

The logo for NCT G, featuring the letters 'NCT' in a gold serif font and 'G' in a green serif font, centered within a white rounded square. The background of the entire page is a stylized city skyline in shades of brown and tan, with a light blue sky and white clouds. The bottom of the page is a solid light blue area with stylized cloud shapes.

NCT G

Community App Resident Manual

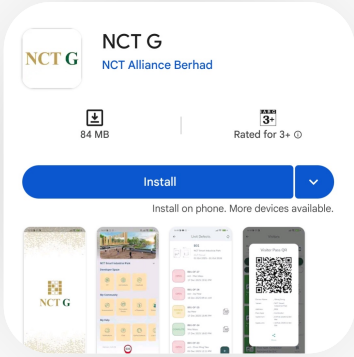
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Installing App for New Users

Step 1 : Download NCT G App



Open

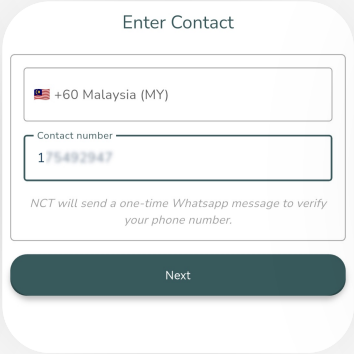


Search

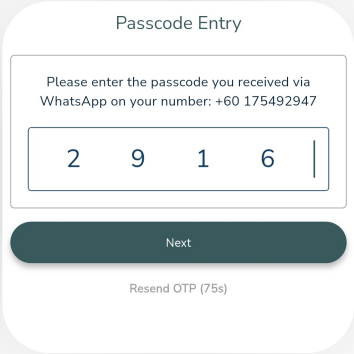
Step 2 : Verify phone number



Open NCT G App



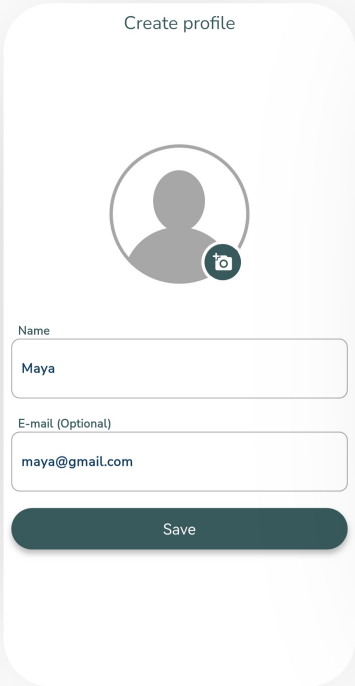
Key in Phone number



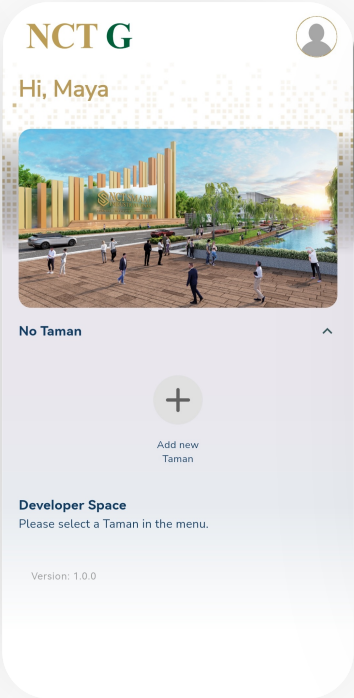
Key in Verification Passcode

Installing App for New Users

