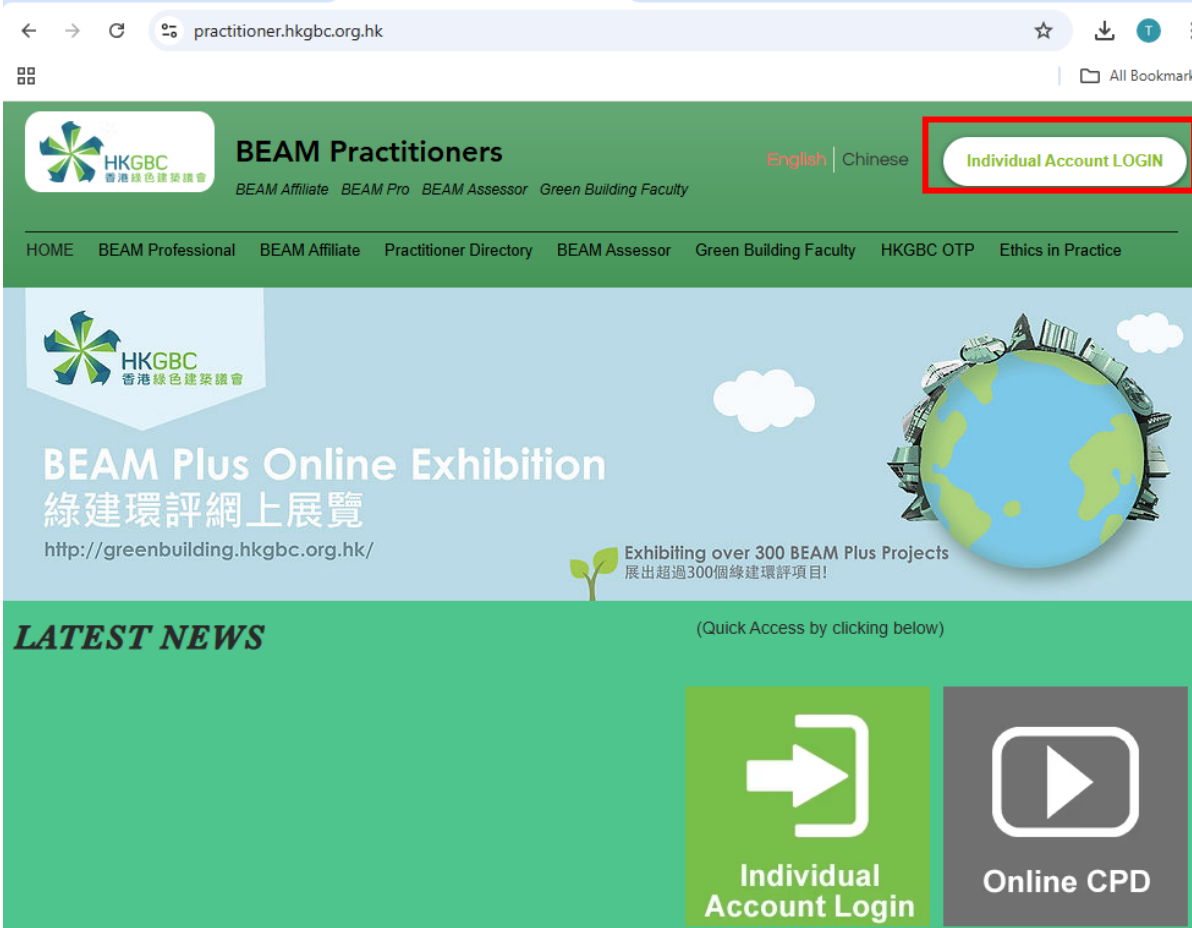


Instruction guideline for paying the Annual Qualification Renewal Fee

Cap-screen images	Description
 <p>The screenshot shows the website interface for BEAM Practitioners. At the top right, a button labeled "Individual Account LOGIN" is highlighted with a red rectangular box. Below the navigation bar, there is a banner for the "BEAM Plus Online Exhibition" (綠建環評網上展覽) and a "LATEST NEWS" section with two buttons: "Individual Account Login" and "Online CPD".</p>	<p>Visit https://practitioner.hkgbc.org.hk Press the “Individual Account LOGIN” button at the top right hand corner.</p>

BEAM PRACTITIONER LOGIN

BEAM Professional and BEAM Affiliate can update personal information and handle qualification maintenance matter, in addition to enjoy HKGBC online CPD courses through this account anytime.

