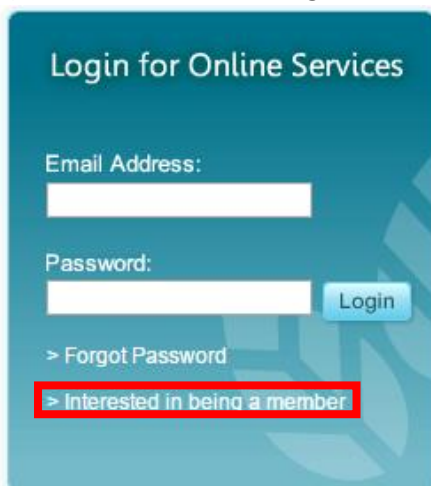


## Instructions for New Online Training Portal User – Application for BEAM Society Limited’s Online Training Portal Member and BEAM Pro Fundamental Course

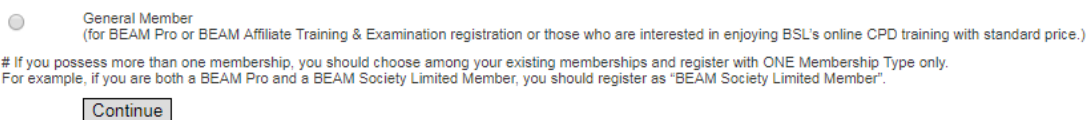
1) Begin by entering BSL’s Website ([www.beamsociety.org.hk](http://www.beamsociety.org.hk)) :



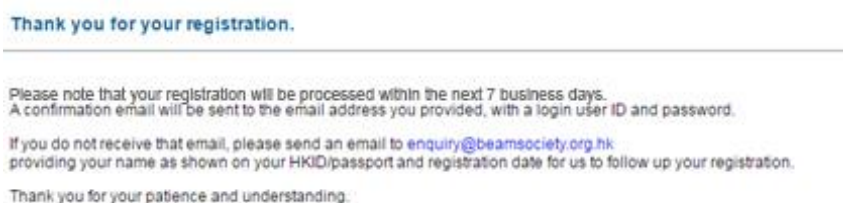
2) Click “Interested in being a member” in the Login for Online Services section



3) You will be directed to the Online Services Registration page.  
Choose “General Member”, then click the “Continue” button.



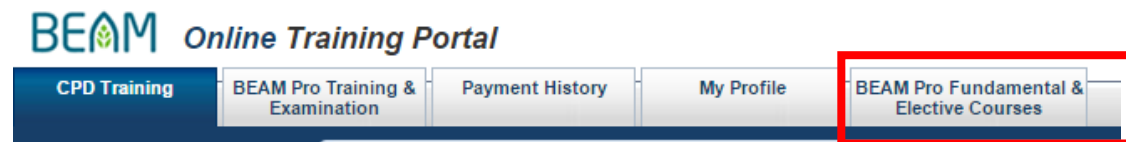
4) If done correctly, the following message will be shown after completing your registration.




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

**\*\* For Existing members of the Online Training Portal, please login to your account and proceed to step 6.**

6) Login to the Online Training Portal and click “BEAM Pro Fundamental & Elective Courses” for further course registration.



7) Click the “Register” button  to register for the BEAM Pro Fundamental Course.

8) 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)

9) 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 [beampro.training@beamsociety.org.hk](mailto:beampro.training@beamsociety.org.hk)