User Procedures Manual (Application User Manual)

of

Electronic Submission System

for

Electronic Submission Hub (ESH)

for the

Buildings Department (BD)

May 2022

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2. SUMMARY OF OPERATION PROCEDURES

2.1 Account Activation/Registration and Login

2.1.1 Login Page Information

The following information are shown in the login box:


1. Login area (including login name, password and related buttons)
2. "Forgot password/ login name" link
3. "Add digital certificate to existing account" link
4. "Activate a registered professional or contractor account" link
5. "Register an owner or collaborator account by invitation code / set initial password" link
6. Hotline and email
7. System Maintenance News

| No.	Function / Item	Description
1.	Login area	Provides two login options for user to choose.
2.	"Forgot password/ login name" link	Allows user to reset the password if forgot (For details, refers to session 2.1.10).
3.	"Add digital certificate to existing account" link	Allows user to add digital certificate(s) to an existing account.
4.	"Activate a registered professional or contractor account" link	Allows user to activate an AP/RSE/RGE/RC account.
5.	"Register an owner or collaborator account by invitation code / set initial password" link	Allows user to activate an owner or collaborator account once user receives an email invitation from an AP/RSE/RGE/RC.
6.	ESH Hotline and Email	Provide the contact information of ESH helpdesk service.
7.	System Maintenance News	Inform users about the maintenance period of ESH during which the service of ESH is not available.

2.1.2 Login Page Theme

There are two background themes shown in ESH login page during daytime and nighttime respectively.
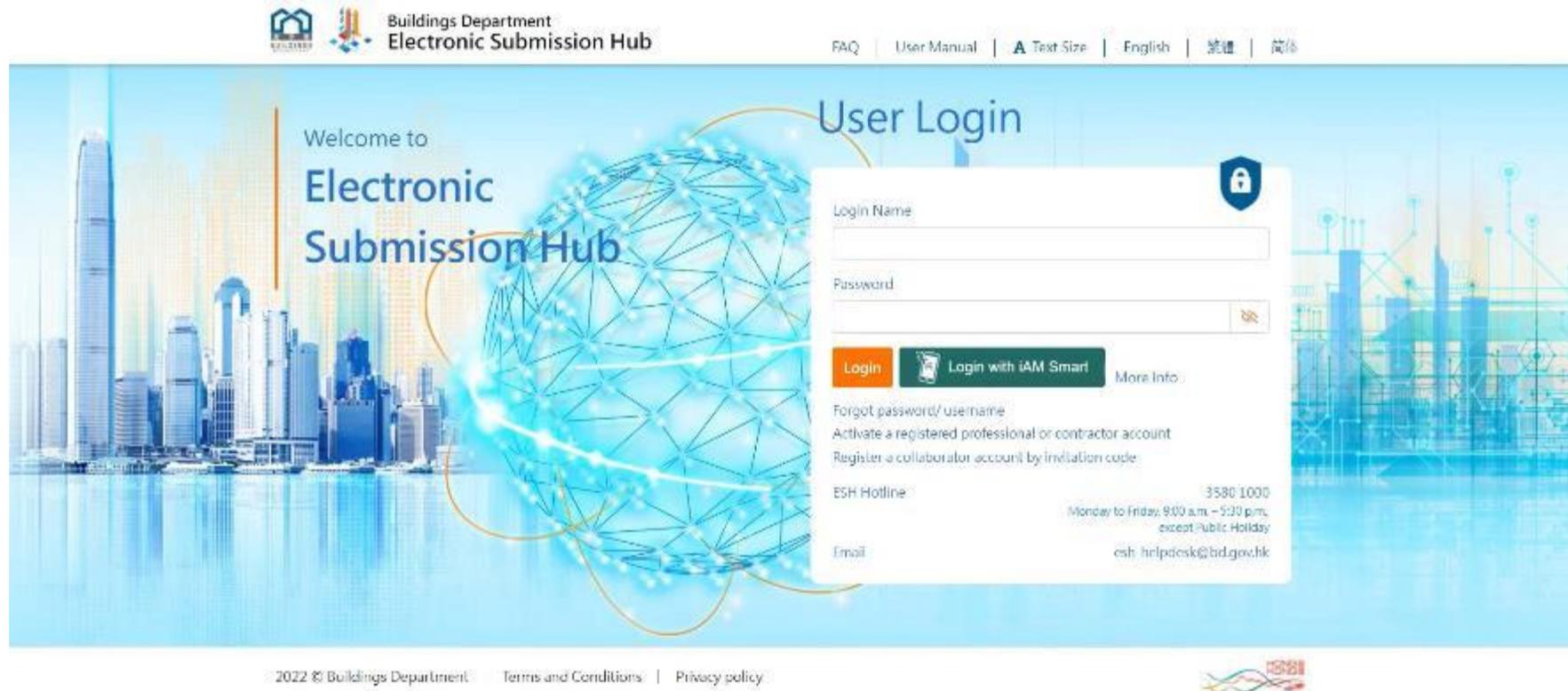
1. Daytime from 06:00:00 to 17:59:59 (GMT +8)
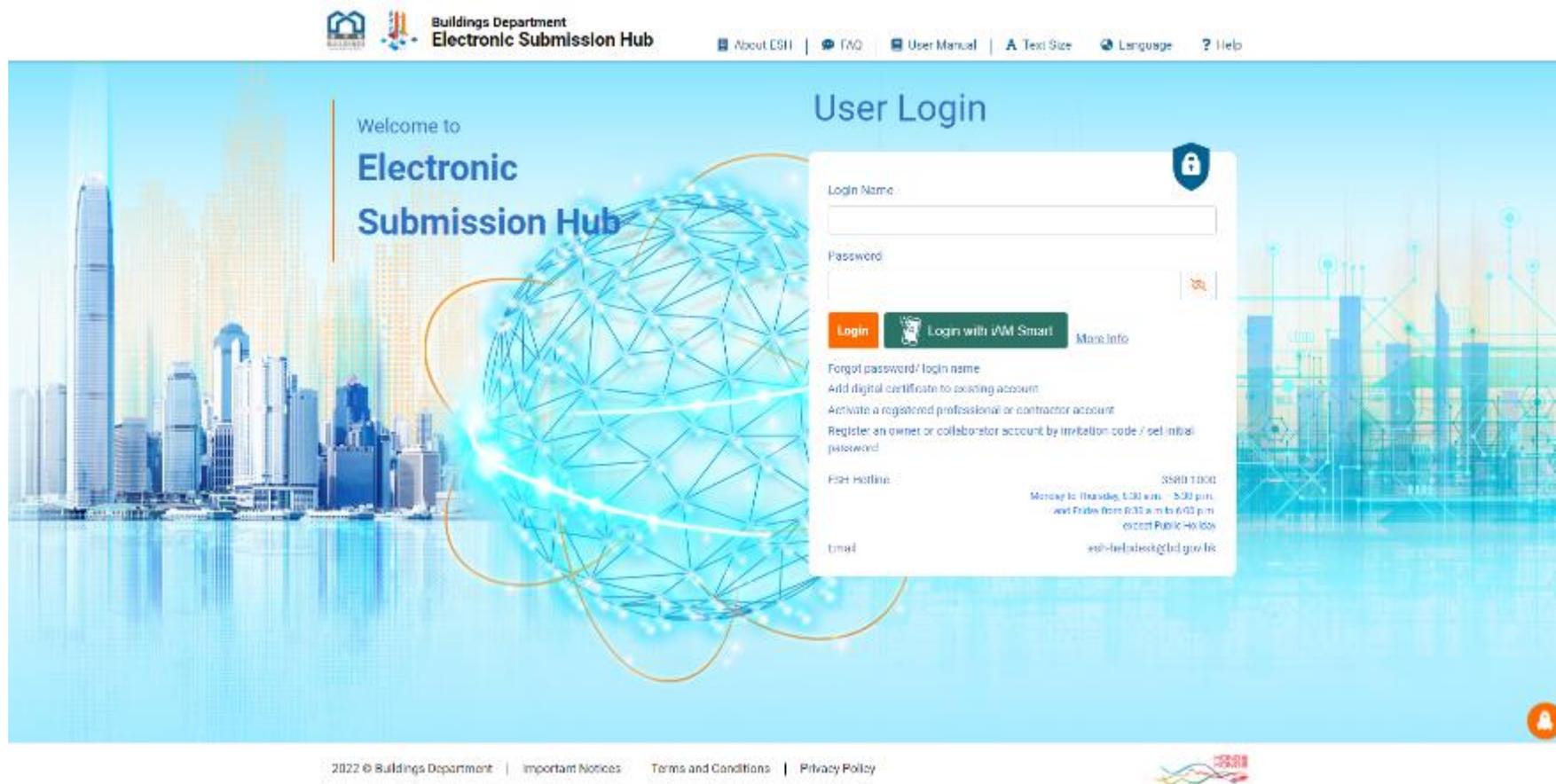
2.   Nighttime from 18:00:00 to 05:59:59 (GMT +8)
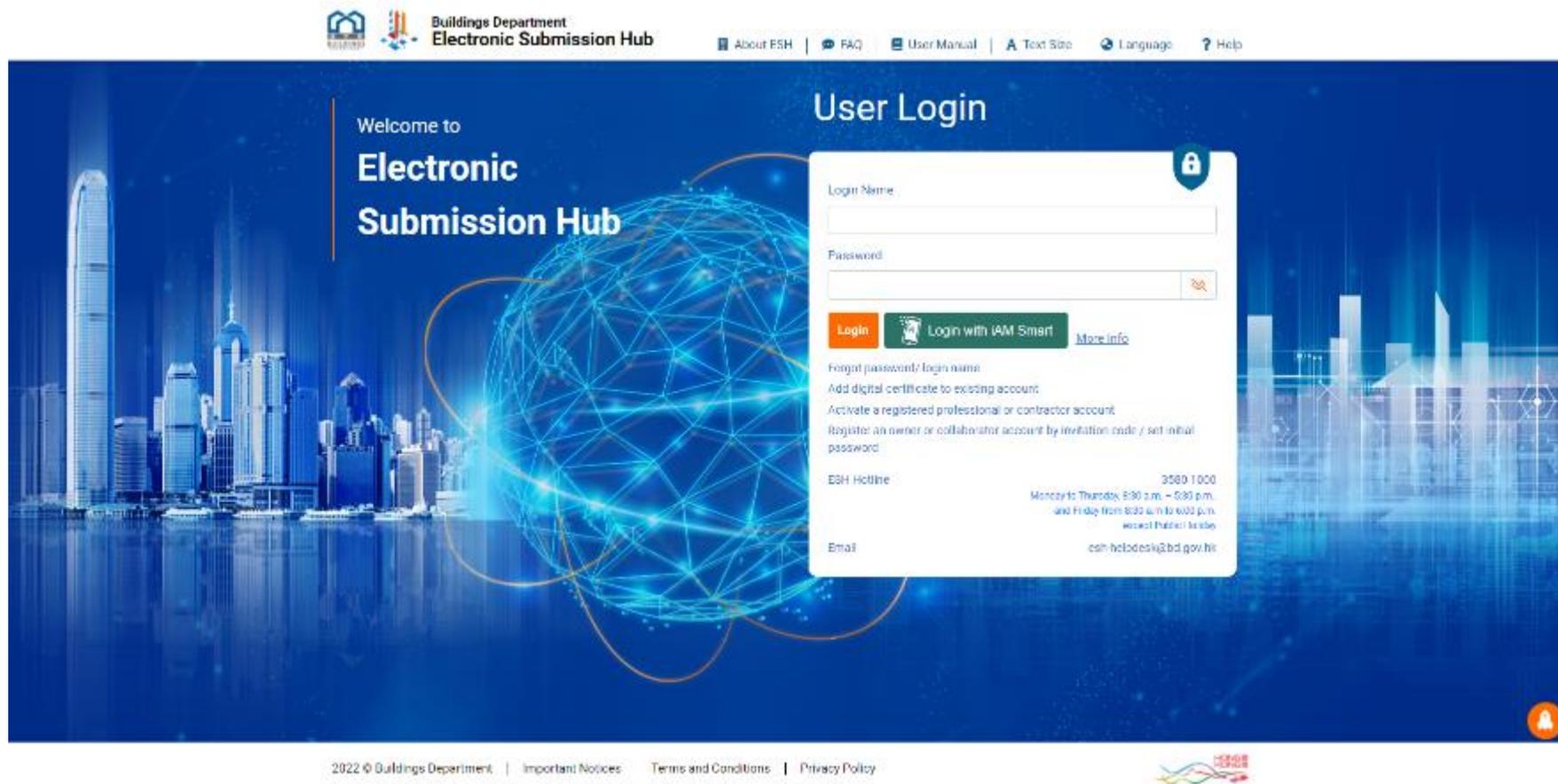
User can activate/register/login ESH account by either using:
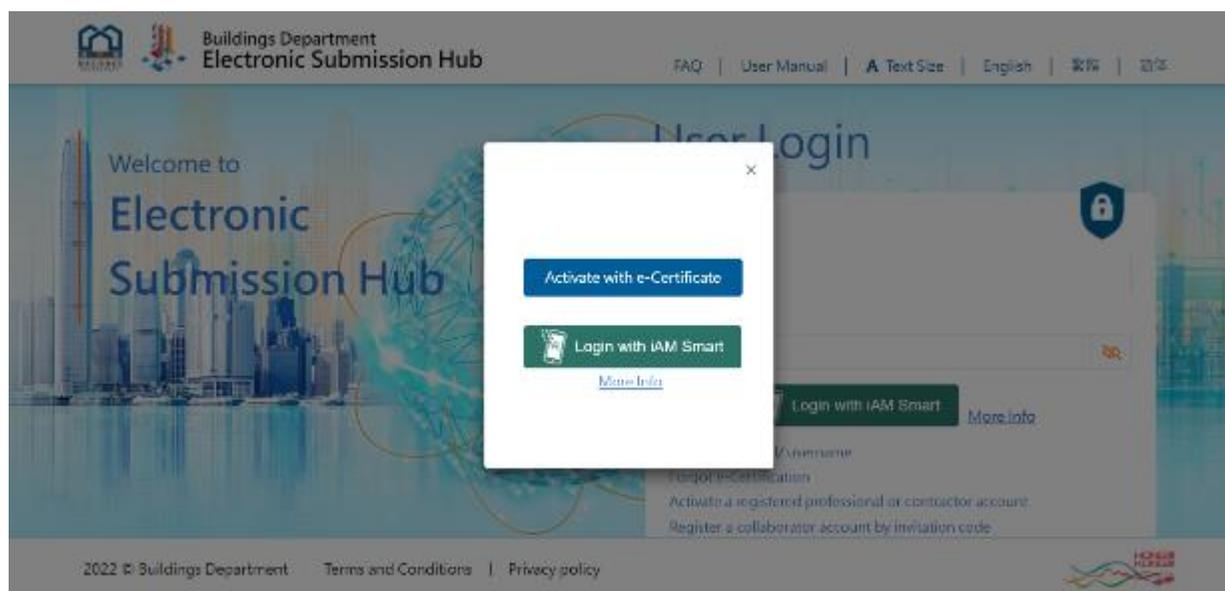a.   a digital certificate; or
b.   "iAM Smart"

2.1.3   Pre-requisite for Account Activation/Registration

BD has prepared the ESH user accounts for all authorized persons (AP), registered structural engineers (RSE) and registered geotechnical engineers (RGE) and authorized signatories of the registered general building contractors and registered specialist contractors (RCs) under the Buildings Ordinance for their activation.

Other project team members including the collaborators and owners invited by AP/RSE/RGE/RC need to register for ESH user accounts in order to join using ESH. For details on the procedures in related to inviting collaborators and owners and their registration of ESH accounts, please refer to the sessions 2.3.2 and 2.3.3 respectively.

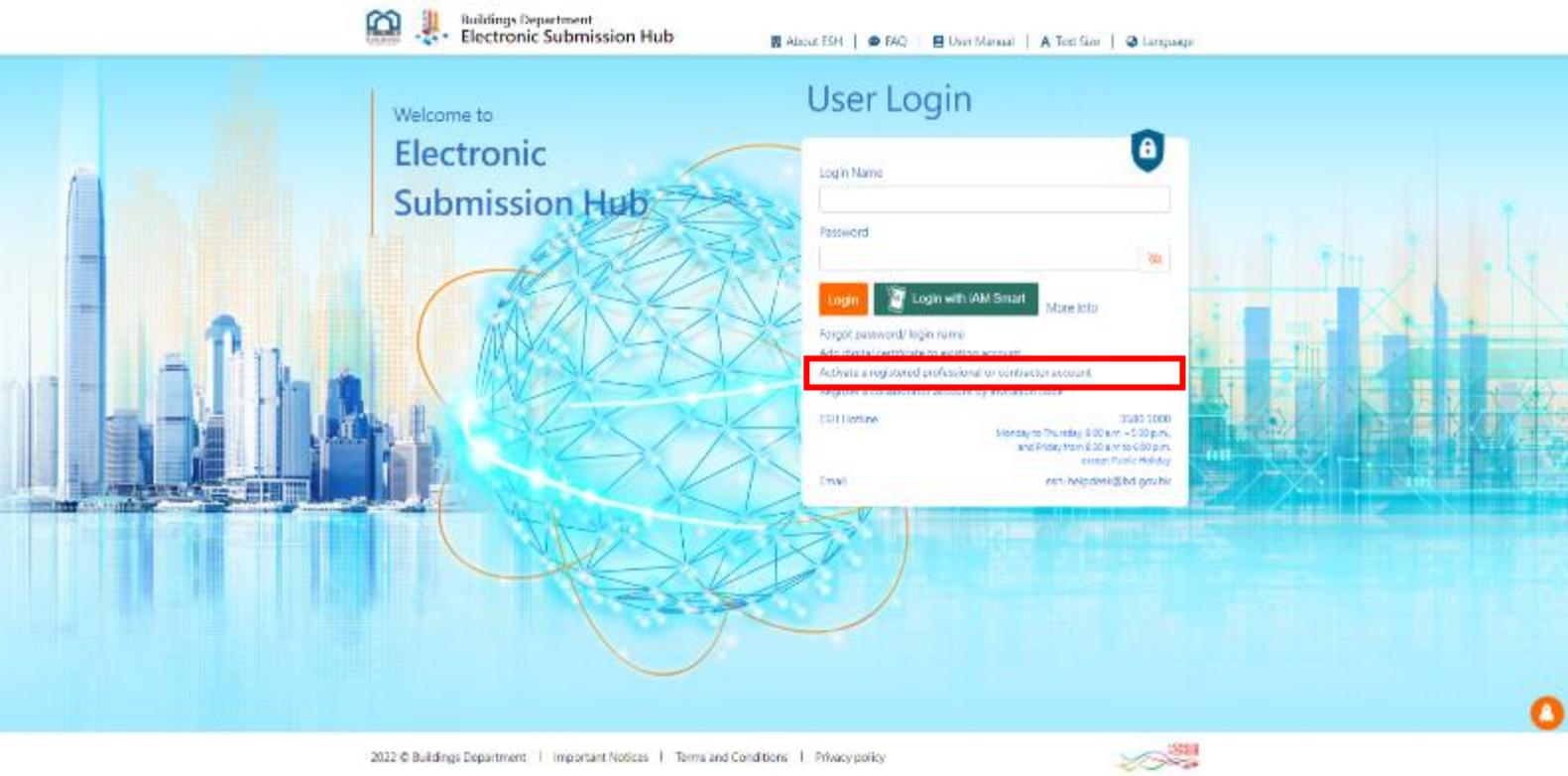Users can activate/register ESH accounts either by using:

1. A smartphone with "iAM Smart" installed; or
2. An acceptable type of digital certificate issued by the Postmaster General or other recognised certification authorities under the Electronic Transactions Ordinance. (For details of the types of digital certificates acceptable to be used in ESH, please refer to ESH website.)

If you have chosen to use a digital certificate to activate/register your account, you will be asked to install the ESHSign software in your personal computer and then sign with your digital signature once to complete the activation process. The ESHSign software is a signing software for users who will use digital certificate to login ESH and to sign documents of submissions to ESH. Installation of ESHSign is not necessary for users using "iAM Smart".
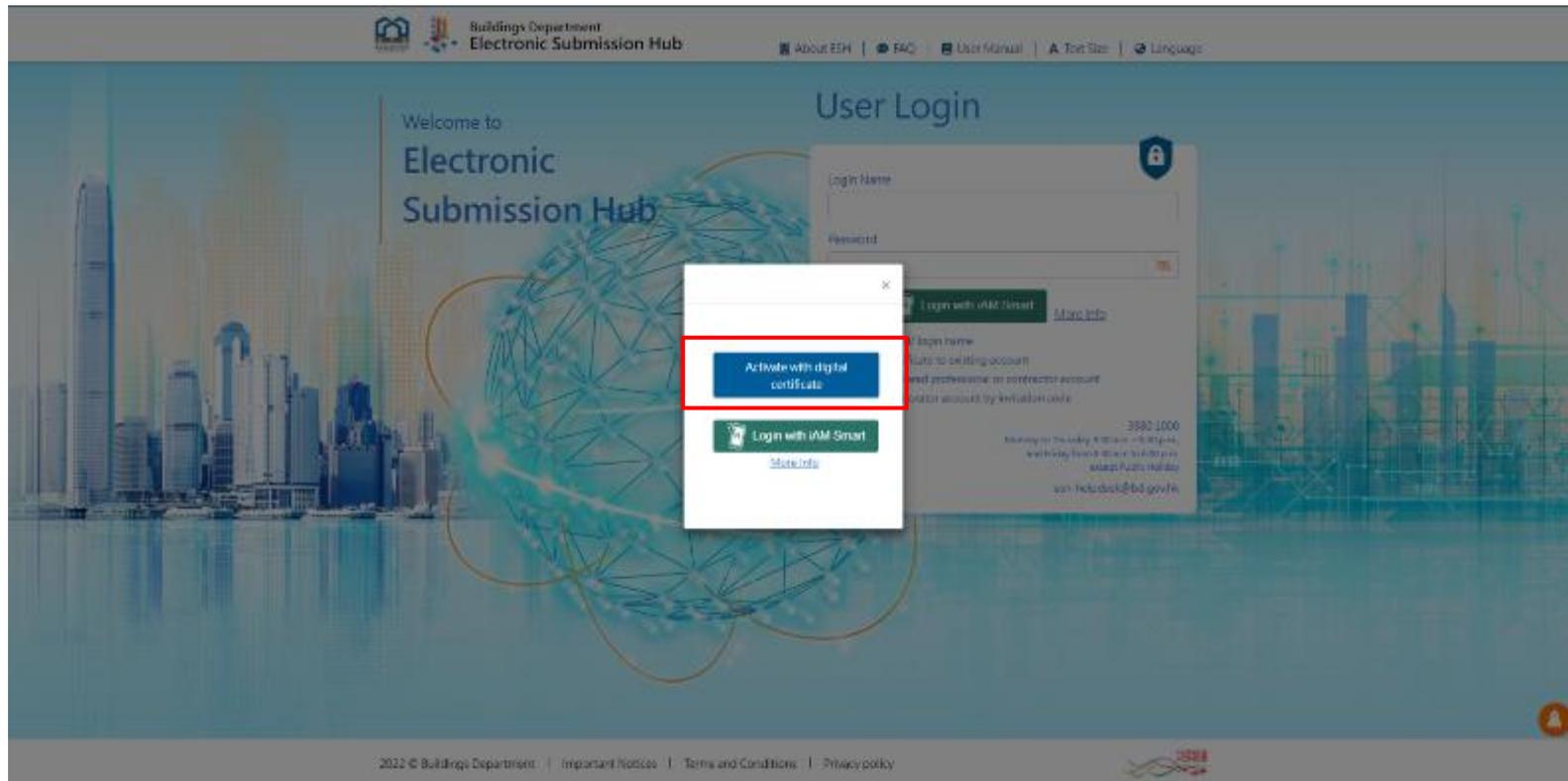
2.1.4 Account Activation by Digital Certificate File using Personal Computer

Step #	Step Detail & Screen
1.	• Use a web browser to access the ESH login page at URL: https://esh.bd.gov.hk
2.	• Click the "Activate a registered professional or contractor account" link

3.	• Click the "Activate with digital certificate" button

4.	• Fill-in the following information: • HKID number

- Add Digital Certificate
  - Click the "Add new digital certificate" button

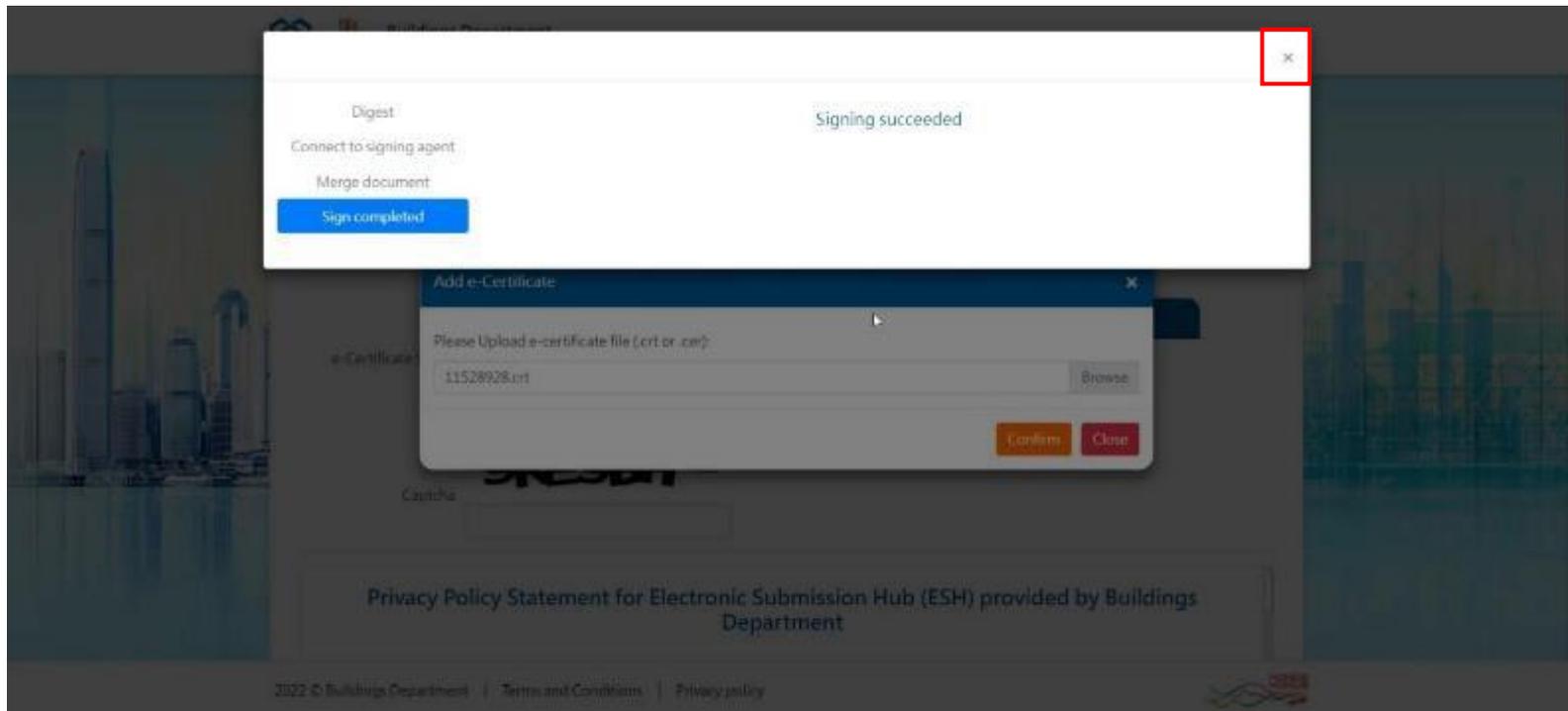- Locate and upload the digital certificate with the format of ".crt" or ".cer" file. For e-Cert issued by Hongkong Post, user may download it form the website of Hong Kong Post in the following link:

  https://www.hongkongpost.gov.hk/product/ecert/status/index.html

- Launch ESHSign client program to sign with the digital certificate once
- Locate and upload the digital certificate with the format of "p12" file
- Input the pin of the digital certificate
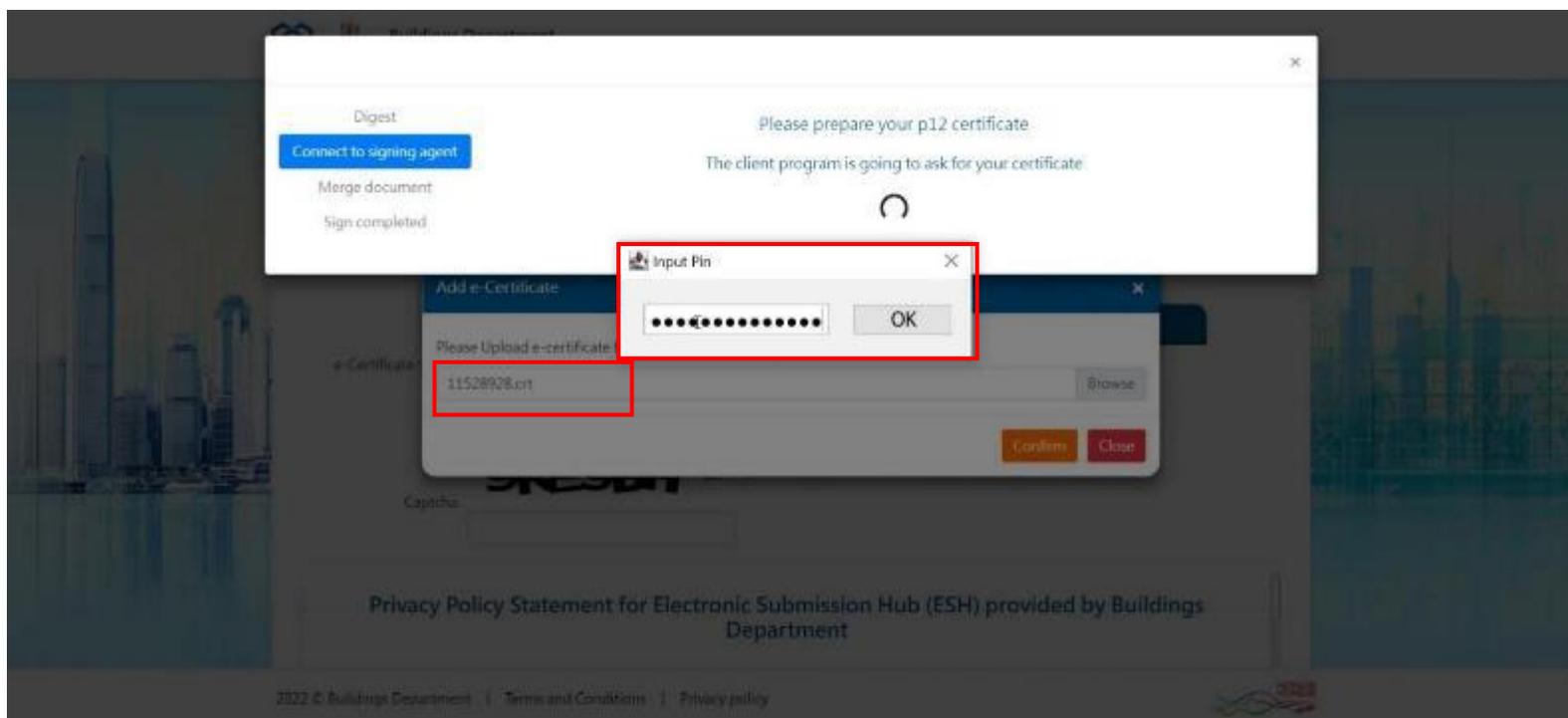
- If succeeded, the message "Signing succeeded" will be shown
- Click "x" to close the message box

- Input the Captcha

- Read the Terms and Conditions for User of the ESH (T&C) carefully before using ESH and tick the checkbox to confirm your agreement to T&C
- Click the "Send" button to continue

- Fill in all the required information with the mandatory fields marked with asterisk "*".

- After filling in all the information, click the "Send" button

5.	• If your account has been successfully activated, the following message will be shown • Click the "Continue to use Electronic Submission Hub" button to go to the ESH login page to start using ESH service

2.1.5 Account Activation by "iAM Smart" using Different Device

Step #	Step Detail & Screen
1.	• Use a web browser to access the ESH login page at URL: https://esh.bd.gov.hk
2.	• Click the "Activate a registered professional or contractor account" button
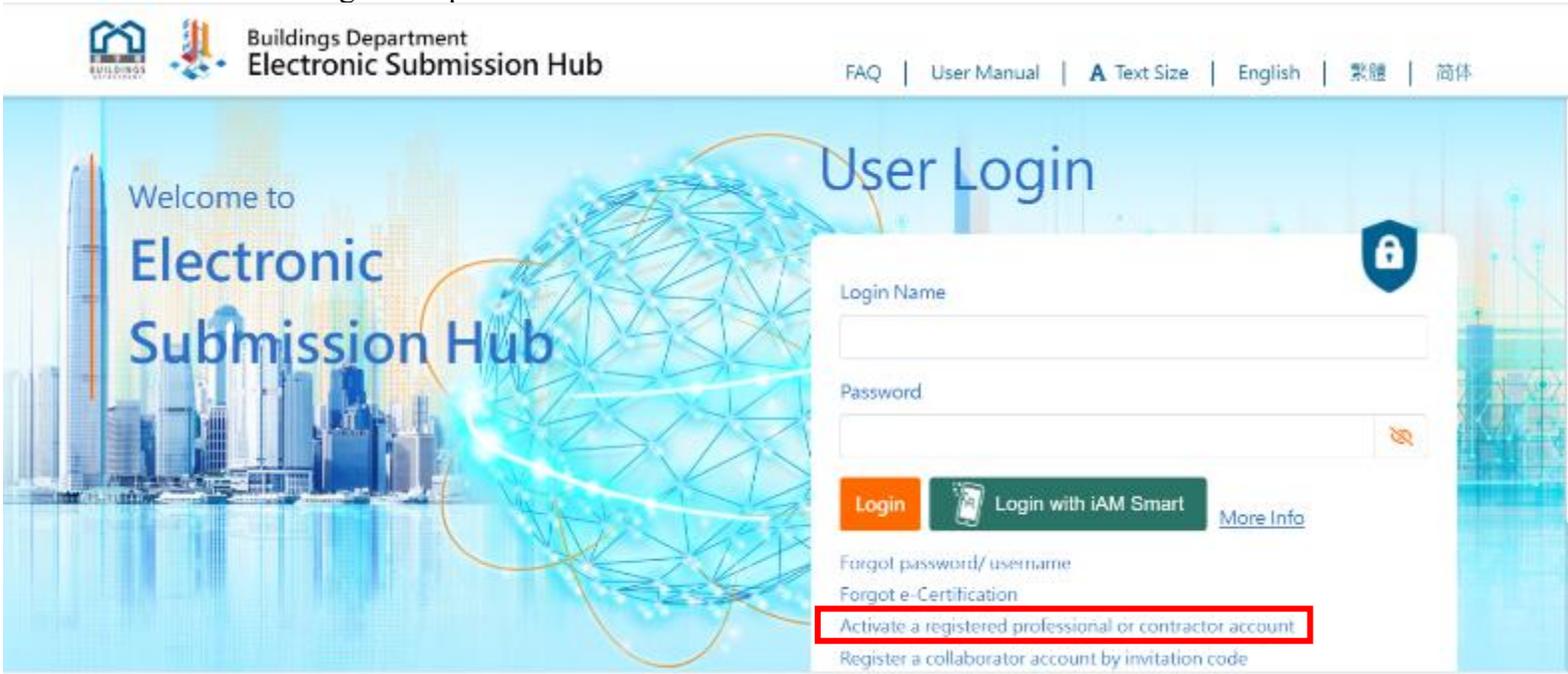
3.	• Click "Login with iAM Smart" button
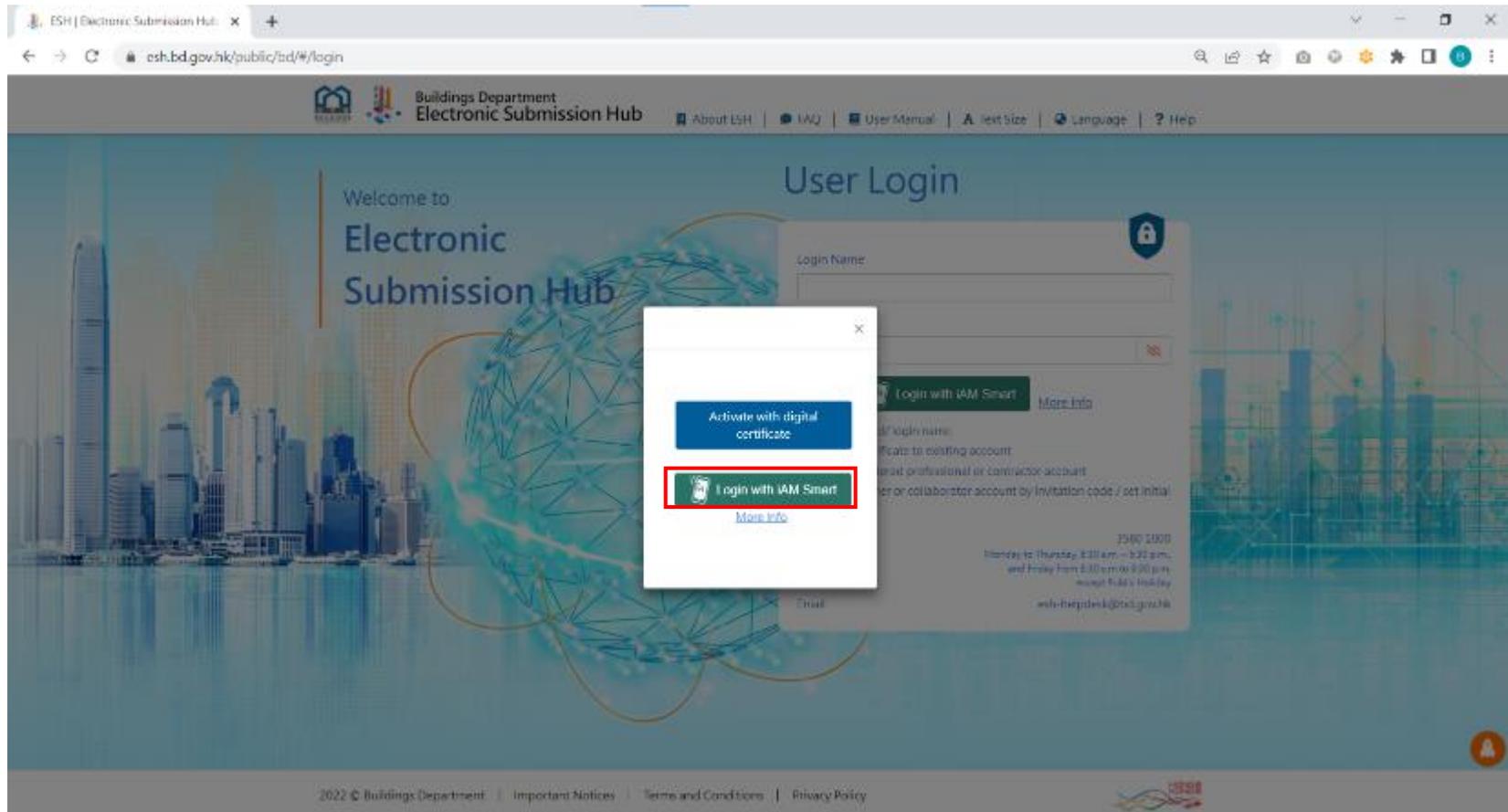
4.
- You will be redirected to the "Log in with iAM Smart" page with a QR code shown
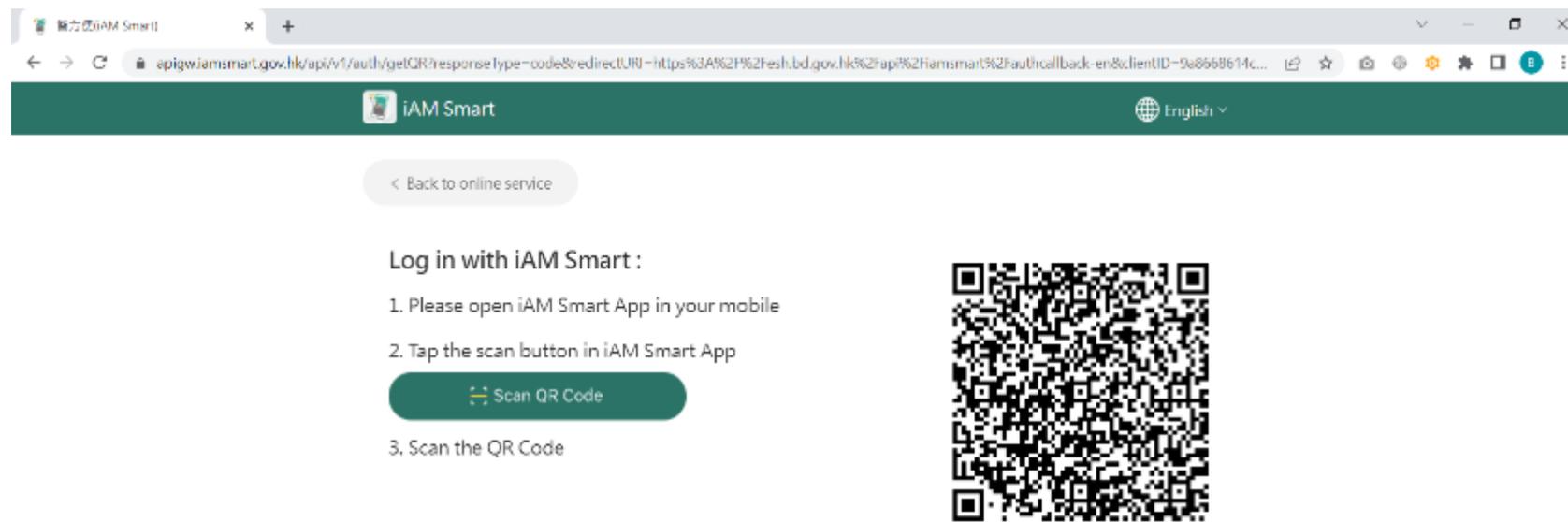
- On your mobile device, open the "iAM Smart" application
- Tab on the "QR code scanner" button on your mobile device

- Use your mobile device to scan the QR code (The screen cap on the right side shows the "iAM Smart" application in your mobile device for reference)
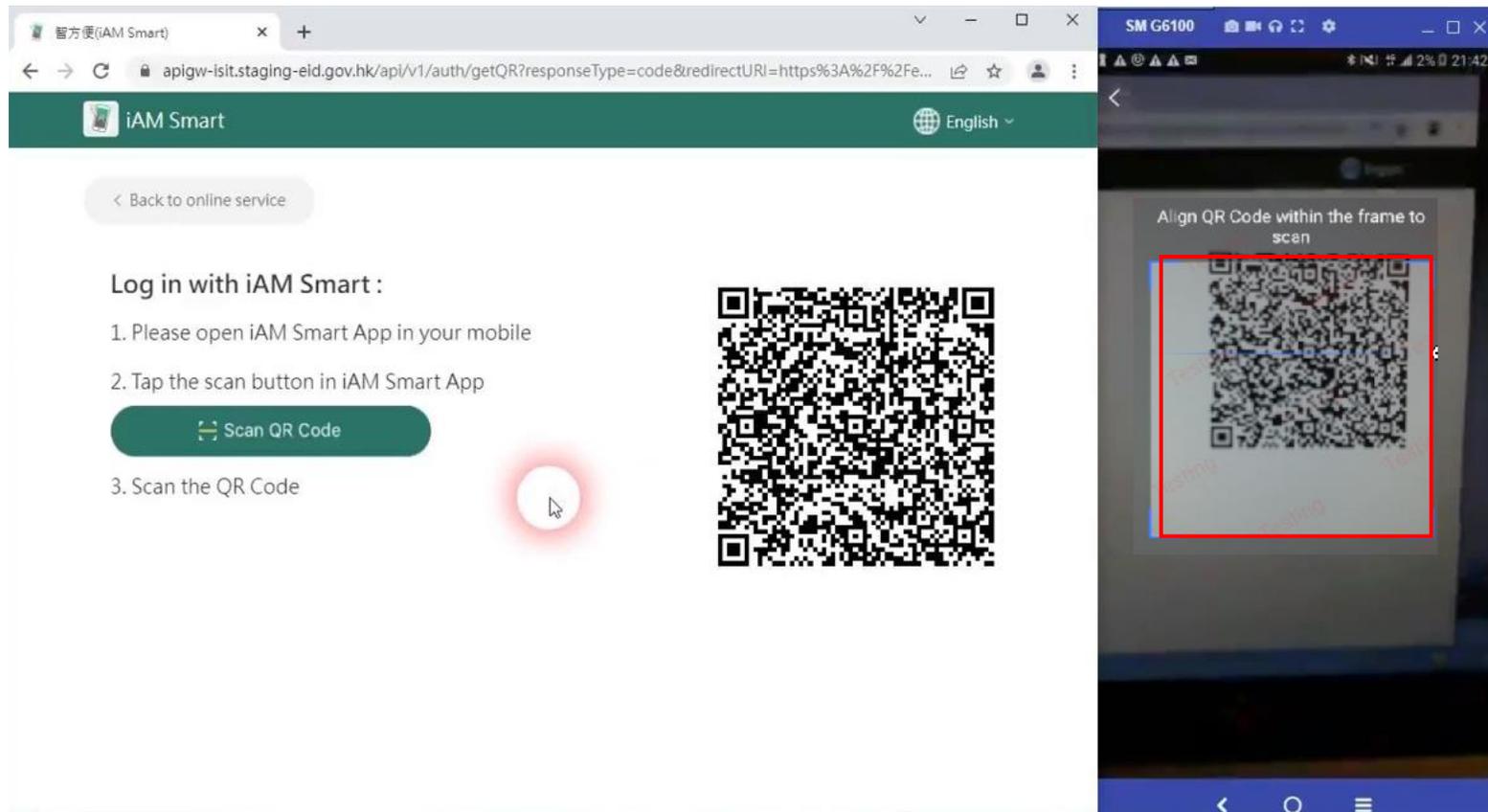
- If successful, a task completion sign will be shown in the ESH web page; and a message of successful login to ESH web page will be displayed on your mobile device
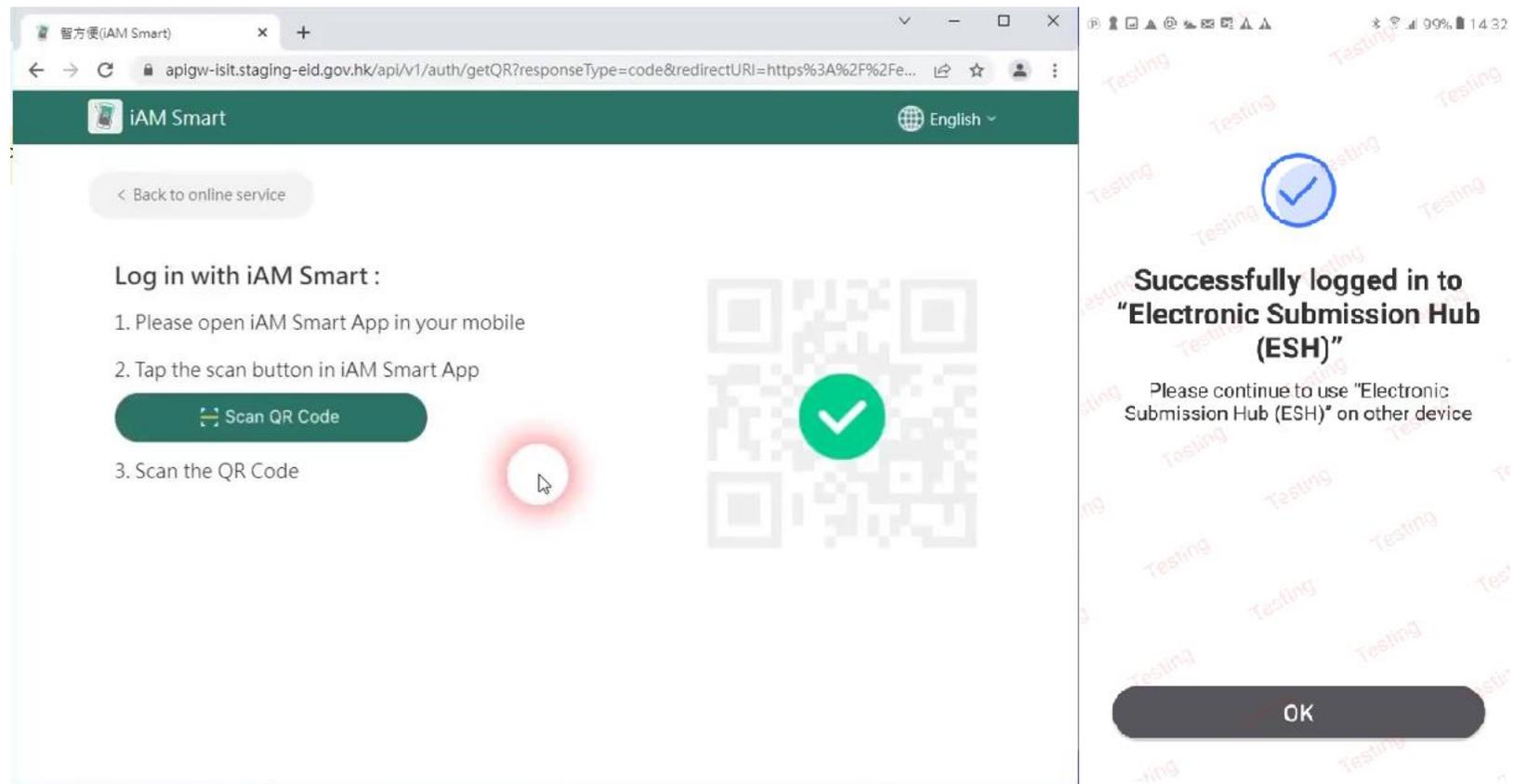
5.
- The ESH web page and your "iAM Smart" application will be redirected to the "Authorise iAM Smart to provide personal information" page
- On your mobile device, tab the "OK" button
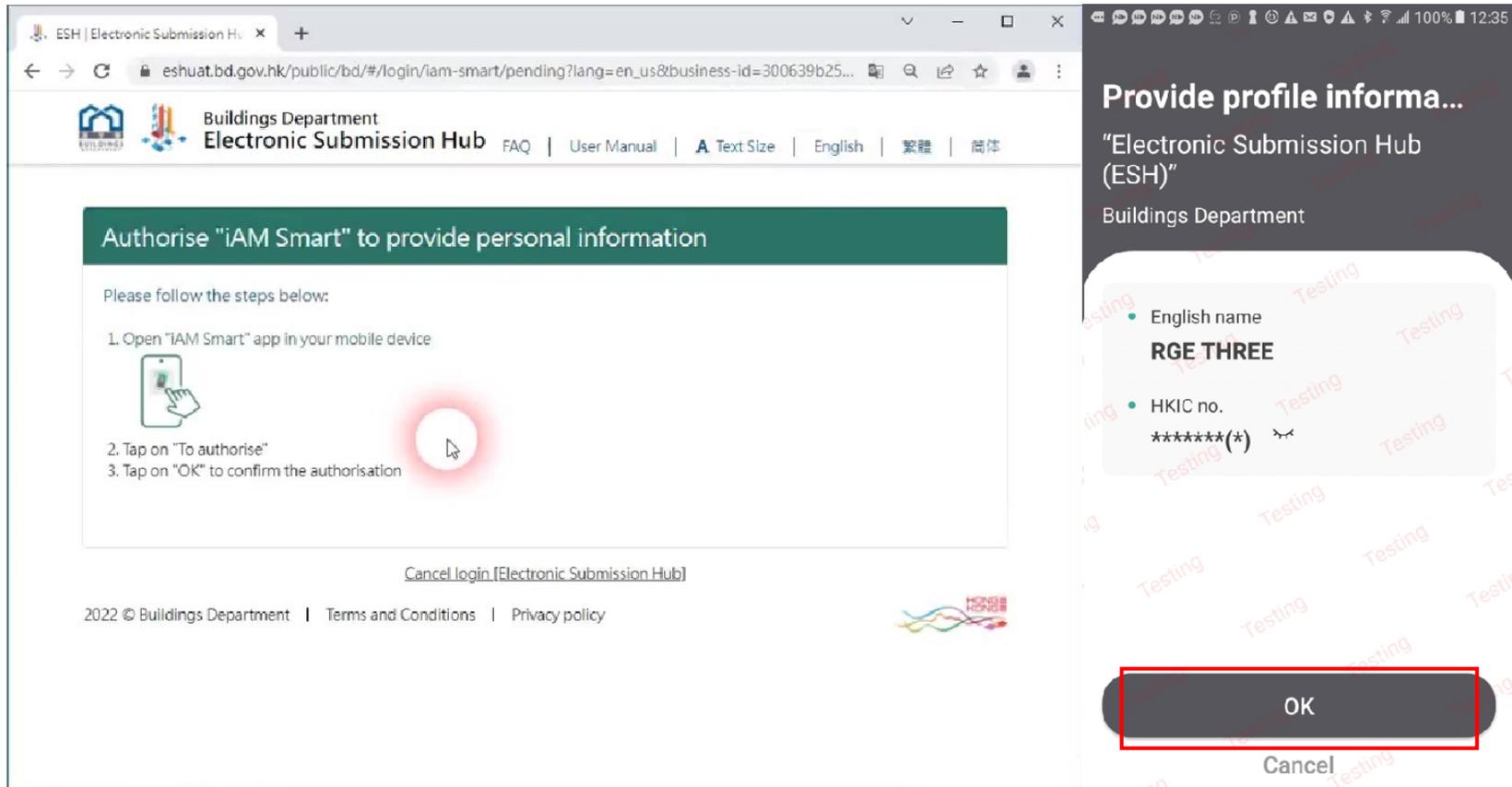
- After you have confirmed to authorize "iAM Smart" to provide your personal information to ESH, successful messages will be prompted in both the ESH page and the "iAM Smart" application
- Fill in all the required information. Note that the mandatory fields are indicated with asterisk "*".

6.

