





Scan the QR code below to learn more about Transact Online competency:





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Introduction

The Digital Skills for Life (DSL) guide is a collection of booklets that is designed to help you learn essential digital skills for daily living. It offers step-by-step instructions and quick tips that empowers you to navigate the digital landscape confidently and safely.

It is designed for anyone who wants to pick up essential digital skills for daily living.

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

Learning Outcomes:

This guidebook focuses on the 'Transact Online' competency, where you will learn:

- The common online shopping apps, their icons and identify them using their logos.
- The common features (UI) and common steps (UX) to purchase items online and manage its settings on different online shopping apps.
- Useful cybersecurity tips to stay safe online.

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

Cyber Security Tips

To stay safe while shopping online, 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.

Understanding Common Online Shopping Apps

About Online Shopping Apps	Page 6
The Common Features found across Online Shopping Apps	Page 7

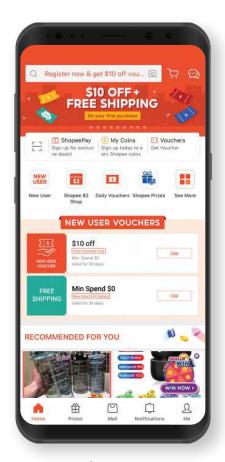
About Online Shopping Apps

Online shopping apps serve as one-stop platforms, allowing you to purchase items using e-payment and arrange for doorstep delivery.

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 networkor 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).

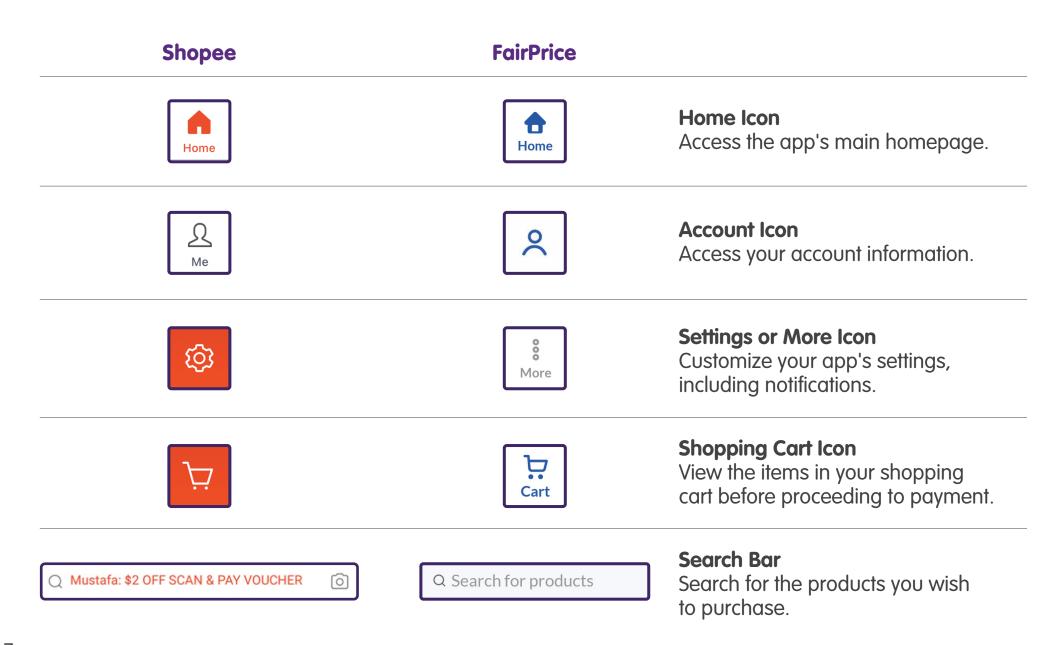




Shopee

FairPrice

Common Features Across Online Shopping Apps



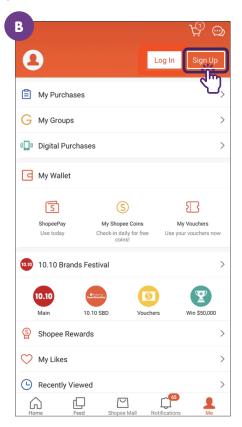
Navigating Common Steps to Use Online Shopping Apps

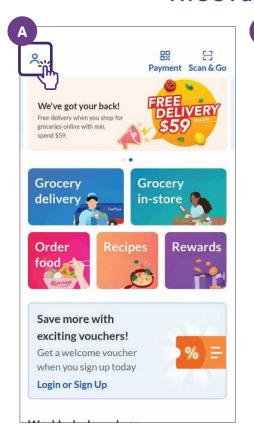
How to Set up an Account	Page 9
How to Search, Cart and Check out Items	Page 10
How to Select Payment Method and Delivery Options	Page 13
How to Check your Transaction History	Page 14
How to Log out of your Account	Page 15

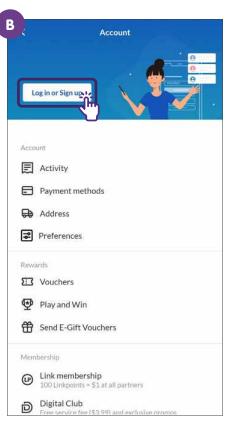
Common Steps to Log in or Sign up for an Account on Online Shopping Apps

Tap the "Account" icon, then select "Sign Up"/ "Log in or Sign up" to create an account.

Shopee Mustafa: \$2 OFF SCAN & PAY VOUCHER 0 10.10 **WELCOME TO SHOPEE** ShopeePay 15% Daily 15% Cashback Daily \$0.10 Sales \$0.01 Deals Near \$ BIG . 10.10 Vouchers 4 DAYS TO **NEW USER ZONE** EXCLUSIVE VOUCHER \$6 Off Prizes



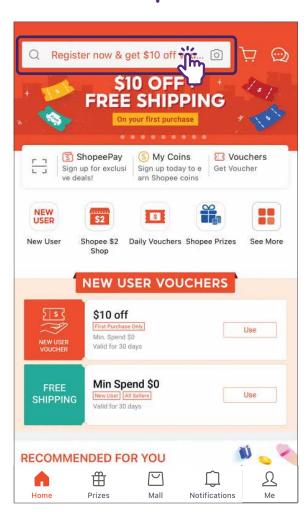


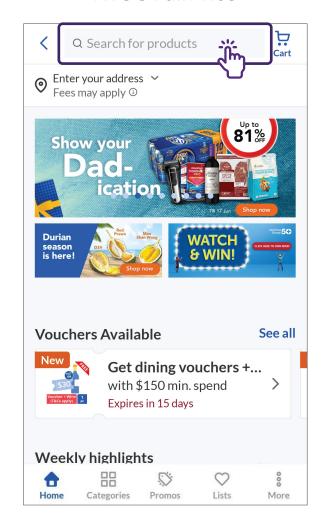


Common Steps to Search for a Product on Online Shopping Apps

Tap the search bar and enter the product you are searching for.

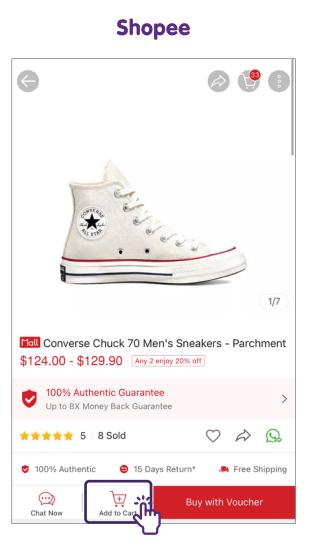
Shopee

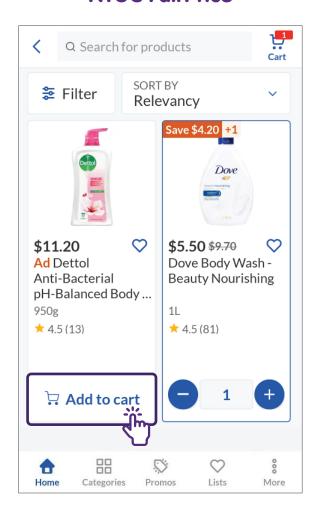




Common Steps to Cart a Product on Online Shopping Apps

Tap on an item you wish to purchase and add it to your cart.



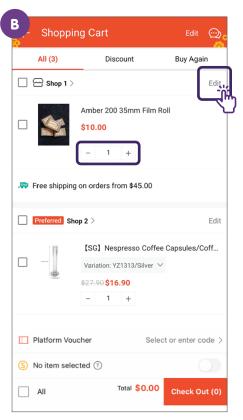


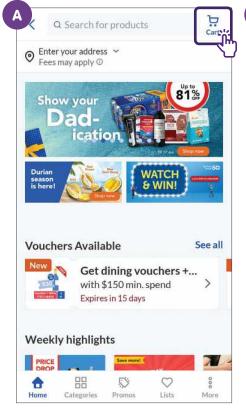
Common Steps to Edit Cart on Online Shopping Apps

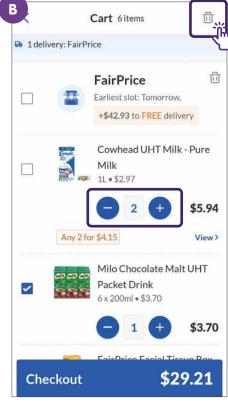
Tap on the "Cart" icon to review and edit your cart.

Shopee





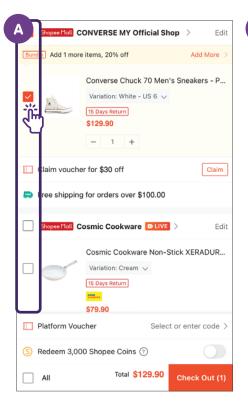


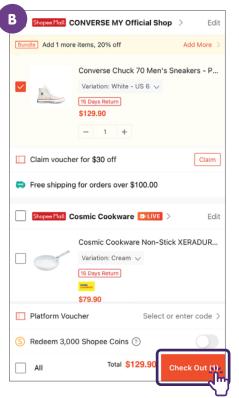


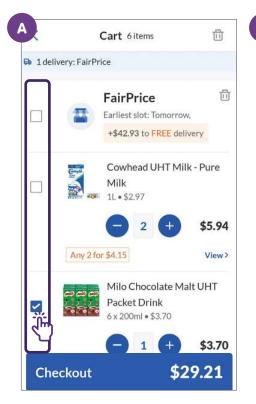
Common Steps to Check out Your Cart on Online Shopping Apps

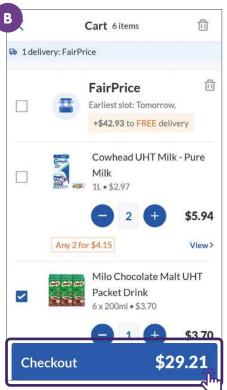
Choose the products you wish to purchase, then tap on "Check Out"/ "Checkout".

