

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

User Guide for Applicants of the EHSS (Part 1)

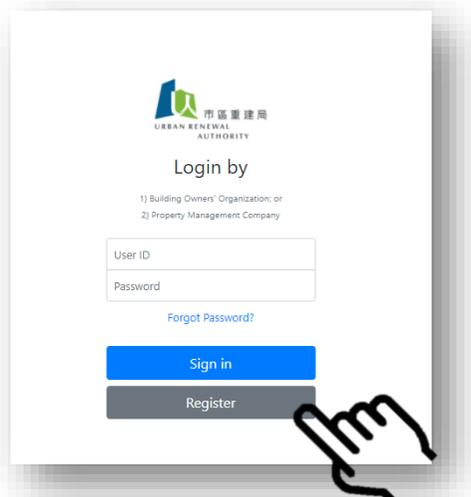
(A) Create a user account in the Open E-Tendering Platform

- 1) Click the following link to visit the EV-charging at Home Subsidy Scheme ("EHSS") website, and then select "Applicant Login" under the Open E-Tendering Platform.

<https://www.EVhomecharging.gov.hk/en>



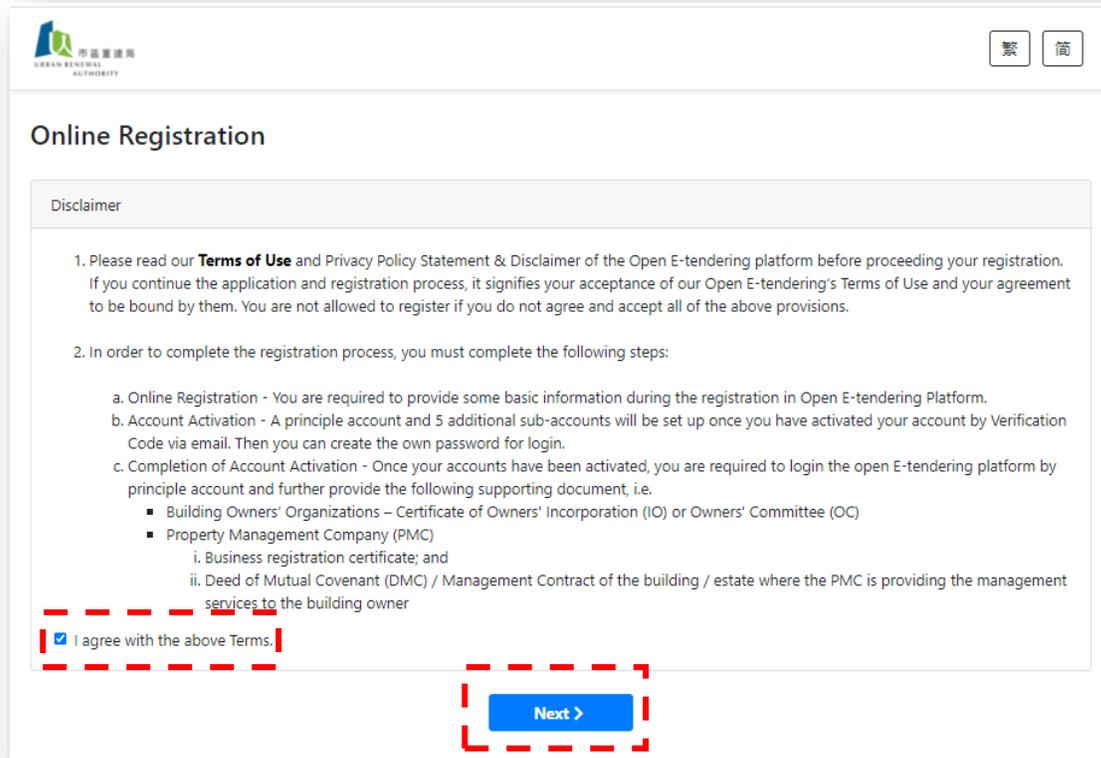
- 2) Click "Register".



Remark: Please call the Open E-tendering Platform's customer service hotline at 8202 3288 or send an email to opentender@e-tendering.com if you have any difficulties in the process.



- 3) After reading the Disclaimer, click the checkbox to agree and accept the relevant Terms, and then click “Next” to continue.



