

iLTMS

for
**ORGANISATION
SPONSORED**

User Guide

iLTMS User Guide for Organisation Sponsored

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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](#), 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

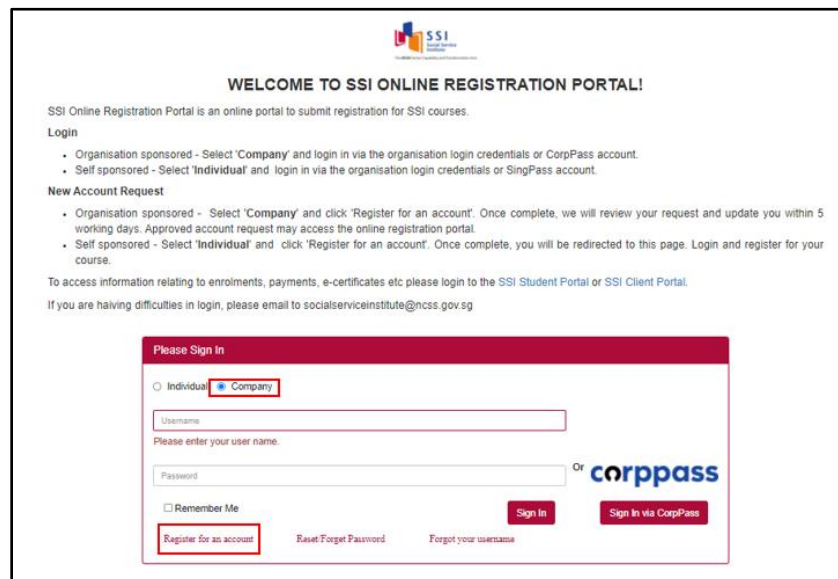
The login details you create here will be the same used to access [SSI Client Portal](#).

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".



WELCOME TO SSI ONLINE REGISTRATION PORTAL!

SSI Online Registration Portal is an online portal to submit registration for SSI courses.

Login

- Organisation sponsored - Select 'Company' and login in via the organisation login credentials or CorpPass account.
- Self sponsored - Select 'Individual' and login in via the organisation login credentials or SingPass account.

New Account Request

- Organisation sponsored - Select 'Company' and click 'Register for an account'. Once complete, we will review your request and update you within 5 working days. Approved account request may access the online registration portal.
- Self sponsored - Select 'Individual' and click 'Register for an account'. Once complete, you will be redirected to this page. Login and register for your course.

To access information relating to enrolments, payments, e-certificates etc please login to the SSI Student Portal or SSI Client Portal.

If you are having difficulties in login, please email to socialserviceinstitute@ncss.gov.sg

Please Sign In

Individual Company

Username

Please enter your user name.

Password

Or **corpPASS**

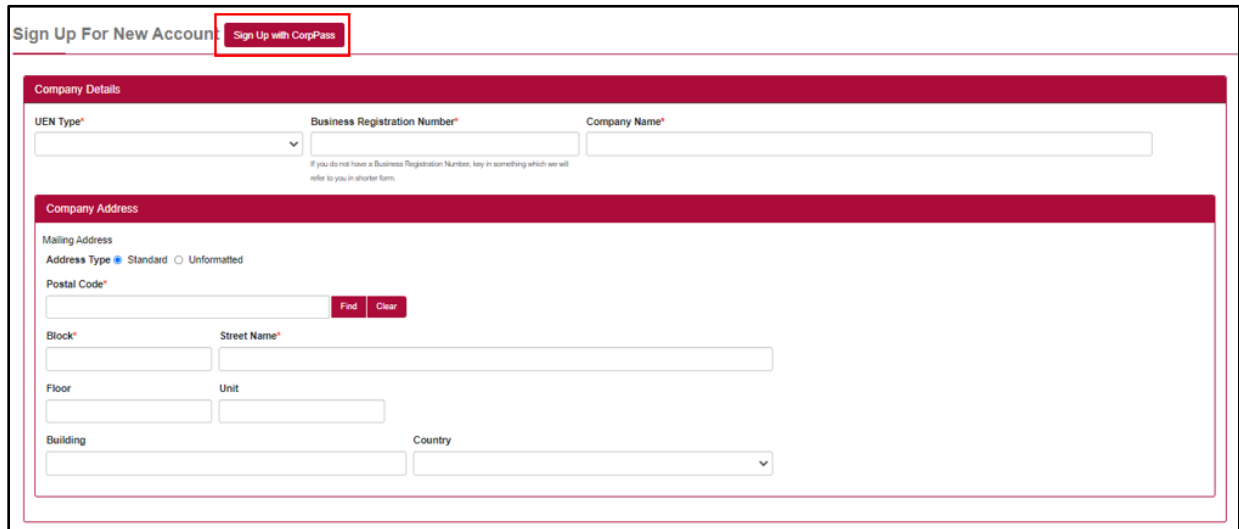
Remember Me

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**”.

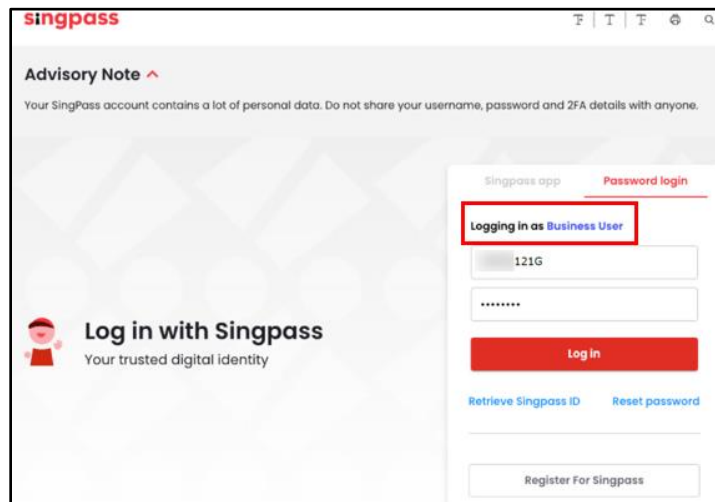


The screenshot shows the 'Sign Up For New Account' page. At the top right, the 'Sign Up with CorpPass' button is highlighted with a red box. Below this, the 'Company Details' section includes fields for 'UEN Type*', 'Business Registration Number*', and 'Company Name*'. A note below these fields states: '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' section 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 left, the Singpass logo is visible. Below it, an 'Advisory Note' states: 'Your SingPass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.' The page has two tabs: 'Singpass app' and 'Password login'. The 'Password login' tab is active. Below the tabs, the text 'Logging in as Business User' is highlighted with a red box. There are input fields for a Singpass ID (containing '121G') and a password (masked with dots). A red 'Log In' button is below these fields. At the bottom, there are links for 'Retrieve Singpass ID' and 'Reset password', and a 'Register For Singpass' button.

Picture Reference: Singpass (Corppass) Login

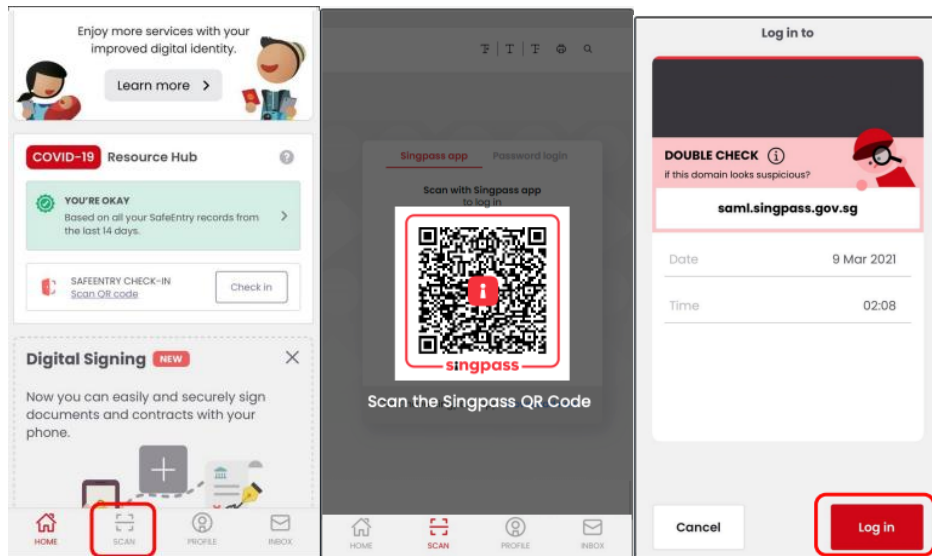
Note: iLTMS is accessible on both your desktop computer and mobile devices.

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



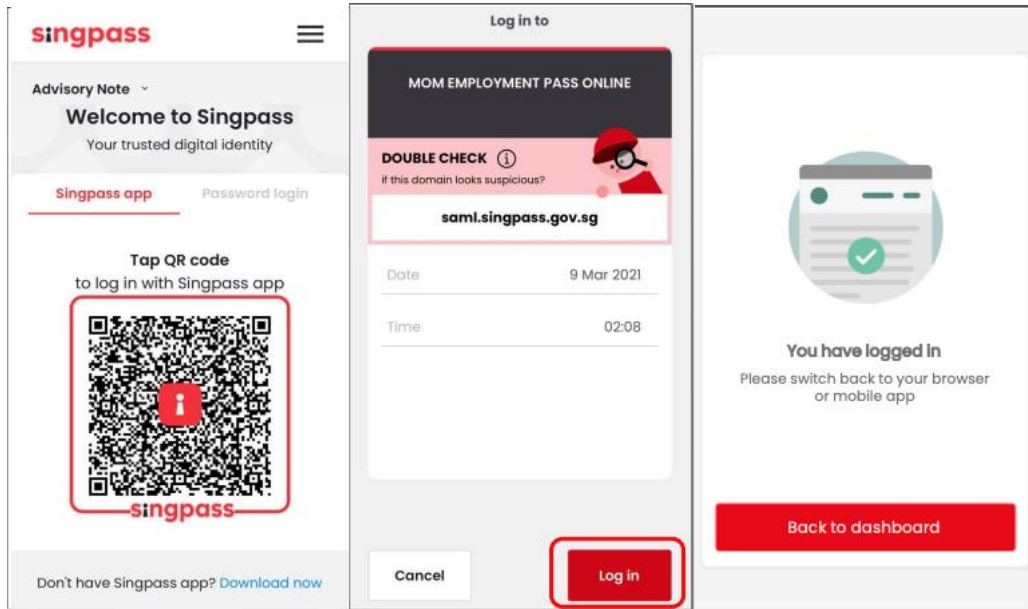
Picture Reference: Singpass Desktop Login

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.

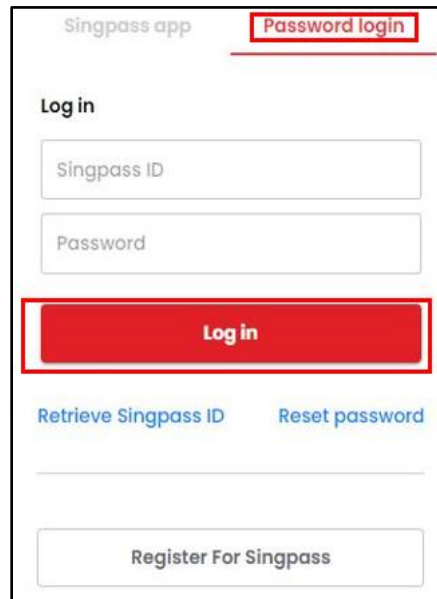
Note: You will be prompted to use either fingerprint (for selected smartphones), Face ID (for selected smartphones) or 6-digit passcode to verify your identity



Picture Reference: Singpass Mobile Login

Desktop / Mobile Login via Password

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

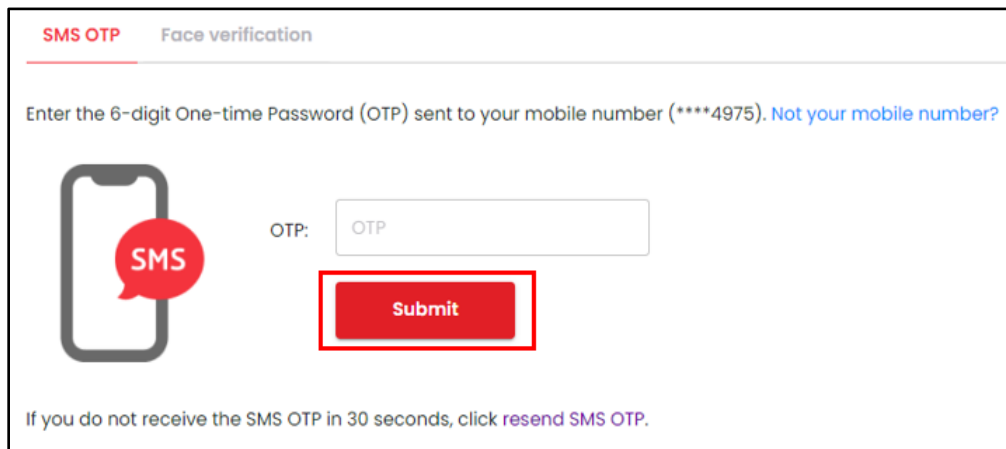


The screenshot shows the Singpass login interface. At the top, there are two tabs: 'Singpass app' and 'Password login'. The 'Password login' tab is selected and highlighted with a red box. Below the tabs, the text 'Log in' is displayed. There are two input fields: 'Singpass ID' and 'Password'. Below these fields is a prominent red button labeled 'Log in', which is also highlighted with a red box. Underneath the 'Log in' button, there are two links: 'Retrieve Singpass ID' and 'Reset password'. At the bottom of the form, there 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’.



The screenshot shows the Singpass OTP verification page. At the top, there are two tabs: 'SMS OTP' and 'Face verification'. The 'SMS OTP' tab is selected. Below the tabs, the text reads: 'Enter the 6-digit One-time Password (OTP) sent to your mobile number (****4975). Not your mobile number?'. There is an input field labeled 'OTP:' with the text 'OTP' inside. Below the input field is a red button labeled 'Submit', which is highlighted with a red box. To the left of the input field is a mobile phone icon with a red speech bubble containing the text 'SMS'. At the bottom of the page, there is a link: 'If you do not receive the SMS OTP in 30 seconds, click [resend SMS OTP](#)'.

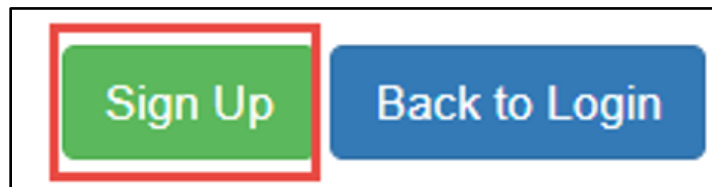
Picture Reference: Singpass Desktop Login

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.

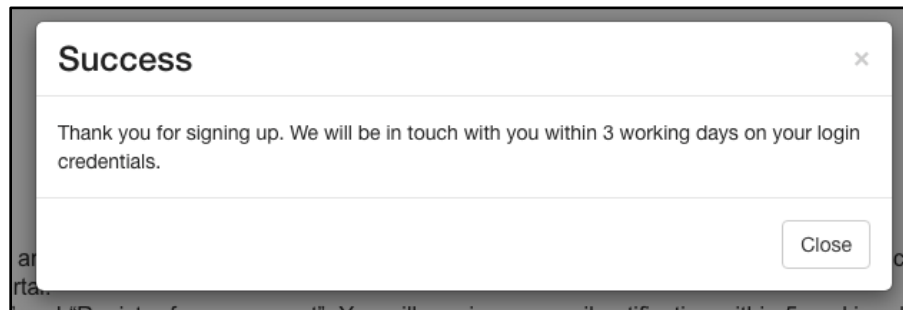
Picture Reference: Corppass Details

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.

