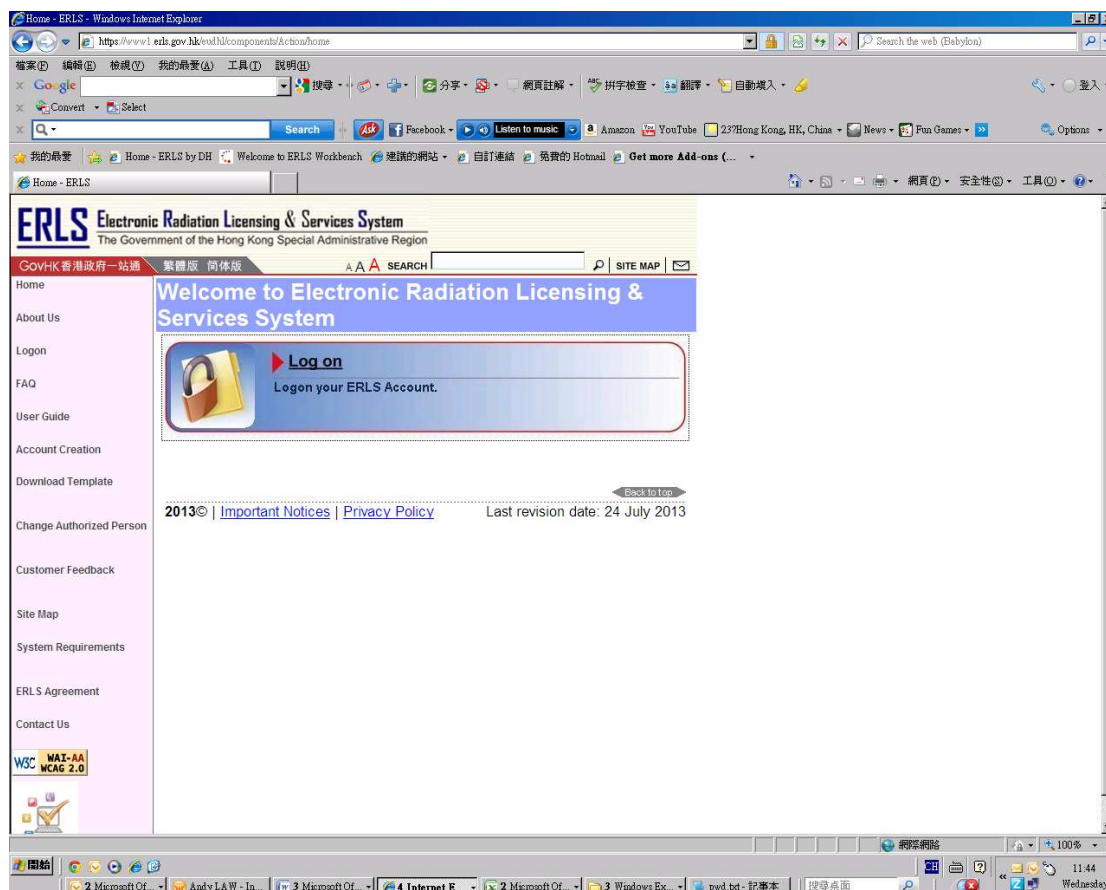


User Guide for Account Logon

This User Guide for Account Logon describes how to log onto various account types in the Electronic Radiation Licensing and Services System (ERLS).

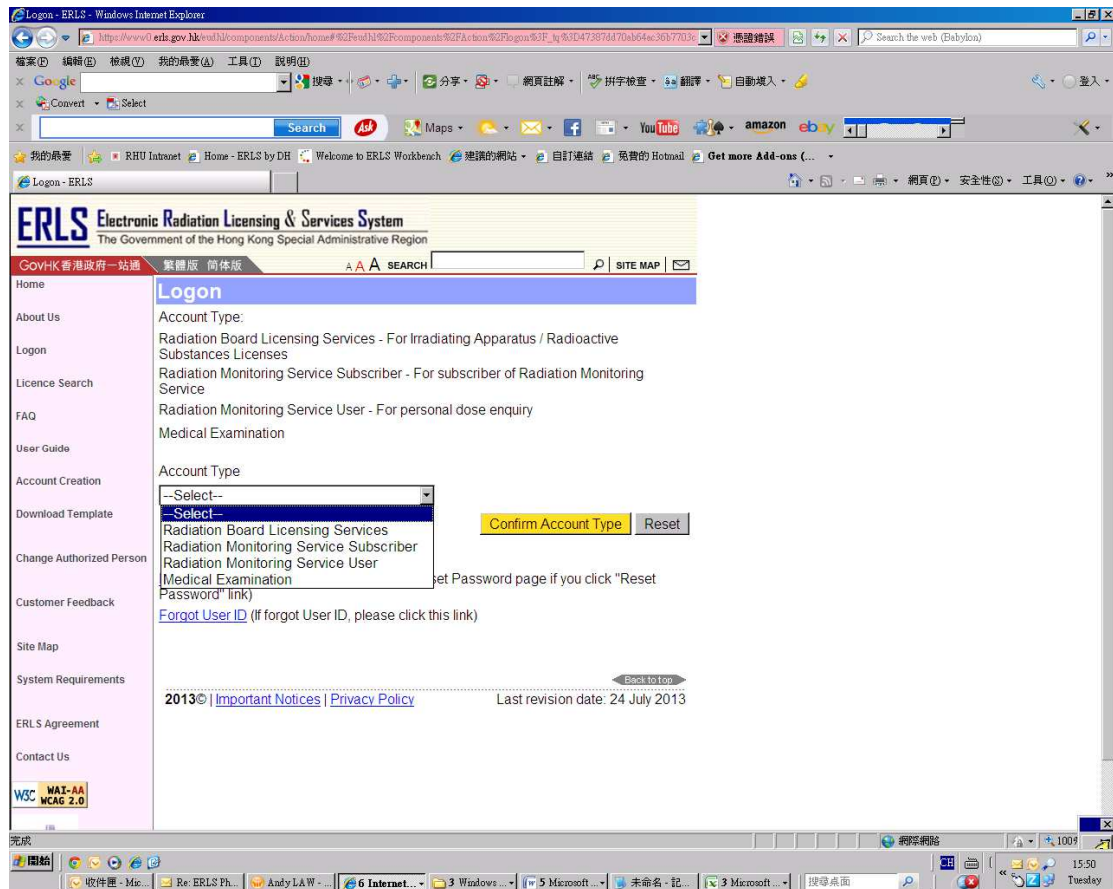
At the home page of the www.erls.gov.hk website, press the “Log on” icon to begin logging onto the system.



