



Objective of eGIRO

1. Allow parents to link their bank accounts online, so that Crest Secondary School (CSS) is able to collect fees on a regular basis.

Setup Guide

Step 1

1. Visit the eGIRO Setup website. This can be done in the following ways:
 - a. Visit CSS's website: <https://www.crestsec.edu.sg/>. Go to School Fees → Apply for eGIRO. Click on the "APPLY FOR EGIRO" button. You will be redirected to the hosted website.
 - b. Visit the hosted website directly: <https://hosted-egiro.tryacme.com/crest-secondary>
 - c. A screenshot of the website is shown below. Kindly note that this website is hosted by Acme Technology Pte Ltd (www.tryacme.com), CSS's IT vendor for eGIRO.



You are signing up to join GIRO scheme with Crest Secondary School.



If you would like to set a **deduction limit** or **expiration date** in the bank approval flow, kindly ensure that it is at least **\$100** and **4 years** respectively.

Student's full name (as per NRIC)

eg. John Doe

Student's NRIC/FIN

eg. S1234567A

Parent's contact number

eg. 91234567

Bank account holder's name (as per bank's record)

eg. Jane Smith

Select bank

Select a bank...





Step 2

2. At the website, please fill up all the details. Here are some descriptions for each of the field on this form:

Field	Description
Student's full name	Full name of the Student as per NRIC or Passport.
Student's NRIC/FIN	Kindly key in the full number, including alphabet.
Parent's contact number	Kindly fill in a Singapore cell phone number.
Bank account holder's name	Full name of the Bank Account holder as per bank records.



Step 3

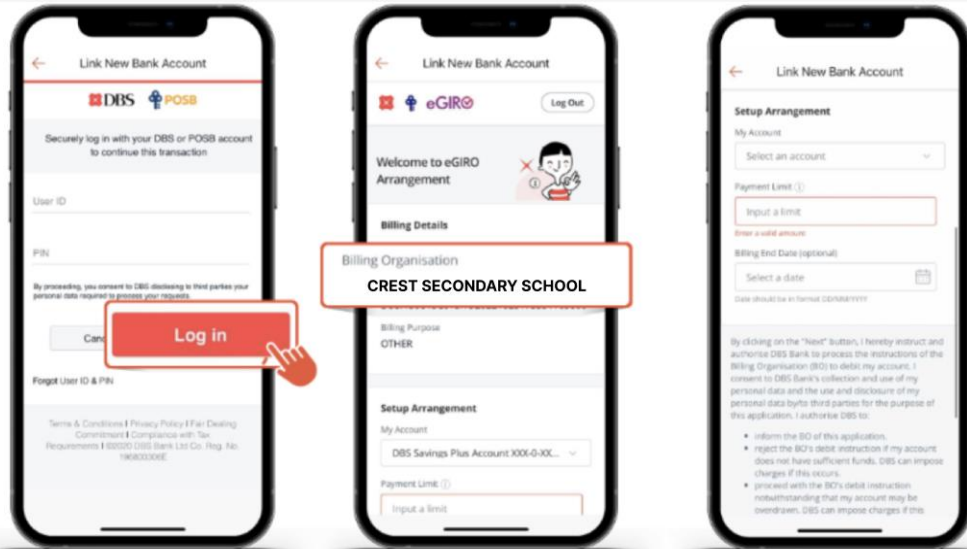
3. Kindly select your bank where you have a bank account with. The following banks are available:

- ✓ Select a bank...
- Bank of China
- DBS Bank
- HSBC Bank
- Industrial & Commercial Bank of China
- Maybank
- Oversea-Chinese Banking Corporation
- Standard Chartered Bank
- United Overseas Bank

4. You will be redirected to the website of the bank you selected. Below are the screenshots for the flows for DBS, UOB, and OCBC.



DBS Customers: User flow



STEP 1

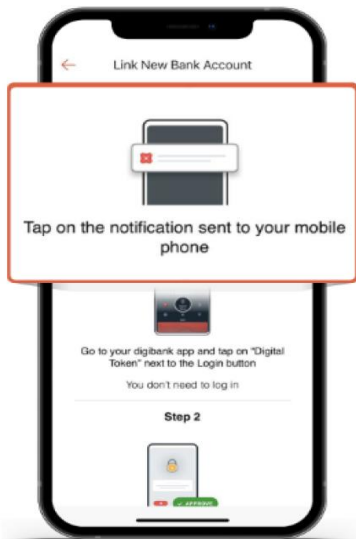
Select DBS from the list of banks, and key in your account details to log in.

