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*View and Update Account and Contact Details*

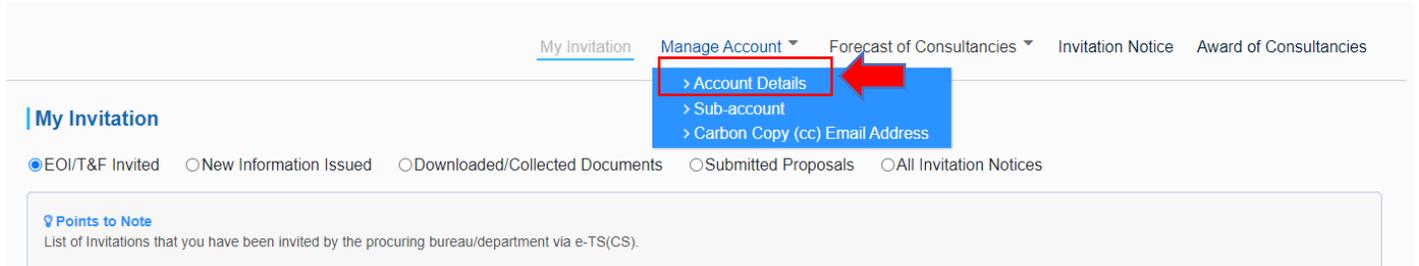
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- 1. Update Account Details**
- 2. Link e-TS(CS) Account with the email recorded in the List of Consultants**
- 3. Add and Delete Carbon Copy (cc) Email Address**

