User Guide
[Webinar] Hong Kong Listco: Tackling the Share Suspension Crisis - Your Essential Firewall Against Financial Risks

Content

Overview

- This is the user guide for the [Webinar] Hong Kong Listco: Tackling the Share Suspension Crisis - Your Essential Firewall Against Financial Risks.

- For this training, you are required to:

  – Login to your personal account and launch the webinar on the HKSI Institute Online Portal.

  – Attend the entire webinar session including Q&A.

Account Creation

- If you are an LE exam candidate who enrolled in the exam between 1 January 2015 and 27 September 2017, or if you are an active individual member, please activate your previous account.

- For new users, please create your personal account on our Online Portal.

- Please visit the Account Creation Video for further instructions on account creation and activation.

- For members of associations such as HKICPA, please remember to update your membership details under '**Professional Memberships**' in the PROFILE section of our Online Portal. Below is an example.

Account Creation (con't)

- Please also update your employment information on "**Current Employment**" under "PROFILE".

- Enter your current company and filling the remaining employment information and press "**Save**". (Below is an example.)

Course Enrolment

- Go to the course page

- Click **"APPLY ONLINE"** and then click on **"Add to Cart"**

- Login to the Online Portal and checkout within 15 minutes

- Make sure the course name and price are accurate, read the Terms and Conditions, then tick the checkbox and click **"Pay Now"**.
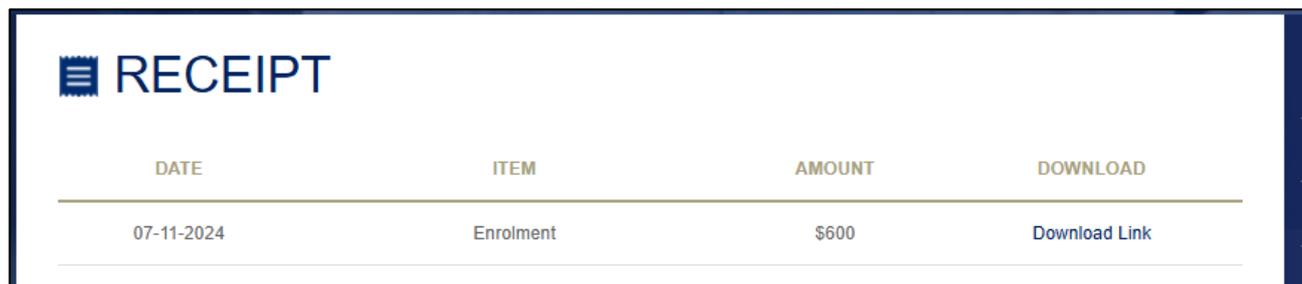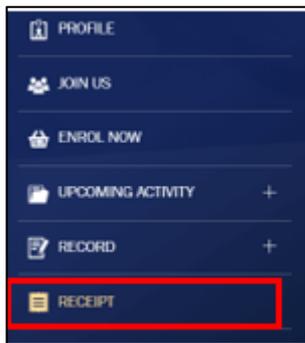
Course Enrolment (con't)

- After completing the enrolment, please complete the following actions:

    1. Download the receipt on the online portal. (Below is an example)

    2. Check the enrolment by clicking on **"CPT/Non-CPT Activity"** under the **"UPCOMING ACTIVITY"** tab to check the enrolled course.

Download and Install via "Zoom - One Platform To Connect App" app

- To join the webinar, you are required to install the Zoom Meeting App (click here for installation instructions for computer and mobile device)

- If you are a first-time Zoom user, please download the app at least 20 minutes before the event to avoid delays.

- Click here to test if Zoom works on your device.

- Make sure you have your speaker or headphone plugged in and enabled.

Login via HKSI Institute Portal

- On the event day, login to the HKSI Institute Online Portal: https://login.hksi.org/login by using your own registered name and password.

- Click on **"CPT/Non-CPT Activity"** under UPCOMING ACTIVITY tab.

