



HKCA d-Cert Subscriber Portal User Manual

Version v1.0

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1 Introduction

1.1 Purpose of Compilation

This manual is designed to provide d operation guidelines for users of the **HKCA d-Cert Subscriber Portal**. This system is a comprehensive service platform that integrates the display of digital certificate products, online ordering, payment settlement, and the full lifecycle management of certificates.

1.2 Applicable Users

This manual is applicable to end-users who use the **HKCA d-Cert Subscriber Portal**, namely organization or individual users with the need to purchase digital certificates, and they are responsible for placing orders, making payments, and subsequently applying for and deploying the certificates.

1.3 Definitions

HKCA d-Cert Subscriber Portal: Refers to the software system described in this user operation manual, used to complete online transactions and management of digital certificate products.

Digital Certificate products: Refers to various types of digital certificates available within the system, including but not limited to d-Cert (Personal / Organisational / Encipherment / Server).

CSR (Certificate Signing Request): When applying for a d-Cert (Server), the applicant must generate this field using the server or a tool. It contains the public key and the applicant's information and is required for the issuance of the d-Cert (Server).

Certificate Application No.: This refers to the Reference Number generated after the user completes order payment to trigger the certificate issuance process. The **Order No.** primarily relates to financial transactions, while the **Application Form Number** primarily relates to certificate application and management.

2 System Registration, Login and Environment Preparation

2.1 System Access Address and Environment Requirements

This system can be accessed through a web browser. To ensure the normal operation of system functions and the best user experience, the following environment configuration is recommended.

1. System Access Address: <https://hkca.hk/>
2. Recommended Browser Configuration: The system has the best compatibility with the following browsers:
 - Google Chrome: Version 80.0 and above (recommended)
 - Microsoft Edge: Version 80.0 and above
 - Mozilla Firefox: Version 70.0 and above

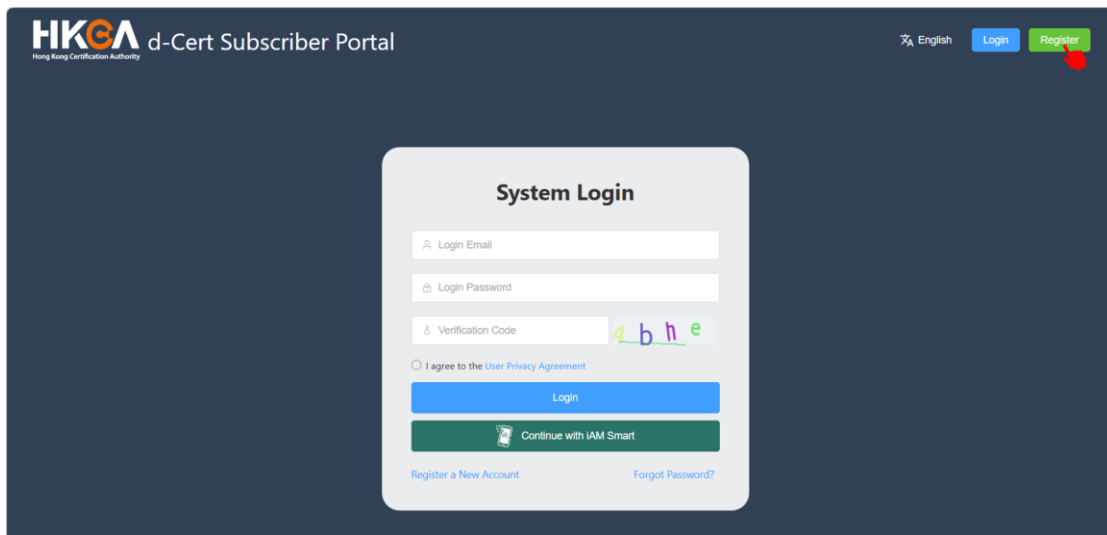
2.2 Account Registration

Visit [HKCA website](#), then click “Login” on the upper right corner of the page to access **HKCA d-Cert Subscriber Portal**.



HKCA d-Cert Subscriber Portal supports the registration of both Personal Accounts and Organisational Accounts.

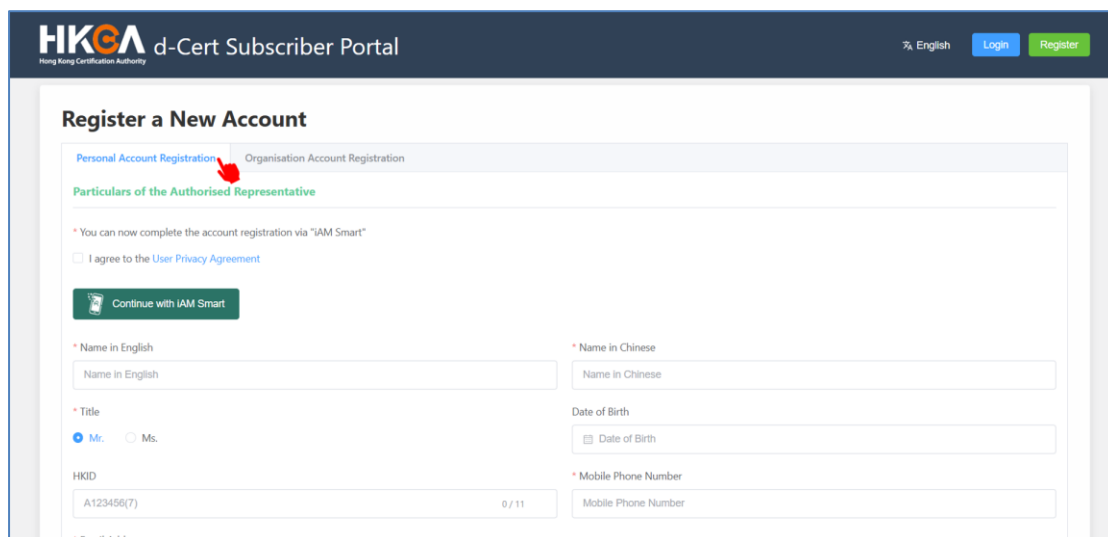
New subscribers should select “Register” to create an account. Existing registrants should select “Login”.



2.2.1 Personal Account Registration

To create a personal account, select “Personal Account Registration” and enter your personal information and login credentials. A personal account supports the application of d-Cert (Personal), and DV d-Cert (Server).

After submission, you will receive an approval email. You may then log in to the **HKCA d-Cert Subscriber Portal** using your registered email address and chosen password (see [Login with Account Email and Password](#) for details).



The screenshot shows the 'Register a New Account' page on the HKCA d-Cert Subscriber Portal. The page has a dark blue header with the HKCA logo and 'd-Cert Subscriber Portal' text. On the right side of the header, there are links for 'English', 'Login', and 'Register'. The main content area is titled 'Register a New Account' and features two tabs: 'Personal Account Registration' (which is selected and highlighted with a red arrow) and 'Organisation Account Registration'. Below the tabs, there is a section titled 'Particulars of the Authorised Representative'. A note states: '* You can now complete the account registration via "IAM Smart"'. Below this note is a checkbox labeled 'I agree to the User Privacy Agreement'. A green button labeled 'Continue with IAM Smart' is positioned below the checkbox. The registration form consists of several fields: 'Name in English' and 'Name in Chinese' (text input fields); 'Title' (radio buttons for 'Mr.' and 'Ms.', with 'Mr.' selected); 'Date of Birth' (calendar icon and text input field); 'HKID' (text input field with 'A123456(7)' and '0 / 11' characters); and 'Mobile Phone Number' (text input field). An 'Email Address' label is visible at the bottom left of the form area.

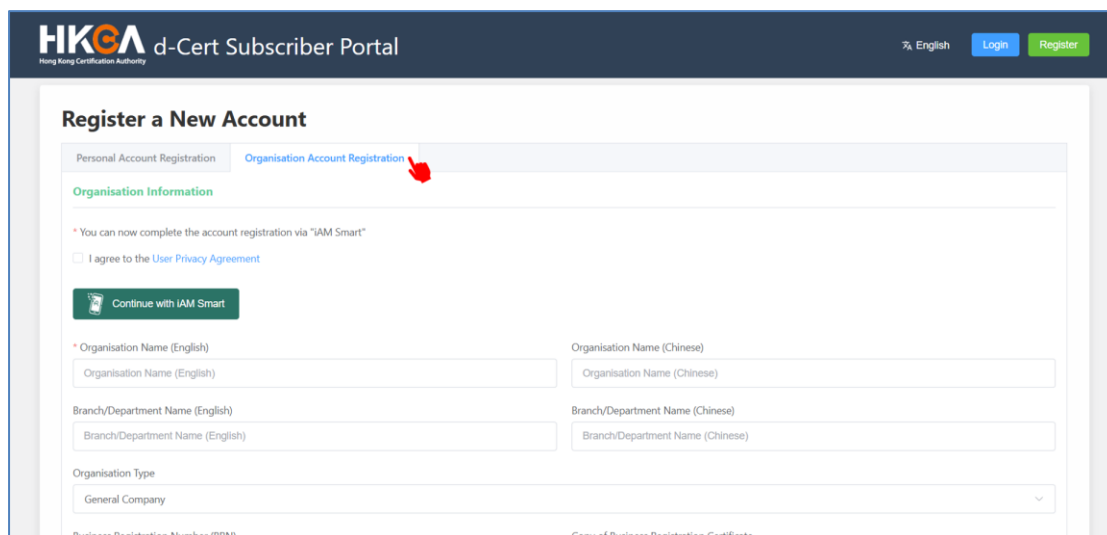
2.2.2 Organisational Account Registration

To create an organisational account, select Organisational Account Registration. You will register as the Authorised Representative to communicate with us and manage digital Certificate products.

Enter your organisation details, your information (as the Authorised Representative), and Technical Contact information (if apply for d-Cert (Server), along with login credentials. You must upload required documents, including an authorisation letter from your company appointing you as the Authorised Representative. An organisational account supports applications for d-Cert (Organisational / Encipherment / Server).

After submission, you will receive an approval email. You may then log in to the **HKCA d-Cert Subscriber Portal** using your registered email address and chosen password (see [Login with Account Email and Password](#) for details).

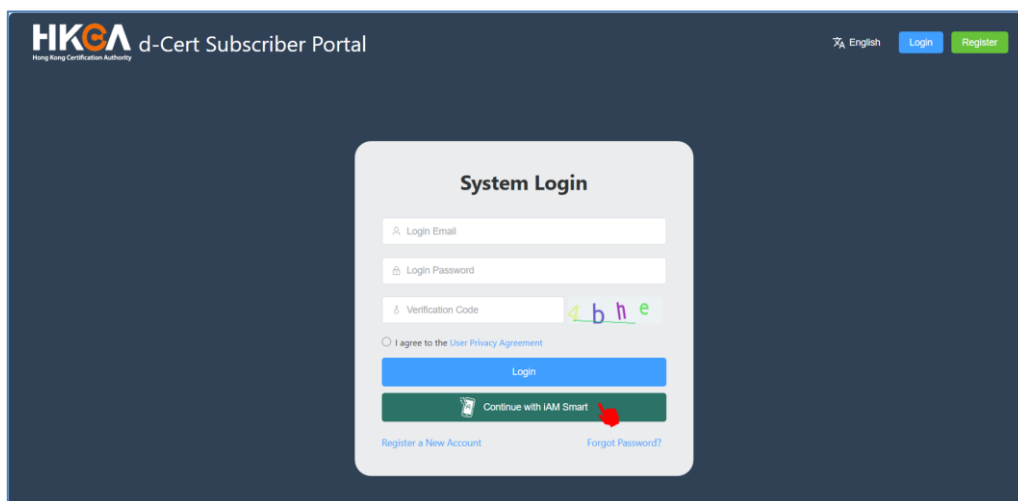
When registering an organisational account, a personal account for the Authorised Representative will be created simultaneously. After logging in, the Authorised Representative may switch accounts to manage the certificate applications for both the personal account and organisational account.



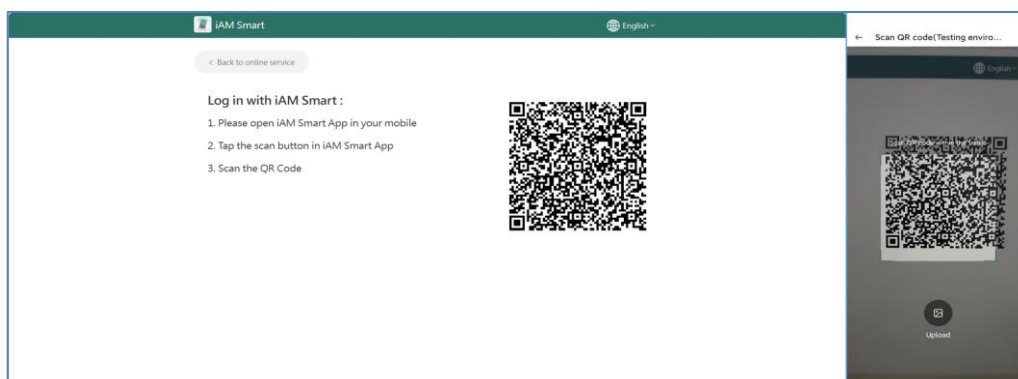
The screenshot shows the 'Register a New Account' page on the HKCA d-Cert Subscriber Portal. The page has a dark blue header with the HKCA logo and 'd-Cert Subscriber Portal' text. In the top right corner, there are links for 'English', 'Login', and 'Register'. The main content area is titled 'Register a New Account' and features two tabs: 'Personal Account Registration' and 'Organisation Account Registration'. A red arrow points to the 'Organisation Account Registration' tab. Below the tabs, the 'Organisation Information' section is visible. It includes a note: '* You can now complete the account registration via "IAM Smart"'. There is a checkbox for 'I agree to the User Privacy Agreement' and a 'Continue with IAM Smart' button. The form contains several input fields: 'Organisation Name (English)', 'Organisation Name (Chinese)', 'Branch/Department Name (English)', and 'Branch/Department Name (Chinese)'. There is also a dropdown menu for 'Organisation Type' with 'General Company' selected. At the bottom, there are labels for 'Business Registration Number (BRN)' and 'Copy of Business Registration Certificate'.

2.2.3 Register Account by iAM Smart

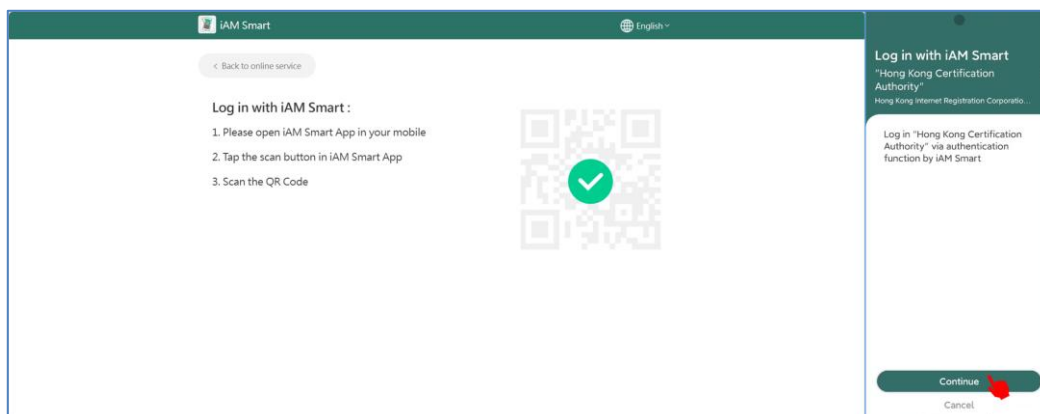
- 1) Visit [HKCA d-Cert Subscriber Portal](#) then click “Continue with iAM Smart”.



- 2) Open "iAM Smart" App on your mobile, and then tap the Scan button. Scan the QR code on the screen.

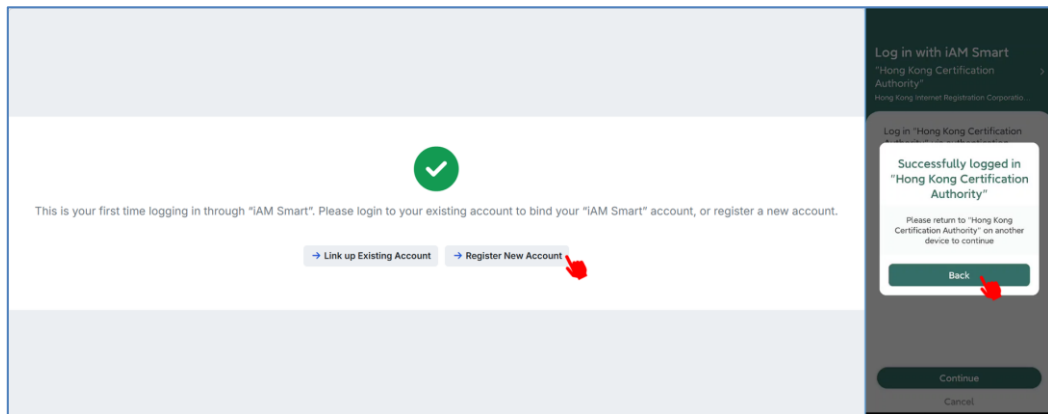


- 3) After successfully scanning the QR code with “iAM Smart App”, a tick will appear on the QR code. The mobile app will display the authentication permission screen. Click “Continue”.

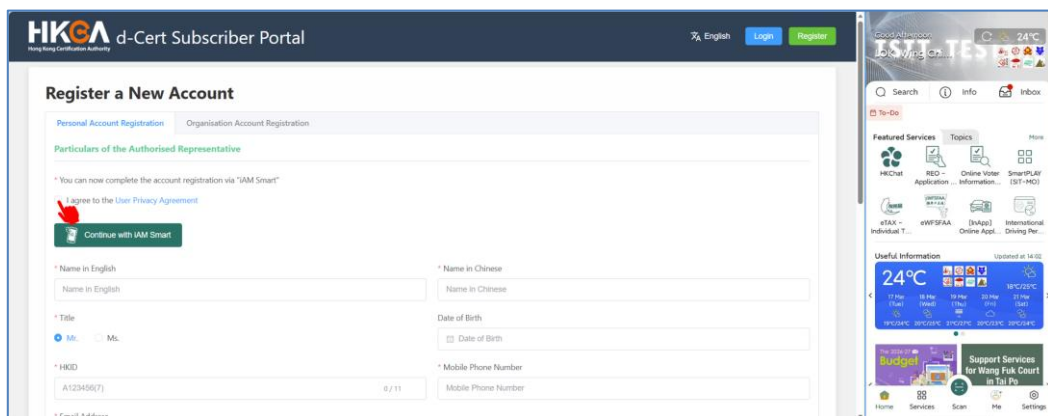


- 4) The "iAM Smart" app will show that you have successfully logged in to "Hong Kong

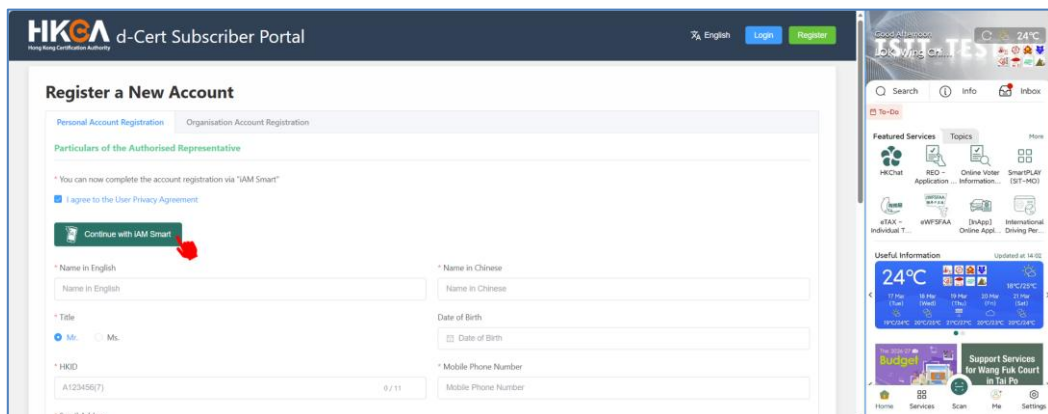
Certification Authority". Click "Back".



