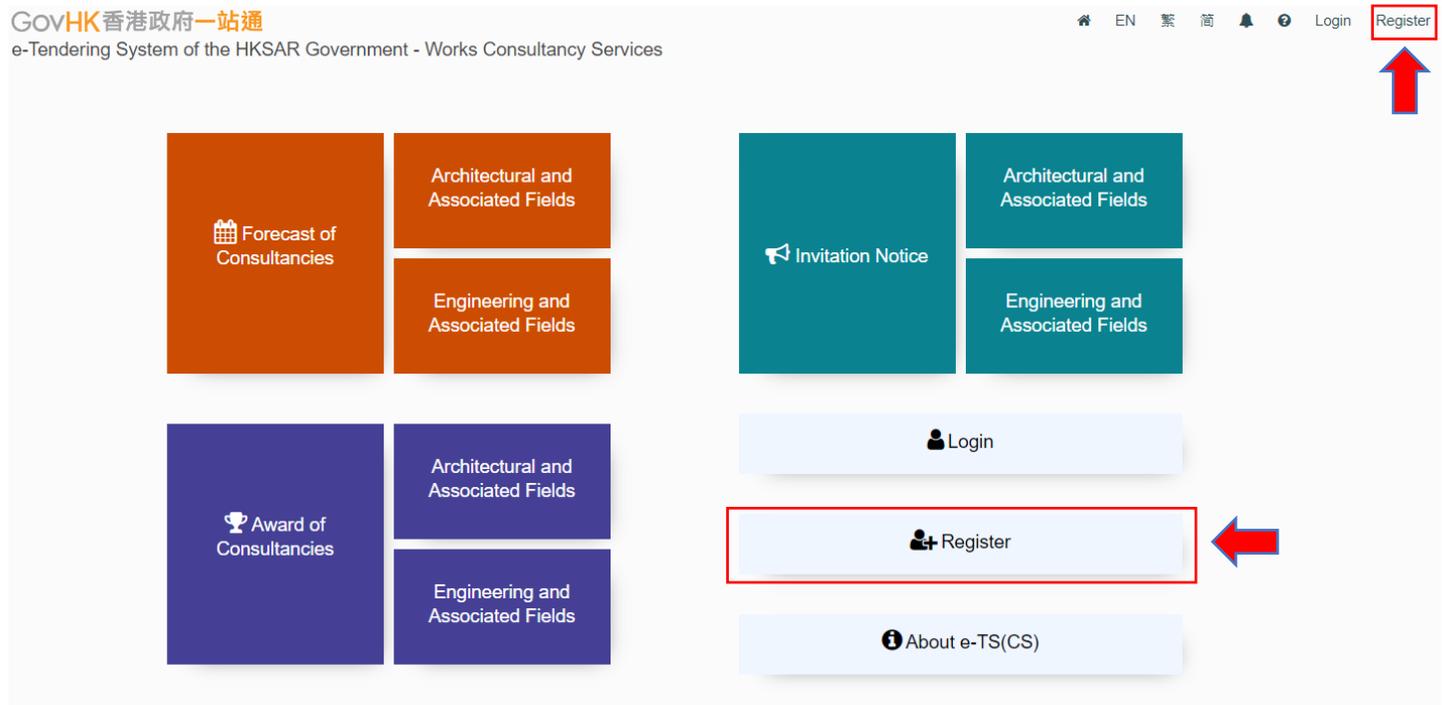

Account Registration and Login

- 1. Account Registration**
- 2. Account Login**

1. Account Registration

Step 1 – Launch the e-Tendering System (Works Consultancy Services) and click “**Register**”.



Step 2 – Read the Terms and Conditions and click the check box for agreement.

Step 3 – Click “**Next**” to proceed.

Register Account

Terms and Conditions

You are requested to read the following terms and conditions carefully.

THE e-Tendering System (Works Consultancy Services)

TERMS AND CONDITIONS OF USE AND PARTICIPATION

The Government provides this e-Tendering System (Works Consultancy Services) and related services subject to your compliance with the following terms and conditions (the "Participation T&C"). Please read them carefully. The use of the e-TS(CS) shall be governed by these Participation T&C. By accessing the e-TS(CS) Website, you signify your unconditional acceptance of these Participation T&C. The Government is entitled to revise any Participation T&C at any time without giving prior notice to any person. You are responsible for reviewing the Participation T&C posted on this website regularly for any revisions. The Chinese translation of this document is for reference only. In the event of any conflict or inconsistency between the English text and the Chinese translation of this document, the English text shall prevail.

