Guideline to Download e-Statement
for staff of
Department of Health

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1. Accessing e-Payroll System

Step 1.1 Access the **Departmental Portal** at any computer connected to DH's intranet

If you are using terminals provided through Accessibility Programme (AP), you may access the departmental portal through "Other Useful Links" at the main page (refer to the figure on the right).

For other users, you may access the Departmental Portal at https://dp.dh.hksarg. Type the link in your browser (refer to the figure below)

Step 1.2   Type your user name and password. Click "Login".

Step 1.3   Select "Application List".

Step 1.4   Select "e-Payroll & Benefits" to enter the system.
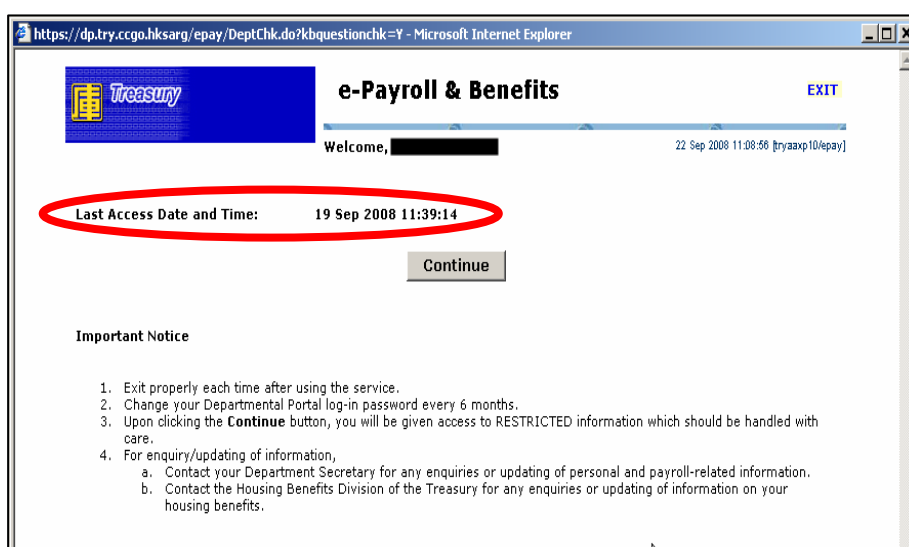
2.   Identity Verification

Step 2.1   Before you access e-Payroll, you have to answer a question concerning your personal particulars for verification of your identity. Fill in your answer and click "Continue".

