EC-Ship Sub-account Management

Create Sub-account

Step 1

Login a primary account and go to sub-account pages under My Profile menu. (Figure 1)



Figure 1

Step 2 Fill in information

In the sub-account management page, please follow the instruction to create a sub-account. (Figure 2.1)

1. Click add button to open new account form.
2. Fill in all information of new sub-account.
3. Primary account may assign HKPost account(s) to sub-account for prepare posting statement. (Optional)
4. Click submit button to create sub-account.

An activation email has been send to the email address inputted above. (Figure 2.2)

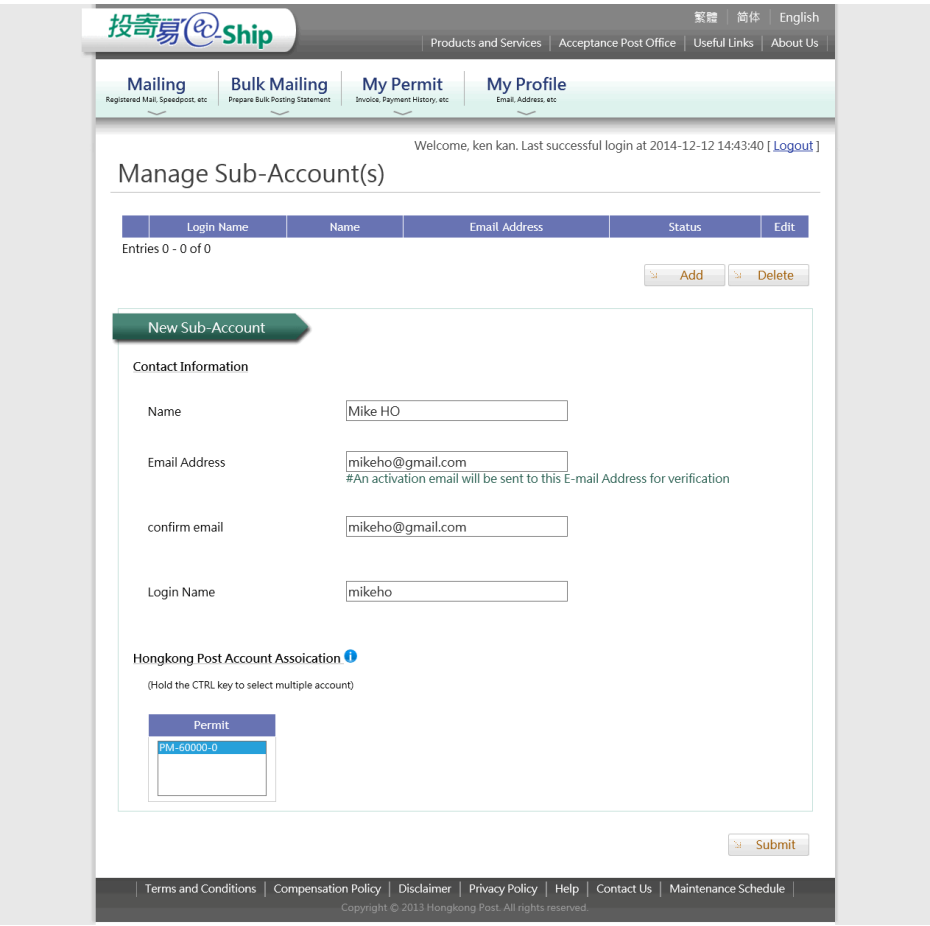


Figure 2.1

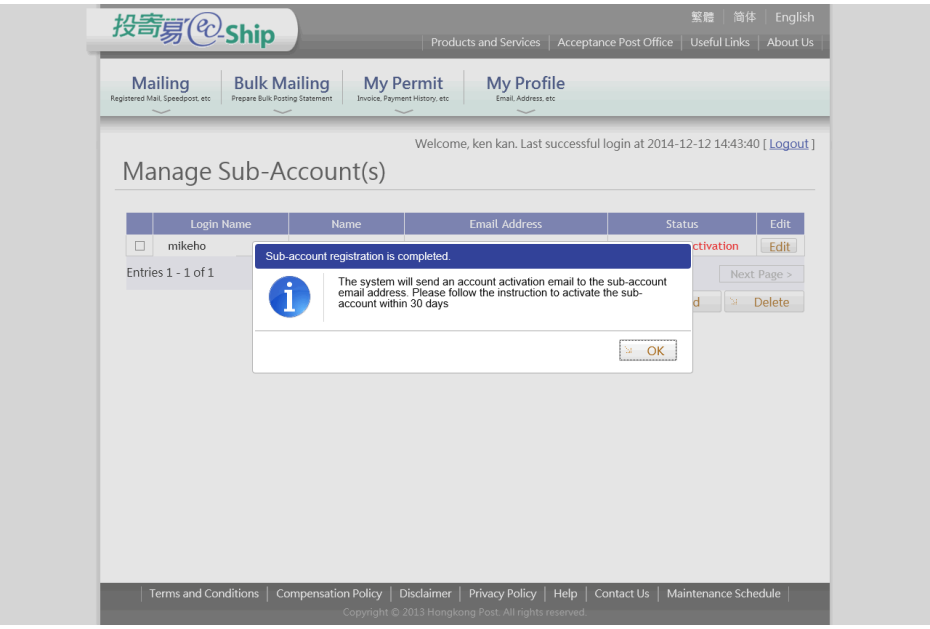


Figure 2.2

Step 3 Activate sub-account

Activate new sub-account by activation email.

1. Go to inbox of email inputted in step 2.
2. Click the activation link in the activation email. (Figure 3.1)



no_reply@ec-ship.hk 3:14 PM (5 minutes ago)

to me

Dear Mike HO,

Thank you for registering with EC-Ship.

You are just one step away from completing the registration process. Simply click the link below to activate your EC-Ship account.

If you do not activate your EC-Ship account within 30 days after receiving this email, you will have to register again.

Next time when you visit EC-Ship website, please sign in using the login name (mikeho) and password you registered with us.

We look forward to serving you in your next visit!

Activate Now

Hongkong Post

Mike HO:

多謝你登記「投寄易」帳戶。

現在，你只須點擊以下連結，即可完成帳戶啟動程序。

如你未能在收到本電郵後30天內啟動帳戶，你便須再次登記。

當完成帳戶啟動程序後，你可使用你的用戶名稱 (mikeho) 和密碼登入網站。我們期待日後為你服務！

立即啟動

香港郵政

Figure 3.1

Step 4 Password and security question

User will use this password to login EC-Ship. When user forgot password, user may input the following answer of security question to reset password. (Figure 4.1)

1. Input password with 8-20 characters, uppercase, lowercase and number.
2. Select a security question.
3. Input answer for the security question.
4. Click Activate button.

After activation process, user will see a completion of activation page. It means that the sub-account activated. (Figure 4.2)

