
COURSE REGISTRATION - USER OPERATION MANUAL

CUGE AXIS

FOR

**CENTRE FOR URBAN GREENERY AND ECOLOGY (CUGE),
NATIONAL PARKS BOARD**

Table of Contents

| | | |
|-------|-----------------------------------------|----|
| 1 | INTRODUCTION..... | 3 |
| 2 | COURSE REGISTRATION | 4 |
| 2.1 | INDIVIDUAL PROGRAMME REGISTRATION | 4 |
| 2.2 | CORPORATE PROGRAMME REGISTRATION | 11 |
| 2.2.1 | MANAGE TRAINEE | 11 |
| 2.2.2 | PROGRAMME REGISTRATION | 16 |

1 INTRODUCTION

This document explains the different types of course registration in the CUGE AXIS System for the following registered account holders:

- a) Individual Registration (Personal)
- b) Corporate Registration
 - i) Private Sector
 - ii) Ministry/Stat Board/Other Ministries
 - iii) Mindef/PA
 - iv) NPARKS

2 COURSE REGISTRATION

2.1 INDIVIDUAL PROGRAMME REGISTRATION

Note: Individual account at CUGE AXIS should be registered, to be able to register a programme.

Step 1: From CUGE AXIS login page <https://cugeaxis.nparks.gov.sg/WebApp/Security/Login.aspx>

Step 2: For Singapore Citizens and Singapore Permanent Residents, click on the “SingPass Login” button.

Effective from 10th Nov 2018, Singapore Citizens and Permanent Residents must login AXIS via SingPass. Click [here](#) if you don't have a SingPass account.

Individual

Corporate

SingPass Login

[Non-SingPass Login](#)

Don't have a CUGE AXIS account, signup below

[Individual](#) [Corporate](#)

Step 3: For Non-SingPass holders, click on “Non-SingPass Login” and enter “Username”, “Password” and “Verification Code” and click on “Login” button

Home Register Search Contact Us Login Privacy Statement

LOGIN

Effective from 10th Nov 2018, Singapore Citizens and Permanent Residents must login AXIS via SingPass. Click [here](#) if you don't have a SingPass account.


Individual

Corporate

If you are Singaporean/PR/Pass Holders, please [click here](#) to login with SingPass.

Username :

Password :

Verification Code :  [Reload Image](#)

Please Enter Verification Code* :

Login Reset

[Forgot Password!](#)

Step 4 Individual login main page will be shown as below

[Home](#)
[Profile](#)
[Search ▾](#)
[My Courses](#)
[Payment History](#)
[Result](#)
[Contact Us ▾](#)
[Job Portal ▾](#)

Welcome, username | Last login date: 17/01/2012 10:17:09 | [Change Password](#) [Logout](#)

INDIVIDUAL PROGRAMME REGISTRATION

Unit Type : ☒ WSQ ☐ Non-WSQ
Programme Type * : **NOR ▾** NOR -- NORMAL PROGRAMME , COM -- COMPOSITE PROGRAMME
Sponsor by Company : **Please Select ▾**
Programme Name : **Please Select ▾**
Unit Code :
Unit Name :

Step 5: Fill-up the Individual Programme Registration search criteria and click on Search button

[Home](#)
[Profile](#)
[Search ▾](#)
[My Courses](#)
[Payment History](#)
[Result](#)
[Contact Us ▾](#)
[Job Portal ▾](#)

Welcome, username | Last login date: 17/01/2012 10:17:09 | [Change Password](#) [Logout](#)

INDIVIDUAL PROGRAMME REGISTRATION

Unit Type : ☒ WSQ ☐ Non-WSQ
Programme Type * : **COM ▾** NOR -- NORMAL PROGRAMME , COM -- COMPOSITE PROGRAMME

