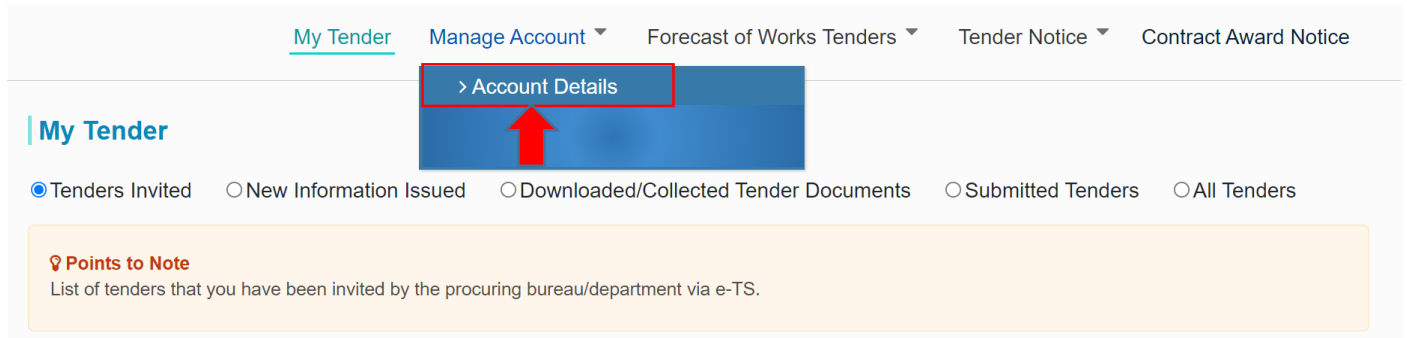

View and Update Account and Contact Details

- 1. Update Account Details**
- 2. Link e-TS Account with the email recorded in the List/ the Specialist List**
- 3. Add and Delete Carbon Copy (cc) Email Address**

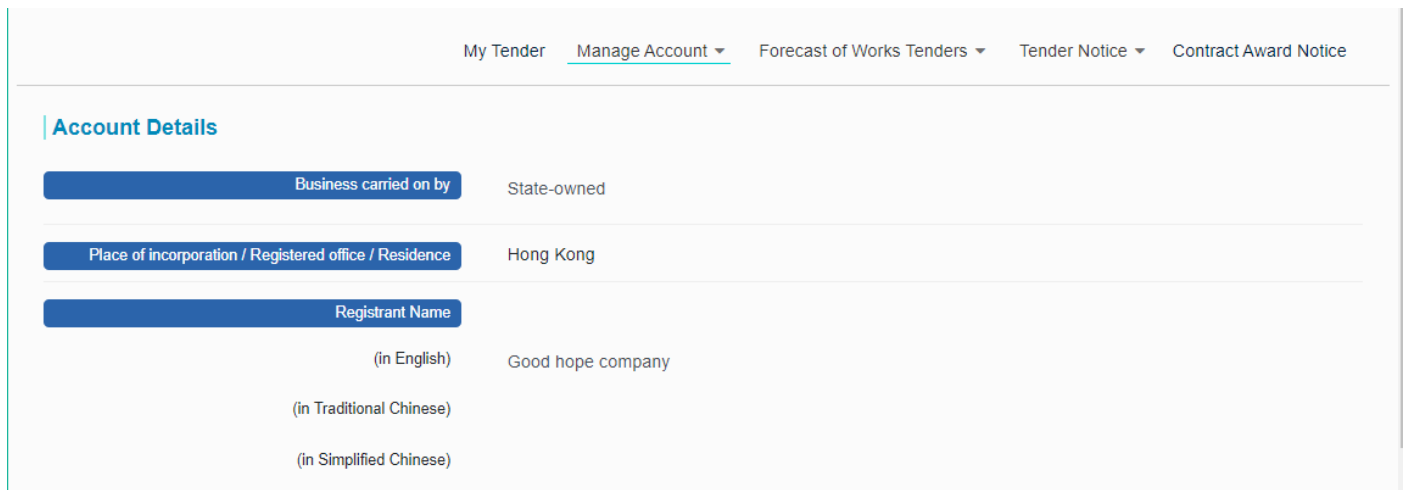
1. Update Account Details

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**”

Name of Contact Person	Staff 1
(in English)	
(in Traditional Chinese)	
(in Simplified Chinese)	
Post Title of Contact Person	Manager
(in English)	
(in Traditional Chinese)	
(in Simplified Chinese)	
Contact Telephone Number	12345678
Account Status	✔ Active


[Edit Account Details](#) [Change Account Email Address](#) [Change Password](#)

Step 5 – Update account information

Step 5.1 – For account holder who is NOT on [\(i\) the List and/ or \(ii\) the Specialist List](#), the following information can be edited.

