



e-Services Guide

Inbox

Last updated on April 2021



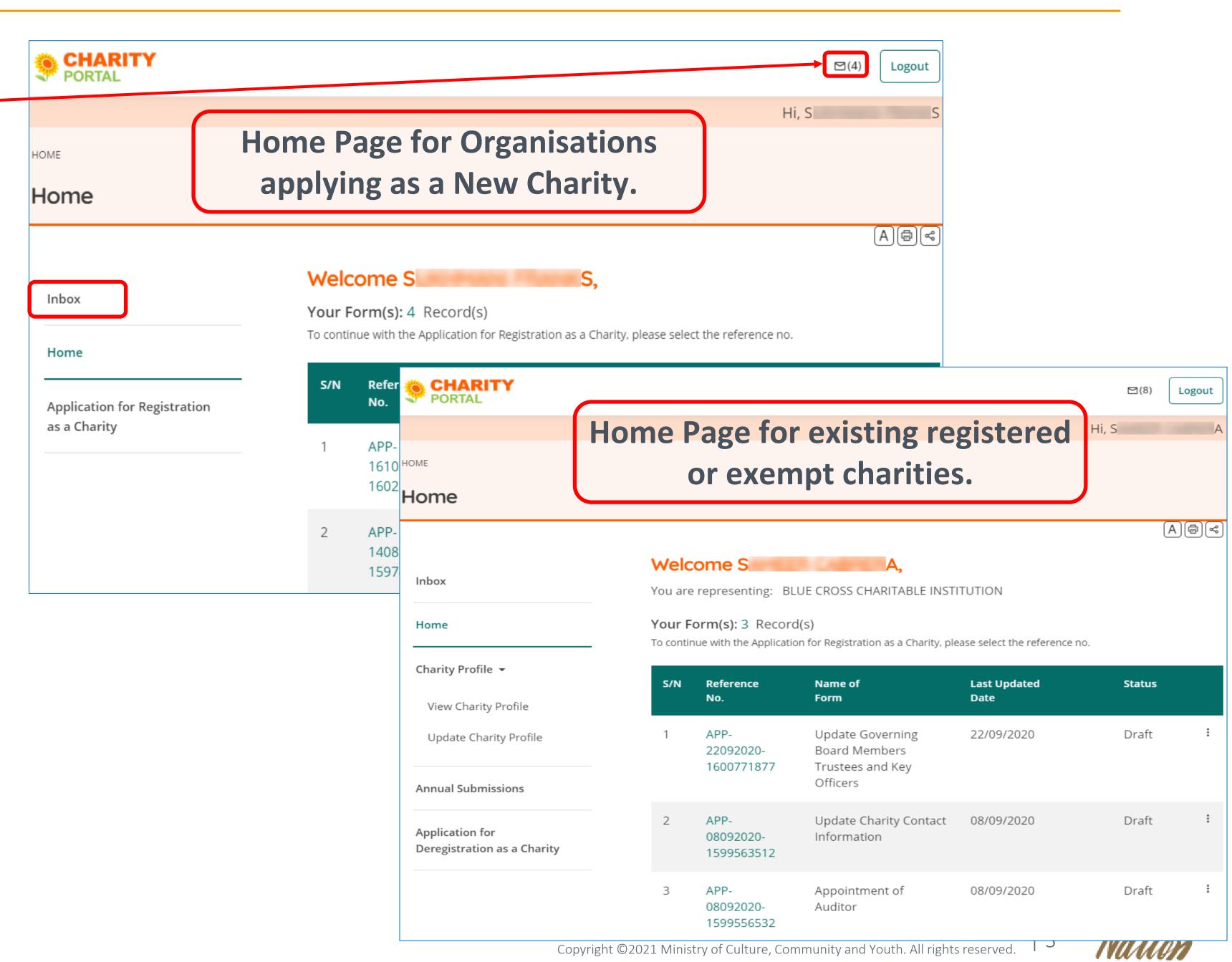


Homepage

To view the inbox, click the envelope icon.

Or;

Click *Inbox* on the left menu to navigate to Inbox Page.

