



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-Certificate4
 - 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 Submission23
 - 3.2.4 Sign Outstanding Applications.....27
 - 3.2.5 Pay Outstanding Applications27
 - 3.2.6 Withdraw Outstanding Application.....27
 - 3.2.7 Application Submission History28
 - 3.2.8 Application Payment History30
 - 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

The screenshot shows the EMSD (Regulatory Services) Web-Based Registration Services portal. The header includes the EMSD logo and the text "EMSD (Regulatory Services) Web-Based Registration Services". The main content area contains the following text:

To submit applications through this portal, applicants are required to register for an account.

Simply complete the [Online Registration Form](#), sign with your Hongkong Post e-Cert and send to us. Alternatively, you can [download](#) and complete the registration form, then send back to the Customer Services Office of EMSD at 3 Kai Shing Street, Kowloon.



If you have already got your account information, please enter your User ID and password, then click the Login button to proceed.


The form includes input fields for "User ID:" and "Password:", and buttons for "Login" and "Reset".

Callouts provide the following instructions:


- For applying account thru Online Registration, click "Online Registration Form"
- For applying account by post or in person, click "download"
- Enter the User ID and Password, click "Login" to enter the system

Footer information includes "Copyright©2005 [Important Notice](#)" and "Version 4.11 Last revision date: 21 Feb 2006".

機電工程署  EMSD EMSD (Regulatory Services) Web-Based Registration 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	



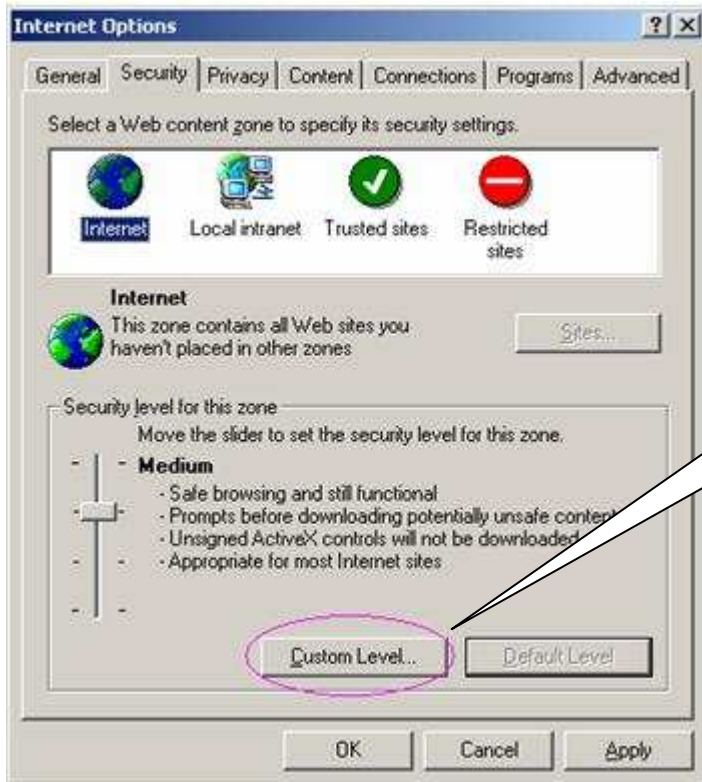
Please [download](#) if required, Adobe Acrobat Reader 6.0 or above to view the information.

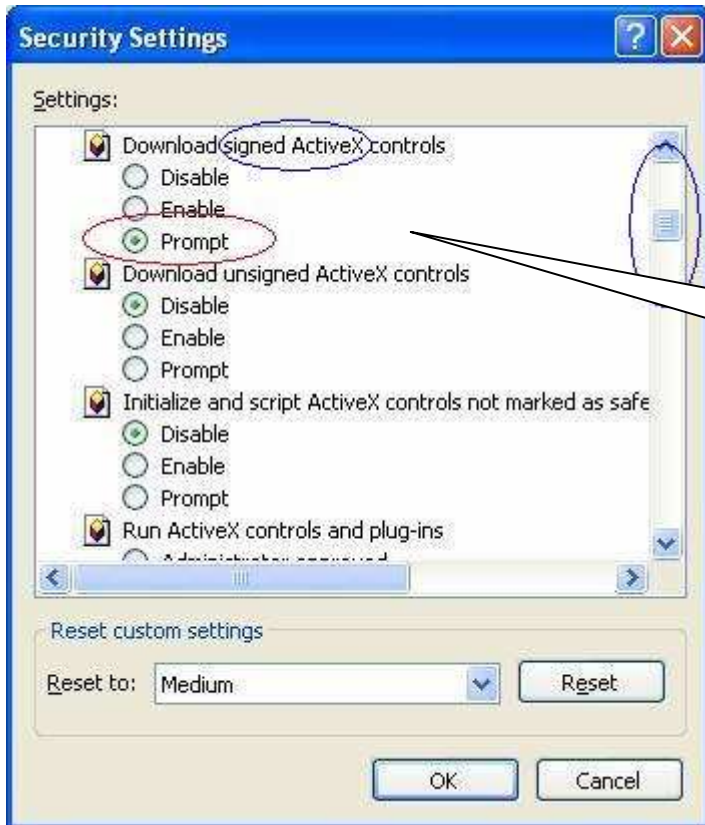
Copyright©2005 [Important Notice](#)

