機電工程署 EMSD

Web Based Registration Service

User Guide
For
Hong Kong Energy Efficiency Labelling Scheme /
Hong Kong Energy Efficiency Registration Scheme for Buildings

Version: UG v1.2

Jan 2006

Prepared by SDU EMSD

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Table of Content

1. PURPOSE 2

2. SCOPE 3

3. Procedures 4

3.1 Pre-requisite 4
3.1.1 E-Certificate 4
3.1.2 PPS Account 4
3.1.3 Printer 4

3.2 steps 5
3.2.1 Account Registration 5
3.2.2 Online Application Submission 11
3.2.3 Supplementary Documents Submission 23
3.2.4 Sign Outstanding Applications 27
3.2.5 Pay Outstanding Applications 27
3.2.6 Withdraw Outstanding Application 27
3.2.7 Application Submission History 28
3.2.8 Application Payment History 30
3.2.9 User Profile You may change your password through this function 32

1. PURPOSE

The purpose of this manual is to :-

- ✧ provide relevant information on the on-line application of the Web Based Registration Service (WBRS)
- ✧ serve as a guideline for the public on the application implemented; and
- ✧ document the instructions of all the work public can be performed on the Web Based Registration Service (WBRS) system

2. SCOPE

This document defines the procedure for the public to submit on-line application thru WBRS System.

3. PROCEDURES

This section serves to give an overview of the submission of online applications thru the Web-Based Registration System (WBRS). It depicts the topics including:

- ✧ Account registration and Login
- ✧ Online application submission

3.1 PRE-REQUISITE

Each online application form requires public to have some of the following pre-requisite.

- E-Certificate
- PPS Account
- Printer

3.1.1 E-Certificate

Some online application forms require public to digitally sign the application during submission. One may apply their certificate at Hong Kong Post.
You may visit Hong Kong Post e-Certification website for further information http://www.hongkongpost.gov.hk/index.html

3.1.2 PPS Account

PPS payment can be accepted through our WBRS. One may require to have a PPS account in order to pay using PPS.
You may visit PPS website for further information
http://www.ppshk.com/hkt/revamp2/Chinese/main.html

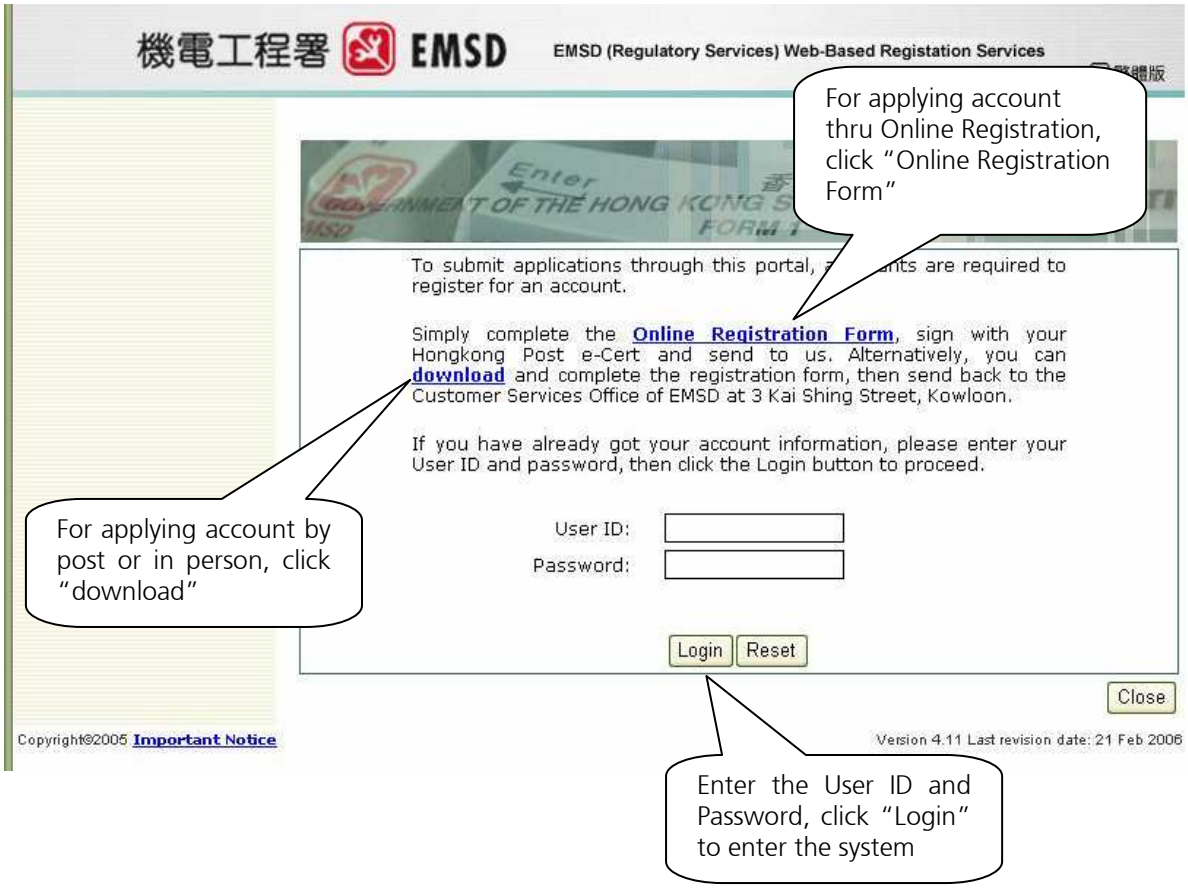
3.1.3 Printer

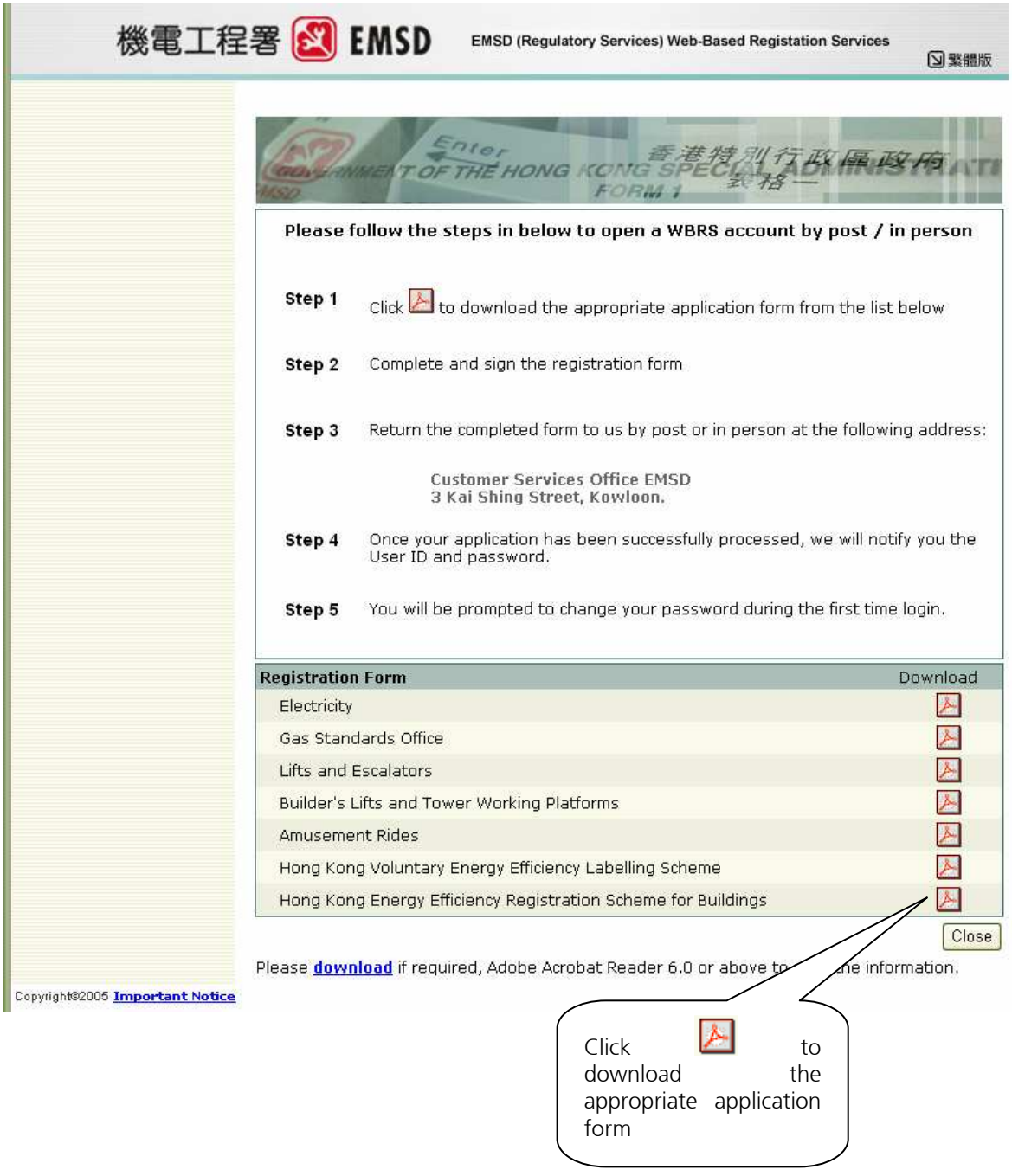
For public who will pay the application by check or by cash, we suggest public to have a printer ready to print the invoice for payment. One should bring the printed invoice to the Customer Service Office for paying cash or check. One should attach the printed invoice with the check for paying by check thru mail.

3.2 STEPS

3.2.1 Account Registration

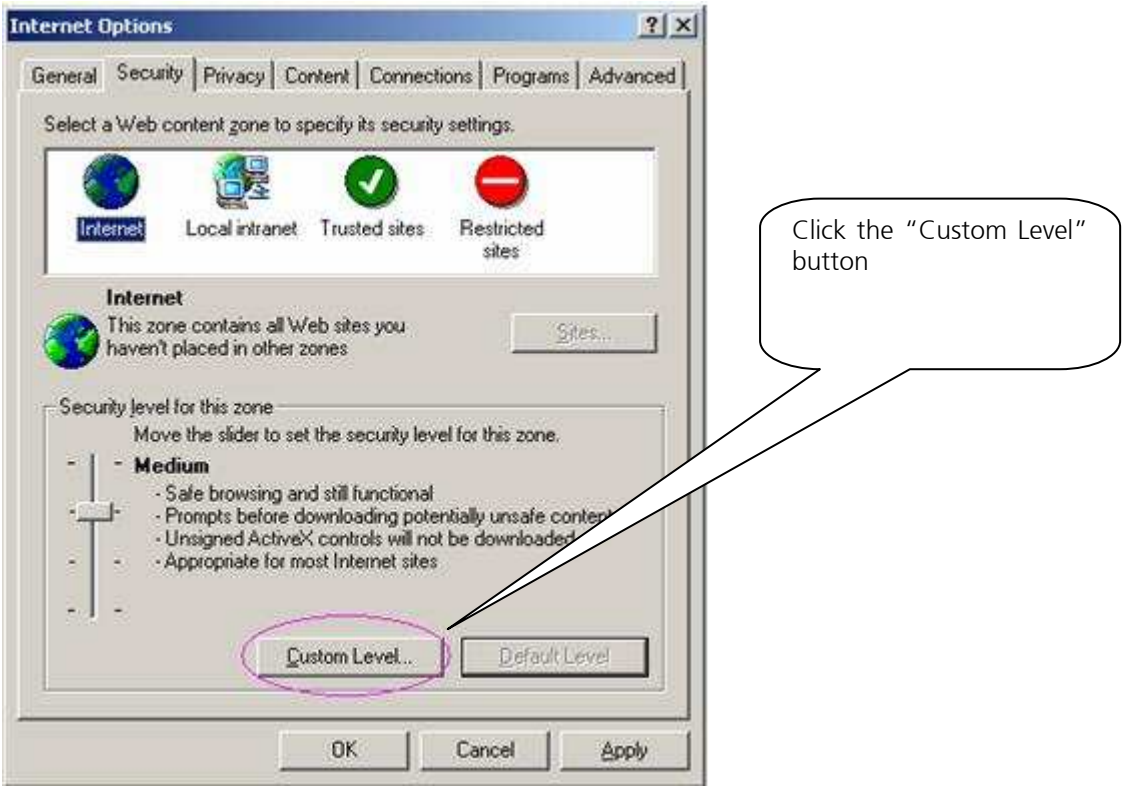
You must have an account registered in WBRS