The screenshot shows a web page titled "Online Registration" from the Urban Renewal Authority. It features a "Disclaimer" section with the following text:

1. Please read our **Terms of Use** and Privacy Policy Statement & Disclaimer of the Open E-tendering platform before proceeding your registration. If you continue the application and registration process, it signifies your acceptance of our Open E-tendering's Terms of Use and your agreement to be bound by them. You are not allowed to register if you do not agree and accept all of the above provisions.

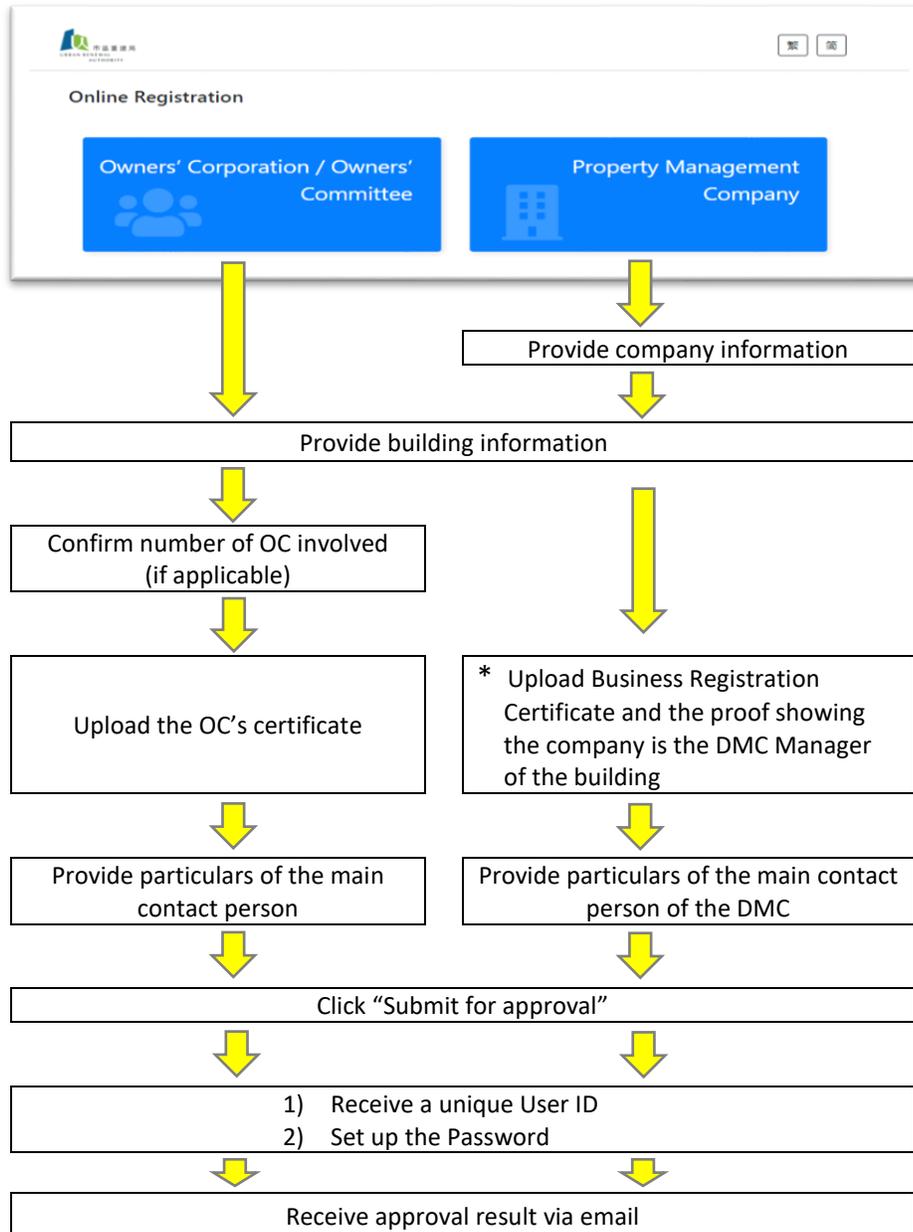
2. In order to complete the registration process, you must complete the following steps:

- a. Online Registration - You are required to provide some basic information during the registration in Open E-tendering Platform.
- b. Account Activation - A principle account and 5 additional sub-accounts will be set up once you have activated your account by Verification Code via email. Then you can create the own password for login.
- c. Completion of Account Activation - Once your accounts have been activated, you are required to login the open E-tendering platform by principle account and further provide the following supporting document, i.e.
 - Building Owners' Organizations – Certificate of Owners' Incorporation (IO) or Owners' Committee (OC)
 - Property Management Company (PMC)
 - i. Business registration certificate; and
 - ii. Deed of Mutual Covenant (DMC) / Management Contract of the building / estate where the PMC is providing the management services to the building owner

Below the disclaimer, there is a checkbox labeled "I agree with the above Terms." which is checked. A blue "Next >" button is located at the bottom right of the form area.

