

# iLTMS

for  
**ORGANISATION  
SPONSORED**

## User Guide

## iLTMS User Guide for Organisation Sponsored

### Contents

|  |    |
|--|----|
| Account Creation for Organisation-Sponsored .....            | 4  |
| Account Registration .....                                   | 4  |
| Account Creation via Corppass.....                           | 5  |
| Account Creation via Corppass.....                           | 9  |
| Account Creation via Credentials .....                       | 10 |
| Logging In .....   | 12 |
| Login via Corppass .....                                     | 12 |
| Login via Credentials .....                                  | 13 |
| Forgot Your Credential Password / Username?.....             | 14 |
| To Reset Password:.....                                      | 14 |
| To Reset Username:.....                                      | 14 |
| Administrative Functions for Organisations.....              | 16 |
| Add Branch.....  | 16 |
| View / Edit Organisation Profile.....                        | 17 |
| Course Registration .....                                    | 19 |
| Course Selection .....                                       | 19 |
| View Courses Details and Upcoming Schedule .....             | 20 |
| Selecting Available Schedules .....                          | 21 |
| Course Registration for Organisation Sponsored Learners..... | 23 |
| Course Details .....   | 23 |
| Multiple Registration .....                                  | 24 |
| Upload Trainee Details via CSV .....                         | 28 |
| Logging into SSI Client Portal .....                         | 29 |
| First Login .....  | 29 |
| Logging in to SSI Client Portal .....                        | 29 |
| Navigating the SSI Client Portal .....                       | 32 |
| Dashboard.....   | 32 |
| Main Section .....   | 33 |
| Navigation Menu .....  | 34 |
| My Profile .....   | 35 |
| Profile .....  | 36 |
| Link Organization Accounts to Corppass .....                 | 39 |
| Change Password .....  | 41 |
| Enrolment Statistics.....                                    | 43 |
| Enrolment Statistics .....                                   | 43 |

|  |    |
|--|----|
| Enrolment Statistics (By Course) .....         | 45 |
| Enrolment Statistics (By Month) .....          | 46 |
| Enrolment Statistics (By Schedule Number)..... | 48 |
| Enrolment Details .....                        | 50 |
| View Student.....                              | 51 |
| View Module .....                              | 52 |
| Account Statement .....                        | 53 |
| Outstanding Payment .....                      | 55 |
| Online Payment .....                           | 55 |
| Payment via Cheque.....                        | 57 |
| Log Out .....                                  | 58 |

## **Account Creation for Organisation-Sponsored**

This section is meant to guide organisations (who sponsors staff for SSI courses/ programmes) to navigate the [SSI Online Registration Portal](https://iltms.ssi.gov.sg/registration), which can be used to search and register for courses.

### ***Account Registration***

You will require an account for course registration. If you are a new user, please follow the instructions below for account creation. There are two methods to create an account.

1. Via Corppass (preferred method)

2. Via Credentials

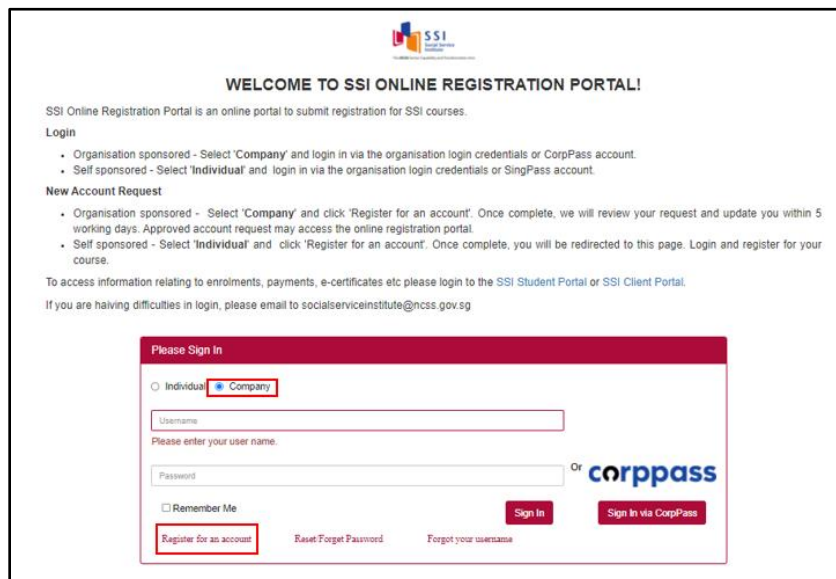
The login details you create here will be the same used to access [SSI Client Portal](#).

Step 1: Using your preferred browser on your laptop or mobile device, go to <https://iltms.ssi.gov.sg/registration>. You will be redirected to the SSI Online Registration's "**Log in**" page.

*Note: Recommended Browsers - Google Chrome, Safari or Microsoft Edge*

Step 2: On the Log in Page, select "**Company**".

Step 3: Click "**Register for an account**".

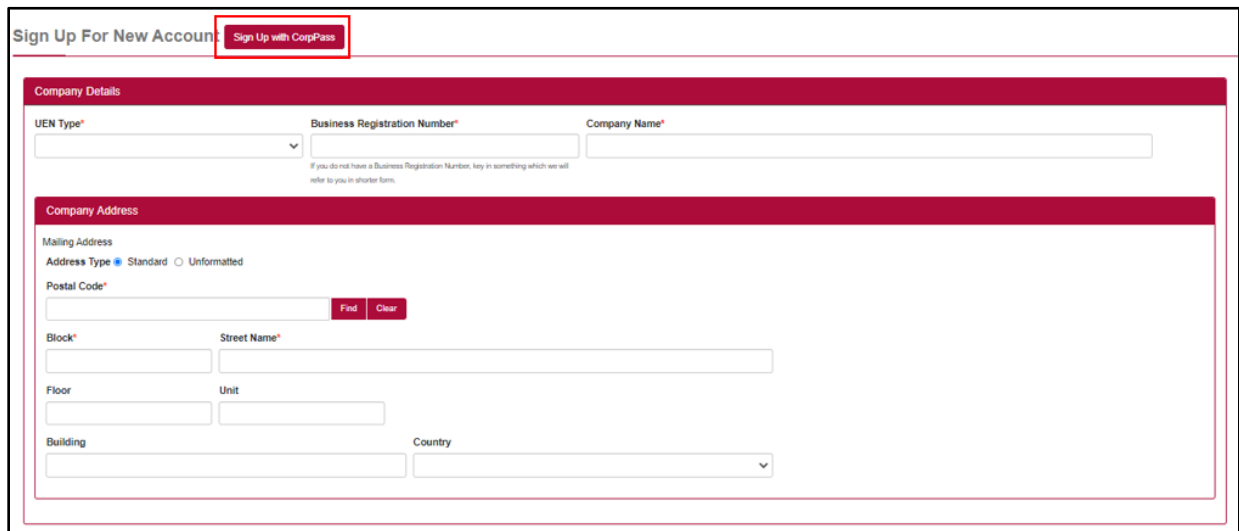


*Picture Reference: Log in Page*

Step 4: You will be redirected to the "**Sign Up for New Account**" page.

## Account Creation via Corppass

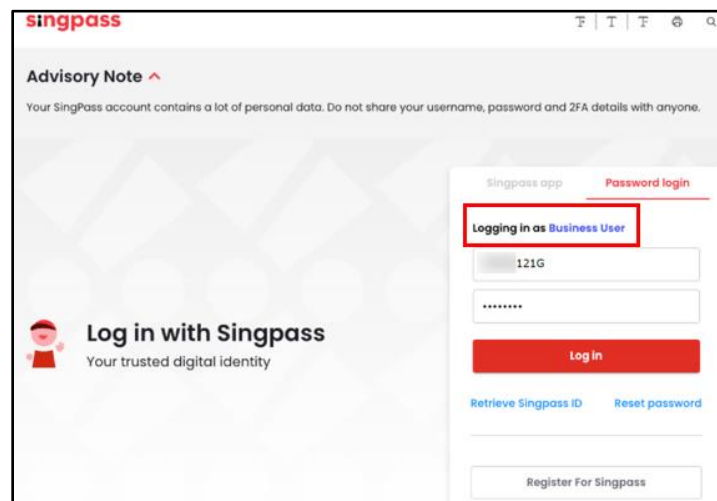
Step 1: From the “**Sign Up for New Account**” page, click “**Sign Up via Corppass**”.

The screenshot shows the 'Sign Up For New Account' page. At the top, there is a navigation bar with a button labeled 'Sign Up with CorpPass' highlighted by a red rectangle. Below this, the form is divided into two main sections: 'Company Details' and 'Company Address'. The 'Company Details' section includes fields for 'UEN Type\*', 'Business Registration Number\*', and 'Company Name\*'. A small note below the Business Registration Number field states: 'If you do not have a Business Registration Number, key in something which we will refer to you in shorter form.' The 'Company Address' section includes a 'Mailing Address' subsection with 'Address Type' (Standard selected, Unformatted unselected) and 'Postal Code\*'. Below this are fields for 'Block\*', 'Street Name\*', 'Floor', 'Unit', 'Building', and 'Country'.

*Picture Reference: Sign Up for New Account*

Step 2: You will be redirected to the “**Singpass Login Page**” where you can choose to login via the Singpass app or via Password Login.

*Note: In Singpass redirect, the header should read “**Logging in as a Business User**”.*

The screenshot shows the Singpass login page. At the top, there is a header with the Singpass logo and a navigation bar with 'Singpass app' and 'Password login' tabs. Below the header, there is an 'Advisory Note' section with a warning icon and text: 'Your SingPass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.' The main content area features a large 'Log in with Singpass' button with a user icon and the text 'Your trusted digital identity'. To the right, there is a 'Password login' section with a red rectangle highlighting the link 'Logging in as Business User'. Below this link are input fields for '121G' and a password field (masked with asterisks). A red 'Log in' button is positioned below the password field. At the bottom of the password login section, there are links for 'Retrieve Singpass ID' and 'Reset password'. At the very bottom of the page, there is a 'Register For Singpass' button.

*Picture Reference: Singpass (Corppass) Login*

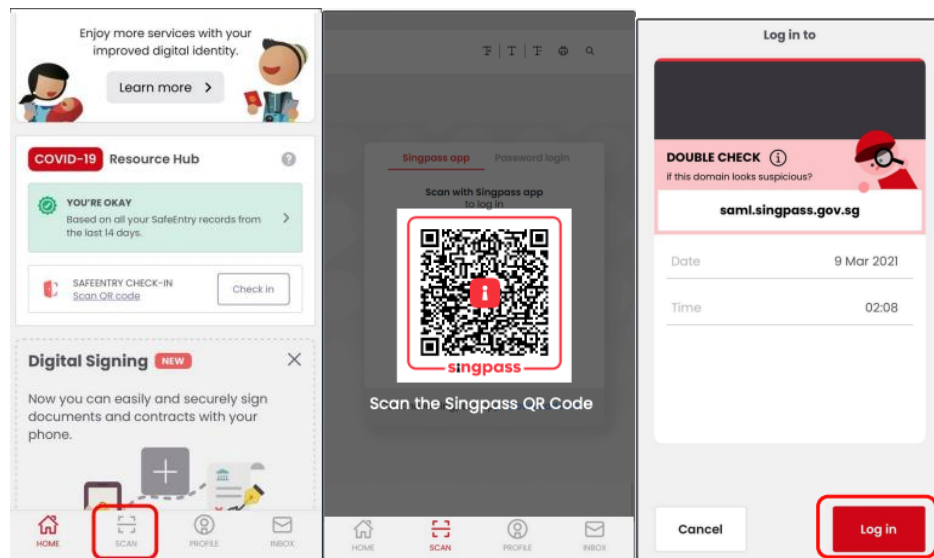
*Note: iLTMS is accessible on both your desktop computer and mobile devices.*

### *Desktop Login via Singpass app (QR Code)*

Step 3: Launch your Singpass app and click the “**Scan**” button. Use your phone to scan the QR code displayed on the Singpass Login Page.

Step 4: Confirm your login request on the Singpass App by clicking “**Log In**”. You will be prompted to verify your identity in Singpass. Please wait while your identity is being verified.

*Note: You will be prompted to use either fingerprint (for selected smartphones), Face ID (for selected smartphones) or 6-digit passcode to verify your identity*



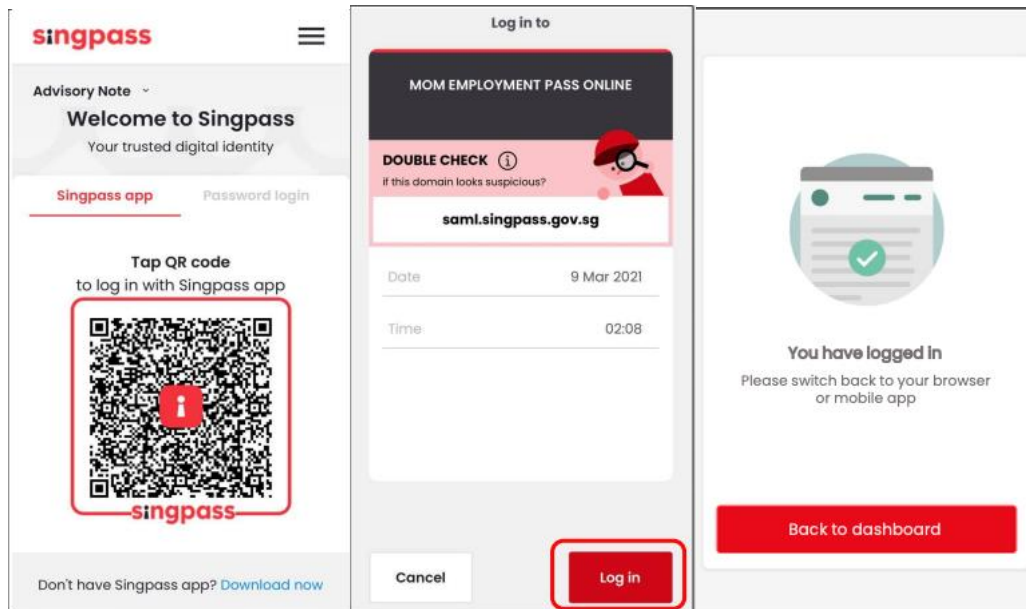
*Picture Reference: Singpass Desktop Login*

### *Mobile Login via Singpass app (QR Code)*

Step 3: Tap the QR code to launch the Singpass App.

Step 4: Confirm your login request on the Singpass App by clicking “**Log In**”. You will be prompted to verify your identity in Singpass. Please wait while your identity is being verified.

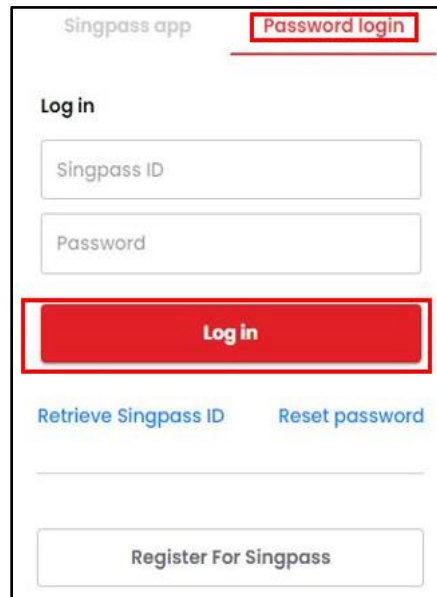
*Note: You will be prompted to use either fingerprint (for selected smartphones), Face ID (for selected smartphones) or 6-digit passcode to verify your identity*



*Picture Reference: Singpass Mobile Login*

### *Desktop / Mobile Login via Password*

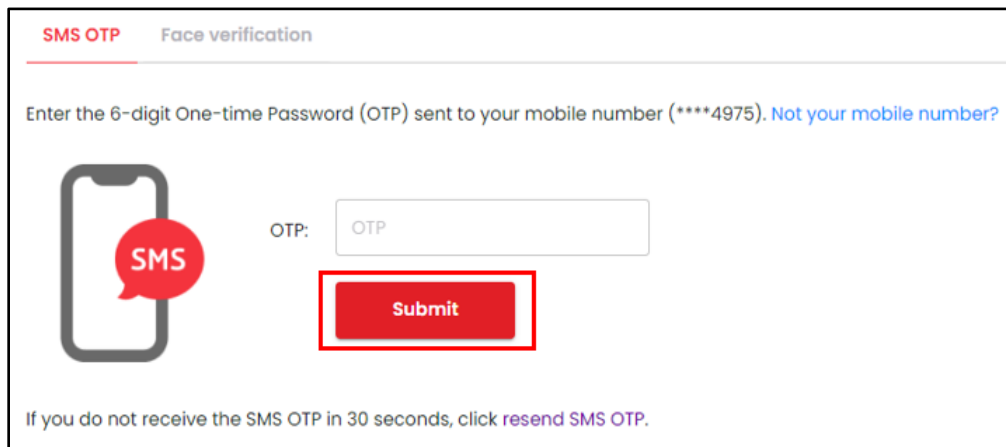
Step 3: Click “**Password Login**” tab on the Singpass Login Page.

A screenshot of the Singpass app's password login interface. At the top, there are two tabs: 'Singpass app' and 'Password login', with the latter being selected and highlighted with a red box. Below the tabs, the text 'Log in' is displayed. There are two input fields: 'Singpass ID' and 'Password'. Below these fields is a large red button labeled 'Log in', which is also highlighted with a red box. Underneath the button are two links: 'Retrieve Singpass ID' and 'Reset password'. At the bottom of the form is a button labeled 'Register For Singpass'.

*Picture Reference: Singpass (Corppass) Password Login*

Step 4: Fill in your Singpass ID and password and click “**Log In**”.

Step 5: Fill in the OTP number which will be sent to your Singpass registered mobile number and click ‘Submit’.

A screenshot of the Singpass desktop login interface for SMS OTP verification. At the top, there are two tabs: 'SMS OTP' (selected) and 'Face verification'. Below the tabs, the text 'Enter the 6-digit One-time Password (OTP) sent to your mobile number (\*\*\*\*4975). [Not your mobile number?](#)' is displayed. On the left, there is an icon of a smartphone with a red speech bubble containing the text 'SMS'. To the right of the icon is the label 'OTP:' followed by an input field for the OTP. Below the input field is a red button labeled 'Submit', which is highlighted with a red box. At the bottom of the screen, there is a note: 'If you do not receive the SMS OTP in 30 seconds, click [resend SMS OTP](#).'

*Picture Reference: Singpass Desktop Login*

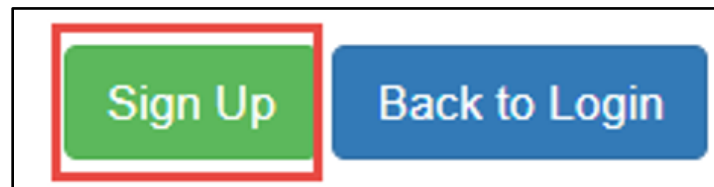


### Account Creation via Corppass

Step 3: Once the authentication is completed, you will be redirected to the sign-up page to fill in the mandatory fields.

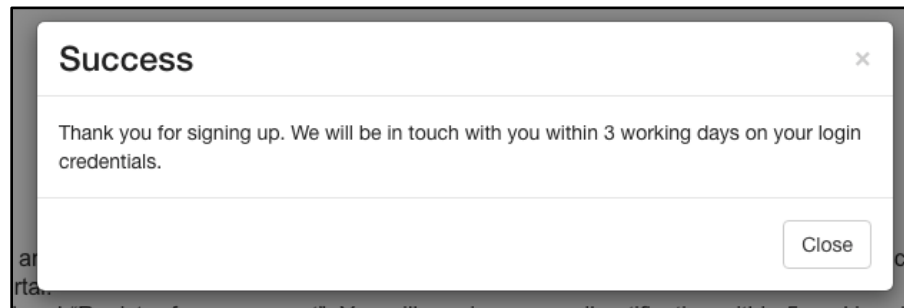
*Picture Reference: Corppass Details*

Step 4: Once the mandatory fields are filled in, proceed to click on “**Sign Up**” button.



*Picture Reference: Corppass Sign up*

Step 5: A pop-up message will appear indicating that your sign up is successful.



*Picture Reference: Alert Pop Up*

*Note: For all new organisation accounts, SSI will need to verify and approve your account before you can log in. Once your account is approved, you will be notified via email.*

### Account Creation via Credentials

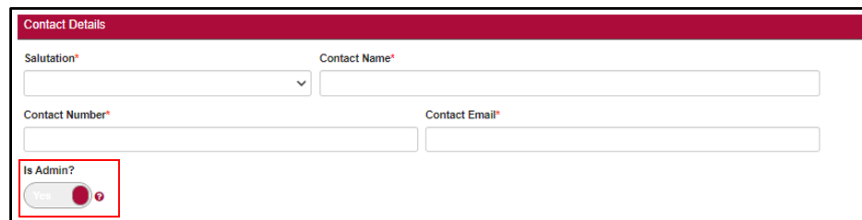
Step 1: To use credentials, you will need to complete the fields in the “[Sign Up for New Account](#)” page.

Step 2: Fill up the respective fields under “**Company Details**”, “**Company Address**”, “**Contact Details**” and “**Login Credentials**” sections. From the “**Sign Up for New Account**” page

*Note: Fields marked with the asterisk (\*) symbol are mandatory.*

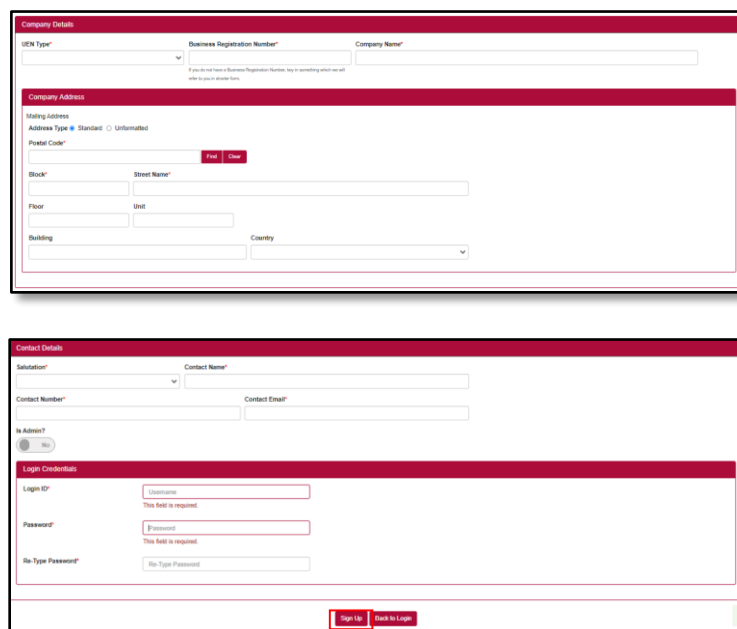
Step 3: If you are the main administrator for your organisation, ensure the “**Is Admin?**” is toggled at “**Yes**”.

“**Main Administrators**” have the rights to update the organisation account details (eg. add branch, contact persons etc.) if necessary.



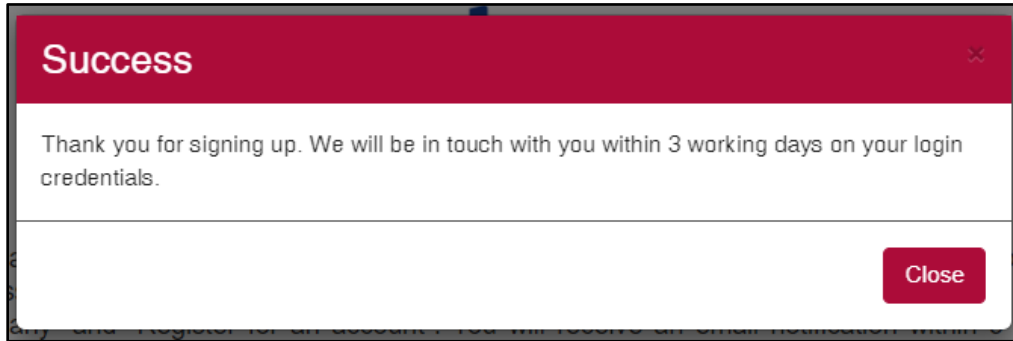
Picture Reference: Sign Up for New Account

Step 4: Click “**Sign Up**” after all the fields are completed.



Picture Reference: Sign Up for New Account

Step 4: A pop-up message will appear indicating that your sign up is successful.



*Picture Reference: Pop-up Message*

*Note: For all new organisation accounts, SSI will need to verify and approve your account before you can log in. Once your account is approved, you will be notified via email.*

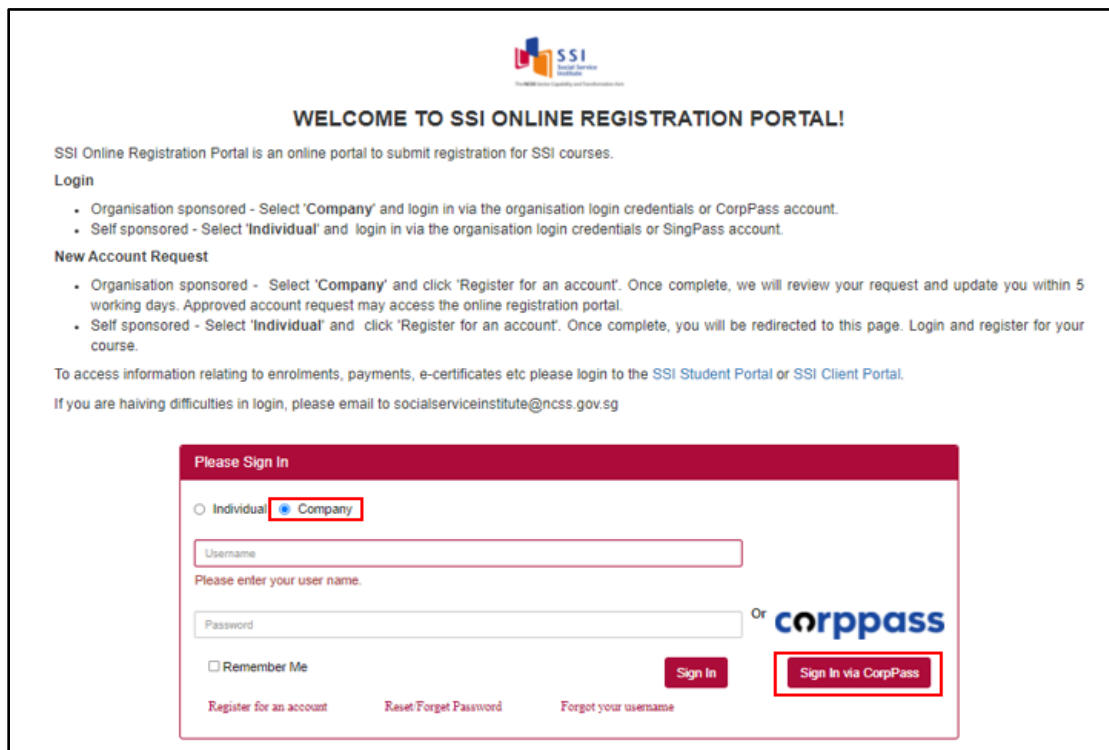
## Logging In

### Login via Corppass

*Note: You will require a Corppass account. For more information on Corppass, please visit <https://www.corppass.gov.sg/corppass>.*

Step 1: On the log in page, click “**Company**”.

Step 2: To login via CorpPass, click “**Sign In via Corppass**”.



*Picture Reference: Log in Page*

Step 3: You will be redirected to the “**Singpass Login Page**”. Click [here](#) for Corppass login steps

*Note: In Singpass redirect, the header should read “**Logging in as a Business User**”.*

Step 4: Upon successful login, you will be redirected back to the SSI Online Registration Portal.

### Login via Credentials

You are encouraged to link your Credentials to your Corppass account so that you can login easily via Corppass going forward without having to use your Username and Password.

To link your Credential to Corppass, click [here](#) for the user guide.

*Note: You will require a CorpPass account. For more information on CorpPass, please visit <https://www.corppass.gov.sg/corppass>.*

Step 1: On the log in page, click **“Company”**.

Step 2: Fill in your **“Username”** and **“Password”**.

Step 3: Click **“Sign In”**.

*Note: Click **“Remember Me”** to auto-fill your details upon the next log in.*

*Picture Reference: Log in Page*

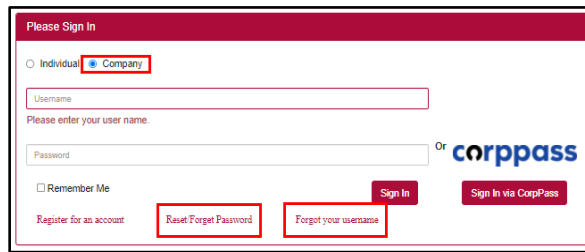
Step 4: Upon successful login, you will be redirected back to the SSI Online Registration Portal.

## ***Forgot Your Credential Password / Username?***

If you have forgotten your Username and Password, you can also reset it from [SSI Online Registration Portal](#).

*Note: This is applicable only if you are using Credential login.*

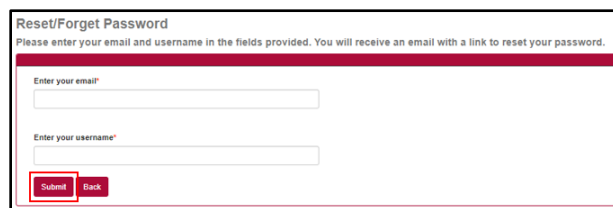
Step 1: Click “**Forgot Password?**” or “**Forgot Username?**” on the Log in Page to reset your password or retrieve your username.



*Picture Reference: Log in Page*

### **To Reset Password:**

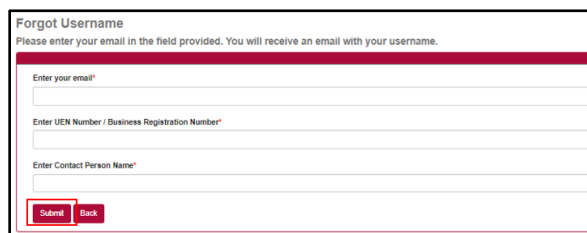
Step 2: Fill in your “**Email**” and “**Username**”, then click “**Submit**”.



*Picture Reference: Forgot Password Page*

### **To Reset Username:**

Step 2: Fill in your “**Email**”, “**UEN Number**” and “**Contact Person Name**” then click “**Submit**”.



*Picture Reference: Forgot Username Page*

*Note: Ensure that the email address provided is the same email address you registered with SSI.*

Step 3: An email will be sent to you with your username and/or instructions on how to reset your password.

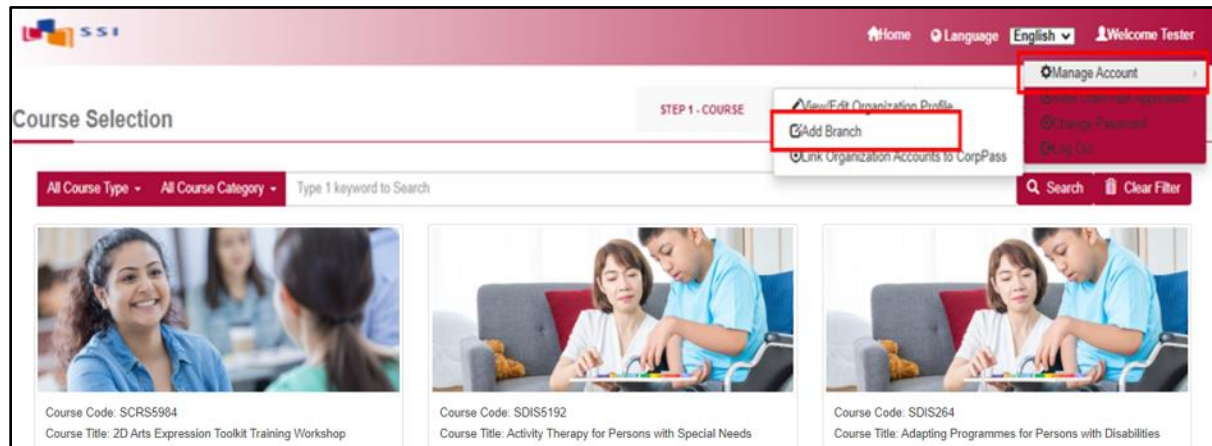
You may also wish to check your Spam or Junk folders for the email. If no email is received within 1 hour, please contact SSI at [socialserviceinstitute@ncss.gov.sg](mailto:socialserviceinstitute@ncss.gov.sg).

## Administrative Functions for Organisations

As the **“Main Administrator”** for your organisation, you will have administrative rights to add your branch(es) details & Contact Person within the Online Registration Portal.

### Add Branch

Step 1: To add additional branches for your organisation, click **“Add Branch”** under the **“Manage Account”** dropdown tab after logging in.



Picture Reference: Main Landing Page

Step 2: You will be redirected to the **“Add Branch”** page.

Step 3: Fill in the fields and click **“Add Branch”** to proceed.

