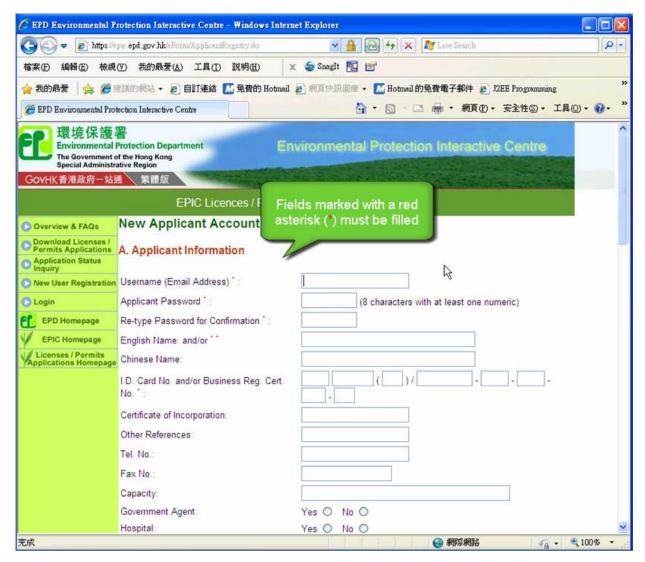
# **New Applicant Registration**

### 1. New User Registration



If you have not registered as an applicant in EPIC, please do so by clicking the link "New User Registration" on left navigation bar.

### 2. Fill the information

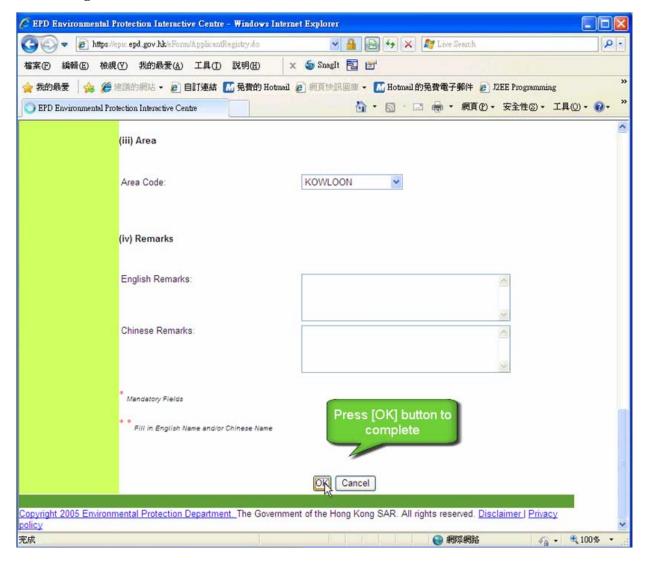


Please fill out the Part A. Applicant Information and Part B. Applicant Address.

Following fields marked with a red asterisk (\*) must be filled:

- Username (Email Address)
- Applicant Password
- Re-type Password for Confirmation
- English Name
- I.D. Card No. / Business Reg. Cert. No.
- Sub-District
- District Council

# 3. Submit registration



After you have completed filling information, click [OK] button to complete.

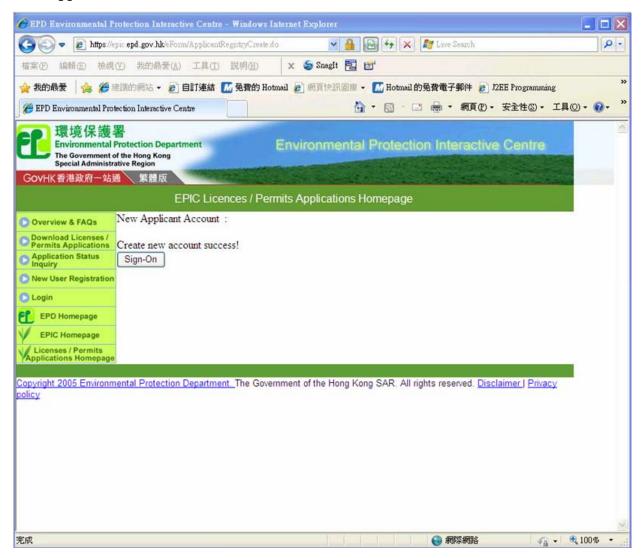
# 4. Validation information

# Submission Failed Please click the "Back" button, correct the information listed below, and resubmit your form. Missing Form Data: Part A - Username (Email Address) Part A - Password Part A - Name of Applicant (English) Part A - one of the following fields - HKID, BRN, and Certificate of Incorporation must be filled Part A - Sub-District Part A - District Council

Messages of invalid data format, missing form data, and violation of rules will be shown. (if any)

Please click [Back] button, correct the information and resubmit again.

# 5. New Applicant Account



New Applicant Account will be created if the validation rules have been passed. And a notification email will be sent to your applicant email address.

The registered applicant information will be used as default values when using "Pre-fill personal data" function in a new electronic form.