STEP 2

Verify that the billing organisation is correct.

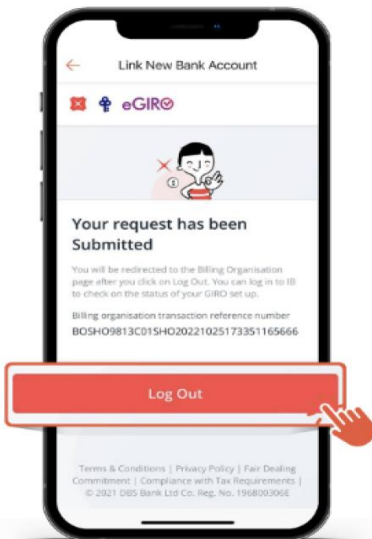
STEP 3

Select your bank account and fill in your details to proceed. Please set the payment limit amount to be at least \$100.



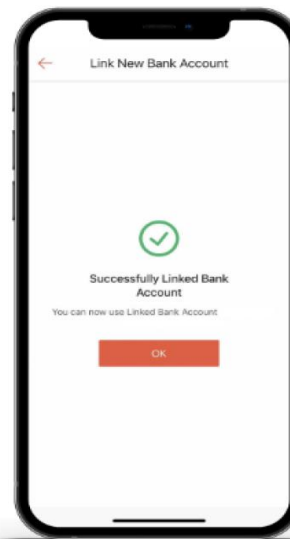
STEP 4

A notification from the DBS app will be sent to your phone. Tap on the notification to open the DBS app, and tap on **'Approve'** to authorise the eGIRO set up.



STEP 5

After your request has been submitted, log out to be redirected back to **Acme's** webpage.

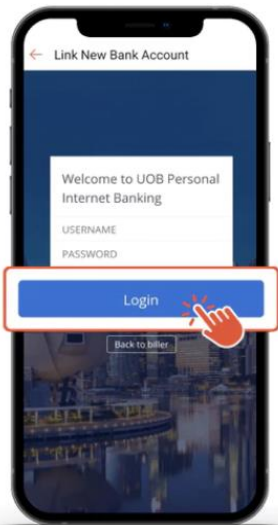


STEP 6

Your bank account has been linked successfully.*

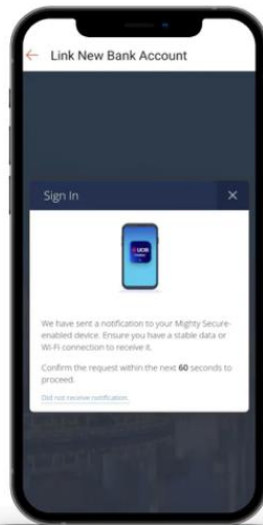


UOB Customers: User flow



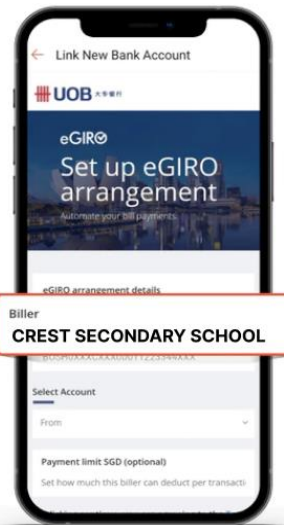
STEP 1

Select UOB from the list of banks, and key in your account details to log in via personal internet banking.



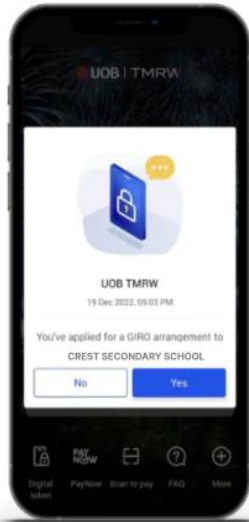
STEP 2

A notification from the UOB app will be sent to your phone. Tap on the notification to authorise the log in.



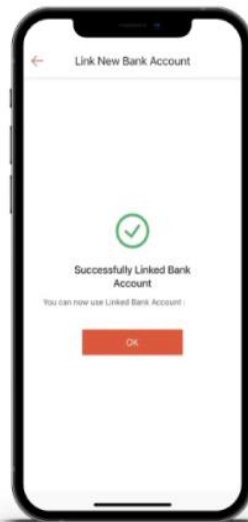
STEP 3

Verify that the billing organisation is **CREST SECONDARY SCHOOL**. Select the bank account to link. Please set payment limit amount to be at least \$100.



