# ME Portal User Guide

Last updated on 1 Dec 2023

How to submit 6ME results

Step 1: Log in to ME Portal
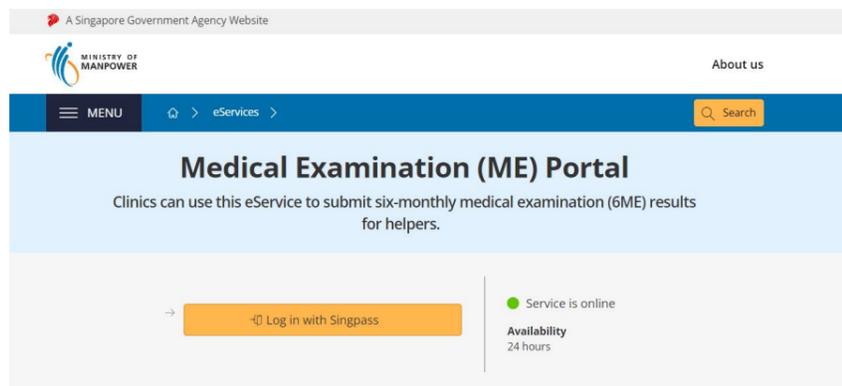
Log in to **ME Portal** with your Corppass. You will need a Corppass to use this service. If you do not have a Corppass, you can **register for one**.


💡 If you are unable to log in, please check with your **Corppass admin user** or **sub-admin user**.

Your Corppass admin user or sub-admin user must:

1. Log in to **Corppass** account.

2. Go to **eService Access** tab.

3. Choose **Employment Pass (EP) eService** as one of your company's eServices.

4. Assign **Employment Pass (EP) eService** to your company's Corppass user accounts

---

Step 2: Prepare for submission
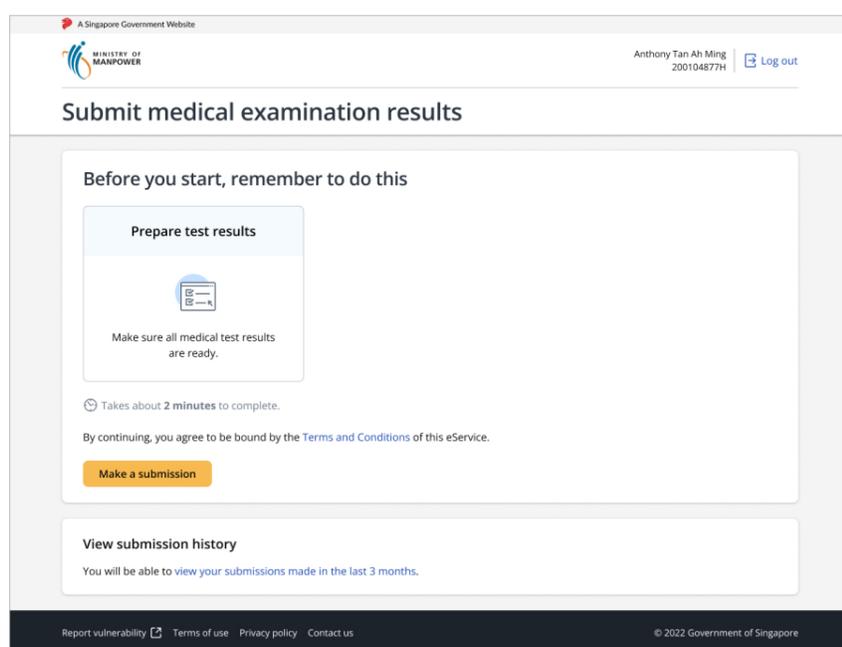
Read the instructions for submitting medical examination results.

Click `Make a submission` when you are ready.

If you wish to view your submission history:

Click the link under `View submission history` to view submission records up to the last 3 months. The link will open in a new tab.

Step 3: Enter clinic and doctor details

In this section, enter the following details:

1. Healthcare Institution (HCI) code of where the helper received the medical examination

2. Contact number of the clinic

3. Medical Registration (MCR) number of the doctor who carried out the medical examination

4. Name of doctor who carried out the medical examination

Click `Continue` to proceed.

