

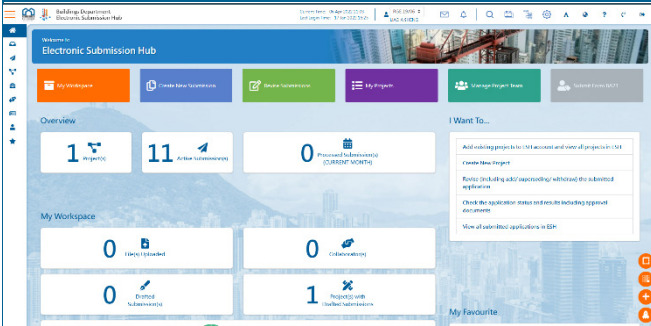
## 1. Account Activation

User account can be activated by using iAM Smart or a digital certificate issued by Postmaster General or other recognised certification authorities.

## 2. My Projects

User is required to activate the project by using the “Activate Project” function under “My Projects” with the project code extracted from the file reference of Buildings Department in the format of XXXX/XX before the project is shown in ESH.

## 3. Application for Approval of Plans



User can create an application for approval of plans by clicking the “Create New Submission” button in the landing page.

### a) First Submission

User selects the “First Submission” option under the “Application for Approval of plans (BA5)”, then chooses the required project and selects the “+” button to proceed with a new draft submission. There are four steps in the submission page:

Home / My Workspace / - (1017/22) / First Submission (ESH Submission ID : ESH-0000006122)



#### Step 1- Basic Information:

User can fill basic information including the Project Information, Type of Plan Submission, Submission/ Application Information, etc.

#### Step 2- Forms:

The form would be filled with known information from the system and highlighted in red for the mandatory fields. User can also add other form such as Forms BA16, ADM6, ADM19 where applicable by clicking the “Add Form” button.

#### Step 3- Plans and Documents:

The filled form(s) in step 2 will be generated and listed in the “PDF Forms” section. Files such as Plans, BIM & CAD Files, Calculation, Report & Certificates, Photos, etc. can be uploaded. Signing on the documents by user or other concerned parties could be done in this step.

#### Step 4- Preview and Confirm Submission:

User can preview the information in steps 1-3 before submission. The submission will be sent to Buildings Department once the “Submit” button is clicked.

### b) Amendment Submission

To submit amendment submission, user should select the “Amendment submission” button under “Application for approval of plan (BA5).

### c) Major Revision

Major revision is a submission that has been so extensively revised. User can go to the “Project Directory” to locate the previous approved submission and click the “three horizontal dot”, i.e. “...”, button and select the “Major Revision”.

## 4. Manage Project Team

- User can click the “Manage Project Team” button to invite project team members including the collaborators and owners.
- After clicking the “Invite New Collaborator”/“Invite New Owner” button and filling in the required information, an invitation email will be sent to the collaborator/owner concerned for confirmation of registration.
- The collaborators can assist the user to prepare submissions including filling and upload information and request relevant parties for signing the plans and documents.

## 5. My Workspace

User can find the draft submissions prepared by the project team under this function together with the following information:

- Number of file uploaded;
- Number of collaborators;
- Number of projects with draft submissions; and
- Workspace storage capacity.

## 6. Helpdesk

ESH Hotline: 3580 1000 (Mon-Thu 8:30-17:30 and Fri 8:30-18:00 except public holiday) or 1823 (24 hours)

Email: [esh-helpdesk@bd.gov.hk](mailto:esh-helpdesk@bd.gov.hk)