User Guide for Account Logon

Choose the Account Type you want to log onto.

1. Radiation Board Licensing Services - p.3
- For Irradiating Apparatus / Radioactive Substances Licenses
2. Radiation Monitoring Service Subscriber - p.7
- For subscriber of Radiation Monitoring Service
3. Radiation Monitoring Services User - p.8
- For personal dose enquiry
4. Medical Examination - p.12



Press the “Confirm Account Type” button for confirmation.

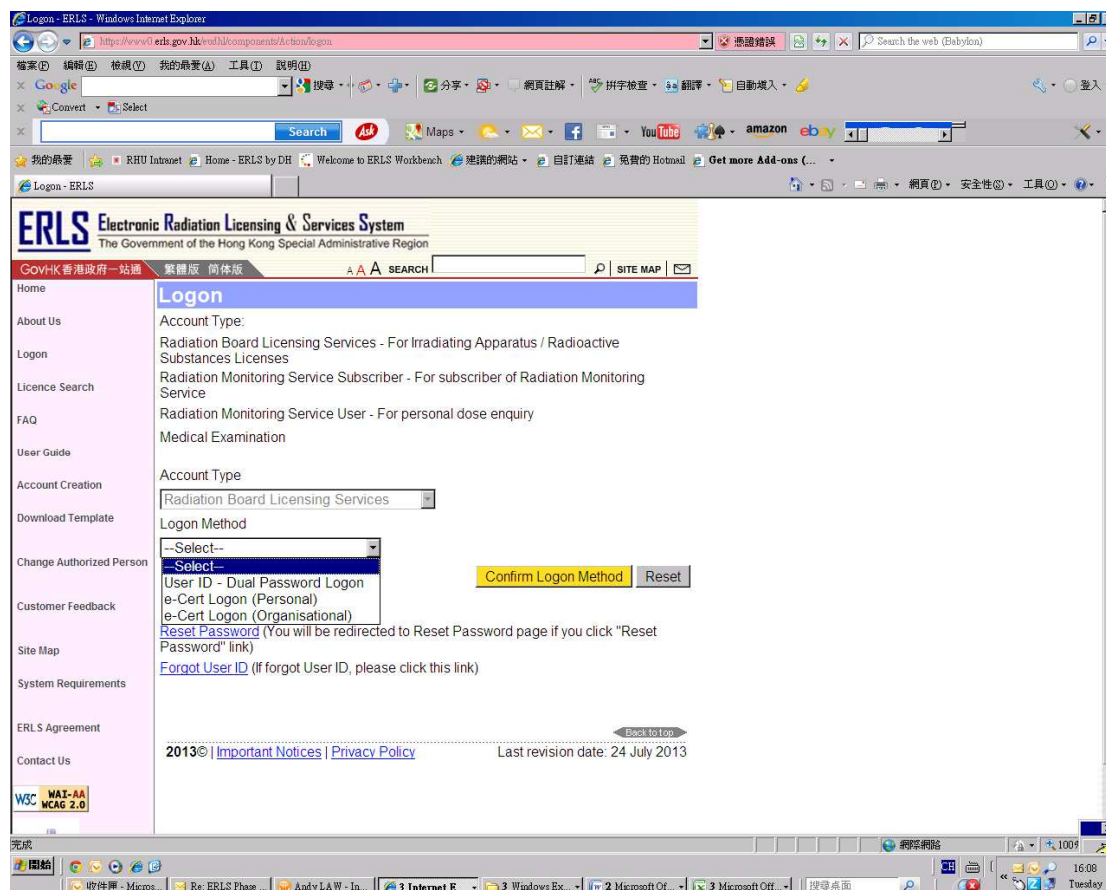
Please note that different services have different logon methods.