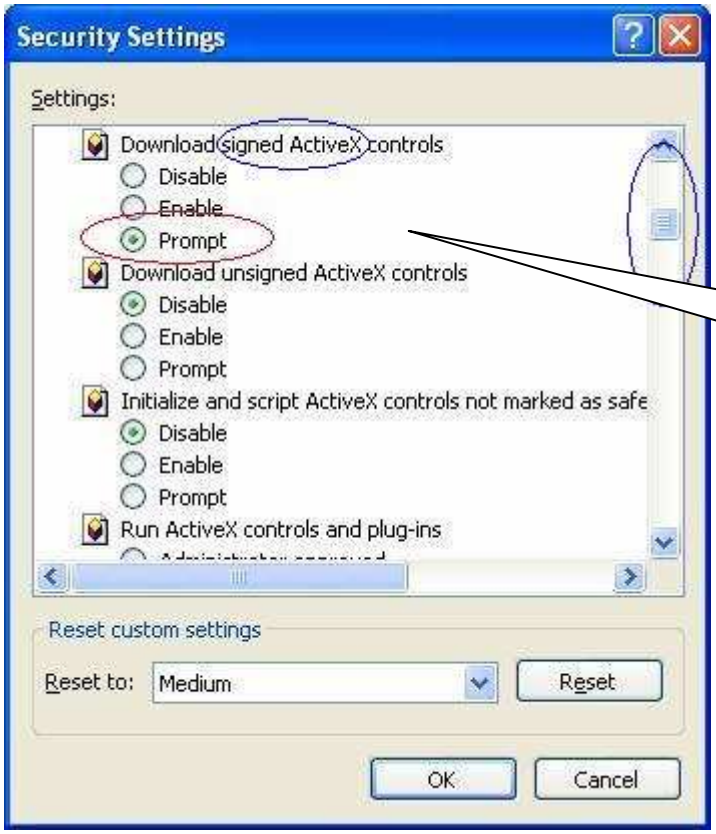



機電工程署 EMSD
EMSD (Regulatory Services) Web-Based Registation Services
繁體版
Please follow the steps in below to open a WBRS account by post / in person
Step 1 Click to download the appropriate application form from the list below
Step 2 Complete and sign the registration form
Step 3 Return the completed form to us by post or in person at the following address:
Customer Services Office EMSD
3 Kai Shing Street, Kowloon.
Step 4 Once your application has been successfully processed, we will notify you the User ID and password.
Step 5 You will be prompted to change your password during the first time login.
Registration Form
Download
Electricity
Gas Standards Office
Lifts and Escalators
Builder's Lifts and Tower Working Platforms
Amusement Rides
Hong Kong Voluntary Energy Efficiency Labelling Scheme
Hong Kong Energy Efficiency Registration Scheme for Buildings
Close
Please download if required, Adobe Acrobat Reader 6.0 or above to
Copyright©2005 Important Notice
Click to download the appropriate application form

Security Settings

Check if your browser has already had the following settings. If they are different please apply the following settings



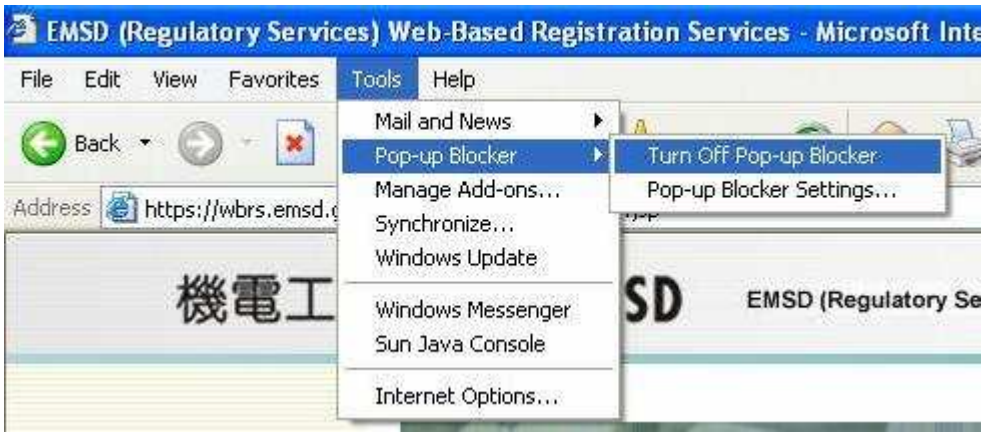


Check "Prompt" radio button of the "Download signed ActiveX control" option

Check "Enable" radio button of the "Run ActiveX controls and plug-ins" option

Turn off Pop-up Blocker

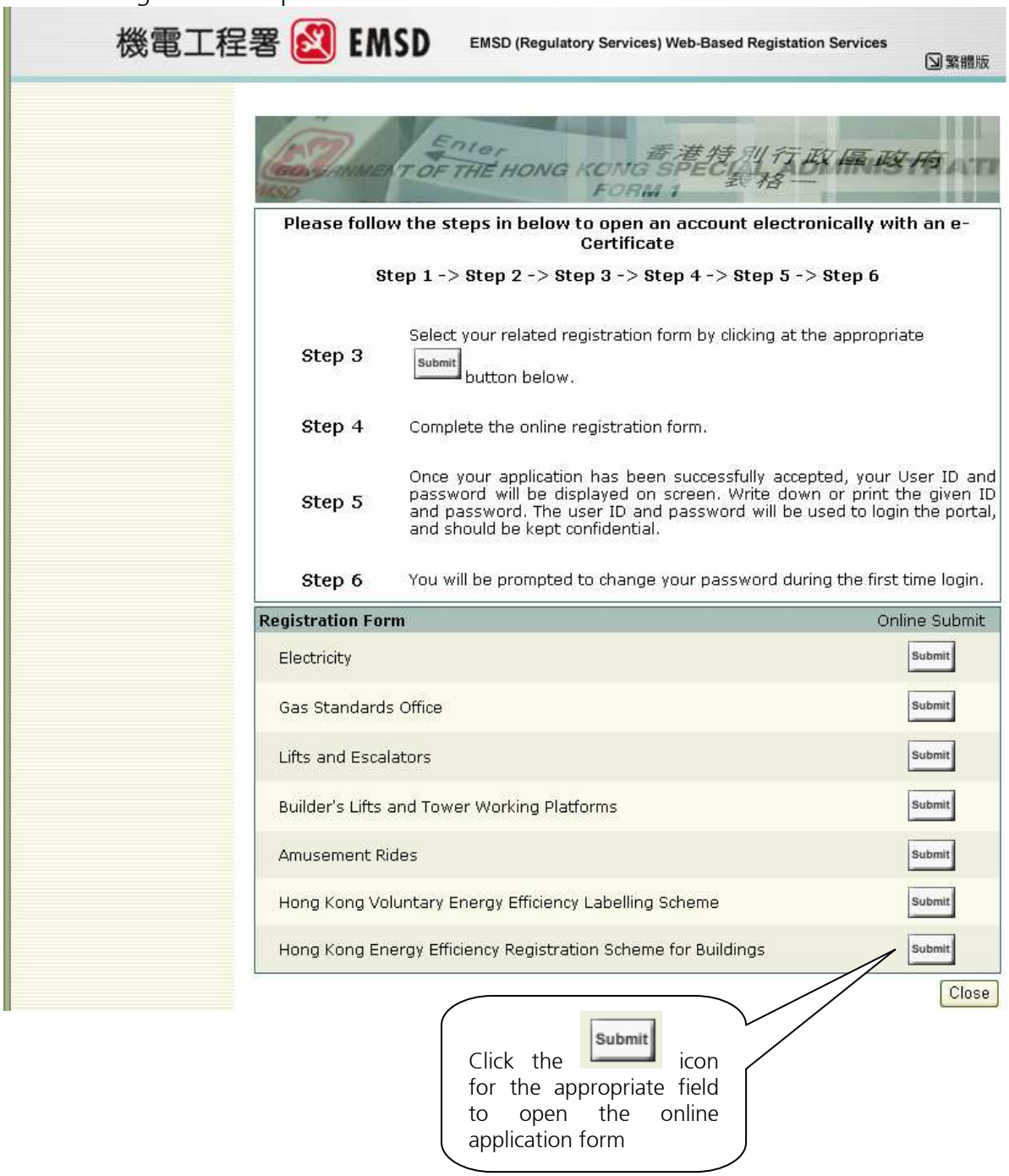
Under "Tools" menu of the Internet Explorer, click "Pop-up Blocker"-> "Turn Off Pop-up Blocker".



Online Account Registration Form

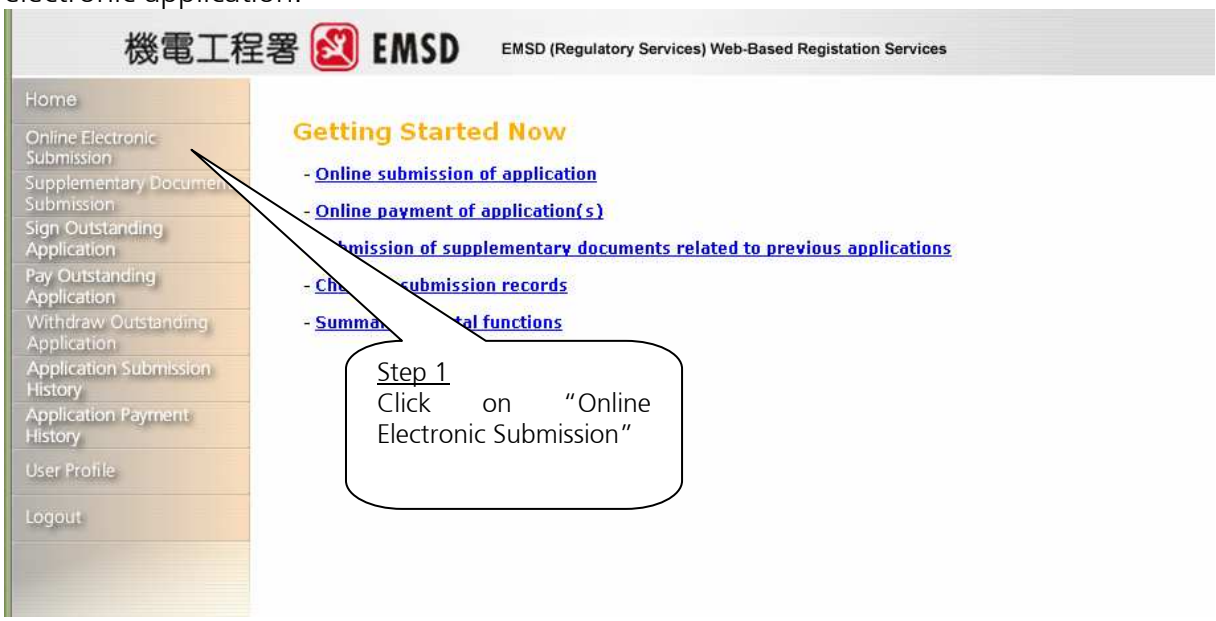
Step 1
Click the "Yes" button to proceed the online account registration

