

*Manage Sub-Account*

*(For Registered Users who are contractors  
on the List and/or the Specialist List maintained by the Development Bureau)*

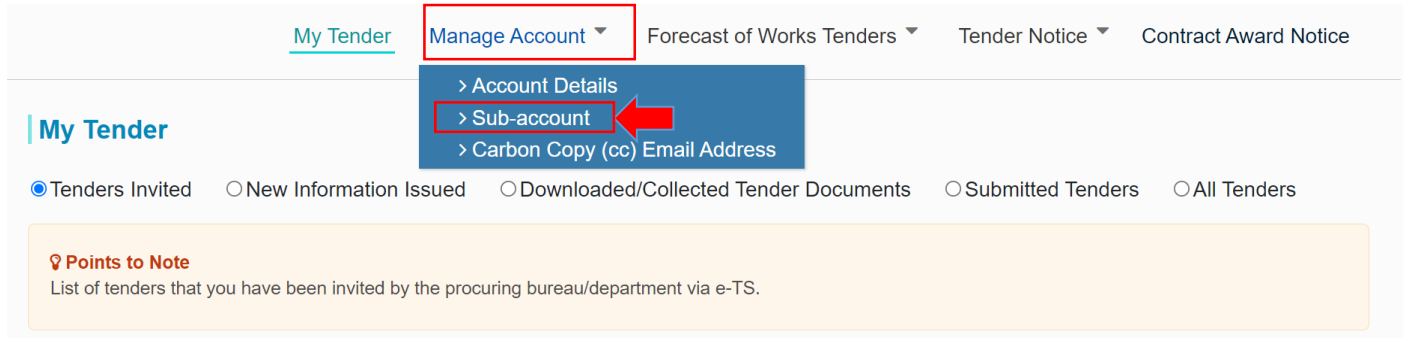
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- 1. Register Sub-Account by Registered User**
- 2. Activate Sub-Account by Sub-Account Owner**
- 3. Manage Sub-Account Details by Registered User**
- 4. Manage Sub-Account Details by Sub-Account Owner**
- 5. Change Registered Email of Sub-Account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

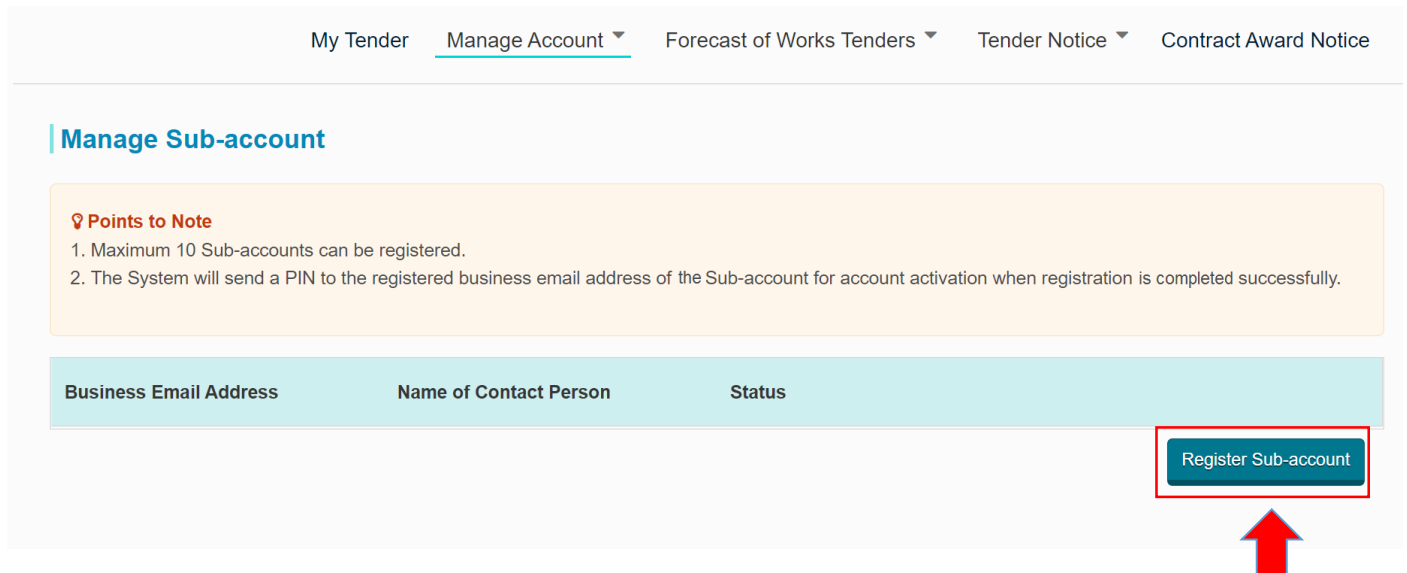
### 1. Register Sub-Account by Registered User

