

eRVD Bill Service – Registration Procedures



1. Visit the web site of Rating & Valuation Department, <http://www.rvd.gov.hk/en/index.html>, then click the short cut icon for “eRVD Bill Service”.

GovHK 香港政府一站通


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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. 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 your rates and/or Government rent account. There are numerous benefits:

- By receiving electronic demand notes, you can help saving paper and the environment;
- No delay or mail loss due to postage. You can receive your electronic demand via 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 note, 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 due date;
- No more space is needed for keeping the paper demand notes; and
- You can easily retrieve the electronic demand for the past 8 quarters (starting from the effective quarter after the successful registration of eRVD Bill service).

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. One eRVD Bill profile can add more than one rates and/or Government rent account. 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 to update the eRVD Bill profile. 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.)

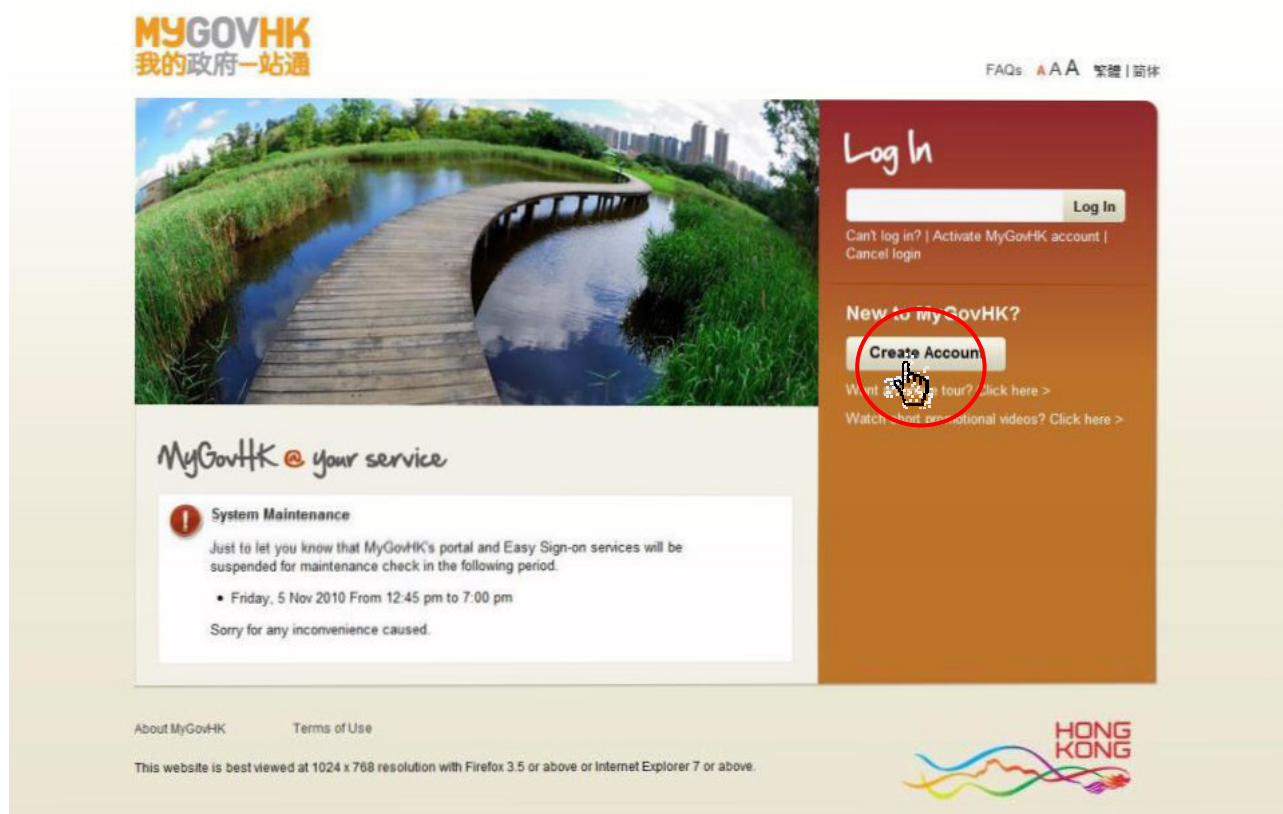
Enter

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2. After reading the messages, go to MyGovHK login page by clicking the “Enter” button.