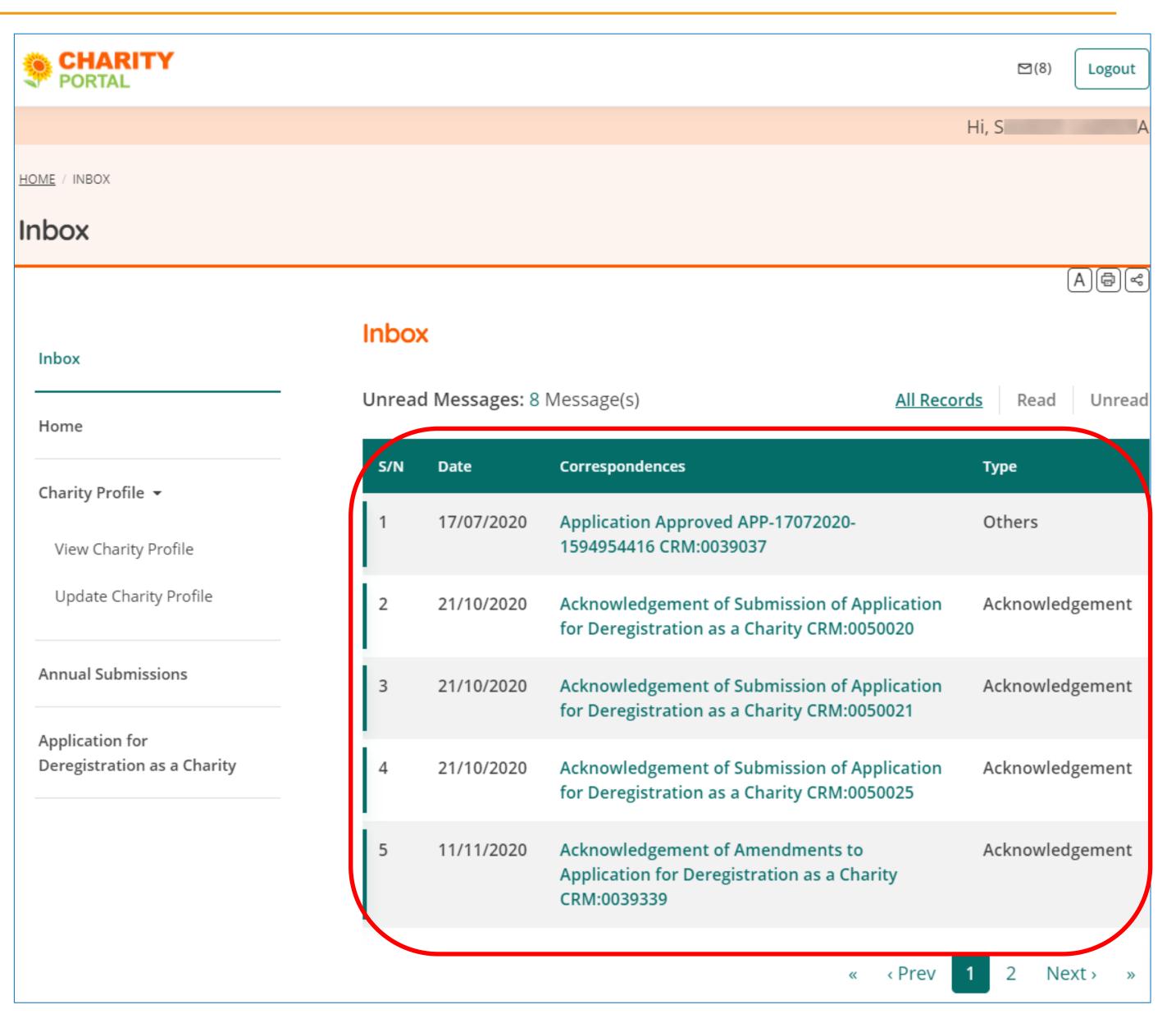




Inbox page

Your Inbox contains the acknowledgements, notifications and reminders related to the applications/submissions submitted in the Charity Portal.

By default, your messages are sorted based on dates, in which the latest message will be at the top.

