



Monetary Authority of Singapore

Short Position Reporting System (SPRS)

User Account Management User Guide

Version 1.4

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1. ABOUT THIS GUIDE

This is a step-by-step guide on how to manage your SPRS user account.

There are two login methods available for SPRS:

- Singpass – *for Singpass users*
- Short Position Reporting ID (“SPRID”) – *for foreign users without a Singpass account*

After logging in to your SPRS account, you can perform the following functions online. To better protect your personal data, 2nd Factor Authentication (“2FA”) is required to perform these functions.

- **Manage delegation**
You can appoint another registered user to report short positions on your behalf. To do so, you must add your reporting agent’s SPRID to your delegation list.
- **Manage user profile**
You can update your user profile if there is a change in your personal details (e.g. change in address or contact number).
- **Change SPRID account password**
You can change your SPRID account password online. This is applicable to foreign users without a Singpass account.
- **Reset SPRID account password**
If you have forgotten your SPRID account password, you can reset your password online. This is applicable to foreign users without a Singpass account.
- **Retrieve SPRID**
If you have forgotten your SPRID after registration, you can have your SPRID sent to your registered email address.
- **Deactivate account**
If you no longer require your SPRS user account, you can deactivate it.

2. HOW TO LOG IN TO SPRS



Step 1. In SPRS homepage, click . See **Figure 2-1**.



Figure 2-1 SPRS Homepage

Step 2. You will be redirected to the Login Panel. See **Figure 2-2**.

Step 3. To log in with Singpass, click . If you do not have a Singpass account, skip to Step 6.

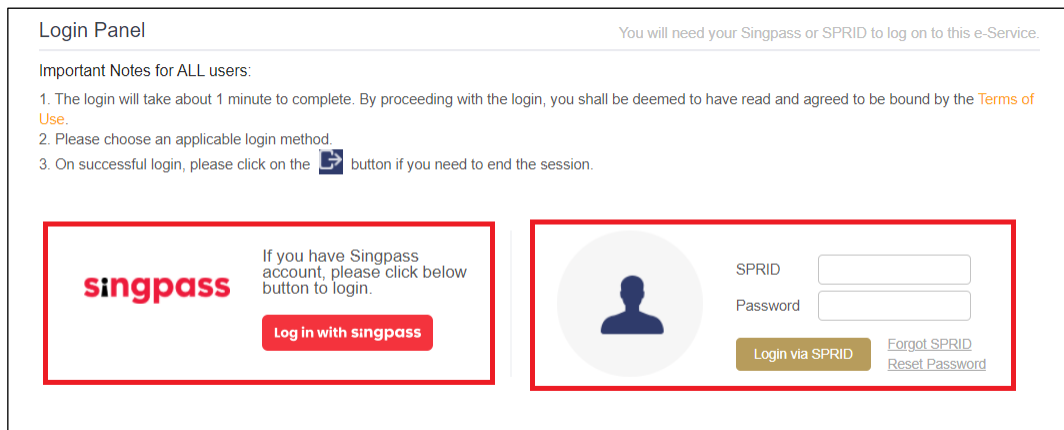


Figure 2-2 Login Panel

Step 4. You will be redirected to the Singpass login page. See **Figure 2-3**. Enter your credentials to log in to Singpass.

 **NOTE**

- Please refer to the Singpass website at <https://www.singpass.gov.sg> for queries related to Singpass.

Step 5. After Singpass verification is completed, proceed to Step 8.

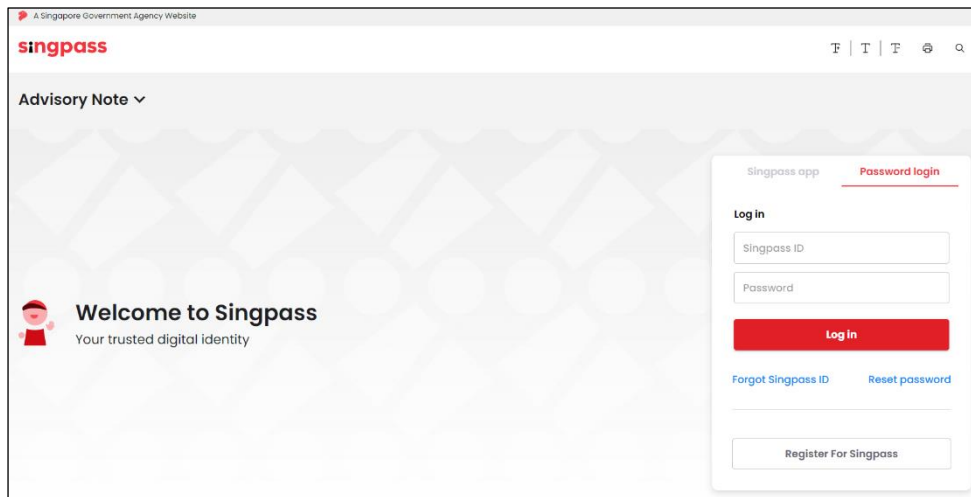


Figure 2-3 Singpass Login page

Step 6. To log in with SPRID, enter your SPRID and account password. See **Figure 2-4**.

Step 7. Click  .

