



CFA Society Hong Kong Member login (website) - Easy Guide



Version 2: August 2022

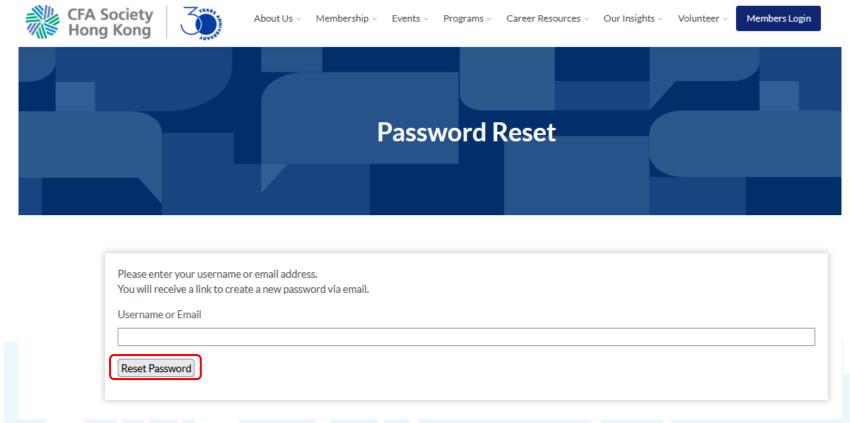
SETUP YOUR FIRST-TIME PASSWORD / RESET PASSWORD

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.

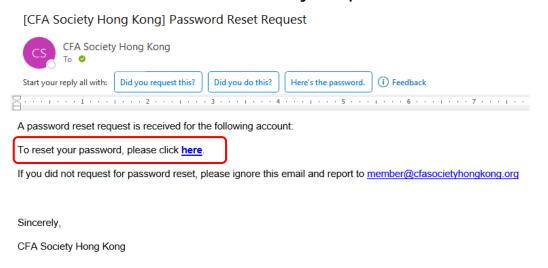






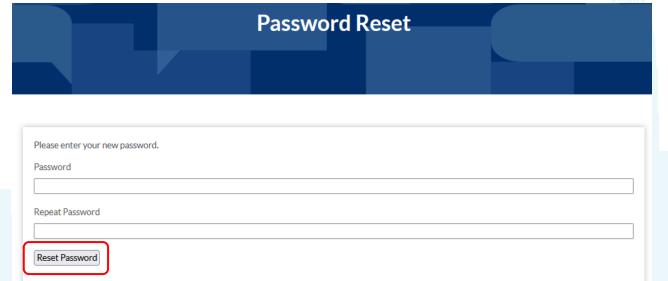
Step 3:

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.



Step 4:

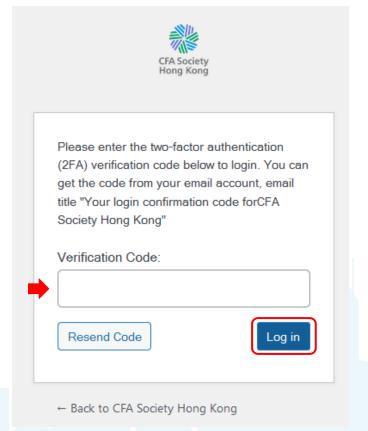
Enter your new password, then click 'Reset Password' button, and it is done.



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.



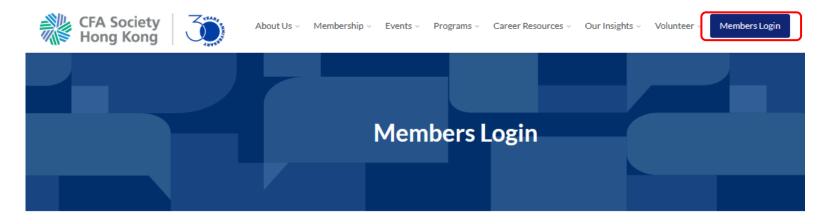
You are now ready for your membership account!

