

## USER GUIDE

# Complete MyKard.link User Guide

Eleven steps from sign up to sharing your card. Built for the first time you log in. Use this as a manual you can come back to any time.

 Want a printable copy? [Download the PDF](#) (free, 1.2 MB).

## What is in this guide

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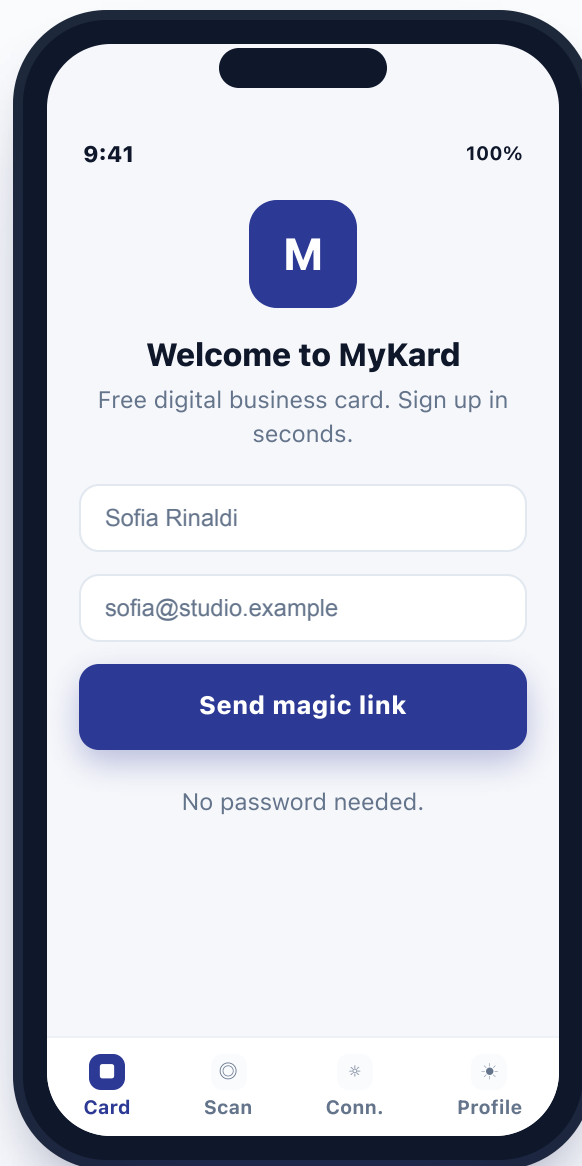
**1**

