



E-GIRO APPLICATION USER GUIDE

Only applicants whose details are in pre-approved list will be eligible to apply for E-GIRO.



Step 1 Access E-GIRO Application Form

Methods to access the E-GIRO application form.

- E-GIRO application link: <https://for.edu.sg/scgssegiro>
- Scan QR Code to visit the E-GIRO application link.



<https://for.edu.sg/scgssegiro>

- Visit the school website to start the E-GIRO application.



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Step 2 Enter Student Details

Please enter "Student name (as per NRIC/FIN)" and "Student NRIC/FIN" to start your eGiro application

Student name (as per NRIC/FIN)

Student NRIC/FIN

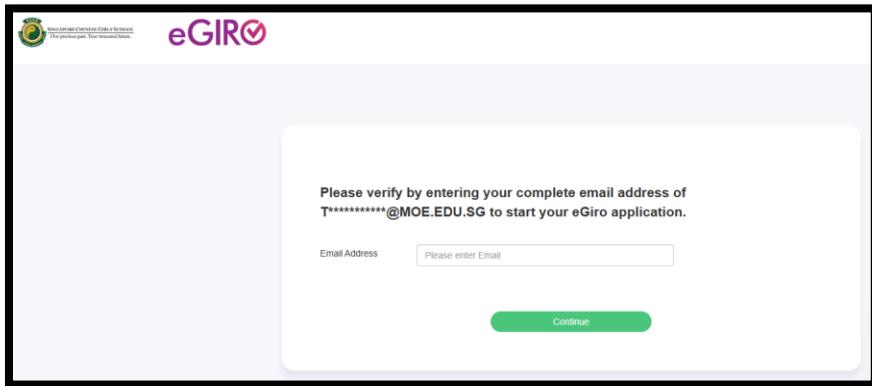
Continue

Please enter your child's details as follows:

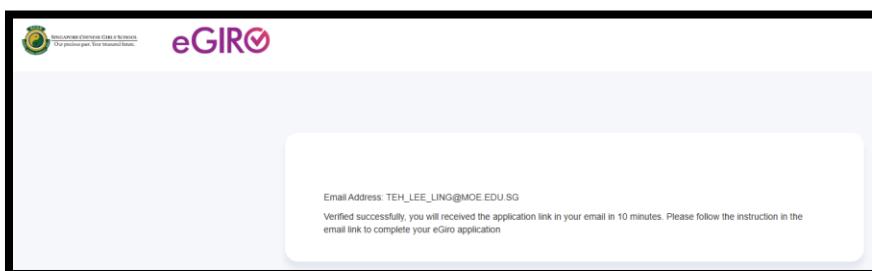
- Full name exactly as it appears on their NRIC/FIN
- NRIC/FIN number



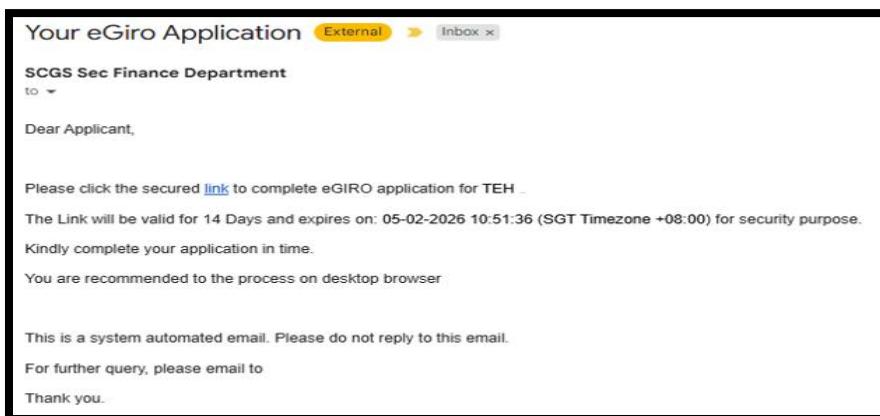
Step 3 Email Verification



a) Fill in the student's primary contact email address that is registered with the school.



b) If verification of the email address is unsuccessful, please contact School if you do not remember what is your child's primary contact email address that is registered with the school.



c) Check the registered email inbox for a verification email and click on the verification link provided.



Step 4 Complete the Application Form

The screenshot shows a web-based application form. At the top, it says 'Application Form'. Below that, there's a section for 'Billing Organisation Information' with fields for 'BO Name' and 'UEN'. Under 'My Information', there are fields for 'Applicant Name' (with 'DDA Reference No.' to its right), 'Applicant ID', 'Contact Person: Parent', 'Email', and a checkbox that says 'I hereby confirm that the information shown above is correct.' At the bottom, there's a dropdown menu set to 'Select Bank: DBS Bank Ltd', a field for 'Bank Holder's Name: Eva Teh', and a large 'OK' button.

Once you click the verification link, you will be directed to the application form. Please:

- Verify that the applicant's name (student name) is correct
- Confirm the NRIC/FIN Number and DDA reference (student NRIC/FIN number) are accurate
- Select your preferred bank from the dropdown menu
- Enter the bank account holder's name
- Tick the checkbox "I confirm the above information for my E-GIRO Application"
- Click "OK" to proceed to your bank's secure portal to complete the setup
- Applicants will be redirected to the Bank Portal to complete the E-GIRO Application



Step 5 Complete Application in Bank Portal

Follow the instructions on your specific bank's portal to complete the E-GIRO setup.