User Guide for Account Logon

Log onto Radiation Board Licensing Services Account

You may use any of the following methods to logon your account in the Radiation Board Licensing Services:

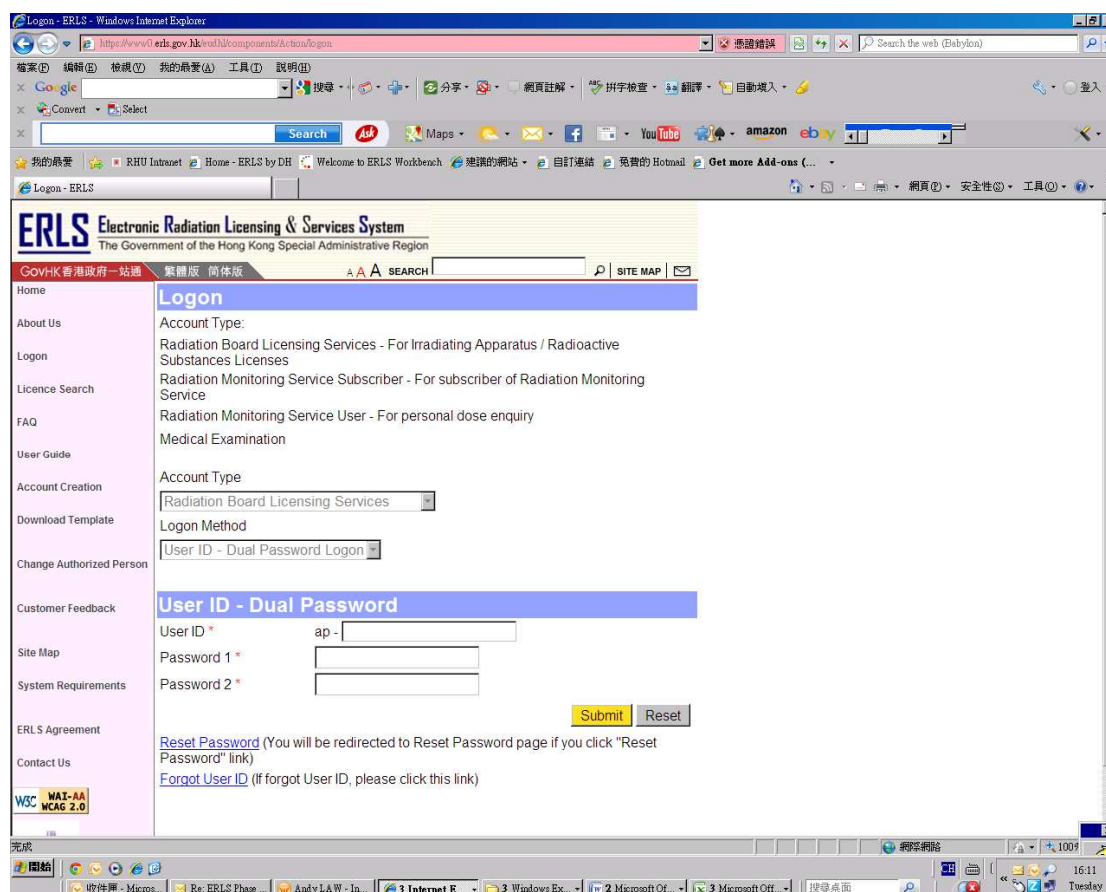
- 1) Dual passwords; or
- 2) e-Cert (Personal); or
- 3) e-Cert (Organisational)



Choose the method to log onto the system, and press the “Confirm Logon Method” to proceed.

User Guide for Account Logon

If you have chosen to logon with dual passwords, the following screen will appear:



Input your User ID and the dual passwords.

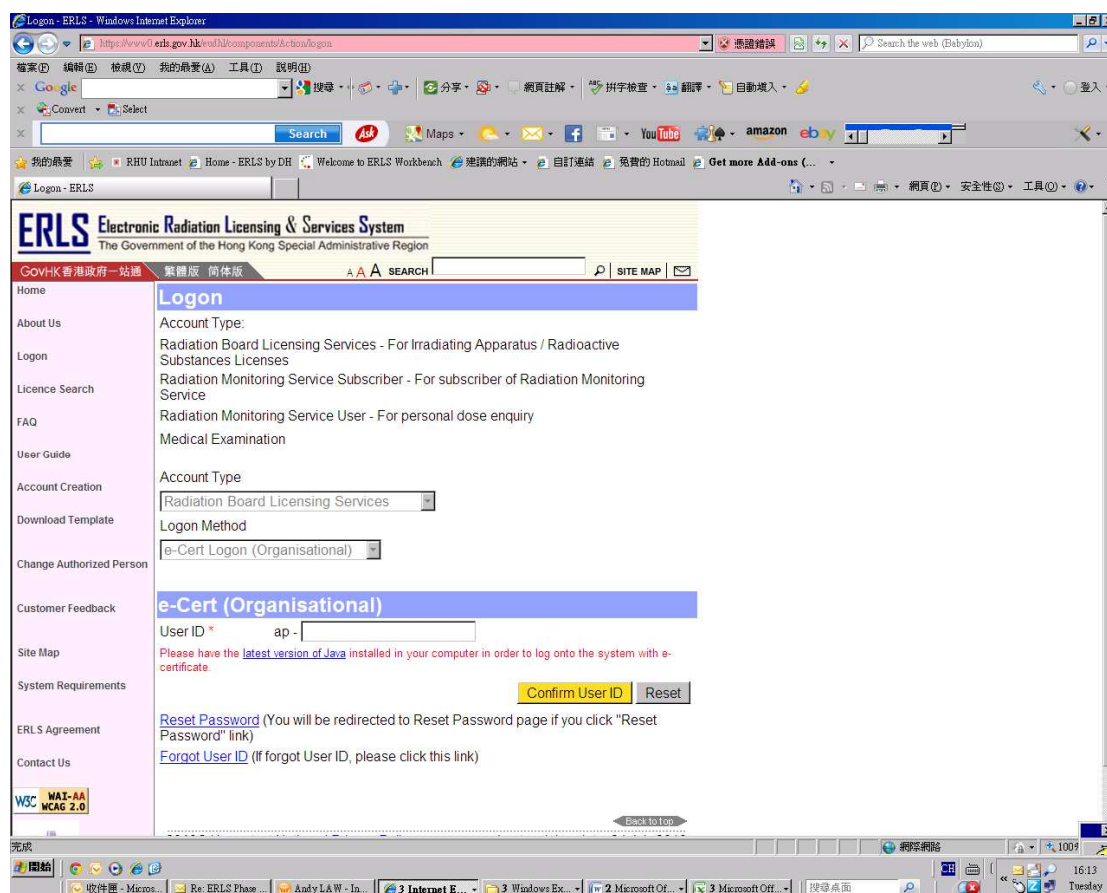
Press the “Submit” button.