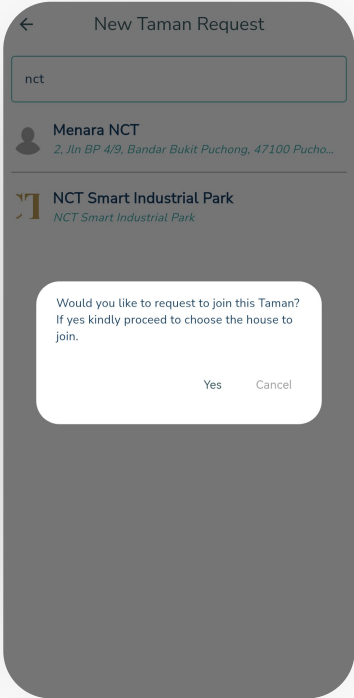
Step 3 : Join Project



Create Profile



Add New Project

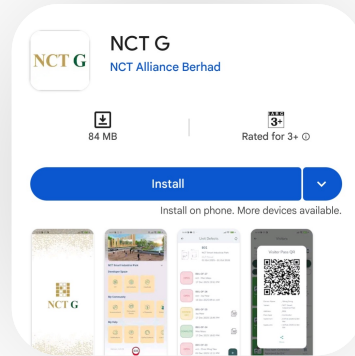


Search and Select Project

Gain access after Approval from Management

Installing App for Pre-registered Users

Step 1 : Download NCT G App



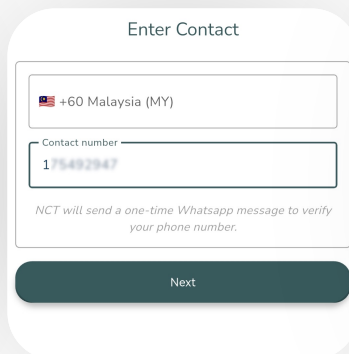
Open

Search

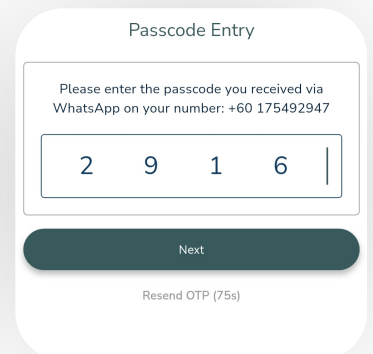
Step 2 : Verify phone number



Open NCT G App



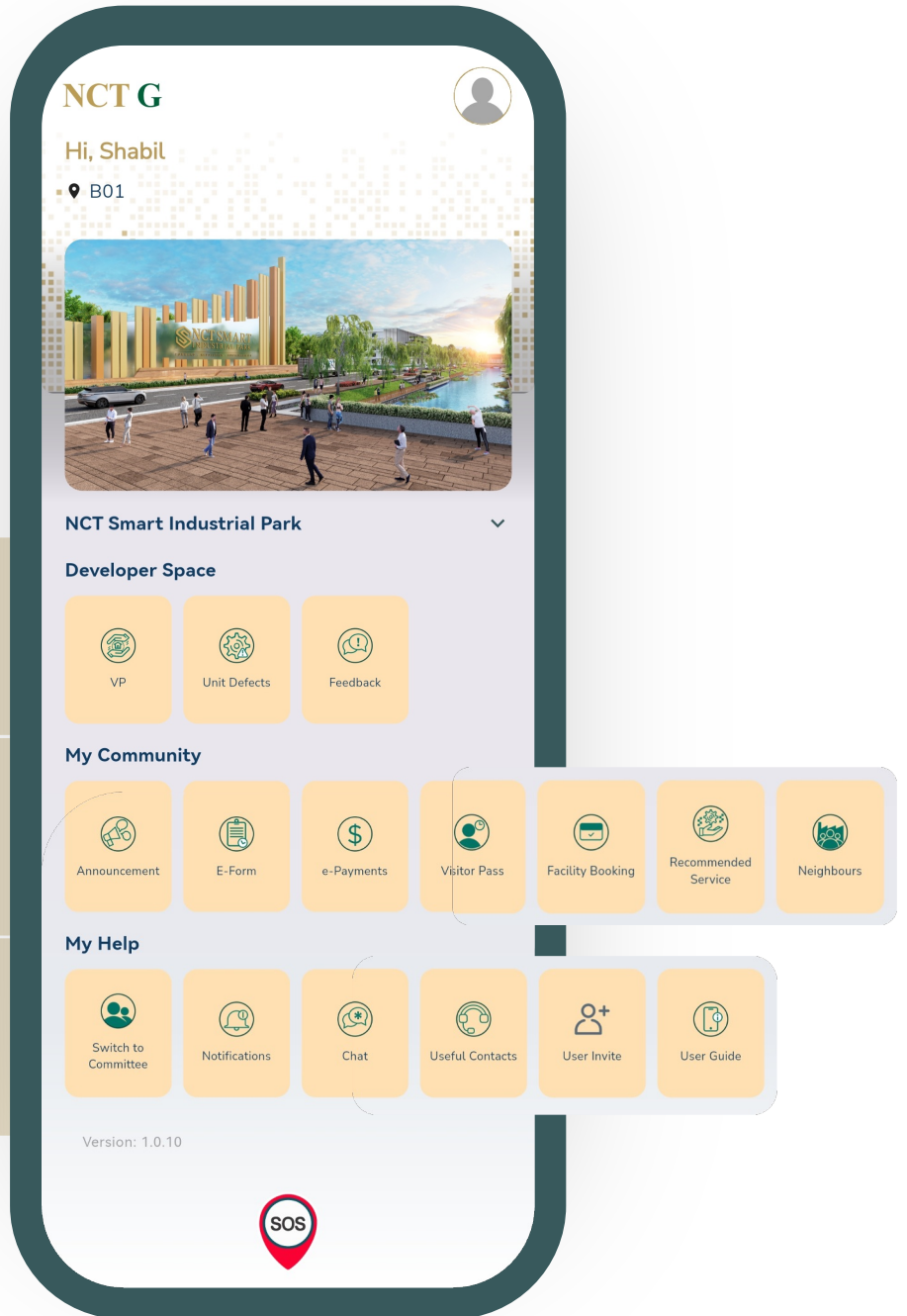
Key in Phone number



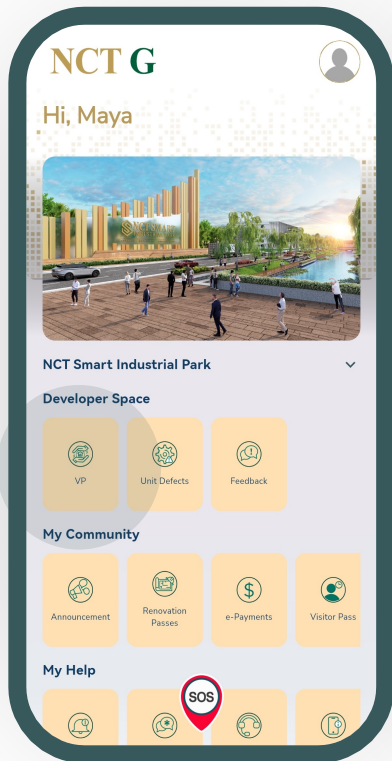
Key in Verification Passcode

No Approval necessary

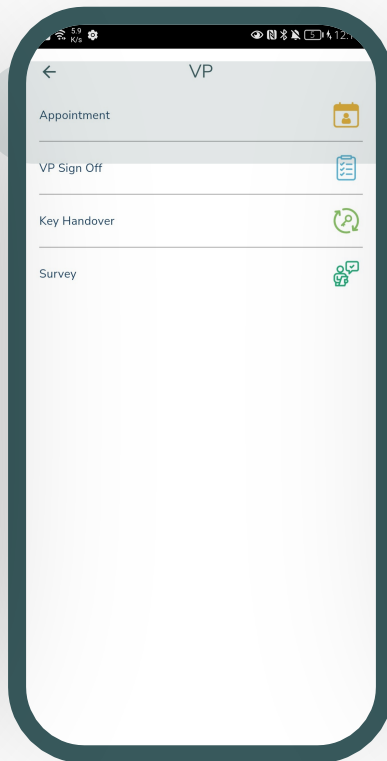
Front Page



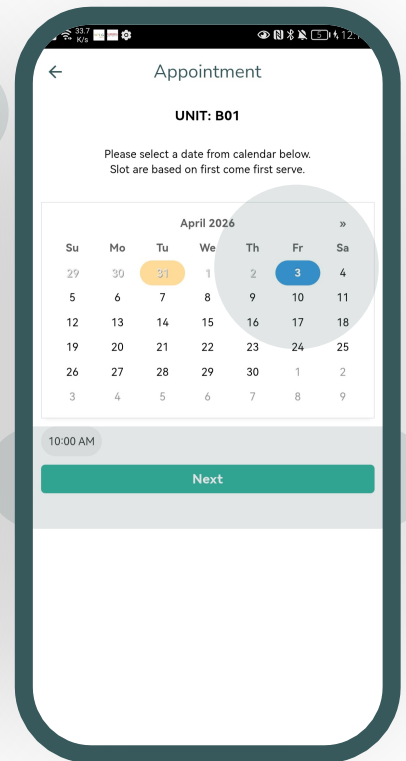
Create VP Appointment



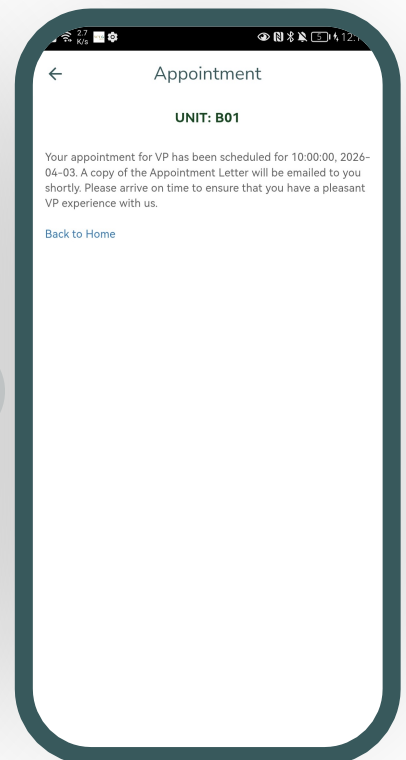
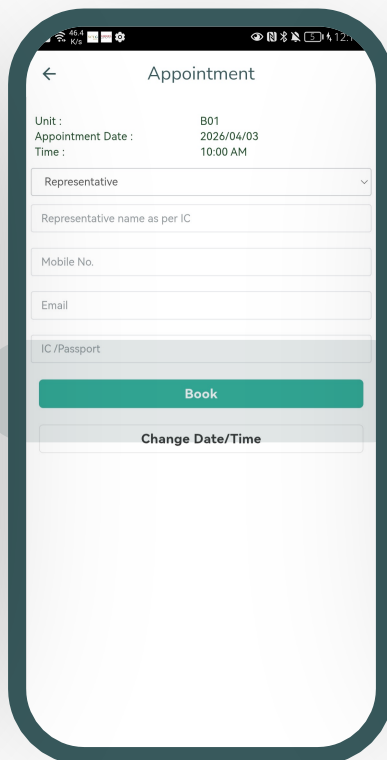
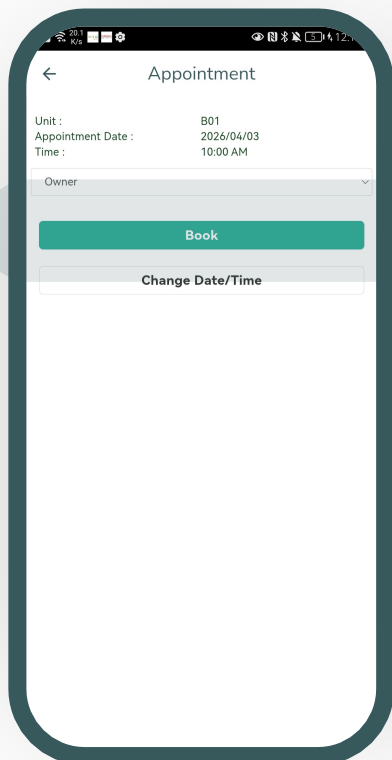
Click VP



