3/F, 8 CHONG FU ROAD, CHAI WAN, HONG KONG Online Registration: https://school.kcm.com.hk/rchk

Renaissance College – School Bus Registration Guideline (New user – Never use KCM service)

Please note:

- ** If any student(s) / family(ies) are current KCM riders, please login with your current account
- ** Each family uses ONE login account
- ** Use the same login for every family member. Select Bus Application → New Application to register new User
- **Student photo is required for application and issuing bus card. But you may upload later by logging-in the system if you are not ready during the application process. (please refer to P.9 Point # 5 for more details)

Step 1 - Login

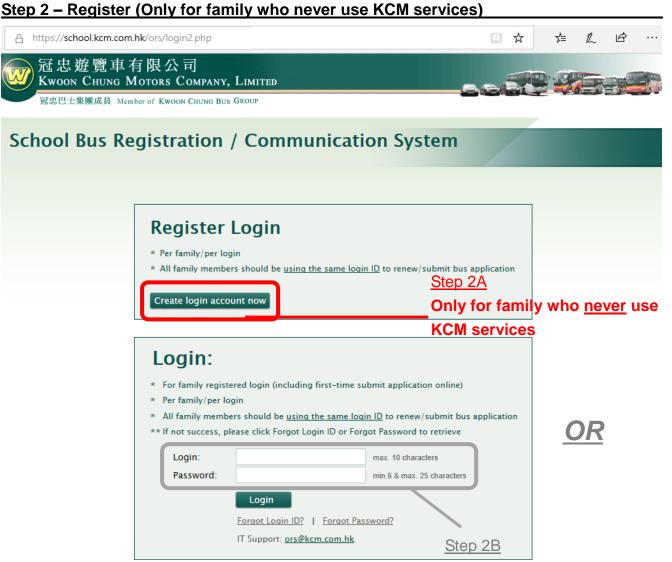


Tel: (KCM) 3193 9336

Email:(KCM) rchk@kcm.com.hk

3/F. 8 CHONG FU ROAD, CHAI WAN, HONG KONG

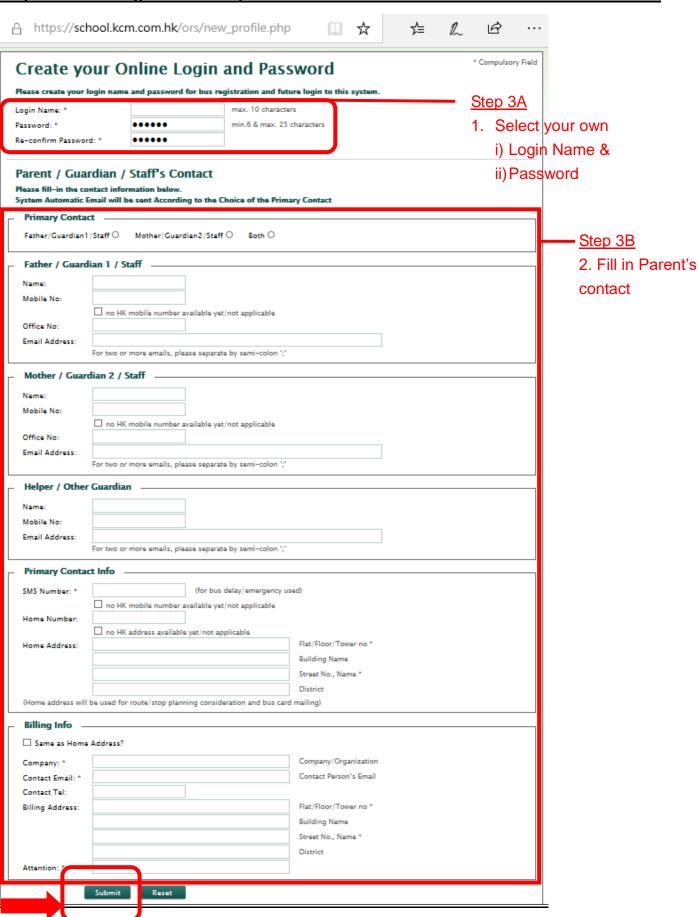
Tel: (KCM) 3193 9336 Email:(KCM) rchk@kcm.com.hk Online Registration: https://school.kcm.com.hk/rchk



For family who already have the login account.

