

Manage Sub-Account

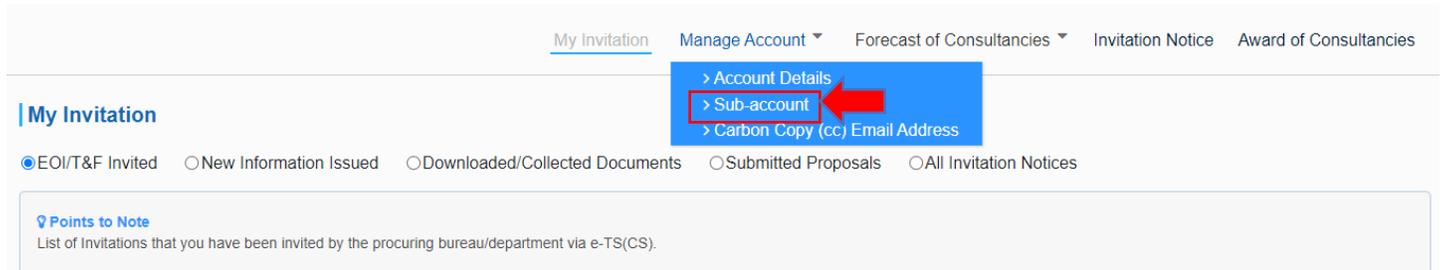
(for Registered Users who are consultants on the List(s) of Consultants)

- 1. Register Sub-Account of New 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**

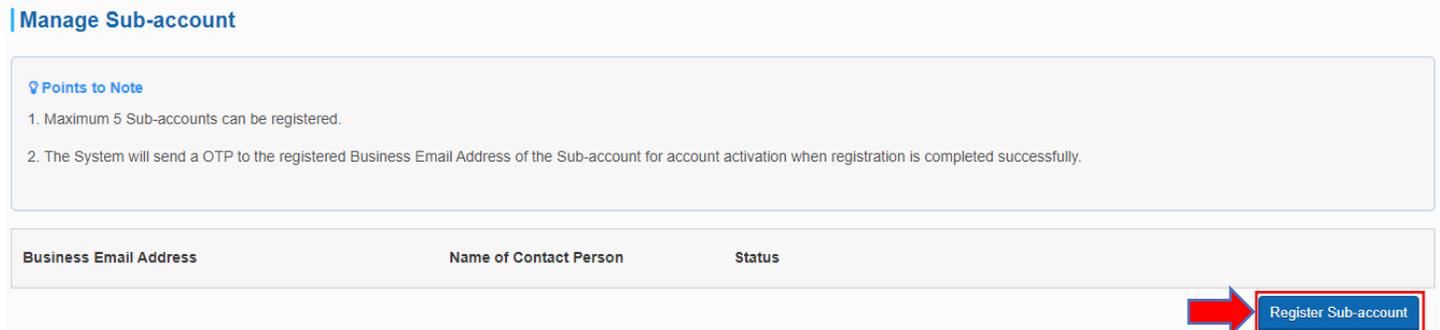
1. Register Sub-Account of New Account by Registered User

Step 1 – Login to the e-Tendering System (Works Consultancy Services) 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 the “**Register Sub-Account**” button to register a sub-account.



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

Points to Note:

1. An OTP will be sent to the business email address of the sub-account for account activation. (The OTP is valid for 24 hours upon successful registration of the sub-account)
2. If the Business Email Address of the sub-account was not registered as an account of this System, click the radio button “**No**” in the question listed in step 3 item(2) “Is the above Business Email Address registered as an account of this System?”.

e-Tendering System (Works Consultancy Services)

Register Sub-account

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

Is the above Business Email Address registered an account of this System? Yes No

Name of Contact Person

(in English) *

(in Traditional Chinese)

(in Simplified Chinese)

Post Title of Contact Person

(in English) *

(in Traditional Chinese)

(in Simplified Chinese)

Contact Telephone Number *

Assign to Category ¹ * Quantity Surveying

Step 5 – Click “**Submit**” to proceed.

Points to Note

1. Only relevant category(-ies) under the List of Consultants of AACSB/EACSB of your company are shown.
2. At submit, the System will send a OTP to the Business Email Address for account activation.

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

Edit Sub-account

 Do you want to register the sub-account?

