

投寄易附属帐户管理

建立附属帐户

步骤一

登入主帐户然后在帐户资料功能选单下按附属帐户管理进入。(图 1)

The screenshot shows the e-Ship website interface. At the top, there is a navigation bar with the logo '投寄易 e-Ship' and language options (繁體, 简体, English). Below the logo, there are four main service categories: '邮递服务' (Postal Services), '大量投寄服务' (Bulk Mail Services), '特许邮递帐户' (Special Mail Accounts), and '帐户资料' (Account Information). The '帐户资料' menu is expanded, showing options like '我的喜爱设定', '我的地址及电邮地址', '帐户管理', and '附属帐户管理' (highlighted with a red box). Below this, there are sections for '我的通讯录及产品', '香港邮政帐户', and '投寄记录' (Shipping Records). The '投寄记录' section contains a table with columns for '编制日期', '香港邮政帐号', '服务', '款额 (港币)', and '编制人'. A single record is shown for 14/12/2014 with a balance of 58,986.00 HKD.

编制日期	香港邮政帐号	服务	款额 (港币)	编制人
14/12/2014	PM-60000-0	大量投寄本地邮件	58,986.00	ken kan

图 1

步骤二 填写资料

在附属帐户管理页面中，请依以下指示建立附属帐户。(图 2.1)

1. 按下新增按钮打开申请表格。
2. 填写附属帐户资料。
3. 主帐户可以指派一个或多个香港邮政帐户给予附属帐户，以制作投寄清单。(可选填)
4. 按下确定按钮，以建立附属帐户。

系统会寄出一封启动电邮去以上所填写的电邮地址中。(图 2.2)

投寄易@Ship

繁体 简体 English

产品及服务 | 投寄局 | 有用连结 | 关于我们

邮递服务 挂号邮件, 特快专递, 等等

大量投寄服务 预集大量投寄邮件清单

特许邮递帐户 支票, 付款记录, 等等

帐户资料 电子邮件, 地址, 等等

你好ken kan, 最近一次成功登入时间是2014-12-14 18:23:56 [注销]

管理附属帐户

帐户名称	姓名	电邮地址	状态	编辑
记录 0 - 0 的 0				

新增 删除

附属帐户注册

联络资讯

姓名

电邮地址
#系统将会发送启动邮件到这电邮地址作验证之用

确认电邮

帐户名称

香港邮政帐号连结 ⁱ
(按住CTRL键作多项选择)

特许邮递

确定

条款及细则 | 赔偿条款 | 免责声明 | 私隐政策声明 | 常见问题 | 联系我们 | 系统维护时间表

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图 2.1

投寄易@Ship

繁体 简体 English

产品及服务 | 投寄局 | 有用连结 | 关于我们

邮递服务 挂号邮件, 特快专递, 等等

大量投寄服务 预集大量投寄邮件清单

特许邮递帐户 支票, 付款记录, 等等

帐户资料 电子邮件, 地址, 等等

你好ken kan, 最近一次成功登入时间是2014-12-14 18:23:56 [注销]

管理附属帐户

帐户名称	姓名	电邮地址	状态	编辑	
<input type="checkbox"/>	chantaiman	陈大文	chantaiman@gmail.com	待启动中	编辑

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新增 删除

i 附属帐户登记已完成。
系统将会发送电子邮件到附属帐户的电邮地址，请依照指示在30天内启动帐户。

确定

条款及细则 | 赔偿条款 | 免责声明 | 私隐政策声明 | 常见问题 | 联系我们 | 系统维护时间表

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图 2.2

步骤三 启动附属帐户

利用启动电邮启动附属帐户。

1. 请到步骤二中所填写的电邮收件箱。
2. 按下电邮中的启动连结。(图 3.1)