3/F, 8 CHONG FU ROAD, CHAI WAN, HONG KONG Online Registration: https://school.kcm.com.hk/rchk

Step 3 - Create login and enter parent's contact



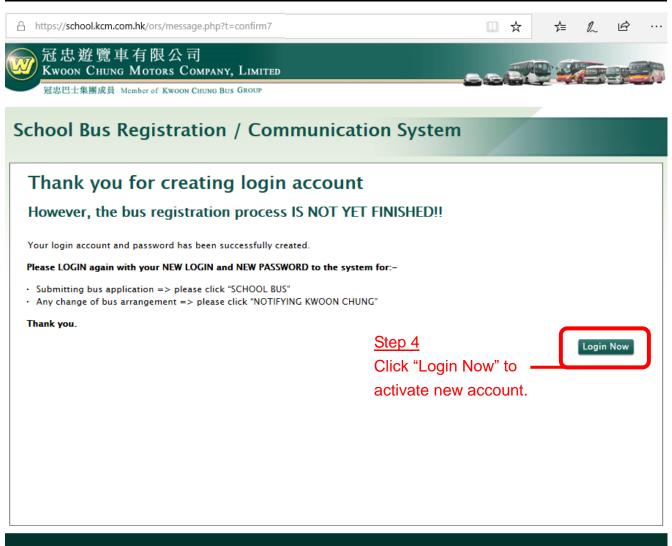
Tel: (KCM) 3193 9336

Email:(KCM) rchk@kcm.com.hk

3/F, 8 CHONG FU ROAD, CHAI WAN, HONG KONG Online Registration: https://school.kcm.com.hk/rchk

Tel: (KCM) 3193 9336 Email:(KCM) rchk@kcm.com.hk

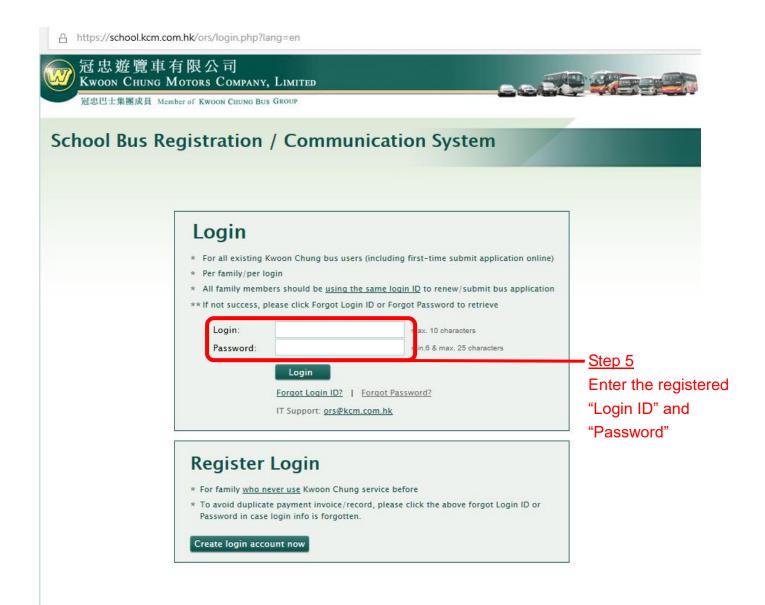
Step 4 - Login to activate new account



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Step 5 - Login using newly created login ID and Password

