

在「管理帳戶」內 管理或建立用戶

To Manage or Create Accounts under “User Management”

2025年2月
Feb 2025

1. 進入「我的特快專遞」版面，然後按「我的特快專遞」管理帳戶登入」。

Go to the webpage of “My Speedpost” and select “Login with “My Speedpost” Admin Account”.



The screenshot shows the My Speedpost website interface. At the top left is the Speed Post logo. The main heading is "電子月結帳單 給環保打打氣". Below it, there is a paragraph explaining the benefits of electronic statements. A section titled "電子帳單的好處:" lists several advantages. On the right side, there are several login buttons, with the top one "「我的特快專遞」管理帳戶登入" highlighted with a red box. Below the login buttons are links for "常見問題及答案" and "需要協助?". At the bottom, there are links for "郵件服務 API" and "MYGOVHK 我的政府一站通".

Speed Post
特快專遞

特快專遞 | 简体 | English

電子月結帳單 給環保打打氣

特快專遞一直為已登記「我的特快專遞」的帳戶客戶提供電子月結帳單，以減少浪費紙張。特快專遞已於2018年1月全面推行電子月結帳單。特快專遞的帳戶客戶只需登入「我的特快專遞」，便可查閱最新的帳單資料。

電子帳單的好處:

- 當月的電子帳單於下個月的首個工作天便可收到，比透過信件收取快約一星期
- 帳單數據可下載，方便客戶管理
- 每月月初會收到電郵通知提示
- 為環保出力

如何登記「我的特快專遞」? VIDEO

如何確認「我的特快專遞」的「管理帳戶」? VIDEO

如何在「管理帳戶」內管理或建立用戶? VIDEO

常見問題及答案

系統升級時間表 如何登記「我的特快專遞」

需要協助?

- 登記「急件派遞通知服務」
- 使用「填寫及列印投寄表格」
- 管理帳戶設定
- 如須檢視有關管理帳戶/使用帳戶詳情，請使用「我的特快專遞」
- 重發「我的特快專遞」啟用密碼
- 下載投寄記錄

