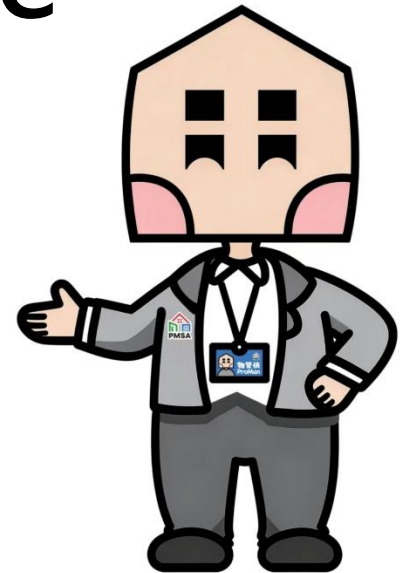


# Manage CPD Records

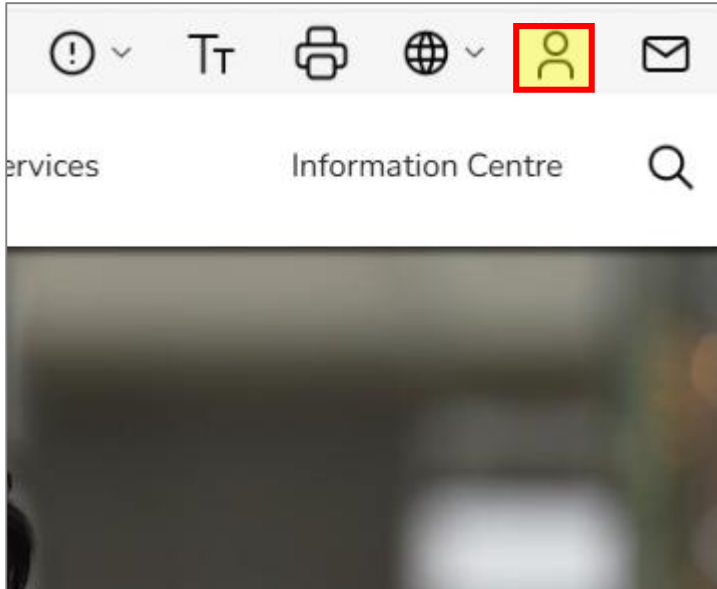
# Property Management Services Authority

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## Licensee Platform User Guide