- Click the **"Launch Online"** button which will appear **ONLY 30 minutes before** the session starts. This button will direct you to the Zoom platform for your enrolled webinar session.
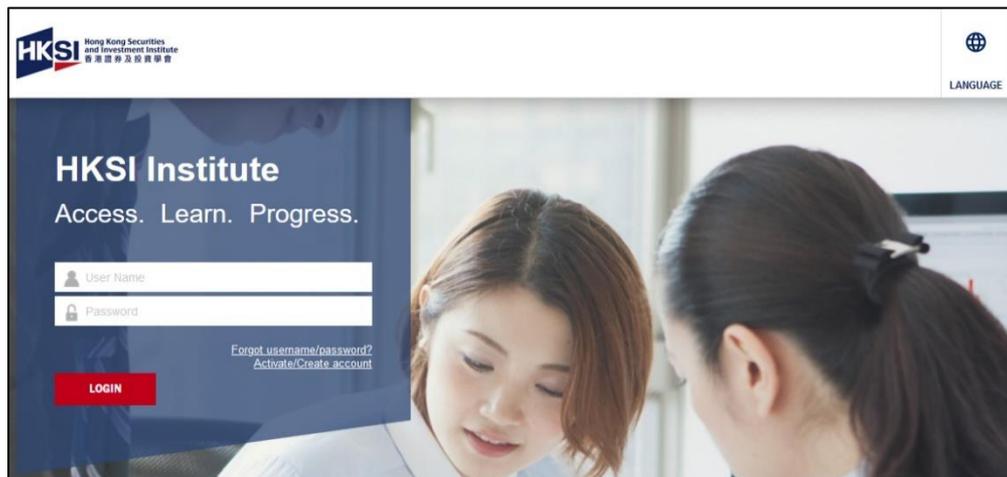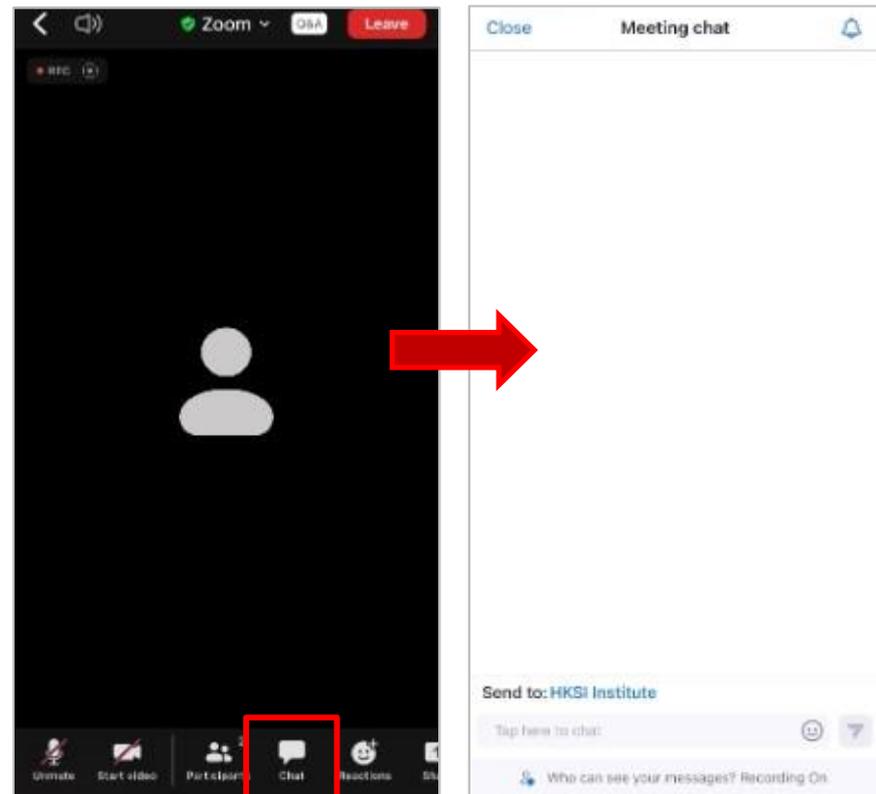
If You Need Assistance, Use the Chat Function
