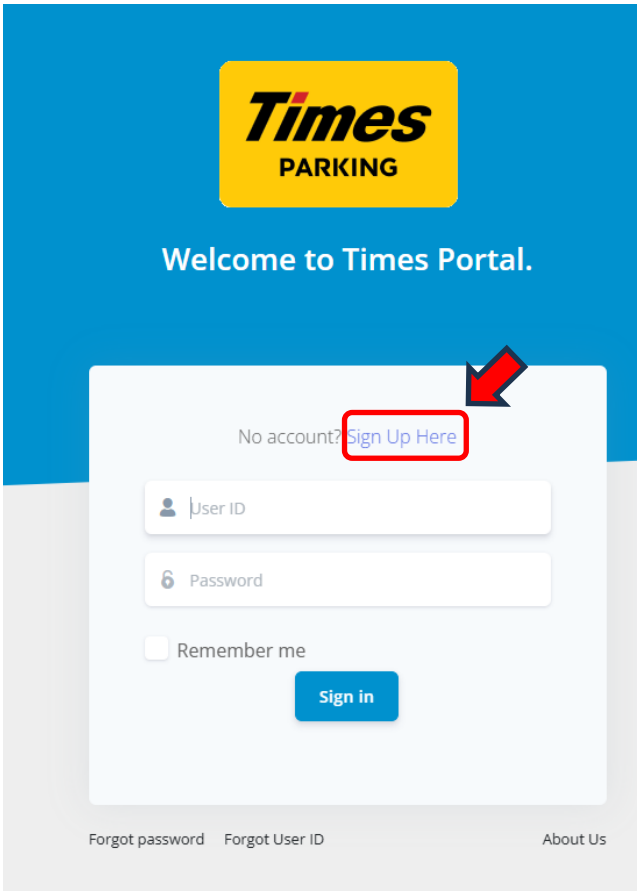
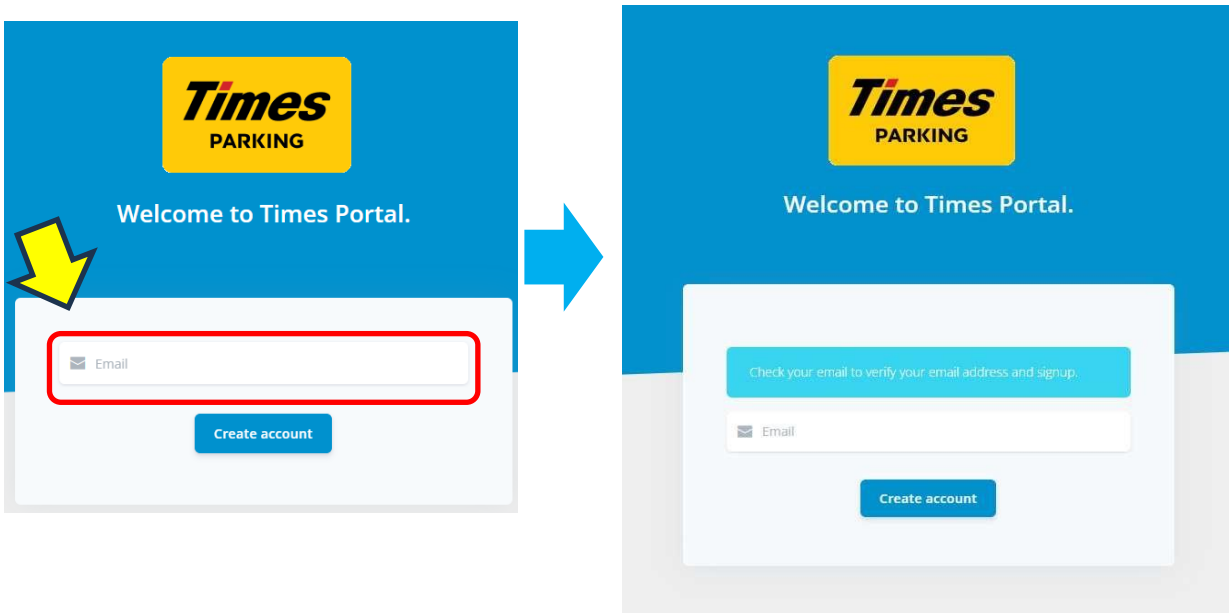
TIMES PORTAL SYSTEM

1. SIGNING UP

- Go to https://season.times24.com.sg/
- Click "SIGN UP HERE"

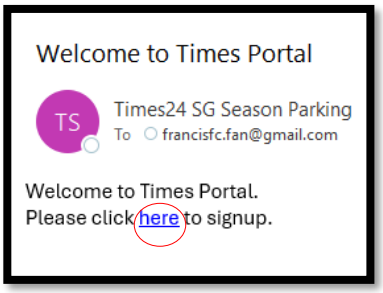


- Next, key in your email address and click " CREATE ACCOUNT".



- Then, check your email to verify your email address and sign up.

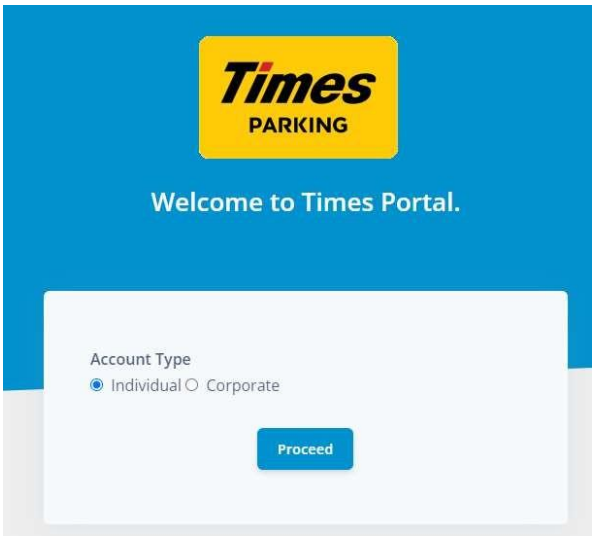
- Click “HERE” to sign up.



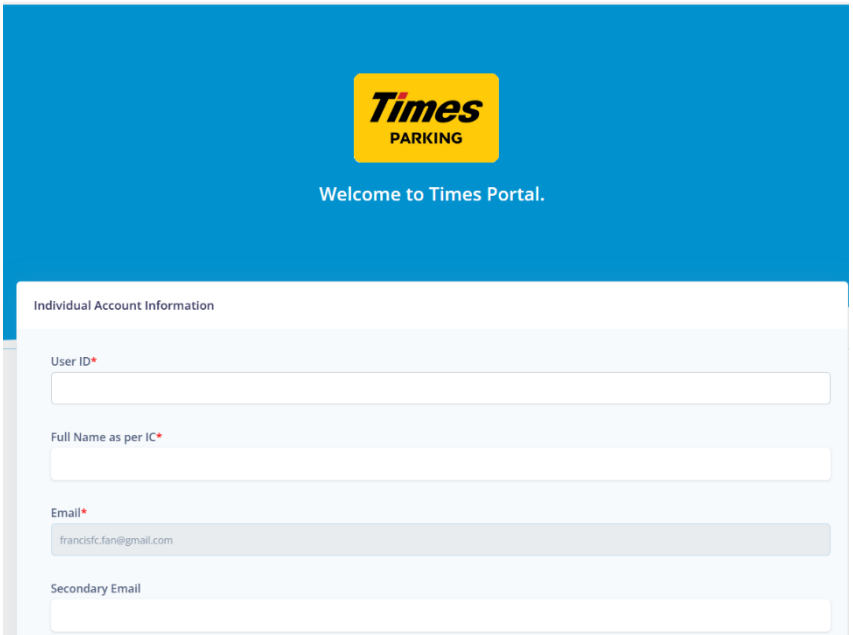
- And link with re-direct you to TIMES PORTAL.

