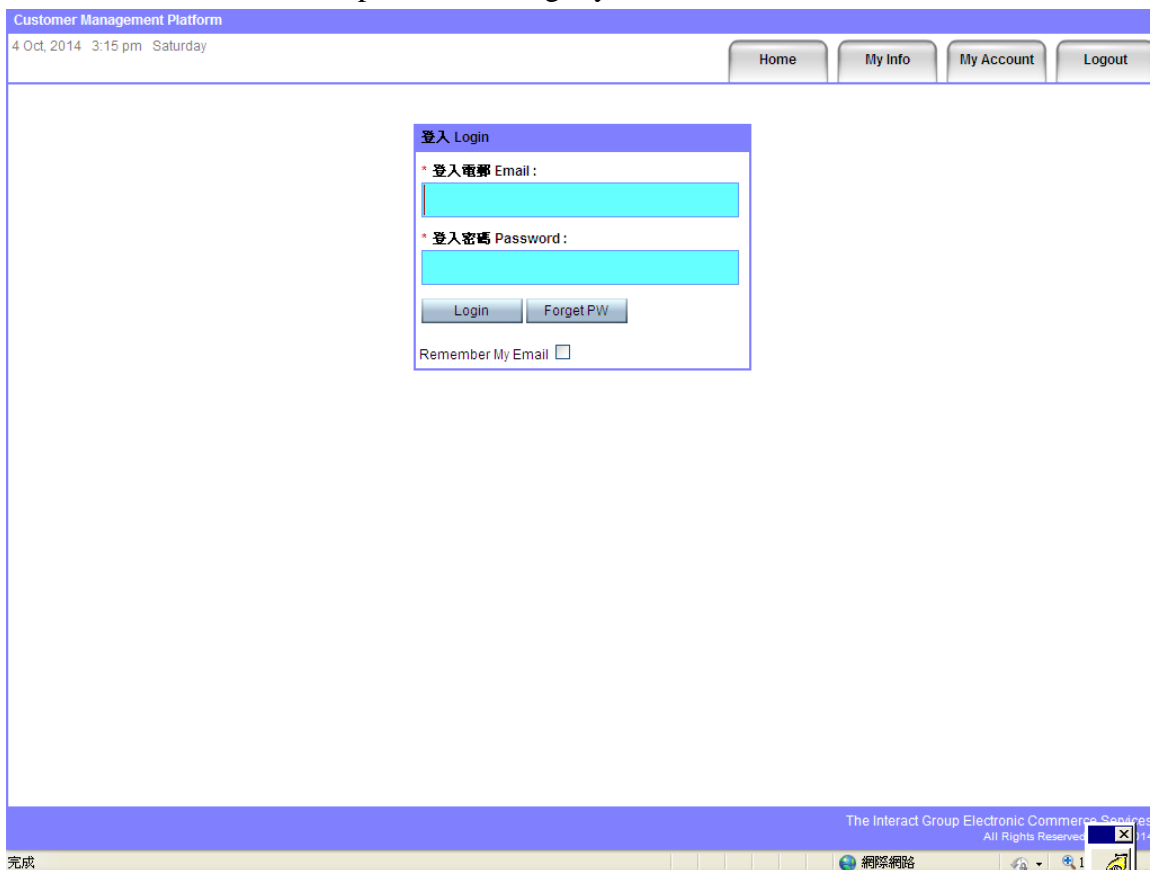


Customer Management Platform – User Manual

1/ Click “Client Portal” in www.interact-hkg.com or direct enter <http://www.interact-hkg.com/cdb/index.asp>



