How to add Customs VCC services on DT

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DOCUMENT DETAILS

Document Information

Document Name	Add VCC services
Project Name	Customs user manuals
Business Unit	Dubai Customs
Author(s)	DT Training Dept.
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Current Version	1.0

Revision History

Version	Date	Author	Designation	Description of change

Approval History

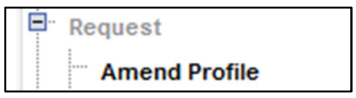
Version	Date	Name	Designation	Comments

Distribution

Version	Location

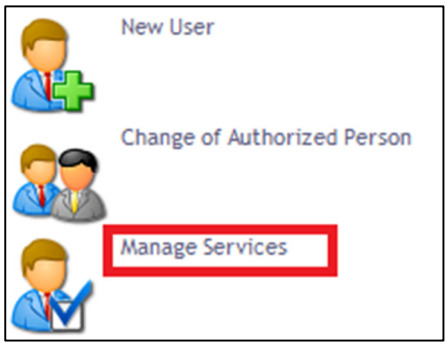
1. Login as an Admin/Authorized Person

2. Go to **Request** > **Amend Profile**

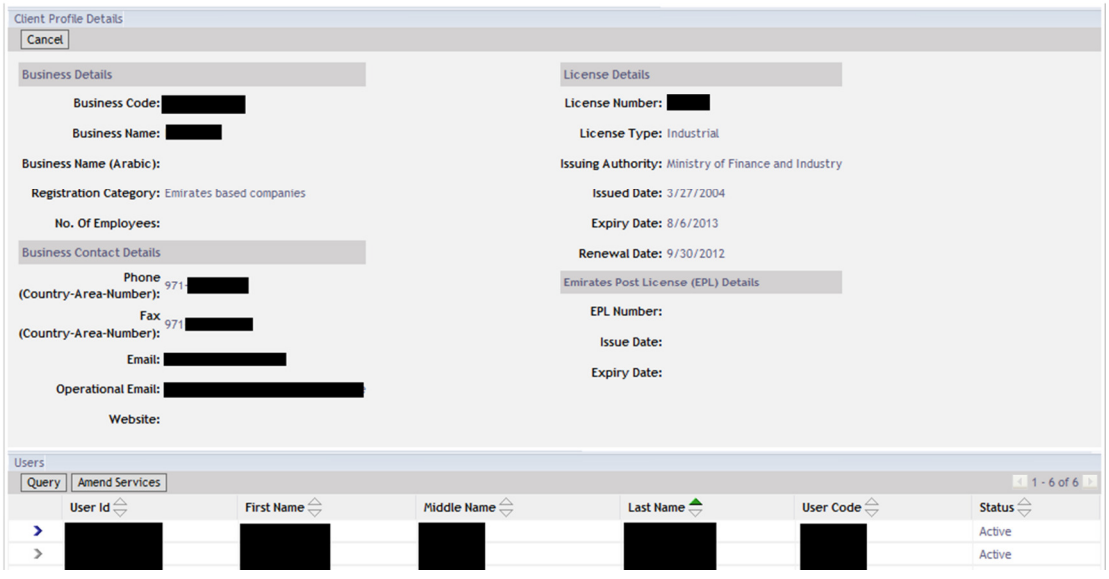


***Note**: if you are not able to see this service kindly make sure you have logged in as an Authorized person.*

3. Go to **Manage Services**

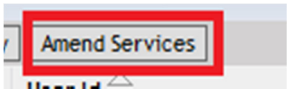


System will display the following screen



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

5. Click **Amend Services**

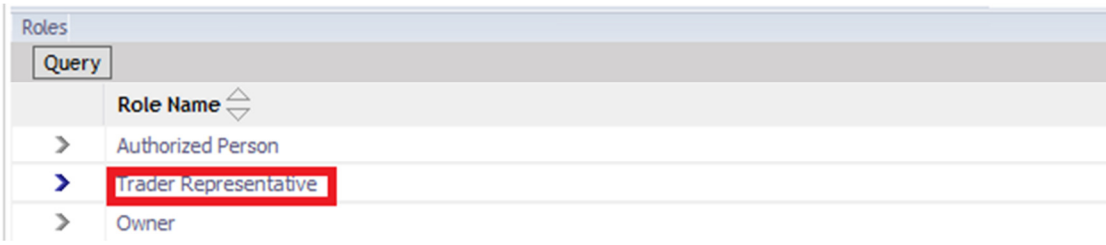


6. Select the role "**Trader Representative** or **Broker Representative**"

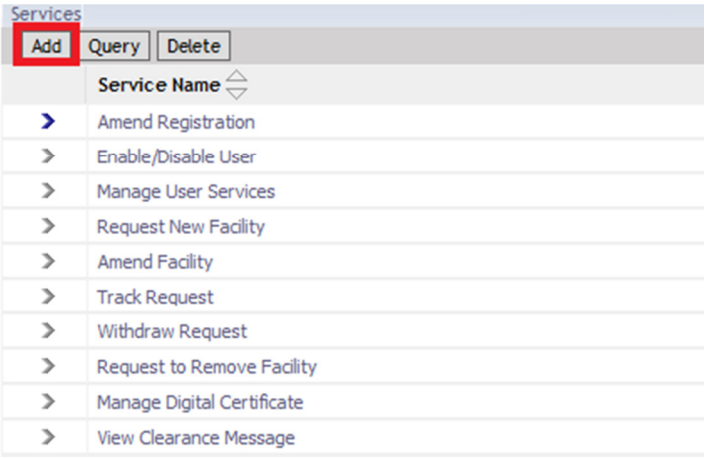
Note:

Trader Representative*: is used by trading companies to make their own transactions*

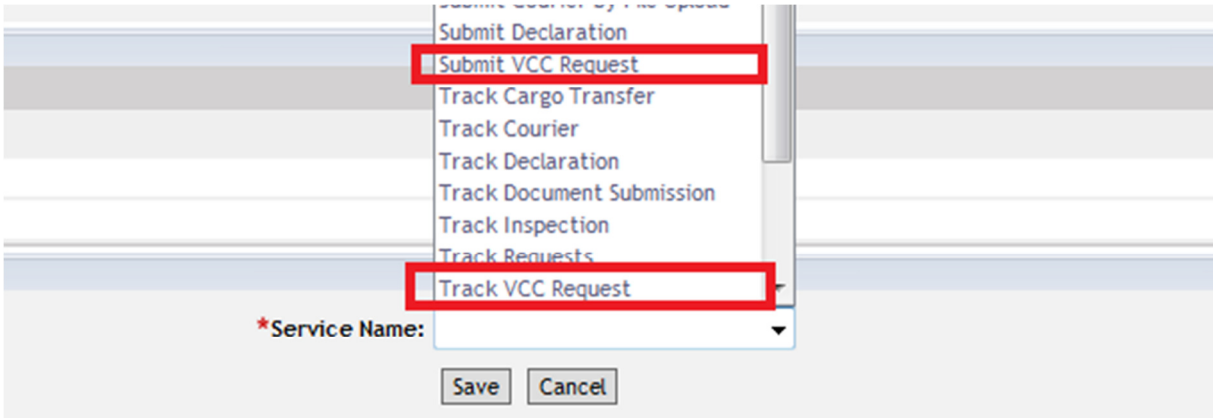
Broker Representative*: is used by clearing agents/broker to transact on behalf of their customers.*



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



8. Select **VCC services**

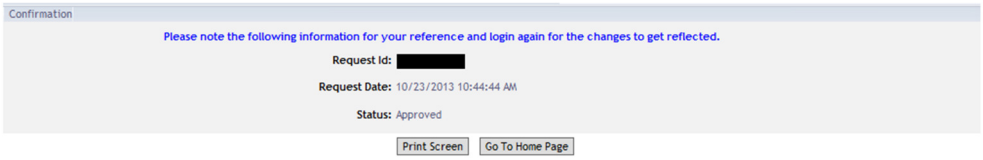


Note**: you have to add the services **one by one

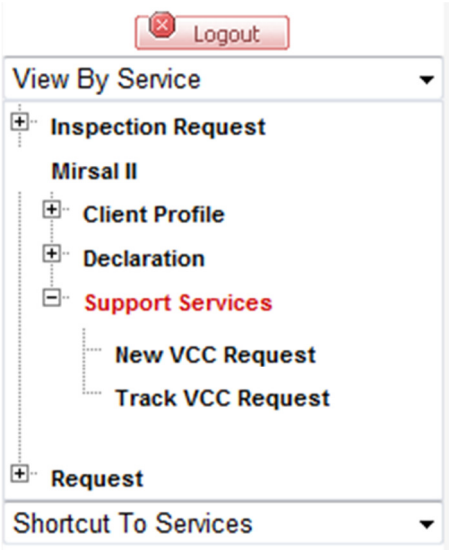
9. On top of the page, enter your **remarks** and click on "**Submit**"

Note: do the same to add any other service

10. Request will be approved and service will be available immediately



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



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