**How To Setup MyKad Card Reader**

1. Plug the MyKad card reader to your computer USB port.
2. Wait for the LED light to turn to green.
3. Device is ready. Insert MyKad to read.

   **\*\*note**: no driver installation required, just plug & play


*Image 1: MyKad Reader Device*

**Create Employee List Using MyKad Card Reader**

1.  Login into BMO Client "Human Resource Management Client" module.
2.  Go to "Employee" > "Employee List".
3.  Select an account then click "Edit".



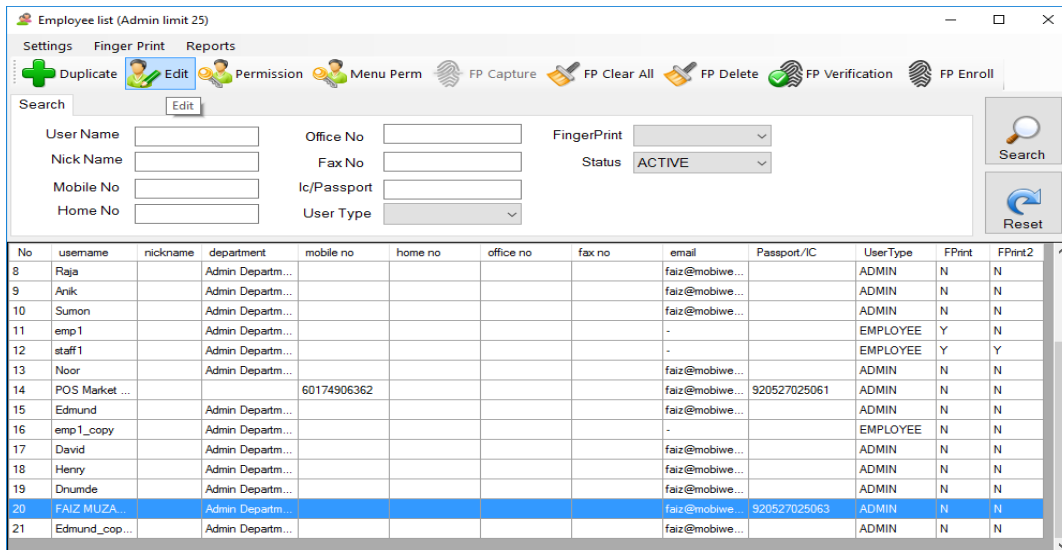*Image 2: Select Account To Edit*

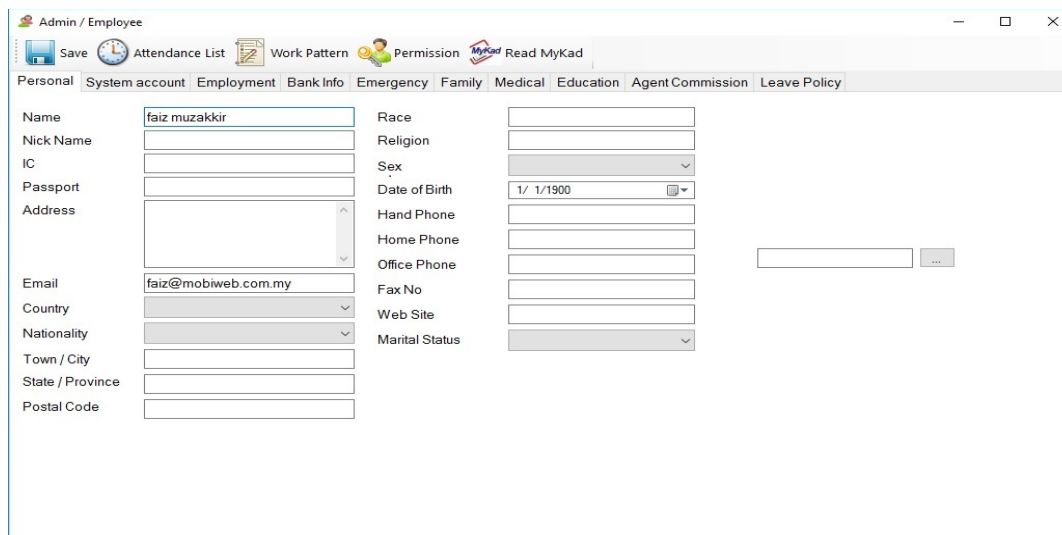4.  Click "Read MyKad" button to capture all information from MyKad



