

## **User Guide for Account Activation**

This User Guide for Account Activation describes how to activate various account types in Electronic Radiation Licensing and Services System (ERLS).

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2. Radiation Monitoring Service Subscriber / Medical Examination - p.7

Upon successful account creation, an e-mail providing link for account activation will be sent to you, while password will be sent to you by post.

## User Guide for Account Activation

### For Radiation Board Licensing Services Account Activation

When you click the link to account activation in your account activation email, you will see the following webpage.

The screenshot shows a web browser window displaying the 'Activate Account' page of the ERLS system. The page has a header with the ERLS logo and navigation links. The main content area contains a form with the following fields and buttons:

- User ID:** ap-110840951
- Desired user ID \*:** (4 to 8 characters comprising both alphabets and/or numbers)
- HKID \*:** ( ) ( )
- Other Identity No.:** ( ) ( ) ( ) ( ) ( ) ( )
- Buttons:** Try a new code, Change to audio code, Submit
- Verification:** Type the code shown: ( ) ( ) ( ) ( ) ( ) ( )
- Footer:** 2012 © | Important Notices | Privacy Policy | Last revision date: 20 July 2012

Type in the User ID (4-8 characters) you prefer to use for this account into the field of “Desired user ID”.

Type in your HKID No.

If you do not have HKID, type in your Other ID information with reference to the copy of ID document you submitted in your licence application.

Type in the verification code appearing in the webpage, and press the “Submit” button. If you cannot see the code clearly on the screen, you may wish to try a new code by pressing the “Try a new code” button; or you may listen to the code by pressing the “Change to audio code” button.

If the User ID chosen is already being used by another account, the system will prompt you to input another User ID when you submit information input in this webpage.

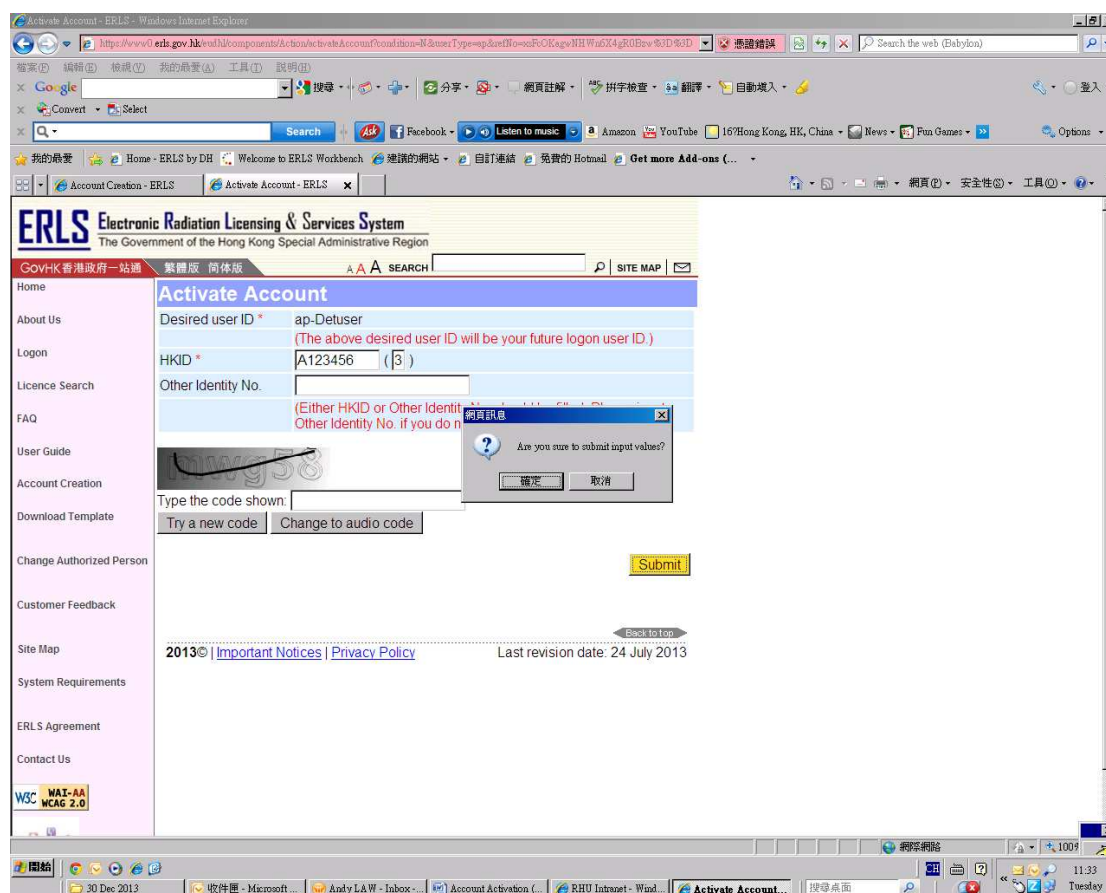
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If you have already chosen your User ID in the creation of this account, it will be displayed in the field of the “Desired user ID” as in the diagram below.