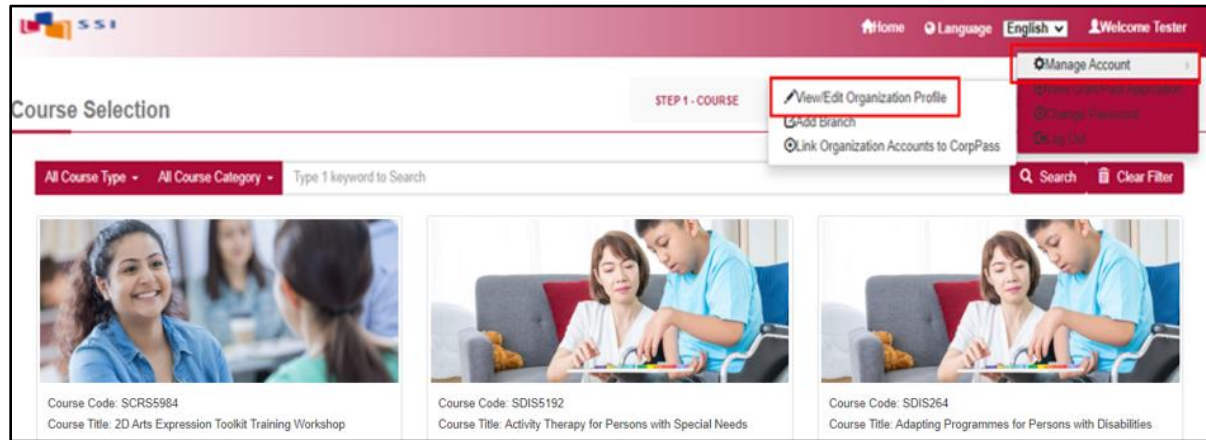
*Note: Fields marked with the asterisk (\*) symbol are mandatory.*

Picture Reference: Add Branch Page



## View / Edit Organisation Profile

Step 1: To view or edit your organisation's profile, click "**View/Edit Organisation Profile**" under the "**Manage Account**" dropdown tab.



*Picture Reference: Main Landing Page*

Step 2: You will be redirected to the "**View/Edit Organisation Profile**" page.

Step 3: Fill in the fields and click "**Update**".

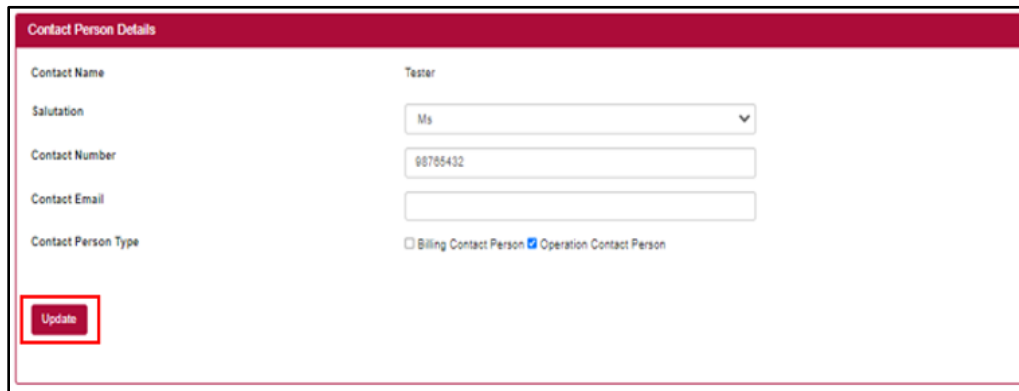
*Note: Fields marked with the asterisk (\*) symbol are mandatory.*

A screenshot of the 'View/Edit Organization Profile' page. The page has a red header bar. Below the header, there is a 'Branch' dropdown menu with 'Testcompany' selected. The 'Branch Detail' section contains fields for 'Branch Name' (Testcompany), 'UEN Type' (N/A), 'UEN No', 'SME company' (No), 'Industry Sector\*' (dropdown), and 'Sub Business Unit'. The 'Branch Address' section contains a radio button for 'Address Type' (Standard selected, Unformatted), and a text field for 'Address\*' with 'Tong Bahru' entered. At the bottom left, there is a red 'Update' button.

*Picture Reference: View/Edit Organisation Profile Page*

Step 4: Scroll to the bottom to edit/view the "**Contact Person Details**".

Step 5: If you make any changes, please remember to click “**Update**” to save the changes.



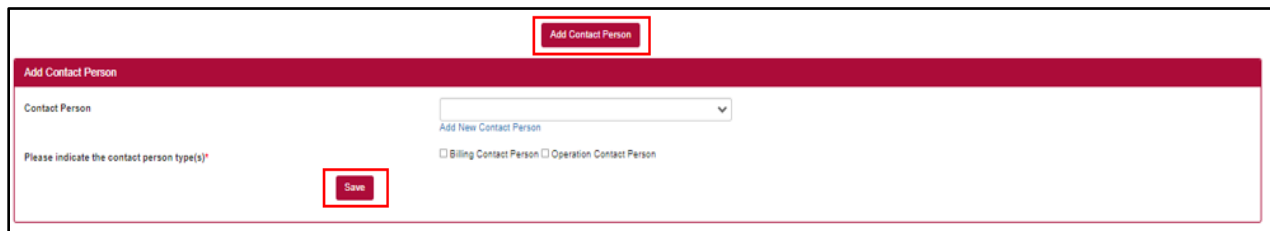
The screenshot shows a form titled "Contact Person Details" with a red header bar. The form contains the following fields and options:

- Contact Name: Text input field with "Tester" entered.
- Salutation: Dropdown menu with "Ms" selected.
- Contact Number: Text input field with "98765432" entered.
- Contact Email: Text input field.
- Contact Person Type: Radio buttons for "Billing Contact Person" (unchecked) and "Operation Contact Person" (checked).
- Update: A red button at the bottom left of the form.

*Picture Reference: View/Edit Organization Profile Page*

Step 6: To add another contact person, click “**Add Contact Person**”.

Step 7: Once fields have been completed, click “**Save**”.



The screenshot shows a form titled "Add Contact Person" with a red header bar. The form contains the following fields and options:

- Add Contact Person: A red button at the top center.
- Contact Person: Text input field with a dropdown arrow.
- Add New Contact Person: A blue link below the input field.
- Please indicate the contact person type(s)\*: Radio buttons for "Billing Contact Person" (unchecked) and "Operation Contact Person" (unchecked).
- Save: A red button at the bottom center of the form.

*Picture Reference: View/Edit Organization Profile Page*

## **Course Registration**

### **Course Selection**

*Note: You can view courses and course schedule without logging in, but you will need to log in if you wish to proceed with registration.*

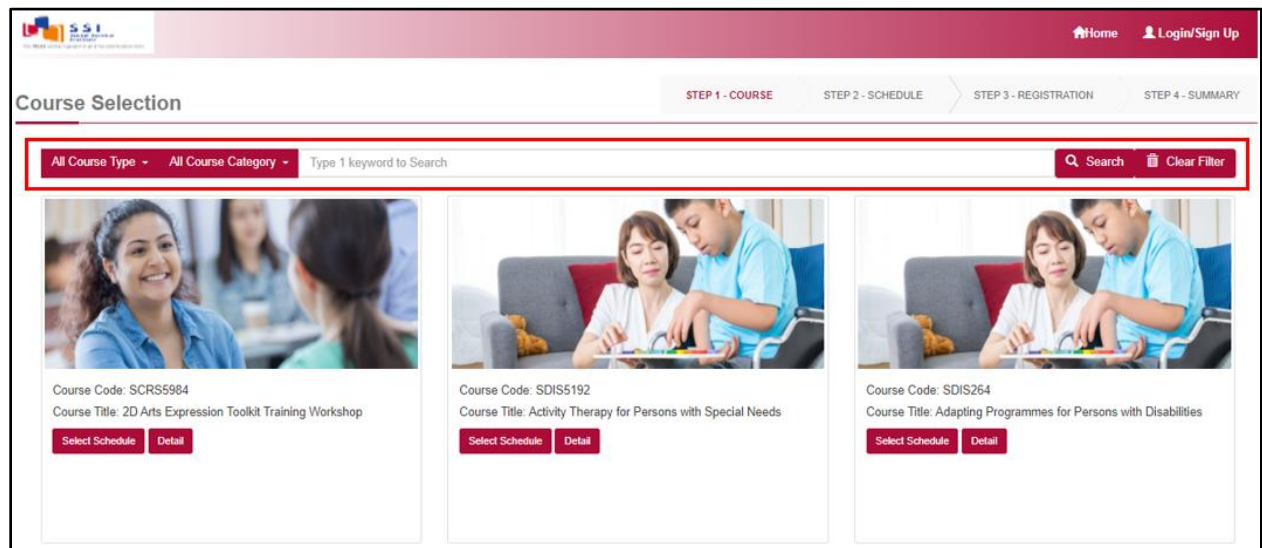
Step 1: Using your preferred browser on your laptop or mobile device, go to <https://iltms.ssi.gov.sg/registration#/Course>. You will be directed to the “**Course Selection Page**”.

*Note: Recommended Browsers - Google Chrome, Safari or Microsoft Edge*

Step 2: On the “**Course Selection Page**”, you can search for all the courses with the filter options based on the following.

- Course Category
- Course Code
- Course Title

*Note: You will need to click “**Search**” to search based on the filter. **Do not** press “**Enter**” button.*



*Picture Reference: Main Landing Page*

### View Courses Details and Upcoming Schedule

Step 1: To view the courses details and upcoming schedule, you can either click “**Detail**” or “**Select Schedule**” under the “**Course Title**”.



*Picture Reference: View Course Details*

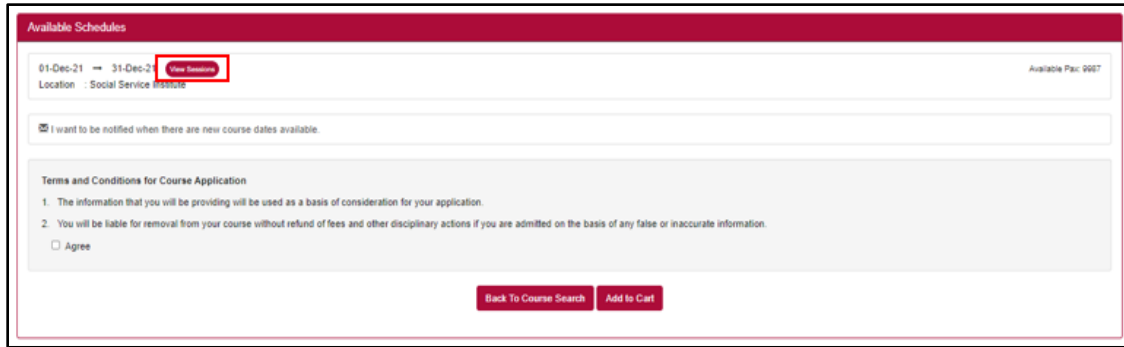
Step 2: A pop-up message will appear displaying the courses details. If you clicked “**Details**”. Click “**Close**” to view another course.

Clicking “**Select Schedule**” will allow you to view the available schedules for registration.

### Selecting Available Schedules

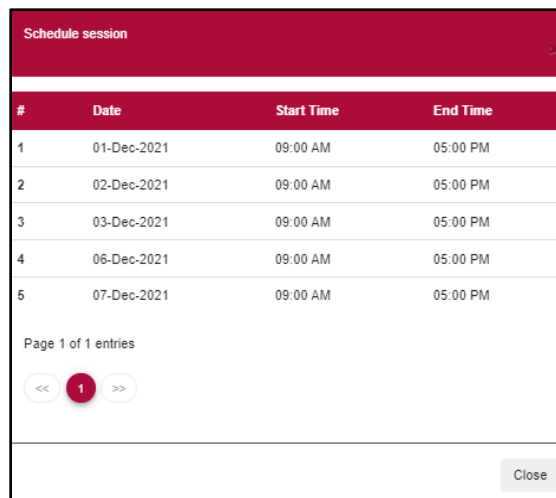
Step 1: You will be redirected to the “**Schedule Selection**” Page where the course details are displayed again. Scroll down to view the upcoming course runs available for registration under “**Available Schedules**”.

Step 2: Click “**View Sessions**”.



*Picture Reference: Schedule Selection Page*

Step 3: A pop-up message will appear displaying the available course runs for registration. Click “**Close**” to close the course sessions if you do not wish to proceed with registration.



| # | Date        | Start Time | End Time |
|---|-------------|------------|----------|
| 1 | 01-Dec-2021 | 09:00 AM   | 05:00 PM |
| 2 | 02-Dec-2021 | 09:00 AM   | 05:00 PM |
| 3 | 03-Dec-2021 | 09:00 AM   | 05:00 PM |
| 4 | 06-Dec-2021 | 09:00 AM   | 05:00 PM |
| 5 | 07-Dec-2021 | 09:00 AM   | 05:00 PM |

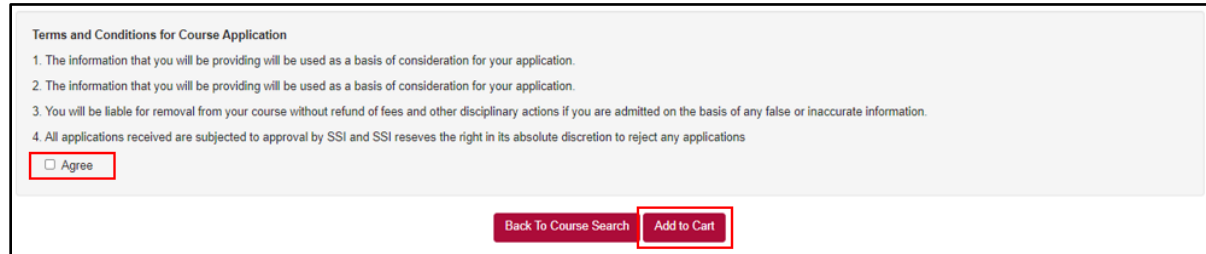
*Picture Reference: Schedule Session Pop-up*

Step 4: To begin registration, select the preferred schedule and click “**I want to register for this course**” at the bottom of the page.



*Picture Reference: Schedule Selection Page*

Step 5: To proceed with the registration, select **“Agree”** and click **“Add to Cart”**.



Terms and Conditions for Course Application

1. The information that you will be providing will be used as a basis of consideration for your application.
2. The information that you will be providing will be used as a basis of consideration for your application.
3. You will be liable for removal from your course without refund of fees and other disciplinary actions if you are admitted on the basis of any false or inaccurate information.
4. All applications received are subjected to approval by SSI and SSI reserves the right in its absolute discretion to reject any applications

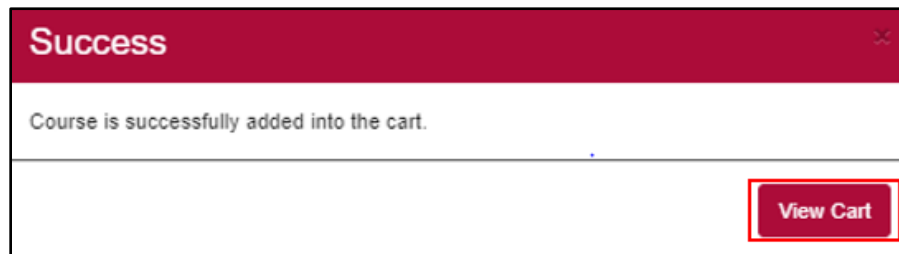
☐ Agree

Back To Course Search Add to Cart

*Picture Reference: Schedule Selection Page*

Step 6: A pop-up message will appear, indicating the course selection is successful.

Step 7: Click **“View Cart”** to view and verify your selection.



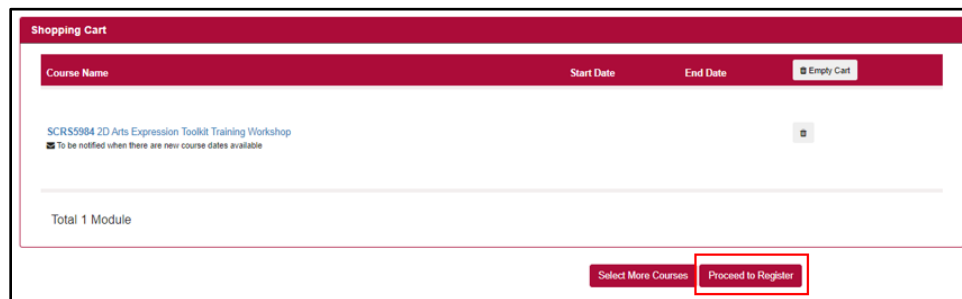
Success

Course is successfully added into the cart.

View Cart

*Picture Reference: Success Pop-up message*

Step 8: From **“Shopping Cart”** page, click **“Proceed to Register”**.



Shopping Cart

| Course Name   | Start Date | End Date | Empty Cart |
|---|------------|----------|------------|
| SCRS5984 2D Arts Expression Toolkit Training Workshop |            |          |            |

To be notified when there are new course dates available

Total 1 Module

Select More Courses Proceed to Register

*Picture Reference: Success Pop-up message*

Step 9: If you are not already logged into the SSI Registration Portal, you will be directed to the **“Log in”** page to log in before you can proceed with registration.

*Note: You must have an existing account to log in. Please refer to [“Organisation Sponsored Learners”](#) section for more information.*

## Course Registration for Organisation Sponsored Learners

*Note: Application submitted under this section is strictly for organisation-sponsored learners only.*

Step 1: After logging in, you will be redirected to the “**Company Registration**” page.