*Image 3: Employee Info (before read MyKad)*

*Image 4: Employee Info (after read MyKad)*

5.  Click "Save" button to keep the information.

**BMO Client Login Using MyKad**

All MyKad must be registered in employee list before it can have access into BMO Client.

1. Start BMO Client program
2. Insert MyKad into card reader
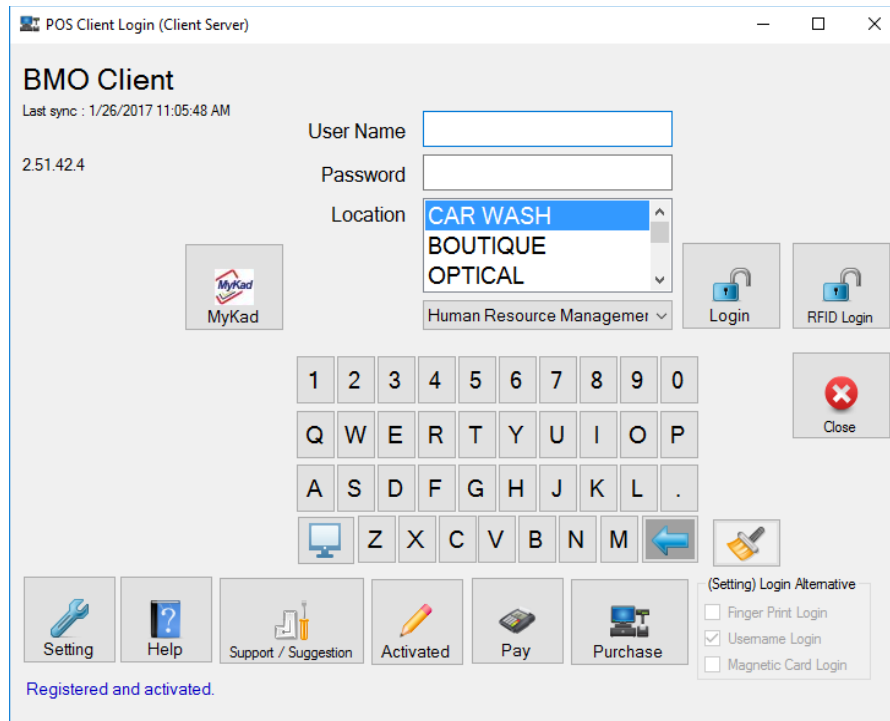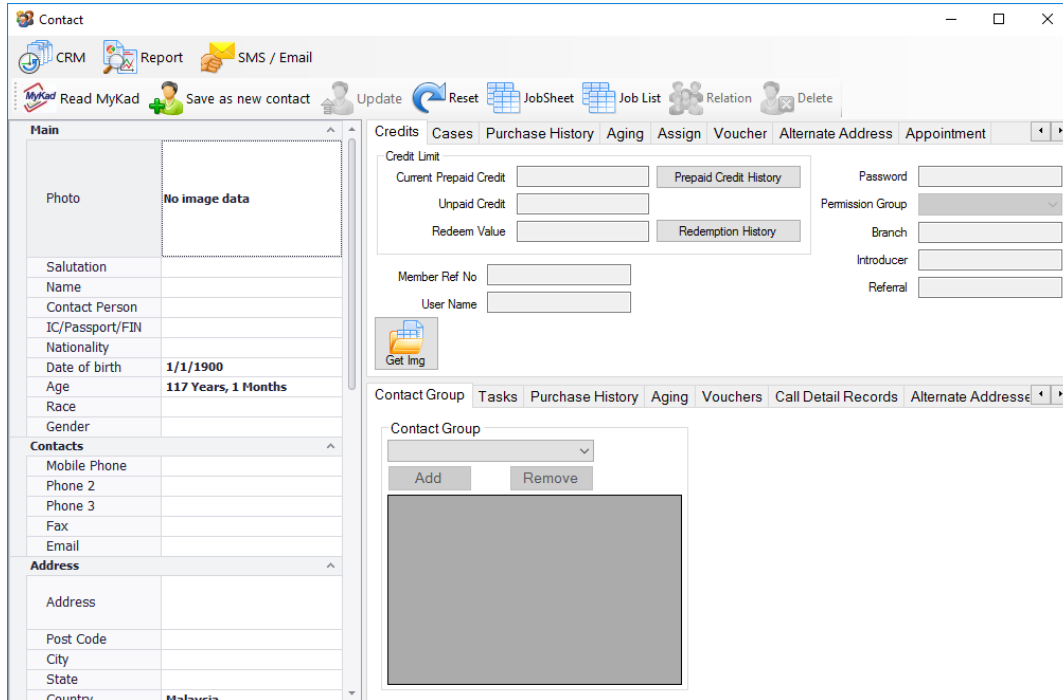3. Click "MyKad" button to login using MyKad

