

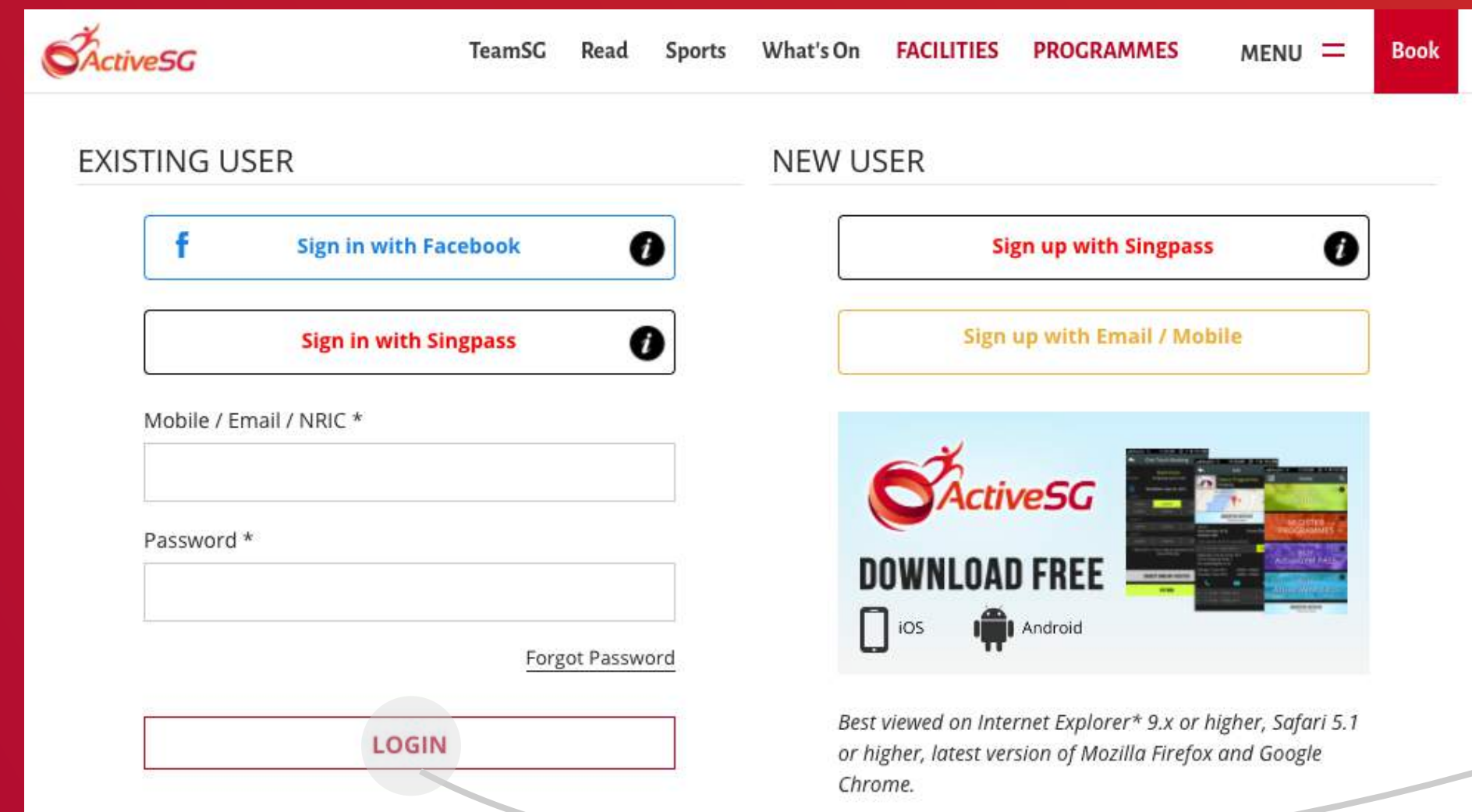
# USER GUIDE: DOWNLOAD SWMSAFER E-CERTIFICATE

## 01 Login to ActiveSG

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

Login using your child's ActiveSG account.

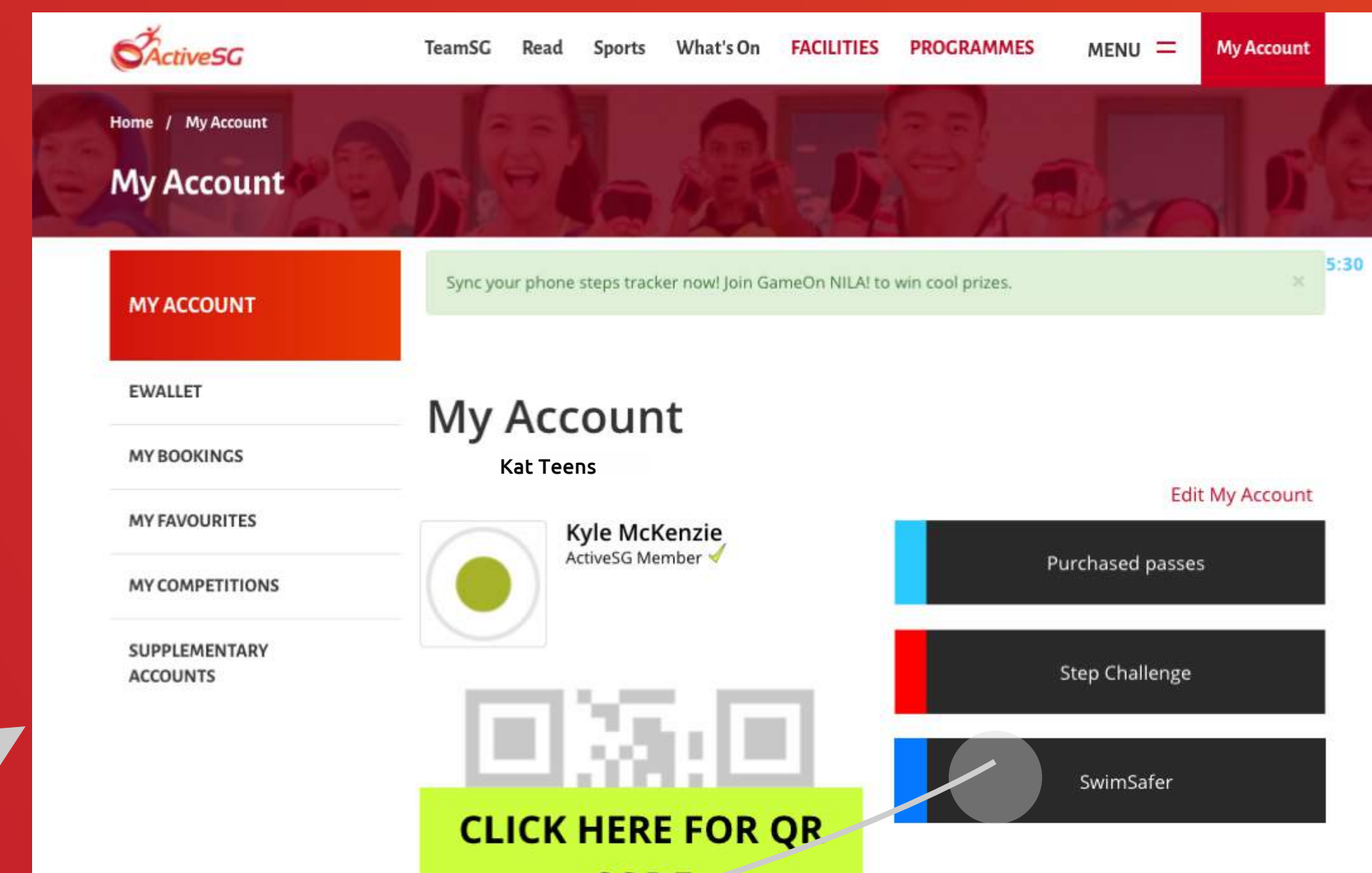
If your child has no account, kindly proceed to sign up.