- After filling in all the information including the mandatory fields, click the "Send" button

- If your account has been successfully activated, the following message will be shown
- Click the "Continue to use Electronic Submission Hub" button to go to the ESH login page to start using ESH service

### 2.1.6 Account Login by Digital Certificate using Personal Computer

Step #	Step Detail & Screen
1.	• Use a web browser to access the ESH login page at URL: https://esh.bd.gov.hk
2.	• Input the login name and the password • Click the "Login" button
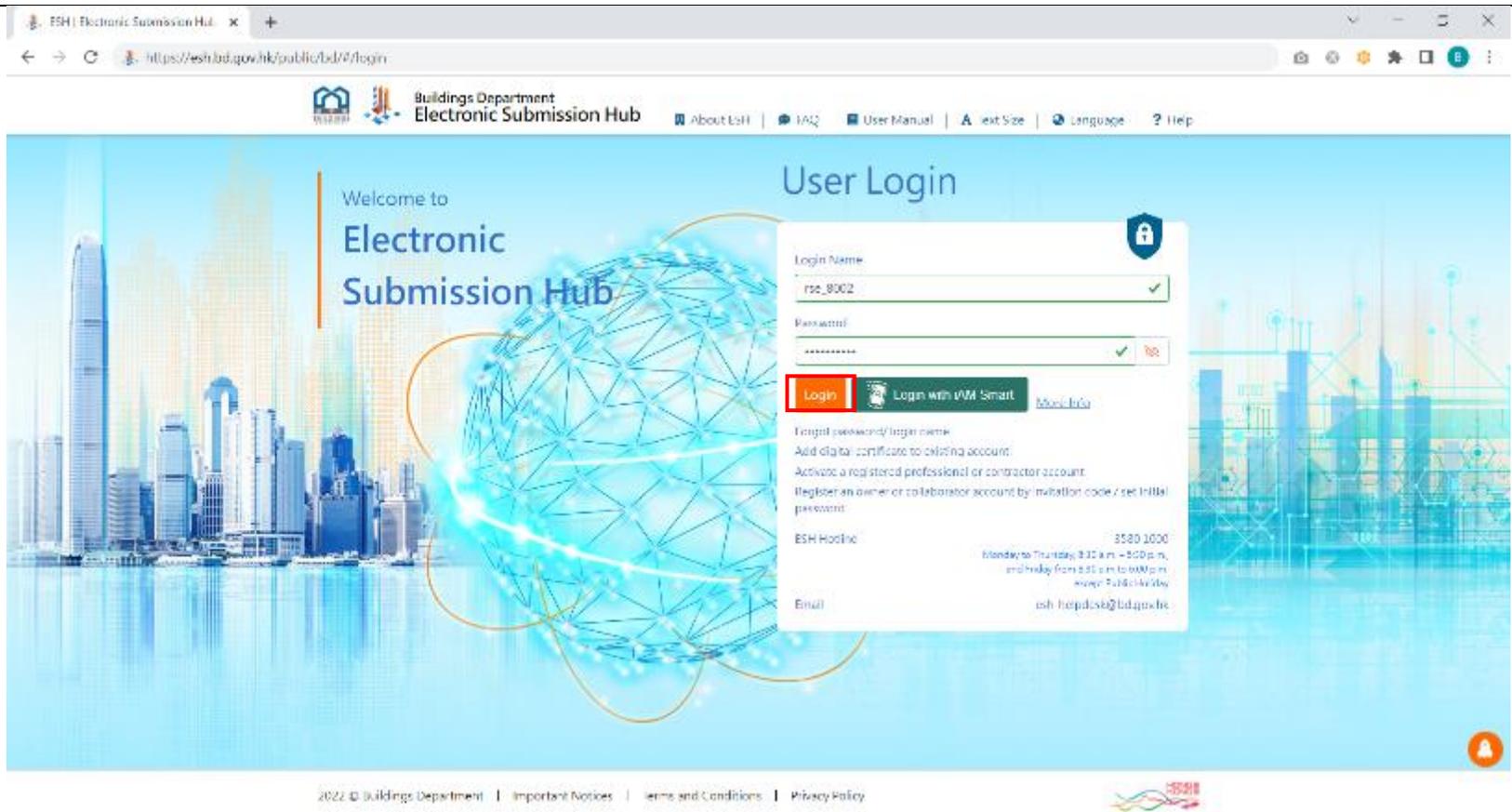
- Select the "Sign with Digital Certificate File" button
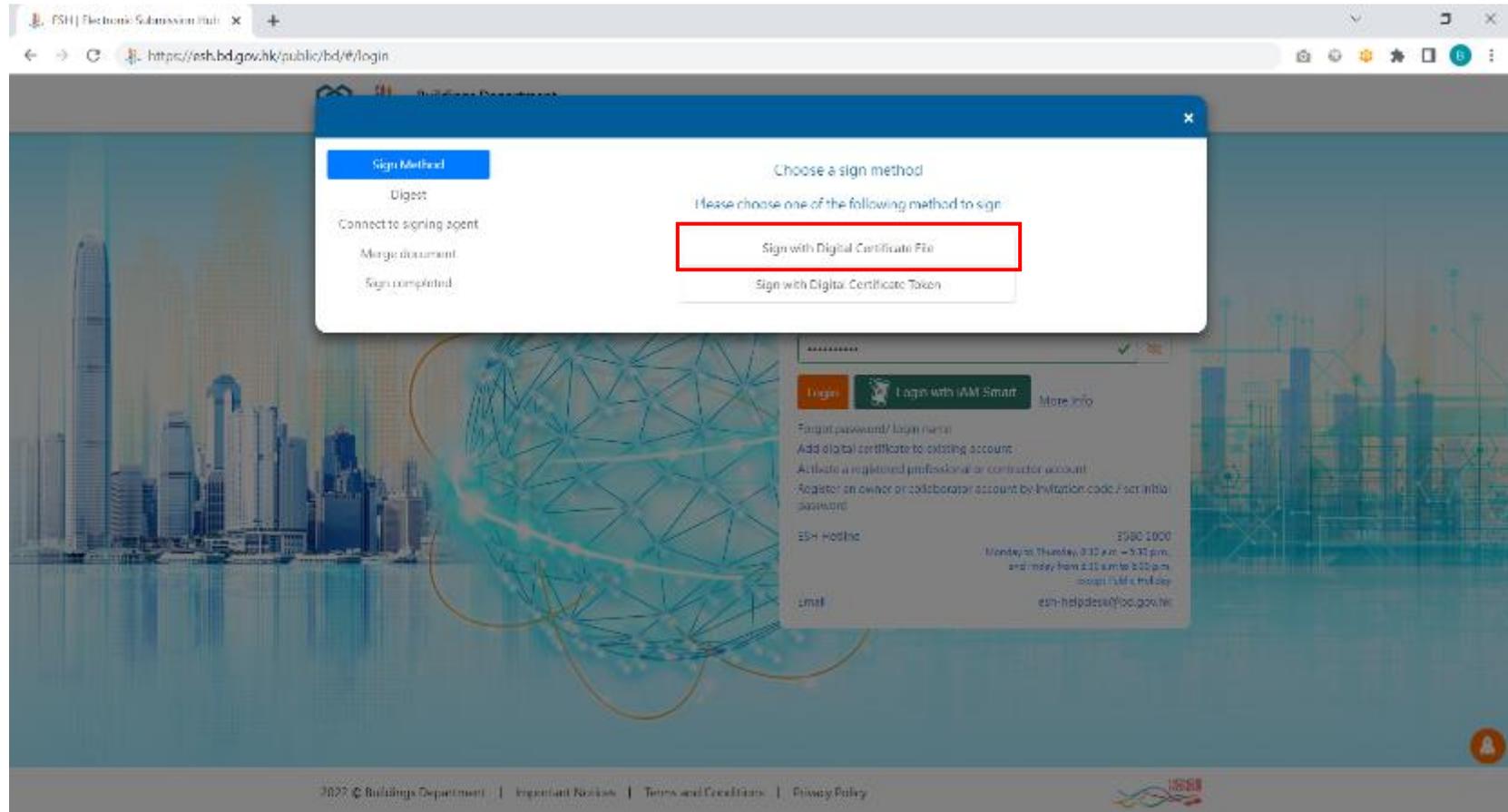
- Launch the ESHSign client program
- Select the .p12 file of your digital certificate from your personal computer and enter the corresponding PIN to execute the digital signing action once

3.
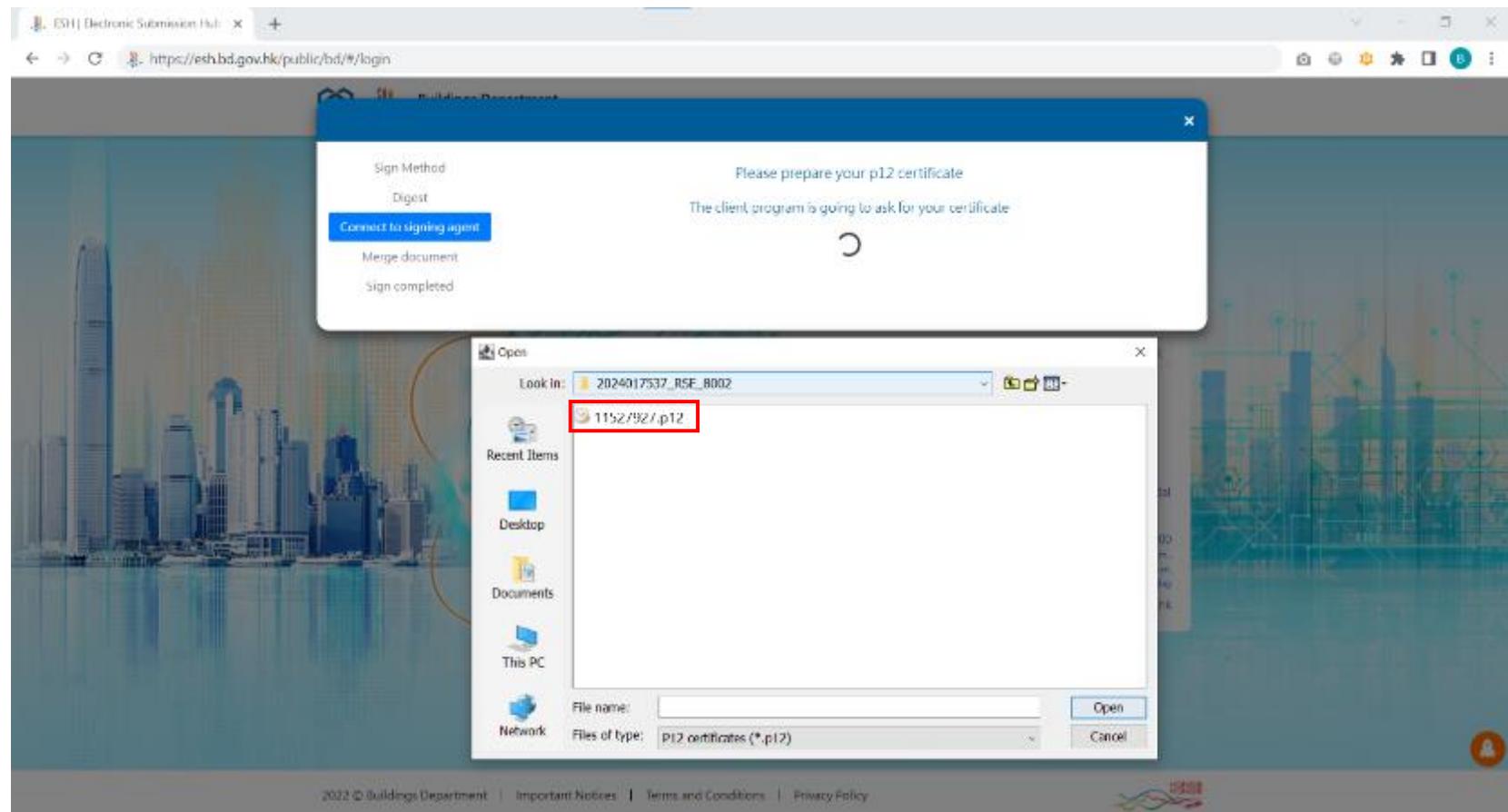
- After successfully login the account, you will be directed to the landing page of the account
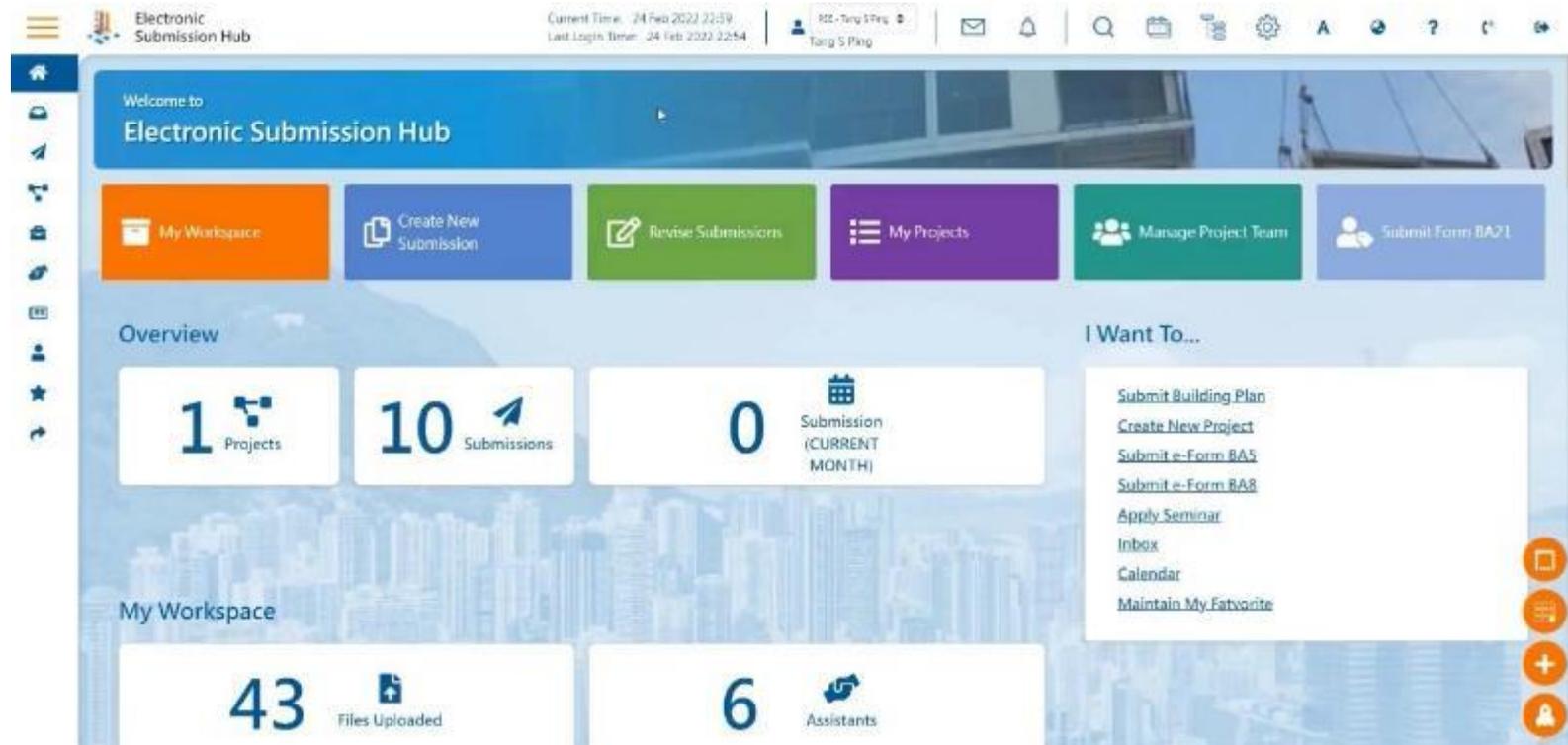
| 4. | • If the system is idle for more than 25 minutes, system would prompt the following alert message "Session is about to end, please save your work" to remind users to save their work; after 30 minutes idling time has lapsed, users will need to re-login to system. |
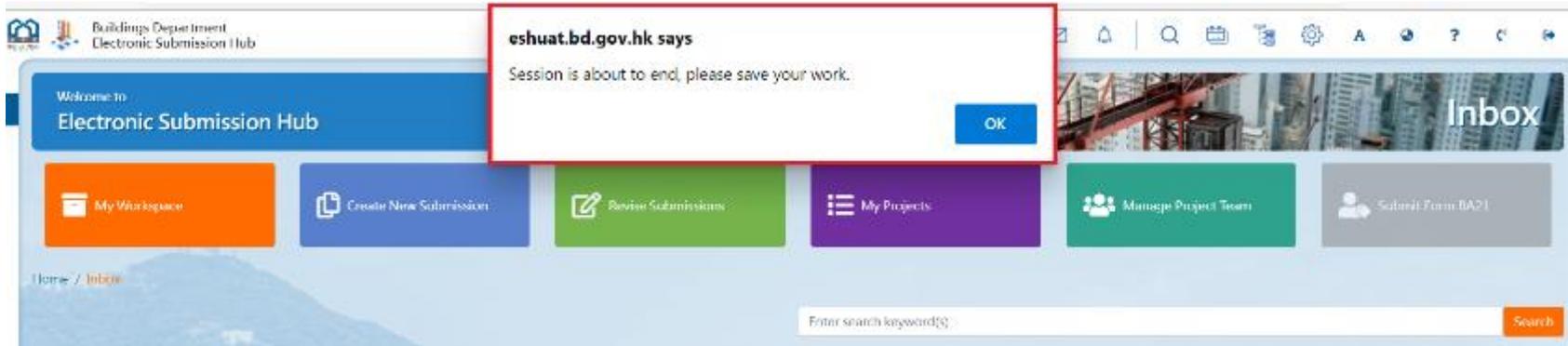
2.1.7 Account Login by Digital Certificate Token using Personal Computer

Step #	Step Detail & Screen
1.	• Use a web browser to access the ESH login page at URL: https://esh.bd.gov.hk
2.	• Input the login name and password • Click the "Login" button
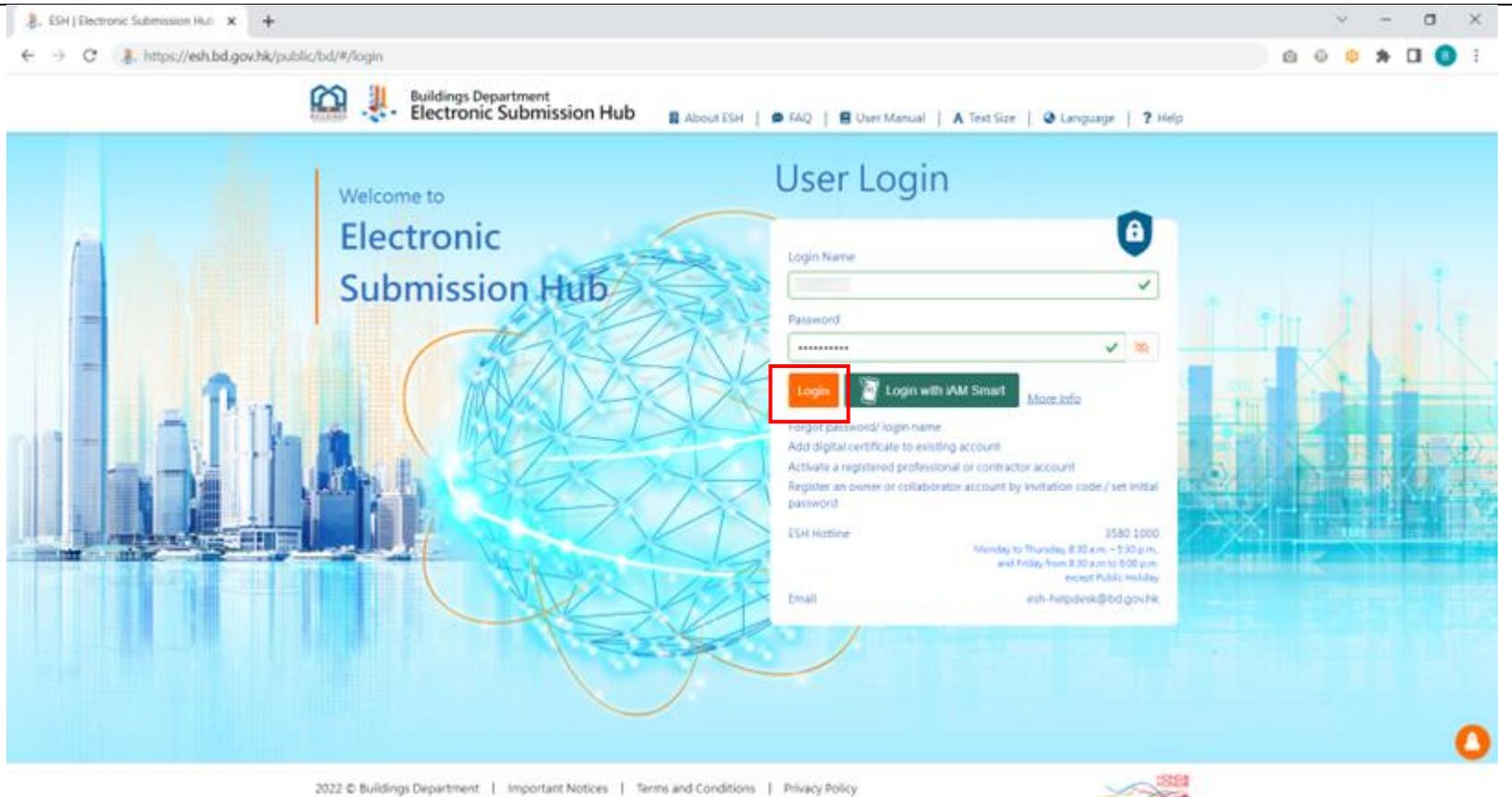
- Select the "Sign with Digital Certificate Token" button
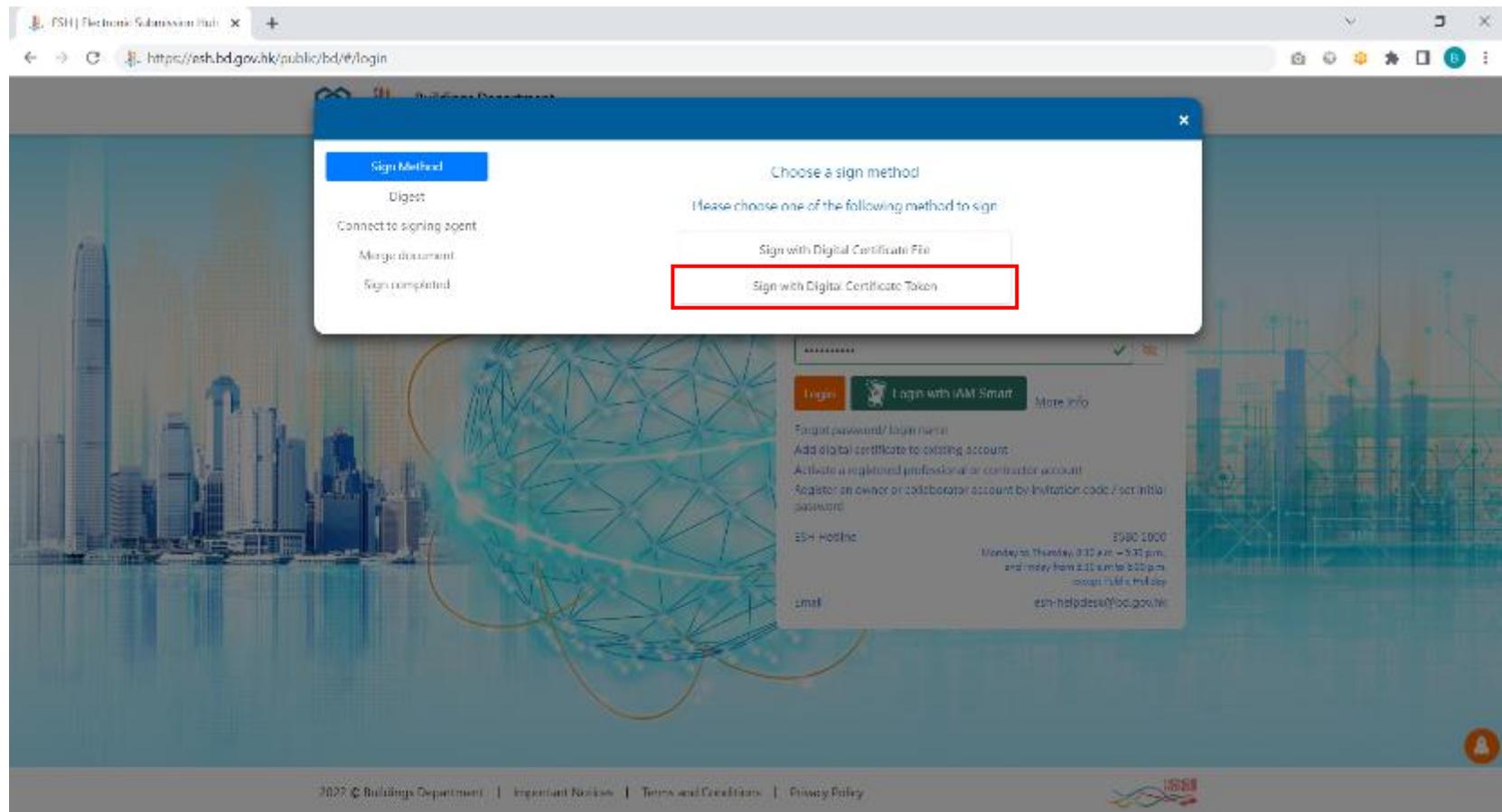
- Launch the ESHSign client program and the SafeNet Authentication Client
- Enter the digital token password in the SafeNet Authentication Client
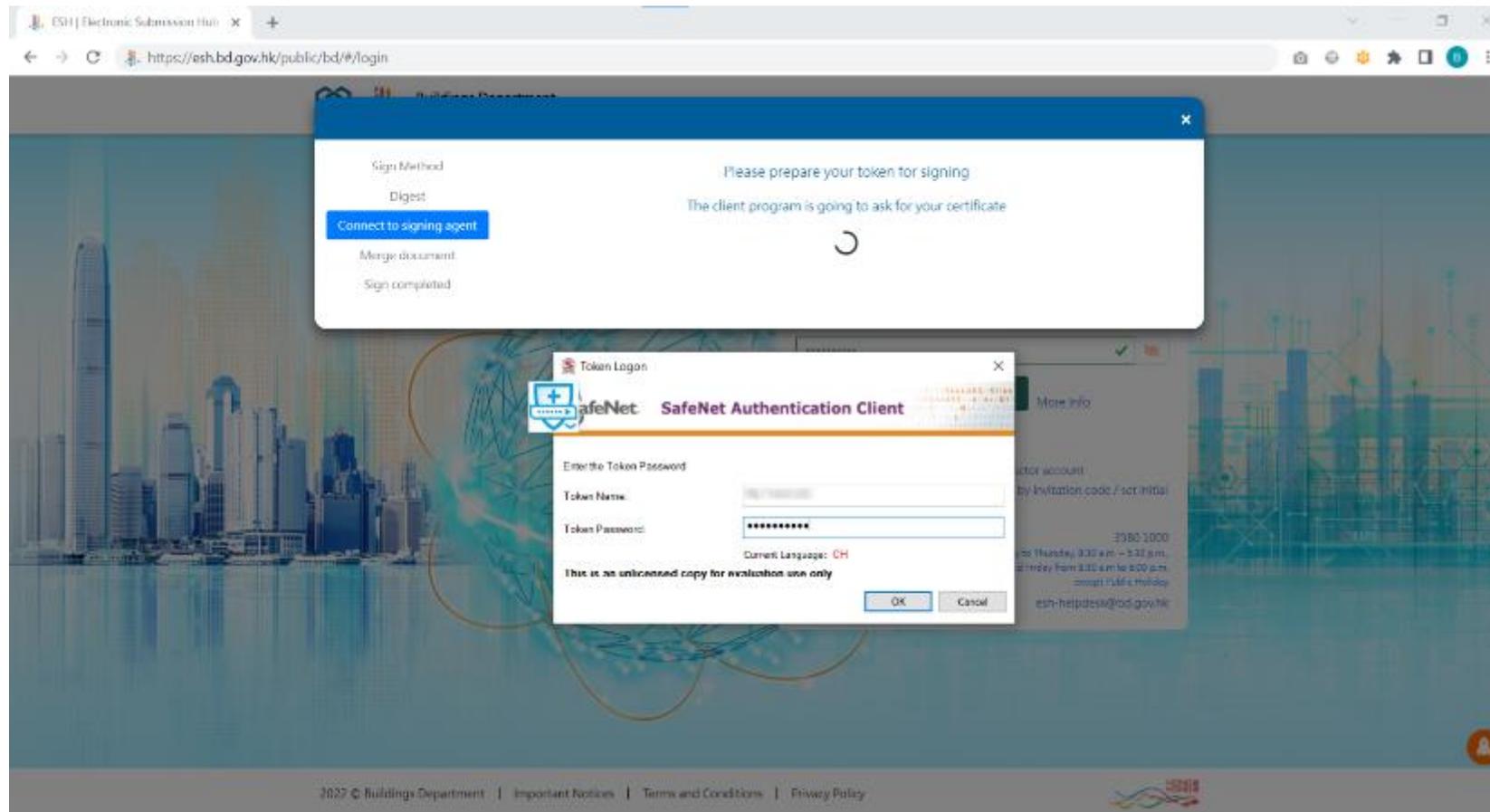
- Select the digital certificate in token
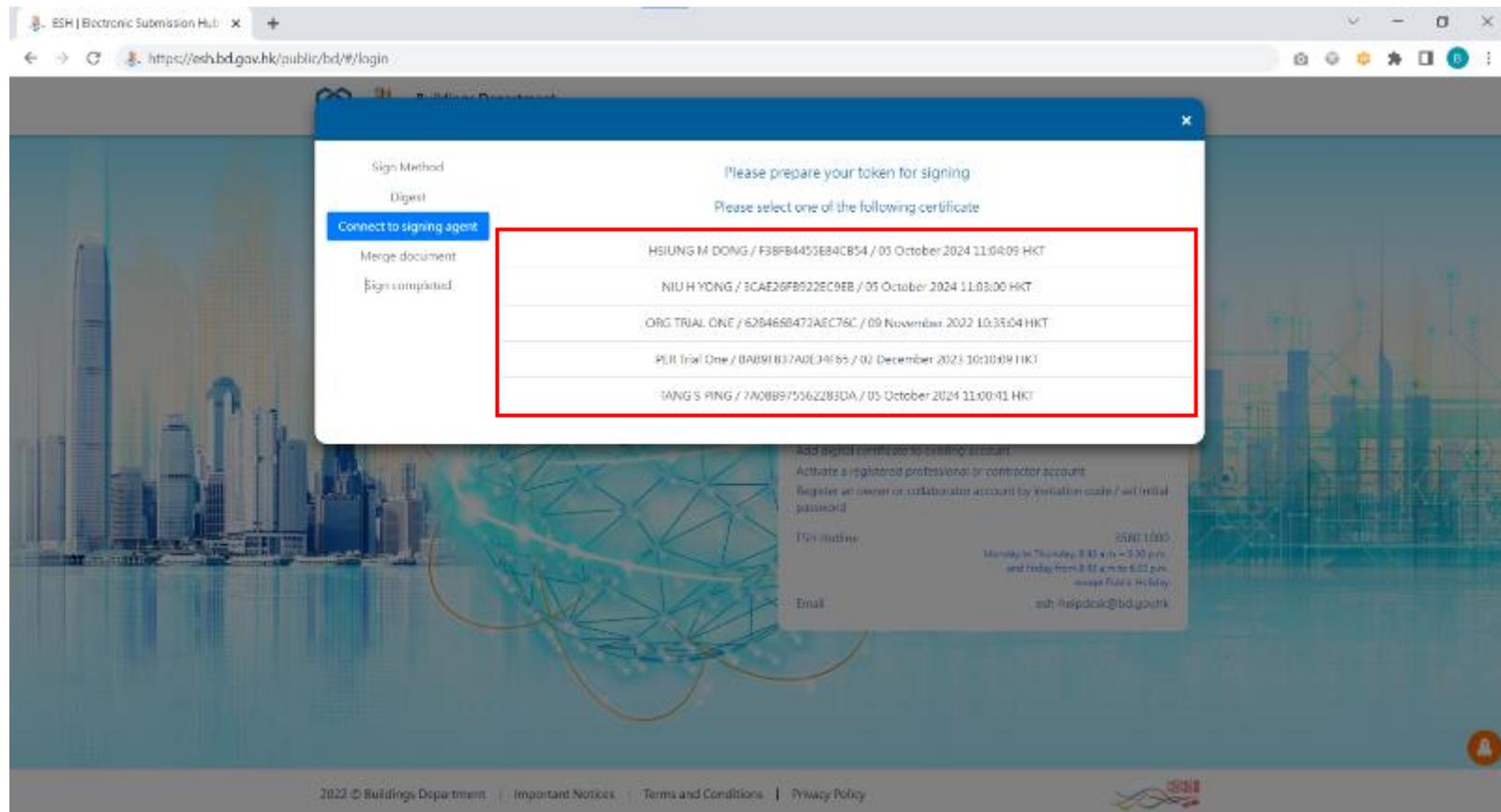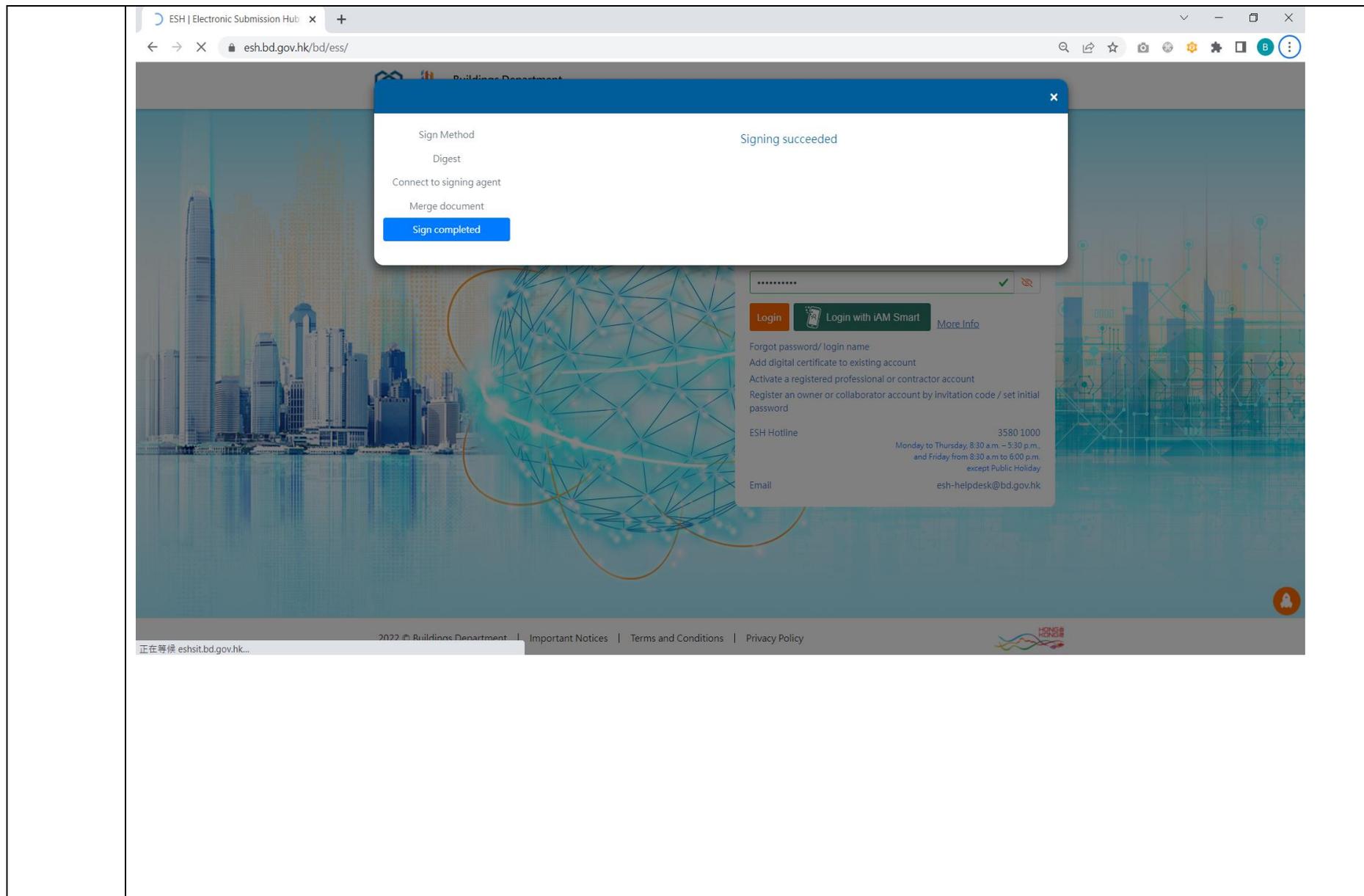
3.	• After successfully login, you will be directed to the landing page of the account
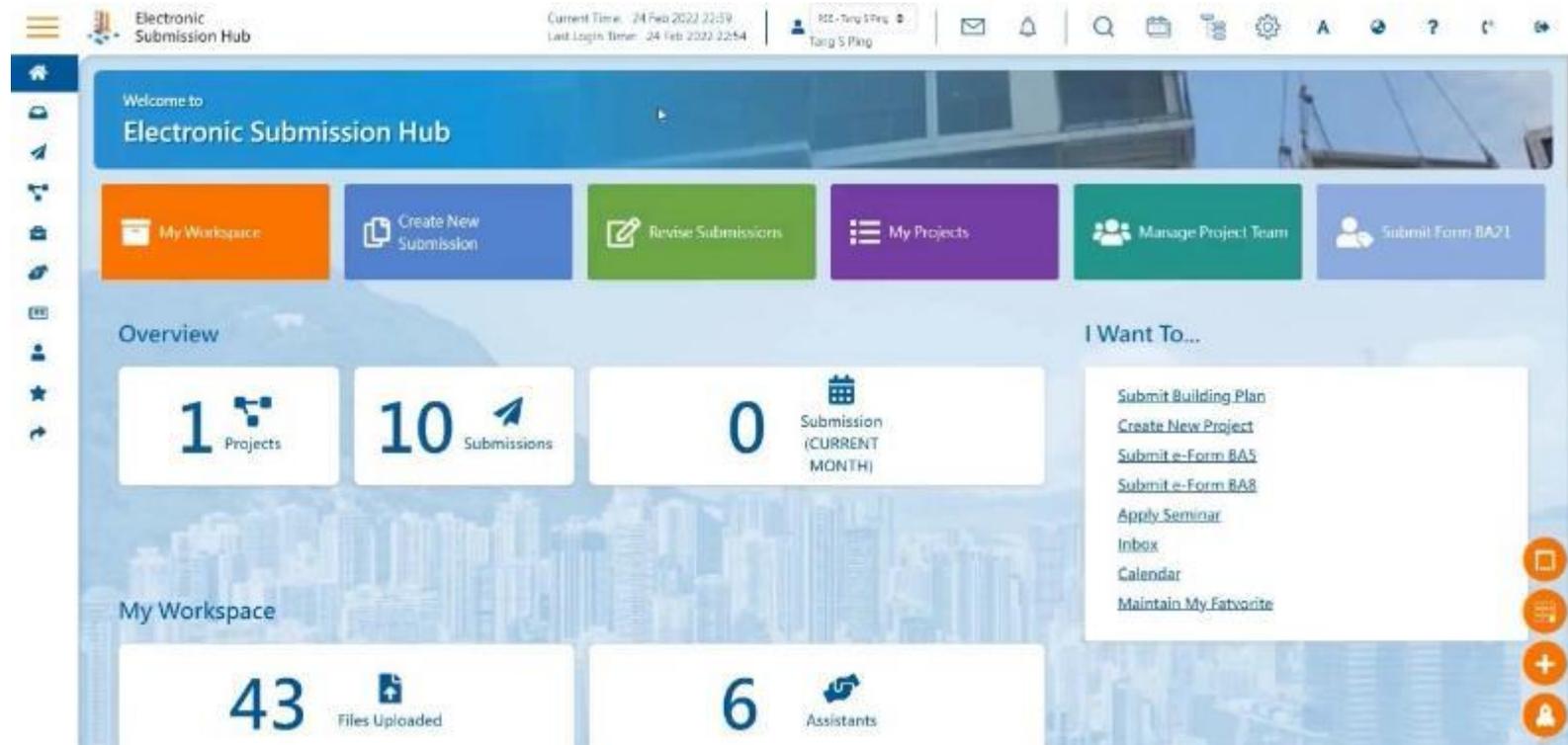
4.	• Similar to 2.1.6 Step 4, system would remind user if the system has been idle for 25 minutes, and user will need to re-login again if 30 minutes idling time has lapsed
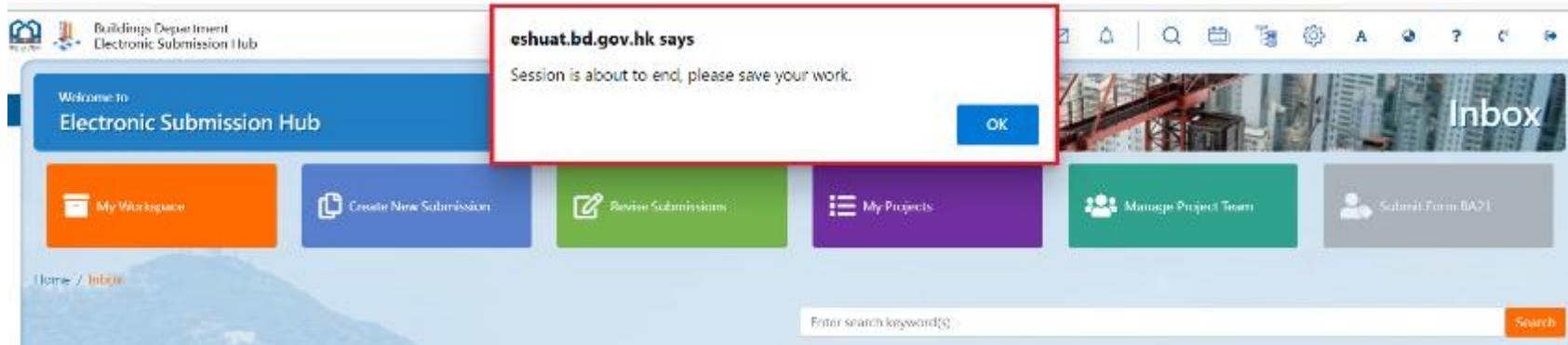
2.1.8 Account Login by "iAM Smart" using Personal Computer

Step #	Step Detail & Screen
1.	• Use a web browser to access the URL: https://esh.bd.gov.hk
2.	• Click the "Login with iAM Smart" button
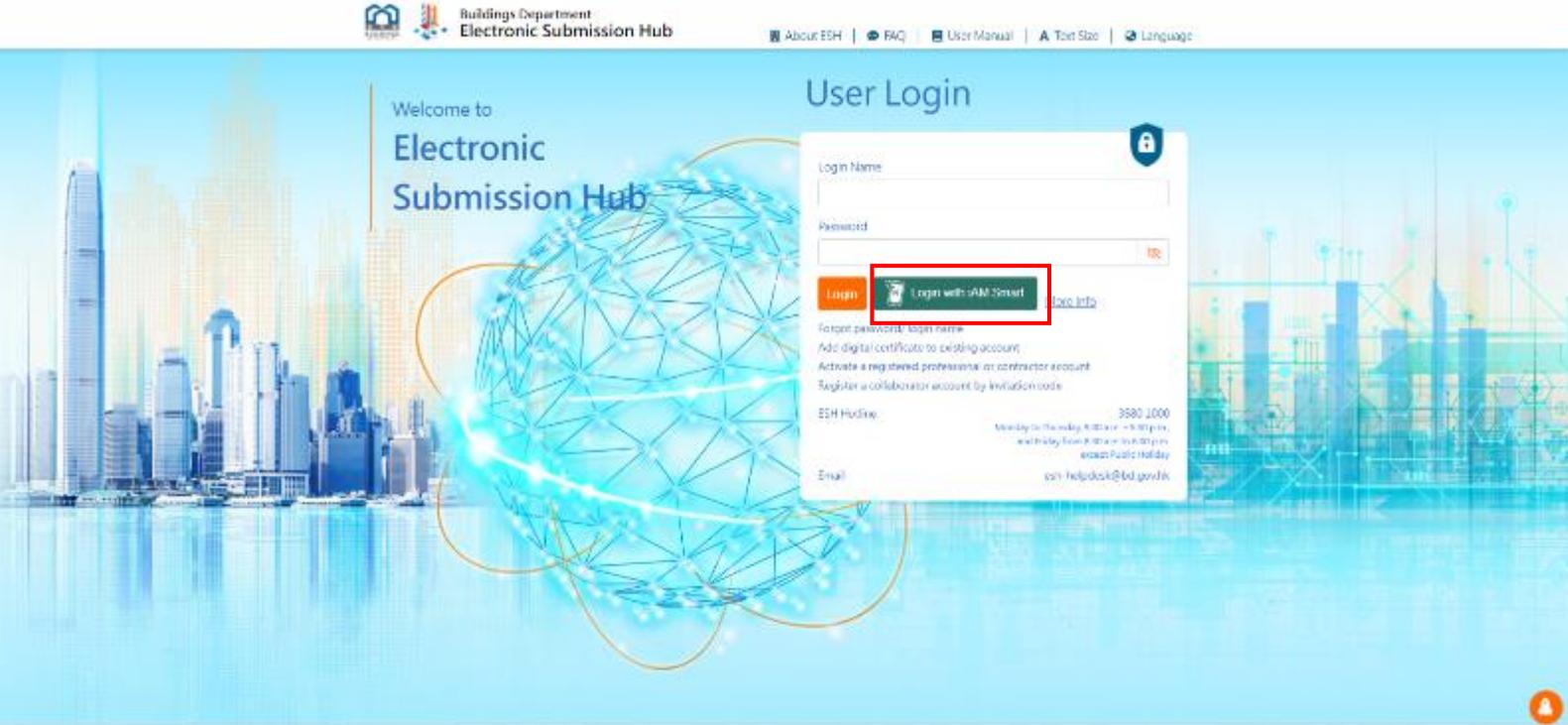
3.	• Use the mobile device to scan the QR code in the ESH web page
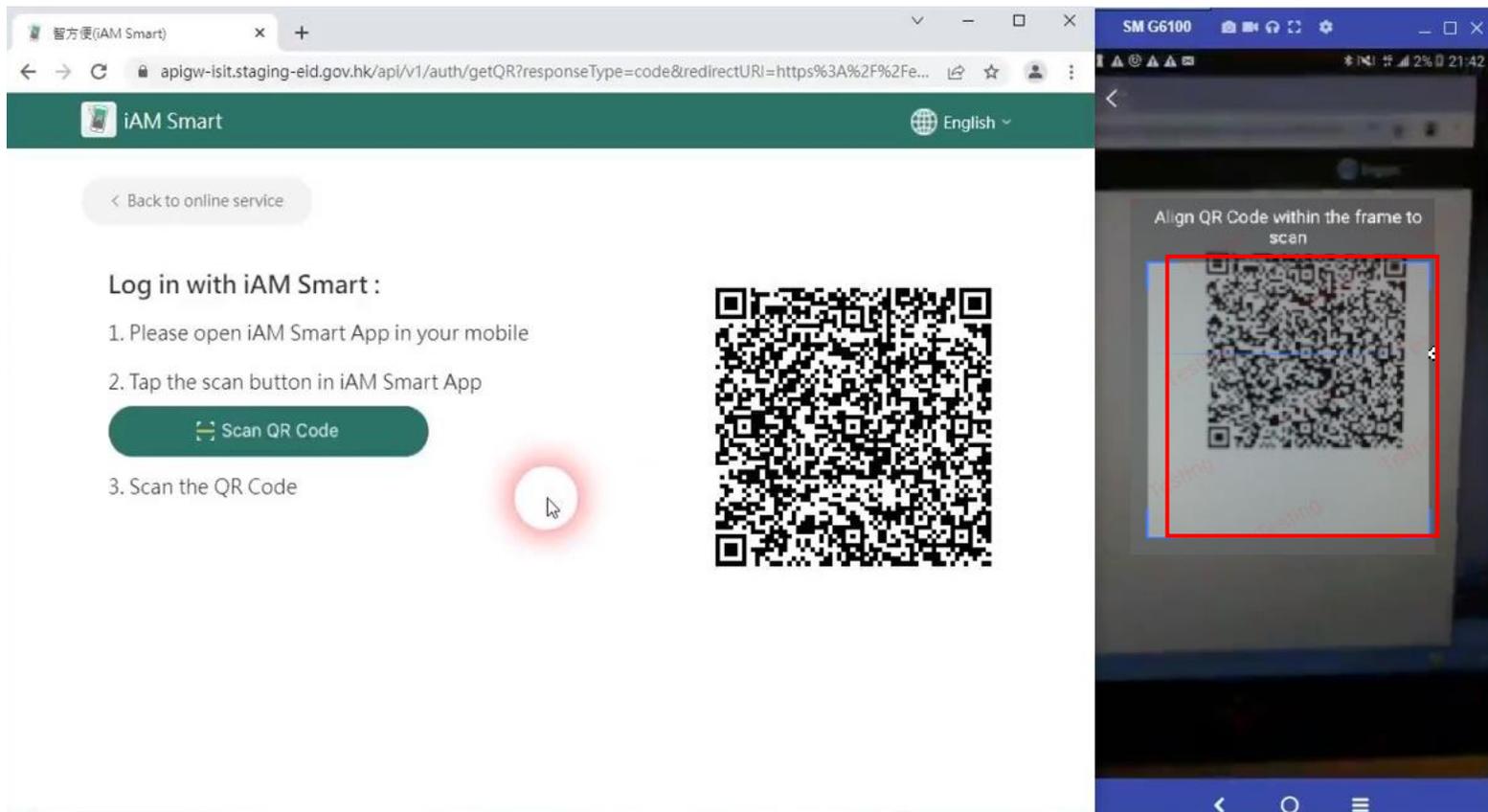
- When successful, a task completion sign will be shown in the ESH web page
- On the mobile device, a message of successful login to ESH web page will be displayed

4.
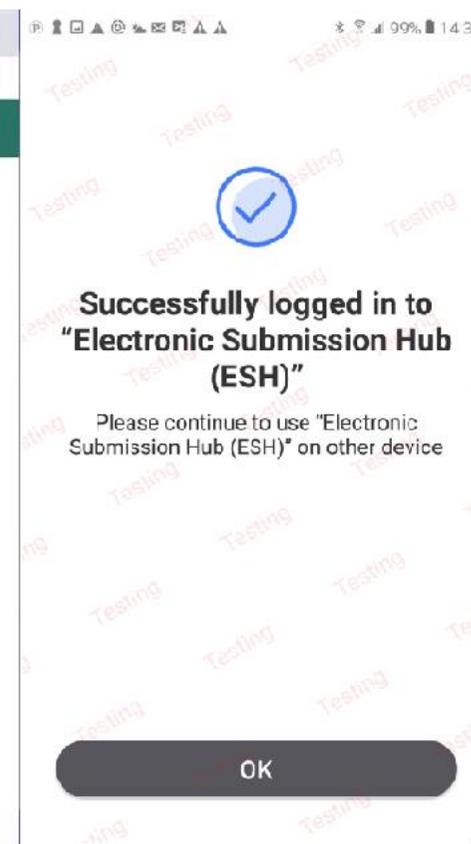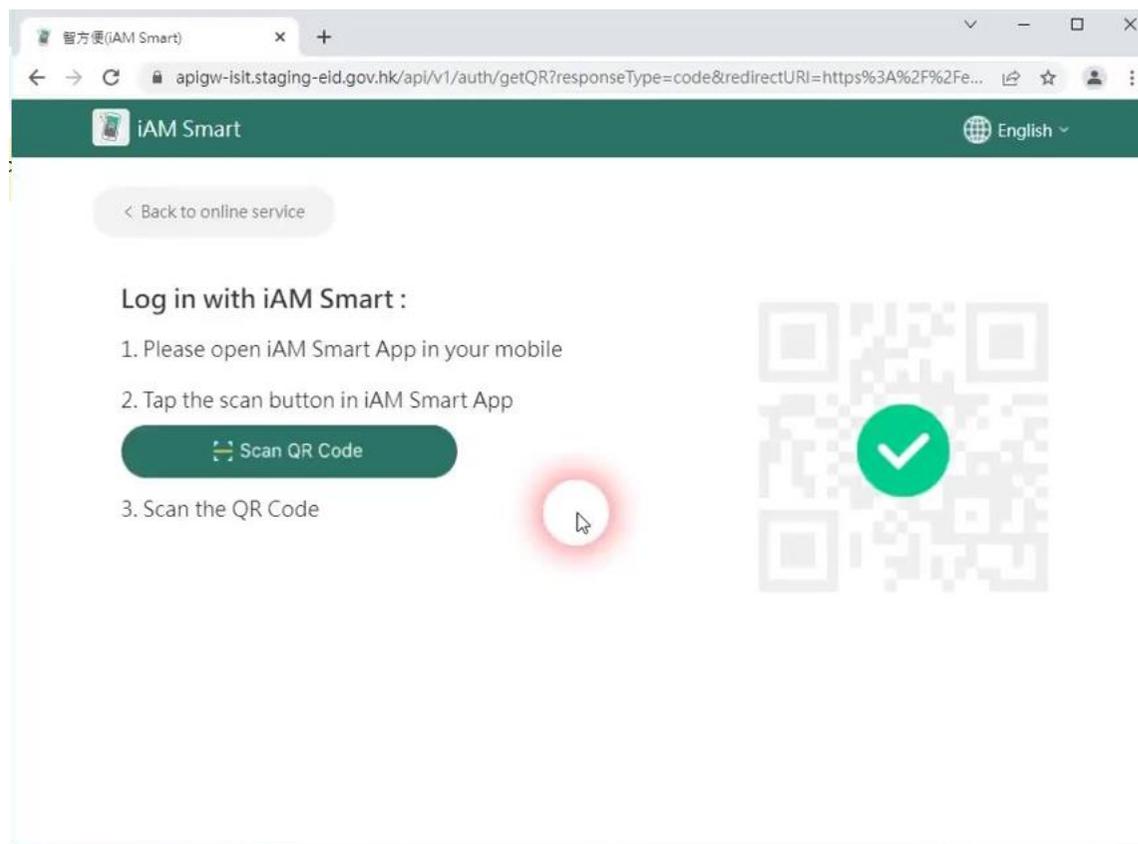
5.	• After successful login, you will be directed to the landing page
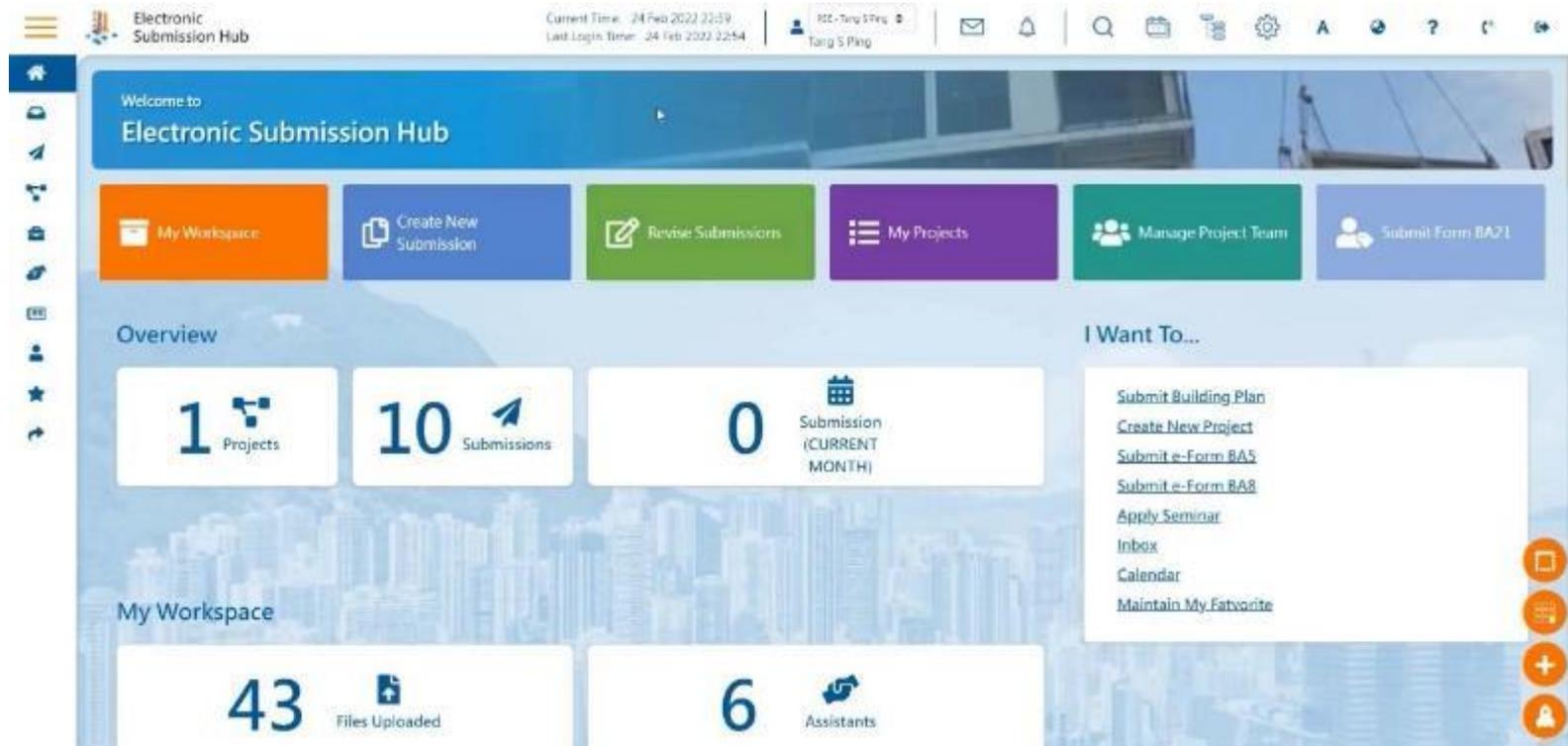
6.	• Similar to 2.1.6 Step 4, system would remind user if the system has been idle for 25 minutes, and user will need to re-login again if 30 minutes idling time has lapsed
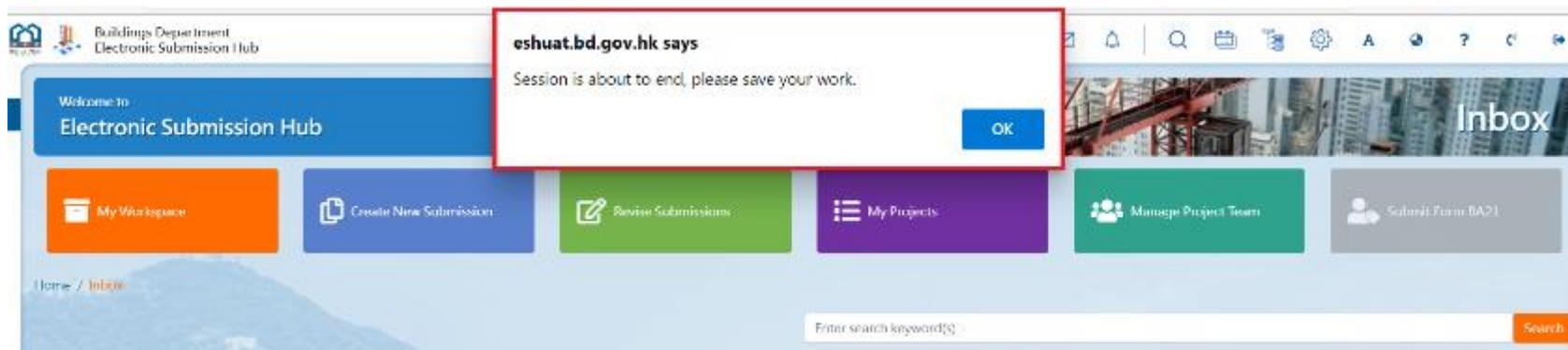
2.1.9 Account Login by "iAM Smart" using Mobile Device

Step #	Step Detail & Screen
1.	• Use a web browser to access the URL: https://esh.bd.gov.hk via mobile device
2.	• Click the "Login with "iAM Smart" button"
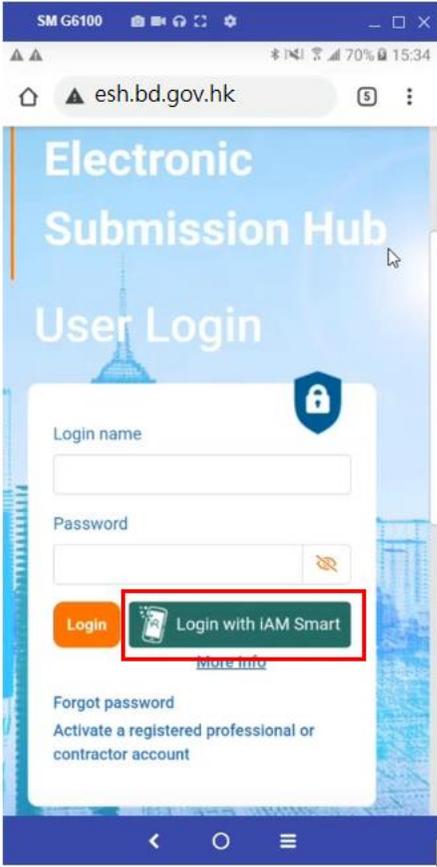
3.	Tab the "Open iAM Smart" button