If your User ID and passwords are correct, you can browse the information under your account.

For protection of information in your account, your account will be locked if logon have been tried 5 times with incorrect password(s) on the same day. However, you account will be released the next day.

User Guide for Account Logon

If you have chosen to logon with e-Cert (Personal or Organisational), the following screen will appear:

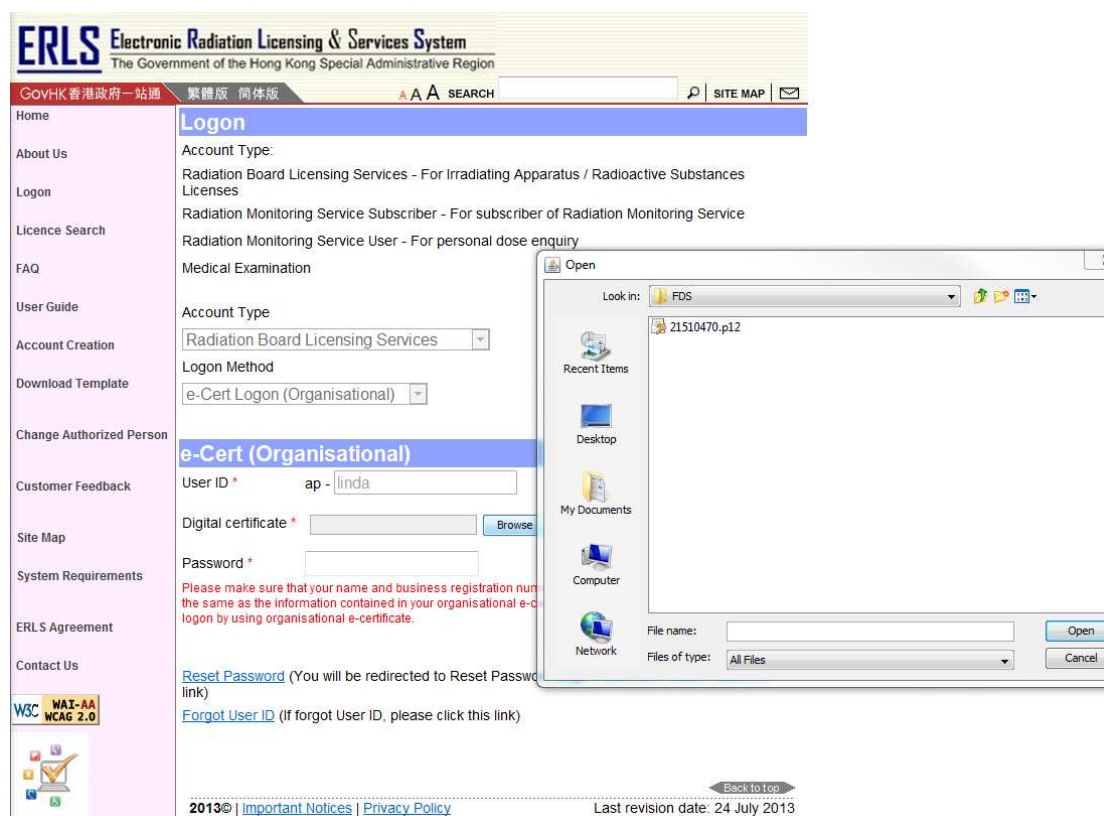


Please make sure you have the latest version of Java installed in your computer. You can click the link “latest version of Java” to verify if your Java version is update or not.

If you have the latest version of Java, please proceed to input the User ID and press “Confirm User ID” button for confirmation.

User Guide for Account Logon

After confirmation of User ID, the following screen will appear:



Press the “Browse” button and choose the file of your e-Cert in your computer.

Type in the password of your e-Cert, and press the “Submit” button to proceed.

