



# E-GIRO APPLICATION USER GUIDE

Only applicants whose details are in pre-approved list will be eligible to apply for E-GIRO.



# Step 1 Access E-GIRO Application Form

Methods to access the E-GIRO application form.

- E-GIRO application link: <https://for.edu.sg/scgssegiro>
- Scan QR Code to visit the E-GIRO application link.



<https://for.edu.sg/scgssegiro>

- Visit the school website to start the E-GIRO application.



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## Step 2 Enter Student Details

The screenshot shows the eGiro application interface. At the top left is the SCGS logo with the tagline "Our precious past. Your treasured future.". Next to it is the "eGiro" logo. A central message box contains the text: "Please enter 'Student name (as per NRIC/FIN)" and "Student NRIC/FIN" to start your eGiro application". Below this are two input fields: "Student name (as per NRIC/FIN)" with a placeholder "Please enter Student name (as per NRIC/FIN)" and "Student NRIC/FIN" with a placeholder "Please enter Student NRIC/FIN". At the bottom right of the message box is a green "Continue" button.

Please enter your child's details as follows:

- Full name exactly as it appears on their NRIC/FIN
- NRIC/FIN number



# Step 3 Email Verification

Please verify by entering your complete email address of  
T\*\*\*\*\*@MOE.EDU.SG to start your eGiro application.

Email Address

[Continue](#)

- a) Fill in the student's primary contact email address that is registered with the school.

Email Address: TEH\_LEE\_LING@MOE.EDU.SG  
Verified successfully, you will receive the application link in your email in 10 minutes. Please follow the instruction in the email link to complete your eGiro application.

- b) If verification of the email address is unsuccessful, please contact School if you do not remember what is your child's primary contact email address that is registered with the school.

Your eGiro Application [External](#) > [Inbox](#)

SCGS Sec Finance Department

to [▼](#)

Dear Applicant,

Please click the secured [link](#) to complete eGIRO application for TEH .

The Link will be valid for 14 Days and expires on: 05-02-2026 10:51:36 (SGT Timezone +08:00) for security purpose.

Kindly complete your application in time.

You are recommended to the process on desktop browser

This is a system automated email. Please do not reply to this email.

For further query, please email to

Thank you.

- c) Check the registered email inbox for a verification email and click on the verification link provided.



## Step 4 Complete the Application Form

The screenshot shows a web-based application form. At the top, it says "Application Form". Below that, there's a section for "Billing Organisation Information" with fields for "BO Name:" and "UEN:". The main body of the form is titled "My Information" and includes fields for "Applicant Name:", "DDA Reference No.", "Applicant ID:", and "Contact Person: Parent". It also has a field for "Email:" and a checkbox labeled "I hereby confirm that the information shown above is correct." At the bottom, there are dropdown menus for "Select Bank" (set to "DBS Bank Ltd") and "Bank Holder's Name" (set to "Eva Teh"), and a large "OK" button.

Once you click the verification link, you will be directed to the application form. Please:

- Verify that the applicant's name (student name) is correct
- Confirm the NRIC/FIN Number and DDA reference (student NRIC/FIN number) are accurate
- Select your preferred bank from the dropdown menu
- Enter the bank account holder's name
- Tick the checkbox "I confirm the above information for my E-GIRO Application"
- Click "OK" to proceed to your bank's secure portal to complete the setup
- Applicants will be redirected to the Bank Portal to complete the E-GIRO Application



# Step 5 Complete Application in Bank Portal

Follow the instructions on your specific bank's portal to complete the E-GIRO setup.

Sample bank portals include:

- DBS Bank
- OCBC Bank
- UOB Bank



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## Step 5 Complete Application in Bank Portal - DBS Bank

### a)DBS Page 1 of 4

DBS POSB eGIRO

Welcome to eGIRO Arrangement

**Billing Details**

Billing Organisation

Bill Reference Number

Billing Purpose  
OTHER

**Setup Arrangement**

My Account

Payment Limit

Input a limit

Avoid unauthorised payments by setting up a limit  
Billing End Date (optional)

Select a date

Date should be in format DD/MM/YYYY

By clicking on the "Next" button, I hereby instruct and authorise DBS Bank to process the instructions of the Billing Organisation (BO) to debit my account. I consent to DBS Bank's collection and use of my personal data and the use and disclosure of my personal data by/to third parties for the purpose of this application. I authorise DBS to:

Select the account, put in the payment limit and Billing End Date (optional).

### b)DBS Page 2 of 4

DBS POSB eGIRO

**Review**

Billing Organisation

Bill Reference Number

My Account

Edit

Billing Purpose  
OTHER

Payment Limit  
No limit

Expiry Date  
No end date

Submit

Review the submitted details.  
Click 'Submit' to proceed.

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c)DBS Page 3 of 4

Applicant will be redirected to the Bank's page to complete E-GIRO Application

DBS POSB

Step 1

Tap on the notification sent to your mobile phone

OR

Go to your digibank app and tap on "Digital Token" next to the Login button

You don't need to log in

Step 2

Check your transaction before you tap on "Approve". This is valid for 60 seconds.