# Step 1: Log in to the Licensee Portal

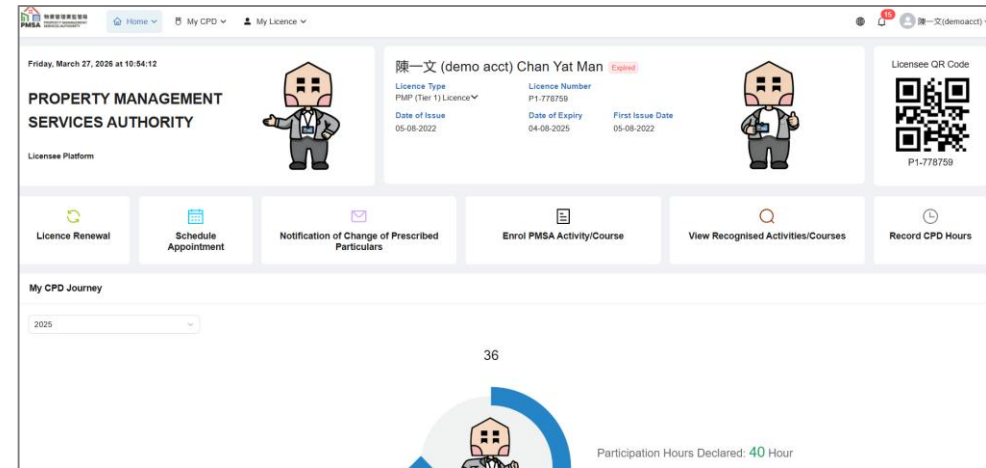


1. Visit the PMSA website at <http://www.pmsa.org.hk>.

2. Click  from the menu at the top right of the page.

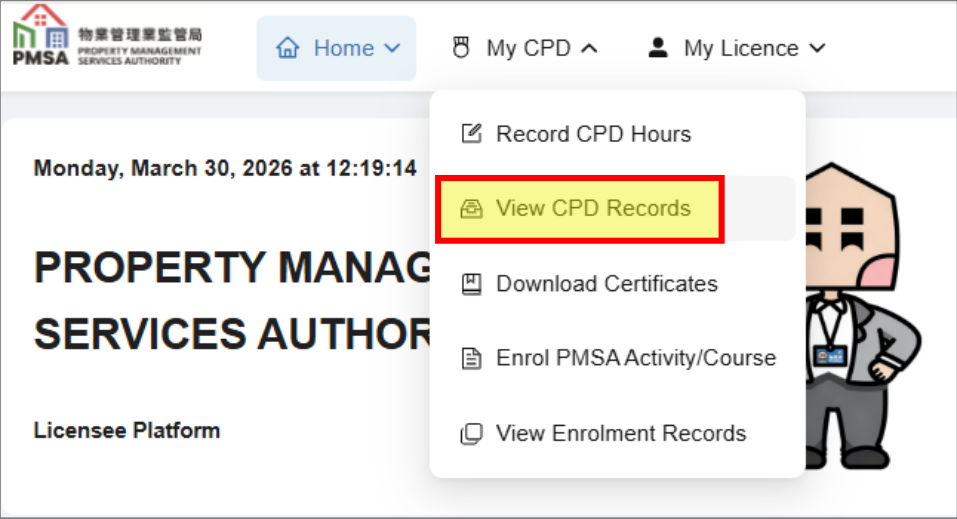
A screenshot of the login form on the PMSA website. The form has three input fields: 'Licence Number' (containing 'P1-123456'), 'Password' (containing '\*\*\*\*\*'), and 'Verification Code' (containing 'PKRpn'). There is a 'Refresh' button next to the verification code field. Below the fields is a 'Remember Me' checkbox. A green 'Sign In' button is at the bottom, and a 'Forgot Password?' link is next to the password field. A 'Register' link is at the bottom with the text 'Don't have an account?'.

