





Scan the QR code below to watch the video on using Online Shopping apps:





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BUY

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Introduction

It is meant for everyone with or without any digital experience but is interested in finding out more about essential digital skills for daily living.

The essential skills are grouped into 5 competency areas as shown in the diagram.

Learning outcome of Transact Online competency:

Able to make online transactions with government services using e-payment (where applicable).

To help you acquire the learning outcome, this guidebook uses different online shopping apps as examples to demonstrate the common steps to shop online.

The following guide is based on common software icons and mobile device settings. Please note that certain features may differ across different mobile devices and models.

The Digital Skills for Life (DSL) Guide is a series of booklets which comprise of:

- step-by-step instructions and
- quick tips

to help you get online confidently and safely.



Be Safe, Smart & Kind Online

Safeguard against cyber threats; Protect personal information; Develop a positive online presence.



Communicate Online

Connect with others online.



Transact Online

Carry out online transactions.



Set up & Use Smart Devices

Set up and operate the basic hardware and software functions of your mobile device.







Cyber Security Tips

To stay safe while online shopping, please keep to the following:



Verify suspicious calls or messages by calling government/business' official hotline or contact them via the official app/website directly. Do not contact the organisation via the contact details provided in the call or message.



Do not share personal or financial details, passwords or one-time password (OTP) with anyone.



Do not click on links in messages or emails that claim to be from the government or from a legitimate business when you receive them.



Set up 2-factor authentication, SMS/email notification alerts and allow in-app push notifications for your banking transactions so that you can monitor them for any suspicious activity.



Update your app promptly to protect your devices from known security vulnerabilities.



Insist on official payment methods, cash-on-delivery or pay through the shopping platform. This way, the seller receives payment only after you receive your goods.



Download apps from official sources.



Be on your guard always and rethink the purchase if the deal is too good to be true, especially websites that solicit personal information in exchange for attractive offers or handouts.

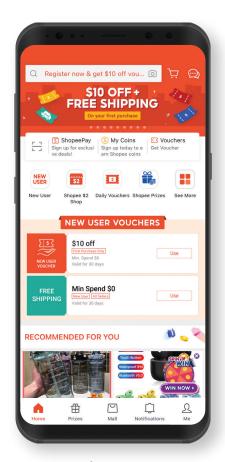
About Online Shopping Apps

One-stop shopping app that enables you to buy items using e-payment and have them delivered to your doorstep.

Pre-requisites to learning the app

Learner must:

- Have a mobile device (either iOS or Android) connected to either cellular network or Wi-Fi.
- Know how to connect to cellular network or Wi-Fi.
- Know how to install an app on the mobile device.
- Know how to use Singpass to access digital services.
- Own either a credit card or debit card (FairPrice app only accepts e-payment via credit card or debit card).

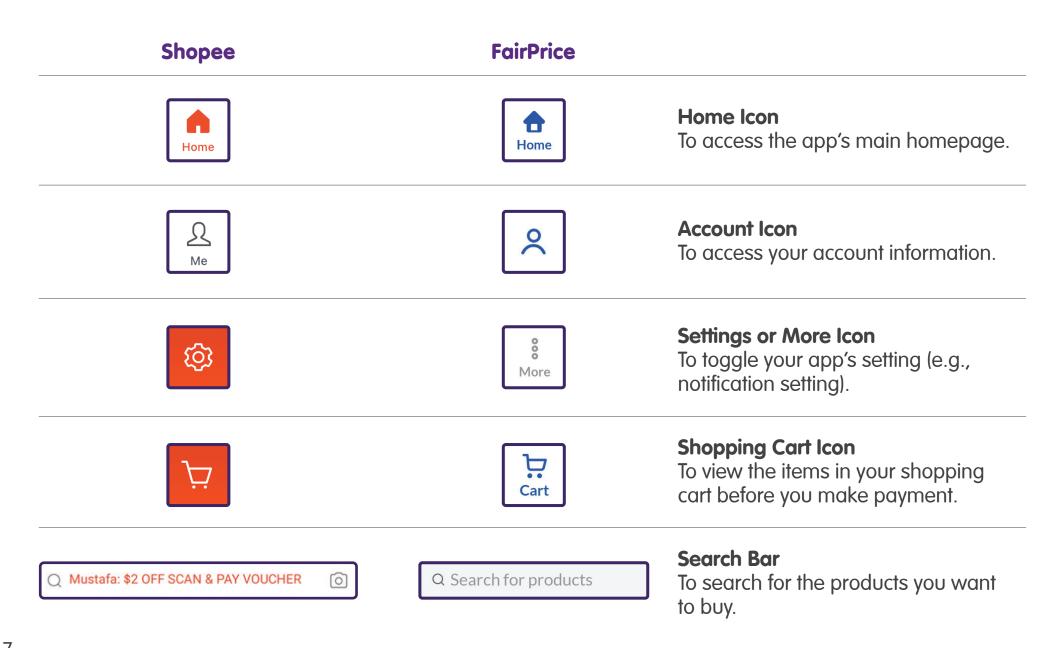




Shopee

FairPrice

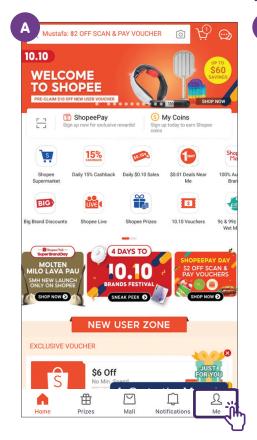
Common Features Across Online Shopping Apps

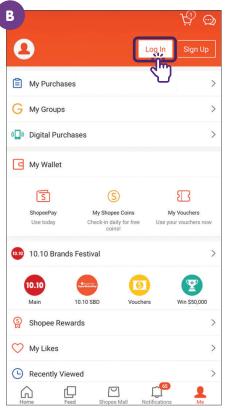


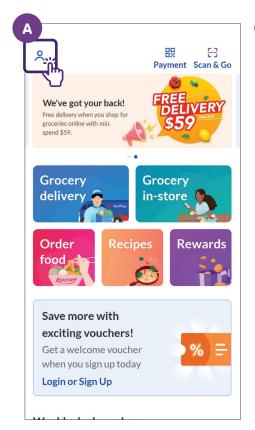
Common Steps to Log In or Sign Up for an Account on Online Shopping Apps

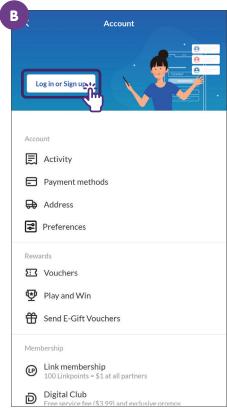
Tap on the "Account" icon and tap on "Sign Up" to set up an account.

Shopee



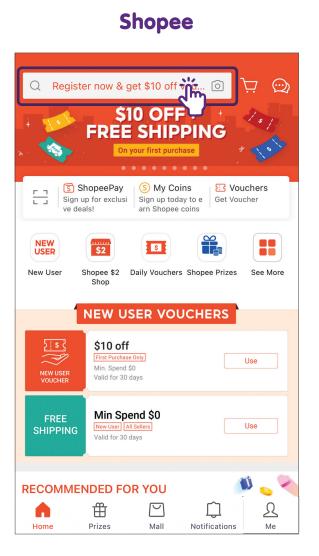


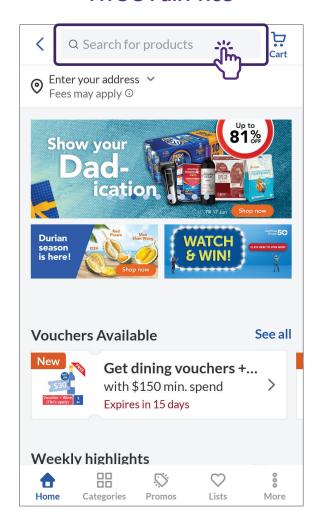




Common Steps to Search for a Product on Online Shopping Apps

Tap on the search bar and key in the product you are looking for.

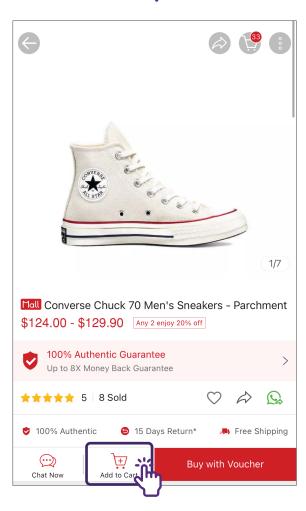


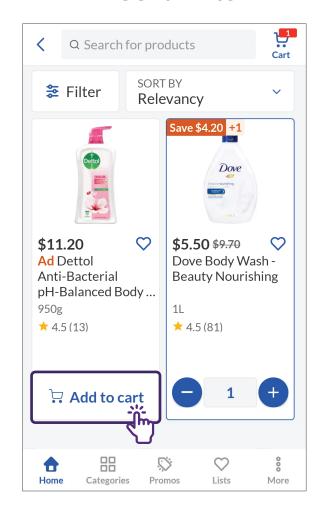


Common Steps to Cart a Product on Online Shopping Apps

Tap on an item you want and add it to cart.

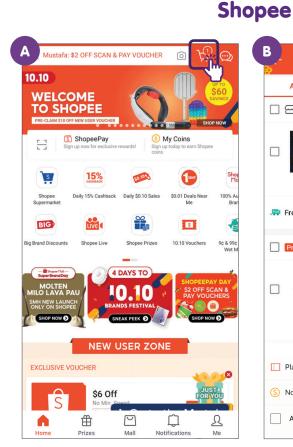


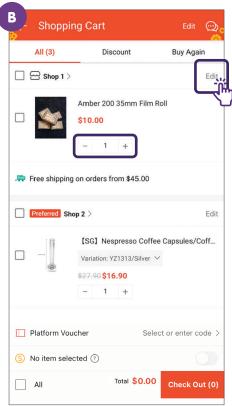


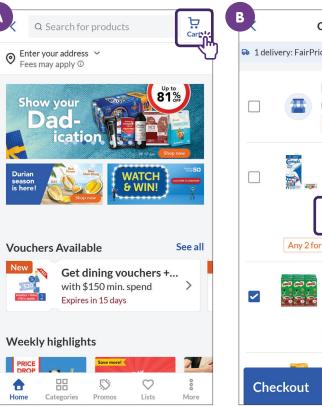


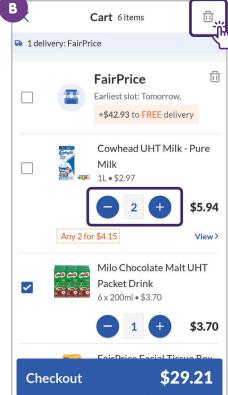
Common Steps to Edit Cart on Online Shopping Apps

Tap on the "Cart" icon to review and edit your cart.





