

User Manual for the “i TuCai” Image Acquisition

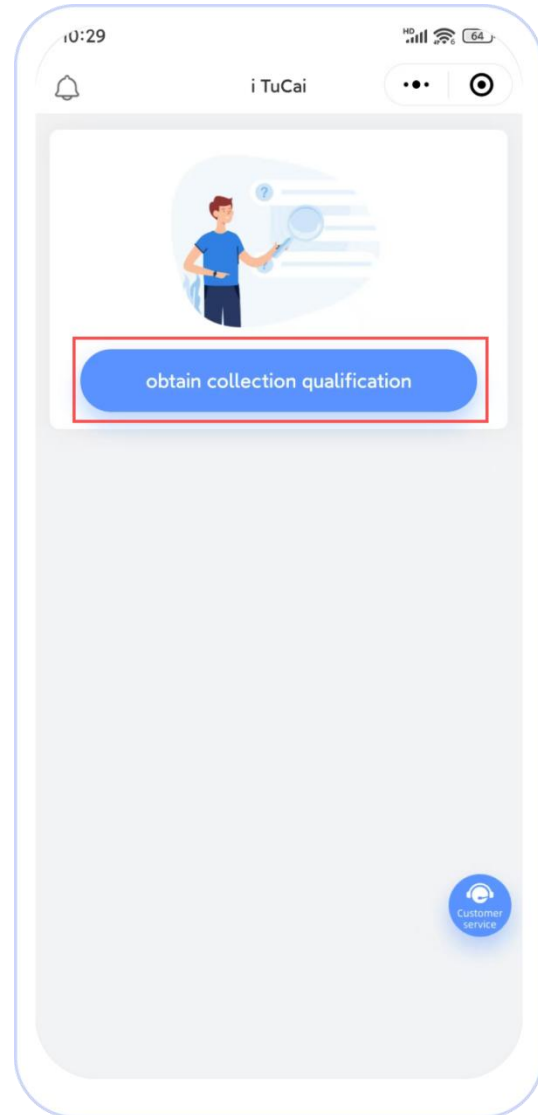
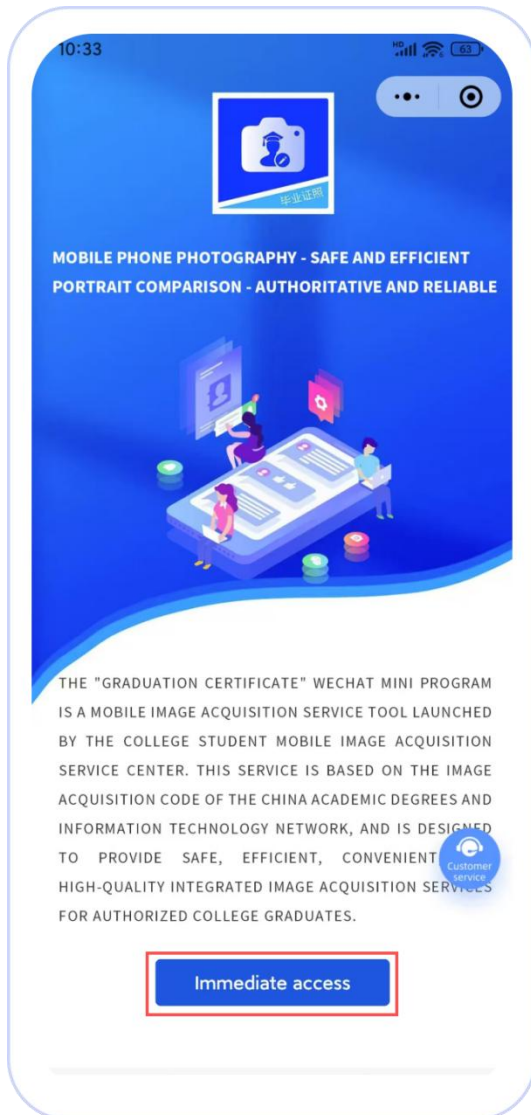


Scan the QR code with WeChat to begin Acquisition

01 How to Use the “i TuCai”WeChat Mini Program for Image Acquisition

1. Authorization & Login (Complete before starting collection)

- 1) After scanning the program QR code, click [Enter Now] on the launch page.
- 2) Navigate to [Obtain Collection Eligibility] from the homepage.



