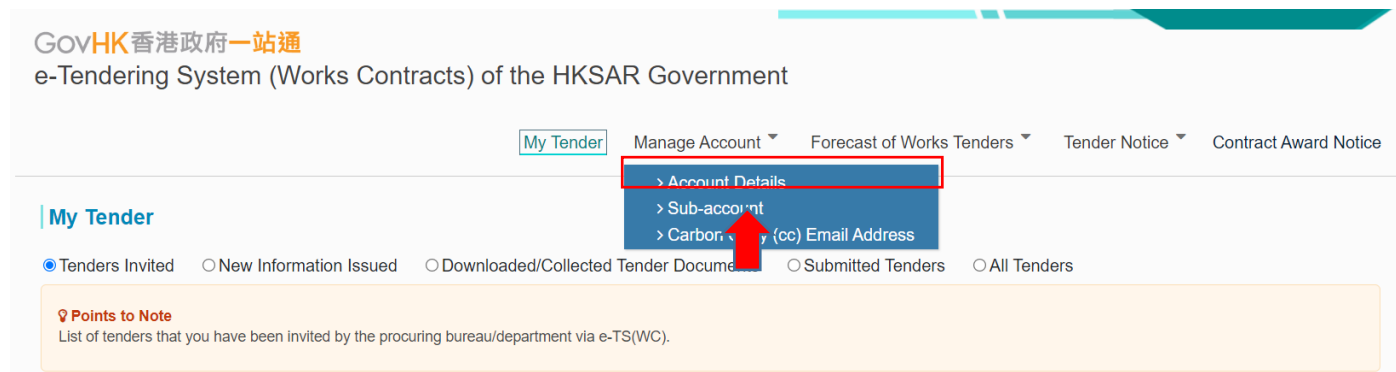

View and Update Account and Contacts Details

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

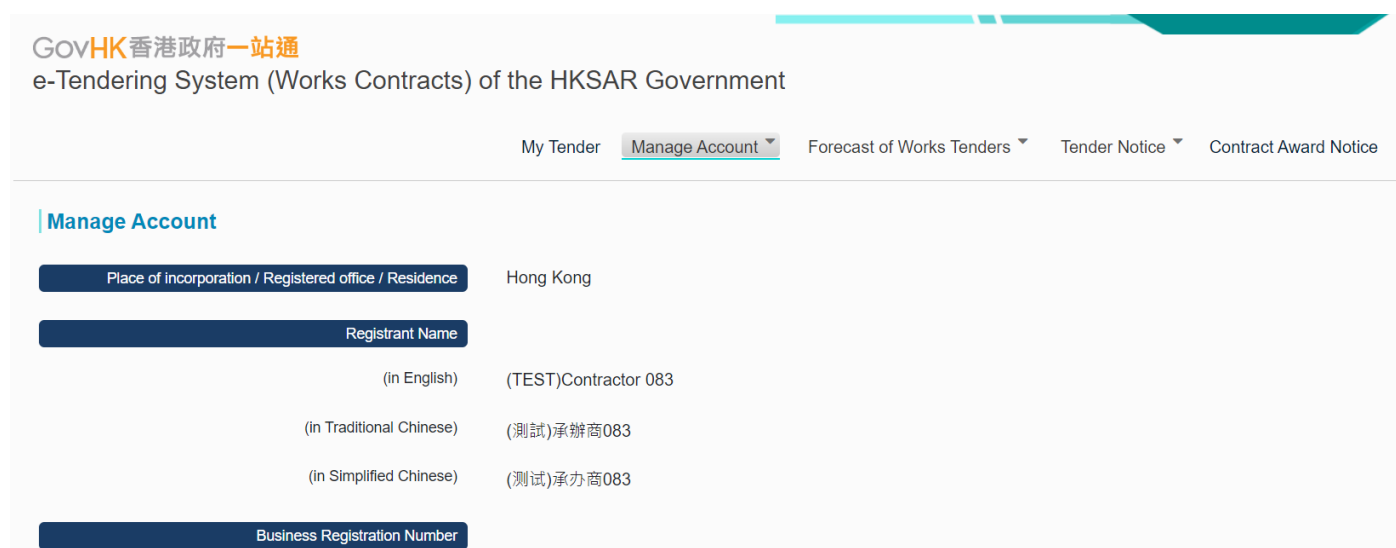
1. Update Account Details

Step 1 – Log in to e-Tendering System (Works Contracts).

