
Manage Sub-Account

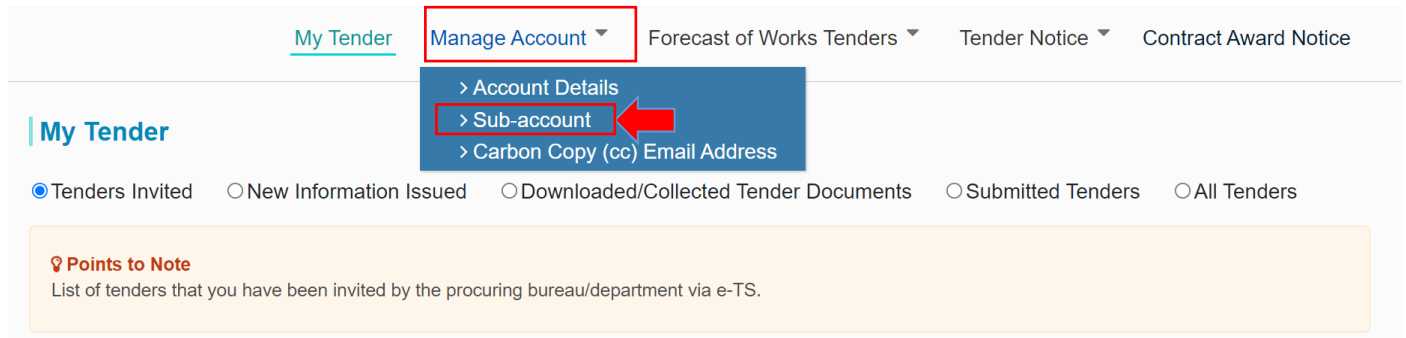
*(For Registered Users who registered the account as a contractor
on the List and/or the Specialist List maintained by the Development Bureau)*

- 1. Register Sub-Account by Registered User**
- 2. Activate Sub-Account by Sub-Account Owner**
- 3. Manage Sub-Account Details by Registered User**
- 4. Manage Sub-Account Details by Sub-Account Owner**
- 5. Change Registered Email of Sub-Account by Registered User**
- 6. Deactivate Sub-Account by Registered User**
- 7. Reinstate a Deactivated Sub-Account by Registered User**

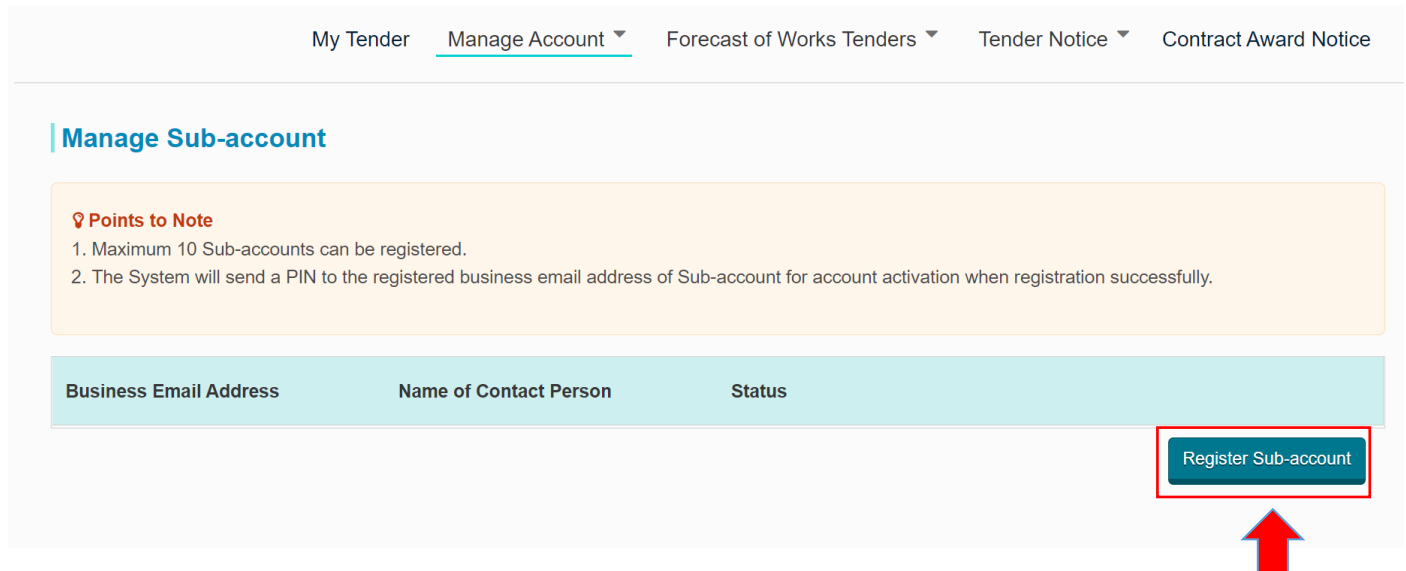
1. Register Sub-Account by Registered User

Step 1 – Log in to e-Tendering System (Works Contracts) with the main account.

Step 2 – Move to the menu bar “**Manage Account**” and click the sub-menu “**Sub-account**” to register and manage sub-accounts.



Step 3 – Click “**Register Sub-Account**” button to register a sub-account.



Step 4 – Fill in the required information with (*)

Register Sub-account

Business Email Address (for account login and correspondence purpose) *	<input type="text"/>
Name of Contact Person	
(in English) *	<input type="text"/>
(in Traditional Chinese)	<input type="text"/>
(in Simplified Chinese)	<input type="text"/>
Post Title of Contact Person	
(in English) *	<input type="text"/>
(in Traditional Chinese)	<input type="text"/>
(in Simplified Chinese)	<input type="text"/>
Contact Telephone Number *	<input type="text"/>
Assign to Works Category ¹ *	<input checked="" type="checkbox"/> Buildings

Step 5 – Click “Submit” to proceed.