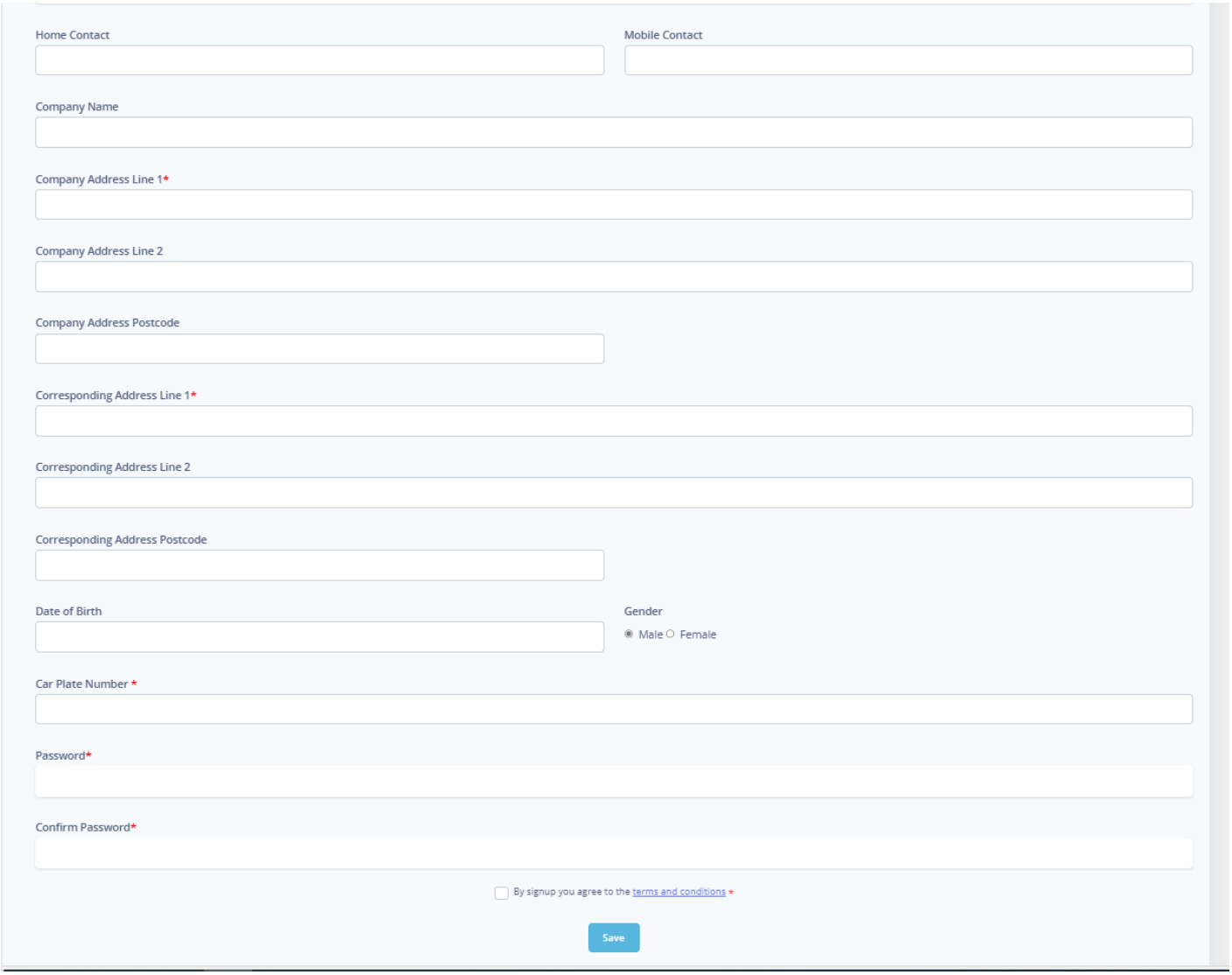
2. CREATING AN ACCOUNT

- Choose Individual for Personal account.
- Choose Corporate for account under Company.
- Click “PROCEED”.



- Complete all the required details
    - USER ID is your email address.
    - Full Name, Last 4 digits for NRIC, Contact Number, Corresponding Address, Car Plate Number, Password.

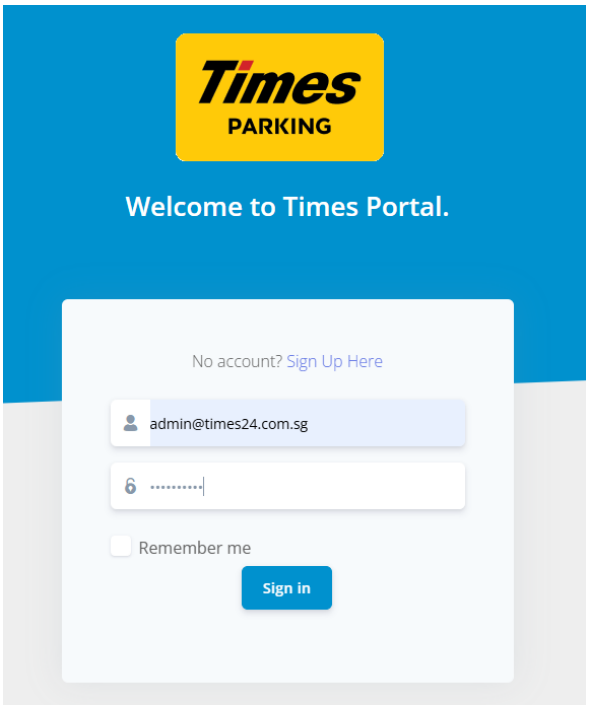




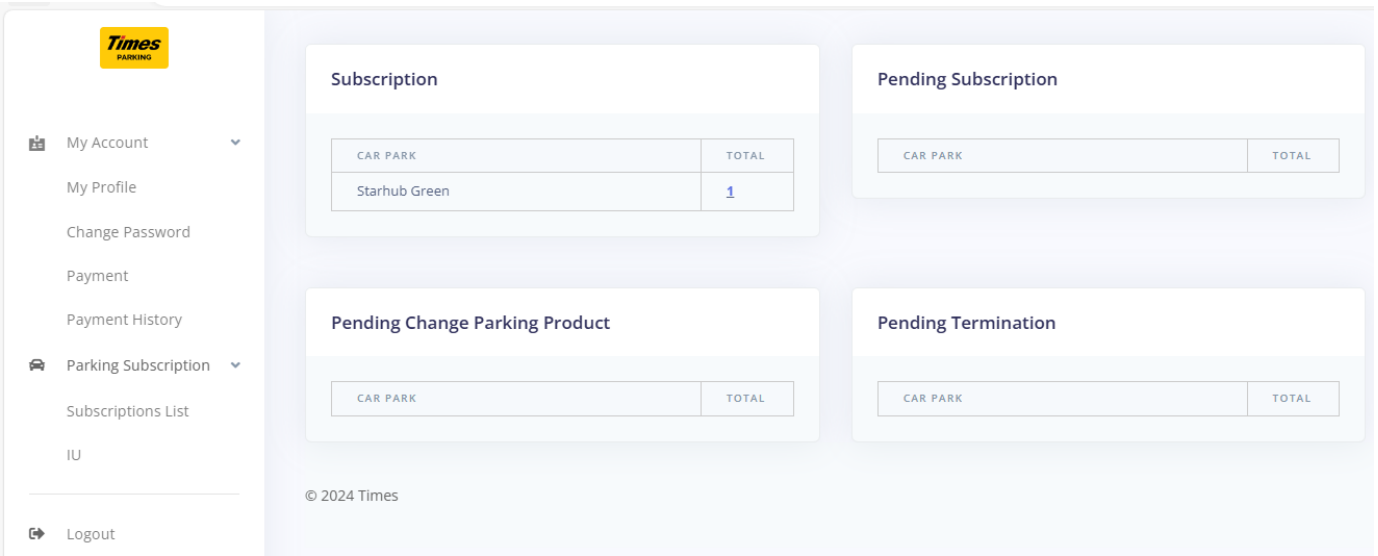
- After filling up the required details, click “SAVE” and Portal will ask you to log-in again.

