## How to make an appointment online via OneMotoring



## Step 1: Visit OneMotoring website (<u>https://onemotoring.lta.gov.sg</u>)

Step 2: Under "Popular Digital Services", select "Manage Appointments"



## Step 3: Select "Make New Appointment"



## Step 4: Fill up your contact details (Name / Mobile number or Email Address)

| New Appo  | pintment   |  |  |
|-----------|--|--|--|
|           |  |  |  |
|           | 1  | 2  | 3  |
|           | Enter Contact Details<br>(1/3)   | Select Appointment Date and Time<br>(2/3)  | Review Details<br>(3/3)  |
| Ab        | out this digital service:  |  |  |
| Itt       | akes about 3 minutes to make an appointment.   |  |  |
| Sei<br>SG | rvices at LTA's Customer Service Centre are strictly by appr<br>Digital Community Hubs located at selected community c | intment only. Make an appointment only if your transaction cannot be carried entres. | out online. For Seniors who require assistance, you may visit any of the |
| Ар        | pointments can only be made 2 working days or more in ad   | vance.   |  |
| De        | pending on your appointment type, you may be required to   | enter details such as your vehicle number and notice number.                         |  |
|           | State - State - 200  |  |  |
| E         | nter Contact Details   |  | ^  |
| N         | lame*  |  |  |
|           | Enter Name   |  |  |
| N         | fobile Number  | Email Address  |  |
|           | +65  | example@email.com  |  |
|           |  |  |  |
|           |  |  |  |
| s         | elect Appointment Service  |  | ~  |
|           |  |  |  |
|           | lotes to LTA   |  | <b>v</b>   |

**Step 5:** Under **"Select Appointment Service"**, select "Public Service Vehicle" > Service Category (Vocational Licence) and the applicable service.

| The appointment is for your                         | Singapore-Registered Vehicle |   |  |
|---|------------------------------|---|--|
|   | O Foreign-Registered Vehicle |   |  |
|   | O Public Service Vehicle     |   |  |
|   |                              |   |  |
|   |                              |   |  |
| Service Category*                                   |                              |   |  |
| Service Category*<br>Vocational Licence             |                              | V |  |
| Service Category*<br>Vocational Licence<br>Service* |                              | V |  |

**Step 6:** Please ensure that you have fulfilled all the listed requirements before making an appointment

Step 7: Fill in the column to indicate purpose of visit and click on "Next"

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**Step 8:** Select the preferred Date and Time and click on "Next" to confirm the Appointment



Step 9: Review your appointment and click on "Confirm" to confirm your appointment

| Make New Appoin          | ake New Appointment  |                             |  |                         |         |  |  |  |
|--------------------------|--|-----------------------------|--|-------------------------|---------|--|--|--|
|                          |  |                             |  |                         |         |  |  |  |
| 5 M 1                    |  |                             | 2                                      | 3                       |         |  |  |  |
|                          | Enter Contact Details<br>(1/3)   | Sele                        | act Appointment Date and Time<br>(2/3) | Review Details<br>(3/3) |         |  |  |  |
| Review                   | v Details  |                             |  |                         |         |  |  |  |
| Your Ap                  | pointment details are:   |                             |  |                         |         |  |  |  |
| Appoin<br>Land<br>10 Sin | ntment Venue<br>Transport Authority Customer Servi<br>I Ming Drive, Singapore 575701 | ice Centre                  |  |                         |         |  |  |  |
| Appain<br>24 Fet         | ntment Date<br>bruary 2022, Thursday   | Appointment Time<br>8:00 AM |  |                         |         |  |  |  |
| Name                     |  |                             |  |                         |         |  |  |  |
| Mobile                   | e <u>Nu</u> mber   | Email Address               |  |                         |         |  |  |  |
| Servic                   | e Name<br>wal  |                             |  |                         |         |  |  |  |
| Notes                    | to LTA   |                             |  |                         |         |  |  |  |
| To chang<br>To proce     | ge any details, please select Back.<br>eed with your selection, please select C      | onfirm within 3 minutes.    |  |                         |         |  |  |  |
| < Bac                    | .k   |                             |  |                         | Confirm |  |  |  |

**Step 10:** You will receive an acknowledgement SMS/Email after you have confirmed the appointment. Present the appointment confirmation email/SMS when entering LTA