

## 附件 4

# 网上办理单位缓缴操作指南

## 一、登录网厅

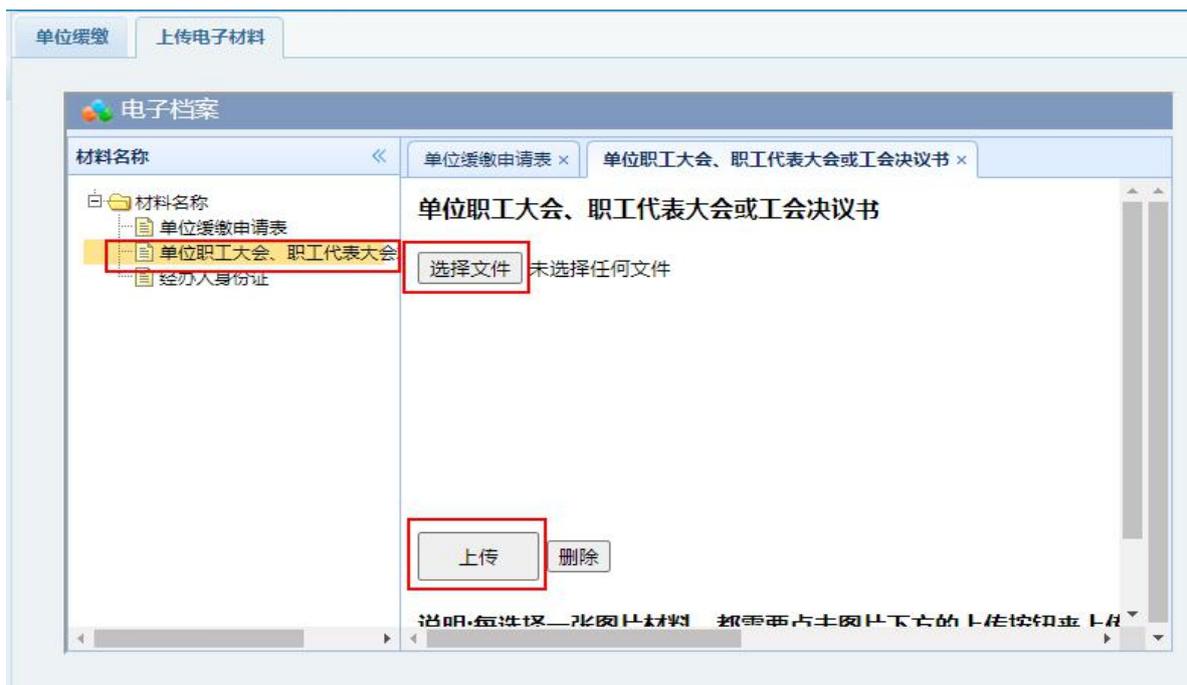
1. 缴存单位经办人员在电脑浏览器打开河源市住房公积金管理中心网上办事大厅（网址：<https://wsbsd.t.hyggjj.com>），选择“单位专办员”登录。

The screenshot shows the login interface of the Guangdong Government Service Network. At the top, there is a navigation bar with the logo and the text "广东政务服务网" and "全省政务服务一网通办". Below this, the current location is indicated as "您的位置: 首页 > 网上办事大厅登录". The main area features three login options: "个人用户登录", "单位专办员登录" (highlighted with a red box), and "省统一账号登录". The "单位专办员登录" form includes fields for "单位账号:", "密 码:", "验证码:" (with a refresh button and the number 6815), "经办人身份证号:", "手机号:" (with a note "(公积金管理中心预留手机号)"), and "短信验证码:". There are two orange buttons: "获取验证码" and "立即登录". On the left side, there is a QR code and a link to "六稳、六保"专题征集, along with links for "政策查询", "办事指南", and "常用表格下载".

## 二、在“业务办理”栏选择“单位缓缴”

The screenshot shows the "网上办事大厅" (Online business hall) interface. At the top, there is a navigation bar with the text "网上办事大厅 Online business hall" and "欢迎您," followed by a "退出" button. Below this, there are four tabs: "首页", "查询业务", "业务办理", and "缴存业务". The main area displays a grid of service icons. The "业务办理" tab is active. The grid contains 18 icons arranged in 3 rows and 6 columns. The icon for "单位缓缴" (Unit suspension) is highlighted with a red box. Other icons include "单位全员信息查询", "单位基本信息查询", "单位明细信息查询", "降低比例缴存", "单位资料变更", "缴存比例调整", "个人封存", "职工开户", "个人启封", "基数变更", "集中封存", "职工转移", "单位密码修改", "在线汇缴", "单位汇缴登记", "职工补缴登记", and "缴存登记撤销".





## 五、提交后显示“流转结束”则完成申请

流转结束！