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**”.

Post Title of Contact Person	
(in English)	MD
(in Traditional Chinese)	
(in Simplified Chinese)	
Contact Telephone Number	12345678
Account Status	✓ Active



[Edit Account Details](#)[Change Account Email Address](#)[Change Password](#)

Step 5 – Update account information

Step 5.1 – For account holder who is NOT on [\(i\) the List and/ or \(ii\) the Specialist List](#) the following information can be edited

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

GovHK 香港政府一站通

e-Tendering System (Works Contracts) of the HKSAR Government

[My Tender](#) [Manage Account](#) [Forecast of Works Tenders](#) [Tender Notice](#) [Contract Award Notice](#)

Edit Account Details

Place of Incorporation / Registered office / Residence	Hong Kong
Registrant Name	
(in English) *	Company Test 1
(in Traditional Chinese)	
(in Simplified Chinese)	
Business carried on by	Corporation
Business Registration Number *	12341234 - 000 - 00 - 01 - 1
Business Email Address (for account login and correspondence purpose)	info@test1.com
Address of Registered Office/ Place of Business	

Step 5.2 – For account holder who is on [\(i\) the List and/ or \(ii\) the Specialist List](#) the following information can be edited

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

correspondence purpose)	
Name of Contact Person	
(in English) *	Mr. A
(in Traditional Chinese)	
(in Simplified Chinese)	
Post Title of Contact Person	
(in English) *	MD
(in Traditional Chinese)	
(in Simplified Chinese)	
Contact Telephone Number *	12345678
Account Status	✓ Active
<div>Cancel Save</div>	

Step 6 – Click “**Save**”

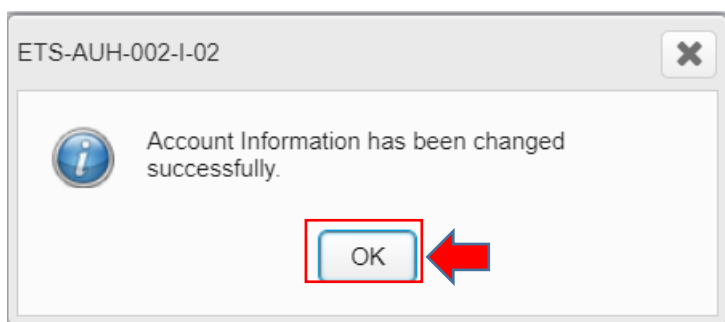
e-Tendering System (Works Contracts)

correspondence purpose)	
Name of Contact Person	
(in English) *	Mr. A
(in Traditional Chinese)	
(in Simplified Chinese)	
Post Title of Contact Person	
(in English) *	MD
(in Traditional Chinese)	
(in Simplified Chinese)	
Contact Telephone Number *	12345678
Account Status	✓ Active

Cancel Save

Step 7 – The account information has been changed successfully.

Step 8 – Click “OK” to proceed.



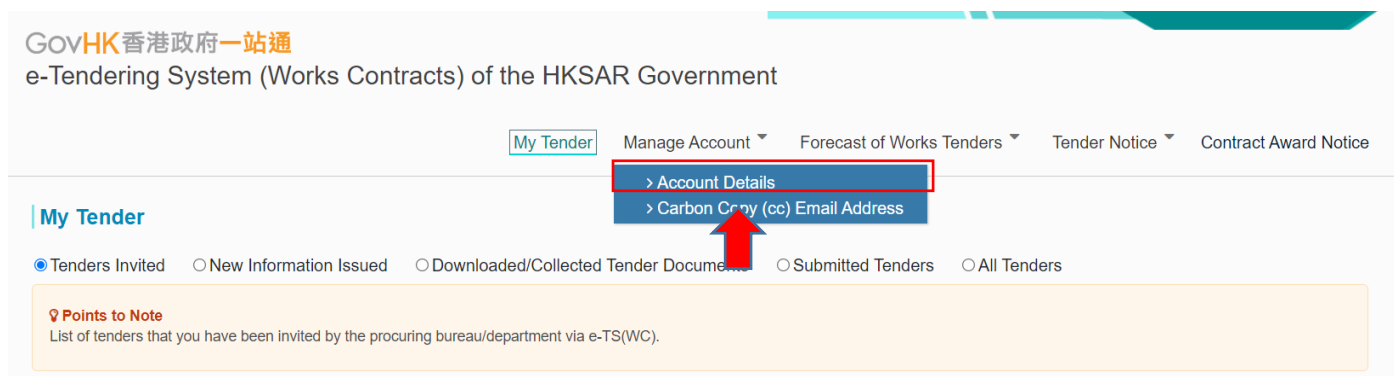
Link e-TS(WC) Account with the email recorded in the List/ the Specialist List

