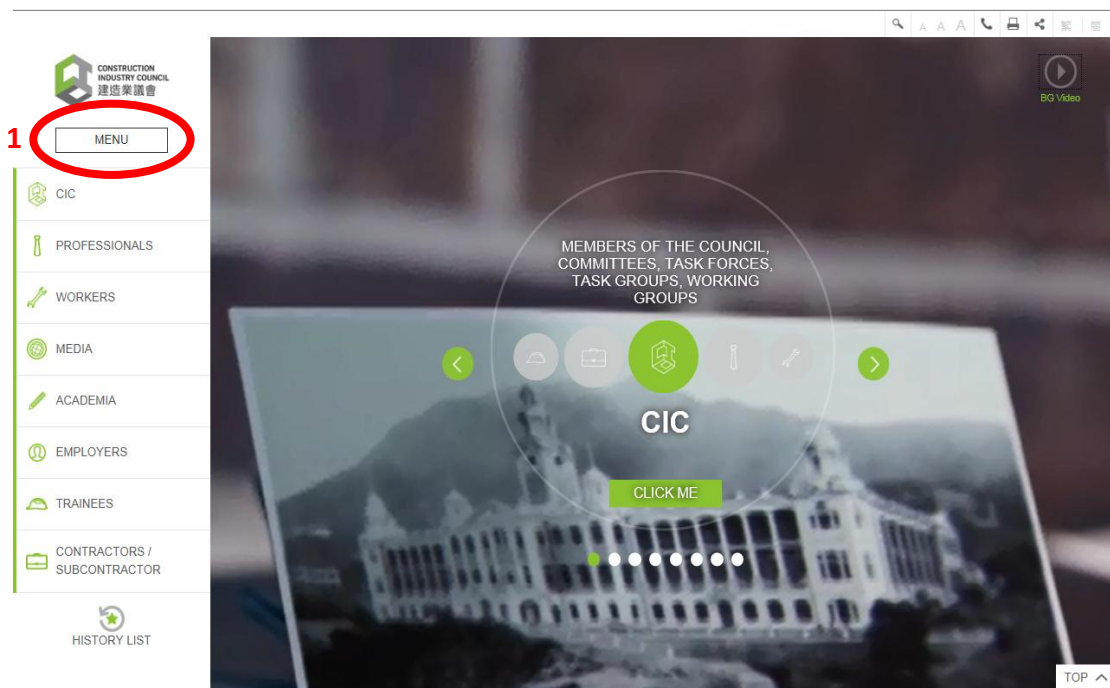


CIC eServices User Guide

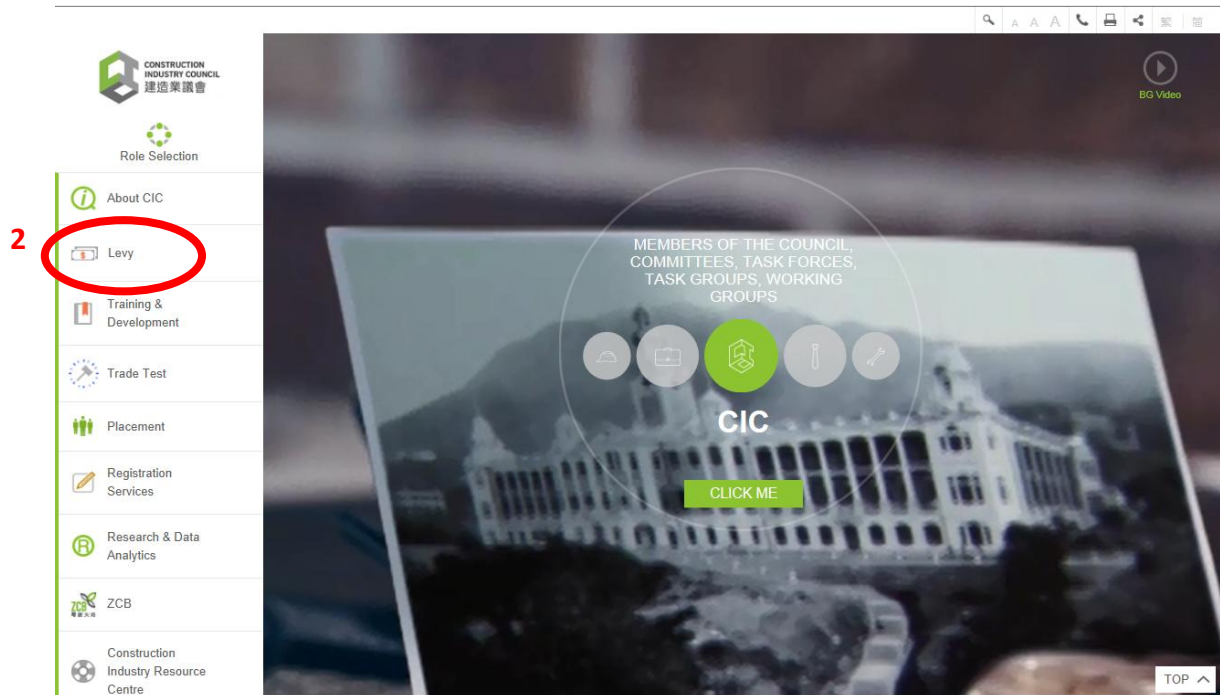
- This Guide consists of:
- Part I: System Login;
 - Part II: Electronic Forms Submission;
 - Part III: Electronic Forms Download;
 - Part IV: Payment Notices **(For Contractor Only)**;
 - Part V: Payment Receipts **(For Contractor Only)**;
 - Part VI: Correspondences;
 - Part VII: User Profile – Change Email Address;
 - Part VIII: Change Password; and
 - Part IX: Logout

Part I: System Login

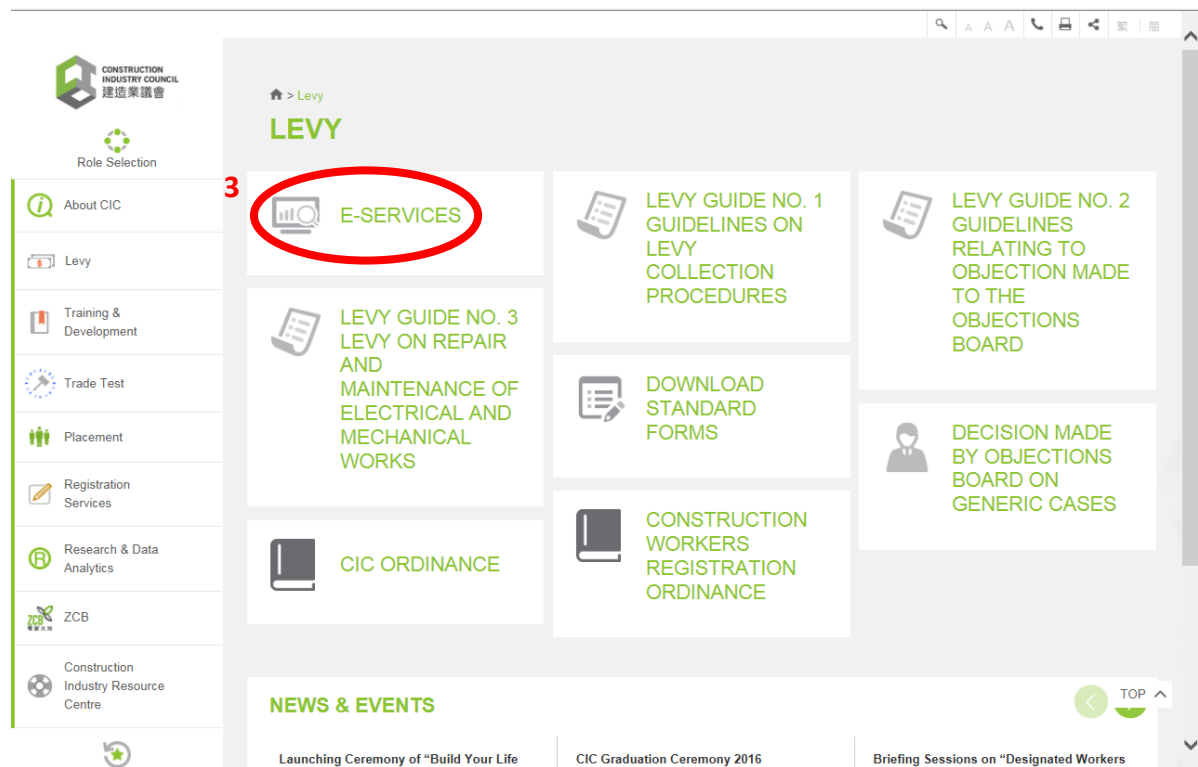
- Step 1. Visit Construction Industry Council website (<http://www.cic.hk>) with **Internet Explorer 7** or above and click the “MENU” to locate the “LEVY”.



