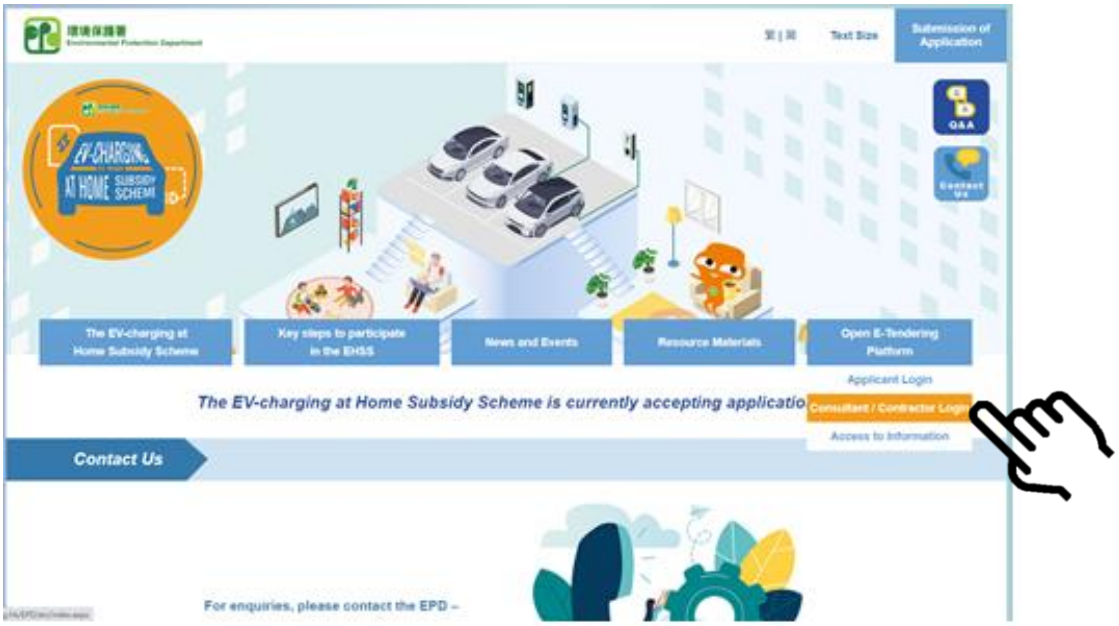
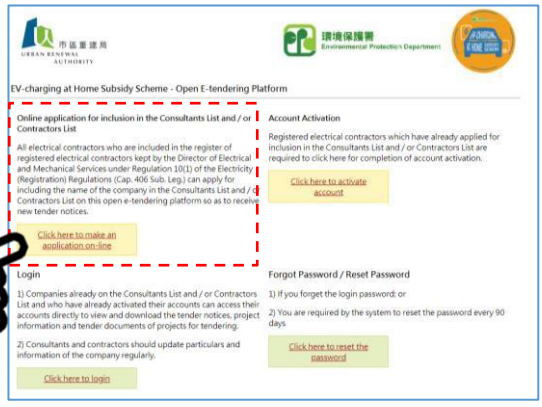
EV-charging at Home Subsidy Scheme ("EHSS") Open E-tendering Platform

Quick Guide for Application for Inclusion in the Consultants List and / or Contractors List

1) Visit the EHSS website (https://www.EVhomecharging.gov.hk) and click "Consultant / Contractor Login" under the drop-down menu of the Open E-tendering Platform.

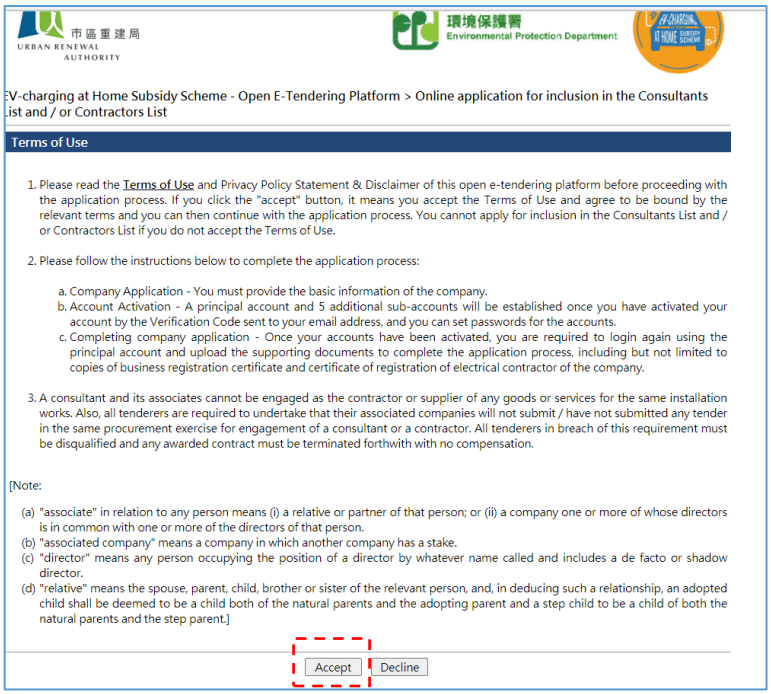


2) Click "Click here to make an application on-line" to start the application and prepare softcopy of the following supporting documents:
   (a) Business Registration Certificate
   (b) Certificate of Electrical Contractor

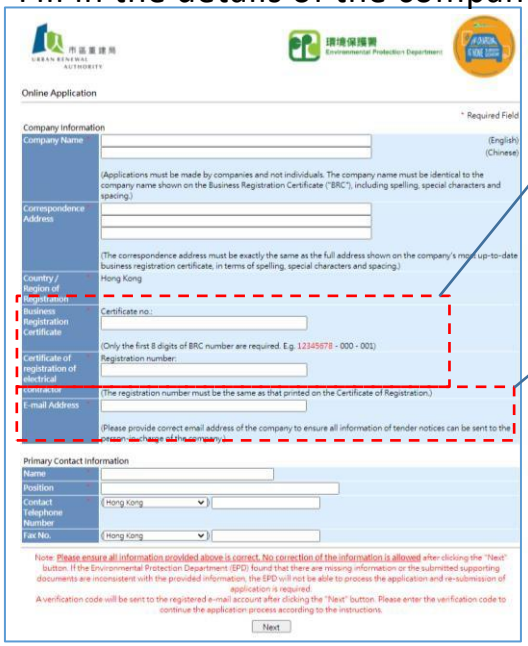


Click here to register

3) Read the Terms of Use carefully and then click “Accept” to continue the application.