Sponsor by Company :
Company Name :
Postal / Unit / Level : / /
Block # /Building : /
Street :
Programme Name : **COMPOSITE 101 - BASIC ▾**

| S No | Programme Details | Fee(SGD) | Select | | | | | | | | | |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------|-----------|---|---------------|---------------------------------------------------------------|---|--------------|------------------------------------------------------|--------|--------------------------|
| 1 | Programme Code Name : COMPOSITE 101 COMPOSITE 101 - BASIC Scheduled Date : 15/01/2012 - 16/01/2012 <table border="1"> <thead> <tr> <th>S No</th> <th>Unit Code</th> <th>Unit Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>LS-HS-103C-11</td> <td>Recognise pests, diseases, invasive and noxious plant species</td> </tr> <tr> <td>2</td> <td>LS-HM-105E-1</td> <td>Prepare media for propagation, potting or growing on</td> </tr> </tbody> </table> | S No | Unit Code | Unit Name | 1 | LS-HS-103C-11 | Recognise pests, diseases, invasive and noxious plant species | 2 | LS-HM-105E-1 | Prepare media for propagation, potting or growing on | 200.00 | <input type="checkbox"/> |
| S No | Unit Code | Unit Name | | | | | | | | | | |
| 1 | LS-HS-103C-11 | Recognise pests, diseases, invasive and noxious plant species | | | | | | | | | | |
| 2 | LS-HM-105E-1 | Prepare media for propagation, potting or growing on | | | | | | | | | | |
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| 1 | LS-HS-103C-11 | Recognise pests, diseases, invasive and noxious plant species | | | | | | | | | | |
| 2 | LS-HM-105E-1 | Prepare media for propagation, potting or growing on | | | | | | | | | | |

Step 6: Check a checkbox for a particular programme and click “Add to Cart” button

Home Profile Search ▾ My Courses Payment History Result Contact Us ▾ Job Portal ▾

Welcome, username | Last login date: 17/01/2012 11:58:51 | [Change Password](#) [Logout](#)


INDIVIDUAL PROGRAMME REGISTRATION - CONFIRMATION 2 - Items added to the cart.

| S No | Programme Details | Fee(SGD) | From Cart | | | | | | | | | |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------|-----------|---|---------------|---------------------------------------------------------------|---|--------------|------------------------------------------------------|--------|------------------------|
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| S No | Unit Code | Unit Name | | | | | | | | | | |
| 1 | LS-H5-103C-11 | Recognise pests, diseases, invasive and noxious plant species | | | | | | | | | | |
| 2 | LS-HM-105E-1 | Prepare media for propagation, potting or growing on | | | | | | | | | | |
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| S No | Unit Code | Unit Name | | | | | | | | | | |
| 1 | LS-H5-103C-11 | Recognise pests, diseases, invasive and noxious plant species | | | | | | | | | | |
| 2 | LS-HM-105E-1 | Prepare media for propagation, potting or growing on | | | | | | | | | | |

Total Amount : S\$400.00

[Proceed to Pay](#) [Re-select](#) [Cancel](#)

Step 7: Click on “Proceed to Pay” button

 **Singapore Government**
Integrity • Service • Excellence

Payment Summary

| Product Code | Description | Quantity | Amount SGD |
|--------------|-------------------------|--------------|---------------|
| SMSWSQ | WSQ COURSE REGISTRATION | 2 | 400.00 |
| | | Sub - Total | 373.83 |
| | | Delivery | 0.00 |
| | | GST (7%) | 26.17 |
| | | Total | 400.00 |

[CREDIT CARD](#)

© 2009 National Parks Board, Singapore.

Step 8: After verifying the displayed details, click on “Credit Card” button, you will be brought to the following eNETS page to complete the payment.

eNETS

Consumer eNETS

[Privacy Policy](#)

[Security Guidelines](#)

[Customer Service](#)

Tuesday, 12 January 2012

credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.


1. www.enets.sg

TRANSACTION INFORMATION

| | |
|-------------------------|----------------------------|
| Merchant Name | TEST: Ntoni Pks Bld - Cuge |
| Merchant Reference Code | 6851227087 |
| NETS Reference Code | 20120117121835742 |
| Amount | SGD 400.00 |

Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

CREDIT/DEBIT CARD INFORMATION



Name on Card

Card Number

Please note that the Credit Card Number should be 13 or 16 digits. Please input your card number without space or dash. Please [download](#) latest JRE if you have problem entering card number.

