

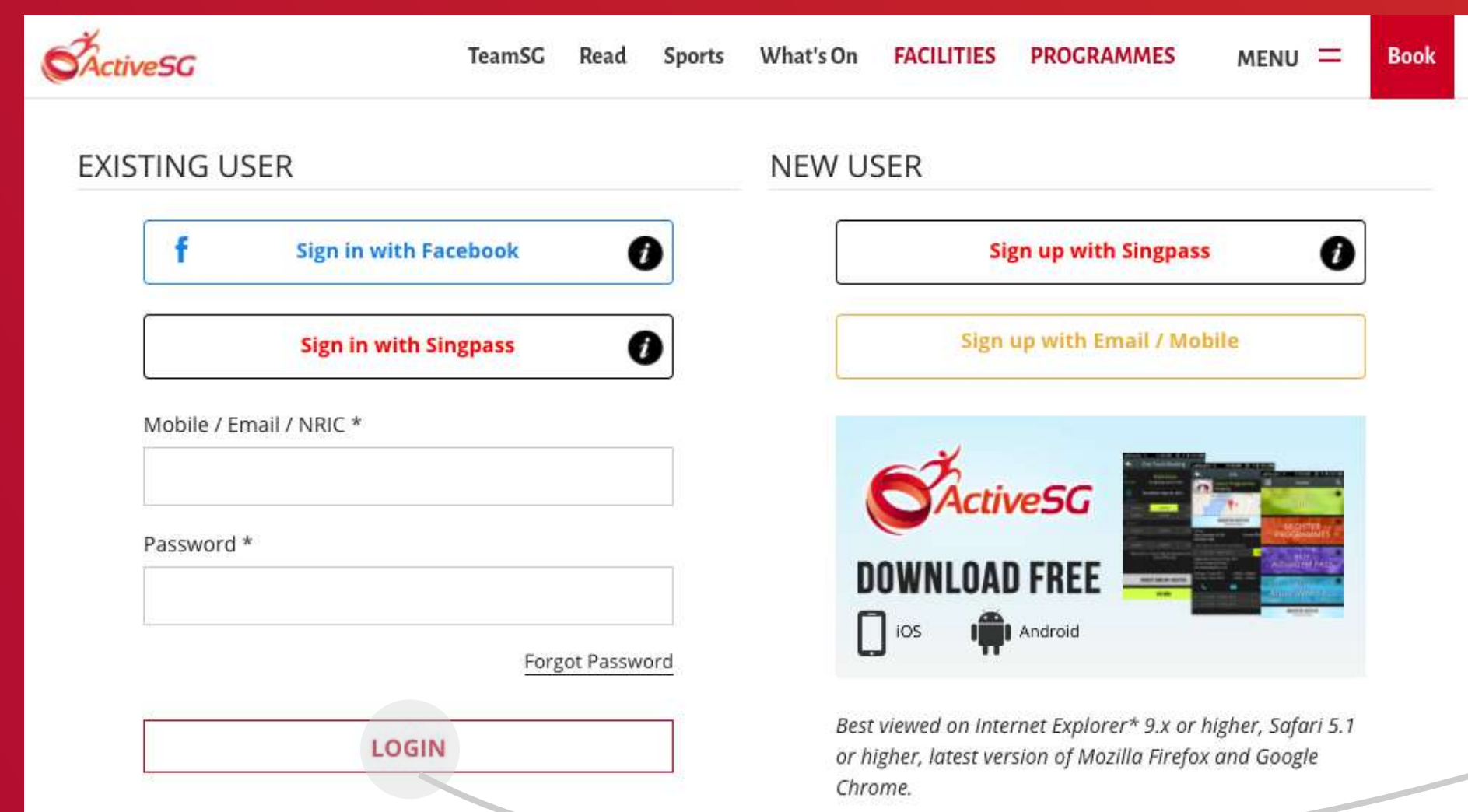
# USER GUIDE: DOWNLOAD SWMSAFER E-CERTIFICATE

## 01 Login to ActiveSG

Go to <https://members.myactivesg.com/auth>

Login using your child's ActiveSG account.

If your child has no account, kindly proceed to sign up.

