



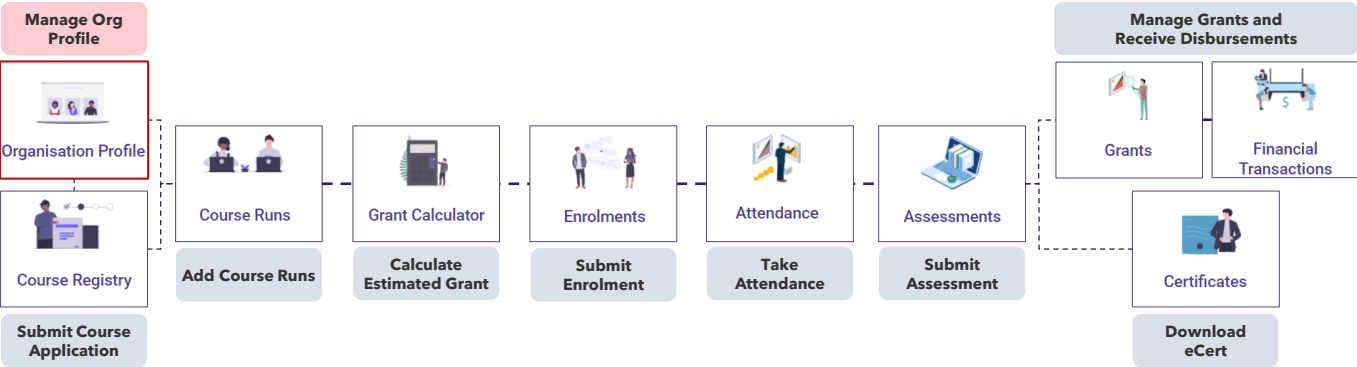
Organisation Profile



Organisation Profile on Training Partners Gateway (TPGateway)

This guide is meant for **existing** Training Providers and Programme Partners to manage their Organisation Profile.

End-to-end TPGateway process for Training Providers



Included in this Quick Reference Guide

- ✓ Update PayNow Account
- ✓ Update Staff Information (Point of Contact)

"Organisation Profile" tile at a glance



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Home > Organisation Profile

EC Pte Ltd

[Update Profile](#)

[View Dashboard](#)

Registered Business Address

Telephone

Target Training Group

Nature of Business (Main)

Mailing Address

Email

Type of Organisation

Year of Establishment

Officer(s) / Authorised Representatives

ID Type	ID Number	Name	Designation
NO OFFICER INFORMATION AVAILABLE.			

My Company/Entity does not consist of Shadow Director(s).



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Training Providers
and Programme
Partners

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Update PayNow Account

Pre-requisites

- ✓ "Full Access" to "Organisation Profile" tile
- ✓ Your organisation has an existing Organisation Profile on TPGateway
- ⚠ Refer to "Submit Organisation Registration" Quick Reference Guide if you are a new Training Provider or Programme Partner with no Organisation Profile on TPGateway.



You will be required to set up PayNow in order to receive disbursements. Disbursements will NOT proceed until PayNow account is set up and details are updated in TPGateway

1. Click **Update Profile** to update your organisation profile
2. Provide your information under "Filer Information"
3. Under "PayNow Account":

- To add new account

1. Click **+ Add Record**
2. Enter the UEN and suffix code (where applicable)
3. Click **Validate**
4. Ensure that the message banner "Paynow account is validated" appears
5. Click **Submit** to save the new account

The PayNow ID should start with your organisation's UEN

Information on PayNow

Please visit
<https://www.abs.org.sg/consumer-banking/pay-now>

Alternatively, contact your local bank on how to link your corporate account to PayNow

- To update existing account details

1. Click on the field that requires update
2. Update the field where applicable
3. Click **Validate**
4. Ensure that the message banner "Paynow account is validated" appears
5. Click **Submit** to save the new account



Please note that Suffix Code is a non-mandatory field. Please check with your respective Corporate PayNow bank for more information on Suffix Codes



Refer to the Quick Reference Guide on Agreement if you wish to select a different PayNow account for your Agreement



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Update Staff Information (Point of Contact)

Pre-requisites

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⚠ Only 2 Management Reps (MR) are allowed for each organisation. Should organisations with more than 2 MRs try to add/edit any MR contact, you will be prompted that only 2 MRs are allowed.

1. Click [Update Profile](#) to update your organisation profile
2. Provide your information under "[Filer Information](#)"
3. Under "[Staff Information \(Point of Contact\)](#)":
 - To add new contact
 1. Click [+ Add Record](#)
 2. Enter the mandatory fields
 3. Click [✓](#) to save your changes
 - To update existing contact
 1. Click on the field that requires update
 2. Update the fields where applicable
 3. Click [✓](#)
 - To delete existing contact
 1. Click on the contact
 2. Click [🗑](#)