



# School Candidate Payment in Candidates Portal

User Guide 1.0  
Updated 6 February 2024

# School Candidate Payment in Candidates Portal

**Log in to Candidates Portal**

**Log in with Singpass**

Log in with MIMS (For MOE users)

MIMS login is currently unavailable. MIMS users can use CP profile email as username and temporary password to access the system. The default password is in the form of last 4 characters + year + 3 letter month with first letter in upper case + day of the month, eg "123C1990Feb01"

OR

For non-Singpass or non-MIMS holder, please log in using an existing account

Username

OpsAdmin20

Password

.....

**Login**   **Create an Account**

[Forgot Username](#)   [Forgot Password](#)   [Activate Account](#)   [Unlock Account](#)

**Click for School Candidate Payment**

For school candidate making payment, no log in is required

School Candidate clicks School Candidate Payment button

# School Candidate Payment in Candidates Portal

Login > School Candidate Payment

## School Candidate Payment

### Candidate Details

To retrieve the candidate's payment details, please fill in the fields below and click on 'Retrieve Payment Details.'

**ID Type \*** **NRIC/FIN/Passport No. \***

Select ID Type  Enter NRIC/FIN/Passport No.

**School \***

Select School

**Exam Year \***

Select Exam Year

**Email Address \*** (For sending payment receipt upon successful payment)

Enter Email Address

**Retrieve Payment Details**

1. Enter NRIC and other details

2. Click Retrieve Payment Details

# School Candidate Payment in Candidates Portal

2023 x v

Email Address \* (For sending payment receipt upon successful payment)  
[Redacted]

✓ Retrieved

### Payment Details

Please check that the candidate name and registered examination(s) are correct.

Name  
[Redacted]

Exam Year  
2023

If applicable, School candidate's payment details are retrieved

Exam Level	Amount (SGD)
GCEO	S\$1171.00
<b>Total Payable</b>	<b>S\$1171.00</b>

Confirm and Pay

After verifying payable amount, click 'Confirm and Pay' to proceed with payment

# School Candidate Payment in Candidates Portal

**Payment Details**

Please check that the candidate name and registered examination(s) are correct.

**Name**  
SEABMIEB-6048

**Exam Year**  
2023

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Exam Level	Amount (SGD)
GCEO	S\$1171.00
<b>Total Payable</b>	<b>S\$1171.00</b>

**Confirm and Pay**

**Select Payment Method**

If PayNow is Selected, the PayNow proxy details will be collected for refund purpose

**Credit/Debit Card**

**PayNow**

Cancel

- Select payment mode
- Credit/Debit Card
  - PayNow

# School Candidate Payment in Candidates Portal

## Option 1: Candidate pays via Credit/Debit Card

**Payment Details**

Please check that the candidate name and registered examination(s) are correct.

**Name**  
SEABMIEB-6048

**Exam Year**  
2023

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Exam Level	Amount (SGD)
GCEO	S\$1171.00
<b>Total Payable</b>	<b>S\$1171.00</b>

**Confirm and Pay**

**Pay with Credit/Debit Card**

Before you begin, please enable pop-ups in your web browser and do not close or refresh this window while in the process of payment. When the "Make Payment" button below is clicked, an external window will appear for you to make your payment. Once you have made your payment, please return to this window for your receipt.

**Cancel** **Make Payment**

Click 'Make Payment' to proceed with payment transaction

# School Candidate Payment in Candidates Portal

## Option 2: Candidate pays via PayNow

**Payment Details**

Please check that the candidate name and registered examination(s) are correct.

**Name**  
SEABMIEB-6048

**Exam Year**  
2023

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Exam Level	Amount (SGD)
GCEO	S\$1171.00
<b>Total Payable</b>	<b>S\$1171.00</b>

[Confirm and Pay](#)

**Singapore Examinations and Assessment Board**

[Report Technical Issue](#)

**PayNow Proxy Details**

Any refund is subject to approval.  
You will likely receive the refund, if approved, within 15 working days.

**PayNow Display Name \***

**PayNow registered under Mobile No. or NRIC/FIN \***

Mobile No.  
 NRIC/FIN

**Mobile No. \***

Select c...

**Re-enter Mobile No. \***

Select c...

[Cancel](#) [Confirm](#)

Enter details and click 'Confirm' to proceed with payment transaction



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