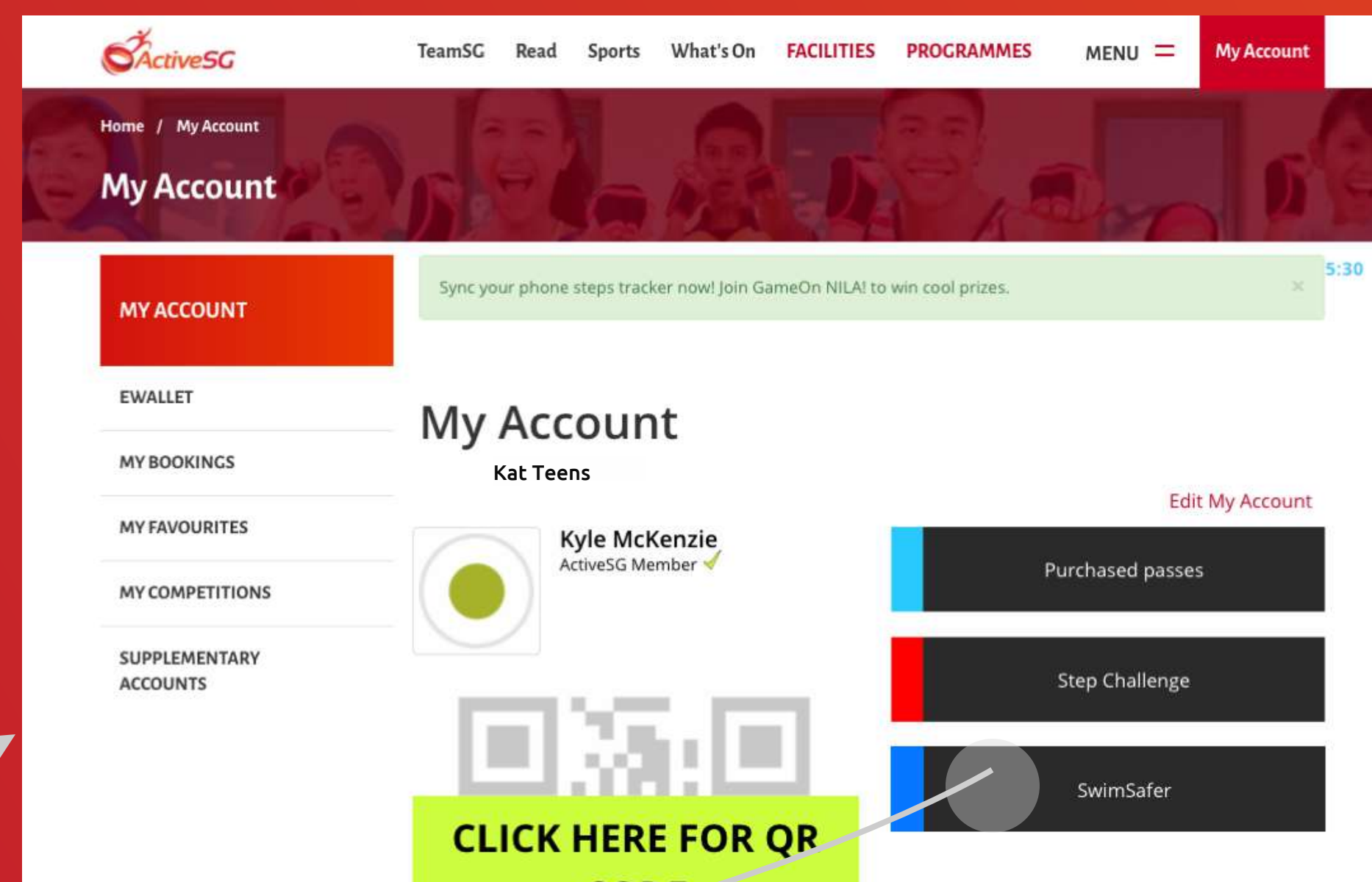


The screenshot shows the ActiveSG login and sign-up page. On the left, under 'EXISTING USER', there are buttons for 'Sign in with Facebook' and 'Sign in with Singpass', followed by input fields for 'Mobile / Email / NRIC \*' and 'Password \*', and a 'LOGIN' button. On the right, under 'NEW USER', there are buttons for 'Sign up with Singpass' and 'Sign up with Email / Mobile', followed by a 'DOWNLOAD FREE' section for the ActiveSG app on iOS and Android. A 'Forgot Password' link is also present.

## 02 Enter SwimSafer Page

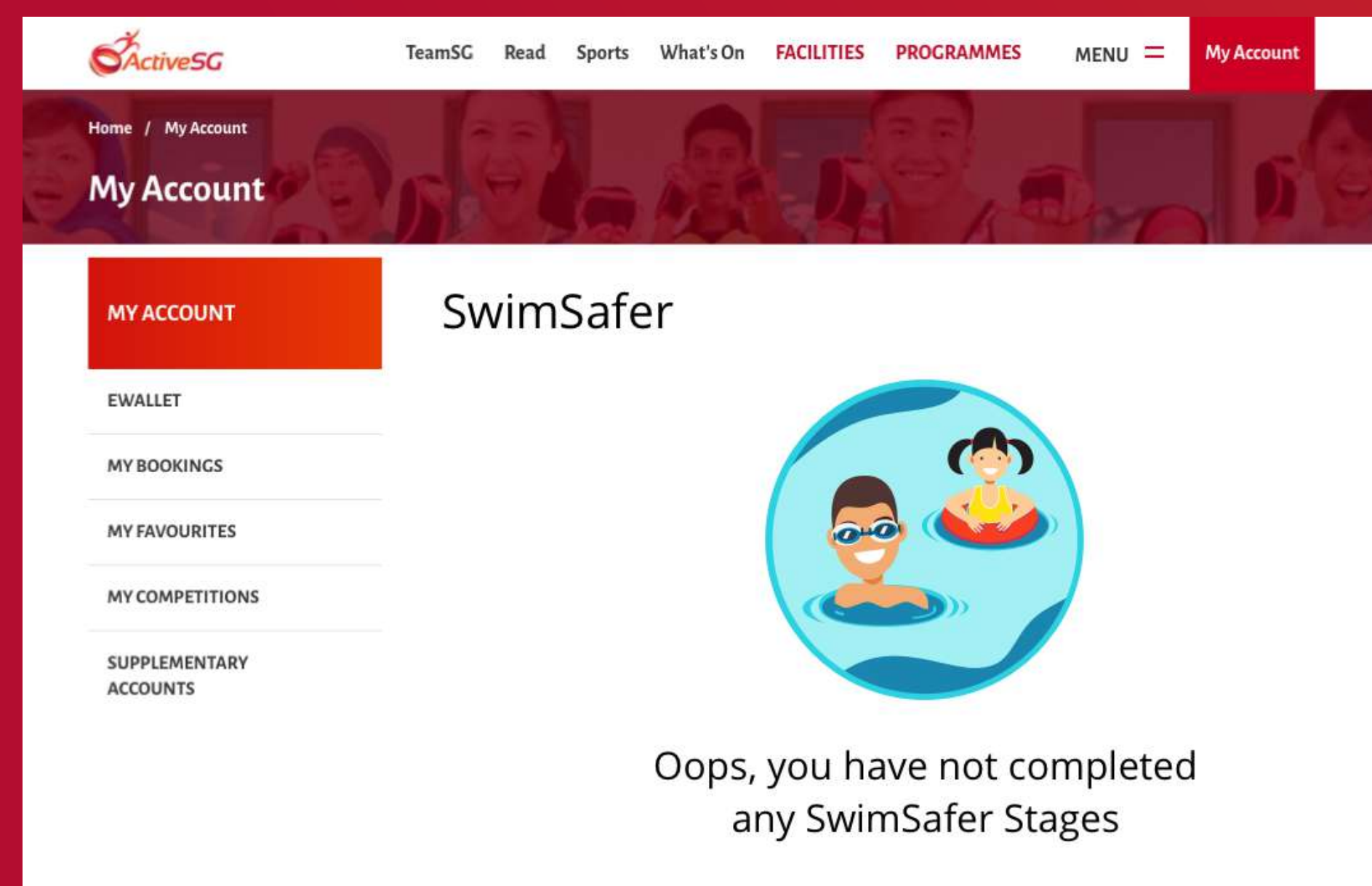
After login / sign-up, you will land on 'My Account' Page.