[Guideline for Paying the Annual Qualification Renewal Fee](#)

Enter ID in BPXXXX-XXXX / BAXXXX-XXXX format

Enter Password

[Forget password](#)

Press to log in

Please type your BEAM Pro / BEAM Affiliate number and password, then press

Press to log in

Button.

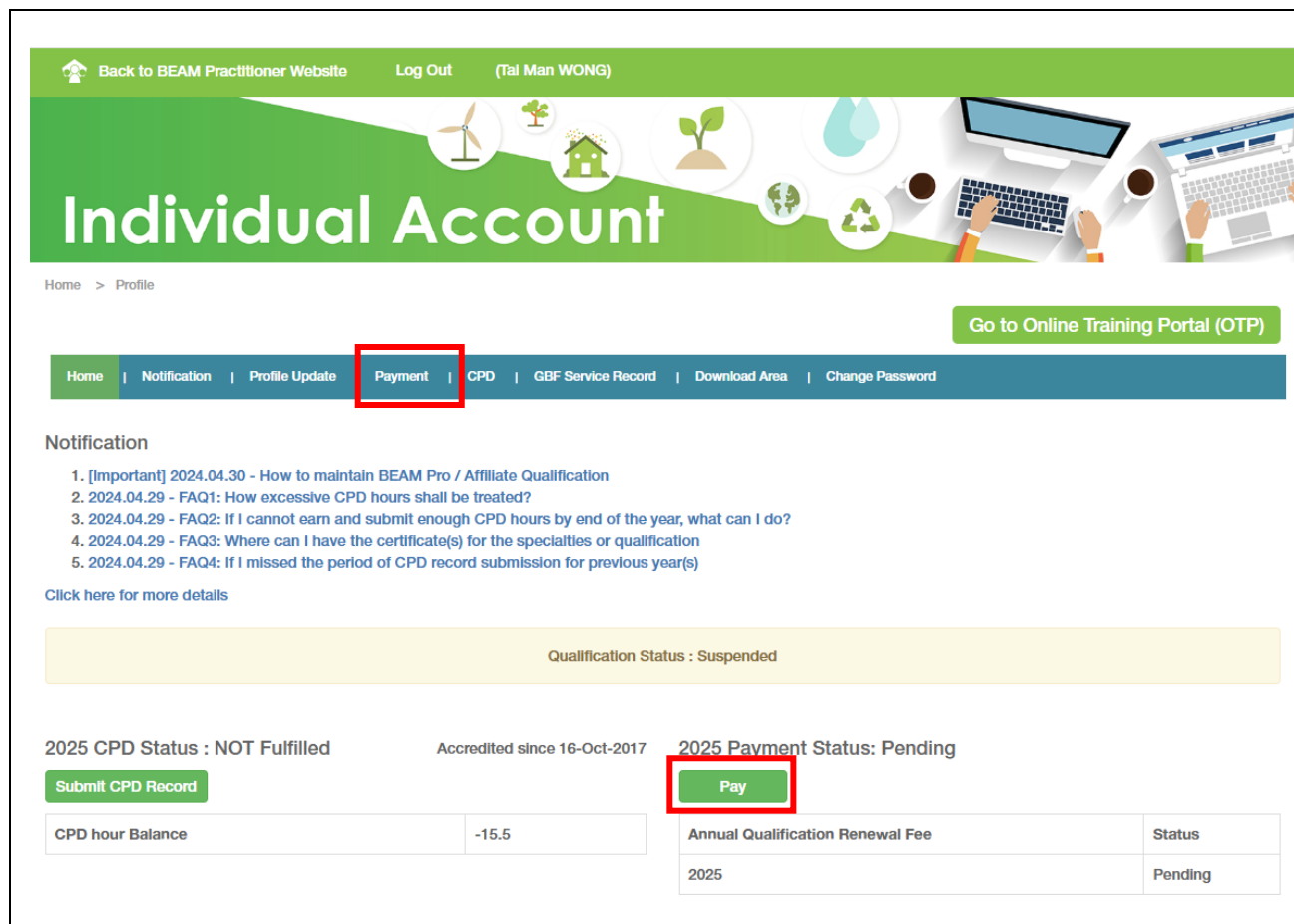
ID format:

BPXXXX-XXXX for BEAM Professional and

BAXXXX-XXXX for BEAM Affiliate where XXXX is the number.