> 💡 The system will attempt to pre-fill the clinic and doctor details when a previously submitted HCI or MCR is entered. This will not work when the browser is in "incognito mode" or when you have previously cleared the browser cache.

Step 4: Enter helper's FIN

Enter the `FIN` of the helper you are submitting medical examination details for.

The FIN must belong to a helper whom a doctor has physically examined.

Possible errors

`You must enter a valid FIN.`

If you see this error message, check that you have not left out any letters or numbers in the FIN.

`This helper does not have a pending medical examination.`

If you see this error message, it might be due to one of the following reasons:

1. Another user has made a submission for this FIN.

2. The helper is not due for a six-monthly medical examination.

Step 5: Enter date helper visited clinic

After you have entered a valid FIN, the helper's name will be displayed below. The name is masked for privacy.

Enter the `Date helper visited clinic` for this helper.

Click `Continue` to proceed to the next section.

💡 Note that the earliest that the system allows for a submission to be made is 90 calendar days before the Notice Date stated on the hard-copy ME form.

`You must enter a valid FIN.`

Step 6: Enter medical examination details

The `Examination details` section contains 4 sections:

1. Body measurements
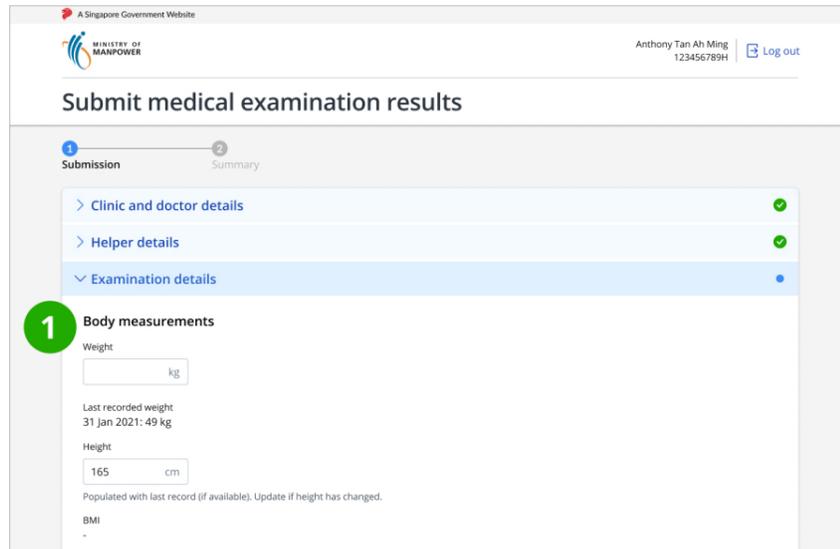
Enter the helper's `Weight` recorded during the medical examination.

Weight records from previous examinations, if any, will be displayed here as `Last recorded weight`.

> ⚠️ If the helper has lost at least 10% of her body weight since the last medical examination, you will see a warning message. If her weight loss was unintentional or if its reason cannot be determined, select 'Yes' for 'unintentional weight loss' under 'Physical examination details'.
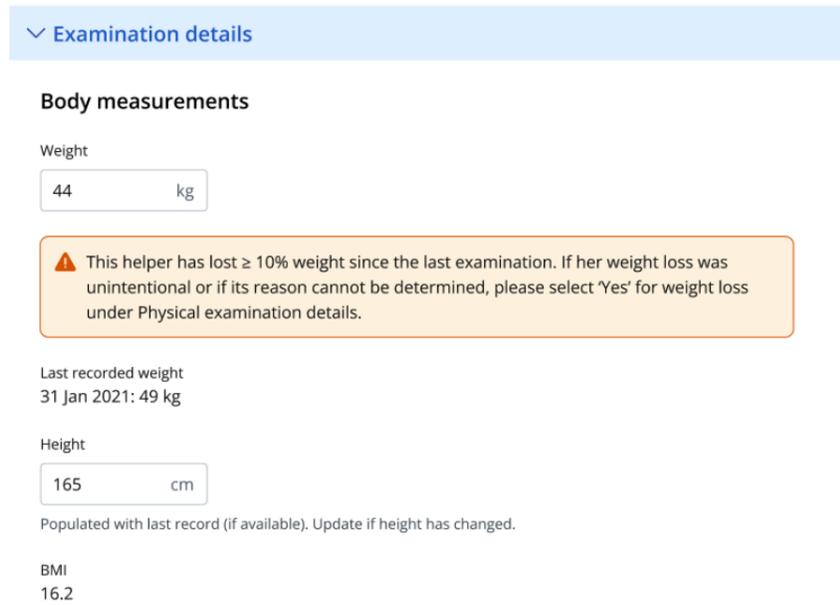
Enter the helper's `Height` that was measured during the medical examination.