**Step 1** – Log in to e-Tendering System 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 <sup>1</sup> *	<input checked="" type="checkbox"/> Buildings

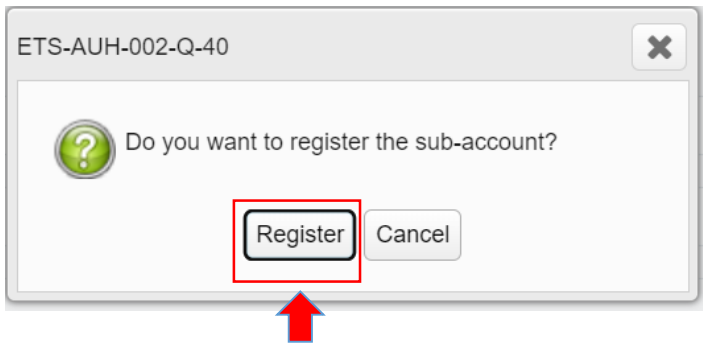
**Step 5** – Click “Submit” to proceed.



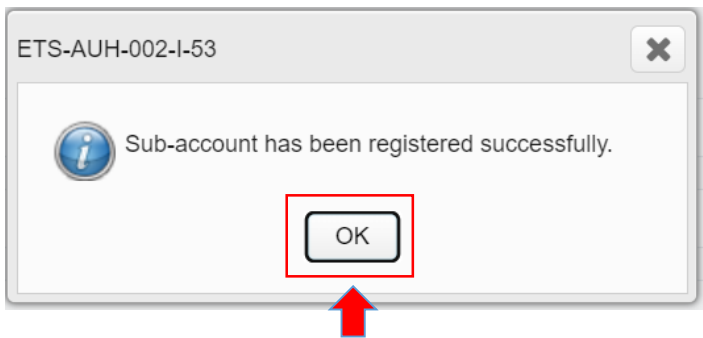
**Points to Note:**

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. At the top, there is a 'Login' header. Below it are two input fields: '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. Below this, a green box contains a CAPTCHA section with the text 'Please enter the Validation characters as shown in box below (letters are case insensitive):'. The CAPTCHA characters are 'k B E e' with a speaker icon. A 'Regenerate' button is next to the text. Below the CAPTCHA is a 'Login' button. A red arrow points to the 'Activate Sub-account' link.

**Step 2** – To activate the Sub-account,

- i. Input the account email address of the sub-account
- ii. Input the PIN that the System sent to the account email address of the sub-account.
- iii. 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 is an 'Account Email Address' input field containing 'Staff1@company.com.hk'. Below this is a text instruction: '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 that is a 'PIN' input field containing 'A1B2C3'. Below the PIN field is another text instruction: 'If you cannot receive the PIN or the PIN has expired, please contact the main account owner of your company to resend PIN.' Below this is a green box containing a CAPTCHA section with the text 'Please enter the Validation characters as shown in box below (letters are case insensitive):'. The CAPTCHA characters are 'W 5 m L' with a speaker icon. A 'Regenerate' button is next to the text. Below the CAPTCHA are two buttons: 'Back' and 'Submit'. A red arrow points to the 'Submit' button.

