



e-Submission System
Quick Reference Guide
For
Publication Related Matters
(Basic)

March 2020

1. Things to have ready

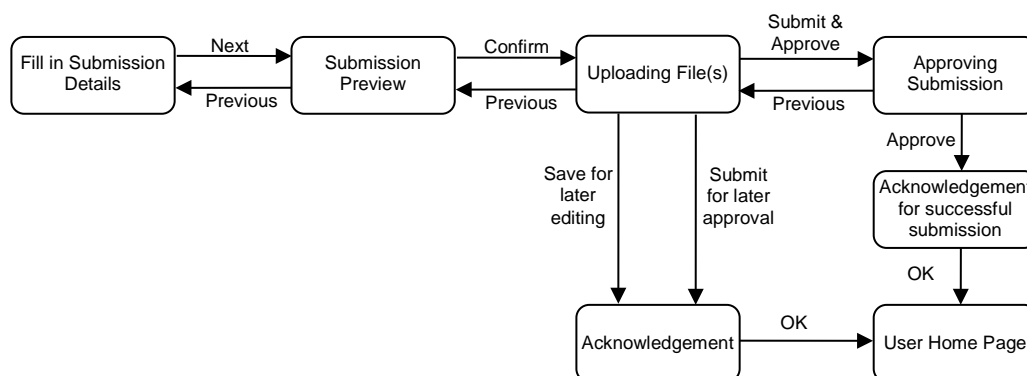
For your first-time login to e-Submission System, you must download the mobile app SafeNet MobilePASS on your mobile device from App Store or Google Play™.

- Submitter / Approver User ID, User Password, and Security Token for generating the One-Time Passcode – for logging into the system and approving a submission for publication purpose.
- Headline Categories – one or more categories from the Exchange's list of standard headlines.
- Document Titles (in English and Traditional Chinese).
- File(s) to be uploaded (the name of the English Language file must start with the letter “e” and the name of the Chinese Language file must start with the letter “c”). The total file name length must not exceed 200 characters.

2. Logging into the system

- Go to the e-Submission System website <https://www1.esubmission.hkex.com.hk>.
- Enter the User ID, User Password, and the One-Time Passcode.
- Click the LOGIN button.
- Read and accept the Terms and Conditions by clicking the ACCEPT AND CONTINUE button.
- The User Home page is displayed.

3. Submission and Approval of Files in a Single Session



Files can be submitted and approved immediately (in a single session), or be saved for later editing, or be submitted for later approval.

3.1 Fill in Submission Details

- Select **Submission for Publication** in the Red Main Menu on the top of the page.
- The **Submission Details** page will be displayed.
- Enter the submission details, including the Contact Information, Headline Categories, Title(s), etc. on the **Submission Details** page. **Please note that all input data must be in English, except for the field “Chinese Title”.**
- Click NEXT.

3.2 Submission Preview

- Review the Headline Categories and Title(s).
- Click CONFIRM.

3.3 Uploading Files

- a) Click CHOOSE FILES to select the files to upload. You can select multiple files for uploading.
- b) Click OPEN. The filename will be displayed under "List of File(s) Pending Approval". Repeat this step until all files are uploaded.

The name of the English Language file must start with the letter "e" and the name of the Chinese Language file must start with the letter "c".

- c) After you have finished uploading the files, you can complete the approval process immediately by clicking SUBMIT & APPROVE to proceed to the **Approval** page.

Alternatively, you can click SAVE to save the submission (with or without uploading the files) for later editing (see "*Retrieving a Saved Submission for Editing*" below) or click SUBMIT to submit it for later approval (see "*Retrieving a Previously Submitted Submission for Approval*" below). An acknowledgement page with a Submission Number will be displayed. **You should note the Submission Number shown on the page for future reference.** Click OK to return to the User Home page.

3.4 Approving Submission

- a) Review the submission details.
- b) Enter the User ID, User Password and the One-Time Passcode of the approver.
- c) Click APPROVE.
- d) A confirmation box will be displayed. Click OK to confirm.

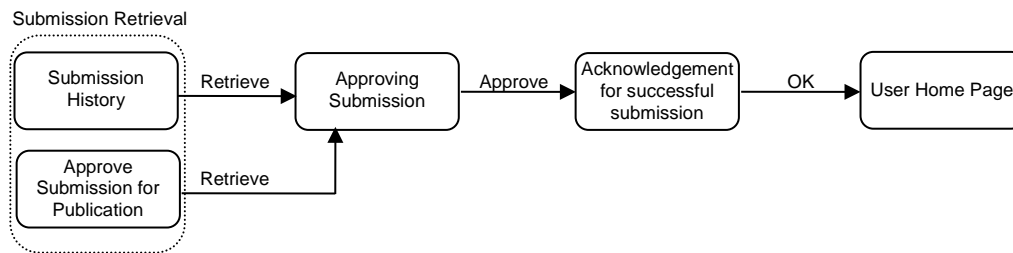
3.5 Acknowledgement

- a) If the approval has been successful, an acknowledgement page with a submission number will be displayed. You may click PRINT to print this page for record. You should note the Submission Number shown on the page for future reference.
- b) Click OK to return to the User Home page.

4. Retrieving a Saved Submission for Editing

- a) Log into the system. (See "*Logging into the System*" above.)
- b) Select **Submission Management** in the Red Main Menu on the top of the page and choose **Edit Submission for Publication** from the drop-down list.
- c) Enter the Submission Number and the self-defined passcode (if applicable) of the saved submission. Click RETRIEVE.
- d) You can work on the submission, re-save it after editing, or submit it for immediate approval (see "*Submission and Approval of Files in a Single Session*" above), or submit it for later approval (see "*Retrieving a Previously Submitted Submission for Approval*" below).

5. Retrieving a Previously Submitted Submission for Approval



5.1 Logging into the System

- See “Logging into the System” above. **Please note that the login user must be an approver not a submitter.**

5.2 Submission History

- Select **Submission Management** in the Red Main Menu on the top of the page and choose **View Submission History** from the drop-down list.
- On the **Submission History** page, search for and select the appropriate submission by entering the Submission Number, or selecting “Pending Approval” in the “Status” drop-down list.

5.3 Submission History – Retrieval

- Click the Submission Number to open the submission.
- Enter the self-defined passcode (if applicable).

5.4 Approving Submission

- Review the submission details on the **Approval** page.
- Verify all the required file(s) are uploaded.
- Enter the Approver’s User Password and One-Time Passcode.
- Click APPROVE.
- A confirmation box will be displayed. Click OK to confirm.

5.5 Acknowledgement

- If the approval has been successful, an acknowledgement page with a submission number will be displayed. You may click PRINT to print this page for record. **You should note the Submission Number shown on the page for future reference.**
- Click OK to return to the User Home page.

6. Logging out of the System

- Select LOGOUT in the Red Main Menu on the top of the page.
- Close the browser window.