

# GETTING STARTED WITH YOUR *DIGITAL MEMBERSHIP PROFILE*

— Set Up Guide



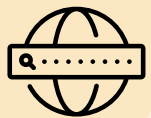
# ***YOUR DIGITAL PROFILE*** ***YOUR BUSINESS IDENTITY***



Your digital business profile as an SMCCI member — all in one place



Share your contact info, business details, and social links instantly



Accessible via your unique link: [smcci.org.sg/yourusername](https://smcci.org.sg/yourusername)



No app needed. Works on any device, anywhere



# HOW TO ACCESS YOUR *DIGITAL PROFILE*

1

## **Login via Xcard Homepage : <https://hello.xcard.my/>**

SMCCI will provide your unique login details when your profile is created

2

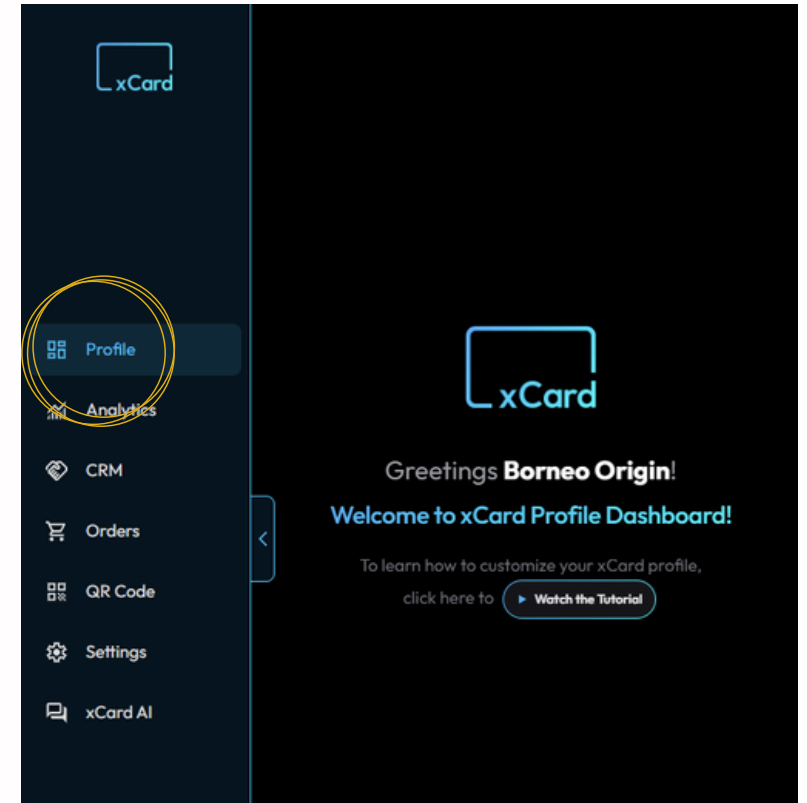
## **Log in to your dashboard**

Use the credentials provided to access your dashboard. Please reach out to SMCCI if unsure of login credentials.

3

## **Open the profile editor**

Click "Profile" in the left menu to start customising. *The Profile Editor allows you to customize your digital profile appearance, personal information, and interactive content.*