4) Fill in the details of the company and then click “Next”.

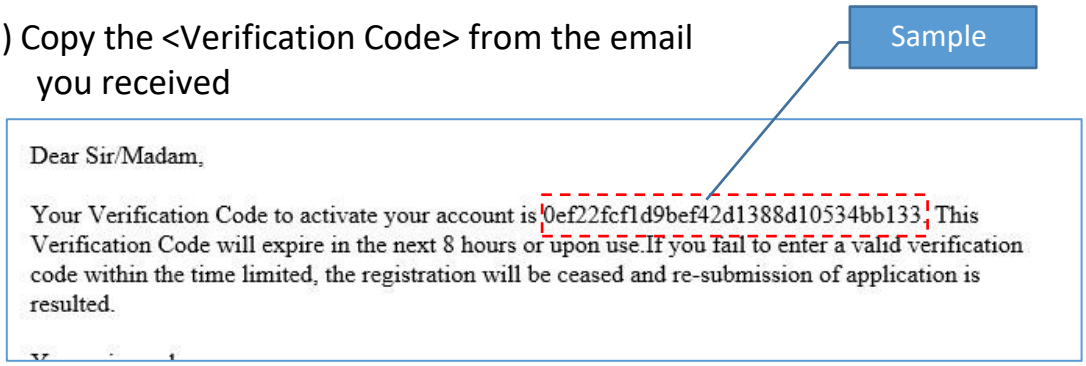


1) The information provided is identical to that shown on the Business Registration Certificate and Certificate of registration of electrical contractor.

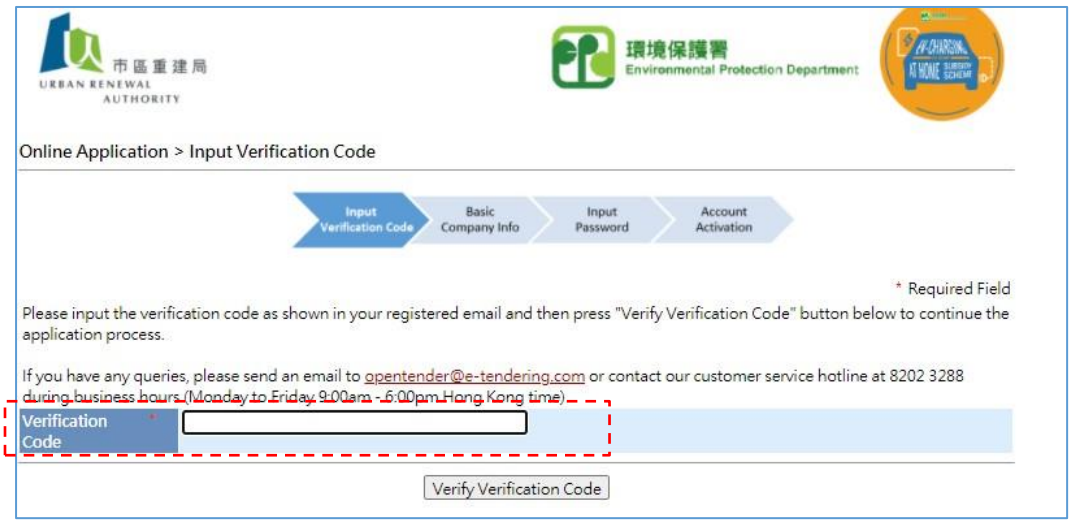
2) Please ensure the email address valid and correct as it is so important that the e-alert / message will be sent to you via this email.

5) Now check your email address that you have provided in the application:

5.1) Copy the <Verification Code> from the email you received

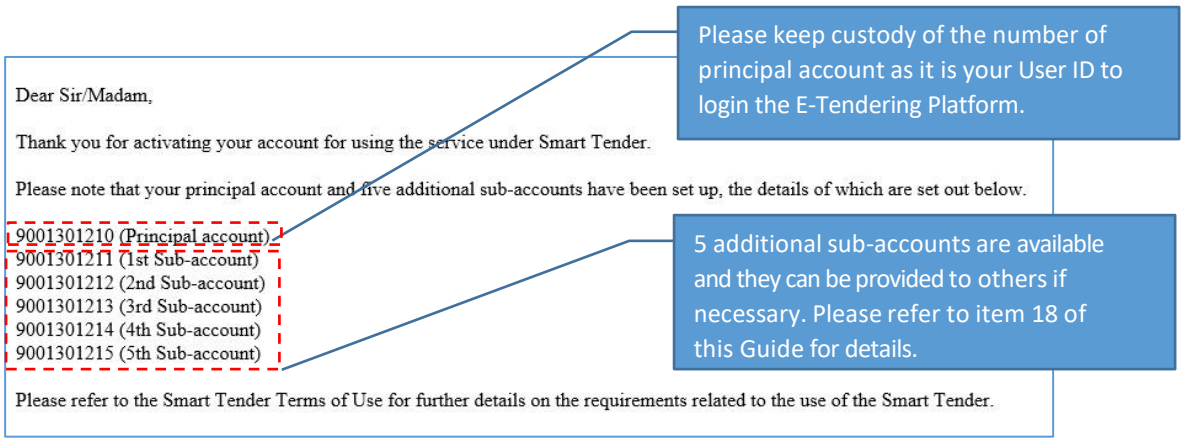


5.2) Paste the <Verification Code> in the location as indicated

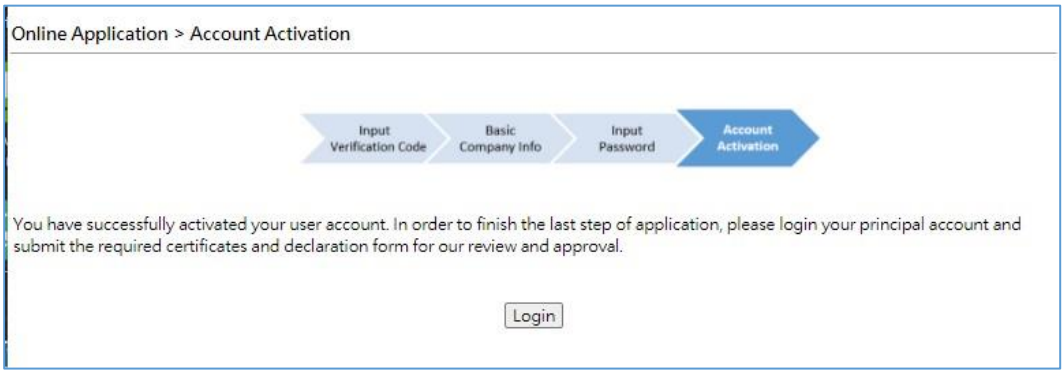


6) Create a login password as required.

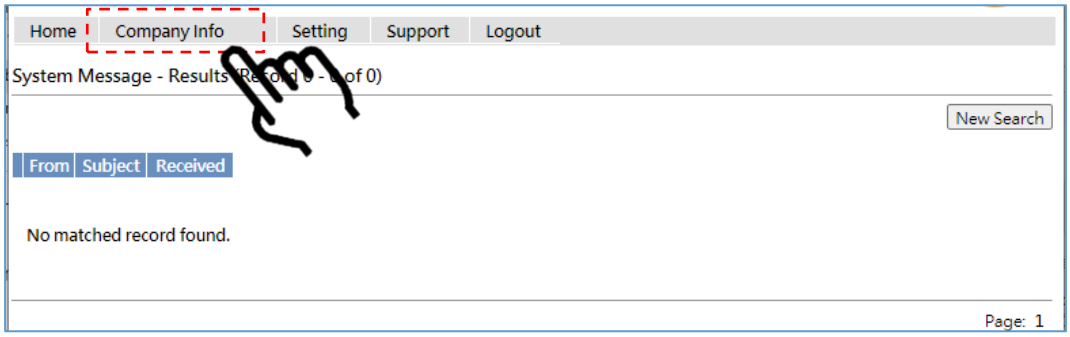
7) Check correctness of your email address again. You will get a confirmation email with User IDs of the principal account and five sub-accounts.



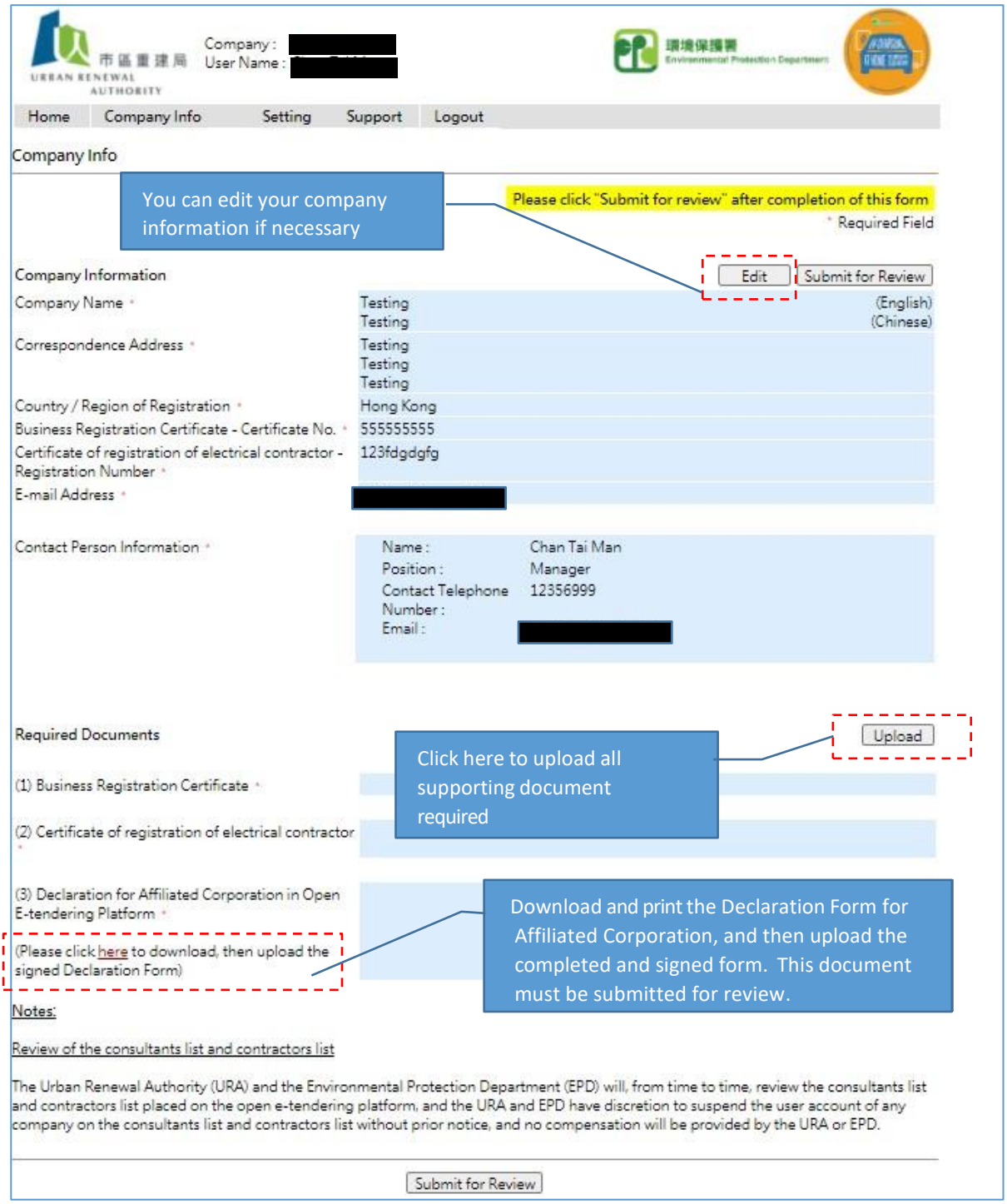
8) Click "Login" to complete the application and enter the Open E-tendering Platform to submit the supporting documents required.