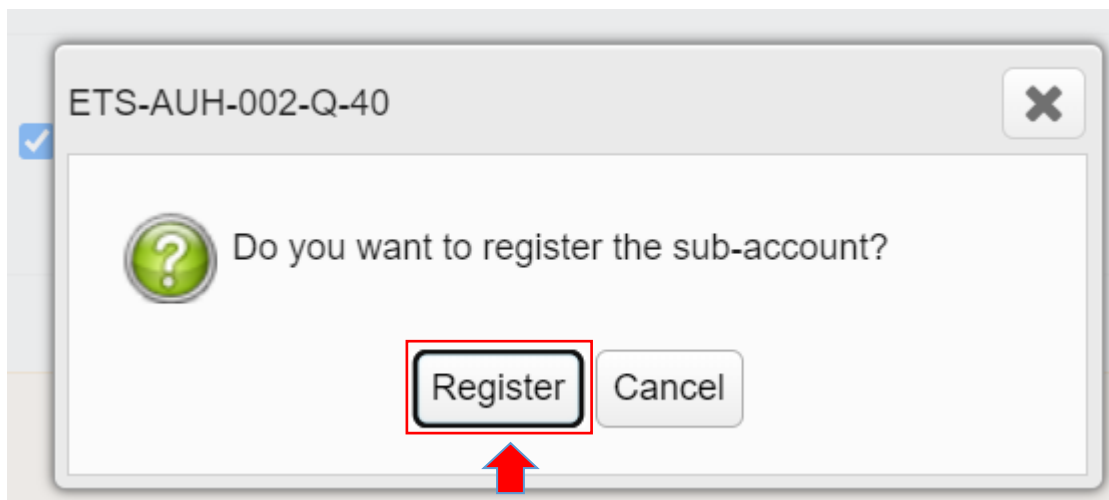
Cancel	Submit
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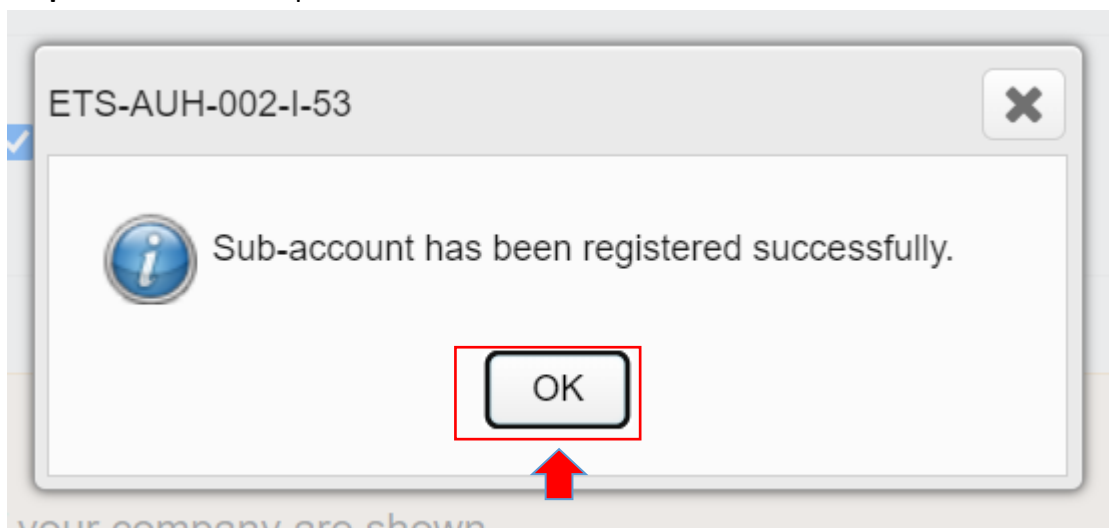
Points to Note:

1. A PIN (valid for 24 hours) will be sent to the business email address of the sub-account for account activation.
2. Only relevant works categories under the List and/or Specialist List of your business are shown for selection at the <Assign to Works Category> field.
3. The sub-account will be able to handle tenders relevant to the assigned works category.

Step 6 – A dialog box will be prompted, click “**Register**” to proceed.

