ASSOCIATION OF ASIAN CONFEDERATION OF CREDIT UNIONS
Dedicated Services to Asian Credit Unions Since 1971

ACCESS
A-one Competitive Choice for Excellence in Service and Soundness

Official User Guide Access Branding

You can go to the website easily clicking this or you can find it from ACCU website.

1. **Login** ➢ Enter valid user name and password then press the "Login" button, user can log in to the system. ➢ User must be already existing in the system and must be activated. ➢ If still doesn't have an account user can create an account by using "SignUp" button.

2. **Sign Up**➢ Enter Name, User name (Must not be in the system), Email, Select Federation, Select Credit Union, Enter Phone no, Password and click the "Sign Up" button.Then Create a User. ➢ "Password" and "Confirm Password" must be the same. ➢ Still you don't have Credit Union Account under Federation click "Create" for create new Credit Union. ➢ All fields must be required to create a new user. ➢ If already have an account, Click "Log In" for move to Login form.

3. **New Credit Union**➢ Enter the Credit Union Name, Register No, Select Country, Select Affiliated federation, Enter Postal Code, Address, Email , Contact No(Phone Number), Website then Click "Save" button to create new credit union. ➢ If you need to clear above entered things, just Click "Reset" button for clear all. ➢ Affiliated Federation must be under Country. ➢ All fields must be required to create new Credit Union.

4. **New Analysis**➢ User can add only one Analysis in the Section and Month combination. ➢ Select Section and Pick the Month then click "Submit" to move to the questionnaire. ➢ Click the radio button for particular questions. ➢ Then click "Submit" to record the answers. ➢ User must answer all questions.

5. **Credit Union Profile**➢ If User click "Credit Union Profile" able to see Credit Union Details.

6. **Result** ➢ Click "Result" to see the Entered Analysis results. ➢ Select the Month and Click the "Submit" , can see the result.It can see Summary of Result, Awarded rating and given answer for Questions. ➢ Click the Section tab (Financial Perspective, Customer/Member Perspective, ect) and able