1. Definitions

1.1 In these Participation T&C, the following words and expressions have the following meanings, unless otherwise defined or the context otherwise requires:

"e-Tendering System (Works Consultancy Services)" or "e-TS(CS)" or "System"	means the electronic tendering system as described in Clause 2 of these Participation T&C
"e-Tendering System (Works Consultancy Services) Website" or "e-	means https://www.eppcs.gov.hk

I/We have read, understood and agreed to all of the above terms and conditions. *



Home



Step 4 – Click the radio button to select if the applicant is a consultant on [\(i\) the List of Consultants of the Architectural and Associated Consultants Selection Board](#) and/or [\(ii\) the List of Consultants of the Engineering and Associated Consultants Selection Board](#) and/or [\(iii\) the List of Buildings Department Pre-Qualified Consultants](#).

If "No", click "Next" to proceed → **Step 5**

If "Yes", click "Next" to proceed → **Step 6**

e-Tendering System (Works Consultancy Services)

Register Account

1

Step 1: Fill in Basic Information of the Registrant.

2

Step 2: Verify your Email Address

3

Step 3: Set Your Password

4

Step 4: Account Registered

Points to Note

The System only handles works related consultancy services of the participating procuring departments.

Are you a consultant on (i) the List of Consultants of the Architectural and Associated Consultants Selection Board and/or (ii) the List of Consultants of the Engineering and Associated Consultants Selection Board and/or (iii) the List of Buildings Department Pre-Qualified Consultants? *

Yes

No

Back

Next

Step 5 – Fill in the Basic Information of the Registrant who is **NOT** on the List(s) of Consultants.

Step 5.1 – Information required

- ✓ Place of incorporation / Registered Office / Residence
- ✓ Registrant Name
- ✓ Business Registration Certificate Number
- ✓ Business Email Address (for account login and correspondence purposes)
- ✓ Address Registered Office / Place of Business
- ✓ Country/ Area (when the Place of incorporation / Registered office / Residence selected “Other jurisdictions)
- ✓ Contact Telephone Number
- ✓ Name of Contact Person

e-Tendering System (Works Consultancy Services)

✓ Post Title of Contact Person

Register Account

Progress bar showing 4 steps:

- Step 1: Fill in Basic Information of the Registrant. (Active)
- Step 2: Verify your Email Address
- Step 3: Set Your Password
- Step 4: Account Registered

Place of incorporation / Registered office / Residence

Hong Kong Other jurisdictions

Registrant Name

(in English) *

(in Traditional Chinese)

(in Simplified Chinese)

Business Registration Number *

Business Email Address (for account login and correspondence purpose) *

Address of Registered Office/ Place of Business

(in English) *

Step 5.2 – Input the validation code generated by the System.

Step 5.3 – Click “Next” to proceed.

Please enter the Validation characters as shown in box below (letters are case insensitive):

79UA 

If you cannot see the characters above clearly, please click to get another set of characters.



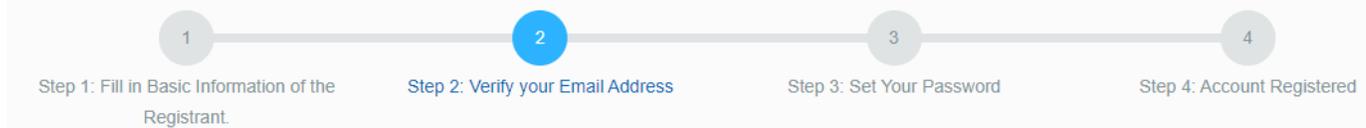
Step 5.4 – Input the OTP that the System sent to the Business Email Address inputted in Step 5.1.

Step 5.5 – Click “Submit”. → **Step 7**

Note: If you cannot receive the OTP within 10 minutes, please press the “Resend OTP” button.

e-Tendering System (Works Consultancy Services)

Register Account



The System has sent a OTP to your Business Email Address. Please enter the OTP to proceed and do not disclose it to other persons.

OTP *

If you cannot receive the OTP within 10 minutes, please press the "Resend OTP" button below.

Resend OTP

Submit

Step 6 – Fill in the Basic Information of the Registrant who is on [\(i\) the List of Consultants of the Architectural and Associated Consultants Selection Board](#) and/or [\(ii\) the List of Consultants of the Engineering and Associated Consultants Selection Board](#) and/or [\(iii\) the List of Buildings Department Pre-Qualified Consultants](#).

Step 6.1 – Click the **checkbox** to select the List of Consultants to register for.