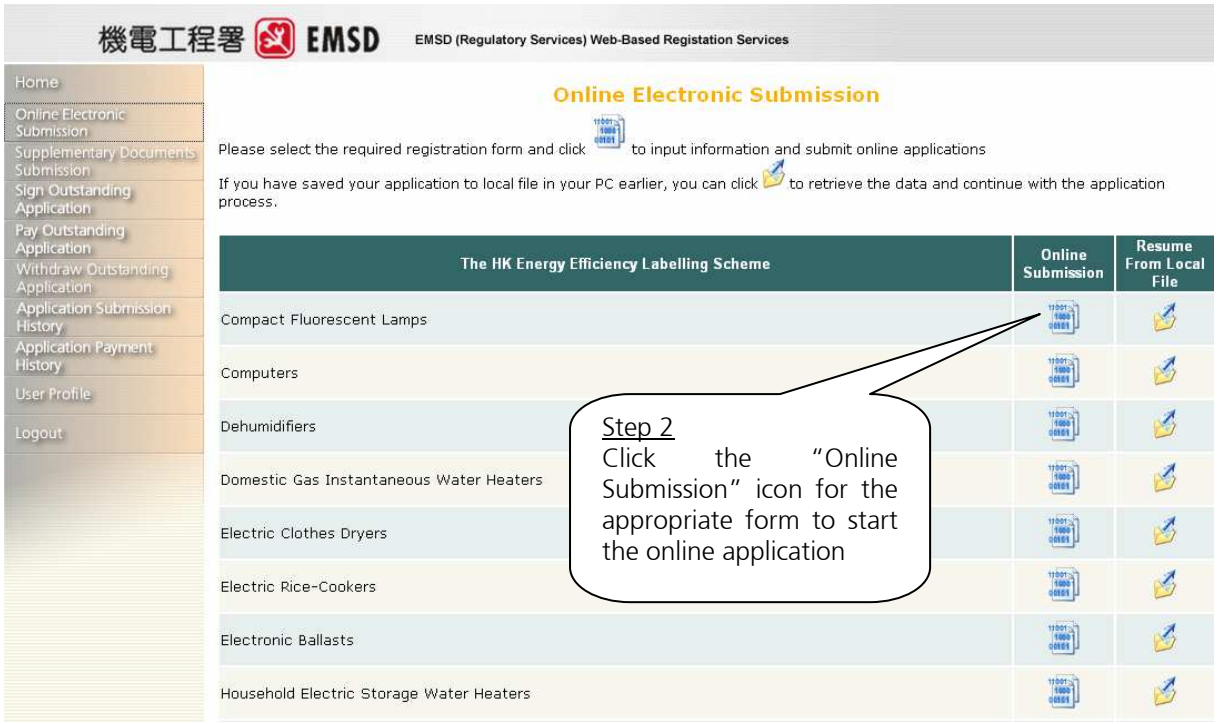
Account Registration in person

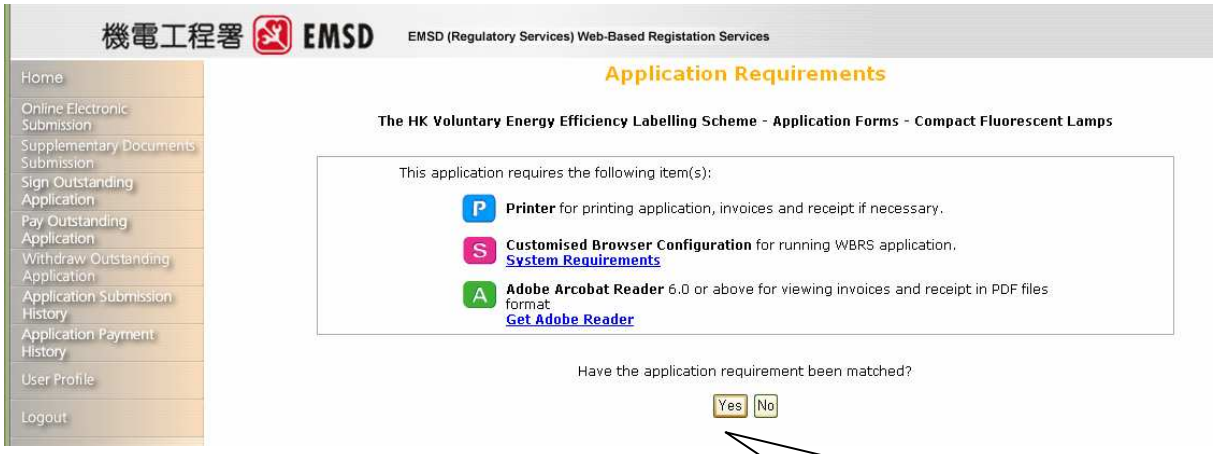


3.2.2 Online Application Submission

After successful login to WBRS, please follow the steps below to submit the online electronic application.



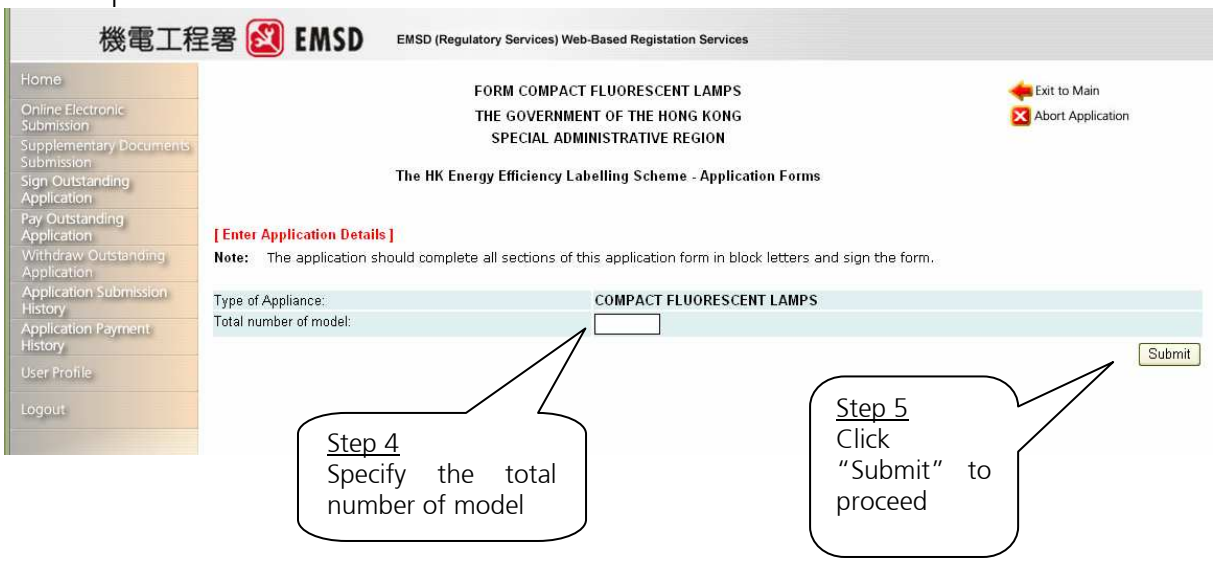




Step 3
Read through the application requirements and click the "Yes" button.

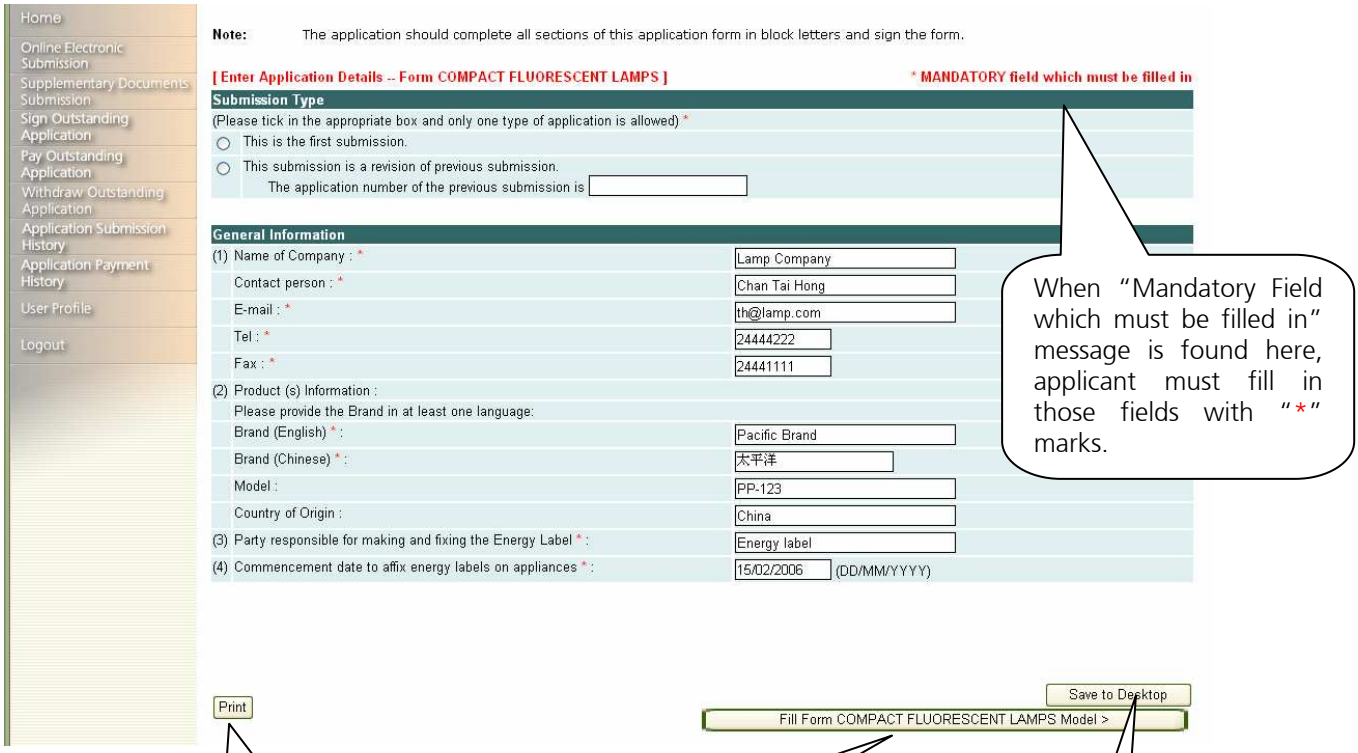
Start filling the form data

- For EELS applications, the total number of model including in the application must be provided.

