

USE ID Card Web Portal User Guide

- Items highlighted within a **red box** are required fields.
- User notes for reference is indicated in **blue**
- For an optimal experience, it is recommended for you to use a desktop, laptop, iPad or tablet

Scan with Singpass app
to log in



Don't have the Singpass app?
[Download now](#)



CUSTOMER SERVICE CENTRE USE ID CARD PORTAL

[User Guide](#)

[Frequently Asked Questions](#)

**A valid SingPass credential is required*



You must agree to the [terms of use](#) for accessing this web portal.

I have read and agree to the website's terms of use.

Tick the check box then proceed to next

Back

Next





i Record not found.

Please contact Union Of Security Employees for further assistance.

Contact details as follows:

- ☎ +65 6381 9150 +65 6291 5145 (CSC)

- ✉ use-idcard@ntuc.org.sg

OK

If you see this page;

- 1) Your ID card has expired and you have not done the online renewal at <https://licence1.business.gov.sg/>*
- 2) Your online renewal status have not been updated in the PLRD system hence no record found. Try again after 48–72 hours*



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Request Application

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Make Payment

ID Card Portal

Welcome IDX TEST SHARON CARD - SO

My Application Type

- New
- Replacement
- Renewal

Select the application type and request for the ID card issuance

Once selected, the webpage will automatically refresh to the personal particulars page. (see page 4)

My Request

- Security Officer (SO) / Aviation Security Officer (AVSO)
- Private Investigator (PI)

My Updates

- New PWM SO Grade/Courses Attended

For PWM Grades and courses attained updates, once selected, the webpage will be refreshed. (see page 7)

My Applications

| Application | Card Type | Grade | Date Of Transaction | Status | Action/Remarks |
|-------------|-----------|-------|---------------------|--------|----------------|
|-------------|-----------|-------|---------------------|--------|----------------|



Request Application



Contact Details



Submit Details



Book Appointment



Make Payment

Personal Particulars

NRIC / FIN : XXXXX444Z

Name : JEMMY TEST CARD JAN 2022

Update Details

Singapore mobile number ^{*Mandatory}

96757311

0000000



Update Number



Verification Code



We have sent an SMS to your mobile number with a verification code.
Please check your phone and enter the verification code below

Submit

*A valid mobile number is required for the OTP.
Once OTP submission is successful, click next (see page 5)*

Back

Save Draft

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Submission

Details

NRIC / FIN : XXXXX011A Application Type : **New - SO**
Name : **IDX TEST SHARON CARD - SO** Pass ID No : **P6860011ASO**
Grade : **CSO**
Card Expiry Date : **19 January 2024**

Training Records

Select training attained

- Recognise Terrorist Threat (RTT)
- Conduct Security Screening of Person and Bag (CSSPB)
- Conduct Crowd and Traffic Control (CCTC)
- Handle Counter Terrorist Activities (HCTA)
- Conduct Screening using X-ray Machine (X-RAY)
- Airport Screener Deployment (For AVSO Only)
- None of the above (SO)

Photo Submission

Refer to the photo guidelines on page 6

Upload Photo



Guidelines for Digital Photo Image Submission ⓘ

- Photo must be taken within last 3 months
- Photo must be taken within even brightness
- Photo must be clear and in sharp focus
- Photo must be taken without spectacles
- Photo background must be white in color
- Photo uploaded must be in JPG or PNG formats
- Photo image's size must not more than 5 MB

I hereby declare that the information and photo submitted is true and correct.
In case any of the above information is found to be false or untrue or misleading or misrepresenting.
I am aware that I may be held liable for it.

Reminder!!

Non-compliance with the photo guidelines, including Selfie, will result in your application being rejected and this will delay the issuance and collection of your ID card.