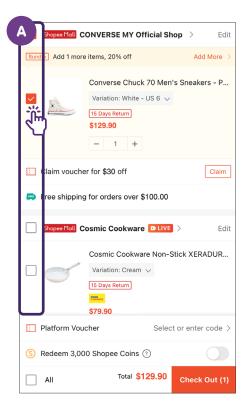


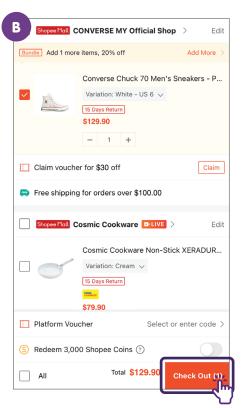


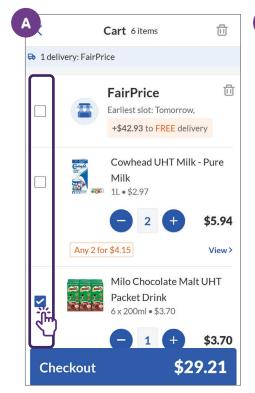
Common Steps to Check Out Your Cart on Online Shopping Apps

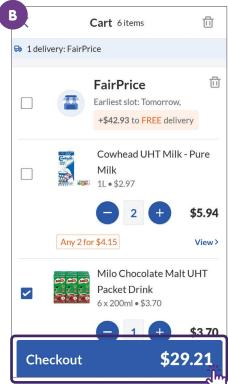
Select the products you want and tap on check out.

Shopee



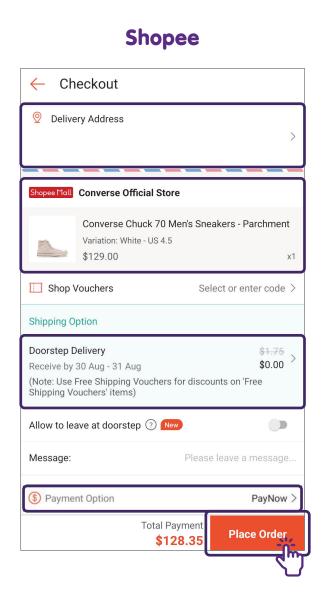






Common Steps to Make Payment on Online Shopping Apps

Review your product, delivery address, payment method and delivery date/time before you place order.

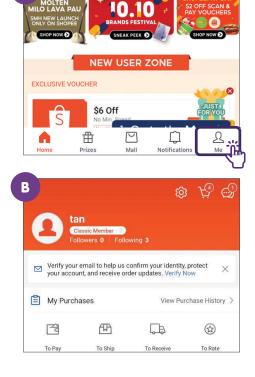


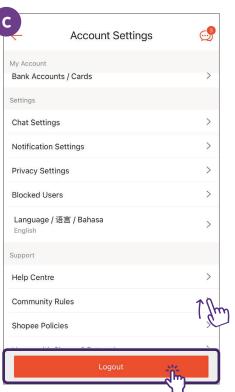
NTUC FairPrice Checkout Time slot **FairPrice** Change 5 Jul, Wed, 6pm-8pm Payment method Change •••• Cart 1 delivery \$20.22 Subtotal Voucher Add \$29.21 Place order

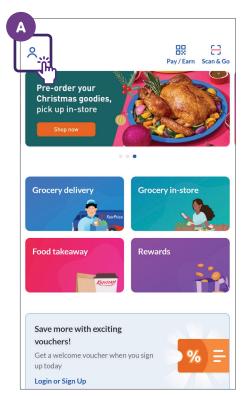
Common Steps to Log Out of Online Shopping Apps

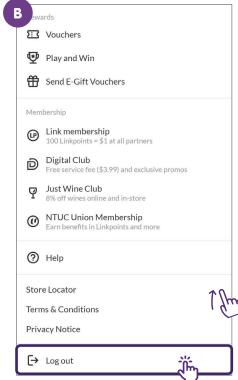
Go to your account settings to log out.



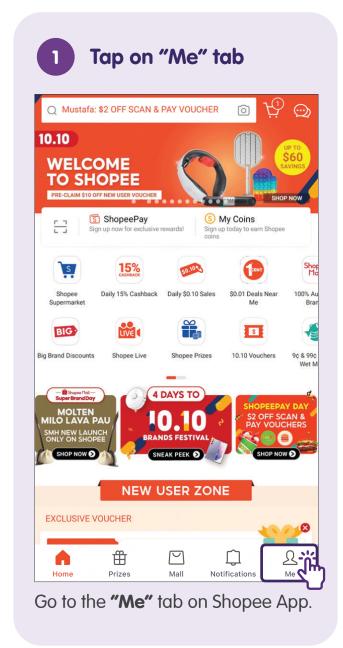


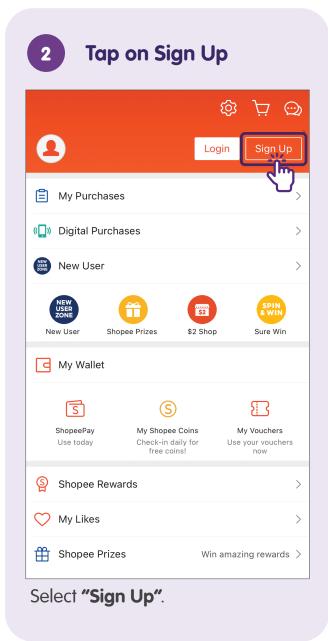


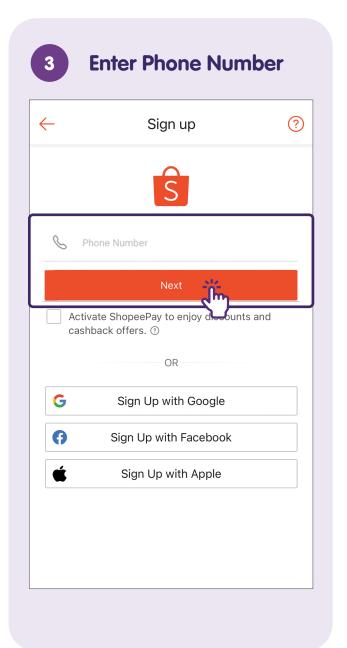




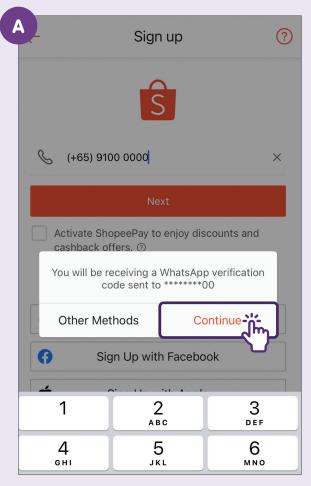
Set Up a Shopee Account



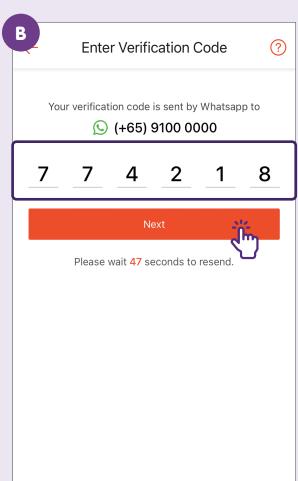




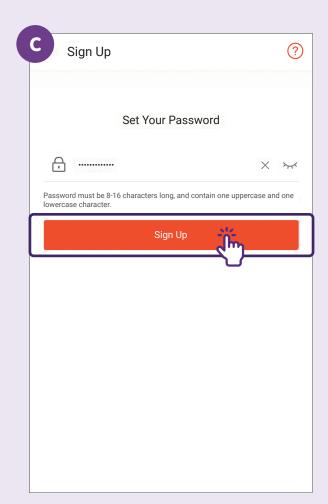
4 Verify Account with Verification Code



If you tap on "Other Methods" you can verify via "Phone Call" or "SMS".

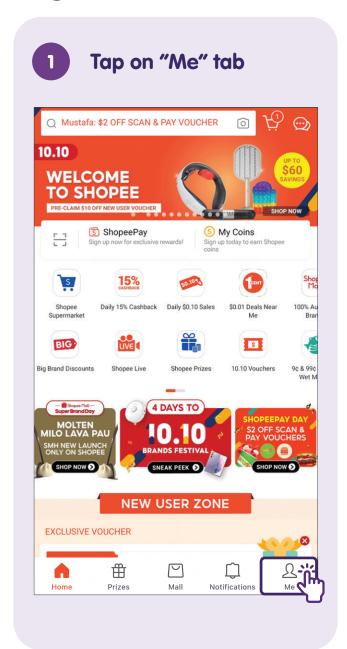


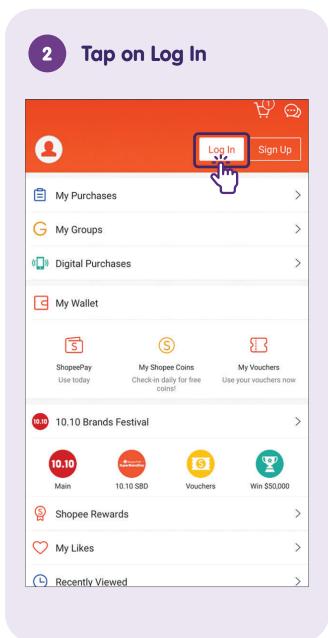
User will need to key in the verification code received, then tap on "Next".

