

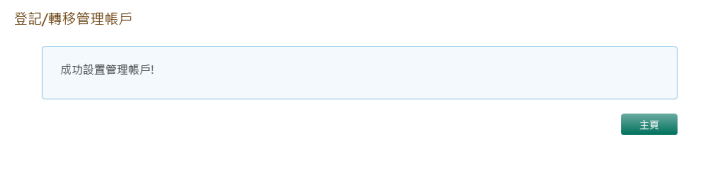


簡介－確認「我的特快專遞」的「管理帳戶」
Guide – Validation of “Admin Account” in “My Speedpost”

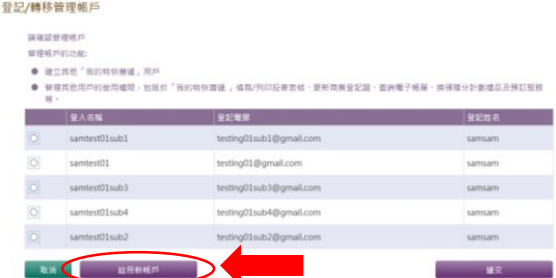


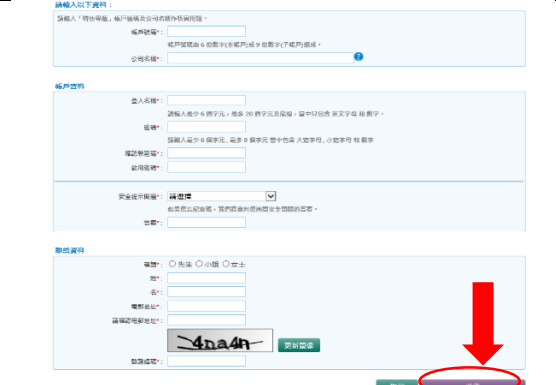

| Step 使用步驟 | Screen 螢幕 | |
|---|---|---|
| Validation of “Admin Account” 確認「管理帳戶」 | | |
| 1. | <p>Go to the webpage of “My Speedpost” and select “Admin Account Setting”.</p> <p>進入「我的特快專遞」版面，然後按「管理帳戶設定」。</p> |  |
| 2. | <p>Click “Submit” after entering the required information.</p> <p>輸入所需資料後，按「遞交」。</p> |  |

3.a Selecting from existing user account 選擇現有用戶

| | | |
|---------|---|--|
| 3.a.i | <p>Click “Submit” after selecting the Admin Account.</p> <p>選擇管理帳戶後，按「遞交」。</p> |  |
| 3.a.ii | <p>Click “Yes” to confirm the change.</p> <p>選擇「是」以確認更新。</p> |  |
| 3.a.iii | <p>Admin Account is changed. An e-mail will be sent to the Admin Account to notify its new role</p> <p>已更改管理帳戶。全新管理帳戶隨即會收到確認電郵。</p> |  |

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3.b. Create new user account 選擇全新用戶

| | | |
|---------|---|--|
| 3.b.i | Click “Create New Account” 按「註冊新帳戶」 |  |
| 3.b.ii | Click “Yes” to confirm the change. 選擇「是」以確認更新。 |  |
| 3.b.iii | Tick the box and select “Accept” after reading through the terms and conditions. 細閱條款及細則後，點擊方格及按「接受」。 |  |
| 3.b.iv | Click “Submit” after entering the required information and the Activation code. 輸入所需資料及啟用密碼後，按「遞交」。 |  |
| 3.b.v. | An e-mail will be sent to the Admin Account to notify its new role. 全新管理帳戶隨即會收到確認電郵。 |  |



有關在「管理帳戶」內管理其他用戶或建立新用戶詳情，請瀏覽「我的特快專遞」 <https://my.speedpost.hk>。

For details of managing other account or create new user account under “Admin Account”, please visit My Speedpost at <https://my.speedpost.hk>.



常見問題及答案
 Frequently asked questions