#### KWOON CHUNG MOTORS COMPANY LIMITED

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

Tel: 3193 9396 Website: https://school.kcm.com.hk/wis Email: wis@kcm.com.hk

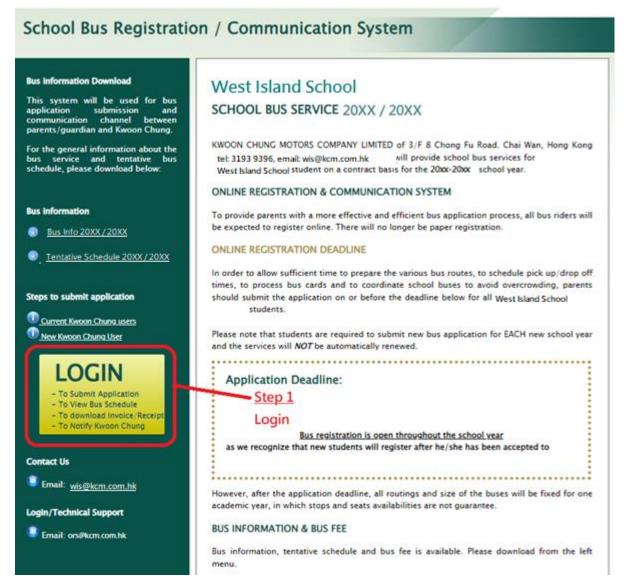
#### West Island School

#### **Guidelines for bus application submission**

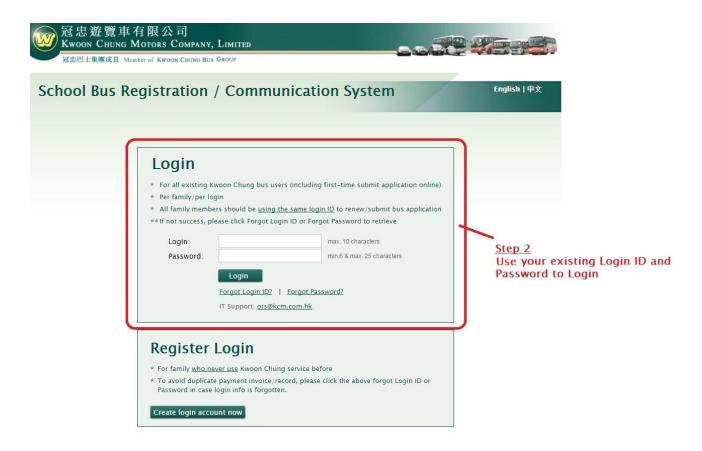
For family / sibling(s) is(are) currently using Kwoon Chung service

#### Step 1 - Login





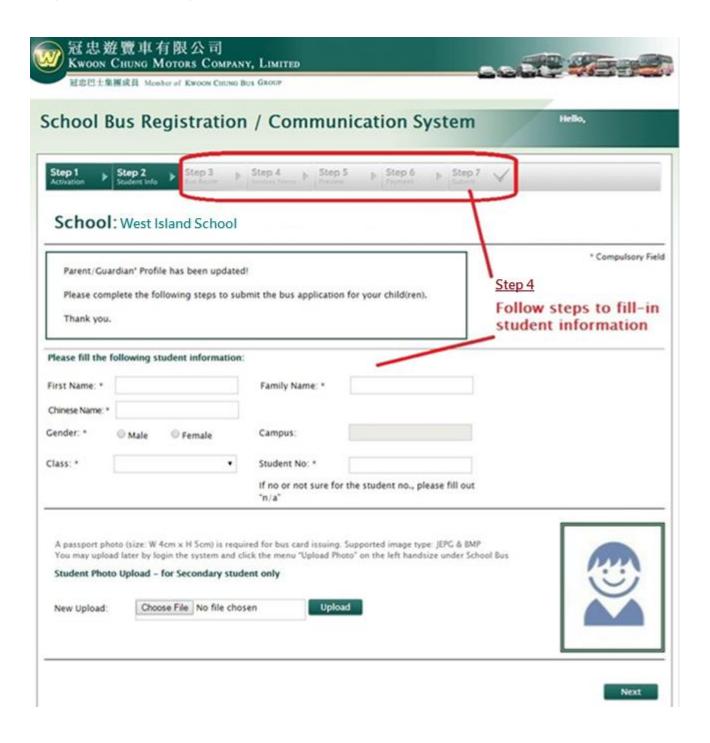
# Step 2 - Login



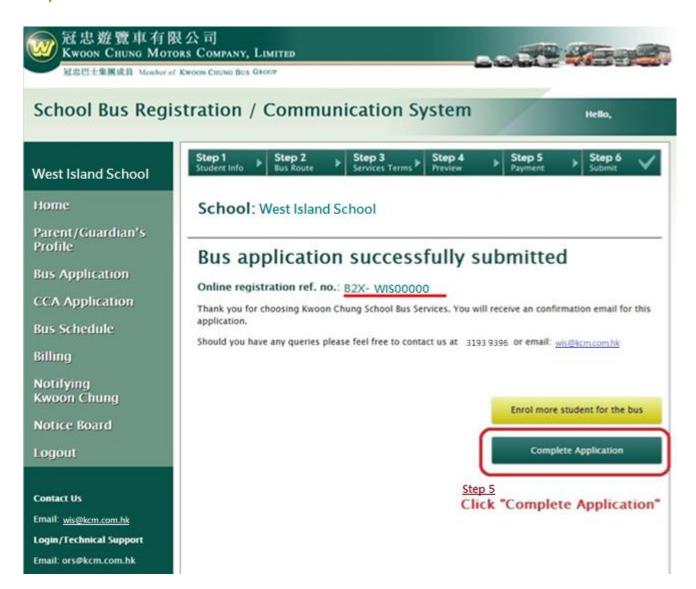
# Step 3 - Change password & confirm parent/ guardian's contact



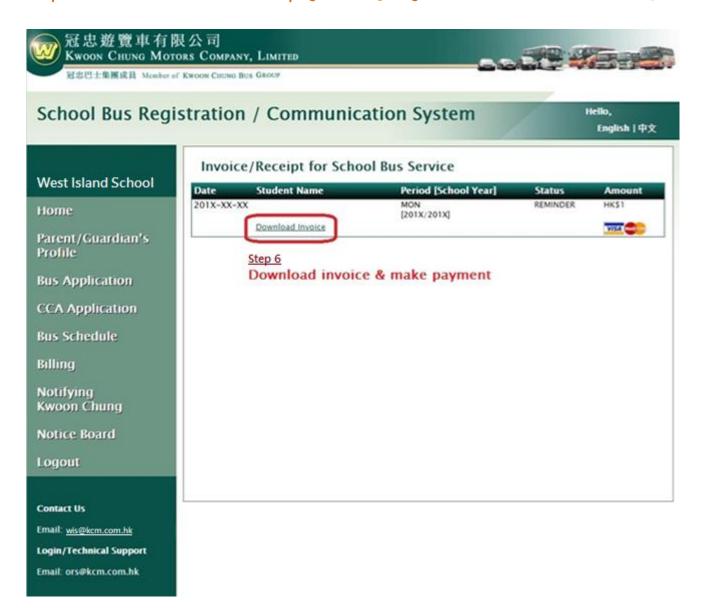
# Step 4 - Follow steps to fill-in student information



#### Step 5 - Successful submission



# Step 6 - Download invoice and payment [Only one student take school bus]



# Step 7 – Continue submit application [Two or more students who never use Kwoon Chung service before]



#### 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 7, 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.