

Monetary Authority of Singapore

# Short Position Reporting System (SPRS)

User Account Management User Guide

Version 2.0

28 November 2024

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# 1. ABOUT THIS GUIDE

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

There are two login methods available for SPRS:

- Singpass for Singpass users
- Short Position Reporting ID ("SPRID") + Two Factor Authentication ("2FA") for foreign users without a Singpass account

After logging in to your SPRS account, you can perform the following functions online.

- Manage delegation You can appoint another registered user to report short positions on your behalf. To do so, you must add the proposed delegated 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.
- **Deactivate account** If you no longer require your SPRS account, you can deactivate it.

The following functions can be accessed without needing you to be logged in but will require 2FA.

Reset SPRID account password

If you have forgotten your SPRID account password, you can reset your password online. This is applicable to foreign users <u>without</u> a Singpass account.

Retrieve SPRID

If you have forgotten your SPRID after registration, you can have your SPRID sent to your registered email address.

To better protect your data, 2FA is required to perform the following functions:

- Change SPRID account Password (2FA is required a second time after login to perform this function)
- Reset SPRID account password
- Retrieve SPRID

Function	SMS OTP	Email OTP
Login	$\checkmark$	<ul> <li>Image: A start of the start of</li></ul>
Reset SPRID account password	$\checkmark$	
Retrieve SPRID	$\checkmark$	
Change SPRID account Password	$\checkmark$	
Reset SPRID account password	$\checkmark$	
Retrieve SPRID	$\checkmark$	

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#### 2. HOW TO LOG IN TO SPRS

The steps below will guide you on how to login into your SPRS account to manage your account.



Figure 2-1 SPRS Homepage

- Step 2. You will be redirected to the Login Panel. See Figure 2-2.
- Log in with singposs. If you do not have a Singpass account, To log in with Singpass, click Step 3. skip to Step 6.

ogin Panel		You will need your Singpass or SPRID to log on to this e-Service		
portant Notes for ALL users				
<ol> <li>The login will take about 1 minute to complete. By proceeding with the login, you shall be deemed to have read and agreed to be bound by the Terms of Use.</li> <li>Please choose an applicable login method.</li> <li>On successful login, please click on the button if you need to end the session.</li> </ol>				
singpass	If you have Singpass account, please click below button to login.	SPRID Password		

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 <a href="https://www.singpass.gov.sg">https://www.singpass.gov.sg</a> for queries related to Singpass.
- Step 5. After Singpass verification is completed, proceed to Step 9.

A Singapore Government Agency Website				
singpass	F T F @ Q			
Advisory Note 🗸				
Welcome to Singpass Your trusted digital identity	Singpass app Password login Log in Password Password Log in Forgot Singpass ID Reset password Register For Singpass			

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 Login via SPRID



#### Figure 2-4 SPRID login

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Step 8. Upon successful login, you will be redirected to perform 2FA.

OTP Authentication with SMS				
	Enter SMS OTP Resend SMS OTP Switch to Email OTP Resend or switch to Email OTP in 0:30			
	Cancel Authenticate			

Figure 2-5 2FA Page

Step 9. After successfully performing 2FA, you will be directed to the SPRS homepage.

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# 3. HOW TO USE 2FA

To better protect your data, Two Factor Authentication ("2FA") is required before you can access accountrelated functions.

### 3.1 SMS OTP

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

ΝΟΤΕ

- You only need to perform 2FA once if you are accessing account-related functions in the same login session.
- Available for Login, Change Password, Forgot Password and Forgot SPRID
- Please ensure that your SMS OTP is sent from the gov.sg Sender ID.

OTP Authentication with SMS		
	Enter SMS OTP Resend SMS OTP Switch to Email OTP Resend or switch to Email OTP in 0:30	

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 Resend SMS OTP . See Figure 3-1.

Step 3. Enter the last six digits of the OTP in the field provided. See **Figure 3-2.** 



Figure 3-2 Last 6 digits of SMS OTP

Step 4. Click Author

Authenticate

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

### 3.2 Email OTP

Step 1. If SMS is inconvenient or if you would prefer email, you can opt for Email-based OTP during 2FA after 5 minutes by clicking Switch to Email OTP. see Figure 3-1.