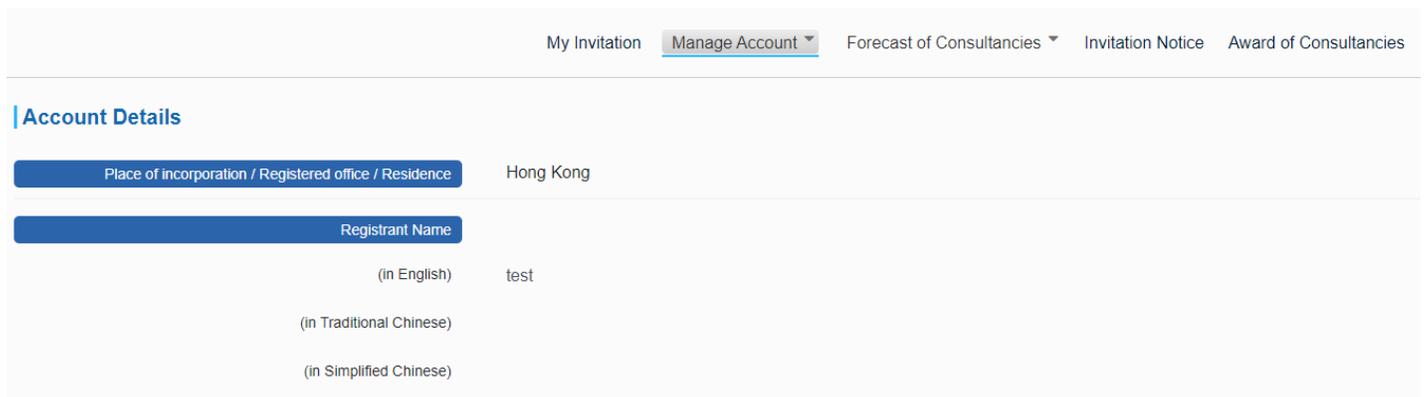
## 1. Update Account Details

**Step 1** – Login to the e-Tendering System (Works Consultancy Services), “e-TS(CS)”.

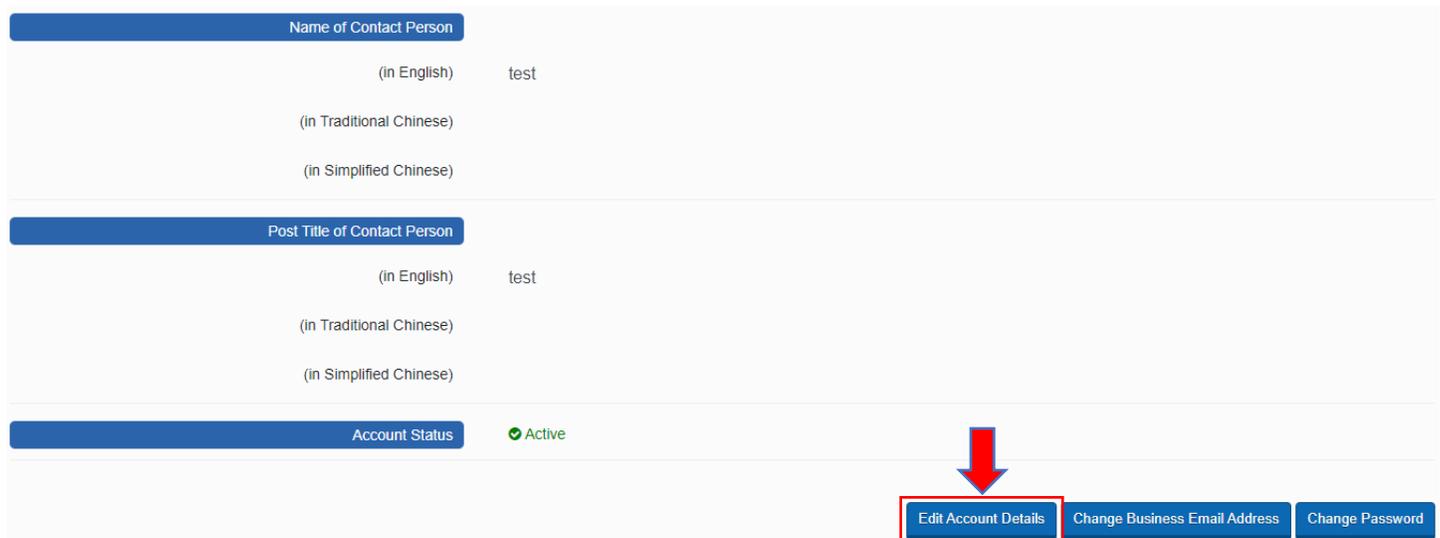
**Step 2** – Move to the menu bar “**Manage Account**” and click the sub-menu “**Account Details**” to view and/or update account information.



**Step 3** – The account information will be shown.



**Step 4** – Scroll down to the bottom of the page and click “**Edit Account Details**”.



**Step 5** – Update account information.

## e-Tendering System (Works Consultancy Services)

**Step 5.1** – For account holder who is **NOT** 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](#), the following information can be edited.

- ✓ Registrant Name
- ✓ Business Registration Certificate Number
- ✓ Address of Registered Office/ Place of Business
- ✓ Name of Contact Person
- ✓ Post Title of Contact Person
- ✓ Contact Telephone Number

**Edit Account Details**

|   |  |
|---|--|
| Place of incorporation / Registered office / Residence                | Hong Kong  |
| Registrant Name   |  |
| (in English) *  | <input type="text" value="test"/>  |
| (in Traditional Chinese)  | <input type="text"/>   |
| (in Simplified Chinese)   | <input type="text"/>   |
| Business Registration Number *  | <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> |
| Business Email Address (for account login and correspondence purpose) | test2@gmail.com  |
| Address of Registered Office/ Place of Business                       |  |
| (in English) *  | <input type="text" value="test"/>  |
| (in Traditional Chinese)  | <input type="text"/>   |
| (in Simplified Chinese)   | <input type="text"/>   |
| Contact Telephone Number *  | <input type="text" value="12345678"/>  |

**Step 5.2** – For account holder 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](#), the following information can be edited.

- ✓ Name of Contact Person
- ✓ Post Title of Contact Person
- ✓ Contact Telephone Number

## e-Tendering System (Works Consultancy Services)

My Invitation Manage Account Forecast of Consultancies Invitation Notice Award of Consultancies

**Edit Account Details**

Place of incorporation / Registered office / Residence Hong Kong

Registrant Name

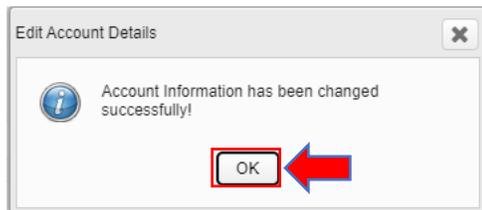
Account Status Active

Cancel Save

**Step 6** – Click “Save”.

**Step 7** – The account information has been changed successfully.

**Step 8** – Click “OK” to proceed.



## 2. Link e-TS(CS) Account with the email recorded in the List of Consultants

If the account holders have been admitted to [\(i\) 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](#), the e-TS(CS) account can be linked with the Email address recorded in (i) AACSB and/or (ii) EACSB and/or (iii) BD Pre-Qualified Consultants.

**Step 1** – Login to the e-Tendering System (Works Consultancy Services).

**Step 2** – Move to the menu bar “**Manage Account**” and click the sub-menu “**Account Details**” to view and/or update account information.