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





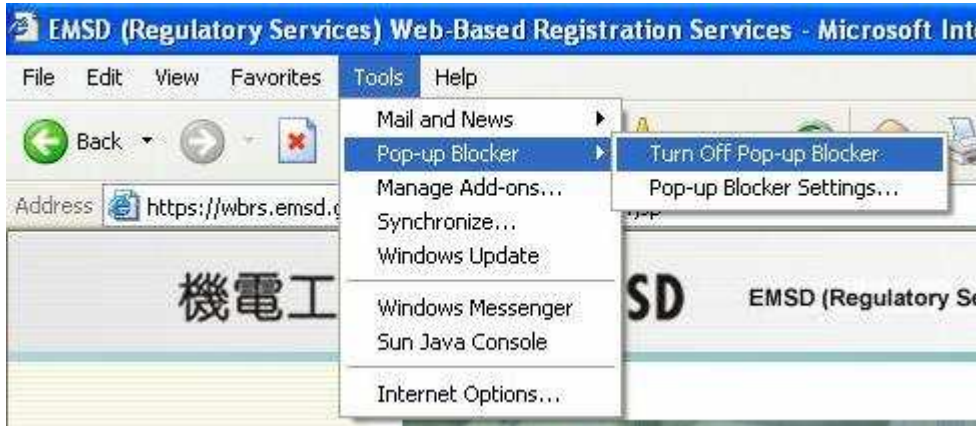
Check "Prompt" radio button of the "Download signed ActiveX control" option



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

A screenshot of the EMSD (Regulatory Services) Web-Based Registration Services website. The header includes the EMSD logo and the text "EMSD (Regulatory Services) Web-Based Registration Services" and "繁體版". The main content area features a banner for "FORM 1" and a registration process. The text reads: "Please follow the steps in below to open an account electronically with an e-Certificate". Below this, a navigation path is shown: "Step 1 -> Step 2 -> Step 3 -> Step 4 -> Step 5 -> Step 6". The "Step 1" section is highlighted and contains the instruction: "Check if your system configuration meets the [System Requirements](#)." The "Step 2" section contains the instruction: "Import your Hongkong Post eCertificate into Internet Explorer(IE). For Windows XP and SP2 users, please view the following notes from Hongkong Post ([Note for Windows XP SP2 users](#))". Below this, there are two links: "[Import e-Cert into IE, or](#)" and "[Import e-Cert\(SmartID\) into IE](#)". At the bottom of the form, it asks "Have the above steps been completed?" with "Yes" and "No" buttons. A speech bubble points to the "Yes" button with the text: "Step 1 Click the 'Yes' button to proceed the online account registration".

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Account Registration in person

機電工程署  **EMSD**EMSD (Regulatory Services) Web-Based Registration Services 繁體版



Please follow the steps in below to open an account electronically with an e-Certificate








Step 1 -> Step 2 -> Step 3 -> Step 4 -> Step 5 -> Step 6


Step 3 Select your related registration form by clicking at the appropriate  button below.


Step 4 Complete the online registration form.

Step 5 Once your application has been successfully accepted, your User ID and password will be displayed on screen. Write down or print the given ID and password. The user ID and password will be used to login the portal, and should be kept confidential.

Step 6 You will be prompted to change your password during the first time login.