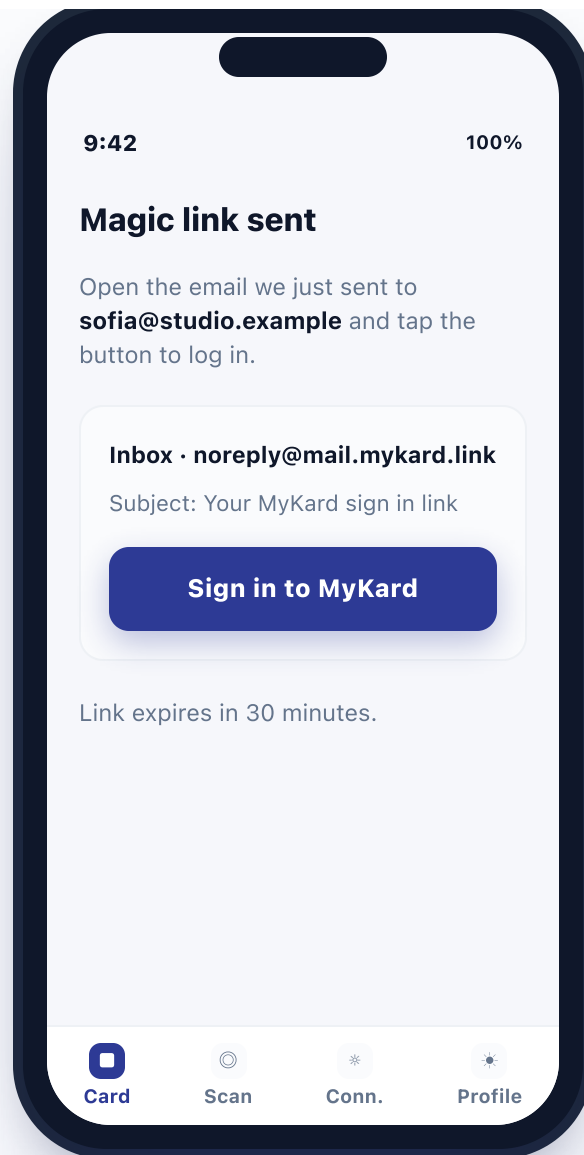
## Sign up in under a minute

Open **app.mykard.link** and enter your name and email. We send a magic link, no password needed.

- Use any email you check regularly. Personal Gmail works fine.
- Your email becomes the login. You can change it later from Settings.
- No credit card. No app to download.

**Tip:** If you already have a Payxem account on the same email, your MyKard is automatically linked.





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## Open the magic link from your inbox

Check the inbox for an email from **noreply@mail.mykard.link** and tap *Sign in to MyKard*.

- The button works from any device. Tap on phone to set up on phone.
- Link is single-use and expires in 30 minutes.
- If it lands in spam, mark it as Not Spam so future ones arrive cleanly.

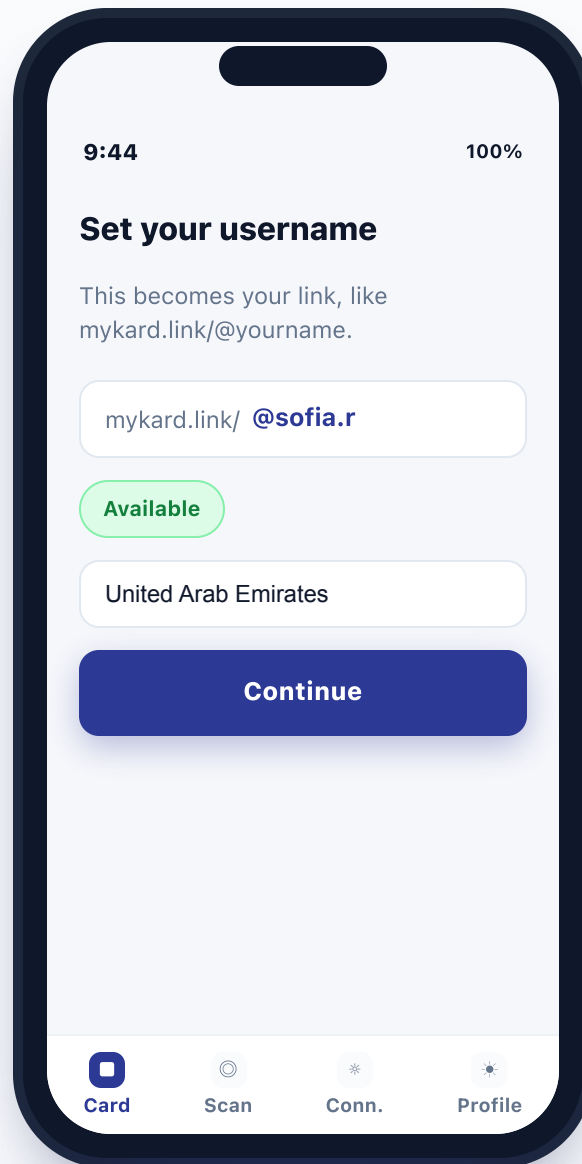
**Tip:** Add [noreply@mail.mykard.link](mailto:noreply@mail.mykard.link) to your contacts so the link never goes to spam.