*Note: Trainee refers to your staff whose registration you are submitting.*

Step 2: From the “**Company Registration**” page, fill in the details for the following tabs,

- Company Details
- Course Details
- Upload Trainee (If applicable)

*Note: Fields marked with the asterisk (\*) symbol are mandatory.*

The screenshot shows the 'Company Details' form with the following fields and values:

| Company Details          |             |
|--------------------------|-------------|
| Branch Name*             | Testcompany |
| Company Name             | Testcompany |
| UEN Type                 | N/A         |
| UEN No                   |             |
| Billing Contact Person   |             |
| Contact Number           |             |
| Contact Person Email     |             |
| Operation Contact Person | Tester      |
| Contact Number           |             |
| Contact Person Email     |             |
| Operation Contact Person | Tester      |
| Contact Number           |             |
| Contact Person Email     |             |
| Operation Contact Person | Tester      |
| Contact Number           |             |
| Contact Person Email     |             |

Picture Reference: Company Registration Page

### Course Details

*Note: Company can amend the following fields*

- **Change Course** – To change the course. You will be directed to the “**Course Selection**” page.
- **No. of Seats** – To change the number of registrants
- **Course Run Date** – To change the course schedule

The screenshot shows the 'Course Details' section with the following information:

| Company Registration                         |                                    |  |
|--|------------------------------------|--|
| STEP 1 - COURSE                              |                                    |  |
| STEP 2 - SCHEDULE                            |                                    |  |
| STEP 3 - REGISTRATION                        |                                    |  |
| STEP 4 - SUMMARY                             |                                    |  |
| Course Details                               |                                    |  |
| Code / Title                                 | No of Seat                         | Course Run Date                        |
| 2D Arts Expression Toolkit Training Workshop | 1                                  | 01-May-2021                            |
| <a href="#">Change Course</a>                | <a href="#">Change No of Seats</a> | <a href="#">Change Course Run Date</a> |

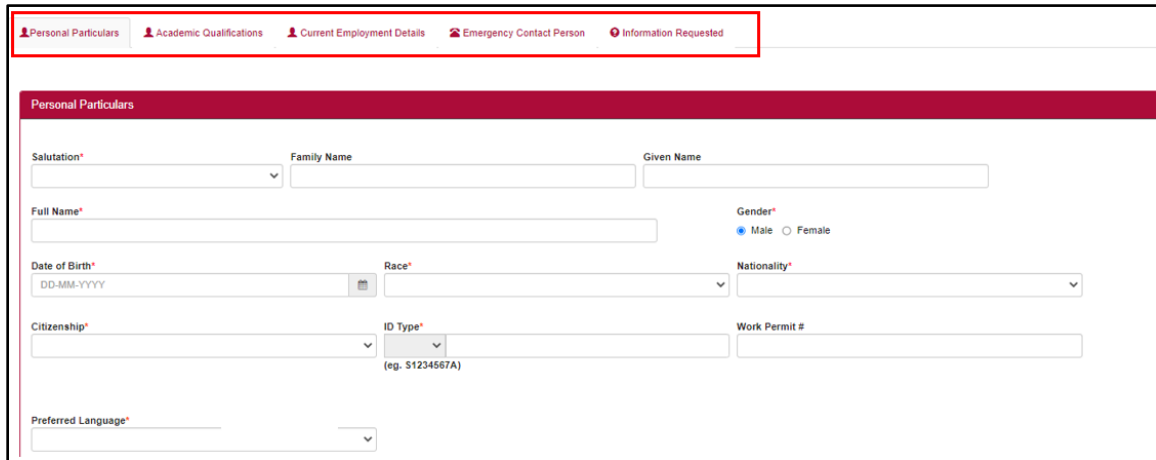
Picture Reference: Company Registration Page

### Multiple Registration

*Note: You can register multiple trainees under one course application.*

Step 1: Fill up the fields in the following tabs:

- Personal Particulars
- Academic Qualifications
- Current Employment Details
- Emergency Contact Person
- Information Requested (will only appear if there are additional information requested by SSI)



*Picture Reference: Company Registration Page*

Step 2: Once all the tabs are completed, go to the “**Information Requested**”. Click “**Insert / Update**” at the bottom of the page. Repeat Step 1 and click “**Insert/ Update**” to add multiple applications.



*Picture Reference: Company Registration Page*

Step 3: Click “**Upload Document**” if documents are required to be uploaded.



Step 4: Click **“Yes”** under the **“Collection, Use and Disclosure of Personal Data 4”**, then click **“Save and Proceed”** to proceed with the registration.

The screenshot shows a web interface for company registration. At the top, there is a table with columns: S/N, Name, ID No, Contact No, Email, Upload Document, and Action. The first row contains the following data: 1, Jane, 987645323, 9876543, testing@mailinator.com. The 'Upload Document' column has a button labeled 'Upload Document'. The 'Action' column has a button with a checkmark and a minus sign. Below the table, there is a section titled 'COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA 4'. It contains a paragraph of text about data collection and use, followed by two radio buttons: 'Yes' and 'No'. Below this, there is a section titled 'Upload Application Remarks:' with two numbered points. At the bottom, there are three buttons: 'Save Draft', 'Save and Proceed', and 'Cancel Application'. The 'Save and Proceed' button is highlighted with a red box.

| S/N | Name | ID No     | Contact No | Email                  | Upload Document | Action                   |
|-----|------|-----------|------------|------------------------|-----------------|--------------------------|
| 1   | Jane | 987645323 | 9876543    | testing@mailinator.com | Upload Document | <input type="checkbox"/> |

**COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA 4**

We generally do not collect your personal data unless (a) it is provided to us voluntarily by you directly or via a third party who has been duly authorized by you to disclose your personal data to us (your "authorised representative") after (i) you (or your authorised representative) have been notified of the purposes for which the data is collected, and (ii) you (or your authorised representative) have provided written consent to the collection and usage of your personal data for those purposes, or (b) collection and use of personal data without consent is permitted or required by the PDPA or other laws. We shall seek your consent before collecting any additional personal data and before using your personal data for a purpose which has not been notified to you (except where permitted or authorised by law).

☐ Yes ☐ No

**Upload Application Remarks:**

1. Client may use the upload trainee template for bulk application of trainees.
2. Client should provide the full details for all trainees when completing the upload trainee template.

[Test hyperlink](#)

*Picture Reference: Company Registration Page*

This is a close-up screenshot of the bottom of the registration page, showing three buttons: 'Save Draft', 'Save and Proceed', and 'Cancel Application'. The 'Save and Proceed' button is highlighted with a red box.

*Picture Reference: Company Registration Page*

*Note: You can also click:*

- **Save Draft** – to save and continue to fill in the application later.
- **Cancel Application** – if you would like to cancel your application for the course that you registered for.

You will not be able to submit an application if the registration date has passed or if the maximum class size is reached.

Step 5: After completing all the fields, you will be redirected to the “**Summary**” page. Details of the course that you are registering for will be reflected.

**Summary** STEP 1 - COURSE / STEP 2 - SCHEDULE / STEP 3 - REGISTRATION / **STEP 4 - SUMMARY**

**Registration Summary**

Please review your application and if changes are required, please click on the Amend Application button. If there are no errors, please read and agree with the Terms and Conditions below before your final submission. Take note you will not be able to make any changes after this point.

**Course Details**

**Course Title** 2D Arts Expression Toolkit Training Workshop

**Course Start/End Date** 01-Jul-2021 To 31-Oct-2021

**Registration Details**

**ID No** 957645332

**Name** Jane

**Email** testing@mailinator.com

☐ **Short Courses**

a. GST is chargeable on the subsidised fee.

b. Course fees are subject to review and change.

☐ **DECLARATION**

1. We understand the \_\_\_\_\_ is used as a basis of consideration for our application.

2. The trainee(s) will be \_\_\_\_\_ without refund of fees and other disciplinary actions if he/she is admitted on the basis of any false or inaccurate information.

Picture Reference: Registration Summary Page

Step 6: To confirm your registration, tick the following boxes to verify that you have read and agree with the statements:

- Payment
- Declaration

Step 7: Click “**Submit**”.

**Registration Details**

**ID No** 957654332

**Name** Jackson

**Email** jackson@mailinator.com

**Course Fees**

| Fee Item                     | Fee before GST (\$) | Grant (\$) | GST (\$) | Fee after GST (\$) | Subsidy (\$) | Net Payable after GST (\$) |
|------------------------------|---------------------|------------|----------|--------------------|--------------|----------------------------|
| 10 Nov Module: 10 Nov Module | \$111.00            | \$0.00     | \$7.77   | \$118.77           | \$0.00       | \$118.77                   |
| Net Payable after GST (\$)   |                     |            |          |                    |              | \$118.77                   |

☐ **PAYMENT**

a. Registration is only confirmed upon receiving full payment of course fees.

b. All payments must be received at least 3 weeks before the course start date. No further extension of payment due date will be granted for replacement application.

c. Learners eligible for SSG/ VCF funding must achieve at least 75% attendance and pass all assessment components (if applicable).

☐ **DECLARATION**

1. I declare that I have read the instructions on this application form and that to the best of my knowledge, the information provided by me is true and complete.

2. I acknowledge that SSI may vary or reverse any decision regarding the admission or enrolment on the basis of incorrect or incomplete information provided by me.

3. I understand the above conditions and I am prepared to accept them in full.

We are unable to calculate the applicable funding for you at the moment. Please proceed to register. Our course administrator will contact you on your eligible funding.

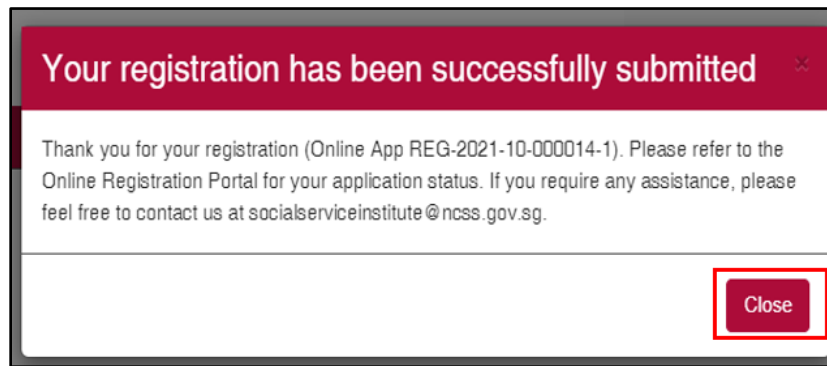
Picture Reference: Registration Summary Page

*Note: You can also click:*

- **Edit Application** – to make changes to your application if there are any errors etc.
- **I don't want this course anymore** – to cancel the application for the course that you are registering for.

After clicking submit, you will not be able to amend any details.

Step 8: A pop-up message will appear to indicate that the course registration is successful, click **"Close"**.

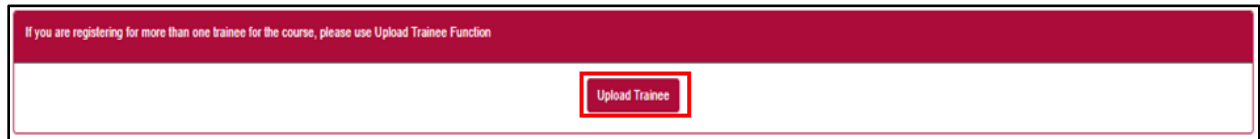


*Picture Reference: Successful Pop-up Message*

### Upload Trainee Details via CSV

Alternatively, you can also choose to use the bulk upload registration function via csv file for multiple trainees (especially for block booked courses).

Step 1: Click “**Upload Trainee**”.

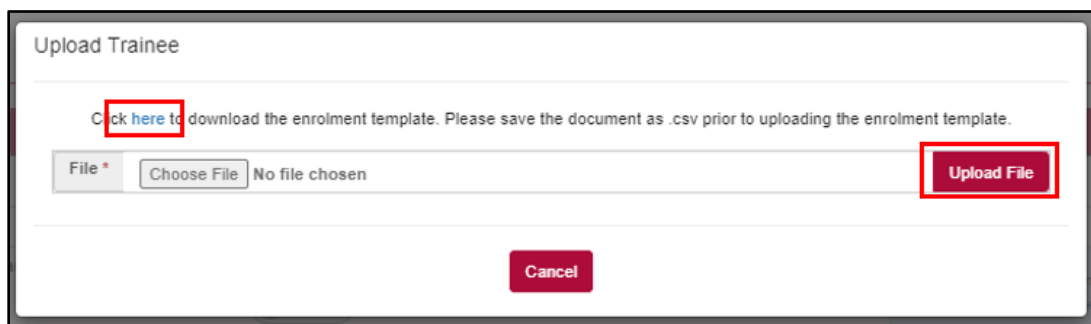


*Picture Reference: Company Registration Page*

Step 2: A pop-up message will appear.

Step 3: Click “**Here**” to download the enrolment template. Complete the template with the trainees’ particulars and save the file on your computer.

Step 4: Click “**Upload File**” and upload the same file from Step 3.



*Picture Reference: Pop-up Message*

## **Logging into SSI Client Portal**

This section provides information on how to login to the SSI Client Portal.

### ***First Login***

*Note: Only organisation who have staff registered for SSI course/ programme are able to access the SSI Client Portal.*

SSI Client Portal allows you perform the following functions:

- View Organisation Details (e.g Main and Branch)
- Link the Credential login with Corppass
- View Enrolment History
- View Outstanding Payment (only for Billing Contact Person)
- Make Online Payment (only for Billing Contact Person)

For course registration or account creation, please visit [SSI Online Registration Portal](#). You may click [here](#) for the user guide.

The login details will be the same for both SSI Online Registration Portal and SSI Client Portal

### **Logging in to SSI Client Portal**

Step 1: Using your preferred browser on your laptop or mobile device, go to <https://iltms.ssi.gov.sg/client>. You will be directed to the “**SSI Client Portal**”.

*Note: Recommended Browsers - Google Chrome, Safari or Microsoft Edge.*

Depending on how your account was created in the [SSI Online Registration Portal](#), there are two methods to login to the Student Portal

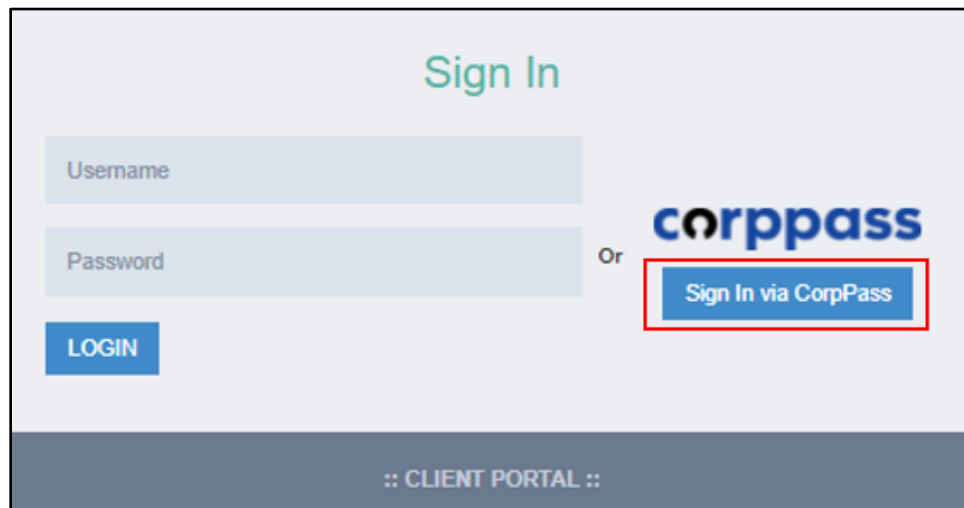
1. Via Corppass (preferred method)
2. Via Credentials

### *Via Corppass*

*Note: You will require an active Corppass account and need the Corppass application installed on your mobile device. For more information on Corppass, please visit <https://www.Corppass.gov.sg/Corppass>.*

*The Corppass account must also be linked to NCSS e-services under Corppass's page. Please approach your Corppass's administrator to link your Corppass account to the e-services.*

Step 2: To login via Corppass. click **"Sign In via Corppass"**.

The image is a screenshot of a web login page. At the top center, the text "Sign In" is displayed in a green font. Below this, there are two light blue input fields: the first is labeled "Username" and the second is labeled "Password". To the left of the "Password" field is a blue button with the word "LOGIN" in white capital letters. To the right of the "Password" field, the word "Or" is written in a small grey font, followed by the "corppass" logo in blue. Below the logo is a blue button with the text "Sign In via CorpPass" in white, which is highlighted by a red rectangular border. At the bottom of the page, there is a dark grey horizontal bar containing the text ":: CLIENT PORTAL ::" in white capital letters.

*Picture Reference: Main Landing Page*

Step 3: You will be redirected to the Singpass Page. Click [here](#) for Corppass login steps

Step 4: Upon successful login, you would be redirected to the [Dashboard](#).