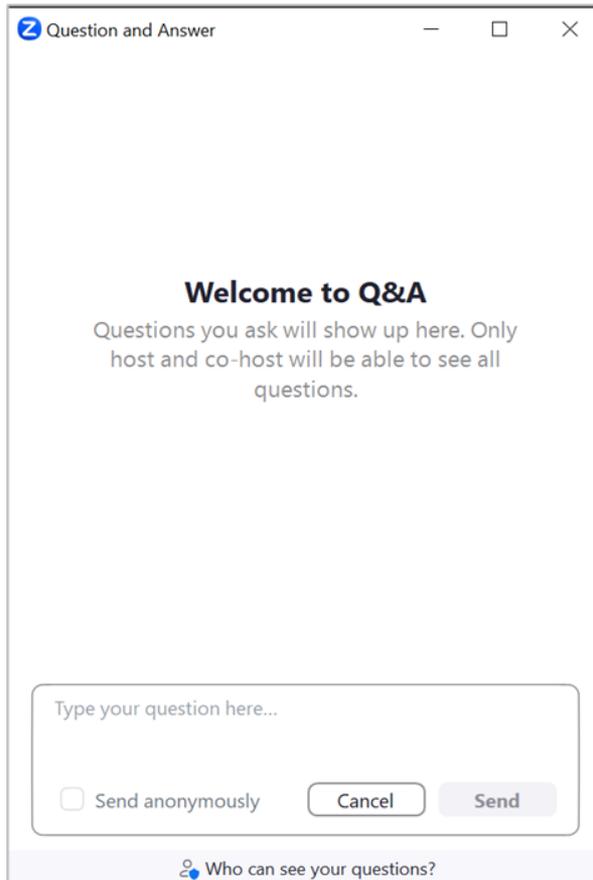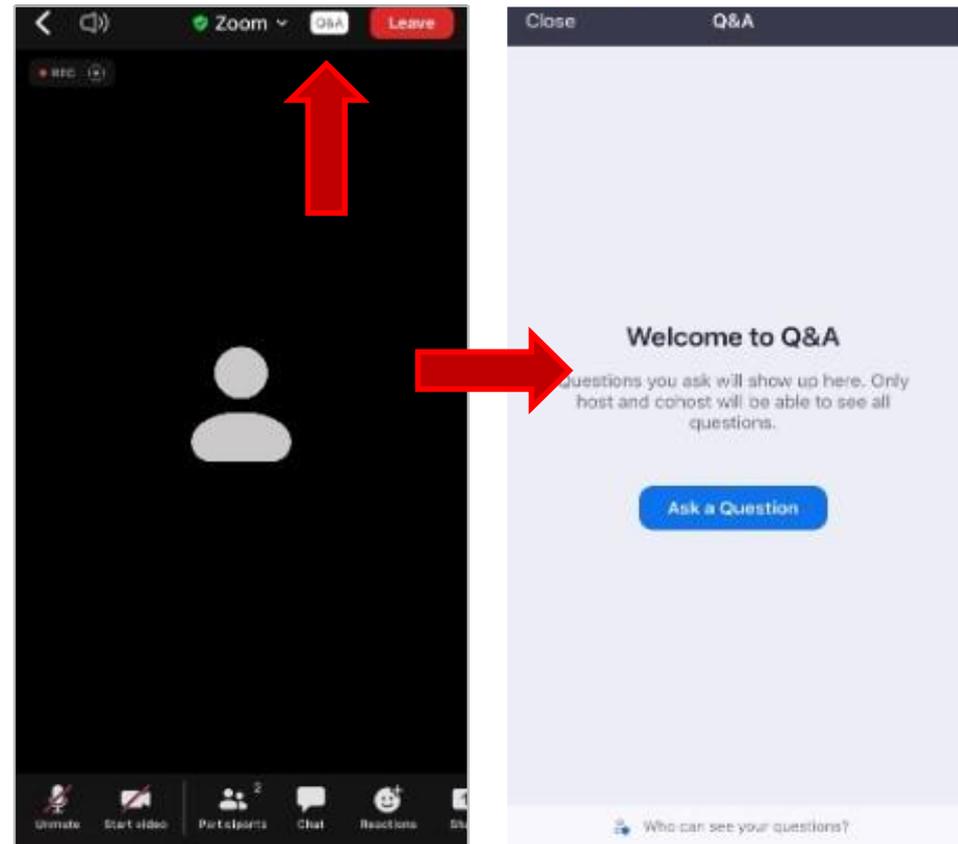
Computer
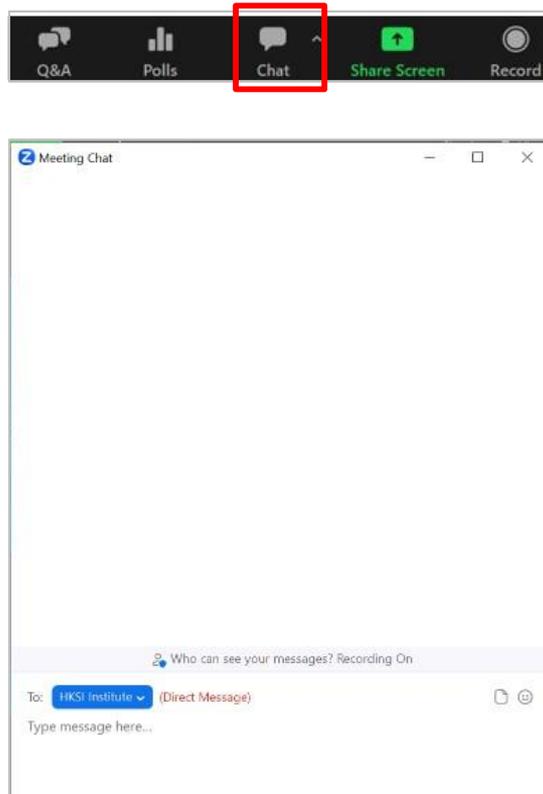
Mobile/Tablet