Follow the 2FA instructions to complete your e-GIRO application.

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d)DBS Page 4 of 4

https://www.dbs.com.sg/ecis/web/sgi/edda/succes/create

DBS POSB eGIRO

Your request has been Submitted

You will be redirected to the Billing Organization page after you click on Log Out. You can log in to it to check on the status of your eGIRO set up.

Billing organization transaction reference number

Billing transaction reference number

Log Out

Upon successful submission, you will see the following screens. Please note the transaction reference number in case of enquiries.

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## Step 5 Complete Application in Bank Portal – OCBC Bank

### a)OCBC Page 1 of 2

Set up eGiro Payment

Complete this set up in **09:06 mins**

**eGiro**

**GIRO Services**

**Set up eGiro payment**

**eGiro details**

Billing organisation

Bill reference no.

Nickname for arrangement

Pay from

Why are some of my accounts missing?

**Payment settings**

Set a payment limit and, if you wish, an expiry date for this arrangement. No payment will be made if the amount exceeds the limit set or if the arrangement expires.

Payment limit: 1,000.00 SGD

Expiry date (optional): DD MMMM YYYY

Select the account, put in the payment limit and Billing End Date (optional).

### b)OCBC Page 2 of 2

View accounts Transfers & payments Investments & insurance Customer service Apply Rewards

**GIRO Services**

**Set up eGiro payment**

Your authorisation request has been submitted successfully.

Bill reference no:

Transaction reference no: 2023082315139520  
23 Aug 2023 6:04 PM

**eGiro details**

Nickname: Test

Pay from

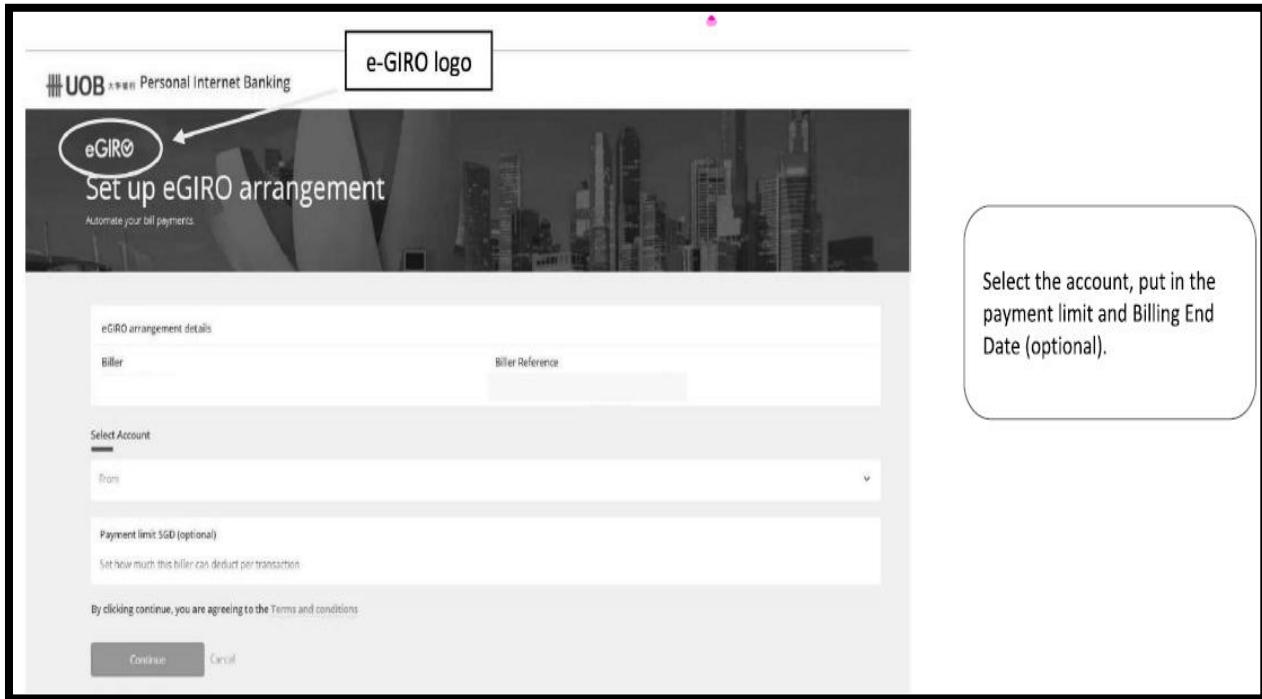
Payment limit: 1,500.00

Upon successful submission, you will see the following screens. Please note the transaction reference number in case of enquiries.