Step 2. Click the “LEVY” to access the “E-SERVICES”.



Step 3. Select the “E-SERVICES” to enter the system.



Step 4. Logon the system with your identity number (Login ID) and the relevant password (ie General Password or Case Specific Password), then press the [Login] button to access the system.

Part II: Electronic Forms Submission

Step 1. Logon the system and select the “e-Forms Submission” item.

Step 2. Select the e-Form Type which is prepared for uploading.

Step 3. Press the [**Browse**] 瀏覽 button next to the “Upload e-Form” to select a filled e-Form document with the corresponding e-Form type which you have chosen from your local drive. After that you should see the Upload Document textbox which is filled by the name of your selected file.

Step 4. You can press the [**Reset**] button if you want to clear all of your inputs.

Step 5. If there is any attachment which you want to upload,

- i. Click the [**Browse**] 瀏覽 button next to the Attachment (1, 2, 3, 4 or 5) (maximum 5 attachments) to select the attachment from your local drive. After that you should see the corresponding Attachment textbox which is filled by the name of your selected file.
- ii. Fill in the Remarks for each attachment, if any.
- iii. You can press the [**Clear**] button next to the corresponding Attachment to clear the inputs for that Attachment.

Step 6. If you also want to submit the form to Pneumoconiosis Compensation Fund Board, **click** the “Submit the same eForm to Pneumoconiosis Compensation Fund Board” check box.

The screenshot shows the Construction Industry Council (CIC) Levy submission interface. On the left is a sidebar with navigation options: Change Password, My Profile, Download e-Forms, e-Forms Submission, Payment Notices, Payment Receipts, Correspondences, and Logout. The main content area features a table for attachments with columns for 'Attachment 5' and 'Remarks 5'. Below the table is a 'Please note' section with five numbered points regarding information provision, data usage, privacy rights, levy collection, and ordinance application. At the bottom, a checkbox labeled 'Submit the same eForm to Pneumoconiosis Compensation Fund Board' is highlighted with a red box and the number 6. Below this, the 'Submit' button is circled in red and labeled with the number 7. The footer contains a disclaimer, site map, copyright notice (© 2016 CIC), and the Caring Organisation logo.

Step 7. Press the [**Submit**] button to confirm the process.

Step 8. Once the submission is successful, a reference number will be assigned. Keep the reference number for your information.

CONSTRUCTION INDUSTRY COUNCIL
建造業議會

Levy

Change Password **8** The reference number is C023183

My Profile

Download e-Forms

e-Forms Submission

Payment Notices

Payment Receipts

Correspondences

Logout

Your e-Form had been successfully submitted to

- Construction Industry Council

Thank you very much.

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Part III: Electronic Forms Download

Step 1. Logon the system and select the “e-Forms Download” item

CONSTRUCTION INDUSTRY COUNCIL
建造業議會

Levy

Change Password **3 i**

My Profile

1 Download e-Forms

e-Forms Submission

Payment Notices

Payment Receipts

Correspondences

Logout

Home > Levy > Download e-Forms

DOWNLOAD E-FORMS

3 i	Download e-Form1		
	Download e-Form1A		
	Download e-Form2	2	Input your case number: (E.g. 2009/' <input type="text"/> <input type="button" value="Clear"/>
	Download e-Form2A		
	Download e-Form3		
	Download e-Form3A		

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Step 2. Input your case number, if any.

Step 3. Click the e-Form link which you want to download and save it to your local drive.

i. If the case number is entered, the corresponding case information will be automatically filled into the downloaded e-Form. You can press the **[Clear]** button to clear the case number;

ii. Otherwise, the downloaded e-Form is a new form.

Step 4. You should use Adobe Reader 9.0 or above to open the downloaded e-Form and fill in the required information on it and save your changes for later use in "Upload e-Forms". **Please note that those areas which are surrounded by blue boxes in the Uploaded e-Forms are mandatory, so you are required to input valid information on those areas.**

Part IV: Payment Notices (For Contractor Only)

Step 1. Logon the system select the "Payment Notice" item.

Home > Levy > Payment Notices

Payment Notices
Except the outstanding notices, only notices issued in the past 6 months will be displayed.
Notice No. prefixed with a "*" character means it is a Second Penalty Notice.

	Case No.	Notice No.	Issued Date	Due Date	Status
View	2014/24794	DN1700152	10 Dec 2015	10 Jan 2016	Issued

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Step 2. Press the **[VIEW]** button to view or to print the Assessment/Payment Notice or the Second Penalty Notice issued by the Council.