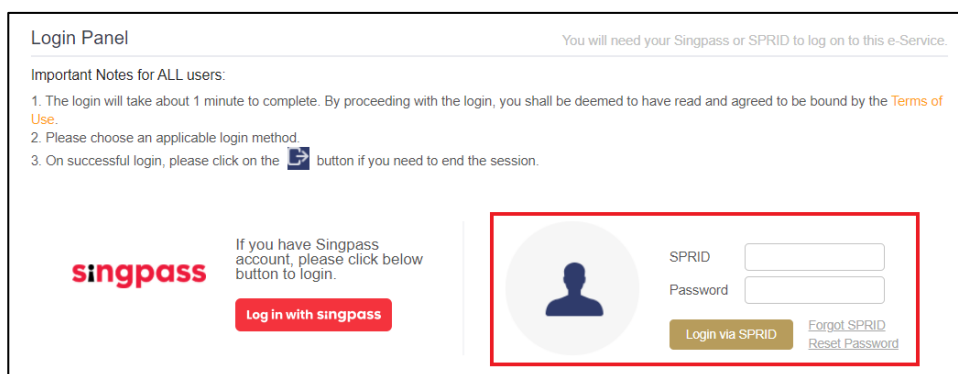


Figure 2-4 SPRID login

Step 8. After successful Singpass/SPRID authentication, you will be directed to the SPRS homepage.

3. HOW TO USE 2FA

Step 1. When accessing account-related functions, SPRS will direct you to perform 2FA. See **Figure 3-1**.

 **NOTE**

- You only need to perform 2FA once if you are accessing account-related functions in the same login session.

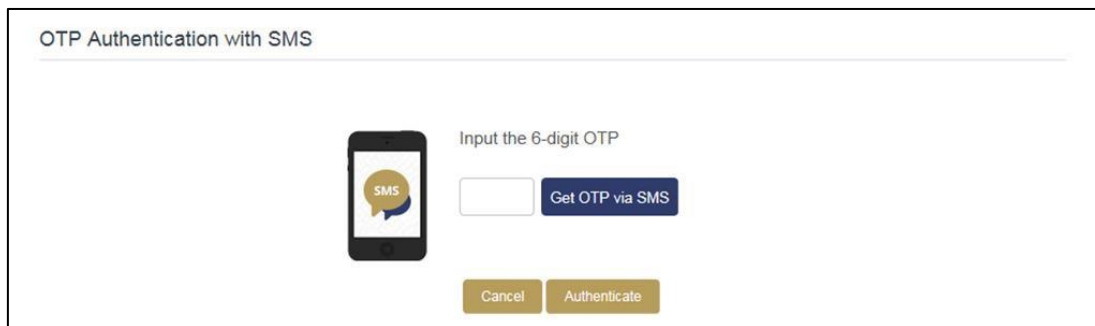



Figure 3-1 2FA page

Step 2. An SMS with a One-Time Password (“OTP”) will be sent to your registered mobile number. If you did not receive an OTP the first time, click . See **Figure 3-1**.

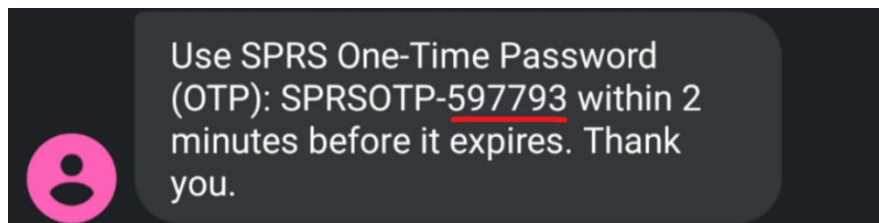


Figure 3-1 Last 6 digits of SMS OTP

Step 3. Enter the last 6 digits of the OTP in the field provided.

Step 4. Click .

Step 5. Upon successful authentication, you will be redirected back to the target page, and will be given access to the account-related function.

4. HOW TO MANAGE DELEGATION

Step 1. Click **Manage Delegation** under **MY SPRS** in the main menu. See **Figure 4-1**.



Figure 4-1 SPRS Homepage

Step 2. You will be redirected to the 2FA login page if you have not logged in to 2FA. Refer to **Section 3 – How to use 2FA** for login steps.

Step 3. Enter the Reporting Agent's SPRID in the field provided. Click **Add Agent**. See **Figure 4-2**.

 **NOTE**

- Only a registered account can be added as a delegated agent. The delegated agent can be an Individual or a Company account.



Figure 4-2 Manage Delegation page

Step 4. A notification message “Record(s) added successfully” will be displayed, and the delegated agent will be added to the delegation table. See **Figure 4-3**.

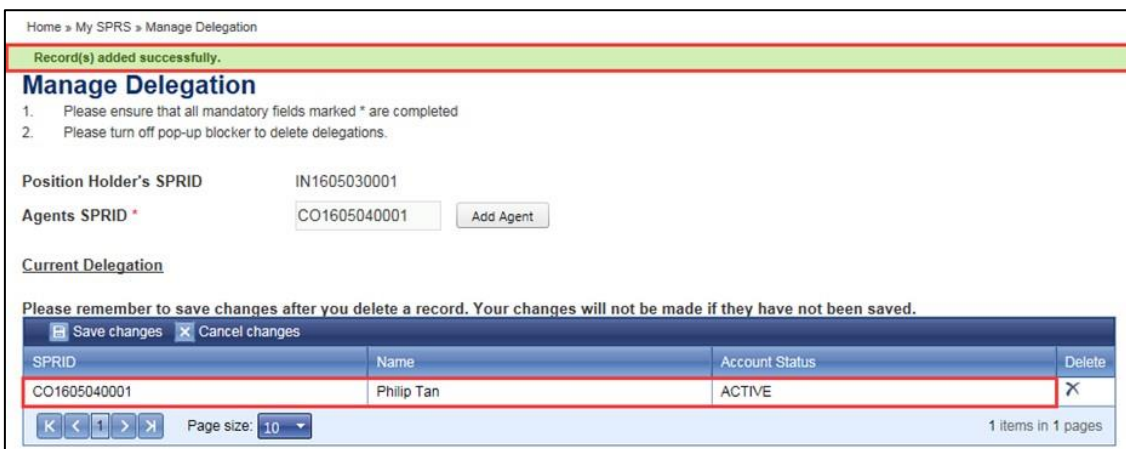



Figure 4-3 Add Delegation

Step 5. To remove a delegation, click  on the record you want to delete. See **Figure 4-4**.