CVV / CVC2

[What is CVV/CVV2/CID?]

Expiry Date


Month (eg: 2012)

☐ I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.

SUBMIT

CANCEL

Fast, Secure & Hassle-free transactions



Important:

Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while using this service


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Secured by NETS

NETS
make life great

P280_CUGE_AXIS_COURSES_REGISTRATION_USERMANUAL_Vo t

Step 9 Fill-up the credit card details

Tuesday, 12 January 2012

Consumer eNETS
[Privacy Policy](#)
[Security Guidelines](#)
[Customer Service](#)

credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.



1. www.enets.sg

TRANSACTION INFORMATION

| | |
|-------------------------|----------------------------|
| Merchant Name | TEST:Ntonl Pks Bird - Cuge |
| Merchant Reference Code | 8851227087 |
| NETS Reference Code | 20120117121835742 |
| Amount | SGD 400.00 |


Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

CREDIT/DEBIT CARD INFORMATION



Name on Card
Card Number
Please note that the Credit Card Number should be 13 or 16 digits.
Please input your card number without space or dash.
Please [download](#) latest JRE if you have problem entering card number.
CVV / CVC2 [\[What is CVV/CVV2/CID\]](#)
Expiry Date (eg: 2012)



☒ I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.



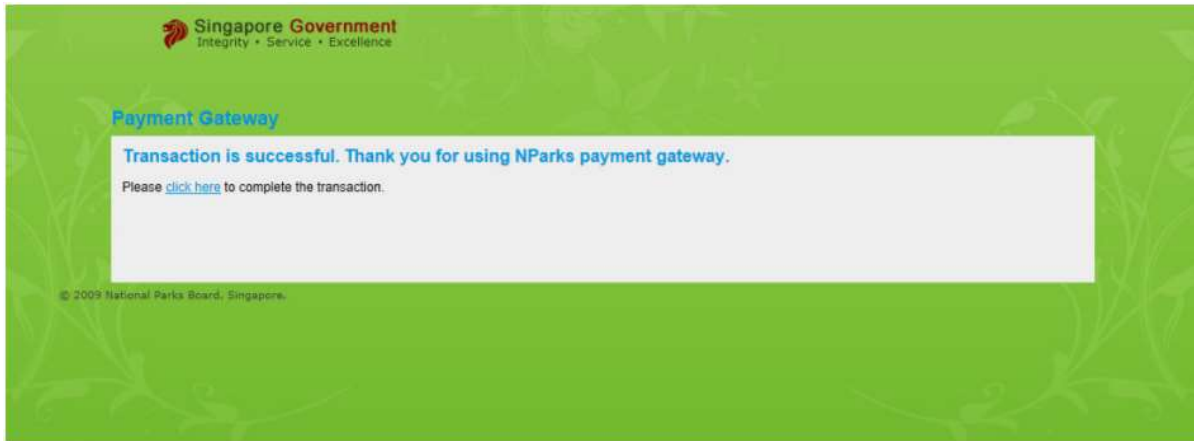
Fast, Secure
& Hassle-free
transactions

Important
Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while using this service

© eNETS is a product of Network for Electronic Transfers (Singapore) Pte Ltd.



Step 10: Click Submit button and successful payment page will be shown as below:



2.2 CORPORATE PROGRAMME REGISTRATION

Note: Corporate account at CUGE AXIS should be registered, to be able to register a programme.

Corporate programme registration covers all the below corporate account:

- i) Private Sector
- ii) Ministry/Stat Board/Other Ministries
- iii) Mindef/PA
- iv) NPARKS

2.2.1 Manage Trainee

Step 1: From CUGE AXIS login page <https://cugeaxis.nparks.gov.sg/WebApp/Security/Login.aspx>

Step 2: For Corporate Account users, click on the “Corporate”.

Effective from 10th Nov 2018, Singapore Citizens and Permanent Residents must login AXIS via SingPass. Click [here](#) if you don't have a SingPass account.