- 5) If the system detects that the current iAM Smart account is not associated with the **HKCA d-Cert Subscriber Portal** account, the user can choose "Link up Existing Account" (refer to [Bind 'iAM Smart' to Existing Account](#)).
- 6) After reading and agreeing to the "User Privacy Agreement", click the check box to indicate your consent.

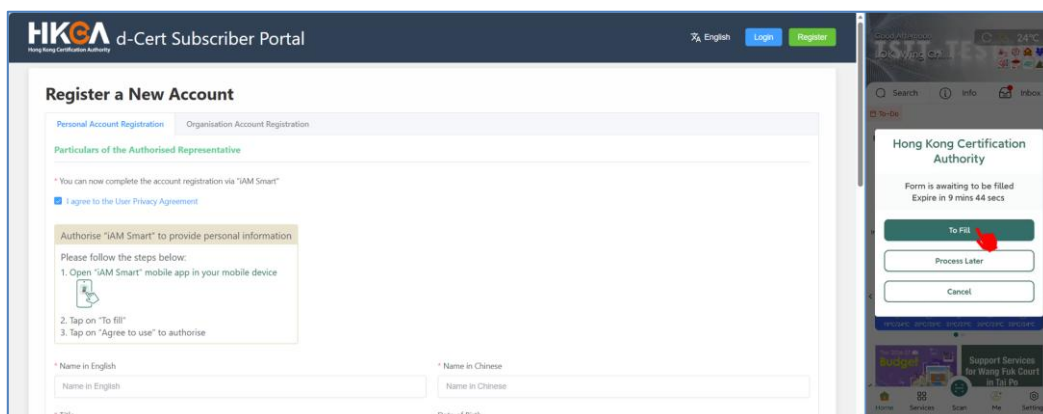


- 7) The page will redirect to "Register a New Account". Select "Continue with iAM Smart".

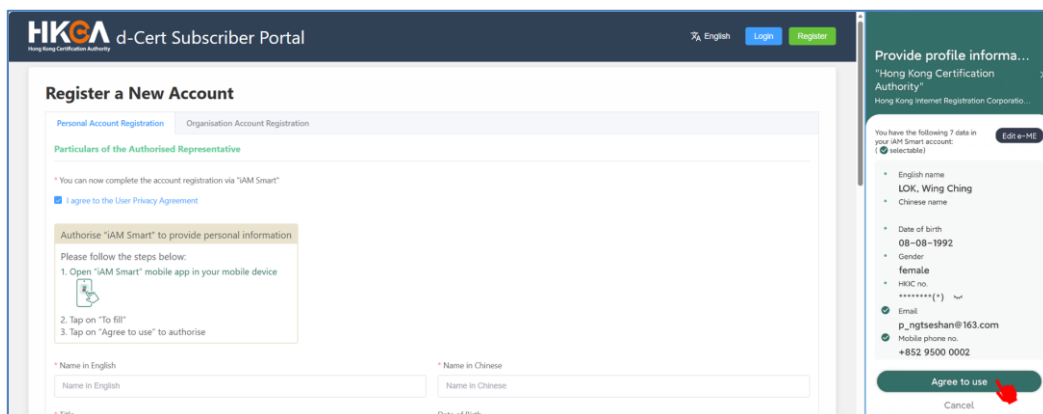


8) The page pops up "Authorise 'iAM Smart' to provide personal information".

Open "iAM Smart" app and select "To Fill".

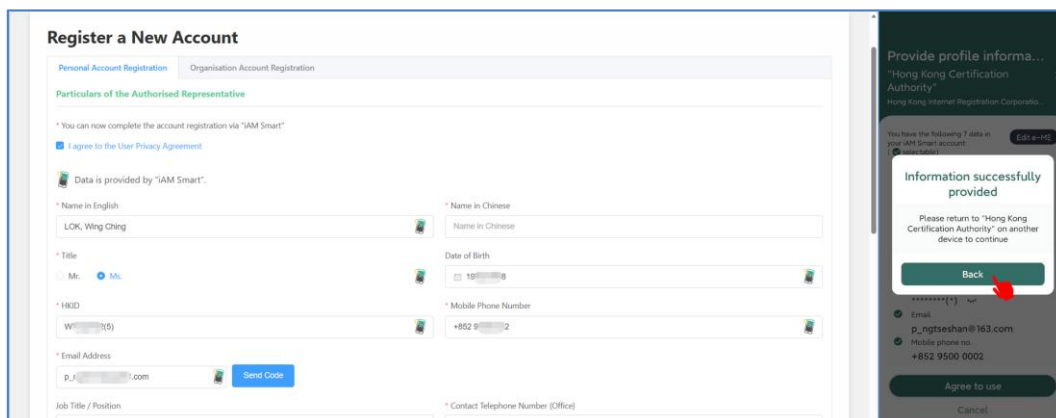


9) In the "iAM Smart" app, select "Agree to use".



10) Upon successful connection, the fields for Name in English, Name in Chinese, Title, Date of Birth, HKID, Mobile Phone Number and Email Address (if available) will be automatically populated, with iAM Smart icons displayed next to them.

In the "iAM Smart" app, select "Back".

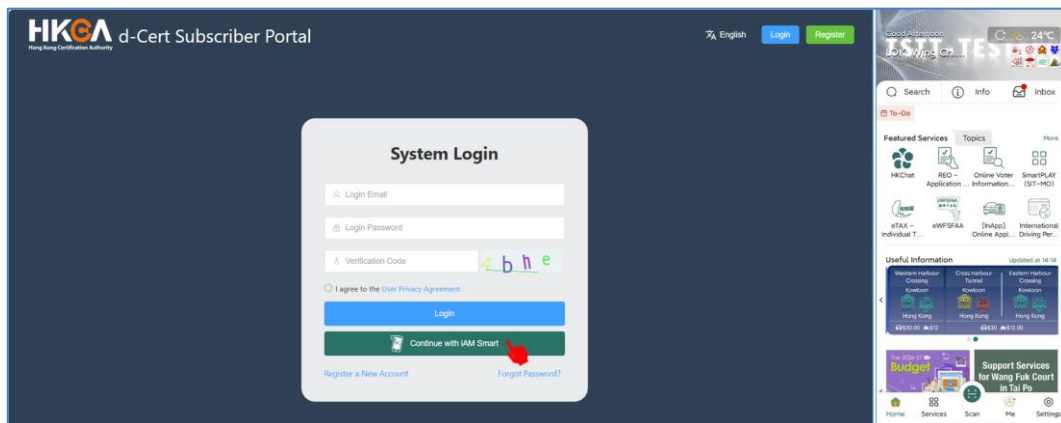


- 11) Continue filling in the remaining information and upload the required supporting documents. Then click "Submit Registration".

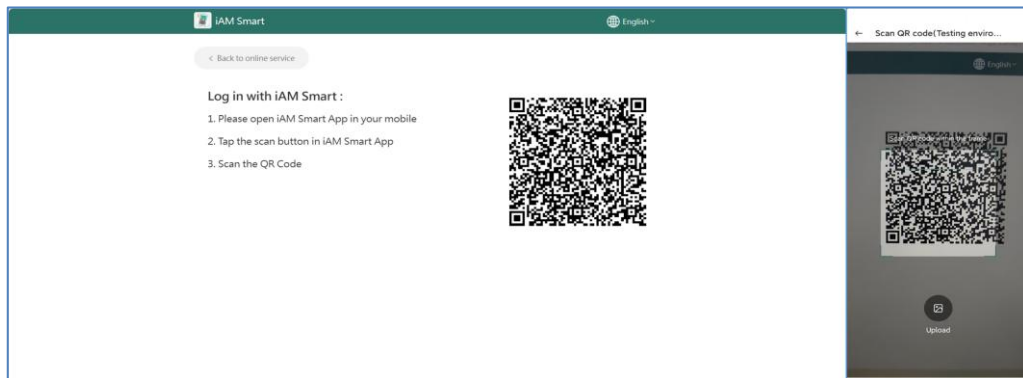
After submission, you will receive an approval email. You may then log in to the **HKCA d-Cert Subscriber Portal** using either your iAM Smart (refer to [Login with iAM Smart](#)) or your registered email address and chosen password (refer to [Login with Account Email and Password](#)).

2.2.4 Bind "iAM Smart" to Existing Account

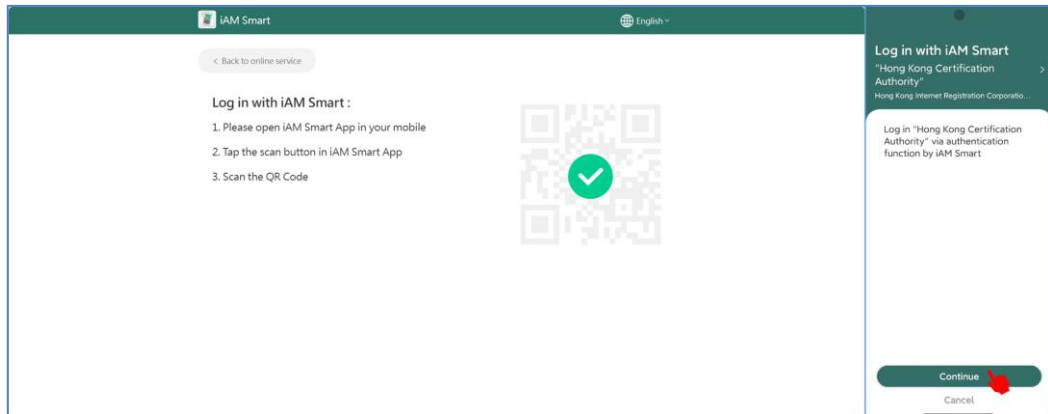
- 1) Visit [HKCA d-Cert Subscriber Portal](#), then click "Continue with iAM Smart".



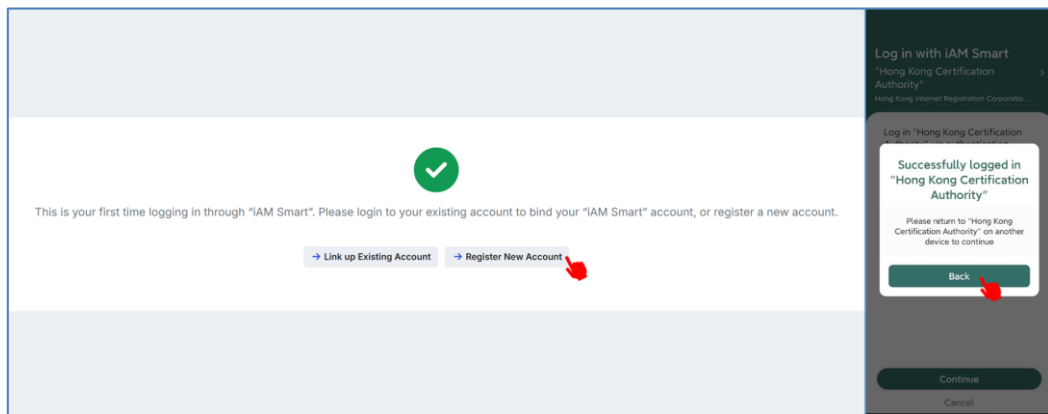
- 2) Open "iAM Smart" App on your mobile, and then tap the Scan button. Scan the QR code on the screen.



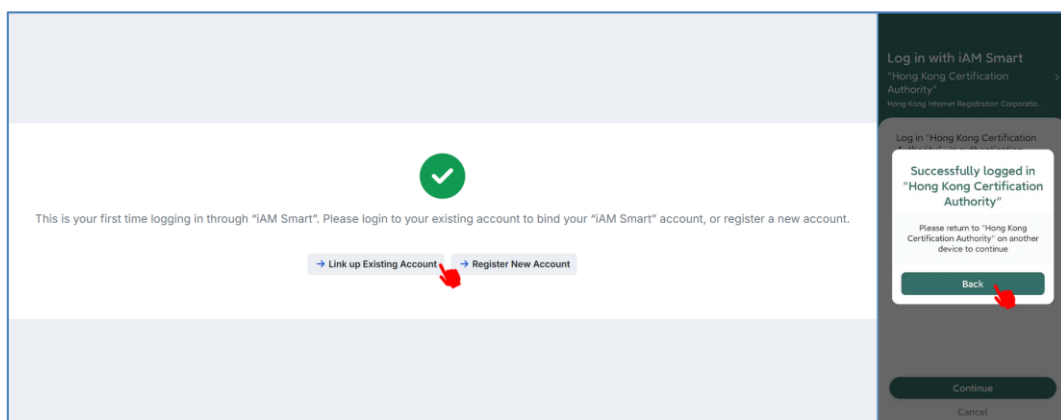
- 3) After successfully scanning the QR code with "iAM Smart App", a tick will appear on the QR code. The mobile app will display the authentication permission screen. Select "Continue".



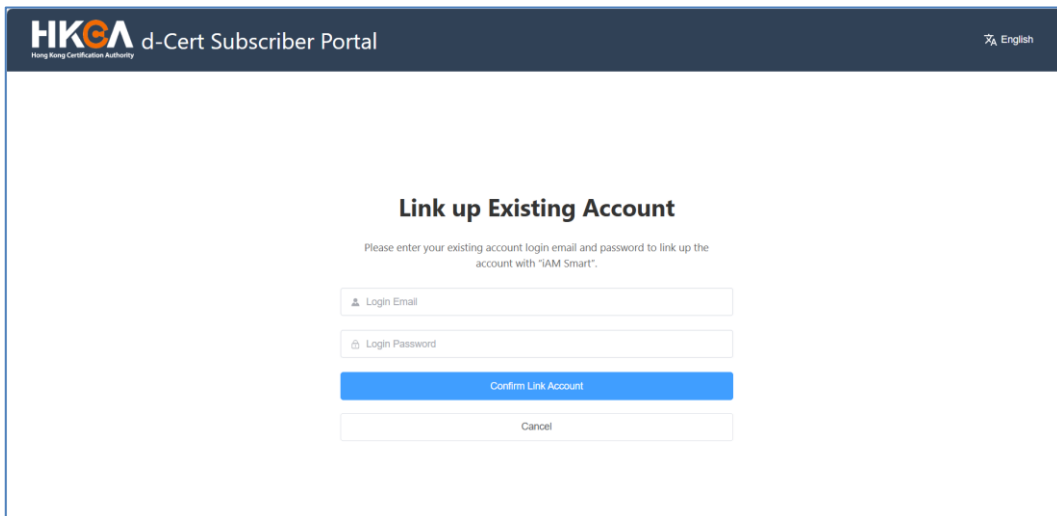
- 4) The "iAM Smart" app will show that you have successfully logged in to "Hong Kong Certification Authority". Click "Back".



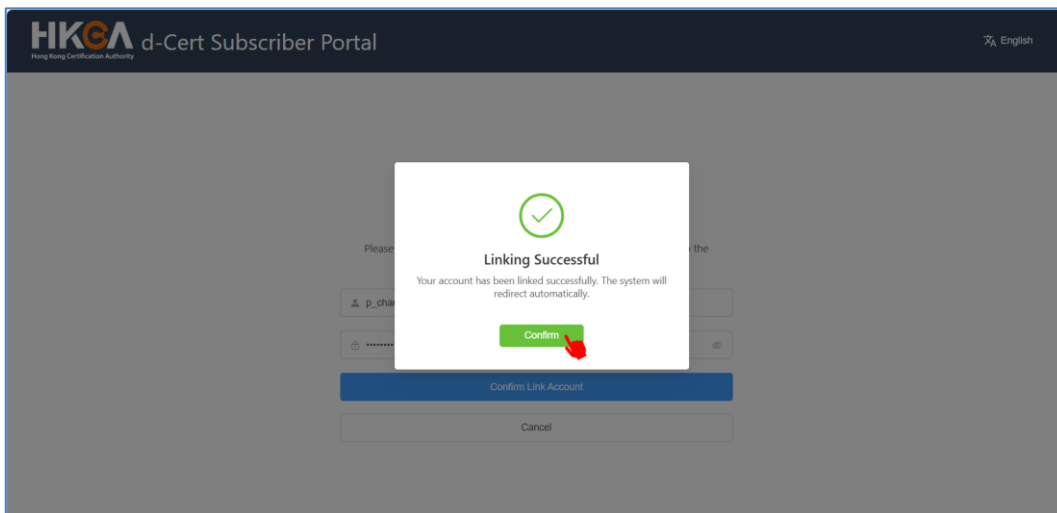
- 5) When the system detects that the current iAM Smart account is not linked to the **HKCA d-Cert Subscriber Portal** account, select "Link up Existing Account" or "Register New Account". (Registration of new accounts can be referred to [Personal Account Registration](#), [Organisational Account Registration](#) or [Register Account by iAM Smart](#)).



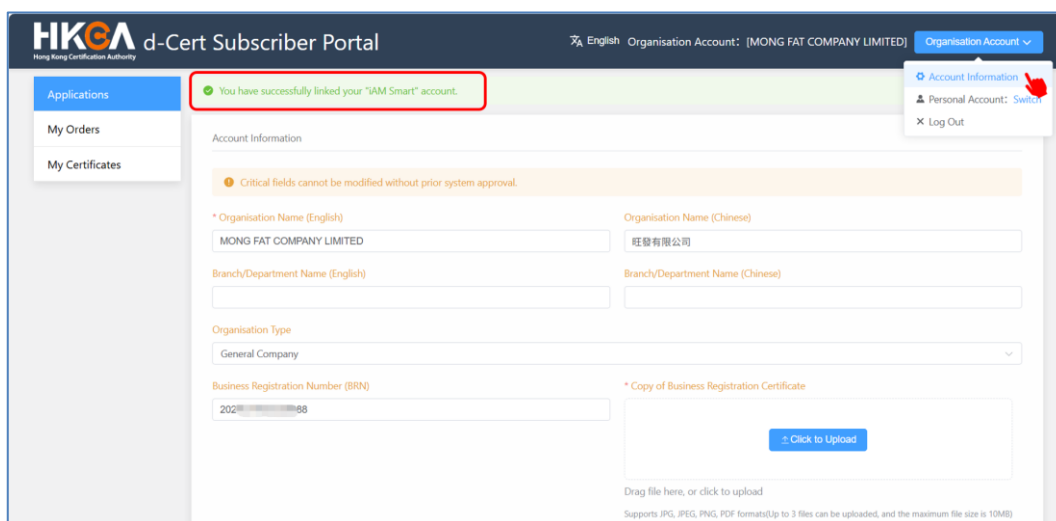
- 6) From the "Link up Existing Account" page, enter the email address and password of the registered account. Then select "Confirm Link Account".



