



OneCARE System User Guide

OneCare用户指南

7 Simple Steps

to Apply for U Care Assistance Programmes

申请职总关怀基金的七个简单步骤



Before you apply, please have the following ready:
在申请前，请做好以下准备：

1 Linkpass user login ID and password

LinkPass用户登录编号和密码



2 Income documents required from both member and spouse (where applicable):

会员和配偶双方提供的收入文件（如适用）：

✓ **You have the option to extract from Singpass Myinfo or do a manual upload.**

您可以选择从电子政府密码MyInfo个人资料库中提取资料或手动上载。

Status of Member	Auto (Singpass Myinfo) 通过MyInfo个人资料库自动检索	Manual 会员需要手动上载文件
If you are employed 若会员是受雇人士	CPF Contribution History (past 15 months) 公积金缴交额历史（近15个月） Notice of Assessment from IRAS (for Year of Assessment 2023) 税务局发出的个人估税单2023	Payslip (of any month in year 2023) 2023年任何一个月份的薪水单印件 <u>If your Annual Trade Income is less than \$6,000</u> 年净贸易收入低于\$6,000 Copy of acknowledgement after submitting IRAS Form 144 (for Work Year 2022) 自雇人士个人所得税呈报表 144 (IRAS Form 144) - (2022工作年份) <u>If your Annual Trade Income is \$6,000 and above</u> 年净贸易收入高于\$6,000
If you are self-employed 若会员是自雇人士		Copy of Notice of Assessment from IRAS (for Year of Assessment 2023) 税务局发出的个人估税单2023 CPF Contribution History for the past 3 months 列明近3个月公积金缴交记录结单
If you are unemployed 若会员是无业者		

✓ **Spouse income documents:**

会员配偶的收入证明文件(需要上载文件)



Copy of payslip of any month in the year 2023

会员配偶是受雇人士：
2023年任何一个月份的薪水单印件

OR

或



Copy of CPF Contribution History for the past 3 months (if unemployed)

会员配偶是无业人士：
列明近3个月公积金缴交记录结单

Note: The required supporting documents may vary for different assistance programmes.

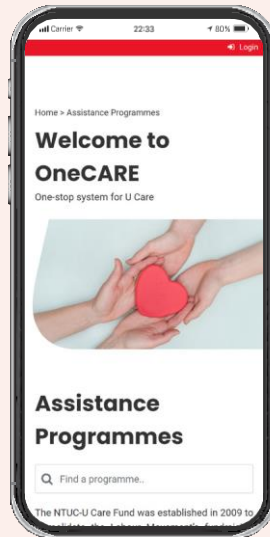
Do refer to the specific assistance programme for more details.

注：不同的援助计划所需的证明文件可能有所不同。欲知更多详情，请参考特定的援助计划。

Step 1

步骤一

Log in to the new OneCARE (One-stop system for U Care) at ucare.ntuc.org.sg/assistance and click the login button at the upper right corner.
登录新的OneCare（一站式U关怀系统）ucare.ntuc.org.sg/assistance并按右上角。



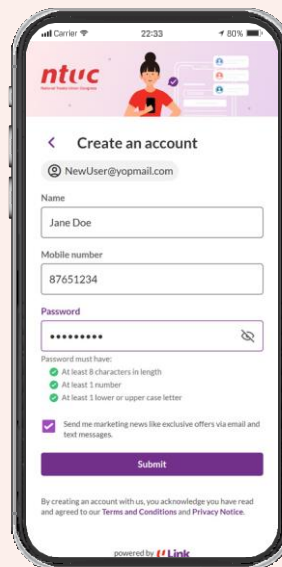
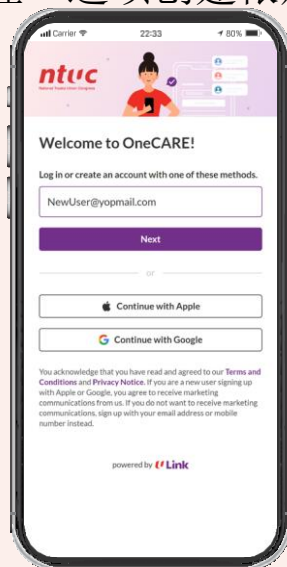
Click
"Login"

点击“Login”

If you have not registered with Linkpass, you will be directed to the registration page. You may create an account with either your email address or mobile number

如果您还没有登记使用LinkPass，我们将指示您注册页面。
您可以使用以下任一选项创建帐户：

- *您的电邮地址
或
- *手机号码



Step 2

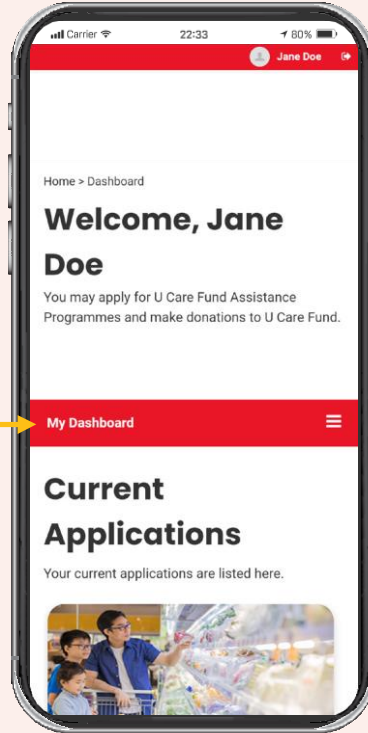
步骤二

Once you have successfully logged in to OneCARE, you will be able to view and access U Care Assistance Programmes.

一旦您成功登录OneCare，您将能够查看和存取有关U关怀援助计划。

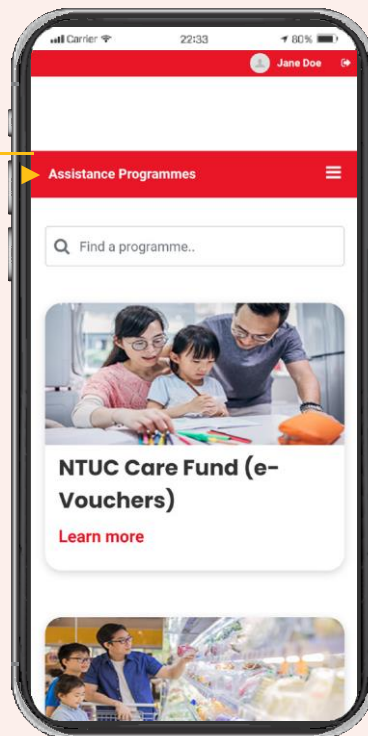
Click on **"My Dashboard"** and select the U Care Assistance Programme from the drop down list

点击**"MyDashboard"**并从下拉列表中选择U关怀援助计划



You will be able to view and access U Care Assistance Programmes

您将能查看和存取U关怀援助计划



Images are used for illustration purposes only.

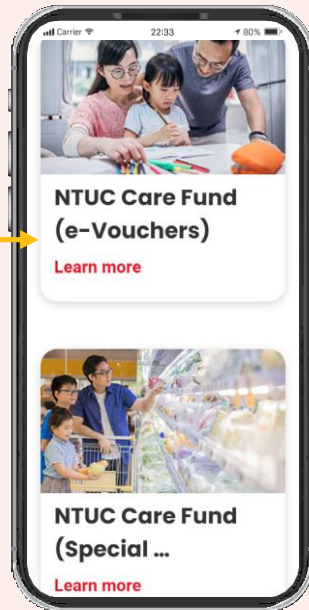
They do not reflect actual programme you are applying for.

图像仅供说明之用。它们并不反映您所申请的实际U关怀援助计划。

Step 3

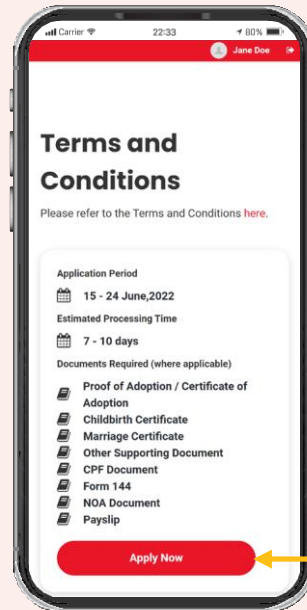
步骤三

Select the Assistance Programme you wish to apply.
选择您要申请的援助计划。



Click on the assistance programme you wish to apply

点击您要申请的援助计划



Click "Apply Now"

点击 "Apply Now"

Images are used for illustration purposes only.

They do not reflect actual programme you are applying for.

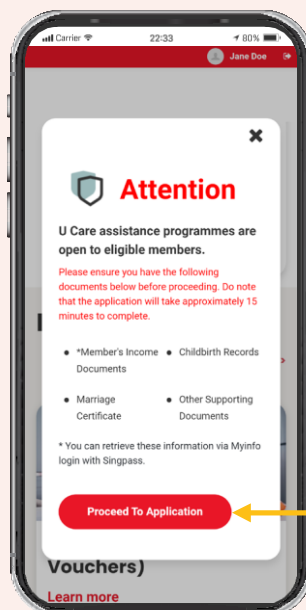
图像仅供说明之用。它们并不反映您所申请的实际U关怀援助计划。

Check that all your documents are ready.