**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 \*

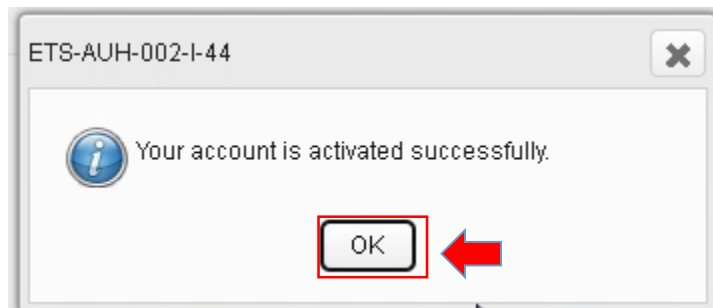
  
  
Re-enter New Password \*  
  

**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](#)

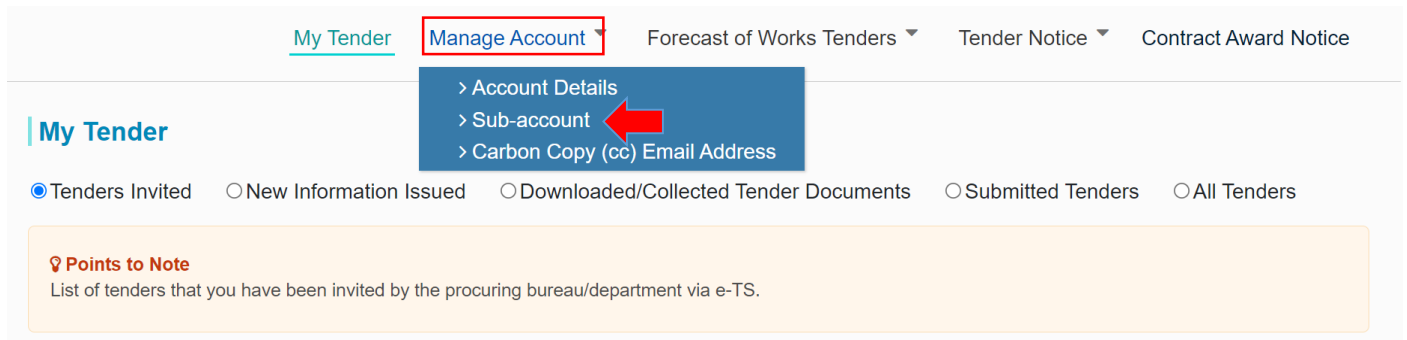
**Step 6** – Click “**OK**” to proceed.



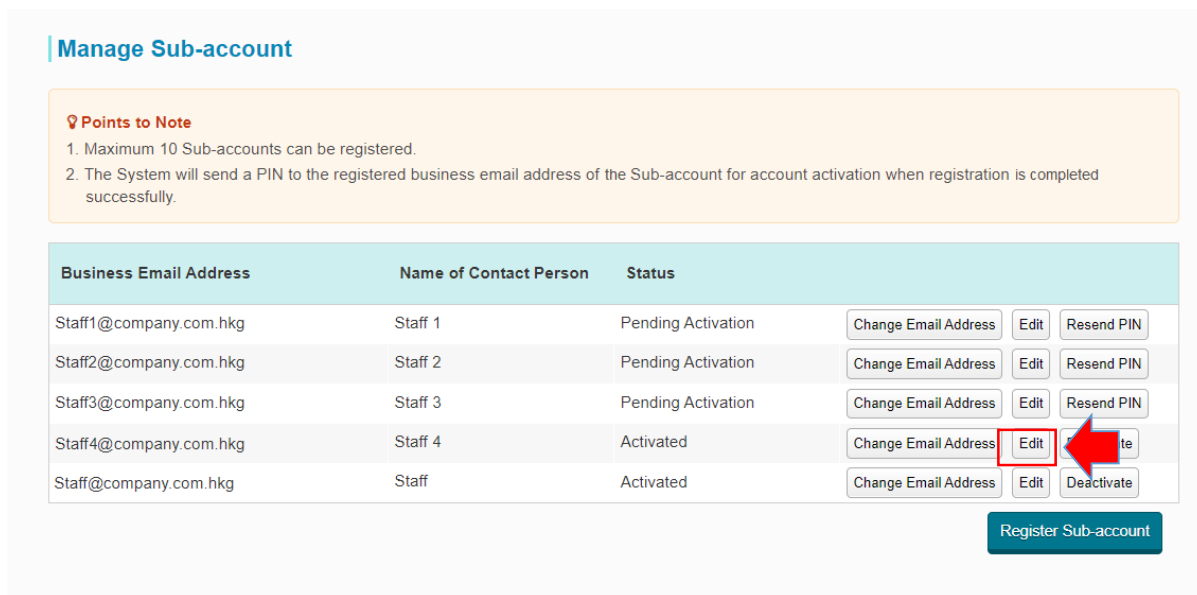
### 3. Manage Sub-Account Details by Registered User

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

**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) \*

(in Traditional Chinese)

(in Simplified Chinese)

**Post Title of Contact Person**

(in English) \*

(in Traditional Chinese)

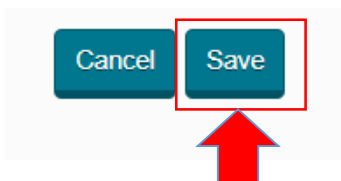
(in Simplified Chinese)

