

Updating work pass / employment pass (Mobile Version)

Please click [here](#) for FAQ

Step 1

Launch Internet Browser app
(e.g., Chrome / Safari)

Step 2

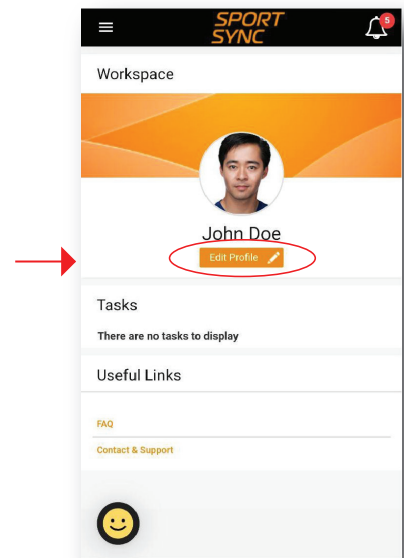
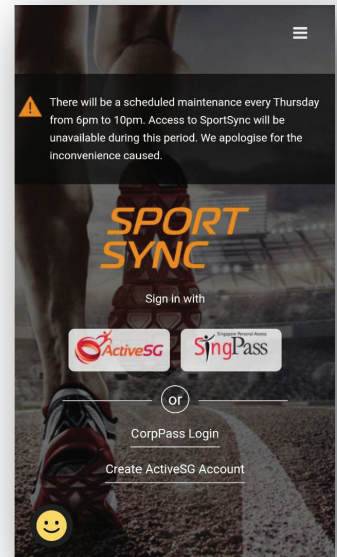
Login on
www.sportsync.sg
using

- ActiveSG
- SingPass

Once logged in, you will be directed to
the SportSync homepage

Step 3

Click on the
'Edit Profile' icon

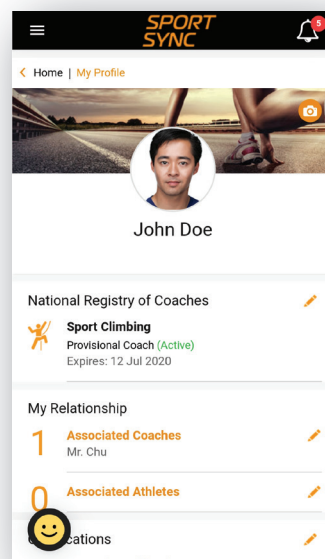


Updating work pass / employment pass (Mobile Version)

Please click [here](#) for FAQ

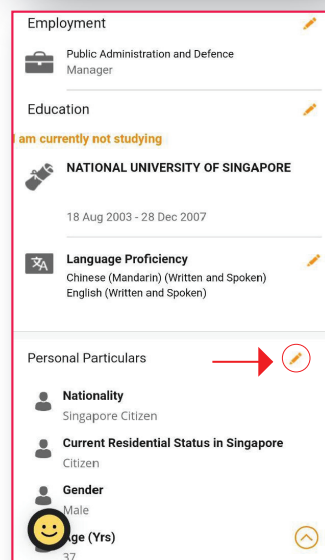
Step 4

Scroll down the page to your 'Personal Particulars'



Step 5

Under the 'Personal Particulars' section, click on the 'pencil' icon to update your details



Updating work pass / employment pass (Mobile Version)

Please click [here](#) for FAQ

Step 6

Ensure the correct type of pass is entered in the field

Click on the box indicate in red to upload relevant documents (i.e., screenshot of your MOM account profile, images of your pass)

The screenshot shows the 'Personal Particulars' form with the following fields:

- Identification Type * (Passport Number)
- Identification Number *
- Salutation * (Mr)
- Full Name * (John Doe)
- Preferred Name/Alias (Preferred Name)
- Family Name (Family Name)
- Nationality * (Zimbabwean)
- Current Residential Status in Singapore (Employment Pass (EP))
- Employment Pass (EP) Details (expanded)
- Date of Issue (DD MMM YYYY)
- Date of Expiry * (14 Apr 2020)
- Note : Permitted File Types: jpg, jpeg, png, pdf, doc, docx and gif. Permissible File Size: (min: 10 kb and max 10000 kb)
- Birth Date (Day/Mth/Yr) * (982)
- Age (Yrs) * (37)
- Country of Birth *
- Race *

A red arrow points to a red-bordered box containing the text: "Double tap or touch here to upload the files".