### Via Credentials

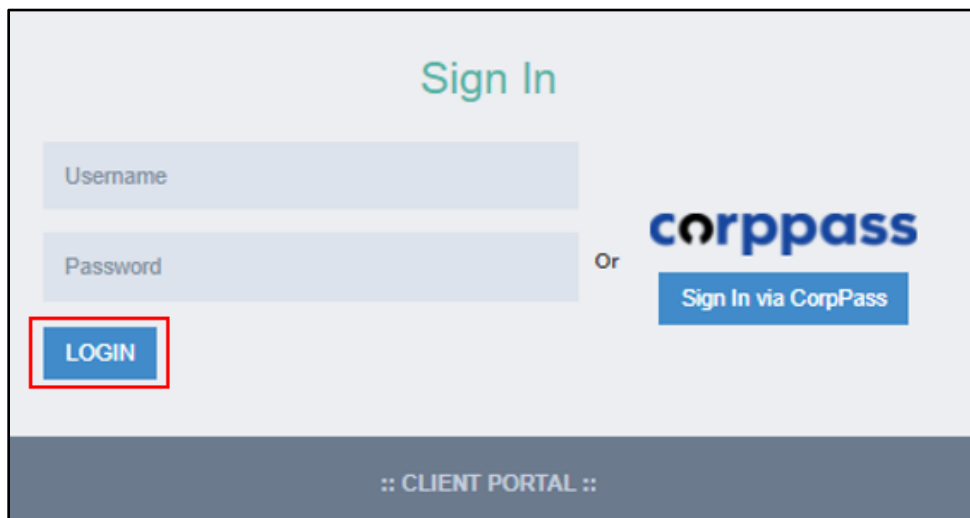
You are encouraged to link your Credentials to your Corppass account so that you can login easily via Corppass moving forward without having to use your Username and Password.

To link your Credential to Corppass, please click [here](#) for the user guide.

Step 2: On the [SSI Client Portal Page](#), fill in the Username and Password.

Step 3: Click “**Login**”.

Step 4: Upon successful login, you would be redirected to the [Dashboard](#).



*Picture Reference: Main Landing Page*

*Note: If you forgot your username / password, you can reset it in from the Online Registration Portal. Click [here](#) for the user guide.*

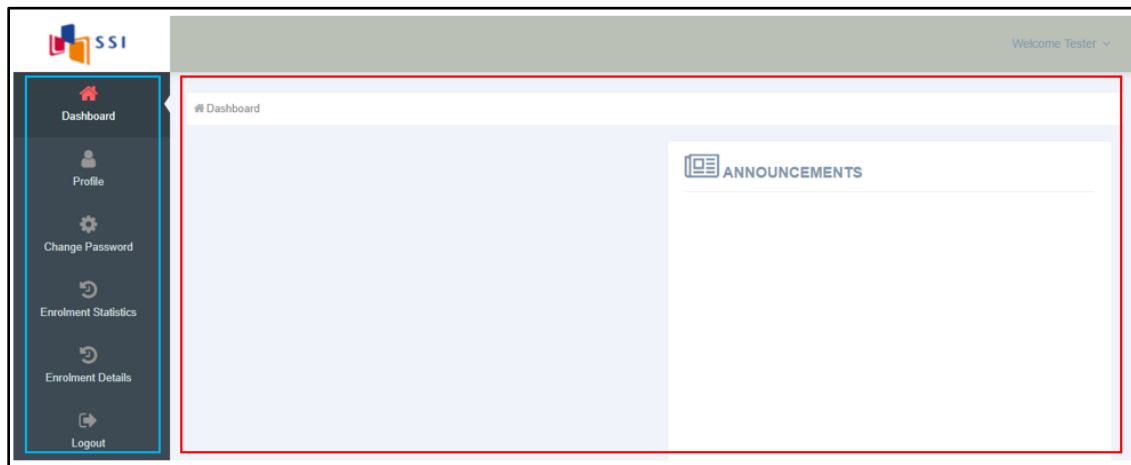
## **Navigating the SSI Client Portal**

This section will share with you some key features and help you navigate the [SSI Client Portal](#).

### ***Dashboard***

The first page you see upon login is the “**Dashboard**” page with two sections:

- **[Main Section](#) (in red)** – This displays any announcements which have been published to you.
- **[Navigation Menu](#) (in blue)** – This displays the various pages in SSI Client Portal and allows you to navigate between them.

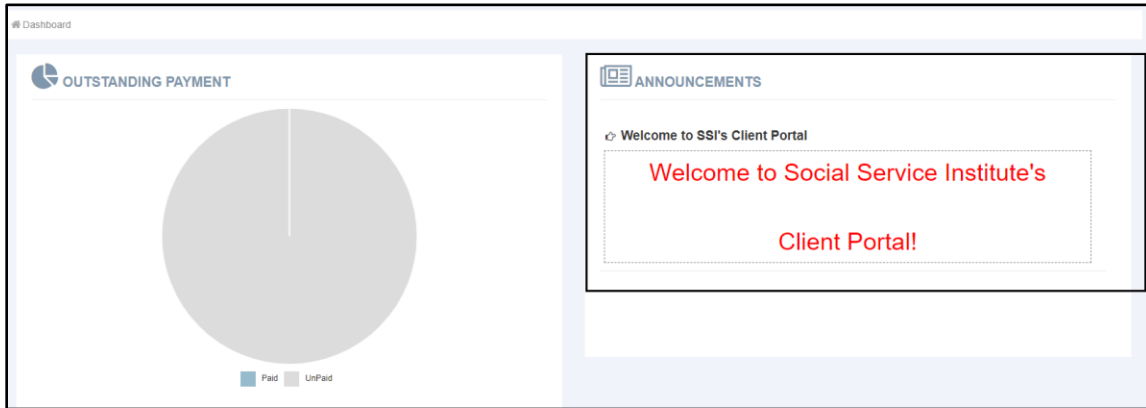


*Picture Reference: Dashboard*



### Main Section







The **Main Section** will display any **outstanding payments** pending your action and any **announcements** which is published by SSI to you. Click the announcements to view them.



*Picture Reference: Main Section*

Navigation Menu

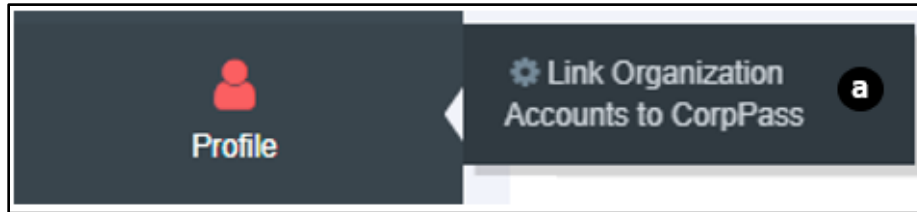
There are various sections menu and sub-menus for you to choose from via the **Navigation Menu**. Under the Navigation Menu, there are several icons used:

|   | Sections Menu   | Sub-menus   |
|---|---|---|
| The various sections menu is classified as follows: | <br>Dashboard            | <i>There is no sub menu for Dashboard</i>   |
|   | <br>Profile              | <ul style="list-style-type: none"> <li>• <a href="#">Link Organization Account to Corppass</a></li> </ul> |
|   | <br>Change Password      | <i>There is no sub menu for Change Password</i>   |
|   | <br>Enrolment Statistics | <i>There is no sub menu for Enrolment Statistics</i>  |
|   | <br>Enrolment Details  | <i>There is no sub menu for Enrolment Details</i>   |
|   | <br>Logout             | <i>There is no sub menu Logout</i>  |

## ***My Profile***

Under “**My Profile**”, you can view/edit your profile details and there is 1 sub-menu, namely:

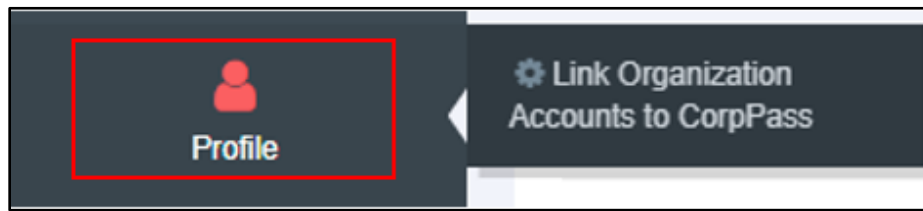
- a. **Link Organization Accounts to Corppass.** To link your login credential to your Corppass.



*Picture Reference: Navigation Menu*

## Profile

Step 1: To view your detailed particulars, click “**Profile**” from the “**Navigation Menu**”.



*Picture Reference: Navigation Menu*

Step 2: A summary page of your details will be displayed on the “**Main Section**”.

Dashboard > Profile

Main Branch

Select Branch : Testcompany

### Address

|             |             |
|-------------|-------------|
| Branch Name | Testcompany |
| Address     | Tiong Bahru |
| Main Branch | Yes         |
| Status      | Active      |

### Branch Contact Person Details

| Prefix | Full Name | Billing | Operation | Designation | Department | Office No | Mobile No |
|--------|-----------|---------|-----------|-------------|------------|-----------|-----------|
| Ms     | Tester    | No      | Yes       | NA          | NA         | NA        | 98765432  |

*Picture Reference: Profile*

## Main Organisation Profile

Step 1: To view your organisation's details, click "**Main**" on the **Profile** page tab.

| Company Profile |             |
|-----------------|-------------|
| Client Name     | Testcompany |
| Industry Sector |             |
| UEN Type        | N/A         |
| UEN No.         |             |
| Website         |             |
| Tel No.         |             |
| Fax No.         |             |

Picture Reference: Main Organisation Profile

## Branch Profile

Step 1: To view your organisation's branch details, click "**Branch**" on the **Profile** page tab.

| Company Profile |             |
|-----------------|-------------|
| Client Name     | Testcompany |
| Industry Sector |             |
| UEN Type        | N/A         |
| UEN No.         |             |
| Website         |             |
| Tel No.         |             |
| Fax No.         |             |

Picture Reference: Branch Profile

Step 2: To view a different branch, select from the **dropdown list**.

Select Branch : Testcompany

| Address     |             |
|-------------|-------------|
| Branch Name | Testcompany |
| Address     | Tiong Bahru |
| Main Branch | Yes         |
| Status      | Active      |

Picture Reference: Branch Profile

Step 3: The “**Address**” and “**Branch Contact Person Details**” of the selected branch will be populated at the bottom of the page.

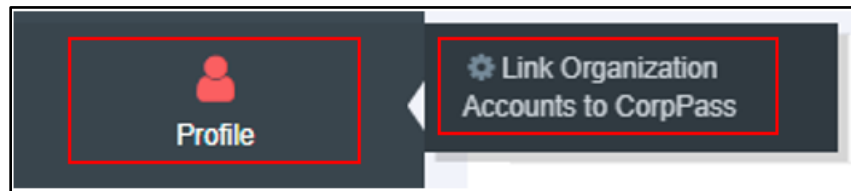
| Branch Contact Person Details |           |         |           |             |            |           |
|-------------------------------|-----------|---------|-----------|-------------|------------|-----------|
| Prefix                        | Full Name | Billing | Operation | Designation | Department | Office No |
| Ms                            | Tester    | No      | Yes       | NA          | NA         | NA        |

*Picture Reference: Profile*

### Link Organization Accounts to Corppass

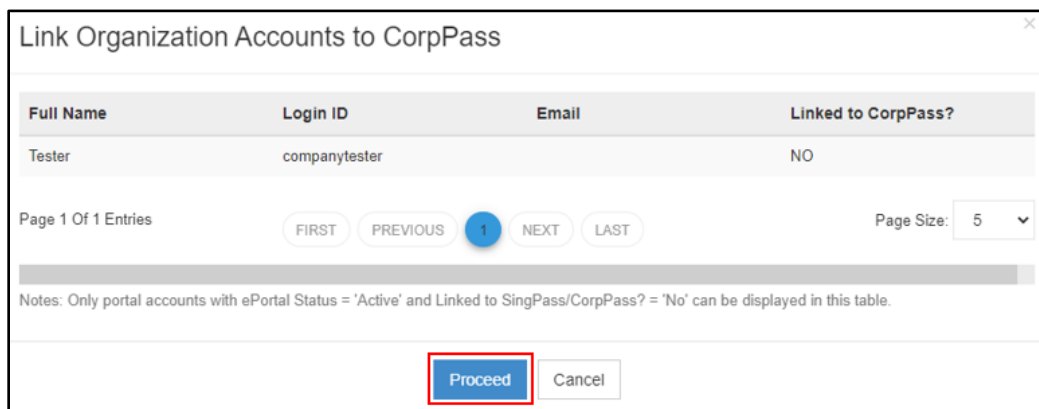
You are strongly encouraged to link your Login Credentials to your Corppass account. Upon successful linking, you will no longer need to login using your username and password.

Step 1: To link your organization credential accounts to Corppass, click “**Profile**”, and select “**Link Organization Accounts to Corppass**”.



*Picture Reference: Navigation Menu*

Step 2: A pop-up page will appear. Click on “**Proceed**” to proceed with the linking.

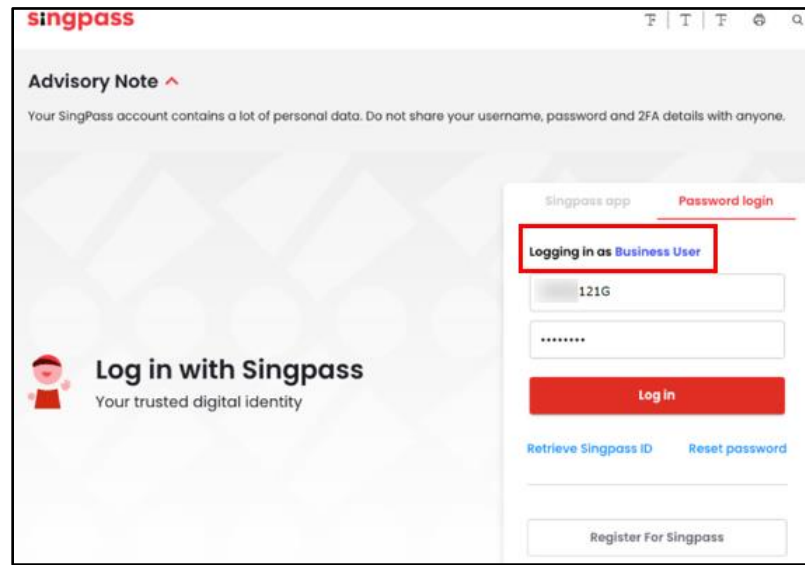
A screenshot of a pop-up window titled 'Link Organization Accounts to CorpPass'. It contains a table with the following data:

| Full Name | Login ID      | Email | Linked to CorpPass? |
|-----------|---------------|-------|---------------------|
| Tester    | companytester |       | NO                  |

Below the table, it says 'Page 1 Of 1 Entries'. There are navigation buttons: 'FIRST', 'PREVIOUS', '1' (selected), 'NEXT', and 'LAST'. To the right is a 'Page Size' dropdown set to '5'. At the bottom, there are 'Proceed' and 'Cancel' buttons. A note at the bottom states: 'Notes: Only portal accounts with ePortal Status = 'Active' and Linked to SingPass/CorpPass? = 'No' can be displayed in this table.'

*Picture Reference: Pop-Up Page*

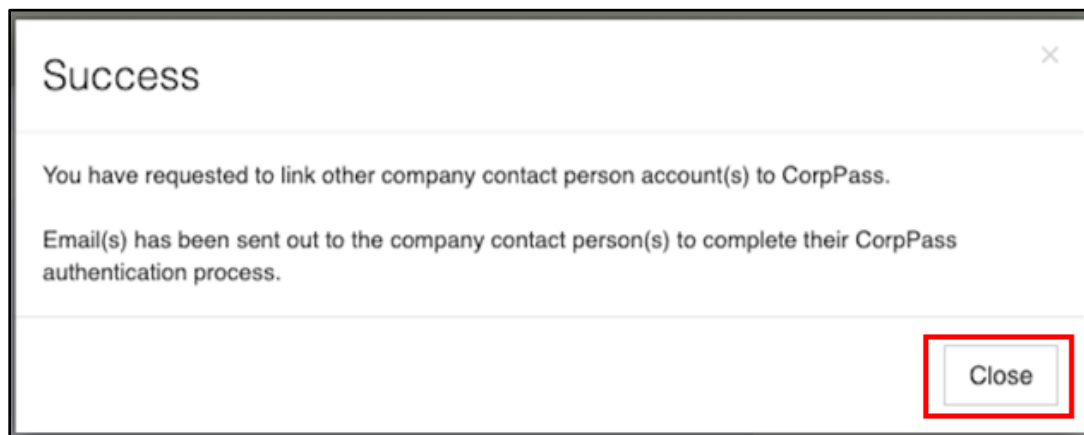
*Note: In Singpass redirect, the header should read “**Logging in as a Business User**”.*



*Picture Reference: Singpass (Corppass) Login*

Step 3: Login with your Corppass details and click “**Log in**”. Click [here](#) for Corppass login steps

Step 4: Once the authentication is completed, you will be redirected to the SSI Client Portal [Dashboard](#) view. A success message will be displayed, click “**Close**”.



