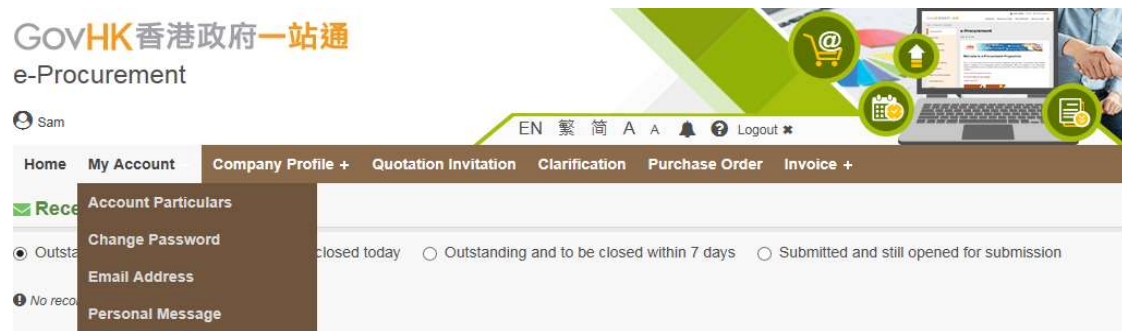


HOW TO VIEW AND UPDATE MY E-SERVICE ACCOUNT

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	<p>Change your email address for receiving email notification issued from the system.</p> <p>Note:</p> <ul style="list-style-type: none"> - 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.

View and Edit Account Particulars Fields with * are mandatory.

Your Account Particulars

Title *
Mr

Name (English) *
Sam

Name (Chinese)

Official Capacity *
MANAGER

Position/Post Title
Sr Manager

Tel. No. 1 *
852 - National Destination C - 88888888 - Extension I

Tel. No. 2
852 - National Destination C - 88888888 - Extension I

Fax No. 1 *
852 - National Destination C - 12348888 - Extension I

Fax No. 2
Coun - National Destination C - Subscriber Number - Extension I

Email
master@company.com

Address (English) *
#####, Ce####
###46 Hung ####
#####n Tong, ####

Address (Chinese)
###環鴻雲道44-4####

Unbind iAM Smart ☐

Preferred language of contact with e-Procurement * ☐ English ☒ 繁體中文 ☐ 简体中文

As a contact to receive invitation to quotation * ☒ Yes ☐ No

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

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.

If Yes, the contact person can deal with the following selected departments

Available Department		Selected Department
Auxiliary Medical Service		Agriculture, Fisheries and Conservation Department
Buildings Department	>>	Architectural Services Department
Census and Statistics Department	>	Audit Commission
Central Policy Unit	<	
Chief Executive's Office	<<	
Chief Secretary for Administration's Office		
Civil Aid Service		
Civil Aviation Department		

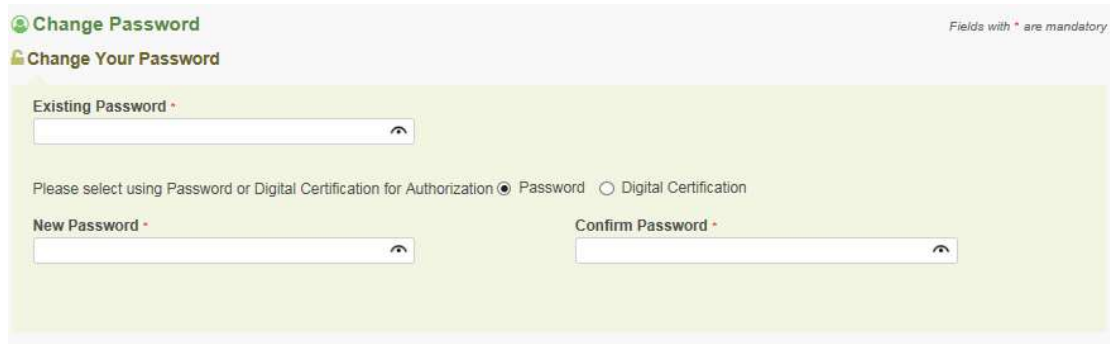
- e. If your account is bound with “iAM Smart”, you can unbind your account by ticking the “Unbind iAM Smart” checkbox.

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.



The screenshot shows a web form titled "Change Password" with a sub-header "Change Your Password". A note at the top right states "Fields with * are mandatory". The form contains three input fields: "Existing Password *", "New Password *", and "Confirm Password *". Each field has a toggle icon to the right. Below the "Existing Password" field, there is a text label "Please select using Password or Digital Certification for Authorization" followed by two radio buttons: "Password" (which is selected) and "Digital Certification".

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.




The screenshot shows an "Information" message box with a close button (X) in the top right corner. The message text reads: "*Your change has been saved successfully! [595-I-4511]".

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  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.



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.

5. CHANGE MY PERSONAL MESSAGE

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

Change Personal Message Fields with * are mandatory

Personal Message *

Point to note

1. The Personal Message will be displayed upon login.
2. It is suggested to change the Personal Message periodically

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

Change Personal Message Fields with * are mandatory

Personal Message *

Have a good day!!

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.

Information ×

*Your change has been saved successfully! [595-I-4702]

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

System Announcement ×

Welcome, einvoice tester 1

Last Login Status: Successful , 20 Nov 2017 09:04

Personal Message: Have a good day!!