2. Recognize the Xuexin.com Image Collection Code (Complete before starting collection)

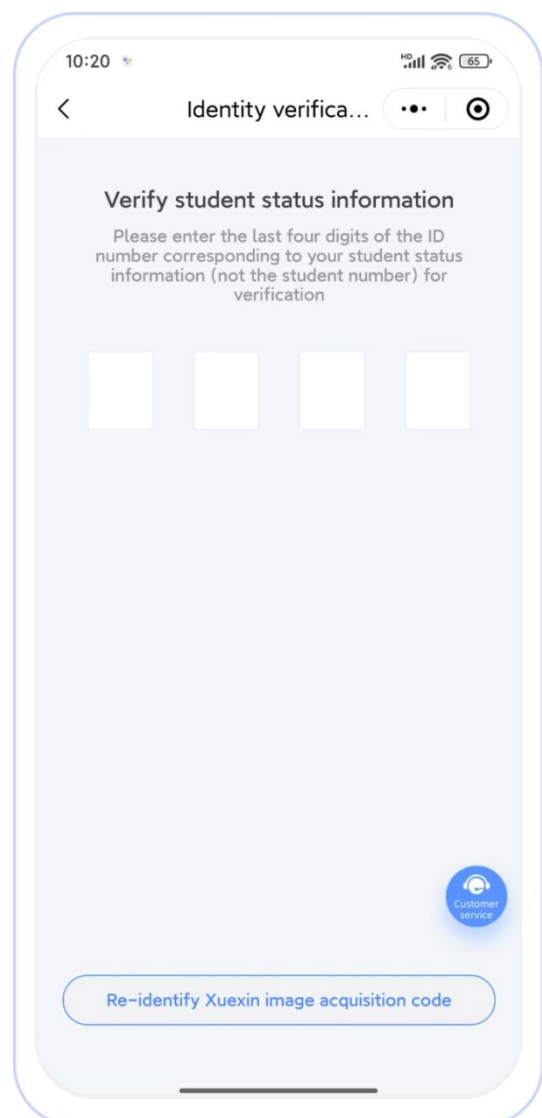
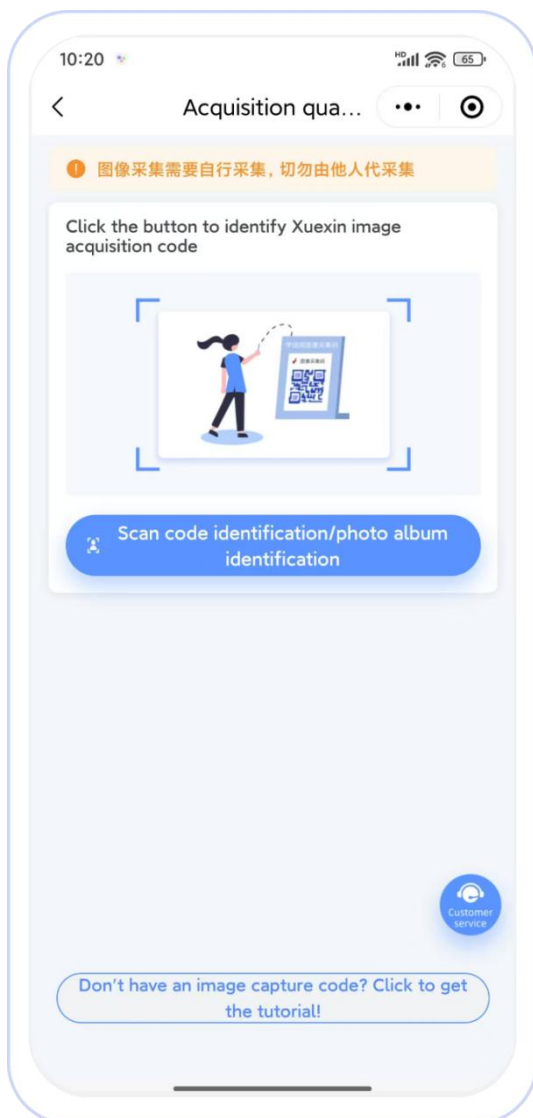
1) If you have the code:

- Click [Scan Code/Album Recognition] to proceed.