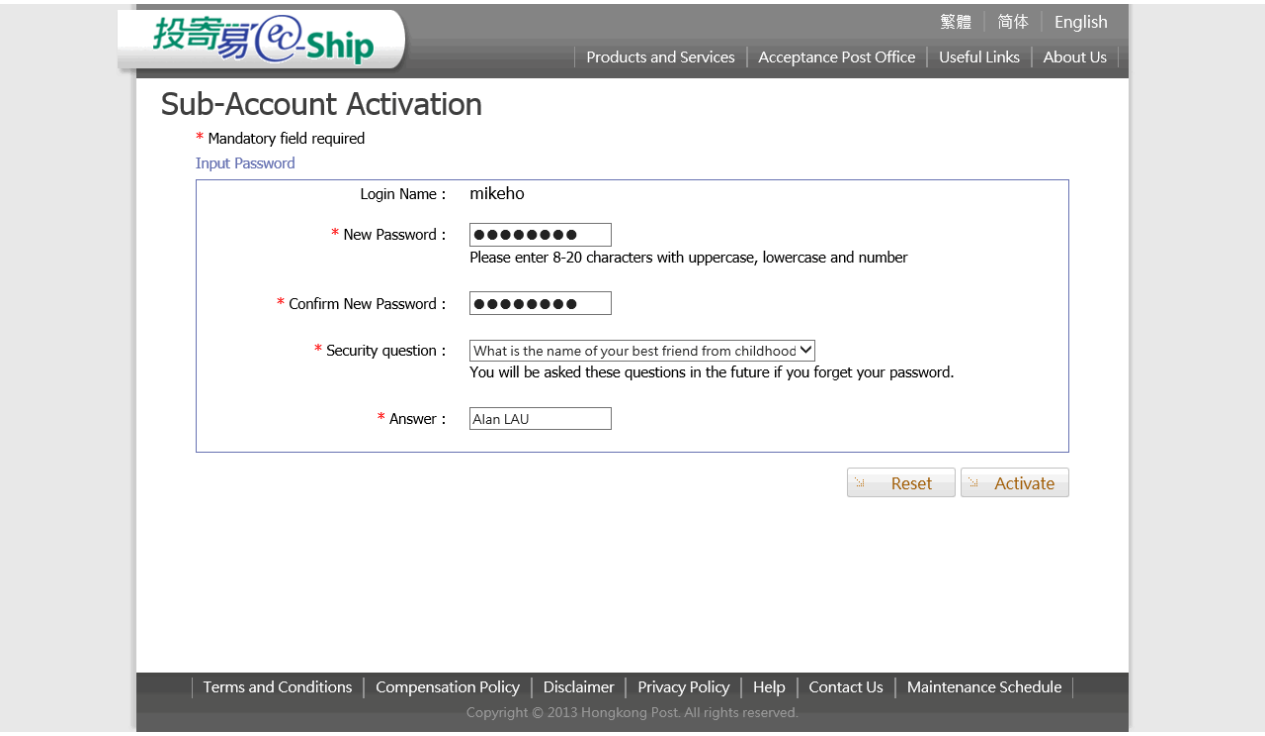


Figure 4.1

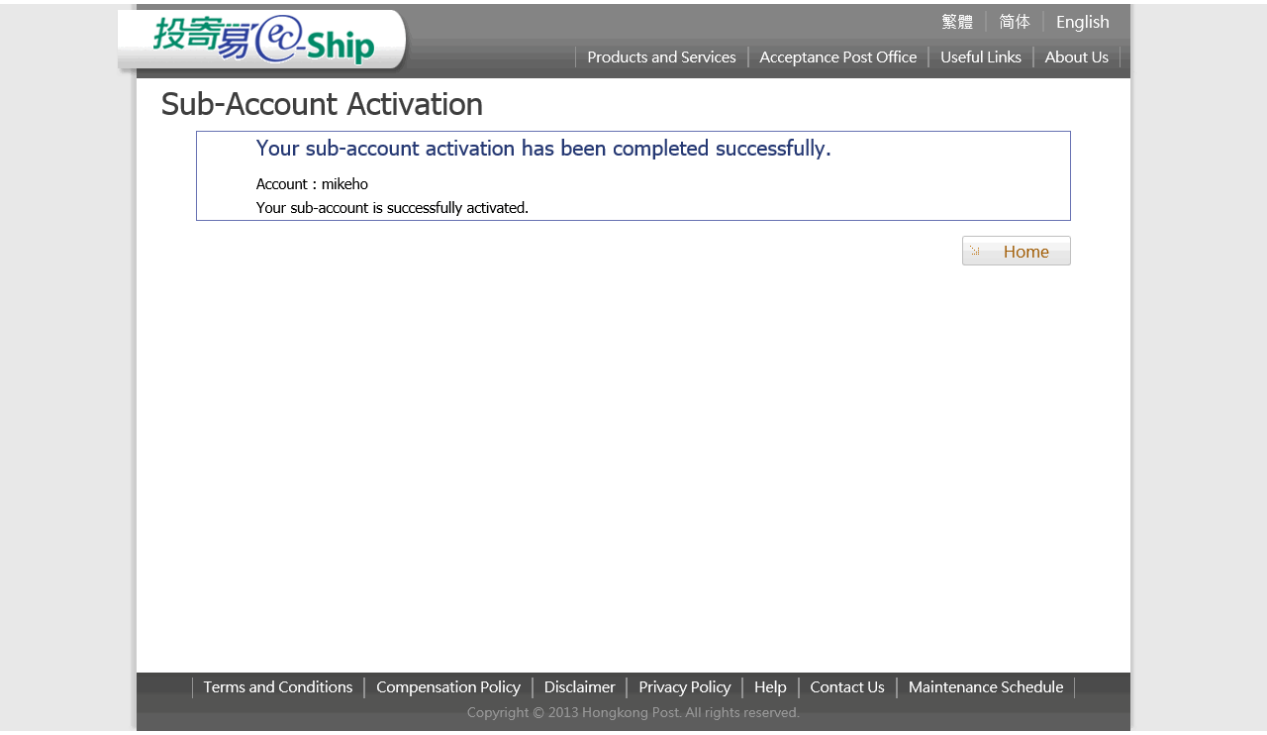


Figure 4.2

Edit sub-account

Step 1

Login a primary account and go to sub-account pages under My Profile menu. (Figure 1)



Figure 1

Step 2 Edit sub-account

Primary account may assign HKPost account to sub-account and countermand HKP account from sub-account. (Figure 2.1)

1. Click edit button of sub-account which is you want to edit.
2. If user want to assign HKPost account(s) to sub-account or countermand HKPost account(s) from sub-account. Please select HKPost account or hold the CTRL key to select multiple accounts.
3. Click submit button.

