

# CSS HOME STEP-BY-STEP GUIDE

CSS HOME 分步指南

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# REGISTER & LINK CSS

## 注册并链接 CSS

Residents can register themselves and access to their community by entering the property code.

居民可以输入物业代码进行自我登记并进入他们的社区。

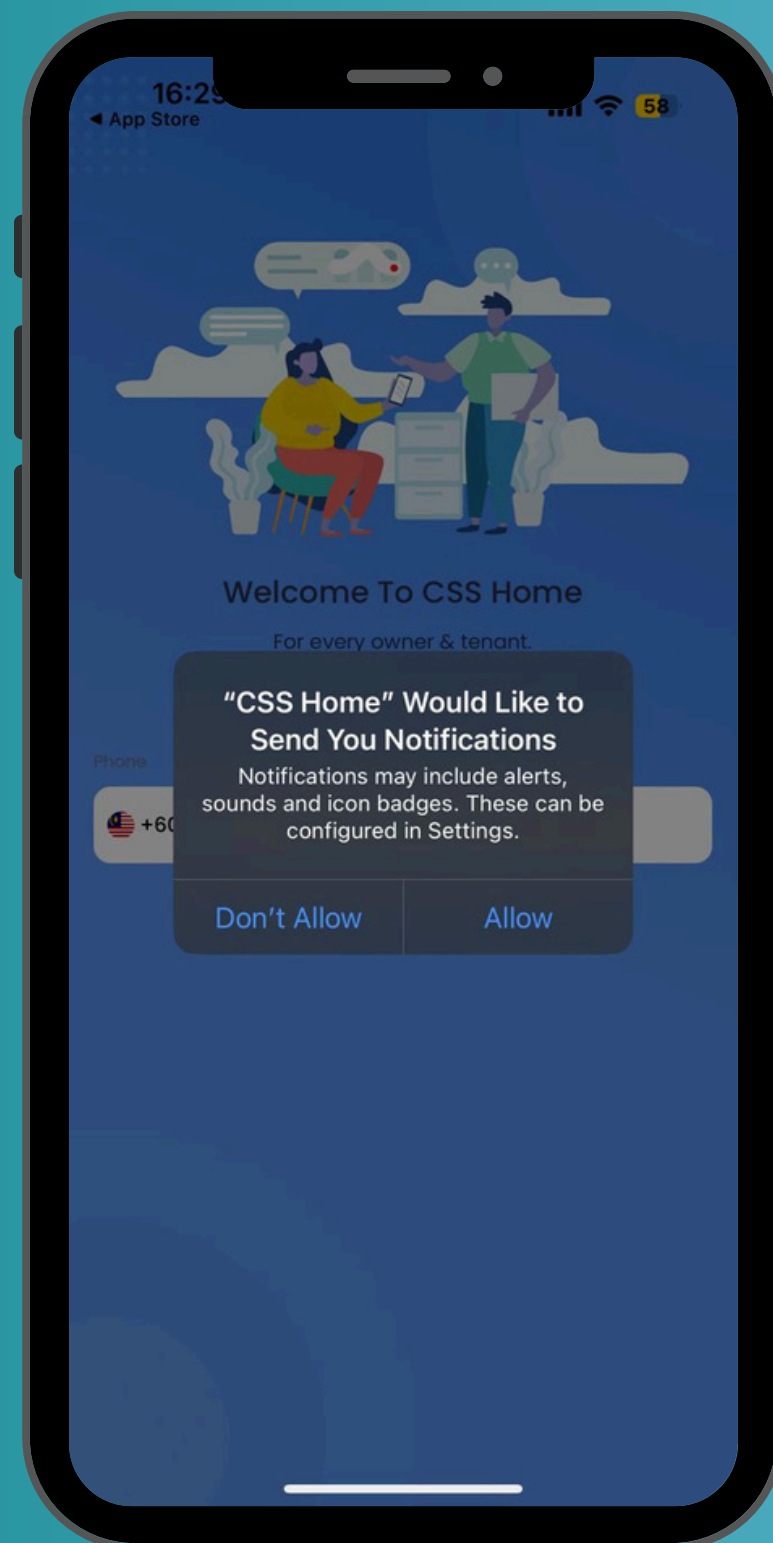
**\*REMEMBER TO ALLOW "CSS HOME" TO SEND YOU NOTIFICATIONS.**

请允许“CSS HOME”向您发送通知。

**\*THE PROPERTY CODE IS GENERATED BY THE MANAGEMENT.**

物业代码由管理层生成。

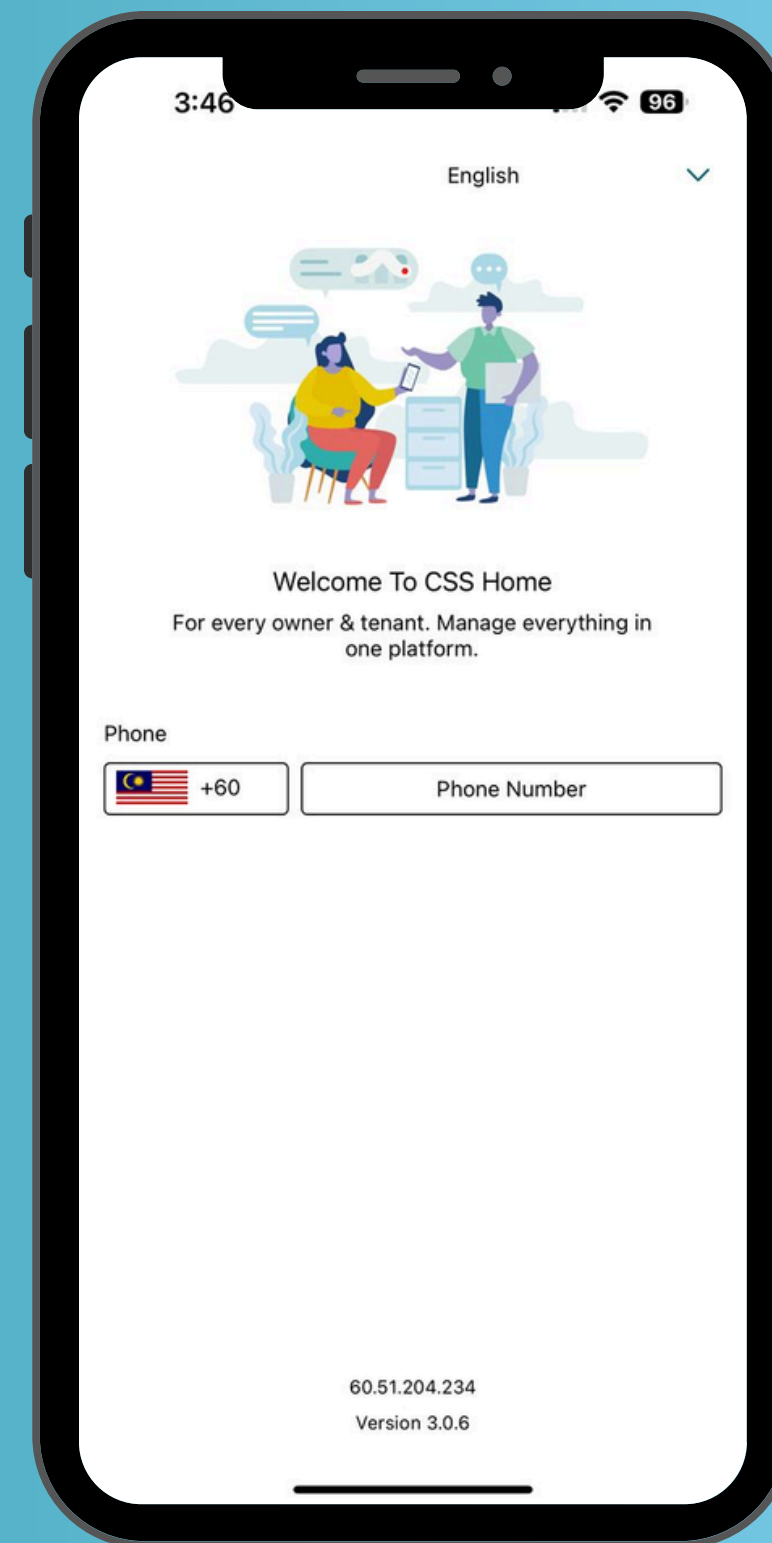




1

## Step 1

Allow "CSS HOME" to send you notifications  
允许“CSS HOME”向您发送通知



2

## Step 2

Enter your phone number  
输入您的电话号码



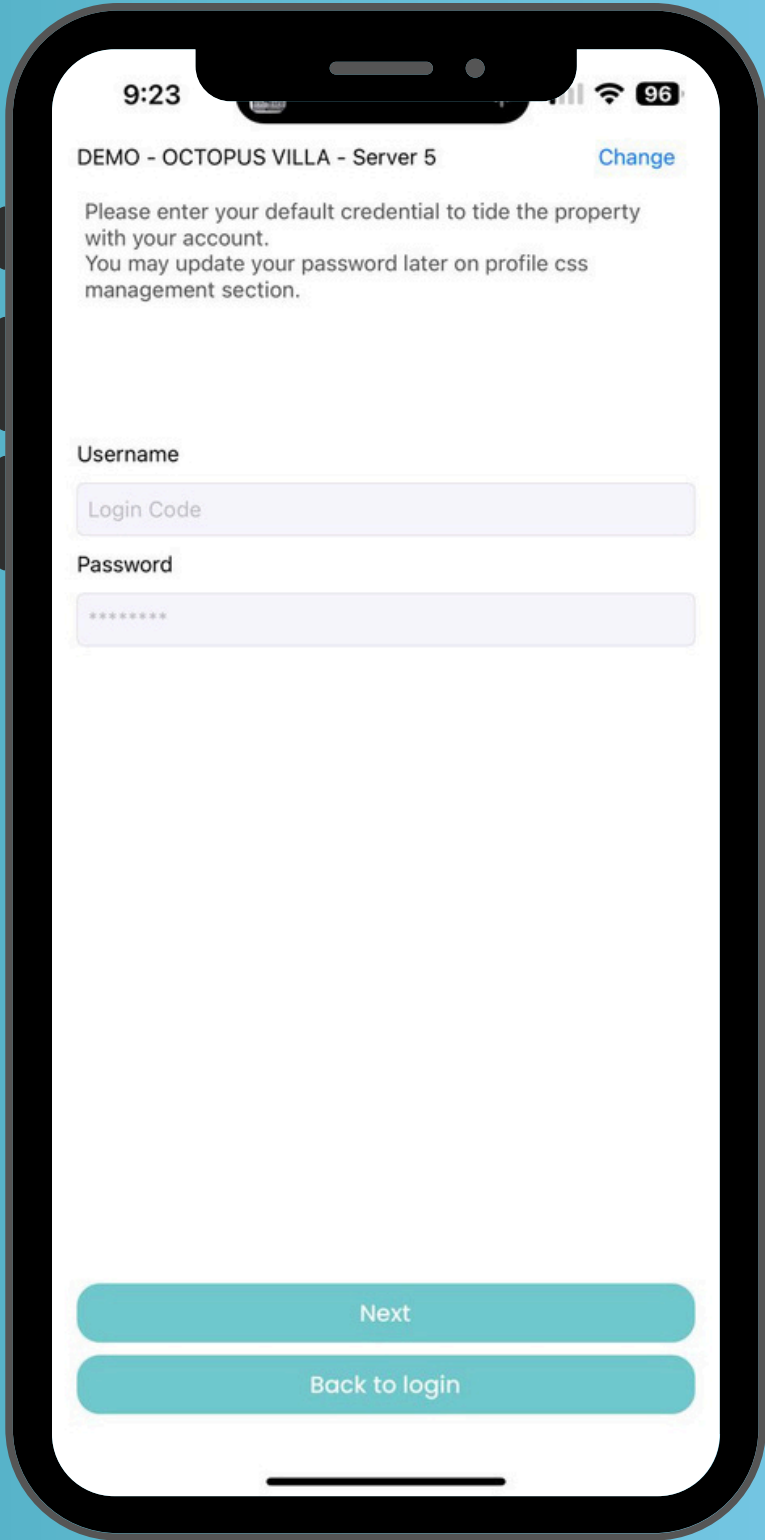
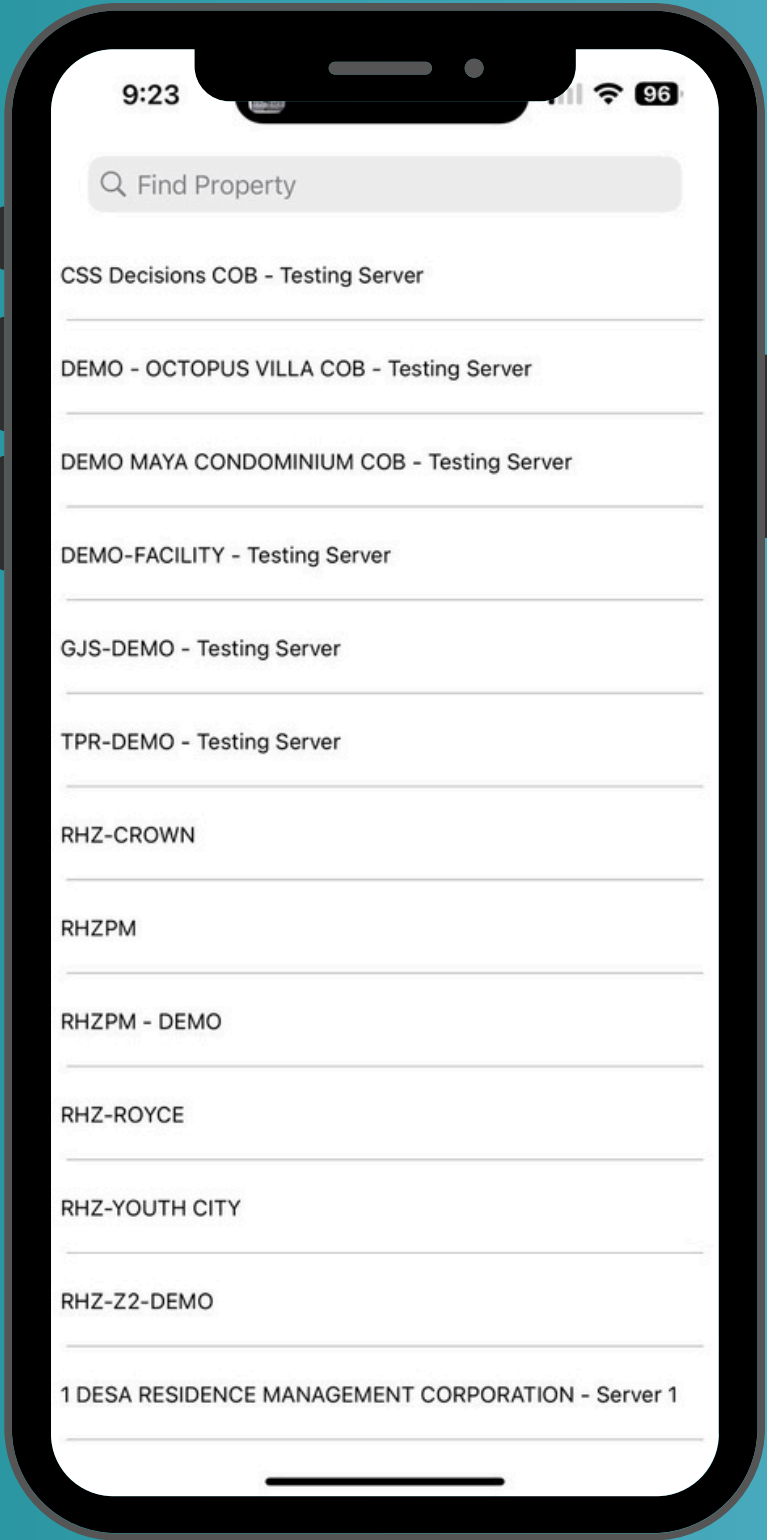
Dear Sir / Madam

**RE : E-COMMUNITY LOGIN DETAILS**

As registered and valid owner/tenant of property u  
E-Community portal of BLOCK A.

Your login information is as follows:

Website URL	:	www.cssdecisions.com,
Login Group	:	Member
Login Code	:	A03
Password	:	MN474U



### Step 3

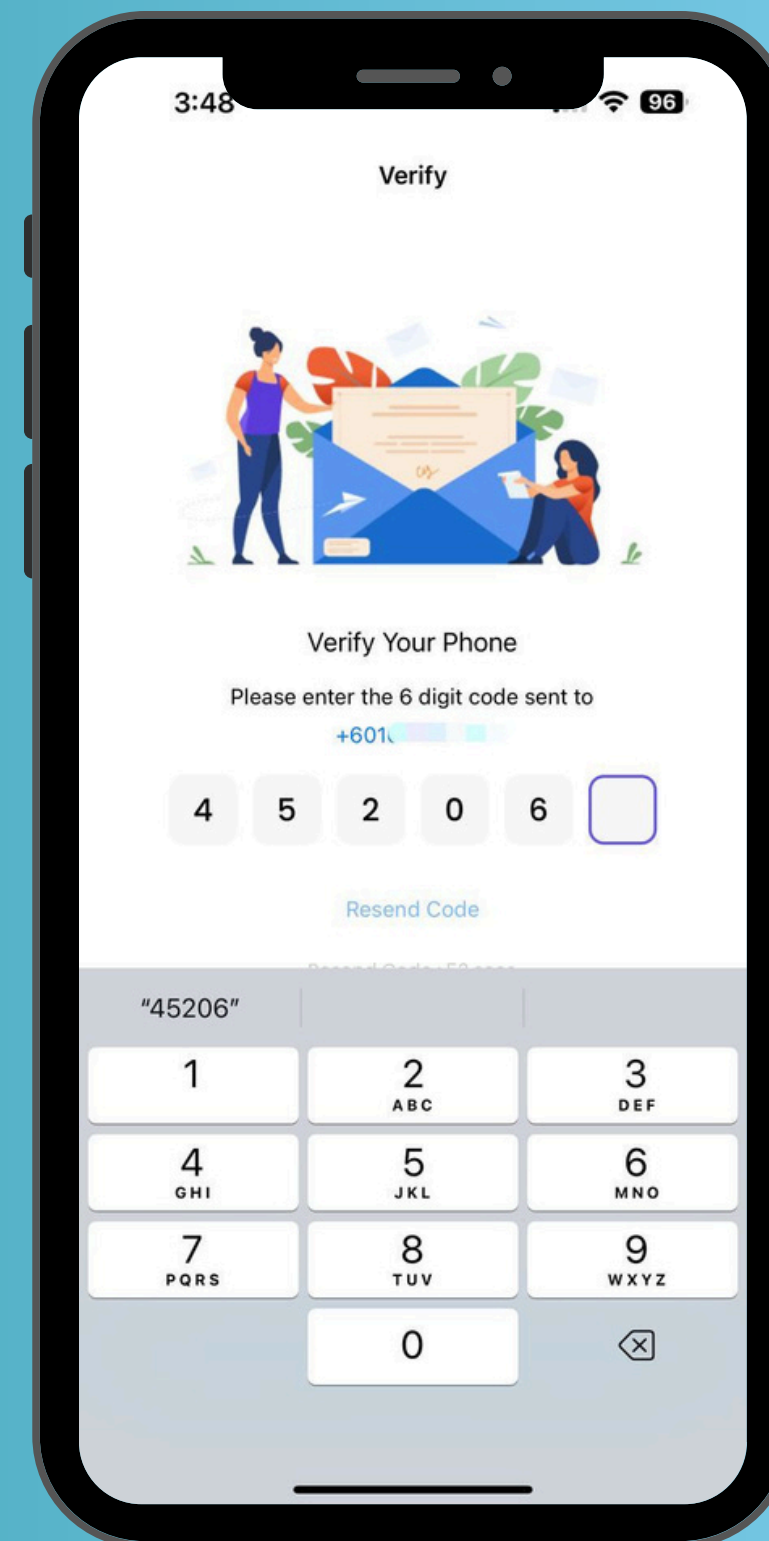
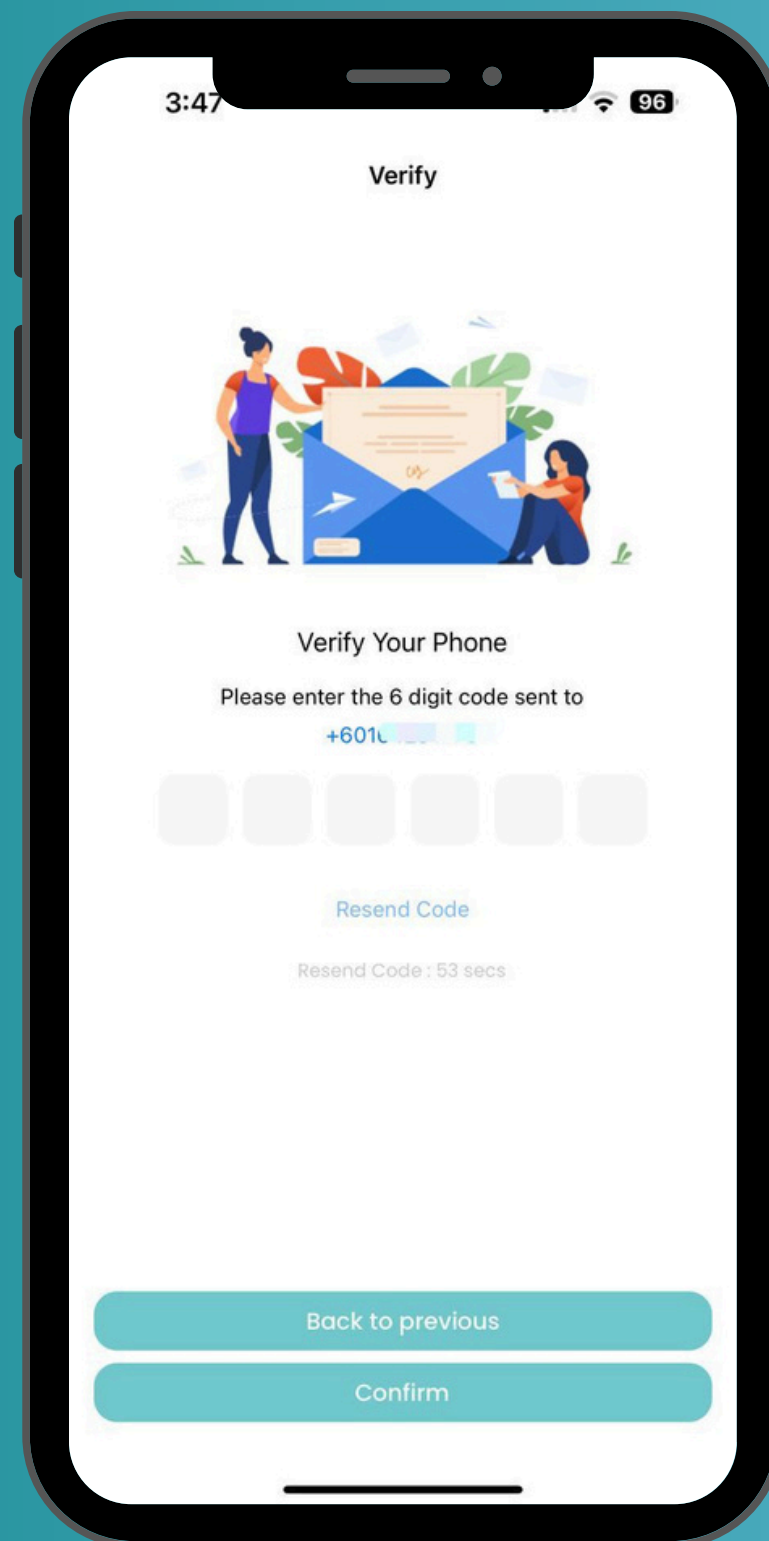
Select your property name, key in "Username" & "Password" (The ID/Password is generated by the Management)  
选择您的物业名称，输入“用户名”和“密码”  
(ID/密码由管理层提供)



### Step 4

Press "Next"  
点击“下一步”





## Step 5

You will receive an OTP. Key in and proceed to the next step  
您将收到一个 OTP，键入并继续下一步



# STATEMENT 账户报表

Access to your latest account statements via app or web within a few clicks

只需点击几下，即可通过应用程序查询您最新的账户报表

**For CSS ePayment subscriber. CSS ePayment 订阅者:**

Residents will be able to make online payment via the resident portal  
居民将能够通过居民APP进行在线支付

Official receipt will be auto-generated once payment is made  
将自动生成付款的正式收据

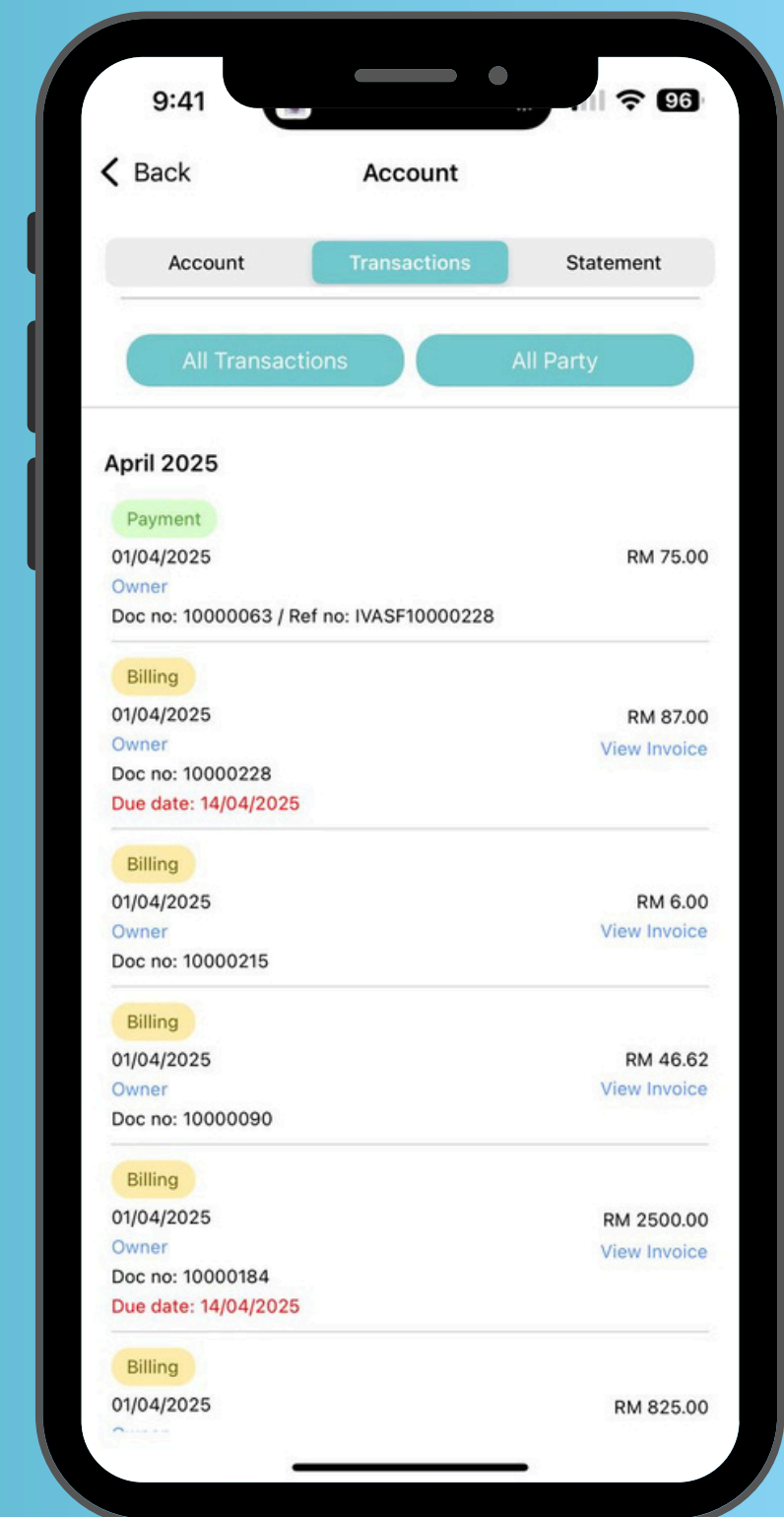
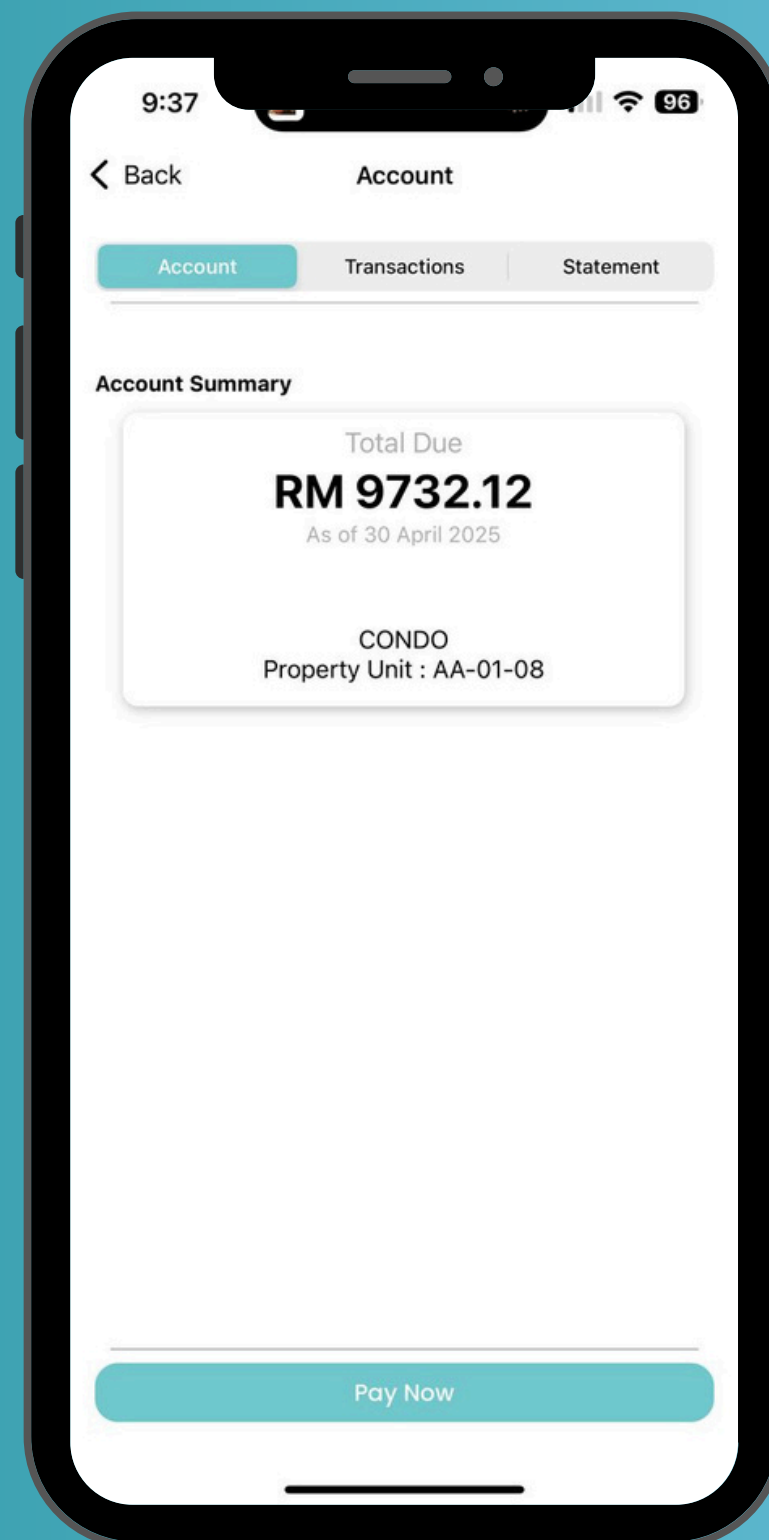
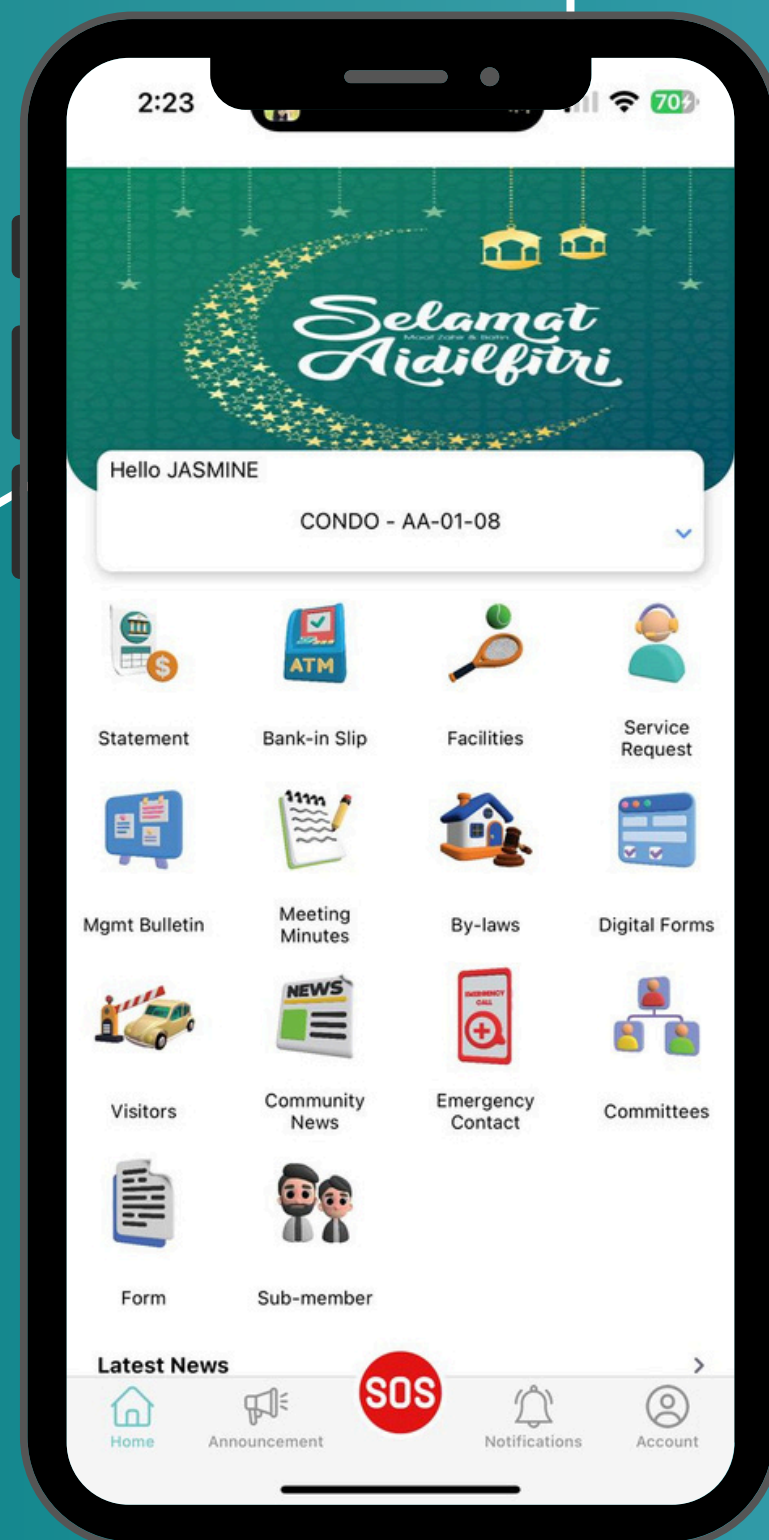
\*USER MAY VIEW STATEMENTS UP TO THE LATEST 36 MONTHS.

用户最多可以查看最近 36 个月的报表。

\*KINDLY REFER TO THE WEBSITE OR MANAGEMENT OFFICE FOR MORE INFORMATION.

请参阅网站或管理办公室了解更多信息。





1

## Step 1

Click "Statement" to view your outstanding balance  
点击“账户报表”查看您的未结余额

2

## Step 2

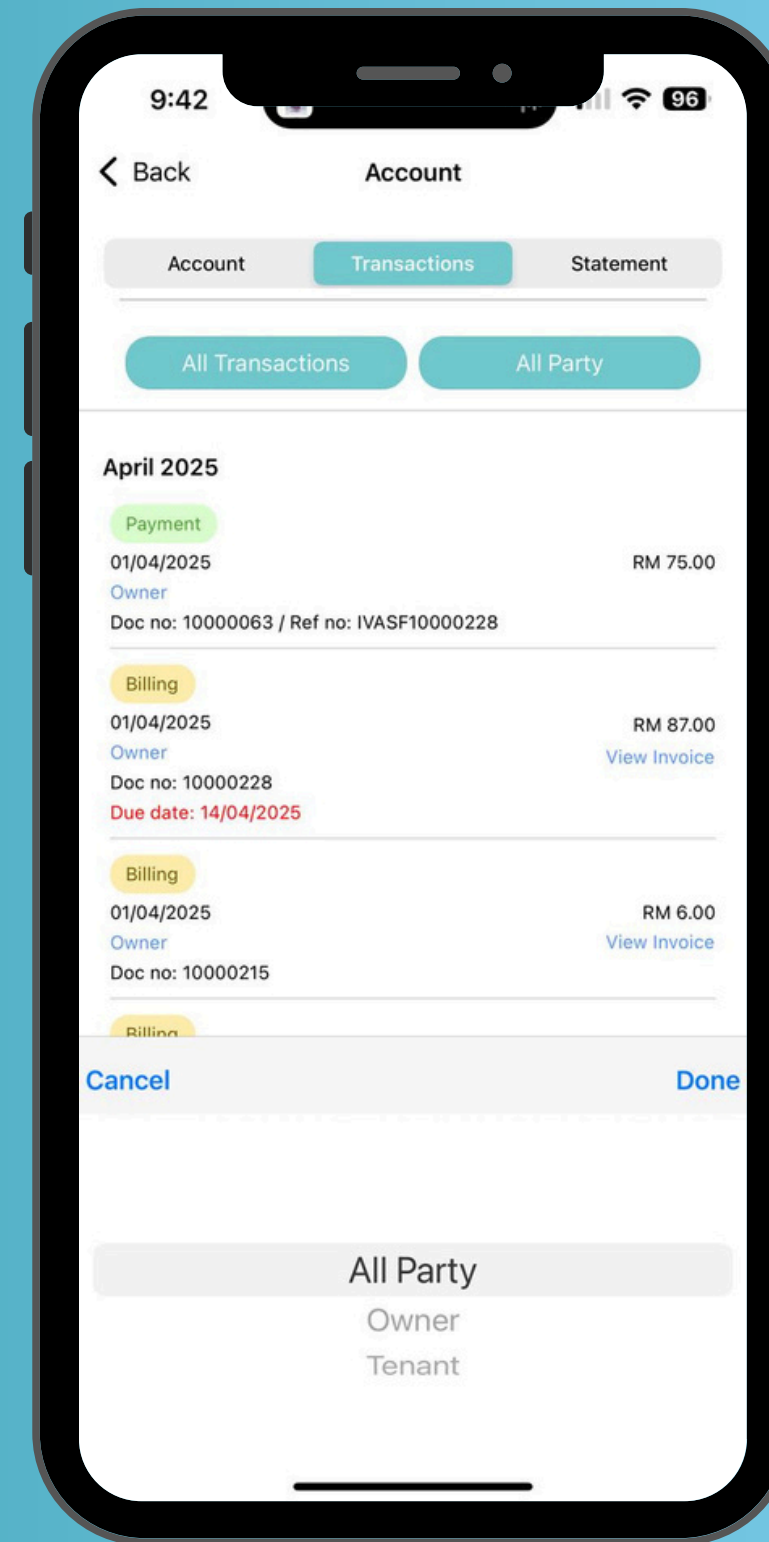
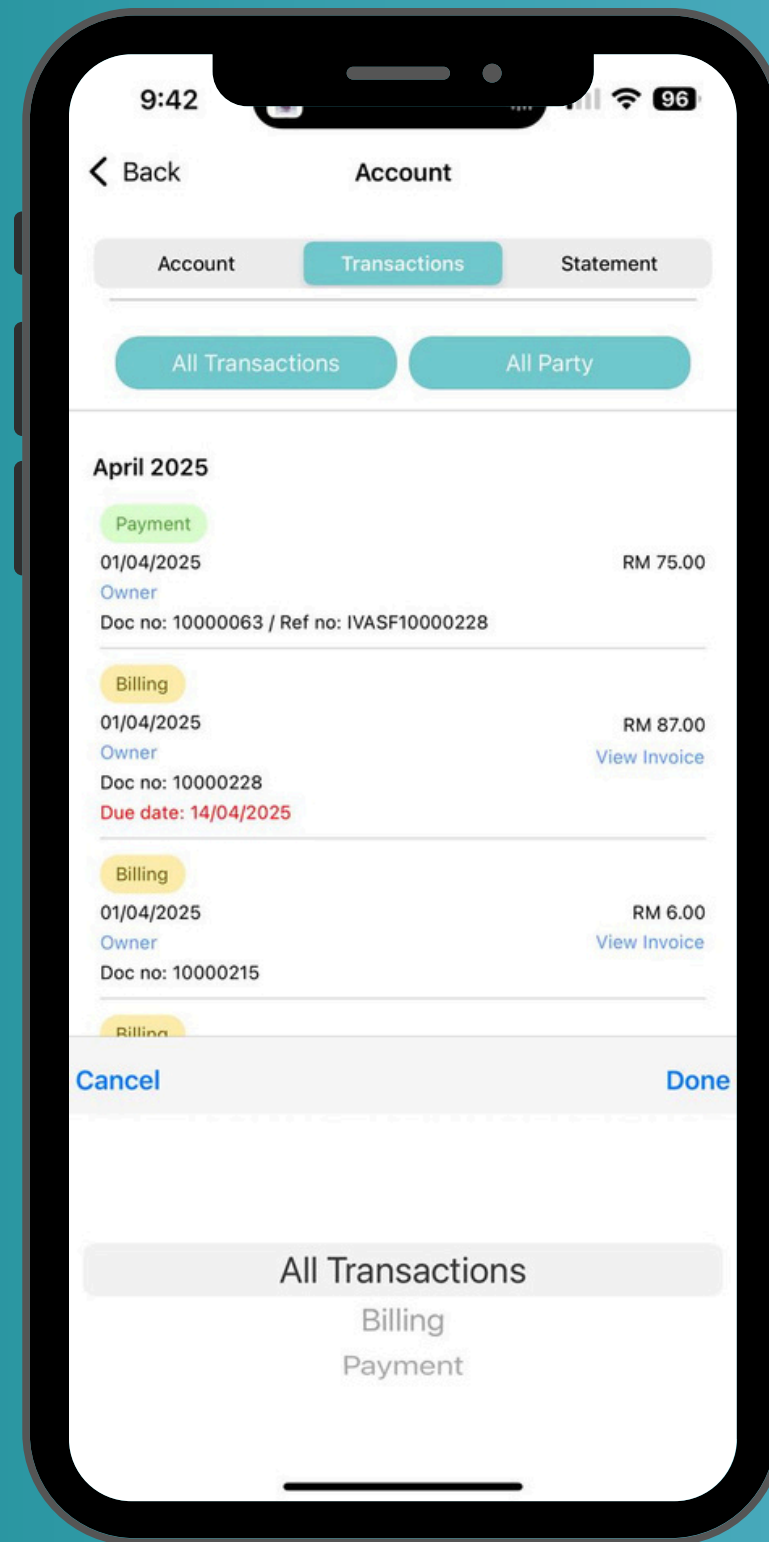
Your account summary will be shown  
您的账户摘要将会显示

3

## Step 3

Click "Transaction" to view the invoice in detail  
点击“交易”以详细查看发票





4

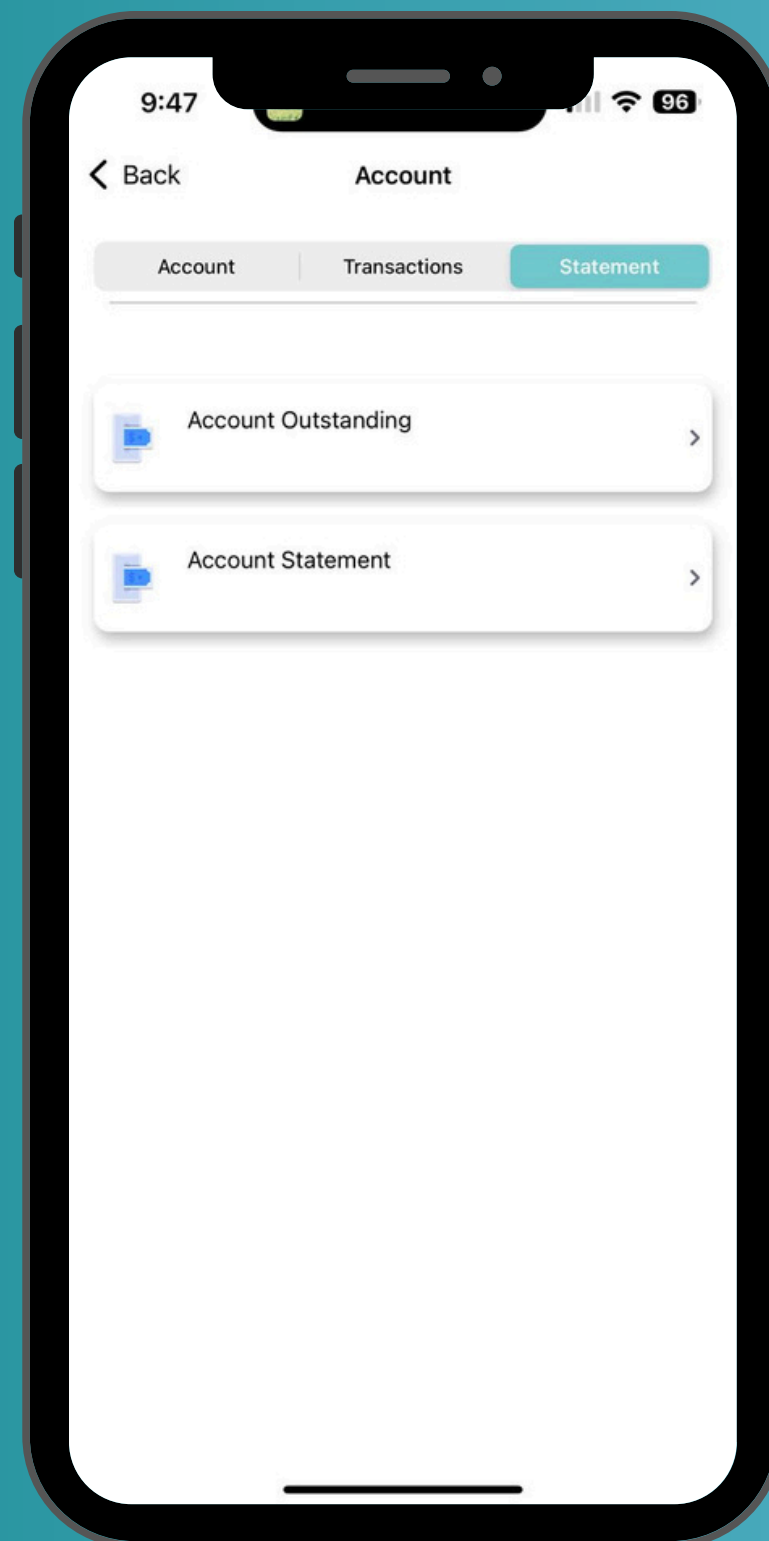
## Step 4

You can click on "All Transactions" to filter the transactions by Billing or Payment only  
您可以点击“所有交易”来筛选仅是涉及账单或付款的交易

5

## Step 5

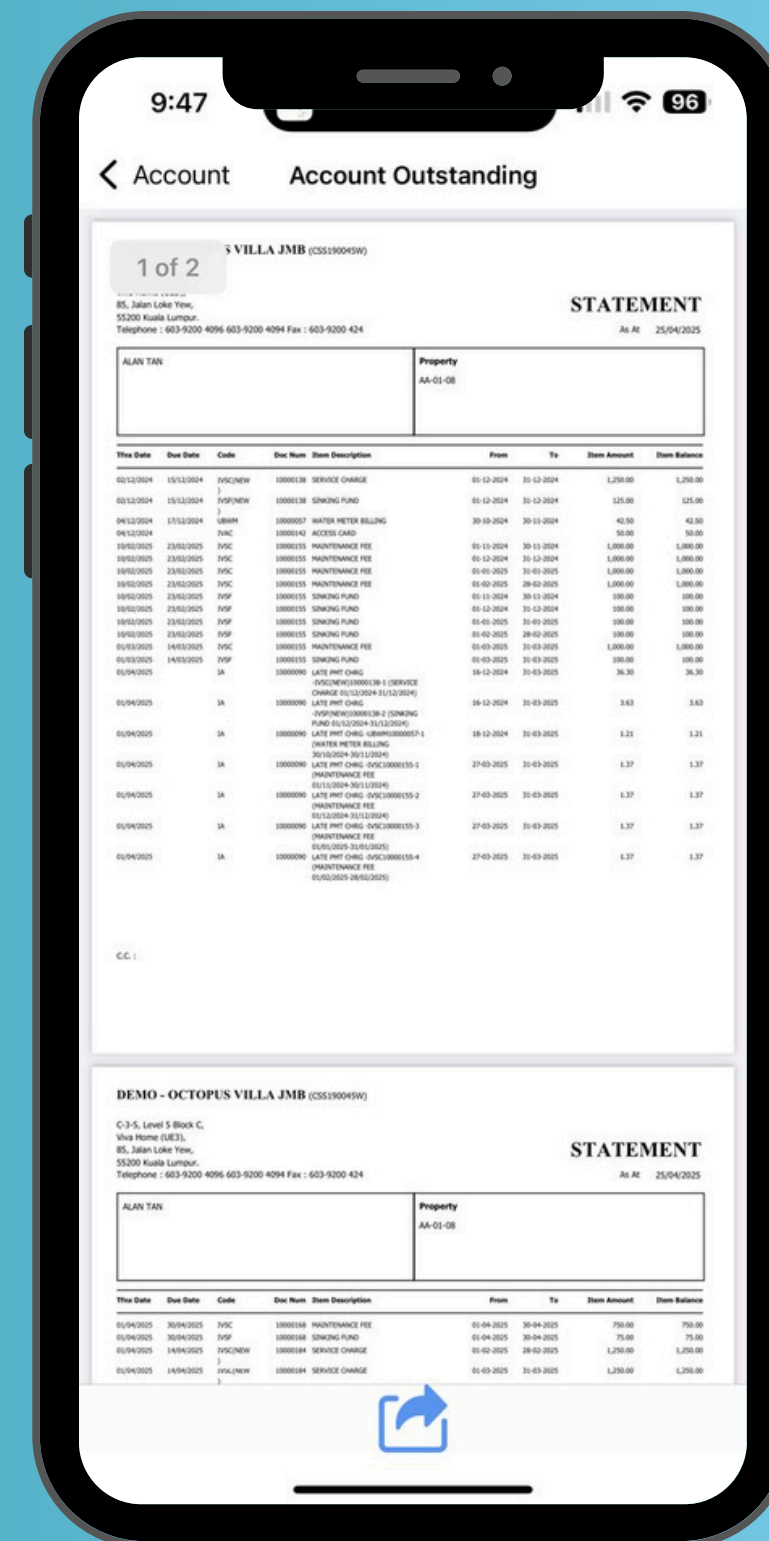
You can click on "All Party" to filter the transactions by Owner or Tenant only  
您可以点击“所有方”，仅按业主或租户筛选交易记录



6

## Step 6

Click "Statement" to view "Account Outstanding" and "Account Statement"  
 点击“对账单”可查看“账户未结清金额”和“账户对账单”

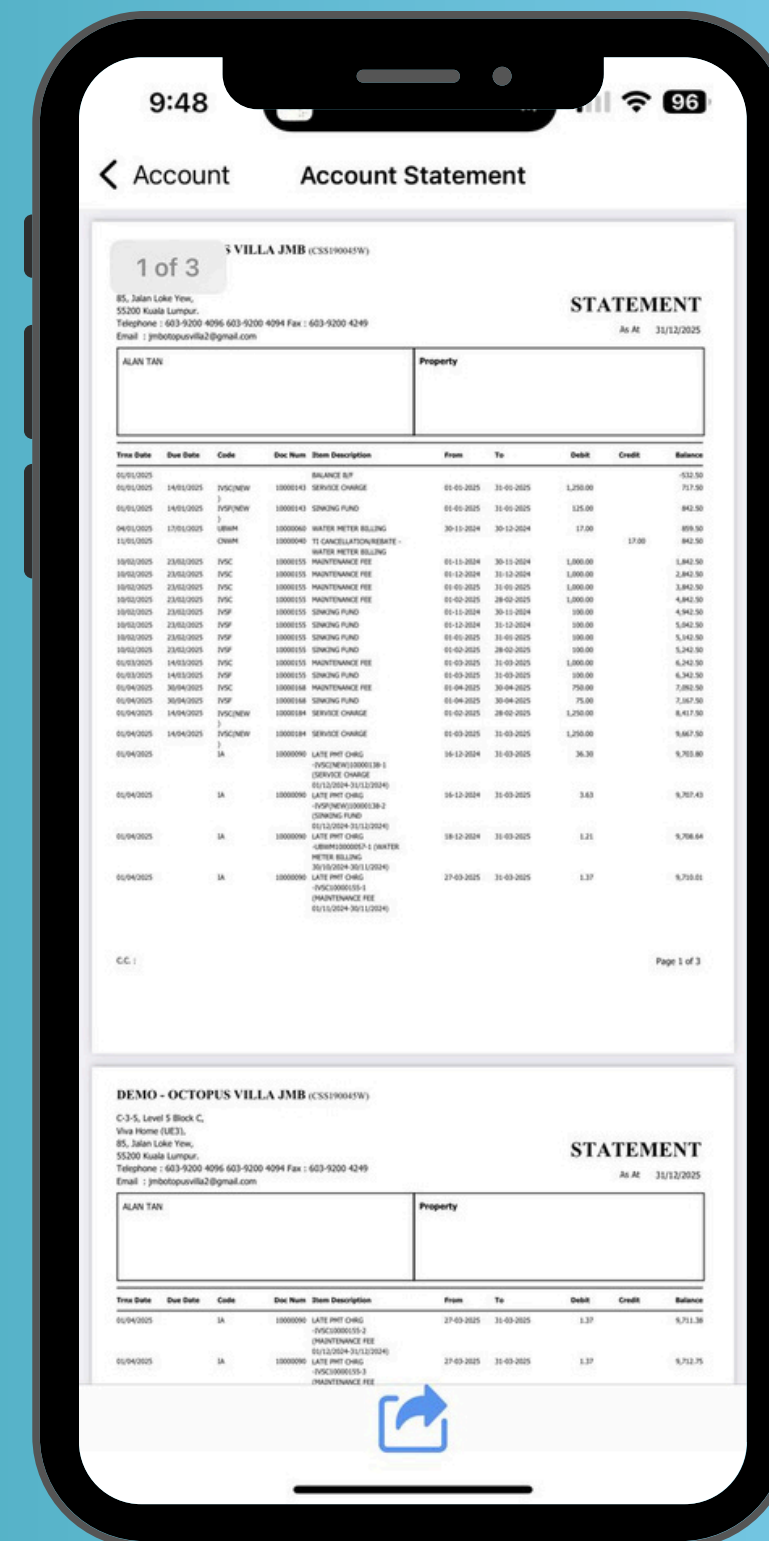
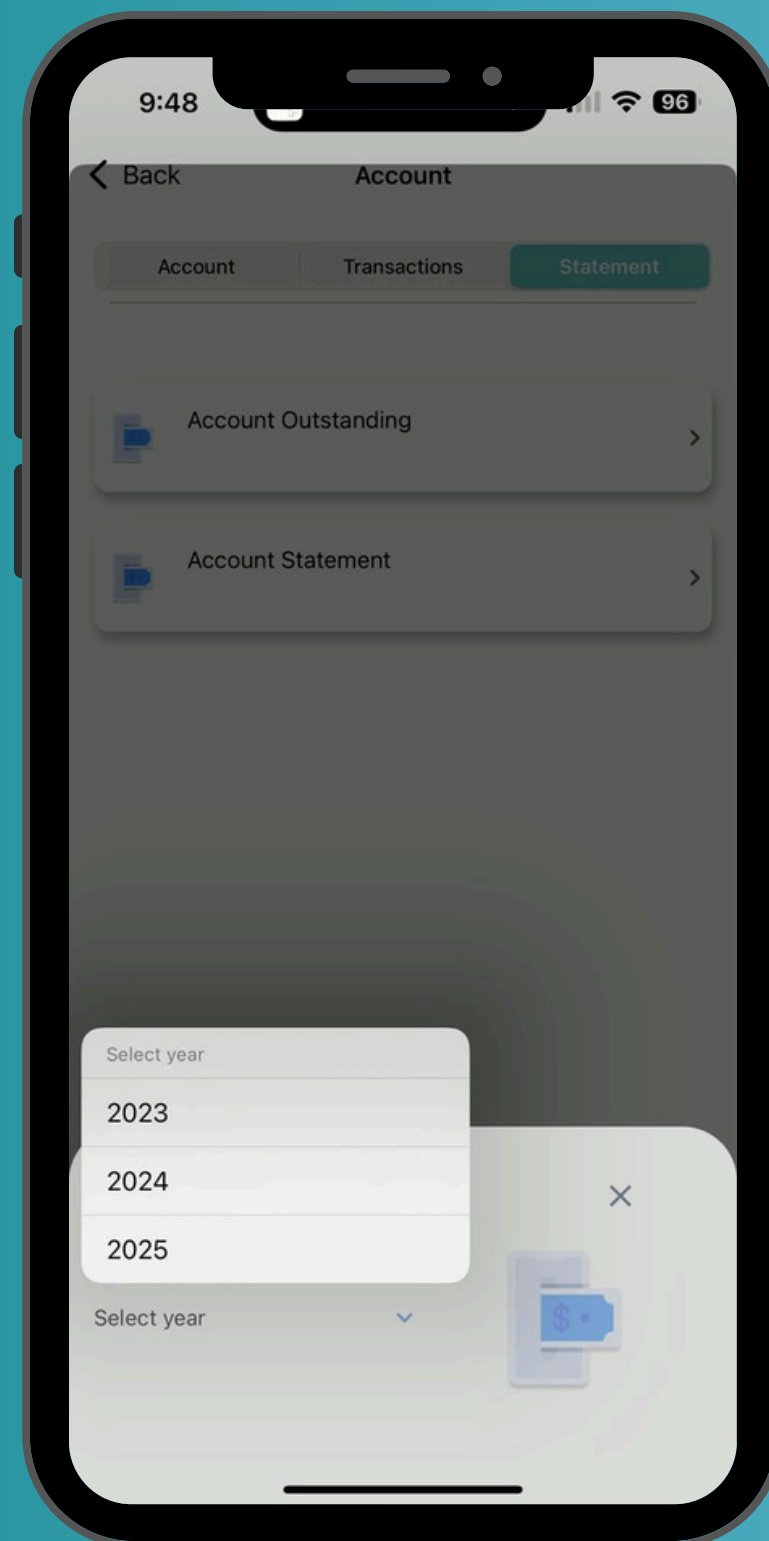


7

## Step 7

You can click on "Account Outstanding" to view the statement  
 您可以点击“账户未结清金额”查看对账单



