ES ONLINE PORTAL

SINGPASS (INDIVIDUAL) AND SINGPASS (BUSINESS USER) IMPLEMENATION – USER GUIDE 1.3

Version	Last revised date	Summary of change
1.0	30/11/2022	Removed individual login and added QPA logic
1.1	12/01/2023	Added latest screenshot
1.2	08/03/2023	New user registration logic changed.
1.3	20/11/2023	Added link for not authorised and suspended accounts
1.4	22/02/2024	Added the MYINFO functionalities

ES Online Portal Singpass (individual user) and Singpass (business user) login - User Guide

Steps to login using Singpass (business user)

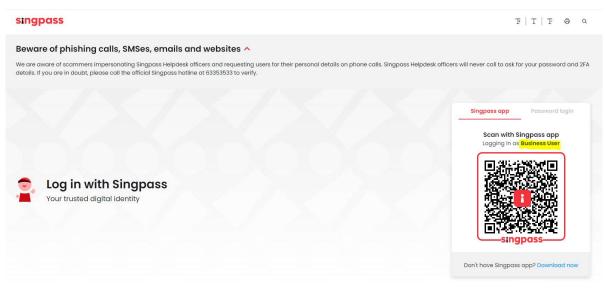
Step 1: Click on "Login with Singpass (Business User)" button for Company (Shared) QP login, Application will navigate to singpass Company user authentication portal.



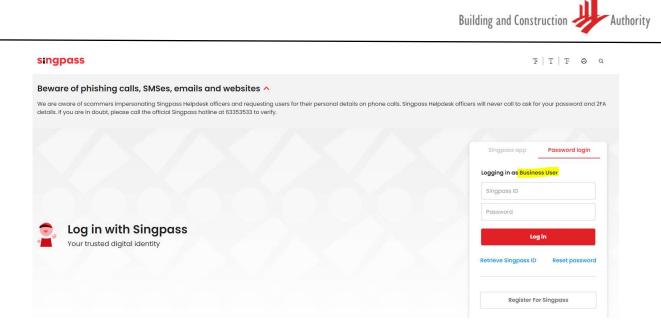
The portal comes with built-in features to guide Qualified Person for Building Plans [OP(BP)] on the compliance requirements. It helps streamline and enable the QP (BP) to generate the declaration and necessary details in the form for submission along with their build $\widehat{\mathbf{op}}$ an via CORENET e-submission system. The form generated can also be retrieved and updated for as-built submission when project is completed for TOP application and clearance.

Step 2: Singpass (business user) login authenticator service provides two ways of login,

1. Using QR code scan though singpass mobile app



2. Using login Id and password



Step 3: Company QP user should be registered by company admin in singpass (business user) digital portal.

Find more details about singpass (business user) admin account creation and user account registration using below links,

1.Register for Singpass (business user) Admin account

https://www.corppass.gov.sg/help/CP User Guide 01 RO Corppass Admin Registration.pdf

2. Manage Admin account

https://www.corppass.gov.sg/help/CP User Guide 02 RO Manage Corppass Administrator Account.pdf

3. Create Singpass (business user) account for company and change user status (suspended accounts)

https://www.corppass.gov.sg/help/CP User Guide 04A Admin Subadmin Create and Manage Corppass Accounts.pdf

4. Manage Singpass (business user) account by own

https://www.corppass.gov.sg/help/CP User Guide 11 Users Manage My Account.pdf

5. Authorise and Manage Third Party Entity (For Client)

Company Singpass (business user) admin can authorise and grant access to third party web site access, such as BCA system.

Full Guide link to authorise user accounts

https://www.corppass.gov.sg/help/CP User Guide 07 Admin Subadmin Authorise and Manage Third Party Entity For Cl ient.pdf

The Singpass (business user) will receive the following message if the account has not been authorised by company Singpass (business user) admin to access BCA system.



6.FAQ Link

https://www.corppass.gov.sg/corppass/common/faq

Singpass app login – On desktop	singpass	Singpass app login – O	n desktop	singpass
Download Singpass app	our Singpass app and c an' button.	Download Singpass opp 2 Set up Singpass opp 3 Singpass opp login a. Mobile b. Desktop		Use your phone to scan the QR code displayed on the Singpass login page.
Singpass app login – On desktop	singpass	Singpass app login – On c	desktop	singpass
3 Singpass app login a. Mobile b. Desktop Unit of the following Singpass app login b. Desktop	prompted to use either of ng to verify your identity: rint (for selected hones)	Download Singpass app 2 Set up Singpass app 3 Singpass app login a. Mobile b. Desktop	3 5	Please wait while the app verifies four identity.
Singpass app login – On desktop)	singpass		
 Download Singpass app Set up Singpass app login a. Mobile Desktop 	You will be a back to the you were tr	ou are now logged in! automatically directed digital service page which ying to access.		