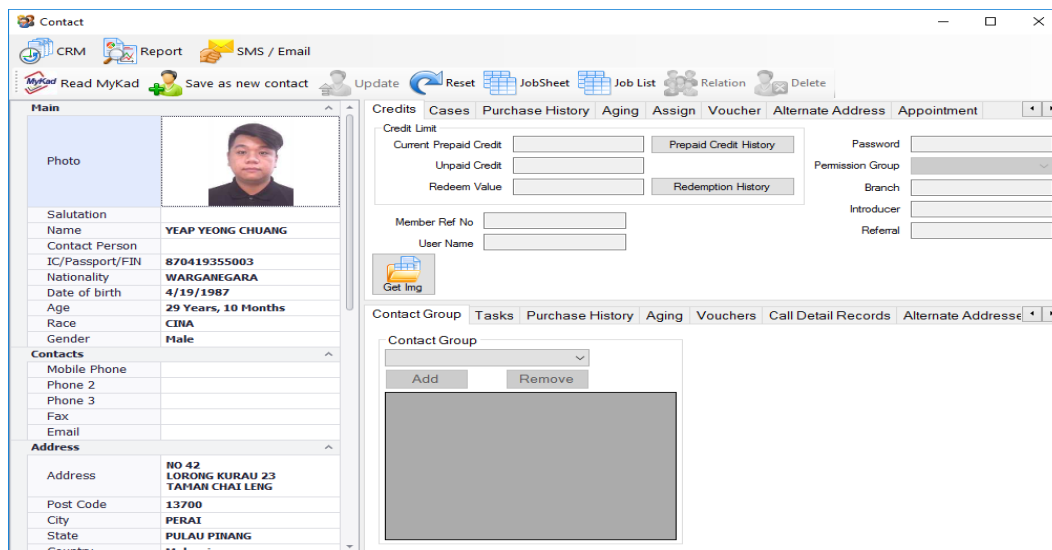

*Image 5: BMO Client Login Interface*

**Create Contact List Using MyKad Card Reader**

1. Login into BMO Client "CRM" module.
2. Click "New" button to create new contact.
3. Insert MyKad into card reader.
4. Click "Read MyKad" to capture all information from MyKad.