2) If you need the code:

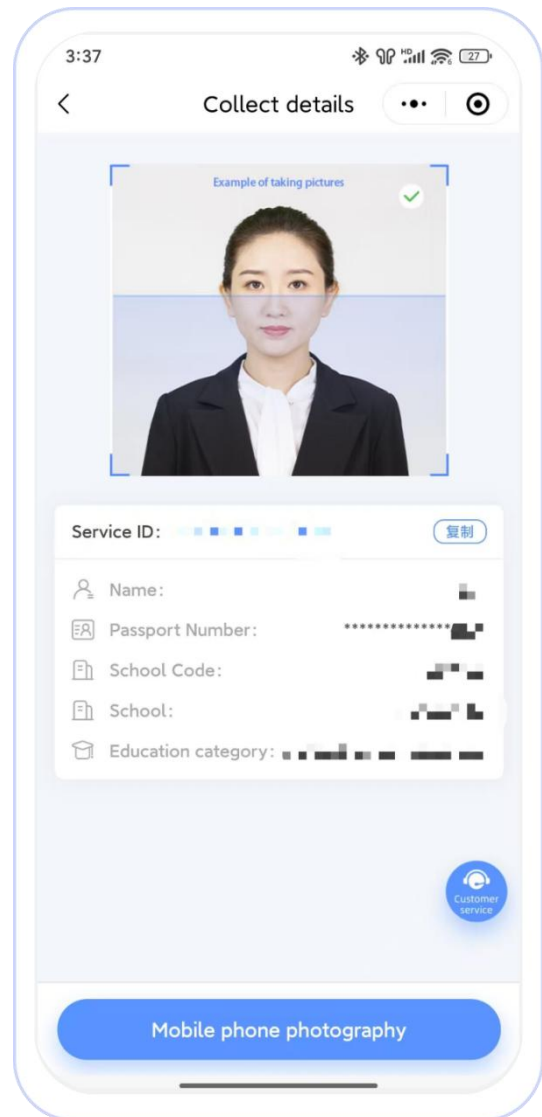
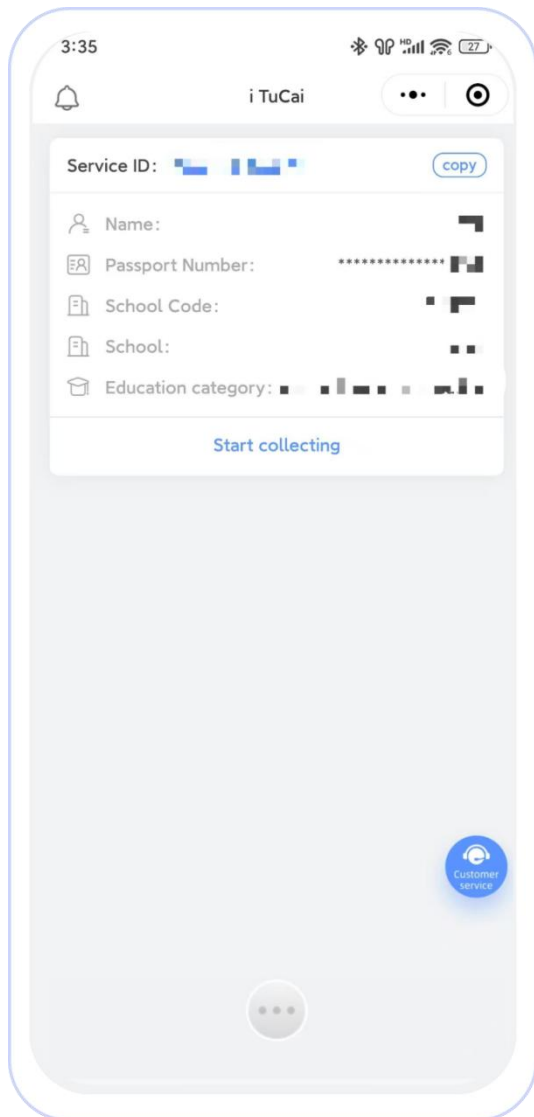
- Click the link below the button for a tutorial.

3) After successful recognition, enter the "Verify Academic Information" page and input the last four digits of your ID number to link your profile.



