



香港旅遊業議會  
TRAVEL INDUSTRY COUNCIL  
OF HONG KONG

Incorporated with limited liability

Website Sign-up Instructions and User Manual

You may access to circulars and travel information issued by the TIC through your TIC website account.

Catalogue

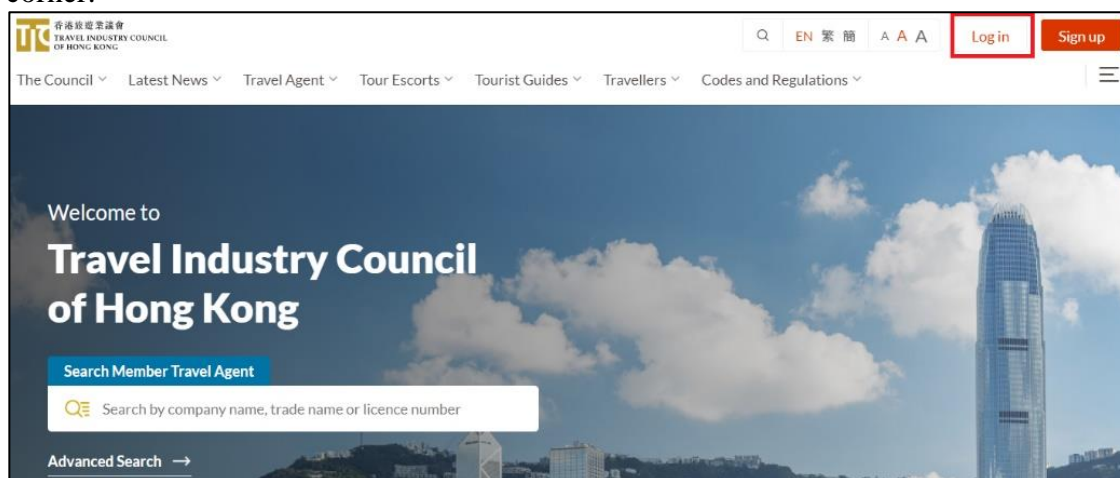
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## 1. Account Sign Up Process



## 2. Sign Up Procedure

2.1 Please go to <https://www.tichk.org/en> and click the <Sign up> in the top right hand corner.



2.2 Enter Email Address

2.3 Enter Username and Password

2.4 Click <Sign up>

### Sign up


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**Email Address**

*Enter a company email of the designated personnel of your company if you are the member agent and want to apply an account with the "Travel Agent" role.*

**Username**

**Create password**

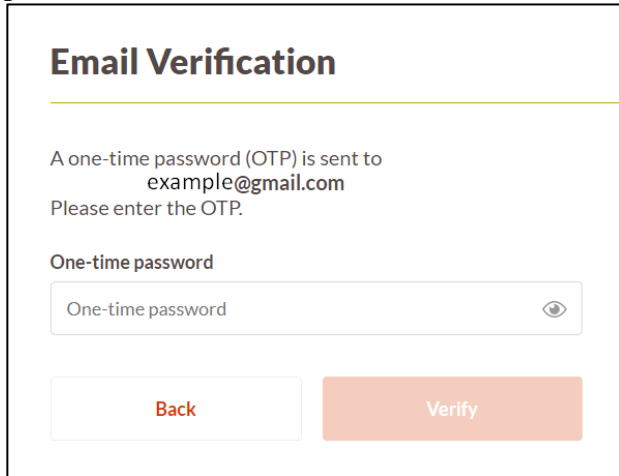
 

*Your password must be 8 characters or more and contain both letters and numbers.*

**Sign up**

By signing up, you agree to the [Terms of Services](#) and [Privacy Policy](#).  
For more sign-up information, please refer to sign-up [instructions](#).

