



User Guide to download electronic-Certificates of Attendance/Achievement

1. Go to <u>https://e-services.ncss.gov.sg</u> and login via SingPass.



2. Select 'Trainee Portal'.

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3. Click 'My Certificate' located at the left panel.

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4. Click on 'Download' to view the certificate.

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Example:



* If you would like to have a printed copy of your e-Cert, please contact SSI at <u>socialserviceinstitute@ncss.gov.sg</u> and the first print will be provided free of charge. Subsequent requests for reprints of your e-Cert will be charged at prevailing rates by SSI.

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