3. Display Collection Eligibility (Complete before starting collection)

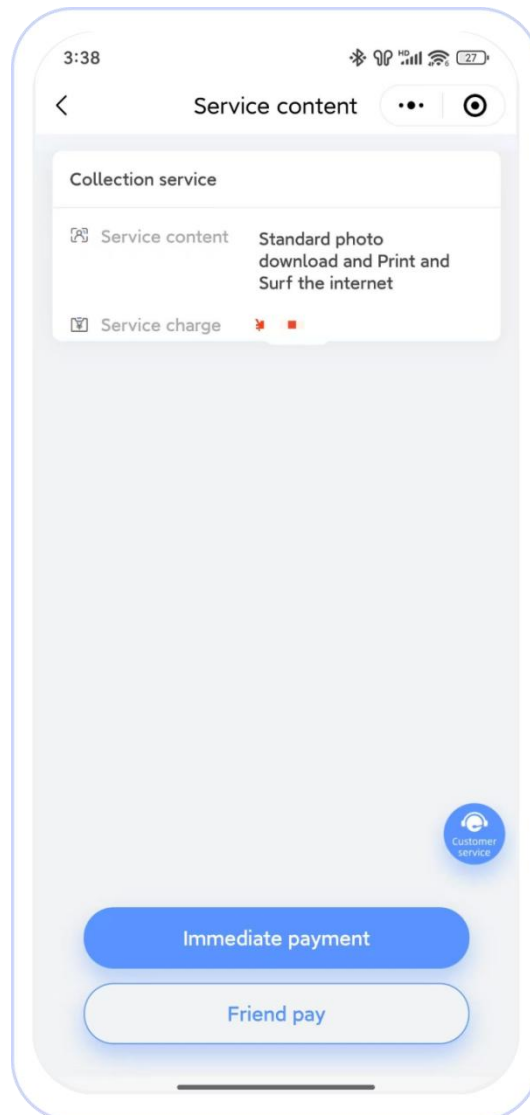
- 1) After verifying academic information, enter the [Collection List].
- 2) Click [Start Collection] to enter the details page.
- 3) Click [Begin Collection] again to view service content.



4. Payment (Complete before starting collection)

Click [Pay Now] to complete payment. The fee covers image Acquisition, standardization, and all related services.

Note: The fee is subject to the price displayed on the page.



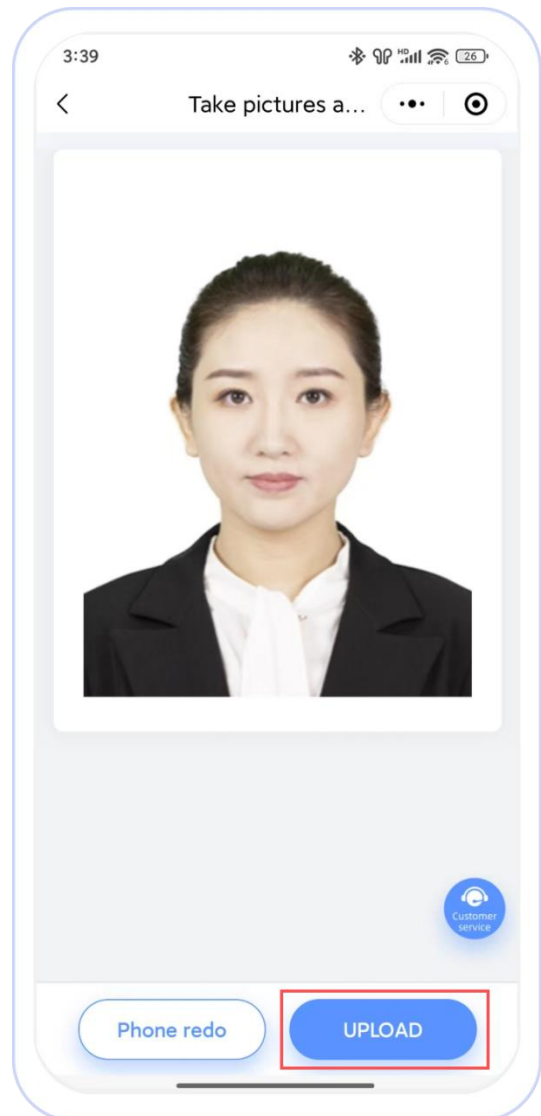
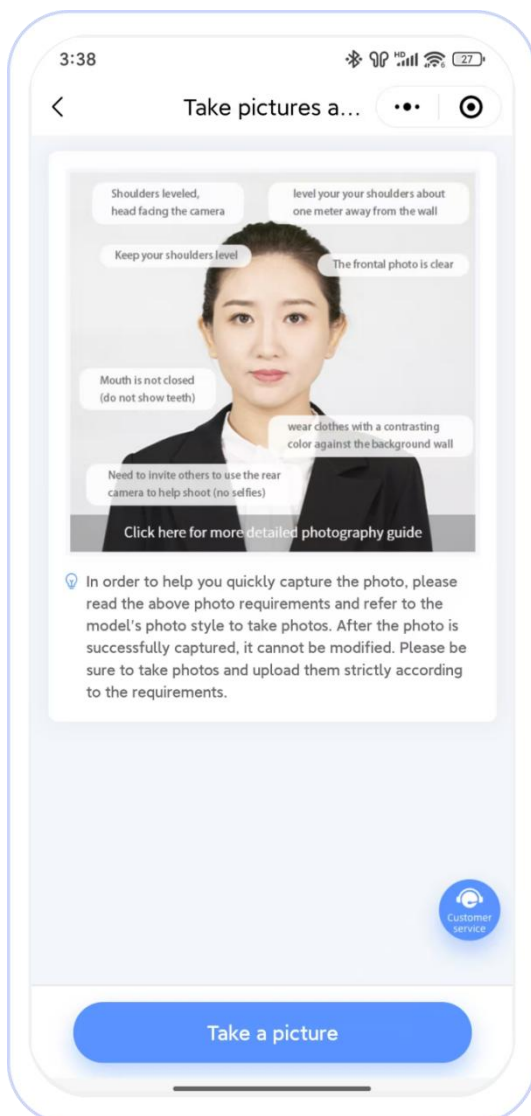
5. Upload Photo (Must be a photo of yourself)