- ✓ Registrant Name
- ✓ Business Registration Certificate Number
- ✓ Address of Registered Office/ Place of Business
- ✓ Contact Telephone Number
- ✓ Name of Contact Person
- ✓ Post Title of Contact Person

My Tender [Manage Account](#) ▼ Forecast of Works Tenders ▼ Tender Notice ▼ Contract Award Notice

Edit Account Details

Place of incorporation / Registered office / Residence	Hong Kong
Registrant Name	
(in English) *	<input type="text" value="Good hope company"/>
(in Traditional Chinese)	<input type="text"/>
(in Simplified Chinese)	<input type="text"/>

Step 5.2 – For account holder who is on [\(i\) the List and/ or \(ii\) the Specialist List](#), the following information can be edited.

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

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

Edit Account Details

Place of incorporation / Registered office / Residence Hong Kong

Registrant Name

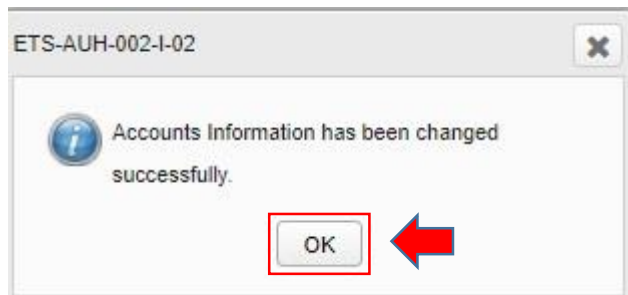
Step 6 – Click “**Save**”

Account Status ✔ Active

Cancel **Save**

Step 7 – The account information has been changed successfully.

Step 8 – Click “**OK**” to proceed.



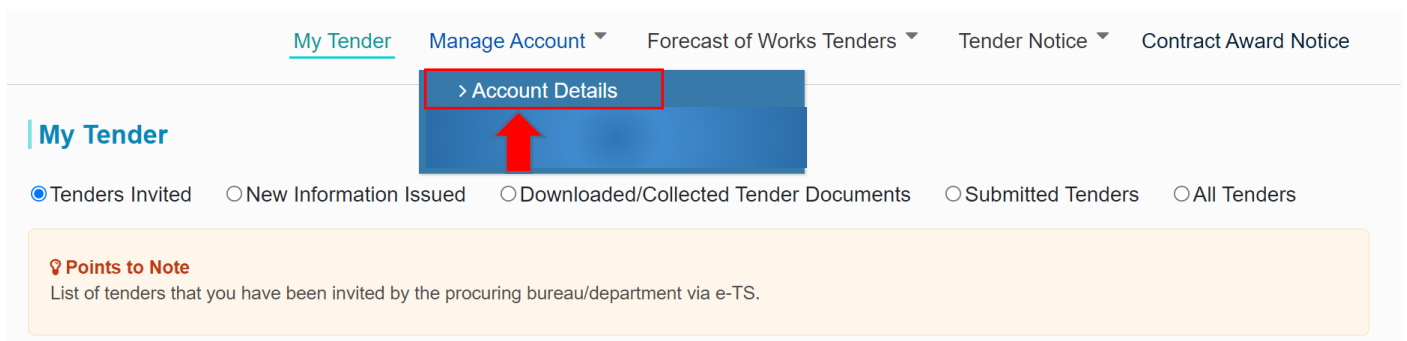
Link e-TS Account with the email recorded in the List/ the Specialist List

