

附件 2:

申购系统操作指南

一、选定处于申购期的项目，点击“申购中”按钮进行申购。



阅知共有产权住房相关政策规定，并承诺填报信息真实有效后，进入下一步。



二、（1）选择申购入口，点击“全新申购”按钮进行申购。

The screenshot shows the '用户选择' (User Selection) section of the website. At the top, there is a navigation bar with links for '共有产权住房项目公示', '用户中心', '当前申购', and '申购历史'. Below this, a message states '您当前可选择的共有产权住房项目有：' followed by a redacted list. The main content area is titled '用户选择' and contains two sections. The first section, labeled '说明', explains that users who have not applied elsewhere, do not have an application code, or have a code but their family situation has changed should choose '全新申购' (New Application) to enter their information. Below this text is an orange button labeled '全新申购'. The second section, also labeled '说明', states that users who have completed the qualification review and have no changes in their family information should choose this option. Below this text is a grey button labeled '已取得申请编码'.

（2）进入后阅读申购说明以及承诺共有产权住房购房承诺书，选择家庭类型，并承诺填报信息真实有效，点击“下一步”，填写家庭申购信息。且添加的申购只能查看不能修改。如需返回上一步，点击下方的“返回上一步操作”即可。

The screenshot shows the '选择家庭分类' (Select Family Category) form. The title is '选择家庭分类'. The form is divided into two main sections: '说明' (Notes) and '承诺书' (Commitment Letter). The '说明' section contains two paragraphs. The first paragraph explains that users should confirm their family category before filling out the application form and lists categories such as '本市户籍居民家庭', '驻京部队现役军人和现役武警家庭', '持有有效《北京市工作居住证》家庭', and '非本市户籍家庭'. The second paragraph defines '申请人' as family members who meet the conditions for the application. Below this is a red checkbox labeled '我已认真阅读，并承诺填报信息真实准确！'. The '承诺书' section is titled '共有产权住房购房承诺书' and contains three paragraphs. The first paragraph states that the applicant has read and understood the regulations and the application notice. The second paragraph states that the applicant promises to provide complete, true, and valid information. The third paragraph lists situations where the applicant does not exist, such as having signed a purchase contract or received compensation. Below this is a red checkbox labeled '我已确认此承诺书！'. At the bottom of the form, there is a dropdown menu for '家庭分类' with a red asterisk and the text '(请选择正确家庭分类)'. Below the dropdown is an orange button labeled '下一步' and a link labeled '【返回上一步操作】'.

（3）选择家庭分类的对应一项如“本市户籍居民家庭”申购，显示如下图界面。确定申请

编码的前四位后，填写姓名、证件类型和证件号码、婚姻状况、户籍所在地等内容点击“保存”即可完成申购。其他类别的家庭按照系统要求填写相关信息“保存”后即可完成申购，点击“重置”按钮可重新录入信息。

填写家庭信息(本市户籍居民家庭)

刷新生成申请编码 > (随机生成申请编码前四位三选一) + (系统生成申请编码后九位)

【您当前生成的申请编码为：*****】

(** 为必填项目)

项目列表

* [REDACTED]

添加申请人信息

注意： 父母均为非本市户籍，子女为本市户籍未成年人的家庭请勾选此项

*姓名： *证件号码：

*婚姻状况： *户籍所在地：

*工作地(社保缴纳地)：

家庭成员信息

*家庭人口数：

联系人信息

*姓名： *手机号码：

*通信地址： *邮编：

保存 重置

三、申购成功后，点击导航菜单“当前申购”，显示如下图界面。展示已经申购的项目信息。包括项目名称，申请编号，申请人和日期。点击“查看”可以预览家庭申购的详细信息及申请编号。如购房家庭信息发生变化（如年龄、婚姻状况、户籍变更等情形）点击“修改”可以对申购信息进行修改或选择“删除”，回到“全新申购”重新操作。



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当前申购成功项目 **1** 个

我的申购

业务编号	项目名称	申请人	申购日期	查看	修改	删除
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]			

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