1) To assist you in quickly completing the image acquisition process, please read the guidelines carefully before clicking [Take Photo].

2) After taking the photo, if you are satisfied with the current photo, click the [Upload] button to generate your ID photo.

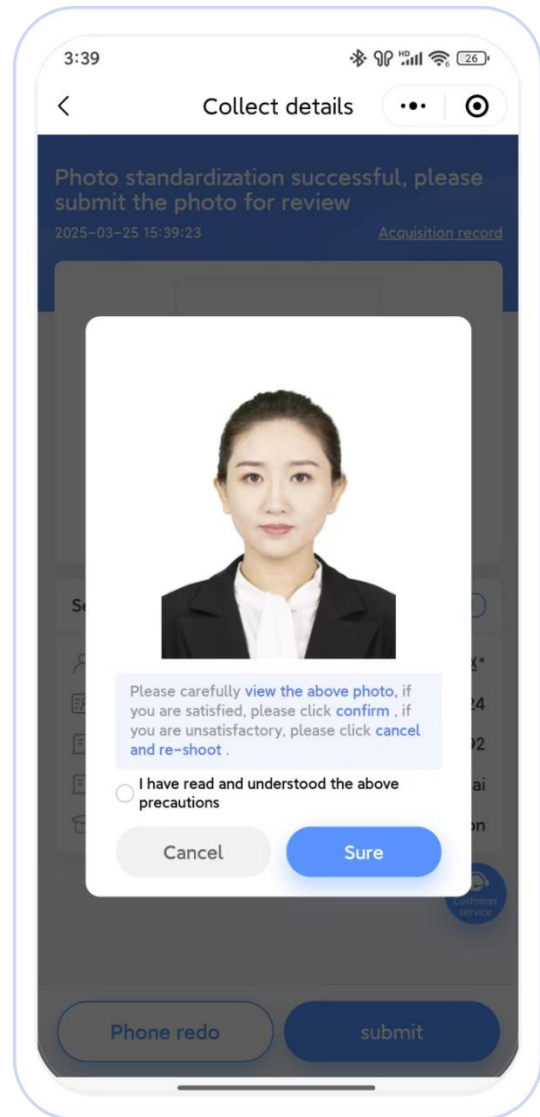
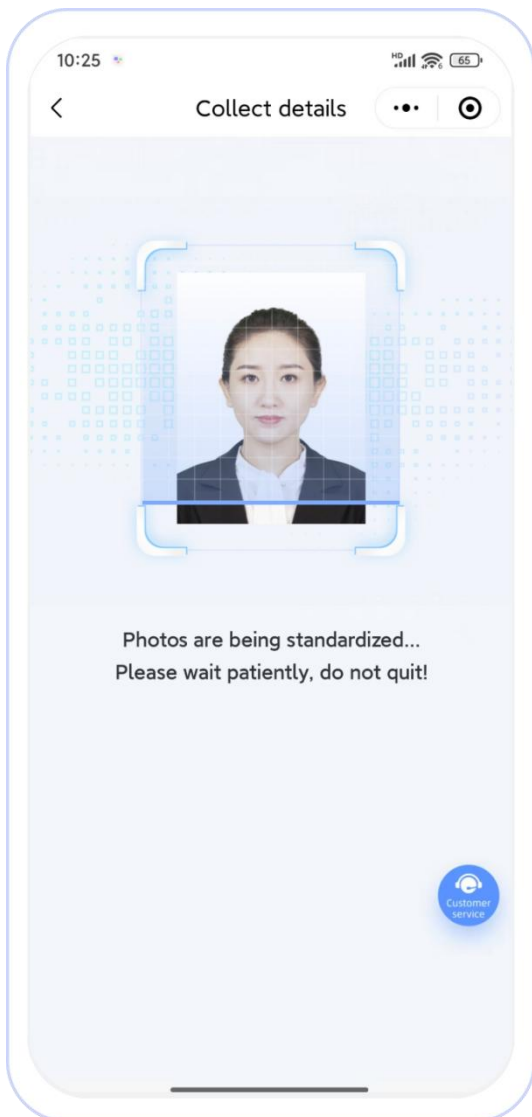
3) If unsatisfied, click [Retake] to take a new photo.

