

# Quick Guide of Using eHealth System (Subsidies) for COVID-19 Vaccination Programme in Account Management



# Service Provider Account Account Activation and 1<sup>st</sup> Time Login

# Service Provider Account Login

Service Provider (token holder) should receive the following items for account activation and 1<sup>st</sup> time login

1. Service Provider ID
2. Token
3. Account Activation Notice (by email)

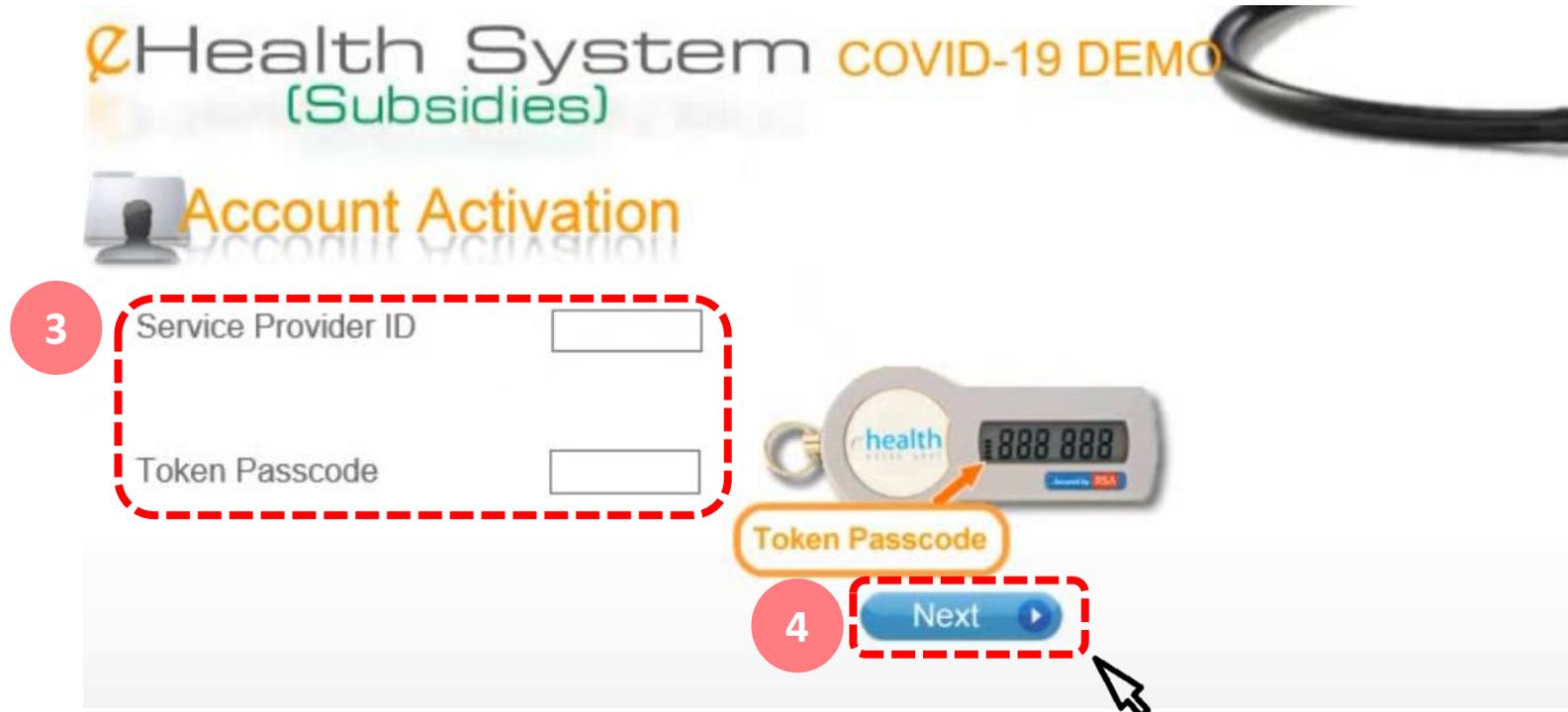
# Steps

1. Receive Service Provider & Token
2. Click the activation link in the Account Activation Email



# Steps

3. Input “Service Provide ID” and “Token Passcode”
4. Click “Next”



# Steps

5. Create “Web Account Username”
6. Click “Check Availability”
7. Input “New Password” and “Confirm Password”
8. Click “Next”

**Account Activation**

>>> 1. Web Account Username and Password 2. Complete

To facilitate your login process, you can create a login account username. However if you do not setup an account username, you can still login to the System (Subsidies) with your service provider ID

5 Web Account Username  6 Check Availability [▶](#)  
Get Username from PPI-OR/eHRSS [▶](#)

Web username tips

1. Username length: 4 - 20 characters
2. Available characters shown as below
  - English characters (A through Z)
  - Numerals (0 through 9)
  - Underscore "\_" or full stop "."