郵件服務 API

MYGOVHK 我的政府一站通

Easy Sign On 簡易登入

Speed Post 特快專遞

透過「我的特快專遞」製作投寄表格，寄件話咁易！詳情。→

2. 登入後，選擇「我的特快專遞」後選擇「用戶管理」。

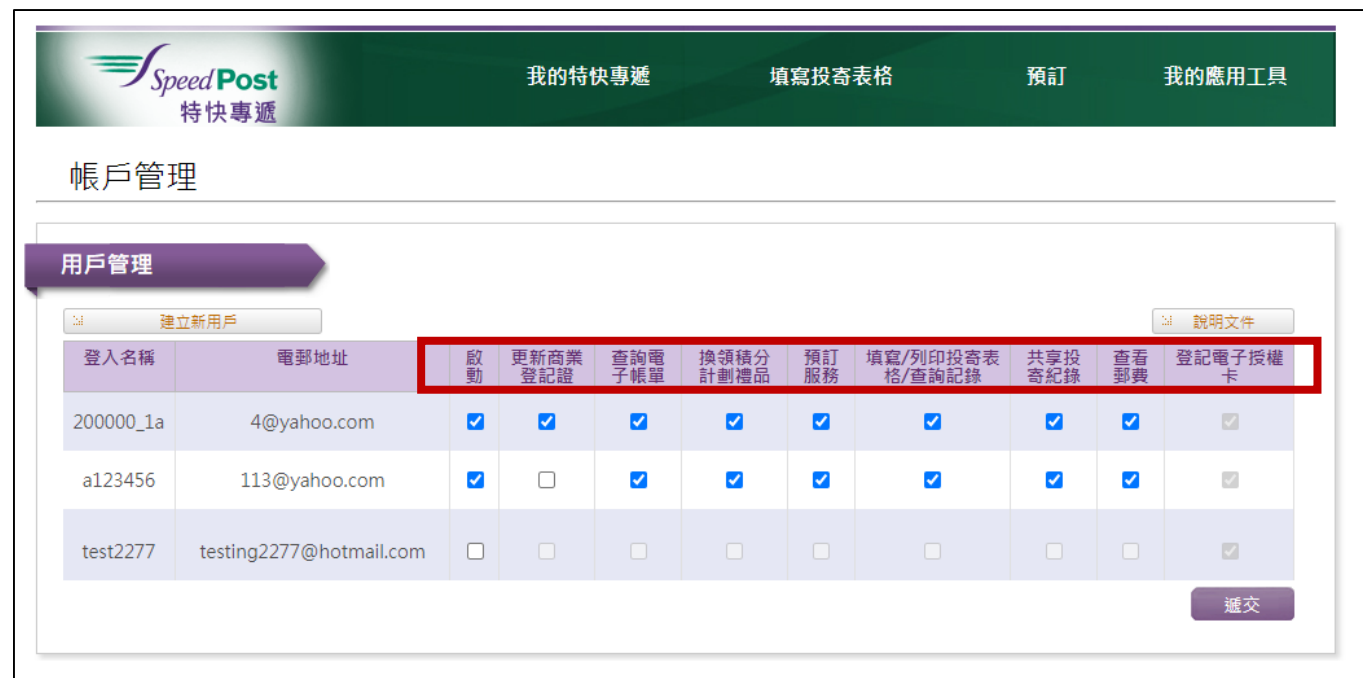
Login the Admin Account, and select “User Management” under “My Speedpost”.



The screenshot shows the Speed Post website interface. The top navigation bar includes 'Speed Post 特快專遞', '我的特快專遞', '填寫投寄表格', '預訂', and '我的應用工具'. Under '我的特快專遞', a dropdown menu is open, highlighting '用戶管理' (User Management) with a red box. Other options in the menu include '帳戶管理', '投寄記錄', '電子月結帳單', and '積分記錄'. A yellow banner at the top right indicates that the user's monthly points have not been recorded and will be updated next month. Below the menu, the '我的帳戶' (My Account) section displays account details for 'Main A/C' with a balance of HKD 9,999,999. The '投寄記錄' (Delivery Record) section shows 0 completed deliveries, 142 pending materials, and 98 pending deliveries. A table header for the delivery record is visible, with columns for '投寄日期', '郵件編號/貨運編號', '服務', and '目的地'. A '查看全部' (View All) button is located below the table header.

3. 管理帳戶可以設定其他用戶的使用權限。

Admin Account could set usage permissions for other users.



The screenshot shows the 'Speed Post' user management interface. At the top, there is a navigation bar with the Speed Post logo and links for '我的特快專遞', '填寫投寄表格', '預訂', and '我的應用工具'. Below this is a '帳戶管理' (Account Management) section. A '用戶管理' (User Management) sub-section is highlighted with a purple arrow. It contains a '建立新用戶' (Create New User) button and a '說明文件' (Help) link. A table lists existing users with columns for '登入名稱' (Login Name), '電郵地址' (Email Address), and various permissions. The permissions columns are highlighted with a red box. The table data is as follows:

登入名稱	電郵地址	啟動	更新商業登記證	查詢電子帳單	換領積分計劃禮品	預訂服務	填寫/列印投寄表格/查詢記錄	共享投寄紀錄	查看郵費	登記電子授權卡
200000_1a	4@yahoo.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
a123456	113@yahoo.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
test2277	testing2277@hotmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

At the bottom right of the table area, there is a '遞交' (Submit) button.

