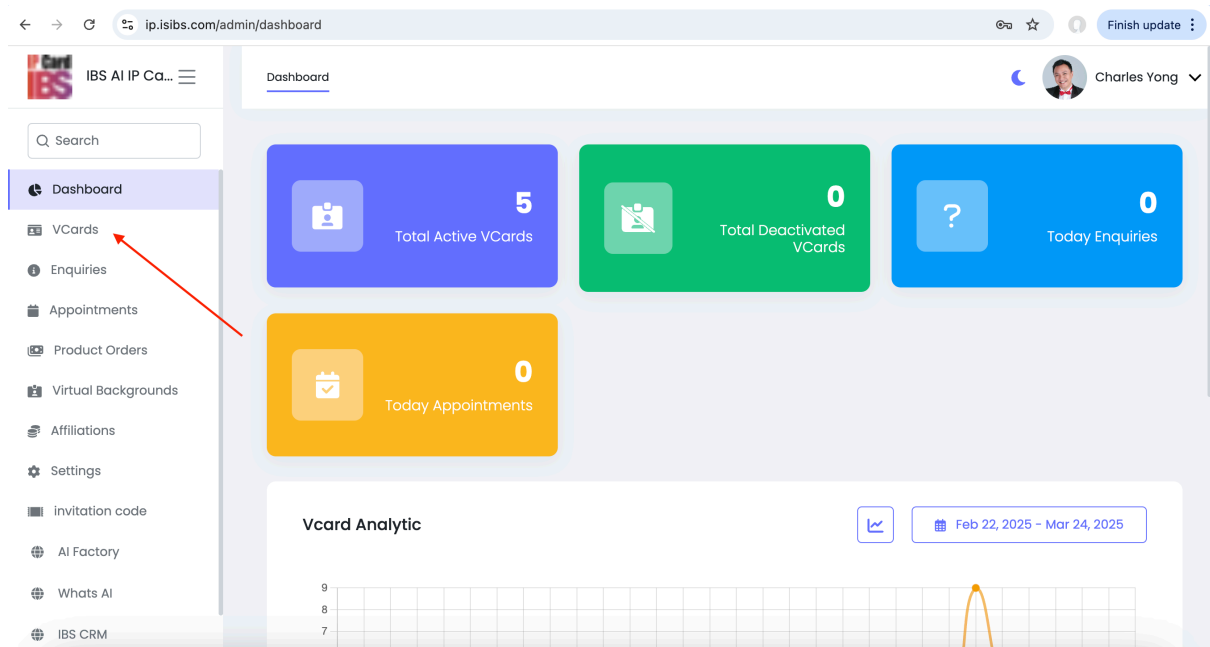


How to Change the IP Card Template

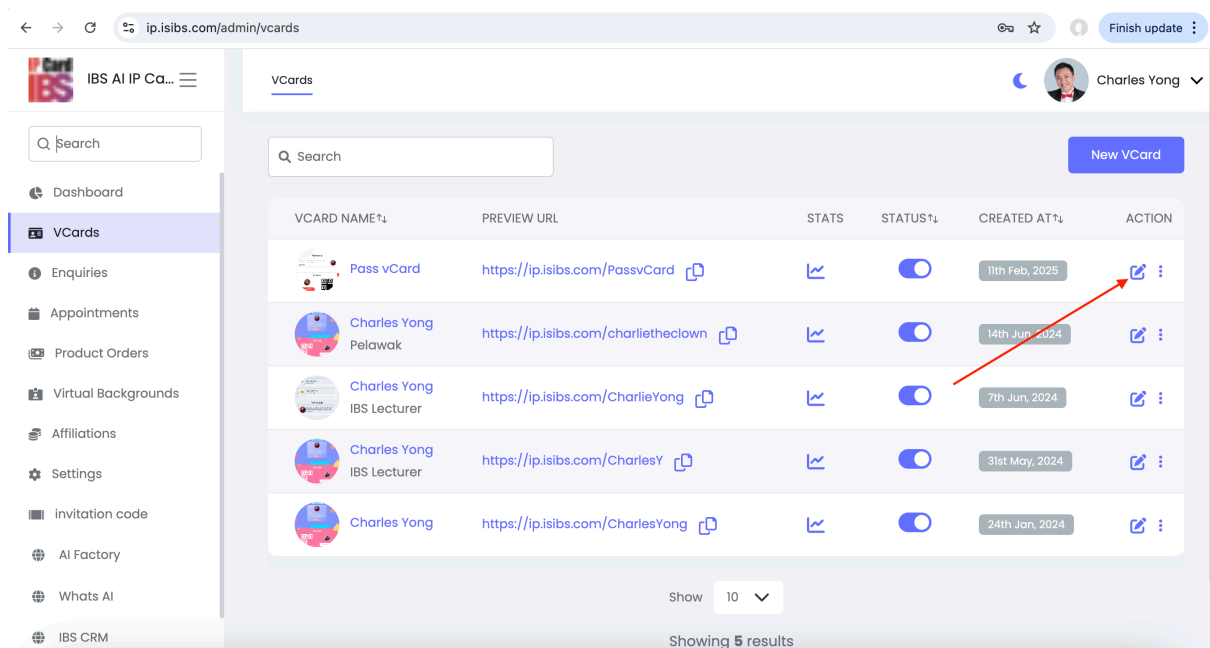
Step 1

- Log in to your IP Card from <https://ip.isibs.com>
- From Dashboard, click on the **vcards** tab