7 New Password   
Confirm Password

Web password tips

1. Contains at least 3 of the following 4 character groups.
  - English uppercase characters (A through Z)
  - English lower case characters (a through z)
  - Numerals (0 through 9)
  - Non-alphabetic characters (such as !, \$, #, %)
2. Password length: 10 - 20 digits
3. Avoid using names, birthdays, phone numbers, ID numbers or words or numbers that are easily identified as password

8 Next [▶](#)

# Tips for Password of Service Provider Account

- Password length: 10-20 digits
- Password should contain at least 3 of the following:
  - A-Z
  - a-z
  - 0-9
  - non-alphabetic characters (e.g. !, \$, #, %)
- Example: Covid2021!
- Users can change their password afterwards

# Service Provider Account Login and Account Management

# Service Provider Account Login

Service Provider (token holder) should use the following information to login eHS(S) :

1. Service Provider ID/ Username
2. Password
3. Token

# Steps

1. Select “Service Provider”
2. Input “Username”, “Password” and “Token Passcode”
3. Click “Login”

4. Select “My Profile” to perform account management

The screenshot displays a web application interface with a left sidebar, a main content area, and a right sidebar. The left sidebar contains navigation links: Login, User Manual, Useful Link, FAQs, Contact Us, Easy Guide, Download Area, and Release Notes. The main content area features a 'Login' section with a 'Service Provider' radio button selected, and input fields for 'Service Provider ID / Username' (00123456), 'Password', and 'Token Passcode'. A 'Login' button is at the bottom. A red dashed box highlights the 'Service Provider' selection and the input fields. A red circle with the number '1' is above the 'Service Provider' selection, a red circle with '2' is to the left of the input fields, and a red circle with '3' is above the 'Login' button. A mouse cursor points to the 'Login' button. To the right of the input fields is a 'Token Passcode' section with a 'health' token image and a 'Token Passcode' label. A red arrow points from the 'Token Passcode' section to the 'My Profile' option in the right sidebar. The right sidebar has a 'Menu' section with options: Claim, COVID-19 Vaccination Programme, Vaccination Record Enquiry, Record Confirmation, Claim Transaction Management, eHealth (Subsidies) Account Rectification, Monthly Statement, My Profile (highlighted with a red dashed box and a red circle with '4'), and User Manual. Below the menu is a 'Login Information' section showing 'Last Successful Login: 23 Feb 2021 10:14' and 'Last Failure Login: 20 Feb 2021 20:53'. Below that is a 'What's New' section with a message dated 17 Feb 2021 about Smart ID Card Reading Software. At the bottom is a 'Task List' section with two items: 'List of Unread Message' (1 unread message(s)) and 'List of Claims Pending Confirmation' (139 record(s) pending confirmation), each with a 'GO' button.

# Create a Data Entry Account

# Create Data Entry Account

Service Provider can create Data Entry Account for users and assign the following for them:

1. Username
  - Username length: 4-20 characters
  - Available characters: A-Z, 0-9, underscore “\_” , full stop “.”
2. Practice
  - Select all booths
3. Password
  - Password length: 10-20 digits
  - Password should contain 3 of the following:
    - A-Z
    - a-z
    - 0-9
    - non-alphabetic characters (e.g. !, \$, #, %)
  - Example: Covid2021!
  - Users can change their password afterwards

# Steps

1. In My Profile > Data Entry Account Maintenance, click “Add” to add a new Data Entry Account

**My Profile**

Personal Particulars | Medical Organization Information | Practice Information | Bank Information | System Information | **Data Entry Account Maintenance**

**Data Entry Account List**

Input "Username"  Filter Clear

	Username
1	<a href="#">DE_21</a>
2	<a href="#">DE_22</a>
3	<a href="#">DE01</a>
4	<a href="#">DE02</a>
5	<a href="#">DE03</a>
6	<a href="#">DE04</a>
7	<a href="#">DE05</a>
8	<a href="#">DE06</a>
9	<a href="#">DE07</a>
10	<a href="#">DE08</a>
11	<a href="#">DE09</a>
12	<a href="#">DE10</a>
13	<a href="#">DE11</a>
14	<a href="#">DE12</a>
15	<a href="#">DE13</a>
16	<a href="#">DE14</a>
17	<a href="#">DE15</a>
18	<a href="#">DE16</a>
19	<a href="#">DE17</a>
20	<a href="#">DE18</a>
1 2	

**Data Entry Account Information**

**Login Information**

Username  Web username tips  
1. Username length: 4 -  
2. Available characters s  
- English characters (A through Z)  
- Numerals (0 through 9)  
- Underscore "\_" or full stop "."

Practice  Hong Kong Central Library - Booth 1 (1)  
 Hong Kong Central Library - Booth 2 (2)  
 Hong Kong Central Library - Booth 3 (3)  
 Hong Kong Central Library - Booth 4 (4)  
 Hong Kong Central Library - Booth 5 (5)  
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 Hong Kong Central Library - Booth 18 (18)  
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 Hong Kong Central Library - Booth 20 (20)

**Password Settings**

New Password   
Confirm Password

Web password tips  
1. Contains at least 3 of the following 4 character groups.  
- English uppercase characters (A through Z)  
- English lower case characters (a through z)  
- Numerals (0 through 9)  
- Non-alphabetic characters (such as !, \$, #, %)  
2. Password length: 10 - 20 digits  
3. Avoid using names, birthdays, phone numbers, ID numbers or words or numbers that are easily identified as password

**Account Status**

Account Status  Suspended  
Account Locked

**1** Add

# Steps

2. Input "Username"
3. Tick the box to select "Practice" for the designated user
4. Input new password in the fields of "New Password" and "Confirm Password"
5. Click "Save" to complete

**My Profile**

Personal Particulars | Medical Organization Information | Practice Information | Bank Information | System Information | Data Entry Account Maintenance

**Data Entry Account List**

Username
1 DE_21
2 DE_22
3 DE01
4 DE02
5 DE03
6 DE04
7 DE05
8 DE06
9 DE07
10 DE08
11 DE09
12 DE10
13 DE11
14 DE12
15 DE13
16 DE14
17 DE15
18 DE16
19 DE17
20 DE18
1 2

**Data Entry Account Information**

**Login Information**

Username:

Web username tips

1. Username length: 4 - 20 characters
2. Available characters shown as below
  - English characters (A through Z)
  - Numbers (0 through 9)
  - Underscore "\_" or full stop "."