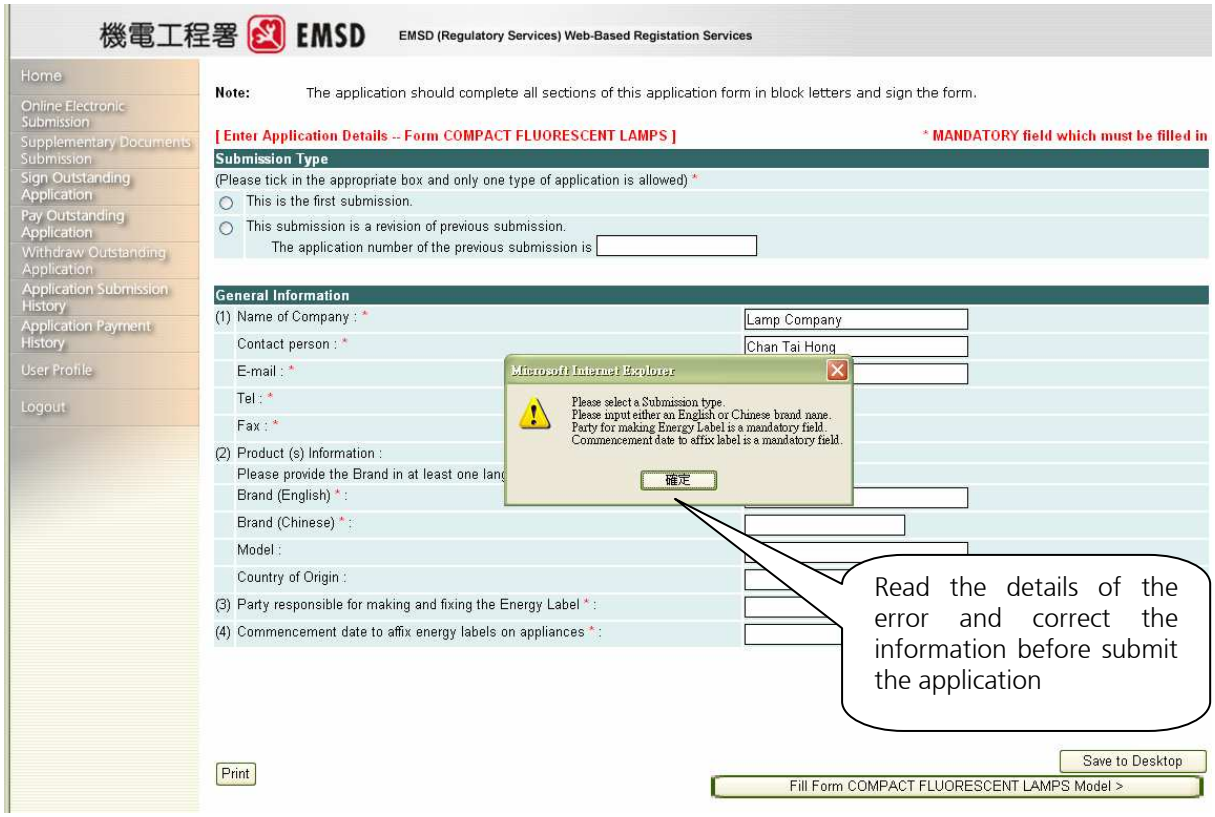


Step 4
Specify the total number of model

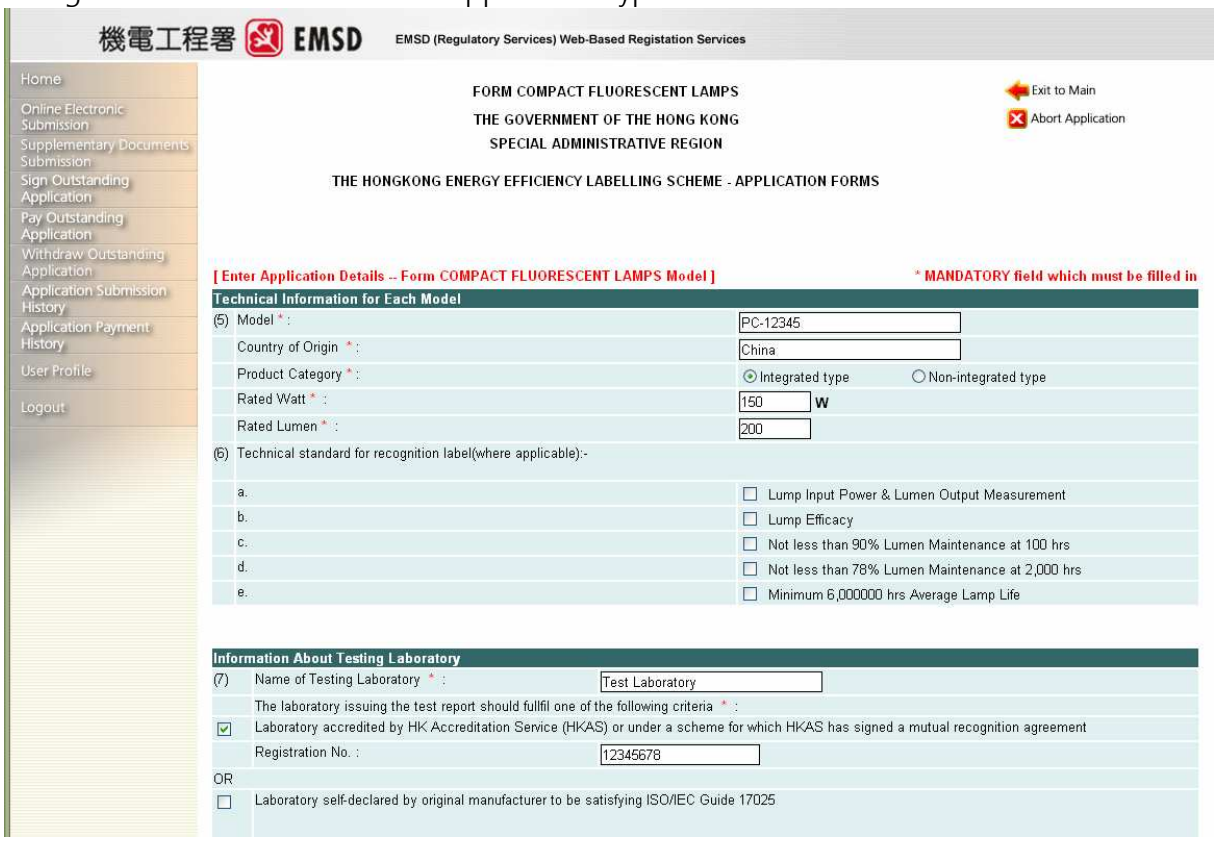
Step 5
Click "Submit" to proceed

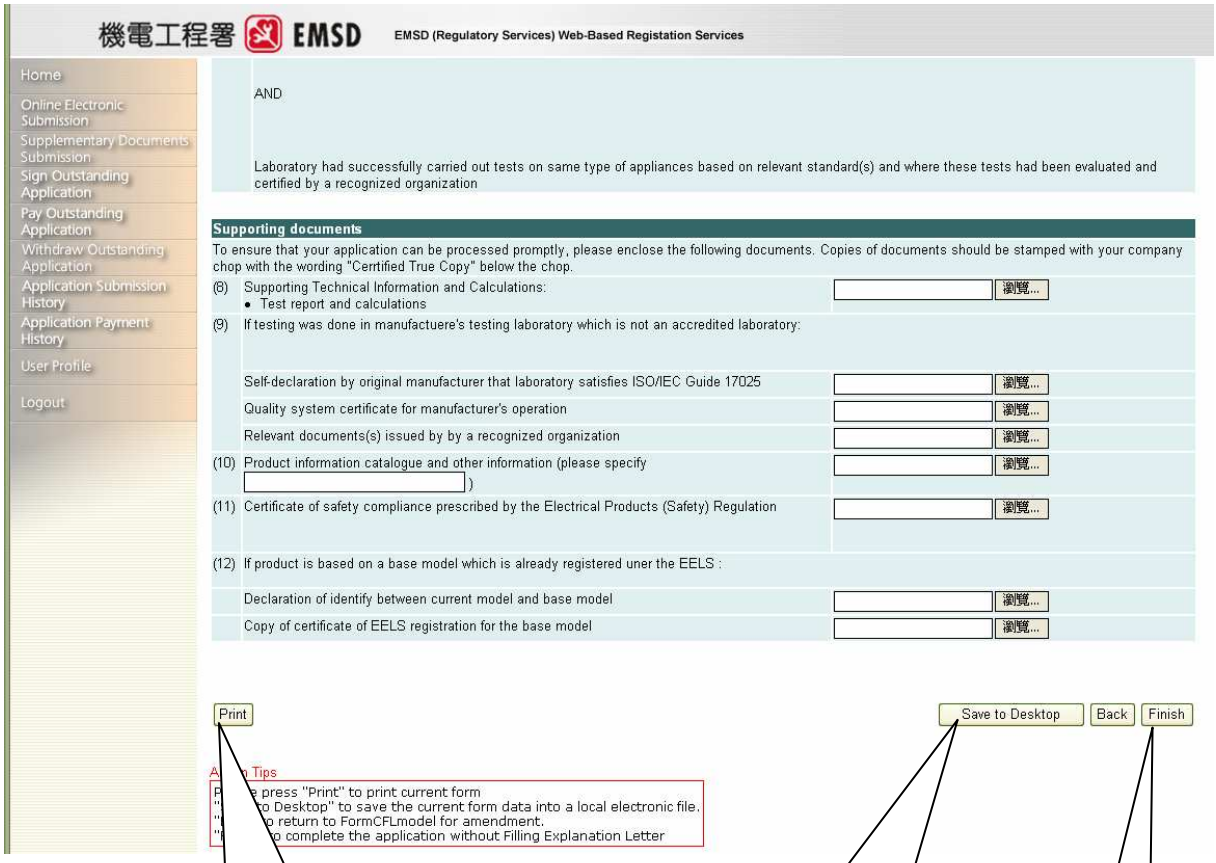

Home
Online Electronic Submission
Supplementary Documents Submission
Sign Outstanding Application
Pay Outstanding Application
Withdraw Outstanding Application
Application Submission History
Application Payment History
User Profile
Logout
Note: The application should complete all sections of this application form in block letters and sign the form.
[Enter Application Details -- Form COMPACT FLUORESCENT LAMPS]
* MANDATORY field which must be filled in
Submission Type
(Please tick in the appropriate box and only one type of application is allowed) *
This is the first submission.
This submission is a revision of previous submission.
The application number of the previous submission is
General Information
(1) Name of Company : * Lamp Company
Contact person : * Chan Tai Hong
E-mail : * th@lamp.com
Tel : * 24444222
Fax : * 24441111
(2) Product (s) Information :
Please provide the Brand in at least one language:
Brand (English) * : Pacific Brand
Brand (Chinese) * : 太平洋
Model : PP-123
Country of Origin : China
(3) Party responsible for making and fixing the Energy Label * : Energy label
(4) Commencement date to affix energy labels on appliances * : 15/02/2006 (DD/MM/YYYY)
When "Mandatory Field which must be filled in" message is found here, applicant must fill in those fields with "*" marks.
Print
Save to Desktop
Fill Form COMPACT FLUORESCENT LAMPS Model >
Tips:
You can print the application form and entered details by clicking the "Print "button at any time.
Step 6
Click "Fill Form XXX Model" button to fill the information of the model(s)
Tips:
You can save the entered details to your computer and resume the application at later time by clicking the "Save to Desktop" button at any time.

Pop-up message should be appeared to indicate to error found in the provided information.



Filling the model of the selected application type



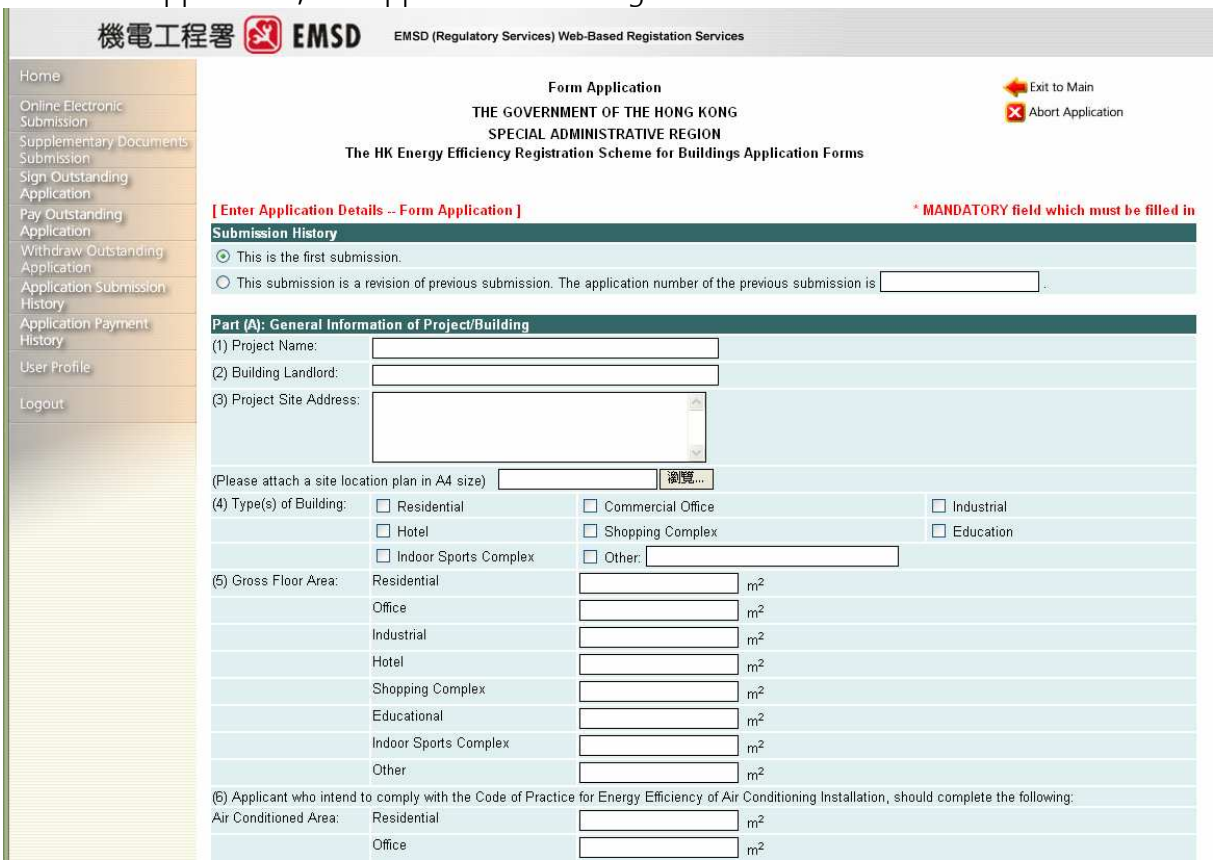


Tips:
You can print the application form and entered details by clicking the "Print "button at any time.