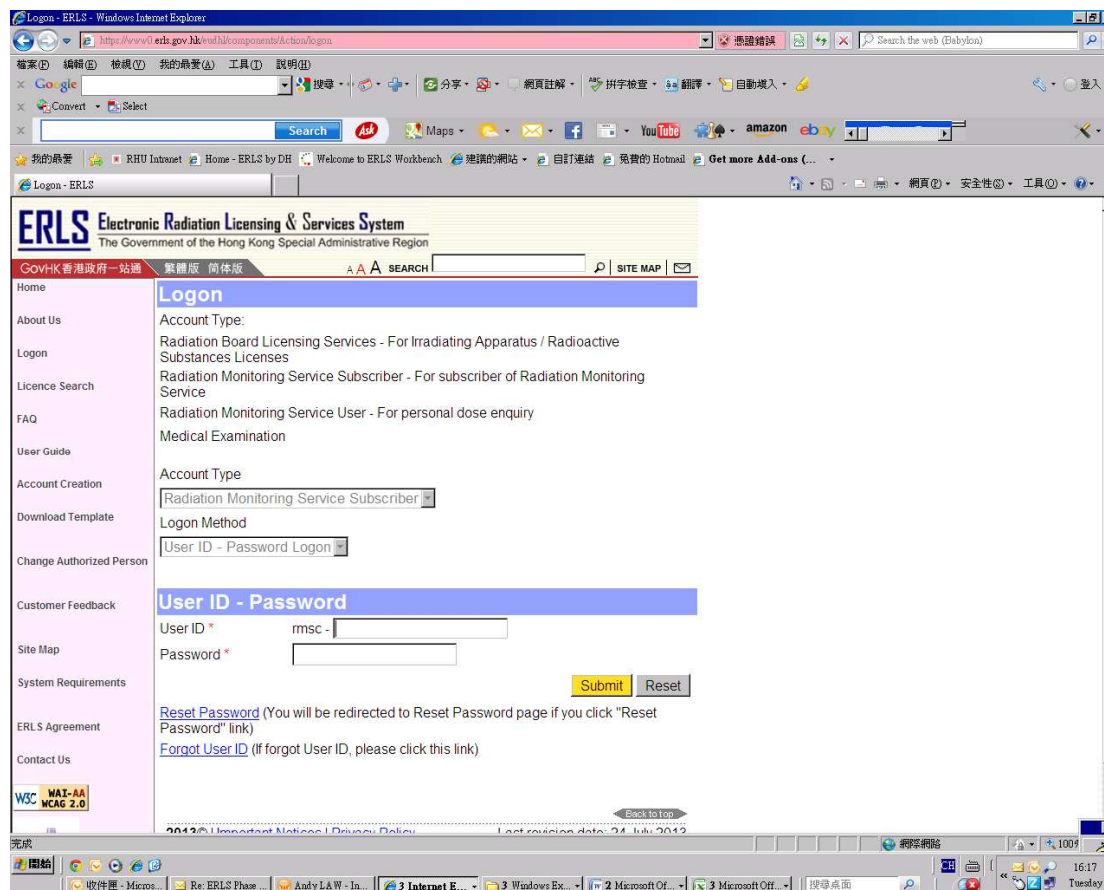
If you complete the above steps correctly, you can browse the information under your account.

For logon with e-Cert (Organisational), please make sure that your name and business registration number (BRN) provided in your account profile are the same as the information contained in your e-Cert (Organisational).

User Guide for Account Logon

Log onto Radiation Monitoring Service Subscriber Account

You can logon your Radiation Monitoring Service Subscriber account by using your Radiation Monitoring Service Subscriber account user ID and password.



Input your User ID and password.

Press the “Submit” button.

If your User ID and password are correct, you can browse the information under your Radiation Monitoring Service Subscriber account.

