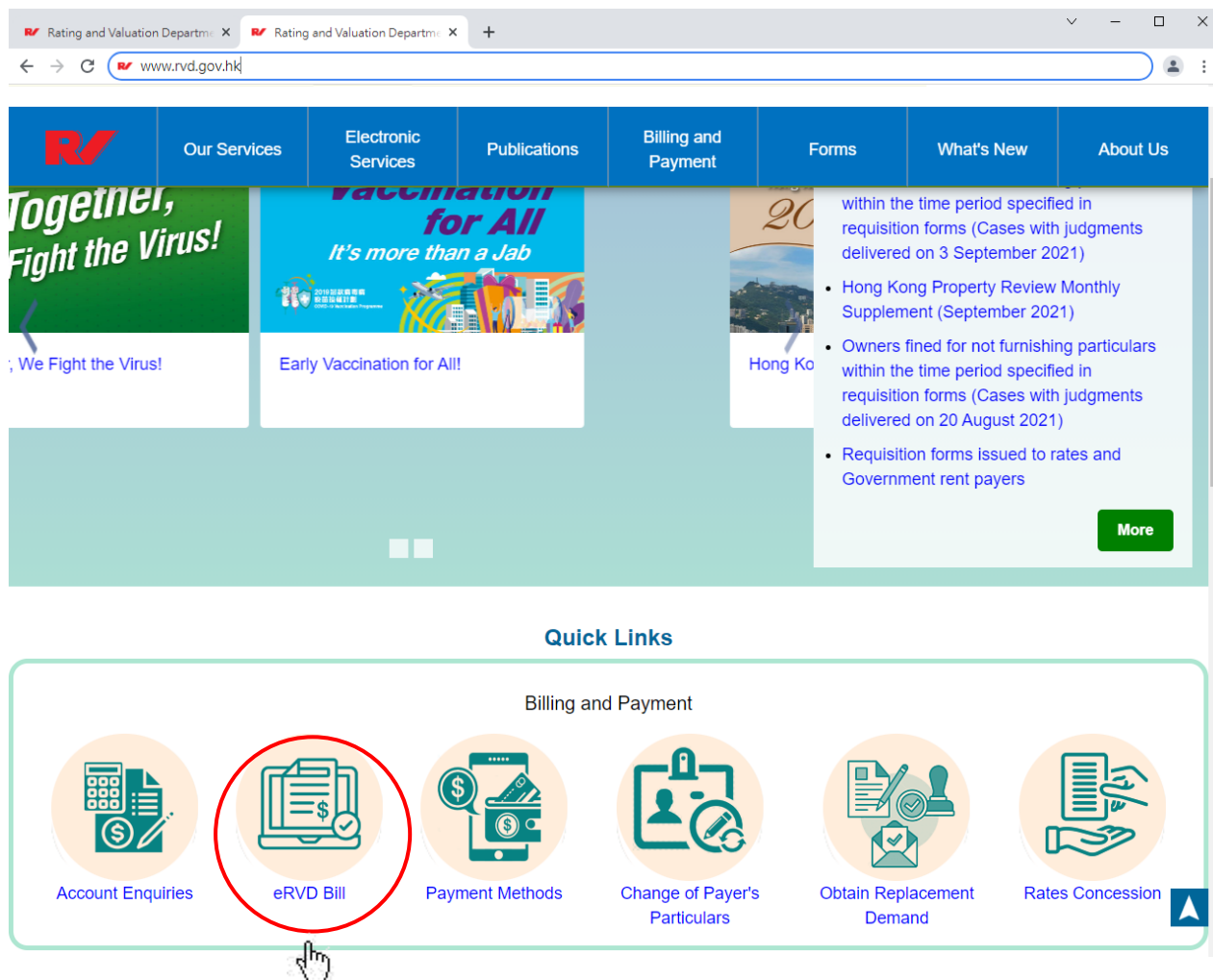


1. Access the home web page of Rating and Valuation Department www.rvd.gov.hk, scroll down to the “Quick Links” section and click the “eRVD Bill” icon.