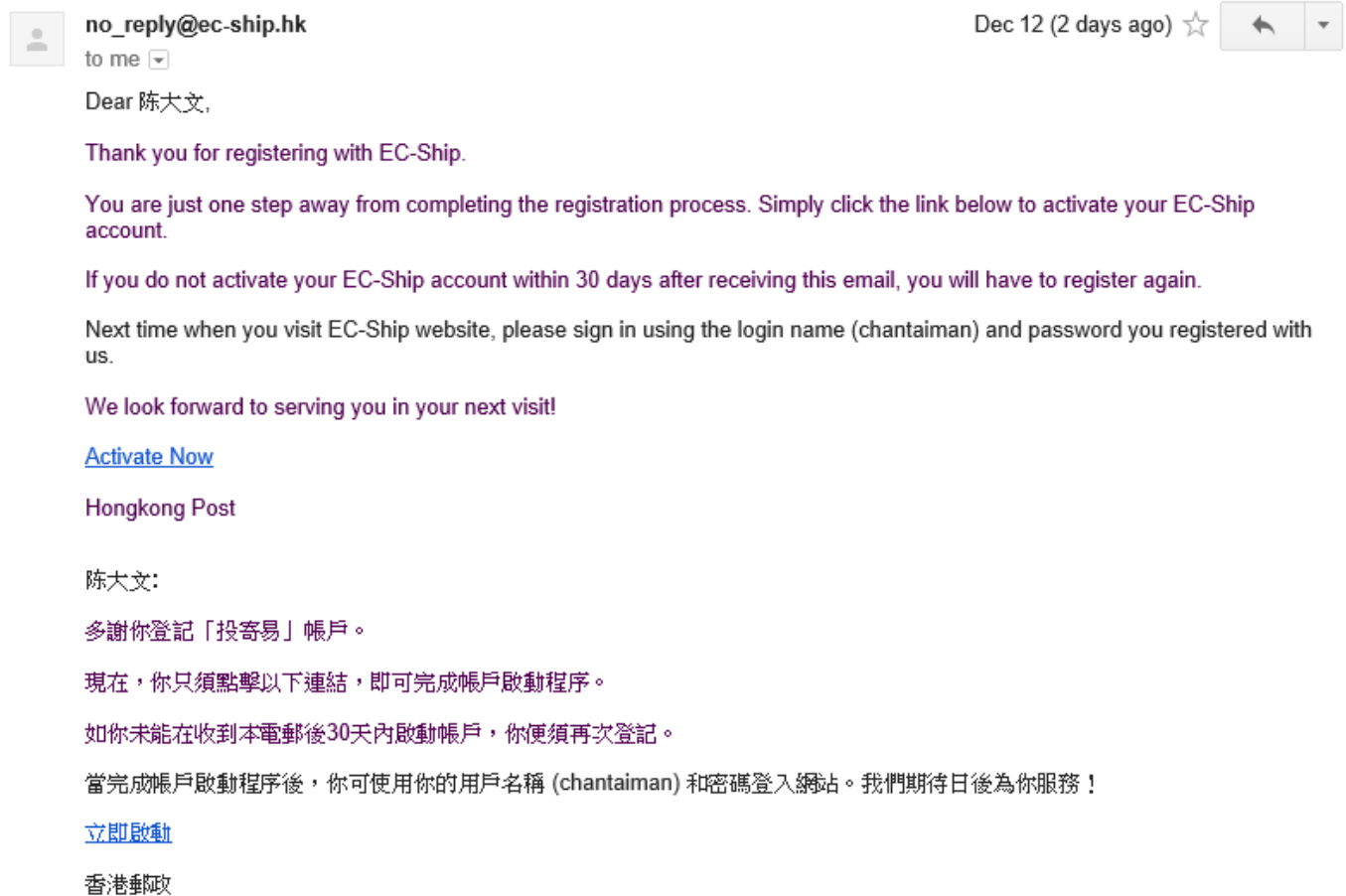


图 3.1

步骤四 密码及保安提示问题

用户将会使用这个密码登入投寄易。当用户忘记了密码时,用户可凭保安提示的答案来重置密码。(图 4.1)

1. 输入一个包含 8 至 20 个字元、大写字母、小写字母及数字的密码。
2. 选择一条保安提示问题。
3. 输入答案。
4. 按下确定按钮。

启动程序完成后,用户将会看见完成页面。这代表这个附属帐户已启动。(图 4.2)