The previous height measurement, if any, will be pre-filled. If the helper's height has changed since the previous medical examination, enter the latest measurement.

The helper's `BMI` is automatically calculated and displayed once both the weight and height fields are filled.

2. Test results

Based on the helper's identity, the required tests may vary. This should match the hard-copy ME form.

If the helper tested positive for a specific test, check the `Positive/Reactive` box for that test.

If the helper tested negative for all tests, you do not need to check any boxes.

3. Physical examination details

If the doctor found any suspicious or unexplained injuries or unintentional weight loss during the medical examination, check `Yes` to the relevant question.

> ⚠️ If you checked `Yes` to either question, you must describe the injuries or weight loss in the remarks section and confirm whether a police report was made.

If your clinic has made a police report, select `Yes`. Otherwise, select `No`.

4. Remarks

You will need to enter your remarks if you have checked `Yes` to:

- Signs of suspicious or unexplained injuries
- Unintentional weight loss

Otherwise, you will see a checkbox `I have something else to report to MOM about the helper`.

Check the box only if you have something to report to MOM, and enter your remarks in the text box.

Once these 4 sections have been completed, click `Continue` to proceed.

Step 7: Review and submit

Review the details that you have entered for this submission.

If you need to edit any details, click `Edit` in the relevant section.

If all the details are correct, read the `Declaration` and check `I declare that all of the above is true.` to acknowledge that you have read and understood it.

Click `Submit`.

Step 8: Successful submission and next steps

If you see this page after clicking `Submit` , the submission is successful.

To keep a record of this submission, click `Download acknowledgement and summary as PDF` .

⚠️ You will not be able to download the PDF after you leave this page.

If you wish to make more submissions:

Click the 1st or 2nd link under `What do you want to do next?` .

`Start a new submission (same clinic and doctor details)` will start a new submission with the clinic and doctor details fields pre-filled with the same details from the previous submission.

`Start a new submission (different clinic and/or doctor details)` will start a new submission with no fields pre-filled.

If you wish to view your submission history:

Click `View submission history` to view submission records up to the last 3 months. The link will open in a new tab.

If you have completed all submissions:

You can leave this eService by clicking `Log out` on the top right of the page.

How to submit amendments

To submit amendments, do so via the **MOM feedback form**.

Follow these steps in the feedback form:

1. In step 1, select `Work passes`

2. In step 2, select `About Work Permit`

3. In step 3, enter the helper's FIN and describe your amendment request in the `Message` field. Upload the Acknowledgement and Summary PDF you downloaded when you first made the submission.

⚠️ MOM will only accept the first amendment request and will reject subsequent ones.

How to view submission history
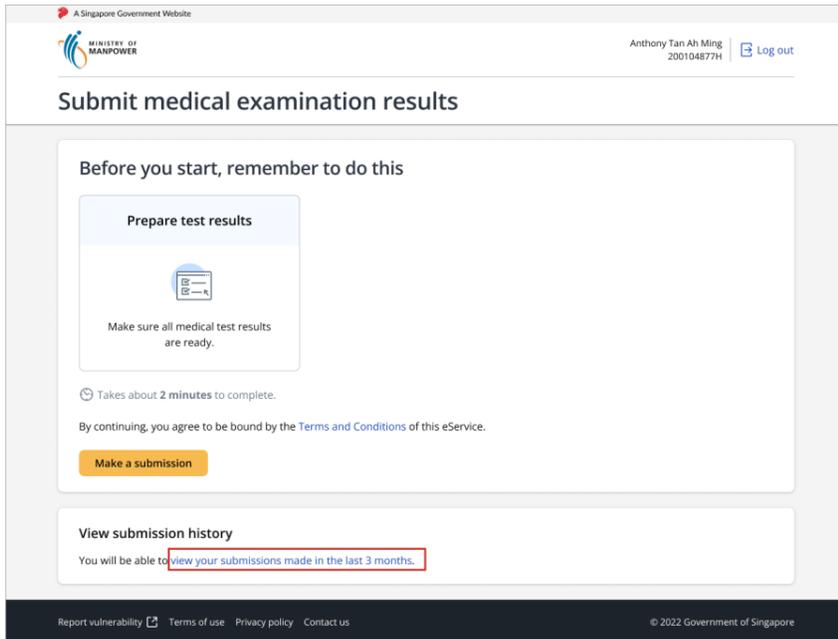
Step 1: Go to 'View submission history'

