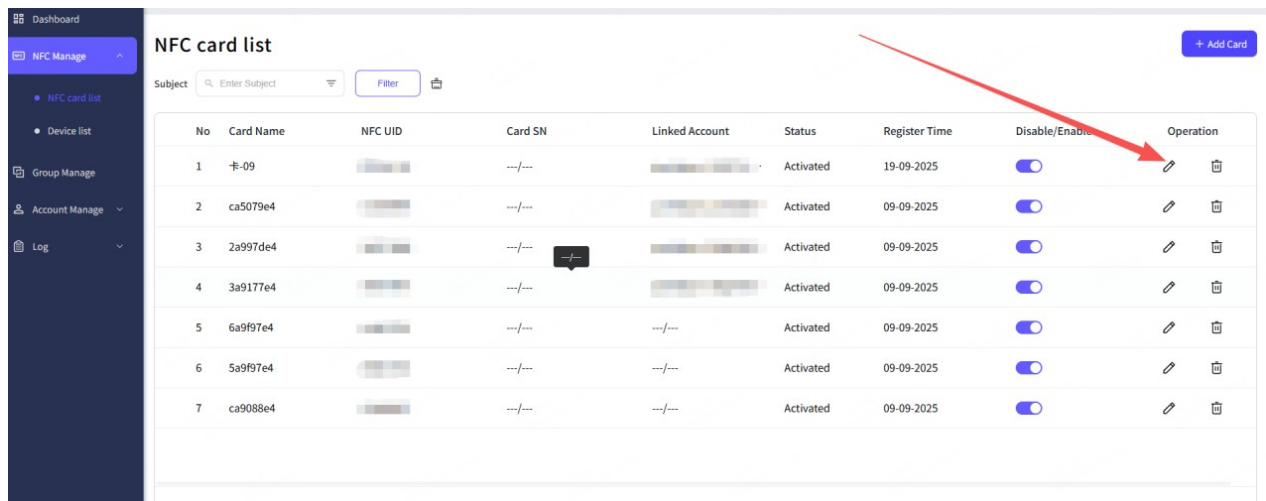


3.4 The NFC card list

From this list, you (as the organization admin role) can check out all the NFC cards were bind to the portal.

For each NFC card, you (as the organization admin role) can operate actions such as edit and delete. In the Edit Card pop-up, you can change the card's name, or change the linked account by select other ones.

Step 1 : Click the edit button of the card from the card list.



Dashboard

NFC Manage

- NFC card list
- Device list

Group Manage

Account Manage

Log

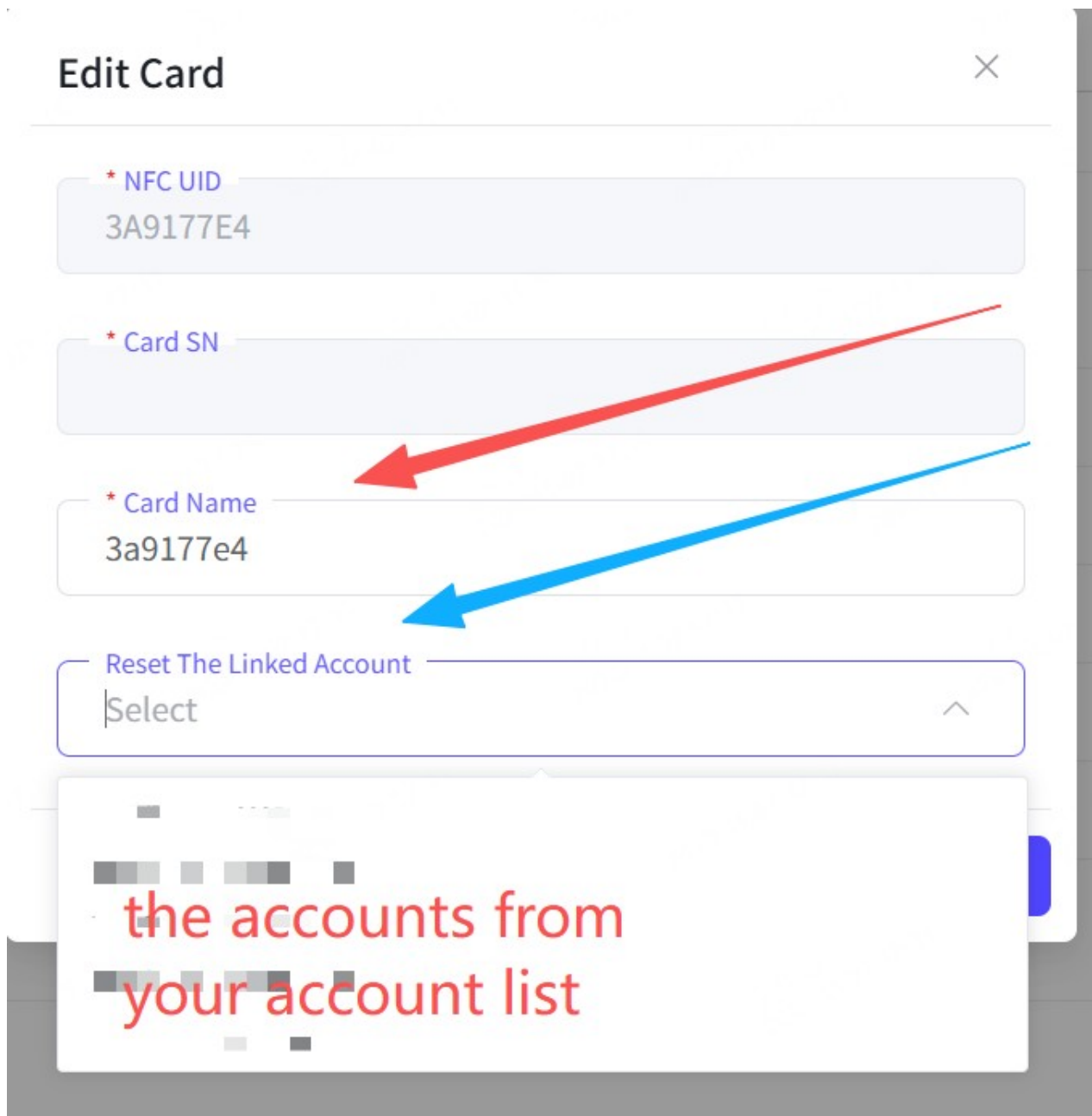
NFC card list

Subject Filter

No	Card Name	NFC UID	Card SN	Linked Account	Status	Register Time	Disable/Enable	Operation
1	卡-09		---		Activated	19-09-2025	☒	
2	ca5079e4		---		Activated	09-09-2025	☒	
3	2a997de4		---		Activated	09-09-2025	☒	
4	3a9177e4		---		Activated	09-09-2025	☒	
5	6a9f97e4		---	---	Activated	09-09-2025	☒	
6	5a9f97e4		---	---	Activated	09-09-2025	☒	
7	ca9088e4		---	---	Activated	09-09-2025	☒	

Step 2 : Type in the new name on the “Card Name”.

Step 3 : Click the linked account, and select a new one from the drop-down list.



Edit Card

* NFC UID

3A9177E4

* Card SN

* Card Name

3a9177e4

Reset The Linked Account

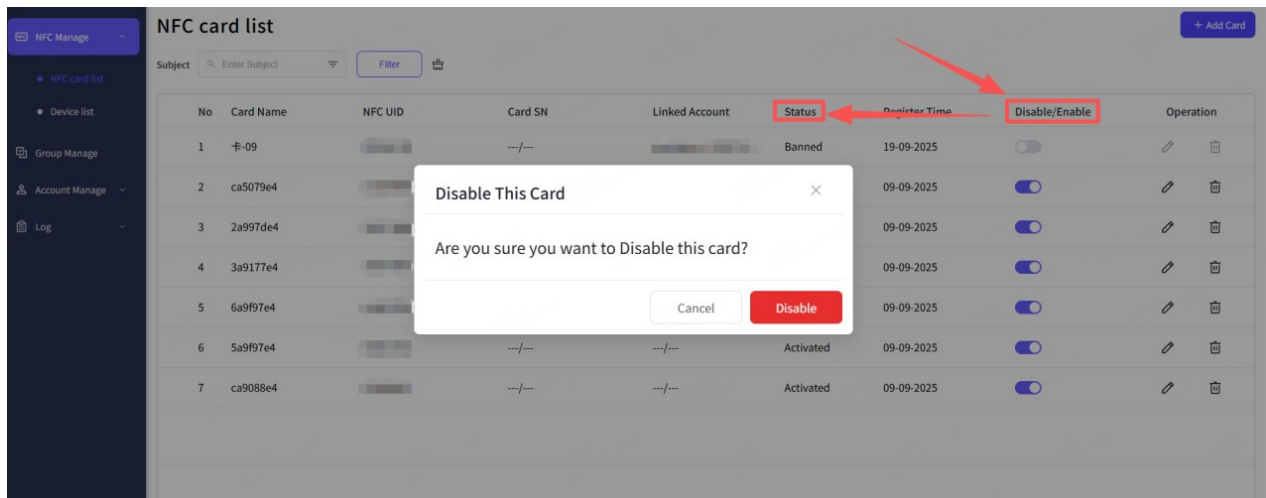
Select

the accounts from
your account list

Step 4 : Click “Done” button.

Step 5 : The new change has done.

As for the 'Disable/Enable' option, switching the card to 'Disable' mode means that it can no longer function properly.



And the “Delete” option, once you decided to delete a card from the card list, it will completely remove the card and all the related data from the NFC management platform.

3.5 The Device list

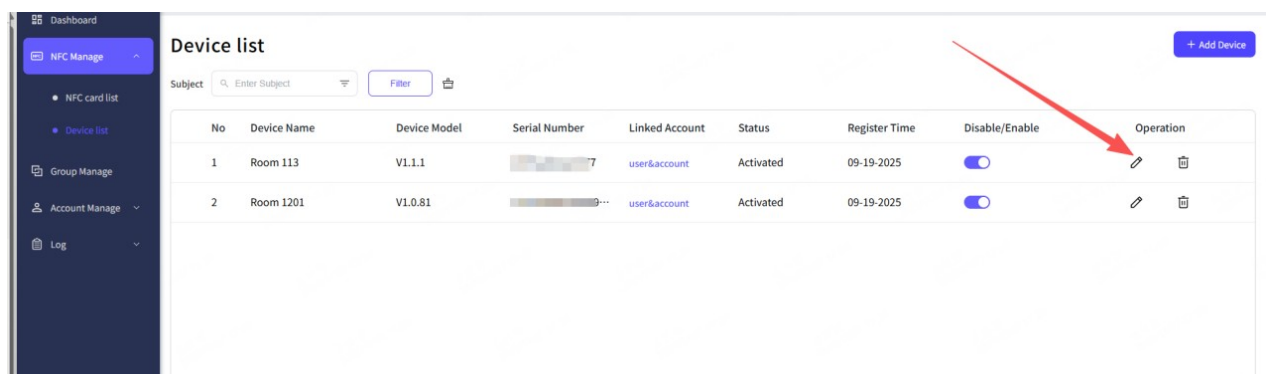
From this list, you (as the organization admin role) can check out all the panel devices were bind to the portal.

For each device, you (as the organization admin role) can operate actions such as edit and delete.

In the edit device pop-up, you can select or adjust the link between a local user and a web account. So that the NFC cards which is linked to this web account can be create a connection to the local user on this device.

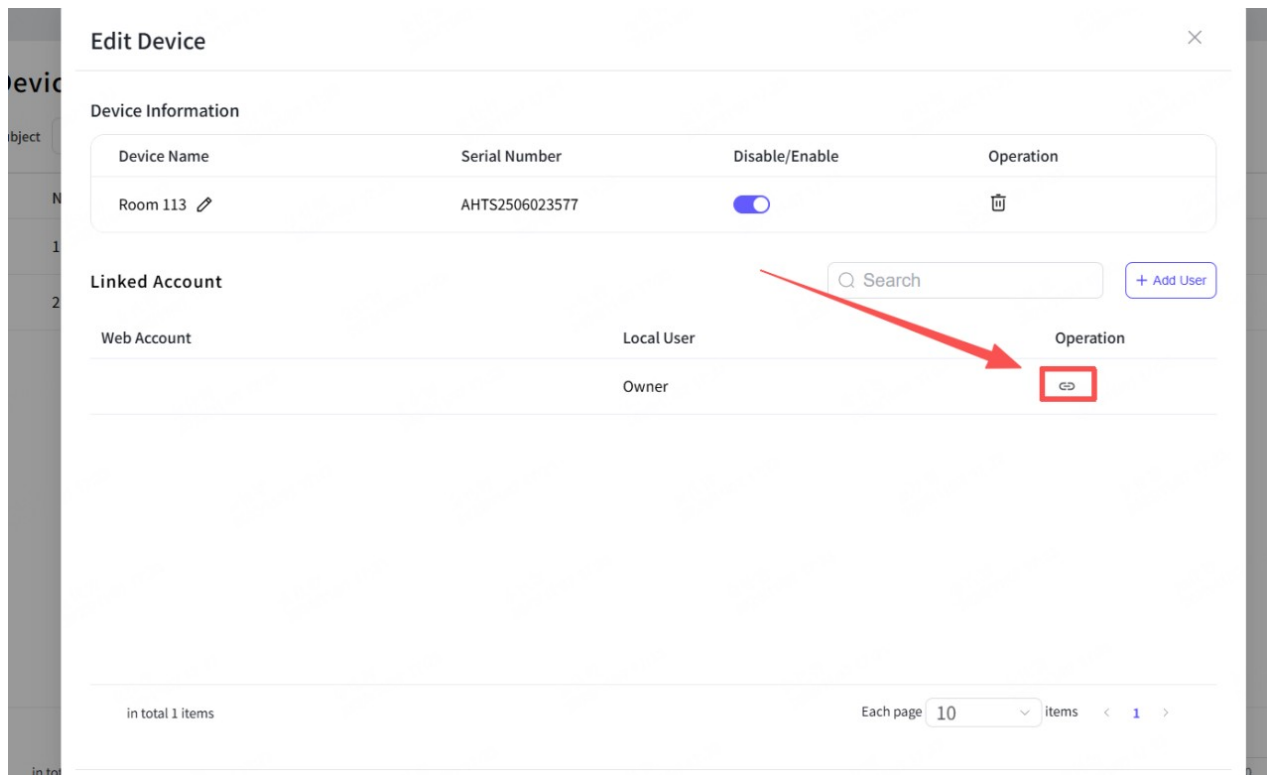
Scenario 1: Create a link for the user that was already exist on the device.