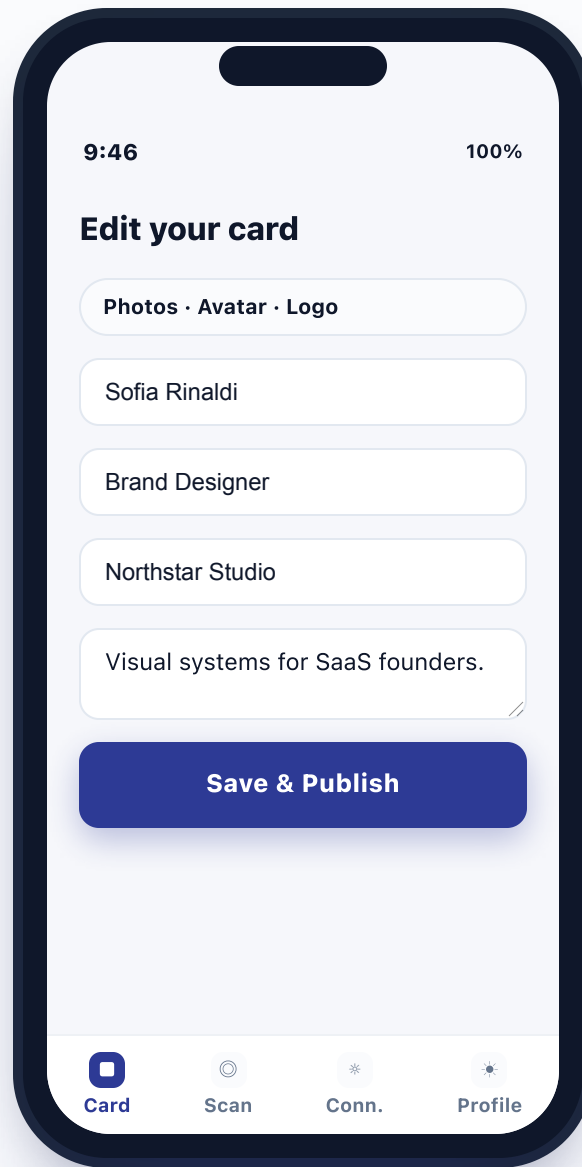
## Pick your username

This becomes your shareable address. Something like `mykard.link/@sofia.r`.

- Letters, numbers, dots, dashes. Three to thirty characters.
- Pick something you would put on a real business card.
- You can change it later, but old links stop working when you do.

**Tip:** A name plus one initial reads cleaner than a generic handle. *mykard.link/@sofia.r* beats *mykard.link/@designer87*.





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## Add your name, role, and bio

The **Edit Card** screen is where you set everything that shows up on your public link.

- Display name: how you want to be called in person.
- Role and company: short, specific, useful.
- Bio: 160 characters max. Lead with what you do, then who you do it for.
- Upload your avatar and company logo. JPEG or PNG, 1 MB max.