Step 4: Once successfully verified in mobile app, singpass (business user) authenticator service will return verified **UEN Number, NRIC** to ES online portal. Based on response parameters QP user will be identified in ES online portal

QP/QPA - New user registration- using singpass (business user)

Step 5: New user login with singpass (business user) system will redirect to registration page and pre-populate company UEN and NRIC, user need to key in mandatory fields Or click the Get MYINFO button to populate the details automatically .

Input all mandatory fields listed below,

Fields	Mandatory for Singpass (Individual User)	Mandatory for Singpass (Business User)
Company UEN	No	Yes
Role	Yes	Yes
NRIC/passport	Yes	Yes
Architect/PE Type	Yes	No
Architect/PE registration no.	Yes	No
QP (BP)/QPA Name	Yes	Yes
email	Yes	Yes
Mobile no.	No	No
Tel No.	Yes	Yes
Firm Name	Yes	Yes
Firm Address	No	No
Firm Postal Code	No	No

1. QP – New user registration



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	Registration
Com NRIC/Pas Architec	Account Registered Successfully, Click Ok to Login
Architect/PE Registi	OK agistration no. is 1)
Email Ad	ddress * (e.g. jay@yahoomail.com)

2. QPA – new user registration

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	(Previously Green Mark effling Portal)	
	Registration	
Company UEN *	T18LP0001A	Get MyInfo
NRIC/Passport No. *	S6512406I	(e.g. for NRIC, S1111111D)
Architect/PE Type/QPA	< <select>> V</select>	
QPA Name *	TIM TOM1	
Email Address *	TIMTOM1@ABC.COM] (e.g. jay@yahoomail.com)
Mobile Phone No	98123432]
Tel No * / Ext	68035602	1
Firm Name *	TESTING PUBLIC MYINFO FIRM]
Firm Address	10, #10 - 01, Mapletree Business City Pasir Panjang Road	
Firm Postal Code	117438	1

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Step 6: After successful registration user will be redirect to login page, user can login using singpass (business user).

Step 7: For first time user login after singpass (business user) implementation, user will be redirected to one time confirmation form to link existing user id with after singpass (business user) account.

a. Once user click confirm button singpass (business user) account will be mapped successfully

ES Online Portal	
(Previously Green Mark eFiling Portal)	
Corppass Confirmation	
Firm Name GREENMARK	
UEN 52813233D	
QP Name TEST USER FOR USERGUIDE	E
NRIC 50190881B	
Email ABC@GMAIL.COM Contact number	
Confirm Cancel	

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b. Existing user landing page (application dashboard)

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			(Previously Green	Mark of ling Portal)	4	and a second
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(eg. A1234, E0124)		search Project Ketere	ance No D	isplay All Records		
e-FILE	General	e Declaration				New Projec
PROJECT REF NO	QP NO	PROJECT TITLE	DATE CREATED	DECLARATION TYPE	STATUS	
t				~		Create GM Submission

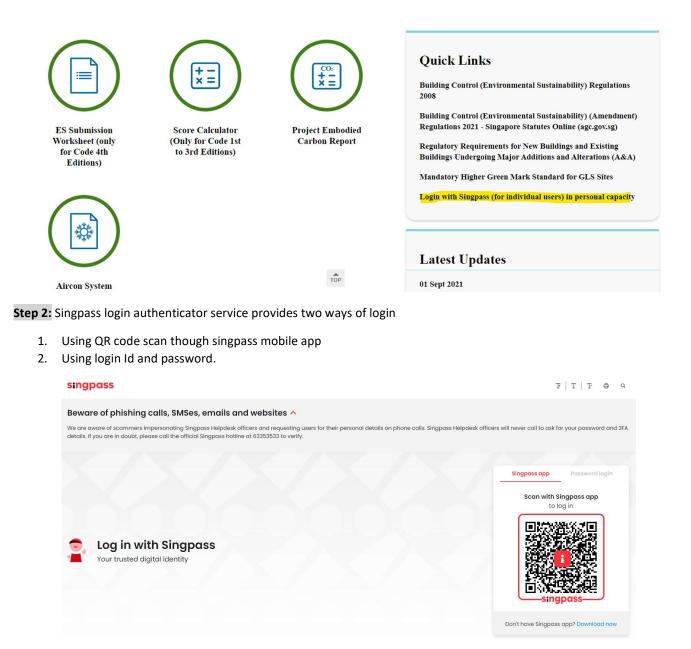
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Steps to Login using Singpass (Individual User)