# FILL IN YOUR PROFILE DETAILS

**Edit Profile**  
Manage and customize your xCard.

**Borneo Origin**

Profile Link: xcard.my/ borneoorigin

Email Address: borneooriginorchards@gmail.com

Name: Borneo Origin

Designation: e.g. Product Manager

**SAVE**

## Identity

- ✓ Full Name
- ✓ Designation
- ✓ Company Name
- ✓ Profile Photo







## Contact & Bio

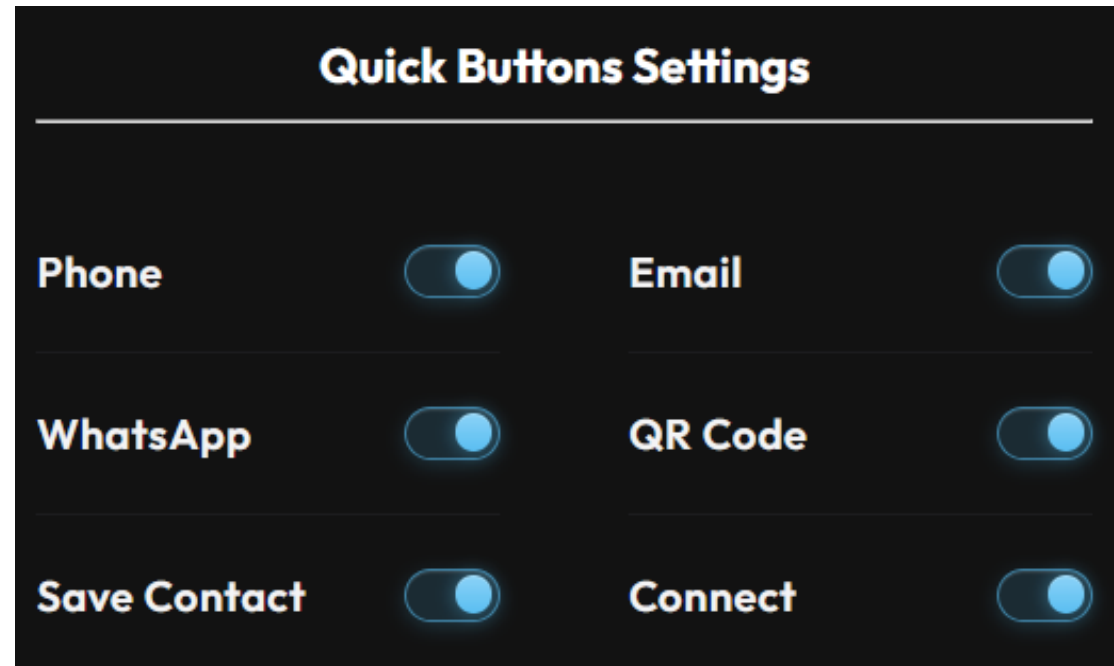
- ✓ Phone Number
- ✓ Whatsapp Number
- ✓ Short Bio
- ✓ Banner Image



