HOW TO VIEW AND UPDATE MY E-SERVICE ACCOUNT
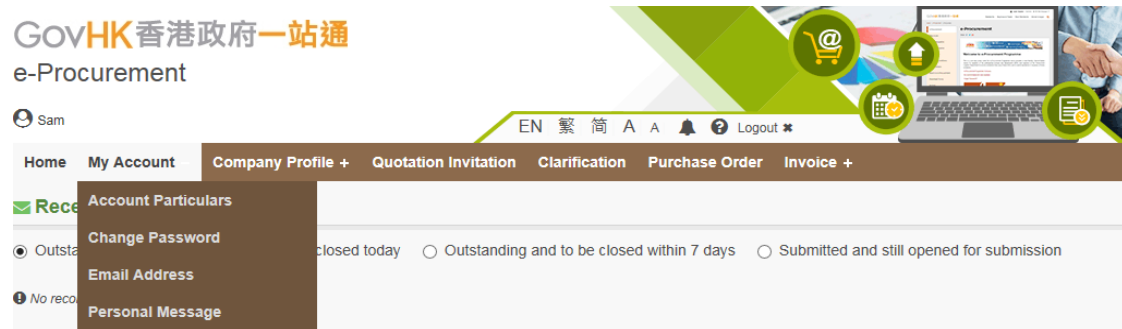
After login the e-Procurement System, you can click the following Sub-Menu item under the My Account menu to view or update relevant information of your e-Service account.

Sub-Menu Item	Description
Account Particulars	Maintain your account information, e.g. name, address, telephone and fax number, which departments to be served, etc.
Change Password	Change your log in password.
Email Address	Change your email address for receiving email notification issued from the system. Note: - This Sub-menu item is only for Master Account holder. - If you want to change the email address of Sub-account holder, only the Master Account holder can change it at List of Contact Person page (Company Profile -> List of Contact Person)
Personal Message	Maintain your personal message which will be displayed after you log in the system. The personal message is to ensure you have logged in the e-Procurement System, instead of a fake website.

1. VIEW AND EDIT MY ACCOUNT PARTICULARS

1. Select My Account > Account Particulars to launch the View and Edit Account Particulars page.

2. You can change your account particulars in this page, except email address and function access right.

Note:

a. Master Account holder can use the Sub-menu item "Email Address" to change its email address. For details, please refer to the [Change Email Address for Master Account] section in this User Manual.

b. Only Master Account holder can change the email address of Sub-account at List of Contact Person page (Company Profile -> List of Contact Person)

c. Master Account holder has access rights for all functions and cannot be changed; while the function access right for Sub-account can only be maintained by the Master Account holder at List of Contact Person page (Company Profile -> List of Contact Person).

d. The Master Account or Sub-account holder can select whether to be a contact to receive invitation to quotation notification or not –

> As a contact to receive invitation to quotation *: ⦿ Yes ◯ No

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If YES, the Master Account holder will receive the invitation to quotation from all departments served by your company.   For Sub-account holder, please select which of the departments in the following table to be served by selecting (or unselecting) it in the Available Department column and clicking ⟩ or ⟨ (⟫ or ⟪ for all) to move it to the Selected Department column.

e. If your account is bound with "iAM Smart", you can unbind your account by ticking the "Unbind iAM Smart" checkbox.

> Unbind iAM Smart ☑

3. Click Save button to save the changes or Refresh button to cancel the updates.

2.   CHANGE MY ACCOUNT LOGIN PASSWORD

1.   Select My Account > Change Password to launch the Change Password page.

Note: The minimum and maximum acceptable lengths for the password are 8 to 20 characters.

2.   Input existing password and the new password to the respective data fields.

3.   Click Save button.   After Save action succeeded, the following message box will appears.
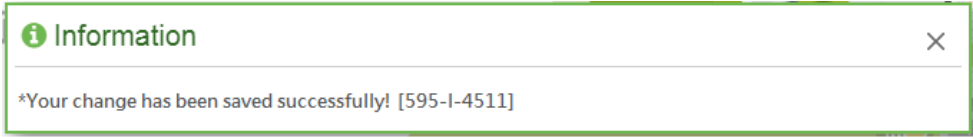
3. IMPORT OR UPDATE MY ACCOUNT'S DIGITAL CERTIFICATE

You can import or update your digital certificate of your account for login, online submission of quotation or invoice purpose.