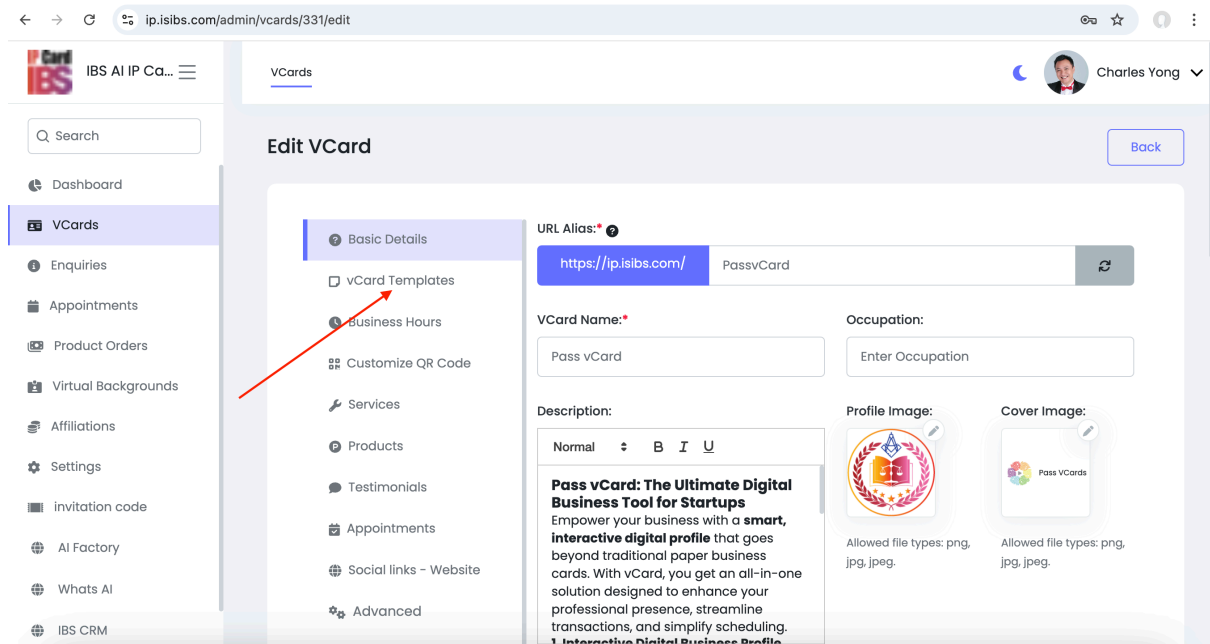
Step 2

- Select the vcard that you want to edit by clicking on the Edit tab



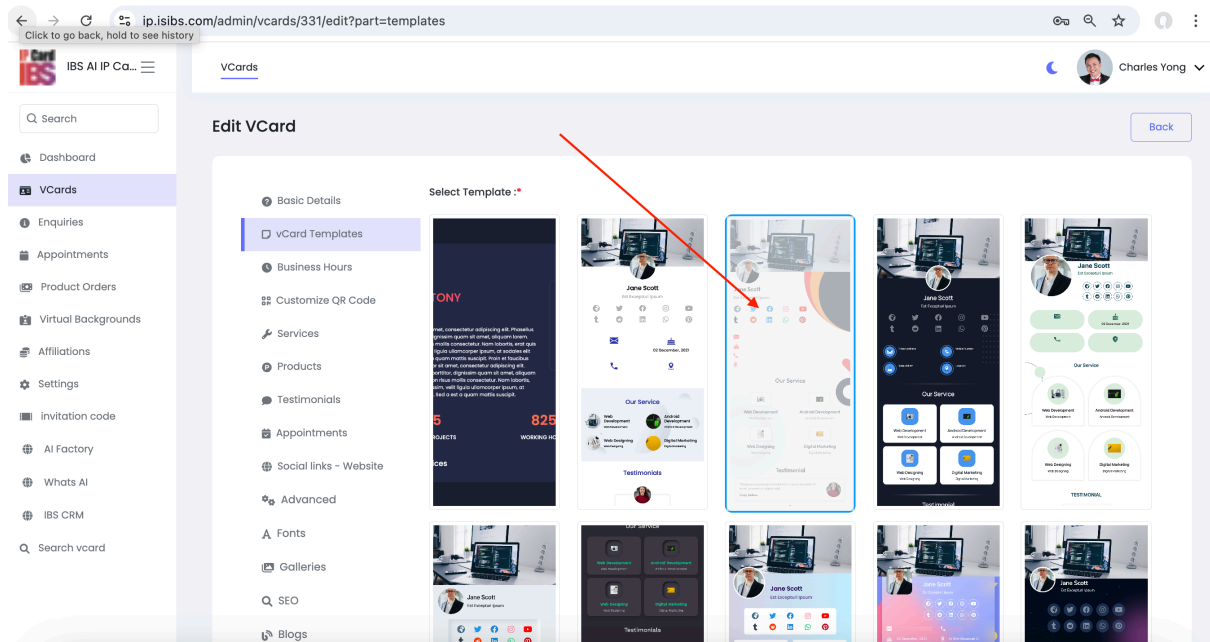
Step 3

- From the Edit screen, choose the vcard templates tab



