



Enjoy a fuss-free experience at Online CIS Shop with a step-by-step shopping guide.

Tips to shopping online:

- Get your NRIC & proof of employment ready (e.g. Staff Pass/Pay Slip/Company HR Authorisation Letter/CPF Statement)
- 2 Complete your transaction within 30 minutes to avoid being automatically logged out.

Overview

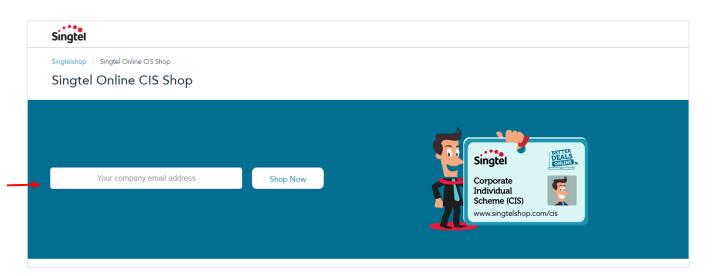


Step 1:

Key in company email address

Visit Online CIS Shop at <u>www.singtelshop.com/cis</u>. Key in your company email address and click on "Shop Now".

Note: If you do not have a company email address, speak to our chat agents or call 1609.







Don't have a company email address? Speak to our chat agents (9am to 11pm). Or, call 1609 (9am to 9pm, excluding Public Holidays).



If your company has more than 200 staff and is not on Singtel CIS, enrol now.



Step 2:

Check your email

If you receive the message below, you are eligible to purchase online. Please check your company email and click on the OTP. Kindly check your junk mailbox if you do not receive any email.

Thank you! An email containing a 6-digit One-Time PIN (OTP) has been sent to test@moe.edu.sg.

Please click on the access link in the email to begin. If you did not receive your OTP, let us send you another one.

Step 3:

Click on email link

Check your company mailbox and click on "Access Online CIS Shop now".

If you have difficulty accessing the One-Time PIN (OTP) link on your office laptop, forward it to your personal email so that you can access the link from your personal laptop or mobile device.

If you receive the message below, please click on "click here" to speak with our online chat agents to complete your CIS transaction.

Alternatively, you may complete this form and we will call you back within 3 working days.

Thank you!

Your company is currently not supported on Online CIS Shop, or you have entered an invalid email address.

Please click here to chat with our agents to sign up for CIS.



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Access Online CIS Shop now

Step 4:

Key in OTP to enter Online CIS Shop

After clicking on "Access Online CIS Shop now", key in the OTP received.



Click on "Start shopping".

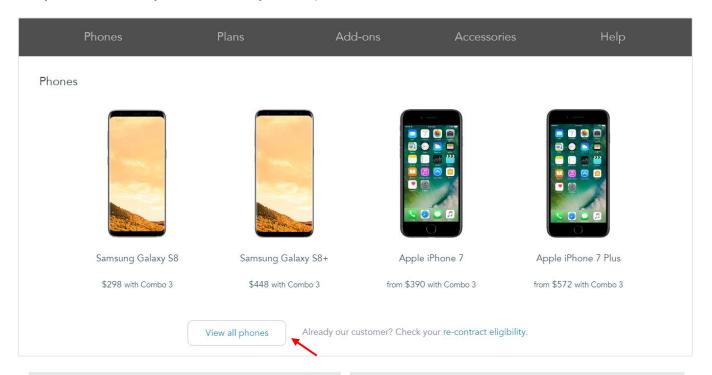


Step 5:

Choose a phone

Select your preferred handset. If you do not see the model you are interested in, click on "View all phones".

If you wish to view your CIS monthly subscription rate, click on "Plans".