Click 'SwimSafer'.

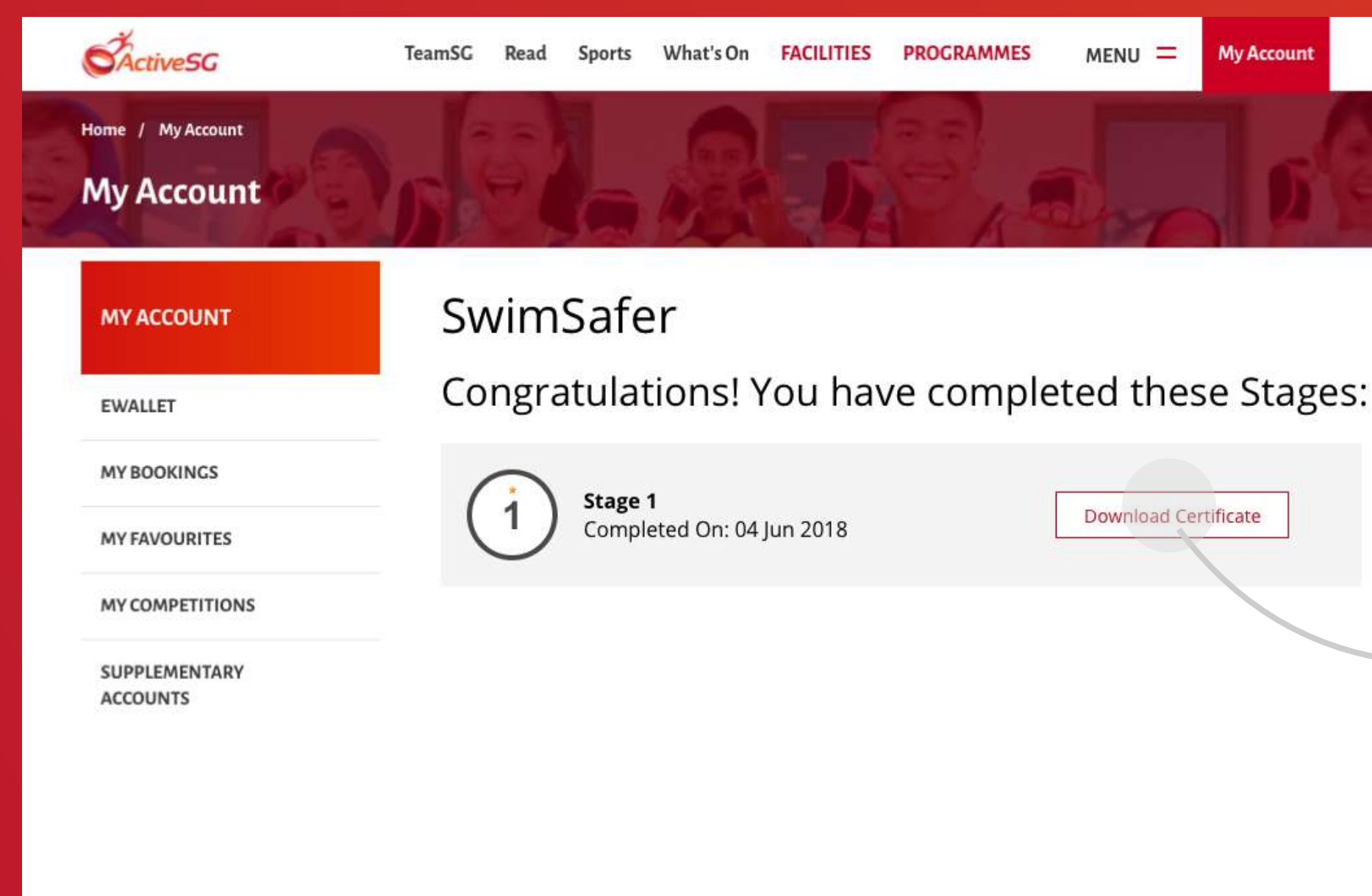


## 03 View SwimSafer Stages

If your child has yet to complete any stages, the page as shown below will be displayed.