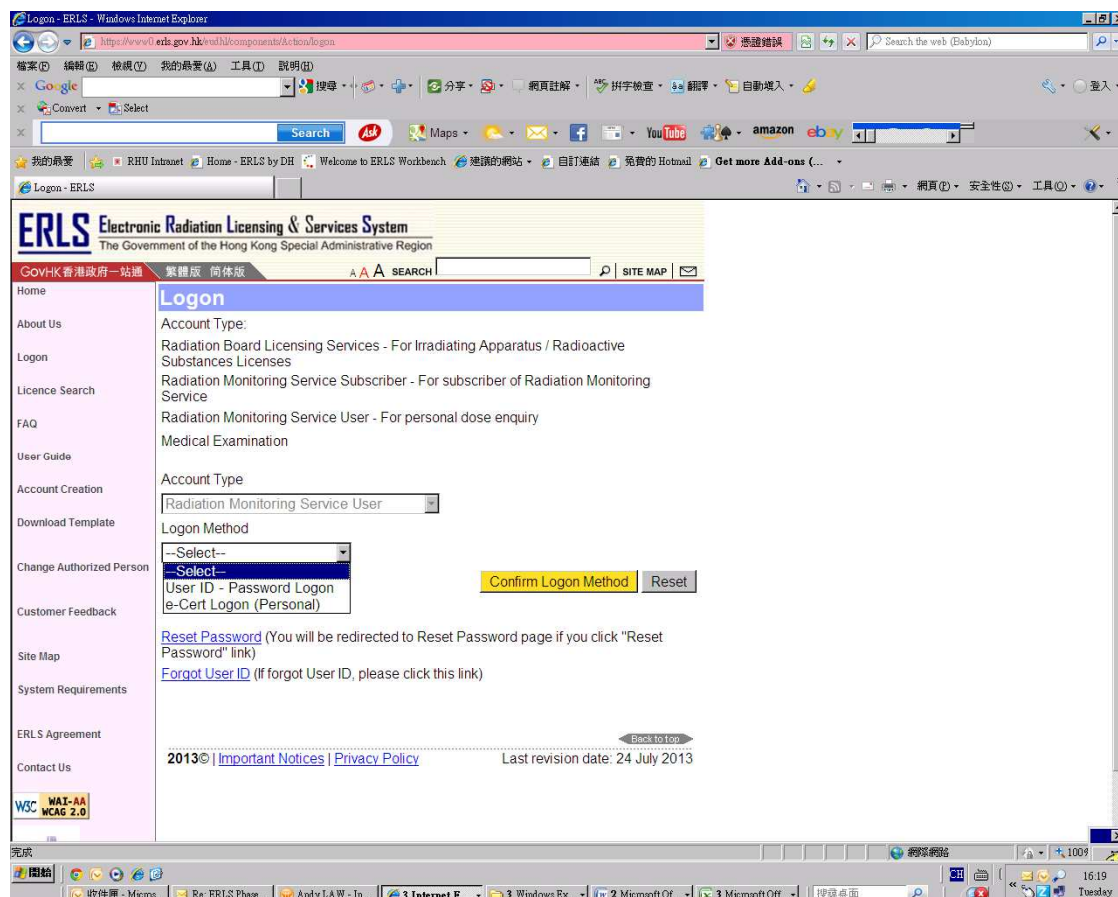
For protection of information in your Radiation Monitoring Service Subscriber account, your account will be locked if logon have been tried 5 times with incorrect password on the same day. However, you account will be released the next day.

User Guide for Account Logon

Log onto Radiation Monitoring Service User Account

You may use any of the following methods to logon your Radiation Monitoring Service User account:

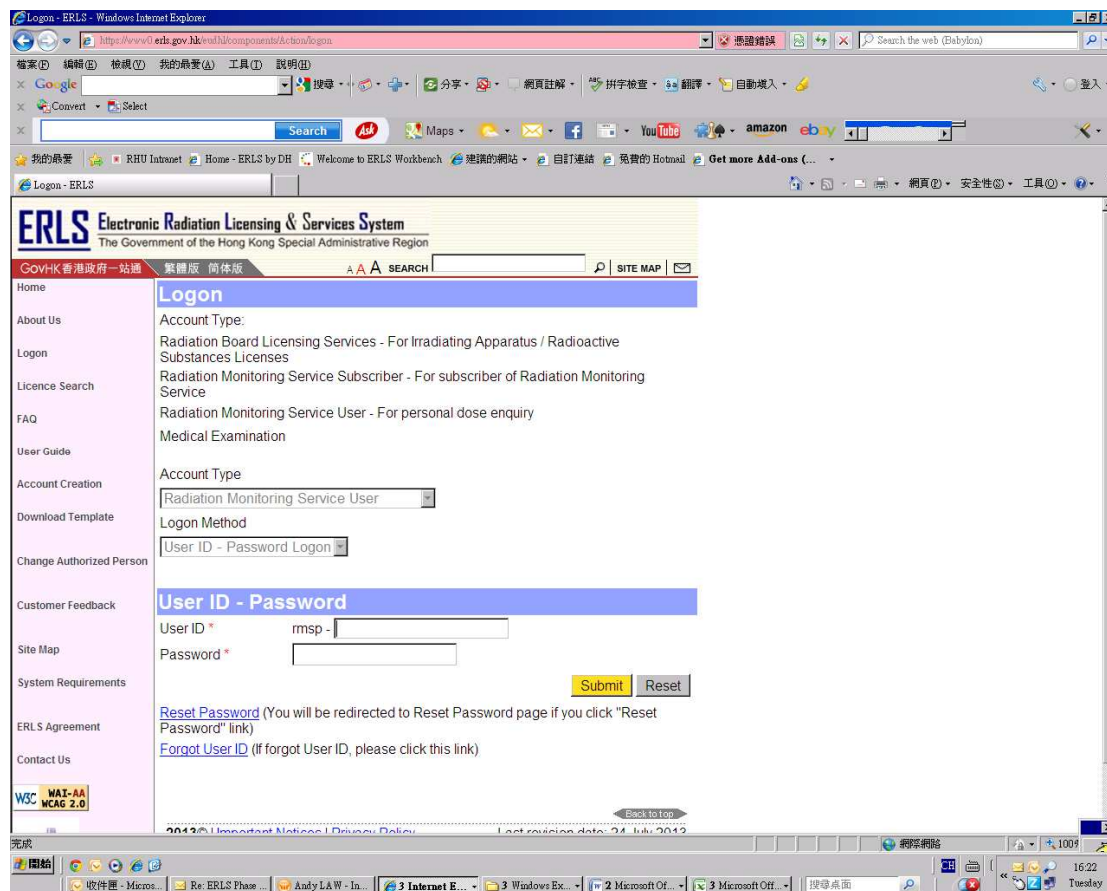
- 1) user ID and password or
- 2) e-Cert (Personal)



Choose the method to log onto the system, and press the “Confirm Logon Method” to proceed.

