

# User Guide for Public User

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- Registration – Film Development Fund

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- Forgot Password

# Registration – CSI

## 文創產業發展處撥款管理及資訊系統

Cultural and Creative Industries Development Agency  
Funding Administration and Information System

### Login

 User name

 Password

Login

**Register**

[Forgot Password?](#)

 Continue with iAM Smart

Click [Register] for person or organisation registration

# Registration – CSI

文創產業發展處

Cultural and Creative Industries  
Funding Administration

## Registration

Funding Category:

---Please Select---

---Please Select---

CSI

Film Development Fund

Next Cancel

Select Funding Category

## Login


 User name

 Password

Login

Register

[Forgot Password?](#)

 Continue with iAM Smart

[More Info](#)

# Registration – CSI

## 文創產業發展處撥款管理及資訊系統

Cultural and Creative Industries Development Agency  
Funding Administration

### Registration

Funding Category:

CSI

Funding Programme:

CSI-D

---Select Funding Scheme---

CSI-D

CSI-ND

### Login

User name

Password

Select Funding Programme  
And click [Next]

Continue with iAM Smart

Next Cancel

# Registration

Registration Already got an account? [Login](#)

**Organisation**

\*Organisation English Name:

\*Organisation Chinese Name:   
(Please enter "不适用" if not applicable)

\*Nature:

\*Verification Code:  8800 [Refresh](#)

Input the name of the existing organisation to register PC; Otherwise input the name to register an organization

Click [Next] button to register PC or organisation

# Register an Organisation

Registration

Already got an account? [Login](#)

## Organisation

\*Organisation English Name: 1111

\*Organisation Chinese Name: 112121

\*Nature: Local Academic Institute

\*Place of Organisation: the Hong Kong SAR, China

\*Year of Establishment:

\*No. of Employees:

\*Address in English:  
(Same as BR)

\*Address in Chinese:  
(Same as BR)

\*Tel:

\*Fax:

\*Mobile No.:

\*Email:

\*Website:

(please enter "NIL" if not applicable)

Brief Description of the organisation:

# Register an Organisation

**Business Registration No.:**

**BR Expiration Date:**   (DD/MM/YYYY)

**Business Registration Certificate:**  
(File format should be in jpg, zip or pdf)

**Certificate of Incorporation:**

**Memorandum and Articles  
of Association:**

**Other:**

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## Organisation Manager & Project Coordinator

---

**\*Login ID:**

**\*Title:**  

**\*First Name:**   
e.g. Peter Tai-man

**\*Last Name:**   
e.g. CHAN

**\*Chinese Name:**   
e.g. 陳大文

**Department:**

**\*Position in Organisation:**

**\*Office Address in English:**

# Register an Organisation

**\*Tel:**

**\*Fax:**

**\*Mobile No.:**

**\*Email:**

**\*Website:**

(please enter "NIL" if not applicable)

**\*Verification Code:**

2260

[Refresh](#)

I accept the [Terms and Conditions](#).

Click [Submit] to  
submit register  
organisation request

# Registration - Project Coordinator (under an existing organization)

**Registration** Already got an account? [Login](#)

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**Organisation**

\***Organisation English Name:** City University of Hong Kong

\***Organisation Chinese Name:** 香港城市大學

\***Nature:** Locally Registered Company

\***Organisation Number:**

\***BR Expiration Date:**  
(DD/MM/YYYY)

---

**Project Coordinator**

\***Login ID:**

\***Title:**

\***First Name:**   
e.g. Peter Tai-man

\***Last Name:**   
e.g. CHAN

\***Chinese Name:**   
e.g. 陳大文

**Department:**

\***Position in Organisation:**

\***Office Address in English:**

# Registration - Project Coordinator

**\*Position in Organisation:**

**\*Office Address in English:**

**\*Office Address in Chinese:**

**\*Tel:**

**\*Fax:**

**\*Mobile No.:**

**\*Email:**

**\*Website:**   
(please enter "NIL" if not applicable)

**\*Verification Code:**   [Refresh](#)

I accept the [Terms and Conditions](#).