2. Enter the email address and password to login your account.

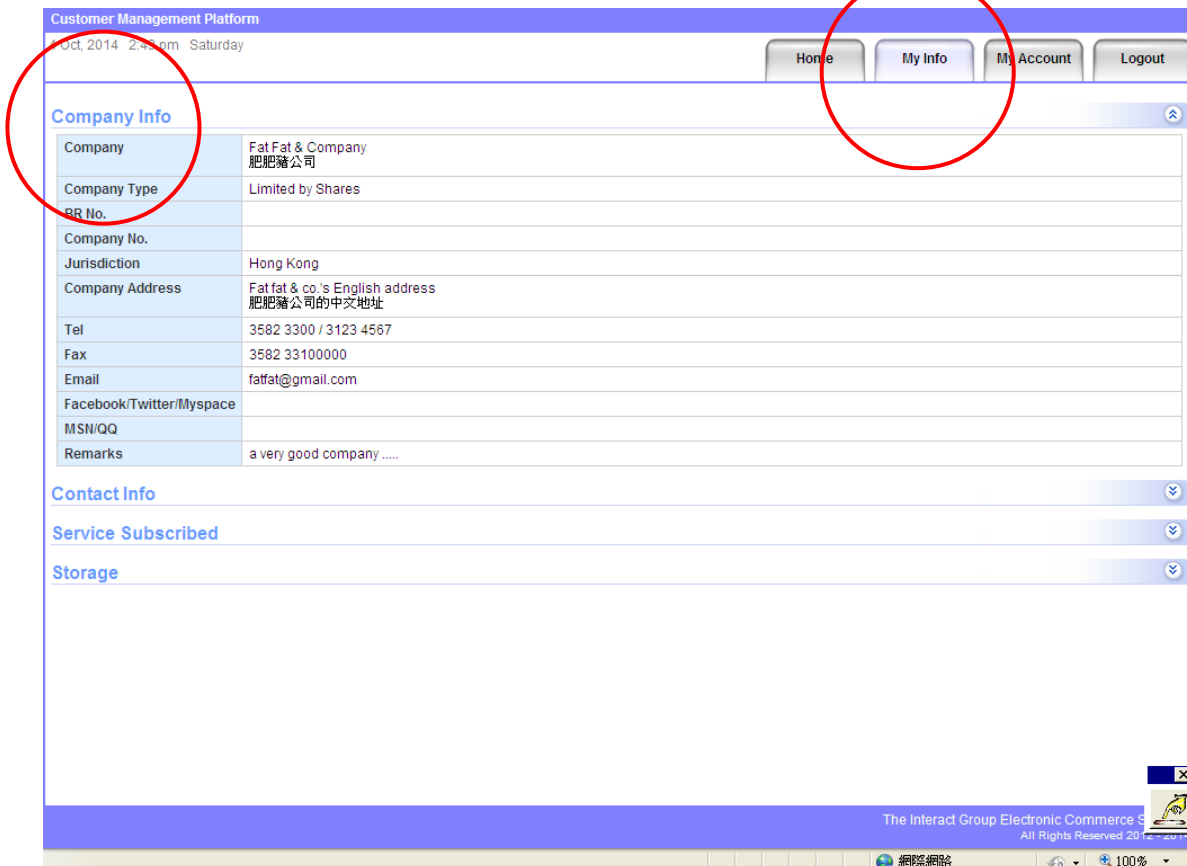


3. The *Home* button will navigate you to our website.



4. You can view all your company information under *My Info* → *Company Info*.

For first-time users, please check your company information.



5. You can view all your company contact information under *My Info* → *Contact Info*.

For first-time users, please check your company information.

We have set a dummy email address for those who do not provide one for us. If you want to add one, please inform us.

Customer Management Platform
4 Oct, 2014 3:25 pm Saturday

Home My Info My Account Logout

Company Info

Contact Info

	Name	Mobile No.	Email
Manager	Fatty Leung 梁肥肥	12345678 92500000	fatty@yeung.com test@test.com
Staff	Chan PK	345667 765432	w@w.com Q@qq.com
Staff	Fatty Leung YY 發叔YY		fatyy@fatyy.com
Staff	TEST TEST		test2@test.com

Service Subscribed

Storage

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6. All the subscribed services will be listed under *My Info* → *Service Subscribed*.

Please check the expiry date and renew accordingly.

Customer Management Platform
4 Oct, 2014 3:25 pm Saturday

Home My Info My Account Logout

Company Info

Contact Info

Service Subscribed

Service	Fee(HKD)	Pay Mode	Start Date	Expire Date
Audit & Taxation Arrangement Adt & Tax	8,000.55	Annually		
Virtual Office MB2	600.00	Annually		
Annual Return AR1	405.00	Job Basis	24Apr14	24Apr14
Virtual Office MB1	80.00	Monthly		01May14
Annual Company Secretary Service Ann CS	600.00	Monthly	11Mar14	26Jun14
Virtual Office MB1	80.00	Monthly	01Jul14	30Jul14
Account Acc	5,000.00	Job Basis	01Jul14	31Jul14
eFax Service eFax	30.00	Monthly	01Jul14	31Jul14
Virtual Office MB2 Mail Box No.: AS1	600.00	Monthly	01Jul14	31Jul14
Virtual Office PS1	200.00	Quarterly	01Jul14	31Jul14
Virtual Office PS3	500.00	Monthly	01Jul14	31Jul14
Virtual Office PS4	450.00	Quarterly	01Jul14	31Jul14
Serviced Office ES	5,500.00	Monthly	01Jul14	01Aug14
Virtual Office PS5	180.00	Monthly	01Jul14	01Aug14
Serviced Office ES	456.00	Half-Yearly	16Mar14	15Aug14
Virtual Office MB2 Mail Box No.: TS0001	600.00	Annually	20Jul14	20Aug14
Virtual Office PS2	1,600.00	Annually	01Jul14	26Aug14
Nominee Company Secretary Nom CS	100.00	Annually	01Jul14	27Aug14
Document Storage DS	123.45	Monthly	27Jul14	31Aug14
Annual Company Secretary Ann CS	800.00	Annually	01Jul14	30Sep14

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7. If you have subscribed the services with document storage and mails, you can view details of stuff left; amount of prepayment & deposit and miscellaneous surcharges on Photocopy, IDD, air-cond, courier, etc. can also be reviewed under *My Info* → *Storage*

Date	Document (Boxes)	Mail	Petty Cash Balance (HKD)	Service Deposit (HKD)	Access Card Deposit (HKD)	Other	Remarks
Pocket							
27Apr14	10						
27Apr14	-3						deliver to client
27Apr14			\$ 100,000.00				
28Apr14			\$ -1.40			1	
15Jun14			\$ 500.00				deposit by director on 31May2014
15Jun14	4						receive 4 letters from HK Gov.
15Jun14	135						
15Jun14		50					all promo materials
15Jun14		4					new letters from DHL
05Jul14	3						new doc packs
05Jul14	1						// //
05Jul14			\$ 1,357.00				hellowin
05Jul14						5	big pigs sent by SF Express
06Jul14			\$ 123.45				
10Jul14	3						3 new boxes stored on rack 3A
10Jul14			\$ 700.00			7	7 packs of food for Fat Fat
10Jul14		-30					get back by client
17Jul14			\$ 1,357.00				

8. You may edit your personal information under *My Account*.

顧客資訊 Customer Information

聯絡姓名 Contact Name:
發叔YY
Fatty Leung YY

地址 Address
//
//

電話號碼 Contact No.:

電郵地址 Email:
faty@faty.com

密碼 Password:
●●●●●●●●

確認密碼 Confirm Password:
●●●●●●●●

備註 Remarks: