

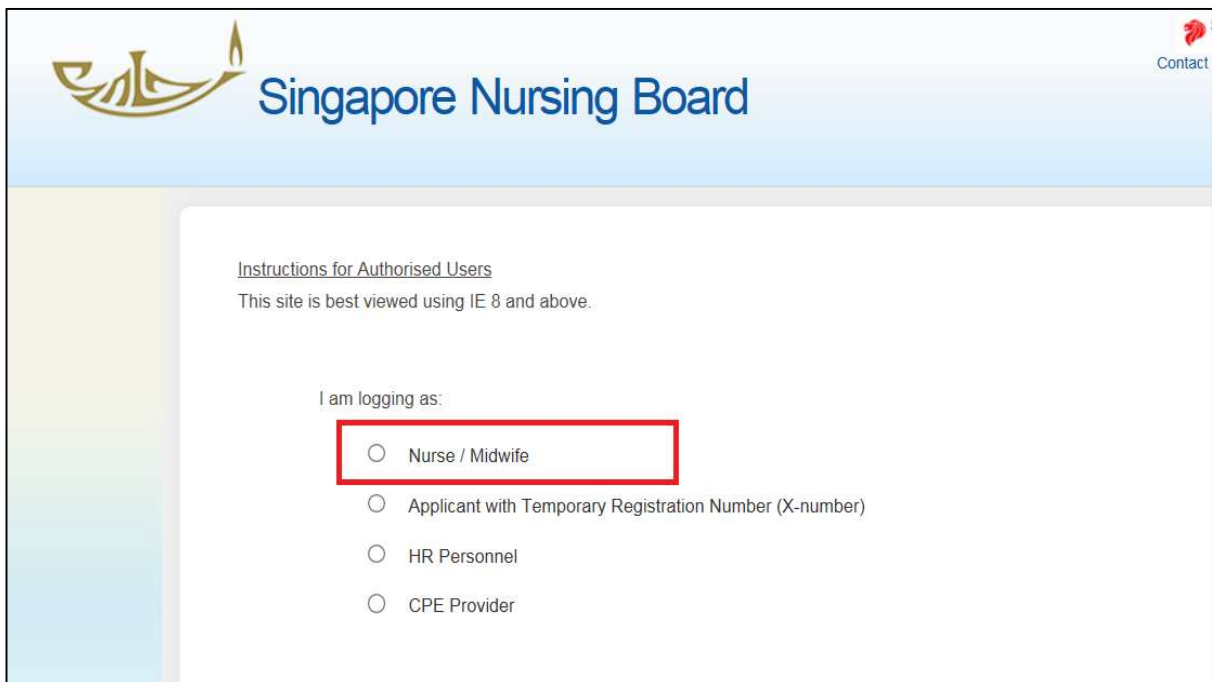
PROCEDURE FOR ONLINE UPDATING OF PARTICULARS

- 1) Go to www.snb.gov.sg to login using your SingPass. You are required to login as a nurse/midwife.
- 2) Step 1: Click on **Login for Nurses/Registered Users**.



The screenshot shows the Singapore Nursing Board website homepage. At the top, there is a navigation menu with links for Home, About SNB, CPE Events, Announcements, Publications & Forms, Useful Links, and Contact Info. A search bar is also present. The main content area features a 'Welcome' message and a 'Learn More' button. Below this, there are several sections: 'Nurses and Midwives' with links for Registration/Enrolment, Renewal of Practising Certificate(s), Advanced Practice Nurse, Nursing Guidelines and Standards, Accreditation of Nursing Education Programmes, and Continuing Professional Education; a 'SingPass' alert about 2FA; 'Quick Links' for various services; and a 'Login' button for Nurses/Registered Users, which is circled in red. There is also a 'Pre-Application' button for new users.

- 3) Step 2: Select logging in as Nurse/Midwife



The screenshot shows the login page of the Singapore Nursing Board. The page title is 'Singapore Nursing Board' and it includes a 'Contact' link. Below the header, there is a section titled 'Instructions for Authorised Users' with the text 'This site is best viewed using IE 8 and above.' The main content area is titled 'I am logging as:' and contains a list of radio button options: 'Nurse / Midwife', 'Applicant with Temporary Registration Number (X-number)', 'HR Personnel', and 'CPE Provider'. The 'Nurse / Midwife' option is highlighted with a red rectangular box.