2.5 You will receive an email verification and are required to enter one-time password.



**Email Verification**

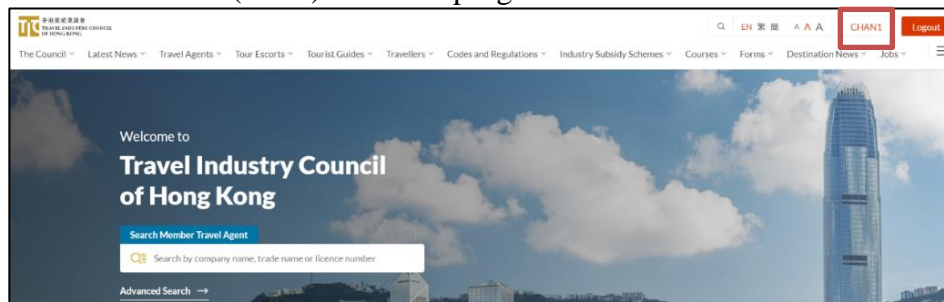
A one-time password (OTP) is sent to  
example@gmail.com  
Please enter the OTP.

One-time password


[Back](#) [Verify](#)

2.6 Login Successfully

2.7 Please click the <(name)> in the top right hand corner.





 You've registered as our General User!

### General Profile Information

Please complete your profile

<b>Username</b> CHAN3	<b>Email address</b> ticexample2021@gmail.com
<b>Salutation*</b> Mr	<b>Full name in Chinese</b> 陳
<b>Surname in English*</b> CHAN	<b>First / Other name in English*</b> Tai Man
<b>Mobile</b> 29698187	<b>Phone (office)</b> 29698188

\* Required fields

### User Role Selection

Please read the notes before selecting the user role(s).

- Travel Agent ⓘ
- Tour Escort ⓘ
- Tourist Guide ⓘ
- Travel-related Organisations / Travel Agent Personnel ⓘ

**Complete** **Next**

- 2.8 Insert General Profile Information
- 2.9 Select salutation
- 2.10 Enter Chinese full name (if available)
- 2.11 Enter surname and first name in English
- 2.12 Enter office phone number
- 2.13 Enter mobile phone number (if available)
- 2.14 User role selection
- 2.15 If you are not in Travel Industry or related personnel, please press <Complete> and thank you for the registration.
- 2.16 User in travel industry or related personnel can choose various roles at the same time and click <Next>



### 3. Travel Agent

#### 3.1 “Travel Agent” User Role Selection

3.1.1 Enter license and membership number

3.1.2 Enter company English name

3.1.3 Enter company Chinese name (if available)

3.1.4 Enter company operation English or Chinese name (if available)

3.1.5 Upload license or TIC certificate

3.1.6 Click <Submit for Approval>

## User Role Selection

Travel Agent

### For Travel Agent

Licence number\* i

Membership number

Company name (English)\*

Company name (Chinese) [if any]

Trade name (English) [if any]

Trade name (Chinese) [if any]

Upload document

Licence or TIC Certificate\* + Upload file

\* Required fields

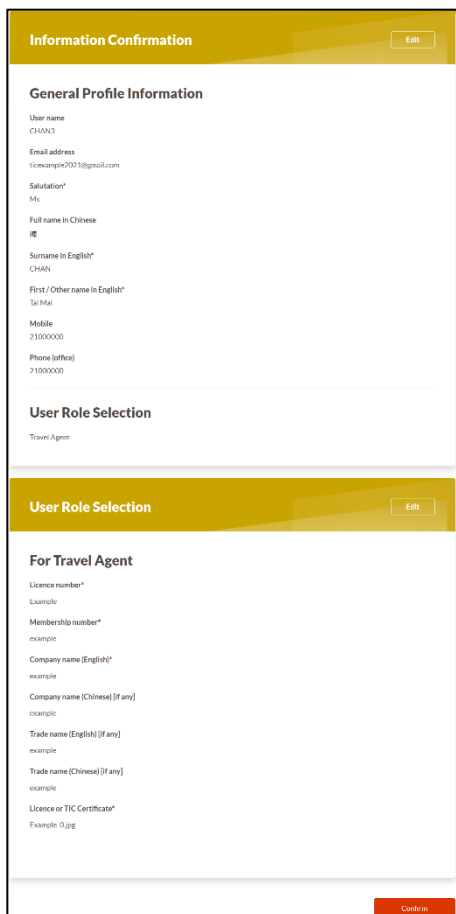
[Back](#) [Submit for Approval](#)

### 3.2 User Role Review

#### 3.2.1 Review and confirm the information

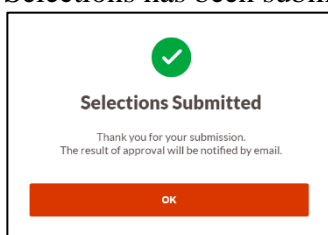
#### 3.2.2 Edit profile information (if available)

#### 3.2.3 Click <Confirm>



The screenshot shows two stacked forms. The top form, titled "Information Confirmation", has an "Edit" button in the top right. It contains sections for "General Profile Information" and "User Role Selection". The "General Profile Information" section includes fields for User name (CHAN3), Email address (example@gmail.com), Salutation\*, M, Full name in Chinese (陳), Surname in English\* (CHAN), First / Other name in English\* (Si-Ma), Mobile (21000000), and Phone (office) (71000000). The "User Role Selection" section has a dropdown menu set to "Travel Agent". The bottom form, titled "User Role Selection", has an "Edit" button in the top right. It is titled "For Travel Agent" and includes fields for Licence number\*, Membership number\*, Company name (English)\*, Company name (Chinese) [if any], Trade name (English) [if any], Trade name (Chinese) [if any], and Licence or TIC Certificate\* (Example: 0123). A red "Confirm" button is located at the bottom right of the second form.

#### 3.2.4 Selections has been submitted and the result of approval will be notified by email.



#### 3.2.5 You will receive the email as below after approval.

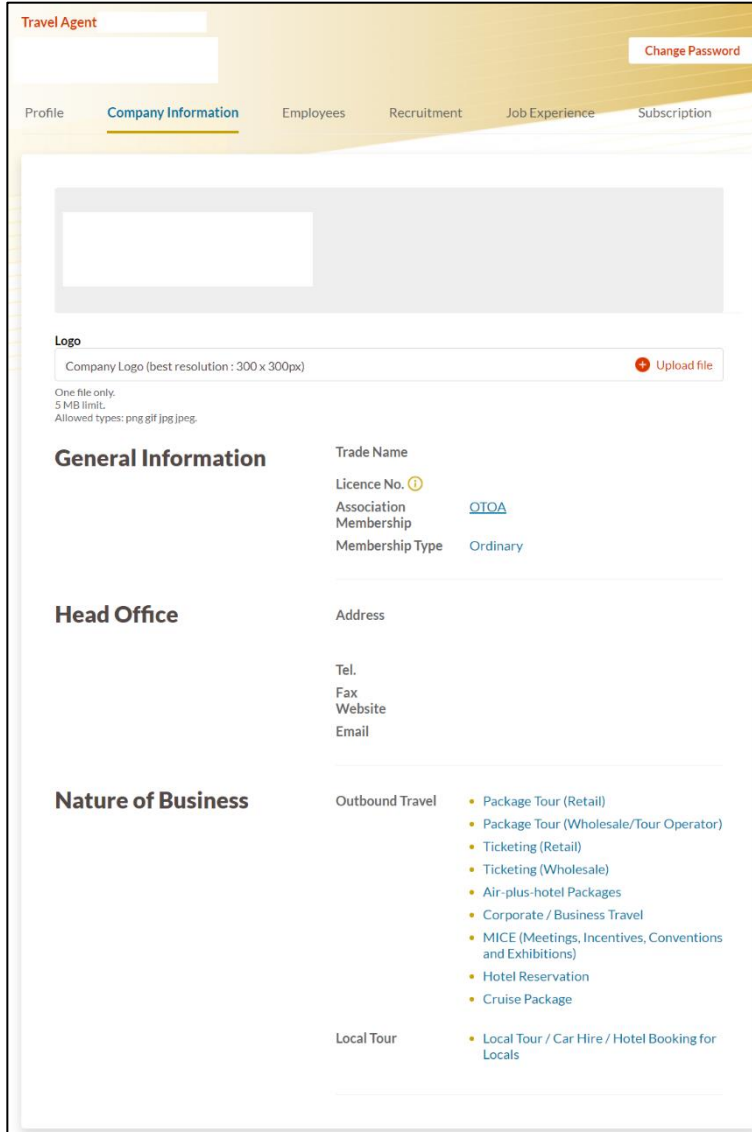


### 3.3 Company Information

#### 3.3.1 Click <Company Information>

#### 3.3.2 Click <Upload file>

#### 3.3.3 Upload company logo



The screenshot shows the 'Company Information' page of a Travel Agent portal. The page has a navigation bar with tabs for Profile, Company Information (selected), Employees, Recruitment, Job Experience, and Subscription. A 'Change Password' button is in the top right. Below the navigation bar is a large grey placeholder for a profile picture. The main content area is divided into sections: 'Logo' with an 'Upload file' button and instructions (300x300px, 5MB limit, allowed types: png, gif, jpg, jpeg); 'General