

Guide to Updating in SBF e-Portal

Updating Organization Profile

SINGAPORE BUSINESS FEDERATION
Apex Business Chamber

SIGN OUT SERENE CART f ln Keyword Search

SBF SITE ACTIVITIES TOOLKITS MEMBERSHIP FAQS

Welcome to the SBF ePortal

Upcoming events

We are pleased to introduce the new integrated membership portal where members can now preview, register and make payment online for all upcoming events.

To register online for SBF events, simply sign in with your username and password*.

Non SBF members may also sign up for events online by creating an account.

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Dynamic E-Learning : Emotional Intelligence for...

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Updating Organization Profile

SINGAPORE BUSINESS FEDERATION
Apex Business Chamber

SERENE TAN
ABC HOLDINGS PTE LTD

Type
Member Contact

Change your password

Current username is 123456
Change password and/or username

My Organisations

ABC HOLDINGS PTE LTD - CONTACT (GENERAL), Company Administrator

About Me My Participation Communications Invoices Receipt

My Profile

First Name	SERENE	Last Name	TAN
Individual Status	Active	Job Title	CONTACT (GENERAL)
Contact code	Finance - Others		
Record Last Updated	9/21/2018 9:52 AM		

My Details

Business phone	65 555 5555
Mobile Phone	
Business Email	serene@abc.com.sg
Business Fax	
Website	

My Addresses

Billing +

Click on the pencil icons next to the fields to update the changes and click Save

Click on the company's name to access Organization profile


Note:
If the individual is no longer with the organization, please update the "Individual Status" field to "Resign"

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Guide to Updating in SBF e-Portal

Updating Organization Profile



SINGAPORE BUSINESS FEDERATION
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ABC HOLDINGS PTE LTD



Status
Active

Profile

About

Type

Company Size

Founded

Website
www.abc.com.sg

Social Profiles

There are no social profiles defined.

Update Your Organisation Profile

Welcome to the online members' portal. This site allows you to update your organisation profile, add/update contacts in the organisation, pay outstanding invoices using the online shopping cart etc.

About Us Staff Outstanding Invoices Receipts

Organisation Overview


Membership Number	C1234567	Membership Paid Until	
Registered Business Entity		Registered Company Type	
Country of Ownership	SINGAPORE	Ownership Type	Local
Fix Asset Turnover		Entity Type	
Product and Services		Annual Turnover	
Nature of Business EVENT MANAGEMENT AND EVENT RELATED ACTIVITIES		Market Presence	
Market Interest		Nature of Presence	
Staff Strength	0	Unionized Company	No
Number of Non Union Employees	0	Number of Union Employees	0

* Paid Up/Authorised 1980000.00

Click on the pencil icons next to the fields to update the changes


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Updating Staff Contacts



SINGAPORE BUSINESS FEDERATION
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ABC HOLDINGS PTE LTD



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About Us Staff Outstanding Invoices Receipts

Staff

Full Name	Title	Authorised Representative
JOHN TAN	MANAGING DIRECTOR	
MARY NG	CONTACT (GENERAL)	
JAMES ONG		

To create/add more staff under your organisation click on the link given below :


[Add New Staff](#)

Click on the person's name to edit his/her details

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Updating Staff Contacts



SINGAPORE BUSINESS FEDERATION
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SERENE TAN
ABC HOLDINGS PTE LTD



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ABC HOLDINGS PTE LTD - CONTACT (GENERAL), Company Administrator

About Me | **My Participation** | Communications | Invoices | Receipt

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Add New Staff



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ABC HOLDINGS PTE LTD



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About Us | **Staff** | Outstanding Invoices | Receipts

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Full Name	Title	Authorised Representative
JOHN TAN	MANAGING DIRECTOR	
MARY NG	CONTACT (GENERAL)	
JAMES ONG		

To create/add more staff under your organisation click on the link given below :


Add New Staff

If you wish to add new staff, please click "Add New Staff"

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Guide to Updating in SBF e-Portal



Add New Staff

Add Staff

Sign Up

* First name

Middle name

* Last name

Suffix

* Organization

* Email

* Username

* Password

* Confirm password

The password must be at least 7 characters long.

[Next](#)

Do complete the details.

For the Organization field, enter your company's name and select your company's name from the drop-down list.

Note: Please tag your company's name correctly and be careful not to click on subsidiaries or companies with similar names. Incorrect tagging of your company's name may result in incorrect event fees charged.