3. LOGGING IN

- Note: **USER ID is your email address.**

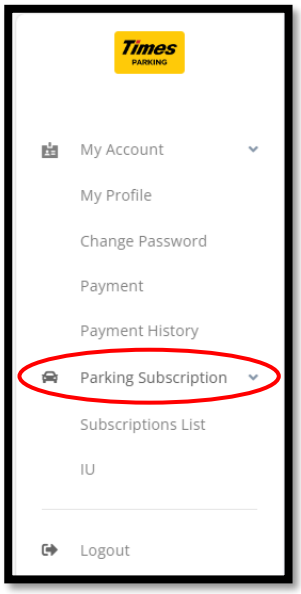


- Profile will look like this:

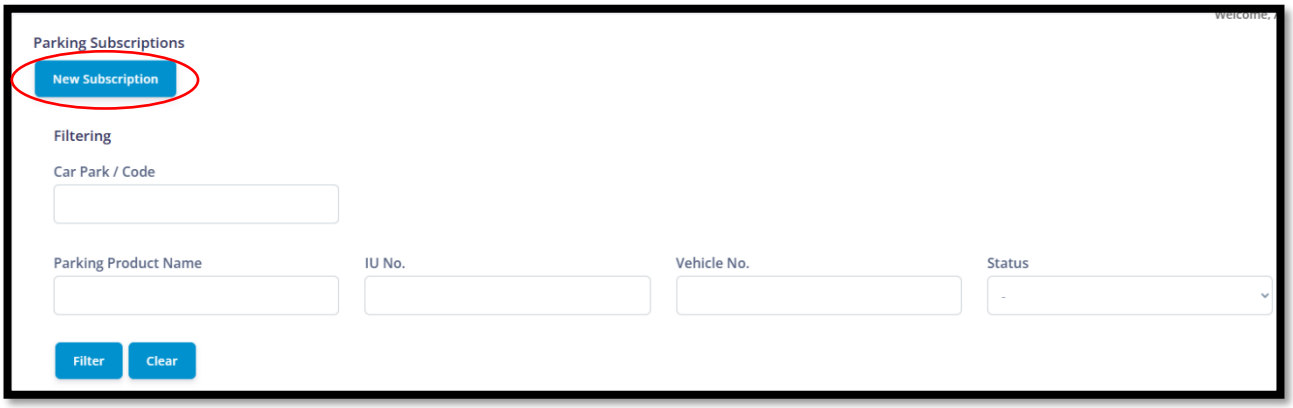


4. SUBMITTING THE PARKING SUBSCRIPTION ALSO KNOWN AS "SEASON APPLICATION".

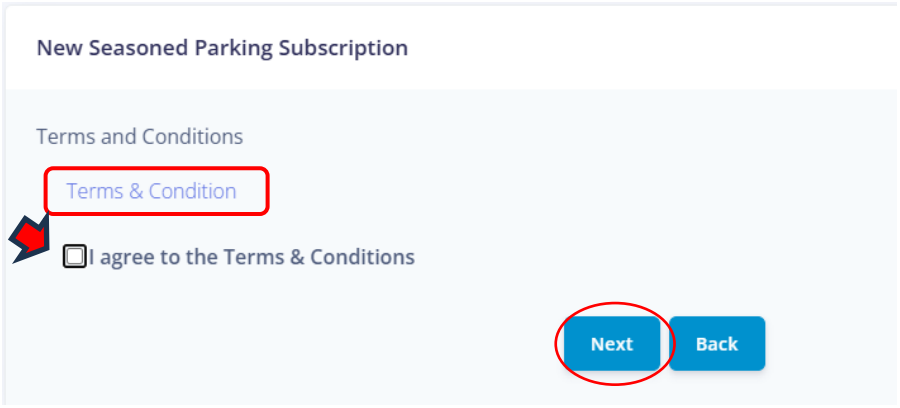
- Go to Parking Subscription



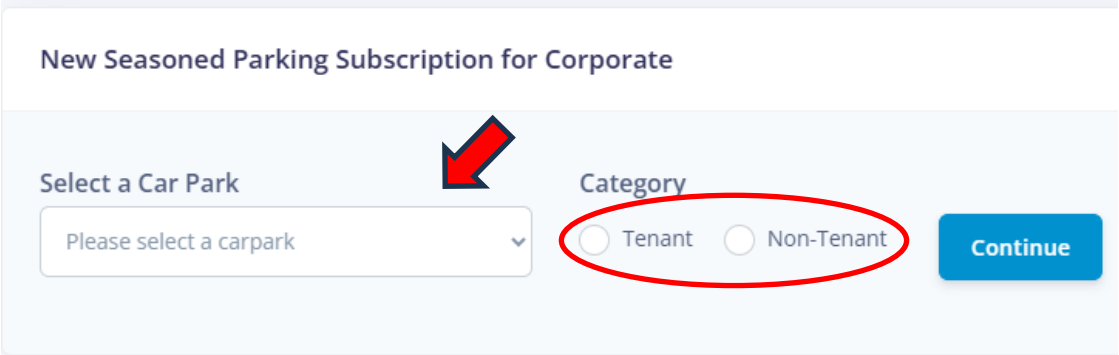
- Click **NEW PARKING SUBSCRIPTION**.



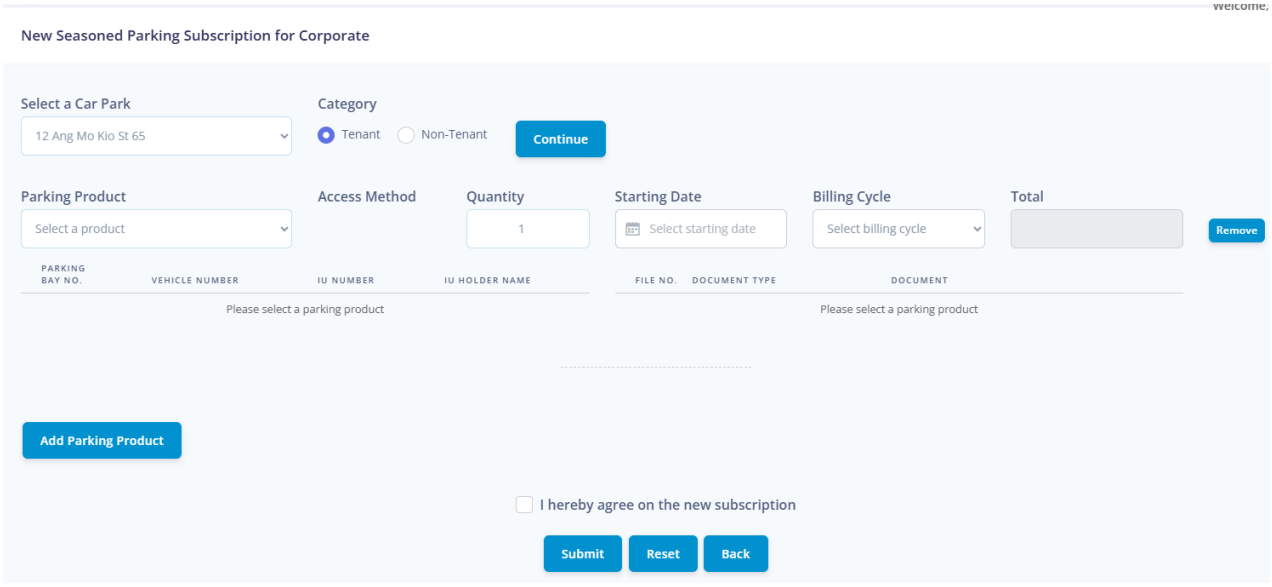
- Read and acknowledge the Terms & Condition.
- **Tick the box and Click NEXT.**

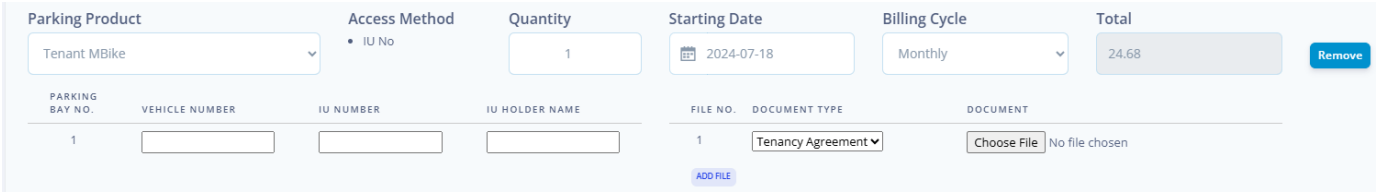


- From there, search the car park. Choose the category if tenant or non-tenant. And click “CONTINUE”.

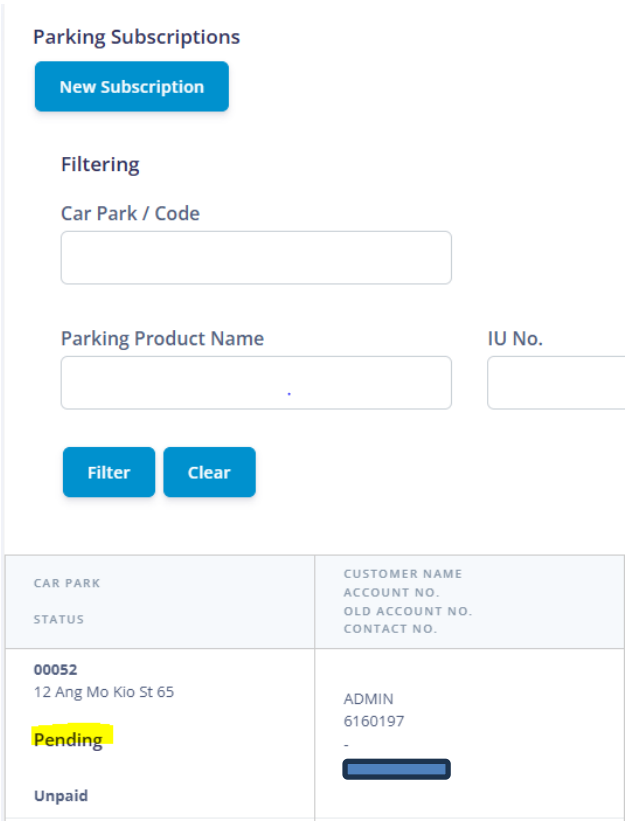


- After that –complete info will be shown.
  - Choose the Parking Product.
  - Key in the quantity (# of vehicles).
  - Starting date – require 2 days.
  - Choose your preferred billing cycle.
  - Attached required documents (vehicle log card, Tenancy agreement if needed).
  - Once completed -tick the “I hereby agree on the subscription”.
  - And click Submit.



