

User Guide

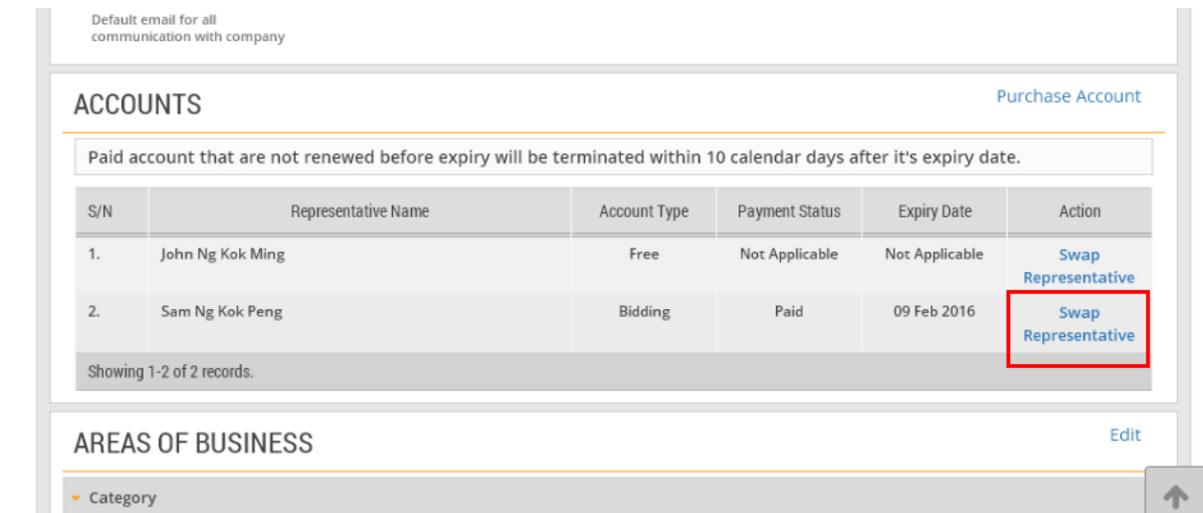
Swap Representative

The following steps illustrate how to swap an authorised representative’s account to a new user.

1. Under the “Accounts” section, click on the “Swap Representative” link beside the name of the representative to be swapped.

Note:

- You can only re-assign your account to a new user, i.e. a user who does not already have an existing account in the system.
- Once you have swapped a current user account for a new user, the current user will not be able to log in thereafter. Only the new user will be able to log in.



2. Enter the details of the new representative who is to be swapped with the current active representative.

CURRENT ACTIVE REPRESENTATIVE

Name: Sam Ng Kok Peng
Login ID: S4223797C
Account Type: Bidding

PLEASE ENTER THE NEW REPRESENTATIVE

Name *
Contact No. *
Fax No.
Email *
Account Type: Bidding
Login Type *
Login ID *

- When you are done, click "Submit".

Account Type Bidding

PLEASE ENTER THE NEW REPRESENTATIVE

Name *

Contact No. *

Fax No.

Email *

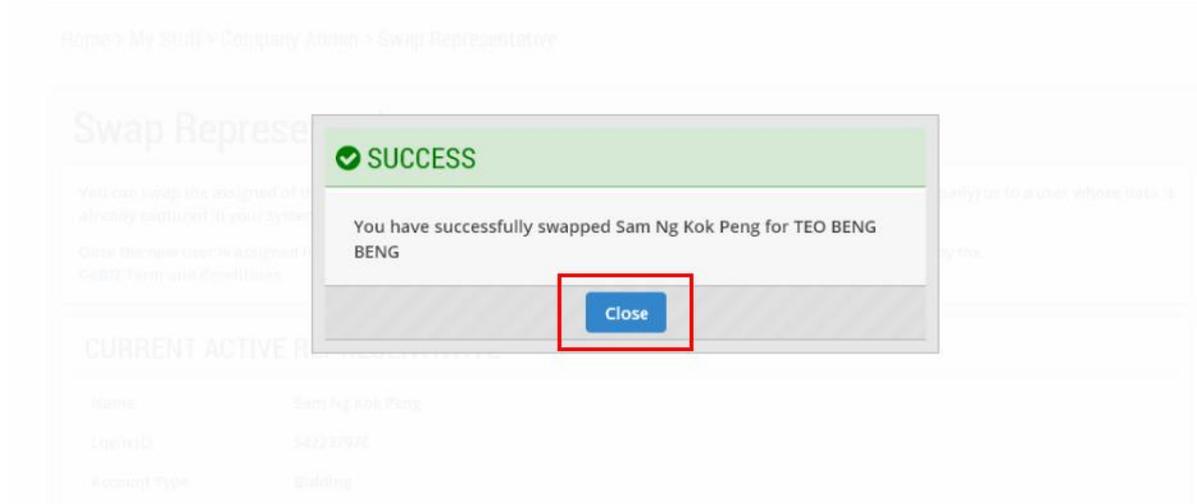
Account Type Bidding

Login Type *

Login ID *

- If the representatives have been swapped successfully, you will see this dialogue box. Click "Close".

Note: If the representatives have been swapped successfully, the new representative can log in to the account immediately if the representative is using Singpass login. 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.



- Back at the "Accounts" section, you can see the new representative's name in place of the old representative's one. Click on the name.

ACCOUNTS

[Purchase Account](#)

Paid account that are not renewed before expiry will be terminated within 10 calendar days after it's expiry date.

S/N	Representative Name	Account Type	Payment Status	Expiry Date	Action
1.	John Ng Kok Ming	Free	Not Applicable	Not Applicable	Swap Representative
2.	TEO BENG BENG	Bidding	Not Applicable	Not Applicable	Swap Representative

Showing 1-2 of 2 records.

AREAS OF BUSINESS

[Edit](#)

Category

- Administration & Training

- A history to show the swapping of representatives is displayed for you to review.

Home Opportunities Supplier Directory GeBIZ Mall **My Stuff**
WELCOME JOHN NG KOK MING
MESSAGES (0) LOGOUT

[Home](#) > [My Stuff](#) > [Company Admin](#) > Swap Representative History

Swap Representative History

S/N	From User	To User	Swap By	Account Type	Swap Date
1.	Sam Ng Kok Peng	TEO BENG BENG	John Ng Kok Ming	BIDDING	12 Feb 2015

Showing 1-1 of 1 record.

[Cancel](#)