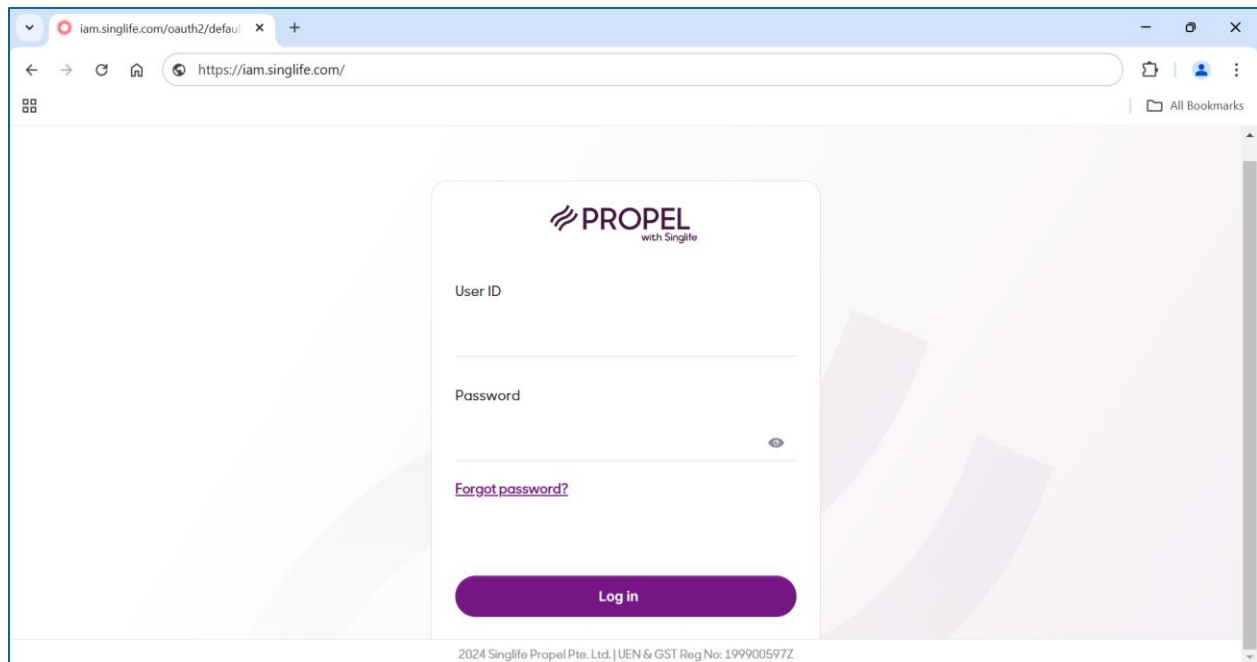


Downloading of Commission Statement in Propel System

Step 1 - Propel login page



The screenshot shows a web browser window with the URL `https://iam.singlife.com/`. The page displays the Propel login interface. At the top, the Propel logo is shown with the text "with Singlife" underneath. Below the logo, there are two input fields: "User ID" and "Password". The "Password" field has a toggle icon (an eye) to the right of it. Below the "Password" field, there is a link that says "Forgot password?". At the bottom of the login form, there is a purple "Log in" button. The footer of the page contains the text "©2024 Singlife Propel Pte. Ltd. | UEN & GST Reg No: 199900597Z".

Propel
with Singlife

User ID

Password

[Forgot password?](#)

Log in

©2024 Singlife Propel Pte. Ltd. | UEN & GST Reg No: 199900597Z

Step 2 - Request OTP

Verify with your phone

Send a code via SMS to **+65 XXXX X003**.

Receive a code via SMS

[Back to sign in](#)

Step 3 - Enter OTP code (within 300 seconds)

[← Back to log in](#)

Enter the code we sent to you at
+65 XXXX X003.