Click Appointment

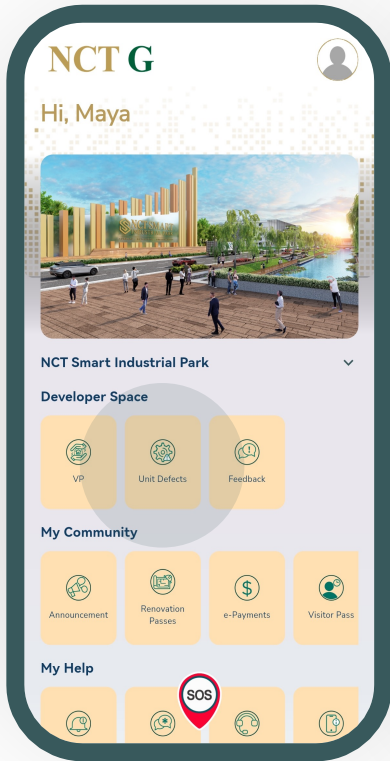


Select date & time,
Click Next

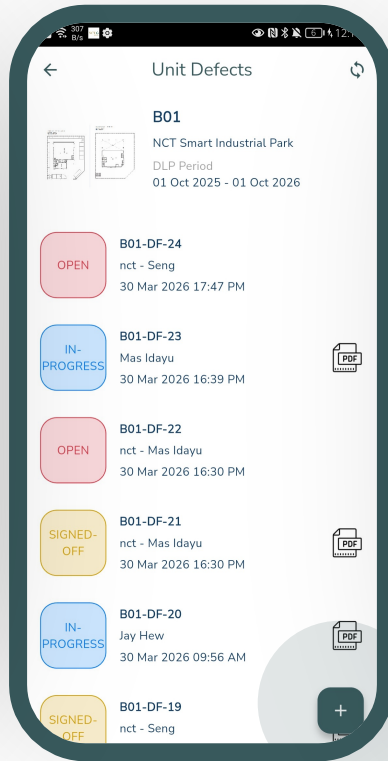


If you are making an appointment as the Owner, click the Book button and your appointment will be set. Else, appoint a representative before setting your Appointment

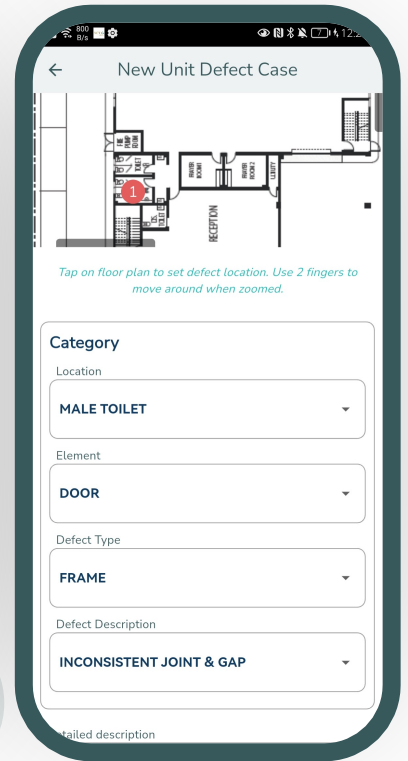
Create Defect Reports



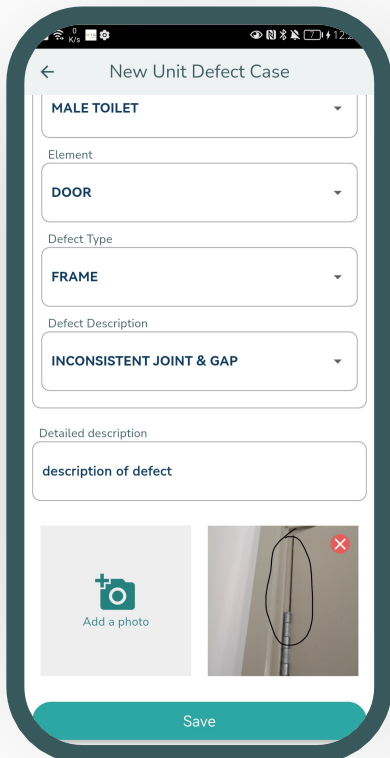
Click Unit Defects



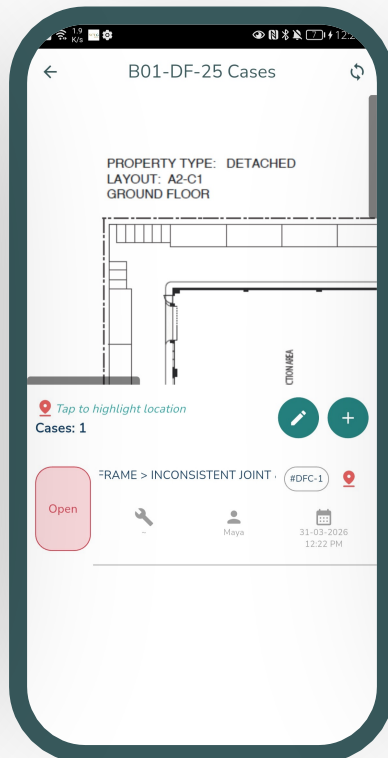
Click (+)



Tap location on Floorplan



Fill in Defect Details, Click Save

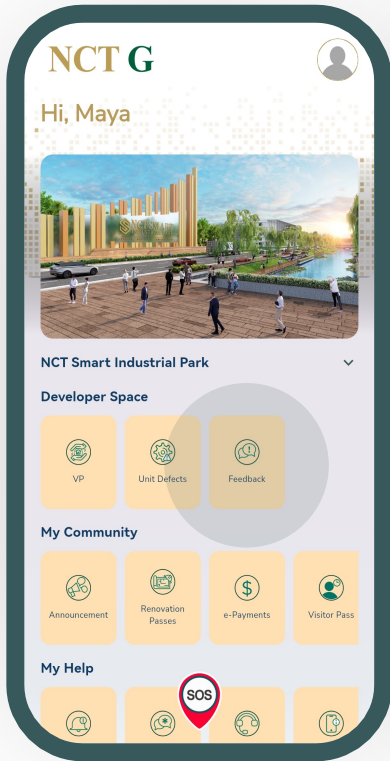


Add more Defects by clicking (+)

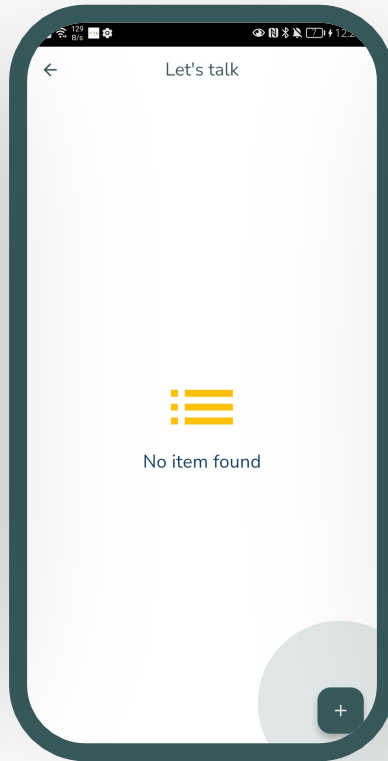


Click the Pen icon button to sign off

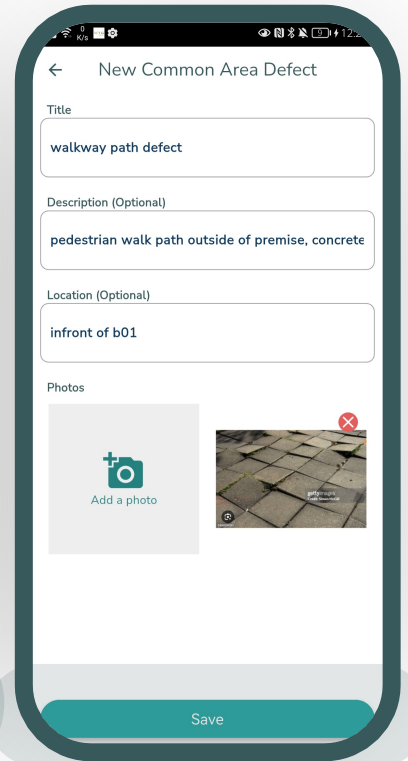
Create Feedbacks



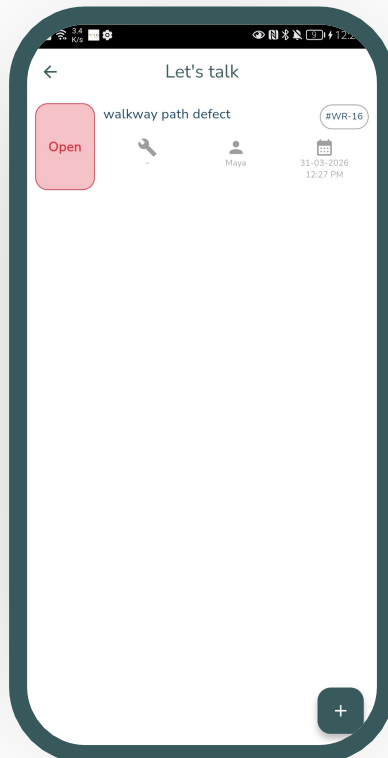
Click Feedback



Click (+)

