

User guide on account creation in CONNECT Workshop portal

Step 1: Visit CONNECT Workshop portal at <https://connect.aeas.org.sg/>

The screenshot shows the homepage of the CONNECT Workshop portal. At the top left, it says "CONNECT WORKSHOP BY AEA(S)" next to the logo of the Association of Employment Agencies Singapore (AEAS). A "Home" link is visible. Below this, there is a paragraph about the workshop and contact information. On the right side, there is a "USER LOGIN" section with input fields for "Username or email" and "Password", and links for "Create new account" and "Request new password". A "REGISTER" button is located in the bottom right corner of the page.

Step 2: Proceed to 'USER LOGIN' section and click 'Create new account'

The screenshot shows the "USER LOGIN" section of the portal. It has input fields for "Username or email" and "Password". Below the password field, there are two links: "Create new account" (highlighted with a blue box) and "Request new password". A "LOG IN" button is located at the bottom of the section.

Step 3: Fill in the required details to create new account

The screenshot shows the "User account" creation form. At the top, there are three buttons: "Create new account" (selected), "Log in", and "Request new password". The form includes several required fields: "Employer Name", "Last 4 alphanumeric of NRIC/FIN" (with a hint: "last four alphanumeric of NRIC/FIN, eg 123A"), "Last 4 alphanumeric of NRIC/FIN (Enter Again to Confirm)", "Whatsapp Number" (with a hint: "Singapore (+65)"), "Contact Number" (with a hint: "Singapore (+65)"), and "Username". At the bottom, there is a note: "Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores."

Step 4: After filling in the required details, please click the box if you are agreeable to the stated terms and conditions.

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password *

Password compliance:

Confirm password *

Provide a password for the new account in both fields.

Passwords must meet the following requirements:

- Password must have at least 1 special character(s).
- Password must have at least 1 letter(s).
- Password must have at least 1 digit(s).
- Password must have upper and lower case letters.
- Password must have at least 8 character(s).

I agree to the terms and conditions *

Terms and Conditions:

1. Each consultation session will last for about 60 minutes.
2. Please check and confirm your availability before proceeding to book the consultation session. Failing to attend the session will result in the forfeiture of your booking fee.
3. Please be punctual and complete the consultation session for your attendance to be taken. There will be no time extension if you are late.
4. If you are late by more than 15 minutes, your consultation session will be considered incomplete and you are required to book a new consultation session and pay the booking fee.

Step 5: Click the 'CREATE NEW ACCOUNT' to complete the account creation.

I agree to the terms and conditions *

Terms and Conditions:

1. Each consultation session will last for about 60 minutes.
2. Please check and confirm your availability before proceeding to book the consultation session. Failing to attend the session will result in the forfeiture of your booking fee.
3. Please be punctual and complete the consultation session for your attendance to be taken. There will be no time extension if you are late.
4. If you are late by more than 15 minutes, your consultation session will be considered incomplete and you are required to book a new consultation session and pay the booking fee.
5. For rescheduling / cancellation of the consultation session, changes can be made 3 days before the actual date of the session booked and there will be no penalty.
6. If you do not turn up for the consultation session, you are required to book a new consultation session and pay the booking fee.
7. For all cancellations, strictly no refund.
8. Please ensure that the following are submitted 3 days prior to the booked consultation session via the portal.
 1. Questionnaire; and
 2. household details.
9. As an employer, you agreed to be contacted by a consultant to follow up on the hiring of your domestic helper during the second month of employment.

CREATE NEW ACCOUNT



AEA(S) ASSOCIATION OF EMPLOYMENT AGENCIES SINGAPORE | All Rights Reserved.