                     If your answer is wrong, a new question will be generated. For data security's sake, e-Payroll only allows three attempts per day. You will have to try again next day if you fail to answer the questions thrice.
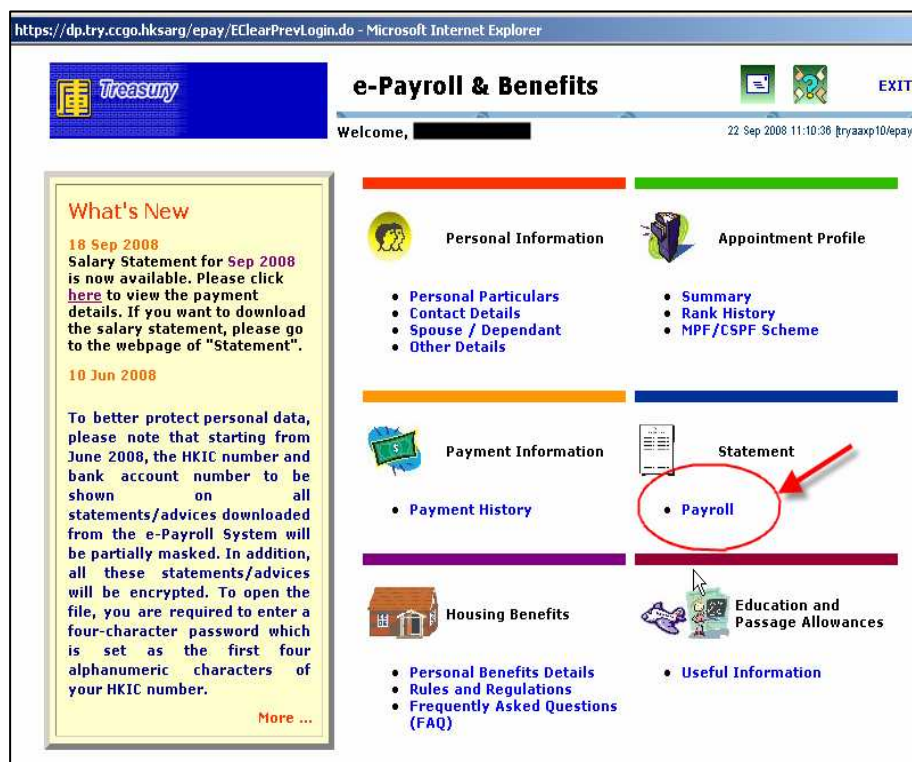
Step 2.2   If your answer is correct, your last login time would be displayed for your information. Click "Continue" to enter the system.
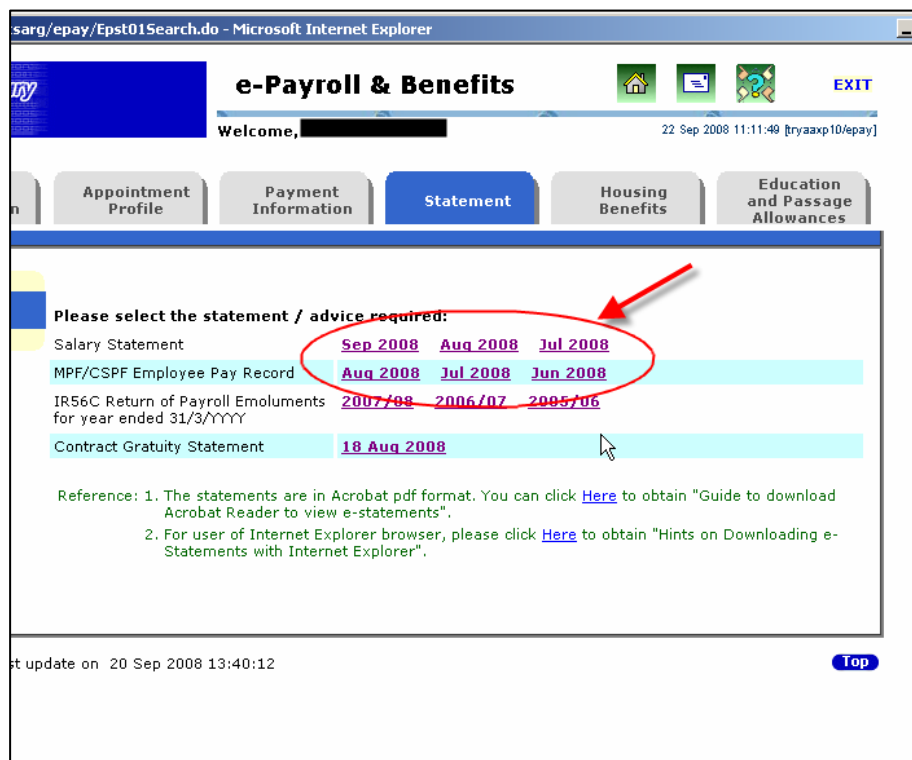
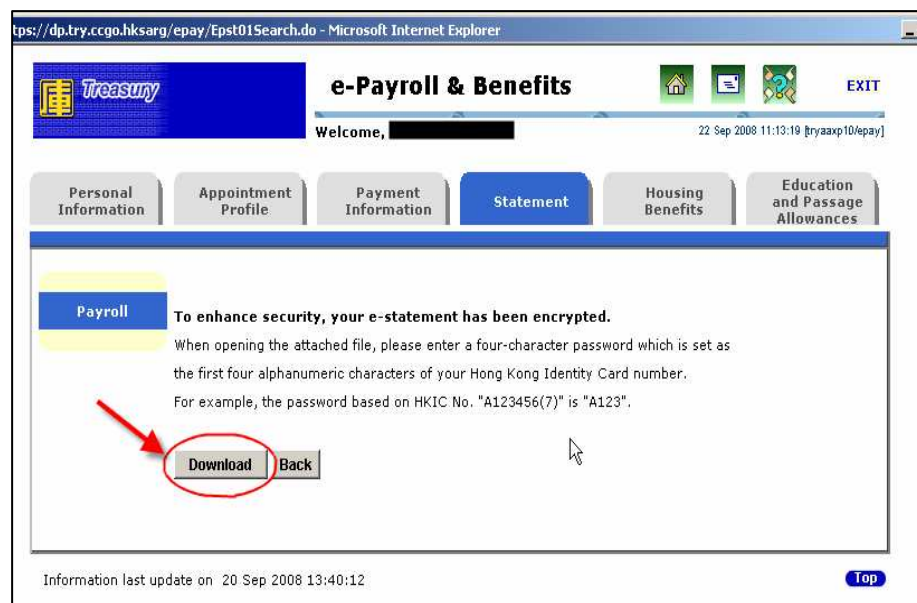## 3. Download your Payroll Statement

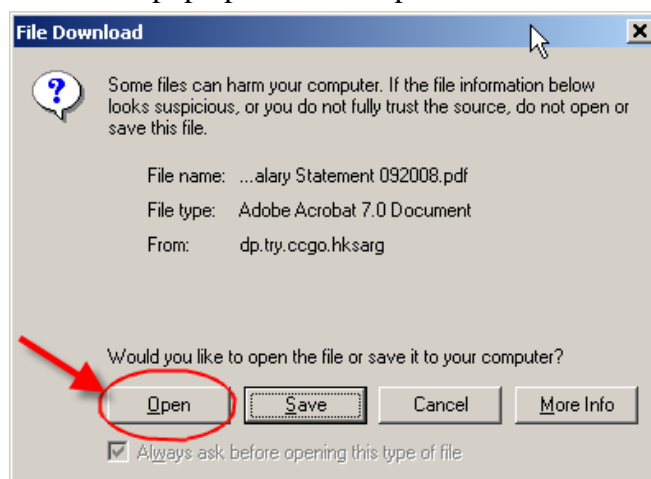Step 3.1   Click "Payroll" under "Statement".

Step 3.2   Select the statement you wish to view.

Step 3.3   Click "Download" after reading the instruction.

Step 3.4   A box will pop up.   Click "Open".

4. View your Statement

Step 4.1   Your computer will prompt for password input when it opens the statement.   Enter password, which is the first four alphanumeric characters of your HKID card, e.g., if your HKID card number is "A123456(7)", enter "A123".

Step 4.2   Your statement would be displayed. You may click "File" and then "Save" to save the statement at the location you wish.

5.　　　　Enquiry

In case you need statements without masking on Bank A/C No. and / or HKIC No., please contact SCO(A) of Finance Unit at 2961 8611.

If you have any enquiries on the above procedure, please contact SCO(Per)1 at 3107 2550 or CO(Per)1 at 3107 2551.

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Personnel Unit 1, Departmental Administration Section