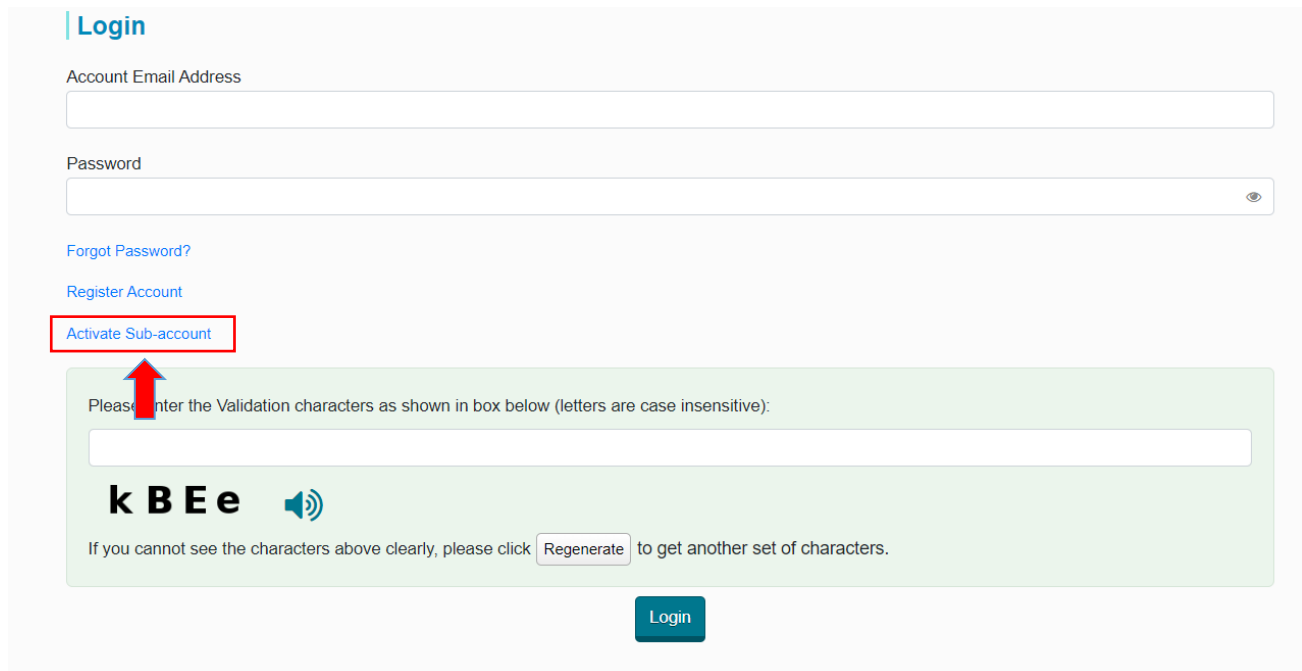


Step 7 – Click “**OK**” to proceed.



2. Activate Sub-Account by Sub-Account Owner

Step 1 – To activate the sub-account, go to the login page and click “**Activate Sub-account**”.

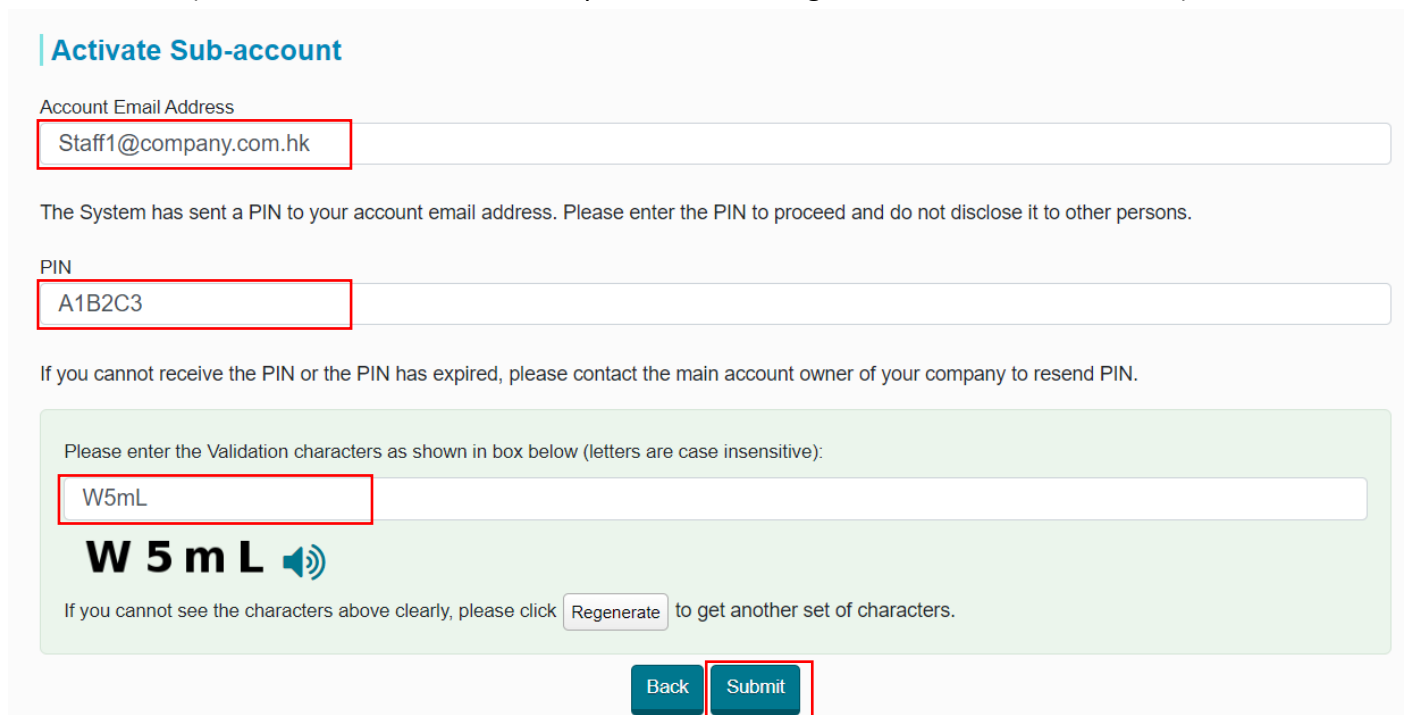


The screenshot shows the 'Login' page of the e-Tendering System. At the top, there is a 'Login' header. Below it are input fields for 'Account Email Address' and 'Password'. There are links for 'Forgot Password?' and 'Register Account'. The 'Activate Sub-account' link is highlighted with a red box and a red arrow pointing to it. Below this is a green box containing a CAPTCHA section. It says 'Please enter the Validation characters as shown in box below (letters are case insensitive):' followed by a text box with the characters 'k B E e'. There is a speaker icon and a 'Regenerate' button. Below the CAPTCHA is a 'Login' button.

Step 2 – To activate the Sub-account,

- Input the account email address of the sub-account
- Input the PIN that the System sent to the account email address of the sub-account.
- Input the validation characters (CAPTCHA) generated by the System and click “**Submit**”.