Note: Selfies are prohibited. Photos must be taken by another person using a mobile device.



6. Photo Standardization (After uploading)

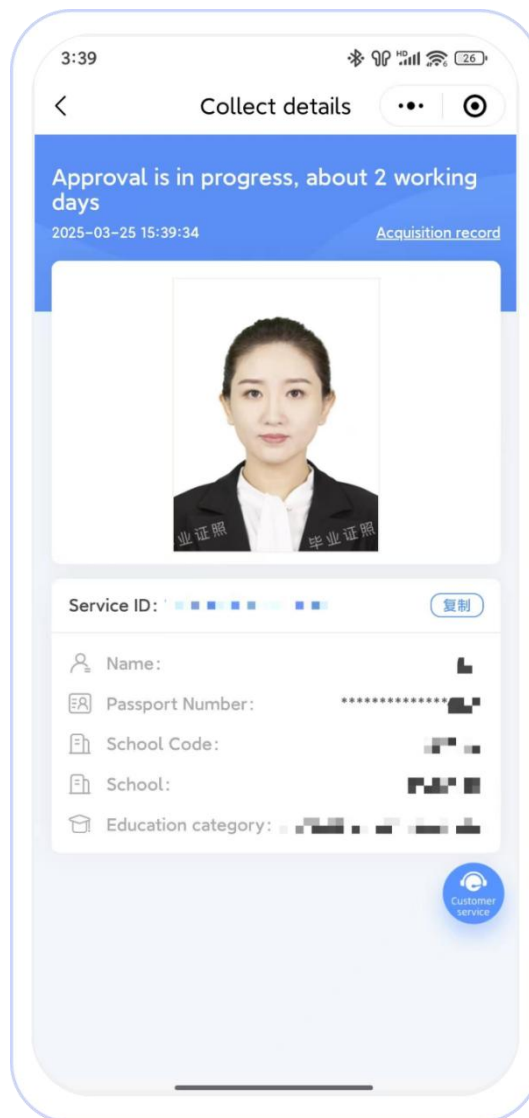
- 1) After confirming the photo is satisfactory, click [Standardize Photo] to begin the standardization process.
- 2) Before uploading, review your photo again and click [Submit] to initiate identity verification.