4.	• After tabbing the "Open iAM Smart" button and then press the "continue" button to login to ESH. SM G6100 **Login with iAM Smart** "Electronic Submission Hub (ESH)" Buildings Department Log in "Electronic Submission Hub (ESH)" via authentication function by iAM Smart Continue Cancel

5.	• After successful login, the ESH landing page will be displayed
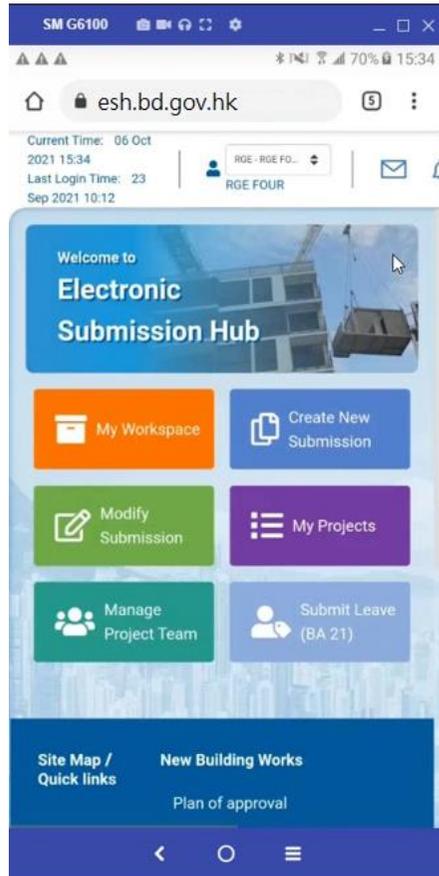
2.1.10 Forgot Password / Login Name

Step #	Step Detail & Screen
1.	• Use a web browser to access the URL: https://esh.bd.gov.hk
2.	• Click "Forgot password/ login name"

- Fill in Login Name, Email and click "Reset"

- Success message will be prompted if login name and email match existing account in ESH
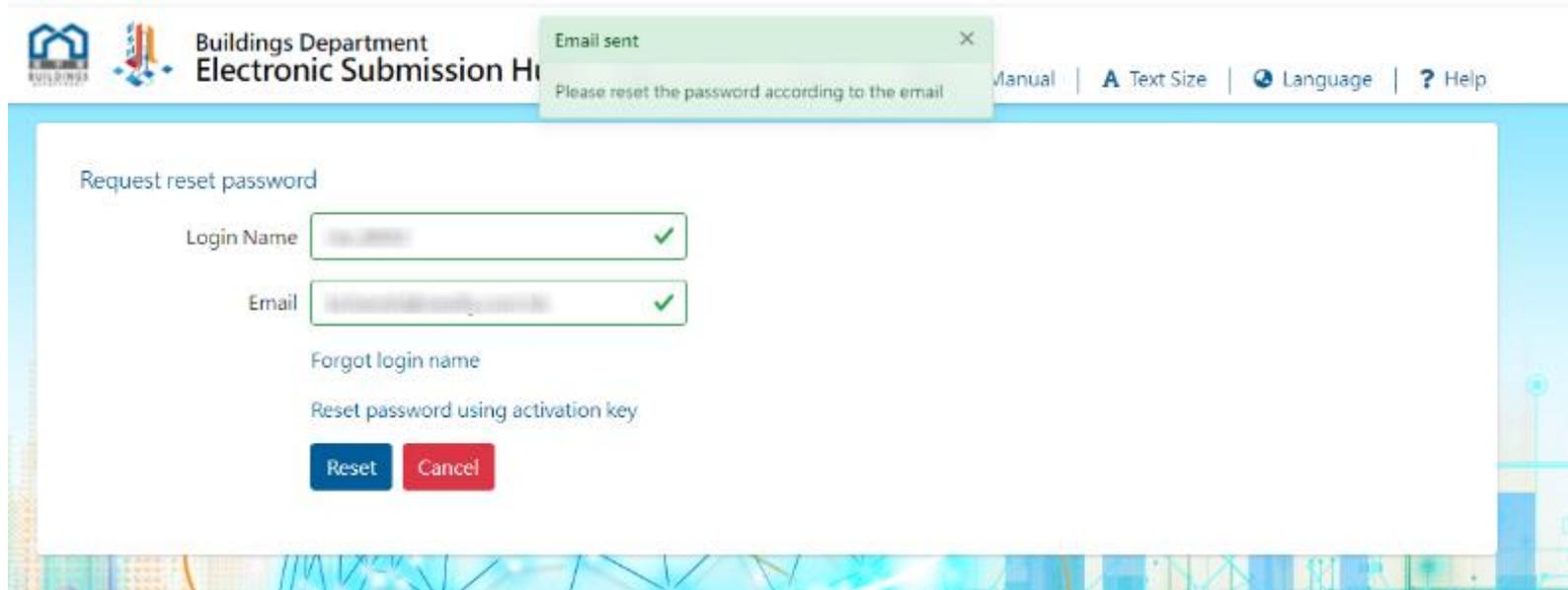
3.	• Follow the steps as stated in the email to complete the process **Buildings Department - Electronic Submission Hub (ESH) - Reset Password** **E** eshuat-no-reply@bd.gov.hk Mon 4/25/2022 5:53 PM To: ▓▓▓▓▓▓▓▓▓▓▓ Dear ▓▓▓▓▓▓▓, Please access ESH login page to reset your password. 1. Click "Forgot password/ login name" 2. Click "Reset password using activation key" 3. Input activation key: 2daa20c4-9ee7-4a40-a480-8d46f513afb3 4. Click "Confirm" and setup new password The activation key will be expired on 25/04/2022 06:07:52 PM. ******************************* **ATTENTION** ******************************* Address all enquiries to _esh-helpdesk@bd.gov.hk_ . **The e-mail account sending this message is not intended for incoming mail.** **Messages delivered to it will be ignored !** **

2.1.11 Account Logout

Step #	Step Detail & Screen
1.	• On the top menu, locate and click the "Logout" icon Buildings Department Electronic Submission Hub — Current Time: 07 Apr 2022 10:58 Last Login Time: 07 Apr 2022 10:49 — RGE 20/96
2.	• The account will be logged out and redirect to the ESH Login page
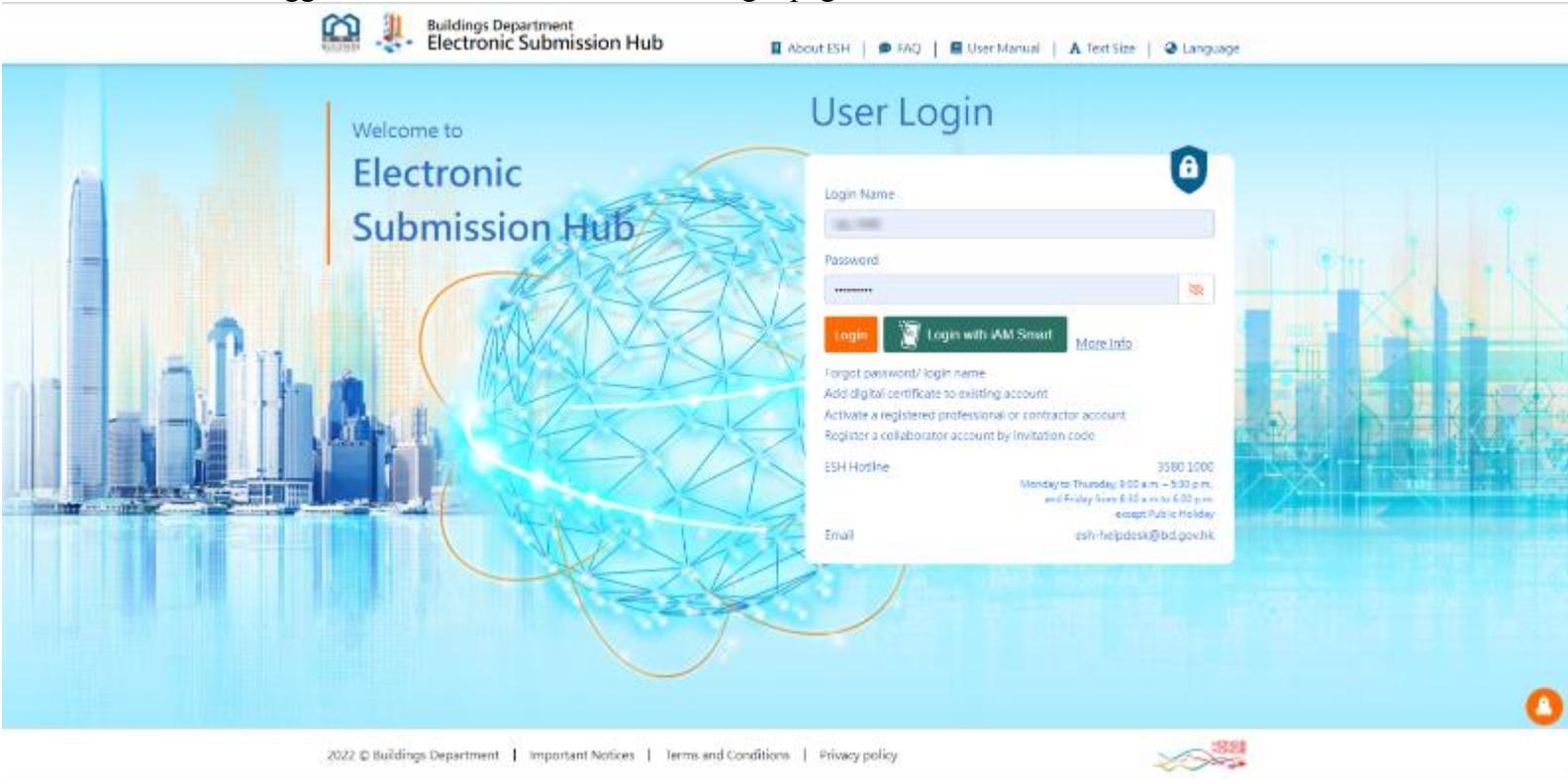
2.2   Login Page

2.2.1   Landing Page Navigation & Overview

The ESH landing page is composed of the following components:
  i.   Top Menu;
  ii. Left Menu;
  iii. Quick Buttons;
  iv. Widget Area;
  v.   Page Footer; and
  vi. Quick Access Floating Menu

The Top Menu, Left Menu and Page Footer will be displayed throughout the ESH web page to facilitate users gaining access to all the functions of ESH when performing different activities in ESH.

Top Menu

Left Menu

Quick Buttons

Widget Area

Page Footer
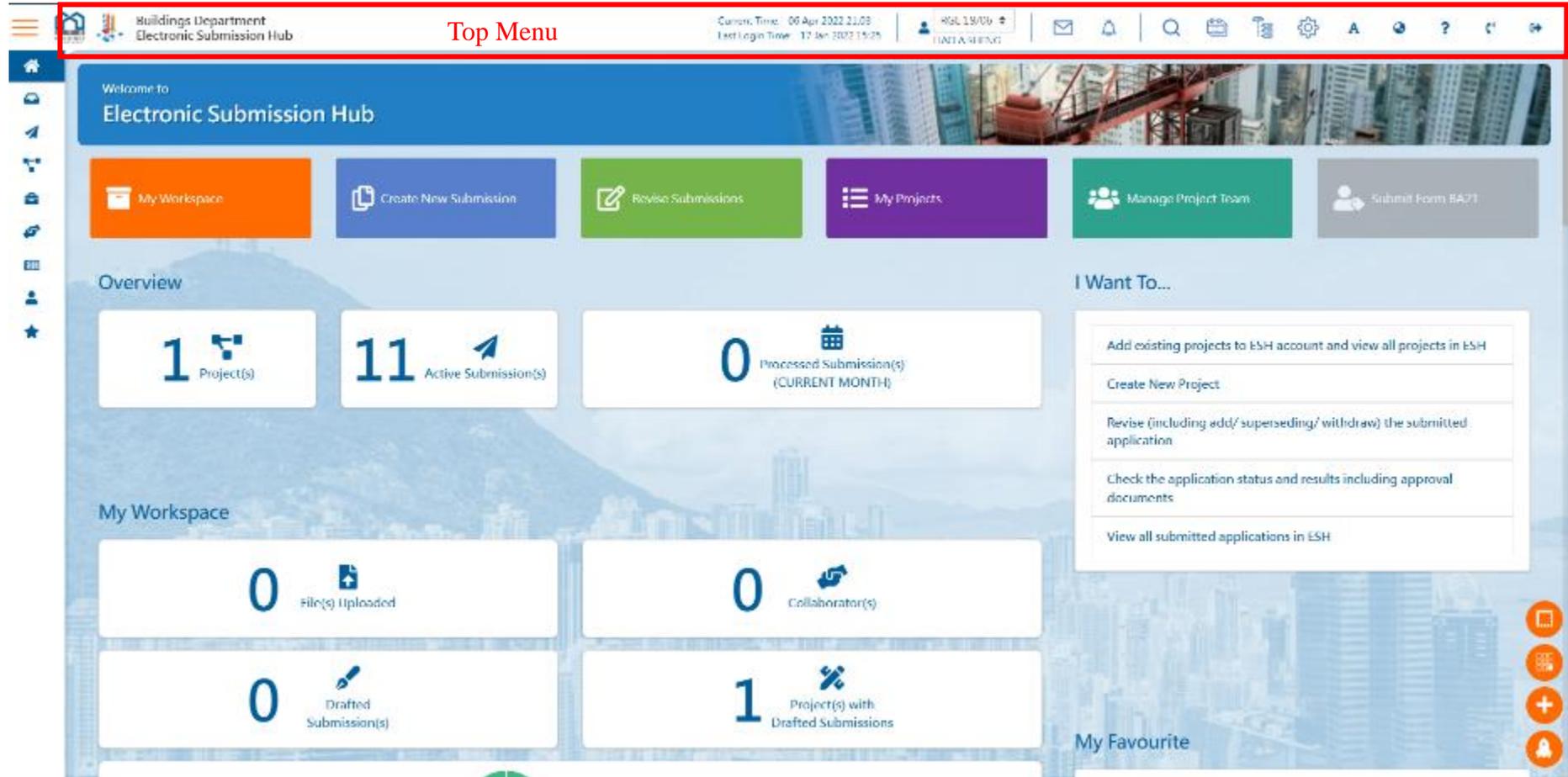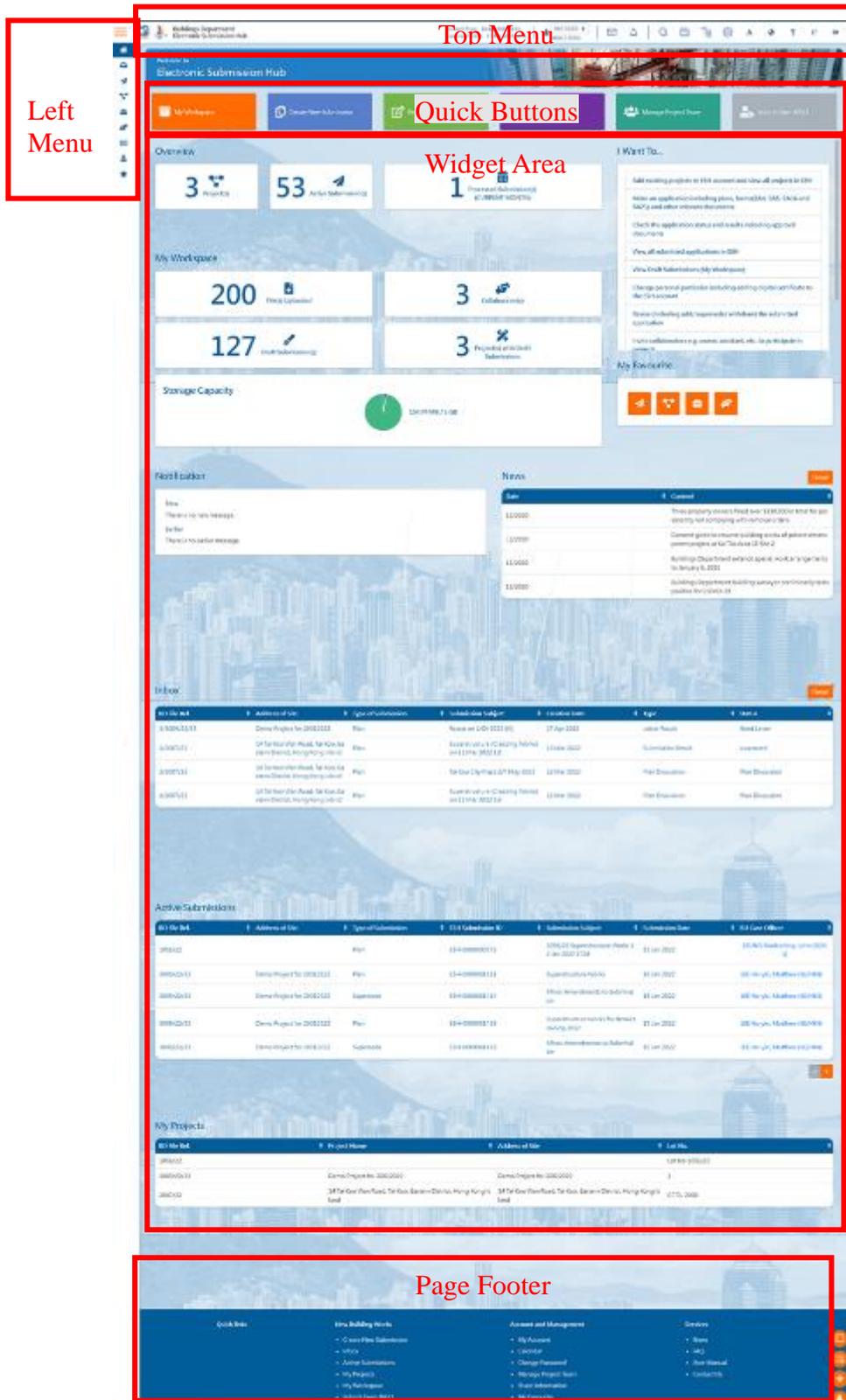
2.2.1.1   Top Menu

The Top Menu contains the following functions:

No.	Function Name	Description	Relevant Manual Section
1.	BD Logo	Divert user to BD website (www.bd.gov.hk).	N/A
2.	ESH Logo	Divert user back to the landing page.	N/A
3.	Date-time	Indicate current date-time and last login date-time.	N/A
4.	Login Name & Switch Role	Display user's name and the current selected role. Allow user to switch to another role if user has multiple roles in ESH.	Switch Role
5.	Inbox	Display all messages from BD/ESH including acknowledgement receipts and submission results for user to view.	Inbox
6.	Notification	Show all the system notifications for user to view.	Notification
7.	Search	Allow user to search the project information, submissions and other activities/records in ESH and view them.	Search

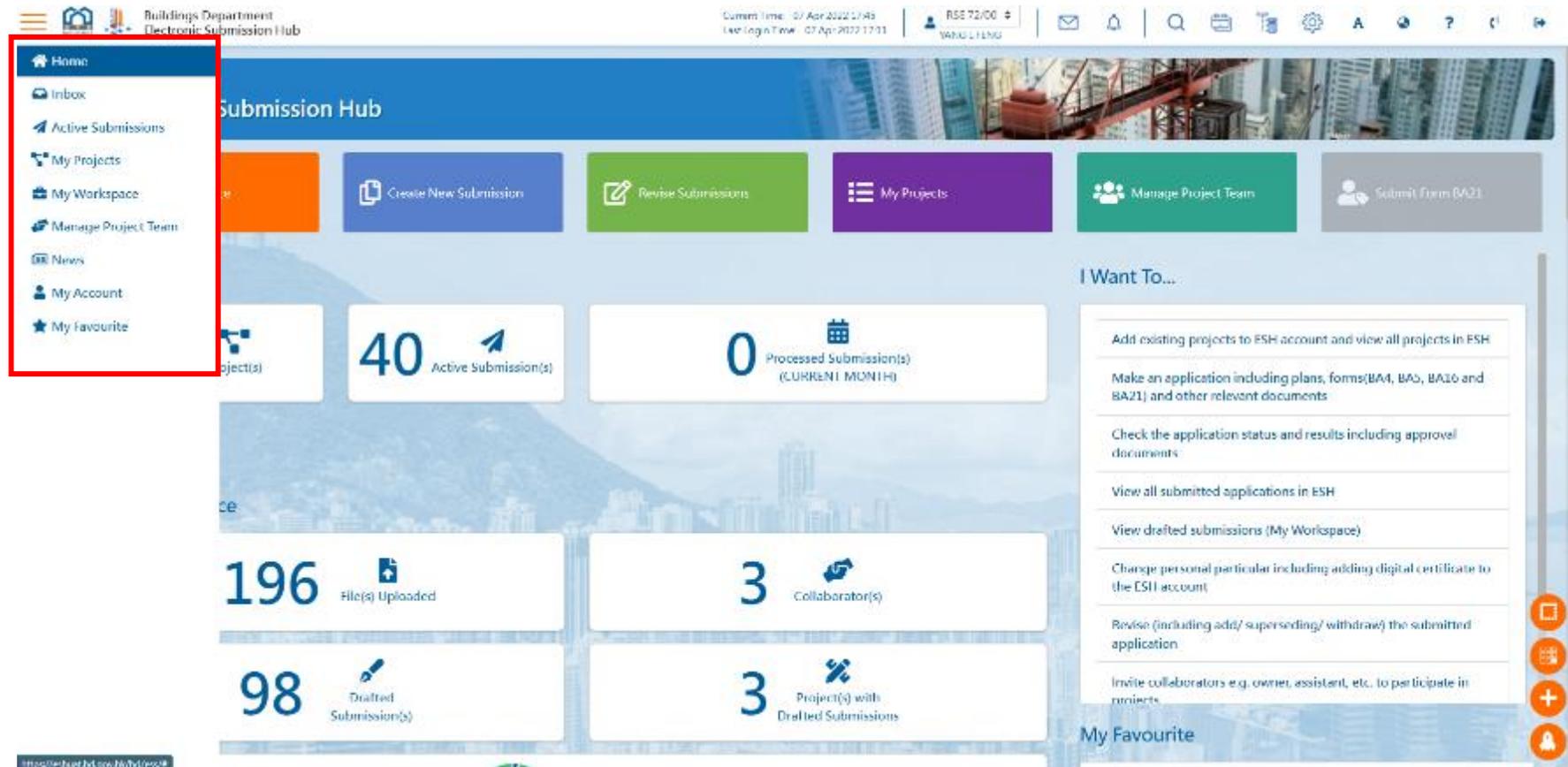| 8.	Calendar	Allow user to view the personal calendar where all the concerned events of ESH will be shown in the calendar view.	Calendar
9.	Project Directory	Allow user to browse the projects and submissions in hierarchical directory structure. Some context-sensitive functions can be performed here, e.g. view application summary and withdraw and resubmit the application.	Project Directory
10.	Settings	Allow user to change password and access the account to view and modify user information.	Settings and My Account
11.	Text Size	Link to the guide for user to change the display text size.	Text Size
12.	Language	Allow user to switch the display language between English, Traditional Chinese and Simplified Chinese.	Language
13.	Help	Allow user to open the context-sensitive help contents in relation to the current web page.	Context-Sensitive Help
14.	Contact Us	Display the contact information of ESH Help Desk.	Contact Us
15.	Logout	Logout from the system.	Logout

2.2.1.2 Left Menu

The Left Menu contains the following core system functions:

No.	Function Name	Description	Manual Section
1.	Home	Go back to the landing page	Home
2.	Inbox	Display all the messages from BD/ESH including acknowledgement receipt and submission results.	Inbox
3.	Active Submissions	List all the active submissions of user, i.e. submissions under processing by BD in ESH.	Active Submissions
4.	My Projects	List all the active projects of user, i.e. projects with active submissions in ESH.	My Projects
5.	My Workspace	As AP/RSE/RGE/RC is provided with a storage space, i.e. a common collaborative environment, to facilitate the drafting and preparation of submission documents and show the size of allocated storage capacity and the information of all draft submissions stored. The storage capacity of workspace is 5 GB for AP/RSE/RGE and 2.5 GB for RC.	My Workspace
6.	Manage Project Team	Allow invitation of project team members including the collaborators and owners and manage their permissions and access rights.	Manage Project Team
7.	News	Display the system news and other messages from BD related to ESH.	News
8.	My Account	Show user account information including the default role, "iAM Smart"/digital certificate status and selected channel of notification and allow user to update.	My Account
9.	Share Information	User may share submission information and/or documents to other Registered Building Professionals under the project	Share Information
10.	My Favourite	User can customise the items to be displayed in "My Favourite" widget	My Favourite

		according to personal preference.	

2.2.1.3 Quick Buttons

The following quick buttons in the landing page aim to provide quick access to the commonly used functions.

No. from the left	Function Name	Description	Manual Section
1	My Workspace	As AP/RSE/RGE/RC is provided with a storage space, i.e. a common collaborative environment, to facilitate the drafting and preparation of submission documents and show the size of allocated storage capacity and the information of all draft submissions stored. The storage capacity of workspace is 5 GB for AP/RSE/RGE and 2.5 GB for RC.	My Workspace
2	Create New Submission	Access ESH's one-stop e-Counter to select the type of submission/application to be made, including Form BA5 (application for approval of plans or revise submitted application), Form BA 4 (appointment of AP/RSE/RGE), Form BA21 (nomination of other AP/RSE/RGE to act in stead) and miscellaneous documents.	Create New Submission
3	Revise Submissions	Revise the submission/application submitted in ESH including add,	Revise Submission

		supersede and/or withdraw the submitted forms, plans and/or documents.	
4	My Projects	List all the active projects of user, i.e. projects with active submissions in ESH.	My Projects
5	Manage Project Team	Allow invitation of project team members including the collaborators and owners and manage their permissions and access rights.	Manage Project Team
6	Submit Form BA21	Allow user to submit the Form BA21(nomination of other AP/RSE/RGE to act in stead) for the relevant projects in ESH	Submit Form BA21

2.2.1.4   Page Footer

The page footer is displayed at the bottom of the ESH page which contains the following three categories of quick links:

i.   New Buildings Works
ii.   Account and Management
iii.   Services

User can also access to the Important Notices, Terms and Conditions and Privacy Policy.

Quick links	New Building Works	Account and Management	Services
	• Create New Submission	• My Account	• News
	• Inbox	• Calendar	• FAQ
	• Active Submissions	• Change Password	• User Manual
	• My Projects	• Manage Project Team	• Contact Us
	• My Workspace	• Share Information	
	• Submit Form BA21	• My Favourite	

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2.2.1.5   Quick Access Floating Menu

The quick access floating menu is displayed on the bottom right corner which contains the following four functions;

No.	Function Name	Description
1.	Edit Widget	Allow user to remove, resize and relocate the widgets by personal preference. This function is only available on the landing page.
2.	Create Widget	Allow user to add widgets to the landing page. This function is only available on the landing page.
3.	Create New Submission	Access ESH's one-stop e-Counter to select the type of submission/application to be made, including Form BA5 (application for approval of plans or revise submitted application), Form BA 4 (appointment of AP/RSE/RGE), Form BA21 (nomination of other AP/RSE/RGE to act in stead) and miscellaneous documents.
4.	Top	Divert user back to the top of the page

2.2.2 Home

Step #	Step Detail & Screen
1.	• On the left menu, locate and click the "Home" button

2.	• After clicking the "Home" button, the page will be redirected to the ESH landing page

2.2.3 Switch Role

| Step #	Step Detail & Screen
1.	• On the top menu, locate the role field above user's name
2.	• Click the role field to expand the dropdown list which displays all the roles available under your account • Select one of the roles that you want to switch to

|	
3.	• If you have selected the category of "Collaborator" (if applicable), a dialog box showing all the AP/RSE/RGE/RC who have invited and kept you as their collaborators will be prompted • Select and click the corresponding AP/RSE/RGE/RC that you want to continue in using ESH
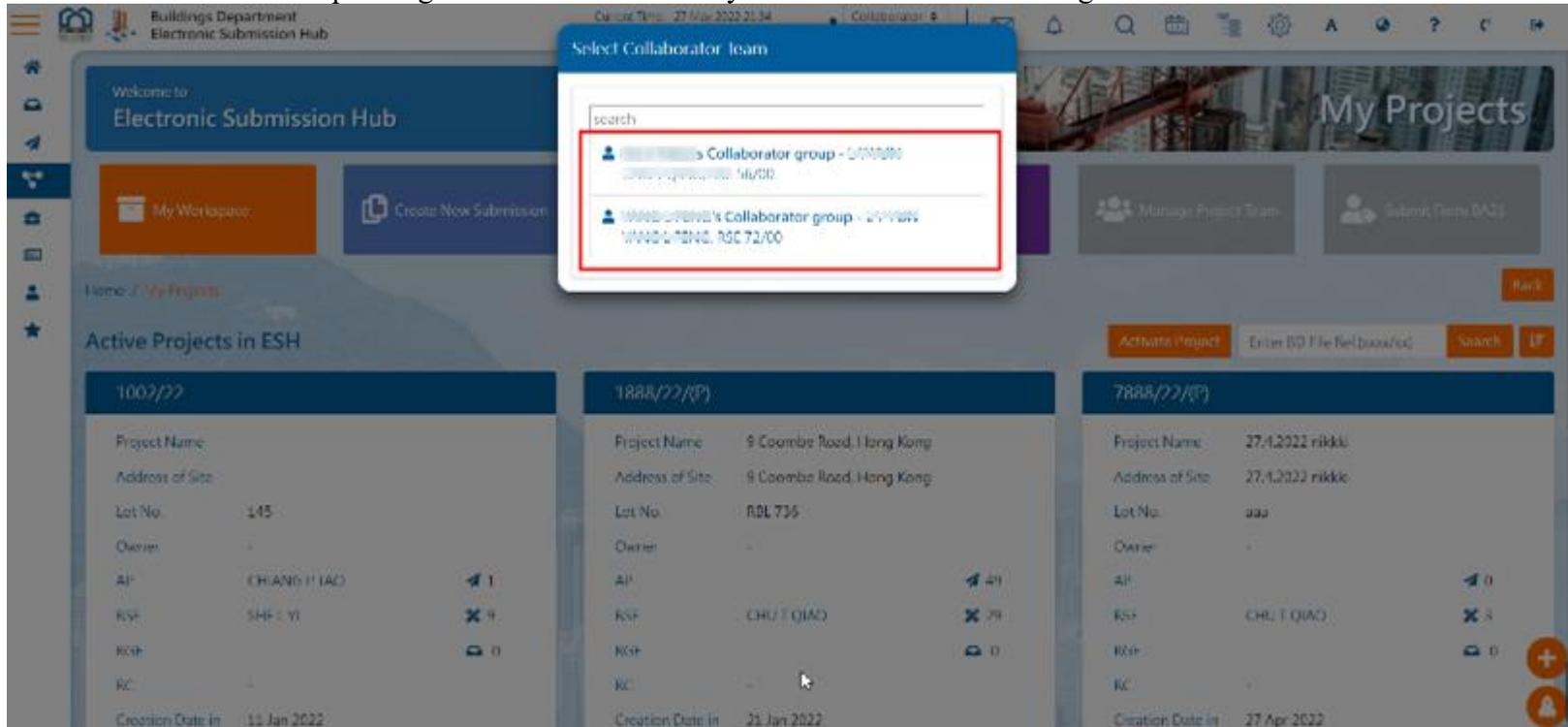
4.		• If you have selected the category of "Owner" (if applicable), a dialog box showing all the AP/RSE/RGE/RC who have invited and kept you as the owners of their projects will be prompted • Select and click the corresponding AP/RSE/RGE/RC that you want to continue in using ESH

5.
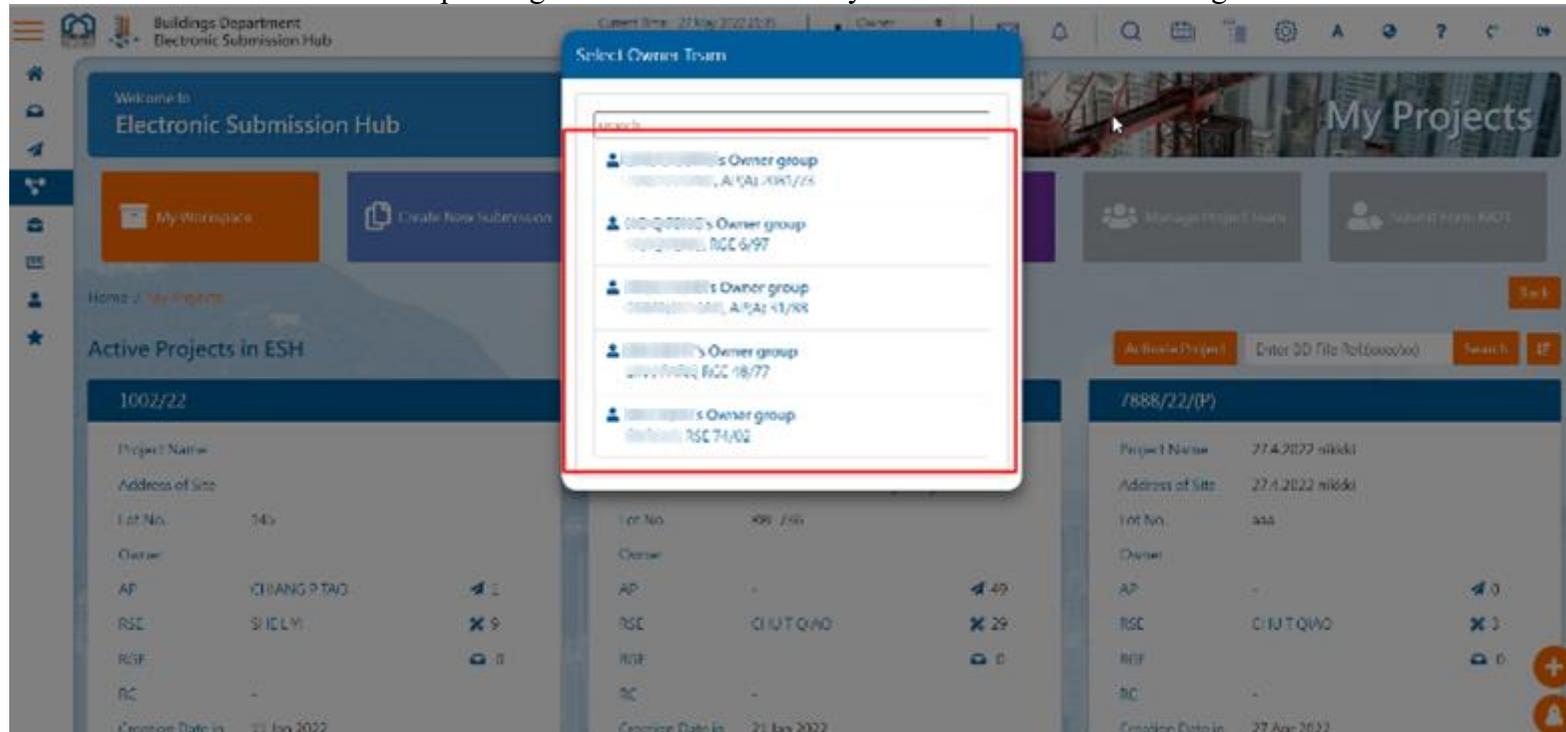
- After selecting, a reload message will be prompted

- Click the "Reload" button to reload the page
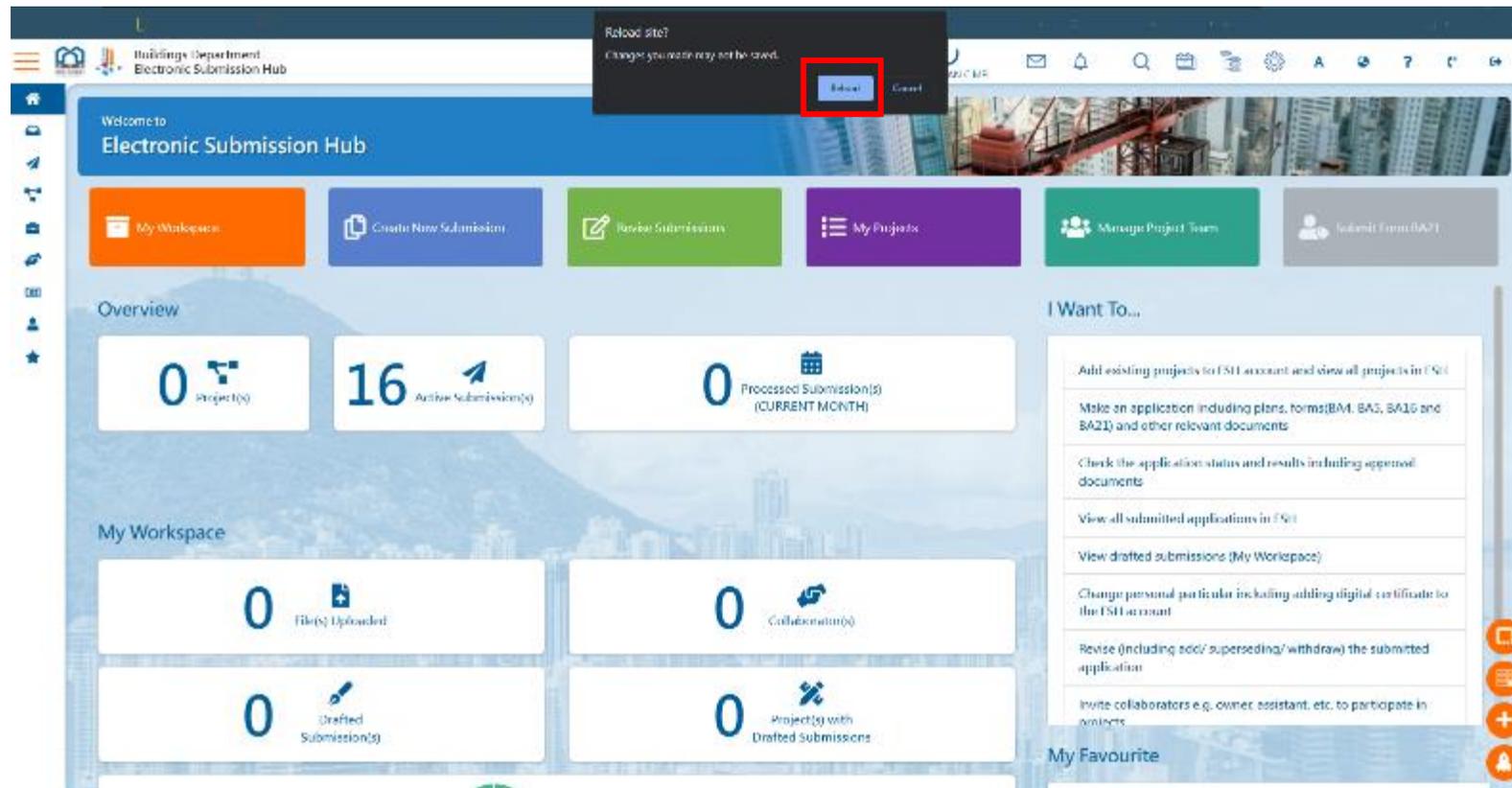
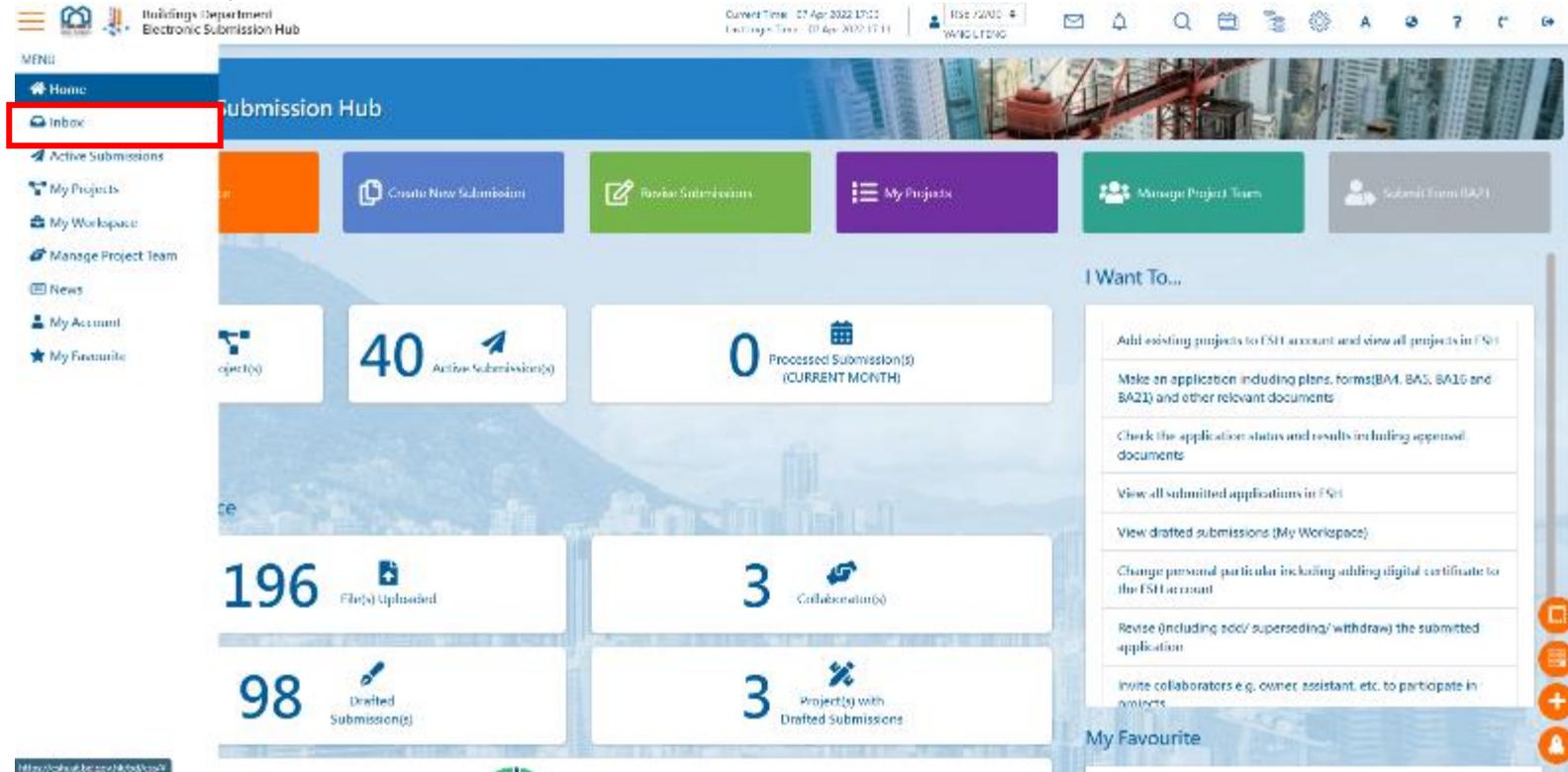|	
6.	• After reloading the page, the selected role will be displayed in role field and the information/context of the page will be updated according to the selected role The context will be updated according to the selected role.

2.2.4 Inbox

All the messages from BD/ESH including acknowledgement receipts and submission results are listed out.

Step #	Step Detail & Screen
1.	• On the top menu, click the "Inbox" icon

OR

- On the left menu, locate and click the "Inbox" button

2.	• The ESH page will display the "Inbox" page listing all the messages from BD/ESH

3.	• Click the message to view the full content including the attachments in the message (if applicable)

Retest on 19042022 by Kel (II) 1207   ✕

BD Ref No.	3/3009/22/33
Address of Site	Demo Project for 20012022
Type of Submission	Plan
Submission ID	ESH-0000005942
Acknowledgement No.	3/3009/22/33
Submission Subject	Retest on 19042022 by Kel (II) 1207
Message Date	19 Apr 2022

Message from BD

📄 Letter Retest on 19042022 by Kel (II) 1207   ⬇

Attachment(s)

📄 Seventh FLoor Plan_Site A REVISED.pdf   ⬇
📄 BD106.pdf

- Click the "Download" button to download the document file(s) in the message from BD (e.g. approval letter or disapproval letter) and/or the attachment(s) (e.g. plan(s), BD103 and/or BD106).

Retest on 19042022 by Kel (II) 1207   ✕

BD Ref No.	3/3009/22/33
Address of Site	Demo Project for 20012022
Type of Submission	Plan
Submission ID	ESH-0000005942
Acknowledgement No.	3/3009/22/33
Submission Subject	Retest on 19042022 by Kel (II) 1207
Message Date	19 Apr 2022

Message from BD

📄 Letter Retest on 19042022 by Kel (II) 1207   ⬇

Attachment(s)

📄 Seventh FLoor Plan_Site A REVISED.pdf
📄 BD106.pdf   ⬇

- The corresponding file(s)/ attachment(s) will then be downloaded.

2.2.5 Notification

User will receive the system notification of different natures such as requests for signing, submission results or acknowledgement receipts and etc.

Step #	Step Detail & Screen
1.	• On the top menu, locate the "Notification" icon

2.	• Click the "Notification" icon. The new/earlier notification will be displayed on the top

3.

• Click a notification to view its details and continue

4.	• The page will be redirected to the corresponding page to view the details and continue

2.2.6   Search

This function is not available at the moment.

Step #	Step Detail & Screen
1.	• On the top menu, locate the "Search" icon Buildings Department Electronic Submission Hub Current Time: 07 Apr 2022 10:58 Last Login time: 07 Apr 2022 10:19 RGE 20/96 TUAN C MEI
2.	1. Type in the any keyword to perform searching

2.2.7 Calendar

This function is not available at the moment.

Calendar allows user to i) view calendar, ii) search an event and iii) create a new event.

i.   View Calendar

The scheduled event could be found or planned by using the Calendar function.

Step #	Step Detail & Screen
1.	• On the top menu, locate and click on the "Calendar" icon

2.	• After clicking the "Calendar" icon, a quick calendar view will be prompted • If user want to see the calendar in full page view, click the "Full Calendar page" button

3.	• "e-Calendar" in full page view will be opened in the ESH page

ii. Search Event

Step #	Step Detail & Screen
1.	1. In the "e-Calendar" page, locate the search text area
2.	2. Type in the keyword that you want to search
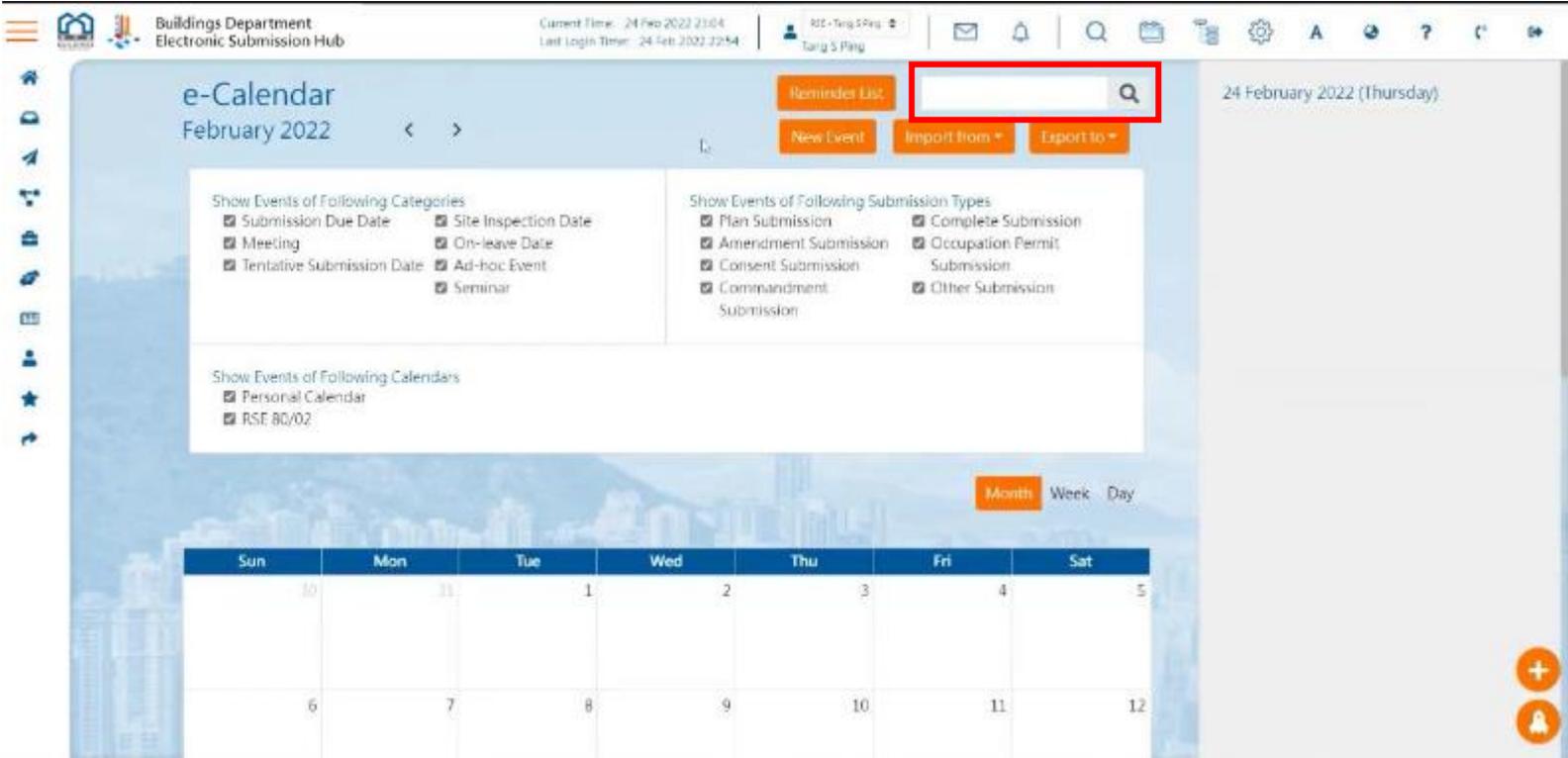
iii.   Create New Event

The user can create a new event through 1) the quick view in Top Menu or 2) the full view in e-Calendar page.

Step #	Step Detail & Screen
1.	• **On top menu** • Click the "Calendar" icon • After clicking the "Calendar" icon, a quick calendar view will be prompted • Click the "New Event" button
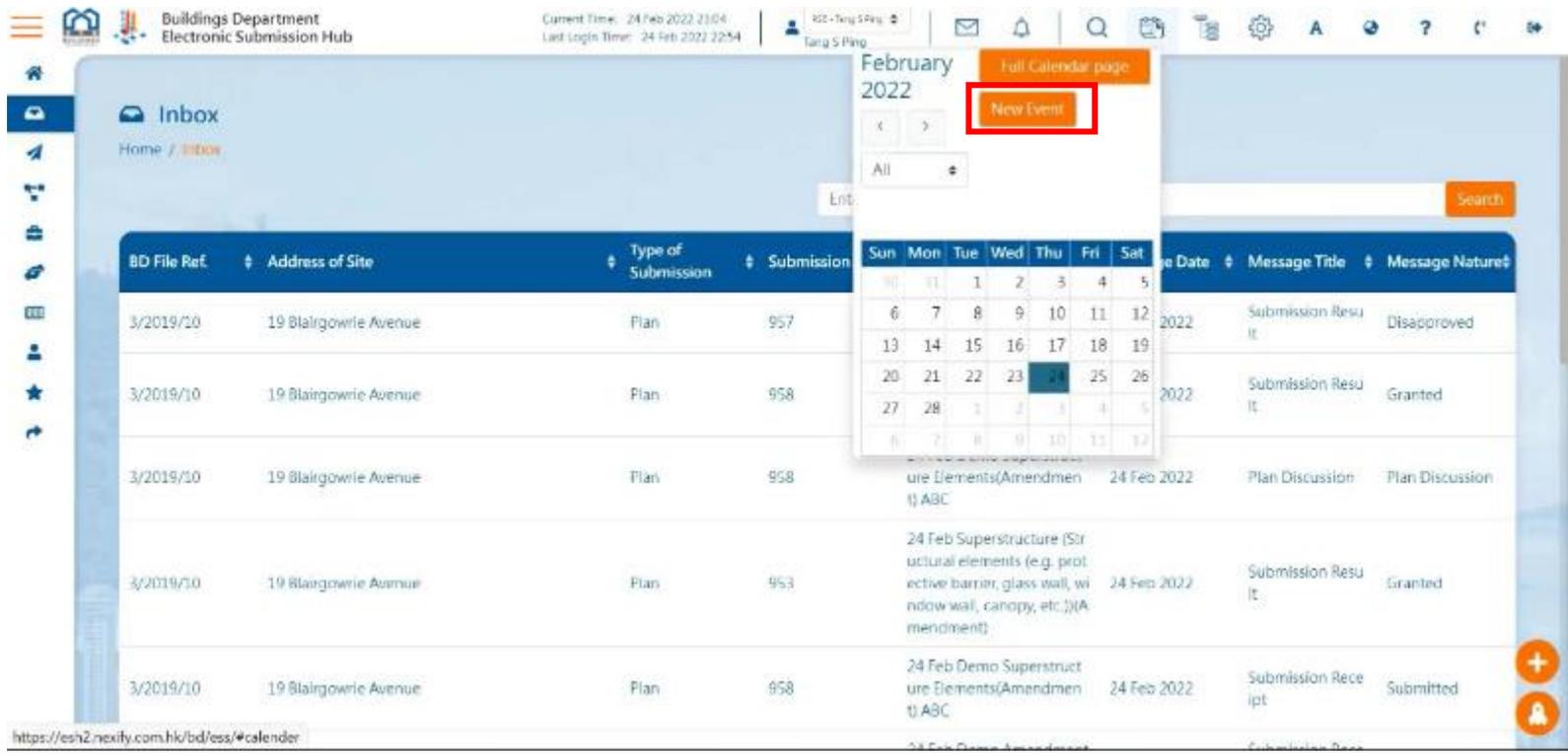
- **In the "e-Calendar" page**
  - Locate and click the "New Event" button
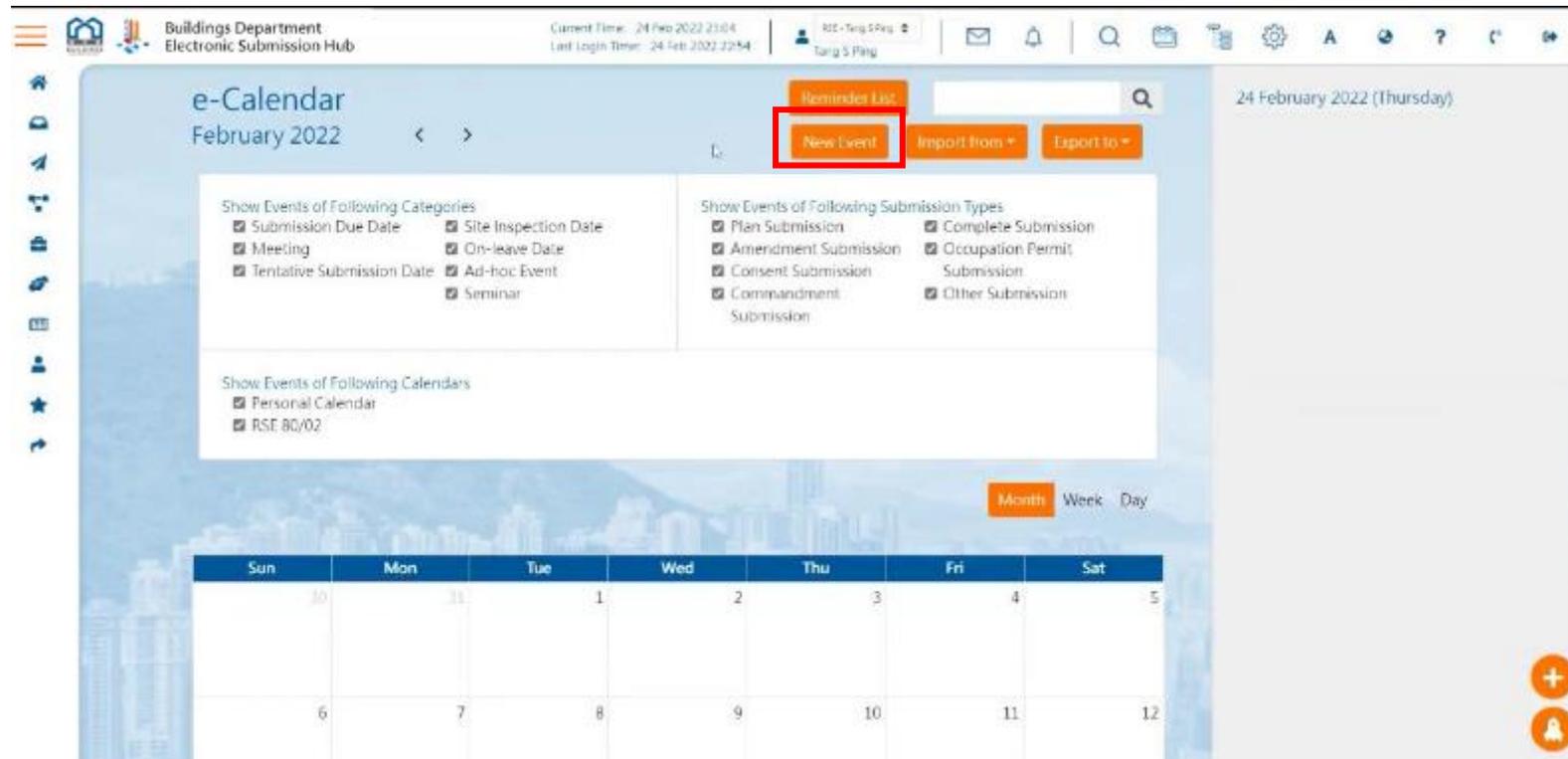
		1. Fill in the information of the event
	2.	

