

1. For first-time **HKSI Institute Online Portal** user
 - **Create a new account** by providing the basic personal and company information.
 - Set your username and password.
2. Update your **“Professional Memberships”** to enjoy the special discount for HKTA members (see screenshot below)

The screenshot displays the HKSI Institute Online Portal user interface. At the top, the HKSI logo is on the left, and navigation links for QR CODE, PASSWORD, LOGOUT, and LANGUAGE are on the right. A welcome message for 'Miss Chan' is shown in the top right corner. The main content area is titled 'PROFILE' and features a dropdown menu for 'Personal Particulars'. The dropdown list includes 'Personal Particulars', 'Address', 'Phone', 'Email', 'Current Employment', 'Education', 'Professional Qualifications', 'Professional Memberships' (highlighted in blue), and 'Regulatory License / Registration'. A 'SAVE' button is located below the dropdown. On the right side, a sidebar contains links for 'PROFILE', 'JOIN US', 'ENROL NOW', 'UPCOMING ACTIVITY', 'RECORD', 'RECEIPT', 'ECREDIT', 'COMMUNICATION PREFERENCE', and 'CONTACT US'. At the bottom of the profile section, there is a note: 'Please contact us at 3120 6100 or support@hksi.org if you would like to update your Full Name or Web Login Name.'

3. You can now enrol for the webinar(s) by clicking on **ENROL NOW** on the right-hand side of the navigator and the HKTA member fee should show on the online enrolment page.