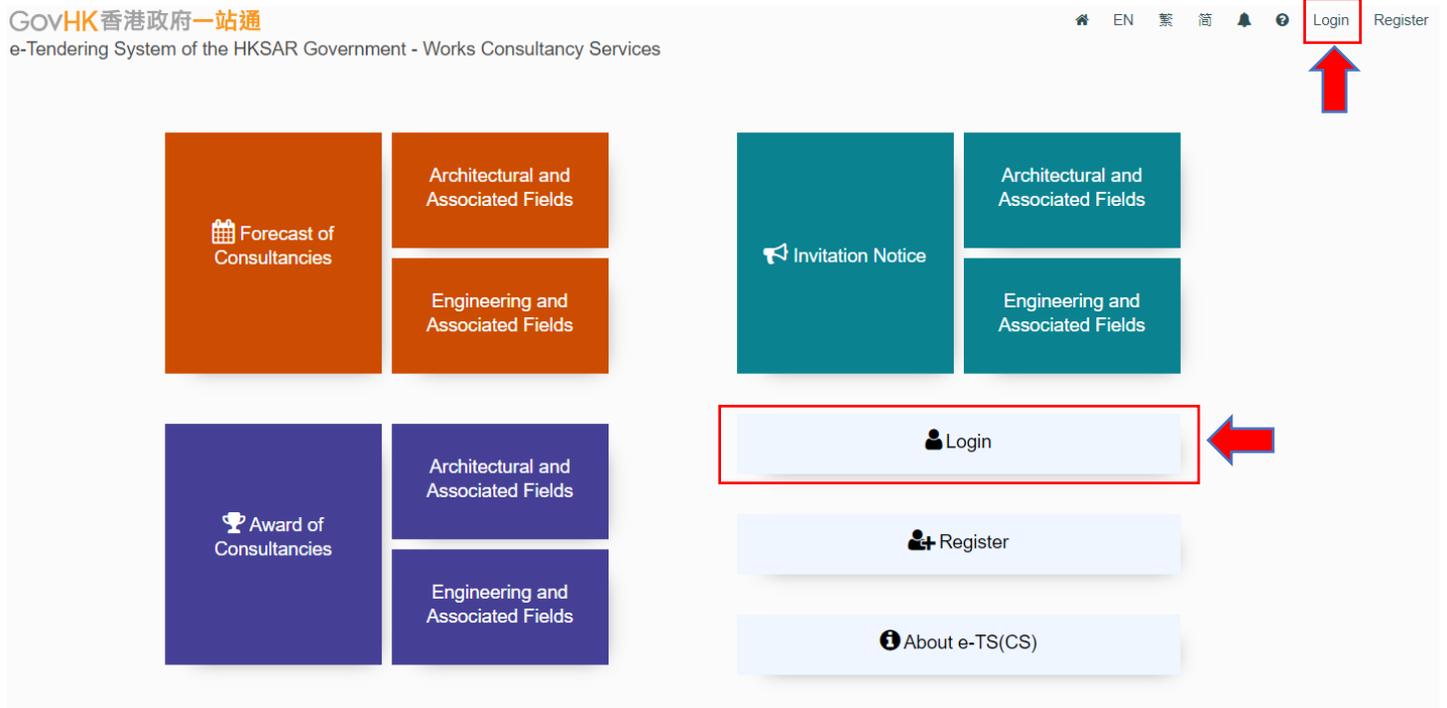
Step 7 – Click “**OK**” to proceed.

Edit Sub-account

 Sub-account has been registered successfully.

2. Activate Sub-Account by Sub-Account Owner

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



Step 2 – Click “**Activate Sub-account**” 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):

8 T N u

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

e-Tendering System (Works Consultancy Services)

Step 3 – Input the following information:

- i. The Business Email Address of the sub-account
- ii. The OTP that the System sent to the Business Email Address of the sub-account
- iii. The validation characters generated by the System

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

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

| Activate Sub-account

Business Email Address

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 or the OTP has expired, please contact the main account owner of your company to resend OTP.

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

s q o c



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

Step 5 – Input to set your New Password.

Step 6 – Re-enter to confirm the New Password.

Step 7 – Click “**Submit**” to proceed.

