

2.2 How to Register an Authorised User Account

The user Management module covers the journey of what it takes for the Licensed Traders to register on the CTR system and how to log into the system.

2.2.1 Registering Authorised User Account

This section covers how License Traders can register an account on CTR.

Step 1	Click “Sign up now” in the login page
Step 2	Fill in valid company information: a) License Number (XX/YY/ZZZZ or ML-01234) b) Business Registration Certificate Number (12345678-XXX) Click “Next”.
Step 3	Verify company information and upload supplementary document(s): Business Registration Certificate (PDF/JPEG with less than 10MB) Organisational e-Certification (With file extension: “.p12”) [Optional] Fill in e-Cert PIN after e-Cert is uploaded.
Step 4	Fill in Personal Information: a) Name (same as ID Card) b) Job Title c) Create User ID (for login purpose) d) Phone Number e) Organisation User Email (same as the one in e-Cert) f) Fax Number (Optional) to call
Step 5	Verify the filled information.
Step 6	Read & Accept Terms and Conditions.
Step 7	Wait for a confirmation email with a submission reference code.

User Registration (P.1)

Step1: Click "Sign up now" in the login page

Welcome Back!
Login to Computerised Transaction Record

User ID* [Forget Username](#)

Password* [Forgot Password](#)

Login

Not yet a member? **Sign up now**

Or

Login with iAM Smart

[More info >](#)

Step2: Fill in company information

Create Authorised User Account
Authorised User holds responsibility of all submitted records and ensures transactions are submitted promptly.

1 Company Information 2 Personal Information 3 Information Preview

License Number*
XX/YY/ZZZZ or ML-01234

Business Registration Certificate Number*
BRC Number shall consist of 11 digits, in the format of "XXXXXXXX-YYY"

Back Next

Step3: Verify company information and upload supplementary document(s)

Create Authorised User Account
Authorised User holds responsibility of all submitted records and ensures transactions are submitted promptly.

1 Company Information 2 Personal Information 3 Information Preview

License Number
26/2A/2010

Business Registration Certificate Number
12345678-001

Organisation Name
HK Medical Trading Co. Ltd.

License Type
Wholesaler (2A)

Address
RM. 1401, 14/F, WATERLOO PLAZA, 53-55 WATERLOO ROAD, YAU MA TEI, KLN

Supplementary Document(s)
a. Business Registration Certificate
b. Organisational e-Certification (Optional)

a. **Business Registration Certification (BRC):**
Upload your Business Registration Certification with high resolution*
(PDF/JPEG with maximum 10 MB)

b. **e-Cert (Organisational)**
Upload Company e-Cert File (.p12)

Back Next

Step4: Fill in Personal Information

Create Authorised User Account
Authorised User holds responsibility of all submitted records and ensures transactions are submitted promptly.

1 Company Information 2 Personal Information 3 Information Preview

a. Personnel Name*
Your name must be same as the one on your identification document.
e.g. Chan Tai Man

b. Job Title*
e.g. Clerk

c. User ID*
e.g. chantaiman
Hong Kong phone number.

d. Phone Number*
e.g. 21234567
If use e-cert, email must be same as the HongKong Post e-Certs.

e. Organisation User Email*
e.g. chantaiman@company.com

Back Next

- a. Personnel Name (same as ID Card)
- b. Job Title
- c. Create User ID (for login purpose)
- d. Phone Number
- e. Organisation User Email
- f. Fax Number (Optional)

To be continue from (p.2)

Sample

Business Registration Certification (BRC):
Upload your Business Registration Certification with high resolution*
(PDF/JPEG with maximum 10 MB)
Testing_doc.pdf
200 KB

e-Cert (Organisational)
Upload Company e-Cert File (.p12)
ecert-file-demo.p12
200 KB

e-Cert PIN*
2039512341234

User Registration (P.2)

Step5: Verify the filled information

Create Authorised User Account

Authorised User holds responsibility of all submitted records and ensures transactions are submitted promptly.

✔ Company Information ✔ Personal Information ③ Information Preview

Company Information

License Number: 26/2A/2010 Business Registration Certificate Number: 12345678-001

Organisation Name: HK Medical Trading Co., Ltd. License Type: Wholesaler

Address: RM. 1401, 14/F, WATERLOO PLAZA, 53-55 WATERLOO ROAD, YAU MA TEI, KLN

Organisation eCert File (.p12)

ecert-file-demo.p12
200 KB
Click to view

eCert Pin: 2039512341234 **Optional**

Business Registration Certificate (BRC) (PDF/JPEG)

Testing_doc.pdf
200 KB
Click to view

Personal Information

Personnel Name: Chan Tai Man

Job Title: Manager User ID: chantalman

Phone Number: 24528635 Fax Number: -

Organisation User Email: Taiman111@hkmedtrade.com

Back Next

Click to continue

Step6: Read & Accept Terms and Conditions

Acceptance of Terms and Conditions

1. Introduction
The following are the terms and conditions ("Terms") for the use of the Computerised Transaction Record ("CTR") operated by the Department of Health ("DH") of the Government ("Government") of the Hong Kong Special Administrative Region of the People's Republic of China ("Hong Kong"). The Government agrees to provide the Services (as defined in Clause 3 below) and you, as the user of CTR ("User"), agree to use the Services in accordance with the Terms.

