User Guide

Purchase Account

The following steps illustrate how to purchase a subscription account from the "Company Admin" module.

1. As part of company administration, you can purchase additional subscription accounts. Click on "Company Admin" from the "My Stuff" main page.

2. The "Company Admin" page is displayed with all the company information you had provided. Under the "Accounts" section, click "Purchase Account".

3. Enter all the relevant information for the new account.
   Note:
   - (*) denotes the mandatory fields.
   - If you wish to purchase more accounts, click on the "Add Account" link.

4. When you are done, click "Submit".

5. If the account(s) has/have been added successfully, you will see this message on the screen.

6. You may choose to make payment now by clicking "Proceed to Payment".
    Note:
    - For details on how to make payment for the account subscription fee, go to Administer > Manage Company Information > e-tutorial "Pay Account Subscription Fees".
    - After successful payment, authorised representatives with accounts using Singpass can perform their login immediately. Authorised representatives without a Singpass will be issued a GeBIZ ID. They will receive their GeBIZ ID and password through email within 1 working day when the application has been approved.
    - You may also choose to pay the account subscription fee later via the "Make payment" link under the "Accounts" section or via My Stuff > Bill.