啟動	更新商業登記證	查詢電子帳單	換領積分計劃禮品	預訂服務	填寫/列印投寄表格/查詢記錄	共享投寄紀錄	查看郵費	登記電子授權卡
✓	✓	✓	✓	✓	✓	✓	✓	✓

帳戶權限 Usage Permissions

權限 Usage Permissions	詳情 (✓後用戶可使用以下功能) Details (Users can access the following features after ✓)
啟動 Activate	更新用戶狀態 (正常/停用) 只適用於管理帳戶 Update the users status (Active / Inactive) Applicable to Admin Account only

啟動	更新商業登記證	查詢電子帳單	換領積分計劃禮品	預訂服務	填寫/列印投寄表格/查詢記錄	共享投寄紀錄	查看郵費	登記電子授權卡
✓	✓	✓	✓	✓	✓	✓	✓	✓

帳戶權限 Usage Permissions

權限 Usage Permissions	詳情 (✓後用戶可使用以下功能) Details (Users can access the following features after ✓)
更新商業登記證 Update BR	使用更新商業登記證的功能 Allow user to update Business Registration Certificate Information

啟動	更新商業登記證	查詢電子帳單	換領積分計劃禮品	預訂服務	填寫/列印投寄表格/查詢記錄	共享投寄紀錄	查看郵費	登記電子授權卡
✓	✓	✓	✓	✓	✓	✓	✓	✓

帳戶權限 Usage Permissions

權限 Usage Permissions	詳情 (✓後用戶可使用以下功能) Details (Users can access the following features after ✓)
查詢電子帳單 Check electronic statement	瀏覽電子帳單 Allow user to check electronic statement

啟動	更新商業登記證	查詢電子帳單	換領積分計劃禮品	預訂服務	填寫/列印投寄表格/查詢記錄	共享投寄紀錄	查看郵費	登記電子授權卡
✓	✓	✓	✓	✓	✓	✓	✓	✓

帳戶權限 Usage Permissions

權限 Usage Permissions	詳情 (✓後用戶可使用以下功能) Details (Users can access the following features after ✓)
換領積分計劃禮品 Redeem gifts of Bonus Point Scheme	使用網上換領禮品功能 Allow user to redeem gifts of Bonus Point Scheme

啟動	更新商業登記證	查詢電子帳單	換領積分計劃禮品	預訂服務	填寫/列印投寄表格/查詢記錄	共享投寄紀錄	查看郵費	登記電子授權卡
✓	✓	✓	✓	✓	✓	✓	✓	✓

帳戶權限 Usage Permissions

權限 Usage Permissions	詳情 (✓後用戶可使用以下功能) Details (Users can access the following features after ✓)
預訂服務 Order services	包括安排上門收件/預訂「特快專遞」包裝物料 Allow user to use order services, include Pick-up Service and Order Supplies

啟動	更新商業登記證	查詢電子帳單	換領積分計劃禮品	預訂服務	填寫/列印投寄表格/查詢記錄	共享投寄紀錄	查看郵費	登記電子授權卡
✓	✓	✓	✓	✓	✓	✓	✓	✓

帳戶權限 Usage Permissions

權限 Usage Permissions	詳情 (✓後用戶可使用以下功能) Details (Users can access the following features after ✓)
填寫/列印投寄表格/查詢記錄 Prepare/print posting form/ view Shipping History	檢視管理及使用帳戶之投寄紀錄 Allow user to prepare posting forms and view Shipping History

啟動	更新商業登記證	查詢電子帳單	換領積分計劃禮品	預訂服務	填寫/列印投寄表格/查詢記錄	共享投寄紀錄	查看郵費	登記電子授權卡
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

帳戶權限 Usage Permissions

權限 Usage Permissions	詳情 (✓後用戶可使用以下功能) Details (Users can access the following features after ✓)
共享投寄紀錄 Share posting records	檢視管理及使用帳戶之投寄紀錄 Allow user to view posting records from admin account and other sub-accounts

啟動	更新商業登記證	查詢電子帳單	換領積分計劃禮品	預訂服務	填寫/列印投寄表格/查詢記錄	共享投寄紀錄	查看郵費	登記電子授權卡
✓	✓	✓	✓	✓	✓	✓	✓	✓