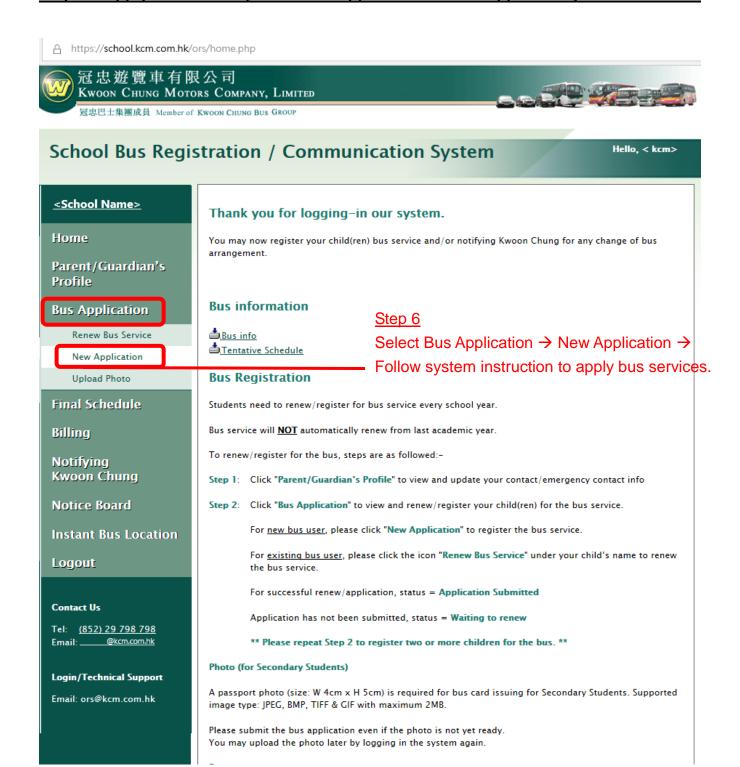


Tel: (KCM) 3193 9336

Email:(KCM) rchk@kcm.com.hk

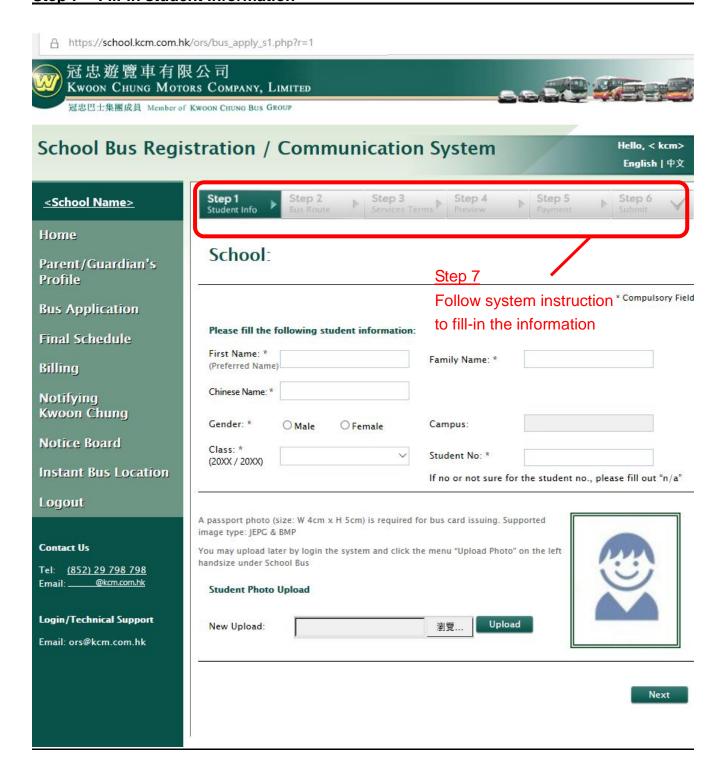
3/F, 8 CHONG FU ROAD, CHAI WAN, HONG KONG Online Registration: https://school.kcm.com.hk/rchk

Step 6 – Apply bus service [Select Bus Application → New Application]