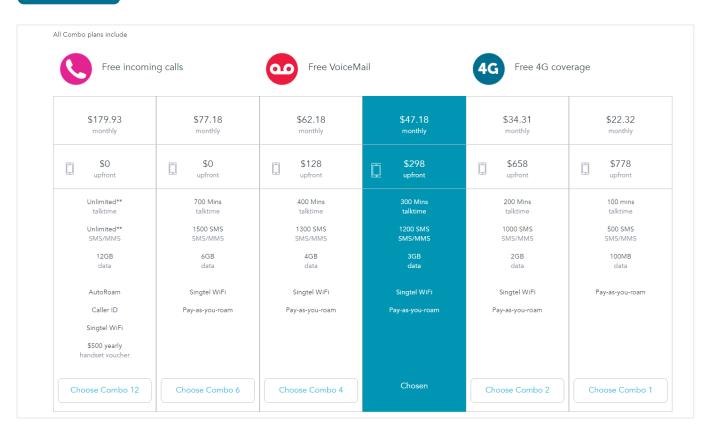
For new sign-ups & port-in lines:

- 1. Choose your preferred model, colour and capacity (if applicable).
- 2. A new window will appear. Click on "Sign up".
- 3. For new sign-ups, click <u>here</u> for further steps.
- 4. For port-in lines, click <u>here</u> for further steps.

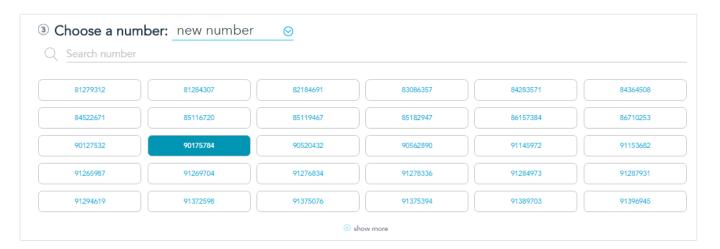
If you are an existing Singtel mobile customer:

- 1. Choose your preferred model, colour and capacity (if applicable).
- 2. A new window will appear. Select "Recontract your plan" or 'Sign up for a new plan".
- 3. For re-contracting customers, login with your OnePass ID.
- 4. Click <u>here</u> for further steps.

Step 6: Choose a plan



Step 7: Choose a new number – valid for new sign-ups





Step 8: Choose add-ons and accessories (if applicable)

4 Choose add-	ons and accessories		
Add-ons			Skip Add-ons
DATAX3	DataX3 Free 6 Months Triple your plan's data bundle and enjoy FREE 6 months subscription of DataX3 with your phone purchase. For 24 months Free set up Free for 6 months	\$0.00 monthly U.P \$9.90	Add
DATAX3	DataX3 Triple your mobile plan's data bundle at a flat monthly rate. Surf, stream and download without worry! For 24 months Free set up	\$9.90 monthly	Add
DATAX2	DataX2 Double the movies, double the music with double the data at a flat monthly rate Exclusive: Enjoy 12 FREE months of DataX2 within 3 working days with subscription to FOX+.	\$5.90 monthly	Add

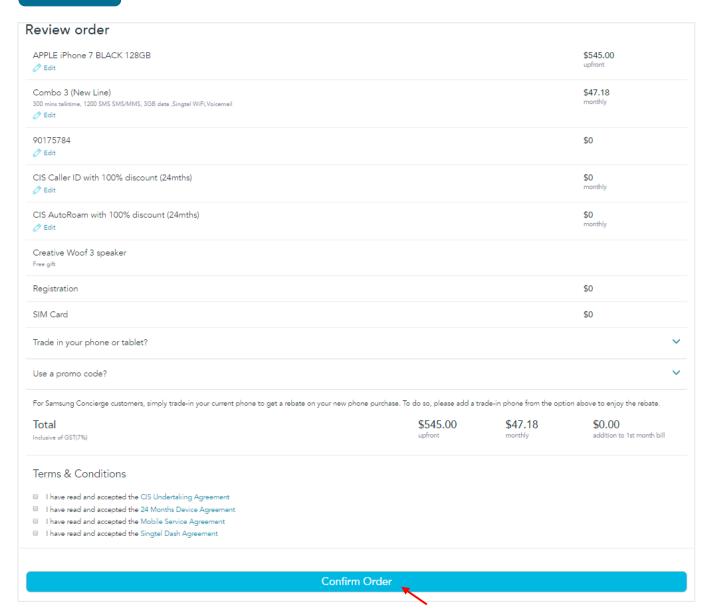
Step 9: Click on "Checkout"

