

User Manual For Registered Funeral Director (Login Help)

- Step 1 : [Entry Page](#)
Step 2 : [Login Page](#)
Step 3 : [Terms And Conditions](#)
Step 4 : [Homepage \(Menu\)](#)

Step 1 Entry Page

At the Entry Page, click on the button “*Registered Funeral Director*”. Refer to Diagram 1.

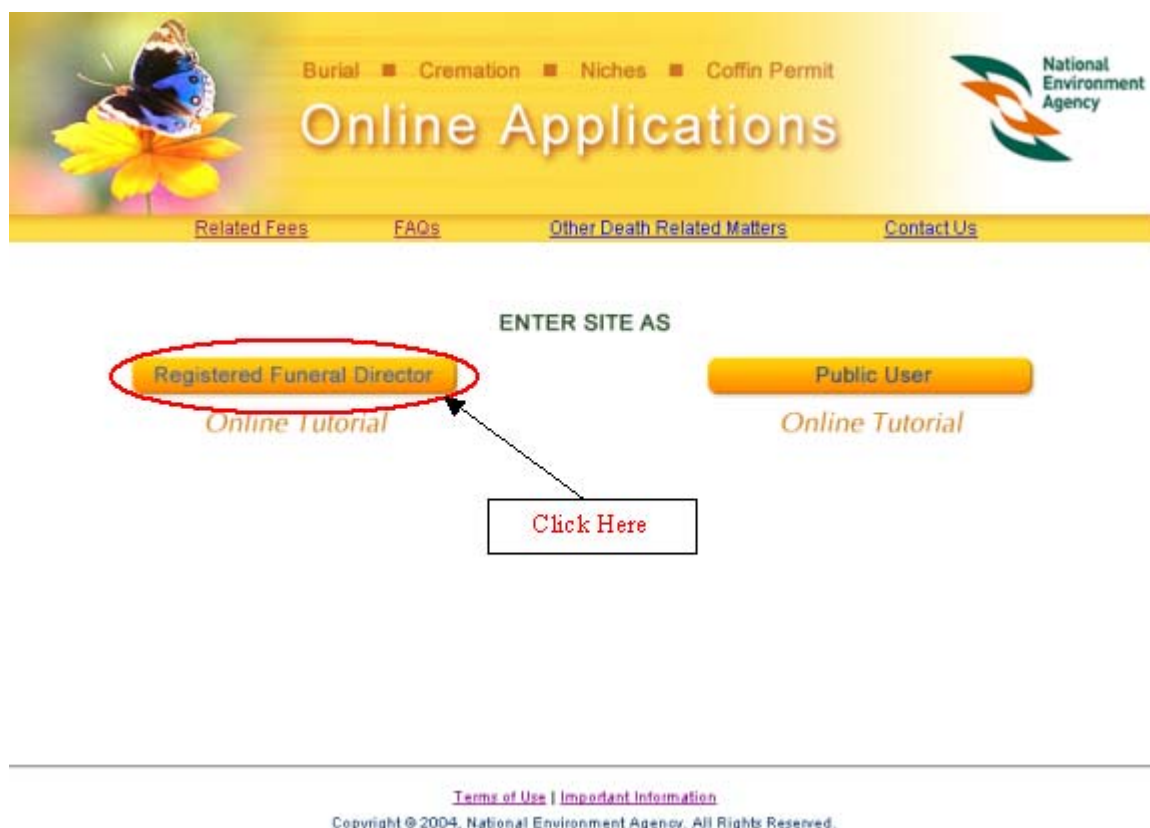


Diagram 1. Entry Page

- All funeral directors must register with the NEA before logging in as registered funeral director.
- If you have not registered with us, click [here](#) to download a form. Fill in the form and fax it back to us. Please note that the application will take 3 days to process. After which a notification will be sent to you.
- However, if you need to use the service now, you may login as Public User now.

[[Top](#)]

Step 2 Login Page

The Registered Funeral Director Login Screen will be displayed. Enter your Company Code and assigned Account No. and click on the 'Login' button. Refer to Diagram 2.