2. Link e-TS Account with the email recorded in the List/ the Specialist List

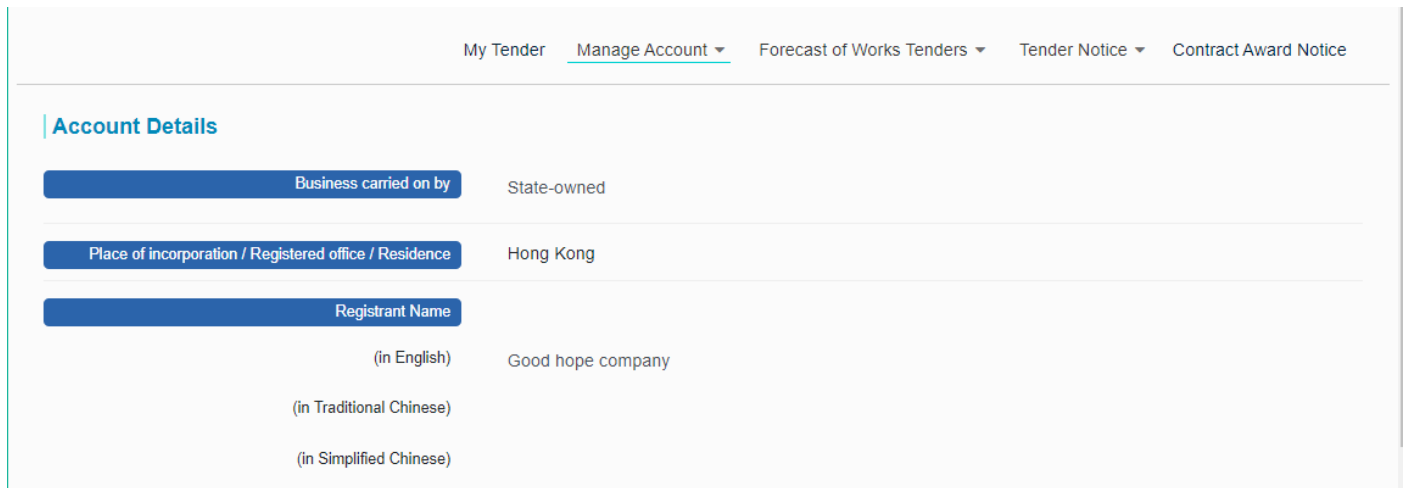
If the account holders have been admitted to [\(i\) the List and/ or \(ii\) the Specialist List](#), the e-TS account can be linked with the email address recorded in the List / the Specialist List.

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



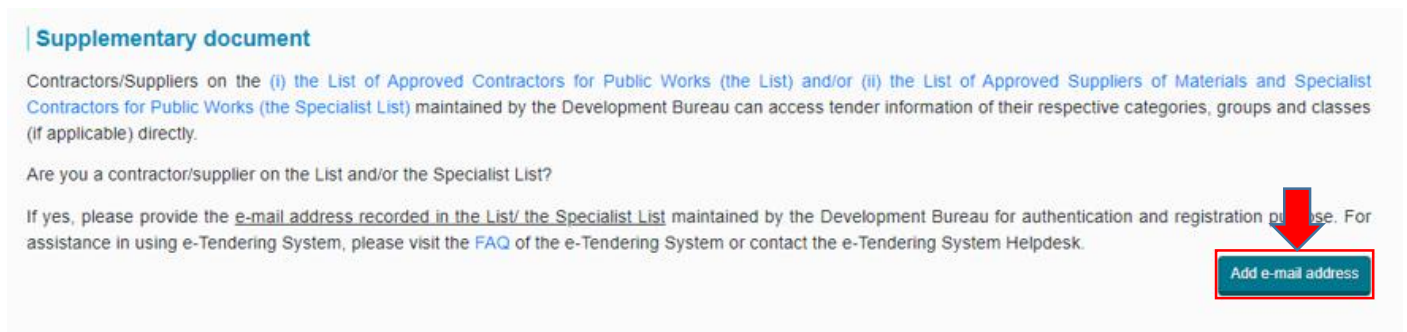
Step 4 – Scroll down to the bottom of the page and click **“Add e-mail address”**

Supplementary document

Contractors/Suppliers on the (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.