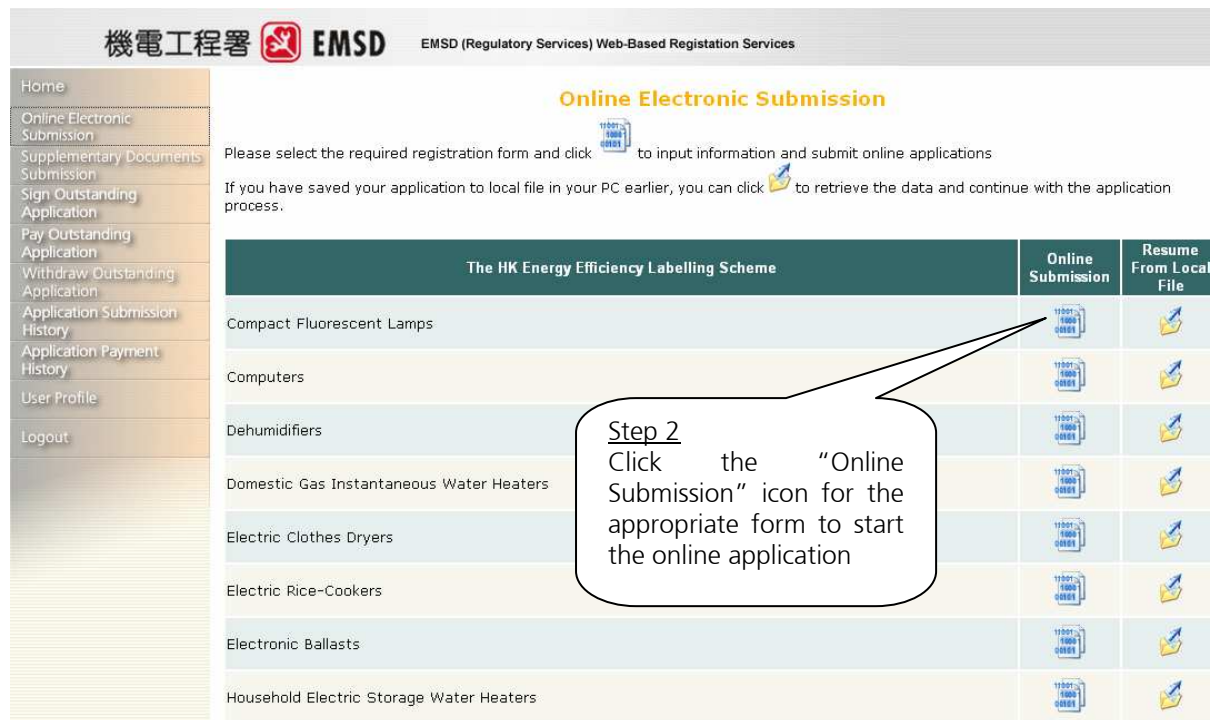
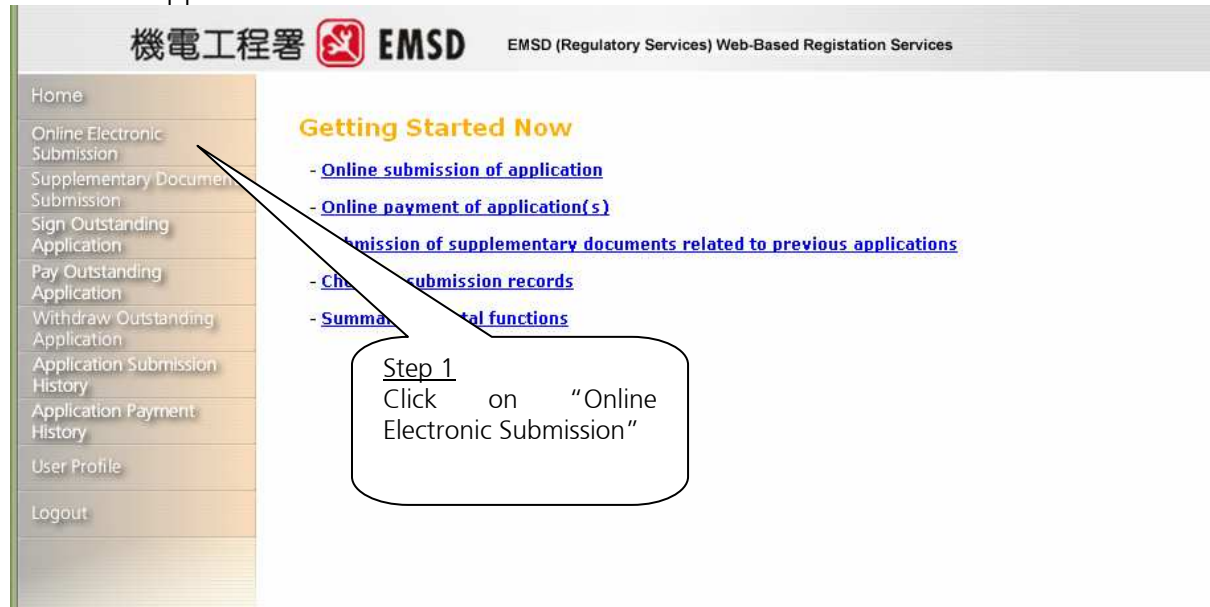
Registration Form	Online Submit
Electricity	
Gas Standards Office	
Lifts and Escalators	
Builder's Lifts and Tower Working Platforms	
Amusement Rides	
Hong Kong Voluntary Energy Efficiency Labelling Scheme	
Hong Kong Energy Efficiency Registration Scheme for Buildings	



Click the  icon for the appropriate field to open the online application form

3.2.2 Online Application Submission

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



機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration 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

Application Requirements

The HK Voluntary Energy Efficiency Labelling Scheme - Application Forms - Compact Fluorescent Lamps

This application requires the following item(s):

- P** **Printer** for printing application, invoices and receipt if necessary.
- S** **Customised Browser Configuration** for running WBRs application. [System Requirements](#)
- A** **Adobe Acrobat Reader** 6.0 or above for viewing invoices and receipt in PDF files format. [Get Adobe Reader](#)

Have the application requirement been matched?

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.

機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration 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

FORM COMPACT FLUORESCENT LAMPS
THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION

The HK Energy Efficiency Labelling Scheme - Application Forms

[Enter Application Details]
Note: The application should complete all sections of this application form in block letters and sign the form.

Type of Appliance: COMPACT FLUORESCENT LAMPS
Total number of model:

Submit

Step 4
Specify the total number of model

Step 5
Click "Submit" to proceed

Home	Note: The application should complete all sections of this application form in block letters and sign the form.
Online Electronic Submission	[Enter Application Details -- Form COMPACT FLUORESCENT LAMPS] * MANDATORY field which must be filled in
Supplementary Documents Submission	Submission Type
Sign Outstanding Application	(Please tick in the appropriate box and only one type of application is allowed) *
Pay Outstanding Application	<input type="radio"/> This is the first submission.
Withdraw Outstanding Application	<input type="radio"/> This submission is a revision of previous submission. The application number of the previous submission is <input type="text"/>
Application Submission History	General Information
Application Payment History	(1) Name of Company : * <input type="text" value="Lamp Company"/>
User Profile	Contact person : * <input type="text" value="Chan Tai Hong"/>
Logout	E-mail : * <input type="text" value="th@lamp.com"/>
	Tel : * <input type="text" value="24444222"/>
	Fax : * <input type="text" value="24441111"/>
	(2) Product (s) Information :
	Please provide the Brand in at least one language:
	Brand (English) * : <input type="text" value="Pacific Brand"/>
	Brand (Chinese) * : <input type="text" value="太平洋"/>
	Model : <input type="text" value="PP-123"/>
	Country of Origin : <input type="text" value="China"/>
	(3) Party responsible for making and fixing the Energy Label * : <input type="text" value="Energy label"/>
	(4) Commencement date to affix energy labels on appliances * : <input type="text" value="15/02/2006"/> (DD/MM/YYYY)
	<input type="button" value="Print"/> <input type="button" value="Save to Desktop"/>
	<input type="button" value="Fill Form COMPACT FLUORESCENT LAMPS Model >"/>

When "Mandatory Field which must be filled in" message is found here, applicant must fill in those fields with "*" marks.