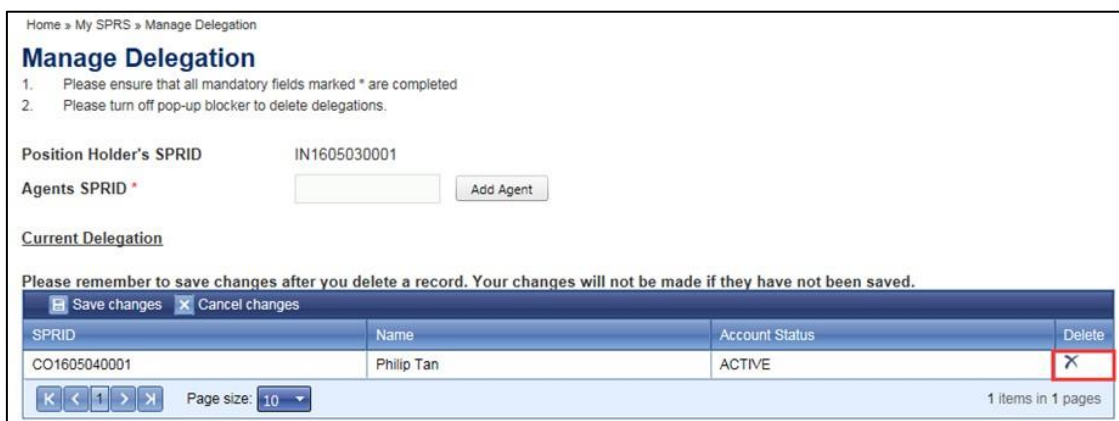
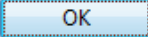
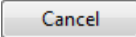


Figure 4-4 Delete Delegation

Step 6. A confirmation dialog is displayed. Click on  to delete delegation, or  to cancel request. See **Figure 4-5**.

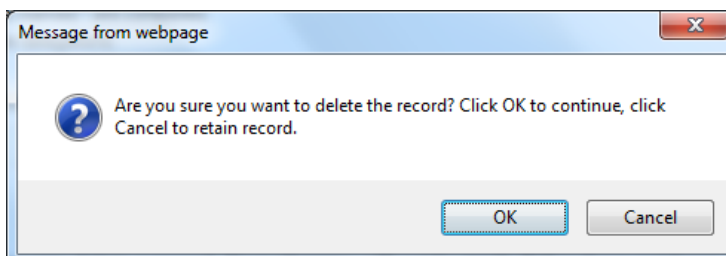
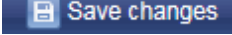



Figure 4-5 Confirm Delete Delegation

Step 7. The deleted record is removed from the delegation table. Click  Save changes to save the changes made. See **Figure 4-6**.



Home » My SPRS » Manage Delegation

Manage Delegation



1. Please ensure that all mandatory fields marked * are completed
2. Please turn off pop-up blocker to delete delegations.

Position Holder's SPRID IN1605030001

Agents SPRID * Add Agent

Current Delegation

Please remember to save changes after you delete a record. Your changes will not be made if they have not been saved.

 Save changes  Cancel changes

SPRID	Name	Account Status	Delete
No records to display.			

Page size: 10 1 items in 1 pages

Figure 4-6 Save Delegation

5. HOW TO MANAGE USER PROFILE

Step 1. Click **My Profile** under **MY SPRS** in the main menu. See **Figure 5-1**.