**Contact Telephone Number \***

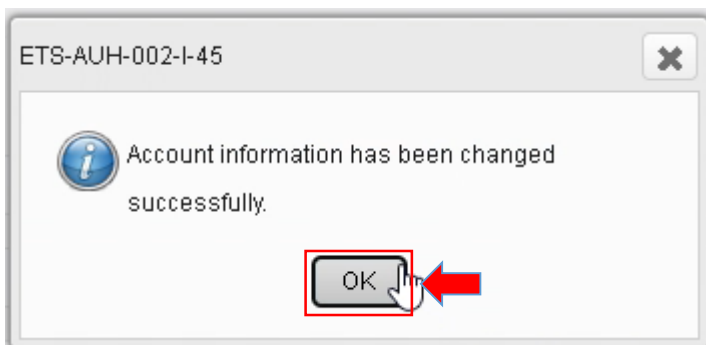
**Assign to Works Category 1 \***

- Buildings
- Roads and Drainage
- Site Formation
- Landslip Preventive/Remedial Works to Slopes/Retaining Walls
- Land Piling (Group II)

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



**Step 6** – Click “**OK**” to proceed.

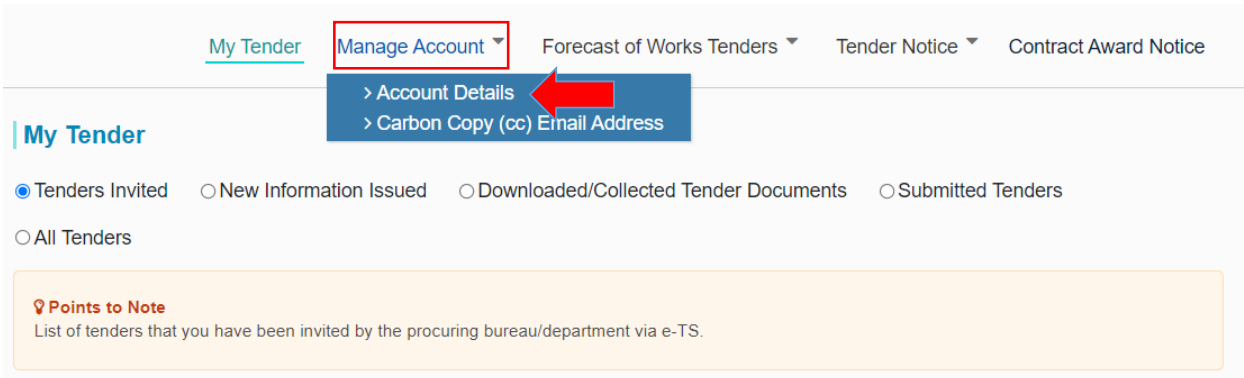




#### 4. Manage Sub-Account Details by Sub-Account Owner

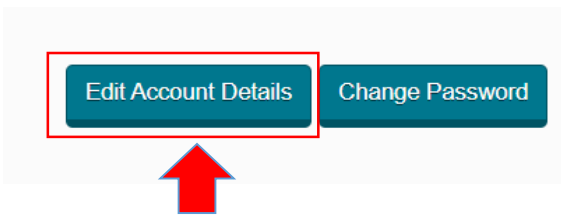
**Step 1** – Log in to e-Tendering System.