To view a record of submissions you have made in the last 3 months, click the link under `View submission history`. The link will open in a new tab.
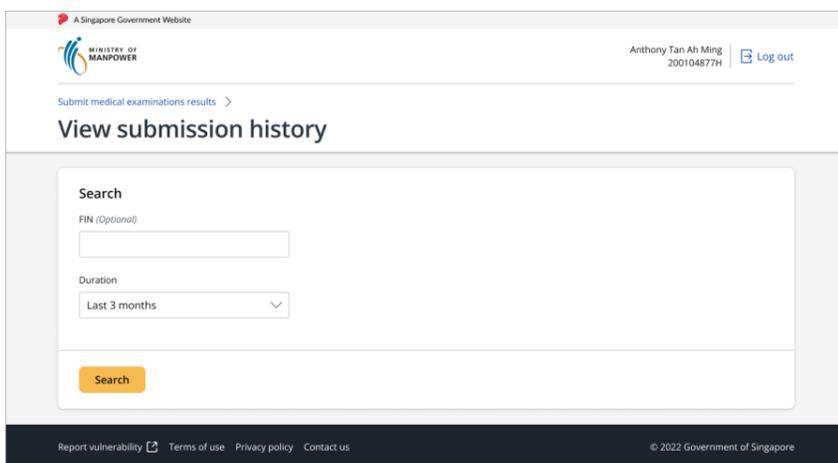

Step 2: Enter search criteria

1. To view all your submission records, leave the `FIN` field blank.
   If you wish to view the submission records of a specific helper, enter her FIN in the field.

2. Select the duration you wish to search for. By default, the system is set to search for records submitted up to the `Last 3 months`.

3. Click `Search` to proceed.

> ⚠️ You can only search for your submission history up to the last 3 months, based on the Corppass account you are logged in to.
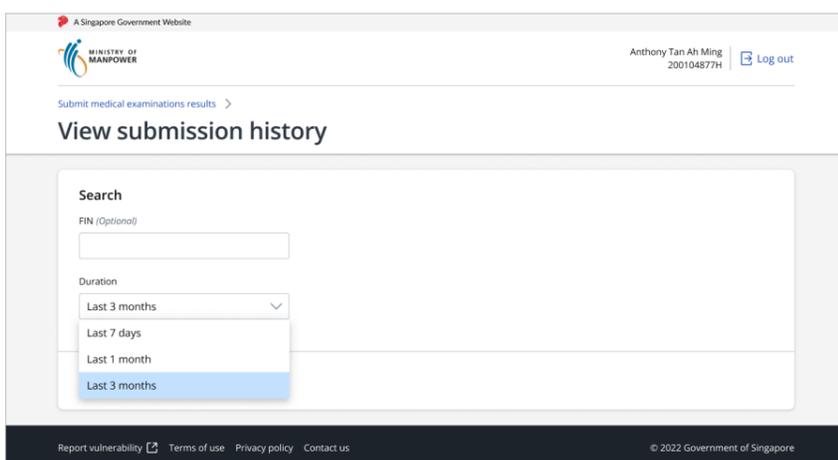
You can also change the duration selection to search for records up to the `Last 1 month` or the `Last 7 days`.

Step 3: View search results

View your submission history in the table under `Results`.

If there are no search results available, you will see the message `No records found`.

If there are more than 10 results, click `Next >` to view additional results on the next page.

To view submitted records in ascending or descending order, click the `'Sort'` icon in the column header labelled 'Date of submission'.

Step 4: Return to ME Portal

To return to ME Portal, click `Submit medical examination results` at the top of the page.