



# ES ONLINE PORTAL

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

<b>Version</b>	<b>Last revised date</b>	<b>Summary of change</b>
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.

# ES Online Portal

Your Guide on Environmental Sustainability Requirements  
Under Building Control (Environmental Sustainability) Regulations 2008

The ES Online Portal (previously known as Green Mark e-filing Portal) is a platform designed to facilitate submission requirements in relation to the Building Control (Environmental Sustainability) Regulations 2008.



**Log in to E-File**

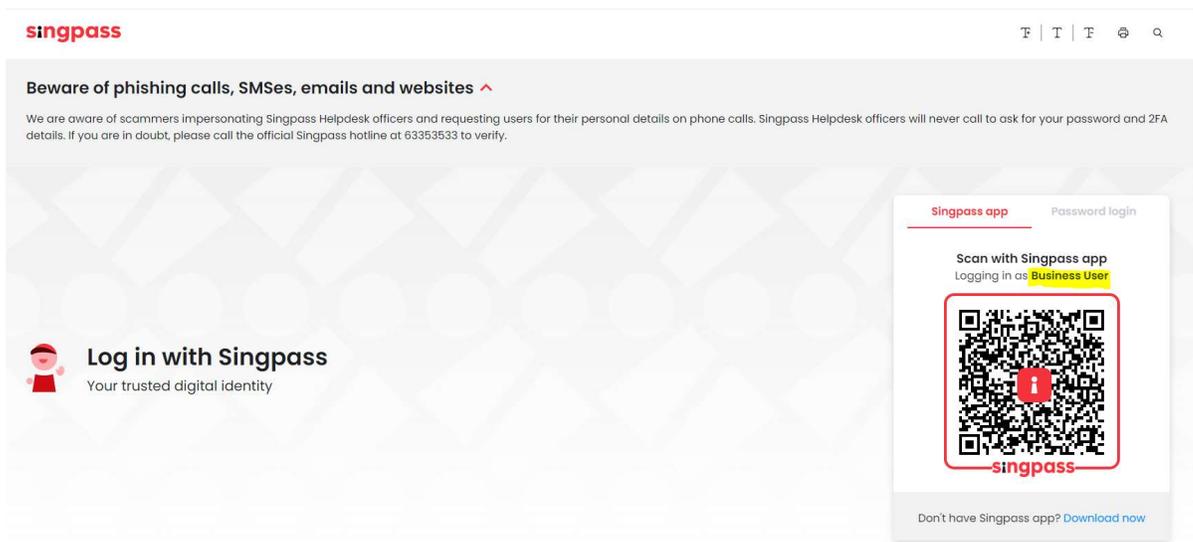
**Login with Singpass (for business users)**

Contact ES online portal Admin [Click Here](#)

The portal comes with built-in features to guide Qualified Person for Building Plans [QP(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 TOP plan 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

**Beware of phishing calls, SMSes, emails and websites** ^

We are aware of scammers impersonating Singpass Helpdesk officers and requesting users for their personal details on phone calls. Singpass Helpdesk officers will never call to ask for your password and 2FA details. If you are in doubt, please call the official Singpass hotline at 63353533 to verify.



**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>

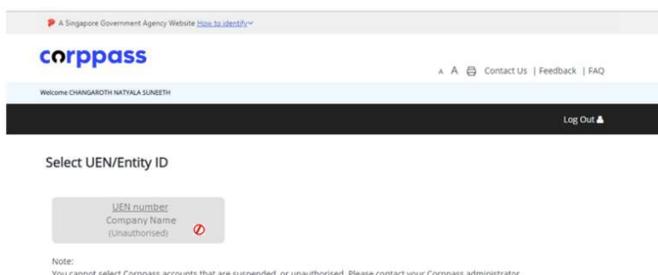
**5. Authorise and Manage Third Party Entity (For Client)**

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 Client.pdf>

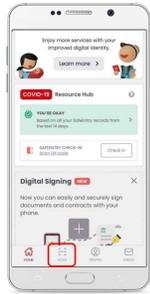
The Singpass (business user) will receive the following message if the account has not been authorised by company Singpass (business user) admin to access BCA system.



## 6.FAQ Link

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

### Singpass app login – On desktop



- 1 Download Singpass app
- 2 Set up Singpass app
- 3 Singpass app login
  - a. Mobile
  - b. Desktop

3 Launch your Singpass app and tap the 'Scan' button.

### Singpass app login – On desktop



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### Singpass app login – On desktop



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3 Confirm your login request on the Singpass app by tapping on the 'Log in' button.