Step 1 : Click the edit button of the device from the device list.



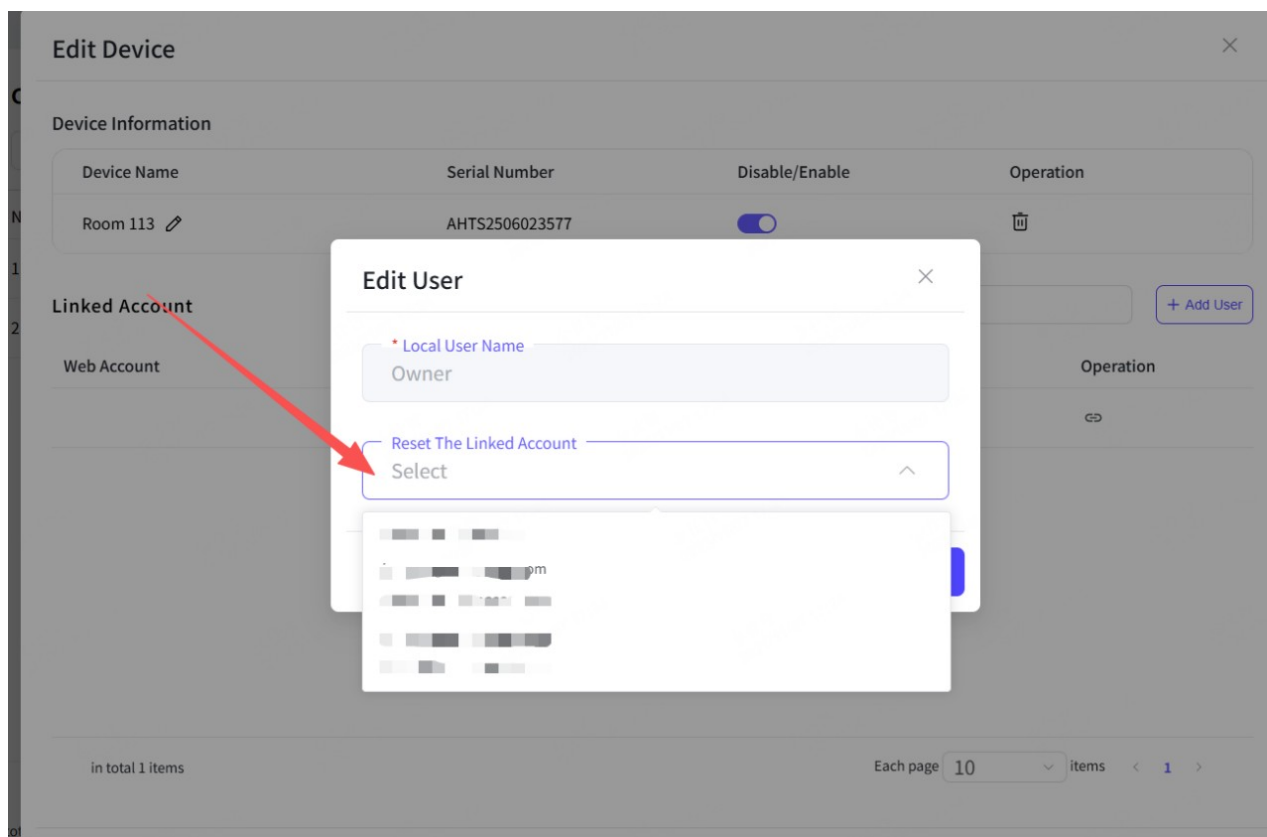
Step 2 : Check out the Edit Device pop-up to see the details for the local users.

Step 3 : Select the exist user and then click the “Operation” button.



Step 4 : In the Edit User pop-up, click the “Reset The Linked Account” to choose an account that you

would like to match with the local user. And you can always change the linked account as you prefer.



Scenario 2: Create a brand-new local user and then linking to an account.

Step 1 : Click the edit button of the device from the device list.

Step 2 : Click the “Add User” button from the Edit Device pop-up.

Step 3 : In the “Add User” pop-up to type in the new local user’s name.

The screenshot shows the 'Edit Device' window. Under the 'Device Information' section, there is a table with columns: Device Name, Serial Number, Disable/Enable, and Operation. The first row shows 'Room 113' as the device name, 'AHTS2506023577' as the serial number, and a toggle switch for 'Disable/Enable'. To the right of this table is a search bar and a '+ Add User' button, which is highlighted with a red box. A red arrow points from the 'Operation' column of the first row to the '+ Add User' button. Below the 'Device Information' table is the 'Linked Account' section, which has a table with columns: Web Account, Local User, and Operation. The first row shows 'Owner' as the local user. At the bottom of the window, there is a pagination bar showing 'in total 1 items' and 'Each page 10 items'.

Step 4 : choose a web account to match this new local user or not.

The screenshot shows the 'Add User' pop-up dialog box. It has a title bar with a close button. Inside, there is a text input field for 'Local User Name' with the value 'New User2025'. Below this is a dropdown menu labeled 'Reset The Linked Account' with a list of items. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Done'. A red arrow points from the 'Web Account' column of the 'Linked Account' table in the background to the 'Reset The Linked Account' dropdown menu. Another red arrow points from the 'Device Name' column of the 'Device Information' table to the 'Local User Name' input field.

Step 5 : Click the “Done” button.

Step 6 : The hint shows up, which means you had created a new local user.

The screenshot shows the 'Edit Device' interface. At the top, a green banner indicates 'Operate Success'. Below this, the 'Device Information' section contains a table with columns: Device Name, Serial Number, Disable/Enable, and Operation. The first row shows 'Room 113' with a red arrow pointing to it. Below this is the 'Linked Account' section, which includes a search bar and a '+ Add User' button. A table lists linked accounts with columns: Web Account, Local User, and Operation. The second row is highlighted with a red box and a red arrow pointing to it; it shows a masked web account, 'New User2025' as the local user, and a link icon in the operation column. At the bottom, pagination shows 'in total 2 items' and 'Each page 10 items'.

You can always adjust the link of user & account in every device, simply go to the edit device option. As for the “Disable/Enable” option, switching the device to 'Disable' mode means that it can no longer function properly on the NFC relevant features. You can also switch to 'Enable' in the panel device OS setting.

The screenshot shows the 'Device list' interface. A table lists devices with columns: No, Device Name, Device Model, Serial Number, Linked Account, Status, Register Time, Disable/Enable, and Operation. The 'Disable/Enable' column for the second device is highlighted with a red box and a red arrow. A modal dialog titled 'Disable This Device' is open in the foreground, asking 'Are you sure you want to Disable this device? Please be noted that you can't undone this.' with 'Cancel' and 'Disable' buttons.

And the “Delete” option, once you decided to delete a device from the device list, it will completely remove the device and all the related data from the NFC management platform.

4. Account Manage

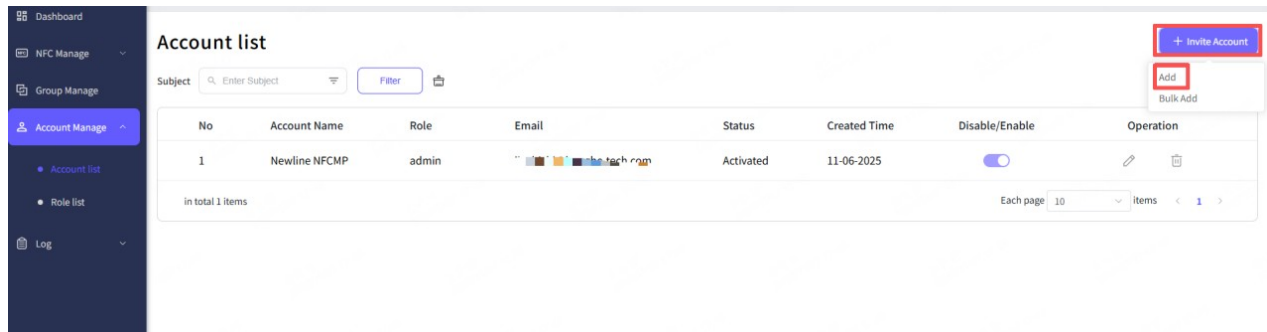
4.1 Invite Accounts

Invite account by the following steps.

“Add” mode , you can invite one account at a time.

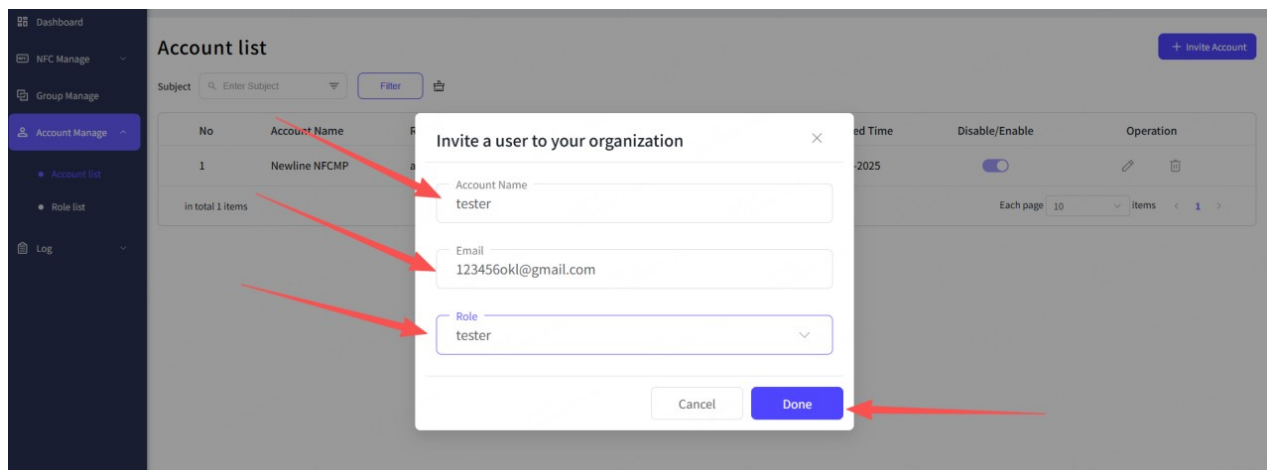
Step 1 : Click the “Invite Account” button.

Step 2 : Choose the “Add” option.

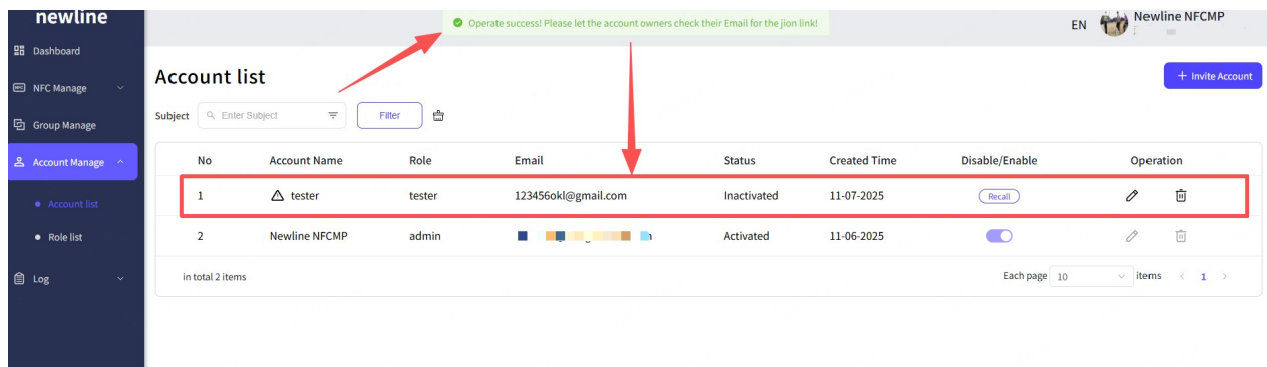


Step 3 : Fill up the Email and the account name in the pop-up, then select a role for this new account.