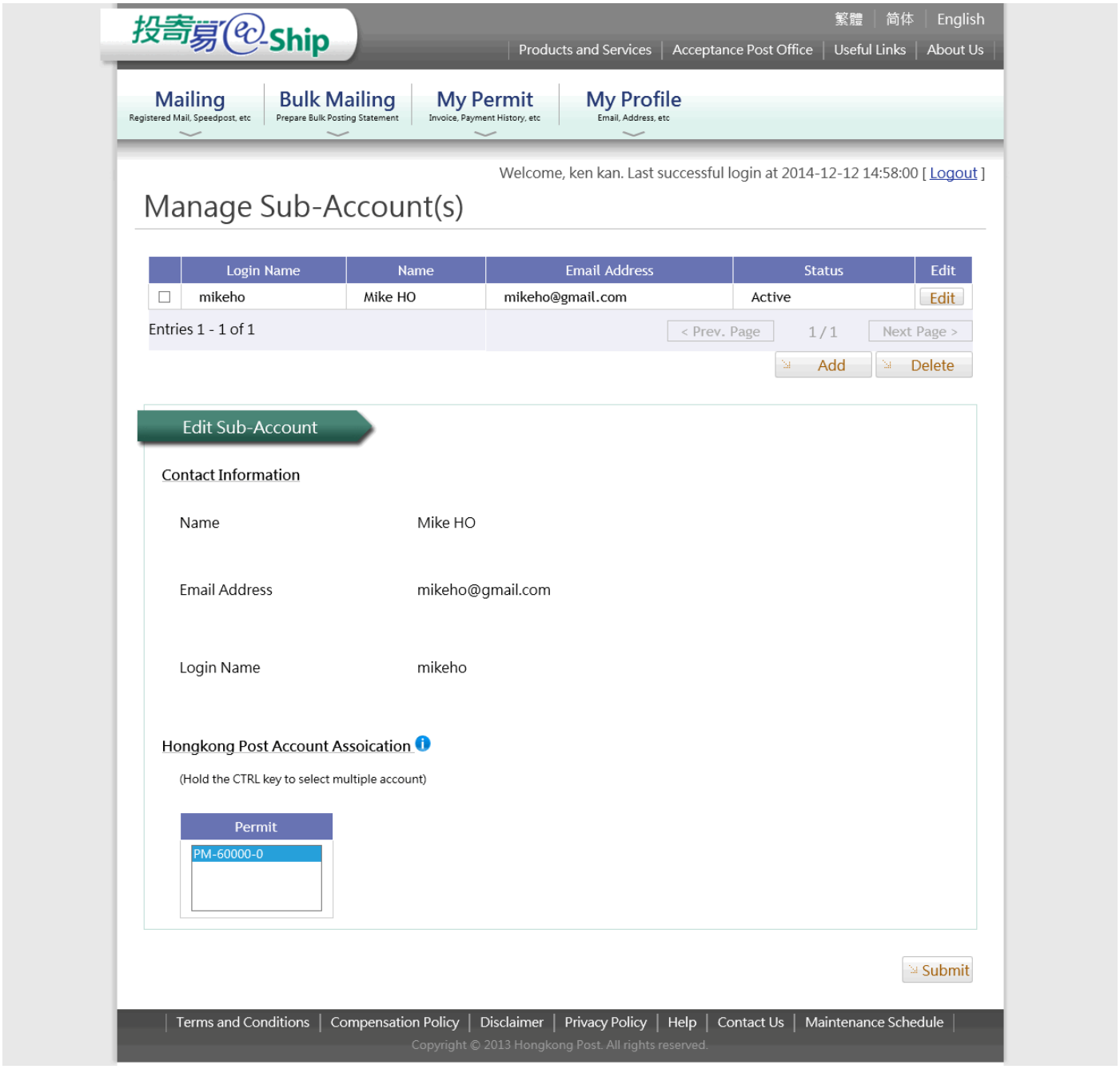


Figure 2.1

Delete sub-account

Step 1

Login a primary account and go to sub-account pages under My Profile menu. (Figure 1)



Figure 1

Step 2 Select sub-account to delete

If user want to delete sub-account(s), please check the checkbox of sub-counter(s) which is (are) you want to delete.

1. Check the checkbox of sub-account(s). (Figure 2.1)
2. Click the Delete button. (Figure 2.1)
3. Click the Ok button on confirm dialog. (Figure 2.2)