帳戶權限 Usage Permissions

權限 Usage Permissions	詳情 (✓後用戶可使用以下功能) Details (Users can access the following features after ✓)
查看郵費 Read postage	於投寄紀錄檢視郵費 Allow user to view postage in Shipping History

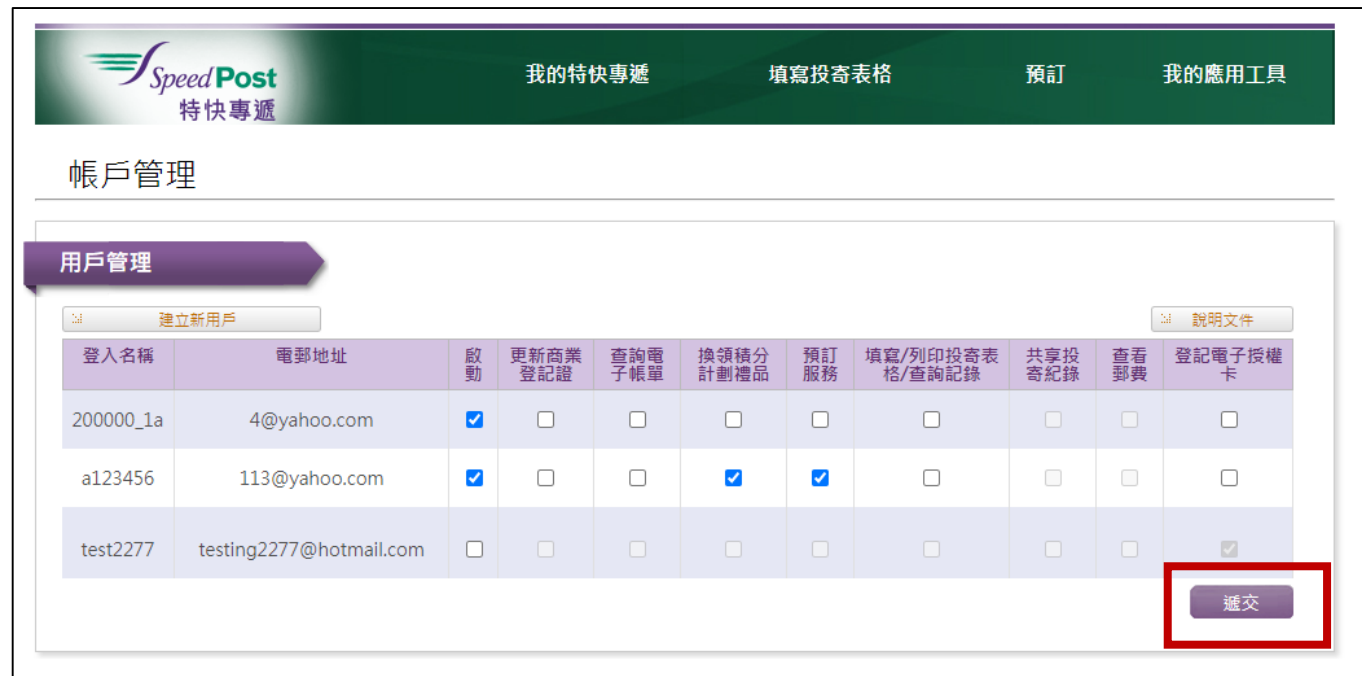
啟動	更新商業登記證	查詢電子帳單	換領積分計劃禮品	預訂服務	填寫/列印投寄表格/查詢記錄	共享投寄紀錄	查看郵費	登記電子授權卡
✓	✓	✓	✓	✓	✓	✓	✓	✓

帳戶權限 Usage Permissions

權限 Usage Permissions	詳情 (✓後用戶可使用以下功能) Details (Users can access the following features after ✓)
登記電子授權卡 Register Electronic Authority Card	可登記使用電子授權卡 (由2024年3月25日起，新開立客戶之帳戶需使用電子授權卡方可寄件) Allow user to register Electronic Authority Card (With effective from 25 March 2024, new Account customers need to use the Electronic Authority Card to post mail)

4. 選定使用權限後按「遞交」。

Select the usage permission of designated accounts, then click “Submit”.

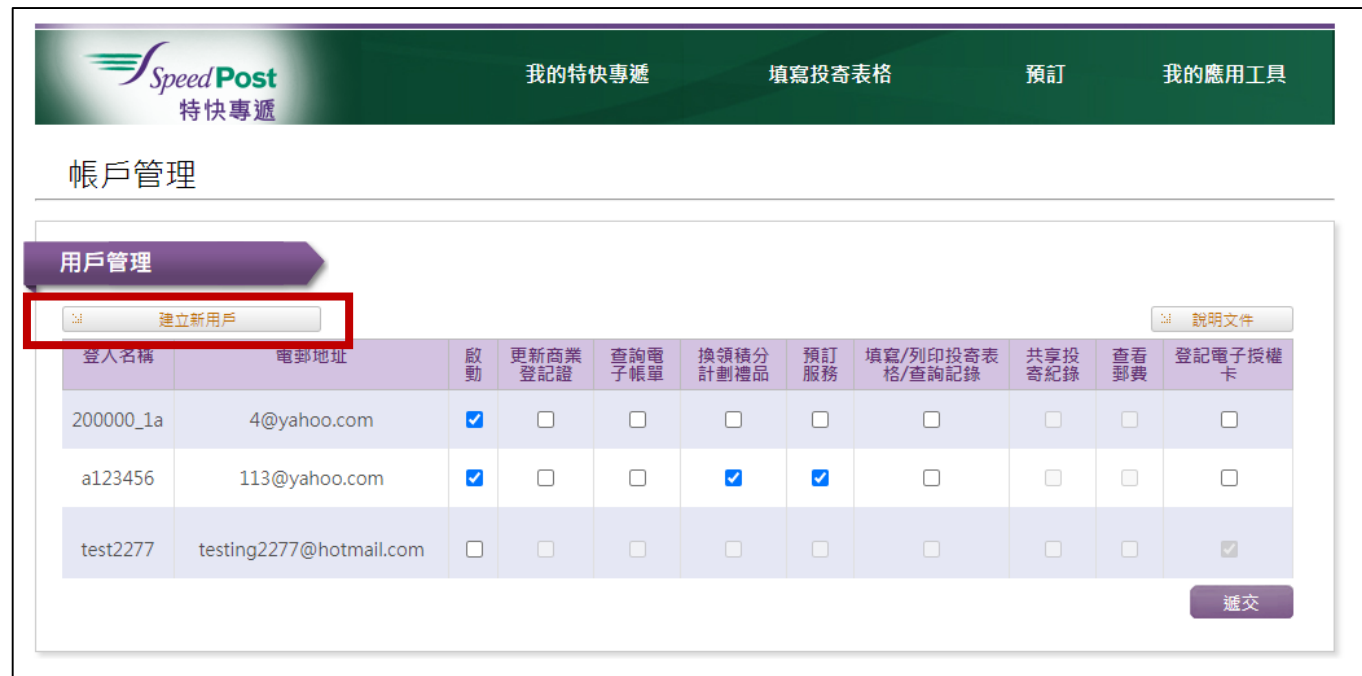


The screenshot shows the 'Speed Post' user management interface. At the top, there is a navigation bar with the Speed Post logo and links for '我的特快專遞', '填寫投寄表格', '預訂', and '我的應用工具'. Below this is the '帳戶管理' (Account Management) section, which includes a '用戶管理' (User Management) sub-section. A '建立新用戶' (Create New User) button is visible. The main part of the interface is a table with columns for user details and various permissions. The 'test2277' user has the '登記電子授權卡' (Register Electronic Authorization Card) permission checked. A red box highlights the '遞交' (Submit) button at the bottom right of the table.

