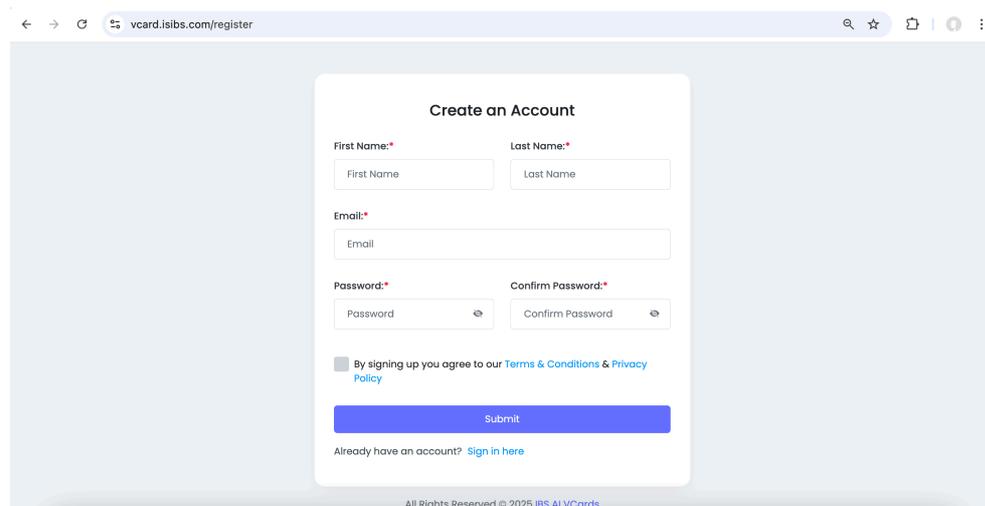


## How to Register a new IP Card Account

### Step 1

Go to <https://ip.isibs.com/register>

Please fill up all the required field and press submit. An email will be send to your mailbox to confirm your account registration.



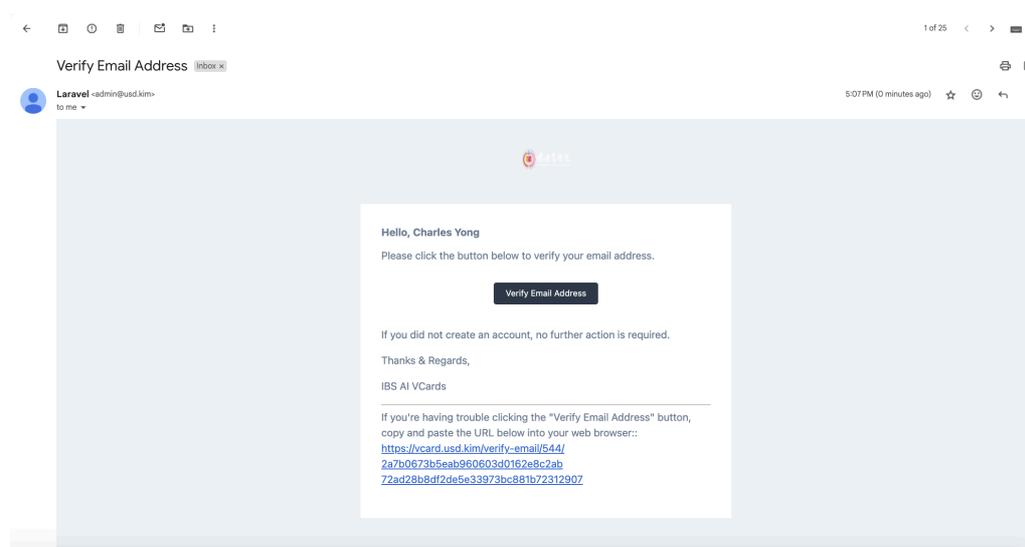
The screenshot shows a web browser window with the URL [vcard.isibs.com/register](https://vcard.isibs.com/register). The page features a central white card titled "Create an Account". The form includes the following fields:

- First Name:** A text input field with a red asterisk indicating it is required.
- Last Name:** A text input field with a red asterisk indicating it is required.
- Email:** A text input field with a red asterisk indicating it is required.
- Password:** A text input field with a red asterisk, a password strength indicator, and an eye icon to toggle visibility.
- Confirm Password:** A text input field with a red asterisk, a password strength indicator, and an eye icon to toggle visibility.