Note: If you cannot receive the PIN or the PIN has expired, please contact the main account owner to resend PIN. (The PIN is valid for 24 hours upon successful registration of the sub-account)



The screenshot shows the 'Activate Sub-account' page. At the top, there is a header 'Activate Sub-account'. Below it are input fields for 'Account Email Address' (containing 'Staff1@company.com.hk') and 'PIN' (containing 'A1B2C3'). There is a message: 'The System has sent a PIN to your account email address. Please enter the PIN to proceed and do not disclose it to other persons.' Below the PIN field is a message: 'If you cannot receive the PIN or the PIN has expired, please contact the main account owner of your company to resend PIN.' At the bottom is a green box containing a CAPTCHA section. It says 'Please enter the Validation characters as shown in box below (letters are case insensitive):' followed by a text box with the characters 'W5mL'. There is a speaker icon and a 'Regenerate' button. Below the CAPTCHA are 'Back' and 'Submit' buttons. The 'Submit' button is highlighted with a red box and a red arrow pointing to it.

Step 3 – Input to set your New Password

Step 4 – Re-enter to confirm the New Password

Step 5 - Click “Submit” to proceed.

Activate Sub-account

New Password *

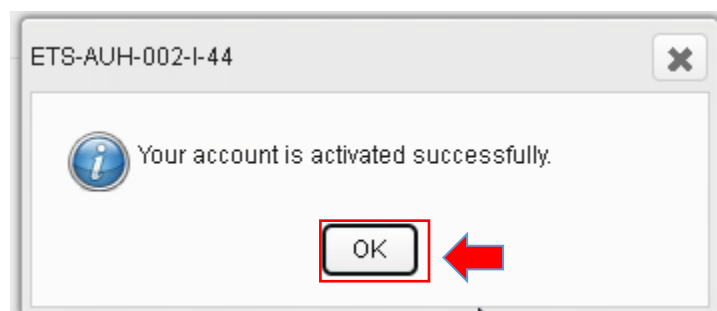
Re-enter New Password *

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 have at least ten characters.
3. The password must contain characters from at least three of the following four criteria:
 - upper case letters: A through Z
 - lower case letters: a through z
 - numbers: 0 through 9
 - non-alphanumeric characters, such as !@#%\$

Back Submit

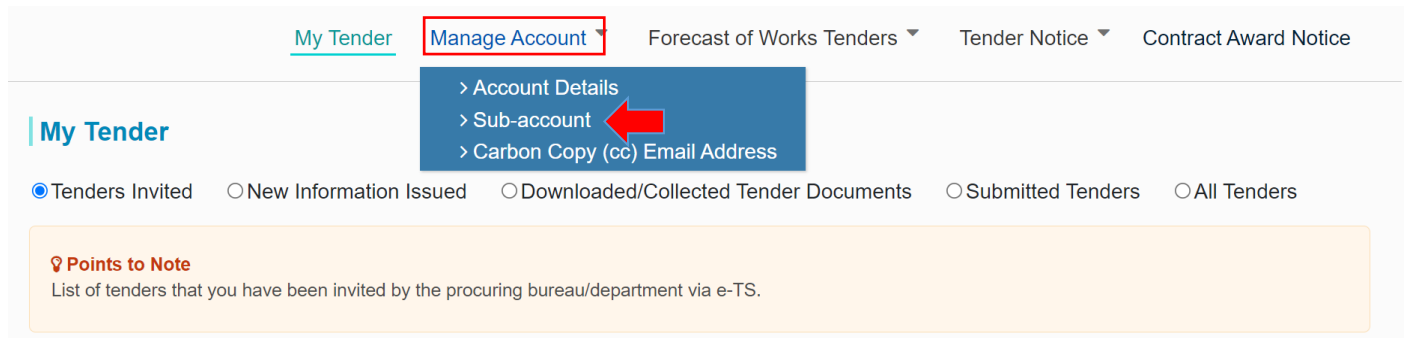
Step 6 – Click “OK” to proceed.



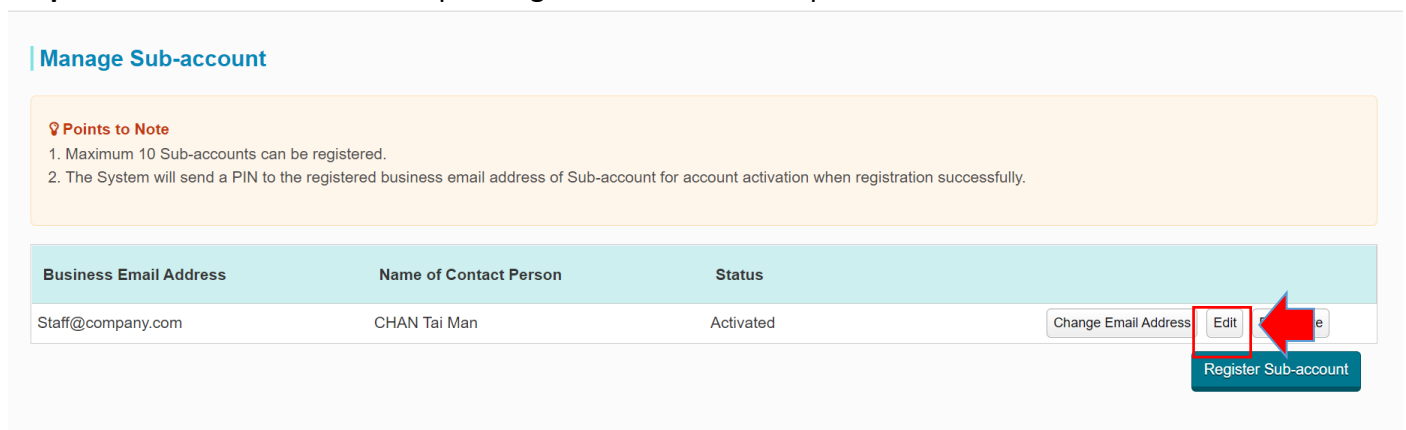
3. Manage Sub-Account Details by Registered User

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

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



Step 3 – Click “**Edit**” of the corresponding sub-account to be updated.