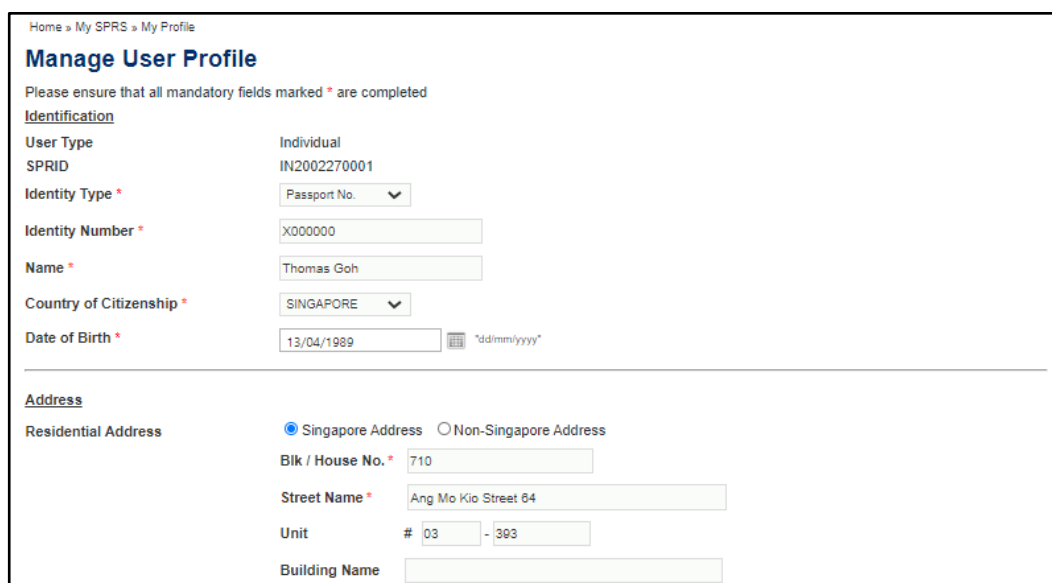
Figure 5-1 SPRS Homepage

Step 2. You will be redirected to the 2FA login page if you have not logged in to 2FA. Refer to **Section 3 – How to use 2FA** for login steps.

Step 3. Make the changes in the fields provided. Click **Save**. See **Figure 5-2**.

NOTE

- Identity Type and Identity Number can only be changed by non-Singpass users who log in to SPRS using SPRID.

The screenshot shows the 'Manage User Profile' form. The form is titled 'Manage User Profile' and has a breadcrumb trail: Home » My SPRS » My Profile. Below the title, there is a message: 'Please ensure that all mandatory fields marked * are completed'. The form is divided into two sections: 'Identification' and 'Address'. The 'Identification' section includes fields for 'User Type' (Individual), 'SPRID' (IN2002270001), 'Identity Type *' (Passport No.), 'Identity Number *' (X000000), 'Name *' (Thomas Goh), 'Country of Citizenship *' (SINGAPORE), and 'Date of Birth *' (13/04/1989). The 'Address' section includes a radio button for 'Residential Address' (Singapore Address selected), and fields for 'Blk / House No. *' (710), 'Street Name *' (Ang Mo Kio Street 64), 'Unit' (# 03 - 383), and 'Building Name'. The form is enclosed in a black border.

Building Name	<input type="text"/>
Postal Code *	Singapore <input type="text" value="569710"/>
Mailing Address *	<input checked="" type="checkbox"/> Same as residential address
<hr/>	
Contact	
Email Address *	<input type="text" value="Thomas_Goh@bluesky.com"/>
Home Tel No.	+ <input type="text"/> - <input type="text"/>
Office Tel No.	+ <input type="text"/> - <input type="text"/>
Mobile No. *	+65 <input type="text"/> - <input type="text" value="97569558"/>
<hr/>	
Other Details Supporting Registration	
Employer	<input type="text" value="Blue Sky Ptd Ltd"/>
Occupation *	<input type="text" value="Engineer"/> x
Brokerage(s) *	OCBC Security <input type="button" value="v"/>
	<input type="button" value="Add New"/>
Central Depository Pte Limited ("CDP") Account No.	<input type="text" value="CDP Securities Account No. (exclude '-')"/>
Supporting Documents	Please refer to the SPRS guidelines for the list of documents required for SPRS registration <input type="text"/> <input type="button" value="Select"/>
<input type="checkbox"/> Set Up Your Security Questions	
<input type="button" value="Save"/>	

Figure 5-2 Manage User Profile page

Step 4. A notification message “Record(s) updated successfully” will be displayed, indicating that the changes made are saved. See **Figure 5-3**.

Home » My SPRS » My Profile	
Record(s) updated successfully.	
Manage User Profile	
Please ensure that all mandatory fields marked * are completed	
<u>Identification</u>	
User Type	Individual
SPRID	IN2002270001
Identity Type *	Passport No. <input type="button" value="v"/>
Identity Number *	<input type="text" value="X000000"/>
Name *	<input type="text" value="Thomas Goh"/>
Country of Citizenship *	SINGAPORE <input type="button" value="v"/>
Date of Birth *	<input type="text" value="13/04/1989"/> <input type="button" value="calendar"/> *dd/mm/yyyy*

Figure 5-3 Manage User Profile page

6. HOW TO CHANGE SPRID ACCOUNT PASSWORD

 **NOTE**

- This function only applies to non-Singpass users who log in to SPRS using SPRID.
- If you are a Singpass user and wish to reset your Singpass password, please use the [Singpass online request service](#).

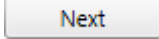
Step 1. Click **Change Password** under **MY SPRS** in main menu. See **Figure 6-1**.



Figure 6-1 SPRS Homepage

Step 2. You will be redirected to the 2FA login page if you have not logged in to 2FA. Refer to **Section 3 – How to use 2FA** for login steps.

Step 3. Fill in the “Current Password”, “New Password” and “Confirm New Password” fields. See **Figure 6-2**.

Step 4. Enter the Captcha verification code (case-sensitive) and click .

