KWOON CHUNG MOTORS COMPANY LIMITED
3/F, No. 8 Chong Fu Road, Chai Wan, Hong Kong **Tel:** 3193 9398 **Registration System:** https://school.kcm.com.hk/gsis **Email:** gsis@kcm.com.hk

German Swiss International School

Guidelines for Bus Application Submission

For New Family / Students to be using Kwoon Chung bus service

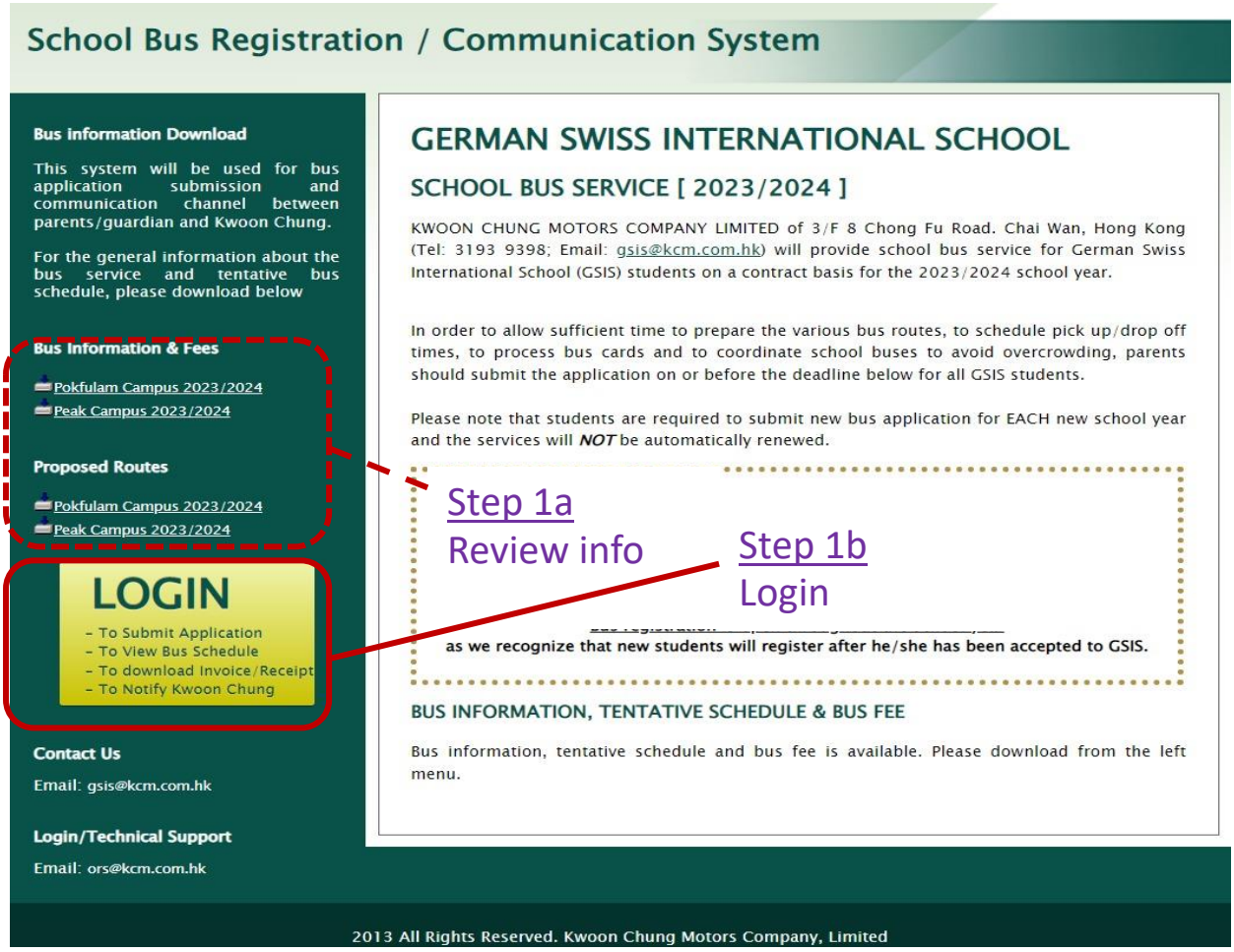
3 Things to be prepared before submitting bus registration

1. **Information page login ID & password**
   - *Please login to https://www.gsis.edu.hk -> **GSIS email to parents / GSIS Gazette #99** for details*
2. **GSIS Student No.**
   - *e.g. first "6 digits" **(e.g. 312000)** of the student's GSIS email address (312000@learning.gsis.edu.hk)*
3. **Student Photo**
   - *In case the student photo is not available yet, please continue to submit the bus application for bus company to process the bus route and size of the buses etc. Parents may upload the photo later, by login to the system and click on "Bus Application - Upload Photo" on the left.*
4. **It will take approx. 12-15mins to complete the submission per student.**

When it is ready.....!

11 steps/pages to complete the application submission!

