Change Account Email and Reset Account Password

- 1. Change Account Email
- 2. Change Account Password
- 3. Reset Account Password

## 1. Change Account Email

**Step 1** – Log in to the e-Tendering System.

**Step 2** – Move to the menu bar "Manage Account" and click the sub-menu "Account Details" to proceed.

	My Tender Man	age Account 🔻	Forecast of Works Tenders	Tender Notice 🔻	Contract Award Notice	
My Tender		Account Details	//Collected Tender Decuments			
		ODownloaded	a/Collected Tender Documents			
<b>Points to Note</b> List of tenders that you have been invited by the procuring bureau/department via e-TS.						

Step 3 – Scroll down to bottom of the page and click "Change Account Email Address".

Name of Contact Person	
(in English)	Staff 1
(in Traditional Chinese)	
(in Simplified Chinese)	
Post Title of Contact Person	
(in English)	Manager
(in Traditional Chinese)	
(in Simplified Chinese)	
Contact Telephone Number	12345678
Account Status	◆ Active
	Edit Account Details Change Account Email Address Change Password

**Step 4** – Input the following information:

- ✓ New Business Email Address (for account login and correspondence purpose)
- ✓ Existing Password used for login

Change Account Email Address	
Change Account Email Address	
<b>Points to Note</b> You can only change your business email address	in this page.
New Business Email Address (for account login and correspondence purpose)	New Business Email Address
Existing Password *	******
	The system would send a PIN to the New Business Email Address. Please enter the PIN to proceed and do not disclose it to other persons.
PIN *	
	Send PIN
	Cancel Save

**Step 5** – Click "Send PIN", a PIN (The system will send an email contained a set o f PIN to New Business Email Address to proceed)

Change Account Email Address		
Change Account Email Address		
<b>Points to Note</b> You can only change your business email address	ess in this page.	
New Business Email Address (for account login and correspondence purpose) *	New Business Email Address	
Existing Password *	*****	۲
	The system would send a PIN to the New Business Email Address. Please enter the do not disclose it to other persons.	PIN to proceed and
PIN *		
	1	Send PIN
		Cancel Save

**Step 6** – Input the PIN that the System sent to your New Business Email Address and click "Save" to proceed.

Change Account Email Address		
Change Account Email Address		
<b>Points to Note</b> You can only change your business email address	s in this page.	
New Business Email Address (for account login and correspondence purpose) *	New Business Email Address	
Existing Password *	<b>********</b> The system would send a PIN to the New Business Email Address. Please enter the PIN to proceed do not disclose it to other persons.	and
PIN *	OKinruOm If you cannot receive the PIN within 10 minutes, please press the "Resend PIN" button below. Remaining time: 9:50 minute(s).	

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

Step 7 – Click "OK" to proceed.



## 2. Change Account Password

**Step 1** – Log in to the e-Tendering System.

**Step 2** – Move to the menu bar "Manage Account" and click the sub-menu "Account Details" to proceed.

	My Tender M	anage Account 🔻	Forecast of Works Tenders	Tender Notice 🔻	Contract Award Notice	
My Tender		> Account Details				
Ienders Invited	O New Information Issue	ed ODownloaded	I/Collected Tender Documents		s OAll lenders	
<b>Points to Note</b> List of tenders that you have been invited by the procuring bureau/department via e-TS.						

Step 3 – Scroll down to bottom of the page and click "Change Password".

Name of Contact Person	
(in English)	Staff 1
(in Traditional Chinese)	
(in Simplified Chinese)	
Post Title of Contact Person	
(in English)	Manager
(in Traditional Chinese)	
(in Simplified Chinese)	
Contact Telephone Number	12345678
Account Status	S Active
	Edit Account Details Change Account Email Address Change Password

**Step 4** – Input the existing password and new password, then click "Save" to proceed.

nange Passw	ord		
	Existing Password *		4
	New Password *		4
Re	e-enter New Password		
<ol> <li>For security purpos</li> <li>For security purpos</li> <li>The password must</li> <li>upper case letters</li> <li>lower case letters</li> </ol>	es, your new password mu contain characters from a chrough Z a through z	ist have at least ten characters. It least three of the following four criteria:	

#### **Step 5** – Account password is changed successfully. Click "**OK**" to re-login to the System.



### 3. Reset Account Password

# Step 1 - Launch e-Tendering System and click "Login" 🔎 🛛 Login Register GOVHK香港政府一站通 EN 繁 商 æ e-Tendering System of the HKSAR Government Forecast of Works **Tender Notice Contract Award Notice** Tenders About e-TS Login Register Step 2 – Click "Forgot Password?" Login Account Email Address Password ۲ Forgot Password? Register Account

**Step 3** – Input the Account Email Address and the validation characters generated by the System, then click "Submit" to proceed.

Junit Email Address					
lease enter the Vali	riation characters as shr	wn in hay belaw (left)	are ara casa insan	sitiva):	
ease enter die van	Gallon characters as sho	WHIT DOX DEIDW (IEU	ers are case insen	Sitive).	
i6ib	(۵				
] • ] •					

**Step 4** – Input the PIN that the System sent to your Account Email Address and click "**Submit**" to proceed. Note: If you cannot receive the PIN within 10 minutes, please press the "**Resend PIN**" button.

Reset Password
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 prot receive the PIN within 10 minutes, please press the "Resend PIN" button below. Remaining time: 9:56 minute(s).           Back         Resent PIN         Submit

**Step 5** – Input to set your New Password, re-enter to confirm the New Password and click "Submit" to proceed

Reset Password	
New Password *	
	۲
Polienter New Peseward *	
	۲
<ul> <li>Points to Note</li> <li>1. To better protect your account, do not share your password with anyone and never use the same password that you have used previously.</li> <li>2. For security purposes, your new password must have at least ten characters.</li> <li>3. The password must contain characters from at least three of the following four criteria: <ul> <li>upper case letters: A through Z</li> <li>lower case letters: a through Z</li> <li>numbers: 0 through 9</li> <li>non-alphanumeric characters, such as !@#%\$</li> </ul> </li> </ul>	
Back Submit	

**Step 6** – Account password is reset successfully. Click "**OK**" to re-login to the System.