You will be prompted to use either of the following to verify your identity:

1. Fingerprint (for selected smartphones)
2. 6-digit passcode

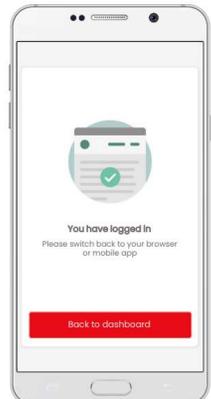
### Singpass app login – On desktop



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3 Success! You are now logged in!

You will be automatically directed back to the digital service page which you were trying 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

The screenshot shows the 'Registration' page of the ES Online Portal. The form contains the following fields and values:

- Company UEN: T18LP0001A (with a 'Get MyInfo' button)
- NRIC/Passport No.: XXXXX2491 (with a note: (e.g. for NRIC, S11111111D))
- Architect/PE Type/QPA: E - Engineer (dropdown menu)
- Architect/PE Registration No.: 2912 (with a note: (min. 4 digits, eg input 0001 if the registration no. is 1))
- QP (BP) Name: PEMYinfoTestone (with a note: This field will be auto populated)
- Email Address: timtom@abc.com (with a note: (e.g. jay@yahoo.com))
- Mobile Phone No: 98765432
- Tel No. / Ext: 98765432 (with a note: Note: This telephone number of QP/PE will be populated into ES form (GM01/GM02).)
- Firm Name: ABC Public Accounting Firm
- Firm Address: 10, #10 - 01, Mapletree Business City Pasir Panjang Road
- Firm Postal Code: 117438

At the bottom of the form is an 'Update' button. The footer of the page includes 'Privacy Statement | Terms of Use | Rate this e-Service' and '©2024, Building and Construction Authority'. A note at the very bottom states 'BEST SUPPORTED IN MICROSOFT EDGE'.



2. QPA – new user registration



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

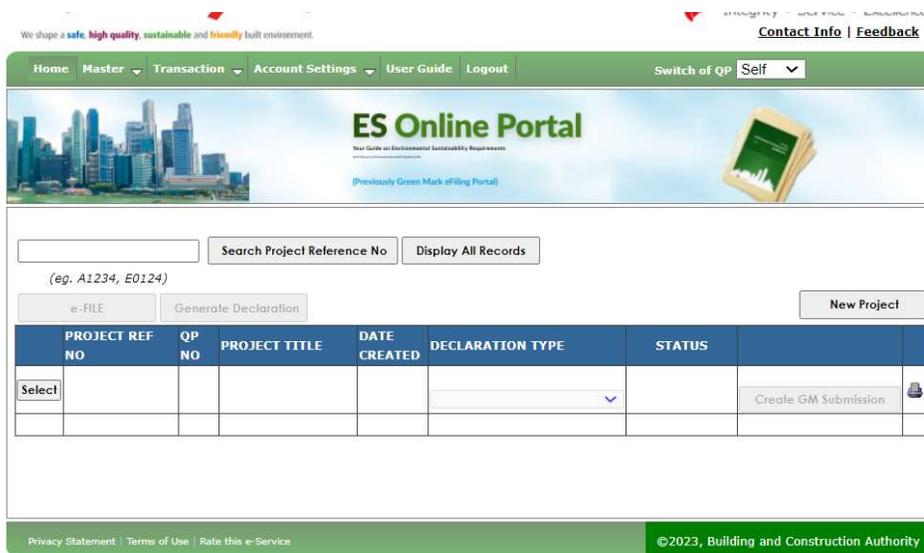
**Step 7:** For first time user login after singpass (business user) implementation, user will be redirected to one time confirmation form to link existing user id with after singpass (business user) account.

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



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b. Existing user landing page (application dashboard)



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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 Singpass (individual user) authentication portal.

## Resources and Tools

Information and useful tools to aid in your plan and research



ES Submission Worksheet (only for Code 4th Editions)



Score Calculator (Only for Code 1st to 3rd Editions)



Project Embodied Carbon Report



Aircon System



### Quick Links

Building Control (Environmental Sustainability) Regulations 2008

Building Control (Environmental Sustainability) (Amendment) Regulations 2021 - Singapore Statutes Online (agc.gov.sg)

Regulatory Requirements for New Buildings and Existing Buildings Undergoing Major Additions and Alterations (A&A)

Mandatory Higher Green Mark Standard for GLS Sites

[Login with Singpass \(for individual users\) in personal capacity](#)

### Latest Updates

01 Sept 2021

**Step 2:** Singpass login authenticator service provides two ways of login

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2. Using login Id and password.