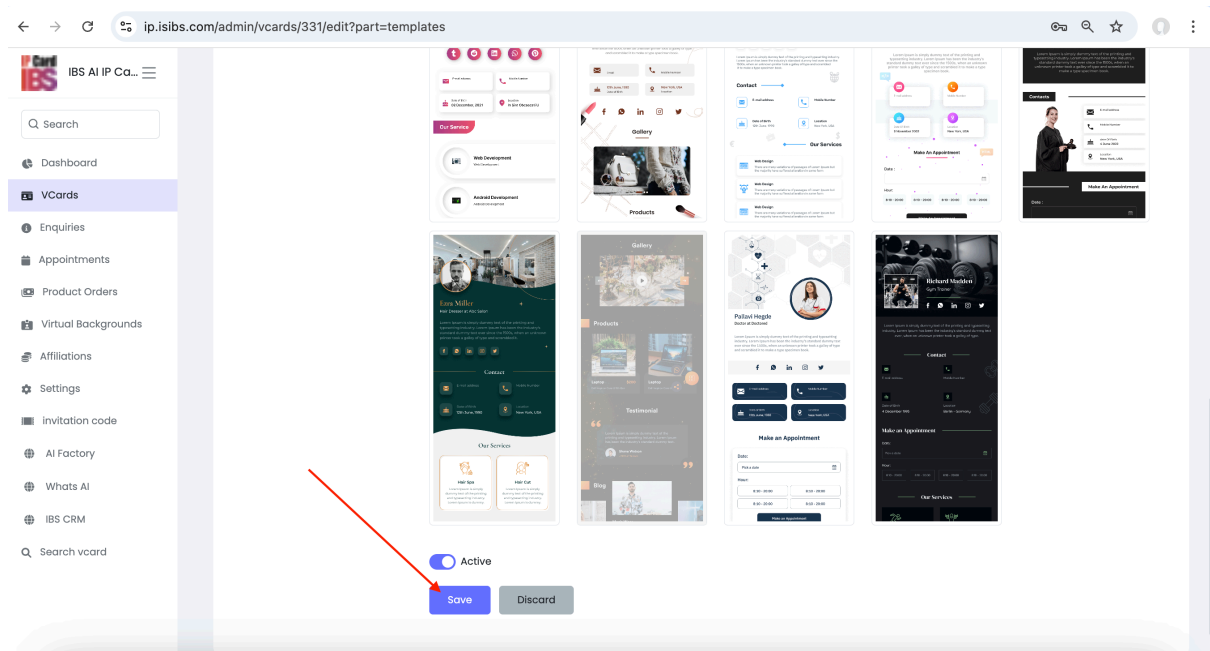
Step 4

- Choose the templates that best suits you.



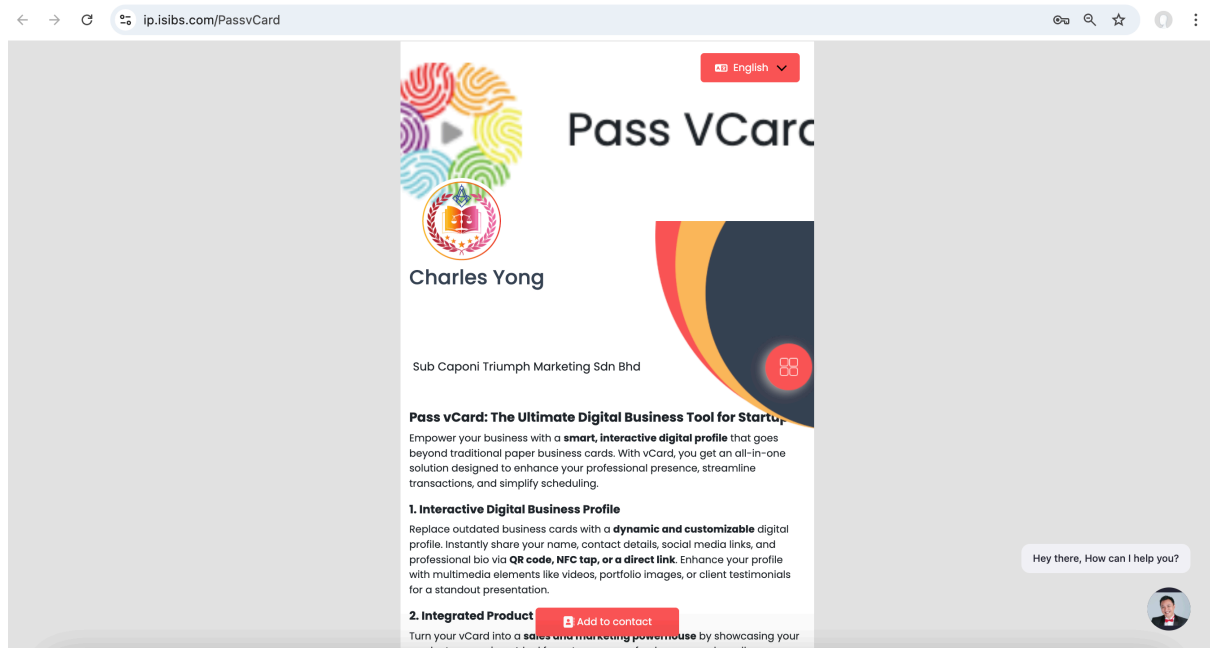
Step 5

- Remember to save your selection.



Step 6

- Your selected template will be reflected once you refresh your IP Card.
- You can try different templates; new designs will be added in the future.



Updated by Charles
24 March 2025