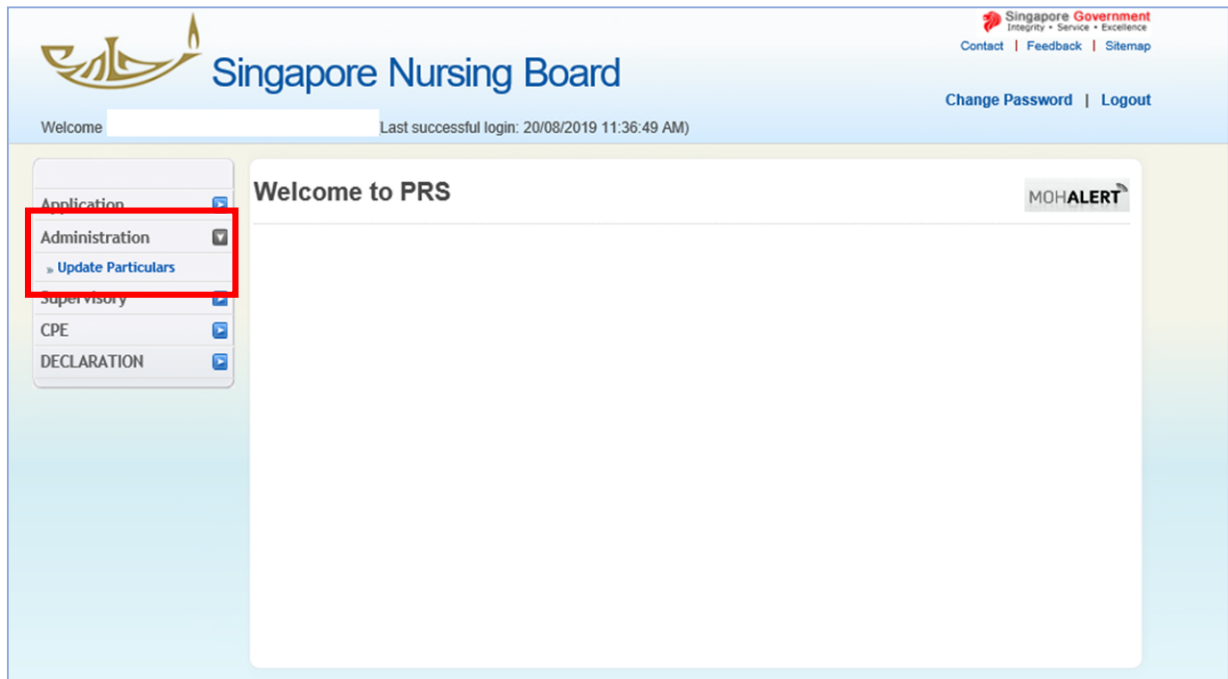
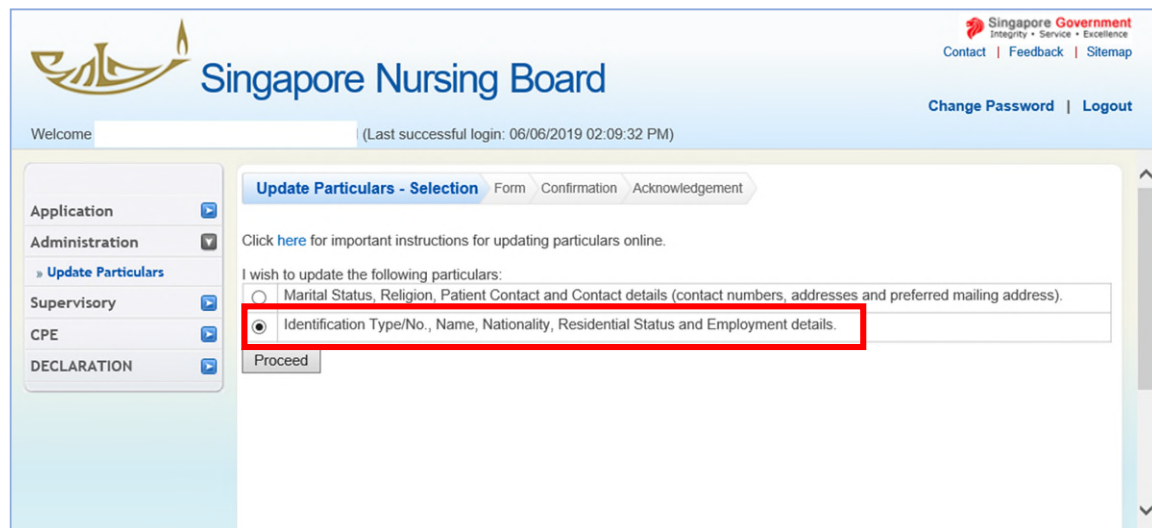


PROCEDURE FOR ONLINE UPDATING OF EMPLOYMENT DETAILS

- 1) After logging into your SNB account, click on “Administration” on the left hand menu bar, select “Update Particulars”.