Note: Account information can be edited irrespective of the account status i.e. “Activated” or “Pending Activation”

Step 4 – Edit account information

Step 4.1 – The following information can be edited.

- Name of Contact Person
- Post Title of Contact Person
- Contact Telephone Number
- Assign to Works Category

Name of Contact Person	
(in English) *	<input type="text"/>
(in Traditional Chinese)	<input type="text"/>
(in Simplified Chinese)	<input type="text"/>

Post Title of Contact Person	
(in English) *	<input type="text"/>
(in Traditional Chinese)	<input type="text"/>
(in Simplified Chinese)	<input type="text"/>

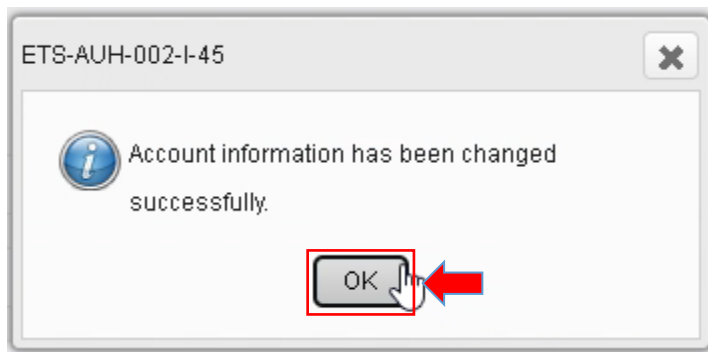
Contact Telephone Number *	<input type="text"/>
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Assign to Works Category ¹ *	<input checked="" type="checkbox"/> Buildings
	<input checked="" type="checkbox"/> Roads and Drainage
	<input checked="" type="checkbox"/> Site Formation
	<input checked="" type="checkbox"/> Landslip Preventive/Remedial Works to Slopes/Retaining Walls
	<input checked="" type="checkbox"/> Land Piling (Group II)

Step 5 – Click “**Save**” to proceed.



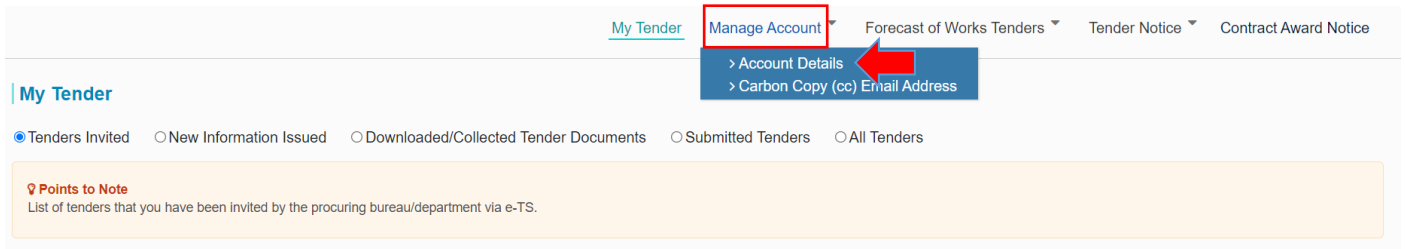
Step 6 – Click “**OK**” to proceed.



4. Manage Sub-Account Details by Sub-Account Owner

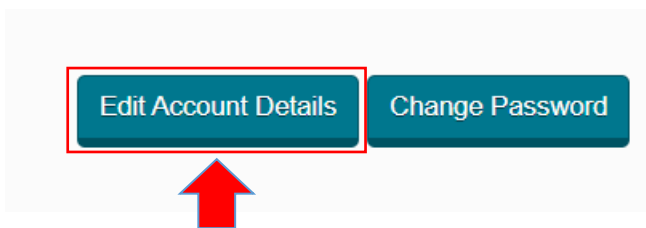
Step 1 – Log in to e-Tendering System (Works Contracts).

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

Step 5.1 – The following information can be edited.

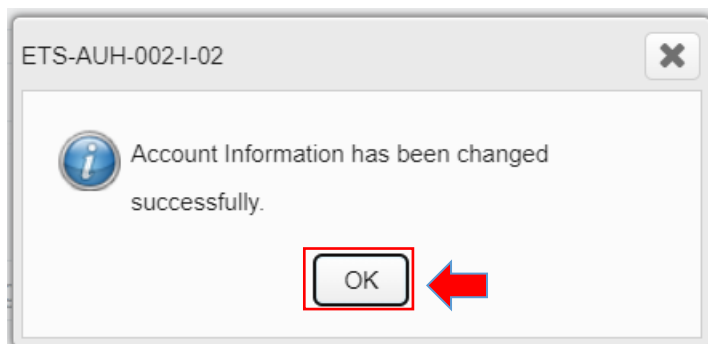
- Name of Contact Person
- Post Title of Contact Person
- Contact Telephone Number

Name of Contact Person	
(in English) *	WW CHAN
(in Traditional Chinese)	
(in Simplified Chinese)	
Post Title of Contact Person	
(in English) *	Manager
(in Traditional Chinese)	
(in Simplified Chinese)	
Contact Telephone Number *	
	12345678

Step 6 – Click “**Save**”