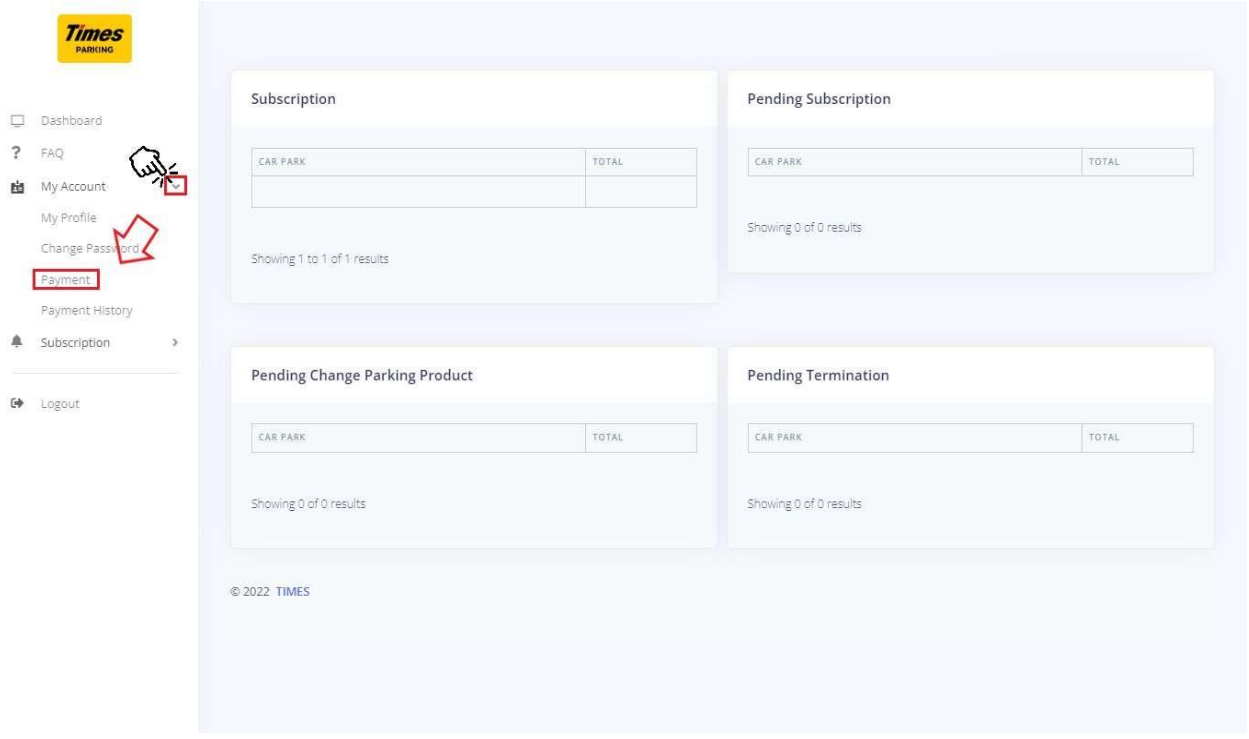


- It will show Pending and wait for the approval.

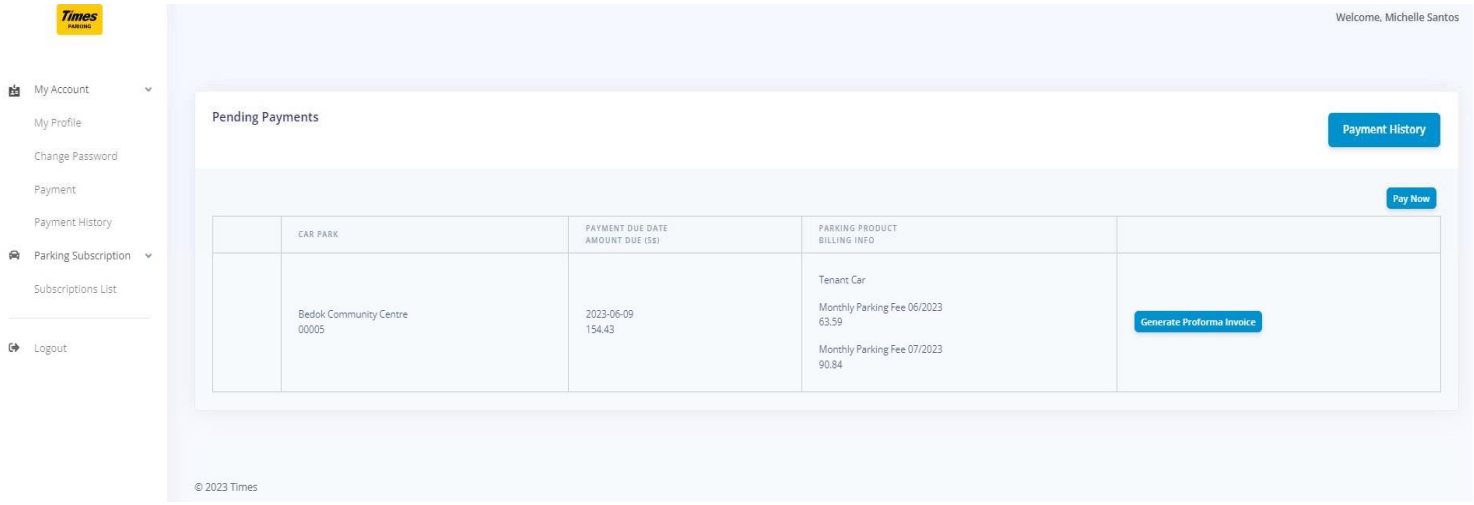


5. MAKING A PAYMENT AFTER SUBSCRIPTION IS APPROVED/ RENEWAL PAYMENT.

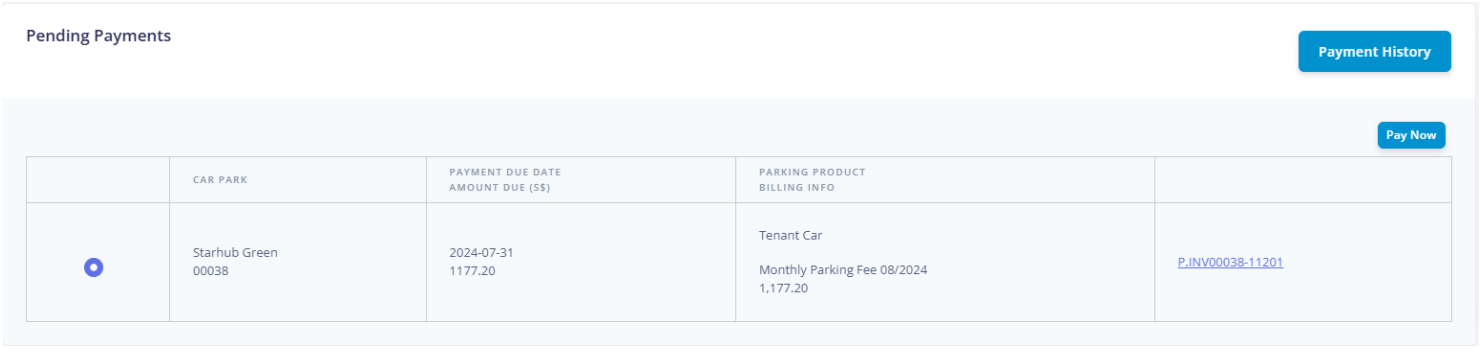
1. Go to “My Account” and click on “Payment”.