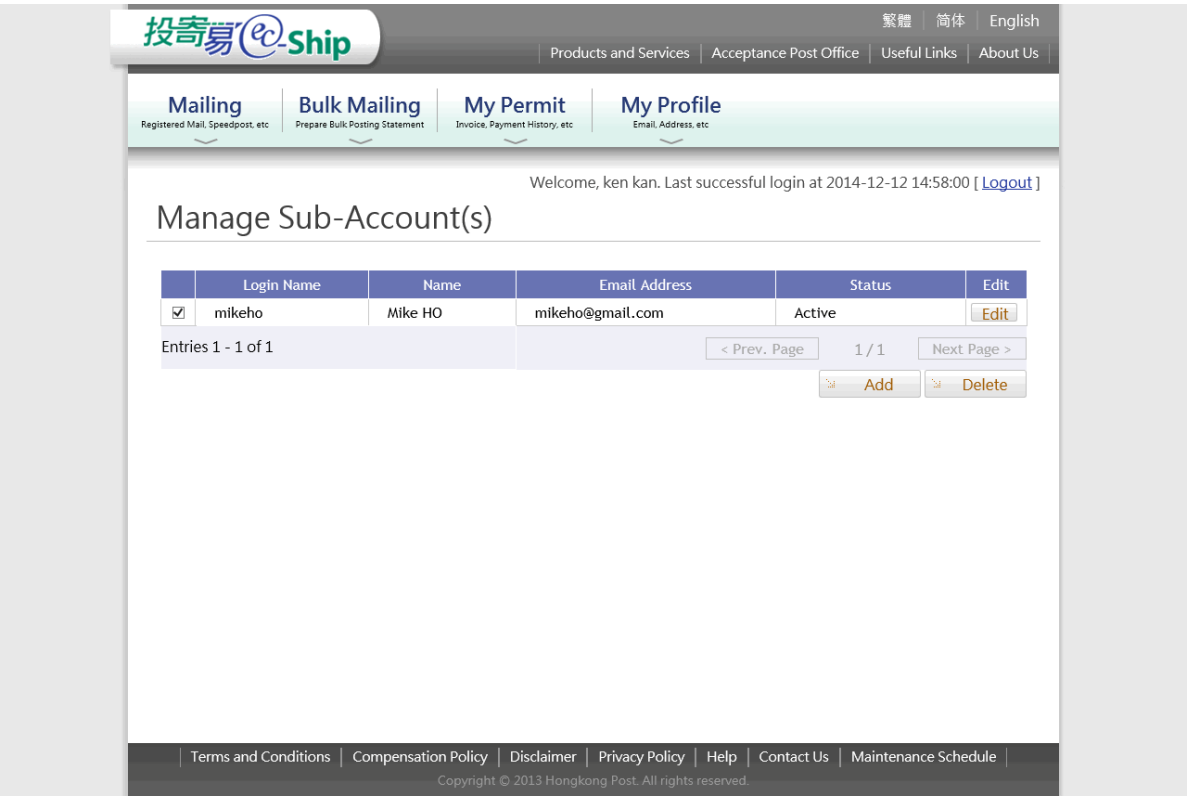


Figure 2.1

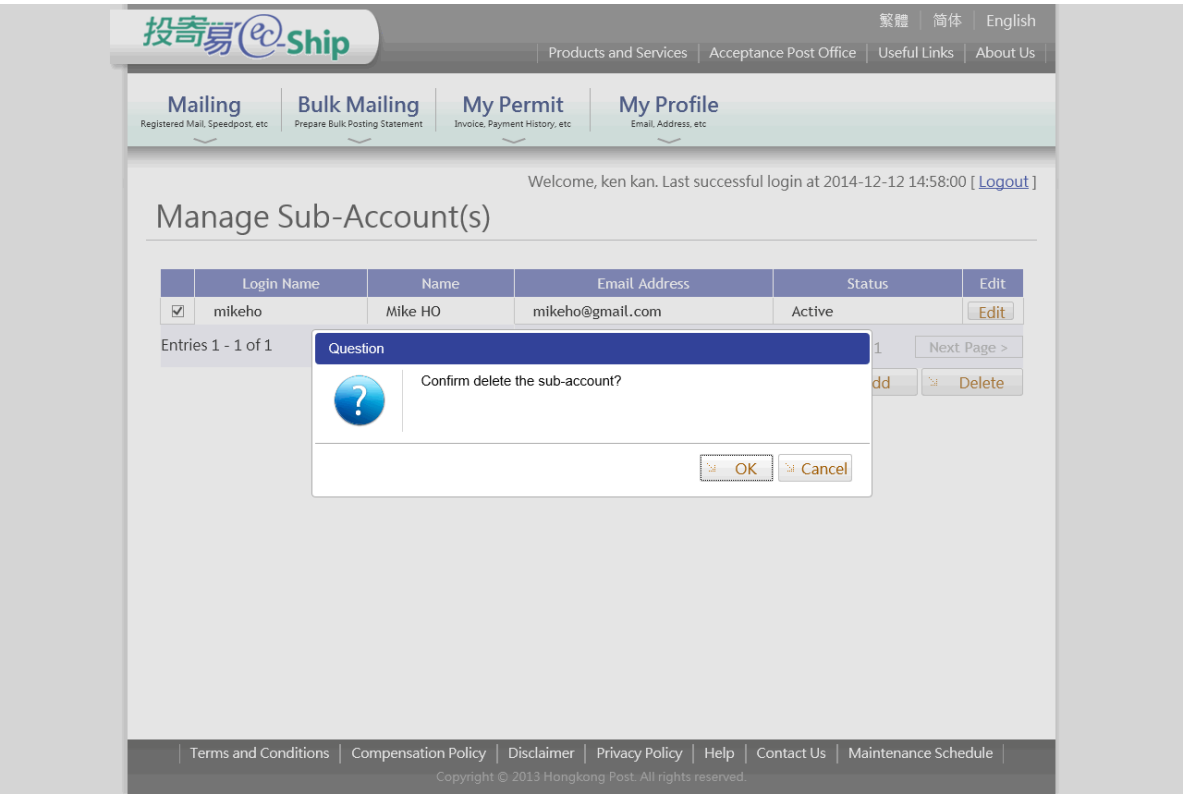


Figure 2.2