# TURN ON YOUR QUICK BUTTONS

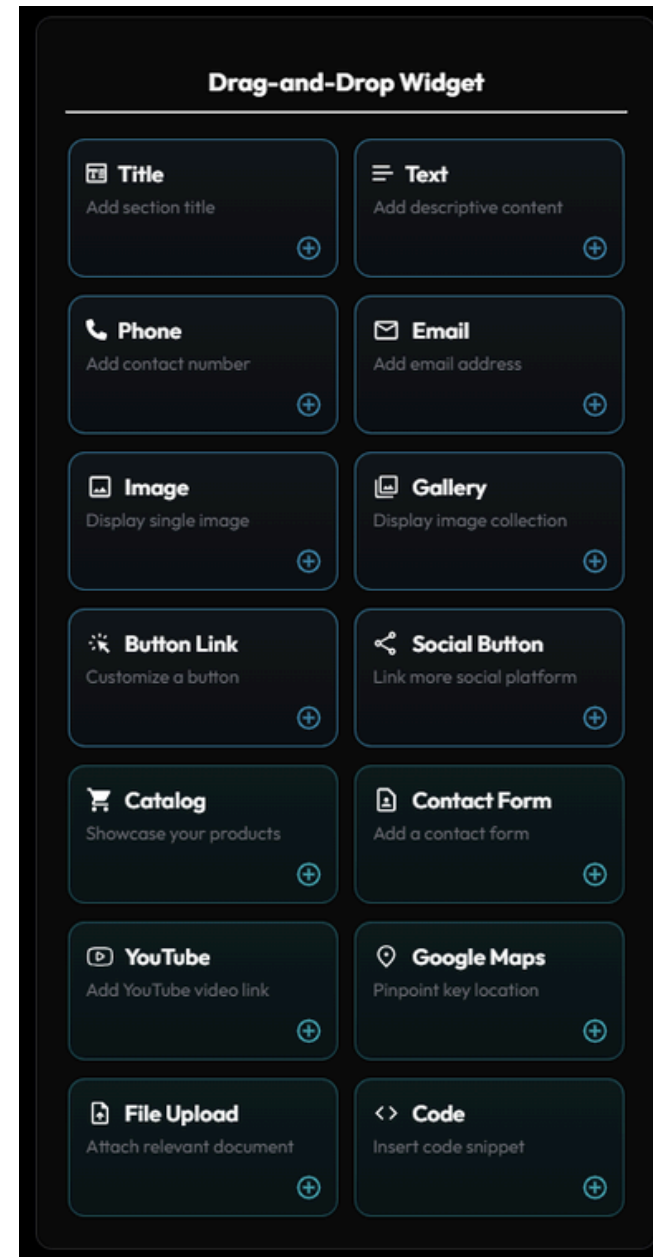
Turning on these buttons will allow:-

	<b>Phone</b> Visitors to call you directly
	<b>Email</b> Visitors to One-click access to your email
	<b>WhatsApp</b> Visitors to <u>Whatsapp</u> you directly
	<b>Save contact</b> Visitors to Save your info to their phone
	<b>Connect</b> Your profile to collect visitor details as leads
	<b>QR Code</b> Your profile to be scanned and connected via QR Code



# MORE WIDGETS TO PERSONALISE YOUR PROFILE

Simply Drag & Drop these widgets into the right hand side of your screen to enable



