

ONLINE ENROLMENT STEP-BY-STEP

ACCA

ACCA Hong Kong is pleased to have launched an online enrolment system to facilitate members for enrolling for CPD events. Members can also keep track on their CPD units granted by ACCA Hong Kong.

The following illustrations will guide you through the online system:

STEP 1

Click "MEMBERS" section on the homepage of Hong Kong microsite www.accaglobal.com/hk/en.html.

The screenshot shows the ACCA Hong Kong homepage. A red box highlights the "MEMBERS" link in the navigation menu. Other elements visible include the ACCA logo, navigation tabs (DISCOVER ACCA, ACCOUNTANCY QUALIFICATIONS, GUIDANCE FOR EMPLOYERS, GUIDANCE FOR LEARNING PROVIDERS, MEMBERS, STUDENTS, RESEARCH & INSIGHTS), a search bar, and various promotional banners for students and exam success.

STEP 2

Click "ACCESS THE CPD AND EVENTS LIST" under "CPD" section.

The screenshot shows the ACCA Hong Kong "MEMBERS" page. A red box highlights the "ACCESS THE CPD AND EVENTS LIST" link under the "CPD OPPORTUNITIES" section. Other elements include the "CPD" section header, a "CPD I-GUIDE" sidebar, and a search bar.

STEP 3

Click "BOOK ONLINE" on the event page.

The screenshot shows the ACCA Hong Kong event page for a "TECHNICAL SEMINAR ON PRACTICAL GUIDANCE IN PREPARING FINANCIAL STATEMENTS FOR 2013". A red box highlights the "BOOK ONLINE" button in the "BOOKING DETAILS" section. Other elements include event details like location, agenda, and cost details.

Click "BOOK ONLINE"

STEP 4

Enter your 7-digit membership number and your date of birth (YYYYMMDD) to login to the online enrolment system. Click "NEXT" to proceed.

The screenshot shows the ACCA online enrolment login page. A red box highlights the "Membership No" input field, and another red box highlights the "Date of Birth" input field. A third red box highlights the "NEXT" button. The page includes a header "PREPARED TO BE DIFFERENT" and a search bar.

Enter your date of birth (YYYYMMDD)

Click "NEXT" to proceed

STEP 5

Enter your personal details. (Note: fields with asterisk * must be entered before proceeding)

ACCA

ABOUT ACCA YOUR COUNTRY/REGION MYACCA ACCAMM SITEMAP SEARCH ADVANCED

MEMBERS

You are in Home > Events > ACCA Technical Seminar on "Revised Code of Ethics - Are you equipped to cope with the more stringent Professional Conduct Requirements?" > Online Enrolment

> Step 1 : Fill in enrolment form
> Step 2 : Confirmation of enrolment
> Step 3 : Proceed Payment
> Step 4 : Acknowledgement of enrolment

ACCA Technical Seminar on "Revised Code of Ethics - Are you equipped to cope with the more stringent Professional Conduct Requirements?"

Member's Particulars

Surname :
Given Name : Liz Lee
Membership No. : 1234567
Company :
Position :
Tel. :
Email :
Address :

Items with "" must be completed.

If the contact person is different from the above, please provide the details here

STEP 6

A summary of your personal details will appear. Click "CONFIRM" to proceed online payment.

PREPARED TO BE DIFFERENT ACCA

ABOUT ACCA YOUR COUNTRY/REGION MYACCA ACCAMM SITEMAP SEARCH ADVANCED

MEMBERS

You are in Home > Events > ACCA Technical Seminar on "Revised Code of Ethics - Are you equipped to cope with the more stringent Professional Conduct Requirements?" > Online Enrolment

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ACCA Technical Seminar on "Revised Code of Ethics - Are you equipped to cope with the more stringent Professional Conduct Requirements?"

Participants' Particulars

Surname :
Given Name : Liz Lee
Membership No. : 1234567
Company :
Position :
Tel. : 25344988
Email : info@hk.accaglobal.com
Address : Rm 1901, 19/F, World Wide House
19 Des Voeux Road
Central
Hong Kong

If the contact person is different from the above, please provide the details here

Contact person:
Tel.:

Please verify your particulars and click "Confirm" to proceed payment.