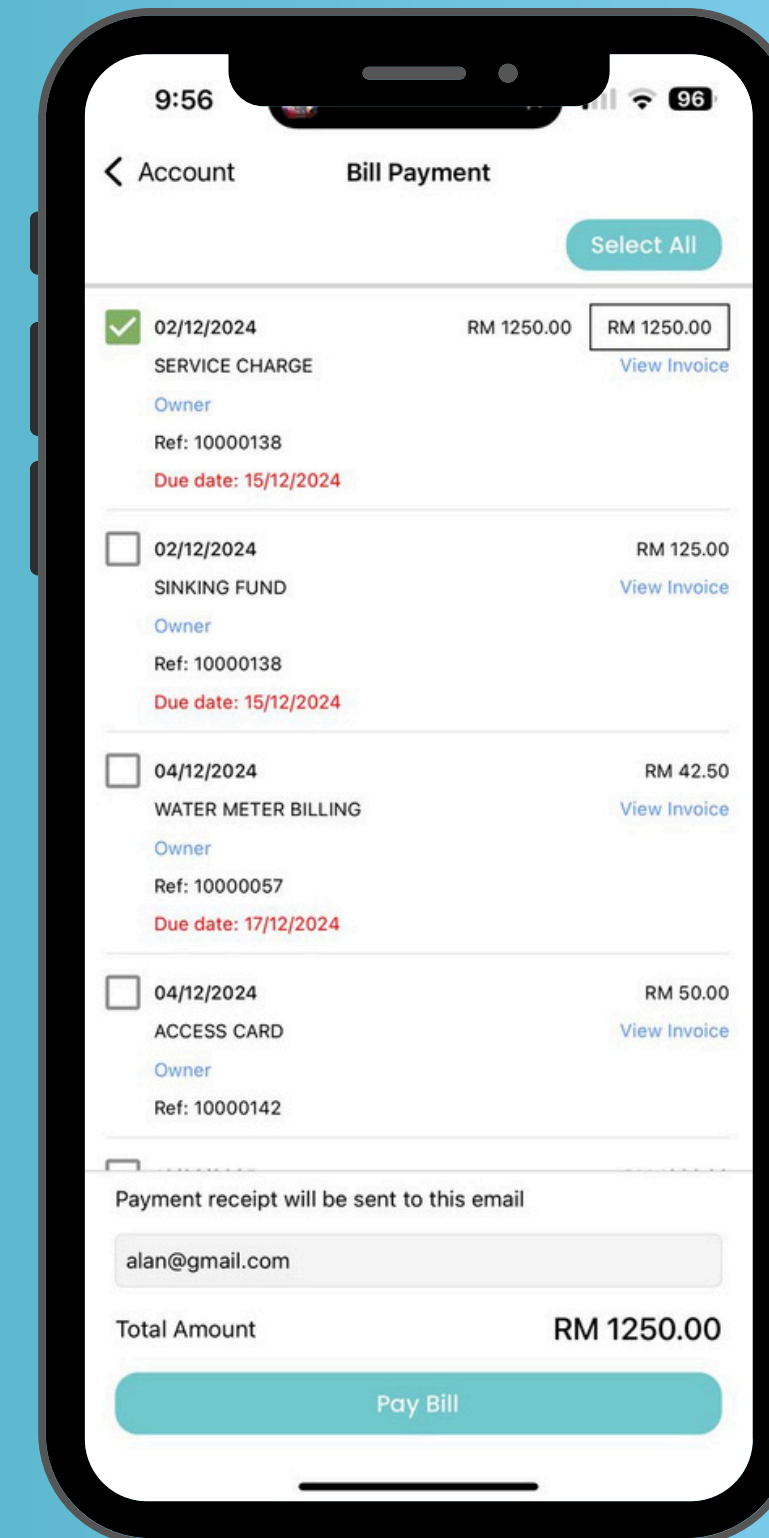
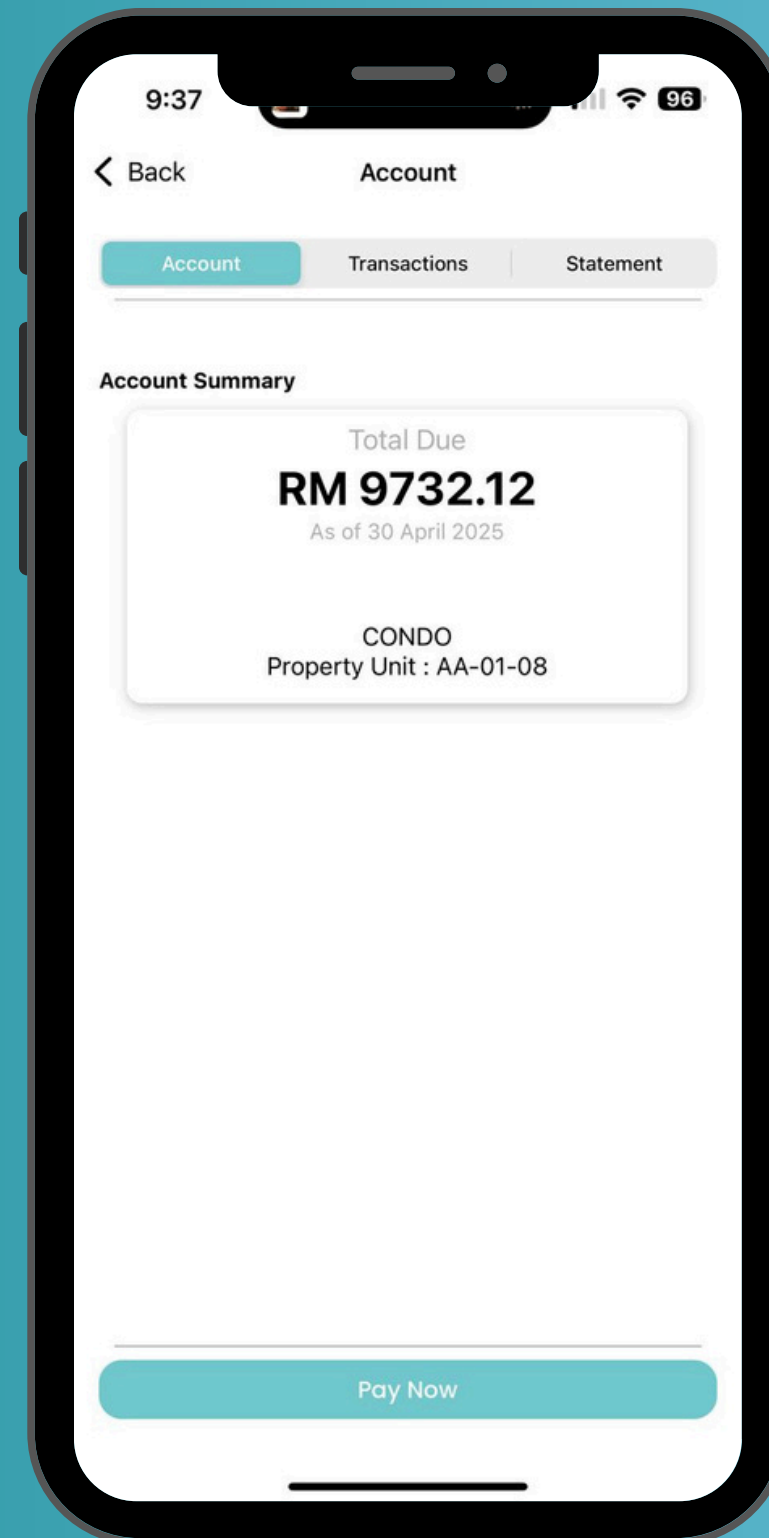


## Step 8

You can click on “Account Statement” and “Select year” to view the statement  
您可以点击“账户对账单”和“选择年份”查看对账单

# To Pay Bills Via ePayment 通过 ePayment 支付账单

[Only for CSS ePayment's User.  
仅限CSS ePayment用户。]



## Step 1

Click "Pay Now"  
点击“立即付款”



## Step 2

Select the bill(s) and update the  
amount you would like to make  
payment  
选择账单并更改您要支付的金额



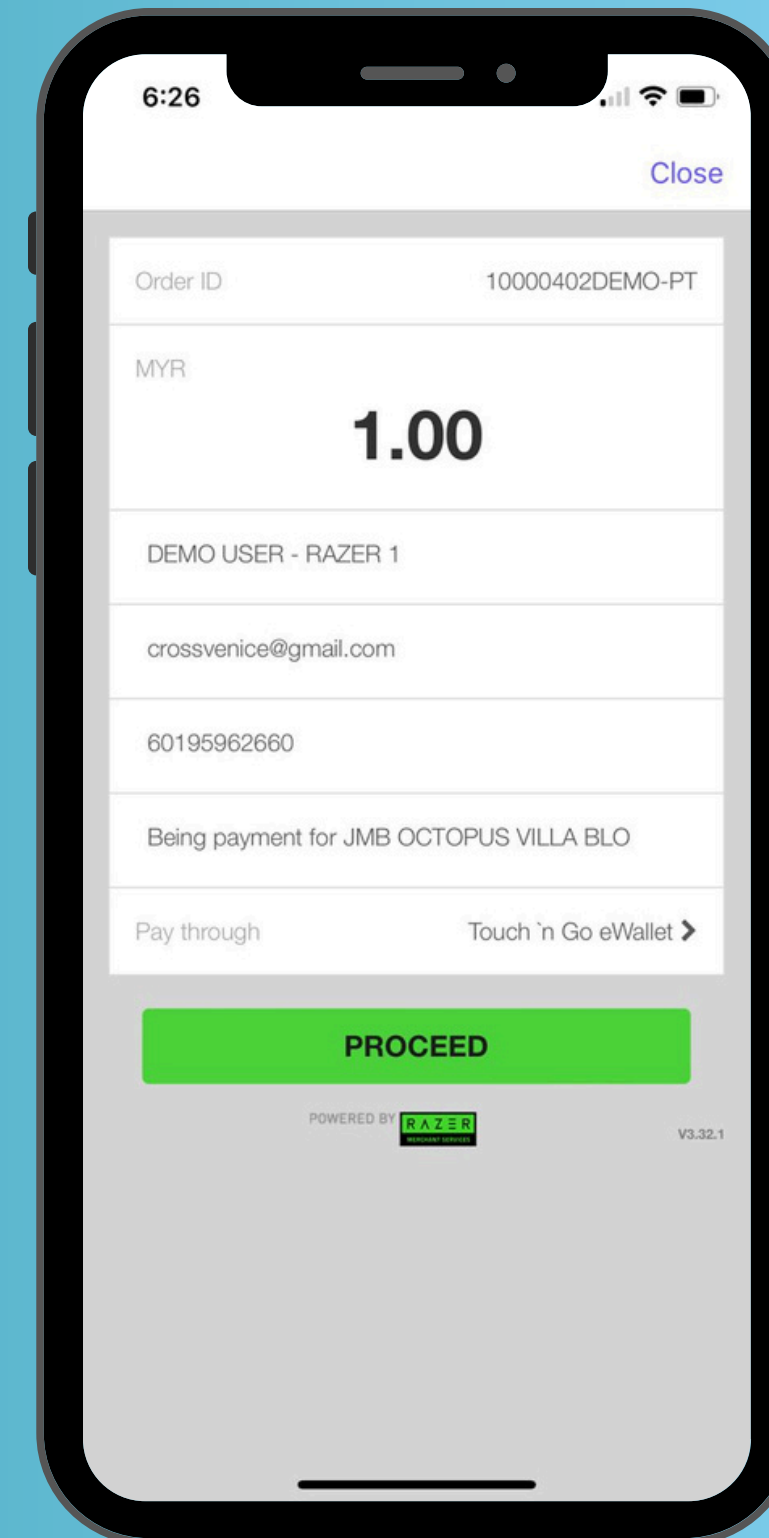
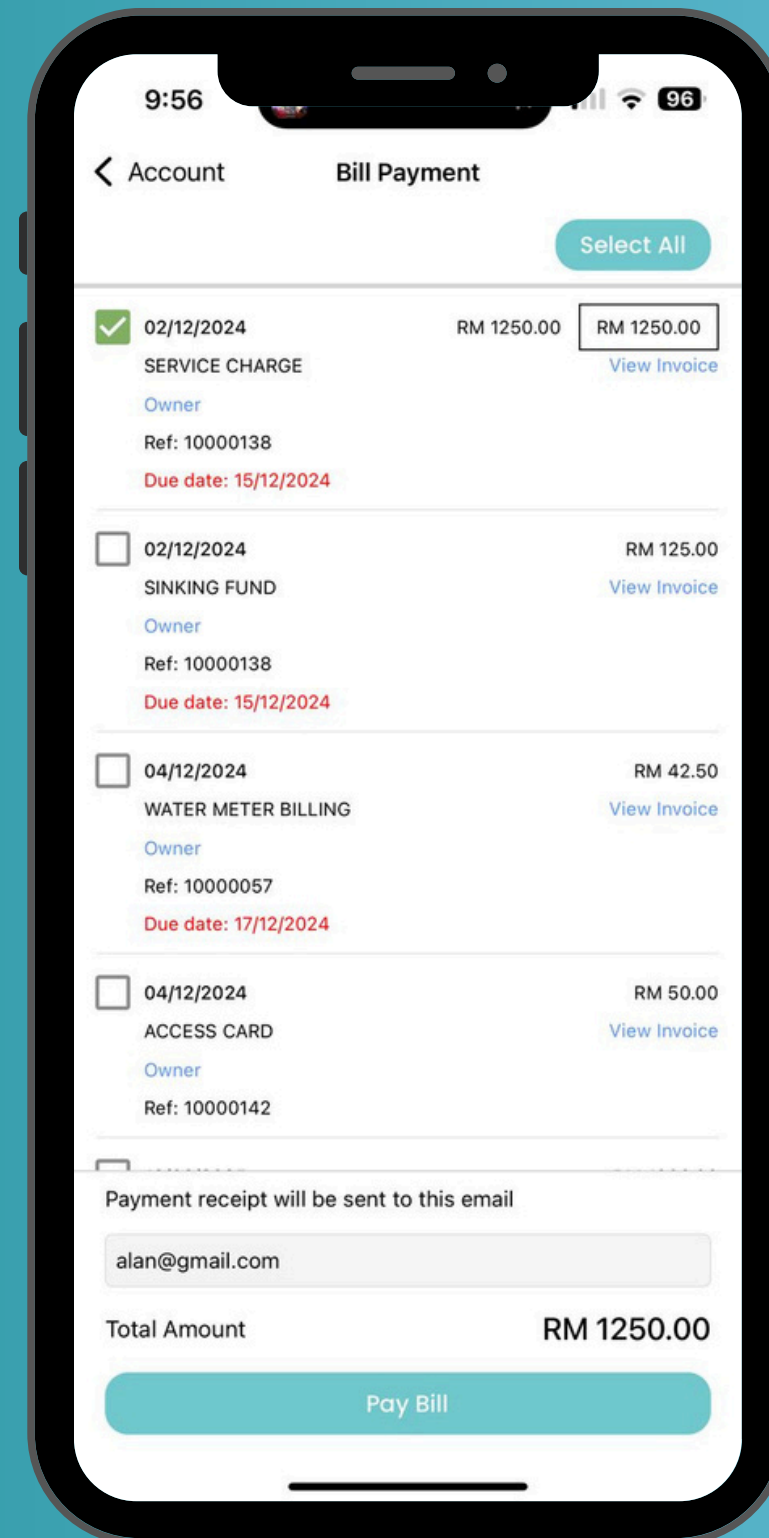
## Step 3

Click "Pay Bill"  
点击“支付账单”



# To Pay Bills Via ePayment 通过 ePayment 支付账单

[Only for CSS ePayment's User.  
仅限CSS ePayment用户。]

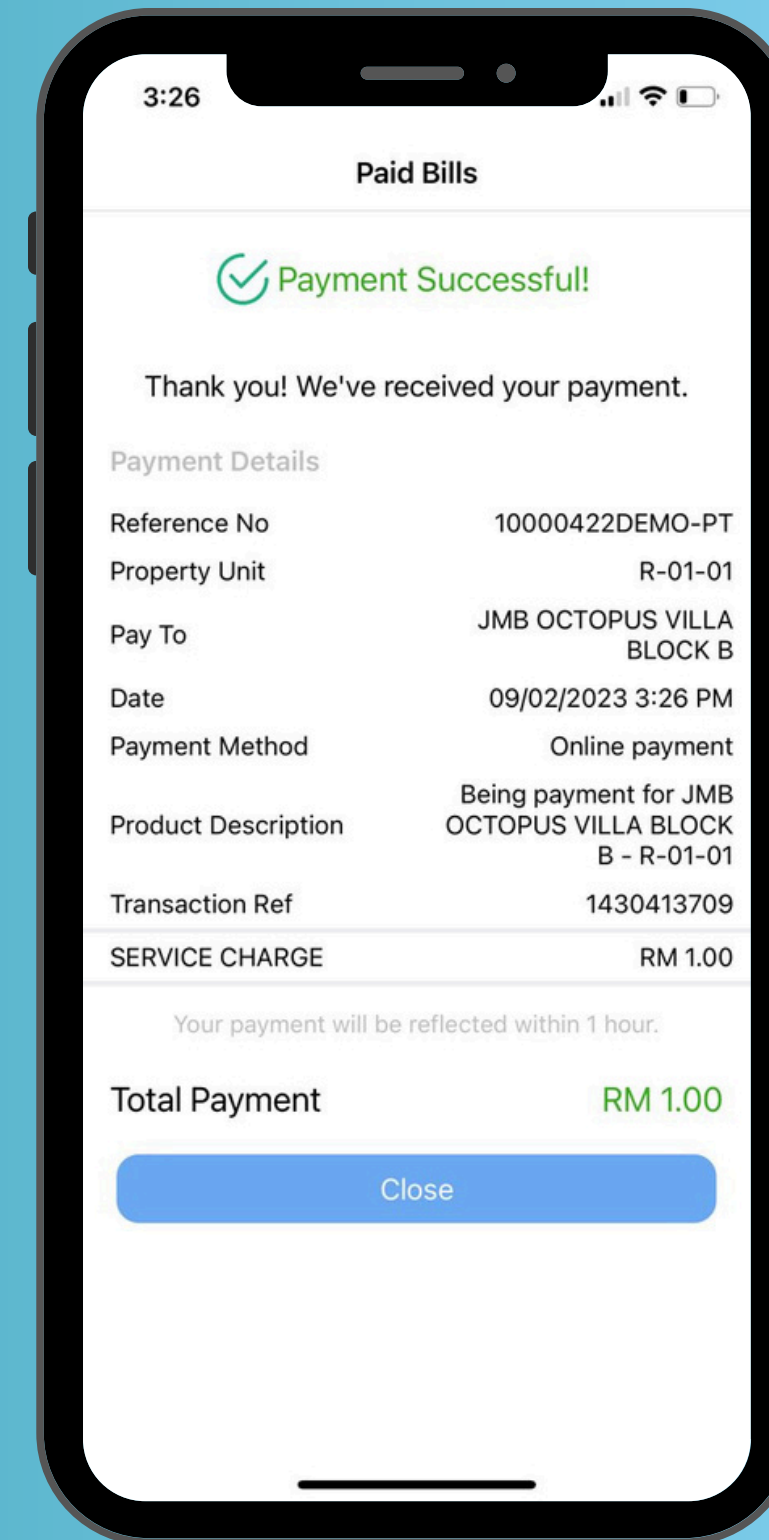
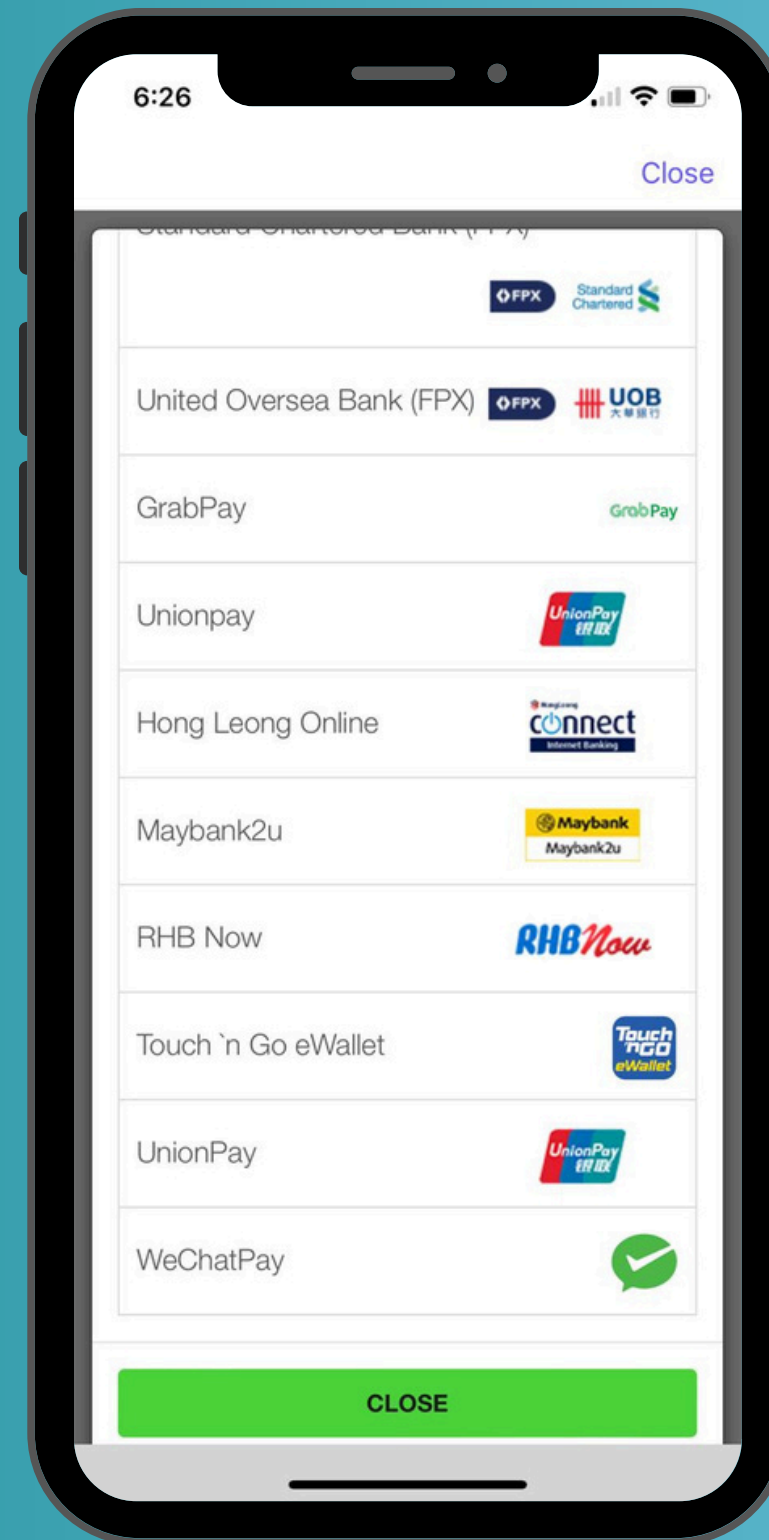


## Step 4

Click "Pay Bill" to proceed to the payment gateway. You may also update your email if you wish to  
点击“支付账单”以继续到支付网页。如果有需要，您还可以更新您的电子邮件

# To Pay Bills Via ePayment 通过 ePayment 支付账单

[Only for CSS ePayment's User.  
仅限CSS ePayment用户。]



5

## Step 5

Select the method of payment and fill in the information to proceed with the payment  
选择付款方式并填写信息以进行付款

6

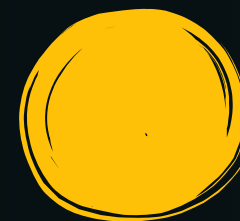
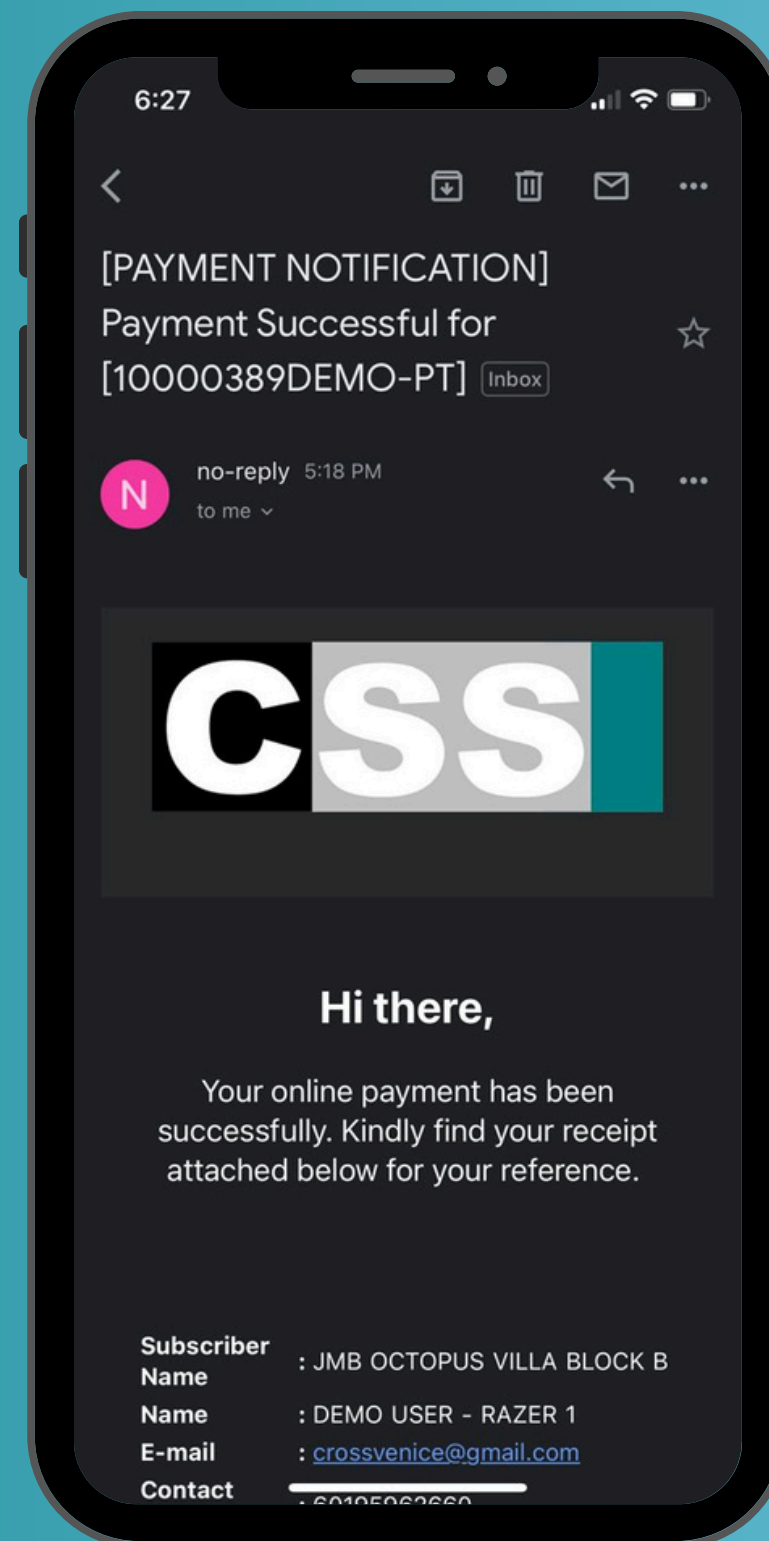
## Step 6

Upon successful payment made, the official receipt will be auto-generated  
付款成功后，将自动生成正式收据



# To Pay Bills Via ePayment 通过 ePayment 支付账单

[Only for CSS ePayment's User.  
仅限CSS ePayment用户。]

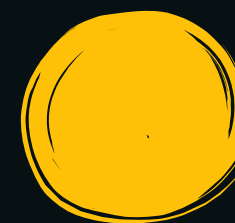
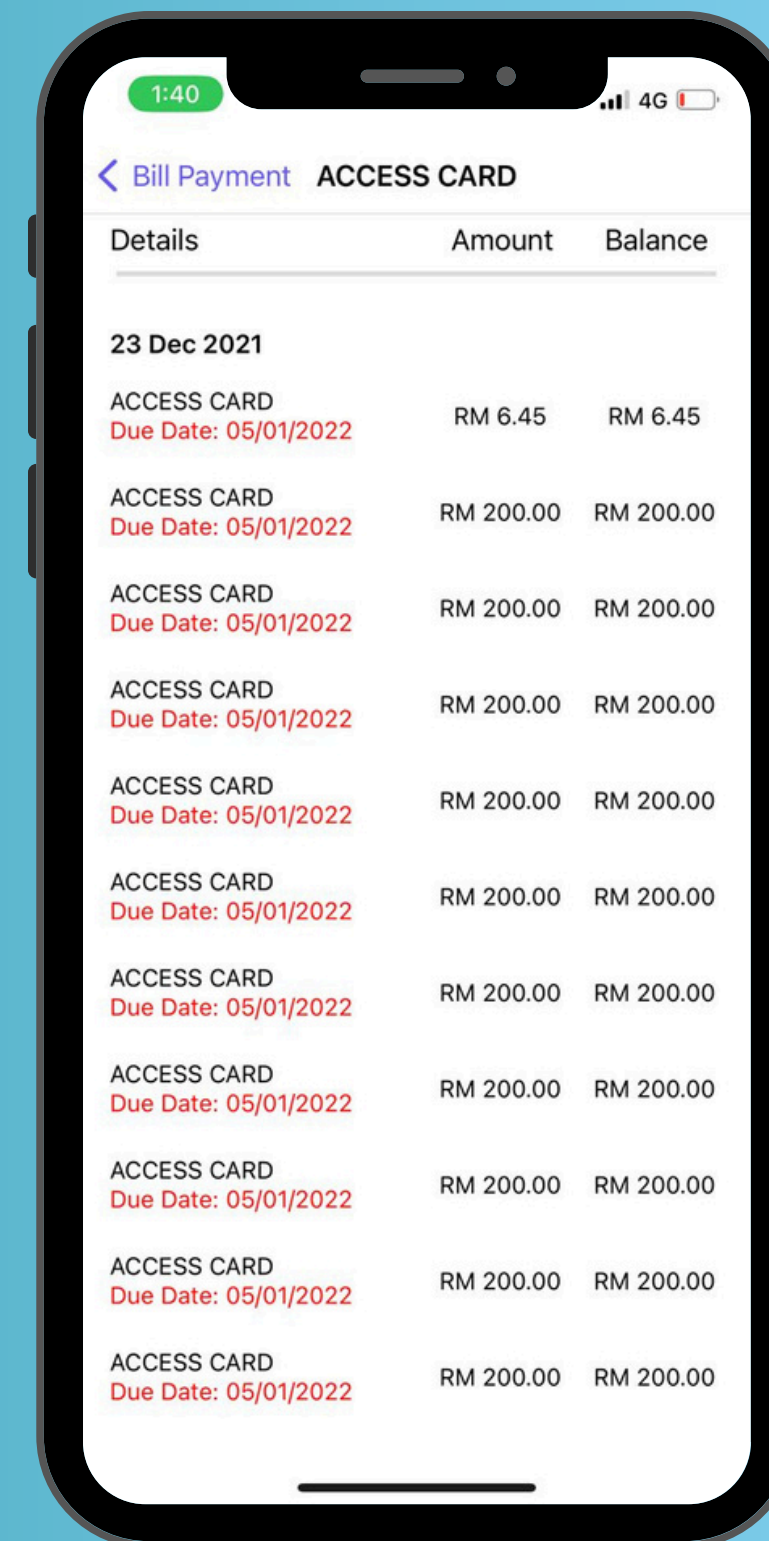
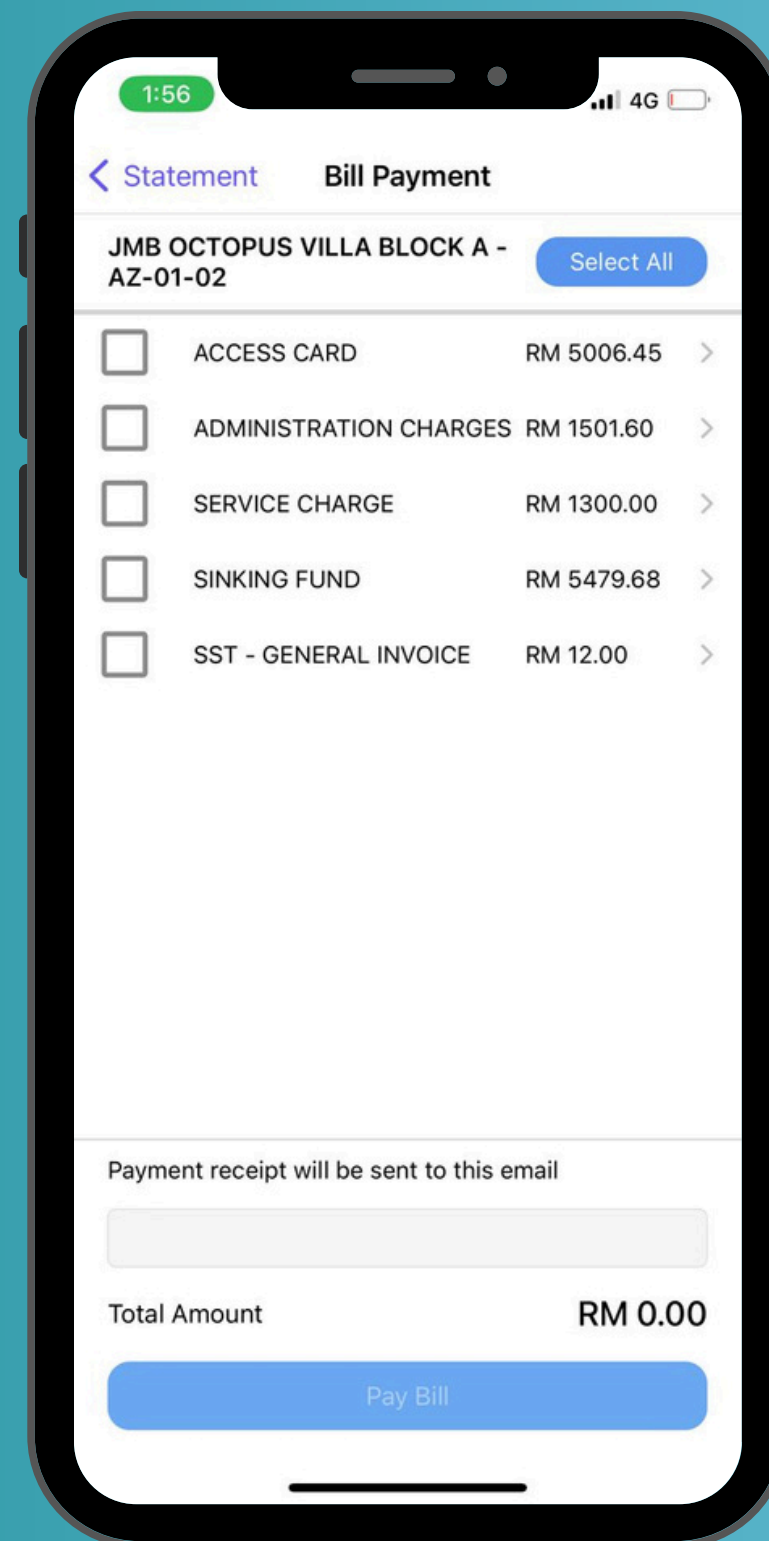


## TIPS

You will get official receipt from the email or CSS eCommunity web  
温馨提示：您可以通过电子邮件或 CSS eCommunity 网站获得正式收据

# To Pay Bills Via ePayment 通过 ePayment 支付账单

[Only for CSS ePayment's User.  
仅限CSS ePayment用户。]



## TIPS

Click the list of bill payment to view more in details

温馨提示：点击账单支付列表查看详情



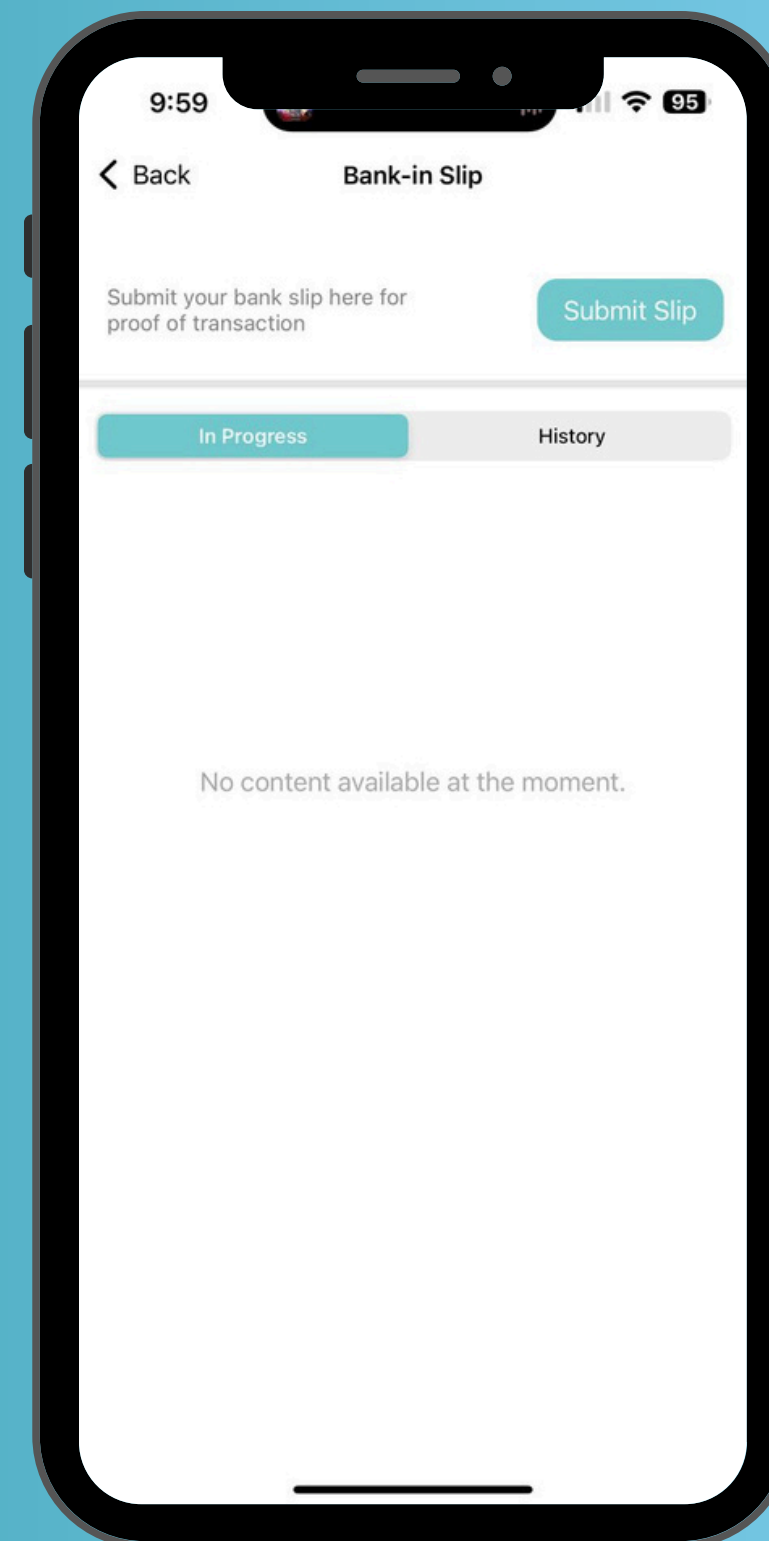
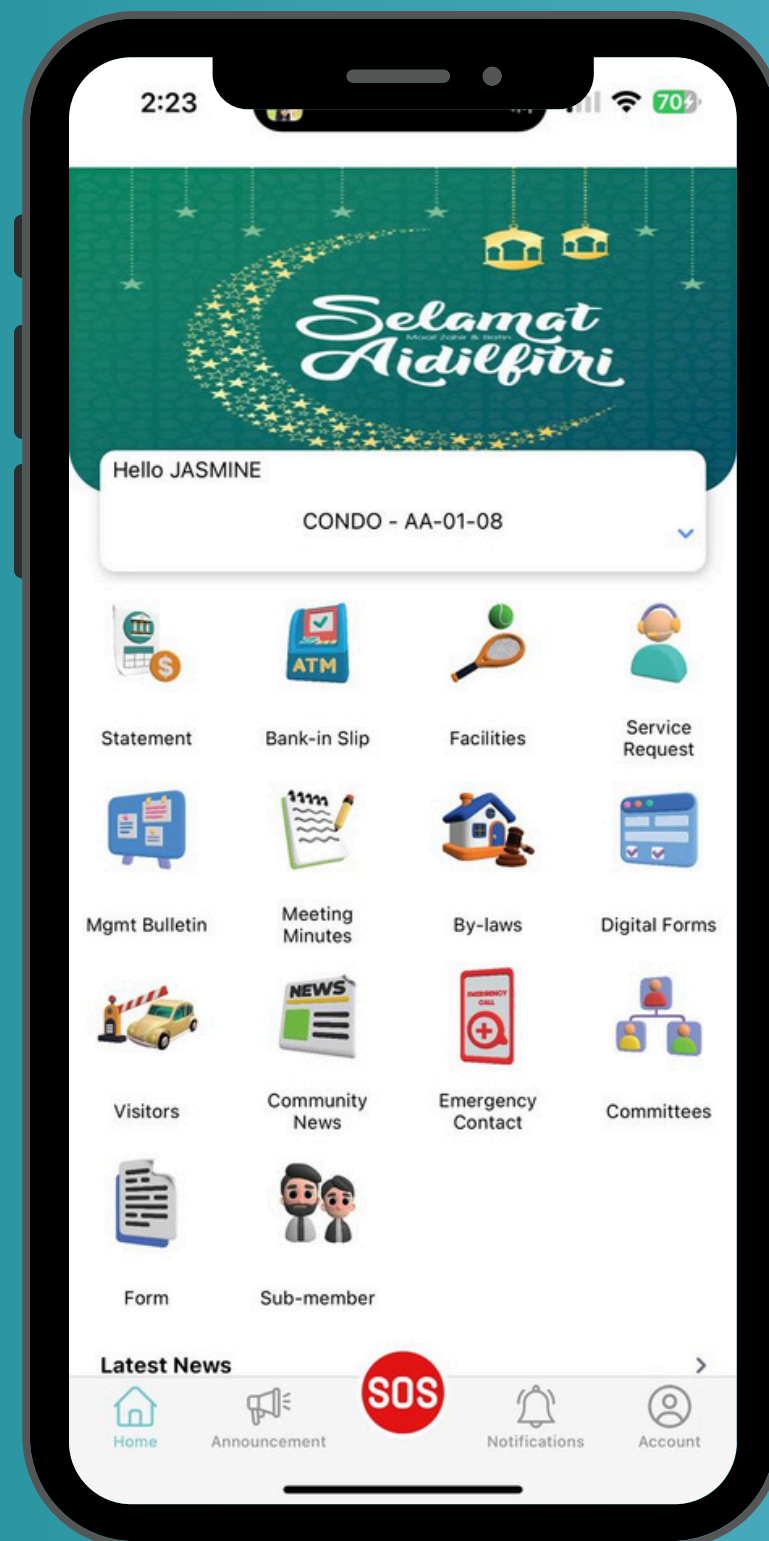
# BANK-IN SLIP 银行存款收据

Residents can now upload their payment slip into the portal for payment made respectively

居民现在可以将他们的付款单上传到居民APP付款

Management can effectively manage the payment received

管理层可以有效地管理收到的付款



1

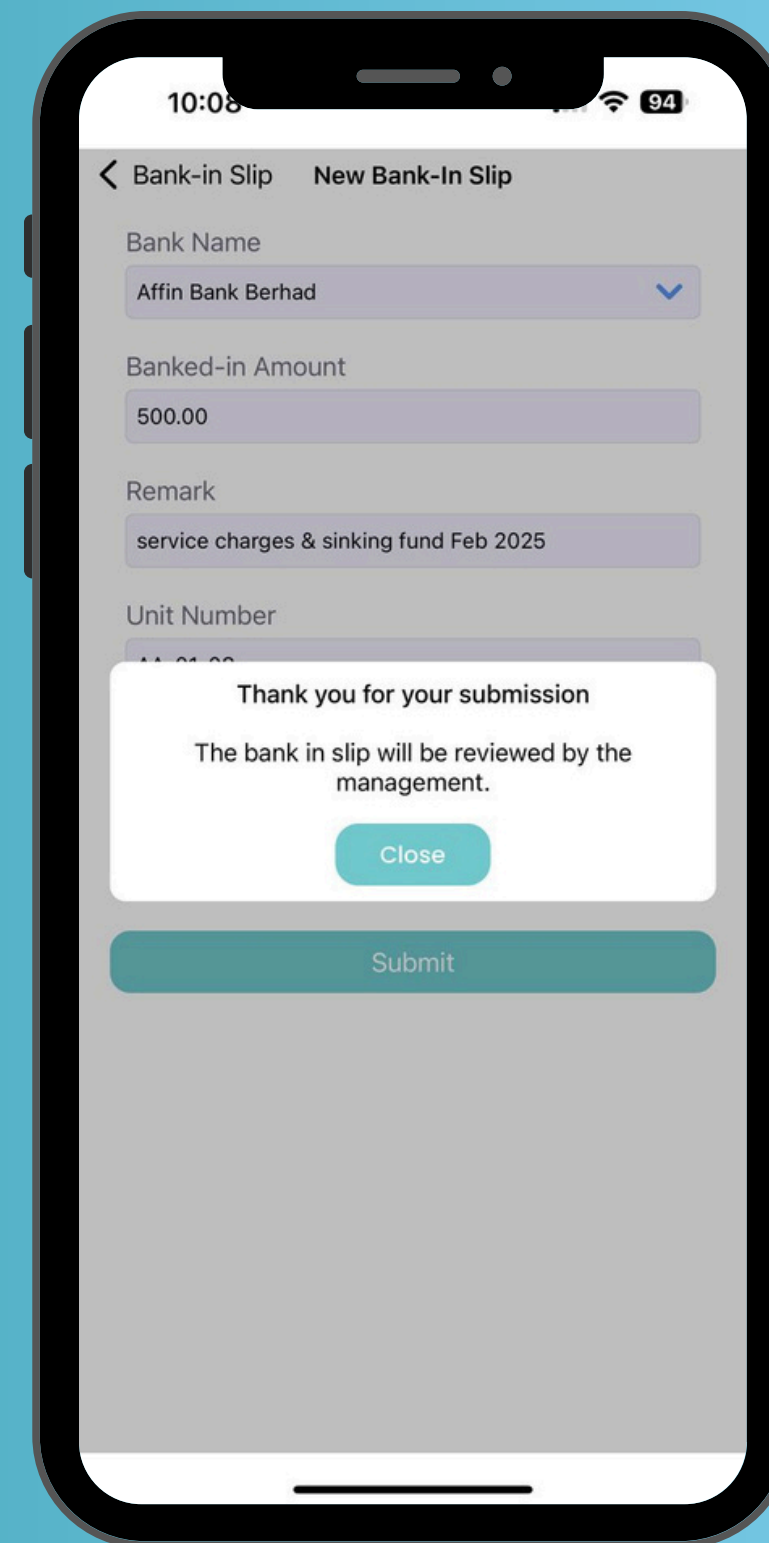
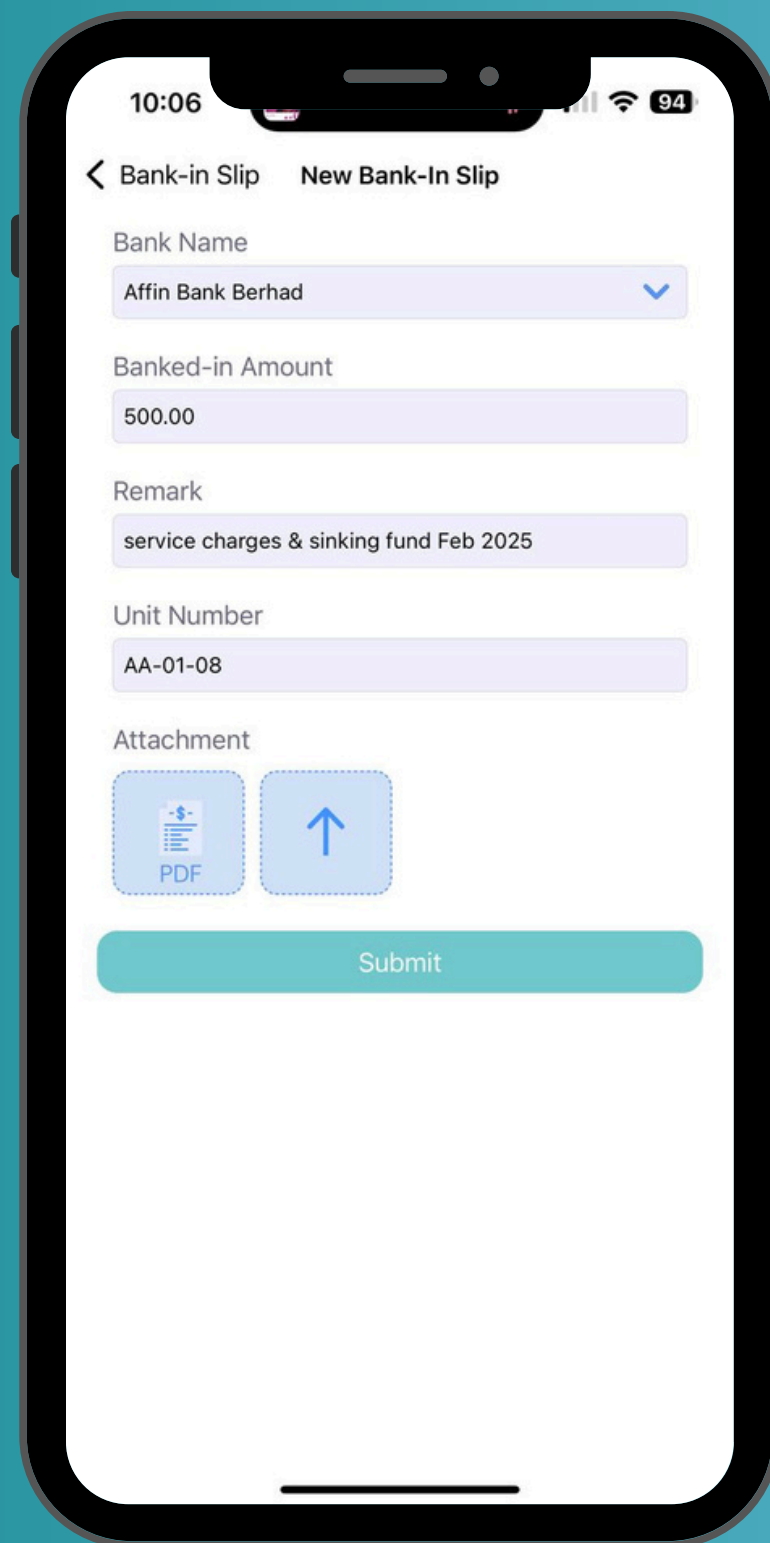
## Step 1

Click "Bank-in Slip"  
点击“银行账单收据”

2

## Step 2

Click "Submit Slip"  
点击“提交账单收据”



3

### Step 3

Fill in the necessary information and attach the Bank-in slip  
填写必要的信息并附上银行账单

4

### Step 4

Click "Submit"  
点击“提交”

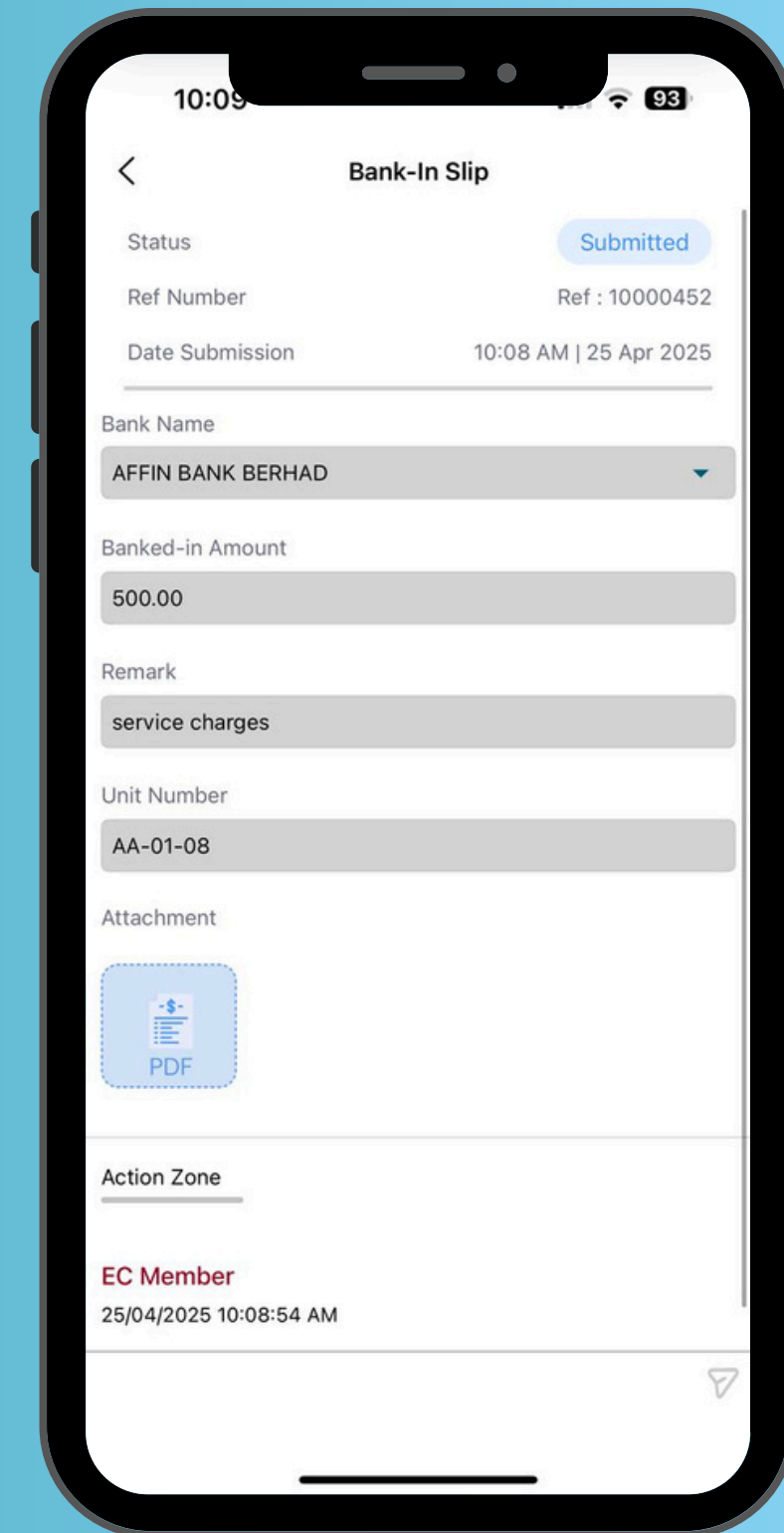
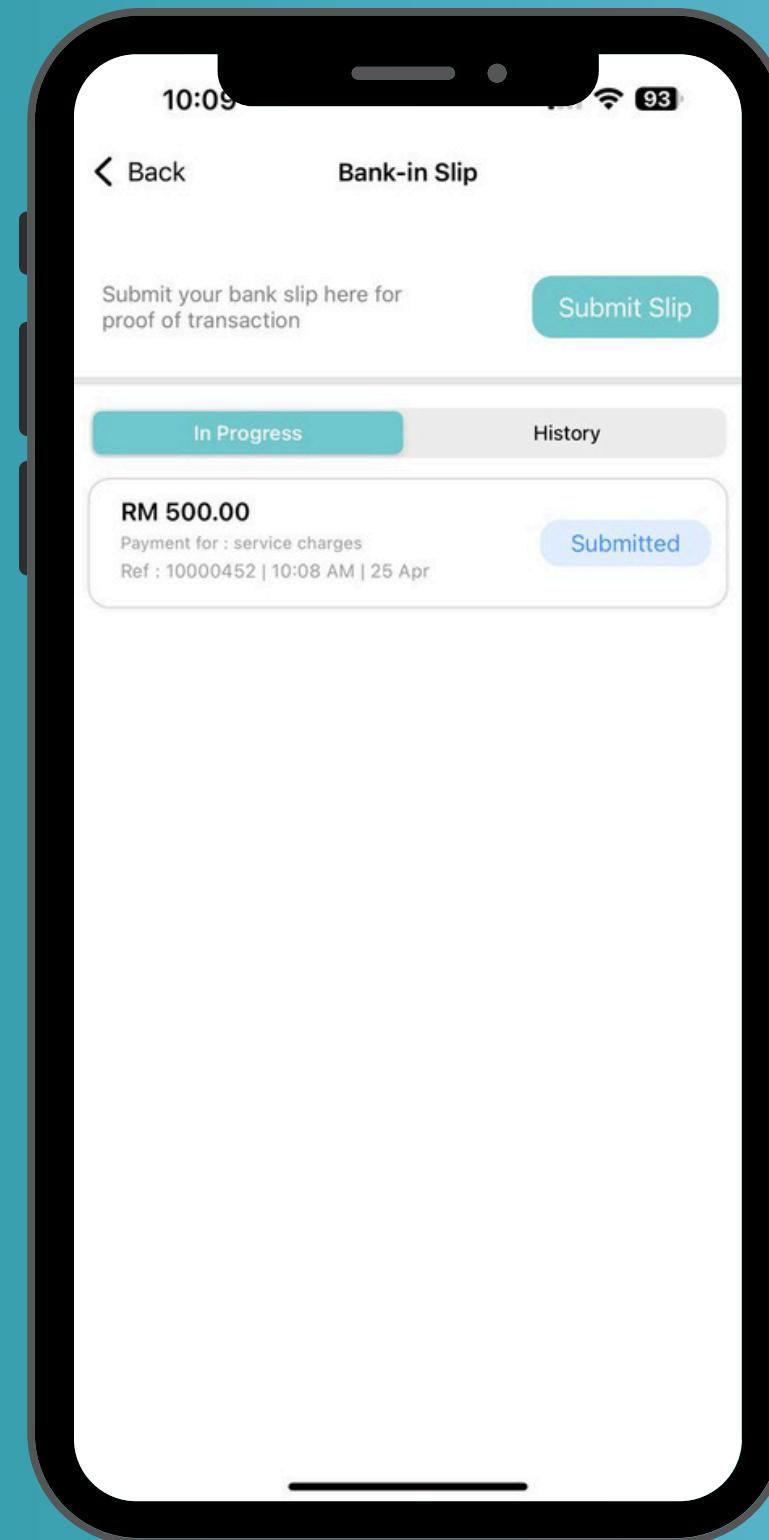
5

### Step 5

A "Thank you for your submission" message will pop out. Press "Close"  
将弹出“感谢您提交”消息。请按“关闭”