Step 10: Login with your OnePass ID

Singtelshop > Login to Continue Login with your OnePass I	D to Continue	
Shop online, manage all your Singtel services	, check and pay your bills on the go and redeem rewards and delights with just one ID and $\boldsymbol{\beta}$	password.
	OnePass ID	
	8 digit phone number or email address	
	Password	
	Show password	
	Login	
	Forgot password? Don't have an account? Sign up for OnePass	



Step 11: Review order, accept T&Cs and click on "Confirm Order"



Access Online
CIS Shop

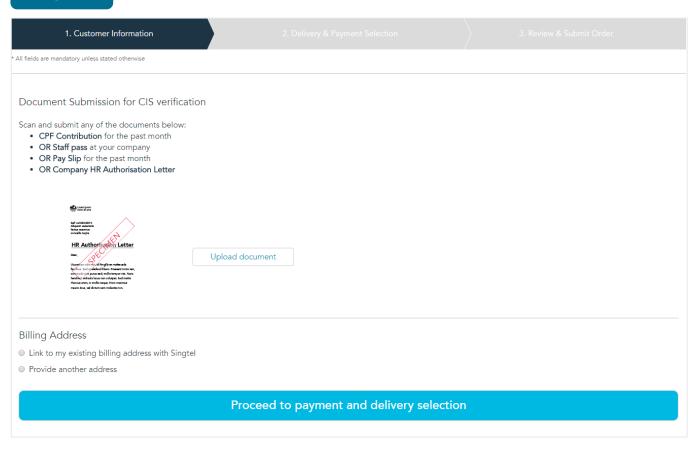
New line
sign-up

Port-in

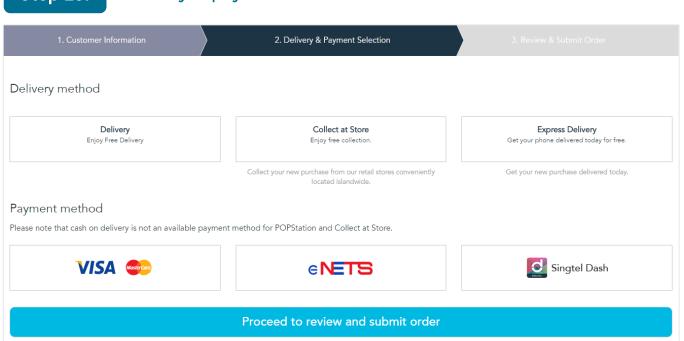
Re-contract
upload

Step 12:

Provide your information and upload documents



Step 13: Delivery & payment





Step 14: Review & submit order

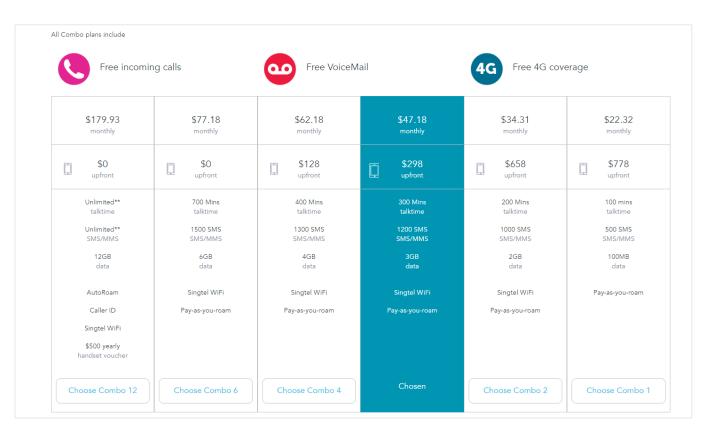
Please check that all details are correct and click "Submit order".

Step 15: Payment

Input your payment details.

