



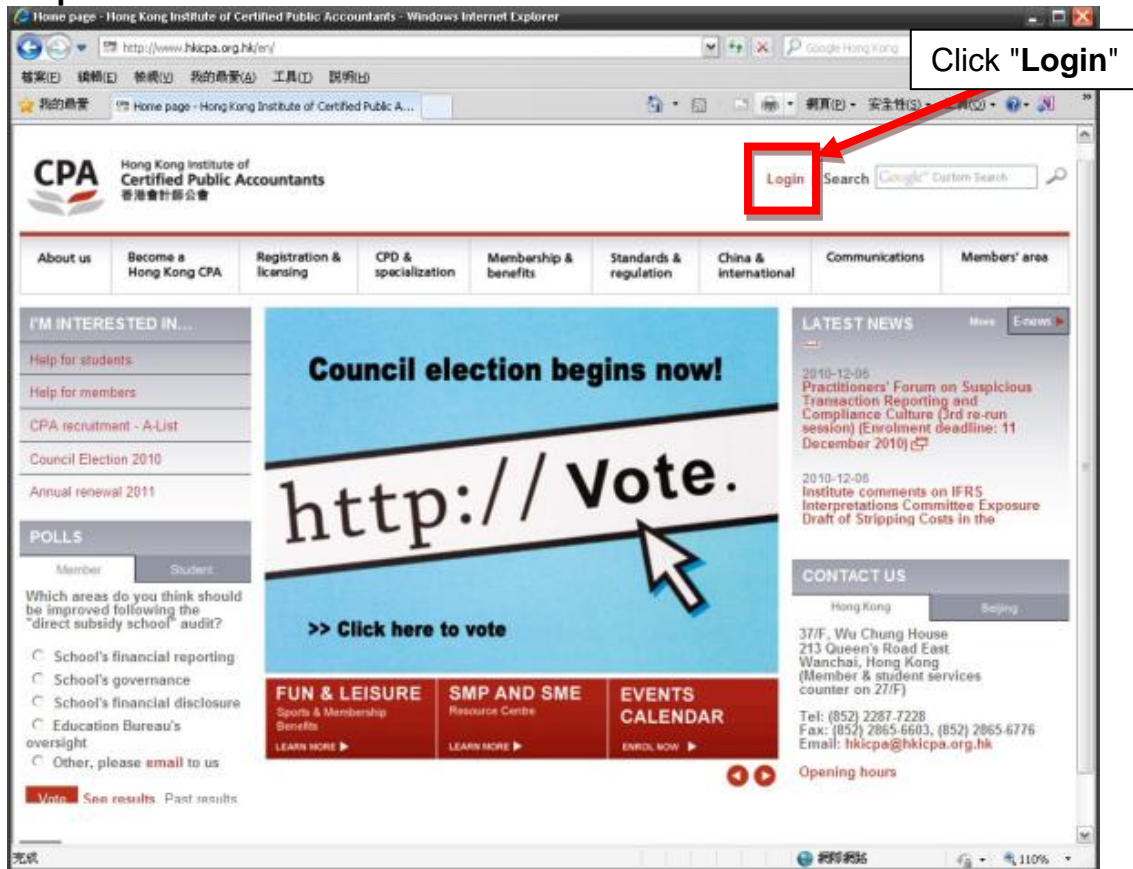
About Member/International Affiliate Login Account

How to acquire Member/International Affiliate Login ID and Password	2
How to activate Member/International Affiliate Login Account	5
How to change Member/International Affiliate Login ID and Password	6