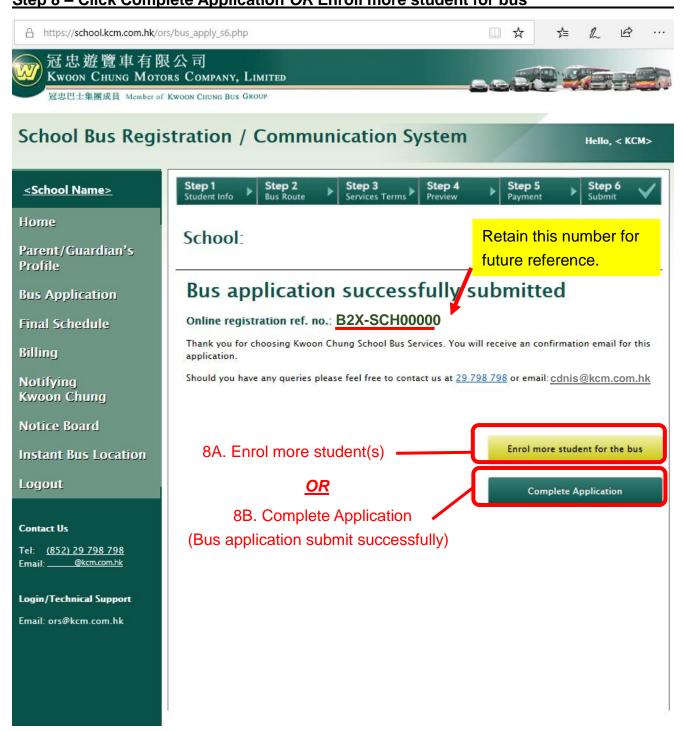
3/F, 8 CHONG FU ROAD, CHAI WAN, HONG KONG Online Registration: https://school.kcm.com.hk/rchk

Step 7 - Fill-in student information



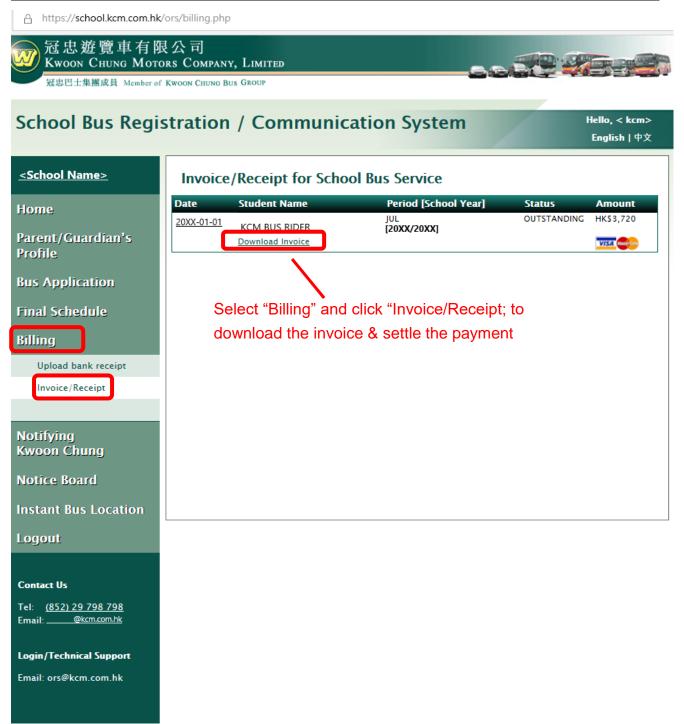
3/F, 8 CHONG FU ROAD, CHAI WAN, HONG KONG Online Registration: https://school.kcm.com.hk/rchk

Step 8 - Click Complete Application OR Enroll more student for bus



3/F, 8 CHONG FU ROAD, CHAI WAN, HONG KONG Online Registration: https://school.kcm.com.hk/rchk

Step 9 - Download invoice and settle payment



Please note:

- 1. Please follow system instruction to submit bus application.
- 2. A notification will be sent to your email once application is submitted.
- 3. Please follow Step 8A (Enrol more student) if more than one student requires bus service.
- 4. Please visit Billing → Invoice/Receipt to download invoice.
- 5. You may upload the student photo later, under "Bus Application" → "Upload Photo"
- 6. Should you have any enquire regarding login/technical or routing, please call KCM at 29 798 798.

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