Important Notes on Personal Data 有關個人資料的重要須知

The UMP eCard App will be available for HKU members from April 1, 2025 onwards.

If you have not entered the date of birth for your dependents at HKU Portal, they will not be able to make use of the UMP eCard App.

Current Staff
To update dependent information, please visit the "Dependent Information" section of your Personal and Family Data Form on HKU Portal.

Former Staff Eligible For Self-pay Medical Scheme
Please contact the Human Resources Office directly.

Email：hrohku@hku.hk
Other methods：https://www.hr.hku.hk/about/contactus.php

Should you have any queries, please contact the Human Resources Office.

UMP eCard 應用程式將於 2025 年 4 月 1 日起開放給香港大學成員。

如你沒有在HKU Portal提交配偶及子女的出生日期，他們將無法使用 UMP eCard 應用程式。

現職同事
如需更正配偶及子女資料，請到訪HKU Portal內的個人及家庭狀況表格。

離職並合資格使用自付醫療計劃的同事
如需更正配偶及子女資料，請通知人力資源處並提供證明文件。

電郵：hrohku@hku.hk
其他聯絡方法：https://www.hr.hku.hk/about/contactus.php

如有疑問，請聯絡人力資源處。

Human Resources Office
人力資源處 | Compensation and Benefits
薪酬與福利

Important Notes on Member ID 有關成員編號的重要須知

The University has assigned unique IDs for staff and their dependents for medical network to identify your eligibility. During your registration process, please input your Staff ID as well as the suffix below:

Staff: A
Spouse: B
Child: From C onwards

Example
If Staff ID is 12345, the ID registered with the medical network will be:

Staff: 12345A
Spouse: 12345B
Child: 12345C, 12345D, etc.
(Ranked from the oldest to the youngest, or who you have first registered at HKU Portal.)

If in doubt, please check the "Dependent Information" section on your Personal and Family Data Form on HKU Portal.

大學為員工及其家屬分配了獨一無二的編號，以便醫療網路核證你的資格。在註冊過程中，請輸入你的員工編號以及以下後綴：

員工：A
配偶：B
子女：從 C 開始

例子
如果員工編號為 12345，則在醫療網路的會員編號為：

員工：12345A
配偶：12345B
兒童：12345C、12345D 等
(依年齡由大到小排序，或按你在HKU Portal加入其資料的時間排序。)

如有疑問，請到HKU Portal的個人及家庭狀況表格查看你的配偶／撫養子女資料。

Way to download your e-card

Step 1

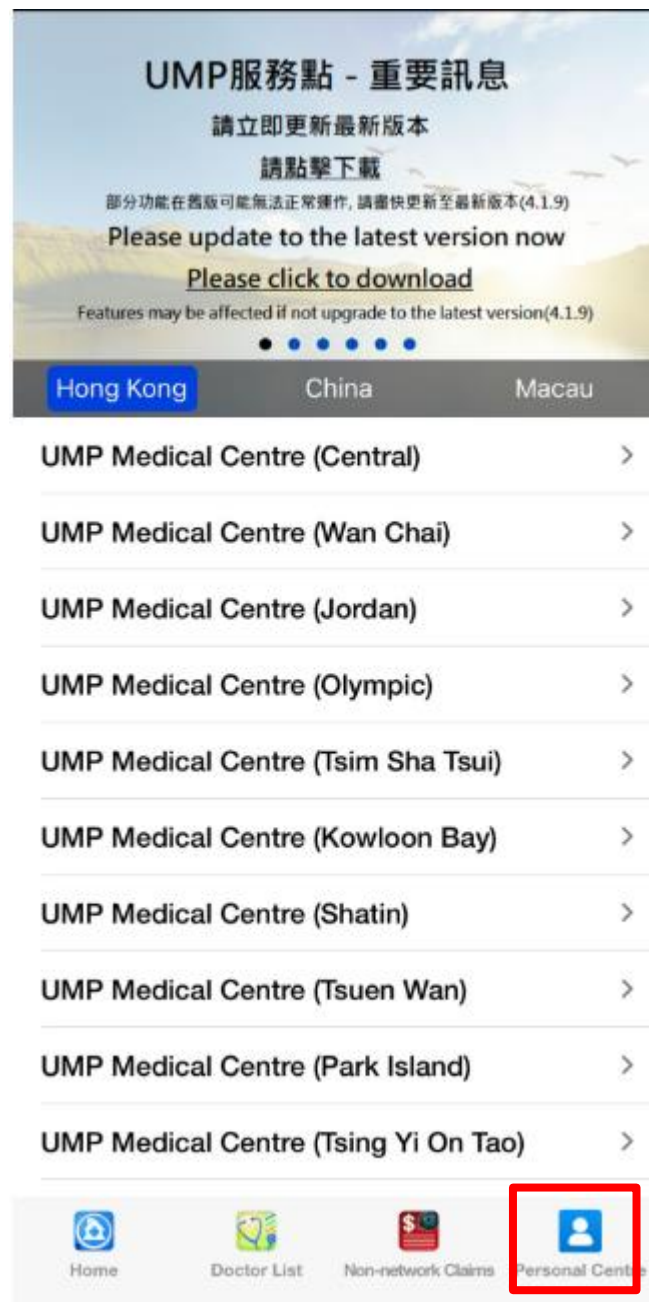Download the free mobile app "UMP服務點" through App Store or below QR Code
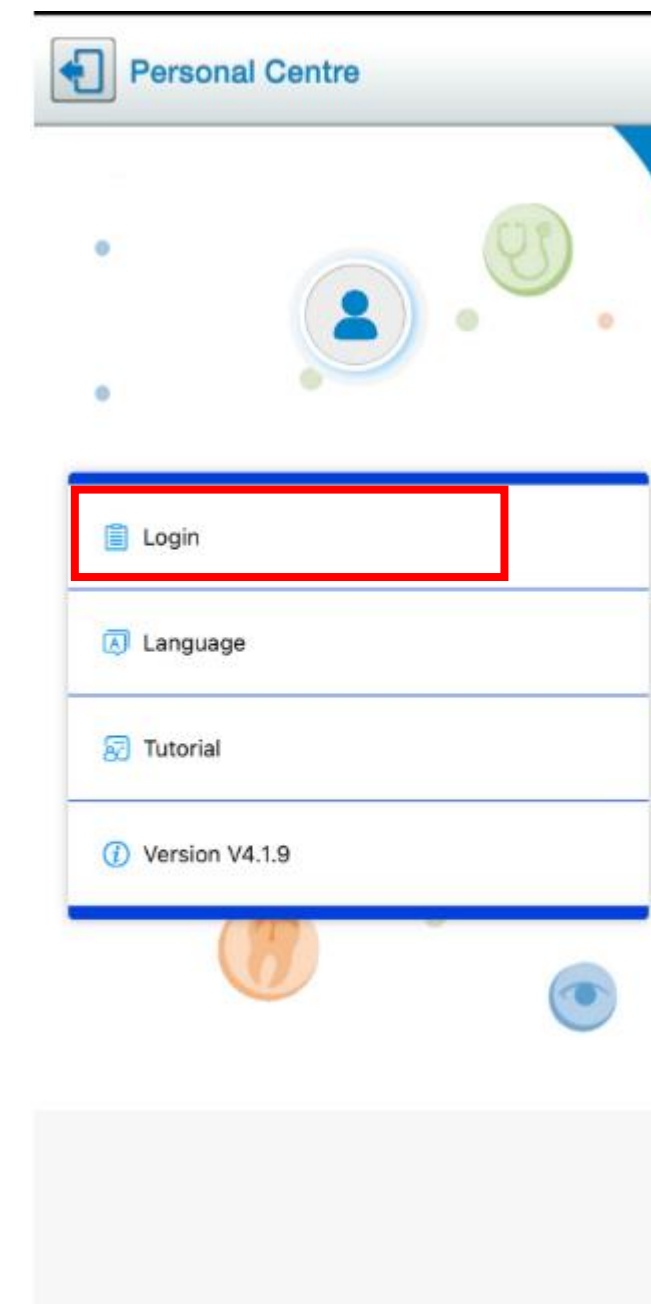
Way to download your e-card