Information' with fields for Trade Name, Licence No., Association Membership (OTOA), and Membership Type (Ordinary); 'Head Office' with fields for Address, Tel., Fax, Website, and Email; and 'Nature of Business' with two categories: 'Outbound Travel' (listing Package Tour, Ticketing, Air-plus-hotel, Corporate, MICE, Hotel Reservation, and Cruise Package) and 'Local Tour' (listing Local Tour / Car Hire / Hotel Booking for Locals).

### 3.4 Addition of Employees Account (if applicable)

#### 3.4.1 Click <Employees>

#### 3.4.2 Click <Add Employee Account>



The screenshot shows the 'Employees' page of the Travel Agent portal. The navigation bar has tabs for Profile, Company Information, Employees (selected), Recruitment, Job Experience, and Subscription. A 'Change Password' button is in the top right. The main content area features a large red plus sign icon and the text: 'Add Employee Account (You may assign more users to manage your account)'.



3.4.3 Enter all of the information and set up a password of no less than 8 characters

3.4.4 Click <Add>

### Add Employee Account

Please enter the employee information

Username\*

Email address\*

Salutation\*

Full name in Chinese

Surname in English\*

First / Other name in English\*

Job title\*

Phone (office)


Password\*

\* Required fields

3.4.5 Complete

Travel Agent Change Password

Profile Company Information **Employees** Recruitment Job Experience Subscription

  
Add Employee Account  
(You may assign more users to manage your account)

Man Chan  
Tai Man CHAN  
陳大文  
Job title: clerk  
Phone (office): 21000000

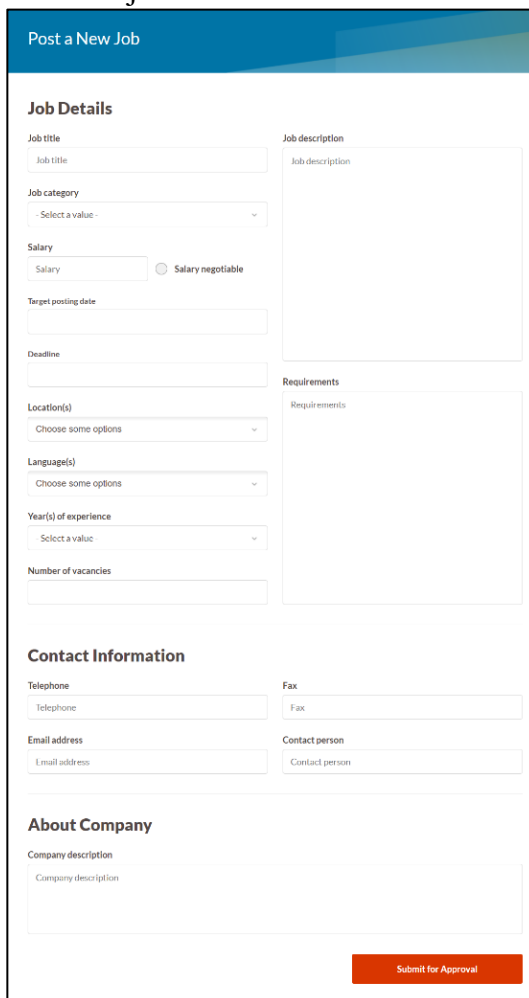
### 3.5 Recruitment Posting (if applicable)

#### 3.5.1 Click <Recruitment>



#### 3.5.2 Click <Post A New Job>

#### 3.5.3 Enter the job details



The screenshot displays the 'Post a New Job' form. The form is organized into several sections:

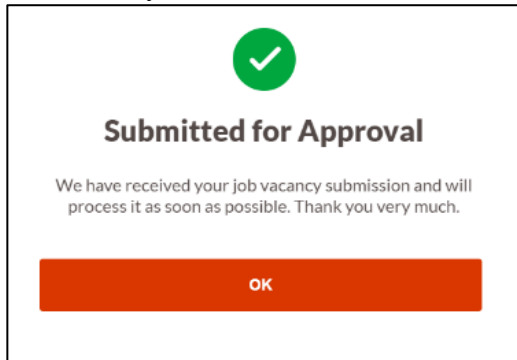
- Job Details:** This section contains several input fields: 'Job title' (text), 'Job description' (text area), 'Job category' (dropdown menu), 'Salary' (text) with a radio button for 'Salary negotiable', 'Target posting date' (text), 'Deadline' (text), 'Location(s)' (dropdown menu), 'Language(s)' (dropdown menu), 'Year(s) of experience' (dropdown menu), and 'Number of vacancies' (text).
- Requirements:** A large text area for entering job requirements.
- Contact Information:** This section includes fields for 'Telephone', 'Fax', 'Email address', and 'Contact person'.
- About Company:** A text area for providing a 'Company description'.

At the bottom right of the form, there is a prominent orange button labeled 'Submit for Approval'.

#### 3.5.4 Click <Submit for Approval >



### 3.5.5 Job vacancy has been submitted and will be processed as soon as possible



### 3.5.6 Complete





#### 4. Tour Escort

##### 4.1 “Tour Escort” User Role Selection

###### 4.1.1 Enter Tour Escort Pass number

###### 4.1.2 Upload Tour Escort Pass copy

###### 4.1.3 Click <Submit for Approval>

**User Role Selection**  
Tour Escort

**For Tour Escort**

Tour Escort Pass / Licence No.\*  
Example

Upload document  
Tour Escort Pass / Licence\* Example.jpg

\* Required fields

Back Submit for Approval

###### 4.1.4 Review and confirm the information

###### 4.1.5 Edit profile information (if necessary)

###### 4.1.6 Click <Confirm>

**Information Confirmation** Edit

**General Profile Information**

User name  
CHANG

Email address  
ticoumple2021@gmail.com

Salutation\*  
Ms

Full name in Chinese  
陳

Surname in English\*  
CHAN

First / Other name in English\*  
Tai Mai

Mobile  
21000000

Phone (office)  
21000000

**User Role Selection**

Tour Escort

**User Role Selection** Edit

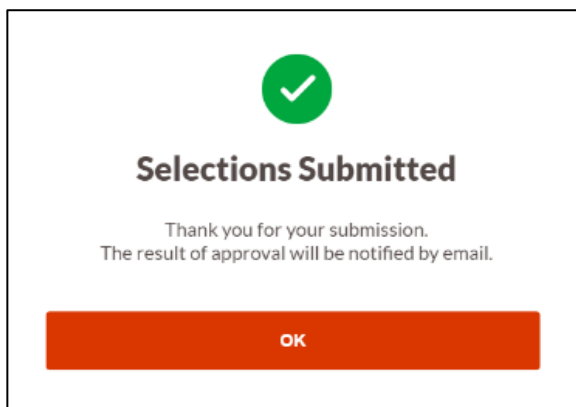
**For Tour Escort**

Tour Escort Pass / Licence No.\*  
Example

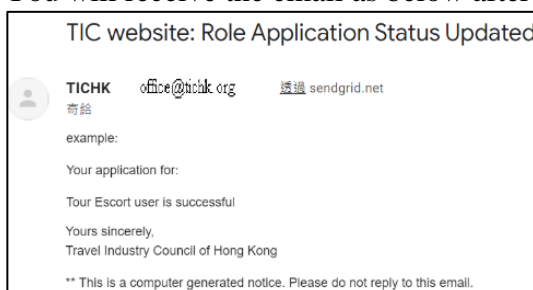
Tour Escort Pass / Licence\*  
Example\_3.jpg

