

User Guide for PSS Online Membership Application and Renewal

Membership Application

1. Open the membership registration page at <http://www.pss.org.sg/membership>
2. Choose the applicable “Membership Category”.

PHARMACEUTICAL SOCIETY OF SINGAPORE
To maximise the contribution of pharmacists to the healthcare of Singaporeans

Store About Us Healthcare Professionals Know Your Medicines What's Happening

Join PSS Member's Benefits
> Pharmacist's Letter

Member's Login Request new password
login

Membership Registration

Membership Category

- Ordinary Membership
*All registered pharmacists and those eligible for registration under the (Pharmacist Registration Act) of the Republic of Singapore or such Acts and laws as may be enacted from time to time.
Fee payable = \$120 + \$20*
- Associate Members
*Pharmacy graduates who are not eligible for Ordinary Membership. (e.g. Pre-Registration Pharmacist)
Fee payable = \$60 + \$20 for full year*
- Overseas Members
*Ordinary members of the Society but have become residents in other countries permanently or for a continuous period exceeding six months, and are still interested in continuing their ties with the Society. On their return to reside in Singapore, their membership will be reverted to Ordinary Membership.
Fee payable = \$60 + \$20 for full year*
- Student Members
*Pharmacy undergraduates of the National University of Singapore and other Universities.
Fee payable = \$10 for full year*

Know Your Medicines

Dengue
Dengue is a mosquito-borne disease caused by viruses. Infected person may present with high...

Test Title
1. Put the questions here description 2. Put the second question description

Health Science Authority - Safety Information and Recalls
Click here to find out more

3. Complete required fields and click “Preview and Edit Application”

Health Science Authority - Safety Information and Recalls
Click here to find out more

Personal Particulars

Email *

Title *

Name *

NRIC/FIN/Passport No *

Place of Birth *

Occupation/Designation *

Gender *

Marital Status *

Date of Birth *

Nationality *

PRN No *

Address

Residential

Address *

Office

Name of Company *

Address *

4. Preview your details, edit if necessary by clicking “Edit Application Form”.
5. If there are no changes to be made, click on “Submit and Print Application Form”.
6. You will receive an email to download the application form. Print the form to obtain the necessary signatures.

PSS Membership Document Upload Inbox x

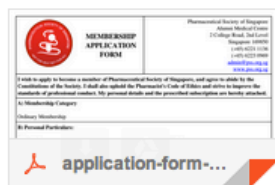
Pharmaceutical Society of Singapore
to me

10:55 AM (3 minutes ago)

In order to continue with your membership application:

1. Print the application form and obtain the signatures of the 2 referees.
2. Scan a copy of the duly-signed form to your computer for uploading.
3. Click on the link [here](#) to begin uploading. You may use the link to download and print the application form if you have not done so previously.

Best regards,
PSS Secretariat



7. Follow the instructions in the email
8. Once completed, click on the link in the email to be redirected to PSS site to upload the signed document.
9. Click on “Submit Uploaded File”.

10. Membership registration is completed and will be pending for approval by PSS. The approval process will require up to 30 days (maximum).

Membership Application Payment

1. Upon approval of membership, you will receive an email containing a link to pay the membership fee.

Membership application approved

Inbox x



Pharmaceutical Society of Singapore

to me

11:25 AM (0 minutes ago)



Dear Emily Fields,

Your PSS membership application has been approved. Please click on the link below to proceed to make payment for your membership fees. Thank you.

[Click to make payment](#)

Best regards,
PSS Secretariat

2. Upon clicking on the link, "Checkout page" will open, complete any remaining required fields and click "Continue to next step".
3. On the review order, select the "Paypal" payment method to continue payment.
4. You will be redirected to the paypal payment page. Log in to your paypal account (if available) to complete payment. If you do not have an existing account, you can create one following the instructions on the paypal page. If you do not wish to create a paypal account, you can still make payment with your credit card by completing the fields shown below.

Pharmaceutical Society of Singapore

Your order summary	
Descriptions	Amount
Ordinary Membership	\$120.00
Item number: M1	
Item price: \$120.00	
Quantity: 1	
Item total	\$120.00
Total \$120.00 SGD	

Choose a way to pay

Pay with my PayPal account

Log in to your PayPal account to complete the purchase

Pay with my debit or credit card

(Optional) Sign up for PayPal for faster checkout in future

Country: Singapore

Card number:

Payment types:

Expiry date: mm / yy /

CSC:

[What is this?](#)

Billing information

Surname:

Given name:

Address line 1:

Address line 2 (optional):

Postcode:

Contact information

Telephone (+65):

Email:

5. You will receive a notification email of account creation. You can then click the link to login and change password. The receipt of payment will be sent to your email (email address that you registered with PSS)

Pharmaceutical Society of Singapore Membership Detail



Inbox x



PSS

to me ▾

11:44 AM (1 minute ago) ☆



Dear Emily Fields,

Thank you for applying as a new member with the Pharmaceutical Society of Singapore. Your PSS membership no and log-in ID is **emilyfields**. An account has been created on our website for you to access the Pharmacist Letter, CE quizzes and many other activities created for PSS members.

To start using your PSS account, please complete the last registration step below.

[Click here to activate your PSS account now](#)

Please activate your PSS account within 7 days.

Alternatively, you may copy and paste the link below in a new browser window.

<http://www.pss.org.sg/dev/user/reset/2554/1408333477/6Ydiq8limyug5eK70V4...>

Best regards,
PSS Secretariat


Membership Renewal

The screenshot shows the user interface of the Pharmaceutical Society of Singapore (PSS) website. At the top left, there is a yellow box with the text "APS CRM Staging" and the URL "http://staging.apscrm.vi9e.com/admin". In the top right corner, a pink box highlights the user's name "Hi Emily" and a "Logout" link. The main header features the PSS logo, the text "PHARMACEUTICAL SOCIETY OF SINGAPORE", and the tagline "To maximise the contribution of pharmacists to the healthcare of Singaporeans". Below the header is a navigation bar with links for "Store", "About Us", "Healthcare Professionals", "Know Your Medicines", and "What's Happening". The main content area is divided into two columns. The left column contains a blue box with "Join PSS" and "Member's Benefits", a link to "Pharmacist's Letter", a "User Menu" with options like "Edit Profile", "Quiz Result", "Order History", and "Membership FAQ", and a "Know Your Medicines" section with a "Dengue" article. The right column displays the user's account information: "User account | emilyfields", "Member Name: Emily Fields", "Display Name: Emily", "Pharmacist Registration Number: 209873", "Expiration Date: 31 Dec 2013 - 00:00", and "Membership Type: Ordinary Member". A pink box highlights a "Renew Membership" button.

1. For memberships that are near expiring or expired, the “Renew Membership” button will be displayed when you log in. If the above page does not display, click on “Hi xxxx” on the top right hand corner to reach the above page
2. Click on “Renew Membership” button.
3. Complete the payment using paypal. If you have an existing paypal account, log in to complete payment. If you do not have an existing account, you can create one following the instructions on the paypal page. If you do not wish to create a paypal account, you can still make payment with your credit card by completing the fields shown below.

Your order summary	
Descriptions	Amount
Ordinary Membership	\$120.00
Item number: M1	
Item price: \$120.00	
Quantity: 1	
Item total	\$120.00
Total \$120.00 SGD	





Choose a way to pay

Pay with my PayPal account 
Log in to your PayPal account to complete the purchase

Pay with my debit or credit card
(Optional) Sign up for PayPal for faster checkout in future

Country:

Card number:

Payment types:    

Expiry date: mm / yy
 /

CSC:
[What is this?](#)

Billing information

Surname:

Given name:

Address line 1:

Address line 2 (optional):

Postcode:

Contact information

Telephone (+65):

Email:

4. Upon completion of payment, membership expiration date will be extended to the end of the year (last day of December each year)
5. The receipt of payment will be sent to your email (email address that you registered with PSS)