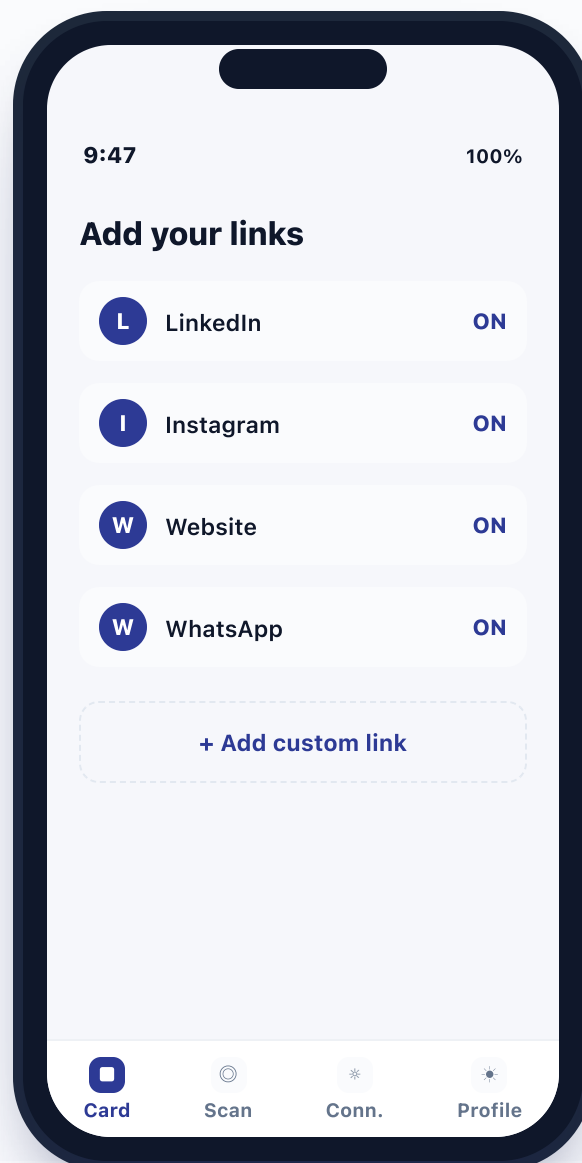
**Tip:** Use the [Help me write](#) link below the bio for AI suggestions in your own voice.

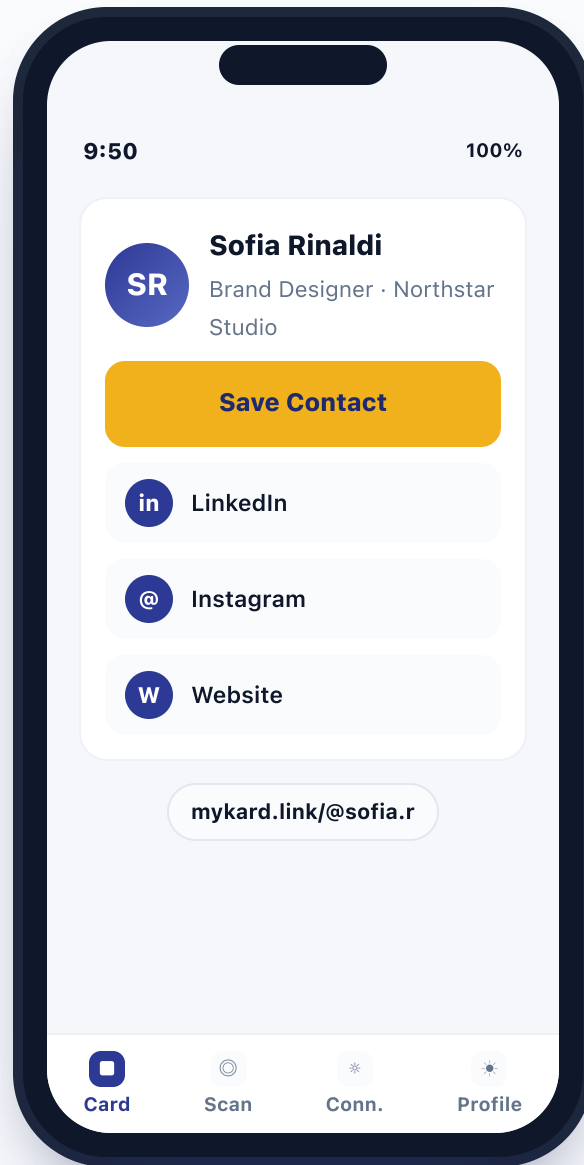
## Turn on the right links

Switch on the social links you want public. Add your website, calendar, store, or anything else as a custom link.

- Drag links to reorder. The top link gets the most clicks.
- Toggle the eye icon to hide a link without deleting it.
- Custom links can point anywhere. Calendly, Stripe, your portfolio.
- Avoid putting your phone number publicly unless you want cold calls.

**Tip:** Top three slots should be the things you actually want clicked. Demote the rest.





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## Save and publish

Tap the big **Save & Publish** button. Your card is live at `mykard.link/@yourname` straight away.

