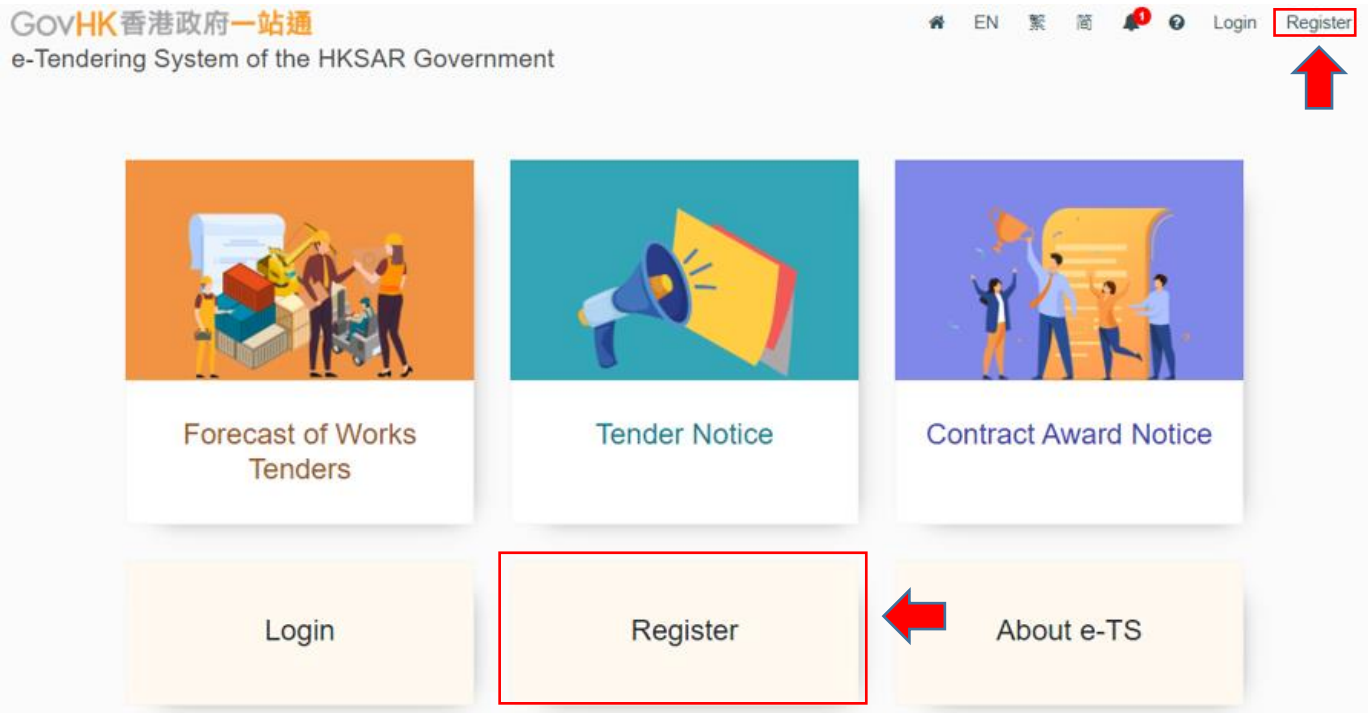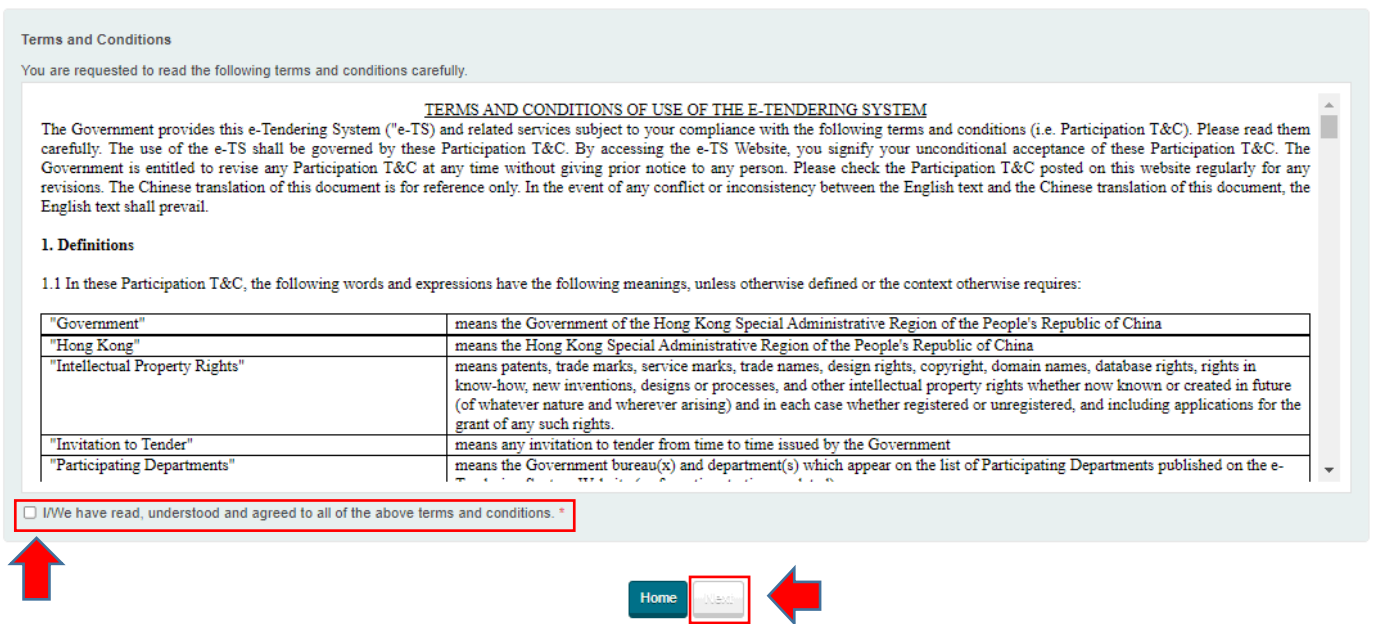*Account Registration*