Shopee



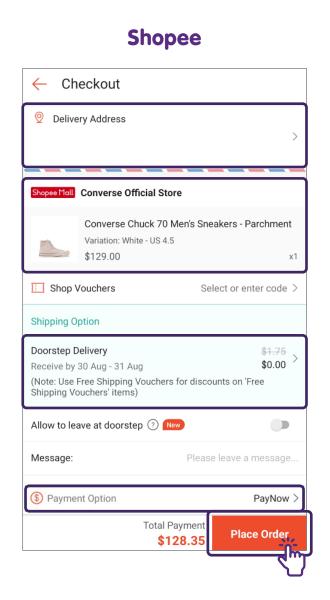


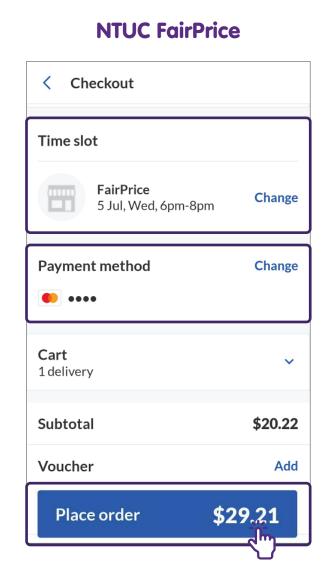




Common Steps to Make Payment on Online Shopping Apps

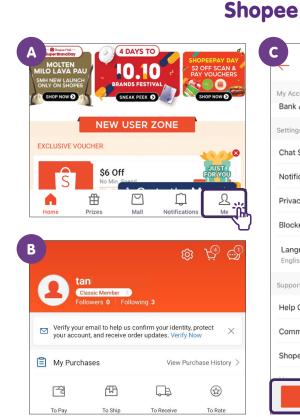
Review your selected products, delivery address, payment method, and delivery date/time before placing your order.

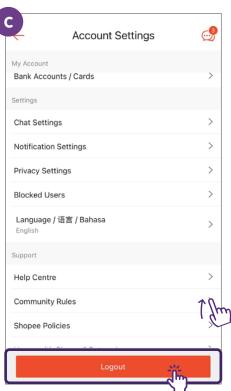


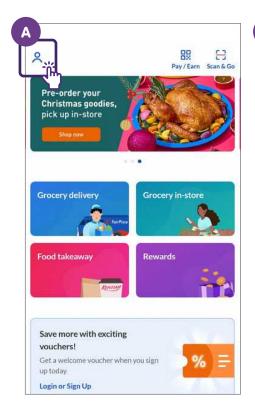


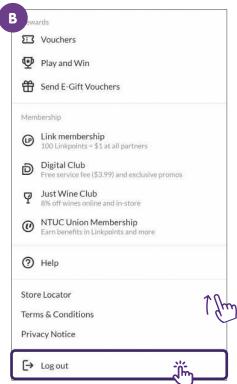
Common Steps to Log out of Online Shopping Apps

Access your account settings to log out.





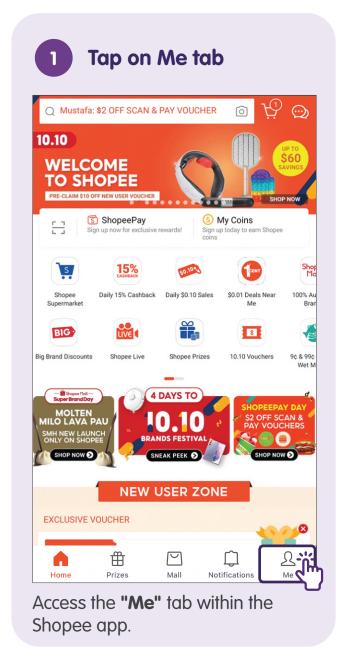


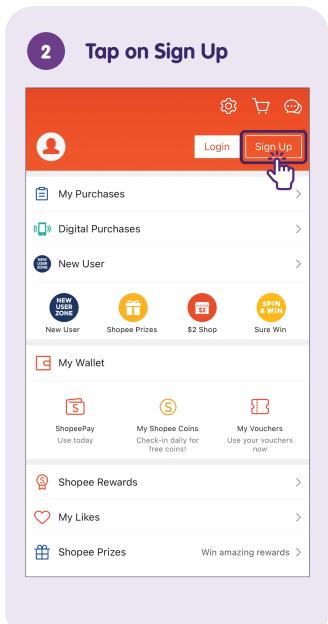


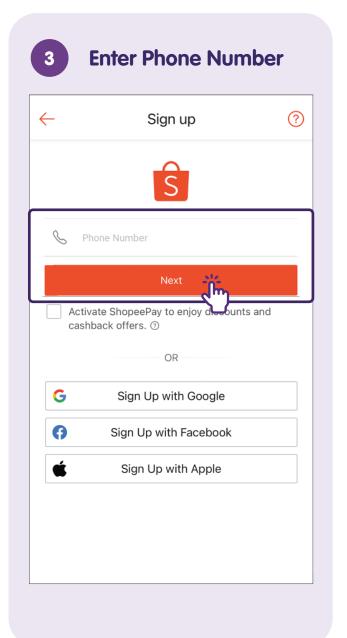
Step-by-step Guides to Use Online Shopping Apps

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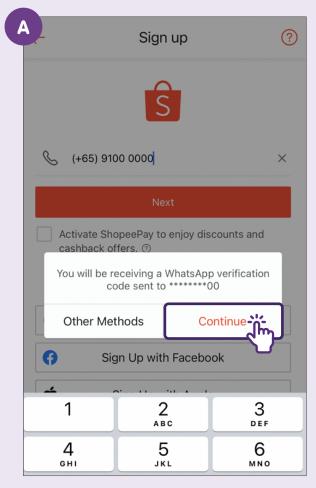
Set up a Shopee Account



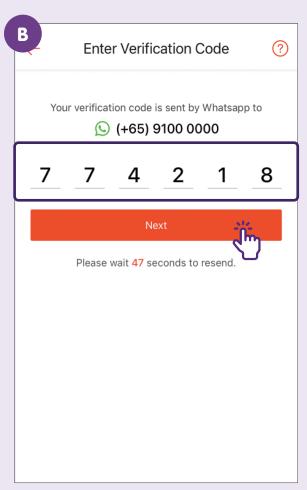




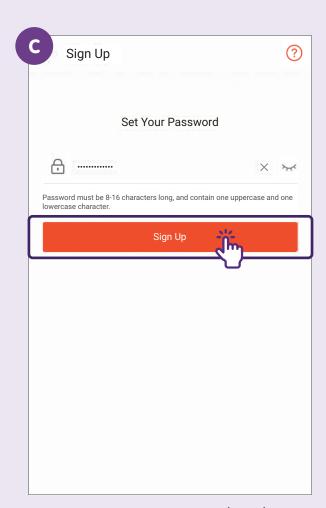
4 Verify Account with Verification Code



By selecting "Other Methods," you can verify your account either through a "Phone Call" or via "SMS".

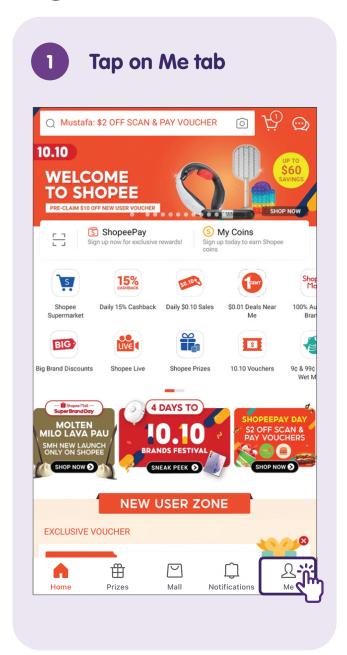


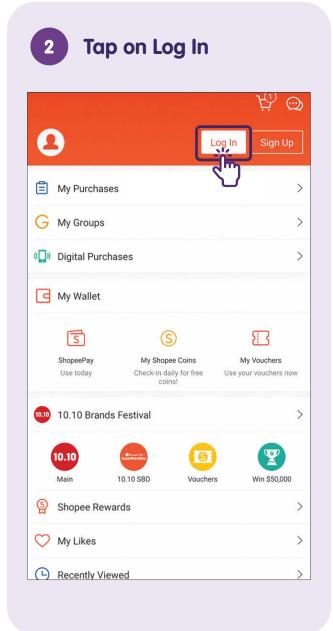
Enter the received verification code and then proceed by tapping on "Next."

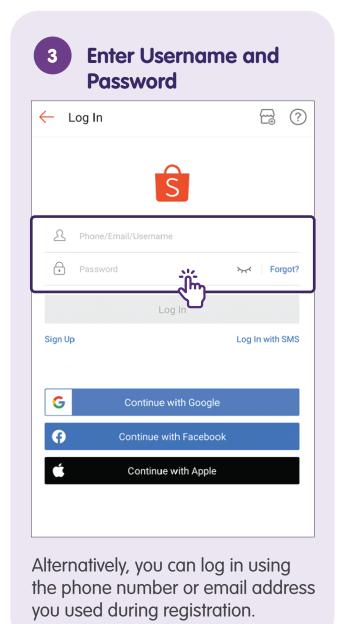


Create a strong password and proceed by tapping on "Sign up."