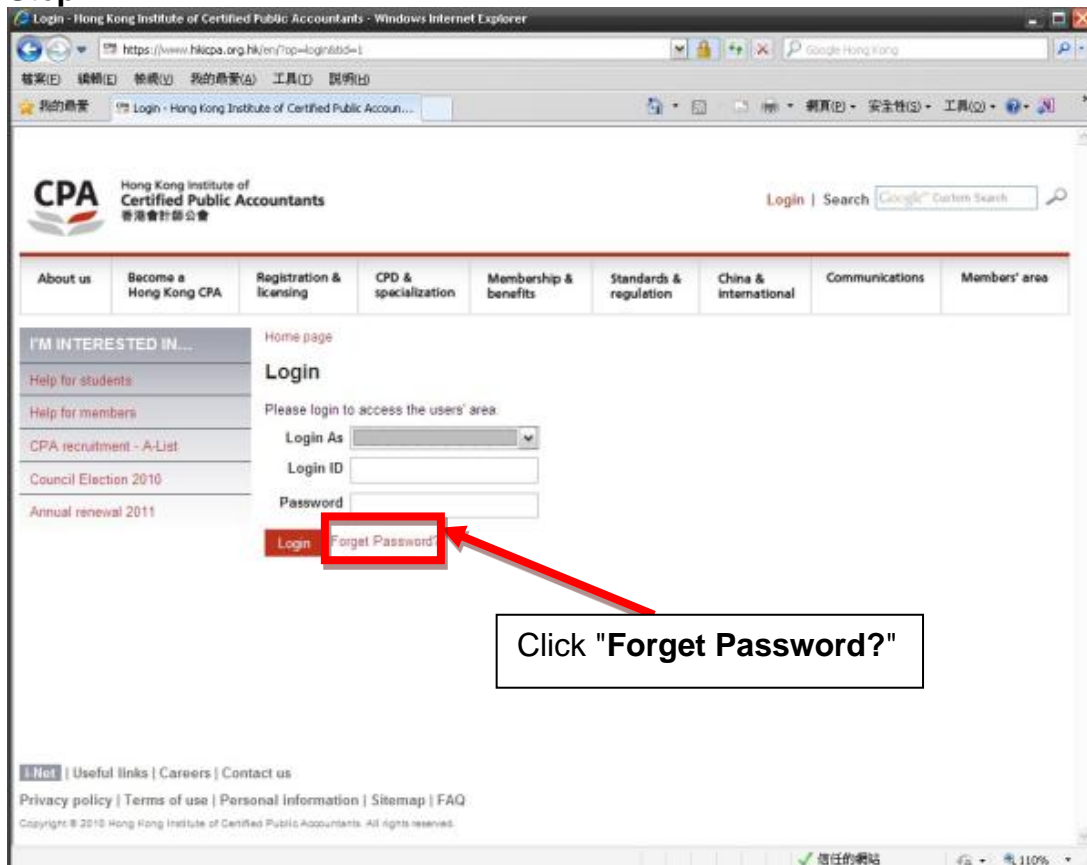
How to acquire Member/International Affiliate Login ID and Password