Remark: Please call the Open E-tendering Platform's customer service hotline at 8202 3288 or send an email to opentender@e-tendering.com if you have any difficulties in the process.

- 4) According to paragraph 4.1 of the "EHSS - Application Notes", the applicant shall be an owners' corporation ("OC") or a DMC Manager. If the applicant is an OC, please click the left button; if the applicant is a DMC Manager, please click the right button.



* Please provide relevant parts of the Deed of Mutual Covenant (DMC) to prove that the property management company is the DMC Manager of the relevant buildings / development.

- 5) After completing the above steps, you will receive an email confirming receipt of your application. In general, you will receive the reply notice within 7 working days from the registration date.

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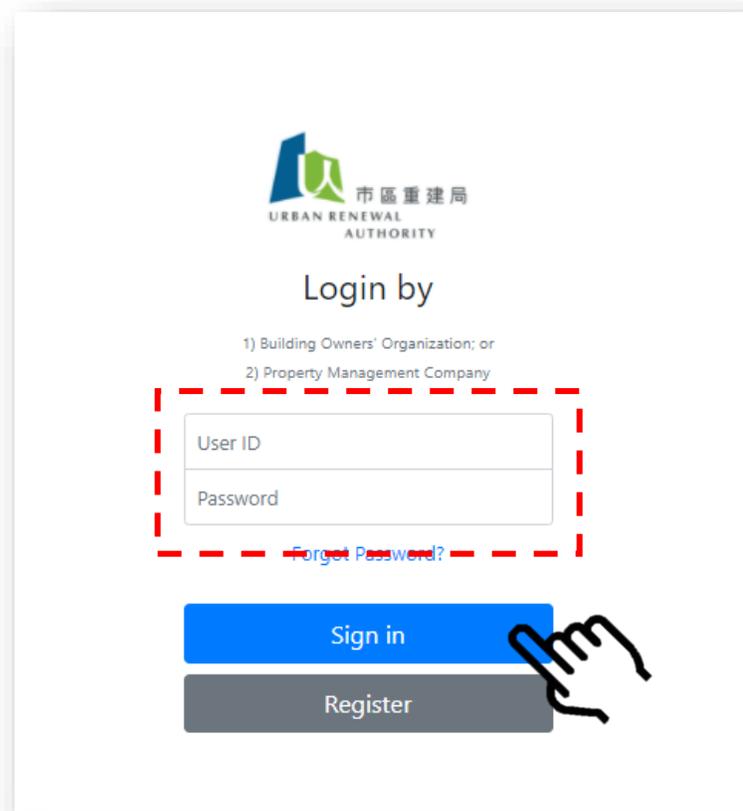


(B) Login the user account

- 1) Click the following link to visit the EV-charging at Home Subsidy Scheme ("EHSS") website, and then select "Applicant Login" under the Open E-Tendering Platform.

<https://www.EVhomecharging.gov.hk/en>

- 2) Enter the User ID obtained during the registration process and the customised Password, and then click "Sign in".



 市區重建局
URBAN RENEWAL
AUTHORITY

Login by

1) Building Owners' Organization; or
2) Property Management Company

User ID

Password

[Forgot Password?](#)