Step 1: Click on "Login with Singpass (Individual Users)" button for individual QP login, Application will navigate to Singapass (individual user) authentication portal.

• Resources and Tools

Information and useful tools to aid in your plan and research



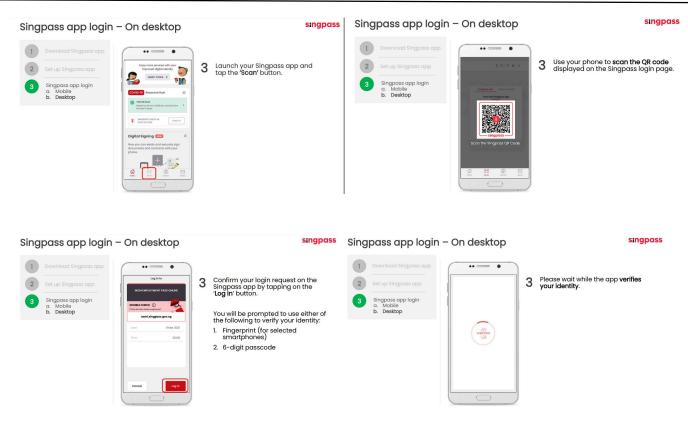
Step 3: if user uses QR code scan authenticator, should have singpass mobile app configured for authentication.

Find more details on mobile app configuration

https://www.singpass.gov.sg/home/ui/assets/pdf/Singpass App Android Guide.pdf

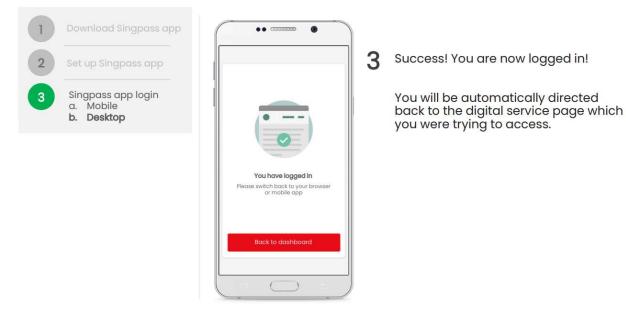
https://www.singpass.gov.sg/home/ui/assets/pdf/Singpass_App_iOS_Guide.pdf





Singpass app login – On desktop

singpass



Step 4: Once successfully verified in mobile app, based on response parameter user will be identified in ES online portal.

QP - New user registration- using singpass (individual user)

Step 5: New user login with singpass (individual user) system will redirect to registration page and pre-populate NRIC, user need to key in mandatory fields or click the Get MYINFO button to populate the details automatically.

Input all mandatory fields listed below,

Fields	Mandatory for Singpass (Individual User)
Company UEN	No
Role	Yes
NRIC/passport	Yes
Architect/PE Type	Yes
Architect/PE registration no.	Yes
QP (BP)/QPA Name	Yes
email	Yes
Mobile no.	No
Tel No.	Yes
Firm Name	Yes
Firm Address	No
Firm Postal Code	No

1. QP – New user registration

	ES Or ter inter et internet	at affling Portal
		Registration
Company UEN		Get MyInfo
NRIC/Passport No. *	XXXXX044I	(e.g. for NRIC, S1111111D)
Architect/ <mark>PE Type/Q</mark> PA *	E - Engineer 🗸 🗸	
Architect/PE Reg <mark>istration</mark>	2913	(min. 4 digits, eg input 0001 if the registration no. is 1)
QP (BP) Name *	PETestMyifotwo	This field will be auto populated
Email Address *	aaron.alexander.im@accenture.	(e.g. jay@yahoomail.com)
Mobile Phone No	97897308	Personal data extracted from MyInfo
Tel No * / Ext	97897308	/ Note: This telephone number of QP/PE will be populated into ES form (GM01/GM02).
Firm Name *	Individual Pte Ltd	
Firm Address	19, #10J - 6, BRADDELL VIEW BRADDELL HILL	
Firm Postal Code	579728	2
		Update

	Registration
Com	
NRIC/Pas Architec	Account Registered Successfully, Click Ok to Login
Architect/PE Registi	egistration no. is 1)
QP (I Email Ad	ddress * (e.g. jay@yahoomail.com)

Step 6: After successful registration user will be redirect to login page, user can login using singpass (individual user).