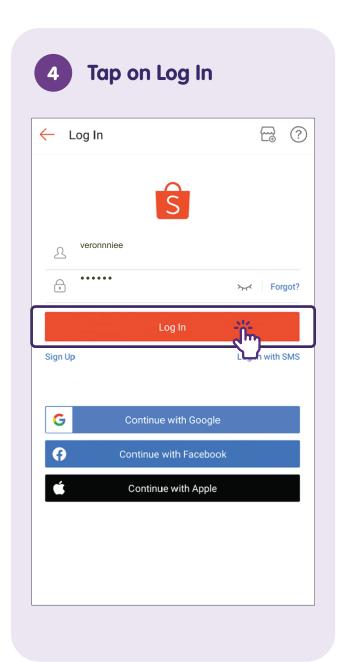
Log in - via Password



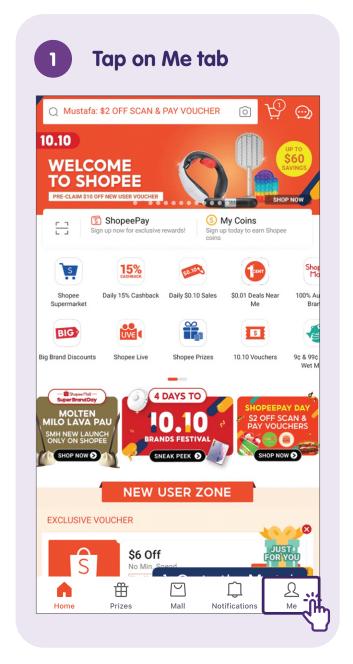


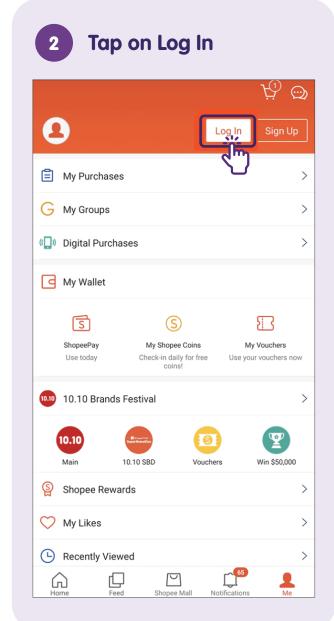


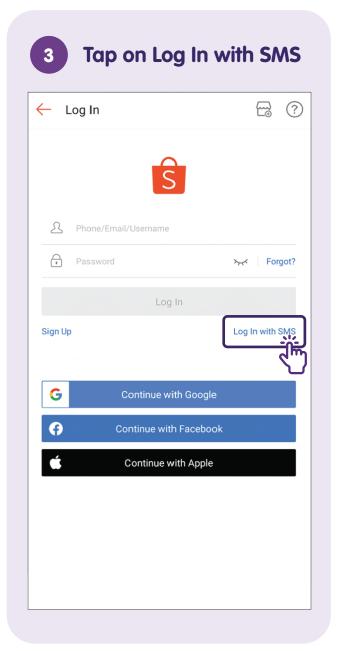
Notes

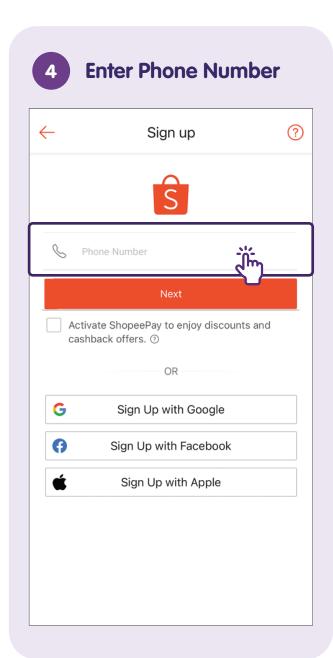


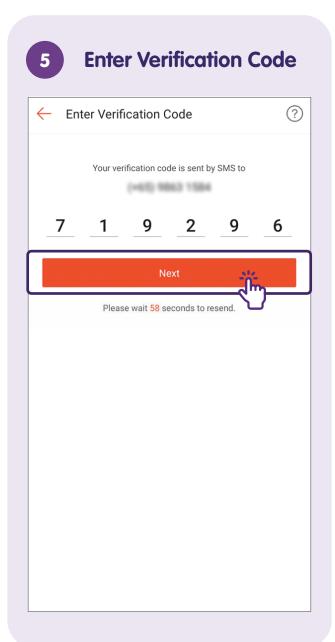
Log in - via SMS

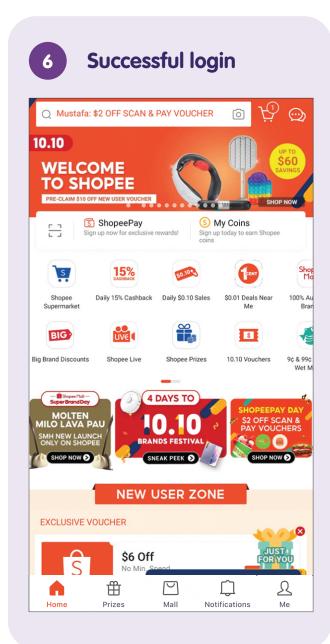




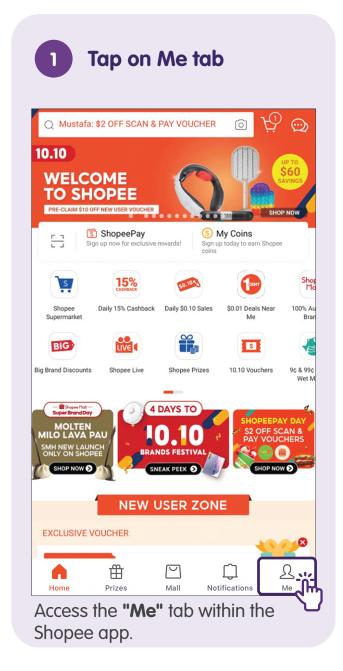


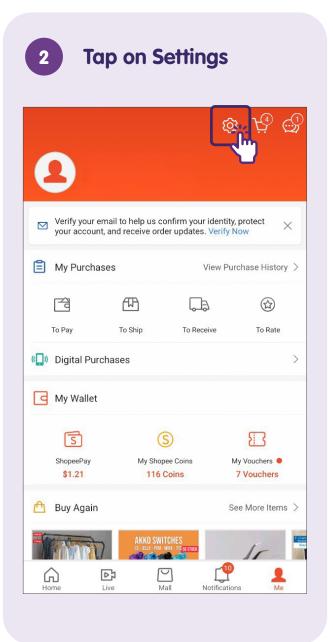


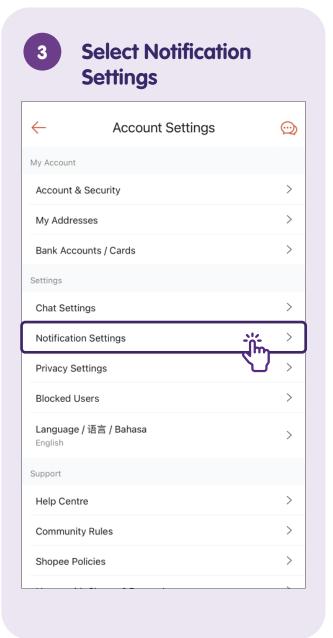


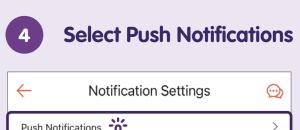


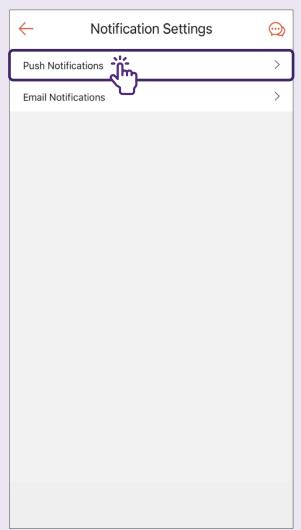
Manage Notifications



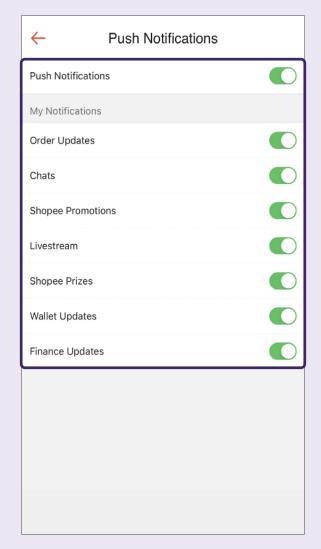






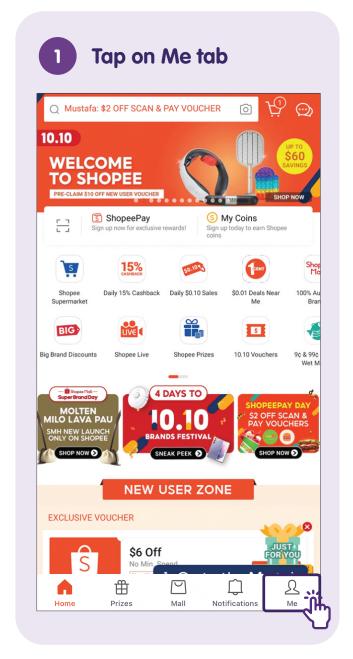


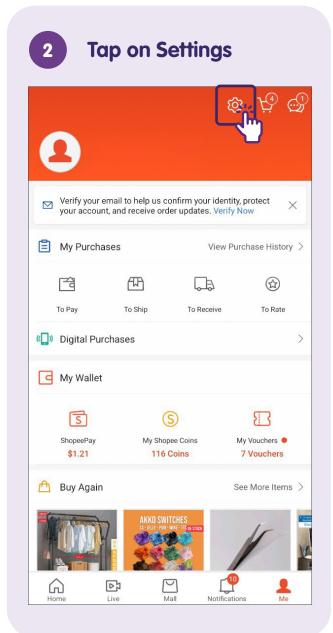
Customize Notifications Settings

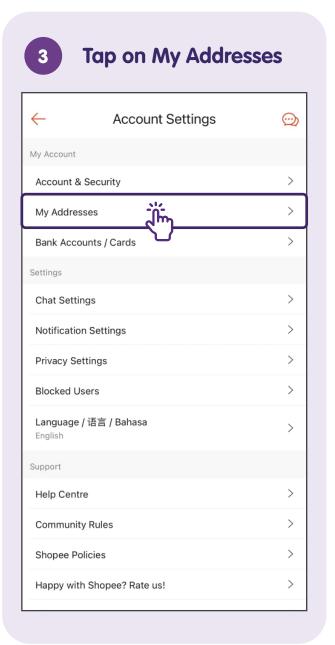


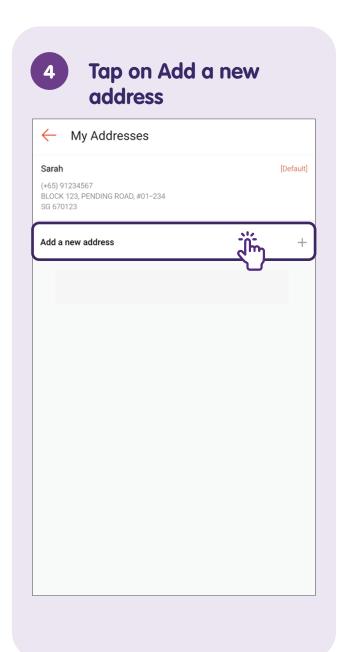
Use the toggles to turn "Push Notifications" on or off, customize "Notification Sound" and "Ringtone," and select the types of notifications you wish to receive.