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- Hong Kong Central Library - Booth 18 (18)
- Hong Kong Central Library - Booth 19 (19)
- Hong Kong Central Library - Booth 20 (20)

**Password Settings**

New Password:

Confirm Password:

Poor >> Moderate >> Strong

Web password tips

1. Contains at least 3 of the following 4 character groups.
  - English uppercase characters (A through Z)
  - English lower case characters (a through z)
  - Numerals (0 through 9)
  - Non-alphabetic characters (such as !, \$, #, %)
2. Password length: 10 - 20 digits
3. Avoid using names, birthdays, phone numbers, ID numbers or words or numbers that are easily identified as password

**Account Status**

Account Status:  Suspended

Account Locked:  Locked

Cancel [X] Save [S]

# Steps

The screenshot shows a web application interface. At the top left, there is a 'Menu' button and a 'My Profile' section with a user icon. A green notification box with a checkmark icon contains the text 'Data Entry Account Creation Completed.'. Below this, there are several tabs: 'Personal Particulars', 'Medical Organization Information', 'Practice Information', 'Bank Information', 'System Information', and 'Data Entry Account Maintenance'. The 'Data Entry Account List' tab is active, showing a table with 20 rows of usernames (DE\_21 to DE\_17) and a '1 2' indicator at the bottom. The 'Data Entry Account Information' tab is also active, showing 'Login Information' for 'Username: DE\_23'. Under 'Practice', there is a list of 20 checkboxes, all of which are checked, corresponding to 'Hong Kong Central Library - Booth 1 (1)' through 'Hong Kong Central Library - Booth 20 (20)'. Below this, there are sections for 'Password Settings' (with a 'Change Web Password' checkbox) and 'Account Status' (with 'Account Status' and 'Account Locked' checkboxes, both of which are unchecked). At the bottom of the 'Data Entry Account Information' panel, there are 'Add' and 'Edit' buttons.

**My Profile**

✓ Data Entry Account Creation Completed.

Personal Particulars | Medical Organization Information | Practice Information | Bank Information | System Information | Data Entry Account Maintenance

**Data Entry Account List**

Input "Username"

	Username
1	<a href="#">DE_21</a>
2	<a href="#">DE_22</a>
3	<a href="#">DE_23</a>
4	<a href="#">DE01</a>
5	<a href="#">DE02</a>
6	<a href="#">DE03</a>
7	<a href="#">DE04</a>
8	<a href="#">DE05</a>
9	<a href="#">DE06</a>
10	<a href="#">DE07</a>
11	<a href="#">DE08</a>
12	<a href="#">DE09</a>
13	<a href="#">DE10</a>
14	<a href="#">DE11</a>
15	<a href="#">DE12</a>
16	<a href="#">DE13</a>
17	<a href="#">DE14</a>
18	<a href="#">DE15</a>
19	<a href="#">DE16</a>
20	<a href="#">DE17</a>

1 2

**Data Entry Account Information**

**Login Information**

Username DE\_23

Practice

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- Hong Kong Central Library - Booth 18 (18)
- Hong Kong Central Library - Booth 19 (19)
- Hong Kong Central Library - Booth 20 (20)