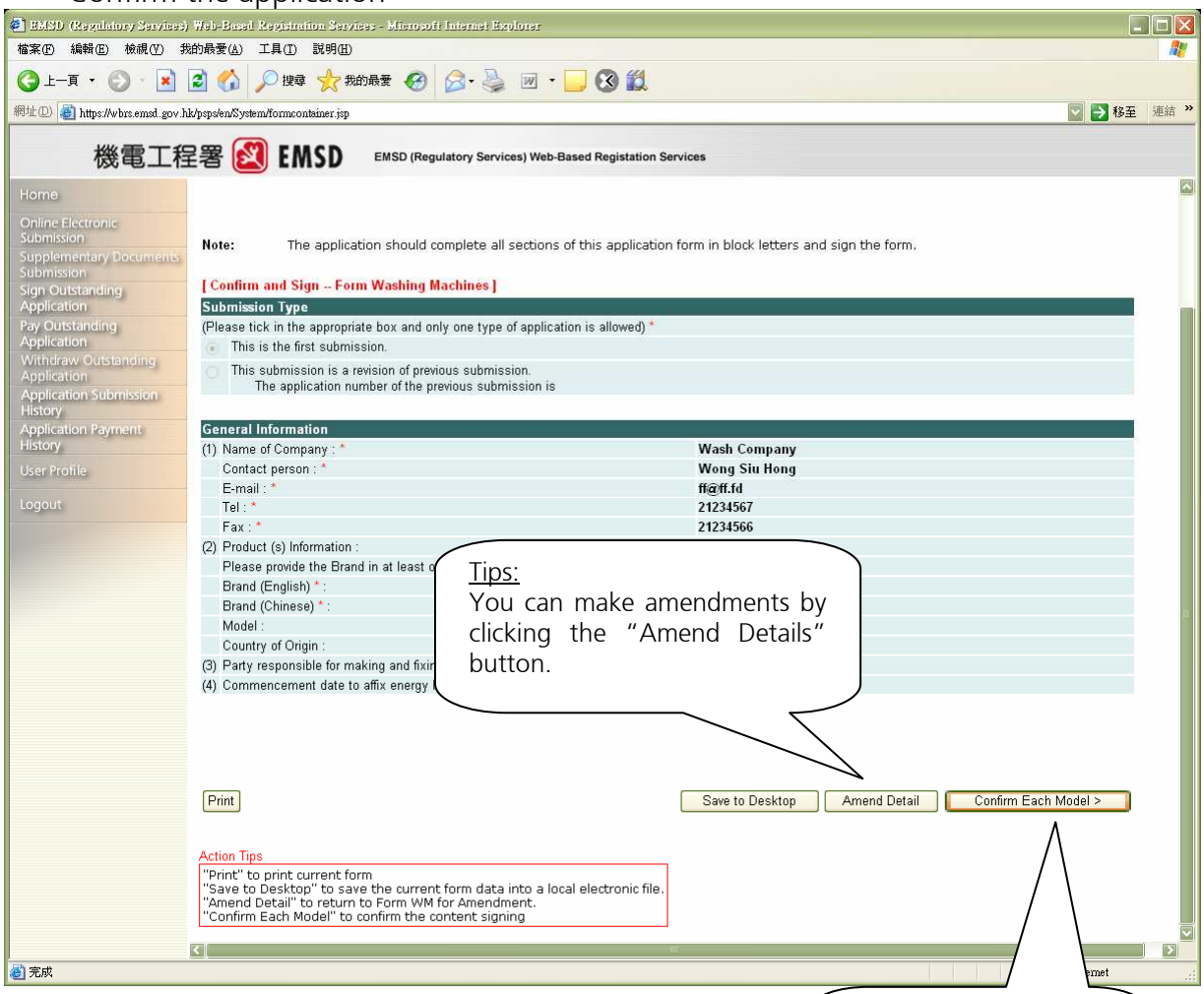
Tips:
You can save the entered details to your computer and resume the application at later time by clicking the "Save to Desktop" button at any time.

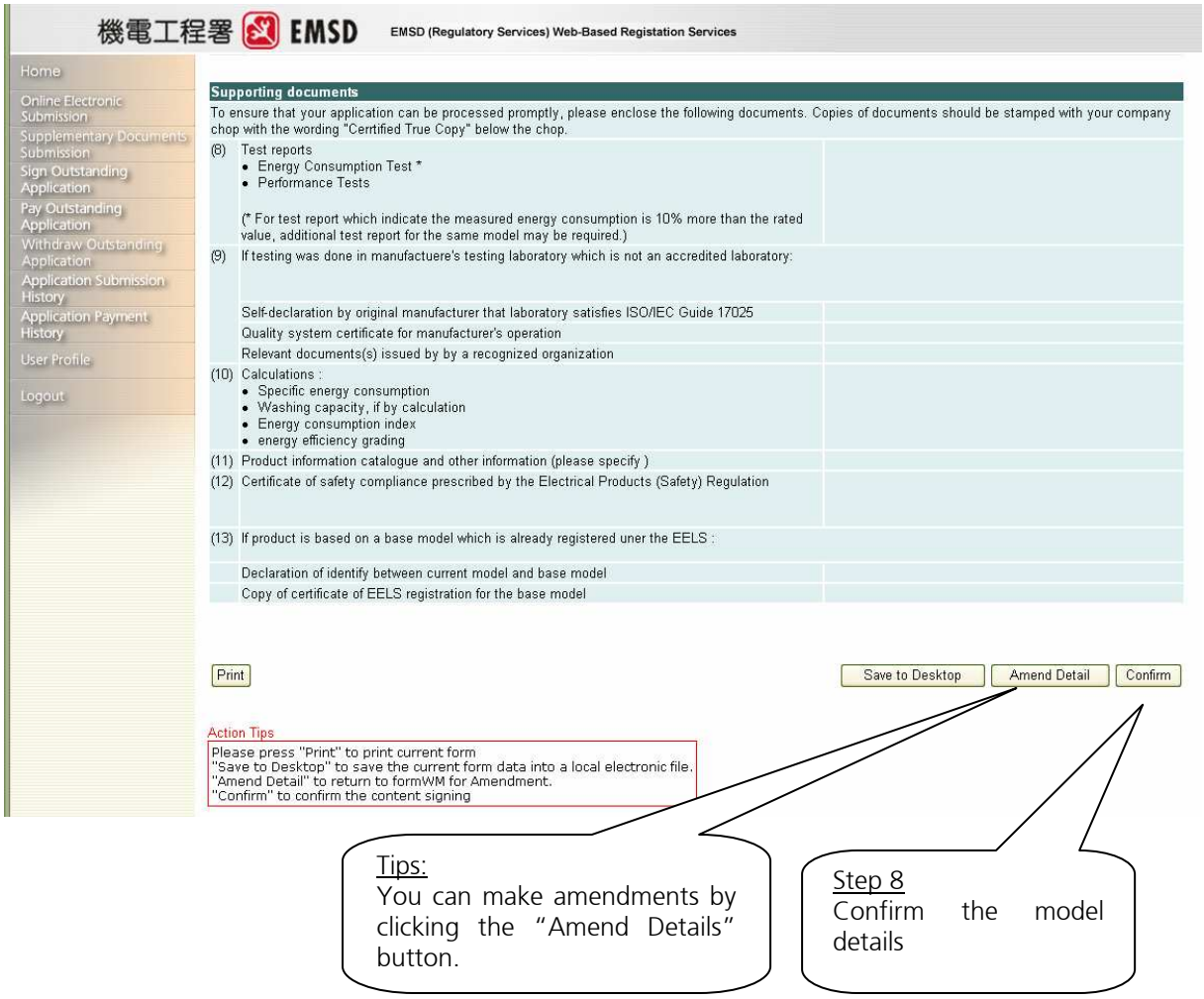
Step 7
Click "Finish" button to fill the information of the model(s)