User Guide for Account Logon

If you have chosen to logon by using your Radiation Monitoring Service User account user ID and password, the following screen will appear:



Input your User ID and password.

(The logon User ID is the personal identification number as registered with our service, which in most cases, is the HKID number without the digit in bracket. If your HKID is E654321(0), then your User ID will be E654321.

If you do not have HKID number, your User ID will be your passport number.

The password for the first logon is the same as the logon user ID. Please change the password after first logon)

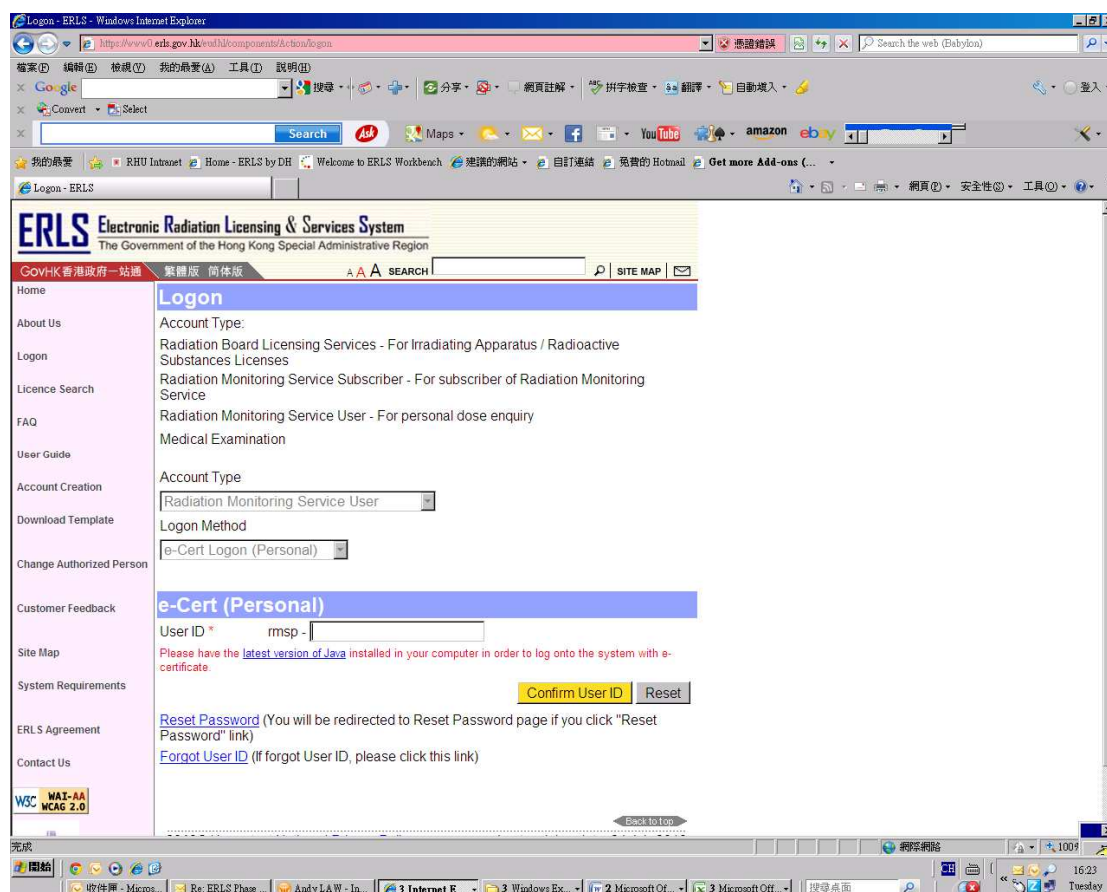
Press the “Submit” button.

If your User ID and password are correct, you can view your dose record history.

For protection of information in your Radiation Monitoring Service User account, your account will be locked if logon have been tried 5 times with incorrect password on the same day. However, you account will be released the next day

User Guide for Account Logon

If you have chosen to logon with e-Cert (Personal), the following screen will appear:

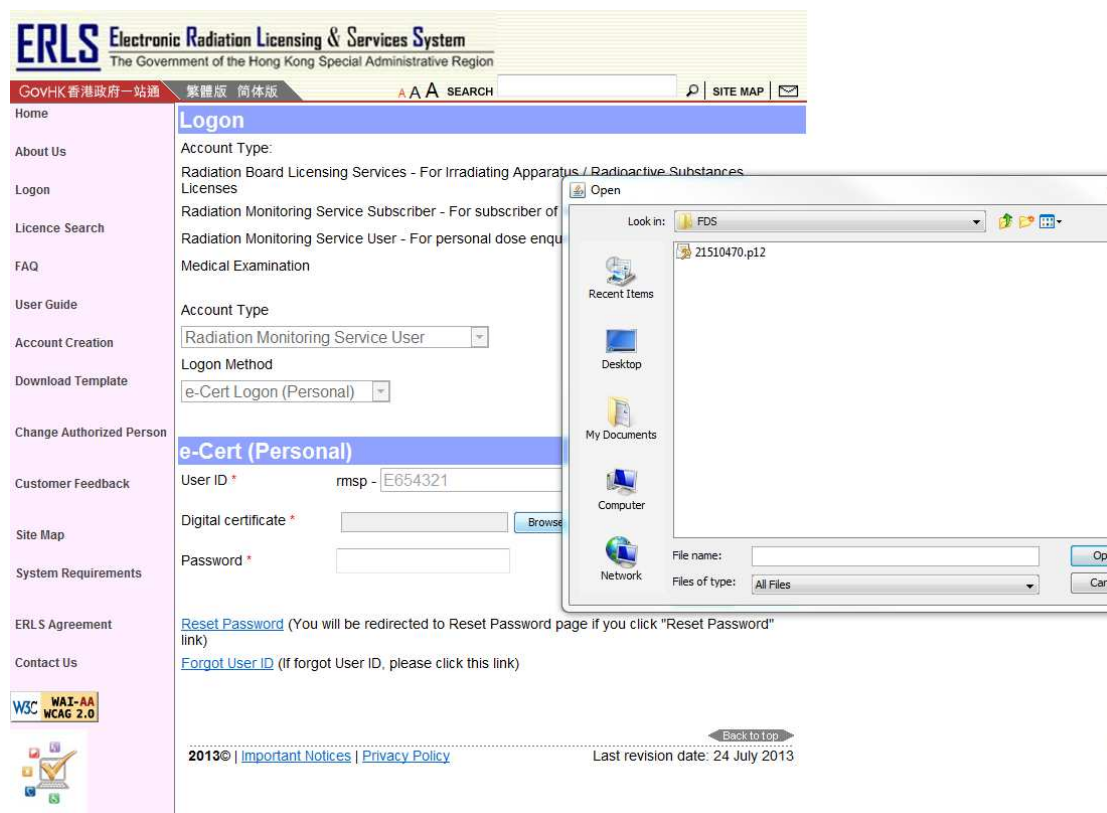


Please proceed to input the User ID and press “Confirm User ID” button for confirmation.

Please make sure you have the latest version of Java installed in your computer.

User Guide for Account Logon

After confirmation of User ID, the following screen will appear:



Press the “Browse” button and choose the file of your e-Cert in your computer.

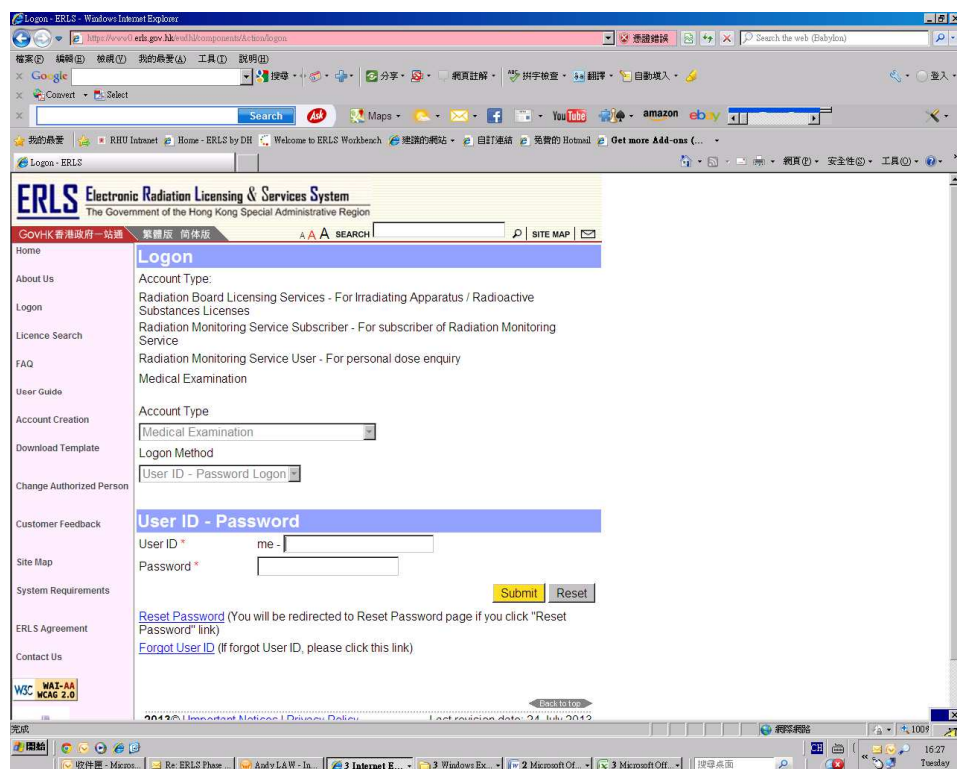
Type in the password of your e-Cert, and press the “Submit” button to proceed.

If you complete the above steps correctly, you can view your dose record history.

User Guide for Account Logon

Log onto Medical Examination Account

You can also logon your Medical Examination account (if any) by using your Medical Examination account user ID and password.



Input your User ID and password.

Press the “Submit” button.

If your User ID and password are correct, you can browse the information under your Medical Examination account.

For protection of information in your Medical Examination account, your account will be locked if logon have been tried 5 times with incorrect password on the same day. However, your account will be released the next day.

Thank you for reading this User Guide.

END