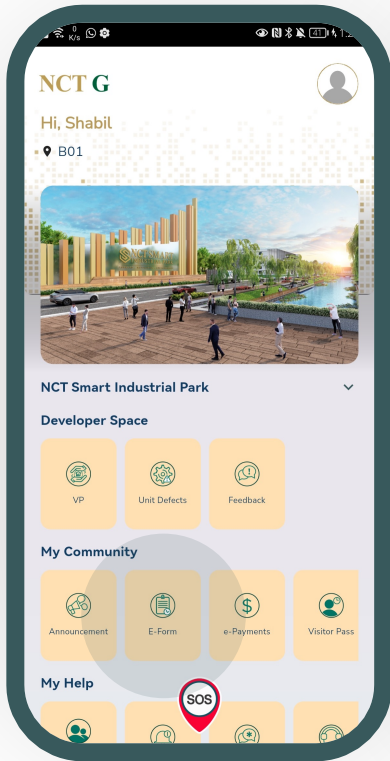


Fill in Feedback Details, click save

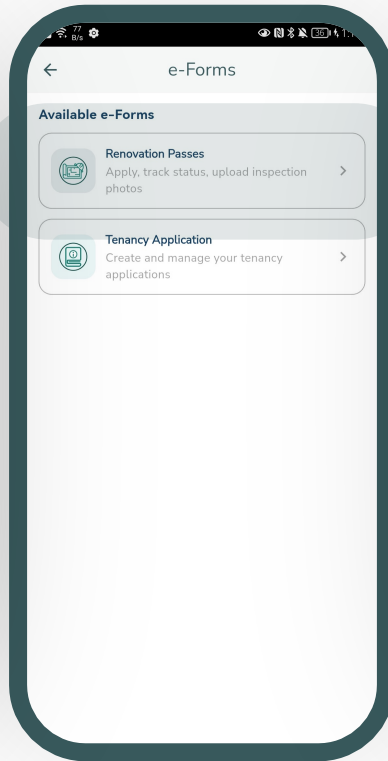


New Feedback is submitted

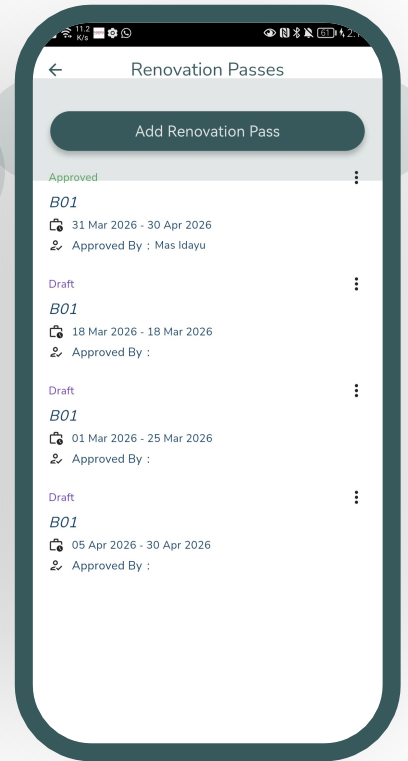
E-forms - Reno Pass



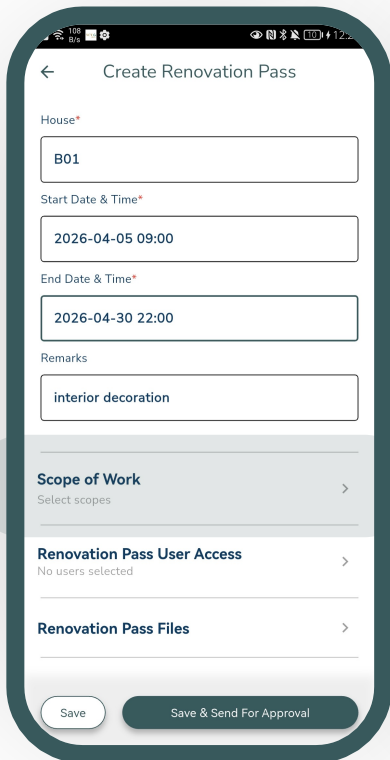
Click E-Forms



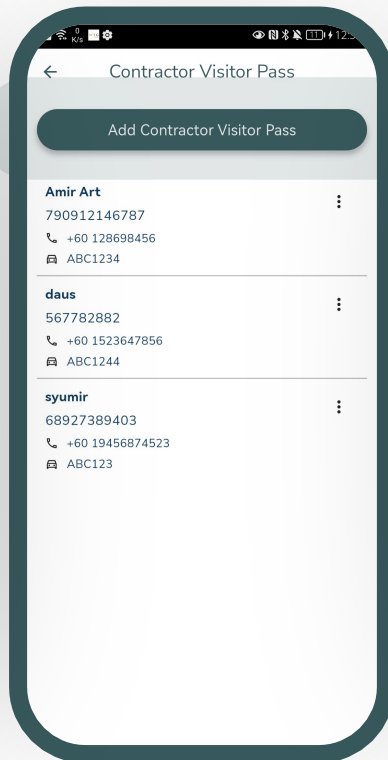
Click Renovation Passes



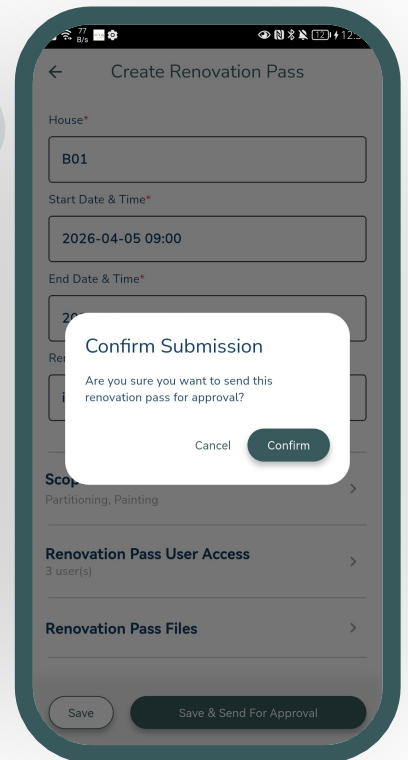
Click Add Reno Pass



Fill in Details,
Select Scope of
Work

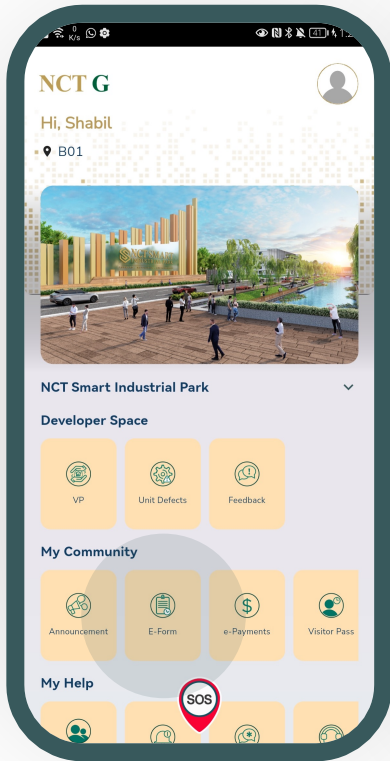


Add Contractor
Details

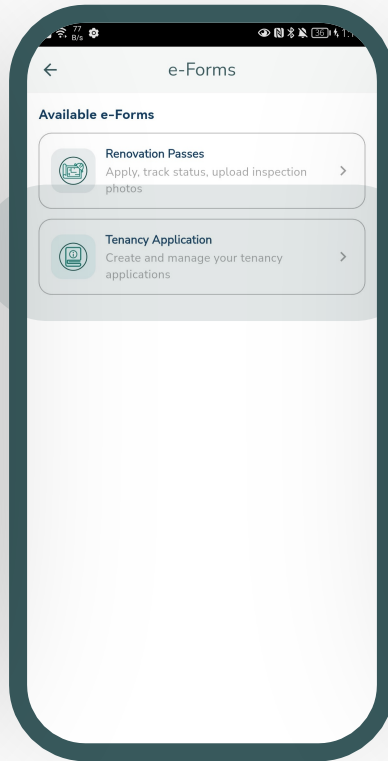


Save & Send for
Approval

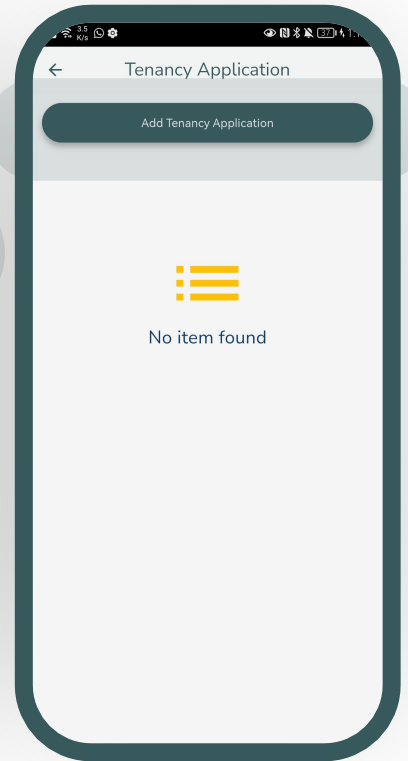