- First save publishes the card. Future saves quietly update it.
- The button updates its label to *Save & Update* after publish.
- Anyone with your link can now view your card in a browser.
- No app needed for the viewer.

**Tip:** Open your link in a private tab to see exactly what visitors see.

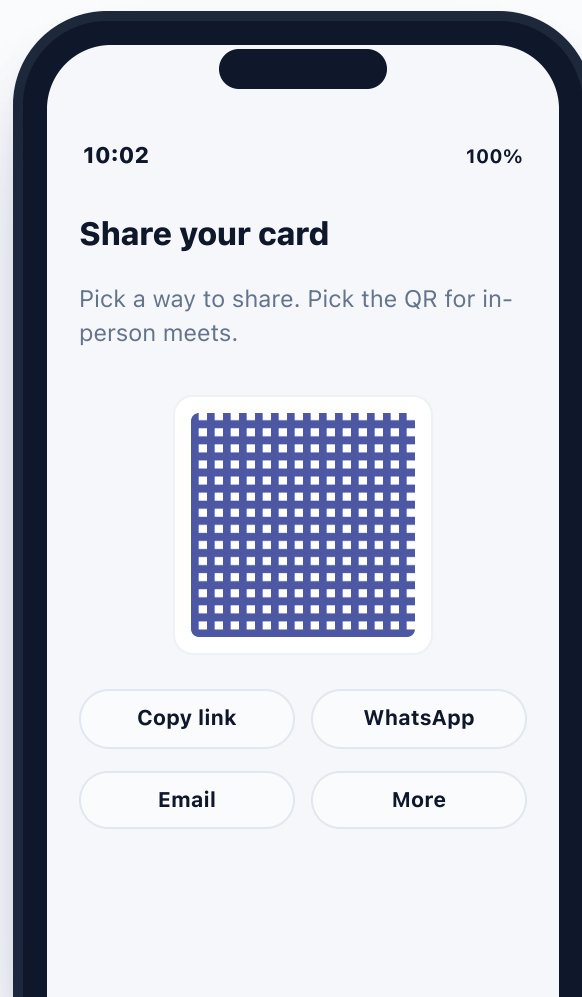
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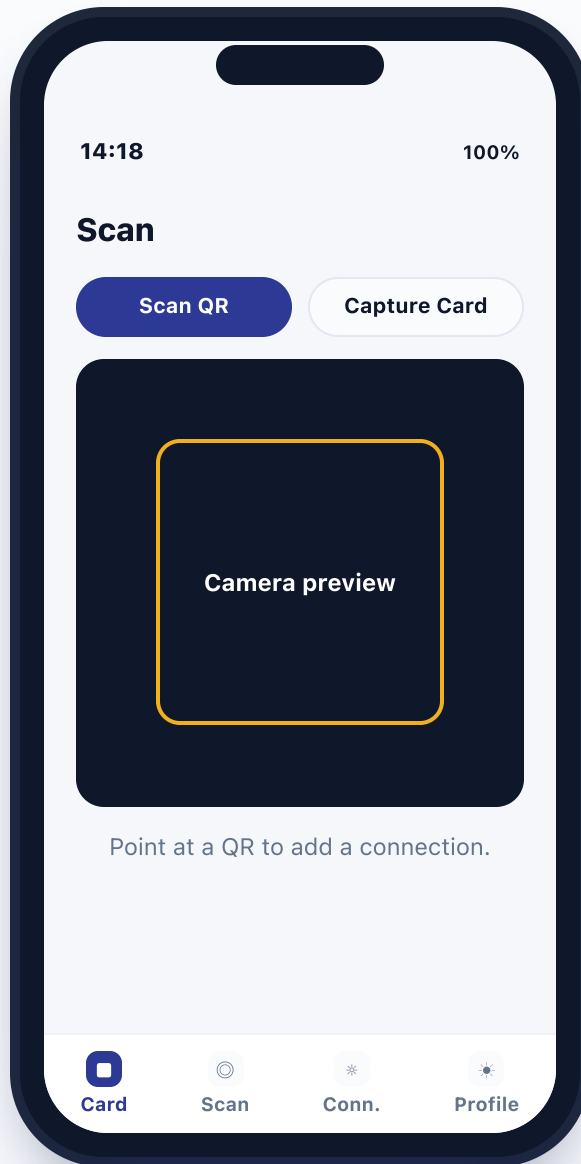
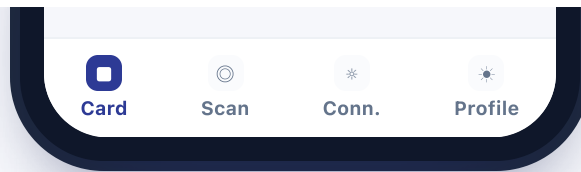
## Share your card

