BCA
ES Online Portal
(Previously known as Green Mark e-filing portal)

User Guide (Public)
Version 1.0

SUMMARY OF DOCUMENTATION CHANGES

Version No	Date Revised	Summary of Changes
1.0	14th July 2022	Enhancement to ES Submission Worksheet - applicable for the Code for Environmental Sustainability for Buildings (4th Edition)

Accessing 4th Edition public forms

Notes:

— Upon clicking the *"ES Submission Worksheet (only for Code 4th Editions)"*, it brings to the following page.

Notes:

— User can select *'e-File Residential'* to access Residential public form.

— User can select *'e-File Non-Residential'* to access Non-Residential public form.

Residential Public Form

Notes:

— For Residential public form, the above page will be shown.
— Users can input some basic information of the project before proceeding to the following page.

Residential Building Form

Form Submission

Choose Your Preferred Method to Continue

Create New Form

This option is for you to create a new form or to continue earlier project.

New

OR

Upload Existing Form

This option is for you to upload an earlier created form for the purpose of editing or upload for submission.

Upload

Notes:

— For Residential public form, the above page will be shown.
— Users can select *'New'* to create new form or select *'Upload'* to upload a saved file.

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— If user select *'Upload'*, the following page will be shown.

Residential Building Form

Form Submission

Upload Existing Form

This option is for you to upload an earlier created form for the purpose of editing or upload for submission.

Drag and drop
or **browse** your files

Notes:

— For Residential public form, the above page will be shown.
— Users can drag and drop or browse files to upload.

   Notes:

— This is the main public form for Residential.
— User can click on *'Export'* to save the form as a file.
— User can click on *'Check Overall'* to check on the overall compliance status.
— User can click on *'Summary Page'* to proceed to the summary page.

Non-Residential Public Form

Notes:

— For Non-Residential public form, the above page will be shown.
— Users can input some basic information of the project before proceeding to the following page.
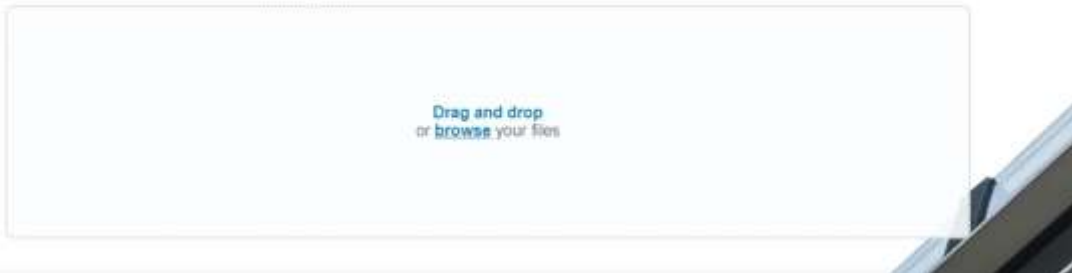

Notes:

— For Non-Residential public form, the above page will be shown.
— Users can select *'New'* to create new form or select *'Upload'* to upload a saved file.
— If user select *'Upload'*, the following page will be shown.

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Non-Residential Building Form

Form Submission

Upload Existing Form

This option is for you to upload an earlier created form for the purpose of editing or upload for submission

Drag and drop
or **browse** your files

Notes:

— For Non-Residential public form, the above page will be shown.
— Users can drag and drop or browse files to upload.

Information

Notes:

— This is the page before reaching main public form for Non-Residential.
— Users will be required to fill in the Air-conditioned Spaces and Non Air-conditioned Spaces before proceeding to the main Non-Residential public form.

Notes:

— This is the main public form for Non-Residential.
— User can click on *'Export'* to save the form as a file.
— User can click on *'Check Overall'* to check on the overall compliance status.
— User can click on *'Summary Page'* to proceed to the summary page.