2. Link e-TS(WC) Account with the email recorded in the List/ the Specialist List

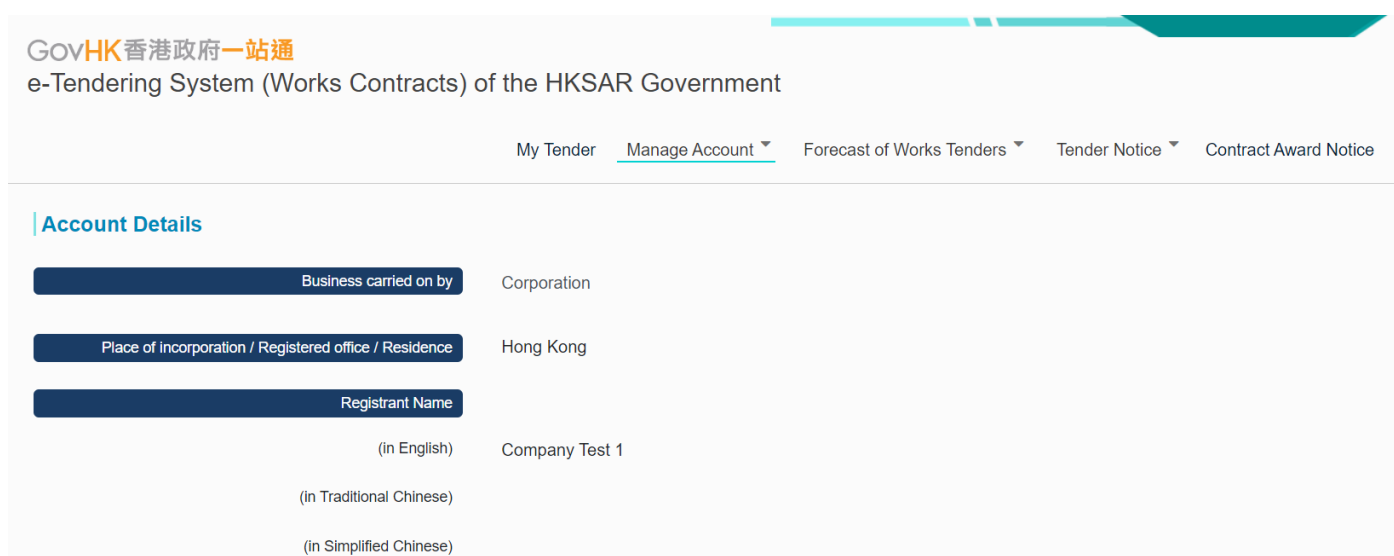
If the account holders have been admitted to [\(i\) the List and/ or \(ii\) the Specialist List](#) the e-TS(WC) account can be linked with the email address recorded in the List / the Specialist List.

Step 1 – Log in to e-Tendering System (Works Contracts).

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 “**Add e-mail address**”

Supplementary document

Contractors/Suppliers on the (i) [the List of Approved Contractors for Public Works \(the List\)](#) and/or (ii) [the List of Approved Suppliers of Materials and Specialist Contractors for Public Works \(the Specialist List\)](#) maintained by the Development Bureau can access tender information of their respective categories, groups and classes (if applicable) directly.

Are you a contractor/supplier on the List and/or the Specialist List?