# GET YOUR QR CODE

## Go to QR Code in your dashboard

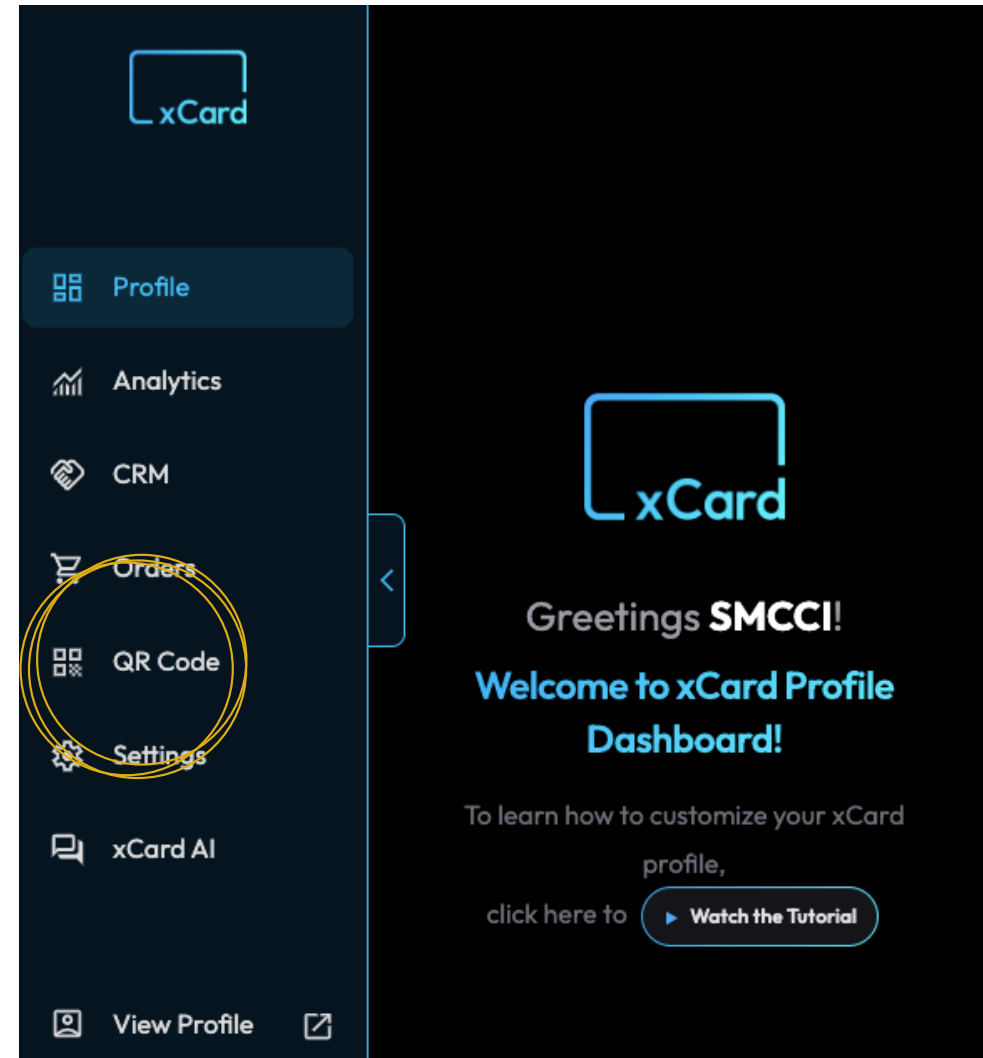
Click 'QR Code' on the left menu

## Customise the design

Choose colours, pattern style, and marker style to match your brand

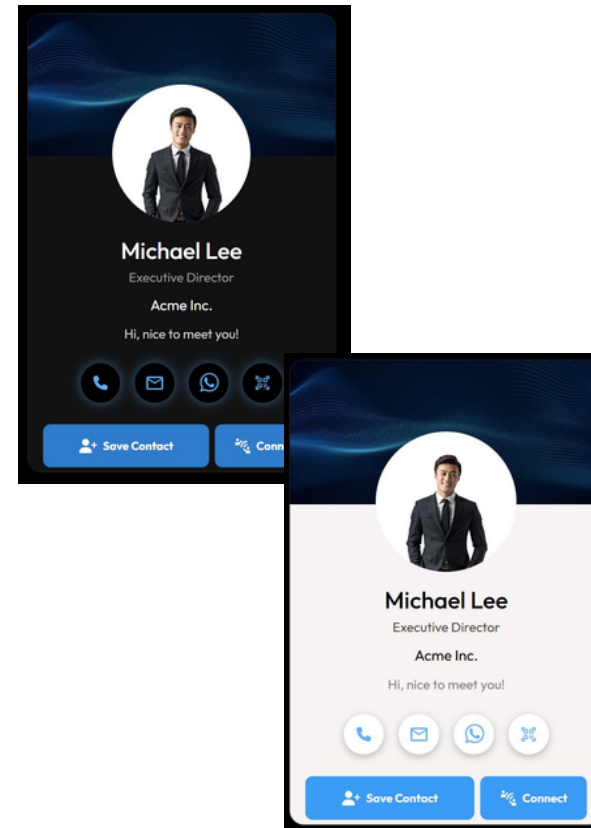
## Download and use it

Place on your name card, banner, WhatsApp, or marketing materials



# TIPS FOR A COMPLETE PROFILE

- ✓ Upload a clear, professional profile photo
- ✓ Write a short bio — what you do and who you serve
- ✓ Turn on WhatsApp and Save Contact buttons
- ✓ Link at least one social media account
- ✓ Add a banner image to strengthen your branding
- ✓ Download your QR code and use it on your materials



# SHARE YOUR PROFILE



## Send the link

Via WhatsApp, email  
or SMS



## Share your QR

Let people scan to  
view your profile



## Tap NFC card

Instant tap-to-share



# **Need help? Reach out to us.**

Our membership team is here to help you get your ECard & Digital Profile set up and ready to go.

Alternatively, you may see tutorial videos here :

<https://www.youtube.com/@xcardmy>





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