

Tutoriel pour usagers



**Préparé par bciti
Août 2020**

Table des matières

7 fÅUh]cb`XY Vta dhY J c]VYVta a YbhVÅYfi b Vta dhY VV[h].	2s &s
A YgfYbgY][bYa Ybhg J c]VYVta a YbhVÅUb[Yf'gU'd\chc`XY'dfcZ]. J c]VYVta a YbhVÅUb[Yf'gYg]bZcfa Uh]cbg'dYfgcbbY`Yg.	4s (s)s
A chXY'dUggY J c]VYVta a Ybh'a cX]Z]Yf'j chfY'a chXY'dUggY fUWVYgg]V`Y'gYi `Ya Ybhgi f`Y'k YVt. J c]VYVta a YbhVÅUb[Yf'j chfY'a chXY'dUggY'ci V`]Å:	8s , s , s
A Ygj]`Yg 7 ca a YbhVtbgj `hYf`-A Ygj]`Yg" 3	11s %%s
B ch]Z]W[h]cb J c]VYVta a Ybh[ÅfYf'j cg'bh]Z]W[h]cbg.	13s % s
5j]g J c]VYVta a YbhVtbgj `hYf'j cg'Uj]g.	16s %* s

Création de compte

@UWÅUh]cb`XY Vtã dhY Ygh`U'dfYa]ÄFY`ÄHudY`bÄWggU]fY`¼ i h]`]gUh]cb`XY`VW]h]`s

J c]W]Vtã a YbhWÄYf i b Vtã dhY`VW]h].s

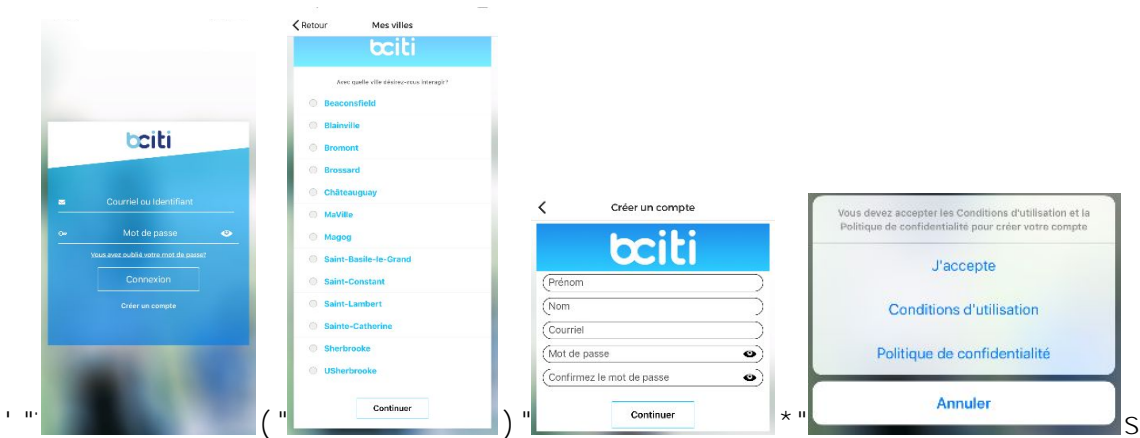
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Mobile (iOS):

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- & C i j fYn` Udd`]W]h]cb`VW]h]s
- ' " 5ddi mYn'gi f`~7fÄYf i b Vtã dhY` žg]hi Ä`XUbg`Y`VUg`XY` ÄWU`b/s
- (" 7\c]g]ggYn`Uj]`Y`XY`fÄg]XYbWžci`Uj]`Y`dci f`Uei`Y`Y` i h]`]gUhYi f]j Yi hi h]`]gYfs` Udd`]W]h]cb`a`cV]`Yždi]g`Uddi mYn'gi f`~7`cb]h]bi`Yf` /s
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- * " 5WVYdhYn`YgVtãbX]h]cbgX i h]`]gUh]cb]s

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Étapes-Photos:



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5dfÄgUj c]f`UWVYdhÄ`YgVtãbX]h]cbgX i h]`]gUh]cbž`Y`Vtã dhY`XYj`fU]h]ÄfY`WÄÄ`@Udd`]W]h]cbs` XYj`fU]h]ci`gfYX]f][`Yfj`Yfg`]bhYfZUW`VW]h]žcÖj`ci`gUi`fYn`UWVYgUi`I`a`cXi`YgX]g]dcb]V`Yg`XYs` j`chfYj`]`Y`s