My Invitation Manage Account Forecast of Consultancies Invitation Notice Award of Consultancies

> Account Details  
> Sub-account  
> Carbon Copy (cc) Email Address

**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).

**Step 3** – The account information will be shown.

My Invitation Manage Account Forecast of Consultancies Invitation Notice Award of Consultancies

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### Account Details

|  |           |
|--|-----------|
| Place of incorporation / Registered office / Residence | Hong Kong |
| Registrant Name  |           |
| (in English)   | test      |
| (in Traditional Chinese)                               |           |
| (in Simplified Chinese)                                |           |

**Step 4** – Scroll down to the bottom of the page and click **“Add e-mail address”**.

### Supplementary document

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 [this](#) List for verification and registration purpose. For assistance in using e-TS(CS), please visit the FAQ of the e-TS(CS) or contact the e-TS(CS) Helpdesk.

  
**Add e-mail address**

**Step 5** – Click the **checkbox** for selecting the list to be linked up to

**Step 6** – Input the E-mail address recorded 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 7** – Click **“Send OTP”**.

## e-Tendering System (Works Consultancy Services)

### Add e-mail address

The screenshot shows a registration form with three sections. Each section has a checkbox, an email address input field, and an OTP input field. Red arrows indicate the flow: a downward arrow from the title to the first checkbox, a downward arrow from the first checkbox to the first email field, an upward arrow from the first email field to the first OTP field, a downward arrow from the first OTP field to the second checkbox, an upward arrow from the second checkbox to the second email field, a downward arrow from the second email field to the second OTP field, a downward arrow from the second OTP field to the third checkbox, an upward arrow from the third checkbox to the third email field, a downward arrow from the third email field to the third OTP field, a rightward arrow from the third OTP field to the 'Send OTP' button, and finally a rightward arrow from the 'Send OTP' button to the 'Submit' button.

Register for Consultant in the List of Consultants of AACSB

The Email Address recorded in the List of Consultant of AACSB(for authentication purpose) \*

OTP \*

Register for Consultant in the List of Consultants of EACSB

The Email Address recorded in the List of Consultant of EACSB(for authentication purpose) \*

OTP \*

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

The Email Address recorded in the List of BD Pre-qualified Consultants(for authentication purpose) \*

OTP \*

Send OTP

Cancel Submit

**Step 8** – Input the OTP that the System sent to the E-mail address recorded on the List(s) of Consultants.

**Step 9** – Click “**Submit**”.

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

## e-Tendering System (Works Consultancy Services)

### Add e-mail address

Register for Consultant in the List of Consultants of AACSB

The Email Address recorded in the List of Consultant of AACSB(for authentication purpose) \*

Email Address recorded in the List of Consultant of AACSB

OTP \*

Register for Consultant in the List of Consultants of EACSB

The Email Address recorded in the List of Consultant of EACSB(for authentication purpose) \*

OTP \*

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

The Email Address recorded in the List of BD Pre-qualified Consultants(for authentication purpose) \*

OTP \*

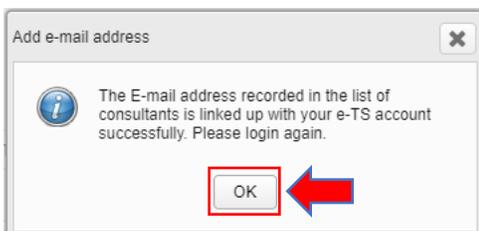
Send OTP

Cancel Submit

**Step 10** – The E-mail address recorded in on the List(s) of Consultants is linked up with your e-TS(CS) account successfully.

**Step 11** – Click “OK” to proceed.

Note: Business Registration Certificate Number and E-mail address recorded in 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](#) are required.