Activate Sub-account

New Password *

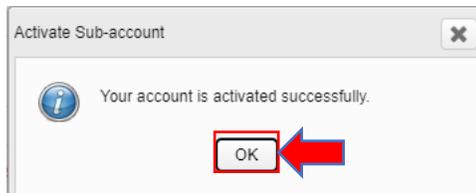
Re-enter New Password *

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 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.

[Back](#) [Submit](#) ←

Step 8 – Click “OK” to proceed.



3. Manage Sub-Account Details by Registered Account

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

e-Tendering System (Works Consultancy Services)

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).

Account Management:

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

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

Manage Sub-account

Points to Note

- Maximum 5 Sub-accounts can be registered.
- The System will send a OTP to the registered Business Email Address of the Sub-account for account activation when registration is completed successfully.

Business Email Address	Name of Contact Person	Status	Change Email Address	Edit	Deactivate
test4@gmail.com	1	Activated	Change Email Address	Edit	Deactivate
test2@gmail.com	1	Activated	Change Email Address	Edit	Deactivate
test3@gmail.com	1	Activated	Change Email Address	Edit	Deactivate

[Register Sub-account](#)



Step 4 – Edit account information

Step 4.1 – The following information can be edited:

1. Name of Contact Person
2. Post Title of Contact Person
3. Contact Telephone Number
4. Assign to Category

e-Tendering System (Works Consultancy Services)

Edit Sub-account

Business Email Address (for account login and correspondence purpose)	test4@gmail.com
Name of Contact Person	
(in English) *	1
(in Traditional Chinese)	
(in Simplified Chinese)	
Post Title of Contact Person	
(in English) *	1
(in Traditional Chinese)	
(in Simplified Chinese)	
Contact Telephone Number	12345678
Assign to Category 1 *	<input checked="" type="checkbox"/> Quantity Surveying

Step 5 – Click “**Save**” to proceed.

Points to Note

1. Only relevant category(-ies) under the List of Consultants of AACSB/EACSB of your company are shown.

Cancel Save

Step 6 – Click “**OK**” to proceed.

Edit Sub-account

Account information has been changed successfully!

OK

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

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

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

e-Tendering System (Works Consultancy Services)

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

> Account Details
> 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.

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

Account Status Active

Edit Account Details **Change Password**

Step 5 – Edit account information.

Step 5.1 – The following information can be edited:

1. Name of Contact Person
2. Post Title of Contact Person
3. Contact Telephone Number

Name of Contact Person

(in English) * 1

(in Traditional Chinese)

(in Simplified Chinese)

Post Title of Contact Person

(in English) * 1

(in Traditional Chinese)

(in Simplified Chinese)

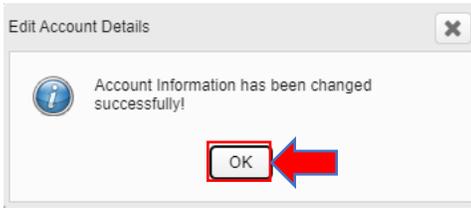
Contact Telephone Number * 12345678

Step 6 – Click “**Save**” to proceed.

Account Status Active

Cancel **Save**

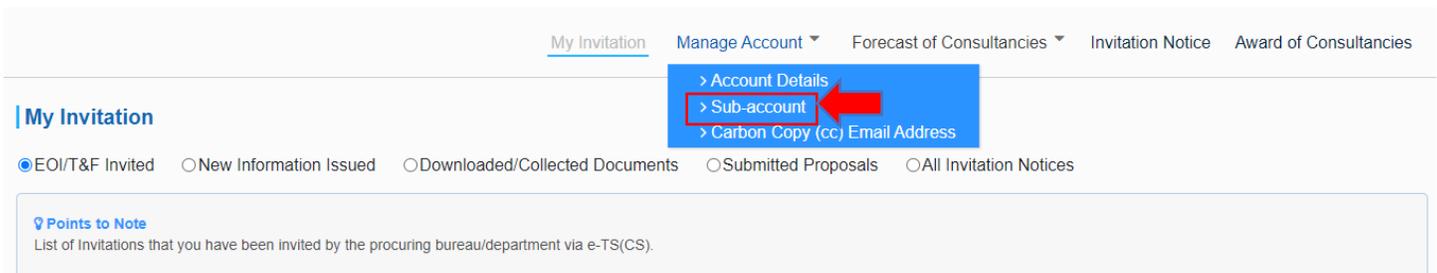
Step 7 – Click “**OK**” to proceed.