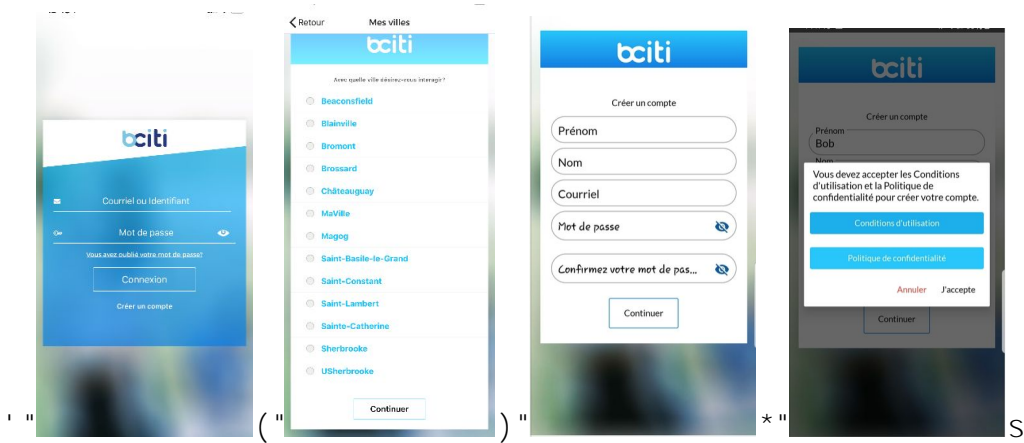
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Mobile (Android):

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- ' " 5ddi mYn'gi f`~7fÄYf i b Vtã dhY` žg]hi Ä`XUbg`Y`VUg`XY` ÄWU`b/s
- (" 7\c]g]ggYn`Uj]`Y`XY`fÄg]XYbWžci`Uj]`Y`dci f`Uei`Y`Y` i h]`]gUhYi f]j Yi hi h]`]gYfs` Udd`]W]h]cb`a`cV]`Yždi]g`Uddi mYn'gi f`~7`cb]h]bi`Yf` /s
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Étapes-Photos:



5dfÄgUj c]f UWWdhÄ`YgVëbX]h]cbgX i h`]gU]h]cbgZ`Y Vëa dhY XYj fU]h]fY WÄÄ"@Udd`]V]h]cbs
 XYj fU]h] ci gfYX]f][Yfj Yfg`]bhYfZUW VV]h]zcÖj ci gdc i ffYnUj c]f UWWÄgUi l`a cXi `Ygs
 X]gdc]V`YgXYj chFYj]`Y"s

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Web:

- %" 5WÄXYnUi `g]hY k YV VV]h]XYj chFYj]`Y/s
- &" 5ddi nYn'gi f`-7fÄYfi b Vëa dhY" /s
- ' " 9bhYn`Yg]bZcfa Uh]cbgbÄWggU]fYg¼UWÄUh]cb Xi Vëa dhYs
 fDfÄbca zB ca z7 ci ffY`zA chXY DUggY Yh7 cbZ]fa Uh]cb XY`a chXY`dUggYt/s
- (" 5WVYdhYn`YgVëbX]h]cbgX i h`]gU]h]cb"s

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Étapes-Photos:



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- Vous acceptez les **Conditions d'utilisation** et la **Politique de confidentialité**.

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5dfÄgUj c]f UWWdhÄ`YgVëbX]h]cbgX i h`]gU]h]cbZ`Y Vëa dhY XYj fU]h]fY WÄÄ"@Y`g]hY k YV XYj fU]h]s
 j ci gfYX]f][Yfj Yfg`]bhYfZUW k YV VV]h]zcÖj ci gdc i ffYnUj c]f UWWÄgUi l`a cXi `YgX]gdc]V`Ygs
 XYj chFYj]`Y"s

Mes renseignements

7Y'a cXi `Y'gYfh¼[ÁfYfj cg]bZcfa Uh]cbg'dYfgcbbY`Yg"5VVggjV`Y'gi f'a cV]`Y'Yhgi f`Y'k YVZ]`s j ci gdYfa YhX U`ci hYf YhXY'a cX]Z]Yf`Yg]bZcfa Uh]cbgUggcV]ÁYg¼aj chfY dfcZ]`VW]h]`s