E-forms – Tenancy Application



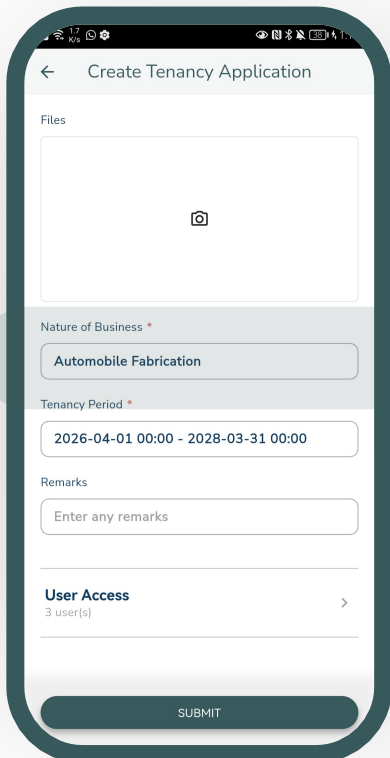
Click E-Forms



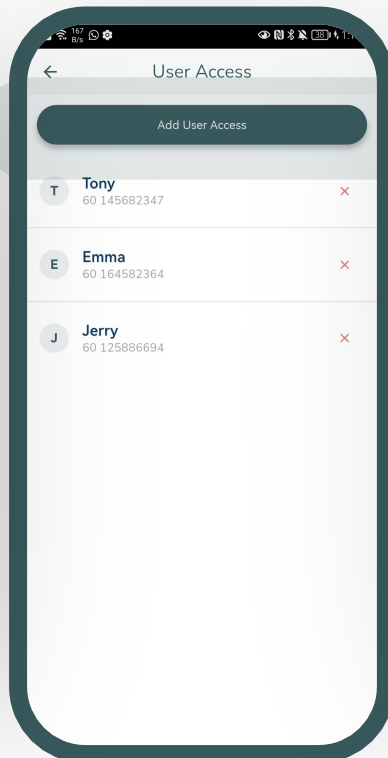
Click Tenancy Application



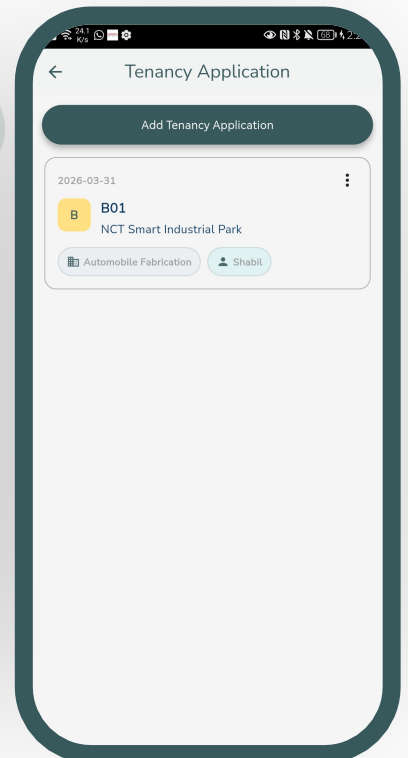
Click Add Tenancy Application



Fill in Tenancy Details

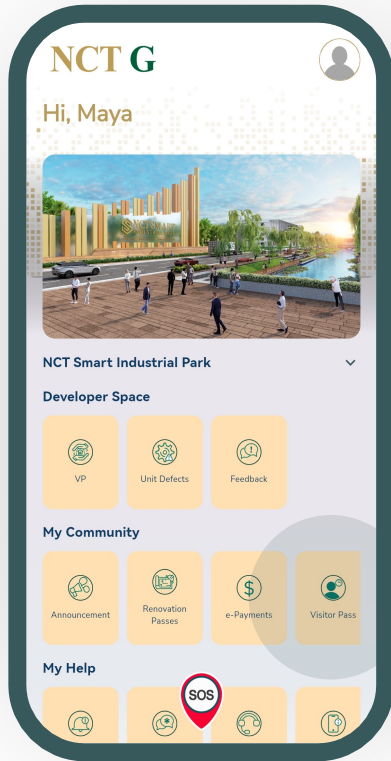


Add User Access

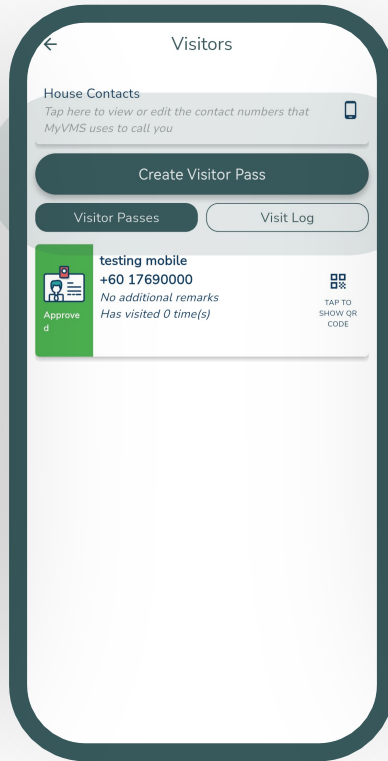


Click Submit to save Tenancy

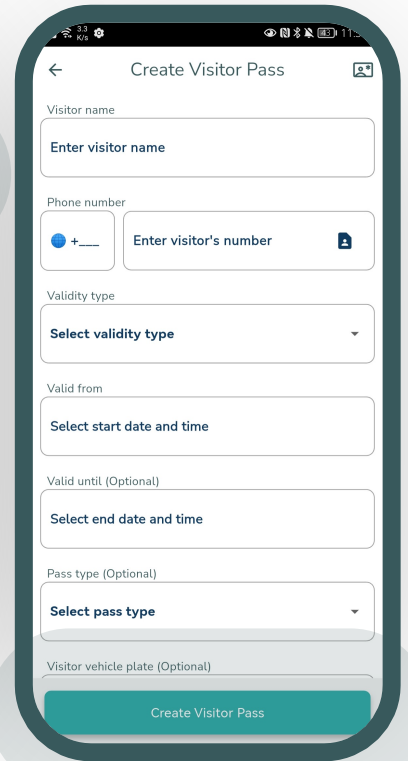
Create Visitor Pass



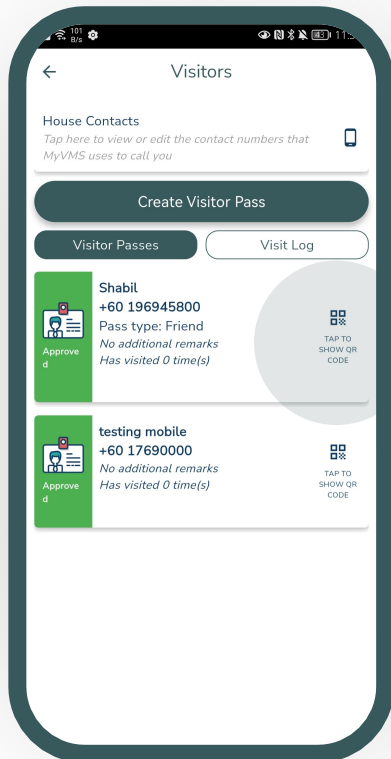
Click Visitor Pass



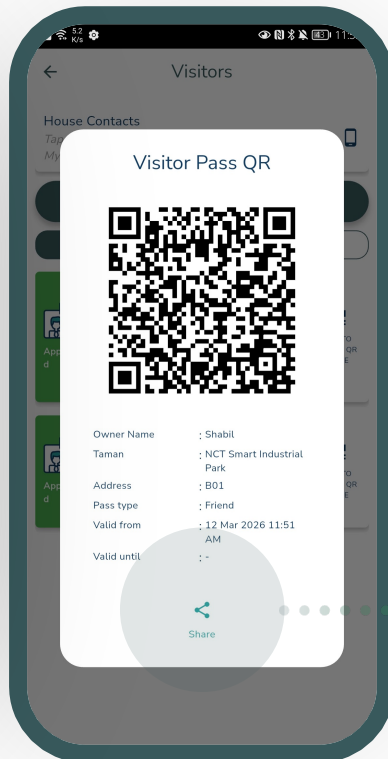
Click Create Visitor Pass