**singpass**

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Log in with Singpass  
Your trusted digital identity

Scan with Singpass app to log in

Don't have Singpass app? [Download now](#)

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

**Find more details on mobile app configuration**

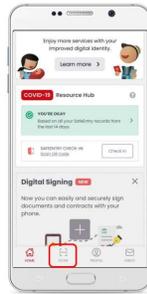
[https://www.singpass.gov.sg/home/ui/assets/pdf/Singpass\\_App\\_Android\\_Guide.pdf](https://www.singpass.gov.sg/home/ui/assets/pdf/Singpass_App_Android_Guide.pdf)

[https://www.singpass.gov.sg/home/ui/assets/pdf/Singpass\\_App\\_iOS\\_Guide.pdf](https://www.singpass.gov.sg/home/ui/assets/pdf/Singpass_App_iOS_Guide.pdf)

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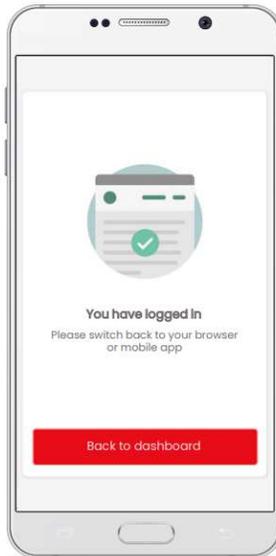


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**Step 4:** Once successfully verified in mobile app, based on response parameter user will be identified in ES online portal.

**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

The screenshot shows the 'Registration' form on the ES Online Portal. The form includes the following fields and options:

- Company UEN:** Text input field with a 'Get MyInfo' button next to it.
- NRIC/Passport No.:** Text input field with a value 'XXXXXXXX441' and a note '(e.g. for NRIC, S1111111D)'. A 'Get MyInfo' button is also present.
- Architect/PE Type/QPA:** Dropdown menu with 'E - Engineer' selected.
- Architect/PE Registration No.:** Text input field with a value '2913' and a note '(min. 4 digits, eg input 0001 if the registration no. is 1)'. A 'Get MyInfo' button is also present.
- QP (BP) Name:** Text input field with a value 'PEtestMyInfo123' and a note 'This field will be auto populated'.
- Email Address:** Text input field with a value 'aaron.alexander.lim@accenture.' and a note '(e.g. jay@yahoo.com)'.
- Mobile Phone No:** Text input field with a value '97897308' and a note 'Personal data extracted from MyInfo'.
- Tel No.\*/ Ext:** Text input field with a value '97897308' and a note 'Note: This telephone number of QP/PE will be populated into ES form (GM01/GM02)'.
- Firm Name:** Text input field with a value 'Individual Pte Ltd'.
- Firm Address:** Text input field with a value '19, #10J - 6, BRADDELL VIEW BRADDELL HILL'.
- Firm Postal Code:** Text input field with a value '579728'.

At the bottom of the form is an 'Update' button. The page footer includes 'Privacy Statement | Terms of Use | Rate this e-Service' and '©2024, Building and Construction Authority'.

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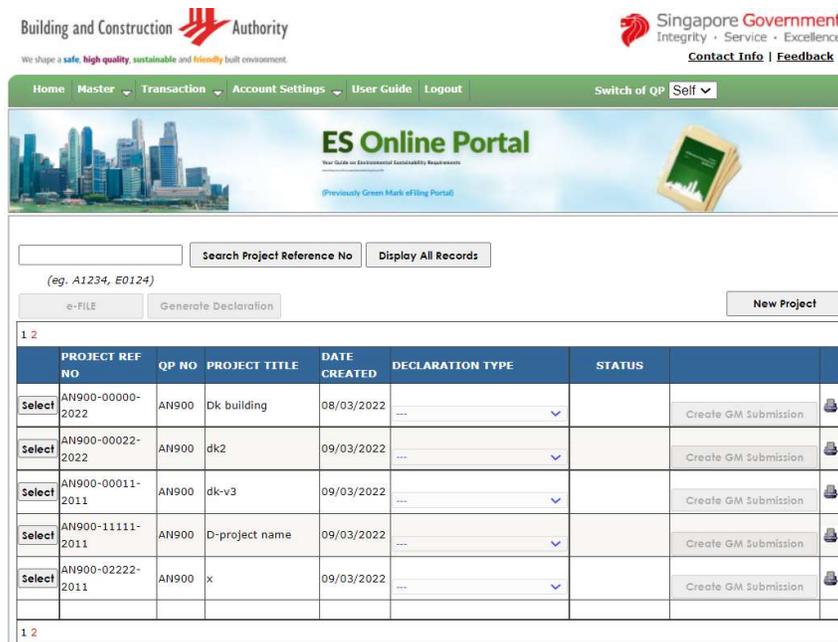
**Step 6:** After successful registration user will be redirect to login page, user can login using singpass (individual user).