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3. Click **“Create Account”** button in the Login Page.

The screenshot shows the MyGovHK registration interface. At the top, there is a banner with the MyGovHK logo and a 'Welcome!' message. Below the banner, the 'Terms of Use' section is displayed, containing several paragraphs of text. A checkbox labeled 'I have read and agree to the above Terms of Use' is checked. Below the terms, there is an 'Authentication' box with a visual captcha. The captcha image shows the characters 'p8773'. A red circle highlights the 'Continue' button. At the bottom of the page, there are links for 'About MyGovHK' and 'Terms of Use', and the Hong Kong Government logo.

MYGOVHK
我的政府一站通

FAQs A A 繁體 | 簡體

Welcome!
You are just a few steps away from connecting to your personal government services.

Terms of Use

(Demo Page for Project Team Internal Preview)

1. The following are the terms and conditions for the Uses of MyGovHK ("the Terms"). 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.

Services and functions provided in the Portal

3. The services in the Portal are provided on an "AS IS" basis. Procedures may be provided for the use of any of the services from time to time as the Government sees necessary. Notwithstanding anything provided herein, the Government may add, modify, suspend and/or terminate any services (including without limitation the Link up, Easy sign-on function, the Pre-filing function and Email alert function) and any procedures for the use of such services without giving any prior notice to any user (including a MyGovHK account holder).

Governing Law

74. The Terms shall be governed and construed in accordance with the laws of the Hong Kong Special Administrative Region.

October 2010

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

Authentication Visual Audio

Enter the characters in the picture
p8773

Refresh

Continue Cancel

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4. Please read and tick the box to agree all "Terms of Use". Then, enter the shown characters in the "Authentication" box and click "Continue" button.

MYGOVHK
我的政府一站通

FAQs A A A 繁體 | 简体

Welcome!
You are just a few steps away from connecting to your personal government services.

Please provide the following information to create your account. Fields with * are mandatory.

* Username
This username is available.

Safe Password Management ☐ Enforce safe password management

* Password
Password Strength ■ ■ ■ Moderate

* Re-enter Password

* Nick Name (Alias)

* Email Address

Mobile Number (852 – HK area code)