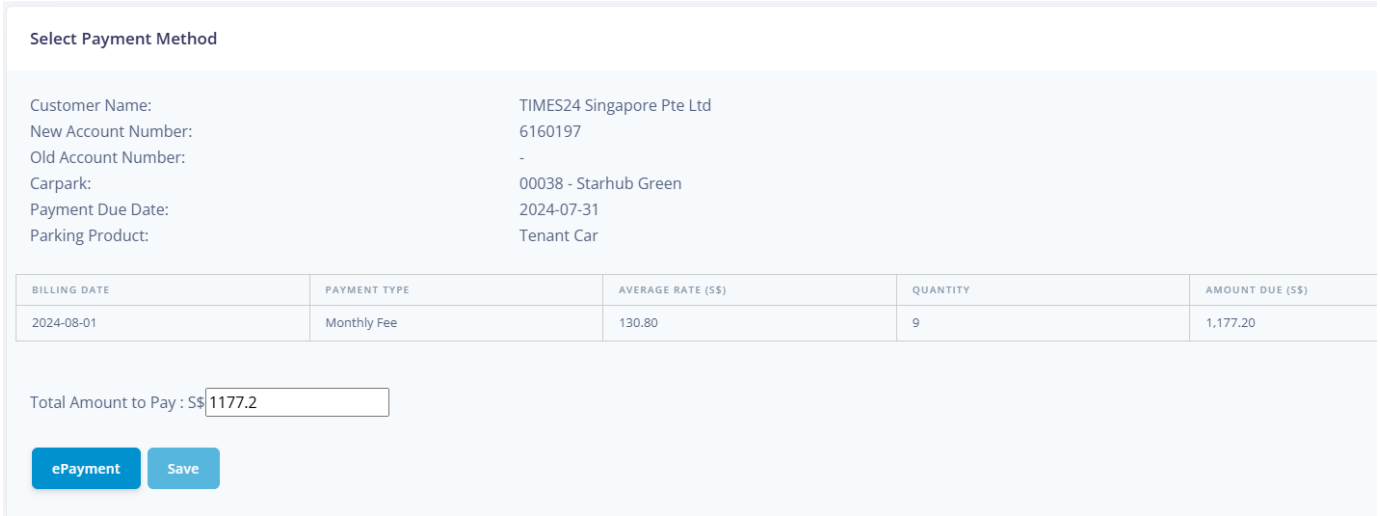


2. Generate the Performa Invoice first.



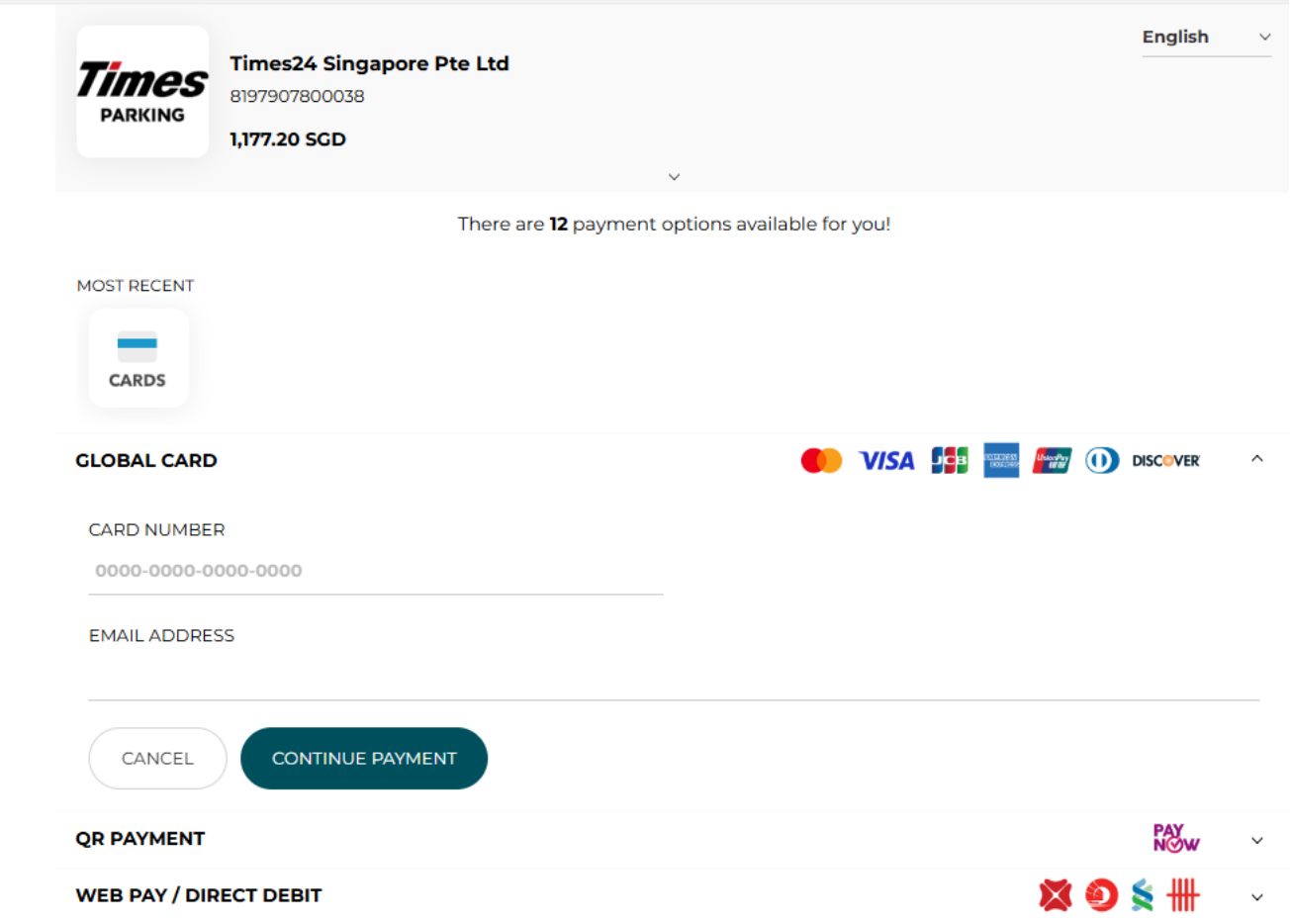
3. Then tick the circle button on the right side and click the “Paynow” button after.





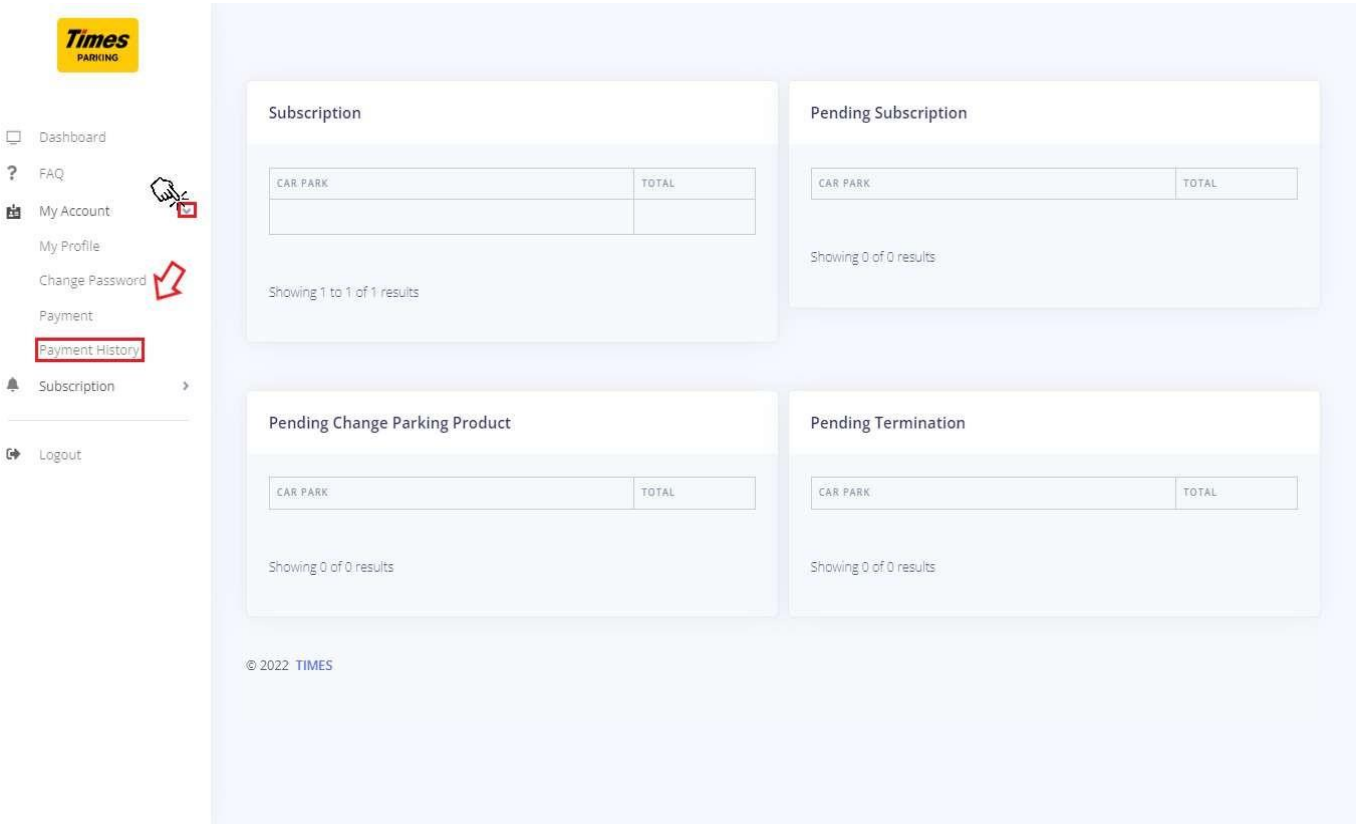
4. Next, click the “ePayment”. It will direct you to **2C2P**.
   - Choose the preferred payment option and follow the instructions accordingly.