3.	Click the "Create Event" button

4.	1. The created event will be displayed on the calendar list which is located on the right panel 	2. The created event will be displayed on the calendar view

2.2.8 Project Directory

The function of "Project Directory" allows user to i) view all active projects in ESH account, ii) view the submitted submissions/applications made via ESH under the active projects, iii) search/filter the active project and iv) perform further action(s) in respect of a submitted submission/application made via ESH.

i. View all active projects in ESH account

Step #	Step Detail & Screen
1.	• On the top menu, locate the "Project Directory" icon

2.	Click the "Project Directory" icon and the project directory listing all active projects in ESH account will be displayed

3.	• Click the "Project Directory" icon again to close the project directory •
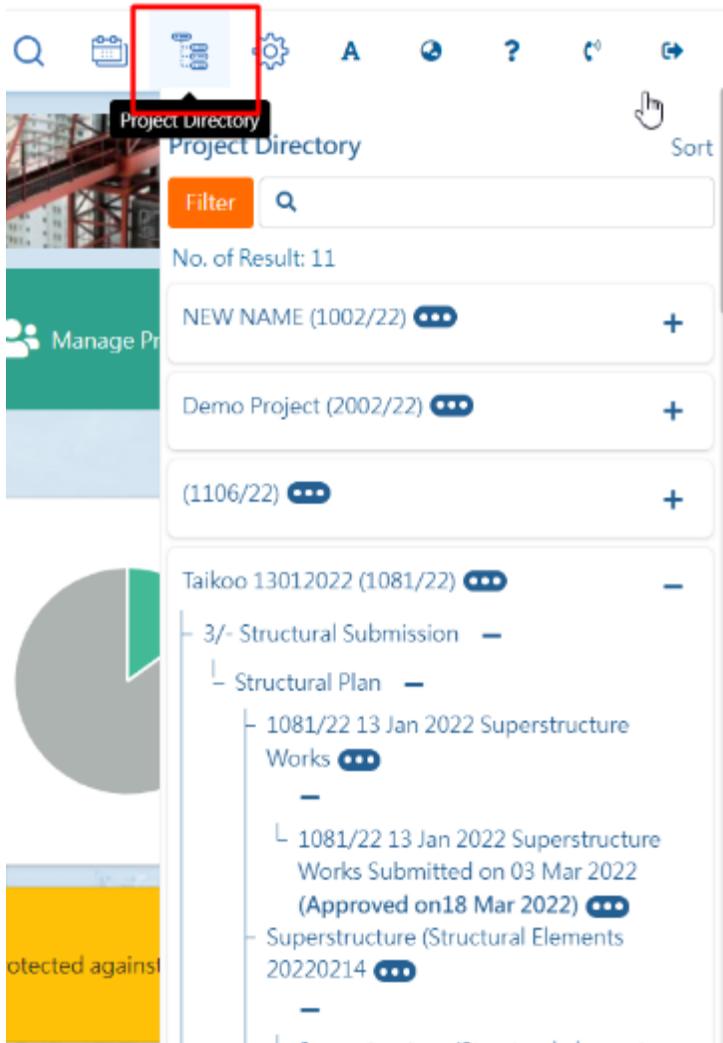
ii.   *View the submitted submissions/applications under the active projects*

Step #	Step Detail & Screen
1.	• Click on the "+" button next to the project

2.	• A list will be expanded under the selected project showing all the corresponding submitted submissions/applications made via ESH

iii.   Search/Filter Project

Step #	Step Detail & Screen
1.	• Enter the keyword (e.g. project code) in the text area of the "Search" field to search for a project • After clicking the "Enter" key of your keyboard, the search result will be displayed

- If you want to filter the projects, click the "Filter" button.
- Set the filtering criteria by selecting in the drop-down lists of "Status" and/or "Type of Submission" respectively

2.
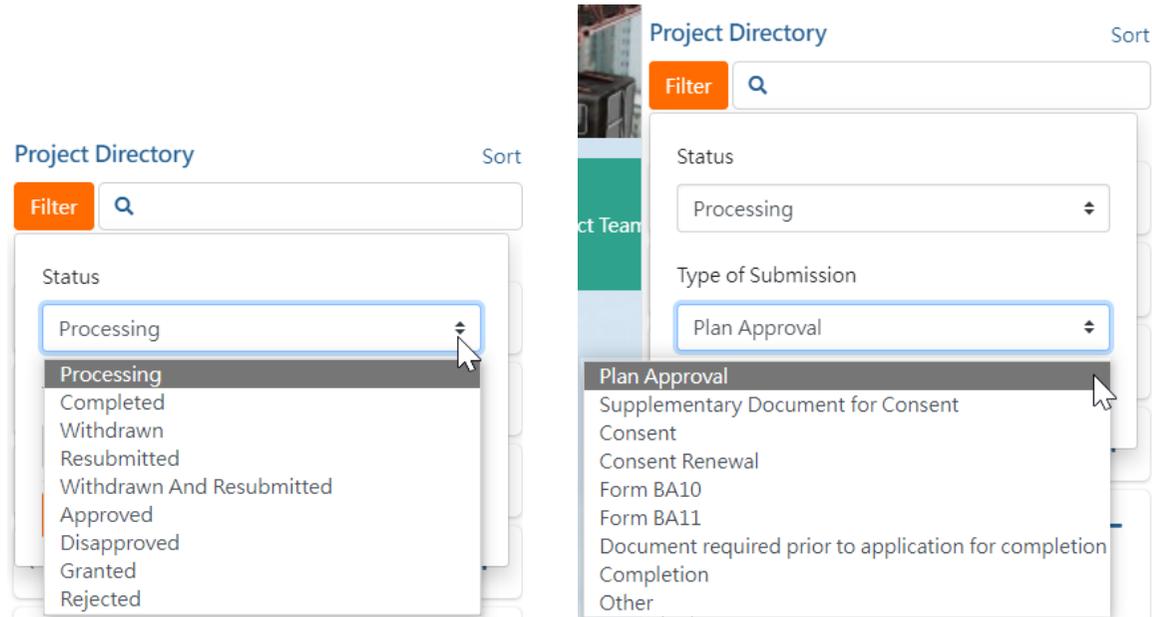
- Click the "Apply" button and the filtering result will be displayed

● Submissions filtered out are shown:

iv.   *Perform further action(s) in respect of a submitted submission/application*

Step #	Step Detail & Screen
1.	- Locate the submitted submission/application in the Project Directory that you want to perform further action - Click on the "…" button next to that item - The relevant action list will be displayed which may include the following actions: - View application summary - Superseding document submission - Major Revision - Withdraw and resubmission - Withdraw

- Select an action to continue

2.2.9   Settings and My Account

The function of "Settings and My Account" allows user to i) change password, ii) access and update My Account.

Step #	Step Detail & Screen
1.	• On the top menu, locate and click on the "Setting" icon
2.	• The selection list will be displayed

i. *Change Password*

Step #	Step Detail & Screen
1.	• Click the "Change Password" link

2.	• The page will be redirected to the "Change Password" page
	• Fill in all fields
	    • Old password
	    • New password (Password hints by clicking the "i" button)
	    • Verify password
	• Click the "Apply" button

ii.   *View and Update My Account*

Step #	Step Detail & Screen
1.	• Click the "My Account" link

OR

- On the left menu, locate and click the "My Account" button
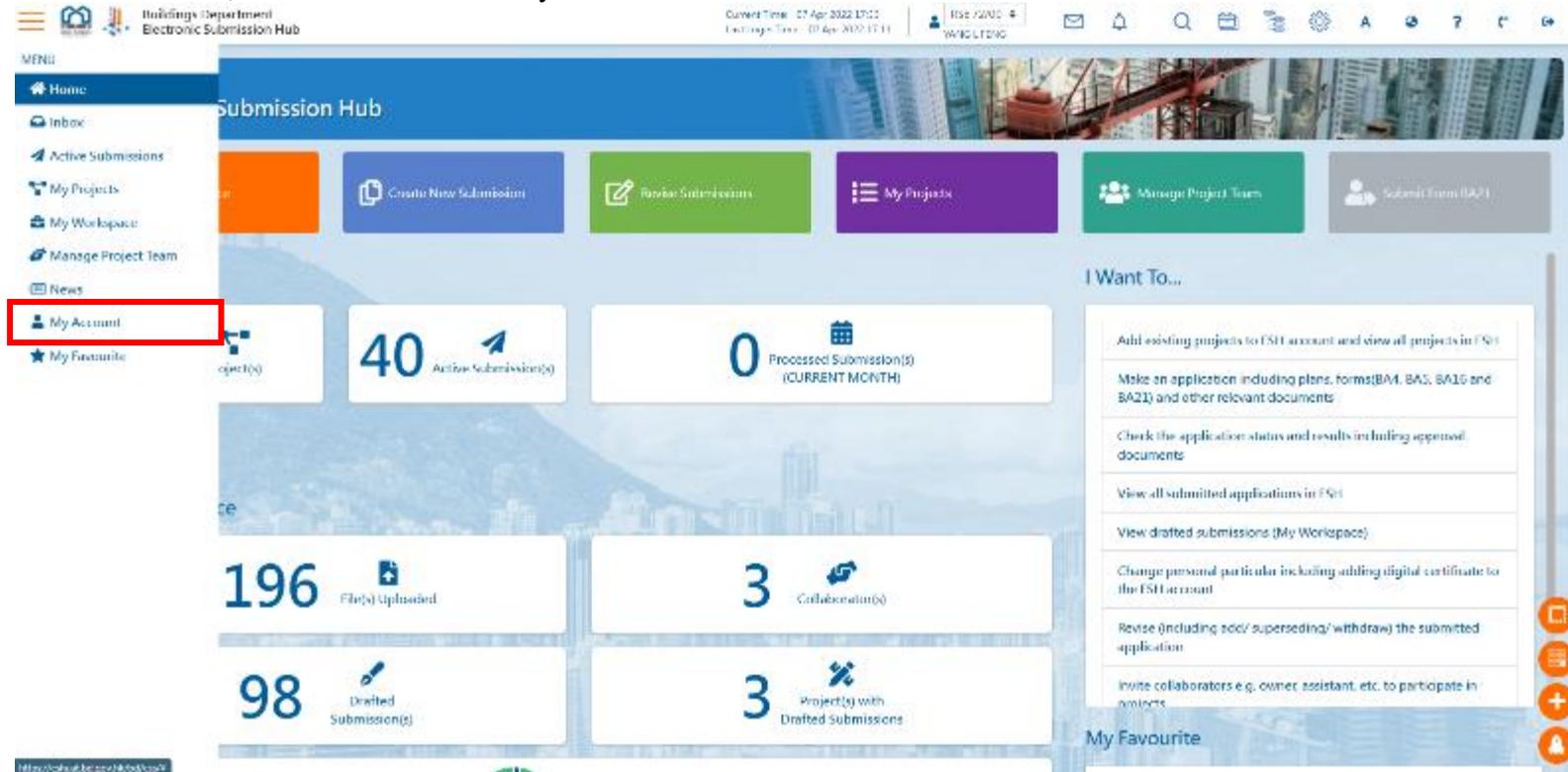
	• After clicking the "My Account" button, the page will be redirected to the "My Account" page
	• The account information will be displayed including the registering status of "iAM Smart" and digital certificate and etc.
2.	

- You can also update the account information

3.
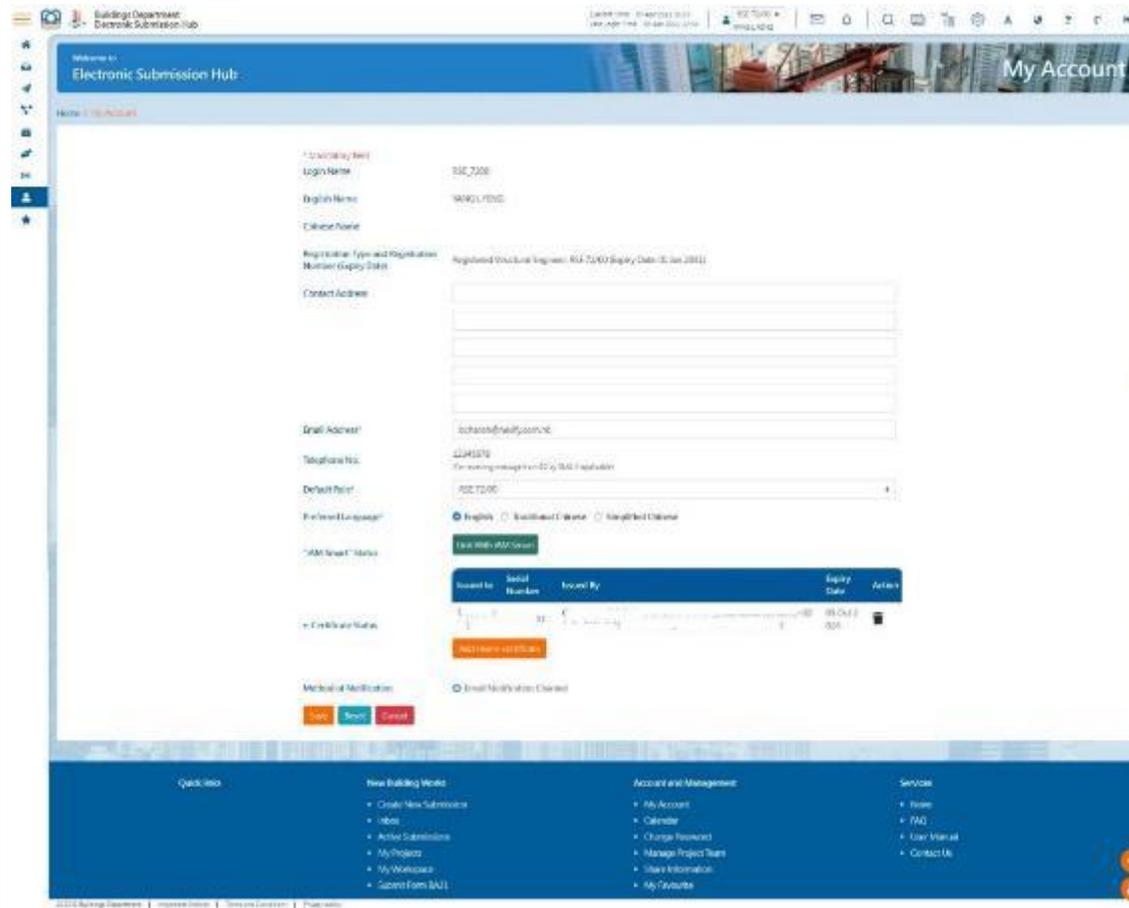
- Click the "Add new digital certificate" button if you want to add a new digital certificate.

Issued to	Serial Number	Issued By	Expiry Date	Action

Digital Certificate Status

No Record Found.

Add New Digital Certificate
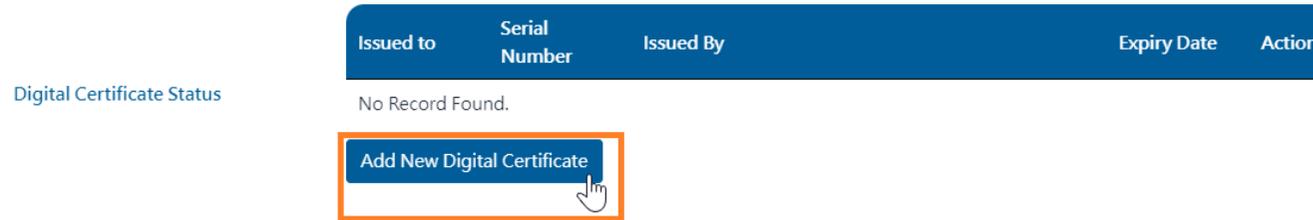
- Upload the Digital Certificate file you want to add

Add Digital Certificate   ✕

Please upload Digital Certificate file (.crt or .cer):

Choose a file or drop it here...	Browse

Confirm   **Close**
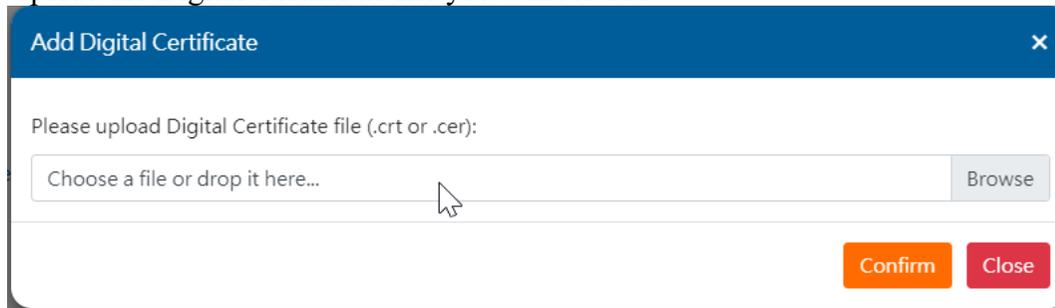
- Browse in your device for the digital certificate that you want to add.
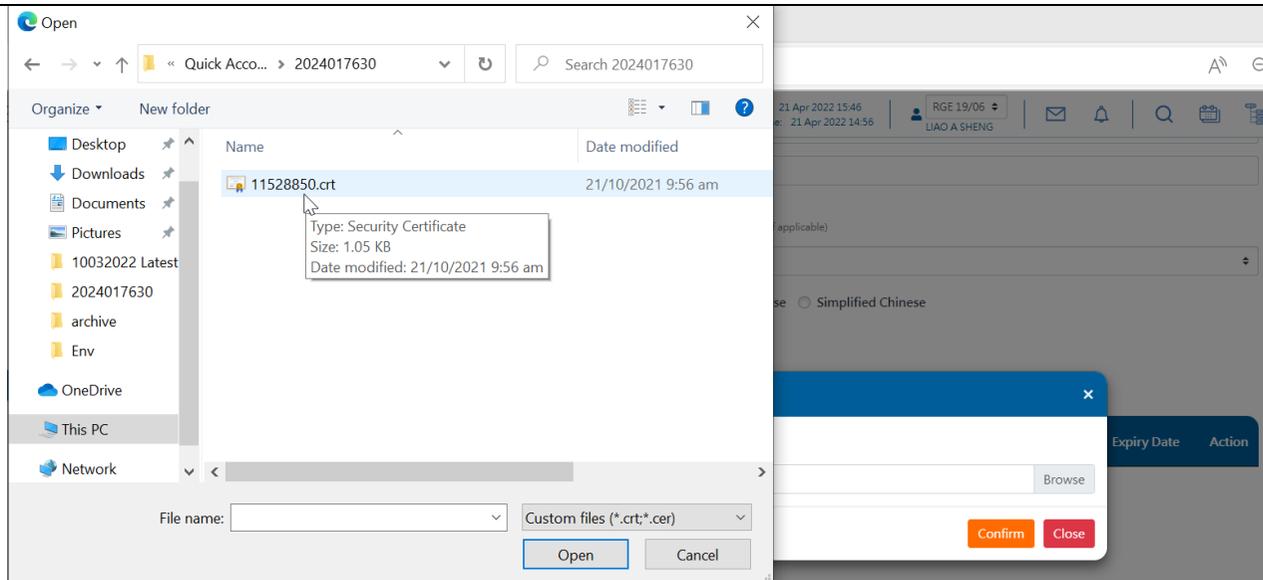
- Click the "Confirm" button.
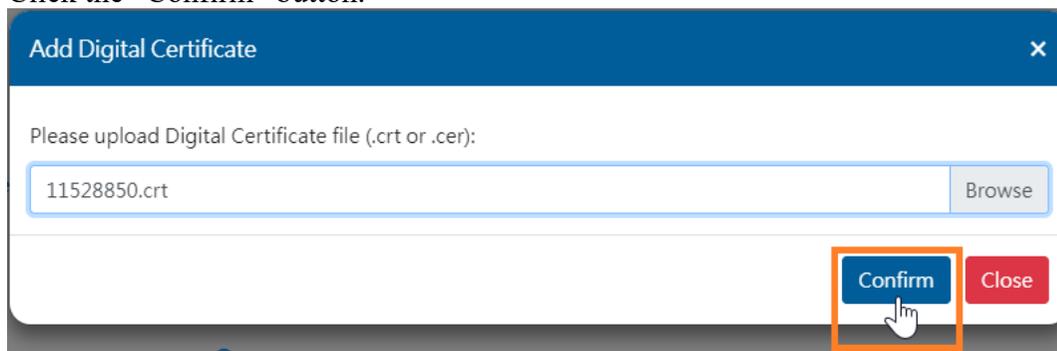
- Choose the corresponding sign method to sign with the digital certificate once in order to register the new digital certificate in the account
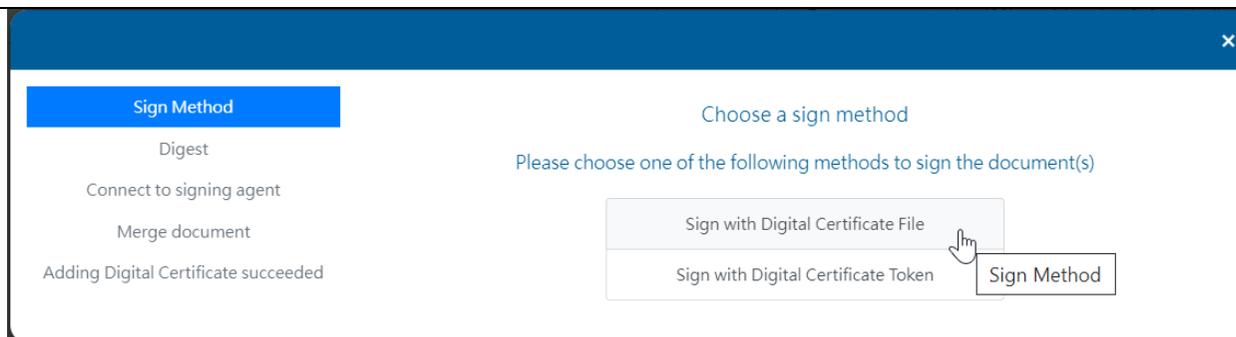
- Choose the P12 certificates on your device

- Input the pin of the digital certificate

Input Pin	×
●●●●●●●●●●●●●●●	**OK**
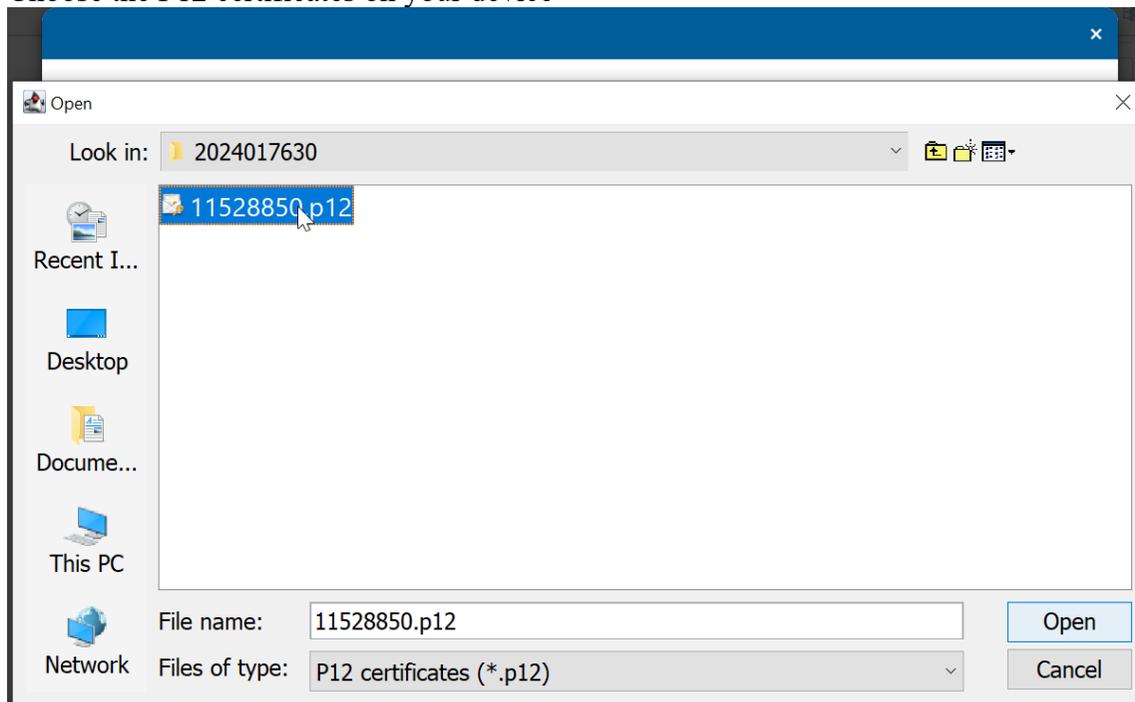
- If the digital certificate is successfully added, a success message will be prompted

×

Sign Method   Adding Digital Certificate succeeded

Digest

Connect to signing agent

Merge document

Adding Digital Certificate succeeded

Adding Digital Certificate Fail

- Click the "Save" button to save the changes made

- The update will be saved and displayed

2.2.10 Text Size

Step #	Step Detail & Screen
1.	• On the top menu, locate and click the "Text Size" button
2.	• The page https://www.gov.hk/en/about/textsize/ will be opened in a new browser window • Follow the guidelines to change the text size of the ESH page
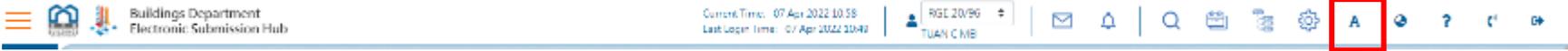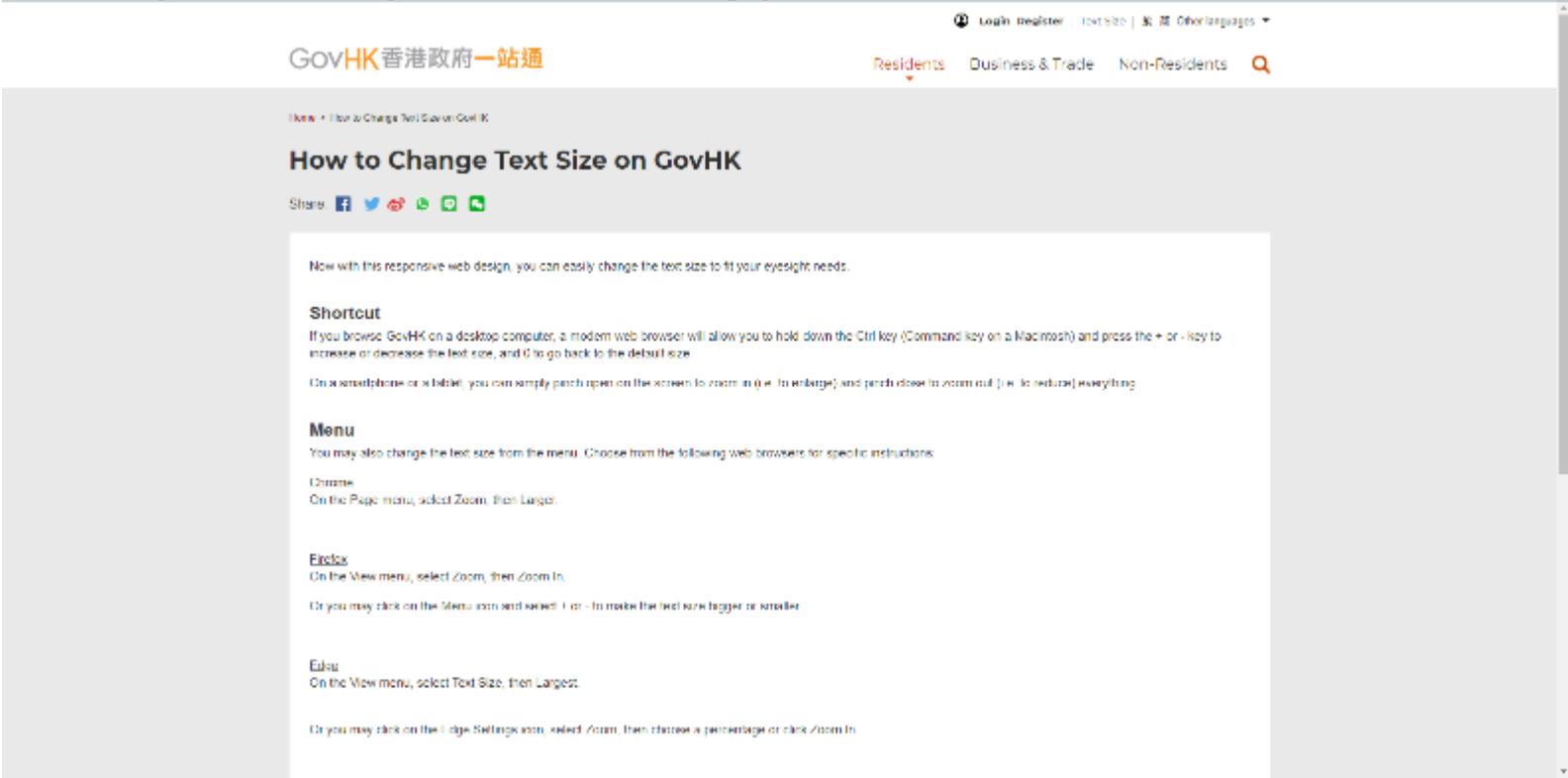
2.2.11 Languages

ESH supports 1) English, 2) Traditional Chinese and 3) Simplified Chinese.

Step #	Step Detail & Screen
1.	• On the top menu, locate and click the "Language" button • Select one of the language options that you want

2.	• After selecting the language, a reload message will be prompted • Click the "Reload" button
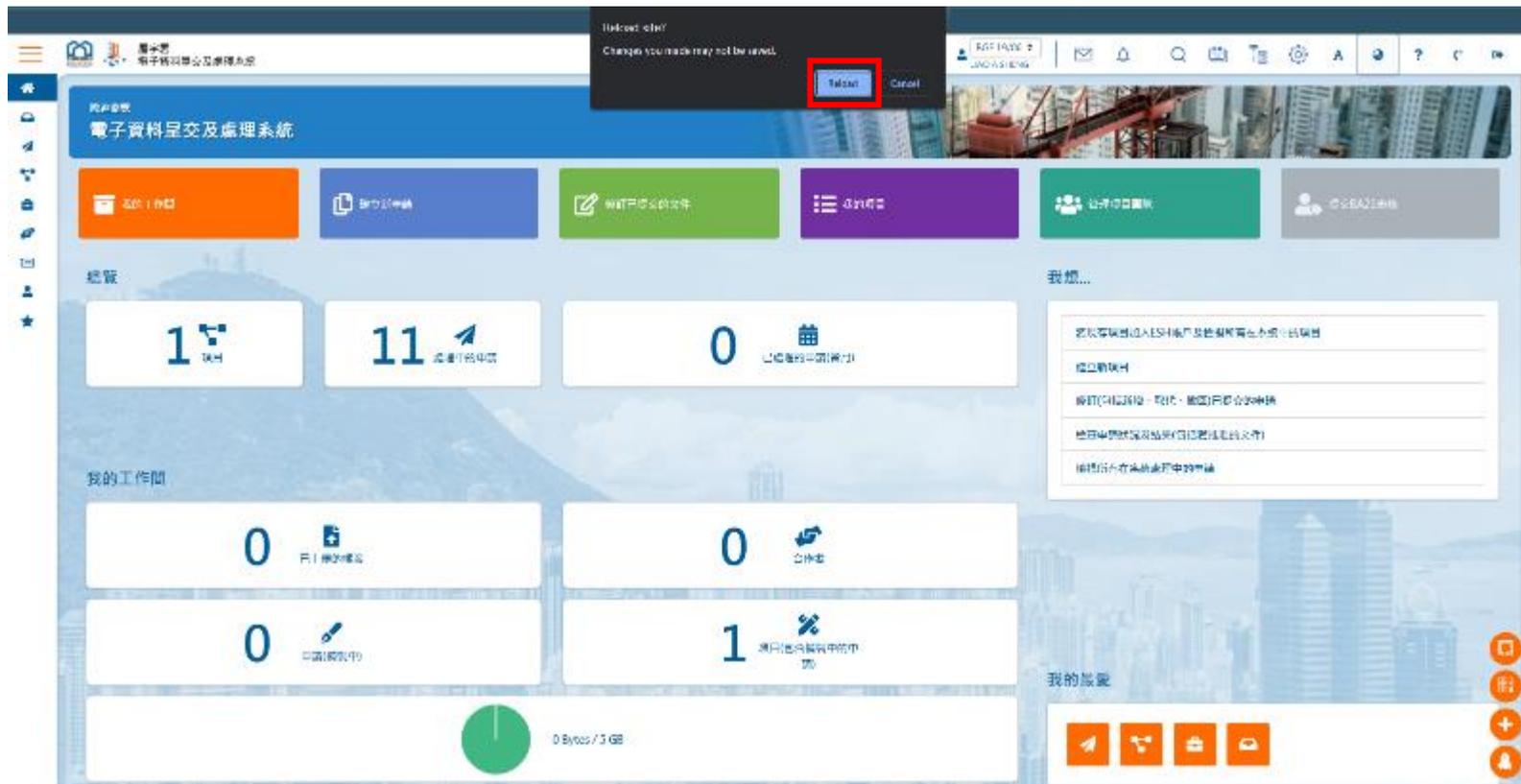
3.	• After the page successfully reloaded, the page will be displayed in the selected language

2.2.12 Context-Sensitive Help

Step #	Step Detail & Screen
1.	• On the top menu, locate and click the "Help" button

1. After clicking the "Help" icon, the help content relevant to the page you are navigating will be displayed in a new separate browser window opened

2.
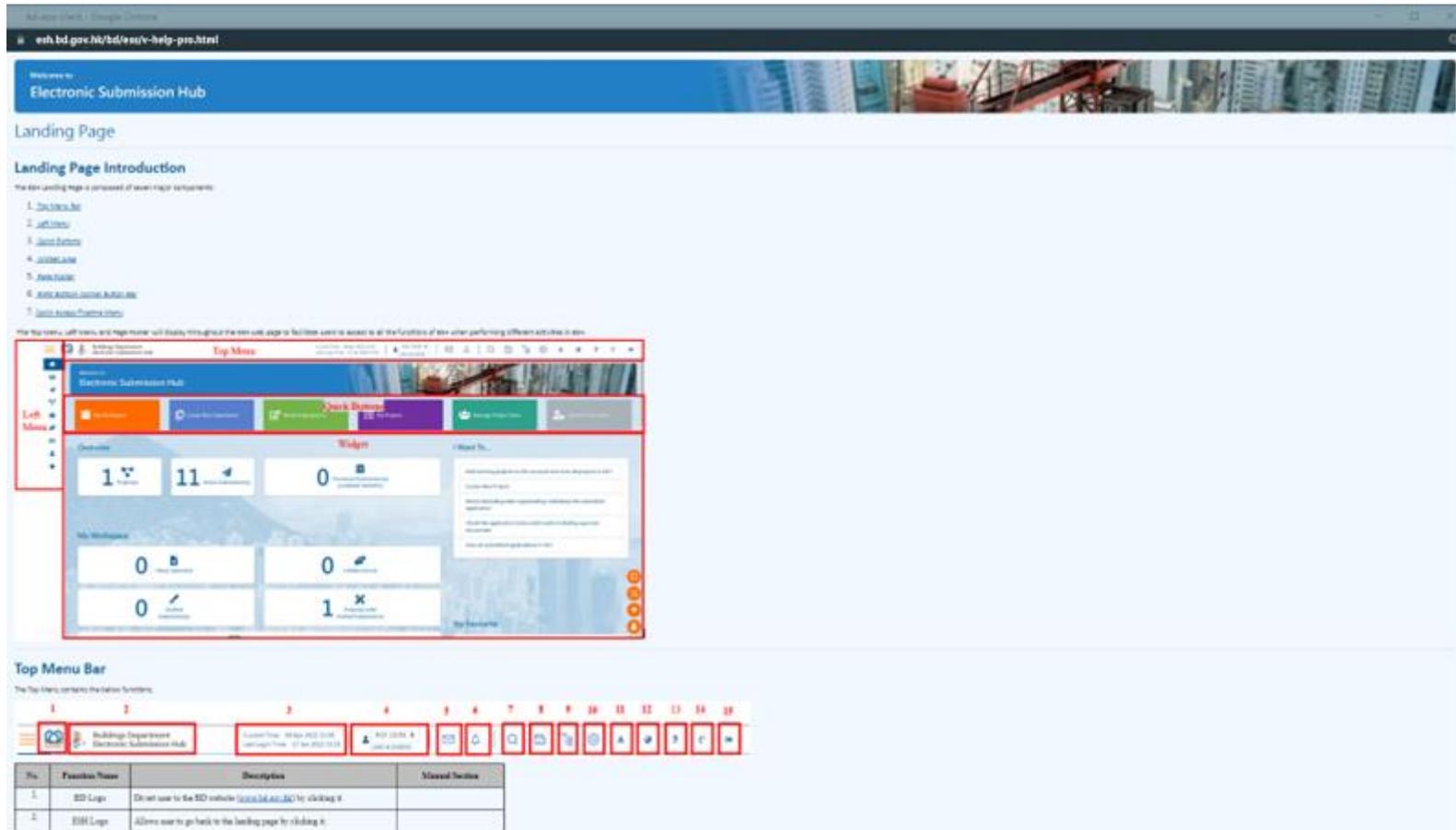
2.2.13 Contact Us

Step #	Step Detail & Screen
1.	• On the top menu, locate and click the "Contact Us" button. Buildings Department Electronic Submission Hub

2.	• A contact information box will be prompted
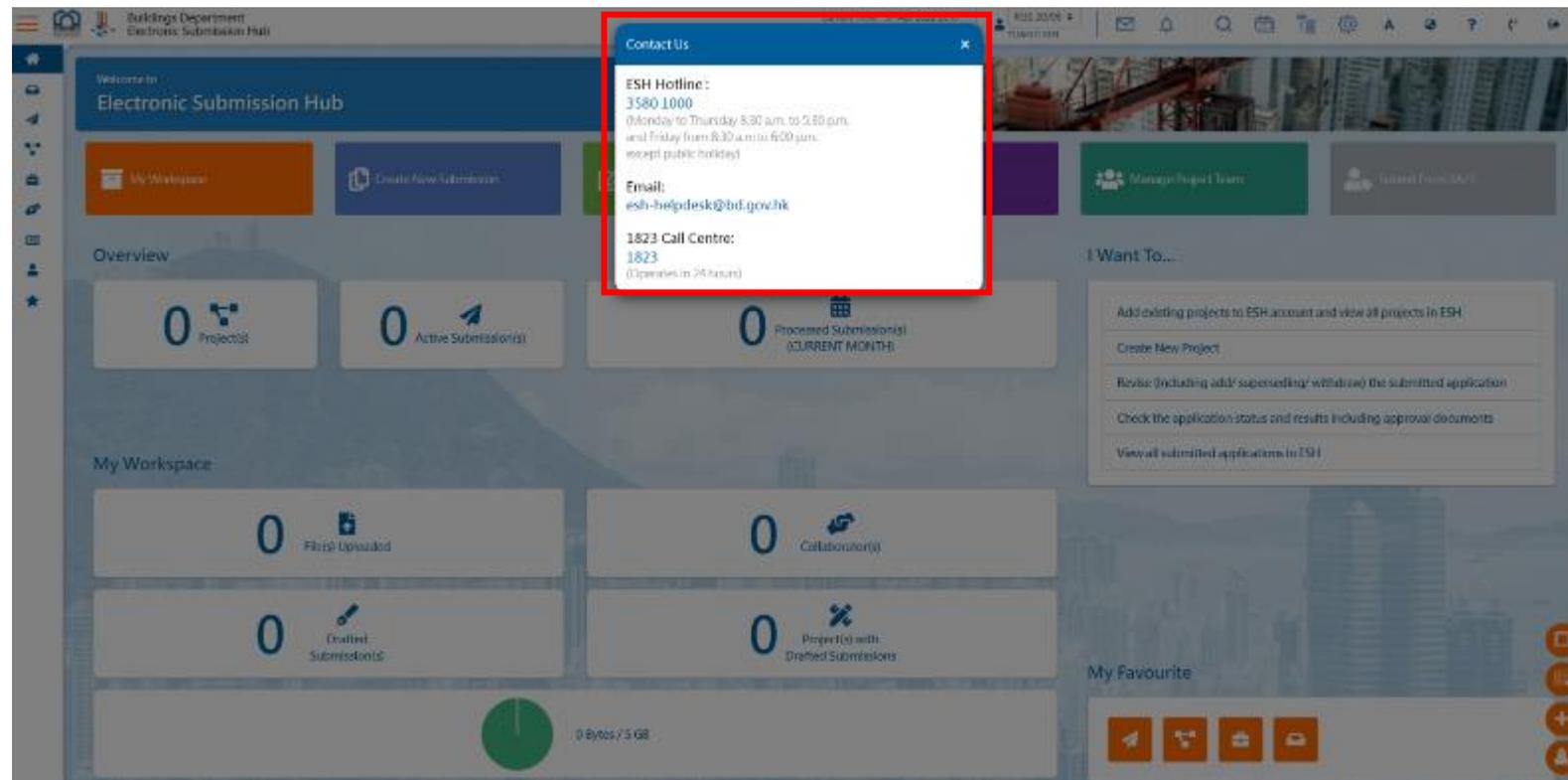
2.2.14 Active Submissions

Step #	Step Detail & Screen
1.	• On the left menu, locate and click the "Active Submissions" button

2.	- After clicking the "Active Submissions" button, the page will be redirected to the "Active Submissions" page - In this page, user is able to perform actions below: - Search an active submission - View the list of Active Submissions - View the list of Related Submissions (when an active submission is selected)

2.2.15 News

Step #	Step Detail & Screen
1.	• On the left menu, locate and click the "News" button

2.	• After clicking the "News" button, the page will be redirected to the "News" page
	• User can view the system news in the page

2.2.16 My Favourite

Step #	Step Detail & Screen
1.	• On the left menu, locate and click the "My Favourite" button
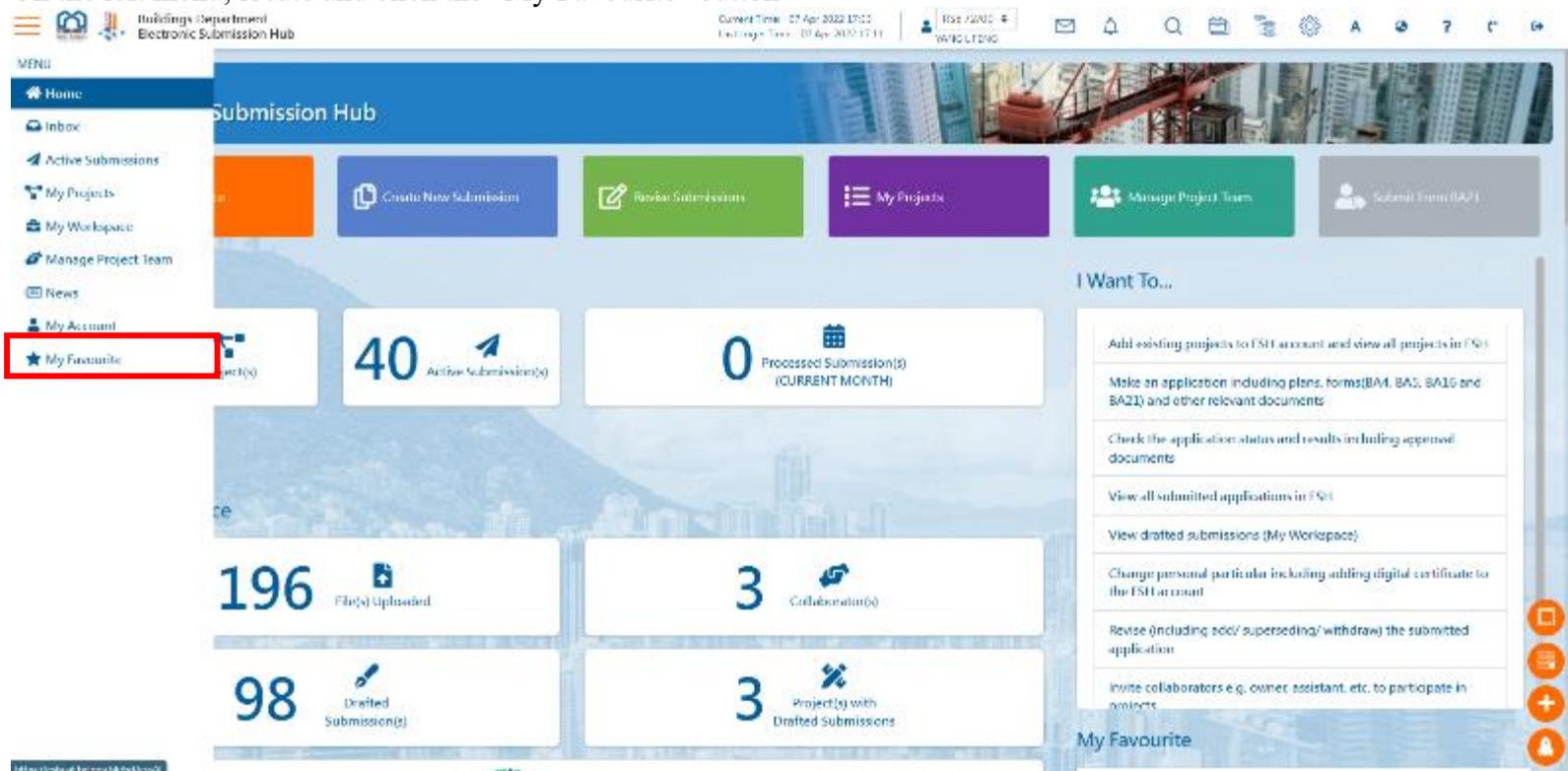
2.	• After clicking the "My Favourite" button, the page will be redirected to the "My Favourite" page • In this page, the user is able to view and/or edit the list of items to be displayed in the "My Favourite" widget in the home page of his/her user account
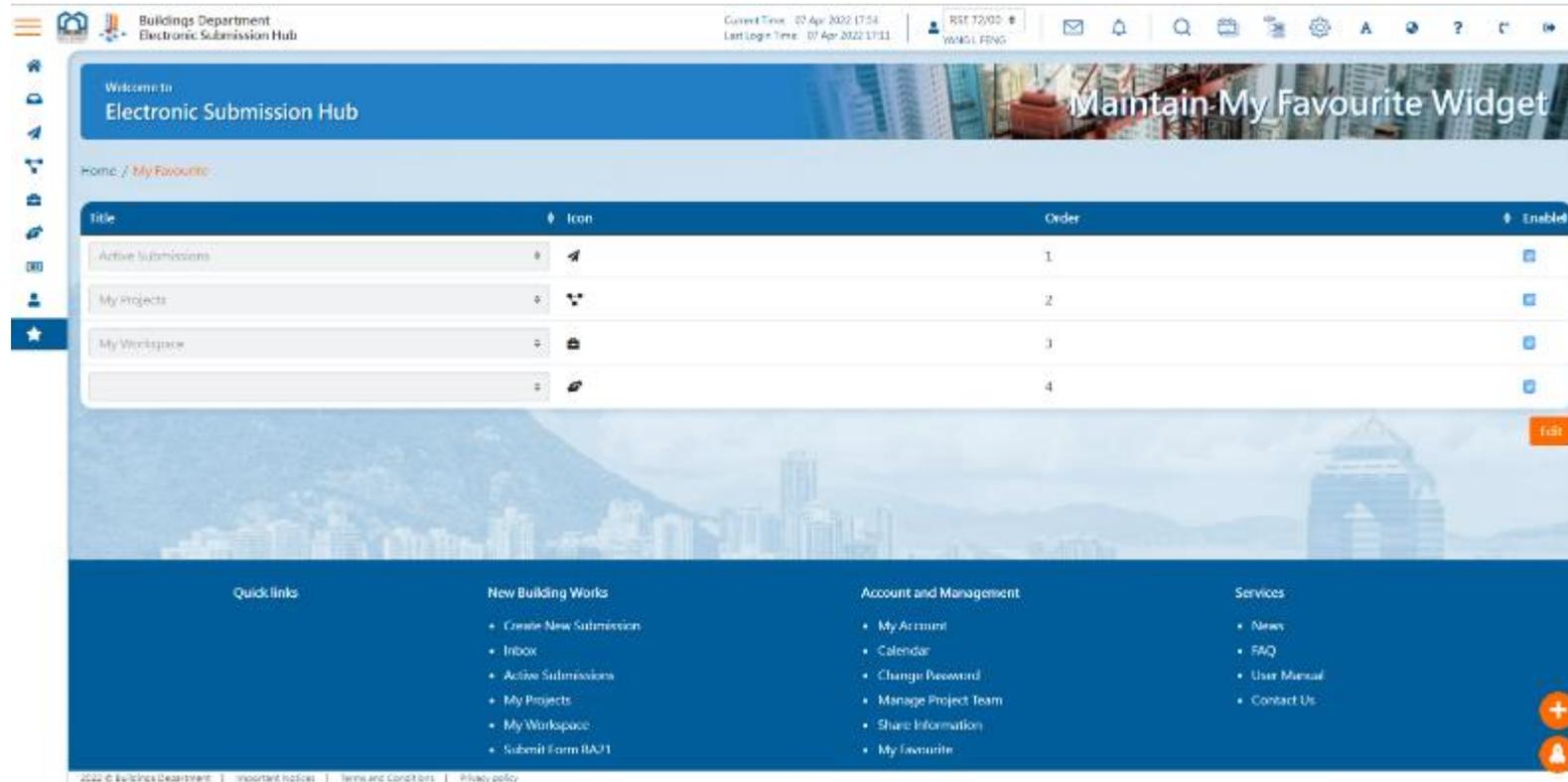
- By clicking the "Edit" button, user can restore the default setting, add/enable, remove, and rearrange the order of items to be displayed in the "My Favourite" widget.
- Click the "Save" button to save the changes made.

3.	• The change made will be updated in the "My Favourite" widget in the home page acordingly: My Workspace 16 Files Uploaded 5 Collaborators 34 Drafted Submissions 5 Projects with Drafted Submissions 105.59 MB / 10 GB My Favourite

2.2.17 Widget Personalisation

2.2.17.1 Widget Area

The widget area contains various widgets for displaying different information of ESH and each widget can be clicked to retrieve the details. The widget area is customisable, i.e. all the widgets can be removed, re-sized and rearranged according to your personal preference using the "Edit Widget" function (Refer to 6.2.19 Edit Widget).

No.	Function Name	Description
1.	Overview	Show the following information in respect of the user's account (where applicable): i. No. of projects (i.e. projects activated in ESH) ii. No. of active submissions (i.e. submissions under processing in ESH) iii. No. of processed submissions (i.e. submissions made in ESH with results issued) in the current month
2.	My Workspace	Show the following information in respect of the user's workspace (where applicable): i. No. of files uploaded ii. No. of collaborators iii. No. of draft submissions iv. No. of projects with draft submissions v. Workspace storage capacity
3.	I Want To…	Show direct shortcuts to some frequently used functions.
4.	My Favourite	Show direct shortcuts to particular functions personalised by the user
5.	Calendar	Show all events relevant to ESH in a personal calendar view.
6.	Notification	Show all system notifications, e.g. a submission has been approved.
7.	News	Show the system news and other messages from BD related to ESH.
8.	Inbox	Show all the messages from BD/ESH including acknowledgement receipts and submission results.
9.	Active Submissions	List out all the active submissions, i.e. submissions under processing by BD in ESH.
10.	My Projects	List out all the active projects, i.e. projects activated in ESH.

The widgets to be displayed in the landing page can be managed and personalised by user using the following functions:

No.	Function Name	Description	Manual Session
1.	Edit Widget	Remove, resize and relocate the existing widgets displayed in the landing page according to personal preference.	Edit Widget
2.	Create Widget	Add widgets to the landing page.	Create Widget
3.	Restore Default Widgets	Restore the default widget layout after selecting the "Edit Widget" function.	Restore Default Widgets

2.2.17.2 Create Widget

Step #	Step Detail & Screen
1.	• In the landing page, locate and click the "Create Widget" button at the bottom right corner. A list of widget items is shown for user to select and create: - Overview - My Workspace - My Favourite - Notification - News - Inbox - Active Submissions - My Projects - I Want to…

2.	• After clicking the "Create Widget" button, the "Create Widget" message box will be prompted • Select the widget type that you want to add from the drop-down list. • Click the "Confirm" button to add the selected widget
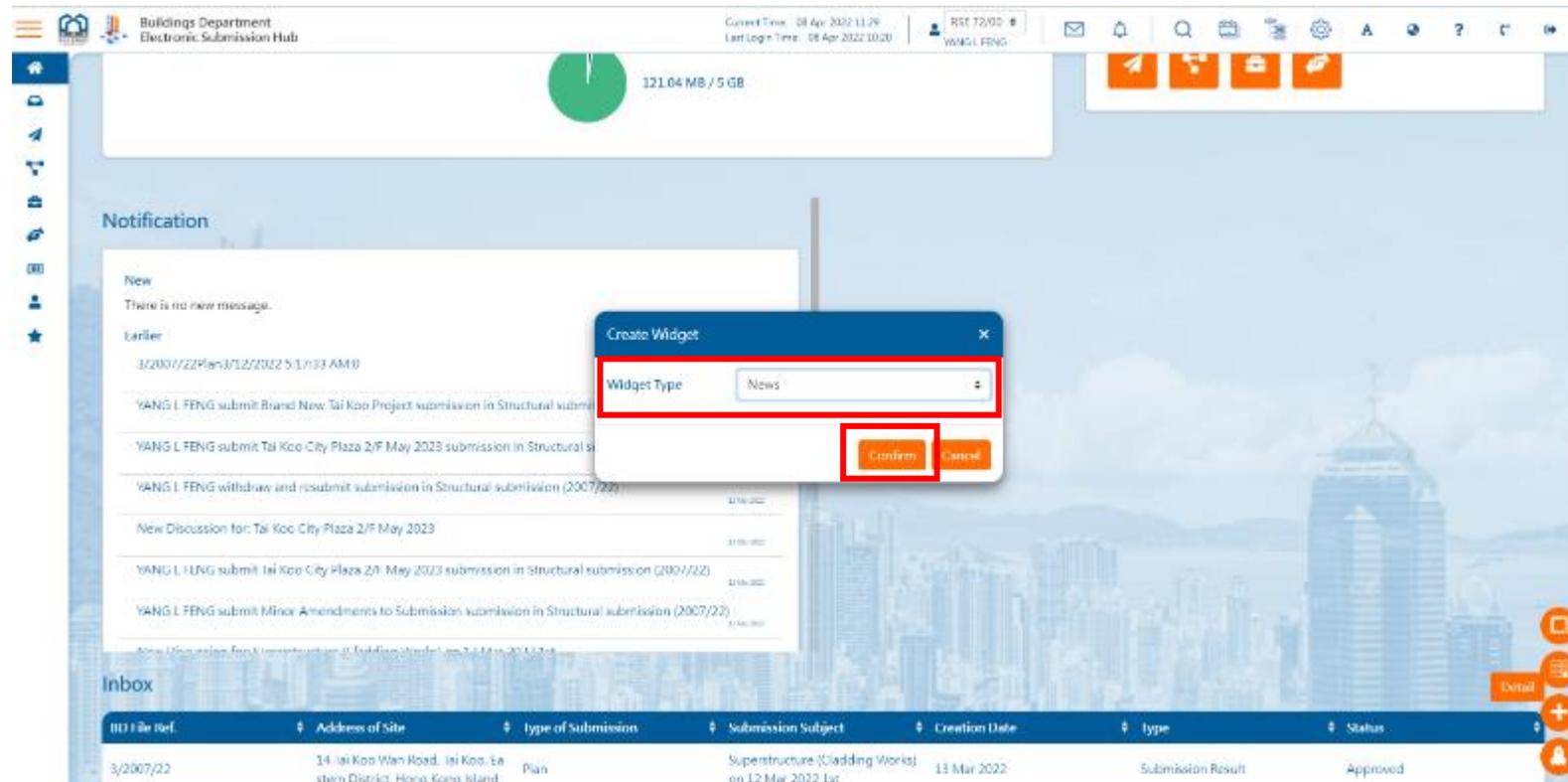
3.	• After clicking the "Confirm" button, a success message will be prompted and the widget will be added accordingly

2.2.17.3 Edit Widget

The "Edit Widget" function allows user to i) Update Widget Type, ii) Delete Widget and iii) Resize Widget to be displayed in the landing page.

Step #	Step Detail & Screen
1.	• In the landing page, locate and click the "Edit Widget" button at the bottom right corner

2.