Step 5: First time singpass (individual user) login system will redirect to one time confirmation screen as shown below,

a. Upon clicking on confirm singpass (individual user) login will be mapped



b. Existing user landing page (application dashboard)

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(e	eg. A1234, E0124)						
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1 2 Select				DATE CREATED 08/03/2022	DECLARATION TYPE	STATUS	New Proje	
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Select Select	PROJECT REF NO AN900-00000- 2022 AN900-00022-	QP NO AN900	PROJECT TITLE	CREATED 08/03/2022	¥	STATUS	Create GM Submission	4
	PROJECT REF NO AN900-00000- 2022 AN900-00022- 2022 AN900-00011-	QP NO АN900 АN900	PROJECT TITLE Dk building dk2	CREATED 08/03/2022 09/03/2022	•	STATUS	Create GM Submission Create GM Submission	

QPA Mapping: (QP Assistant)

Step 1: Navigate to Master -> QP Assistant mapping screen – QPA from same company

- a. Select QP Assistant from same company,
- b. If QPA from same company, select QPA name in dropdown list
- c. Click "Add QP Assistant"
- d. successfully mapped QPA

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Firm Details	QP QP Assistant's (f	Assistant's Company orm same company)	PA from elect dd QP A	Same company OQ			
Firm Details	QP QP Assistant's (f Company UEN	Assistant's Company form same company)	PA from elect dd QP A Role	Same company O Q sistant QPA Company Type	Delete	Status	
Firm Details	QP QP Assistant's (f Company UEN 53222940A	Assistant's Company orm same company)S A OPA Name TestByNTT	PA from elect dd QP A Role QP	Same company O Q ssistent QPA Company Type Same	Delete ×	Status	
Firm Details	QP QP Assistant's (f Company UEN 53222940A 53222940A	Assistant's Company () () form same company) (-S () () () () () () () () () ()	PA from elect dd QP A Role QP QP	Same company Q Sistent QPA Company Type Same Same Same	Delete ×	Status Active Inactive	

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Step 2: Navigate to Master -> QP Assistant mapping screen – QPA from other company

- a. Select QP Assistant from other company or other company,
- b. If QPA from other company, input QPA name in text box
- c. Click on "check QPA Name" link
- d. If QPA name available -> click on "Add QP Assistant"
- e. Successfully mapped QPA

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	QP Ass	istant	Mapping		
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Company UEN		dd QP A Role			
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	QPA Name	Role	QPA Company Type	Delete	Status
53222940A	QPA Name TestByNTT	Role QP QP	QPA Company Type Same	Delete	Status Active
53222940A 53222940A	QPA Name TestByNTT olduser	Role QP QP QPA	QPA Company Type Same Same	Delete	Status Active Inactive
53222940A 53222940A 53222940A	QPA Name TestByNTT olduser Test1212	Role QP QP QPA QPA QPA	QPA Company Type Same Same Same	Delete X X X	Status Active Inactive Active

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	QPA a	vailable in ot	her company		
Q	Assistant's Company	OPA from	Same company 🔘 Q	PA from ot	her company
QP Assistant's		2	r UserGuide	Check QF	
	[Add QP A	ssistant		
Company UEN	QPA Name	Role	QPA Company Type	Delete	Status
53222940A	TestByNTT	QP	Same	×	Active
53222940A	olduser	QP	Same	×	Inactive
	Test1212	QPA	Same	×	Active
53222940A	OPA NTT Test	QPA	Other	×	Active
53222940A 199500821N	QPA NTT Test			X	Active
	Test User for UserGuide	QPA	Other	~	

Step 3: Delete QPA mapped user

- a. Click on "X" icon in below table
- b. system will ask for popup message "Are you sure to delete?"
- c. If user clicks on "OK" -> QPA mapping will be permanently remove.