- Please read the introductory information and click the below **“Enter”** button to access the **“MyGovHK”** login page.

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eRVD Bill

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Rating and Valuation Department
The Government of the Hong Kong Special Administrative Region

Introduction

The eRVD Bill service covers the quarterly demands issued around early January, April, July and October every year and also the surcharge demands. Registered users can retrieve and download their electronic demand by logging on our eRVD Bill system. Notification message will be sent to the registered user's MyGovHK account when an electronic demand is available.

Benefit

The eRVD Bill service is a great way to handle matters related to your rates and/or Government rent. There are numerous benefits:

- By receiving electronic demands, you can help saving paper and the environment;
- No delay or mail loss due to postage. You can receive your electronic demand via the Internet instantly;
- You will receive a notification message in your MyGovHK account when an electronic demand is available;
- The layout and content of an electronic demand are the same as those of a paper demand, and the electronic demand is easy to download and print;
- Your To-do List in MyGovHK will be automatically updated to remind you to pay on or before the due date;
- No more space is needed for keeping the paper demands;
- You can update the correspondence address or other personal details of your account online;
- You can easily retrieve the electronic demand of your account for the past 12 quarters (starting from the effective quarter after the successful registration of eRVD Bill service);
- You can enquire the payment history of your account up to the past 8 quarters (starting from the successful registration of eRVD Bill service);
- You can opt for demands in another language online;
- You can apply for consolidated account online;
- You can update individual tenement accounts under your consolidated account online;
- Hyperlink is provided for you to make online enquiry through RVD Enquiry Form Page; and
- You will receive notifications on completing and returning "Requisition for Particulars of Tenements" (Form R1A) electronically.

Registration Procedure

1. You must apply for an account at MyGovHK portal first.
2. After registration, you can select RVD's eRVD Bill service and add the rates and/or Government rent account to your eRVD Bill profile. More than one rates and/or Government rent account can be added to a eRVD Bill profile. When the instruction of adding an account is successfully processed, it will be effective on the next working day.
3. A notification letter informing the effective quarter for receipt of electronic demand will be sent to the registered payer of the rates and/or Government rent account when the account is successfully added to a eRVD Bill profile.
4. You can modify the profile by adding additional accounts or removing an account from the profile. It takes one working day for the update to the eRVD Bill profile to be effective. You may log on the system on the next working day to check if the eRVD Bill profile is successfully updated. For successful addition of accounts, a notification letter will be sent to the registered payer of the relevant rates and/or Government rent account.

System Requirements

Please refer to the System Requirements for GovHK Online Services. (Note that users using some versions of software may have problems accessing GovHK Online Services. Please refer to our suggestions through the above link.)

Enter

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3. Click the **“Create Account”** button from the login page.

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Welcome to MyGovHK

Log into MyGovHK

One-stop access
Use "iAM Smart" instead of username and password to access multiple government online services all in one go.

► Learn more

Login with "iAM Smart"

OR

Please enter your username.

Log In

► Can't log in?
► Cancel login

New to MyGovHK?

Create Account

► Activate account

► About MyGovHK
► FAQs
► Terms of Use
► Demo

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- Please read “Terms of Use” and tick the box for agreement. Enter the characters in the image on the **CAPTCHA** for authentication and click the “**Continue**” button.

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MYGOVHK 我的政府一站通

Step 1 of 4: Read & Accept Terms of Use

After reading the Terms, please click the checkbox to accept and input the authentication code to continue.

Terms of Use

1. The following are the terms and conditions (the "Terms") for the Use of MyGovHK operated by the Office of the Government Chief Information Officer of the Government (the "Government") of the Hong Kong Special Administrative Region of the People's Republic of China ("Hong Kong"). The Government agrees to provide services of MyGovHK (the "Portal") and you, as the user of the Portal, agree to use the services of the Portal in accordance with the Terms set out herein.