J c]V]Vt'a a YbhVXUb[Yf'gU'd\chc XY'dfcZ]`.s

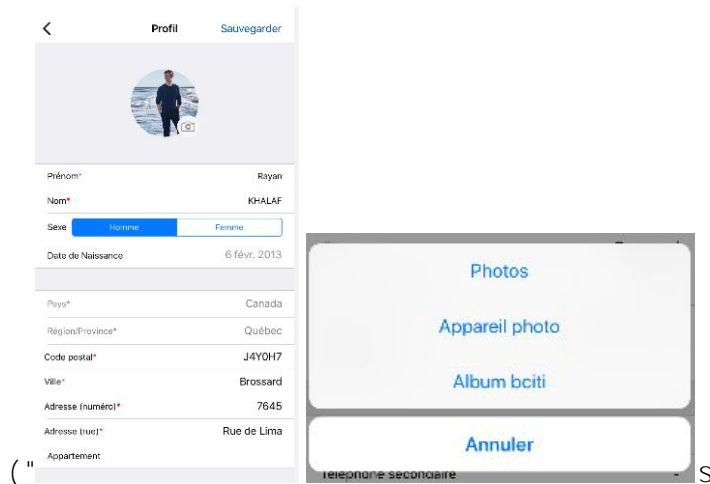
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- & " Ci j fYn` Udd`]W]h]cb VV]h]s
- ' " 5ddi mYn'gi f`-A C = `XUbg`UVUffY XYgZcbV]h]cbbU]hÁg'Ui VUgXY`ÁVU]b/s
- (" 5ddi mYnYbgi]hY'gi f`-A cb'dfcZ]" XUbg`Y'a Ybi `ei]j]YbhXY'gci j f]f/s
-) " J ci gj YffYn] chfY d\chc XY'dfcZ]'gUZZ]VX Yf"5ddi mYn'gi f`]V]bY'X UddUfY]'s d\chc YhVXc]g]ggYnYbgi]hY`U'd\chc XY]j chfY VXc]l /s
- * " B ci V]Yn'dUgX YbfY[]ghfYfj cg'a cX]Z]V]h]cbg¼ U]XY'Xi Vci hcb XY'gUi j Y[UfXY"s

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Étapes-Photos:



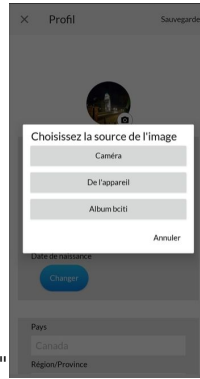
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- & " Ci j fYn` Udd`]W]h]cb VV]h]s
- ' " 5ddi mYn'gi f`-A C = `XUbg`UVUffY XYgZcbV]h]cbbU]hÁg'Ui VUgXY`ÁVU]b/s
- (" 5ddi mYnYbgi]hY'gi f`-A cb'dfcZ]" XUbg`Y'a Ybi `ei]j]YbhXY'gci j f]f/s
-) " J ci gj YffYn] chfY d\chc XY'dfcZ]'gUZZ]VX Yf"5ddi mYn'gi f`]V]bY'X UddUfY]'s d\chc YhVXc]g]ggYnYbgi]hY`U'd\chc XY]j chfY VXc]l /s
- * " B ci V]Yn'dUgX YbfY[]ghfYfj cg'a cX]Z]V]h]cbg¼ U]XY'Xi Vci hcb XY'gUi j Y[UfXY"s

Étapes-Photos:



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Web:

- %" 5WAXYnUi `g]hY k YV VVh] XY j chFYj]`Y/\$
- &" 5ddi mYngi f`-A cb`dfcZ]" sXUbg`Y'a Ybi `¼[Ui WXYXY` ÅWUbbzdi]gUddi mYngi fs`cb[`Yh`-A YgfYbgY][bYa Ybhg" /s
- ' " 5ddi mYngi f`-A cX]Z]Yfj chFY`d\c`c" /s
- (" 7\c]g]ggYn` i bY`XYg`cdh]cbg`gi]j UbhYg`a cb`U`Vi a zWla ÅfU`ci `dUFW`i f]f/s
-)" 7\c]g]ggYnYbgi]hY`U`d\c`c`XY j chFY`W`c]l /s
- *" B ci V`]Yn`dUg`X`YbfY[]ghfYf`j`cg`a`cX]Z]W]h]cbg`¼ U]XY`Xi `Vci hcb`XY`gUi j Y[UfXY"s

Étapes-Photos:

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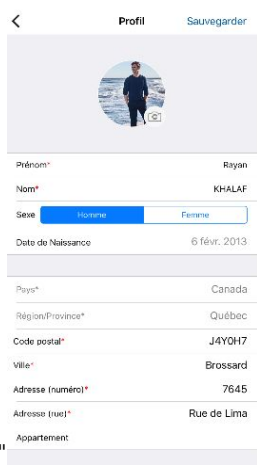
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Mobile (iOS):