- 7) After the system verifies the account information, the message "Linking Successful" will be displayed. Select "Confirm".

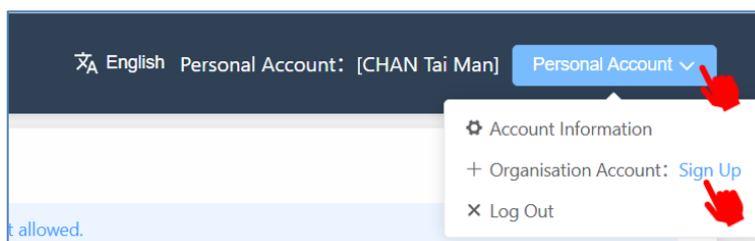


- 8) When the account is linked to "iAM Smart", the "Account Information" page will display a message: "You have successfully linked your 'iAM Smart' account."



2.2.5 Register the Organisational Account to the existing Personal Account

- 1) To log in to the **HKCA d-Cert Subscriber Portal** using the personal account (refer to [Login with Account Email and Password](#) or [Login with iAM Smart](#) for login procedure), select "Personal Account" in the upper right corner, then select "Sign Up".



- 2) Fill in the organisation details, your information (as the Authorised Representative), and Technical Contact information (if apply for d-Cert (Server), along with login credentials. You must upload required documents, including an authorisation letter from your company appointing you as the Authorised Representative. Then click "Submit Registration".

Establish New Institutions

Organisation Information

* Organisation Name (English)

Organisation Name (Chinese)

Branch/Department Name (English)

Branch/Department Name (Chinese)

Organisation Type

Business Registration Number (BRN)

Copy of Business Registration Certificate

Drag file here, or click to upload
Supports JPG, JPEG, PNG, PDF formats (Up to 3 files can be uploaded, and the maximum file size is 10MB)

Certificate of Incorporation (CI) / Certificate of Registration (CR)

Copy of Certificate of Incorporation / Certificate of Registration

Drag file here, or click to upload
Supports JPG, JPEG, PNG, PDF formats (Up to 3 files can be uploaded, and the maximum file size is 10MB)

* Organisation Address

Correspondence Address

* Organisation Authorization Document

Drag file here, or click to upload
Supports JPG, JPEG, PNG, PDF formats (Up to 3 files can be uploaded, and the maximum file size is 10MB)

[Click to download the Authorisation Letter](#)
The authorisation letter is usually issued by a director or a person with equivalent rank or above of the organisation applying for d-Cert. HKSAR government bureau / department applying for d-Cert should submit the authorisation letter in the form of memo impressed with the department chop and signed by the Departmental Secretary or an officer at equivalent rank or above.

Particulars of Authorised Representative

The applicant (or designated representative) for this organisation shall be assumed to be the currently logged-in user:
[CHAN Tai Man]([chan***@***.com])**
 Relevant information will be automatically retrieved from your personal account details.

Technical Contact Information

Technical Contact's Name (English)

Technical Contact's Title
 Mr. Ms.

Job Title / Position

Contact Phone Number

Email Address

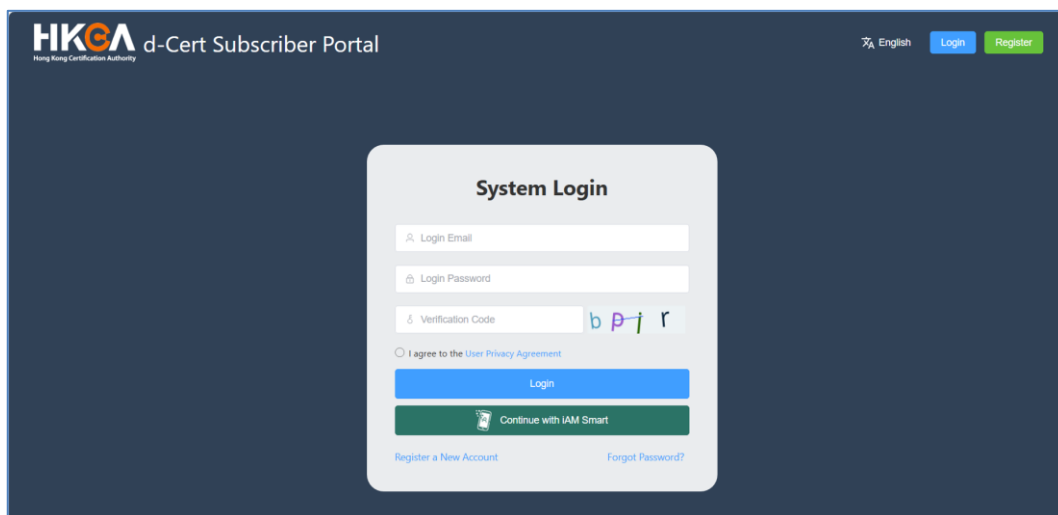
- 3) After submission, you will receive an approval email. You may then log in to the **HKCA d-Cert Subscriber Portal** using either your iAM Smart (refer to [Login with iAM Smart](#)) or your registered email address and chosen password (refer to [Login with Account Email and Password](#)).
- 4) The original personal account remains usable after submission. Logging in to the original account will then allow you to view both the personal and organisational accounts simultaneously.

2.3 Account Login and Logout

2.3.1 Login with Account Email and Password

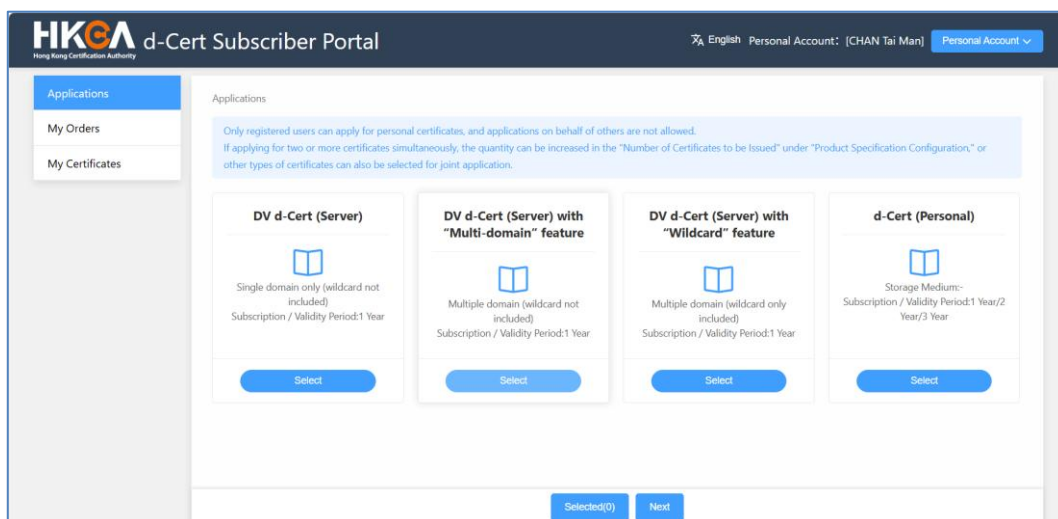
Users must first register an account to log into the system. After logging in, they can place order for chosen d-Cert types and manage applied d-Cert, such as downloading files or revoking the d-Cert.

- 1) Visit [HKCA d-Cert Subscriber Portal](#).
- 2) Enter the login email address, login password, verification code, and tick "I agree to the User Privacy Agreement" checkbox. Then click "Login".



The screenshot shows the 'System Login' page of the HKCA d-Cert Subscriber Portal. The page has a dark blue header with the HKCA logo and 'd-Cert Subscriber Portal' text. In the top right corner, there are links for 'English', 'Login', and 'Register'. The main content area is a white box with the title 'System Login'. It contains four input fields: 'Login Email', 'Login Password', and 'Verification Code' (with a CAPTCHA image showing 'b p i r'). Below the fields is a checkbox for 'I agree to the User Privacy Agreement'. There are two buttons: a blue 'Login' button and a green 'Continue with IAM Smart' button. At the bottom of the box, there are links for 'Register a New Account' and 'Forgot Password?'.

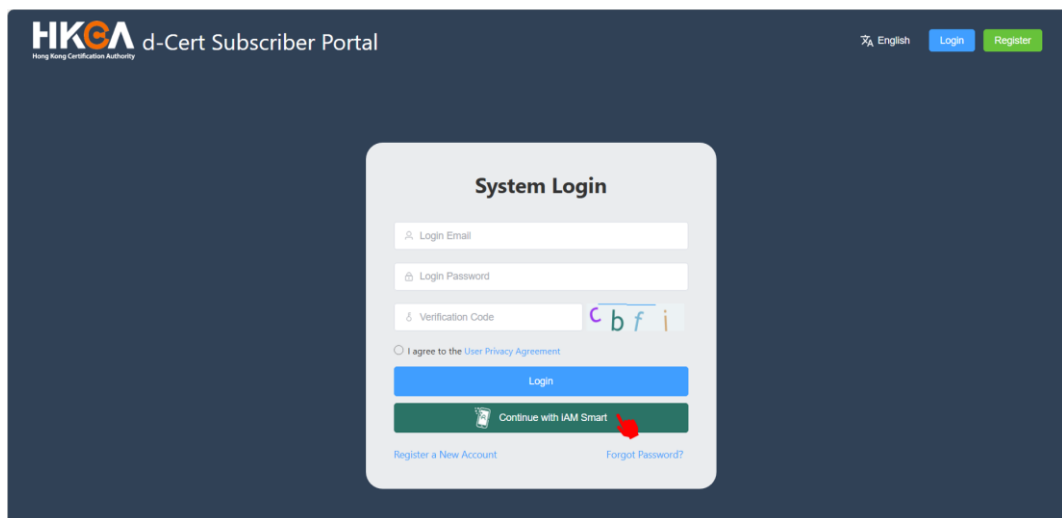
- 3) Once successfully logged in, you can access the Applications, My Orders and My Certificates pages.



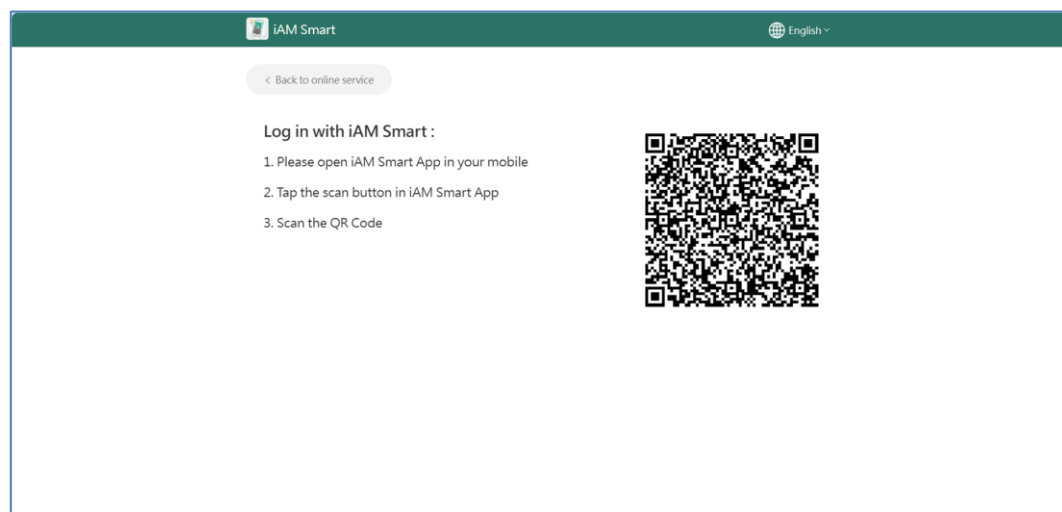
The screenshot shows the 'Applications' page of the HKCA d-Cert Subscriber Portal. The page has a dark blue header with the HKCA logo and 'd-Cert Subscriber Portal' text. In the top right corner, there are links for 'English' and 'Personal Account: [CHAN Tai Man]'. A dropdown menu for 'Personal Account' is visible. On the left side, there is a navigation menu with 'Applications', 'My Orders', and 'My Certificates'. The main content area is titled 'Applications' and contains a notice: 'Only registered users can apply for personal certificates, and applications on behalf of others are not allowed. If applying for two or more certificates simultaneously, the quantity can be increased in the "Number of Certificates to be Issued" under "Product Specification Configuration," or other types of certificates can also be selected for joint application.' Below the notice are four application cards, each with a book icon and a 'Select' button. The cards are: 1) 'DV d-Cert (Server)' with 'Single domain only (wildcard not included)' and 'Subscription / Validity Period: 1 Year'. 2) 'DV d-Cert (Server) with "Multi-domain" feature' with 'Multiple domain (wildcard not included)' and 'Subscription / Validity Period: 1 Year'. 3) 'DV d-Cert (Server) with "Wildcard" feature' with 'Multiple domain (wildcard only included)' and 'Subscription / Validity Period: 1 Year'. 4) 'd-Cert (Personal)' with 'Storage Medium: Subscription / Validity Period: 1 Year/2 Year/3 Year'. At the bottom of the page, there are buttons for 'Selected(0)' and 'Next'.

2.3.2 Login with iAM Smart

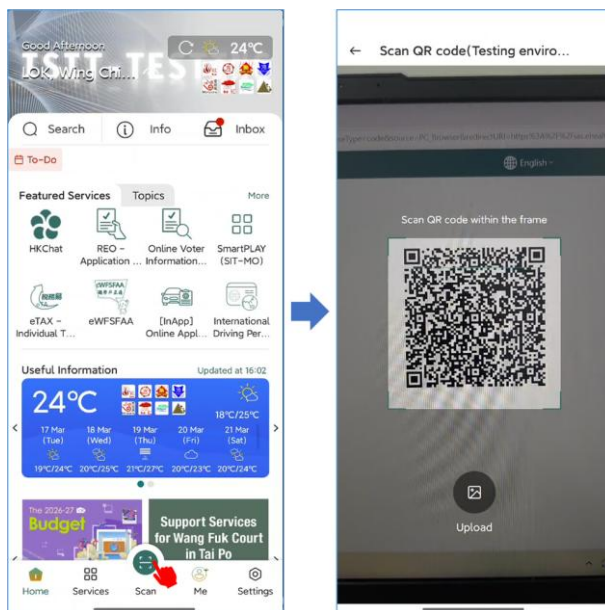
- 1) Visit [HKCA d-Cert Subscriber Portal](#). Then click “Continue with iAM Smart”.



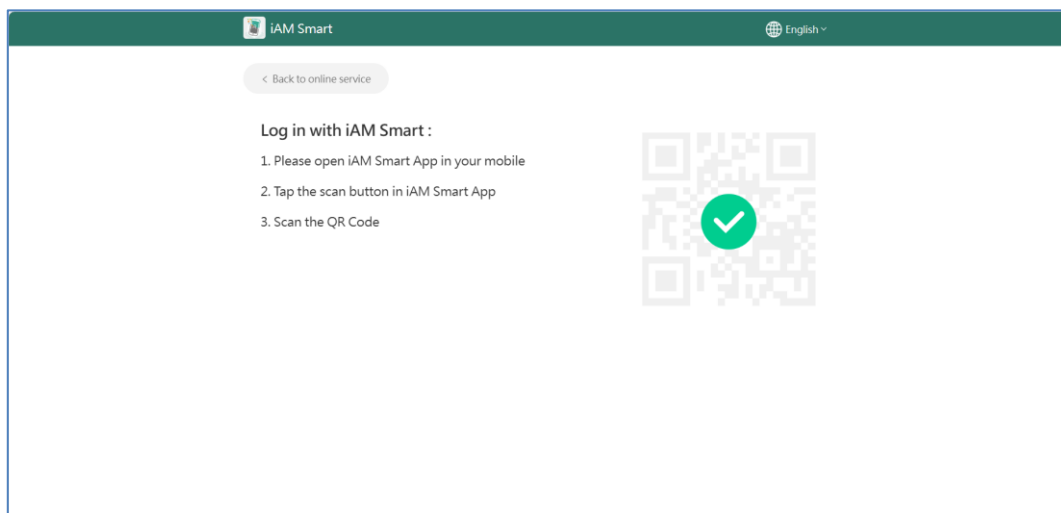
- 2) The desktop web browser will redirect to the "iAM Smart" system, displaying a QR Code.



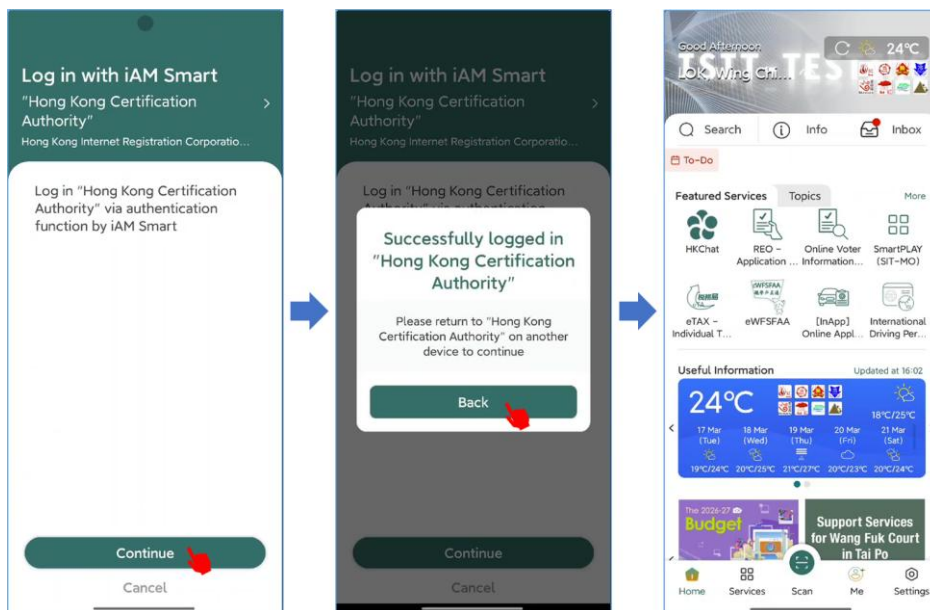
- 3) Open the "iAM Smart" App on your mobile device, tap the scan button and scan the QR Code.



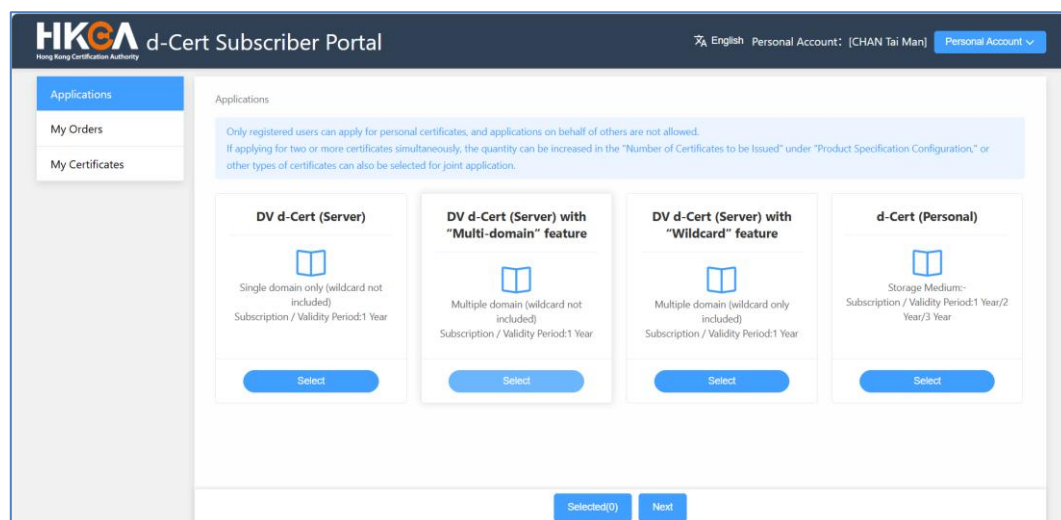
- 4) After successful linkage, a tick mark will appear on the QR code.