## 02 Enter SwimSafer Page

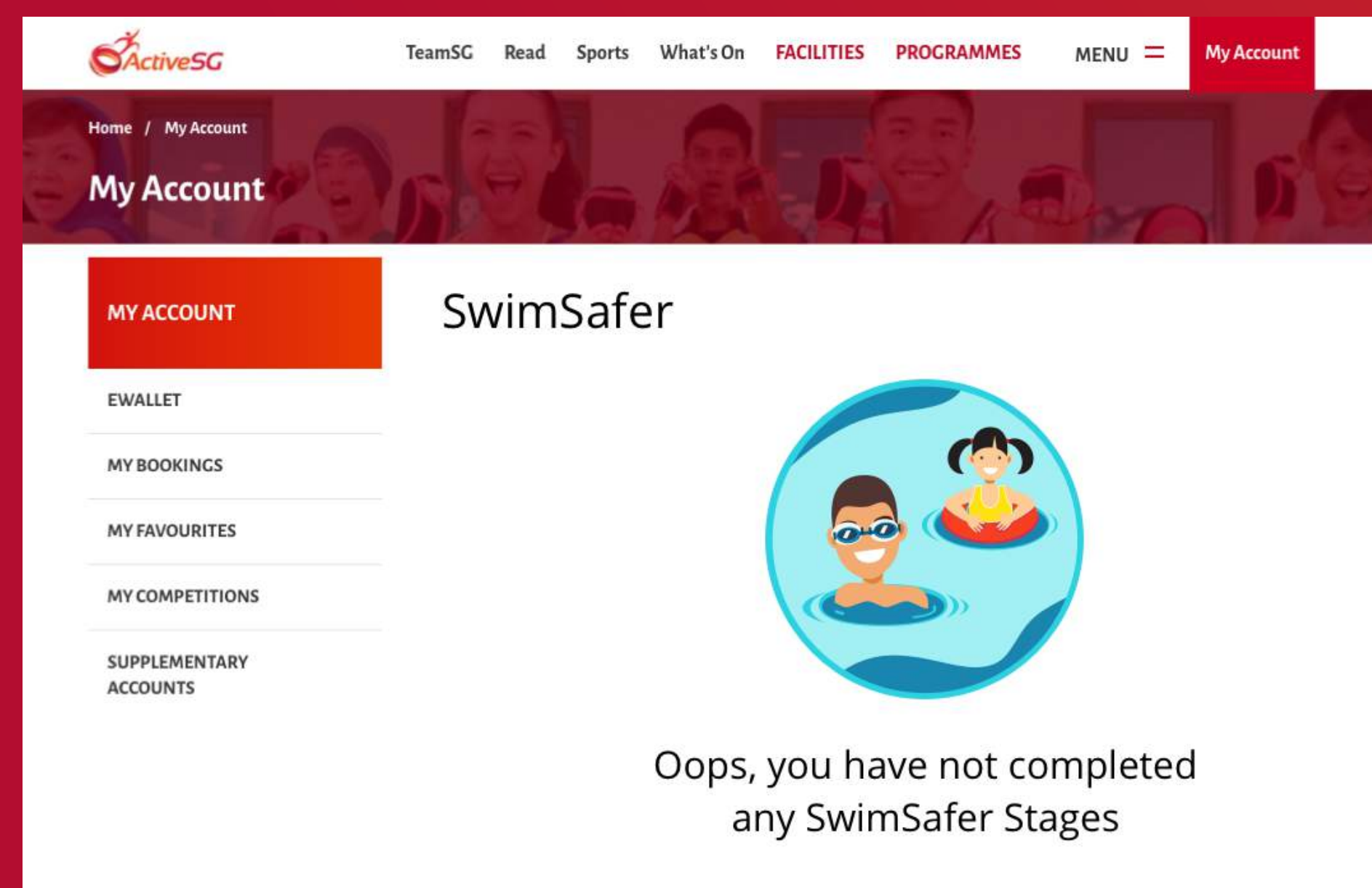
After login / sign-up, you will land on 'My Account' Page.

Click 'SwimSafer'.