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- &" Ci j fYn`Udd`]W]h]cb`V`V]h]/\$
- ' " 5ddi mYngi f`-A C`#`XUbg`UVUffY`XYg`Zcb`V]h]cb`b`U]h`Å`g`Ui`V`Ug`XY`Å`W`Ub`/s
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-)" J ci gUff]j`YfYngi`fi`bY`dU[`Y`ei`]a`Ybh]cb`b`Y`j`cg]bZc`fa`Uh]cbg`d`Yfgc`bbY`Yg`z`ei`Ys`j`ci`g`dci`ffYn`dUf`U`gi`]hY`a`cX]Z]Yf`¼`j`chFY`[`i`]gY/\$
- *" B ci V`]Yn`dUg`X`YbfY[]ghfYf`j`cg`a`cX]Z]W]h]cbg`¼ U]XY`Xi `Vci hcb`XY`gUi j Y[UfXY"s

Étapes-Photos



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Mobile (Android):s

- % 5ggi fYn!j ci gX Uj c]f h`Á`ÁWkUf[Á` Udd`]WWh]cb VVWh]fX]gdc]V`Y`gi f; cc[`Y`D`Umks
- &" Ci j fYn` Udd`]WWh]cb VVWh]s
- ' " 5ddi mYn`gi f`-A C =` XUbg`UVUffY XYgZcbWWh]cbbU`hÁgUi VUgXY` ÁWUbs
- (" 5ddi mYnYbgi]hY`gi f`-A cb`dfcZ]" XUbg`Y`a Ybi `ei]j]YbhXY`gci j f]f/s
-)" J ci gUff]j YfYn`gi f`i bY`dU[Y`ei]a Ybh]cbbY j cg]bZcfa Uh]cbgdYfgcbbY`Ygzei Ys j ci gdc] ffYn`dUf`Ugi]hY`a cX]Z]Yf`¼]j chfY [i]gY/s
- *" B ci V`]Yn`dUgX YbfY[]ghfYf`j cg`a cX]Z]WWh]cbg`¼ U]XY`Xi `Vci hcb XY`gUi j Y[UfXY"s

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Étapes-Photos:

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Web:

- % 5WÁXYnUi `g]hY`k YV VVWh]XY j chfY j]`Y/s
- &" 5ddi mYn`gi f`-A cb`dfcZ]" &XUbg`Y`a Ybi `¼[Ui WXY`XY` ÁWUbs`di]gUddi mYn`gi fs `cb[`Yh`-A YgfYbgY][bYa Ybhg" /s
- ' " J ci gUff]j YfYn`gi f`i bY`dU[Y`ei]a Ybh]cbbY j cg]bZcfa Uh]cbgdYfgcbbY`Ygzs ei Yj ci gdc] ffYn`dUf`Ugi]hY`a cX]Z]Yf`¼]j chfY [i]gY/s
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Étapes-Photos:

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Canada		Quebec	445343
VILLE: Saint-Lambert			
ADRESSE (REQUISE)*	LETTRE	ADRESSE (RUE)	APARTIEMENT
500		Rue Riverside	
TELEPHONE PRINCIPAL: 514 437-7749		TELEPHONE SECONDAIRE (PHONE OPTIONS): 514 371-0000	
TELEPHONE CELLULAIRE: 514 553-1564		CORREIL (EMAIL): christophurib@bciti.ca	
ACCESIBILITE UNIVERSELLE: <input type="checkbox"/> Sans barrière <input type="checkbox"/> Facile d'accéder		LANGUE PRÉFÉRÉE: Français Anglais	

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Mot de passe

@Y'a chXY'dUggY'j ci g'dYfa YhXY'dfchÁ[Yf'j cg]bZcfa Uh]cbg'dYfgcbbY`Yg"s
 J ci g'Uj Yn`U'dcgg]V]`hÁZyb hUbhei i gU[YfZXY'a cX]Z]Yf'j chFY'a chXY'dUggY"J ci g'dci j Yn'Ui gg]s
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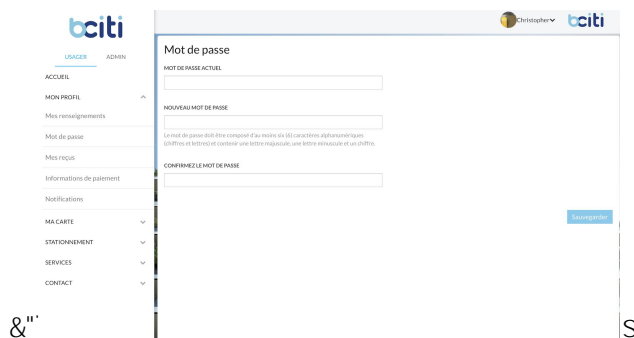
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 k YVt's