Type in your HKID No.

If you do not have HKID, type in your Other ID information with reference to the copy of ID document you submitted in your licence application.

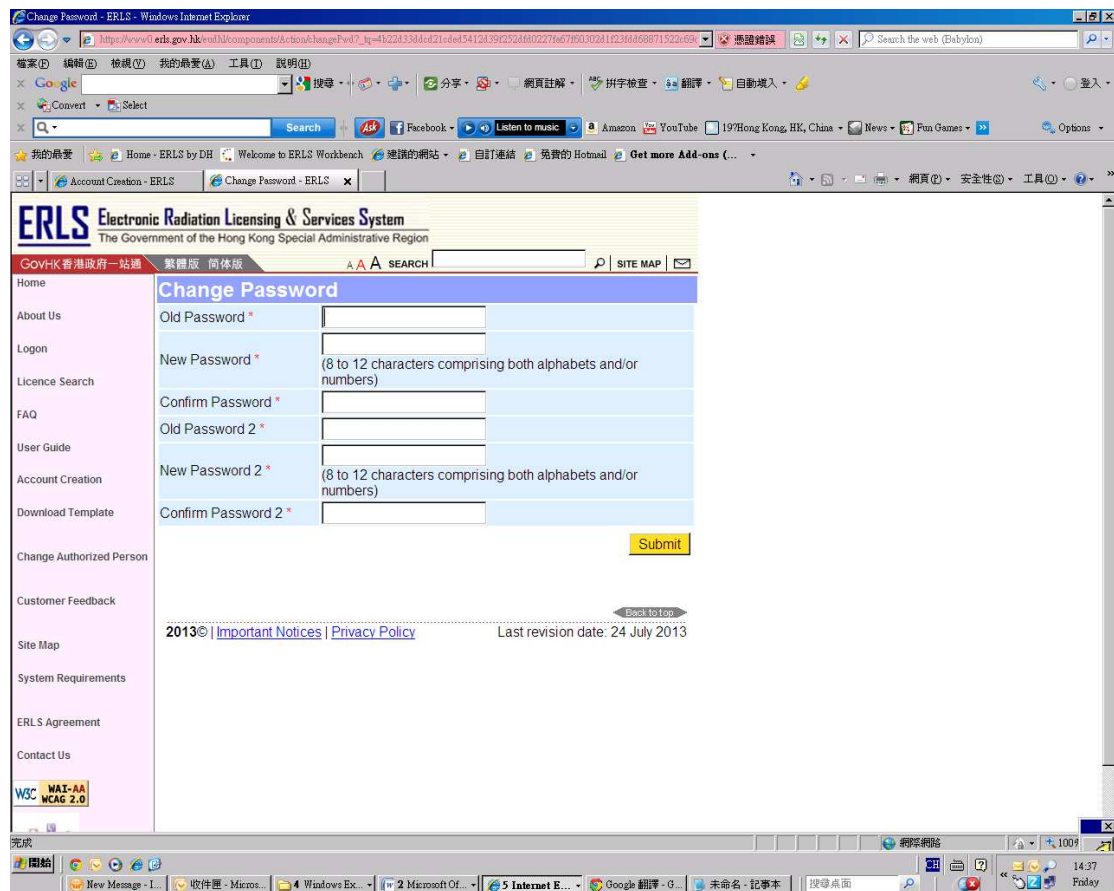
Type in the verification code appearing in the webpage, and press the “Submit” button.