Step 6.2 – Information required

- ✓ The Email Address recorded in the List of Consultants (for authentication purposes)
- ✓ Business Email Address (for account login and correspondence purposes)
- ✓ Business Registration Certificate Number
- ✓ Contact Telephone Number
- ✓ Name of Contact Person
- ✓ Post Title of Contact Person

e-Tendering System (Works Consultancy Services)

Register Account

1

Step 1: Fill in Basic Information of the Registrant.

2

Step 2: Verify your Email Address

3

Step 3: Set Your Password

4

Step 4: Account Registered

Points to Note

If you have included in (i) the List of Consultants of the Architectural and Associated Consultants Selection Board ("AACSB") and/or (ii) the List of Consultants of the Engineering and Associated Consultants Selection Board ("EACSB") and/or (iii) the List of Buildings Department ("BD") Pre-qualified Consultants, please provide the e-mail address recorded in the List of Consultants of AACSB and/or EACSB and/or the List of BD Pre-qualified Consultants for verification and registration purpose.

The E-mail address recorded in the List of Consultants of AACSB and/or EACSB and/or the List of BD Pre-qualified Consultants (for authentication purpose) *

Register for Consultant in the List of Consultants of AACSB

Register for Consultant in the List of Consultants of EACSB

Register for Consultant in the List of BD Pre-qualified Consultants

Business Email Address (for account login and correspondence purpose) *

Points to Note

Business Email Address can be different to the Email Address recorded in the List of Consultants of AACSB / List of Consultants of EACSB / List of BD Pre-Qualified Consultants.

Business Registration Number *

Step 6.3 – Input the validation code generated by the System.

Step 6.4 – Click “Next” to proceed.

Please enter the Validation characters as shown in box below (letters are case insensitive):

W 4 k 0



If you cannot see the characters above clearly, please click to get another set of characters.



Step 6.5 – Input the OTP that the System sent to the Business Email Address (OTP1) inputted in Step 6.2 and the Email address recorded in the List(s) of Consultants (OTP2).

Step 6.6 – Click “Submit”.

e-Tendering System (Works Consultancy Services)

Note: If you cannot receive the OTP within 10 minutes, please press the “Resend OTP” button.

| Register Account



The System has sent a OTP to (i) the Email Address recorded in the List of Consultant of AACSB (ii) the Email Address recorded in the List of Consultant of EACSB (iii) the Email Address recorded in List of BD Pre-Qualified Consultants and (iv) your Business Email Address. Please enter all OTPs to proceed the registration. Please do not disclose any OTP to the third party.

The Email Address recorded in the List of Consultant of AACSB

OTP 1 *

Business Email Address

OTP 2 *

If you cannot receive the OTP within 10 minutes, please press the "Resend OTP" button below. Remaining time: 9:47 minute(s).

Step 7 – Input to set your New Password.

Step 8 – Re-enter to confirm the New Password.

Step 9 – Click “Submit” to proceed.

e-Tendering System (Works Consultancy Services)

Register Account



Step 1: Fill in Basic Information of the Registrant.

Step 2: Verify your Email Address

Step 3: Set Your Password

Step 4: Account Registered

New Password *

Re-enter New Password *



Points to Note

1. To better protect your account, do not share your password with anyone and never use the same password that you have used previously.
2. For security purposes, your new password must satisfy either one of a. or b. below:
 - a. Your password must have at least ten characters. The password must contain characters from at least three of the following four criteria i. to iv.:
 - b. Your password must have at least eight characters. The password must contain characters from all of the following four criteria i. to iv.:
 - i. upper case letters: A through Z
 - ii. lower case letters: a through z
 - iii. numbers: 0 through 9
 - iv. non-alphanumeric characters, such as !@#%\$
3. Your new password must not be any word from dictionary that are easy to guess.
4. Your new password must not be any personal data such as name of spouse, names of children and date of birth, etc.

Submit



Step 10 – Account registration is completed. Click “Login” to log into the System.



Step 1: Fill in Basic Information of the Registrant.