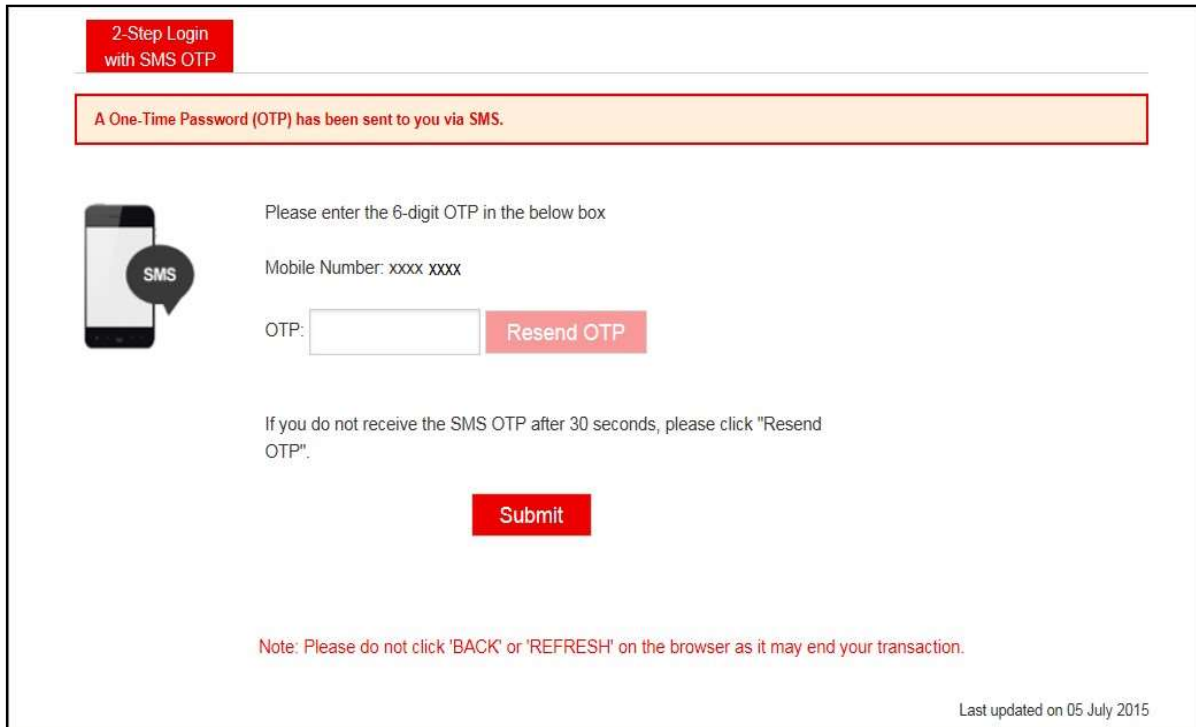
4) Step 3: Click "Login here with SingPass" logo

The screenshot shows the Singapore Nursing Board website. At the top left is the Singapore Nursing Board logo. At the top right is the Singapore Government logo with the tagline "Integrity · Service · Excellence" and links for "Contact" and "Feedback". Below the header, a message states "This site is best viewed using IE 8 and above." The main content area features a large "Login here with SingPass" button. To the left of this button is a red arrow pointing to it with the text "Click here to login by SingPass". To the right is a box titled "You need SingPass 2FA to file taxes & access over 100 services" with instructions on how to set up 2FA. Below this is a blue padlock icon with a green arrow pointing right, followed by the text "For users unable to login using SingPass, please click [here](#)". At the bottom, a pink box contains the text: "You are strongly encouraged to login to the Professional Registration System (PRS) using your SingPass. From 15 Jan 2017, you will not be able to login to PRS using your registration number or X-Number."