**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**”



**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)	

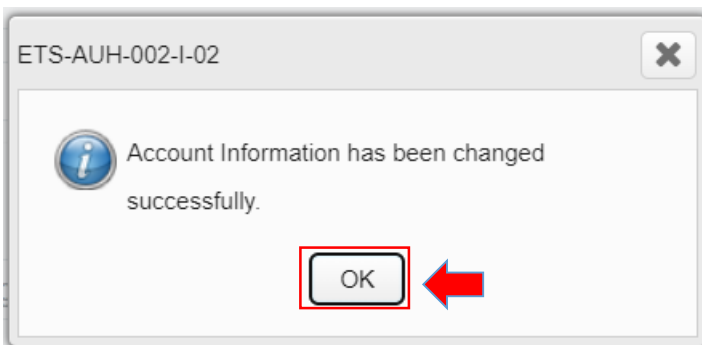
  

Contact Telephone Number *	
	12345678

**Step 6** – Click “Save”



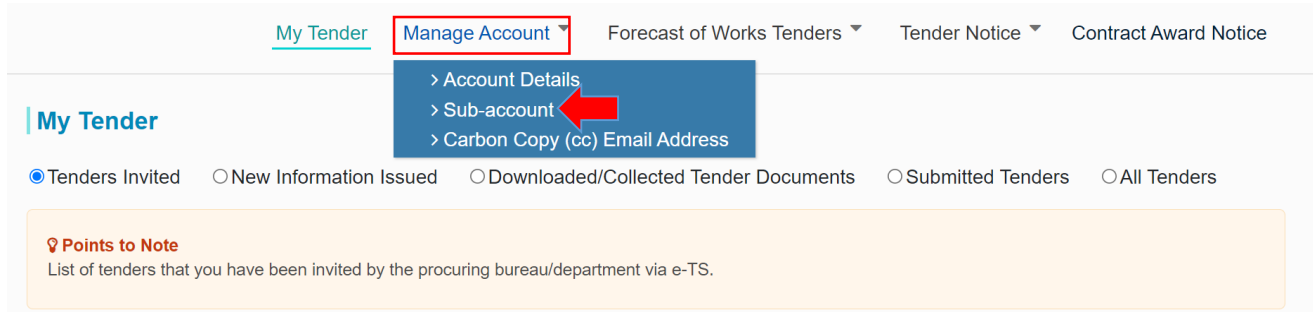
**Step 7** – Click “OK” to proceed.



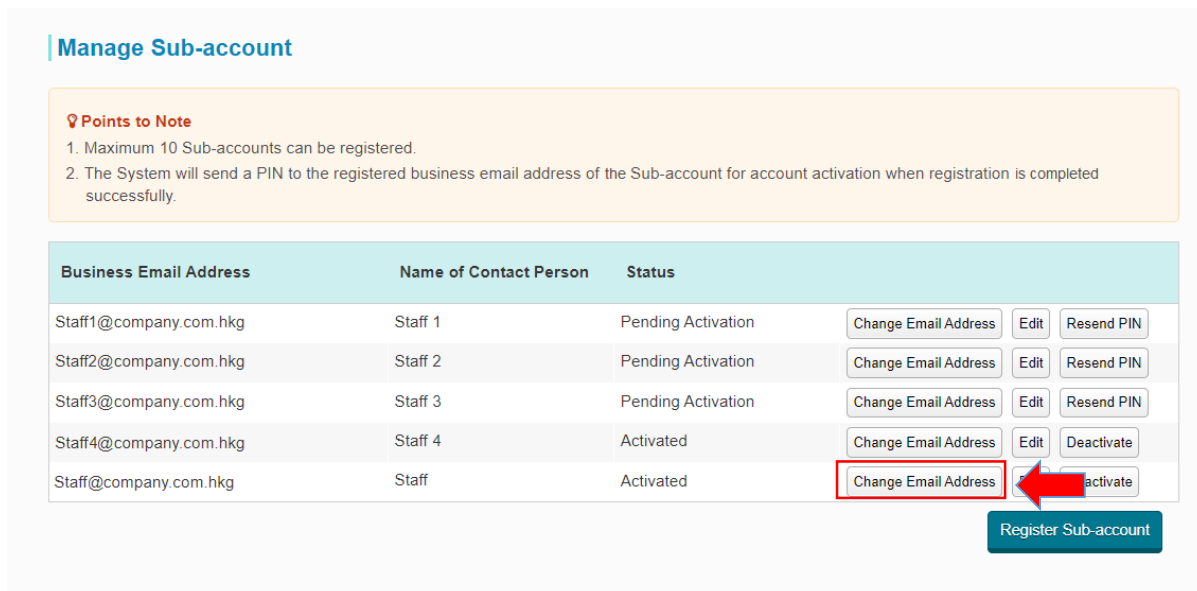
## 5. Change Registered Email of Sub-Account by Registered User

