SETUP YOUR FIRST-TIME PASSWORD / RESET PASSWORD
Step 1:
Visit https://cfasocietyhongkong.org/password-reset to set up your new password

Step 2:
Enter your email address, either the email for logging in to your CFA Institute account, or the email address used for your associate member / student associate application, then press 'Reset Password' button.
Step 3:
You will receive an email subjected "[CFA Society Hong Kong] Password Reset Request" with a password reset link. Click to access the link in the email to reset your password.

[CFA Society Hong Kong] Password Reset Request

A password reset request is received for the following account:

To reset your password, please click here.

If you did not request for password reset, please ignore this email and report to member@cfasocietyhongkong.org

Sincerely,

CFA Society Hong Kong

Step 4:
Enter your new password, then click 'Reset Password' button, and it is done.
Enhanced Security with Two Factor Authentication (2FA)
To further strengthen the security, a 2FA code will be required when you log in to the CFA Society Hong Kong website.

The 2FA code will be emailed to you. You can copy and paste the code from your email to complete the authentication. Please also check your spam folder in case you cannot find the code in your inbox.

You are now ready for your membership account!
MEMBER LOGIN
& EVENT
REGISTRATION
Visit [https://cfasocietyhongkong.org/members-login/](https://cfasocietyhongkong.org/members-login/) and click the 'Members Login' button.
The 2FA code will be emailed to you. You can copy and paste the code from your email to complete the authentication. Please also check your spam folder in case you cannot find the code in your inbox.

You are now ready for your membership account!
For event registration,
1. Ensure you have logged in to your Society member account
2. Choose your desired ticket
3. Click "Enroll"
4. You will be directed to proceed the ticket purchase.

- Guest / Non-member (with CPT Certificate) $150
- CFA Society Hong Kong Member (with CPT Certificate) Free
- Candidate Free
- Guest / Non-member Free
MEMBERS
LOGIN
ACCOUNT
DETAILS
My Profile + e-membership card

- Once you logged in to your member account, you can find your e-membership card on "My Profile", including key information.

- You can tailor the card by adding a photo:
  - Click the pen icon to add a photo from your album.
  - Click the disk icon to save the photo.
  - Pop-up message "Upload success".
  - Your new profile pic is ready on your e-membership card!

- Your CPT hours summary will be shown by period.
My Profile + e-membership card (cont’d)

- If you find your information is not updated, [For CFA Institute members] please visit CFA Institute website at https://www.cfainstitute.org/ to update the details.  

- Your latest information will be refreshed after 1-2 days on My Profile.

- You can sign out your account on this tab as well, by clicking "Log Out".
Enrolled Events

- **Upcoming**
  Enrolled future events

- **History**
  Enrolled events with attendance status, and CPT certificate if applicable

  - Attendance status in different coloured labels will be shown on each enrolled event, accordingly to the actual attendance. Attendance status include:

    - Registered
    - Attended
    - Not Applicable
    - No Show
    - Cancelled
    - Event Cancelled

- A cert button (red circled) will be available to click and download the CPT certificate for that event, if applicable.
Account Details

Hello 5111992
From your account dashboard you can view your recent orders, manage your billing address, and with your password and account details.

Shows the registration status of your enrolled events

Change your login password

Dashboard
Orders
Address
Account details
Logout

Note:
- Member’s first name, last name and email address cannot be updated under Account Details.
- if you would update the above profile details,

[For CFA Institute member] please visit CFA Institute website to update.
[For Associate Member/Student Associate] please visit Society website to update.
For enquiry on Society website member login, please contact us at

member@cfasocietyhongkong.org