Step 2

Select Personal Centre in the App

Step 3

Select Login

Way to download your e-card

Step 4

- Select "Login with Scheme Code"
- Entry Scheme Code – U041
- Entry Staff No. (12345A)
- Password = DOB (YYYYMMDD)
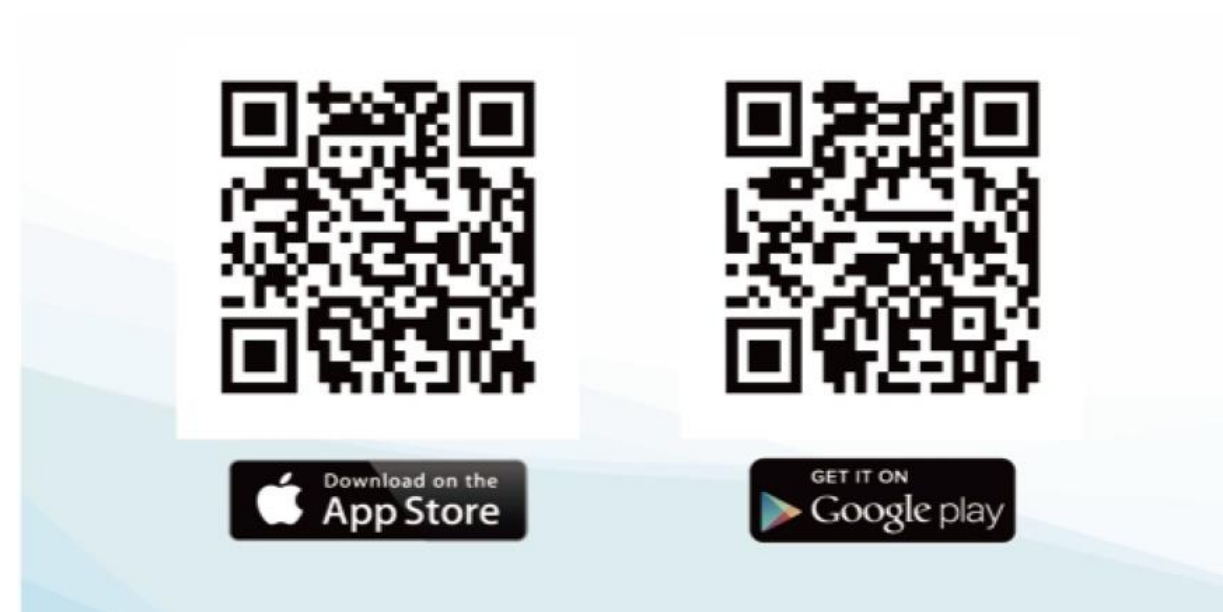- Press "Login"

下載你的電子醫療咭

步驟 1

請透過App Store或下方二維碼下載免費手機應用程式「UMP服務點」。

下載你的電子醫療咭

步驟 2

選擇「個人中心」

步驟 3

選擇「登入」

下載你的電子醫療咭

步驟 4

- 選擇「使用計劃編號登入」
- 輸入計劃編號 – U041
- 輸入員工編號 (12345A:)
- 密碼 = 出生日期 (YYYYMMDD)
- 按「登入」