1. Select My Account > Change Password to launch the Change Password page.

2. Select Digital Certificate option.

3. If you have digital certificate file (.p12), you can click File-based Digital Certificate button. Input the Certificate PIN and upload ⊕ Upload the certificate file.

4. If your digital certificate file is stored at Security Token, please plug your Security Token to your computer. Then click Security Token button. Input the Token PIN and select the digital certificate in the Pop-up window.

5. Click Save button. After Save action succeeded, the following message box will appears.

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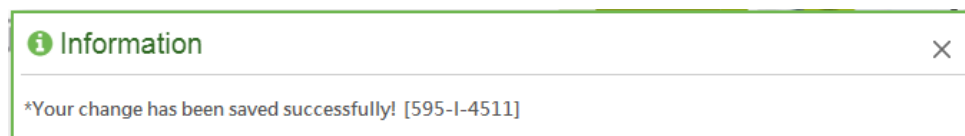
4. CHANGE EMAIL ADDRESS FOR MASTER ACCOUNT

1. Select My Account > Email Address to launch the Change Email Address page.

2. Click [Send] button and a one-time secret code will be sent to your old email address. For example –
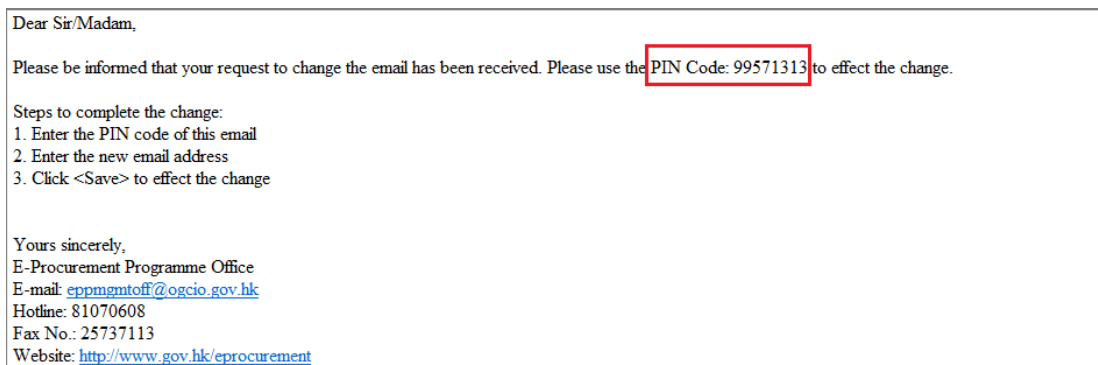
3. After receiving the email, go back to this page. Enter the One-time secret code field (refer to the PIN Code in the email), and your new email address in the New Email field. Click Save button to save the change.

4. After Save action succeeded, the following message box will appears.

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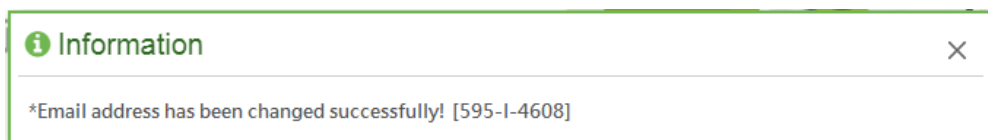
5. CHANGE MY PERSONAL MESSAGE

1. Select My Account > Personal Message to launch the Change Personal Message page.

Note: You can check the personal message which will be displayed after you log in the system to ensure you have logged in the e-Procurement System, instead of a fake website.

2. You can input any text in the Personal Message textbox

Note: The maximum characters of Personal Message is 500.

3. Click Save button to save the input or Reset button to cancel it.

4. After Save action succeeded, the following message box will appear.

Note: You will find the Personal Message after login next time in the System Announcement popup: