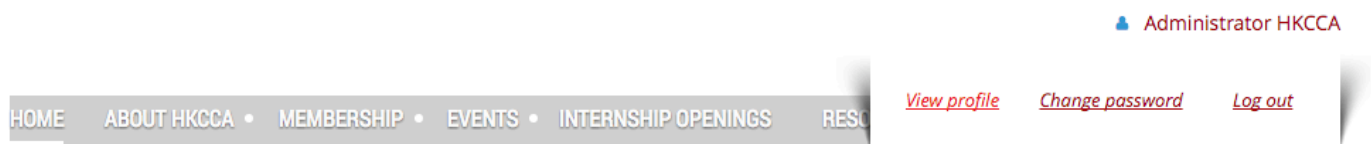


Bundle Administrators' Guidelines

On first application, after the invoice for the bundle membership fee is paid and the application is approved (if required), the bundle administrator can view and manage bundle members from within the bundle administrator's profile.

To access one's profile, please go to www.hkcca.net and click on Login. Once logged in, click on the user name on top right corner.



Hong Kong's only association of in-house counsel run for in-house counsel by in-house counsel

The HKCCA is Hong Kong's only association of in-house counsel run for in-house counsel by in-house counsel. We pride ourselves in knowing what in-house counsel want to learn, to hear, to advocate and to participate in, and we believe we know how to organise activities to meet these needs. We are more than 800 members and we are growing every year.

Adding members to a bundle

Bundle members cannot add themselves to a bundle. This step needs to be manually done and reviewed by the administrator.

Once added, the bundle member is automatically activated and sent the password and activation emails. Bundle members can then log into the site to access restricted pages and update their own profiles.

Depending on the organisation settings, the bundle administrator will receive a copy of each bundle member's activation email.

From its profile, the bundle administrator sees the summary of the corporate membership and the list of members. To add a new member, the administrator clicks on the **Add member** button (see following screenshots).

The bundle administrator completes the membership application form on behalf of the members then clicks **Save**. The new bundle member's record now appears. To return to their own profile, the bundle administrator clicks the **Return to bundle list and your own profile** link.

Note: Bundle Administrators are only able to add brand new members. If a member already exists within our database, please let our Admin staff know so that they can add the member to your bundle.

My profile

[Edit profile](#)

[My directory profile](#)

[Profile](#)

[Privacy](#)

[Email subscriptions](#)

[Member photo albums](#)

[Invoices and payments](#)

Membership details

Membership level **Corporate Membership - 1 year (HK\$500pp - minimum 6 members)**
Bundle (unlimited)

[Change membership level](#)

Membership status **Active**

Member since 08 Mar 2016

Renewal due on 01 Sep 2017

[Renew until 01 Sep 2018](#)

Bundle summary

Used so far 1

[Add member](#)

Add member to bundle

Add member to bundle

* Mandatory fields

Bundle summary

Bundle limit 5

Used so far 2

Your members [Hannah Brennan](#)

*First name

*Last name

Job Title

Email

*Organisation

*Mobile Number

Job Alerts Emails [Clear selection](#)

- Yes
 No


HK Event Alerts [Clear selection](#)

- Yes
 No

Deleting members from the bundle

To delete a member from your bundle, from your profile page, click on the name of the member you would like to remove, then select the “Archive” button

My profile

 You are viewing a bundle member record.
[Return to bundle list and your own profile](#)

[Edit profile](#)

[My directory profile](#)

[Archive](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Invoices and payments](#)

Membership details

Membership level **APSMS Australia Membership 3-5 Members - \$800.00 (AUD)**

Bundle (up to 5 members)
Subscription period: 1 year
No recurring payments

Membership status **Active**

Member since 24 Aug 2015

Renewal due on 01 Mar 2016

User ID 29550174



Renewing or Upgrading the Corporate Membership

Under Membership details, either choose **Change Membership Level** or **Renew**. The bundle administrator will be asked to review and validate its details before applying. Once applied, an invoice will be raised and sent to the bundle administrator.

Note: upon upgrading, the system might create some discrepancies on the next renewal date. For any issues, please liaise with our Administrator at info@hkcca.net.