Go to the HKICPA website at <http://www.hkicpa.org.hk>

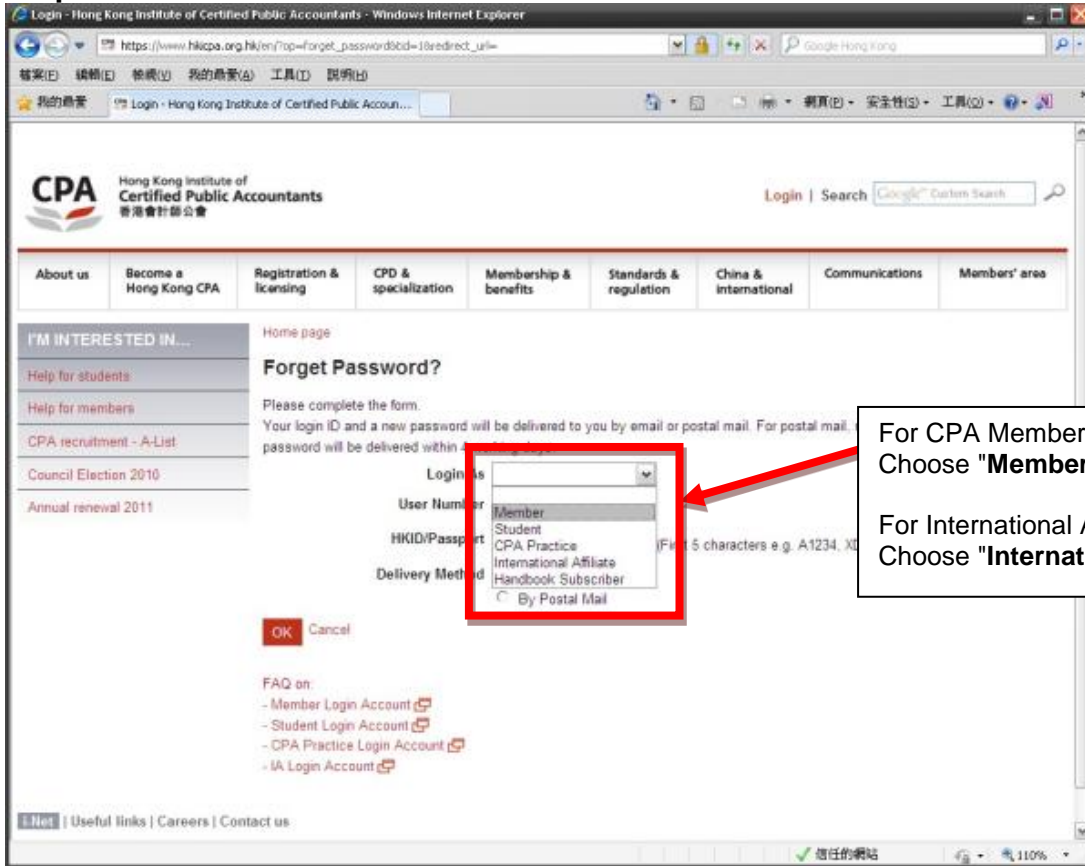
Step 1:



Step 2:



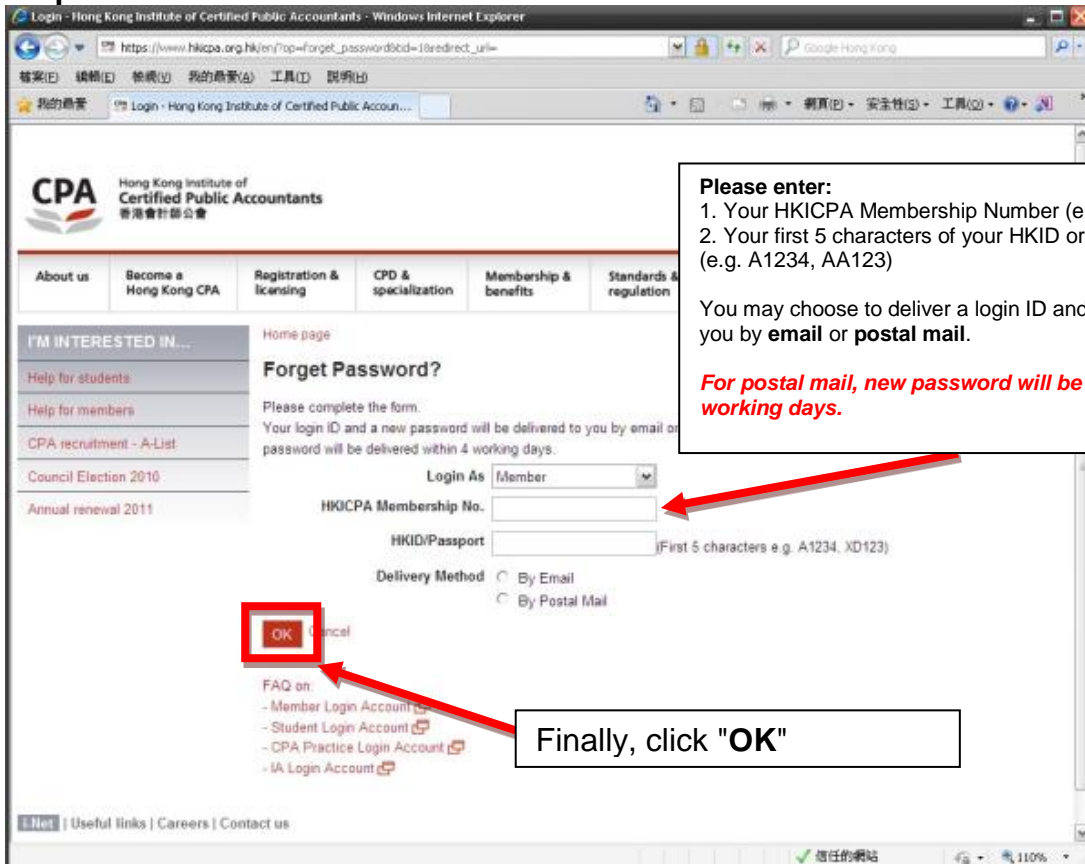
Step 3:



For CPA Members:
Choose "**Member**"

For International Affiliate:
Choose "**International Affiliate**"

Step 4



Please enter:

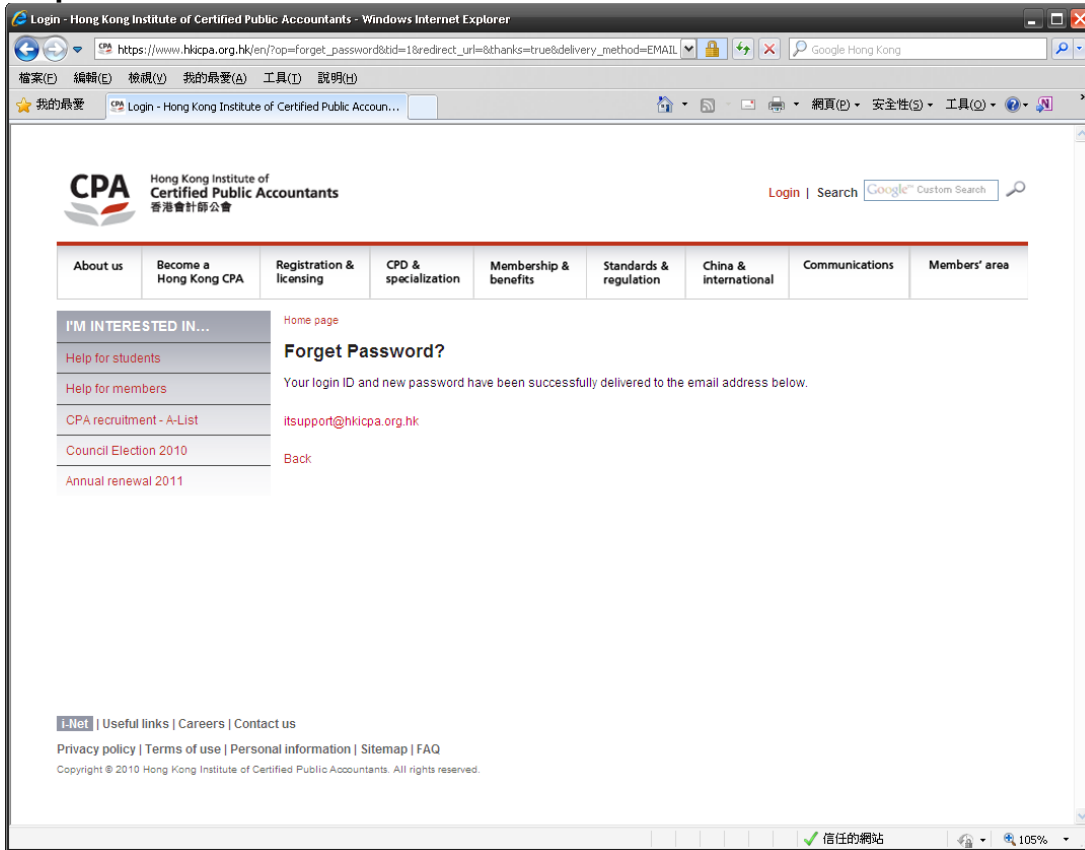
1. Your HKICPA Membership Number (e.g. A98765, F09876)
2. Your first 5 characters of your HKID or passport number (e.g. A1234, AA123)

You may choose to deliver a login ID and a new password to you by **email** or **postal mail**.

