Tripartite Alliance for Dispute Management

Upload Documents for a Claim

Online Help

Contents

1. Upload documents for a Claim 2

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Steps:

1. Access from TADM eService website.

http://www.tadm.sg/eservices/

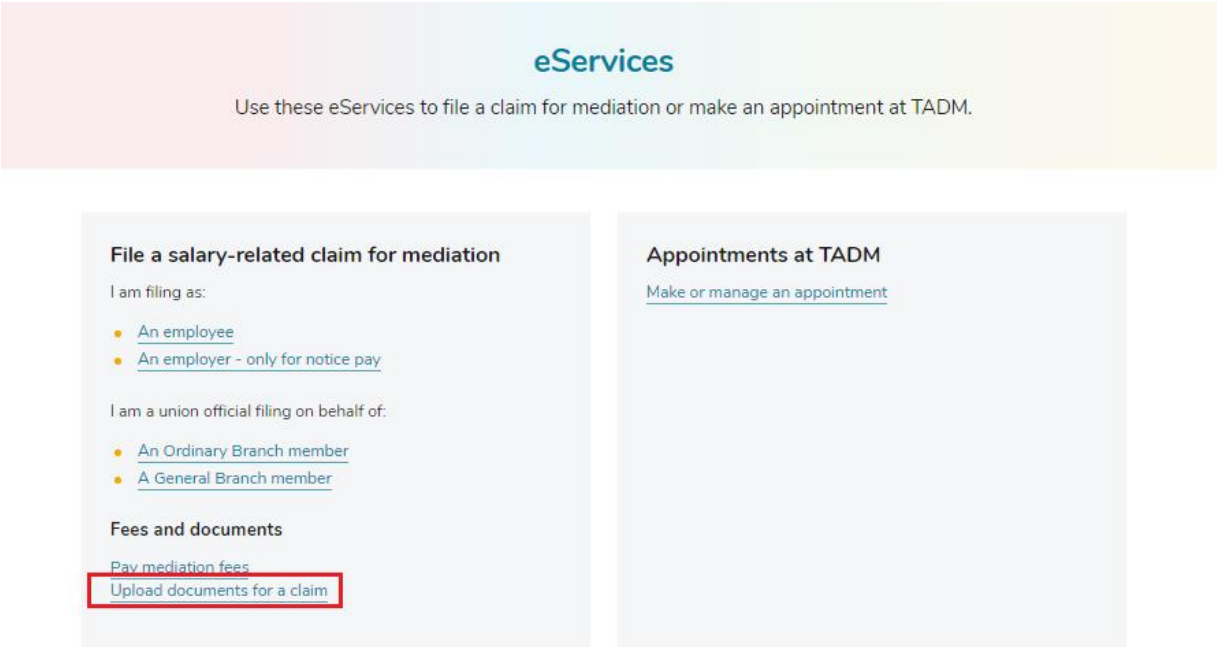

Figure 1

Click on the ñUpload documents for a claimò, the following page will be displayed.

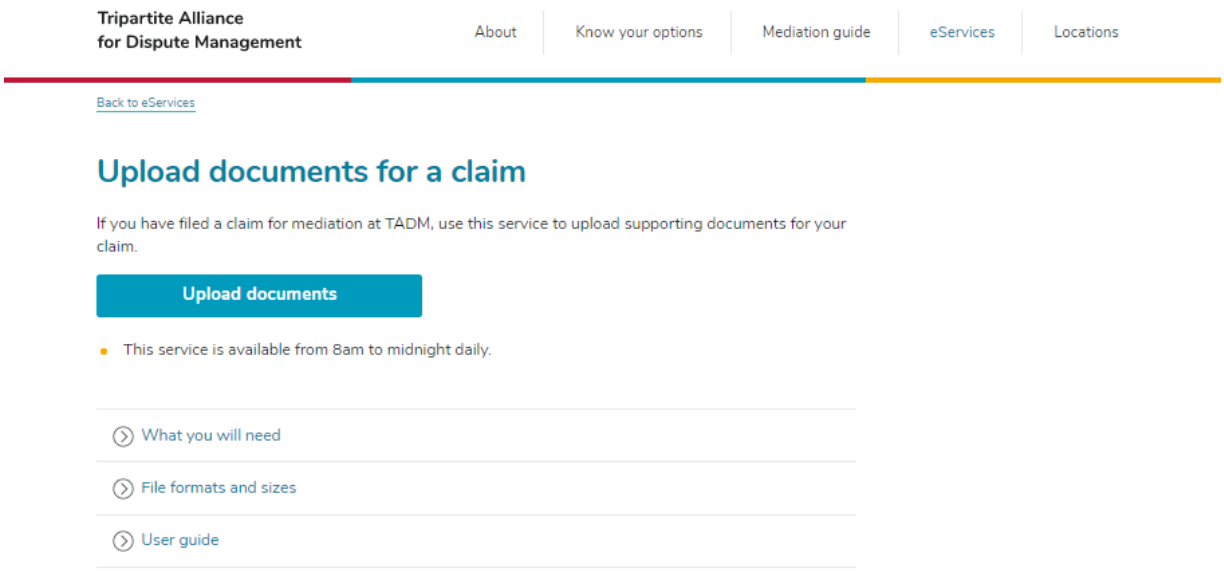

Figure 2

Click on ‘Upload Documents’ will redirect to following page.