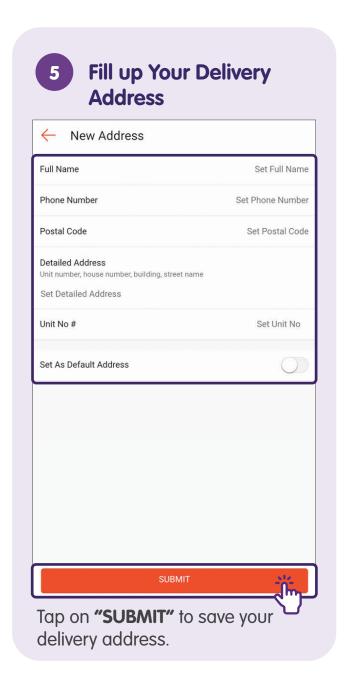
Add a Delivery Address



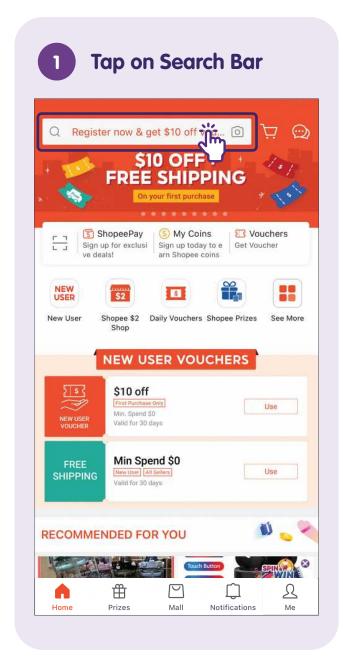


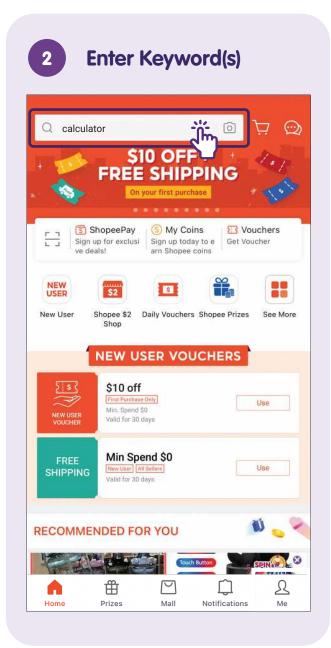


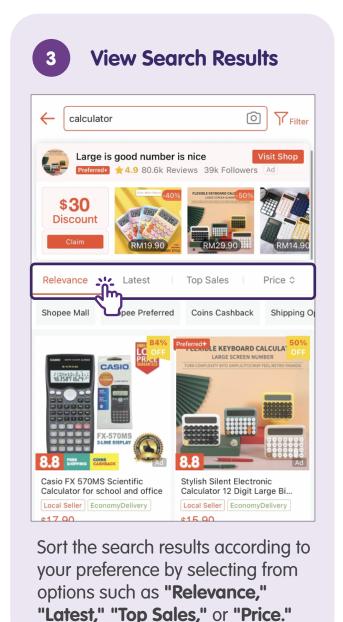




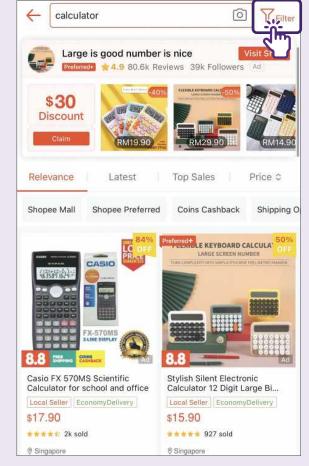
Search for Product - via Keyword Search





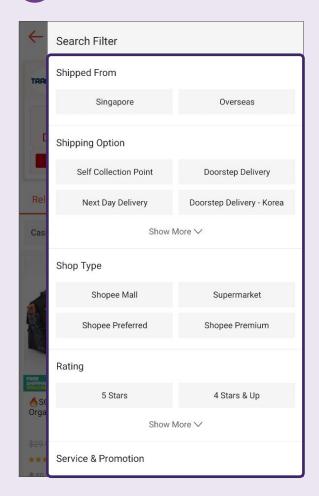






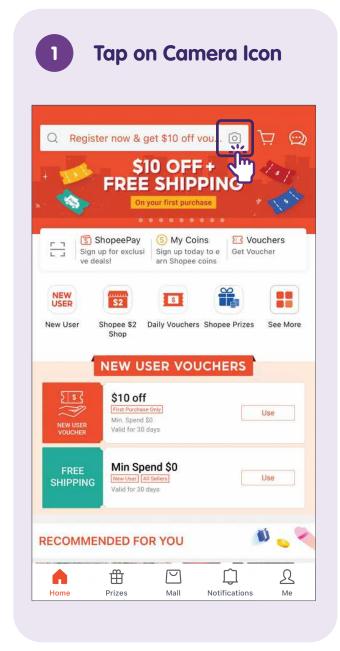
Refine your search by applying additional filters for more specific criteria.

5 Select Filter Options

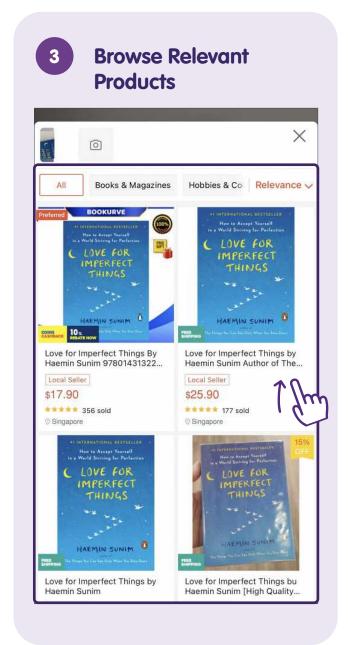


Choose the filters you prefer to refine your search results.

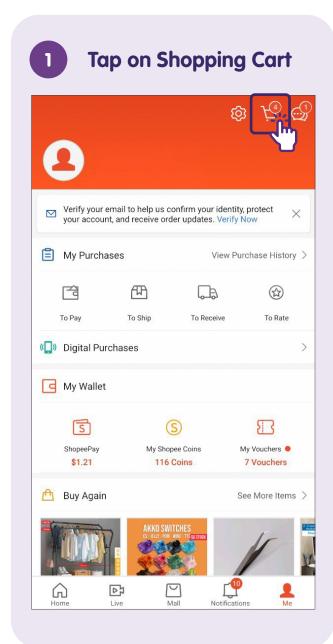
Search for Product - via Image Search

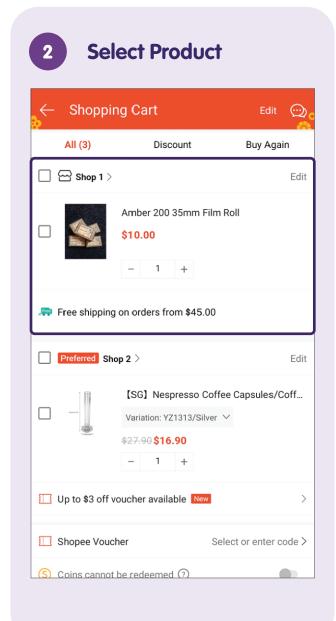


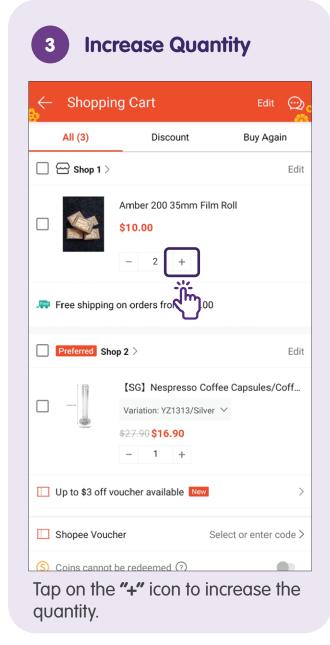
Take a Photo of the **Product** #1 INTERNATIONAL BESTSELLER How to Accept Yourself in a World Striving for Perfection



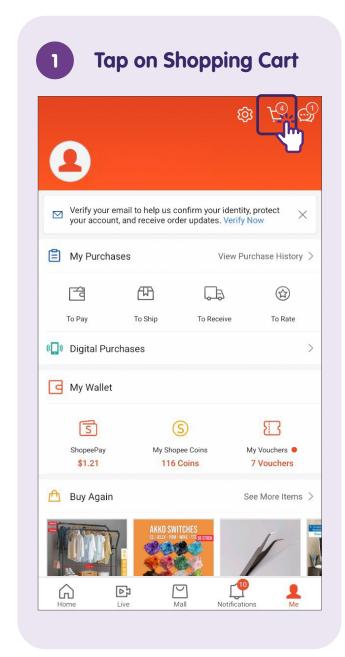
Edit Shopping Cart - by Increasing Product Quantity

