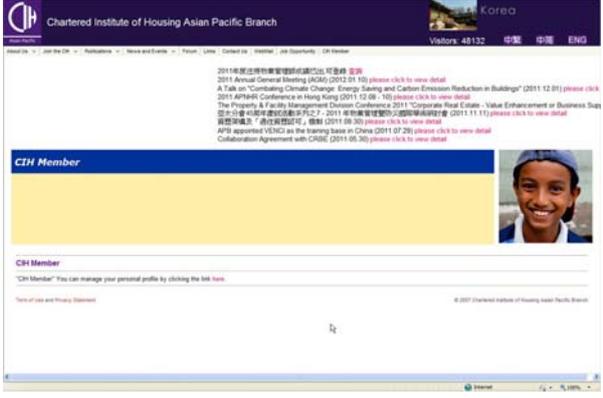
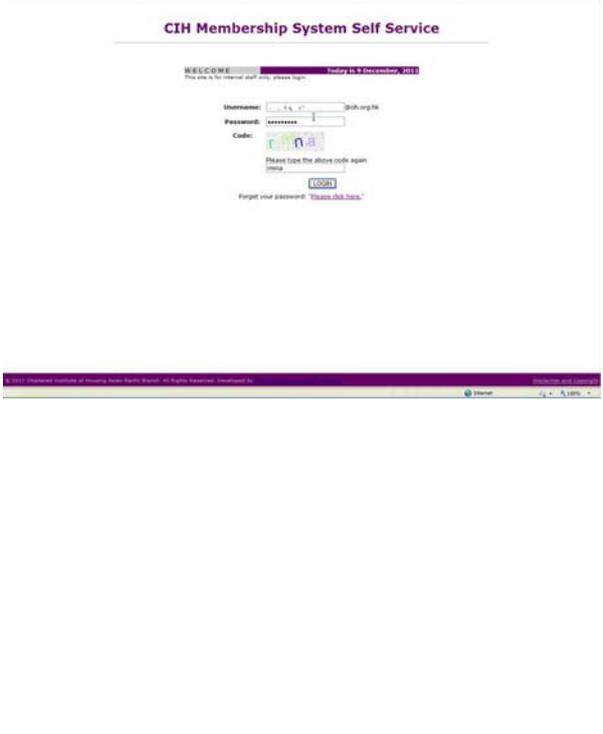


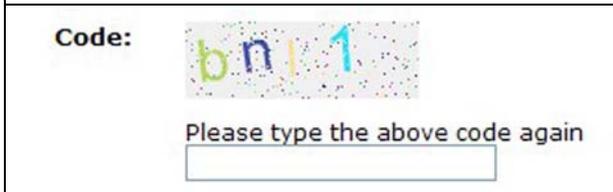
Quick Reference – Update of Personal Profile

	<p>Step 1: Go to CIHAPB website at: http://www.cih.org.hk</p>
	<p>Step 2: Select the menu option “<i>CIH Member</i>”</p>
	<p>Step 3: In the “<i>CIH Member</i>”, you can follow the instruction and click “<i>here</i>” to go to the “<i>Membership System Self Service</i>” to manage your personal profile.</p>
	<p>Step 4: On the “<i>Membership System Self Service</i>” login page, please type (i) <i>User Name</i> which is “<i>your email address</i>” given by CIHAPB such as abc@cih.org.hk. You can just type your Electronic ID as the last few characters “@cih.org.hk” has been preset in the system; (ii) your <i>Password</i> ; and (iii) <i>the 4- letter security code</i> generated by the system. Thereafter, click “<i>LOGIN</i>” to enter the system.</p> <p>If you forget your password, you can click the “<i>Forget your password: Please click here</i>” and go to forget password handling page.</p>



Step 5:

If you forget your password, you can type in your member ID or email given by CIHAPB together with the system generated 4-letter security code and click “Submit” to allow the system to resend the password to you via email.



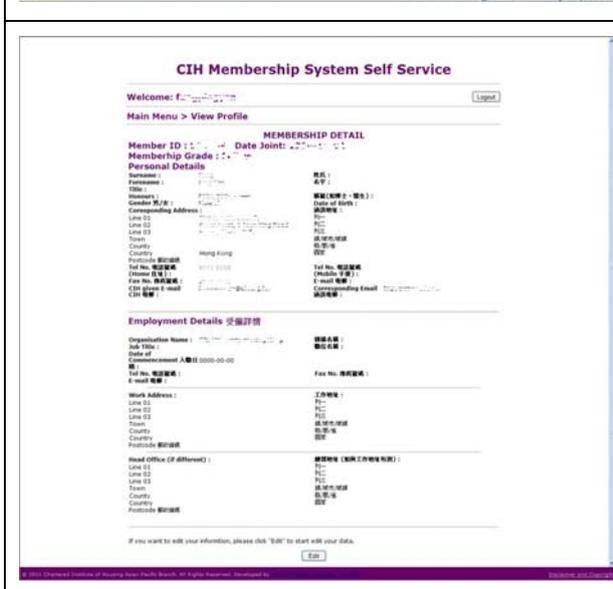
Step 6:

Once again, please type the 4-letter security code generated by the system.



Step 7:

After log- in the system, you will find the system menu page with two functions; one is “view your personal profile only” and the other is “edit your personal profile”.