**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



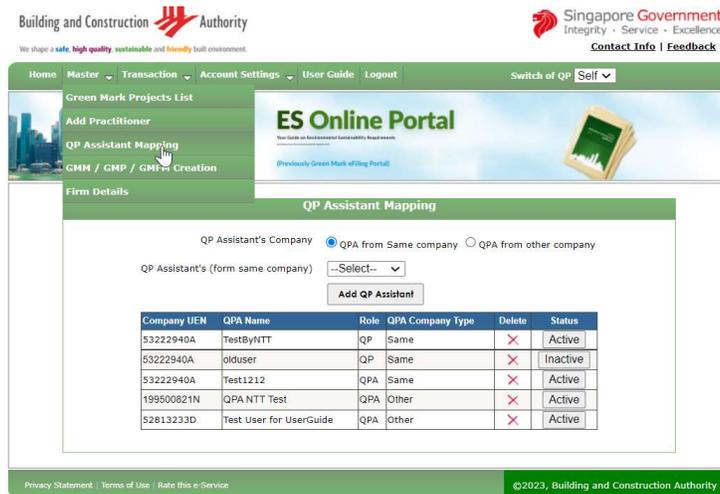
- b. Existing user landing page (application dashboard)



**QPA Mapping: (QP Assistant)**

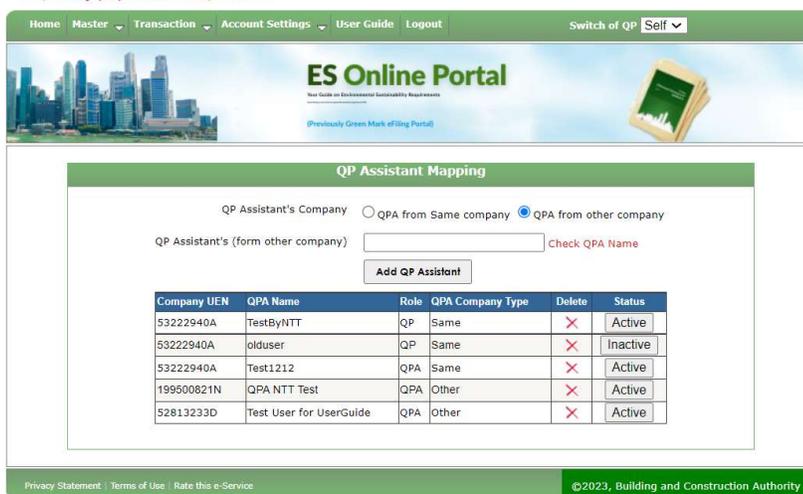
**Step 1:** Navigate to Master -> QP Assistant mapping screen – QPA from same company