Step 1 - Launch the e-Tendering System and click "**Register**"

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

Step 3 – Click "**Next**" to proceed.

Step 4 – Click radio button to select if the applicant is a contractor/ supplier on (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.

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

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

Step 5 – Fill in Basic Information of the Registrant who is **NOT** on (i) the List and/ or (ii) the Specialist List

Step 5.1 – Information required

- ✓ Business carried on by
- ✓ Place of incorporation/ Registered office/ Residence
- ✓ Registrant Name
- ✓ Business Registration Certificate Number
- ✓ Business Email Address (for account login and correspondence purpose)
- ✓ Address Registered Office/ Place of Business
- ✓ Contact Telephone Number
- ✓ Name of Contact Person
- ✓ Post Title of Contact Person

Register Account

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

Business carried on by *	▼
Place of incorporation / Registered office / Residence *	○ Hong Kong ○ Other jurisdictions
Registrant Name	
(in English) *	
(in Traditional Chinese)	
(in Simplified Chinese)	
Business Registration Certificate Number	[ ] - [ ] - [ ] - [ ] - [ ]
Business Email Address (for account login and correspondence purpose) *	

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):

[   ]

o j f u

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

[Back] [Next]

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

Step 5.5 – Click "**Submit**".

Note: If you cannot receive the PIN within 10 minutes, please press the "**Resend PIN**" button.

| 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

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.

PIN *

If you cannot receive the PIN within 10 minutes, please press the "Resend PIN" button below. Remaining time: 9:48 minute(s).

Resend PIN   Submit

Step 6 – Fill in Basic Information of the Registrant who is on (i) the List and/ or (ii) the Specialist List

Step 6.1 – Information required

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

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

✓ Business Registration Certificate Number

✓ Contact Telephone Number

✓ Name of Contact Person

✓ Post Title of Contact Person

| 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

💡 **Points to Note**

Contractors/Suppliers on (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. Please provide the following information for verification and registration purpose.

The E-mail address recorded in the List/the Specialist List maintained by the Development Bureau (for authentication purpose) *	
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/the Specialist List.
Business Registration Certificate Number *	___ - ___ - ___ - ___ - ___

Step 6.2 – Input the validation code generated by the System.

Step 6.3 – Click "**Next**" to proceed.