Tap the share button and pick a method. QR for in-person, copy link for everywhere else.

- **QR code:** show on your phone, the other person scans with their camera.
- **Copy link:** paste into WhatsApp, email signature, Instagram bio.
- **WhatsApp:** opens a pre-filled share with your link.
- **Email:** pre-fills a short share message.

**Tip:** Save your QR to your phone home screen. Double-tap and you are sharing in two seconds.





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## Scan QR codes from other people

The **Scan** tab in the bottom nav lets you instantly read other MyKard codes.

- Tap Scan in the bottom nav. The camera opens immediately.
- Point at a QR. The card opens in your phone.

- Tap **Save Contact** on their card to write them to your phone book.
- Mutual share: if they are a MyKard user too, both sides get added.

**Tip:** Check that the camera is allowed for app.mykard.link in your browser settings.

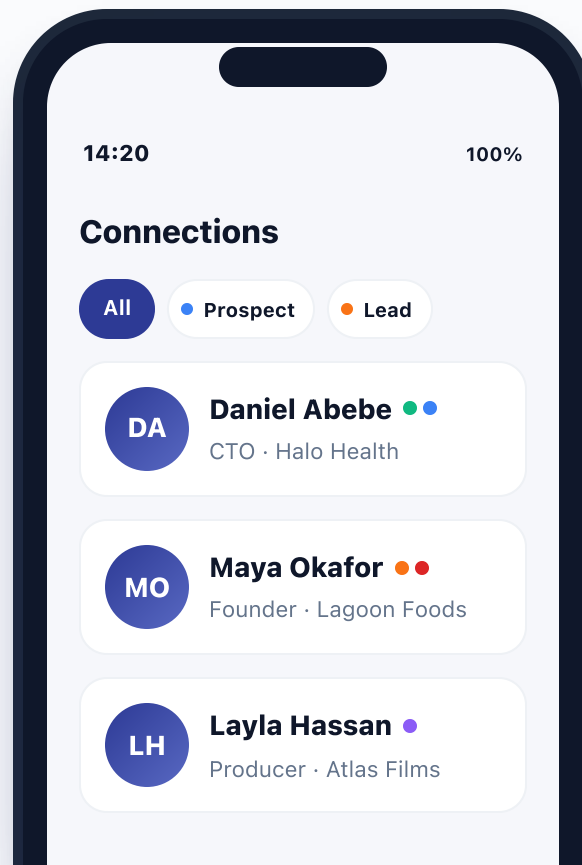