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 dUggY Yh`Y Vt'bZ]fa Yf/s
- (" 5ddi mYn'Yb'gi]h'Y'gi f`-GUi j Y[UfXYf" "s

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Étapes-Photos:



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J c]W]Vt'a a Ybh'WXUb[Yf'j chFY'a chXY'dUggY'ci V`]Á's

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Mobile (iOS):s

- %" C i j fYn` Udd`]W]h]cb V]h]/s
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-)" 7cb'gi `hYn'j chFY'a YggU[Yf]Y'a U]`/s
- *" C i j fYn`Y Vt'i ff]Y` XY V]h]`ei]j ci g'U'Áh'Ybj cm'Á Yh'gi]j Yn`Yg'Áh'UdYg'XÁW]hY'gs
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Étapes-Photos:



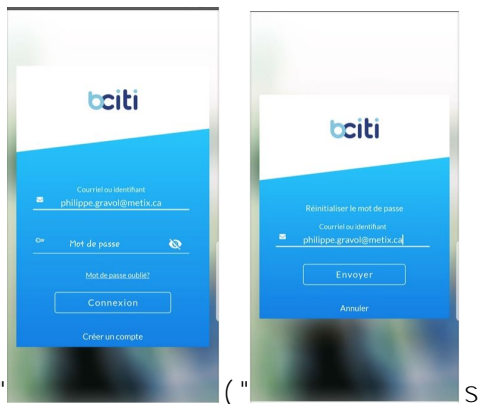
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Mobile (Android):

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- ' " G]j ci gUj Yn'ci V`JÁj chfY'a chXY'dUggYzUddi mYngi f`~J ci gUj Yn'ci V`JÁj chfYs a chXY'dUggYz` s
- (" 9bhfYn` UXfYggY Vti ff]Y` UggcVÁY`Ui Vta dhY VVh]zdi]gUddi mYngi f`~9bj cmYf" s
-)" 7cbgi `hYnj chfY'a YggU[Yf]Y'a U]`s
- *" C i j fYn`Y Vti ff]Y` XY VVh]`ei]j ci gU`Áh`Ybj cm`Á Yhgi]j Yn`Yg`ÁhUdYgXÁW]hYgs dci f`dfcVÁXYf`¼`UfÁ]b]h]U`]gU]cb XY j chfY'a chXY'dUggY"s

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Étapes-Photos:



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Web:

- % 5WÁXYnUi `g]hY k YV VVh] XY j chfY j]`Y` s
- & Gi f`UdU[Y XY VtbbYI]cbzUddi mYngi f`~J ci gUj Yn'ci V`JÁj chfY'a chXY'dUggYz` s g]j ci g` Uj Yn'ci V`JÁ` s
- ' " 9bhfYn` UXfYggY Vti ff]Y` UggcVÁY`Ui Vta dhY VVh]zdi]gUddi mYngi f`~9bj cmYf" s
- (" 7cbgi `hYnj chfY'a YggU[Yf]Y'a U]`s
-)" C i j fYn`Y Vti ff]Y` XY VVh]`ei]j ci gU`Áh`Ybj cm`Á Yhgi]j Yn`Yg`ÁhUdYgXÁW]hYgs dci f`dfcVÁXYf`¼`UfÁ]b]h]U`]gU]cb XY j chfY'a chXY'dUggY"s

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Étapes-Photos:



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Mes villes

-A Ygj]`Yg" j ci g'dYfa YhX UWA XYf ¼]bhYfZUV VVh]XY hci hYg`Ygj]`Yg'dUfhYbUJfYg"J ci gs dci j YnUj c]fi bY WUfHY V]hcmYb XUbghci hYg`Ygj]`YgXcbhj ci gAYgfAg]XYbh"Hci hYZc.]gj ci gs dci j YnUj c]f UWA Ag ¼ hci hYg`Ygj]`Yg'gUbgbAWggUJfYa YbhA fY V]hcmYb"s