7. Awaiting Review (Wait for review after confirming your photo)

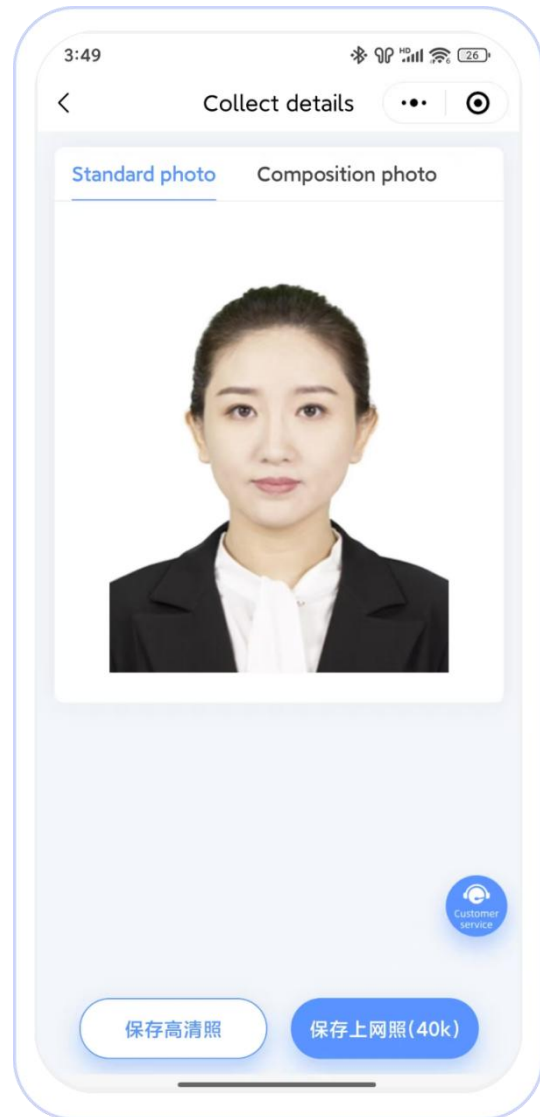
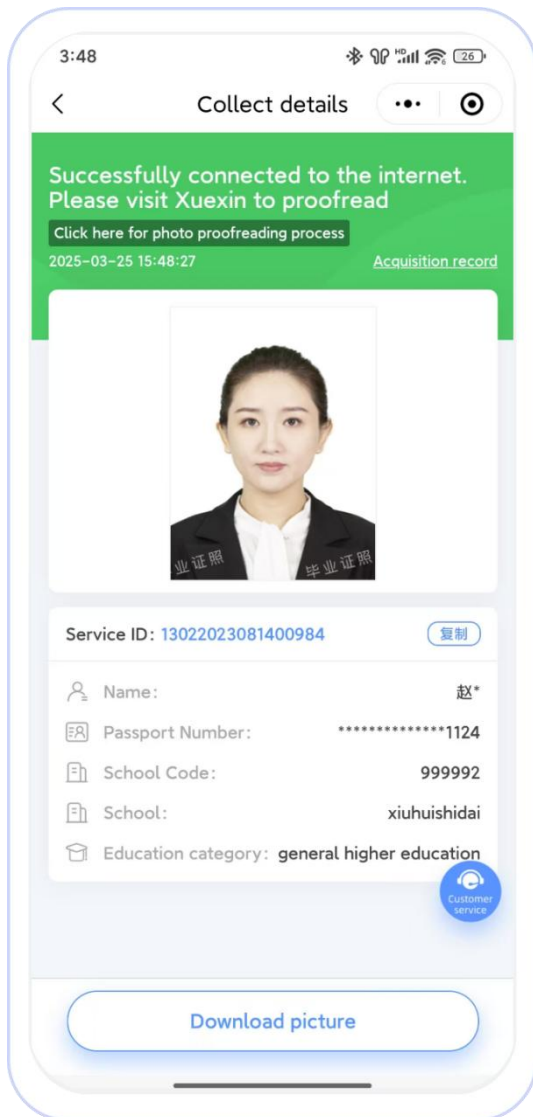
The review process typically takes about two business days. If you find any incorrect information or wish to change the photo uploaded during the review process, please contact customer service immediately.

Note: Once a photo is submitted and approved, or after the collection process is finalized and entered into the Xuexin.com, modifications to personal information or replacement of the photo will not be permitted.



8. Download Digital Photo (Download Photo)

- 1) Click [Download Image] to select either the [Standard Photo] or [Formatted Layout Photo] for download.
- 2) After confirming the desired photo type, click [Save Photo] to complete the download. The downloaded photo will be automatically saved to your phone's photo album.