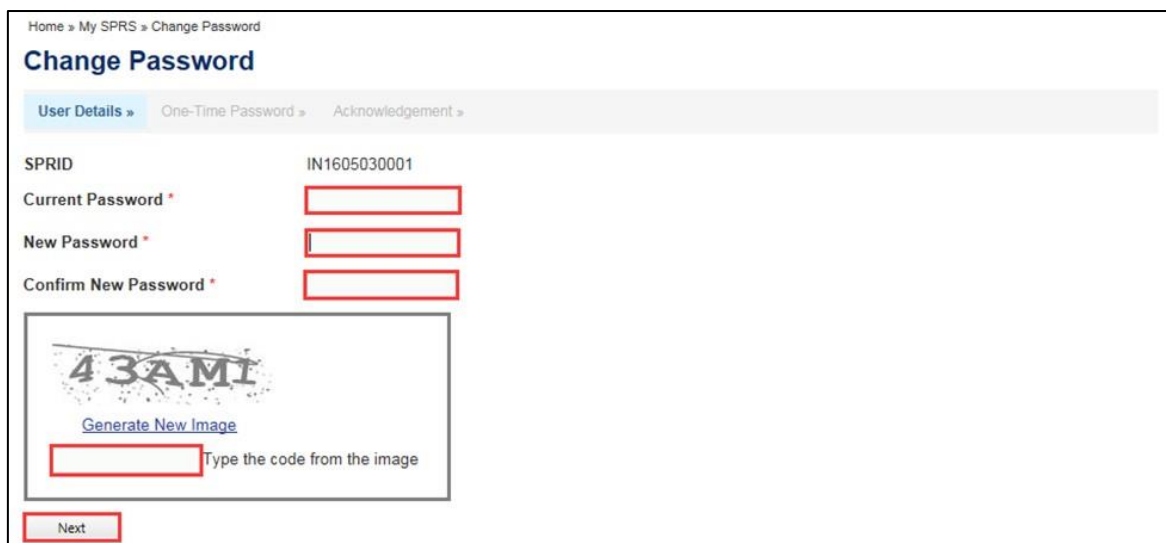


Figure 6-2 Change Password page

Step 5. You will be redirected to an OTP authentication page. See **Figure 6-3**.

Step 6. Refer to **Section 3 – How to use 2FA** for authentication steps.

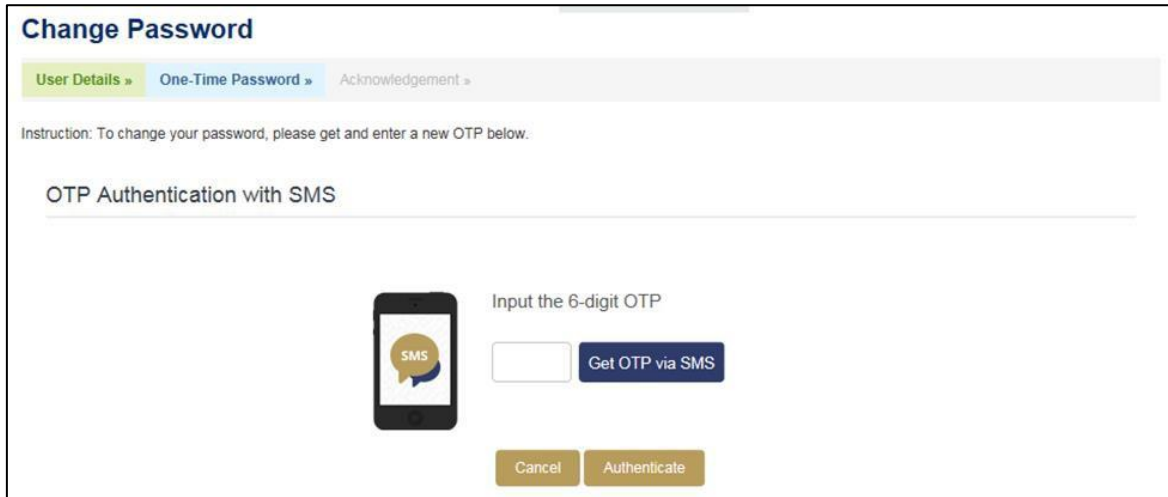


Figure 6-3 OTP Authentication page

Step 7. An acknowledgement page will be displayed after the password has been updated successfully. See **Figure 6-4**.



Figure 6-4 Acknowledgement page

7. FORGOT SPRID ACCOUNT PASSWORD

 **NOTE**

- This function only applies to non-Singpass users who log in to SPRS using SPRID.
- If you are a Singpass user, please use the [Singpass online request service](#).

Step 1. Click . See **Figure 7-1**.



Figure 7-1 SPRS Homepage

Step 2. Click on the “[Reset Password](#)” hyperlink. See **Figure 7-2**.

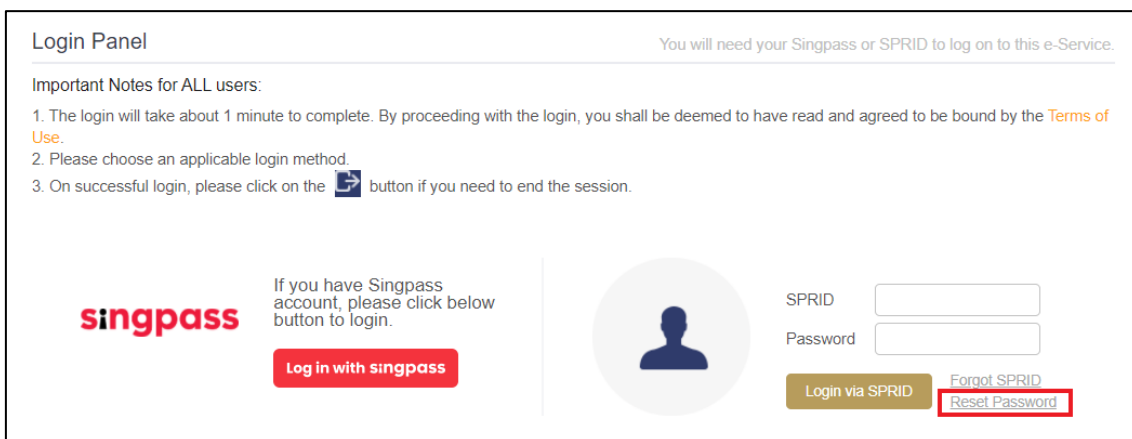
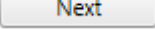


Figure 7-2 Login Panel

Step 3. Fill in the mandatory fields (marked with *). See **Figure 7-3**.