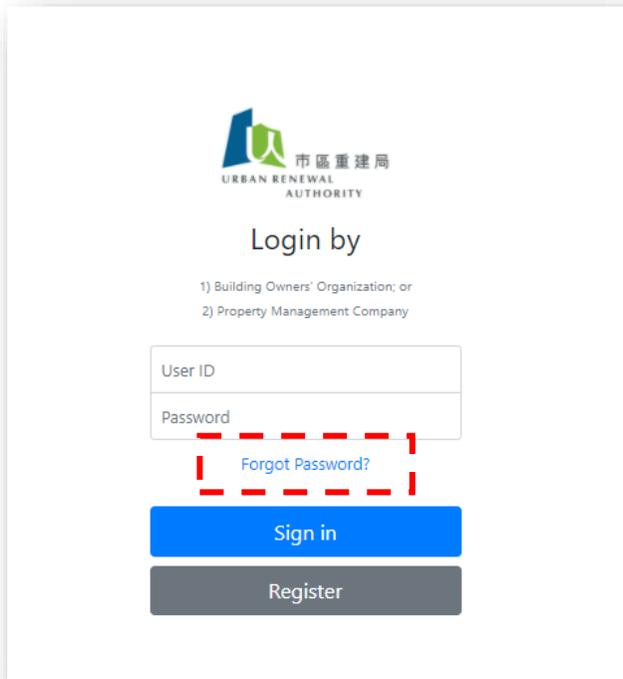
Sign in

Register

Remark: Please call the Open E-tendering Platform's customer service hotline at 8202 3288 or send an email to opentender@e-tendering.com if you have any difficulties in the process.

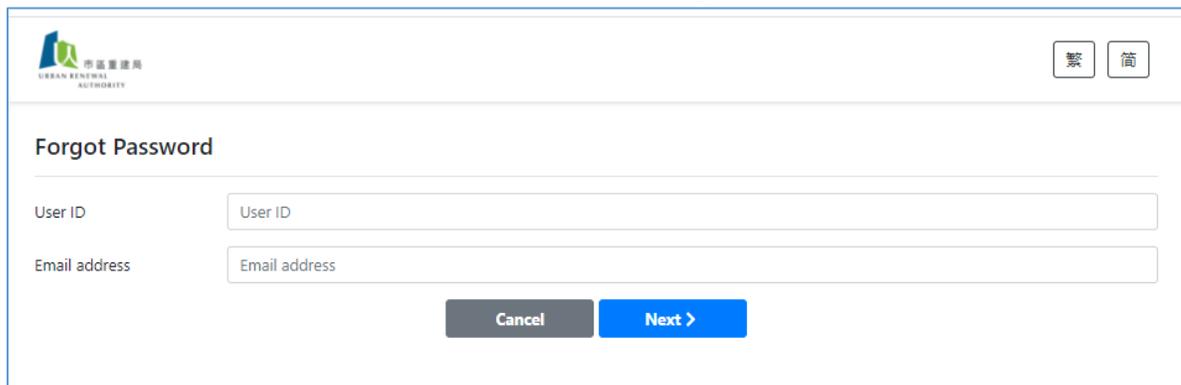
(C) Forgot password

- 1) If you forgot your Password, click “Forgot Password?”.



The screenshot shows the login page of the Urban Renewal Authority. At the top is the logo and name. Below it, the text "Login by" is followed by two options: "1) Building Owners' Organization; or" and "2) Property Management Company". There are two input fields: "User ID" and "Password". A red dashed box highlights the "Forgot Password?" link located below the password field. At the bottom, there are two buttons: a blue "Sign in" button and a grey "Register" button.

- 2) Enter the User ID obtained and the email address registered during the registration process, and then click “Next” to complete the Password resetting process.



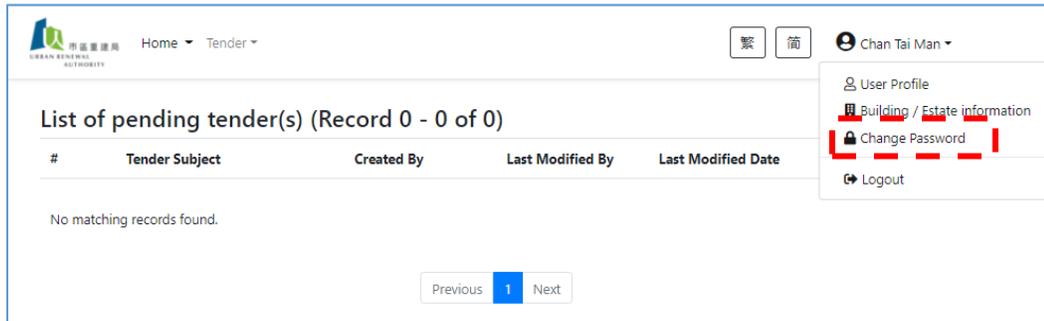
The screenshot shows the "Forgot Password" page. At the top left is the Urban Renewal Authority logo. At the top right are two buttons: "繁" (Traditional Chinese) and "簡" (Simplified Chinese). The main heading is "Forgot Password". Below it are two input fields: "User ID" and "Email address". At the bottom, there are two buttons: a grey "Cancel" button and a blue "Next >" button.