Step 2: Verify your Email Address

Step 3: Set Your Password

Step 4: Account Registered

Register Account



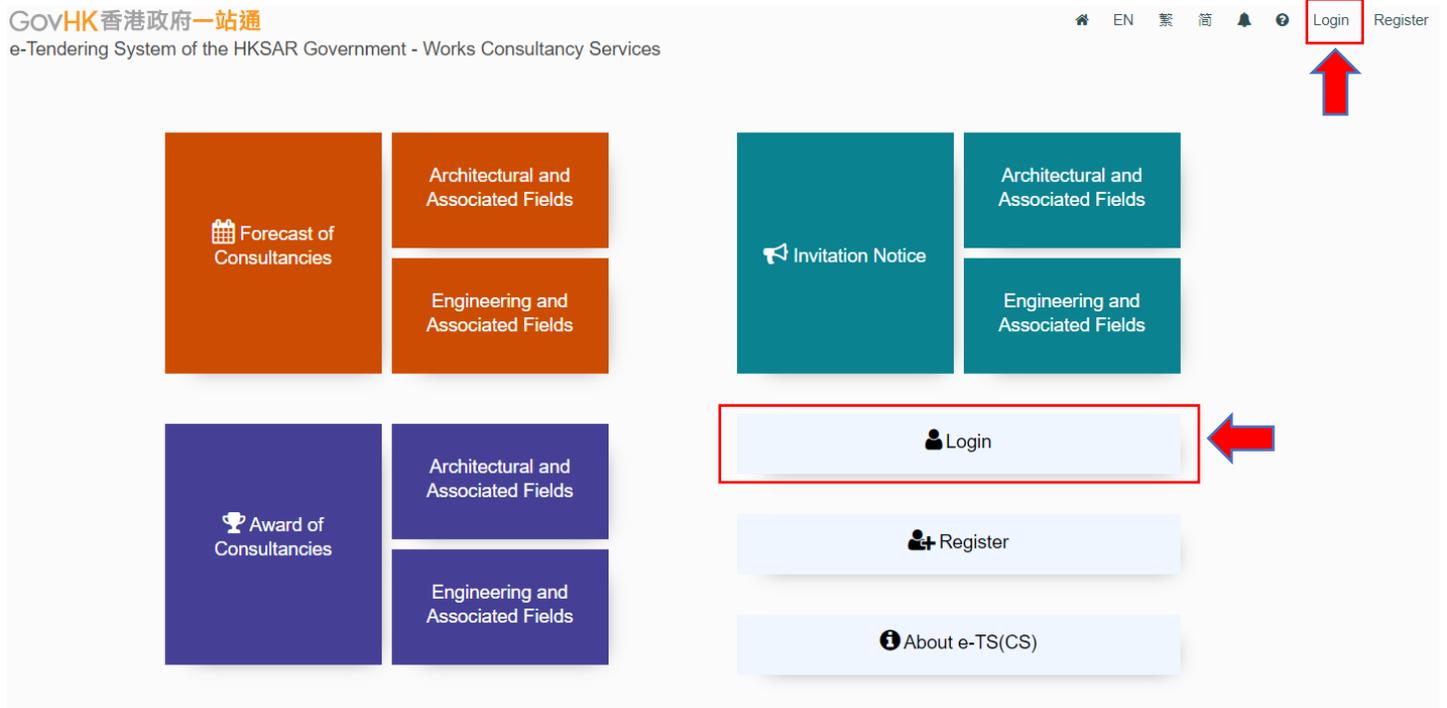
Your account is registered successfully. Please login.

Login



2. Account Login

Step 1 – Launch the e-Tendering System (Works Consultancy Services) and click “**Login**”.



Step 2 – Input Account Email Address (i.e. the Business Email Address provided in registration) and password.

Step 3 – Input the validation code generated by the System.

Step 4 – Click “**Login**” to proceed.

Login

Business Email Address

Password

[Forgot Password?](#)

[Register Account](#)

[Activate Sub-account](#)

Please enter the Validation characters as shown in box below (letters are case insensitive):

2 P x i 

If you cannot see the characters above clearly, please click [Regenerate](#) to get another set of characters.

[Login](#)

Step 5 – Input the OTP that the System sent to the Business Email Address.

Step 6 – Click “[Submit](#)”.

Note: If you cannot receive the OTP within 10 minutes, please press the “[Resend OTP](#)” button.

Login

The System has sent a OTP to your Business Email Address. Please enter the OTP to proceed and do not disclose it to other persons.

OTP

If you cannot receive the OTP within 10 minutes, please press the “Resend OTP” button below or press the “Back” button to enter account email address again. Remaining time: 8:09 minute(s).

If you cannot receive the OTP after pressing the “Resend OTP” button, the email address you provided may not be correct or may not exist.

[Back](#) [Resend OTP](#) [Submit](#)

Step 7 – Login successfully. The “My Invitation” page will be shown.

[My Invitation](#)

[Manage Account](#) ▼

[Forecast of Consultancies](#) ▼

[Invitation Notice](#)

[Award of Consultancies](#)

My Invitation

EOI/T&F Invited

New Information Issued

Downloaded/Collected Documents

Submitted Proposals

All Invitation Notices

Points to Note

List of Invitations that you have been invited by the procuring bureau/department via e-TS(CS).

There is no tender invitation at the moment