# USE ID Card Web Portal User Guide

- Items highlighted within a red box are required fields.
- User notes for reference is indicated in blue
- For an optimal experience, it is recommended for you to use a desktop, laptop, iPad or tablet

## Scan with Singpass app to log in



\*A valid SingPass credential is required



User Guide

Frequently Asked Questions

You must agree to the terms of use for accessing this web portal.

 $\hfill \square$  I have read and agree to the website's terms of use.

Tick the check box then proceed to next

Back

Next







Please contact Union Of Security Employees for further assistance.

## Contact details as follows:

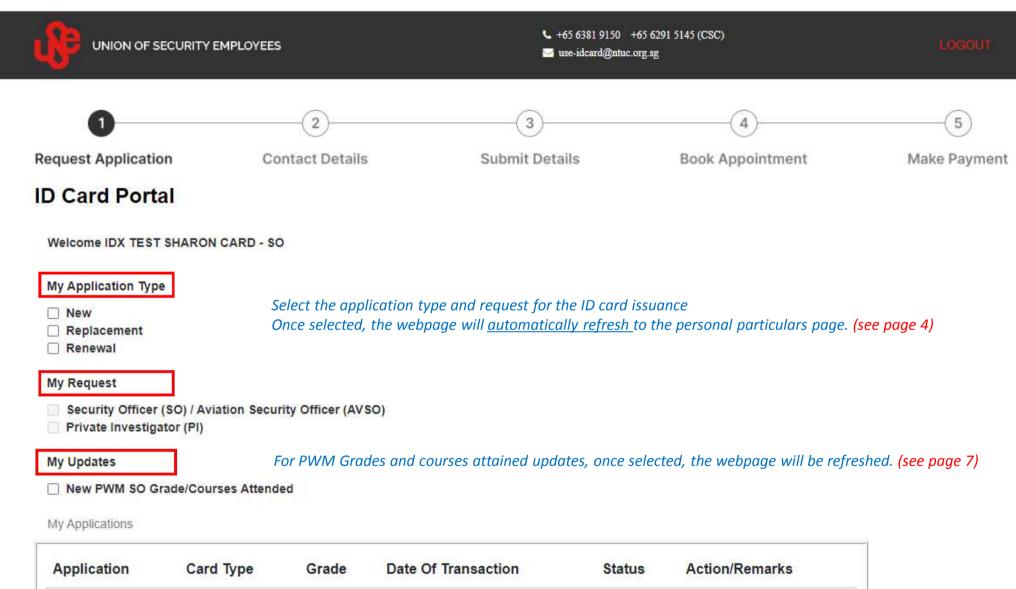
- **\( +65 6381 9150 \)** +65 6291 5145 (CSC)
- **\( \subseteq \)** use-idcard@ntuc.org.sg



If you see this page;

- 1) Your ID card has expired and you have not done the online renewal at <a href="https://licence1.business.gov.sg/">https://licence1.business.gov.sg/</a>
- 2) Your online renewal status have not been updated in the PLRD system hence no record found. Try again after 48–72 hours





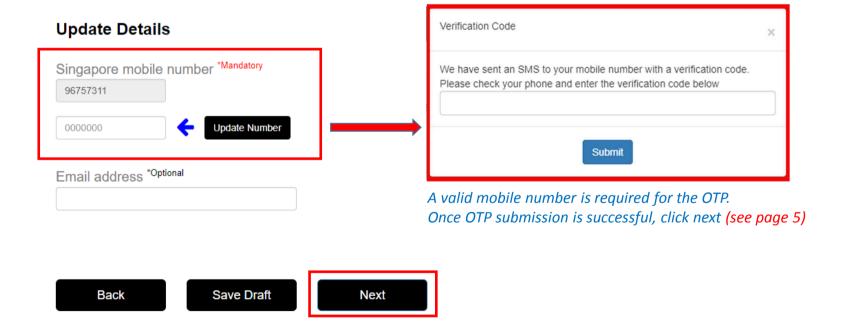




## **Personal Particulars**

NRIC / FIN : XXXXX444Z

Name : **JEMMY TEST CARD JAN 2022** 





#### Submission

#### Details

NRIC / FIN XXXXXX011A Application Type New - SO **IDX TEST SHARON CARD - SO** Pass ID No P6860011ASO Name