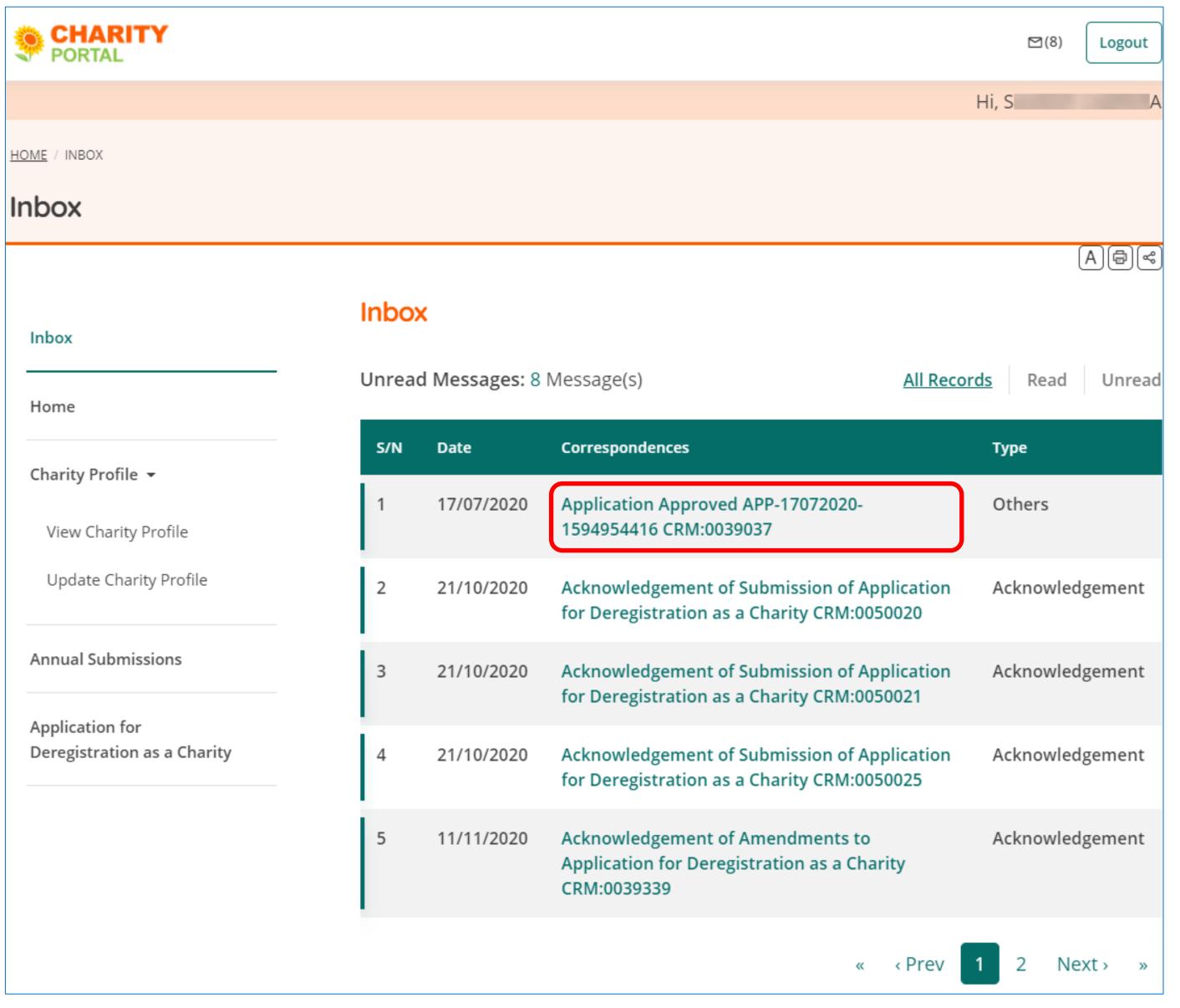






View Message

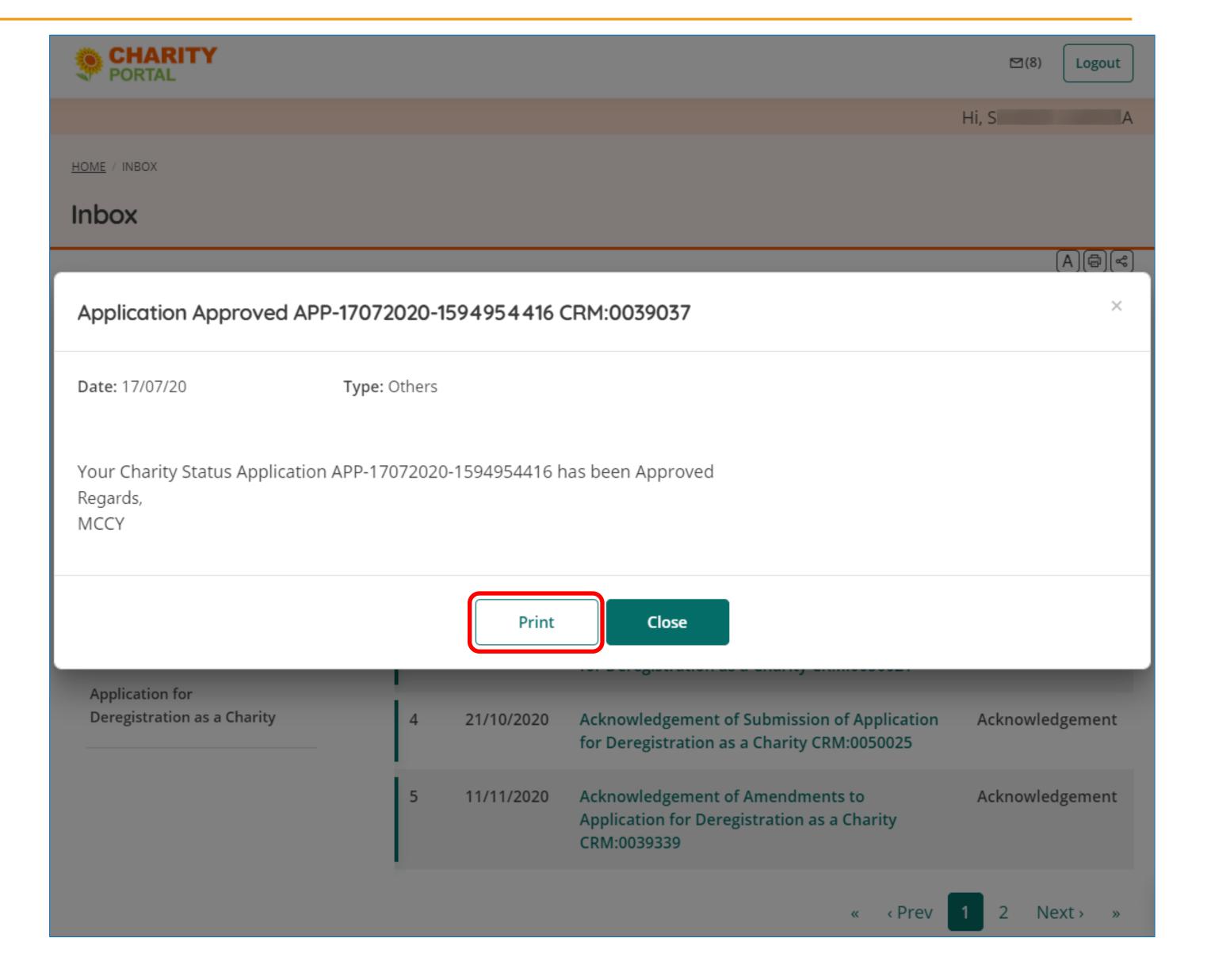
Click on the title of the notification on the *Correspondences* column to view the message.





Print Message

Click **Print** to print the message.



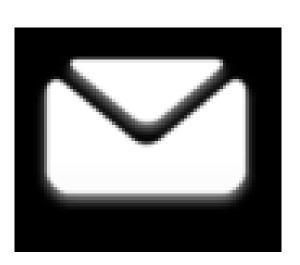




Contact Us



Helpdesk (6337 6597)



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Thank You





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