

## Account Linkup with Participating Government Agencies' System

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Trade Single Window

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Electronic User Manual

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After login, click "Subscription".

3

Click "Subscribe now"

4

Select a department, e.g. Food and Environmental Hygiene Department.

5

Click "Subscribe"

6

Read the terms and conditions

7

If you do not have an FTP account, click "here" after reading the terms and conditions.

8

User will be redirected to FTP website for account registration

9

After successful registration, check the box to accept all the agreements and click "Next".

10

Click "Submit"

11

Upon successful submission, the login page of FTP website will pop up.

12

Click "Next" after inputting information

13

Enter the one-time password and click "Confirm"

14

The homepage of FTP website will appear after successful linkup with the system

15

If you accidentally close the login page of FTP website in the course of linkup, please go to "Subscription" and click "Link-up" to complete the process.

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End of Chapter

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