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

8 i t Y

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

Back   Next

Step 6.4 – Input the PINs that the System sent to the E-mail address recorded in the List/the Specialist List maintained by the Development Bureau (PIN 1) and Business Email Address (PIN 2) inputted in Step 6.1.

Step 6.5 – Click "**Submit**".

Note: If you cannot receive the PIN within 10 minutes, please press the "**Resend PIN**" button.

Register Account

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

The System has sent (i) a PIN to the email address recorded in the List/the Specialist List maintained by the Development Bureau and (ii) a separate PIN to the Business email Address. Please enter both PINs to proceed and do not disclose them to other persons.

The E-mail address recorded in the List/the Specialist List maintained by the Development Bureau

PIN 1 *

Business Email Address

PIN 2 *

If you cannot receive the PIN within 10 minutes, please press the "Resend PIN" button below. Remaining time: 9:56 minute(s).

Resend PIN   Submit

Step 7 – Input to set your New Password

Step 8 – Re-enter to confirm the New Password

Step 9 – Click "**Submit**" to proceed.

Register Account

1	2	3	4
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 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 !@#%$

Submit

Step 10 – Account registration is completed. Click "**Login**" to login the System.

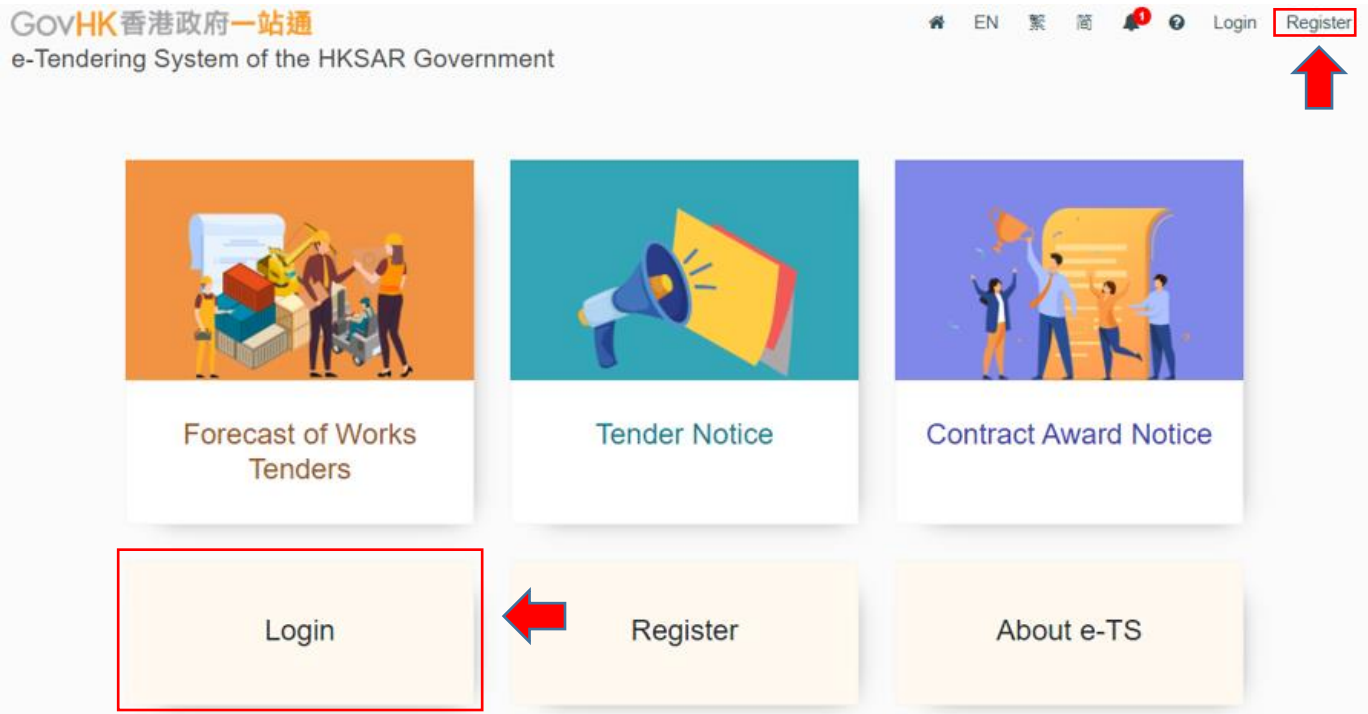| 1	2	3	4
Step 1: Fill in Basic Information of the Registrant.	Step 2: Verify your Email Address	Step 3: Set Your Password	Step 4: Account Registered