Updating work pass / employment pass (Mobile Version)

Please click [here](#) for FAQ

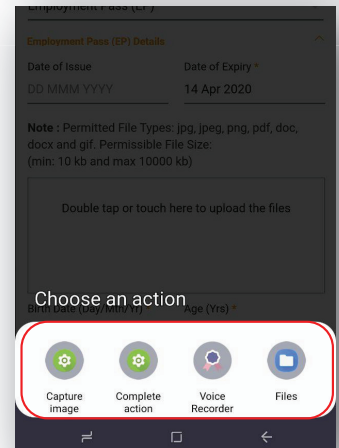
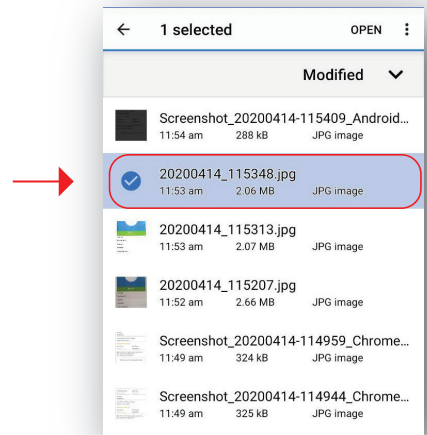
Step 7

You may either

1) Select an image from your phone

OR

2) Take a photo



Updating work pass / employment pass (Mobile Version)

Please click [here](#) for FAQ

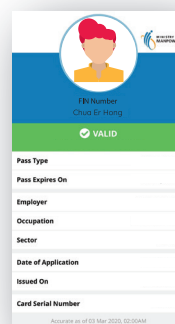
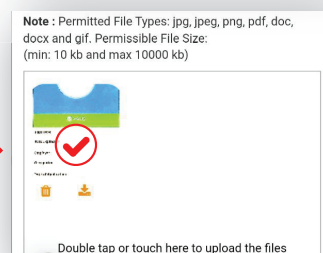
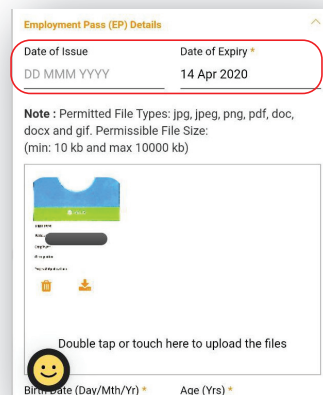
Things to note

This shows that the file you selected is loading

Remember to key in the accurate 'Date of Issue' and 'Date of Expiry' of your pass accordingly

Please give a moment for a 'Tick' to appear to ensure the document is properly loaded

Red tick is for illustration purpose only*



Example of
workpass

Updating work pass / employment pass (Mobile Version)

Please click [here](#) for FAQ

Things to note

Do save upon completing the updates

The screenshot shows the 'Personal Particulars' form on the sportsync.sg website. The form includes fields for Identification Type, Identification Number, Passport Number, Salutation, Full Name, Preferred Name/Alias, Family Name, Nationality, and Current Residential Status in Singapore. The 'Employment Pass (EP)' section is expanded, showing 'Date of Issue' as 17 Apr 2020 and 'Date of Expiry' as 15 Jul 2022. A note specifies permitted file types (jpg, jpeg, png, pdf, doc, docx and gif) and file size (min: 10 kb and max 10000 kb). A profile picture placeholder is visible at the bottom. A red arrow points to the 'Save' button in the top right corner.

You have successfully updated your pass details

The screenshot shows the 'Personal Particulars' form on the sportsync.sg website, now with a success message overlay. The message states: 'Changes to personal particulars have been saved successfully.' with an 'Ok' button. The form fields are dimmed in the background. The 'Employment Pass (EP)' section shows 'Date of Issue' as 27 Feb 2020 and 'Date of Expiry' as 14 Jul 2022. A profile picture placeholder is visible at the bottom.