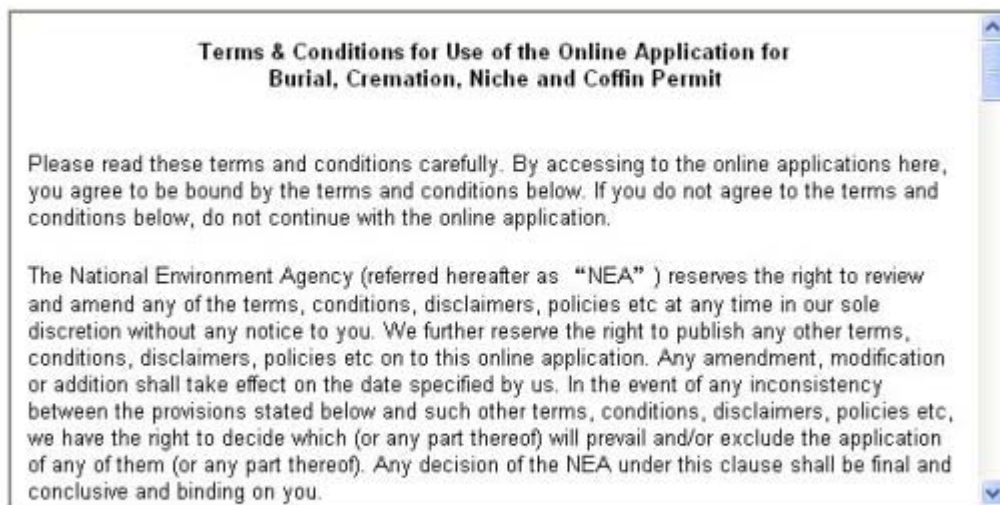


Diagram 2. Registered Funeral Director Login Screen

- Company Code and Account No. will be given to you when your company is registered with the NEA as funeral director. Both Company Code and Account No. are case-sensitive.
- Click on the "Login" button to login.

Step 3 Terms And Conditions

If login is successful, the Registered Funeral Director Terms and Conditions Page will be displayed. Refer to Diagram 3.



I have read, understood and agree to the above instructions, terms and conditions & rules and regulations, and will inform the next-of-kin of the deceased accordingly.



Diagram 3. Terms and Conditions for Registered Funeral Director

- Please read through the terms and conditions and then click on the "I Agree" button to continue.
- If you disagree to the Terms and Conditions, you will not be allowed to use the online application. You will be brought to the Entry Page (refer to Diagram 1)
- **Note:** You are only given 30 minutes to complete a booking/application and to make a payment successfully. The system will alert you when only 5 minutes is left to complete the booking.

Step 4 Homepage

If you agree to the Terms and Conditions, the Homepage for Registered Funeral Director will be displayed. Refer to Diagram 4.

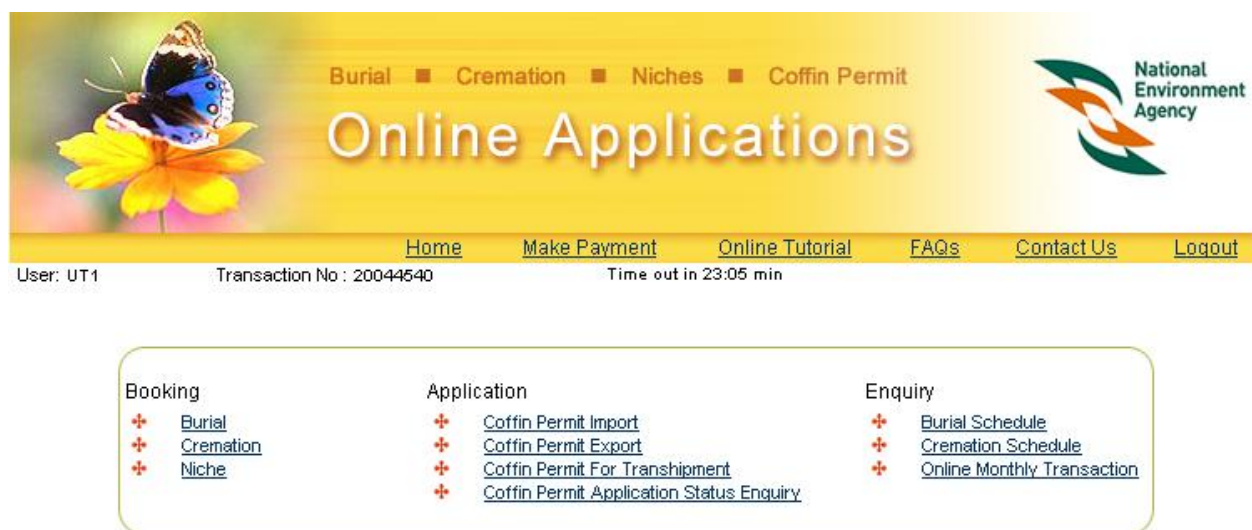


Diagram 4. Homepage for Registered Funeral Director

- You can do a booking/application by clicking on the appropriate hyperlinks.
- To book a burial session, click on the “*Burial*” hyperlink.
- To book a cremation session, click on the “*Cremation*” hyperlink.
- To book a niche unit, click on the “*Niche*” hyperlink.
- To apply for coffin permit Import/Export/Transhipment, click on the “*Coffin Permit Import/Export/Transhipment*” links accordingly.
- To make an enquiry on the coffin permit application applied online, click on the “*Coffin Permit Application Status Enquiry*” hyperlink.
- To view booked burial sessions, click on the “*Burial Schedule*” hyperlink.
- To view booked cremation sessions, click on the “*Cremation Schedule*” hyperlink.
- To view all the transactions made by your company, click on the “*Online Monthly Transaction*” hyperlink.