The screenshot shows the 'Contact Details' section of a form. It has a red header bar with the text 'Contact Details'. Below the header, there are four input fields: 'Salutation*' (a dropdown menu), 'Contact Name*' (a text box), 'Contact Number*' (a text box), and 'Contact Email*' (a text box). At the bottom left of this section, there is a toggle switch labeled 'Is Admin?' which is currently turned on to 'Yes'. This toggle switch is enclosed in a red rectangular box.

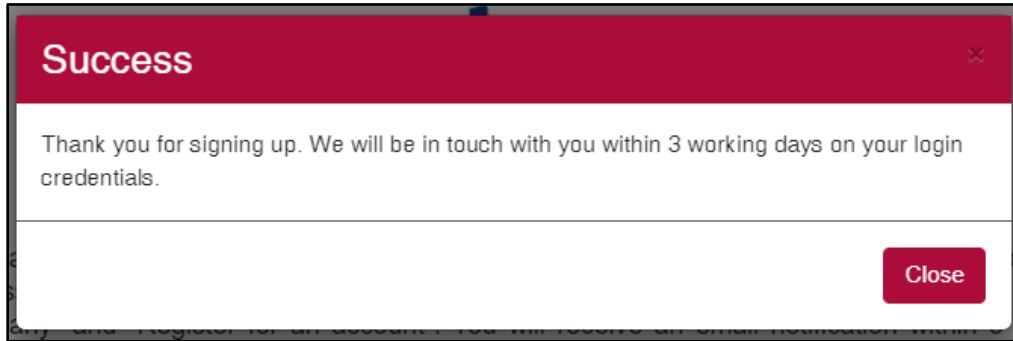
Picture Reference: Sign Up for New Account

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

The image contains two screenshots of the 'Sign Up for New Account' page. The top screenshot shows the 'Company Details' section with fields for 'UEN Type*', 'Business Registration Number*', and 'Company Name*'. Below it is the 'Company Address' section with fields for 'Mailing Address', 'Address Type' (Standard/Unformatted), 'Postal Code*', 'Block*', 'Street Name*', 'Floor', 'Unit', 'Building', and 'Country'. The bottom screenshot shows the 'Contact Details' section (identical to the one above) and the 'Login Credentials' section with fields for 'Login ID*' (Username), 'Password*' (Password), and 'Re-Type Password*'. At the bottom of the page, there are two buttons: 'Sign Up' and 'Back to Login'. The 'Sign Up' button is highlighted with a red border.

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**”.

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New Account Request

- Organisation sponsored - Select 'Company' and click 'Register for an account'. Once complete, we will review your request and update you within 5 working days. Approved account request may access the online registration portal.
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To access information relating to enrolments, payments, e-certificates etc please login to the [SSI Student Portal](#) or [SSI Client Portal](#).

If you are having difficulties in login, please email to socialserviceinstitute@ncss.gov.sg

Please Sign In

Individual **Company**

Username

Please enter your user name.

Password

Remember Me

Sign In Or **corppass** **Sign In via CorpPass**

[Register for an account](#) [Reset/Forget Password](#) [Forgot your username](#)

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.*

SSI Online Registration Portal is an online portal to submit registration for SSI courses.

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New Account Request

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If you are having difficulties in login, please email to socialserviceinstitute@ncss.gov.sg

Please Sign In

Individual Company

Username
Please enter your user name.

Password

Remember Me

[Register for an account](#) [Reset/Forget Password](#) [Forgot your username](#)

Picture Reference: Log in Page

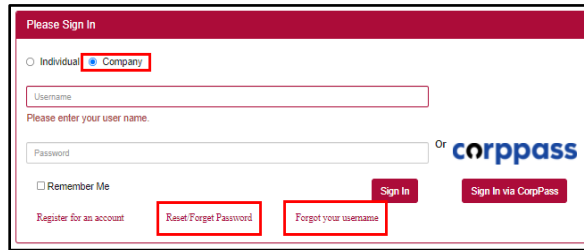
Step 4: Upon successful login, you will be redirected back to the SSI Online Registration Portal.

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.

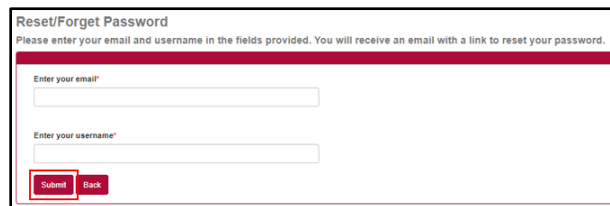
Step 1: Click **“Forgot Password?”** or **“Forgot Username?”** on the Log in Page to reset your password or retrieve your username.



Picture Reference: Log in Page

To Reset Password:

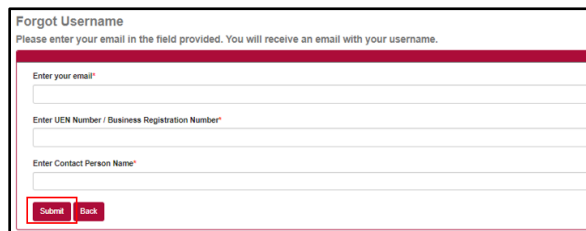
Step 2: Fill in your **“Email”** and **“Username”**, then click **“Submit”**.



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.

Version 1.2 (Updated: 6 July 2022)

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

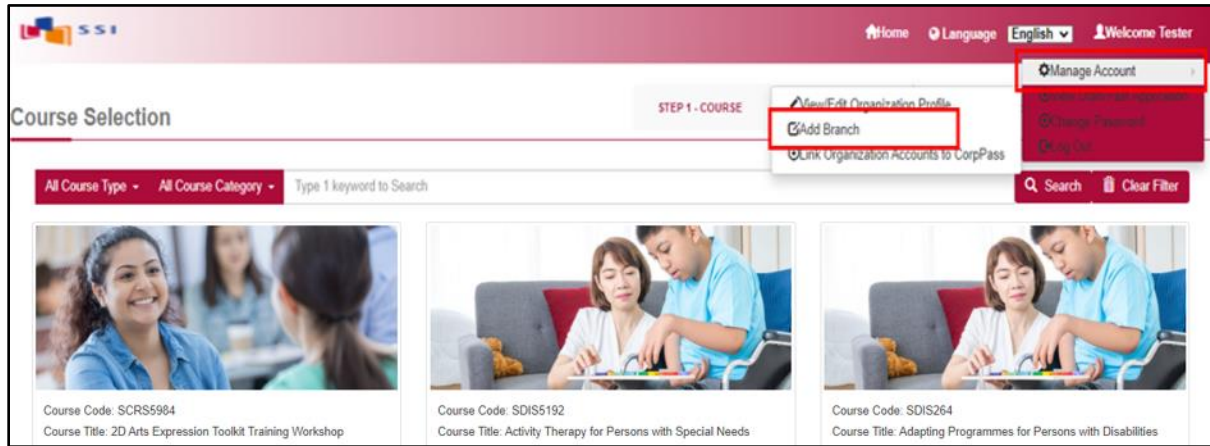
You may also wish to check your Spam or Junk folders for the email. If no email is received within 1 hour, please contact SSI at socialserviceinstitute@ncss.gov.sg.

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.

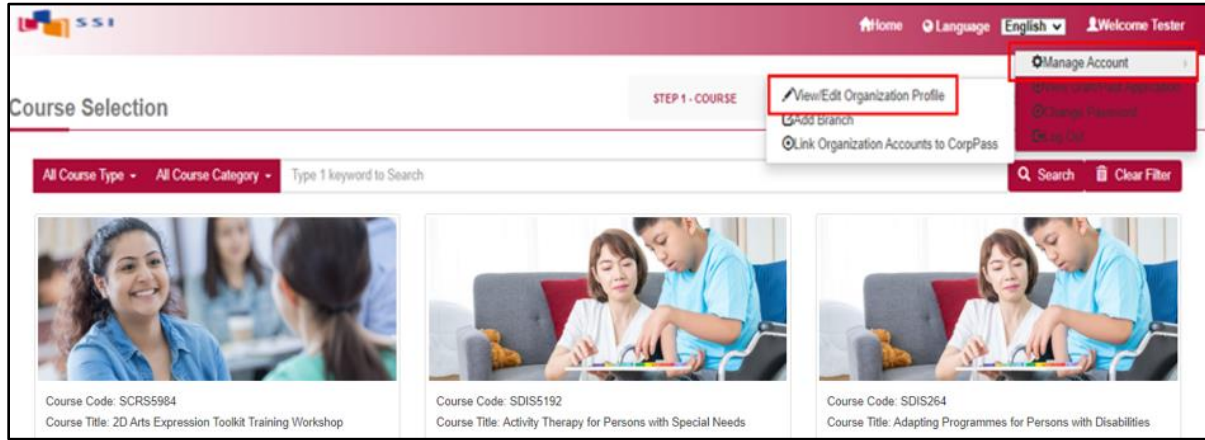
Step 3: Fill in the fields and click “**Add Branch**” to proceed.

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**”.

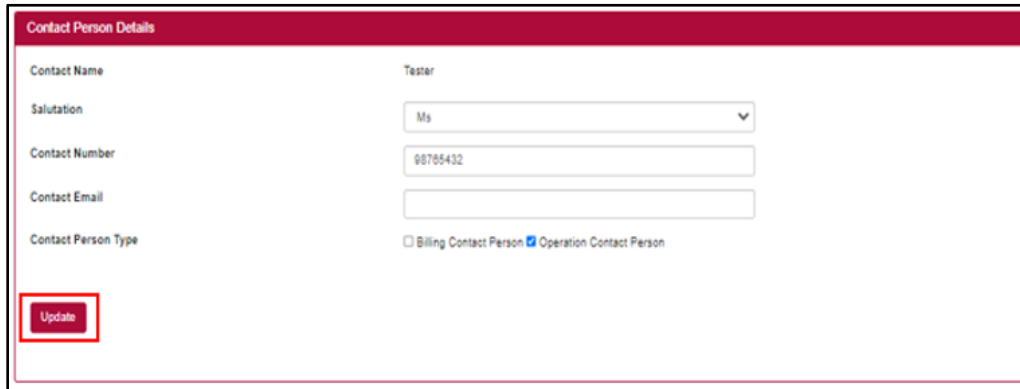
Note: Fields marked with the asterisk () symbol are mandatory.*

A screenshot of the 'View/Edit Organization Profile' form. The form is divided into sections: 'Branch' (with a dropdown menu), 'Branch Detail' (with fields for Branch Name, UEN Type, UEN No, SME company, Industry Sector*, and Sub Business Unit), and 'Branch Address' (with fields for Address Type, Address*, and Tong Bahru). The 'Update' button is highlighted with a red box at the bottom left.

Picture Reference: View/Edit Organisation Profile Page

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

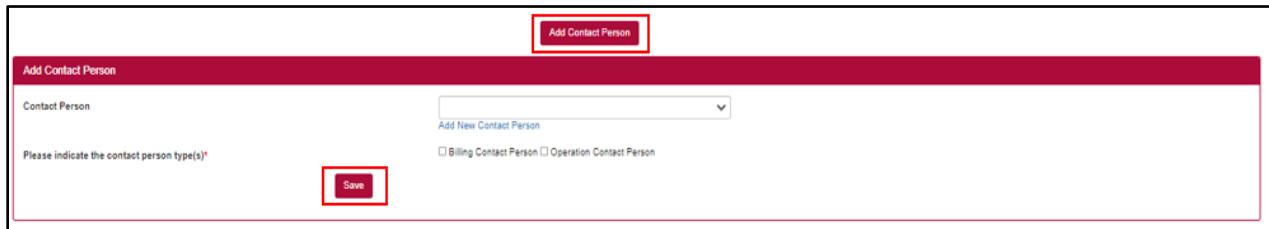
Step 5: If you make any changes, please remember to click “**Update**” to save the changes.



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**”.



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.

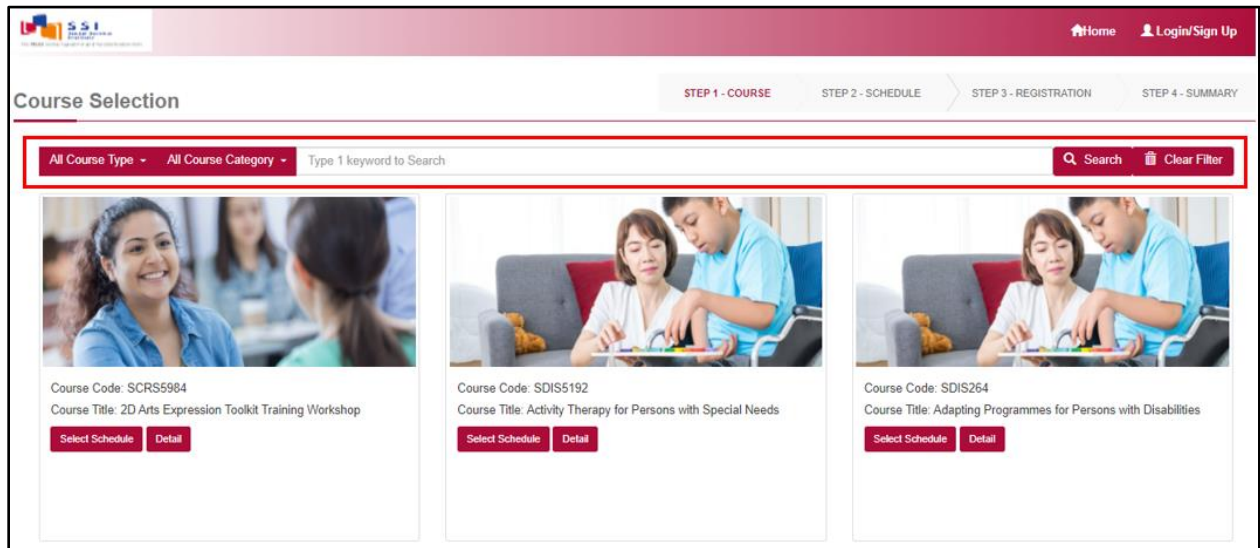
Step 1: Using your preferred browser on your laptop or mobile device, go to <https://iltms.ssi.gov.sg/registration#/Course>. You will be directed to the “**Course Selection Page**”.

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

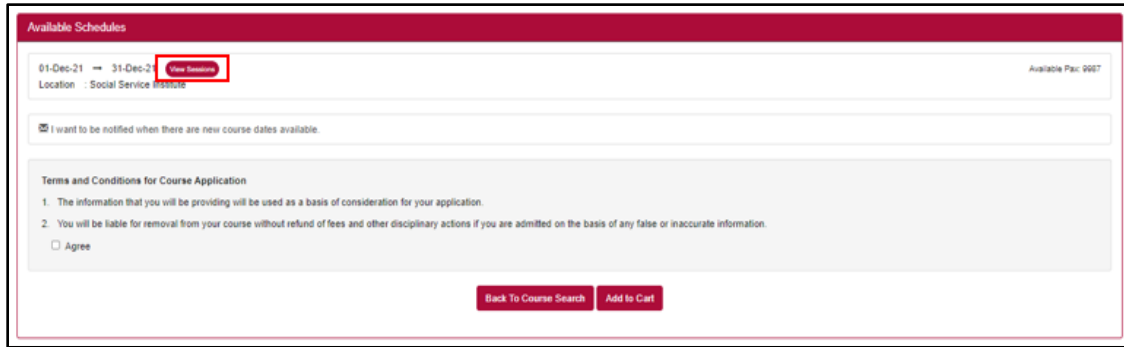
Step 2: A pop-up message will appear displaying the courses details. If you clicked “**Details**”. Click “**Close**” to view another course.