# To View Status Of Bank-in-Slip 查看银行收据的状态记录



1

## Step 1

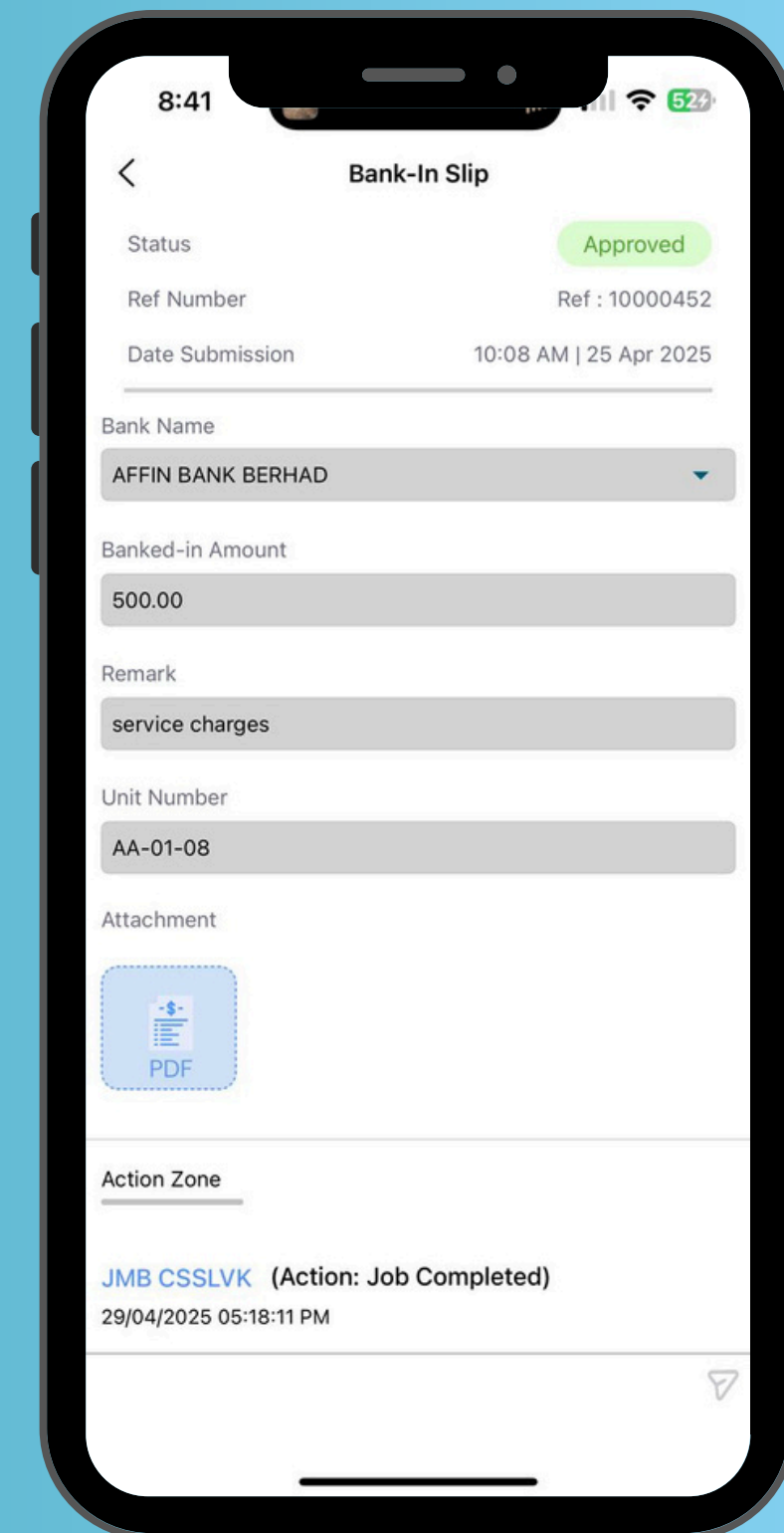
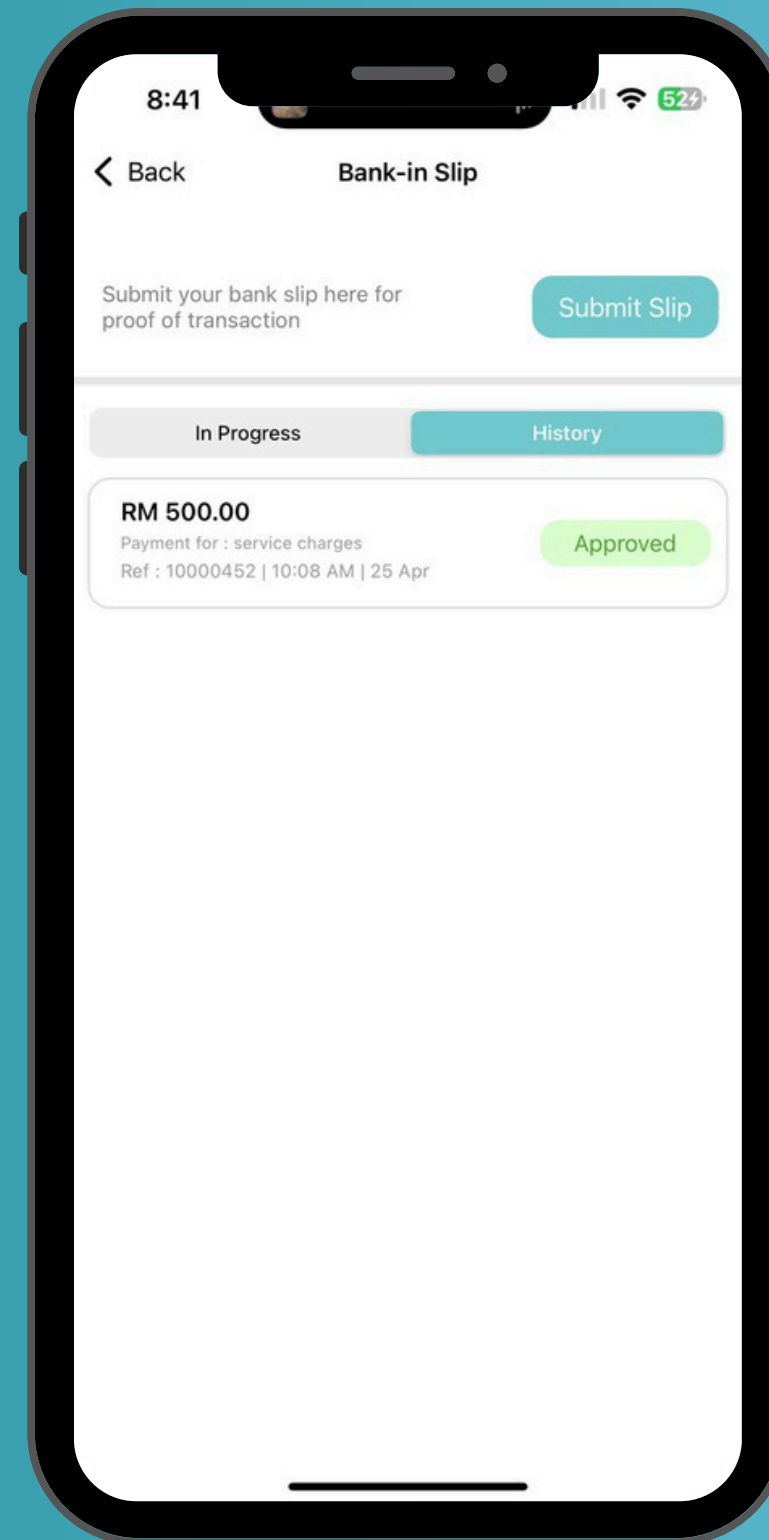
Select "In Progress"  
选择“进行中”

2

## Step 2

Click specific Bank-in slip to view for  
more information  
点击特定的银行收据以查看更多信息

# To View History Of Bank-in-Slip 查看银行收据的历史记录



1

## Step 1

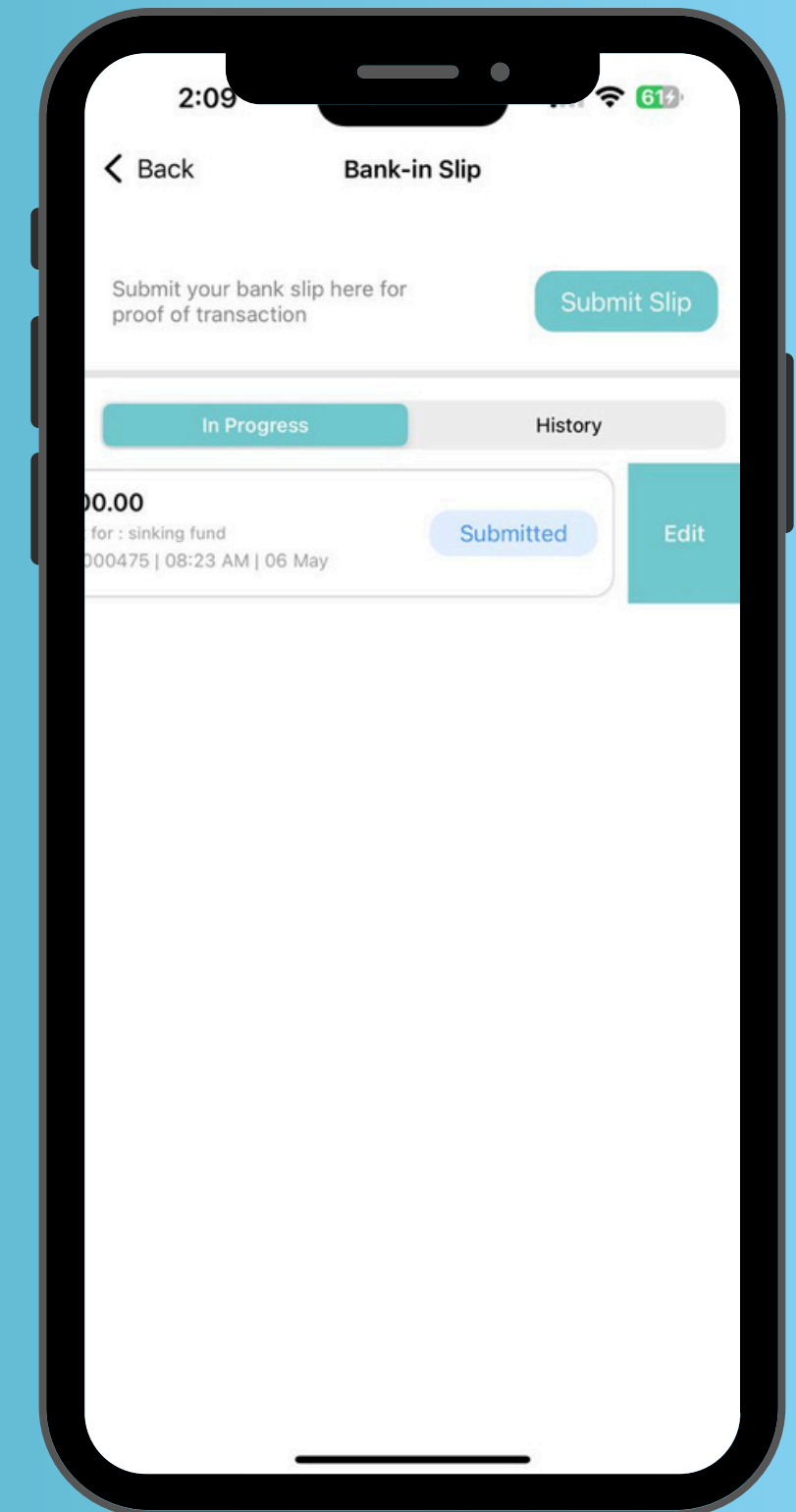
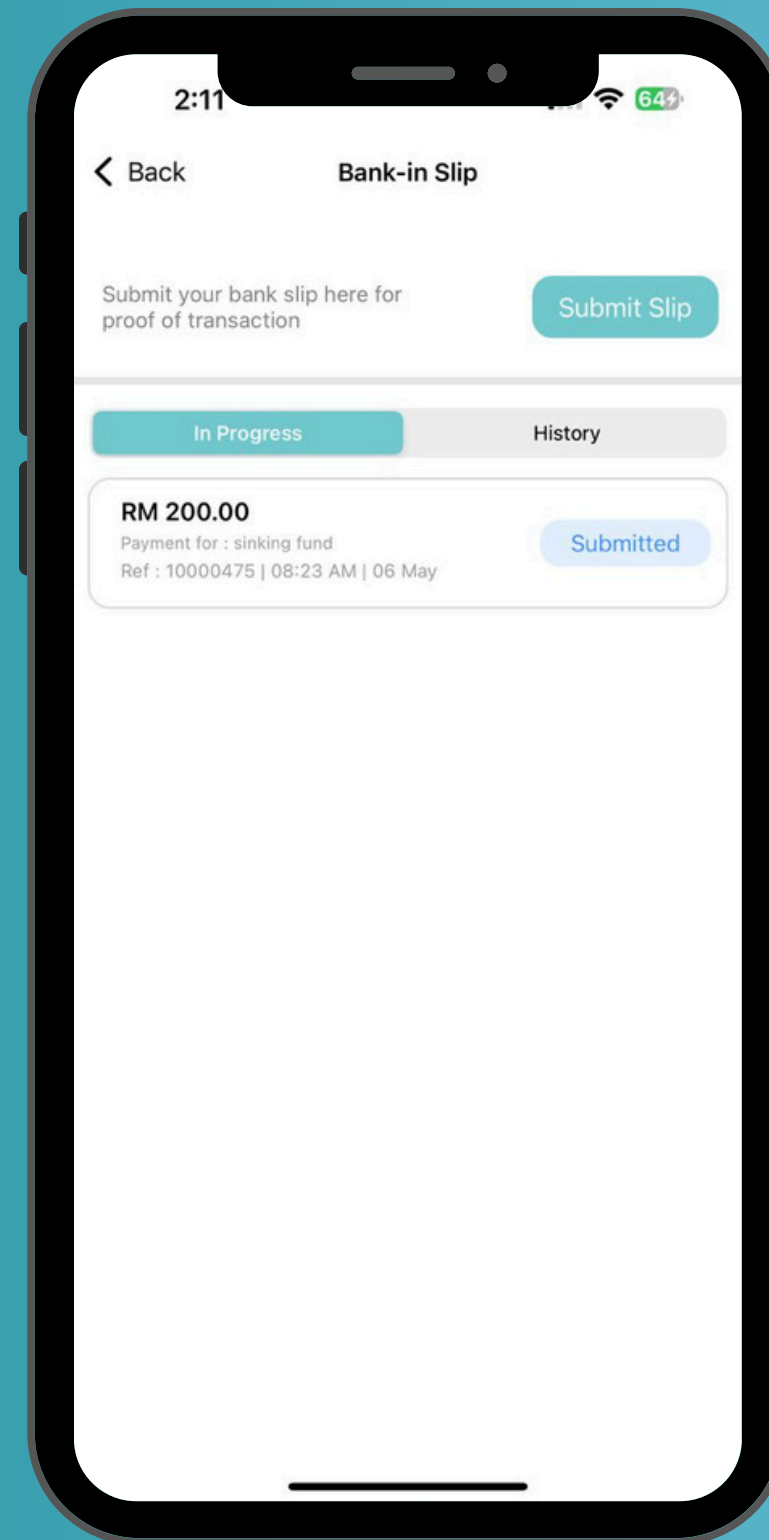
Select "History" on top  
选择“历史记录”

2

## Step 2

Click specific Bank-in slip to view for  
more information  
点击特定的银行收据以查看更多信息

## To Edit Bank-in-Slip 查编辑银行收据的记录



### Step 1

Select "In Progress" on top  
选择“进行中”

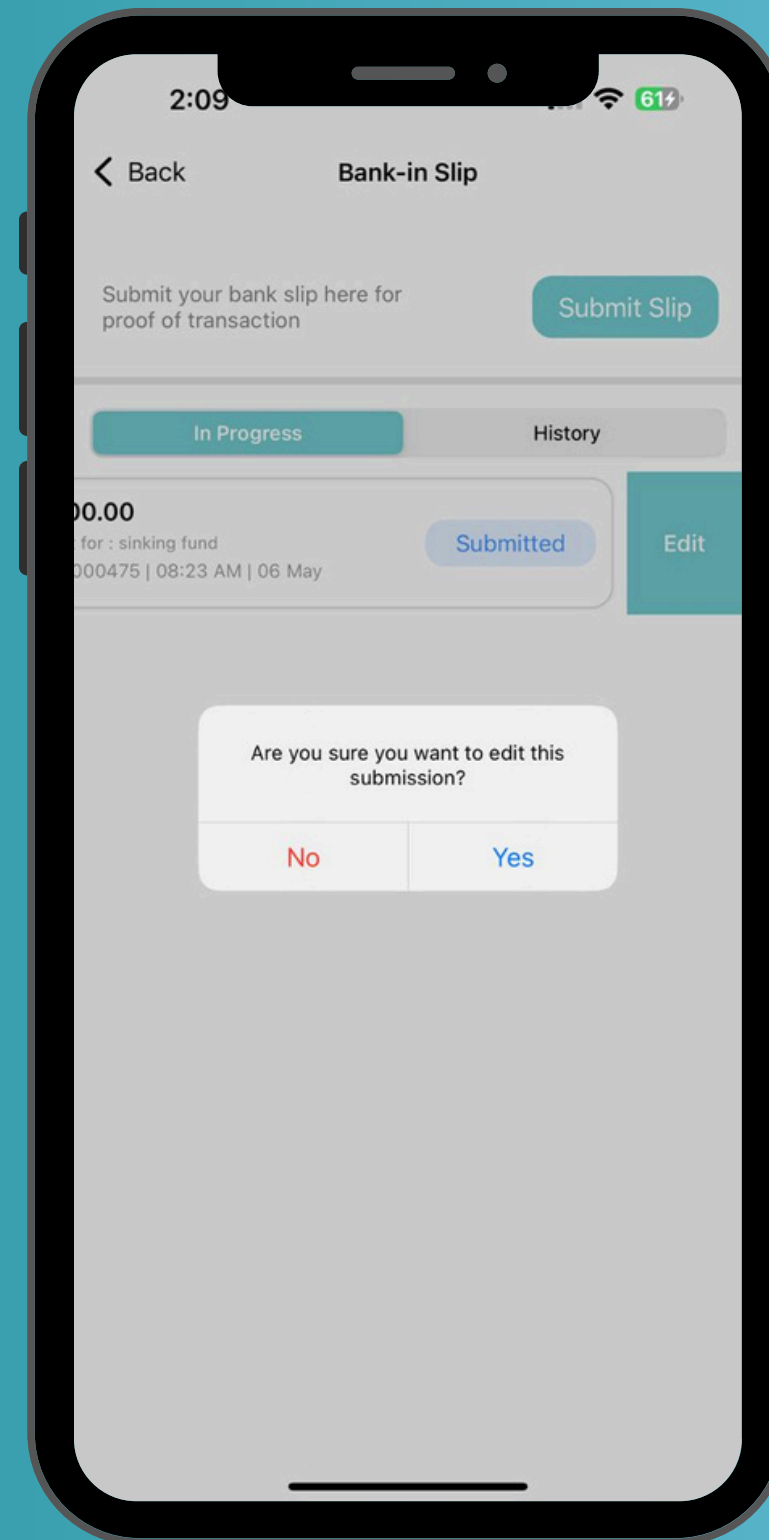


### Step 2

Swipe left for the specific Bank-in  
slip to Edit  
向左滑动以编辑指定的银行收据



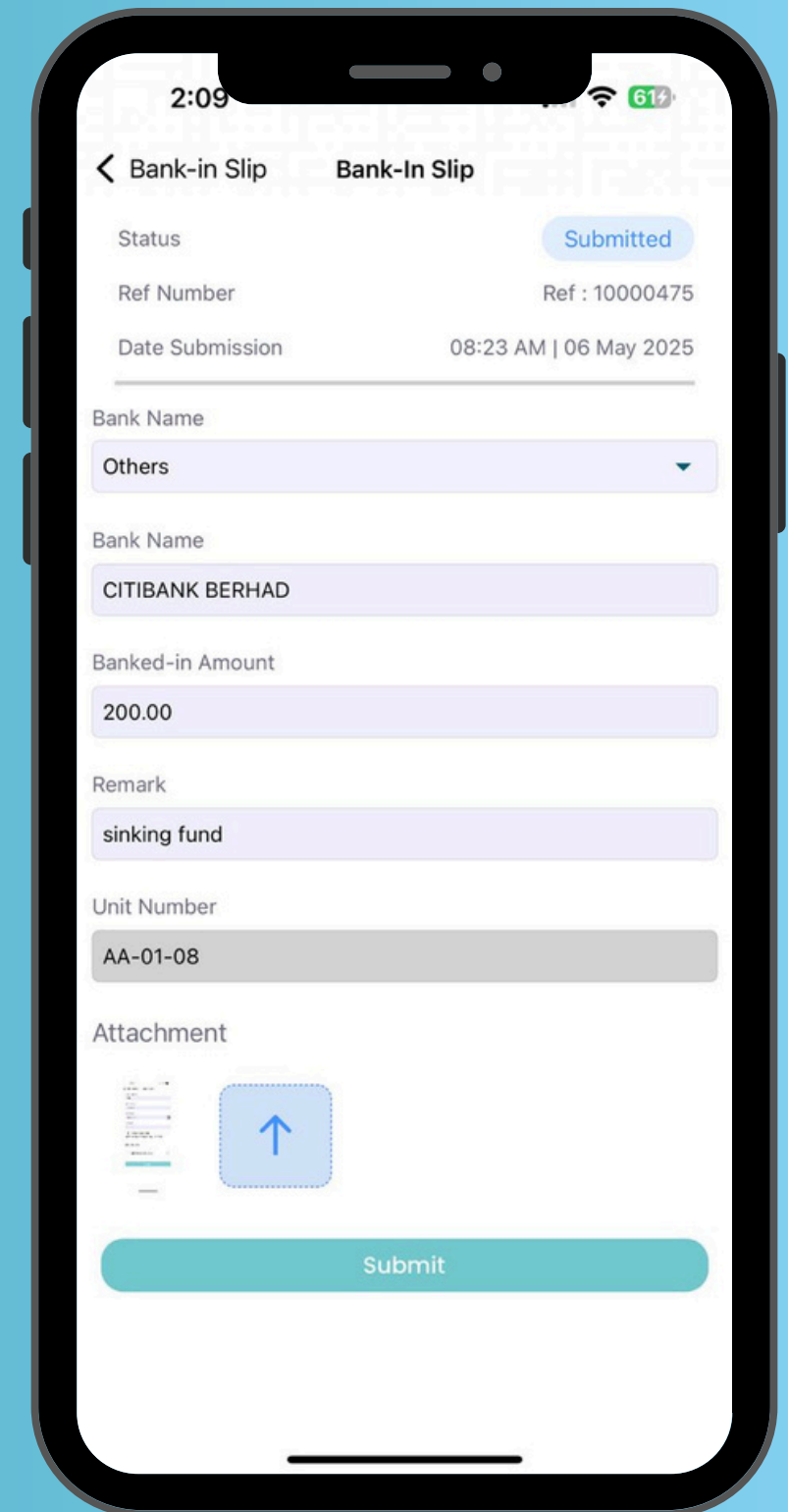
## To Edit Bank-in-Slip 查编辑银行收据的记录



**3**

### Step 3

Select "Yes" to edit  
选择“是”进行编辑



**4**

### Step 4

After edit the specific Bank-in slip  
click 'Submit'  
编辑指定的银行收据后，点击“提交”

# FACILITY BOOKING 设施预订

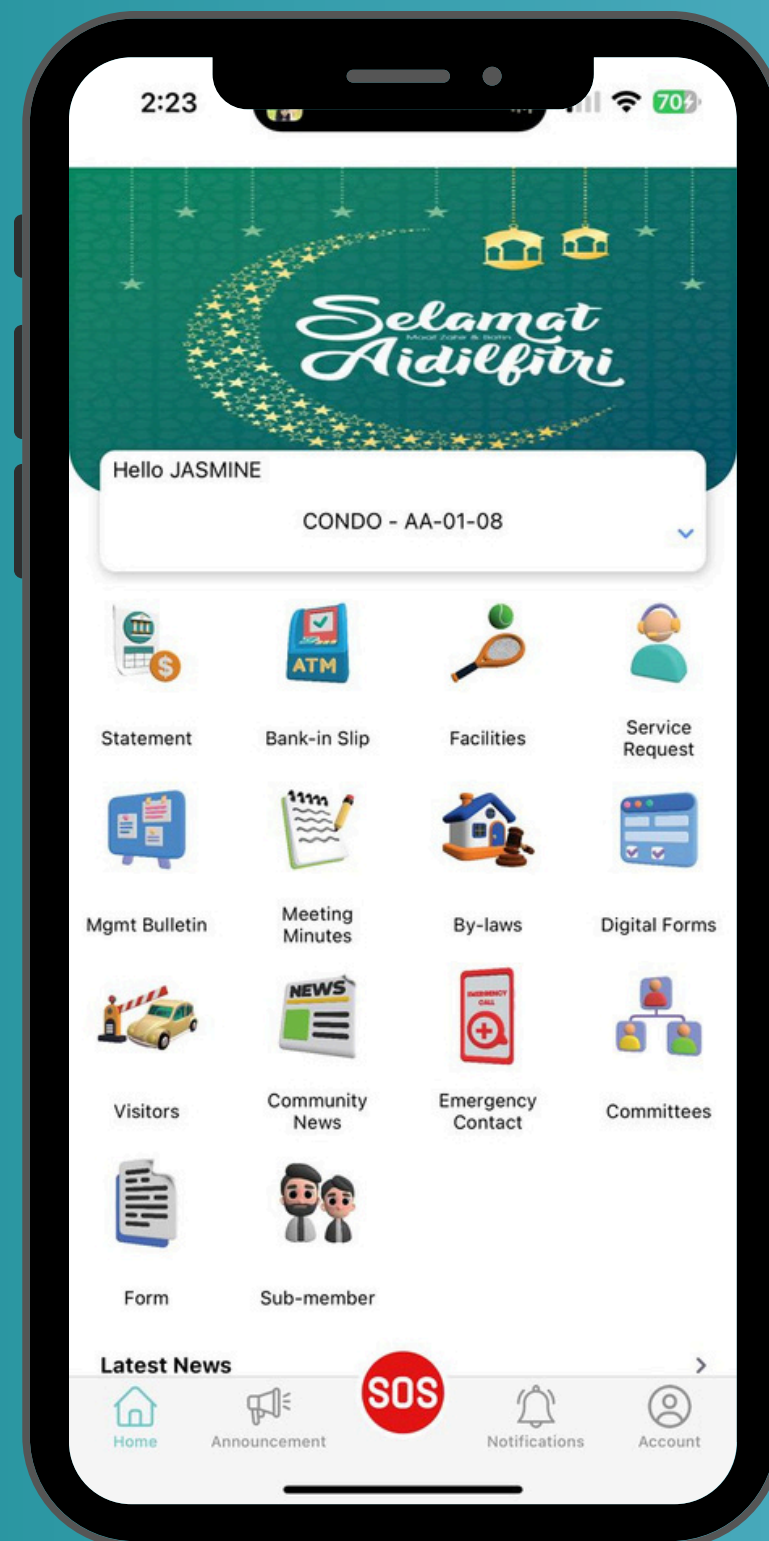
All facilities booking such as BBQ pits, tennis courts and more can be done easily in-app now instead of present in-person at Management Office

所有设施的预订，如烧烤炉、网球场等，现在都可以在应用程序中轻松完成，而无需亲自前往管理办公室

Residents can check the available slots and if there are any upcoming event in-app

居民可以在应用程序中查看可用时段以及是否有任何即将举行的活动。

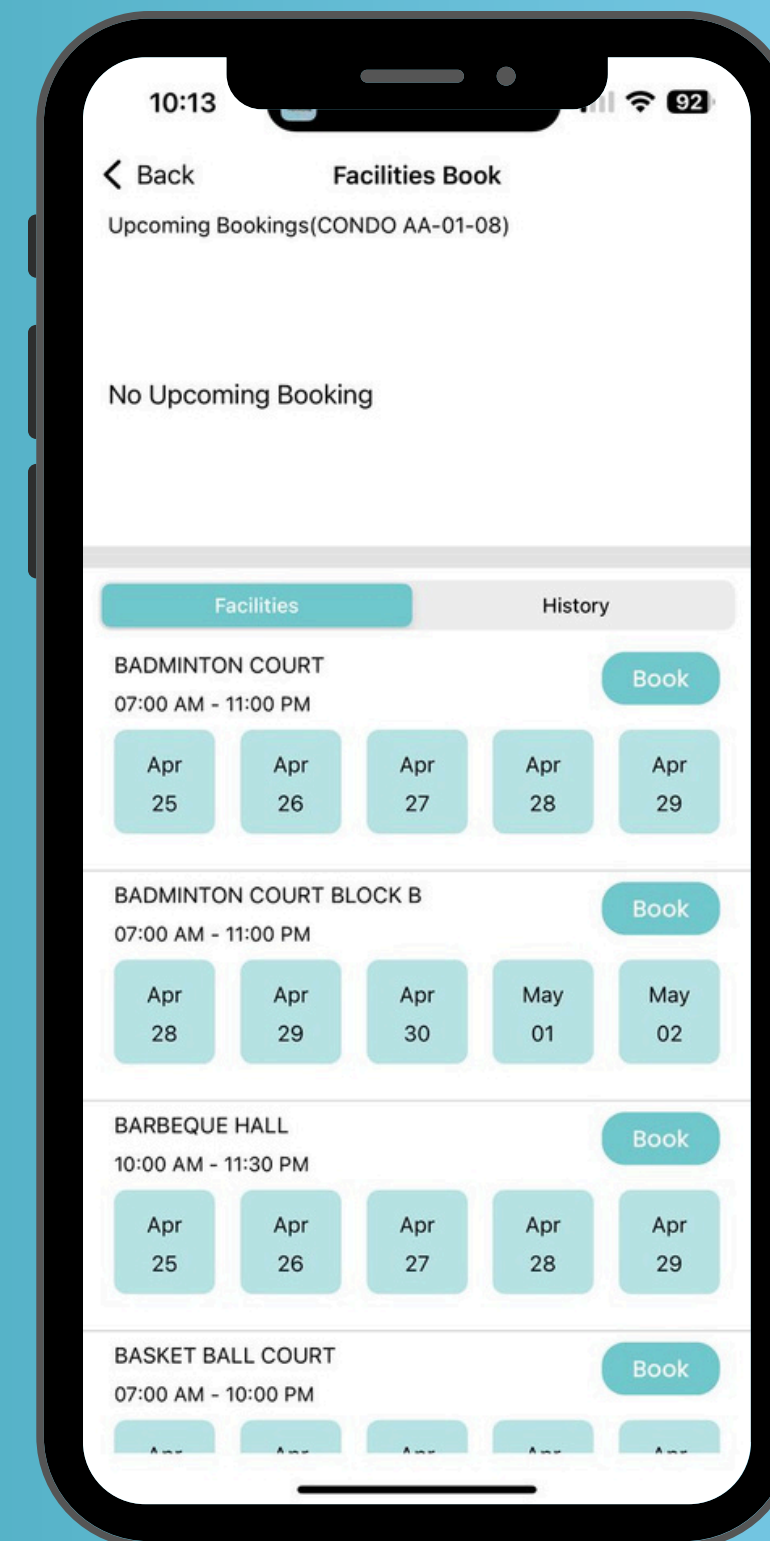
**\*INVOLVES QUOTA USAGE OF THE FACILITY,  
PRE-BOOKING & DEFAULTER SETTINGS!  
涉及设施使用额度、提前预约及违约者设置！**



1

## Step 1

Click "Facilities"  
点击“设施”

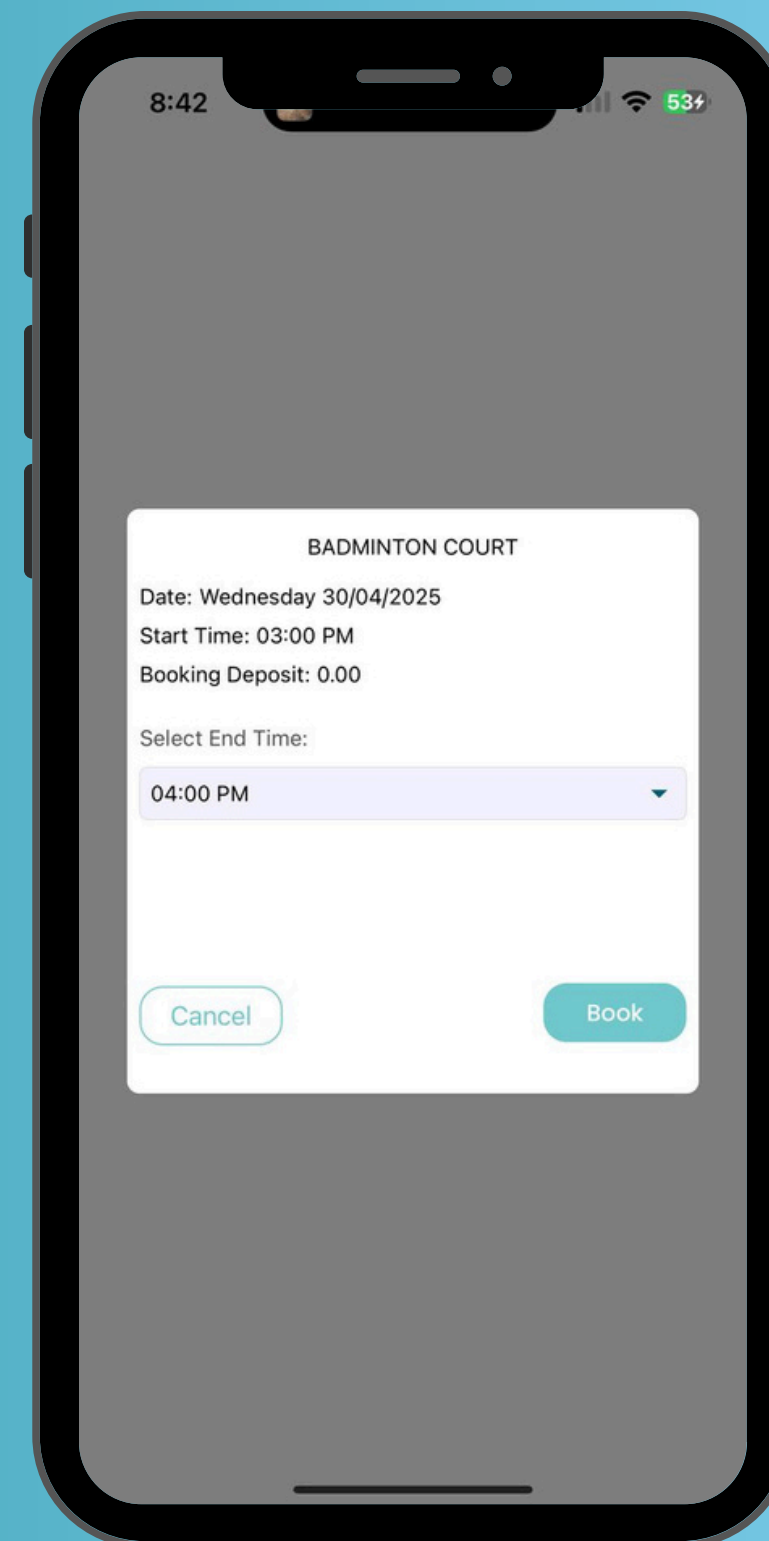
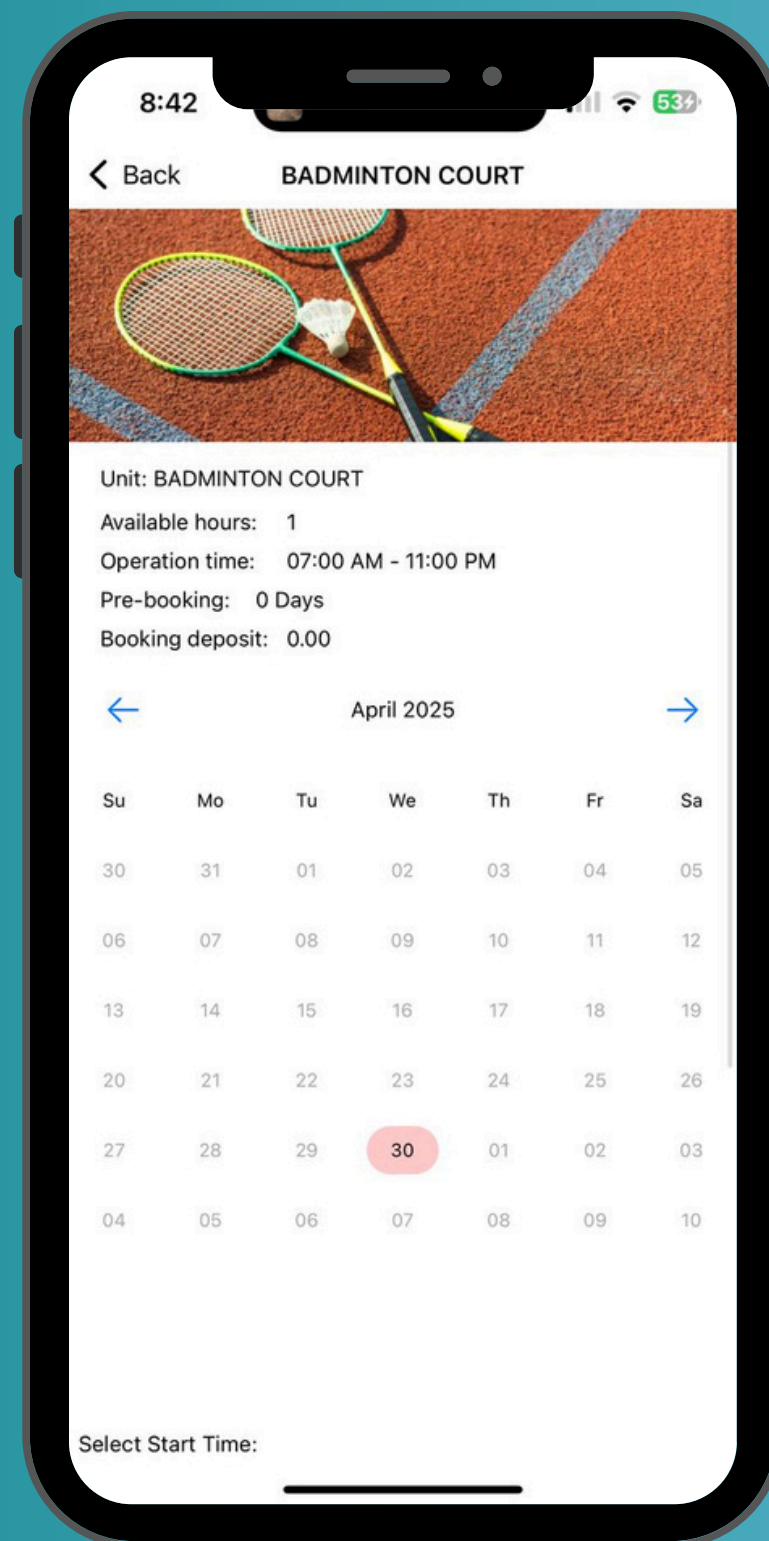


2

## Step 2

Choose your facility  
选择您的设施





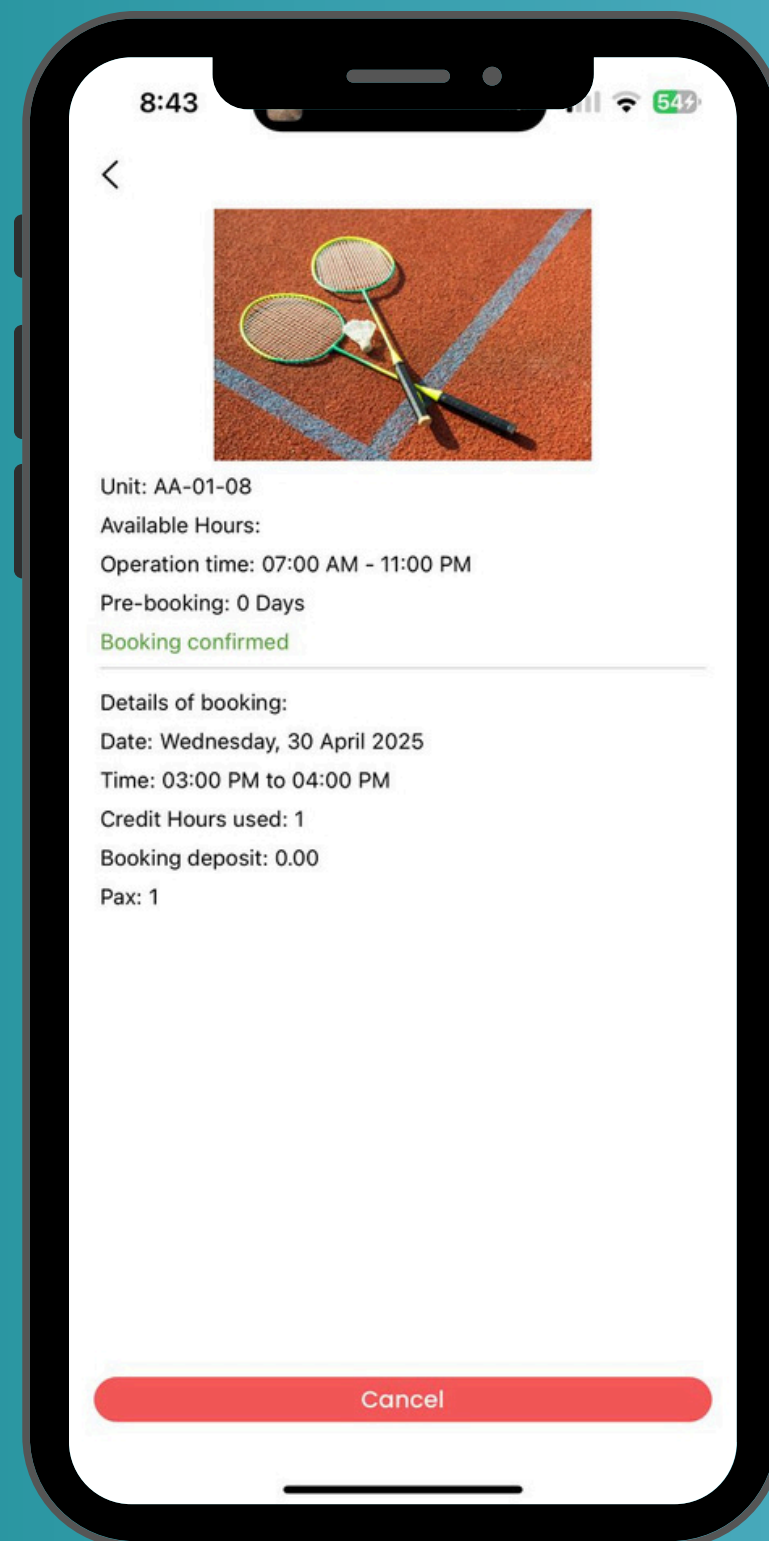
### Step 3

Select preferred & available slot  
选择首选和可用时隙



### Step 4

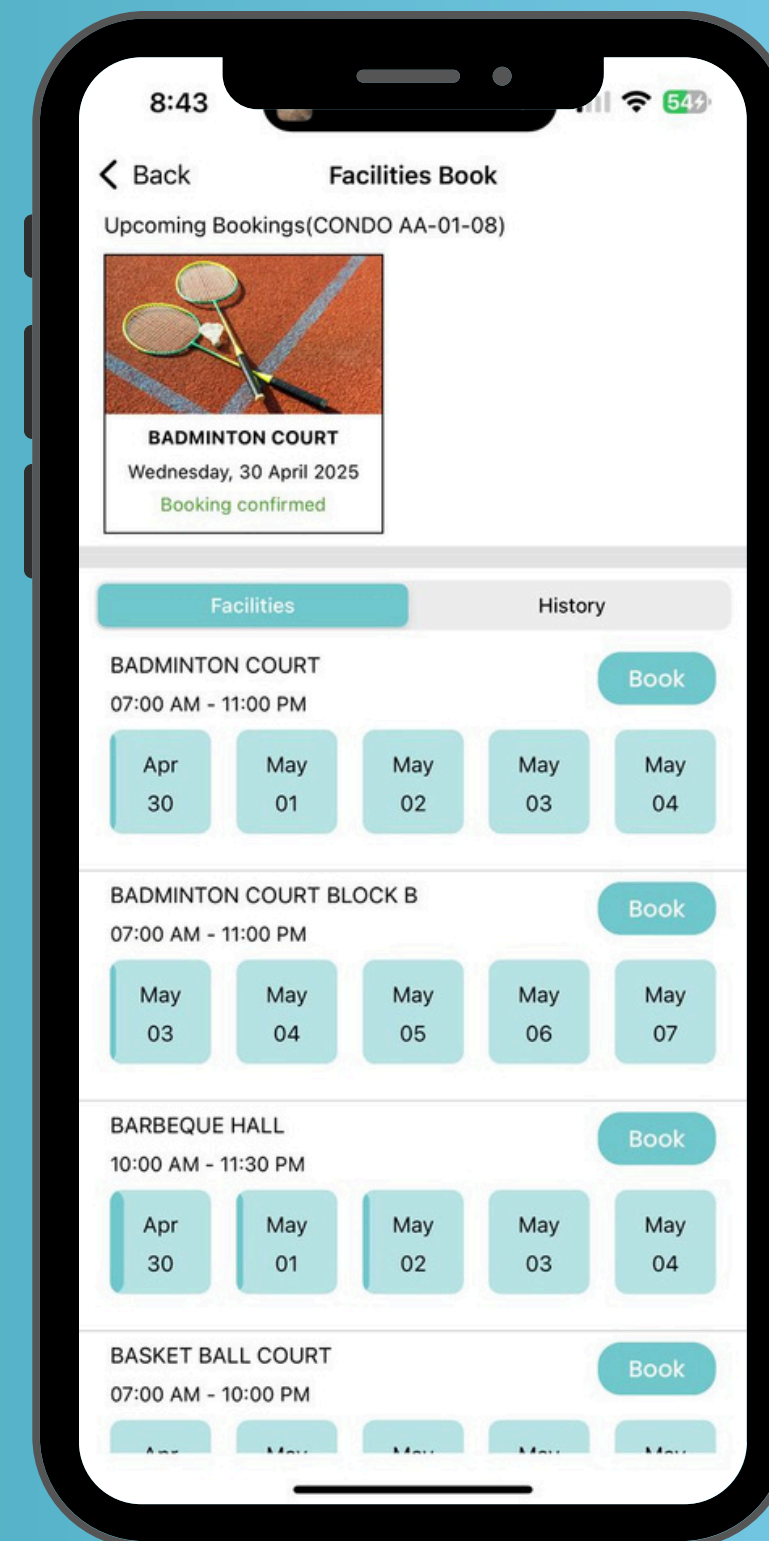
Choose the session "End Time" and  
click "Book" to confirm the booking  
选择您想要的“结束时间”并点击“订购”以  
确认预订



5

## Step 5

A "Book Confirmed" message will shown in the page  
“预订成功”消息顯示在頁面

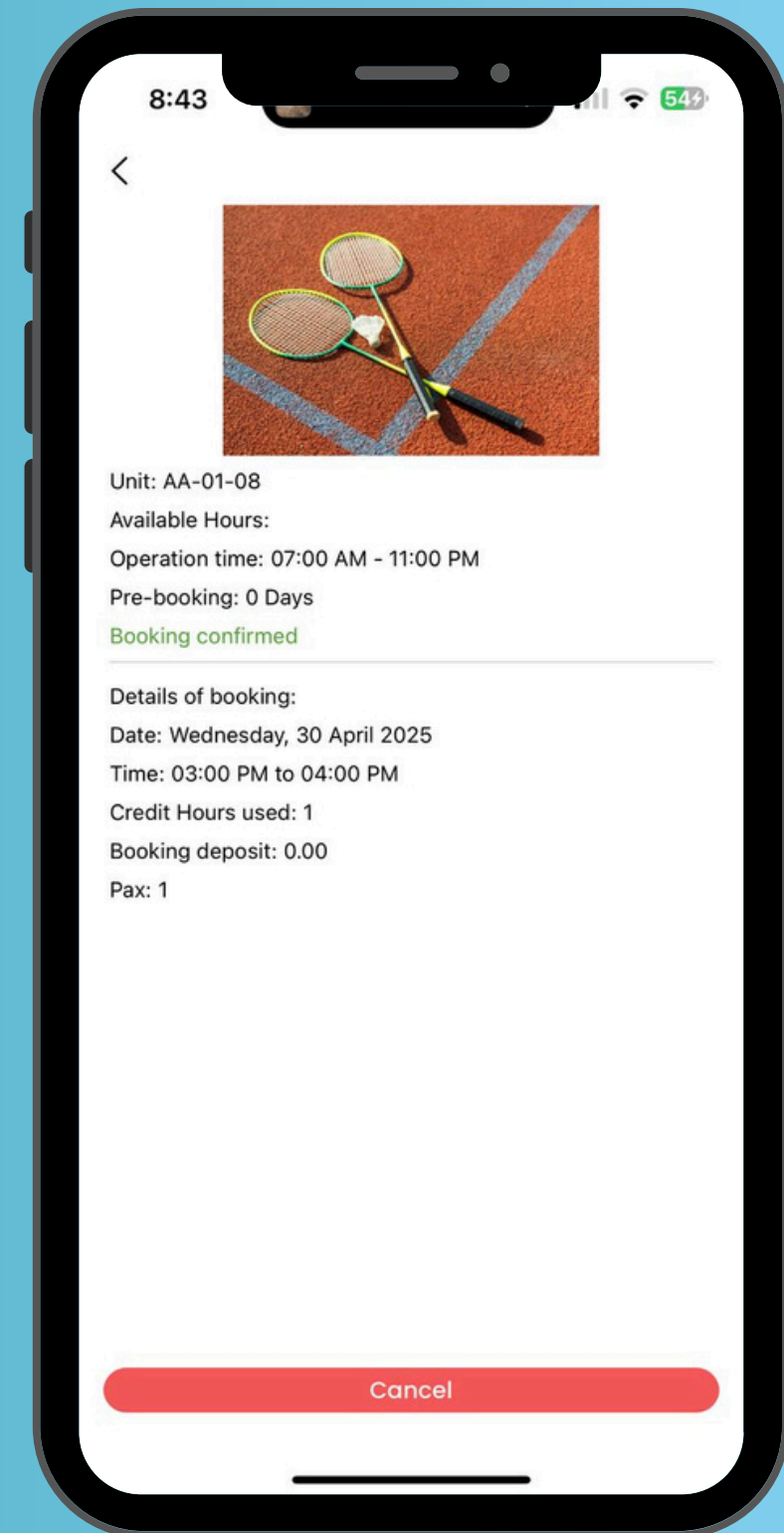
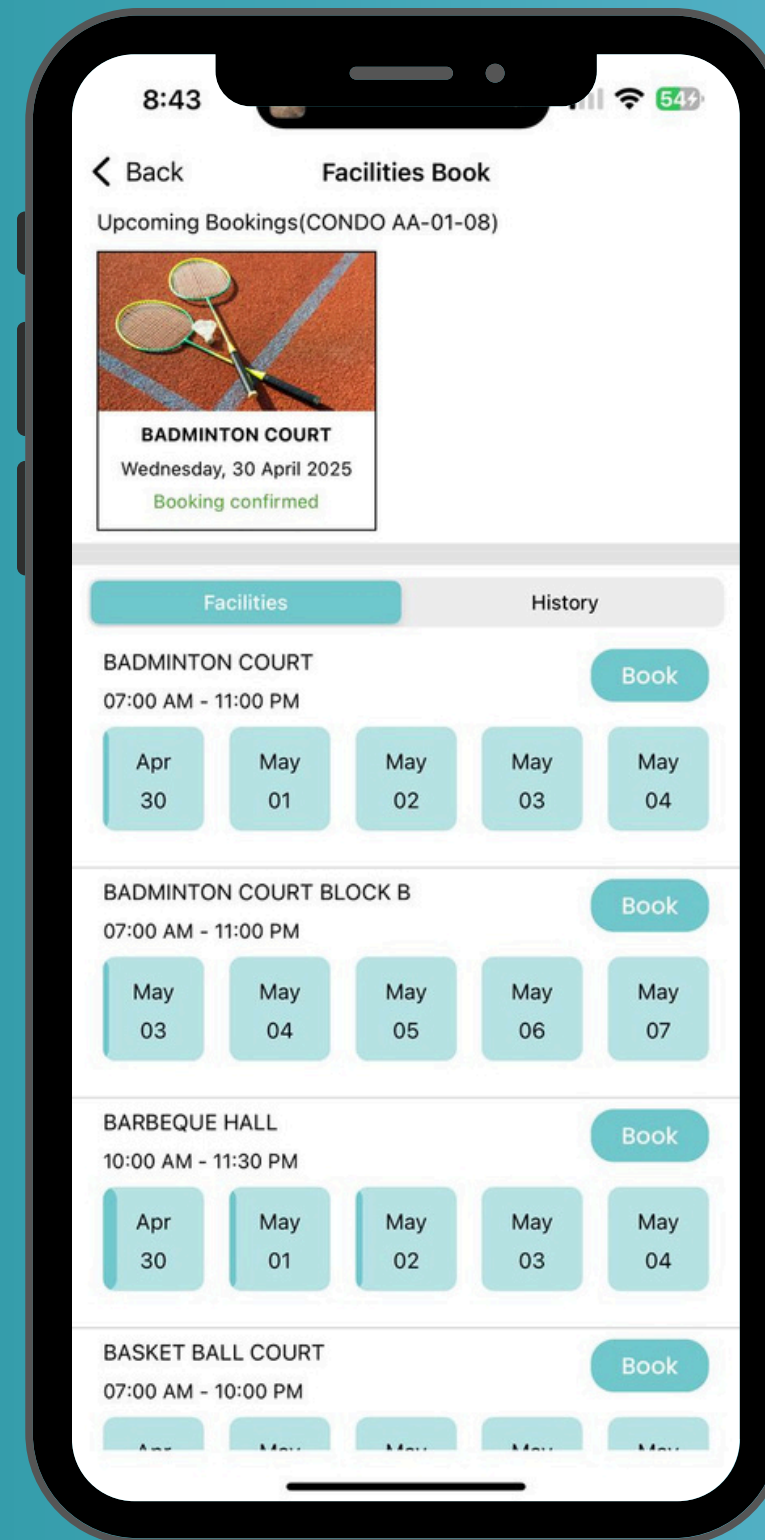


6

## Step 6

You may view your booking under  
“Upcoming Bookings”  
您可以在“即将到来的预订”中查看您的预订

# To Cancel Booking 取消预订



1

## Step 1

Select Upcoming Booking "Facilities"  
选择即将到来的预订“设施”

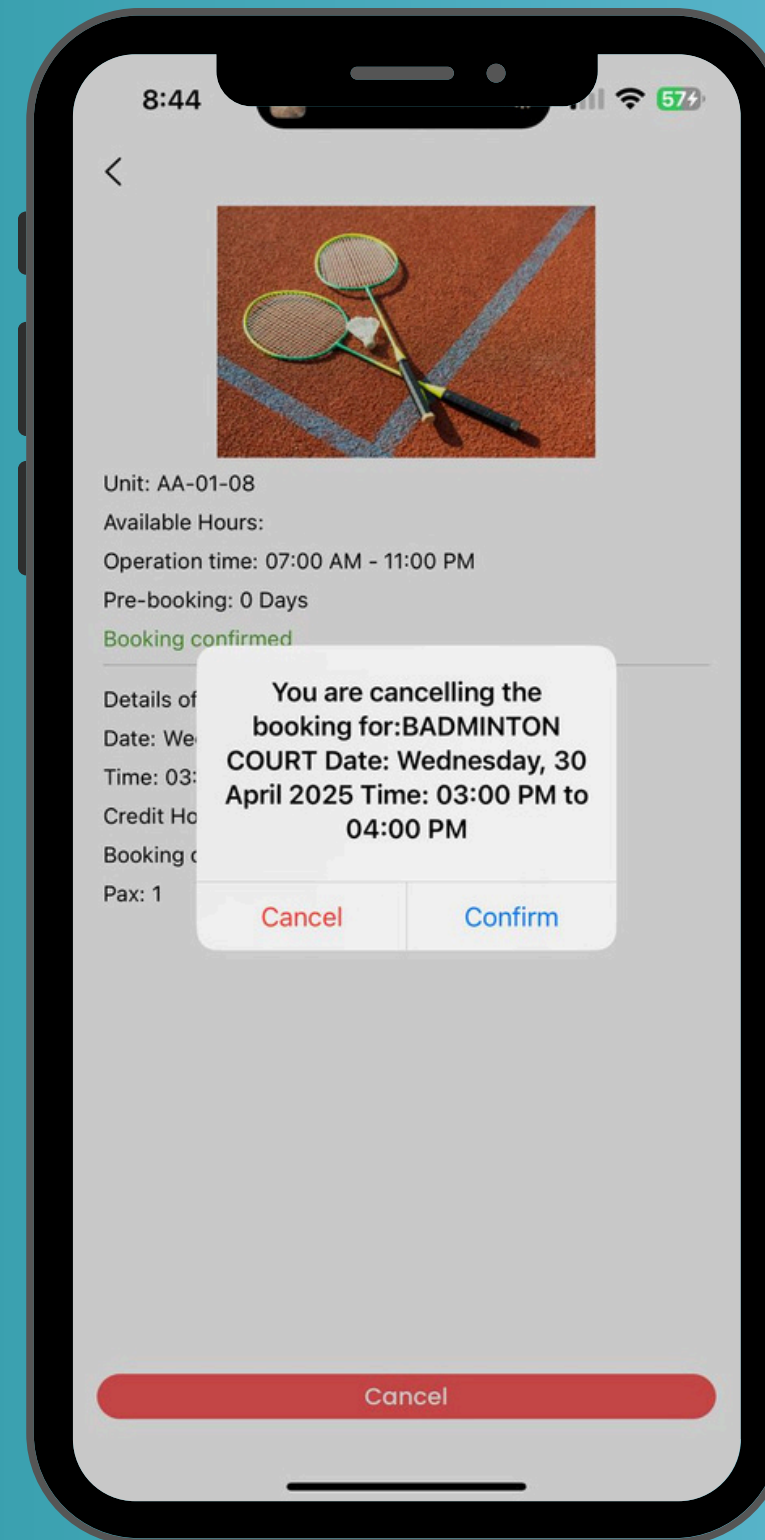
2

## Step 2

Click "Cancel"  
点击“取消”



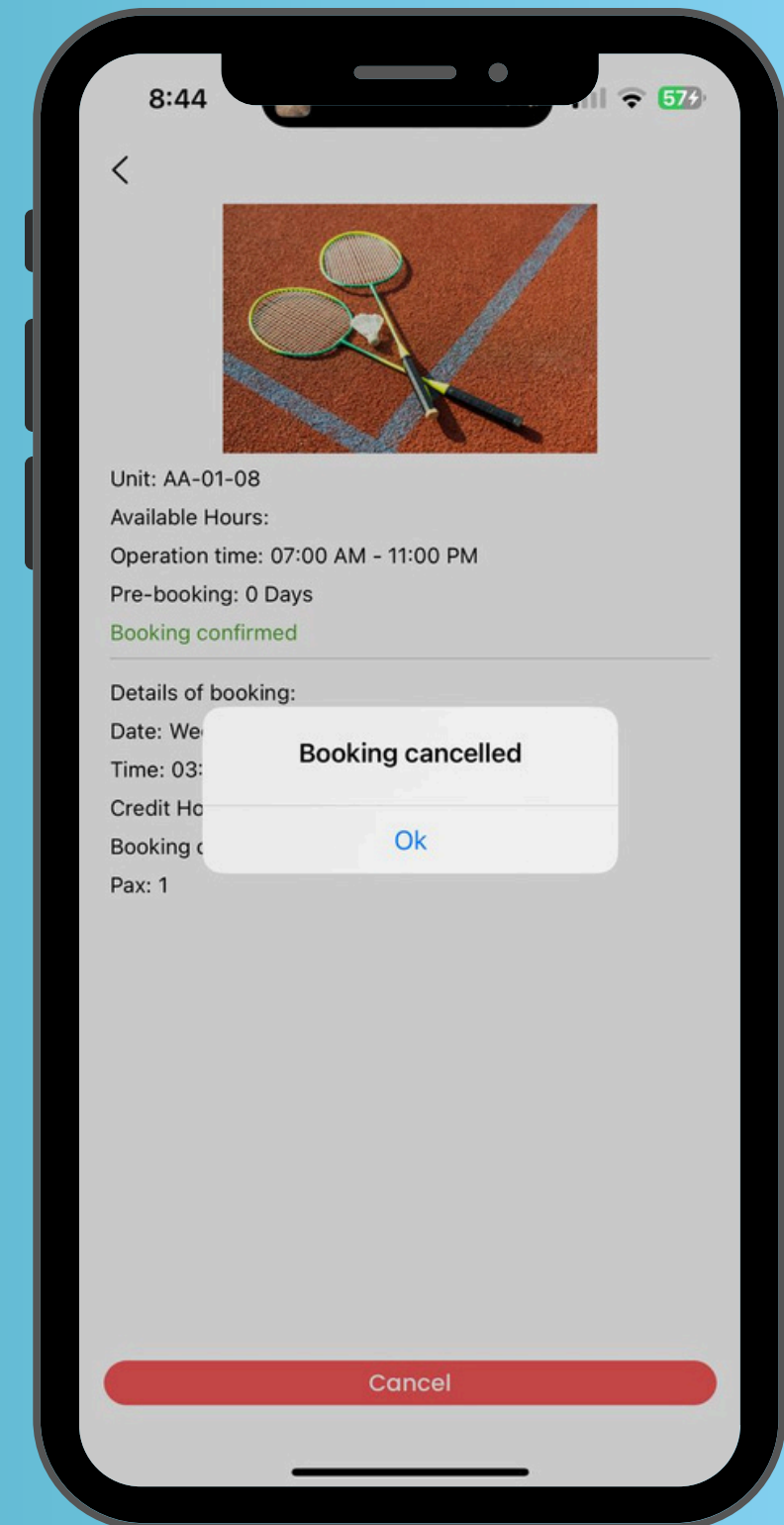
## To Cancel Booking 取消预订



3

### Step 3

Click "Confirm" to proceed with the cancellation  
点击“确定”继续取消



4

### Step 4

Your booking has been cancelled.  
Press 'OK'  
您的预订已被取消。请按“确定”

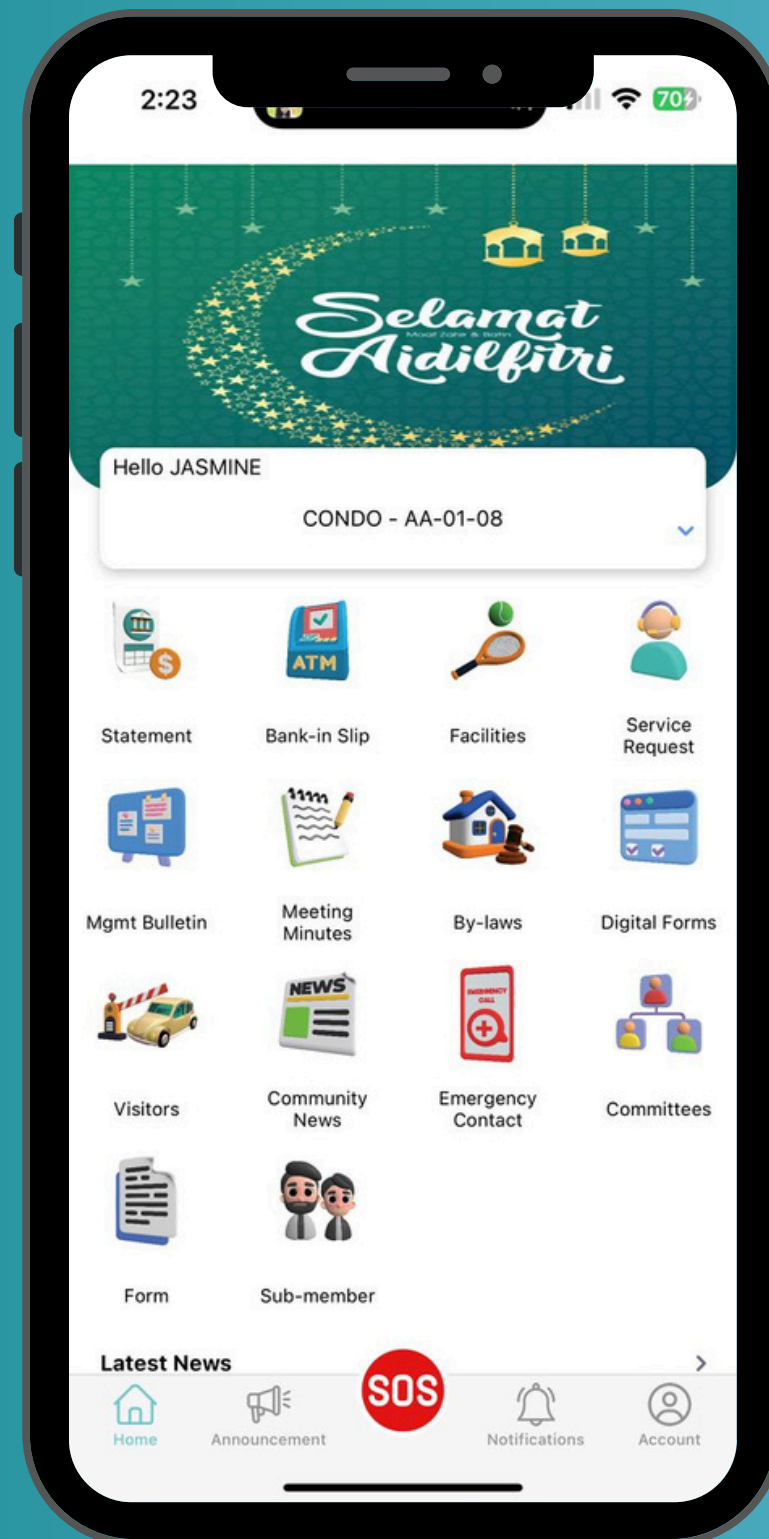
# SERVICE REQUEST 服务请求

An effective communication platform for residents to provide feedback on issues arise.