- For EERSB application, the applicant start filling in the form



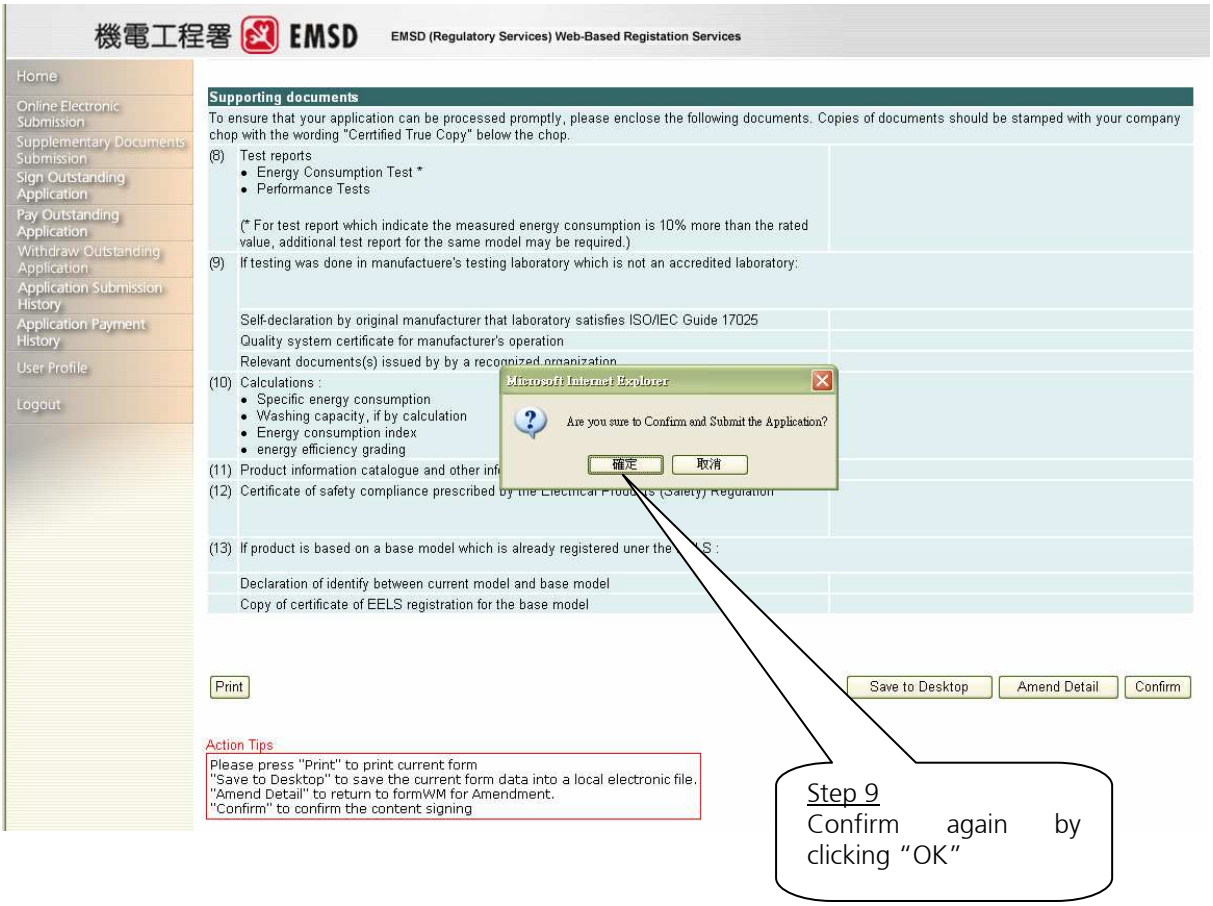
■ Confirm the application



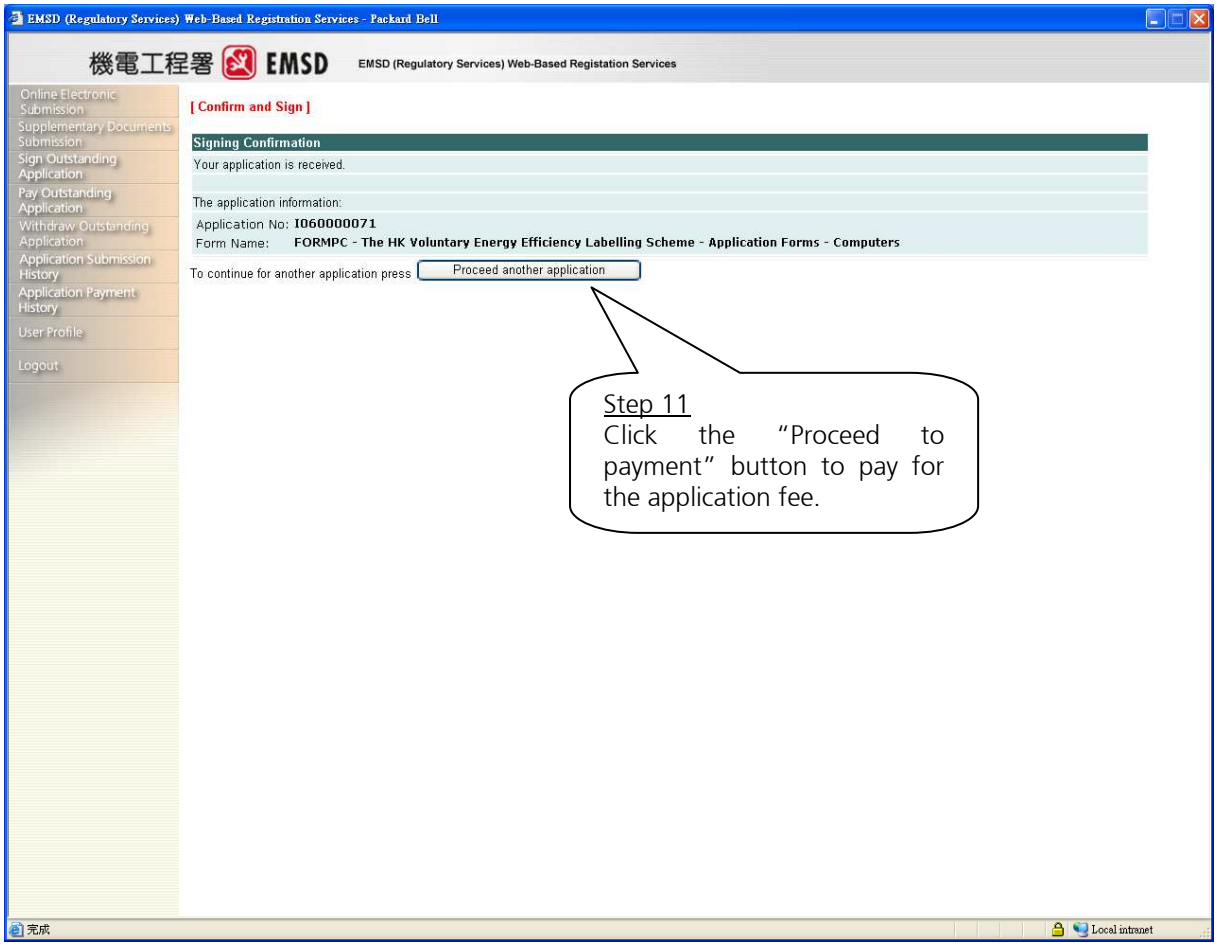


Tips:
You can make amendments by clicking the "Amend Details" button.

Step 8
Confirm the model details

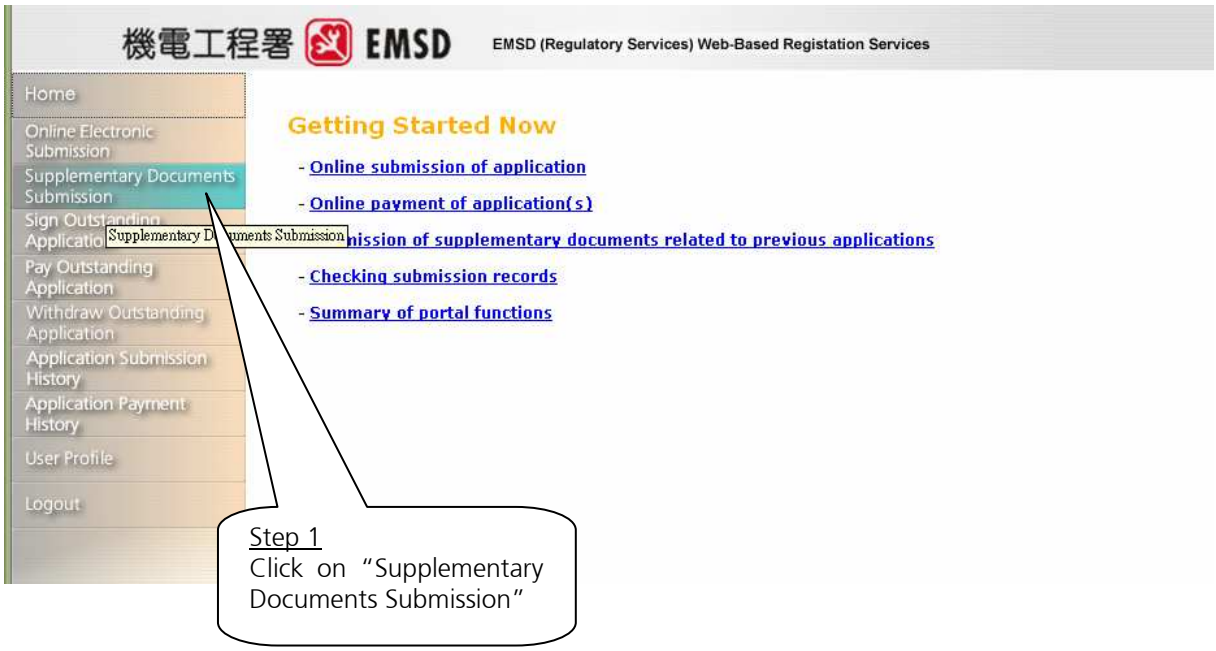


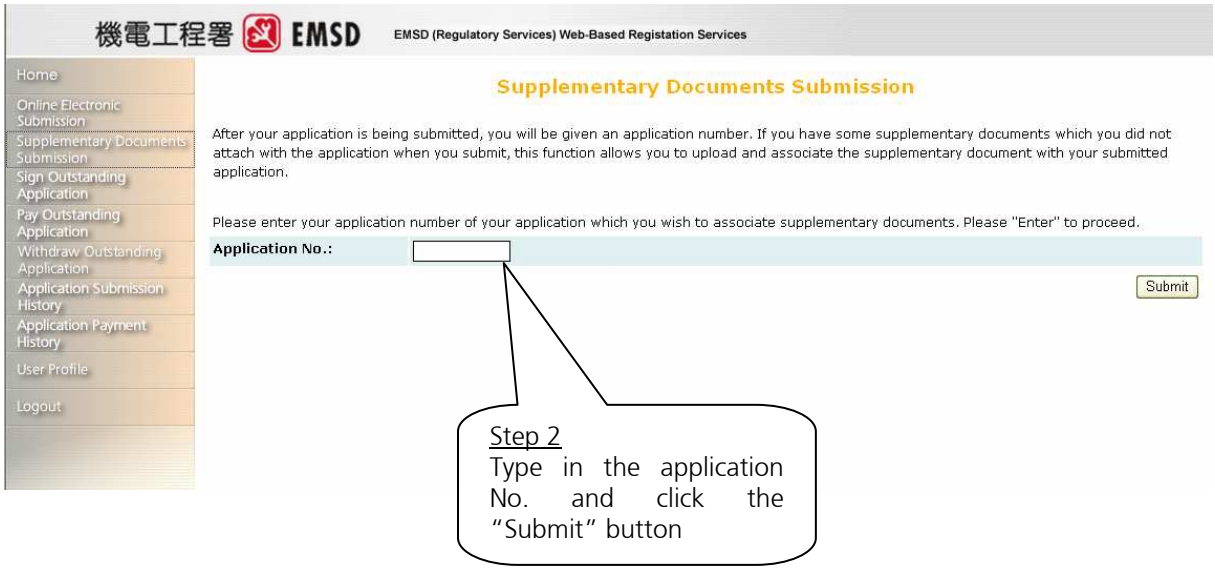
Step 9
Confirm again by clicking "OK"


EMSD (Regulatory Services) Web-Based Registration Services - Packard Bell
機電工程署 EMSD
EMSD (Regulatory Services) Web-Based Registation Services
Online Electronic Submission
Supplementary Documents Submission
Sign Outstanding Application
Pay Outstanding Application
Withdraw Outstanding Application
Application Submission History
Application Payment History
User Profile
Logout
[Confirm and Sign]
Signing Confirmation
Your application is received.
The application information:
Application No: I060000071
Form Name: FORMPC - The HK Voluntary Energy Efficiency Labelling Scheme - Application Forms - Computers
To continue for another application press
Proceed another application
Step 11
Click the "Proceed to payment" button to pay for the application fee.
完成
Local intranet

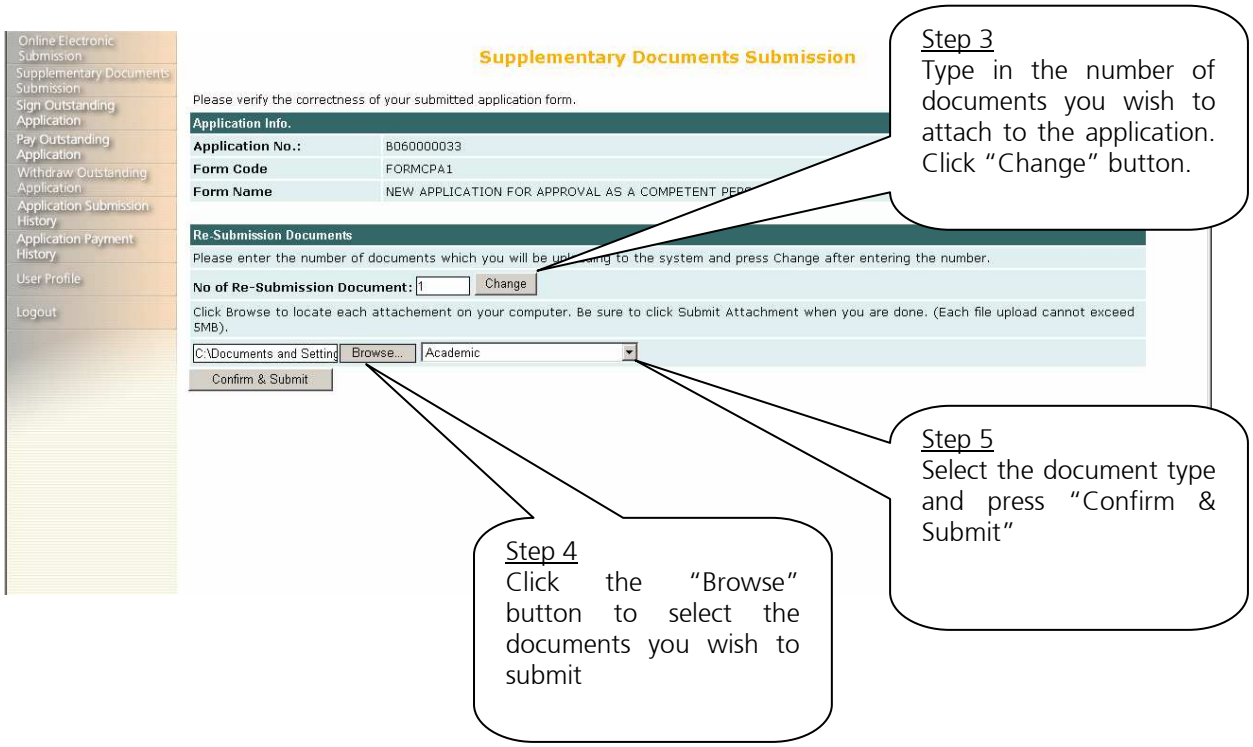
3.2.3 Supplementary Documents Submission

After you have submitted your application, you will be given an application number. You may upload additional supplementary documents regarding your application by using this function.