If yes, please provide the [e-mail address recorded in the List/ the Specialist List](#) maintained by the Development Bureau for verification and registration purpose. For assistance in using e-Tendering System (Works Contracts), please visit the [FAQ](#) of the e-Tendering System (Works Contracts) or contact the e-Tendering System (Works Contracts) Helpdesk.

Add e-mail address

Step 5 – Input the E-mail address recorded in the List/ the Specialist List maintained by the Development Bureau.

Step 6 – Click “[Send PIN](#)”

Add e-mail address

The E-mail address recorded in the List/the Specialist List maintained by the Development Bureau (for authentication purpose) *

PIN *

Send PIN

Cancel

Submit

Step 7 – Input the PIN that the System sent to the E-mail address recorded in [the List/the Specialist List](#) maintained by the Development Bureau

Step 8 – Click “[Submit](#)”

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

Add e-mail address

Add e-mail address

The E-mail address recorded in the List/the Specialist List maintained by the Development Bureau (for authentication purpose) *

Email Address recorded in DEVB

PIN *

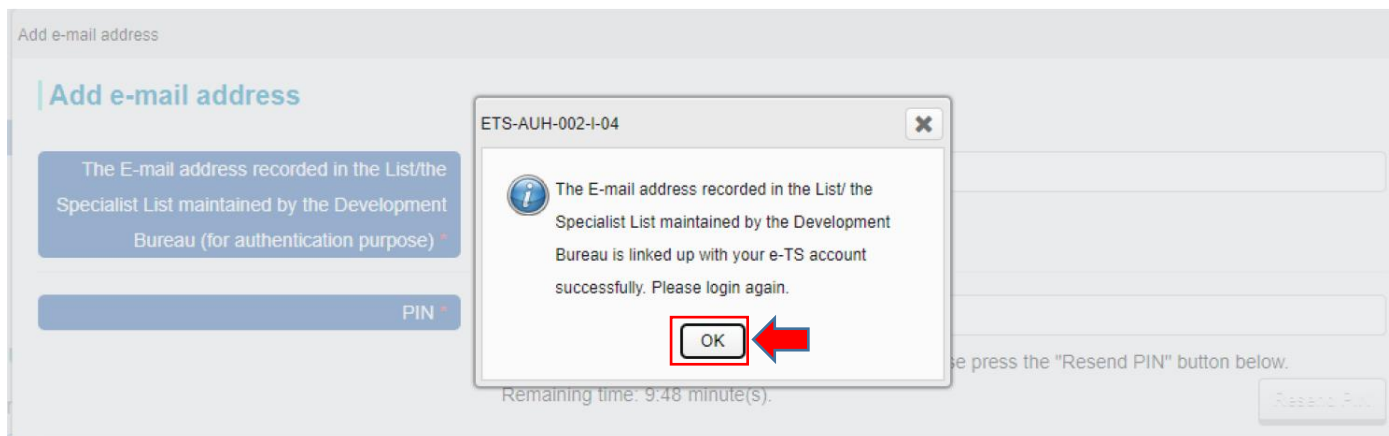
If you cannot receive the PIN within 10 minutes, please press the “Resend PIN” button below. Remaining time: 9:52 minute(s).

Resend PIN

Cancel Submit

Step 9 – The E-mail address recorded in [the List/the Specialist List](#) maintained by the Development Bureau is linked up with your e-TS(WC) account successfully.

Step 10 – Click “OK” to proceed.