The screenshot shows the 'ec-SHIP' website interface for account activation. The page title is '附屬帳戶啟動' (Activate Sub-account). The user is identified as 'ken kan' with a last successful login time of '2014-12-14 18:23:56'. The form includes the following fields:

- Account Name: chantaiman
- New Password: A masked input field with a note: '請輸入最少 8 至 20 個字元, 當中包含 大寫字母, 小寫字母 和 數字'.
- Confirm New Password: A masked input field.
- Security Question: A dropdown menu with the selected question '您小時最要好朋友的姓名?' and a note: '如果您忘記密碼, 我們將會向您詢問安全問題的答案。'
- Answer: 陈小文

Buttons for '重設' (Reset) and '確定' (Confirm) are located at the bottom right of the form area. The footer contains links for '條款及細則', '賠償條款', '免責聲明', '私隱政策聲明', '常見問題', '聯絡我們', and '系統維護時間表', along with the copyright notice '版權所有 © 2013 香港郵政'.

图 4.1



The screenshot shows the 'ec-SHIP' website interface after successful account activation. The page title is '附屬帳戶啟動' (Activate Sub-account). A confirmation message is displayed in a box: '您的附屬帳戶已成功啟動。' (Your sub-account has been successfully activated). Below the message, it shows 'Account : chantaiman' and '您已成功啟動您的附屬帳戶。' (You have successfully activated your sub-account). A '首頁' (Home) button is located at the bottom right of the confirmation box. The footer is identical to the previous screenshot, containing the same navigation links and copyright notice.

图 4.2

编辑附属帐户

登入主帐户然后在帐户资料功能选单下按附属帐户管理进入。(图 1)

The screenshot shows the e-Ship website interface. At the top, there is a navigation bar with the logo 'e-Ship' and language options (繁體, 简体, English). Below the navigation bar, there are four main menu items: '邮递服务' (Postal Services), '大量投寄服务' (Bulk Mail Services), '特许邮递帐户' (Special Mail Accounts), and '帐户资料' (Account Information). The '帐户资料' menu is expanded, showing sub-options: '我的喜爱设定' (My Favorites), '我的地址及电邮地址' (My Address and Email Address), '帐户管理' (Account Management), and '附属帐户管理' (Sub-account Management), which is highlighted with a red box. Below the main menu, there are three columns of content: '帐户设定' (Account Settings), '我的通讯录及产品' (My Contacts and Products), and '香港邮政帐户' (Hong Kong Post Accounts). The '帐户设定' column includes '我的喜爱设定', '我的地址及电邮地址', '帐户管理', and '附属帐户管理'. The '我的通讯录及产品' column includes '我的通讯录' and '我的产品资料'. The '香港邮政帐户' column includes '特许邮递帐户', '综合按金帐户', and '预付邮资帐户'. Below these columns, there is a section for '製作投寄清单' (Create Mail List) with options for '编辑 / 检视投寄清单' (Edit / View Mail List) and '批量上载功能' (Bulk Upload Function). There is also a section for '通函邮寄服务' (Direct Mail Services) with '递交申请' (Submit Application) and '大量投寄柜位预约' (Bulk Mail Counter Reservation) with '预约柜位' (Reserve Counter) and '查询预约记录' (Query Reservation Record). A '取得帮助...' (Get Help...) section provides links to '了解大量投寄邮件服务' (Learn More About Bulk Mail Services), '大量投寄类别' (Bulk Mail Categories), '製作大量投寄清单' (Create Bulk Mail List), and '大量投寄邮件程序' (Bulk Mail Process). Below this, there is a section for '已连结的特许邮递' (Linked Special Mail) with the account number 'PM-60000-0'. The main content area features a banner for '制作大量邮件投寄清单然后到邮局投寄' (Create Bulk Mail List and Post at Post Office) with a '预备投寄大量邮件清单' (Prepare Bulk Mail List) button. To the right of the banner is a summary of mail status: '0 个未完成的投寄摘要将会在今天被删除' (0 incomplete mail summaries will be deleted today), '0 批邮件过了7天仍未投寄' (0 batches of mail have not been posted after 7 days), '1 批邮件尚待投寄' (1 batch of mail is still pending posting), and '0 批邮件已于今天投寄了' (0 batches of mail have been posted today). Below the banner is a '投寄记录' (Posting Record) section with tabs for '尚欠资料 (1)' (Outstanding Information), '尚待投寄 (1)' (Pending Posting), and '已投寄 (0)' (Posted). A table shows the following data:

编制日期	香港邮政帐号	服务	款额 (港币)	编制人	
14/12/2014	PM-60000-0	大量投寄本地邮件	58,986.00	ken kan	编辑

Below the table, there is a '尚欠资料' (Outstanding Information) section with a '检视全部' (View All) button.

图 1

步骤二 编辑附属帐户

主帐户可以指派香港邮政帐户给予附属帐户及撤销已指派的香港邮政帐户。(图 2.1)

1. 按下所需附属帐户旁的编辑按钮。
2. 如用户想指派香港邮政帐户给予附属帐户或撤销已指派的香港邮政帐户，请选择邮政帐或按住 CTRL 键作多项选择。
3. 按下确定按钮。

你好ken kan. 最近一次成功登入时间是2014-12-14 18:23:56 [[注销](#)]

管理附属帐户

	帐户名称	姓名	电邮地址	状态	编辑
<input type="checkbox"/>	chantaiman	陈大文	chantaiman@gmail.com	已启动	编辑

记录 1 - 1 的 1

< 上一页 1 / 1 下一页 >

[新增](#) [删除](#)

编辑帐户

联络资讯

姓名 陈大文

电邮地址 chantaiman@gmail.com

帐户名称 chantaiman

香港邮政帐号连结 i
(按住CTRL键作多项选择)

特许邮递

PM-60000-0

[确定](#)

条款及细则 | 赔偿条款 | 免责声明 | 隐私政策声明 | 常见问题 | 联络我们 | 系统维护时间表

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图 2.1

删除附属帐户

登入主帐户然后在帐户资料功能选单下按进入。(图 1)

The screenshot shows the e-Ship website interface. At the top, there is a navigation bar with the logo 'e-Ship' and language options (繁體, 简体, English). Below the navigation bar, there are four main menu items: '邮递服务' (Postal Services), '大量投寄服务' (Bulk Mail Services), '特许邮递帐户' (Special Mail Accounts), and '帐户资料' (Account Information). The '帐户资料' menu is expanded, showing sub-options: '我的喜爱设定' (My Favorites), '我的地址及电邮地址' (My Address and Email Address), '帐户管理' (Account Management), and '附属帐户管理' (Sub-account Management), which is highlighted with a red box. Below the main menu, there are three columns of content: '帐户设定' (Account Settings), '我的通讯录及产品' (My Contacts and Products), and '香港邮政帐户' (Hong Kong Post Accounts). The '帐户设定' column includes options like '製作投寄清单' (Create Mail List), '编辑 / 检视投寄清单' (Edit / View Mail List), and '批量上载功能' (Bulk Upload Function). The '香港邮政帐户' column includes '特许邮递帐户' (Special Mail Accounts), '综合按金帐户' (Integrated Deposit Accounts), and '预付邮资帐户' (Prepaid Postage Accounts). In the center, there is a banner for '大量投寄' (Bulk Mail) with a photo of a woman holding a mail box and a button '预备投寄大量邮件清单' (Prepare Bulk Mail List). To the right of the banner, there is a summary of mail batches: 0 个未完成的投寄摘要将会在今天被删除 (0 incomplete mail summaries will be deleted today), 0 批邮件过了7天仍未投寄 (0 batches of mail have not been mailed for 7 days), 1 批邮件尚待投寄 (1 batch of mail is still pending mailing), and 0 批邮件已于今天投寄了 (0 batches of mail have been mailed today). Below the banner, there is a '投寄记录' (Mailing Record) section with a table showing mailing details. The table has columns for '编制日期' (Creation Date), '香港邮政帐号' (Hong Kong Post Account Number), '服务' (Service), '款额 (港币)' (Amount (HKD)), and '编制人' (Creator). The table contains one row of data: 14/12/2014, PM-60000-0, 大量投寄本地邮件 (Bulk Mail Local Mail), 58,986.00, ken kan. There is also a '尚欠资料' (Outstanding Information) section with a '检视全部' (View All) button.