这是一个平台让居民可以有效地提供反馈。

All feedbacks will be organized systemically for Management Office to response respectively.

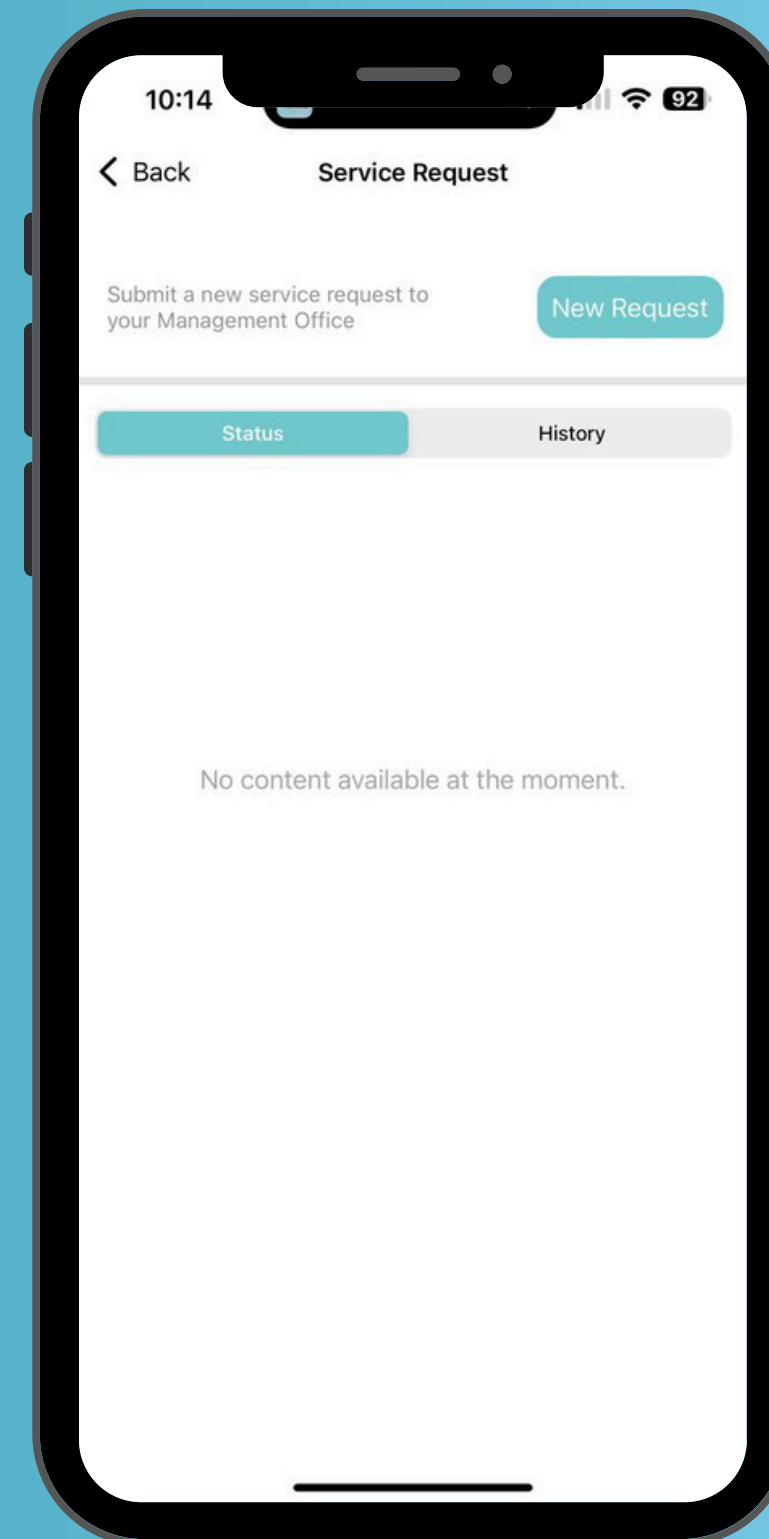
所有的反馈都会被系统地组织起来，由管理办公室分别做出回应。



1

## Step 1

Click 'Service Request'  
点击“服务请求”继续 请求

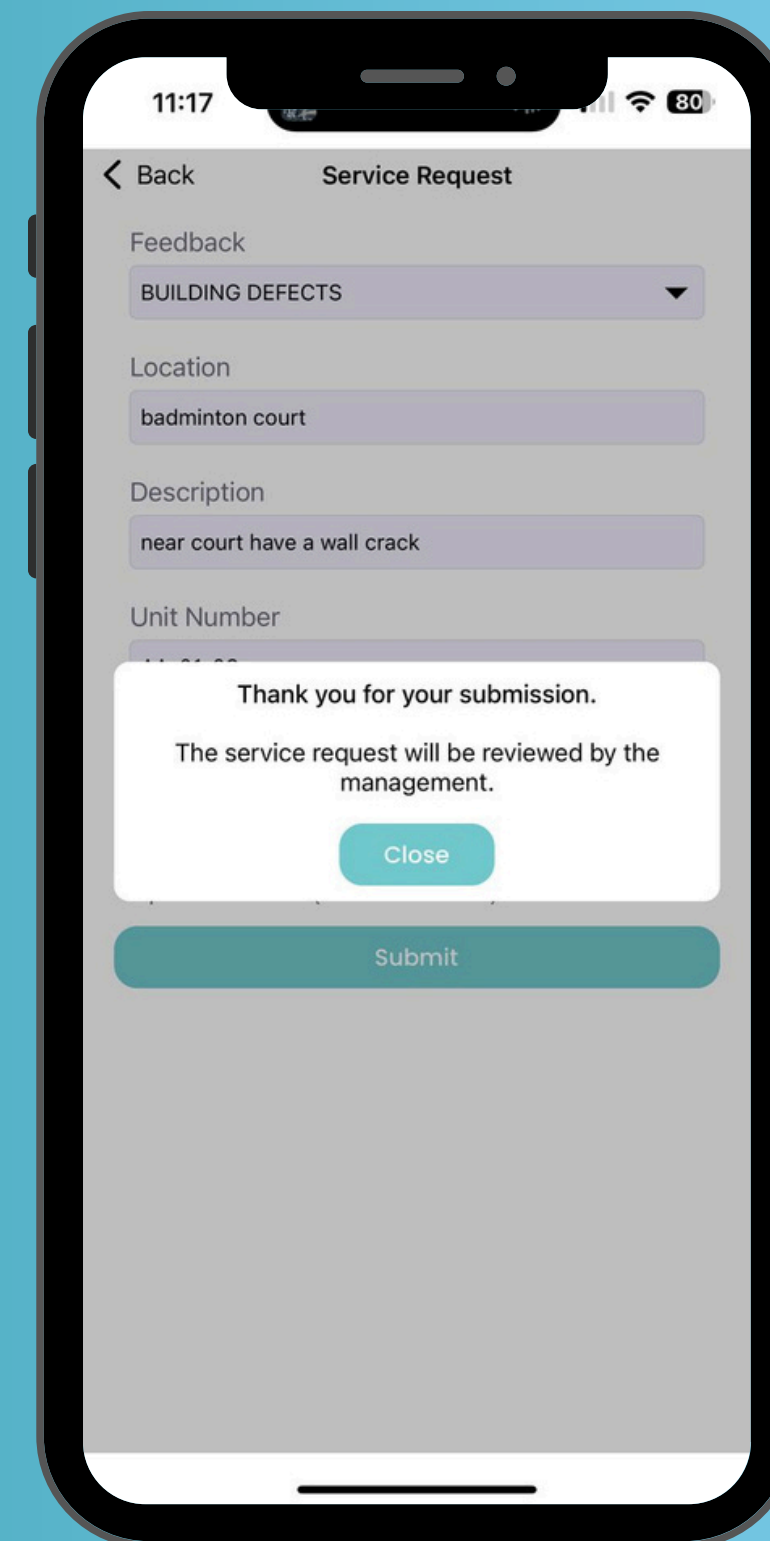
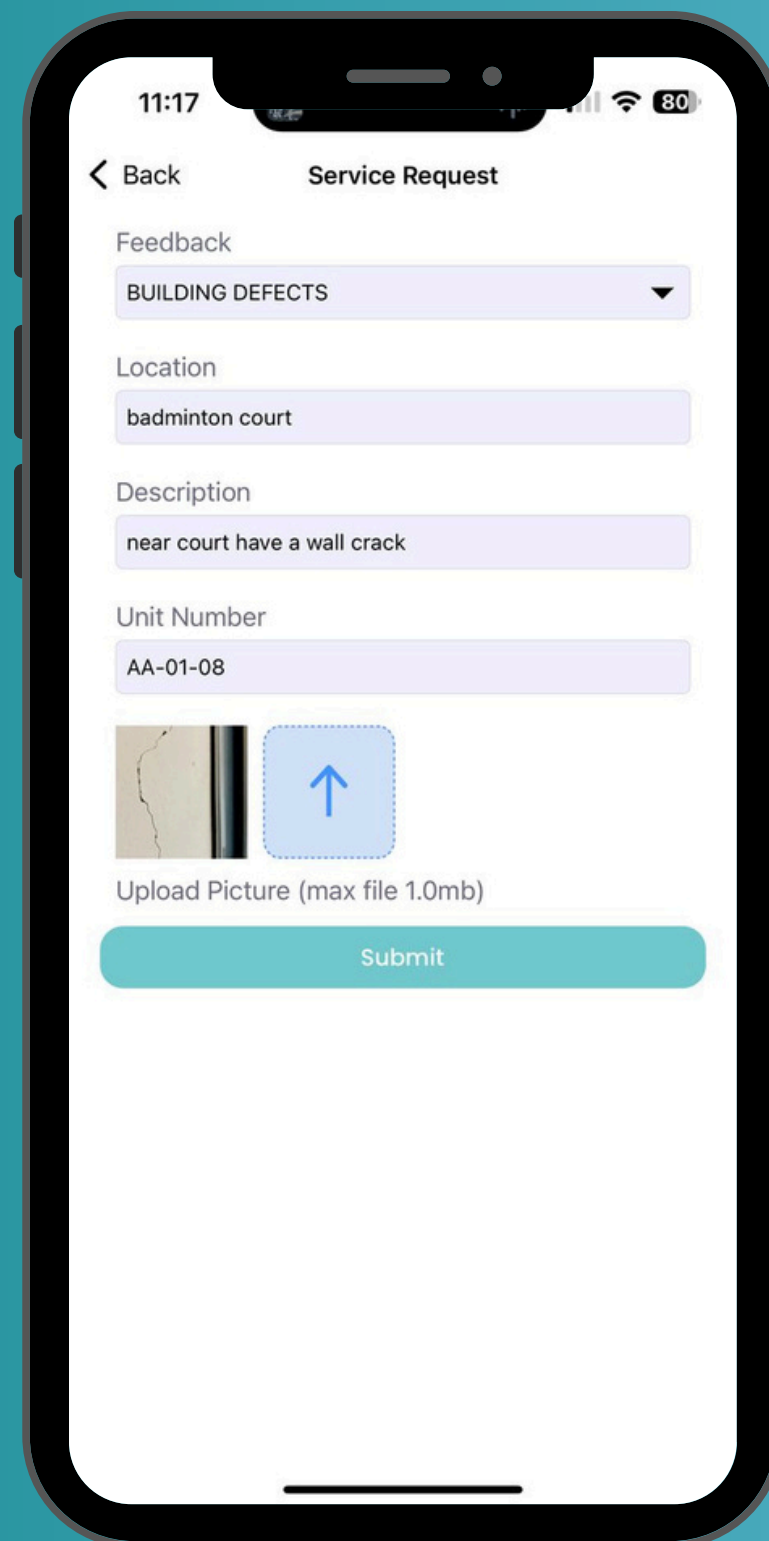


2

## Step 2

Tap on 'New Request'  
接着请按‘新请求’





3

### Step 3

Fill in the information & attach images (if any)  
填写信息并附上图片

4

### Step 4

Click "Submit"  
点击“提交”

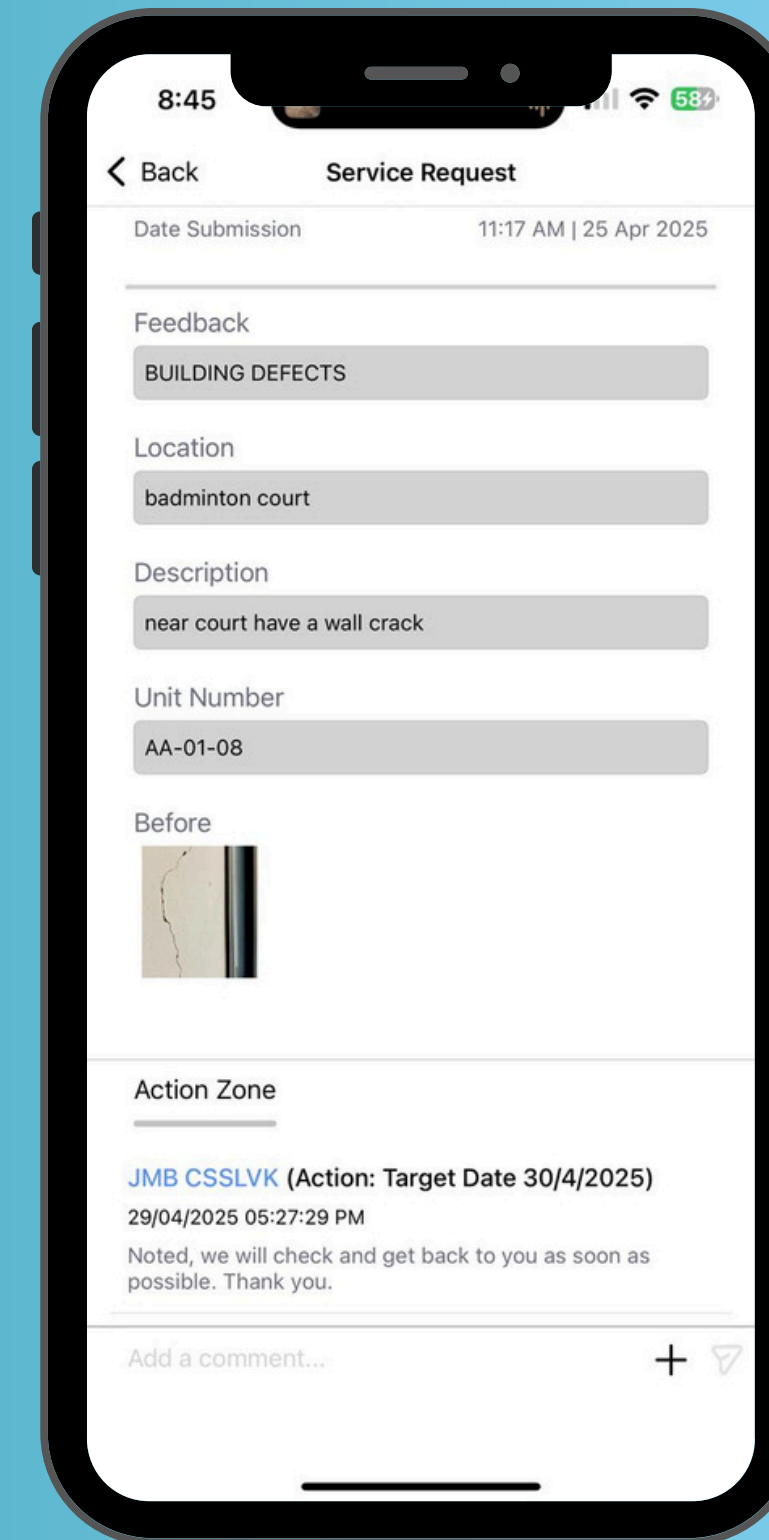
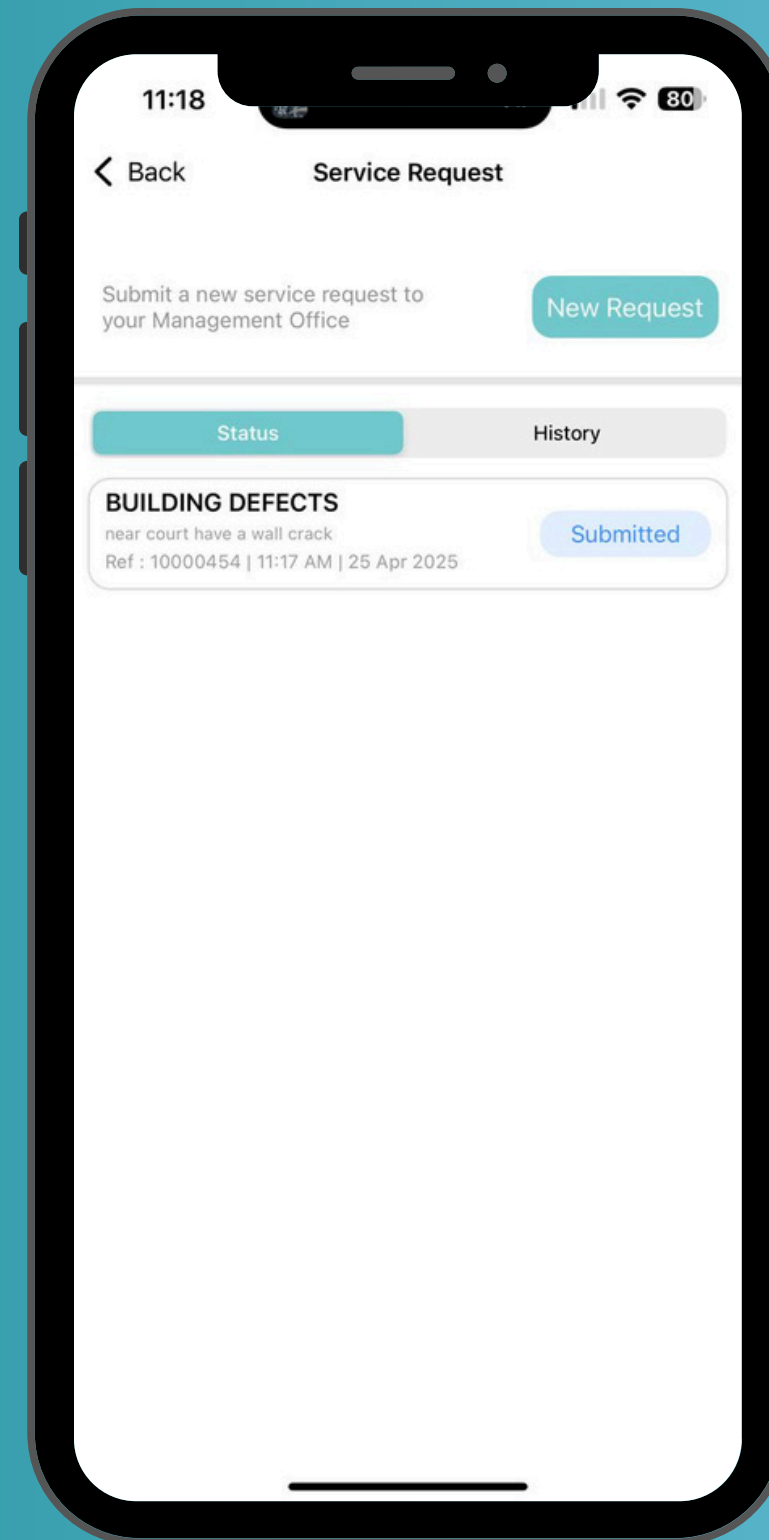
5

### Step 5

A "Thank you for your submission" message will pop out. Press "Close"  
将弹出“感谢您提交”消息。请按“关闭”

# To View Service Request Status

## 查看服务请求状态



1

### Step 1

Tap on "Status" to view the submitted requests  
点击顶部的状态从“进度”中进行选择

2

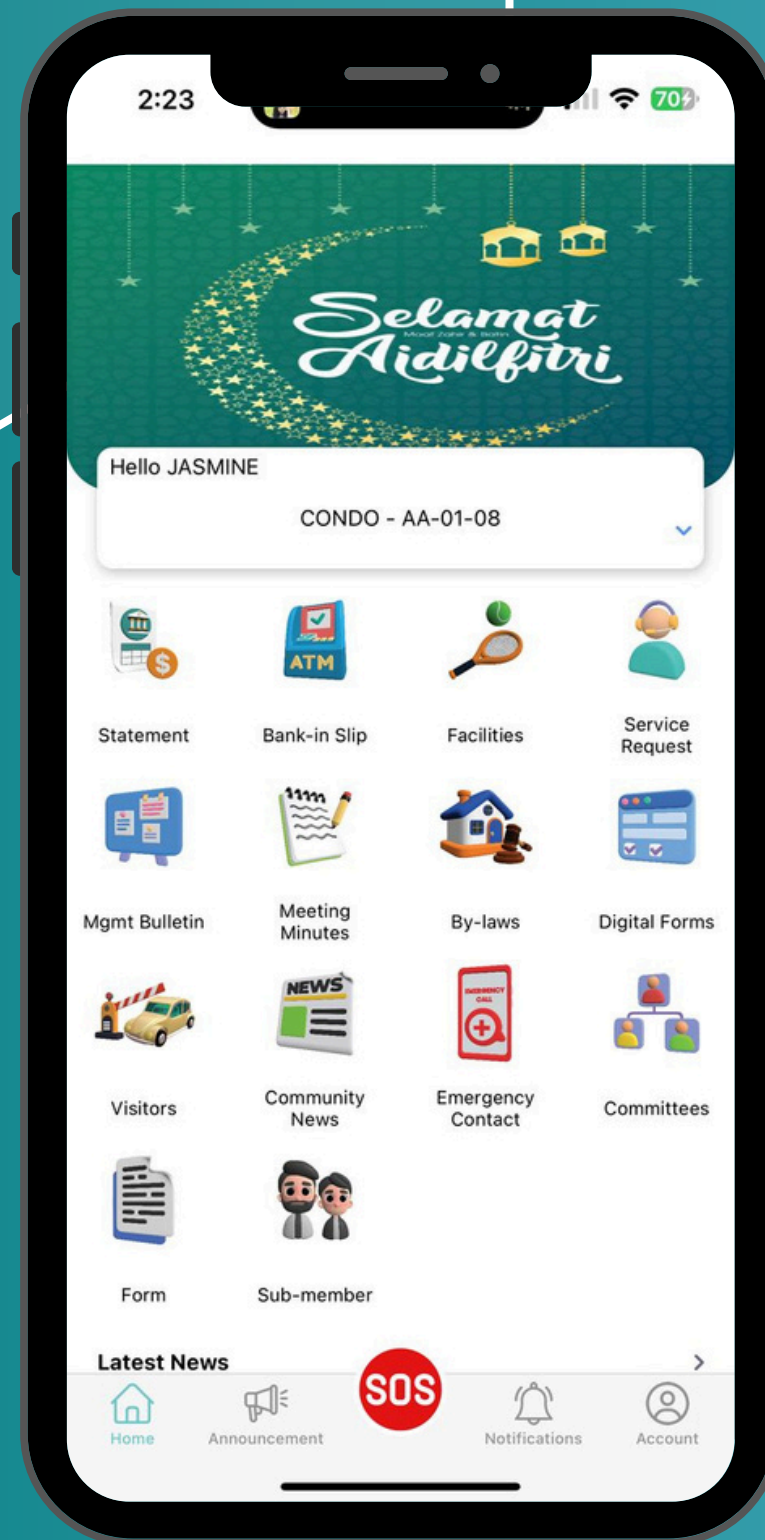
### Step 2

Click specific Service Request to view more details  
点击特定服务请求以查看更多详细信息

# Management Bulletin 公告

In this module, Residents can view the latest and updated notices or announcement published by Management team.  
居民可以查看管理员发布的最新的通知或公告。

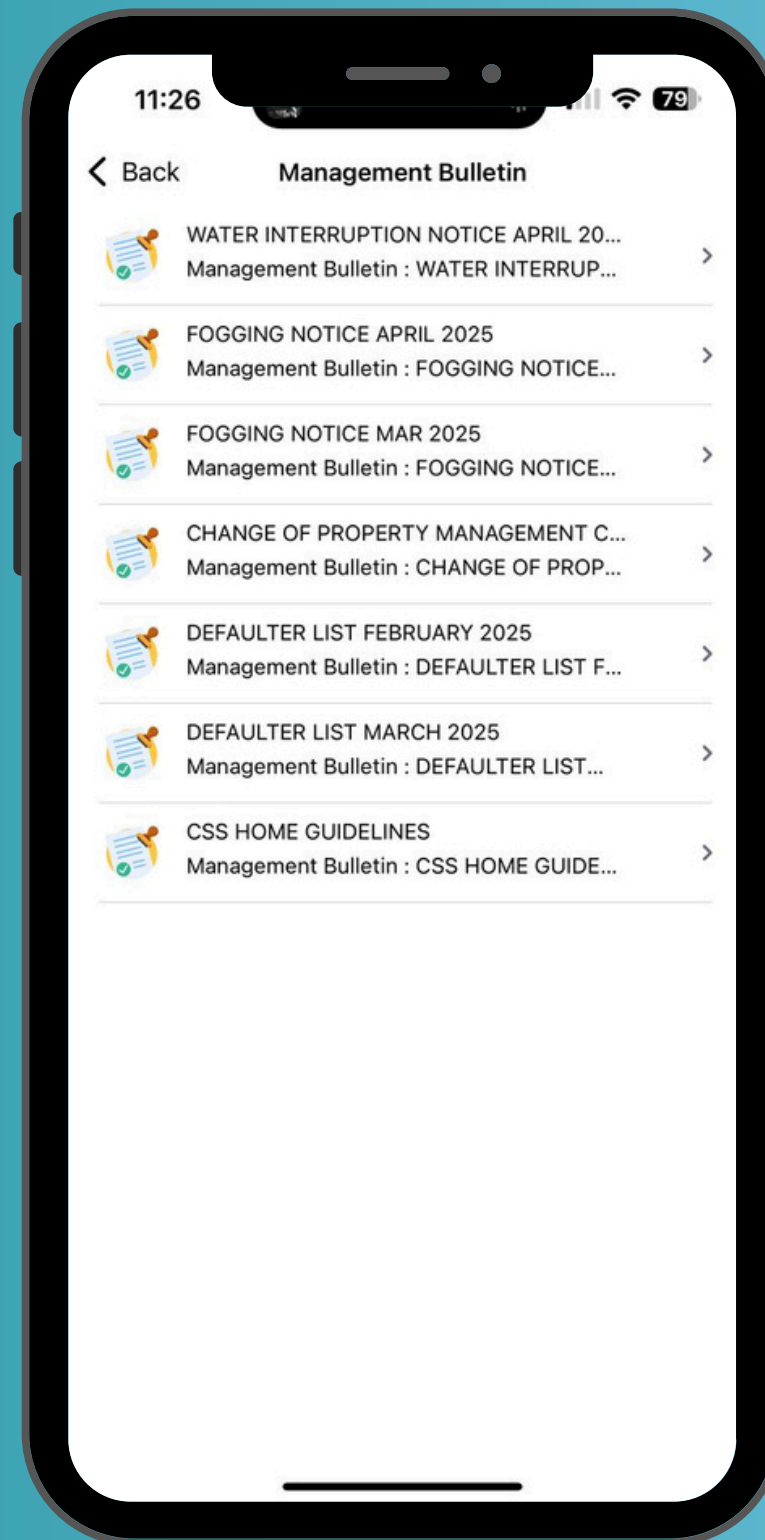
\*NOTICES ARE IN PDF FORMAT AND YOU MAY  
DOWNLOAD IT  
PDF格式的公告，您可以将其下载



1

## Step 1

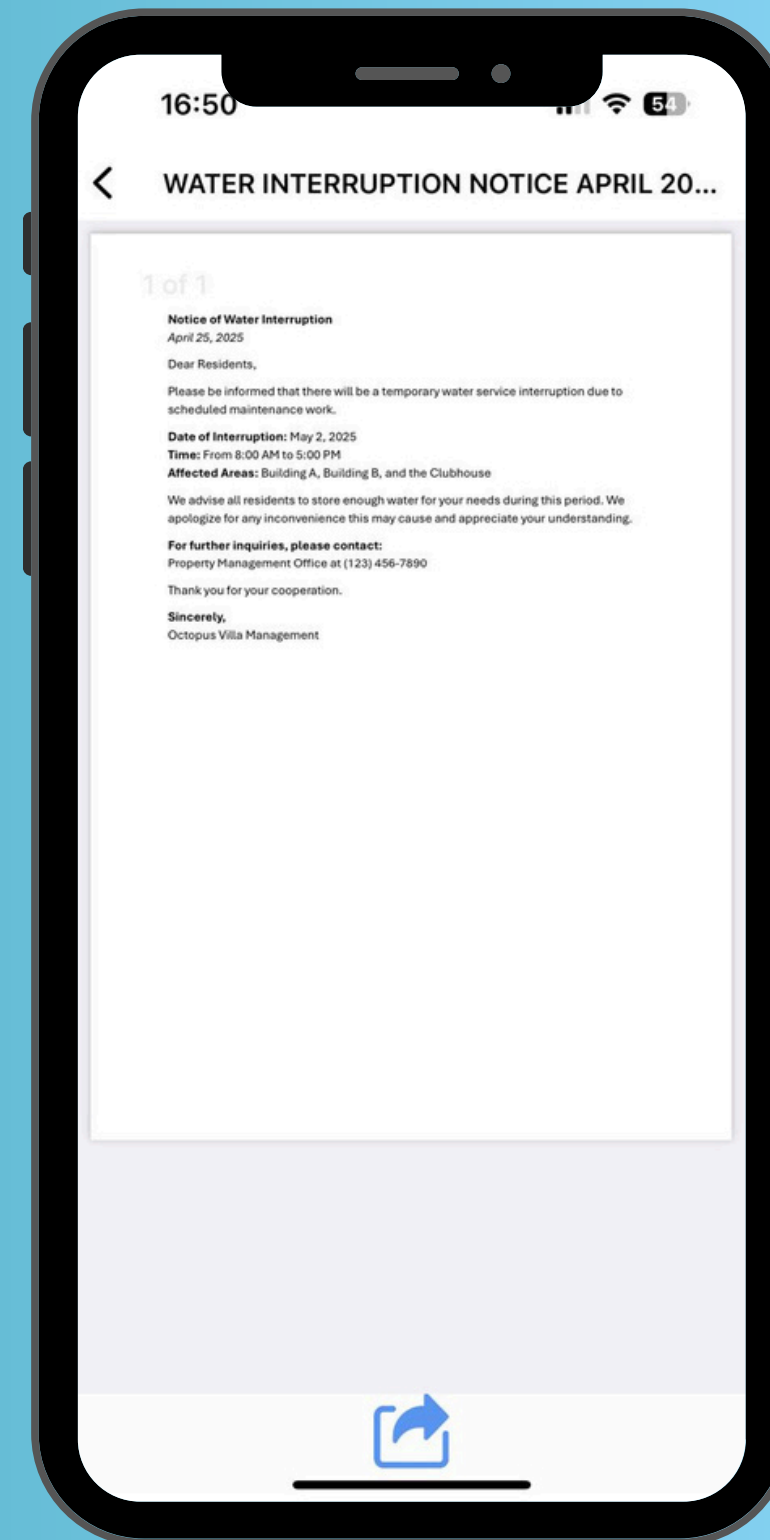
Click "Management Bulletin" to view the list of announcements  
点击“管理公告”查看公告列表



2

## Step 2

Select the "Bulletin" of your choice to view in detail  
选择您喜欢的“管理公告”并查看详细信息



3

## Step 3

Enjoy the details of Management Bulletin  
欣赏管理公告的详细信息



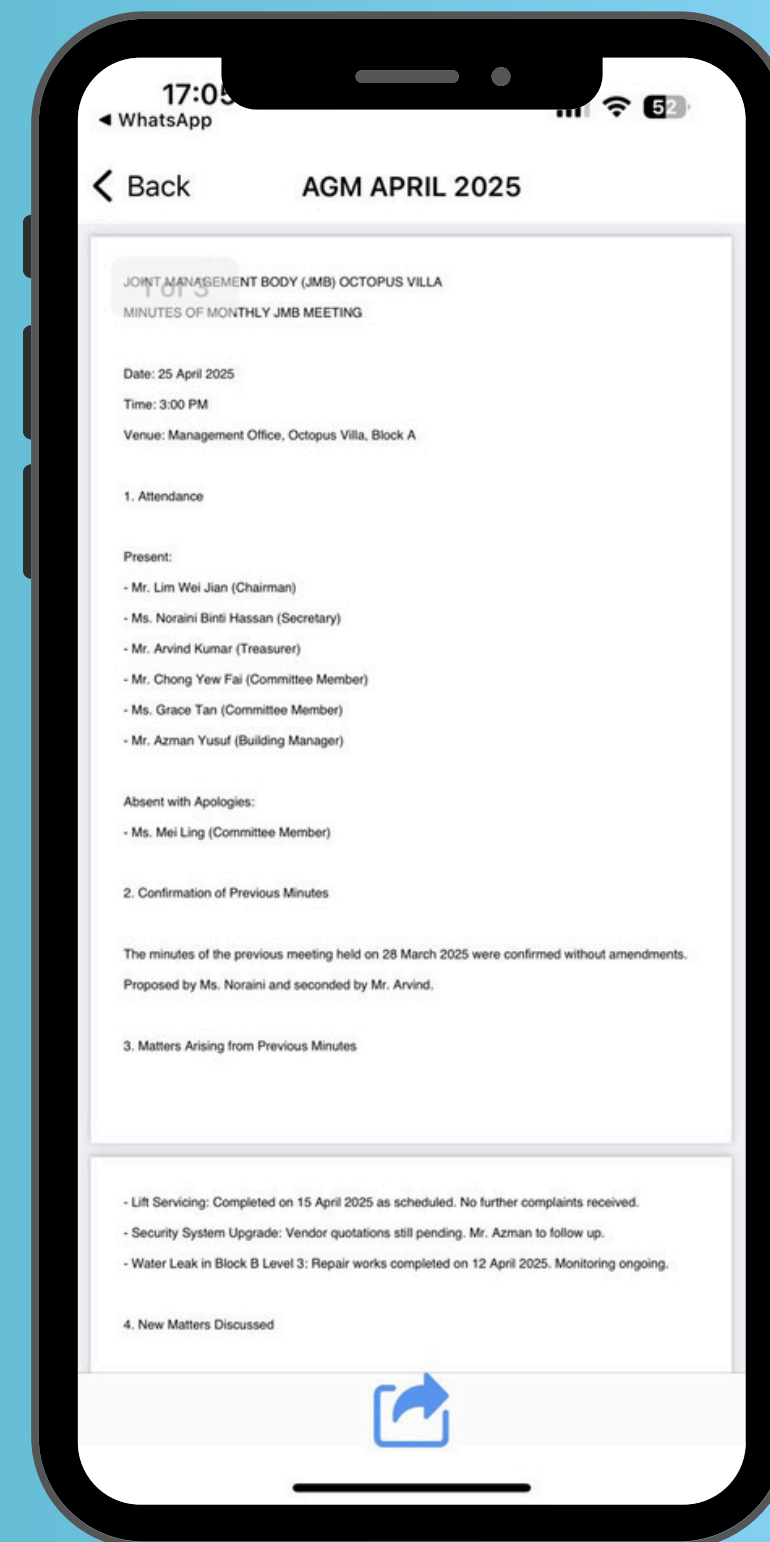
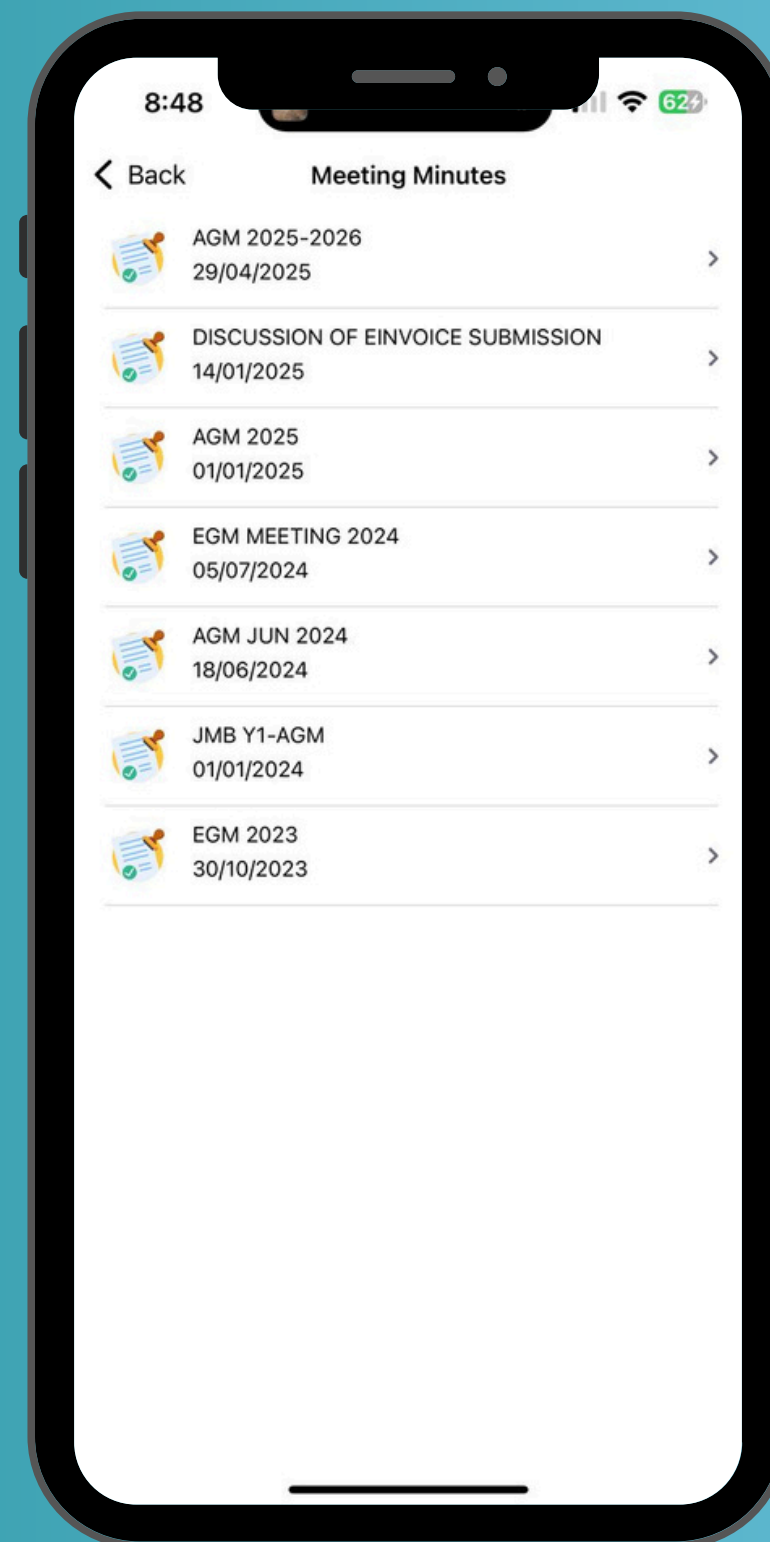
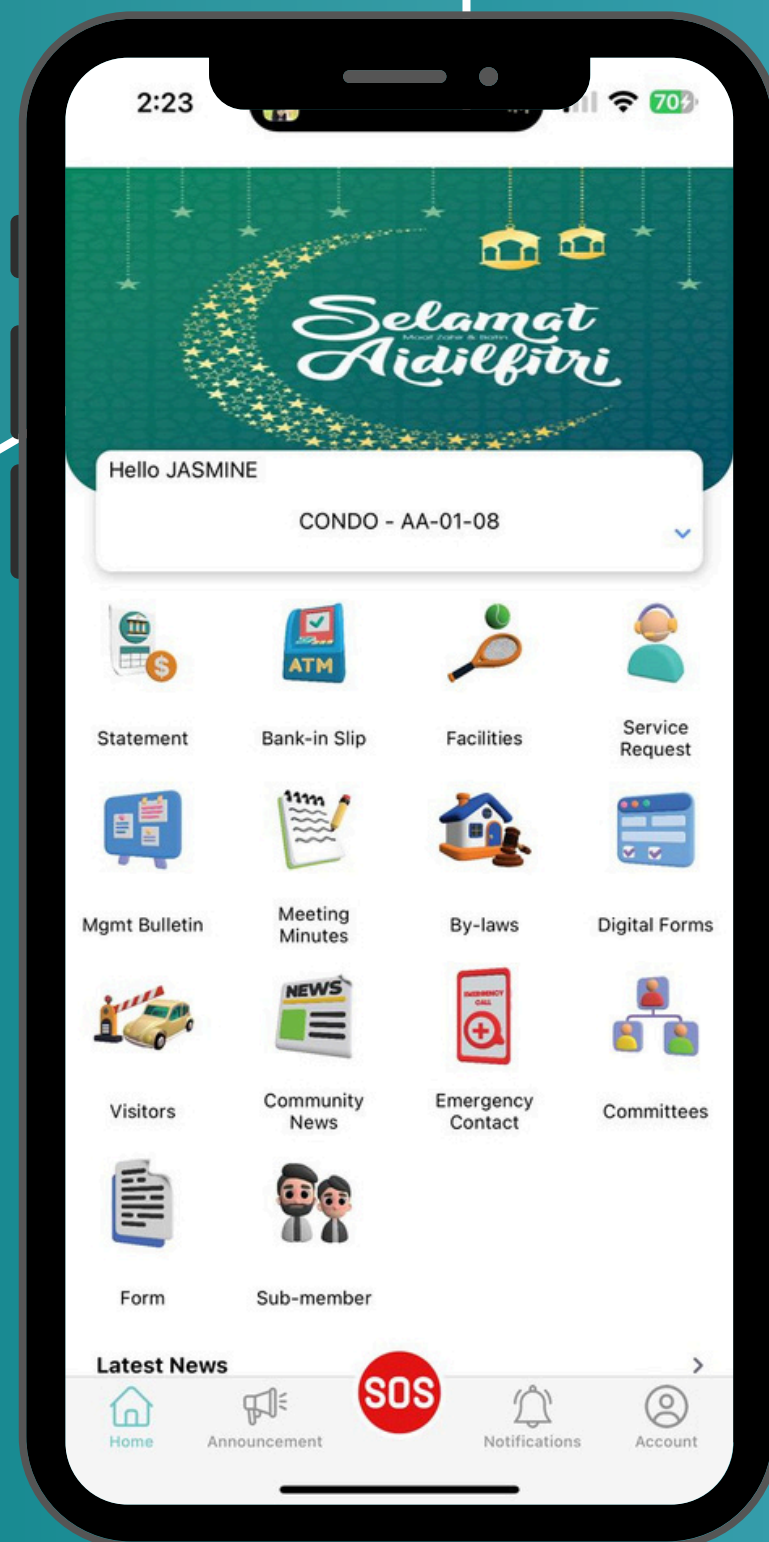
# MEETING MINUTES 会议记录

Keep residents updated with the latest meeting minutes (i.e. AGM, EGM and/or JMC meetings) of committee.

让居民了解社区的最新会议记录（即 AGM、EGM 和/或 JMC 会议）。

\*YOU MAY DOWNLOAD IT AS PDF.

\*您可以将其下载为 PDF。



1

## Step 1

Click "Meeting Minutes"  
点击“会议记录”

2

## Step 2

Select the "Meeting Minutes" of your  
choice and view in detail  
选择您需要的“会议纪要”并详细查看

3

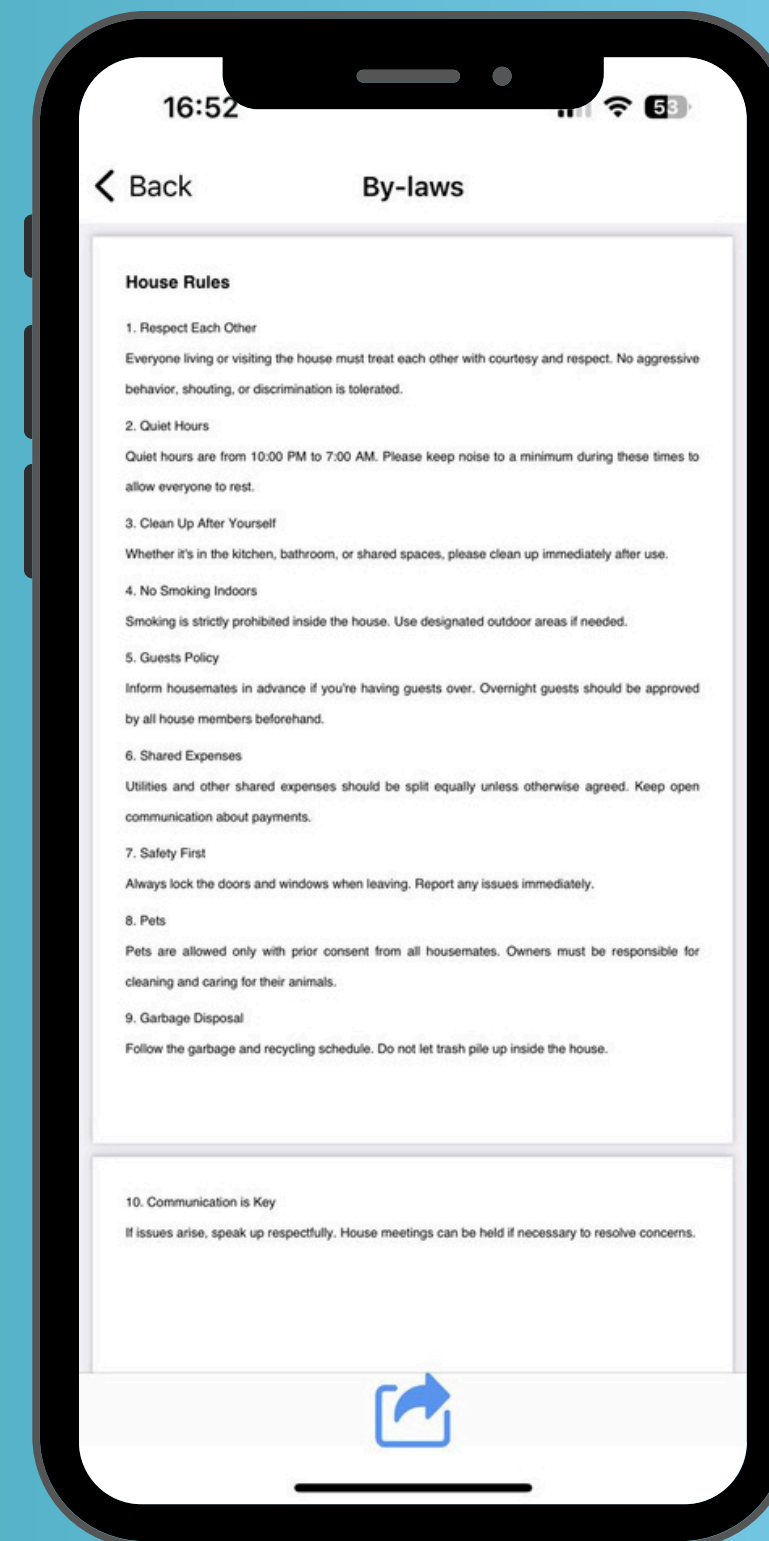
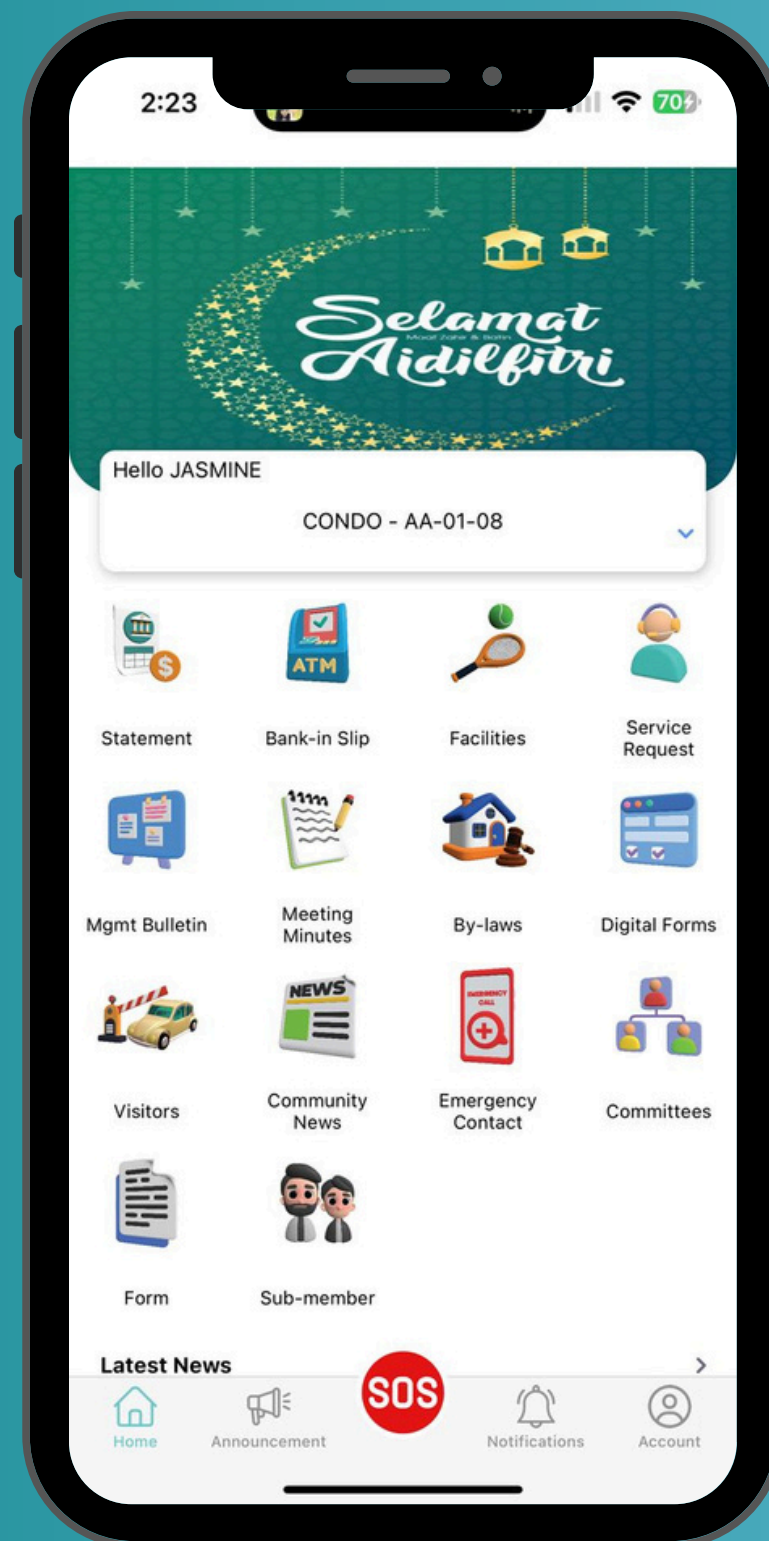
## Step 3

Enjoy the details of Meeting Minutes  
欣赏会议记录的细节

# BY-LAWS 社区法规

Residents may refer to the house rules set by the Management.  
居民可参考管理层制定的社区法规。

\*YOU MAY DOWNLOAD IT AS PDF.  
\*您可以将其下载为 PDF。



## Step 1

Tap "By-laws" to view the community's house rules  
点击“社区法规”查看社区的内部规则



## Step 2

Enjoy  
欣赏

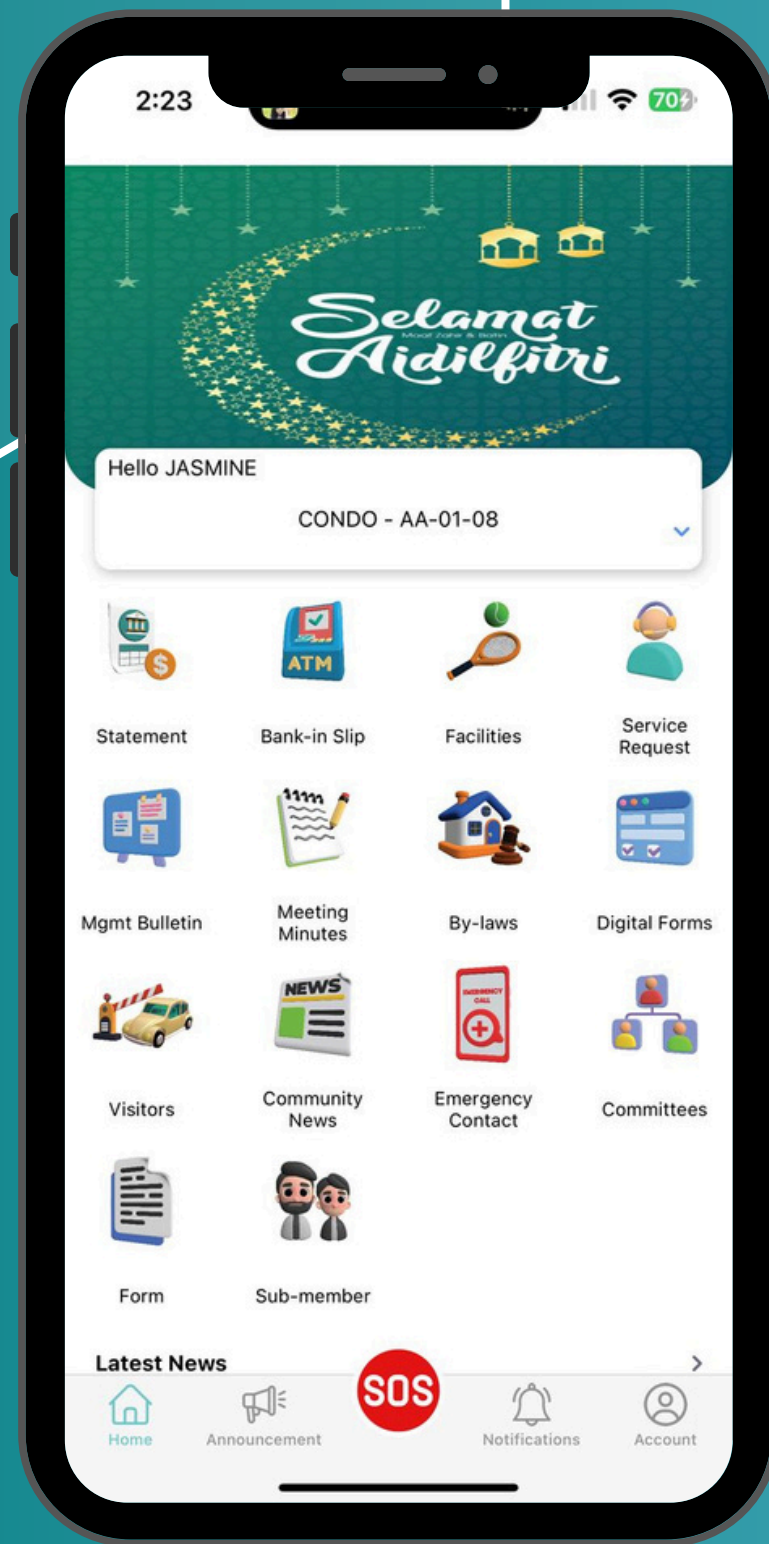


# DIGITAL FORMS 电子表格

Digital Forms – Users are required to complete the online form provided by management and submit it through the app  
电子表格-用户可直接在应用软件平台填写表格资料并线上发送给物业管理员

\*USER MAY DOWNLOAD THE FORM.

