Online Registration For Identity Verification for Foreign Workers (ORV)
User Guide: Public Module
(A) Accessing ORV

1. Launch the Internet Explorer.
2. Key in the address of the page in the address bar.
3. Click on or hit on the “Enter” button on the keyboard.
4. You will be able to see the home page of ORV.
(B) Account Registration (For New Users)

1. Click on the “SingPass Login” button on the homepage.

2. Key in your SingPass ID and SingPass.

3. Click on the “Submit” button.
4. Key in the particulars requested in the Account Registration form. Please note that the mandatory fields are marked by asterisks (*).

5. Click on the “Submit” button to complete the registration.

![Figure 5: Account Registration Screen](image)

6. A confirmation message will be displayed on the screen upon the successful registration.

![Figure 6: Registration Confirmation Message](image)
(C) Log in

1. Click on the “SingPass Login” button on the homepage.

2. Key in your SingPass ID and SingPass.

3. Click on the “Submit” button.
4. You will be directed to the Applications page upon successful login.

Figure 9: Application Page after login
(D) Enroll Candidate

1. To enroll any candidate, click on the “HERE” hyperlink after you have login successfully.

![Figure 10: Screen after logging into the system](image1)

2. Alternatively, you can click on “Enroll Candidate” on the top navigation bar.

![Figure 11: Enroll Candidate function at the top navigation bar](image2)
3. The system displays the outstanding number of quota on the respective verification dates. Click on the “Start >>” button to enroll the candidates.

![Outstanding number of quota on the respective verification dates](image1)

**Figure 12:** Outstanding number of quota on the respective verification dates

4. Click on the “Add Candidate” button to begin the enrolling process.

![To start enrolling the candidates](image2)

**Figure 13:** To start enrolling the candidates
5. Provide the details of the candidate in the Enroll Candidate form. Please note that the mandatory fields are marked by asterisks (*).

6. Click on the “Save” button at the bottom of the screen.

7. Once the candidate has been enrolled, his particulars will be displayed under the Candidate List page.
8. Click on the “Add Candidate” button to continue with the enrolling process.

Figure 15: Displaying the candidate who has been enrolled

9. To edit the candidate’s particulars, click on the hyperlink at the candidate’s name.

Figure 16: To edit the particulars of the enrolled candidate
10. Make the necessary amendments in the Edit Candidate form and click on the “Save” button found at the bottom of the screen.

![Edit Candidate Form]

Figure 17: Editing the particulars of the enrolled candidate

11. The changes will be reflected against the candidate in the Candidate List page.

![Candidate List]

Figure 18: Reflecting the changes made
12. To delete any candidate, scroll all the way to the right and click on ✗ against the candidate.

![Figure 19: To delete enrolled Candidate](image)

13. You will be prompted if you are sure on deleting the candidate. Click on the “OK” button to proceed with the deletion. Click on the “Cancel” button if you have decided not to delete the candidate.

![Figure 20: Prompt on whether to proceed with the deleting of the candidate](image)
14. Note that the candidate that you have deleted will be removed from the Candidate List page.

Figure 21: Deleted candidate is not on the Candidate List

15. When you have completed with the enrollment of the candidates, check on the checkbox at the bottom of the screen. This is to indicate you have read and agreed to the terms.

16. Click on the “Next >> >>” button to submit your application.

Figure 22: Making a submission after the enrolment of the candidates
17. Select the verification date by clicking on the respective radio buttons.

18. Click on the “Confirm” button at the bottom

Figure 23: Selecting the verification dates

19. A confirmation message will be displayed upon successful submission of the application. You may wish to take note of the application number.

Figure 24: Confirmation Message with the application number upon successful submission of the application
20. Take note that the number of outstanding quota will decrement accordingly with every successful enrolment of the candidates.

Figure 25: number of quota decreasing accordingly
(E) Manage Candidate

1. To manage any candidate, click on “Manage Candidate” on the top navigation bar.

![Manage Candidate function at the top navigation bar](image)

2. You will be able to see all the successful submissions that you have made under the Applications page.

![Successful submissions under Applications page](image)

3. Click on the hyperlink under the Application Number that you want to view.

![List of candidates under a particular submission](image)

4. The candidates under the particular submission will be displayed.
5. Click on the hyperlink under the name of the candidate to view his particulars.

Figure 29: Viewing the particulars of a candidate
(F) Check Status

1. To check the status of any applications, click on “Check Status” on the top navigation bar.

![Figure 30: Check Status function at the top navigation bar]

2. Key in any of the search criteria and click on the “Search” button.

![Figure 31: Keying in the search criteria at the Check Status form]
3. The search results will be displayed. Click on the hyperlink under the application number to view the candidates under this submission.

![Image](image1.png)

Figure 32: Displaying the search results

4. The candidates under the particular submission will be displayed.

![Image](image2.png)

Figure 33: List of candidates under a particular submission
5. Click on the hyperlink under the name of the candidate to view his particulars.

Figure 34: Viewing the particulars of a candidate
(G) My Details

1. To amend the details of your account, click on “My Details” at the top navigation bar.

2. The details that you have keyed in during the account registration process.

3. Make the changes and click on the “Submit” button at the bottom of the screen.

Figure 35: My Details function at the top navigation bar

Figure 36: Displaying the account details that was provided earlier
4. When the amended details are updated, you will receive a confirmation message.

Figure 37: Message that the account details has been updated