Submit

Cancel

Click [Submit] to submit register PC request

# Registration - Password

1. After register PC request being approved, a confirmation email will be sent to the user's email address inputted. Open the URL in the email to set the password.

**New Password**

Please enter the new password.

Login ID: 11111111pc

\*New Password:

\*Re-enter New Password:

The password should contain:

- 8 – 20 characters;
- at least one UPPERCASE character [A-Z];
- at least one lowercase character [a-z];
- at least one digit [0-9]; and
- at least one symbol [e.g. !@#%&].

2. Enter the password and click [Confirm] to confirm new login password

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- Registration – CSI

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- **Registration – Film Development Fund**

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- Forgot Password

# Registration – Film Development Fund (FDF)

## 文創產業發展處撥款管理及資訊系統

Cultural and Creative Industries Development Agency  
Funding Administration and Information System

### Login

 User name

 Password

Login

**Register**

[Forgot Password?](#)

 Continue with iAM Smart

Click [Register] for account registration

# Registration – FDF

文創產業發展處

Cultural and Creative Industries  
Funding Administration

## Registration

Funding Category:

---Please Select---

---Please Select---

CSI

Film Development Fund

Next Cancel

Select Funding Category as  
“Film Development Fund”.

## Login


 User name

 Password

Login

Register

[Forgot Password?](#)

 Continue with iAM Smart

[More Info](#)

# Registration – FDF

文創產業發展處

Cultural and Creative Industries  
Funding Administration

## Registration

Funding Category:

Film Development Fund

Funding Programme:

---Select Funding Scheme---

---Select Funding Scheme---

Film Production Financing Scheme

(OFRP) Other film-related projects

Film Financing Scheme for Mainland Market

## Login

User name

Password

Login

Register

Forgot Password?

Continue with iAM Smart

Under Funding Programme,  
Select Funding Scheme and  
click [Next] (To tally with the  
Chinese version).

# Registration – FDF

Select “Film Production Financing Scheme” or “Film Financing Scheme for Mainland Market” under “Funding Programme”. Click [Next] to the Registration Page.

**Registration**

Funding Category:  
Film Development Fund

Funding Programme:  
Film Production Financing Scheme

Next Cancel

**Registration**

Funding Category:  
Film Development Fund

Funding Programme:  
Film Financing Scheme for Mainland Market

Next Cancel

香港特別行政區政府 文藝發展局  
CULTURAL AND CREATIVE INDUSTRIES DEVELOPMENT AGENCY  
The Government of the Hong Kong Special Administrative Region

CCIDAHK

繁 Help

Registration [Already got an account? Login](#)

Project Coordinator

\*Login ID:

\*Title:

\*First Name:   
e.g. Peter Tai-man

\*Last Name:   
e.g. CHAN

\*Chinese Name:

\*Tel:

Fax:

\*Mobile No.:

\*Email:

\*Verification Code:  4984 [Refresh](#)

I accept the [Terms and Conditions](#).