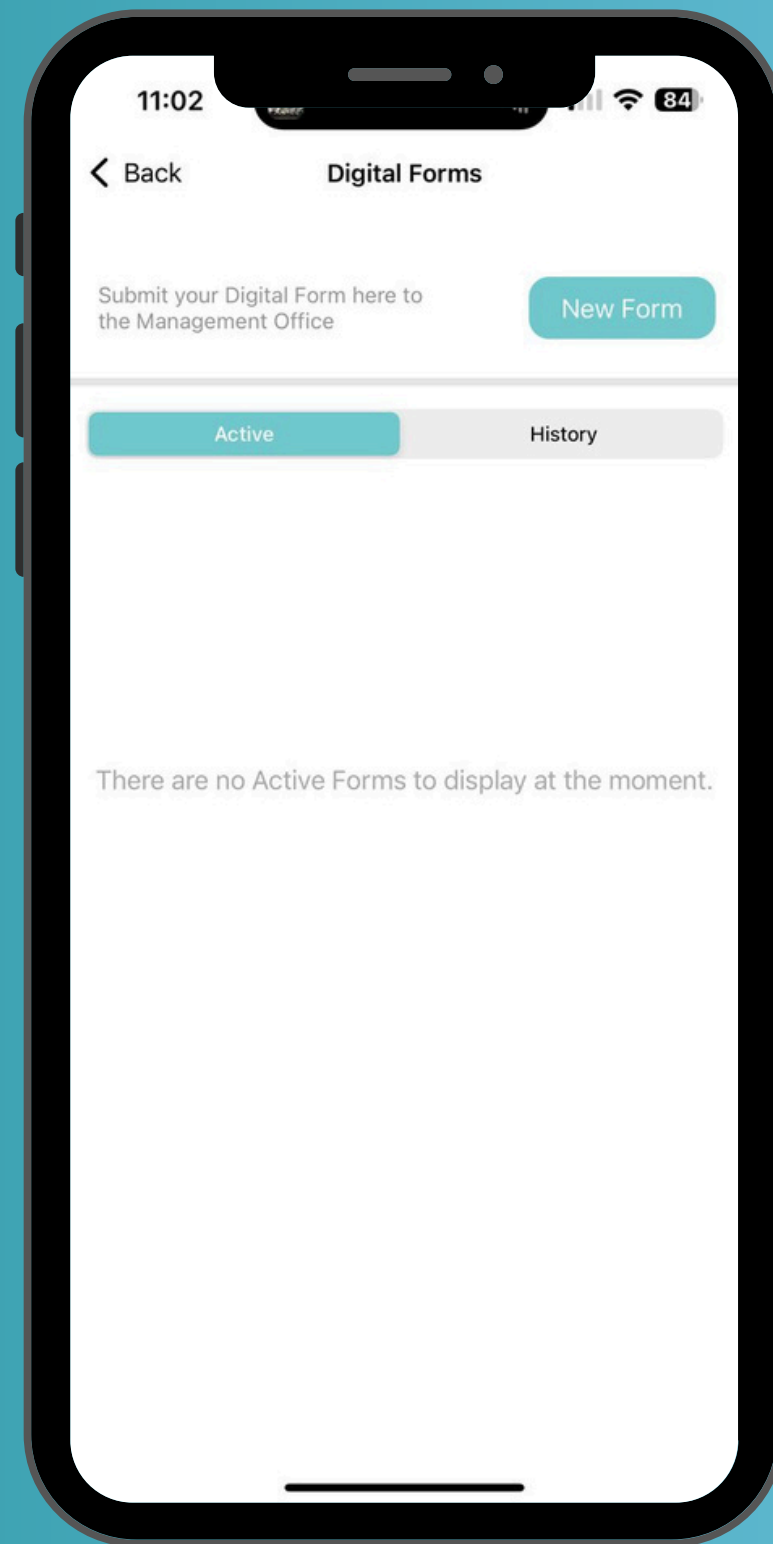
\*用户可以下载表格。



1

## Step 1

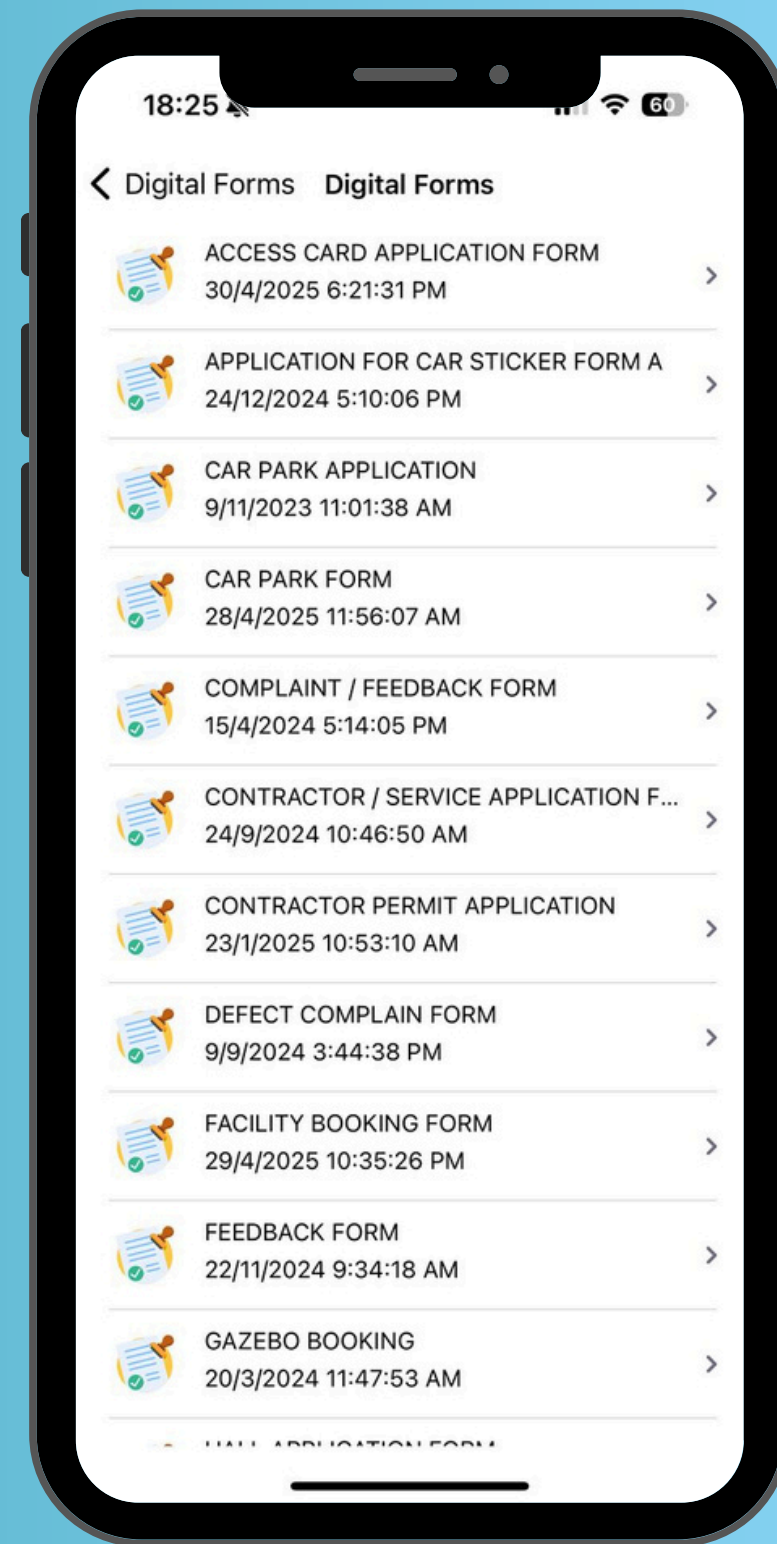
Click "Digital Forms"  
点击“电子表格”



2

## Step 2

Click "New Form"  
选择您需要的“表格”



3

## Step 3

Select the preferred "Digital Forms"  
选择您要填写的电子表格

18:25

< Digital Forms Digital Forms

ACCESS CARD APPLICATION FORM

NAME\*

Fiona

NO. OF ADDITIONAL ACCESS CARD\*

2

EMAIL\*

fiona@email.com

PREFERRED COLLECTION DATE\*

02-05-2025

All application are to be reviewed by the management office. The management office will notify once the application of additional access card is approved and ready for collection. Kindly note that there is a charge of RM100 per additional access card.

↑

Submit

4

## Step 4

Fill in the details, then click "Submit"  
在表格内填妥资料，然后点击“提交”选项

18:26

< Digital Forms Digital Forms

ACCESS CARD APPLICATION FORM

NAME\*

Fiona

NO. OF ADDITIONAL ACCESS CARD\*

2

EMAIL\*

fiona@email.com

PREFERRED COLLECTION DATE\*

02-05-2025

All application are to be reviewed by the management office. The management office will notify once the application of additional access card is approved and ready for collection. Kindly note that there is a charge of RM100 per additional access card.

↑

Submit

**Successful**

The Digital Form has been submitted. The Management Office will contact you once the Form has been processed. 10000122-DH9MTNJM

Ok

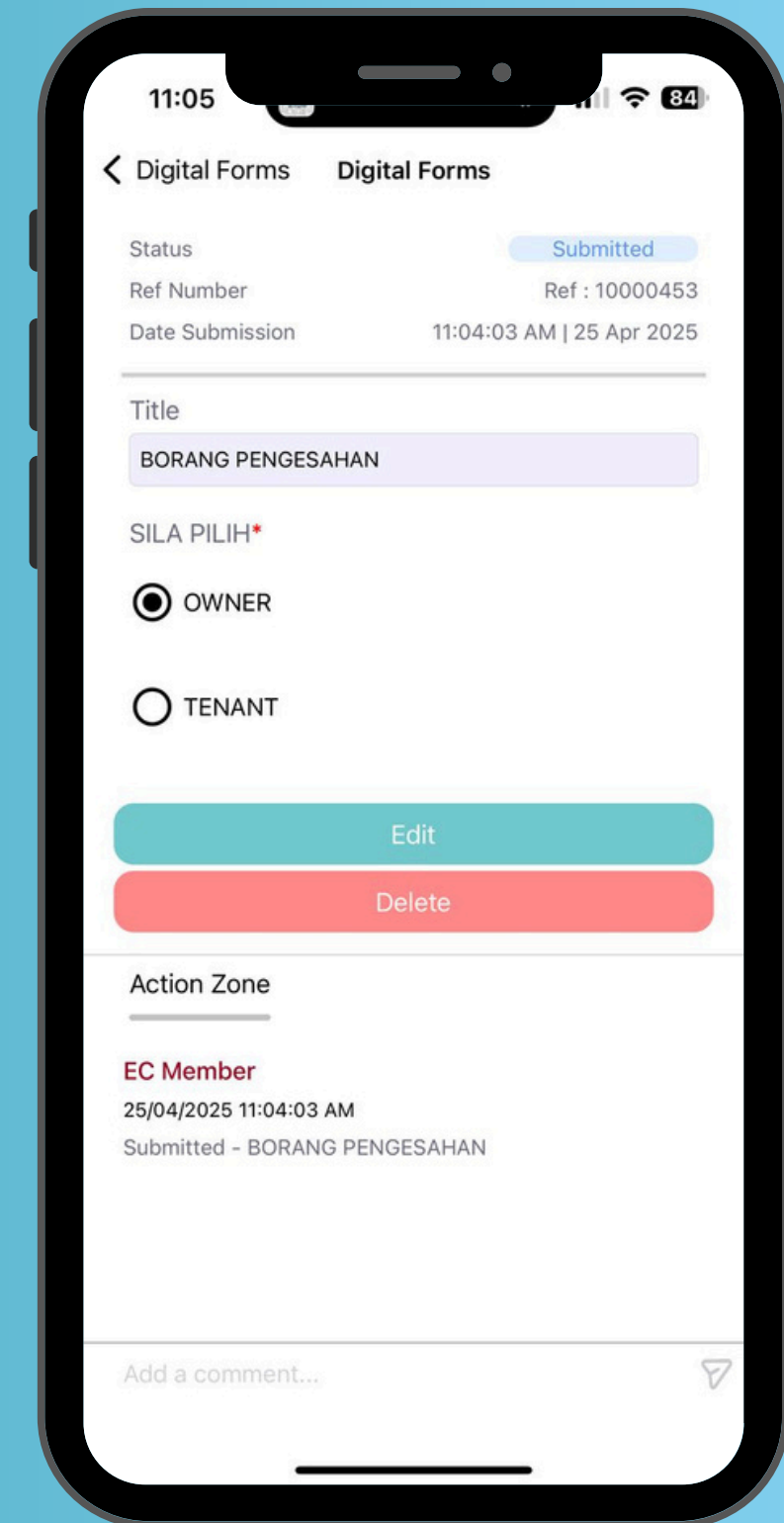
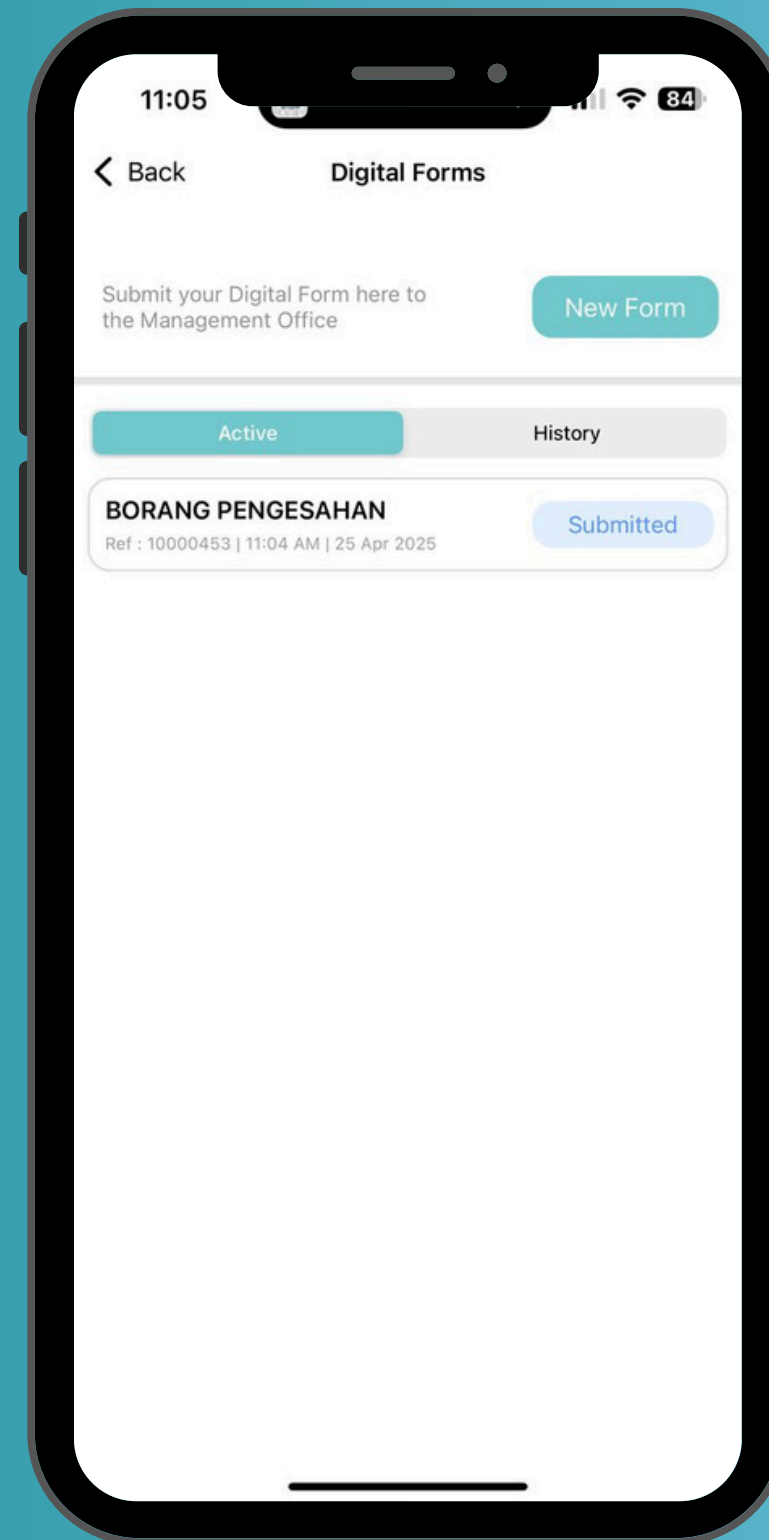
5

## Step 5

A submission success message will pop-up. Click "OK"  
提交成功后会弹出窗口。请点击“确定”

# To View Status of Digital Form

## 查看电子表格求状态



1

### Step 1

Select the submitted "Digital Forms"  
选择已提交的电子表格

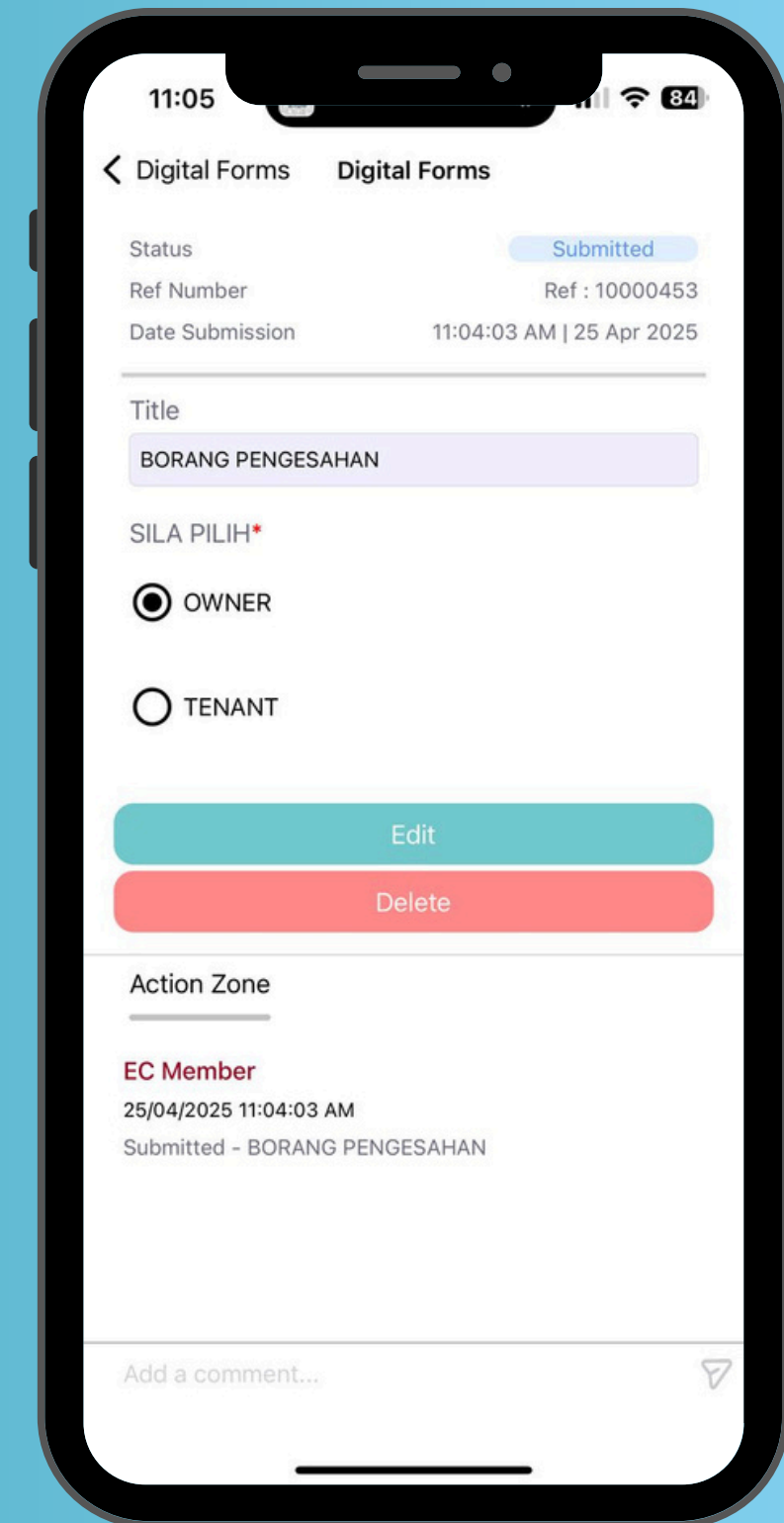
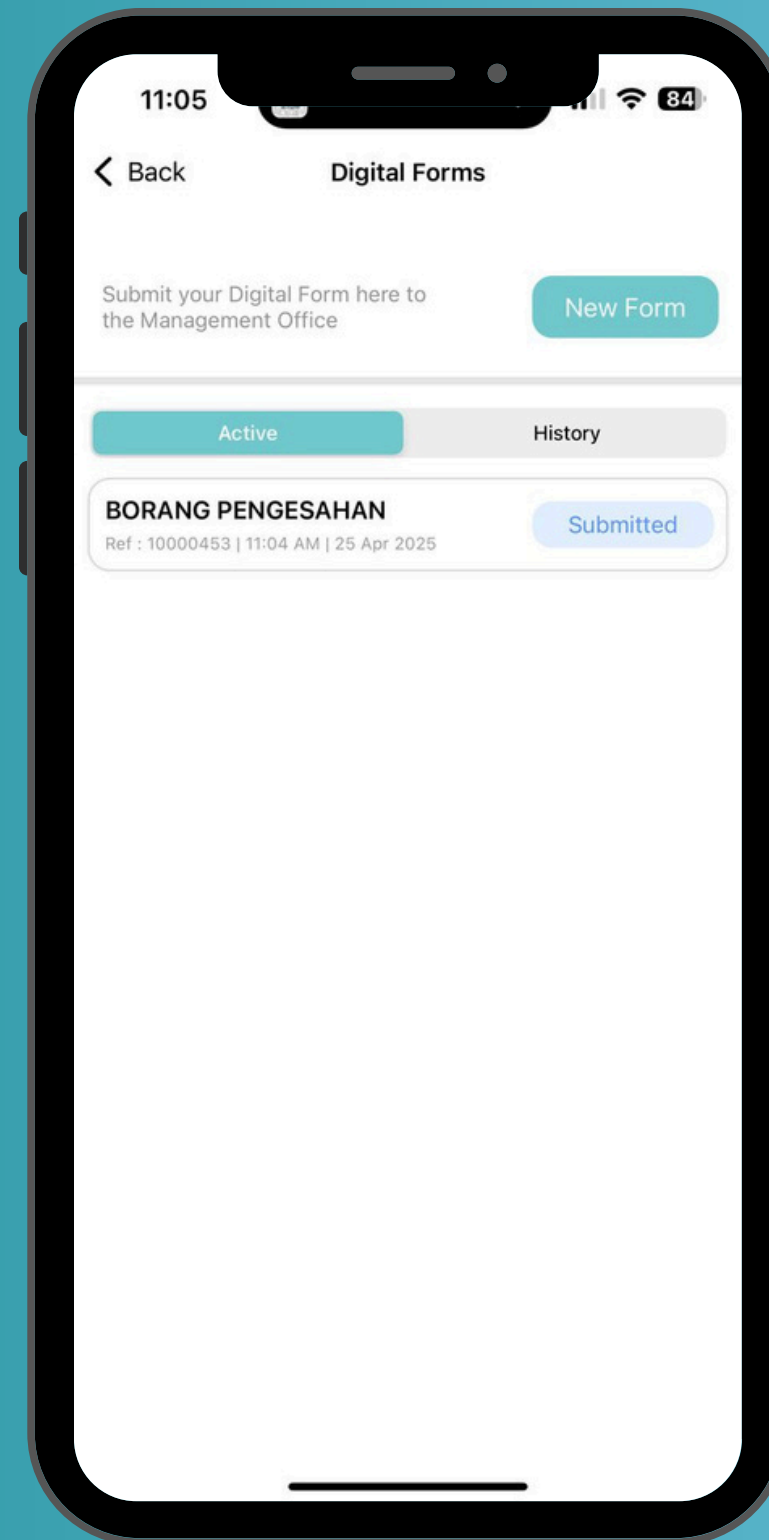
2

### Step 2

Click your submitted form to view  
the details  
点击您提交的电子表格查看详情



## To Edit The Digital Form 更改已提交电子表格



1

### Step 1

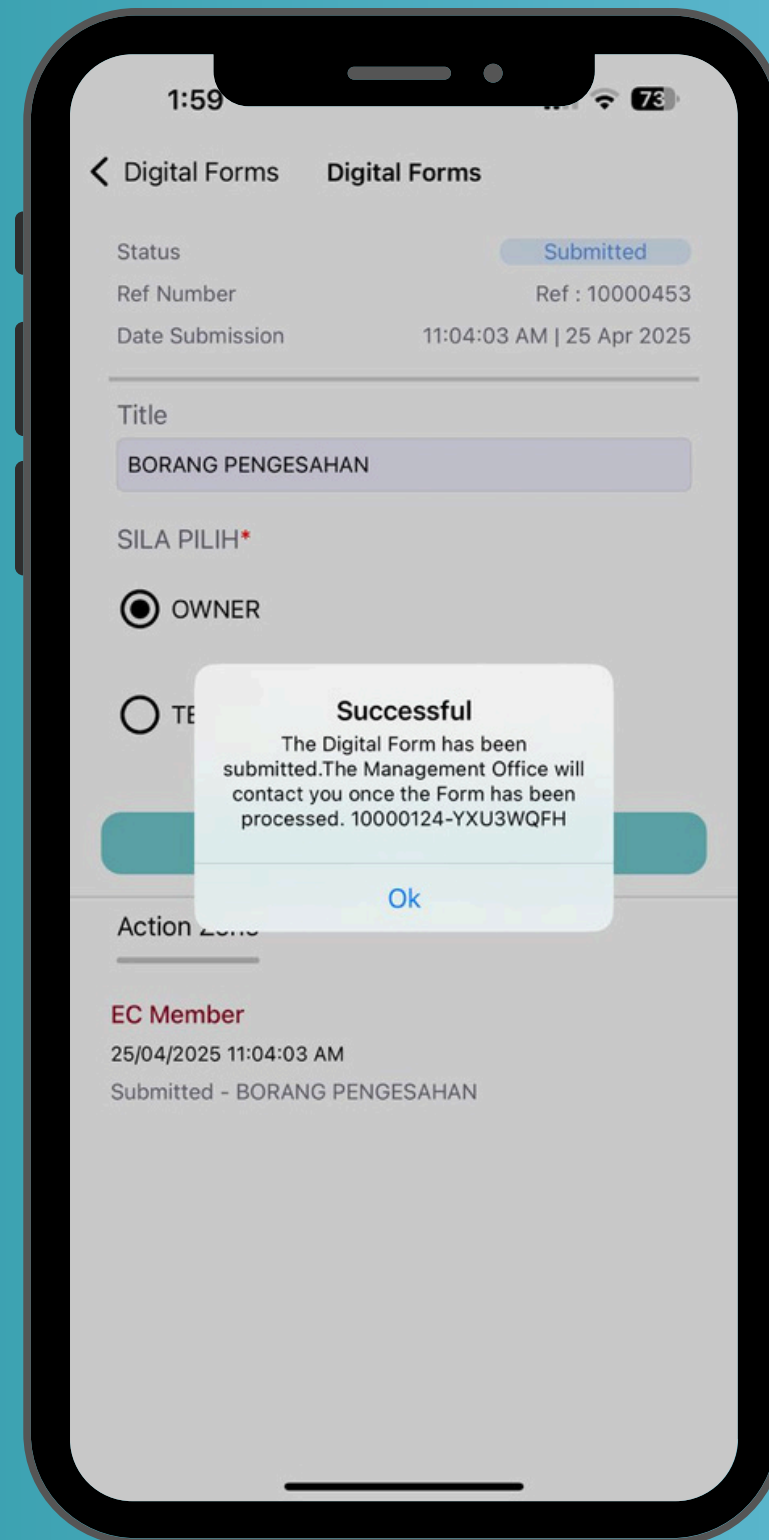
Select the submitted "Digital Forms"  
选择已提交的电子表格

2

### Step 2

Click your submitted form to view the details. Then, press "Edit"  
点击您提交的电子表格查看详情。然后再点击“更改”

## To Edit The Digital Form 更改已提交电子表格



### Step 3

A submission success message will pop-up. Click "OK"  
提交成功后会弹出窗口。请点击“确定”

# VISITORS 访客

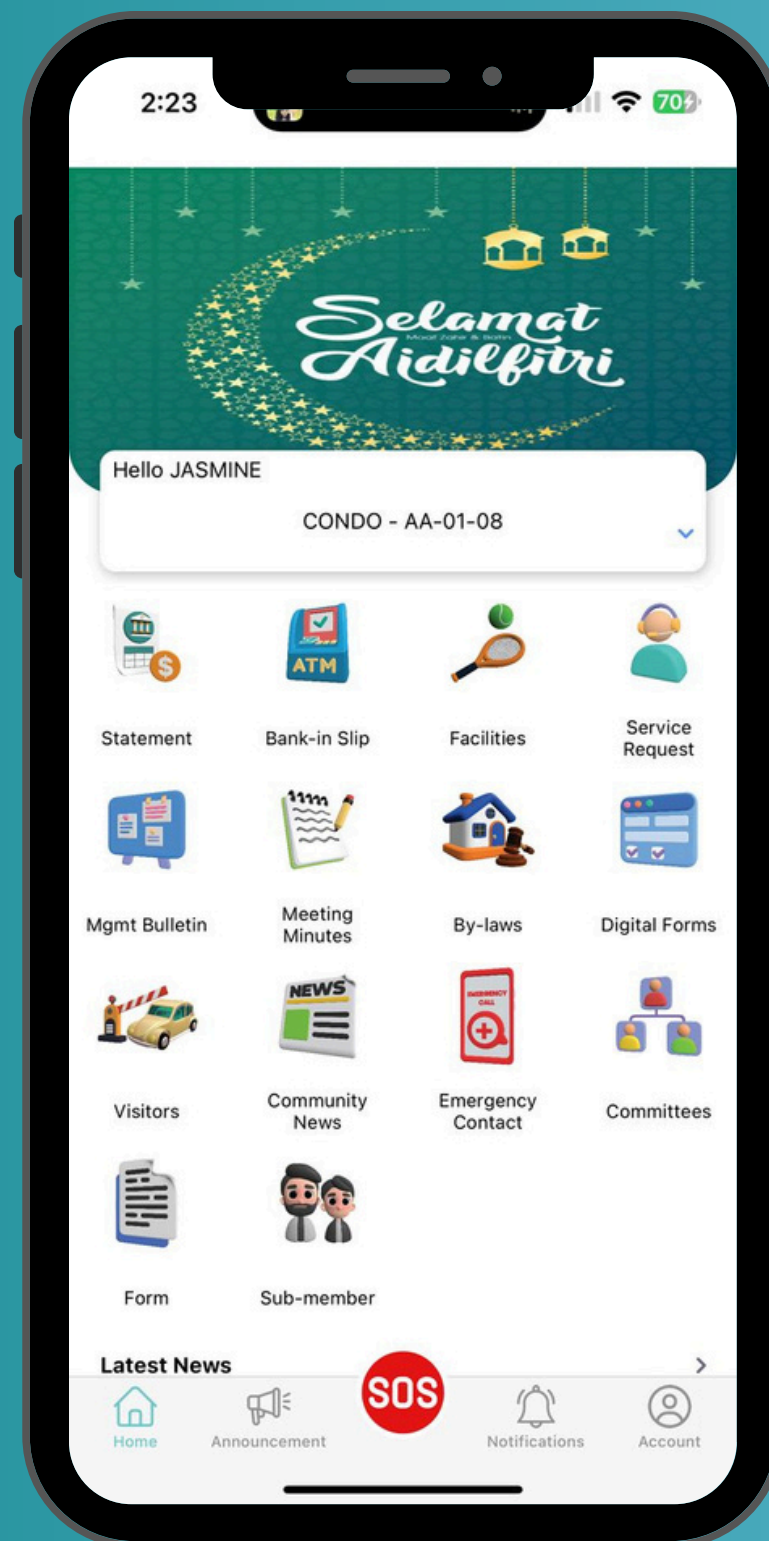
**【Only for CSS' VMS Users 仅供  
CSS VMS 用户使用】**

Residents can pre-register your upcoming visitors in-app to enjoy swift registration process at the Guard House.

居民可以在应用程序中预先登记即将到来的访客，以便在警卫室享受快速的登记流程。

Visitor is only required to present QR/Pin code to the guards upon arrival.

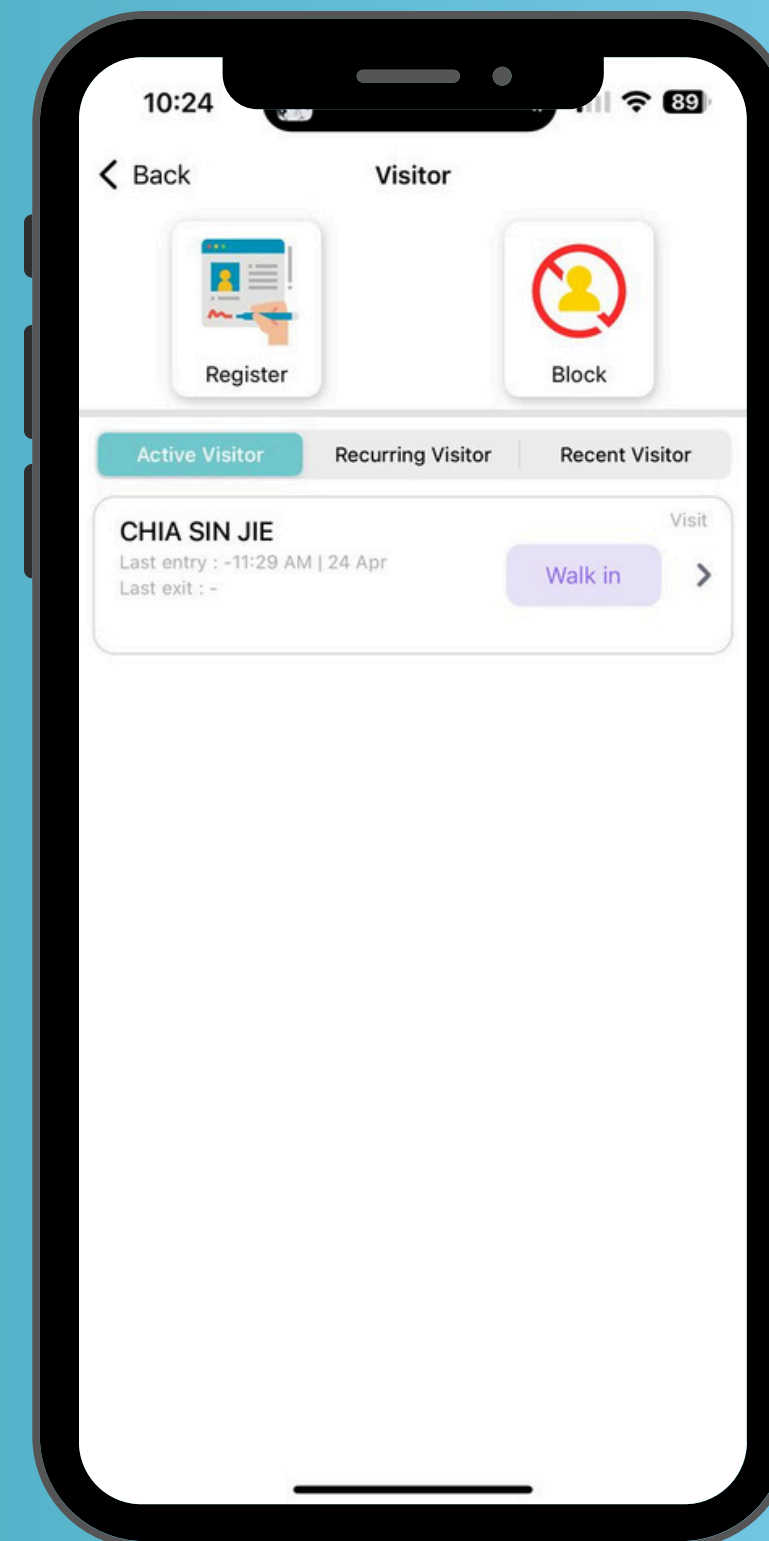
访客只需在抵达时向警卫出示扫描二维码/密码。



1

## Step 1

Click "Visitors"  
点击“访客”

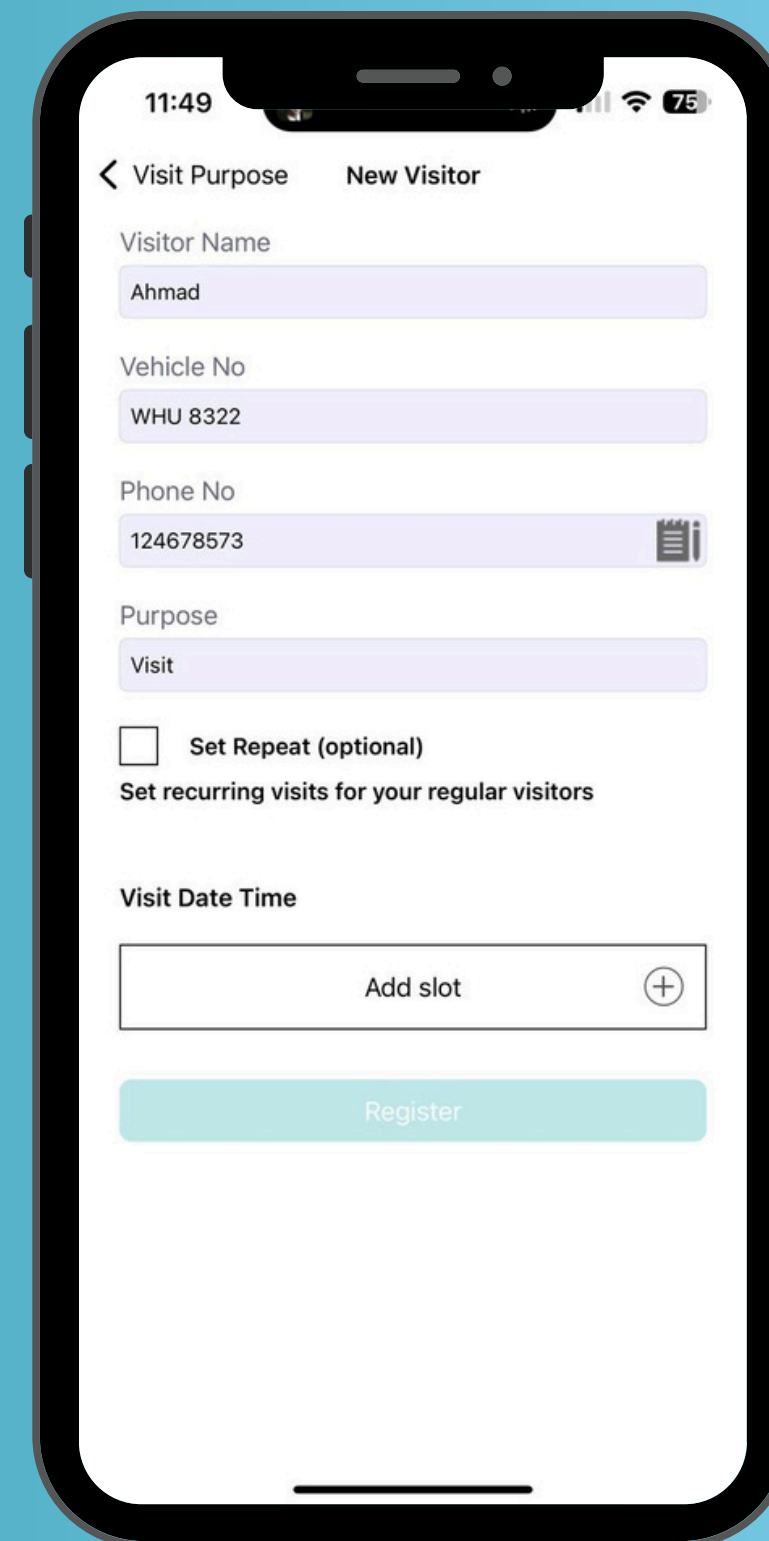
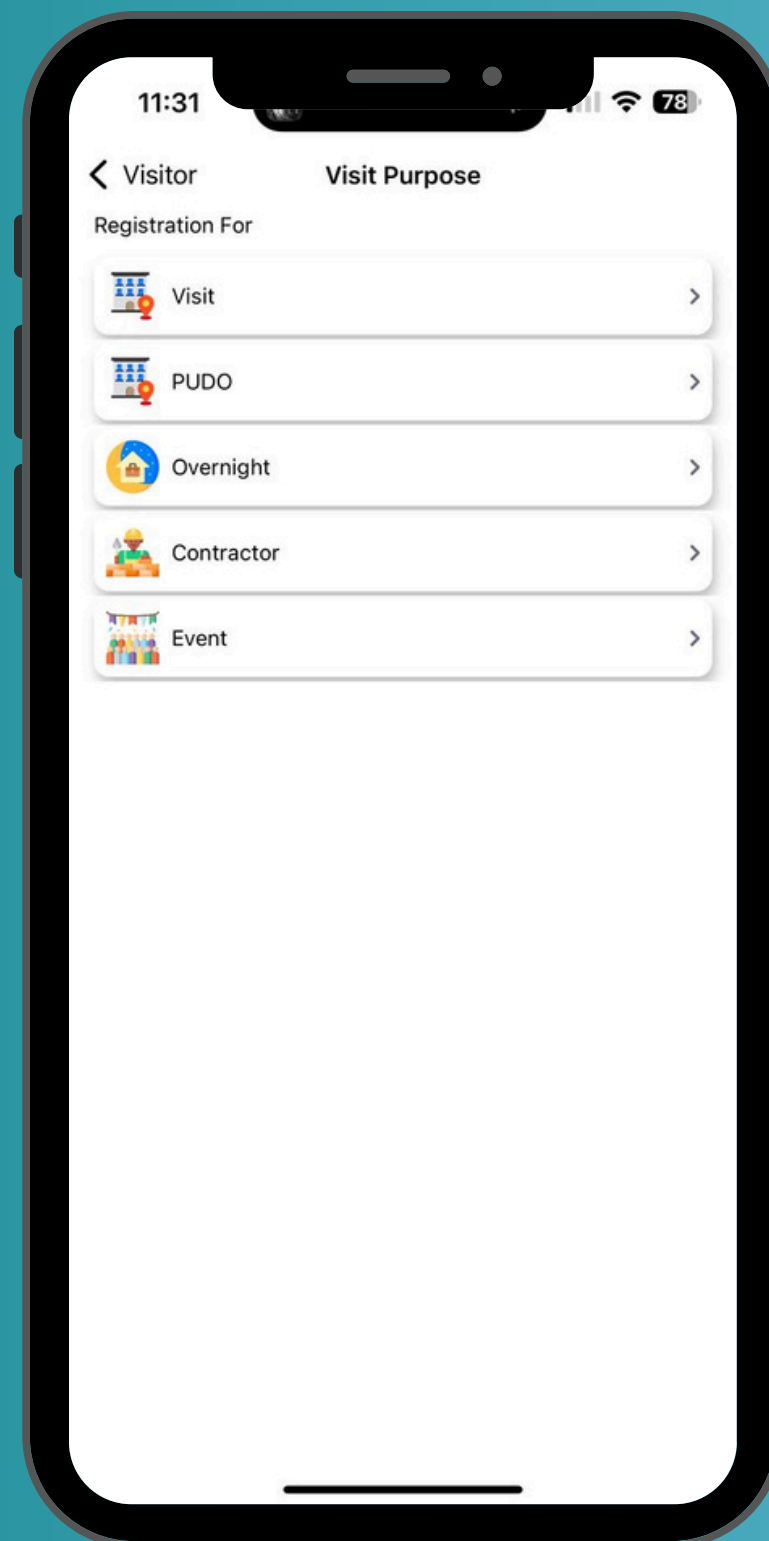


2

## Step 2

Click "Register"  
点击“注册”





### Step 3

Select the Visit Purpose  
选择拜访类型组别



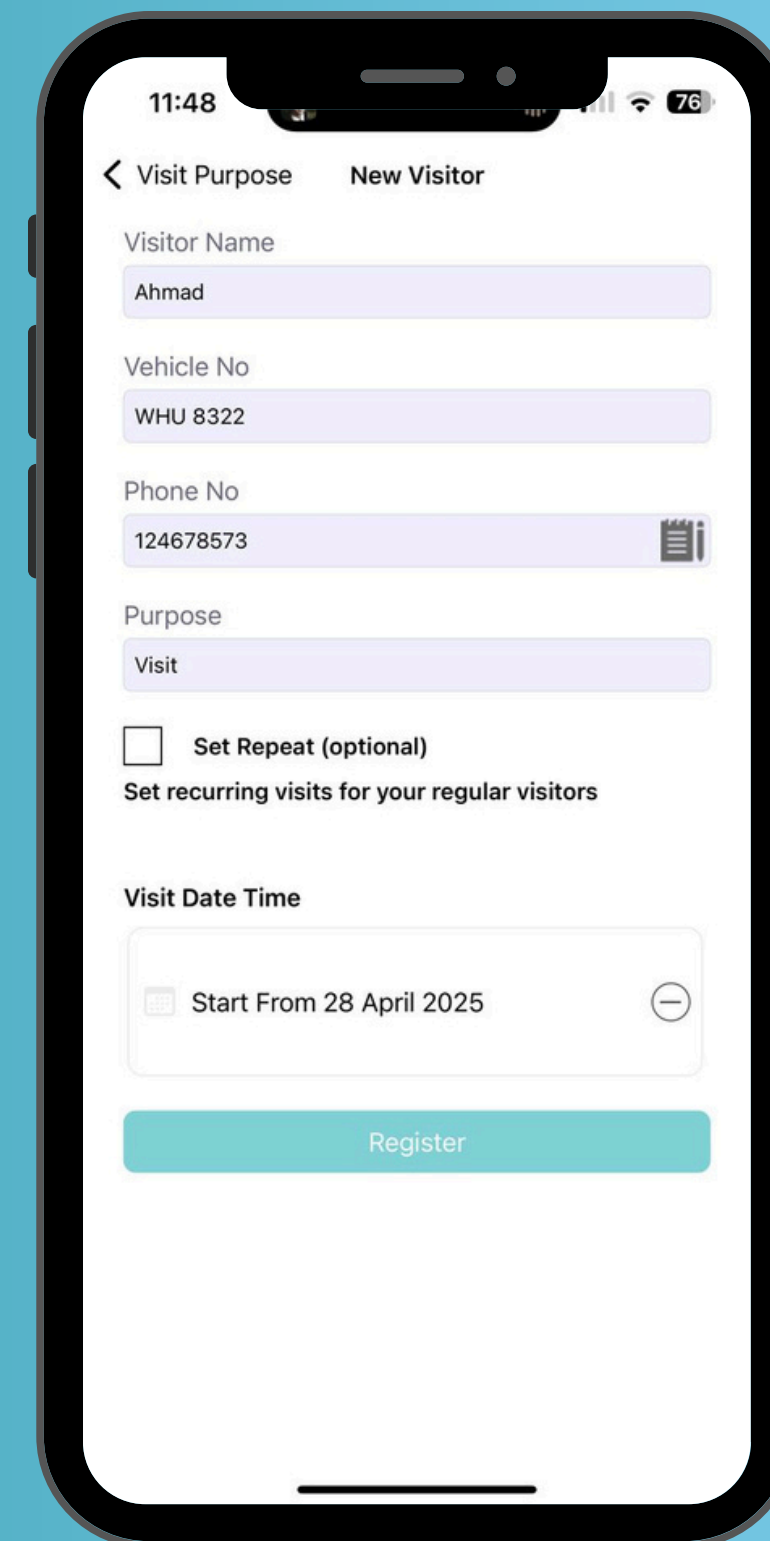
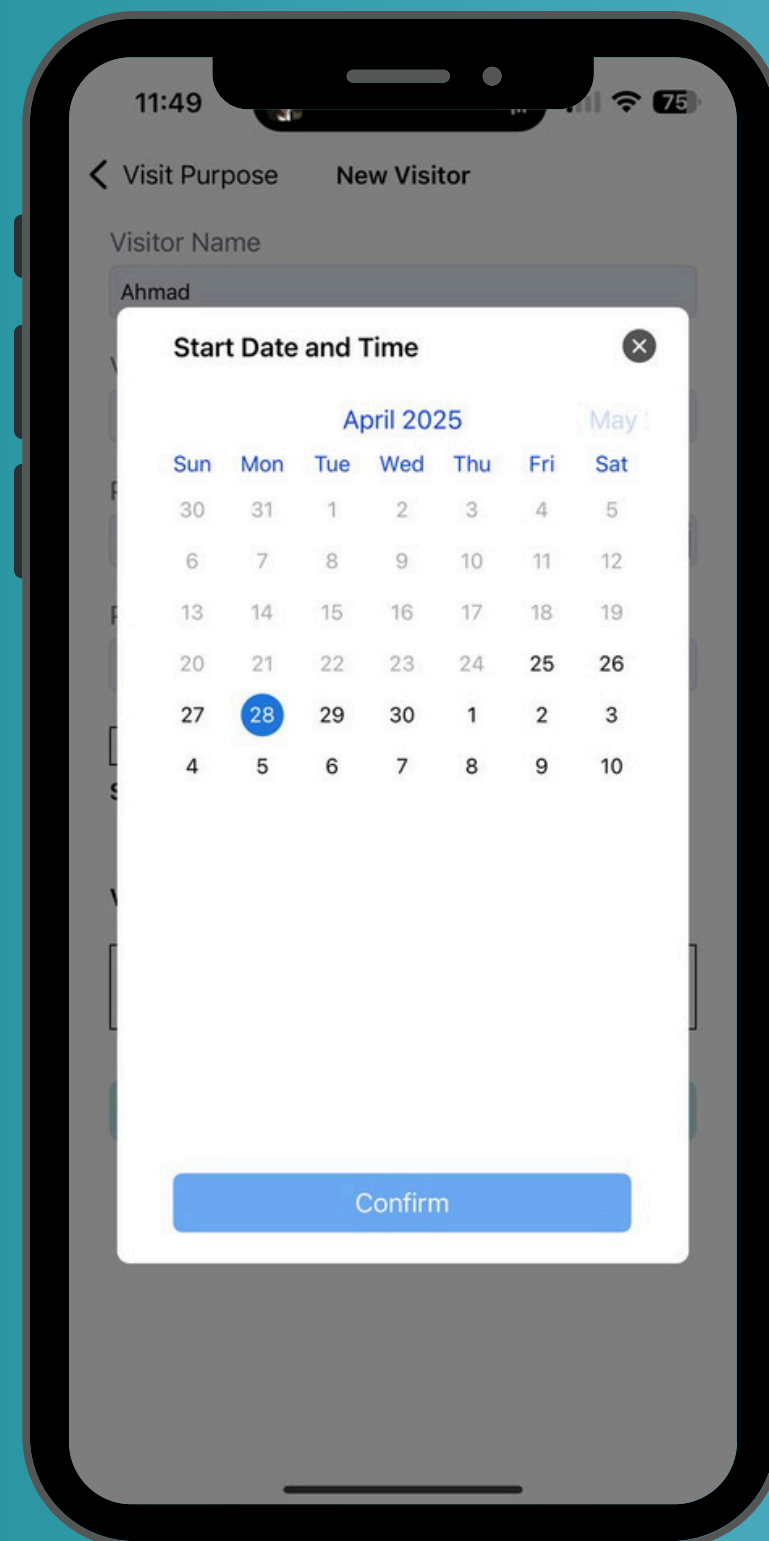
### Step 4

Key in the visitor details  
输入访客资料



### Step 5

Click "Add Slot"  
点击“添加时间”



6

## Step 6

Select the Start Date and Time  
选择拜访开始日期和時間

7

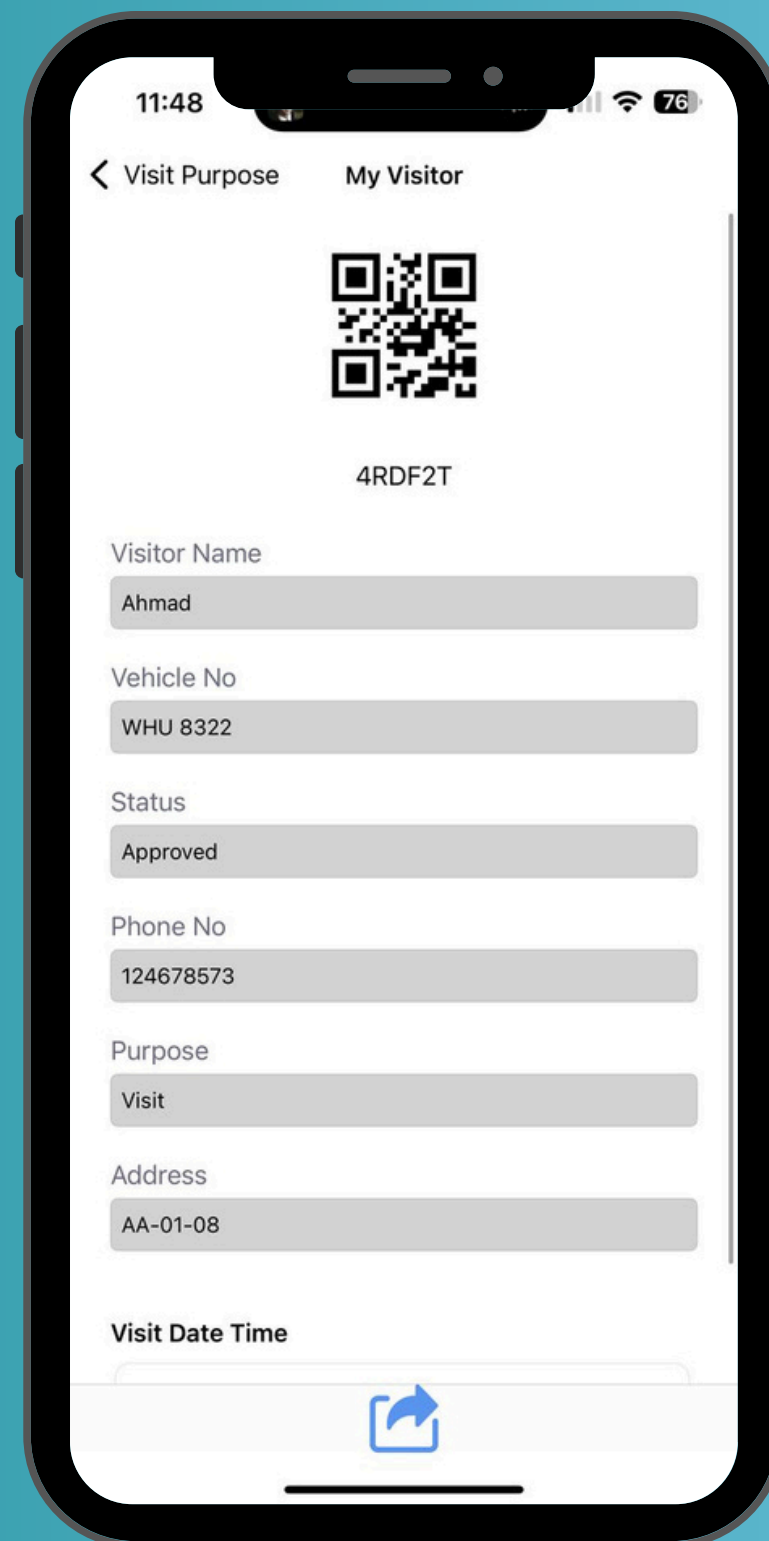
## Step 7

Click "Confirm"  
点击“确认”

8

## Step 8

Click "Register"  
点击“注册”