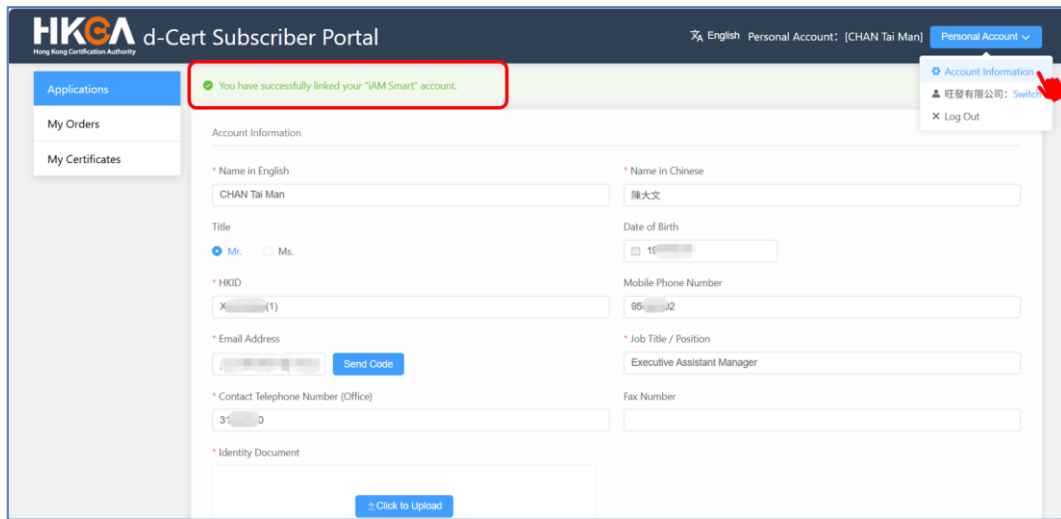
- 5) The mobile app will display the authentication permission screen. Select “Continue”. The "iAM Smart" app will show that you have successfully logged in to "Hong Kong Certification Authority". Click “Back”. The "iAM Smart" app will show that you have successfully logged in to "Hong Kong Certification Authority". Click “Back”.



- 6) After successfully logging in to the **HKCA d-Cert Subscriber Portal**, you will be redirected to the “Applications” page.

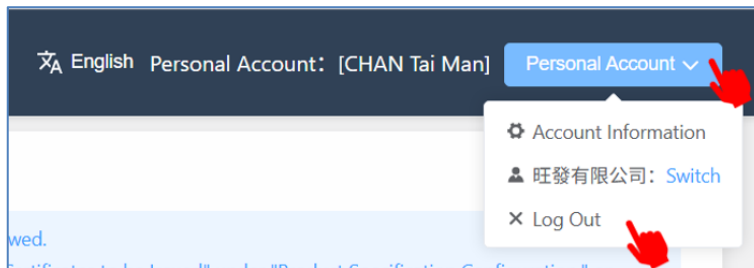


- When the account is linked to "iAM Smart", the "Account Information" page will display a message: "You have successfully linked your 'iAM Smart' account." Once successfully logged in, you can access the Applications, My Orders, and My Certificates pages.

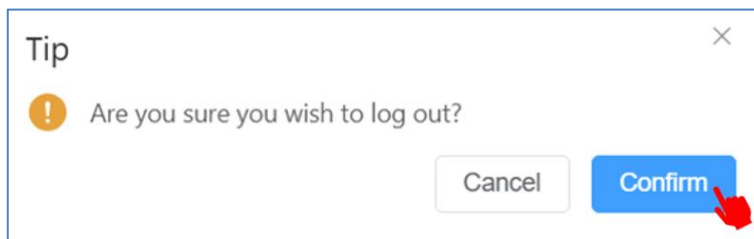


2.3.3 Account Logout

- Select "Personal Account" or "Organisational Account" at the top right corner of the page. Three options will appear. Select "Log Out".



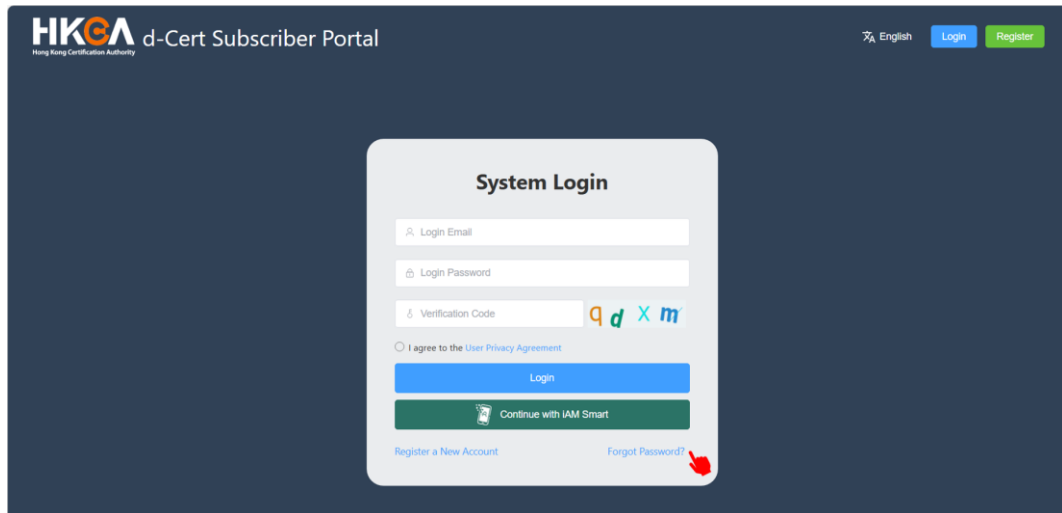
- Select "Confirm" to log out. Upon successful logout, you will be redirected to the system login page.



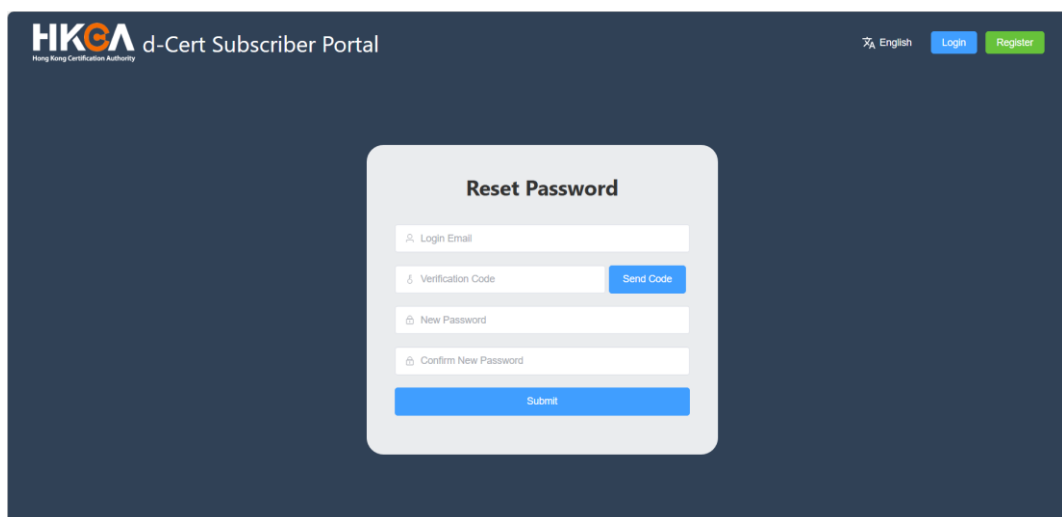
2.4 Password Reset and Recovery

If you forget your login password, you can reset it.

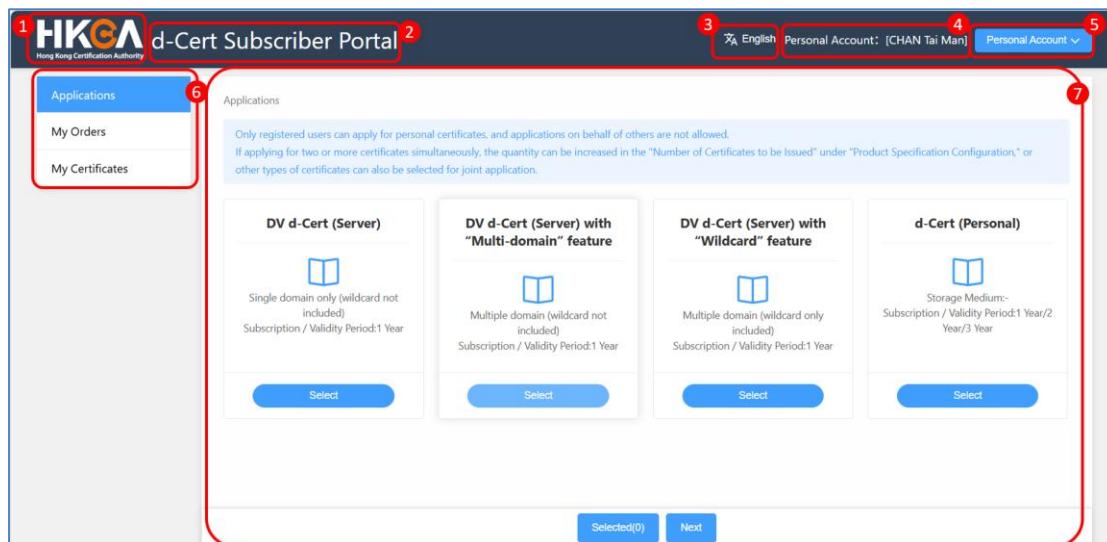
- 1) At the bottom of the system login page, select “Forgot Password”.



- 2) On the "Reset Password" page, enter your login email, then click “Send Code”. The system will send a verification code to your email.
- 3) On the "Reset Password" page, enter the Verification Code, New Password, and Confirm New Password (The password must be between 8 and 20 characters, containing both numbers and letters.). Then click “Submit”.
- 4) After the system shows “Password successfully changed”, the page will redirect to the login page. Login with the new password.



3 Interface Overview and Basic Operations



Region	Description
1	HKCA logo.
2	The name of this system.
3	Language selection area – the supported languages are Traditional Chinese, Simplified Chinese and English.
4	The type and name of the current account. If it is a personal account, the English name of the account holder will be displayed. If it is an organisational account, the English name of the organisation will be displayed.
5	Account management button. Clicking this will display a drop-down menu for: Account Information: To view and edit the current account information. Switch Account: If the current account has both personal and organisational accounts, you can switch between the accounts. If the current account is a personal account and no organisational account has been registered, this item will display "Sign Up". Clicking this will allow you to register an organisational account based on the current personal account. Log Out: To log out of the current account.
6	Function Menu Bar. Select an item to open the corresponding function page.
7	“Applications” page. Different eligible products for purchase will be displayed based on whether it is a personal account or an organisational account.

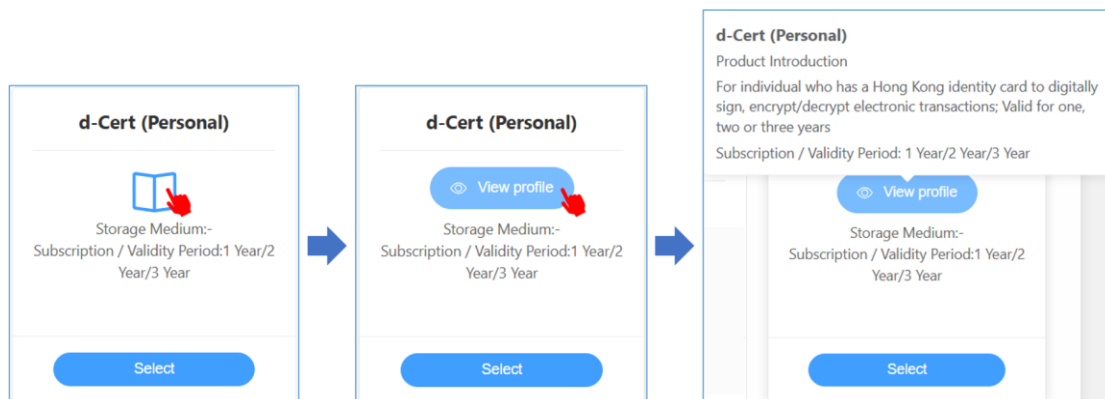
4 Application of d-Certs

In the "Applications" page, different types of digital certificates can be applied for based on whether it is a personal account or an organisational account.

Certificate Type	Personal Account	Organisational Account
HKCA d-Cert (Personal)	✓	-
HKCA d-Cert (Organisational)	-	✓
HKCA d-Cert (Encipherment)	-	✓
HKCA DV d-Cert (Server)	✓	✓
HKCA DV d-Cert (Server) with "Wildcard" feature	✓	✓
HKCA DV d-Cert (Server) with "Multi-domain" feature	✓	✓
HKCA OV d-Cert (Server)	-	✓
HKCA OV d-Cert (Server) with "Wildcard" feature	-	✓
HKCA OV d-Cert (Server) with "Multi-domain" feature	-	✓
HKCA EV d-Cert (Server)	-	✓
HKCA EV d-Cert (Server) with "Multi-domain" feature	-	✓

4.1 d-Cert Profile

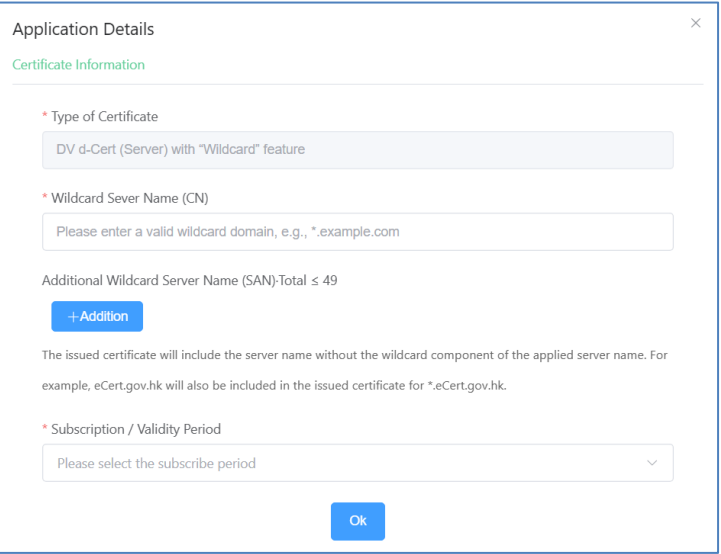
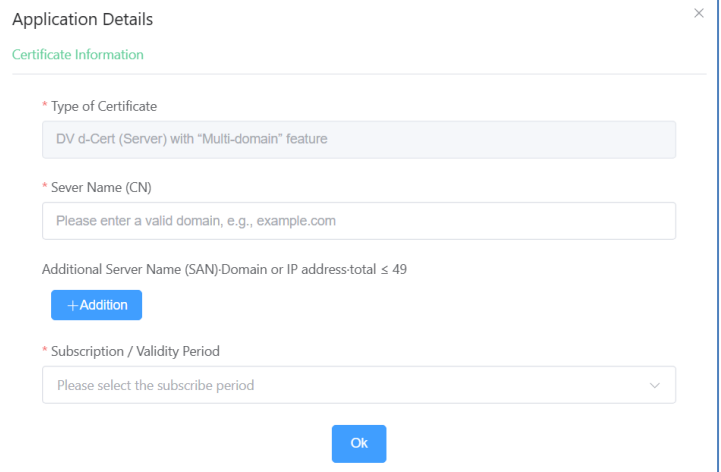
The “View Profile” button will be displayed upon mouse-over on one type of d-Cert. Clicking this button will display a brief introduction of the selected d-Cert.



4.2 Create Certificate Application Order

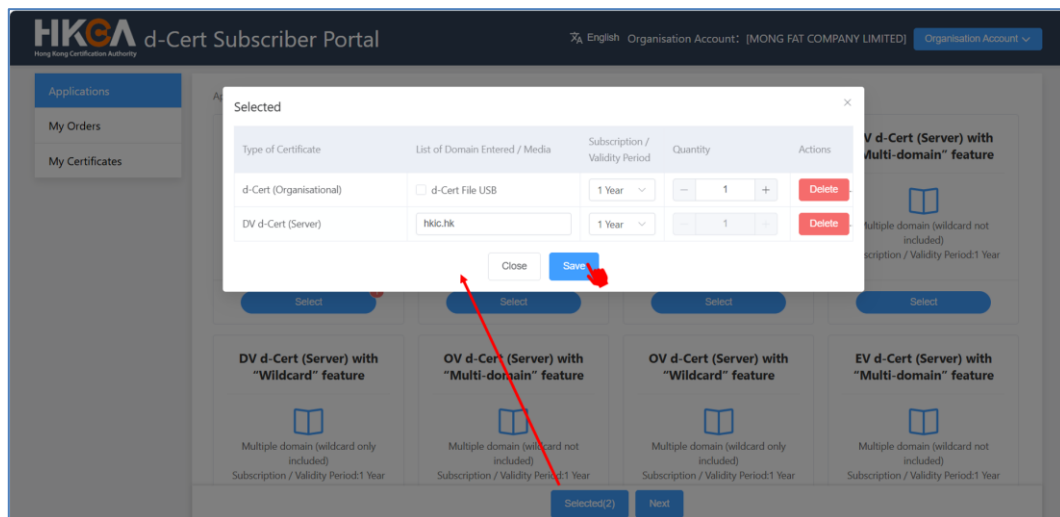
- 1) Click "Select" on the certificate type of interest in the "Applications" page.
- 2) Configure the certificate specifications, such as Subscription / Validity Period, quantity of certificates, etc, then click "OK".

