KWOON CHUNG MOTORS COMPANY LIMITED

3/F, No. 8 Chong Fu Road, Chai Wan, Hong Kong

Website: https://school.kcm.com.hk/hkis Email: hkis@kcm.com.hk Tel: 3193 9383

Hong Kong International School (HKIS)

Guidelines for registration For new family/student

Please note:-

- ** If any sibling(s) is(are) currently using Kwoon Chung service, please refer to "Steps to submit application Current Kwoon Chung users"
- ** Per family per login
- ** All family members should use the SAME login and click on "Bus Application" -> "New Application" to register

Step 1 - Login



School Bus Registration / Communication System



HKIS



Register Login

* For family who never use Kwoon Chung service before

Login

* To avoid duplicate payment invoice/record, please click the above forgot Login ID or Password in case login info is forgotten.

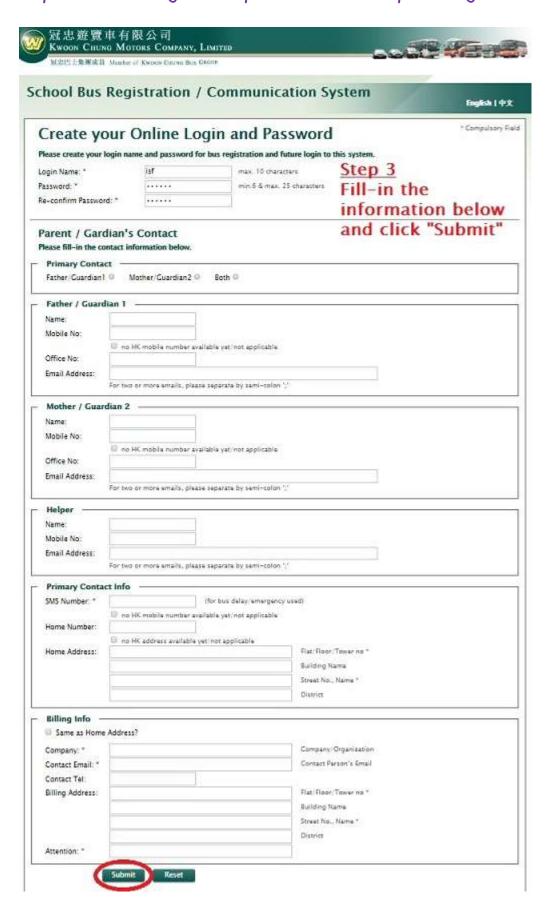
Forgot Login ID? | Forgot Password?

IT Support: ors@kcm.com.hk

Create login account now

Step 2 Creat login account

Step 3 - Create login ID & password & fill-in parent/guardian's contact



Step 4 - Activate newly registered account with login ID & password



School Bus Registration / Communication System

Thank you for creating login account

However, the bus registration process IS NOT YET FINISHED!!

Your login account and password has been successfully created.

Please LOGIN again with your NEW LOGIN and NEW PASSWORD to the system for:-

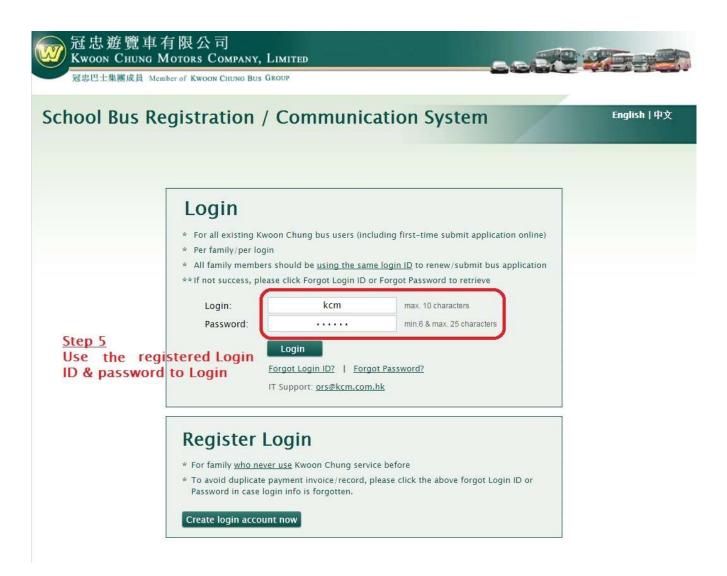
- Submitting bus application => please click "SCHOOL BUS"
- $\bullet \quad \text{Any change of bus arrangement} => \text{please click "NOTIFYING KWOON CHUNG" (coming soon)} \\$

Thank you.