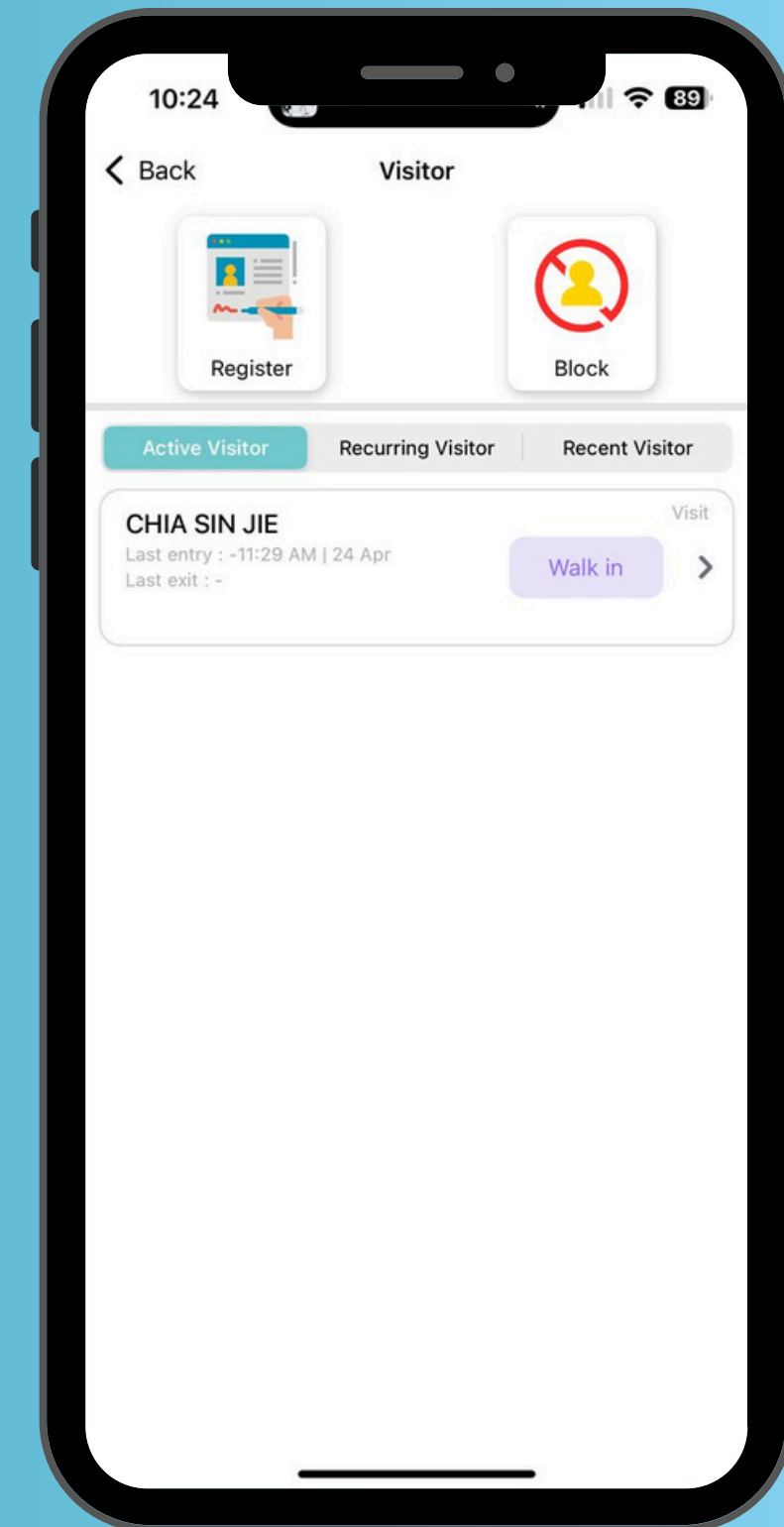
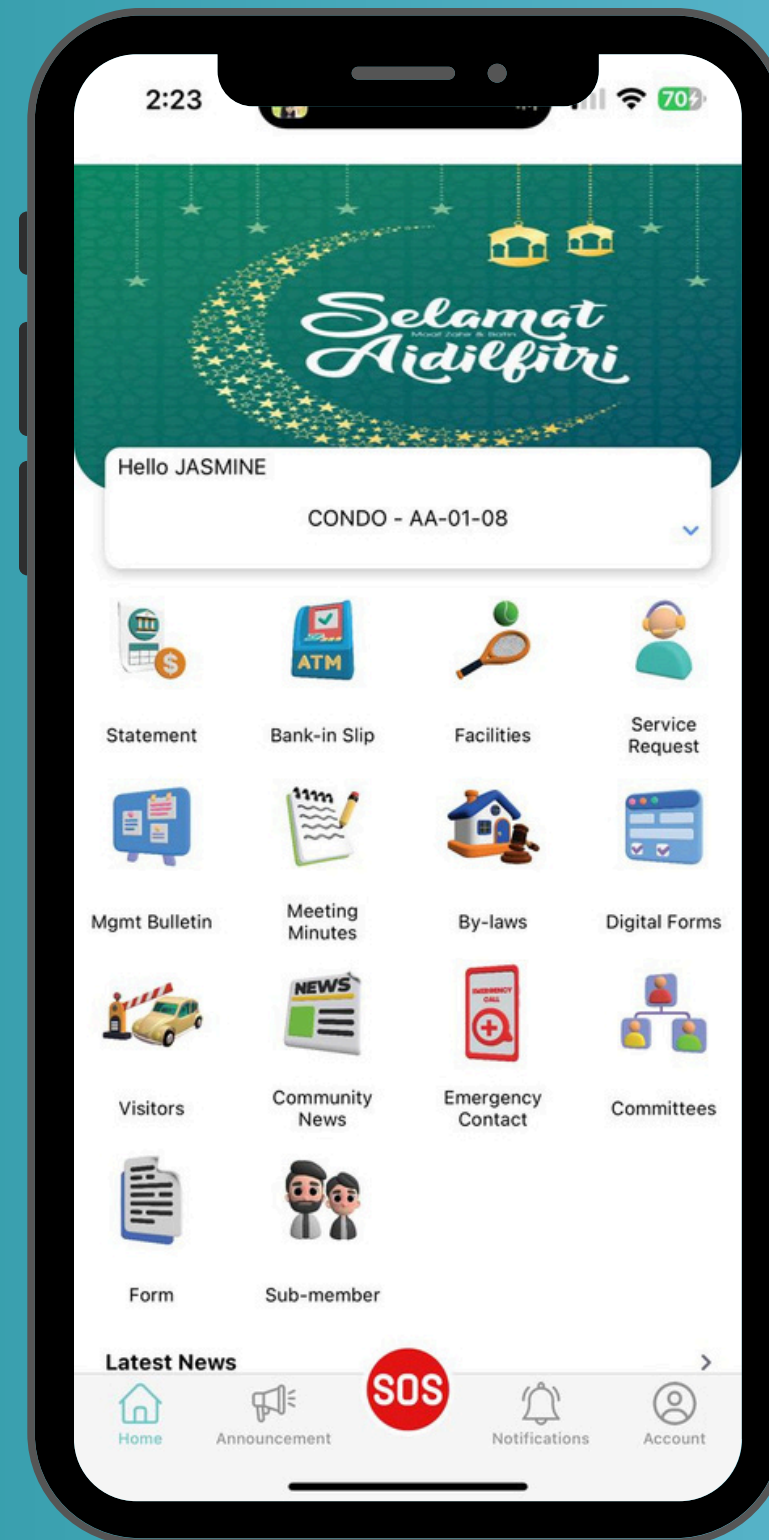
## Step 9

Click the share button to share the QR Code to your visitor  
点击“分享”以发送扫描二维码给访客

# To Register Recurring Visitors

## 登记过夜/ 固定重复访客

[Only for VMS 2.0 User.  
仅限VMS 2.0用户。]



1

### Step 1

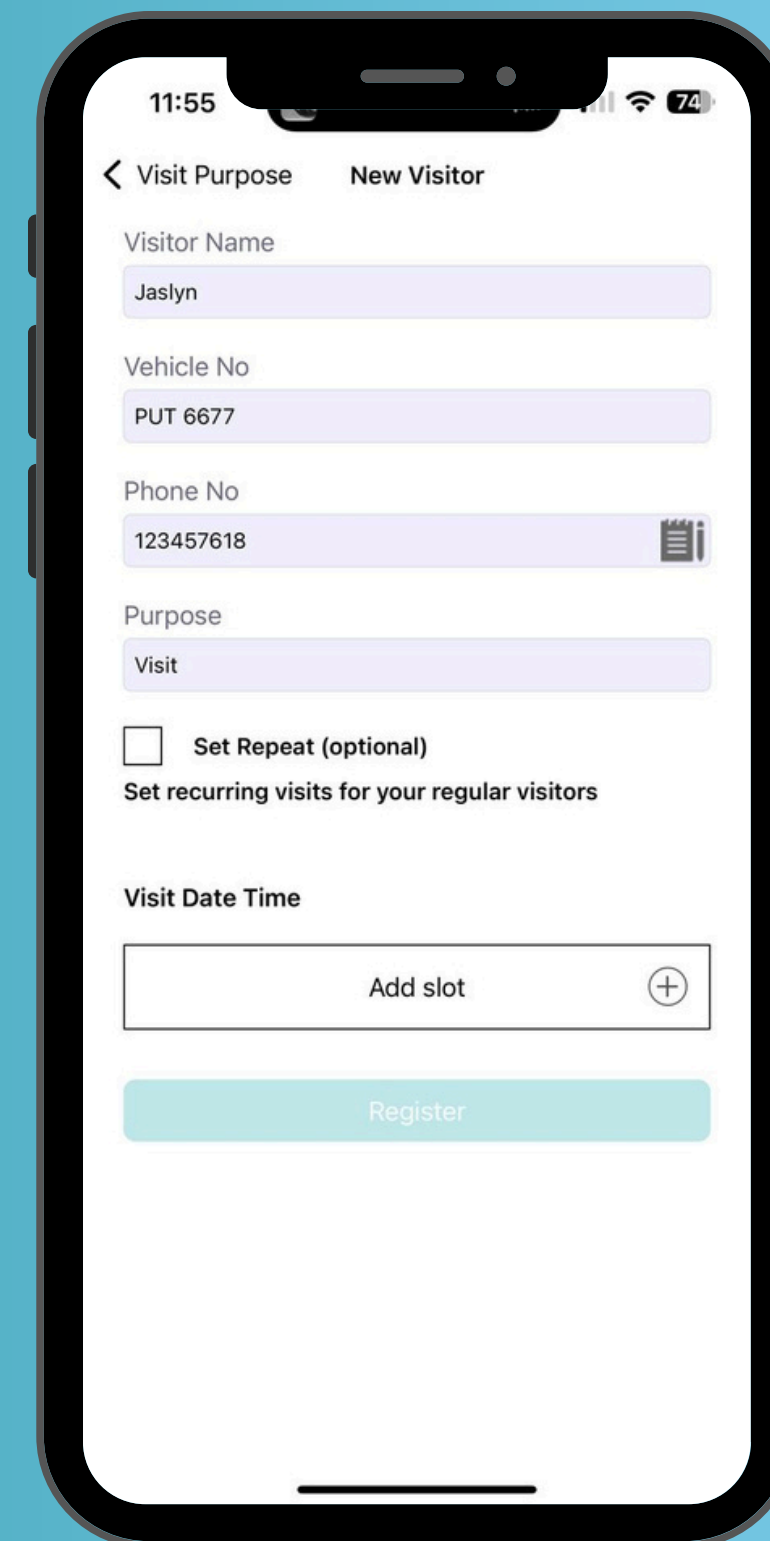
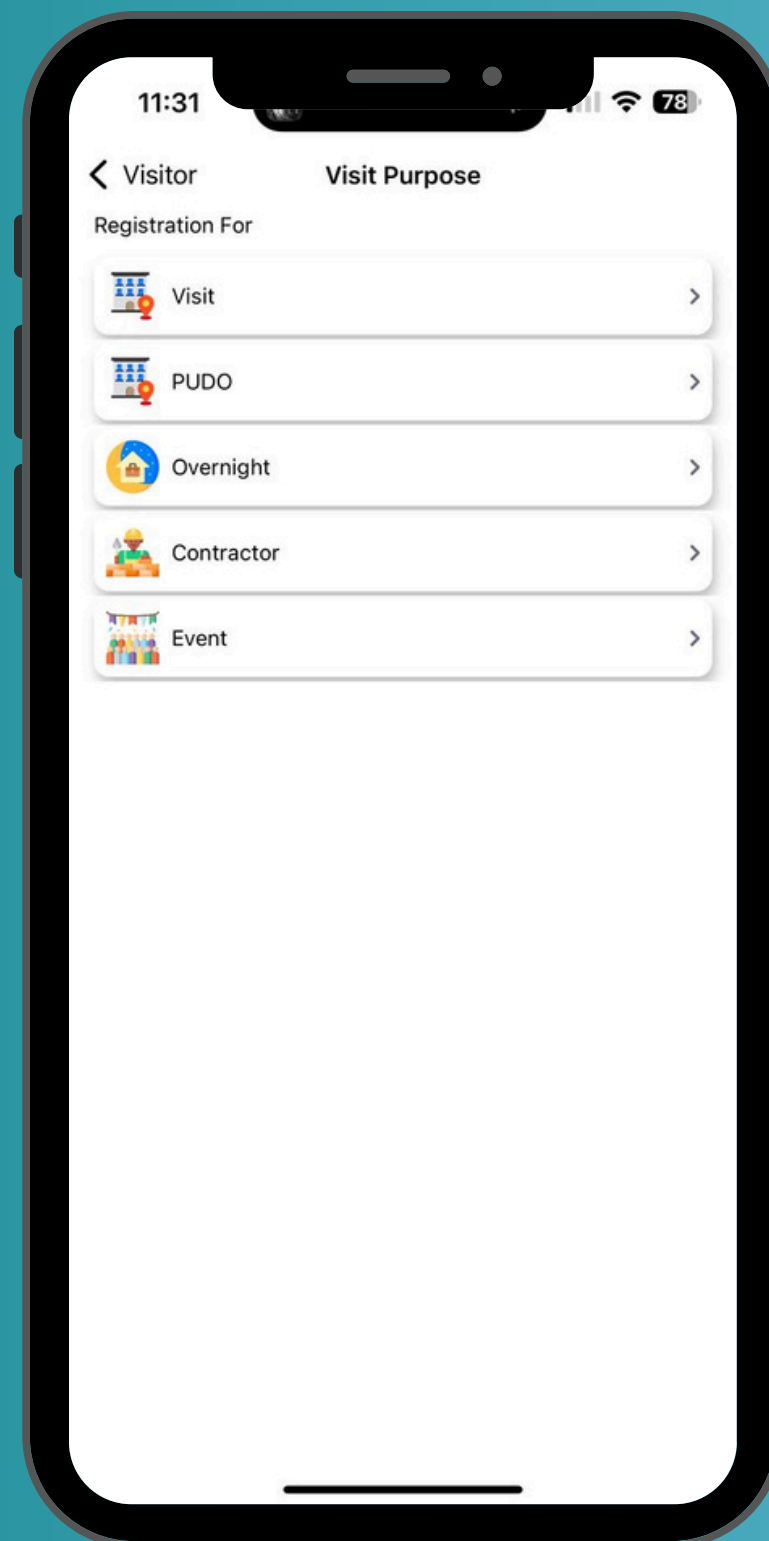
Click "Visitors"  
点击“访客”

2

### Step 2

Click "Register"  
点击“注册”





### Step 3

Select the Visit Purpose  
选择拜访类型组别



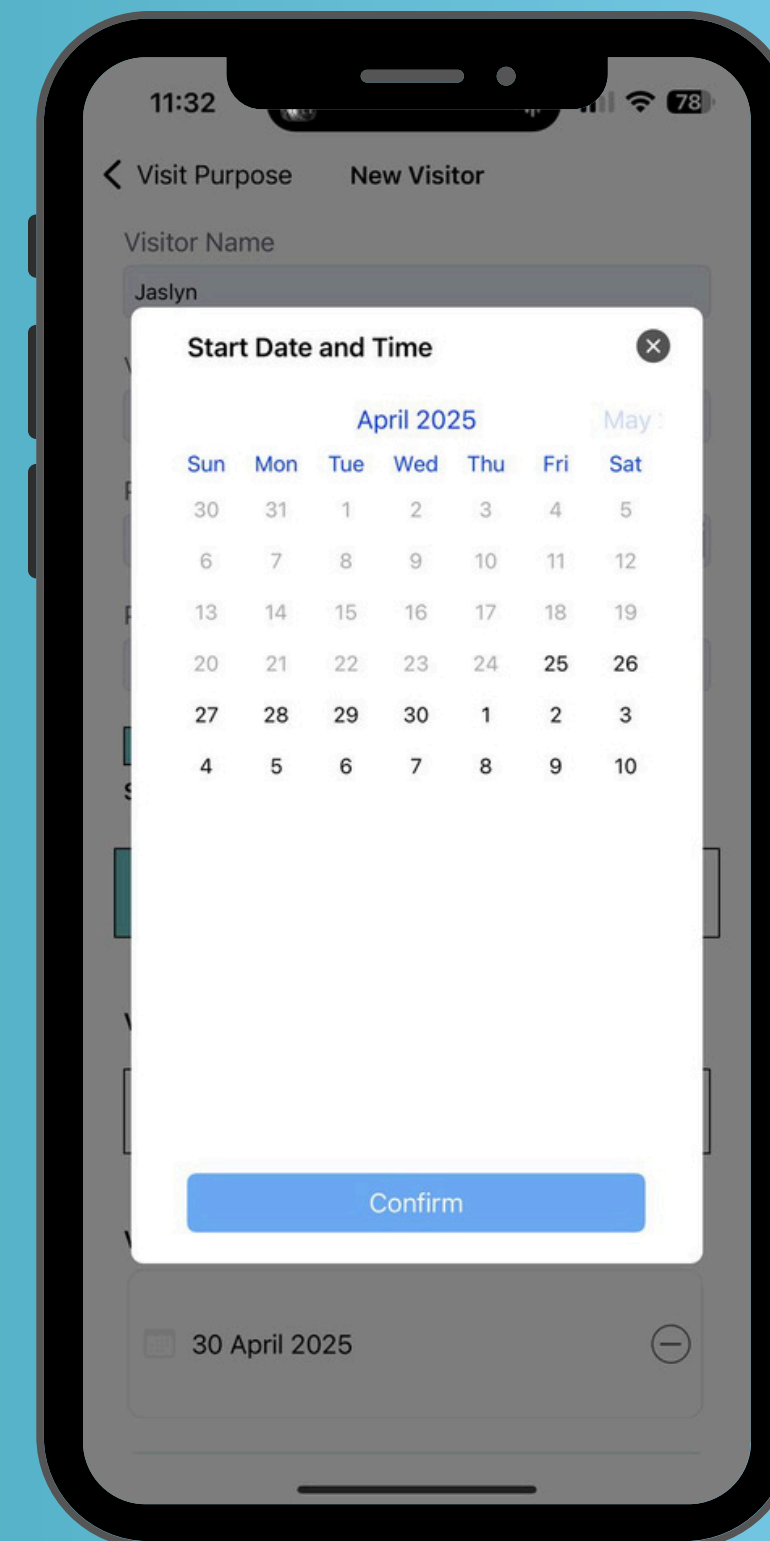
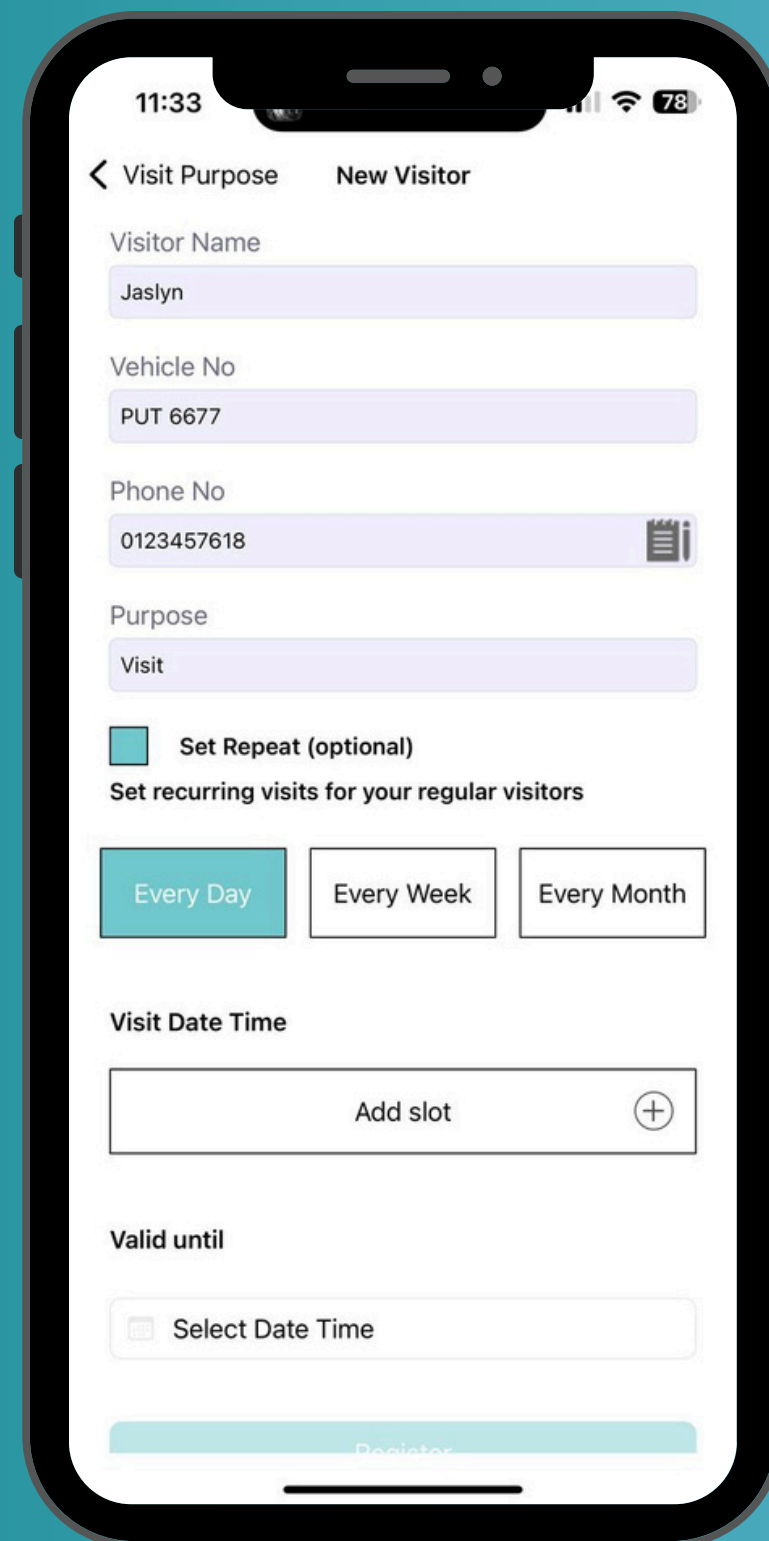
### Step 4

Key in the visitor details  
输入访客资料



### Step 5

Tick "Set Repeat (optional)"  
打勾于“重复（可选）”



6

## Step 6

Choose either 'Every Day', "Every Week" or "Every Month"  
依据重复拜访时间段类型，选择“每天”或“每个星期”或“每个月”

7

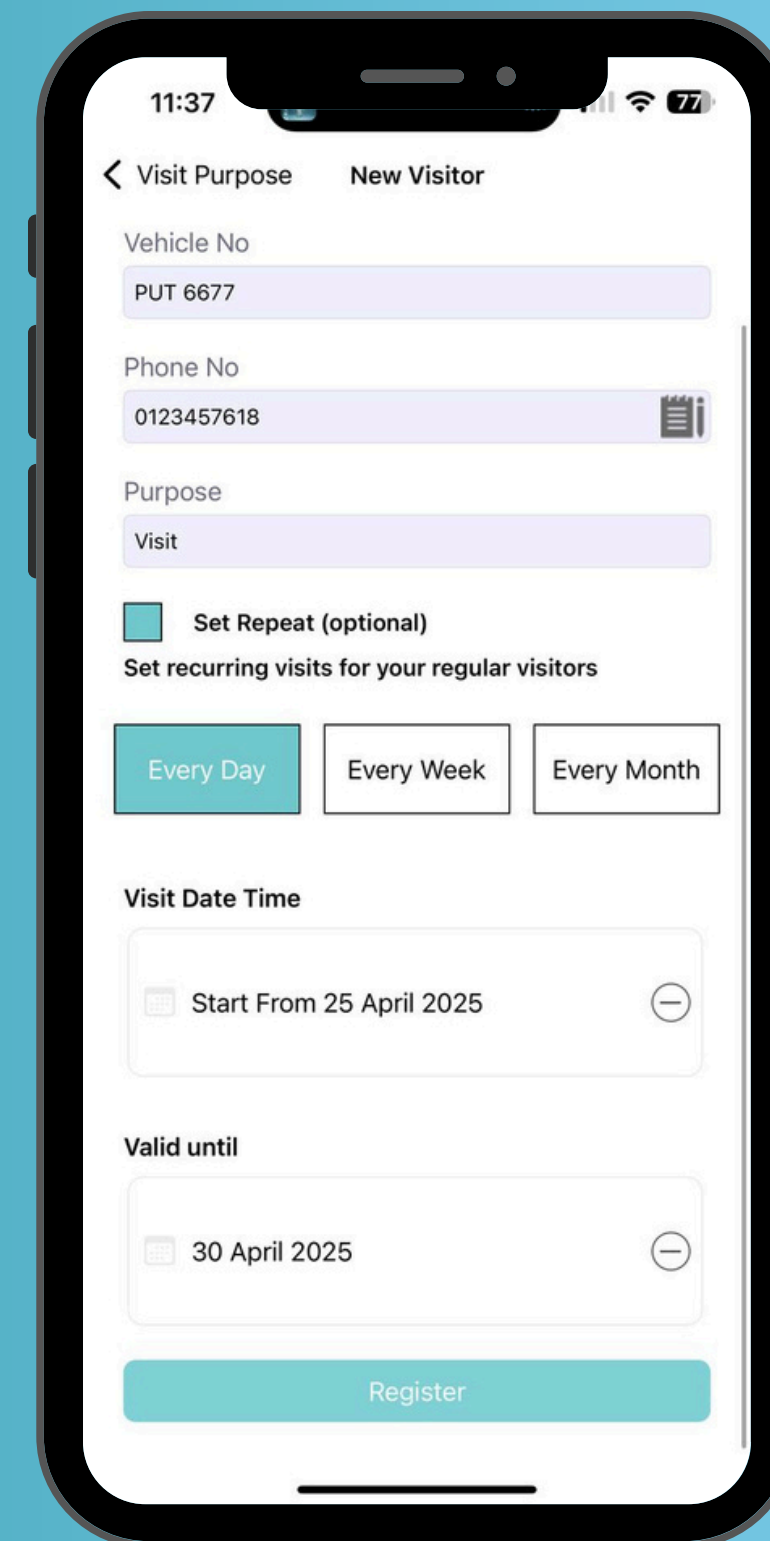
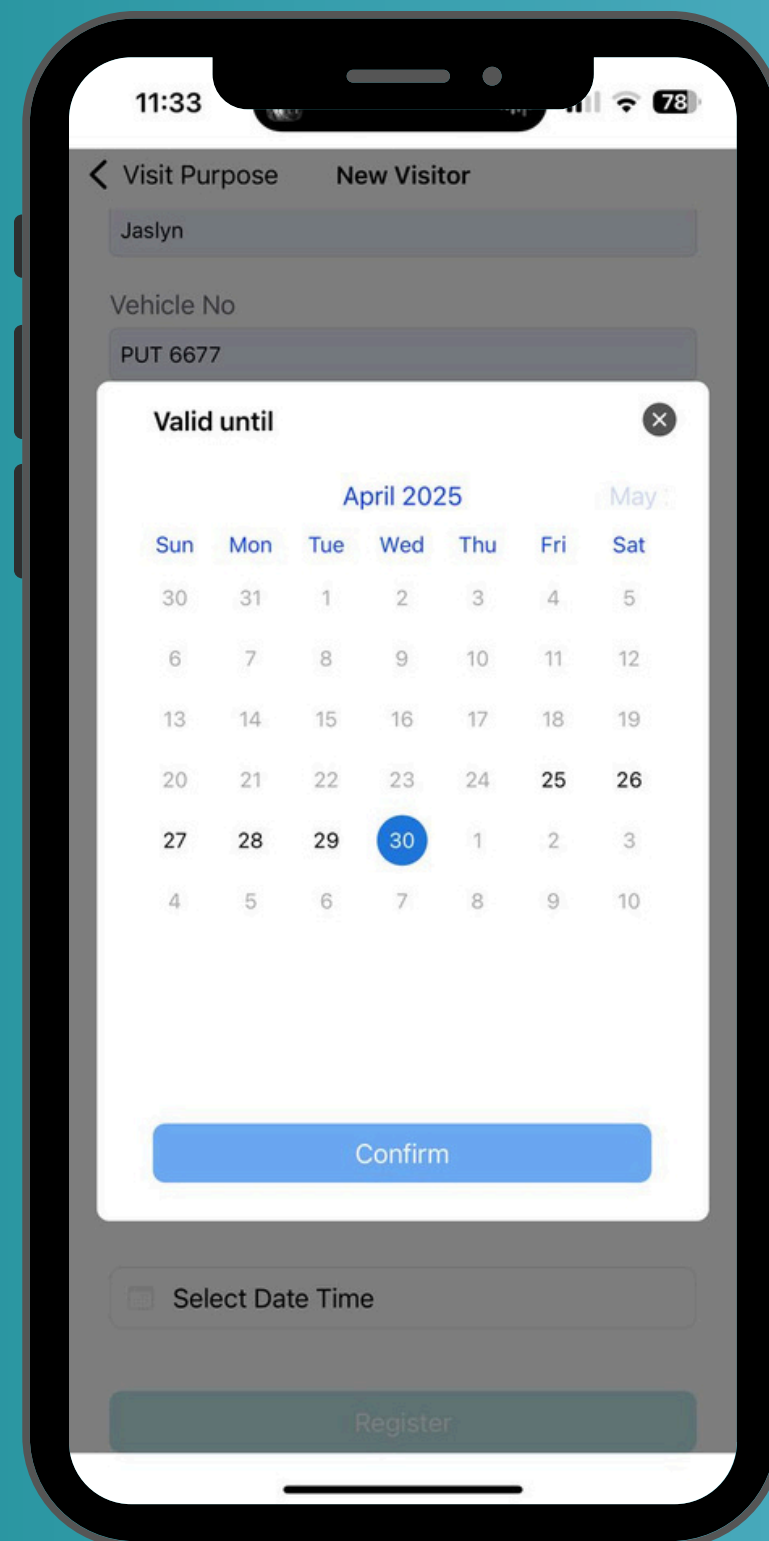
## Step 7

Click "Add Slot"  
点击“添加时间段”

8

## Step 8

Choose the Start Date Time under Visit Date Time, then click 'Confirm'  
请选择“访问日期时间”下的开始日期时间，然后点击“确认”



9

## Step 9

Click "Select Date Time" under Valid until  
有效期限区域点击“选择时间”

10

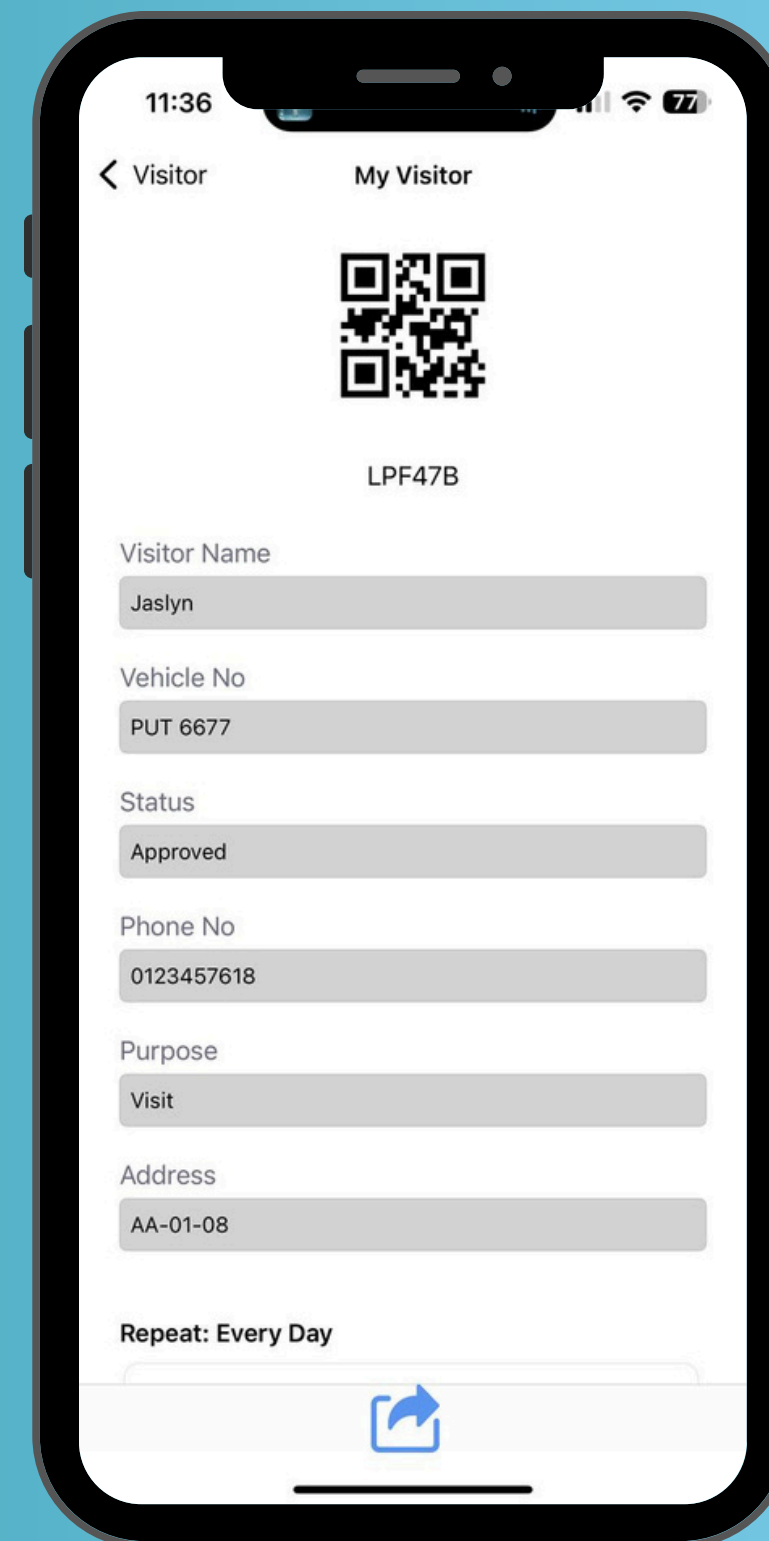
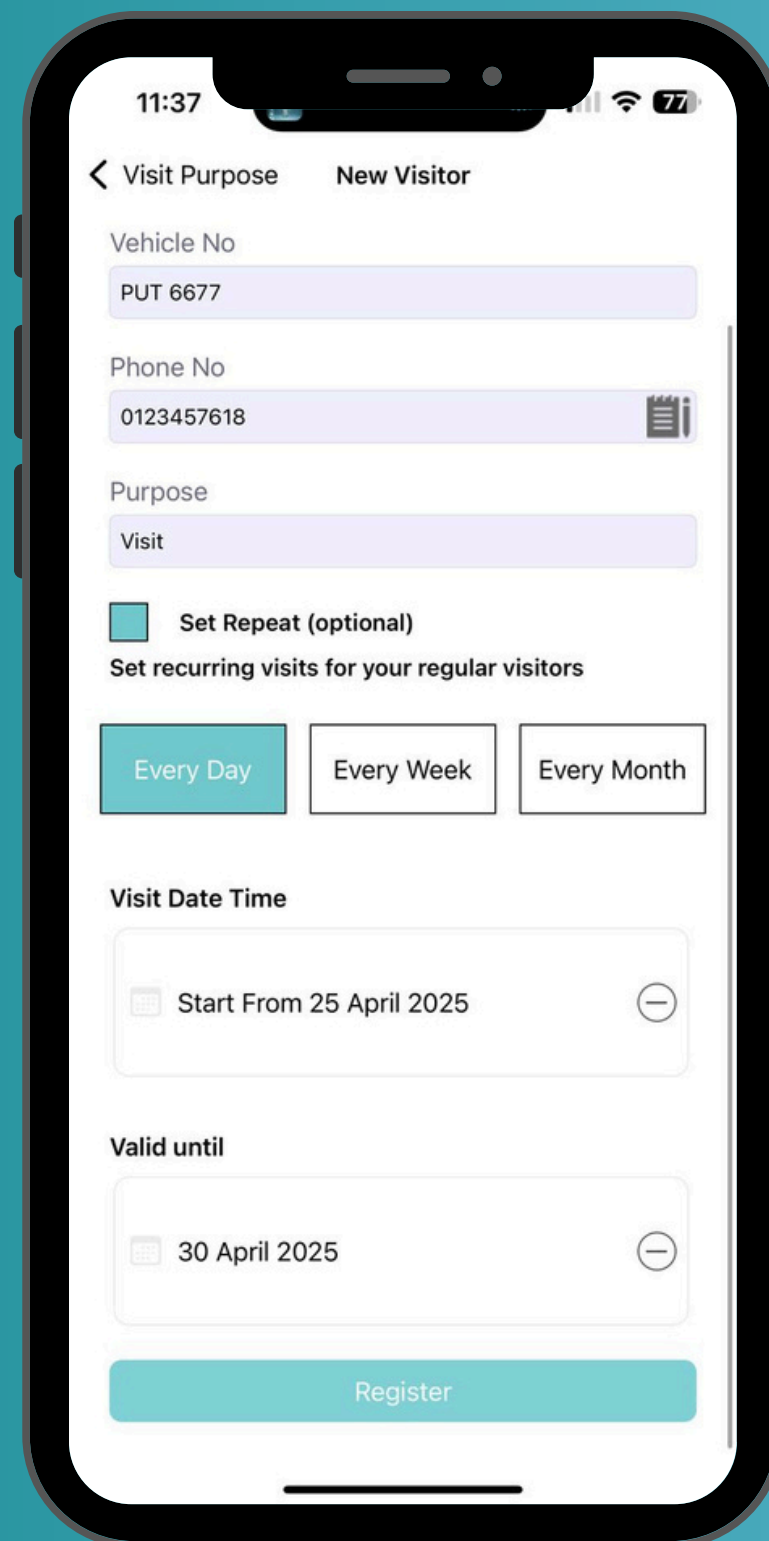
## Step 10

Select the End Date Time for the QR Pass validity  
选择扫描二维码有效期限结束时间

11

## Step 11

Click 'Confirm'  
点击“确认”



12

## Step 12

Click "Register"  
点击“注册”

13

## Step 13

Click the Share button to share the  
QR Code with your visitor  
点击“分享”以发送扫描二维码给访客

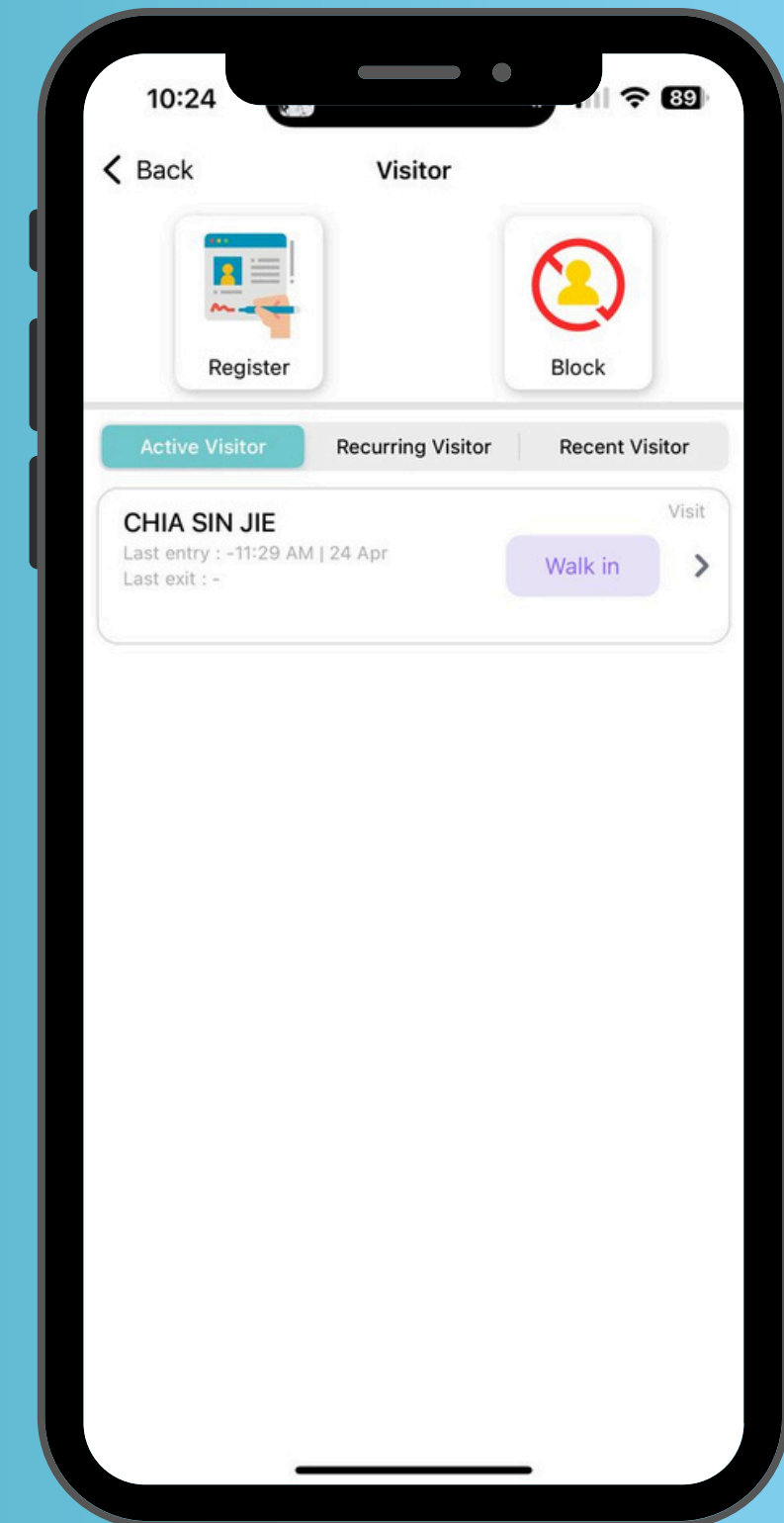
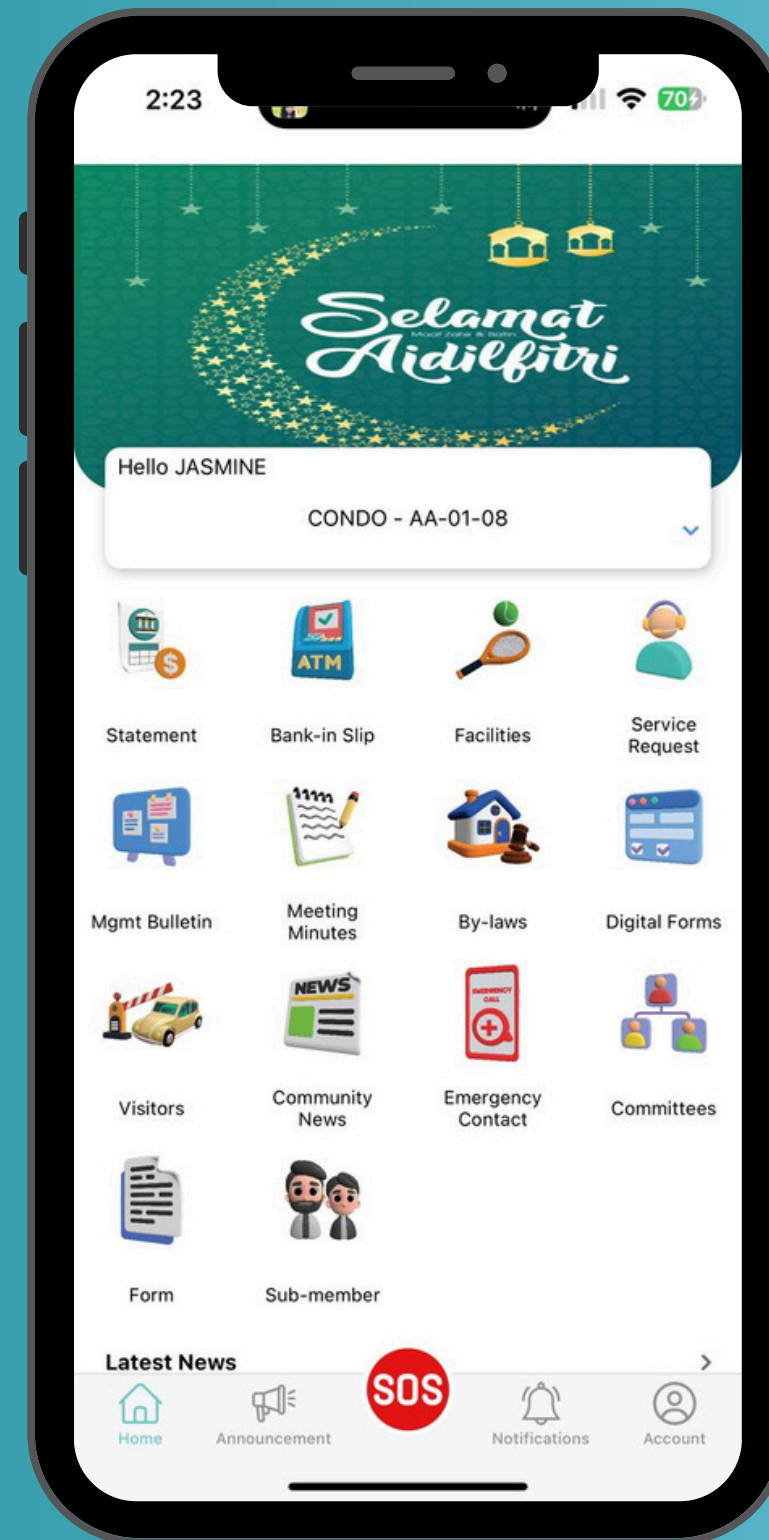
14

Your recurring visitor can re-use this  
QR Pass until the end of the validity  
date  
您的固定访客可以重复使用这个扫描二维  
码直到有效期限



# To Register Visitor Category that need approval

## 登记需要审批的访客类别



1

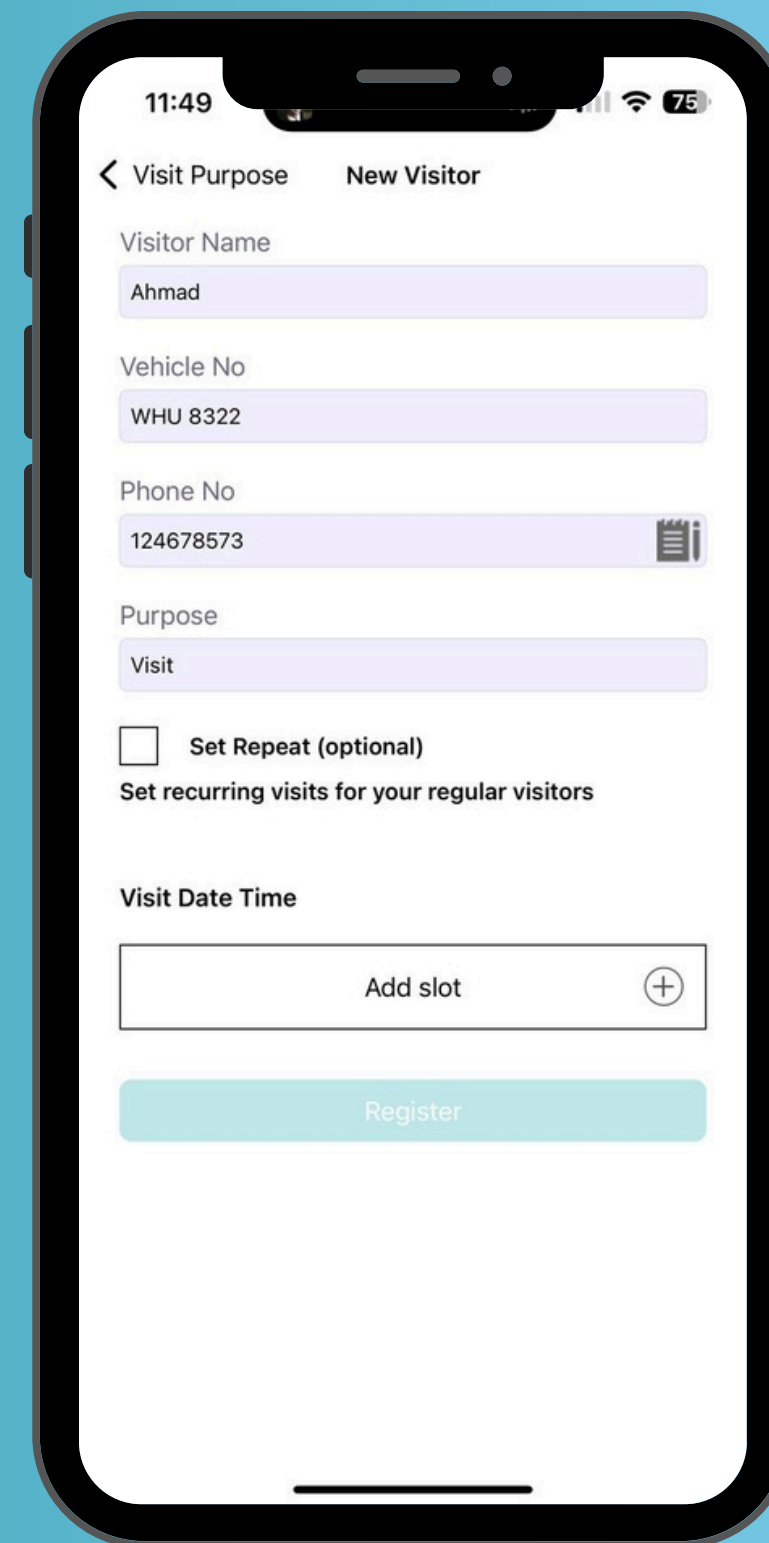
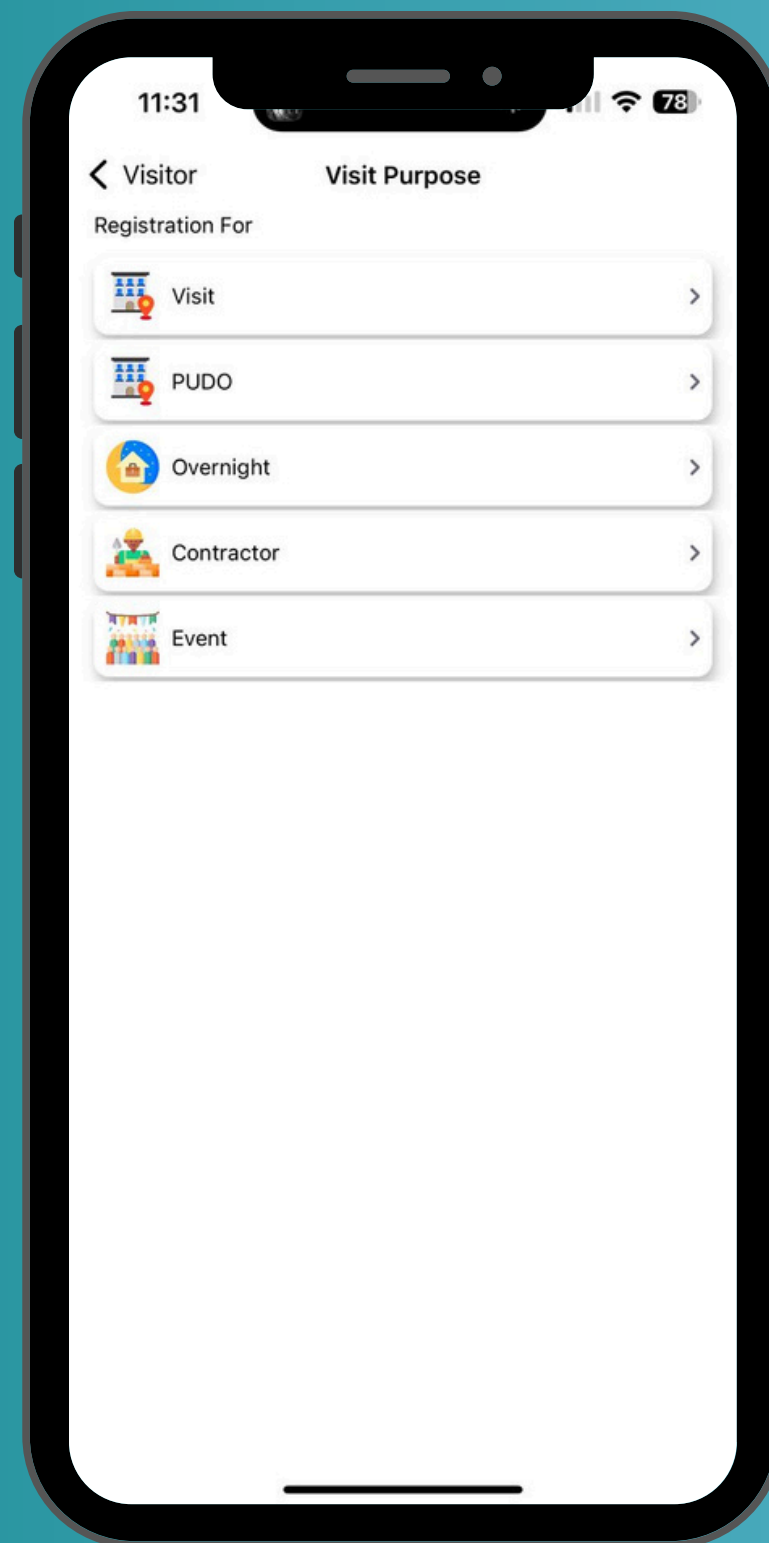
### Step 1

Click "Visitors"  
点击“访客”

2

### Step 2

Click "Register"  
点击“注册”



### Step 3

Select the Visit Purpose  
选择拜访类型组别



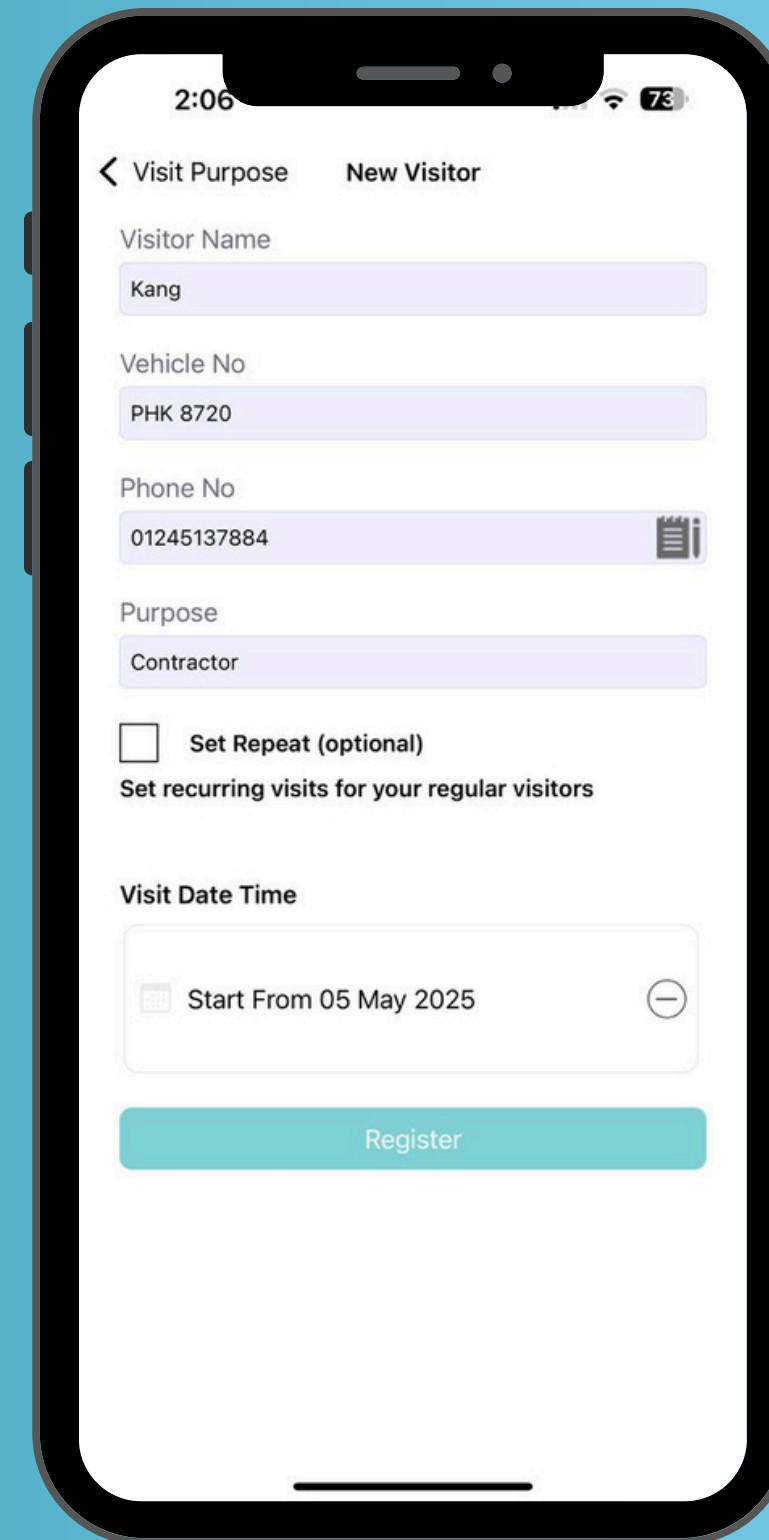
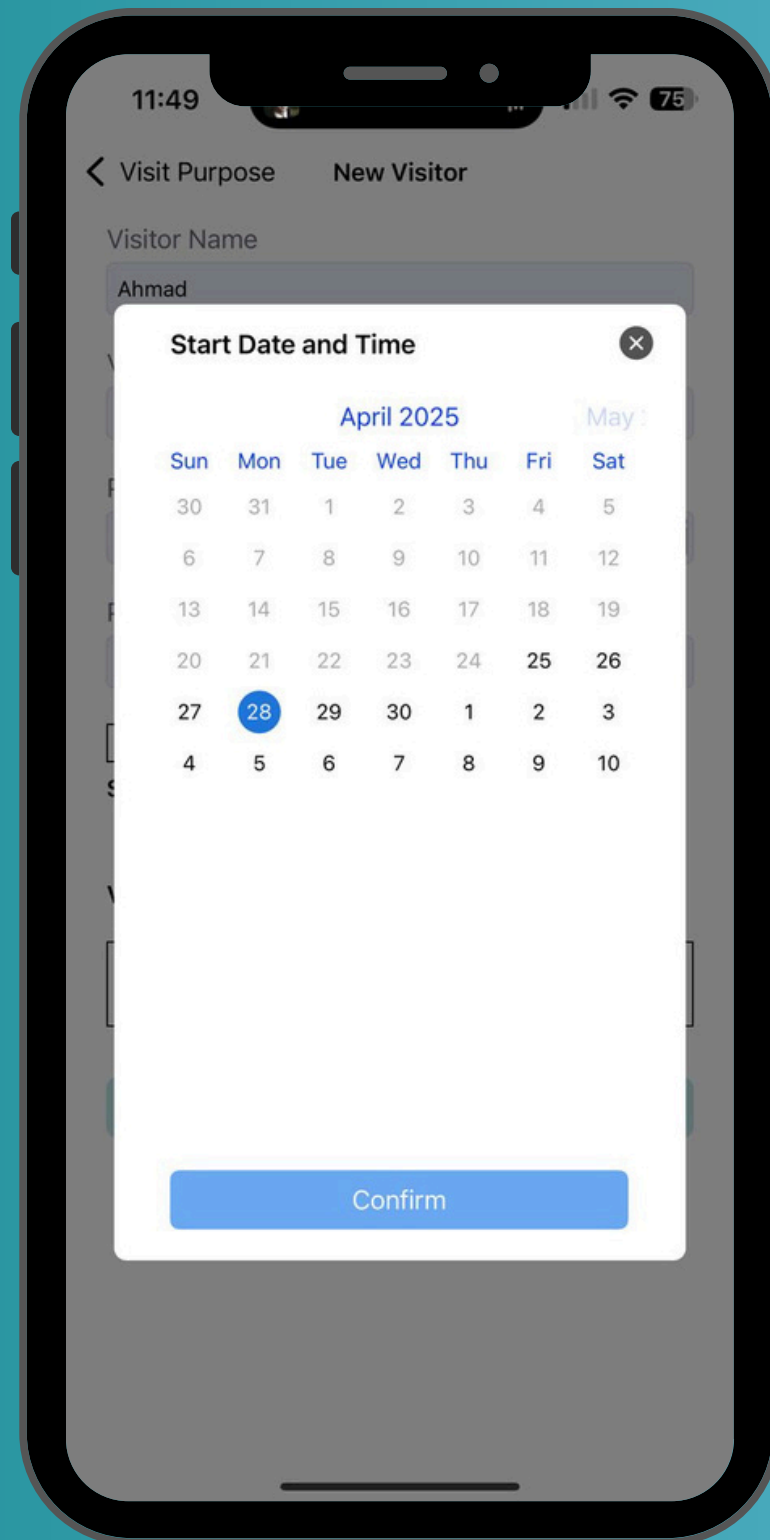
### Step 4

Key in the visitor details  
输入访客资料



### Step 5

Click "Add Slot"  
点击“添加时间”



6

## Step 6

Select the Start Date and Time  
选择拜访开始日期和時間

7

## Step 7

Click "Confirm"  
点击“确认”

8

## Step 8

Click "Register"  
点击“注册”

2:05 73%

< Visit Purpose My Visitor

Visitor Name  
Kang

Vehicle No  
PHK 8720

Status  
Pending

Phone No  
0124546784

Purpose  
Contractor

Address  
AA-01-08

Visit Date Time  
05 May 2025

Proceed

Please proceed to complete your digital form submission.