- 2) Within the page, select update “Identification Type/No., Name, Nationality, Residential Status and Employment details”:



(A) To Update Current Employment Details (first employment)

Applicable for: Those who have already commenced practice with employer and who do not have any previous employment records.

1) Complete the fields under “Current Employment Details” and “Principal Practice Place”.

Please leave the “Proposed Employment Details” blank (there is no need to update *since the employment commencement date is already in the past*).

The screenshot shows the Singapore Nursing Board portal. The 'Current Employment Details' section is highlighted with a red box and contains the following fields: Activity Status (dropdown), Appointment (dropdown), Appointment Effective Date (calendar), Name of Institution/ Organisation (text), Nature of Work (dropdown), Department/ Division (text), Date Joined (calendar), and Date Left (calendar). Below this is a checkbox for 'I would wish to add a new current employment'. The 'Proposed Employment Details' section is also visible but not highlighted. The 'Principal Practice Place' section is highlighted with a red box and contains: Appointment (dropdown), Name of Institution / Organisation (text), Nature of Work (dropdown), Department / Division (text), Date Joined (calendar), and Date Left (calendar). Below this is a checkbox for 'I would wish to add a new principal place of practice'. At the bottom, there is a table for 'Secondary Place of Practice' with columns for Name of Institution / Organisation, Appointment, Nature of Work, Department / Division, Date Joined, Date Left, and Action. A 'Proceed' button is located at the bottom of the page.

2) Click “**Proceed**” and you will be directed to the Confirmation page.

The screenshot shows the Singapore Nursing Board portal after the user has filled in the details. The 'Date Joined' field is populated with '01/01/2019'. The 'Date Left' field is empty. The 'Secondary Place of Practice' table is empty. The 'Additional Documents' section has a note: 'File must be in JPEG(.jpg or .jpeg), PDF (.pdf). Each file size must not exceed 1MB'. There is a 'Document Title' dropdown and a 'File' input field with 'Browse...' and 'Attach' buttons. The 'Documents Attached' section is empty. The 'Proceed' button at the bottom is highlighted with a red circle.

3) Verify employment details that you have updated.

The screenshot shows the Singapore Nursing Board website. The header includes the logo and the text "Singapore Nursing Board". In the top right corner, there is a "Singapore Government" logo with the tagline "Integrity • Service • Excellence" and links for "Contact", "Feedback", and "Sitemap". Below this, there are links for "Change Password" and "Logout". The main content area is titled "Update Personal Particulars" and is in the "Confirmation" step. The form contains the following fields:

- Identification Type
- Identification No.
- Full Name as shown in NRIC/FIN/Passport
- Salutation
- Surname / Family Name
- Preferred Order of Name
- Name in Chinese Character
- Nationality
- Year Obtained Citizenship
- Other Nationality
- Residential Status (for non-Singapore Citizen)
- Year Permanent Resident Obtained
- Year Employment Pass Obtained
- Year Work Permit Obtained

Below these fields is a section for "Current Employment Details" with a table showing "Activity Status" as "Working Full-time in Singapore".

4) Scroll to the end of the page and click "**Confirm**" to submit.

This screenshot shows the same website as the previous one, but scrolled down to the bottom of the form. The "Confirm" button is circled in red. The form content includes:

- Activity Status: -
- Appointment: -
- Appointment Effective Date: -
- Name of Institution/ Organisation: -
- Nature of Work: -
- Department/ Division: -
- Date Joined: -
- Date Left: -
- I would wish to add a new proposed employment

Principal Practice Place

- Appointment: Staff Nurse
- Name of Institution / Organisation: SINGAPORE GENERAL HOSPITAL - Outram Road, Singapore 169608
- Nature of Work: -
- Department / Division: -
- Date Joined: 01/01/2019
- Date Left: -
- I would wish to add a new principal place of practice

Secondary Place of Practice

Name of Institution / Organisation	Appointment	Nature of Work	Department / Division	Date Joined	Date Left
No Secondary Place of Practice added.					

Documents Attached

No document attached.

Confirm