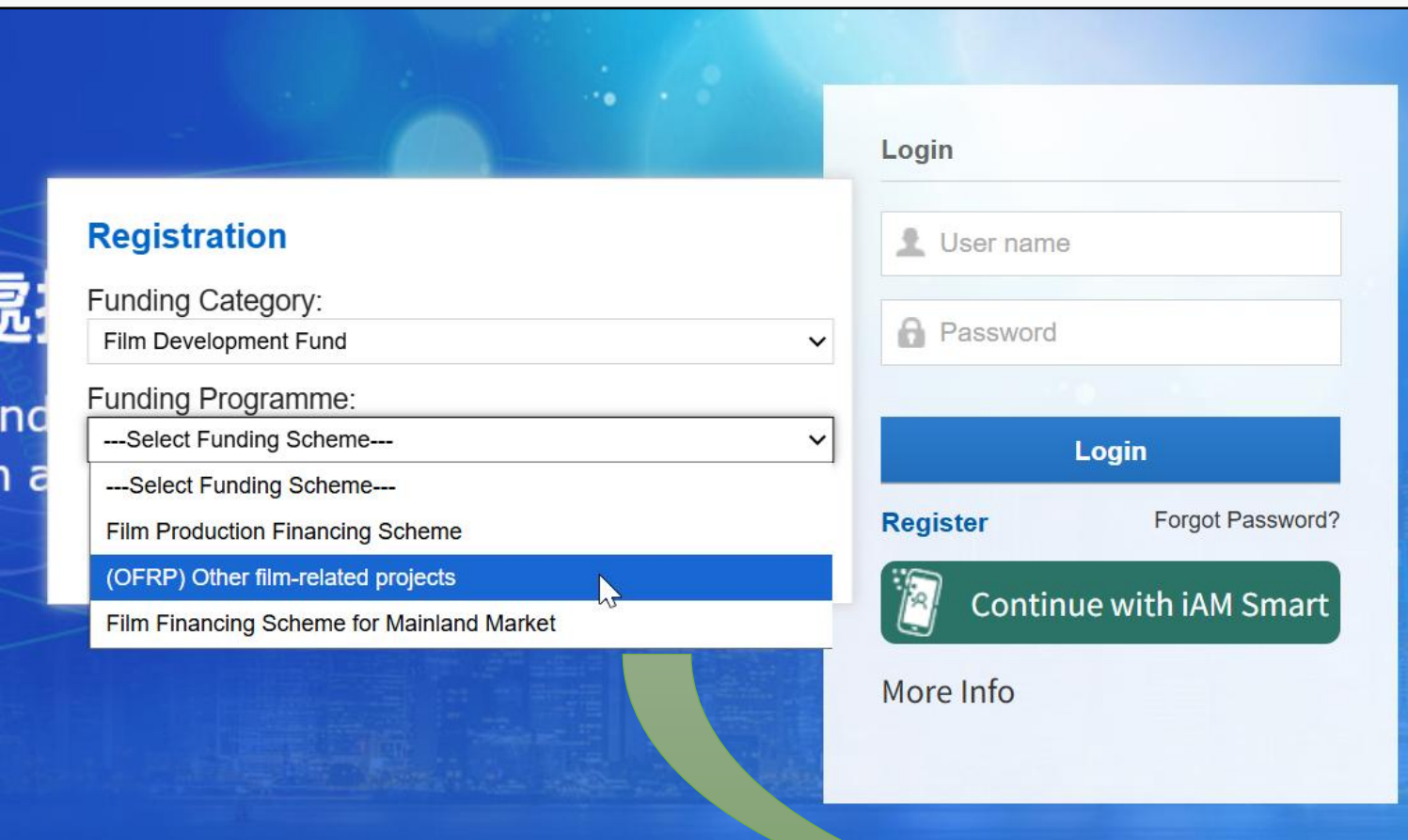
Submit Cancel

Two Steps to Complete Registration

- Fill in application
- Receive approval notification

# Registration – FDF

For “(OFRP) Other Film related projects”, please contact us at [ofrp\\_account@ccidahk.gov.hk](mailto:ofrp_account@ccidahk.gov.hk) for creation of account.



**Registration**

Funding Category:  
Film Development Fund

Funding Programme:  
---Select Funding Scheme---  
---Select Funding Scheme---  
Film Production Financing Scheme  
**(OFRP) Other film-related projects**  
Film Financing Scheme for Mainland Market