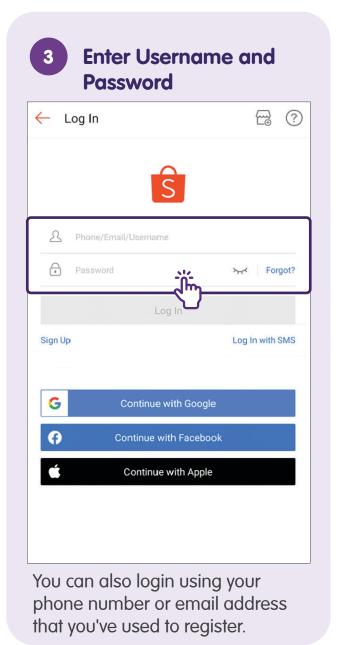


Set up a strong password and tap on "Sign up".

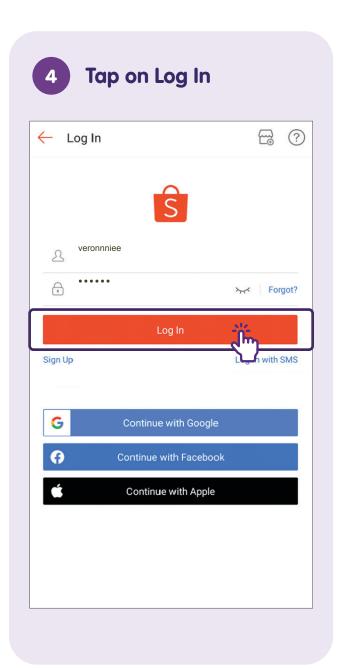
Log In - via Password



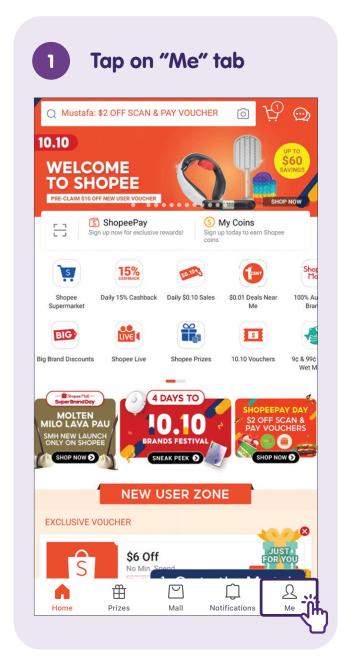


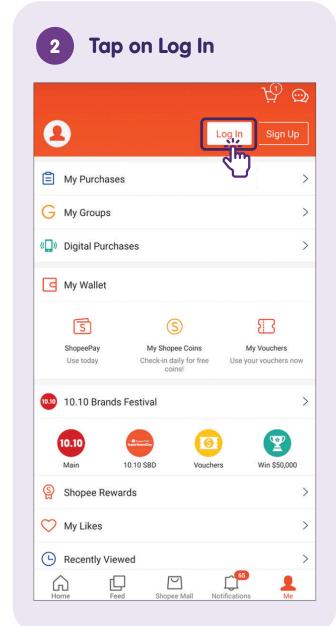


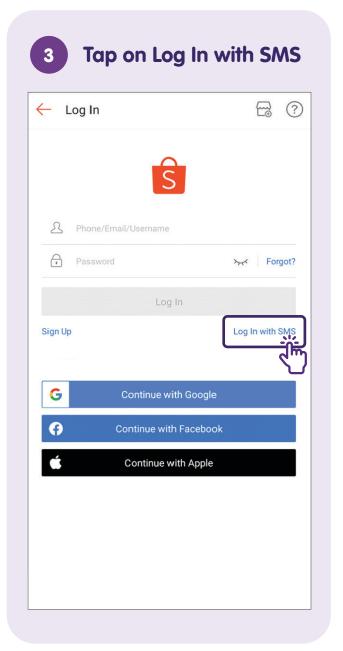
Notes

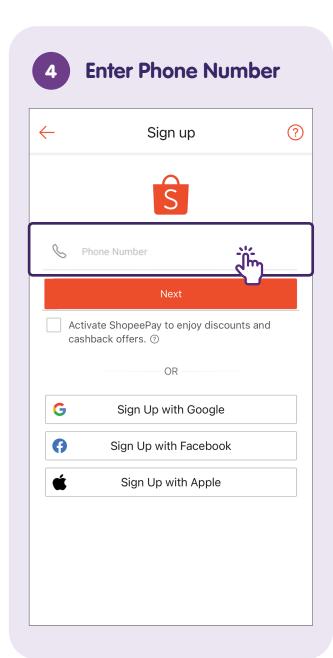


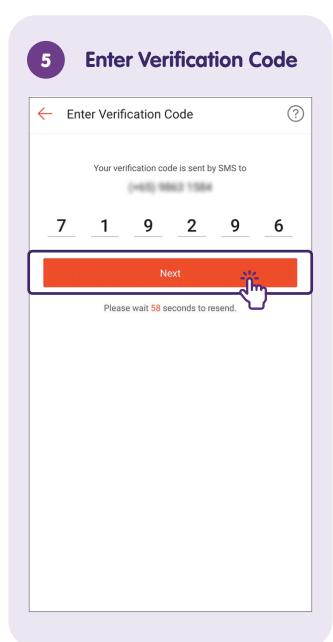
Log In - via SMS

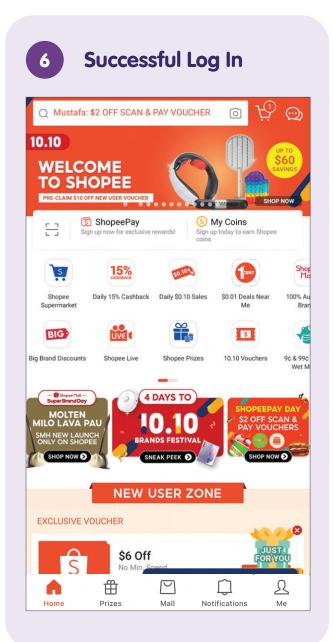




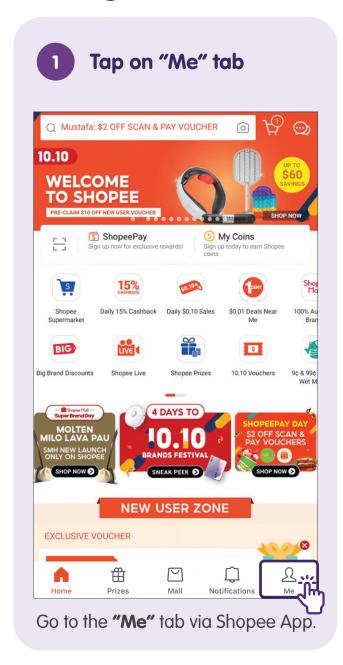


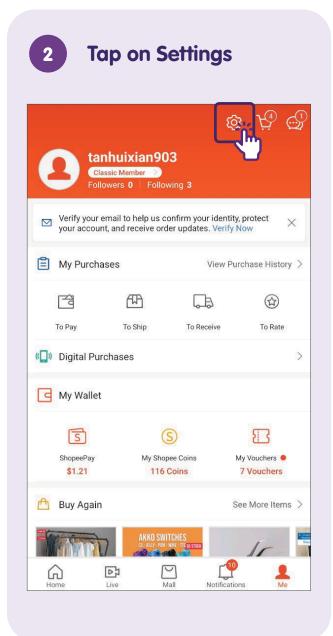


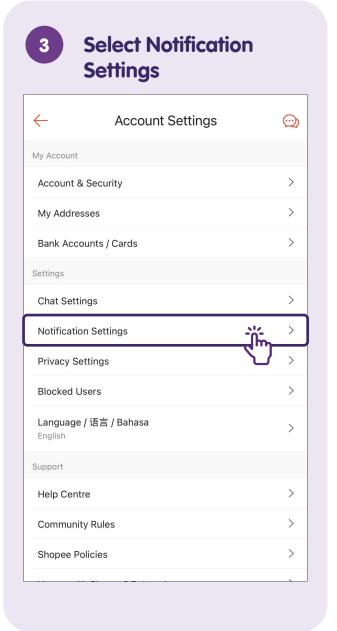




Manage Notifications



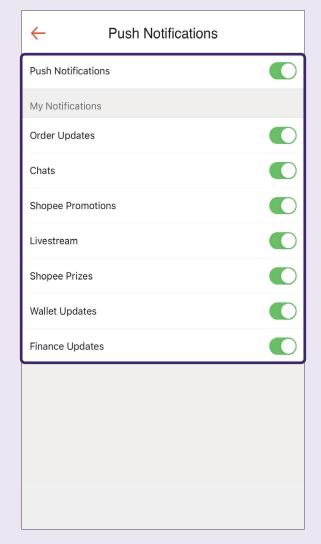






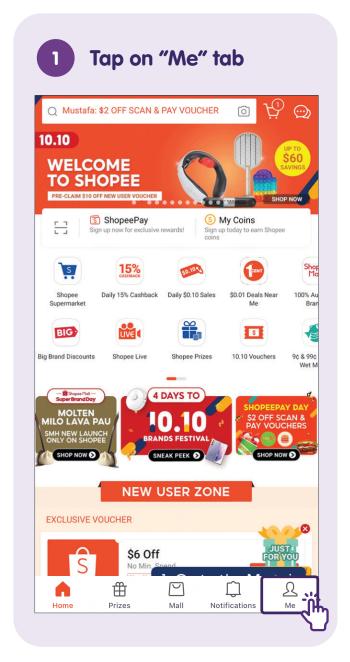


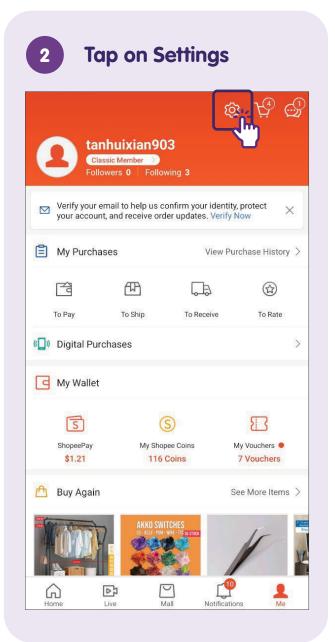
5 Customize Notifications Settings

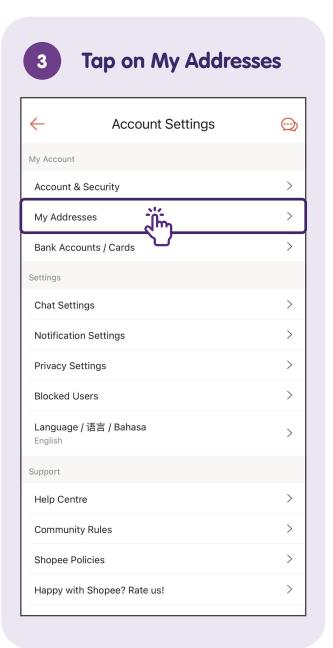


Use toggles to enable/disable "Push Notifications", customize "Notification Sound", "Ringtone", and types of notifications to be received.

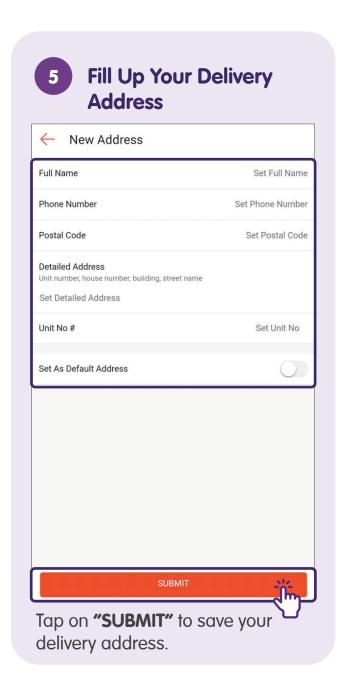
Add a Delivery Address



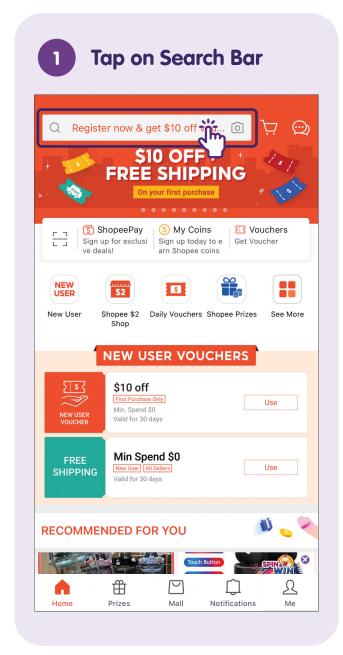


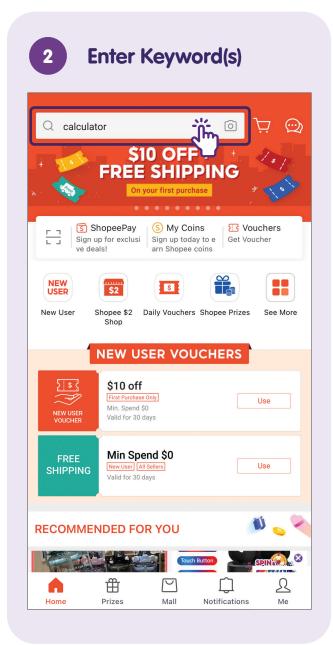


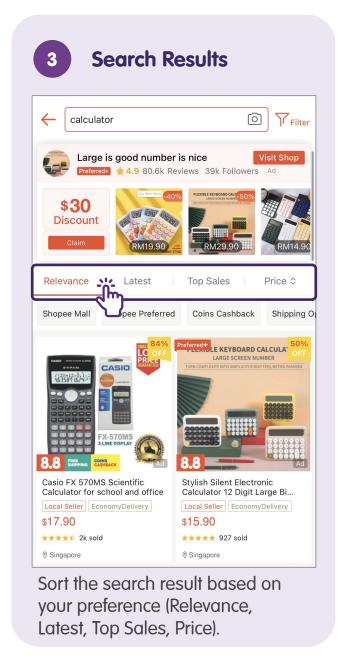




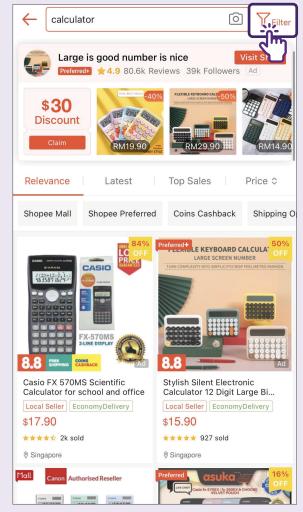
Search for Product - Keyword Search





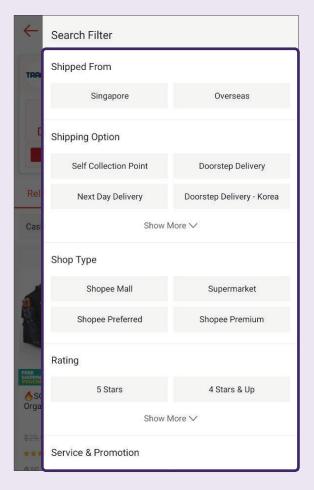






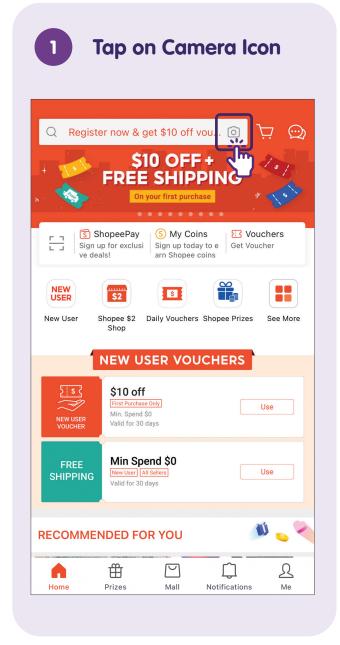
Filter for more specific criteria.

5 Filter Options



Select the filters you want to narrow your search results.

Search for Product - Image Search

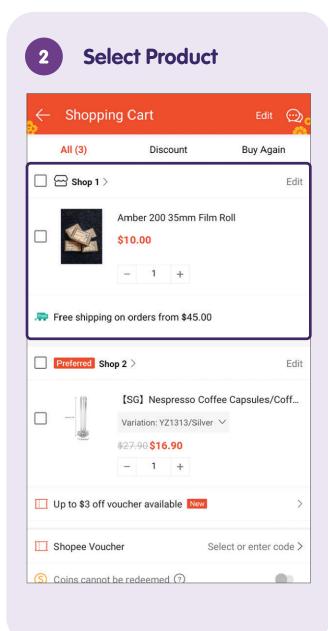


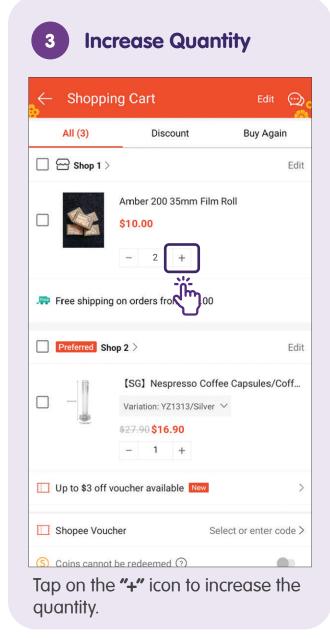




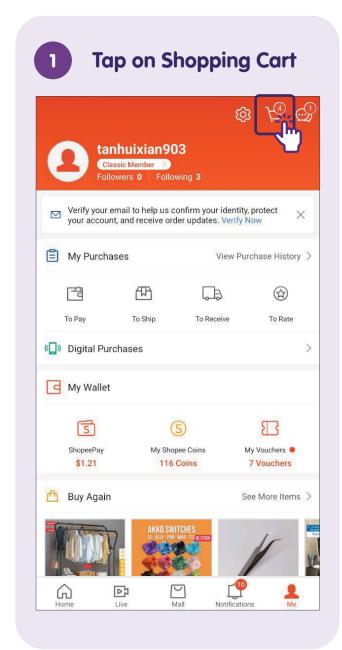
Edit Shopping Cart - Increase Product Quantity

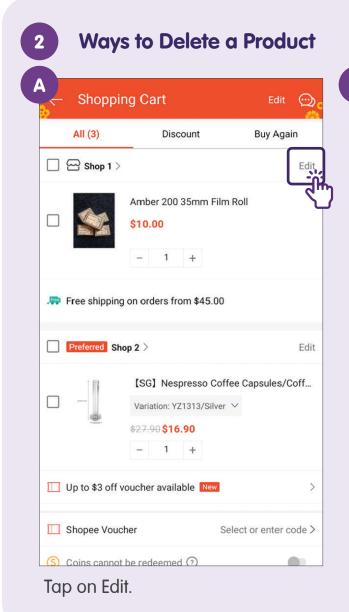
Tap on Shopping Cart tanhuixian903 Classic Member Followers 0 Following 3 Verify your email to help us confirm your identity, protect your account, and receive order updates. Verify Now My Purchases View Purchase History > (1) To Pay To Ship To Receive To Rate Digital Purchases My Wallet ShopeePay My Shopee Coins My Vouchers . \$1.21 116 Coins 7 Vouchers Buy Again See More Items > 6 D Notifications

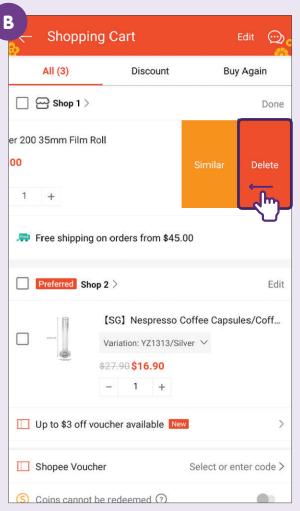




Edit Shopping Cart - Remove Product from Shopping Cart

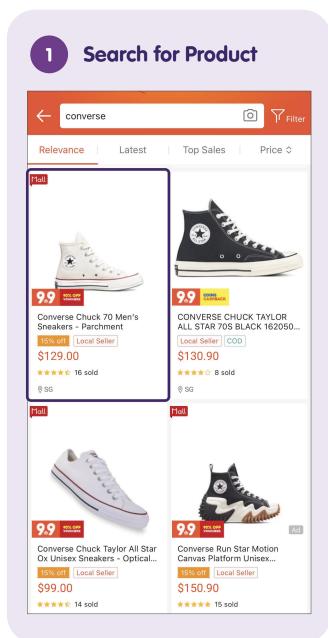


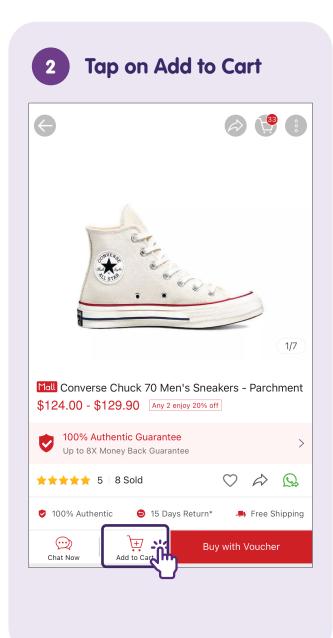


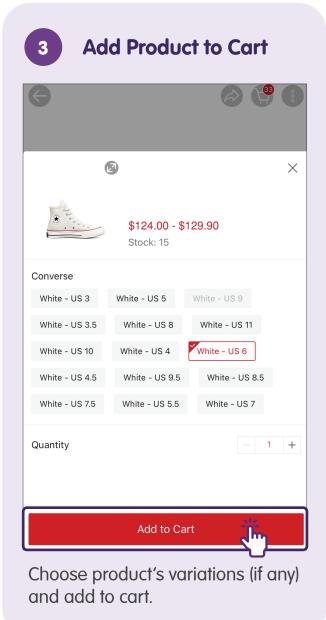


Slide from right to left on the product you want to remove.

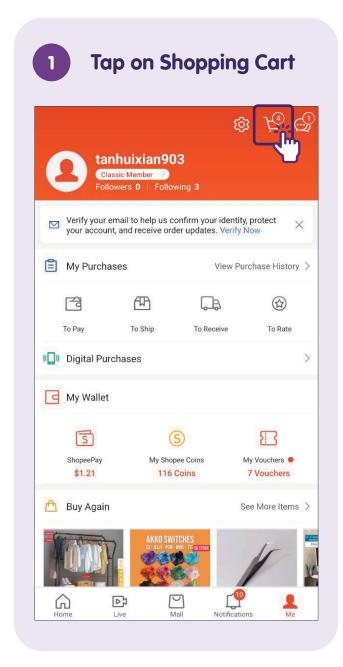
Place Your Order

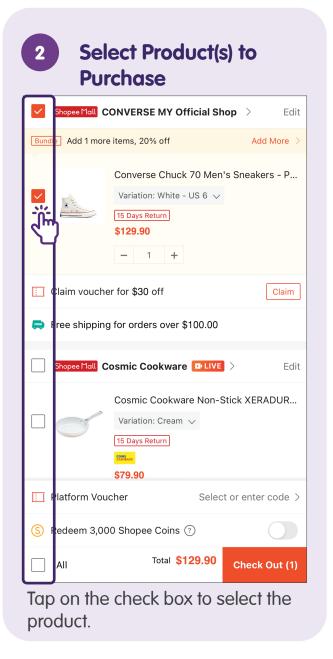


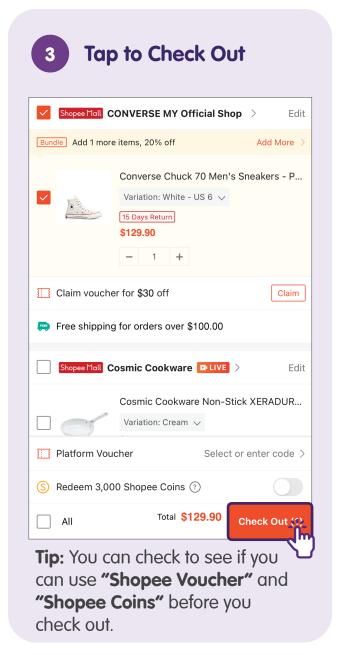




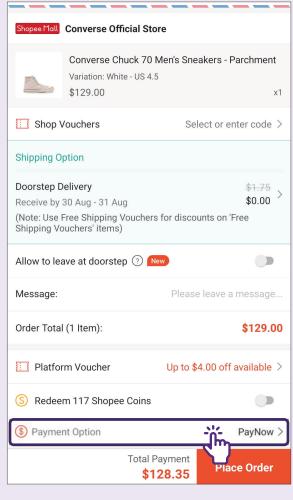
Place Your Order - Check Out with PayNow



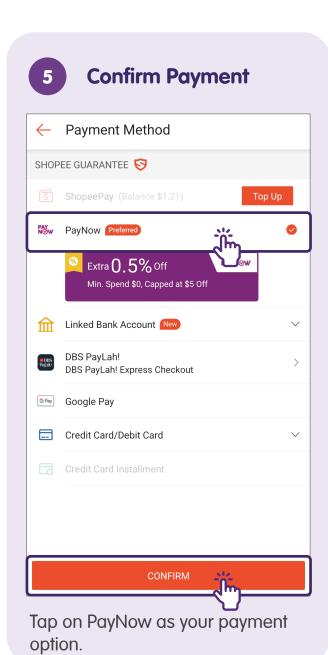


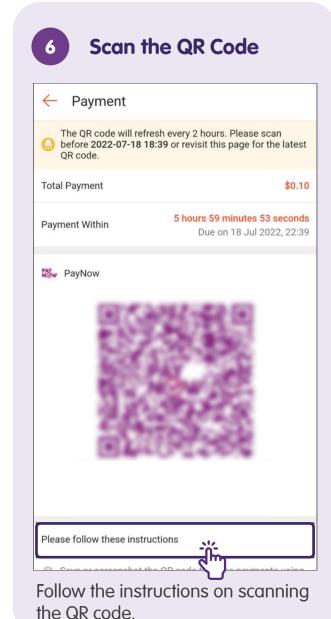


4 Tap on Payment Option

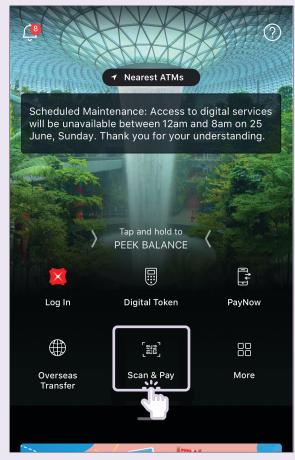


Select "Payment Option".

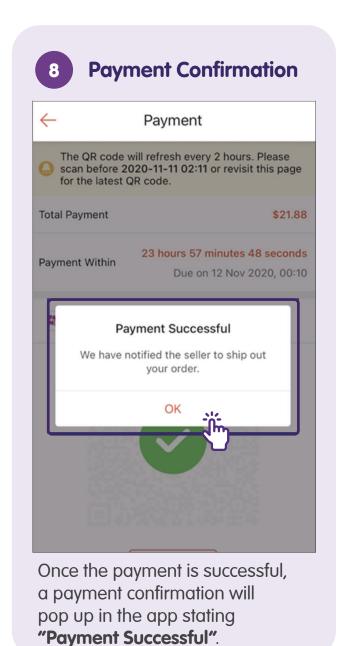




7 Upload the QR Code



Save or take a screenshot of the QR code and upload the QR code via PayNow on your preferred Banking App.



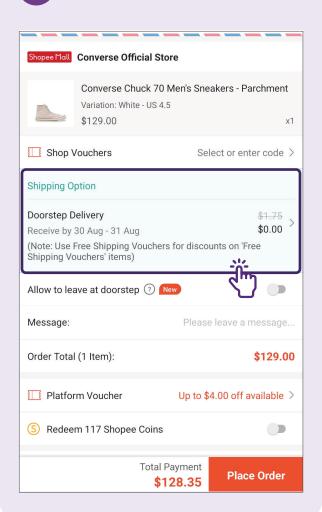
Opt for Self-collection at Pick Locker

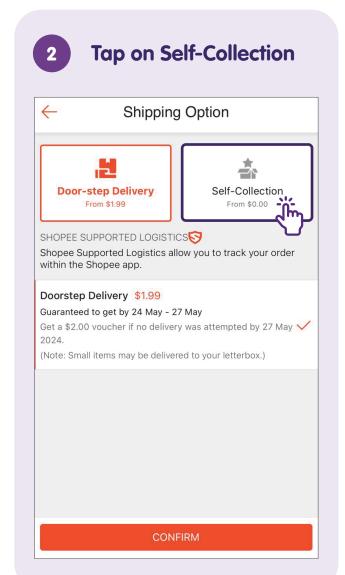
For added security when you are not at home, secure your parcels by delivering them to your nearest Pick Locker. You will receive an SMS or Email with a parcel collection pin when your parcel is delivered to your preferred Pick Locker. Simply retrieve your parcel with the PIN by the collection date and time stated.

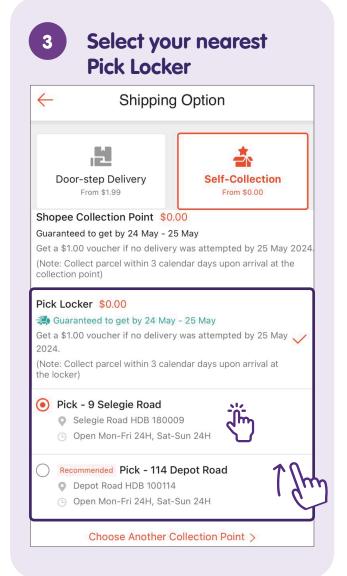
Scan this QR code to learn how to collect your parcel:



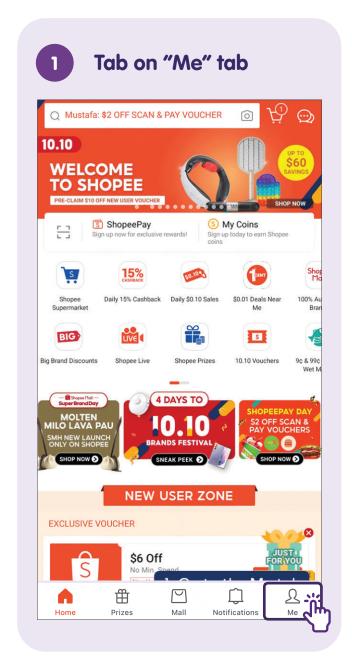
1 Select Shipping Option

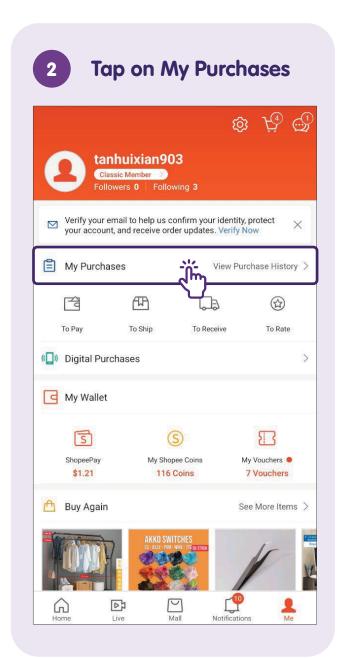




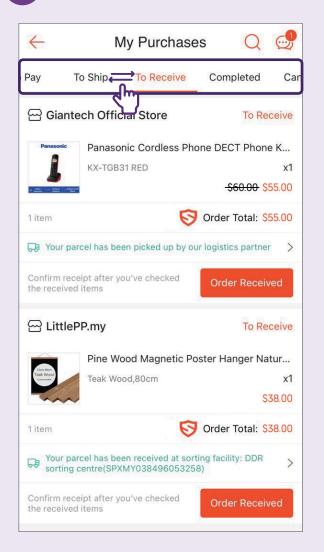


Monitor Transactions

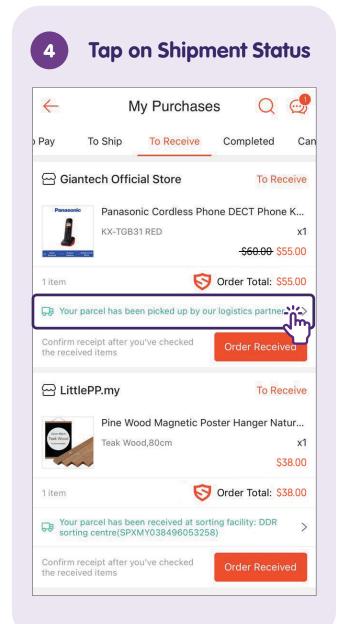




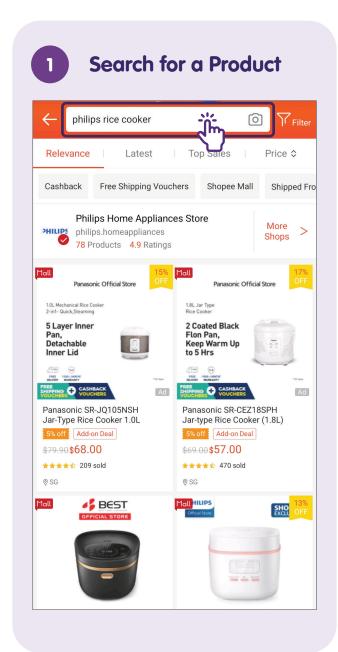
3 Filter Order by Status

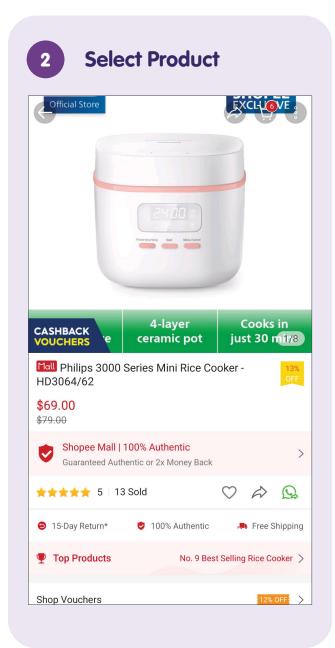


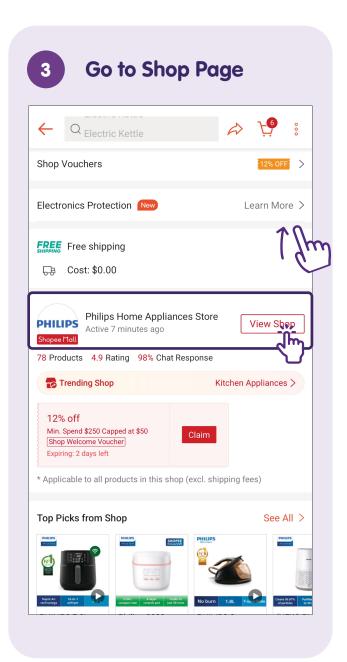
- "To Pay" comprises of all unpaid orders.
- "To Ship" comprises of all paid orders that have not been shipped by sellers.
- "To Receive" comprises of all orders that have been shipped.
- "Completed" comprises of all orders that have been delivered.
- "Cancelled" comprises of all orders that have been cancelled.
- "Return/Refund" comprises of all orders that have been returned or refunded.

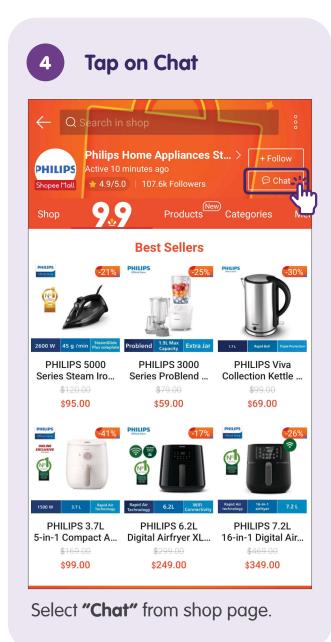


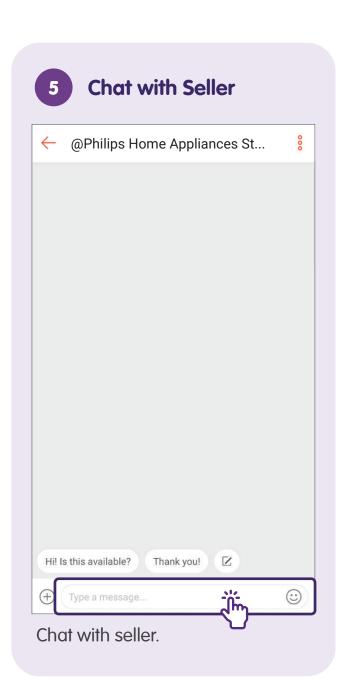
Interact with Sellers

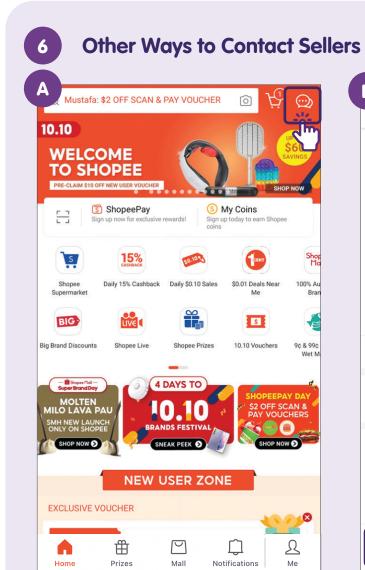




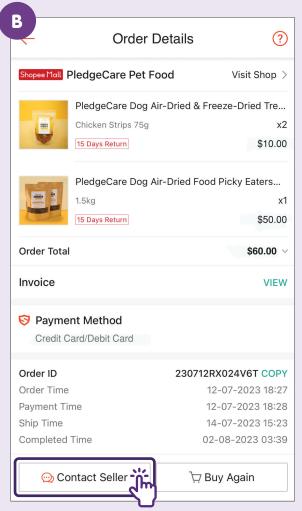






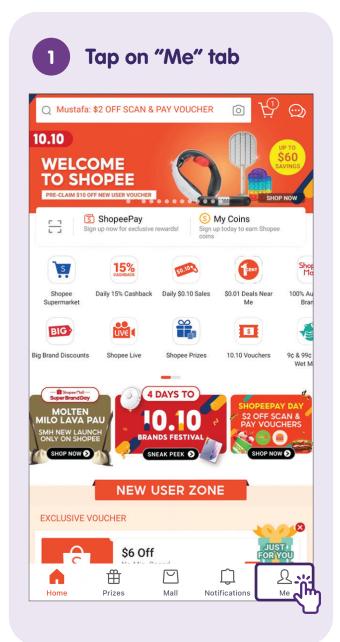


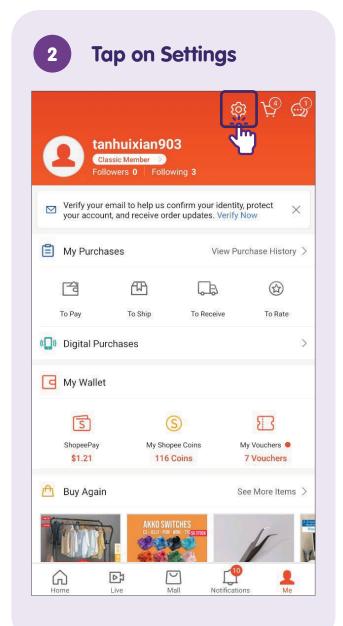
From homepage.