登入名稱	電郵地址	啟動	更新商業登記證	查詢電子帳單	換領積分計劃禮品	預訂服務	填寫/列印投寄表格/查詢記錄	共享投寄紀錄	查看郵費	登記電子授權卡
200000_1a	4@yahoo.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a123456	113@yahoo.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
test2277	testing2277@hotmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. 管理帳戶亦可按「建立新用戶」建立新帳戶。

**Admin Account could click
“Create New User Account”
to register a new account.**



The screenshot shows the Speed Post account management interface. At the top, there is a navigation bar with the Speed Post logo and the text "特快專遞". To the right of the logo are four menu items: "我的特快專遞", "填寫投寄表格", "預訂", and "我的應用工具". Below the navigation bar is the "帳戶管理" (Account Management) section. Underneath, there is a "用戶管理" (User Management) sub-section. A red box highlights a button labeled "建立新用戶" (Create New User). Below this button is a table with the following columns: "登入名稱" (Login Name), "電郵地址" (Email Address), "啟動" (Activate), "更新商業登記證" (Update Business Registration Certificate), "查詢電子帳單" (Query E-invoice), "換領積分計劃禮品" (Redeem Points Plan Gift), "預訂服務" (Book Service), "填寫/列印投寄表格/查詢記錄" (Fill/Print Shipping Form/Query Record), "共享投寄紀錄" (Share Shipping Record), "查看郵費" (View Postage), and "登記電子授權卡" (Register E-authorization Card). The table contains three rows of user data. At the bottom right of the table area is a "遞交" (Submit) button.

登入名稱	電郵地址	啟動	更新商業登記證	查詢電子帳單	換領積分計劃禮品	預訂服務	填寫/列印投寄表格/查詢記錄	共享投寄紀錄	查看郵費	登記電子授權卡
200000_1a	4@yahoo.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a123456	113@yahoo.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
test2277	testing2277@hotmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. 輸入所需資料及設定使用權限後，按「遞交」。

Click “Submit” after entering the required information and usage permissions.



The screenshot shows the 'Speed Post 特快專遞' website interface for account management. The page title is '帳戶管理' (Account Management). A purple arrow points to the '建立新用戶' (Create New User) section. Below this, there are three main sections: '帳戶資料' (Account Information), '聯絡資料' (Contact Information), and '使用權限 (以別號表示)' (Usage Permissions (indicated by checkboxes)).

帳戶資料 (Account Information):

- 登入名稱*: [Input field] (Please enter 6-20 characters, composed of English letters and numbers/underscores, with at least one English letter.)

聯絡資料 (Contact Information):

- 稱謂*: 先生 小姐 女士
- 姓*: [Input field]
- 名*: [Input field]
- 電郵地址*: [Input field]
- 請確認電郵地址*: [Input field]
- 驗證碼*: [Input field] (Image: cdn5p5)
- 更新圖像 [Button]

使用權限 (以別號表示) (Usage Permissions (indicated by checkboxes)):

更新商業登記證	查詢電子帳單	換領積分計劃禮品	預訂服務	填寫/列印投寄表格/查詢記錄	共享投寄紀錄	查看郵費	登記電子授權卡
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Buttons: 取消 [Button], 遞交 [Button]