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

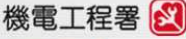
Step 6
Click "Fill Form XXX Model" button to fill the information of the model(s)

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.

The screenshot displays the EMSD (Regulatory Services) Web-Based Registration Services interface. The page title is "機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration Services". A navigation menu on the left includes options like Home, Online Electronic Submission, and Application Submission History. The main content area is titled "[Enter Application Details -- Form COMPACT FLUORESCENT LAMPS]" and includes a "Submission Type" section with radio buttons for "This is the first submission" and "This submission is a revision of previous submission". Below this is a "General Information" section with fields for company name, contact person, email, tel, fax, and product information. A "Microsoft Internet Explorer" error dialog box is overlaid on the form, displaying a warning icon and the message: "Please select a Submission type. Please input either an English or Chinese brand name. Party for making Energy Label is a mandatory field. Commencement date to affix label is a mandatory field." A callout box points to the error dialog with the text: "Read the details of the error and correct the information before submit the application". At the bottom of the page, there are buttons for "Print", "Save to Desktop", and a breadcrumb trail "Fill Form COMPACT FLUORESCENT LAMPS Model >".

Filling the model of the selected application type

**EMS**
EMS (Regulatory Services) Web-Based Registration Services

[Exit to Main](#)
[Abort Application](#)

FORM COMPACT FLUORESCENT LAMPS
THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION
THE HONGKONG ENERGY EFFICIENCY LABELLING SCHEME - APPLICATION FORMS

[Enter Application Details -- Form COMPACT FLUORESCENT LAMPS Model] * MANDATORY field which must be filled in

Technical Information for Each Model

(5) Model * :	<input type="text" value="PC-12345"/>
Country of Origin * :	<input type="text" value="China"/>
Product Category * :	<input checked="" type="radio"/> Integrated type <input type="radio"/> Non-integrated type
Rated Watt * :	<input type="text" value="150"/> W
Rated Lumen * :	<input type="text" value="200"/>

(6) Technical standard for recognition label(where applicable):-

a.	<input type="checkbox"/> Lump Input Power & Lumen Output Measurement
b.	<input type="checkbox"/> Lump Efficacy
c.	<input type="checkbox"/> Not less than 90% Lumen Maintenance at 100 hrs
d.	<input type="checkbox"/> Not less than 78% Lumen Maintenance at 2,000 hrs
e.	<input type="checkbox"/> Minimum 6,000,000 hrs Average Lamp Life

Information About Testing Laboratory

(7)	Name of Testing Laboratory * :	<input type="text" value="Test Laboratory"/>
The laboratory issuing the test report should fulfill one of the following criteria * :		
<input checked="" type="checkbox"/>	Laboratory accredited by HK Accreditation Service (HKAS) or under a scheme for which HKAS has signed a mutual recognition agreement	
	Registration No. :	<input type="text" value="12345678"/>
OR		
<input type="checkbox"/>	Laboratory self-declared by original manufacturer to be satisfying ISO/IEC Guide 17025	

機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration 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

AND

Laboratory had successfully carried out tests on same type of appliances based on relevant standard(s) and where these tests had been evaluated and certified by a recognized organization

Supporting documents

To ensure that your application can be processed promptly, please enclose the following documents. Copies of documents should be stamped with your company chop with the wording "Certified True Copy" below the chop.

(8) Supporting Technical Information and Calculations: 瀏覽...

- Test report and calculations

(9) If testing was done in manufacturer's testing laboratory which is not an accredited laboratory:

Self-declaration by original manufacturer that laboratory satisfies ISO/IEC Guide 17025 瀏覽...

Quality system certificate for manufacturer's operation 瀏覽...

Relevant documents(s) issued by by a recognized organization 瀏覽...

(10) Product information catalogue and other information (please specify) 瀏覽...

(11) Certificate of safety compliance prescribed by the Electrical Products (Safety) Regulation 瀏覽...

(12) If product is based on a base model which is already registered under the EELS :

Declaration of identify between current model and base model 瀏覽...

Copy of certificate of EELS registration for the base model 瀏覽...

Print

Save to Desktop Back Finish


Tips
Press "Print" to print current form
Press "Save to Desktop" to save the current form data into a local electronic file.
Press "Back" to return to FormCFLmodel for amendment.
Press "Finish" to complete the application without Filling Explanation Letter

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


EMS D (Regulatory Services) Web-Based Registration Services

[Exit to Main](#)
[Abort Application](#)

Form Application

THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION

The HK Energy Efficiency Registration Scheme for Buildings Application Forms

- 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

[Enter Application Details -- Form Application] * MANDATORY field which must be filled in

Submission History

This is the first submission.

This submission is a revision of previous submission. The application number of the previous submission is .