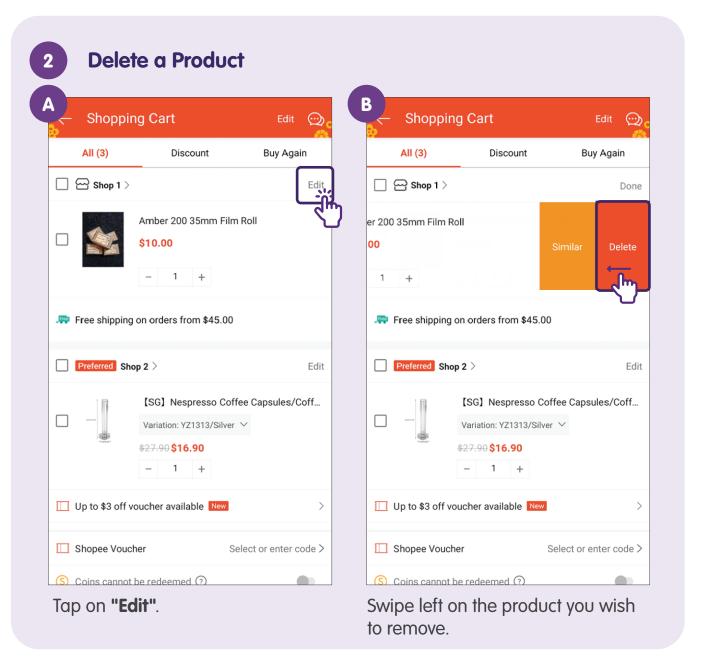






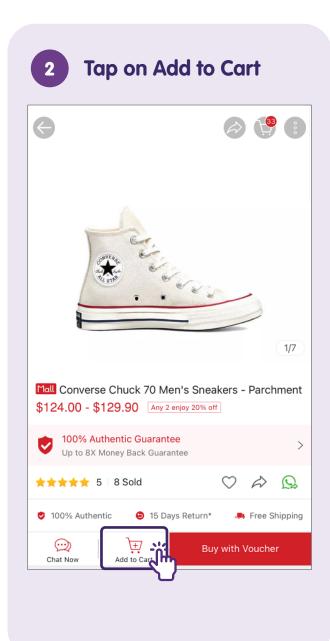
Edit Shopping Cart - by Removing Products from Shopping Cart

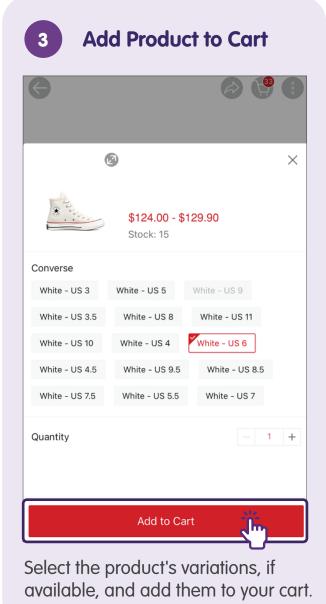




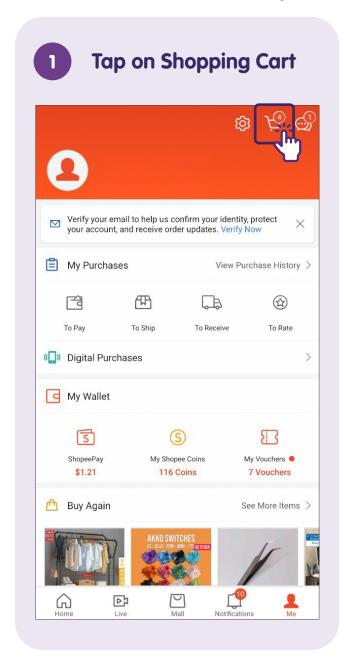
Place an Order

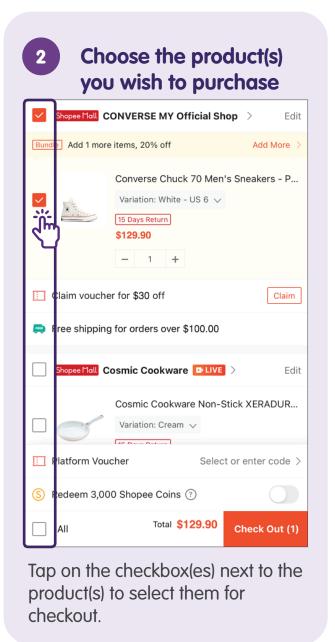
Search for Product Y Filter converse Top Sales Relevance CASHBACK Converse Chuck 70 Men's CONVERSE CHUCK TAYLOR Sneakers - Parchment ALL STAR 70S BLACK 162050... 15% oil Local Seller Local Seller COD \$129.00 \$130.90 **** 16 sold **** 8 sold 9 SG @ SG Converse Chuck Taylor All Star Converse Run Star Motion Canvas Platform Unisex... Ox Unisex Sneakers - Optical... Local Seller 15% off Local Seller \$99.00 \$150.90 **** 14 sold **** 15 sold

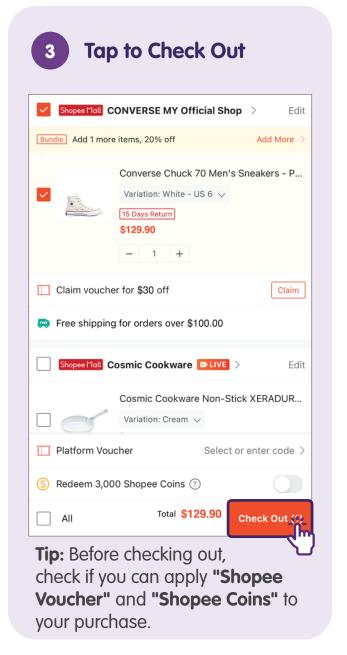




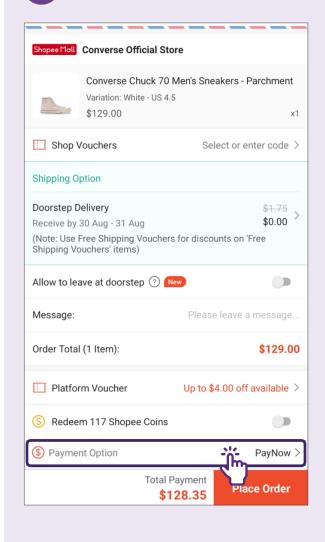
Place an Order by Checking out with PayNow

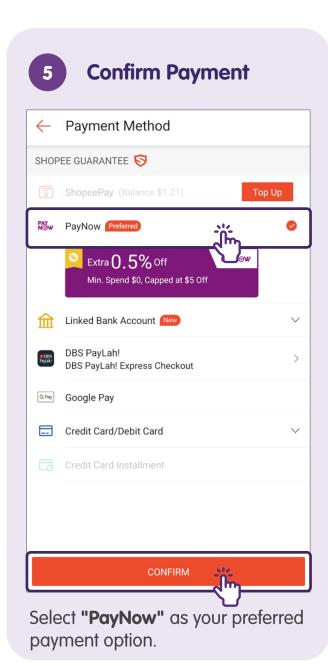


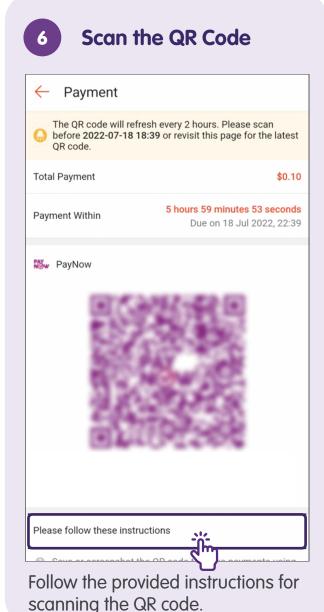




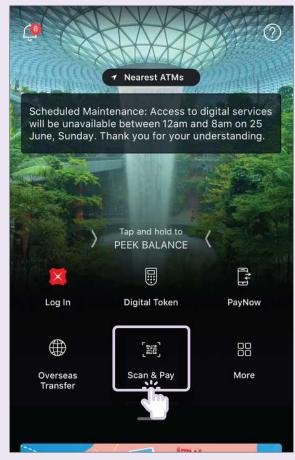
4 Tap on Payment Option



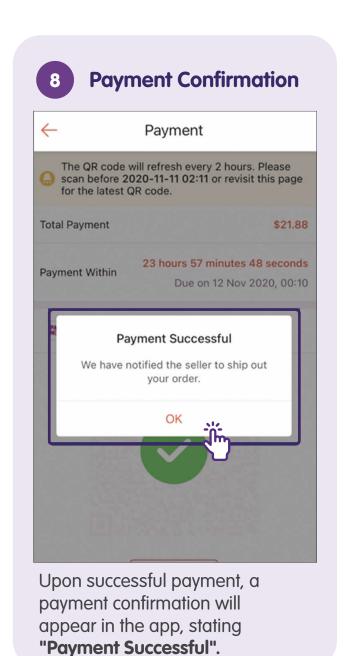




7 Upload the QR Code



Save or capture a screenshot of the QR code, then upload the QR code via PayNow on your preferred banking app.