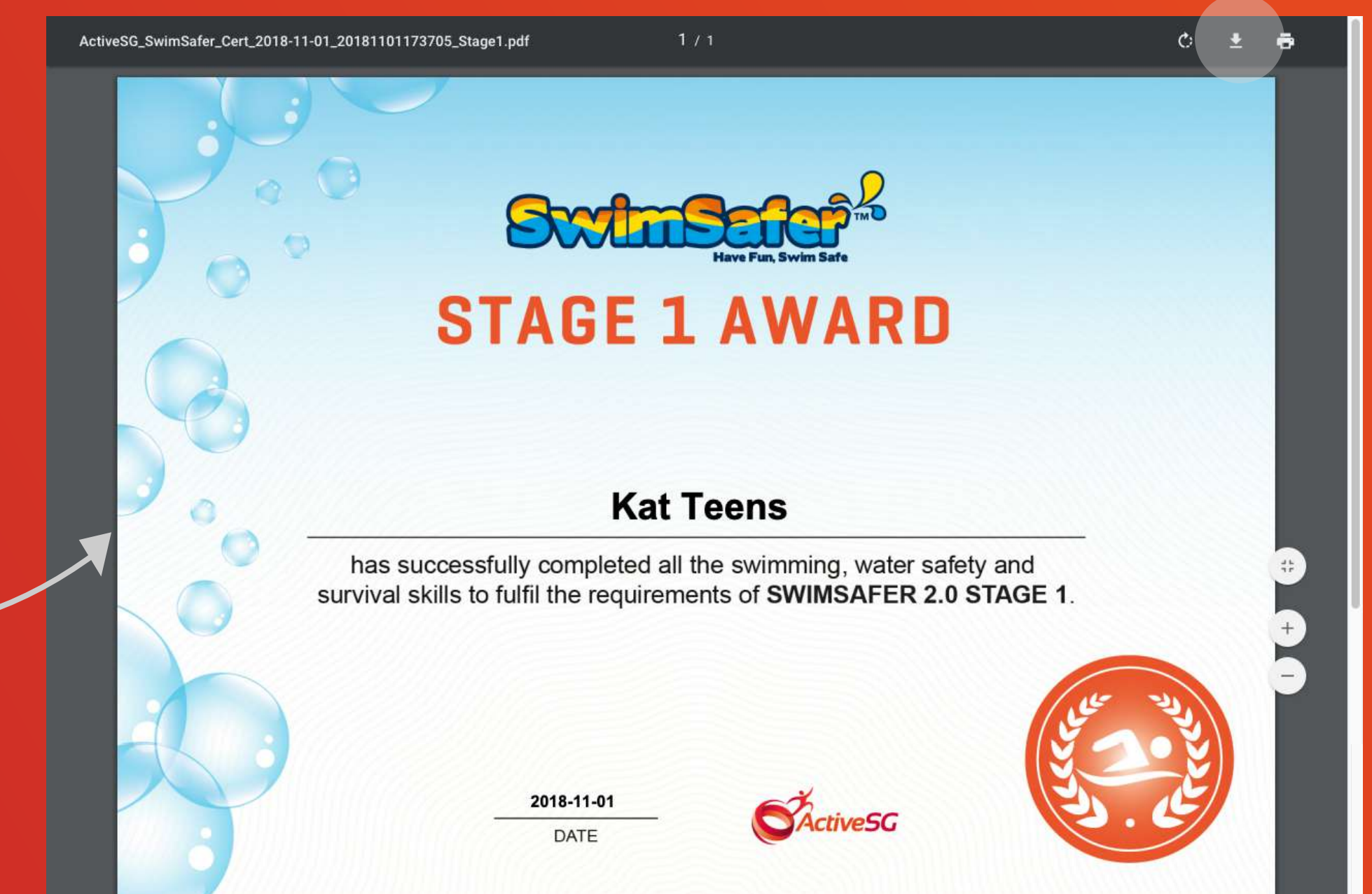


If your child has completed at least 1 stage, the completed stage(s) will be displayed. Click 'Download Certificate' to preview.



## 04 Preview & Download Certificate

Click the 'arrow down' icon at the top right corner to download your child's SwimSafer Certificate.



# USER GUIDE: HOW TO SIGN UP AN ACOOUNT VIA ACTIVESG WEB USING EMAIL / MOBILE

## 01 Visit ActiveSG Website

Go to <https://members.myactivesg.com/auth>

Click 'Sign up with Email / Mobile' under new user.

The screenshot shows the ActiveSG website's 'NEW USER' section. It features two main options: 'Sign in with Singpass' and 'Sign up with Email / Mobile'. The 'Sign up with Email / Mobile' option is highlighted with a red circle and an arrow pointing to step 02. Below these options are fields for 'Mobile / Email / NRIC \*' and 'Password \*', a 'Forgot Password' link, and a 'LOGIN' button. A banner for 'iAPPS' is also visible.

## 02 Create Account

Fill up the form & click 'SIGN UP'.

The screenshot shows the 'CREATE ACCOUNT' form. It includes fields for 'Full Name \*', 'Select an ID Type \*' (with 'ID Number' selected), 'Gender \*', 'Birth Date \*' (dd/mm/yyyy), 'Citizenship Status \*', 'Race \*', 'Employment Status \*', and 'Postal Code \*'. There is also a 'Profile Photo (Optional)' section and a 'Retrieve Myinfo' button. A 'DECLARATION' section with a checkbox for consent is present. The 'SIGN UP' button is highlighted with a red circle and an arrow pointing to step 03.

If your child is below 12 years old, he/she will need your consent.

You will fill up your particulars to give consent, then click 'SIGN UP'.

The screenshot shows the 'PARENT/LEGAL GUARDIAN CONSENT' form. It includes fields for 'Full Name \*', 'Email \*', 'Password (Min. 8 alphanumeric characters) \*', and 'Confirm Password'. There is also a 'DECLARATION' section with a checkbox for consent. The form is designed for parents or guardians to provide consent for their child's account creation.

## 03 Enter OTP

Enter the OTP and click 'SUBMIT'.

The screenshot shows the 'VALIDATE YOUR ACCOUNT' page. It includes a message: '\* A one time password (OTP) has been sent to mobile number 83661032. The OTP will expire in 5 minutes.' Below this is a field for 'OTP Code' and a 'SUBMIT' button. The 'SUBMIT' button is highlighted with a red circle and an arrow pointing to step 04.

## 04 Sign up - Success

You have created an account for your child.