Individual

Corporate

SingPass Login

Non-SingPass Login

Don't have a CUGE AXIS account, signup below

[Individual](#) [Corporate](#)

Step 3: Enter “Username”, “Password” and “Verification code”, click on “Login” button

Effective from 10th Nov 2018, Singapore Citizens and Permanent Residents must login AXIS via SingPass. Click [here](#) if you don't have a SingPass account.

Individual Corporate

Username :

Password :

Verification Code : **cS68** [Reload Image](#)

Please Enter Verification Code * :

[Login](#) [Reset](#)

[Forgot Password!](#)

Don't have a CUGE AXIS account, signup below
[Individual](#) [Corporate](#)

Step 4: Corporate login main page will be shown as below

Home Profile Search Manage Trainee Courses Payment History Result Contact Us Landscape Registration Job Portal

Welcome, username | Last login date: 17/01/2012 10:18:03 | [Change Password](#) [Logout](#)

CORPORATE COURSE REGISTRATION [Show Draft](#)

Unit Type : ☒ WSQ ☐ Non-WSQ

Programme Type * : **NOR** NOR -- NORMAL PROGRAMME, COM -- COMPOSITE PROGRAMME

Programme Name : Please Select

Unit Code :

Unit Name :

[Search](#) [Clear](#)

[Include Trainee](#)

Step 5: Under the menu click on the “Manage Trainee” link and Manage Trainee page will be shown as below

Home Profile Search Manage Trainee Payment History Landscape Registration Job Portal

Welcome, minuser1 | Last login date: 01/03/2012 18:46:21 | [Change Password](#) [Logout](#)

MANAGE TRAINEE-(CORPORATE)

Trainee Name :

NRIC / FIN / Passport no. :

Status : ALL

[Search](#) [Add](#) [Clear](#)

No records found

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Step 6: Click on the “Add button”

Home Profile Search Manage Trainee Payment History Landscape Registration Job Portal

Welcome, minuser1 | Last login date: 01/03/2012 18:46:21 | [Change Password](#) [Logout](#)

ADD TRAINEE-(CORPORATE)

Trainee Name * :

NRIC/FIN No./Passport No. * :

Gender * : Please Select

Religion * : Please Select

Date of Birth * : / / (DD/MM/YYYY) *

Race * : Please Select

Citizenship * : Please Select

Contact No * :

Email * :

Job Designation * : Please Select

Years of Working Experience * : Please Select

Salary Range * : Please Select

Language Proficiency * : Please Select

Highest Qualifications Achieved * : Please Select

Employment Status * : ☒ Yes ☐ No

Professional Qualification : Please Select [Add](#)

No. of years experience in Landscape Industry : Please Select

Years of service in present company : Please Select

Status * : Active

[Save](#) [Cancel](#)

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Step 7: Fill-up the Add Trainee Form and click on Save button

Home Profile Search Manage Trainee Payment History Landscape Registration Job Portal

Welcome, minuser1 | Last login date, 01/03/2012 18:46:21 | [Change Password](#) [Logout](#)

ADD TRAINEE-(CORPORATE)

Trainee Name * : Joe Dumars

NRIC/FIN No./Passport No. * : Passport XX8913421

Gender * : Male

Religion * : Catholic

Date of Birth * : 01/12/1979 (DD/MM/YYYY) *

Race * : AUSTRALIAN

Citizenship * : Australian

Contact No * : 90807060

Email * : info@sms.com.sg

Job Designation * : Landscape Designers

Years of Working Experience * : 8 years

Salary Range * : \$3,000 - \$3,499

Language Proficiency * : English

Highest Qualifications Achieved * : University First Degree

Employment Status * : ☒ Yes ☐ No

Professional Qualification : Please Select

No. of years experience in Landscape Industry : 5 yrs

Years of service in present company : 5 years

Status * : Active

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Step 8: Confirmation will be shown and click on Ok button

Home Profile Search Manage Trainee Payment History Landscape Registration Job Portal

Welcome, minuser1 | Last login date, 01/03/2012 18:46:21 | [Change Password](#) [Logout](#)

MANAGE TRAINEE-(CORPORATE)


Trainee Name :