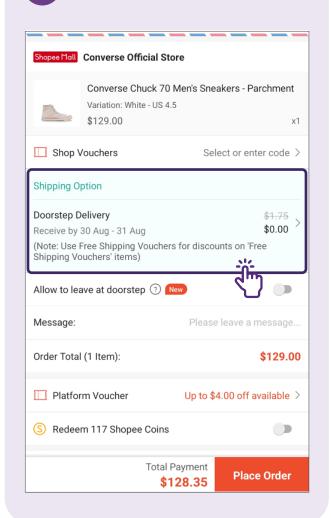
Opt for Self-collection at Pick Locker

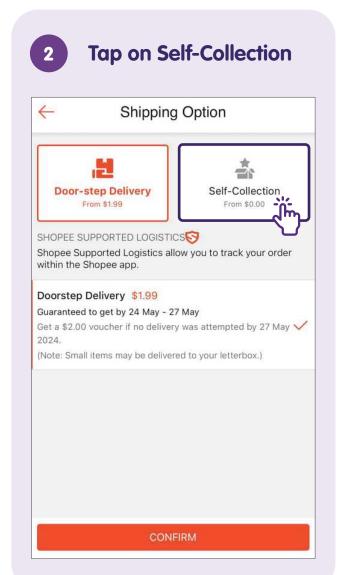
For added security when you are not at home, secure your parcels by delivering them to your nearest Pick Locker. You will receive an SMS or Email with a parcel collection pin when your parcel is delivered to your preferred Pick Locker. Simply retrieve your parcel with the PIN by the collection date and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

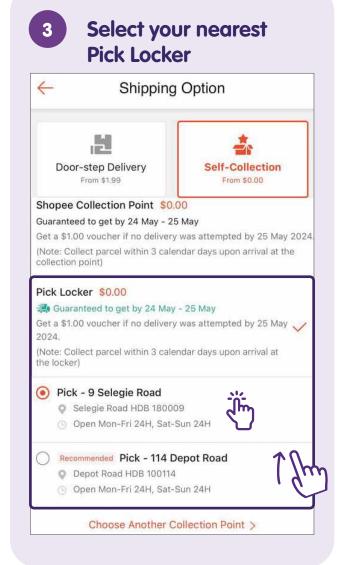
Scan this QR code to learn how to collect your parcel:



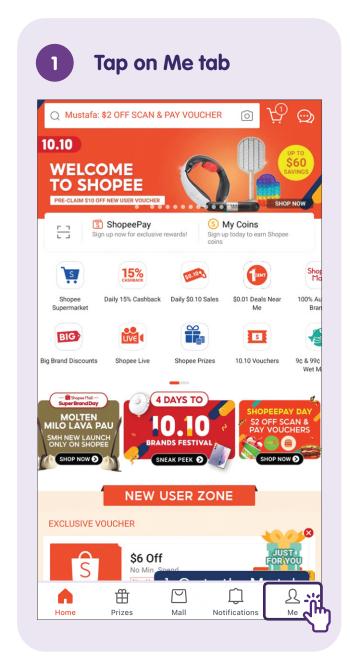
1 Select Shipping Option

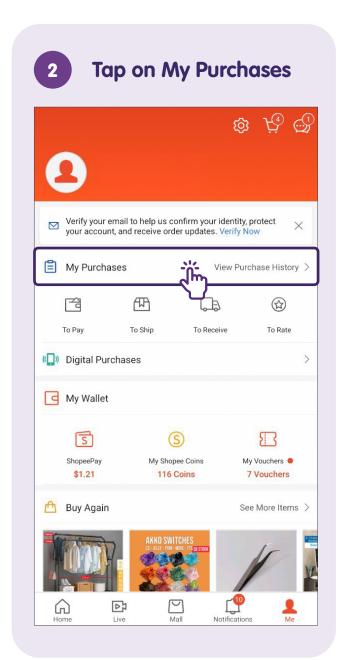




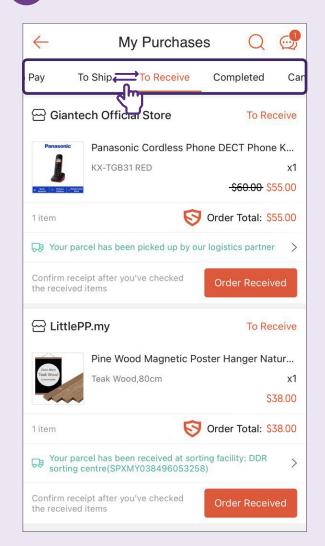


Monitor Transactions

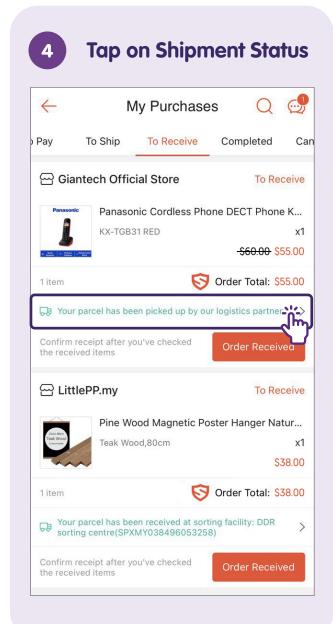




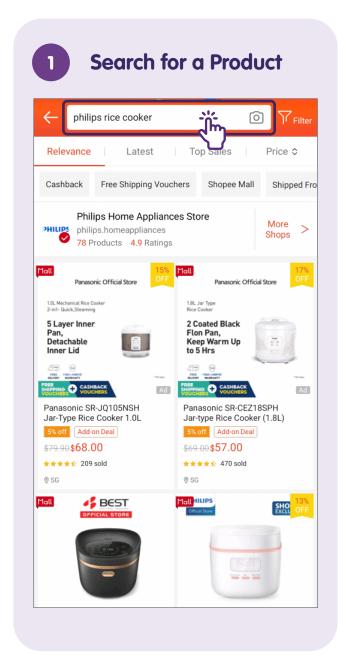
3 Filter Order by Status

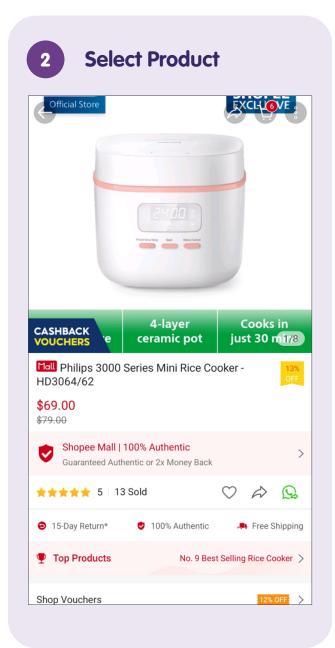


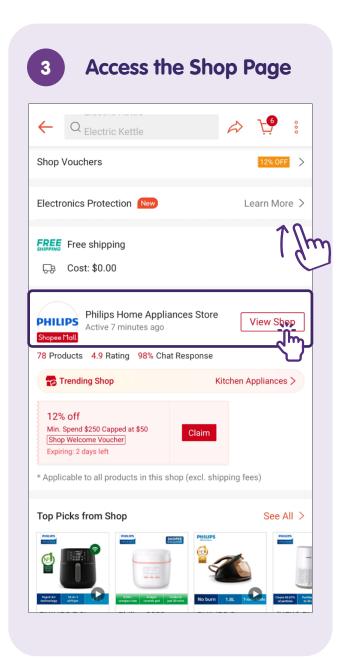
- "To Pay" All paid orders.
- "To Ship" All paid orders that have not yet been shipped by sellers.
- "To Receive" All orders that have been shipped.
- "Completed" All orders that have been delivered.
- "Cancelled" All orders that have been cancelled.
- "Return/Refund" All orders that have been returned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



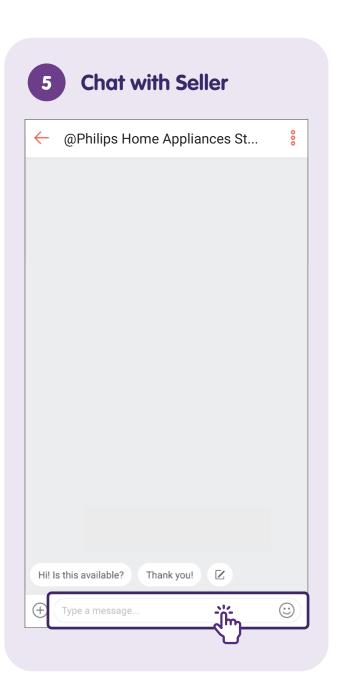
Interact with Sellers



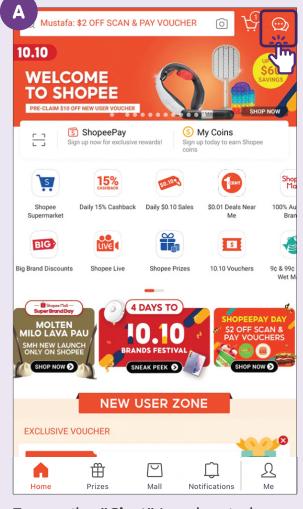




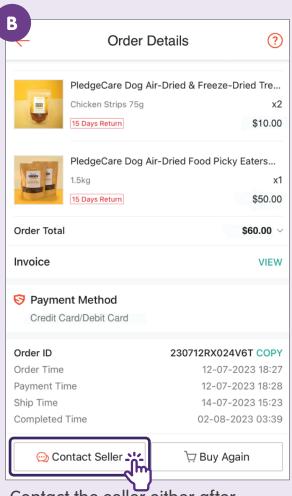






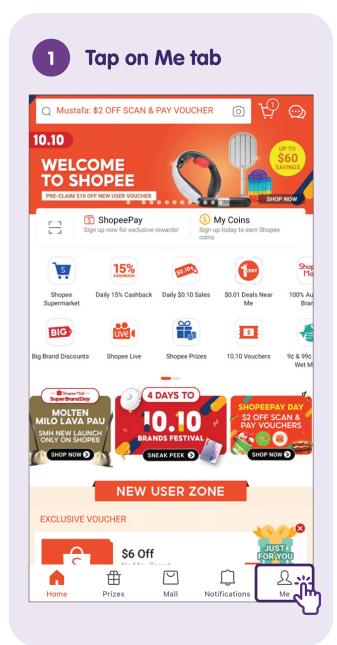


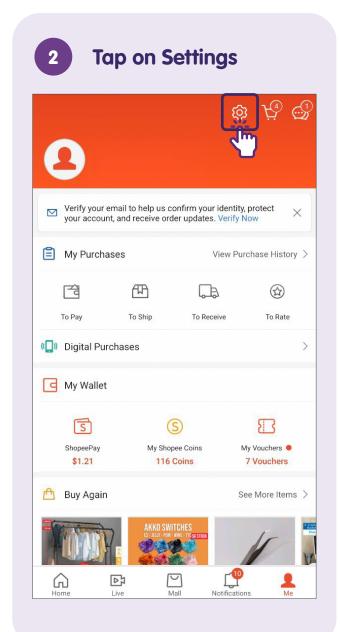
Tap on the **"Chat"** icon located on the homepage.

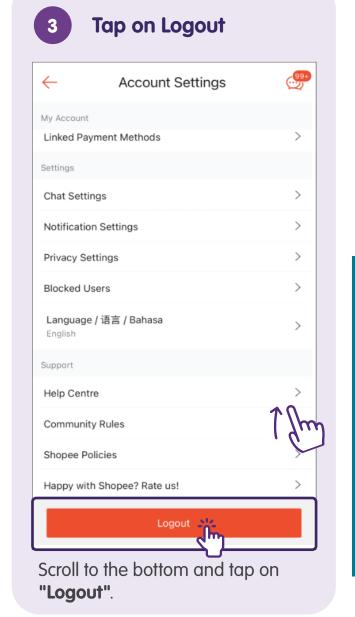


Contact the seller either after completing the payment process or by accessing your order history.