*In case you lost the password, please press "Forget password" function to reset your password on the captioned window.

If you still cannot log in to your account, please send the cap-screen image of this login window and send to practitioner@hkgbc.org.hk for follow-up.



Home > Profile

Go to Online Training Portal (OTP)

Home | Notification | Profile Update | **Payment** | CPD | GBF Service Record | Download Area | Change Password

Notification

1. [Important] 2024.04.30 - How to maintain BEAM Pro / Affiliate Qualification
2. 2024.04.29 - FAQ1: How excessive CPD hours shall be treated?
3. 2024.04.29 - FAQ2: If I cannot earn and submit enough CPD hours by end of the year, what can I do?
4. 2024.04.29 - FAQ3: Where can I have the certificate(s) for the specialties or qualification
5. 2024.04.29 - FAQ4: If I missed the period of CPD record submission for previous year(s)

[Click here for more details](#)

Qualification Status : Suspended


2025 CPD Status : NOT Fulfilled Accredited since 16-Oct-2017 2025 Payment Status: Pending

Submit CPD Record **Pay**

CPD hour Balance	-15.5	Annual Qualification Renewal Fee	Status
		2025	Pending


After successful login, you will be re-directed to the Home page displaying Notification and Payment Status of current year. If no, press your name located at the top right hand corner once.

Then you can reach the payment page by


pressing  button or

 button.


Home | Notification | Profile Update | Payment | CPD | Download Area | Change Password




Settle your Annual Qualification Renewal Fee at Individual Account on or before 31 March every year



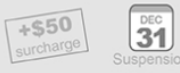
Only **VISA** and **Mastercard** are accepted



Declare that you did not commit to breach the Rules of Conduct before proceeding to payment



Get your receipts at
[Download Area](#)



\$50 surcharge to settlement after 31 Mar;
Your credential will be suspended if not settled by 31 Dec of the year

You can pay the Annual Qualification Renewal Fee in this page using the PayDollar Online Service. After successful payment, please do not forget going to the [Download Area](#) to obtain the official receipt in electronic format. Please send an email to practitioner@hkgbc.org.hk with cap-screen images of error message displayed in case you meet any technical difficulties for assistance.

Description	Amount	Due Date
2025 Early Bird Annual Qualification Renewal Fee for BEAM Professional	\$320	31-Mar-2025




I agree to comply with the [Rules of Conduct](#).

Total Amount

Pay



Remember to check the box before payment, to declare that you agree to comply with the Rules of Conduct.




Once you pressed the Pay button and you will be directed to the Payment gateway for settling the payment.

<p>paydollar.com/b2c2/eng/payment/payForm.jsp</p>	
<p>Hong Kong Green Building Council Limited Merchant Reference No. :BA /BPYYYY-XXXX_</p>	
<p>HKD 160.00 /320.00</p>	
<p>Select your payment method by clicking on the logo below:</p>	
<p>Card</p>	 
<p>Internet Banking</p>	

You may select

- VISA
- MasterCard or
- FPS services.

<div style="border: 1px solid black; padding: 10px;">  <p>Card Number : <input style="width: 100%;" type="text"/></p> <p>Expiry Date (mm/yyyy) : <input style="width: 20px;" type="text"/> -- <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> ---- <input style="width: 20px;" type="text"/></p> <p>Card Holder Name: <input style="width: 100%;" type="text"/></p> <p>Card Verification Number : <input style="width: 100%;" type="text"/></p> <p>Email Address : <input style="width: 100%;" type="text"/></p> <p>Phone Number : <input style="width: 20px;" type="text"/> Hong Kong <input style="width: 20px;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p> <p><small>Remark: Under new changes in VISA from 12 Aug 2024, the cardholders are required to provide a valid email address or phone number for authentication of payment transactions.</small></p> </div>	<div style="border: 1px solid black; padding: 10px;">  <p>Card Number : <input style="width: 100%;" type="text"/></p> <p>Expiry Date (mm/yyyy) : <input style="width: 20px;" type="text"/> -- <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> ---- <input style="width: 20px;" type="text"/></p> <p>Card Holder Name: <input style="width: 100%;" type="text"/></p> <p>Card Verification Number : <input style="width: 100%;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p> </div>	<p>Please fill the required information by card service company and press submit button.</p>
VISA	MasterCard	