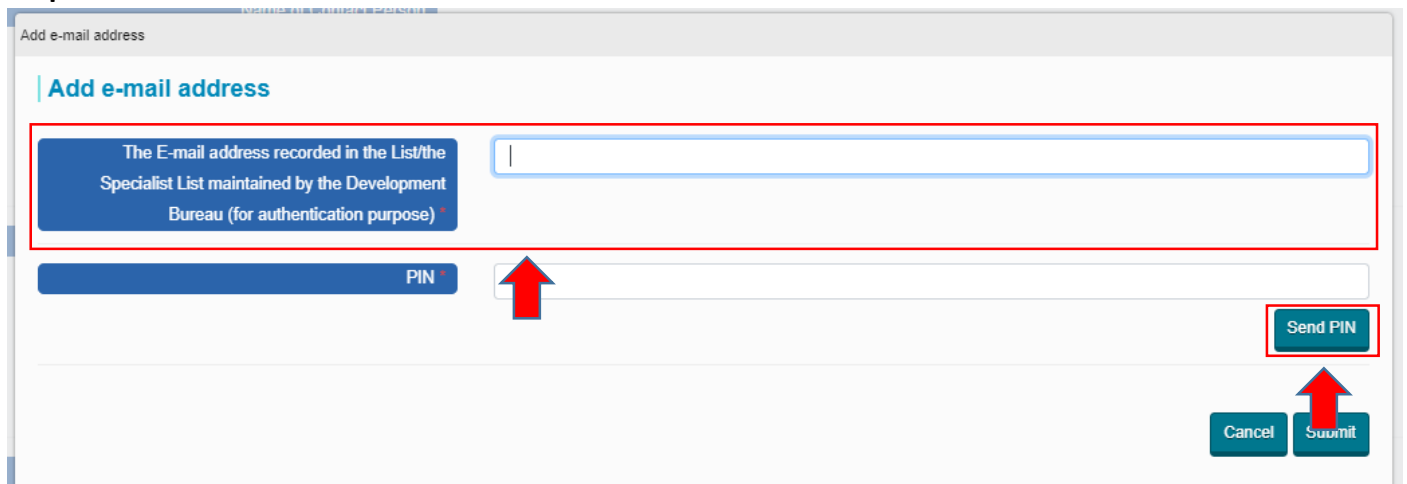
Are you a contractor/supplier on the List and/or the Specialist List?

If yes, please provide the e-mail address recorded in the List/ the Specialist List maintained by the Development Bureau for authentication and registration purpose. For assistance in using e-Tendering System, please visit the [FAQ](#) of the e-Tendering System or contact the e-Tendering System Helpdesk.



Step 5 – Input the E-mail address recorded in the List/ the Specialist List maintained by the Development Bureau.