Sample bank portals include:

- DBS Bank
- OCBC Bank
- UOB Bank



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Step 5 Complete Application in Bank Portal - DBS Bank

a)DBS Page 1 of 4

DBS POSB eGIRO

Welcome to eGIRO Arrangement

Billing Details

Billing Organisation

Bill Reference Number

Billing Purpose
OTHER

Setup Arrangement

My Account

Payment Limit

Input a limit

Avoid unauthorised payments by setting up a limit
Billing End Date (optional)

Select a date

Date should be in format DD/MM/YYYY

By clicking on the "Next" button, I hereby instruct and authorise DBS Bank to process the instructions of the Billing Organisation (BO) to debit my account. I consent to DBS Bank's collection and use of my personal data and the use and disclosure of my personal data by/to third parties for the purpose of this application. I authorise DBS to:

Select the account, put in the payment limit and Billing End Date (optional).

b)DBS Page 2 of 4

DBS POSB eGIRO

Review

Billing Organisation

Bill Reference Number

My Account

Edt

Billing Purpose
OTHER

Payment Limit
No limit

Expiry Date
No end date

Submit

Review the submitted details.
Click 'Submit' to proceed.

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c)DBS Page 3 of 4

Applicant will be redirected to the Bank's page to complete E-GIRO Application

DBS POSB

Step 1

Tap on the notification sent to your mobile phone

OR

Go to your digibank app and tap on "Digital Token" next to the Login button

You don't need to log in

Step 2

Check your transaction before you tap on "Approve"

This is valid for 60 seconds.

Follow the 2FA instructions to complete your e-GIRO application.

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https://www.dbs.com.sg/ecni/web/sgi/edda/succes/create

d)DBS Page 4 of 4

DBS POSB eGIRO

Your request has been Submitted

You will be redirected to the Billing Organization page after you click on Log Out. You can log in to it to check on the status of your eGIRO set up.

Billing organization transaction reference number

Billing transaction reference number

Log Out

Upon successful submission, you will see the following screens. Please note the transaction reference number in case of enquiries.

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https://www.dbs.com.sg/ecni/web/sgi/edda/succes/create



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Step 5 Complete Application in Bank Portal – OCBC Bank

a)OCBC Page 1 of 2

View accounts Transfers & payments Investments & insurance Customer service Apply Rewards

Set up eGiro Payment
Complete this set up in **09:06 mins**

eGiro

GIRO Services

Set up eGiro payment ➤ **eGiro details**

Billing organisation Bill reference no.

Nickname for arrangement.

Pay from

Why are some of my accounts missing?

Payment settings
Set a payment limit and, if you wish, an expiry date for this arrangement. No payment will be made if the amount exceeds the limit set or if the arrangement expires.

Payment limit: 1,000.00 SGD Expiry date (optional): DD MMMM YYYY

Select the account, put in the payment limit and Billing End Date (optional).

b)OCBC Page 2 of 2

View accounts Transfers & payments Investments & insurance Customer service Apply Rewards

GIRO Services

Set up eGiro payment ➤ **✓ Your authorisation request has been submitted successfully.**

Bill reference no.

Transaction reference no. 2023082315139520
23 Aug 2023 6:04 PM

eGiro details

Nickname: Test

Pay from

Payment limit: 1,500.00

Upon successful submission, you will see the following screens. Please note the transaction reference number in case of enquiries.



Step 5 Complete Application in Bank Portal - UOB Bank

a)UOB Page 1 of 3

UOB Personal Internet Banking

e-GIRO logo

e-GIRO
Set up e-GIRO arrangement
Automate your bill payments

e-GIRO arrangement details

Biller: University of Education

Biller Reference:

Select Account

From:

Payment limit SGD (optional)

Set how much this biller can deduct per transaction

By clicking continue, you are agreeing to the Terms and conditions

Continue Cancel

Select the account, put in the payment limit and Billing End Date (optional).

b)UOB Page 2 of 3

UOB Personal Internet Banking

e-GIRO
Set up e-GIRO arrangement
Automate your bill payments

e-GIRO arrangement details

Biller: University of Education

Biller Reference:

From:

Payment limit SGD: No payment limit

Unable to access
We do not receive your confirmation. You can also confirm your access via these steps:

STEP 1: Open UOB Mighty and go to Mighty Secure on your prelogin screen.

STEP 2: Select Transaction signing code and enter **58128850** to generate code.

STEP 3: Enter the code generated.

Enter code

Submit Cancel

Follow the 2FA instructions to complete the e-GIRO application.



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c)UOB Page 3 of 3



Step 6 E-GIRO Application Approval

After completing all steps in your bank's portal, you will receive an email regarding the approval status of your E-GIRO application.

From: SCGS Sec Finance Department <finance_sec@apps.scgs.edu.sg>

Date: Wed, 14 Jan 2026, 16:33

Subject: Your eGiro is Set-Up Successfully

To:

Dear Applicant,

Your eGiro application for has been approved by the SINGAPORE CHINESE GIRL SCHOOL.

This is a system auto-generated email. Please do not reply.



Thank you!