*Image 6: Contact Info (before read MyKad)*



*Image 7: Contact Info (after read MyKad)*

5. Click "Save as new contact" button to keep the information.

**Search Customer Using MyKad In Point Of Sales Client**

1. Login into BMO Client "Point Of Sales" Module.
2. Click "Search Contact" button.
3. Insert MyKad into card reader.
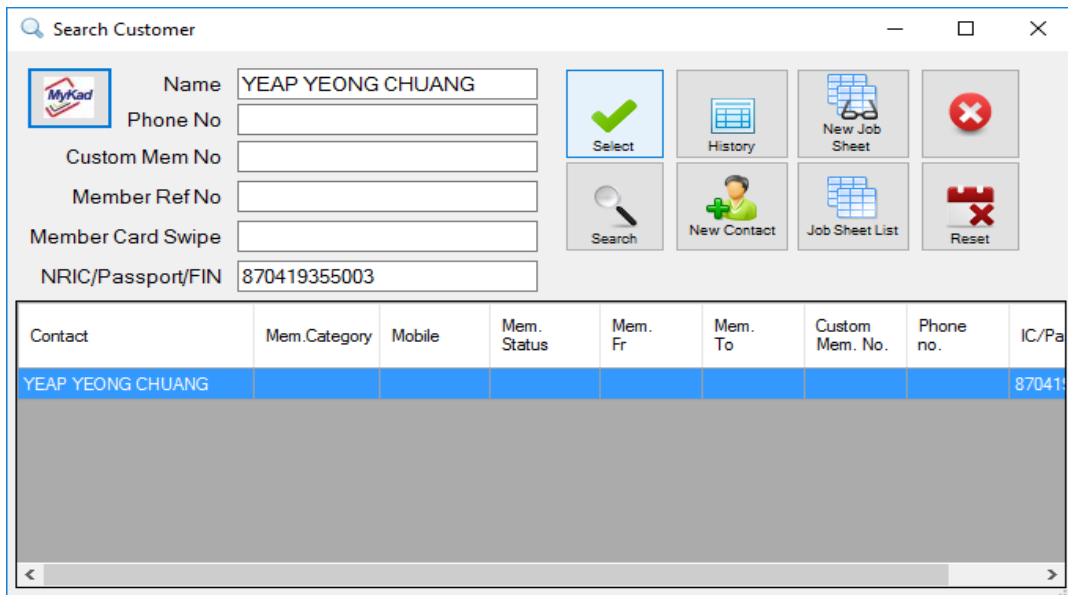4. Click "MyKad" button to search from contact list.



*Image 8: Contact Found*

5. Click "Select" button to proceed

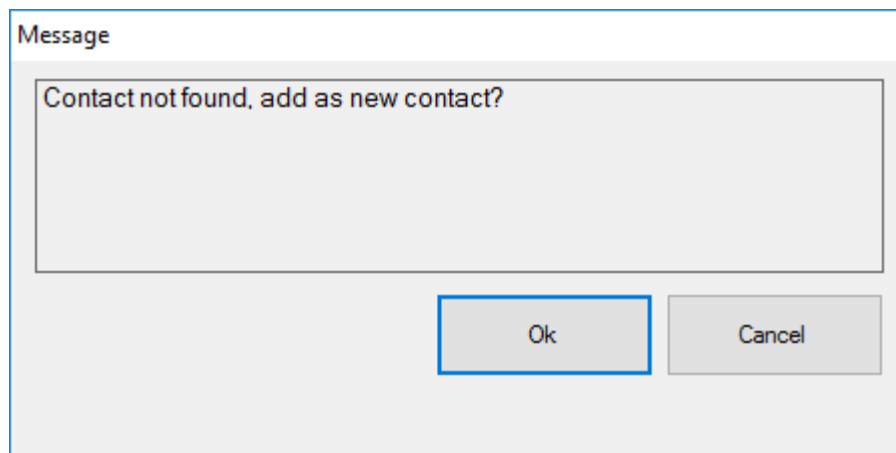   **note**: if search contact not found, system will prompt the following message (refer Image 9)



*Image 9: Contact Not Found*

**note**: click "OK" to keep the information, click "Cancel" to discard the information.