

2. Logon Procedure and Password Control

2.1 Logon and Change Password Procedures

2.1.1 CCASS Primary User ID

Apart from the stock account number, each SSA Statement Recipient will be assigned a CCASS Primary User ID and a CCASS Primary Password for CCASS Internet User ID registration. Investors as SSA Statement Recipients should obtain these information from their brokers/custodians¹.

	Format
CCASS Primary User ID	An 8-digit number e.g. 82345601
CCASS Primary Password	An 8-digit number

If this is the first time for an investor as SSA Statement Recipient to logon to the CCASS Internet system, he/she will be prompted to change the initial CCASS Primary Password in accordance with the procedures stated in section 2.1.2.

Important Notes :

- Investors as SSA Statement Recipients must keep their passwords strictly confidential.
- The CCASS Primary Password will not expire, but HKSCC suggests SSA Statement Recipients changing their passwords periodically for maximum protection.
- SSA Statement Recipients should consider the following guidelines when selecting a password:
 - a) Do not use personal information as password.
 - b) Do not use CCASS Primary User ID as password.
 - c) Do not reuse passwords.
- When using CCASS Primary Password in public places, please make sure that the password is not seen by other people.
- A CCASS Primary Password will be revoked after three unsuccessful logon attempts. Please refer to Section 2.2 for the procedure of resetting a password.

¹ Broker(s) / custodian(s) which is/are CCASS Participant(s)

2.1.2 CCASS Internet System (<https://ssa.ccass.com>)

To access the SSA with Statement Service via the CCASS Internet System, an investor as SSA Statement Recipient should first register an Internet User ID and Password with CCASS. The registration process can be done through the SSA with Statement Service Welcome Page. Only one Internet User ID can be registered for each SSA with Statement Service. After successful registration, the SSA Statement Recipient can logon to the CCASS Internet System at any time and use all available functions, including account enquiries and Internet User ID deletion. For registration or deletion of Internet User ID, SSA Statement Recipients need to input verification code (case sensitive) as per captcha generated on the picture.

The table below describes the CCASS Internet User ID registration procedures:

Step 1	Click “New user registration” on the SSA with Statement Service Welcome Page ▼
Step 2	Read the “Terms of Use” and click <I Agree> to accept it ▼
Step 3	Input the 8-digit CCASS Primary User ID (obtained from your broker/custodian) ▼
Step 4	Input the 6-character CCASS Participant ID of your broker/custodian e.g. C00088 ▼
Step 5	Input the 2-digit account number of SSA with Statement Service (obtained from your broker/custodian) ▼
Step 6	Create an Internet User ID of 8-character, containing letters (A-Z; a-z) AND/OR digits (0-9) ▼
Step 7	Create an Internet User Password of 13 to 15 characters in length, containing at least one character from letters (A-Z; a-z) AND one from digits (0-9) and re-input it to confirm ▼
Step 8	Input verification code (case sensitive) as per captcha generated on the picture. He/She can click “Refresh” to generate new captcha. ▼
Step 9	Press the “Submit” button ▼
Step 10	Input the CCASS Primary User Password (obtained from your broker/custodian) and press the “Confirm” button ▼
Step 11	Press the “Continue” button

Once registered, SSA Statement Recipient is then able to use the services provided by the CCASS Internet System. The table below describes the normal logon procedures of CCASS Internet System after successful registration of Internet User ID and Password.

Step 1	Click “Login” on the SSA Homepage ▼
Step 2	Input Internet User ID ▼
Step 3	Input Internet User Password and click the “Enter” button

A CCASS Internet User ID cannot be changed once registered. However, SSA Statement Recipients may change their CCASS Internet User Passwords at anytime through the “Change Internet User Password” function at the main menu. The table below describes the procedures of changing the CCASS Internet User Password.