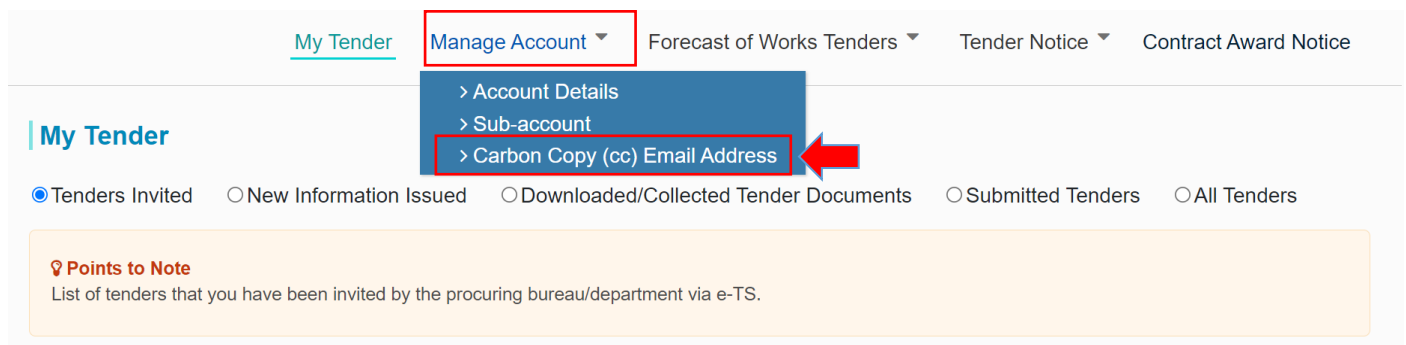


Note: Business Registration Certificate Number and E-mail address recorded in the List/the Specialist List maintained by the Development Bureau are required.

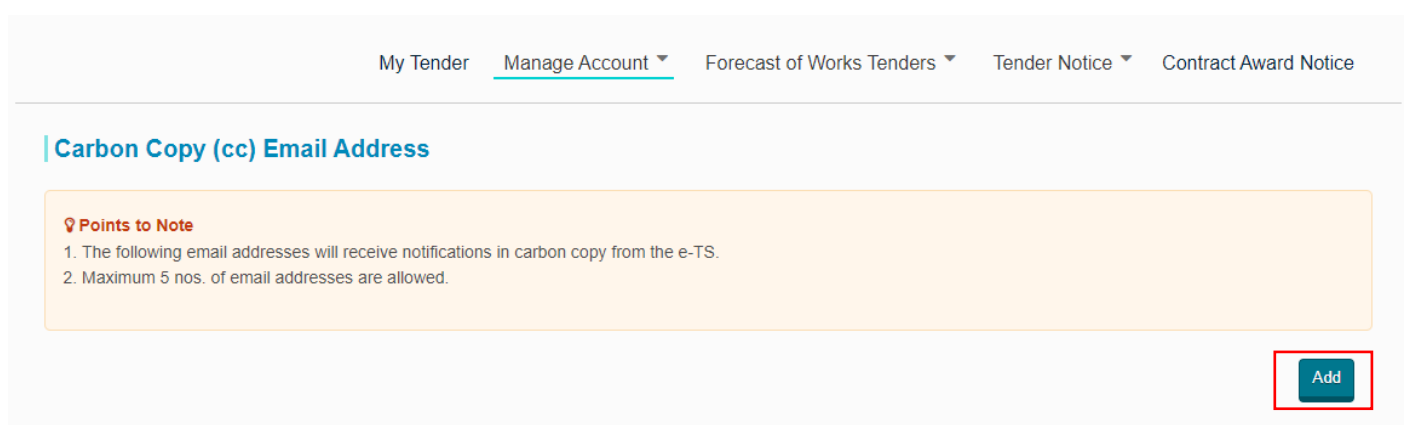
3. Add and Delete Carbon Copy (cc) Email Address

Step 1 – Log in to e-Tendering System (Works Contracts).

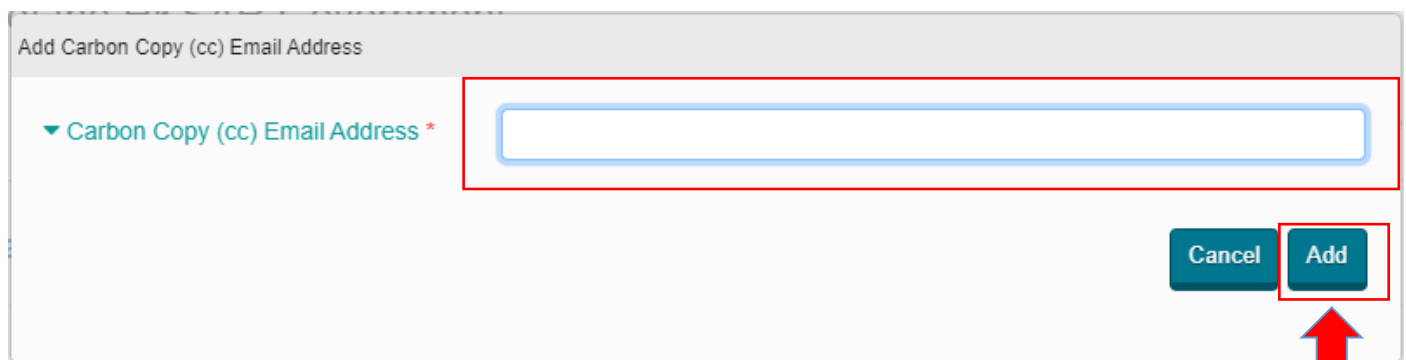
Step 2 – Move to the menu bar “**Manage Account**” and click the sub-menu “**Carbon Copy (cc) Email Address**” to manage list of carbon copy (cc) email address.