Step 4 : Click the “Done” button.

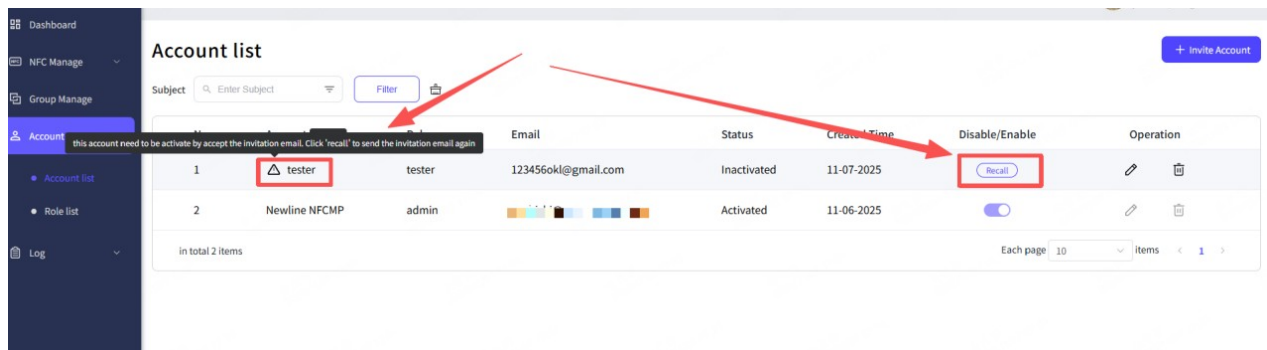


Step 5 : The hint shows up, as the invite link had sent by the Email.



Step 6 : The new account will show up at the Account list, and if the account owner didn't activate the

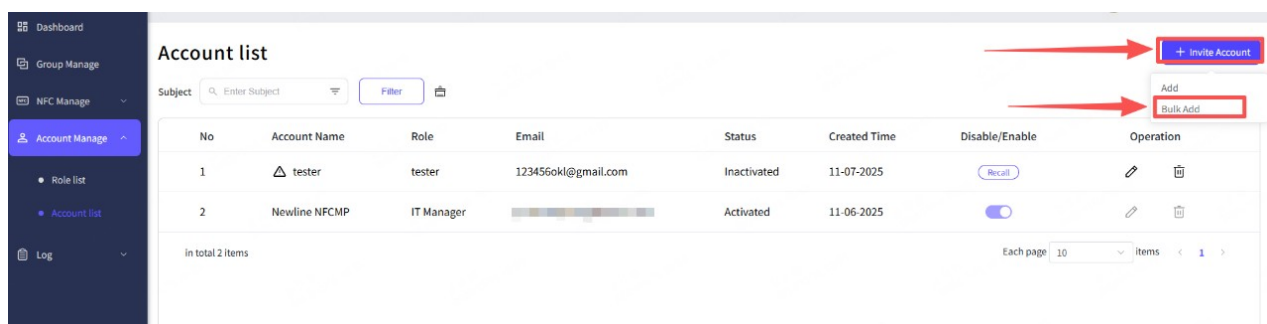
account, it will have the reminder ICON to clarify its current status. And you can send the invite link again by click the “Recall” button.



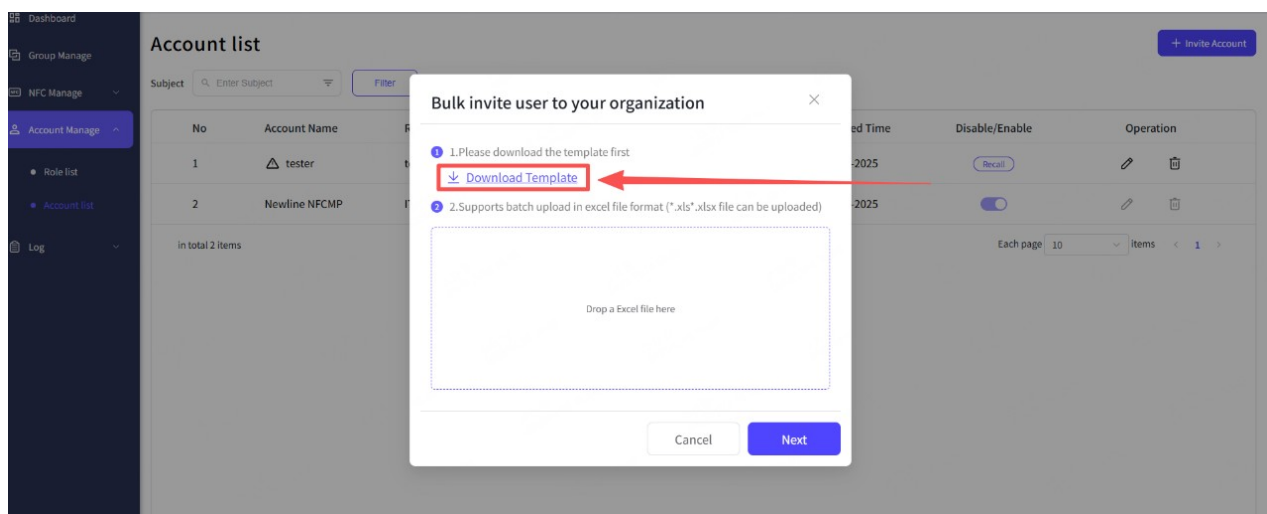
“Bulk Add” mode , you can invite multiple accounts at a time.

Step 1 : Click the “invite Account” button.

Step 2 : Choose the “bulk Add” option.



Step 3 : Download the template file.



Step 4 : Fill out the file with the “Account Name” 、 “Account Email”, “Role” line by line.

[illegible]

Step 5 : Check for the data and save it.

Step 6 : Click the upload area to choose the right file to upload.

Step 7 : Click “Next” button.

Bulk invite user to your organization

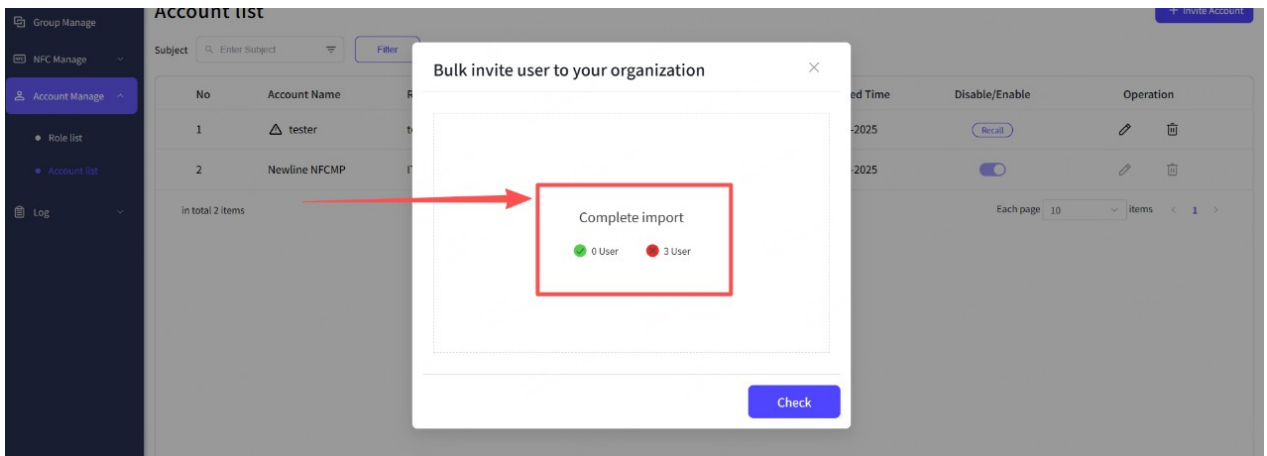
1. Please download the template first
[Download Template](#)
2. Supports batch upload in excel file format (*.xls*.xlsx file can be uploaded)

in total 2 items

invite_user_template_1762743450311.xlsx

Cancel **Next**

Step 8 : The hint shows up.

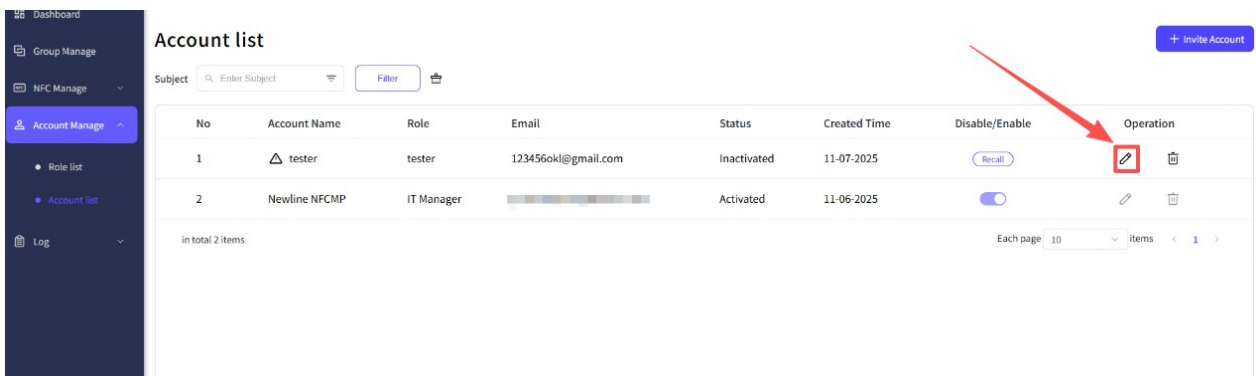


4.2 The Account list

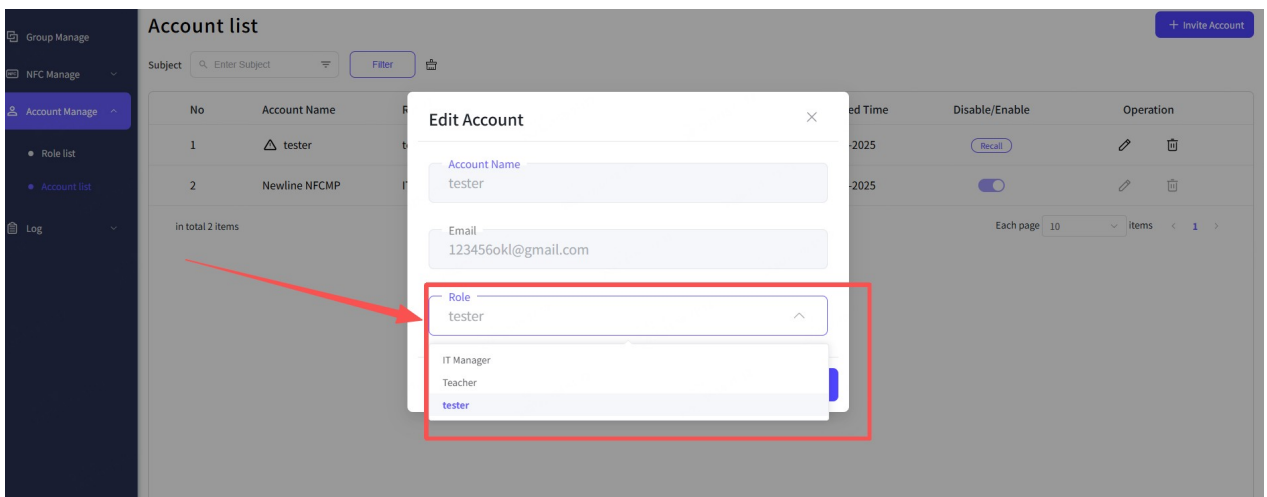
In this list, you (as the organization admin role) can check all the account that were invited to your organization. You can browse the details or simply edit and delete specific account.

You can switch the account's role in the Edit Account pop-up.

Step 1 : Click the edit button from the “Operation”



Step 2 : Select the role from the Edit Account pop-up.

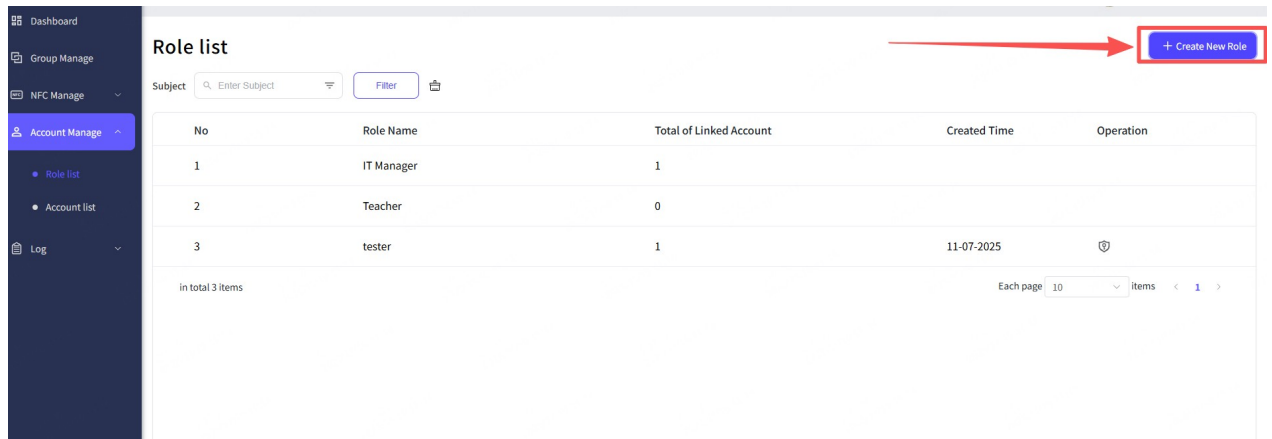


4.3 Role assign

You can simply create a new role, or change the permission range of the role. Here is the guideline.