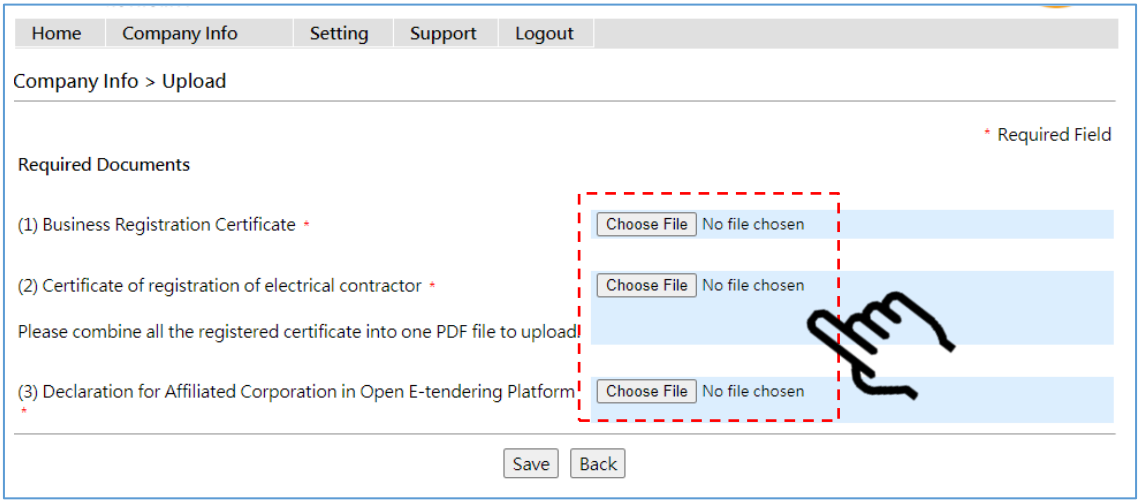
9) Click "Company Info" in the menu.



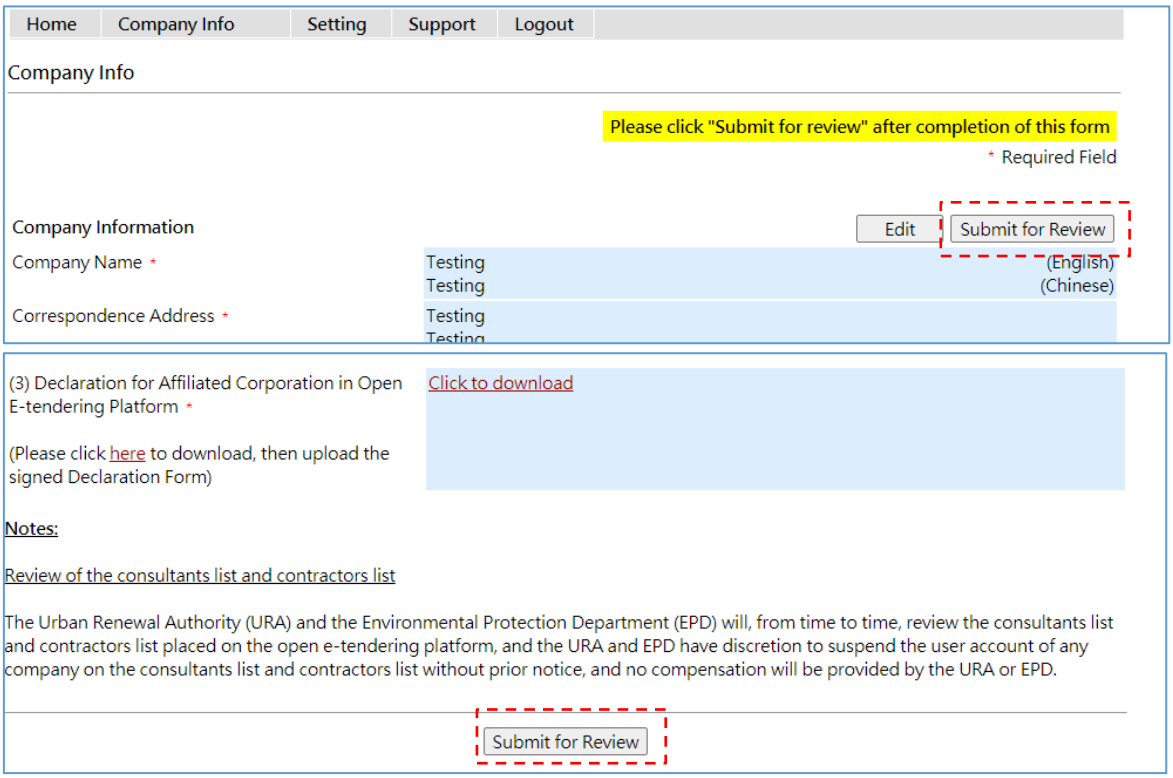
10) Click “Upload” to submit all required supporting documents.