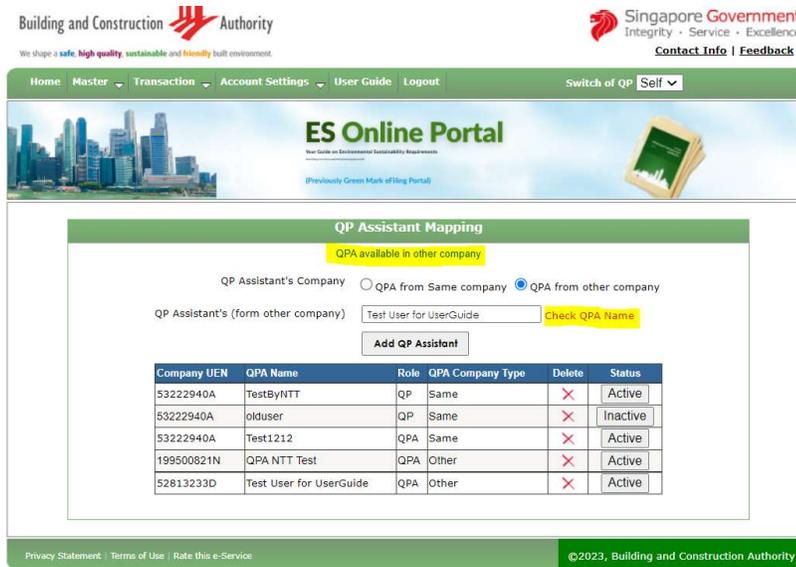
- Select QP Assistant from same company,
- If QPA from same company, select QPA name in dropdown list
- Click “Add QP Assistant”
- successfully mapped QPA



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

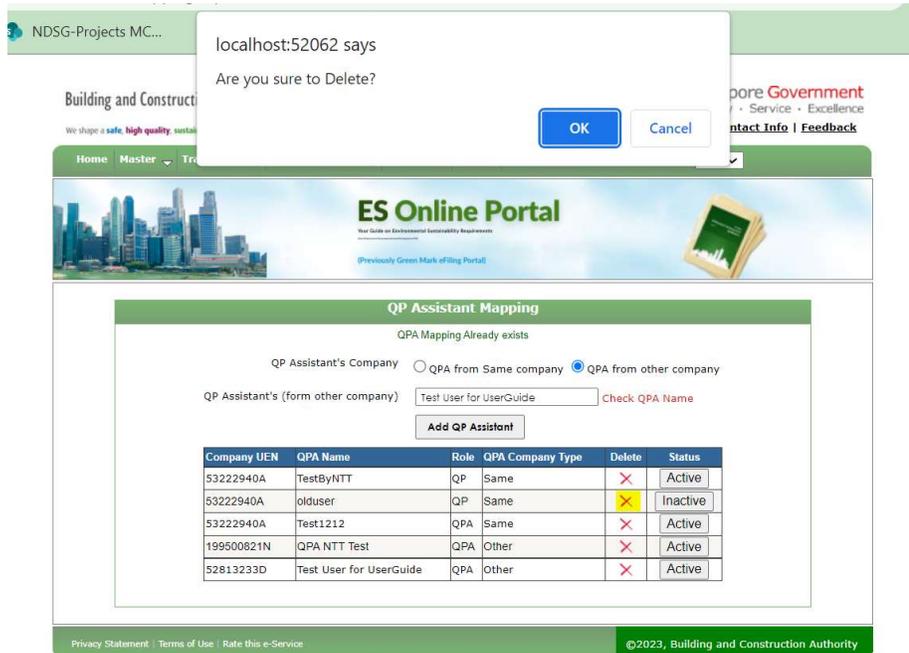
- Select QP Assistant from other company or other company,
- If QPA from other company, input QPA name in text box
- Click on “check QPA Name” link
- If QPA name available -> click on “Add QP Assistant”
- Successfully mapped QPA