Confirm

4.1.7 Selections has been submitted and the result of approval will be notified by email.



4.1.8 You will receive the email as below after approval.



## 4.2 Personnel Qualifications and Experience

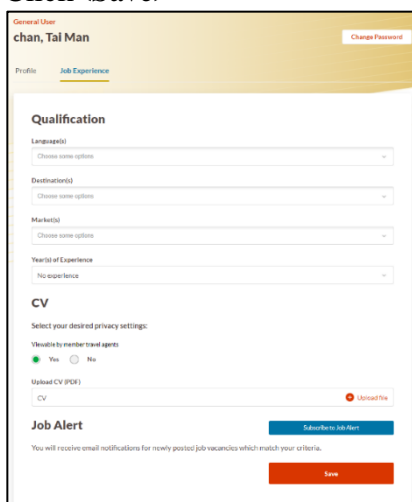
4.2.1 Click<Job Experience>

4.2.2 Select personnel qualification

4.2.3 Select privacy settings

4.2.4 Upload personnel resume

4.2.5 Click<Save>





### 4.3 Job Alert

4.3.1 Click <Subscribe to Job Alert>

4.3.2 Enter email

4.3.3 Select personnel qualification

4.3.4 Select <I agree>

4.3.5 Click <Save>

#### Job Alert

[Unsubscribe to Job Alert](#)

You will receive email notifications for newly posted job vacancies which match your criteria.

Email address

Job Type(s)

Location(s)

Language(s)

Year(s) of Experience

I agree to disclose my profile to those employers whose job vacancies match my criteria

I agree to disclose my CV to those employers whose job vacancies match my criteria

[Save](#)



## 5. Tourist Guide

### 5.1 “Tourist Guide” User Role Selection

#### 5.1.1 Enter Tourist Guide Pass number

#### 5.1.2 Upload Tourist Guide Pass copy

#### 5.1.3 Click <Submit for Approval>

The screenshot shows a web form titled "User Role Selection" with a sub-header "Tourist Guide". The main heading is "For Tourist Guide". There are two input fields: "Tourist Guide Pass / Licence No.\*" with the placeholder text "Example", and "Upload document" with the placeholder text "Tourist Guide Pass / Licence\*" and a file upload icon showing "Example\_0.jpg". A note below the fields states "\* Required fields". At the bottom right, there are two buttons: "Back" and "Submit for Approval".

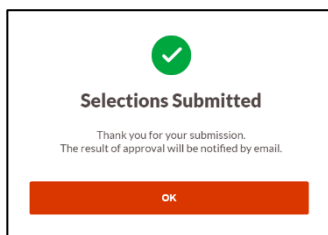
#### 5.1.4 Review and confirm the information

#### 5.1.5 Edit profile information (if necessary)

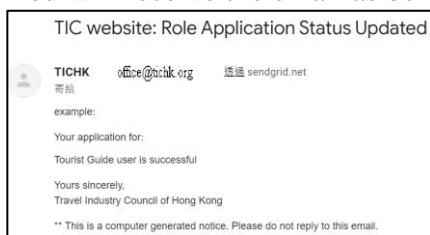
#### 5.1.6 Click <Confirm>

The screenshot shows a web page titled "Information Confirmation" with an "Edit" button in the top right corner. The page is divided into two main sections. The first section is "General Profile Information" and contains the following details: User name: CHAN; Email address: example@gmail.com; Salutation\*: Mr; Full name in Chinese: example; Surname in English\*: example; First / Other name in English\*: example; Mobile: example; Phone (office): example. The second section is "User Role Selection" and shows "Tourist Guide" selected. Below this is a yellow bar with the title "User Role Selection" and an "Edit" button. The final section is "For Tourist Guide" and contains: "Tourist Guide Pass / Licence No.\*" with the value "Example" and "Tourist Guide Pass / Licence\*" with the value "Example\_0.jpg". A "Confirm" button is located at the bottom right of the page.