7. 建立新帳戶完成，登記電郵會隨即收到帳戶啟動電郵。

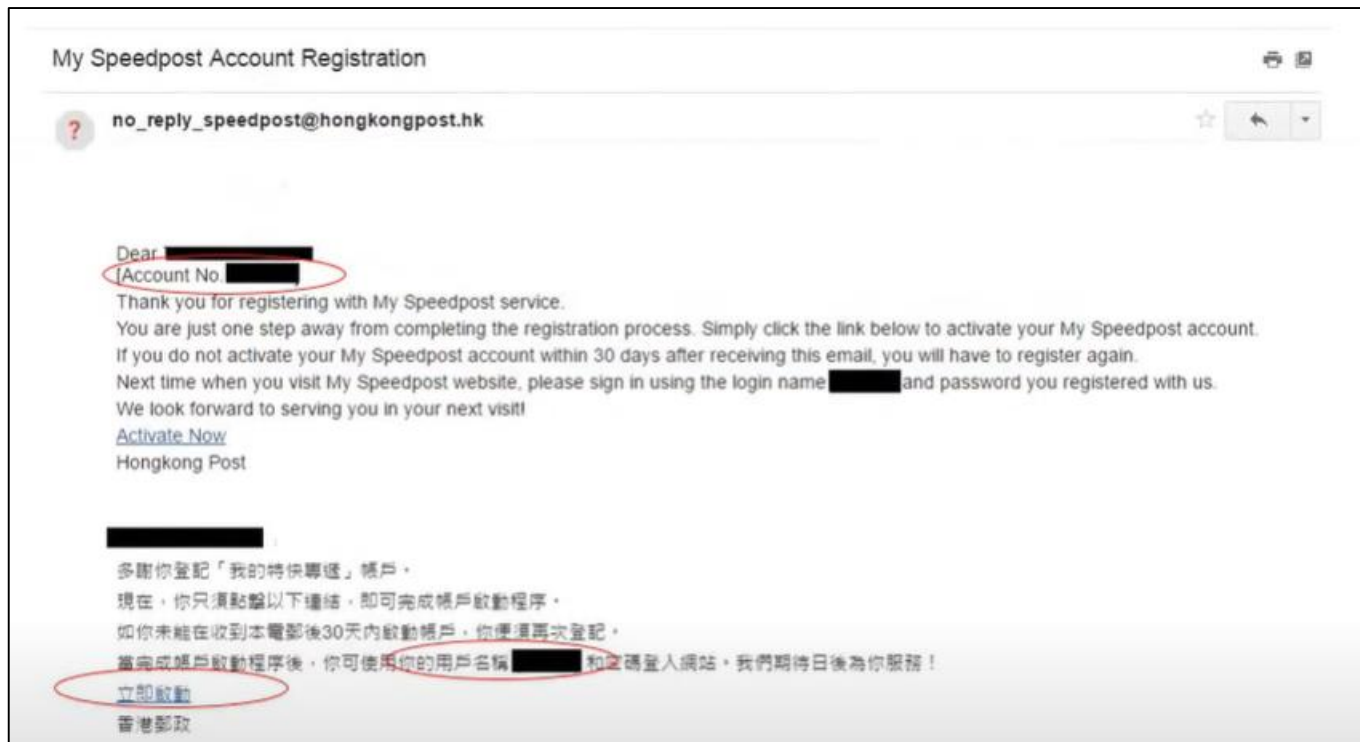
Once completed, a confirmation email would be sent to the User Account.