NRIC / FIN / Passport no. :

Status : ALL

| S No | Trainee Name | Identification | Contact No | Email | Status | Option |
|------|--------------|--------------------|------------|-----------------|--------|--------|
| 1 | Joe Dumars | Passport XX8913421 | 90807060 | info@sms.com.sg | Active | Edit |
| 2 | Joe gong | Passport 454321X | 87654321 | ims@ims.com | Active | Edit |
| 3 | John doe | Passport 3243324 | 3243324 | teste@sms.com | Active | Edit |

Message from webpage

 Trainee Profiles Successfully Saved

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Step 9: Click on Ok button and Newly Added Trainee will be shown

Home Profile Search Manage Trainee Payment History Landscape Registration Job Portal

Welcome, **minuser1** | Last login date: 01/03/2012 18:46:21 | [Change Password](#) [Logout](#)

MANAGE TRAINEE-(CORPORATE)

Trainee Name :

NRIC / FIN / Passport no. :

Status :

| S No | Trainee Name | Identification | Contact No | Email | Status | Option |
|------|--------------|-----------------------|------------|-----------------|--------|----------------------|
| 1 | Joe Dumars | Passport XX8913421 | 90807060 | info@sms.com.sg | Active | Edit |
| 2 | joe gong | Passport G7654321X | 87654321 | ims@ims.com | Active | Edit |
| 3 | john doe | Passport G3434432F | 3243324 | teste@sms.com | Active | Edit |
| | | | | | | |

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Step 10: Continue to add all new trainees from the above screen before registering for a programme.

2.2.2 Programme Registration

Step 1: After completing the above steps of creating Trainees, fill-up the search criteria and click on Search button

[Home](#)
[Profile](#)
[Search](#)
[Manage Trainee](#)
[Courses](#)
[Payment History](#)
[Result](#)
[Contact Us](#)
[Landscape Registration](#)
[Job Portal](#)

Welcome, username | Last login date: 17/01/2012 13:30:42 | [Change Password](#) [Logout](#)

CORPORATE COURSE REGISTRATION [Show Draft](#)

Unit Type : ☒ WSQ ☐ Non-WSQ
Programme Type * : NOR -- NORMAL PROGRAMME, COM -- COMPOSITE PROGRAMME
Programme Name :

| S No | Programme Details | Select | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|--------|-----------|-------|--|--|------------|--|-------|--|-----------|--|------|-------|--------|--------|--------|-------|------|-----------|-----------|---|---------------|---------------------------------------------------------------|---|--------------|------------------------------------------------------|--------------------------|
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| Programme Fees Price Discout Price(SGD) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SG Citizen | | SG PR | | Foreigner | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.00 | 33.00 | 443.00 | 221.00 | 212.00 | 12.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| S No | Unit Code | Unit Name | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Programme Fees Price Discout Price(SGD) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SG Citizen | | SG PR | | Foreigner | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.00 | 33.00 | 443.00 | 221.00 | 212.00 | 12.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| S No | Unit Code | Unit Name | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | LS-HS-103C-11 | Recognise pests, diseases, invasive and noxious plant species | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | LS-HM-105E-1 | Prepare media for propagation, potting or growing on | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| S No | Registrant Name | NRIC | NRIC No | Contact No | Email Address | Select |
|------|-----------------|----------|-----------|------------|--------------------|--------------------------|
| 1 | kumar122 | Passport | 23423432 | 244324324 | kumar122@gmail.com | <input type="checkbox"/> |
| 2 | Peter Carl | Passport | XX1212128 | 87654321 | pcarl23@ims.com | <input type="checkbox"/> |

Step 6: Check a checkbox for a particular Programme, select for a Trainee or multiple Trainees, then click “Add to Cart” button

Home Profile Search Manage Trainee Courses Payment History Result Contact Us Landscape Registration Job Portal


Welcome, username | Last login date: 17/01/2012 13:56:00 | [Change Password](#) [Logout](#)