Log out of Account



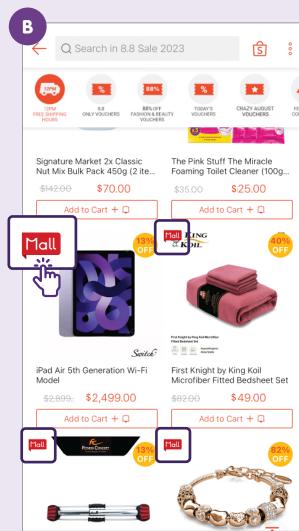




Product Authenticity Verification

Product Authenticity Label



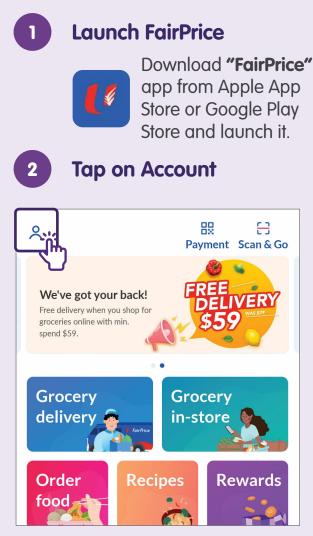


- A. To verify the authenticity of a product, check if it's listed under a "Mall" seller. "Mall" products are guaranteed to be 100% authentic because "Mall" sellers are verified sellers of their products
- B. Look out for the "Mall" label to determine if a product is from a Mall seller

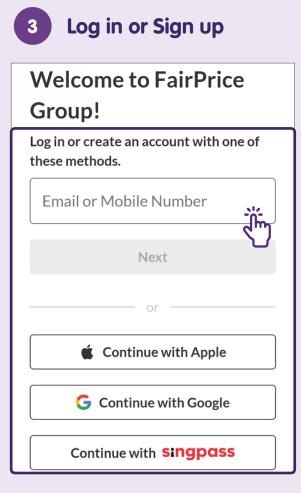
Step-by-step Guides to Use Online Shopping Apps

FairPrice Group App	Page 45
Shopee App	Page 17

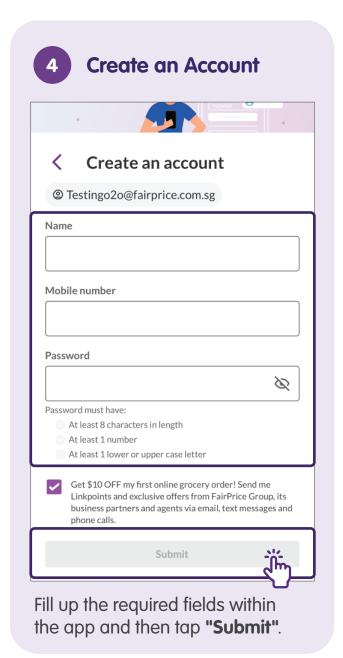
Set up an Account



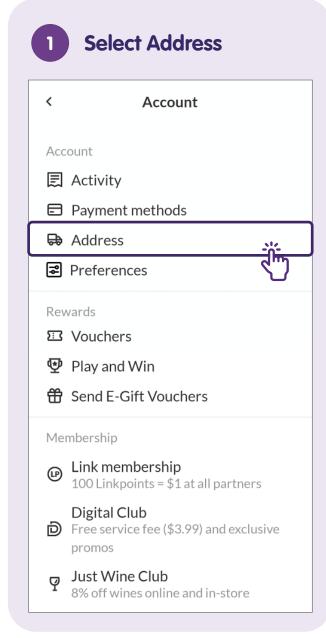
Tap on the icon located in the top left-hand corner, then select the "Log in or Sign up" button.

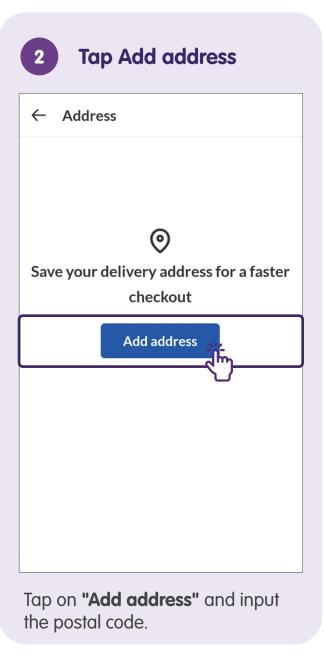


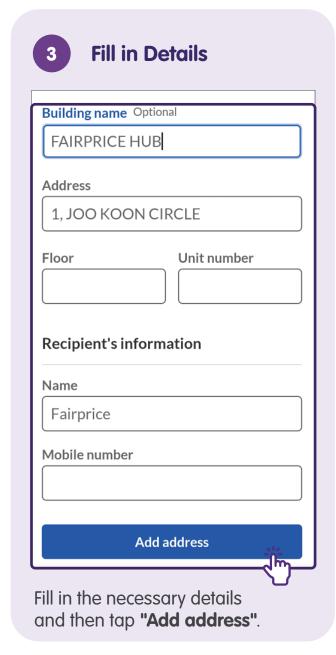
Enter your email address or mobile number and tap "Next".
Alternatively, you can create an account using Singpass, Apple, or Google accounts.



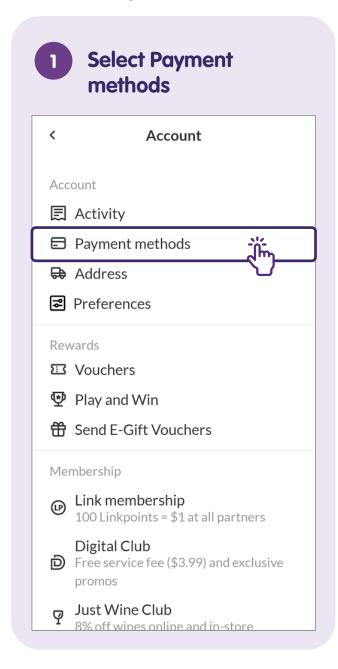
Add Address

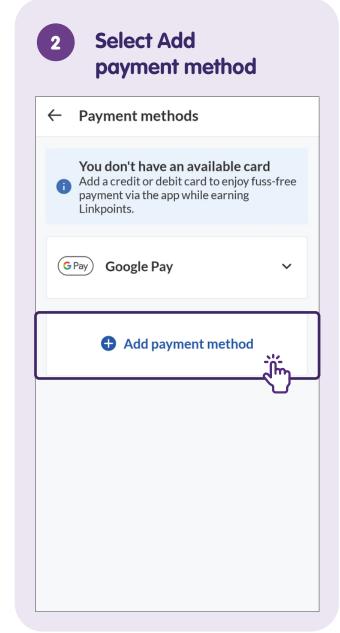


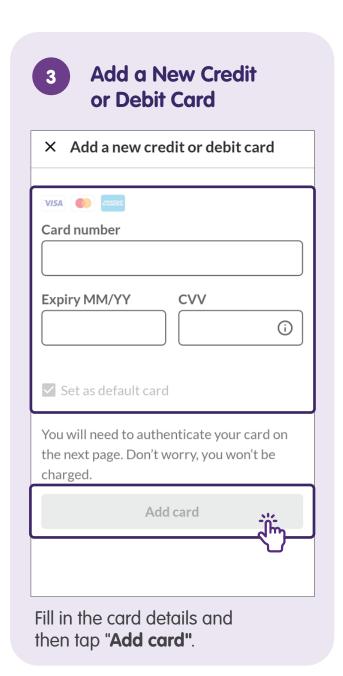




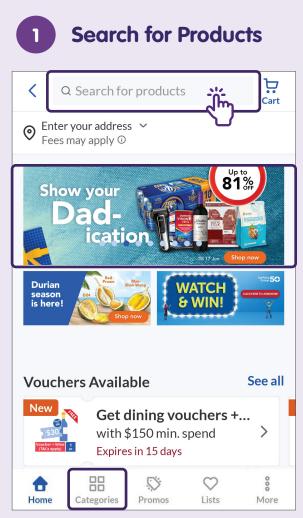
Add Payment Methods



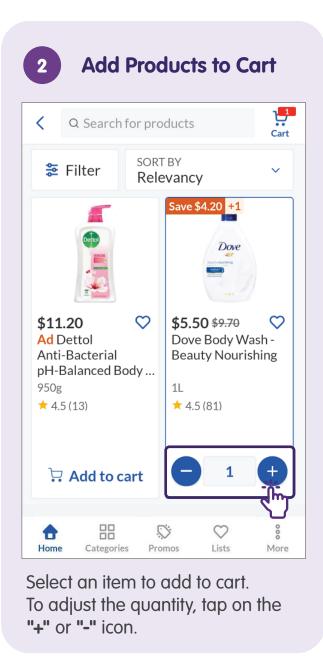


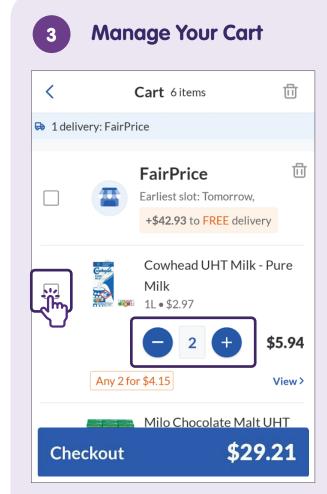


Search for Products and Add to Cart



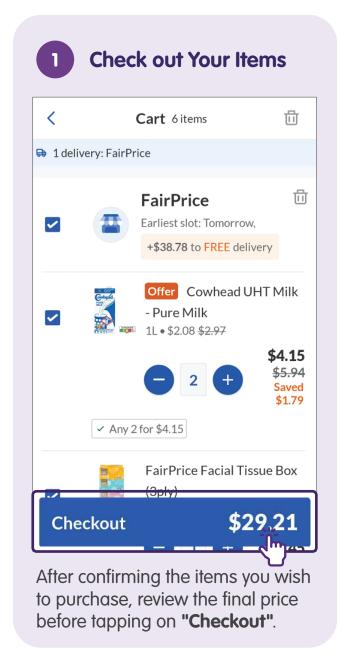
Enter the product name into the search bar, or explore the app's banners or categories to find your preferred product.