   ➢ **Note that some payment options are not yet available hence they are temporarily disabled.**



6. VIEWING PAYMENT HISTORY

1. Go to “My Account” and click on “Payment History”

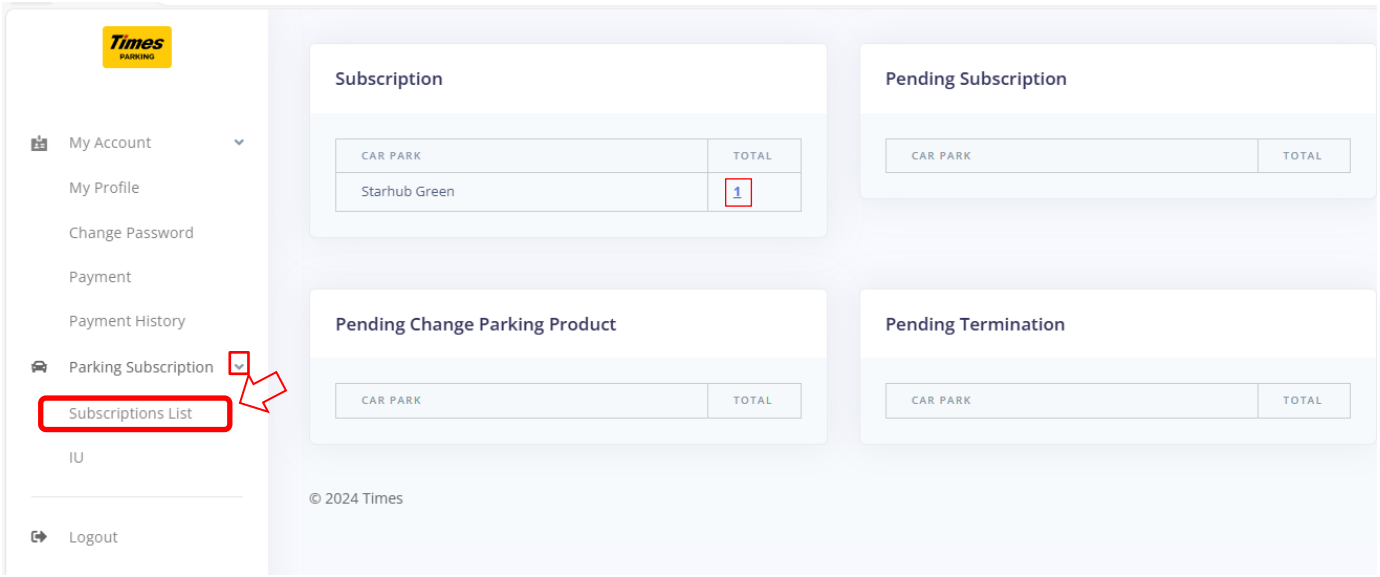


2. Record will be shown and you will be able to download the invoice and receipts.

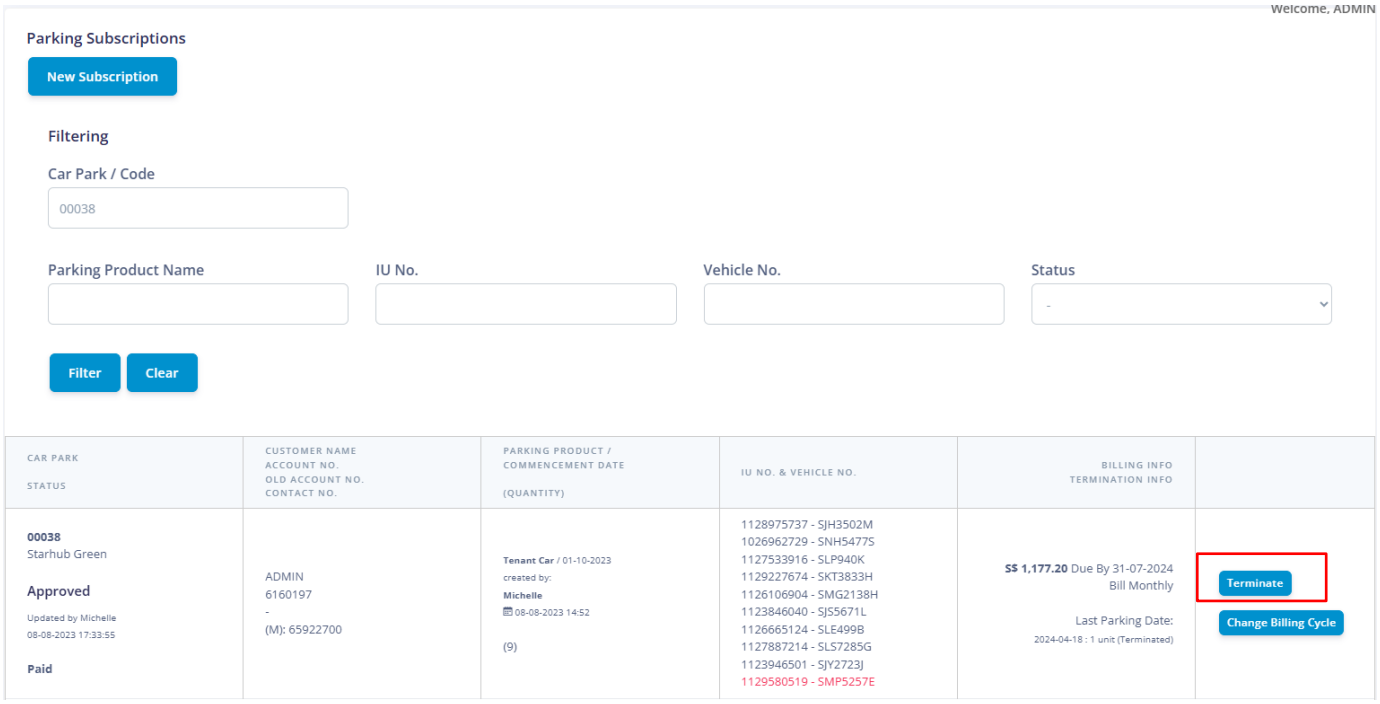
CAR PARK	PARKING PRODUCT SUBSCRIPTION ID STARTING DATE	PAYMENT DATE AMOUNT PAID (S$) RECEIPT NO.	BILLING MONTH / YEAR / PAYMENT TYPE PROFORMA INVOICE NO. INVOICE NO. / DEBIT NO. / AMOUNT (S$)
Starhub Green 00038	Tenant Car 92713468 2023-10-01	2023-09-11 **1296.00** OR00038-10075	Oct / 2023 / Monthly Fee P.INV00038-10109 INV00038-100083 / 1296.00
Starhub Green 00038	Tenant Car 92713468 2023-10-01	2023-10-23 **1296.00** OR00038-10175	Nov / 2023 / Monthly Fee P.INV00038-10244 INV00038-100219 / 1296.00