A message will prompt you for confirmation, press the “Confirm” button if the information you typed in is correct. If the language of the operating system in your computer is in traditional or simplified Chinese, press the 「確定」 or 「确定」 key.

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The following screen will then appear for you to change the dual passwords required for logging onto the system.



Please note that in changing the passwords:

- 1) “New Password” cannot be the same as the “Old Password”, the same applies to “New Password 2” and “Old Password 2”.
- 2) “New Password” cannot be the same as the “New Password 2”.

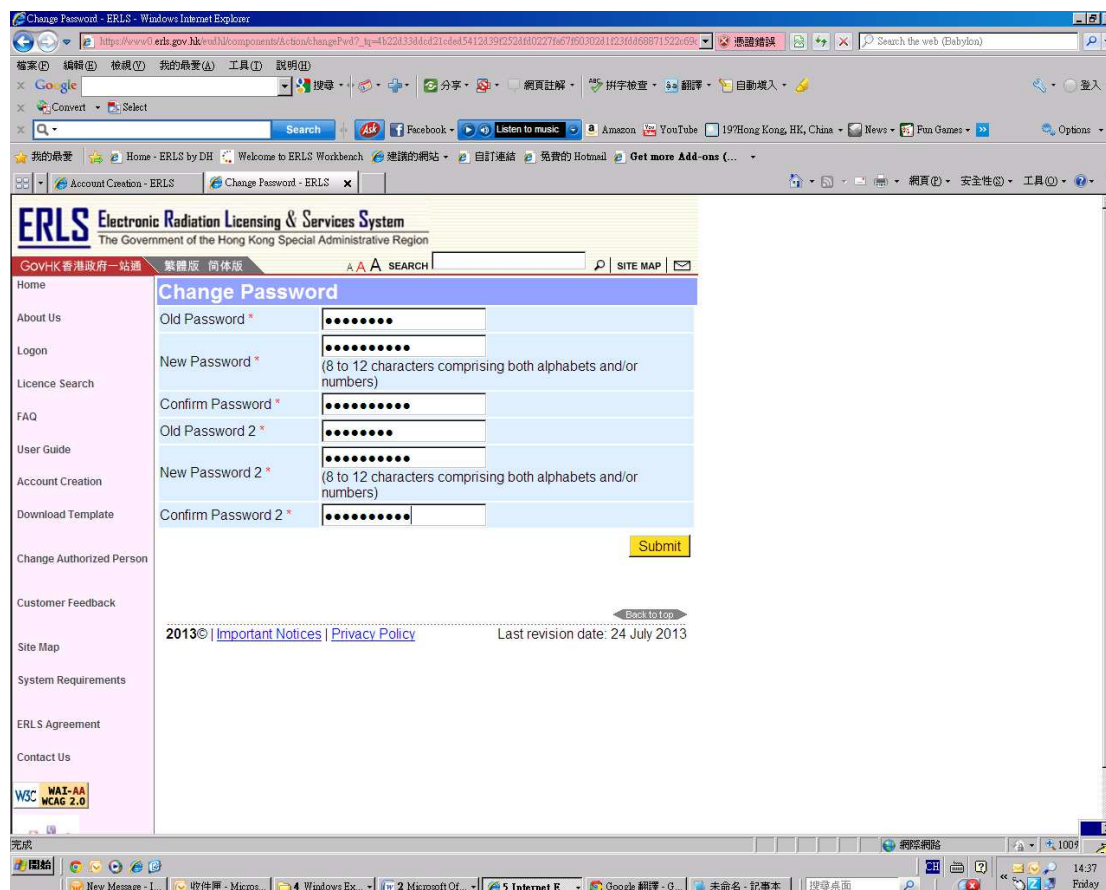
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Type in the password which appears in the letter we sent you as the “Old Password”.