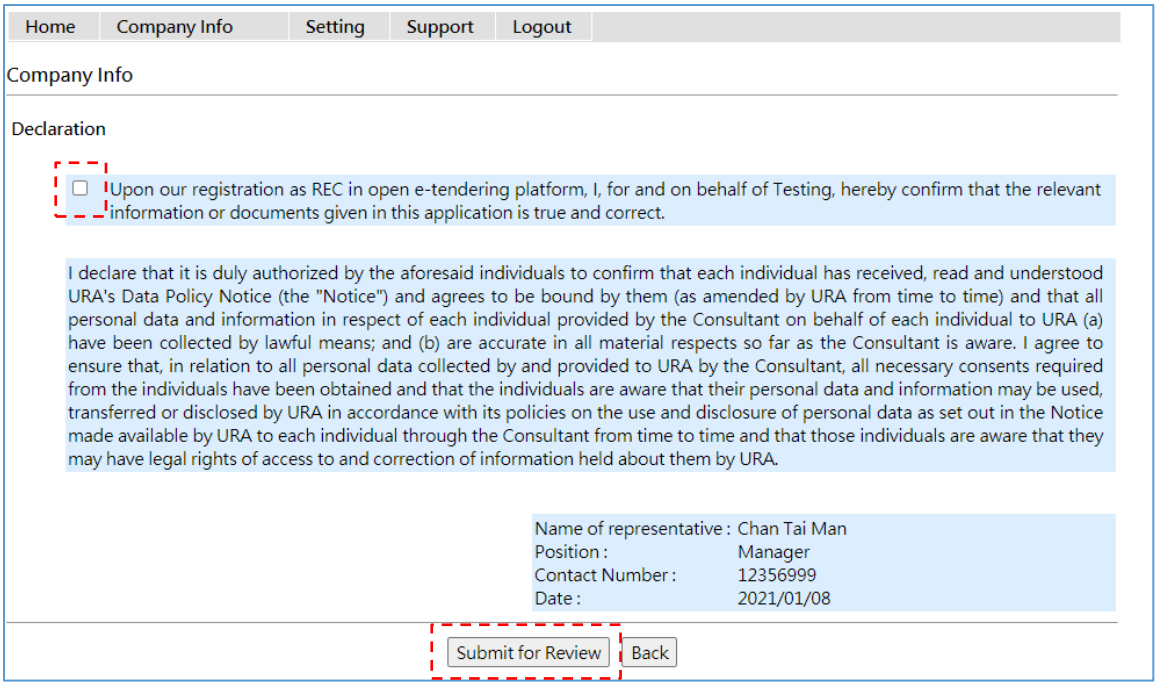
11) After uploading all supporting documents, click “Save” to return to the pervious page.



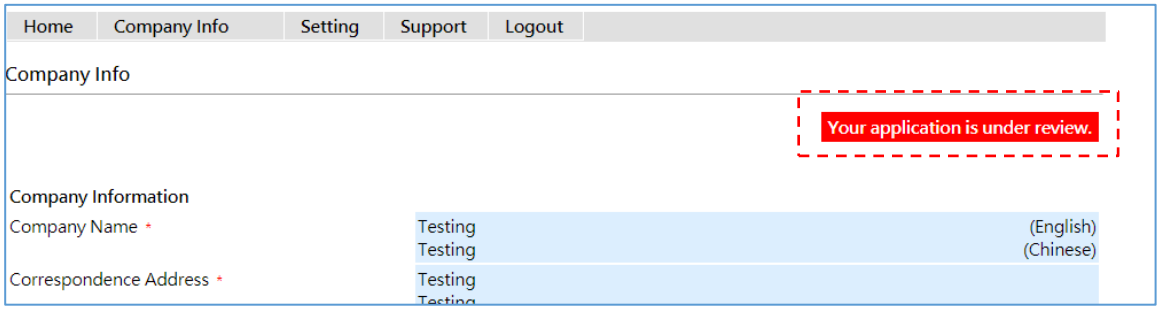
12) Check the information uploaded and then click “Submit for review” on the top or bottom button.



13) Read the Declaration and accept it by clicking the check box. Finally, click "Submit for Review" to complete the application.



14) Your application is now under review and you will be notified of the result via email after the review of URA within 7 working days.