9

## Step 9

Click "Proceed" to complete digital form submission  
点击“继续”以完成电子表格提交

2:05 73%

< My Visitor Digital Forms

CAR PARK FORM

Owner Name\*  
Jasmine

EMAIL\*  
abc@gmail.com

Telephone number  
60124546347

Date and Time  
04-05-2025

Agree or Disagree  
Agree

Submit

10

## Step 10

Fill in the "Digital Form"  
填写“电子表格”



2:05 73%

< My Visitor Digital Forms

CAR PARK FORM

Owner Name\*

Jasmine

EMAIL\*

abc@gmail.com

Telephone number

60124546347

Date and Time

04-05-2025

Agree or Disagree

Agree

Submit

11

## Step 11

Click "Submit"  
点击“提交”选项

2:05 73%

< My Visitor Digital Forms

CAR PARK FORM

Owner Name\*

Jasmine

EMAIL\*

abc@gmail.com

Telephone number

60124546347

Date and Time

04-05-2025

Agree or Disagree

Agree

Submit

**Successful**  
The Digital Form has been submitted. The Management Office will contact you once the Form has been processed. 10000125-TDP2AVPR  
Ok

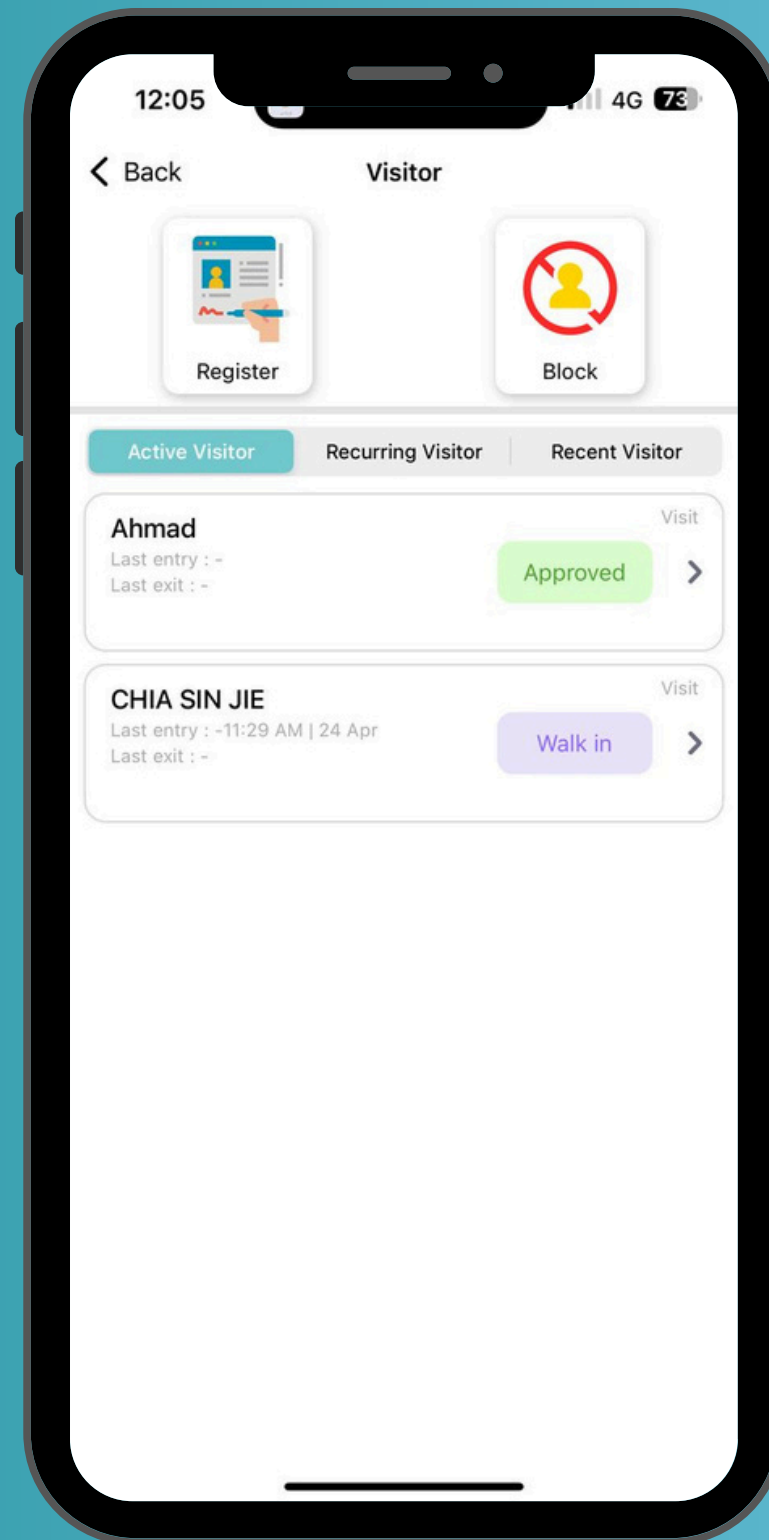
12

## Step 12

A submission success message will pop-up. Click "OK"  
提交成功后会弹出窗口。请点击“确定”

# To View Status of Active Visitor

## 查看访客状态信息



1

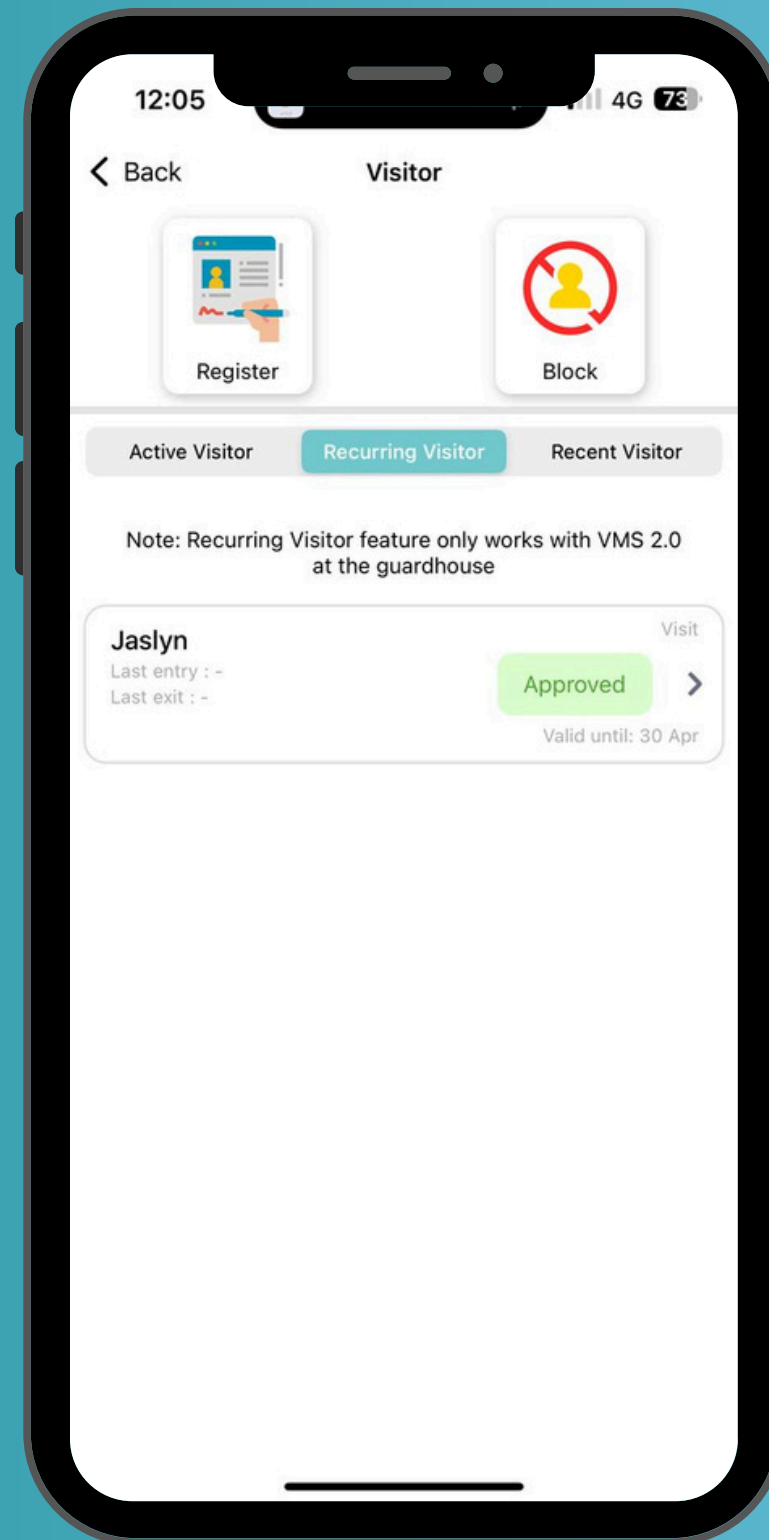
### Step 1

Press "Active Visitor" and view the status

点击“活跃访客”并查看状态

# To View Status of Recurring Visitor

## 查看访客状态信息



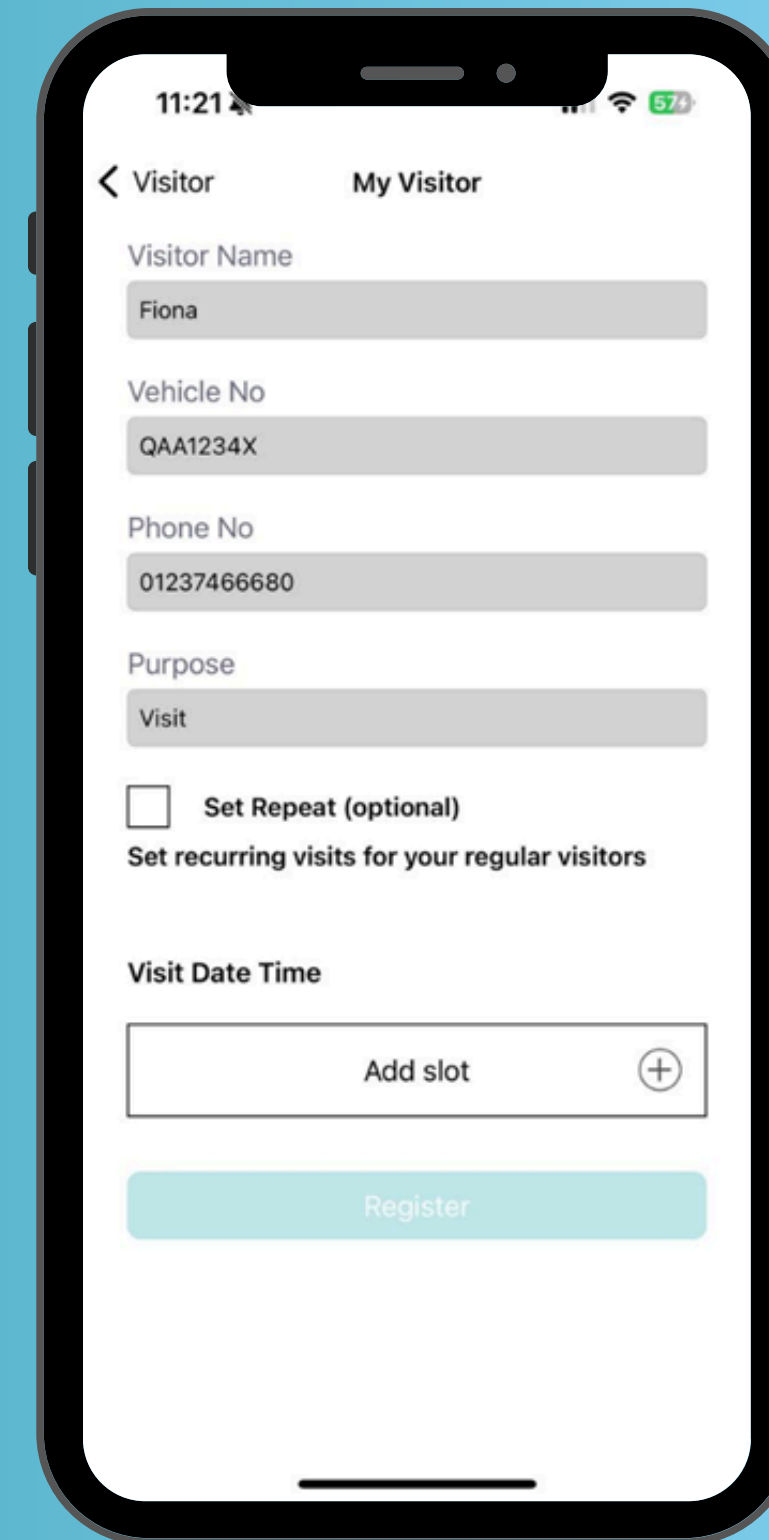
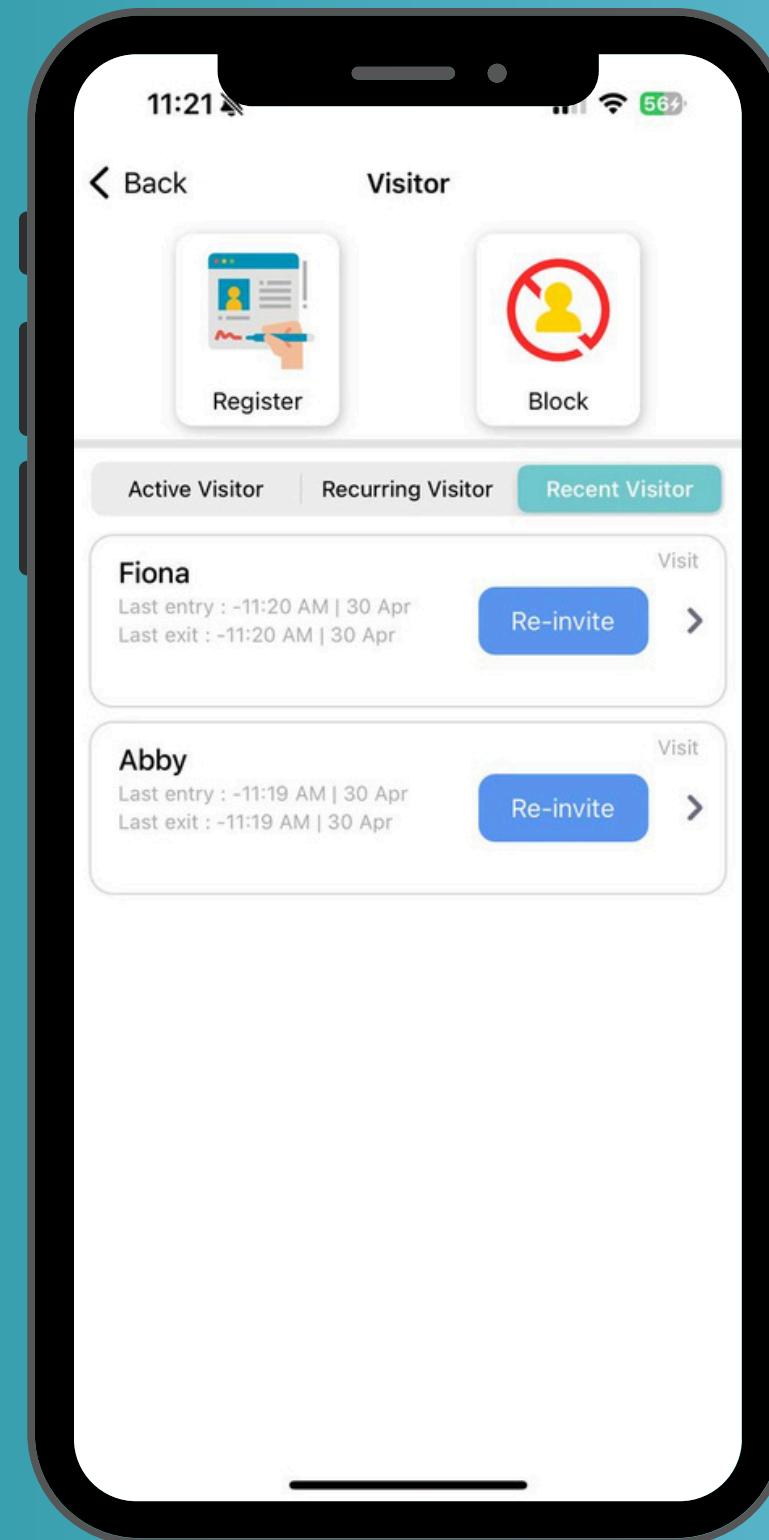
1

### Step 1

Press "Recurring Visitor" and view the status

点击“重复访客”并查看状态

## To Re-Invite Visitor 重新邀请访客



1

### Step 1

Click "Recent Visitor"  
点击“最近的访客”

2

### Step 2

Select your visitor and click "Re-  
invite" to proceed with registration  
选择您的访客并单击“重新邀请”以继续注  
册

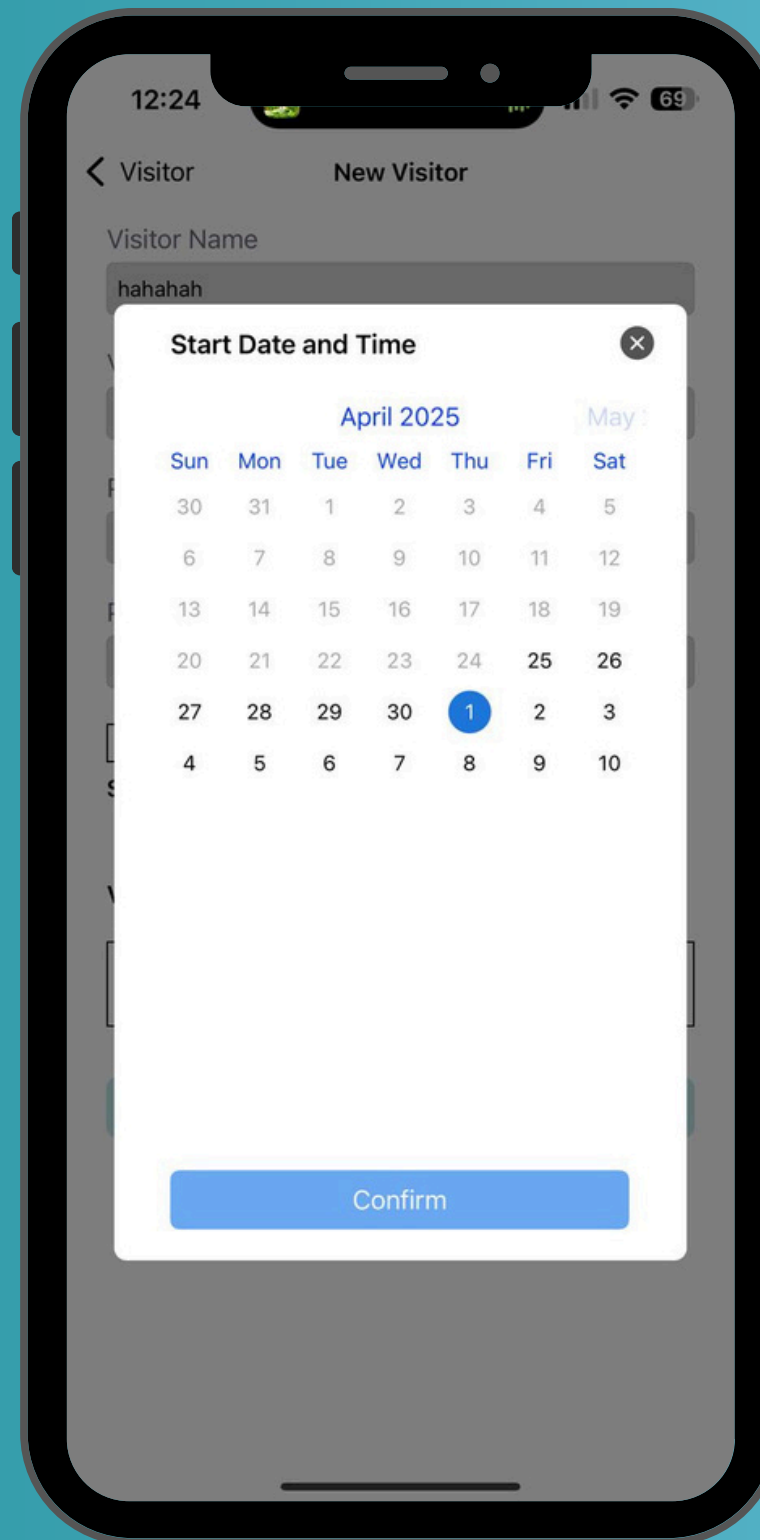
3

### Step 3

Click "Add slot" to amend the Visit  
Date Time  
修改拜访开始日期时间和结束日期时间



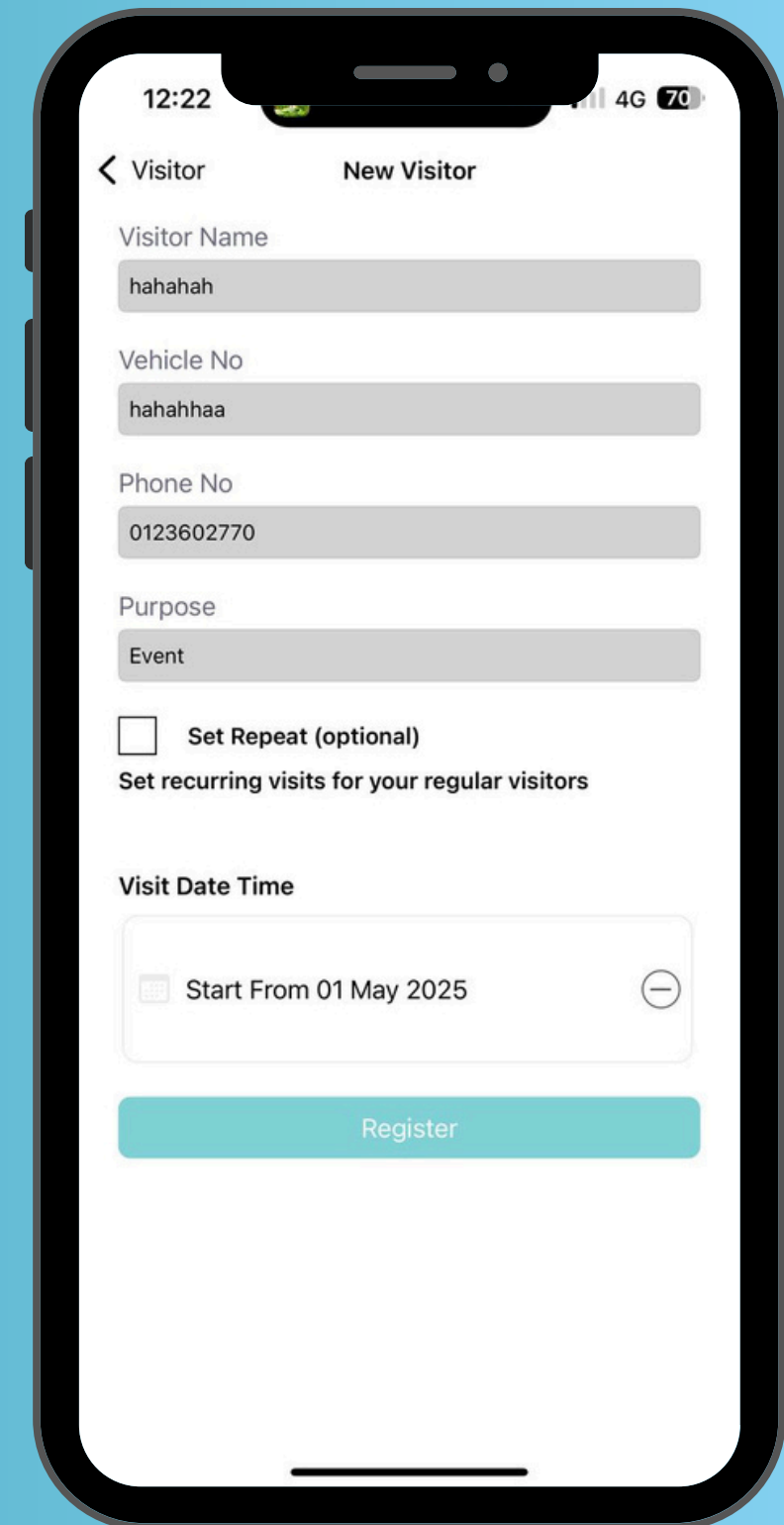
## To Re-Invite Visitor 重新邀请访客



4

### Step 4

Amend the Start Date and Time,  
then click "Confirm"  
点击“确认”以注册访客

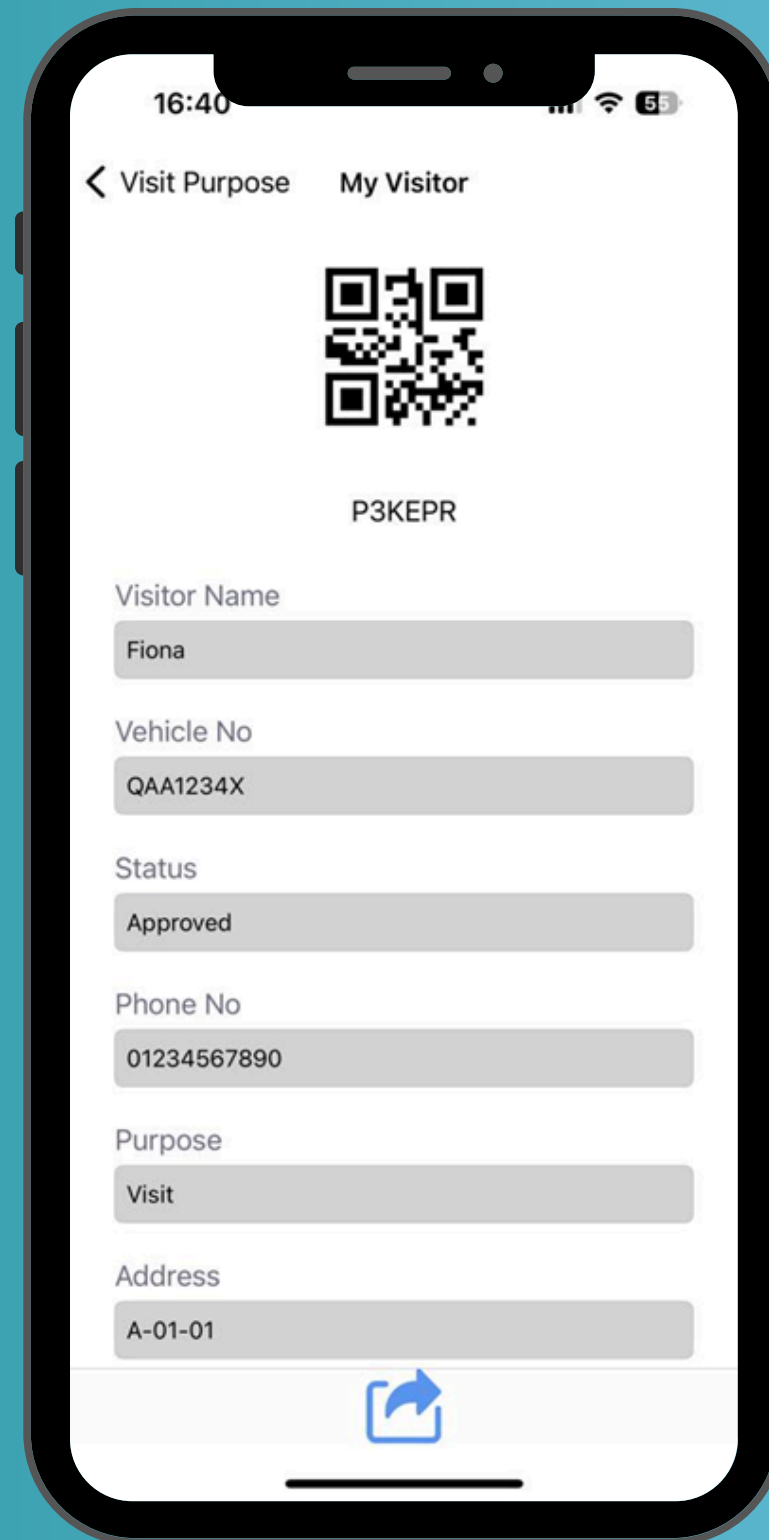


5

### Step 5

Click "Register" to re-invite your  
visitor  
点击“注册”并将扫描二维码分享给您的访  
客

## To Re-Invite Visitor 重新邀请访客



6

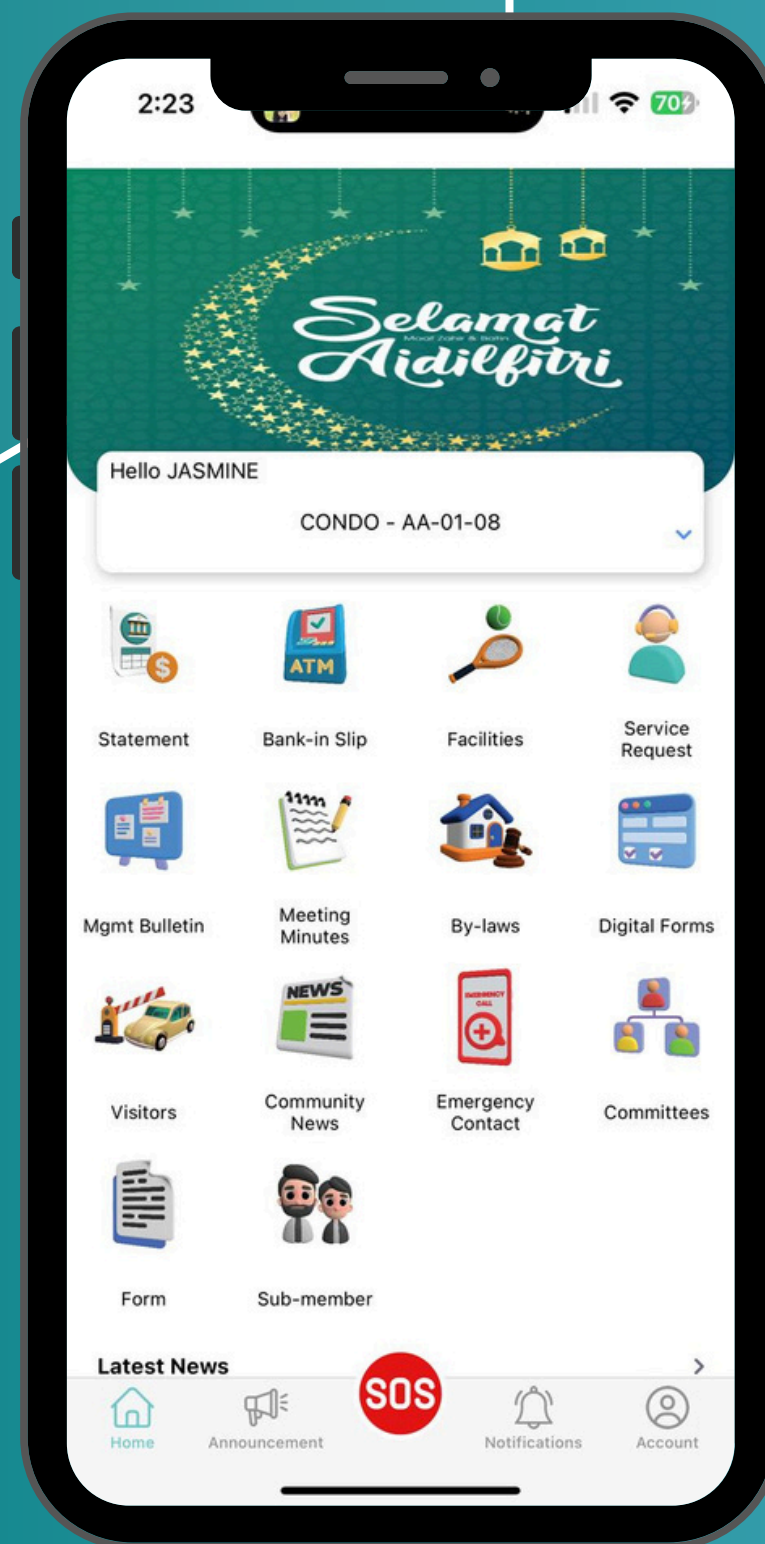
### Step 6

Press the share button to share the QR Code to your visitor  
点击“分享箭头”以选择分享扫描二维码给访客的管道

# Community News 公告

In this module, Residents can view the latest and updated notices or announcement published by Management team  
居民可以查看管理员发布的最新的通知或公告

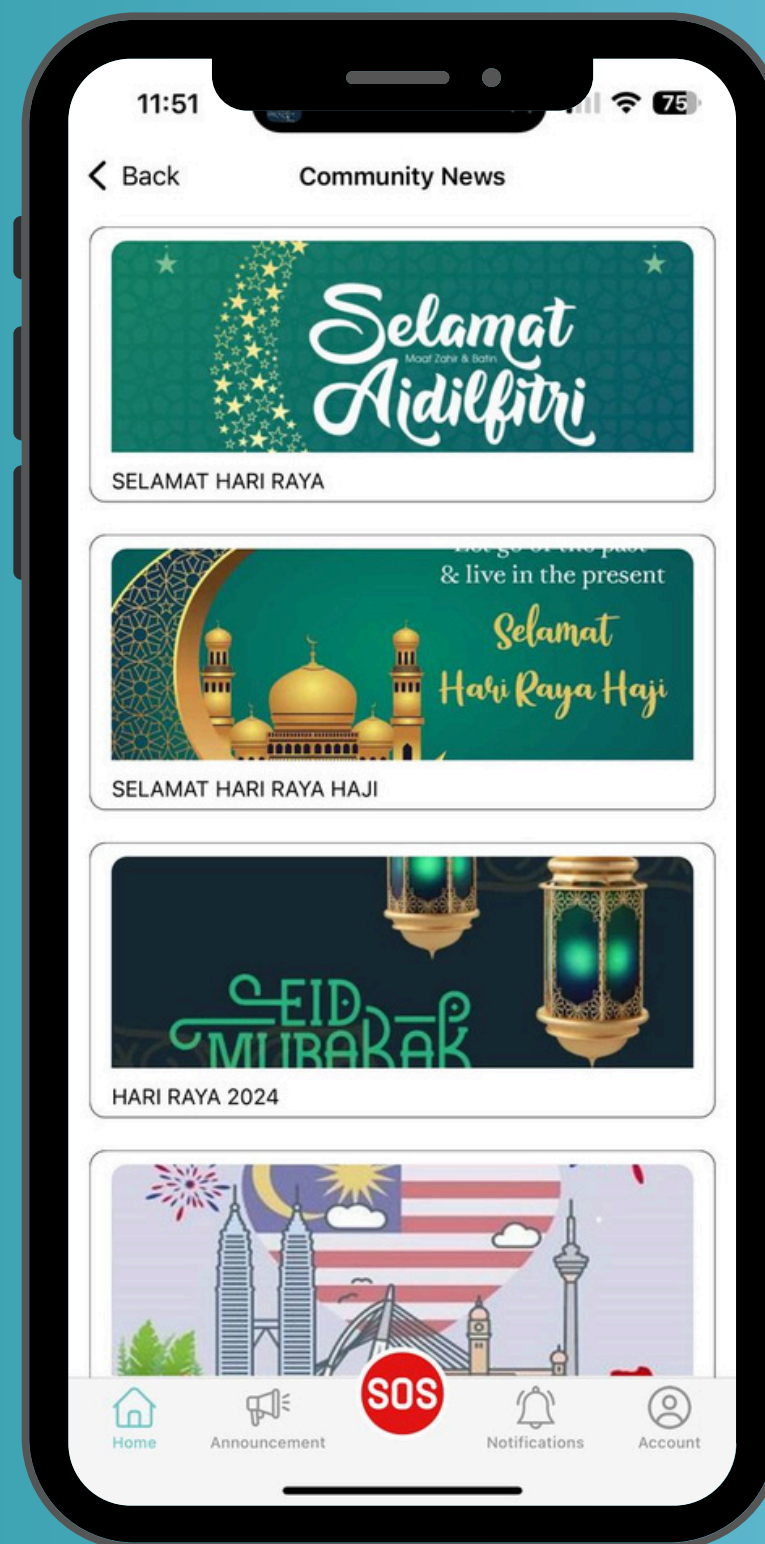
\*NOTICES ARE IN IMAGE AND WORDING  
FORMAT  
图片和文字格式的公告



1

## Step 1

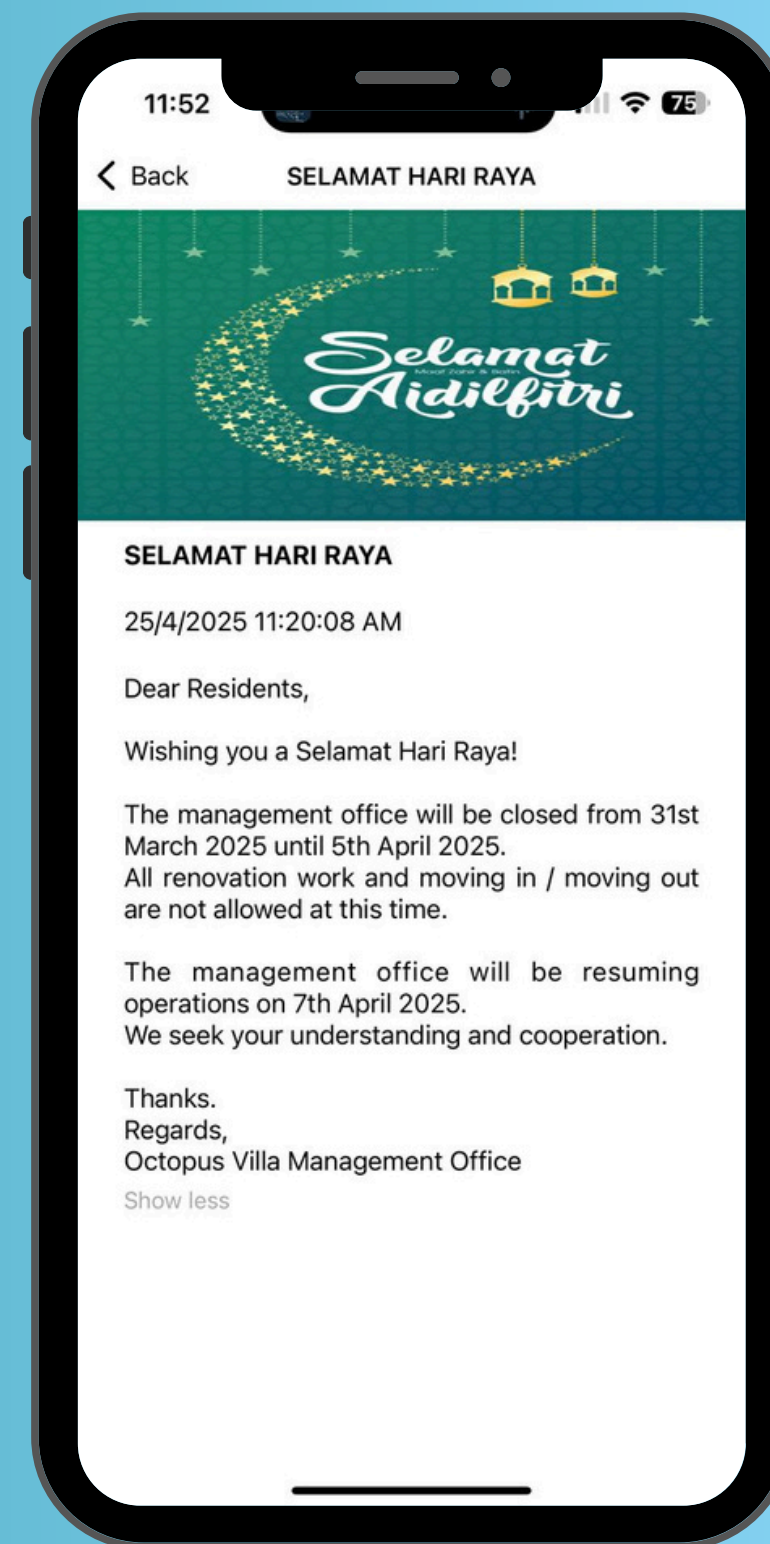
Click "Community News" to view the list of announcements  
点击“公告”查看公告列表



2

## Step 2

Select the "Community News" of your choice to view in detail  
选择您喜欢的“社区新闻”并查看详细信息



3

## Step 3

Enjoy the details of Community News  
欣赏社区新闻的详情

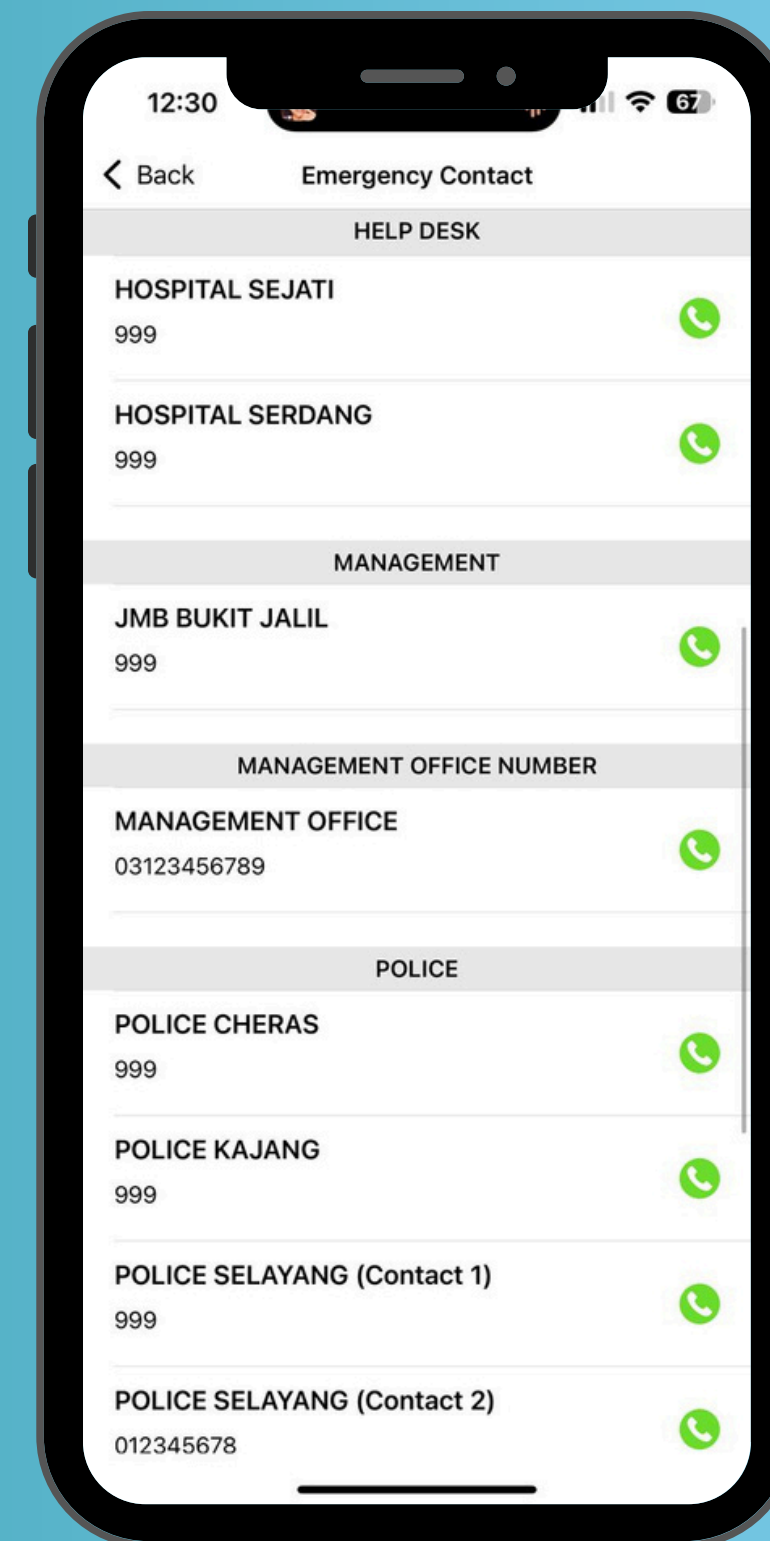
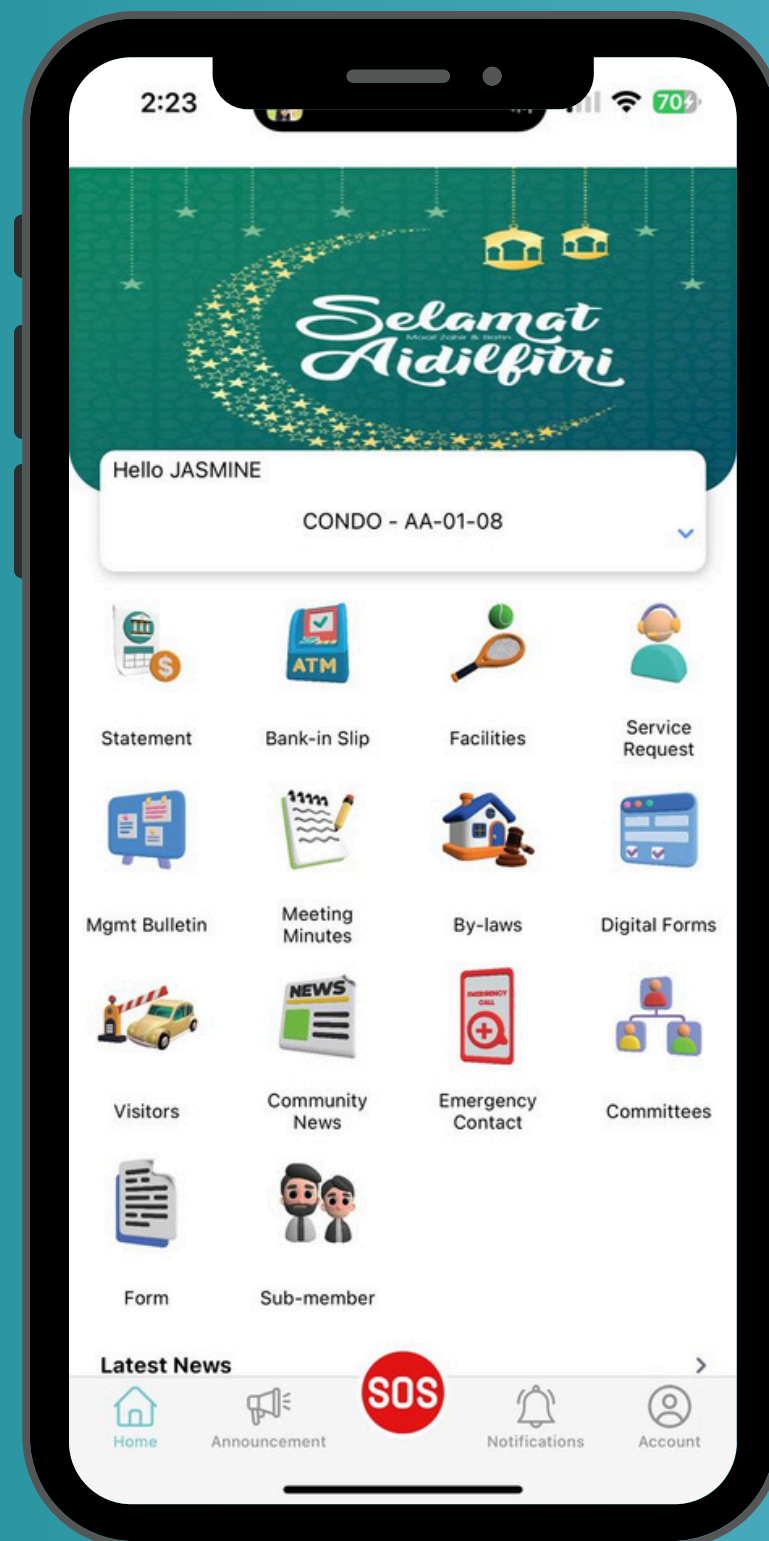


# EMERGENCY CONTACT

## 紧急联系人

Emergency contact numbers (i.e. Guard house, nearby Police Station and etc.) is set up for Residents' reference and easy contact.

设立紧急联络号码（即警卫室、附近警署等），方便居民参考及联络。



1

## Step 1

Click "Emergency Contact"  
点击“紧急联络人”

2

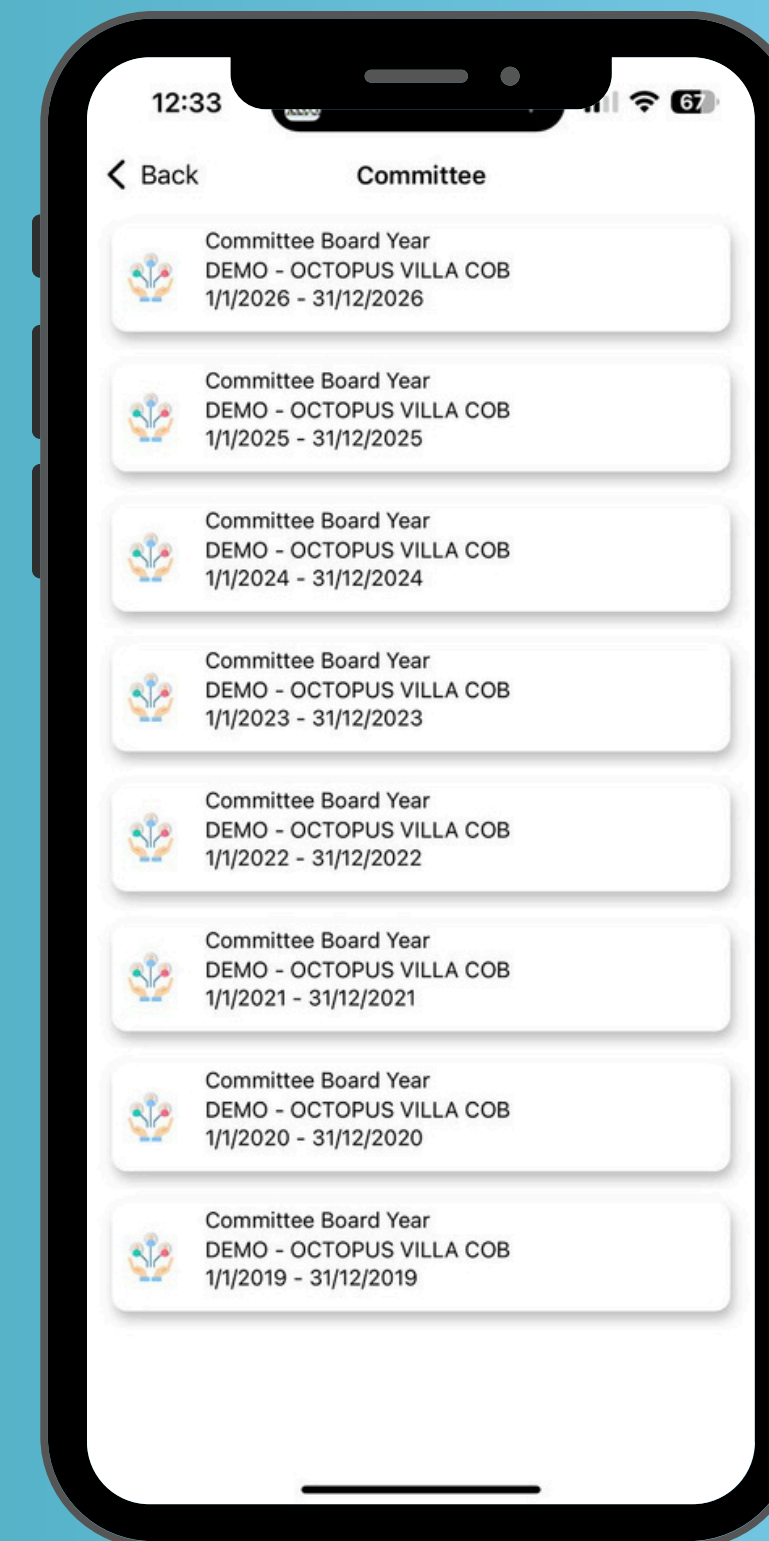
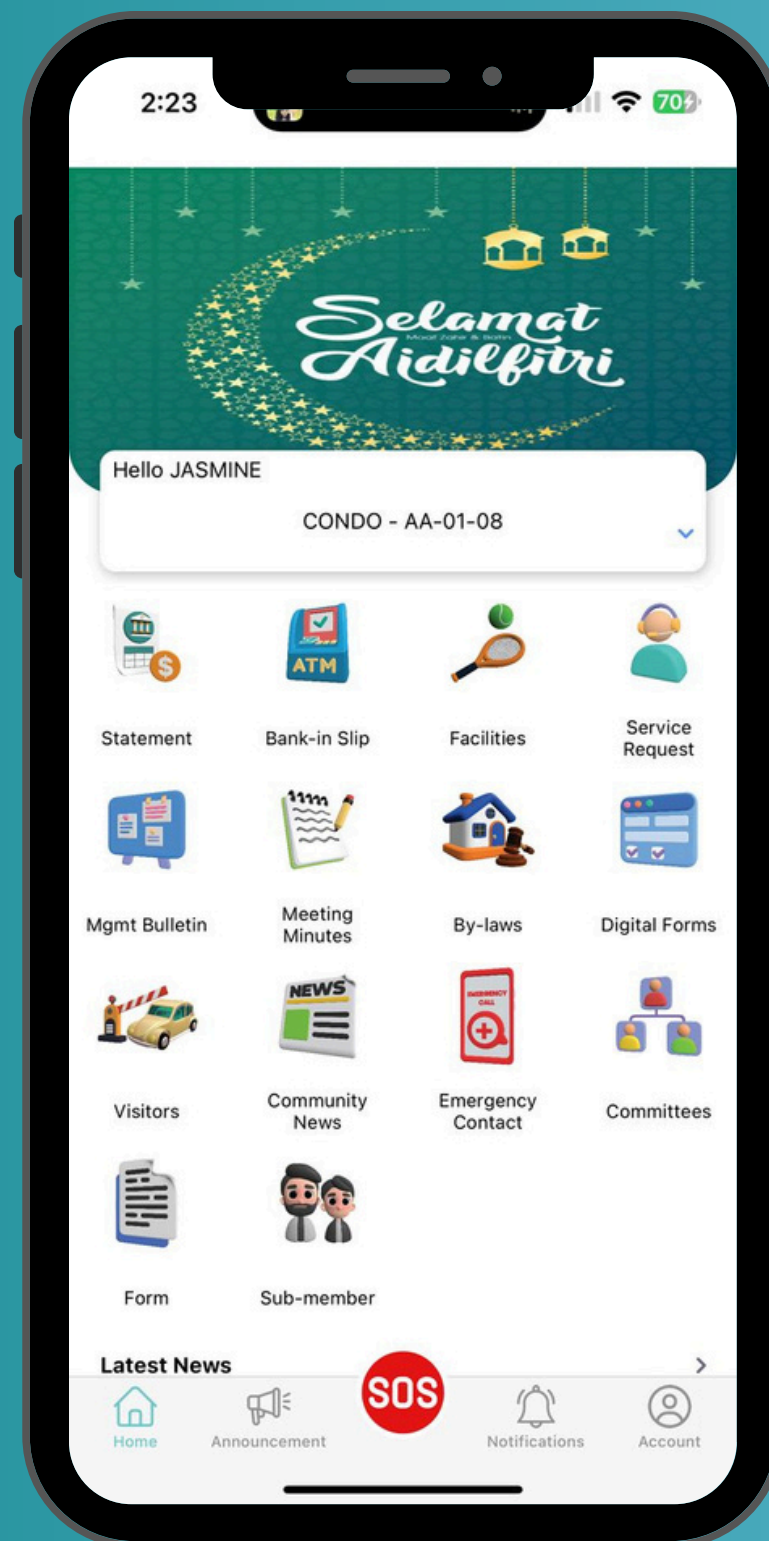
## Step 2

Tap on the contact to make call  
点击联系人拨打电话

# COMMITTEES 居民委员会

An overview on profiles, roles & responsibilities of the Management Committee Members who take cares of your community.  
管理您社区的居民委员会成员的概况、角色和职责概览。

\*THE COMMITTEE BOARD YEAR DATA IS ONLY KEPT UP TO  
LATEST 6 YEARS. 委员会董事会年度数据仅保存至最近6年。