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

Selecting Available Schedules

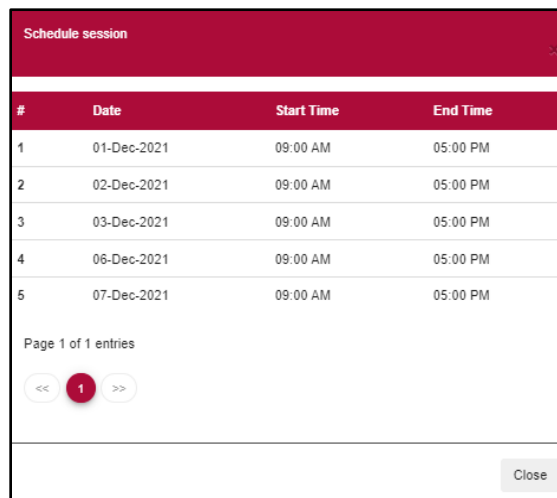
Step 1: You will be redirected to the “**Schedule Selection**” Page where the course details are displayed again. Scroll down to view the upcoming course runs available for registration under “**Available Schedules**”.

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.



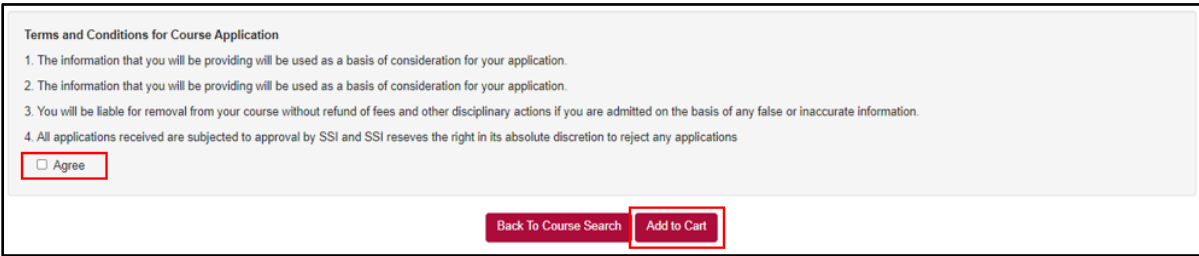
Picture Reference: Schedule Session Pop-up

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

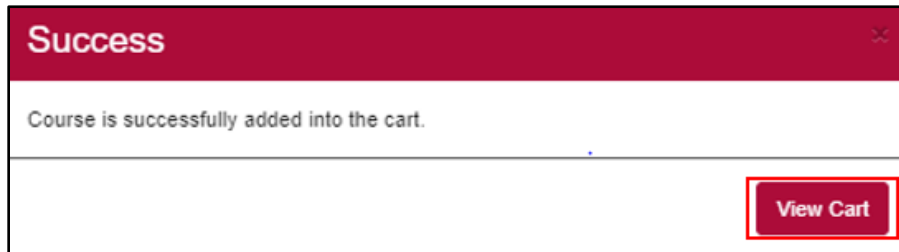
Step 5: To proceed with the registration, select **“Agree”** and click **“Add to Cart”**.



Picture Reference: Schedule Selection Page

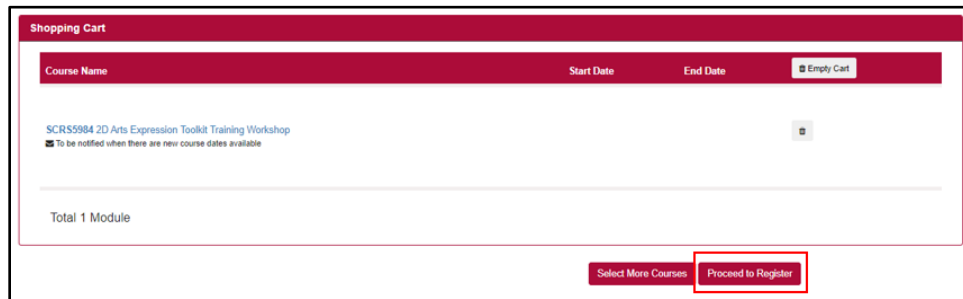
Step 6: A pop-up message will appear, indicating the course selection is successful.

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



Picture Reference: Success Pop-up message

Step 8: From **“Shopping Cart”** page, click **“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' registration form. It includes fields for 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, and Contact Person Email. There are also dropdown menus for Operation Contact Person (Tester) and Billing Contact Person*. A toggle switch for SME* is set to 'No'. An Industry Sector* dropdown is present. A Sub Business Unit field is also visible. The Company Address section includes Address Line1 (Tiong Bahru), Address Line2, and Address Line3. A blue box contains the text: 'Billing Person is for finance matters. This person could be a payee addressed in invoices and other financial document.'

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 of the registration form. It includes a table with the following data:

Code / Title	No of Seat	Course Run Date
2D Arts Expression Toolkit Training Workshop	1	01-May-2021

Below the table, there are three red buttons: 'Change Course', 'Change No of Seats', and 'Change Course Run Date'.

Picture Reference: Company Registration Page

Multiple Registration

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

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

- **Personal Particulars**

The screenshot shows the 'Personal Particulars' registration form. It includes fields for Salutation*, Family Name, Given Name, Full Name*, Gender* (Male/Female), Date of Birth* (DD-MM-YYYY), Race*, Nationality*, Citizenship*, ID Type* (with example S1234567A), Work Permit #, and Preferred Language*. Below this is a 'Contact Details' section with fields for Tel (Mobile)*, Email Address*, Tel (Home), and Tel (Office). At the bottom, there is an 'Address' section.

Picture Reference: Company Registration Page

- **Academic Qualifications**

The screenshot shows the 'Academic Qualifications' registration form. It includes fields for Highest Qualification Level*, Highest Language Proficiency*, Highest Qualification Name*, and Institution.

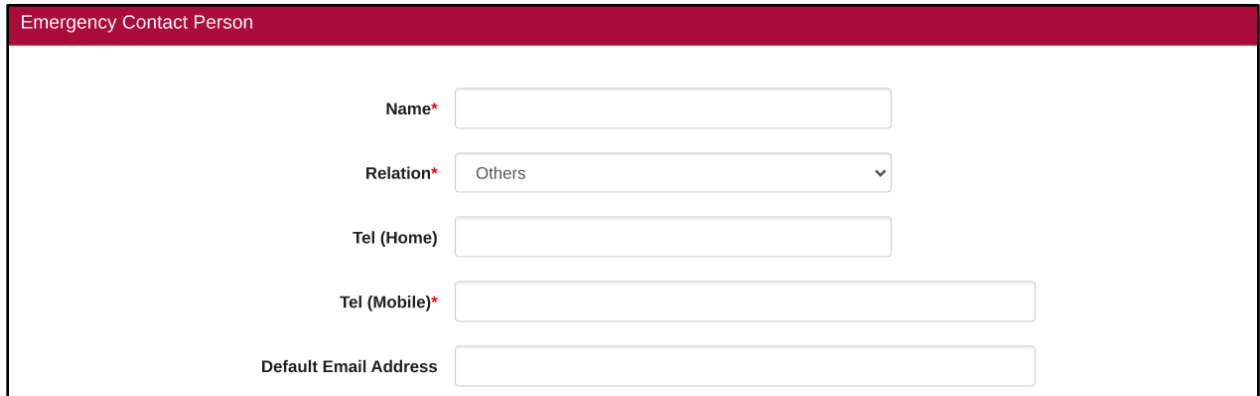
Picture Reference: Company Registration Page

- **Current Employment Details**

The screenshot shows the 'Current Employment Details' registration form. It includes fields for Salary Range*, Employment Status* (pre-filled with 'Employed'), Company Name, Company Registration Type, Company Registration No, Industry Sector, Occupation, Designation*, and Department.

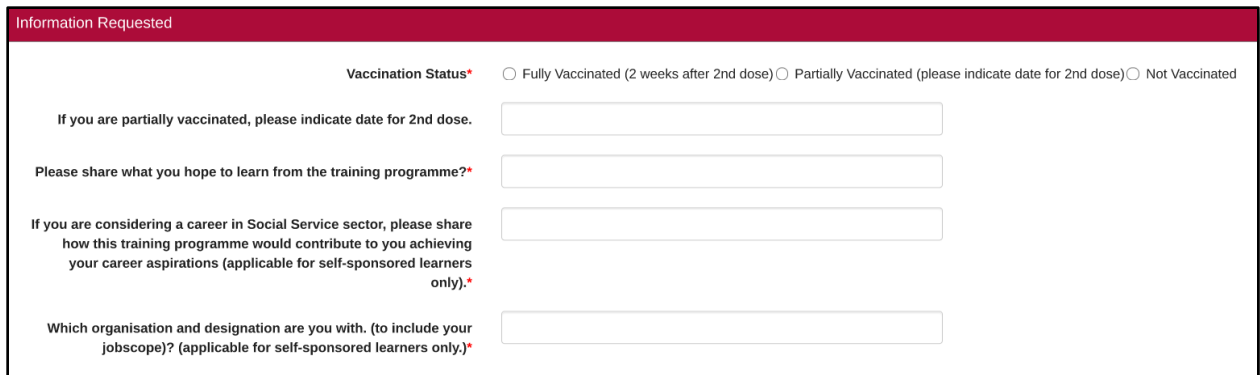
Picture Reference: Company Registration Page

- **Emergency Contact Person**



Picture Reference: Company Registration Page

- **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.

S/N	Name	ID No	Contact No	Email	Upload Document	Action
1	Jane	987645333	9876543	testing@mailinator.com	<input type="button" value="Upload Document"/>	<input type="button" value="✓"/> <input type="button" value="✗"/>

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 authorised 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).

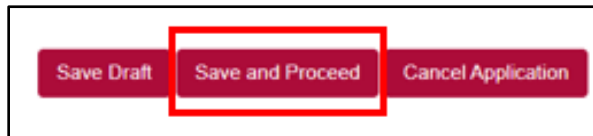
Yes No

Upload Application Remarks:

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

[Text hyperlink](#)

Picture Reference: Company Registration Page



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.

The screenshot shows a 'Summary' page with a progress bar at the top indicating 'STEP 4 - SUMMARY'. The main content is divided into sections:

- Registration Summary:** A notice to review the application and agree to terms.
- Course Details:**
 - Course Title: 2D Arts Expression Toolkit Training Workshop
 - Course Start/End Date: 09-Jul-2021 To 28-Oct-2021
- Registration Details:**
 - ID No: 967645333
 - Name: Jane
 - Email: testing@mailinator.com
- Start Courses:**
 - a. GST is chargeable on the subsidised fee.
 - b. Course fees are subject to review and change.
- DECLARATION:**
 - 1. We understand the [] [] we 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.

At the bottom, there are three buttons: 'Submit', 'Edit Application', and 'I don't want this course anymore'.

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**”.

The screenshot shows a 'Registration Details' page with the following sections:

- Registration Details:**
 - ID No: 56763432
 - 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.

At the bottom, there are three buttons: 'Submit', 'Edit Application', and 'I don't want this course anymore'.

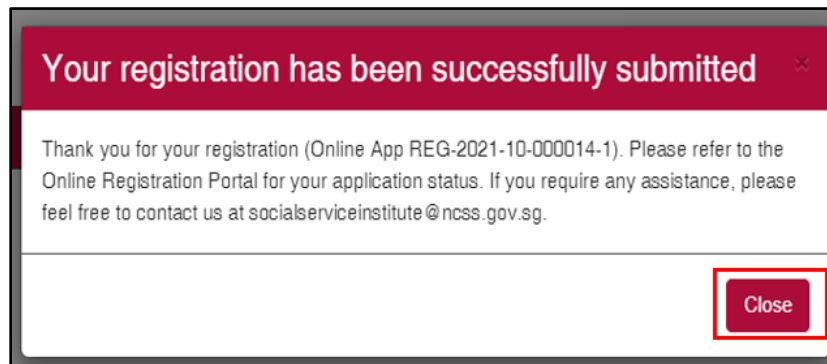
Picture Reference: Registration Summary Page

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”**.

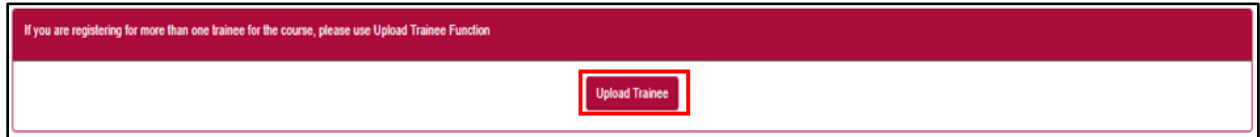


Picture Reference: Successful Pop-up Message

Upload Trainee Details via CSV (Bulk Upload)

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”**.



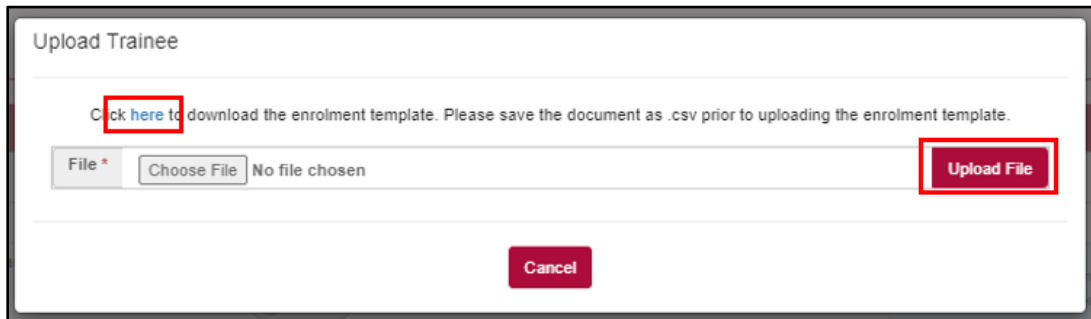
Picture Reference: Company Registration Page

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.

