

Registration

VWO Registration

1. Open Internet Explorer or any browser, enter the given web address (<http://www.ssi.sg/e-Services>) to access the NIS Portal.
2. Navigate to Training Portal.
3. Click on “Register”.
4. Login Request information for organization will be shown.
5. Click on “Continue to Application Form”.
6. VWO Registration page will be shown.
7. Navigate to “SSI Course Registration”.
8. Fill all mandatory fields
9. Click on “Submit”.

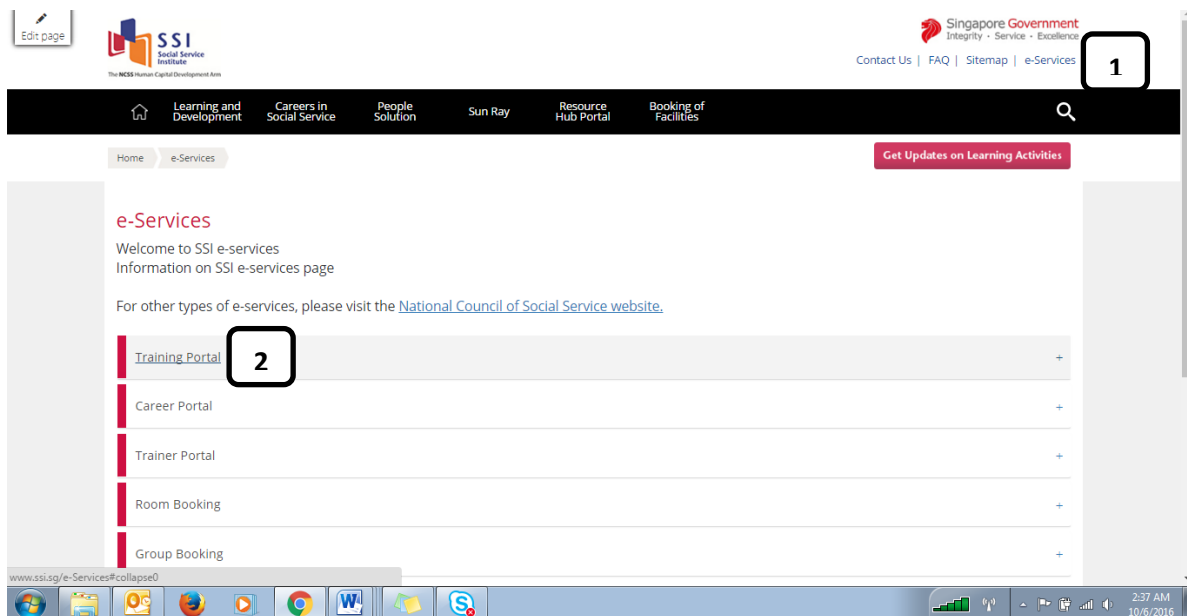





Fig 1: VWO Registration

Name of E-services	Description	Remarks	Estimated submission or processing time	Guides or FAQs
Individual Course Application	<p>This facility is for <u>self-paying individuals</u> who wish to apply for SSI courses.</p> <p>Applicants will be screened to determine eligibility for WDA funding, subject to terms and conditions.</p>	E-Services for course registration is currently unavailable. Please contact SSI at 6589 5555 for registration enquiries.	The application will be processed <u>at least two</u> weeks before course date.	
Organisation Course Application	<p>This facility is for employees who wish to apply for SSI courses and are <u>funded by their organisations</u>.</p> <p>For New Organisations, please request for your Login ID and 3 below: https://e-services.ncss.gov.sg/LoginRequest</p>	E-Services for course registration is currently unavailable. Please contact SSI at 6589 5555 for registration enquiries.	The application will be processed <u>at least two</u> weeks before course date.	
Course Fee Payment	This facility enables applicants to make course fee payment using e-NETS, credit/debit card or i-banking.		We will respond to you within 7 working days.	

Fig 2: VWO Registration



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e-services Login Request for Organisation

1. Please apply for e-services login should you need to perform any of the following transactions:
 - a. NCSS Membership Application
 - b. SSI Course Registration
 - c. Funding Application
 - d. Training Provider Application
2. If you are performing the transaction on behalf of your organisation, you can use the existing login user ID (i.e. V code) and password to access e-services. You are only required to apply for e-services login if you do not have an existing user ID.
3. The form will take approximately 10 minutes to complete.
4. Please have the following information ready when submitting the request:
 - a. Particulars of Organisation (e.g. Organisation Name, Unique Entity Number (UEN), Address, Telephone Number)
 - b. Particulars of Head of Agency and/or Contact Person
 - c. Supporting Documents for the Application [e.g. soft copy of the governing instrument, such as Constitution / Memorandum & Articles of Association (M&A)]

Continue to Application Form

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Fig 3: Information for Login Request

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e-services Login Request for Organisation

Primary Purpose of Request *

NCSS Membership Application
 SSI Course Registration
 Funding Application
 Training Provider

SSI Course Registration Information

Organisation Name *

UEN *

Not sure about your organisation's UEN? Search [here](#)

Charity / IPC Status

Registered Charity

Registered IPC

Type Of Entity *

Postal Code *

Blk/House Number *

Street Name *

Floor / Unit Number

Building Name

Telephone

Head of Organisation

Salutation *

Full Name *

Surname *

Designation *

Email *

Contact Person

Salutation *

Full Name *

Surname *

Designation *

Email *

Business Phone *

Fig 4: Navigation SSI course registration

UEN *

Not sure about your organisation's UEN? Search [here](#)

Charity / IPC Status

Registered Charity

Registered IPC

Type Of Entity *

Postal Code *

Blk/House Number *

Street Name *

Floor / Unit Number

Building Name

Telephone

Fax

Salutation *

Full Name *

Surname *

Designation *

Email *

Contact Person

Salutation *

Full Name *

Surname *


Designation *

Email *

Business Phone *

Mobile Phone

Retype the CAPTCHA code from the picture:



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Submit

Fig 5: Submit SSI course registration