**Login**

User name

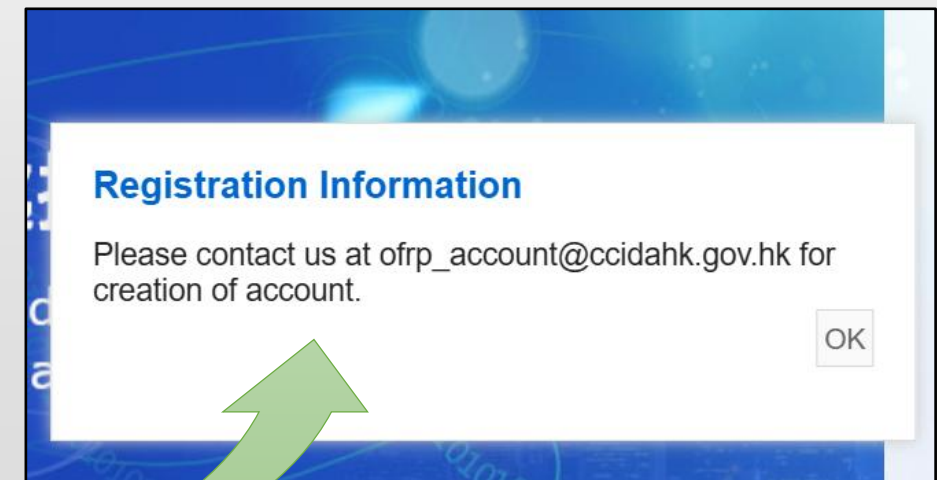
Password

**Login**

**Register** [Forgot Password?](#)

**Continue with iAM Smart**

[More Info](#)



**Registration Information**

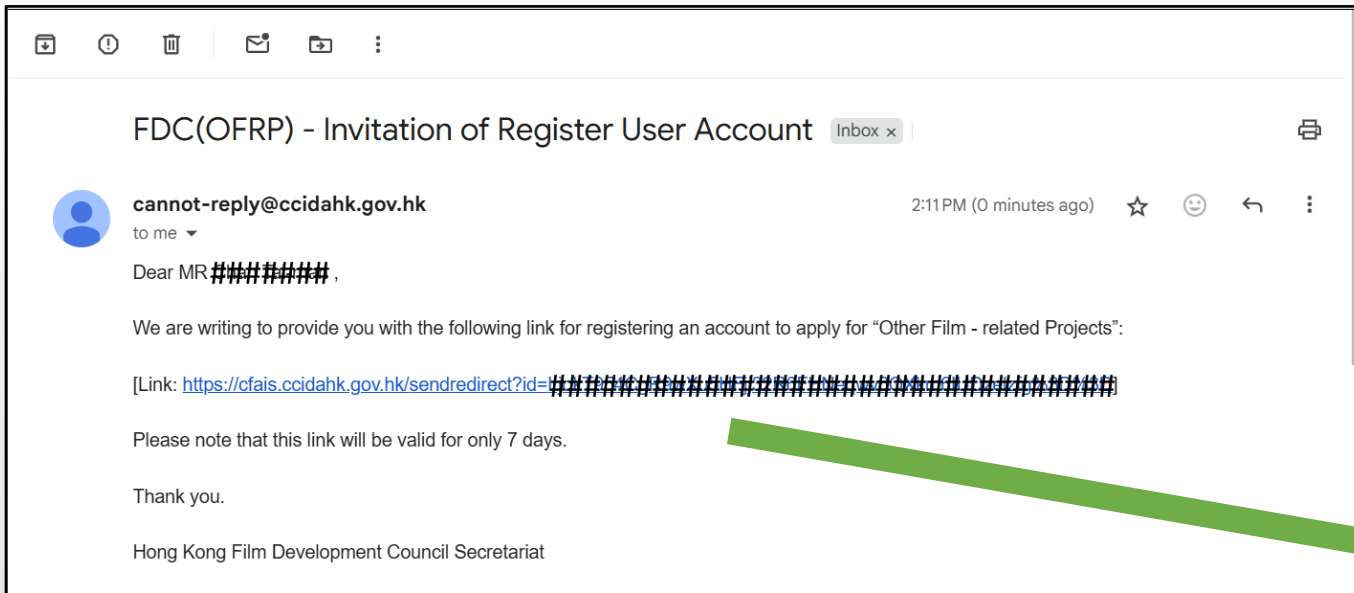
Please contact us at [ofrp\\_account@ccidahk.gov.hk](mailto:ofrp_account@ccidahk.gov.hk) for creation of account.

OK



# Registration – FDF

An email with registration link will be provided in due course.



Registration Already got an account? [Login](#)

Project Coordinator

\*Login ID:

\*Title:

\*First Name:   
e.g. Peter Tai-man

\*Last Name:   
e.g. CHAN

\*Chinese Name:

\*Tel:

Fax:

\*Mobile No.:

\*Email:

\*Verification Code:  4984 [Refresh](#)

I accept the [Terms and Conditions](#).

Two Steps to Complete Registration

- Fill in application
- Receive approval notification

# Registration – FDF

Fill in the registration form and click [Submit]

The screenshot shows the registration interface for the Cultural and Creative Industries Development Agency. The page title is "Registration" and it includes a "Login" link for existing users. The form is titled "Project Coordinator" and contains the following fields:

- \*Login ID: XXXXXXXX
- \*Title: XXXXX
- \*First Name: XXXXXX (e.g. Peter Tai-man)
- \*Last Name: XXXX (e.g. CHAN)
- \*Chinese Name: XXXX
- \*Telephone: XXXXXXXX
- Fax: (empty)
- \*Mobile No: XXXXXXXX
- \*Email: XXXX@XXXX
- \*Verification Code: XXXX (with a "4984 Refresh" button)

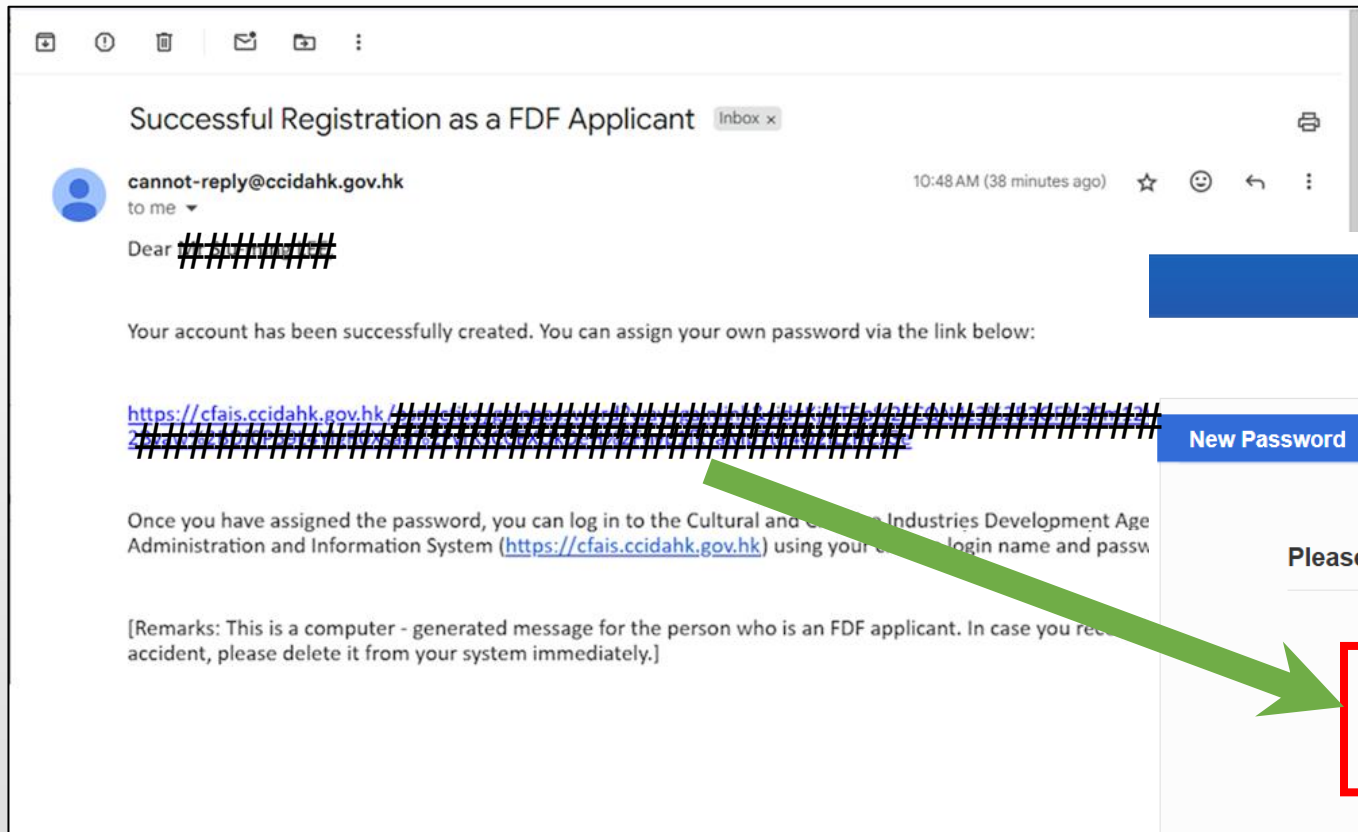
Below the form is a checkbox for "I accept the Terms and Conditions." and two buttons: "Submit" and "Cancel".