Note: Ensure that the emergency contact person / information requested is filled

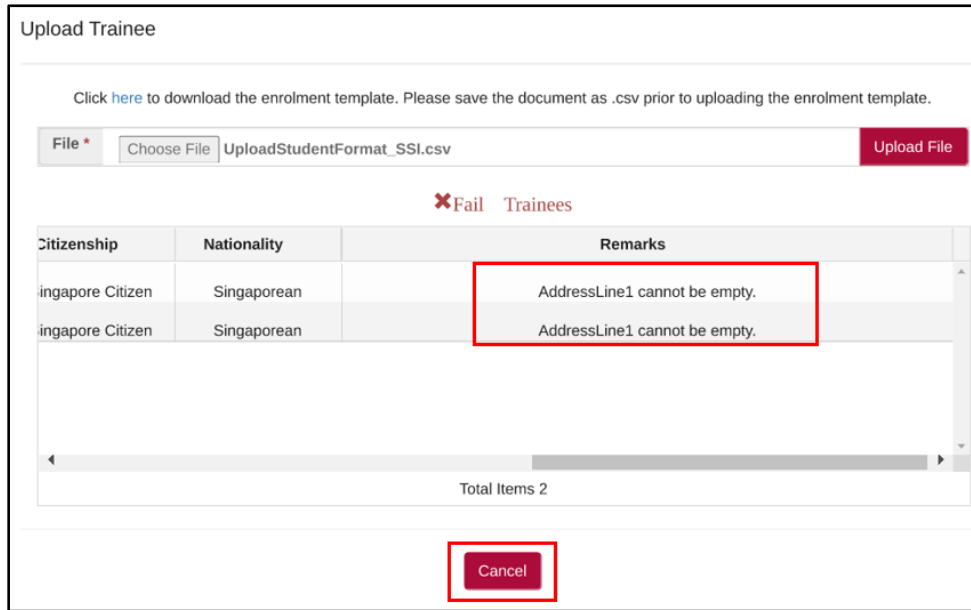
Step 4: Click **“Choose File”** and **“Upload File”** to upload the same file from Step 3.



Picture Reference: Pop-up Message

Step 5: If your bulk registration failed, click “**Cancel**”.

*Note: Error will be indicated under the last column, “**Remarks**”.*

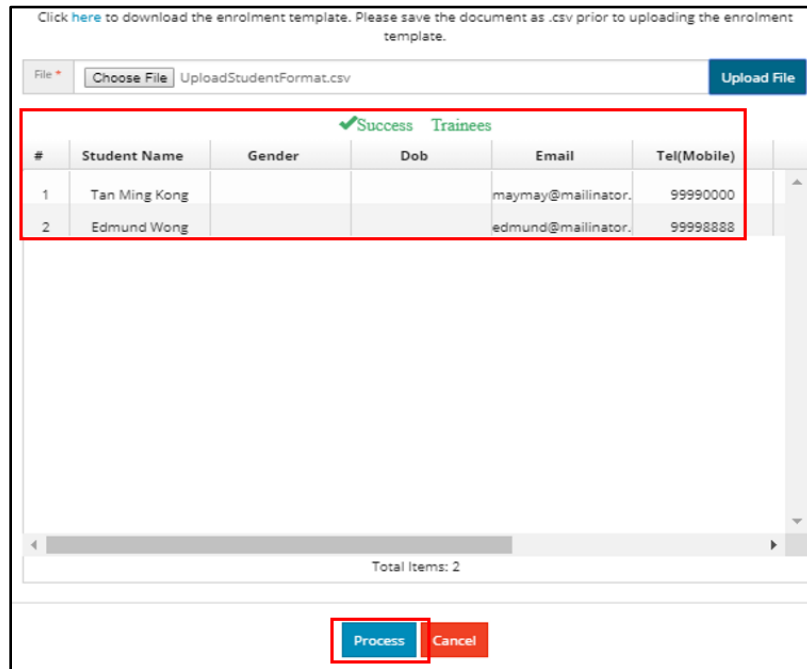


Picture Reference: Pop-up Message

Step 6: Reopen the CSV file that you have saved from step 3 to edit and make changes.

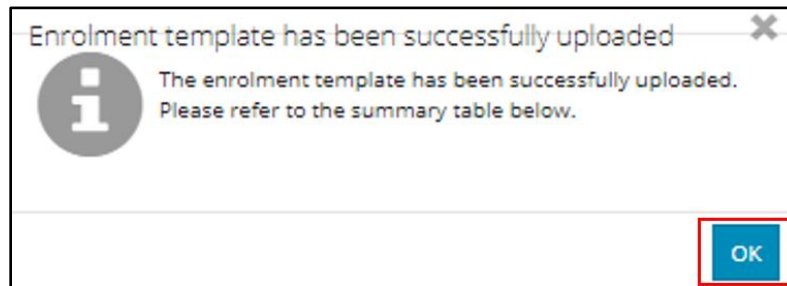
Step 7: Reupload the updated CSV file (*follow step 4*).

Step 8: Once trainees details are valid and successfully uploaded, click “**Process**”.



Picture Reference: Pop-up Message

Step 9: A pop-up message will be displayed, click “**OK**”.



Picture Reference: Pop-up Message

Step 10: Trainee details will be displayed in the table below. For all applications, please ensure that the emergency contact information and other requested information has been updated before submitting the application. To do so, click on the pen icon to edit the application

S/N	Name	ID No	Contact No	Email	Upload Document	Action
1	Jackson				Upload Document	 

Picture Reference: Details Table

- **Emergency Contact Person**

Emergency Contact Person

Name*

Relation*

Tel (Home)

Tel (Mobile)*

Default Email Address

Picture Reference: Company Registration Page

- **Information Requested** (*will only appear if there are additional information requested by SSI*)

Information Requested

Vaccination Status* Fully Vaccinated (2 weeks after 2nd dose) Partially Vaccinated (please indicate date for 2nd dose) Not Vaccinated

If you are partially vaccinated, please indicate date for 2nd dose.

Please share what you hope to learn from the training programme?*

If you are considering a career in Social Service sector, please share how this training programme would contribute to you achieving your career aspirations (applicable for self-sponsored learners only).*

Which organisation and designation are you with. (to include your jobscope)? (applicable for self-sponsored learners only).*

Picture Reference: Company Registration Page

Step 11: Once done, click “**Save and Proceed**”.

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.
3. Client should provide the individual trainee's contact details (mobile, email, residential address etc.).
4. Failure to submit complete information or the required supporting documents by the specified date will automatically disqualify consideration for the course.

Picture Reference: Details Table

Step 12: You will be redirected to the summary page. Check the checkbox to acknowledge the **T&C** and **SSG Declaration**.

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

ACT0302: Air pollution
This subject covers the various gaseous and particulate pollutants and air pollution treatment methods. It discusses how air pollution arises and its impact on the environment. The characteristics of air pollutants which affect human health and the various treatment technologies are also covered.

Course Title	Course Start-End Date
ACT0302: Air pollution	28-Jun-2021 To 29-Oct-2021

Registration Details

ID No
Name Jackson
Email jackson@mailinator.com

Course Fees

Fee Item	Fee before GST (\$)	Grant (\$)	GST (\$)	Fee after GST (\$)	Subsidy (\$)	Net Payable after GST (\$)
ACT0302: Air pollution	\$1,026.00	\$0.00	\$71.82	\$1,097.82	\$0.00	\$1,097.82
GPA - Group Personal Accident	\$2.50	\$0.00	\$0.18	\$2.68	\$0.00	\$2.68
Net Payable after GST (\$)						\$1,100.50

Picture Reference: Registration Summary

Step 13: Click **“Submit”** to complete the registration.

DECLARATION

1. We understand that the information provided will be used as a basis of consideration for our application.
2. The trainee(s) will be liable for removal from the course without refund of fees and other disciplinary actions if he/she is admitted on the basis of any false or inaccurate information.
3. The company and individual applicant(s) have read and understood the privacy statement at <https://www.tp.edu.sg/privacy-statement.html>. The company and individual applicant(s) consent to the Polytechnic's use of our data for facilitating administrative matters and for sharing with other Government agencies or non-Government agencies which have been authorised to carry out specific Government services.
4. The company and individual applicant agree to abide by the decision of Temasek Polytechnic concerning this application and accept that the Polytechnic reserves the right to withdraw any course/subject if there are insufficient applicants and amend any other information without prior notice.
We agree to all the terms and conditions and declare that all the information given in this application is true and accurate to our best knowledge. We have not deliberately omitted any relevant facts.

Submit **Edit Application** **I don't want this course anymore**

Picture Reference: Declaration

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

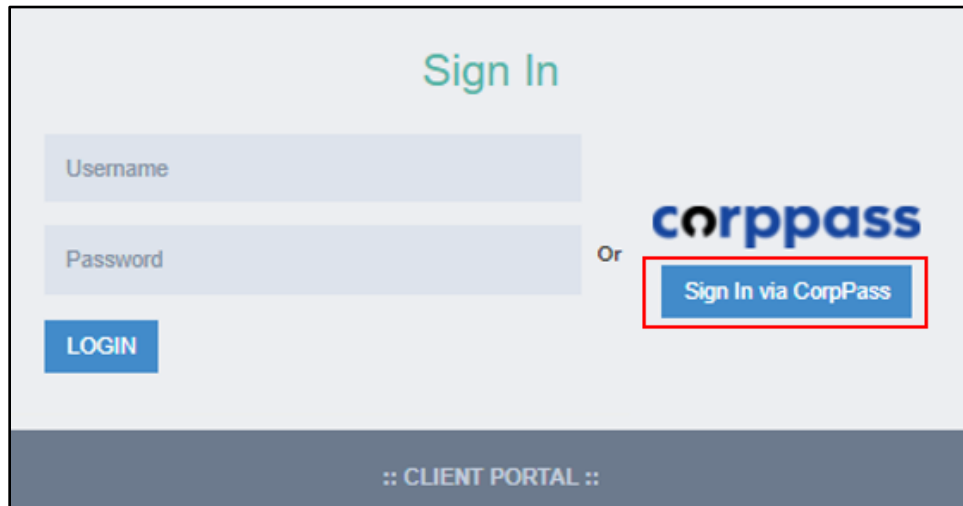
1. **Via Corppass** (preferred method)
2. **Via Credentials**

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”**.



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

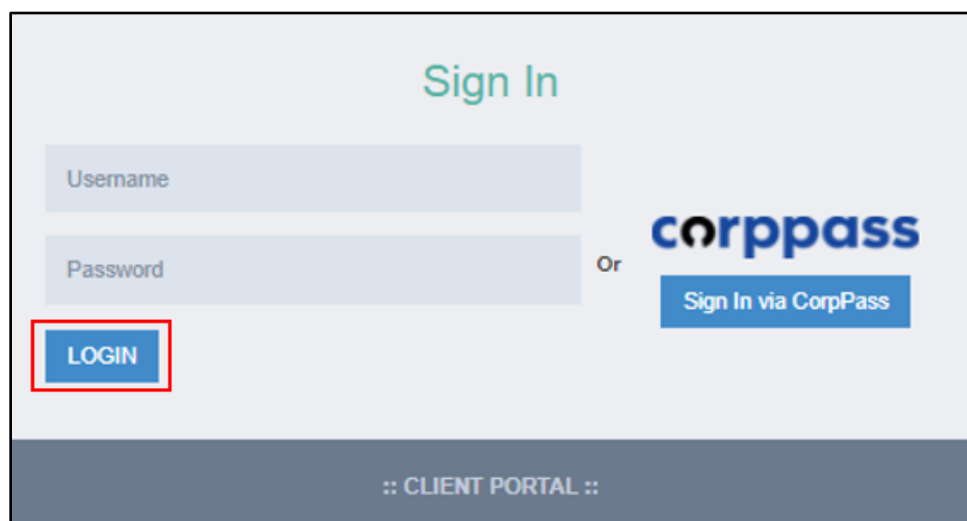
You are encouraged to link your Credentials to your Corppass account so that you can login easily via Corppass moving forward without having to use your Username and Password.

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](#).

The image shows a screenshot of a web page titled "Sign In". At the top center, the text "Sign In" is displayed in a teal color. Below this, there are two light blue input fields: the first is labeled "Username" and the second is labeled "Password". To the right of the "Password" field, the word "Or" is written in a small, grey font. Further to the right is the "corppass" logo in blue, with the word "corppass" in a bold, lowercase font. Below the logo is a blue button with the text "Sign In via CorpPass" in white. At the bottom left of the form area, there is a blue button with the text "LOGIN" in white, which is highlighted with a red rectangular border. At the bottom center of the page, there is a dark grey footer bar containing the text ":: CLIENT PORTAL ::" in white.

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.

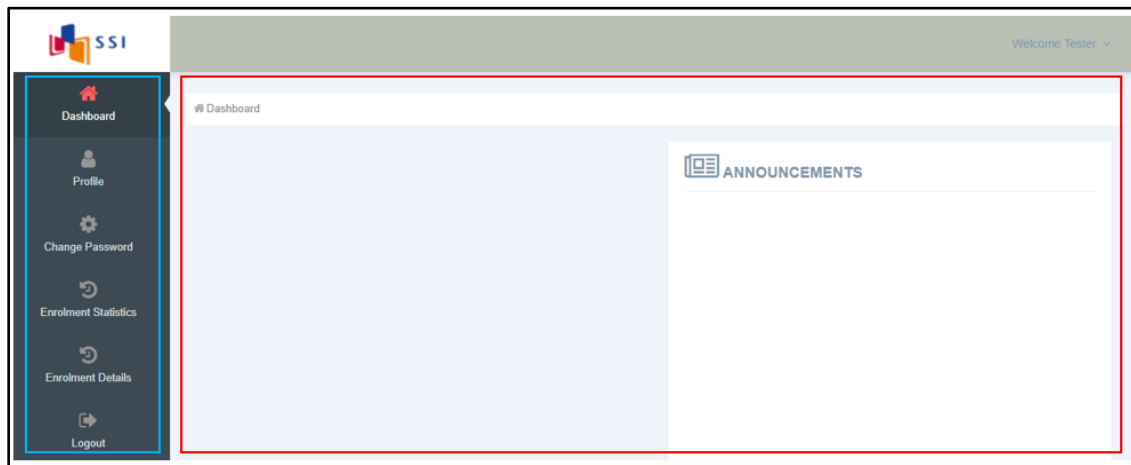
Navigating the SSI Client Portal

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:

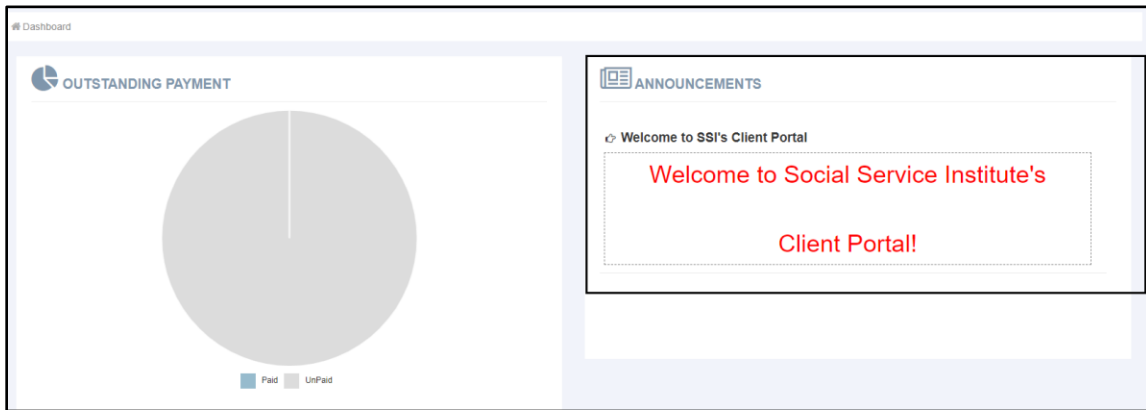
- **[Main Section](#) (in red)** – This displays any announcements which have been published to you.
- **[Navigation Menu](#) (in blue)** – This displays the various pages in SSI Client Portal and allows you to navigate between them.



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

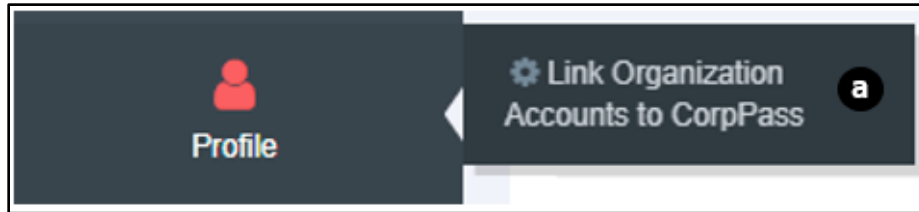
There are various sections menu and sub-menus for you to choose from via the **Navigation Menu**. Under the Navigation Menu, there are several icons used:

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

My Profile

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

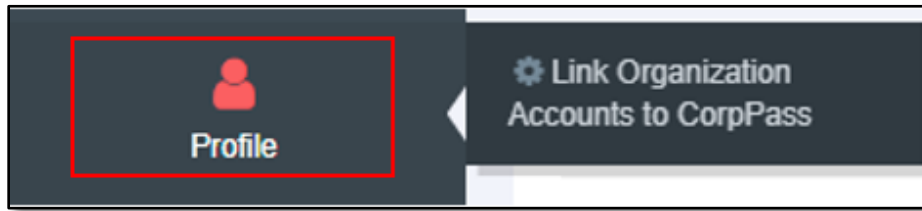
- a. **Link Organization Accounts to Corppass.** To link your login credential to your Corppass.



Picture Reference: Navigation Menu

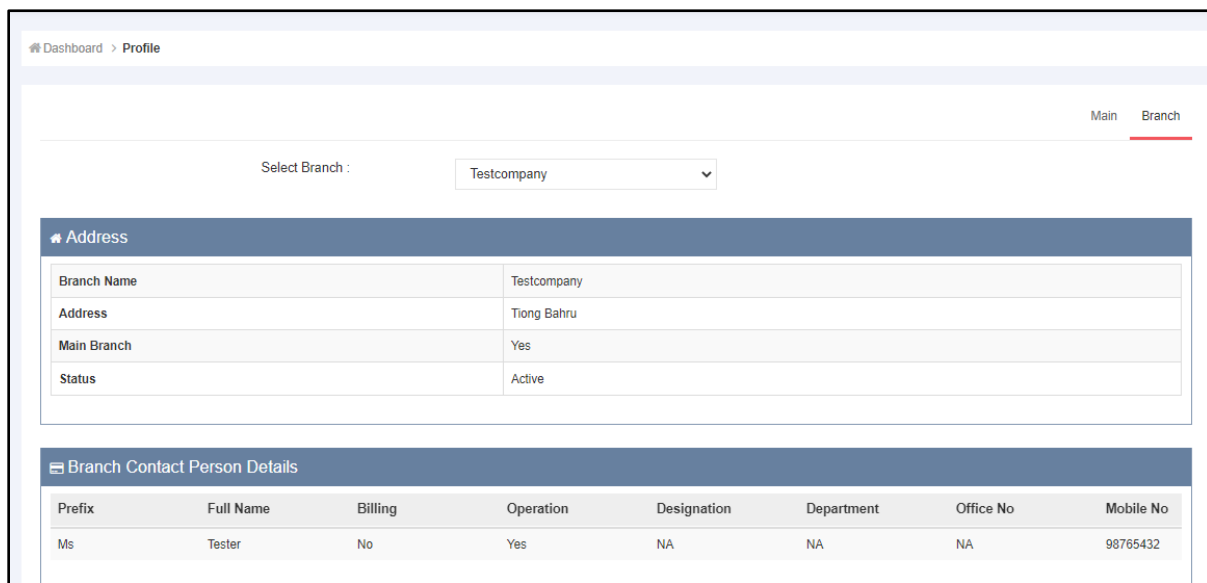
Profile

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



Picture Reference: Navigation Menu

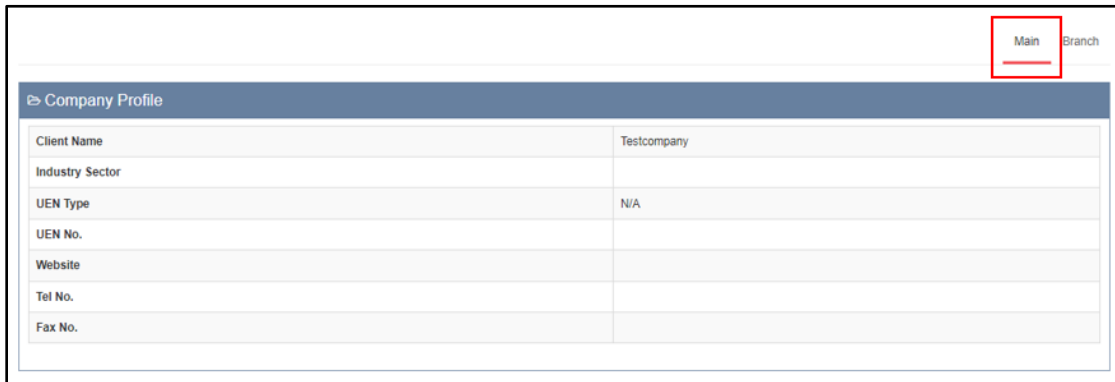
Step 2: A summary page of your details will be displayed on the “**Main Section**”.



Picture Reference: Profile

Main Organisation Profile

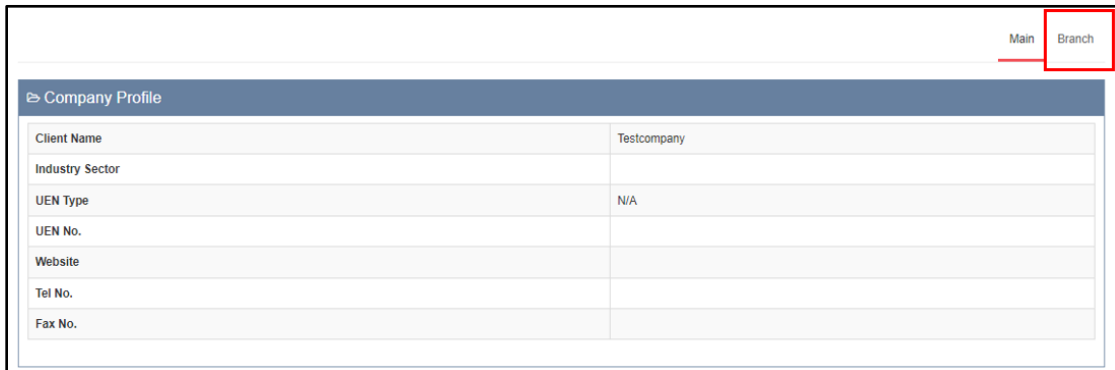
Step 1: To view your organisation’s details, click “**Main**” on the **Profile** page tab.



Picture Reference: Main Organisation Profile

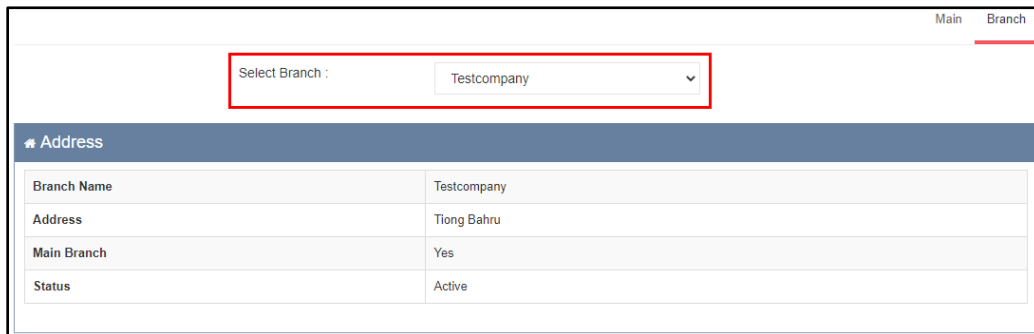
Branch Profile

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



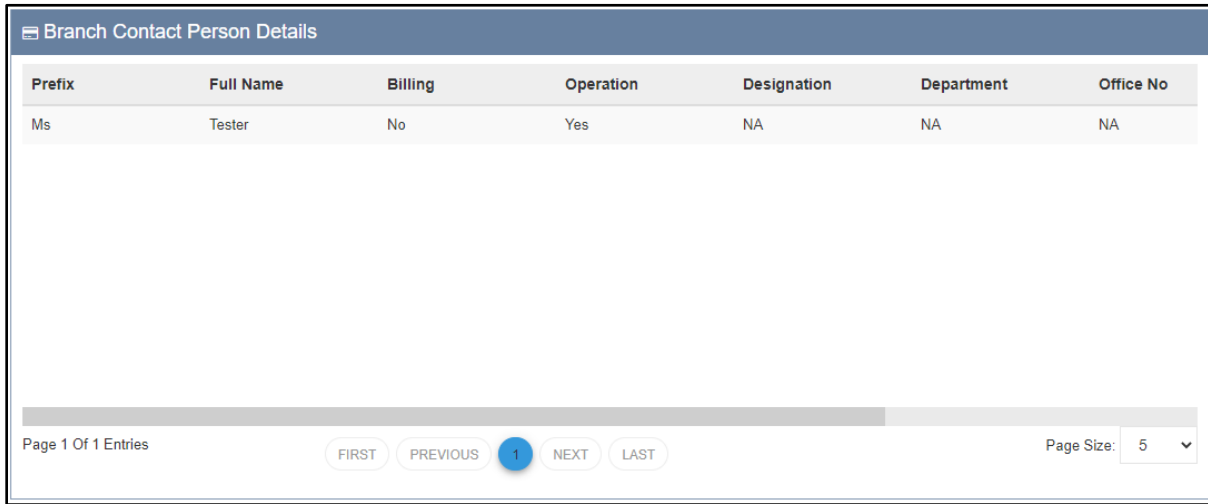
Picture Reference: Branch Profile

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



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.



The screenshot displays a table titled "Branch Contact Person Details". The table has seven columns: Prefix, Full Name, Billing, Operation, Designation, Department, and Office No. A single row of data is visible, representing a contact person named Ms. Tester. The table is part of a web interface with a pagination bar at the bottom showing "Page 1 Of 1 Entries", navigation buttons (FIRST, PREVIOUS, 1, NEXT, LAST), and a "Page Size: 5" dropdown menu.

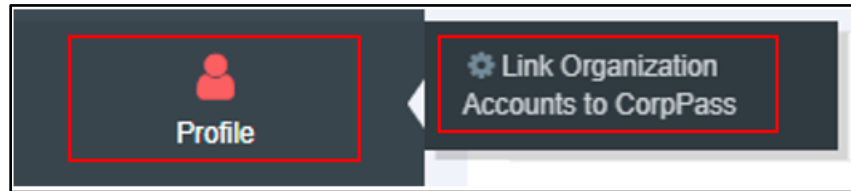
Prefix	Full Name	Billing	Operation	Designation	Department	Office No
Ms	Tester	No	Yes	NA	NA	NA

Picture Reference: Profile

Link Organization Accounts to Corppass

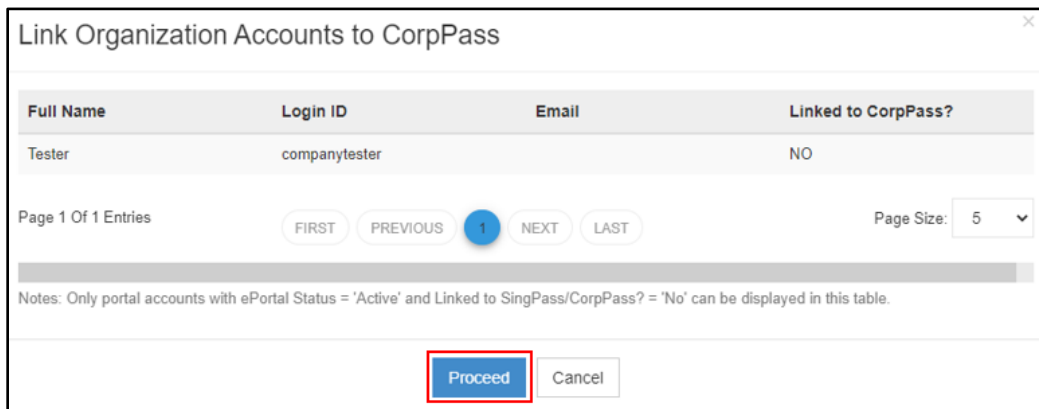
You are strongly encouraged to link your Login Credentials to your Corppass account. Upon successful linking, you will no longer need to login using your username and password.

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



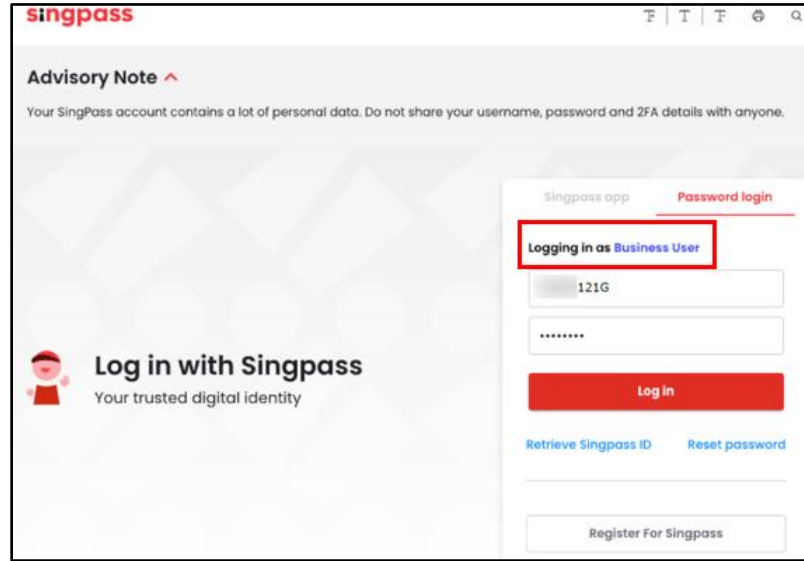
Picture Reference: Navigation Menu

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



Picture Reference: Pop-Up Page

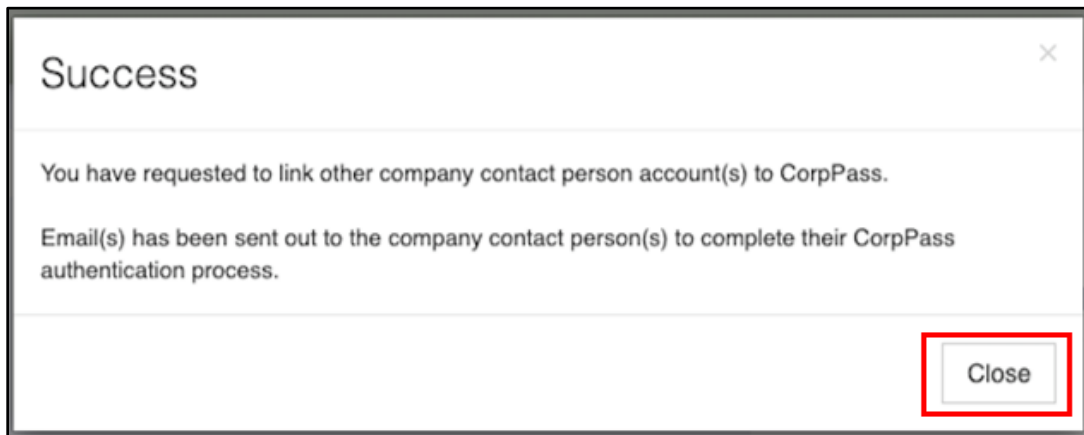
*Note: In Singpass redirect, the header should read “**Logging in as a Business User**”.*



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**”.

