## User Guide of Speedpost "EC Post"Service

Step 1: Log in to My Speedpost account: <u>https://myspeedpost.hongkongpost.hk</u>



Step 2 : After login, select "EC Post" from the main menu.



## Step 3 : Fill in the delivery information (Pos 918)

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Welcome, <b>Ming Li</b> , Your last su	cessful login was at 21/05/2014 16:40:23. [ Log	out 1 UAT	紫癜   箭体	Home   SpeedPost	
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Privacy Policy Statement   T	erms and Conditions   Disclaimer   FAQs   Co	rtact Us	Copyright @2013 Hongs	ong Post. All rights reserved.	

Step 4 : Complete the customs declaration (Pos 918)

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**Step 5** : You can check the postage when filling in and confirming the details of the posting form.

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Step 6 : Provide the online store website address.

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Step 7 : Confirm and print the posting form (Pos918) (a set of five) and sign on all copies.

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**Step 8** : Place the full set of posting forms into a transparent envelope and affix it on the posting item.

Speed Post		
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Pos 918 (5/2009)		

**Step** 9 : Post your items now! Please note that each posting item will only bear a dedicated item number.



Items can be posted at our post offices.

Customers sending 20 or more "EC Post" items can also use our pick-up service.