

# **Welcome to Digital Access Control System**

## **Bangladesh Secretariat, Dhaka**

**1. To issue new visitor pass**, please follow the instructions below.

- Please enter your **Email** and **Password**.
- Click on **Login** button or press **Enter** form keyboard.
- Click on **Visitor Management** on the screen.
- Click on **Pass** from left menu of the screen.
- Click on **Create New Pass** from left menu **Pass**.
- Please Fill Up the opened **Visitor Entry form** and click on **Submit** button.
- To see your issued passes, please click on **Pass List** from left menu **Pass**.

**2. To modify specific visitor's pass**, please click on blue color **Edit** button under the specific pass row of the pass list.

**3. To delete specific visitor's pass**, please click on black color Delete button under the specific pass row of the pass list and if you are sure to delete, please click on **OK**.

**4. To change your password:**

- Please click on your **Name** from top right corner of the screen.
- Click on **Change Password**.
- Type your **Old Password** on the first text box.
- Type your desired **New Password** on the second text box.
- Confirm your **new Password** on the third text box.
- Click on **Update Password** button and see that **your password has been changed**.

**5. To Logout:**

- Please click on your **Name** from top right corner of the screen.
- Click on **Logout** to exit your session.

**Thank you for using our system**

**Our Helpline: 01936-019957**  
**Merits Technologies Ltd.**