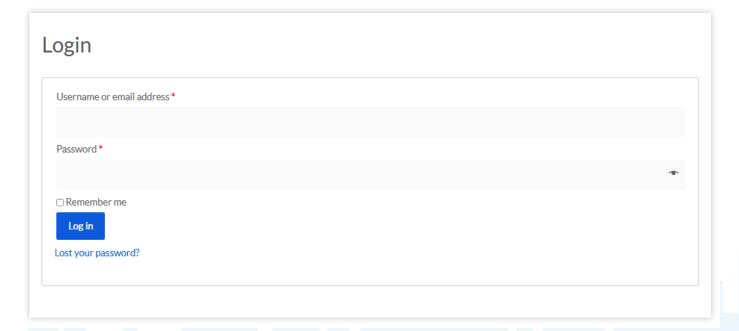






Visit https://cfasocietyhongkong.org/members-login/ and click the 'Members Login' button

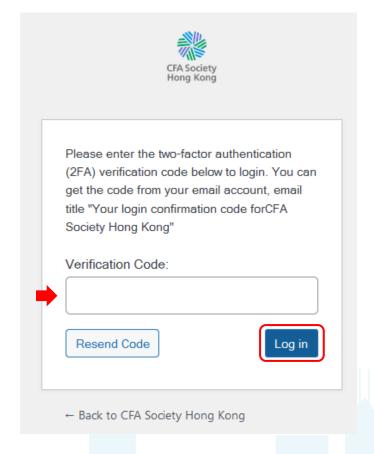








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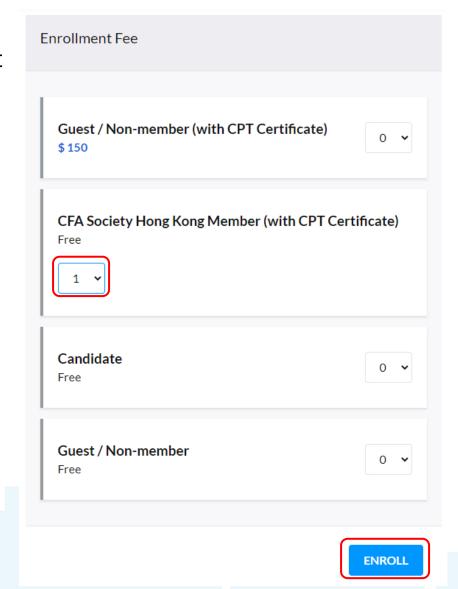
You are now ready for your membership account!





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.

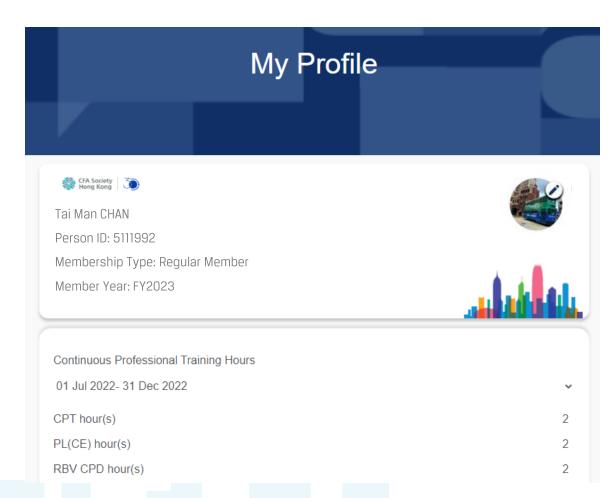






My Profile + e-membership card

- 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.







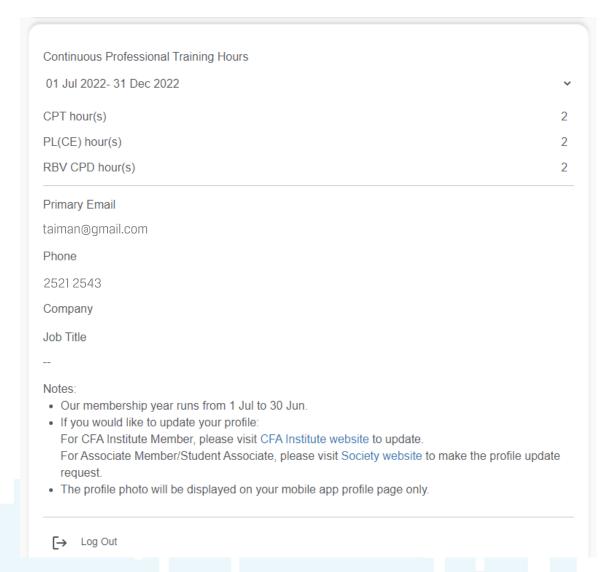
My Profile + e-membership card (cont'd)

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.

