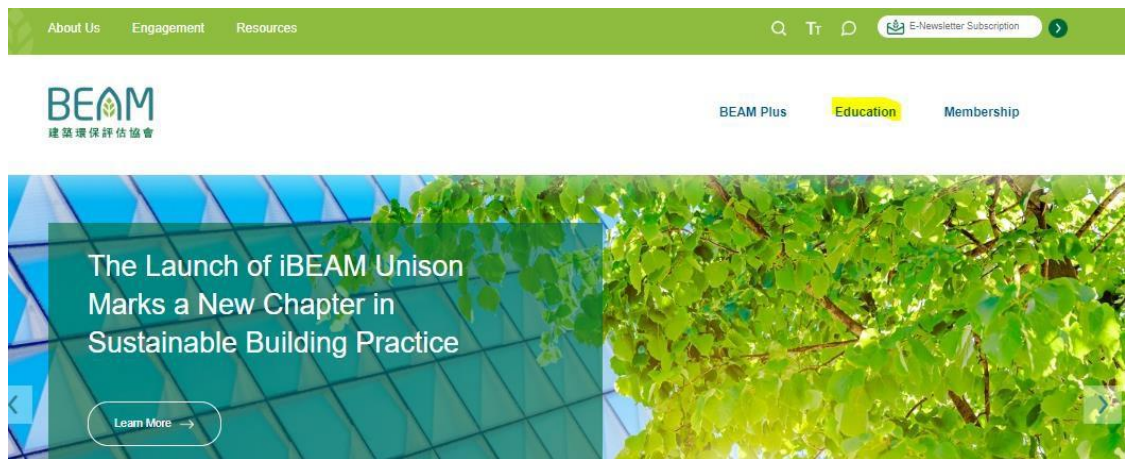


Instructions for New Online Training Portal User – Application for BEAM Society Limited’s Online Training Portal User and BEAM Affiliate Training and Examination / Examination Retake

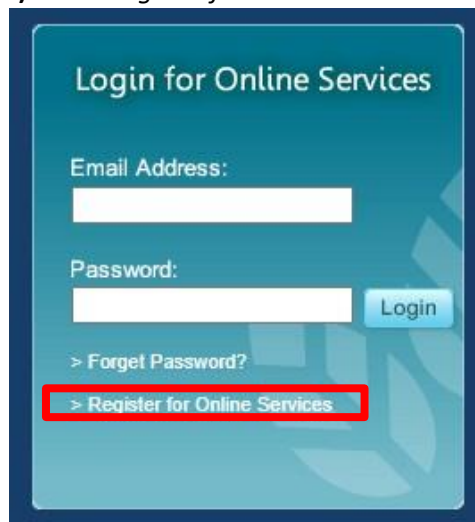
1) Begin by entering BSL’s Website (<https://www.beamsociety.org.hk/en/>), mouse over to “Education” as highlighted in **Yellow**.



2) Click the button “Online Training Portal” in Green Colour.



3) Click “Register for Online Services” in the *Login for Online Services* section.



Login for Online Services

Email Address:

Password:

> Forget Password?

> **Register for Online Services**

4) You will be directed to the Account Registration page. Please fill in the registration form accordingly and click “Submit” button.

5) If done correctly, the following message will be shown after completing your registration.

Thank you for your registration.

Please note that your registration will be processed within the next 10 working days.
A confirmation email will be sent to the email address you provided, with a login user ID and password.

If you do not receive that email, please send an email to enquiry@beamsociety.org.hk providing your name as shown on your HKID/passport and registration date for us to follow up your registration.


Thank you for your patience and understanding.

6) Upon confirmation of your registration, you will receive two emails regarding the login information for your account (Email Address and Password).

**** For Existing users of the Online Training Portal, please login to your account and proceed to step 7.**

7) Login to the Online Training Portal and click “BEAM Affiliate Training & Examination” for further course registration.



8) Click the “Register” button  to register for the BEAM Affiliate Training and Examination / Examination Retake.

9) Fill in the registration form accordingly. You must attach ALL of the following documents, otherwise the application may not be entertained.

- a) Curriculum Vitae
- b) Certificate(s) of Education
- c) Certificate(s) of Professional Institute (if any)
- d) Proof of Supporting Organisation (if any)

10) BEAM Society Limited will, upon receipt of your application, send an acknowledgement of receipt via email within 7 business days. For applicants who have not received the acknowledge email within 7 business days after submission of their applications, please contact us at 3610 5700 or via email ba.training@beamsociety.org.hk