检查您的所有文件是否已准备好。

Note: The required documents will differ depending on the programme.

注：所需文件将因个别援助计划而异。



Click "Proceed To Application"

点击 "Proceed to Application"

Step 4

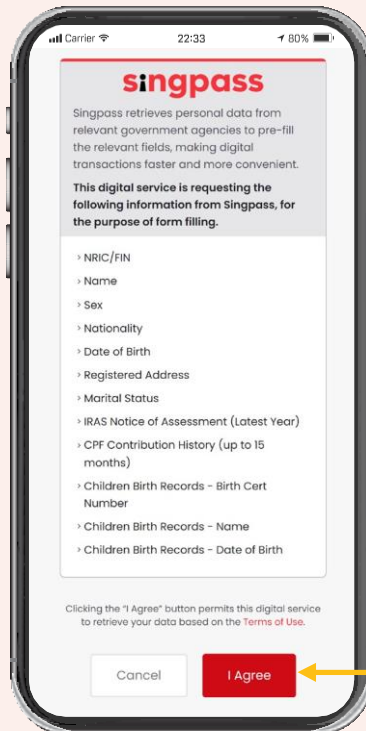
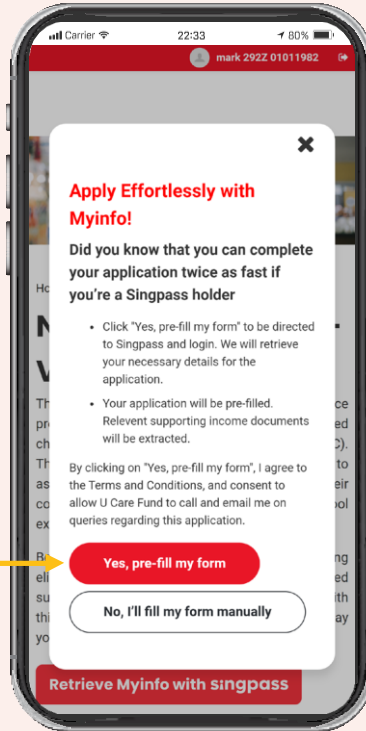
步骤四

Extract your personal information using

Singpass Myinfo or complete the application manually.

使用电子政府密码MyInfo个人资料库提取您的个人信息或手动完成申请。

Click
"Yes, pre-fill my form".
点击
"Yes, pre-fill my form"



Click "I Agree" to extract
personal information from
Singpass Myinfo.

点击 "I Agree"
从电子政府密码
MyInfo个人资料库中
提取个人信息。

Step 5

步骤五

Fill in all the mandatory fields (marked with an asterisk*) and submit the required documents where applicable.

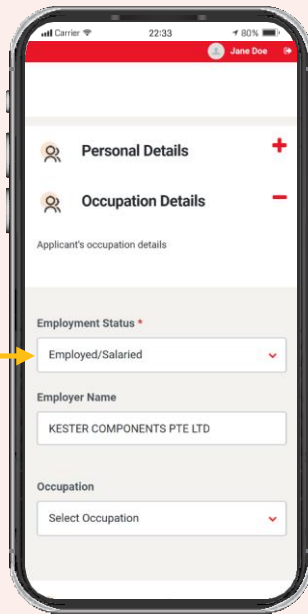
填写所有必填项目（以星号*标示），并提交所需文件（如适用）。

Note: The mandatory fields will differ depending on the programme you select.

注意：必填字段将根据您选择的援助计划而有所不同。

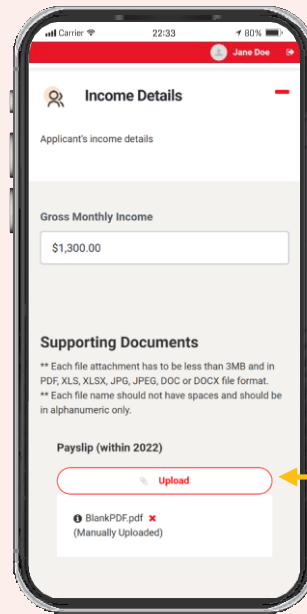
Fill in all the mandatory fields (marked with an asterisk*).