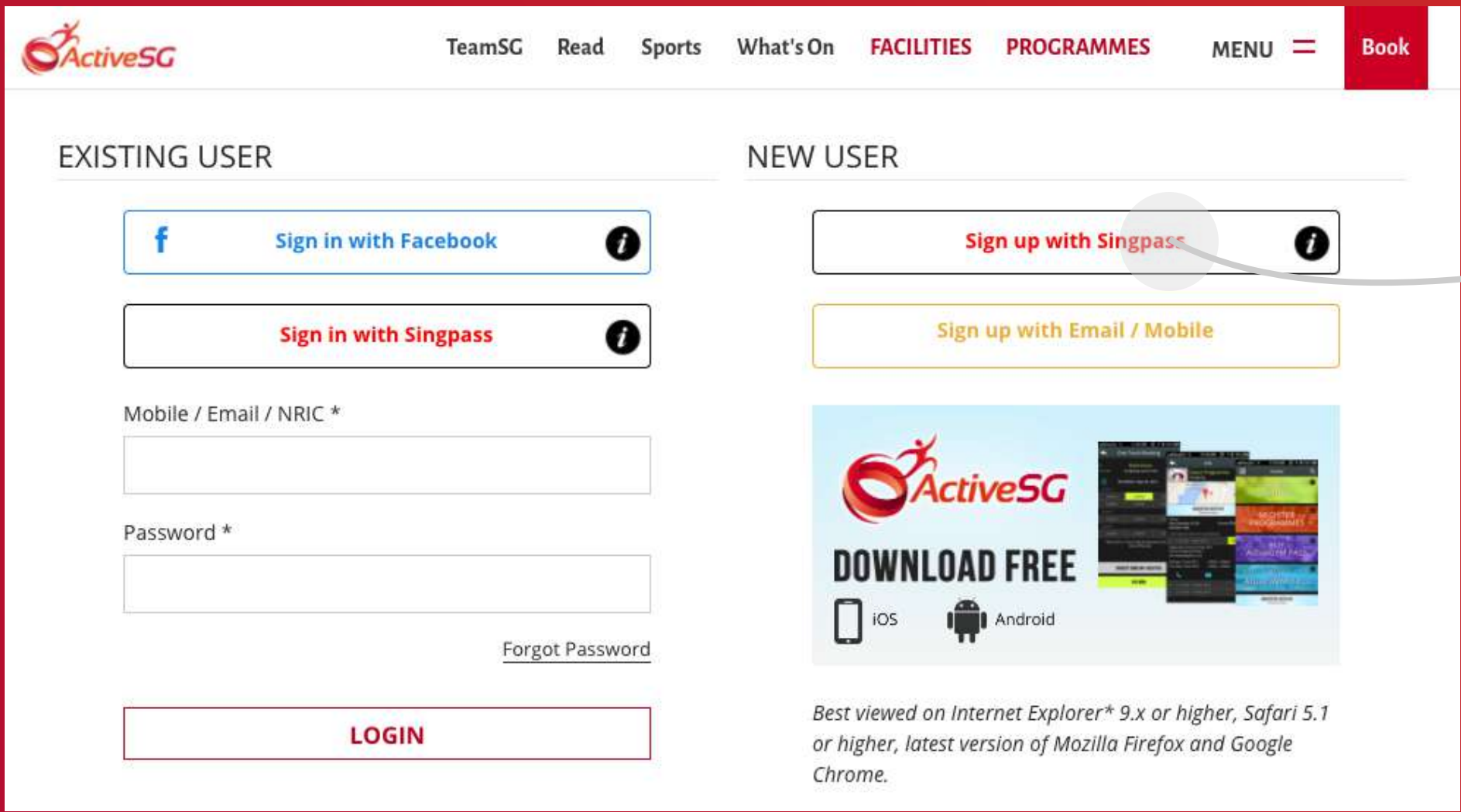
The screenshot shows the 'My Account' page. It includes a 'MY ACCOUNT' section with links to 'EWALLET', 'MY BOOKINGS', 'MY FAVOURITES', 'MY COMPETITIONS', and 'SUPPLEMENTARY ACCOUNTS'. There is also a 'My Account' section with a profile picture, name 'Kyle McKenzie', and 'ActiveSG Member' status. A 'QR CODE' is displayed at the bottom, and a 'CLICK HERE FOR QR CODE' button is present.

# USER GUIDE: HOW TO SIGN UP AN ACOOUNT VIA ACTIVESG WEB USING SINGPASS

## 01 Visit ActiveSG Website

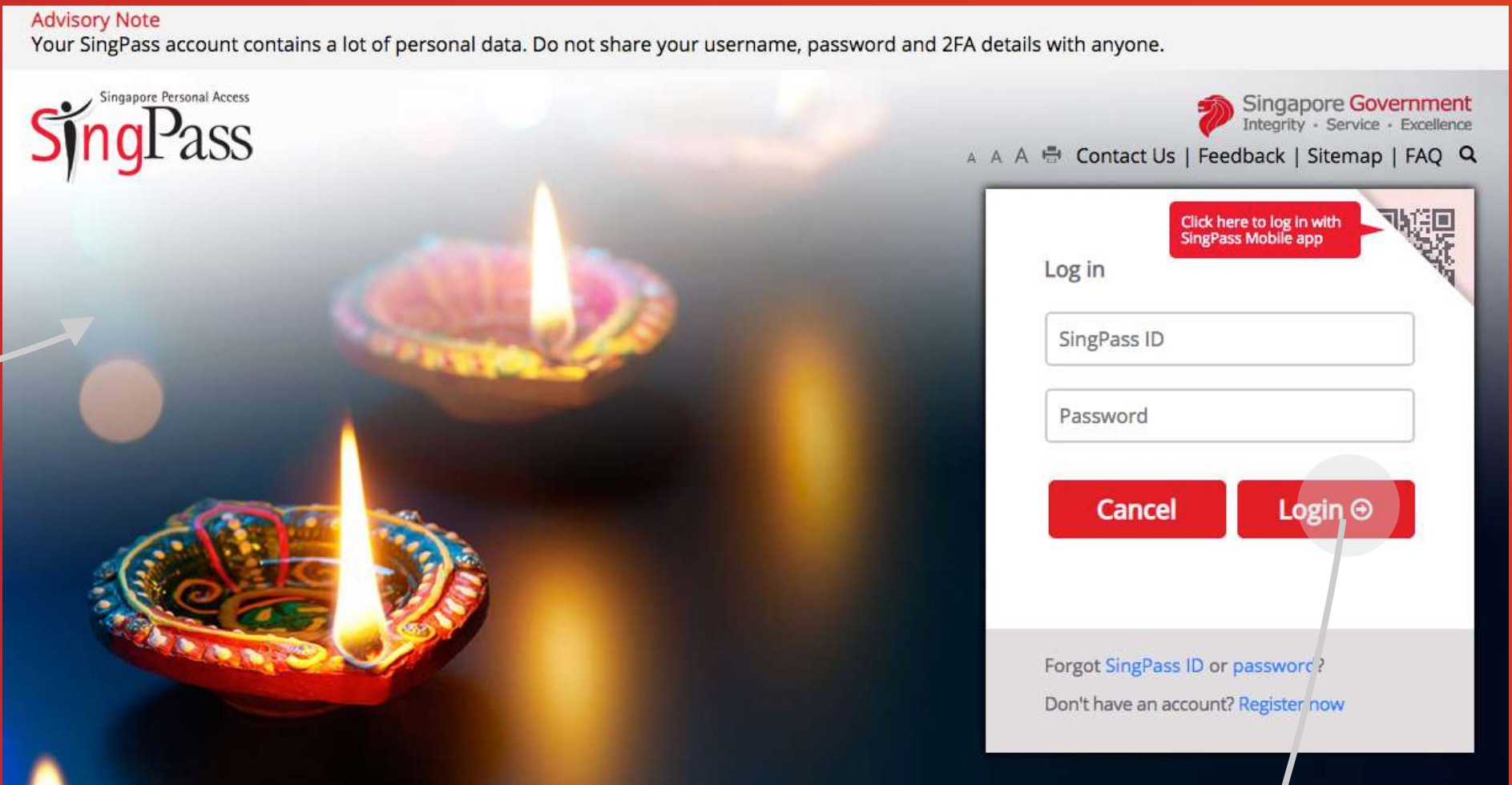
Go to <https://members.myactivesg.com/auth>