**Password Settings**

Change Web Password

**Account Status**

Account Status  Suspended

Account Locked  Locked

The account is created successfully

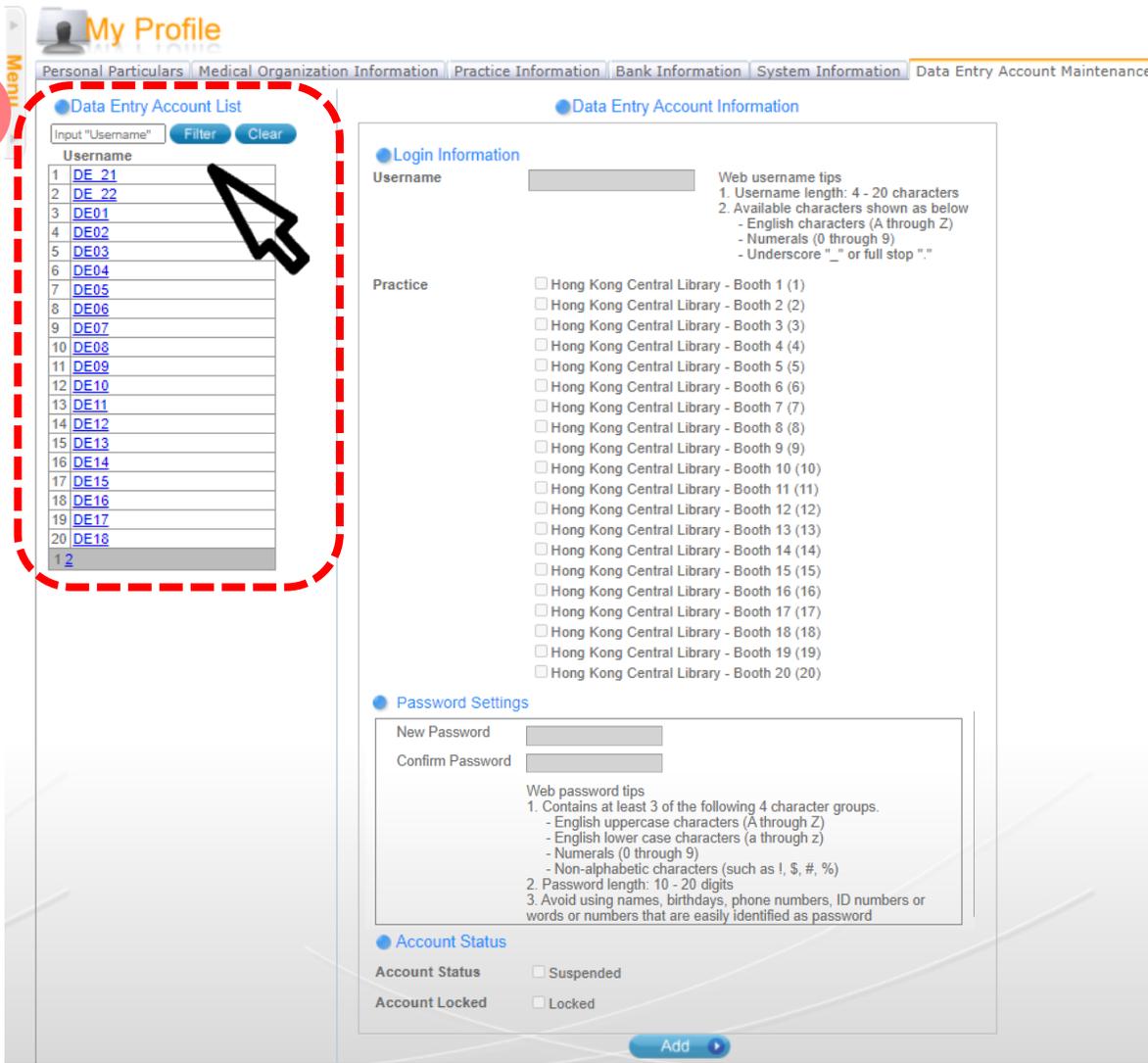
# Unlock a Data Entry Account

# Unlock Data Entry Account

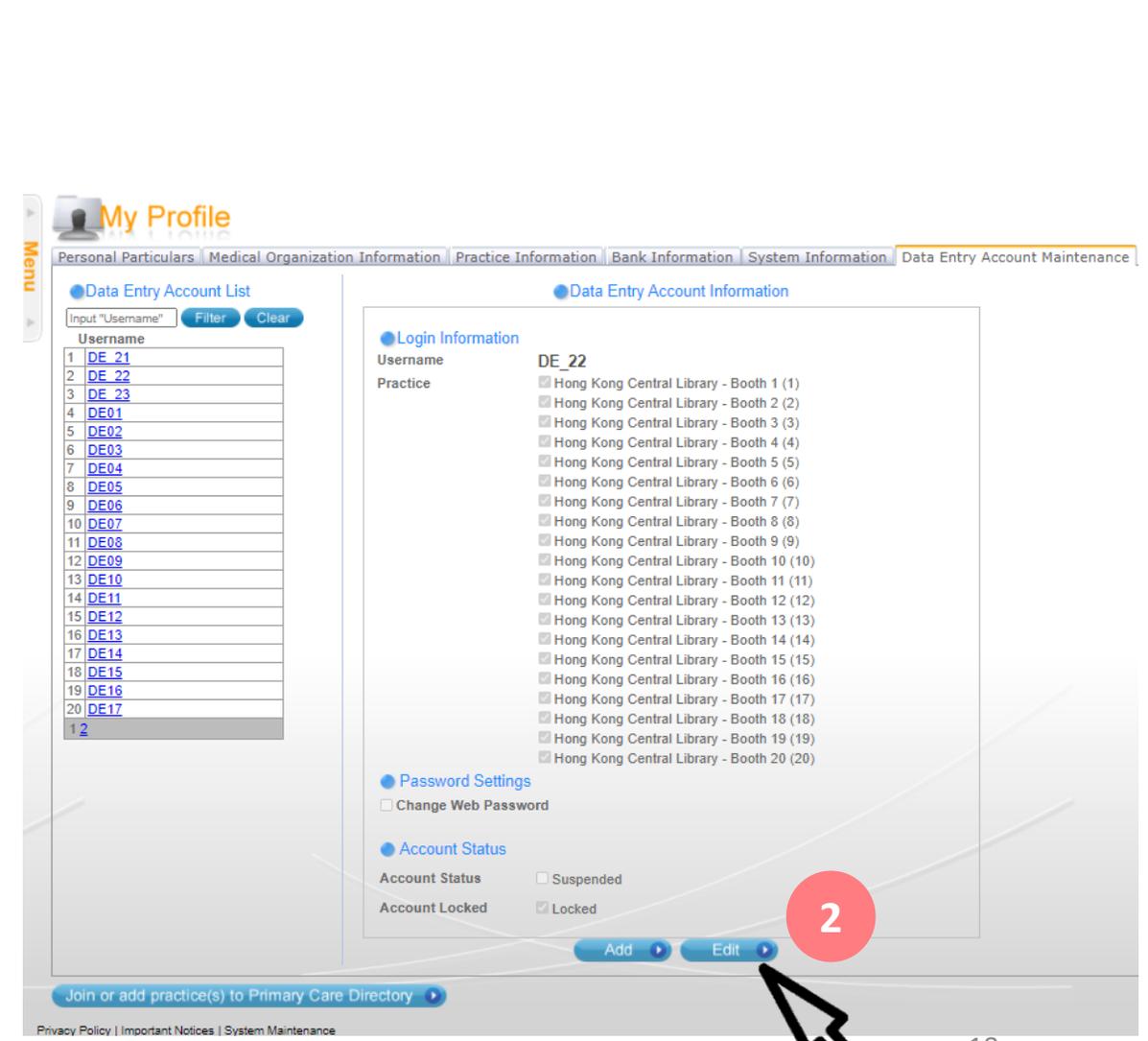
- The system will auto lock a Data Entry Account after 5 consecutive invalid attempts
- In case a Data Entry Account is locked, Service Provider can unlock the account for the user
- Required information:
  1. Username of the locked account

