## User Guide - Updating Paying Bank Account

1. Log in to OASIS, scroll down until you see - My Financial Summary.



2. Click on "Manage Bank Account"



3. Click on "Add a new Paying Bank Account".

SMU Integrated Student	Information System
Maintain Bank Accounts	
Bank Account Details	
Campus ID:	
Paying Bank Account* Details For Payment of Fees via GIRO)	
1. You are encouraged to pay your fees via GIRO, a hassle-free payment mode after your application has been approved.	
2. Please note that only one Paying Bank Account can be approved at any point in time.	
3. Click on the 'Add a new Paying Bank Account' Details link below to proceed with the submission of bank information.	
<ol> <li>If you would like to change / terminate your existing Approved Paying Bank Account, please click on the 'Cancel the above Paying Bank Account'.</li> </ol>	
5. Only Singapore-based bank accounts are accepted.	
(i) You do not have any Active Paying Bank Account at this time	
Add a new Paying Bank Account	

4. Fill in the following fields (highlighted) with the bank account you intend to use for GIRO. Click "Submit" after filling in the fields.

SMU Integrated S	tudent Information System
Paying Bank Account Details	
(For Payment of Fees via GIRO)	
Campus ID:	
Add a new Paying Bank Account	
Step-by-Step Instructions:	
1. Select the <u>Bank ID</u> of the bank account which your fees will be deducted from.	
2. Enter your <u>Account Number</u> .	
3. Enter your <u>Account Holder Name(s)</u> (For joint account, to input only one account holder name).	
4. Enter your <u>Contact Number(s)</u> (For joint account, to input the contact number of the above account holder).	
5. Enter your ID (For joint account, to input one IC number/FIN of the above account holder).	
6. Check to ensure that your bank account details are completed correctly and click on the <u>Submit</u> button.	
<ol> <li>Pollow the instructions in step 1 – step 3 to setup your bank account</li> <li>After Step 2, you would be forwarded to the bank's local parts to subsidiate and subsidiat</li></ol>	
<ol> <li>After Step 5, you would be forwarded to the bank's rogin page to submit the application online. Only when the application is completed and approved by the bank, you would receive an email notification from <u>accountenguiry@smu.edu.sg</u></li> </ol>	
9. Refresh your OASIS page and the Paying Bank should be updated to Approved.	
*Bank ID:	
*Account Number	
Account Holder Details	
*Proof Type Provided in Bank	
*Contact Nbr: *Proof ID Provided in Bank	
SUBMIT	

Note: You may click on 🤍 to find your Bank ID.

5. You will return to this page and see the details that you have input in step 4. Click on "Apply for e-GIRO".



6. You will be prompted to the next page, "Apply e-GIRO for Deductions". Please read the instructions and click "Agree & Proceed".

×	t Exit Integrated Student Information System
A	pply e-GIRO for Deductions
	Step 1 of 4: e-GIRO Instructions (Only Applicable for UG Students)
	1. Only Singapore based bank account opened with the participating banks are eligible for e-GIRO application. You can visit eGIRO (abs.org.sg) for the list of participating banks.
	2. Please note that only ONE Paying Bank Account can be approved at any point in time.
	3. As you are required to input a limit for your GIRO, do check your fees payable per term before proceeding with the application. Do include the annual fees and hostel fees payable as well. More information on the tuition fees amount can be found at Financial Matters.
	4. You can leave the expiration date as blank. If you would like to input a period, please take into account the balance of the remaining terms left in SMU before graduation (Normal candidature period is 4 years).
	AGREE & PROCEED

## 7. Then click "Next".

× Exit	X Exit Integrated Student Information System		:		
				197 AN 786 IN 198 AN 188 ANY 18 ANY 1	
Apply e-GIRO for Deductions	S				
					( )
					Next >

## Step 1 of 4: e-GIRO Instructions (Only Applicable for UG Students)

1. Only Singapore based bank account opened with the participating banks are eligible for e-GIRO application. You can visit eGIRO (abs.org.sg) for the list of participating banks.

2. Please note that only  $\underline{\mathbf{ONE}}$  Paying Bank Account can be approved at any point in time.

3. As you are required to input a limit for your GIRO, do check your fees payable per term before proceeding with the application. Do include the annual fees and hostel fees payable as well. More information on the tuition fees amount can be found at Financial Matters

4. You can leave the expiration date as blank. If you would like to input a period, please take into account the balance of the remaining terms left in SNU before graduation (Normal candidature period is 4 years).

