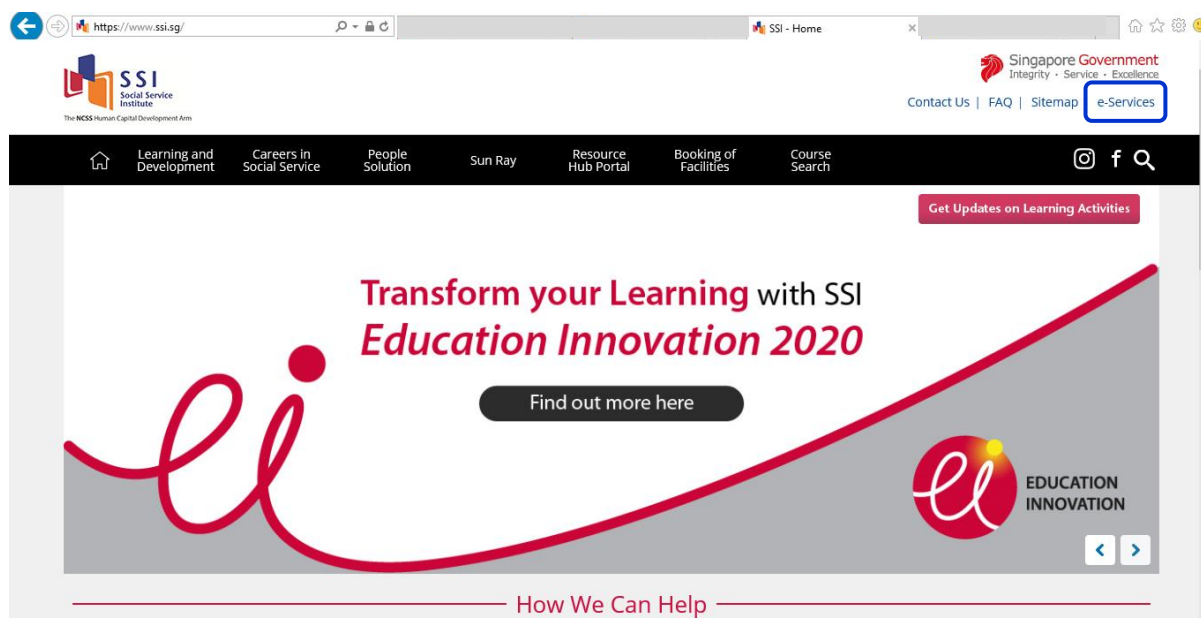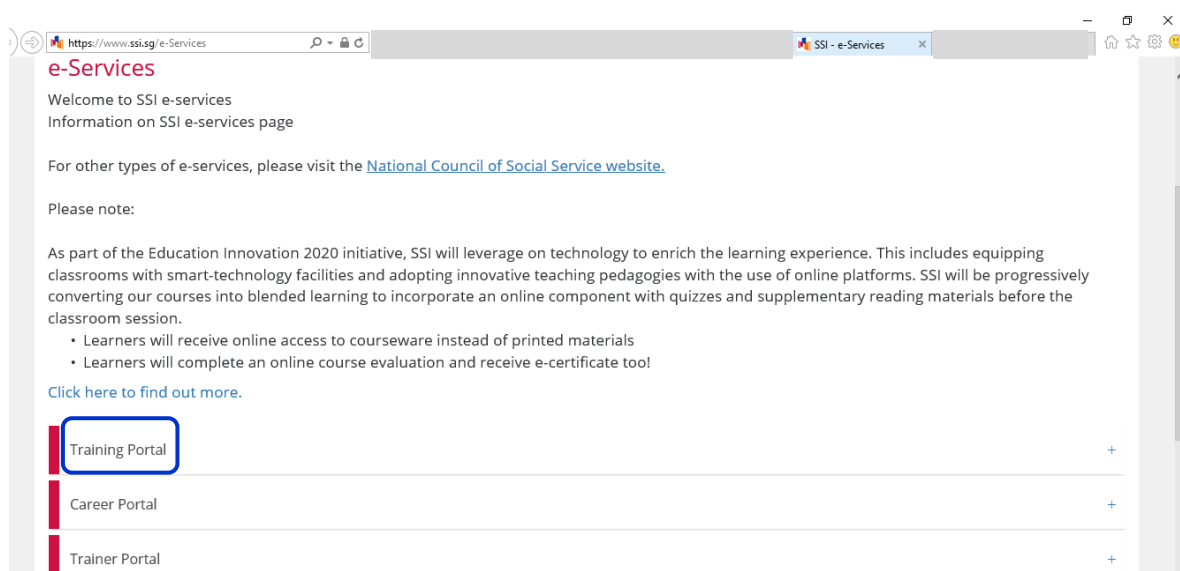# User Guide to download electronic-Certificate of Attendance/Achievement
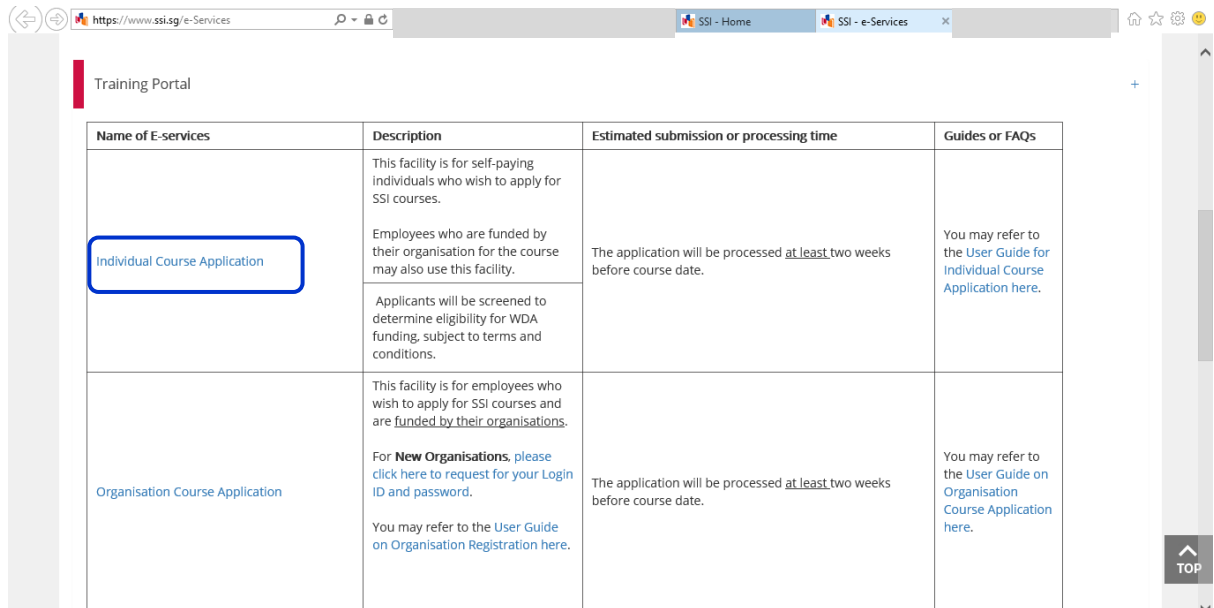
1. Go to SSI Website at https://www.ssi.sg and click on 'e-Services'.