- 3) If you forgot your “User ID”, please contact the EHSS Open E-tendering Platform’s customer service hotline at 8202 3288 or send an email to opentender@e-tendering.com, the relevant user account will be reset after verifying your identity.

Remark: Please call the Open E-tendering Platform’s customer service hotline at 8202 3288 or send an email to opentender@e-tendering.com if you have any difficulties in the process.

(D) Change password

1) Click “Change Password” after login the Open E-tendering Platform.



Home Tender

繁 簡 Chan Tai Man

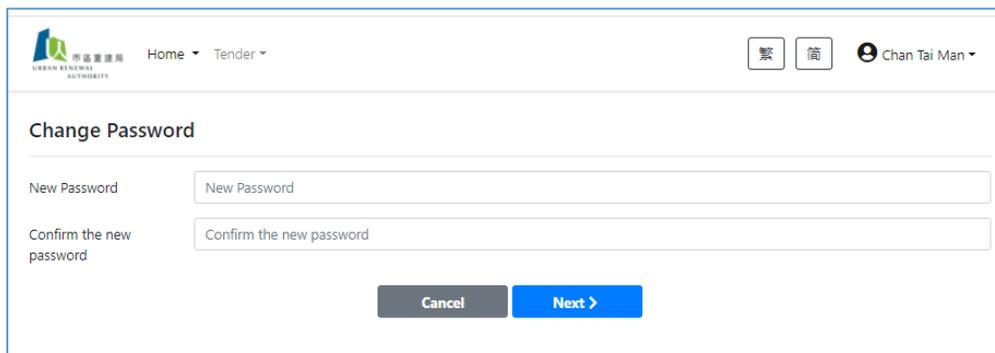
User Profile
Building / Estate information
Change Password
Logout

List of pending tender(s) (Record 0 - 0 of 0)

#	Tender Subject	Created By	Last Modified By	Last Modified Date
No matching records found.				

Previous 1 Next

2) Enter the new Password, and then click “Next” to complete the Password changing process.



Home Tender

繁 簡 Chan Tai Man

Change Password

New Password

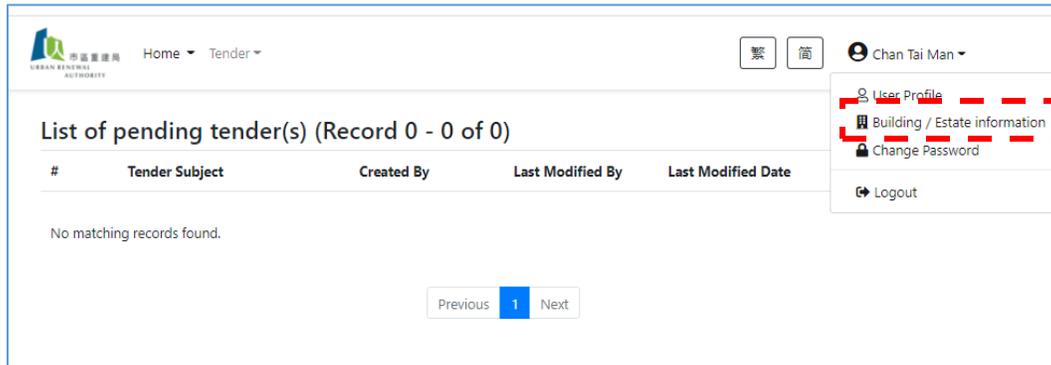
Confirm the new password

Cancel Next >

Remark: Please call the Open E-tendering Platform’s customer service hotline at 8202 3288 or send an email to opentender@e-tendering.com if you have any difficulties in the process.

(E) View account information

- 1) Click “Building / Estate information” after login the Open E-tendering Platform.



- 2) Change of information is not allowed. If you need to update the building profile, you should contact the EHSS Open E-tendering Platform’s customer service hotline at 8202 3288 or send an email to opentender@e-tendering.com.

~ END ~

Remark: Please call the Open E-tendering Platform’s customer service hotline at 8202 3288 or send an email to opentender@e-tendering.com if you have any difficulties in the process.