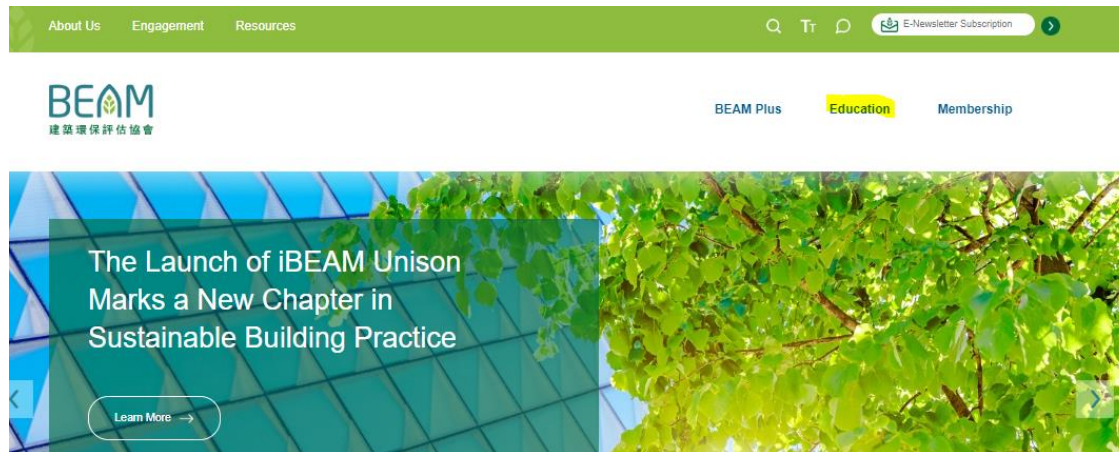


**Instructions for New Online Training Portal User –
Application for BEAM Society Limited’s Online Training Portal Member and
BEAM Affiliate Training and Examination / Examination Retake**

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.

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

☐ General Member
(for BEAM Pro or BEAM Affiliate Training & Examination registration or those who are interested in enjoying BSL’s online CPD training with standard price.)

If you possess more than one membership, you should choose among your existing memberships and register with ONE Membership Type only.
For example, if you are both a BEAM Pro and a BEAM Society Limited Member, you should register as “BEAM Society Limited Member”.

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.

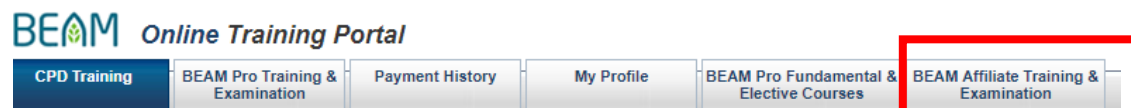
If you do not receive that email, please send an email to enquiry@beamsociety.org.hk providing your name as shown on your HKID/passport and registration date for us to follow up your registration.

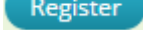
Thank you for your patience and understanding.

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

**** For Existing members 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