The screenshot shows the 'Speed Post 特快專遞' website interface. At the top, there are navigation links: '我的特快專遞', '填寫投寄表格', '預訂', and '我的應用工具'. Below this is a '帳戶管理' (Account Management) section, which is highlighted with a red border. A yellow notification box contains the following text: '21/06/2024 16:30:56' and '你已完成帳戶登記程序，登記電郵地址將收到系統寄出的帳戶啟動電郵，請按指示於30天內啟動帳戶。如關下在一日後仍未收到帳戶啟動電郵，可致電熱線 2921 2277 查詢。(S1146)'. Below the notification is a '建立新用戶' (Create New User) button. The form below is titled '此欄必須填寫 帳戶資料' (This section must be filled in Account Information). It includes a '登入名稱*' (Login Name) field with a note: '請輸入6-20個字元，應由英文字母和數字或底線組成，當中最少有一個英文字母。' (Please enter 6-20 characters, should be composed of English letters and numbers or underlines, with at least one English letter). The '聯絡資料' (Contact Information) section includes a title dropdown (Mr/Ms/Ms), '姓*' (Surname), '名*' (Given Name), '電郵地址*' (Email Address), a confirmation field '請確認電郵地址*' (Please confirm email address), a '更新圖像' (Update Image) button, and a '驗證碼*' (Verification Code) field. At the bottom, there is a '使用權限 (以剔號表示)' (Permissions (indicated by checkboxes)) section with a '說明文件' (Help) link. The permissions are: '更新商業登記證' (checkbox), '查詢電子帳單' (checked), '換領積分計劃禮品' (checked), '預訂服務' (checked), '填寫/列印投寄表格/查詢記錄' (checked), '共享投寄紀錄' (checked), '查看郵費' (checked), and '登記電子授權卡' (checkbox). At the very bottom right, there are '取消' (Cancel) and '遞交' (Submit) buttons.

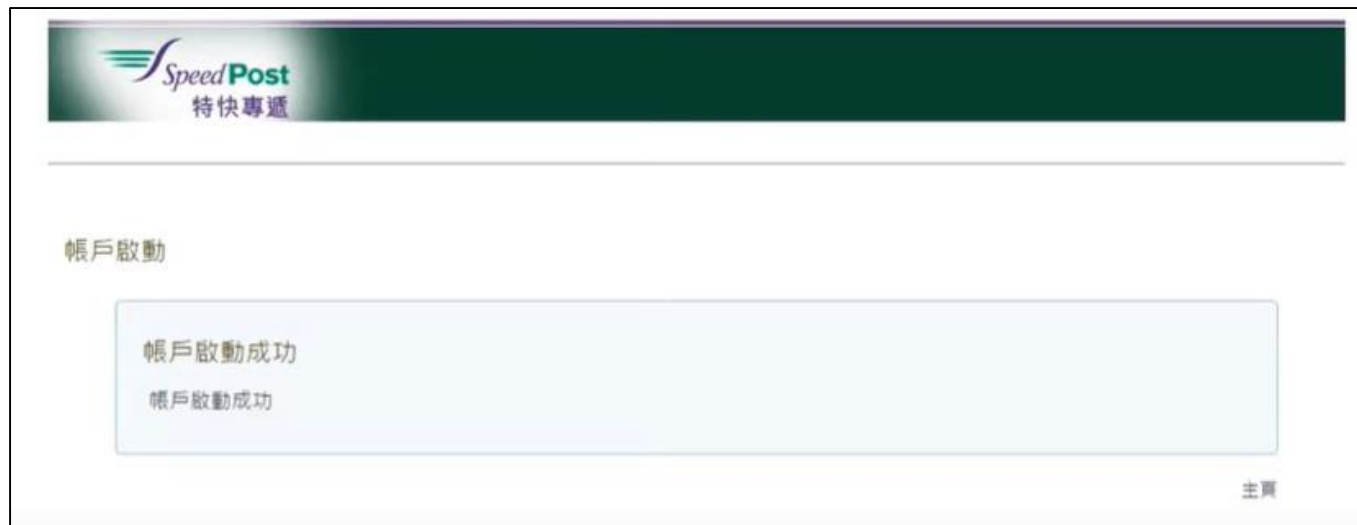
8. 確認電郵會顯示帳戶所登記的帳戶號碼及登入名稱。如確定資料正確後，按「立即啟動」。

The Account number and login name would be stated in the confirmation email. Click the “Activate Now” link to activate the account if information is correct.



9. 成功確認後，會顯示「帳戶啟動成功」。您可以使用有關帳戶登入。

Account activation is completed. You can use the confirmed User Account to login.





傳心意·遞商機
linking people, delivering business