7ca a YbhWcbgi `hYf`-A Ygj]`Yg" 3s

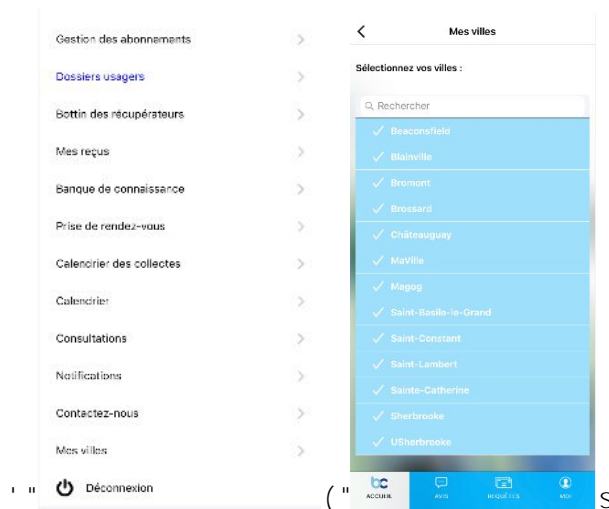
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Mobile (iOS):s

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- (" J ci ggYfYn'fYX]f][Yf j Yfgi bY'dU[Y j ci ga cbhfUbh'ci hYg`Ygj]`Yg'dUfhYbUJfYgs XY VVh]s
-)" Dci f`U'ci hYfi bY j]`Yzg`YV]cbbYn`Uj]`Yzdi]g]bgW]j Ynj chfY'a chXY'dUggY"s

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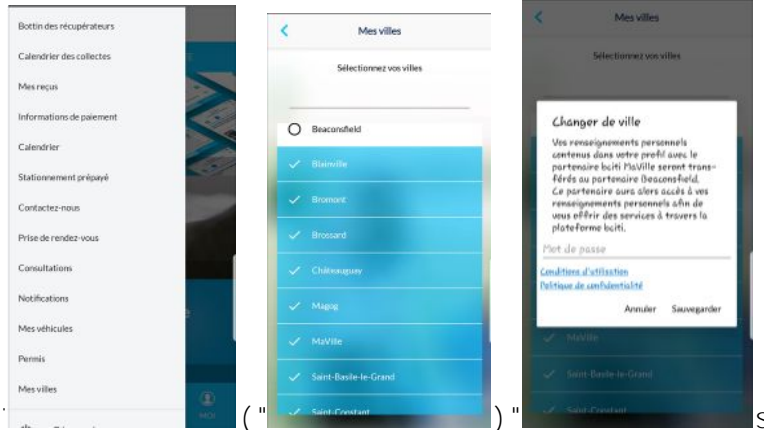
Étapes-Photos:S



Mobile (Android):s

- % C i j fYn` Udd`]WU]cb VVh]s
- &" 5ddi mYngi f`-A C =` XUbgh`UVUffY XYgZcbW]cbbU]hAgUi VUgXY` AWUbs
- ' " 5ddi mYnYbgi]hY'gi f` cb[`Yh`-A Ygj]`Yg" XUbgh`Y'a Ybi `ei]j]YbhXY'gci j f]f/s
- (" J ci ggYfYn'fYX]f][Yf j Yfgi bY'dU[Y j ci ga cbhfUbh'ci hYg`Ygj]`Yg'dUfhYbUJfYgs XY VVh]s
-)" Dci f`U'ci hYfi bY j]`Yzg`YV]cbbYn`Uj]`Yzdi]g]bgW]j Ynj chfY'a chXY'dUggY"s

Étapes-Photos:S



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Web:

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 XAg]fAY"s

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Étapes-Photos:

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%d&" <https://uat-brossard.bciti.info/web/#/admin/consultations>

<https://uat-merville.bciti.info/web/#/admin/consultations>

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Notification

J chFY'a i b]WdU]hÁ'dYi hj ci gYbj cmYf'XYg'bc]Z]W]h]cbg'gi f W'ei Y`Y W'bg]XÁFY]a dcfhU]bh]dci fs j ci gYhj chFYV]Yb]ÁfY"7Y'a cXi `Y'gYfh'¼fYa d']f`Yg]bZcfa Uh]cbgbÁW'ggU]fYg'dci f'ei Yj chFYs j]`Y'di]ggYj ci gW'bhUW'Yf"J ci g'dci j Yn'Á[U'Ya YbhW'c]g]f`Y'hdY XY W'Á[cf]YgX Uj]gXcbhs j ci gU]a Yf]Yn'fYW]j c]f`Yg'bc]Z]W]h]cbg's