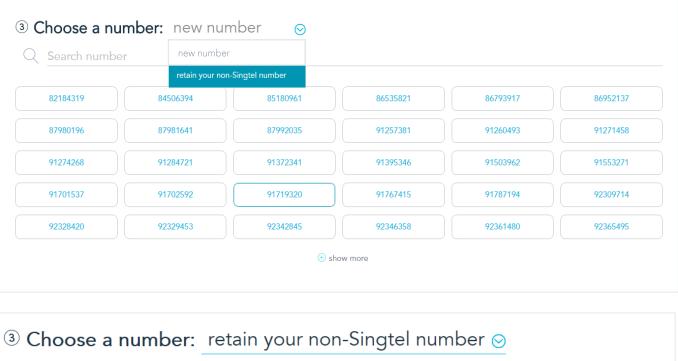
Please check your email for payment confirmation details.

Step 6: Choose a plan





Step 7: Choose to retain your non-Singtel number – valid for port-in



Enter your phone number

Check

The below message will be shown if your mobile number is eligible.

Your number is eligible for port-in with Singtel.

Please make sure that the number you have entered is registered under your NRIC/FIN. By proceeding with this service number port-in, you will be liable for any outstanding contract terms with your current service provider.

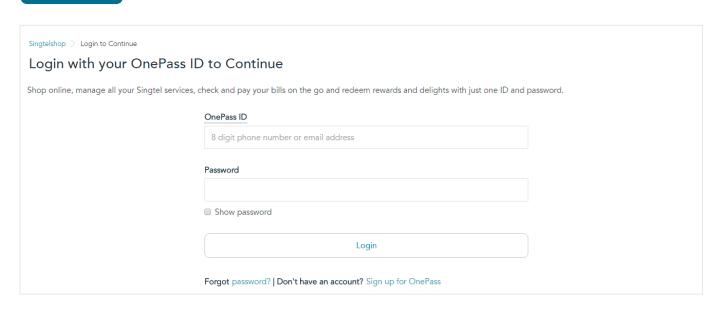


Step 8: Choose add-ons and accessories (if applicable)

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Add-ons			Skip Add-ons
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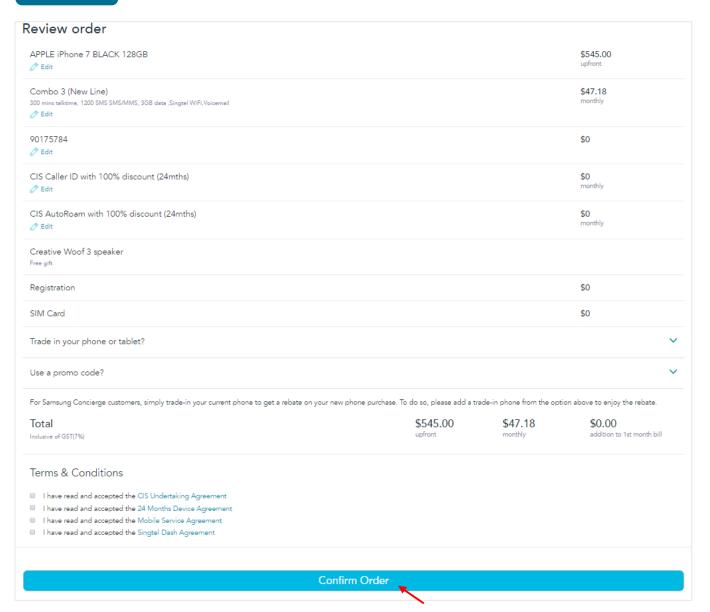
Step 9: Click on "Checkout"

Step 10: Login with your OnePass ID





Step 11: Review order, accept T&Cs and click on "Confirm Order"