5) Step 4: Enter your SingPass ID and Password to login to your SNB account

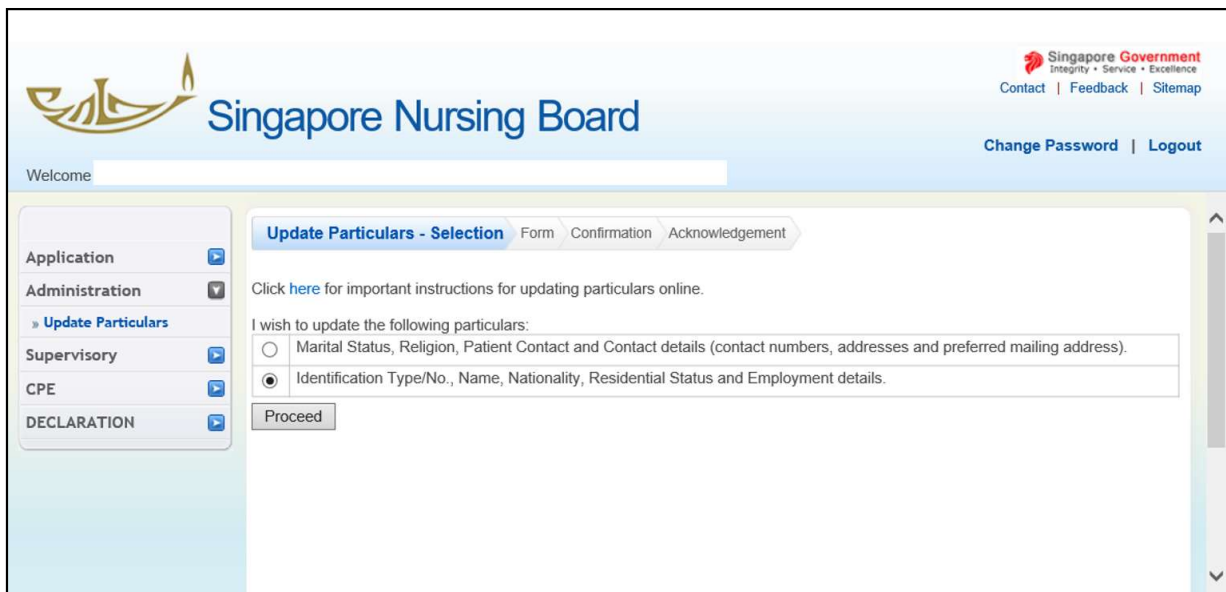
The screenshot shows the SingPass login page. At the top left is the SingPass logo with "Singapore Personal Access" above it. At the top right is the Singapore Government logo with the tagline "Integrity · Service · Excellence" and a search bar. Below the header, there are links for "A-", "A", "A+", and a printer icon, followed by "Contact Us", "Feedback", and "Sitemap". A navigation bar contains links for "FAQ", "About Us", "Video Guides", "Counter Locations", and "News". The main content area is divided into several sections: "Announcement for Upcoming Scheduled Maintenance" (SingPass will be undergoing scheduled maintenance from 12am to 8am on 6 Nov, and will not be available during this period. Thank You. [Note: Your SingPass account contains a lot of personal data. Please do not share your SingPass username and password with others].), "Received your PIN mailer yet? Use it to activate your 2FA!" (From 5 July 2016, you'll need 2FA to view your CPF statements, file taxes etc. To get a new PIN mailer, SMS: Resend pin mailer <space>NRIC <space>Postal Code to 78111. E.g. Resend pin mailer S1234567A 098765), "Security Advisory" (Use strong passwords that are alphanumeric and contain 8-24 characters, Change your passwords regularly, Get tips from the GoSafeOnline website on how to protect yourself against cyber threats), and a "Login" section with input fields for "SingPass ID" and "Password", "Cancel" and "Login" buttons, and links for "Forgot SingPass ID or Password?", "Don't have a SingPass ID? Register Now", and "Received an SMS about 2FA auto-registration? Find Out More".

6) Step 5: Perform SingPass 2FA verification



The screenshot shows a SingPass 2FA verification page. At the top left, there is a red box with the text "2-Step Login with SMS OTP". Below this, a yellow banner states "A One-Time Password (OTP) has been sent to you via SMS." On the left, there is an icon of a smartphone with an "SMS" bubble. The main text reads "Please enter the 6-digit OTP in the below box". Below this, the mobile number is displayed as "Mobile Number: xxxx xxxx". There is an "OTP:" label followed by a text input field and a red "Resend OTP" button. A note below says "If you do not receive the SMS OTP after 30 seconds, please click 'Resend OTP'." At the bottom center is a red "Submit" button. A footer note reads "Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction." The bottom right corner says "Last updated on 05 July 2015".

7) Under the tab "Administration", select "Update Particulars" follow by the particulars you wish to update and attach relevant supporting documents in PDF:



The screenshot shows the Singapore Nursing Board's Administration page. The header includes the Singapore Government logo and the text "Singapore Government Integrity • Service • Excellence" with links for "Contact", "Feedback", and "Sitemap". The Singapore Nursing Board logo and name are prominently displayed. Below the header, there is a "Welcome" message and a "Change Password | Logout" link. The main content area is titled "Update Particulars - Selection" and includes sub-tabs for "Form", "Confirmation", and "Acknowledgement". A link is provided: "Click here for important instructions for updating particulars online." Below this, there is a section "I wish to update the following particulars:" with two radio button options: "Marital Status, Religion, Patient Contact and Contact details (contact numbers, addresses and preferred mailing address)." and "Identification Type/No., Name, Nationality, Residential Status and Employment details." The second option is selected. A "Proceed" button is located below the options. On the left side, there is a navigation menu with categories: "Application", "Administration" (expanded), "Supervisory", "CPE", and "DECLARATION". Under "Administration", "Update Particulars" is highlighted.