> Grade CSO

Card Expiry Date : 19 January 2024

#### Training Records

☐ Recognise Terrorist Threat (RTT)

Select training attained

- ☐ Conduct Security Screening of Person and Bag (CSSPB)
- ☐ Conduct Crowd and Traffic Control (CCTC)
- ☐ Handle Counter Terrorist Activities (HCTA)
- ☐ Conduct Screening using X-ray Machine (X-RAY)
- ☐ Airport Screener Deployment (For AVSO Only)
- ☐ None of the above (SO)

#### Photo Submission

Refer to the photo guidelines on page 6



Guidelines for Digital Photo Image Submission 🚯

- Photo must be taken within last 3 months - Photo must be taken within even brightness

  - Photo must be clear and in sharp focus - Photo must be taken without spectacles
  - Photo background must be white in color
  - Photo uploaded must be in JPG or PNG formats
- Photo image's size must not more than 5 MB

☐ I hereby declare that the information and photo submitted is true and correct. In case any of the above information is found to be false or untrue or misleading or misrepresenting. I am aware that I may be held liable for it.

Complete the declaration then click "Next"



# Photo Guidelines

				Î
Photo background must be white in colour	×	Head gear used for religious reasons must be in dark colour against white background	×	
Spectacles must be removed where the eyes are clearly and fully visible	×	Must be appropriately attired minimally with a polo tee-shirt	×	
Facial expression should be neutral with mouth closed	×	Shoulders, hair and ears must be fully visible	×	



## **Submission**

Details  NRIC / FIN : XXXXXX011A		P6860011A
update_so : IDX TEST SHARON CARD	Grade	so
New Grade Attained		
☐ Senior Security Officer		
□ Security Supervisor Select the rele	vant category	
☐ Senior Security Supervisor		
☐ Chief Security Officer		
New Training Records		
☐ Recognise Terrorist Threat (RTT)		
☐ Conduct Security Screening of Person and Bag (CSSPB)		
☐ Conduct Crowd and Traffic Control (CCTC)		
☐ Handle Counter Terrorist Activities (HCTA)		
☐ Conduct Screening using X-ray Machine (X-RAY)		
Skill Sets Acquired Lateral tra	ining/courses.	
☐ Basic Facilities Management	3,	
☐ Fundamentals of Building Services & Safety		
☐ Fire Safety Management		
□ CERT		
□ COSEM		_
☐ I hereby declare that the information submitted is true and correct.  In case any of the above information is found to be false or untrue or misleal I am aware that I may be held liable for it.	iding or misrepresenting,	Com

nplete the declaration then click "Update"

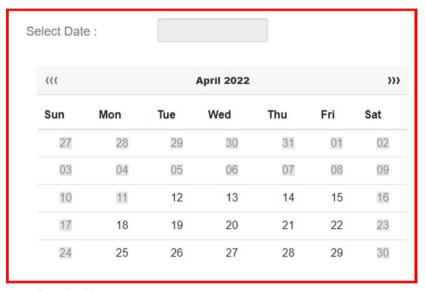
Date of submission : 11-03-2022



Page 7



## **Book Appointment For Collection**



Opera	ting	Н	ou	rs:
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Monday - Friday : 9am - 5pm (last walk-in at 4.50pm)

Last Tuesday of the month and selected eve of Public Holidays

(New Year's Day, Chinese New Year & Christmas Day): 9am-12.30pm

Closed on Public Holidays, Saturdays and Sundays

: Half Day / Eve Of Public Holidays - Last Appointment @12.30pm : Public Holiday

Time	Current Booking	Max Available
09:00-10:00	0	20
O 10:00-11:00	0	20
O 11:00-12:00	0	20
O 12:00-13:00	0	20
O 13:00-14:00	0	20
O 14:00-15:00	0	20
O 15:00-16:00	0	20
O 16:00-17:00	0	20

Select a date and time for ID card collection.