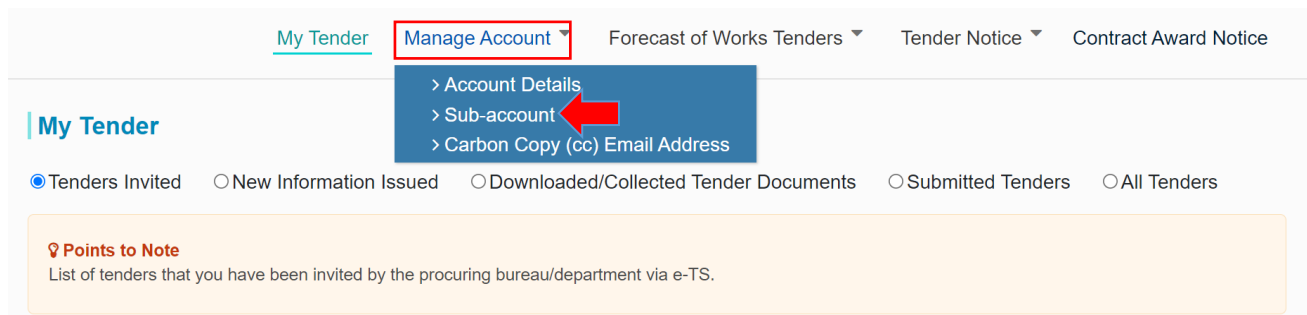
Step 7 – Click “**OK**” to proceed.



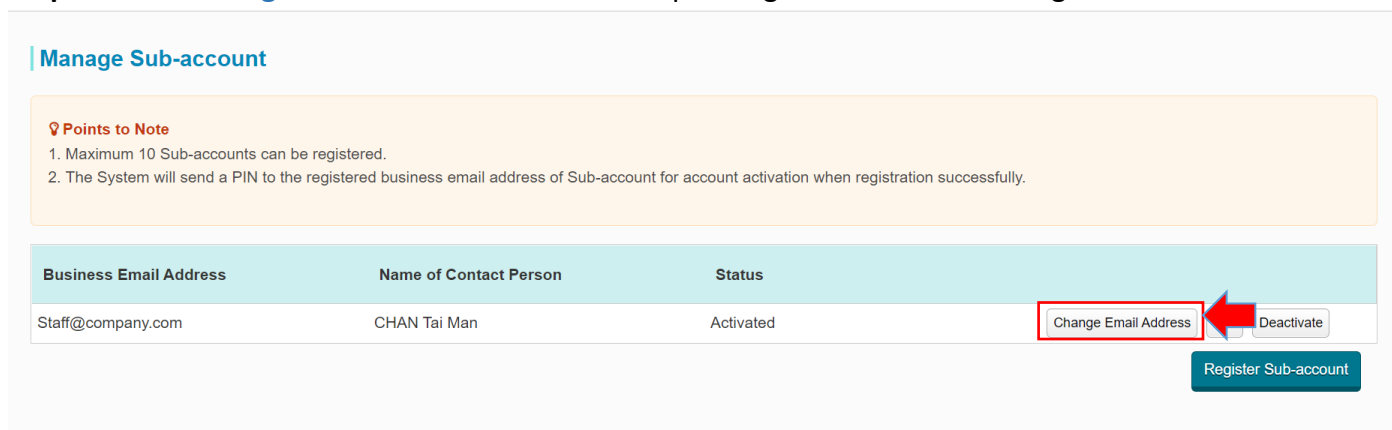
5. Change Registered Email of Sub-Account by Registered User

Step 1 – Log in to e-Tendering System (Works Contracts) with the main account.

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

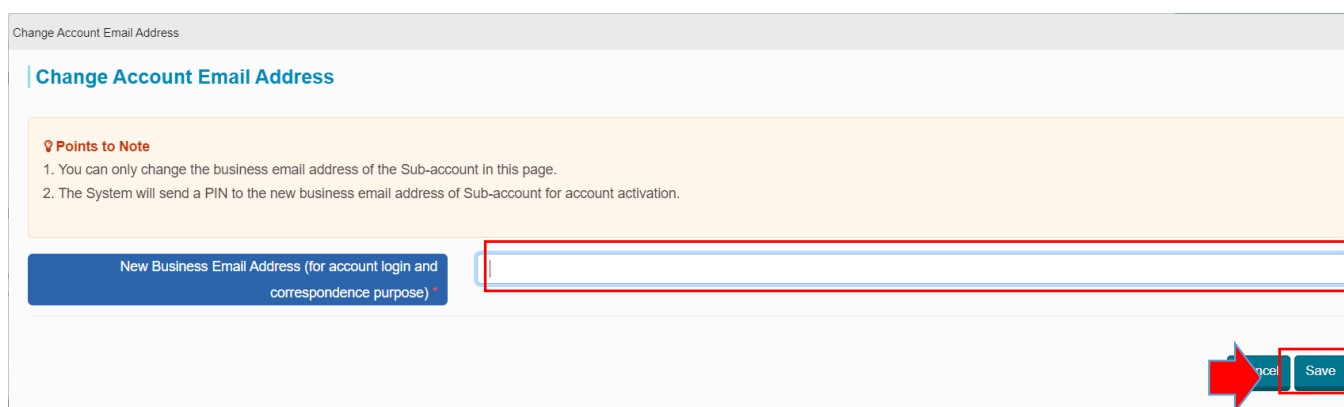


Step 3 –Click “**Change Email Address**” of the corresponding Sub-account to change the account email.