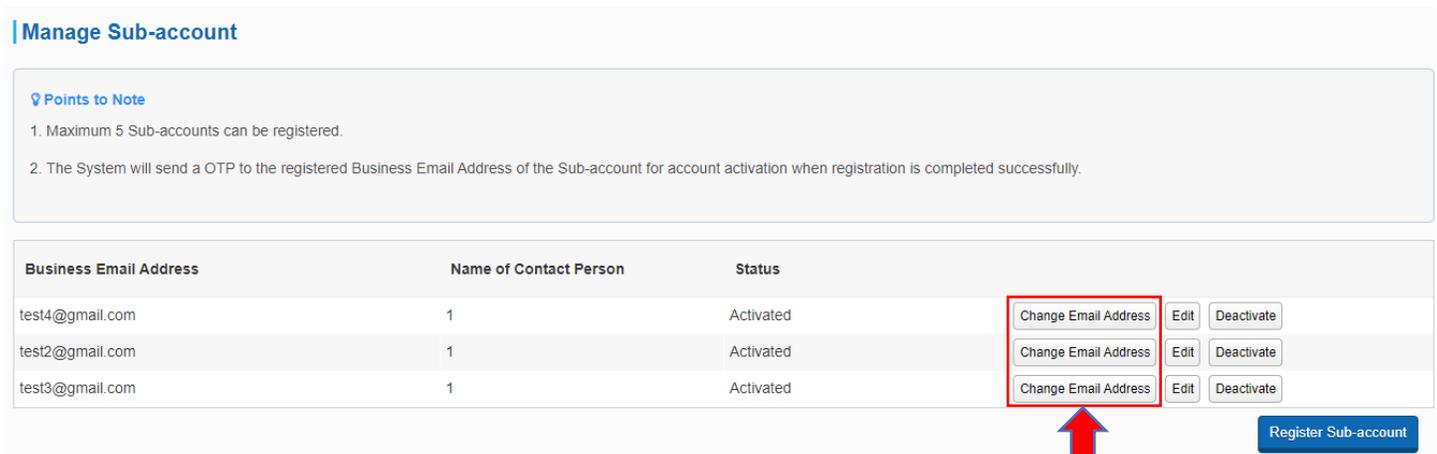
5. Change Registered Email of Sub-Account by Registered User

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



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

Note: The sub-account with the new account email address is required to the activate account.

e-Tendering System (Works Consultancy Services)

Change Business Email Address

Change Business Email Address

Points to Note

1. You can only change the Business Email Address of the Sub-account in this page.
2. The System will send a OTP to the new business email address of Sub-account for account activation.

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

test2@gmail.com

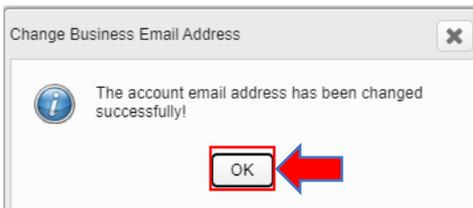
New Business Email Address (for account login and correspondence purpose) *

New Business Email Address

Cancel

Save

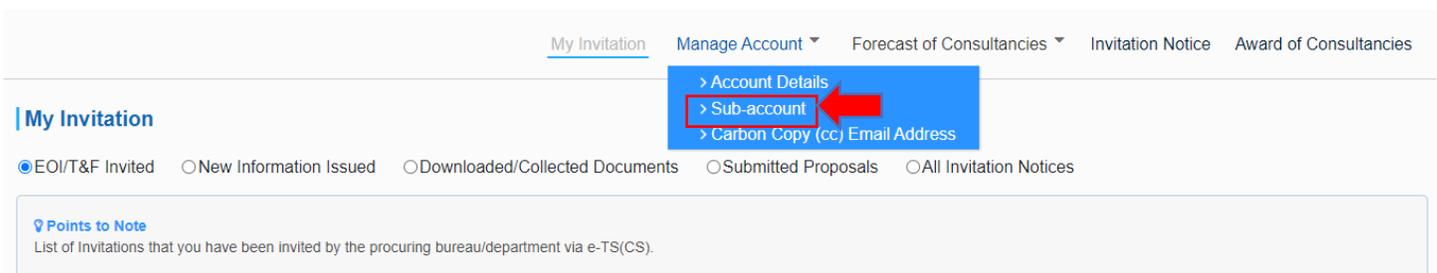
Step 5 – Click “OK” to proceed.