For postal mail, new password will be delivered within 4 working days.

Finally, click "**OK**"

Step 5



If Member/International Affiliate has a registered email address, corresponding Login ID and Password will be sent to members' registered email address automatically.

If Member/International Affiliate has no registered email address, corresponding Login ID and Password will be sent to member' registered correspondence address by mail. It takes approximately 4 working days to process.

For those members who already have approved Login ID or pre-assigned Login ID, but have not yet activated their login account. Only Login ID will be sent to students.

For detail instructions, please refer to the section below: **"How to activate Member/International Affiliate Login Account"**

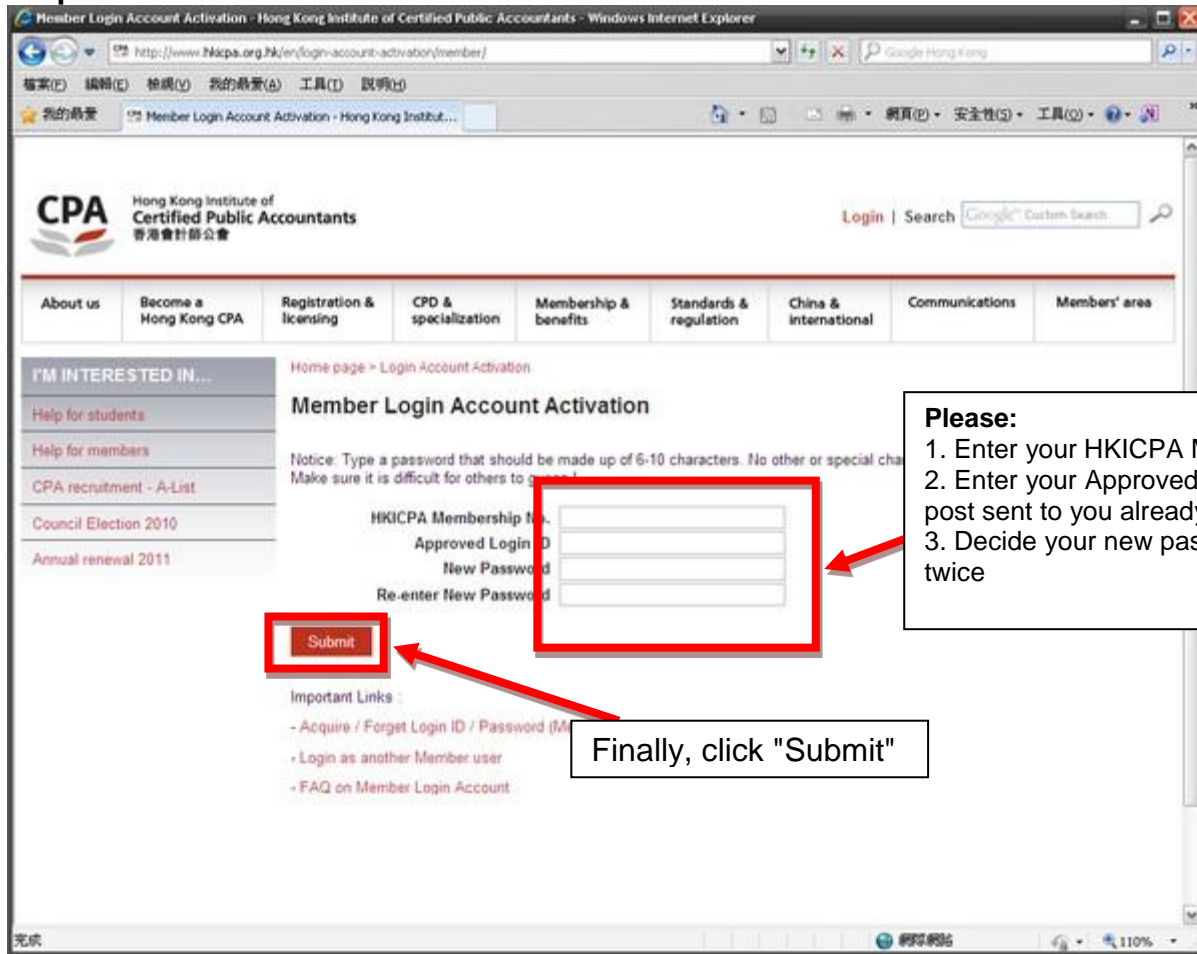
Member can also change their Login ID through **"Change Login ID / Password"** under the Members' area. For detail instructions, please refer to the section below: **"How to change Member/International Affiliate Login ID and Password"**.