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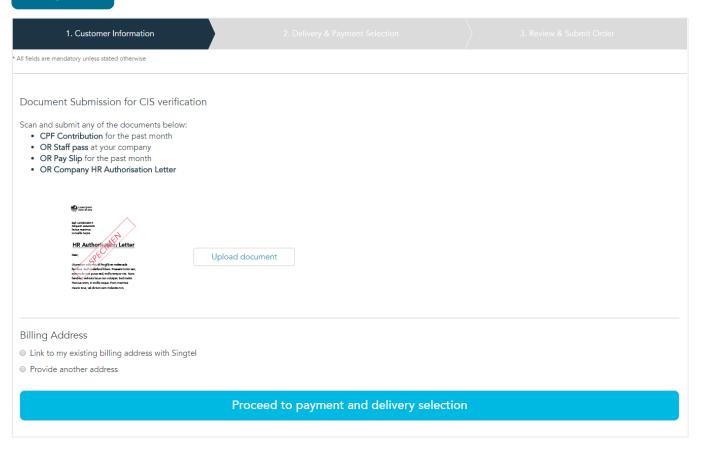
New line
sign-up

Port-in

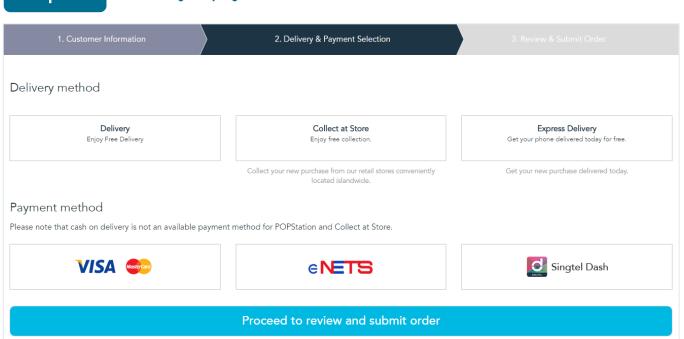
Re-contract
upload

Step 12:

Provide your information and upload documents



Step 13: Delivery & payment





Step 14: Review & submit order

Please check that all details are correct and click "Submit order".

Step 15: Payment

Input your payment details.

Please check your email for payment confirmation details.

Access Online
CIS Shop

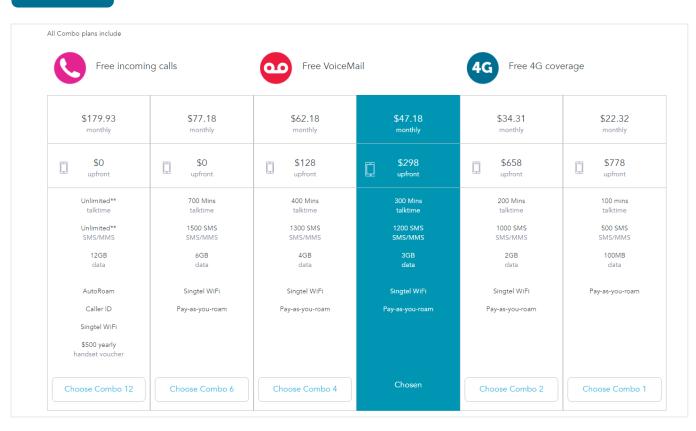
New line
sign-up

Port-in
Re-contract
upload

Step 6: Login with your OnePass ID

Singtelshop > Login to Continue Login with your OnePass ID) to Continue	
Shop online, manage all your Singtel services, o	check and pay your bills on the go and redeem rewards and delights with just one ID and	password.
	OnePass ID	
	8 digit phone number or email address	
	Password	
	Show password	
	Login	
	Forgot password? Don't have an account? Sign up for OnePass	

Step 7: Choose a plan





Step 8: Choose add-ons and accessories (if applicable)