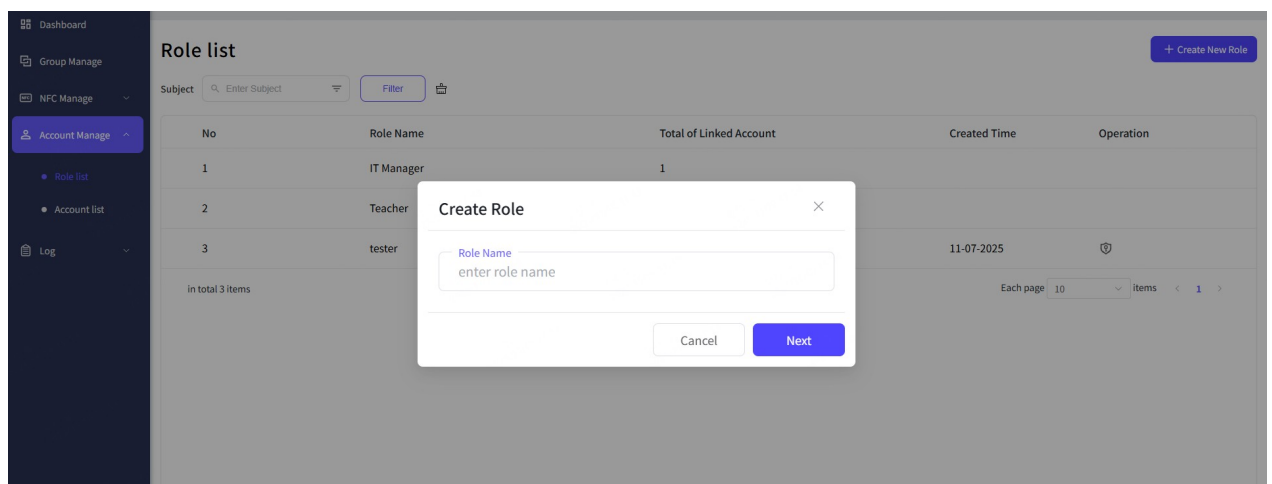
Create a new role

Step 1 : Click “Create New Role” button.



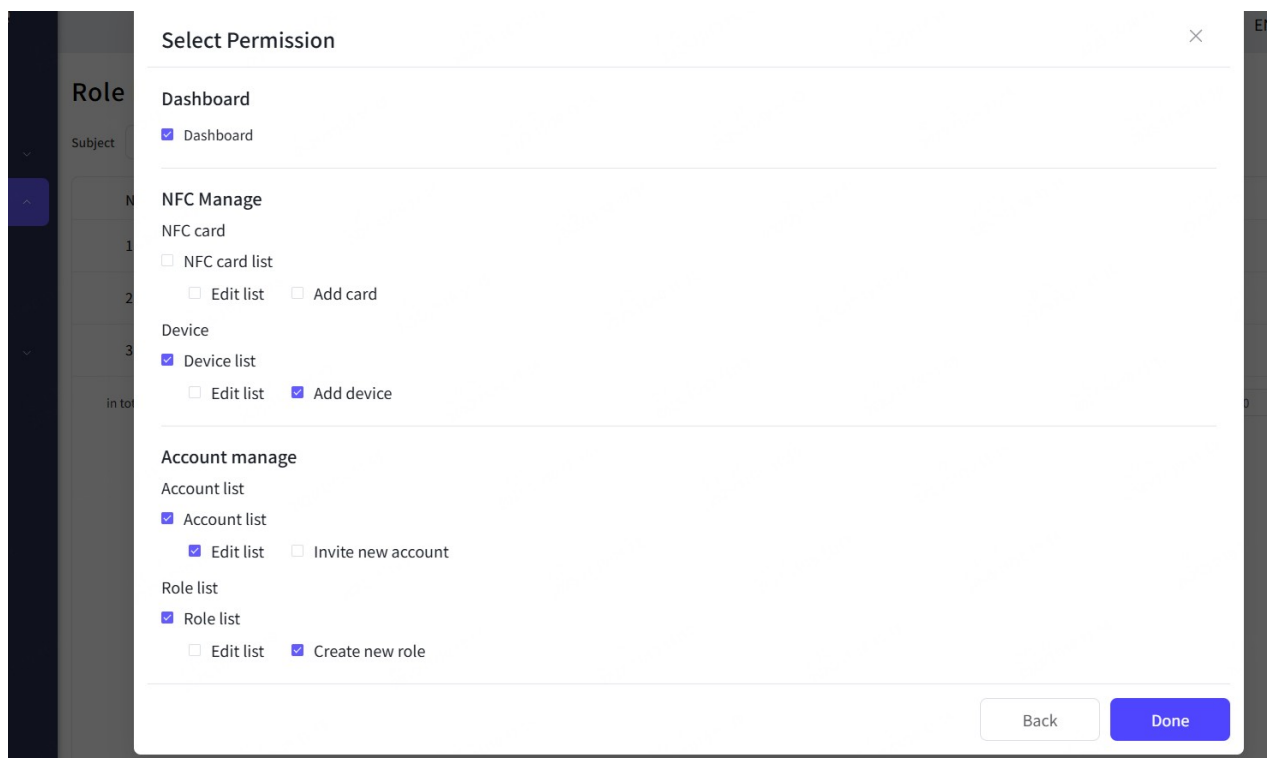
Step 2 : Type in the role name.

Step 3 : Click “Next” button.



Step 4 : Check the permission boxes for the role.

Step 5 : Click “Done” button.



Step 6 : The hint shows up, successfully done.

newline

Dashboard

Group Manage

NFC Manage

Account Manage

Role list

Account list

Log

SUCCESS

Role list

Subject

Filter

No	Role Name	Total of Linked Account	Created Time
1	IT Manager	1	
2	Teacher	0	
3	tester	1	11-07-2025
4	TEST2	0	11-10-2025
in total 4 items			E

Change the permission range

Step 1 : Click the edit button form the “Operation”

Dashboard

Group Manage

NFC Manage

Account Manage

Role list

Account list

Log

Role list

+ Create New Role

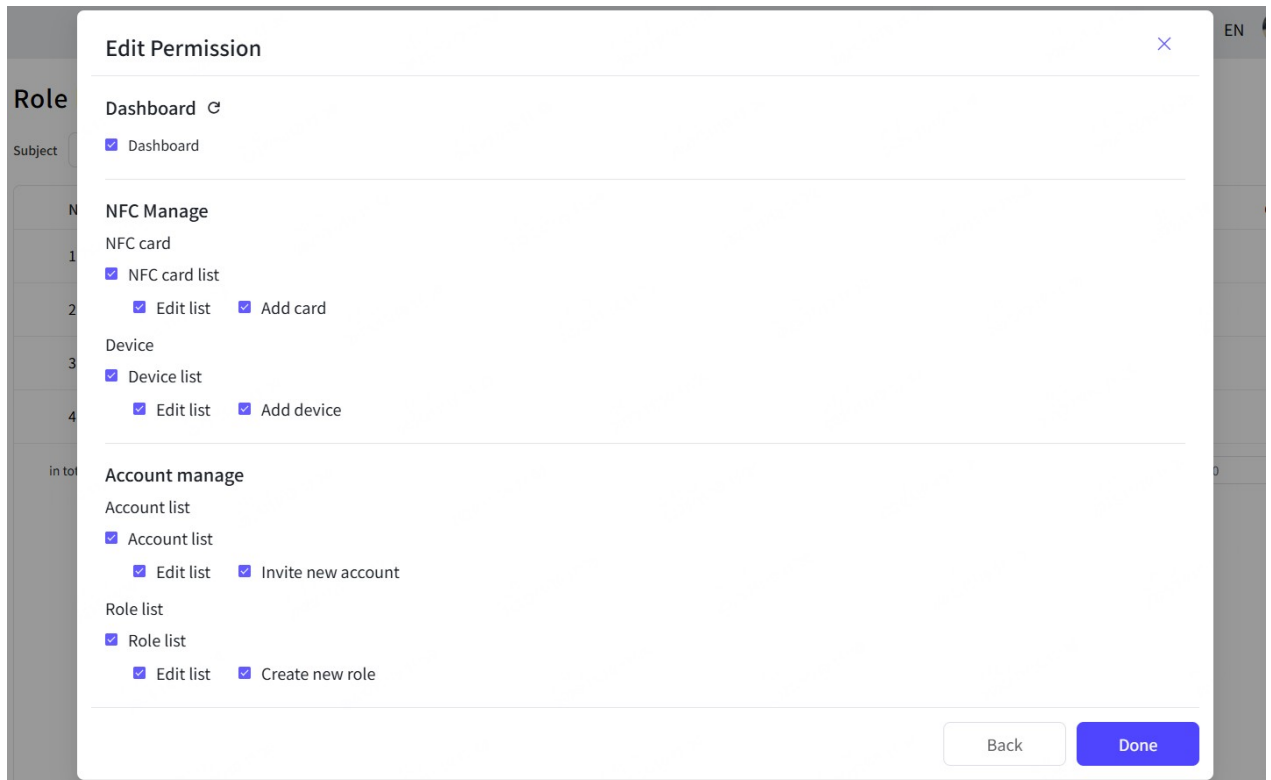
Subject

Filter

No	Role Name	Total of Linked Account	Created Time	Operation
1	IT Manager	1		
2	Teacher	0		
3	tester	1	11-07-2025	
4	TEST2	0	11-10-2025	
in total 4 items			Each page 10 items < 1 >	

Step 2 : Make the adjustment for permission boxes checking.

Step 3 : Click the “Done” button.



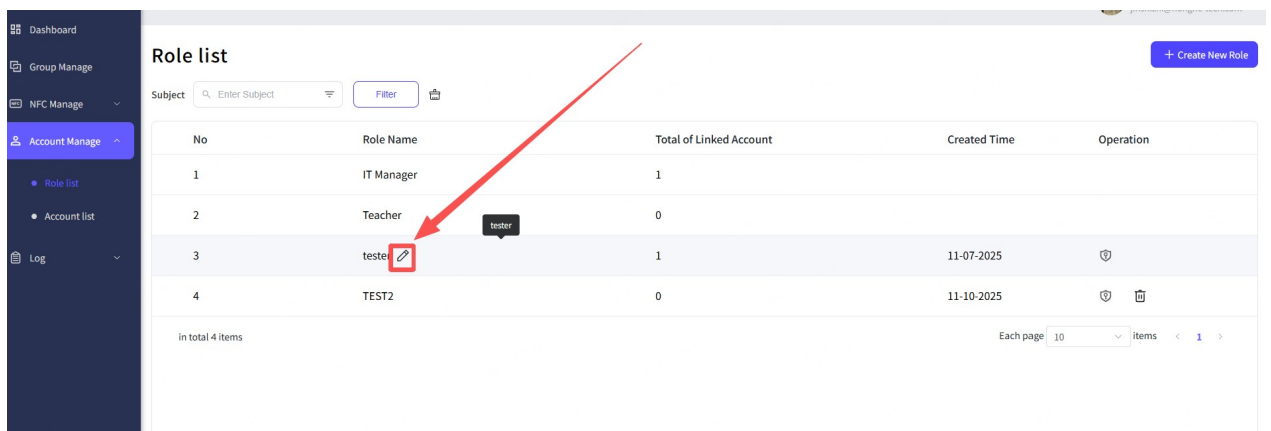
The 'Edit Permission' dialog box is shown, allowing users to configure permissions for a role. It includes sections for Dashboard, NFC Manage, Device, Account manage, and Role list, each with checkboxes for specific actions. The 'Done' button is highlighted in blue at the bottom right.

Section	Permission	Status
Dashboard	Dashboard	☒
NFC Manage	NFC card	
	NFC card list	☒
	Edit list	☒
Device	Device list	☒
	Add device	☒
Account manage	Account list	☒
	Invite new account	☒
Role list	Role list	☒
	Create new role	☒

Step 4 : The hint shows up, successfully done.

Change the role's name

Step 1 : Click the edit button near the role name.



