



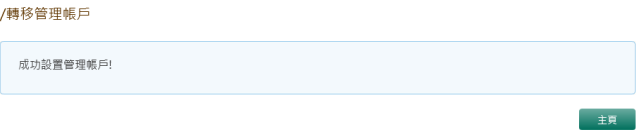


簡介－確認「我的特快專遞」的「管理帳戶」  
Guide – Validation of “Admin Account” in “My Speedpost”

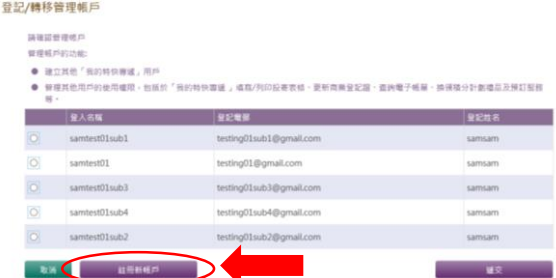


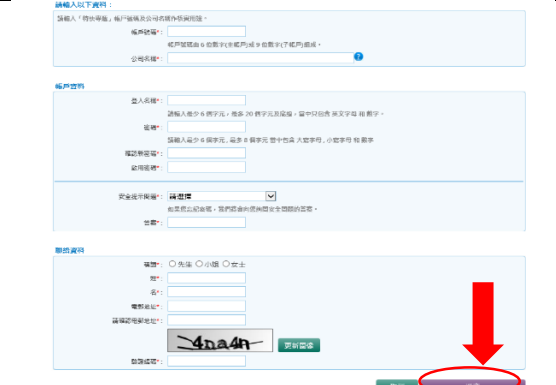

Step 使用步驟	Screen 螢幕
<b>Validation of “Admin Account” 確認「管理帳戶」</b>	
1. Go to the webpage of “My Speedpost” and select “Register for / Transfer Management Account”. 進入「我的特快專遞」版面，然後按「登記／轉移管理帳戶」。	
2. Click “Submit” after entering the required information. 輸入所需資料後，按「遞交」。	

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

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

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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