- After clicking the "Edit Widget" button, the following actions will be allowed for each widget:
  (a) Update Widget Type
  (b) Delete Widget
  (c) Resize Widget

2.2.17.4 Update Widget Type

Prerequisite: Complete Edit Widget

Step #	Step Detail & Screen
1.	• Locate one of the widgets • Click the "Update Widget Type" button at the top right corner of the widget
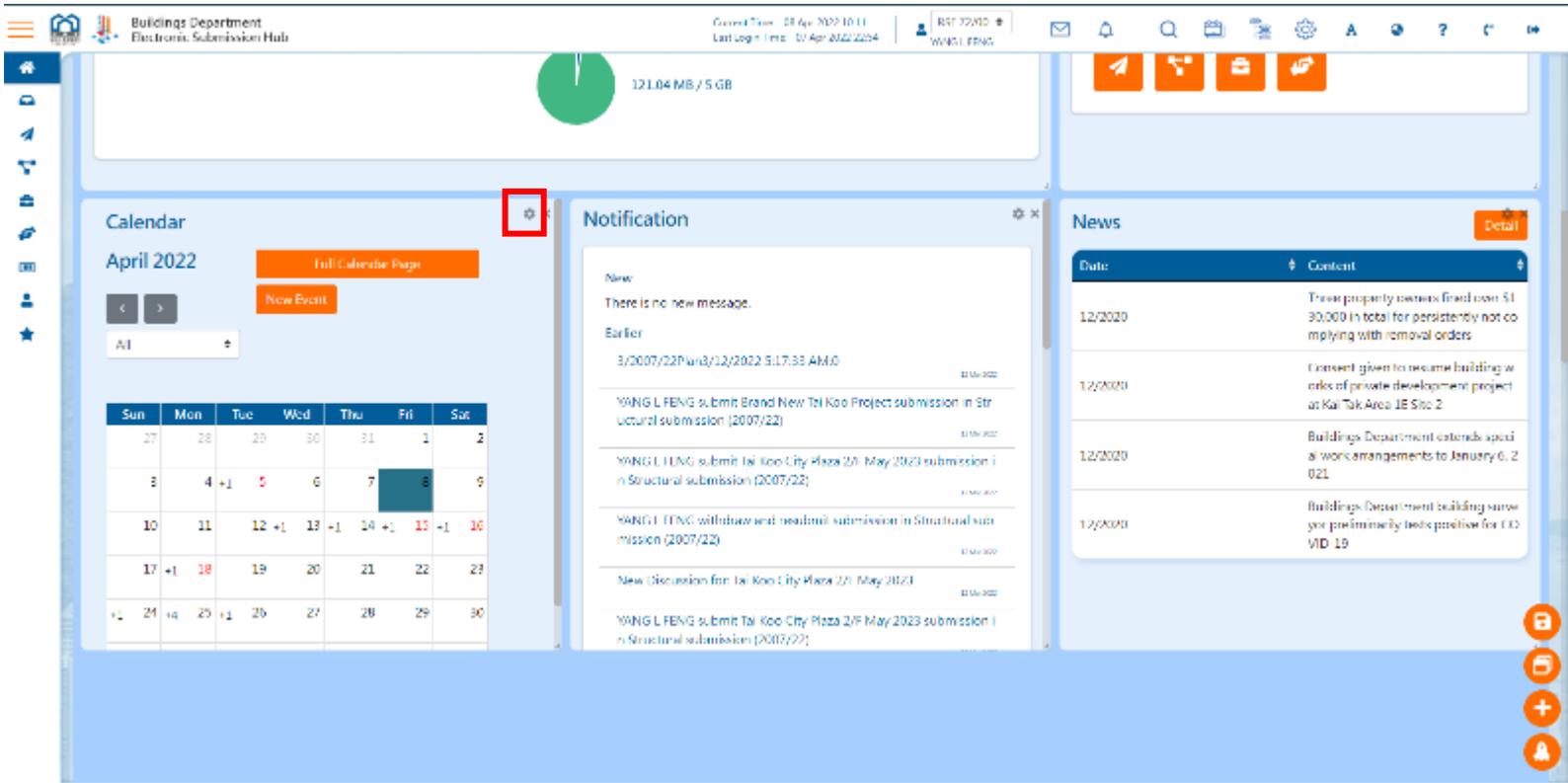
| 2. | • After clicking the "Update Widget Type" button, the "Update Widget" message box will be displayed |

3.	• Select the widget type that you want to display from the drop-down list • Click the "OK" button to confirm

4.

- After clicking the "OK" button, a success message be prompted and the widget type of the selected widget will be updated accordingly

5.	• Click the "Save" button at the bottom right corner to save the changes made

6.	• After clicking the "Save" button, a success message will be prompted and the widget in the landing page will be updated accordingly

2.2.17.5 Delete Widget

Step #	Step Detail & Screen
1.	• Locate one of the existing widgets displayed in the landing page • Click the "Delete Widget" button at the top right corner of the widget that you want to delete from the landing page
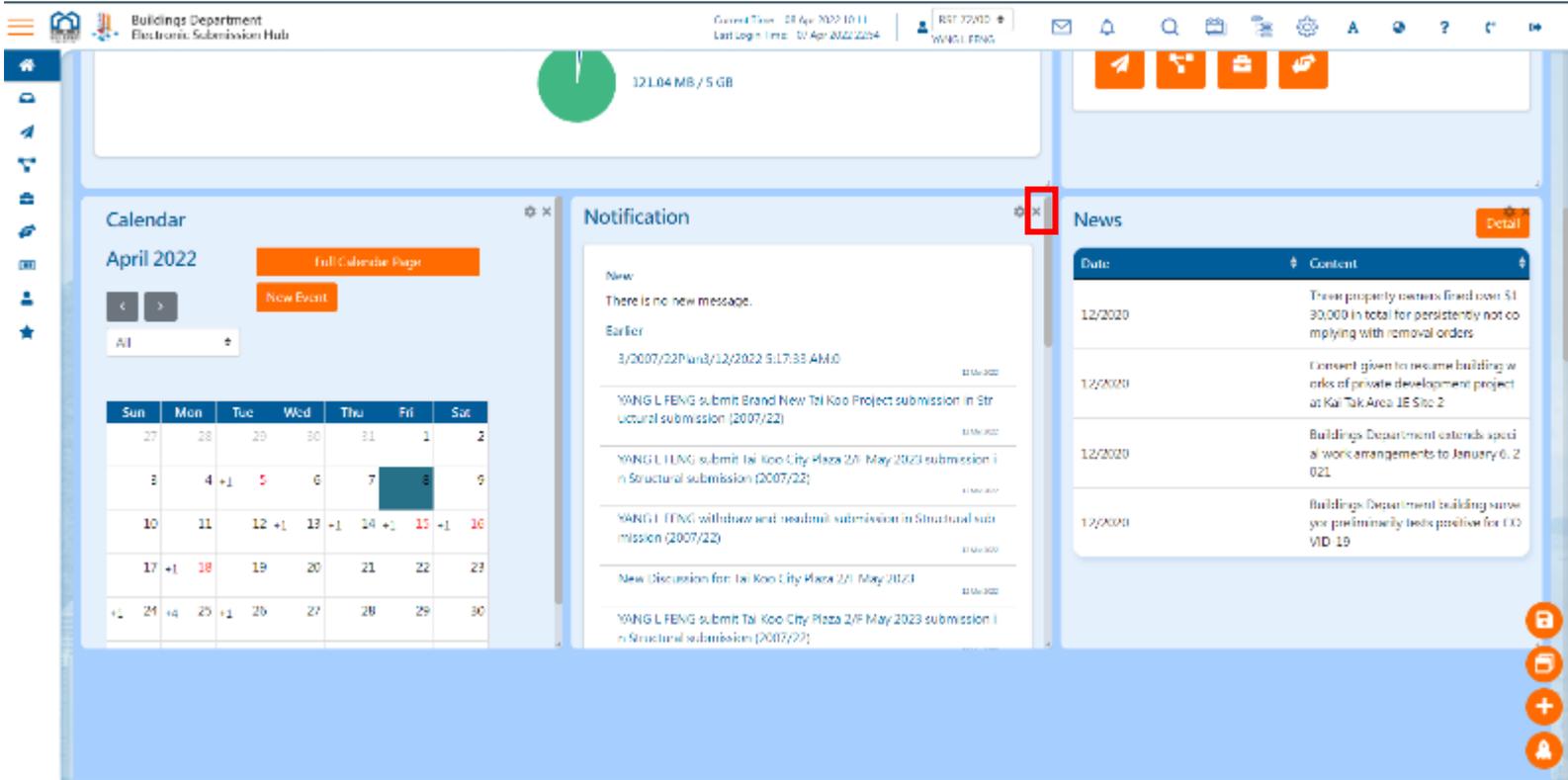
2.

- After clicking the "Delete Widget" button, a success message will be prompted and the widget will be removed accordingly

- Click "Save" button at the bottom right corner to save the changes made

3.

	• After clicking the "Save" button, a success message will be prompted and the widget will be removed accordingly from the landing page
4.	

2.2.17.6 Resize Widget

Step #	Step Detail & Screen
1.	• Locate one of the widgets • Click the "Resize Widget" mark at the bottom right corner of the widget

2.	• Drag the widget to resize it.

- Click the "Save" button at the bottom right corner to save the changed made

3.

4.	• After clicking the "Save" button, a success message will be prompted and the widget will be resized accordingly in the landing page 	

2.2.17.7 Restore Widget Default Settings

Step #	Step Detail & Screen
1.	• Locate and click the "Restore Default Settings" button at the bottom right corner

2.	• After clicking the "Restore Default Settings" button, the "Restore Default Widget" message box will be prompted • Click the "OK" button to confirm to restore the default widget layout and continue
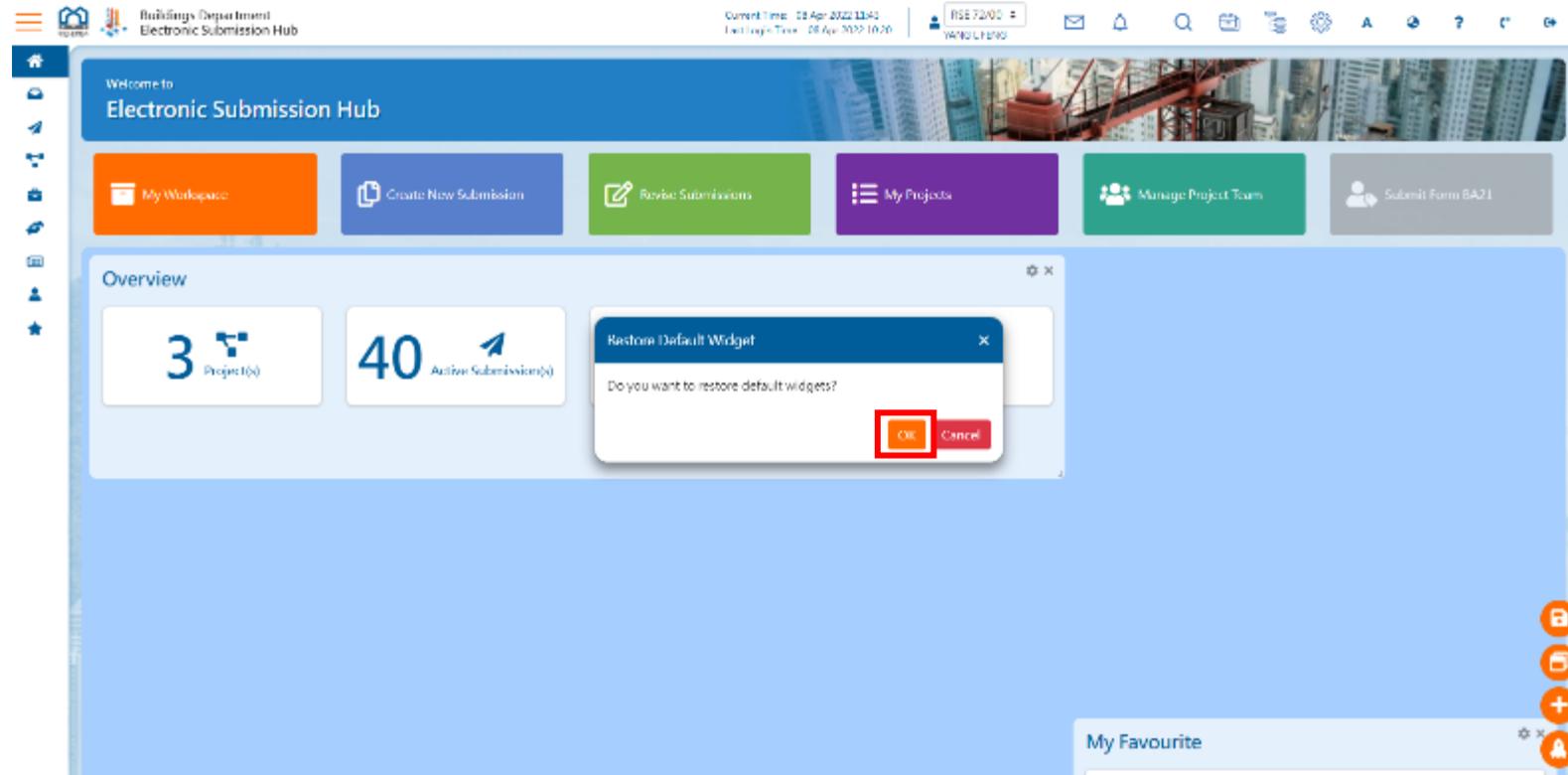
	• After clicking the "OK" button, a reset message will be displayed and the widgets will be restored to the system default layout
3.	
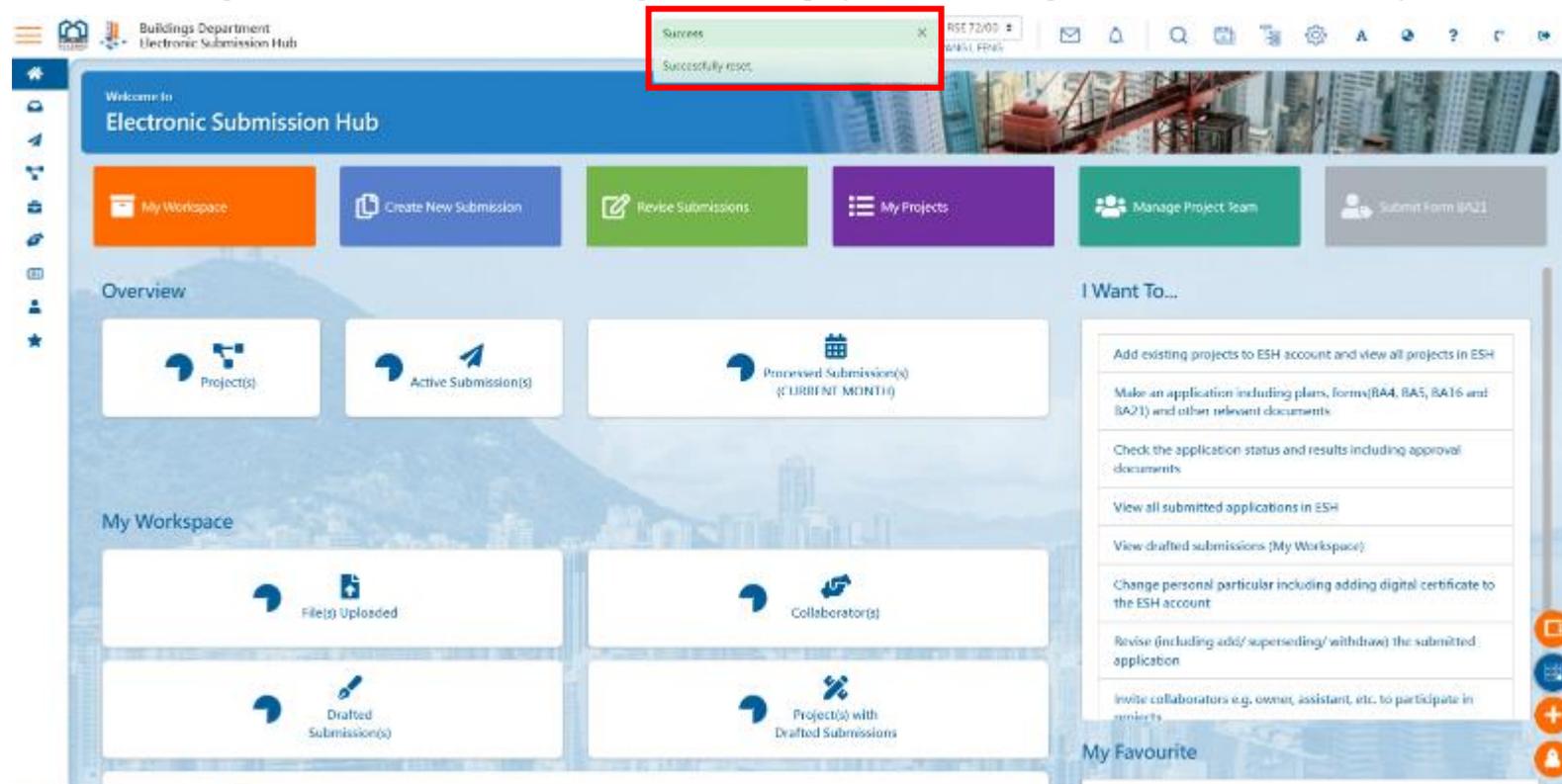
2.2.18 Add Digital Certificate to Existing Account

Step #	Step Detail & Screen
1.	• Log in ESS and go to "My Account" • Locate "Digital Certificate Status"

Kowloon

Hong Kong

Email Address*   jinglin1212@gmail.com

Telephone No.   055543211
(For receiving message from BD by SMS, if applicable)

Default Role*   RSE 80/02

Preferred Language*   ● English   ○ Traditional Chinese   ○ Simplified Chinese

"iAM Smart" Status   Already Registered(TANG S PING)

Digital Certificate Status

Issued to	Serial Number	Issued By	Expiry Date	Action
No Record Found.				

Add New Digital Certificate ⓘ

Method of Notification   ● Email Notification Channel

Attention:
Your update of contact information here is only for the use of ESH. To comply with the statutory requirement stipulated under Regulation 45 of the Building (Administration) Regulations in respect of change of contact information, you are still required to submit the specified Form BA 24 (not available in ESH at this stage).

2.	- Click "Add New Digital Certificate" button, and "Add Digital Certificate" window pops out - Browse for the corresponding e-certificate, and click "Confirm" button
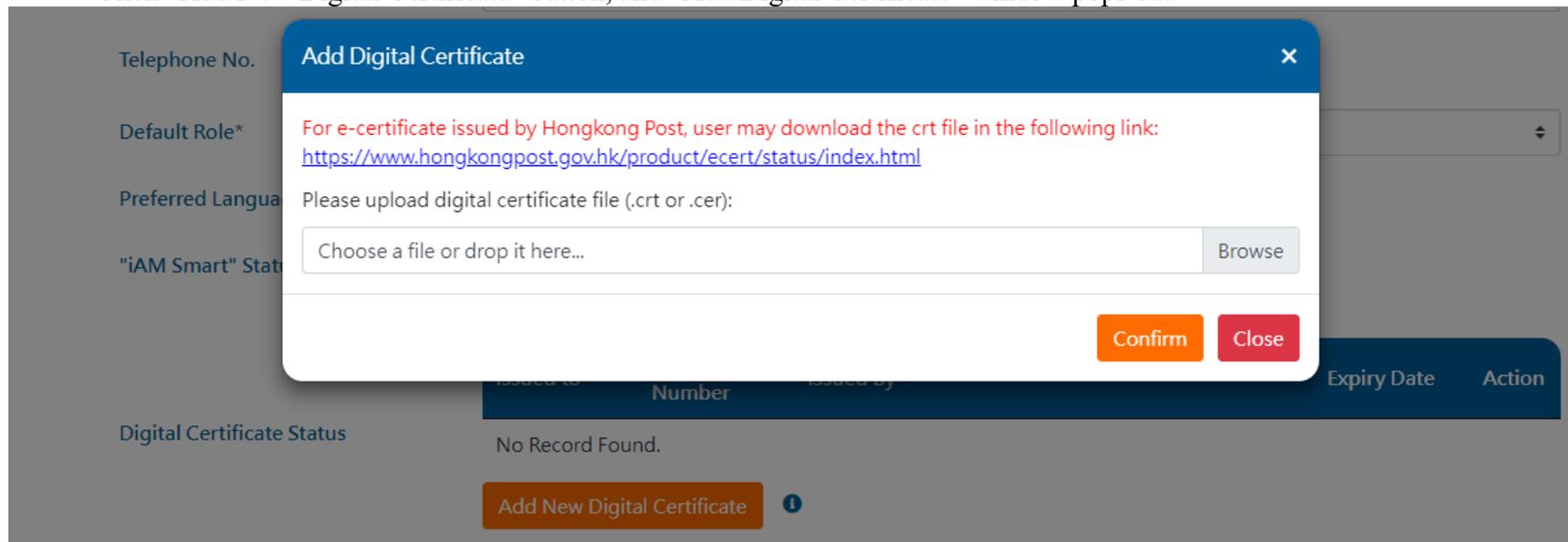
Organize ▾   New folder

Name	Date modified	Type
⬇ Download 📌		
📄 Documen 📌		
🖼 Pictures 📌		
📁 10. Checklisti		
📁 MXA Supplie		
📁 Promo		
🔒 11527927	21/10/2021 9:56 am	Security Cer

File name: 11527927   Custom Files

Open   Cancel

load the crt file in the following link:
..ndex.html

Please upload digital certificate file (.crt or .cer):

Choose a file or drop it here...   Browse

Confirm   Close

Preferred Langua

"iAM Smart" Stat

Issued to   Number   Issued by   Expiry Date   Action

Digital Certificate Status

No Record Found.

Add New Digital Certificate ⓘ

3.

- Perform signing with digital certificate file or token
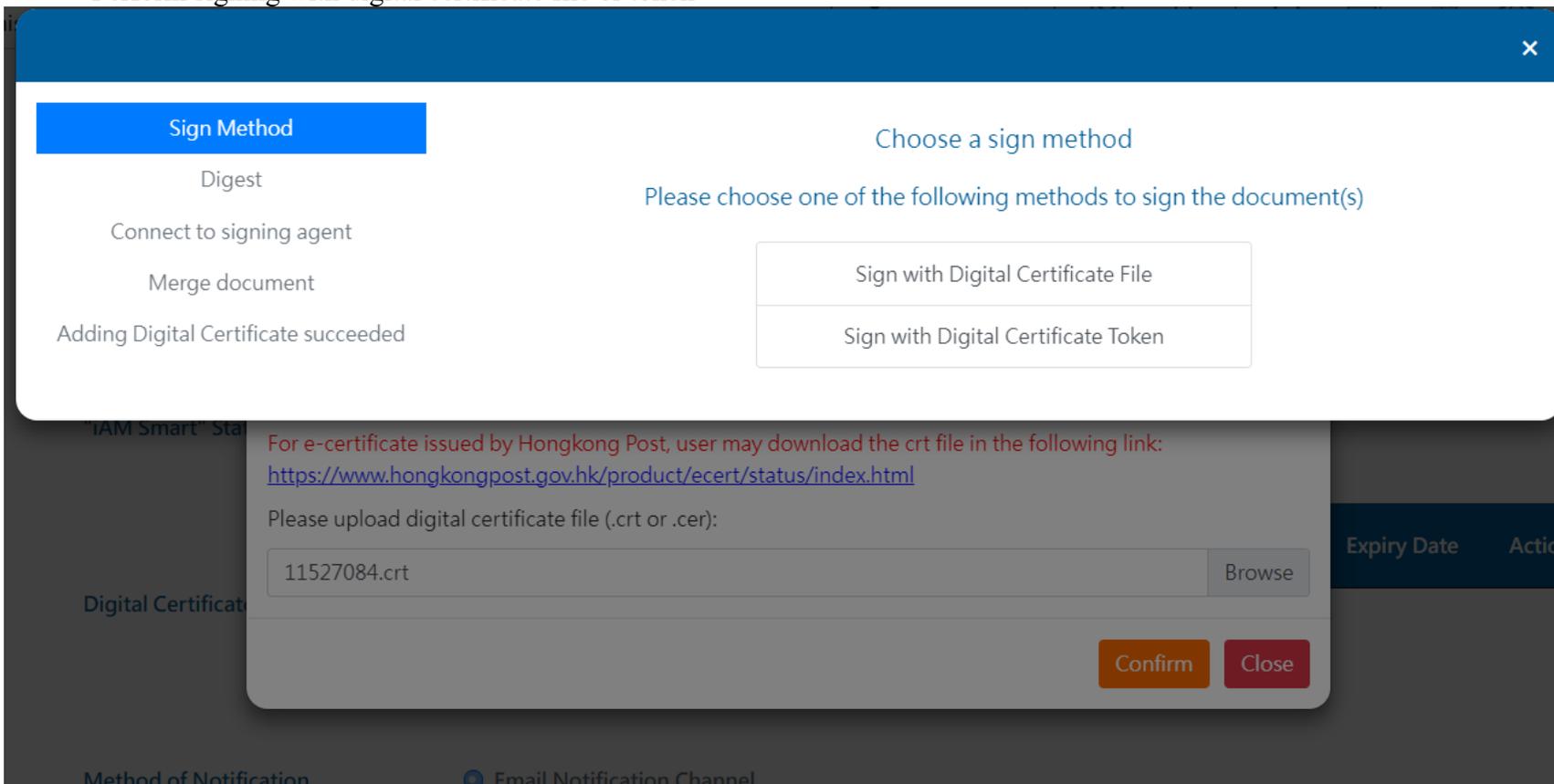
- Digital certificate is added to the existing account

Sign Method

Digest

Connect to signing agent

Merge document

Adding Digital Certificate succeeded

Adding Digital Certificate Fail

Adding Digital Certificate succeeded

	Issued to	Serial Number	Issued By	Expiry Date	Action
Digital Certificate Status	Y N TAO	78A40E2D	CN=ID-CERT SIGNING CA CERT 3 (TRIAL), OU=BRN 31346952-000, O=DIGI-SIGN CERTIFICATION SERVICES LIMITED, C=HK	05 Oct 2024	🗑

Add New Digital Certificate ⓘ

- Click "Save" button to finish the whole process

	Issued to	Serial Number	Issued By	Expiry Date	Action
Digital Certificate Status	Y N TAO	78A40E2D	CN=ID-CERT SIGNING CA CERT 3 (TRIAL), OU=BRN 31346952-000, O=DIGI-SIGN CERTIFICATION SERVICES LIMITED, C=HK	05 Oct 2024	🗑

Add New Digital Certificate ℹ

Method of Notification   🔘 Email Notification Channel

Attention:

Your update of contact information here is only for the use of ESH. To comply with the statutory requirement stipulated under Regulation 45 of the Building (Administration) Regulations in respect of change of contact information, you are still required to submit the specified Form BA 24 (not available in ESH at this stage)

Save   **Reset**   **Cancel**

- Account information has been updated successfully

rtment
nission Hub

Current Time: 28 Jun 2022 20:30   RSE 86/89 ⇕

Successfully Saved   ✕

Your account setting has been updated.

OK

Digital Certificate Status

(TRIAL), OU=BRN
TIFICATION   0

Method of Notification   ◉ Email Notification Channel

Attention:

Your update of contact information here is only for the use of ESH. To comply with the statutory requirement stipulated under Regulati
(Administration) Regulations in respect of change of contact information, you are still required to submit the specified Form BA 24 (not
stage).

Save   Reset   Cancel

2.3   Manage Project Team

The function of "Manage Project Team" is only for AP/RSE/RGE/RC, but not for collaborators or owners. This function allows AP/RSE/RGE/RC to perform the following:

a)   to invite owner representative(s) under List of Owners so that

    (i)   ESH can recognise the user as the owner representative of a particular project made/to be made via ESH under the AP/RSE/RGE/RC in concern and enable the user to perform the digital signatures on the submission documents of the project for meeting the statutory requirements. The permissions to apply digital signatures will be automatically granted upon the owner representative(s) accepted the invitation from the AP/RSE/RGE/RC in concern.

    (ii)   AP/RSE/RGE/RC can also grant additional "Read" permission to the owner representative(s) for enabling viewing the draft submissions under preparation in his/her e-workspace.

b)   to invite collaborator(s) under List of Collaborators so that

    (i)   the collaborators can assist the AP/RSE/RGE//RC to jointly prepare submissions/applications to be made via ESH, by granting them various permissions, such as "Read", "Read and modify", "Read, modify and create draft submission" or "Read, modify and create & delete draft submission", but without signing permission.

2.3.1 Lists of Project Team Members

Step #	Step Detail & Screen
1.	• Locate and click the "Manage Project Team" button at the Quick Buttons

OR

- On the left menu, locate and click the "Manage Project Team"

2.

- After clicking the "Manage Project Team" button, the page will be redirected to the "Manage Project Team" page
- In this page, two lists will be shown, namely the **List of Collaborators** and the **List of Owners**
- User is able to perform the below actions for each list:
  - View and search for a project member
  - Invite a new project member and remove a project member from the list
  - Manage member's permission(s)

2.3.2 Procedures for Invite New Collaborator

i.   Invite a New Collaborator

Step #	Step Detail & Screen
1.	• Click the "Invite New Collaborator" button next to the List of Collaborators in the Manage Project Team page

2.	• After clicking the "Invite New Collaborator" button, you will reach the following page • Fill in the mandatory fields including the English name and the email address of the collaborator whom you want to invite • Click the "Send Invitation Email" button to confirm sending the invitation to the new collaborator **Invite New Collaborator** To invite a new collaborator, please complete the following application form. All fields with (*) are mandatory. English Name* [Elly Wong] ✓ Email* [ewongwy@readfy.com.hk] ✓ **Send Invitation Email** Cancel

3.

- After the invitation has been successfully sent, a success message will be prompted and the corresponding information will be updated in the List of Collaborators
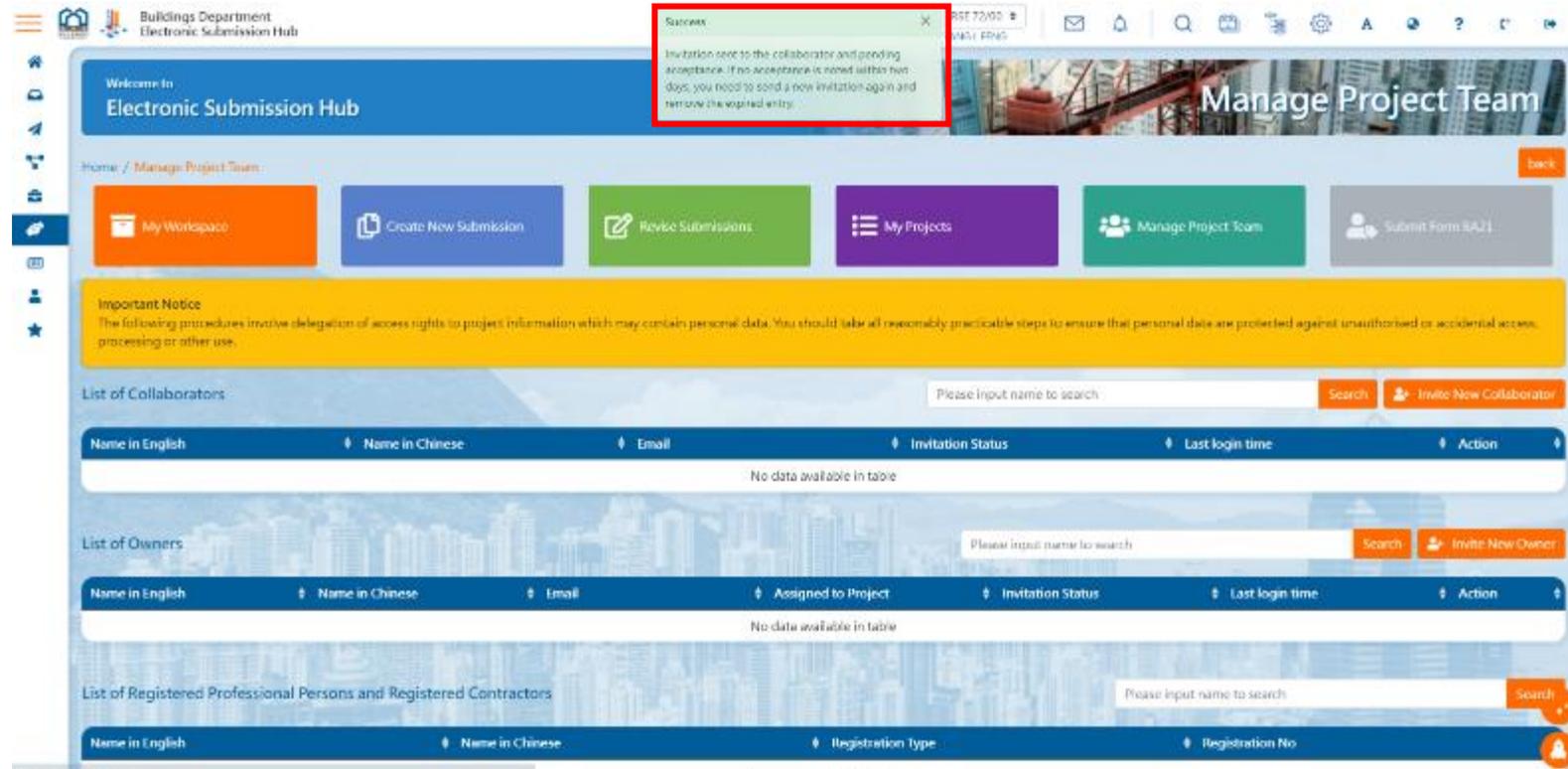
- The collaborator being invited shows up in "List of Collaborators" with the Invitation Status of "Pending Acceptance"

ii. *Accept the Invitation and/or Register a User Account by the New Collaborator*

Step #	Step Detail & Screen
1.	1. The collaborator will receive an invitation email 2. Follow the steps as stated in the email to complete the process Buildings Department - Electronic Submission Hub (ESH) - Invitation to join the Submission Preparation Workspace Inbox × eshuat-no-reply@bd.gov.hk to me 8:40 PM (0 minutes ago) Dear L Y YUN, You are invited by Y N TAO to join as a collaborator to his/her workspace. If accept, please access ESH login page to complete the process. 1.Click "Register a collaborator account by invitation code" 2. Select "Activate your account with digital-Certificate" or "Login with iAM Smart" 3. Input invtitation code: f1ef3383-6fe4-4d76-9fdc-ed5d98b45122 4. Click "Confirm" and continue the process. The above invitation code will be expired on 30 Jun 2022. ****************************** **ATTENTION** ****************************** For enquiry, please contact us at telephone no. 3580 1000 (Handled by "1823") or via the following email: esh-helpdesk@bd.gov.hk. Please do not reply to this email as it comes from an automated mailbox. ***
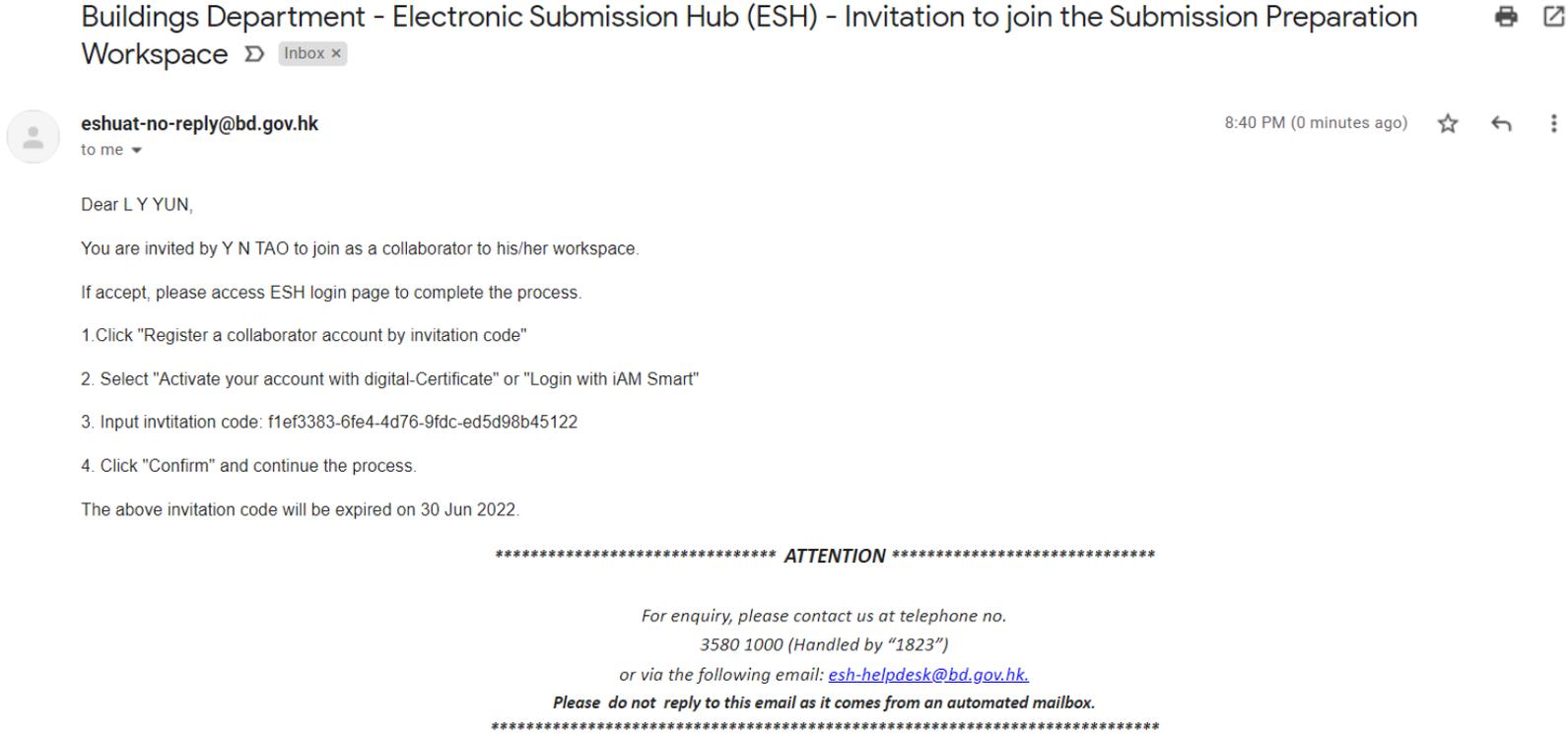
| 2. | ● Open ESS Login Page
● Click "Register an owner or collaborator account by invitation code/set initial password" |

- Select "Activate your account with digital-Certificate" or "Login with iAM Smart"

- Input the invitation code given in the invitation email

- Click "Confirm" and continue the process.

3.	● If the collaborator has already registered a ESH account, just log in with Login Name and Password Application for registration as a collaborator of Electronic Submission Hub To become a registered collaborator, please complete the following application form. All fields with (*) are mandatory. *Do you have an account of ESH system ● Yes ○ No *Login Name [lyyun ✓] *Password [••••••••• 🚫] Password Policy [Login as collaborator]
4.	● If the collaborator doesn't have an ESH account, registration fields will show up, fill in mandatory fields:

Buildings Department
Electronic Submission Hub

About ESH | FAQ | User Manual | A Text Size | Language | ? Help

Application for registration as a collaborator of Electronic Submission Hub

To become a registered collaborator, please complete the following application form. All fields with (*) are mandatory.

*Do you have an account of ESH system   ○ Yes   ● No

*Login Name   lyyun   ✓

*Title   ● Mr   ○ Mrs   ○ Ms   ○ Miss

Full Name   L Y YUN   ✓

Chinese Name

*Contact Address   123 Waterloo Street   ✓

*Email   jinglin1212@gmail.com   ✓
Email address must be the same as the receiver of invitation email

*Telephone No.   12345678   ✓
(For receiving message from BD by SMS, if applicable)

Issued to	Serial Number	Issued By	Expiry Date	Action
L Y YUN	78A40E72	CN=ID-CERT SIGNING CA CERT 3 (TRIAL), OU=BRN 31346952-000, O=DIGI-SIGN CERTIFICATION SERVICES LIMITED, C=HK	05 Oct 2024	🗑

Digital Certificate Status

*Languages

● English　○ Traditional Chinese
○ Simplified Chinese

Captcha

DWXM

KU9WJ9

- Read the "Terms and Conditions for Use of Electronic Submission Hub of Buildings Department", "Privacy Policy Statement for Electronic Submission Hub (ESH) provided by Buildings Department", "Personal Information Collection Statement", and click "Send" button

provided to BD by the User will also be used for data comparison during registration and activation of the ESH account of the User and account management and regular checking to confirm the User's identity and eligibility for using ESH in relation to the provision of electronic services of ESH.

BD will specify the collection purpose and intended usage of the User's personal data collected. The User will be informed of the means to request access to or correction of the personal data provided.

Personal Information Collection Statement

1. Purposes of Collecting Personal Data

(i) Personal data relating to the use of the ESH are collected for the following purposes:

    a. Registration, activation, management of the ESH personal account of the User and regular checking to confirm the User's identity and eligibility for using the ESH;

    b. processing relevant submissions and applications under the Buildings Ordinance (Cap. 123) ("BO");

☑ I have read and agreed to the above Terms and Conditions for Use of ESH, Privacy Policy Statement for ESH and Personal Information Collection Statement.

Send   Cancel

- Collaborator account is registered

Set Account Password
Email is sent to your registered email address. Please check your email and set your initial account password by the activation key within 15 minutes in order to complete the registration of your user account.

5.	● Collaborator will receive an email again to set initial password **Buildings Department - Electronic Submission Hub (ESH) – Initial Password Setup** ∑ [Inbox ×] 🖨 ⤢ 👤 **eshuat-no-reply@bd.gov.hk** 9:20 PM (1 minute ago) ☆ ↩ ⋮ to me ▾ Dear L Y YUN, Please access ESH login page to set your initial password. 1. Click "Register an owner or collaborator account by invitation code / set initial password" 2. Select "Set initial password" 3. Input activation key: 72153f34-023a-4019-a094-f0ab6d20336f 4. Click "Confirm" and set initial password The activation key will be expired on 28/06/2022 09:34:49 下午. ***************************** *ATTENTION* ***************************** *Address all enquiries to esh-helpdesk@bd.gov.hk .* *The e-mail account sending this message is not intended for incoming mail.* *Messages delivered to it will be ignored !* *** ● Go to ESH Login Page

- Click "Register an owner or collaborator account by invitation code / set initial password", option window pops out

- Select "Set initial password", and input activation key given in the email, and click "Confirm" button

- Set initial password, and confirm

2.3.3 Procedure for Invite Owner

Prerequisite: Complete View Project Team Members

i. Invite Owner

Step #	Step Detail & Screen
1.	• Locate and click on the "Invite New Owner" button

2.	- After clicking "Invite New Owner", you will reach the following page - Fill in all the mandatory information including the English name and the email address of the owner whom you want to invite - Select the project(s) the owner representative is related to
	Please note:
	  a. Upon the owner representative accepted the invitation, he/she will be automatically given with the signing permission for that particular project(s). The AP/RSE/RGE/RC in concern does not need to further grant this type of permission
	  b. If subsequently additional project is required to be assigned to an owner representative who has already added in the List of Owners, the AP/RSE/RGE/RC in concern need to un-assign that owner and perform the invitation process again to select all relevant projects - Click the "Send Invitation Email" button to confirm sending the invitation to the new owner representative

- After clicking the "Send Invitation Email" button, a success message will be prompted and the corresponding information will be updated in the List of Owners

Owner being invited shows up in List of Owners with the Invitation Status of "Pending Acceptance"

ii. *Accept the Invitation and/or Register Owner Account*

Step #	Step Detail & Screen
1.	• The owner will receive an invitation email Buildings Department - Electronic Submission Hub (ESH) - Invitation to join the Submission Preparation Workspace Ɑ Inbox × eshuat-no-reply@bd.gov.hk 10:47 AM (2 minutes ago) to me ▾ Dear CHIU C JU, You are invited by Y N TAO to join as the owner representative in ESH for the project. If accept, please access ESH login page to complete the process. 1. Click "Register an owner or collaborator account by invitation code / set initial password" 2. Select "Activate your account with digital-Certificate" or "Login with iAM Smart" 3. Input invtitation code: 8fd149f7-b65a-4b05-8fe7-76d864220d4f 4. Click "Confirm" and continue the process. The above invitation code will be expired on 01 Jul 2022. ****************************** *ATTENTION* ****************************** *For enquiry, please contact us at telephone no.* *3580 1000 (Handled by "1823")* *or via the following email: esh-helpdesk@bd.gov.hk.* **Please do not reply to this email as it comes from an automated mailbox.** *** • Follow the steps as stated in the email to complete the process
2.	•

- Open ESS Login Page

- Click "Register an owner or collaborator account by invitation code/set initial password"

-

- Select "Activate your account with digital-Certificate" or "Login with iAM Smart"

-
- Input the invitation code given in the invitation email

	Buildings Department **Electronic Submission Hub** About ESH | FAQ | User Manual | Text Size | Language | ? Help Invitation Code 8fd149f7-b65a-4b05-8fe7-76d864220d4f Confirm Cancel • Click "Confirm" and continue the process.
6.	• If the owner has already registered a ESH account, just log in with Login Name and Password Application for registration as an owner of Electronic Submission Hub To become a registered user, please complete the following application form. All fields with (*) are mandatory. *Do you have an account of ESH system ● Yes ○ No *Login Name chiucju *Password •••••••••• Password Policy Login as Owner
7.	• If the owner doesn't have an ESH account, registration fields will show up, fill in mandatory fields:

Application for registration as an owner of Electronic Submission Hub
To become a registered user, please complete the following application form. All fields with (*) are mandatory.

*Do you have an account of ESH system   ○ Yes   ● No

*Login Name   chiucju

*Title   ● Mr   ○ Mrs   ○ Ms   ○ Miss

Full Name   CHIU C JU

Chinese Name

*Contact Address   123 Waterloo Street   ✓

*Email   jinglin1212@gmai.com   ✓

Issued to	Serial Number	Issued By	Expiry Date	Action
Digital Certificate Status CHIU C JU	78A40EF1	CN=ID-CERT SIGNING CA CERT 3 (TRIAL), OU=BRN 31346952-000, O=DIGI-SIGN CERTIFICATION SERVICES LIMITED, C=HK	05 Oct 2024	

*Languages
◉ English   ○ Traditional Chinese
○ Simplified Chinese

Captcha

5AKJMW

5AKJMW ✓

- Read the "Terms and Conditions for Use of Electronic Submission Hub of Buildings Department", "Privacy Policy Statement for Electronic Submission Hub (ESH) provided by Buildings Department", "Personal Information Collection Statement", and click "Send" button

provided to BD by the User will also be used for data comparison during registration and activation of the ESH account of the User and account management and regular checking to confirm the User's identity and eligibility for using ESH in relation to the provision of electronic services of ESH.

BD will specify the collection purpose and intended usage of the User's personal data collected. The User will be informed of the means to request access to or correction of the personal data provided.

Personal Information Collection Statement

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    a. Registration, activation, management of the ESH personal account of the User and regular checking to confirm the User's identity and eligibility for using the ESH;

    b. processing relevant submissions and applications under the Buildings Ordinance (Cap. 123) ("BO");

☑ I have read and agreed to the above Terms and Conditions for Use of ESH, Privacy Policy Statement for ESH and Personal Information Collection Statement.

Send   Cancel

- Owner account is registered

Set Account Password
Email is sent to your registered email address. Please check your email and set your initial account password by the activation key within 15 minutes in order to complete the registration of your user account.

| 8. | ● Owner will receive an email again to set initial password |

Buildings Department - Electronic Submission Hub (ESH) – Initial Password Setup   Inbox ×

eshuat-no-reply@bd.gov.hk
to me ▼

11:07 AM (1 minute ago)

Dear CHIU C JU,

Please access ESH login page to set your initial password.

1. Click "Register an owner or collaborator account by invitation code / set initial password"

2. Select "Set initial password"

3. Input activation key: 0c993104-4a92-455c-985b-52dd2bd2c3e9

4. Click "Confirm" and set initial password

The activation key will be expired on 29/06/2022 11:21:49 AM.

****************************** **ATTENTION** ******************************

Address all enquiries to esh-helpdesk@bd.gov.hk .
The e-mail account sending this message is not intended for incoming mail.
Messages delivered to it will be ignored !

****

● Go to ESH Login Page

- Click "Register an owner or collaborator account by invitation code / set initial password", option window pops out

- Select "Set initial password", and input activation key given in the email, and click "Confirm" button

Activation Key

0c993104-4a92-455c-985b-52dd2bd2c3e9

Confirm Back

- Set initial password, and confirm

Set Password

Password •••••••••• 👁

Verify new password •••••••••• ✓ 👁

Password Policy

Confirm

2.3.4   2.3.4 Manage Permission of Project Team

Prerequisite: Complete <u>View Project Team Members</u>

Step #	Step Detail & Screen
1.	• Locate one of the collaborator or owner in respect of whom for whom you want to update their permissions • Click the "Manage Permission" button next to the entry
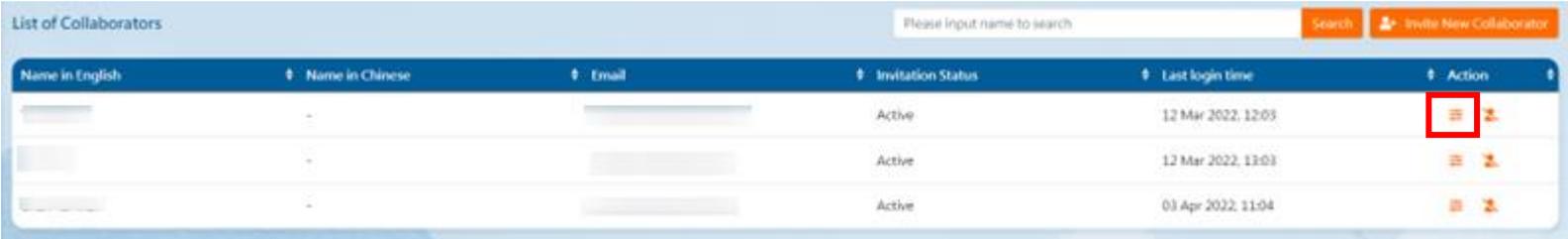
2.

• After clicking the "Manage Permission" button, the "Manage Permission" table of that user will be prompted a table for the selected project team member

• If the table concerning selected member is a collaborator, all the activated projects of the AP/RSE/RGE/RC account will be shown in the table for the AP/RSE/RGE/RC to manage permissions.
• If the table concerning selected member is an owner, only the project(s) that the owner has assigned to during the invitation process will be shown in the table for the AP/RSE/RGE/RC to manage permissions.

3.

- When you click on a project in the list on the top of the "Manage Permission" table, all existing draft submissions (submissions/applications under preparation and not yet submitted) in the workspace of the AP/RSE/RGE/RC concerning that project will be shown in the list at the bottom.

4.	• Permissions can be set to by project level, i.e. apply to every draft submission of submissions under that project. Please refer to Step 5 below. OR • Permission can be set individually by particular submission(s), i.e. only apply only to one submission or a few draft submissions under that project. Please refer to Step 6 below.

5.	Set permission by project level
	
	• At the list on the top, select and click on a project to manage the corresponding permission
	• Click the "Permission Granted" field in the row of the selected project to expand and view the drop-down list
	• Select one combination option of permissions to be granted
	    • By default, the permission(s) so granted has no expiry period
	    • If you want to set duration for the assigned combination of permission, you can check the checkbox of the duration and set the period
	        • After setting the duration, the "Draft Submission of the Selected Project in My Workspace" will be updated with the access duration.
	• The permissions and/or duration set will automatically be applied to all draft submissions under that project as indicated in the list at the bottom
	• Click the "Confirm" button to save the changes made. Go to Step 7.
	The permissions and/or duration set will be applied to all draft submissions under that project

6.	Set permission by submission level	
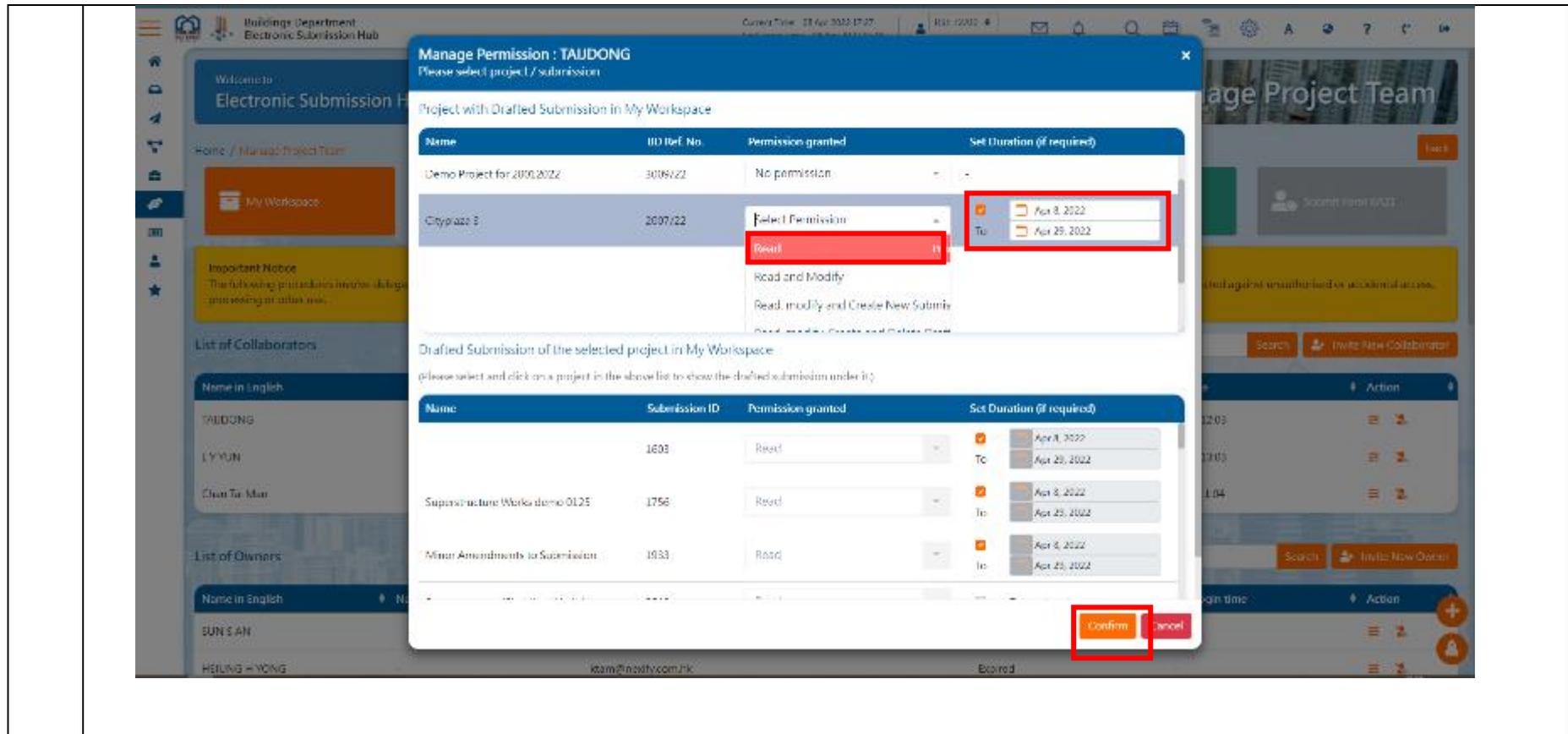
Set permission by submission level

- Firstly, at
- At the list on the top, select and click on a project to manage the corresponding permission
- Click the "Permission Granted" field in the row of the selected project to expand and view the drop-down list
- Select the option "See table below for each submission" to enable setting permissions to each draft submission one by one
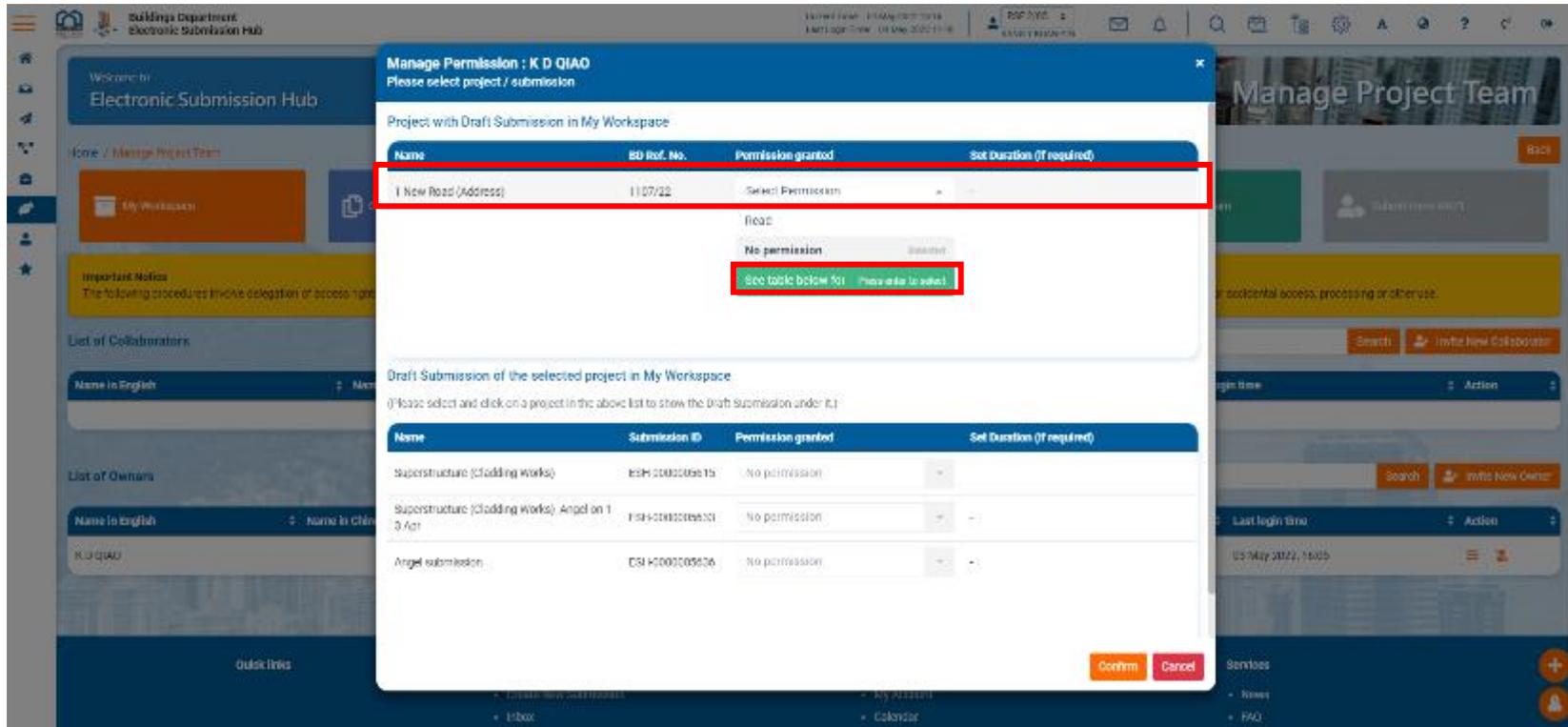
-
- At the list at the bottom, select and click on a submission to manage the corresponding permission, one by one
- Click the "Permission Granted" field in the row of the selected submission to expand and view the drop-down list
- Select one combination option of permissions to be granted to the selected submission
  - By default, the permission(s) granted has no expiry period
  - If you want to set duration for the assigned combination of permission, you can check the checkbox of the duration and set

the period
- After setting the duration, the "Draft Submission of the Selected Project in My Workspace" will be updated with the access duration.
- Click the "Confirm" button to save the changes made

7.	• After clicking the "Confirm" button, a success message will be prompted

2.4 My Projects

The function of "My Projects" allows user to view active project summary, activate an existing project, search a project and view project detail.