### 5.1.7 Selections has been submitted and the result of approval will be notified by email



### 5.1.8 You will receive the email as below after approval.



## 5.2 Personnel Qualifications and Experience

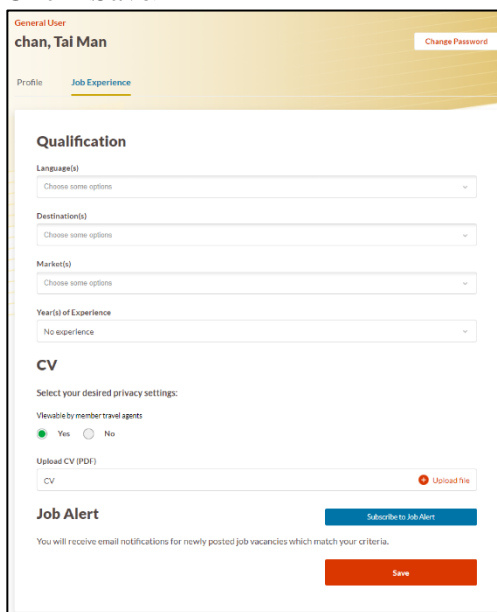
### 5.2.1 Click<Job Experience>

### 5.2.2 Select personnel qualification

### 5.2.3 Select privacy settings

### 5.2.4 Upload personnel resume

### 5.2.5 Click<Save>







### 5.3 Job Alert

5.3.1 Click <Subscribe to Job Alert>

5.3.2 Enter email

5.3.3 Select personnel qualification

5.3.4 Select <I agree>

5.3.5 Click <Save>

#### Job Alert

[Unsubscribe to Job Alert](#)

You will receive email notifications for newly posted job vacancies which match your criteria.

Email address

Job Type(s)  Location(s)

Language(s)  Year(s) of Experience

I agree to disclose my profile to those employers whose job vacancies match my criteria

I agree to disclose my CV to those employers whose job vacancies match my criteria

## 6. Travel-related Organisations / Travel Agent Personnel

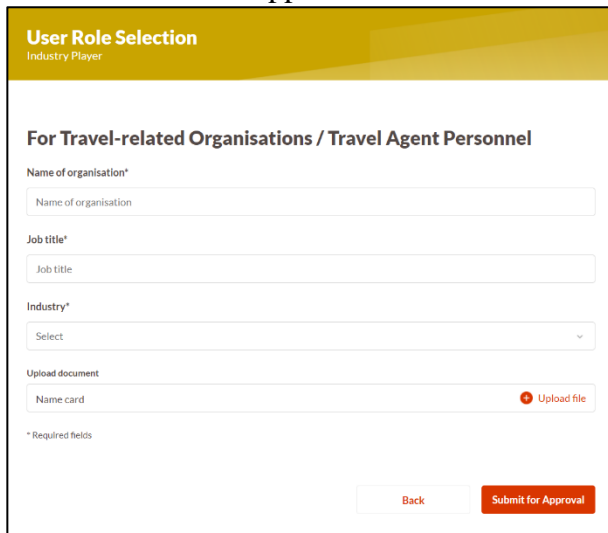
### 6.1 “Travel-related Organisations / Travel Agent Personnel” User Role Selection

6.1.1 Enter name of organisation and job title

6.1.2 Select related industry

6.1.3 Upload document (For example: Personnel or organisation name card)

6.1.4 Click <Submit for Approval>



The screenshot shows a web form titled "User Role Selection" with the subtitle "Industry Player". The main heading is "For Travel-related Organisations / Travel Agent Personnel". The form contains the following fields:

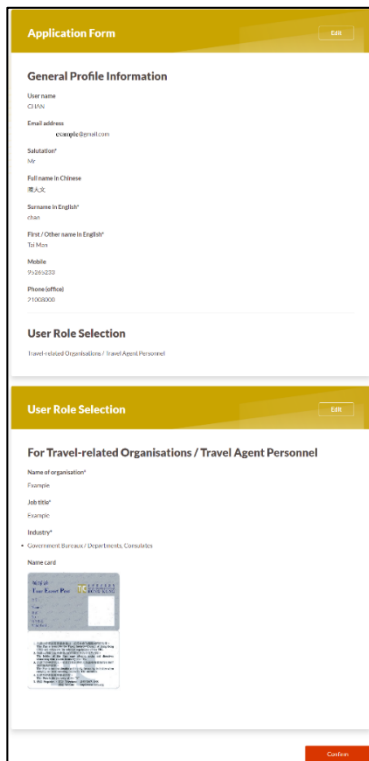
- Name of organisation\***: A text input field with the placeholder "Name of organisation".
- Job title\***: A text input field with the placeholder "Job title".
- Industry\***: A dropdown menu with "Select" as the current selection.
- Upload document**: A section with a text input field containing "Name card" and an "Upload file" button with a red plus icon.

At the bottom, there is a note "\* Required fields" and two buttons: "Back" and "Submit for Approval".