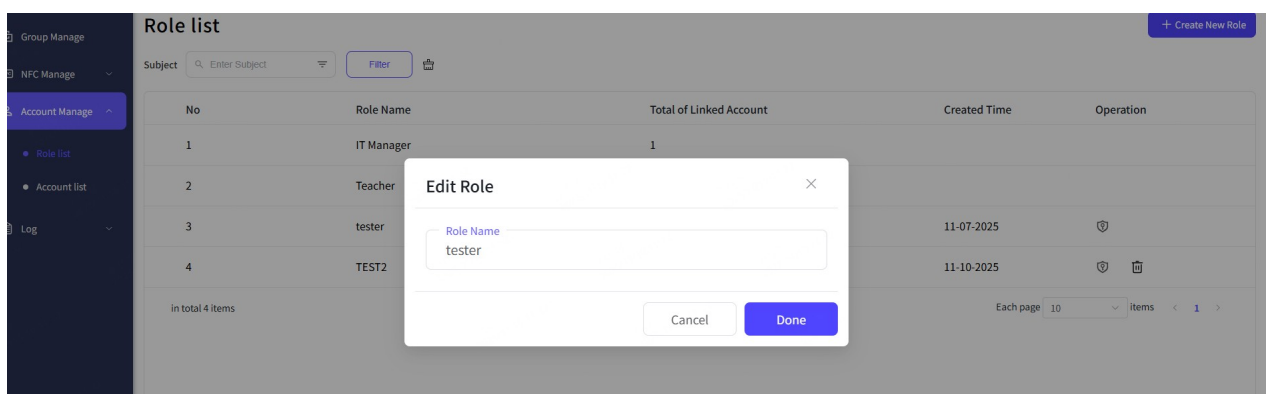
The 'Role list' table displays a list of roles. A red arrow points to the edit icon (pencil) next to the role 'tester' in the third row. The table includes columns for No, Role Name, Total of Linked Account, Created Time, and Operation.

No	Role Name	Total of Linked Account	Created Time	Operation
1	IT Manager	1		
2	Teacher	0		
3	tester	1	11-07-2025	
4	TEST2	0	11-10-2025	

Step 2 : Type in the new name in the Edit Role pop-up.

Step 3 : Click the “Done” button.

Step 4 : The hint shows up, successfully done.



The 'Edit Role' pop-up dialog box is shown, allowing users to change the role name. It includes a text input field for the 'Role Name' and 'Cancel' and 'Done' buttons at the bottom.

Section	Permission	Status
Dashboard	Dashboard	☒
NFC Manage	NFC card	
	NFC card list	☒
	Edit list	☒
Device	Device list	☒
	Add device	☒
Account manage	Account list	☒
	Invite new account	☒
Role list	Role list	☒
	Create new role	☒

Delete the roles

If you want to delete the roles, click the delete button from the Operation and then confirm to delete. But the role can't be deleted if it was linked to accounts, you have to remove all the related accounts from this role.

As for the two default roles "IT Manager" \ Teacher", they are two standard roles, which cannot be remove or edit.

Group Manage

NFC Manage

Account Manage

Role list

Account list

Log

Role list

Subject Filter

No	Role Name	Total of Linked Account	Created Time	Operation
1	IT Manager	1		
2	Teacher	0		
3	tester	1	11-07-2025	 
4	TEST2	0	11-10-2025	 

In total 4 items

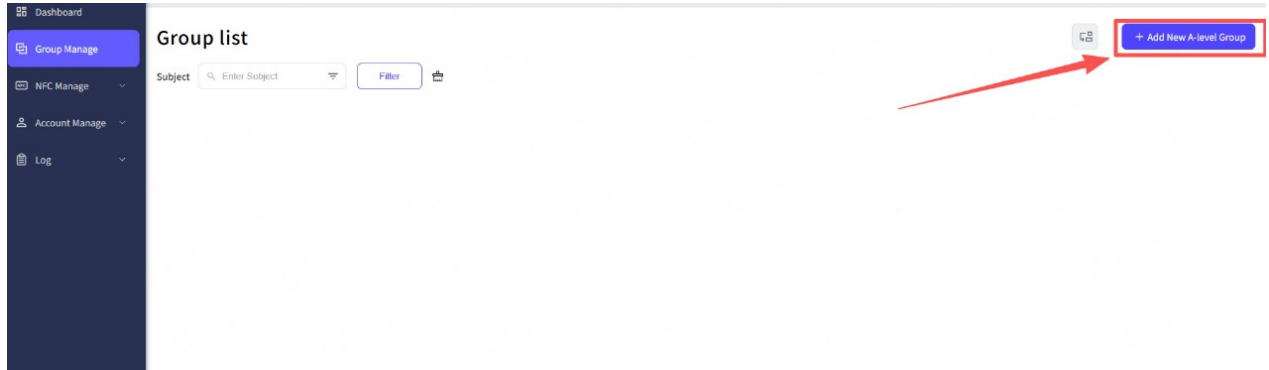
Each page 10 items < 1 >

5. Group Manage

5.1 Create groups

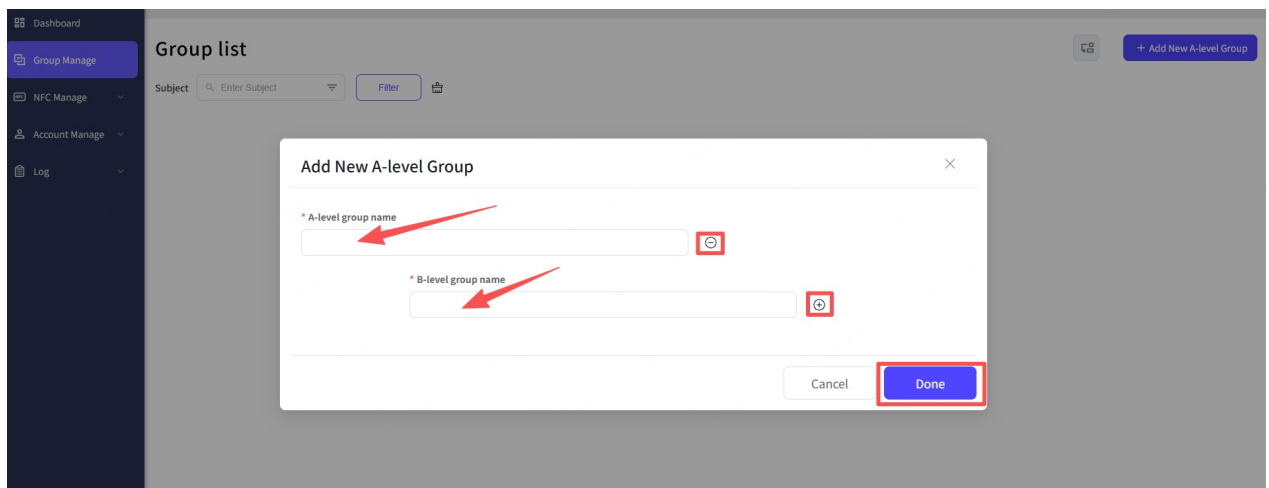
Newline NFC Management platform can create the groups up to three layers, as the A- level\B-level\C-level. Here is how to start.

Step 1 : Click the “Create New A-level Group” button.



Step 2 : Fill in the A-level group name, and then you can choose to create B-level and C-level or not.

Step 3 : Click the “Done” button.



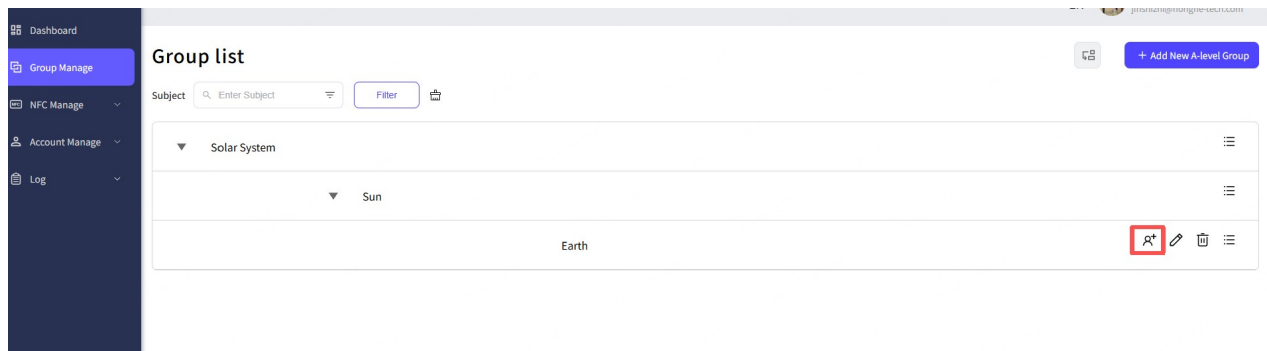
Step 4 : The hint shows up, successfully done.

5.2 Adding the group members

The groups are to select and arrange a certain number of accounts, so that you can adding accounts as members to the groups. But please to be noticed that the members can be only added in the minimum level of the group .

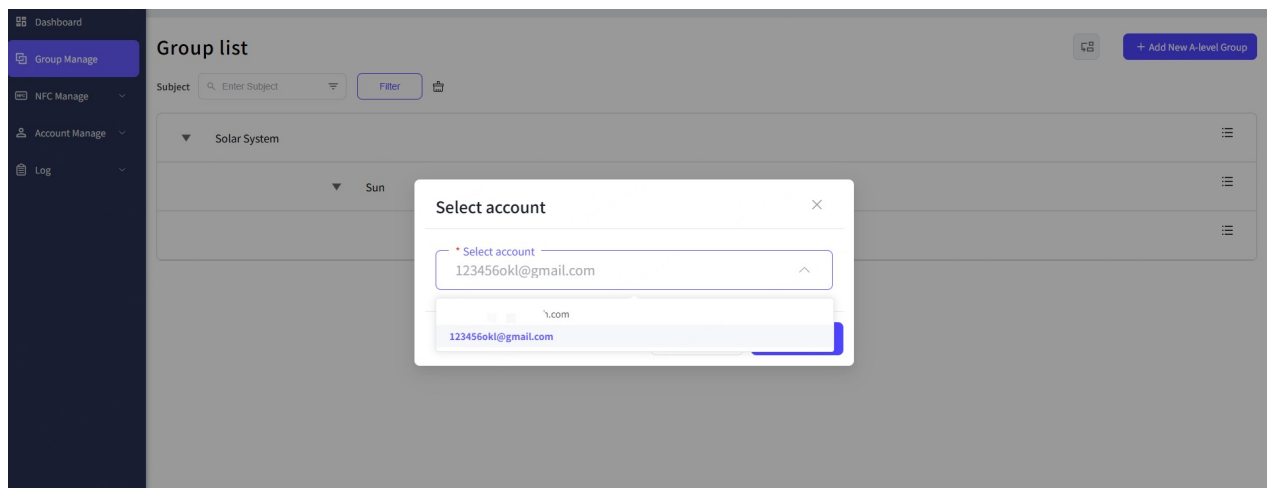
Step 1 : Select the minimum level of your group.

Step 2 : Click the adding button on the level title.



Step 3 : Select the accounts you want to add to the group.

Step 4 : Click the “Done” button.



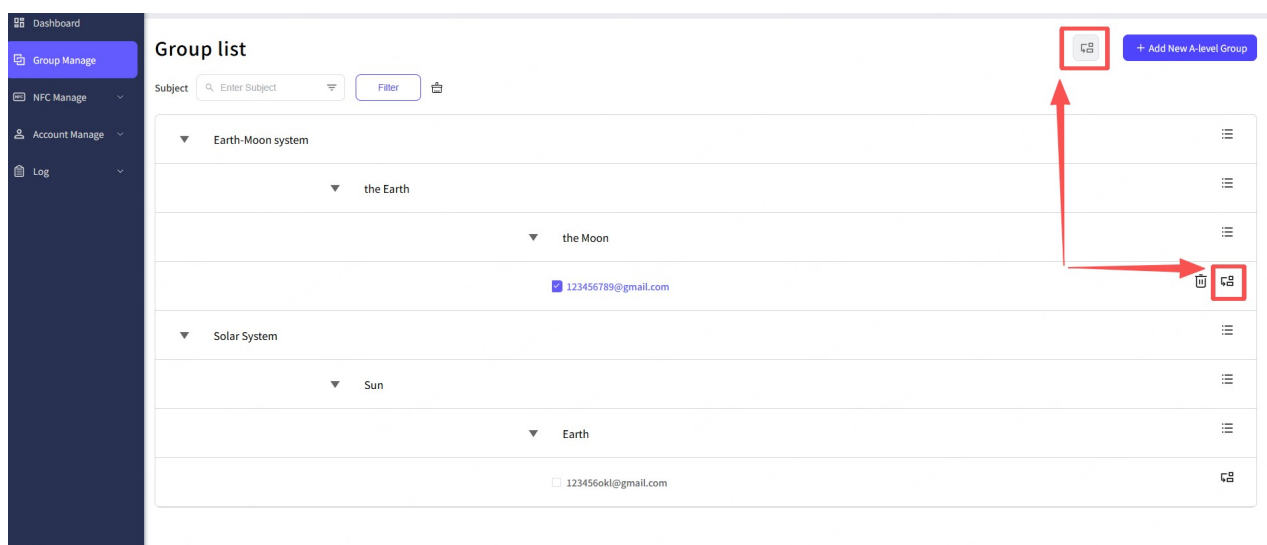
Step 5 : The hint shows up, adding successfully.