6. Deactivate Sub-Account by Registered User

Step 1 – Login to the e-Tendering System (Works Consultancy Services) 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 login to the e-Tendering System (Works Consultancy Services). Besides, the e-Tendering System (Works Consultancy Services) will not send notifications to the deactivated sub-account.

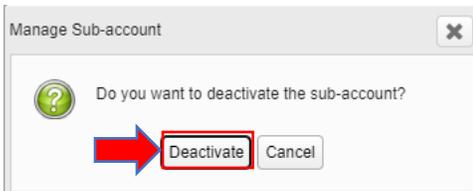
Manage Sub-account

Points to Note

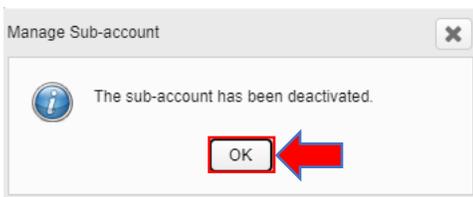
1. Maximum 5 Sub-accounts can be registered.
2. The System will send a OTP to the registered Business Email Address of the Sub-account for account activation when registration is completed successfully.

Business Email Address	Name of Contact Person	Status	
test4@gmail.com	1	Activated	<input type="button" value="Change Email Address"/> <input type="button" value="Edit"/> <input type="button" value="Deactivate"/>
test5@gmail.com	1	Pending Activation	OTP for testing: H6CdJEq7 <input type="button" value="Change Email Address"/> <input type="button" value="Edit"/> <input type="button" value="Resend OTP"/>
test3@gmail.com	1	Activated	<input type="button" value="Change Email Address"/> <input type="button" value="Edit"/> <input type="button" value="Deactivate"/>

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



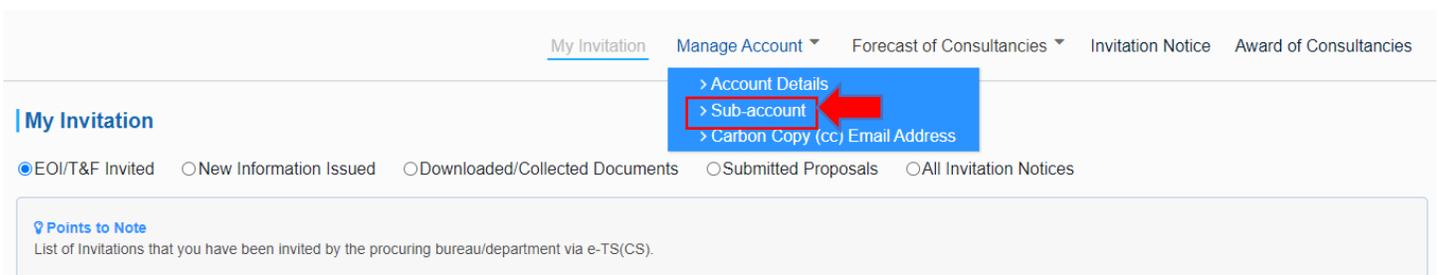
Step 5 – Click “**OK**” to proceed.



7. Reinstate a Deactivated Sub-Account by Registered User

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

e-Tendering System (Works Consultancy Services)

Manage Sub-account

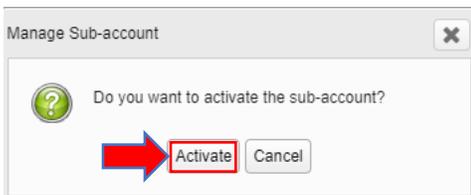
Points to Note

1. Maximum 5 Sub-accounts can be registered.
2. The System will send a OTP to the registered Business Email Address of the Sub-account for account activation when registration is completed successfully.

Business Email Address	Name of Contact Person	Status	
test4@gmail.com	1	Deactivated	Activate ←
test5@gmail.com	1	Pending Activation	OTP for testing: H6CdjEq7 Change Email Address Edit Resend OTP
test3@gmail.com	1	Activated	Change Email Address Edit Deactivate

Register Sub-account

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



Step 5 – Click “**OK**” to proceed.