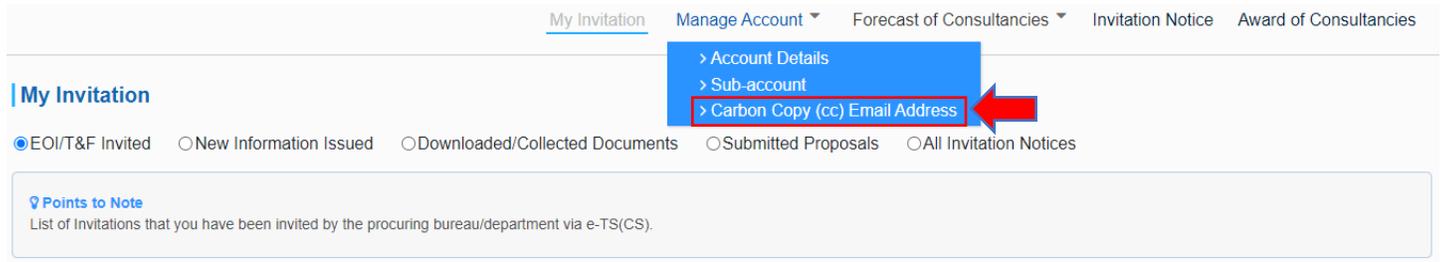


### 3. Add and Delete Carbon Copy (cc) Email Address

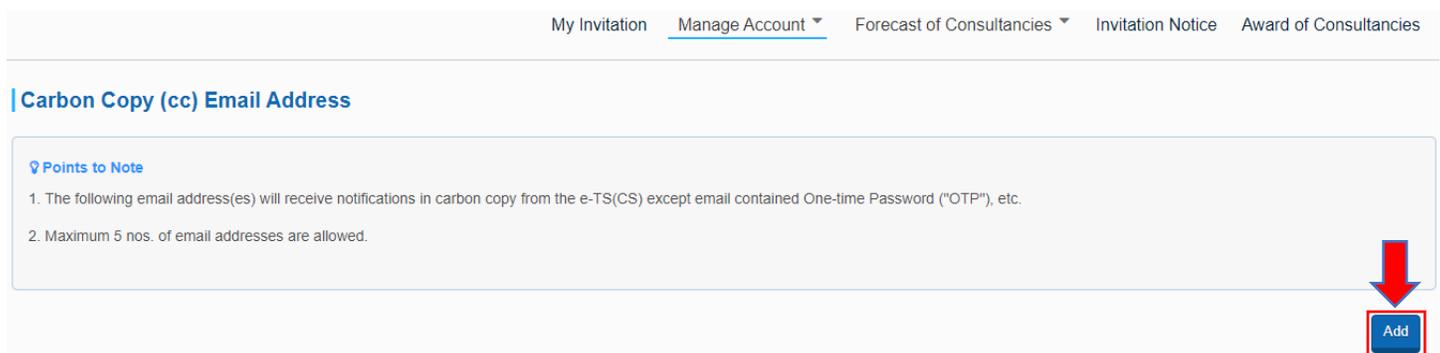
**Step 1** – Login to the e-Tendering System (Works Consultancy Services).

## e-Tendering System (Works Consultancy Services)

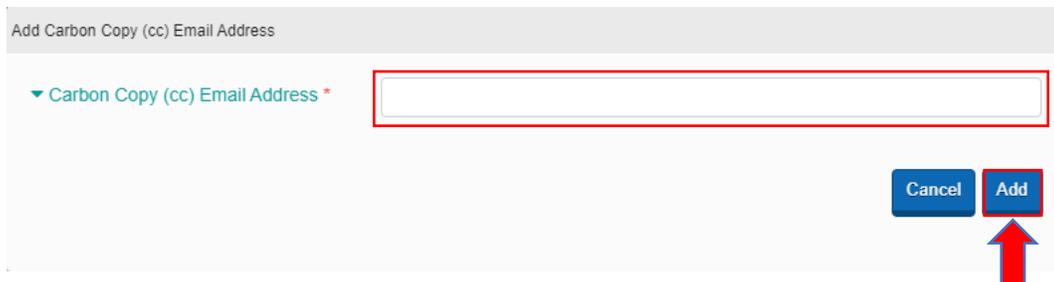
**Step 2** – Move to the menu bar “**Manage Account**” and click the sub-menu “**Carbon Copy (cc) Email Address**” to manage the list of Carbon copy (cc) email addresses.



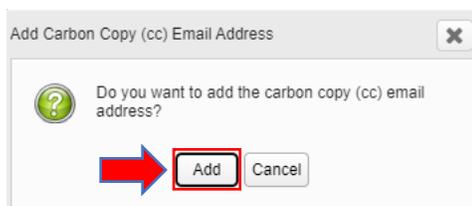
**Step 3** – Click the “**Add**” button.



**Step 4** – Fill in the Carbon Copy (cc) Email Address. Click the “**Add**” button.



**Step 5** – A dialog box will be prompted, click “**Add**” to proceed.



**Step 6** – To delete a Carbon Copy (cc) Email Address, click  button of the concerned cc email address.

## Carbon Copy (cc) Email Address

### Points to Note

1. The following email address(es) will receive notifications in carbon copy from the e-TS(CS) except email contained One-time Password ("OTP"), etc.
2. Maximum 5 nos. of email addresses are allowed.

CarbonCopy@gmail.com 

Add

**Step 7** – A dialog box will be prompted, click **Delete** to proceed.