ΝΟΤΕ

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

TP Authentication with	Enter Email OTP	
	Resend Ernail OTP Switch to SMS OTP Resend or switch to SMS OTP in 0:26	
	Cancel Authenticate	

Figure 3-3 2FA page Email

- Step 2.An Email with a One-Time Password ("OTP") will be sent to your registered email address. Ifyou did not receive an OTP the first time, clickResend Email OTP. See Figure 3-3.
- Step 3. Enter the six digits OTP in the field provided. See **Figure 3-4**.



- Step 4. Click Authenticate
- Step 5. Upon successful authentication, you will be redirected back to the target page and will be given access to the account-related function.

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### 4. HOW TO MANAGE DELEGATION

You can appoint another registered user to report short positions on your behalf. To do so, you must add your proposed delegated agent's SPRID to your delegation list.

o 1. Click Manage Delegation	under MY SPRS in th	ne main menu. See <b>Figure 4-1.</b>
MAS Monetary Authority 5	PRS	Singapore Governmer Integrity · Service · Excellen Contact Info   Feedback   SiteM;
HOME ABOUT SPRS VIEW REPORTS	MY SPRS REPORT POSITION	HELP Thomas Goh   🕞
	Manage Submission	
Announcements	Manage Delegation	
	My Profile	Manage Submission
11 August 2016 Announcement - Scheduled Maintenance	Change Password	manage submission
SPRS will not be available from 12 a.m. on 20 August 2016	Deactivate Account	Quick Links
Short Position Reports		View Reports
		Download Form

Figure 4-1 SPRS Homepage

Step 2. Enter the proposed delegated agent's SPRID in the field provided. Click Add Agent. See Figure 4-2.

NOTE

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

Home » My SPRS » Manage Delegatio	n		
Manage Delegation	1		
1. Please ensure that all mandat	ory 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 chan	ges after you delete a record. Your cha	nges will not be made if they have not been saved.	
	Name	Account Status	Delete
No records to display.	Haine	Account Status	Delete
K < 1 > > Page size	: 10 💌		0 items in 1 pages

Figure 4-2 Manage Delegation page

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

Home » My SPRS » Manage Delegation	n					
Record(s) added successfully.						
Manage Delegation	1					
1. Please ensure that all mandate	1. Please ensure that all mandatory fields marked * are completed					
2. Please turn off pop-up blocker	<ol> <li>Please turn off pop-up blocker to delete delegations.</li> </ol>					
Position Holder's SPRID	IN1605030001					
Agents SPRID *	CO1605040001	Add Agent				
Current Delegation						
Please remember to save chan	ges after you delete a reco	ord. Your changes will not be made i	f they have not been saved.			
🔚 Save changes  🔣 Cancel c	hanges					
SPRID	Name		Account Status	Delete		
CO1605040001	Philip Tan		ACTIVE	×		
K < 1 > X Page size:	10 -		1	items in 1 pages		

Figure 4-3 Add Delegation

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

Home » My SPRS » Manage Dele	gation					
Manage Delegati	Manage Delegation					
Please ensure that all ma     Please turn off non-un blo	Please ensure that all mandatory fields marked * are completed     Please turn off one-up blocker to delete delegations					
	<ol> <li>Prease turn on pop-up blocker to delete delegations.</li> </ol>					
Position Holder's SPRID	IN1605030001					
Agents SPRID *	Add Agent					
Current Delegation						
Please remember to save o	hanges after you delete a record. Your changes	s will not be made if they have not been save	d.			
🔚 Save changes  🕱 Car	icel changes					
SPRID	Name	Account Status	Delete			
CO1605040001	Philip Tan	ACTIVE	X			
K<1>X Page	size: 10 🔻		1 items in 1 pages			
	Figure 4-4 Del	ete Delegation				
ep 5. A confirn Cancel	nation dialog is displayed. Cline to cancel request. See <b>Fig</b>	ck on OK to del gure 4-5.	ete delegation, or			
1	Message from webpage	X				
	Are you sure you want to delete t Cancel to retain record.	he record? Click OK to continue, click				
		OK Cancel				
	Figure 4 E Confirm	Delete Delegation				