How to activate Member/International Affiliate Login Account

To access 'Member Login Account Activation Screen', click the link below:

<http://www.hkicpa.org.hk/en/login-account-activation/member/>

Step 1:



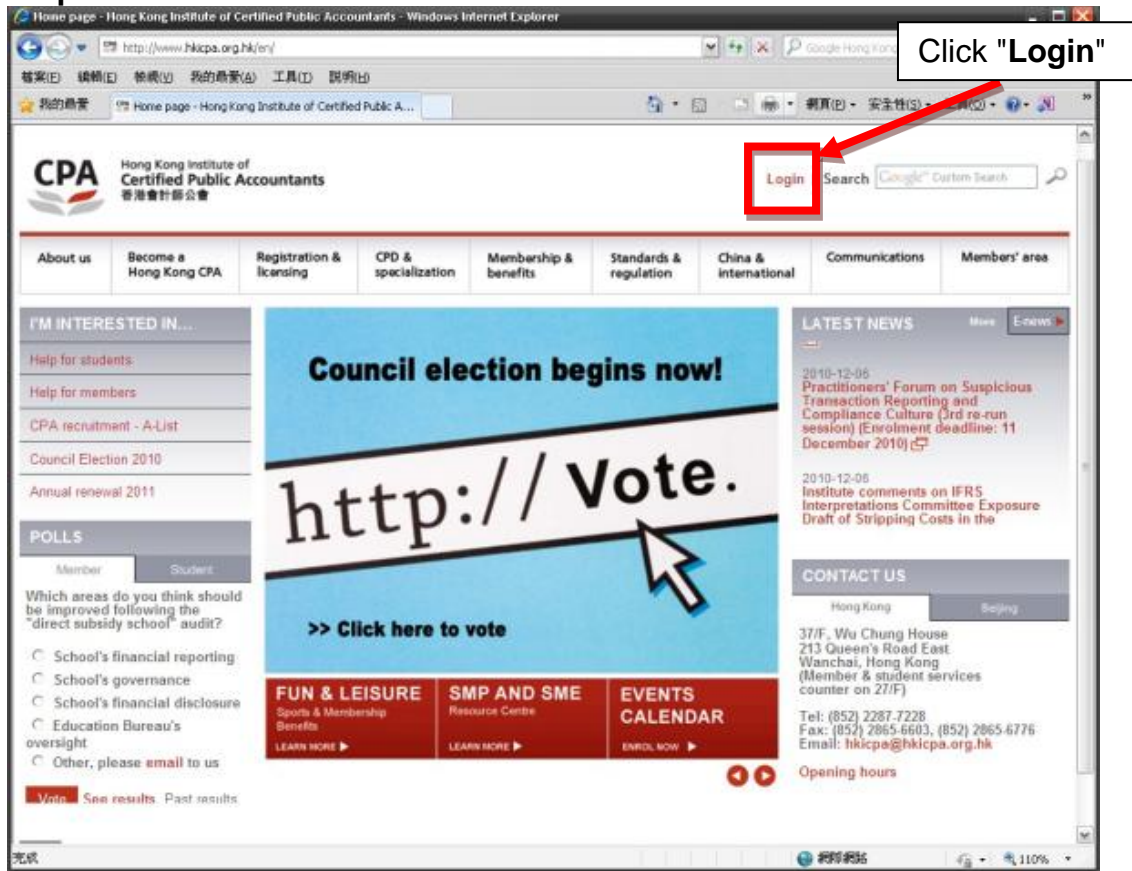
Please:
1. Enter your HKICPA Membership number
2. Enter your Approved Login ID (Email or post sent to you already.)
3. Decide your new password and type it twice