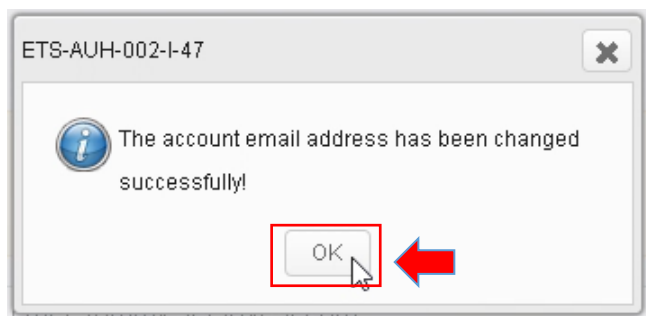
Note: Sub-Account email address can be changed irrespective of the account status i.e. “Activated” or “Pending Activation”

Step 4 – Input the new Business Email Address of the sub-account and click “**Save**”.



Note: The Sub-Account with new account email address is required to activate account (follow the steps in Section 2 of this guide).

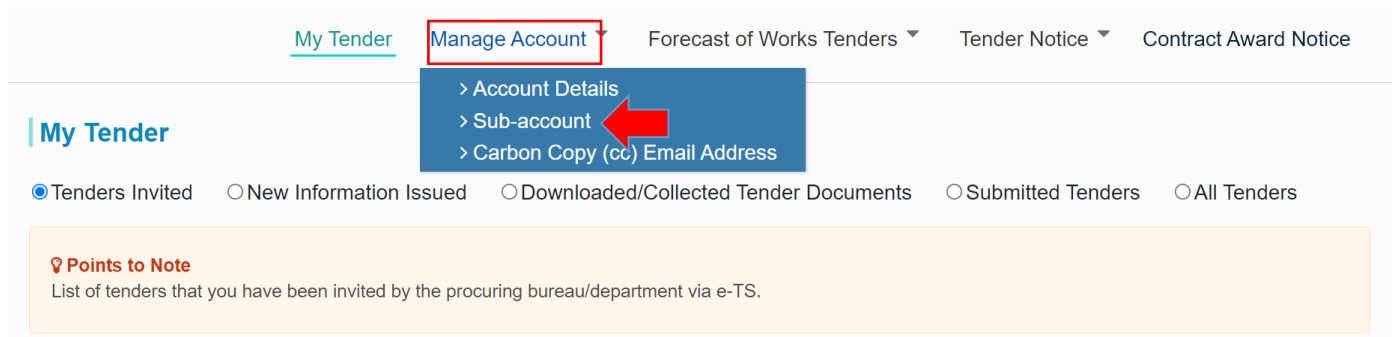
Step 5 – Click “**OK**” to proceed.



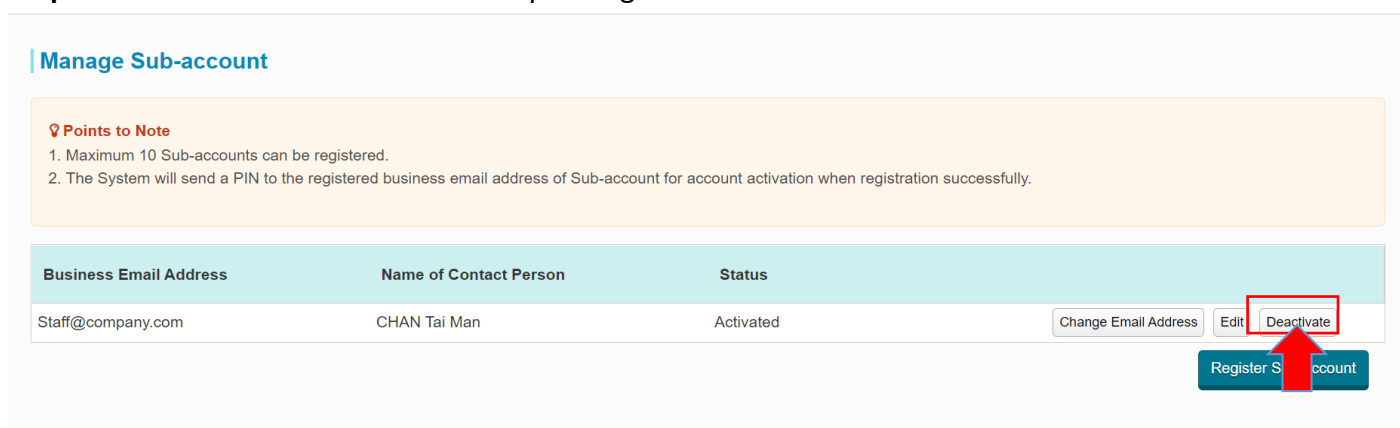
6. Deactivate Sub-Account by Registered User

Step 1 – Log in to e-Tendering System (Works Contracts) with the main account.

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

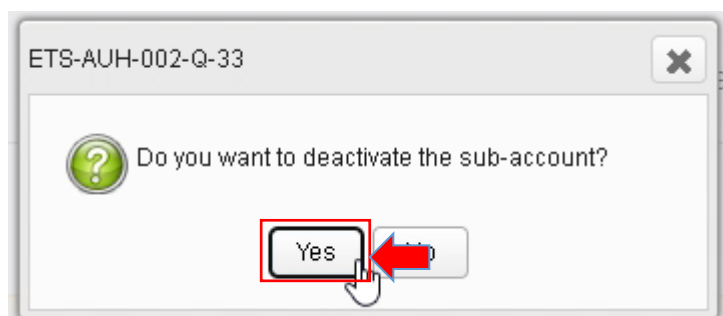


Step 3 – Click “**Deactivate**” of the corresponding sub-account to be deactivated.