Step 1 – Review the information and Login System

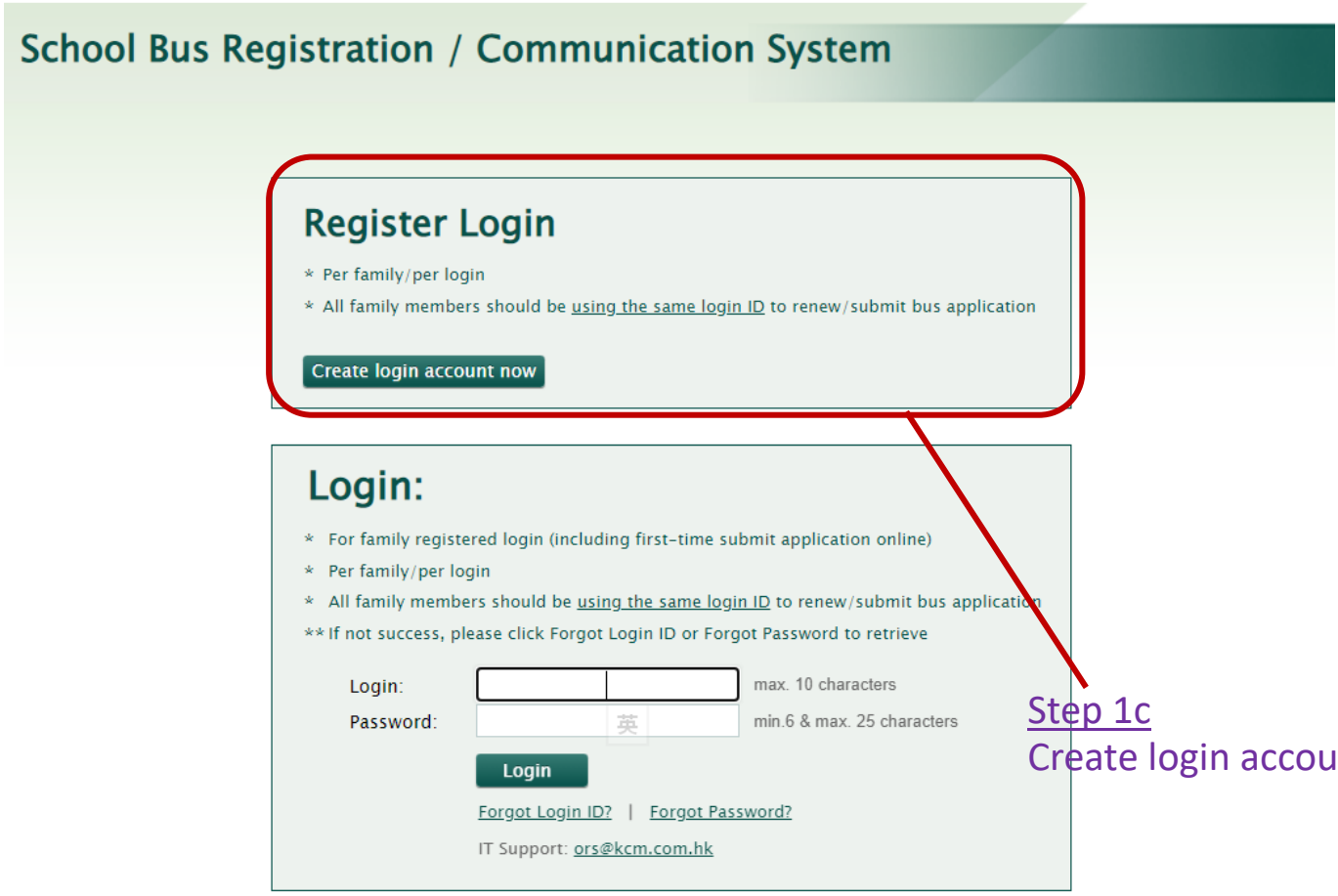


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Step 1 – Login System

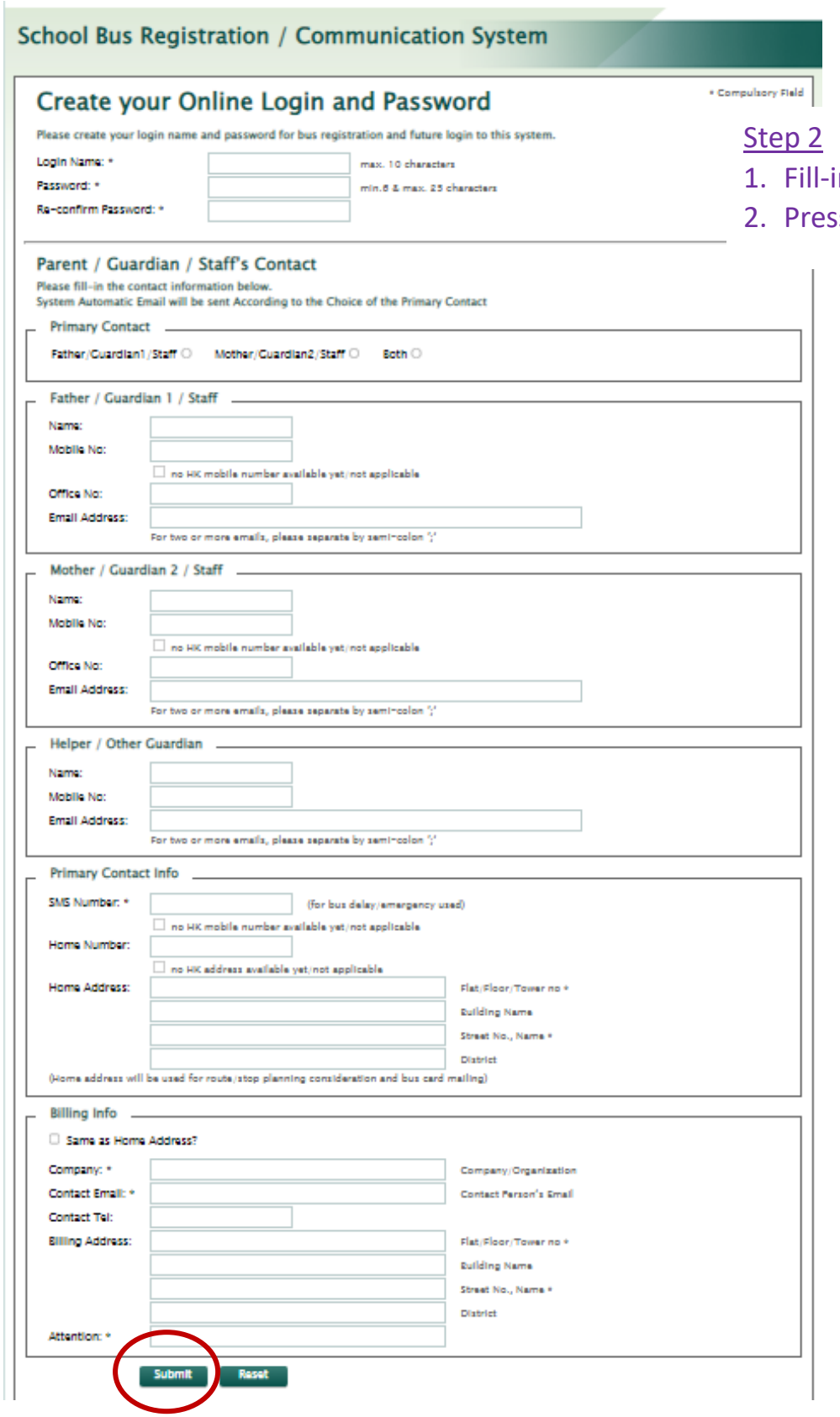


Step 1c
Create login account

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Step 2 – Create login ID & Password & Fill-in parent / guardian's contact



Step 2

1. Fill-in the information
2. Press "Submit" to continue

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Step 3 – Create login ID & Password & Fill-in parent / guardian's contact



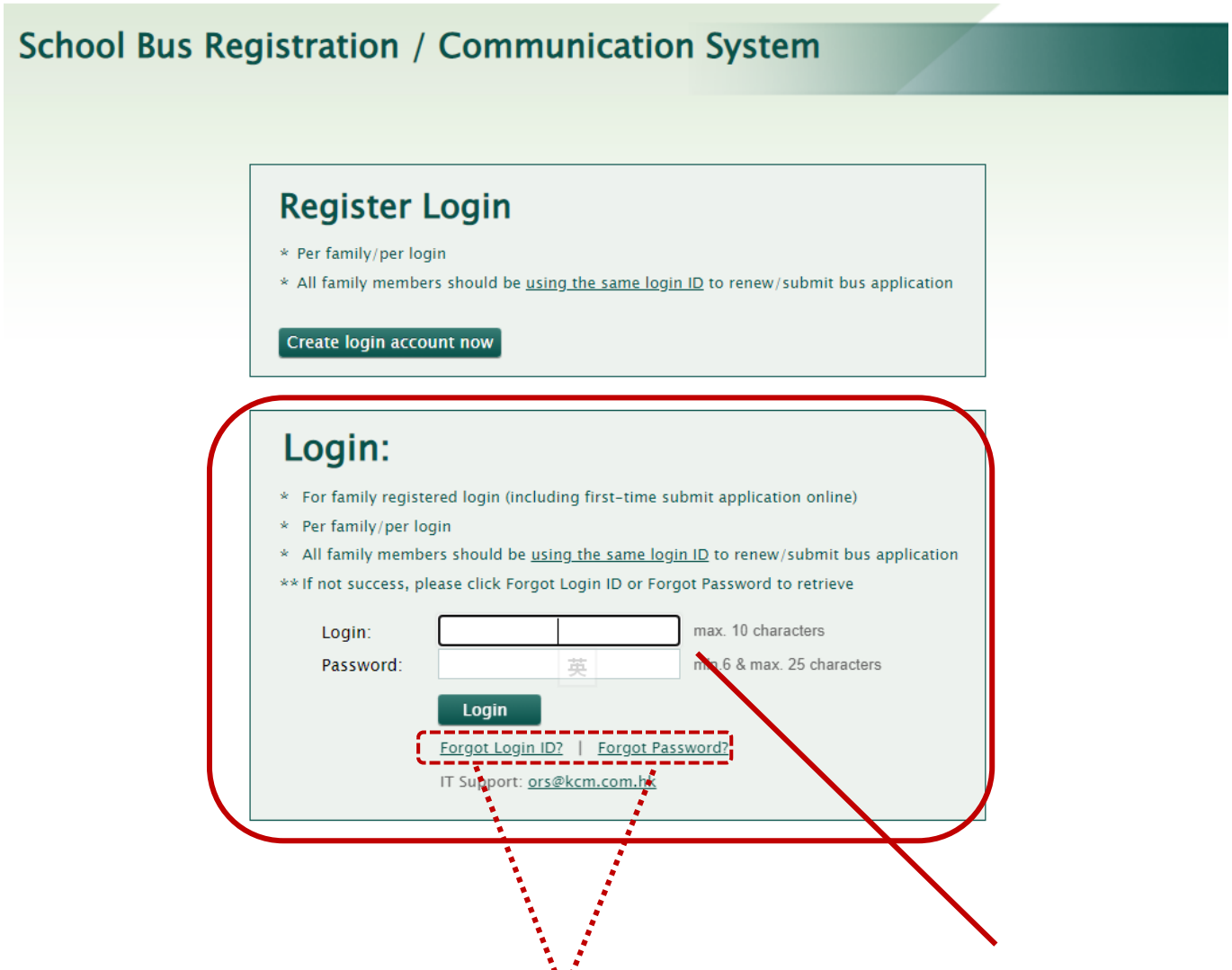
Step 3

Click "Login Now" to activate newly registered "Login ID" & "Password"

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Step 4 – Use the registered login & password to login system



Step 4a
If the created Login ID and/or Password was forgotten, press HERE

Step 4
Use the registered Login ID & Password to login

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Step 5 – Bus Application



Step 5

1. Choose "Bus Application"
2. Choose "New Application"

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Step 6 – Follow steps to fill-in student information