# Steps

1. Input "Username" to search the user account



2. Click "Edit"



# Steps

3. Uncheck the box "Locked"
4. Click "Save" to unlock the account

**My Profile**

Personal Particulars | Medical Organization Information | Practice Information | Bank Information | System Information | Data Entry Account Maintenance

**Data Entry Account List**

Input "Username" Filter Clear

Username
1 DE_21
2 DE_22
3 DE_23
4 DE01
5 DE02
6 DE03
7 DE04
8 DE05
9 DE06
10 DE07
11 DE08
12 DE09
13 DE10
14 DE11
15 DE12
16 DE13
17 DE14
18 DE15
19 DE16
20 DE17
1 2

**Data Entry Account Information**

**Login Information**

Username DE\_22

Practice

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- Hong Kong Central Library - Booth 17 (17)
- Hong Kong Central Library - Booth 18 (18)
- Hong Kong Central Library - Booth 19 (19)
- Hong Kong Central Library - Booth 20 (20)

**Password Settings**

Change Web Password

**Account Status**

Account Status  Suspended

Account Locked  Locked

Cancel Save

Join or add practice(s) to Primary Care Directory

**My Profile**

Personal Particulars | Medical Organization Information | Practice Information | Bank Information | System Information | Data Entry Account Maintenance

**Data Entry Account Update Completed.**

**Data Entry Account List**

Input "Username" Filter Clear

Username
1 DE_21
2 DE_22
3 DE_23
4 DE01
5 DE02
6 DE03
7 DE04
8 DE05
9 DE06
10 DE07
11 DE08
12 DE09
13 DE10
14 DE11
15 DE12
16 DE13
17 DE14
18 DE15
19 DE16
20 DE17
1 2

**Data Entry Account Information**

**Login Information**

Username DE\_22

Practice

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**Password Settings**

Change Web Password

**Account Status**

Account Status  Suspended

Account Locked  Locked

Add Edit

# Change Password for Data Entry Account

# Change Password for Data Entry Account

- If Data Entry Account user forgot his password, Service Provider can reset password for him
- Required information:
  1. Username of the Data Entry Account

# Steps

1. Input "Username" to search the user account

**My Profile**

Personal Particulars | Medical Organization Information | Practice Information | Bank Information | System Information | Data Entry Account Maintenance

**Data Entry Account List**

Input "Username"  Filter Clear

	Username
1	<a href="#">DE_21</a>
2	<a href="#">DE_22</a>
3	<a href="#">DE01</a>
4	<a href="#">DE02</a>
5	<a href="#">DE03</a>
6	<a href="#">DE04</a>
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18	<a href="#">DE16</a>
19	<a href="#">DE17</a>
20	<a href="#">DE18</a>
1 2	

**Data Entry Account Information**

**Login Information**

Username

Web username tips

1. Username length: 4 - 20 characters
2. Available characters shown as below
  - English characters (A through Z)
  - Numerals (0 through 9)
  - Underscore "\_" or full stop "."

Practice

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- Hong Kong Central Library - Booth 19 (19)
- Hong Kong Central Library - Booth 20 (20)

**Password Settings**

New Password

Confirm Password

Web password tips

1. Contains at least 3 of the following 4 character groups.
  - English uppercase characters (A through Z)
  - English lower case characters (a through z)
  - Numerals (0 through 9)
  - Non-alphabetic characters (such as !, \$, #, %)
2. Password length: 10 - 20 digits
3. Avoid using names, birthdays, phone numbers, ID numbers or words or numbers that are easily identified as password

**Account Status**

Account Status  Suspended

Account Locked  Locked

Add

2. Click "Edit"

**My Profile**

Personal Particulars | Medical Organization Information | Practice Information | Bank Information | System Information | Data Entry Account Maintenance

**Data Entry Account List**

Input "Username"  Filter Clear

	Username
1	<a href="#">DE_21</a>
2	<a href="#">DE_22</a>
3	<a href="#">DE_23</a>
4	<a href="#">DE01</a>
5	<a href="#">DE02</a>
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17	<a href="#">DE14</a>
18	<a href="#">DE15</a>
19	<a href="#">DE16</a>
20	<a href="#">DE17</a>
1 2	

**Data Entry Account Information**

**Login Information**

Username [DE\\_22](#)