Figure 4-5 Confirm Delete Delegation

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

Home » My SPRS » Manage Delegation	on		
Manage Delegation	n		
<ol> <li>Please ensure that all manda</li> <li>Please turn off pop-up blocke</li> </ol>	tory fields marked * are completed r to delete delegations.		
Position Holder's SPRID	IN1605030001		
Agents SPRID *	Add Agent		
Current Delegation			
Please remember to save char	nges after you delete a record. Your change	s will not be made if they have not been saved.	
🗄 Save changes 🔀 Cancel	changes		
SPRID	Name	Account Status	Delete
No records to display.			
K < 1 > X Page size	e: 10 -		1 items in 1 pages

Figure 4-6 Save Delegation

# 5. HOW TO 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).

MAS Monetary Authority of Singapore	PRS			Singapore Governmen Integrity · Service · Excellenc Contact Info   Feedback   SiteMa
HOME ABOUT SPRS VIEW REPORT	S MY SPRS	REPORT POSITION	HELP	Thomas Goh 🛛 🕞
	Manage	Submission	STRUST	
Announcements	Manage	Manage Delegation My Profile Change Password		44
11 August 2016 Announcement - Scheduled Maintenan	My Profil			nage Submission
SPRS will not be available from 12 a m on 20 August 2	Change			
	Deactiva	te Account	Quick L	inks
Short Position Reports			<ul> <li>View Re</li> </ul>	ports
			Downloa	ad Form

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

#### ΝΟΤΕ

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

Home » My SPRS » My Profile	
Manage User Profile	
Please ensure that all mandatory fiel	lds marked * are completed
Identification	
User Type	Individual
SPRID	IN2002270001
Identity Type *	Passport No. 🗸
Identity Number *	×00000
Name *	Thomas Goh
Country of Citizenship *	SINGAPORE 🗸
Date of Birth *	13/04/1989 a 'dd/mm/yyyy'
Address	
Residential Address	Singapore Address     O Non-Singapore Address
	Blk / House No.* 710
	Street Name * Ang Mo Kio Street 64
	Unit # 03 - 393
	Building Name

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	Postal Code * Singapore 569710
Mailing Address *	Same as residential address
Contact	
Email Address *	Thomas_Goh@bluesky.com
Home Tel No.	*
Office Tel No.	* <b></b>
Mobile No. *	+ 65 - 97569558
Employer Occupation *	Sky Blue Pte Ltd Engineer
Other Details Supporting Registra	tion
Brokerage(s)	
	Add New
Central Depository Pte Limited ("CDP") Account No.	CDP Securities Account No. ( exclude '-' )
Supporting Documents	Please refer to the <u>SPRS guidelines</u> for the list of documents required for SPRS registration
	Seiect
Save	

Figure 5-2 Manage User Profile page

Step 3. 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 field	s marked * are completed		
Identification			
User Type	Individual		
SPRID	IN2002270001		
Identity Type *	Passport No. 🗸		
Identity Number *	×000000		
Name *	Thomas Goh		
Country of Citizenship *	SINGAPORE 🗸		
Date of Birth *	13/04/1989 🗰 "ddimmiyyyy"		

Figure 5-3	Manage	User	Profile	page
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# 6. HOW TO CHANGE SPRID ACCOUNT PASSWORD

You can change your SPRID account password online. This is applicable to foreign users without a Singpass account.



- Step 2. Fill in the "Current Password", "New Password" and "Confirm New Password" fields. See **Figure 6-2.**
- Step 3. Enter the Captcha verification code (case-sensitive) and click

Home » My SPRS » Change Password		
Change Password		
User Details » One-Time Pass	ord » Acknowledgement »	
SPRID	IN1605030001	
Current Password *		
New Password *		
Confirm New Password *		
4 3 A MI Generate New Image Type the	code from the image	

Figure 6-2 Change Password page

- Step 4. You will be redirected to an OTP authentication page. See **Figure 6-3.**
- Step 5. Refer to *Section 3 How to use 2FA* for authentication steps.