5.3 Switch the group members

You can switch the members from group to group.

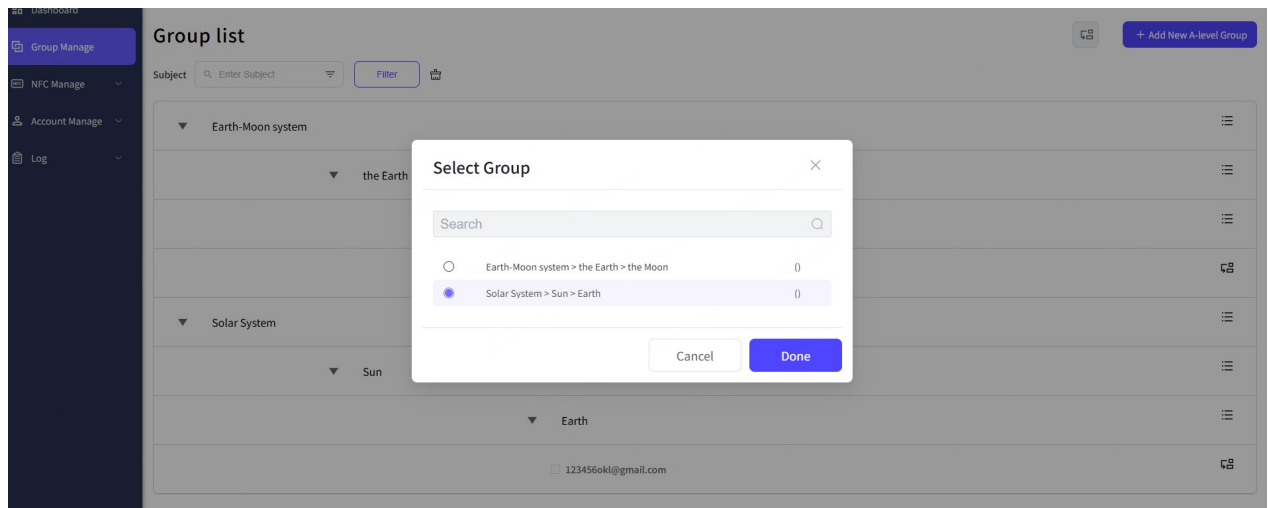
Step 1 : Select the member accounts from the group list.

Step 2 : Click the switch button.

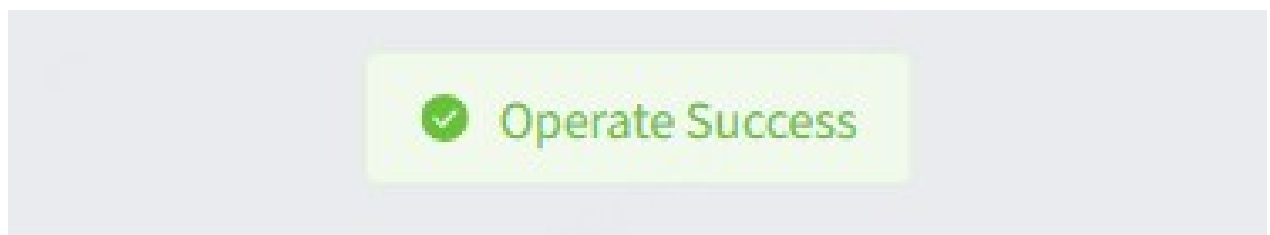


Step 3 : Choose the switch path from the Select Group pop-up.

Step 4 : Click “Done” button.



Step 5 : The hint shows up, successfully switch the member account.



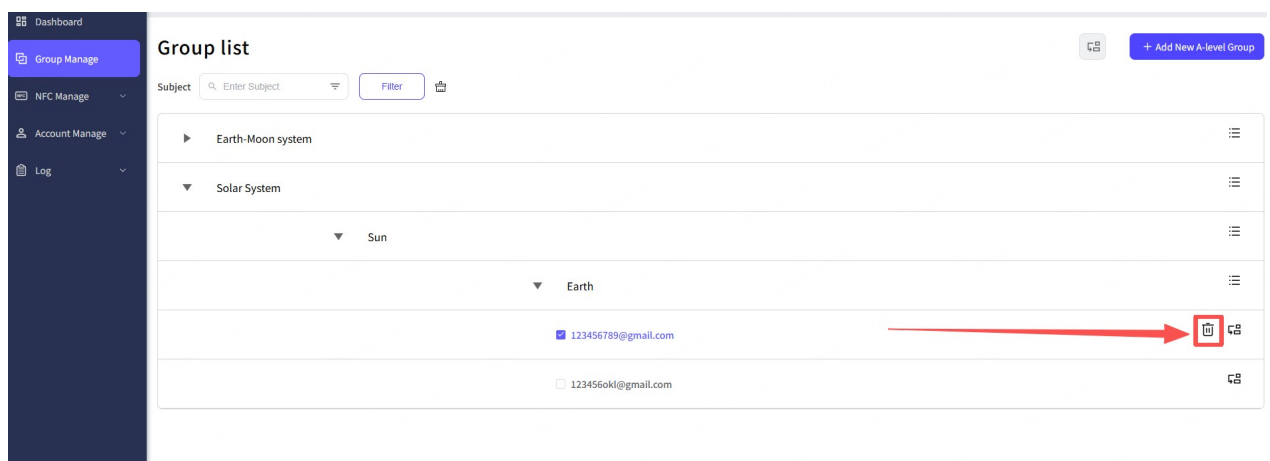
5.4 Other edit features

You can also use other edit features, such as remove the members, delete the group, change the line-up order.

Remove the members from the groups

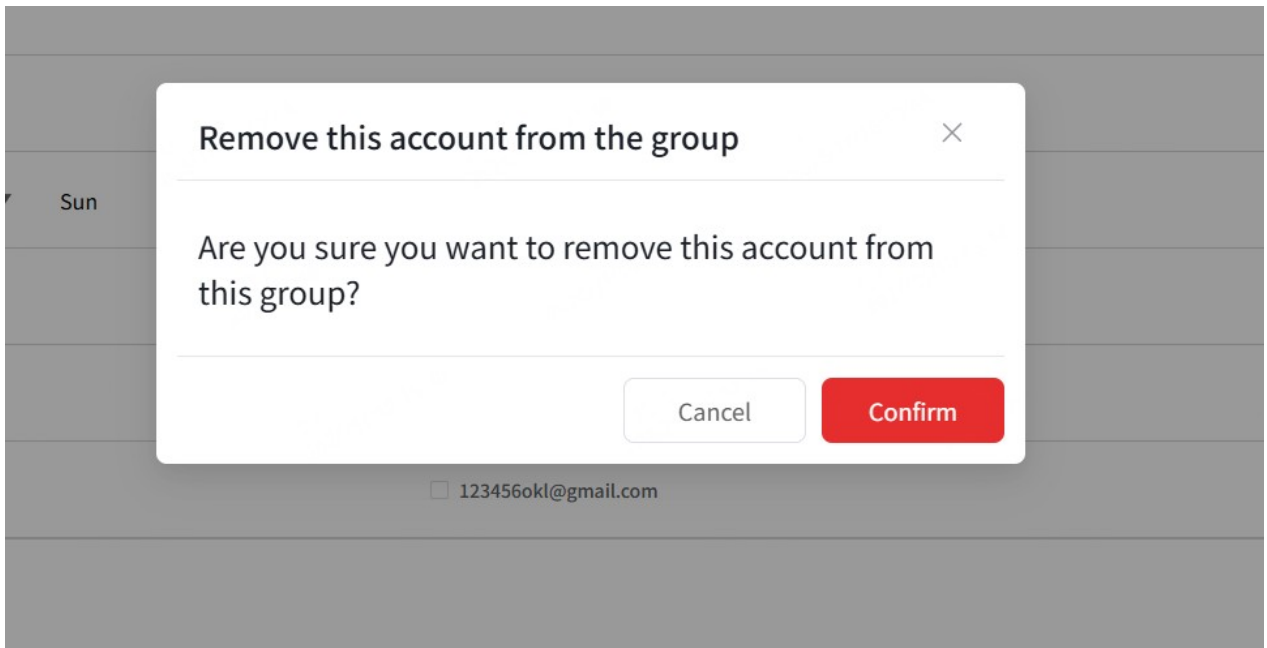
Step 1 : Select the member accounts from the group list.

Step 2 : Click the remove button.



Step 3 : Click the confirm button from the confirm pop-up.

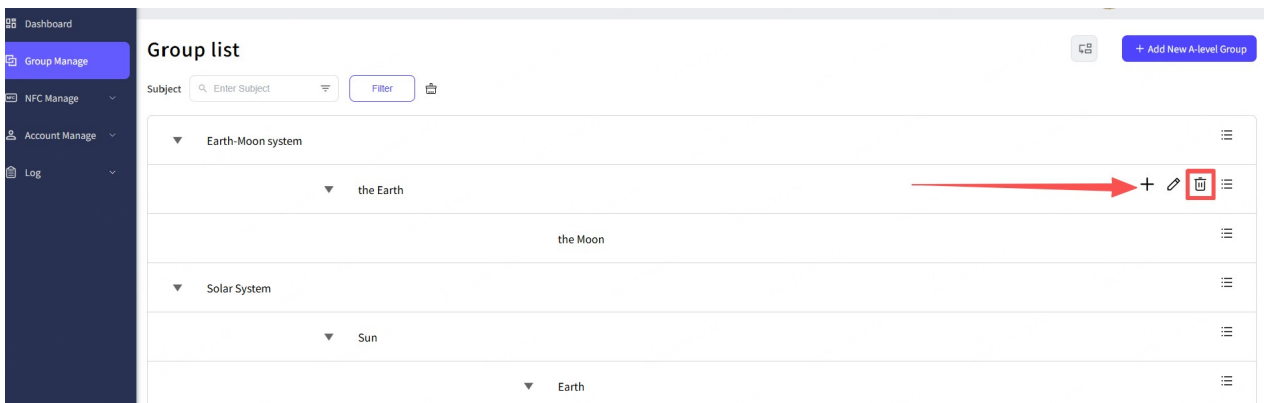
Step 4 : The hint shows up, successfully.



Delete the group

Step 1 : Select the group that you want to delete.

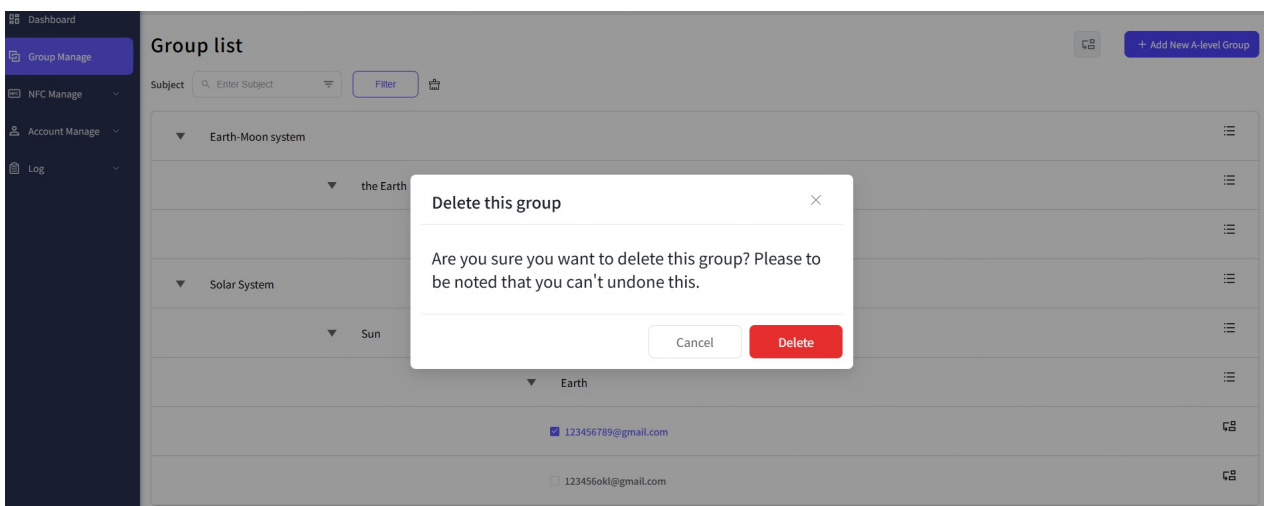
Step 2 : Click the delete button from the group's edit buttons



Step 3 : Confirm the delete from the confirm pop-pop.