CORPORATE COURSE REGISTRATION

| S No | Unit & Trainee Details | | | | |
|--------------------------|-----------------------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------------|------------|-------------------------------|
| 1 | Programme Code Name : COMPOSITE 101 COMPOSITE 101 - BASIC Scheduled Date : 15/01/2012 - 16/01/2012 | | | | |
| | S No | Unit Code | Unit Name | | |
| | 1 | LS-HS-103C-11 | Recognise pests, diseases, invasive and noxious plant species | | |
| | 2 | LS-HM-105E-1 | Prepare media for propagation, potting or growing on | | |
| | | | | | |
| | S No | Trainee Name | NRIC No | Contact No | Fee (SGD) Select |
| | 1 | Peter Carl | XX1212128 | 87654321 | 200.00 Remove |
| | | | | | |
| 2 | Programme Code Name : COMPOSITE 101 COMPOSITE 101 - BASIC Scheduled Date : 24/01/2012 - 25/01/2012 | | | | |
| | S No | Unit Code | Unit Name | | |
| | 1 | LS-HS-103C-11 | Recognise pests, diseases, invasive and noxious plant species | | |
| | 2 | LS-HM-105E-1 | Prepare media for propagation, potting or growing on | | |
| | | | | | |
| | S No | Trainee Name | NRIC No | Contact No | Fee (SGD) Select |
| | 1 | Peter Carl | XX1212128 | 87654321 | 200.00 Remove |
| | | | | | |
| Total Amount: S \$400.00 | | | | | |

[Save As Draft](#)
[Re-select](#)
[Cancel](#)
[New Registration](#)
[Proceed to Payment](#)

Step 7: Click on Proceed to Payment button

 **Singapore Government**
Integrity • Service • Excellence

Payment Summary

| Product Code | Description | Quantity | Amount SGD |
|--------------|-------------------------|--------------|---------------|
| SMSWSQ | WSQ COURSE REGISTRATION | 2 | 338.00 |
| | | Sub - Total | 315.89 |
| | | Delivery | 0.00 |
| | | GST (7%) | 22.11 |
| | | Total | 338.00 |

[CREDIT CARD](#)

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Step 8: Click on Credit Card button

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Tuesday, 17 January 2012

credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.


1. www.enets.sg

TRANSACTION INFORMATION

| | |
|-------------------------|----------------------------|
| Merchant Name | TEST: Ntonl Pks Bld - Cuge |
| Merchant Reference Code | 1671148510 |
| NETS Reference Code | 20120117144706792 |
| Amount | SGD 338.00 |

Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

CREDIT/DEBIT CARD INFORMATION



Name on Card

Card Number


Please note that the Credit Card Number should be 13 or 16 digits.
Please input your card number without space or dash.
Please [download](#) latest JRE if you have problem entering card number.

CVV / CVC2 [\[What is CVV/CVV2/CID\]](#)

Expiry Date (eg: 2012)

☐ I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.


Fast, Secure & Hassle-free transactions




Important:

Please do not use your BACK or RELOAD/REFRESH browser functions or CLOSE your browser while using this service


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Step 9: Fill-up the credit card details


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Tuesday, 17 January 2012

credit/debit card payment

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.


1. www.enets.sg

TRANSACTION INFORMATION

| | |
|-------------------------|----------------------------|
| Merchant Name | TEST:Ntonl Pkrs Brd - Cuge |
| Merchant Reference Code | 1671148510 |
| NETS Reference Code | 20120117144706792 |
| Amount | SGD 338.00 |

Important Notice: Please note down the transaction information in this section just in case you need to raise any query on this transaction.

CREDIT/DEBIT CARD INFORMATION



Name on Card

Card Number

Please note that the Credit Card Number should be 13 or 16 digits. Please input your card number without space or dash. Please [download](#) latest JRE if you have problem entering card number.



CVV / CVC2 [\[What is CVV/CVV2/CID\]](#)

Expiry Date (eg: 2012)


☒ I have read, understood and accepted the return and refund policy for the purchase of relevant products / services.

Important:
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Step 10: Click Submit button and successful payment page will be shown


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Payment Gateway

Transaction is successful. Thank you for using NParks payment gateway.
Please [click here](#) to complete the transaction.

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