4.2 Participantship Management

SCARD 1 SMARTCARD MAINTENANCE FOR USER AND DA

WHEN TO USE:

- When a HKSCC/HKCC/SEOCH Participant, HKSCC Designated Bank or HKSCC Clearing Agency Participant wishes to submit smartcard maintenance request for its users and/or DA through Client Connect.
- The eService is available at any time.

ABOUT THIS eSERVICE:

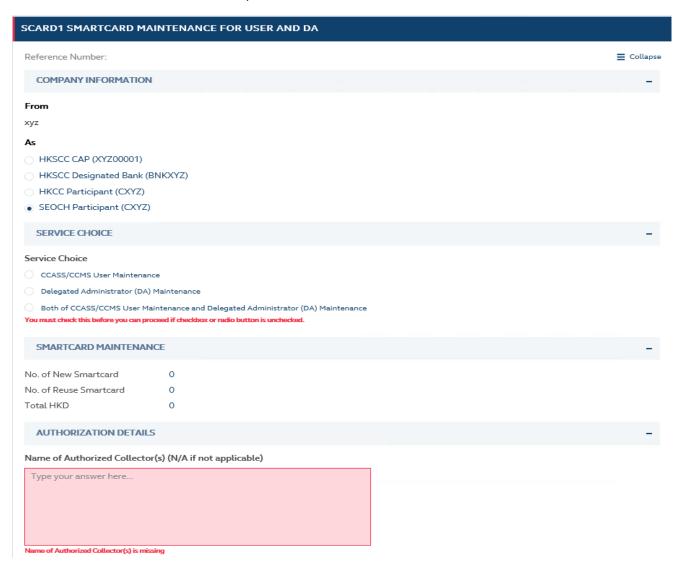
- > This eService is available to Client Connect Delegated Administrators (CCDAs) granted with the access rights EU_UserMaintenance.
- ➤ This eService is equivalent to "SMARTCARD REQUEST FORM FOR CCASS/CCMS USER"(G-Form 2), "REPORT LOSS OF SMARTCARD" (G-Form 3) and "USER PROFILE FOR DELEGATED ADMINISTRATOR (DA)" (G-Form 4).
- The eService is responsive to options selected by Participants such that different fields will appear when maker selects different choices.
- > Multiple maintenance requests can be submitted within 1 eService but only for 1 Participantship.
- Email and Dashboard notifications will be sent to both maker and checker once there is change relating to eService status.

SAMPLE UX:

Users can expand all sections to view all the fields.



There is built-in validation on the data input.



FIELDS HIGHLIGHTS:

#	Field Name	Highlights			
COMPANY INFORMATION					
1	From	- Display the company name on behalf of which the maker is			
2	As	acting Applicable to HKSCC/HKCC/SEOCH Participant, HKSCC Designated Bank and HKSCC Clearing Agency Participant.			
SERV	SERVICE CHOICE				
3	CCASS/CCMS User Maintenance	Maker can submit user maintenance (option 1), DA maintenance (option 2) or both (option 3).			
4	Delegated Administrator (DA) Maintenance				
5	Both of CCASS/CCMS User Maintenance and Delegated Administrator (DA) Maintenance				
CCASS/CCMS USER MAINTENANCE					
6	Request Type O A. Add new user O RS. Replace damaged Smartcard O LR. Report lost and replace Smartcard O LD. Report lost and delete user ID	 Only available when option 1 or 3 is selected in SERVICE CHOICE section. All fields are mandatory. User ID must be entered except when adding new user Maker can submit more than 1 request. 			
7	User Surname				
8	User Other Name(s)				
9	Smartcard Maintenance Order New Reuse N/A				
10	Proposed Effective Date				
11	User ID				
12	+ REQUEST				
DELEGATED ADMINISTRATOR (DA) MAINTENANCE					
13	Request Type A. Add new DA C. Change (Administration Right / Maker or Checker Type) D. Delete DA R. Reset Password EN. Enable DA Status DN. Disable DA Status RS. Replace damaged Smartcard LR. Report lost and replace smartcard LD. Report lost and delete user ID	 Only available when option 2 or 3 is selected in SERVICE CHOICE section. All fields are mandatory. Administration Rights and Maker/Checker must be selected when adding/changing DA. User ID must be entered except when adding new DA. Maker can submit more than 1 request. 			
14	User Surname				
15	User Other Name(s)				
16	Proposed Effective Date				

#	Field Name	Highlights		
17	Administratrion Rights			
18	Maker/Checker o Maker (M) o Checker (C)			
19	Smartcard Maintenance Order New Reuse N/A			
20	User ID			
21	+ REQUEST			
SMAI	RTCARD MAINTENANCE			
22	No. of New Smartcard	 Auto calculated by eService and non-editable. Payment method is responsive to Participantship selected under COMPANY INFORMATION. 		
23	No. of Reuse Smartcard			
24	Total HKD			
25	Payment method			
AUTHORIZATION DETAILS				
26	Name of Authorized Collector(s) (N/A if not applicable)	Mandatory field.Input "N/A" if no smartcard is to be collected.		
CON	TACT INFORMATION			
27	Name of Contact Person	 Auto-filled based on maker's profile and editable. If group email is defined, fill in group email instead of maker's email. Built-in validation: Only on the format of email address and telephone number but not on data correctness. Maker can provide up to 5 contact information. 		
28	Email Address			
29	Telephone Number			
30	+ CONTACT PERSON			