Part (A): General Information of Project/Building

(1) Project Name:

(2) Building Landlord:

(3) Project Site Address:

(Please attach a site location plan in A4 size)

(4) Type(s) of Building:

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial Office	<input type="checkbox"/> Industrial
<input type="checkbox"/> Hotel	<input type="checkbox"/> Shopping Complex	<input type="checkbox"/> Education
<input type="checkbox"/> Indoor Sports Complex	<input type="checkbox"/> Other: <input type="text"/>	

(5) Gross Floor Area:

Residential	<input type="text"/>	m ²
Office	<input type="text"/>	m ²
Industrial	<input type="text"/>	m ²
Hotel	<input type="text"/>	m ²
Shopping Complex	<input type="text"/>	m ²
Educational	<input type="text"/>	m ²
Indoor Sports Complex	<input type="text"/>	m ²
Other	<input type="text"/>	m ²

(6) Applicant who intend to comply with the Code of Practice for Energy Efficiency of Air Conditioning Installation, should complete the following:

Air Conditioned Area:

Residential	<input type="text"/>	m ²
Office	<input type="text"/>	m ²

■ Confirm the application

Note: The application should complete all sections of this application form in block letters and sign the form.

[Confirm and Sign -- Form Washing Machines]

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 : *	Wash Company
Contact person : *	Wong Siu Hong
E-mail : *	ff@ff.fk
Tel : *	21234567
Fax : *	21234566

(2) Product (s) Information :
Please provide the Brand in at least 0
Brand (English) * :
Brand (Chinese) * :
Model :
Country of Origin :
(3) Party responsible for making and fixing :
(4) Commencement date to affix energy

Action Tips

"Print" to print current form
"Save to Desktop" to save the current form data into a local electronic file.
"Amend Detail" to return to Form WM for Amendment.
"Confirm Each Model" to confirm the content signing

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

Step 7
Confirm the main application details

機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration 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

Supporting documents

To ensure that your application can be processed promptly, please enclose the following documents. Copies of documents should be stamped with your company chop with the wording "Certified True Copy" below the chop.

(8) Test reports

- Energy Consumption Test *
- Performance Tests

(* For test report which indicate the measured energy consumption is 10% more than the rated value, additional test report for the same model may be required.)

(9) If testing was done in manufacturer's testing laboratory which is not an accredited laboratory:

Self-declaration by original manufacturer that laboratory satisfies ISO/IEC Guide 17025

Quality system certificate for manufacturer's operation

Relevant documents(s) issued by a recognized organization

(10) Calculations :

- Specific energy consumption
- Washing capacity, if by calculation
- Energy consumption index
- energy efficiency grading

(11) Product information catalogue and other information (please specify)

(12) Certificate of safety compliance prescribed by the Electrical Products (Safety) Regulation

(13) If product is based on a base model which is already registered under the EELS :

Declaration of identify between current model and base model

Copy of certificate of EELS registration for the base model

Print Save to Desktop Amend Detail Confirm

Action Tips

Please press "Print" to print current form
 "Save to Desktop" to save the current form data into a local electronic file.
 "Amend Detail" to return to form/WM for Amendment.
 "Confirm" to confirm the content signing

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

Step 8
 Confirm the model details

機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration 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

Supporting documents
To ensure that your application can be processed promptly, please enclose the following documents. Copies of documents should be stamped with your company chop with the wording "Certified True Copy" below the chop.

(8) Test reports
 • Energy Consumption Test *
 • Performance Tests
 (* For test report which indicate the measured energy consumption is 10% more than the rated value, additional test report for the same model may be required.)

(9) If testing was done in manufacturer's testing laboratory which is not an accredited laboratory:
 Self-declaration by original manufacturer that laboratory satisfies ISO/IEC Guide 17025
 Quality system certificate for manufacturer's operation
 Relevant documents(s) issued by by a recognized organization

(10) Calculations :
 • Specific energy consumption
 • Washing capacity, if by calculation
 • Energy consumption index
 • energy efficiency grading

(11) Product information catalogue and other information

(12) Certificate of safety compliance prescribed by the Electrical Products (Safety) Regulation