MyGovHK – The Portal

2. The Portal is a web site of an integrated online service delivery platform which its user (including a MyGovHK account holder) may use any of the services provided therein ("service") in accordance with the Terms set out herein.

☒ I have read and agree to the above Terms of Use (including the [Privacy Policy](#), [Disclaimer](#) and [Copyright](#)).

Authentication by Visual

Enter the characters in the image.

t97pc4

Continue Cancel

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5. Input the required information in Steps 2 & 3 and click the “Continue” button.

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Step 2 of 4: Input Personal Info (1)

Username
This username is available.
rvd-uat-eng

☐ Enforce Secure Password Management ⓘ

Password
.....

Password Strength: ■■■ Strong

Re-enter Password
.....

Alias (Nickname) ⓘ
uat

Email Address
rvdcabbs@gmail.com

Continue Cancel

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Step 3 of 4: Input Personal Info (2)

Mobile Number (optional) ⓘ
☒ HK ☐ Outside HK

Secret Question & Answer ⓘ
Please Select

01 01 2020

Preferred Language for Communication
English

Continue Back Cancel

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6. Check the information and click **“Confirm”** for submission.

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Step 4 of 4: Confirmation

Please check and submit.

Part 1

Username
rvd-uat-eng

Secure Password Management
Not Enforced

Alias (Nickname)
uat

Email Address
rvcdabs@gmail.com

Part 2

Mobile Number (optional)

Secret Question & Answer
What is the first working date of your first job?
01/Jan/2020

Preferred Language for Communication
English

Confirm **Cancel**

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[Terms of Use](#)
[Demo](#)

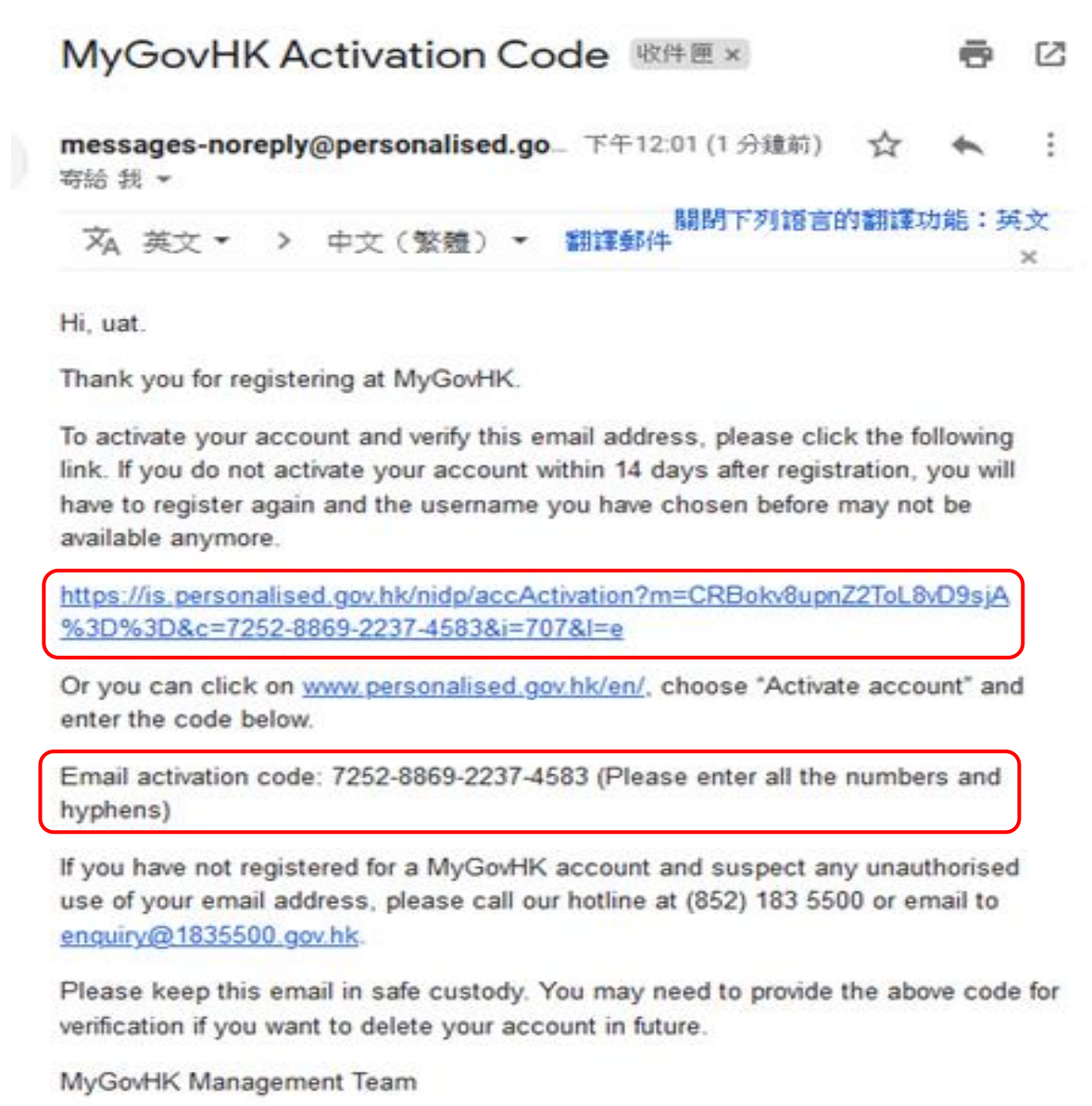
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HONG KONG

