

## Update of Personal Profile

To facilitate members managing their own personal profile in the Chartered Institute of Housing membership record, please be informed that the Branch Office has recently upgraded its website and a new webpage “CIH Member” has been added. Members can easily amend their personal particular record, including employer, corresponding address, contact, personal email address etc. after log in the said “CIH Member” webpage using their CIHAPB Electronic ID and the password of their CIHAPB email account. For those who have previously changed their password, the password mentioned above will be the revised password of the members. Members can follow the steps below to update their Personal Profile at the Branch website.

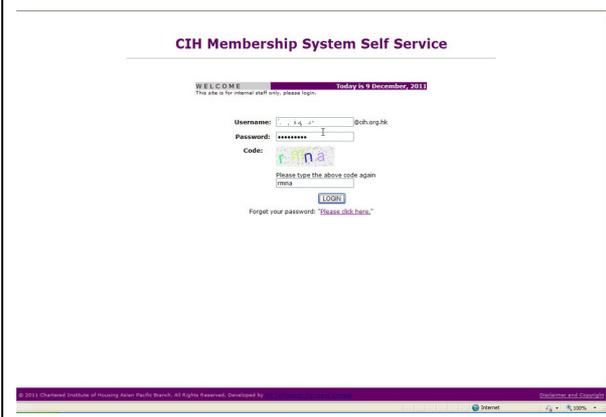
In case members have difficulties in updating their personal particulars, members are welcomed to contact Ms Elise Kwok, Administrative Assistant of the Branch at 2356-8680 or email to the Branch Office at [apb@cih.org.hk](mailto:apb@cih.org.hk).

### Quick Reference – Update of Personal Profile

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|---|---|
|  | <p>Step 1:<br/>Go to CIHAPB website at:<br/><a href="http://www.cih.org.hk">http://www.cih.org.hk</a></p> |
|  | <p>Step 2:<br/>Select the menu option “<i>CIH Member</i>”</p>   |

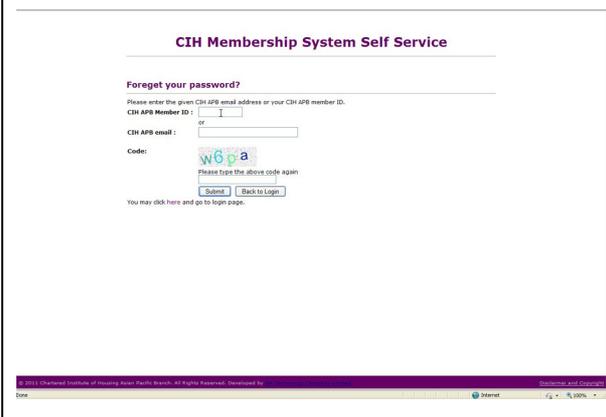


Step 3:  
 In the “*CIH Member*”, you can follow the instruction and click “*here*” to go to the “*Membership System Self Service*” to manage your personal profile.



Step 4:  
 On the “*Membership System Self Service*” login page, please type (i) *User Name* which is “*your email address*” given by CIHAPB such as [abc@cih.org.hk](mailto: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 *Password*; and (iii) *the 4- letter security code* generated by the system. Thereafter, click “*LOGIN*” to enter the system.

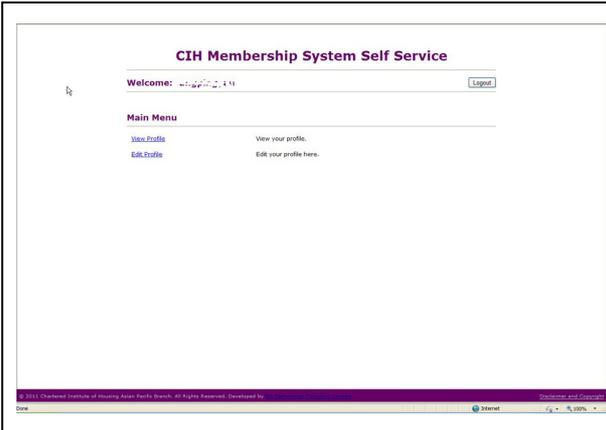
If you forget your password, you can click the “*Forget your password: Please click here*” and go to forget password handling page.



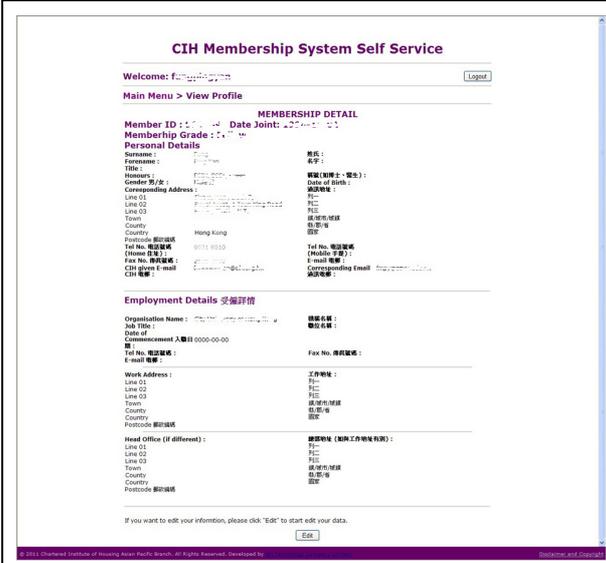
Step 5:  
 If you forget your password, you can type in your member ID or email given by CIHAPB together with the system generated 4-letter security code and click “*Submit*” to allow the system to resend the password to you via email.



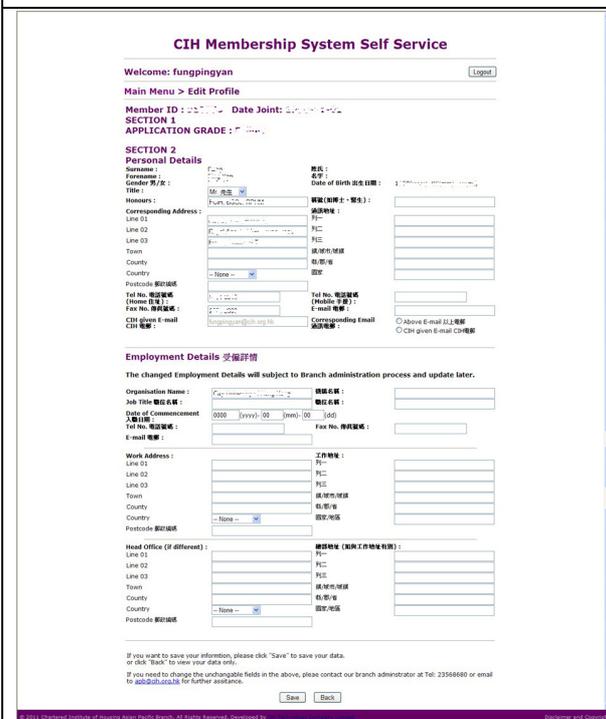
Step 6:  
 Once again, please type the 4-letter security code generated by the system.



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.



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.