Part V: Payment Receipts (For Contractor Only)

Step 1. Logon the system select the “Payment Receipt” item.

Home > Levy > **Payment Receipts**

Payment Receipts
Display Only Payment Receipts Issued in Past 6 Months.

	Payment No.	Amount	Payment Date	Issued Date
View	1E4S2	\$4288.00	21 Jul 2015	30 Jul 2015

1 **Payment Receipts**

2 **View**

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Step 2. Press the [VIEW] button to view or to print the Payment Receipt issued by the Council.

Part VI: Correspondences

Step 1. Logon the system select the “Correspondences” item.

Home > Levy > **Correspondences**

Correspondences
Only display correspondences issued in past 6 months

	Document ID	Pending Case No.	Case No.	Type	Issued Date
View	1E48F		2014/24794	Acknowledge Letter to CT	27 Jul 2015

1 **Correspondences**

2 **View**

CONSTRUCTION INDUSTRY COUNCIL
建造業議會

Levy

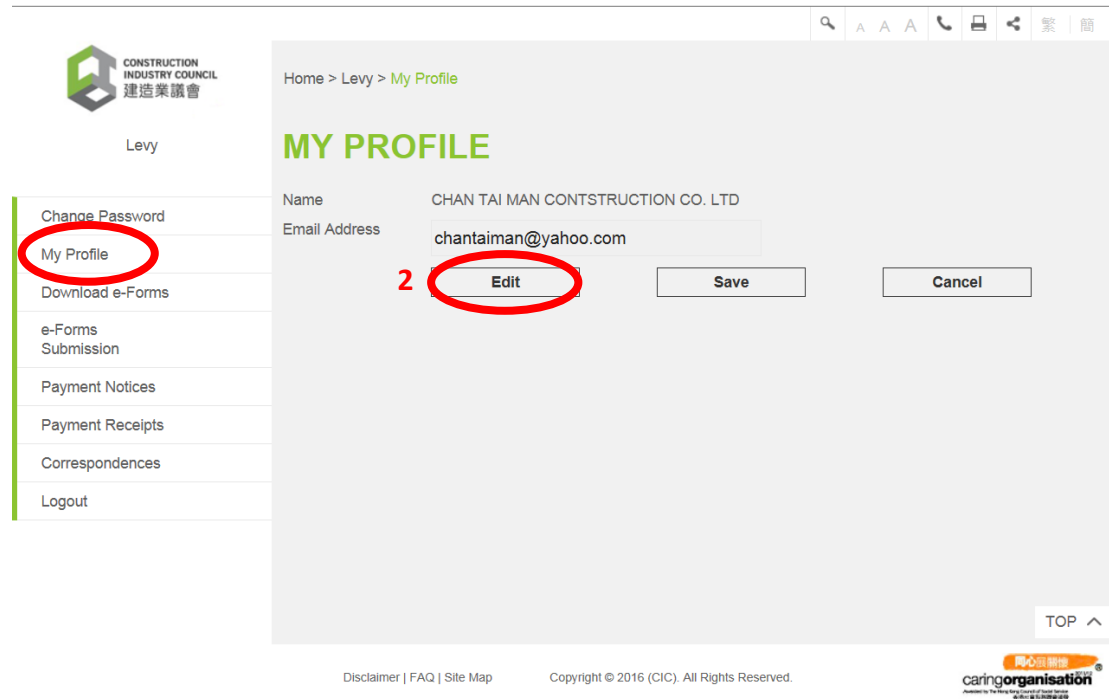
Download e-Forms
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Step 2. Press the [VIEW] button to view or to print the different types of letters issued by the Council.

