

## 牌位申請流程

1. 先在系統登記個人資料，以方便日後跟進



The screenshot shows the registration page of the system. The title bar reads "院務處 佛院院務及祈福牌位系統" with "登入" and "登出" buttons on the right. The main content area is titled "登記" and contains a form with the following fields: "佛院協會會員(必填)" (Buddhist Association Member - required), "名字" (Name), "手提電話號碼" (Mobile Phone Number), "電郵" (Email), "密碼" (Password), and "確認密碼" (Confirm Password). A blue "登記" button is located at the bottom of the form.

2. 如已登記，在登入畫面輸入已登記之電郵及密碼

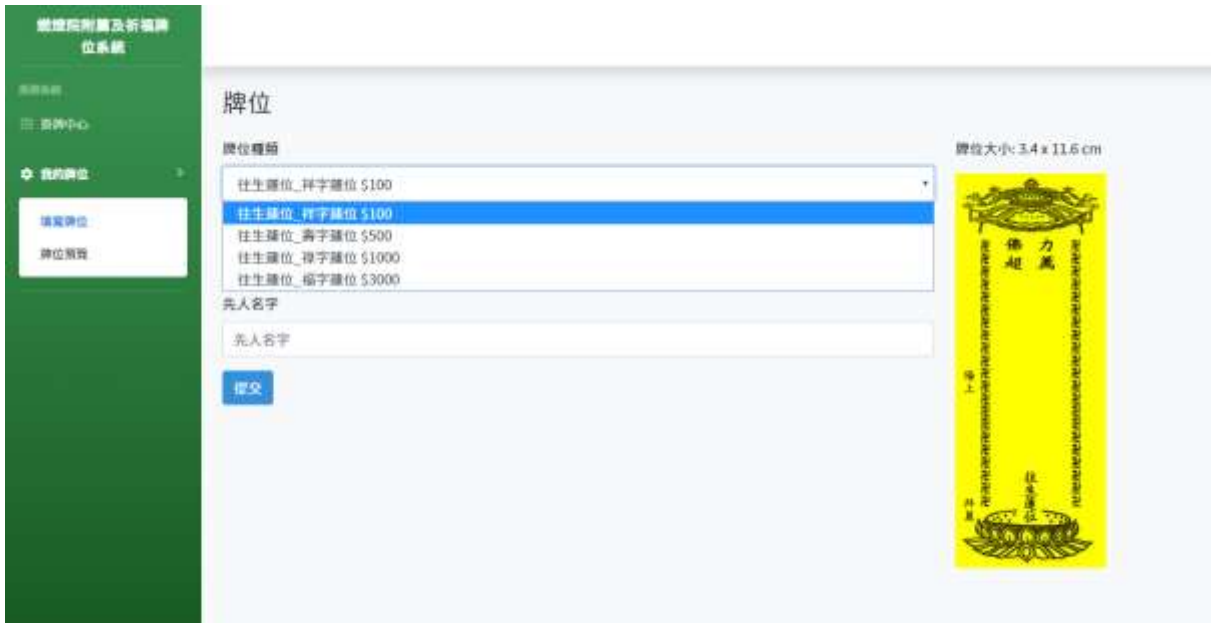


The screenshot shows the login page of the system. The title bar reads "院務處 佛院院務及祈福牌位系統" with "登入" and "登出" buttons on the right. The main content area is titled "登入" and contains a form with the following fields: "電郵" (Email) and "密碼" (Password). There is a "忘記密碼" link below the password field. A blue "登入" button and a grey "忘記密碼" button are located at the bottom of the form.

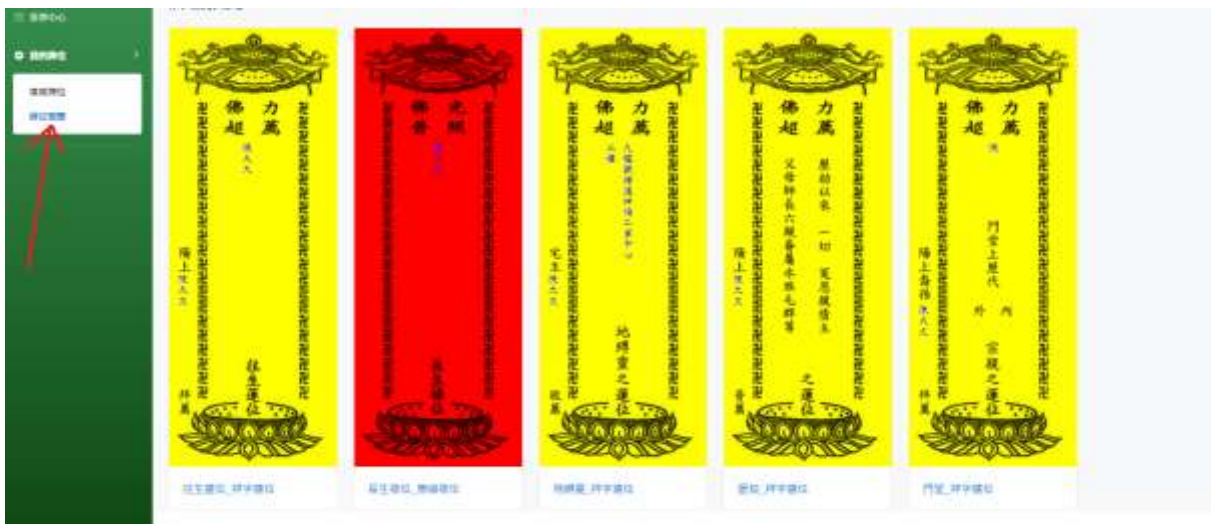
3. 登入後，在“填寫牌位”版面先填好你需要申請之牌位



4. 按自己意願選擇所需要之牌位款式，輸入所有牌位資料後按“提交”