J c]W'W'á a Ybh[ÁfYf'j cg'bc]Z]W]h]cbg.s

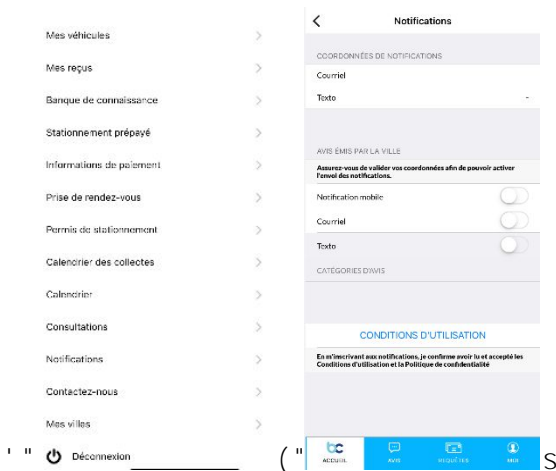
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Mobile (iOS):

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- &" 5ddi mYn'gi f`-A C = XUbq`UVUffY XYg'ZcbW]cbbU]hÁgUi VUgXY` ÁWU]b/s
- ' " 5ddi mYn'Ybgi]hY'gi f` cb[`Yh~-B ch]Z]W]h]cbg" XUbq`Y'a Ybi `ei]j]YbhXY'gci j f]f/s
- (" 5ggi fYn!j ci g'ei Yj chFY W'ei ff]Y` Yhj chFY bi a Áfc'XY hÁ`Ád\cbY'gc]YbhVcbg/s
-)" 7cbZ]fa Ynj chFY bi a Áfc'XY hÁ`Ád\cbY Yb Uddi m]bhgi f`-F YW]j c]f'i b W'XY XYs j U]XU]h]cb" "J ci g'fYW]j fYn'Ybgi]hY' i b W'XY XYj U]XU]h]cb'gi f'j chFY hÁ`Ád\cbYs ei Yj ci g'dci ffYn]bgW]fY XUbq`~7cXY XYj U]XU]h]cb" /s
- *" @cfgei Y`Y'bi a Áfc'XY hÁ`Ád\cbY U'ÁhÁ W'bz]fa Áz] ci g'dci j Yn'W'c]g]f`Y'a cmYbs Xcbhj ci g'gci \U]hYn'fYW]j c]f`YgUj]gÁa]gdUf'j chFY j]`Y.s
 - ! B ch]Z]W]h]cb'a cV]Y/s
 - ! 7ci ff]Y`/s
 - ! HYL hc"s
- + " l bY Zc]gei Yj ci g'Ui fYn'gÁ`YW]cbbÁ i b'a cmYb'dci f'j ci g'fY'c]bXfYz]j ci gs dci ffYn'W'c]g]f`Y'hdY X Uj]gei]j ci g]bhÁfYggY"s

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Étapes-Photos:s



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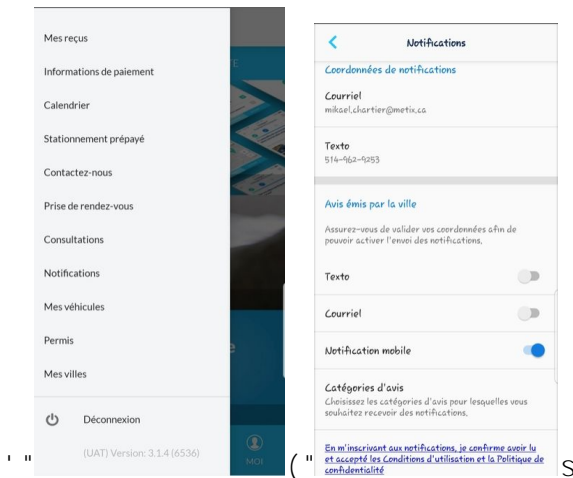
Mobile (Android):s

- % " Ci j fYn` Udd`]W]h]cb V]W]h]s
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- (" 5ggi fYn!j ci g'ei Yj chFY W'ei ff]Y` Yhj chFY bi a Áfc'XY hÁ`Ád\cbY'gc]YbhVcbg/s

