

User Manual For Registered Funeral Director (Online Monthly Transaction)

- Step 1: [Homepage \(Menu\)](#)
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Step 1 Homepage

Choose “*Online Monthly Transaction*” (As shown in Diagram 1) if you wish to view your monthly transactions.

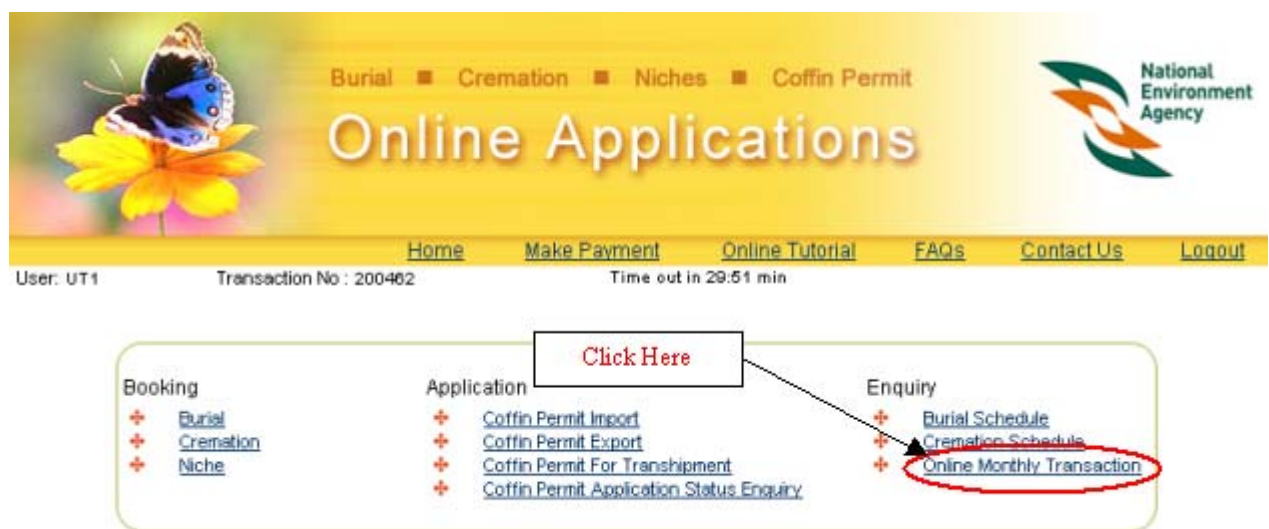


Diagram 1. Homepage for Registered Funeral Director

Step 2 Online Monthly Transaction Enquiry

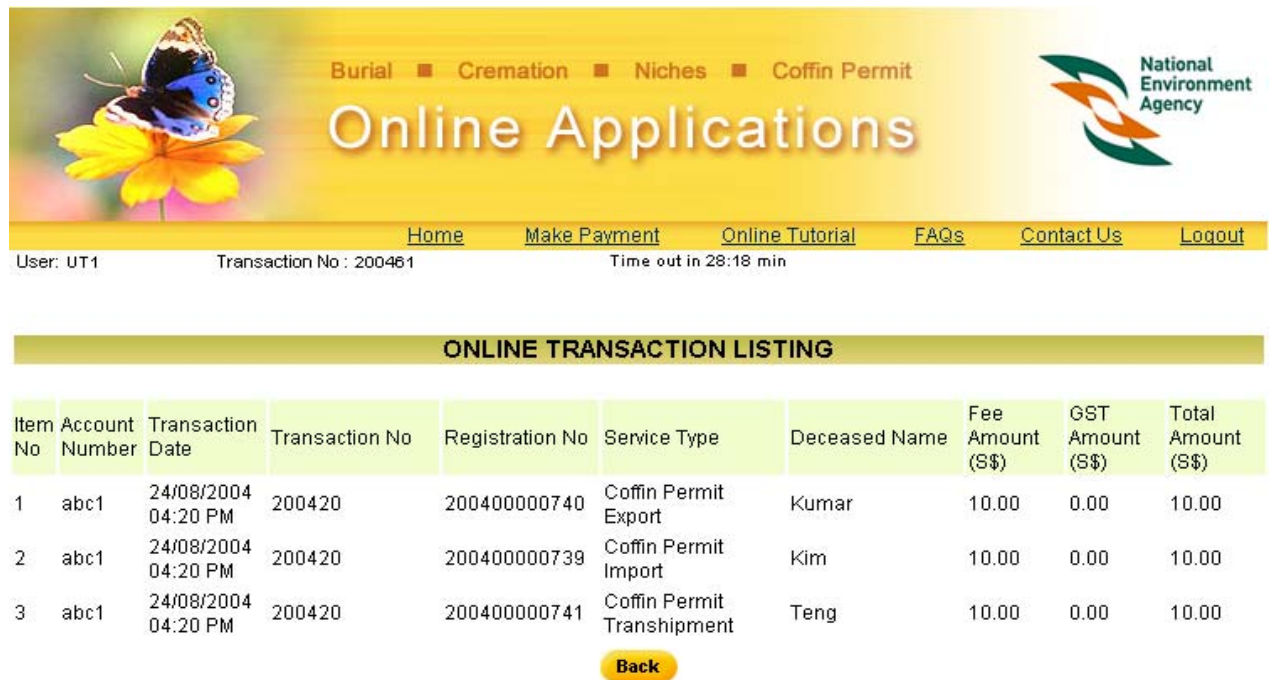
Fill in the details in the enquiry page as shown in Diagram 2. Fields marked with asterisk (*) are mandatory.



Diagram 2. View Online Monthly Transaction Page

Step 3 Online Transaction Listing

If record is found, the following page will be displayed.



The screenshot shows the 'Online Applications' interface. At the top, there are navigation links: [Home](#), [Make Payment](#), [Online Tutorial](#), [FAQs](#), [Contact Us](#), and [Logout](#). Below these, the user information is displayed: 'User: UT1', 'Transaction No : 200461', and 'Time out in 28:18 min'. The main content area is titled 'ONLINE TRANSACTION LISTING' and contains a table with the following data:

Item No	Account Number	Transaction Date	Transaction No	Registration No	Service Type	Deceased Name	Fee Amount (S\$)	GST Amount (S\$)	Total Amount (S\$)
1	abc1	24/08/2004 04:20 PM	200420	200400000740	Coffin Permit Export	Kumar	10.00	0.00	10.00
2	abc1	24/08/2004 04:20 PM	200420	200400000739	Coffin Permit Import	Kim	10.00	0.00	10.00
3	abc1	24/08/2004 04:20 PM	200420	200400000741	Coffin Permit Transhipment	Teng	10.00	0.00	10.00

Below the table is a yellow button labeled 'Back'.

Diagram 3. Online Transaction Listing