## **Enable other features**

This step-by-step guide outlines the general process required to manage/update other features available for a registered user. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Related screenshots for reference
1.	Login user account [Note: Please refer to the step- by-step guide Account Login and Logout for information if necessary.]	The landing page after logged-in is displayed
2.	<u>Update Your Profile</u>	"Message(s) will be deleted after 28 days since read
	Under Main Menu > Update Your Profile > Click "Maintain User Profile"	Contract Contend Contract Contract Contract Contract Contract Contract Contract

Item	Process	Related screenshots for reference
3.	Other Features	The "Maintain User Profile" screen is displayed
	<ul> <li>(a) Update preferred language option (for screen display)</li> <li>Apart from changing the</li> </ul>	MAINTAIN USER PROFILE       Screen ID: EUAM-GMN-0011         Notice       Please fill in the information in English except fields marked as "Chi"(should be filled in Chinese). Fields marked with an asterisk(") are mandatory.         Login Name       taiman2
	interface language settings, user may select the desired language (for screen display)	Account Type Individual User ("U") - Title Mr. Surname (Eng) Chan Tai Man Surname (Chi) - Identification Document Type H.K. Identity Card
	Select the language preferred >	Scrolling down
4.	(b) Opt for individual	
	email notification On top of the day-end email notification on all unread message(s), user can opt to receive individual email notification at his/her email address upon arrival of each message in the Message Box. Tick the checkbox if you prefer to receive individual email notification > Click "SUBMIT" >	Telephone No.*       Fax No.         2592334       Mobile Phone No.         aunyday633@gmail.com       Mobile Phone No.         Activation Date       O/02/002         O'Brefired Language (For screen display)*       Image: Construction of the second display in

Item	Process	Related screenshots for reference
5.	<u>Acknowledgement</u>	A pop-up message screen is displayed
	Click "OK" to complete	
		i
		Information
		The request is received.
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