-) " 7cbZ]fa Ynj chfY bi a Åfc XY hÅ`Åd\cbY Yb`Uddi nUbhgi f`-FYWj c]f i b VèXY XYs j U]XU]cb" "J ci gfYWj fYnYbgi]hY i b VèXY XYj U]XU]cb'gi fj chfY hÅ`Åd\cbYs ei Yj ci gdc i ffYn]bgW]fY XUbgi~7cXY XYj U]XU]cb" /s
- * " @cfgei Y`Y bi a Åfc XY hÅ`Åd\cbY U`ÅhÅ VèbZ]fa Åzj ci gdc i YnVc]g]f`Y`a cmYbs Xcbhj ci ggc i \U]hYn`fYWj c]f`YgUj]g`Åa]gdUf j chfY j]`Y.s
 - ! Bch]Z]W]h]cb`a cV]Y`/s
 - ! 7ci ff]Y`/s
 - ! HYI hc"s
- + " I bY Zc]gei Yj ci gUi fYn`g`Å`YW]jcbbÅ`i b`a cmYb`dci fj ci gfY`c]bXfYzj ci gsdci ffYnVc]g]f`Y`hmdY`X Uj]gei]j ci g]bhÅfYggY"s

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Étapes-Photos:



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Web:

- % " 5WÅXYnUi`g]hY k YV VV]h]XYj chfY j]`Y`/s
- & " 5ddi nYn`gi f`-A cb`d`fcZ]" s\Ubg`Y`a Ybi`¼[Ui WXY`XY`~ÅWU`bzdi]g`Uddi nYn`gi fs`cb[`Yh`-Bch]Z]W]h]cbg" /s
- ' " 5ggi fYn]j ci gei Yj chfY Vèi ff]Y`Yhj chfY bi a Åfc XY hÅ`Åd\cbY`gc]YbhVcbg/s
- (" 7cbZ]fa Ynj chfY bi a Åfc XY hÅ`Åd\cbY Yb`Uddi nUbhgi f`-FYWj c]f i b VèXY XYs j U]XU]cb" "J ci gfYWj fYnYbgi]hY i b VèXY XYj U]XU]cb'gi fj chfY hÅ`Åd\cbYs ei Yj ci gdc i ffYn]bgW]fY XUbgi~7cXY XYj U]XU]cb" /s
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 - ! Bch]Z]W]h]cb`a cV]Y`/s
 - ! 7ci ff]Y`/s
 - ! HYI hc"s
- * " I bY Zc]gei Yj ci gUi fYn`g`Å`YW]jcbbÅ`i b`a cmYb`dci fj ci gfY`c]bXfYzj ci gsdci ffYnVc]g]f`Y`hmdY`X Uj]gei]j ci g]bhÅfYggY"s

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Étapes-Photos:

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Cocher pour activer

ENVOI PAR MESSAGE TEXTE

B- Code

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Avis

7Y'a cXi `YbY`Z]Jhei UZZ]WXYf`YgUj]g`Aa]gdUf`Uj]`Y"J ci g'dci j Yn'Ui gg]UW`AXYf'Ui `a cXi `Y'XYs bch]Z]W]h]cbg]`dUfh]f`XY`W`hY`dU[`Y"s

J c]W]V`e`a a Ybh`V`e`bgi `hYf`j cg`Uj]g`s

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Mobile (iOS):s

%" Ci j fYn` Udd`]W]h]cb`V]h]`/s

&" J ci g'dci j Yn'UW`AXYf'Ui | Uj]g]`dUfh]f`XY`U`V`U`f`f`Y`XY`f`U`W`e`i` f`V]g`U`i` `V`U`g`X`Y`s
` `A`W`U`b`/s

' " J ci gXYj f]Ynj c]f]j cgUj]ggUZZ]WXYf"s

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Étapes-Photos:



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Mobile (Android):s

%" Ci j fYn` Udd`]W]h]cb`V]h]`/s

&" J ci g'dci j Yn'UW`AXYf'Ui | Uj]g]`dUfh]f`XY`U`V`U`f`f`Y`XY`f`U`W`e`i` f`V]g`U`i` `V`U`g`X`Y`s
` `A`W`U`b`/s

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Étapes-Photos:



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Web:

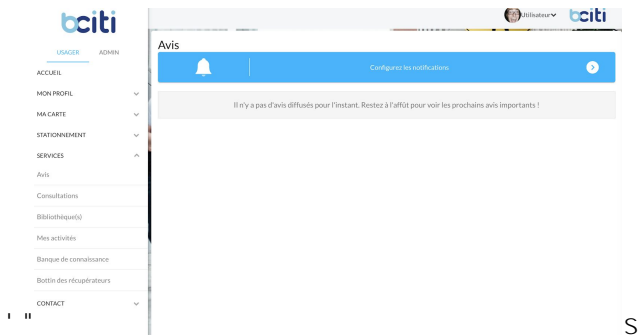
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` `c`b`[`Y`h`-`5`j`]g`/s

' " J ci gXYj f]Ynj c]f]j cgUj]ggUZZ]WXYf"s

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Étapes-Photos:



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