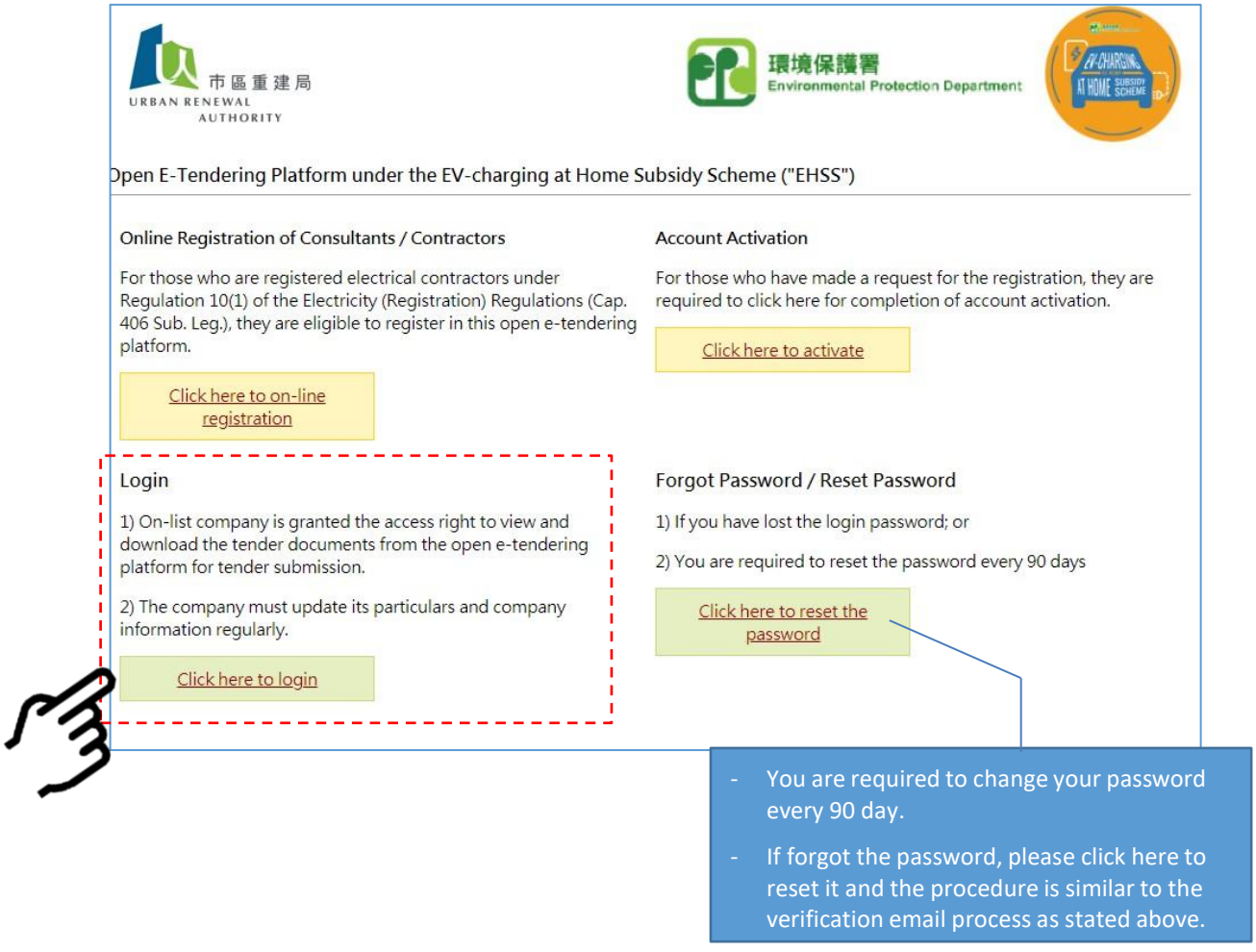
15) You can also log in the Open E-tendering Platform and click "System Message" under the Home menu to check the application status.

16) If the application is successful, you will see the result below.

System Message - View

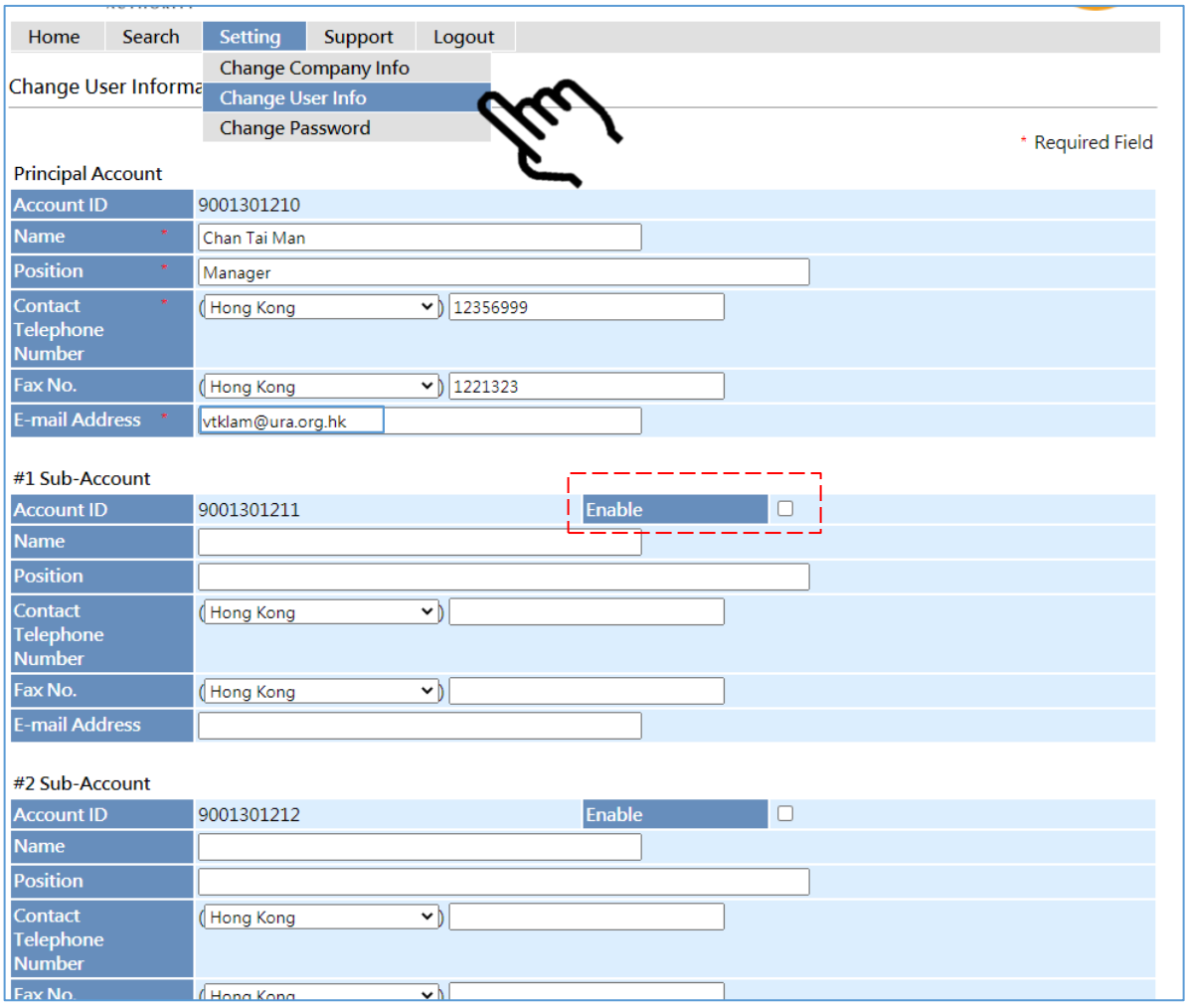
From	Open E-Tendering Platform (UAT)	Received	2021/01/08 16:05
Subject	Completion of registration for Registered Electrical Contractor under EPD – EV-charging at Home Subsidy Scheme ("EHSS") 完成註冊 - 環境保護署「EV屋苑充電易資助計劃」下之「註冊電業承辦商」("REC")		
Message	Dear Sir/Madam, Thank you for your submission of the supporting document upon request. We confirm that your registration is successfully activated and you are allowed to login the open e-tendering platform and/or Smart Tender – e-tendering platform for checking the details of each tendering projects. If you have any questions, please feel free to contact our hotline at 82023288 or by email (opentender@e-tendering.com) Yours sincerely, Environmental Protection Department		

