

PUBLIC TRUSTEE'S OFFICE (PTO)

Accessing Dashboard Task

User Guide for E-Service Submission

https://eservices.mlaw.gov.sg/pto

Last updated on 14 September 2023

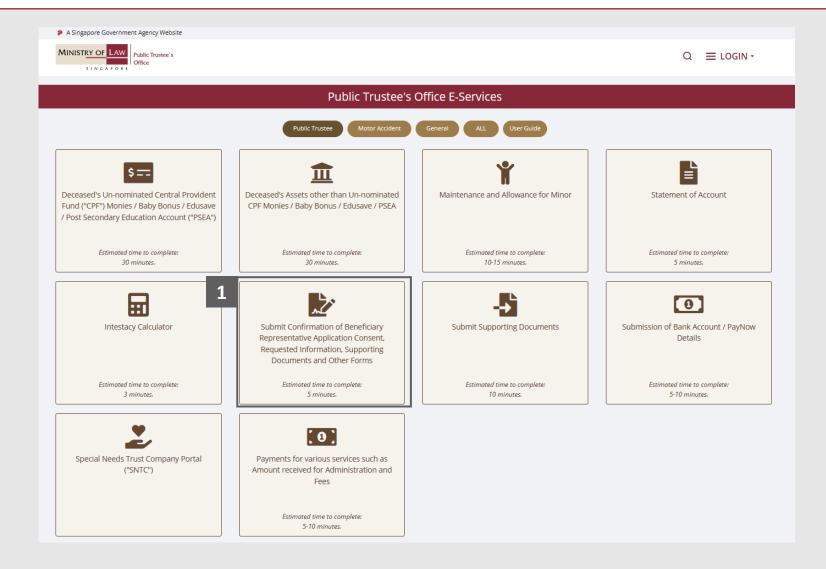


General Information

- 1) The submission of task on the dashboard is via E-Service.
- 2) Please ensure that you access the E-Service using the latest versions of Chrome, Microsoft Edge or Safari.
- 3) You may click on → Arrow Down icon to select from a dropdown or click on the box to filter the options.
- 4) You may input a date field using the 🧰 Calendar icon to select a date.

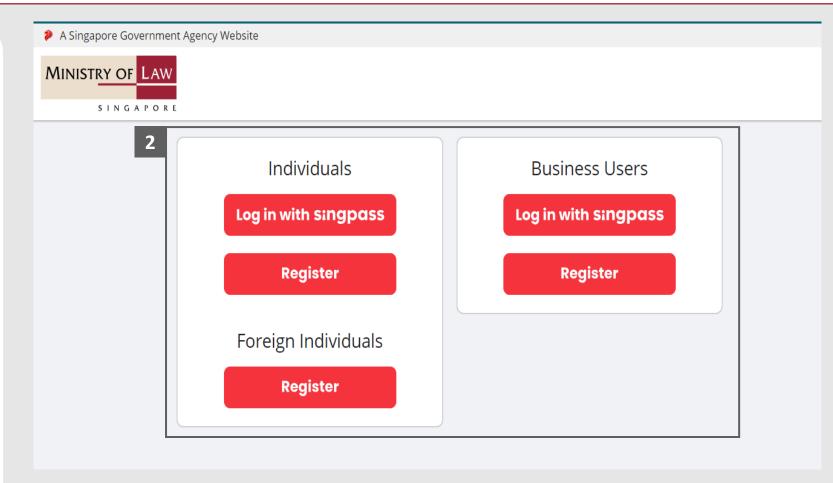


To begin, click on Submit
Confirmation of Beneficiary
Representative Application
Consent, Request Information,
Supporting Documents and
Other Forms on Public
Trustee's Office E-Service home
page.





2 Proceed to log in with your selected log-in option. If you do not have Singpass, please click on the **Register** button to sign up for an account i.e. business user / individuals / foreign individuals. Otherwise, you will not be able to proceed with the online application.





Provide permission for Singpass to retrieve and prefill information for the online application by clicking I Agree.

singpass

Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient.

This digital service is requesting the following information from Singpass, for the purpose of form filling.

- > NRIC/FIN
- Name
- > Date of Birth
- > Residential Status
- Nationality
- > Registered Address
- > Email
- Mobile Number
- Marital Status
- > Last Marriage Date
- > Country of Marriage

Clicking the "I Agree" button permits this digital service to retrieve your data based on the Terms of Use.

Cancel

3

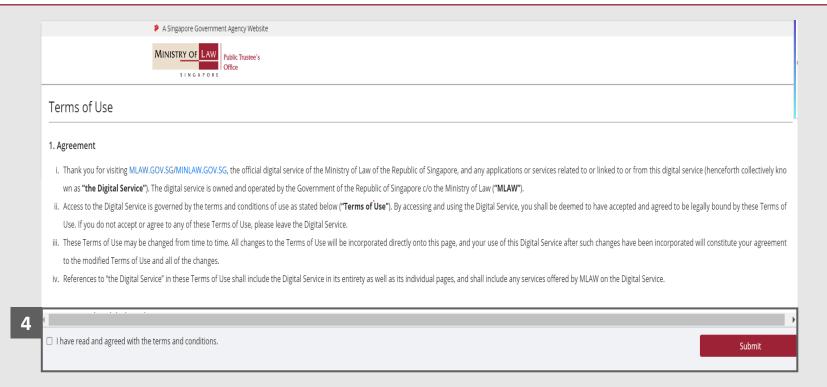
I Agree



4 Read the Terms of Use for the agreement when using the online application.

Click on the **Checkbox** to indicate that you have read and are agreeable to the terms and conditions.

Click on the **Submit** button.





After you have logged in to the Public Trustee's Office E-Services Portal:

Click on the **For your action** tab and the list of task(s) will be displayed on the table.

Below are the possible activities:

- Submit Document
- Submit Information
- Submit Additional Form
- Beneficiary Representative Consent
- PayNow Consent
- Submit Document
 Extraction Payment