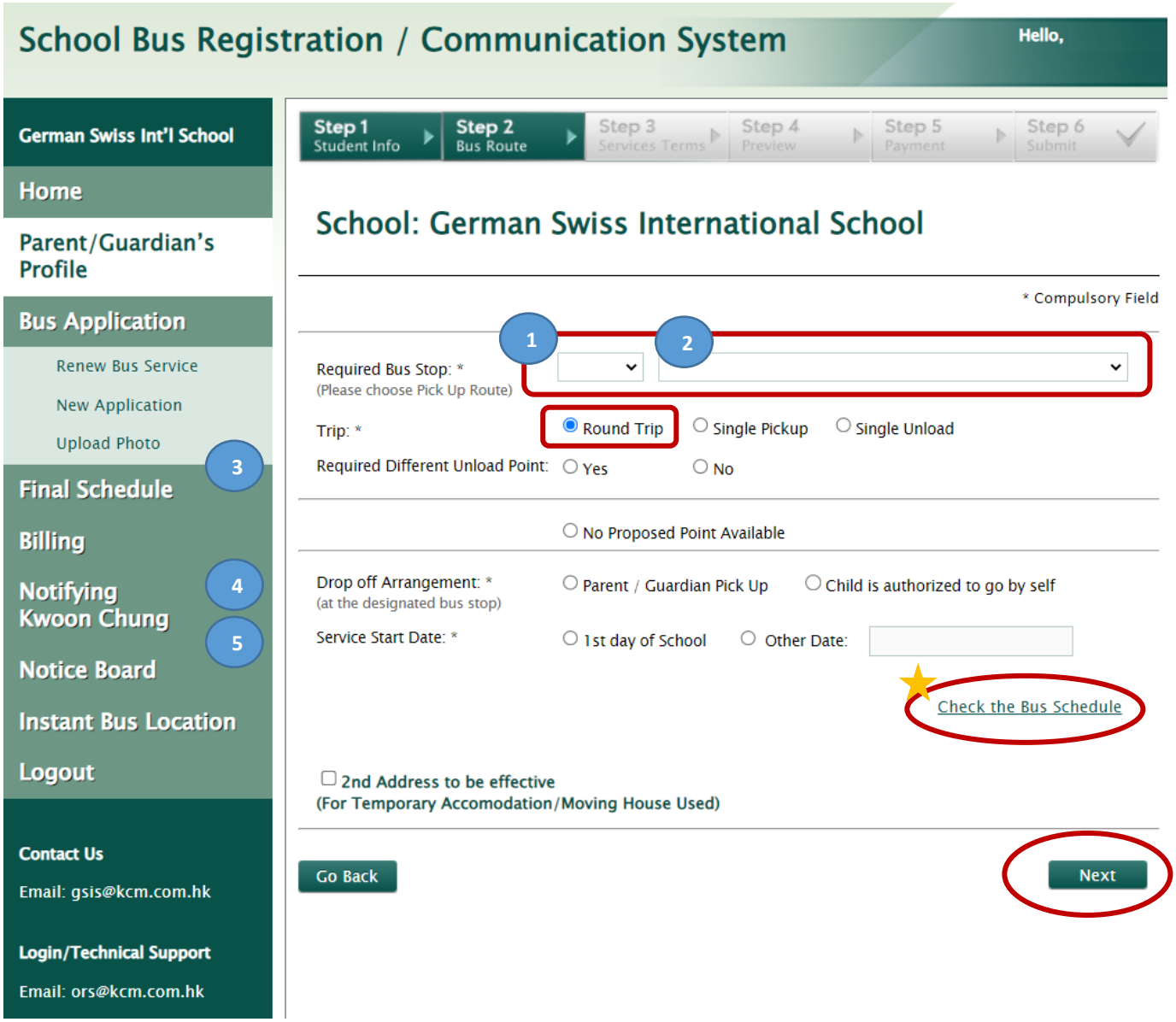
Step 6

1. Fill-in student information
2. Upload student photo
   **** You may upload later by login the system and click the menu "Upload Photo" on the left hand size under bus application*
3. Press "Next" to continue

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Step 7 – Choose "Bus route", "Trip", "Drop off arrangement" & "Service start date"