17) Once you are informed of the successful result, you can log in the Open E-Tendering to check out projects and download the tender documents.



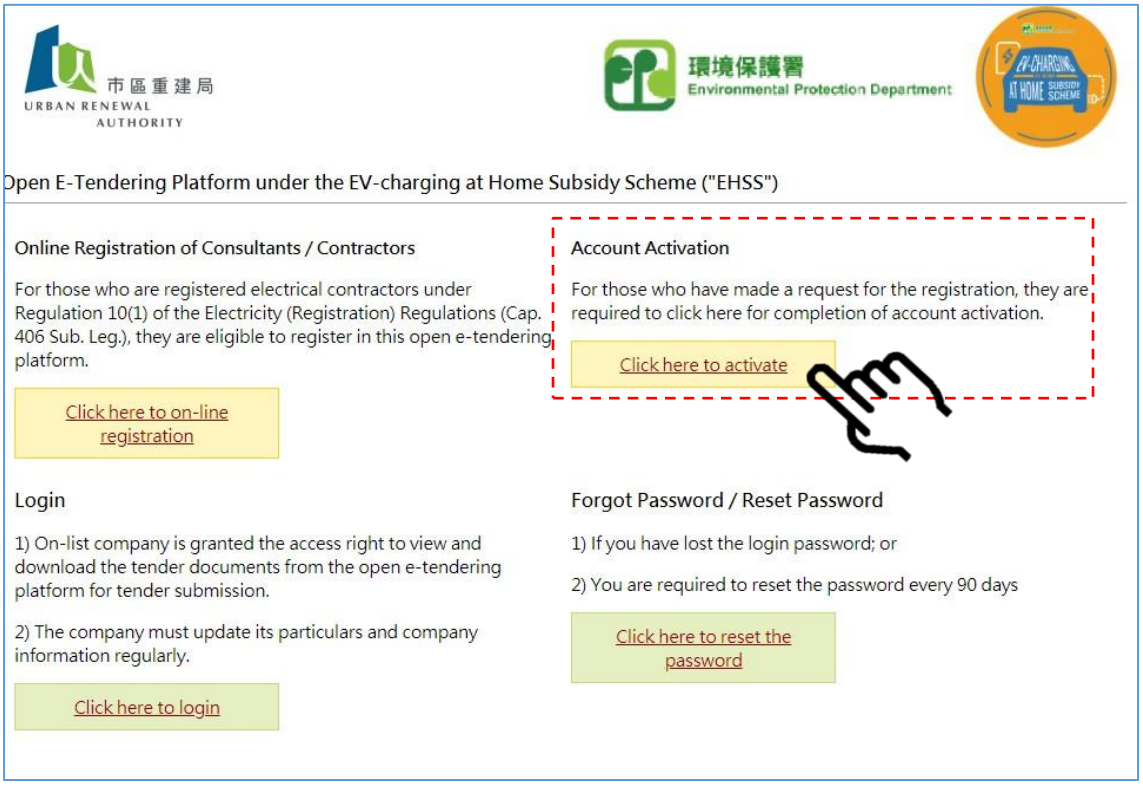
18) In case you need different people to handle the projects under the EHSS, you can set up maximum of five sub-accounts for them:

- Click “Change User Info” under the Setting menu
- Fill in the necessary information required and click the check box “Enable” accordingly
- Click “Save” button after completion