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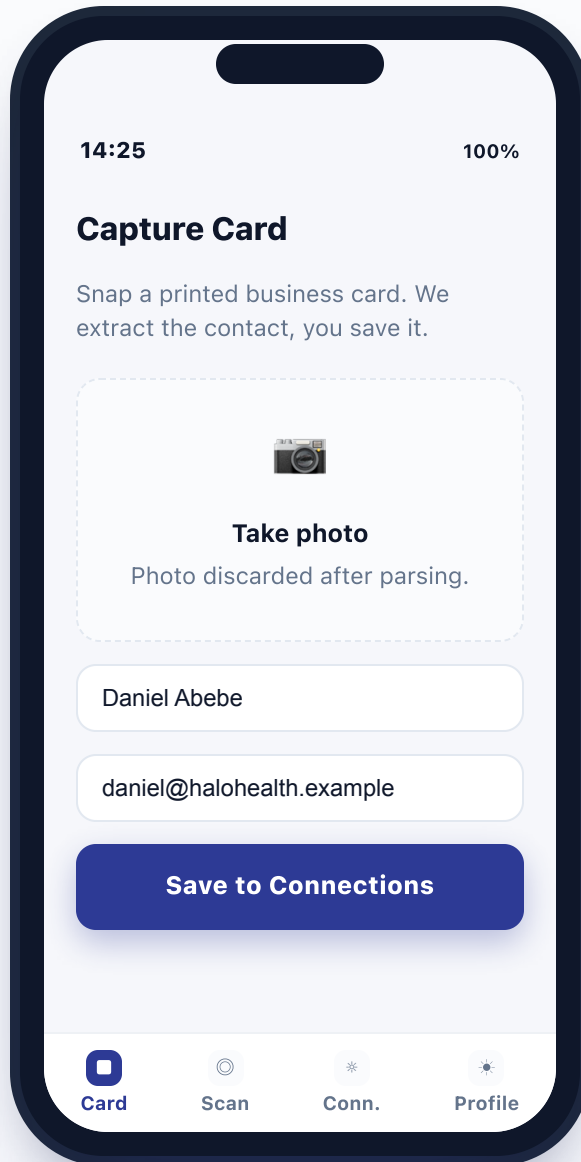
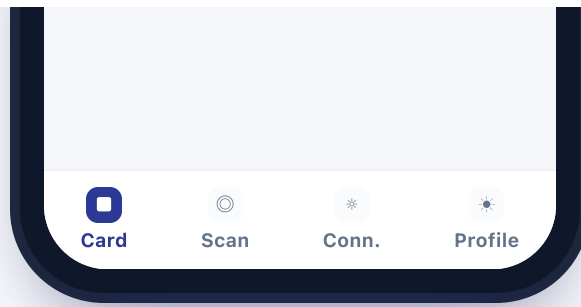
## Manage your connections with tags

Every contact you collect lives in **Connections**. Tag them so you remember who is who.

- Built-in tags: Prospect, Lead (with Hot/Warm), Client, Partner, Vendor, Friend, and more.
- Tap a connection then tap **Tag** to apply colored chips.
- Filter the list by tag from the bar at the top.
- Use **Select** to bulk-tag many connections at once.

**Tip:** Tag at the moment you add the contact. Future-you will thank present-you.





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## Capture printed cards with the camera

Met someone with a paper card? Scan tab > **Capture Card** reads the card photo and pulls the fields automatically.

- Take photo or pick from gallery.
- Local OCR reads name, role, email, phone, website.
- Review and edit the fields before saving.
- Photo is discarded after parsing. Nothing leaves your phone.
- Auto-tagged as *Met at Event*. You can untick or change.

