Online Registration of Courses - Company (Manual)

Please print this instruction for reference when you are registering for our courses online. This option is recommend if you are registering the course for less than 5 workers.

For Company - Manual Registration

- Apply for a Company Code (Applicable only to first-time user. Download the application form here.)
- Locate your course through the left-hand side navigation under Courses
- Scroll down to the Course Schedule & Online Registration section
- Click on the Company link
- Enter your Company Code
- Enter the number of training places you would like to register in the "Reserve Seats" box
- To register for the same course conducted in other languages such as Malay, Bengali, Thai, Tamil and Chinese or courses conducted over the weekends and evenings, please click on the "Course Title" arrow to display these courses (Only applicable to Safety Courses Workers level)
- Select the Course
- Click on the "Enquiry" button to display a full list of available training dates and locations ("Venue" field can be left blank)
- Click on the "Yes" link located under the "Vacancies" column under Search Results Course Schedule based on your preferred Start Date and Location
- Click on the "Add Trainee" button
- Choose the Identity Type (NRIC/Employment Pass/Work Permit/Foreign) from the **ID Type:** drop down menu
- Enter your Identity Number into the **ID Number:** box
- Enter your Name into the **Trainee Name**: box
- Enter your **Date of Birth**
- Click on the "Next" button
- Fill in ALL your particulars
- Click on the "Next" button
- Fill in ALL your other particulars
- Click on the "Next" button
- To register another trainee, click on the "Reg Another" button to repeat the earlier steps
- Once you have finished registering, click on "Payment" button to proceed to the payment page
- Read the "Terms & Conditions", click on the "Accept" button
- Click on your preferred mode of payment to complete your registration (We recommend "Online Payment via Credit Card" to secure your registration immediately)
- If you are using our "Online Payment" option to make your payment, please follow the instructions given on our payment gateway page
- Print the invoice to complete the transaction (Applicable only if you use the "Online Payment via Credit Card" option)

If payment is not received within 3 working days (excluding Saturdays, Sundays and Public Holidays) from the date of online registration OR Class Start Date, whichever is earlier, your registration will be cancelled.

There are 3 other ways to make payment for online registrations:

- Online Payment by vPost(GIRO On-Demand, Credit Card)
- Post Office Counters (Cash, NETS & Credit Card)
- NTUC LearningHub Registration Centres (Cash, NETS, Credit Card & Cheque)