Click ' Sign up with SingPass ' under new user.



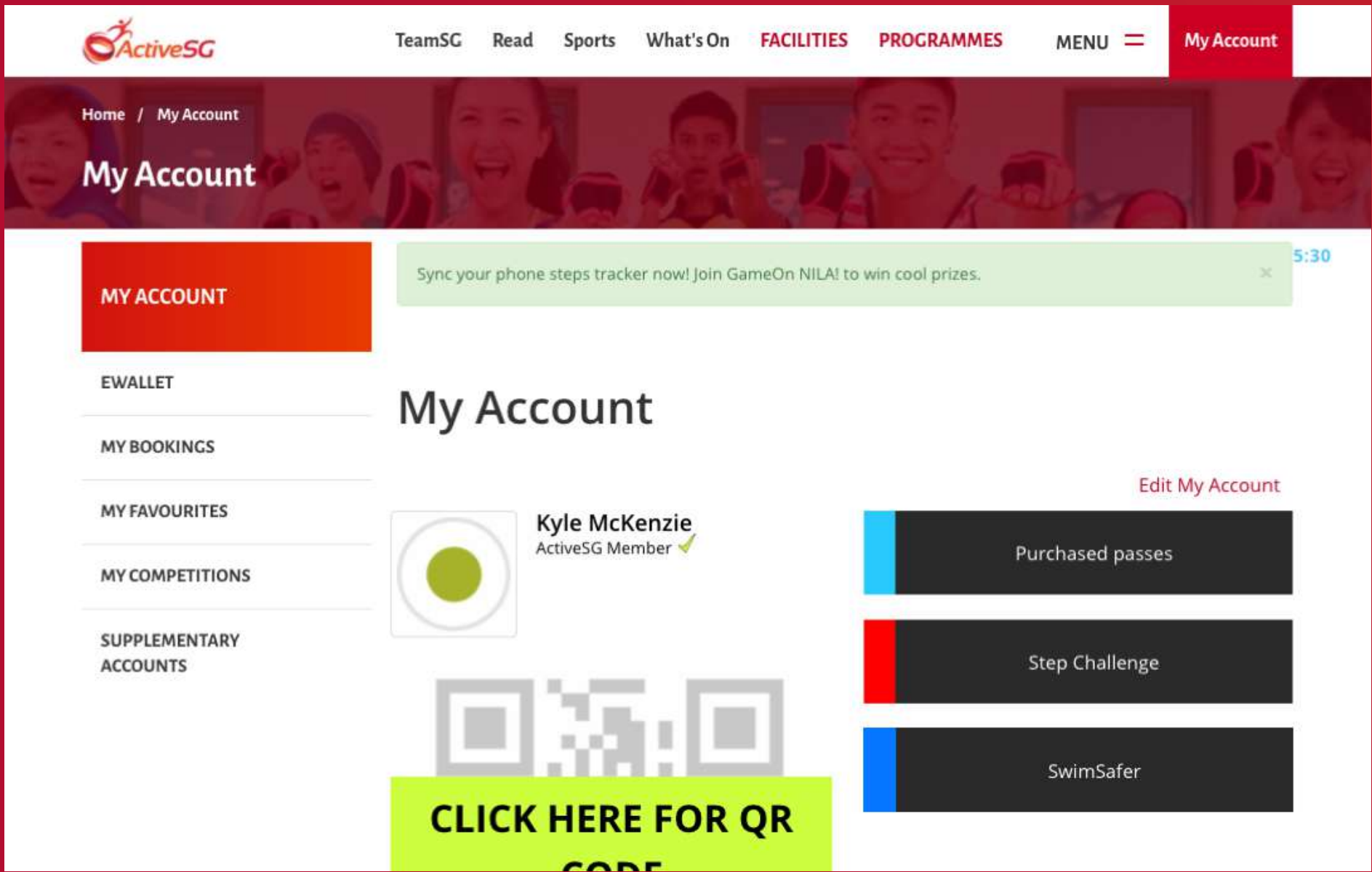
## 02 Log in to SingPass

Log in to SingPass using your child's SingPass ID and Password.



## 03 Sign up - Success

You have created an account for your child.



# USER GUIDE: HOW TO ADD A SUPPLEMENTARY ACCOUNT

## 01 Log In to ActiveSG

Go to <https://members.myactivesg.com/auth>

Log In to your account.

## 02 Enter Supplementary Account Page

After login, you will land on 'My Account' Page.

Click 'SUPPLEMENTARY ACCOUNTS' on the left.

## 03 Add Supplementary Account

Click 'Add supplementary account'.

## 04 Enter Supplementary Account Details

Complete step 1 & click 'Next'.

Complete step 1 & click 'Submit'.