6.1.5 Review and confirm the information

6.1.6 Edit profile information(if)

6.1.7 Click <Confirm>



The screenshot shows a web form titled "Application Form" with an "Edit" button in the top right corner. The form is divided into two main sections:

- General Profile Information**: A section with various fields for user details, including "User name" (CHIN), "Email address" (example@gmail.com), "Substitutor" (N/A), "Full name in Chinese" (陳先生), "Surname in English" (Chan), "First / Other name in English" (Si-Mon), "Mobile" (91-251233), and "Phone (office)" (21050000).
- User Role Selection**: A section with the subtitle "Travel-related Organisations / Travel Agent Personnel". It contains a "User Role Selection" header with an "Edit" button, followed by the same form fields as seen in the previous screenshot. Below these fields is a "Name Card" section with a thumbnail image of a name card.

At the bottom right of the form, there is a "Confirm" button.

## 6.2 Personnel Qualifications and Experience

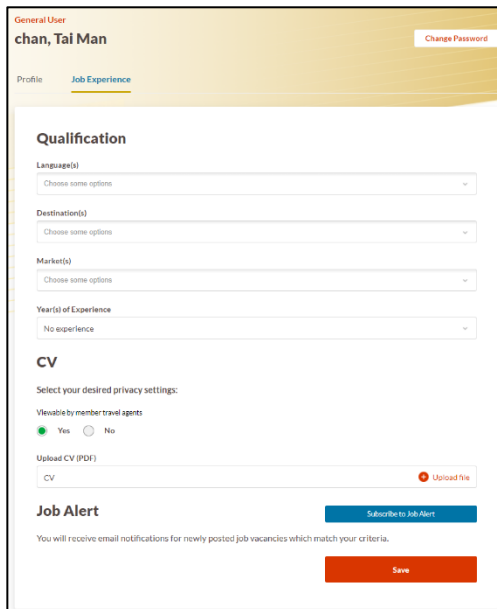
6.2.1 Click<Job Experience>

6.2.2 Select personnel qualification

6.2.3 Select privacy settings

6.2.4 Upload personnel resume

6.2.5 Click<Save>



The screenshot shows a user profile page for 'chan, Tai Man'. The 'Job Experience' tab is active. Under the 'Qualification' section, there are dropdown menus for 'Language(s)', 'Destination(s)', and 'Market(s)', each with the placeholder text 'Choose some options'. Below these is a 'Year(s) of Experience' dropdown menu with 'No experience' selected. The 'CV' section includes a privacy setting 'Viewable by member travel agents' with 'Yes' selected, and an 'Upload CV (PDF)' field with an 'Upload file' button. At the bottom, there is a 'Job Alert' section with a 'Subscribe to Job Alert' button and a 'Save' button.

## 6.3 Job Alert

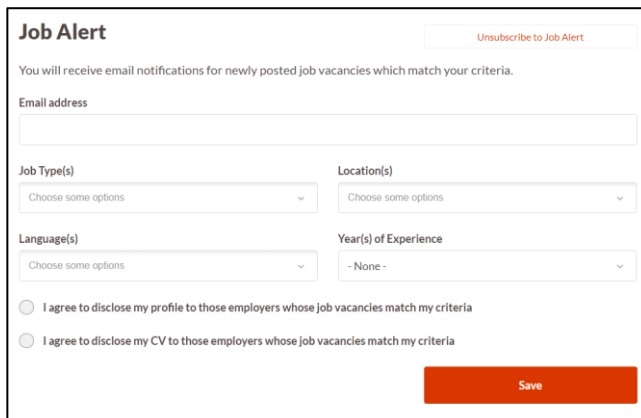
6.3.1 Click <Subscribe to Job Alert>

6.3.2 Enter email

6.3.3 Select personnel qualification

6.3.4 Select <I agree>

6.3.5 Click <Save>



The screenshot shows a 'Job Alert' subscription form. It includes an 'Email address' input field, a 'Job Type(s)' dropdown menu, and a 'Location(s)' dropdown menu. Below these are 'Language(s)' and 'Year(s) of Experience' dropdown menus. There are two radio button options: 'I agree to disclose my profile to those employers whose job vacancies match my criteria' and 'I agree to disclose my CV to those employers whose job vacancies match my criteria'. A 'Save' button is located at the bottom right.