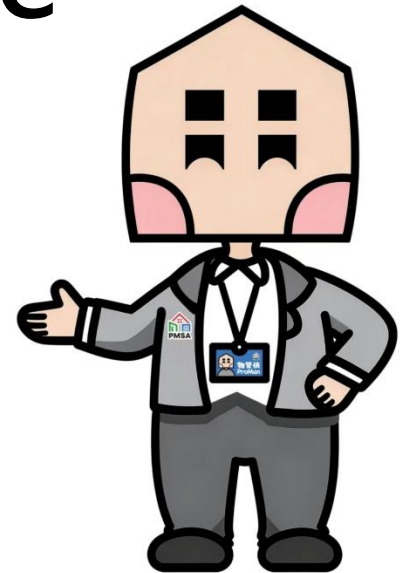
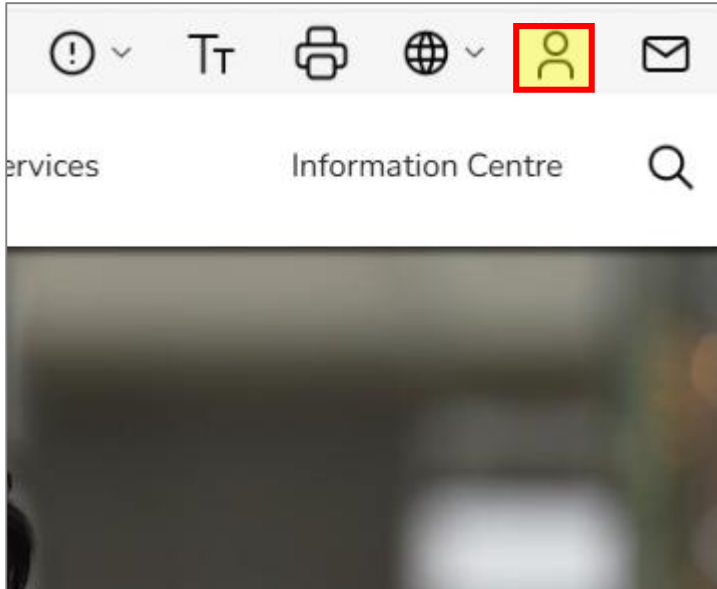


Property Management Services Authority


Licensee Platform User Guide



Step 1: Log in to the Licensee Portal

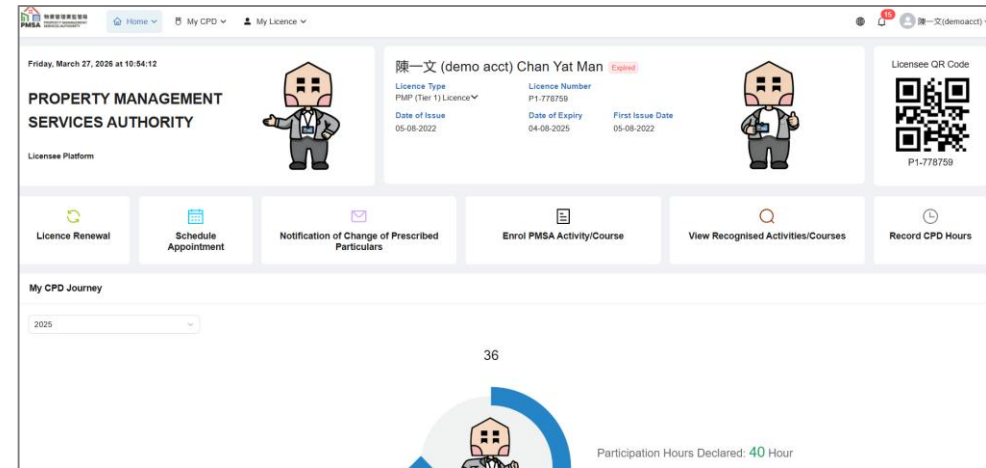


1. Visit the PMSA website at <http://www.pmsa.org.hk>.

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

A screenshot of the login form. It contains three input fields: 'Licence Number' with the value 'P1-123456', 'Password' with masked characters, and 'Verification Code' with the value 'PKRpn'. A 'Refresh' button is next to the verification code field. Below the fields is a 'Remember Me' checkbox and a green 'Sign In' button. A 'Forgot Password?' link is also present.

