Online Culture Preservation Service System User Manual

1. For a new customer, please register.
   1.1. Click “Register” to create a user account or a member account (you can select either one).
   1.2. Check your email and click the link provided in the email to activate your account.

2. Submission processes for culture preservation service request

   There are 4 steps during the submission process for culture preservation service request.
   2.1. Sign in with your username and password.
   2.2. Go to the “Services” menu and select “Technical Services” > “Culture Preservation Service”.
   2.3. Fill out the request form
      2.3.1. Fill in sample code and your requirements. If you wish to submit more than one sample, please click the “Add more sample” button.
      2.3.2. Fill in shipping address, invoice address, and tax information.
      2.3.3. Confirm and submit your electronic request form to TBRC. Your culture preservation service requests can be viewed from your account.
   2.4. Submit request form and sample to TBRC
      2.4.1. Go to “My Technical Service Request” in your account.
      2.4.2. Select and print the request form by clicking the “Print Form” button.
      2.4.3. Sign the form and submit the form together with the sample to TBRC.