Figure 6-3 OTP Authentication page

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

Hom	ie » My SPRS »	Change Password » Acknowl	edgement				
Us	User Details » One-Time Password » Acknowledgement »						
Wea	are pleased to Home	o inform your password h	as been changed succ				

#### Figure 6-4 Acknowledgement page

# 7. FORGOT 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.



Figure 7-1 SPRS Homepage

#### Step 2. Click on the "<u>Reset Password</u>" hyperlink. See **Figure 7-2.**

Login Panel		You will need your Singpass or SPRID to log on to this e-Service.
Important Notes for ALL users	E .	
<ol> <li>The login will take about 1 min Use.</li> <li>Please choose an applicable</li> <li>On successful login, please c</li> </ol>	nute to complete. By proceeding with the login, yo login method, lick on the D button if you need to end the ses	ou shall be deemed to have read and agreed to be bound by the Terms of sion.
singpass	If you have Singpass account, please click below button to login. Log in with singpass	SPRID Password Login via SPRID Reset Password

Figure 7-2 Login Panel

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



Next

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

Home » Reset Password	
<b>Reset Password</b>	
User Details » One-Time Pa	assword » Acknowledgement »
<ol> <li>This e-Service will take about 3</li> <li>Reset of password e-Service is</li> <li>Please ensure all mandatory fie</li> <li>Please do not click browser BA</li> </ol>	minutes to complete. only applicable to non-Singpass accounts. For Singpass accounts, please visit <u>Singpass e-Service</u> to reset your password. elds marked * are completed correctly. CK or REFRESH buttons as this may end your transaction.
User Type *	Individual
	○ Company
SPRID *	
Identity Type *	NRIC/FIN 🗸
Identity Number *	
New Password *	
Confirm Password *	
Security Code *	Generate New Image Type the code from the image
Cancel Next	

Figure 7-3 Reset Password page

Step 5. Click Next

Step 6. You will be redirected to an OTP authentication page. See **Figure 7-4.** 

Step 7. Refer to *Section 3 – How to use 2FA* for authentication steps.

Home » Reset Pass	word » One-Time Password			
An SMS OTP has	been sent to your registere	d mobile number.		
Reset Pas	sword			
User Details »	One-Time Password »	Acknowledgement »		
OTP Authe	entication with SMS	3		
		_	Enter CMC OTD	
		SMS	Resend SMS OTP	
			Switch to Email OTP	
			Cancel Authenticate	



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Step 8. An acknowledgement page will be displayed after the password has been reset successfully. See **Figure 7-5.** 



Figure 7-5 Acknowledgement page

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## 8. FORGOT SPRID

If you have forgotten your SPRID after registration, you can have your SPRID sent to your registered email address.

Step 1. Click My SPRS . 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.**

ΝΟΤΕ

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

Next

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

User Type *	Individual
	○ Company
Identity Number *	NRIC/FIN
Security Code *	
	IQAJM
	Generate New Image Type the code from the image
Cancel Next	

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

If you no longer require your SPRS account, you can deactivate it.

Step 1.	Click Deactiv	vate Account	under	MY SPRS in m	ain menu. See <b>Figure 9-1.</b>
MAS	Monetary Authority of Singapore	SF	PRS		Singapore Government Integrity - Service - Excellence Contact Info   Feedback   SiteMap
HOME	ABOUT SPRS	VIEW REPORTS	MY SPRS	REPORT POSITION	HELP Thomas Goh
Annol 11 Augus SPRS wi	uncements st 2016 Announcement - Sche II not be available from 12 a.m	duled Maintenance n. on 20 August 2016	Manage S Manage D My Profile Change Pa	ubmission elegation assword	Anage Submission
Short	Position Reports		Deactivate	Account	View Reports
					Download Form
Step 2.	Enter the rea	son for deact	tivation ar	nd click Subm	it See Figure 9-2.
Home » My SP Deactiv Please ensur SPRID Reason for I Submit	RS » Desctivate Account rate Account re that all mandatory fields Deactivation *	e marked * are comp IN1605030001	leted		^ ~
Step 3.	A confirmatio	Figure	e 9-2 Dea displayed.	Click	to deactivate account or
			request	bee Figure <b>5-5</b> .	
	Message	Do you want t the system?	o continue, or	nce deactivated you wi	l be logged out of
	C	Figu	ure 9-3 Co	onfirm Deactivat	ion
Step 4.	After deactiv	ating your ad	ccount, yc	ou will be logged	out and returned to the homepage.

- D NOTE
  - To reactivate your SPRS account, please contact the MAS Administrator.