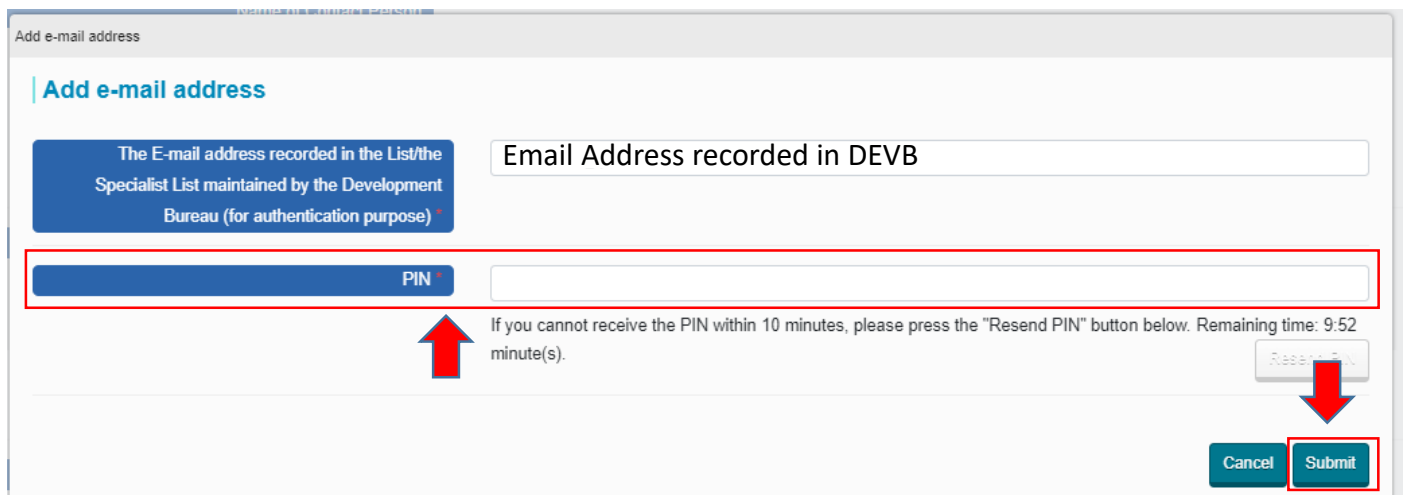
Step 6 – Click **“Send PIN”**



Step 7 – Input the PIN that the System sent to the E-mail address recorded in [the List/the Specialist List](#) maintained by the Development Bureau

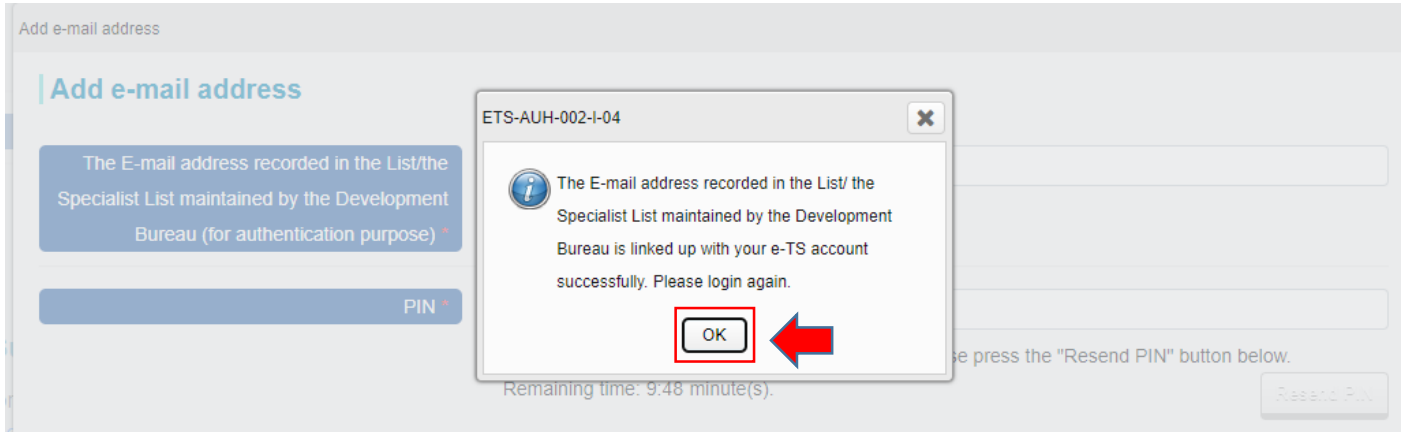
Step 8 – Click **“Submit”**.

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



Step 9 – The E-mail address recorded in [the List/the Specialist List](#) maintained by the Development Bureau is linked up with your e-TS account successfully.

Step 10 – Click “OK” to proceed.