Certificate type	Certificate specification configuration page
d-Cert (Personal) / (Organisational) / (Encipherment)	<p>The screenshot shows the "Application Details" configuration page for a d-Cert (Personal). The "Certificate Information" section includes:</p> <ul style="list-style-type: none"> Type of Certificate: d-Cert (Personal) Subscription / Validity Period: Please select the subscribe period Quantity: 1 Storage Medium: <input type="checkbox"/> d-Cert File USB
DV/OV/EV d-Cert (Server)	<p>The screenshot shows the "Application Details" configuration page for a DV/OV/EV d-Cert (Server). The "Certificate Information" section includes:</p> <ul style="list-style-type: none"> Type of Certificate: DV d-Cert (Server) Sever Name (CN): Please enter a valid domain, e.g., example.com Subscription / Validity Period: Please select the subscribe period

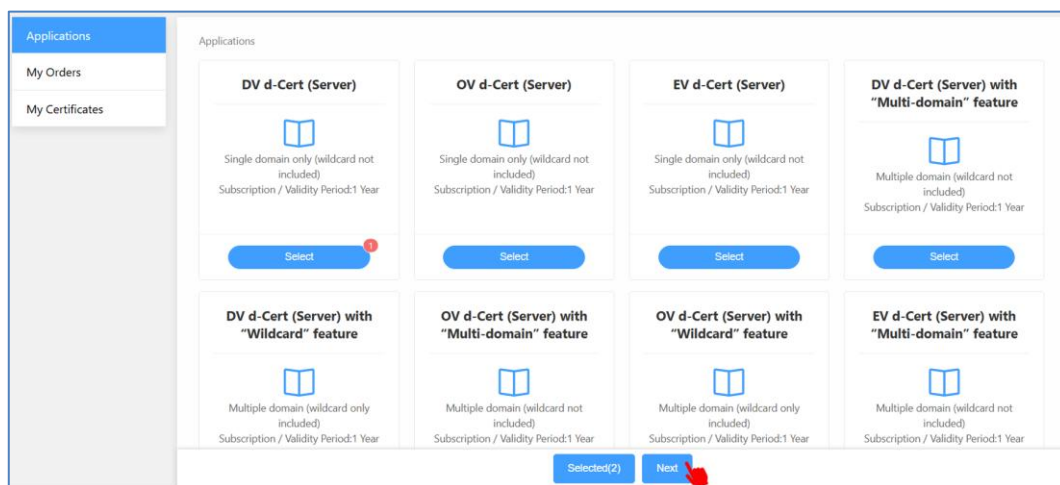
Certificate type	Certificate specification configuration page
DV/OV d-Cert (Server) with “Wildcard” feature	
DV/OV/EV d-Cert (Server) with “Multi-domain” feature	

The same Validity Period applies to all certificates in a single application. That is, if the Validity Period is set for 2 years and the number of d-Cert (Organisational) is set as 3 in a single application, all three certificates will be valid for 2 years. If you wish to have 2 certificates valid for 2 years and 1 certificate for 1 year, you will need to place two separate applications in the same order list.

- 3) If you need to place additional applications for other types of digital certificates, continue by clicking "Select" on the certificate type you wish to add to the order list and configure the certificate specification as in above step.
- 4) After all certificate types of interest have been added to the order list, click "Selected" to view the order details. Click "Save" if the information is correct.



- 5) Click "Next" to go to the "Order Confirmation" page.



- 6) The "Order Confirmation" page allows you to view the order details of the selected certificates. The applicant institution information and applicant information will be automatically filled in along with the account information. If you need to modify the certificate specifications in the "Order Details List", click "Back to Edit" at the bottom of the "Order Confirmation" page to make modifications.

Order Confirmation

Order Details List

Type of Certificate	List of Domain Entered / Media	Subscription / Validity Period	Quantity	Unit Price(HK\$)	Subtotal(HK\$)
d-Cert (Organisational)	-	1 Year	1		
DV d-Cert (Server)	hkic.hk	1 Year	1		
				Administration Fee	
				Total	

Particulars of the Organisation

* Organisation Name (English)	Organisation Name (Chinese)
<input type="text" value="MONG FAT COMPANY LIMITED"/>	<input type="text" value="旺發有限公司"/>
Branch/Department Name (English)	Branch/Department Name (Chinese)
<input type="text" value="Branch/Department Name (English)"/>	<input type="text" value="Branch/Department Name (Chinese)"/>
Organisation Type	Business Registration Number (BRN)
<input type="text" value="General Company"/>	<input type="text" value="20-88"/>
Certificate of Incorporation (CI) / Certificate of Registration (CR)	
<input type="text" value="2"/>	

Particulars of Authorised Representative

* Name in English	Name in Chinese
<input type="text" value="CHAN Tai Man"/>	<input type="text" value="陳大文"/>
* Title	* HKID/Passport Number
<input checked="" type="radio"/> Mr. <input type="radio"/> Ms.	<input checked="" type="radio"/> HKID <input type="radio"/> Passport Number
	<input type="text" value="X(1)"/>
* Date of Birth	Mobile Phone Number
<input type="text" value="1"/>	<input type="text" value="98-2"/>
* Email Address	* Job Title / Position
<input type="text" value="om"/>	<input type="text" value="Executive Assistant Manager"/>
* Contact Telephone Number (Office)	Fax Number
<input type="text" value="31-0"/>	<input type="text" value="Fax Number"/>
* Identity Document	
<div style="border: 1px dashed gray; padding: 10px; text-align: center;"> <input type="button" value="Click to Upload"/> </div>	
Drag file here, or click to upload	
Supports JPG, JPEG, PNG, PDF formats (Up to 1 file can be uploaded, and the maximum file size is 10MB)	
CHAN TAI MAN.png 774 KB	Preview Delete

Technical Contact Information

* Technical Contact's Name (English)	* Technical Contact's Title
<input type="text" value="WONG YIU"/>	<input checked="" type="radio"/> Mr. <input type="radio"/> Ms.
* Job Title / Position	* Contact Phone Number
<input type="text" value="CTO"/>	<input type="text" value="2-1"/>
* Email Address	
<input type="text" value="om"/>	

- 7) Complete the required supplementary information for the certificate application. Different information is required for different certificate types.

d-Cert (Organisational): Provide the details of the Authorised User.

The screenshot shows a form titled "Particular of Authorised User/Unit/Server" with a dropdown menu set to "1. d-Cert (Organisational) Subscription / Validity Period - 1 Year". The form contains several fields: "Authorised User's title" with radio buttons for "Mr." and "Ms."; "Authorised User's Name in English" with a text input field; "Authorised User's HKID/Passport Number" with radio buttons for "HKID" (selected) and "Passport Number", and a text input field containing "A123456(7)"; "Email Address" with a text input field containing "Please enter your email address"; "Contact Phone Number" with a text input field; and "Identity Document" with a file upload area containing a "Click to Upload" button and instructions: "Drag file here, or click to upload" and "Supports JPG, JPEG, PNG, PDF formats (Up to 1 file can be uploaded, and the maximum file size is 10MB)". A note at the bottom states: "The Authorised User shall sign on the copy of his/her HKID card or passport." A blue circular icon with an upward arrow is in the bottom right corner.

d-Cert (Encipherment): Provide the Name of Authorised Unit.

The screenshot shows a form titled "2. d-Cert (Encipherment) Subscription / Validity Period - 1 Year". It contains two text input fields: "Name of Authorised Unit" with the placeholder "Please enter the Name of Authorised Unit" and "Email address of Authorised Unit" with the placeholder "Please enter the Email address of Authorised Unit". A blue circular icon with an upward arrow is in the bottom right corner.

d-Cert (Server): Select the domain name verification method. The options include Email Verification, Label Verification and DNS Verification.

The screenshot shows a form titled "3. DV d-Cert (Server) - hkic.hk Subscription / Validity Period - 1 Year". It features a "Domain Name List" table with two columns: "Domain Name" and "Validation Method". The table contains one row with "hkic.hk" in the "Domain Name" column and a dropdown menu with "Select" in the "Validation Method" column. A blue circular icon with an upward arrow is in the bottom right corner.

- 8) After completing the supplementary information of the application and confirming its accuracy, read and agree to the terms of the agreement, and then click "Confirm order". Once the order is confirmed, the order details (except contact information) cannot be further modified.

The screenshot shows a confirmation step with a text box containing "I agree to the [Certificate Subscriber Agreement](#) and confirm the accuracy of the provided information." A red arrow points to the radio button next to the text. Below the text box are two buttons: "Confirm" (highlighted with a red arrow) and "Back to edit". A blue circular icon with an upward arrow is in the bottom right corner.

You will be redirected to the "Order Payment" page under "My Orders" (see [Order Payment](#) for details of how to pay for the order).

5 Order Management

Perform order management operations in the "My Orders" page. To manage an "Unpaid" order in your account, click "Manage" for the respective order to Pay Order, Cancel Order or Edit Order. Cancel Order allows cancelling of the full order and Edit Order allows editing of the contact information for the order. Pay Order allows order payment (see below for details).

For "Paid" Orders, clicking "Manage" will allow View Order.

The screenshot shows the HKCA d-Cert Subscriber Portal interface. The top navigation bar includes the HKCA logo, the text 'd-Cert Subscriber Portal', and user information: 'English Organisation Account: [chuangwei LIMITED] Organisation Account'. The left sidebar has 'Applications' with sub-items 'My Orders' and 'My Certificates'. The main content area is titled '我的订单' (My Orders) and features a search bar with 'Status' and 'Order No.' dropdowns, and 'Search' and 'Reset' buttons. Below is a table of orders:

Order No.	Certificate Application Details	Total Amount	Payment Status	Actions
26041695304904	d-Cert (Organisational)	HK\$ 0.30	Unpaid	Manage
26041645140070	d-Cert (Organisational)	HK\$ 0.30	Paid	Manage
26041672560983	d-Cert (Organisational)	HK\$ 0.30	Unpaid	Manage
26041337480380	d-Cert (Organisational)	HK\$ 0.30	Paid	Manage
26041065767038	d-Cert (Organisational)	HK\$ 0.30	Paid	Manage
26040847954777	DV d-Cert (Server) with "Wildcard" feature OV d-Cert (Server) with "Multi-domain" feature	HK\$ 11.70	Paid	Manage
26033096888474	d-Cert (Organisational)	HK\$ 0.30	Paid	Manage
26032397785784	d-Cert (Organisational)	HK\$ 0.30	Paid	Manage
26032039434784	d-Cert (Organisational)	HK\$ 0.30	Paid	Manage
26032057187393	d-Cert (Encipherment)	HK\$ 0.30	Paid	Manage

At the bottom of the table, there is a pagination control showing 'Total 12', '10/page', and page numbers '1', '2', and 'Go to 1'. A dropdown menu is open for the 'Manage' button of the first unpaid order, showing options: 'Pay Order', 'Cancel Order', and 'Edit Order'.

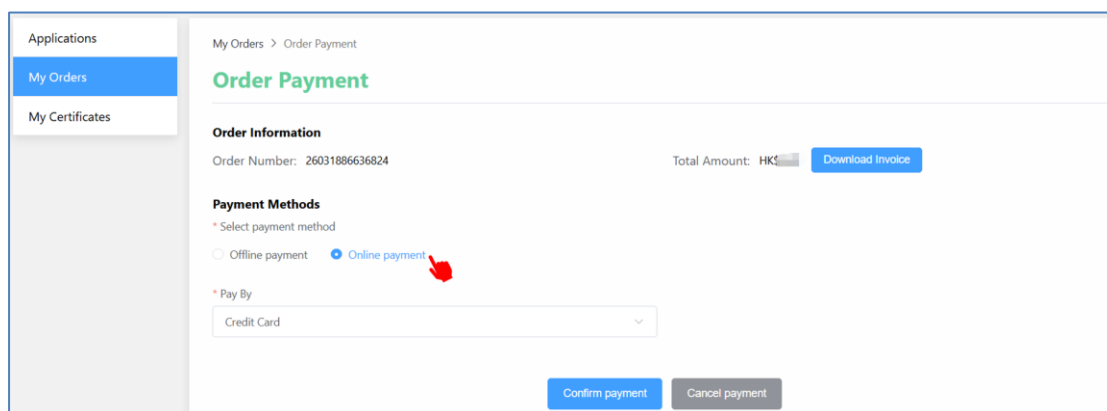
5.1 Order Payment

For orders with a payment status of "Unpaid" in the "My Orders" list, click "Manage" and then "Pay Order" to access the "Order Payment" page.

This screenshot is a zoomed-in view of the 'My Orders' section. The 'My Orders' button in the left sidebar is highlighted with a red arrow. The table shows one order with 'Payment Status' 'Unpaid'. The 'Manage' button for this order has a dropdown menu open, with the 'Pay Order' option highlighted by a red arrow.

5.1.1 Online Payment

After selecting "Online Payment", select the online payment method. The online payment methods include Credit Card, WeChat Pay, Alipay and PPS.



Applications

My Orders

My Certificates

My Orders > Order Payment

Order Payment

Order Information

Order Number: 26031886636824 Total Amount: HK\$ [Download Invoice](#)

Payment Methods

* Select payment method

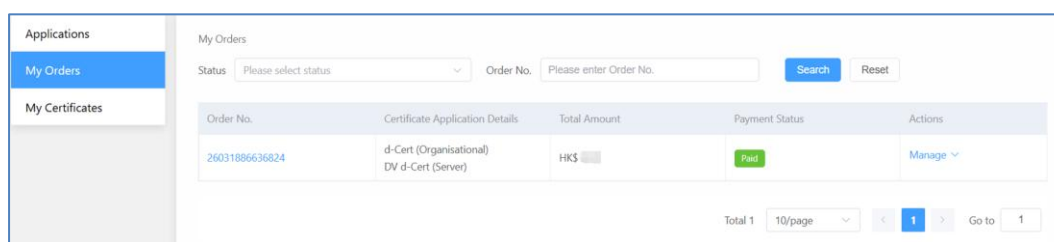
Offline payment Online payment

* Pay By

Credit Card

[Confirm payment](#) [Cancel payment](#)

After the online payment is completed, click "Confirm payment". The payment status will change to "Paid".



Applications

My Orders

My Certificates

My Orders

Status: Order No. [Search](#) [Reset](#)

Order No.	Certificate Application Details	Total Amount	Payment Status	Actions
26031886636824	d-Cert (Organisational) DV d-Cert (Server)	HK\$	Paid	Manage

Total 1 10/page < 1 > Go to 1

At the same time, the applicant will receive an email notification "Acknowledgement of d-Cert (xx) Application".

5.1.2 Offline Payment

If the client selects offline payment, a valid "Pay in Slip" must be available for upload as evidence of the transaction.

- 1) Once the applicant has fully paid the digital certificate application fee offline, log into the **HKCA d-Cert Subscriber Portal**, go to the "My Orders" page, and select the corresponding order to go to its "Order Payment" page.

Applications

My Orders

My Certificates

My Orders > Order Payment

Order Payment

Order Information

Order Number: 26031886636824 Total Amount: HK\$ [Download Invoice](#)

Payment Methods

* Select payment method

Offline payment Online payment

* Payment Methods

Pay in Slip

* Payment date

Please select your payment date

* Upload payment voucher documents

[Click to Upload](#)

Drag file here, or click to upload

Supports JPG, JPEG, PNG, PDF formats (Up to 1 file can be uploaded, and the maximum file size is 10MB)

Payment Notes

Please enter payment reference

If the payment is not made by the applicant himself/herself (i.e., "paid by another party"), please specify that it is paid on behalf of [applicant's name].

[Confirm payment](#) [Cancel payment](#)

- 2) After selecting "Offline Payment", enter the payment method, the payment time, and upload the pay in slip, then click "Confirm Payment".

Applications

My Orders

My Certificates

My Orders > Order Payment

Order Payment

Order Information

Order Number: 26031886636824 Total Amount: HK\$ [Download Invoice](#)

Payment Methods

* Select payment method

Offline payment Online payment

* Payment Methods

Pay in Slip

* Payment date

2026/03/18

* Upload payment voucher documents

[Click to Upload](#)

Drag file here, or click to upload

Supports JPG, JPEG, PNG, PDF formats (Up to 1 file can be uploaded, and the maximum file size is 10MB)

Payment voucher_260318.png 6 KB [Preview](#) [Delete](#)

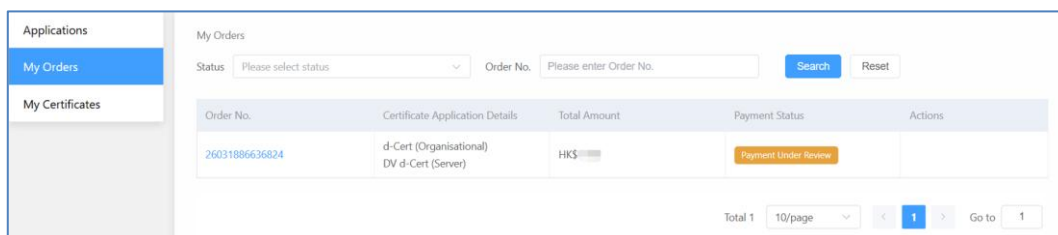
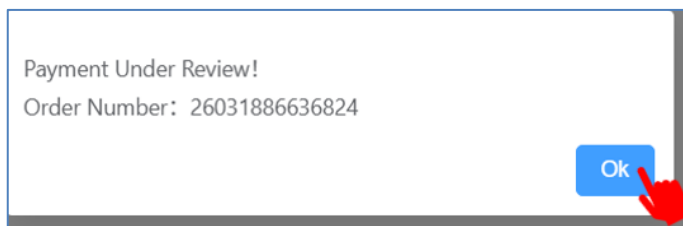
Payment Notes

Please enter payment reference

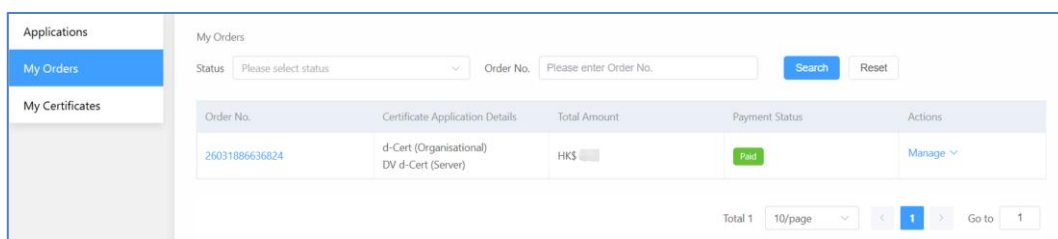
If the payment is not made by the applicant himself/herself (i.e., "paid by another party"), please specify that it is paid on behalf of [applicant's name].

[Confirm payment](#) [Cancel payment](#)

- 3) After submitting the offline payment information, the payment status of this order will change to “Payment Under Review”.



- 4) Once the payment review is approved, the payment status of this order will change to “Paid”.



At the same time, the applicant will receive an email notification “Acknowledgement of d-Cert (xx) Application”.

6 Certificate Application Management

Manage application records through the “My Certificates” page. Functions include viewing application details, getting Access Code, submitting the Certificate Signing Request (CSR), downloading the certificate, and downloading the certificate password, among other operations.

The screenshot displays the HKCA d-Cert Subscriber Portal interface. The top navigation bar includes the HKCA logo, the text 'd-Cert Subscriber Portal', and the user's language preference (English) and organisation account ([MONG FAT COMPANY LIMITED]). The left sidebar contains a menu with 'Applications', 'My Orders', and 'My Certificates', with a red arrow pointing to 'My Certificates'. The main content area is titled 'My Certificates' and features search filters for Application No., Type of Certificate, and Status. Below the filters are search and reset buttons. A table lists certificate applications with the following data:

Order No.	Application No.	Type of Certificate	Common Name	Apply At	Certificate Validity	Status	Actions
26041348173200	26041348173200001	d-Cert (Organisational)		2026-04-13 15:39:04	~	Review	Manage
26041348173200	26041348173200002	DV d-Cert (Server)	hkic.hk	2026-04-13 15:39:04	~	Pending Verification	Validation Manage
26031886636824	26031886636824001	d-Cert (Organisational)	NG Tse Shan	2026-03-18 14:38:38	2026-03-19 14:52:35 ~ 2027-03-19 14:52:35	Issued	Manage
26031886636824	26031886636824002	DV d-Cert (Server)	hkic.hk	2026-03-18 14:38:38	2026-03-19 14:28:44 ~ 2027-03-19 14:28:44	Revoked	Manage

At the bottom of the table, there is a pagination control showing 'Total 4' records, '10/page', and a 'Go to' field with the value '1'.