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

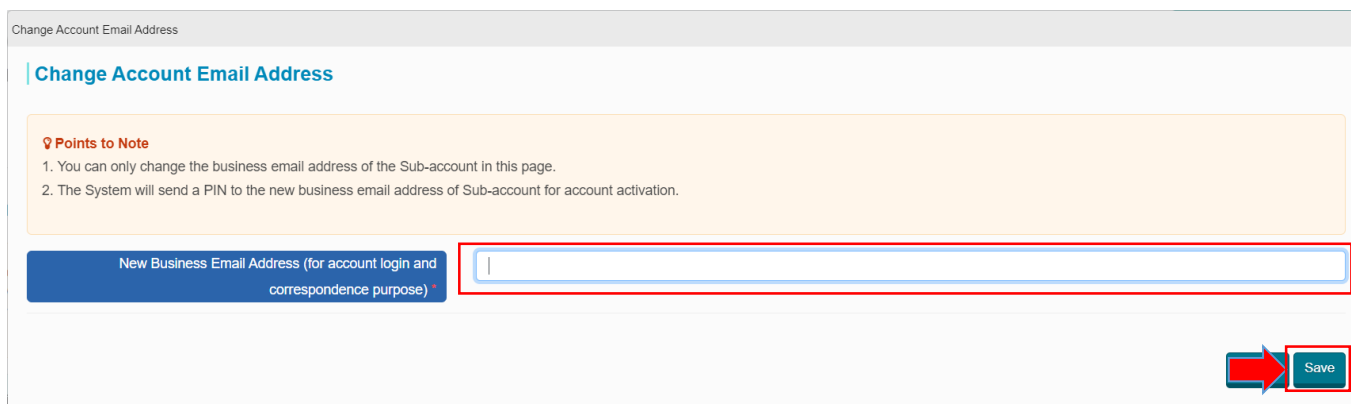


**Step 3** –Click “**Change Email Address**” of the corresponding Sub-account to change the account email.



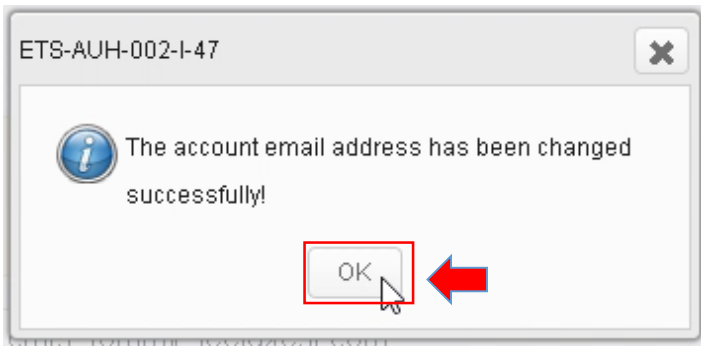
Note: Sub-Account email address can be changed irrespective of the account status i.e. “Activated” or “Pending Activation”

**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).

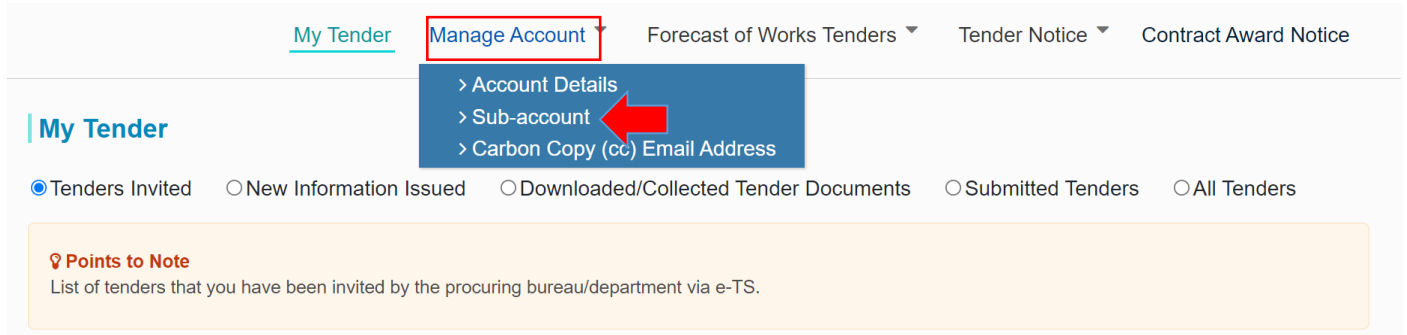
**Step 5** – Click “**OK**” to proceed.



