

How to use "iAM smart" (using "iAM Smart" on computer)

This video will introduce the functions of "iAM Smart" through submitting a licence application that requires a digital signature by "iAM Smart+" as an example.

The graphics in this video (including screen contents) may have been enhanced with artistic effects or simplified for demonstration purposes. Please refer to the applications for the actual content.

"iAM Smart" functions include:

1. Authentication;
2. "e-ME" Form Filling;
3. Digital Signing; and
4. Personalised Notification.

Make sure you have installed "iAM Smart" App on your smartphone, and registered an "iAM Smart+" account.

#### 1. Authentication

Go to the login page of the Licence service using the browser on your computer, and click the "Log in by using "iAM Smart"" button. A QR code will be displayed on the webpage.

Launch the "iAM Smart" App on your smartphone and perform biometric verification to log in "iAM Smart". Tap the "QR code scanner" button to scan the QR code displayed on the webpage. The "iAM Smart" app on your phone will prompt you to agree to login the Licence service. Tap the "Continue" button and you will log in the service on the computer successfully.

#### 2. "e-ME" Form Filling

After successfully log in, click the "Apply licence" button on the webpage to apply for a licence.

The webpage will display the licence application form and you have to fill in your personal information such as English name, phone number and email address. Then, click the "Use "e-ME"" button to use the "e-ME" form filling function.

A new to-do list item will be displayed on the "iAM Smart" app on your mobile phone. After tapping the "To fill" button, the information you have saved in "e-ME" will be displayed. All information on "e-ME" are provided by the user voluntarily.

You may choose freely which information is to be filled in the form by selecting the checkbox next to the information displayed. Tap the "Agree to use" button to authorise "iAM Smart" to provide the information in "e-ME".

The selected information will be filled in to the licence application form on the webpage automatically.

#### 3. Digital Signing

Then click the "Sign" button to sign the completed application form with "iAM Smart" digital signature function.

Please mark down the information displayed on the webpage including:

Department Name: Government Department

Service Name: Licence Service

Document Name: Licence Application Form

Identification Code: 1234

The "iAM Smart" app on your mobile phone will display a new to-do list item. Tap "To sign" button. "iAM Smart" will then display the information and identification code of the document to be signed. Before signing, please check the information shown on the app and make sure that the information and the identification code are the same as that of the document you are going to sign. Then tap the "Sign" button and perform biometric verification to sign the document.

The signing has been completed. Click the "Submit application" button on the webpage to submit your licence application form.

#### 4. Personalised Notification

After the submission, you will receive a notification on the "iAM Smart" App informing you that the government department concerned has received your licence application.

For details, please visit the iAM Smart website at [iamsmart.gov.hk](http://iamsmart.gov.hk).