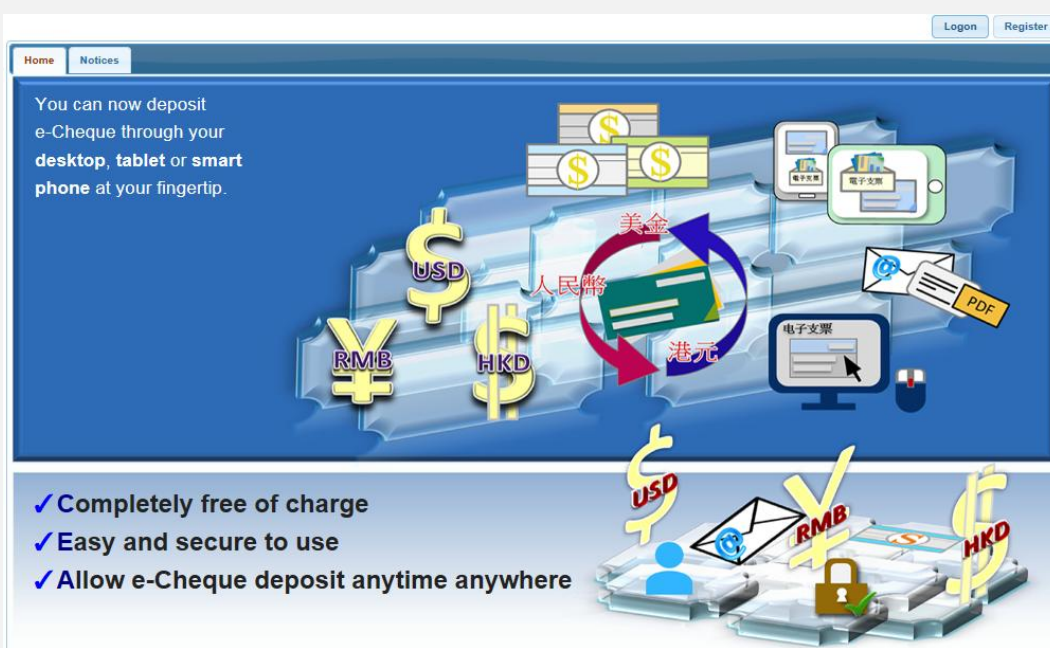


User Guide of "e-Cheque Drop Box Service" Web Portal
(The "e-Cheque Drop Box Service" is provided by the Hong Kong Interbank Clearing Limited.)

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



Step 1

- Visit <http://www.echeque.hkicl.com.hk>
- Click "Register" at the top right corner

User Account Registration

User Account Registration

User Information

Email Address*

Input your Email Address again*

Password*
Password of 8-12 alphabets and numbers

Re-enter Password*

Salutation*

Preferred Name*

Phone Number
Your bank may use this number to contact you when there are questions about your e-Cheque presentation. For overseas number, please input country code (e.g. 86) and area code (e.g. 755) in front of the number, i.e. 8675512345678.

Preferred Language
Email notification will be sent in your preferred language.

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

Bank Account Information

Please provide a bank account for user account registration. Additional bank accounts may be added through the Bank Accounts function after registration.

Bank*	SHANGHAI COMMERCIAL BANK LIMITED (025)
Account Type*	-- Please select --
Account Number*	<input type="text"/>
	Users may register other third party bank account(s) to facilitate presentation of e-Cheques payable to a third party.
Account Alias*	<input type="text"/>
	Please enter up to 30 characters in this box for your own reference during presentation.
For security reasons, please type the code.	
	<input type="text"/> Enter code <input type="button" value="🔊"/> <input type="button" value="🔇"/>

* Mandatory

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 page
- Click "Submit"

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 Account Registration Confirmation

Please confirm the User Account registration.

Email Address	<input type="text"/>
Salutation	Mr
Preferred Name	<input type="text"/>
Phone Number	<input type="text"/>
Preferred Language	English
Bank	SHANGHAI COMMERCIAL BANK LIMITED (025)
Account Type	Bank Account
Account Number	<input type="text"/>
Account Alias	<input type="text"/>

[Terms & Conditions](#)

I have read and agreed to the Terms & Conditions.

Step 4

- Verify the information
- Click the link to read the Terms & Conditions
- Check the box after you have read and agreed to the Terms & Conditions
- Click "Confirm"

User Account Registration

i 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.chequedropbox.com/activation/confirm.asp?email=XXXXXX>

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 click the link to activate the account

Confirmation

! This will proceed the e-Cheque Drop Box user account activation. Do you want to proceed?

Confirm

Cancel

Step 6

- Click "Confirm"

User Account Activation

Enter your password to activate your account.

Password

.....

For security reasons, please type the code.

8917

8917


Submit

Cancel

Step 7

- Enter your password and the security code
- Click "Submit"

User Account Activation

 We have successfully activated your account.

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 8**
- User account registration is completed
 - Successful activation email will be sent to your email address

User Logon

Email Address

Password

[Register](#)

[Forget your password?](#)

- Step 9**
- Input email address and password to logon "e-Cheque Drop Box Service"