 **NOTE**

- The page will be refreshed when you switch selection between 'Individual' and 'Company'.

Step 4. Enter the Captcha verification code (case-sensitive). Click .

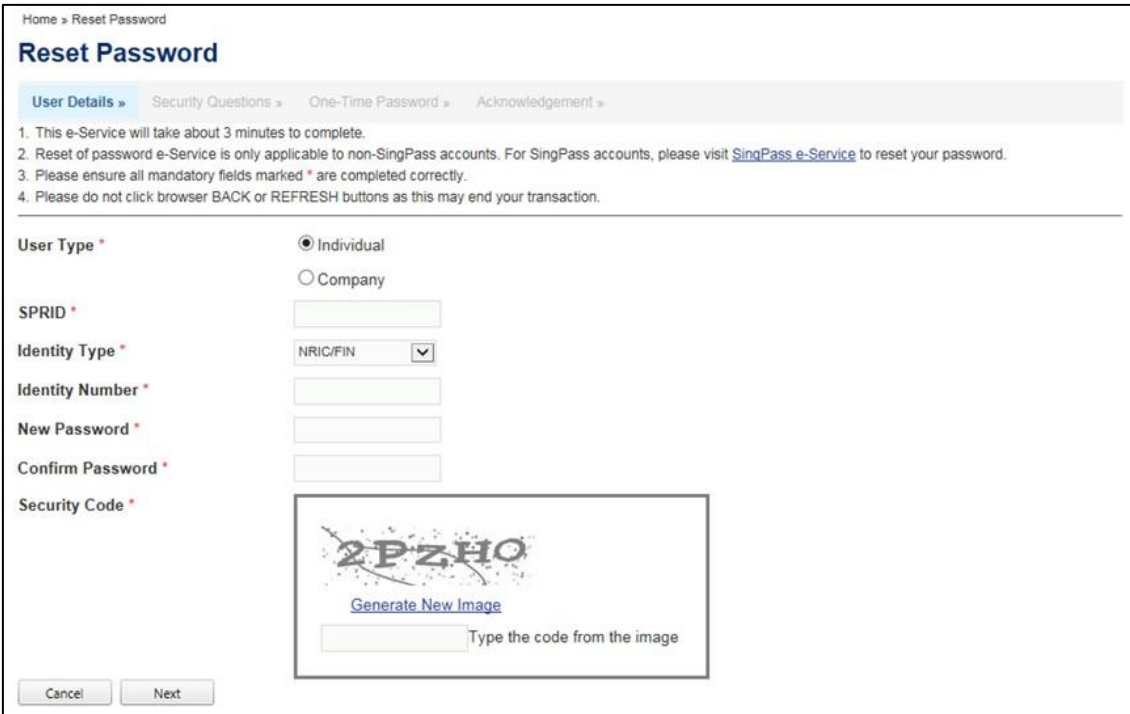


Figure 7-3 Reset Password page

Step 5. Enter the answers to the security questions, as provided during user account registration. Please note that the answers to security questions are case-sensitive. See **Figure 7-4**.

Step 6. Click .

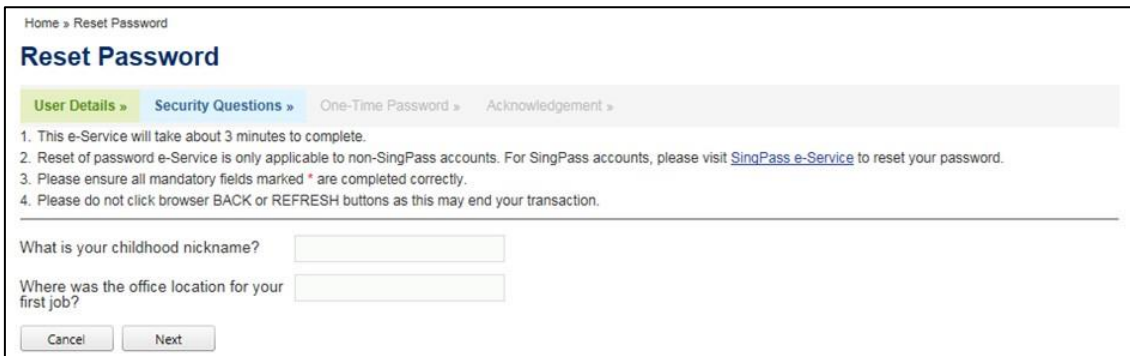


Figure 7-4 Security questions page

Step 7. You will be redirected to an OTP authentication page. See **Figure 7-5**.

Step 8. Refer to **Section 3 – How to use 2FA** for authentication steps.