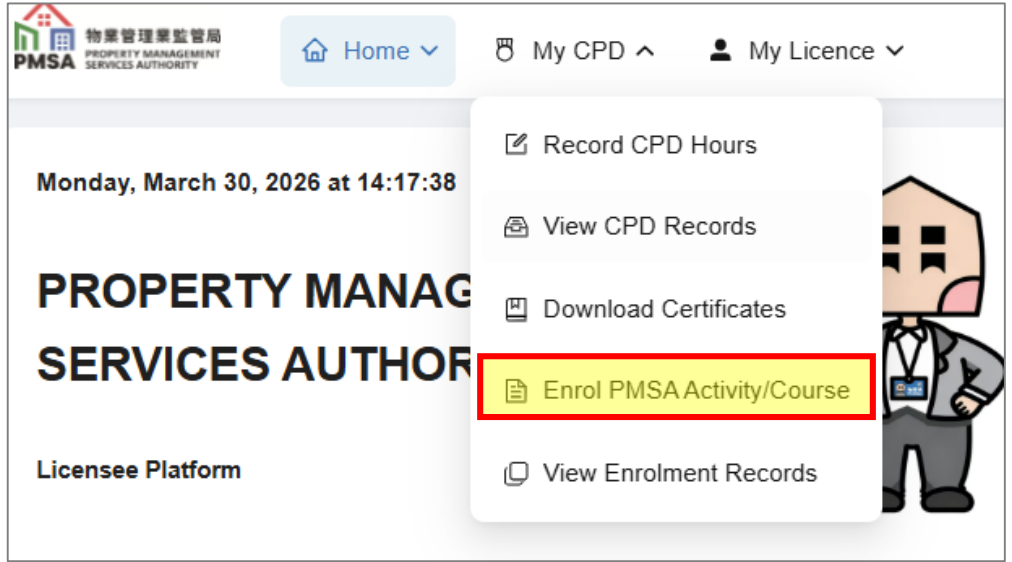
3. Enter your licence number, password, and verification code, and then click "Sign in".



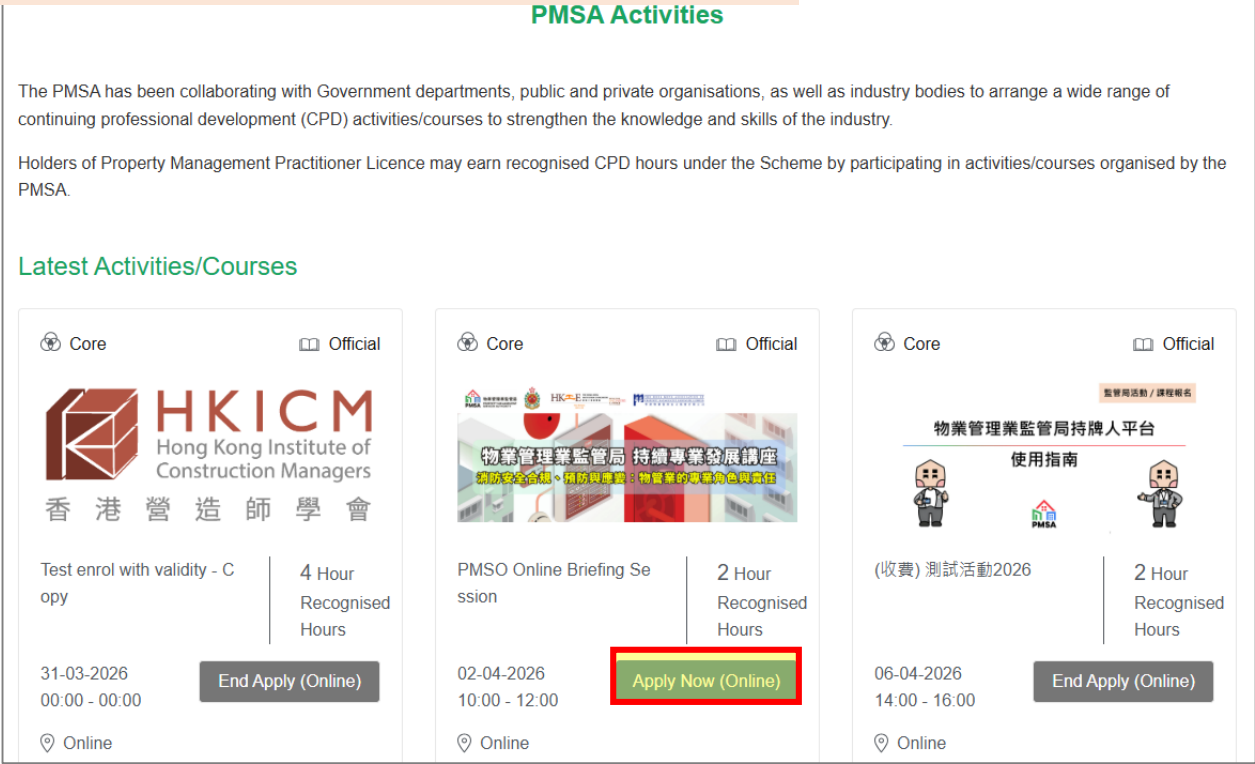
4. Successfully logged into the Licensee Platform.