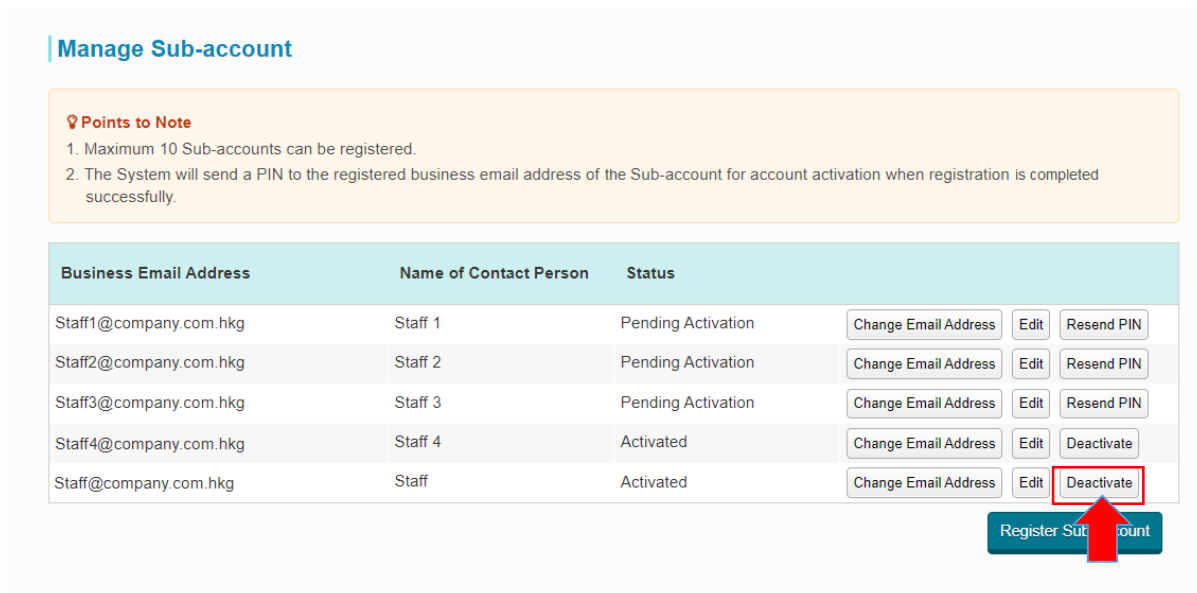
## 6. Deactivate Sub-Account by Registered User

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

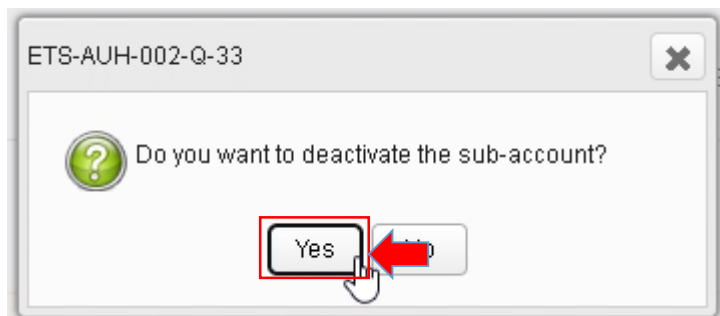


**Step 3** – Click “**Deactivate**” of the corresponding sub-account to be deactivated.

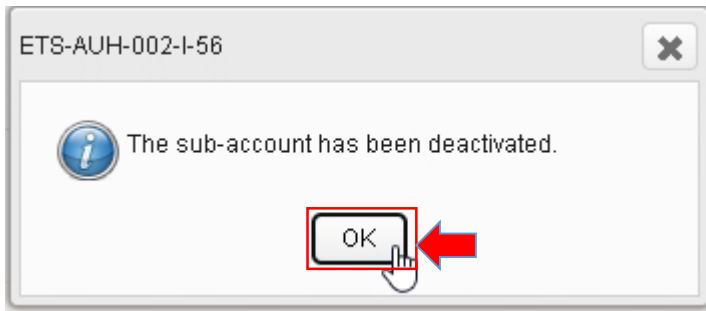


Note: After a Sub-Account is deactivated, the Sub-Account owner will not be able to log in to the e-Tendering System. Besides, the e-Tendering System will not send notification emails to the deactivated Sub-Account.