2.4.1 View Active Project Summary

Step #	Step Detail & Screen
1.	• Locate and click the "My Projects" button

OR
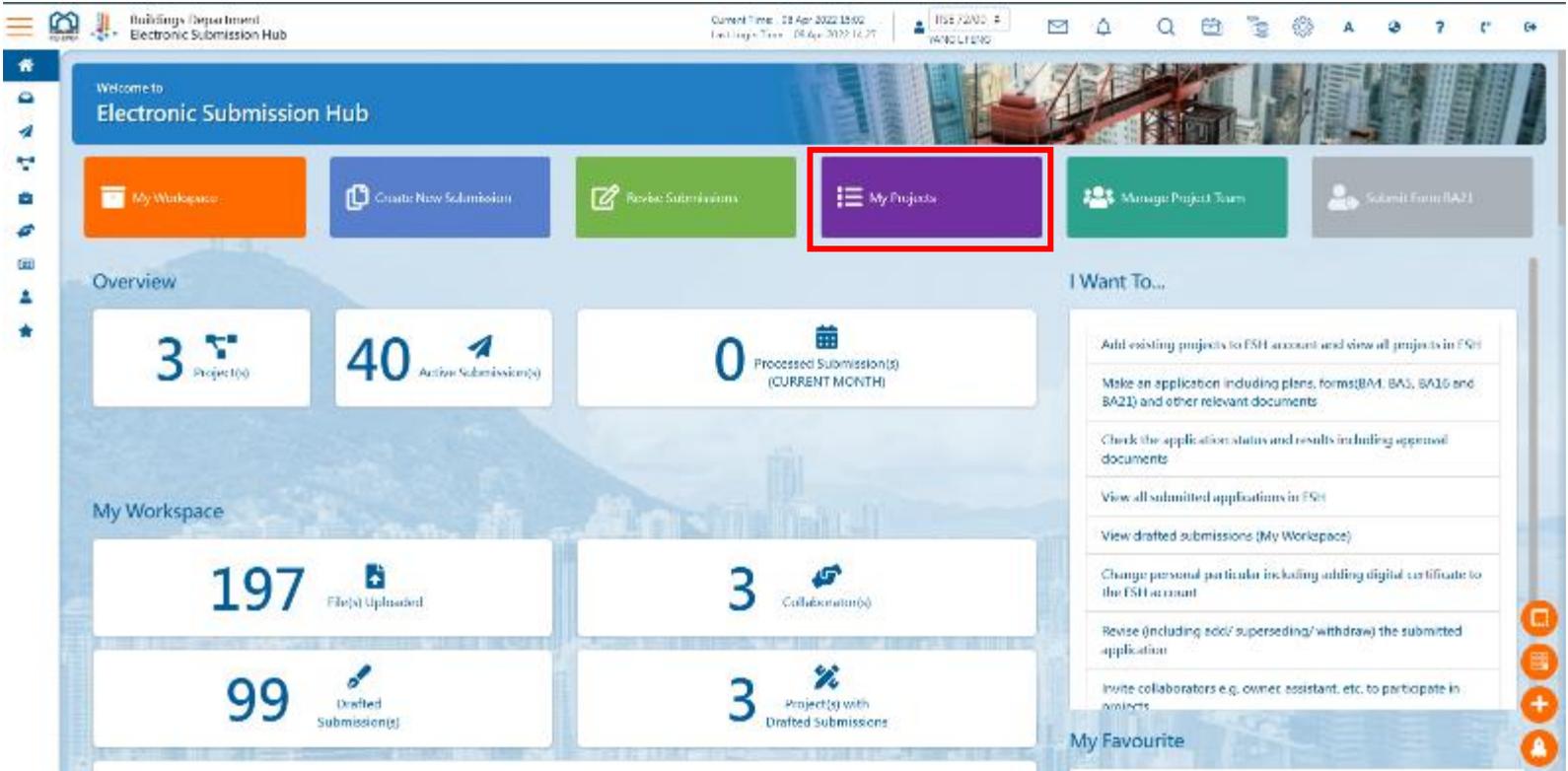
- On the left menu, locate and click the "My Projects" button
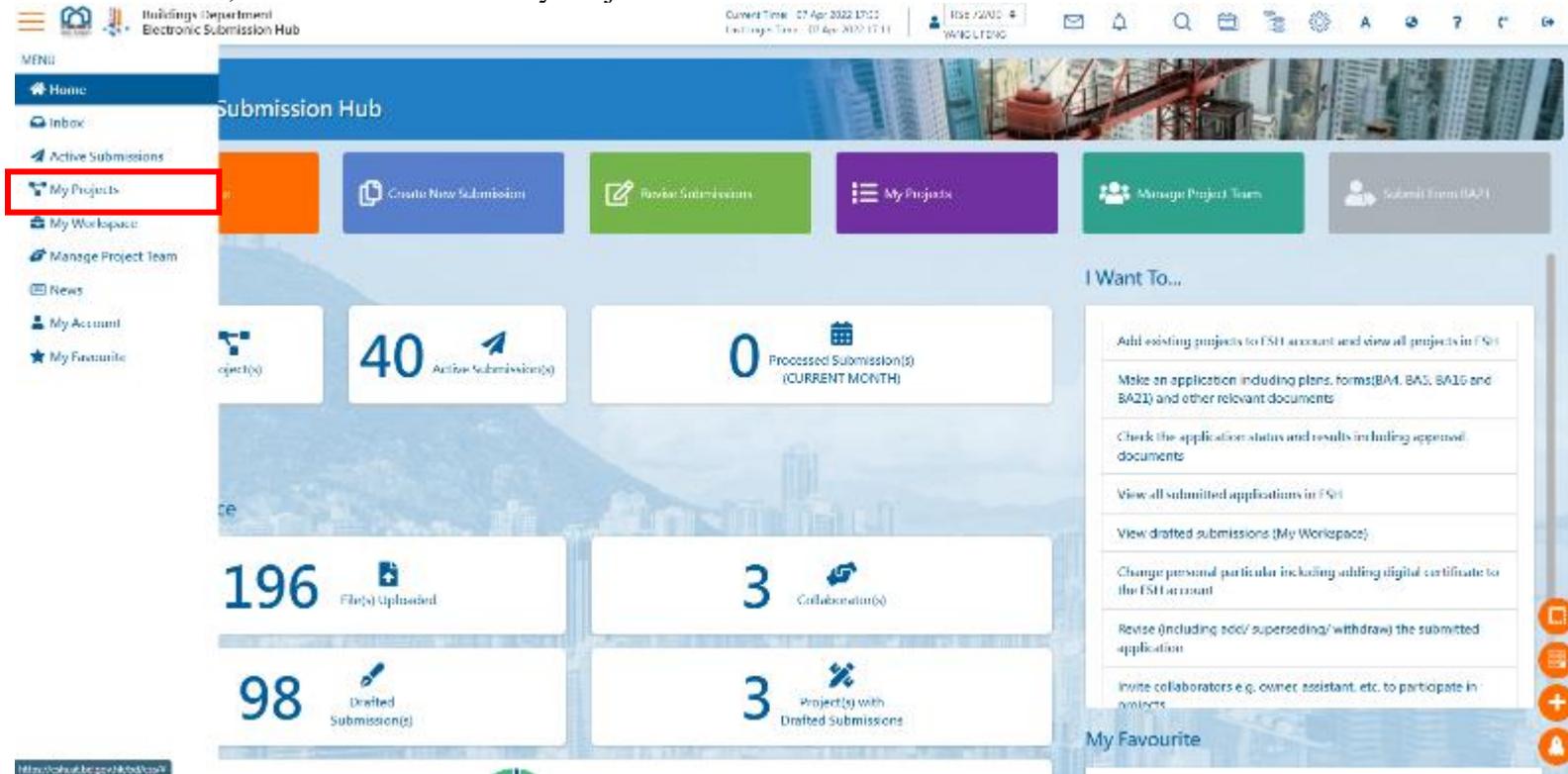
2.	- After clicking the "My Projects" button, the page will be redirected to the "My Projects" page - In this page, only the active projects activated in ESH (for collaborator/owner, only the active projects from AP/RSE/RGE/RC with signing permissions and/or addition permission granted) will be displayed. The user is able to perform the below actions: - View active project summary ESH

- Activate Project
- Search Project
- View Project Detail.

2.4.2   Activate Project

Prerequisite: Complete <u>View Active Project Summary</u>

To add any existing project to the account (by AP/RSE/RGE/RC only), click the "Activate Project" button.   Please note that only the AP/RSE/RGE/RC appointed under the project can activate the corresponding project in their ESH accounts.

Step #	Step Detail & Screen
1.	• In "My Projects" page, locate and click on "Activate Project" button. Manage Project Team Submit Form BA21 Back Activate Project Enter BD File Ref.(xxxx/xx) Search 2007/22
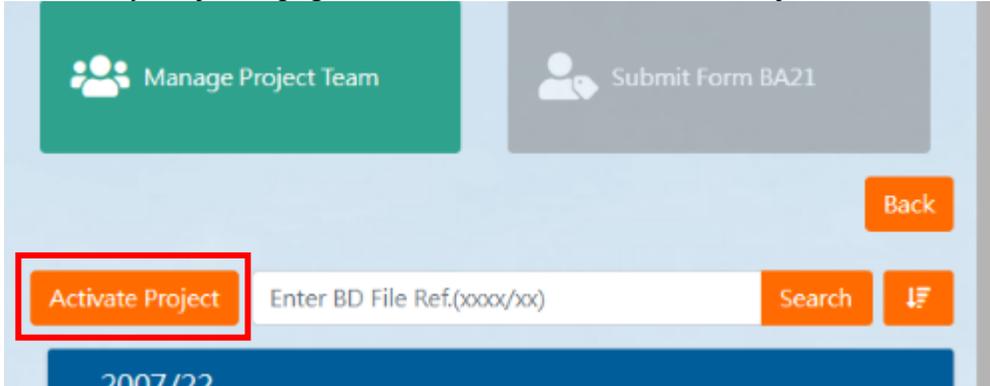
2.	• After clicking the "Activate Project" button, the "Activate Project" page will be displayed **Activate Project** ✖ Enter Project Code　Search ⓘ **BD Ref No.** ⇕ **Action** ⇕ No result that match your keyword(s)
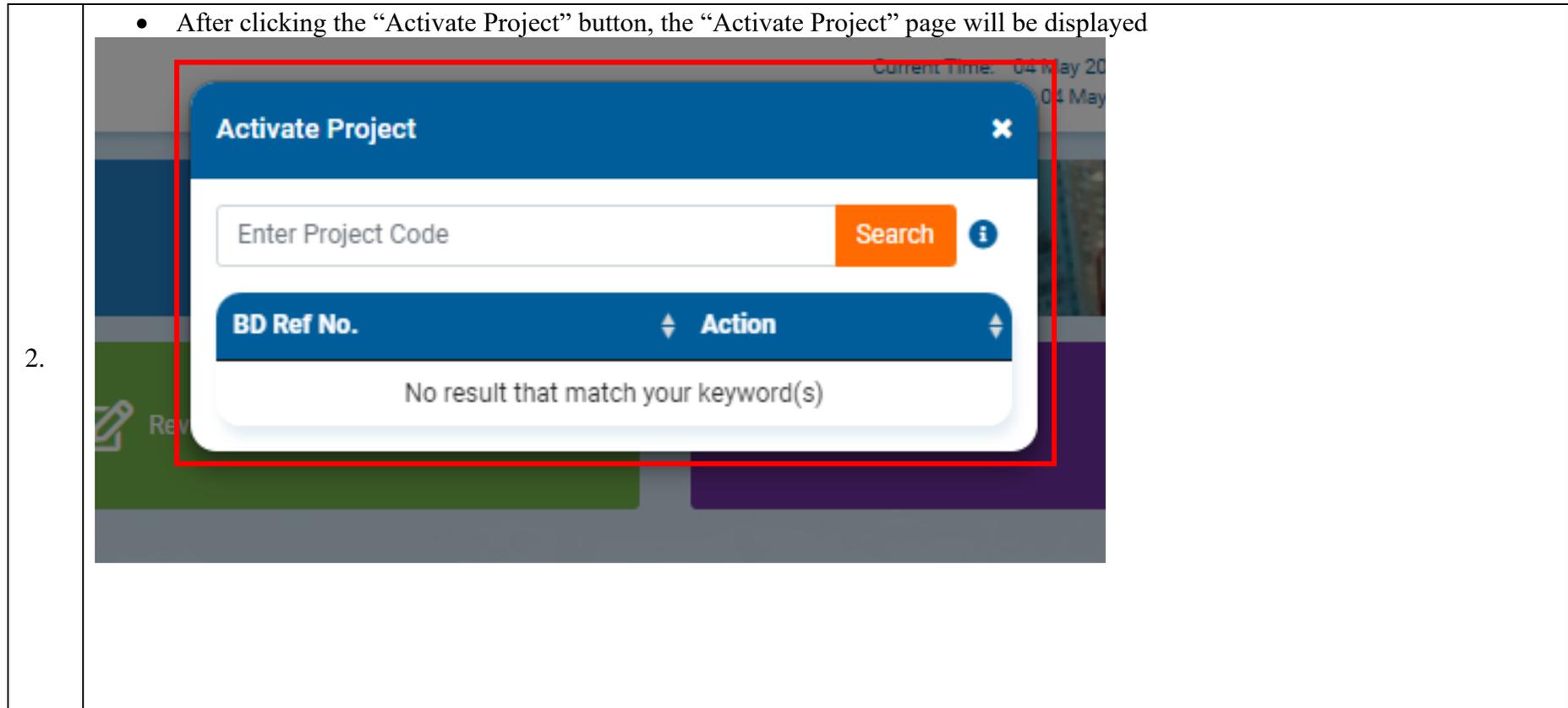
3.	• Enter the Project Code in the search area
	    • The project code mentioned above refers to the 6 digits in a BD's file reference.
	    • For example, for a project with BD's file reference BD 3/1056/22, the project code is 1056/22.
	• Click the "Search" button
	• All search results matching the project code input will be shown
	• Select and click the "Activate Project" button
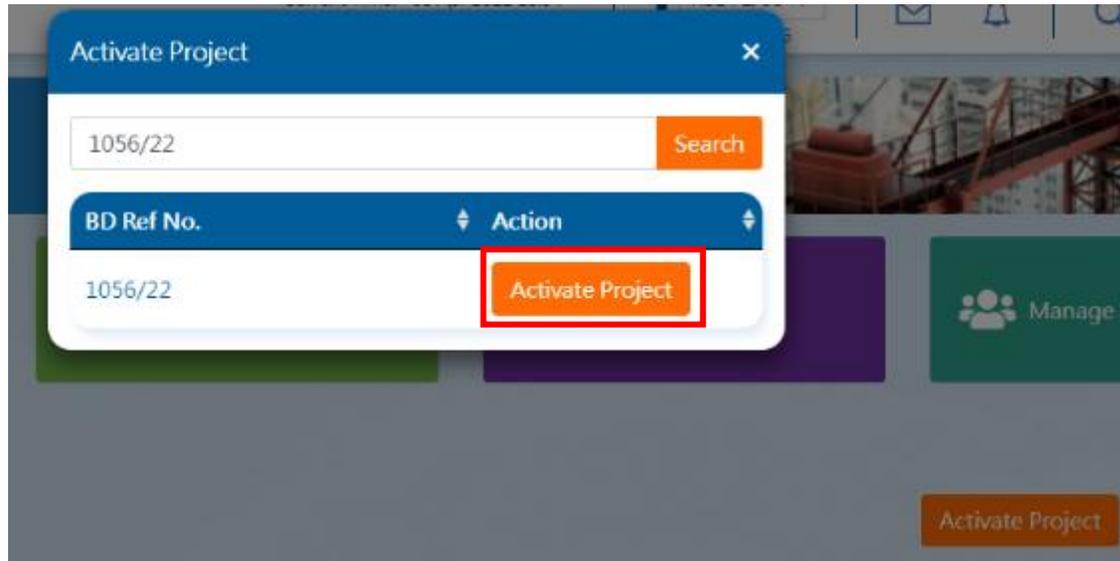
- If the project is activated successfully, a new project card will be added under the "Active Projects in ESH" in My Project page

4.

2.4.3   Search Project

Prerequisite: Complete View Active Project Summary

Step #	Step Detail & Screen
1.	• Locate the search area • Enter the keyword (i.e. project code) that you want to search • Click the "Search" button
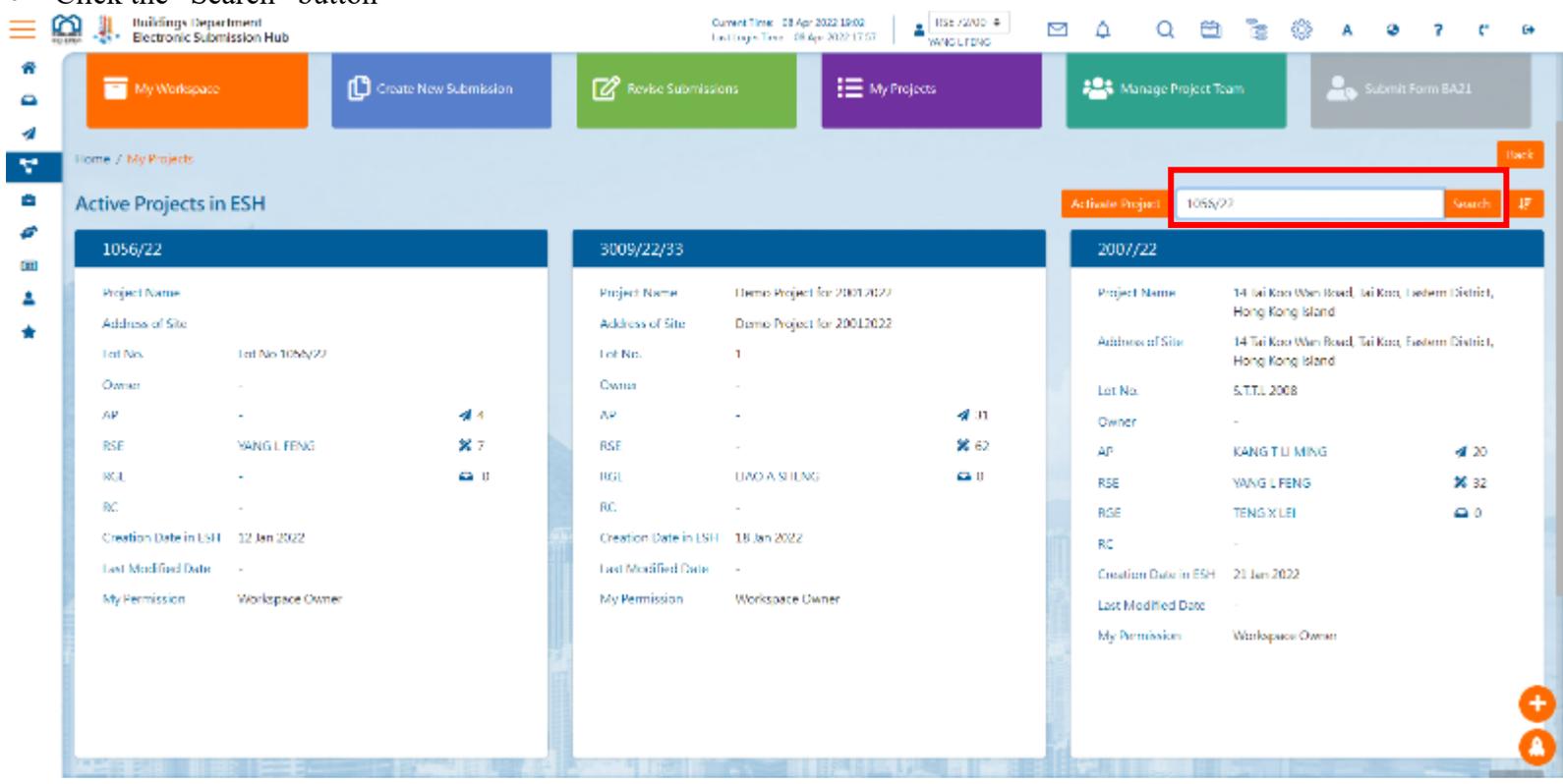
2.	• After clicking the "Search" button, the project card matching the search criteria will be displayed

2.4.4 View Project Detail

Prerequisite: Complete View Active Project Summary

Step #	Step Detail & Screen
1.	• Locate the project card that you want to view in detail • Click the project card
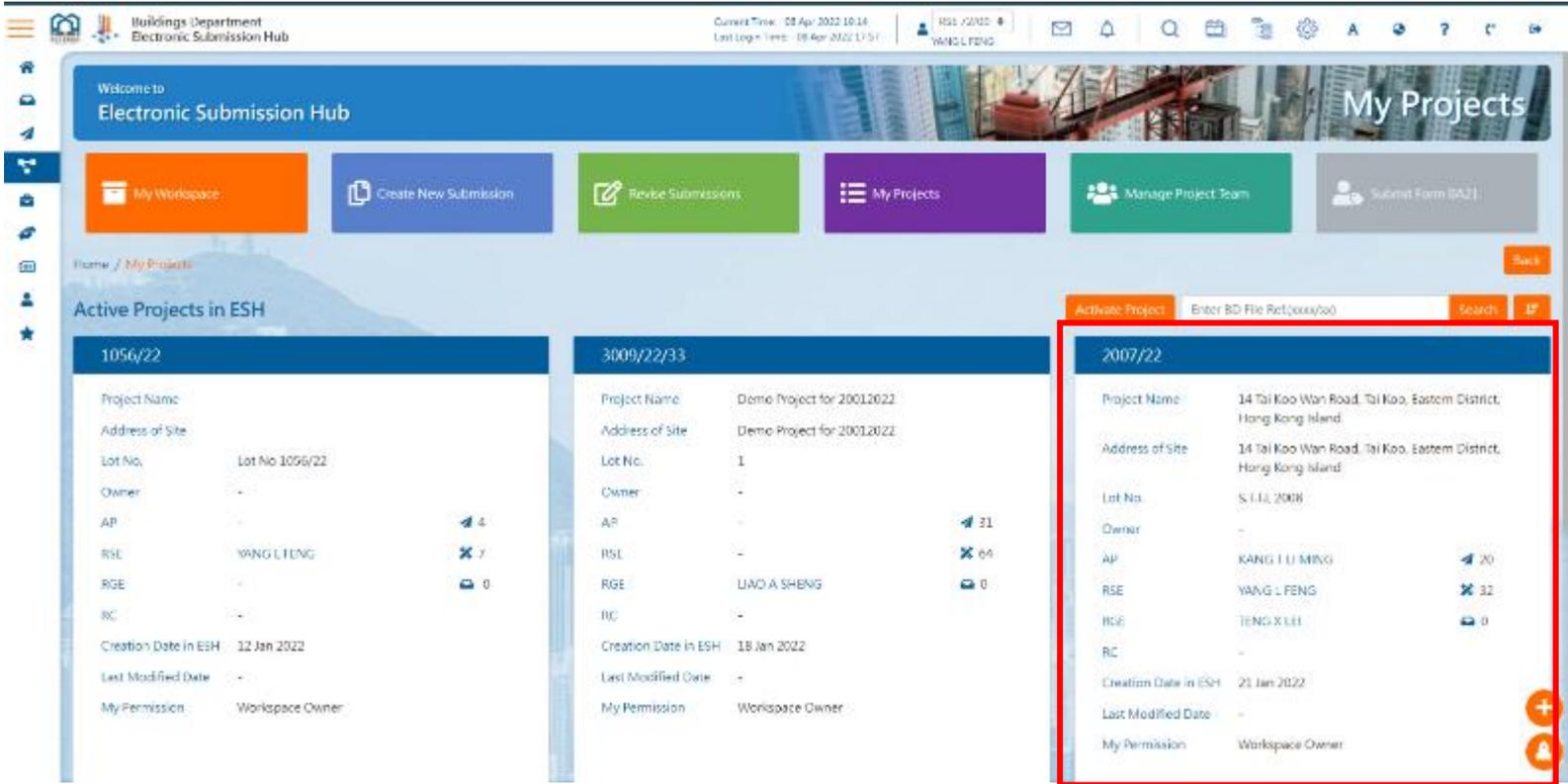
2.	• After clicking the project card, the detail project information will be displayed on the My Project page.
	• In this page, user can perform the following actions:
	  • View Project Information
	  • View the Inbox message of the selected project
	  • View the Draft Submissions
	  • View the Submitted Submissions including applications under processing and processed by BD
	  • View the Related Submissions including the subsequent revision made
	  • Create New Submission

2.4.5   Plan Index

Prerequisite: Complete View Project Details

Step #	Step Detail & Screen
1.	• Click the "Plan Index" button Home / My Projects Back Assign Collaborator **Project Information** **Project Basic Information** BD File Ref. 1077/22 Lot No. Lot 1077/22 Description - Address of Site - Project Type DEV Use of Building Domestic Creation Date in ESH 13 Jan 2022 Owner Authorized Person - Registered Structural Engineer TANG S PING Registered Geotechnical Engineer LIN J PARK Registered Contractor - Plan Index New Submission Inbox

- Plan Index window pops out:

2.	• View all Plans/Calculations/Reports/Other Documents submitted under the project by clicking the tags on the top

Plan Index	Caluculation	Report	Other

Type Of Plan	Drawing Title	Drawing No	Version	Status	Submission Date	Result Date	Latest Approval	Consent Grant D...
1077/22 Subject plan title	10-GBP FOR G/F, ELEVAT...	ABC-10	J	Processing	13 Jan 2022			
1077/22 Subject plan title	09-GBP FOR G/F, ELEVAT...	ABC-09	I	Processing	13 Jan 2022			
Superstructure (Claddin...	-	1	-	Processing	05 Feb 2022			
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022			
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022			
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022			
Superstructure (Claddin...	-	1	-	Processing	07 Feb 2022			
Superstructure (Signboa...	Test144	144321	002	Processing	16 Feb 2022			
22 Feb Superstructure (S...	-	-22 Feb A	-	Processing	22 Feb 2022			
22 Feb Superstructure (S...	-	-22 Feb B	-	Processing	22 Feb 2022			
22 Feb Superstructure (S...	-	-22 Feb C	-	Processing	22 Feb 2022			
Superstructure (Claddin...	GBP-A0	A0	001	Processing	25 Feb 2022			
Superstructure (Claddin...	GBP-A1	A1	001	Processing	25 Feb 2022			
Superstructure (Claddin...	GBP-A2	A2	001	Processing	25 Feb 2022			

Export   Clear Filter

- Filter out the desired file by filters on top of each column

Type Of Plan		Drawing Title		Drawing No	Version	
1077/22 Subject plan title		10-GBP FOR G/F, ELEVAT		Contains	J	
1077/22 Subject plan title		09-GBP FOR G/F, ELEVAT...		Contains	I	
Superstructure (Claddin...		-		Not contains	-	
Superstructure (Claddin...		-		Equals	-	
Superstructure (Claddin...		-		Not equal	-	
Superstructure (Claddin...		-		Starts with	-	
Superstructure (Claddin...		-		Ends with 1	-	
Superstructure (Signboa...		Test144		144321	002	
22 Feb Superstructure (S...		-		-22 Feb A	-	
22 Feb Superstructure (S...		-		-22 Feb B	-	
22 Feb Superstructure (S		-		-22 Feb C	-	

- Click the "Clear Filter" button at the bottom to return to full list:

Plan Index	Calculation	Report	Other

Type Of Plan	Drawing Title	Drawing No	Version	Status	Submission Date	Result Date
1077/22 Subject plan title	10-GBP FOR G/F, ELEVAT...	ABC-10	J	Processing	13 Jan 2022	
1077/22 Subject plan title	09-GBP FOR G/F, ELEVAT...	ABC-09	I	Processing	13 Jan 2022	
Superstructure (Claddin...	-	1	-	Processing	05 Feb 2022	
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022	
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022	
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022	
Superstructure (Claddin...	-	1	-	Processing	07 Feb 2022	
Superstructure (Signboa...	Test144	144321	002	Processing	16 Feb 2022	
22 Feb Superstructure (S...	-	-22 Feb A	-	Processing	22 Feb 2022	
22 Feb Superstructure (S...	-	-22 Feb B	-	Processing	22 Feb 2022	
22 Feb Superstructure (S...	-	-22 Feb C	-	Processing	22 Feb 2022	
Superstructure (Claddin...	GBP-A0	A0	001	Processing	25 Feb 2022	
Superstructure (Claddin...	GBP-A1	A1	001	Processing	25 Feb 2022	
Superstructure (Claddin...	GBP-A2	A2	001	Processing	25 Feb 2022	

Export   Clear Filter

Click the "Export" button to download the CSV file to your local drive:

Plan Index	Calculation	Report	Other

Type Of Plan	Drawing Title	Drawing No	Version	Status	Submission Date	Result
1077/22 Subject plan title	10-GBP FOR G/F, ELEVAT...	ABC-10	J	Processing	13 Jan 2022	
1077/22 Subject plan title	09-GBP FOR G/F, ELEVAT...	ABC-09	I	Processing	13 Jan 2022	
Superstructure (Claddin...	-	1	-	Processing	05 Feb 2022	
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022	
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022	
Superstructure (Claddin...	-	1	-	Processing	06 Feb 2022	
Superstructure (Claddin...	-	1	-	Processing	07 Feb 2022	
Superstructure (Signboa...	Test144	144321	002	Processing	16 Feb 2022	
22 Feb Superstructure (S...	-	-22 Feb A	-	Processing	22 Feb 2022	
22 Feb Superstructure (S...	-	-22 Feb B	-	Processing	22 Feb 2022	
22 Feb Superstructure (S...	-	-22 Feb C	-	Processing	22 Feb 2022	
Superstructure (Claddin...	GBP-A0	A0	001	Processing	25 Feb 2022	
Superstructure (Claddin...	GBP-A1	A1	001	Processing	25 Feb 2022	

Export   **Clear Filter**

Quick links   New Building Works   Account an

export.csv

2.5 My Workspace

The function of "My Workspace" allows user to i) Search and View Information in Workspace, ii) Search Draft Submissions and iii) Create New Submission

2.5.1 View Information in Workspace

Step #	Step Detail & Screen
1.	• Locate and click on the "My Workspace" quick button

OR

1. On the left menu, locate and click the "My Workspace" button
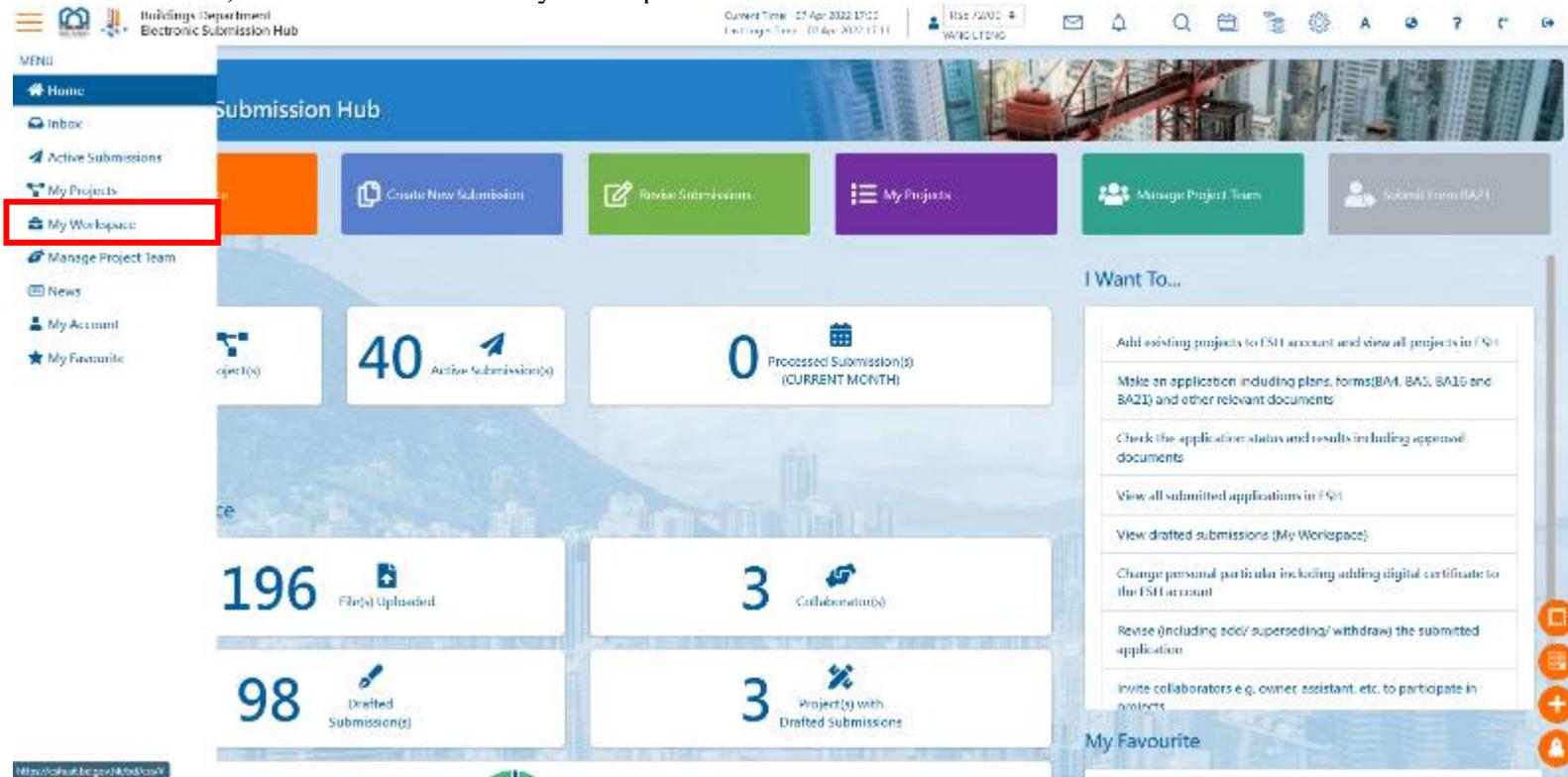
2.	• After clicking the "My Workspace" button, the page will be redirected to the "My Workspace" page
	• In this page, user is able to perform the following actions according to user type:
	  • View workspace summary (only for AP/RSE/RGE/RC)
	    i. No. of project(s) activated in ESH,
	    ii. No. of draft submission(s),
	    iii. No. of file(s) uploaded,
	    iv. No. of collaborator(s),
	    v. Storage capacity
	  • Access all draft submissions which user has permission(s)
	  • Create and/or remove a draft submission if user has permission(s)
	  • Search and/or filter the draft submissions which user has permission(s)

2.5.2 Search Draft Submissions

Prerequisite: Complete View Information of Projects/ Submissions

Step #	Step Detail & Screen
1.	• Locate and click text field of the search area

2.

- Input the search keyword (e.g. project code, submission ID) that you want to search

- Click the "Search" button

3.	• After clicking the "Search" button, the draft submission(s) matching the searching criteria will be displayed accordingly

2.5.3 View Draft Submissions

Prerequisite: Complete <u>View Information of Projects/ Submissions</u>

Step #	Step Detail & Screen
1.	• Locate and click on a card of draft submission that you want to access and perform further actions according to the permission(s) granted

2.

- After clicking on the card of an existing draft submission or clicking the "Create New Submission" button, user will be redirected to the submission page of that draft submission

- In the page, there are a number of tags for user to prepare the submission. User can go back and forth these tags anytime. Taking a new plan submission taken as an example, you will see the following tags:

  - Tag 1: Basic Information
  - Tag 2: Forms
  - Tag 3: Plans and Documents
  - Tag 4: Preview and Confirm Submission.

3.
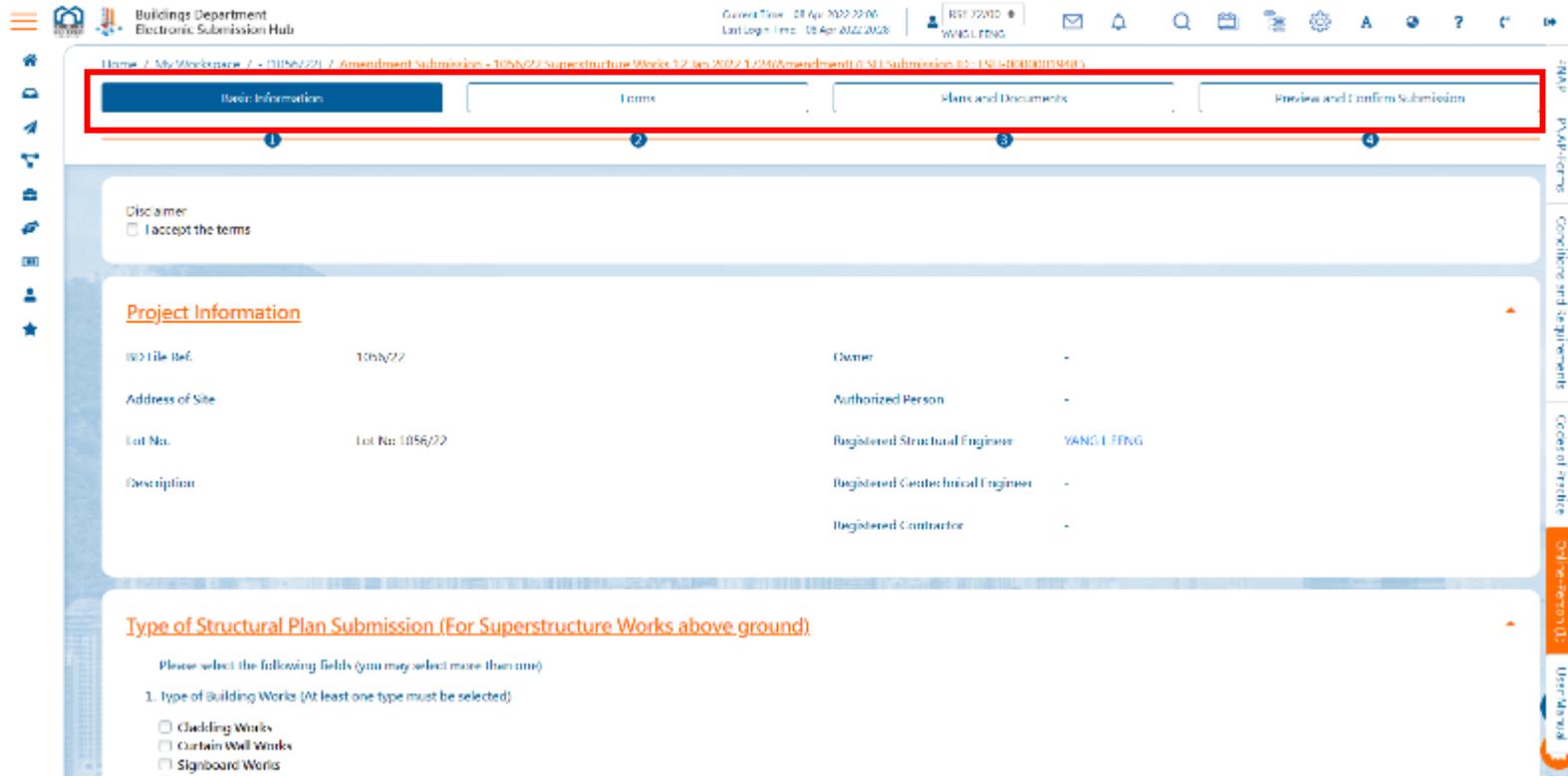
- "Online Person(s)" on your far right side shows how many people are working on the same submission draft at the same time:
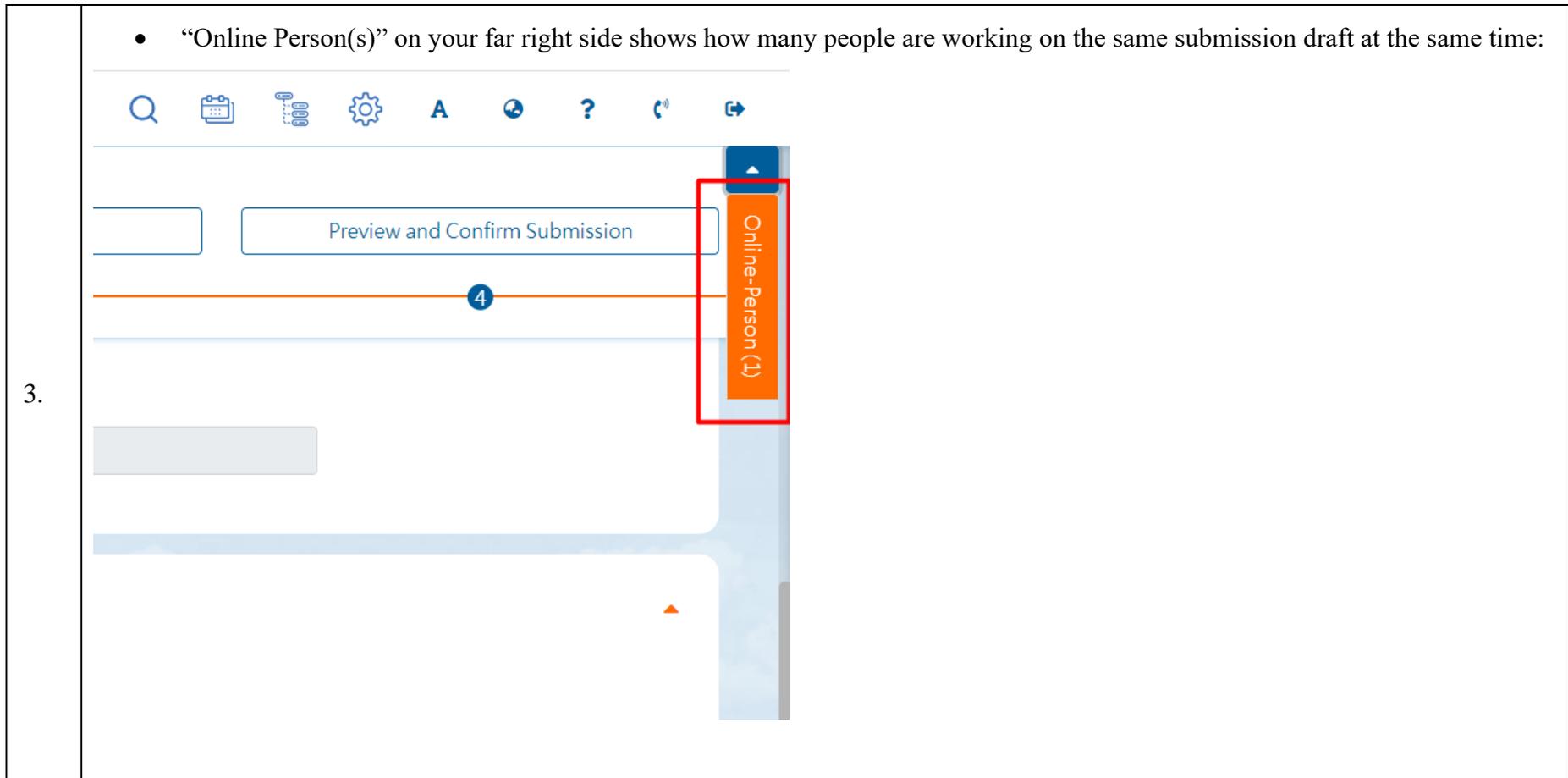
2.6 Create New Submission

2.6.1 Prerequisite of Making a Submission

Before creating a new submission, the existing project should be activated in ESH. For how to activating an existing project, please refer to session 2.4.2 about "Activate Project".

2.6.2 Draft Submission Preparation

The user can prepare a draft submission by either using the "Create New Submission" function to enter the one-stop e-Counter page to select the type of submission or application to create a new draft and start preparation, or can go to My Workspace in their account to locate an existing draft submission saved to continue (see session 6.5.3 for how to locate an existing draft submission).

Step #	Step Detail & Screen
1.	• Click the "Create New Submission" button or the "+" button to enter the one-stop e-Counter page

2.	• In the one-stop e-Counter page, user can select the type of submission or application to continue The procedures for making the first submission of plans for approval are illustrated in below:
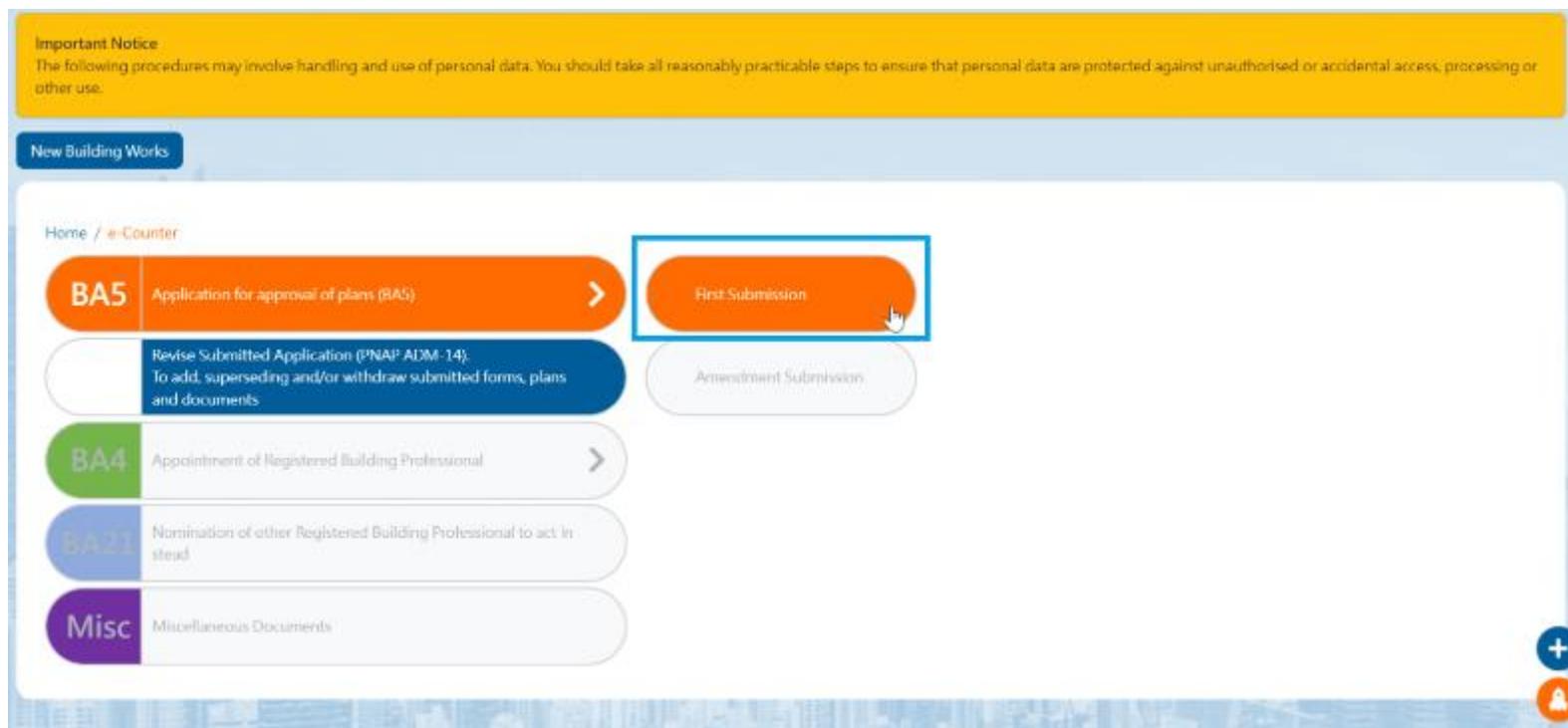
3.	• After clicking the "First Submission" button, all active projects under the AP/RSE/RGE/RC in concern activated in ESH will be shown. The user can select and click the project to proceed

4.	• After selecting the project, all the draft submissions related to that project previously saved in the workspace of the AP/RSE/RGE/RC in concern, if any, will be displayed

5.

- The user can either select and click an existing draft submission to continue; or if the user want to create a new draft submission, he/she can select the " + Create New Submission" button

6.	• Select the "Type of Submission" available

- After selecting the "Type of Submission", the page will be redirected to the submission page.

- There are four tags in the submission:

  - Tag 1: Basic Information
  - Tag 2: Forms
  - Tag 3: Plans and Documents
  - Tag 4: Preview and Confirm Submission.

Tag 1: Basic Information

1. User can view the Project Information which are automatically display by the ESH.

8.	• Under the "Type of Structural Plan Submission", user is required to complete the mandatory field(s).

9.

- Under the "Submission/ Application Information", the user is required to provide the submission subject (Plan Title). This field will be auto-filled with the type of building works selected in item 1 under the "Type of Structural Plan Submission" as mentioned above (if selected) and can be further edited.

- If necessary, the user may also input message in the "Message to Buildings Department" area and/or may attach a file of letter (if any) by drag and drop it to this Drop File area or browse for the file.

10.	• Under the "Cc Recipients", the user can select the recipient(s) for sending a copy of the acknowledgement of this submission/ application from the system from the drop down list. The drop down list will only show relevant recipient(s) who also have an ESH account.

- Click the "Save" / "Next" button to proceed to next tag.

Cc Recipients

Please select the recipient(s) for sending a copy of the acknowledgement of this submission/application.

Cc	Role	English Name	With Attachments	Remarks
☑	Owner	CHIU S	☐	Remark
☐	Authorized Person		☐	Remark
☐	Registered Structual Engineer		☐	Remark
☐	Registered Geotechnical Engineer		☐	Remark
☐	Other ESH User	Please select an option	☐	Remark
				+

Cancel   Reset   Save   **Next**

Tag 2: Forms

- The user is required to complete the Form BA5 for the application. The user can also add Form BA16, ADM6, ADM19 where applicable by clicking the "+Add Form" button.

12.

13.	• User is required to complete the form -The mandatory fields in the form which are highlighted in red"*".
14.	• Click the "Save" / "Next" button to proceed to next tag.

Tag 3: Plans and Documents

A reminder message will be displayed on top of the page listing the outstanding items. The user is required to complete all the outstanding items before the submission can be made to BD.

- Remarks: For the reminder message of "The PDF file(s) of BA form(s) are in preparation". Please wait for a moment (about 30 – 45 seconds) and refresh the page". When the message is gone, generation of the PDF file is completed and the PDF file is ready for signing.

16.	• For "PDF Forms" category, the completed form(s) in Tag 2 will be generated automatically and shown in the table. If user wants to add or edit the forms, he/she will need to go back to Tag 2. The user can perform various functions under the "Action" according to the access right/permission: • View the form • Download the form • Sign BA Form (by relevant parties) • Request for signing
17.	**Sign BA Form** • After clicking the "Sign BA Form" button, the system will show all the parts of the form that require signature. If the name filled in the Form matches with the login-user, the "Sign" button will be orange in color (if not, it will be grey in color and not clickable) and user can click the button to perform digital signing.

Part	Description	Detail		Signed By	
	Form BA5 Signing				✕
Part B	申請人簽署 Signature of the Applicant	英文姓名: Name in English:	LIAO A SHENG	N/A	Sign
Part C	註冊岩土工程師簽署 Signature of the Registered Geotechnical Engineer	姓名: Name:	LIAO A SHENG		
		註冊證明書編號: Certificate of Registration Number:	RGE19/06	N/A	Sign
		注冊屆滿日期 Date of Expiry of Registration:	2031-01-01		

18.	**Digital Signing** • Choose a signing method to perform digital signing (three methods).
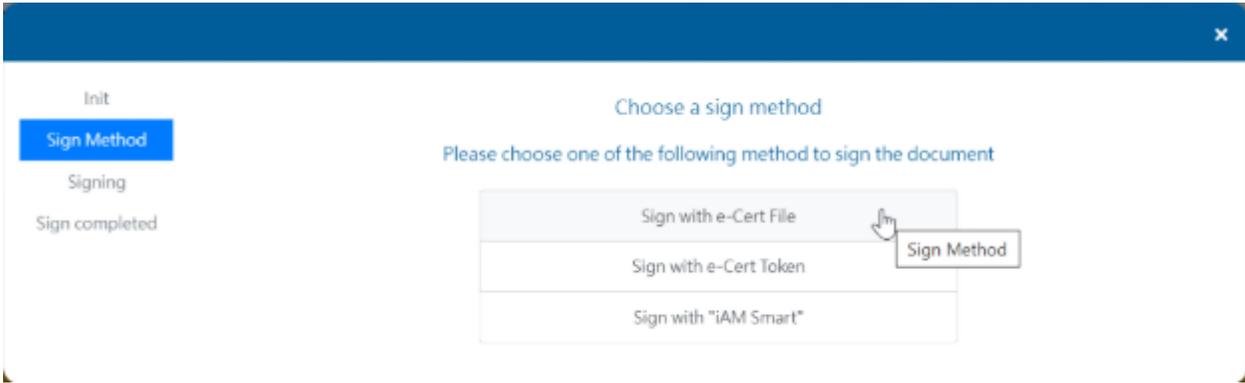
19.	**Method 1: Sign with digital certificate in p12 cert file** • Select the p12 cert in your personal computer. (This example has chosen the digital certificate)

20.	• Input the Pin for the digital certificate.
21.	• System will show the "Signing succeeded" message if signing is done successfully
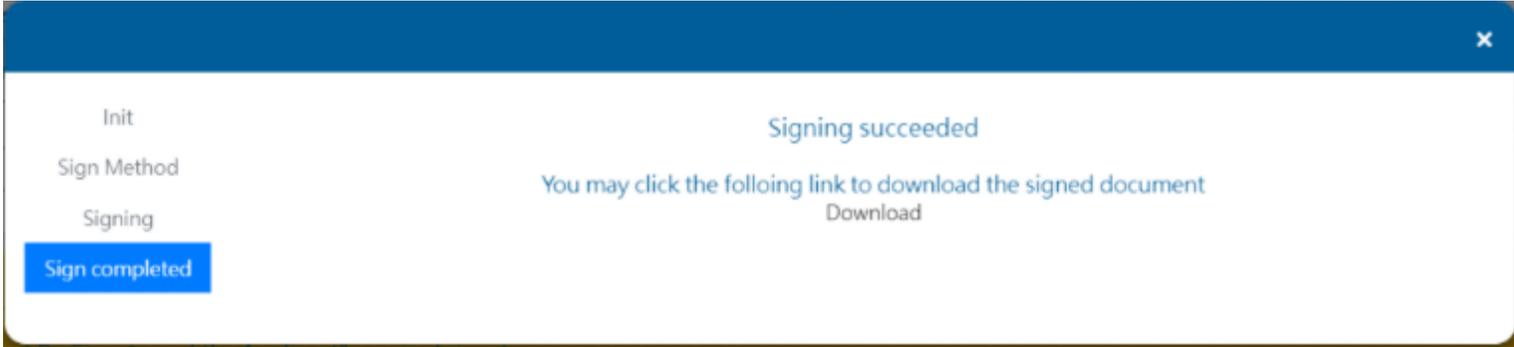
22.	**OR** Method 2: Sign with digital certificate in e-Token
	• Sign with e-Token. (This example has chosen the digital certificate)

23.	• Select your digital certificate for signing. **Please prepare your token for signing** Please select one of the following certificate CHIA Q E / 8DBB4888C342E0D4 / 05 10月 2024 11:01:26 HKT CHIANG J KONG / 159D8AF42A1DA299 / 05 10月 2024 11:01:31 HKT PAN L XIANG / FD79FEBB506219D7 / 05 10月 2024 11:01:08 HKT PER Trial One / 2340886F725E944F / 02 12月 2023 10:10:09 HKT TAN Y KUAN-YIN / 8FCF7A44DAF906A4 / 05 10月 2024 10:59:44 HKT TENG X YI / F8CD10D7FE29C1CD / 05 10月 2024 11:00:56 HKT Init / Sign Method / **Signing** / Sign completed
24.	• System would show the "Signing succeeded" to indicate the successful of signing. **Signing succeeded** You may click the folloing link to download the signed document Download Init / Sign Method / Signing / **Sign completed**
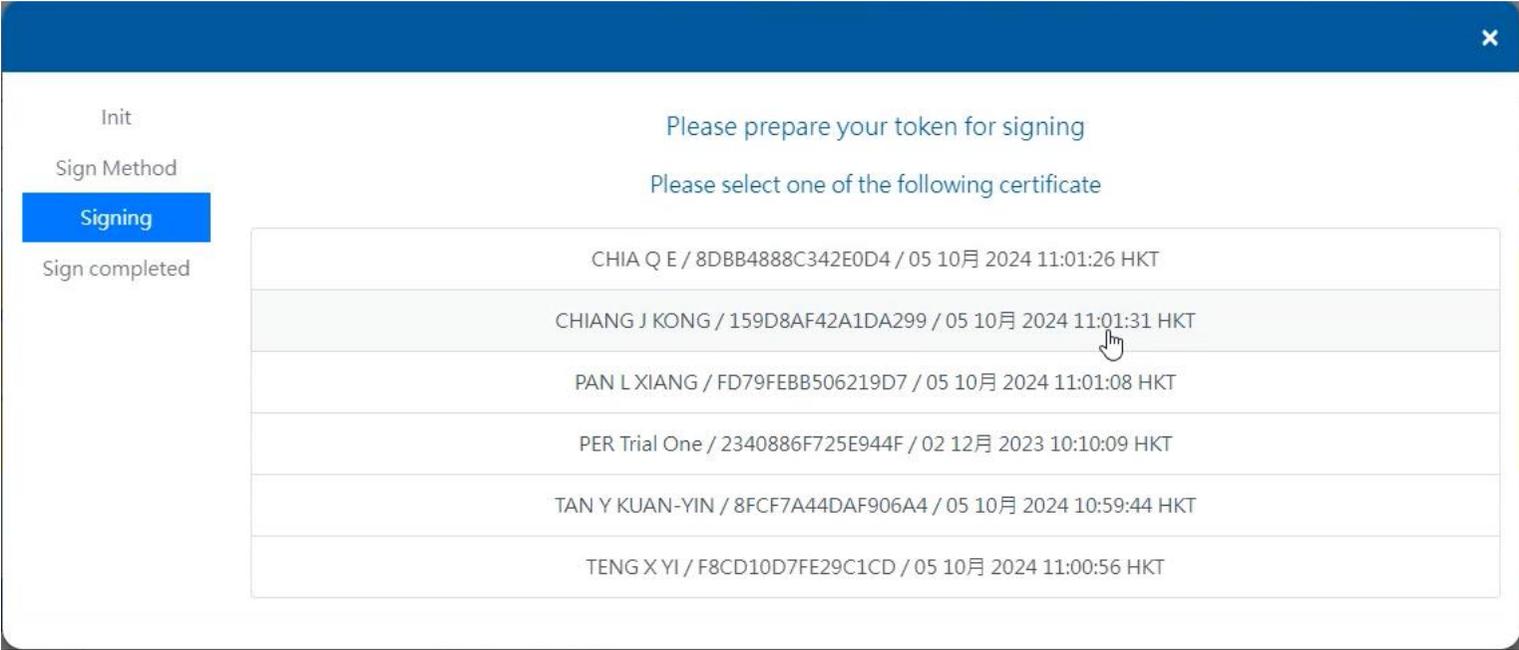
25.	**OR** Method 3: Sign with "iAM Smart" • Sign with "iAM Smart"
26.	• Tap on the "Start Signing" button & click the "To sign" button on the "iAM Smart" application.

