# User Guide for Public User



### Registration





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Funding Programmes	
Funding Programmes	Application Period
CreateSmart Initiative (Non-Design)	All year round
CreateSmart Initiative (Design)	All year round

# Registration

ation		Already got	an account? Login
Organisation			
*Organisation English Name:	Please enter organisation english name		Input the name o
*Organisation Chinese Name:	Please enter organisation chinese name		existing organisat
-	(Please enter "不適用" if not applicable)		input the name
*Nature:	Please Select	•	register an organiz
*Verification Code:	Please enter verification code	8800 Refresh	_
	Next Reset Cancel		
	Click [Next] button to registe	er	
	PC or organisation		

# Register an Organisation

Registration	Already got an account? Login
Organisation	
*Organisation English Name:	1111
*Organisation Chinese Name:	112121
*Nature:	Local Academic Institute
*Place of Organisation:	the Hong Kong SAR, China
*Year of Establishment:	Please enter year of establishment
*No. of Employees:	Please Select 🔹
*Address in English: (Same as BR)	
*Address in Chinese: (Same as BR)	
*Tel:	Please enter Telephone No.
*Fax:	Please enter fax
*Mobile No.:	Please enter mobile no.
*Email:	Please enter email
*Website:	Please enter website
	(please enter "NIL" if not applicable)
Brief Description of the organisation:	Please enter brief description of the organisation

# Register an Organisation

Business Registration No:       Please enter BR No.         BR Expiration Date:       (DD/MM/YYY)         intess Registration Certificate:       Upload         Certificate of Incorporation:       Upload         Memorandum and Articles of Association:       Upload         Other:       Upload         Other:       Upload         Organisation Manager & Project Coordinator         'Login ID:       Please enter login id         'Title:       Please enter first name         e.g. Peter Tai-man       ·Last Name:         ·Last Name:       Please enter Chinese name         e.g. CHAN       ·Chinese Name:         ·Please enter Chinese name       e.g. Wht \chinese         ·Please enter chines	Business Registration No::       Please enter BR No.         BR Expiration Date:       (DD/MM/YYY)         Intess Registration Certificate:       Upload         certificate of Incorporation:       Upload         Memorandum and Articles:       Upload         ofther:       Upload         Other:       Upload         Other:       Upload         Organisation Manager & Project Coordinator         'Login ID:       Please enter login id         'Title:       Please enter login id         'First Name:       Please enter list name         e.g. Peter Tal-man       e.g. CHAN         'Chinese Name:       Please enter Chinese name         e.g. MFX2       Department:         'Please enter Chinese name       e.g. MFX2         Department:       Please enter Chinese name         e.g. MFX2       Department:         'Please enter Chinese name       e.g. MFX2         Department:       Please enter chinese name         e.g. MFX2       Department:         'Please enter colines in English:       Please enter office address in English		
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e.g. CHAN  *Chinese Name: Please enter Chinese name e.g.陳大文  Department: Please enter department  *Position in Organisation: Please enter position in organisation *Office Address in English: Please enter office address in English	e.g. CHAN  *Chinese Name: Please enter Chinese name e.g.陳大文  Department: Please enter department  *Position in Organisation: Please enter position in organisation  *Office Address in English: Please enter office address in English	Organisation Manager & Pr *Login ID: *Title: *First Name:	oject Coordinator Please enter login id Please select Please enter first name e.g. Peter Tai-man
*Chinese Name: Please enter Chinese name e.g.陳大文 Department: Please enter department *Position in Organisation: Please enter position in organisation *Office Address in English: Please enter office address in English	*Chinese Name:       Please enter Chinese name         e.g.陳大文       Please enter department         *Position in Organisation:       Please enter position in organisation         *Office Address in English:       Please enter office address in English	Organisation Manager & Pr *Login ID: *Title: *First Name: *Last Name:	oject Coordinator Please enter login id Please select Please enter first name e.g. Peter Tai-man Please enter last name
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I lease ciller ville audress III Ellylisii		Organisation Manager & Pr *Login ID: *Title: *First Name: *Last Name: Chinese Name: Department: *Position in Organisation:	oject Coordinator Please enter login id Please select Please enter first name e.g. Peter Tai-man Please enter last name e.g. CHAN Please enter Chinese name e.g. 陳大文 Please enter department Please enter position in organisation

# Register an Organisation

*Tel:	Please enter tel
*Fax:	Please enter fax
*Mobile No.:	Please enter mobile no.
*Email:	Please enter email
*Website:	Please enter website
	(please enter "NIL" if not applicable)
*Verification Code:	Please enter verification code 2260 Refresh
	I accept the Terms and Conditions.
	Submit         Cancel         Click [Submit] to submit register
	organisation request

#### Registration - Project Coordinator(under an existing organization)

istration		Already got an account? Login
Organisation		
*Organisation English Name:	City University of Hong Kong	
*Organisation Chinese Name:	香港城市大學	
*Nature:	Locally Registered Company	
*Organisation Number:	Please enter Organisation number.	
*BR Expiration Date: (DD/MM/YYYY)		
Project Coordinator		
*Login ID:	Please enter login id	
*Title:	Please select	•
*First Name:	Please enter first name	
	e.g. Peter Tai-man	
*Last Name:	Please enter last name	
	e.g. CHAN	
*Chinese Name:	Please enter Chinese name	
	e.g. 陳大文	
Department:	Please enter department	
*Position in Organisation:	Please enter position in organisation	
*Office Address in English:	Please enter office address in English	

### **Registration - Project Coordinator**

*Position in Organisation:	Please enter position i	n organisation		
*Office Address in English:	Please enter office add	dress in English		
*Office Address in Chinese:	Please enter office address in Chinese			
*Tel:	Please enter tel	ease enter tel		
*Fax:	Please enter fax	ease enter fax		
*Mobile No.:	Please enter mobile n	lease enter mobile no.		
*Email:	Please enter email	'lease enter email		
*Website:	Please enter website			
	(please enter "NIL" if not applicable)			
*Verification Code:	Please enter verification code 0419 Refresh			
	I accept the Term	is and Conditions.		
	Submit Cancel	Click [Submit] to submit register PC request		

# Registration - Password

in	putted. Open the URL in the email to set the pa
Please enter the new password.	
Login ID: 1111111pc	The password should contain:
*New Password:	8 – 20 characters;
	1 at least one UPPERCASE character [A-Z];
*Re-enter New Password:	1 at least one lowercase character [a-z];
	1 at least one digit [0-9]; and
	1 at least one symbol [e.g. !@#\$%^&].







#### 文創產業發展處撥款管理及資訊系統

Funding Administration and Information System of the Cultural and Creative Industries Development Agency

.ogin	
1 User name	
Password	

# Click [Forgot Password?] to reset the account password

unding Programmes	
Funding Programmes	Application Period
CreateSmart Initiative (Non-Design)	All year round
CreateSmart Initiative (Design)	All year round