编制日期	香港邮政帐号	服务	款额 (港币)	编制人	
14/12/2014	PM-60000-0	大量投寄本地邮件	58,986.00	ken kan	编辑

图 1

步骤二 选择将删除的附属帐户

如用户想删除附属帐户，请选择所需的附属帐户。

1. 选择一个或多个附属帐户。(图 2.1)
2. 按下删除按钮。(图 2.1)
3. 在确认删除对话框中，按下确定按钮。(图 2.2)



图 2.1

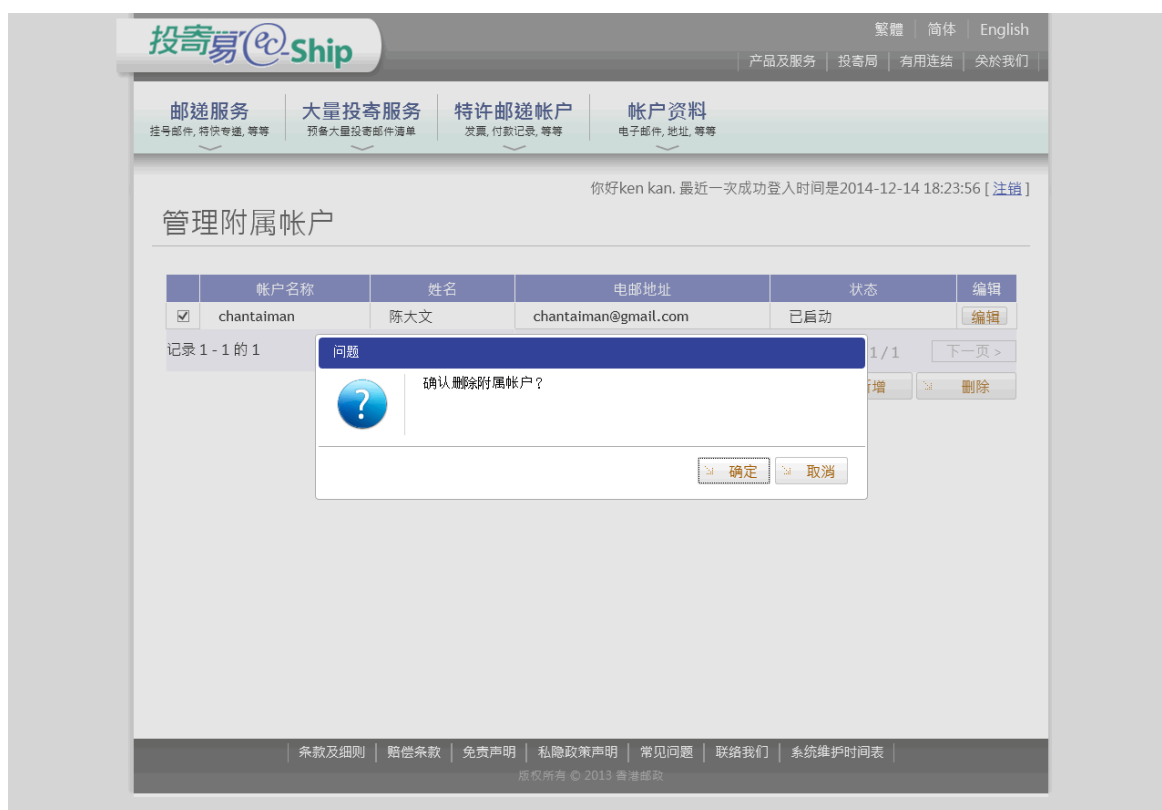


图 2.2