Below the password fields, there is a checkbox labeled "By signing up you agree to our [Terms & Conditions & Privacy Policy](#)". At the bottom of the card is a blue "Submit" button and a link "Already have an account? [Sign in here](#)". The footer of the page reads "All Rights Reserved © 2025 IBS AI VCards".

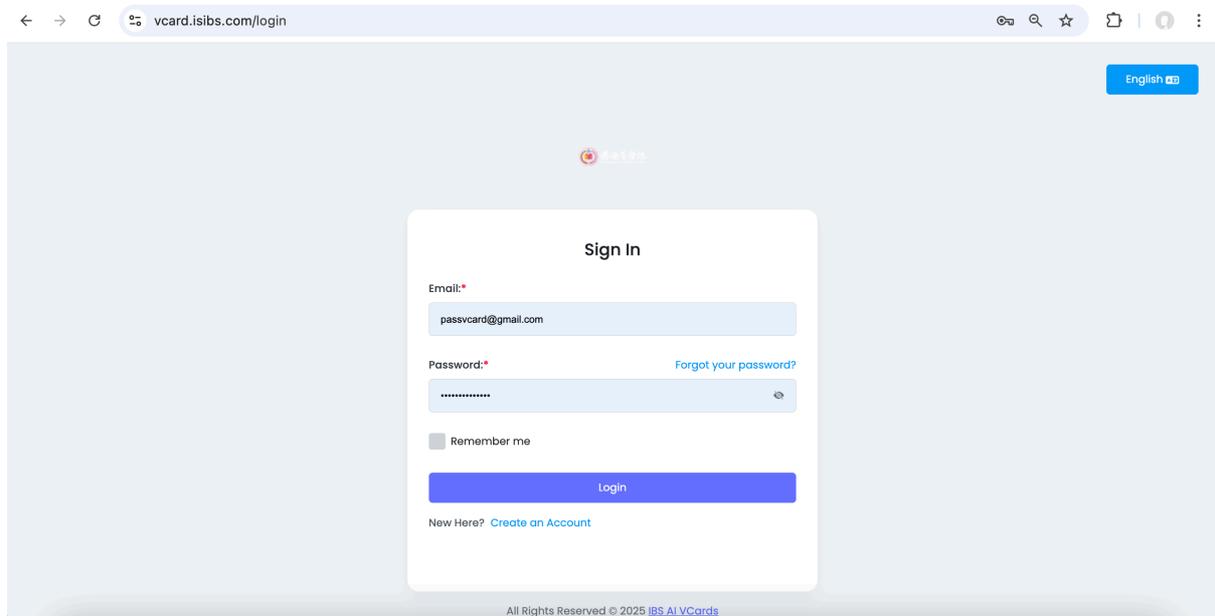
### Step 2

Please go to you registered email address and click on the verify email address link to start creating your IP Card.



### Step 3

Log in to IP portal with your registered email address and password. You will be directed to IP Card **Dashboard**.



The screenshot shows a web browser window with the address bar displaying "vcard.isibs.com/login". The page features a central "Sign In" form with the following elements:

- Email:** A text input field containing "passvcard@gmail.com".
- Password:** A text input field with masked characters "\*\*\*\*\*" and a "Forgot your password?" link to its right.
- Remember me:** A checkbox labeled "Remember me".
- Login:** A prominent blue button labeled "Login".
- New Here?** A link labeled "Create an Account".

At the bottom of the page, there is a footer: "All Rights Reserved © 2025 IBS AI VCards".

### Step 4

This will page will give you an overview of all your IP Card. Click on the top right drop down to:

1. Set your account setting.
2. Manage your package.
3. Change password
4. Set language

The image displays two screenshots of the IBS AI VCard admin dashboard. The top screenshot shows the main dashboard with four summary cards: Total Active VCards (0), Total Deactivated VCards (0), Today Enquiries (0), and Today Appointments (0). Below these is a 'Vcard Analytic' chart for the period Feb 12, 2025 - Mar 14, 2025. The bottom screenshot shows the same dashboard with a user profile dropdown menu open, listing options like Account Settings, Manage Subscription, Change Password, Change Language, invitation code, and Sign Out. The browser address bar in the top screenshot is [vcard.isibs.com/admin/dashboard](https://vcard.isibs.com/admin/dashboard), and in the bottom screenshot, it is <https://vcard.isibs.com/profile/edit>.

For the next step. Go to Setup my first IP Card tutorial.

Updated by Charles

14 March 2025