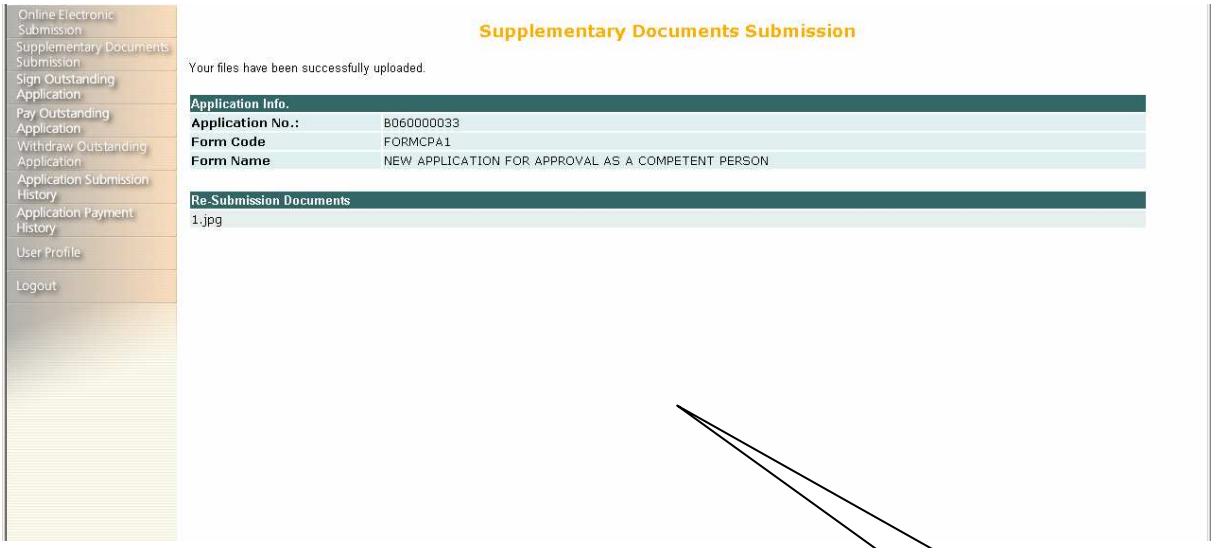
Step 2
Type in the application No. and click the "Submit" button



Step 3
Type in the number of documents you wish to attach to the application. Click "Change" button.

Step 4
Click the "Browse" button to select the documents you wish to submit

Step 5
Select the document type and press "Confirm & Submit"



Step 6
A confirmation screen will display the filename you have attached to the application

3.2.4 Sign Outstanding Applications

(Not applicable to EEO)

Some online application forms in Lifts and Escalators requires multiple parties' e-Certification signing.

3.2.5 Pay Outstanding Applications

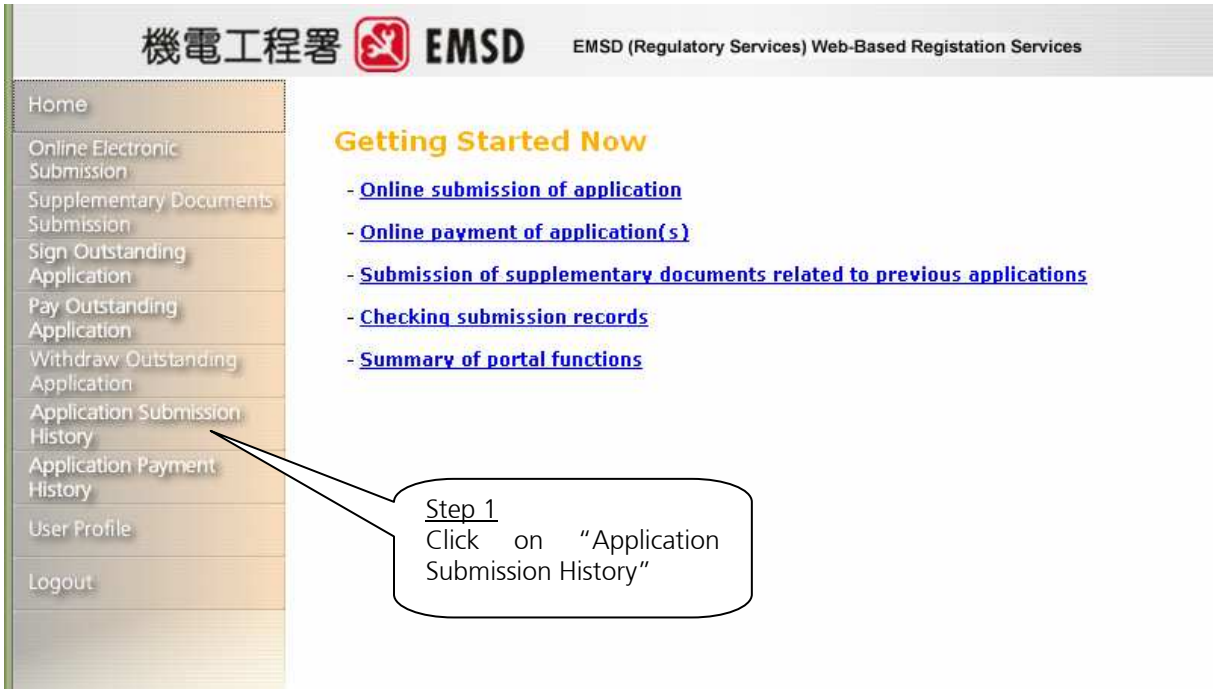
(Not applicable to EEO)

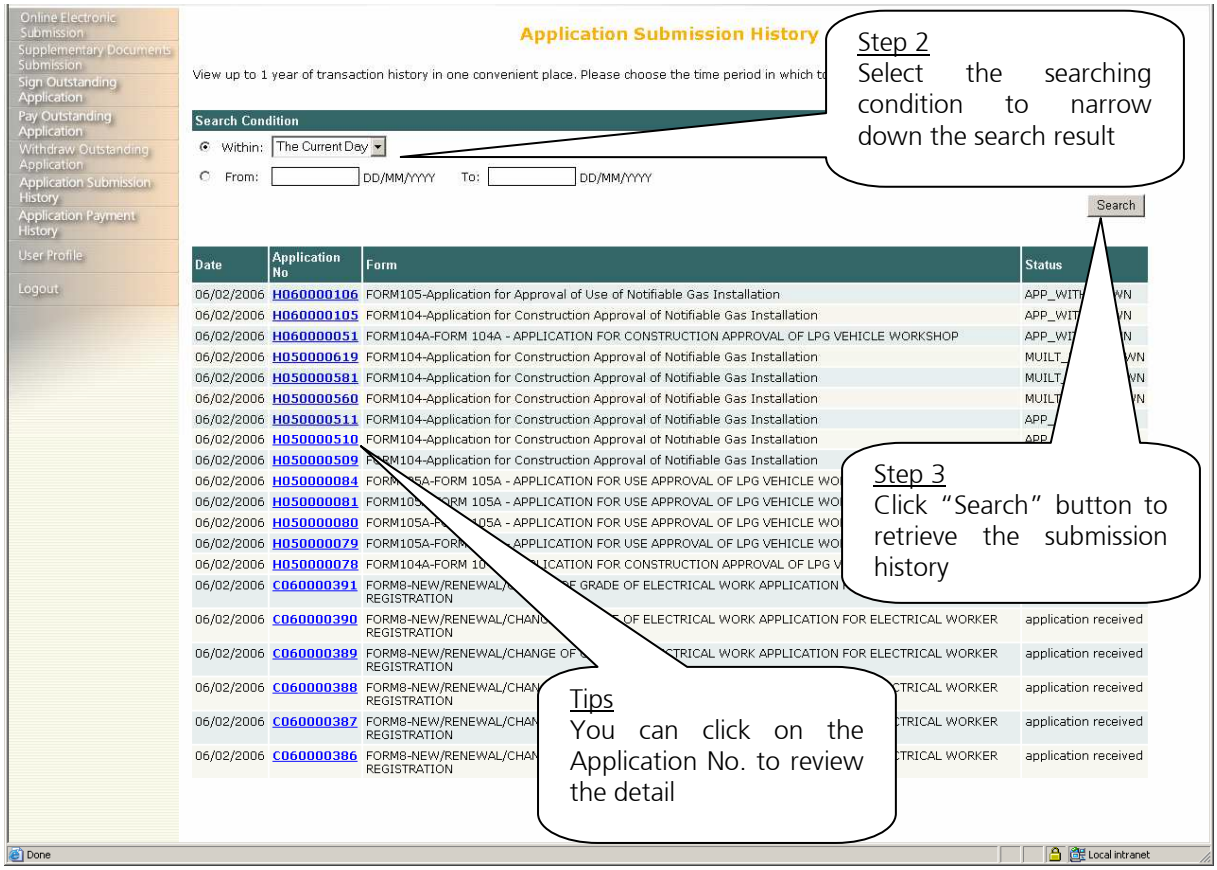
You can pay multiple applications through this function.

3.2.6 Withdraw Outstanding Application

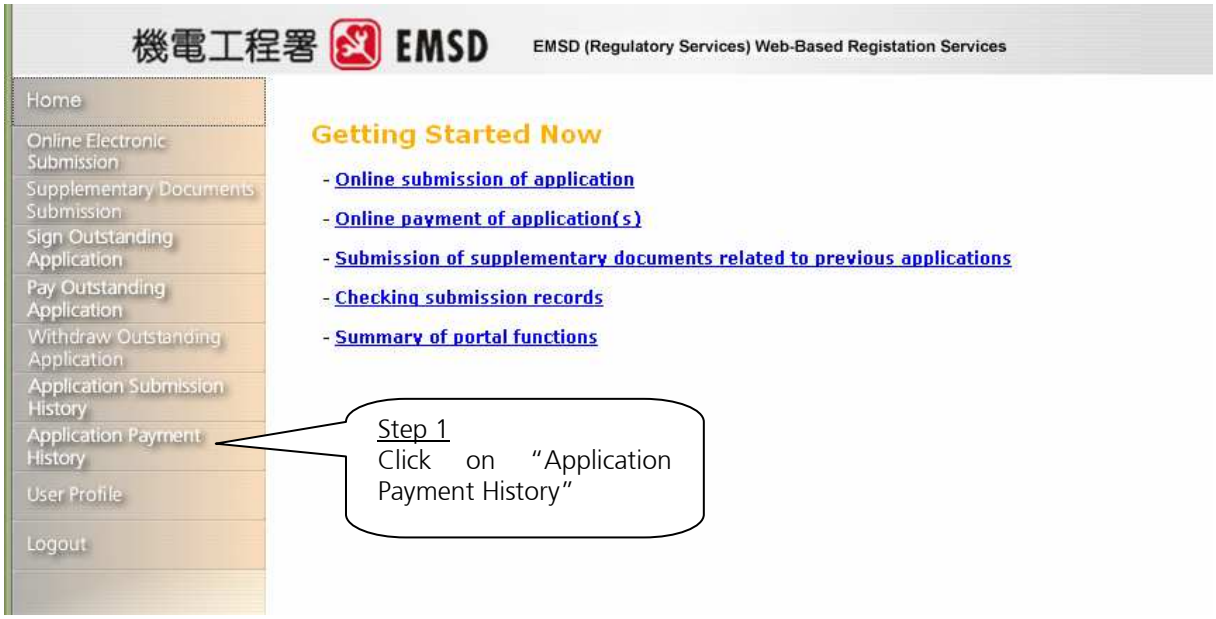
(Not applicable to EEO)

