

## STEP 1 – Select the location

- Visit the website [www.eletters.gov.sg](http://www.eletters.gov.sg) using your browser



**Announcement**

Currently there are no new announcements

**Sign in**

Username

Password

**Log In**

**Login with SingPass**

[Forgot Password](#)

[Create New Account](#)

## STEP 2 – Register user account

- To register, click “Create New Account”
- Fill in the necessary information to register your account



**Announcement**

Currently there are no new announcements

**Sign in**

Username

Password

**Log In**

**Login with SingPass**

[Forgot Password](#)

[Create New Account](#)

## STEP 3 – Confirm account registration

- The message “Your account has been successfully registered” would be displayed upon successful registration
- Click “Ok”
- Your Login ID is your NRIC/ FIN / Passport Number

Your account has been successfully registered. ✕

**OK**

**Inmate ID**

Inmate ID ex: L012345678

**Next**

**Contacts**

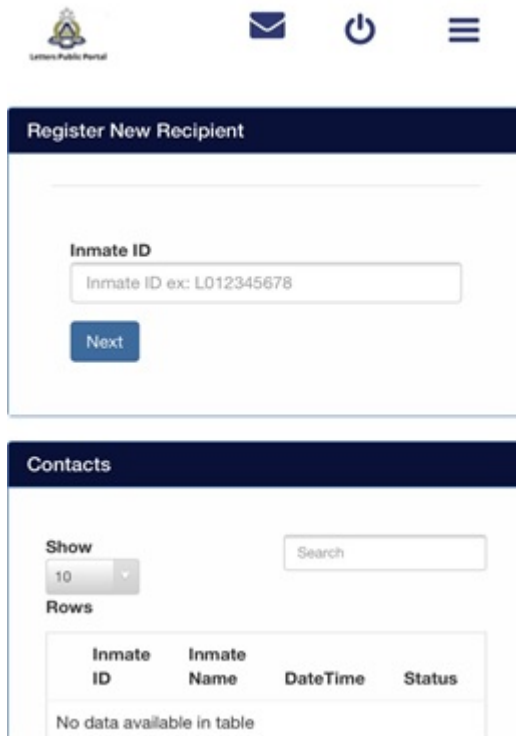
Show 10 Search

**Rows**

| Inmate ID                  | Inmate Name | DateTime | Status |
|----------------------------|-------------|----------|--------|
| No data available in table |             |          |        |

## STEP 4 – Register new contact

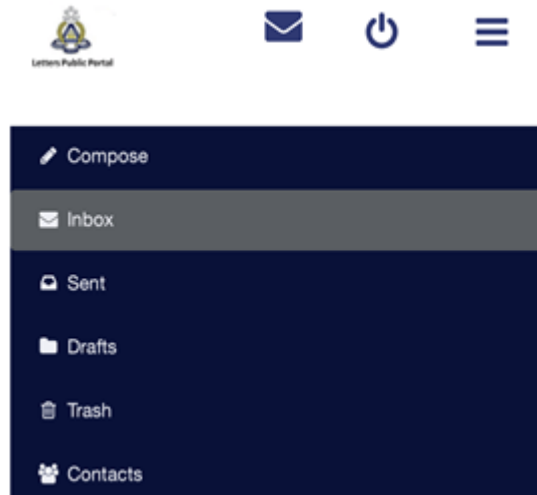
- Click “Contacts” and enter the Inmate’s number in the “Inmate ID” field
- Click “Next” upon verification
- State your relationship with the inmate
- Click “Submit”
- Click “Ok”



The image shows two screenshots from the Letters Public Portal. The top screenshot is the 'Register New Recipient' form, which has a dark blue header. It contains an 'Inmate ID' input field with a placeholder 'Inmate ID ex: L012345678' and a blue 'Next' button below it. The bottom screenshot is the 'Contacts' page, also with a dark blue header. It features a 'Show' dropdown menu set to '10', a search box, and a table with columns for 'Inmate ID', 'Inmate Name', 'DateTime', and 'Status'. The table is currently empty, displaying 'No data available in table'.

## STEP 5 – Using of e-Letters

- Please note that you may only send e-Letters to the inmate once he accepts your request and when the contact is registered in your contact list
- You would be able to access the other folders such as “*Sent*”, “*Drafts*” and “*Trash*” by clicking on the top right icon
- Click “Compose” to start writing an e-Letter



# e-Letters

A guide to registering and using e-Letters on mobile platforms