

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 user name 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.