<p>Please keep this page open until the payment is completed.</p> <div data-bbox="577 384 1249 917"><p> Please scan to pay</p><p>Payment expires in  9:56</p><p>Cancel</p></div> <p>FPS Service</p>	<p>Or Scan the QR code for FPS payment within time period.</p>
--	--

[Home](#) | [Notification](#) | [Profile Update](#) | **[Payment](#)** | [CPD](#) | [Download Area](#) | [Change Password](#)

Thank you.
You have settled the Annual Qualification Renewal Fee from 1 January to 31 December of current year.
You can download the receipt at the [Download Area](#).

Official Receipt

Annual Qualification Renewal Fee

Date of Payment	Receipt Code	Action
January 2025	20250	Click to Download



beamproregis@hkgbc.org.hk

Successful Payment of Annual Qualification Renewal Fee for your BEAM Affiliate Qualification

To 

Dear Practitioner,
Your payment of Annual Qualification Renewal Fee is successfully received and please download the official receipt in electronic format by clicking the following url. You may also find it in your individual account.

[Download receipt](#)

Regards,
HKGBC Secretariat

After successful payment, you can reach the Download Area to download the official receipt.

An email reminder of successful payment will be sent to your email simultaneously for downloading the official receipt.

	 <p>Hong Kong Green Building Council Limited 香港綠色建築議會有限公司 1/F Jockey Club Environmental Building 77 Tat Chee Avenue, Kowloon Tong, Hong Kong 香港九龍塘達之路77號賽馬會環保樓一樓 Tel +852 3994 8888 Fax +852 3994 8899 www.hkgbc.org.hk</p> <p>Receipt No: _____ Date: _____</p> <p>OFFICIAL RECEIPT</p> <p>Name: _____ Mr Practitioner ID: _____</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Amount(HKD)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>2021 Annual Qualification Renewal Fee for BEAM Affiliate</td> <td>150</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td>150</td> </tr> </tbody> </table> <p>Hong Kong Green Building Council Limited</p>  <p>_____ Authorised Signature</p>	Item	Description	Amount(HKD)	1.	2021 Annual Qualification Renewal Fee for BEAM Affiliate	150	Total		150		<p>The official receipt is available to be downloaded in electronic format ONLY.</p>
Item	Description	Amount(HKD)										
1.	2021 Annual Qualification Renewal Fee for BEAM Affiliate	150										
Total		150										

[Go to Online Training Portal \(OTP\)](#)

Home
Notification
Profile Update
Payment
CPD
Download Area
Change Password

Notification

1. [Important] 2024.04.30 - How to maintain BEAM Pro / Affiliate Qualification
2. 2024.04.29 - FAQ1: How excessive CPD hours shall be treated?
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[Click here for more details](#)

Qualification Status : Active

2025 CPD Status : Fulfilled

Accredited since 23-Dec-2017

[Submit CPD Record](#)

CPD hour Balance	286
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2025 Payment Status: Paid

[Pay](#)

Annual Qualification Renewal Fee	Status
2025	Paid

You will find the payment status changing from “Pending” to “Paid” under Home page.

FAQs:

1. If payment is successfully made verified by the bank but the website does not indicate the payment, please do NOT pay the fee once again and contact HKGBC Secretariat for assistance with your BP/BA number by email to practitioner@hkgbc.org.hk.
2. Failure of settling the payment might be due to fail authentication when you wrongly input the credit card information such as card number, card holder name, card verification number, one time password and other authentication code. Please check and type the card information correctly.
3. Email address and phone number is required via the VISA card payment.