Register Account

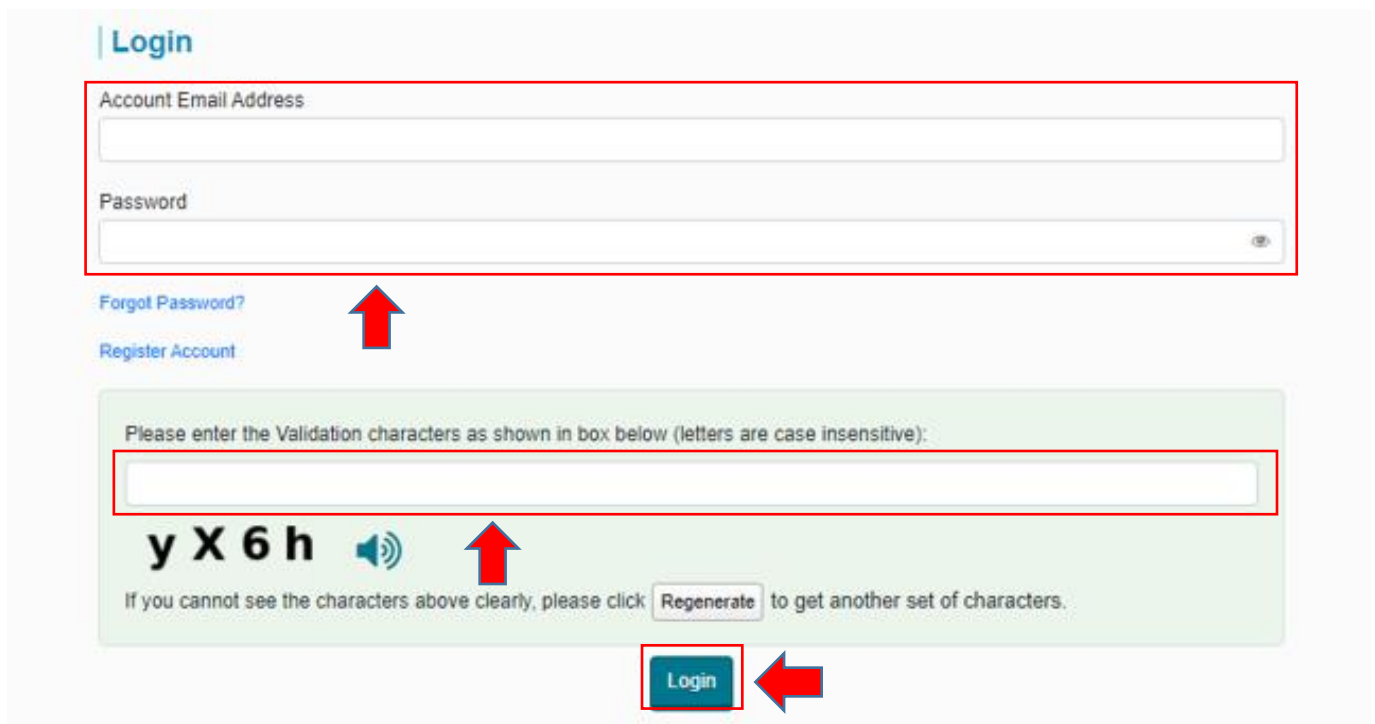Your account is registered successfully. Please login.

Login

Account Login

Step 1 - Launch the e-Tendering System 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.

Step 4 – Login successfully. <My Tender> page will be shown.

GovHK香港政府一站通
e-Tendering System of the HKSAR Government

My Tender   Manage Account ▾   Forecast of Works Tenders ▾   Tender Notice ▾   Contract Award Notice

My Tender

◉ Tenders Invited   ○ New Information Issued   ○ Tender Documents Downloaded/Collected   ○ All Tenders

♀ Points to Note
List of tenders that you have been invited by the procuring bureau/department via e-TS.

There is no tender invitation at the moment