Step 4 Click "Login Now" to activate newly registered "Login ID" & "password"

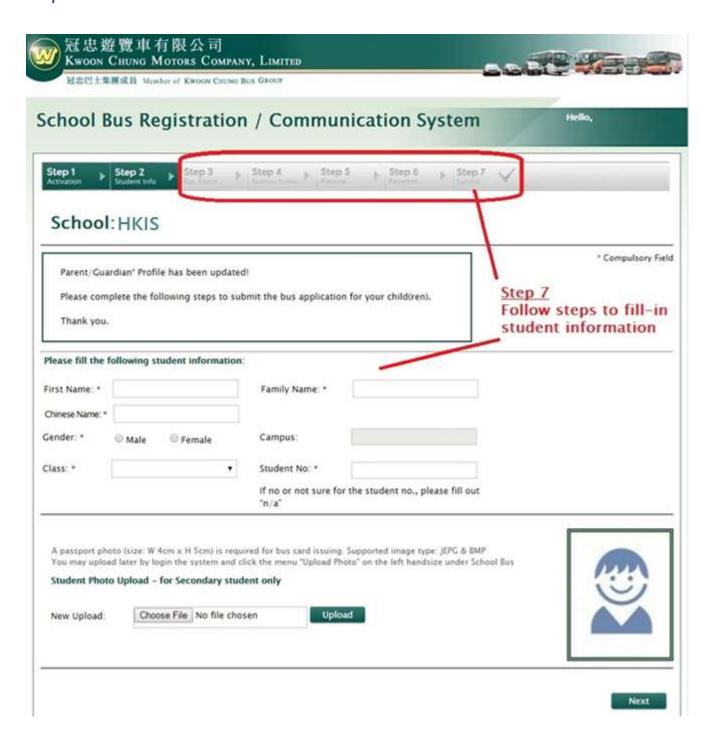
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Step 6 - Select "Bus Application" -> "New Application"



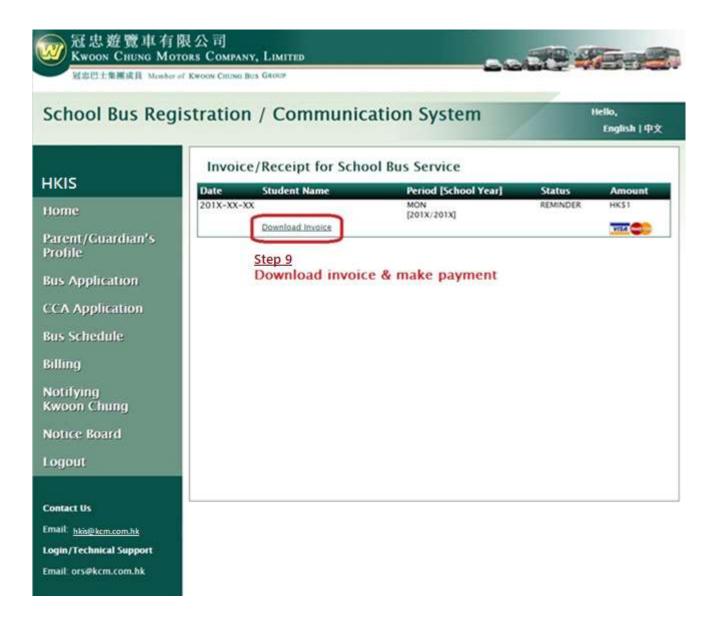
Step 7 - Fill-in student information



Step 8 -Click "Complete Application"



Step 9 – Download invoice and make payment
[Only one student take school bus]



Please note:

- 1. Follow system steps to submit application for procedures afterwards.
- 2. Parents will receive system generated auto-email notification after successful application.
- 3. Please repeat step 6, if two or more students require school bus service.
- 4. For invoice, please download in our system -> Invoice/ Receipt.
- 5. Should you have any login/ technical/ route enquires, kindly please contact us during office hours.

Thanks for using our School Bus Registration/Communication System.