Complete the declaration then click "Next"













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Save Draft

Next



Photo Guidelines

| | | | | | |
|--|--|---|---|--|--|
| <p>Photo background must be white in colour</p> |  |  | <p>Head gear used for religious reasons must be in dark colour against white background</p> |  |  |
| <p>Spectacles must be removed where the eyes are clearly and fully visible</p> |  |  | <p>Must be appropriately attired minimally with a polo tee-shirt</p> |  |  |
| <p>Facial expression should be neutral with mouth closed</p> |  |  | <p>Shoulders, hair and ears must be fully visible</p> |  |  |



Submission

Details

NRIC / FIN : XXXXX011A Pass ID No : P6860011A
update_so : IDX TEST SHARON CARD Grade : SO

New Grade Attained

- Senior Security Officer
- Security Supervisor
- Senior Security Supervisor
- Chief Security Officer

Select the relevant category

New Training Records

- Recognise Terrorist Threat (RTT)
- Conduct Security Screening of Person and Bag (CSSPB)
- Conduct Crowd and Traffic Control (CCTC)
- Handle Counter Terrorist Activities (HCTA)
- Conduct Screening using X-ray Machine (X-RAY)

Skill Sets Acquired

- Basic Facilities Management
- Fundamentals of Building Services & Safety
- Fire Safety Management
- CERT
- COSEM

Lateral training/courses.

I hereby declare that the information submitted is true and correct.
In case any of the above information is found to be false or untrue or misleading or misrepresenting,
I am aware that I may be held liable for it.

Complete the declaration then click "Update"

Date of submission : 11-03-2022

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Update





Request Application



Contact Details



Submit Details



Book Appointment



Make Payment

Book Appointment For Collection

Select Date :

«« April 2022 »»

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 27 | 28 | 29 | 30 | 31 | 01 | 02 |
| 03 | 04 | 05 | 06 | 07 | 08 | 09 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Operating Hours:

Monday - Friday : 9am - 5pm (last walk-in at 4.50pm)

Last Tuesday of the month and selected eve of Public Holidays

(New Year's Day, Chinese New Year & Christmas Day) : 9am-12.30pm

Closed on Public Holidays, Saturdays and Sundays

 : Half Day / Eve Of Public Holidays - Last Appointment @12.30pm

 : Public Holiday

| Time | Current Booking | Max Available |
|-----------------------------------|-----------------|---------------|
| <input type="radio"/> 09:00-10:00 | 0 | 20 |
| <input type="radio"/> 10:00-11:00 | 0 | 20 |
| <input type="radio"/> 11:00-12:00 | 0 | 20 |
| <input type="radio"/> 12:00-13:00 | 0 | 20 |
| <input type="radio"/> 13:00-14:00 | 0 | 20 |
| <input type="radio"/> 14:00-15:00 | 0 | 20 |
| <input type="radio"/> 15:00-16:00 | 0 | 20 |
| <input type="radio"/> 16:00-17:00 | 0 | 20 |

Select a date and time for the ID card collection.

Please note that the collection will be 7 calendar days after a successful receipt of payment

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My Application Details

| | |
|---------------------------------|---|
| NRIC / FIN : XXXXX444Z | Application Type : New - SO |
| Name : JEMMY TEST CARD JAN 2022 | Pass ID No : G92345678 |
| | Grade : SO |
| Mobile No : 96757311 | Card Expiry Date : 12 April 2025 |
| Email : - | Appointment Date : 17 March 2022 |
| | Time Slot : 10:00 - 11:00 |

Verify details before proceeding to payment

| Application Type | Type | Amount |
|------------------|----------------|-----------------------|
| New | SO Application | \$22.50 inclusive GST |

Select Your Payment Method

I also understand that upon completion of transaction, no refunds or cancellations shall be allowed.



Mobile Payment With Banks App (PayNow)



Credit & Debit Cards Payment


Payment by PayNow, Credit Card or Debit card only

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Select Your Payment Method

I also understand that upon completion of transaction, no refunds or cancellations shall be allowed.





PAY NOW

Total Amount : \$22.50
Reference No: Website Testing
2021122700756

How to Make a PayNow

1. Scan this QR code with **QR scanner on your banking app** on your phone.
2. Verify that displays the following :
Entity Name **Union OF Security Employees**.
3. Ensure the reference number and amount provided on this page is displaying in banking app and proceed to submit.
4. Once your Paynow transaction has been successful, Use will process with your application .

Is your PayNow transaction succesful?