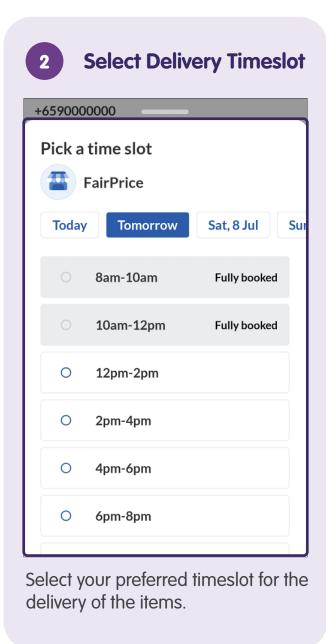


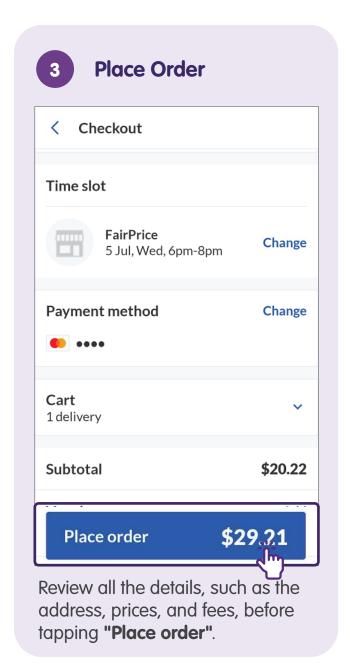


In the cart, you can modify your order by unchecking items you no longer wish to purchase or by increasing/decreasing the quantity of selected items.

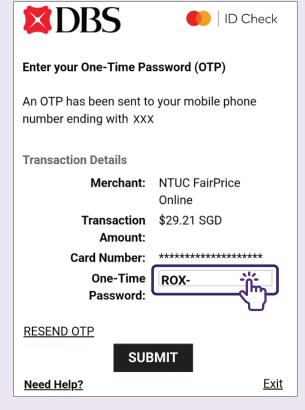
Place Your Order





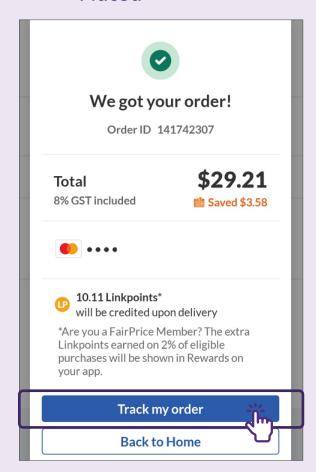


4 Enter One-Time Password



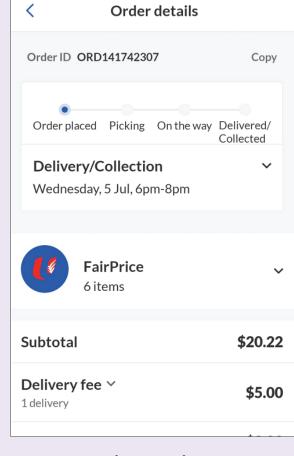
The bank will send you a One-Time Password (OTP) to complete the transaction. Enter the OTP in the box. **Note:** Do not share the OTP with anyone for security reasons.

Order Successfully Placed



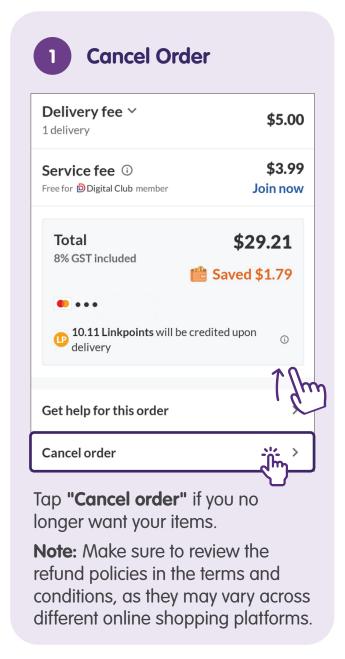
You will receive a notification confirming that your order has been successfully placed.

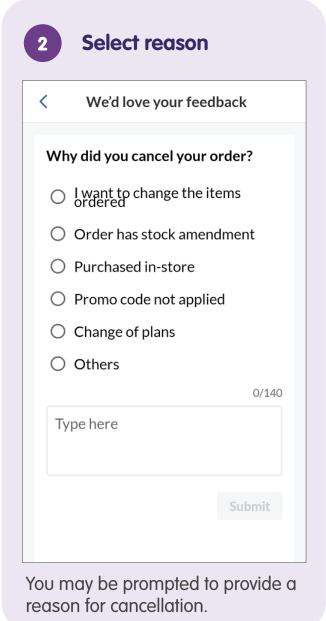


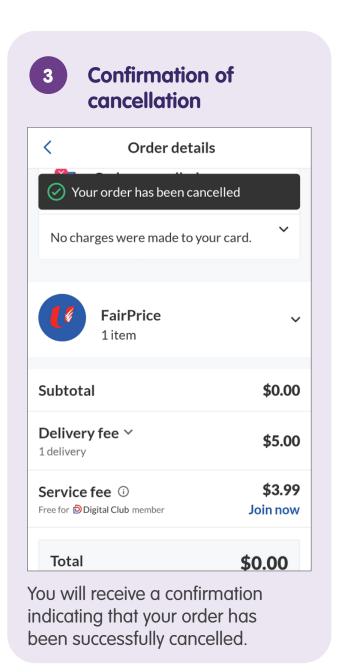


Tap on "Track my order" to view your order details.

Cancel Your Order

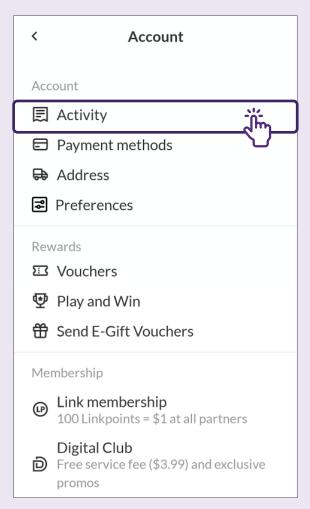




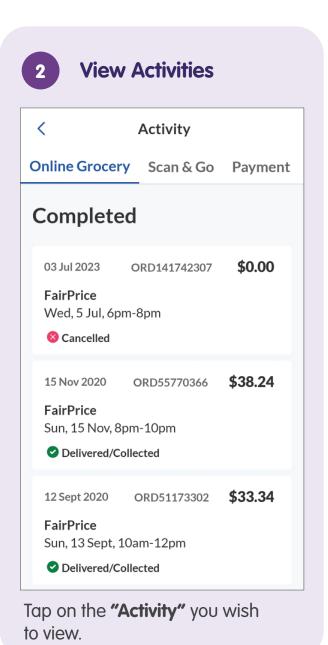


Monitor Activity

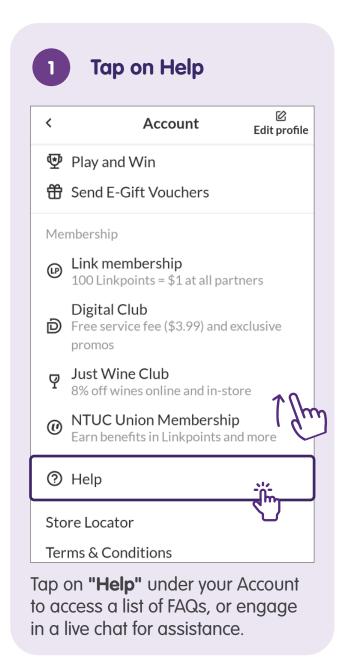
Select Activity

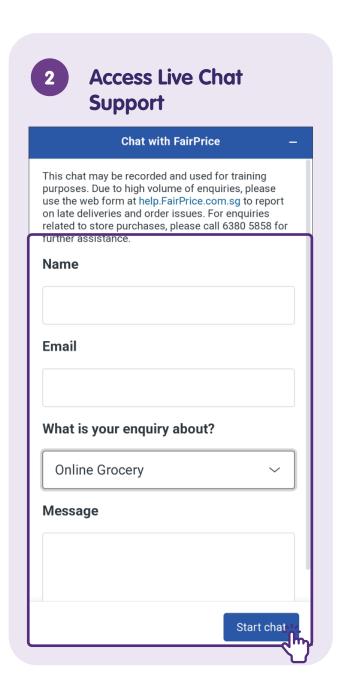


Select "Activity" under "Account".

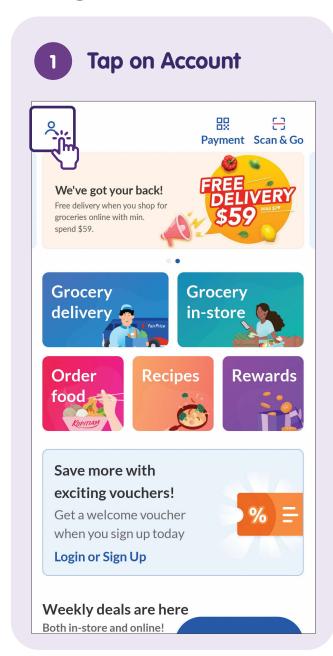


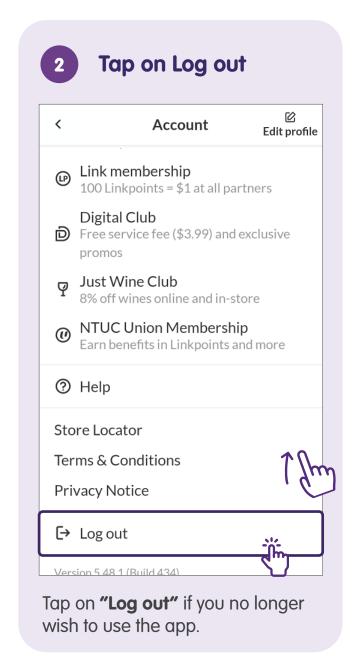
Seek Assistance





Log out of Account





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



Scan QR code to visit the Digital for Life Portal.

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