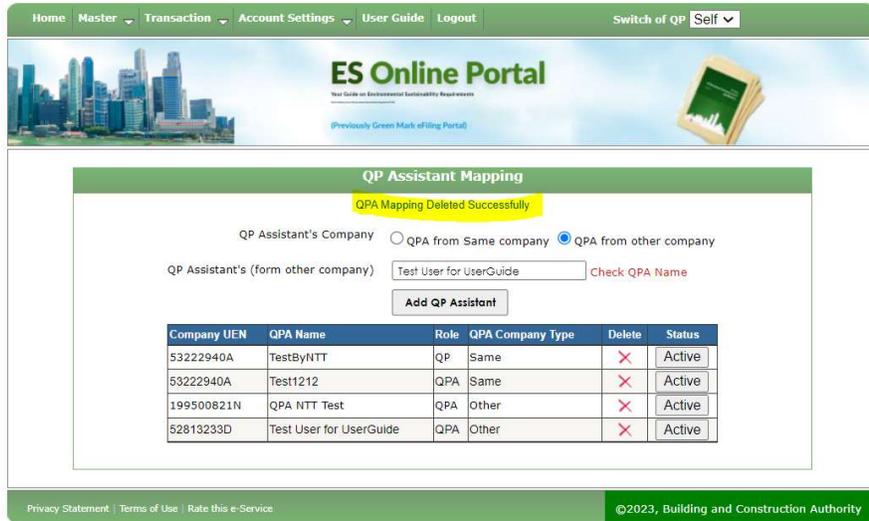




**Step 3:** Delete QPA mapped user

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

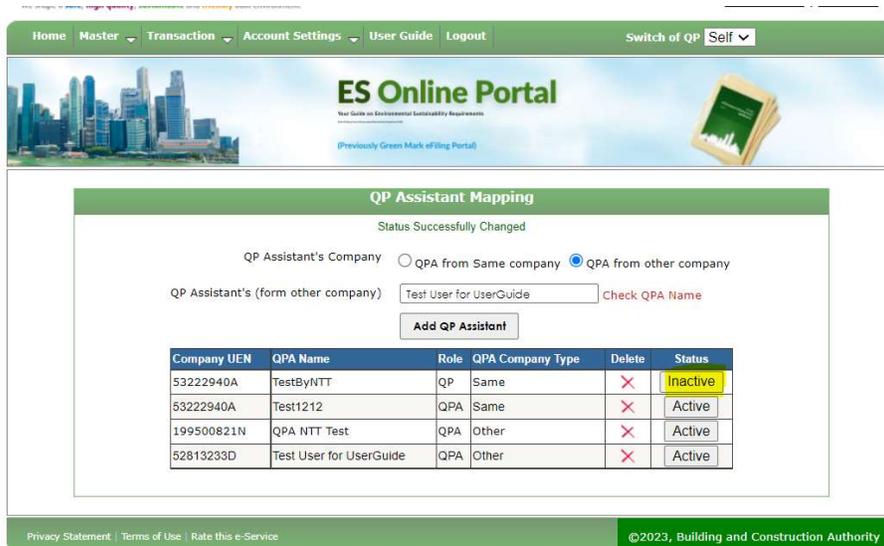




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**Step 3:** Inactive QPA mapped user

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



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**Switch QP:**

- 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.
- QPA can mapped with multiple QP.
- 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:**

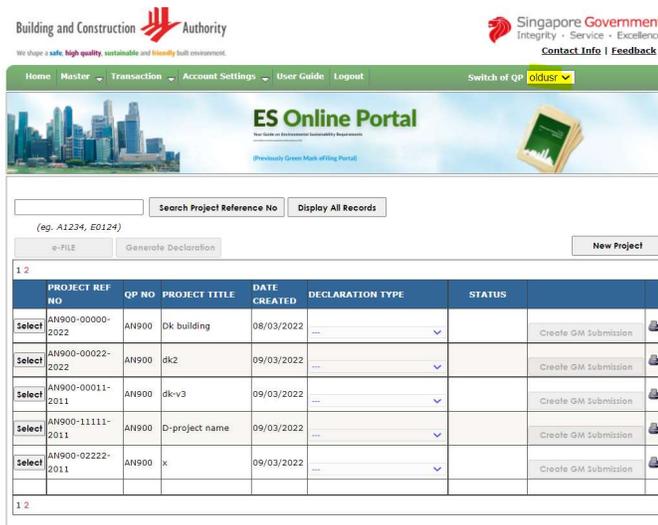
- i. QP1 --> P1, P2, P3
  - QPA1 --> P1, P2, P3
  - QPA2 --> P1, P2, P3
  - QPA3 --> P1, P2, P3
- ii. QP2 --> P4, P5
  - QPA1 --> P4, P5
- iii. QPA1 can see P1, P2, P3, P4, P5 (based on change of QP dropdown selection)
- iv. One QP can be a QPA for other QP (meaning QP1 can be a QPA for QP2)

**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.



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



- 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

**My Account**

Company UEN \*  [Get MyInfo](#)

NRIC/Passport No. \*  (e.g. for NRIC, S1111111D)

Architect/PE Type/QPA \*

Architect/PE Registration No. \*  (min. 4 digits, eg input 0001 if the registration no. is 1)

QP (BP) Name \*  This field will be auto populated

Email Address \*  (e.g. jay@yahoo.com)

Mobile Phone No.

Tel No \* / Ext.  /  Note: This telephone number of QP/PE will be populated into ES form (GM01/GM02).

Firm Name \*

Firm Address

Firm Postal Code

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