On the right side of the page, there is a section titled "Two Steps to Complete Registration" with two steps:

- Fill in application (indicated by a green checkmark)
- Receive approval notification (indicated by a green checkmark)

# Registration – FDF

A confirmation email will be sent to the applicant upon successful registration. Click the link provided in the email to set a new password. Enter the new password twice and click [Confirm].



**New Password**

Please enter the new password.

Login ID: #####

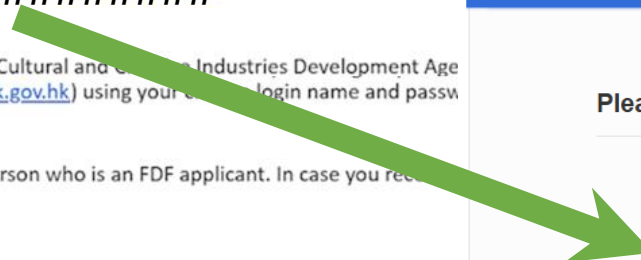
\*New Password:

\*Re-enter New Password:

The password should contain:

- 8 – 20 characters;
- at least one UPPERCASE character [A-Z];
- at least one lowercase character [a-z];
- at least one digit [0-9]; and
- at least one symbol [e.g. !@#%\*&].

**Confirm**



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- Registration – CSI

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- Registration – Film Development Fund

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- **Forgot Password**

# Forgot Password

## 文創產業發展處撥款管理及資訊系統

Cultural and Creative Industries Development Agency  
Funding Administration and Information System

### Login

Login

Register

Forgot Password?

Click [Forgot Password?] to  
reset the account password

# Forgot Password



香港特別行政區政府 文創業發展處  
CULTURAL AND CREATIVE INDUSTRIES DEVELOPMENT AGENCY  
The Government of the Hong Kong Special Administrative Region



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## Forgot Your Password?

Please provide the registered email address of your profile.

\* Email:

\* Login ID:

\* 4 Digit Verification Code:

5989 [Refresh](#)

Fill in Email and Login ID, enter the 4-digit verification code shown in the picture. Click [refresh] to refresh the picture if needed.

Click [Submit] button, an email will be sent with a new verification code for resetting the password.

# Forgot Password

1. Enter the new password twice and input the verification code provided in the email

Please enter the new password.

\* Login ID:

\* New Password:

\* Re-enter New Password:

\* Email Verification Code:

- The password should contain:
- ✓ 8 – 20 characters;
  - ✓ at least one UPPERCASE character [A-Z];
  - ✓ at least one lowercase character [a-z];
  - ✓ at least one digit [0-9]; and

Confirm

2. Click [Confirm] button

# Forgot Password

✓ Change password successfully, Please clicking [here](#) to login.



Click [here] hyperlink or [OK] button to return to login interface