

香港賽馬會 The Hong Kong Jockey Club

# Symantec VIP Access Security Token Installation Guide

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#### 1 Overview

The HKJC Supplier Portal is a secure online platform for suppliers to perform self-service functions such as invoicing, submitting tenders, etc. To access the Portal, you will need to have the following for authorization:

- (a) user name & password
- (b) a one-time password

Screenshot of the HKJC Supplier Portal login page.

香港赛馬會 The Hong Kong Jockey Club	
	Login
	Enter your user name and password.
	* User Name
	* Password
	* One Time Password
	Login Cancel
	Login Assistance
Select a Language: English	

To become an authorized user, please follow:

- Section 2 to 4: To install the software required for generating a one-time password.
- Section 5: To complete registration for obtaining a user name and password.

## 2 How to use this guide

You can download and install the software token on various devices:

- If you are using smartphones, please go to section 2.
- If you are using desktops or notebooks, please go to section 3.

#### 3 Installing the software token on smartphones

- a) Search for "Symantec VIP Access" in Google Play or Apple App Store.
- b) Download and install the application on the smart phone.
- c) Launch the application, note the 12-digit VIP Credential ID.



d) Go to section 5 'Registering Credential ID'.

#### Important:

• To transfer Symantec VIP Access to a new mobile phone, it is necessary to re-register Symantec VIP Access on the new mobile phone. Please follow section 5 Registering Credential ID.

#### 4 Installing the software token on desktops or notebooks

a) Open internet browser and enter the following URL:

https://idprotect.vip.symantec.com/desktop/download.v

b) There are 2 versions available for download - Windows and Mac. Click on the desired version. Please note the version in the screen below may vary from the web page you actually visit.



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c) After clicking on the version required, click 'Save and Run'.

_	Synance. Validation and Profession Genter	Help and Support   Feedback
	Home Learn More Where to Use	
	Download and Install VIP Access Desktop - Windows	
	Your download should begin soon. If the download does not start, click here	
	Depending on your security settings, you may see one or more screens similar to these examples. Acknowledge each security screen, as security warnings are normal and part of the download process.	
	Click this message at the top of your browser and select Download File.	
	To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options	×
	Run the file for installing VIP Access Desktop.	
	File Download - Security Warning	
	Verse Versesseur en	
	The VIP Access Setup Wizard will guide you through the installation process. After your installation has completed, go to All Programs from the Start menu of your Windows taskbar. Select VIP Access and launch the application.	
	Legal Notices   Privacy   Repository   @ 2015 Symanice Corporation	Notes

d) The setup wizard window will pop up after the download is completed. Click 'Next'.



e) Review the terms in the license agreement, click 'I accept the terms in the license agreement' and then 'Next'.



f) Click 'Next' for accepting the default installation location.



g) Click 'Install'.

![](_page_7_Picture_2.jpeg)

h) When the installation completes, click 'Finish'.

🔡 VIP Access	
	InstallShield Wizard Completed
Symantec.	VIP Access installed successfully.
	Note: Go to All Programs from the Start menu to launch VIP Access.
	Cancel Back Finish

i) Launch VIP Access from your desktop computer or notebook, note the 12-digit VIP Credential ID.

![](_page_8_Picture_2.jpeg)

j) Go to section 5 'Registering Credential ID'.

## 5 Registering Credential ID

Once you have installed the software token on your chosen device, please email the following information to <u>supplierportal@hkjc.org.hk</u> for verification and registration:

- 12-digit VIP Credential ID
- Company Name
- Contact Person

**NOTE:** Your sender email address should be one of below which has been previously registered with the Hong Kong Jockey Club:

- Email of 'Contact Information for PO Purpose'
  OR
- Email of 'Contact Information for RFQ Purpose' OR
- Email of 'Contact Information for Payment Purpose'

Basic Information		Company Details	Additional Information		Attachments		
rospective Suppl	er Registratio	n: Additional	Details				
ank label for instruction	on text				Save For Later	Back St	ep 2 of 4 Ne
	Co Alternate S	mpany Name upplier Name	ABCD Company				
	J	Note to Buyer		^			
				+			
Address Dook	No	te to Supplier					
AUGUESS DOOK							
At least one entry is r	equired.						
Create   🔯 😂 🗋	n 😳	2					
vddress Name	Idress Name Address Details		10/		Purpose	Update	Delete
Hong Kong 20 Austin Road, Hong		Kong	1	Payment, Purchasing	/		
Contact Directory							
ATE							
Create 1 53 C	ð ð						
	ist Name 🛆	Phone	Email		Requires User Account	Update	Delete
First Name La							

Upon receiving your credential ID and information, a reply email with user name and password will be sent to you to confirm your registration.