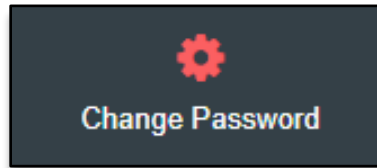


Picture Reference: Successful Pop-up Message

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.

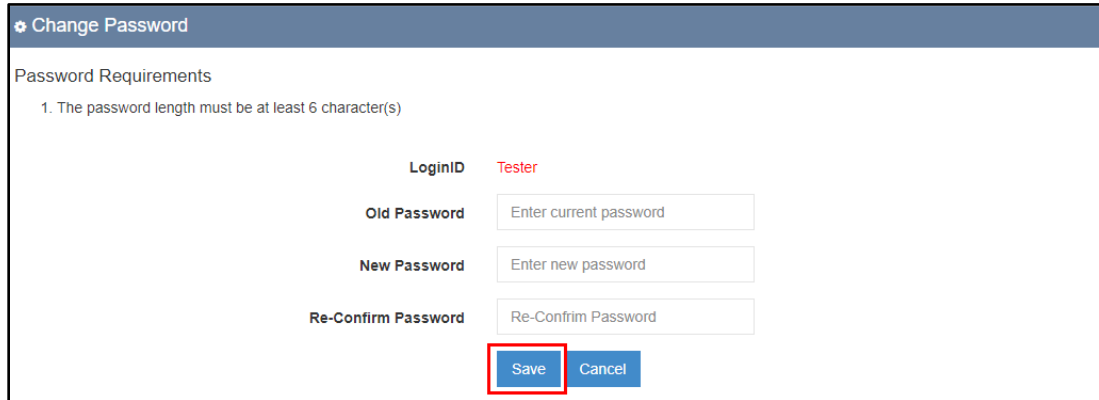
Step 3: Fill in the following fields,

- Old Password
- New Password
- Re-Confirm Password

A screenshot of the "Change Password" web page. The page has a blue header with a gear icon and the text "Change Password". Below the header, there is a section titled "Password Requirements" with a list item: "1. The password length must be at least 6 character(s)". The main content area shows the "LoginID" as "Tester" in red. Below this, there are three input fields: "Old Password" with the placeholder "Enter current password", "New Password" with the placeholder "Enter new password", and "Re-Confirm Password" with the placeholder "Re-Confirm Password". These three fields are enclosed in a red rectangular box. At the bottom of the form, there are two buttons: "Save" and "Cancel".

Picture Reference: Change Password Page

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

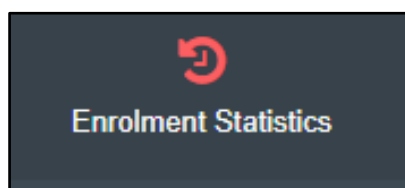


The screenshot shows a web interface titled "Change Password". Under the heading "Password Requirements", there is a list item: "1. The password length must be at least 6 character(s)". Below this, the "LoginID" is displayed as "Tester". There are three input fields: "Old Password" with the placeholder "Enter current password", "New Password" with the placeholder "Enter new password", and "Re-Confirm Password" with the placeholder "Re-Confirm Password". At the bottom, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red rectangular border.

Picture Reference: Change Password Page

Enrolment Statistics

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



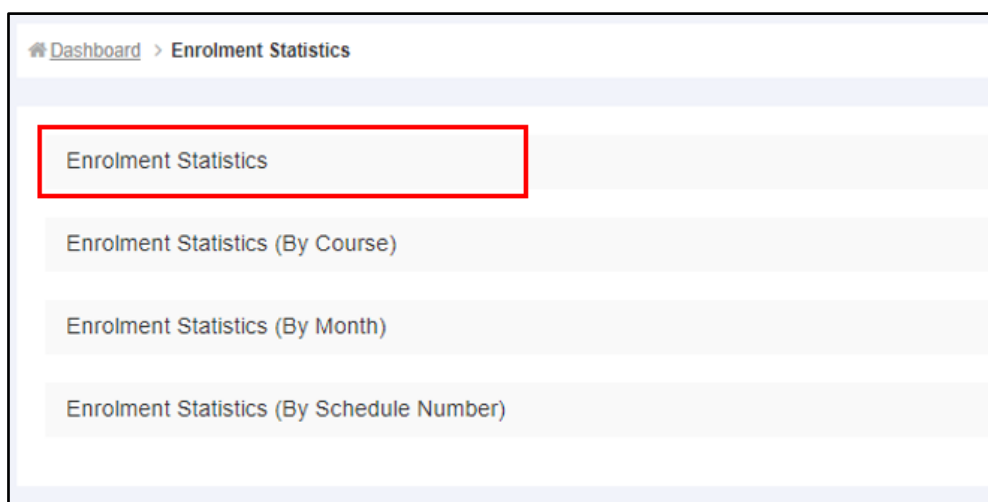
Picture Reference: Navigation Menu

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”.

The screenshot displays the 'Enrolment Statistics' page. At the top, there is a header 'Enrolment Statistics' and a sub-header 'Enrolment Statistics'. Below this is a table with the following data:

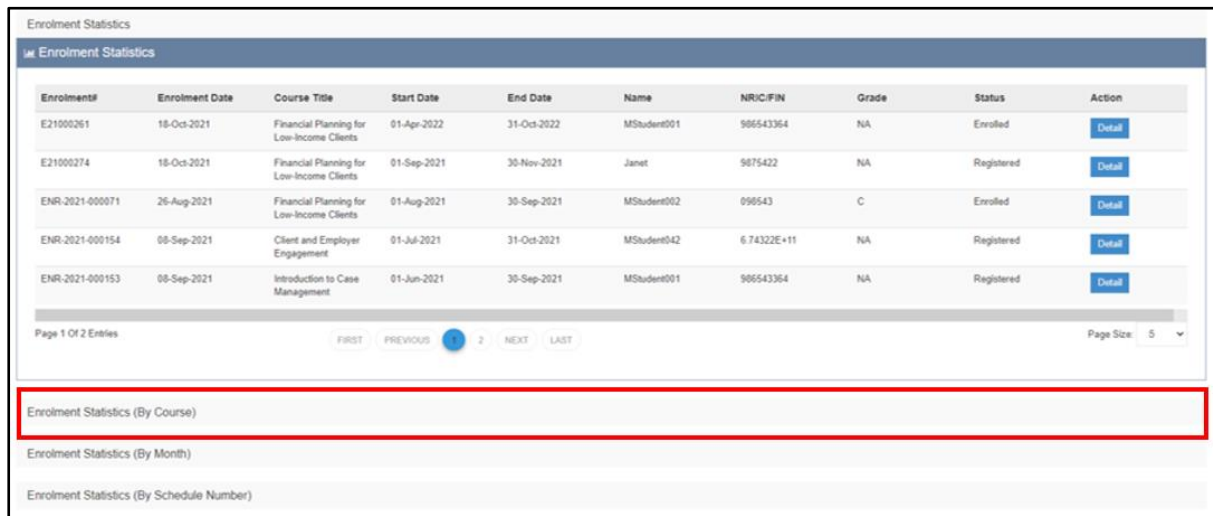
Enrolment#	Enrolment Date	Course Title	Start Date	End Date	Name	NRIC/IFIN	Grade	Status	Action
E21000261	18-Oct-2021	Financial Planning for Low-Income Clients	01-Apr-2022	31-Oct-2022	MStudent001	986543364	NA	Enrolled	Detail
E21000274	18-Oct-2021	Financial Planning for Low-Income Clients	01-Sep-2021	30-Nov-2021	Janet	9875422	NA	Registered	Detail
ENR-2021-000071	26-Aug-2021	Financial Planning for Low-Income Clients	01-Aug-2021	30-Sep-2021	MStudent002	098543	C	Enrolled	Detail
ENR-2021-000154	09-Sep-2021	Client and Employer Engagement	01-Jul-2021	31-Oct-2021	MStudent042	6 74322E+11	NA	Registered	Detail
ENR-2021-000153	09-Sep-2021	Introduction to Case Management	01-Jun-2021	30-Sep-2021	MStudent001	986543364	NA	Registered	Detail

Below the table, there is a pagination control showing 'Page 1 Of 2 Entries' and buttons for 'FIRST', 'PREVIOUS', '1', '2', 'NEXT', and 'LAST'. The 'Page Size' is set to '5'. Below the table, there are three sections: 'Enrolment Statistics (By Course)', 'Enrolment Statistics (By Month)', and 'Enrolment Statistics (By Schedule Number)'. The table and its immediate controls are highlighted with a red border.

Picture Reference: Enrolment Statistics Page

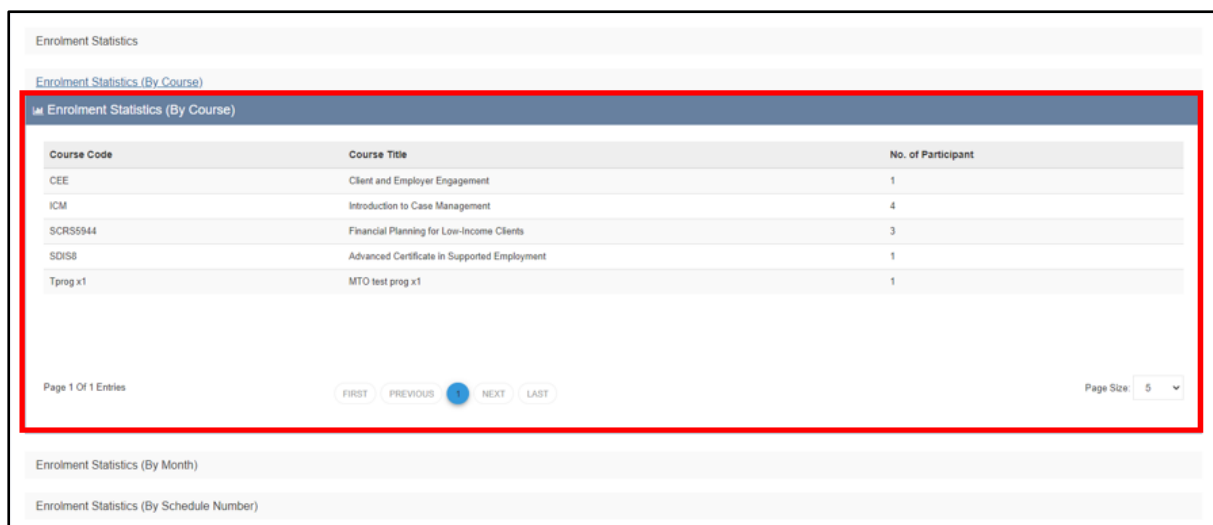
Enrolment Statistics (By Course)

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



Picture Reference: Enrolment Statistics Page

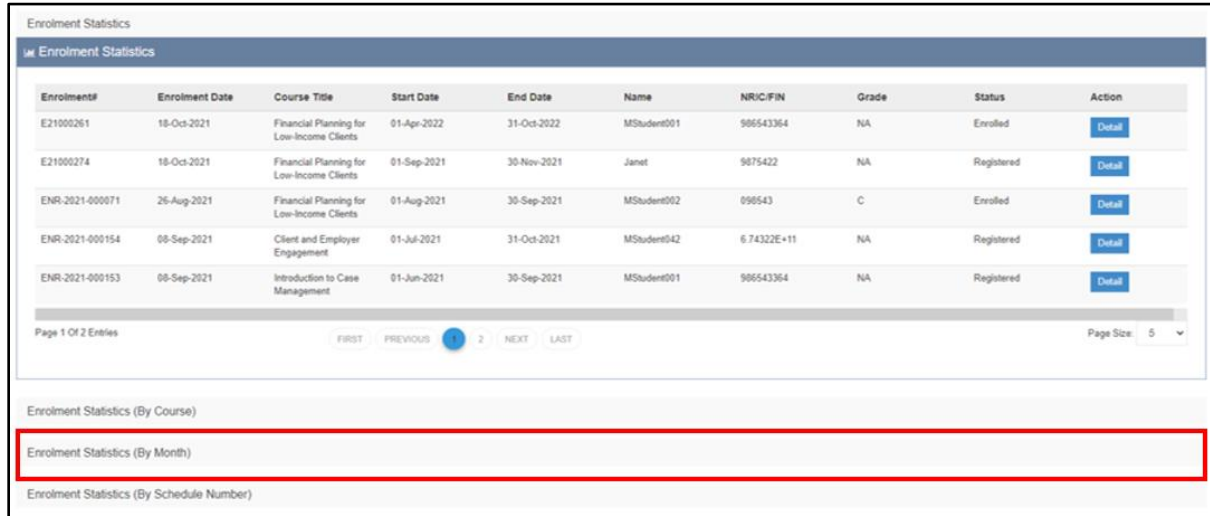
Step 2: The enrolment statistics (by Course) details will be reflected on the “**Main Section**”.



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.