Fill in form, click Create Visitor Pass



Click Show QR Code



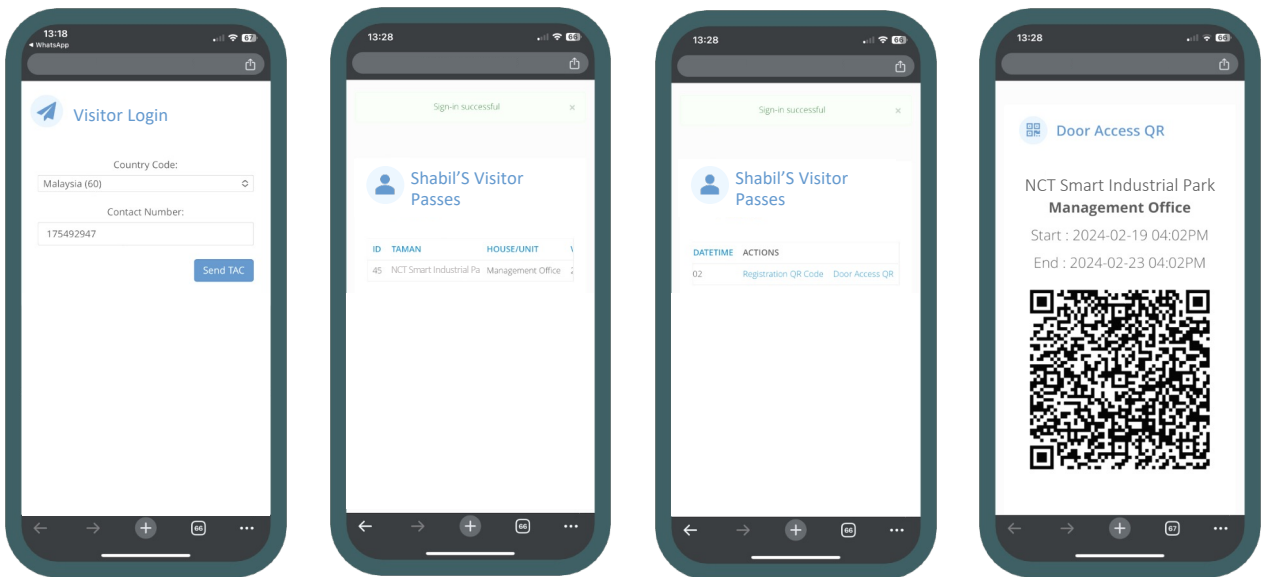
Share Visitor Pass



Visitor Pass

Visitors will also receive a link to optionally register and generate their Access QR Pass via a **Web Portal**.

Viewing Door Access Code Via the ePass Web Portal (Visitor)



1 Click on the link in the messaging app and the browser app will open with a login page

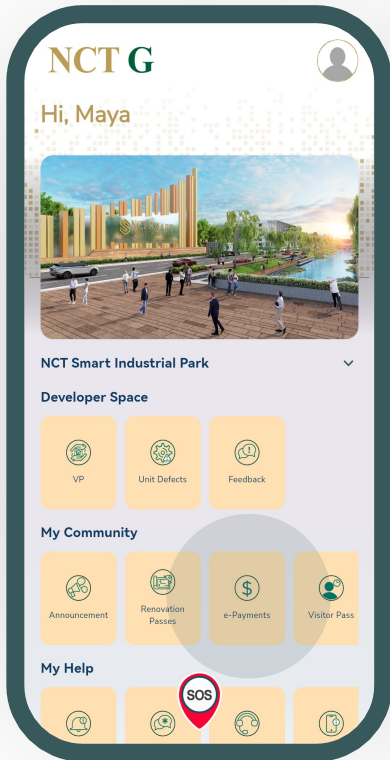
2 Valid phone numbers will show a pass for them

3 Scroll to the left to find the link to the codes

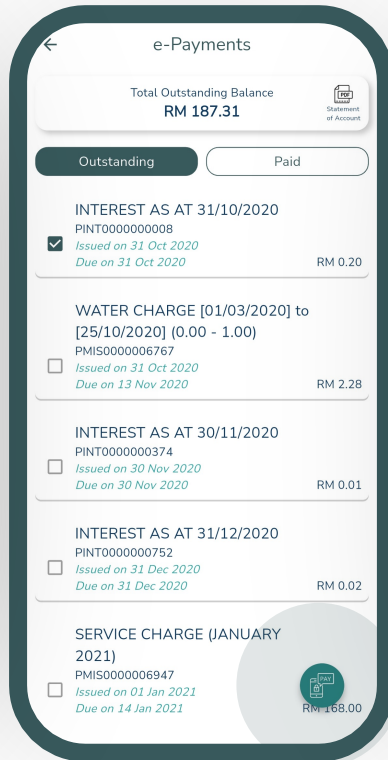
4 Use Door Access Code at the Guard House