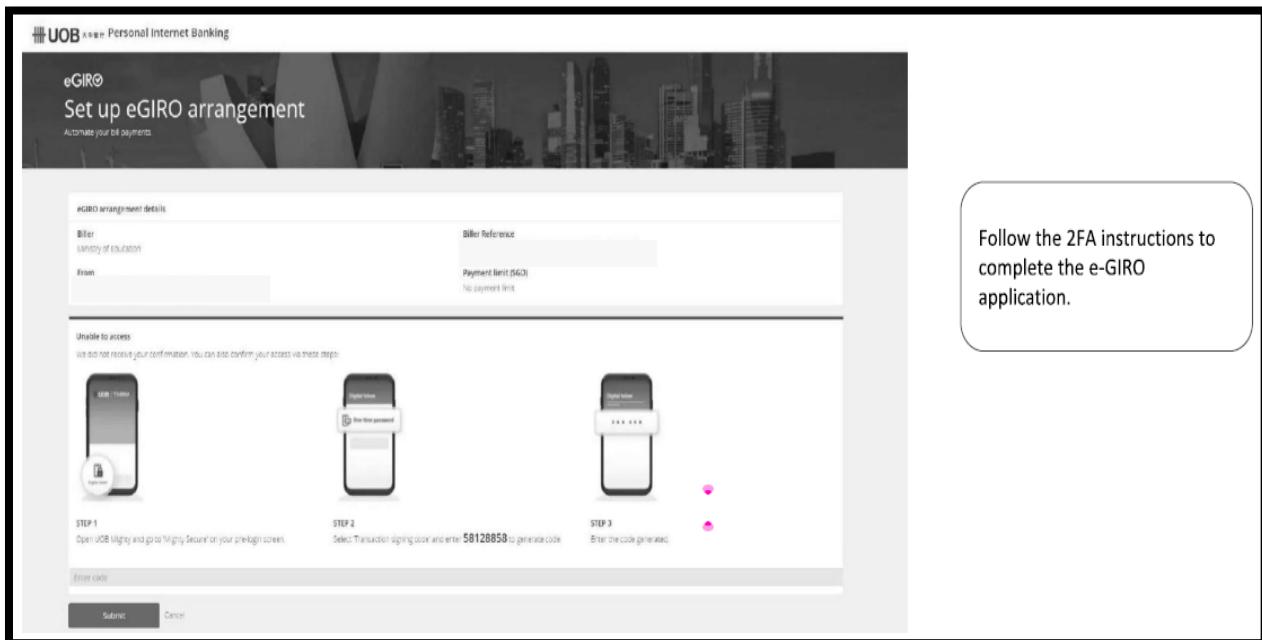
## Step 5 Complete Application in Bank Portal - UOB Bank

### a)UOB Page 1 of 3



The screenshot shows the first page of a three-step process to set up an e-GIRO arrangement. At the top left is the UOB Personal Internet Banking logo, and at the top right is the e-GIRO logo. The main heading is "Set up eGIRO arrangement" with the sub-instruction "Automate your bill payments". Below this, there are fields for "Biller" and "Biller Reference". A section titled "Select Account" has a dropdown menu labeled "From". Under "Payment limit SGD (optional)", there is a field to "Set how much this biller can deduct per transaction". A note states "By clicking continue, you are agreeing to the Terms and conditions". At the bottom are "Continue" and "Cancel" buttons. A callout box on the right says: "Select the account, put in the payment limit and Billing End Date (optional)."

### b)UOB Page 2 of 3



The screenshot shows the second page of the e-GIRO setup process. The title "Set up eGIRO arrangement" is repeated at the top. The "eGIRO arrangement details" section includes fields for "Biller" (University of Education) and "Biller Reference". Below this, a note says "No payment limit". A section titled "Unable to access" provides instructions: "We do not receive your confirmation, you can also confirm your access via these steps". It shows three steps: 1. Open UOB Mobile and go to MyKey Secure on your prelogin screen. 2. Open MyKey and tap One time password. 3. Select Transaction signing code and enter **58128850** to generate code. A digital meter icon is shown next to the third step. At the bottom are "Enter code", "Submit", and "Cancel" buttons. A callout box on the right says: "Follow the 2FA instructions to complete the e-GIRO application."



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c)UOB Page 3 of 3

UOB Personal Internet Banking

eGIRO  
Set up eGIRO arrangement  
Automate your bill payments.

Almost done! To confirm your submission you will be redirected back to browser. If you are not redirected in 10 seconds, switch back to your browser.

eGIRO arrangement details

Biller

Bill Reference

From

Payment limit (SGD)  
No payment limit

Reference no.

Upon successful submission,  
you will see the following  
screens. Please note the  
transaction reference number  
in case of enquiries.



# Step 6 E-GIRO Application Approval

After completing all steps in your bank's portal, you will receive an email regarding the approval status of your E-GIRO application.

From: SCGS Sec Finance Department <[finance\\_sec@apps.scgs.edu.sg](mailto:finance_sec@apps.scgs.edu.sg)>

Date: Wed, 14 Jan 2026, 16:33

Subject: Your eGiro is Set-Up Successfully

To:

Dear Applicant,

Your eGiro application for ..... has been approved by the SINGAPORE CHINESE GIRL SCHOOL.

This is a system auto-generated email. Please do not reply.



# Thank you!