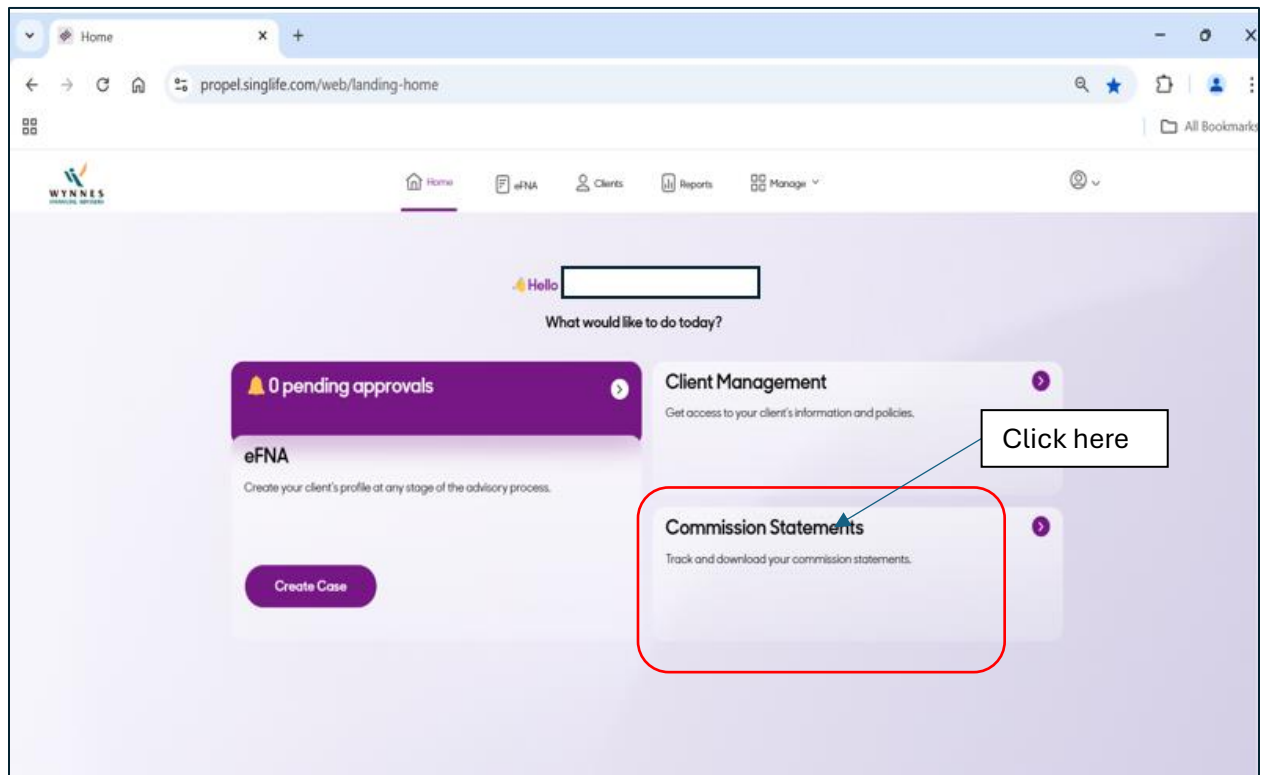
Enter Code

● ● ● ● ● ●

[Resend code](#)

Submit

Step 4 – Go to Commission Module



Step 5 – Download from Commission Statements tab

The screenshot displays the Singlife Adviser Online web application. The browser address bar shows the URL `propel.singlife.com/web/commission/reports-statements`. The top navigation bar includes links for Home, eFNA, Clients, Reports, and Manage. A secondary navigation bar contains a 'Reports & Statements' button. Below this, the 'Reports & Statements' section is active, showing a sub-menu with 'All Reports', 'Download CSV Files', 'Scheduler', 'Exported', 'Statement Generator', and 'Commission Statements'. The 'Commission Statements' tab is selected and highlighted. A callout box with an arrow points to this tab, containing the text 'Click here to view and download statement'. Below the navigation, the main content area is titled 'Commission Statements (0)'. It features a search bar with the placeholder 'Select a column to search', an 'Export CSV' button, and a table with the following headers: 'Statement Period', 'Status', 'Report Batch', 'Payees', 'Amount (\$\$)', and 'Actions'.

propel.singlife.com/web/commission/reports-statements

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Home eFNA Clients Reports Manage

Reports & Statements

Reports & Statements

All Reports Download CSV Files Scheduler Exported Statement Generator Commission Statements

Click here to view and download statement

Commission Statements (0)

Select a column to search Export CSV

Statement Period	Status	Report Batch	Payees	Amount (\$\$)	Actions
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