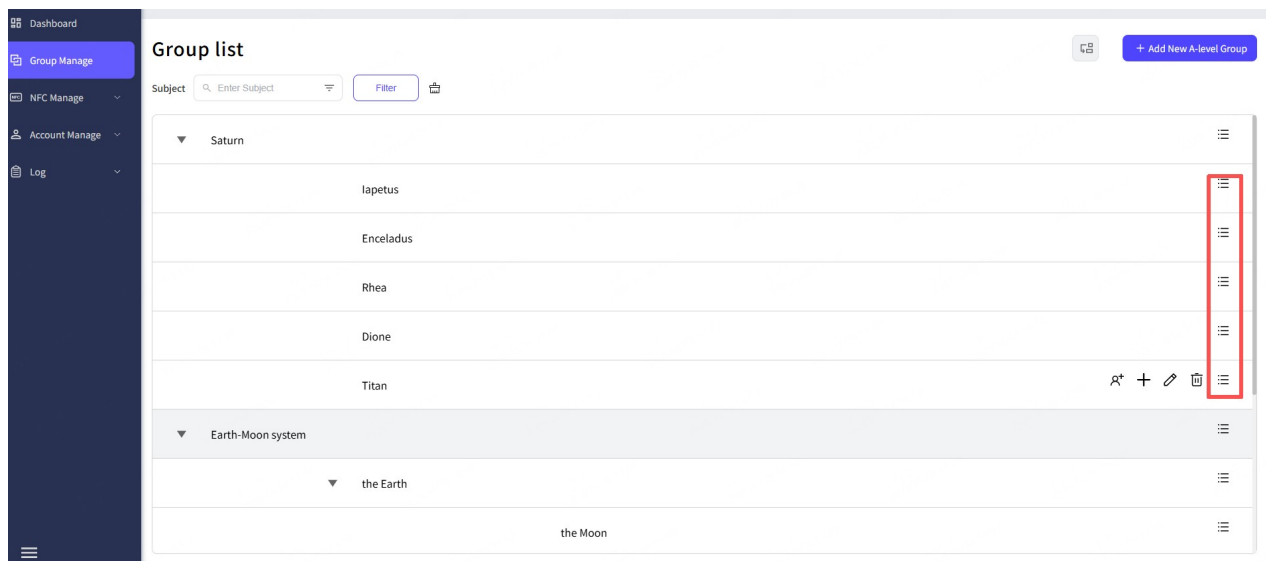
Step 4 : The hint shows up, successfully delete the group, and the whole related data (such as the

subset groups and the members) will be also wipe out.

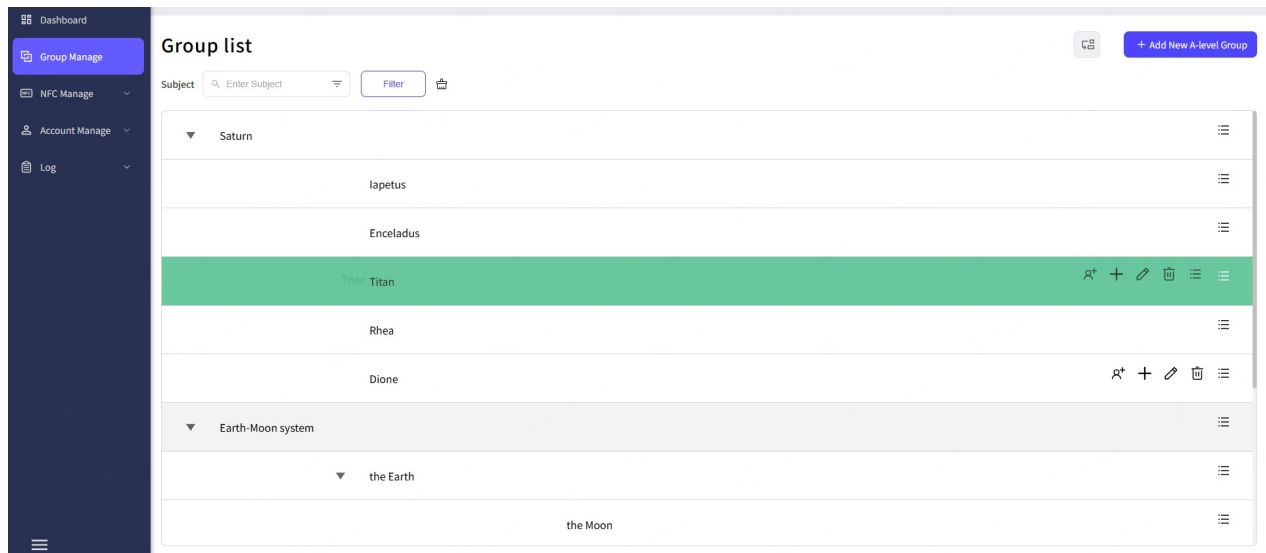


Change the line-up order

Step 1 : Select the group you want to change the line-up order, and then hold on the move button.



Step 2 : Arrange the group in the order you want by dragging it up and down.



But you can only drag the same level of groups to change the line-up order. For example: A level group “Saturn” is including ten B level groups, then you can change the line-up order of the ten B level groups.

6. Log

6.1 Device logs

This list records all operations related to NFC login and NFC functionality adjustments from the panel devices added to the NFC portal. It opens for log download operations. Each log entry contains information corresponding to the fields in the table.

Device log list

Subject

Enter Subject

Filter

☐	No	Operation NFC Card	Linked Account	Device Name	Serial Number	Operated Action	Operated Time	Error Type	Error Message	Log Operation
☐	1	FB63A135		Room 1201	6914068018935691...	FB63A135 logged i...				Download
☐	2	5BE56852		Room 1201	6914068018935691...	5BE56852 logged i...				Download
☐	3	FB63A135		Room 1201	6914068018935691...	FB63A135 logged i...				Download
☐	4	5BE56852		Room 1201	6914068018935691...	5BE56852 logged i...				Download
☐	5	FB63A135		Room 1201	6914068018935691...	FB63A135 logged i...				Download
☐	6	5BE56852		Room 1201	6914068018935691...	5BE56852 logged i...				Download
☐	7	5BE56852		Room 1201	6914068018935691...	5BE56852 logged i...				Download
☐	8	FB63A135		Room 1201	6914068018935691...	FB63A135 logged i...				Download
☐	9	5BE56852		Room 1201	6914068018935691...	5BE56852 logged i...				Download

In total 79 items

Each page 10 items

< 1 2 3 4 5 6 ... 8 >

6.2 Web logs

This list primarily records all web operation logs for each web account across the entire site and allows for log download operations. Each log entry contains information corresponding to the fields in the table.

Web log list

Subject

Enter Subject

Filter

☐	No	Operation Account	Account's Role	Operated Module	Operated Action	Operated Time	Log Operation
☐	1		districtAdmin	nfcManager	com.hh.nfc.controller.RpNfcC...	11-05-2025	Download
☐	2		districtAdmin	deviceManager	com.hh.nfc.controller.RpDevic...	11-04-2025	Download
☐	3		districtAdmin	batchWholeImport	com.hh.nfc.controller.BatchW...	11-04-2025	Download
☐	4		districtAdmin	deviceManager	com.hh.nfc.controller.RpDevic...	11-04-2025	Download
☐	5		districtAdmin	Role Management	com.hh.system.controller.syst...	11-03-2025	Download
☐	6		districtAdmin	Role Management	com.hh.system.controller.syst...	11-03-2025	Download
☐	7		districtAdmin	User Management	com.hh.auth.controller.Token...	11-03-2025	Download
☐	8		districtAdmin	User Management	com.hh.system.controller.syst...	11-03-2025	Download
☐	9		districtAdmin	deviceManager	com.hh.nfc.controller.RpDevic...	11-03-2025	Download

In total 452 items

Each page 10 items

< 1 2 3 4 5 6 ... 46 >

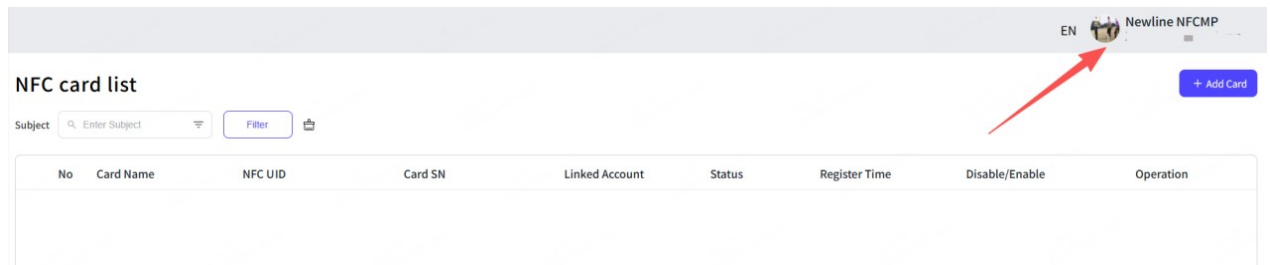
7. Account profile

7.1 Edit account info

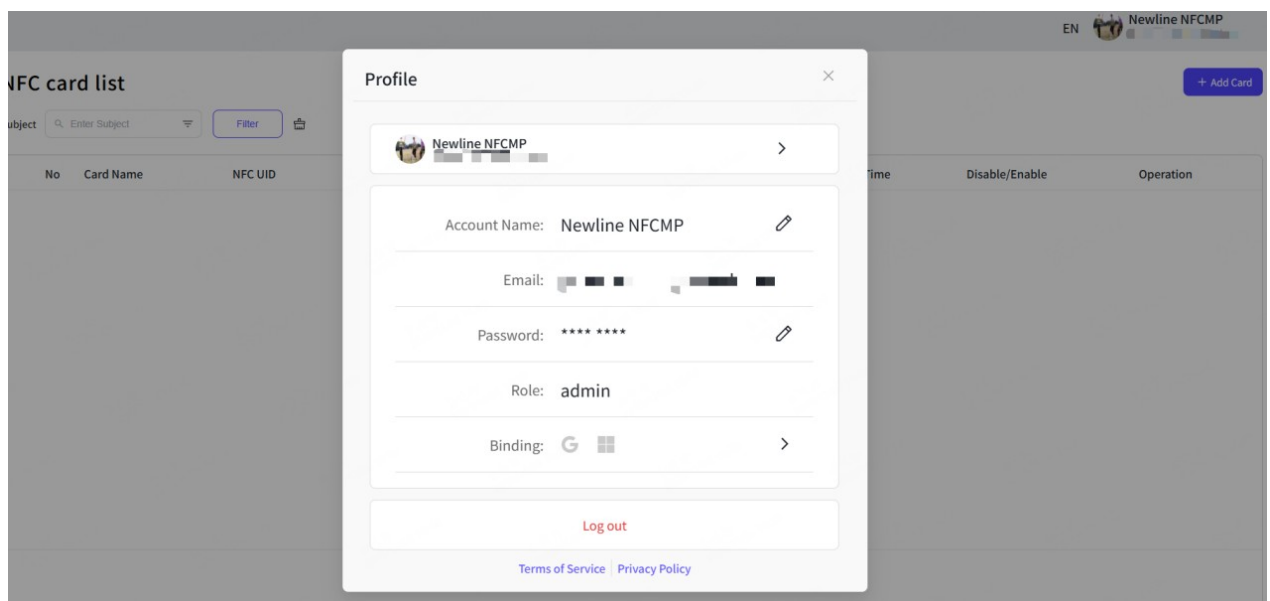
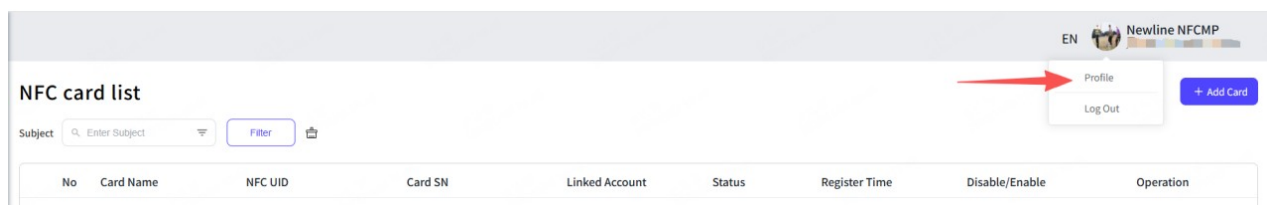
You can go to the account profile to change your basic account info.

Go to the account profile

Step 1 : Click the profile picture.



Step 2 : Click the profile option.



Change your account name/password

Step 1 : Go to your account profile.

Step 2 : Click the edit button of the account name/password.

Step 3 : Type in your new name/password and confirm.

Step 4 : Save it successfully.

