


User Guide of "e-Cheque Drop Box Service" Mobile Application  
(The "e-Cheque Drop Box Service" is provided by the Hong Kong Interbank Clearing Limited.)

User Account Registration and Logon "e-Cheque Drop Box Service"



**e-Cheque Drop Box**

Email Address

Password



Logon

Forget your password? **Register**

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Shall you experience any difficulty when using the service, please contact your bank for assistance.

**Step 1**

- Open the mobile application and go to "Logon / Register" on the main menu
- Tab "Register"

<  **User Account Registration** 

**User Information** ⇌ **Bank Account Information** ⇌ **Registration Confirmation**

Email Address\*

Email Address >

Password\*

Password >

Salutation\*

-- Please Select --

Preferred Name\*

Preferred Name

Phone Number


Phone Number

Preferred Language

Email notification will be sent in your preferred language.

English

**Step 2**

- Input a valid email address and password
- Select your salutation and input your preferred name and phone number
- Select the preferred language for email notification
- Tab  (Android) at the top right corner or scroll down (iOS)

User Account Registration

User Information Bank Account Information Registration Confirmation

Bank\*

SHANGHAI COMMERCIAL BANK LIMITED (025)

Account Type\*

-- Please Select --

Account Number\*

Account Number

Account Alias\*

Account Alias


For security reasons, please type the code.

6 b k 9

Enter code

Please provide a bank account for user account

### Step 3

- Select "Shanghai Commercial Bank Limited (025)"
- Select "Bank Account" or "Credit Card" for the account type
- Input the Bank's 11-digit deposit account number or 16-digit credit card account number
- Input account alias
- Enter the security code displayed in the mobile application
- Tab  (Android) or "Submit" (iOS) at the top right corner

### Note:

- You may register your own name or third party accounts
- You may add up to 30 bank accounts via bank account maintenance function after user account registration
- Account alias cannot be duplicate for the registered bank accounts

User Account Registration

User Information Bank Account Information Registration Confirmation

Mr

Preferred Name

Phone Number

Preferred Language

English

Bank

SHANGHAI COMMERCIAL BANK LIMITED (025)

Account Type

Bank Account

Account Number

Account Alias

Terms & Conditions

I have read and agreed to the Terms & Conditions

User Account Registration

Cancel Submit

Preferred Name \*

Phone Number

Preferred Language \*

English

BANK

Bank \*

Account Type

Bank Account

Account Number \*

Account Alias \*

Security Code \*

91n74



\* Mandatory

I have read and agreed to the Terms & Conditions.

Accept and Proceed

Cancel

### Step 4

- Verify the information (Android)
- Tab "Terms & Conditions" to read the Terms & Conditions and tab  to go back to the "User Account Registration" page
- Check the box after you have read and agreed to the Terms & Conditions
- Tab  at the top right corner

### (iOS)

- The Terms & Conditions is displayed, read the Terms and Conditions and click the tab "Done"
- Tab "Accept and Proceed" after you have read and agreed to the Terms & Conditions

We will send the account activation instructions to your email address shortly. Please complete the activation accordingly.

If you don't receive instructions, check your email's spam or junk mail folder. Or visit our FAQ.

OK

#### < e-Cheque Drop Box User Account Activation Instruction

Thanks for registering with the e-Cheque Drop Box. We received a request to register a user account with this email address. If you made this request, please follow the instructions below to activate your account.

Click the link below within 10 calendar days from the date of this email to activate your account using our secure server. After expiry of the link, you will need to submit the request again:

Web Browser: <http://www.cheque.com>

If you did not request to register a user account, you can safely ignore this email.

If clicking the link doesn't seem to work, you can copy and paste the link into your browser's address field. Once you have returned to the e-Cheque Drop Box, we will provide you with instructions for activating your account.

Please do not reply to this email. Should you have any enquiries, please refer to the FAQ of the e-Cheque Drop Box.

#### Step 5

- Click "OK"
- Account activation instruction will be sent to your email address
- Logon email and open the link with the "e-Cheque Drop Box" Mobile Application

#### < User Account Activation >

Enter your password to activate your account.

Password


Password

For security reasons, please type the code.



Enter code

#### Step 6

- Enter your password and the security code
- Tab  (Android) or "Submit" (iOS) at the top right corner

We have successfully activated your account.

OK

**e-Cheque Drop Box User Account Activated**

Thanks for registering with the e-Cheque Drop Box. We have successfully activated your account.

You may now visit the e-Cheque Drop Box to present e-Cheques and view your presentment history.

Please do not reply to this email. Should you have any enquiries, please refer to the FAQ of the e-Cheque Drop Box.

**Step 7**

- User account registration is completed
- Successful activation email will be sent to your email address

**Step 8**

- Go to "Logon / Register" on the main menu
- Input email address and password to logon the "e-Cheque Drop Box Service"
- Tab "Logon"



**e-Cheque Drop Box**

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Logon

[Forget your password?](#)

[Register](#)

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