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QP	Assistant's Company	QPA from	Same company 🔘 QP/	A from oth	er company
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53222940A	TestByNTT	QP QPA			Active

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Step 3: Inactive QPA mapped user

- a. Click on "Inactive" button in below table
- b. system will inactive the user.
- c. If user want to activate again -> click on inactive button to active again.

	Visar Guide on Environ	online men landstattly for	Portal			>
	QP	Assistant	Mapping			
QP	Assistant's Company	O OPA from	n Same company 🔘 Q	PA from of	her company	
	form other company)	Test User fo	or UserGuide	Check QP	A Name	
Company UEN	QPA Name	Test User fo Add QP A Role	r UserGuide ssistant QPA Company Type	Check QP	A Name Status	
Company UEN 53222940A	QPA Name TestByNTT	Test User fo Add QP A Role QP	r UserGuide ussistant QPA Company Type Same	Check QP	A Name Status	
Company UEN 53222940A 53222940A	QPA Name TestByNTT Test1212	Test User fo Add QP A Role QP QPA	ar UserGuide ssistant QPA Company Type Same Same	Check QP	A Name Status Active	
Company UEN 53222940A	QPA Name TestByNTT	Test User fo Add QP A Role QP QPA QPA	r UserGuide ussistant QPA Company Type Same Same Other	Check QP	A Name Status	

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Switch QP:

- 1. Switch QP option implemented for singpass (business user) login, QPA (covering person for QP) can access QP's project and submit, generate declaration letter, print declaration letter.
- **2.** QPA can mapped with multiple QP.
- **3.** One QP can have multiple QP Assistant's (QPA1, QPA2), QPA access and process QP projects (Can access all project under the QP).

For example:

i. QP1 --> P1, P2, P3 QPA1 --> P1, P2, P3 QPA2 --> P1, P2, P3 QPA3 --> P1, P2, P3
ii. QP2 --> P4, P5 QPA1 --> P4, P5

- iii. QPA1 can see P1, P2, P3, P4, P5 (based on change of QP dropdown selection)
- iv. One QP can be a QPA for other QP (meaning QP1 can be a QPA for QP2)

Step 1: Switch multiple QP's using QPA account

- a. Once QPA mapping completed by QP -> login as QPA user
- b. Home screen top right corner has option to switch QP.

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L			ES OI	nline Portal		oldusr	
			(Previously Green)	Mark eFiling Portal)			
(an 41224 E		Search Project Refer	ence No Di	isplay All Records			
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e-File PROJECT R	Gener	ate Declaration	DATE	DECLARATION TYPE	STATUS		
e-FILE PROJECT R NO	Gener	ate Declaration	DATE	DECLARATION TYPE	STATUS		

c. Upon Selecting QP name -> page will be reloaded and load the projects tagged with that QP account.

Ноп	e Master 🚽 T	ransaction	🗣 🗸 Account Settin	ıgs 🚽 User G	uide Logout	Switch of Q	P <mark>oldusr 🗸</mark>	
	ALA	A		ES OI	nline Portal			
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(6	g. A1234, E0124		e Declaration				New Project	4
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		QP NO AN900	PROJECT TITLE		DECLARATION TYPE	STATUS	Create GM Submission	4
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- d. Based on QP selection all page data will be re-rendered, QPA can generate or print declaration letter.
- e. Sample my account screen after switching QP

Master 🚽 Transaction	Account Settings 🚽 User G	iulde Logout	Switch of QP Self V
kii.	New York on Environment	Inline Portal	
		My Account	
Company UEN *	T18LP0001A	Get MyInio	
NRIC/Passport No. *	XXXXXX6491	(e.g. for NRIC, S1111111D)	
chitect/PE Type/QPA *	E - Engineer 🗸 🗸		
rchitect/PE Registration	2912	(min. 4 digits, eg input 0001	if the registration no. is 1)
QP (BP) Name *	PE/VyinfoTestone	This field will be auto populat	ed
Email Address *	fimtom@obc.com] (e.g. jay@yahoomail.com)	
Mobile Phone No	98765432	1	
Tel No * / Ext	98765432	/ Note: This telephi into ES form (GM01/GM02).	one number of QP/PE will be populated
Firm Name *	ABC Public Accounting Firm]	
Firm Address	10, #10 - 01, Mapletree Business City Pasir Panjang Road		
Firm Postal Code	117438]	
		Update	