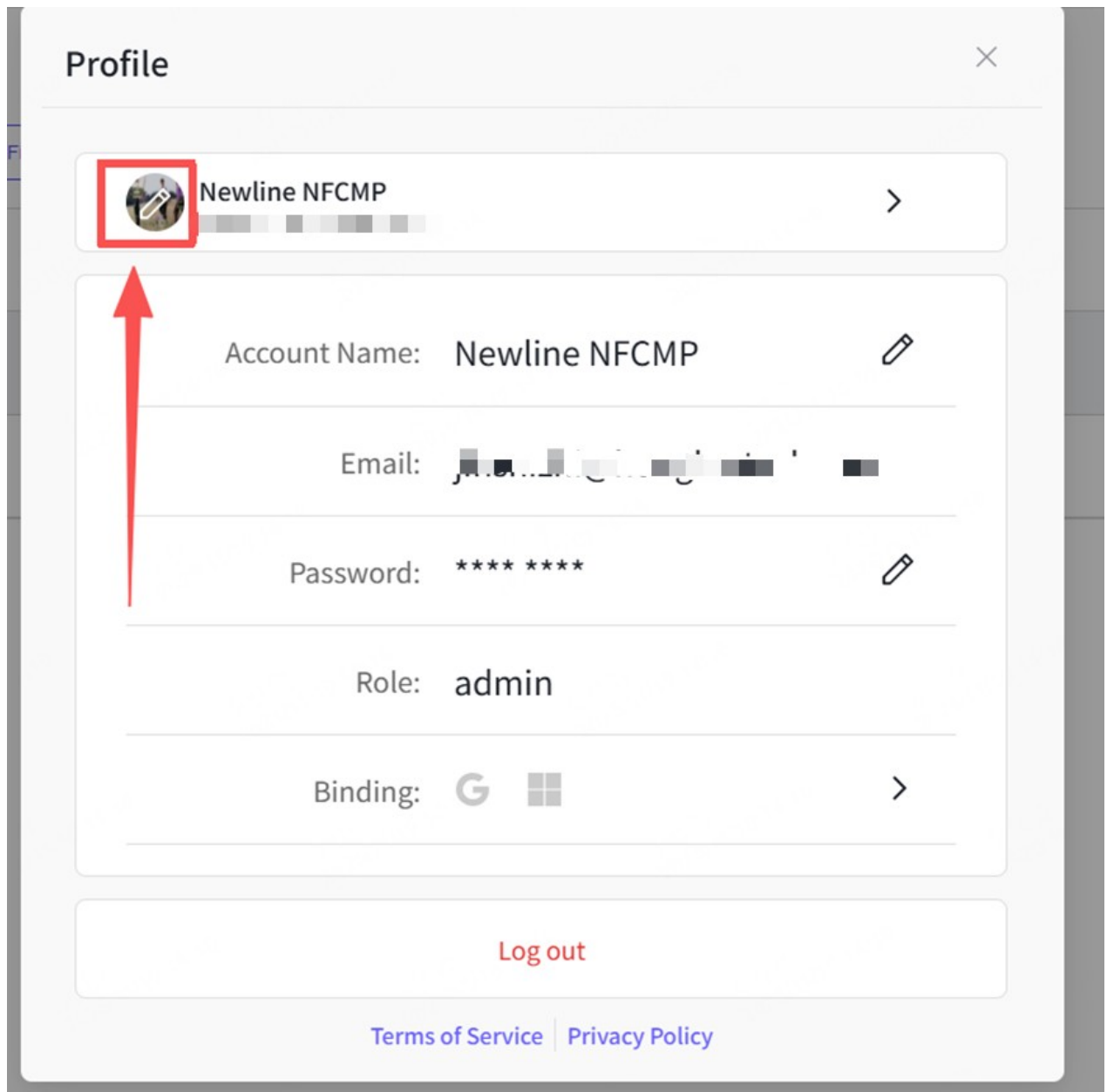
Change your profile picture

Step 1 : Go to your account profile.

Step 2 : Click the edit button of the profile picture.

Step 3 : Select your new picture form your files and confirm.

Step 4 : save it successfully.



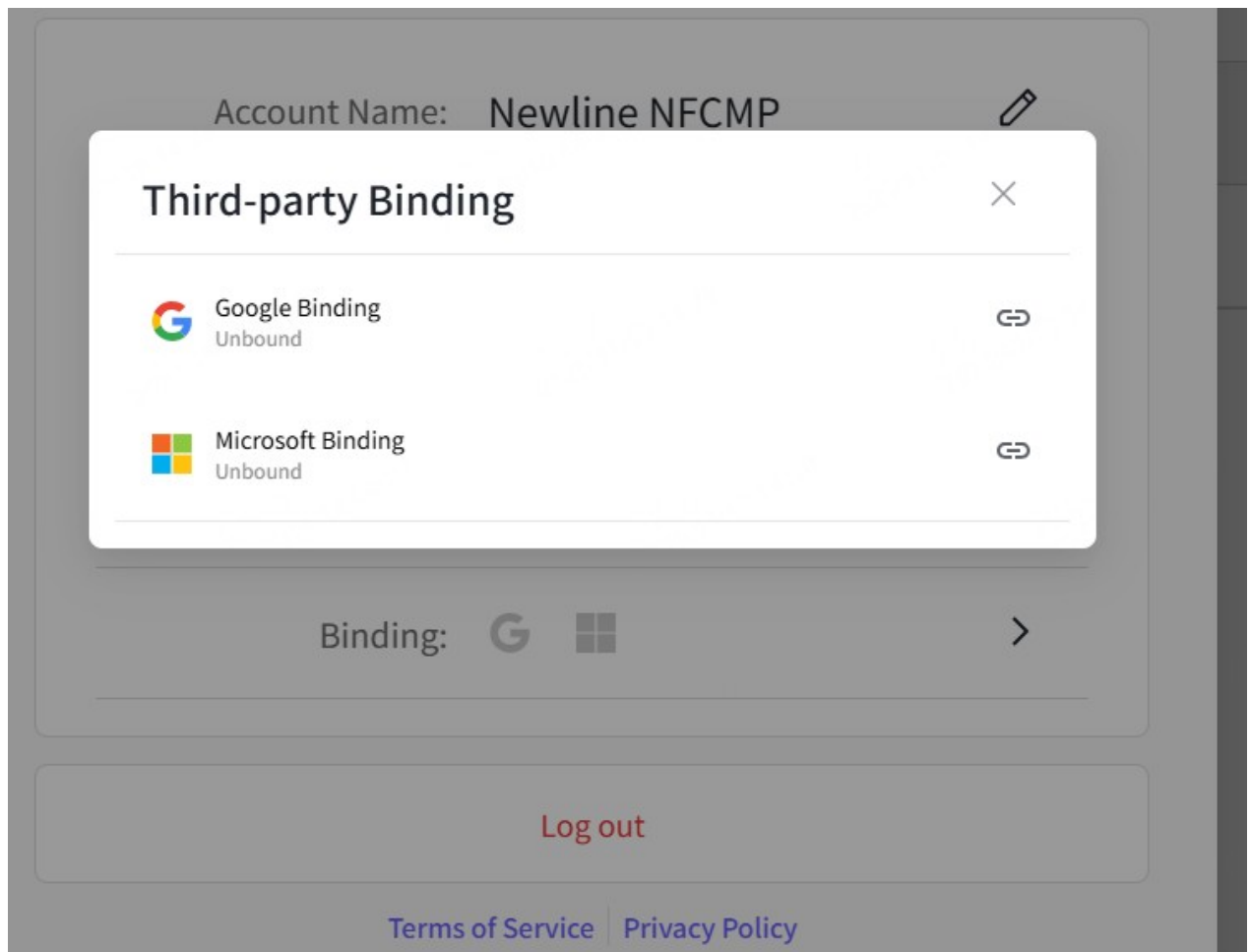
The screenshot shows a 'Profile' modal window. At the top, there's a header 'Profile' with a close button (X). Below it, a profile card displays a profile picture (circled in red) and the name 'Newline NFCMP'. A red arrow points from the bottom of the profile card to the profile picture. Below the profile card, there are several input fields: 'Account Name: Newline NFCMP' with an edit icon, 'Email: [redacted]' with an edit icon, 'Password: *****' with an edit icon, 'Role: admin', and 'Binding: G [redacted]' with a right arrow. At the bottom of the modal, there is a 'Log out' button and links for 'Terms of Service' and 'Privacy Policy'.

7.2 Third-party binding

Step 1 : Go to your account profile.

Step 2 : Click the binding option.

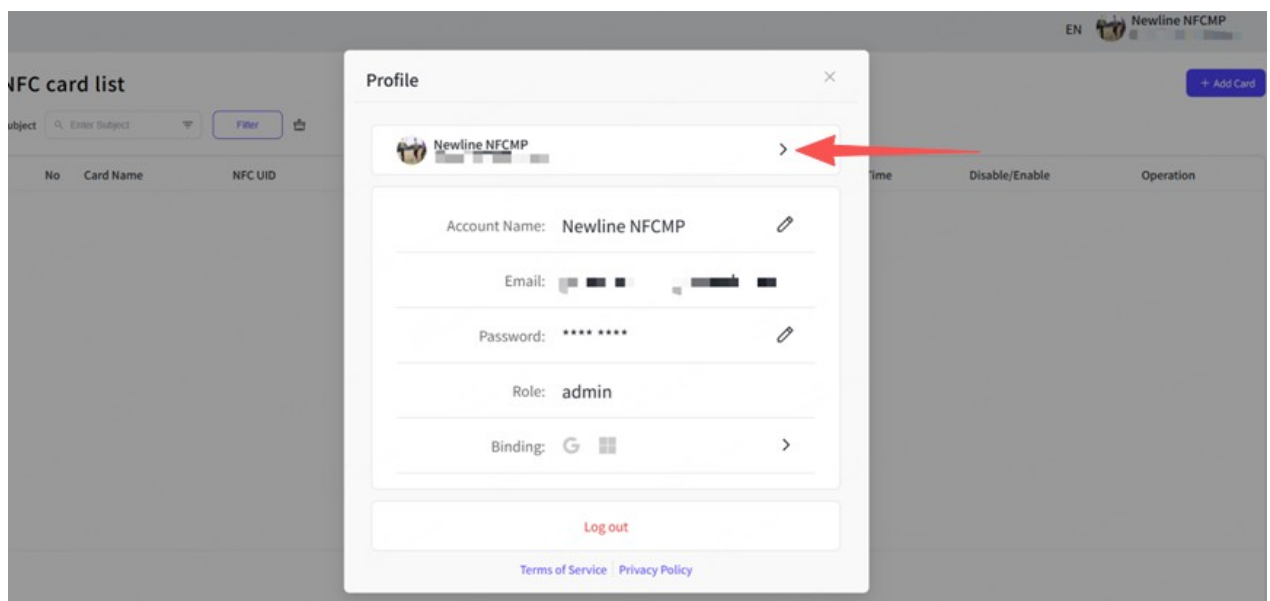
Step 3 : choose Goole or Microsoft to connect/disconnect.



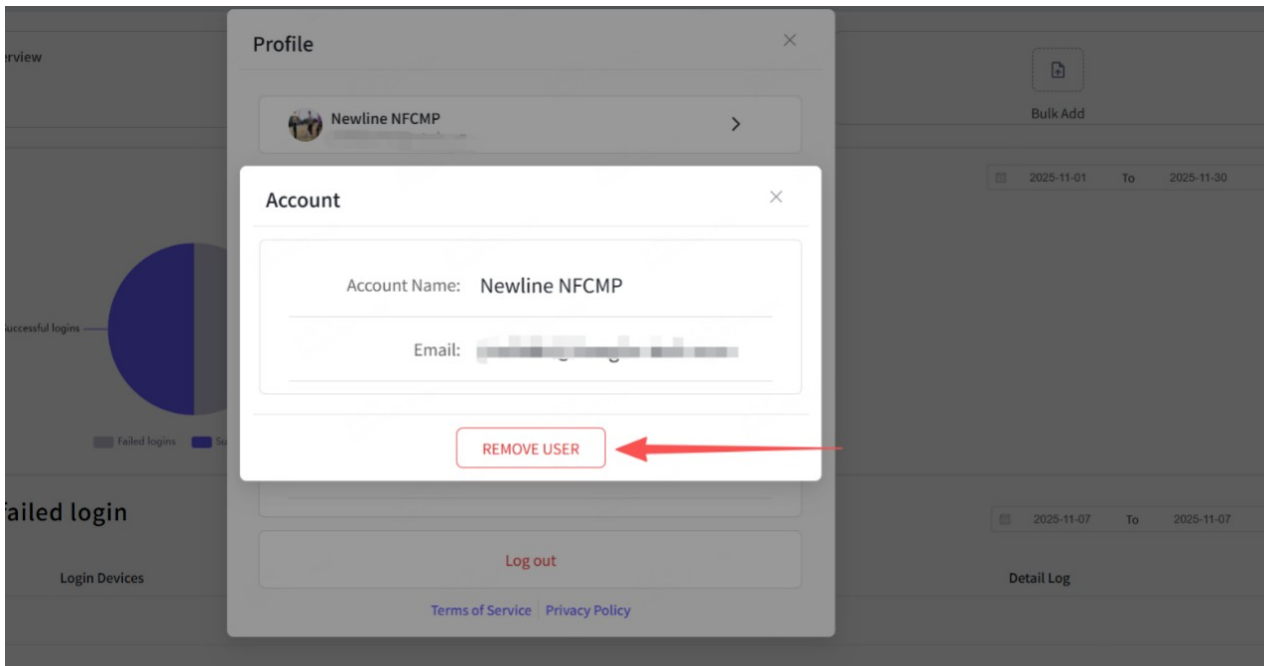
7.3 Delete Account

Step 1 : Go to your account profile.

Step 2 : Click the detail button of the profile.



Step 3 : Click the delete button from the pop-up.



Step 4 : type in the right number from the delete confirm pop-up.