Finally, click "Submit"

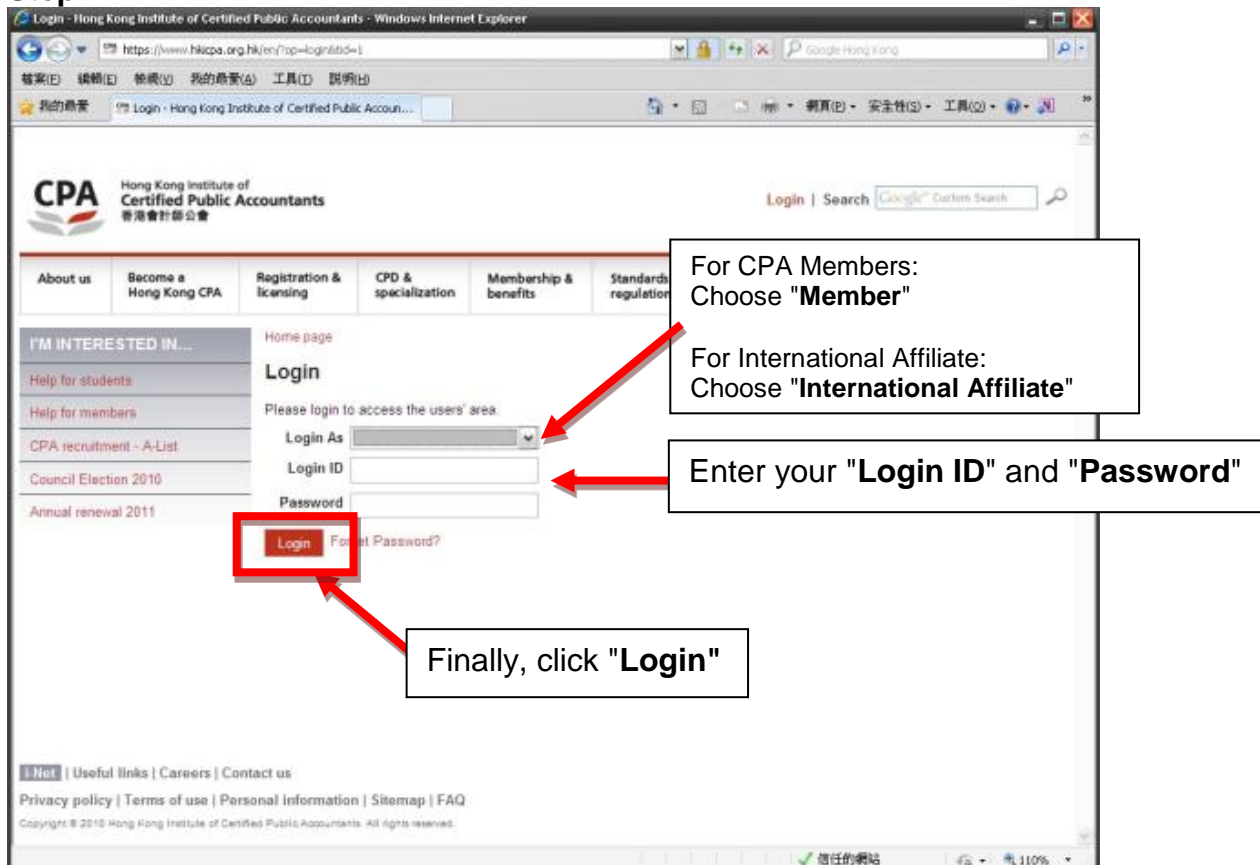
How to change Member/International Affiliate Login ID and Password