7. Click the “**Activate**” button.



8. Check the inbox of your registered email and open the email of “**MyGovHK Activation Code**”. Click the **hyperlink** for activation.



9. Enter the “Activation Code” provided in the email and your password for the “MyGovHK” account, and click the “**Submit**” button.

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Activate MyGovHK Account

Hi, uat!

Email activation code

7252-8869-2237-4583

Password

▶ FAQ about forgetting a password

To protect your personal information, please click "Log Out" and close all browser window(s) after using your MyGovHK account.

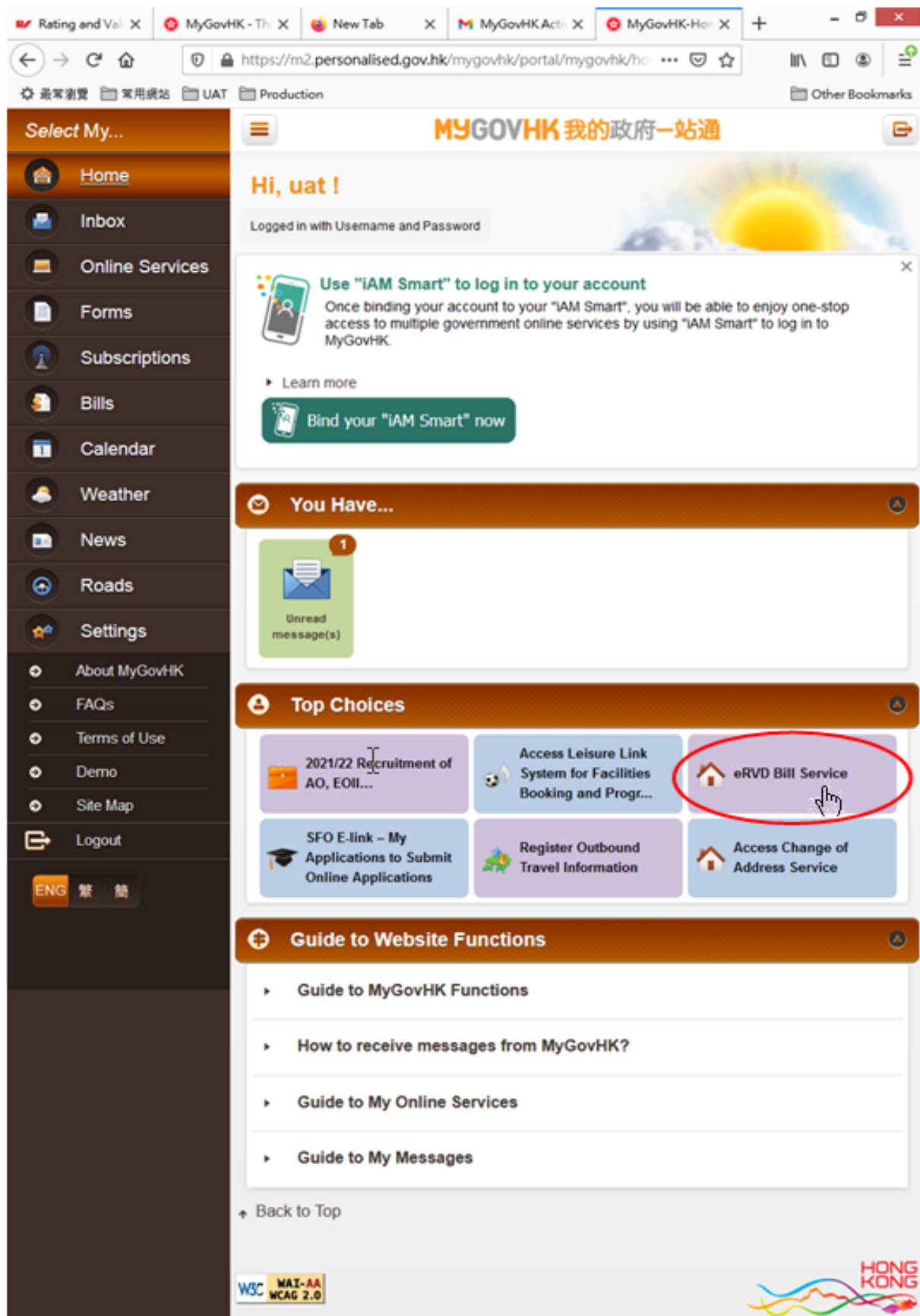
☐ I am using a public / shared computer. ?

Submit **Cancel**

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10. Activation completed. Click “eRVD Bill Service” to start the registration procedures.



11. Please read “Terms & Conditions” and tick the box for agreement, and click the “Continue” button.

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 **Rating and Valuation Department**
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Required Items

 **Adobe Reader 7 or Above**
For display of eRVD Bill. [Download](#)

 **Hong Kong Supplementary Character Set (HKSCS)**
For input, display and processing of Chinese characters specific to Hong Kong. [Download](#)

 **Printer**
For printing of acknowledgement or enquiry results.

 **Hong Kong Post Root CA Certificates**
For recognising digital certificates issued by Hongkong Post to ensure safe online transactions.

Terms & Conditions

☒ I have read, understood and agreed with the above terms and conditions.

Continue

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12. Input the **15-digit account number** of your bill and **the Registered Payer's name** shown on the latest demand note (**must be identical, including spaces**). If the Registered Payer's Name shown on the demand note is exceeding one row, only fill in the Registered Payer's Name displayed on the 1st row.

Select your preference of paper demand by post by ticking “Yes” or “No” (**Attention: No paper demand will be issued if you select “No”**). After all, click the “**Add**” button and the “**Continue**” button.

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eRVD Bill

Step 1 Input Account Particulars Fields with * are mandatory.

Step 2 Confirm and Submit the Application

Step 3 Application Submitted

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Account Particulars

15-digit Account No. *

xxx-xxxxx-xxxx-x-xx

Registered Payer's Name (Must be the same as the name shown on the 1st line of the Registered Payer's Name on the latest demand note) *

xxxxxxxxxxxxxx

Other Instructions *

Continue to receive paper demand by post?