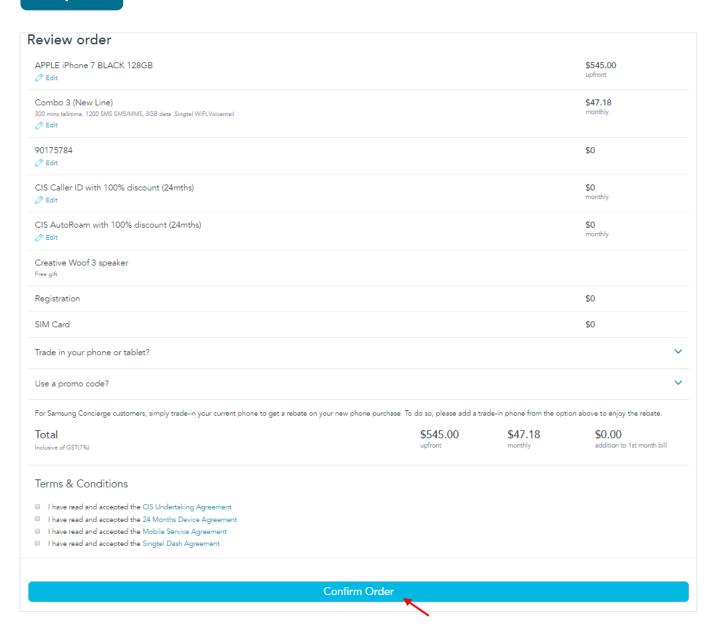
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Step 9: Click on "Checkout"



Step 10:

Review order, accept T&Cs and click on "Confirm Order"



Step 11:

Key in your mobile number for verification and enter OTP

Key in mobile number for verification.

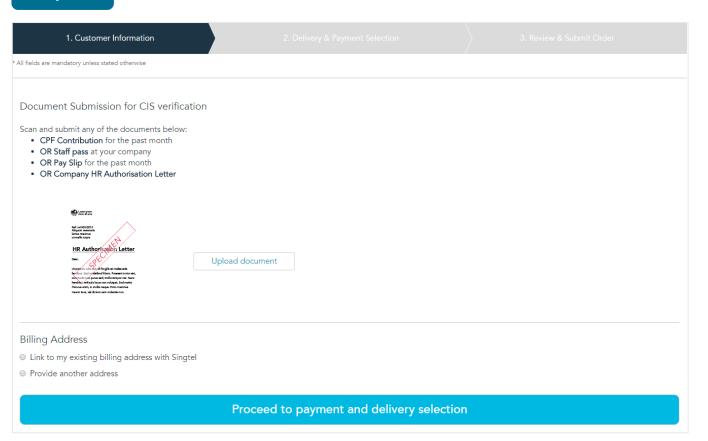
Verification of Singtel Mob	ile subscriber.		
In order to ensure a secure transaction, we will be sending to you a One-Time Password (OTP) to your mobile phone. You are required to enter the OTP later in the process for verification purposes.			
Enter your mobile number and click on "Send" to receive an OTP.			
Note: Please note that you will need to have an existing Singtel mobile line on hand before proceeding with the One-Time Password validation.			
Mobile Number:		Send	

Enter OTP.

Verification of Singtel Mobile subscriber			
An SMS with an OTP has been sent to the mobile number you have entered. Please enter the OTP and click "Submit" to proceed with your order.			
If you have not received the OTP after 5 minutes please click on "Resend OTP" to receive a second OTP.			
Enter OTP	Submit		

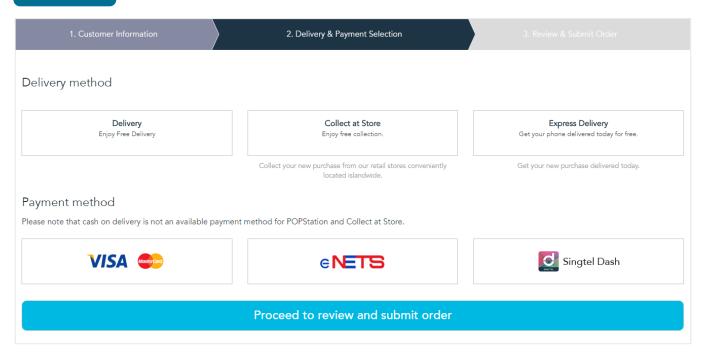
Step 12:

Provide your information and upload documents





Step 13: Delivery & payment



Step 14: Review & submit order

Please check that all details are correct and click "Submit order".

Step 15: Payment

Input your payment details.

Please check your email for payment confirmation details.