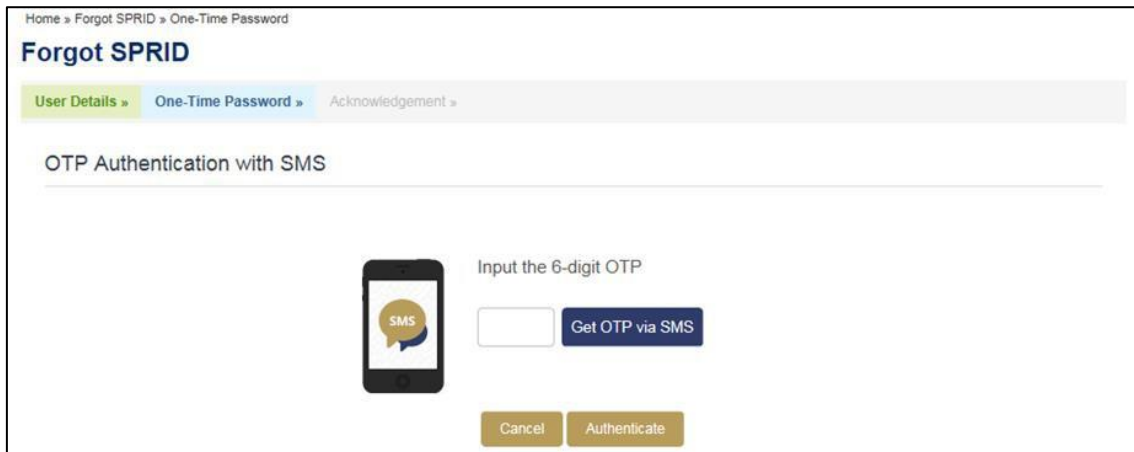


Figure 7-5 OTP Authentication page

Step 9. An acknowledgement page will be displayed after the password has been reset successfully. See **Figure 7-6**.



Figure 7-6 Acknowledgement page

8. Forgot SPRID

Step 1. Click . See **Figure 8-1**.

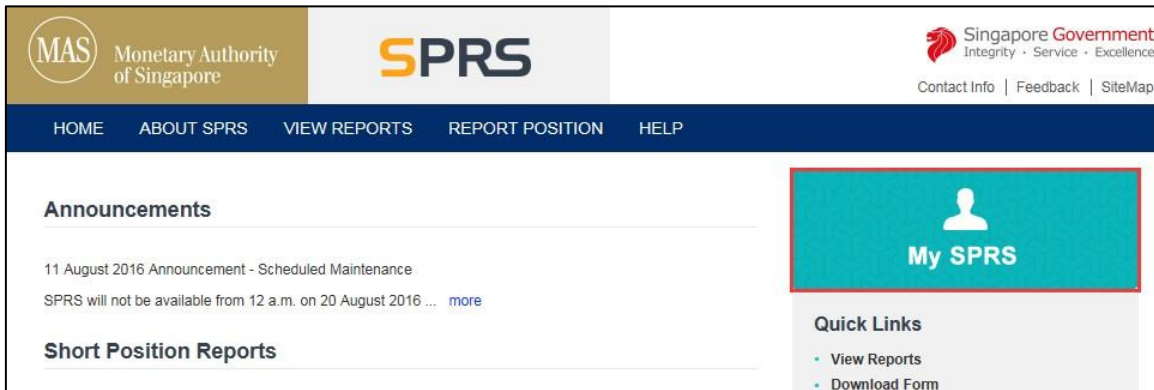


Figure 8-1 SPRS Homepage

Step 2. Click on the “Forgot SPRID” hyperlink. See **Figure 8-2**.

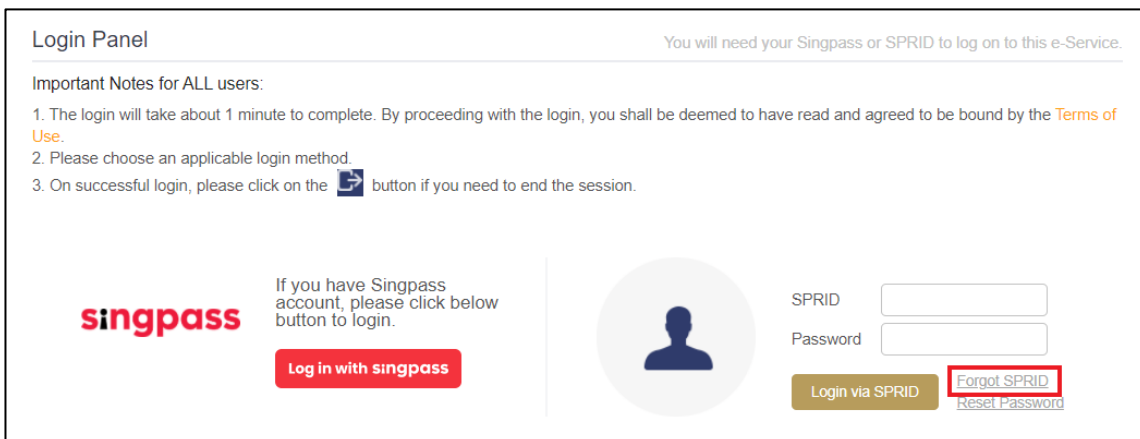



Figure 8-2 Login Panel

Step 3. Fill in the mandatory fields (marked with *). See **Figure 8-3**.

 **NOTE**

- The page will be refreshed when you switch selection between 'Individual' and 'Company'.

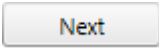
Step 4. Enter the Captcha verification code (case-sensitive). Click .



Figure 8-3 Forgot SPRID page

Step 5. You will be redirected to an OTP authentication page. See **Figure 8-4**.

Step 6. Refer to **Section 3 – How to use 2FA** for authentication steps.