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**Password Settings**

Change Web Password

**Account Status**

Account Status  Suspended

Account Locked  Locked

Add Edit

Join or add practice(s) to Primary Care Directory

Privacy Policy | Important Notices | System Maintenance

# Steps

3. Tick the box of “Change Web Password”
4. Input new password in the fields of “New Password” and “Confirm Password”
5. Click “Save” to update the account

**My Profile**

Personal Particulars | Medical Organization Information | Practice Information | Bank Information | System Information | Data Entry Account Maintenance

**Data Entry Account List**

Input "Username" Filter Clear

	Username
1	DE_21
2	DE_22
3	DE_23
4	DE01
5	DE02
6	DE03
7	DE04
8	DE05
9	DE06
10	DE07
11	DE08
12	DE09
13	DE10
14	DE11
15	DE12
16	DE13
17	DE14
18	DE15
19	DE16
20	DE17
1 2	

**Data Entry Account Information**

**Login Information**

Username: DE\_22

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- Hong Kong Central Library - Booth 18 (18)
- Hong Kong Central Library - Booth 19 (19)
- Hong Kong Central Library - Booth 20 (20)

**Password Settings**

New Password:

Confirm Password:

Web password tips

1. Contains at least 5 of the following 4 character groups.
  - English uppercase characters (A through Z)
  - English lower case characters (a through z)
  - Numerals (0 through 9)
  - Non-alphabetic characters (such as !, \$, #, %)
2. Password length: 10 - 20 digits
3. Avoid using names, birthdays, phone numbers, ID numbers or words or numbers that are easily identified as password

**Account Status**

Account Status:  Suspended

Account Locked:  Locked

Cancel X Save

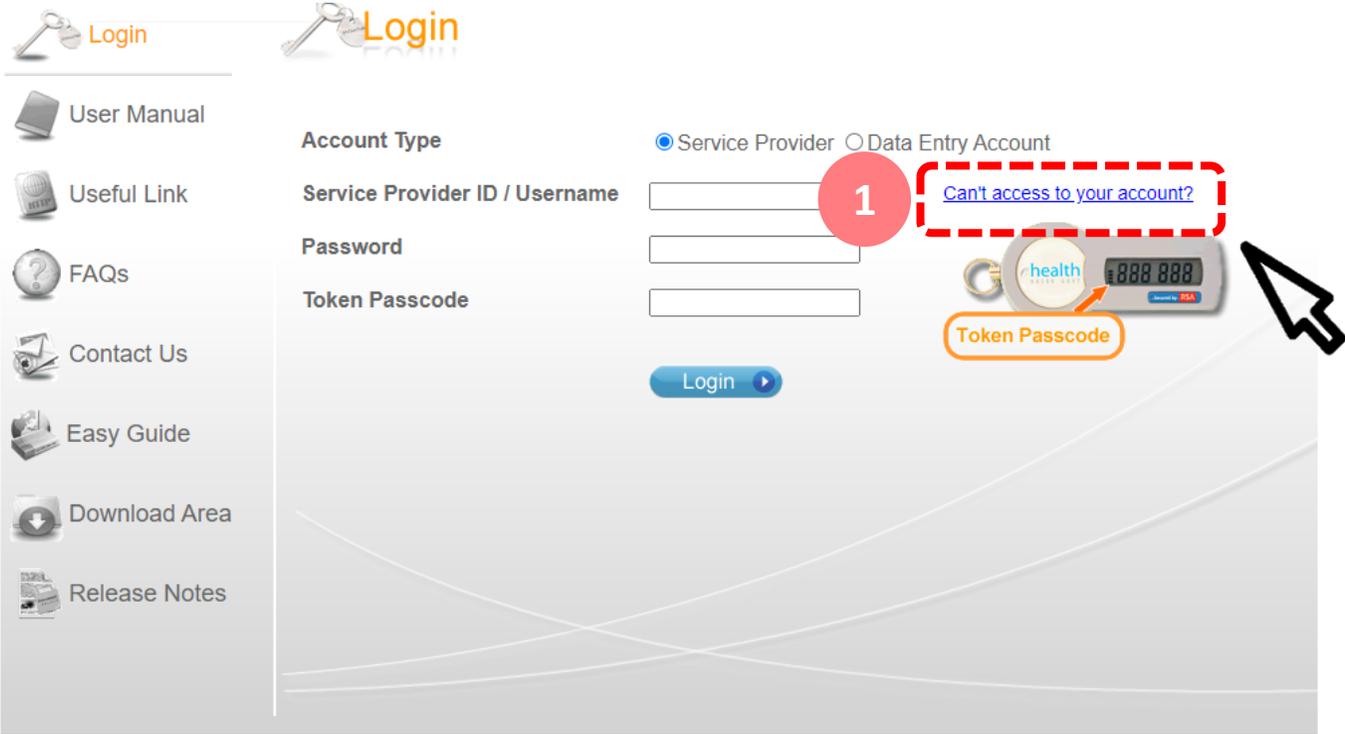
# Reset Password and Unlock Account for Service Provider Account

# Reset Password and Unlock Account for Service Provider Account

- Service Provider can reset password and unlock account himself, if needed
- Required information:
  1. Service Provider ID
  2. Registered email address
  3. Token
  4. “Verification Code” (will be sent via email)
  5. HKIC no. of Service Provider

# Steps

1. Click “Can’t access to your account?”



# Steps

2. Input “Service Provider ID”, “Registered Email Address” and “Token Passcode”
3. Click “Next”

Health System COVID-19 DEMO  
(Subsidies)

## Recover Login

>>> 1. Account Information 2. Verification 3. Reset Password 4. Complete

Simply complete the following required details. Afterwards, an email will be sent to you to recover your login.