STEP 4

Another notification from the UOB app will be sent to your phone. Tap on the notification to open the UOB app, and tap on 'Yes' to authorise the eGIRO set up.



STEP 5

Your bank account has been linked successfully.



OCBC Customers: User flow

The image shows three sequential steps of the eGIRO setup process on a smartphone.
Step 1: The screen is titled "Link New Bank Account" and shows the OCBC Bank selection screen. A red box highlights the "Login" button.
Step 2: The screen shows an "Authorise login using OCBC OneToken" notification. A red box highlights the "Confirm" button.
Step 3: The screen is titled "Set up eGiro Payment" and shows the "Billing organisation" field with "CREST SECONDARY SCHOOL" selected. A red box highlights this field. Below it, the "Payment limit" is set to "1,500.00 SGD".

STEP 1

Select OCBC from the list of banks, and key in your account details to log in.

STEP 2

A notification from the OCBC app will be sent to your phone. Tap on the notification to authorise the log in.

STEP 3

Verify that your billing organisation is **CREST SECONDARY SCHOOL**. Select your bank account and fill in your details. Please set any payment limit amount to be at least **\$100**. Tap on 'Next' on the right side of the page*.



The image shows three sequential smartphone screens illustrating the eGIRO setup process. The first screen displays a 'Submit' button highlighted with a red box and a hand icon. The second screen shows a 'Confirm' button highlighted with a red box and a hand icon. The third screen shows a 'Successfully Linked Bank Account' message with a green checkmark and an 'OK' button.

STEP 4
Before proceeding, you will be required to agree to the T&Cs. Tap on **'Submit'** on the right side of the page*.

STEP 5
Another notification from the OCBC app will be sent to your phone. Tap on the notification to open the OCBC app, and tap on **'Confirm'** to authorise the eGIRO set up.

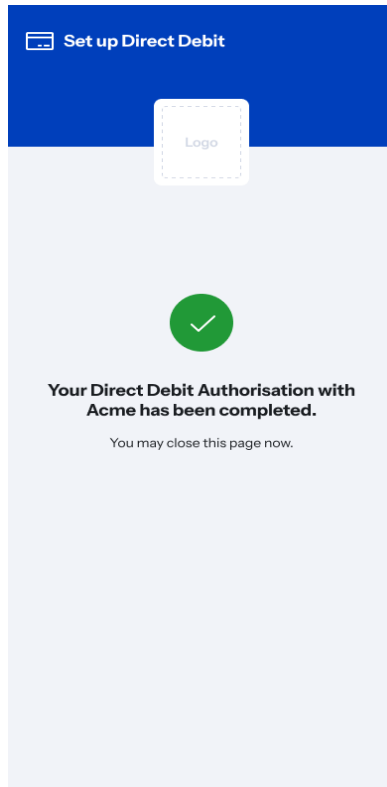
STEP 6
Your bank account has been linked successfully.

*As the OCBC mobile banking website is in desktop browsing mode, please drag your screen to the left to view the 'Next' or 'Submit' button on the right side of the page.



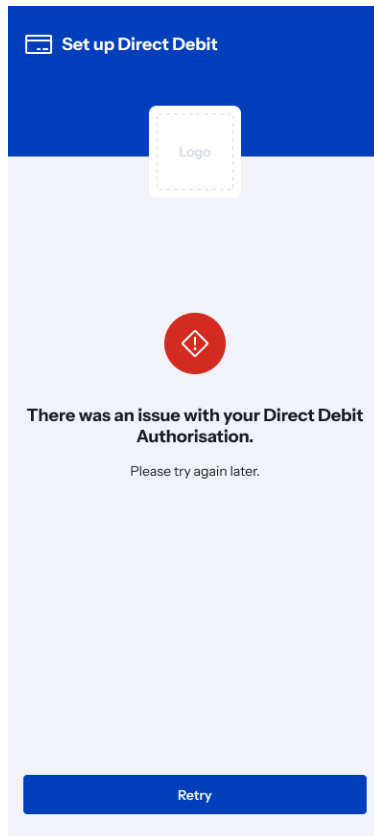
Step 4

1. After going through the flow, you will see the following:
 - a. Successful





b. Unsuccessful



There will be a reason shared. Please try again based on that reason.