How to add Customs Inspections services on DT

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Distribution

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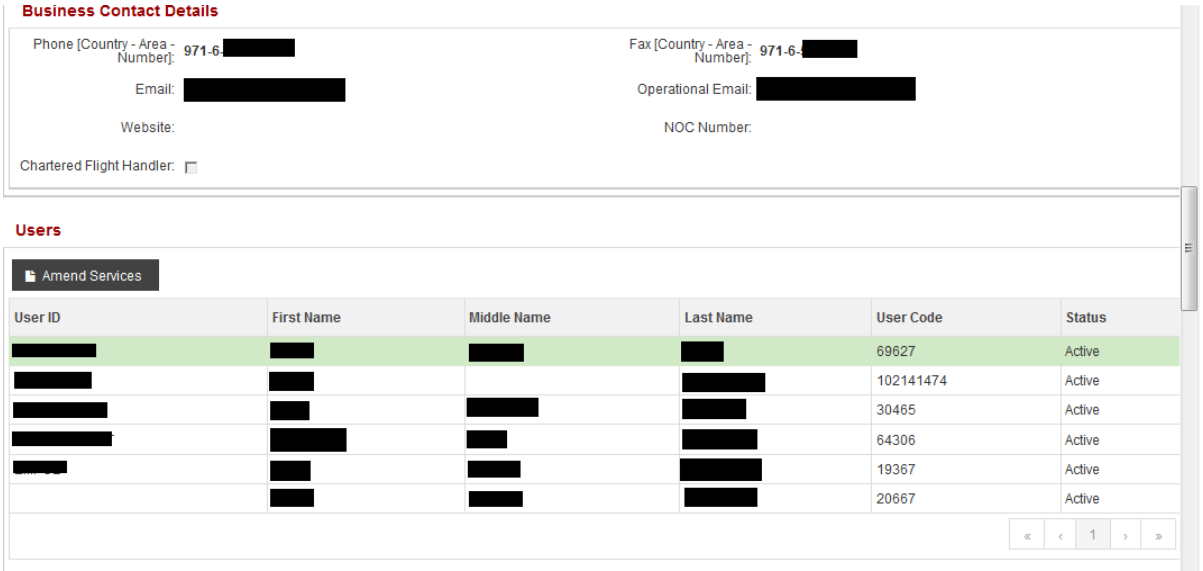
This user's manual aims to guide the admin/authorized users on how to add Customs Inspection services to their sub-users.

1. Login as an Admin/Authorized Person
2. Go to **Request** > **Amend Profile**

***Note**: if you are not able to see this service kindly make sure that you have logged in as an Authorized person.*

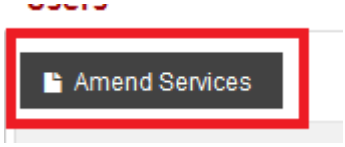
3. Go to Manage Service

System will display the following screen:

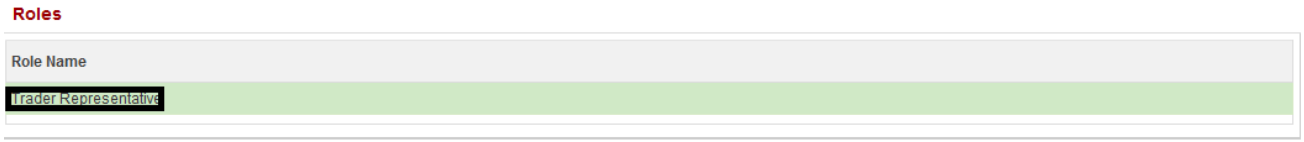


4. Select user ID to which you are adding the service to

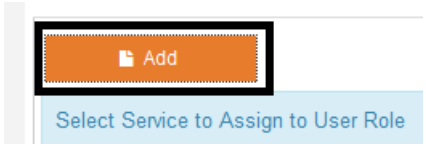
5. Click **Amend Services**



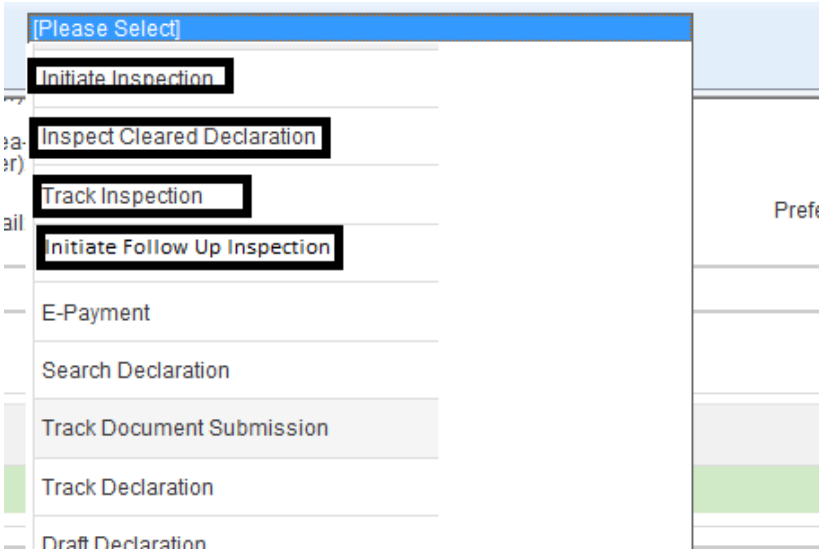
6. Select the role "**Trader Representative or Broker Representative**"



7. Click "**Add**" to continue



8. Select Inspection services from the dropdown



Note**: you have to add the services **one by one

Note: do the same to add any other service

9. Click the "Save" button

10. Click the “Submit” button on top

***Note**: Request will be approved and service will be available immediately*

11. Login to the user id and start using inspection services