6.1 Get Access Code

The Access Code is required for all types of d-Certs, for the processes of downloading the certificate, downloading the password, submitting the Certificate Signing Request (CSR) operation and revoking the certificate. Please store the Access Code securely.

- 1) After entering the "My Certificates" page, click on the Application No. for which you need to get the Access Code.

This is a close-up view of the 'My Certificates' table. A red arrow points to the 'Application No.' '26041348173200001' in the first row of the table. The table structure is identical to the one shown in the previous screenshot.

- 2) On the "Certificate Information" page, click "Get Access Code".

Applications > My Certificates > Certificate Application Details-26041348173200001

My Certificates

Certificate Information [Return to Certificate List](#)

Certificate Application Number: 26041348173200001	Order reference number: 26041348173200
Certificate serial number:	Certificate validity period: ~

[Get Access Code](#)

- 3) After confirming the displayed recipient information, click "Apply". The system will send an email notification to the designated email address. (The Applicant's email address for Personal Accounts or the Authorised Representative's email address for Organisational Accounts.)

Get Access Code

Certificate Information

Authorised User's name	NG Tse Shan	Type of Certificate	d-Cert (Organisational)
Valid From Date/Time		Valid To Date/Time	
Authorised User's email	p_ngtsheshan@163.com		

Order users will receive a confirmation email sent by the system.

[Cancel](#) [Apply](#)

- 4) After receiving the email notification titled "Your d-Cert (xx) Has Been Successfully Issued", click on the link "Access Code" in the email content.
- 5) Enter the required verification information, then click "Submit".

Personal Account: Enter HKID number, the applicant's English name and the graphic verification code.

Organisational Account: Enter the Organisation BR/CI/CR number, Organisation Name (English) and the graphic verification code.

Welcome. Please enter the following information for verification to proceed with certificate operations.

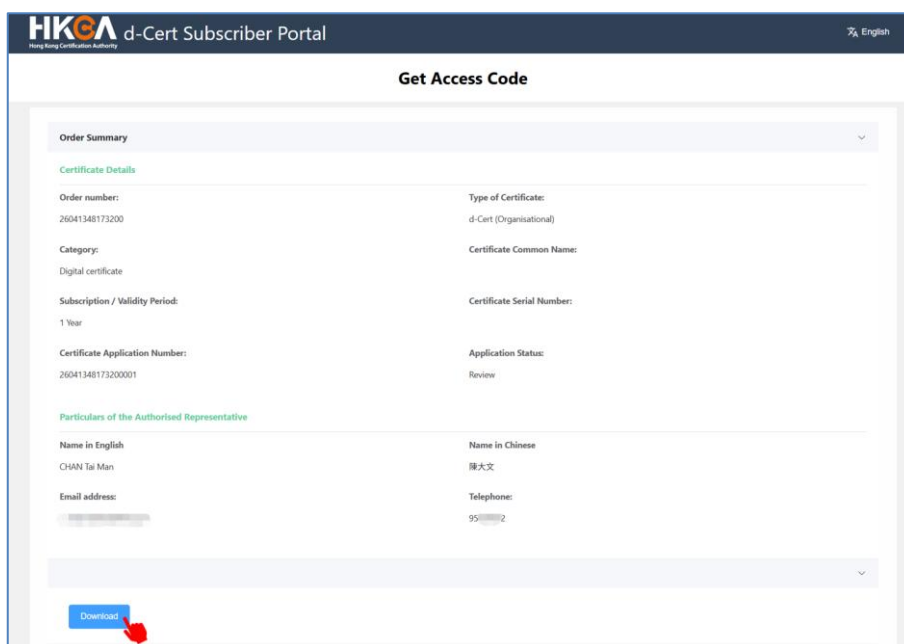
* Organisation BRN/CI/CR number:
Please fill in at least one: Business Registration Number (BRN), Certificate of Incorporation (

* Organisation Name (English):
Organisation Name (English)

* Verification code:
Verification code

[Submit](#)

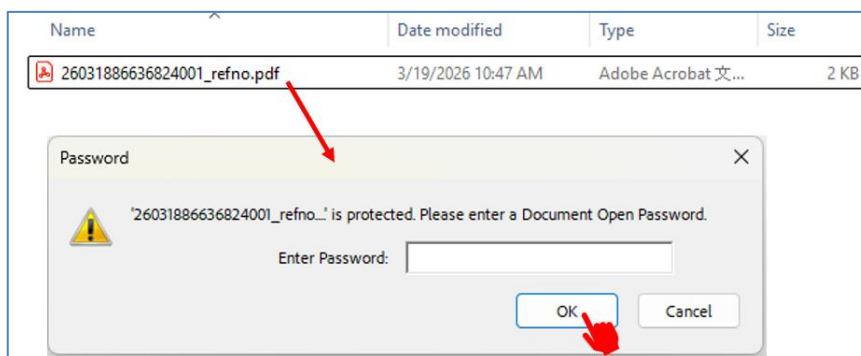
- 6) Click "Download".



- 7) Download a PDF file and enter the password to open it.

d-Cert (Personal): The password is the first 4 digits of the applicant's HKID number.

d-Cert (Organisational / Encipherment / Server): The password is the first 4 digits of the Authorised Representative's HKID/Passport number.



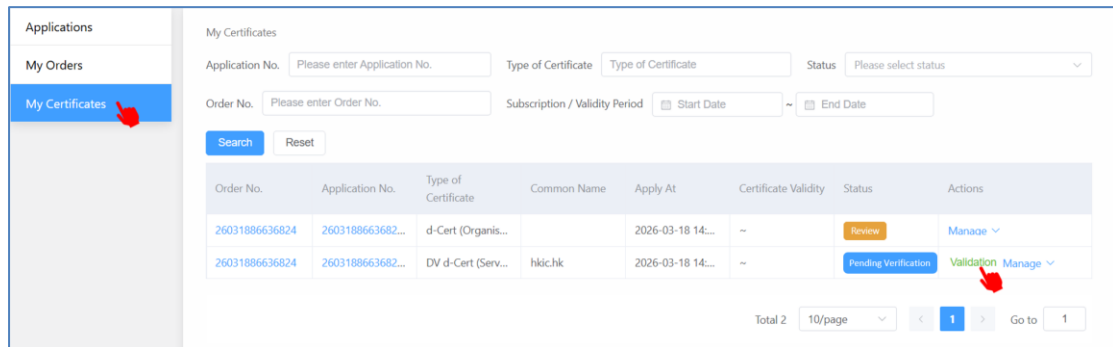
- 8) Please store the Access Code securely.



6.2 Domain Name Verification for d-Cert (Server)

New d-Cert (Server) application orders will be displayed in the “My Certificates” page with a "Pending Verification" status.

Click the "Validation" option in the "Actions" column to start domain name verification.



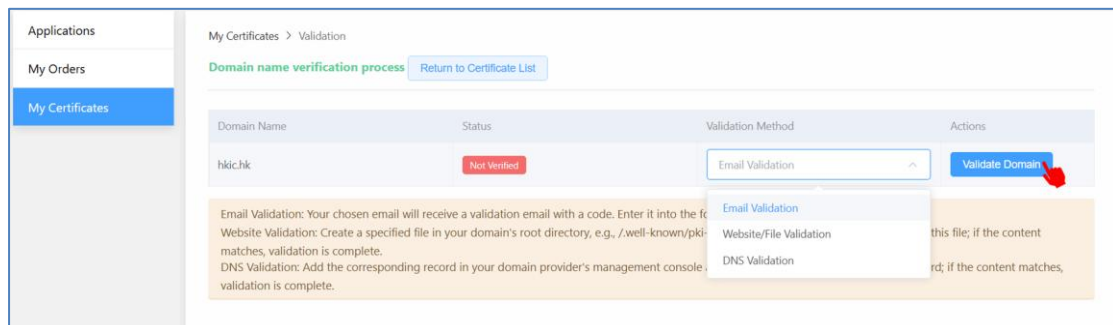
Domain name verification supports options of

Email Verification,

Website/File Verification, and

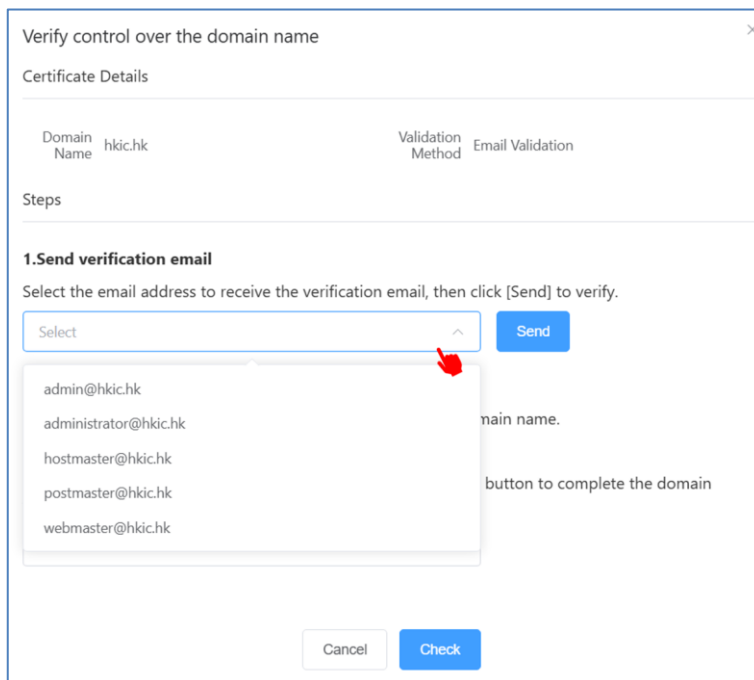
DNS Verification.

After selecting the verification method, click “Validate Domain”.



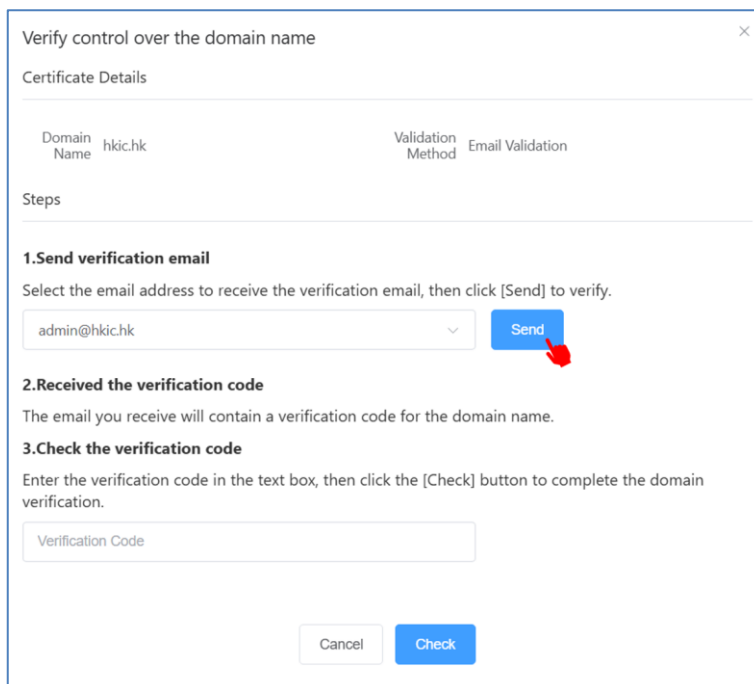
6.2.1 Email Verification

- 1) Select the email address of the website administrator to receive the verification code.



The screenshot shows a dialog box titled "Verify control over the domain name". Under "Certificate Details", the Domain Name is "hkic.hk" and the Validation Method is "Email Validation". The "Steps" section is titled "1. Send verification email" and instructs the user to "Select the email address to receive the verification email, then click [Send] to verify." A dropdown menu is open, showing a list of email addresses: "admin@hkic.hk", "administrator@hkic.hk", "hostmaster@hkic.hk", "postmaster@hkic.hk", and "webmaster@hkic.hk". A red arrow points to the "admin@hkic.hk" option. To the right of the dropdown is a blue "Send" button. At the bottom of the dialog are "Cancel" and "Check" buttons.

- 2) Click "Send" and the system will send a verification code email to the selected email address.
- 3) Enter the verification code in the text box and click "Check" to complete the domain name verification.



The screenshot shows the same dialog box, but now the dropdown menu is closed and "admin@hkic.hk" is selected. A red arrow points to the blue "Send" button. The "Steps" section has moved to "2. Received the verification code", which states "The email you receive will contain a verification code for the domain name." Below this is "3. Check the verification code", which instructs the user to "Enter the verification code in the text box, then click the [Check] button to complete the domain verification." A text input field labeled "Verification Code" is provided. At the bottom are "Cancel" and "Check" buttons.

6.2.2 Website/File Verification

- 1) Create a TXT file named “hkircca.txt” and copy the displayed domain verification code into the TXT file.
- 2) Place the TXT file in the “/.well-known/pki-validation/” directory of the domain.
- 3) Click “Check” to verify your URL and complete the domain verification.

The screenshot shows a dialog box titled "Verify control over the domain name". Under "Certificate Details", the Domain Name is "hkic.hk" and the Validation Method is "Website/File Validation". The "Steps" section includes:

- 1. Create a TXT file**: Create a file named hkircca.txt for your domain and add the following verification code content:
Verification Code: (A red arrow points to the Copy button.)
Then place the TXT file in the site's '/.well-known/pki-validation/' directory, with a path resembling one of the following URLs:
 http://hkic.hk/.well-known/pki-validation/hkircca.txt
 https://hkic.hk/.well-known/pki-validation/hkircca.txt
- 2. Check Validation Code**: Click the [Check] button to verify your URL and complete the domain name verification.

At the bottom, there are "Cancel" and "Check" buttons. A red arrow points to the "Check" button.

6.2.3 DNS Verification

- 1) Create a DNS TXT record for the domain name and add the displayed domain verification code to the TXT value field.
- 2) Click "Check" to verify your DNS TXT record and complete the domain name verification.

The screenshot shows a dialog box titled "Verify control over the domain name". Under "Certificate Details", the Domain Name is "hkic.hk" and the Validation Method is "DNS Validation". The "Steps" section includes:

- 1. Create DNS TXT Record**: Create a DNS TXT record for your domain and add the validation code below to the TXT value field:
Validation Record Value: (A red arrow points to the Copy button.)
Example:

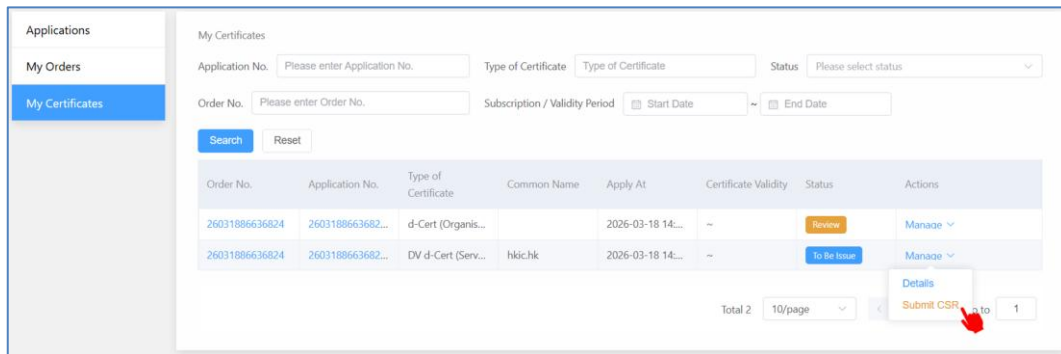
Record Type	Record Value
TXT	NP28gnsMy137cJhswuWfduy4CpE
- 2. Check Validation Code**: Click the [Check] button to verify your DNS TXT record and complete the domain validation.

At the bottom, there are "Cancel" and "Check" buttons. A red arrow points to the "Check" button.

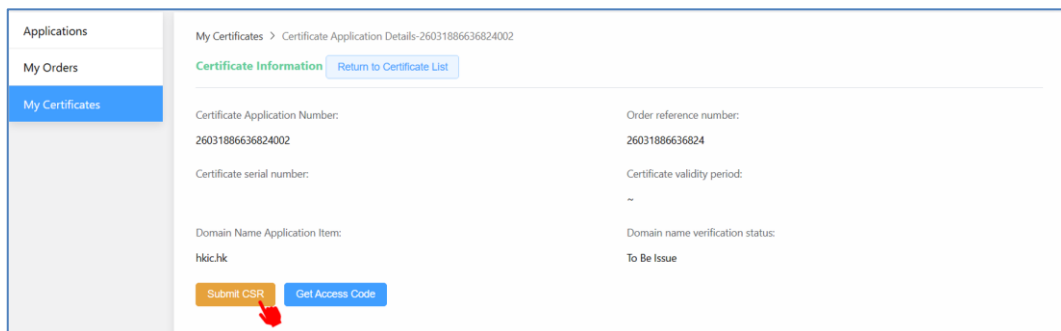
6.3 Submit Certificate Signing Request (CSR)

Once the d-Cert (Server) application is approved, the Certificate Signing Request (CSR) must be submitted before the d-Cert (Server) can be downloaded (see [Download Certificate](#) for details on certificate download).

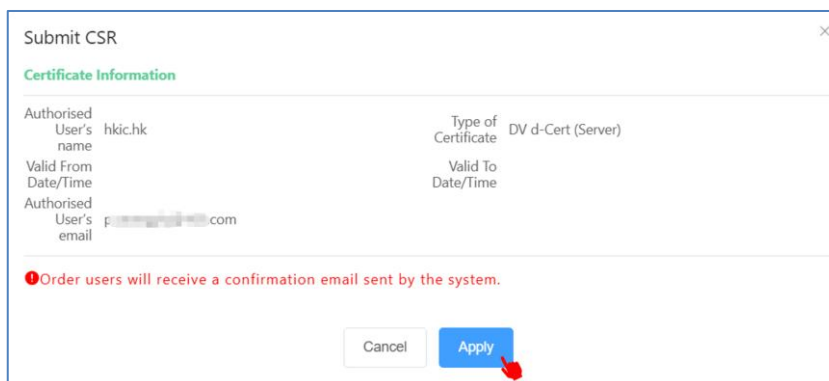
- 1) After entering the "My Certificates" page, click on the Application No. for which you need to Submit Certificate Signing Request (CSR).



- 2) On the Certificate Application Details page, click "Submit CSR".



- 3) After confirming the recipient information displayed, click "Apply". The system will send an email notification to the designated email address. (The Applicant's email address for Personal Accounts or the Authorised Representative's and Technical Contact's email addresses for Organisational Accounts.)



- 4) Click on the "Submit Your CSR" link in the " Submit CSR Notification" email.
- 5) After entering the required verification information, click “Submit”.

Personal Account: Enter the Access Code, the applicant's English name, and the graphic verification code.

Organisational Account: Enter the Access Code, English Organisation Name and the graphic verification code.

- 6) Generate the CSR. Then in the "Submit CSR" page, paste the CSR, and click “Submit”.

All the CSR content must be copied, including "-----BEGIN NEW CERTIFICATE REQUEST-----" and "-----END NEW CERTIFICATE REQUEST-----".