Then type in your desired new password (8-12 characters) in the “New Password” field, and retype the information in the “Confirm Password” field.

Type in your HKID information as “Old Password 2” in the format of A1234567 if your HKID No. is A123456(7). If you do not have HKID, type in the Other ID information which you had submitted in your previous licence application(s).

Then type in another new password (8-12 characters) in “New Password 2”, and retype the information in the “Confirm Password 2” field.



The screenshot shows a web browser window displaying the ERLS (Electronic Radiation Licensing & Services System) website. The page title is "Change Password - ERLS". The main content area contains a form with the following fields:

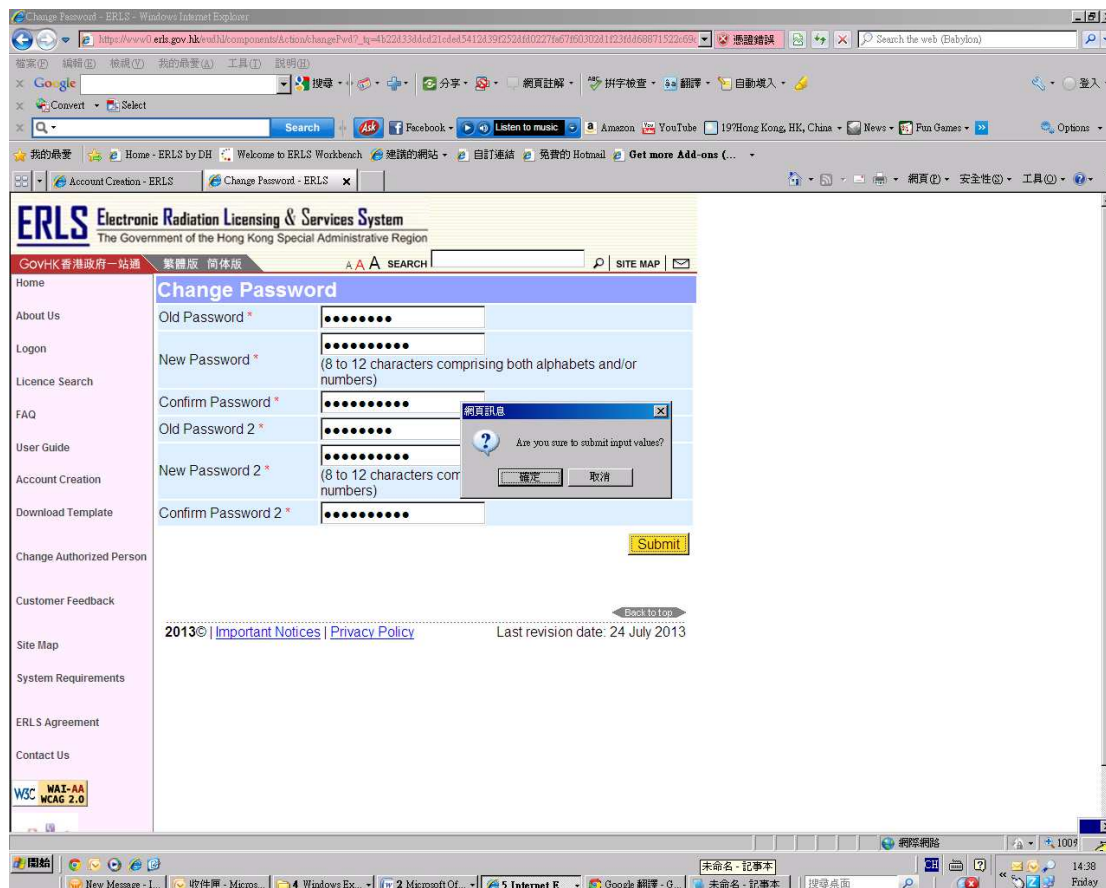
- Old Password \*
- New Password \* (8 to 12 characters comprising both alphabets and/or numbers)
- Confirm Password \*
- Old Password 2 \*
- New Password 2 \* (8 to 12 characters comprising both alphabets and/or numbers)
- Confirm Password 2 \*