Please note that the collection will be 7 days after a successful receipt of payment



Next





## My Application Details

NRIC / FIN : XXXXX444Z

: JEMMY TEST CARD JAN 2022 Pass ID No : G92345678 Name

> Grade : SO

: New - SO

Application Type

Card Expiry Date : 12 April 2025 Mobile No : 96757311 Appointment Date: 17 March 2022

Email Time Slot : 10:00 - 11:00

**Application Type** Amount Type SO Application \$22.50 inclusive GST Verify details before proceeding to payment

## Select Your Payment Method

☐ I also understand that upon completion of transaction, no refunds or cancellations shall be allowed.





Credit & Debit Cards **Payment** 

Payment by PayNow, Credit Card or Debit card only

Back

New

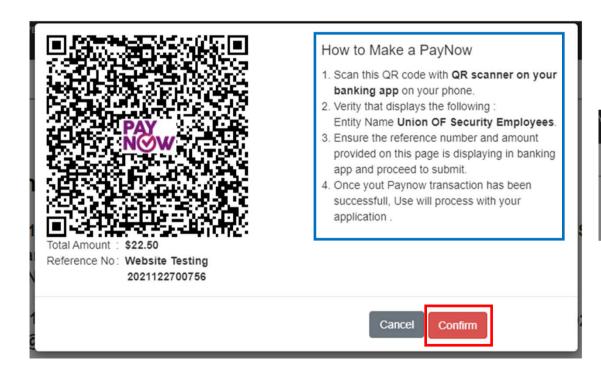


## Select Your Payment Method

☑ I also understand that upon completion of transaction, no refunds or cancellations shall be allowed.





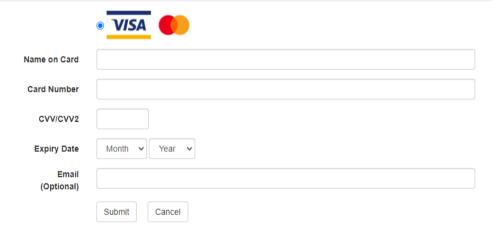




## Credit Card and Debit Card Payment

Display Name Merchant Reference Code Nets Reference Code Amount UNION OF SECURITY EMPLOYEES 20220405043911 20220405163921289 SGD 22.50

## **Payment Methods**







For added security, an SMS One-time Password (OTP) is required to complete this transaction. Please enter the SMS-OTP which has been sent to your mobile phone (XXXX9368).



If XXXX9368 is not your mobile phone number, please complete the <u>2FA Registration/Update Form</u> (available on the UOB website) and mail it to us.

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## **ID Card Application Details**

#### Details

NRIC / FIN : XXXXX011A

Name : IDX TEST SHARON CARD - SO

Appointment Date : 07 April 2022

Time Slot : 09:00 - 10:00

Mobile No : 90415027

Email : xzy@gmail.com

Status : Processing

Transaction Ref : 2022032900137

Payment Amount : \$22.50 inclusive of GST (Pending confirmation)

Pass ID No

Card Type

Card Expiry Date :

Grade

P6860011A

NEW - SO

19/01/2024

CSO

\*\*Please note for PayNow, the payment confirmation will be immediate

However for credit card and debit card payment it will be pending the bank's receipt of payment confirmation



## Details for ID card collection

- SMS will be sent to the registered mobile number 3 days before the selected date and time
  of the appointment
- The collection is will be on the selected appointment date and time, not earlier
- Documents required for the collection
  - 1) Singapore NRIC or Work Permit
  - 2) The screenshot of the receipt of the transaction or the SMS notification
  - 3) The existing PLRD Security ID card (if you have one)