Step 2: Select the Appropriate PMSA Activity/Course

Recognised Activities/Courses



5. Select "Enrol PMSA Activity/Course" from "My CPD".



6. Select "Apply Now".

Step 3: Complete Required Information and Submit Form

* **Email** (This email address will be used to receive the notification of application confirmation.)
abcd1234@pmsa.org.hk

* **Phone**
22222222

* **Organiser Name** (eg. ABC property management Company)
ABC property management Company

* **Position** (eg. XYZ Estate Manger)
XYZ Estate Manger

I have read and accept the "Notes to Applicants"

Above information provided by licensees will only serve as record of participants for this activity. If licensees have any update in personal information after submitted their licence applications, please inform PMSA Licensing Division in writing for liaison and follow up.

* The personal data provided by the licensed property management practitioner in the above form will only be used for registration for this event. If the license holder makes any changes to the matters prescribed in the Property Management Services Ordinance (Cap. 626) and the Property Management Services (Licenses and Related Matters) Regulations (Cap. 626B), the licensee are required to notify the Property Management Services Authority by using [prescribed form](#) within 31 days of the change.

Reset Next

7. Complete the required fields, tick the box to agree to the "Notes to Applicants", and click "Next".

Registration Completed !

(Application to Free Activities / Courses)



Registration Completed

Registration completed!

A confirmation email will be sent automatically
to the email address you provided.

Follow the Instructions to Complete Registration

(For Fee-charging Activities/Courses)

Holding both valid Provisional and Formal PMP Licences simultaneously



Registration Completed

The fee for this activity has been waived

Registration completed!
The fee for this activity has been waived.

A confirmation email will be sent automatically to the email address you provided.

Only holds one type of PMP Licence



Application Received

Please settle the payment to complete the registration process

Payment

Select "Payment".

Note

1. The PMSA will charge a nominal fee for certain CPD activities to defray part of the administrative costs and to encourage higher attendance rates among registrants, ensuring the effective use of resources.
2. According to PMSA policy, registrants who hold both valid Provisional and Formal PMP Licences simultaneously on the date of registration are exempt from paying the fee for activity.

Follow the Instructions to Complete Registration

(For Fee-charging Activities/Courses)

Payment

1 Confirm Order 2 Order Payment 3 Complete Payment

Payment Information

Issue Date Payment Notice Number
2026-03-30 16:19:08 0126030000109

Name of Applicant Email of Applicant
 *****@pmsa.org.hk

Payment Details

Particulars	Quantity	Amount (HK\$)
報名費用 - (收費) 網上測試活動2026 - 複製 Enrolment fee - (收費) 測試活動2026 - Copy 活動 / 課程編號 : EVT-2026-0344 Activity / Course Code: EVT-2026-0344	1	\$50.00
Total Amount Due		\$50.00

Payment Method



Total **\$50.00**

Next

Select a payment method and click 'Next' to complete the payment.

Follow the Instructions to Complete Registration (For Fee-charging Activities/Courses)

Please use any mobile banking apps or e-wallet that supports QR code bill payment.

FPS



sample

HKD \$50.00

1. Please use any mobile banking apps or e-wallet that supports QR code bill payment.
2. Scan the QR code, review the transaction details and confirm payment.
3. After the payment is completed, you will receive a payment acknowledgement on your mobile banking app or e-wallet.

PPS

You **must read** the Terms and Conditions, Legal Disclaimer & Copyright Notice and Personal Information Collection Statement before clicking Submit for payment. For PPS Services General Terms and Conditions of Use, please browse ppskh.com

I have read and hereby accept the PPS Services General Terms and Conditions of Use.

PPS customers will receive SMS alert on every successful payment made to the merchant categories of "Credit Services" & "Securities Broker".

To enhance account security, all PPS customers are required to change to a strong internet password, before continuing to use the "PPS Shop&Buy" services.

If you have not updated to a strong password, please act now:

1. Login to ppskh.com with your PC browser or PPS App
2. Create a new password (8-28 characters) with at least 3 sets: Alphabetical character upper case/ lower case/ Numeric characters/ Special characters. **E.g. Vortex7Map@Potato**

*If you have already set up a strong internet password, please disregard this message.

eBill (Offline Payment)

Continuing Professional Development Activities / Courses

付款通知書 Payment Advice

發出日期 (日/月/年) Issue Date (dd/mm/yyyy): 30/03/2026

登記編號: EN2603301619088267179

姓名:

詳情 Particulars	數量 Quantity	金額 (港幣) Amount (HK\$)
報名費用 - (收費) 網上測試活動2026 - 複製 Enrolment fee - (收費) 測試活動2026 - Copy 活動 / 課程編號: EVT-2026-0344 Activity / Course Code: EVT-2026-0344	1	50.00
應繳總額 Total Amount Due		50.00
繳款限期 (日/月/年) Due Date (dd/mm/yyyy)		30/03/2026

「轉數快」二維碼繳費
FPS QR Code Payment

 sample


Upon completion of the payment process, a registration confirmation email will be sent automatically to the email address you provided.