

GUIDELINE TO DOWNLOAD SSM BIZTRUST QR CODE FROM EZBIZ SYSTEM

For EzBiz Online existing users:

No.	Method	Description
i.	Step 1	: Log in to EzBiz account using your User ID and password.
ii.	Step 2	: Click 'Other Services' on the main menu page to go to the 'SSM BizTrust' menu.
iii.	Step 3	: Click 'View' to display the SSM BizTrust QR code.
iv.	Step 4	: Click 'Download' to download the SSM BizTrust QR code.

GUIDELINE TO UPLOAD SSM BIZTRUST QR CODE ON ONLINE PLATFORM

(1) INSTAGRAM

OPTION 1

No.	Method	Description
i.	Step 1	: Click 'Download' to download the SSM BizTrust QR code (image in JPEG format) from the EzBiz system.
ii.	Step 2	: Log in to a registered business Instagram account.
iii.	Step 3	: Click '+' to upload SSM BizTrust QR code to Instagram post.
iv.	Step 4	: Click 'Next' and write the appropriate caption.
v.	Step 5	: Click 'Share' to display SSM BizTrust QR code.

OPTION 2

No.	Method	Description
i.	Step 1	: Click 'Download' to download the SSM BizTrust QR code (image in JPEG format) from the EzBiz system.
ii.	Step 2	: Log in to a registered business Instagram account.
iii.	Step 3	: Swipe right to upload SSM BizTrust QR code to Instagram Story.
iv.	Step 4	: Click 'Send to' to post the story.

Note: You may set the story as a 'Highlight' on a business's Instagram account.

(2) FACEBOOK PAGE

No.	Method	Description
i.	Step 1	: Click 'Download' to download the SSM BizTrust QR code (image in JPEG format) through the EzBiz system.
ii.	Step 2	: Log in to the Facebook page account.
iii.	Step 3	: Click 'Home' profile and 'Photo / Video' to upload SSM BizTrust QR code to Facebook Post.
iv.	Step 4	: Place the appropriate caption and click 'Post'.
v.	Step 5	: Click the '...' icon and 'Pin to Top of Page' to set the post is always at the top of the post.

(3) WEBSITE

No.	Method	Description
i.	Step 1	: Click 'Download' to download the SSM BizTrust QR code (image in JPEG format) through the EzBiz system.
ii.	Step 2	: Upload and place the SSM BizTrust QR code at the footer either left or right of the website.

Note:

- i. The method of uploading the SSM BizTrust QR code depends on the type of website. The activity of uploading the QR code of SSM BizTrust is recommended to be done by the web developer of the website; and
- ii. The minimum scale of the QR code display is 3.0 cm square and is still readable if scanned.