

MY PROFILE 1

 HOW TO UPDATE SINGPASS ACCOUNT PROFILE 1

 HOW TO UPDATE NON SINGPASS ACCOUNT PROFILE 1

My Profile

This function allows you to update your user profile.

Pre-Requisites

- Singapore Residents can login to Inspection & Laboratory e-Services using your SingPass ID.
- For Non Singapore Residents, you need to apply for an account to login to Inspection & Laboratory e-Services.

How to Update SingPass Account Profile

1. Login to Inspection & Laboratory e-Services using **SingPass Account**.
2. Go to **Account Maintenance → My Profile** on the navigation menu bar. The following screen will be displayed.

Figure 1: Update SingPass Account Profile

3. Enter the required information on the screen and click on **Submit**.
4. The following message will be displayed if the changes are saved successfully.

Record(s) has/have been updated successfully

How to Update Non SingPass Account Profile

1. Login to Inspection & Laboratory e-Services using **non SingPass Account**.
2. Go to **Account Maintenance → My Profile** on the navigation menu bar. The following screen will be displayed.

Update Non SingPass User Profile

User ID: NSTESTER

Salutation *

Name *

Address Type * Local Foreign

Address

Postal Code *

Block/House/Lot No. *

Street Name

Level & Unit No. -

Building Name

Country *

Contact Number

Telephone * Extension

Mobile (Country Code for non-Singapore line followed by Mobile Number)

* To change Mobile Number, please unlink your 2nd factor authentication

Fax

Email Address *

Security Question * Answer *

For Laboratory Services

Preferred Method of Receiving SMS Email

Notification

Preferred Method of Receiving Fax Mail Email Self Collection

Report

Manage 2nd Factor Authentication

NAF User Name / SingPass ID

Mobile No. [Link](#)

* Please note that you will need to specify the answer (case-sensitive) to your Security Question to:

- reset your password
- unlink your 2nd Factor Authentication

Figure 2: Update Non SingPass Account Profile

3. Enter the required information on the screen and click on **Submit**.
4. The following message will be displayed if the changes are saved successfully.

Record(s) has/have been updated successfully