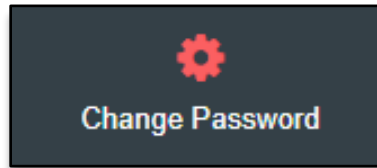
*Picture Reference: Successful Pop-up Message*



## Change Password

*Note: This is applicable only if you are using Credential login.*

Step 1: To change your password, click “**Change Password**” from the “**Navigation Menu**”.

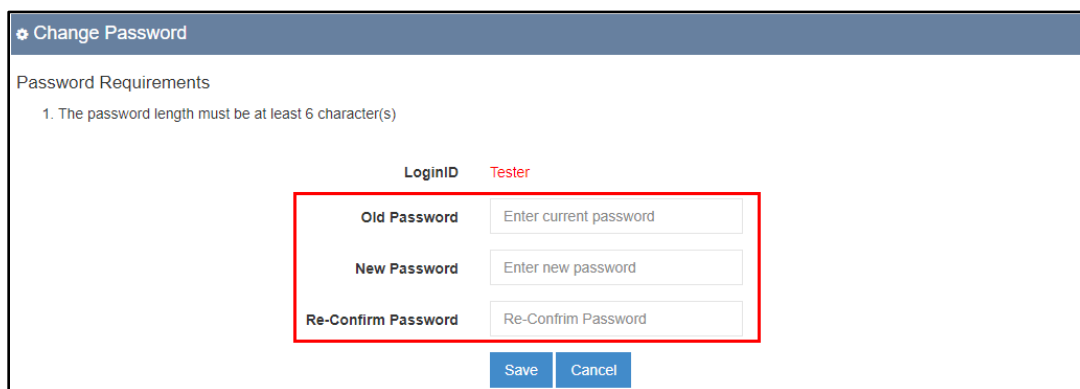


*Picture Reference: Navigation Menu*

Step 2: You will be redirected to the “**Change Password**” page.

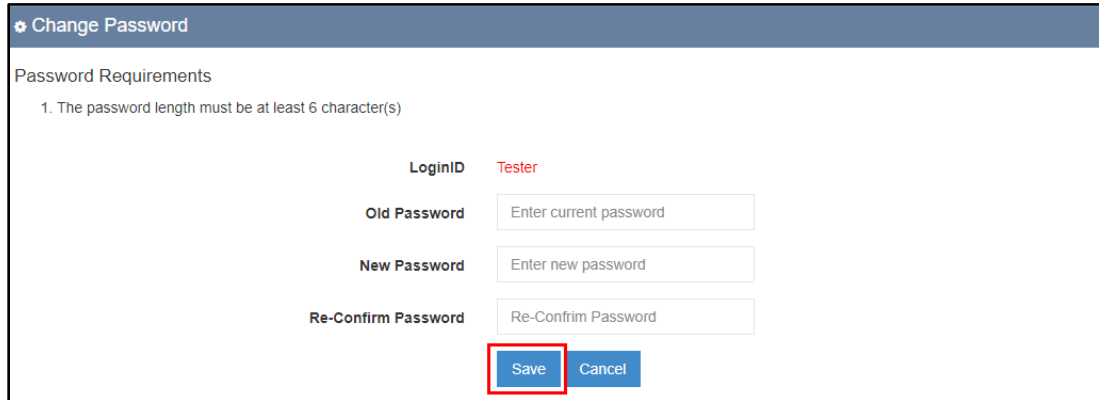
Step 3: Fill in the following fields,

- Old Password
- New Password
- Re-Confirm Password

A screenshot of the "Change Password" web form. The form has a blue header bar with a gear icon and the text "Change Password". Below the header, it says "Password Requirements" followed by a list item: "1. The password length must be at least 6 character(s)". In the center, there is a red-bordered box containing three input fields: "Old Password" with placeholder text "Enter current password", "New Password" with placeholder text "Enter new password", and "Re-Confirm Password" with placeholder text "Re-Confirm Password". Above these fields, the text "LoginID" is followed by "Tester" in red. At the bottom of the form, there are two blue buttons: "Save" and "Cancel".

*Picture Reference: Change Password Page*

Step 4: Once changes have been made, click **“Save”**.



✚ Change Password

Password Requirements

1. The password length must be at least 6 character(s)

LoginID **Tester**

Old Password

New Password

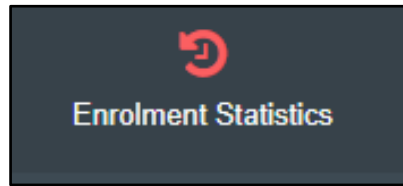
Re-Confirm Password

**Save** **Cancel**

*Picture Reference: Change Password Page*

## ***Enrolment Statistics***

Step 1: To view the enrolment statistics, click “**Enrolment Statistics**” from the “**Navigation Menu**”.



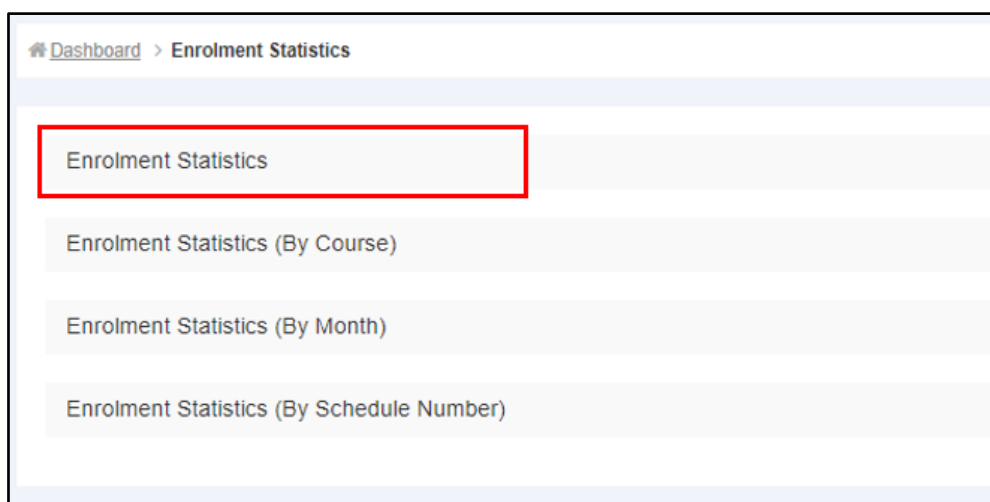
*Picture Reference: Navigation Menu*

The “**Enrolment Statistics**” page has 4 different tabs:

- [Enrolment Statistics](#) – This displays the overview of the enrolment statistics.
- [Enrolment Statistics \(By Course\)](#) – This displays the enrolment statistics based on course.
- [Enrolment Statistics \(By Month\)](#) – This displays the enrolment statistics based on the confirmed status with date range filter.
- [Enrolment Statistics \(By Schedule Number\)](#) – This displays the enrolment statistics based on the schedule number with date range filter.

## **Enrolment Statistics**

Step 1: To view the overview of the enrolment statistics, click “**Enrolment Statistics**” from the “**Enrolment Statistics**” page.



*Picture Reference: Enrolment Statistics Page*

Step 2: The enrolment statistics details will be reflected on the **“Main Section”**.

| Enrolment Statistics                      |                |   |             |             |             |             |       |            |                        |
|---|----------------|---|-------------|-------------|-------------|-------------|-------|------------|------------------------|
| Enrolment Statistics                      |                |   |             |             |             |             |       |            |                        |
| Enrolment#                                | Enrolment Date | Course Title                              | Start Date  | End Date    | Name        | NRIC/FIN    | Grade | Status     | Action                 |
| E21000261                                 | 18-Oct-2021    | Financial Planning for Low-Income Clients | 01-Apr-2022 | 31-Oct-2022 | MStudent001 | 986543364   | NA    | Enrolled   | <a href="#">Detail</a> |
| E21000274                                 | 18-Oct-2021    | Financial Planning for Low-Income Clients | 01-Sep-2021 | 30-Nov-2021 | Janet       | 9875422     | NA    | Registered | <a href="#">Detail</a> |
| ENR-2021-000071                           | 26-Aug-2021    | Financial Planning for Low-Income Clients | 01-Aug-2021 | 30-Sep-2021 | MStudent002 | 096543      | C     | Enrolled   | <a href="#">Detail</a> |
| ENR-2021-000154                           | 09-Sep-2021    | Client and Employer Engagement            | 01-Jul-2021 | 31-Oct-2021 | MStudent042 | 6 74322E+11 | NA    | Registered | <a href="#">Detail</a> |
| ENR-2021-000153                           | 08-Sep-2021    | Introduction to Case Management           | 01-Jun-2021 | 30-Sep-2021 | MStudent001 | 986543364   | NA    | Registered | <a href="#">Detail</a> |
| Page 1 Of 2 Entries                       |                |   |             |             |             |             |       |            |                        |
| FIRST PREVIOUS 1 2 NEXT LAST              |                |   |             |             |             |             |       |            |                        |
| Page Size: 5                              |                |   |             |             |             |             |       |            |                        |
| Enrolment Statistics (By Course)          |                |   |             |             |             |             |       |            |                        |
| Enrolment Statistics (By Month)           |                |   |             |             |             |             |       |            |                        |
| Enrolment Statistics (By Schedule Number) |                |   |             |             |             |             |       |            |                        |

*Picture Reference: Enrolment Statistics Page*

## Enrolment Statistics (By Course)

Step 1: To view the enrolment statistics by course, click “**Enrolment Statistics (By Course)**” from the “**Enrolment Statistics**” page.

Enrolment Statistics

Enrolment Statistics

| Enrolment#      | Enrolment Date | Course Title                              | Start Date  | End Date    | Name        | NRIC/FIN    | Grade | Status     | Action                 |
|-----------------|----------------|---|-------------|-------------|-------------|-------------|-------|------------|------------------------|
| E21000261       | 18-Oct-2021    | Financial Planning for Low-Income Clients | 01-Apr-2022 | 31-Oct-2022 | MStudent001 | 906543364   | NA    | Enrolled   | <a href="#">Detail</a> |
| E21000274       | 18-Oct-2021    | Financial Planning for Low-Income Clients | 01-Sep-2021 | 30-Nov-2021 | Janet       | 9875422     | NA    | Registered | <a href="#">Detail</a> |
| ENR-2021-000071 | 26-Aug-2021    | Financial Planning for Low-Income Clients | 01-Aug-2021 | 30-Sep-2021 | MStudent002 | 090543      | C     | Enrolled   | <a href="#">Detail</a> |
| ENR-2021-000154 | 08-Sep-2021    | Client and Employer Engagement            | 01-Jul-2021 | 31-Oct-2021 | MStudent042 | 6.74322E+11 | NA    | Registered | <a href="#">Detail</a> |
| ENR-2021-000153 | 08-Sep-2021    | Introduction to Case Management           | 01-Jun-2021 | 30-Sep-2021 | MStudent001 | 906543364   | NA    | Registered | <a href="#">Detail</a> |

Page 1 Of 2 Entries

FIRST PREVIOUS 1 2 NEXT LAST

Page Size: 5

Enrolment Statistics (By Course)

Enrolment Statistics (By Month)

Enrolment Statistics (By Schedule Number)

*Picture Reference: Enrolment Statistics Page*

Step 2: The enrolment statistics (by Course) details will be reflected on the “**Main Section**”.

Enrolment Statistics

Enrolment Statistics (By Course)

Enrolment Statistics (By Course)

| Course Code | Course Title                                 | No. of Participant |
|-------------|--|--------------------|
| CEE         | Client and Employer Engagement               | 1                  |
| ICM         | Introduction to Case Management              | 4                  |
| SCRS5944    | Financial Planning for Low-Income Clients    | 3                  |
| SDIS8       | Advanced Certificate in Supported Employment | 1                  |
| Tprog x1    | MTO test prog x1                             | 1                  |

Page 1 Of 1 Entries

FIRST PREVIOUS 1 NEXT LAST

Page Size: 5

Enrolment Statistics (By Month)

Enrolment Statistics (By Schedule Number)

*Picture Reference: Enrolment Statistics Page*

## Enrolment Statistics (By Month)

Step 1: To view the enrolment statistics by month, click “**Enrolment Statistics (By Month)**” from the “**Enrolment Statistics**” page.

The screenshot shows the 'Enrolment Statistics' page. The main table lists enrolments with columns: Enrolment#, Enrolment Date, Course Title, Start Date, End Date, Name, NRIC/FIN, Grade, Status, and Action. Below the table is a pagination bar showing 'Page 1 Of 2 Entries' and buttons for 'FIRST', 'PREVIOUS', '1', '2', 'NEXT', and 'LAST'. On the right, 'Page Size' is set to 5. A sidebar on the left contains three options: 'Enrolment Statistics (By Course)', 'Enrolment Statistics (By Month)' (highlighted with a red box), and 'Enrolment Statistics (By Schedule Number)'.

| Enrolment#      | Enrolment Date | Course Title                              | Start Date  | End Date    | Name        | NRIC/FIN    | Grade | Status     | Action                 |
|-----------------|----------------|---|-------------|-------------|-------------|-------------|-------|------------|------------------------|
| E21000261       | 18-Oct-2021    | Financial Planning for Low-Income Clients | 01-Apr-2022 | 31-Oct-2022 | MStudent001 | 906543364   | NA    | Enrolled   | <a href="#">Detail</a> |
| E21000274       | 18-Oct-2021    | Financial Planning for Low-Income Clients | 01-Sep-2021 | 30-Nov-2021 | Janet       | 9075422     | NA    | Registered | <a href="#">Detail</a> |
| ENR-2021-000071 | 26-Aug-2021    | Financial Planning for Low-Income Clients | 01-Aug-2021 | 30-Sep-2021 | MStudent002 | 090543      | C     | Enrolled   | <a href="#">Detail</a> |
| ENR-2021-000154 | 08-Sep-2021    | Client and Employer Engagement            | 01-Jul-2021 | 31-Oct-2021 | MStudent042 | 6 74322E+11 | NA    | Registered | <a href="#">Detail</a> |
| ENR-2021-000153 | 08-Sep-2021    | Introduction to Case Management           | 01-Jun-2021 | 30-Sep-2021 | MStudent001 | 906543364   | NA    | Registered | <a href="#">Detail</a> |

Picture Reference: Enrolment Statistics Page

Step 2: The enrolment statistics (by Month) details will be displayed on the “**Main Section**” page.

The screenshot shows the 'Enrolment Statistics (By Month)' details page. It features a search bar with 'From' and 'To' date pickers and a 'Search' button. Below is a table titled 'Enrolment in Confirmed Status' with columns: Month, No. of Programme, Total Amount, Till Date Billing(\$), No. of Module, and Till Date Billing(\$). The table shows data for August, September, and October 2021. At the bottom, there is a pagination bar showing 'Page 1 Of 1 Entries' and buttons for 'FIRST', 'PREVIOUS', '1', 'NEXT', and 'LAST'. On the right, 'Page Size' is set to 5.

| Month      | No. of Programme | Total Amount | Till Date Billing(\$) | No. of Module | Till Date Billing(\$) |
|------------|------------------|--------------|-----------------------|---------------|-----------------------|
| Aug - 2021 | 0                | \$0.00       | \$0.00                | 1             | \$457.40              |
| Sep - 2021 | 1                | \$717.85     | \$717.85              | 0             | \$0.00                |
| Oct - 2021 | 0                | \$0.00       | \$0.00                | 1             | \$457.40              |

Picture Reference: Enrolment Statistics Page

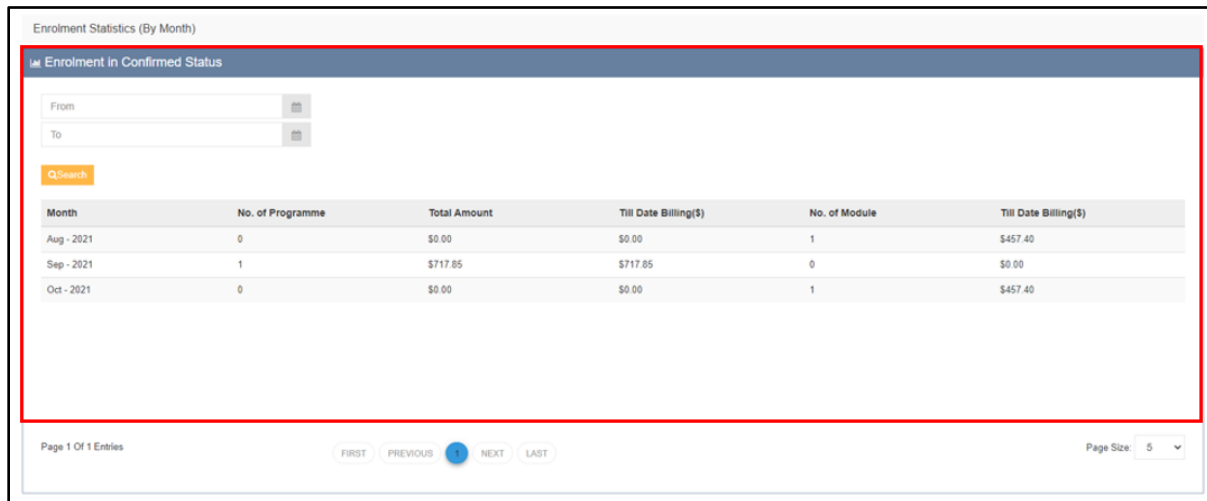
Step 3: To filter by the date range, select the date range under the “**From**” and “**To**” fields and click “**Search**”.