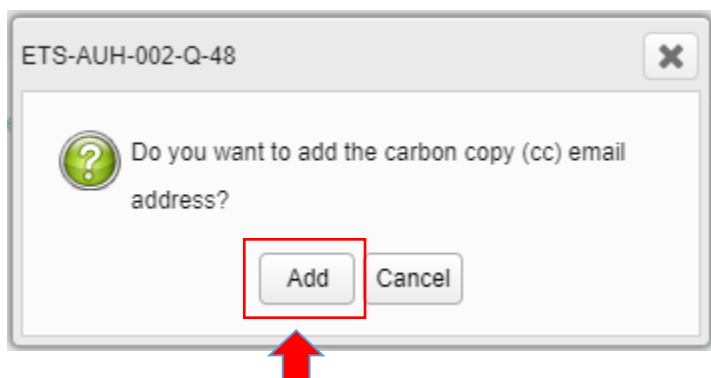
Step 3 – Click “**Add**” button.




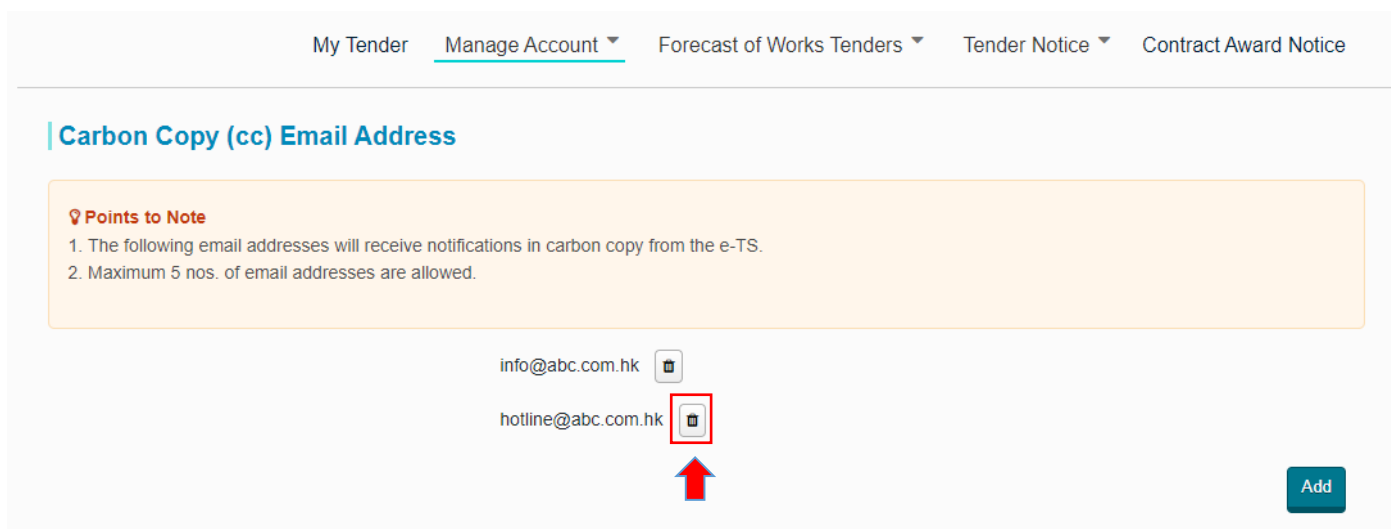
Step 4 – Fill in the Carbon Copy (cc) Email Address. Click “**Add**” button.



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 email address



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