A yellow "Submit" button is located at the bottom right of the form. Below the form, there is a "Back to top" link and a footer containing the year "2013", "Important Notices", "Privacy Policy", and the date "Last revision date: 24 July 2013". The browser's address bar shows the URL "https://www.erls.gov.hk/eval/hd/components/Action/changePw?\_ty=412243344cd21e4ed5412a39f252d4f0227667891302d1f236d468871522e694". The browser's taskbar at the bottom shows several open applications, including "New Message - I...", "收件匣 - Micro...", "4 Windows Ex...", "2 Microsoft Of...", "5 Internet E...", "Google 翻译 - G...", "未命名 - 记事本", and "搜尋桌面".

Press the “Submit” button when finished.

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The screen will prompt you to confirm, press the “Confirm” button. If the language of the operating system in your computer is in traditional or simplified Chinese, press the 「確定」 or 「确定」 key.



After the passwords are successfully changed, the system is ready for your logon to view the information under your account.

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### For Radiation Monitoring Service Subscriber / Medical Examination Account Activation

When you click the link to account activation in your account activation email, you will see the following webpage.

Type in your HKID No.

If you do not have HKID, type in your Other ID information with reference to the copy of ID document you submitted in your account creation application.

Type in the verification code appearing in the webpage, and press the “Submit” button.

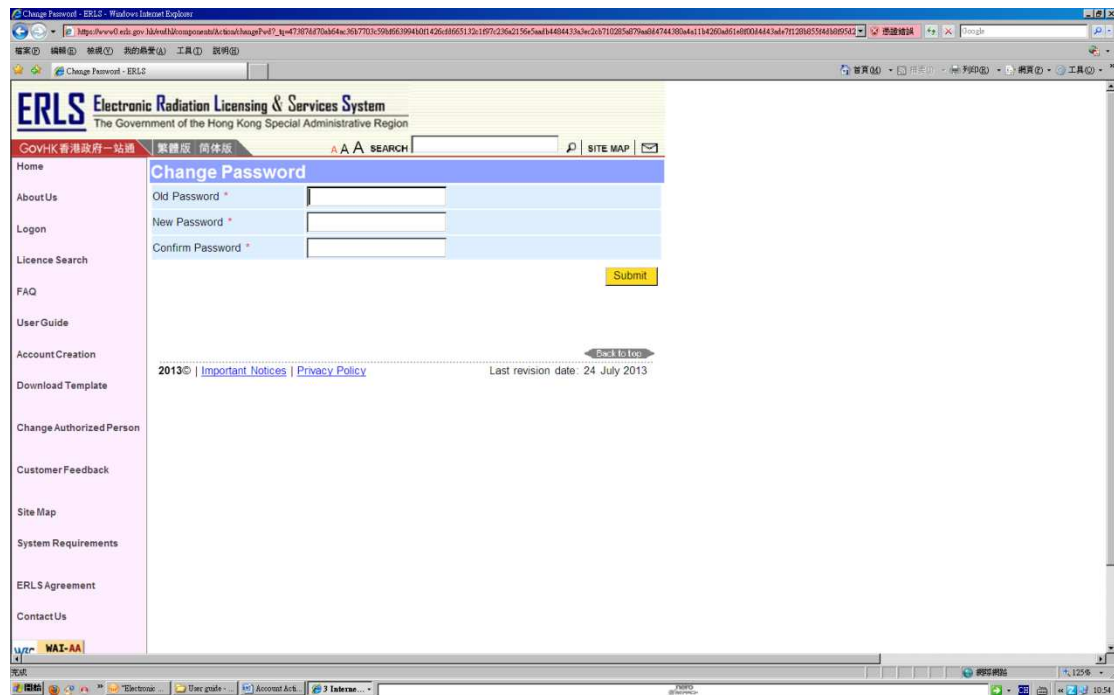
The screenshot shows the 'Activate Account' page of the ERLS system. The page has a navigation menu on the left with links like Home, About Us, Logon, Licence Search, FAQ, User Guide, Account Creation, Download Template, Change Authorized Person, Customer Feedback, Site Map, System Requirements, ERLS Agreement, and Contact Us. The main content area contains the activation form with the following elements:

