#### Updating work pass / employment pass

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







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#### Step 4

Click on 'pencil' icon circled in red



Personal Particulars

Identification Number \*

Full Name

Family Name

Date of Expiry

21 Apr 2020

Note : Permitted File Types: jpg, jpeg, png, pdf, doc, docx and gif. Permissible File Size: (min: 10 kb and max 10000 kb) Drag and drop your files here or click here to browse & choose

Current Residential Status in Singapore

Permanent Resident (PR) Work Permit (WP) Employment Pass (EP) Short Pass (S-Pass) Dependent Pass (DP)

Save

Cancel

NRIC

Salutation \*

Nationality \*

DD MMM YYYY

Citizen Citizen

Others

Identification Type

Preferred Name/Alias

Current Residential Status in Singapor Work Permit (WP) Work Pe Date of Issue

#### Step 5

Look for 'Current Residential Status in Singapore' circled in red

## Step 6

Select type of pass

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### Step 7

Upload workpass by clicking on the box indicated in red \*remember to input date of issue and expiry

and of Issue	Date of Expiry *
YYYY MMM C	14 Apr 2020
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in: 10 kb and max 10000 kb)	
Drag and drop y	our files here or click here to browse & choose
Drag and drop y	our files here or click here to browse & choose
Drag and drop y	our files here or click here to browse & choose

# To access your work / employment pass

Download SGWORKPASS app • Android • Apple

Example of work pass