The screenshot shows the 'Enrolment Statistics (By Month)' page. The title bar is 'Enrolment in Confirmed Status'. Below it, there are two date input fields labeled 'From' and 'To', each with a calendar icon. A red box highlights these two fields. Below the date fields, there is an orange 'Search' button with a magnifying glass icon, also highlighted with a red box.

*Picture Reference: Enrolment Statistics Page*

Step 4: The filtered enrolment statistics (by month) details will be displayed on the “**Main Section**” page.



The screenshot shows the 'Enrolment Statistics (By Month)' page with the search filters applied. The table displays the following data:

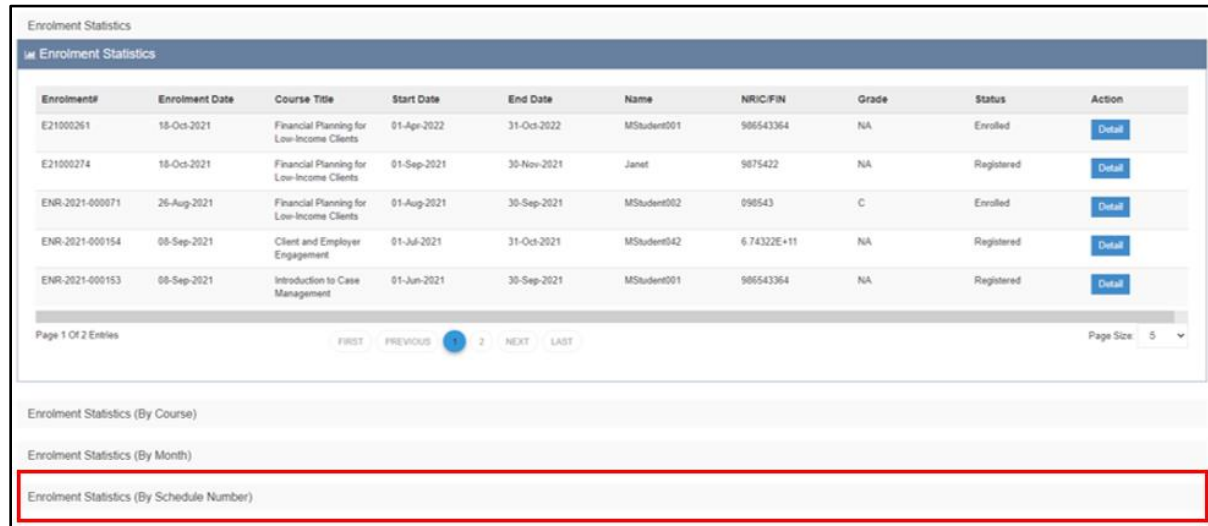
| Month      | No. of Programme | Total Amount | Till Date Billing(\$) | No. of Module | Till Date Billing(\$) |
|------------|------------------|--------------|-----------------------|---------------|-----------------------|
| Aug - 2021 | 0                | \$0.00       | \$0.00                | 1             | \$457.40              |
| Sep - 2021 | 1                | \$717.85     | \$717.85              | 0             | \$0.00                |
| Oct - 2021 | 0                | \$0.00       | \$0.00                | 1             | \$457.40              |

Below the table, there is a pagination bar showing 'Page 1 Of 1 Entries' and navigation buttons: FIRST, PREVIOUS, NEXT, LAST. The 'NEXT' button is highlighted with a blue circle. The 'Page Size' is set to 5.

*Picture Reference: Enrolment Statistics Page*

## Enrolment Statistics (By Schedule Number)

Step 1: To view the enrolment statistics by schedule number, click “**Enrolment Statistics (By Schedule Number)**” from the “**Enrolment Statistics**” page.



The screenshot shows the 'Enrolment Statistics' page. At the top, there's a header 'Enrolment Statistics' with a sub-header 'Enrolment Statistics'. Below this is a table with the following columns: Enrolment#, Enrolment Date, Course Title, Start Date, End Date, Name, NRIC/FIN, Grade, Status, and Action. The table contains five rows of data. Below the table, there's a pagination bar showing 'Page 1 Of 2 Entries', 'FIRST', 'PREVIOUS', '1', '2', 'NEXT', 'LAST', and 'Page Size: 5'. Below the pagination bar, there are three links: 'Enrolment Statistics (By Course)', 'Enrolment Statistics (By Month)', and 'Enrolment Statistics (By Schedule Number)'. The 'Enrolment Statistics (By Schedule Number)' link is highlighted with a red border.

| Enrolment#      | Enrolment Date | Course Title                              | Start Date  | End Date    | Name        | NRIC/FIN    | Grade | Status     | Action                 |
|-----------------|----------------|---|-------------|-------------|-------------|-------------|-------|------------|------------------------|
| E21000261       | 18-Oct-2021    | Financial Planning for Low-Income Clients | 01-Apr-2022 | 31-Oct-2022 | MStudent001 | 906543364   | NA    | Enrolled   | <a href="#">Detail</a> |
| E21000274       | 18-Oct-2021    | Financial Planning for Low-Income Clients | 01-Sep-2021 | 30-Nov-2021 | Janet       | 9075422     | NA    | Registered | <a href="#">Detail</a> |
| ENR-2021-000071 | 26-Aug-2021    | Financial Planning for Low-Income Clients | 01-Aug-2021 | 30-Sep-2021 | MStudent002 | 090543      | C     | Enrolled   | <a href="#">Detail</a> |
| ENR-2021-000154 | 08-Sep-2021    | Client and Employer Engagement            | 01-Jul-2021 | 31-Oct-2021 | MStudent042 | 6 74322E+11 | NA    | Registered | <a href="#">Detail</a> |
| ENR-2021-000153 | 08-Sep-2021    | Introduction to Case Management           | 01-Jun-2021 | 30-Sep-2021 | MStudent001 | 906543364   | NA    | Registered | <a href="#">Detail</a> |

Page 1 Of 2 Entries

FIRST PREVIOUS 1 2 NEXT LAST

Page Size: 5

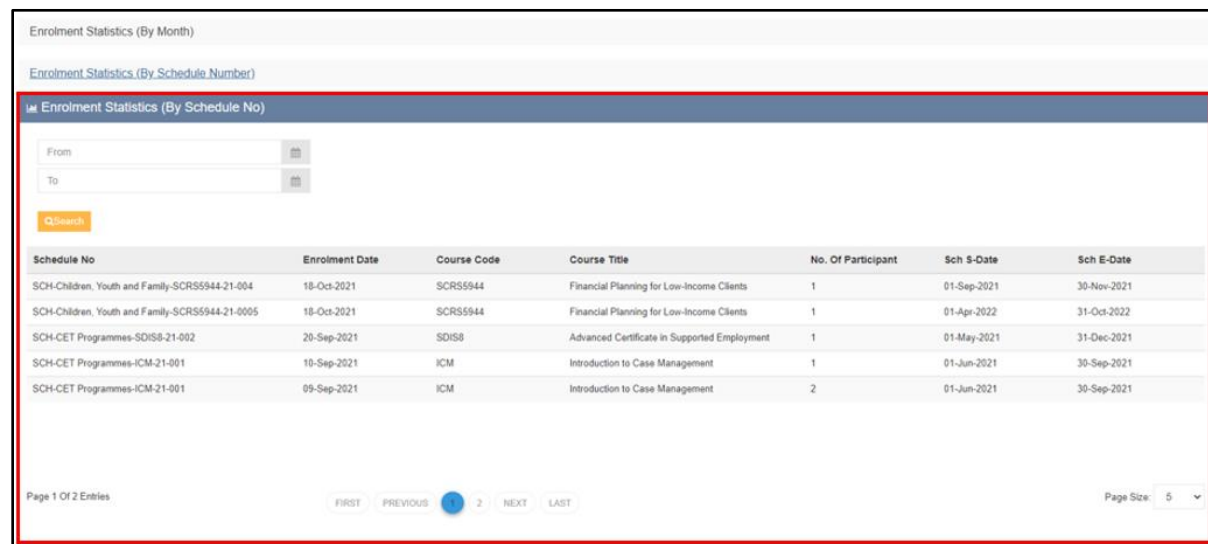
Enrolment Statistics (By Course)

Enrolment Statistics (By Month)

Enrolment Statistics (By Schedule Number)

Picture Reference: Enrolment Statistics Page

Step 2: The enrolment statistics (by Schedule Number) details will be displayed on the “**Main Section**” page.



The screenshot shows the 'Enrolment Statistics (By Schedule Number)' page. At the top, there's a header 'Enrolment Statistics (By Month)' with a sub-header 'Enrolment Statistics (By Schedule Number)'. Below this is a section 'Enrolment Statistics (By Schedule No)' with a search bar containing 'From' and 'To' fields, and a 'Q Search' button. Below the search bar is a table with the following columns: Schedule No, Enrolment Date, Course Code, Course Title, No. Of Participant, Sch S-Date, and Sch E-Date. The table contains five rows of data. Below the table, there's a pagination bar showing 'Page 1 Of 2 Entries', 'FIRST', 'PREVIOUS', '1', '2', 'NEXT', 'LAST', and 'Page Size: 5'. The 'Enrolment Statistics (By Schedule Number)' section is highlighted with a red border.

| Schedule No                                     | Enrolment Date | Course Code | Course Title                                 | No. Of Participant | Sch S-Date  | Sch E-Date  |
|---|----------------|-------------|--|--------------------|-------------|-------------|
| SCH-Children, Youth and Family-SCR55944-21-004  | 18-Oct-2021    | SCR55944    | Financial Planning for Low-Income Clients    | 1                  | 01-Sep-2021 | 30-Nov-2021 |
| SCH-Children, Youth and Family-SCR55944-21-0005 | 18-Oct-2021    | SCR55944    | Financial Planning for Low-Income Clients    | 1                  | 01-Apr-2022 | 31-Oct-2022 |
| SCH-CET Programmes-SOIS8-21-002                 | 20-Sep-2021    | SOIS8       | Advanced Certificate in Supported Employment | 1                  | 01-May-2021 | 31-Dec-2021 |
| SCH-CET Programmes-ICM-21-001                   | 10-Sep-2021    | ICM         | Introduction to Case Management              | 1                  | 01-Jun-2021 | 30-Sep-2021 |
| SCH-CET Programmes-ICM-21-001                   | 09-Sep-2021    | ICM         | Introduction to Case Management              | 2                  | 01-Jun-2021 | 30-Sep-2021 |

Page 1 Of 2 Entries

FIRST PREVIOUS 1 2 NEXT LAST

Page Size: 5

Enrolment Statistics (By Month)

Enrolment Statistics (By Schedule Number)

Enrolment Statistics (By Schedule No)

From


To

Q Search

Picture Reference: Enrolment Statistics Page



Step 3: To filter by the date range, select the date range under the “**From**” and “**To**” fields and click “**Search**”.



Enrolment Statistics (By Schedule No)

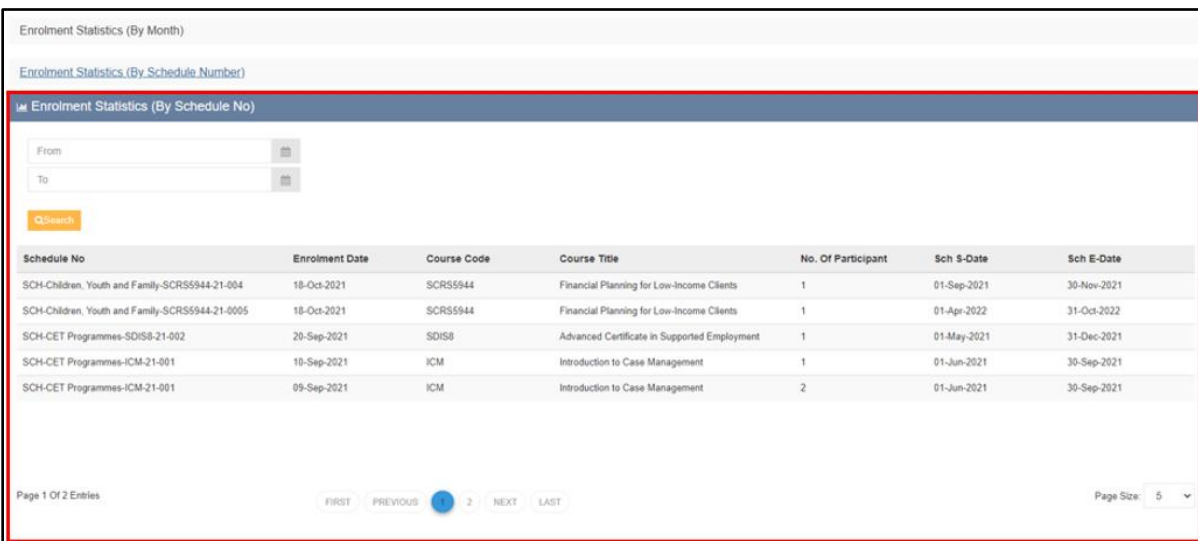
From 

To 

**QSearch**

*Picture Reference: Enrolment Statistics Page*


Step 4: The filtered enrolment statistics (by Schedule Number) details will be displayed on the “**Main Section**” page.




Enrolment Statistics (By Month)

[Enrolment Statistics \(By Schedule Number\)](#)

Enrolment Statistics (By Schedule No)

From 

To 

**QSearch**

| Schedule No                                     | Enrolment Date | Course Code | Course Title                                 | No. Of Participant | Sch S-Date  | Sch E-Date  |
|---|----------------|-------------|--|--------------------|-------------|-------------|
| SCH-Children, Youth and Family-SCR55944-21-004  | 18-Oct-2021    | SCR55944    | Financial Planning for Low-Income Clients    | 1                  | 01-Sep-2021 | 30-Nov-2021 |
| SCH-Children, Youth and Family-SCR55944-21-0005 | 18-Oct-2021    | SCR55944    | Financial Planning for Low-Income Clients    | 1                  | 01-Apr-2022 | 31-Oct-2022 |
| SCH-CET Programmes-SDIS8-21-002                 | 20-Sep-2021    | SDIS8       | Advanced Certificate in Supported Employment | 1                  | 01-May-2021 | 31-Dec-2021 |
| SCH-CET Programmes-ICM-21-001                   | 10-Sep-2021    | ICM         | Introduction to Case Management              | 1                  | 01-Jun-2021 | 30-Sep-2021 |
| SCH-CET Programmes-ICM-21-001                   | 09-Sep-2021    | ICM         | Introduction to Case Management              | 2                  | 01-Jun-2021 | 30-Sep-2021 |

Page 1 Of 2 Entries

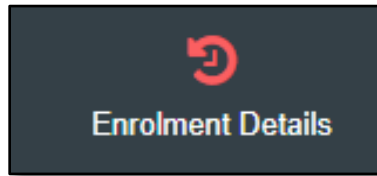
FIRST PREVIOUS 1 2 NEXT LAST

Page Size: 5

*Picture Reference: Enrolment Statistics Page*

## Enrolment Details

Step 1: To view all the enrolment records including programme and direct module, click **“Enrolment Details”** from the **“Navigation Menu”**.



Picture Reference: Navigation Menu

The enrolment records can be filtered based on the 3 different categories:

- Branches
- Course's Name
- Schedule Start/To Date

Step 2: To filter the enrolment records, you may either select the branch from the **“All Branches”** dropdown list, fill in the **“Course Name”** or select the date range from the **“Start from Date”** and **“Start to Date”**.

A screenshot of the "Enrolment Details" filter form. It features a dropdown menu labeled "All Branches" with a red box and letter 'a' around it. To its right is a text input field labeled "Course Name" with a red box and letter 'b' around it. Below these are two date pickers labeled "Start From Date" and "Start To Date" with a red box and letter 'c' around them. A "Search" button is located at the bottom right.