- Header: ERLS Electronic Radiation Licensing & Services System, The Government of the Hong Kong Special Administrative Region.
- Form fields:
  - Desired user ID \*: me-meuser (Note: The above desired user ID will be your future logon user ID.)
  - HKID \*: [Empty input box]
  - Other Identity No.: [Empty input box]
- Validation message: (Either HKID or Other Identity No. should be filled. Please input Other Identity No. if you do not have HKID.)
- Verification: Type the code shown: [CAPTCHA image showing '2013']
- Buttons: Try a new code, Change to audio code, Submit
- Footer: 2013© | Important Notices | Privacy Policy, Last revision date: 24 July 2013

A message will prompt you for confirmation, press the “Confirm” button if the information you typed in is correct. If the language of the operating system in your computer is in traditional or simplified Chinese, press the 「確定」 or 「确定」 key.

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The following screen will appear for you to change the password required for logging onto the system.



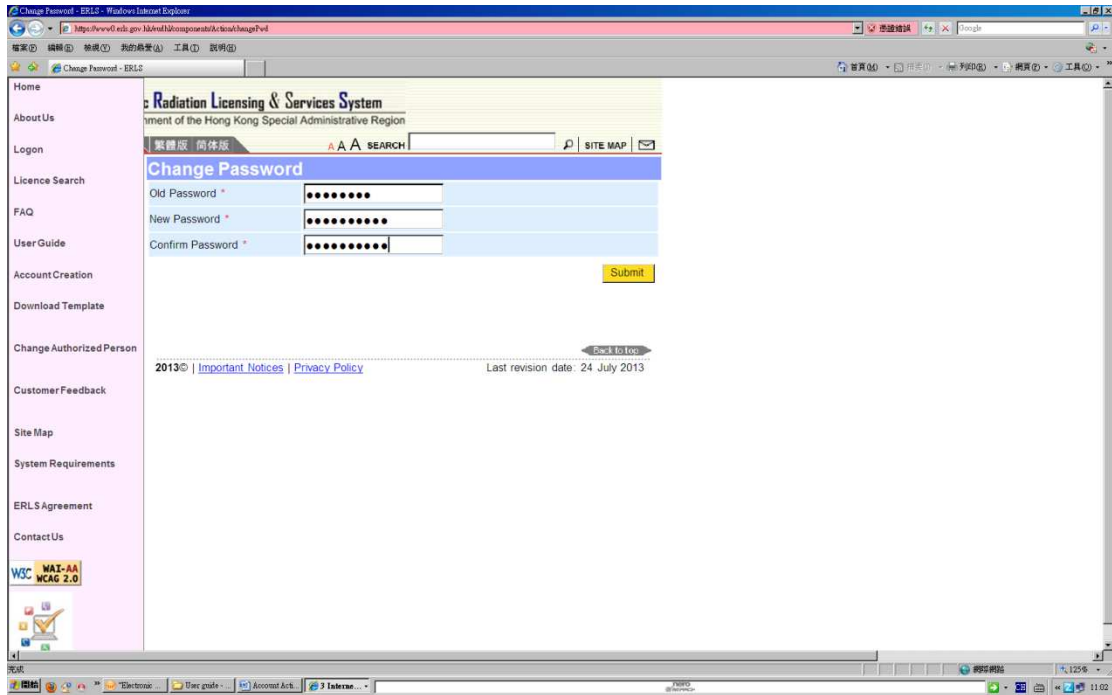
Please note that in changing the password, “New Password” cannot be the same as the “Old Password”