Go to the HKICPA website at <http://www.hkicpa.org.hk>

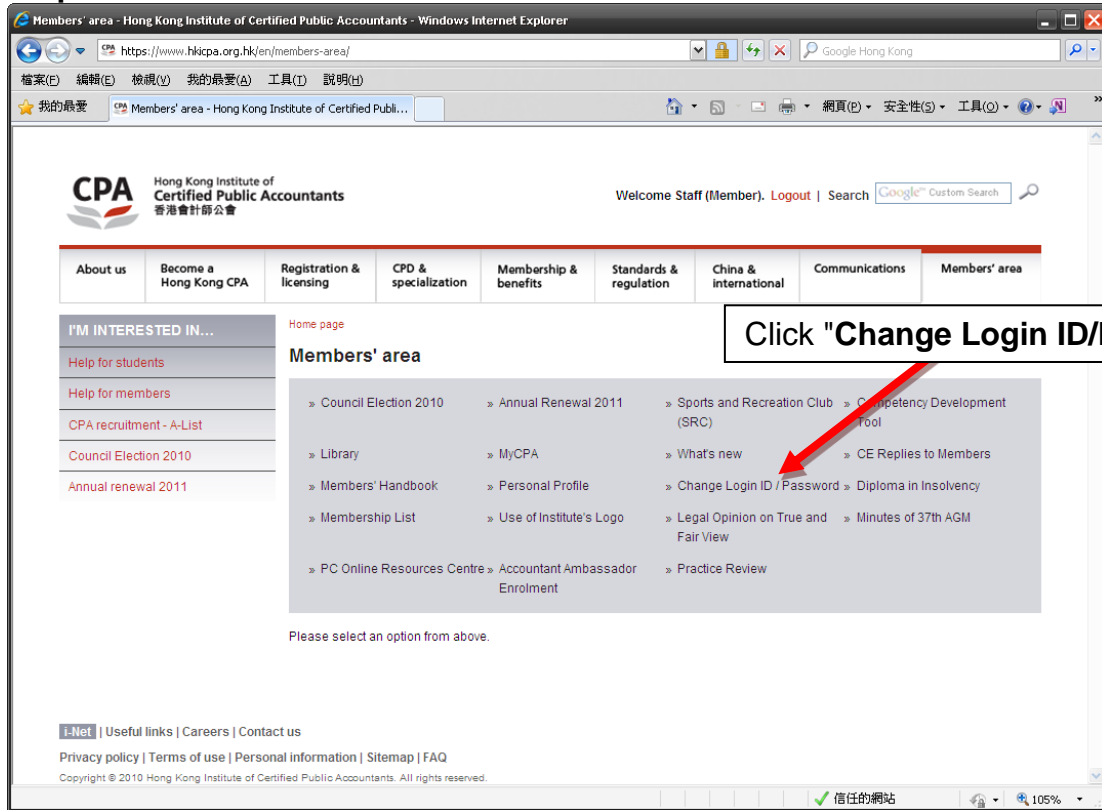
Step 1:



Step 2:



Step 2:



Step 4:

You can change either your **Login ID** or your **Password** independently or change both Login ID and Password at the same time. Simply fill out the boxes.

You must enter your old password to process your request and click "**Submit**" button to confirm your request.

Attention: Type Login ID that should be made up of 6-15 characters and Password should be made up of 6-10 characters. It may contain numbers (0-9), uppercase or lowercase letters (A-Z, a-z), underscore (_) only. No other special character is allowed in Login ID and Password fields. Make sure it is difficult for others to guess!