Visitors will need to verify by registering their phone number

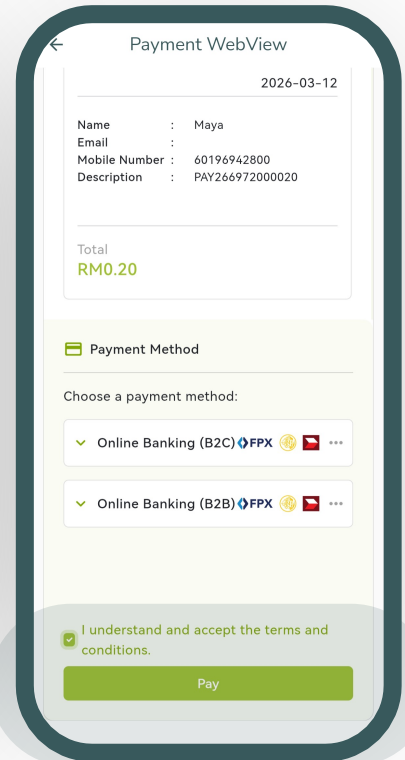
ePayment



Click ePayment

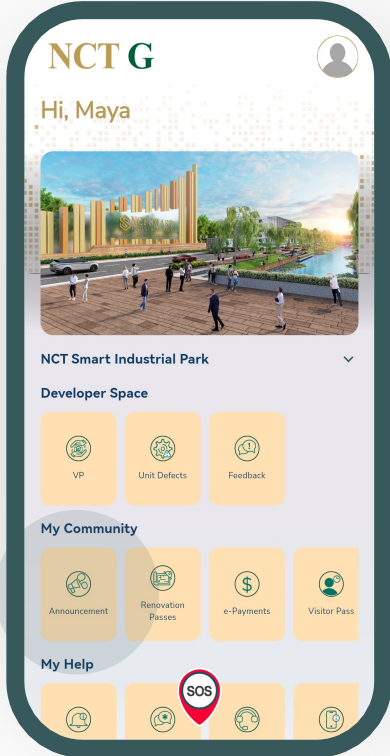


Select invoices to pay

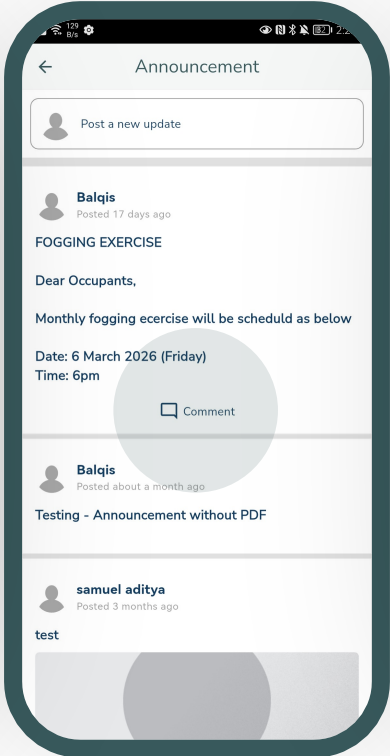


Select preferred Bank and Pay

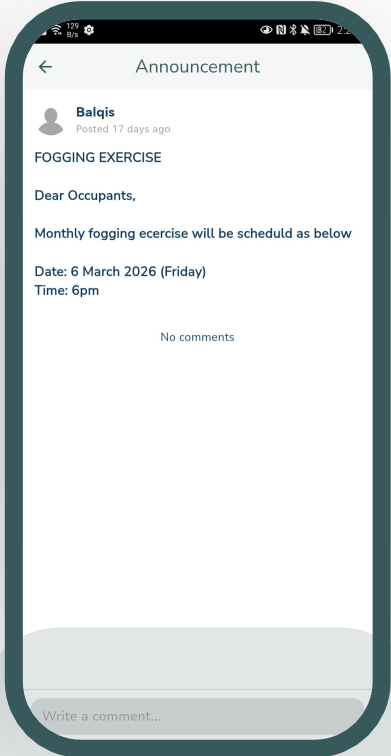
Announcement Page



Click
Announcement



View or Comment

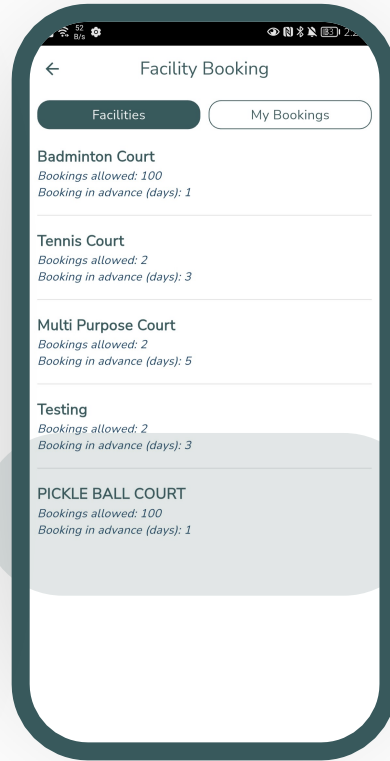


Comment

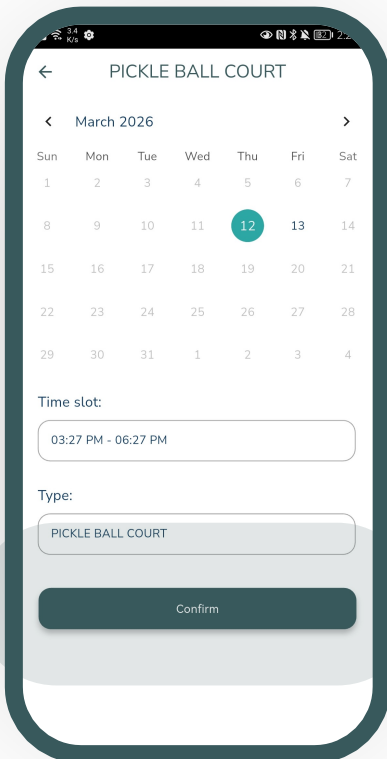
Facility Booking



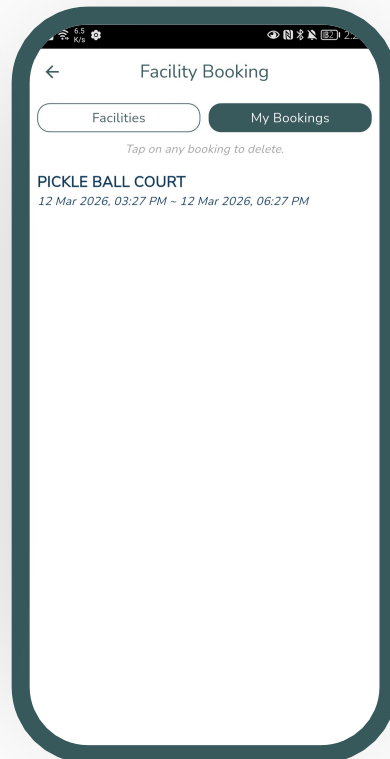
Click ePayment



Select Facility



Select available time slots, click Confirm

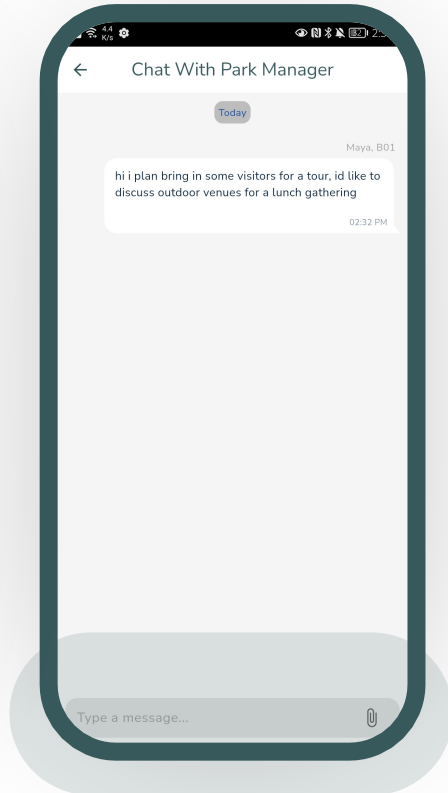


Facility Booked

Chat



Click Chat