Step 8:

When you select the “View” function, your personal profile will be shown. If you want to edit your personal profile, you can click “Edit” to edit your personal profile.

CIH Membership System Self Service

Welcome: fungpingyan Logout

Main Menu > Edit Profile

Member ID: 123456 Date Joint: 2010-10-10

SECTION 1 APPLICATION GRADE: [dropdown]

SECTION 2 Personal Details

Name: [text] 姓名: [text]
 Forename: [text] 名字: [text]
 Gender: [text] 性别: [text]
 ID No.: [text] 身份证号码: [text]
 Members: [text] 证件类型: [text]
 Corresponding Address: [text] 对应地址: [text]
 Line 01: [text] 邮编: [text]
 Line 02: [text] 区: [text]
 Line 03: [text] 镇: [text]
 Town: [text] 镇: [text]
 Country: [text] 国家: [text]
 Postcode: [text] 邮编: [text]

Tel No.: [text] 电话: [text]
 Home No.: [text] 住宅电话: [text]
 Fax No.: [text] 传真: [text]
 CIH given e-mail: [text] 系统给定电子邮箱: [text]
 CIH No.: [text] 系统给定电子邮箱: [text]

Employment Details 受雇详情

The changed Employment Details will subject to Branch administration process and update later.

Organisation Name: [text] 单位名称: [text]
 Job Title: [text] 职位名称: [text]
 Date of Commencement: [text] 开始日期: [text]
 Tel No.: [text] 电话: [text]
 Fax No.: [text] 传真: [text]

Work Address: [text] 工作单位地址: [text]
 Line 01: [text] 区: [text]
 Line 02: [text] 镇: [text]
 Line 03: [text] 镇: [text]
 Town: [text] 镇: [text]
 Country: [text] 国家: [text]
 Postcode: [text] 邮编: [text]

Head Office (if different): [text] 总部地址 (如与工作地址不同): [text]
 Line 01: [text] 区: [text]
 Line 02: [text] 镇: [text]
 Line 03: [text] 镇: [text]
 Town: [text] 镇: [text]
 Country: [text] 国家: [text]
 Postcode: [text] 邮编: [text]

If you want to save your information, please click "Save" to save your data.
 or click "Back" to view your data only.
 If you need to change the unchangeable fields in the above, please contact our branch administrator at Tel: 23588888 or email to admin@cih.com.hk for further assistance.

Save Back

Step 9:

After editing your personal profile, you can click “Save” to save the edited data.

Thereafter, you can click “Logout” to leave the system; or to click “Back” or “Main” to return back to the Main Menu page.

Quick Reference – Change of Email Password

(A) Log On and Email Management: (<http://mail.cih.org.hk>)

1. Enter your **User ID** and **Password**, then click the **Logon** button.
2. If the logon information is correct, your mailbox summary appears. If you repeatedly have problems logging in, contact your mail administrator.



(B) Security Options

You can select the following options to provide increased security:

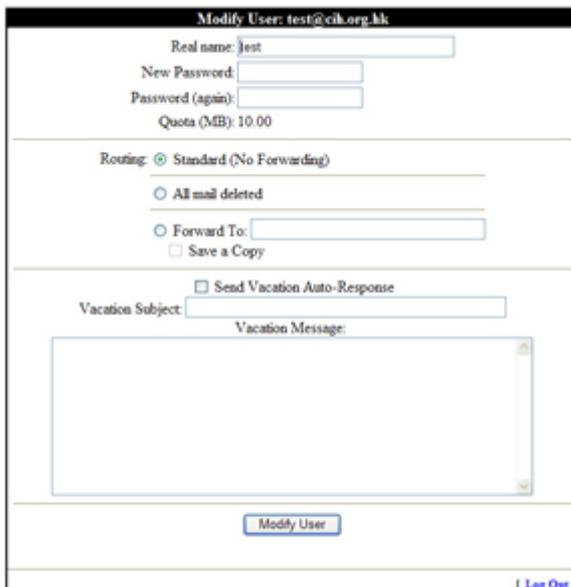
- **Expire page views.** If you are logging in to Web Mail System from a public terminal or from someone else's computer, you can select this option to prevent the browser from saving (caching) the page you view. Note that Microsoft's Internet Explorer can be set to ignore this "expire page views" command, so it is still possible your pages will be saved.
- **Remember User ID & password** (not recommended if you share this computer). This option will save your password in a file (called a cookie), so you do not have to enter it each time you log in to Web Mail System.

(C) Change Password and Email Forwarding: (<http://mailadmin.cih.org.hk>)

1. Please logon using your existing User Account (e.g. username or username@cih.org.hk), Domain name (cih.org.hk) and Password. You may refer to the adjacent page for example.



2. **Set Email Forwarding:** Please select the “Forward To” option and type in the address you wish to receive the emails. If you have more than one email address, you may separate them by using a comma, e.g., forward1@abc.com, forward2@cde.com. If you want to save a copy of the email in this email account, check the “Save a Copy” option, please remember to clear the mail from the server as the storage size is limited. If setting is ready, then click “Modify User” to save the setting.



3. **To change password:** Please type the new password at the “New Password” box and again at “Password (again)” box, then click “Modify User” to save the setting.