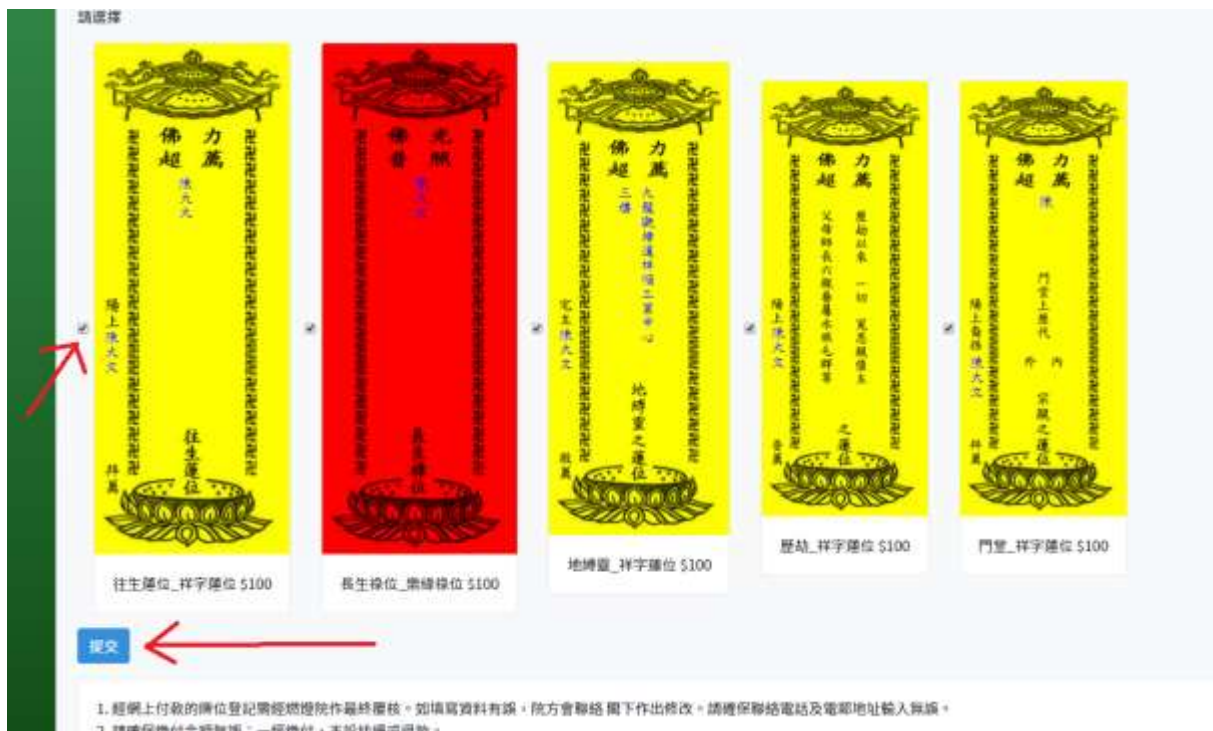
5. 所有已填好之牌位，可在牌位預覽版面預覽及更改



6. 填好牌位後，到掛牌中心版面按“申請掛牌”



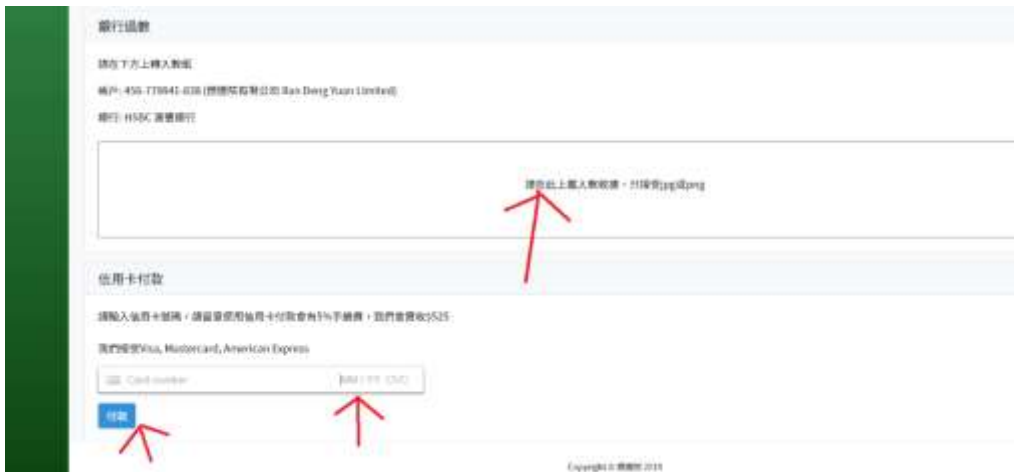
7. 選好今次法會想申請之牌位後，按“提交”



8. 按“付款”



### 9. 確認銀碼後，可用“信用卡付款”或“銀行過數後上載入數紙”



### 10. 請確保入數紙已經上載至系統，再按付款



### 11. 付款後將會收到確認電郵



12. 待會計部確認收到款項後，將會連隨收據再次發出確認電郵，申請程序完成。



## 燃燈院

給人歡喜 給人希望 給人方便 給人信心

### 正式收據

### OFFICIAL RECEIPT

No: #20

日期:

Date: 2019-07-15

茲收到

Received From Karen Wu

合共港幣

The Sum Of HK Dollars \$105

繳付

In Payment Of #20 牌位預訂

付款方式

Payment Method 信用卡

日期

Date 2019-07-15

此非慈善捐款收據