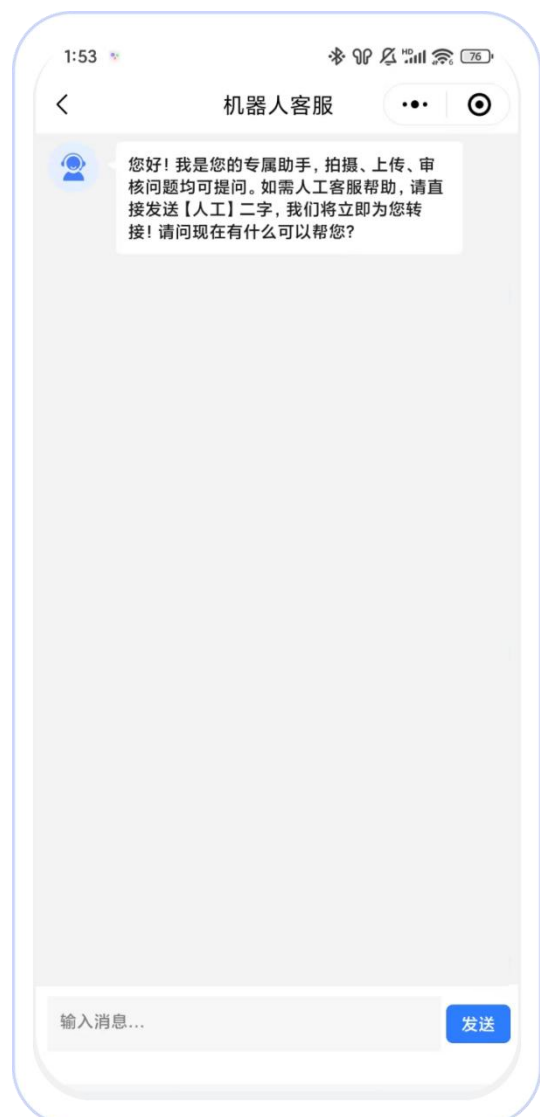
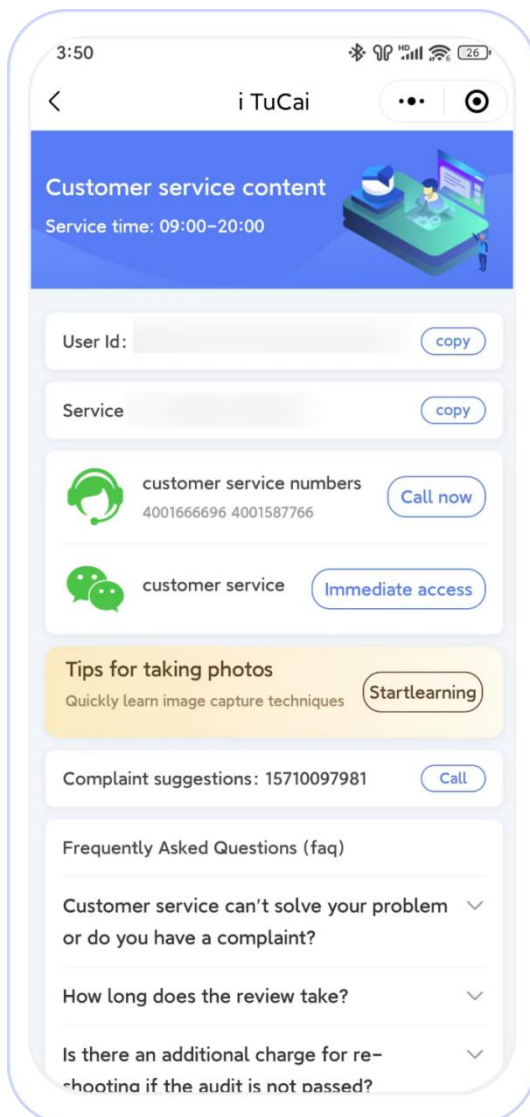
02 Customer Support

Click the [Customer Service] icon on the mini program's right side for:

- ✓Online chat
- ✓Phone support
- ✓FAQs

Notes:

- ① If your photo is "rejected," promptly retake and resubmit it (no extra fee).
- ② For inquiries, use the "Online Chat" or "Phone Support" options for immediate professional assistance.



03 Photography Guidelines

1. Choose a well-lit indoor area with a clean white wall as the background, wear clothes that contrast with the background color, and position your body about one meter away from the wall;
2. Use the rear camera to capture a half-body shot up to the chest area.
3. Exposing the ears and forehead, facing the camera head-on, keeping the shoulders level, with a natural expression, lips naturally closed.
4. Please avoid wearing glasses if possible. Those who require glasses for daily use may do so, but tinted glasses are not permitted. Additionally, all accessories, including headwear, earrings, necklaces, or similar items, must be removed.
5. Wear solid-colored collared formal attire and avoid clothing with complex patterns, prints, or bulky silhouettes. Sleeveless tops, spaghetti straps, low-cut necklines, or unconventional clothing styles are prohibited. Additionally, as the photo background is blue, blue clothing is strictly forbidden.
6. Ensure even lighting on your face to avoid shadows or uneven tones.
7. Appear with a natural appearance: Beauty filters, cosmetics, colored contact lenses, or any artificial enhancements are strictly prohibited.