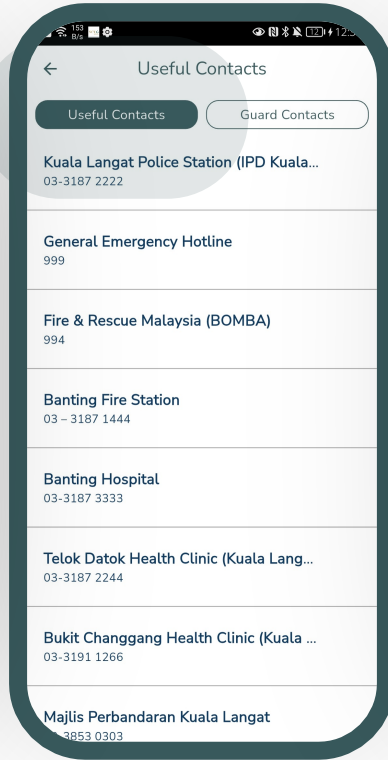


Submit chat

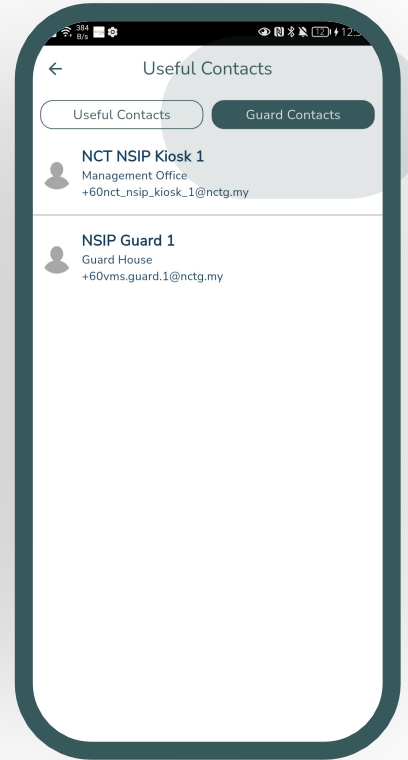
Useful Contacts



Click Useful Contacts

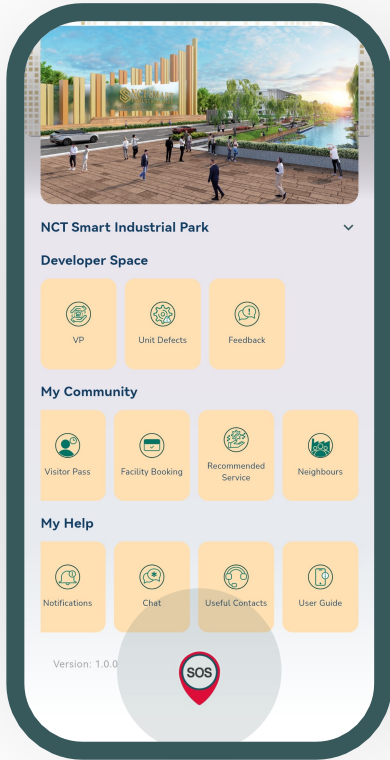


View General Useful Contacts

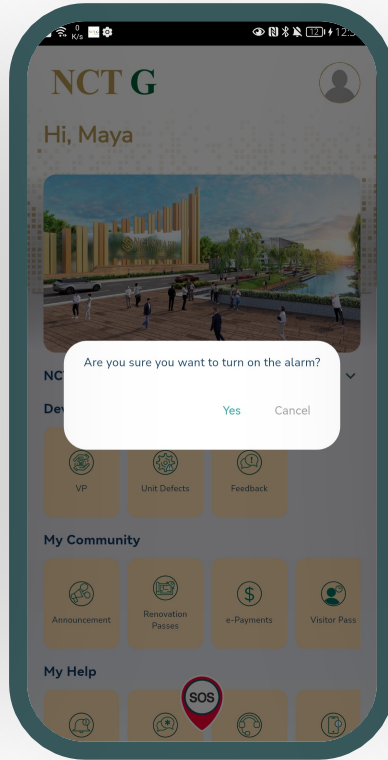


View Guard House Contacts

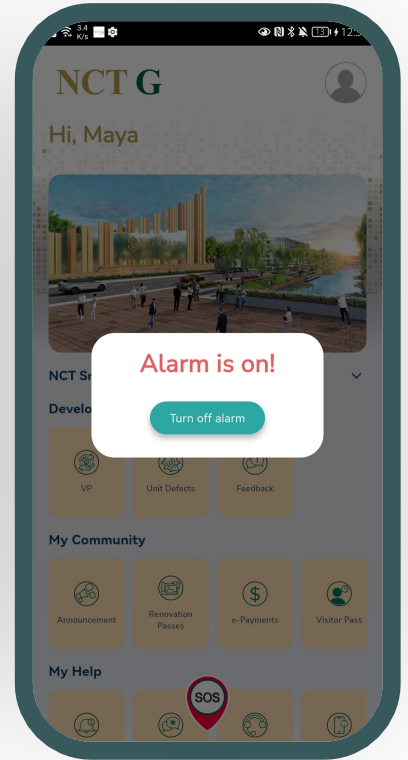
SOS Alert



Click SOS Button

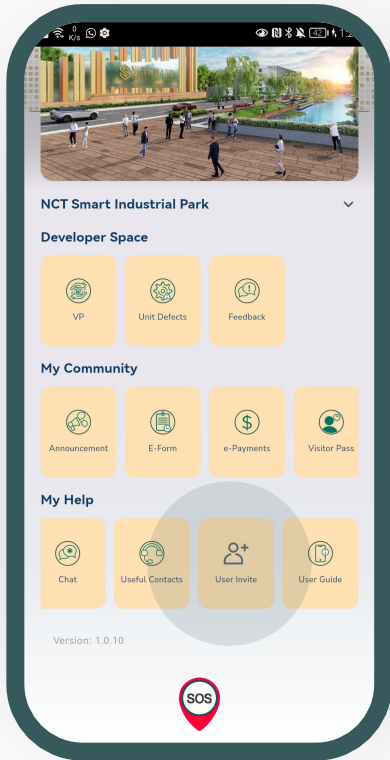


Confirm turn on Alarm

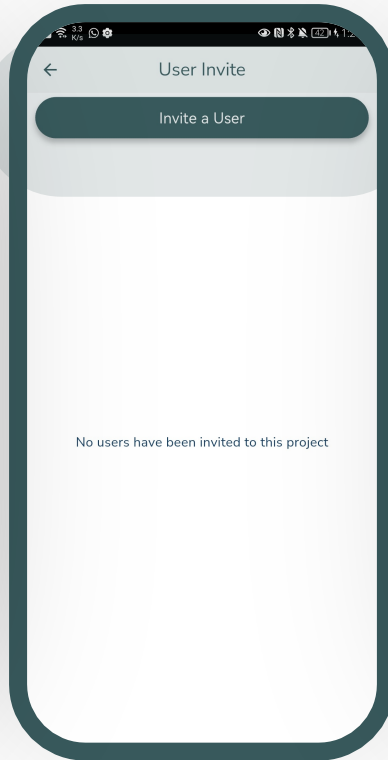


Alarm is triggered

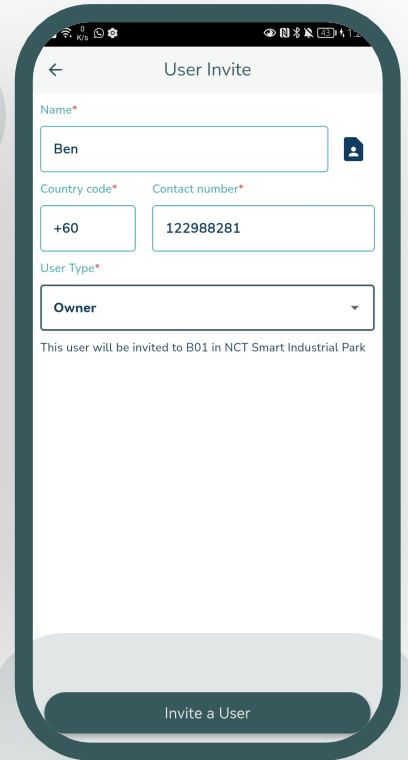
Invite Users



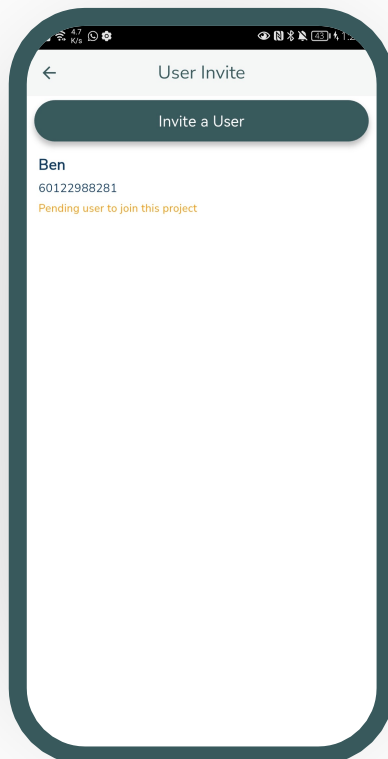
Click User Invite



Click Invite a User



Fill in User Details, click Invite a User



User is Invited