Picture Reference: Enrolment Details Page

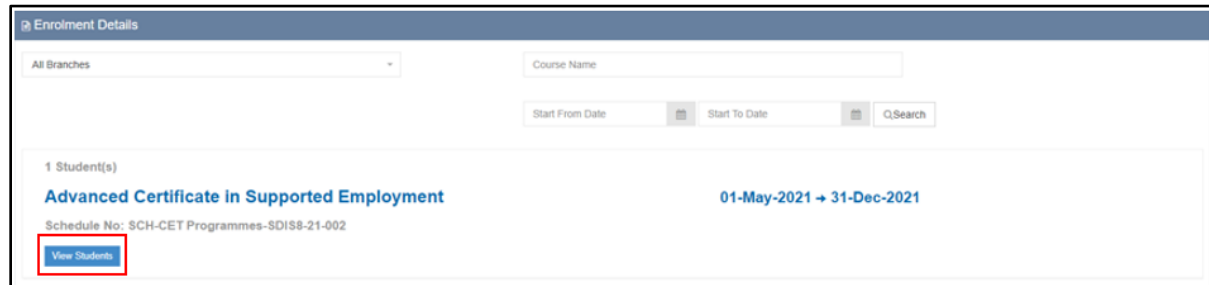
Step 3: Click **“Search”** and the enrolment records will be displayed on the **“Main Section”** page.

A screenshot of the "Enrolment Details" results page. It shows a list of enrolment records. The first record is "Advanced Certificate in Supported Employment" with a schedule of "01-May-2021 → 31-Dec-2021". The second record is "MTO test prog x1" with a schedule of "10-May-2021 → 10-Jan-2022". The third record is "Introduction to Case Management" with a schedule of "01-Jun-2021 → 30-Sep-2021". Each record has a "View Students" button. A red box highlights the "Search" button in the filter section at the top.

Picture Reference: Enrolment Details Page

## View Student

Step 1: To view details of the student (staff) who are registered for the courses / programme, click “**View Students**” under the enrolment record’s title.



Enrolment Details

All Branches Course Name

Start From Date Start To Date QSearch

1 Student(s)

**Advanced Certificate in Supported Employment** 01-May-2021 → 31-Dec-2021

Schedule No: SCH-CET Programmes-SDIS8-21-002

**View Students**

*Picture Reference: Enrolment Details Page*

Step 2: You will be redirected to the “**View Students**” page. Details of the students and schedule will be displayed.



View Students

Programme Title Advanced Certificate in Supported Employment

Start Date 01-May-2021

End Date 31-Dec-2021

Search: eg. ID no/student name/enrolment no

Select All

|                          |                               |                            |        |
|--------------------------|-------------------------------|----------------------------|--------|
| <input type="checkbox"/> | <b>MStudent019</b>            | Enrolled, Billed, Not Paid | Action |
|                          | 57853                         |                            |        |
|                          | ngan.mavis@i-access.com.sg    |                            |        |
|                          | Enrolment No: ENR-2021-000372 |                            |        |

Select All

Page 1 of 1 entries

PREVIOUS 1 NEXT

*Picture Reference: View Students Page*

*Note: If it is a direct module enrolment, you can view the module details for each student.*

## View Module

Step 1: To view module, click “**Action**” and select “**View Module**”.



**View Students**

Programme Title: Advanced Certificate in Supported Employment  
Start Date: 01-May-2021  
End Date: 31-Dec-2021

Search:

Select All

|                          |   |                             |  |
|--------------------------|---|-----------------------------|--|
| <input type="checkbox"/> | <b>MStudent019</b><br>57853<br>ngan.mavis@i-access.com.sg<br>Enrolment No : ENR-2021-000372 | Enrolled , Billed, Not Paid | <div><b>Action</b> ▾<br/>View Module<br/>View Result</div> |
|--------------------------|---|-----------------------------|--|

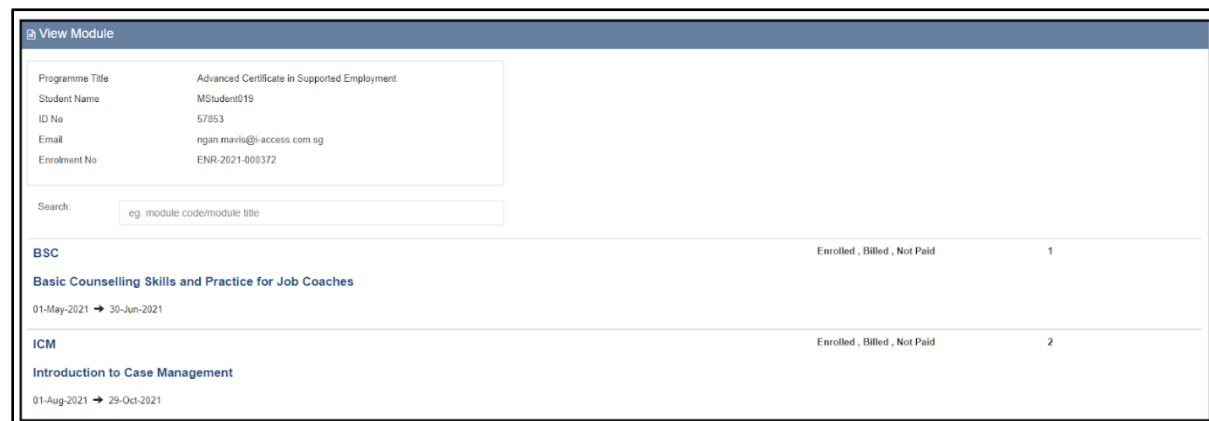
Select All

Page 1 of 1 entries

PREVIOUS 1 NEXT

*Picture Reference: View Students Page*

Step 2: You will be redirected to the “**View Module**” page.



**View Module**

Programme Title: Advanced Certificate in Supported Employment  
Student Name: MStudent019  
ID No: 57853  
Email: ngan.mavis@i-access.com.sg  
Enrolment No: ENR-2021-000372

Search:

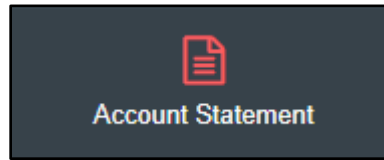
|   |                              |   |
|---|------------------------------|---|
| <b>BSC</b><br><b>Basic Counselling Skills and Practice for Job Coaches</b><br>01-May-2021 → 30-Jun-2021 | Enrolled , Billed , Not Paid | 1 |
| <b>ICM</b><br><b>Introduction to Case Management</b><br>01-Aug-2021 → 29-Oct-2021                       | Enrolled , Billed , Not Paid | 2 |

*Picture Reference: View Module Page*

## Account Statement

This is only applicable to users with '**Billing Contact**' access.

Step 1: To view and/or download tax invoice, click "**Account Statement**" from the "**Navigation Menu**".



*Picture Reference: Navigation Menu*

Step 2: You will be redirected to the "**Account Statement**" page.

A screenshot of the "Account Statement" page. At the top, there is a breadcrumb trail: "Dashboard > Account Statement". Below this is a header bar with the title "Account Statement". Under the header, there are two input fields: "Branch:" with a dropdown arrow and "Search:" with a text box. Below these fields, it says "Page 1 of 0 entries" and there are two buttons: "PREVIOUS" and "NEXT".

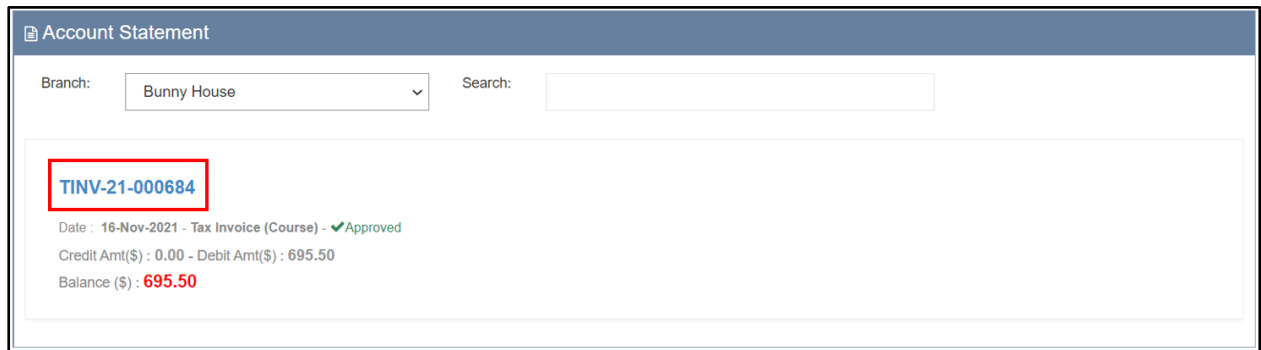
*Picture Reference: Account Statement*

Step 3: Select and filter the branch from the **dropdown**. Alternatively, you may search by **Billing Reference number** from the **search box**.

A screenshot of the "Account Statement" page, similar to the previous one, but with red rectangular boxes highlighting the "Branch:" dropdown and the "Search:" text box.

*Picture Reference: Account Statement*

Step 4: Once filtered, click on the **Billing Reference number** to view and/or download the tax invoice.



The screenshot displays a web interface for an 'Account Statement'. At the top, there is a header bar with the text 'Account Statement'. Below this, there are two input fields: 'Branch:' with a dropdown menu showing 'Bunny House' and a search icon, and 'Search:' with an empty text box. The main content area shows a tax invoice summary. A red rectangular box highlights the 'Billing Reference number' 'TINV-21-000684'. Below this, the following details are listed: 'Date : 16-Nov-2021 - Tax Invoice (Course) - ✓ Approved', 'Credit Amt(\$): 0.00 - Debit Amt(\$): 695.50', and 'Balance (\$): 695.50'.

| Field                    | Value   |
|--------------------------|---|
| Branch                   | Bunny House                                     |
| Search                   |   |
| Billing Reference number | TINV-21-000684                                  |
| Date                     | 16-Nov-2021 - Tax Invoice (Course) - ✓ Approved |
| Credit Amt(\$)           | 0.00  |
| Debit Amt(\$)            | 695.50  |
| Balance (\$)             | 695.50  |

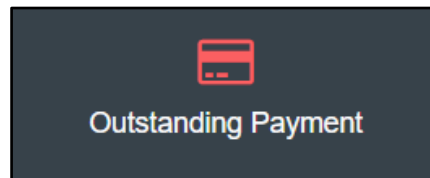
*Picture Reference: Account Statement*

## Outstanding Payment

This is only applicable to users with 'Billing Contact' access.

### Online Payment

Step 1: To make online payment, click “**Outstanding Payment**” from the “**Navigation Menu**”.



Picture Reference: Navigation Menu

Step 2: You will be redirected to the “**Outstanding Payment**” page.

A screenshot of the "Outstanding Payment" page. At the top, there's a breadcrumb "Dashboard > Outstanding Payment". Below it is a search bar. A table lists payment details for "LoveBunny" with a balance of 695.50. The table has columns: checkbox, Payee, Payment Detail, and Balance (\$). The Payment Detail includes invoice number E21000464, date 16-Nov-2021, and various amounts. At the bottom, there's a "Make Payment" button and pagination controls showing "Page 1 of 1 entries".

|                          | Payee     | Payment Detail   | Balance (\$)  |
|--------------------------|-----------|--|---------------|
| <input type="checkbox"/> | LoveBunny | <b>E21000464</b><br>Invoice Date : 16-Nov-2021 - Invoice No : TINV-21-000684 - Branch Name : Bunny House<br>Grand Amt (\$) : 0.00 - Net Payable B/F GST (\$) : 650.00 - GST (\$) : 45.50 - Subsidy Amt (\$) : 0.00<br>Fee Payable A/F GST (\$) : 695.50 - Collected Amt (\$) : 0.00 - Credit Amt (\$) : 0.00 - Debit Amt (\$) : 0.00 | <b>695.50</b> |

Picture Reference: Outstanding Payment

Step 3: Select the outstanding payment by checking the **checkbox** and click “**Make Payment**”.

A screenshot of the "Outstanding Payment" page, similar to the previous one, but with a red box highlighting the checkbox in the first row of the table. Another red box highlights the "Make Payment" button at the bottom left. The rest of the page content is identical to the previous screenshot.

|                          | Payee     | Payment Detail   | Balance (\$)  |
|--------------------------|-----------|--|---------------|
| <input type="checkbox"/> | LoveBunny | <b>E21000464</b><br>Invoice Date : 16-Nov-2021 - Invoice No : TINV-21-000684 - Branch Name : Bunny House<br>Grand Amt (\$) : 0.00 - Net Payable B/F GST (\$) : 650.00 - GST (\$) : 45.50 - Subsidy Amt (\$) : 0.00<br>Fee Payable A/F GST (\$) : 695.50 - Collected Amt (\$) : 0.00 - Credit Amt (\$) : 0.00 - Debit Amt (\$) : 0.00 | <b>695.50</b> |

Picture Reference: Outstanding Payment

Step 4: You will be redirected to the “**Online Payment**” page, the payment details will be displayed.

The screenshot shows a web page titled "Welcome to Online Payment". At the top, it displays "Invoice No: TRNV-21-000694" and "Participant Name: Hello Dunny". Below this is a table with the following data:

|                        | Amount (SGD) |
|------------------------|--------------|
| Tuition Fee Before GST | 650.00       |
| Add Tuition Fee GST    | 45.50        |
| Tuition Fee After GST  | 695.50       |
| Net Payable:           | 695.50       |

Below the table, it shows "Total Existing CN: 0.00" and "Total Existing DN: 0.00". A message states: "Balance amount to pay: \$ 695.50. Your registration has been successfully submitted. Please proceed to make online payment." It includes a "To note:" section with instructions for SFC users and other payment modes. At the bottom, there is a "Choose Payment Mode" section with a "Proceed to Payment" button.

*Picture Reference: Online Payment*

Step 5: Click “**Proceed to Payment**” to proceed with the payment.

*Note: Visa/Mastercard will be default payment mode*

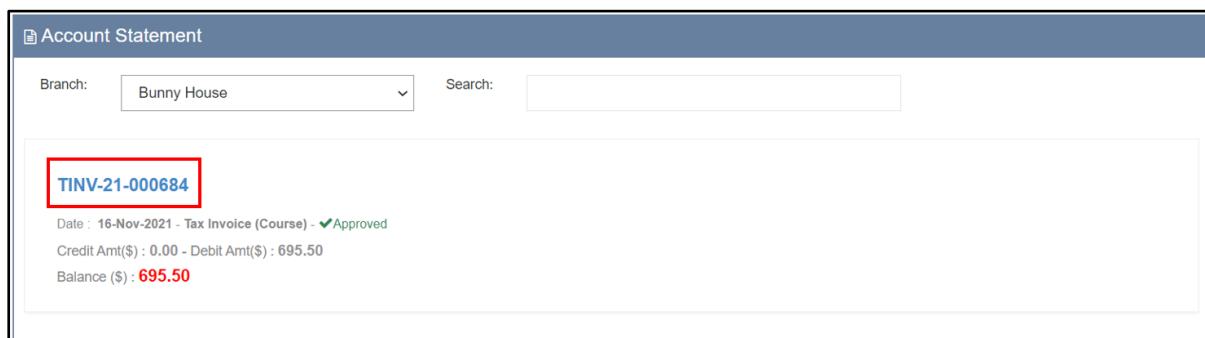
This is a close-up of the "Choose Payment Mode" section from the previous screenshot. It shows a blue header bar with the text "Choose Payment Mode". Below it, there is a box containing the Mastercard and Visa logos. At the bottom of this section is a green button labeled "Proceed to Payment", which is highlighted with a red rectangular border.

*Picture Reference: Online Payment*



## Payment via Cheque

Step 1: To make payment via cheque, quote the **Billing Reference number** from the “[Account Statement](#)” at the back of the cheque.



The screenshot shows a web form titled "Account Statement". It has a "Branch:" dropdown menu set to "Bunny House" and a "Search:" text box. Below these, the reference number "TINV-21-000684" is displayed and highlighted with a red rectangular box. Underneath the reference number, the following details are shown: "Date : 16-Nov-2021 - Tax Invoice (Course) - ✓Approved", "Credit Amt(\$): 0.00 - Debit Amt(\$): 695.50", and "Balance (\$): 695.50".

*Picture Reference: Account Statement*

Step 2: Mail the cheque to the following address,

**National Council of Social Service (NCSS)**

**Ulu Pandan Community Building**

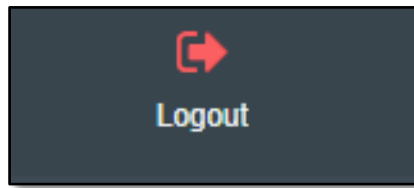
**170 Ghim Moh Road, #01-02**

**Singapore 279621**

*Note: Cheque should be made payable to National Council of Social Service. For other Payment modes, you may refer to the FAQ from <https://www.ssi.gov.sg>.*

## Log Out

Step 1: To log out, click “**Logout**” from the “**Navigation Menu**”.



*Picture Reference: Navigation Menu*

Step 2: Alternatively, to log out, click “**Log Out**” from the “**Top Bar**”.



*Picture Reference: Top Bar*

*- End of User Guide -*

*We hope that this user guide has been useful to help you use the iLTMS Online Registration and TMS Client Portal. We will be continually reviewing the user guide so that it will better guide you. We thank you for your patience and understanding as you journey with us in our implementation of a new system.*

*Cheers, The iLTMS Workgroup*