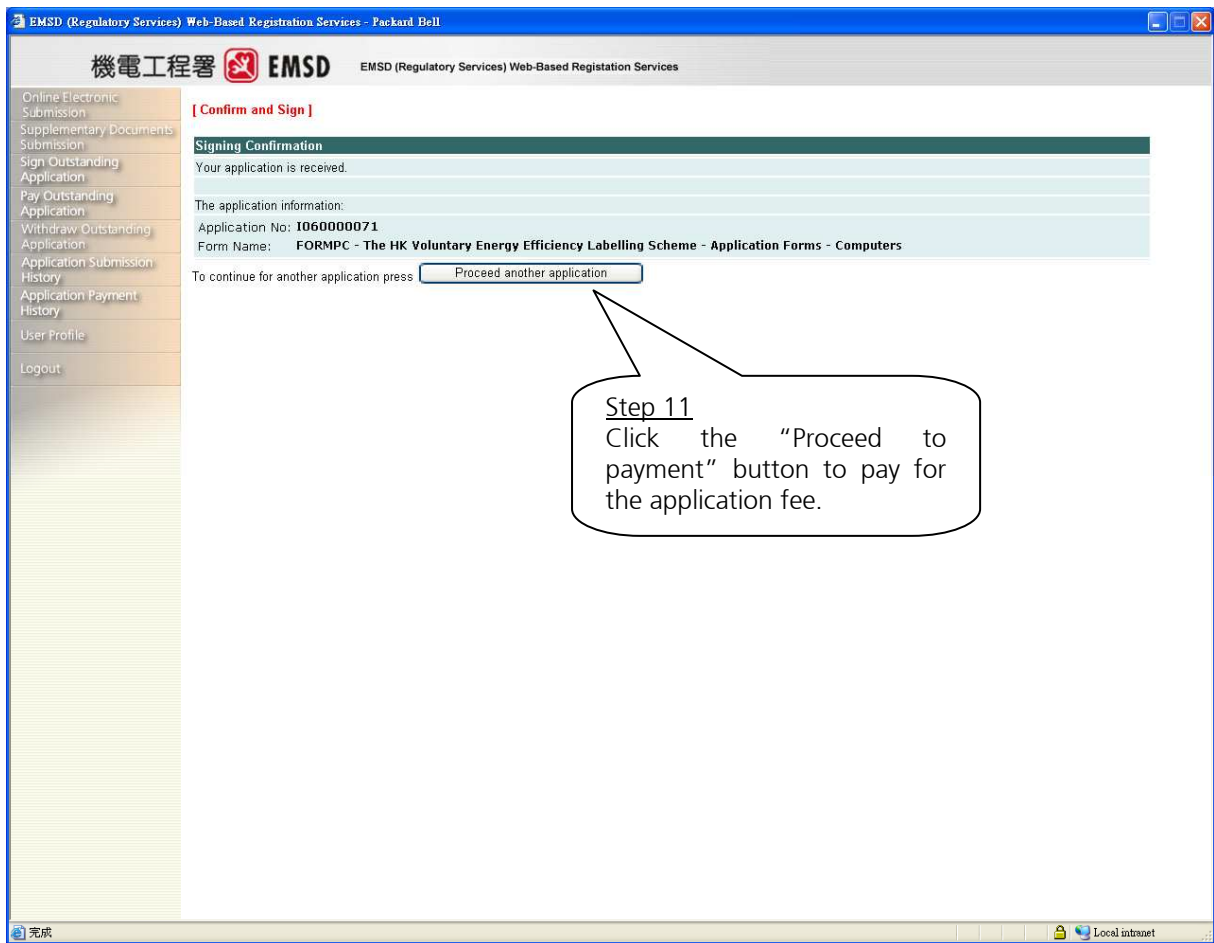
(13) If product is based on a base model which is already registered under the EELS :
 Declaration of identity between current model and base model
 Copy of certificate of EELS registration for the base model

Print Save to Desktop Amend Detail Confirm

Action Tips
 Please press "Print" to print current form
 "Save to Desktop" to save the current form data into a local electronic file.
 "Amend Detail" to return to formWM for Amendment.
 "Confirm" to confirm the content signing

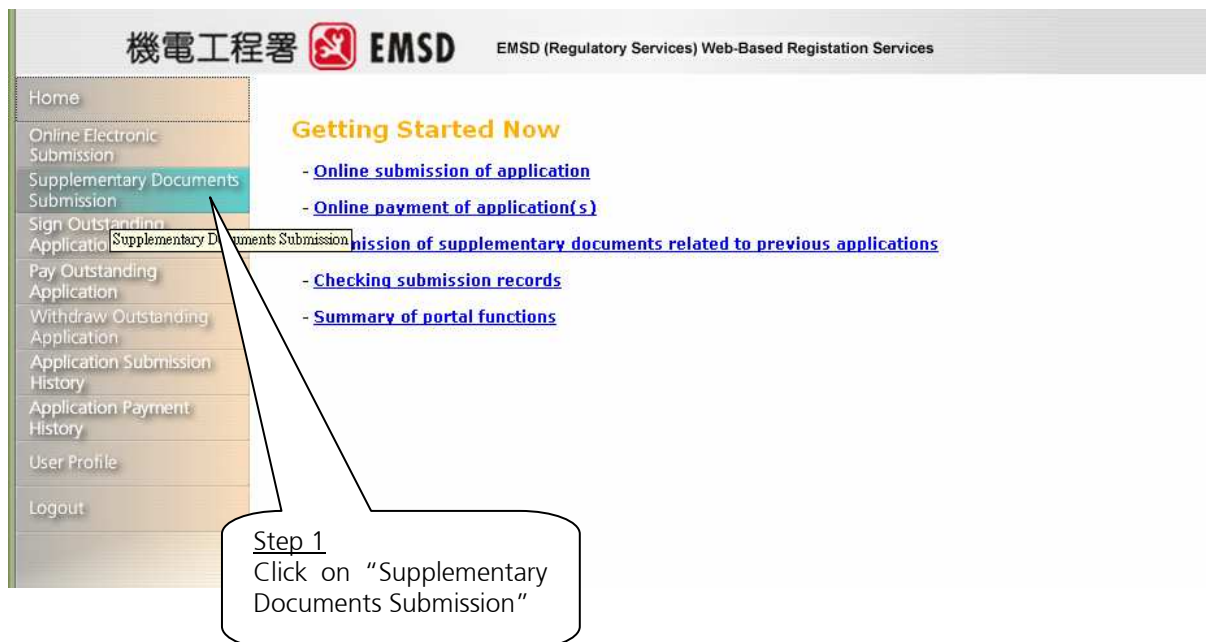
Microsoft Internet Explorer
 Are you sure to Confirm and Submit the Application?
 確定 取消

Step 9
 Confirm again by clicking "OK"



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.



機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration 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

Supplementary Documents Submission

After your application is being submitted, you will be given an application number. If you have some supplementary documents which you did not attach with the application when you submit, this function allows you to upload and associate the supplementary document with your submitted application.

Please enter your application number of your application which you wish to associate supplementary documents. Please "Enter" to proceed.

Application No.:

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

- Online Electronic Submission
- Supplementary Documents Submission
- Sign Outstanding Application
- Pay Outstanding Application
- Withdraw Outstanding Application
- Application Submission History
- Application Payment History
- User Profile
- Logout

Supplementary Documents Submission

Please verify the correctness of your submitted application form.