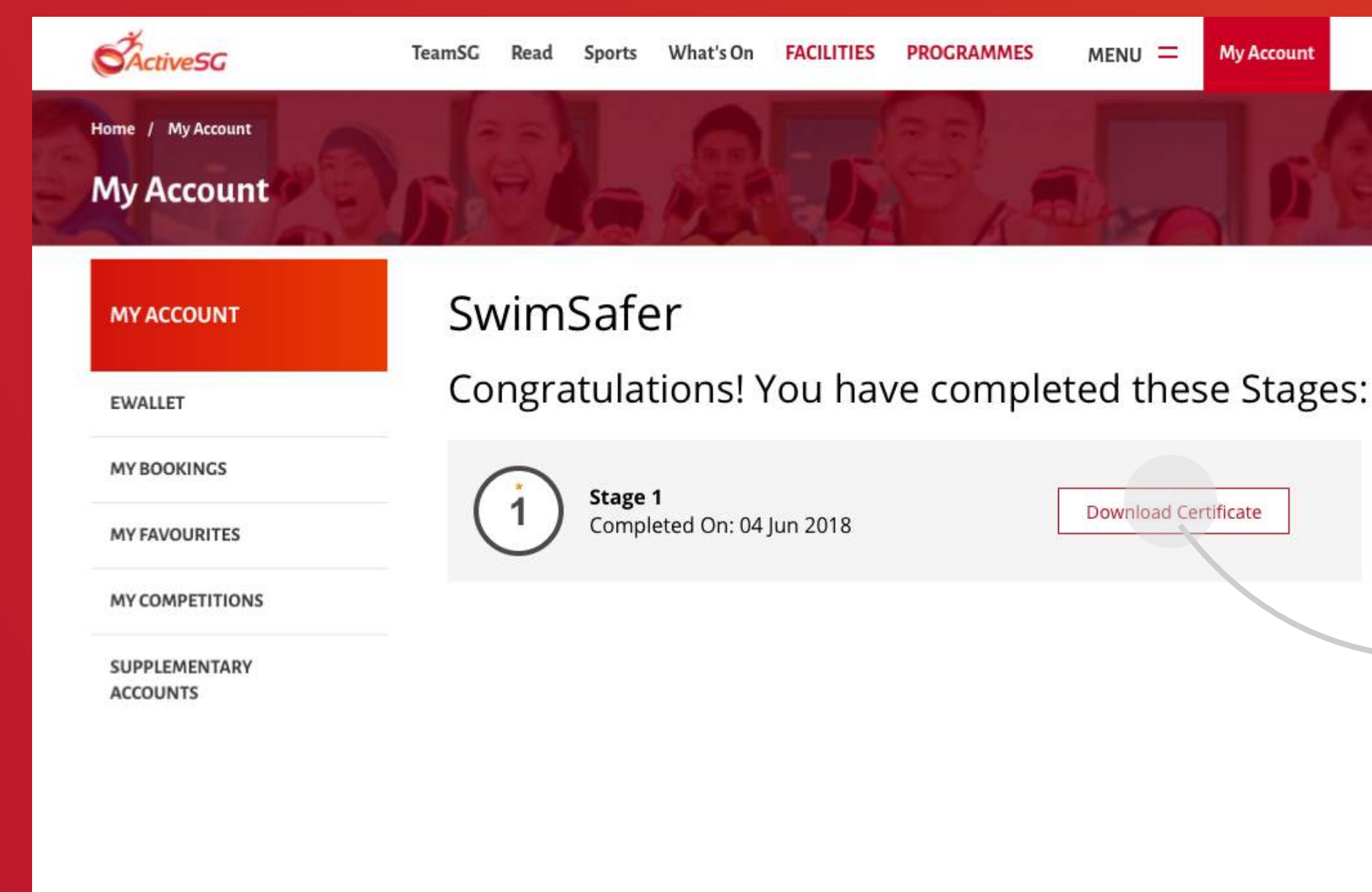


## 03 View SwimSafer Stages

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

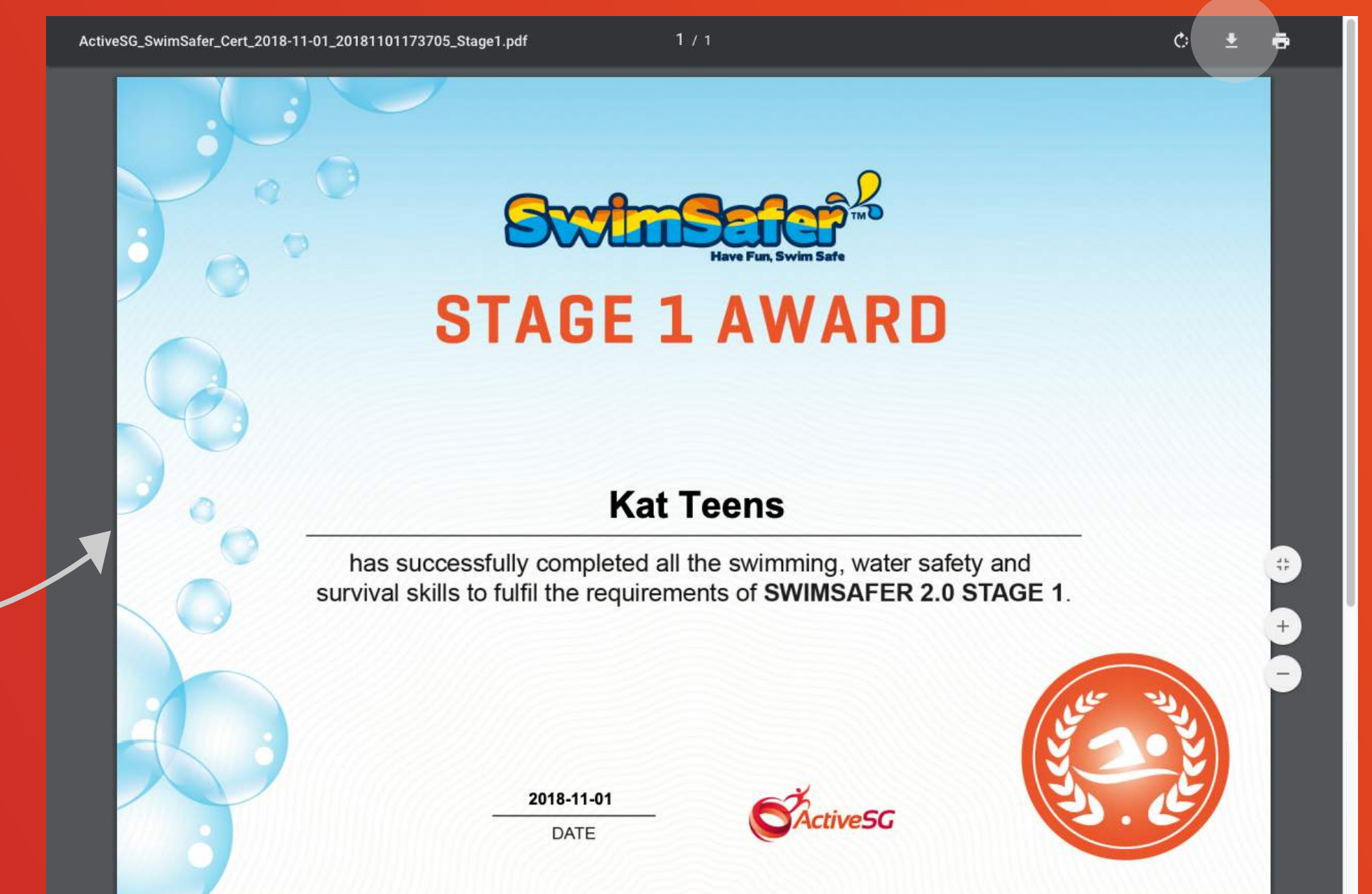


If your child has completed at least 1 stage, the completed stage(s) will be displayed. Click 'Download Certificate' to preview.



## 04 Preview & Download Certificate

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



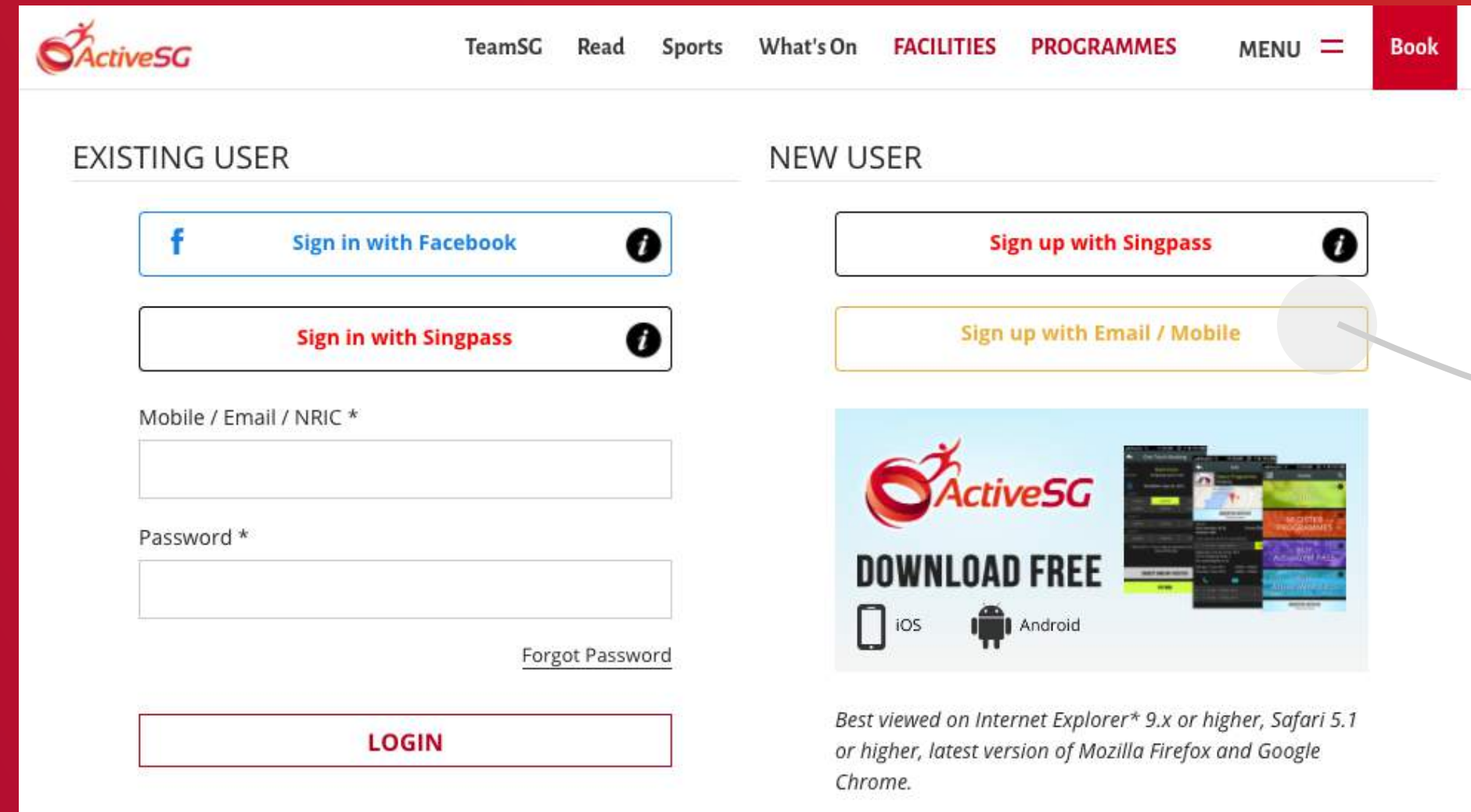


# USER GUIDE: HOW TO SIGN UP AN ACOOUNT VIA ACTIVE SG WEB USING EMAIL / MOBILE

## 01 Visit ActiveSG Website

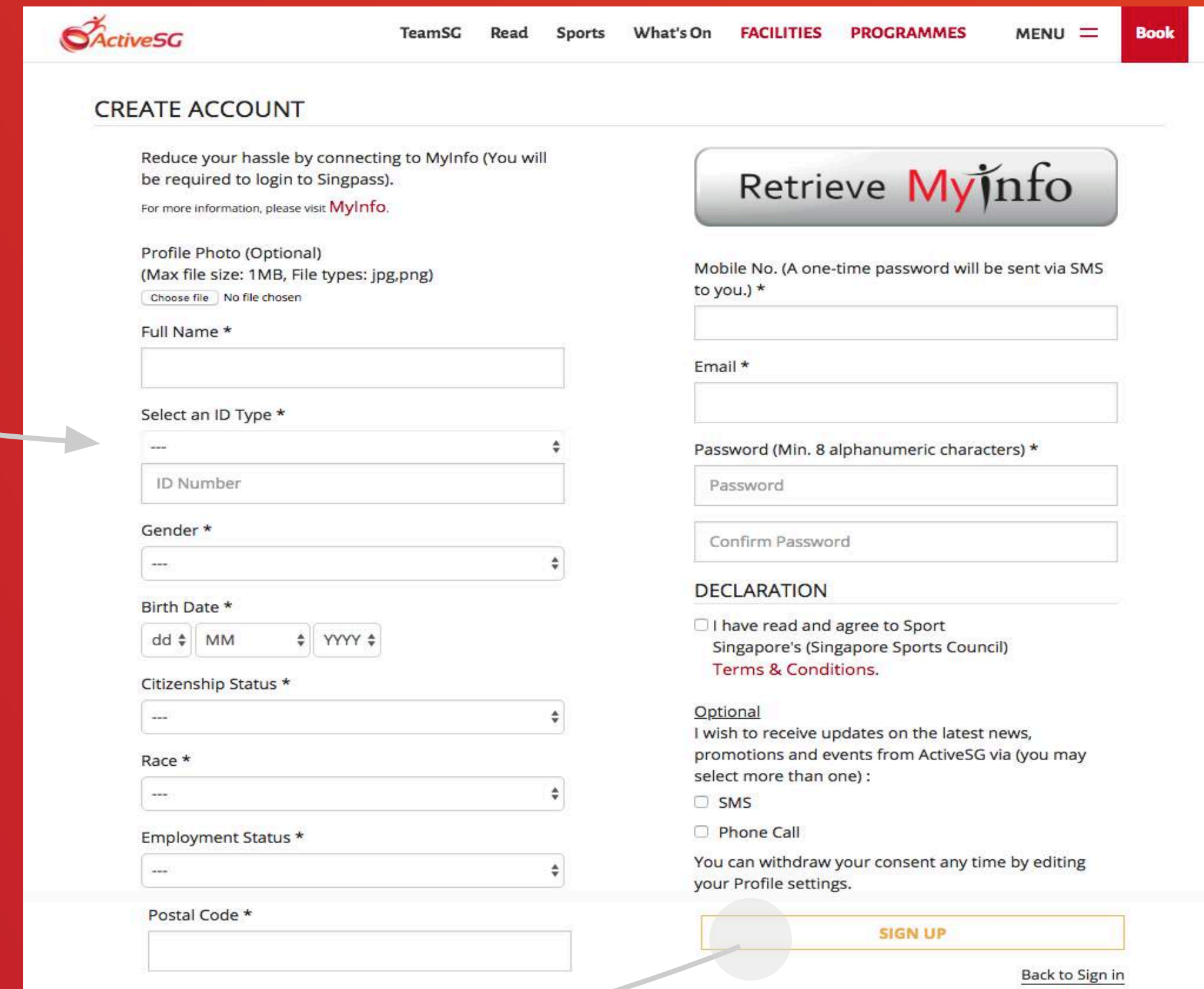
Go to <https://members.myactivesg.com/auth>

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



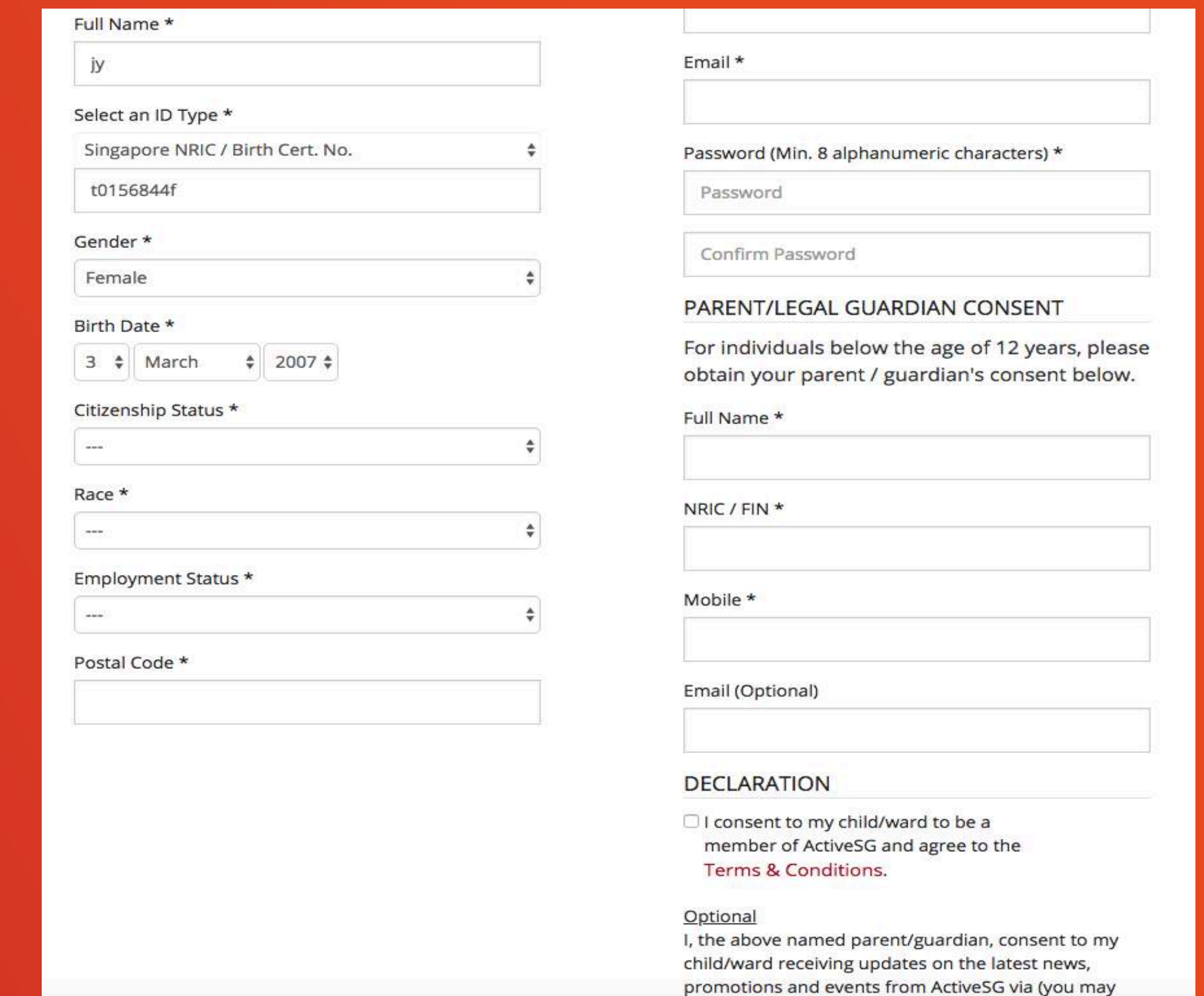
## 02 Create Account

Fill up the form & click 'SIGN UP'.