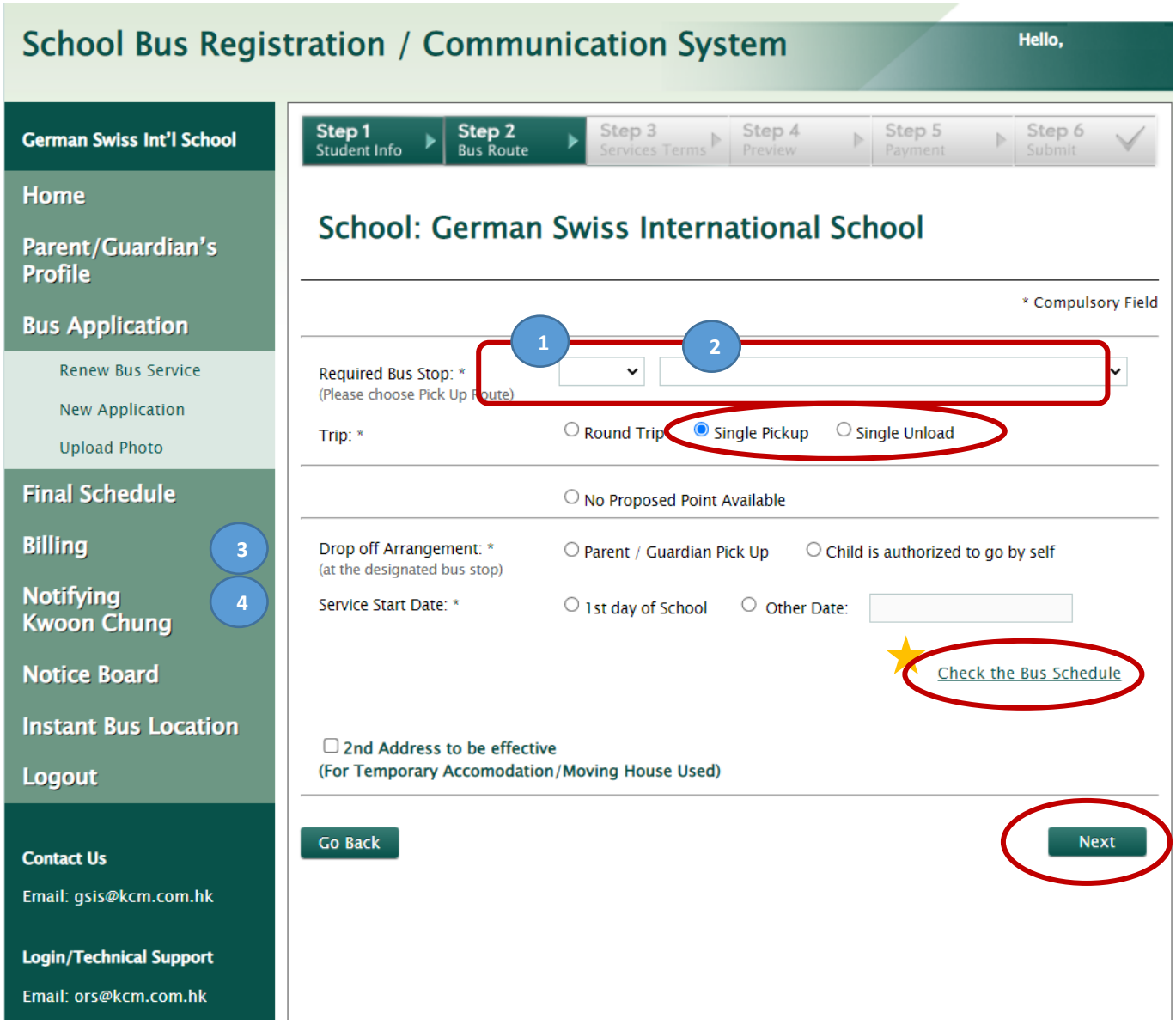
Step 7a – *Round Trip*

1. Choose ① Route Number & ② **PICK UP** Stop
   You may click ★ "Check the Bus Schedule" for Route Number & Pick up Stop
2. Choose "Round Trip"
3. If require different unload point against to pick up stop, please choose "Yes", otherwise, the unload stop is defaulted as the same as pick up stop
4. Please confirm the "Drop off Arrangement" *(For K03-K04, Y04-Y06 Student)*
5. Choose "Service Start Date"
6. Press "Next" to continue

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Step 7 – Choose "Bus route", "Trip", "Drop off arrangement" & "Service start date"



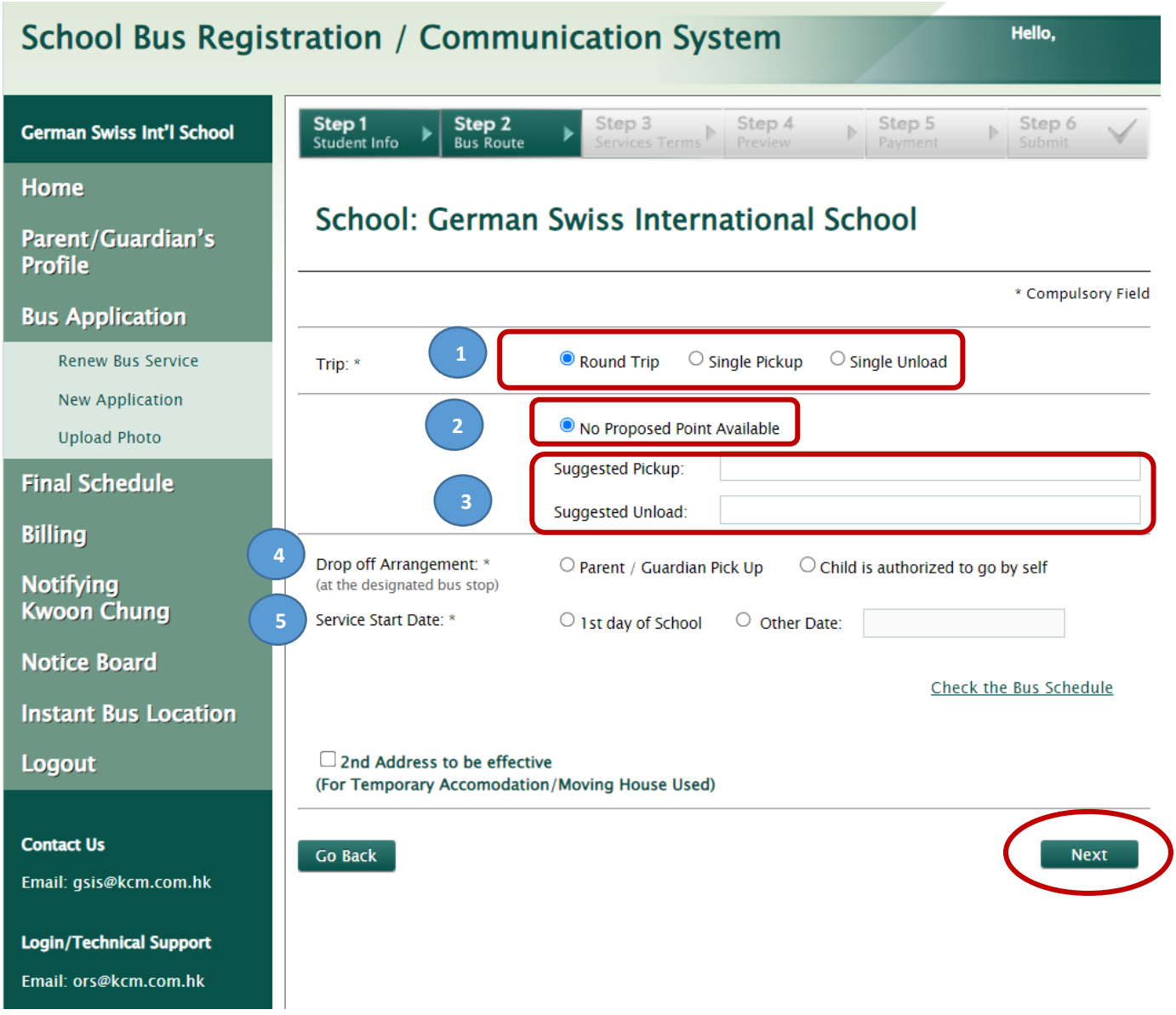
Step 7b – *Single Trip*

1. Choose ① Route Number & ② Stop
   You may click ★ "Check the Bus Schedule" for Route Number & Pick up Stop
2. Choose "Single Pickup" or "Single Unload"
3. Please confirm the "Drop off Arrangement" *(For K03-K04, Y04-Y06 Student)*
4. Choose "Service Start Date"
5. Press "Next" to continue

