

User Guide for Public User



• **Registration**



• Forgot Password

Registration

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

Login

 User name

 Password

Login

[Register](#)

[Forgot Password?](#)

Click [Register] for person or organisation registration

Funding Programmes

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

Registration

Registration Already got an account? [Login](#)

Organisation

***Organisation English Name:**

***Organisation Chinese Name:**
(Please enter "不適用" if not applicable)

***Nature:**

***Verification Code:** 8800 [Refresh](#)

Input the name of the existing organisation to register PC; Otherwise input the name to register an organization

Click [Next] button to register 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:

*No. of Employees:

*Address in English:
(Same as BR)

*Address in Chinese:
(Same as BR)

*Tel:

*Fax:

*Mobile No.:

*Email:

*Website:

(please enter "NIL" if not applicable)

Brief Description of the organisation:

Register an Organisation

Business Registration No.:

BR Expiration Date:  (DD/MM/YYYY)

Business Registration Certificate:
(File format should be in jpg, zip or pdf)

Certificate of Incorporation:

**Memorandum and Articles
of Association:**

Other:

Organisation Manager & Project Coordinator

***Login ID:**

***Title:** 

***First Name:**

e.g. Peter Tai-man

***Last Name:**

e.g. CHAN

***Chinese Name:**

e.g. 陳大文

Department:

***Position in Organisation:**

***Office Address in English:**

Register an Organisation

***Tel:**

***Fax:**

***Mobile No.:**

***Email:**

***Website:**

(please enter "NIL" if not applicable)

***Verification Code:**

2260

[Refresh](#)

I accept the [Terms and Conditions](#).

Click [Submit] to
submit register
organisation request

Registration - Project Coordinator (under an existing organization)

Registration 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:**

***BR Expiration Date:**
(DD/MM/YYYY)

Project Coordinator

***Login ID:**

***Title:**

***First Name:**
e.g. Peter Tai-man

***Last Name:**
e.g. CHAN

***Chinese Name:**
e.g. 陳大文

Department:

***Position in Organisation:**

***Office Address in English:**

Registration - Project Coordinator

***Position in Organisation:**

***Office Address in English:**

***Office Address in Chinese:**

***Tel:**

***Fax:**

***Mobile No.:**

***Email:**

***Website:**

(please enter "NIL" if not applicable)

***Verification Code:** [Refresh](#)

I accept the [Terms and Conditions](#).

Click [Submit] to submit register PC request

Registration - Password

1. After register PC request being approved, a confirmation email will be sent to the user's email address inputted. Open the URL in the email to set the password.

New Password

Please enter the new password.

Login ID: 11111111pc

*New Password:

*Re-enter New Password:

The password should contain:

- 8 – 20 characters;
- at least one UPPERCASE character [A-Z];
- at least one lowercase character [a-z];
- at least one digit [0-9]; and
- at least one symbol [e.g. !@#%&].

2. Enter the password and click [Confirm] to confirm new login password



• Registration



• **Forgot Password**

Forgot Password

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[Forgot Password?](#)

Click [Forgot Password?] to
reset the account password

Funding Programmes

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

Forgot Password

Forgot Your Password?

Please provide the registered email address of your profile.

* Email:

* Login ID:

* Verification Code:

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Fill in the textbox and click [Submit] button, an email with a code for resetting the password will be sent

Forgot Password

1. Input the verification code provided in the email

Please enter the new password.

* Login ID:

* New Password:

* Re-enter New Password:

* Verification Code:

- The password should contain:
- ✓ 8 – 20 characters;
 - ✓ at least one UPPERCASE character [A-Z];
 - ✓ at least one lowercase character [a-z];
 - ✓ at least one digit [0-9]; and

2. After fill in the password and code, click [Confirm] button

Forgot Password

✓ Change password successfully, Please clicking [here](#) to login.



Click [here] hyperlink or [OK] button to return to login interface