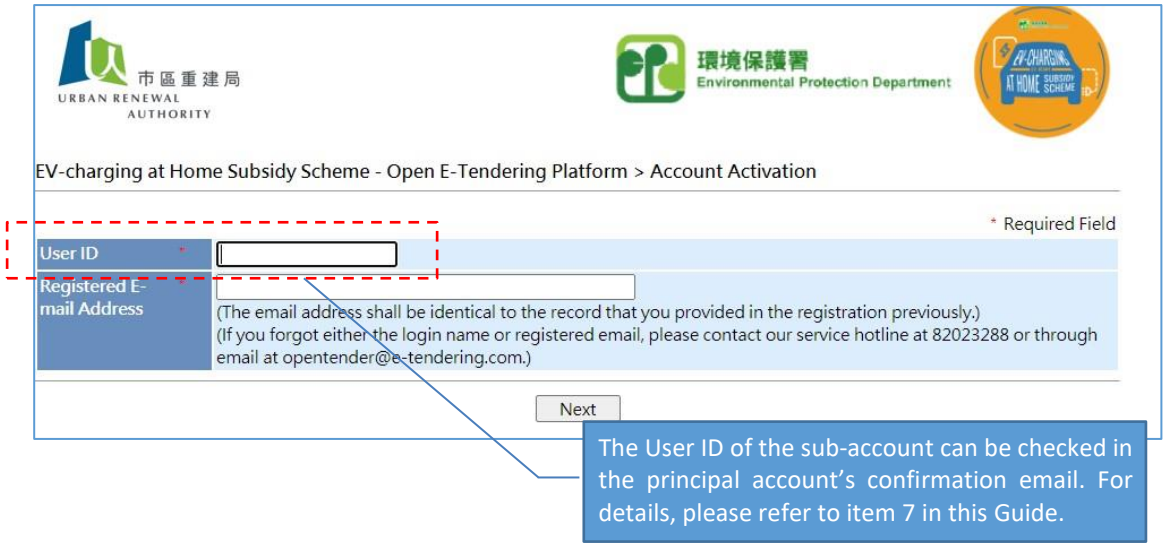


19) In case you need to handle the projects under the EHSS and have a User ID of a sub-account, you are required to visit the home page of Open E-Tendering Platform to activate your account for the first time:

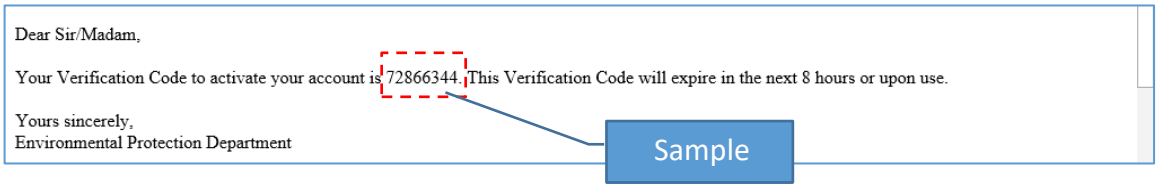
19.1) Click "Click here to activate".



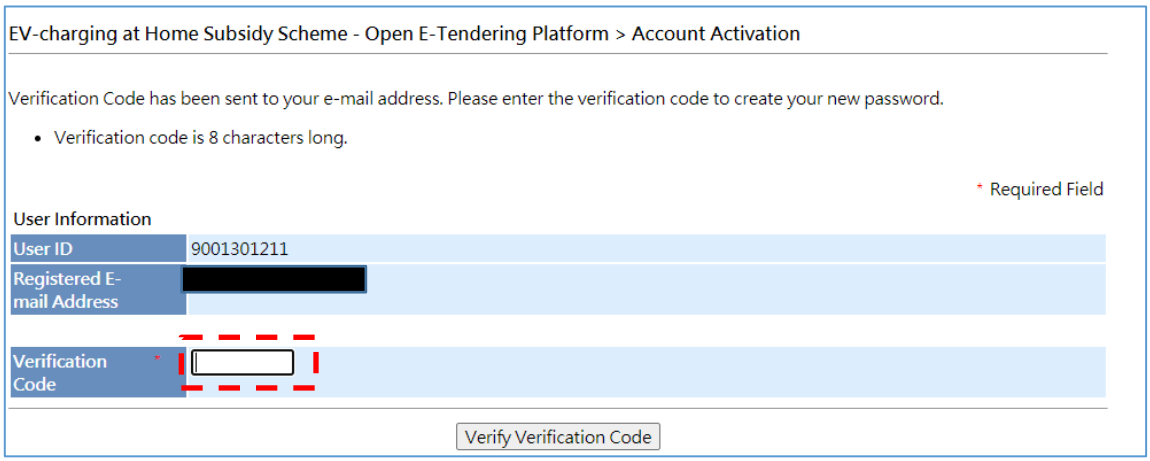
19.2) Fill in the User ID and your registered email address.



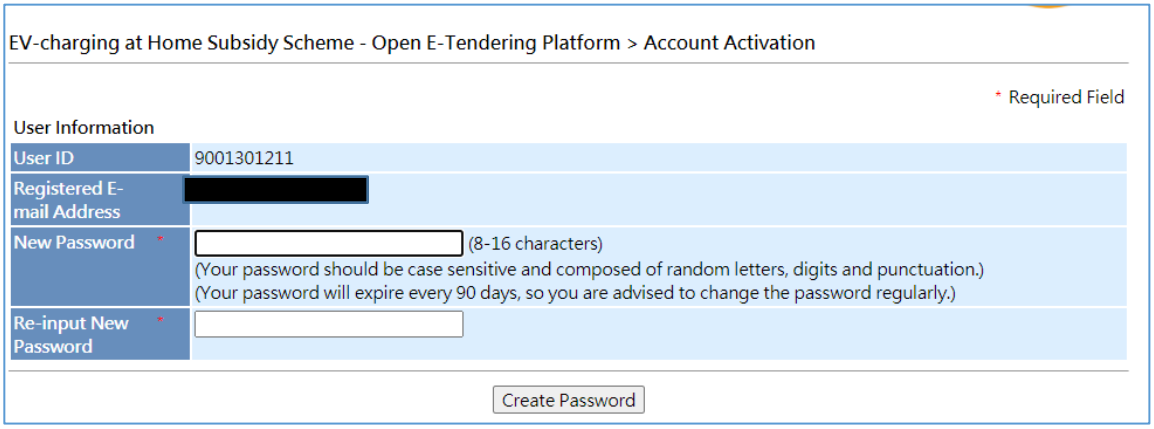
19.3) Check your email address and copy the <Verification Code> from the email you received.



19.4) Paste the <Verification Code> in the location as indicated.



19.5) Create your own password to complete the activation of the sub-account.



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