* CSR

```
-----BEGIN CERTIFICATE REQUEST-----
MIICITCAwQAwUjEQAQA4GA1UEAwWHaGtpYy5oazEeMBwGA1UECgwVTU9OR0ZBVENPTVBBTIIIM
SU1JVEVEMQswCQYDVQQGEWJlZS5ERMA8GA1UECAwISG9uZ0t0bmcwggEIMA0GCSqGSIb3DQEB
AQUAA4IBDwAwggEKAoIBAQWemfYdlL6MHUvzWnByTLZ0I7aPvX7b9UzpzmyRaPC0Pxm+jeMqr8n3h
9mmDakIDHLSiCtQad0t/QD0evZ/WC/TwkVQ2Nm36Ek8Ou3QBRd772UQ1N7cJWUk1N9LP+DVlbc3
fg/15YstHeshesfuZP8yfNswbAa6mGJkbcKGAkLn3tPRE+sEX5dwD08qUqyQZMAVvsvVdw3o
cctvCzqWD+9KKOHRVH5GSub04HXnit65leLJ8GTR0hYRICVjevnJDg2shpOsPgheVEHCXORHdh
EwUwvNYx6ld84vRA655MDSKw5/v4zG3FdH/vst9Auy3znQMz/8LAqMBAFeyDQYJKoZIhvcN
AQELBQADggEBA00xfy47Q18tCUB+yf+qRJWCCakEiuX0NvH8zuJSZsCit6foQ1Qf4qj/GCcd
xU3XbeM03QqYphk7qNLzvgD9xwwaQ4Y78xYMTuzGtK8a/alGglmRrxGaVsiBxqlgqexlJcFA8
vaggh6C+a3yJfE8Wu23fR8vMIP23LcNMwpzughGQ+wym8ncd06lbQdUFR5sityC2SG6fqcUX3
nG4PvRCqMdm78JitSSaS8U4pcqOxRdhY8vtlTW78b2wQlnFc0RnD6zS4q8G4bawPIQEBtqTk
ldvfc7mf/3639ddWfW1JrNc0zIWC/vTRbA1gPaNGjg4X5+qbE=
-----END CERTIFICATE REQUEST-----
```

Submit

7) After submitting the CSR, the certificate status will change to "Issued".

Applications

- My Orders
- My Certificates

My Certificates

Application No. Type of Certificate Status

Order No. Subscription / Validity Period Start Date End Date

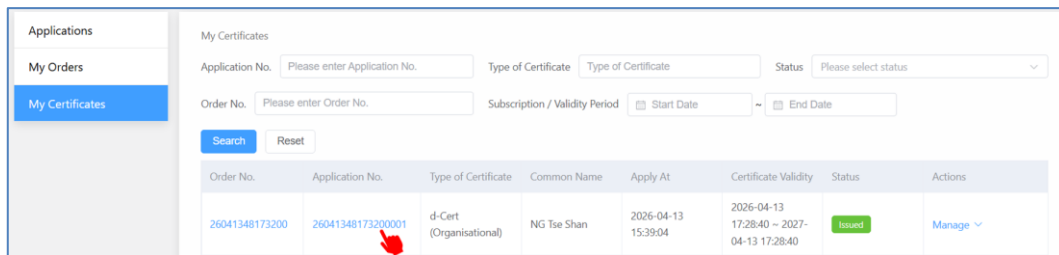
Order No.	Application No.	Type of Certificate	Common Name	Apply At	Certificate Validity	Status	Actions
26031886636824	2603188663682...	d-Cert (Organis...		2026-03-18 14:...	~	Review	Manage
26031886636824	2603188663682...	DV d-Cert (Serv...	hkichk	2026-03-18 14:...	2026-03-19 14:...	Issued	Manage

Total 2 10/page 1 Go to 1

Once issued, the certificate can be downloaded (see [Download Certificate](#) for details).

6.4 Download Certificate

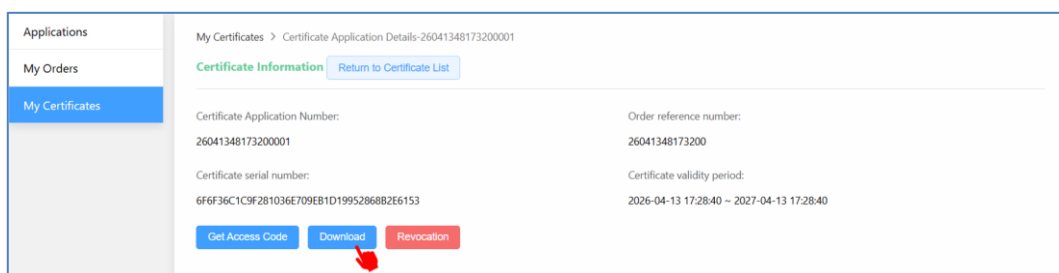
- 1) Click the Application No. for the certificate you wish to download in the “My Certificates” list to enter the “Certificate Application Details” page.



The screenshot shows the 'My Certificates' page with a search bar and a table of certificates. The table has columns: Order No., Application No., Type of Certificate, Common Name, Apply At, Certificate Validity, Status, and Actions. The first row contains the following data:

Order No.	Application No.	Type of Certificate	Common Name	Apply At	Certificate Validity	Status	Actions
26041348173200	26041348173200001	d-Cert (Organisational)	NG Tse Shan	2026-04-13 15:39:04	2026-04-13 17:28:40 ~ 2027-04-13 17:28:40	Issued	Manage

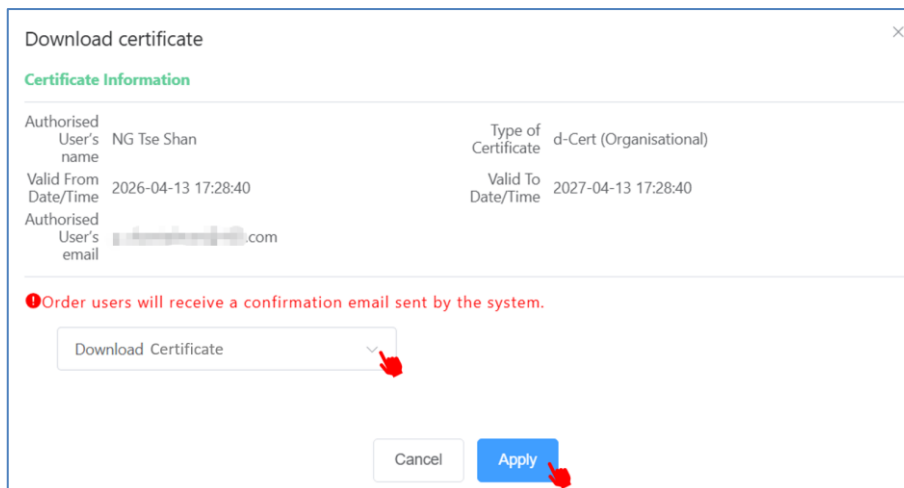
- 2) Click "Download" on the Certificate Application Details page.



The screenshot shows the 'Certificate Application Details' page for application 2604134817320001. It displays certificate information and a 'Download' button. The information includes:

- Certificate Application Number: 26041348173200001
- Order reference number: 26041348173200
- Certificate serial number: 6F6F36C1C9F281036E709EB1D19952868B2E6153
- Certificate validity period: 2026-04-13 17:28:40 ~ 2027-04-13 17:28:40

- 3) Confirm the displayed recipient information, select “Download Certificate” from the drop-down menu, and then click “Apply”. The system will send an email for downloading the certificate to the designated email address. (The Applicant's email address for Personal Accounts or the Authorised Representative's email address for Organisational Accounts.)



The screenshot shows the 'Download certificate' dialog box. It displays certificate information and a dropdown menu. The information includes:

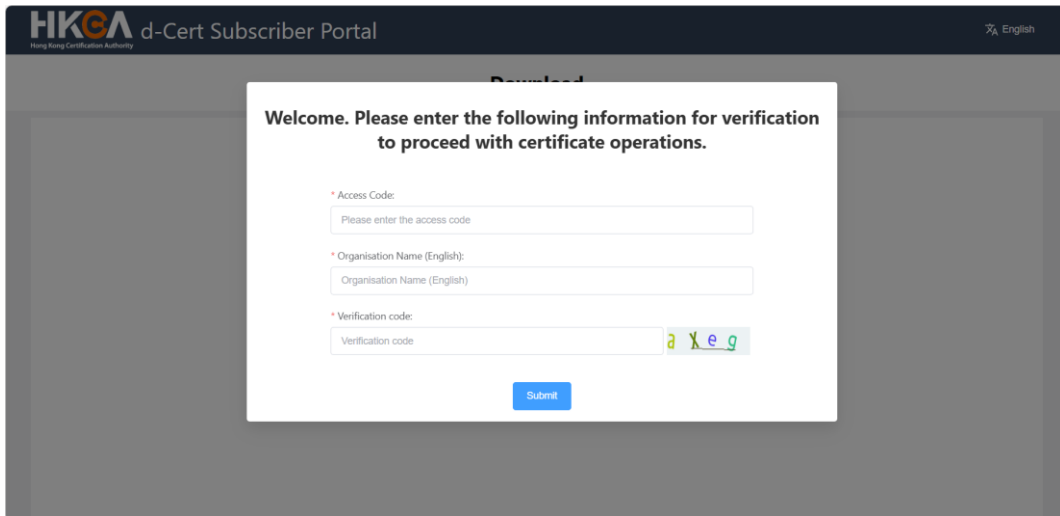
- Authorised User's name: NG Tse Shan
- Type of Certificate: d-Cert (Organisational)
- Valid From Date/Time: 2026-04-13 17:28:40
- Valid To Date/Time: 2027-04-13 17:28:40
- Authorised User's email: [redacted].com

A red arrow points to the 'Download Certificate' dropdown menu, and another red arrow points to the 'Apply' button.

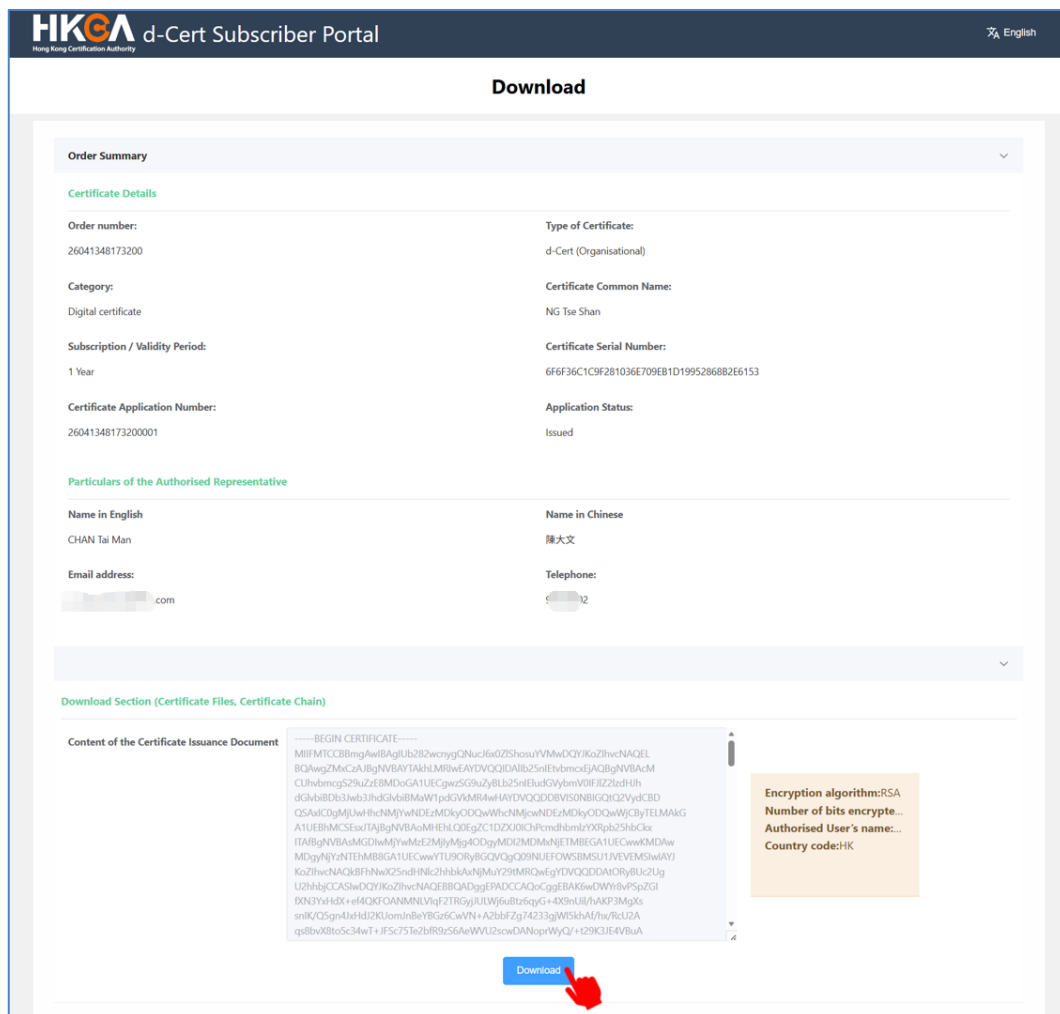
- 4) Click on the "Download d-Cert File" link in the “Your d-Cert (xx) Has Been Successfully Issued” email.
- 5) Enter the required verification information, then click “Submit”.

Personal Account: Enter the Access Code, the applicant's English name, and the graphic verification code.

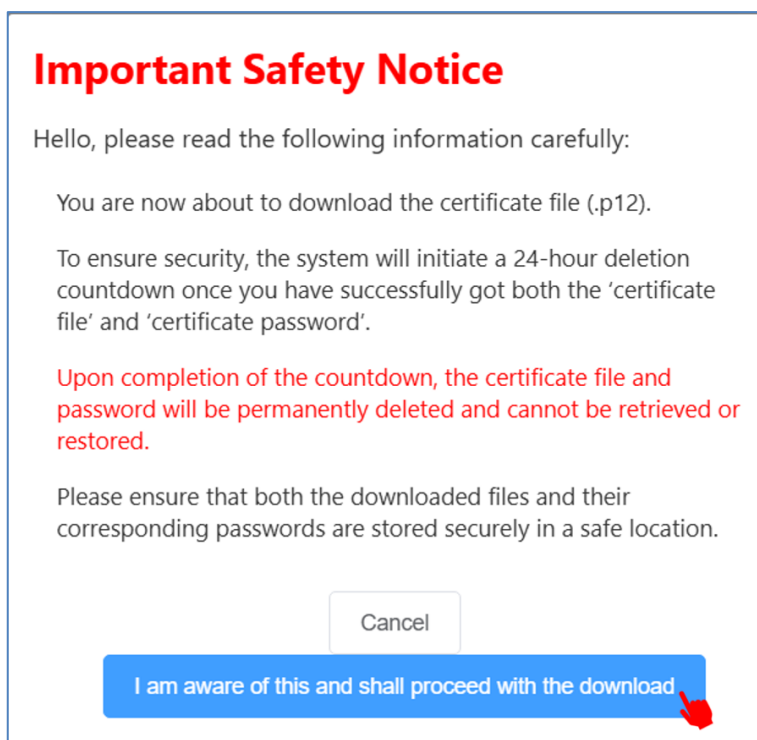
Organisational Account: Enter the Access Code, English Organisation Name, and the graphic verification code.



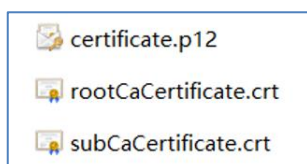
6) Click "Download".



- 7) After reading the important safety instructions, click "I am aware of this and shall proceed with the download".



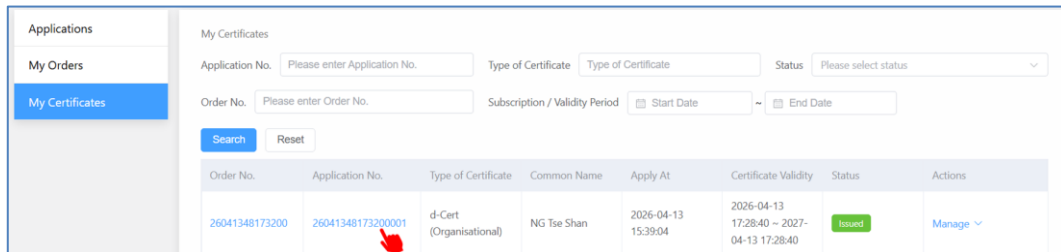
- 8) The files will be downloaded into a zip archive, which contains the digital certificate file, the HKCA Root CA Certificate, and the HKCA Sub CA Certificate. Please keep your certificate safe.



6.5 Download Certificate Password

A Certificate Password is required for use with to d-Cert (Personal / Organisational / Encipherment).

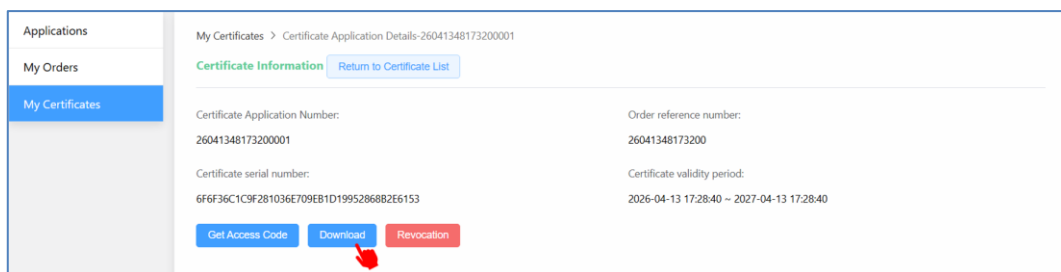
- 1) Click the Application No. of the certificate for which you wish to download certificate password in the “My Certificates” list to enter its "Certificate Application Details" page.



The screenshot shows the 'My Certificates' page with a search bar and a table of certificates. A red arrow points to the 'Application No.' column for the first certificate.

Order No.	Application No.	Type of Certificate	Common Name	Apply At	Certificate Validity	Status	Actions
26041348173200	26041348173200001	d-Cert (Organisational)	NG Tse Shan	2026-04-13 15:39:04	2026-04-13 17:28:40 ~ 2027-04-13 17:28:40	Issued	Manage

- 2) Click "Download" on the Certificate Application Details page.



The screenshot shows the 'Certificate Application Details' page for application 26041348173200001. A red arrow points to the 'Download' button.