Service Provider ID

Registered Email Address

Token Passcode

# Steps

4. The verification code has been sent to your registered email address. Enter the “Verification Code” and “HKIC” accordingly
5. Click “Next”

**Recover Login**

1. Account Information >>> 2. Verification 3. Reset Password 4. Complete

✓ The verification code has been sent to your registered email address.

The verification code has been sent to your registered email address. If you do not receive the email or your code is expired, please click "Resend".

4

Verification Code  (Last sent at 16:51) [Resend](#)

HKIC No. of Service Provider   (  )

[Cancel](#) [Next](#) [Resend](#)

5

# Steps

6. Enter the “Token Passcode”
7. Click “Next”

**Recover Login**

1. Account Information >>> 2. Verification 3. Reset Password 4. Complete

Please input the token passcode.

Verification Code Pass

HKIC No. of Service Provider Pass

6 Token Passcode

health 888 888

Token Passcode

Cancel X Next

7

# Steps

8. Input new password in the fields of “New Web Password” and “Confirm Web Password”
9. Click “Next” to complete



1. Account Information 2. Verification >>> 3. Reset Password 4. Complete

Please enter your new password.

### Change Web Password

8

New Web Password

Poor >> Moderate >> Strong

Confirm Web Password

#### Web password tips

1. Contains at least 3 of the following 4 character groups.
  - English uppercase characters (A through Z)
  - English lower case characters (a through z)
  - Numerals (0 through 9)
  - Non-alphabetic characters (such as !, \$, #, %)
2. Password length: 10 - 20 digits
3. Avoid using names, birthdays, phone numbers, ID numbers or words or numbers that are easily identified as password

Cancel x

9

Next



# 1<sup>st</sup> Time Login for Data Entry Account

# 1<sup>st</sup> Time Login for Data Entry Account

- The first time when Date Entry Account user login eHS(S), he is required to **change password**
- Login information:
  1. Username
  2. Password
  3. Service Provider ID
- Password tips:
  - Password length: 10-20 digits
  - Password should contain 3 of the following:
    - A-Z
    - a-z
    - 0-9
    - non-alphabetic characters (e.g. !, \$, #, %)
  - Example: Covid2021!

# Steps

1. Select “Data Entry Account”
2. Input “Username”, “Password” and “Service Provider ID/ Username”
3. Click “Login”

The screenshot shows a login page with a sidebar on the left and a main content area. The sidebar contains links: Login, User Manual, Useful Links, FAQs, Contact Us, Easy Guide, Download Area, and Release Notes. The main content area has a 'Login' header and an 'Account Type' section with two radio buttons: 'Service Provider' and 'Data Entry Account'. Below this are three input fields: 'Username', 'Password', and 'Service Provider ID / Username'. A blue 'Login' button is at the bottom right. A dashed red box highlights the 'Data Entry Account' radio button, the three input fields, and the 'Login' button. Three red circles with white numbers 1, 2, and 3 are placed over the 'Data Entry Account' radio button, the input fields, and the 'Login' button respectively. A mouse cursor is pointing at the 'Login' button. A link 'Can't access to your account?' is visible to the right of the input fields.

## Remarks:

1. The system will auto lock your account after 5 consecutive invalid attempts.
2. Please contact your Service Provider if you forget your password or need to unlock the account.

# Steps

4. Input the old password
5. Input the new password in the fields of “New Password” and “Confirm Password”
6. Click “Accept”
7. Click “Confirm” to complete. The password will be changed and the Home page will be displayed

You must change your password during your 1<sup>st</sup> time login

**Change Password**

This is your first time to login this system, you must change your password.

Username **DE\_23**

4 Old Password

5 New Password

Confirm Password

Web password tips

1. Contains at least 3 of the following 4 character groups.
  - English uppercase characters (A through Z)
  - English lower case characters (a through z)
  - Numerals (0 through 9)
  - Non-alphabetic characters (such as !, \$, #, %)
2. Password length: 10 - 20 digits
3. Avoid using names, birthdays, phone numbers, ID numbers or words or numbers that are easily identified as password

Agreement:

If you choose "Accept" and login this system, this means that you are agreed to keep your password secret. Remember, your password is equal to your digital signature, and the data in this system is confidential. You must be responsible for any non-authorized activities with your password, regardless whether you disclose your password accidentally to other non-authorized person. If you know or suspect your password is known by any non-authorized person, you must inform system administrator and change your password immediately.