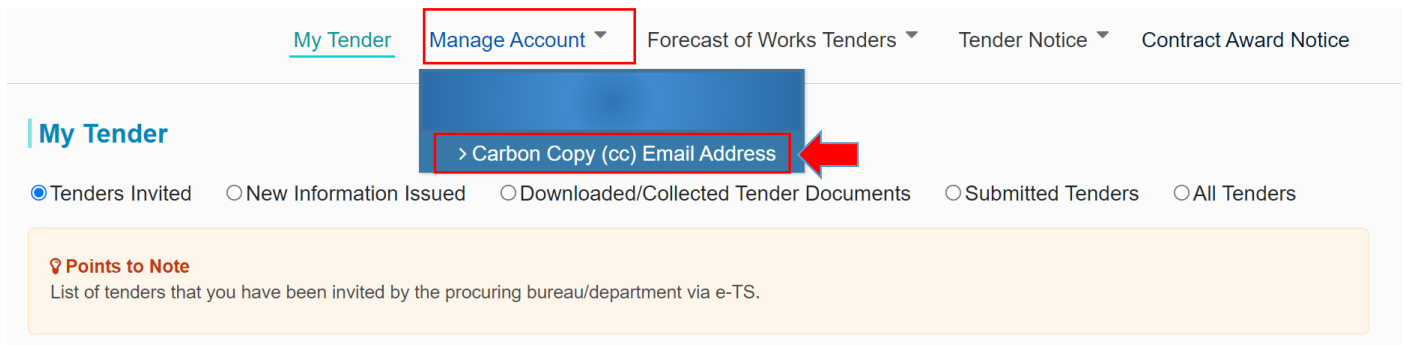


Note: Business Registration Certificate Number and E-mail address recorded in the List/the Specialist List maintained by the Development Bureau are required.

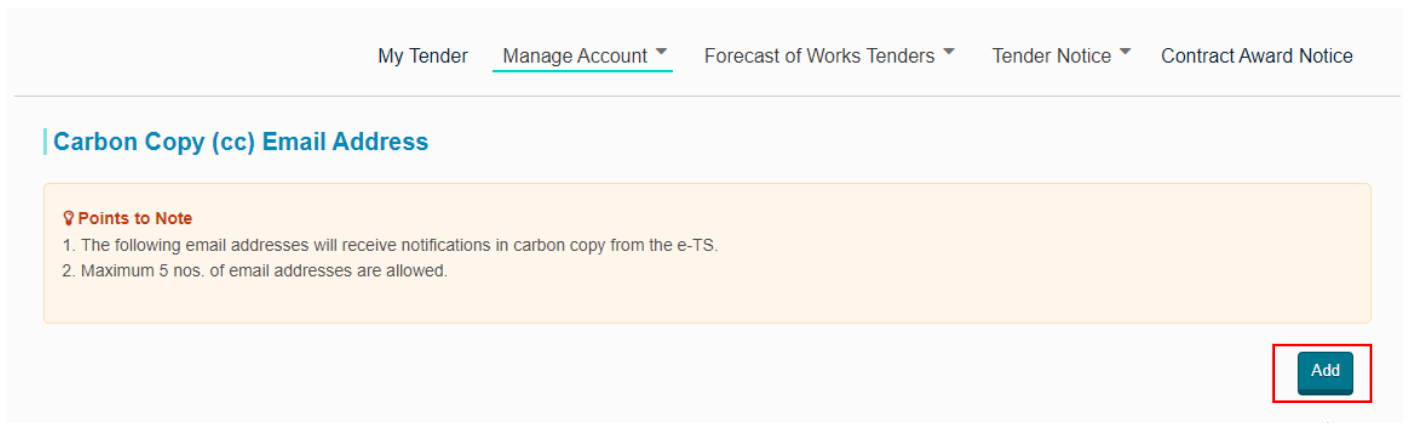
3. Add and Delete Carbon Copy (cc) Email Address

Step 1 – Log in to e-Tendering System.

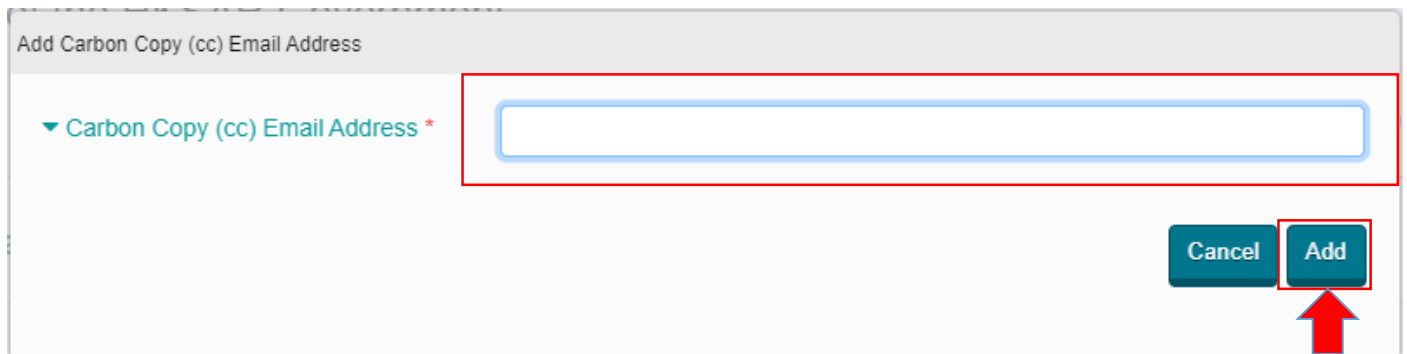
Step 2 – Move to the menu bar “**Manage Account**” and click the sub-menu “**Carbon Copy (cc) Email Address**” to manage list of carbon copy (cc) email address.