## 05 Supplementary Account Added

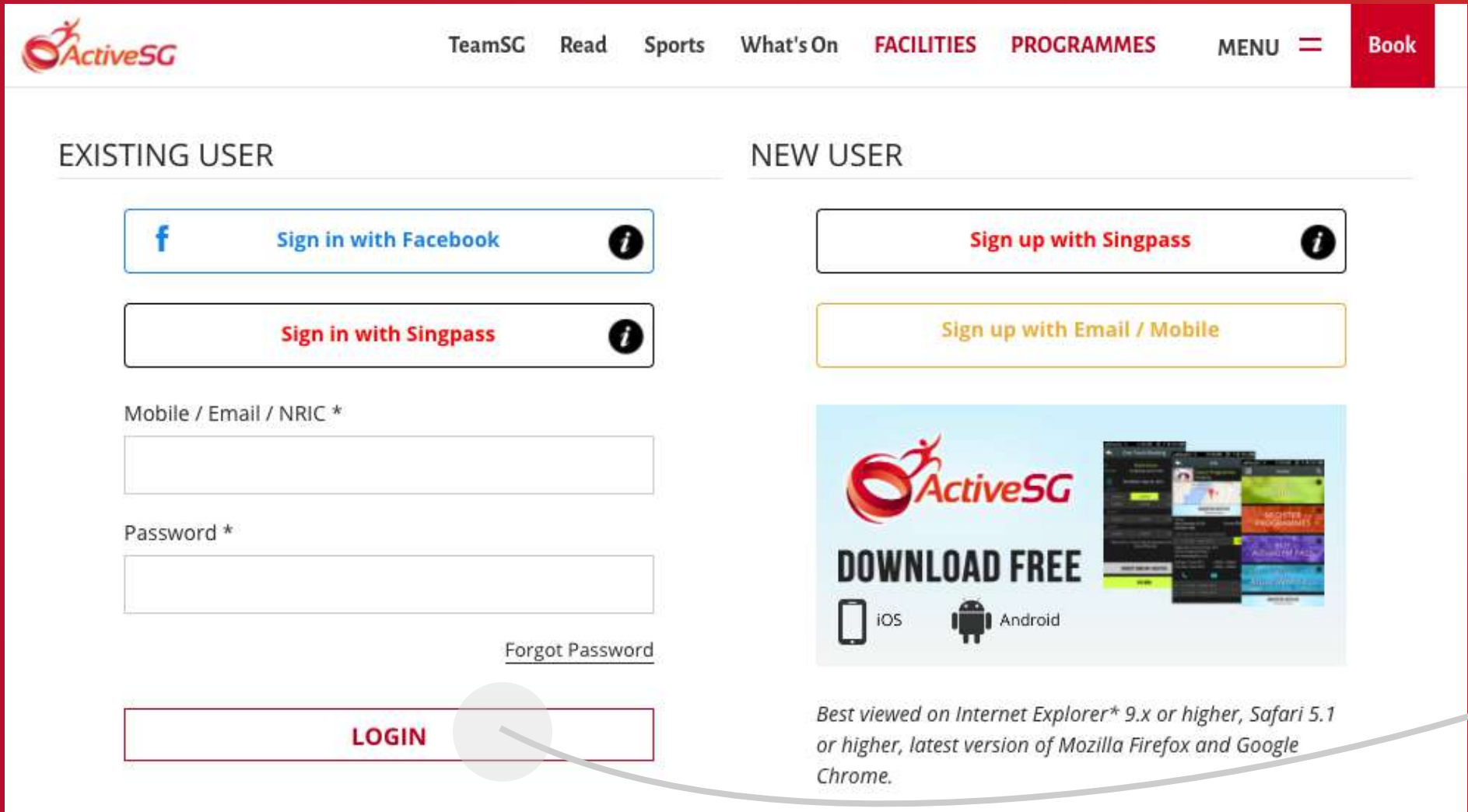
You'll be directed to the supplementary account page with the newly added supplementary account.