☒ Yes ☐ No

Add **Clear**

Point to note:

1. Electronic demand is only applicable to 1) Quarterly Demand for Rates and/or Government rent and 2) Surcharge Demand. Other types of demand notes, such as Replacement Demand, etc, will still be issued in paper form.
2. If you opt for not receiving paper demand note, quarterly demand in paper form will no longer be sent to you. But you may change this instruction online.
3. Payer name of "The Owner/Occupier" is not acceptable for registration of eRVD Bill service.

Continue

13. Check all the account number(s) added and the option(s) for paper demand. If necessary, click the **“Remove”** button to remove the account(s) previously added or repeat Step 12 to add other account(s). After all, click the **“Continue”** button.

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eRVD Bill

Step 1
Input Account Particulars

Step 2
Confirm and Submit the Application

Step 3
Application Submitted

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Step 1 ▶ **Input Account Particulars** Fields with * are mandatory.

Account Particulars

15-digit Account No. *
E.g. 123-12345-1234-1-00

Registered Payer's Name (Must be the same as the name shown on the 1st line of the Registered Payer's Name on the latest demand note) *

Other Instructions *

Continue to receive paper demand by post?
☐ Yes ☐ No

Point to note:

- Electronic demand is only applicable to 1) Quarterly Demand for Rates and/or Government rent and 2) Surcharge Demand. Other types of demand notes, such as Replacement Demand, etc, will still be issued in paper form.
- If you opt for not receiving paper demand note, quarterly demand in paper form will no longer be sent to you. But you may change this instruction online.
- Payer name of "The Owner/Occupier" is not acceptable for registration of eRVD Bill service.

Added Account(s):
**You may click the Account No. below to view the corresponding tenement address or description.

	Account No.	Paper Demand Required
<input type="checkbox"/>	XXX-XXXXX-XXXX-X-XX	Yes

14. Review all the account number(s) and the option(s) for paper demand. Then, read “Terms & Conditions” and tick the box for agreement. Click the “**Submit**” button.

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Step 1
[Input Account Particulars](#)

Step 2
Confirm and Submit the Application

Step 3
Application Submitted

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Step 2 → Confirm and Submit the Application

Please review the information entered. Click "Submit" if the entries are correct or click "Back" for amendments. An "Acknowledgement of Receipt" with a Transaction Reference No. will be given if the submission is successfully received by the department.

Profile Information

MyGovHK Account RVD-UAT-ENG

Account(s) to be Added

Account No.	Paper Demand Required
XXX-XXXX-XXXX-X-XX	Yes

Terms & Conditions

If the addition of account is performed before the cut-off date for the bulk issue of quarterly demand, normally in the middle of March, June, September and December, you will receive the electronic demand starting from the immediately following quarter, i.e. in April, July, October and January respectively.

☒ I have read, understood and agreed with the above terms and conditions.

Back

Submit

15. Click the **“Print/Save”** button for acknowledgement.

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eRVD Bill

Add Accounts
Application Submitted

Acknowledgement of Receipt

This is to acknowledge the receipt of your submission. Please note the following details regarding your submission:

Submission Date and Time¹: **12/03/2021 14:42:55**

Transaction Reference No.: **6001 9032 8701 3791**

For enquiries, please call us at 2152 0111 during office hours on next working day and provide the above Transaction Reference No..

Added Account(s)

Account No.	Paper Demand Required
XXX-XXXXX-XXXX-X-XX	Yes

Point to note:

1. Date and time format: DD/MM/YYYY HH:MM:SS
2. It takes one working day to process the request. You may log on the system on the next working day to check if the eRVD Bill profile is successfully updated. If the account(s) is/are successfully added to the profile, a written confirmation will be sent to the registered payer of the account at his correspondence address.

If you want to retain a copy of this acknowledgement for future reference, you can first click or tap the "Print/Save" button below, then use the print or save function of your device.

Print/Save

Registration for “eRVD Bill Service” has been completed!

(Attention: A notification letter will be sent to the registered payer, informing the payer that the account has been successfully added to the eRVD Bill profile and the effective quarter for retrieving the electronic demand from RVD.)