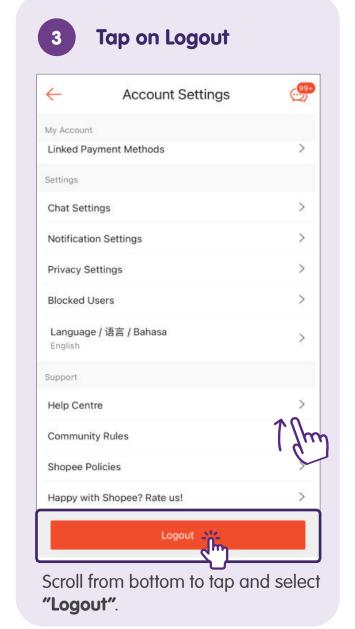


After you've made payment or through your order history.

Log Out of Account



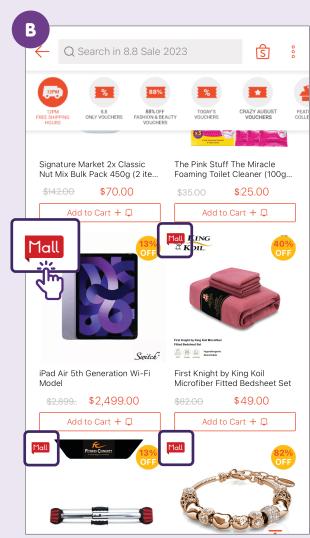




Shopee Product Authenticity Verification

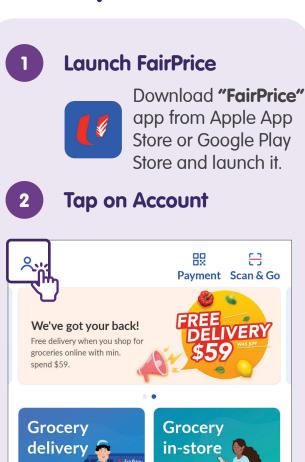






- A. To confirm if a product is authentic, you can see if it's listed under a "Mall" seller. "Mall" products are guaranteed to be 100% authentic as "Mall" sellers are verified sellers of their products.
- B. Look out for the "Mall" label to determine if a product is from a Mall seller

Set Up an Account



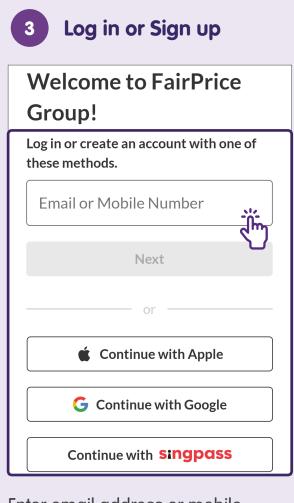
Tap the icon on top left hand corner and tap "Log in or Sign up" button.

Recipes

Rewards

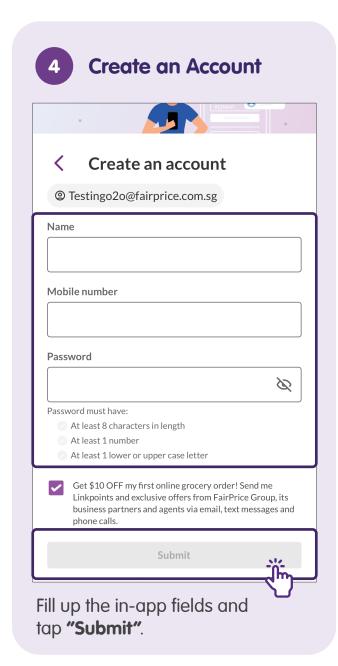
Order

food

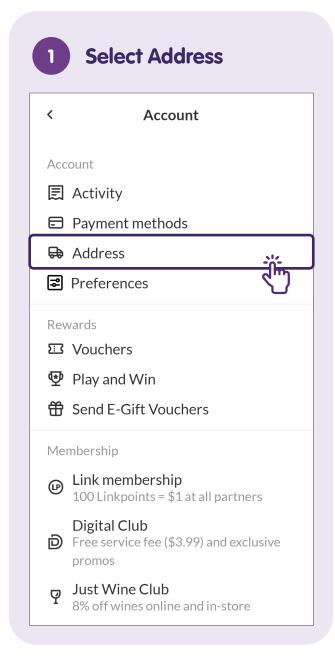


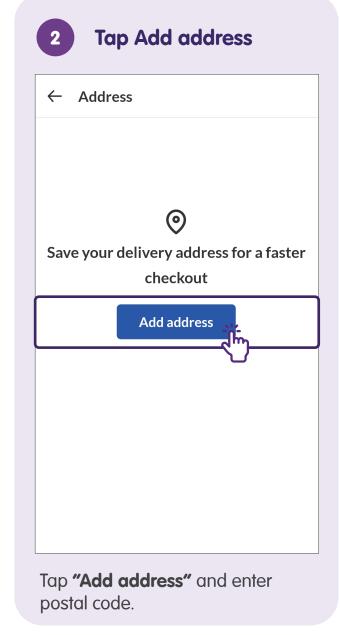
Enter email address or mobile number and tap "Next".

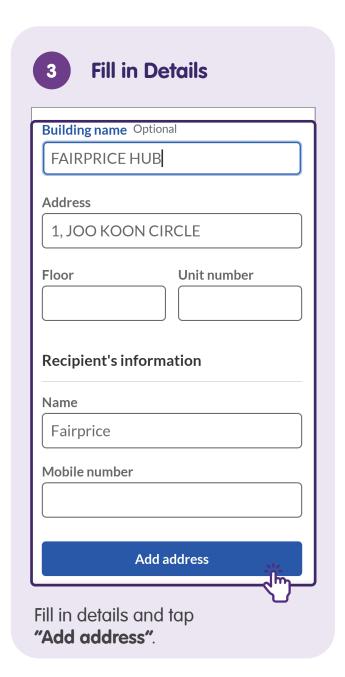
Alternatively, create an account with either Singpass or Apple or Google accounts.



Add Address

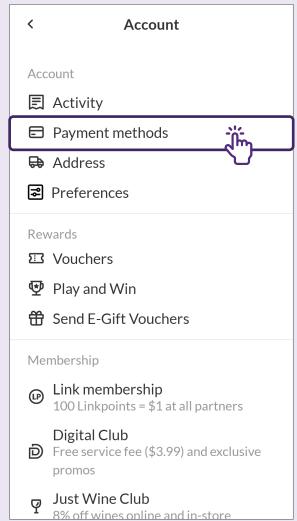


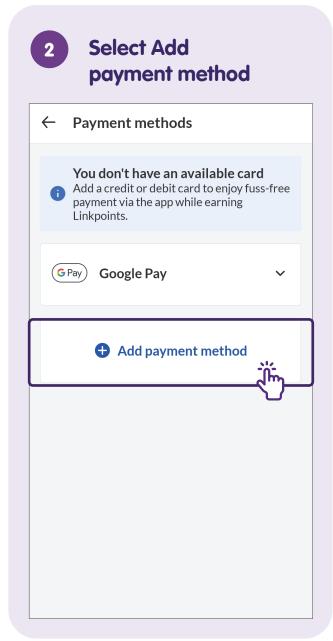


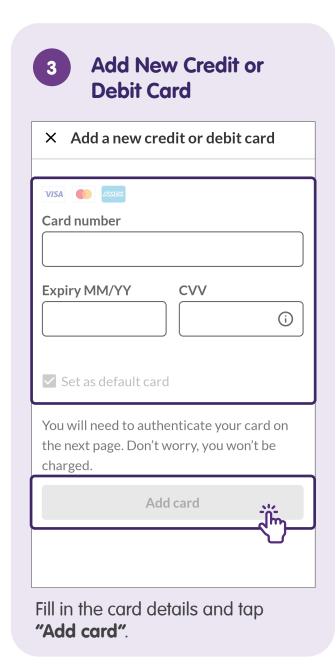


Add Payment Methods

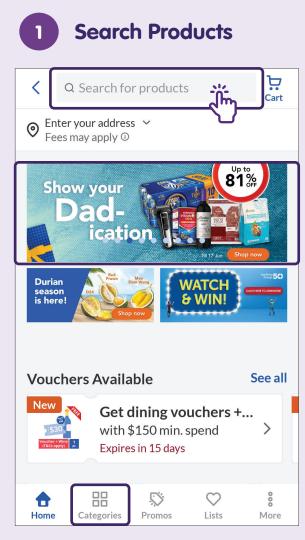
Select Payment methods



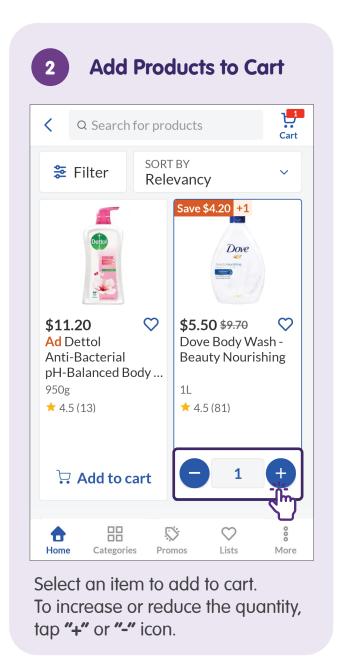


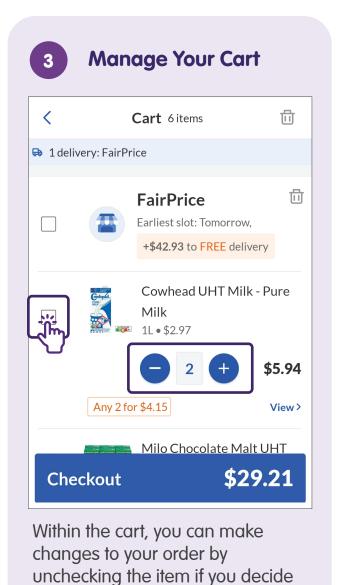


Search for Products and Add Them to Cart



Enter the product name in the search bar. You can also search through the app's banners or categories.