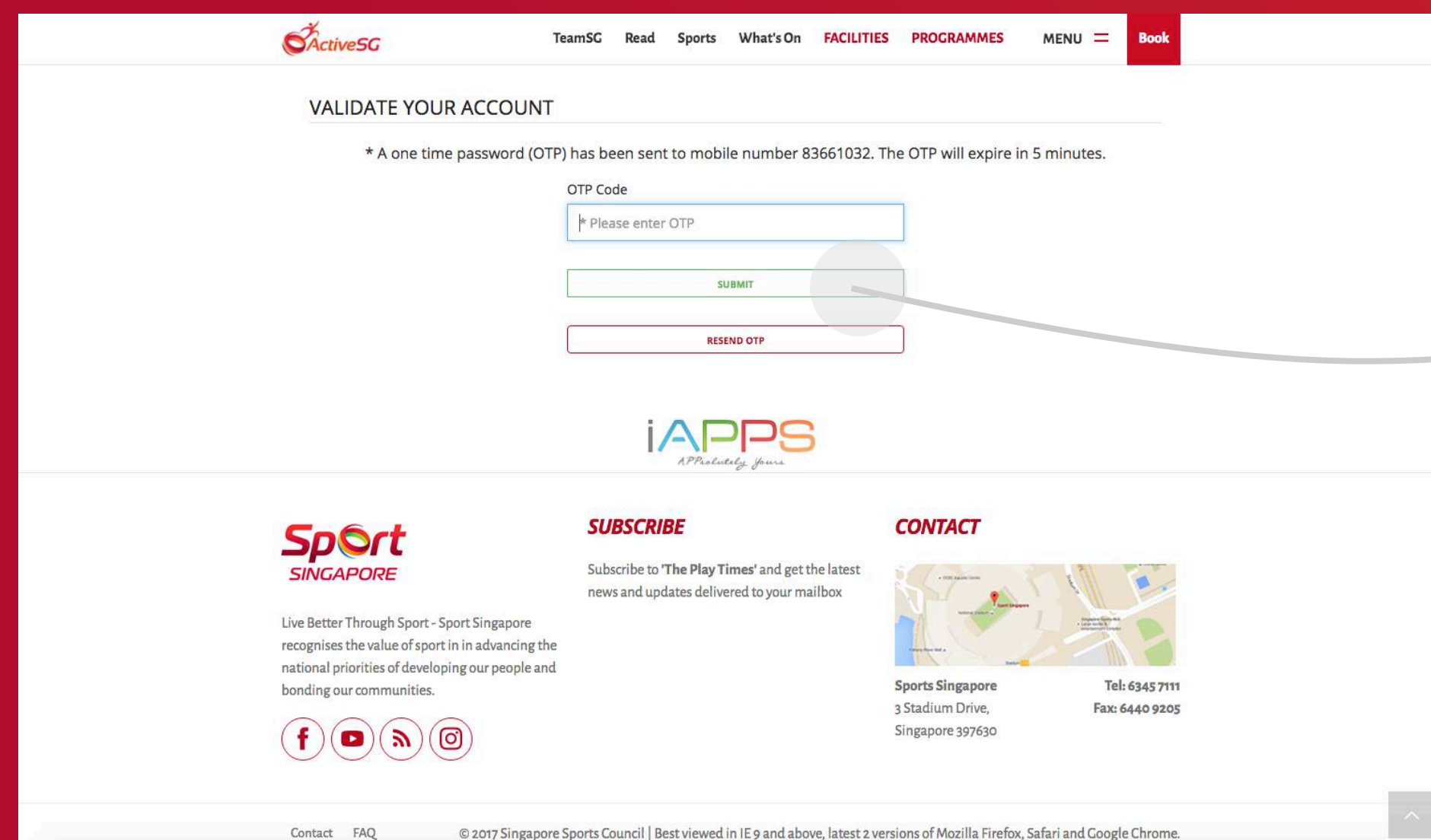
If your child is below 12 years old, he/she will need your consent.

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



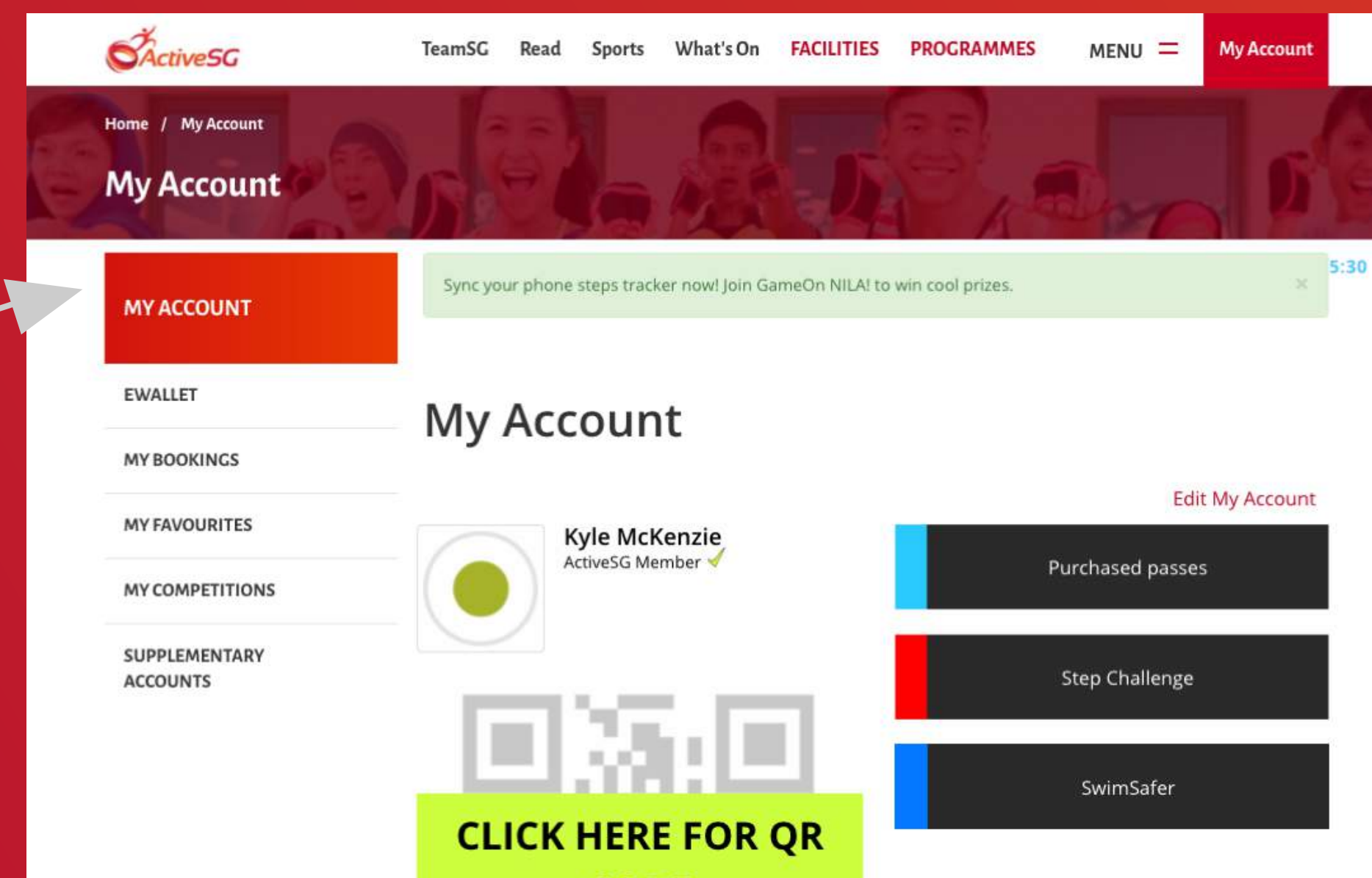
## 03 Enter OTP

Enter the OTP and click 'SUBMIT'.