Application Info.

Application No.:	B060000033
Form Code	FORMCPA1
Form Name	NEW APPLICATION FOR APPROVAL AS A COMPETENT PER

Re-Submission Documents

Please enter the number of documents which you will be uploading to the system and press Change after entering the number.

No of Re-Submission Document:

Click Browse to locate each attachment on your computer. Be sure to click Submit Attachment when you are done. (Each file upload cannot exceed 5MB).

C:\Documents and Settings Academic

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"

Supplementary Documents Submission

Your files have been successfully uploaded.

Application Info.	
Application No.:	B060000033
Form Code	FORMCPA1
Form Name	NEW APPLICATION FOR APPROVAL AS A COMPETENT PERSON

Re-Submission Documents	
	1.jpg

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

The screenshot shows the EMSD (Regulatory Services) Web-Based Registration Services portal. The header includes the logo for the Electrical and Mechanical Engineering Department (EMSD) and the text '機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration Services'. A vertical navigation menu on the left contains the following items: Home, Online Electronic Submission, Supplementary Documents Submission, Sign Outstanding Application, Pay Outstanding Application, Withdraw Outstanding Application, Application Submission History, Application Payment History, User Profile, and Logout. The 'Application Submission History' item is highlighted in orange. A callout box points to this item with the text: 'Step 1 Click on "Application Submission History"'. To the right of the menu, under the heading 'Getting Started Now', there is a list of links: [Online submission of application](#), [Online payment of application\(s\)](#), [Submission of supplementary documents related to previous applications](#), [Checking submission records](#), and [Summary of portal functions](#).

Application Submission History

View up to 1 year of transaction history in one convenient place. Please choose the time period in which to search.

Search Condition

Within: The Current Day

From: DD/MM/YYYY To: DD/MM/YYYY

Date	Application No	Form	Status
06/02/2006	H060000106	FORM105-Application for Approval of Use of Notifiable Gas Installation	APP_WIT... WN
06/02/2006	H060000105	FORM104-Application for Construction Approval of Notifiable Gas Installation	APP_WIT... WN
06/02/2006	H060000051	FORM104A-FORM 104A - APPLICATION FOR CONSTRUCTION APPROVAL OF LPG VEHICLE WORKSHOP	APP_WIT... WN
06/02/2006	H050000619	FORM104-Application for Construction Approval of Notifiable Gas Installation	MUILT... WN
06/02/2006	H050000591	FORM104-Application for Construction Approval of Notifiable Gas Installation	MUILT... WN
06/02/2006	H050000560	FORM104-Application for Construction Approval of Notifiable Gas Installation	MUILT... WN
06/02/2006	H050000511	FORM104-Application for Construction Approval of Notifiable Gas Installation	APP... WN
06/02/2006	H050000510	FORM104-Application for Construction Approval of Notifiable Gas Installation	APP... WN
06/02/2006	H050000509	FORM104-Application for Construction Approval of Notifiable Gas Installation	APP... WN
06/02/2006	H050000084	FORM105A-FORM 105A - APPLICATION FOR USE APPROVAL OF LPG VEHICLE WO	
06/02/2006	H050000081	FORM105A-FORM 105A - APPLICATION FOR USE APPROVAL OF LPG VEHICLE WO	
06/02/2006	H050000080	FORM105A-FORM 105A - APPLICATION FOR USE APPROVAL OF LPG VEHICLE WO	
06/02/2006	H050000079	FORM105A-FORM 105A - APPLICATION FOR USE APPROVAL OF LPG VEHICLE WO	
06/02/2006	H050000078	FORM104A-FORM 104A - APPLICATION FOR CONSTRUCTION APPROVAL OF LPG V	
06/02/2006	C060000391	FORM8-NEW/RENEWAL/CHANGE OF GRADE OF ELECTRICAL WORK APPLICATION FOR ELECTRICAL WORKER REGISTRATION	
06/02/2006	C060000390	FORM8-NEW/RENEWAL/CHANGE OF GRADE OF ELECTRICAL WORK APPLICATION FOR ELECTRICAL WORKER REGISTRATION	application received
06/02/2006	C060000389	FORM8-NEW/RENEWAL/CHANGE OF GRADE OF ELECTRICAL WORK APPLICATION FOR ELECTRICAL WORKER REGISTRATION	application received
06/02/2006	C060000388	FORM8-NEW/RENEWAL/CHANGE OF GRADE OF ELECTRICAL WORK APPLICATION FOR ELECTRICAL WORKER REGISTRATION	application received
06/02/2006	C060000387	FORM8-NEW/RENEWAL/CHANGE OF GRADE OF ELECTRICAL WORK APPLICATION FOR ELECTRICAL WORKER REGISTRATION	application received
06/02/2006	C060000386	FORM8-NEW/RENEWAL/CHANGE OF GRADE OF ELECTRICAL WORK APPLICATION FOR ELECTRICAL WORKER REGISTRATION	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

3.2.8 Application Payment History

The screenshot shows the EMSD (Regulatory Services) Web-Based Registration Services portal. The header includes the logo for the Electrical and Mechanical Engineering Department (EMSD) and the text 'EMSD (Regulatory Services) Web-Based Registration Services'. On the left is a vertical navigation menu with the following items: Home, Online Electronic Submission, Supplementary Documents Submission, Sign Outstanding Application, Pay Outstanding Application, Withdraw Outstanding Application, Application Submission History, Application Payment History, User Profile, and Logout. The 'Application Payment History' item is highlighted in orange. A callout box points to this item with the text: 'Step 1 Click on "Application Payment History"'. To the right of the menu, under the heading 'Getting Started Now', there is a list of links: '- [Online submission of application](#)', '- [Online payment of application\(s\)](#)', '- [Submission of supplementary documents related to previous applications](#)', '- [Checking submission records](#)', and '- [Summary of portal functions](#)'.