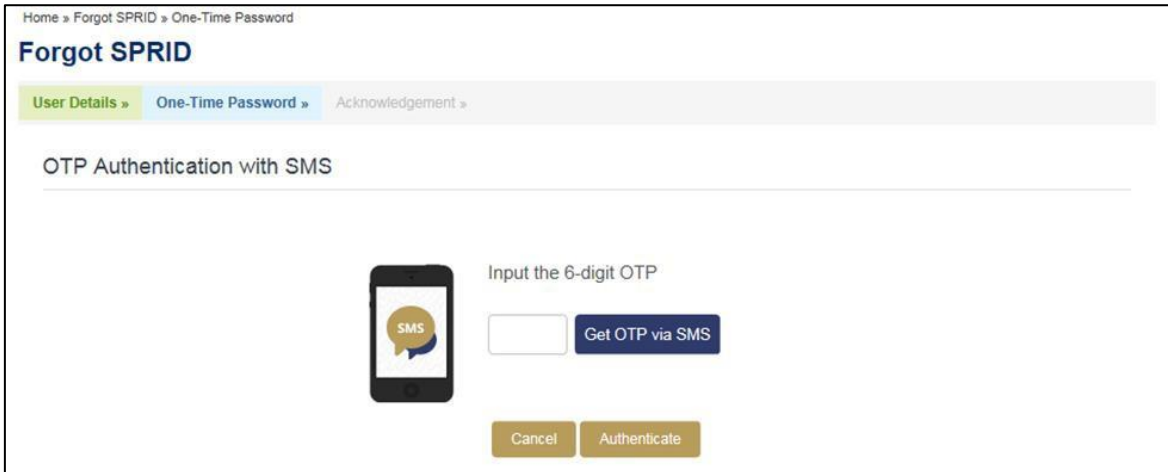


Figure 8-4 OTP Authentication page

Step 7. An acknowledgement page will be displayed after the SPRID has been emailed to your registered email address successfully. See **Figure 8-5**.

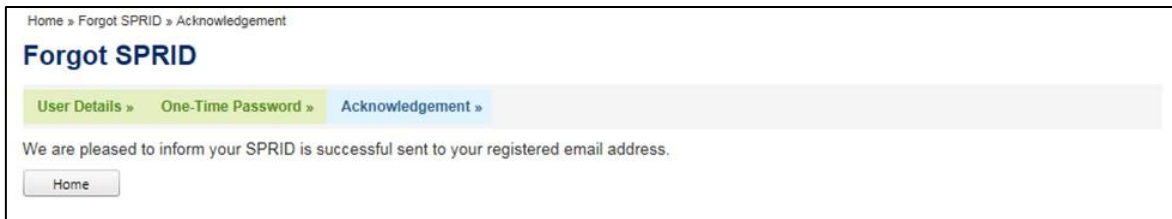


Figure 8-5 Acknowledgement page

9. HOW TO DEACTIVATE ACCOUNT

Step 1. Click **Deactivate Account** under **MY SPRS** in main menu. See **Figure 9-1**.



Figure 9-1 SPRS Homepage

Step 2. You will be redirected to the 2FA login page if you have not logged in to 2FA. Refer to **Section 3 – How to use 2FA** for login steps.

Step 3. Enter the reason for deactivation and click **Submit**. See **Figure 9-2**.

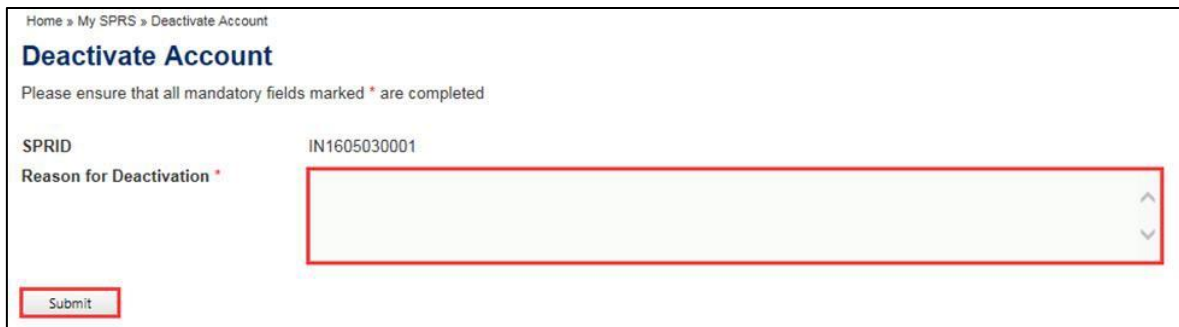


Figure 9-2 Deactivate Account page

Step 4. A confirmation dialog is displayed. Click **OK** to deactivate account or **Cancel** to cancel request. See **Figure 9-3**.

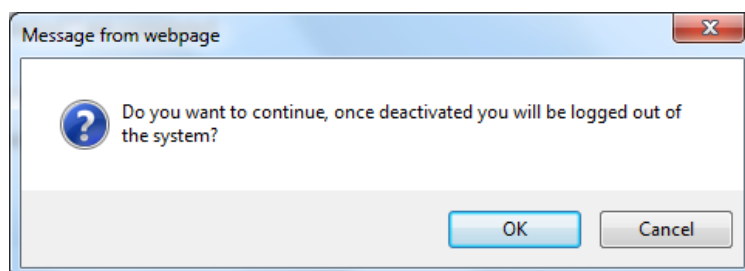


Figure 9-3 Confirm Deactivation