27.	• System would show the "Signing succeeded" to indicate the successful of signing.
28.	Request for Signing • If signing of the submission documents including forms and plans is required by another ESH user, the responsible AP/RSE/RGE/RC and/or their collaborators can use the "Request for Signing" function and select the name of the signing person to notify him/her to sign the document.

| 29. | • For "Plans" category, the user can click to browse or drag and drop the selected plans in the personal computer to ESH. |
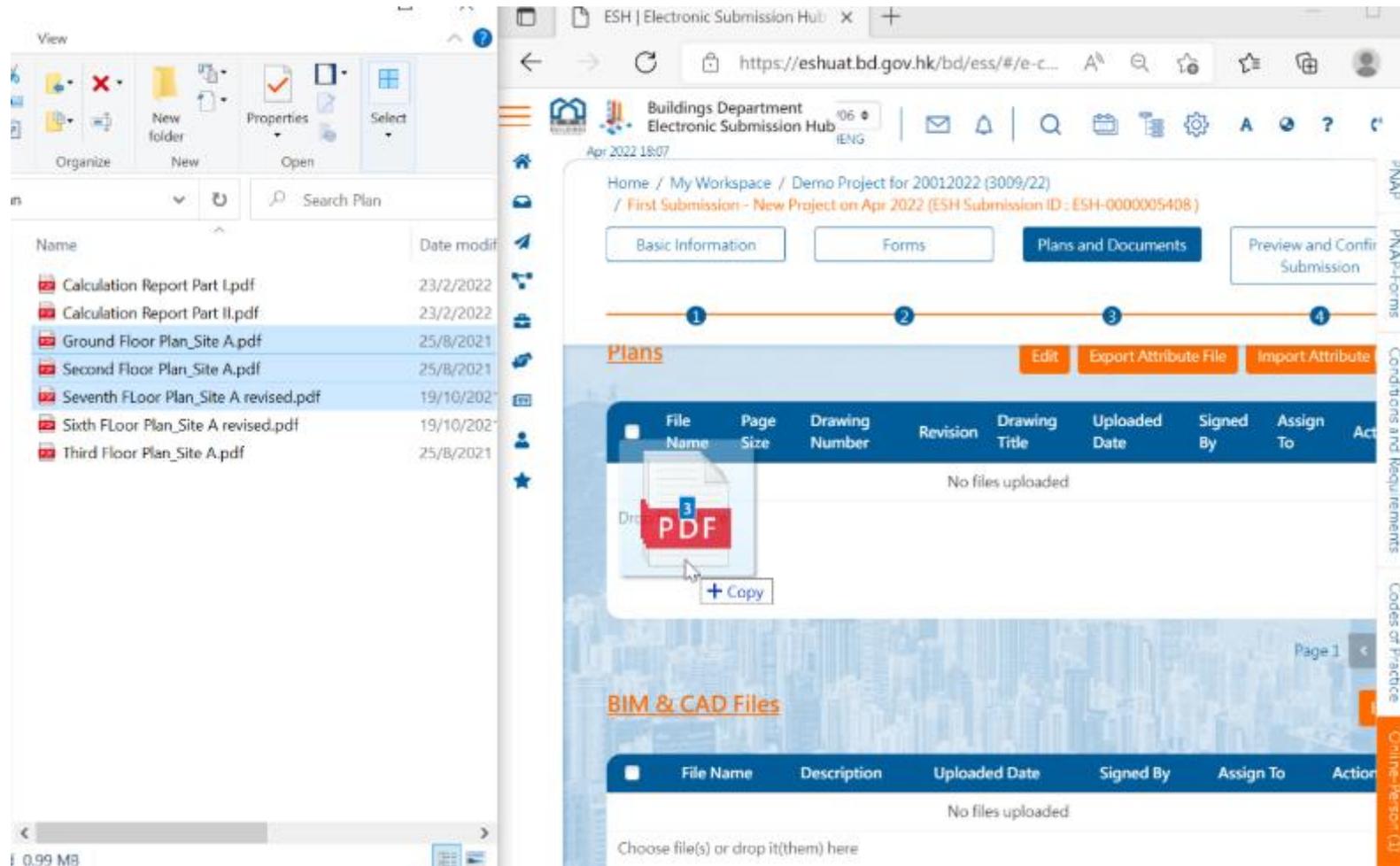
30.
- ESH will show the "File upload" at the bottom right corner with the symbol showing the uploading status, File Name & File size. If the plans are prepared according to the specified format for "Drawing Number", "Revision" & "Drawing Title" (for details, please refer to PNAP ADM-17), the system will automatically prefill the information for the purpose of electronic plan index. If not, the user can click the "Edit" button to input the information manually.

- Click the "Save" button after inputting the information of the plans.

32.	**"Export Attribute File" & "Import Attribute File"** • Furthermore, the user may also prepare the electronic plan index by clicking the "Export Attribute File" button for batch handling the input of "Drawing Number", "Revision", "Drawing Title" by a CSV file

33.	• Input the "Drawing No.", "Drawing Title" and "Revision" in the exported the CSV file and save the changes.

34.	• Click the "Import Attribute File" button and click the "Browse" button or drag and drop the updated CSV file into ESH.
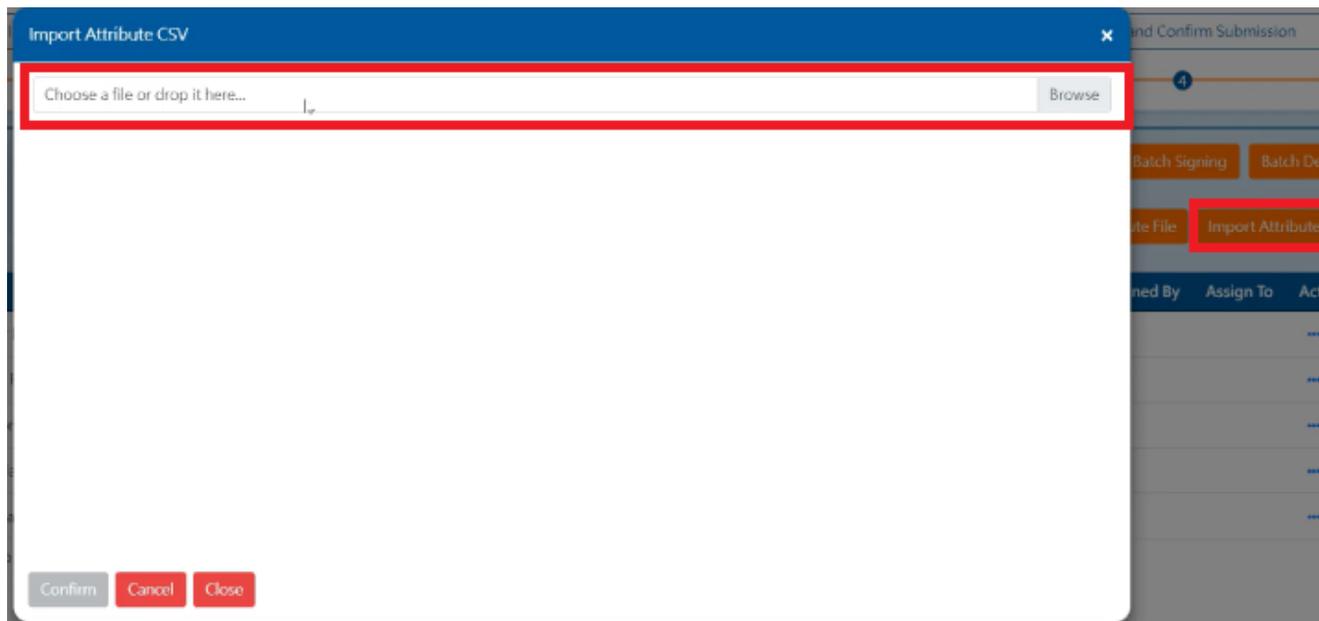
35.	• System would show all information from the CSV file and the user need to click the "Confirm" button to proceed.

36.	**Export and Import attribute file** To download the attribute file, the user can click the "Export" button • Click the "Export Attribute File" button to download the attribute file list
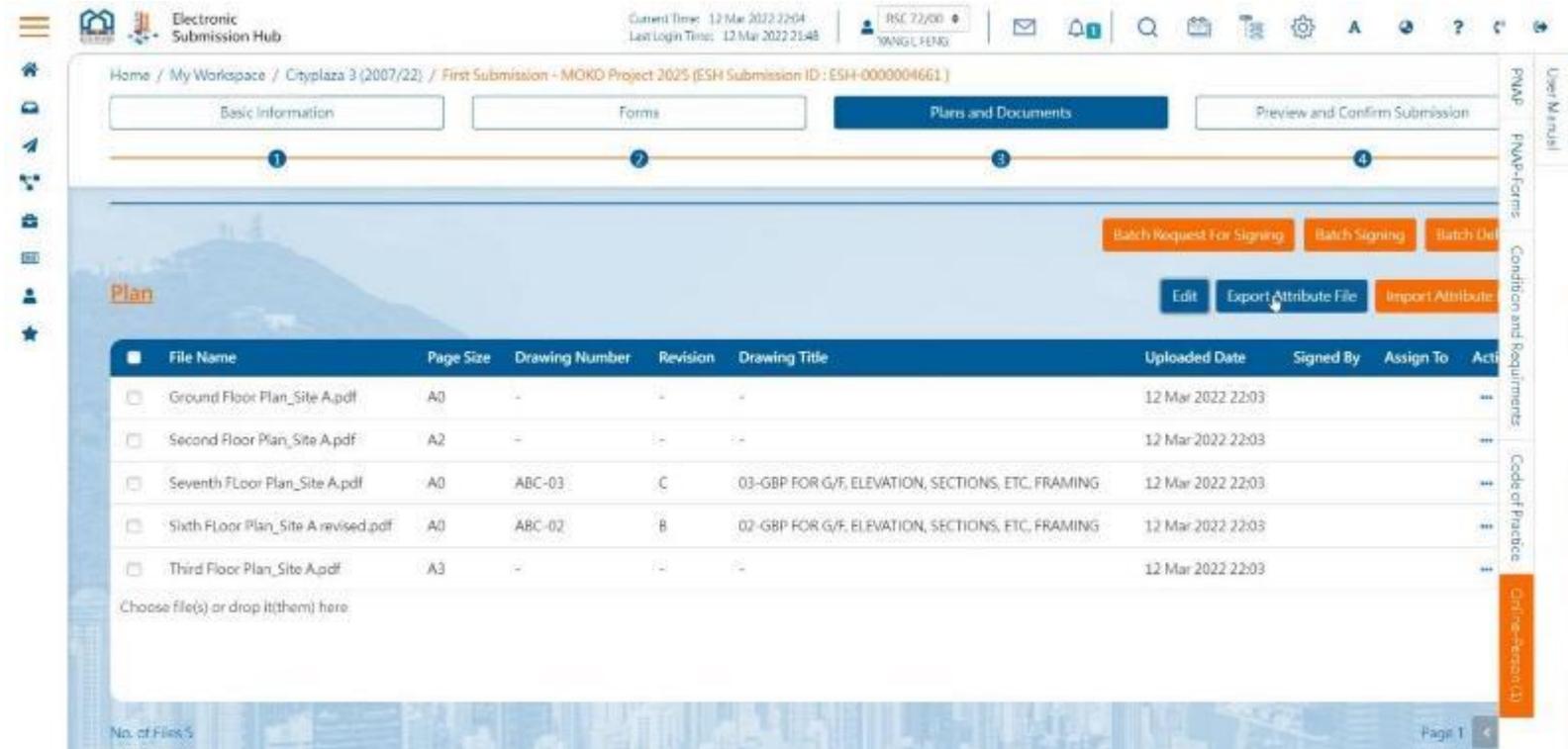
- The exported attribute file is in CSV format

To import the attribute file, user can click the "Import" button

- Click the "Import Attribute File" button to download the attribute file list

- Browse the directory to upload the attribute file, please be noted only a file in CSV format can be uploaded

- Click the "Confirm" button to continue the uploading
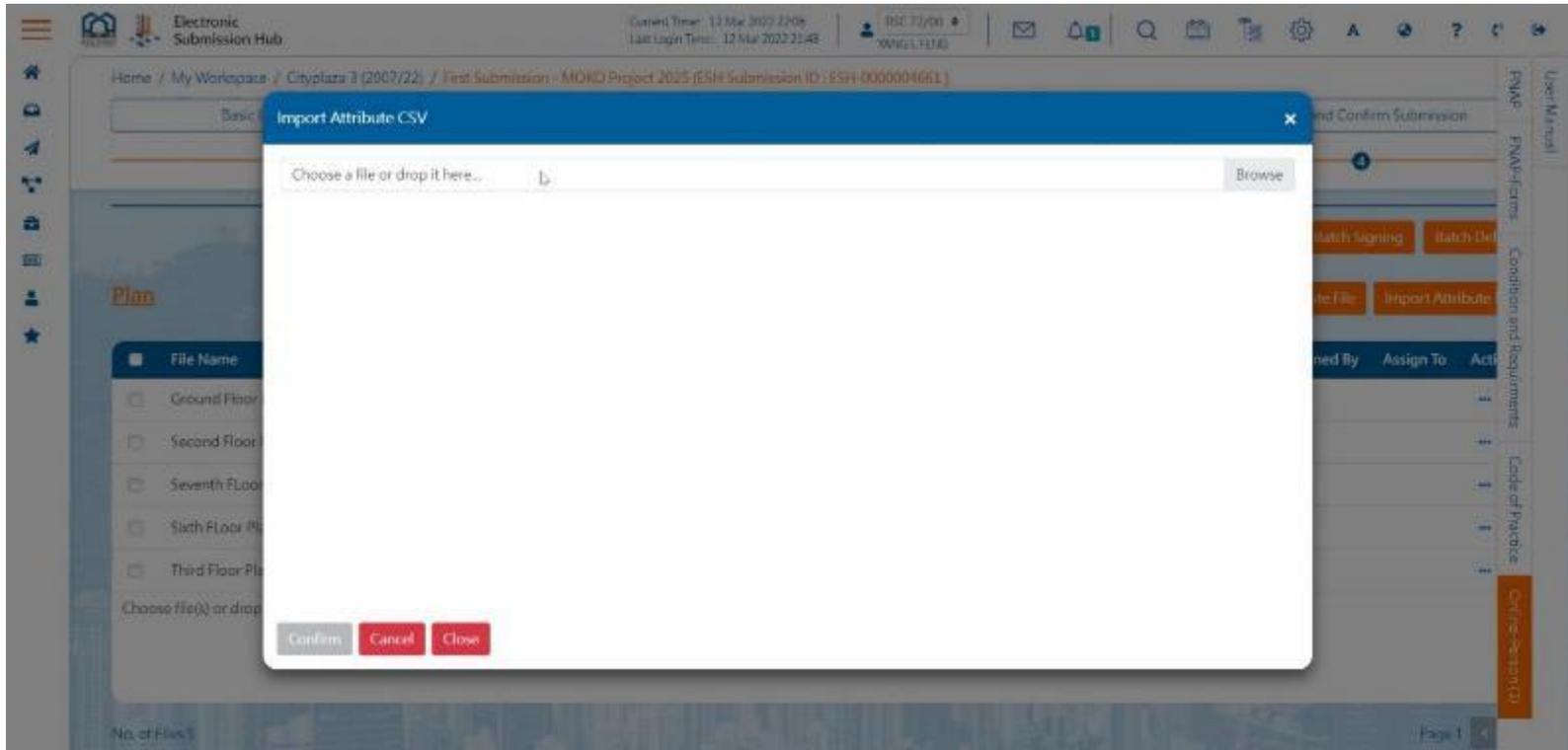
- Click "Close" to exit the import attribute file window

- The uploaded attribute file displays accordingly
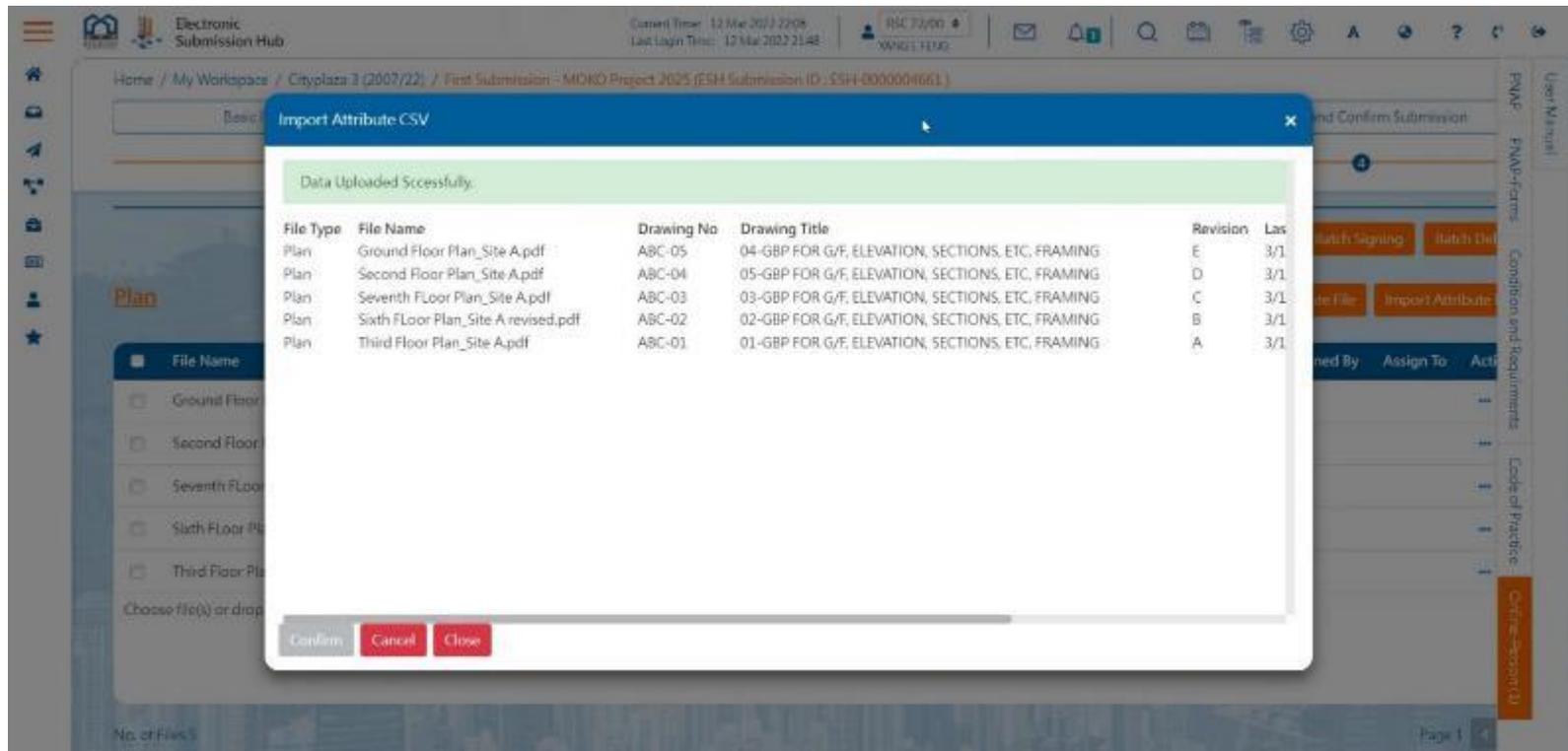
<u>**Batch Signing**</u>

For documents other than forms, user can use the batch signing functions to sign multiple documents. The maximum number of files to be signed at a time is 100. If you have more than 100 files, please repeat the following steps.

- Click the "Select All" button to select all of the plans and documents and click the "Batch Signing" button to perform digital signing.
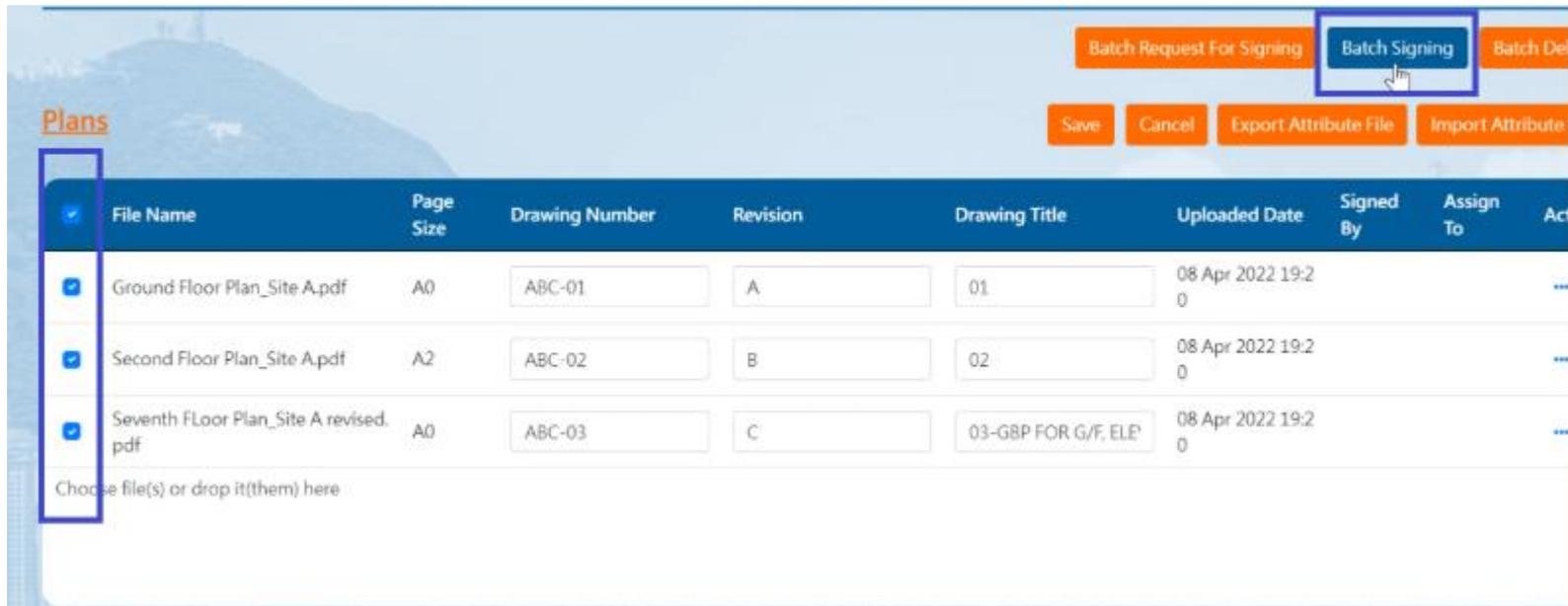
| 38. | • System will show the Preview page with the list of selected documents. Click the "Confirm" button to continue.

 | |

39.	• For the "BIM & CAD Files", "Calculations", "Reports & Certificates" and "Photos" categories, the user can upload the submission documents to the respective categories.

Report & Certificates

	File Name	Page Size	No. of Page	Description	Report Category	Uploaded Date	Signed By	Assign To	Action
☐					No files uploaded				

Choose file(s) or drop it(them) here

Page 1 <

Photo

	File Name	Description	Uploaded Date	Signed By	Assign To	Action
☐			No files uploaded			

Choose file(s) or drop it(them) here

`

40.	• For the "Others" category, user can upload other relevant submission documents.
41.	• Click the "Next" button after uploading and signing all the documents/files in Step 40.
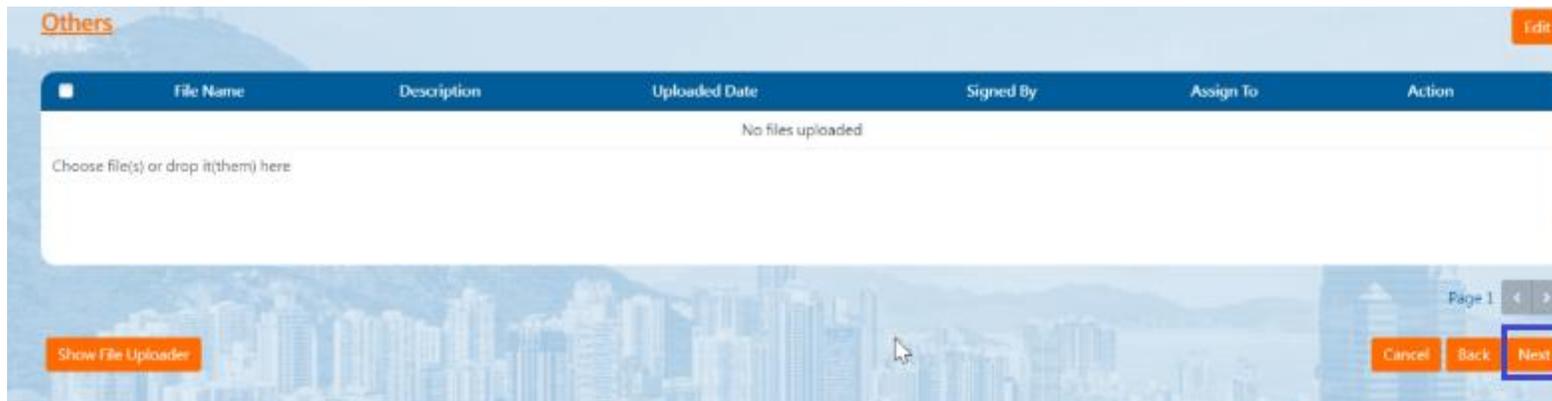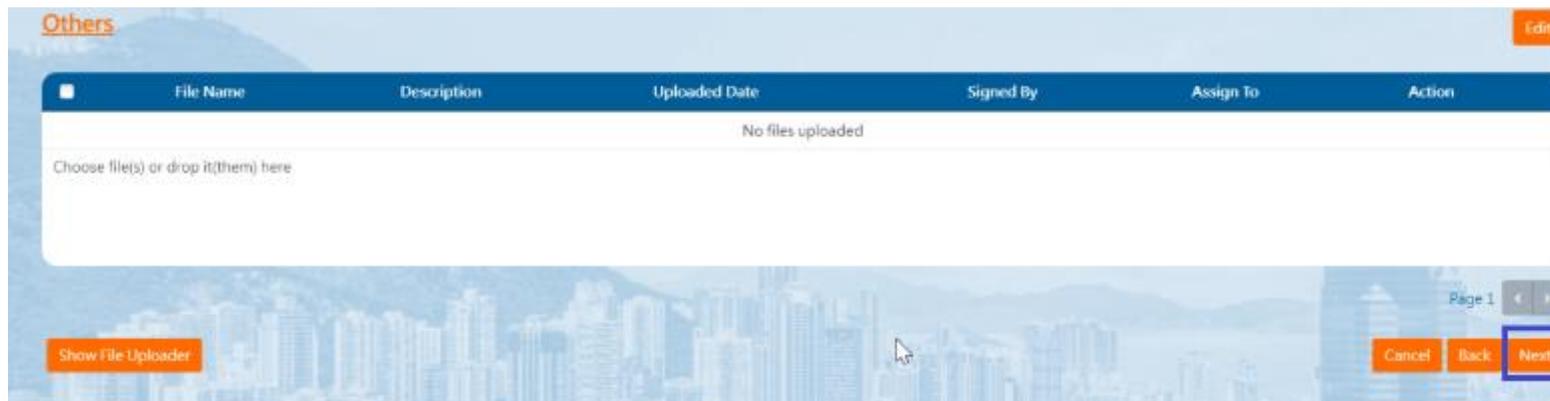
42.	**Tag 4: Preview and Confirm Submission** • The user can preview the submission information prepared in Tags 1 to 3. • If the Submission Holder is viewing this tag, Tags 1 to 3 will be locked and not allow for further editing by other users. • Only the Submission Holder, in whose account the draft is created, can click the "Submit" button to confirm submission. • Please note that all the materials under the current submission transaction in the Submission Holder's My Workspace will be cleared after the submission/application is submitted successfully. Please use the "Download Zip File" button to download the submission documents before making the submission, if necessary.

43.	• Click the "Confirm" button to confirm submission.
44.	• If the submission is successfully submitted, the "System Acknowledgement Receipt" page with the application information will be prompted. The user will also receive a message in Inbox and a notification in the account.
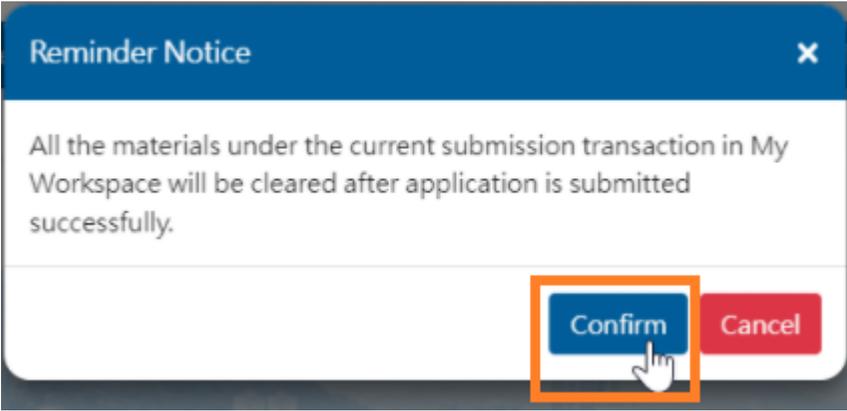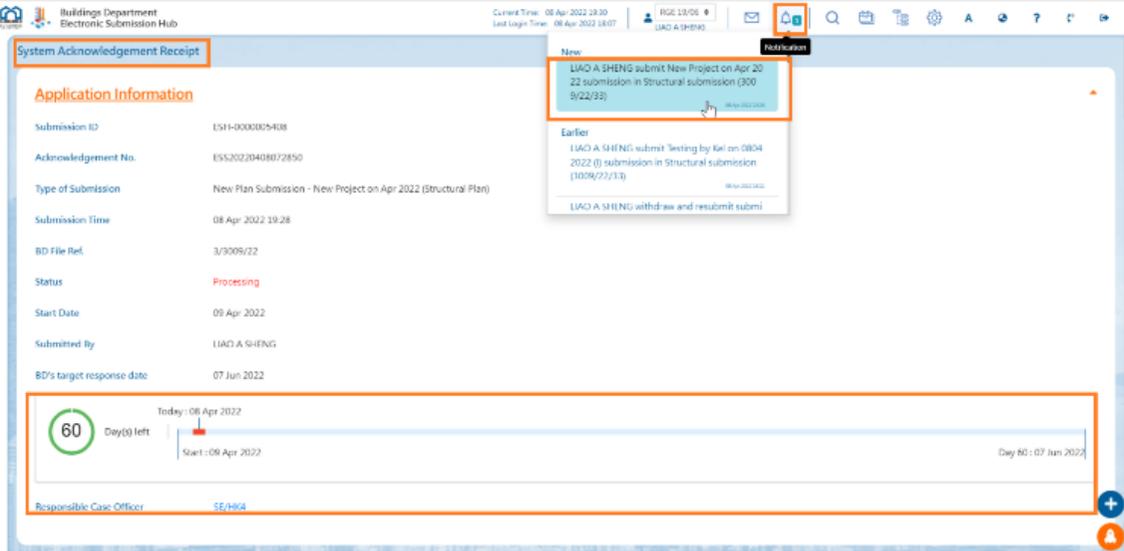
45.	• The user can also view the submission with the information of Submission Title, Submission Date and Status under the project directory.

2.6.3 Discussion Forum

A BD's officer may communicate with AP/RSE/RGE/RC through creating a Discussion Forum. As soon as a message is sent by the BD's officer, the AP/RSE/RGE/RC will receive a notification in his/her Inbox. By clicking into "Discussion Forum", AP/RSE/RGE/RC can review/mark responses on plans, exchange messages and additional files with the BD's officer.

Step #	Step Detail & Screen
1.	• User is able to receive the message about the Discussion Forum from a BD's officer by clicking the notification.

- User can also view the notification/message about Discussion Forum in the inbox.

2.

3.

- By clicking the item in the Inbox, user may view messages detail which sent by BD Officer:

● User may reply to BD Officer's message in "Remarks and Comments" and click "Submit Comment" button
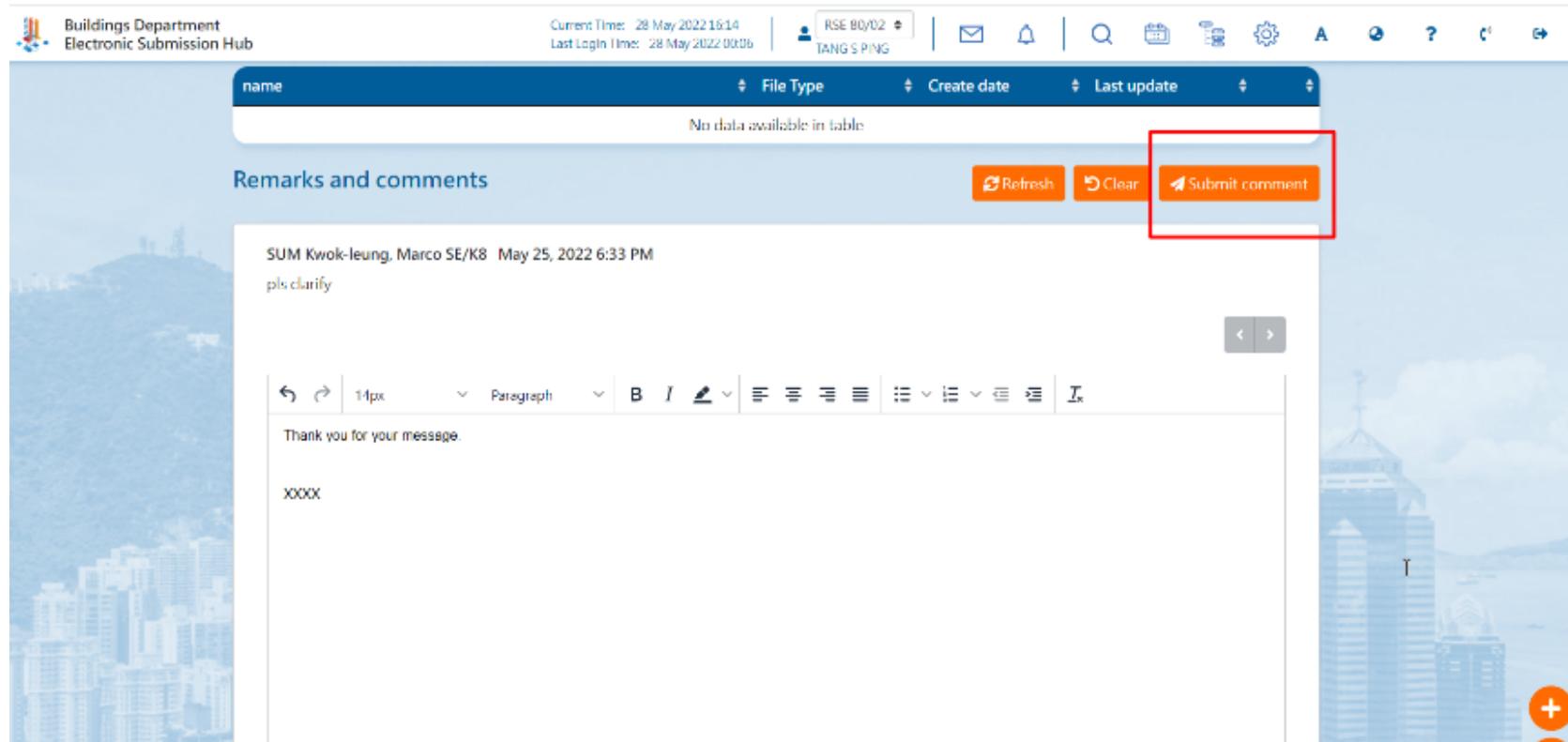
4.	● User's reply has been sent to BD officer: **Remarks and comments** ⟳ Refresh ↺ Clear ✈ Submit comment TANG S PING RSE May 28, 2022 4:15 PM Thank you for your message. XXXX SUM Kwok-leung, Marco SE/K8 May 25, 2022 6:33 PM pls clarify ‹ ›

2.7   Revise Submission

For the submission which status is processing, AP/RSE/RGE could apply for Revise Submission for superseding/ adding BA forms, superseding/ withdrawing/ adding plans or documents. The user will receive the notification from the system indicated that the Revise Submission has been completed. The user is also able to view the updated status in the project directory of the specific submission.

Step #	Step Detail & Screen
1.	For a submitted application under processing, the user could apply Revise Submission. Click the "Create New Submission" button to go to the "one-stop e-Counter" page and click the "Revise Submitted Application" button to create a new draft. Please be noted that only one draft for each submission is allowed at a time. Home / e-Counter **BA5** Application for approval of plans (BA5) ❯ Revise Submitted Application (PNAP ADM-14). To add, supersede and/or withdraw submitted forms, plans and documents **BA4** Appointment of Registered Building Professional ❯ **BA21** Nomination of other Registered Building Professional to act in stead **Misc** Miscellaneous Documents

2.	• User will be redirected to the Superseding Document Submission page to select the project they want to apply to Revise Submission.

3.	• System would then show all the existing drafted submissions under this project in the relevant AP/RSE/RGE/RC's workspace, click an existing draft submission to continue or click the "Create New Draft Submission" button to create a new draft submission **Draft Submission** **Minor Amendments To Submission BD016 12042022** ⬤⬤⬤ ESH Submission ID : ESH-0000005540 Type of Submission : Supersede Submission Status : Draft From the Workspace of : LIAO A SHENG - RGE 19/06 Creation Date : 12 Apr 2022 12:53 Last Modified Date : - Type of Permission Assigned to Me : Submission Holder **Minor Amendments To Submission On 12042022** ⬤⬤⬤ ESH Submission ID : ESH-0000005534 Type of Submission : Supersede Submission Status : Draft From the Workspace of : LIAO A SHENG - RGE 19/06 Creation Date : 12 Apr 2022 12:34 Last Modified Date : - Type of Permission Assigned to Me : Submission Holder ➕ **Create New Draft Submission**

| 4. | • After clicking the "Create New Draft Submission" button, all submitted submissions of the project in concern which are still under processing will be listed. the user can then select the submission that they want to apply for Revise Submission ("selected submission").

New Building Works

Please select submission

Retest on BD106 by kel on 12042022 (V) 12 Apr 2022 (Processing)   Retest on BD106 Case by kel on 12042022 (VI) 12 Apr 2022 (Processing)   Retest on NBD2-08 by kel on 12042022 (VII) 12 Apr 2022 (Processing)   Tsing Yi Project 2022 27 Apr 2022 (Processing) |

5.	• After entering the submission page, first step is the "Basic Information" Page, applicant could input/revise the submission title for this Revise Submission.

6.	• In the "Basic Information" Page, system will show the original information of the selected submission. The use may upload a letter to the "Cover Letter to Building Department" if necessary.

Original Submission Information

Original Application receipt No.	ESS20220427054502
Submission ID	ESH-0000006293
Submission Title	Tsing Yi Project 2022
Submission Type	Plan
Submission Time	27 Apr 2022
BD Ref. No.	3015/22

Cover Letter to Buildings Department

- User can then click the "Next" button to proceed to the next tag.

7.

Basic Information	Submitted Form	Submitted Files	Preview and Confirm Submission
①	②	③	④

☐	Owner	⇕	☐	Remark
☐	Authorized Person	⇕	☐	Remark
☐	Registered Structual Engineer	⇕	☐	Remark
☐	Registered Geotechnical Engineer	⇕	☐	Remark
☐	Other ESH User	Please select an option	☐	Remark

+

Cancel Reset Save Next

| 8. | • In the "Submitted Form" page, system would show all submitted forms concerning the selected submission. User can click the "…" button next to the form they want to revise and click the "supersede" button to proceed. |

Home / My Workspace / TSING YI (3015/22) / Supersede - Minor Amendments to Submission (ESH Submission ID : ESH-0000006296)

| Basic Information | Submitted Form | Submitted Files | Preview and Confirm Submission |

①————————②————————③————————④

Note: AP/RSE/RGE may amend the plans by handing in substitute sheets with all the amendments clearly annotated and individually authenticated. Such amendments should first be agreed with the case officer and the substitute sheets should reach him on a date to be agreed with him, in any case not more than two working days from the date the AP/RSE/RGE approaches the case officer.

AP/RSE/RGE may replace the specified forms by handing in substitute ones. Such substitution should first be agreed with the case officer

Summary of Submission Forms

File Name	Description	Submission Date	Last Modified Date of File	Action
BA5.pdf		27 Apr 2022	27 Apr 2022	•••

Supersede

Save   Delete   Back   Next

9.	• Click the Form to go to the form details page.

10.	• The form with information previously provided in the selected submission will be displayed for editing.

11.	• If user want to add a new form during the Revise Submission, they can click the "+Add Form" button and select the specific Form they wish to add.
12.	• After inputting the updated/ mandatory information, the user can click the "Next" button to proceed to the next tag.
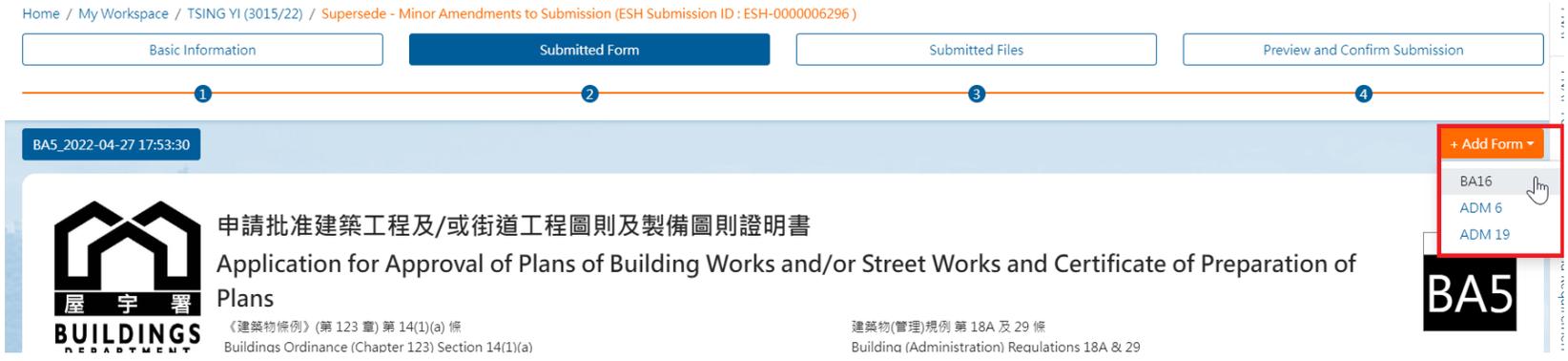
13.	- In the "Submitted Files" page, the reminder message will be displayed on top of the page listing the outstanding items. The user is required to complete all the outstanding items before the submission can be made to BD. - Remarks: For the reminder message of "The PDF file(s) of BA form(s) are in preparation. Please wait for a moment (about 30 – 45 seconds) and refresh the page". When the message is gone, generation of the PDF file is completed and the PDF file is ready for signing. Home / My Workspace / TSING YI (3015/22) / Supersede - Minor Amendments to Submission (ESH Submission ID : ESH-0000006296) Basic Information ① Submitted Form ② Submitted Files ③ Preview and Confirm Submission ④ - "BA5_2022-04-27 17:53:30.pdf" required signature - The PDF file(s) of BA form(s) are in preparation. Please wait for a moment and refresh the page Note: AP/RSE/RGE may amend the plans by handing in substitute sheets with all the amendments clearly annotated and individually authenticated. Such amendments should first be agreed with the case officer and the substitute sheets should reach him on a date to be agreed with him, in any case not more than two working days from the date the AP/RSE/RGE approaches the case officer. AP/RSE/RGE may replace the specified forms by handing in substitute ones. Such substitution should first be agreed with the case officer **Submitted Files** **PDF Form** Go to below to add or supersede file | File name | Description | Uploaded Date | Action | | BA5.pdf | BA5.pdf | 27 Apr 2022 17:42 | |

| 14. | • When user scrolls down in the page, he/she will see all the submitted files concerning the selected submission shown in purple background, including the submitted plans, BIM & CAD files, calculations, reports & certificates, photos and other documents. |

Plan Go to below to add or supersede file

File name	Page Size	Drawing Number	Revision	Drawing Title	Uploaded Date	Action
Second Floor Plan_Site A.pdf	A2	1	-	-	27 Apr 2022 17:44	🗑

BIM & CAD Go to below to add or supersede file

File name	Description	Uploaded Date	Action
No data available in table			

Calculations Go to below to add or supersede file

File name	Page Size	No. of Page	Description	Uploaded Date	Action
No data available in table					

		For the submitted plans, the user may
		• withdraw any of them by clicking the "Withdraw" button next to that specific plan and click "OK" to proceed;
15.		• add new plan (see Step 19); and or
		• supersede a submitted plan (see Step 23)
		• add additional documents (see Step 23)

eshuat.bd.gov.hk says

Are you sure to proceed?

OK   Cancel

/22) / Supersede - Minor Ame

Submitted Files

PDF Form Go to below to add or supersede file

File name	Description	Uploaded Date	Action
BA5.pdf	BA5.pdf	27 Apr 2022 17:42	

Plan Go to below to add or supersede file

File name	Page Size	Drawing Number	Revision	Drawing Title	Uploaded Date	Withdraw
Second Floor Plan_Site A.pdf	A2	1	-	-	27 Apr 2022 17:44	

BIM & CAD Go to below to add or supersede file

| 16. | • System will highlight the plan(s) to be withdrawn in grey color. |
| | |

• System will highlight the plan(s) to be withdrawn in grey color.

Plan Go to below to add or supersede file

File name	Page Size	Drawing Number	Revision	Drawing Title	Uploaded Date	Action
Second Floor Plan_Site A.pdf	A2	1	-	-	27 Apr 2022 17:44	📤

• If the user scrolls down to the bottom of the page, in the "Withdrawn Submission Documents" section, system would also show the summary information of submission document(s) withdrawn.

Withdrawn Submission Documents Go to top to withdraw

File Name	Last Modified Date of File	Size
Second Floor Plan_Site A.pdf	27 Apr 2022	112.72 kB

17.

- If the user continue to scroll down the page, you will see the "New Upload Files" section.

New Upload Files

PDF Forms   [Edit]

File Name	Description	Uploaded Date	Signed By	Assign To	Action
BA5_2022-04-27 17:53:30.pdf	BA5_2022-04-27 17:53:30.pdf	27 Apr 2022 18:02			•••

No. of Files 1   Page 1 [<] [>]

[Batch Request For Signing]   [Batch Signing]   [Batch Delete]

Plans   ➕   ✏️   [Edit] [Export Attribute File] [Import Attribute File]
New Drawing Amendment Drawing

☐	File Name	Page Size	Drawing Number	Revision	Drawing Title	Uploaded Date	Signed By	Assign To	Action
					No files uploaded				

Choose file(s) or drop it(them) here

Page 1 [<] [>]

- If there is any amendment in the forms, relevant party is required to sign the revised PDF forms. The user can click the "…" button, and then click the "Sign BA Form" button.

18.

- Click the "Sign" button to perform digital signing.

Form BA5 Signing ✕

Part	Description	Detail		Signed By	
Part B	申請人簽署 Signature of the Applicant	英文姓名: Name in English:	LIAO A SHENG	N/A	Sign
Part C	註冊岩土工程師簽署 Signature of the Registered Geotechnical Engineer	姓名: Name:	LIAO A SHENG		
		註冊證明書編號: Certificate of Registration Number:	RGE19/06	N/A	Sign
		注冊屆滿日期 Date of Expiry of Registration:	2031-01-01		

- Choose a signing method to perform digital signing.

- Input the Pin for the digital certificate. (Only for the signing method of digital certificate)
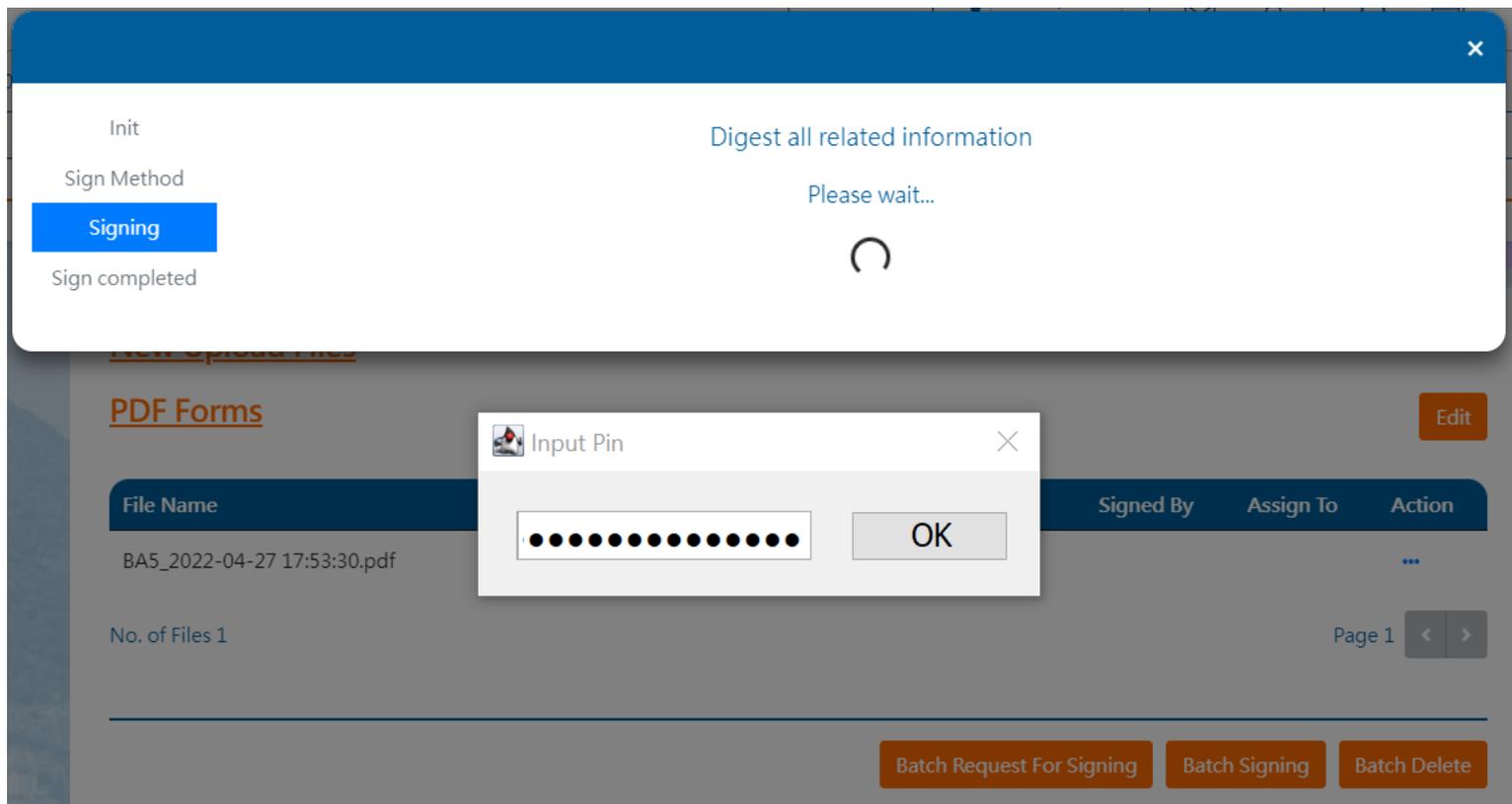
- System would show the Signing Succeeded message indicate the successful signing of document.

| 19. | • If the user wish to upload new plans for this submission, they could drag and down to upload the new plans.

 |
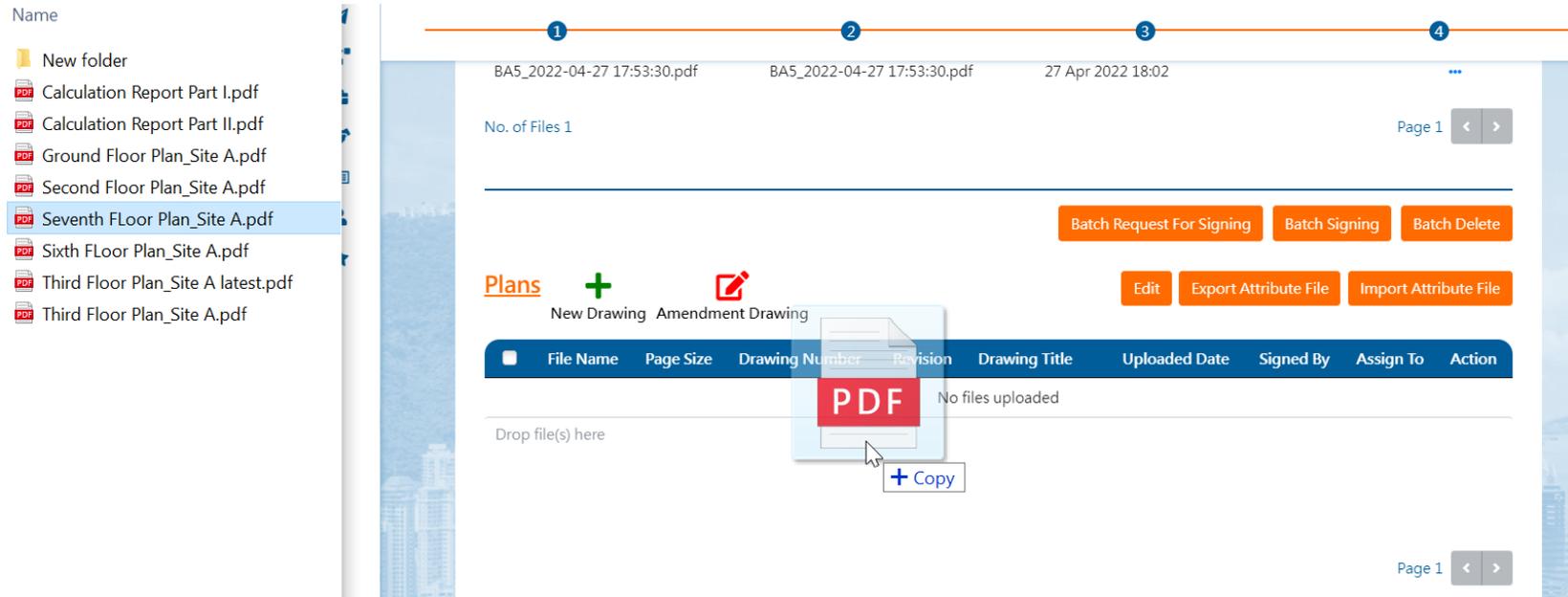
20.	• System will show the uploaded plan information including the file name, page size and etc. System will use different symbols to indicate whether the uploaded plan is a new drawing or an amendment drawing.

21.	• For the new uploaded plans, relevant party is also required to sign for it. The user could click the "…" button, and then select the "Sign" option.

| 22. | • Choose a signing method to perform digital signing. |

- Choose a signing method to perform digital signing.