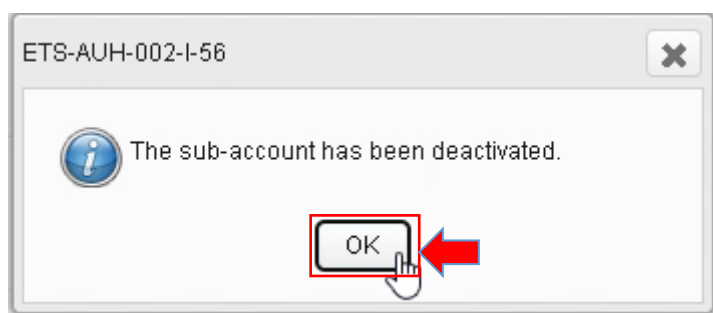


Note: After a Sub-Account is deactivated, the Sub-Account owner will not be able to log in to the e-Tendering System (Works Contracts). Besides, the e-Tendering System (Works Contracts) will not send notification emails to the deactivated Sub-Account.

Step 4 – Click “**Yes**” to proceed.



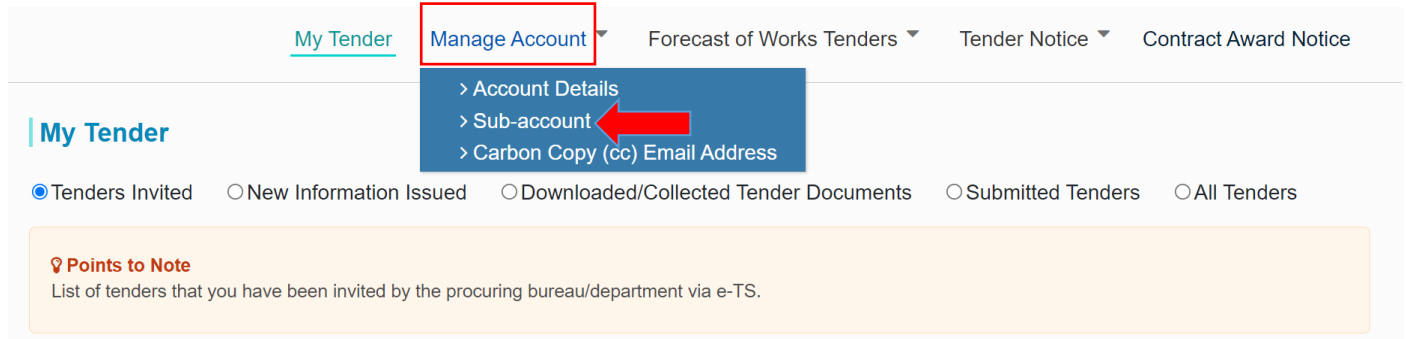
Step 5 –Click “**OK**” to proceed.



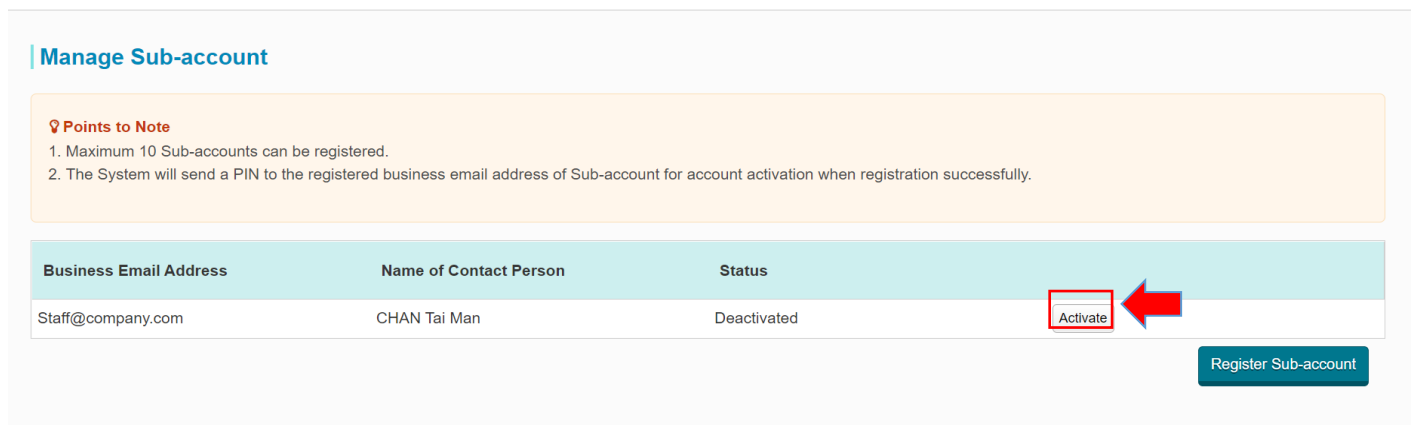
7. Reinstate a Deactivated Sub-Account by Registered User

Step 1 – Log in to e-Tendering System (Works Contracts) with the main account.

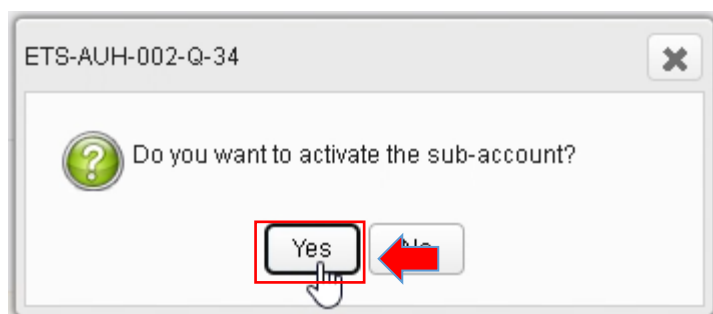
Step 2 – Move to the menu bar “**Manage Account**” and click the sub-menu “**Sub-account**” to view and/ or update sub-account information



Step 3 – Click “**Activate**” of the deactivated sub-account



Step 4 – Click “**Yes**” to proceed.



Step 5 – Click “**OK**” to proceed.