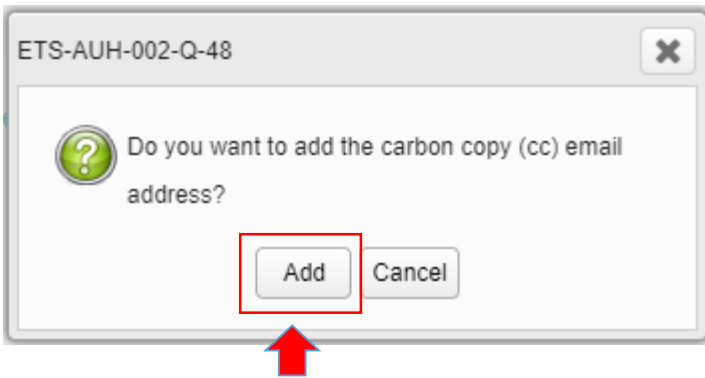
Step 3 – Click “**Add**” button.




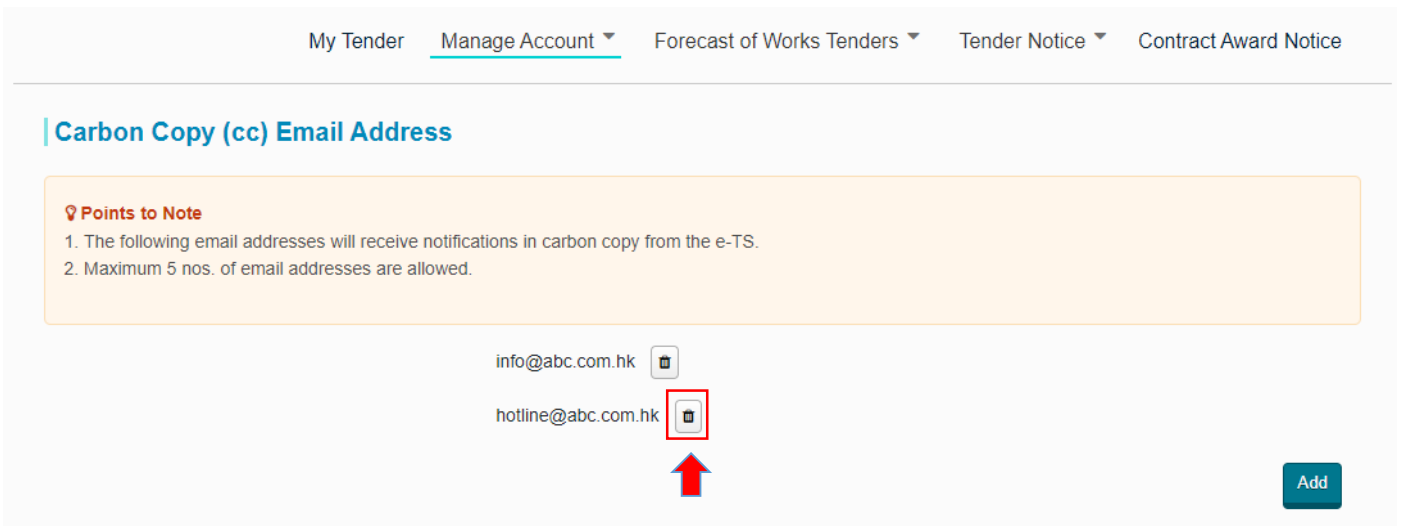
Step 4 – Fill in the Carbon Copy (cc) Email Address. Click “**Add**” button.



Step 5 – A dialog box will be prompted, click “Add” to proceed.



Step 6 – To delete a carbon copy (cc) email address, click  button of the concerned cc email address.



Step 3 – A dialog box will be prompted, click “Delete” to proceed.