7. HOW TO SUBMIT TERMINATION

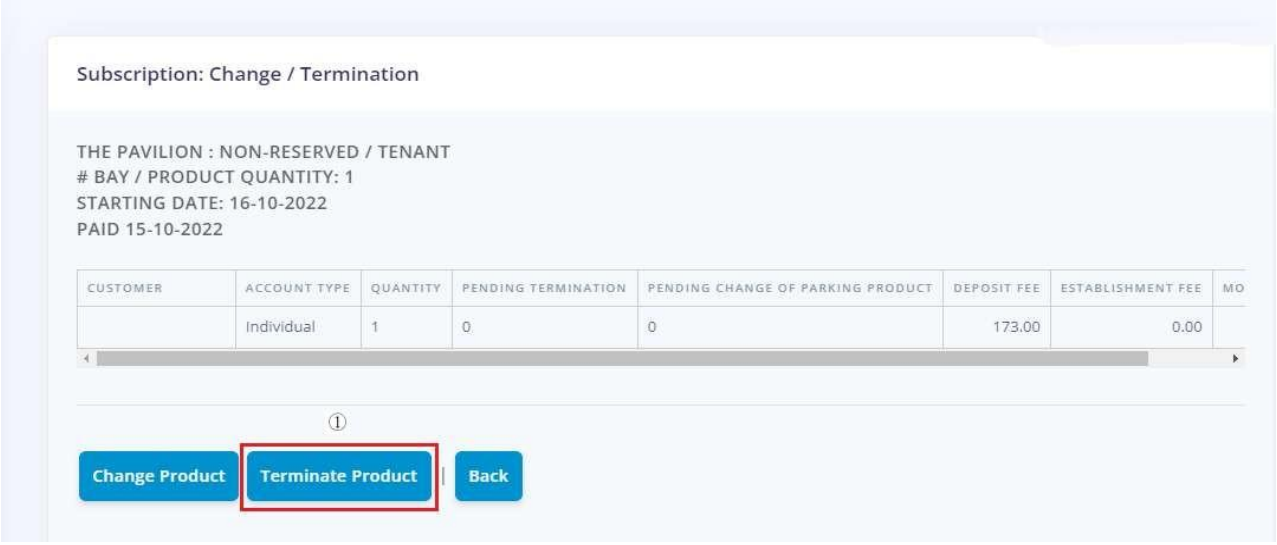
1. a. To apply termination, click on ① / click on the dropdown of "Parking Subscription" and "②Subscription List"



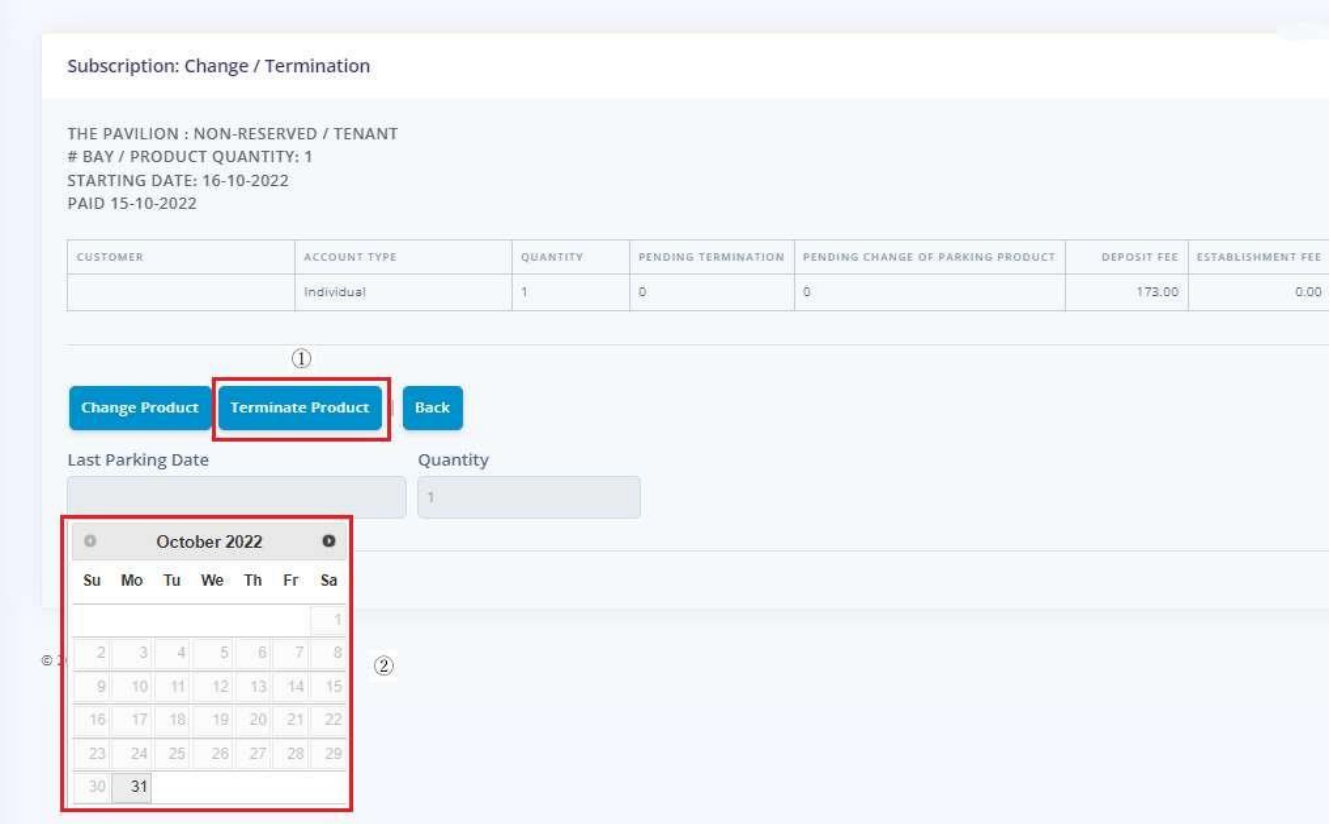
2. After entering the parking subscription page, click on "Change / Terminate"



3. After entering the Subscription: Change/Termination page, click on "①Terminate Product".



4. After clicking on "①Terminate Product", please choose the "②Last Parking Date"
   - ➢ Important Notice: Termination notice is 1 month.

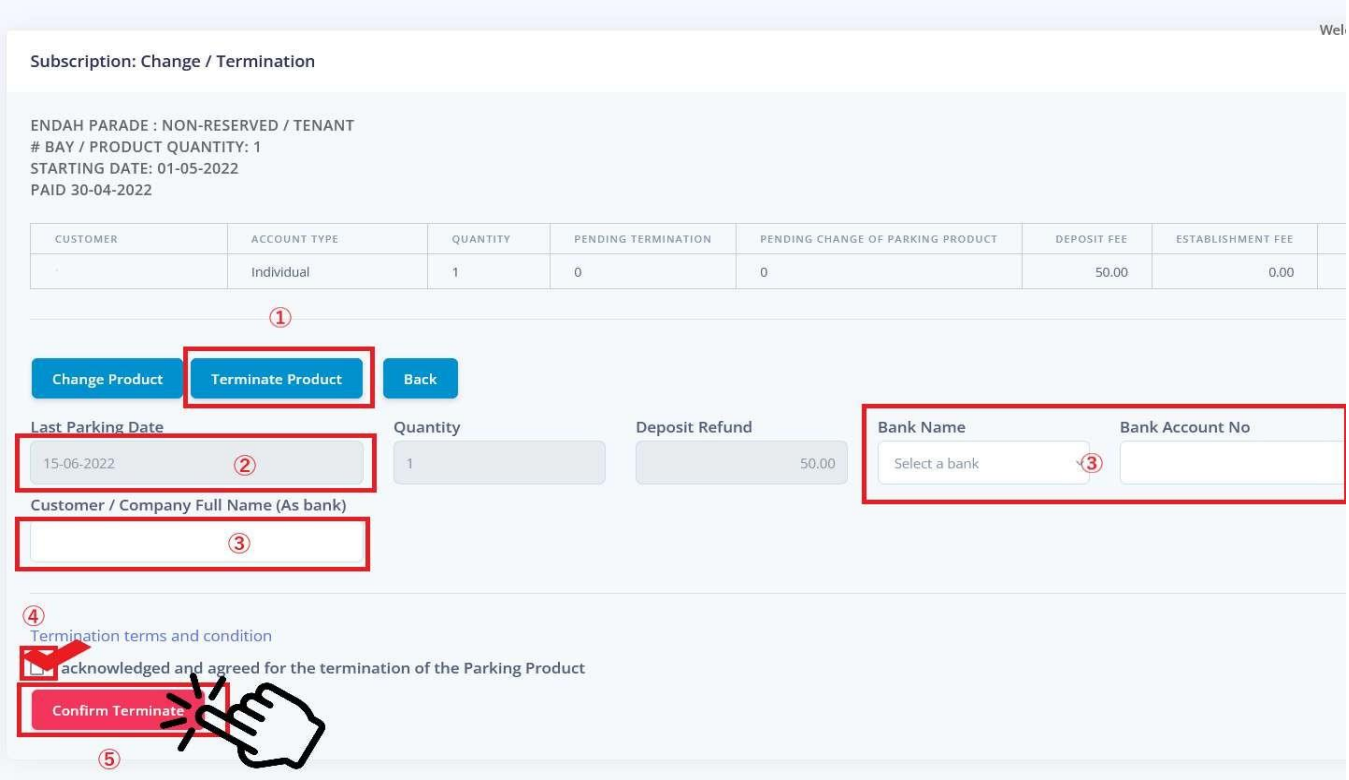


5. After clicking on the "②Last Parking Date". System will calculate if there's any refund to be made.

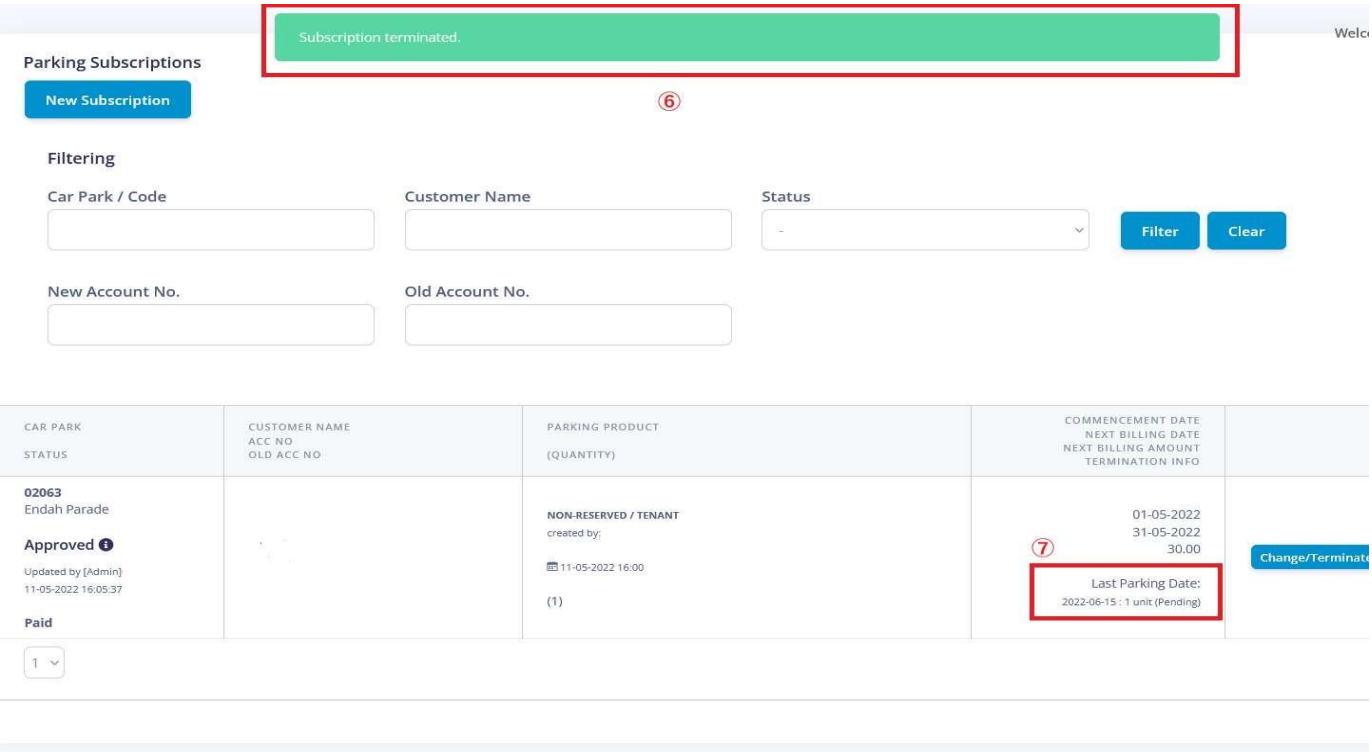
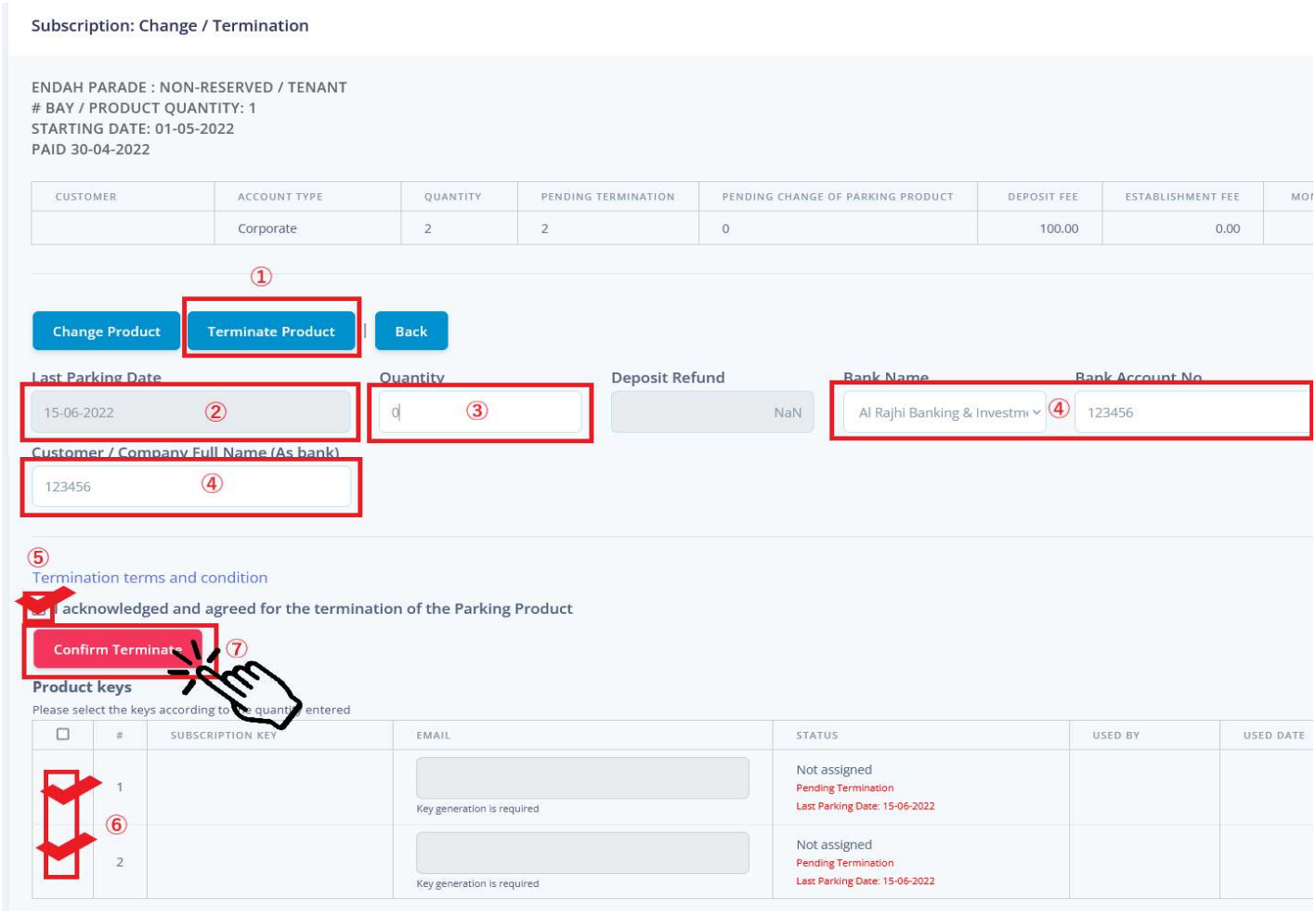
   If there is please key in "③Bank Name, Bank Account No, Customer / Company Full Name (As bank)" then click on "④I acknowledged and agreed for the termination of the Parking Product" and "⑤Confirm Termination"

- Please ignore the Deposit Fee as we currently don't collect any.

*For corporate account, please refer from (#7)



6. After clicking on "⑤Confirm Termination", "⑥Subscription Terminated" and "⑦Last Parking Date" will be shown:



7. For corporate account, after clicking on the "②Last Parking Date", please key in "③Quantity" and "④Bank Name, Bank Account No, Customer / Company Ful Name (As bank)" then click on "⑤I acknowledged and agreed for the termination of the Parking Product". Before click on "⑦Confirm Termination", please make sure you tick the column of