* Secret Question

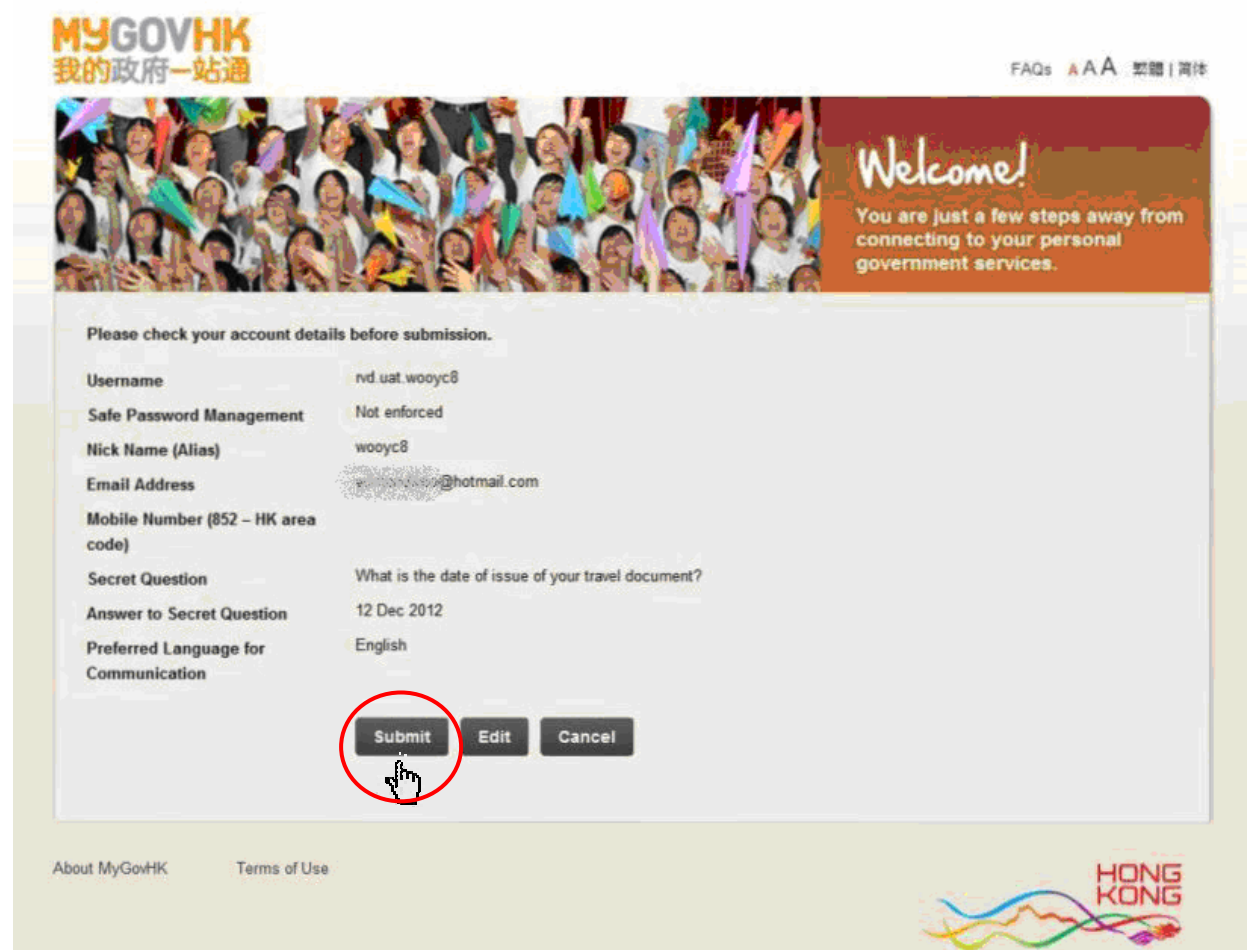
* Answer to Secret Question

* Preferred Language for Communication

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5. Fill in the required information and options. Check all data and click the “Submit” button.



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FAQs A A A 繁體 | 簡體

Welcome!
You are just a few steps away from connecting to your personal government services.

Please check your account details before submission.

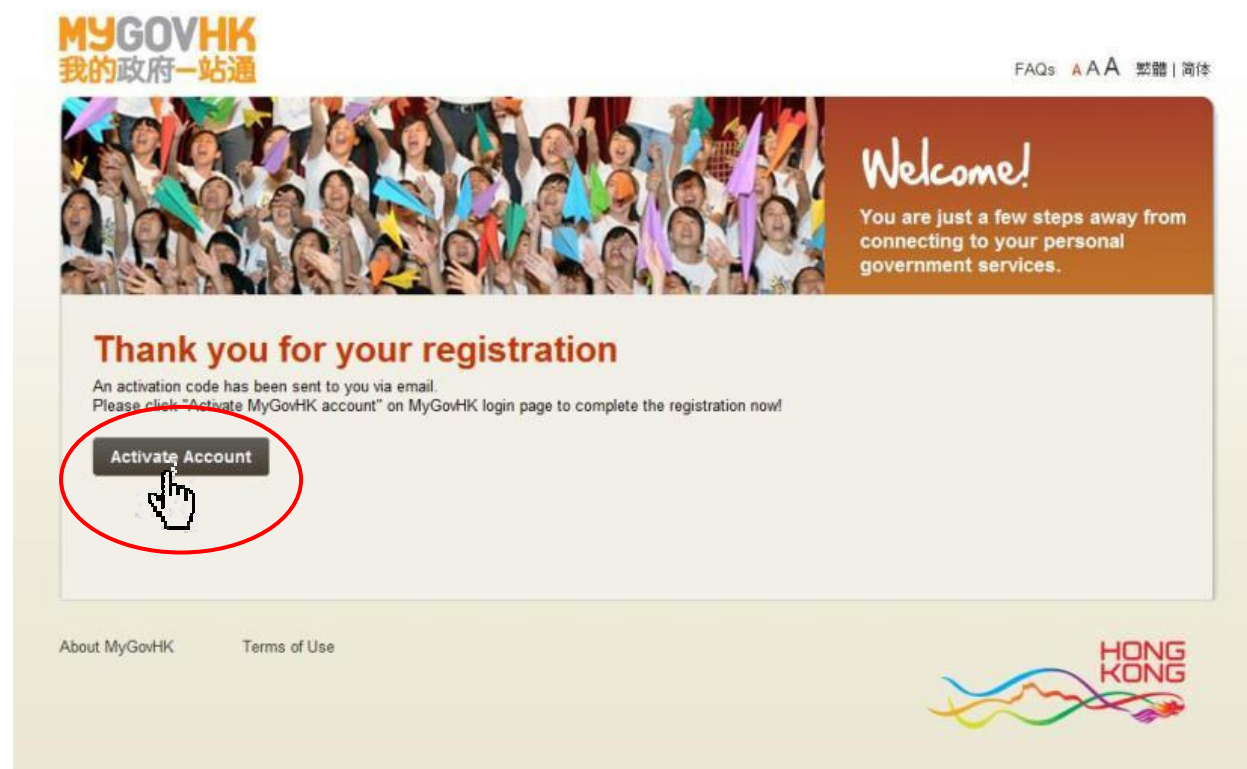
Username	rvd.uat.wooyc8
Safe Password Management	Not enforced
Nick Name (Alias)	wooyc8
Email Address	*****@hotmail.com
Mobile Number (852 – HK area code)	
Secret Question	What is the date of issue of your travel document?
Answer to Secret Question	12 Dec 2012
Preferred Language for Communication	English

Submit Edit Cancel

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6. Verify all data then click “**Submit**” button; or, if necessary, click “Edit” button to edit in the previous page and submit again.



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FAQs A A A 繁體 | 簡體

Welcome!
You are just a few steps away from connecting to your personal government services.

Thank you for your registration

An activation code has been sent to you via email.
Please click “Activate MyGovHK account” on MyGovHK login page to complete the registration now!

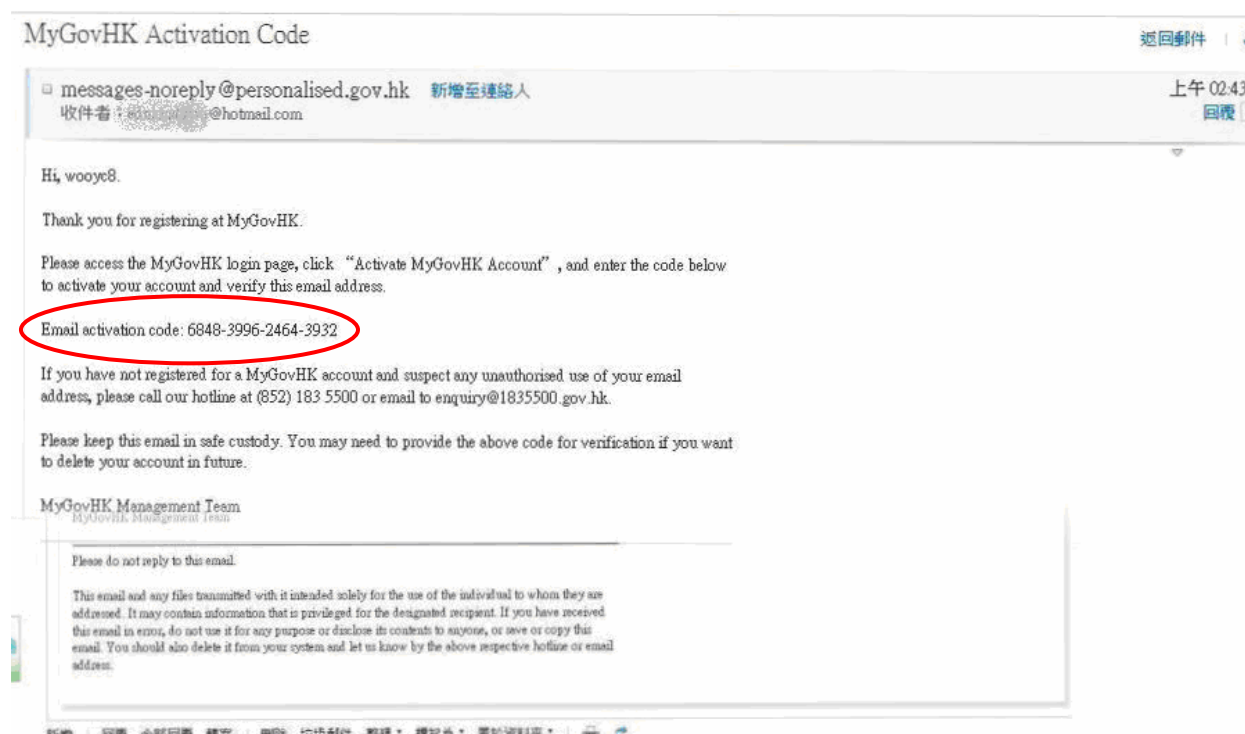
Activate Account

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7. Click the “**Activate Account**” button.

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8. Check your registered Email box and open the Email containing the "Activation Code"

This is a screenshot of the 'Activate MyGovHK Account' page on the MyGovHK website. The page has a header with the MyGovHK logo and '我的政府一站通'. The main heading is 'Activate MyGovHK Account'. Below this, it says 'Hi, wooyc8!'. There are two input fields: the first is for the activation code, containing '6848-3996-2464-3932' (circled in red), and the second is for the password, containing '*****' (circled in red). Between the fields is the word 'AND'. Below the password field is a checkbox labeled 'I am using a public / shared computer.' and a note: 'To protect your personal information, please click "Log Out" and close all browser window(s) after using your MyGovHK account.' At the bottom of the form are two buttons: 'Submit' (circled in red with a mouse cursor icon) and 'Cancel'. The footer contains links for 'About MyGovHK' and 'Terms of Use', and the Hong Kong logo.

9. Enter your "Activation Code" and "Password", then click "Submit".

Activation of "MyGovHK" Account is completed. You will be directed to "eRVD Bill Service" registration procedures consequently.

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

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System Requirements

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Enter



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10. After reading the messages, click the “**Enter**” button.

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


Required Items

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

 **Adobe Acrobat Reader Asian Font Packs**
For proper display and printing of Chinese characters. [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

1. Electronic demand is only applicable to quarterly Demand for Rates and/or Government Rent. Other types of demand notes, such as surcharge demand, will still be issued in paper form.

2. eRVD Bill customers can opt online to suppress paper demand notes or demand schedules (demand schedules are applicable to consolidated accounts only) or resume paper documents. The instruction will take effect from the next quarter. Paper demand note/schedule will be sent by post to the registered payer at his/her correspondence address.

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

Continue

11. Please read and tick the box to agree all “Terms & Conditions”. Then, click the “**Continue**” button to enter the “eRVD Bill Service” registration procedures.

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eRVD Bill

Step 1 Input Rates and/or Government Account Particulars Fields with * are mandatory

Step 1 Input Rates and/or Government Account Particulars

Step 2 Confirm and submit application

Step 3 Receive acknowledgement

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15-digit Account Number*

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

Add **Clear**

Continue

Footnote:

1. Electronic demand is only applicable to quarterly Demand for Rates and/or Government rent. Other types of demand notes, such as surcharge demand, 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.

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12. In the designated boxes, input the 15-digit account number of the proposed “eRVD Bill” account and the **1st line** of Registered Payer’s name shown on the latest demand note (**Must be identical, including spaces**). To select the paper demand option by ticking the “Yes” or “No” box. Click the **“Add”** button.

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eRVD Bill

Step 1 Input Rates and/or Government Account Particulars Fields with * are mandatory.

Step 2 Confirm and submit application

Step 3 Receive acknowledgement

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15-digit Account Number*

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

Add **Clear**

Point to note:

1. Electronic demand is only applicable to quarterly Demand for Rates and/or Government rent. Other types of demand notes, such as surcharge demand, 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.

Account(s) Added:

**You may click the account number below to view the corresponding tenement address or description.

Account Number	Paper Demand Required
150800-7800-00	Yes

Amend **Remove**

Continue

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13. Check all account number(s) added and the options for paper demand(s); if necessary, click “Amend” button to go back to previous screen to amend and re-add; or repeat Procedure 12. to add other account(s). Lastly, click “Continue” button.

The screenshot shows the 'GovHK 香港政府一站通' website with the 'eRVD Bill' service. The page is in the 'Step 2: Confirm and submit application' stage. On the left, a sidebar lists 'Step 1: Input Rates and/or Government Account Particulars', 'Step 2: Confirm and submit application' (highlighted), and 'Step 3: Receive acknowledgement'. Below this are links for 'FAQs', 'Help Desk', and 'Performance Pledge'. The main content area displays 'MyGovHK Account' as 'RVD.UAT.WO0YC8'. Below this, a table shows 'Account Number' as '130080478000' and 'Paper Demand Required' as 'Yes'. This table is circled in red. Below the table is a 'Terms & Conditions' section with a paragraph of text. At the bottom of this section, there is a checkbox labeled 'I have read, understood and agreed with the above terms and conditions.', which is also circled in red. At the bottom right of the form, there are 'Back' and 'Submit' buttons, with the 'Submit' button circled in red and a mouse cursor clicking it. The footer contains links for 'About GovHK', 'Copyright Notice', 'Privacy Policy', and 'Disclaimer', along with the 'HONG KONG' logo.

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eRVD Bill

Step 1
Input Rates and/or
Government
Account
Particulars

Step 2
Confirm and
submit application

Step 3
Receive
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Step 2 → Confirm and submit application

MyGovHK Account RVD.UAT.WO0YC8

Account Number	Paper Demand Required
130080478000	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 of the following year respectively.

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

Back Submit

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14. Verify all account number(s) added and the options for paper demand(s), then, read and tick the box to agree all “Terms & Conditions”. Click “**Submit**” button.

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eRVD Bill

Step 1
Input Rates and/or
Government
Account
Particulars

Step 2
Confirm and
submit application

Step 3
Receive
acknowledgement

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Step 3 → Receive acknowledgement

Application Details

Application Date/Time (DD/MM/YYYY HH:MM) **05/11/2010 11:08**

Transaction Reference Number **6001 0110 5100 0069**

Profile Information

MyGovHK Account: **RVD.UAT.WO0YC8**

Account(s) Added

Account Number	Paper Demand Required
15-060780-0-0	Yes

Point to note:
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.

It is recommended that you Save or Print a hard copy of this page.

Save

Print

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15. Click “Save” or “Print” button for this acknowledgement page for your future reference.

Registration Procedures for “eRVD Bill Service” are completed!