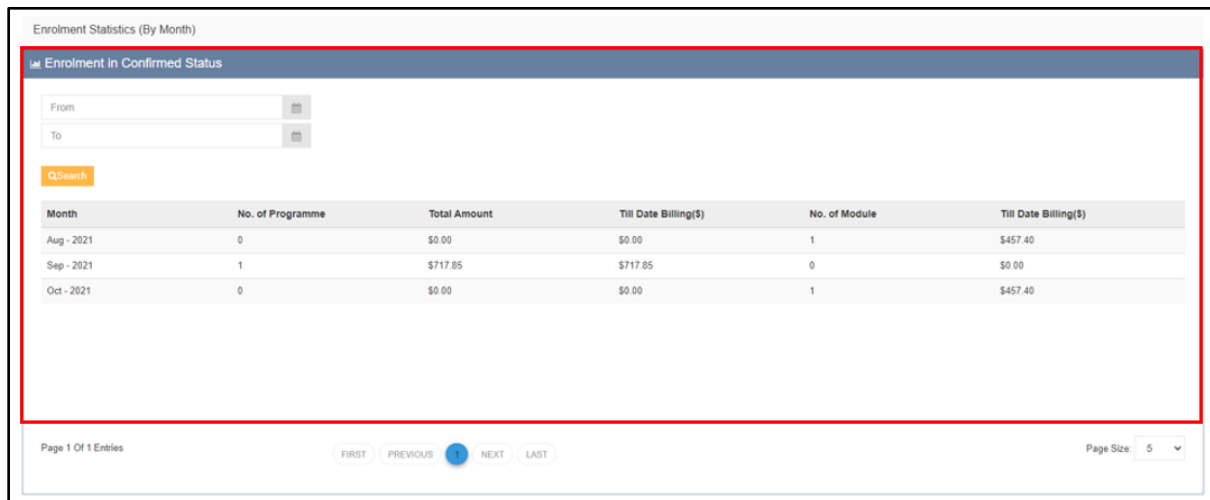


The screenshot shows the 'Enrolment Statistics' page. At the top, there is a navigation bar with 'Enrolment Statistics' selected. Below this is a table with the following columns: Enrolment#, Enrolment Date, Course Title, Start Date, End Date, Name, NRIC/FIN, Grade, Status, and Action. The table contains five rows of data. Below the table, there is a pagination control showing 'Page 1 Of 2 Entries' and buttons for 'FIRST', 'PREVIOUS', '1', '2', 'NEXT', and 'LAST'. The '1' button is highlighted. To the right, there is a 'Page Size' dropdown set to '5'. Below the table, there are three menu items: '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	Detail
E21000274	18-Oct-2021	Financial Planning for Low-Income Clients	01-Sep-2021	30-Nov-2021	Janet	9075422	NA	Registered	Detail
ENR-2021-000071	26-Aug-2021	Financial Planning for Low-Income Clients	01-Aug-2021	30-Sep-2021	MStudent002	099543	C	Enrolled	Detail
ENR-2021-000154	08-Sep-2021	Client and Employer Engagement	01-Jul-2021	31-Oct-2021	MStudent042	6.74322E+11	NA	Registered	Detail
ENR-2021-000153	08-Sep-2021	Introduction to Case Management	01-Jun-2021	30-Sep-2021	MStudent001	906543364	NA	Registered	Detail

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. At the top, there is a navigation bar with 'Enrolment in Confirmed Status' selected. Below this is a search section with 'From' and 'To' date pickers and a 'Search' button. Below the search section is a table with the following columns: Month, No. of Programme, Total Amount, Till Date Billing(\$), No. of Module, and Till Date Billing(\$). The table contains three rows of data. Below the table, there is a pagination control showing 'Page 1 Of 1 Entries' and buttons for 'FIRST', 'PREVIOUS', '1', 'NEXT', and 'LAST'. The '1' button is highlighted. To the right, there is a 'Page Size' dropdown 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. At the top, there is a header 'Enrolment Statistics (By Month)' and a sub-header 'Enrolment in Confirmed Status'. Below the sub-header, there are two date input fields labeled 'From' and 'To', each with a calendar icon to its right. These two fields are enclosed in a red rectangular box. Below the date fields is an orange button with a magnifying glass icon and the text 'Search', which is also enclosed in a red rectangular 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 filled out. The 'From' field is empty and the 'To' field is empty. The 'Search' button is highlighted. Below the search filters is a table with the following data:

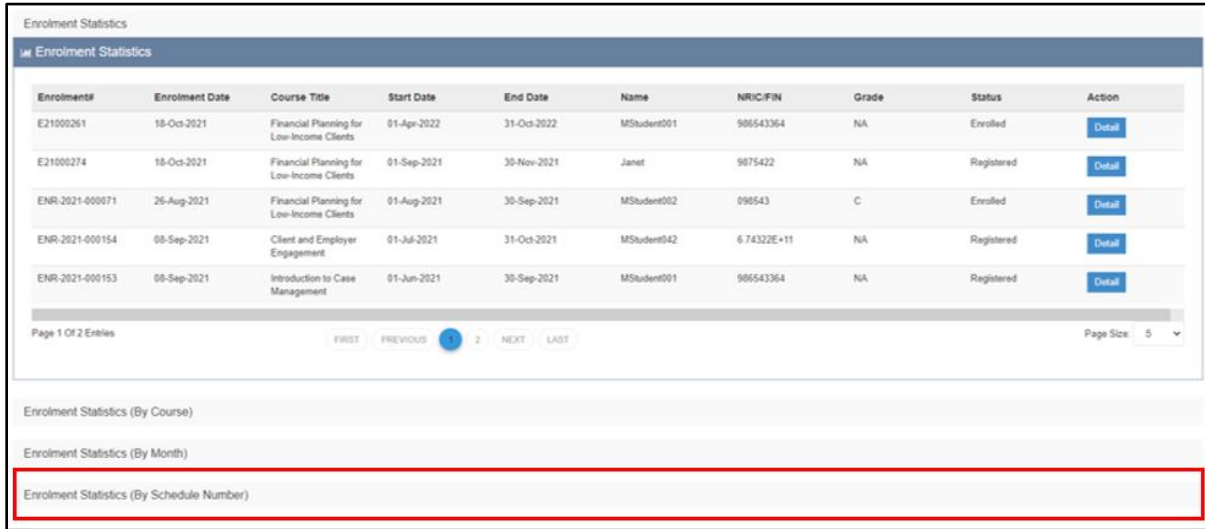
Month	No. of Programme	Total Amount	Till Date Billing(\$)	No. of Module	Till Date Billing(\$)
Aug - 2021	0	\$0.00	\$0.00	1	\$457.40
Sep - 2021	1	\$717.85	\$717.85	0	\$0.00
Oct - 2021	0	\$0.00	\$0.00	1	\$457.40

At the bottom of the page, there is a pagination control showing 'Page 1 Of 1 Entries' and buttons for 'FIRST', 'PREVIOUS', 'NEXT', and 'LAST'. The 'NEXT' button is highlighted. To the right, there is a 'Page Size' dropdown menu set to '5'.

Picture Reference: Enrolment Statistics Page

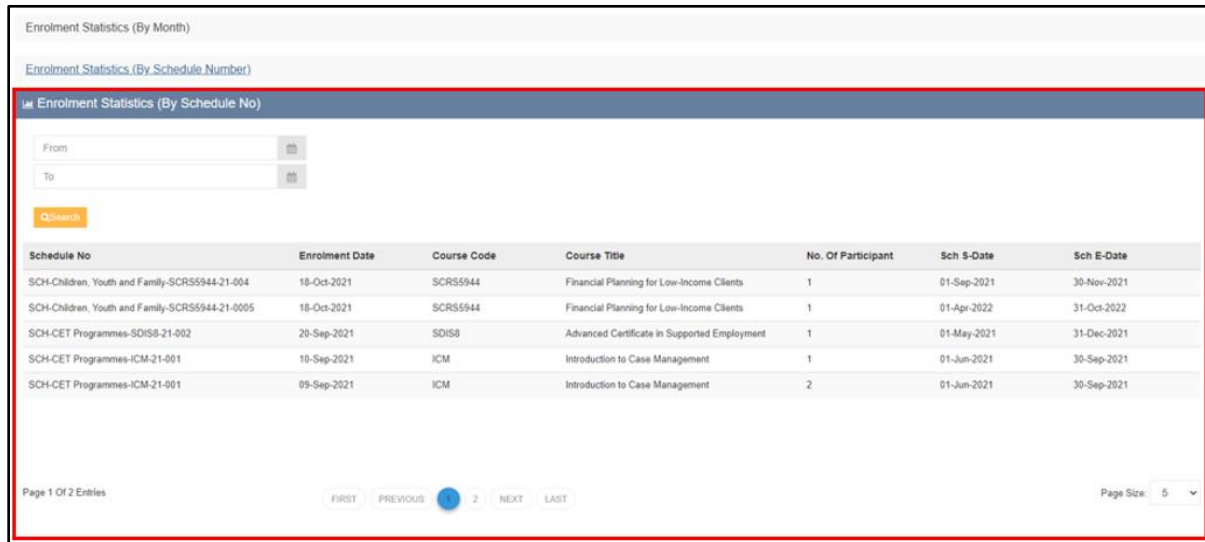
Enrolment Statistics (By Schedule Number)

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



Picture Reference: Enrolment Statistics Page

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



Picture Reference: Enrolment Statistics Page

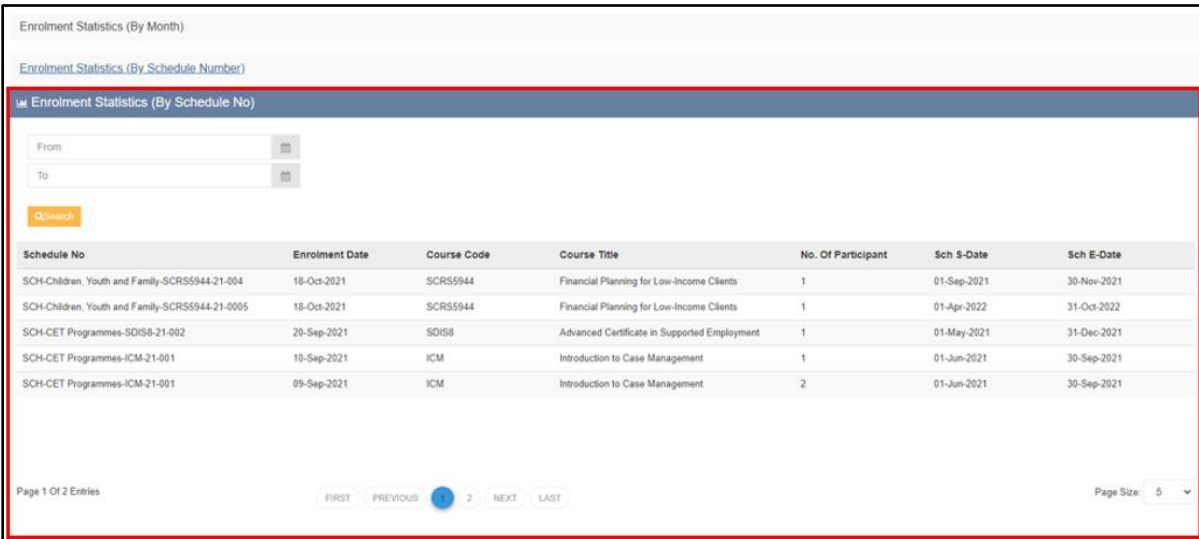
Step 3: To filter by the date range, select the date range under the “**From**” and “**To**” fields and click “**Search**”.



The screenshot shows a web interface titled "Enrolment Statistics (By Schedule No)". It features two date input fields labeled "From" and "To", each with a calendar icon to its right. Below these fields is an orange "Search" button. The entire form area is enclosed in a red rectangular border.

Picture Reference: Enrolment Statistics Page

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



The screenshot displays the "Enrolment Statistics (By Schedule No)" page. At the top, there is a navigation bar with "Enrolment Statistics (By Month)" and a link to "Enrolment Statistics (By Schedule Number)". Below this is the search form from the previous step. The main content is a table with the following data:

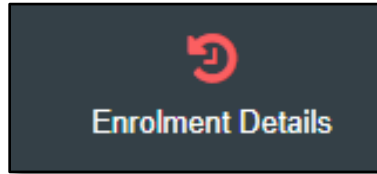
Schedule No	Enrolment Date	Course Code	Course Title	No. Of Participant	Sch S-Date	Sch E-Date
SCH-Children, Youth and Family-SCRS5944-21-004	18-Oct-2021	SCRS5944	Financial Planning for Low-Income Clients	1	01-Sep-2021	30-Nov-2021
SCH-Children, Youth and Family-SCRS5944-21-0005	18-Oct-2021	SCRS5944	Financial Planning for Low-Income Clients	1	01-Apr-2022	31-Oct-2022
SCH-CET Programmes-SDIS0-21-002	20-Sep-2021	SDIS0	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

At the bottom of the table, there is a pagination control showing "Page 1 Of 2 Entries" and buttons for "FIRST", "PREVIOUS", "1", "2", "NEXT", and "LAST". A "Page Size" dropdown is set to "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**”.

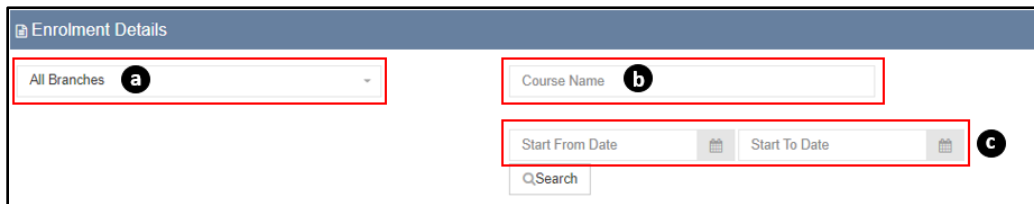


Picture Reference: Navigation Menu

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

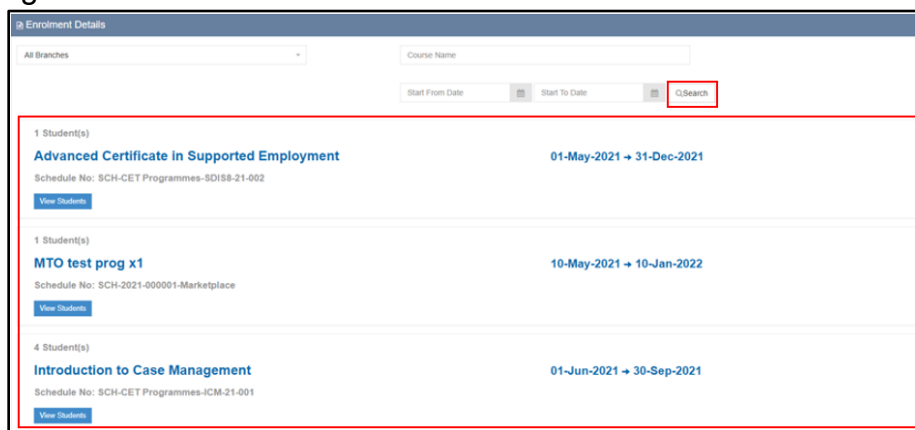
- Branches
- Course’s Name
- Schedule Start/To Date

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**”.



Picture Reference: Enrolment Details Page

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

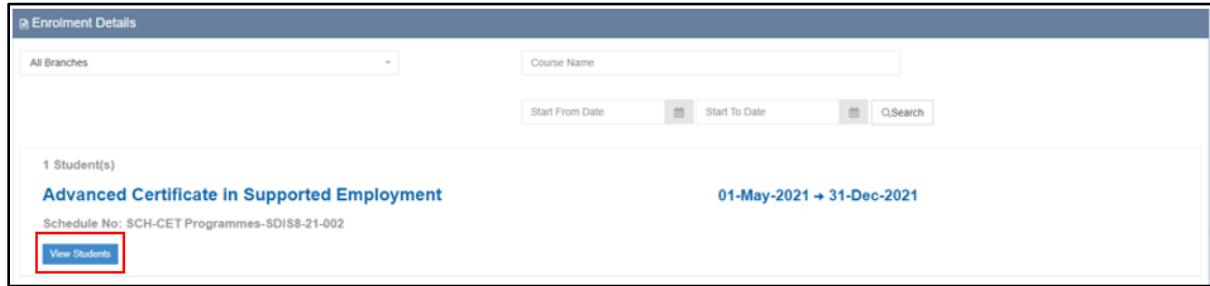


Student(s)	Course Name	Start Date	End Date
1 Student(s)	Advanced Certificate in Supported Employment	01-May-2021	31-Dec-2021
Schedule No: SCH-CET Programmes-SDISS-21-002			
View Students			
1 Student(s)	MTO test prog x1	10-May-2021	10-Jan-2022
Schedule No: SCH-2021-000001-Marketplace			
View Students			
4 Student(s)	Introduction to Case Management	01-Jun-2021	30-Sep-2021
Schedule No: SCH-CET Programmes-ICM-21-001			
View Students			

Picture Reference: Enrolment Details Page

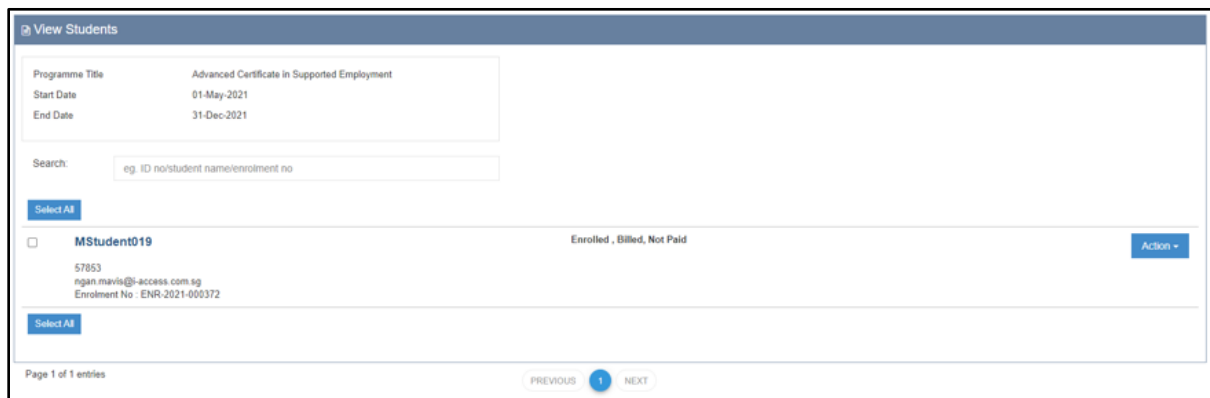
View Student

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.



