

User Guide for Public User

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- **Registration**

2

- Forgot Password

Registration



香港特別行政區政府 創舉香港
CREATE HONG KONG
The Government of the Hong Kong Special Administrative Region



繁體中文

Help

創舉香港撥款管理及資訊系統

Create Hong Kong Funding Administration
and Information System

Login

User name

Password

Login

[Register](#)

[Forgot Password?](#)

Click [Register] for person or
organisation registration

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

[Next](#) [Reset](#) [Cancel](#)

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](#).

Submit

Cancel

Click [Submit] to
submit register
organisation request

Registration - Project Coordinator

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

1

- Registration

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- **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



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繁體中文



Help

Forgot Your Password?

Please provide the registered email address of your profile.

* Email:

* Login ID:

* Verification Code:

2447 [Refresh](#)

Submit

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: fdf

* New Password:

* Re-enter New Password:

* Verification Code: 56F8Dm

- 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

Confirm

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