AUPE Welfare Scheme for Hospitalisation (AWS-H) - New Subscription and Claims Portal

S/N	Description
1	Visit https://awsh.aupe.org.sg/member/signin ; or scan this QR Code:
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	- 6 374644 8
	i i∎il9£acta6
2	For New Subscribers to AWS-H Scheme
2	To subscribe to the AWS-H Scheme, please click "To subscribe to the AWS-H Scheme, click HERE!"
3	For Existing Members of AWS-H Scheme (First Login) a) Click "Forgot Password?"
	b) It will prompt for the email address, so that the password can be sent to the email address
	you used to register for AUPE Union/AUPE ACC membership
	*Refer to Page 5 for further information if your email address is not found.
4	For Existing Members of AWS-H Scheme (Subsequent Login)
	b) Enter password
	c) Click the "Login" button
	You will receive a prompt to varify the OTD Detrieve the OTD cont to vour amail address
5	a) Enter the OTP Code
	b) Click "Verify OTP"
	Verify OTP
	Please enter the OTP that has been sent to ×
	your email.
	Code
	OTP Valid For: 04:53
	Verify OTP

Step-by-Step Guide (For AUPE Union and AUPE Credit Cooperative members)

6	You will be redirected to the main page (i.e., the Dashboard), where you can view your subscription details, including statistics on your pending claims, total claims for the year, and overall total claims:
	C Dashboard My Subscriptions My Claims v
	SUBSCRIPTION Pending Claims 0 Overall Total Claims This Year Overall Total Claims 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
	ACC 31/12/2024
7	When you select "My Subscriptions," you will be able to view all your subscription details:
	Dashboard My Subscriptions My Claims ~
	My Subscriptions
	Active Subscriptions Upgrade Scheme / Add New Family Member
	Date Scheme Scheme For Period Amount Status Receipt
	01/01/2024 HBasic 01/01/2024 - 31/12/2024 SS 24.00 Paid S 01/01/2024 ACC S\$ 0.00 Paid S
8	When you select "My Claims," you will be able to:a) Submit a New Claimb) View Claim History
	My Claims 🗸
	Submit New Claim
	Claims History
9	Before submitting a new claim, please ensure that you have received the finalised tax invoice from the hospital, as you will need to upload a softcopy of the invoice along with your claim.
	To submit a new claim, click "My Claims" > "Submit New Claim."
	A screenshot of the new claim is enclosed below:

C Dashboard N	ly Subscriptions My Claims ~				tan ster
Is this claim for yourself or yo	ur family members? *	Myself -	•		
Scheme					
Hospital *	Please select Hospital Admittee	d In 👻			
Date Admitted *	Enter Date Admitted			<u> </u>	
Date Discharged *	Enter Date Discharged				
Attachments *			CLA	IM FORM	
	I , Choose Fil	e to upload			0
	The attachment is to be the final inv summary or Medical Certificate.	voice, not the discharge			
	Files Supported: .PDF , .TXT , .DOC , .I	DOCX , JPG , PNG , SVG , JPEG			
					•
Submit Claim					
Ta site 1	:				
A screenshot of	the claim history	is enclosed be	elow:		
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Personal Particulars	Change Password Change Profile Picture Bank Details for Claims Payout Billing Details
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Date Of Birth *	02-06-1993
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Email Address *	@msn.com
Mobile Number *	968
Preferred Name *	Lim
Save	
ou can change you	r password under the "Change Password" tab.
Personal Particulars	Change Password Change Profile Picture Bank Details for Claims Payout Billing Details
Existing password *	Enter Existing Password
New Password *	Enter New Password
	 Must be at least 6 characters long Must contain at least one lowercase letter (a-z) Must contain at least one uppercase letter (A-Z) Must contain at least one digit (0-9) Must contain at least one non-alphanumeric character
Confirm Password *	Enter Confirm Password
Change Password	
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15 Y P	ou can change your bank accou ayout" tab.	nt details for claims payouts under the "Bank Details for Claims
	Personal Particulars Change Password	Change Profile Picture Bank Details for Claims Payout Billing Details
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	Account Holder's Name *	Enter Account Holder's Name
	Account No *	Enter Account No
16 Y	save	illing details under the "Billing Details" tab.
	Personal Particulars Change Password	Change Profile Picture Bank Details for Claims Payout Billing Details
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	Account No	

Others

If you encounter this erro	r message:
Not a Valid ACC Member	Not a Valid Union Member
Please send us an email w Birth and contact details t we can assist you further.	rith your Full Name, Date o o <u>gsc@aupe.org.sg</u> so that