



Office of the  
Telecommunications Authority

**Information Technology Section**  
**Office of the Telecommunications Authority**

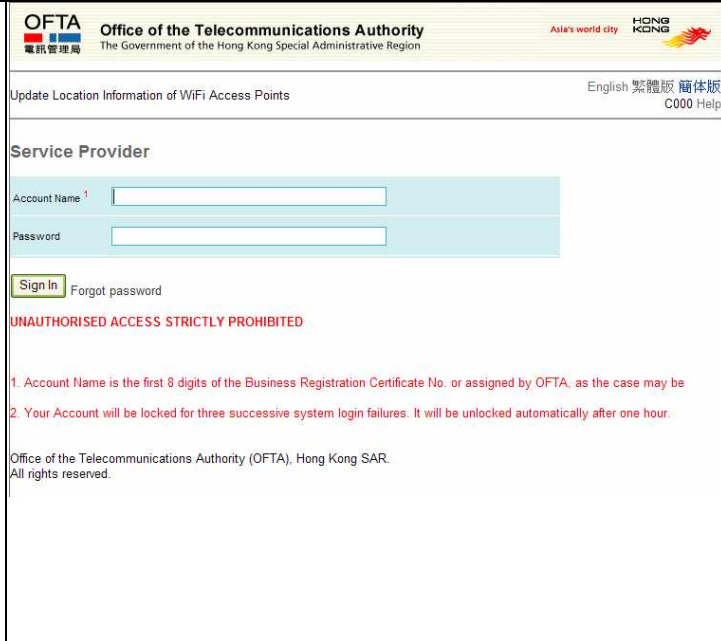
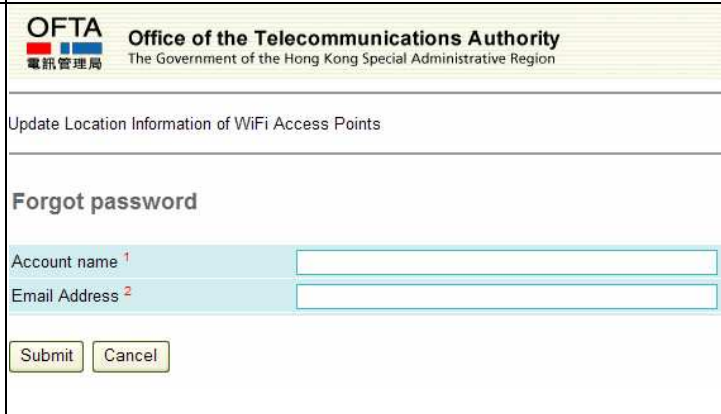
**WiFi Access Points Registration System Operation Guide**

Version 3.4

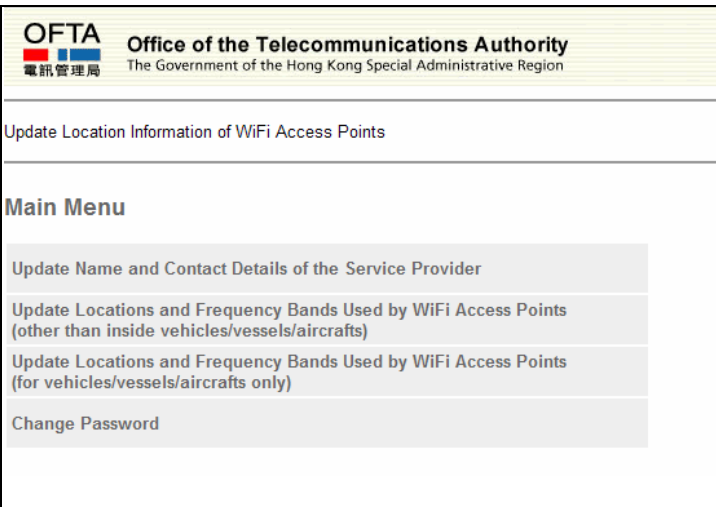
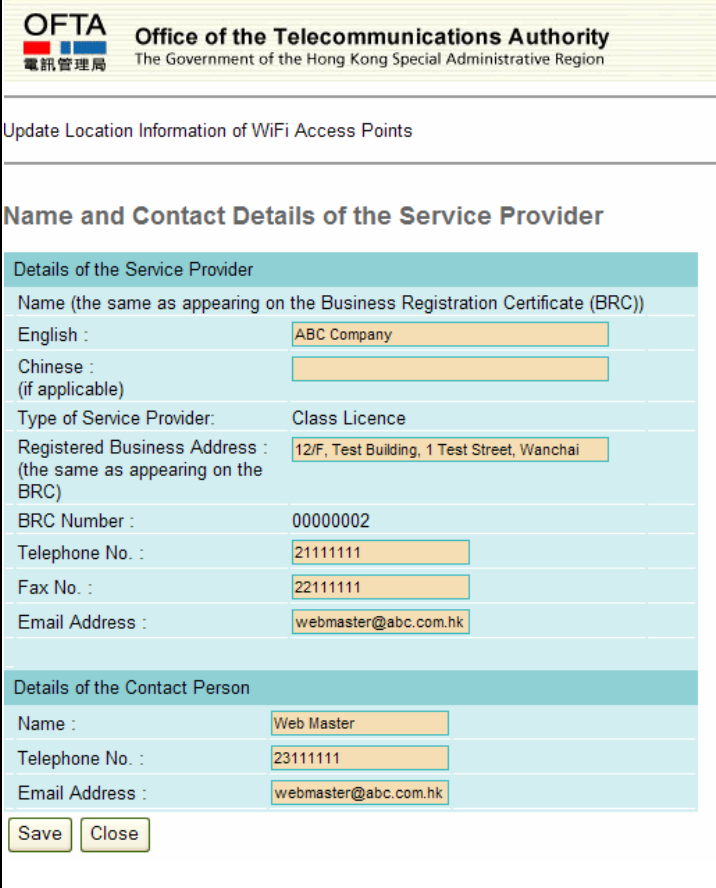
Mar 2008


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## A. Service Provider Log-on


<p>Login to WiFi Access Points Registration System from:  <a href="https://apps.ofta.gov.hk/clar/content/lic_login.asp">https://apps.ofta.gov.hk/clar/content/lic_login.asp</a></p> <p>Account Name is the first 8 digits of the Business Registration Certificate No. (if available) or assigned by OFTA.</p> <p>The assigned password will expire after your first login. You are therefore required to change the password and the changed password will expire after 3 months.</p> <p>The account will be locked after 3 successive system login failures. It will be unlocked automatically after 1 hour.</p>	
<p>In case you forget your password, click on the link “Forgot Password” and request us to re-send the login information by supplying the account name and corresponding email address.</p> <p>Login information will be sent to the registered email address afterward.</p>	

## B. Update Name and Contact Details

<p>From Main Menu, click the link “Update Name and Contact Details of the Service Provider”.</p>	
<p>Check and update the information. Click the “Save Changes” link at bottom left when finished to update the changes.</p> <p>Or click “Close” to cancel all changes and return to Main Menu.</p>	

<p>After changes are saved, an acknowledgement page will be shown with a reference number.</p> <p>This reference number should be quoted to us in case there is any problem with the updated data.</p>	<div data-bbox="699 203 1374 277"><b>OFTA</b> Office of the Telecommunications Authority The Government of the Hong Kong Special Administrative Region</div> <hr/> <p data-bbox="676 327 1147 353">Update Location Information of WiFi Access Points</p> <hr/> <p data-bbox="676 398 995 425"><b>ACKNOWLEDGEMENT</b></p> <p data-bbox="676 477 1102 504"><b>Records have been updated successfully.</b></p> <p data-bbox="676 544 1110 571"><b>Reference Number: 20070411171726000026</b></p> <p data-bbox="676 638 1278 689"><b>Please provide OFTA with the Reference Number above in case you find any problem with the updated data.</b></p> <p data-bbox="676 772 743 799"><input type="button" value="Next"/></p>
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## C. Update Locations and Frequency Bands Used by WiFi Access Points

<p>Depends on what type of WiFi Access Points is required to update from Main Menu, click either the links:</p> <ul style="list-style-type: none"> <li>▪ “Update Locations and Frequency Bands Used by WiFi Access Points” (other than inside vehicles/vessels/aircrafts); or</li> <li>▪ “Update Locations and Frequency Bands Used by WiFi Access Points” (for vehicles/vessels/aircrafts only)</li> </ul> <p>After clicking the link, you will enter the list view of WiFi Access Points.</p>	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #f2f2f2; padding: 5px;">  <b>Office of the Telecommunications Authority</b>  <small>The Government of the Hong Kong Special Administrative Region</small> </div> <hr/> <p style="text-align: center;">Update Location Information of WiFi Access Points</p> <hr/> <p><b>Main Menu</b></p> <ul style="list-style-type: none"> <li style="background-color: #f2f2f2; padding: 2px 5px;">Update Name and Contact Details of the Service Provider</li> <li style="background-color: #f2f2f2; padding: 2px 5px;">Update Locations and Frequency Bands Used by WiFi Access Points (other than inside vehicles/vessels/aircrafts)</li> <li style="background-color: #f2f2f2; padding: 2px 5px;">Update Locations and Frequency Bands Used by WiFi Access Points (for vehicles/vessels/aircrafts only)</li> <li style="background-color: #f2f2f2; padding: 2px 5px;">Change Password</li> </ul> </div>
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## I. View List of WiFi Access Points

You may switch WiFi Access Points to vehicles/vessels and other locations from the tags “Vehicles/Vessels/Aircrafts” and “Others”.

In the list view of WiFi Access Points, you can find all your WiFi Access Points published on the website or being vetted for publication.

Click on the underlined column headers to sort the list in ascending order based on that column.

The following letters are used to show the current status of the WiFi Access Points:

- **P** – The information of the WiFi Access Point is published on OFTA website.
- **V** – Changes have been made and are being vetted by OFTA.
- **S** – The publication of the information of the WiFi Access Point is suspended by OFTA.
- **D** – The WiFi Access Point is requested to be deleted from the list.

The frequency band(s) used by the WiFi Access Points will be highlighted in red.

Click on the link “Printer-Friendly List” to generate a list of WiFi Access Points in text-only format.

To return to Main Menu, click the link “Main Menu” in the top right corner of the browser.

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Update Location Information of WiFi Access Points
A/C:00000002 L003  
Main Menu Help

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**Summary of Locations and Frequency Bands Used by WiFi Access Points**

Vehicles / Vessels / Aircrafts
Others

Number of Registered Locations other than Vehicles/Vessels/Aircrafts : 2

Total Number of WiFi Access Points : 2
Records per Page : 10

Page : 1 of 1
Records per Page : 10

Add New Location
Date of Cessation of Service (yyyy-mm-dd) : 
Confirm Cessation of Service

\* P - Published on OFTA website   V - Changes to be vetted by OFTA   S - Suspended  
 D - The WiFi Access Point is requested to be deleted from the list   [Printer-Friendly List](#)

* Status	ID No.	District	Detailed Address	No. of AP	Type	Freq. Band In Use	
P	0001	Central & Western	G/F, Qwerty Building, 3 Asd Street	1		2.4GHz / 5.1GHz / 5.4GHz / 5.7GHz	<input type="checkbox"/>
P	0002	Eastern	G/F, Yuiop Building, 5 Poiuy Street <span style="color: red;">*GovWiFi</span>	1	G	2.4GHz / 5.1GHz / 5.4GHz / 5.7GHz	<input type="checkbox"/>

Page : 1 of 1
Records per Page : 10

## II. Add New WiFi Access Points

Click the link “Add New Location” or “Add New Vehicle/Vessel/Aircraft” in the list view of WiFi Access Points.

Input all necessary information of the new WiFi Access Point, including the location and frequency band(s) used by the new WiFi Access Point. (Note: “Approval Code” is only applicable to Fixed Carrier Licence and “GovWiFi” should be “Yes” if the location is under the GovWiFi programme.)

Click on “Add New” to add the new WiFi Access Point.

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Update Location Information of WiFi Access Points

**Details of the Location of WiFi Access Points**

ALL fields on this page are mandatory, if applicable.

**Location**

Unit -

Floor -

Block -

Building /Phase -

Estate / Village -

Street No. & Name -

District -

Area -

No. of Access Point -

GovWiFi (Yes/No)  Yes  No

**Frequency Band(s) In Use**

2400.0 - 2483.5 MHz	<input type="checkbox"/>
5150.0 - 5350.0 MHz	<input type="checkbox"/>
5470.0 - 5725.0 MHz	<input type="checkbox"/>
5725.0 - 5850.0 MHz	<input type="checkbox"/>

An acknowledgement page will be shown with a reference number which indicates that the changes have been successfully submitted to OFTA.

Click the link “Next” to return to Main Menu.

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Update Location Information of WiFi Access Points

**ACKNOWLEDGEMENT**

Records have been updated successfully.  
Action : Add Location

Reference Number: 20070411181939000164

Please provide OFTA with the Reference Number above in case you find any problem with the updated data.

### III. Update Existing WiFi Access Points

Click on each individual WiFi Access Point in the list view to display the detailed information of the WiFi Access Point concerned.

Information that is being vetted by OFTA will be highlighted.

You may update any information of the WiFi Access Point if the current status is either published or under vetting. (Note: “Approval Code” is only applicable to Fixed Carrier Licence and “GovWiFi” should be “Yes” if the location is under the GovWiFi programme.)

Click on “Save Changes” to save the changes.

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Update Location Information of WiFi Access Points

**Location and Frequency Bands Used by the WiFi Access Points**

Current Status of WiFi Access Points:  
Published on OFTA website

Location (ID No. : 0001)

Unit -

Floor -

Block -

Building /Phase -

Estate / Village -

Street No. & Name -

District -

Area -

No. of Access Point -

GovWiFi (Yes/No)  Yes  No

**Frequency Band(s) In Use**

2400.0 - 2483.5 MHz	<input checked="" type="checkbox"/>
5150.0 - 5350.0 MHz	<input type="checkbox"/>
5470.0 - 5725.0 MHz	<input type="checkbox"/>
5725.0 - 5850.0 MHz	<input type="checkbox"/>

**Notification of Cessation of Operation of WiFi Access Points**

Date of Cessation of Service (yyyy-mm-dd) -

An acknowledgement page will be shown with a reference number which indicates that the changes have been successfully submitted to OFTA.

Click the link “Next” to return to the list view of WiFi Access Points.

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Update Location Information of WiFi Access Points

**ACKNOWLEDGEMENT**

Records have been updated successfully.  
Action : Update Location

Reference Number: 20070411182113000185

Please provide OFTA with the Reference Number above in case you find any problem with the updated data.

### IV. Deletion of WiFi Access Points from the List

Please note that only WiFi Access Points published in the list can be deleted.

To delete one or more WiFi Access Points, input the cessation date of the service of the WiFi Access Points with format YYYY-MM-DD in the input box on the top of the list.

Check the checkboxes of those WiFi Access Points that will be deleted on the specified cessation date.

Click the link “Confirm Cessation of Service” and a confirmation box will be prompt to confirm the cessation of those marked WiFi Access Points.

An acknowledgement page will be shown with a reference number which indicates that the changes have been successfully submitted to OFTA.

Click the link “Next” to return to the list view of WiFi Access Points.

The status of those marked WiFi Access Points will be changed to “D – Deleted from the list on [cessation date]”.



## D. Change Password


From Main Menu, click the link “Change Password”.

After clicking the link, you will enter the page for changing password.

Input the original password and new password (twice), and then click on “Save Changes”.

Please note that the new password must be at least 8 digits in length with alphanumeric characters. The password is case-sensitive and with no space.

<p>From Main Menu, click the link “Change Password”.</p> <p>After clicking the link, you will enter the page for changing password.</p> <p>Input the original password and new password (twice), and then click on “Save Changes”.</p> <p>Please note that the new password must be at least 8 digits in length with alphanumeric characters. The password is case-sensitive and with no space.</p>	<div style="text-align: right;">  <b>Office of the Telecommunications Authority</b>  <small>The Government of the Hong Kong Special Administrative Region</small> </div> <hr/> <p style="text-align: center;">Update Location Information of WiFi Access Points</p> <hr/> <p><b>Main Menu</b></p> <ul style="list-style-type: none"> <li style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">Update Name and Contact Details of the Service Provider</li> <li style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">Update Locations and Frequency Bands Used by WiFi Access Points (other than inside vehicles/vessels/aircrafts)</li> <li style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">Update Locations and Frequency Bands Used by WiFi Access Points (for vehicles/vessels/aircrafts only)</li> <li style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">Change Password</li> </ul> <hr/> <div style="text-align: right;">  <b>Office of the Telecommunications Authority</b>  <small>The Government of the Hong Kong Special Administrative Region</small> </div> <hr/> <p style="text-align: center;">Update Location Information of WiFi Access Points</p> <hr/> <p><b>Change Password</b></p> <div style="background-color: #e0f2f1; padding: 10px; border: 1px solid #ccc;"> <p>The Password should contain eight alphanumeric characters at minimum with no space. The password is case-sensitive.</p> <p>Original Password : <input style="width: 150px;" type="password" value="....."/></p> <p>New Password : <input style="width: 150px;" type="password" value="....."/></p> <p>Retype New Password : <input style="width: 150px;" type="password" value="....."/></p> </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Save Changes"/> <input type="button" value="Close"/> </div>
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<p>An acknowledgement page will be shown with a reference number which indicates that the changes have been successfully submitted to OFTA.</p> <p>Click the link “Next” to return to Main Menu.</p>	<div data-bbox="694 203 1398 280"> <b>Office of the Telecommunications Authority</b> The Government of the Hong Kong Special Administrative Region</div> <hr/> <p data-bbox="678 315 1098 338">Update Location Information of WiFi Access Points</p> <hr/> <p data-bbox="678 376 962 405"><b>ACKNOWLEDGEMENT</b></p> <p data-bbox="678 450 1058 501"><b>Records have been updated successfully.</b> <b>Action : Change Password</b></p> <p data-bbox="678 533 1066 555"><b>Reference Number: 20070411172722000045</b></p> <p data-bbox="678 618 1380 665"><b>Please provide OFTA with the Reference Number above in case you find any problem with the updated data.</b></p> <p data-bbox="678 734 735 768"><input type="button" value="Next"/></p>
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