[For Society local members] please visit Society website at

https://www.cfasocietyhongkong.org/updatemy-profile/ 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

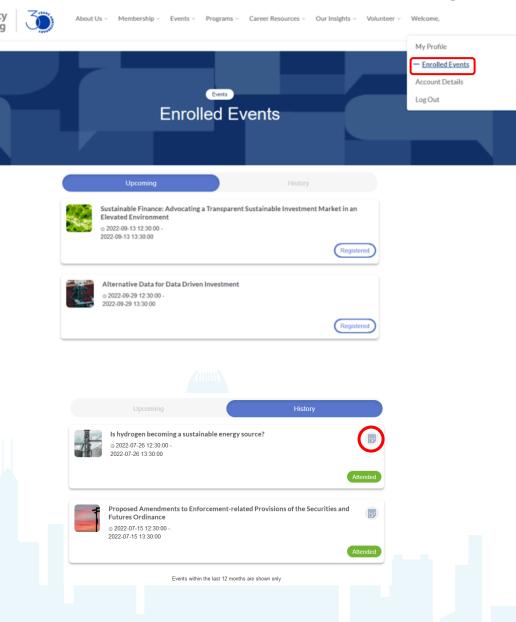
- Upcoming
 Enrolled future events
- History

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:



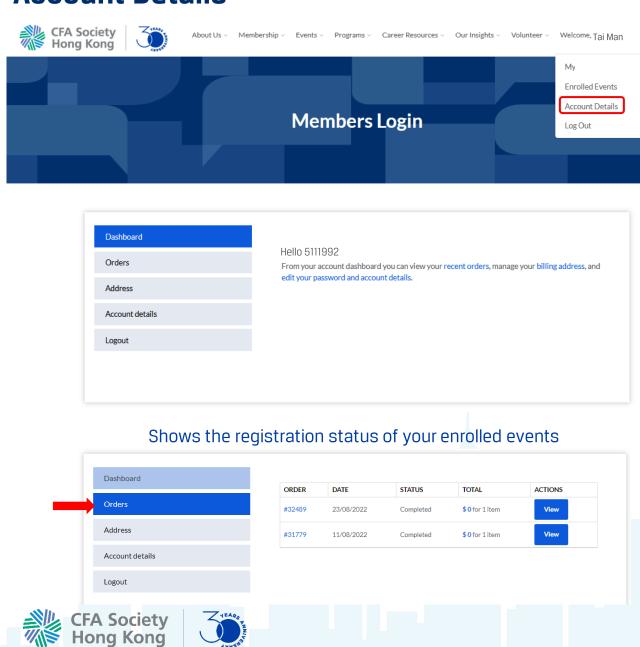
 A cert button (red circled) will be available to click and download the CPT certificate for that event, if applicable.



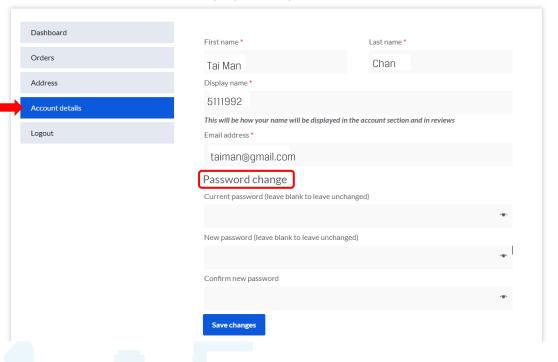




Account Details



Change your login password



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 <u>CFA Institute website</u> to update.
 [For Associate Member/Student Associate] please visit <u>Society website</u> to update.

For enquiry on Society website member login, please contact us at

member@cfasocietyhongkong.org