Step 1	Input the current Internet User Password
	▼
Step 2	Input a new Internet User Password of 13 to 15 characters in length, containing at least one character from letters (A-Z; a-z) AND one from digits (0-9) and re-input it to confirm
	▼
Step 3	Press the “Change” button

If this is the first time an investor as SSA Statement Recipient to logon to the CCASS Internet system, it would redirect him/her to the page – “Change CCASS Primary Password”. He/She is required to change his/her CCASS Primary Password in accordance with the following procedure.

Step 1	Input Current CCASS Primary Password of 8 characters in length
	▼
Step 2	Input New CCASS Primary Password of 8 characters in length and re-input it to confirm
	▼
Step 3	Input verification code (case sensitive) as per captcha generated on the picture. He/She can click “Refresh” to generate new captcha.
	▼
Step 4	Press the “Change” button

Important Notes :

- Investors as SSA Statement Recipients must keep their passwords strictly confidential.
- CCASS Internet User Password are required to change once every 90 days. SSA Statement Recipients should consider the following guidelines when selecting a password:
 - a) Do not use personal information as password.
 - b) Do not use Internet User ID as password.
 - c) Do not reuse passwords.
- SSA Statement Recipients should not use your Internet User Passwords at public devices to avoid account information and passwords being intercepted.
- A CCASS Internet User Password will be revoked after three unsuccessful logon attempts. Please refer to Section 2.2 for procedures of resetting a password.

2.2 Reset Password Procedures

2.2.1 Change Internet User Password

Investors as SSA Statement Recipients may need to reset their CCASS Primary or Internet User Passwords if they have forgotten their passwords or their passwords are revoked resulting from 3 invalid inputs.

As the account profile of SSA with Statement Service is maintained by brokers/custodians, SSA Statement Recipients should approach their brokers/custodians if they need to reset their CCASS Primary Passwords. HKSCC provides on-line function for brokers/custodians to reset the CCASS Primary Passwords for SSAs with Statement Service. Upon input, the new passwords will be effective on the following day.

For CCASS Internet User Passwords, as they are set up by SSA Statement Recipients directly, SSA Statement Recipients can reset their Internet User Passwords themselves. SSA Statement Recipients can select the “Forget Password” function on the SSA with Statement Service Welcome Page, identify themselves by inputting the CCASS Primary User ID and Password, and then reset the CCASS Internet User Passwords. To reset CCASS Internet User Passwords, SSA Statement Recipients need to input verification code (case sensitive) as per captcha generated by the system. Reset CCASS Internet User Passwords will be effective immediately. In case an SSA Statement Recipient’s CCASS Primary Password is also revoked, he/she must approach his/her broker/custodian to reset the CCASS Primary Password first before resetting the CCASS Internet User Password.

The table below describes the procedure of resetting CCASS Internet User Password.

- | | |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Step 1 | Select “Forget Password” function on the SSA with Statement Service Welcome Page
▼ |
| Step 2 | Input the CCASS Primary User ID, CCASS Participant ID of your broker/custodian and account number of the SSA with Statement Service
▼ |
| Step 3 | Input the Internet User ID
▼ |
| Step 4 | Input verification code (case sensitive) as per captcha generated on the picture. He/She can click “Refresh” to generate new captcha.
▼ |
| Step 5 | Input the CCASS Primary Password and press the “Submit” button
▼ |
| Step 6 | Input a new Internet User Password and re-input it to confirm
▼ |
| Step 7 | Input the CCASS Primary Password and press the “Confirm” button |

2.2.2 Change CCASS Primary Password

Investor as SSA Statement Recipient can change CCASS Primary Password via Internet.

To Change CCASS Primary Password via CCASS Internet System:

Select 'CCASS Primary User ID Maintenance' hyperlink from the Main Menu



Select 'Change CCASS Primary Password' hyperlink from the Sub-Menu



**View the CCASS
Primary User ID**

- Input Current CCASS Primary Password
- Input and reconfirm New CCASS Primary Password
- Input Verification Code and click <CHANGE>