Sign Method

Digest

Connect to signing agent

Merge document

Sign completed

Choose a sign method

Please choose one of the following methods to sign the document(s)

Sign with Digital Certificate File   Sign Method

Sign with Digital Certificate Token

Sign with "iAM Smart"

Plans ➕ 📝
New Drawing Amendment Drawing

Edit | Export Attribute File | Import Attribute File

☐	File Name	Page Size	Drawing Number	Revision	Drawing Title	Uploaded Date	Signed By	Assign To	Action
☐	Seventh FLoor Plan_Site A.pdf	A0	ABC-03	C	03-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	27 Apr 2022 18:11	➕		⋯

Choose file(s) or drop it(them) here

- Input the Pin for the digital certificate. (Only for the signing method of digital certificate)

Sign Method

Digest

Connect to signing agent

Merge document

Sign completed

Please prepare your p12 certificate

The client program is going to ask for your certificate

Input Pin

●●●●●●●●●●●●●●●●

OK

or Signing   Batch Signing   Batch Delete

Plans ➕ 📝   Export Attribute File   Import Attribute File
New Drawing   Amendment D

☐	File Name	Page Size	Drawing Number	Revision	Drawing Title	Uploaded Date	Signed By	Assign To	Action
☐	Seventh FLoor Plan_Site A.pdf	A0	ABC-03	C	03-GBP FOR G/F, ELEVATION, SECTIONS, ETC, FRAMING	27 Apr 2022 18:11	➕		•••

Choose file(s) or drop it(them) here

System would show the Signing Succeeded message indicate the successful signing of document.

23.	• For the section of "Superseding Submission Documents" & "Additional Submission Documents", the user can drag and drop or browse to upload the corresponding documents if necessary.

Superseding Submission Documents

☐	File Name	Folder	Version	Last Modified Date of File	Size	Signed By	Assigned for signing	Action
	No data available in table							

Page 1 ‹ ›

Additional Submission Documents

☐	File Name	Folder	Version	Description	Part	Report Category	Last
	No data available i						

Page 1 ‹ ›

Choose a file or drop it here to add or supersede document...   Browse

24.	• After uploading and signing all the documents, the user can click the bottom "Next" button to proceed to the next step. **Withdrawn Submission Documents** [Go to top to withdraw] | File Name	Last Modified Date of File	Size
---	---	---
Second Floor Plan_Site A.pdf	27 Apr 2022	112.72 kB	 [Show File Uploader] [Save Draft] [Back] [Next]

25.	• In the last tag of "Preview and Confirm Submission", the user is able to preview the inputted information prepared in Tags 1 to 3 for this Revise Submission.
	• If the Submission Holder is viewing this tag, Tags 1 to 3 will be locked and not allow for further editing by other users.

Home / My Workspace / TSING YI (3015/22) / Supersede - Minor Amendments to Submission (ESH Submission ID : ESH-0000006296)

Basic Information	Submitted Form	Submitted Files	**Preview and Confirm Submission**

Note: AP/RSE/RGE may amend the plans by handing in substitute sheets with all the amendments clearly annotated and individually authenticated. Such amendments should first be agreed with the case officer and the substitute sheets should reach him on a date to be agreed with him, in any case not more than two working days from the date the AP/RSE/RGE approaches the case officer.

AP/RSE/RGE may replace the specified forms by handing in substitute ones. Such substitution should first be agreed with the case officer

Project Information

Detail of Submission / Application

Submission ID   ESH-0000006296

Submission Title   Minor Amendments to Submission

Contact Point of Applicant Name   LIAO A SHENG

26.

- Only the Submission Holder, in whose account the draft is created, can click the "Submit" button to confirm submission.

- Please note that all the materials under the current submission transaction in the Submission Holder's My Workspace will be cleared after the submission/application is submitted successfully.   Please use the "Download Zip File" button to download the submission documents before making the submission, if necessary.

Basic Information	Submitted Form	Submitted Files	Preview and Confirm Submission
①	②	③	④

Copy List

The acknowledgement of this submission/application was copied to the following receipient(s).

Cc	Role	English Name	With Attachments	Remarks
☐	Owner		☐	Remark
☐	Authorized Person		☐	Remark
☐	Registered Structual Engineer		☐	Remark
☐	Registered Geotechnical Engineer		☐	Remark
☐	Other ESH User	Please select an option	☐	Remark

Download Zip File | Back | Submit

27.	• If the submission is successfully submitted, the "System Acknowledgement Receipt" page with the application information will be prompted. The user will also receive a message in Inbox and a notification in the account. Buildings Department Electronic Submission Hub Current Time: 27 Apr 2022 18:26 Last Login Time: 27 Apr 2022 17:29 RGE 19/06 LIAO A SHENG **System Acknowledgement Receipt** **Processing application Information** **Project Information** **Detail of Submission / Application** Submission ID ESH-0000006296 Submission Title Minor Amendments to Submission Contact Point of Applicant Name LIAO A SHENG Contact Point of Applicant Phone No. 12345678 Contact Point of Applicant Address

28.	1. If the user can see the transaction record of the Supersede Submission added to the specific submission under the Project Directory.
	
	└ Tsing Yi Project 2022 ▬
	
	    └ Tsing Yi Project 2022 Submitted on 27 Apr 2022 **(Processing)**
	
	      ⬤⬤⬤ ▬
	
	        └ Supersede Submission ⬤⬤⬤
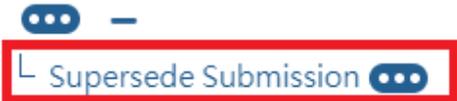
Second Method to apply for Revise Submission – Enter by Main Page – Revise Submission

1.	• The user could click the "Revise Submission" button in the main page.
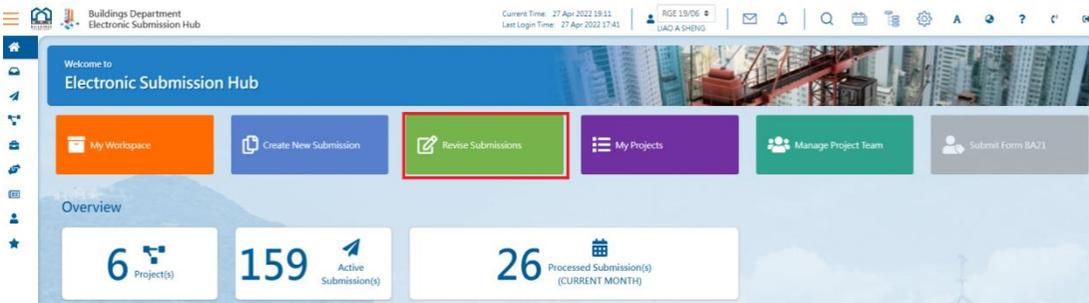
2.	• The User could then select the active project and continue the steps for Revise Submission.

Home / e-Counter /

Superseding Document Submission

For Active Projects

| Enter Address of Site or BD File Ref.(xxxx/xx) | Search |

| 3006/22/21 | 3008/22/30 | Demo Project for 20012022 3009/22/33 | moko 3013/22 | TSING YI 3015/22 |

Total number of active project(s) in ESH: 6
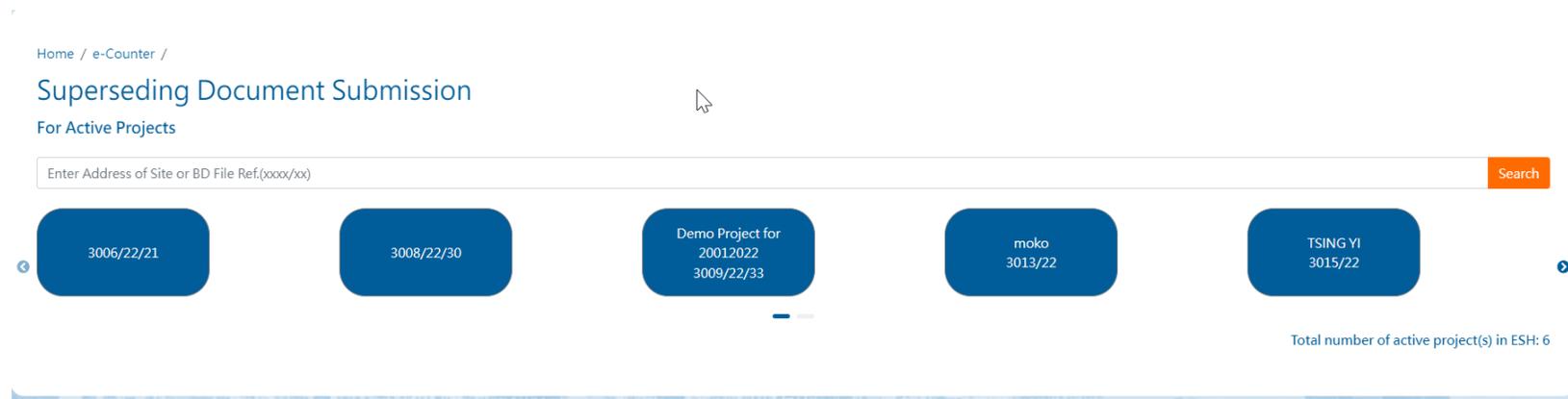
Third Method to apply for Revise Submission – Enter by Project Directory	
1.	• The user could also click the "Project Directory", click the "Superseding document submission" for the submission which status is "Processing".

2.8   Amendment Submission (with Form BA16)

For the approved submission, AP/RSE/RGE could make necessary amendment on the building plan by applying the amendment submission. The user will receive the notification from the system indicated that the amendment submission has been completed. The user is also able to view the updated status in the project directory of the specific submission.

Step #	Step Detail & Screen
1.	• Option 1: For the approved submission, applicant could apply amendment submission. Use the "Create New Submission" button to go to the "one-stop e-Counter" page. Click the "Amendment Submission" button. Home / e-Counter **BA5** Application for approval of plans (BA5) First Submission Revise Submitted Application (PNAP ADM-14). To add, supersede and/or withdraw submitted forms, plans and documents Amendment Submission **BA4** Appointment of Registered Building Professional Resubmission **BA21** Nomination of other Registered Building Professional to act in stead **Misc** Miscellaneous Documents

2.	• Select the active project for carrying out the amendment submission
3.	The system will show all the approved submissions for your selection
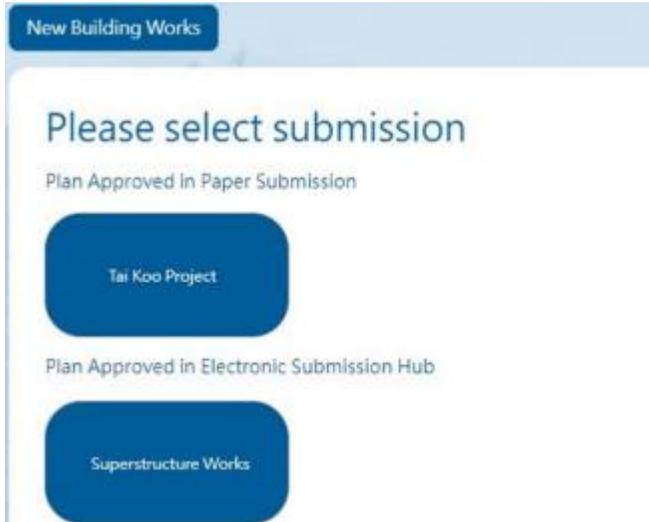
4.	Option 2: User may make Amendment Submission from Project Directory • Click "Project Directory" icon in top menu --- Project Tree expands
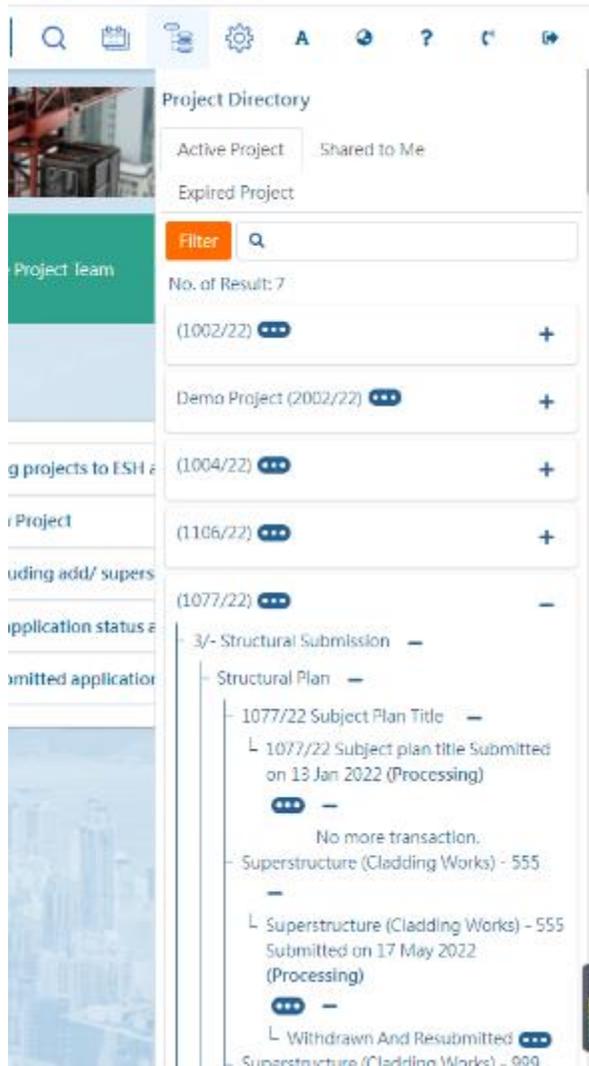
	• Locate the approved submission to which the amendment is going to be made
	• Click the "..." button next to that submission and the "Submit Amendment Submission" button shows up:
5.	
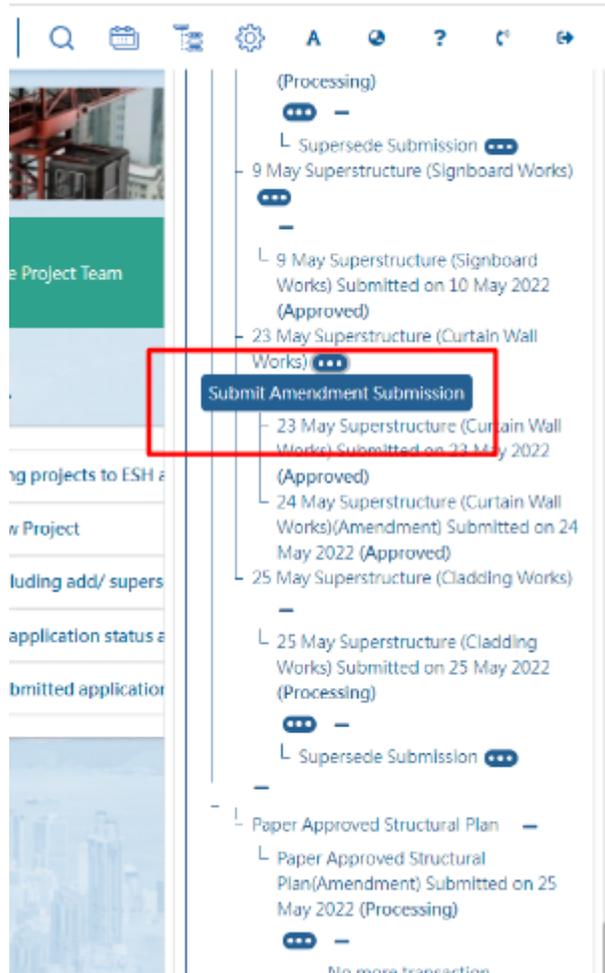
6.	• Click the "Submit Amendment Submission" button and will be redirected to the Amendment Submission page
7.	Tag/Step 1 – "Basic Information" page (can go back and forth the four steps anytime) • In the area of "Project Information", record of project information will be shown which is not editable • Type of Structural Plan Submission (For Superstructure Works above ground) ---- check appropriate item(s)

Type of Structural Plan Submission (For Superstructure Works above ground)

Please select the following fields (you may select more than one)

1. Type of Building Works (At least one type must be selected)

- ☑ Cladding Works
- ☑ Curtain Wall Works
- ☐ Signboard Works
- ☐ Structural elements (e.g. protective barrier, glass wall, window wall, canopy, etc.)
- ☐ Superstructure Works
- ☐ Others (Please specify) [_____]

2. Construction Materials (At least one option must be selected)

- ☐ Glassfibre Reinforced Concrete (GRC) / Glass Reinforced Polyester Works (other than water tank)
- ☑ High Strength Concrete Works (Concrete Grade higher than C60)
- ☑ Precast Concrete Works
- ☐ Prestressed Concrete Works
- ☐ Reinforced Concrete Works
- ☐ Stainless Steel Works
- ☐ Structural Aluminium Works
- ☐ Structural Glass Works
- ☐ Structural Steel Works
- ☐ Others (e.g. use of new materials, etc) (Please specify) [_____]

3. Structural Components and Forms (Check whichever applicable)

- ☐ Cementitious or Polymer Based Grouted Bolts / Dowels / Reinforcing Bars / Cast-in Bolts / Through Bolts Works
- ☑ Fire Protection Materials for Structural Use
- ☑ Glass Reinforced Polyester Water Tank Works
- ☐ High Mast and Lighting Columns Works
- ☐ Mechanical/ Elastomeric Bearing Works

- Submission / Application Information---- Information is auto-filled but is editable by user

- "No" to Apply Type II Consent:

- "Yes" to Apply Type II Consent---- select the date 1st Consent was issued:

- Message to Buildings Department ---- Input message to BD and/or upload file(s)

Message to Buildings Department

Please approve.

Choose file(s) or drop it(them) here   Browse

- Cc Recipients ---- select the recipient(s) for receiving a copy of the submission

Cc Recipients

Please select the recipient(s) for sending a copy of the acknowledgement of this submission/application.

Cc	Role	English Name	With Attachments	Remarks
☑	Owner	HSIAO S BAO	☐	Remark
☐	Authorized Person		☐	Remark
☐	Registered Structual Engineer		☐	Remark
☐	Registered Geotechnical Engineer		☐	Remark
☐	Other ESH User	Please select an option	☐	Remark
				+

- Click the "Save" button at the bottom to save the input information

- Click the "Next" button at the bottom to go to next page "Forms"

-

Tag/Step 2 – "Forms" page

- A Form BA5 shows up

8.

- Fill the Form BA5 and click the "Save" button at the bottom:

9.	(Optional) Click the "Add Form" button to select the Form BA16

- A tag of Form BA16 will be added next to the tag of Form BA5

- Click on the BA16 tag and the Form BA16 form will pop out:

- Fill-in the Form BA16 and click the "Save" button at the bottom to save the input information:

- Click the "Next" button at the bottom to go to next page "Plans and Documents"

10.	Step 3 - "Plans and Documents" Page • "PDF Forms"- Sign the Form BA5 (and the Form BA16 if applicable)

- "Plans" - Upload plans and sign plans

- (Optional) "BIM & CAD Files" - upload specific file(s)

- (Optional) "Calculations"- upload specific file(s) and sign

- (Optional) "Reports and Certificates" - upload specific file(s) and sign

- (Optional) "Photos" - upload specific file(s) and sign

- (Optional) "Others" - upload specific file(s) and sign

- Click the "Next" button at the bottom to go to next tag/step "Preview and Confirm Submission"

11.	Tag/Step 4 – "Preview the Amendment Submission" page:

- Click the "Submit" button at the bottom

12.	• Amendment Submission is made to BD with a receipt shown:

2.9 Major Revision

After making amendment submission, if user deems it needs to be extensively revised, he/she can initiate a Major Revision submission, as long as the amendment has yet been approved or disapproved by BD Officers.

Step #	Step Detail & Screen
1	• Click "Project Directory" icon in top menu --- Project Tree expands

- Locate the amendment submission under processing that you intend to make major revision to
- Click the "..." at the end of the submission title, a list of available actions pops out
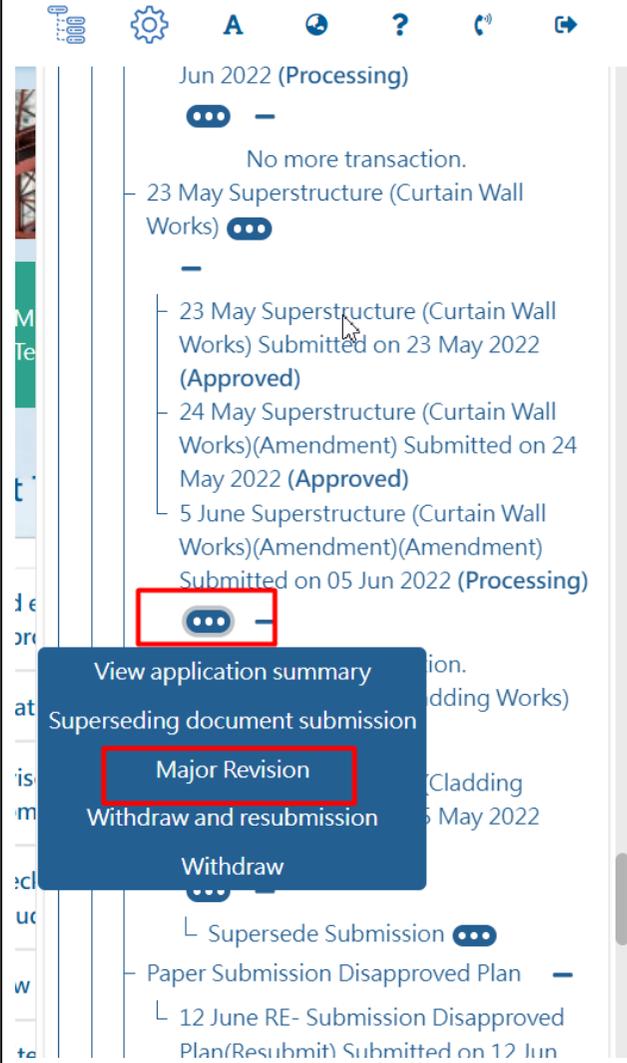
- Select the "Major Revision" – get redirected to "Major Revision in processing submission"

Major Revision in processing submission

Project Information ▲

BD File Ref.	1077/22	Owner	
Address of Site		Authorized Person	-
Lot No.	Lot 1077/22	Registered Structural Engineer	TANG S PING
Description		Registered Geotechnical Engineer	-
		Registered Contractor	-

2	• Review the amendment submission details • Scroll down to "Upload Files" and "Cover Letter to Buildings Department": **Uploaded files** ⓘ [Edit] | ☐	**File Name**	**Description**	**Uploaded Date**	**Signed By**	**Assign To**	**Action**
---	---	---	---	---	---	---
			No files uploaded				 Page 1 ‹ › **Cover Letter to Buildings Department** Please type your message or upload file here

- "Cover Letter" – Upload the files and type in messages

- Click the "Submit" button at the bottom:

Cover Letter to Buildings Department

Please approve

| Save Draft | Submit | Back to Home |

3.

- If the submission of "Major Revision" submitted successfully, an acknowledgement receipt is shown:

System Acknowledgement Receipt

Application Information

Submission ID	ESH-0000003943
Acknowledgement No.	ESS20220615122543
Type of Submission	Major-Revision
Submission Time	05 Jun 2022 16:48
BD File Ref.	3/1077/22
Status	Processing
Start Date	16 Jun 2022
Submitted By	TANG S PING
Responsible Case Officer	SE/NT7

2.10   Withdrawal and Resubmission

The user can withdraw and resubmit the submission provided that the corresponding submission had not been accepted or rejected by BD. The system allows the user to input the reasons for withdrawal before submitting the application. The user will receive the notification from system indicated that the submission has been withdrawn and resubmit. The user is also able to view the (withdraw & resubmit) status in the project tree of the specific submission.

Step #	Step Detail & Screen
1.	• From the Project Directory, locate the submission that you wish to withdraw and resubmit. Click the "…" button and select the "Withdraw and resubmission" option for the submission. Testing By Kel On 08042022 (I) — └ Testing by Kel on 08042022 (I) Submitted on 08 Apr 2022 **(Processing)** ••• — View application summary on. Superseding document submission Withdraw and resubmission Withdraw – Completion — No more document. – Other —
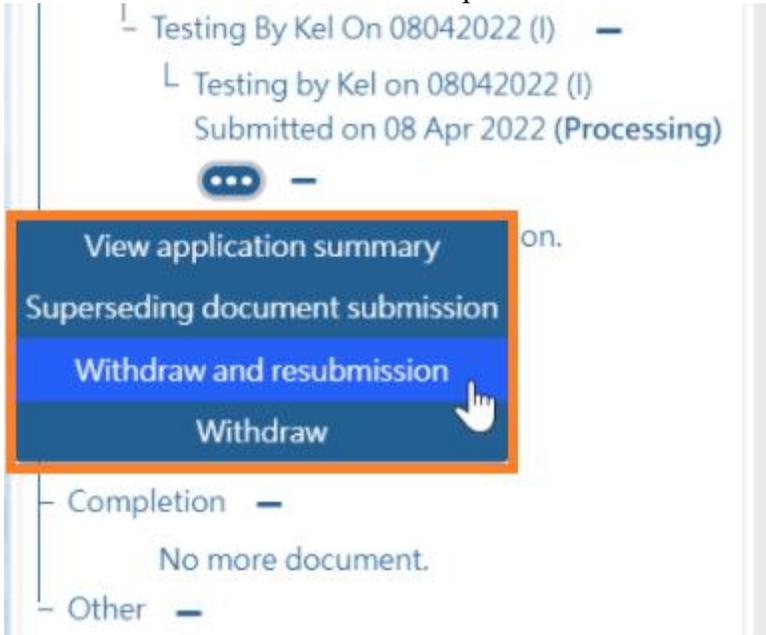
2.	• The system will redirect to the "Submission Summary" page. Input the "Reason for Withdrawal and Resubmission" and click the "Withdraw and Resubmit" button. **Reason for Withdrawal and Resubmission** Please type your message or upload file here Request Supersede Withdraw and Resubmit Back to Summary Print receipt Back to Home

| 3. | • After successful submission, the system will update the submission due date and the applicant is also able the view the updated status under the project directory.

 |

2.11 Withdrawal

The user can withdraw the submission provided that the corresponding submission had not been accepted or rejected by BD. The system allows applicant to input the reasons for withdrawing before submitting the application. The user will receive the notification from system indicated that the submission has been withdrawn. The user is also able to view the "withdrawn" status in the project directory of the specific submission.

Step #	Step Detail & Screen
1.	• From the Project Directory, locate the submission that you wish to withdraw. Click the "…" button and select the "Withdraw" option for the submission.

2.	• The system will redirect to the "Submission Summary" page. Input the "Withdraw Reason" and click the "Withdraw" button.	
3.	• After successful submission, the system will update the submission status to "Withdrawn" and the applicant is also able the view the updated status under the project directory.	

2.12 Submit Miscellaneous Documents

User may submit any supporting documents to any active project at any time by "Miscellaneous Documents" submission via One-stop e-Counter

Step #	Step Detail & Screen
1.	• On landing page, user may click the " Create New Submission" quick button or the "+" button on lower right side to access One-Stop e-Counter:

At One-Stop e-Counter, Click the "Miscellaneous Documents" button

Home / e-Counter

BA5   Application for approval of plans (BA5)   ❯

Revise Submitted Application (PNAP ADM-14).
To add, supersede and/or withdraw submitted forms, plans and documents

BA4   Appointment of Registered Building Professional   ❯

BA21   Nomination of other Registered Building Professional to act in stead

Misc   Miscellaneous Documents

Select an active project:

Other Submission

For Active Projects

Enter Address of Site or BD File Ref.(xxxx/xx)

Search

1004/22

1106/22

1076/22

1077/22

3013/22
ABC

Total number of active project(s) in ESH: 5

- Continue with an existing draft or create a new one:

For Active Projects

| Enter Address of Site or BD File Ref.(xxxx/xx) | Search |

| 1004/22 | 1106/22 | 1076/22 | 1077/22 | 3013/22 ABC |

Total number of active project(s) in ESH: 5

Draft Submission

- •••

ESH Submission ID :
ESH-0000004546

Type of Submission :
Other Submission

Status :
Draft

From the Workspace of :
TANG S PING - RSE 80/02

Creation Date :
15 Jun 2022 12:34

Last Modified Date :
-

Type of Permission Assigned to Me :
Submission Holder

➕

Create New Draft Submission

An new draft submission will be opened:

Home / My Workspace / - (1077/22) / Other Submission (ESH Submission ID : ESH-0000004552)

Basic information	Plans and Documents	Preview and Confirm Submission

Project Information

BD File Ref.	1077/22	Owner	
Address of Site		Authorized Person	-
Lot No.	Lot 1077/22	Registered Structural Engineer	TANG S PING
Description		Registered Geotechnical Engineer	LIN J PARK
		Registered Contractor	-

Detail of Submission / Application

Please complete the following fields

Submission ID	ESH-0000004552
Submission Title	
Contact Point of Applicant Name	TANG S PING

Sidebar tabs: PNAP, PNAP-Forms, Conditions and Requirements, Codes of Practice, User Manual, Online-Pers

2.

- Basic Information - Fill in necessary information

Basic information	Plans and Documents	Preview and Confirm Submission
①	②	③

Detail of Submission / Application

Please complete the following fields

Submission ID	ESH-0000004552	
Submission Title	15 June Others	✓
Contact Point of Applicant Name	TANG S PING	
Contact Point of Applicant Phone No.	12345678	✓
Contact Point of Applicant Address	123 Waterloo Road	

Cover Letter to Buildings Department

Please review

- Click the "Next" button at the bottom to go to the next page - Plans and Documents

Home / My Workspace / - (1077/22) / Other Submission (ESH Submission ID : ESH-0000004552)

Basic information	Plans and Documents	Preview and Confirm Submission

	Owner	L Y YUN	☑	Remark
	Authorized Person			Remark
	Registered Structual Engineer			Remark
	Registered Geotechnical Engineer			Remark
	Other ESH User	Please select an option		Remark

Cancel   Reset   Save   Next

Plans and Documents - Upload files (please pay attention to the requirements for the files being uploaded)

3.

Home / My Workspace / - (1077/22) / Other Submission (ESH Submission ID : ESH-0000004552)

Basic information	Plans and Documents

1 ──────── **2**

Others: (For details see PNAP ADM-17)

1. Most commonly used file formats are acceptable;
2. length of file name ≤ 50 alphanumeric characters;
3. file size ≤ 500 MB each; and
4. ZIP file is NOT acceptable.

Others ⓘ ◀

☐	File Name	Description	Report Category	Uploaded Date
				No files uploaded

Choose file(s) or drop it(them) here

Show File Uploader

Click the "Edit" button to fill "Description" and "Report Category" from the dropdown lists of the file item:

Click the "Save" button to save the changes:

Select files that need signatures for "Batch Signing"

4.

- Click the "Next" button on the bottom to go to Preview and Confirm Submission Page

5.

- Preview submission details

Basic information	Plans and Documents	Preview and Confirm Submission

① ② ③

Uploaded files

Others

[Download]

File Name	Description	Uploaded Date	Signed By	Action
Large File Size (PDF)-285MB.pdf	Material Test Report of Steel Reinforcement	15 Jun 2022 14:18		...
Login using iAM Smart (MOV).mov	Material Test Report and Mill Certificate of Steel Section	15 Jun 2022 14:18		...
Presentation (PPT).pptx	Material Test Report of Concrete / Grout Cubes	15 Jun 2022 14:18		...
Table (Excel).xlsx		15 Jun 2022 14:18		...

[Cancel] [Reset] [Download Zip File] [Back] [Submit]

- Click the "Submit" button on the bottom
- Miscellaneous Documents are submitted successfully with a receipt issued

System Acknowledgement Receipt

Application Information

Submission ID	ESH-0000004552
Acknowledgement No.	ESS20220615022603
Type of Submission	Miscellaneous
Submission Time	15 Jun 2022 14:26
BD File Ref.	3/1077/22
Status	Acknowledged
Start Date	16 Jun 2022
Submitted By	TANG S PING
Responsible Case Officer	SE/NT7

2.13 Resubmission upon Disapproval

If the first plan submission was disapproved by BD, AP/RSE/RGE may consider making resubmission on the basis of the disapproved plans.

Step #	Step Detail & Screen
1.	• Option 1: For the disapproved submission, applicant could make resubmission. Use the "Create New Submission" button to go to the "one-stop e-Counter" page. Click the "Resubmission" button. Home / e-Counter **BA5** Application for approval of plans (BA5) ＞ First Submission Revise Submitted Application (PNAP ADM-14). To add, supersede and/or withdraw submitted forms, plans and documents Amendment Submission **BA4** Appointment of Registered Building Professional ＞ Resubmission **BA21** Nomination of other Registered Building Professional to act in stead **Misc** Miscellaneous Documents

- Select the active project for carrying out the amendment submission

Home / e-Counter / Re-Submission

Re-Submission

For Active Projects in ESH (with create submission draft permission)

| Enter Address of Site or BD File Ref.(xxxx/xx) | Search |

| 1004/22 | 1106/22 | 1076/22 | 1077/22 | ABC 3013/22 |

Total number of active project(s) in ESH: 5

- All disapproved submissions are shown for your selection:

Please select submission

ECM Disapproved Paper Submission Plan

Paper Submission
Disapproved Plan

- Click the disapproved plan submission you intend to make resubmission to, and get redirected to Resubmission draft

2.	• Option 2:Locate the disapproved submission in the project tree, and click the "..." at the end of the submission title • Select "Resubmission" and get redirected to Resubmission draft
3.	• Basic Information - fill in necessary information Home / My Workspace / - (1077/22) / First Submission - 15 June Paper Submission Disapproved Plan(Resubmit) (ESH Submission ID : ESH-0000004585) **Basic Information** | Forms | Plans and Documents | Preview and Confirm Submission ① ② ③ ④ Others (e.g. use of unconventional construction method, etc.) (Please specify) **Submission / Application Information** Submission ID — ESH-0000004585 Submission Subject (Plan Title) — 15 June Paper Submission Disapproved Plan(Resubmit) ✓ The plans are re-submitted to address the previous refusal under Section 16(1)(i) or (2)(f) of the Buildings Ordinance (Yes / No) — Yes ✓ Name of Contact Point — TANG S PING ✓ Telephone no. of Contact Point — 12345678 ✓ **Message to Buildings Department** Please review and approve ✧ Select "Yes" to "The plans are re-submitted to address the previous refusal under Section 16(1)(i) or (2)(f) of the Buildings Ordinance" - number of days for BD process is 60 ✧ Select "No" to "The plans are re-submitted to address the previous refusal under Section 16(1)(i) or (2)(f) of the Buildings

Ordinance" - number of days for BD process is 30

- Click the "Next" button at the bottom to go to next page

4.

- Forms - fill out the Form BA5 (and the Form BA16 if applicable)

Home / My Workspace / - (1077/22) / First Submission - 15 June Paper Submission Disapproved Plan(Resubmit) (ESH Submission ID : ESH-0000004585)

Basic Information	Forms	Plans and Documents	Preview and Confirm Submission

① ② ③ ④

乙. 填寫表格

1. 請填妥表格載列所有有關的部分，並於「電子資料呈交及處理系統」平台上簽署表格。請上載所有證明文件。
2. 請留意數碼簽署必須獲香港郵政署署長發出的數碼證書認證，或根據《電子交易條例》認可的其他核證機關所發出的數碼證書認證。
3. 所提供的資料如有不全或錯誤，屋宇署將不能處理呈交的文件。
4. 如對本表格有任何疑問，請與屋宇署聯絡。

丙. 呈交方法

1. 本表格乃屋宇署「電子資料呈交及處理系統」的網上表格，用戶只須要於系統平台上提交。完成提交後，網上表格會儲存於用戶帳戶內，用戶也可將其儲存為便攜式文件格式 (PDF) 作備存。

丁. 聯絡資料

屋宇署
地址：九龍油麻地海庭道11號西九龍政府合署北座屋宇署總部
電話：2626 1616 (由" 1823" 接聽)
傳真：2537 4992
電郵：enquiry@bd.gov.hk

4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Buildings Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Buildings Department.

B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed, and the form is digitally signed via the Electronic Submission Hub (ESH). Please upload all supporting documents.
2. Please note that digital signature shall be authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognized under the Electronic Transactions Ordinance.
3. If incomplete or erroneous information is provided in the form, the Buildings Department may not be able to process the submission.
4. Enquiries regarding this form should be addressed to the Buildings Department.

C. Submission Methods

1. This form is the online form used in the Electronic Submission Hub (ESH). User is required to submit the form under the ESH. After submission, the form is stored in the user account and it can also be saved as Portable Document Format (PDF) file for record.

D. Contact Details

Buildings Department
Address: Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon
Tel No.: 2626 1616 (handled by " 1823")
Fax No.: 2537 4992
Email: enquiry@bd.gov.hk

Cancel Reset Save Delete Request for signing Back Next

		• Click the "Next" button at the bottom to save form(s) and go to the next page
5.		• Plans and Documents ✧ PDF Forms---- Sign the Form BA5 (and the Form BA16 if applicable)

✧ Plans---- Upload plans and sign plans

✧ (Optional) BIM & CAD Files ---- upload specific file(s)

✧ (Optional) Calculations ---- upload specific file(s) and sign

✧ (Optional) Reports and Certificates---- upload specific file(s) and sign

✧ (Optional) Photo ---- upload specific file(s) and sign

✧ (Optional) Others ---- upload specific file(s) and sign

- Click "Next" at the bottom to go to next page "Preview and Confirm Submission"

6.	• Preview submission details

Home / My Workspace / - (1077/22) / First Submission - 15 June Paper Submission Disapproved Plan(Resubmit) (ESH Submission ID : ESH-0000004585)

Basic Information	Forms	Plans and Documents	Preview and Confirm Submission
①	②	③	④

Photos   [Download]

File Name	Description	Uploaded Date	Signed By	Action
		No files uploaded		

Others   [Download]

File Name	Description	Uploaded Date	Signed By	Action
		No files uploaded		

[Cancel] [Reset] [Download Zip File] [Back] [Submit]

• Click the "Submit" button at the bottom

• Resubmission is made successfully with a receipt issued

2.14   View Submission Result

After processing of the submission by BD, the user result will be issued to the applicant via ESH. The user can view the results by using the notification and the Inbox messages. If the user click the message of the approval result in the inbox, the user can download the approval plans and the approval letter.

Step #	Step Detail & Screen
1.	• Applicant is able to receive the submission result by using notification.

2.	• The user can also review the submission result by using the Inbox function.

BD File Ref.	Address of Site	Type of Submission	Submission ID	Submission Subject	Message Date	Message Title	Message Nature
3/3009/22/33	Demo Project for 20012022	Plan	2642	Testing on BD106 by kel on 07 0402022 (II)	07 Apr 2022	Submission Receipt	Submitted
3/3009/22/33	Demo Project for 20012022	Plan	2627	Testing on 7 Apr 2022 by Kel (I)	07 Apr 2022	Submission Result	Approved
3/3009/22/33	Demo Project for 20012022	Plan	2630	Minor Amendments to Submission	07 Apr 2022	Submission Receipt	Submitted
3/3009/22/33	Demo Project for 20012022	Plan	2627	Testing on 7 Apr 2022 by Kel (I)	07 Apr 2022	Submission Receipt	Submitted
3/3009/22/33	Demo Project for 20012022	Plan	2624	Minor Amendments to Submission	06 Apr 2022	Submission Receipt	Submitted
3/3009/22/33	Demo Project for 20012022	Plan	2621	Retest on Case 1084	06 Apr 2022	Submission Receipt	Submitted
3/3009/22/33	Demo Project for 20012022	Plan	2618	Testing on Ticket 999	06 Apr 2022	Submission Result	Approved
3/3009/22/33	Demo Project for 20012022	Plan	2618	Testing on Ticket 999	06 Apr 2022	Submission Receipt	Submitted
3/3009/22/33	Demo Project for 20012022	Plan	2588	Testing on supersede flow on 4 Apr 2022 by kel (IV)	06 Apr 2022	Submission Result	Approved
3/3009/22/33	Demo Project for 20012022	Plan	2609	Testing on the due day by kel on 6 Apr 2022 (V)	06 Apr 2022	Submission Receipt	Submitted

3.	• The user applicant can download the approved plans and approval letter by clicking the download button.
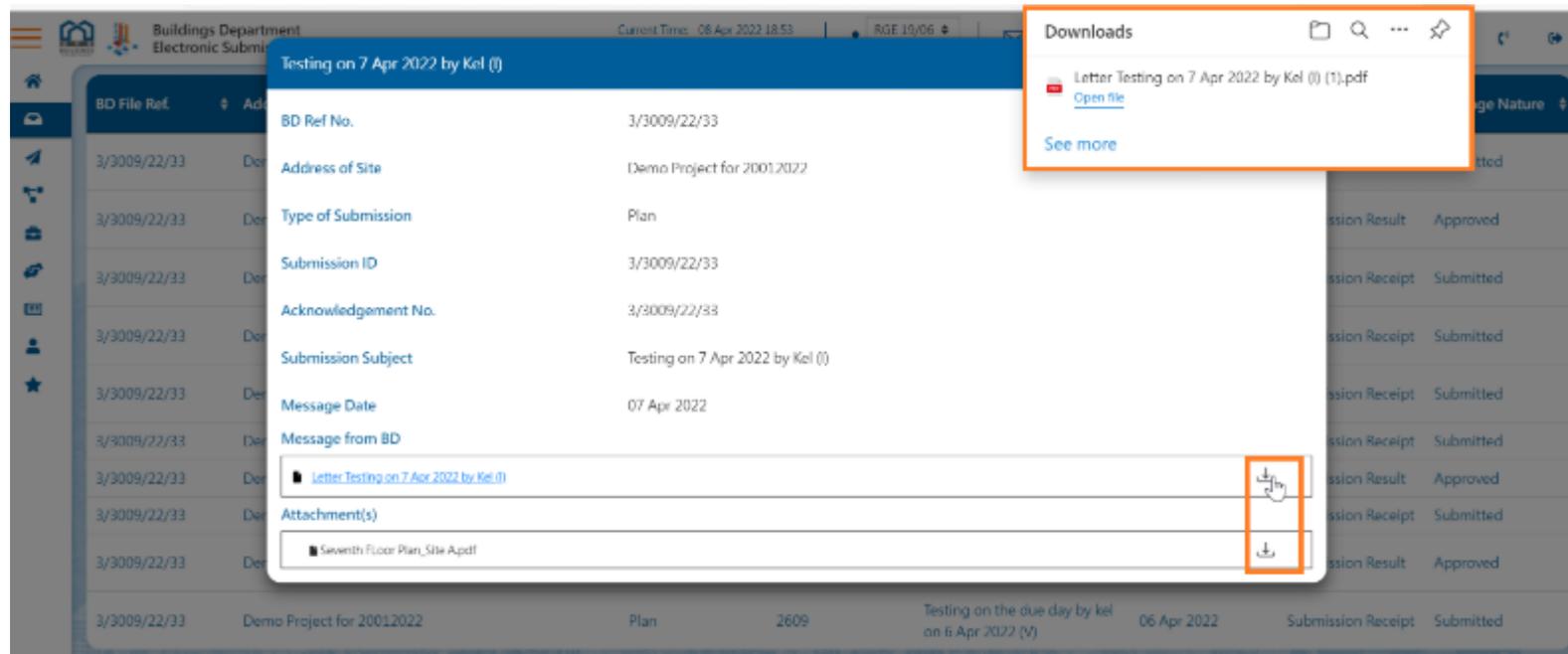
2.15   Appointment of Registered Building Professional (Form BA4)

A project AP/RSE/RGE is entitled to i) add a separate AP/RGE/RGE to a project and ii) invite another AP/RSE/RGE to replace an existing AP/RSE/RGE of a project by submitting the Form BA4.

1. Addition of Separate AP/RSE/RGE

Step #	Step Detail & Screen
1.	- Use the "Create New Submission" button to go to the "one-stop e-Counter" page. - Click the "Addition of Separate Registered Building Professional" button under "BA4 - Appointment of Registered Building Professional"

Home / e-Counter

BA5 Application for approval of plans (BA5) >

Revise Submitted Application (PNAP ADM-14).
To add, supersede and/or withdraw submitted forms, plans and documents

BA4 Appointment of Registered Building Professional >

Addition of Separate Registered Structural Engineer

BA21 Nomination of other Registered Building Professional to act in stead

Replacement of Registered Building Professional

Misc Miscellaneous Documents

- All active projects are shown for your selection:

- Select the project, all drafts (if any) under it pop out, or user may choose to create new draft

| 1004/22 | 1106/22 | 1076/22 | 1077/22 | ABC 3013/22 |

Total number of active project(s) in ESH: 5

Draft Submission

Additional "RSE/AP/RGE" In Project •••

ESH Submission ID :
ESH-0000004726

Type of Submission :
Add Professional Submission

Status :
Draft

From the Workspace of :
TANG S PING - RSE 80/02

Creation Date :
16 Jun 2022 11:42

Last Modified Date :
-

Type of Permission Assigned to Me :
Submission Holder

Additional "RSE/AP/RGE" In Project •••

ESH Submission ID :
ESH-0000004723

Type of Submission :
Add Professional Submission

Status :
Draft

From the Workspace of :
TANG S PING - RSE 80/02

Creation Date :
16 Jun 2022 11:42

Last Modified Date :
-

Type of Permission Assigned to Me :
Submission Holder

+

Create New Draft Submission

Get redirected to submission drafting:

Basic Information	Forms	Documents	Preview and Confirm Submission

①———————————————②———————————————③———————————————④

Project Information

BD File Ref.	1077/22	Owner	
Address of Site		Authorized Person	-
Lot No.	Lot 1077/22	Registered Structural Engineer	TANG S PING
Description		Registered Geotechnical Engineer	LIN J PARK
		Registered Contractor	-

Detail of Submission / Application

Please complete the following fields

Submission ID	ESH-0000004723
Submission Title	Additional "RSE/AP/RGE" in project
Contact Point of Applicant Name	TANG S PING
Contact Point of Applicant Phone No.	8555 43211

<table>
<tr><td>2.</td><td>

- Basic Information - fill in necessary information

◇ Submission Information - Select Invite Role from dropdown List

◇ Submission Information - Input "Invite Person" by name or registration no.

- Set "Enable to Submit Type of Plan"

</td></tr>
</table>

3.	• Click the "Next" button at the bottom to go to next page - Forms
4.	• Forms - fill out BA4 • Click the "Next" button at the bottom to save form(s) and go to the next page

• Plans and Documents

✧ PDF Forms---- Sign BA4

Home / My Workspace / - (1077/22) / Adding Additional Professional User In Project - Additional "RSE/AP/RGE" in project (ESH Submission ID : ESH-0000004726)

Basic Information	Forms	Documents	Preview and Confirm Submission
❶	❷	❸	❹

The PDF file(s) of all Form(s) are in preparation. Please wait for a moment and refresh the page

PDF Forms   Edit

File Name	Description	Uploaded Date	Signed By	Assign To	Action
BA4.pdf	BA4.pdf	16 Jun 2022 14:39			•••

No. of Files 1

View
Download
Sign BA Form
Request For Signing

Batch Request For Signing   Batch Signing   Batch Delete

Others ⓘ   Edit

☐	File Name	Description	Uploaded Date	Signed By	Assign To	Action
			No files uploaded			

Choose file(s) or drop it(them) here

5.

❖ PDF Forms - Request the AP/RSE/RGE who is being invited to co-sign the Form BA4

Request For Signing   ✕

HO Q FENG,RGE 6/97 ✕   ▼

Confirm   Close

✧ The AP/RSE/RGE being invited will receive a notification and co-sign the Form BA4

✧ Others---- Upload other supporting documents and sign (Optional)

- Click "Next" at the bottom to go to next page "Preview and Confirm Submission"

6.	• Preview submission details • Click the "Submit" button at the bottom • Addition of Separate Registered Building Professional is submitted successfully with a receipt issued
7.	• Go to My Project to view the project basic information • The additional separate AP/RSE/RGE has been added to the project

2. Replacement of Registered Building Professional

Step #	Step Detail & Screen
1.	• Use the "Create New Submission" button to go to the "one-stop e-Counter" page. • Click the "Replacement of Registered Building Professional" button under "BA4 - Appointment of Registered Building Professional" Home / e-Counter **BA5** Application for approval of plans (BA5) Revise Submitted Application (PNAP ADM-14). To add, supersede and/or withdraw submitted forms, plans and documents **BA4** Appointment of Registered Building Professional Addition of Separate Registered Structural Engineer **BA21** Nomination of other Registered Building Professional to act in stead Replacement of Registered Building Professional **Misc** Miscellaneous Documents • All active projects are shown for your selection:

Home / e-Counter /

Add Additional Professional User In Project

For Active Projects

| Enter Address of Site or BD File Ref.(xxxx/xx) | Search |

| 1004/22 | 1106/22 | 1076/22 | 1077/22 | ABC 3013/22 |

Total number of active project(s) in ESH: 5

- Select the project, all drafts (if any) under it pop out, or user may choose to create new draft

Get redirected to submission drafting:

Home / My Workspace / - (1077/22) / Invite Another Professional User For Replacement - Replacement "RSE/AP/RGE" in project (ESH Submission ID : ESH-0000004720)

Basic Information	Forms	Documents	Preview and Confirm Submission

①   **②**   **③**   **④**

Project Information ▲

BD File Ref.	1077/22	Owner	
Address of Site		Authorized Person	-
Lot No.	Lot 1077/22	Registered Structural Engineer	TANG S PING
Description		Registered Geotechnical Engineer	LIN J PARK
		Registered Contractor	-

Detail of Submission / Application

Please complete the following fields

Submission ID   ESH-0000004720

Submission Title   Replacement "RSE/AP/RGE" in project

Contact Point of Applicant Name   TANG S PING

2.	• Basic Information - fill in necessary information ✧ Submission Information - Select "Invite Role" from dropdown List ### Submission Information Invite Role Registered Geotechnical Engineer ⬍ Existing Professional Name Authorized Person Registered Structural Engineer **Registered Geotechnical Engineer** Invite Person Please select an option Name ✧ Submission Information - Select "Existing Professional" who is being replaced - Input "Invite Person" by name or registration no. ### Submission Information Invite Role Registered Geotechnical Engineer ⬍ Existing Professional Name HO Q FENG,RGE 6/97 ⬍ Invite Person NG TAI SIN,RGE 98/82 Name NG TAI SIN

- Click the "Next" button at the bottom to go to next page - Forms

3.	- Forms – fill-in the Form BA4 - Click the "Next" button at the bottom to save form(s) and go to the next page

- Plans and Documents

✧ PDF Forms---- Sign Form BA4

4.

✧ PDF Forms - Request the AP/RSE/RGE who is being invited to co-sign the Form BA4

Request For Signing ✕

NG TAI SIN,RGE 98/82 ✕

[Confirm] [Close]

✧ The AP/RSE/RGE being invited will receive a notification and co-sign the Form BA4

Buildings Department
Electronic Submission Hub

Current Time: 16 Jun 2022 16:53
Last Login Time: -

RGE 98/82 ⇕
NG TAI SIN

Home / My Workspace / - (1077/22) / Invite Another Pro... SE/AP/RGE" in project (ESH Submission ID : ESH-0000004720)

| Basic Information | | ...uments | Preview and Confirm Submission |

New
There is no new message.

Earlier
There has a file signing request at submission
16 June Replacement "RSE/AP/RGE" in project
16 Jun 2022 16:53

PDF Forms [Edit]

File Name	Description	Uploaded Date	Signed By	Assign To	Action
BA4.pdf	BA4.pdf	16 Jun 2022 16:34	TANG S PING, RSE 80/02	NG TAI SIN, RGE 98/82	...

No. of Files 1 Page 1 ‹ ›

	Others---- Upload other supporting documents and sign (Optional)
	• Click "Next" at the bottom to go to next page "Preview and Confirm Submission"
5.	• Preview submission details
	• Click the "Submit" button at the bottom
	• If the submission is submitted successfully, an acknowledge receipt is shown
6.	• Go to My Project to view the project basic information
	• The previous AP/RSE/RGE was replaced by the new AP/RSE/RGE.

2.16   Nomination of other Registered Building Professional to act instead (Form BA21)

If a project AP/RSE/RGE needs to take a leave from the post temporarily, he/she may nominate another AP/RSE/RGE to act in his/her place for a certain period of time, during which the nominee assumes the responsibilities transferred to him/she by submitting Form BA21.

Step #	Step Detail & Screen
1.	• Use the "Create New Submission" button to go to the "one-stop e-Counter" page. • Click the "BA21-Nomination of other Registered Building Professional to act in stead" button

Get redirected to submission drafting:

Buildings Department
Electronic Submission Hub

Current Time: 16 Jun 2022 20:38
Last Login Time: 16 Jun 2022 18:05

RSE 80/02

TANG S PING

Home / My Workspace
/ Notice Of Nomination By Authorized Person Or Registered Structural Engineer Or Registered Geotechnical Engineer To Temporarily Act In His Stead (BA21) - Temperorily Act "RSE/AP/RGE" in project (ESH Submission ID : ESH-0000004831)

Select Project	Forms	Documents	Preview and Confirm Submission
①	②	③	④

Active Projects

Please complete the following fields

	Name of Project	Address of Site	Lot No.	BD Ref. No.	AP	RSE	RGE
			145	1002/22			TAN Q YUL
	Demo Project	213123	Lot 1278	2002/22	HO L KANG	SHAO J LEE	
☐			1CC5DD	1004/22	KUO X ON	TANG S PING	
☐			asd	1106/22		TANG S PING	
☐			Lot 1076/22	1076/22		H H LEE TANG S PING	
☐			Lot 1077/22	1077/22		TANG S PING	LIN J PARK
			1	3006/22	FANG Y SONG	MENG Q WU	LIAO A SHENG
	TSING YI	TSING YI	1	3011/22	FANG Y SONG	LIN C ZHEN YANG L FENG CHU T QIAO	LIAO A SHENG
☐	ABC	ABC	12cT	3013/22		TANG S PING	

Details of the nominated Person | Please select an option

PNAP

Codes of Practice

Online-Person (1)

2.

- Basic Information

✧ Active Projects - check the box(es) in front of the project(s) you plan to assign to another AP/RSE/RGE to handle during your leave

<u>Active Projects</u>

Please complete the following fields

	Name of Project	Address of Site	Lot No.	BD Ref. No.	AP	RSE	RGE
			145	1002/22			TAN Q YUL
	Demo Project	213123	Lot 1278	2002/22	HO L KANG	SHAO J LEE	
☑			1CC5DD	1004/22	KUO X ON	TANG S PING	
☑			asd	1106/22		TANG S PING	
☑			Lot 1076/22	1076/22		H H LEE TANG S PING	
☑			Lot 1077/22	1077/22		TANG S PING	LIN J PARK
			1	3006/22	FANG Y SONG	MENG Q WU	LIAO A SHENG
	TSING YI	TSING YI	1	3011/22	FANG Y SONG	LIN C ZHEN YANG L FENG CHU T QIAO	LIAO A SHENG
☐	ABC	ABC	12cT	3013/22		TANG S PING	

- Input "Details of the Nominated Person" by name or registration no.

- Set period span

Details of the nominated Person	CHU T QIAO,RSE 56/00		
Name	CHU T QIAO	Reg No.	RSE 56/00
Period from	Thursday, June 16, 2022	To	Thursday, June 30, 2022

	✧ Cover Letter to Buildings Department (optional)
	✧ Copy List (optional)
	• Click the "Next" button at the bottom to go to next page - Forms
3.	• Forms - fill out the Form BA21 • Click the "Next" button at the bottom to save form(s) and go to the next page

	4.	• Plans and Documents ✦ PDF Forms---- Sign the Form BA21 ✦ PDF Forms - Request the AP/RSE/RGE who is being nominated to co-sign the Form BA21 ✦ AP/RSE/RGE being nominated will receive a notification and co-sign Form BA21 ✦ Others---- Upload other supporting documents and sign (Optional)

		• Click "Next" at the bottom to go to next page "Preview and Confirm Submission"
5.		• Preview submission details • Click the "Submit" button at the bottom • Nomination of other Registered Building Professional is submitted successfully with a receipt issued

Step #	Step Detail & Screen
6.	• Go to My Project to view the project basic information • Nominated AP/RSE/RGE has been added to the project

2.17 Share Project Information

User may share submission information and/or documents to other Registered Building Professionals under the project

(Note: other RBP must activate the project first to view or download the submission information and files)

Step #	Step Detail & Screen
1.	Log in ESS and find the "Share Information" option in Left Menu

Click "Share Information" and get redirected to "My Project List"

- Click the "Action" button at the end of the project whose submission information you plan to share to other RBP

- A list of Project Team Members will be show

2.	Please make sure the team member you plan to share project information with has already activated the project (If he/she hasn't done that ,please refer to "2.4.2 Activate Project")

Share Project Information - (1077/22)

Project Team Member

Name	Registration No.	Project Activation Status	Information	File
LIN J PARK	RGE 48/77	Active	☐	☐
HU L DONG	AP(A) 58/85	Inactive		
KUO X ON	AP(A) 27/00	Inactive		
HO Q FENG	RGE 6/97	Inactive		
CHU T QIAO	RSE 56/00	Inactive		

Name of Authorized Signatory	Company Name	Registration No.	Project Activation Status	Information	File
		No data available in table			

Save Cancel

Check the box under "Information" to share submission information only (files can't be downloaded) with the RBP

Share Project Information - (1077/22)

Project Team Member

Name	Registration No.	Project Activation Status	Information	File
LIN J PARK	RGE 48/77	Active	☑	☐
HU L DONG	AP(A) 58/85	Inactive		
KUO X ON	AP(A) 27/00	Inactive		
HO Q FENG	RGE 6/97	Inactive		
CHU T QIAO	RSE 56/00	Inactive		

Name of Authorized Signatory	Company Name	Registration No.	Project Activation Status	Information	File
		No data available in table			

Save Cancel

- Check the box under "File" to allow the RBP to not only view the submission information, but also download the files (Note: "File" must be chosen together with "Information", for the files can't be shared without submission information being shared simultaneously)

Share Project Information - (1077/22)

Project Team Member

Name	Registration No.	Project Activation Status	Information	File
LIN J PARK	RGE 48/77	Active	☑	☑
HU L DONG	AP(A) 58/85	Inactive		
KUO X ON	AP(A) 27/00	Inactive		
HO Q FENG	RGE 6/97	Inactive		
CHU T QIAO	RSE 56/00	Inactive		

Name of Authorized Signatory	Company Name	Registration No.	Project Activation Status	Information	File
		No data available in table			

Save Cancel

- Click "Save" button to confirm