Part VII: User Profile – Change Email Address

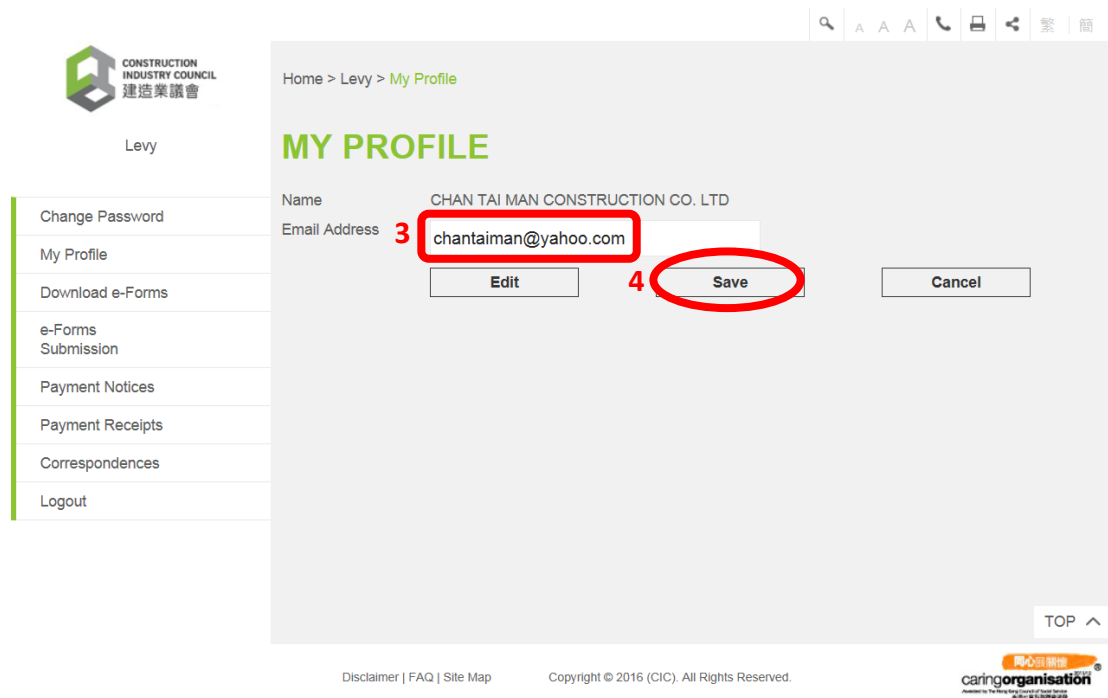
Step 1. Logon the system select the “User Profile” item.



The screenshot shows the user profile page for 'Levy'. The left sidebar contains a menu with the following items: Change Password, My Profile (highlighted with a red circle and the number 1), Download e-Forms, e-Forms Submission, Payment Notices, Payment Receipts, Correspondences, and Logout. The main content area displays the user's profile information: Name: CHAN TAI MAN CONSTRUCTION CO. LTD, Email Address: chantaiman@yahoo.com. Below the email address field, the 'Edit' button is highlighted with a red circle and the number 2. The 'Save' and 'Cancel' buttons are also visible.

Step 2. Press the [Edit] button to change your current email address.

Step 3. Edit your current email address and replace by a new email address



The screenshot shows the user profile page for 'Levy'. The left sidebar contains the same menu as in Step 1. The main content area displays the user's profile information: Name: CHAN TAI MAN CONSTRUCTION CO. LTD, Email Address: chantaiman@yahoo.com. The 'Edit' button is highlighted with a red circle and the number 3. The 'Save' button is highlighted with a red circle and the number 4. The 'Cancel' button is also visible.

Step 4. Press the [Save] button to save the updated email address

Part VIII: Change Password

Step 1. Logon the system select the “Change Password” item.

Home > Levy > Change Password

CHANGE PASSWORD

General Password Case Specific Password (For Contractor Only)

Old Password:

New Password:

(Password must be composed of 6 to 20 characters with at least 1 letter AND 1 digit. Only English characters (a-z, A-Z case sensitive) and numeric value (0-9) are allowed.)

Confirm New Password:

Confirm

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Step 2. Select “General Password” or “Case Specific Password” where applicable and enter your old password, new password and confirm new password.

Step 3. Press the [**CONFIRM**] button and the password will be changed successfully.

Part IX: Logout

Step 1. Select the [**Logout**] item to exit the system once you have finished the e-Service operations.

The screenshot displays the user interface of the Construction Industry Council's e-Service system. On the left, a vertical sidebar contains a list of menu items: Change Password, My Profile, Download e-Forms, e-Forms Submission, Payment Notices, Payment Receipts, Correspondences, and Logout. The 'Logout' item is highlighted with a red circle and a red number '1' to its left. The main content area shows the 'MY PROFILE' page for user 'Levy'. The profile information includes the name 'CHAN TAI MAN CONSTRUCTION CO. LTD' and the email address 'chantaiman@yahoo.com'. Below the email address are three buttons: 'Edit', 'Save', and 'Cancel'. At the bottom of the page, there is a footer with 'Disclaimer | FAQ | Site Map', 'Copyright © 2016 (CIC). All Rights Reserved.', and the 'caring organisation' logo.

-End-