2. Acceptance of Terms of Use
By accessing and using CTR, you agree to be legally bound by these Terms, which may be modified and/or supplemented by the Government from time to time without prior notice to any User. Please check the website at <https://ctr.dh.gov.hk/portal/> regularly for any modification and/or supplement which may be made.

3. Services provided in CTR
3.1 CTR comprises a website designed to systematically record antimicrobial prescription and dispensing data through electronic means, ensuring proper record keeping of antimicrobials throughout the supply chain, from wholesale to end-user delivery.

Back Download as PDF I accept the above terms and conditions

Scroll to the back and Click the green button

I accept the above terms and conditions

Step7: Wait for a confirmation email

Create Authorised User Account



Thank you
Your application is under review.
You should receive a confirmation email with a submission reference code.

Done

2.2.2 User Registration – Creating New Password

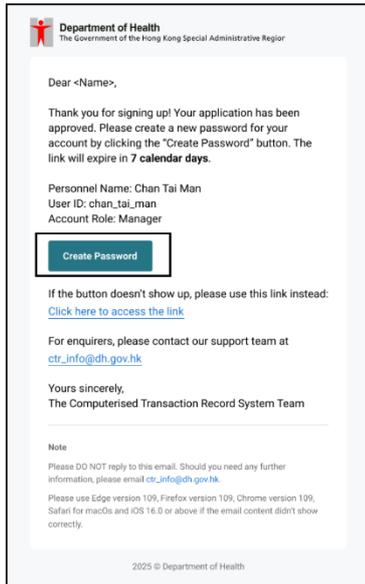
This section covers how to create a password for CTR account once the registration is approved.

Step 1	Once registration is approved, click “Create Password” from the received email.
Step 2	Input new password twice and click “Submit”. <i>*Password must be a minimum of 8 characters with a mix of uppercase letters, lowercase letters, numbers and symbols*</i>
Step 3	Click "Login" to return to the login page and use your new password.

User Registration – Creating New Password

Step1: Once registration is approved, click “Create Password” from the received email.

Email Template



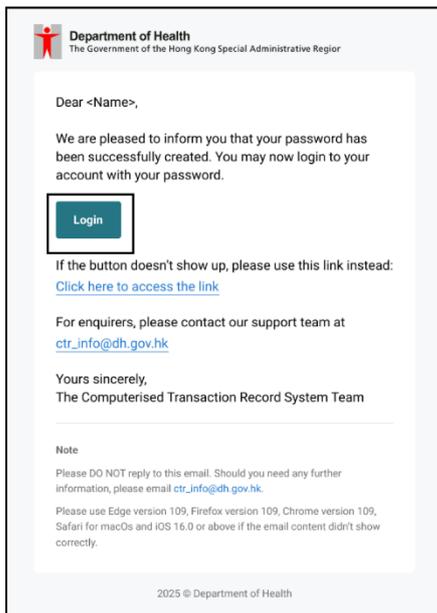
Step2: Input new password twice, and click “Submit”.

The "Create Password" form has a light blue header. Below the header, it says "Please create a new password for your account." There are two input fields: "New password*" and "Re-enter new password*", both with a red asterisk and a red dot above the first field. The "Re-enter new password*" field has a "3" above it. There are "Back" and "Submit" buttons at the bottom right.

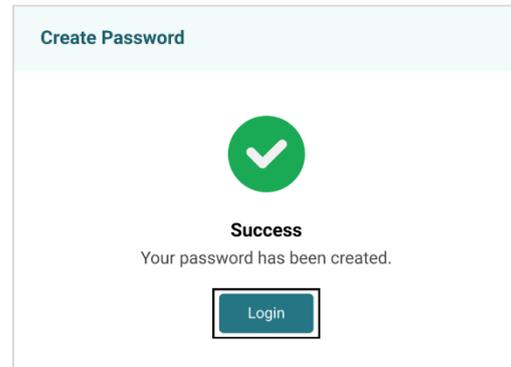
Must be a minimum of 8 characters with a mix of uppercase letters, lowercase letters, numbers and symbols.

Step3: Click "Login" to return to the login page and use your new password.

Email Template



Pop up message after click “Submit”



OR