**Tip:** Best results in good light. Hold the camera steady, fill the frame.

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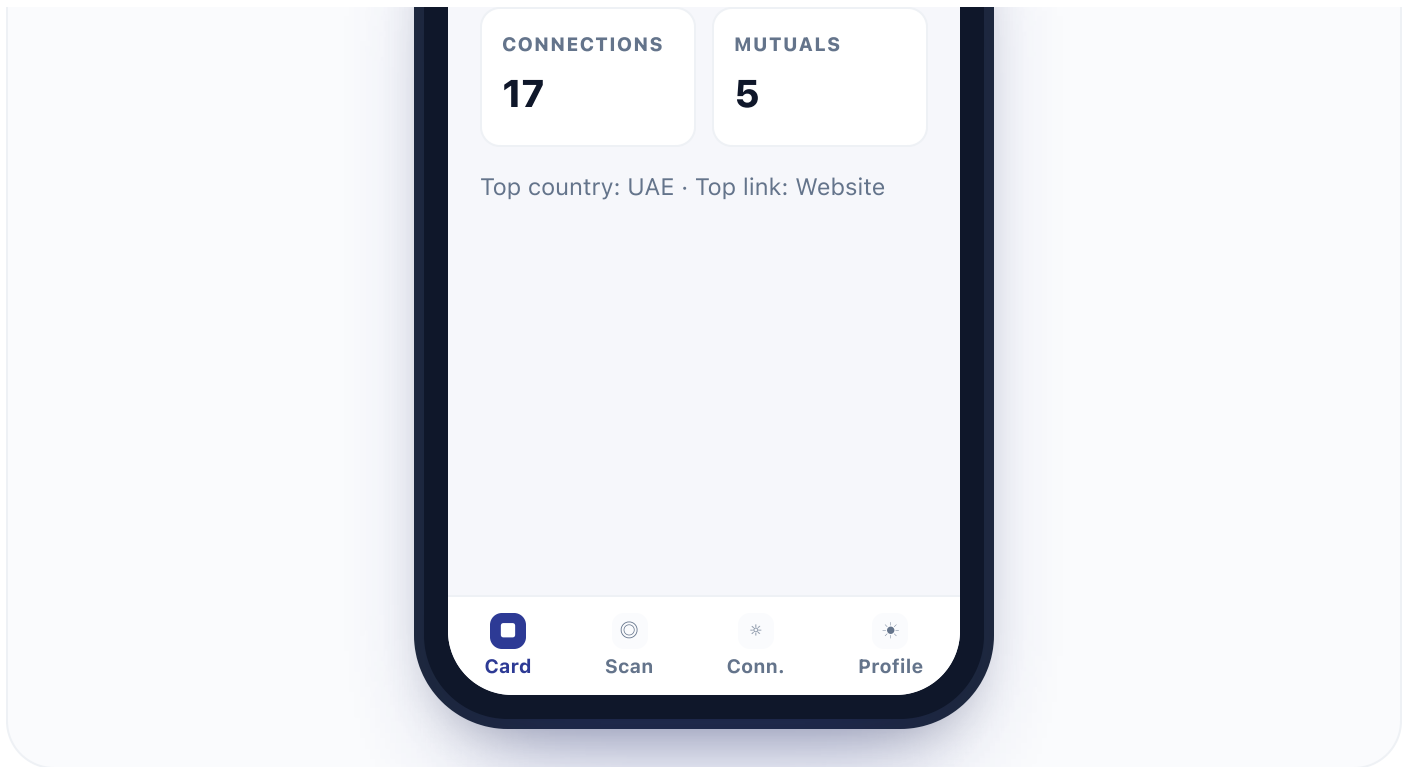
## Track who saved you and from where

The **Stats & Analytics** tab shows views, saves, mutuals, and your top countries.

- Views: how many times your card was opened.
- Saves: how many people tapped Save Contact.
- Mutuals: people who exchanged contacts both ways.
- Top country: where most of your visits come from.
- Per-link clicks: which custom link gets pressed most.

**Tip:** A high view rate but low save rate usually means your card needs a clearer photo or a tighter bio.





## Where to go next

- Read about [all features](#) in detail.
- See [use cases](#) for events, freelancers, creators, and consultants.
- Open the [blog](#) for networking and follow up tips.
- Stuck? [Contact us](#), we usually reply same day.

## Ready to start?

Free MyKard. Sixty seconds. Edit forever.

[Create your free MyKard →](#)



Your professional identity in one link. Free digital business cards for freelancers, creators, and professionals.

## **PRODUCT**

Features

How it works

Pricing

Connections

Examples

## **USE CASES**

For freelancers

For consultants

For events

For creators

## **COMPANY**

About

Contact

Blog

Privacy

Terms