


USER GUIDE ON HOW TO DOWNLOAD CPD CERTIFICATE OF ATTENDANCE (COA)

- Softcopy of your COA will be available for download after **3 working days** from the course date.
- RIA will update your CPD points to CEA.
- You are **not required** to submit COA to your agency.
- CPD points will be updated in the CEA Portal **within 2 weeks** from course completion.
- You may check your CPD fulfilment via CEA Portal using your SingPass Login (<https://www.cea.gov.sg/Apps/Cpd/cpdsys.aspx>)

Follow these steps to download your CPD COA:

1. Login : <http://payment.riaschool.com.sg/login.jsp> under member access.
2. Default username is your **NRIC No.** & **Password** is what you enter when create new account on member access page.
3. Click on **My Certificate** tab and select **CPD Certificate** and click on **Download**
4. Open the PDF file to save or print for reference.

Login as [redacted] [Course Enrollment \(CPD | RES | Others\)](#) | [My Registered Courses](#) | [My Certificate](#) | [Logout](#)



Course Name	Course Date	CPD Credit	CPD Certificate
C2:L1 - (C2L1S0543) FUNDAMENTAL KNOWLEDGE OF REAL ESTATE VALUATION	4 APRIL 2017	2 CORE	Download

* ONLY CPD / RES course(s) registered within 365 days are shown.

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