# USER GUIDE: HOW TO CHANGE TO SUPPLEMENTARY ACCOUNT WHEN LOG-IN WITH PARENT’S ACCOUNT

## 01 Log In to ActiveSG

Go to <https://members.myactivesg.com/auth>

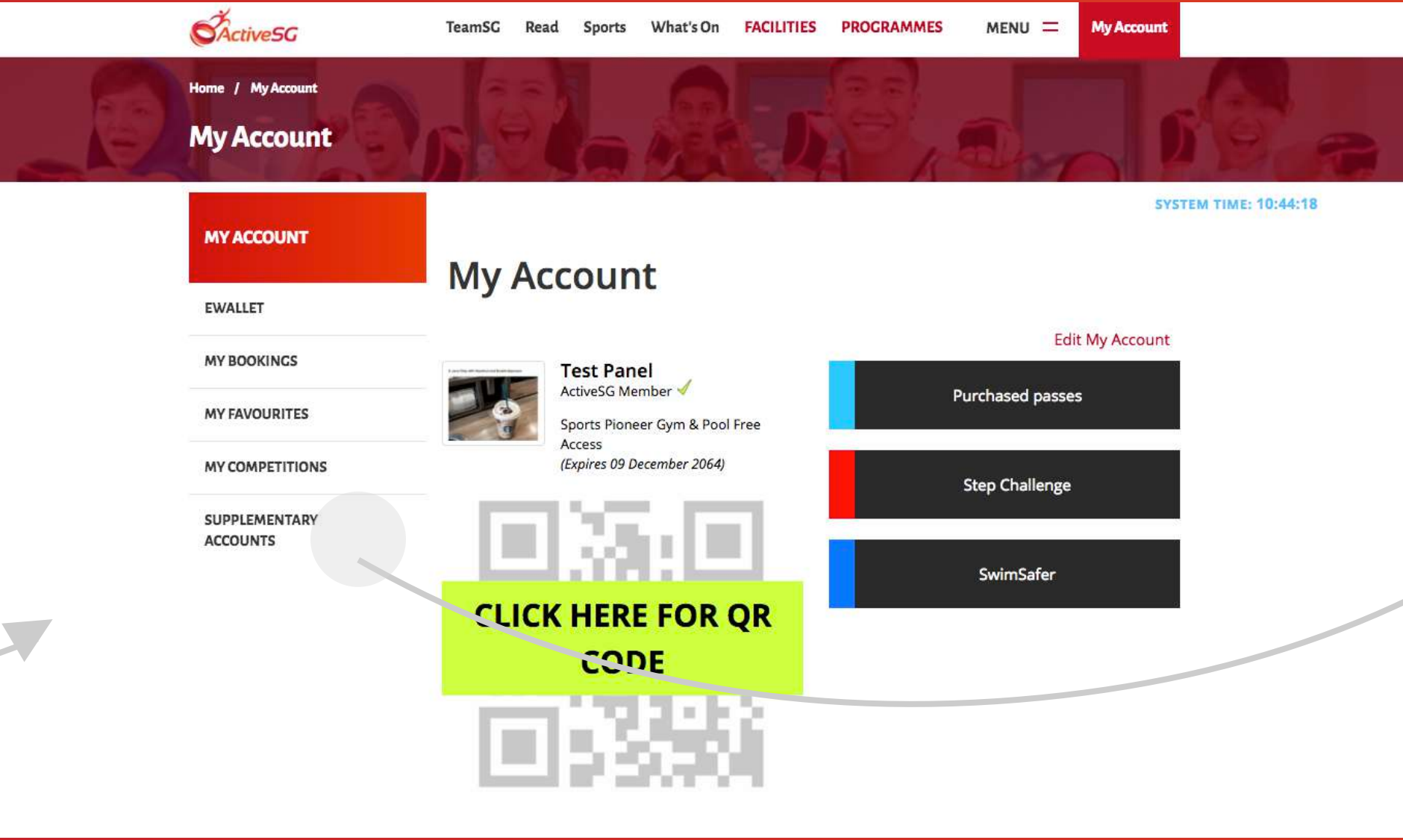
Log In to your account



## 02 Enter Supplementary Account Page

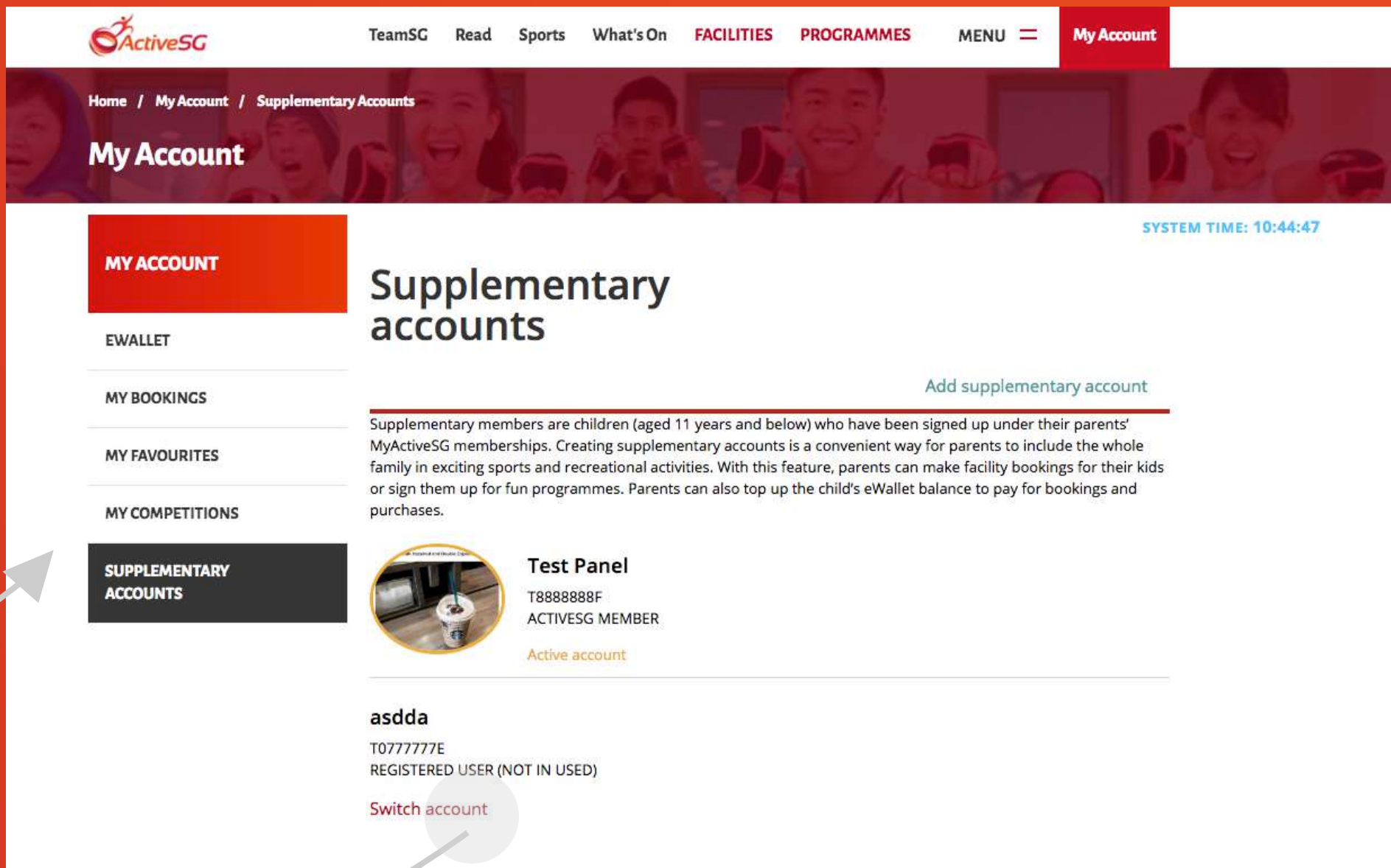
After login, you will land on 'My Account' Page.

Click 'SUPPLEMENTARY ACCOUNTS' on the left



## 03 Switch to Supplementary Account

Click 'Switch account' of your child's supplementary account.



## 04 Switch account - Success

You will see your child's supplementary account is now active.