8. Please verify your details and click "CONFIRM".

	X Exit Integrated Student Information System	
Apply e-GIRO for Deductions		
		K
Step 2 of 4: Student Details Verification		
Campus ID	Student Name	
Bank Account Number	Reference Number	
Bank Name	Contact Number(s)	
Account Holder Name(s)	Temporarily Suspended	
Termination Eff Date	Bank ID Proof Type	
Account Status	Bank ID Proof Details	
Last Updated Date/Time		
	CONFIRM	
After that, click "Next".	CONFIRM	
After that, click "Next". Apply e-GIRO for Deductions	CONFIRM	
After that, click "Next". Apply e-GIRO for Deductions	CONFIRM	< Previous N
After that, click "Next". Apply e-GIRO for Deductions Step 2 of 4: Student Details Verification	CONFIRM	< Previous N
After that, click "Next". Apply e-GIRO for Deductions Step 2 of 4: Student Details Verification Campus ID	CONFIRM	< Previous N
After that, click "Next". Apply e-GIRO for Deductions Step 2 of 4: Student Details Verification Campus ID Bank Account Number	CONFIRM Student Name Reference Number	< Previous N
After that, click "Next". Apply e-GIRO for Deductions Step 2 of 4: Student Details Verification Campus ID Bank Account Number Bank Name	CONFIRM Student Name Reference Number Contact Number(s)	C Previous N
After that, click "Next". Apply e-GIRO for Deductions Step 2 of 4: Student Details Verification Campus ID Bank Account Number Bank Name Account Holder Name(s)	CONFIRM Student Name Reference Number Contact Number(s) Temporarily Suspended	C Previous N
After that, click "Next". Apply e-GIRO for Deductions Step 2 of 4: Student Details Verification Campus ID Bank Account Humber Bank Name Account Holder Name(s) Termination Eff Date	CONFIRM Student Name Reference Number Contact Number(s) Temporarily Suspended Bank ID Proof Type	C Previous N
After that, click "Next". Apply e-GIRO for Deductions Step 2 of 4: Student Details Verification Campus ID Bank Account Number Bank Name Account Holder Name(s) Termination Eff Date Account Status	CONFIRM Student Name Reference Number Contact Number(s) Temporarily Suspended Bank ID Proof Type Bank ID Proof Details	✓ Previous N

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10. Please ensure that your pop-up block is disabled. The paying account holder is available to login with their internet banking.

Then click "Proceed".

× Exit	Integrated Student Information System
Apply e-GIRO for I	Deductions
	Previous
Step 3 of 4: EDD	A Details Proceed
1. To continue se	ting up your DIRECT DEBIT AUTHORISATION, you will be re-directed to the bank's website.
2. Do ensure th	at your pop-up blocker is disabled
3. If you encount	er any error during your login, you would need to exit the page and create a new application from Step 1.
4. Before proce	eding, do ensure that the paying account holder is available to login with their internet banking.
D	PROCEED

11. You will be brought to your iBanking login page (eg DBS). Please log in, authorise and select the bank account.

DBS POSB	
Securely log in with your DBS or POSB account to continue this transaction	
User ID	
PIN	
By proceeding, you consent to DBS disclosing to third parties your personal data required to process your requests.	
Cancel	
Forgot User ID & PIN	
Terms & Conditions   Privacy Policy   Fair Dealing Commitment   Compliance with Tax Requirements   ©202	DBS Bank Ltd Co. Reg. No. 196800306E

12. Once completed, you will receive a confirmation from the bank. When the eGIRO is successfully setup, you will receive an email confirmation. Please note that it may take up to a day for the setup to be approved.

Image: Image	- o ×
File Message Help Q Tell me what you want to do	
$\boxed{10}  \checkmark  \boxdot  \textcircled{10}  \backsim  \backsim  \checkmark  \checkmark  \checkmark  \blacksquare \qquad \blacksquare$	
e-GIRO Setup Successful	
eccountenquiry@smu.edu.sg To Cc O Finance	← Reply ≪ Reply All → Forward Tue 17/6/2025 1:18 am
Dear Student	
Please note that your application for eDDA GIRO has been approved. For GIRO deduction, an email with the activities timeline will be sent out by Office of Final for the current term overdue charges and would only be scheduled after the due date. Should you have overdue charges for other terms, please proceed to make your payment	nce nearer to the deduction date. GIRO deduction is t separately.
If you have any clarifications regarding the charge(s) posted to your student account, please OASIS > Finance & Admin > <u>Contact us</u> (Please select the appropriate category according to the dropdown list).	e contact Office of Finance via the ticket submission:
Note: This is an automated email. Please do not reply to this email.	
Yours Sincerely Office of Finance Singapore Management University	