# N3 Licence Application via GoBusiness Licensing

(For **New User**)

1) Go to 'Google Chrome'; Type "GoBusiness Licensing" and 'Search'
   Click 'GoBusiness Licensing'; Scroll down and select 'Use Self-Service'
2) Click 'LOGIN'; select 'SingPass' or 'Login ID'
   For Login by 'SingPass'
   - Fill in all the mandatory details
   - For 'Alternate Email Address', recommend to use NTU Email Address.
   - Click 'Proceed'
   - Applicant to double-check details then click 'Submit'

   For Login by 'Login ID'
   - Click 'Individual' then 'NEXT'
3) Click 'GO BACK TO HOME'
   NOTE: If there is a change of details, click 'Update Profile'.
4) Click 'LICENCE APPLICATION' tab and select 'APPLY FOR NEW LICENCE'
5) Type "N3" and click 'Search'
6) Click 'Add to Selection' followed by 'Review and Apply (1)' then 'Proceed'
7) Scroll down and select 'APPLY'
8) Scroll down and click on Check-Box
9) Under 'Designation', select 'Others'.
   Under 'Other Description', type in your designation (eg. Postgraduate Student).
10) Under 'Email*', type in your Personal Email Address.
    Check the box if you prefer to receive updates via sms
11) Under 'Mailing Address', click 'COPY' then click 'Next'.
12) Under No. 2 (Contact Details), type your personal email address again.
13) Under No. 3 (Background/Qualification), fill in the mandatory fields.
    (For Relevant experience/training*, please input your previous laser experience or type "NTU e-Learning Laser Safety Courses")
    For 'Name of employer or business*', please type "Nanyang Technological University" in full.
14) Under No. 4.1 (Use of non-ionising irradiating apparatus), choose the appropriate for 'Purpose of use*'.
15) Under No. 4.2, select 'Licence' and type "**N2/04280/0216**" then click 'Add/Update'.
    NOTE: The above N2 Licence Number (N2/04280/0216) is only for MSE Laser Equipment.
    If you require access to other Schools Laser Equipment, please type in their respective N2 Licence Number.
16) Under No. 6 (Licence Period), choose your desired licence period.
17) Under No. 7 (Mode of Payment), select 'ePayment'.
18) Click 'Proceed'
19) Under 'Medical eye-examination' section, upload your Eye Test results.
20) Click 'Next'
21) Scroll down and double-check your details
    Under 'Declaration', click on the 2 check-boxes.
22) Click 'Submit'
23) Click 'PROCEED WITH PAYMENT'
24) Click 'Pay with Credit or Debit Card'
25) Click 'Continue' to complete payment
26) Click 'View Receipt' and save a copy for your reimbursement via ICS
27) Under 'My Porfolio' – 'APPLICATIONS' – 'In Progress', click '1'

28) Click on the Application Number
29) Click 'VIEW APPLICATION FORM'
30) Save a copy of the form by clicking on the Printer icon at top right corner
31) Click on the white square box at top right corner
32) Logout by clicking on the User icon at top right corner

## NOTE:

- After submitted the online application, proceed to reimbursement (attach **Payment Receipt** and **Application Form**) via Integrated Claim System (ICS).
- For **future** renewal/amendment of your Licence, please click on 'LICENCE APPLICATION' tab and select accordingly.
- Forward a copy of your **N3 Licence** to me after receiving it from NEA. (Do check both of your Personal and NTU Email Address for the approved licence)
- Any enquiries, please email to Sharon Tan at assharon@ntu.edu.sg or call 6513 8488 during office hours.