## 04 Sign up - Success

You have created an account for your child.



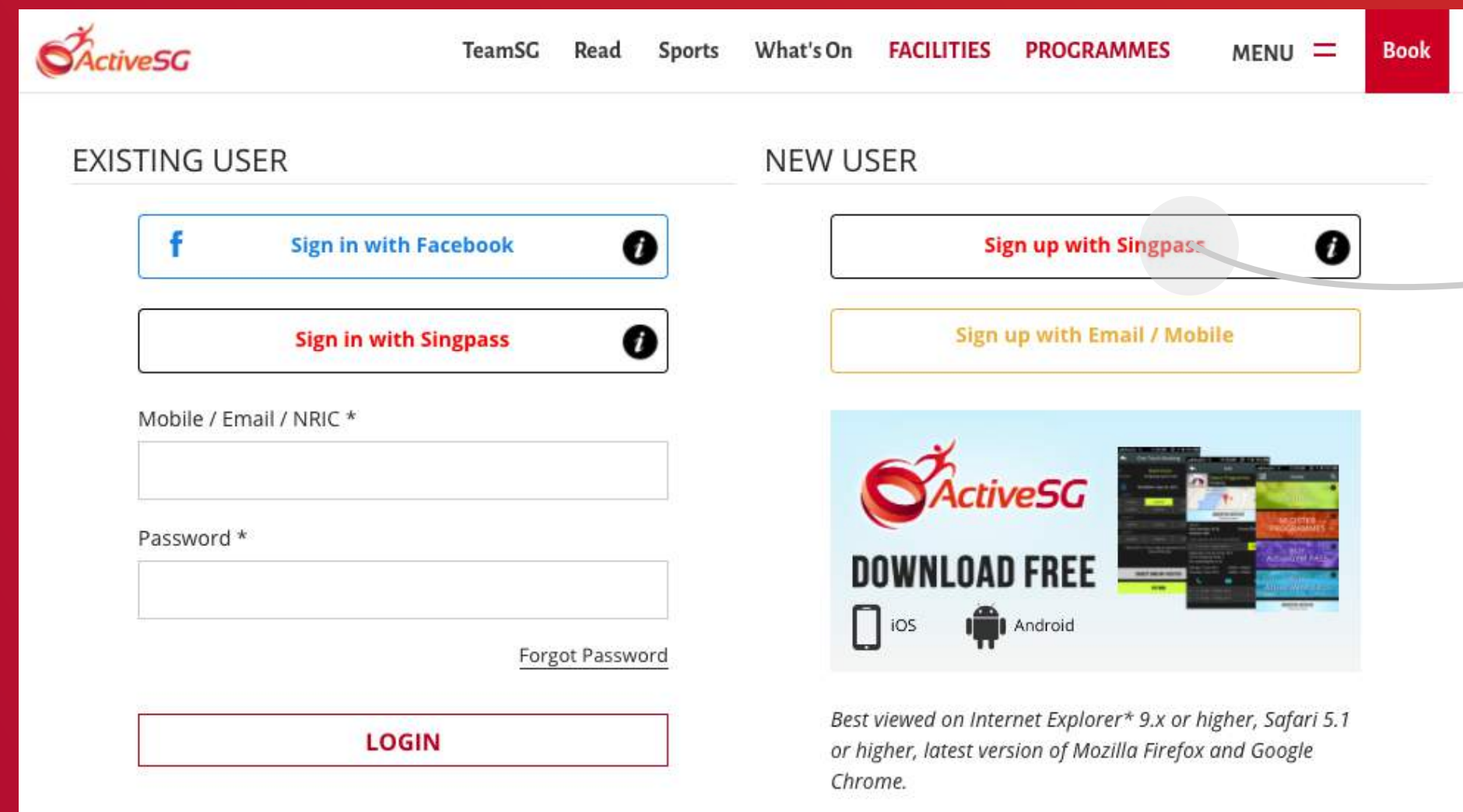


# USER GUIDE: HOW TO SIGN UP AN ACOOUNT VIA ACTIVESG WEB USING SINGPASS

## 01 Visit ActiveSG Website

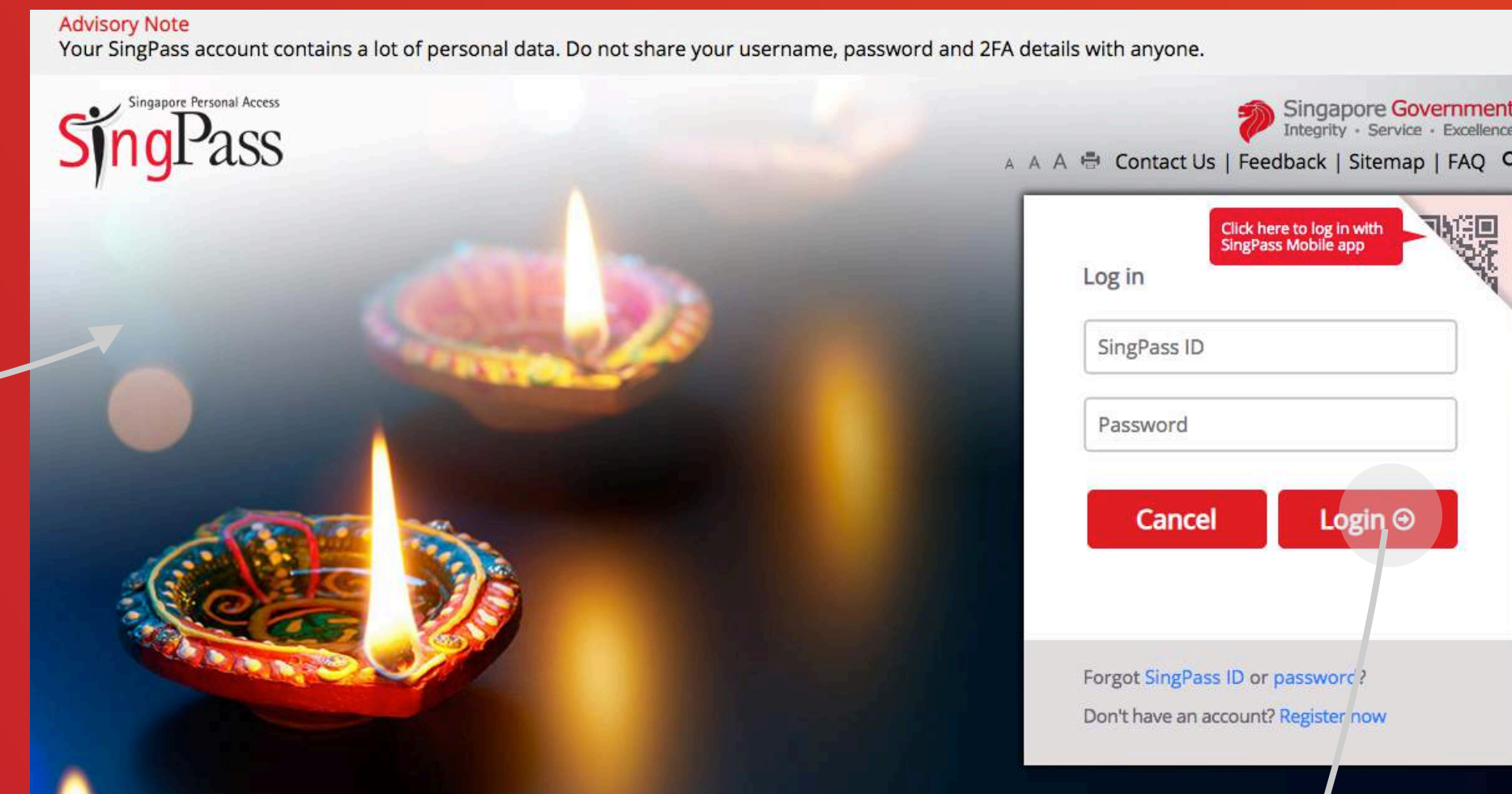
Go to <https://members.myactivesg.com/auth>

Click 'Sign up with SingPass' under new user.