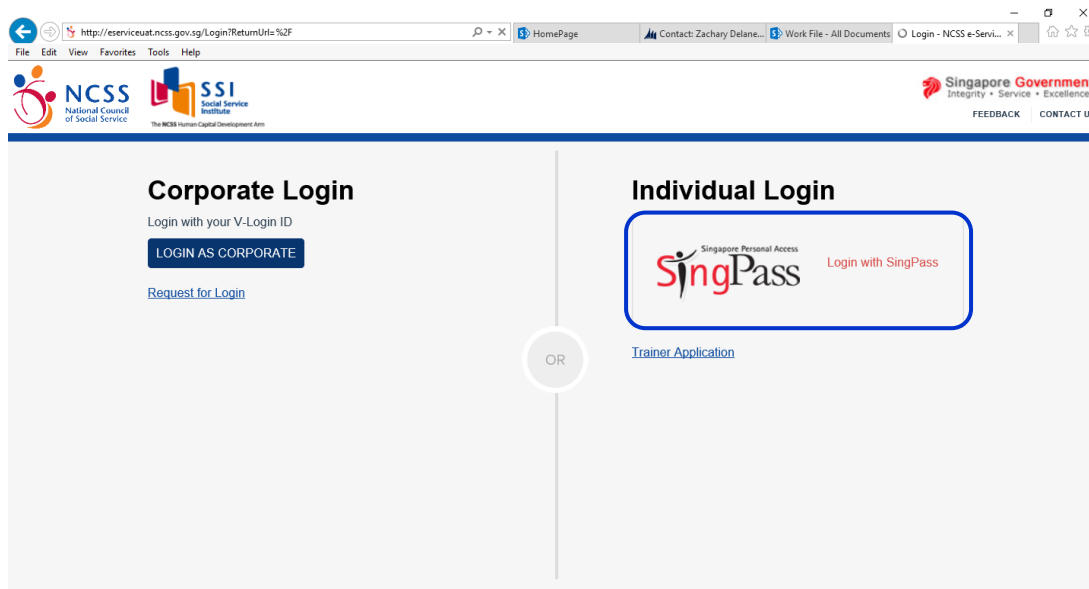2. Under the e-Services, select 'Training Portal'.

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3. Click on 'Individual Course Application'.

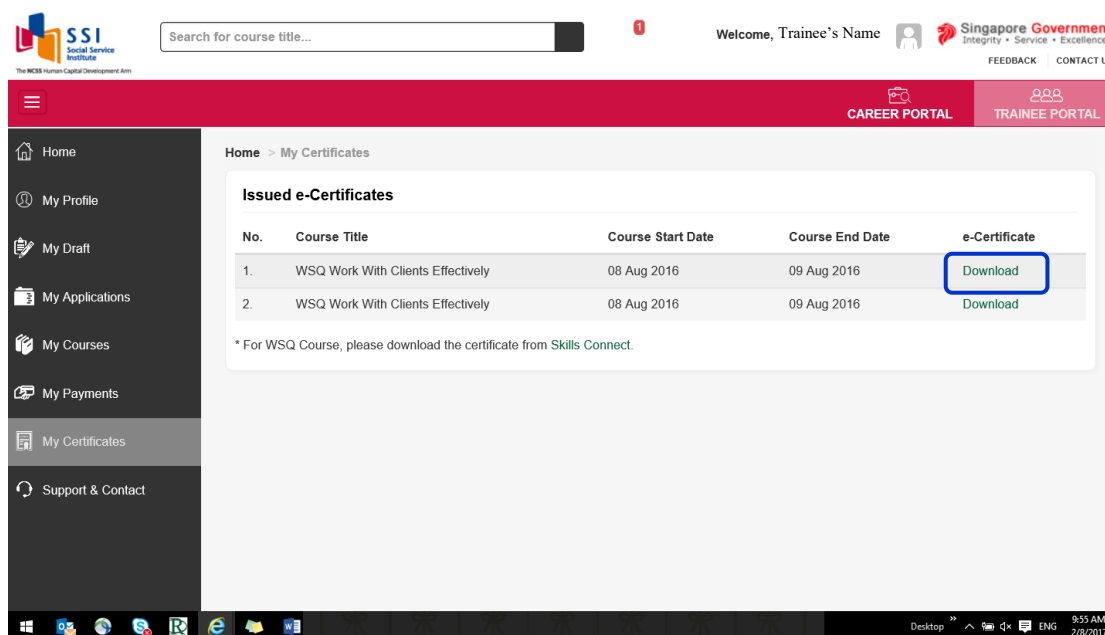4. Click on 'Login with SingPass' to login to the e-Services.

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5. Select 'Trainee Portal'.
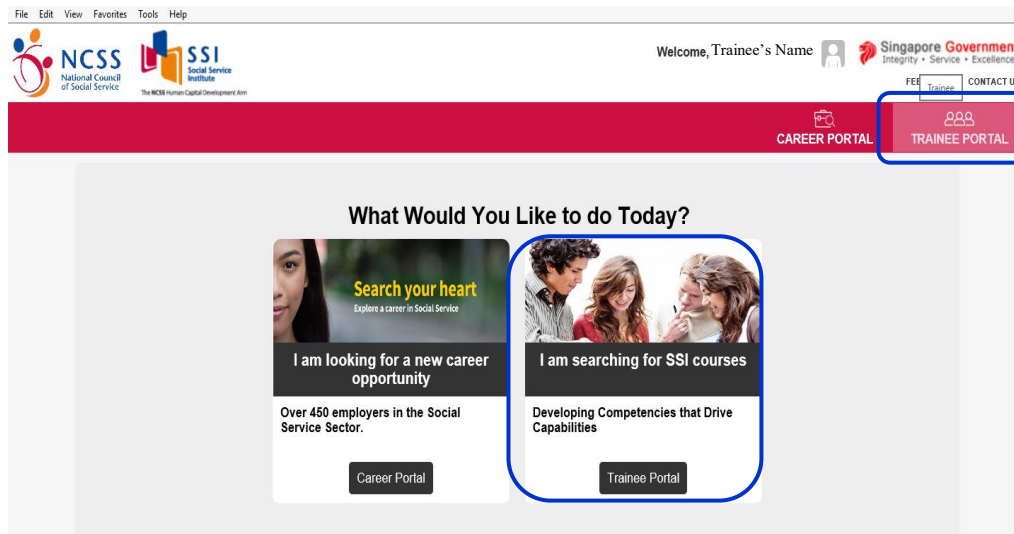
6. At the left side panel, click 'My Certificate'.
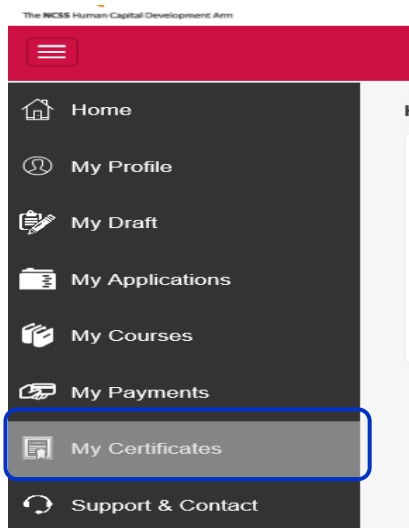
7. Click on 'Download' to view the certificate.

Example:

* If you would like to have a printed copy of your e-Cert, please contact SSI at socialserviceinstitute@ncss.gov.sg and the first print will be provided free of charge. Subsequent requests for reprints of your e-Cert will be charged at prevailing rates by SSI.

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