< BACK CONFIRM >

Click "CONFIRM" to proceed

STEP 7

Enter your credit card details. (Security measures for online payment:

- All payment transaction processing is protected by 128-bit SSL along the transmission on Internet
- Credit card number in all administration functions is always partly masked and no full card number is available to any users of the merchant.
- The payment platform is equipped with the new Visa security features – Visa 3D feature, to enhance customer authentication)

PREPARED TO BE DIFFERENT FIND OUT MORE ACCA

ABOUT ACCA YOUR COUNTRY/REGION MYACCA ACCAMM SITEMAP SEARCH ADVANCED

MEMBERS

You are in Home > Events > ACCA Technical Seminar on "Revised Code of Ethics - Are you equipped to cope with the more stringent Professional Conduct Requirements?" > Online Enrolment

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ACCA Technical Seminar on "Revised Code of Ethics - Are you equipped to cope with the more stringent Professional Conduct Requirements?"

Please fill in your credit card information :

Amount: HKD 235.00

Card Type*: Visa MasterCard

Card Number*:
Expiry Date (MM/YYYY)*: /
Name as shown on credit card*:
Card Verification Number*:
Merchant Reference No. : 000000139228

Note: As certain countries do not support internet transactions, please use your credit card for transactions via PayPal.

* If you have already registered and verified by VISA, MasterCard SecureCode, J/Secure, you will be required to provide your corresponding password after confirmation as requested by your issuing bank.

CLEAR SUBMIT >

Enter credit card details

STEP 8

An acknowledgement message will appear.

PREPARED TO BE DIFFERENT FIND OUT MORE ACCA

ABOUT ACCA YOUR COUNTRY/REGION MYACCA ACCAMM SITEMAP SEARCH ADVANCED

MEMBERS

You are in Home > Events > TestEvent Online Enrolment

> Step 1 : Fill in enrolment form
> Step 2 : Confirmation of enrolment
> Step 3 : Proceed Payment
> Step 4 : Acknowledgement of enrolment

TestEvent

Thank you. Your application has been submitted successfully.
Your reference number is 000000130615. Please quote this reference number for future enquiries.

An e-mail with the details of enrolment will be sent to your e-mail address. If you have any enquiries, please contact us on +852 2324 4988 within office hours.

An acknowledgement message

STEP 9

An email will be sent to you immediately to acknowledge your enrolment.

ACCA

To: 000000181554 - Chan Tai Man
Company: Chan Tai Man & Co.
Date: 17 Mar 2014

Dear Applicant

Your application is now being processed and you will be receiving a confirmation email within 14 days after receiving this acknowledgement email.

Reference Number: 000000181554
Event: ACCA Technical Seminar on "Practical Guidance in Preparing Financial Statements for 2013"
We are pleased to confirm your enrolment for our ACCA Technical Seminar on "Practical Guidance in Preparing Financial Statements for 2013".

An acknowledgement email

STEP 10

An email with a confirmation in a pdf format attached will be issued within 14 days after you receive the acknowledgement email.

ACCA

To: 000000181554 - Chan Tai Man (1234567)
Company: Chan Tai Man & Co.
Date: 17 Mar 2014

MESSAGE

Dear Applicant

ACCA Technical Seminar on Practical Guidance in Preparing Financial Statements for 2013

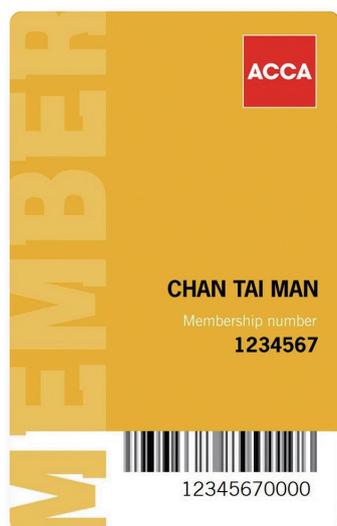
We are pleased to inform you that your enrolment for the captioned event has been accepted.

Please note the following details:

A confirmation email in a pdf format

ON-SITE REGISTRATION MADE EASY

ACCA



or



Members are required to bring along their membership cards or confirmations for on-site registration.



The membership card or confirmation will be scanned

or

or



Check-in

Once the membership card or confirmation is scanned, the system will record the arrival time of the member.



Check-out

Upon completion of the event, members are required to scan the membership cards or confirmations again to record the departure time.