填写所有必填字段（标有星号*）。



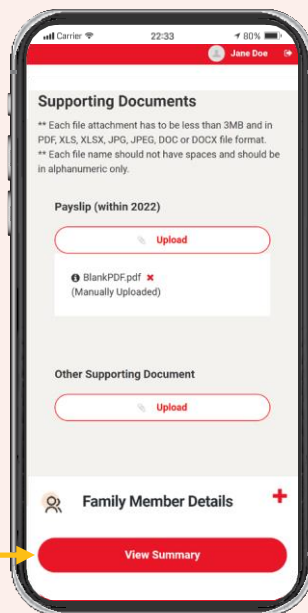
Upload the documents according to the requirements as stated

按照要求上传文件



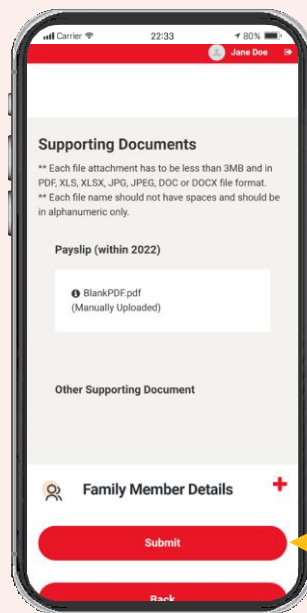
Once you have confirmed that the details are accurate, click "View Summary" to review the form

一旦确认了细节准确，点击“View Summary”审查表格



Click "Submit" once you have confirmed the details are accurate

确认资料准确后，点击“Submit”



Step 6

步骤六

You are required to declare that the information provided is true and accurate at the point of application.

您必须在提出申请时声明所提供的资料是真实和准确的。

Carrier 22:33 80% Jane Doe

Declaration

4. I consent to be contacted by NTUC, its affiliated unions and/or associations via email, text messages, calls and/or post at the contact details which I had provided under "Personal Details" in the application form, for matters relating to my application for the Assistance Programme and other membership matters, as well as to obtain my opinion/feedback on such matters.

I confirm that all the information provided are true best to my knowledge

By submitting this form, I acknowledge that I have read and accepted the above Terms & Conditions.

OK

Back

Check the boxes and declare that the information provided is true and accurate

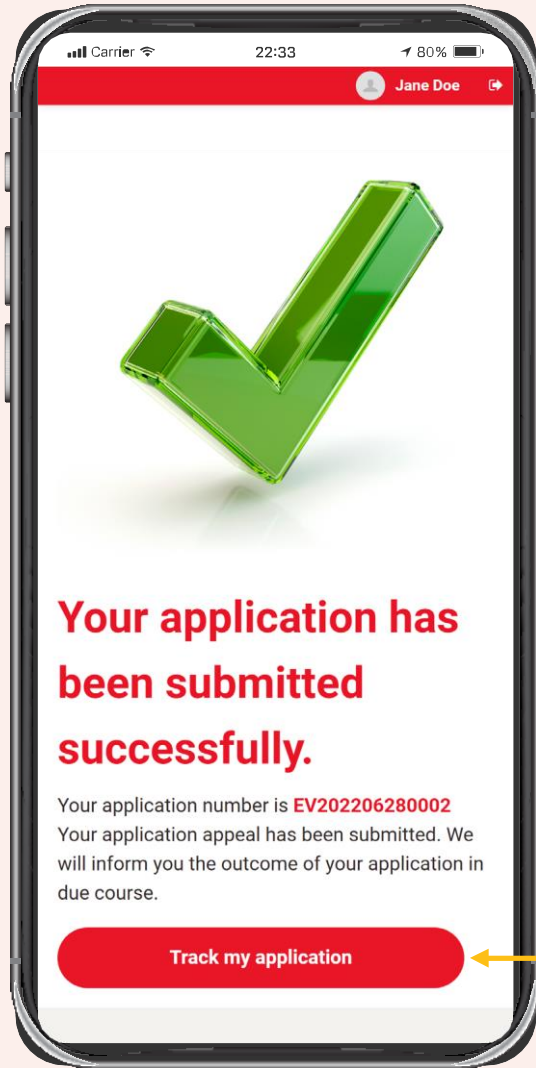
选中这些复选框，并声明所提供的信息正确无误。

Step 7

步骤七

You may track your submission under the **Application History** page.

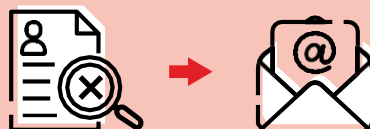
您可以在“Application History”页面中追踪提交状态。



If you want to view what you have applied, click the "Track my application" button

如果您想查看已申请的项目，点击“Track my application”。

You may receive an email notification to submit additional documents if your application is incomplete.



如果您的申请不完整，您会收到电邮通知，要求提交额外的文件。



For more details on NTUC Care Fund , visit
ucare.ntuc.org.sg/assistance

欲知更多有关职总关怀基金的详情, 请浏览
ucare.ntuc.org.sg/assistance