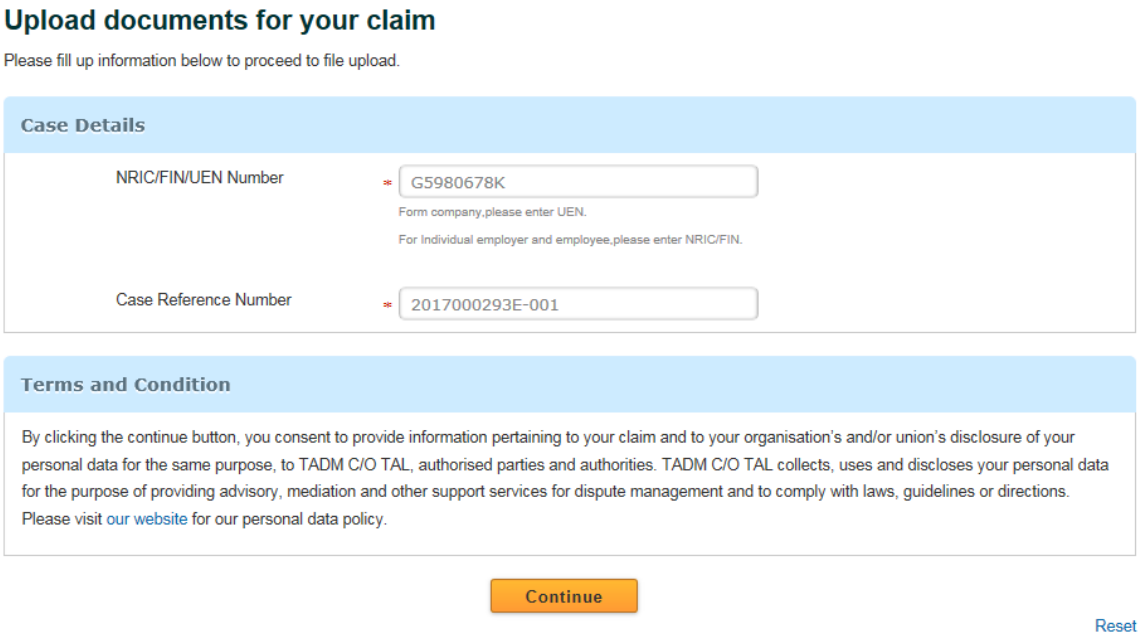

Figure 3

If the claimant is Employee, NRIC/FIN and Case reference number must be entered.

If the claimant is Employer, UEN must be entered.

Click ñContinueò, Supporting information panel will be displayed as follow:

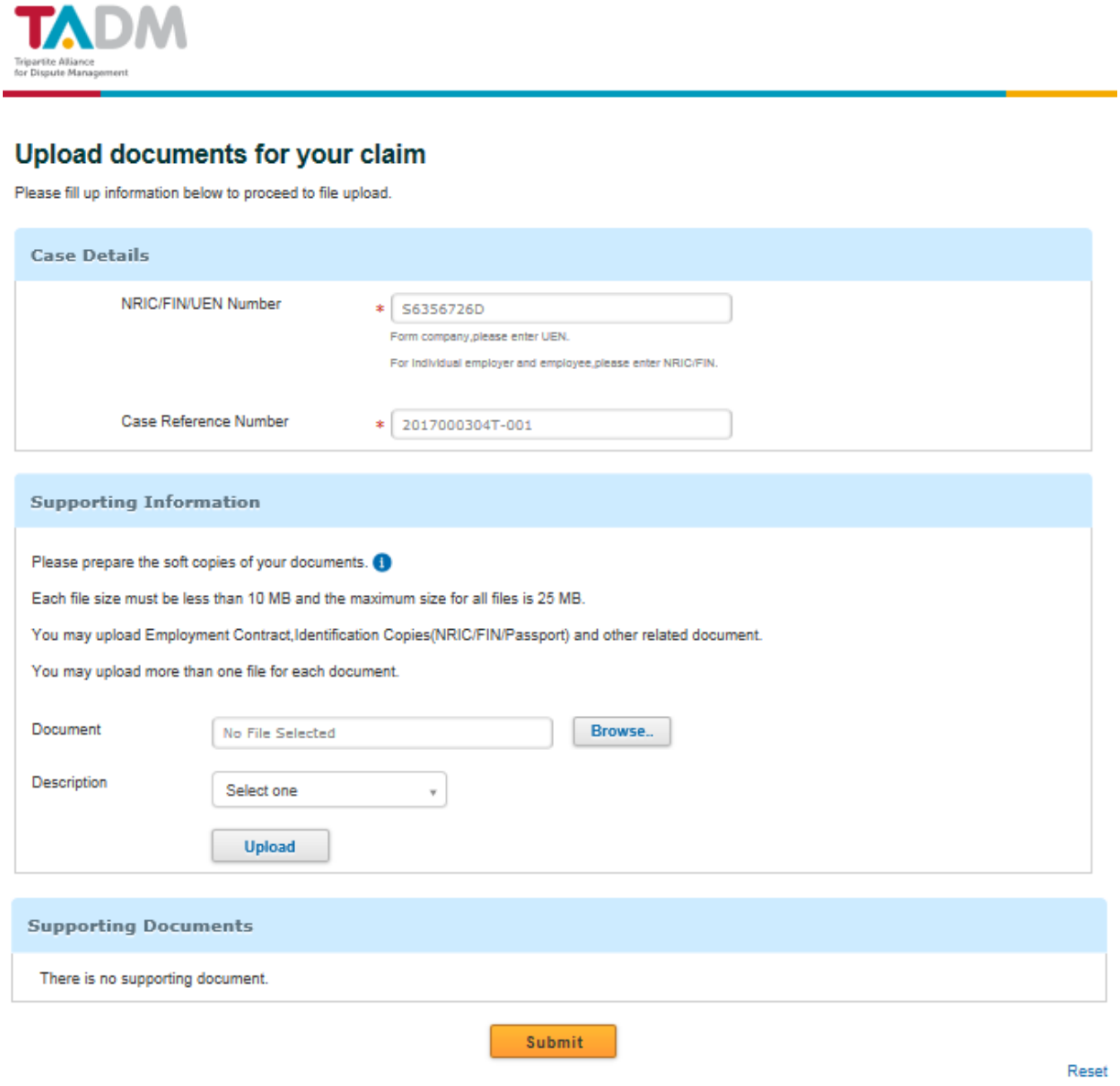

Figure 4

Note: Each file size must be less than 10 MB and maximum size for all files is 25 MB.

User can upload employment contract, Identification copies (NRIC/FIN/Passport) and other related document.

Choose description to categorize the uploaded documents.

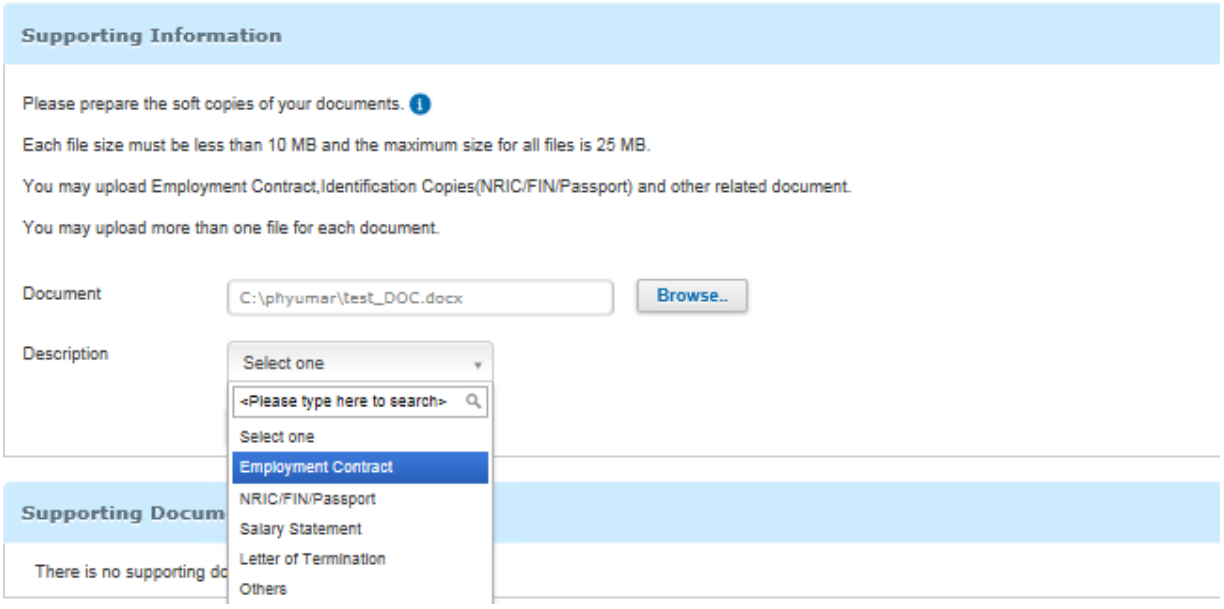

Figure 5

Steps:

1) Browse the file that you want to upload
2) Select description from dropdown list
3) Click ñUploadò

After all the required files are uploaded, click ñSubmitòbutton.

Figure 6

Documents uploaded successfully.