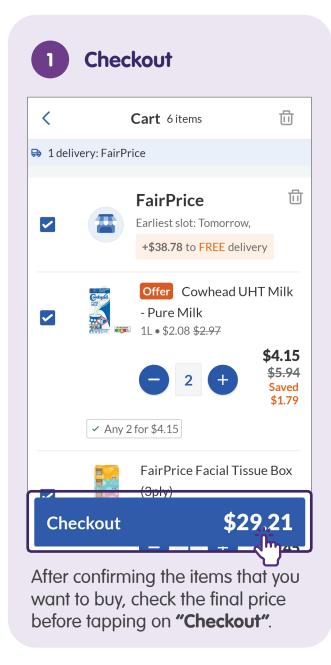


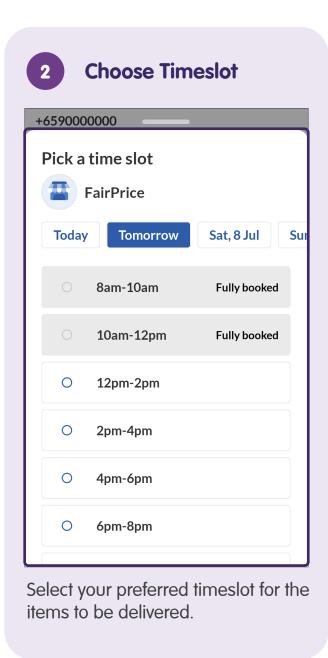


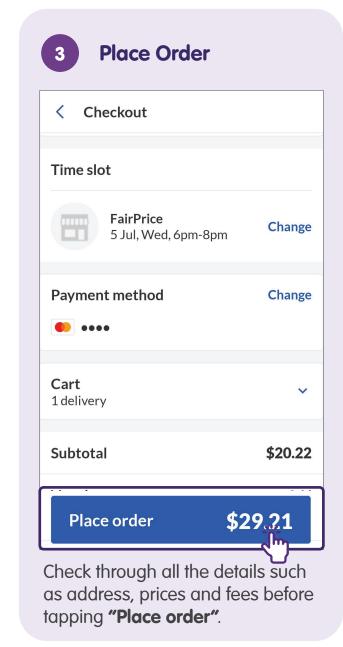
not to buy or increase/reduce the

quantity of the item.

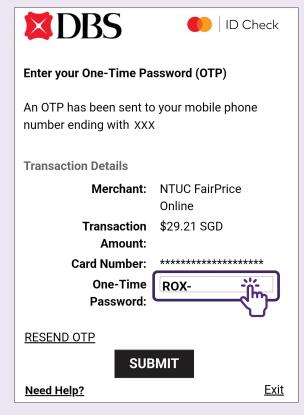
Place Your Order





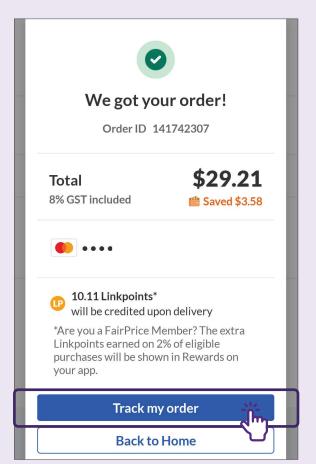


4 Enter One-Time Password



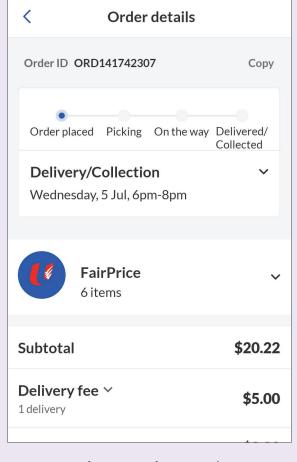
The bank will send you a One-Time Password (OTP) to complete the transaction. Enter the OTP in the box. **Note:** Do not share the OTP with anyone for security reasons.

Order Successfully Placed



You will receive a message to inform you that your order has been successfully placed.

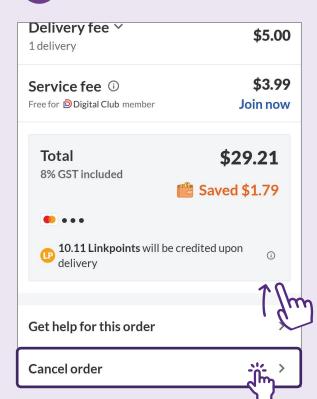
6 Order Details



Tap "Track my order" and you will see your order details.

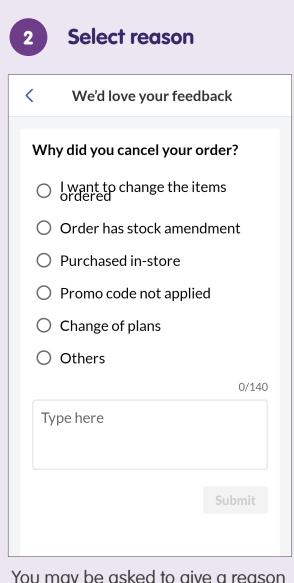
Cancel Your Order



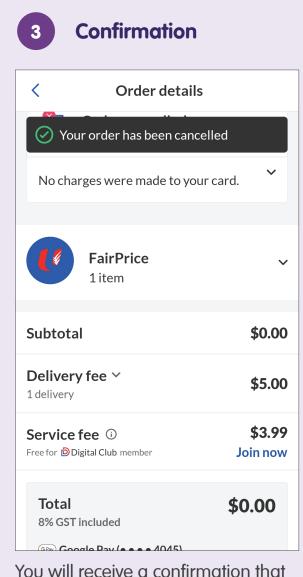


Tap "Cancel order" if you do not want your items anymore.

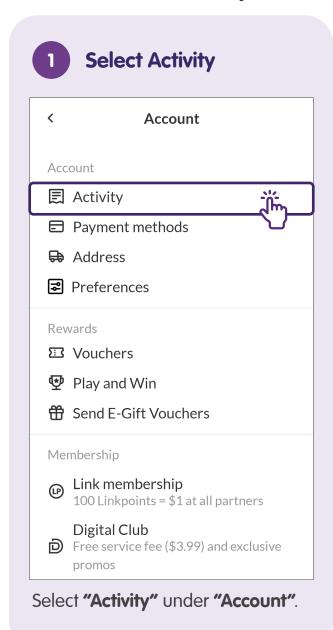
Note: It is important for you to read the terms and conditions on the refund policies as it may differ between different online shopping platforms.

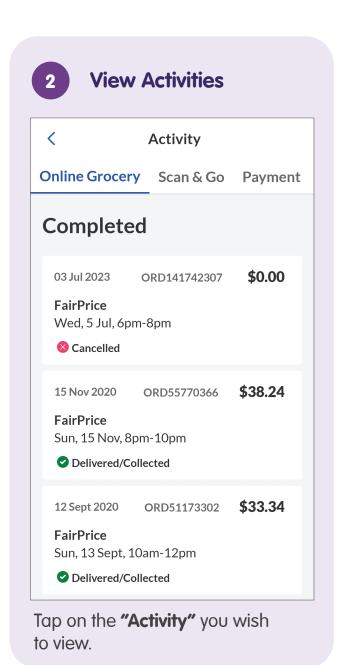


You may be asked to give a reason for your cancellation.

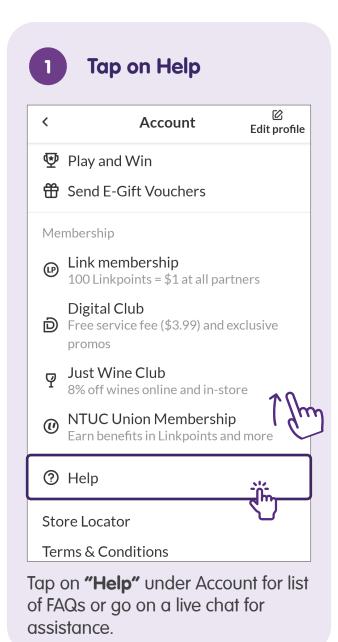


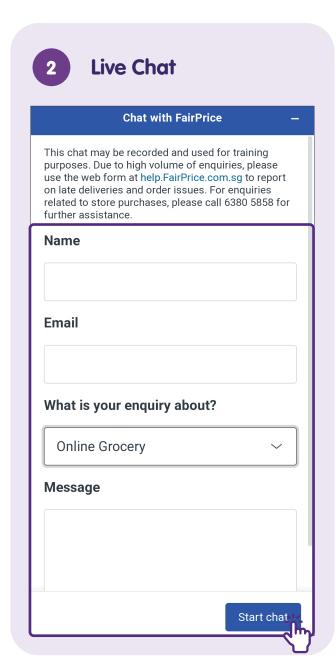
Monitor Activity



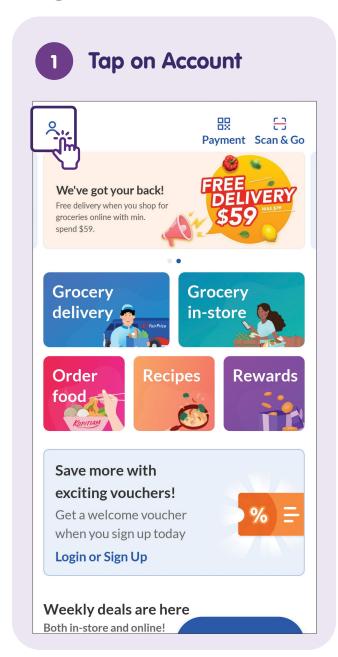


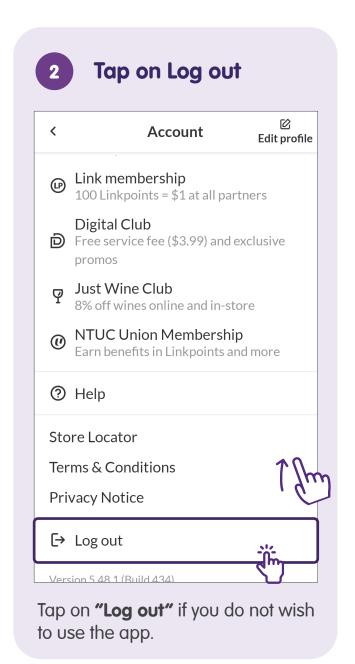
Interact with FairPrice for Assistance





Log Out of Account





Notes



For more information and to find your nearest SG Digital community hubs:

IMDA Contact Centre

Hotline: +65 6377 3800 Email: info@imda.gov.sg Website: digitalforlife.gov.sg

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