3. Enter your licence number, password, and verification code, and then click "Sign in."

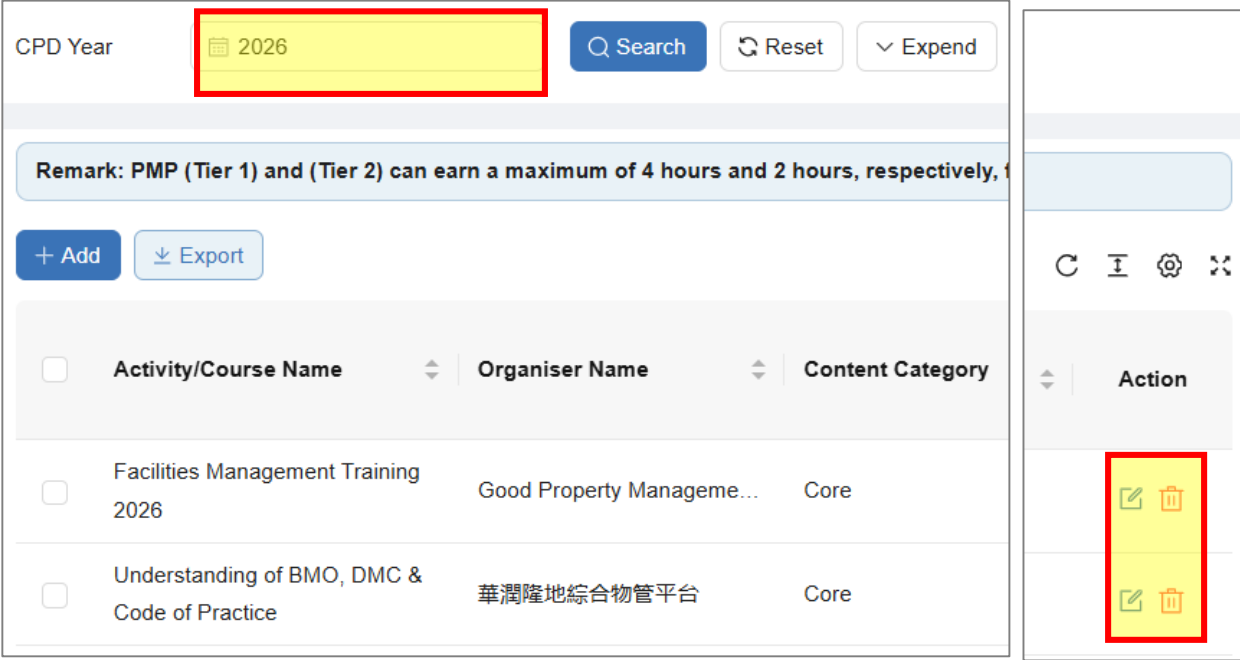


4. Successfully logged in to the Licensee Platform.

# Step 2: View and Edit CPD Records as needed



5. Select "View CPD Records" from "My CPD" .



6. Select "CPD Year" and click "Search". Your declared CPD records will be displayed in a list.

7. Select  or  to edit or delete your CPD records.

**Note**  
Licensees may report, modify, or delete CPD declaration records for the previous CPD Year via the Licensee Platform on or before June 30<sup>th</sup> each year.




## Step 2: View and Edit CPD Records as needed (Continued)

CPD Year

Remark: PMP (Tier 1) and (Tier 2) can earn a maximum of 4 hours and 2 hours, respectively, for “Unofficial” activities/courses each CPD year. Any hour

<input checked="" type="checkbox"/>	Activity/Course Name	Organiser Name	Content Category	Action
<input checked="" type="checkbox"/>	持續專業發展講座 (2024-02-06)	物業管理業監管局	Core	<input type="button" value="View"/>
<input checked="" type="checkbox"/>	持續專業發展網上講座 (2024-02-28)	物業管理業監管局	Core	<input type="button" value="View"/>
<input checked="" type="checkbox"/>	Certificate in Star Service	Sino testing	Core	<input type="button" value="View"/>

### Note

From July 1<sup>st</sup> of each year, licensees can only select  to view training records for the previous CPD years.

## Step 3: Export Your CPD Records to Excel (If Necessary)

CPD Year: 2024 [Search] [Reset] [Expend]

Remark: PMP (Tier 1) and (Tier 2) can earn a maximum of 4 hours and 2 hours, respectively, for "Unofficial"

+ Add [Export]

<input checked="" type="checkbox"/>	Activity/Course Name	Organiser Name
<input checked="" type="checkbox"/>	持續專業發展講座 (2024-02-06)	物業管理業監管局
<input checked="" type="checkbox"/>	持續專業發展網上講座 (2024-02-28)	物業管理業監管局
<input checked="" type="checkbox"/>	Certificate in Star Service	Sino testing

My CPD Records-260401

	A	B	C	D	E	F	G	H	I
1	Activity/Course Name	Organiser Name	Content Category	Learning Mode	Delivery Mode	CPD Date	Actual Activity	Recognised CPD Hours	
2	持續專業發展講座 (2024-02-06)	物業管理業監管局	Core	Official	Physical	2024-12-23	1 Hour	2 Hour	
3	持續專業發展網上講座 (2024-02-28)	物業管理業監管局	Core	Official	Online	2024-12-15	1 Hour	1 Hour	
4	Certificate in Star Service	Sino testing	Core	Official	Physical	2024-02-15	3 Hour	3 Hour	

8. Select the CPD Records you wish to export, then Click "Export" to Download as Excel