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



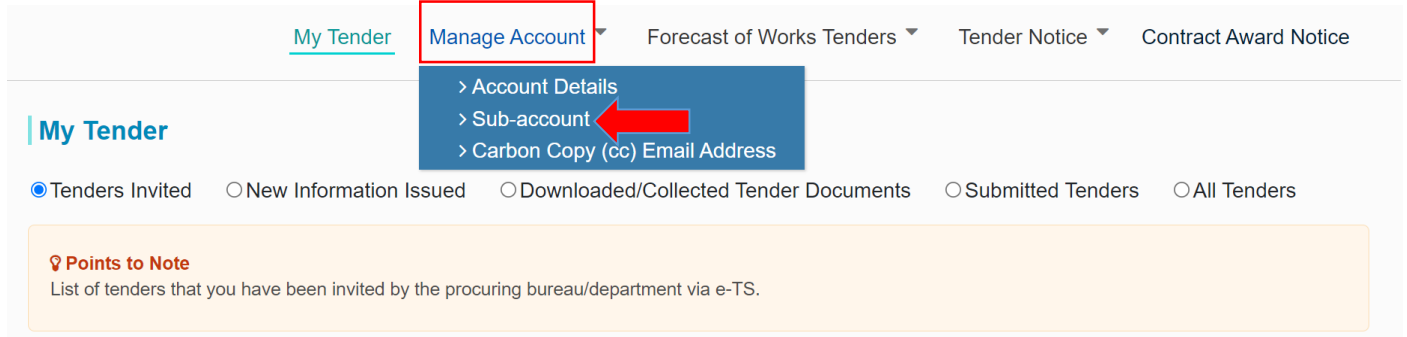
**Step 5** –Click “**OK**” to proceed.



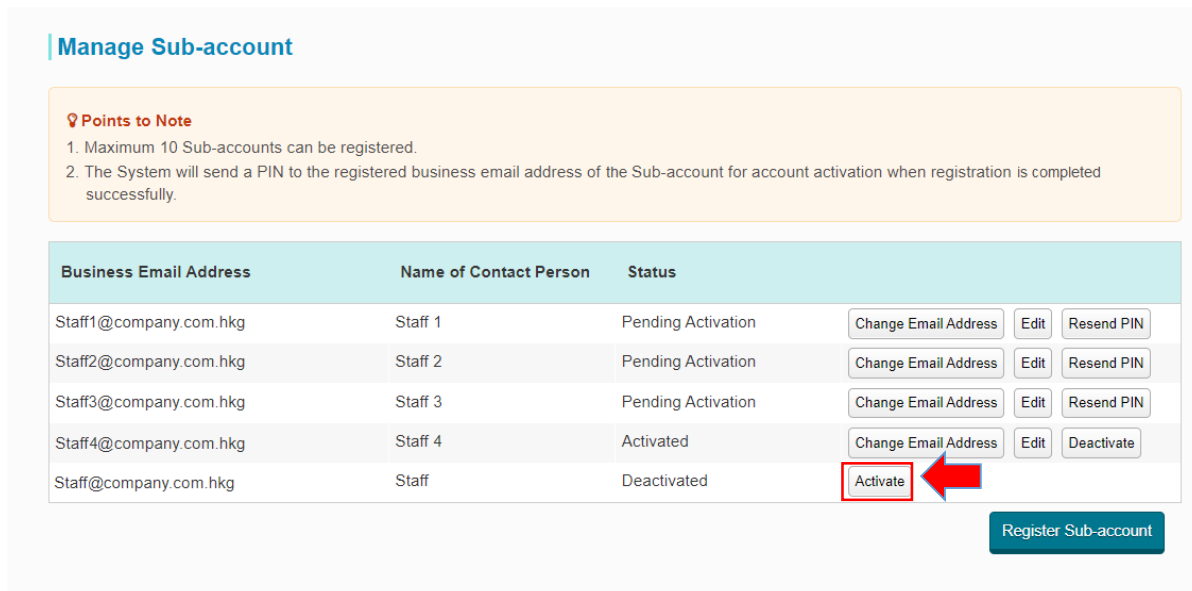
## 7. Reinstate a Deactivated Sub-Account by Registered User

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

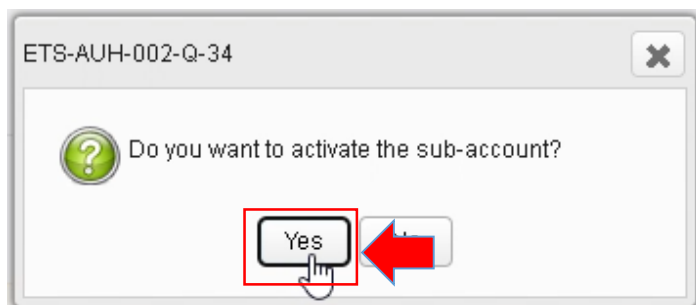
**Step 2** – Move to the menu bar “**Manage Account**” and click the sub-menu “**Sub-account**” to view and/ or update sub-account information



**Step 2** – Click “**Activate**” of the deactivated sub-account



**Step 3** – Click “**Yes**” to proceed.



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