1

## Step 1

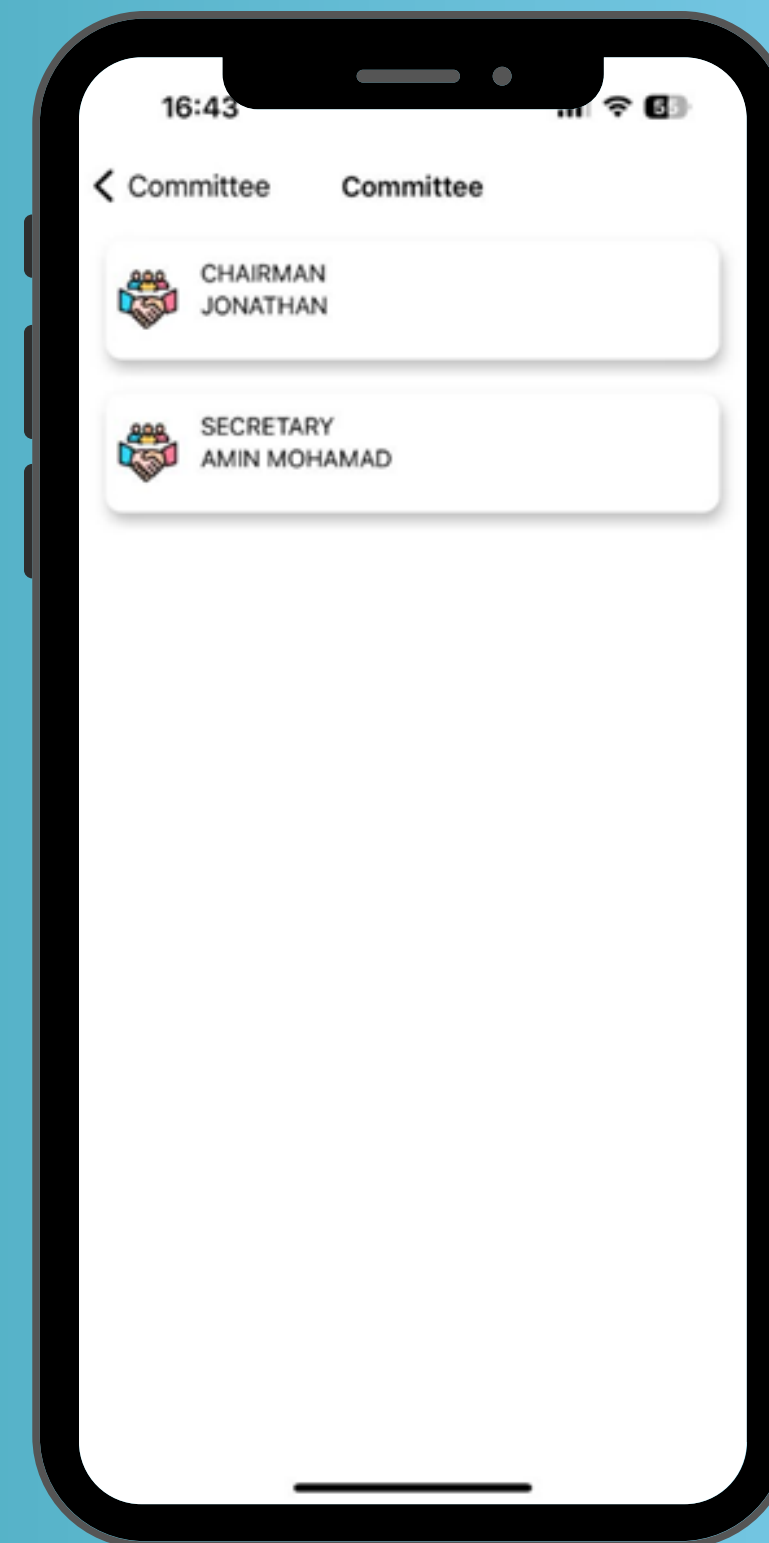
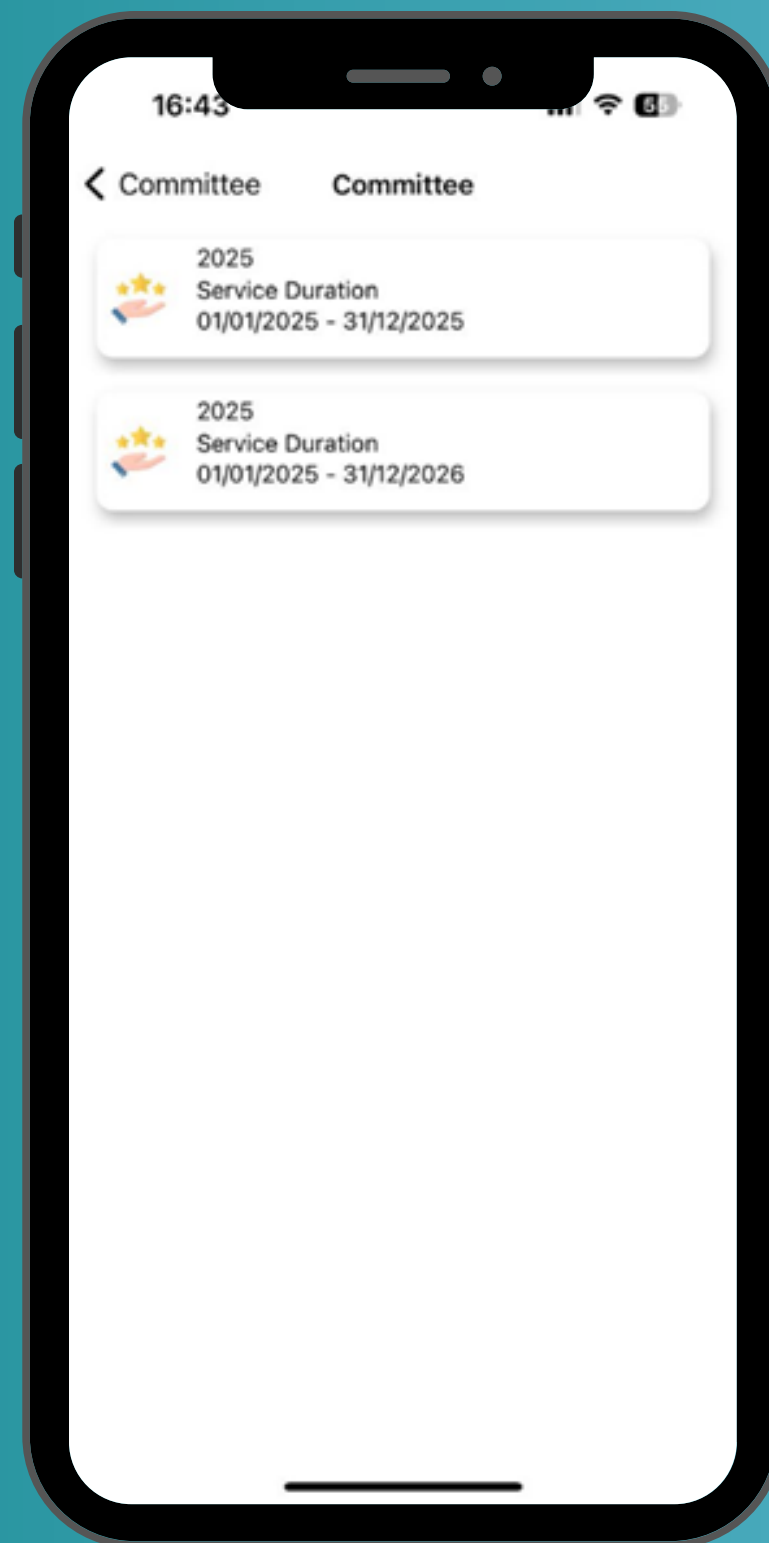
Click "Committee"  
点击“居民委员会”

2

## Step 2

Click the board year to view more  
details on the committee members  
点击董事会年份以查看有关委员会成员的  
更多详细信息





### Step 3

Select the "Committee Members" to know more

选择“委员会成员”以了解更多信息

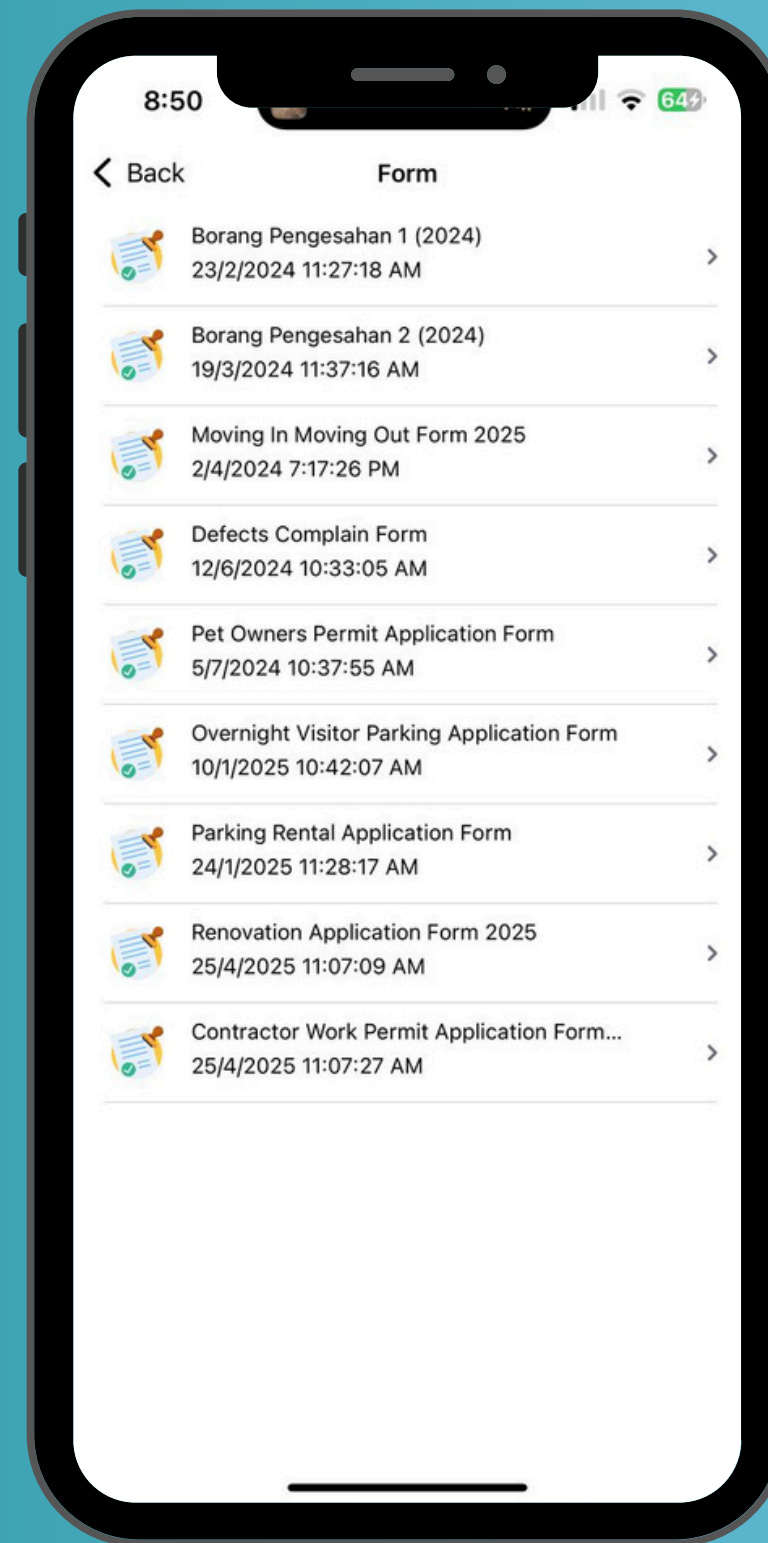
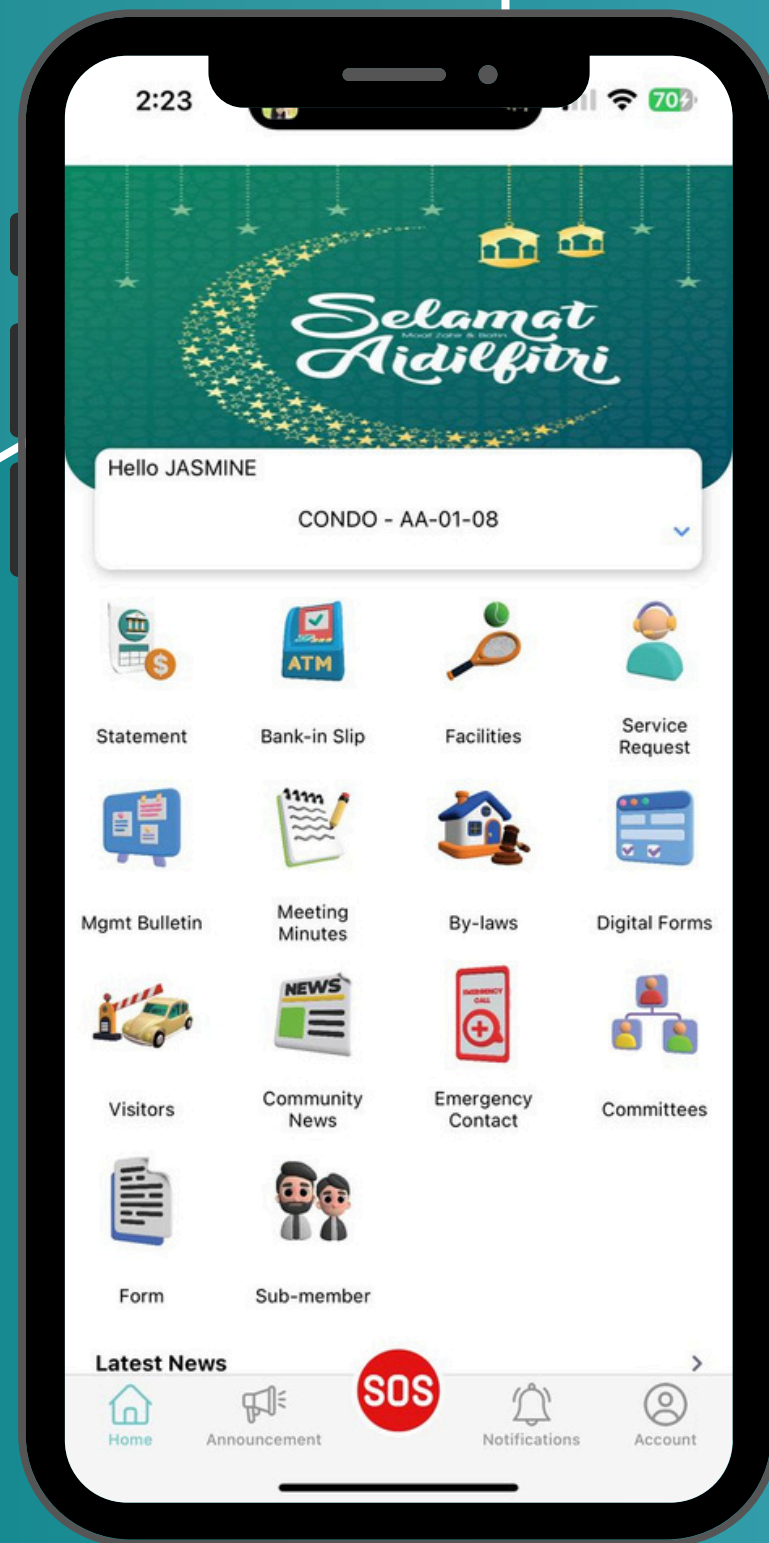
# FORMS 申请表

Forms – Users are required to print or download the form and submit it back to the Management

表格下载 – 要求用户打印表格并将表格提交回管理层。

\*USER MAY DOWNLOAD THE FORM.

\*用户可以下载表格。



1

## Step 1

Click "Form"  
点击“表格”

2

## Step 2

Select the "Form" of your choice  
选择您需要的“表格”

3

## Step 3

Download or print out your Form of choice  
下载或打印您选择的表格

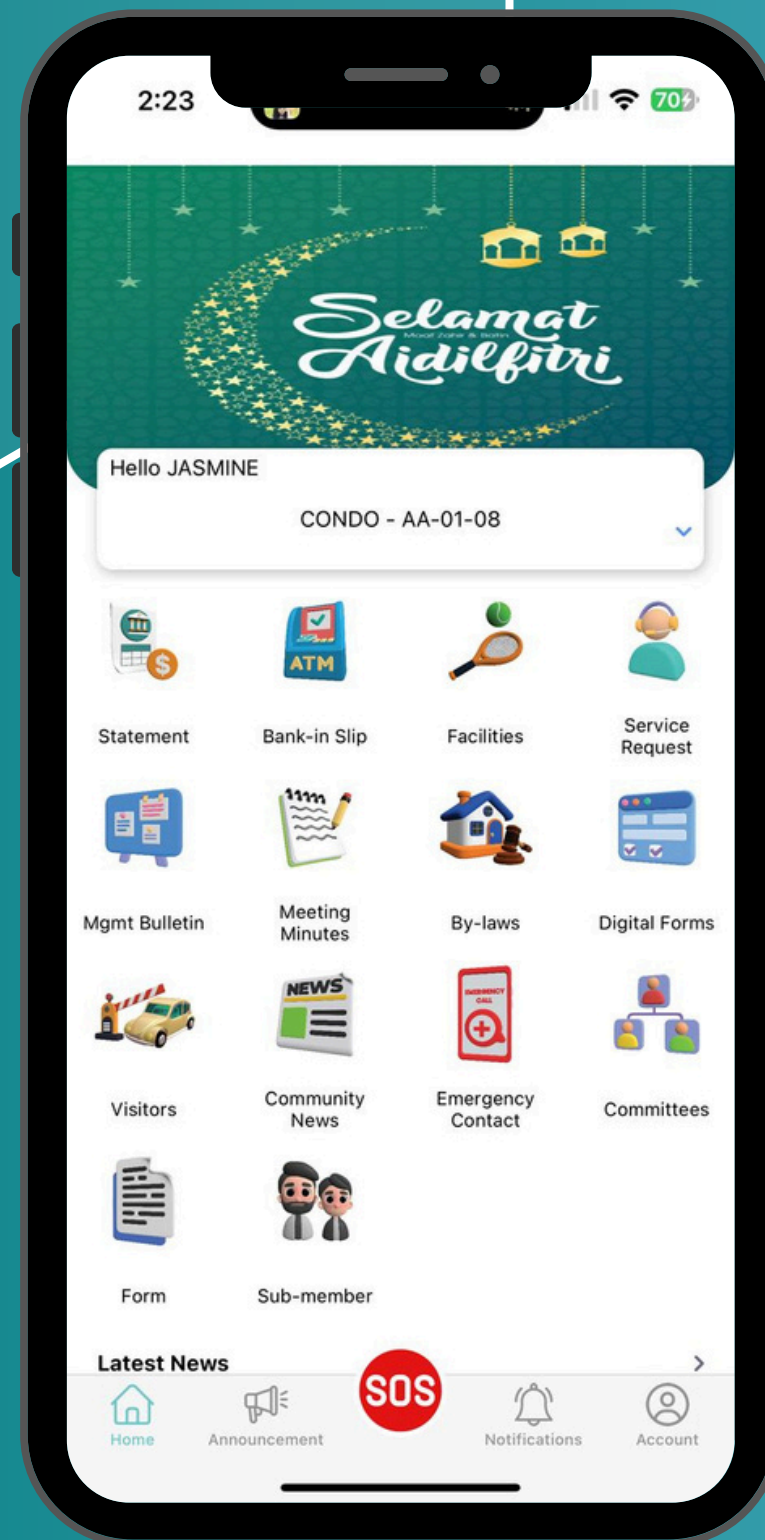
# SUB-MEMBER

## 附属成员

Sub-Member is a secondary user associated with a main (or primary) account. Sub-members typically have limited access or specific roles assigned by the main account holder.

附属成员是与主账户（或主要账户）关联的次级用户。附属成员通常拥有有限的访问权限或由主账户分配的特定角色。

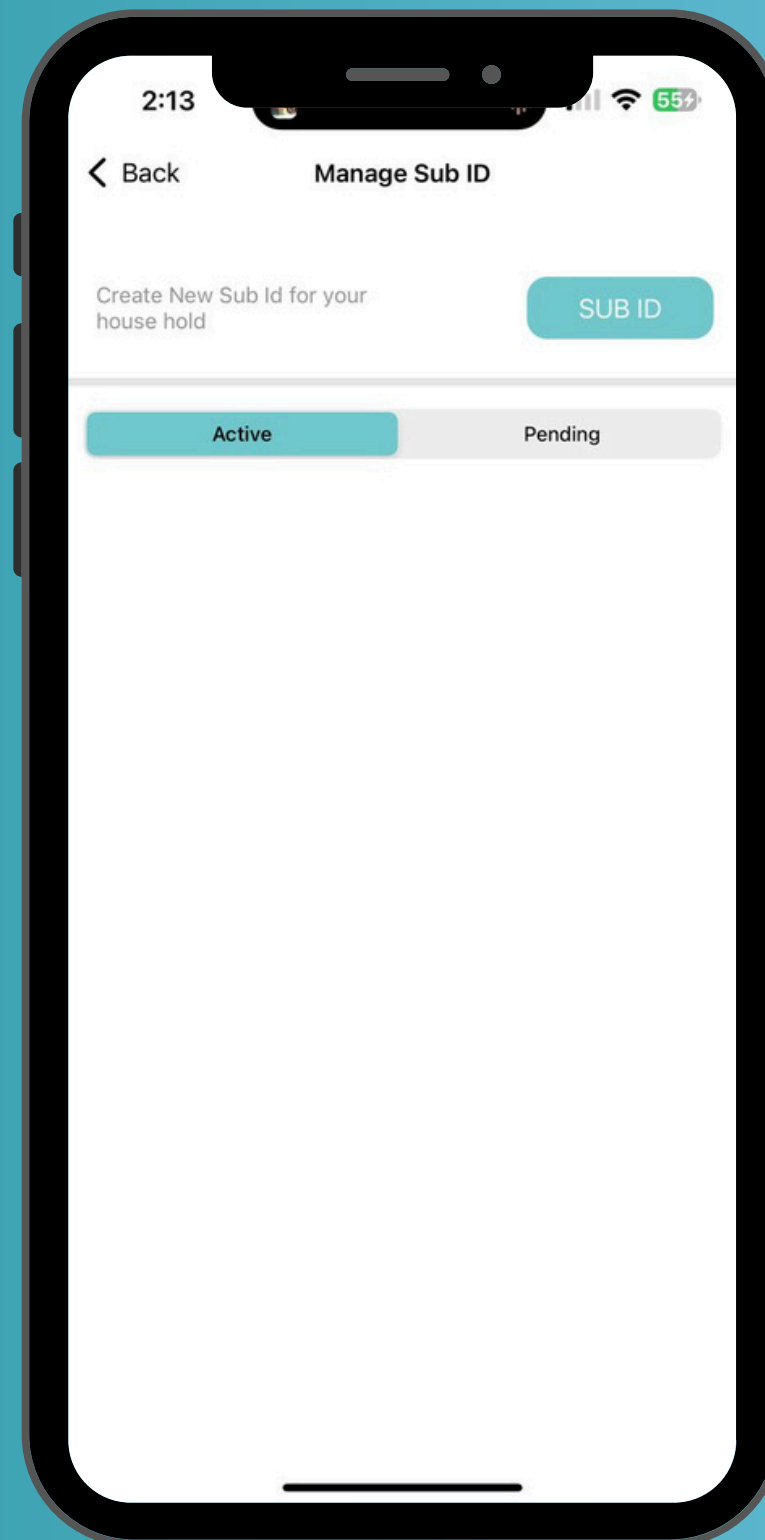




1

## Step 1

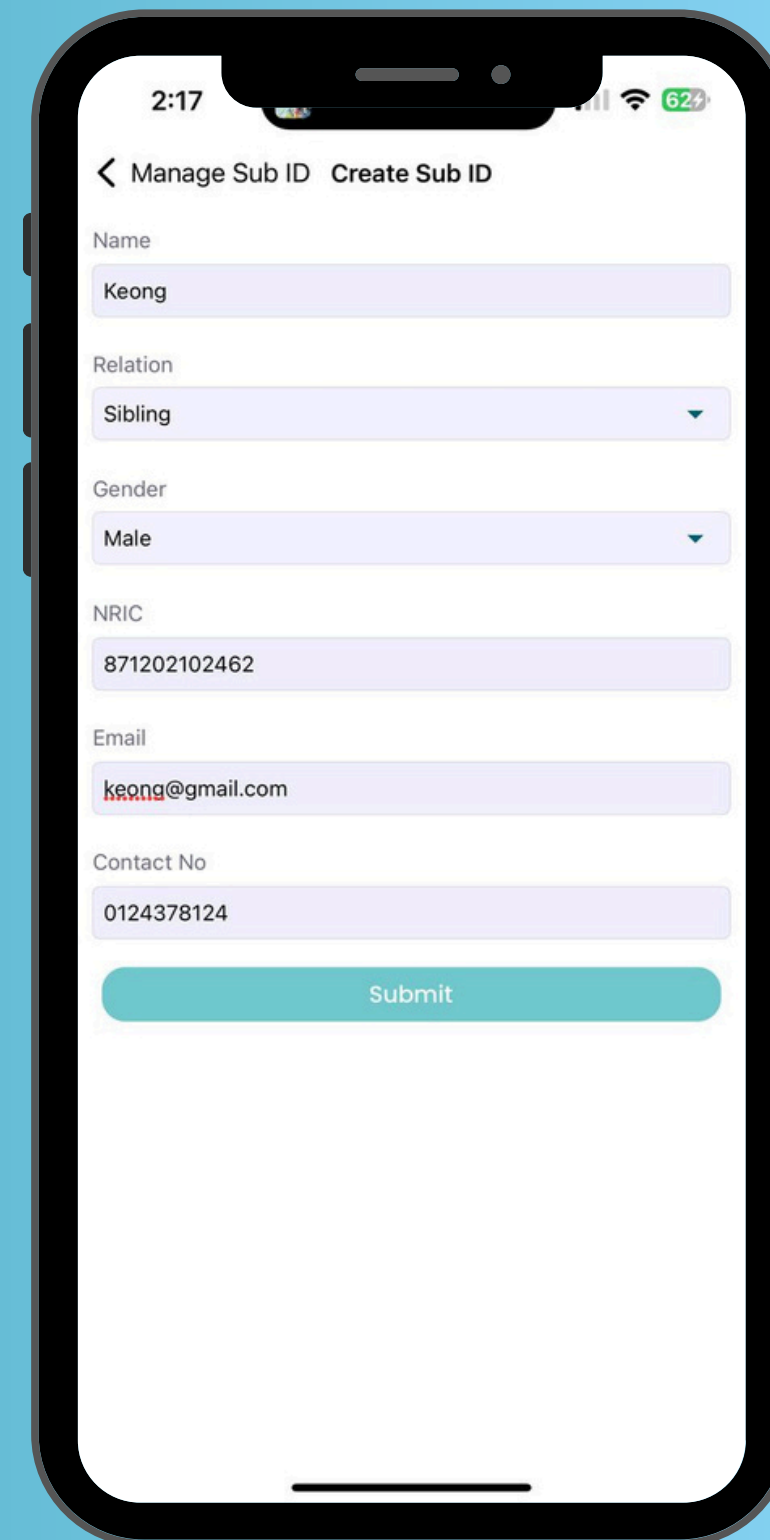
Click "Sub Member"  
点击“子成员”



2

## Step 2

Click "Sub ID"  
点击“子 ID”



3

## Step 2

Key in the Sub ID details  
输入子 ID 详情

2:17

< Manage Sub ID Create Sub ID

Name

Keong

Relation

Sibling

Gender

Male

NRIC

871202102462

Email

keong@gmail.com

Contact No

0124378124

Submit

4

## Step 4

Click "Submit"  
点击“提交”

2:18

< Manage Sub ID Create Sub ID

Name

Keong

Relation

Sibling

Gender

Male

NRIC

871202102462

Email

keong@gmail.com

Contact No

0124378124

Submit

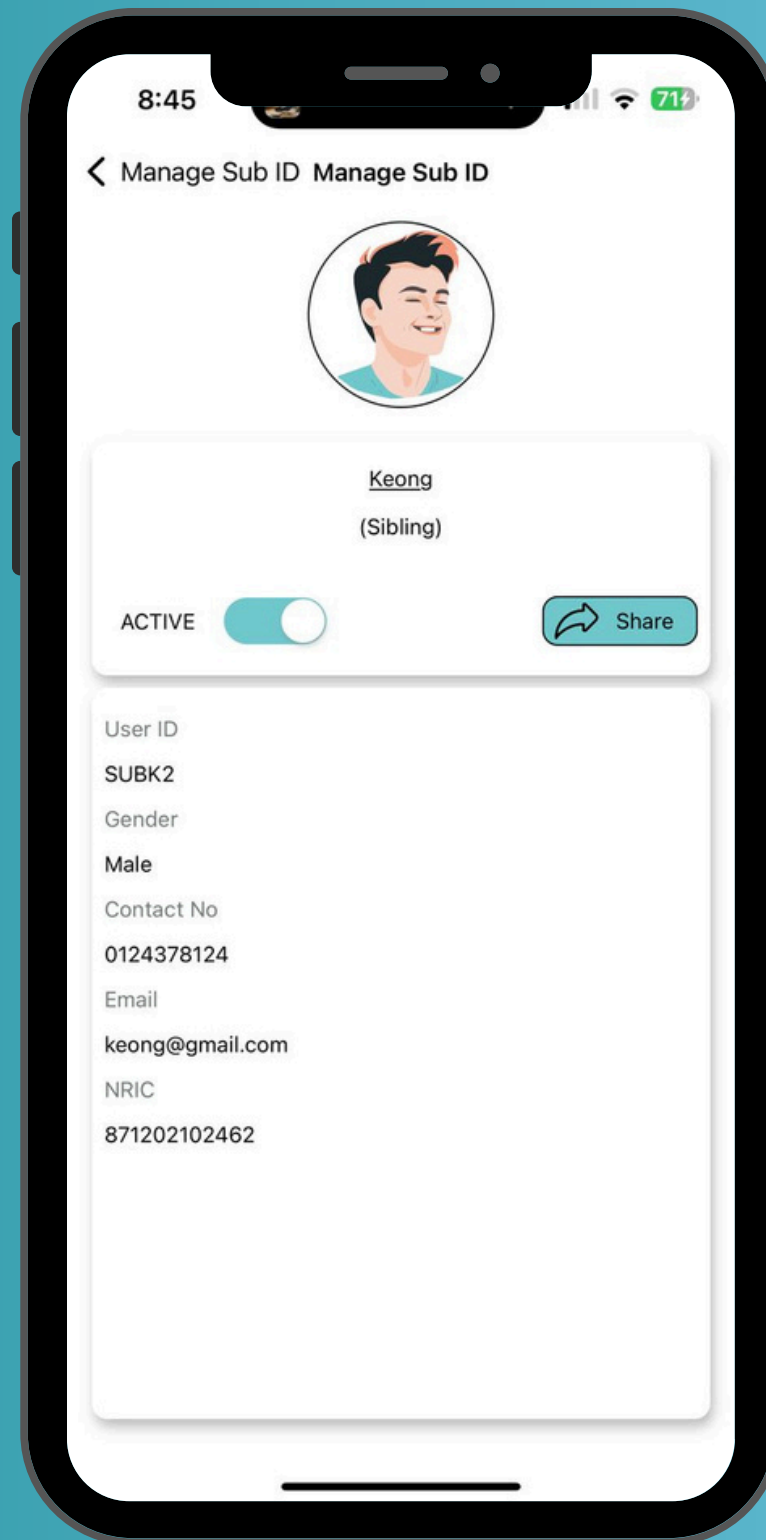
Success registered.

Ok

5

## Step 5

A submission success message will  
pop-up. Click "OK"  
提交成功后会弹出窗口。请点击“确定”



5

## Step 5

Click the Share button to share the ID and password to the sub-member

点击“分享”以发送 ID及密码至附属成员

# SOS 紧急求救

[Only for the CSS VMS's user & Security Patrol's user  
仅限CSS VMS用户和Security Patrol用户]

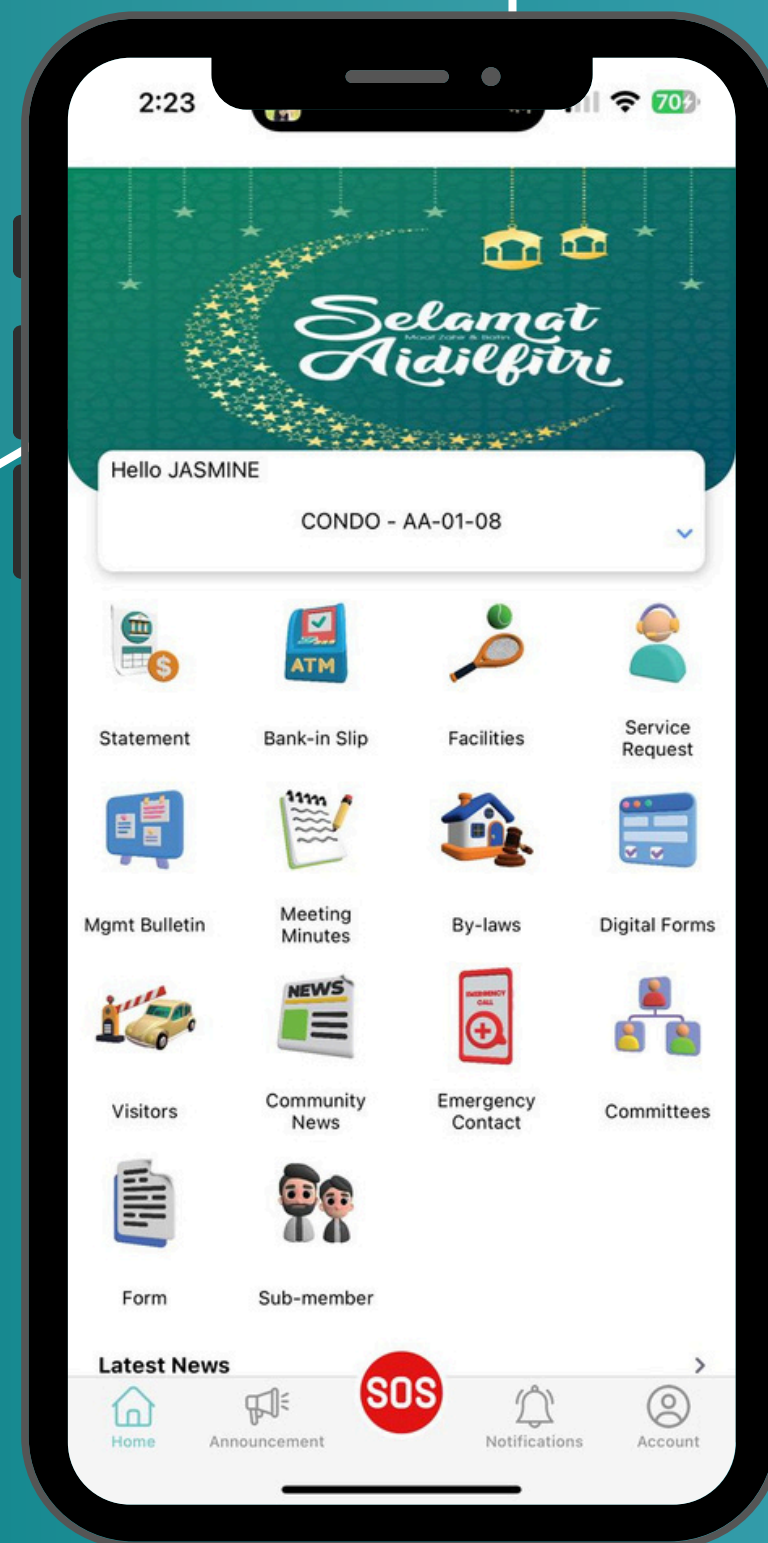
Residents may activate the SOS button during emergency for Guard assistance.

居民可以在紧急情况下激活 SOS 按钮以寻求警卫的帮助。

Once Guards and Management receive the SOS alert, they will assist the Residents immediately according to their SOP.

一旦警卫和管理人员收到 SOS 警报，他们将根据他们的 SOP 立即协助居民。

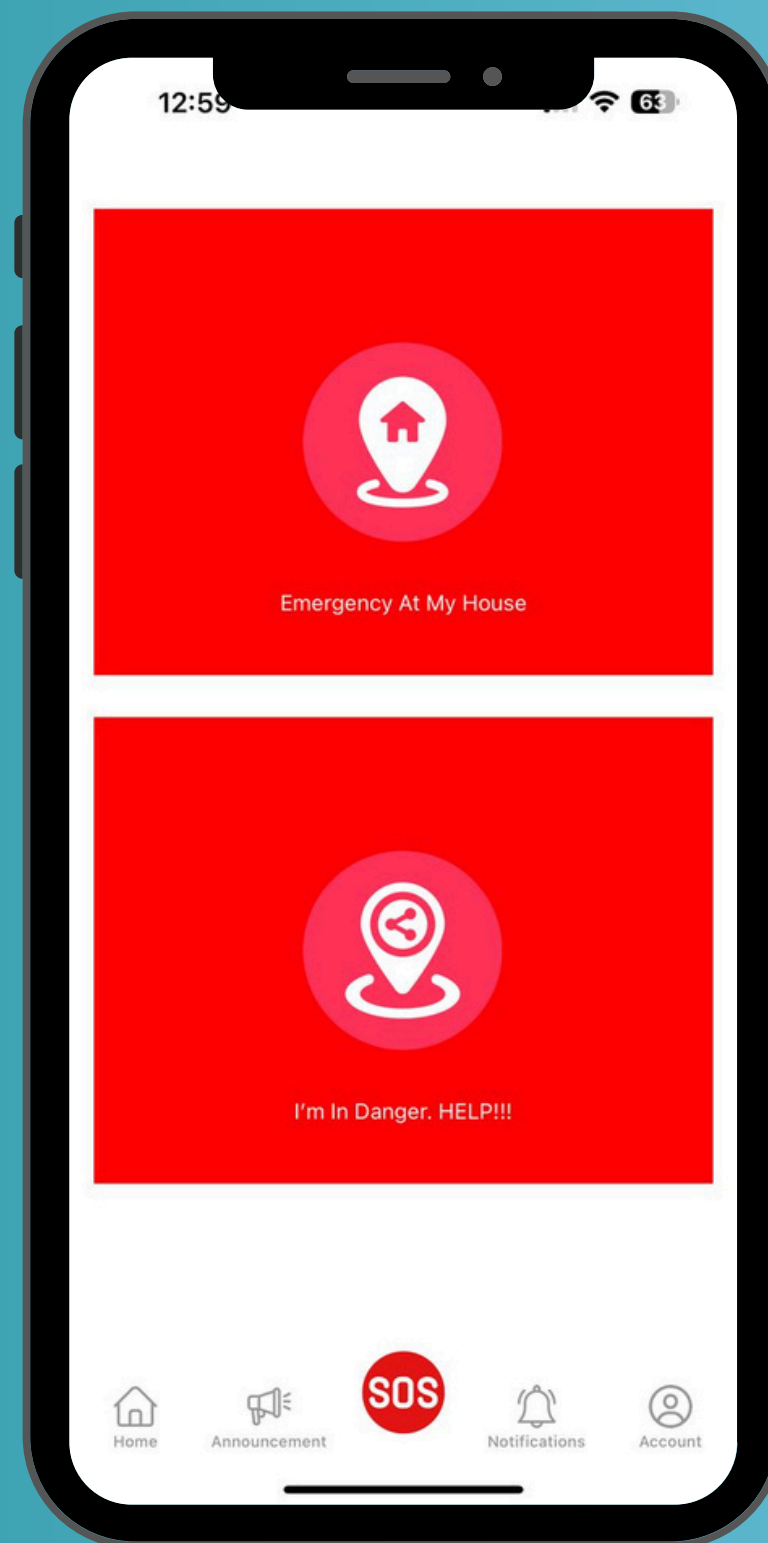
\*ONLY ACTIVATE THE SOS BUTTON WHEN IN EMERGENCY AS ONLY SECURITY GUARD CAN DEACTIVATE THE ALARM.  
仅在紧急情况下激活 SOS 按钮，因为只有保安人员可以停用警报



1

## Step 1

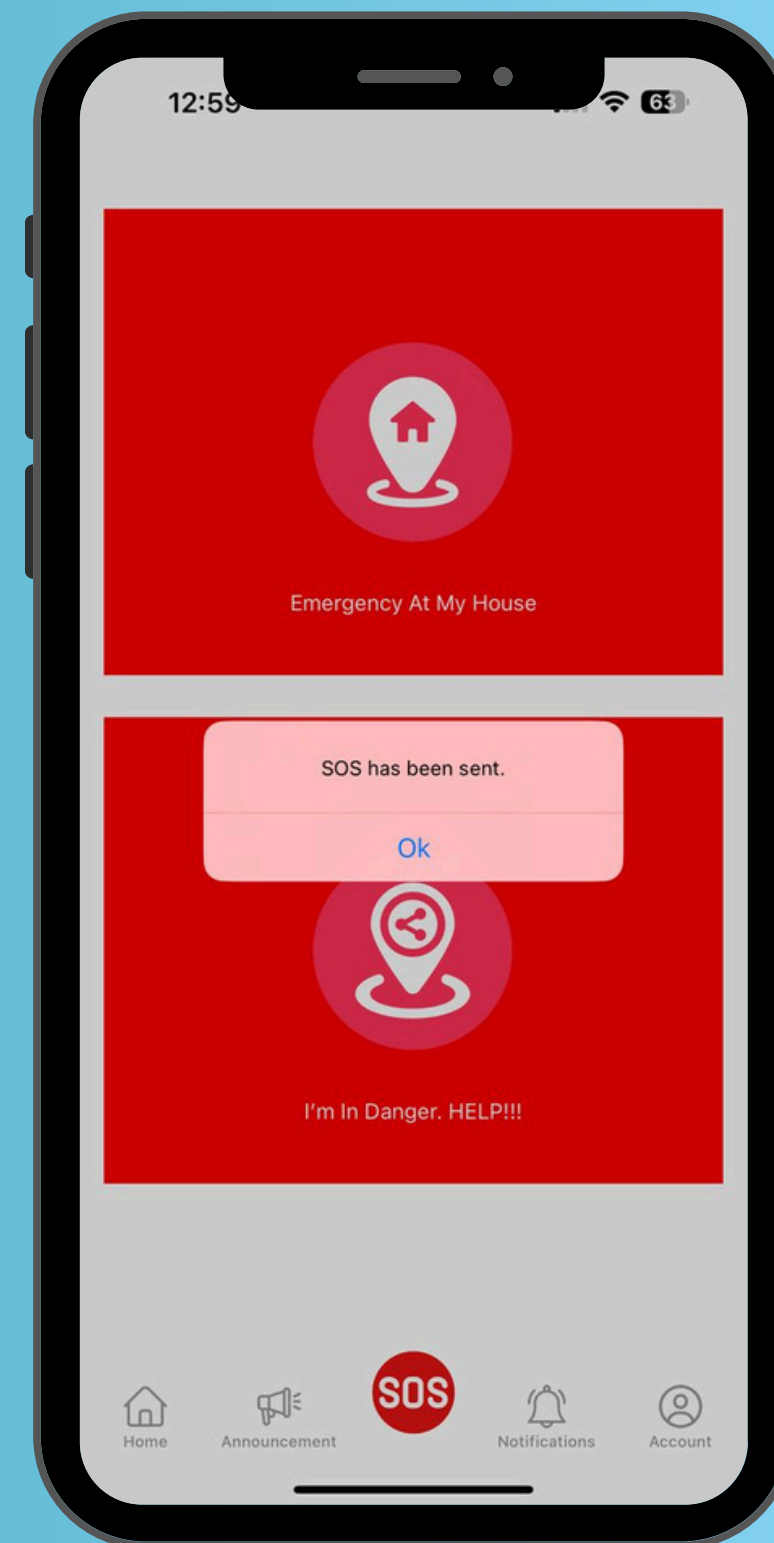
Click "sos"  
点击“紧急求救”



2

## Step 2

Choose 'Emergency At My House' or  
'I'm In Danger. Help!!!' for more than  
3 seconds  
选择“我家紧急情况”或“我有危险。救  
命!!!”长达3秒以上



3

## Step 3

Press "Ok"  
请按“确定”



# MY PROFILE – eCommunity

## 我的资料 – 电子社区

General settings module in the CSS HOME app.  
CSS HOME 应用程序中的常规设置模块。

Allow users to add/edit properties into their profile in order to access to more functions.

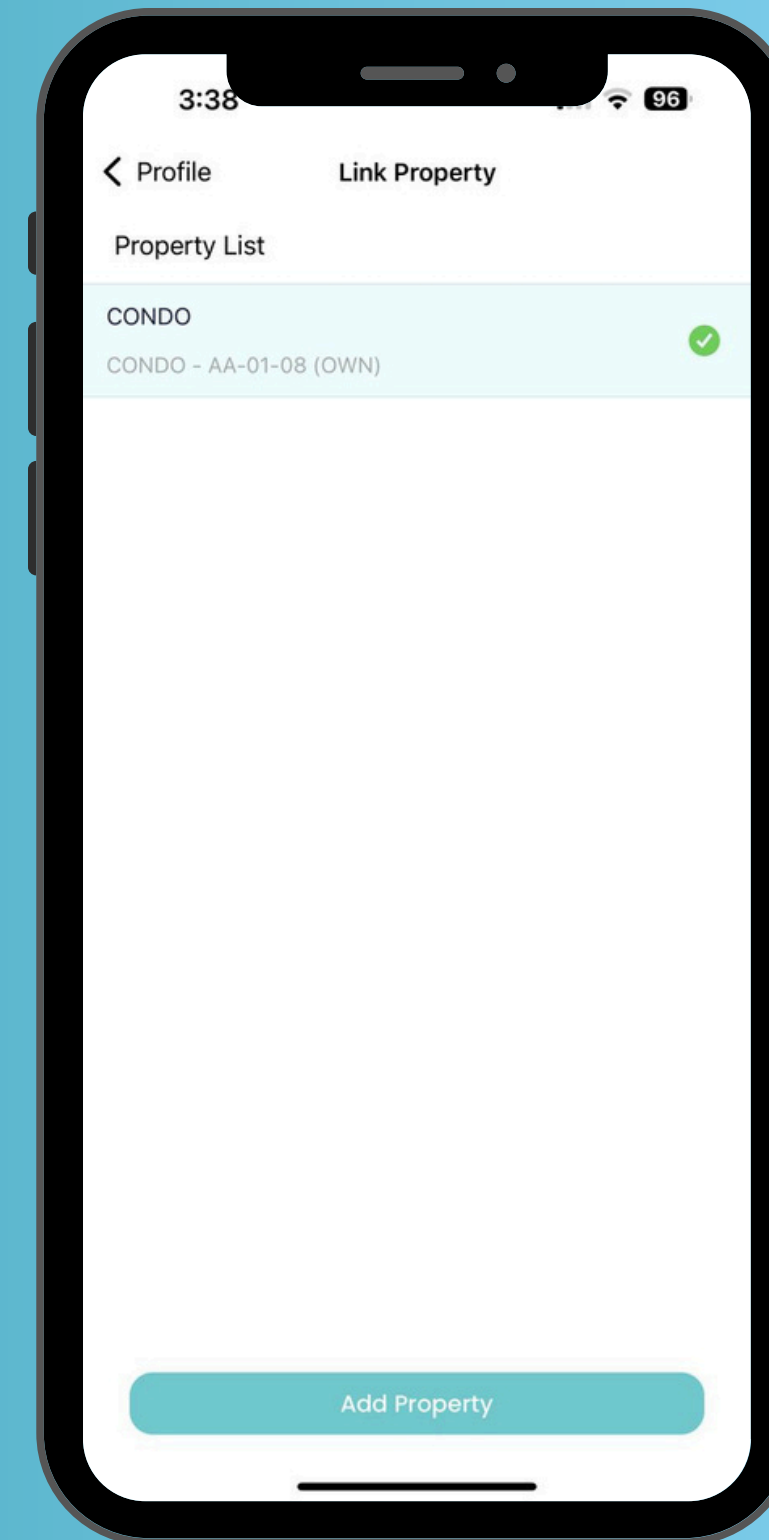
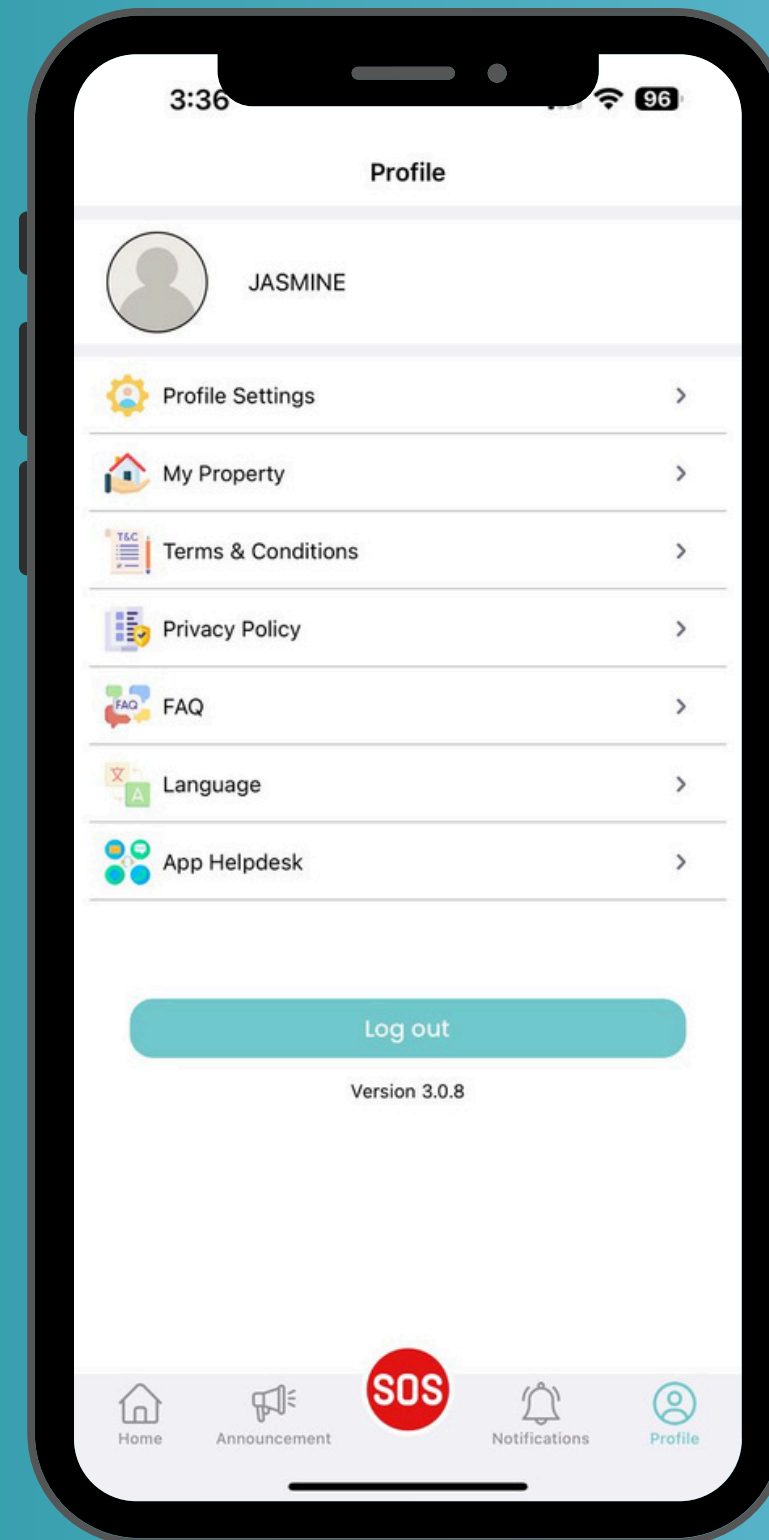
允许用户可以添加/编辑他们的资料以使用更多功能。

\*FEATURE APPLIES TO USER WHO HAS MORE THAN ONE (1)

PROPERTIES USING CSS SYSTEM

\*CSS HOME 可提供用户添加其他物业（现物业使用 CSS SYSTEM）

# To Delete Property Profile 删除物业资料



1

## Step 1

Go to "Profile"  
转到“个人资料”

2

## Step 2

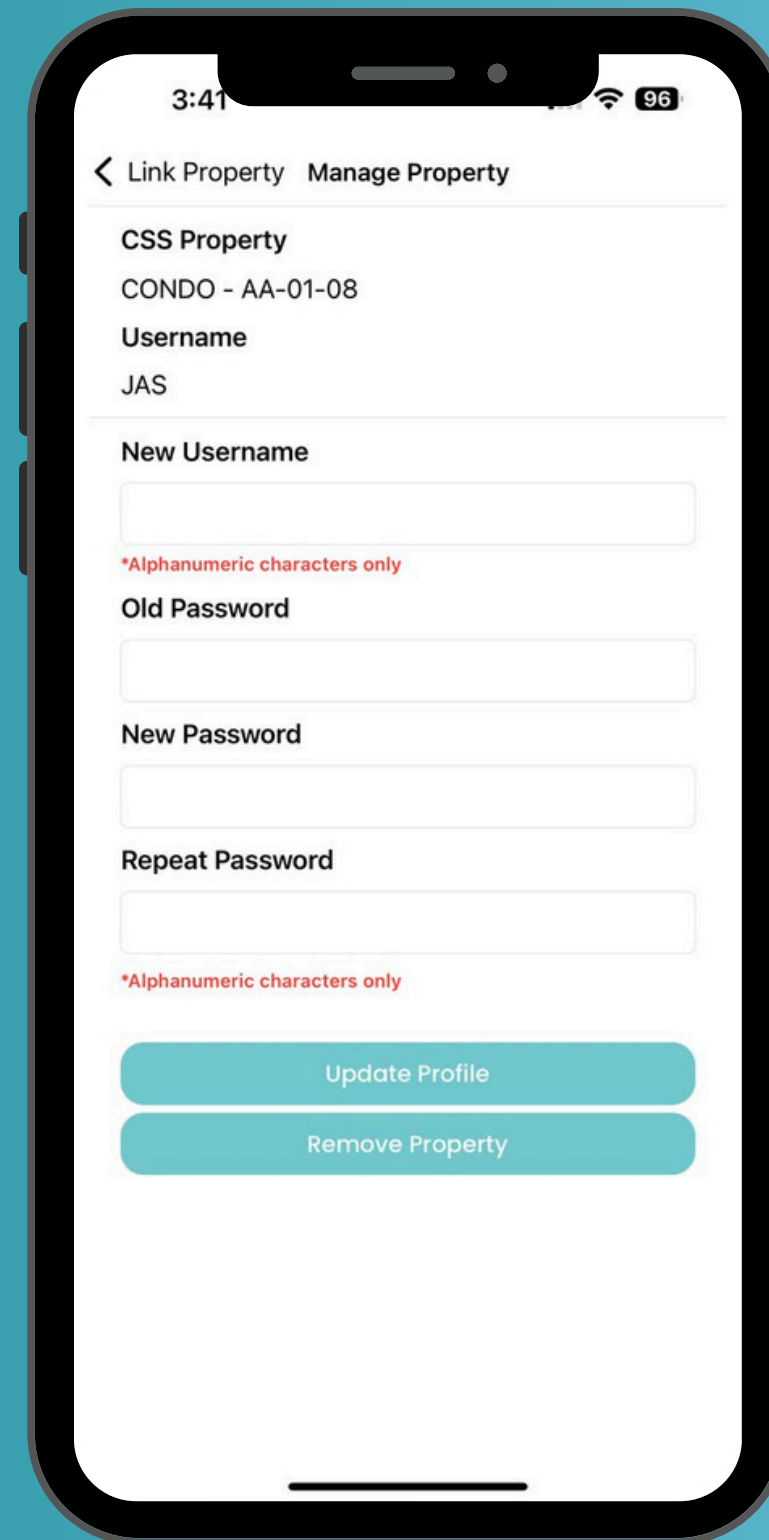
Click "My property"  
点击“我的社区”

3

## Step 3

Select the property you would like to  
remove  
选择您要删除的物业

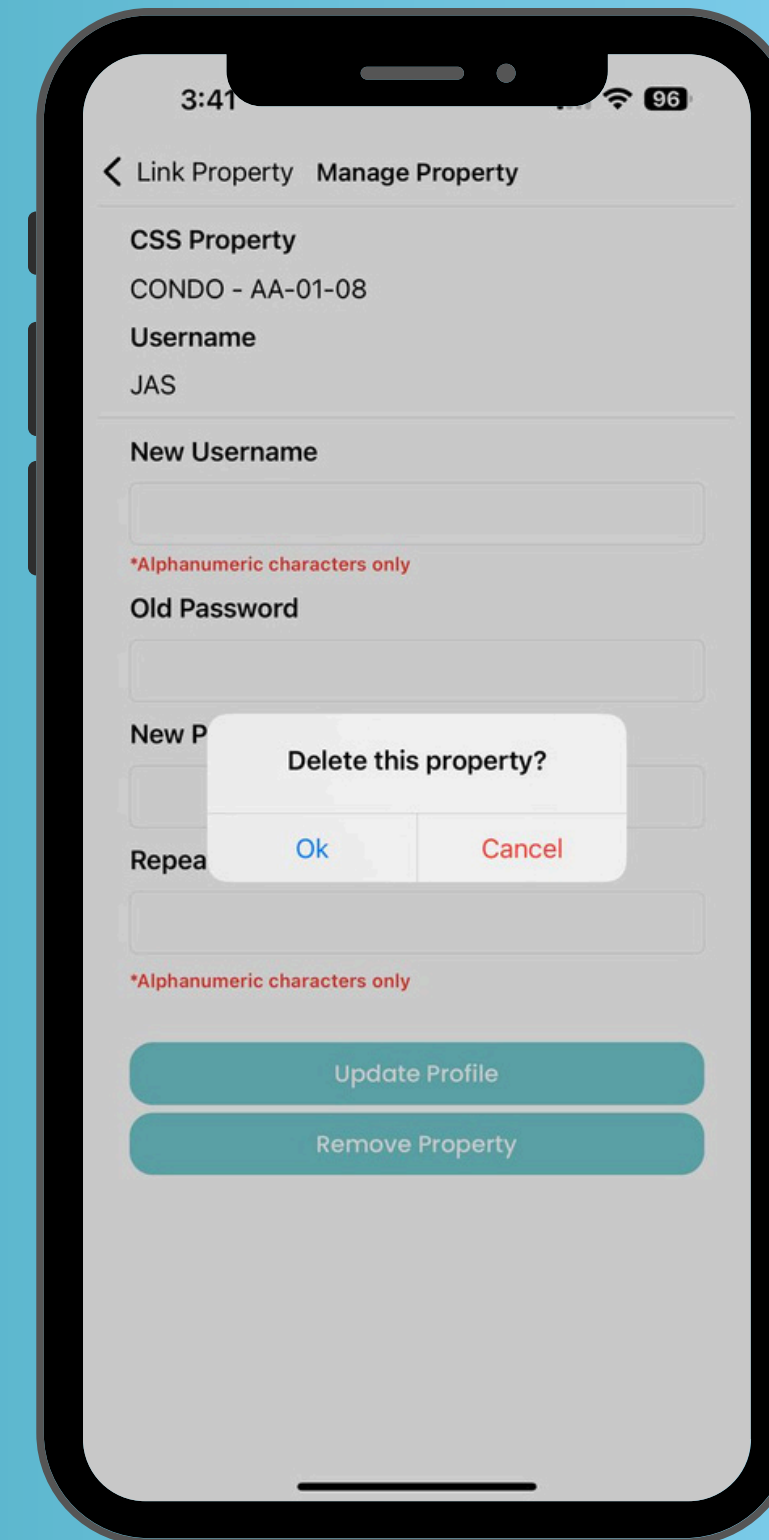
## To Delete Property Profile 删除物业资料



4

### Step 4

Click "Remove Property"  
点击删除 "物业资料"



5

### Step 5

Click "Ok" to proceed and the  
property will be removed  
点击"确定", 该物业将被删除

# To Update Login ID/Password 更新登录 ID/密码

3:32 96

< Link Property Manage Property

CSS Property  
CONDO - AA-01-08  
Username  
AT04

New Username

\*Alphanumeric characters only

Old Password

New Password

Repeat Password

\*Alphanumeric characters only

Update Profile

Remove Property

3:33 96

< Link Property Manage Property

CSS Property  
CONDO - AA-01-08  
Username  
AT04

New Username

JAS

\*Alphanumeric characters only

Old Password

New P

Repea

\*Alphanumeric characters only

Update Profile

Remove Property

Your username has been successfully updated. Your property has been logged out on another device.

Ok

1

## Step 1

Select the property  
选择物业

2

## Step 2

Update your information (name  
and/or password)  
更新您的信息 (名称和/或密码)

3

## Step 3

Click "Update Profile" to proceed.  
Press "OK", your information has been  
updated  
点击“更新资料”，按“确定”，您的信息已更新



# Thank You! 谢谢!

Any further question  
Please contact the Management  
or the CSS team!  
若还有什么疑问可以  
联系管理层或 CSS 团队!

[sales@cssstrata.com](mailto:sales@cssstrata.com)  
[[help@cssdecisions.com](mailto:help@cssdecisions.com)]