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Step 7 – Choose "Bus route", "Trip", "Drop off arrangement" & "Service start date"



Step 7c – *No Propose Point Available*

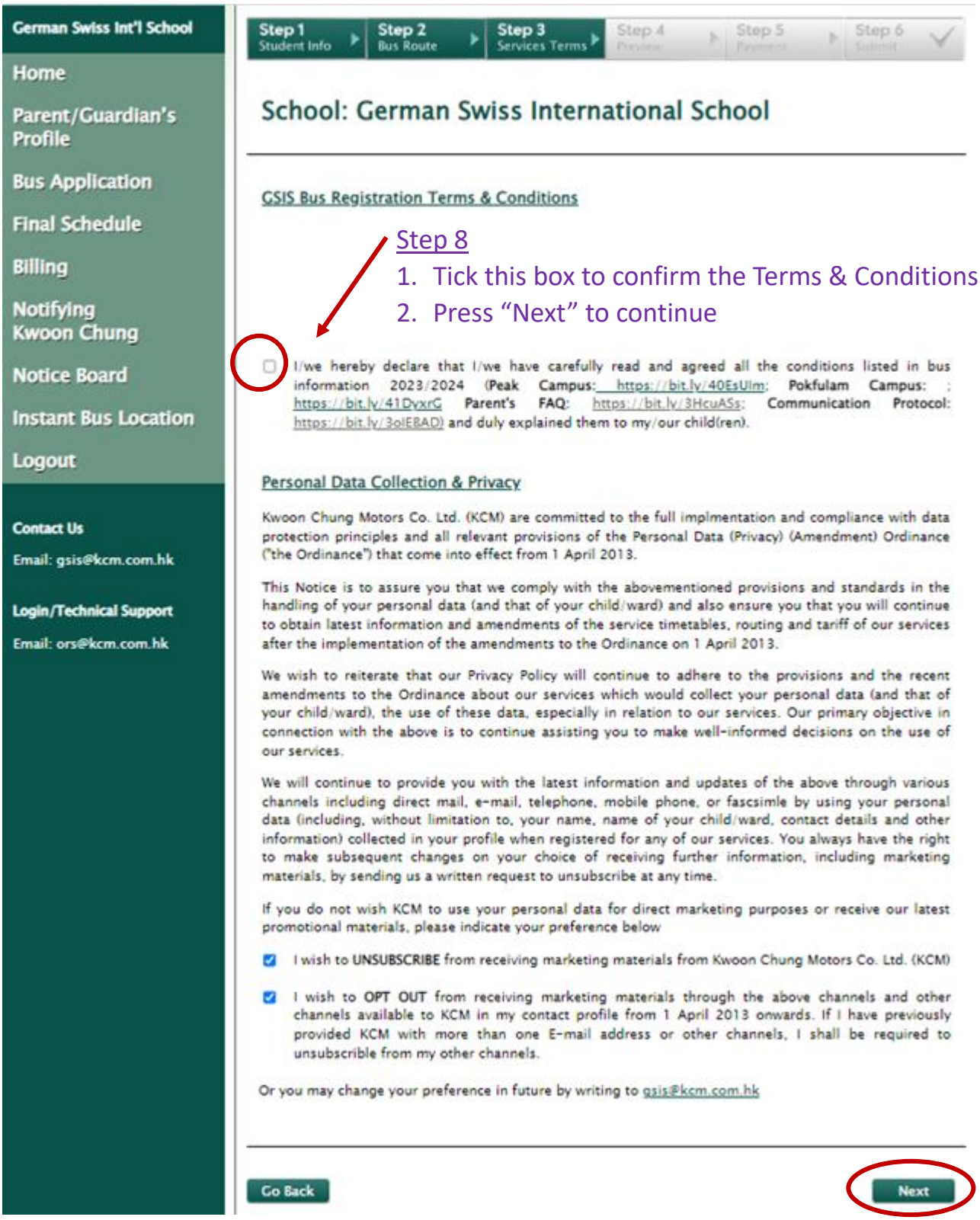
If no proposed point available on the Bus Schedule, you may suggest us your pick up / unload point for our consideration.

1. Choose "Round Trip / Single Pickup / Single Unload
2. Choose "No Proposed Point Available"
3. Input your suggested Pickup and Unload Stop
4. Please confirm the "Drop off Arrangement" *(For K03-K04, Y04-Y06 Student)*
5. Choose "Service Start Date"
6. Press "Next" to continue