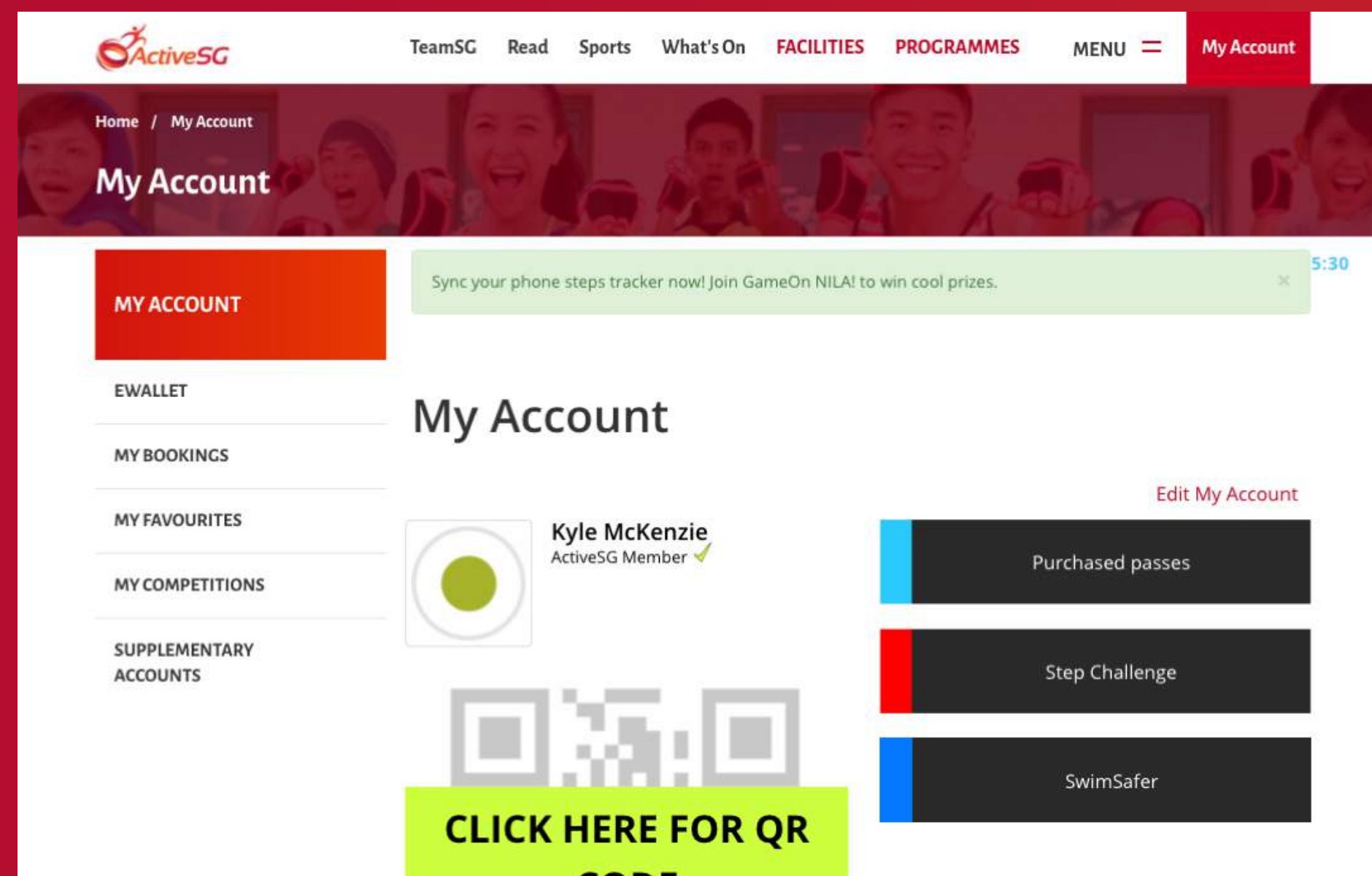
## 02 Log in to SingPass

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.