6  Accept

7 Confirm Exit

Privacy Policy | Important Notices | System Maintenance

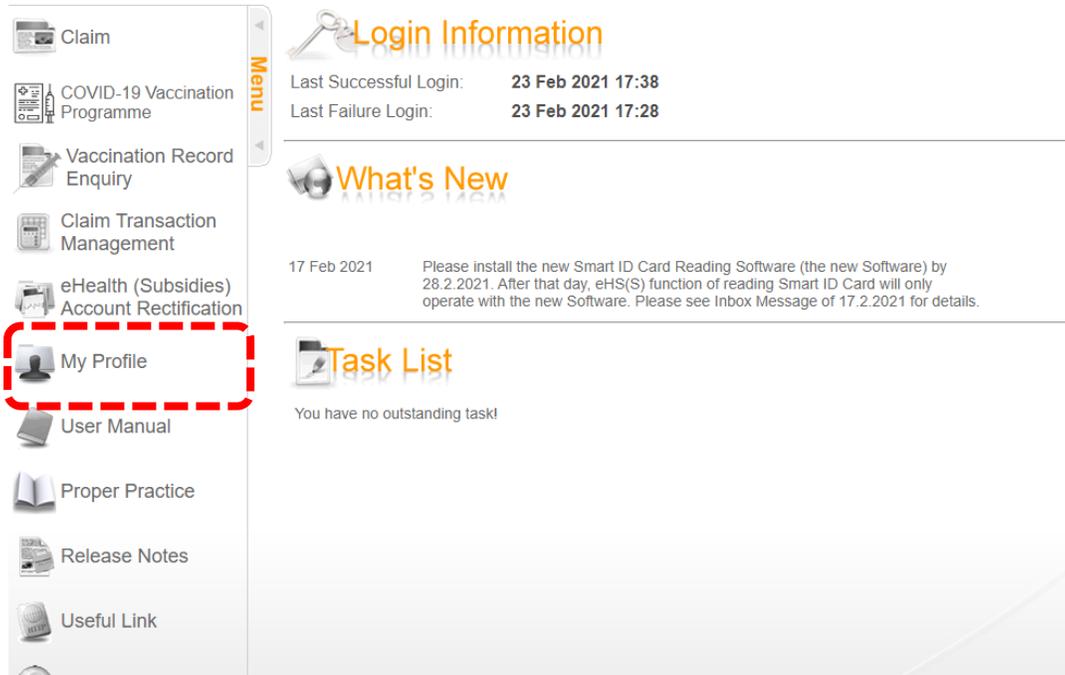
# Change Password by a Data Entry Account

# Change Password by a Data Entry Account

- Date Entry Account user can change his password if needed
- Login information:
  1. Username
  2. Password
  3. Service Provider ID
- Password tips:
  - Password length: 10-20 digits
  - Password should contain 3 of the following:
    - A-Z
    - a-z
    - 0-9
    - non-alphabetic characters (e.g. !, \$, #, %)
  - Example: Covid2021!

# Steps

1. Select “My Profile”



The screenshot shows a vertical menu on the left side of a dashboard. The menu items are: Claim, COVID-19 Vaccination Programme, Vaccination Record Enquiry, Claim Transaction Management, eHealth (Subsidies) Account Rectification, My Profile, User Manual, Proper Practice, Release Notes, and Useful Link. The 'My Profile' item is highlighted with a red dashed box and a red circle containing the number '1'. The main content area on the right shows 'Login Information' with last successful and failure login times, 'What's New' with a notification about Smart ID Card software, and 'Task List' with the message 'You have no outstanding task!'.

2. Click “Edit” to change the password



The screenshot shows the 'My Profile' page. At the top, there are 'Home' and 'Logout' buttons and a user icon. The page title is 'My Profile'. Below it, there are links for 'Login Information' and 'System Settings'. The 'Username' is 'DE01'. Under 'Printing Option', there is a table with three rows: 'Not to print', 'Print the "full version"', and 'Print the "condensed version"'. Below the table, there are links for 'Password Settings' and 'Change Web Password'. The 'Edit' button is highlighted with a red circle containing the number '2' and a mouse cursor pointing to it. A red arrow points from the 'My Profile' item in the first screenshot to this page.

Please choose this option for printing the consent form for each transaction.	
<input type="radio"/> Not to print	If you choose this option, you need "pre-printed forms" which can be downloaded from the <a href="#">"Download Area"</a> .
<input checked="" type="radio"/> Print the "full version"	
<input type="radio"/> Print the "condensed version"	If you choose this option, you need to show the consent to transfer personal data to the recipients before obtaining their consent for use of subsidy/vouchers. The forms for the respective schemes can be downloaded from the <a href="#">"Download Area"</a> .

23/02/2021 19:55:53

# Steps

3. Tick the box of “Change Web Password”
4. Input the old password
5. Input the new password in the fields of “New Password” and “Confirm Password”
6. Click “Save” to complete

Home Logout 

23/02/2021 20:01:48

**My Profile**

- Login Information
- System Settings

Username DE01

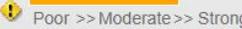
Printing Option

Please choose this option for printing the consent form for each transaction.

<input type="radio"/> Not to print	If you choose this option, you need "pre-printed forms" which can be downloaded from the <a href="#">Download Area</a> .
<input checked="" type="radio"/> Print the "full version"	
<input type="radio"/> Print the "condensed version"	If you choose this option, you need to show the consent to transfer personal data to the recipients before obtaining their consent for use of subsidy/vouchers. The forms for the respective schemes can be downloaded from the <a href="#">Download Area</a> .

**Change Web Password**

Old Password

New Password  

Confirm Password

Web password tips

1. Contains at least 3 of the following 4 character groups.
  - English uppercase characters (A through Z)
  - English lower case characters (a through z)
  - Numerals (0 through 9)
  - Non-alphabetic characters (such as !, \$, #, %)
2. Password length: 10 - 20 digits
3. Avoid using names, birthdays, phone numbers, ID numbers or words or numbers that are easily identified as password

Cancel  Save

3 4 5 6

**END**