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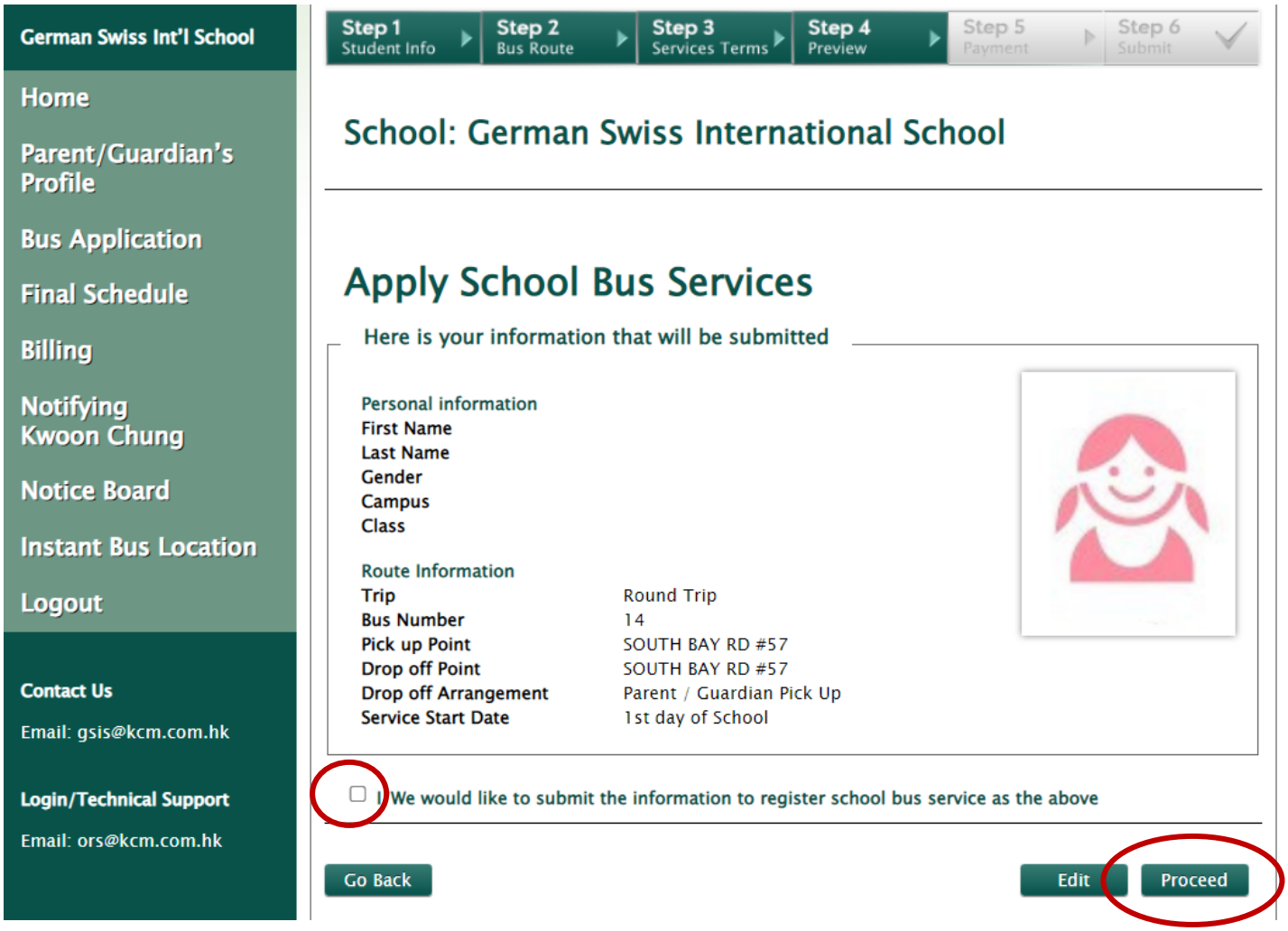
Step 8 – Service Terms