Type in the password which appears in the letter we sent you as the “Old Password”.

Then type in your desired new password (8-12 characters) in the “New Password” field, and retype the information in the “Confirm Password” field.



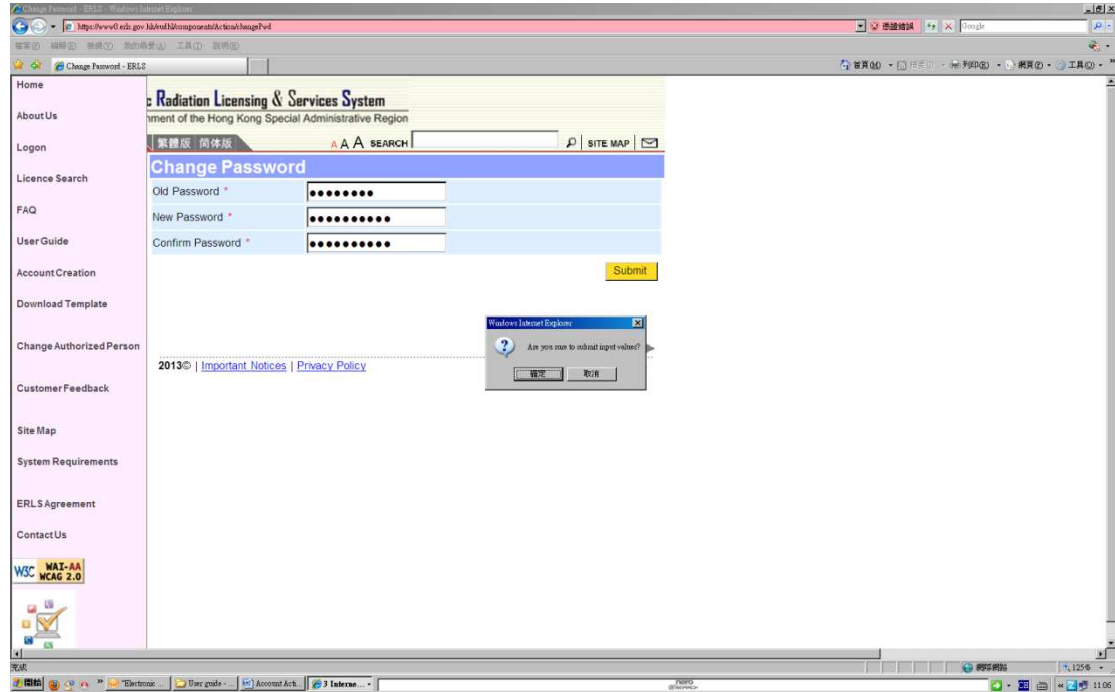
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Press the “Submit” button when finished.

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The screen will prompt you to confirm, press the “Confirm” button. If the language of the operating system in your computer is in traditional or simplified Chinese, press the 「確定」 or 「确定」 key.



After the password is successfully changed, the system is ready for your logon to view the information under your Radiation Monitoring Service Subscriber / Medical Examination account.

Thank you for reading this User Guide.

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