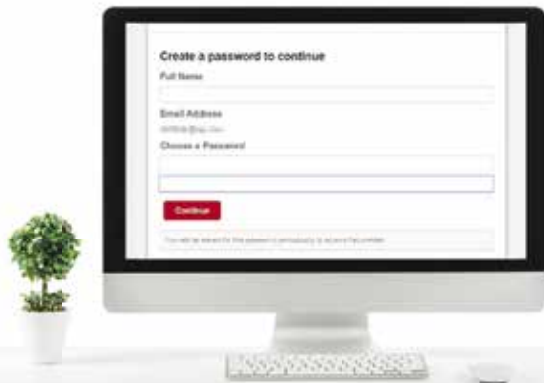


SecureMail quick guide

SecureMail 簡易指引



First time usage 首次使用



To ensure data security, HSBC MPF encrypts email with attachment by using SecureMail. Please follow the below instruction to set up and use SecureMail for receiving and sending e-Remittance Statements.

為保障閣下的資料安全，滙豐強積金使用SecureMail對所有含有附件的電郵進行加密傳送。請參照以下指引註冊及使用SecureMail以接收及傳送電子付款結算書。

Step 步驟 1

When you received the email of e-Remittance Statement (eRS) at the first time, please open the attachment in the email.

當閣下首次收到電子付款結算書的電郵，請打開郵件中的附件。



Step 步驟 2

Click the 'Click to Read Message' button, system will direct you to the SecureMail account set up screen at the first time usage.

點擊「Click to Read Message」按鈕。由於首次使用，系統將指引用戶到SecureMail賬戶註冊頁面。



Step 步驟 3

Input your full name and set up login password. This password will be used for future SecureMail login. (The password must be at least 8 characters long and must be a combination of letters and numbers).

輸入閣下之姓名及設置登入密碼。該密碼將用作日後登入SecureMail使用(登入密碼必須為最少八個數字與字母的組合)。



Step 步驟 4

After completing Step 3, return to your email inbox, a verification email will be sent to your email inbox through HSBC Securemail.

當完成步驟3，返回閣下的收件夾，閣下將會收到一封由HSBC Securemail發出的確認郵件。



Step 步驟 5

Open the verification email and click the link to complete the SecureMail account activation.

打開確認郵件並點擊鏈接，以完成 SecureMail 首次用戶註冊。



Step 步驟 6

The secure email and message will be displayed after activation. Right click at the 'Download' button.

完成註冊後，加密的郵件及信息將會顯示。在「Download」處點擊右鍵。



Step 步驟 7

A menu will be displayed and please click 'Save as' at the menu.

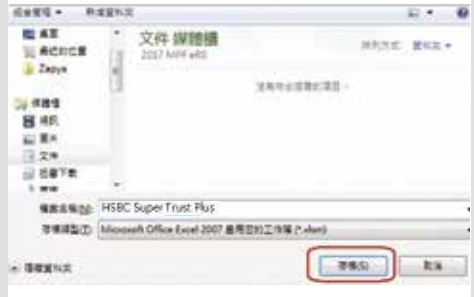
選單將會顯示，請於選單上點擊「另存目標」。



Step 步驟 8

Select the designated folder to save, and click the 'Save' button. eRS will be saved to the designated folder (File name can be amended here for easier management in future).

選擇指定的文件夾，然後點擊「存檔」，電子付款結算書將保存至指定的文件夾(此處可更改檔案名稱以便日後查閱)。



Step 步驟 9

Click 'Open' to modify the eRS saved in your designated folder.

點擊「開啟」以修改已保存在指定文件夾的電子付款結算書。



Step 步驟 10

Edit the eRS. Please refer to the 'User Guide' and 'Important Notes' of eRS.

編輯電子付款結算書。請參閱電子付款結算書的「客戶指引」和「重要提醒」。



Step 步驟 11

Save and close the document after eRS modification.
Return to the secure email, click 'Reply'.

完成修改電子付款結算書後，保存及關閉文件，返回加密郵件，點擊「Reply」。



Step 步驟 12

Click 'Browse' to attach the modified eRS.

點擊「瀏覽」以附上已修改的電子付款結算書。



Step 步驟 13

Select the relevant eRS for upload and click 'Open'.

選擇需要上傳的電子付款結算書，然後點擊「開啓舊檔」。



Step 步驟 14

Click 'Send Secure' to send the email.

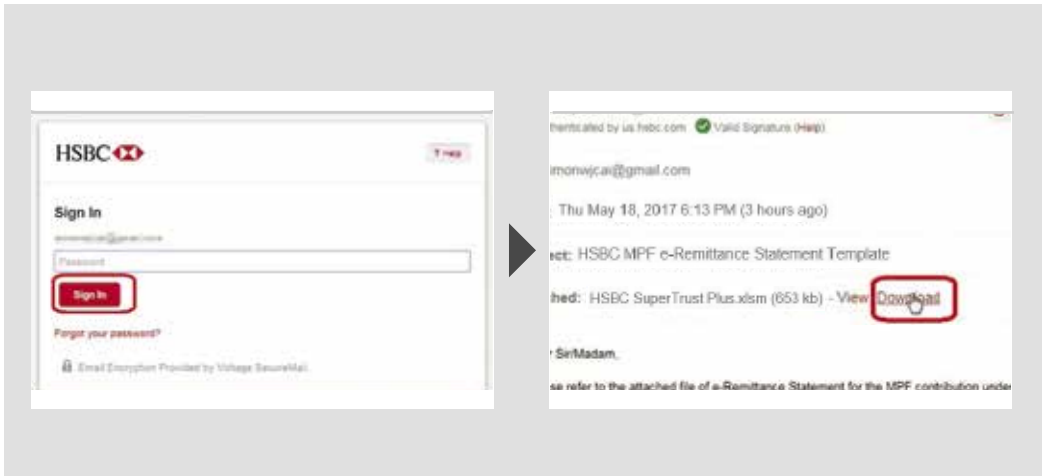
點擊「Send Secure」發送郵件。



Relogin 再次登入

When you receive HSBC MPF secure email later on, or if you require to login again, please complete Steps 1 and 2 of 'First time usage', and the login screen as below will be shown. Please input the password during account set up and click the 'Sign In' button to read the secure email. Please refer to Step 6-14 of 'First time usage' for subsequent operation.

當閣下再次收到來自滙豐強積金的加密電郵或者需要再次登入，只須完成「首次使用」中的步驟1與步驟2，以下的登入界面將會出現。請輸入註冊時設置的密碼，並點擊「Sign In」按鈕，即可閱讀加密郵件。隨後的操作流程請參考「首次使用」的步驟6-14。



For detailed explanation, please refer to enclosed 'Secure Email User Guide'.
詳細說明可參閱附件的「Secure Email User Guide」。