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Step 9 – Preview



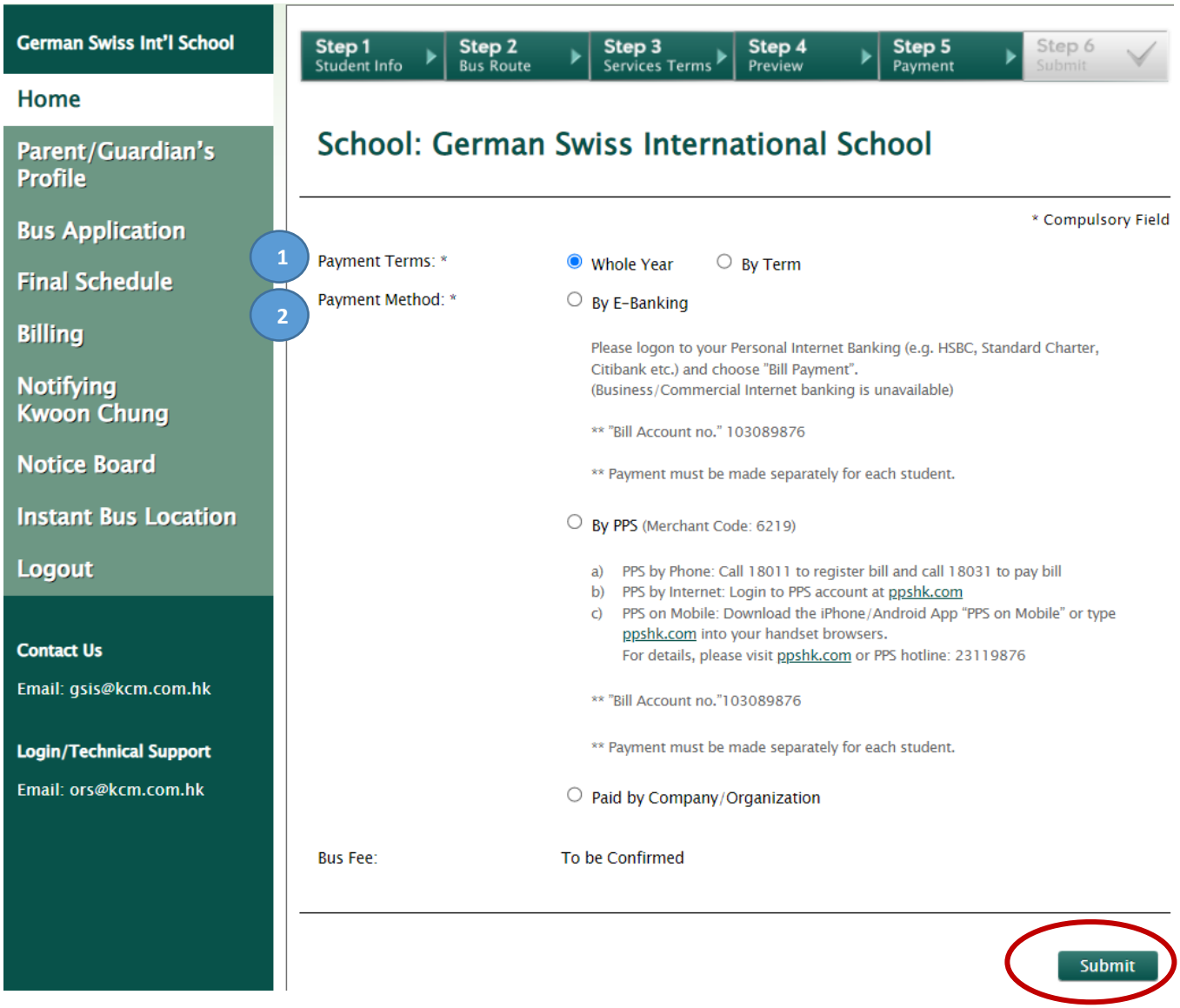
Step 9

1. Tick the box to confirm Student & Route information
2. Press "Proceed"

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Step 10 – Choose Payment Terms & Method



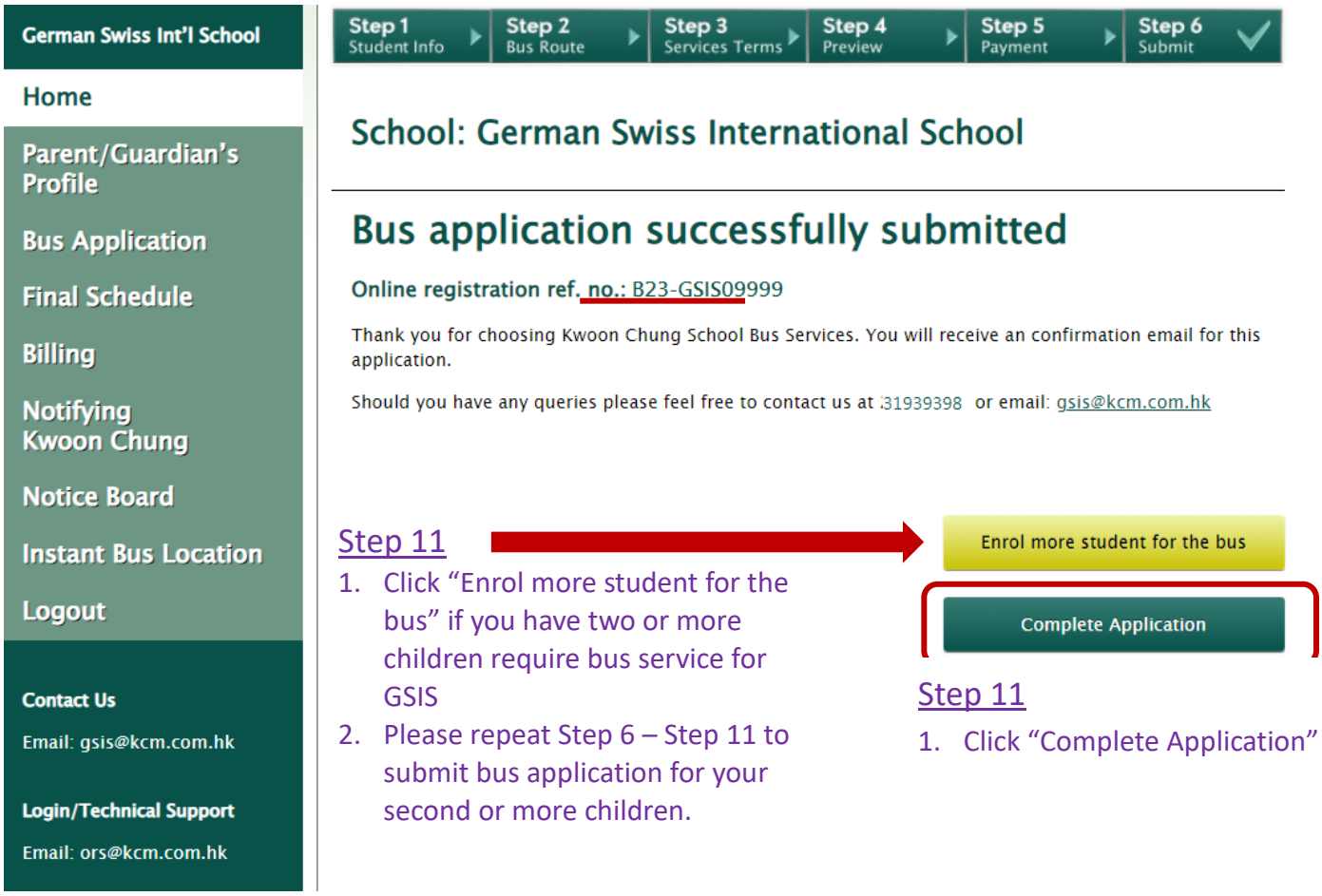
Step 10

1. Choose Payment Terms by – "Whole Year" / "By Term"
2. Choose Payment Method – "By E-banking" / "By PPS" / "Paid by Company/Organization"
   You may choose either one method to proceed the application
3. Press "**Submit**" to complete the application process

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Step 11 – Complete Submission!



Step 11

1. Click "Enrol more student for the bus" if you have two or more children require bus service for GSIS
2. Please repeat Step 6 – Step 11 to submit bus application for your second or more children.

Step 11

1. Click "Complete Application"

Please Note:

1. Follow system steps to submit application for procedures afterwards
2. Parent will receive system generated **auto-email notification** after successful application
3. For invoice, please download in our system -> Billing -> Invoice / Receipt
4. Should you have any login / technical / route enquiries, please contact us by email: gsis@kcm.com.hk

Thank you for using our School Bus Registration / Communication System!!