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 OF GRADE OF ELECTRICAL WORKER REGISTRATION	Cheque Payment Progress
06/02/2006	2006020600000008	C060000390	NEW/RENEWAL/CHANGE OF GRADE OF ELECTRICAL WORKER REGISTRATION	Cheque Payment Progress
06/02/2006	2006020600000009	C060000389	NEW/RENEWAL/CHANGE OF GRADE OF ELECTRICAL WORKER REGISTRATION	PPS Payment Progress
06/02/2006	2006020600000009	C060000388	NEW/RENEWAL/CHANGE OF GRADE OF ELECTRICAL WORKER REGISTRATION	PPS Payment Progress
06/02/2006	2006020600000006	C060000386	NEW/RENEWAL/CHANGE OF GRADE OF ELECTRICAL WORK APPLICATION FOR ELECTRICAL WORKER REGISTRATION	PPS Payment Succeeded
06/02/2006	2006020600000007	C060000386	NEW/RENEWAL/CHANGE OF GRADE OF ELECTRICAL WORK APPLICATION FOR ELECTRICAL WORKER REGISTRATION	Cheque Payment Progress

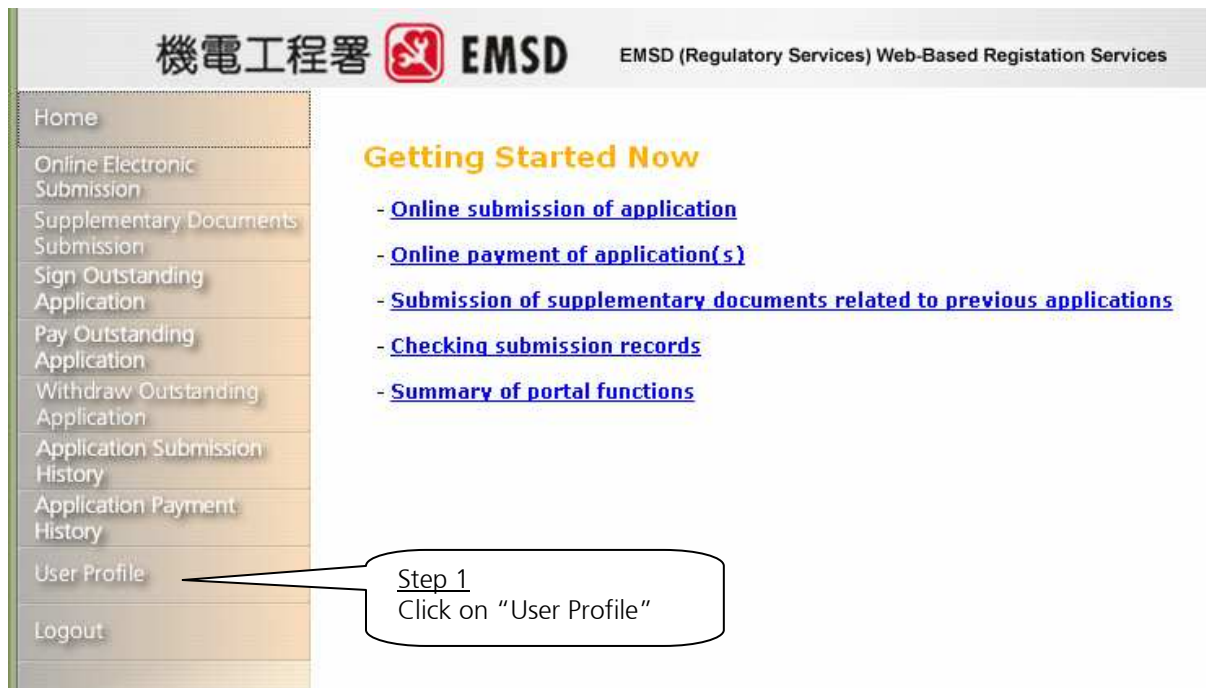
Step 2
Select the searching condition to narrow down the search result

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



機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration 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

Getting Started Now

- [Online submission of application](#)
- [Online payment of application\(s\)](#)
- [Submission of supplementary documents related to previous applications](#)
- [Checking submission records](#)
- [Summary of portal functions](#)

Step 1
Click on "User Profile"

The screenshot displays a web application interface. On the left side, there is a vertical navigation menu with the following items: Online Electronic Submission, Supplementary Documents Submission, Sign Outstanding Application, Pay Outstanding Application, Withdraw Outstanding Application, Application Submission History, Application Payment History, User Profile, and Logout. The 'User Profile' item is highlighted in a darker shade. The main content area is titled 'USER PROFILE' in orange text. Below the title, there is a light blue horizontal bar containing the text 'Change Password' in purple, which is underlined. A callout box with a black border and rounded corners points to this link. The callout box contains the text: 'Step 2', 'Click on "Change Password"', and 'Password'.

機電工程署 EMSD EMSD (Regulatory Services) Web-Based Registration 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 capital and lower case letters.

Current Password:

New Password: (must be 9 to 20 characters)

Re-enter Password:

Step 2
Fill in your old password and your new password

Step 3
Click "Confirm" button to change the password