Certificate Application Number: 26041348173200001
Order reference number: 26041348173200
Certificate serial number: 6F6F36C1C9F281036E709EB1D19952868B2E6153
Certificate validity period: 2026-04-13 17:28:40 ~ 2027-04-13 17:28:40

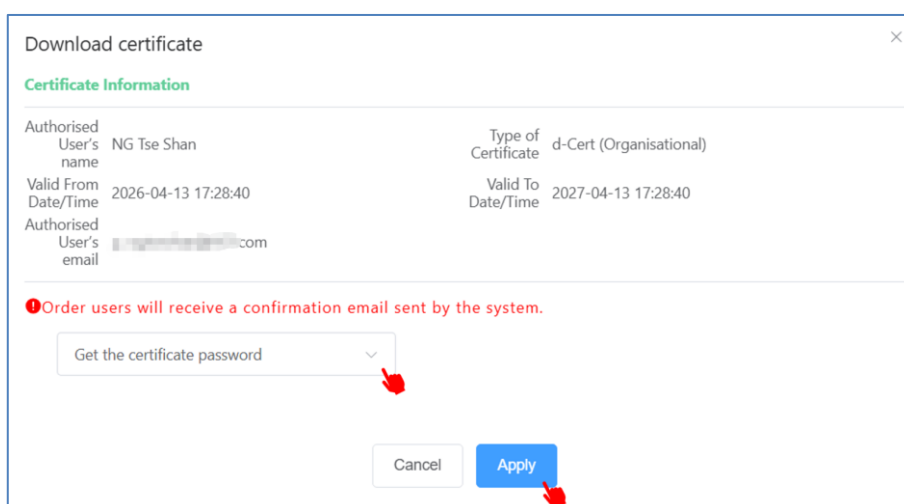
Buttons: Get Access Code, Download, Revocation

- 3) Confirm the recipient information, select “Get the Certificate Password” from the drop-down options, and then click “Apply”. The system will send an email with the download password to the designated email address.

d-Cert (Personal): Sent to the Applicant’s email address.

d-Cert (Organisational): Sent to the Authorised User’s email address.

d-Cert (Encipherment): Sent to the Authorised Representative’s email address.



The screenshot shows the 'Download certificate' dialog box. A red arrow points to the 'Get the certificate password' dropdown menu, and another red arrow points to the 'Apply' button.

Download certificate

Certificate Information

Authorised User's name: NG Tse Shan
Type of Certificate: d-Cert (Organisational)
Valid From Date/Time: 2026-04-13 17:28:40
Valid To Date/Time: 2027-04-13 17:28:40
Authorised User's email: [redacted].com

Order users will receive a confirmation email sent by the system.

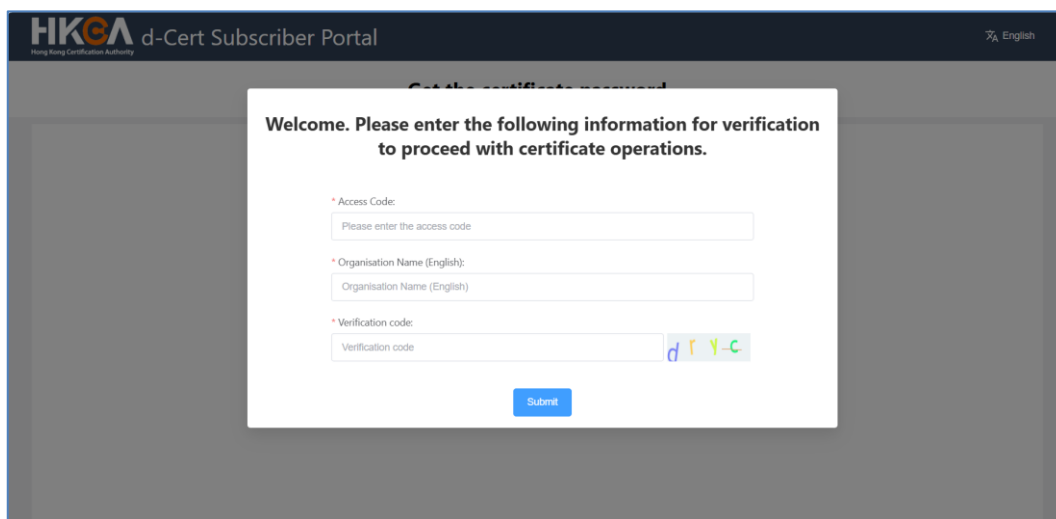
Get the certificate password

Buttons: Cancel, Apply

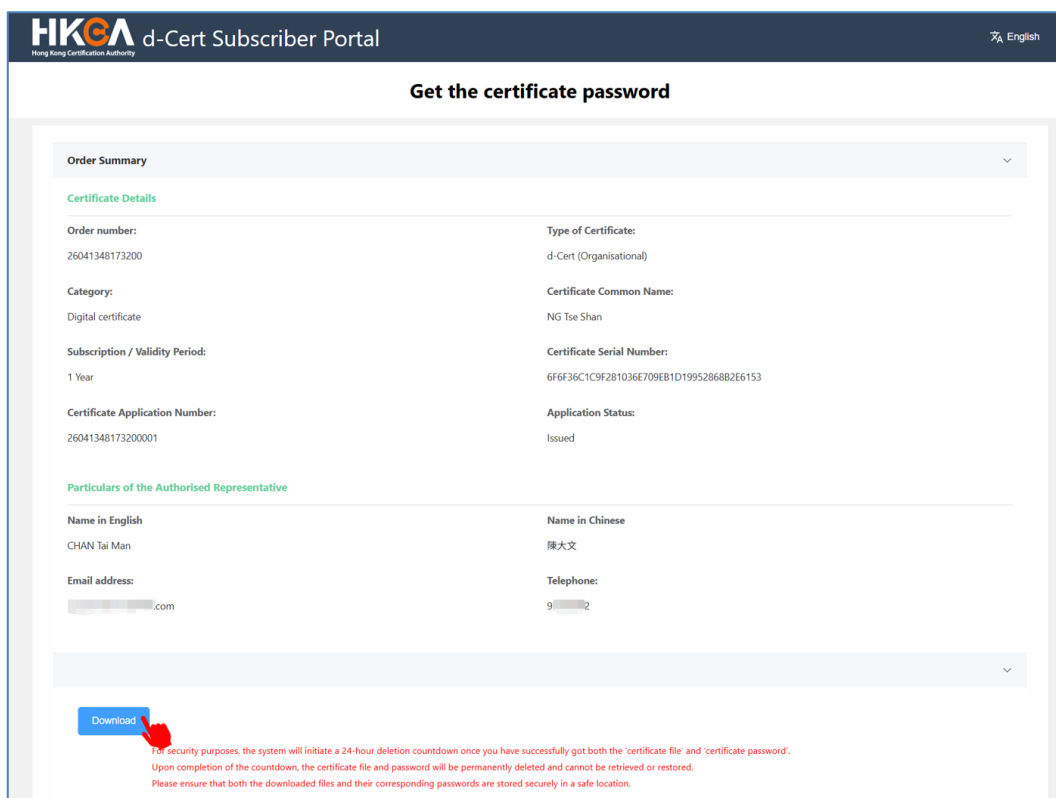
- 4) Click on the "Download d-Cert PIN" link in the email content.
- 5) Enter the required verification information, click "Submit".

Personal Account: Enter the Access Code, the applicant's English name, and the graphic verification code.

Organisational Account: Enter the Access Code, English Organisation Name, and the graphic verification code.



- 6) Click "Download".

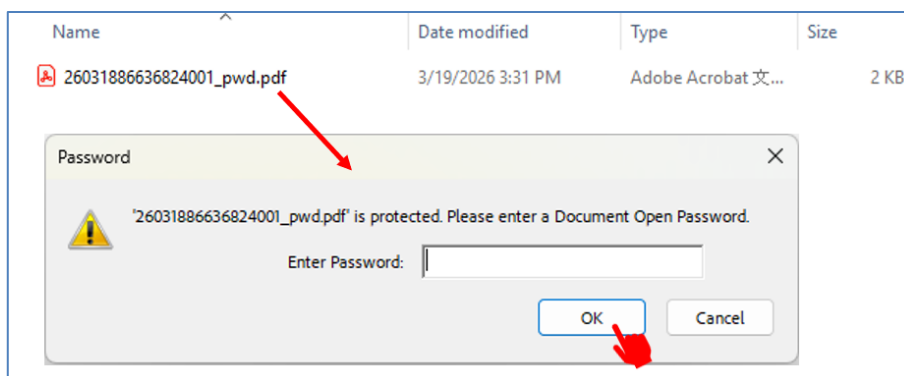


7) Download a PDF file and enter a password to open it.

d-Cert (Personal): The password is the first 4 digits of the Applicant's HKID number.

d-Cert (Organisational): The password is the first 4 digits of the Authorised User's HKID/Passport number.

d-Cert (Encipherment): The password is the first 4 digits of the Authorised Representative's HKID/Passport number.



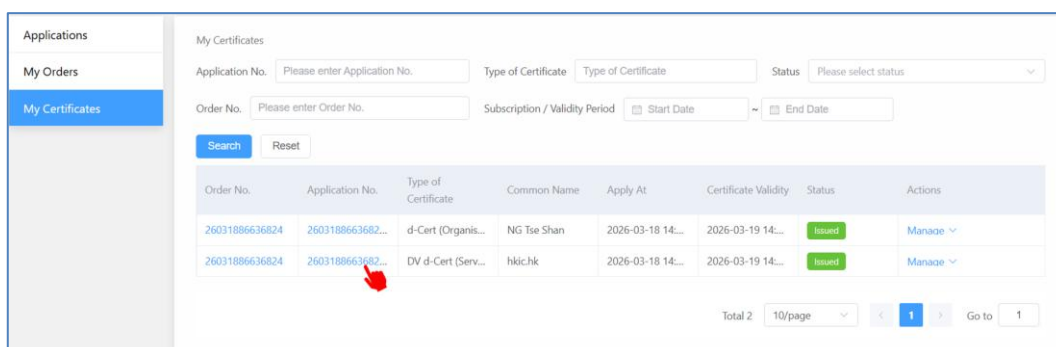
8) Please store the password securely.



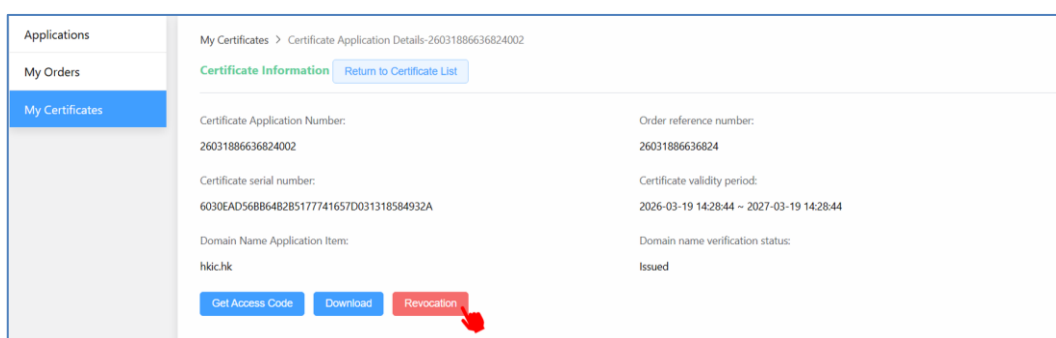
6.6 Request for Revocation of d-Cert

Please note that upon revocation, your certificate is permanently deleted and cannot be retrieved.

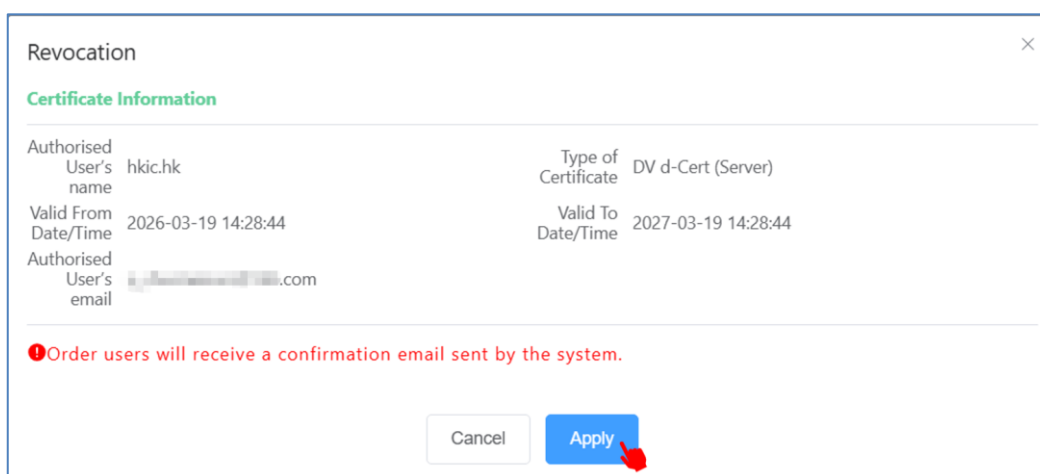
- 1) Click the Application No. of the certificate you wish to revoke in the "My Certificates" list to enter its "Certificate Application Details" page.



- 2) Click "Revocation" on the Certificate Application Details page.



- 3) Click "Apply", and the system will send an email to the designated email address. (The Applicant's email address for Personal Accounts or the Authorised Representative's email address for Organisational Accounts.)

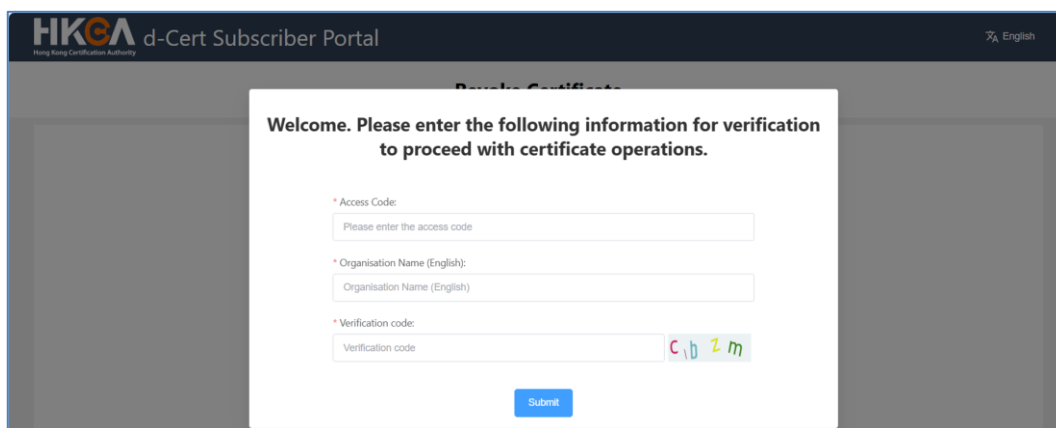


- 4) Click the link "Confirm Certificate Revocation" in the "Confirmation of d-Cert Revocation Request" email.

- 5) Enter the required verification information, then click "Submit".

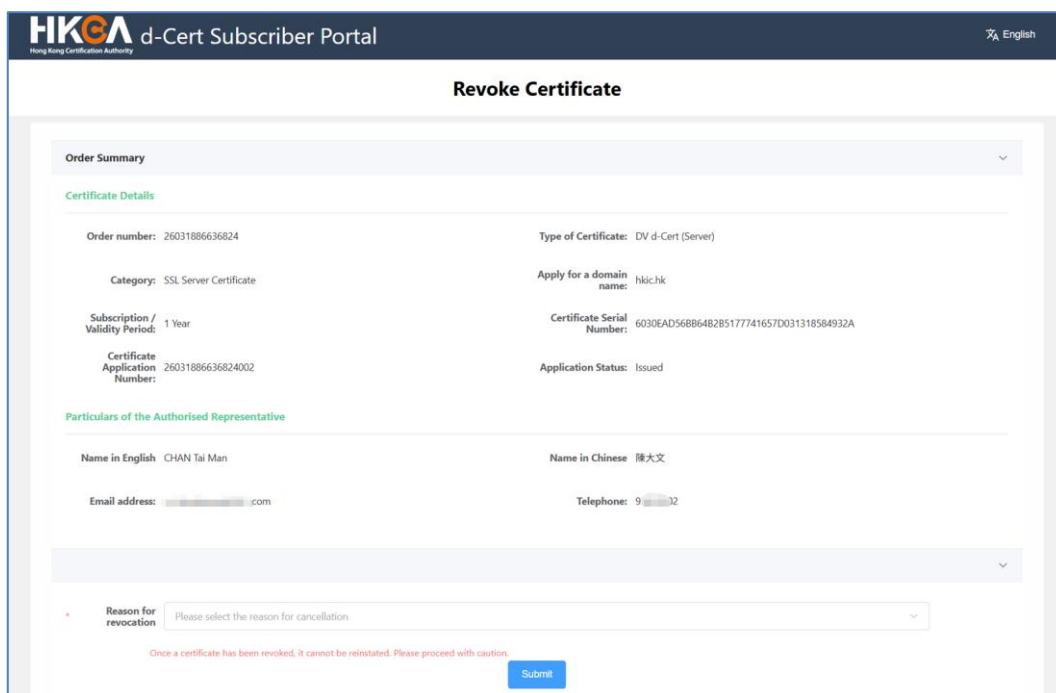
Personal Account: Enter the Access Code, the applicant's English name, and the graphic verification code.

Organisational Account: Enter the Access Code, English Organisation Name and the graphic verification code.



The screenshot shows the 'Welcome' page of the HKCA d-Cert Subscriber Portal. The page title is 'd-Cert Subscriber Portal' and it includes an 'English' language selector. The main heading is 'Welcome. Please enter the following information for verification to proceed with certificate operations.' Below this, there are three input fields: 'Access Code' (with a placeholder 'Please enter the access code'), 'Organisation Name (English)' (with a placeholder 'Organisation Name (English)'), and 'Verification code' (with a placeholder 'Verification code' and a CAPTCHA image showing the characters 'c', 'b', 'z', 'm'). A blue 'Submit' button is located at the bottom of the form.

- 6) Confirm the certificate information and select the reason for revocation, then click "Submit".



The screenshot shows the 'Revoke Certificate' page of the HKCA d-Cert Subscriber Portal. The page title is 'Revoke Certificate' and it includes an 'English' language selector. The page is divided into several sections: 'Order Summary', 'Certificate Details', and 'Particulars of the Authorised Representative'. The 'Certificate Details' section contains the following information: Order number: 26031886636824, Type of Certificate: DV d-Cert (Server), Category: SSL Server Certificate, Apply for a domain name: hkic.hk, Subscription / Validity Period: 1 Year, Certificate Serial Number: 6030EAD568B64B2B5177741657D031318584932A, Certificate Application Number: 26031886636824002, and Application Status: Issued. The 'Particulars of the Authorised Representative' section contains: Name in English: CHAN Tai Man, Name in Chinese: 陳大文, Email address: [redacted].com, and Telephone: 9 [redacted] 32. Below these sections, there is a 'Reason for revocation' dropdown menu with a placeholder 'Please select the reason for cancellation'. A blue 'Submit' button is located at the bottom of the page. A warning message at the bottom reads: 'Once a certificate has been revoked, it cannot be reinstated. Please proceed with caution.'

Email address:

- Unspecified Cause
- Certificate Private Key Compromise
- Changes to Principal Information
- The certificate has been superseded
- The certificate is no longer in use

Reason for revocation Please select the reason for cancellation

Once a certificate has been revoked, it cannot be reinstated. Please proceed with caution.

Submit

- 7) When the certificate is successfully revoked, the status in the "My Certificates" list will automatically be updated to Revoked.

Applications

My Orders

My Certificates

My Certificates

Application No. Type of Certificate Status

Order No. Subscription / Validity Period ~

Search

Order No.	Application No.	Type of Certificate	Common Name	Apply At	Certificate Validity	Status	Actions
26031886636824	2603188663682...	d-Cert (Organis...	NG Tse Shan	2026-03-18 14:...	2026-03-19 14:...	Issued	Manage
26031886636824	2603188663682...	DV d-Cert (Serv...	hkichk	2026-03-18 14:...	2026-03-19 14:...	Revoked	Manage

Total 2 10/page < 1 > Go to 1