- The system will automatically calculate the CPD units granted.
- The number of CPD units granted is corresponding to the number of hours of the event scheduled. 1 hour is equivalent to 1 unit. Completed CPD units will only be granted to those who arrive no later than 15 minutes after the event begins and leave no earlier than 15 minutes before the event ends. Otherwise, the CPD units will have to be discounted corresponding to the actual time of attendance by the attendee.
- Example 1:
The event time is 19.00 – 20.30, the members' arrival time is 18.34 and departure time is 20.19, the total of CPD units granted will be 1.5.
- Example 2:
The event time is 19.00 – 20.30, the members' arrival time is 19.20 and departure time is 20.28, the total of CPD units granted will be 1.2. (round up to 1 decimal point)

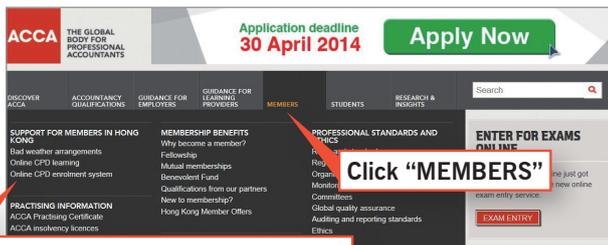
CHECKING CPD ATTENDANCE



Members' attendance records will be uploaded in <http://www.accaglobal.com/hk/en.html> within 5 working days after the event.

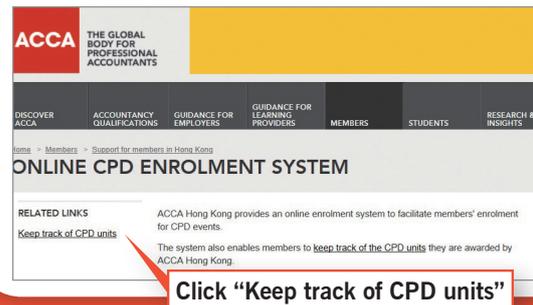
STEP 1

Click "MEMBERS". Then click "Online CPD enrolment system" under "Support for members in Hong Kong".



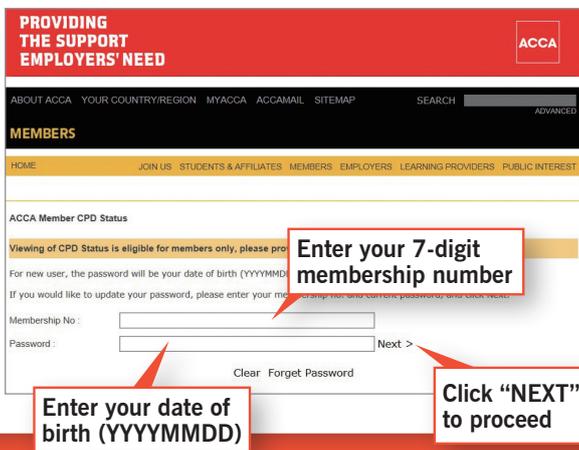
STEP 2

Click "keep track of CPD units".



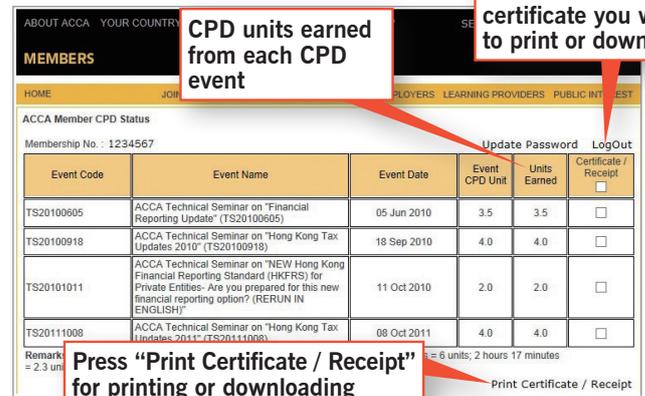
STEP 3

Enter your 7-digit membership number and your date of birth (YYYYMMDD) to login in to view your CPD status. Click "NEXT" to proceed.



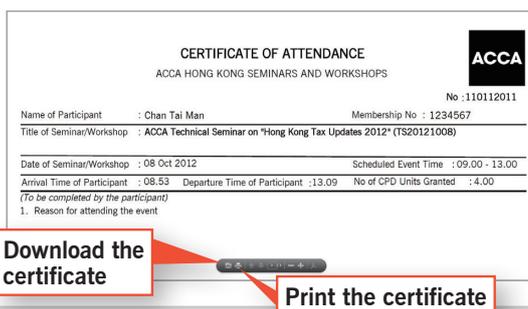
STEP 4

You can view all your CPD units earned or select the CPD certificate from the event that you want to print or download. Press "Print Certificate / Receipt" to either print or download the pdf format of the certificate.



STEP 5

The selected certificate will be prompted out. You can either print or download it.



STEP 6

The official receipt is also attached in the lower part of the certificate.