Credit Card and Debit Card Payment

| | |
|-------------------------|-----------------------------|
| Display Name | UNION OF SECURITY EMPLOYEES |
| Merchant Reference Code | 20220405043911 |
| Nets Reference Code | 20220405163921289 |
| Amount | SGD 22.50 |

Payment Methods



Name on Card

Card Number

CVV/CVV2

Expiry Date

Month Year

Email
(Optional)

Submit

Cancel



For added security, an SMS One-time Password (OTP) is required to complete this transaction. Please enter the SMS-OTP which has been sent to your mobile phone (XXXX9368).

Merchant: UNIONOFSECURITYEMP

Amount: SGD 22.50

Date: 29/03/2022

Card Number:

SMS-OTP: SY1C

Proceed

Get Another SMS-OTP

Cancel

If XXXX9368 is not your mobile phone number, please complete the [2FA Registration/Update Form](#) (available on the UOB website) and mail it to us.

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My Request

- Security Officer (SO) / Aviation Security Officer (AVSO)
- Private Investigator (PI)

My Updates

- New PWM SO Grade/Courses Attended

Click on "view" highlighted in green to download the payment receipt

My Applications

| Application | Card Type | Grade | Date Of Transaction | Status | Action/Remarks |
|-------------|-----------|-------|---------------------|------------|----------------------|
| New | SO | SSO | 11/05/2022 09:57:21 | Processing | View |



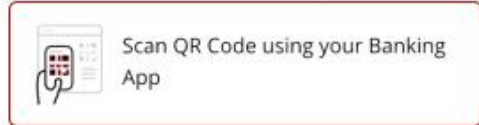
ID Card Application Details

Details

| | | | |
|------------------|---|------------------|--------------|
| NRIC / FIN | : XXXXX011A | Pass ID No | : P6860011A |
| Name | : IDX TEST SHARON CARD - SO | Card Type | : NEW - SO |
| Appointment Date | : 19 May 2022 | Grade | : CSO |
| Time Slot | : 09:00 - 10:00 | Card Expiry Date | : 19/01/2024 |
| Mobile No | : 91559368 | | |
| Email | : xzy@gmail.com | | |
| Status | : Processing | | |
| Transaction Ref | : 2022051100494 | | |
| Payment Amount | : \$22.50 inclusive of GST (Pending confirmation) | | |



How to Make a PayNow Transfer



1. Scan this QR code with the QR scanner on your banking app on your phone.
2. Verify that it displays the following : Entity Name Union Of Security Employees.
3. Ensure the reference number and amount provided on this page is displaying in banking app and proceed to submit.
4. Once your Paynow transaction has been successful, USE will process with your application.

**Save this copy*

*** For payment via PayNow, confirmation will be immediate however, for credit card and debit card payment, it will be pending the bank's receipt of payment confirmation*

How to resubmit a photo which was rejected due to non-compliance to the photo guidelines

- Login to <https://www.iduse.org.sg> with your SingPass
- Proceed to the “request application” page
- At the bottom of the page under “My Application” click on “Resubmit” highlighted in green (*See page 14*)
- Upload the new photo and complete the process
- Your application status will then be shown as “resubmitted” (*See page 15*)
- Please note due to the resubmission of the new photo, the collection appointment booking will be rescheduled to another date and time (approx. 7 days later)



ID Card Portal

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- Security Officer (SO) / Aviation Security Officer (AVSO)
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- New PWM SO Grade/Courses Attended

My Applications

Click on "Resubmit" highlighted in green to upload a new photo

| Application | Card Type | Grade | Date Of Transaction | Status | Action/Remarks |
|-------------|-----------|-------|---------------------|--------------|--------------------------|
| New | SO | CSO | 11/05/2022 14:22:45 | Resubmission | Resubmit |



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My Applications

The status will now indicate "Resubmitted" as shown below.

| Application | Card Type | Grade | Date Of Transaction | Status | Action/Remarks |
|-------------|-----------|-------|---------------------|-------------|----------------------|
| New | SO | CSO | 11/05/2022 14:22:45 | Resubmitted | View |



Details for ID card collection

- SMS will be sent to the registered mobile number 3 days before the selected date and time of the appointment
- The collection is will be on the selected appointment date and time, **not earlier**
- **Documents required for the collection**
 - 1) Singapore NRIC or Work Permit
 - 2) The screenshot of the receipt of the transaction or the SMS notification
 - 3) The existing PLRD Security ID card (if you have one)