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.



Picture Reference: View Students Page

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

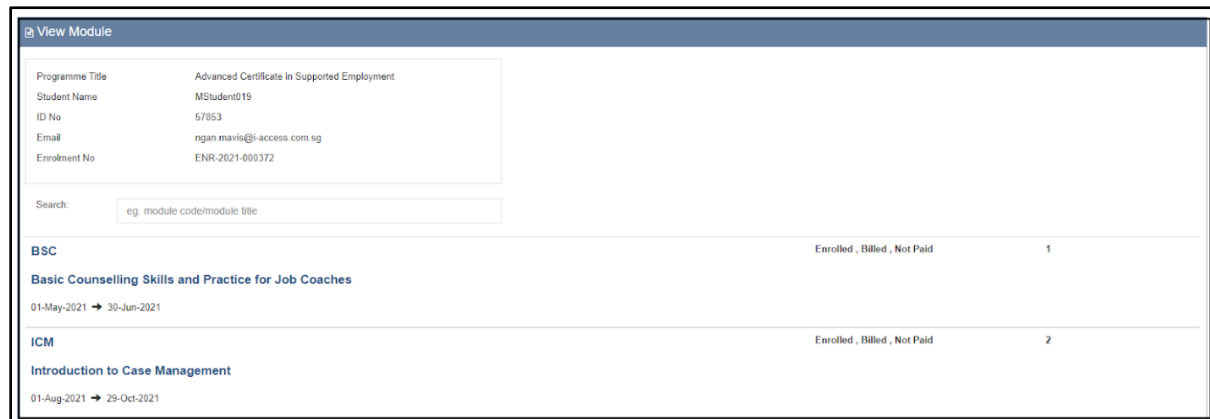
View Module

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



Picture Reference: View Students Page

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

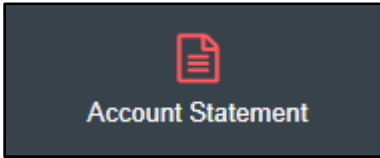


Picture Reference: View Module Page

Account Statement

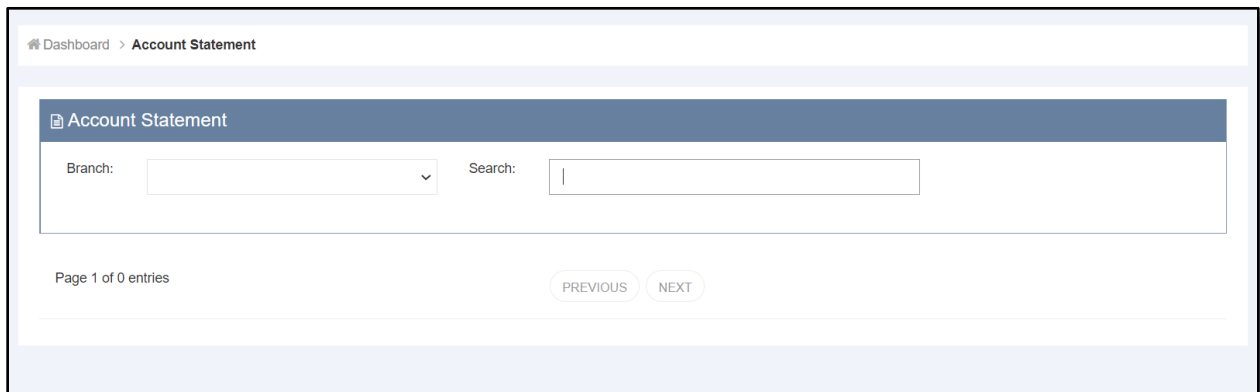
This is only applicable to users with ‘**Billing Contact**’ access.

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



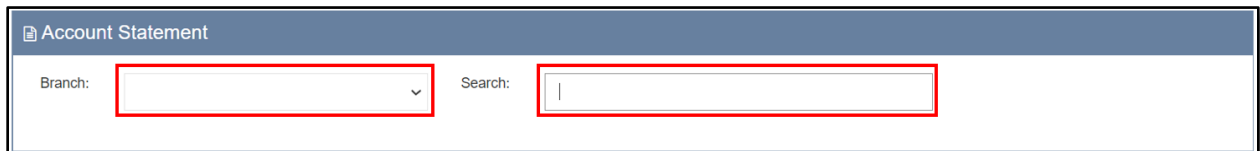
Picture Reference: Navigation Menu

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



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**.



Picture Reference: Account Statement

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

The screenshot shows a web interface for an 'Account Statement'. At the top, there is a blue header with the text 'Account Statement'. Below the header, there is a search section with a 'Branch:' dropdown menu set to 'Bunny House' and an empty 'Search:' text box. The main content area displays a list of items, with the first item highlighted in blue and its 'Billing Reference number' 'TINV-21-000684' enclosed in a red rectangular box. Below the highlighted item, there is a summary of details: 'Date : 16-Nov-2021 - Tax Invoice (Course) - ✓ Approved', 'Credit Amt(\$): 0.00 - Debit Amt(\$): 695.50', and 'Balance (\$): 695.50'.

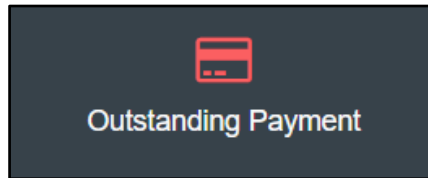
Picture Reference: Account Statement

Outstanding Payment

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

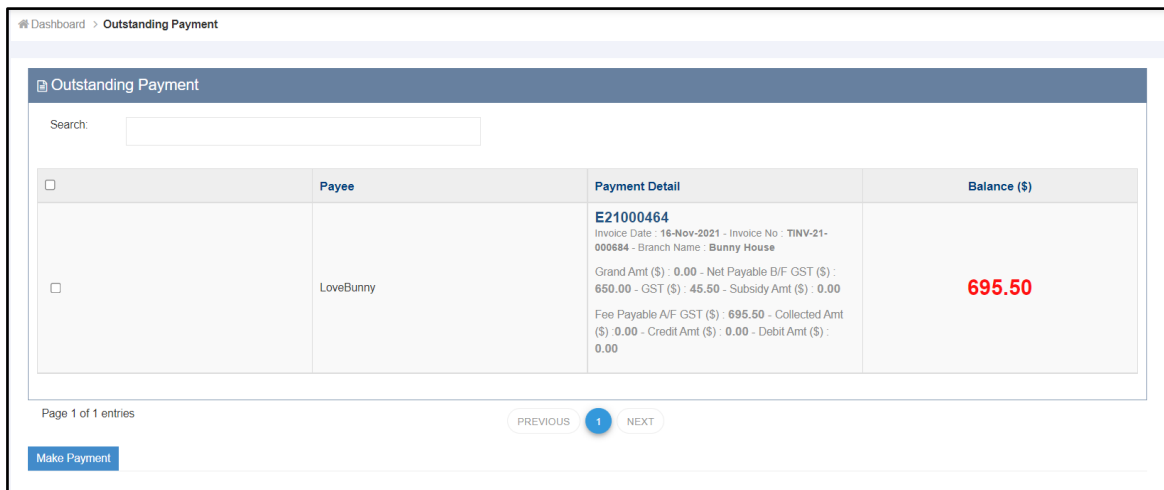
Online Payment

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



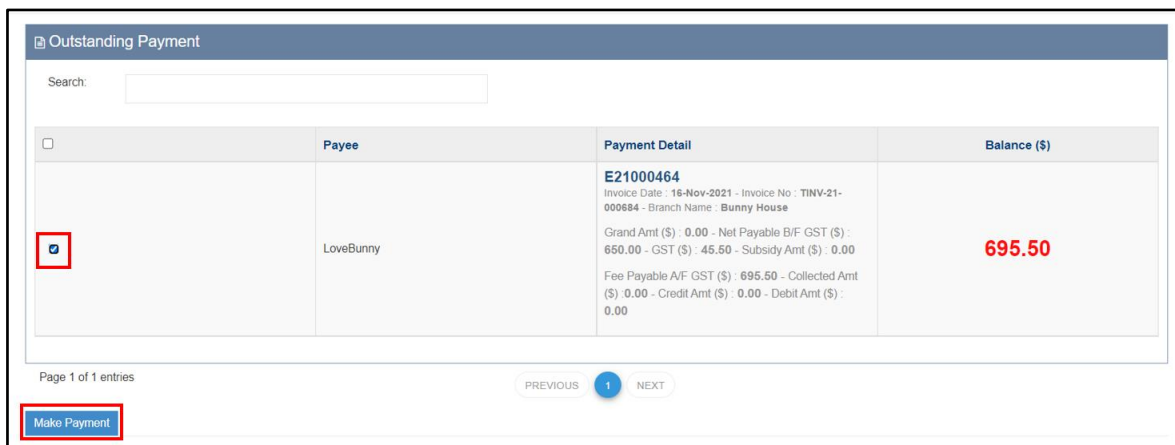
Picture Reference: Navigation Menu

Step 2: You will be redirected to the "Outstanding Payment" page.



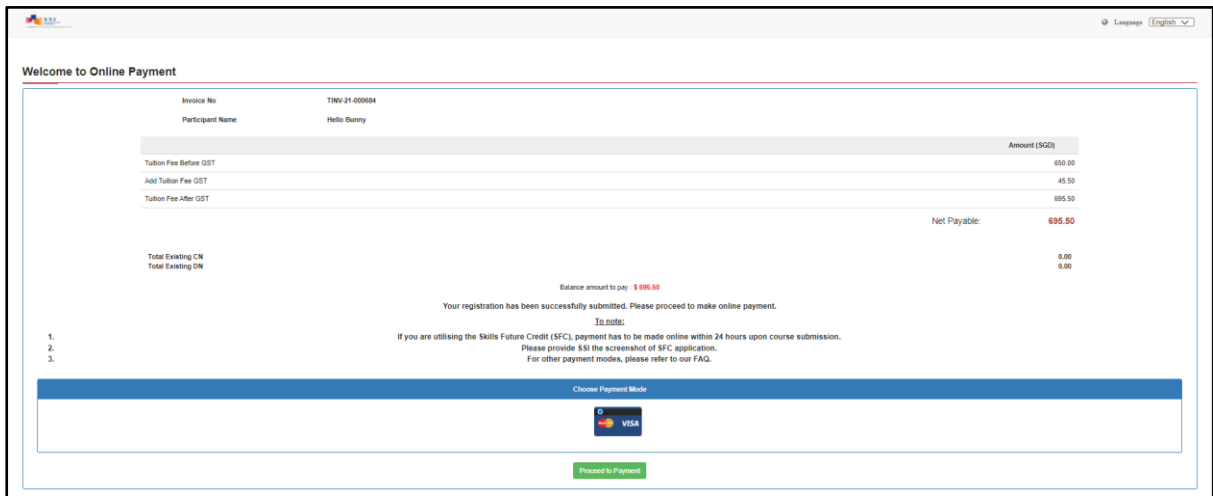
Picture Reference: Outstanding Payment

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



Picture Reference: Outstanding Payment

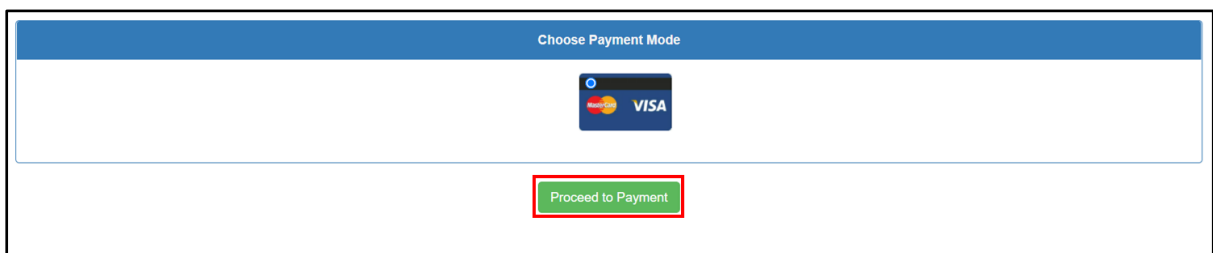
Step 4: You will be redirected to the “**Online Payment**” page, the payment details will be displayed.



Picture Reference: Online Payment

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

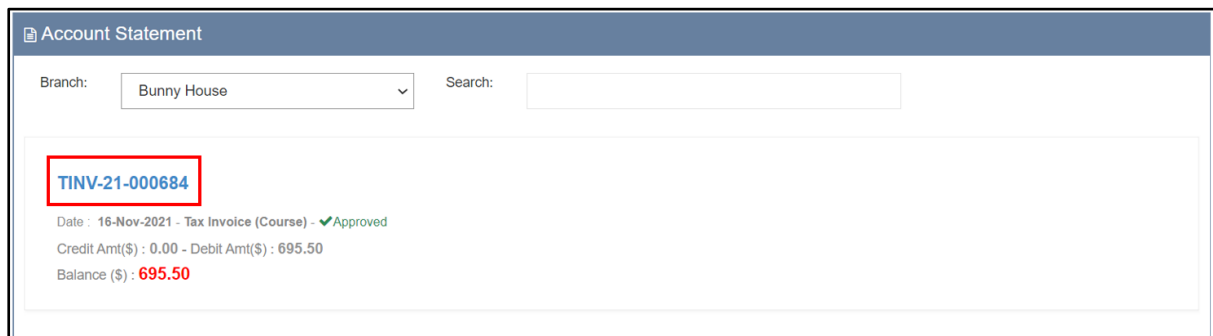
Note: Visa/Mastercard will be default payment mode



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 interface titled "Account Statement". At the top, there is a header bar with the title. Below the header, there are two input fields: "Branch:" with a dropdown menu showing "Bunny House" and a "Search:" field. The main content area displays the following information:

- TINV-21-000684** (highlighted with a red box)
- Date : 16-Nov-2021 - Tax Invoice (Course) - ✓Approved
- Credit Amt(\$): 0.00 - Debit Amt(\$): 695.50
- 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

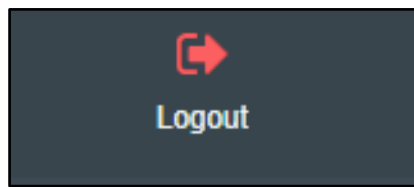
170 Ghim Moh Road, #01-02

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