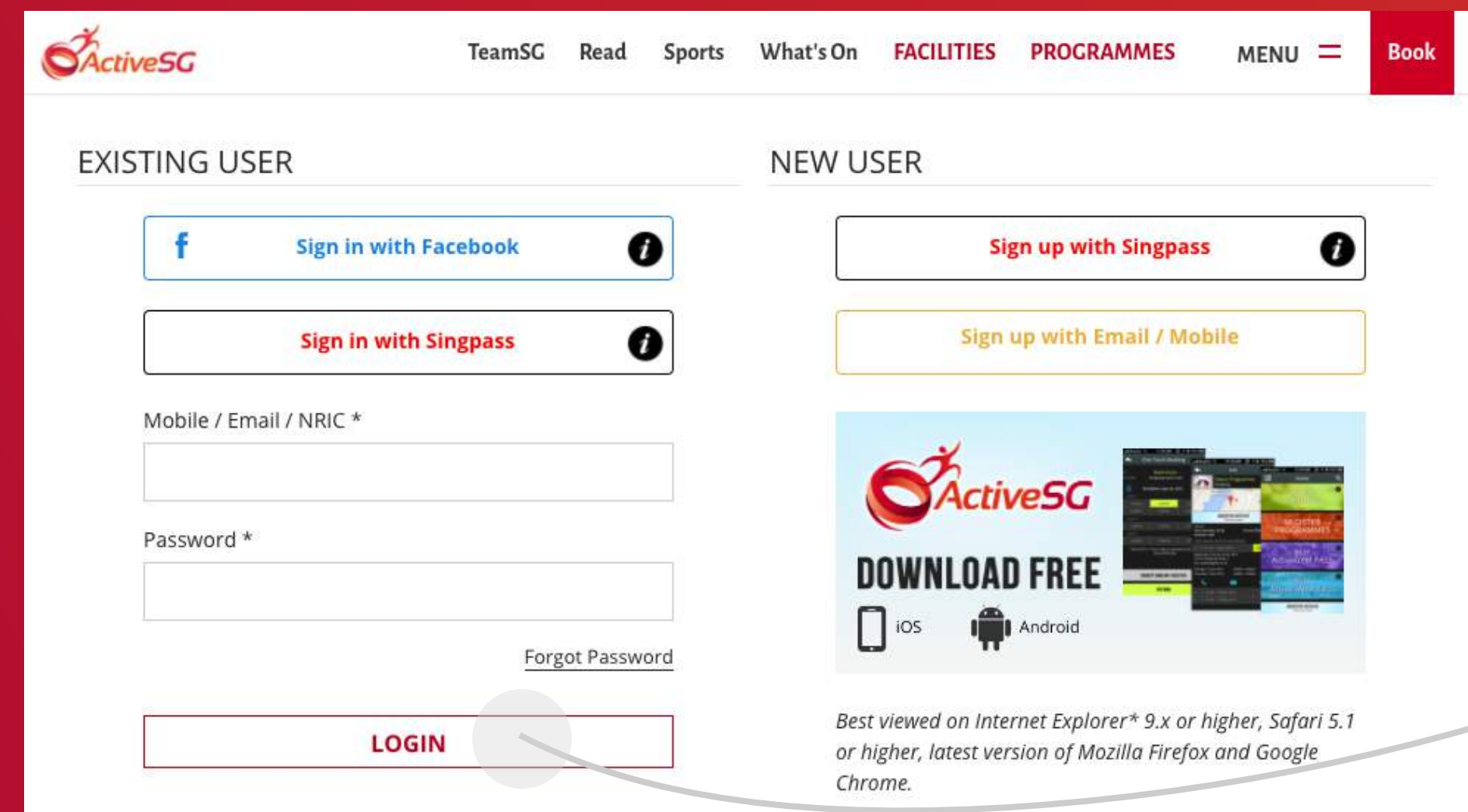


# USER GUIDE: HOW TO CHANGE TO SUPPLEMENTARY ACCOUNT WHEN LOG-IN WITH PARENT'S ACCOUNT

## 01 Log In to ActiveSG

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

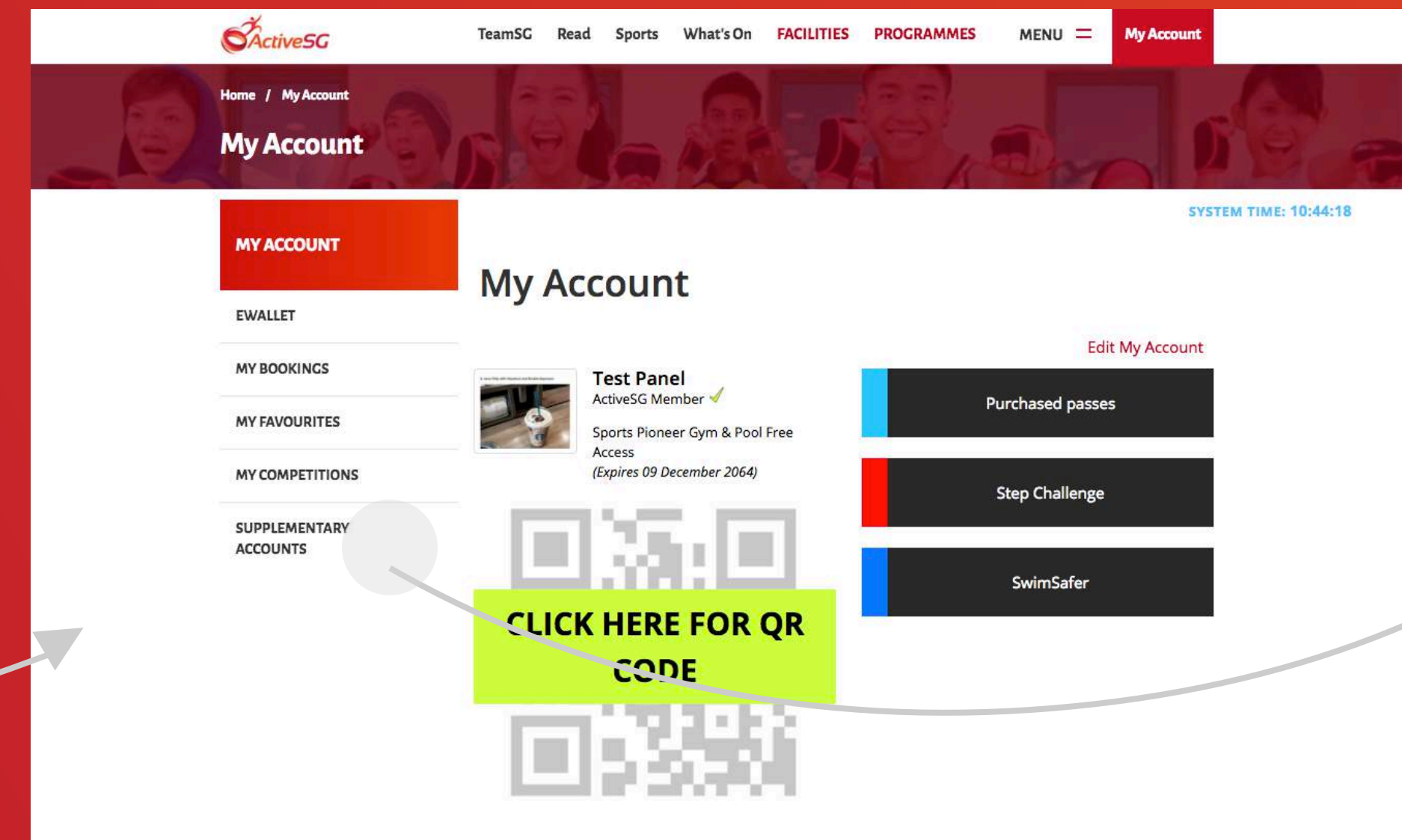
Log In to your account



## 02 Enter Supplementary Account Page

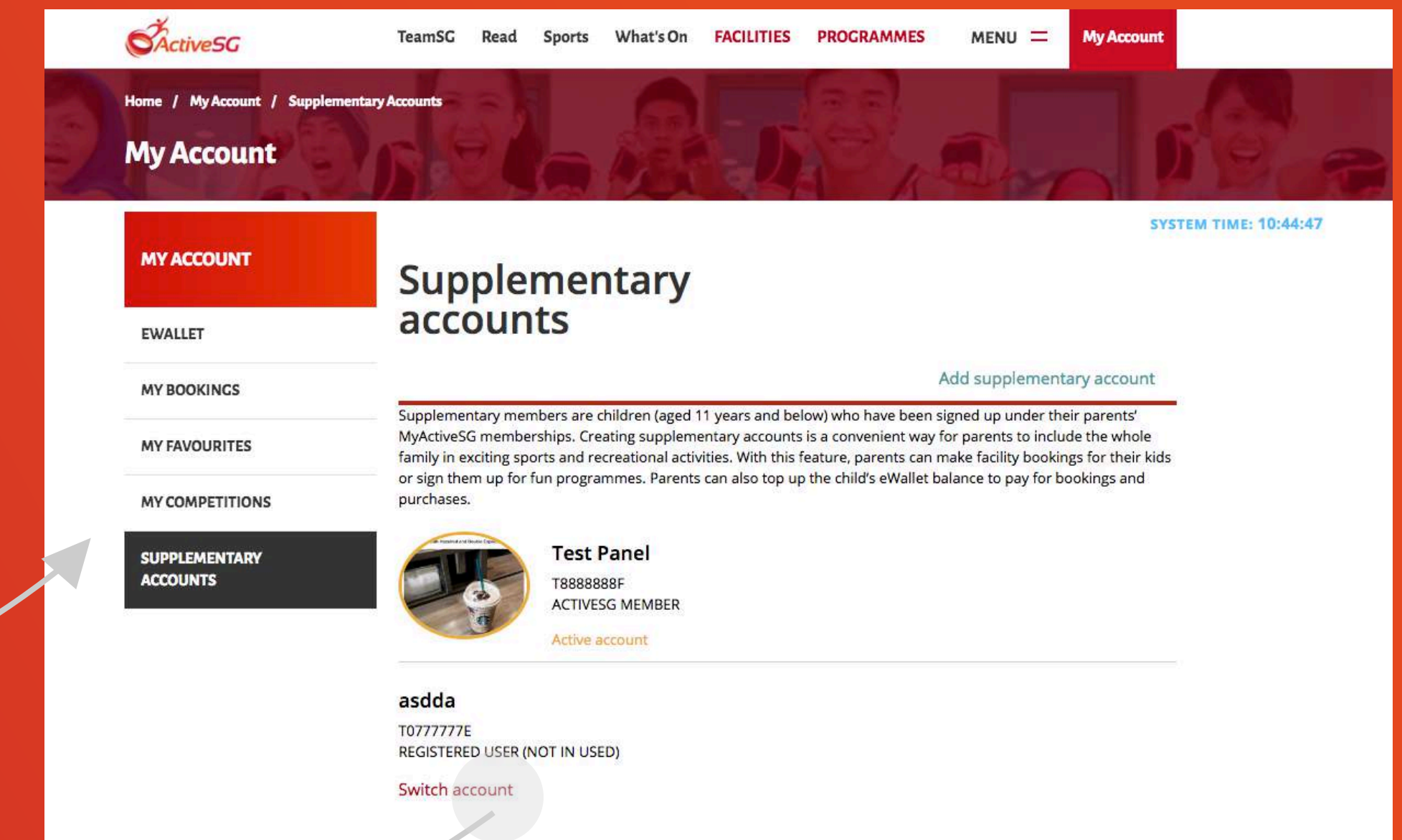
After login, you will land on 'My Account' Page.

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.