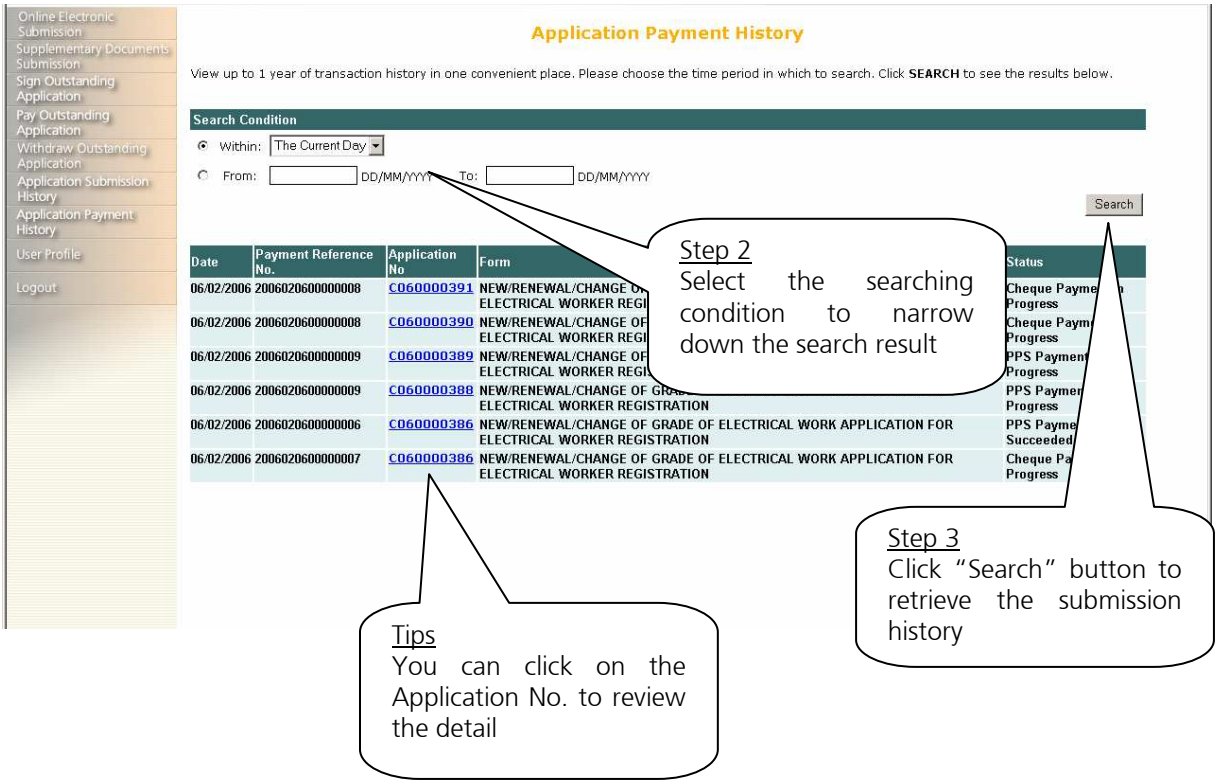
3.2.7 Application Submission History




Online Electronic Submission
Supplementary Documents Submission
Sign Outstanding Application
Pay Outstanding Application
Withdraw Outstanding Application
Application Submission History
Application Payment History
User Profile
Logout
Application Submission History
View up to 1 year of transaction history in one convenient place. Please choose the time period in which to
Search Condition
Within: The Current Day
From: DD/MM/YYYY To: DD/MM/YYYY
Search
Date
Application No
Form
Status
06/02/2006 H060000106 FORM105-Application for Approval of Use of Notifiable Gas Installation
06/02/2006 H060000105 FORM104-Application for Construction Approval of Notifiable Gas Installation
06/02/2006 H060000051 FORM104A-FORM 104A - APPLICATION FOR CONSTRUCTION APPROVAL OF LPG VEHICLE WORKSHOP
06/02/2006 H050000619 FORM104-Application for Construction Approval of Notifiable Gas Installation
06/02/2006 H050000581 FORM104-Application for Construction Approval of Notifiable Gas Installation
06/02/2006 H050000560 FORM104-Application for Construction Approval of Notifiable Gas Installation
06/02/2006 H050000511 FORM104-Application for Construction Approval of Notifiable Gas Installation
06/02/2006 H050000510 FORM104-Application for Construction Approval of Notifiable Gas Installation
06/02/2006 H050000509 FORM104-Application for Construction Approval of Notifiable Gas Installation
06/02/2006 C060000391
06/02/2006 C060000390 application received
06/02/2006 C060000389 application received
06/02/2006 C060000388 application received
06/02/2006 C060000387 application received
06/02/2006 C060000386 application received
Step 2
Select the searching condition to narrow down the search result
Step 3
Click "Search" button to retrieve the submission history
Tips
You can click on the Application No. to review the detail
Done
Local intranet

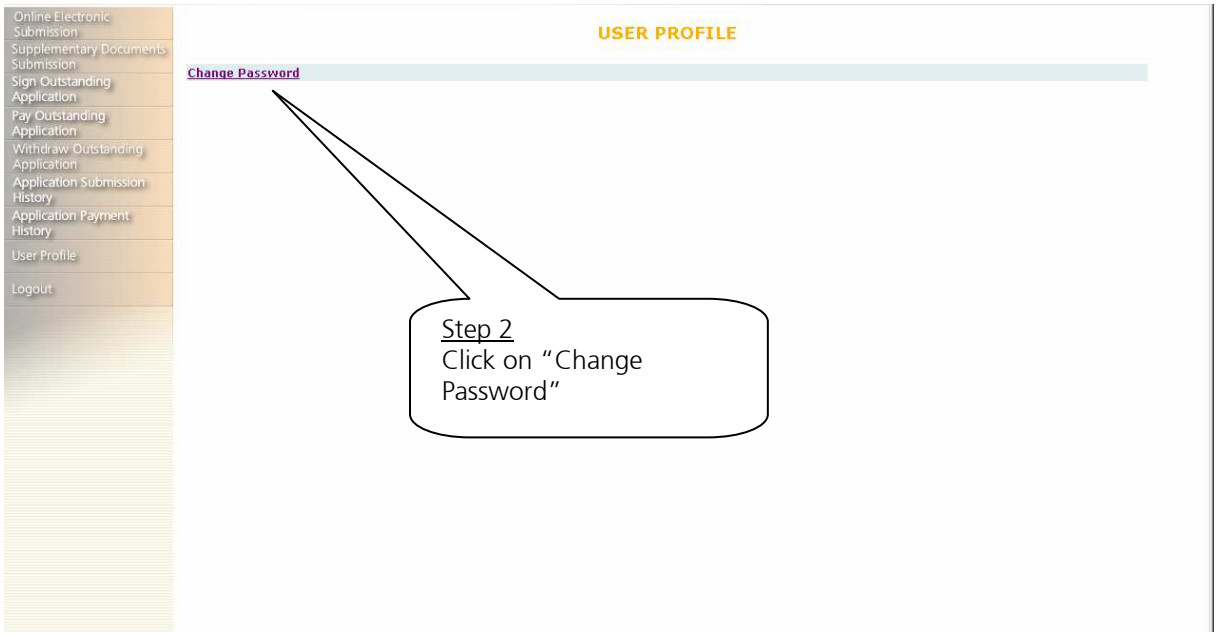
3.2.8 Application Payment History

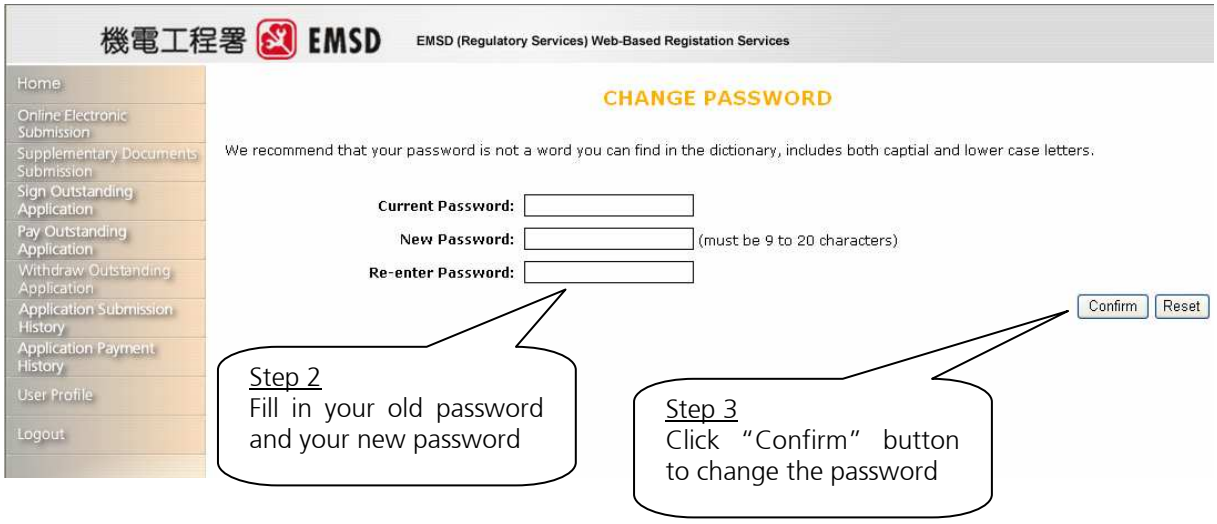



Online Electronic Submission
Supplementary Documents Submission
Sign Outstanding Application
Pay Outstanding Application
Withdraw Outstanding Application
Application Submission History
Application Payment History
User Profile
Logout
Application Payment History
View up to 1 year of transaction history in one convenient place. Please choose the time period in which to search. Click SEARCH to see the results below.
Search Condition
Within: The Current Day
From: DD/MM/YYYY To: DD/MM/YYYY
Search
Date
Payment Reference No.
Application No
Form
Status
06/02/2006 2006020600000008 C060000391 NEW/RENEWAL/CHANGE O ELECTRICAL WORKER REGI Cheque Payme Progress
06/02/2006 2006020600000008 C060000390 NEW/RENEWAL/CHANGE OF ELECTRICAL WORKER REGI Cheque Paym Progress
06/02/2006 2006020600000009 C060000389 NEW/RENEWAL/CHANGE OF ELECTRICAL WORKER REGI PPS Payment Progress
06/02/2006 2006020600000009 C060000388 NEW/RENEWAL/CHANGE OF GRA ELECTRICAL WORKER REGISTRATION PPS Paymen Progress
06/02/2006 2006020600000006 C060000386 NEW/RENEWAL/CHANGE OF GRADE OF ELECTRICAL WORK APPLICATION FOR ELECTRICAL WORKER REGISTRATION PPS Payme Succeeded
06/02/2006 2006020600000007 C060000386 NEW/RENEWAL/CHANGE OF GRADE OF ELECTRICAL WORK APPLICATION FOR ELECTRICAL WORKER REGISTRATION Cheque Pa Progress
Step 2
Select the searching condition to narrow down the search result
Step 3
Click "Search" button to retrieve the submission history
Tips
You can click on the Application No. to review the detail

3.2.9 User Profile

You may change your password through this function


Online Electronic Submission
Supplementary Documents Submission
Sign Outstanding Application
Pay Outstanding Application
Withdraw Outstanding Application
Application Submission History
Application Payment History
User Profile
Logout
USER PROFILE
Change Password
Step 2
Click on "Change Password"


機電工程署 EMSD
EMSD (Regulatory Services) Web-Based Registation Services
Home
Online Electronic Submission
Supplementary Documents Submission
Sign Outstanding Application
Pay Outstanding Application
Withdraw Outstanding Application
Application Submission History
Application Payment History
User Profile
Logout
CHANGE PASSWORD
We recommend that your password is not a word you can find in the dictionary, includes both captial and lower case letters.
Current Password:
New Password: (must be 9 to 20 characters)
Re-enter Password:
Confirm
Reset
Step 2
Fill in your old password and your new password
Step 3
Click "Confirm" button to change the password