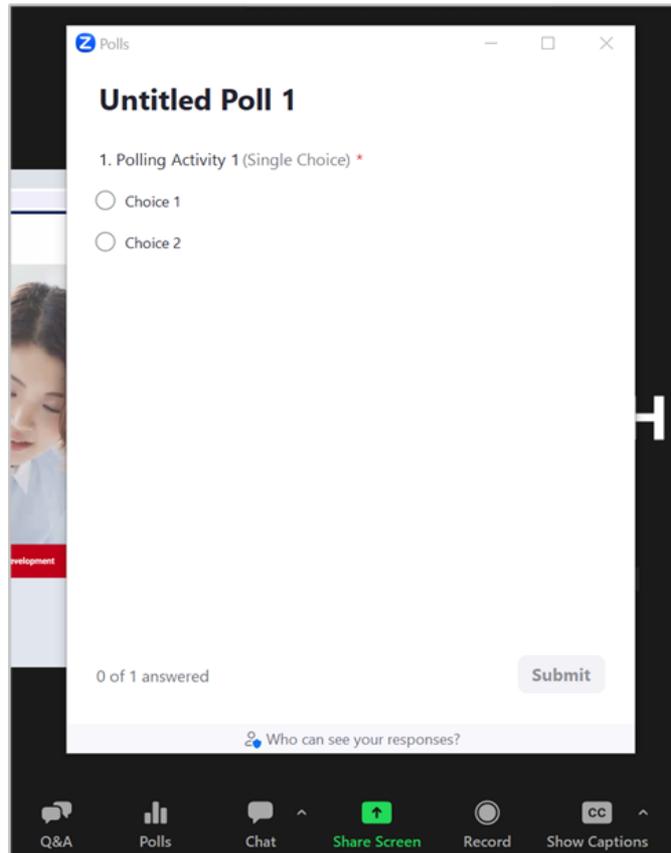# To Ask Questions – Use the Q&A Function
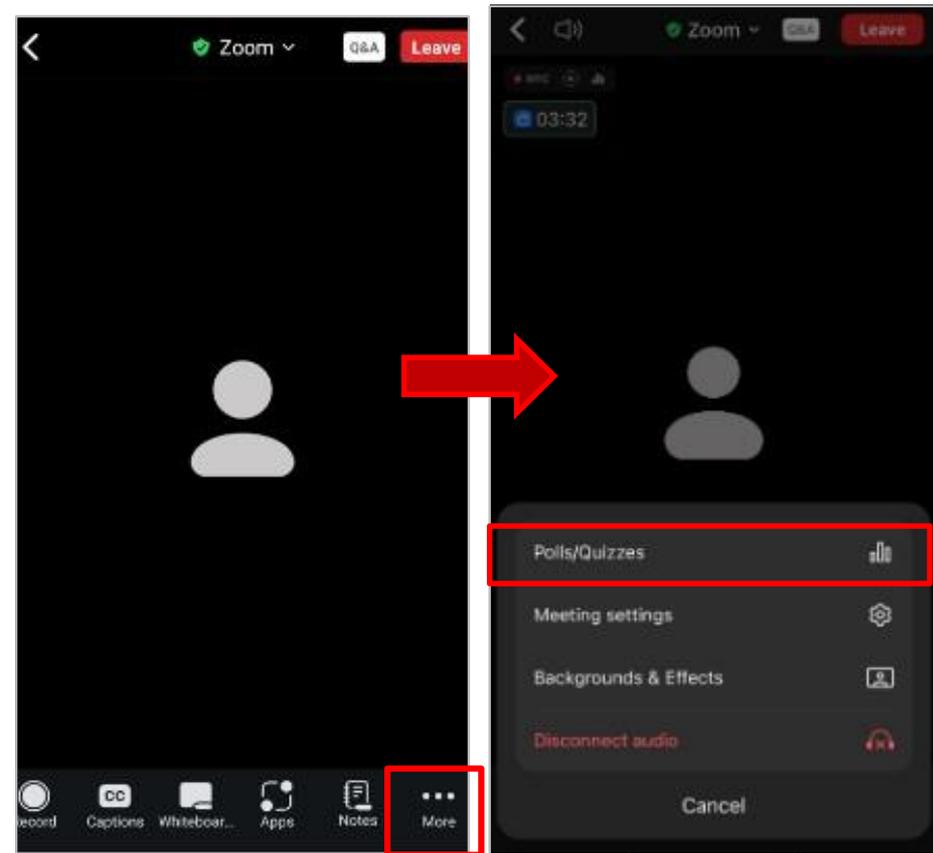
Computer

Mobile/Tablet

Polling Feature

Polling function on a computer

Polling function on a mobile/tablet

Download the Certificate of Attendance

- Login to online portal (https://login.hksi.org/)
- Click on "**CPT Activity**" under **RECORD**

- Please select your completion date in the calendar and then press SEARCH button to view the activity record(s)

Download the Certificate of Attendance (con't)

- In the search results, locate the course and click "Print" to print the certificate. (Below is an example)

NAME	DATE	CPT / CPD / CPE / OPT GAINED	ATTENDANCE RECORD	
[Webinar] Course for Insurance Brokers on Grandfathered ILAS Policies	26-11-2024	2 SFC 2 PWMA 2 IA	Print	More

Support

When you encounter technical problems or if you have enquiries, please contact HKSI Institute at:

- E-mail: **education@hksi.org**