

Authorisation of eService Account Administrator & Nomination of eService User

Lee Chee Wee
Head, Licensing
Occupational Safety & Health Division
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MINISTRY OF
MANPOWER

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eService Account Administrators & eService Users are authorised and nominated by organisations or Authorised Examiners who have subscribed to use Workplace Safety & Health eServices, to perform electronic transactions with the Occupational Safety & Health Division on their behalf.



An eService Account Administrator

- Nominates eService User(s) for each Workplace or Competent Organisation record;
- Maintains eService User account(s) i.e. Update or Remove the eService User record; or
- Grants rights for each eService User to submit surveillance reports to MOM Occupational Safety and Health Division.

Only one eService Account Administrator may be authorised by each organisation, denoted by the Unique Entity Number (UEN).

An eService User

- Nominated by an eService Account Administrator or Authorised Examiner who has subscribed to use Workplace Safety & Health eServices, to perform electronic transactions with the Occupational Safety & Health Division on their behalf.
- Electronic transactions include
 - Renewal of Factory/Competent Organisation registration;
 - Update or terminate Factory/Competent Organisation record, including addition of competency scope(s) or approved personnel;
 - Submission of Surveillance reports eg. Hygiene Monitoring Report.

Skills upgrading is key to higher productivity

Build your capabilities and gain a competitive edge.

- Continuing Education & Training (skills upgrading, WSQ, SPUR...)
- Productivity
- Skills in Demand

Read more »

- WSH Regulatory Framework
- Safety & Health Management Systems
- Monitoring & Surveillance Programmes
- Incident Reporting
- Work Injury Compensation
- Training
- Certification & Registration
- Incentives
- Resources

YOU ARE:

- ▶ an Employee
- ▶ an Employer
- ▶ an Employment Agent
- ▶ a Job Seeker
- ▶ a Safety Professional



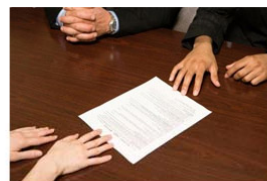
Access MOM's webpage at <http://www.mom.gov.sg>
Move your cursor over "Workplace Safety & Health" tab on the information bar and click on "Certification & Registration"

Home > Workplace Safety & Health > Certification & Registration

A A A Print Share

- WSH Regulatory Framework
- Safety & Health Management Systems
- Monitoring and Surveillance
- Programmes
- Incident Reporting
- Work Injury Compensation
- Training
- Certification & Registration**
 - Factories
 - Machinery & Equipment
 - Competent Persons
 - Competent Organisations
 - Payment services

Certification & Registration



Before people and businesses undertake high risk activities in the workplace, they may be required to obtain a licence or certificate of competency, or register with the Ministry of Manpower.

Organisations need to appoint authorised officers to perform electronic transactions on its behalf before they can use the e-services here.

MOM provides the following licensing and renewal services:

- [Factory Notification & Registration](#)
- [Licensing for Equipment](#)
- [Licensing for Equipment Operators](#)
- [Licensing for Safety Professionals](#)
- [Licensing for Service Providers](#)
- [Nomination of eService Account Administrator and eService User](#)

Factory notification & registration

Factory notification

Click on the eService 'Nomination of eService Account Administrator and eService User'

eService Account Administrator

Every Workplace or Competent Organisation registered with MOM needs to authorise (only) one staff member to be an eService Account Administrator. The roles of an eService Account Administrator are as follows:

1. Nominate eService User(s) for each Workplace or Competent Organisation record;
2. Maintain eService User account(s) i.e. Update or Remove the eService User record(s).

Staff authorised to be eService Account Administrator needs to

1. use his/her SingPass to log in to either of the eServices listed below;
2. complete the online form;
3. upload the authorisation letter printed on company letterhead ([sample template](#)), indicating clearly the Personal Identification Number (i.e. NRIC No. or FIN No.), full name and contact details of the nominee.

➤ Authorise eService Account Administrator

➤ Replace eService Account Administrator

Click on 'Authorise eService Account Administrator'.

Singapore Personal Access
SingPass

Singapore Personal Access

 Secure

[Terms of Use](#) | [FAQs](#) | [Help](#) | [About Us](#)

Welcome

to SingPass Authentication Service

SingPass ID (Enter your **Identification Number**)
e.g. S1234567G, G1234567G

SingPass (8-24 characters, CASE-SENSITIVE)

Tick here to change your SingPass

Submit

Cancel

By clicking on the Submit button, you agree to be bound by the terms specified in the [Terms of Use](#) and Important Notes below.

Enter SingPass ID and SingPass.

[Logout](#)

Register as eService Account Administrator

* UEN :

T99ZZ5028E

Enter Unique Entity Number (UEN), usually the ACRA Business Registration Number.

[Logout](#)

Register as eService Account Administrator

Terms and Conditions

IMPORTANT POINTS

- A. All details must be diligently completed when submitting this online application
- B. Application must be accompanied with the authorisation letter printed on company letterhead, indicating clearly the Personal Identification Number (ie. NRIC No. or FIN No.), full name and contact details.

DECLARATION

- I hereby certify that the information given in this submission is complete, true and correct to the best of my knowledge and belief.
- I am aware that legal action may be taken against me if I had knowingly provided false information.
- I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced from this application.
- I submit this application on behalf of the organisation with the endorsement of the management.
- I agree to provide further supporting documents upon request by the Occupational Safety and Health Division.
- I have read and understood the above Terms and Condition and agree to abide by it.

Read the terms and conditions before selecting 'I Agree' or 'I Disagree'.

The application is supported on Microsoft Internet Explorer(IE) Version 8 SP2/Version 7

Register as eService Account Administrator

MESSAGES
 ■ Virus scan completed, file uploaded successfully

UEN : T99Z26719A
 Singpass Id : S0750814Z
 ID Type : NRIC

* Name :
 Telephone No :
 * Mobile No :
 * Email :
 Preferred Alert Mode : Email SMS
 * Designation :
 * Date of Employment : (dd/mm/yyyy) / /
 Effective Date : (dd/mm/yyyy) / /

Supporting Documents

* File :
 * Document Name :
 * Document Type :
 Description :
 No. of characters remaining : 4000

<input type="checkbox"/>	SNo.	Document Name	Document Type	Description	Document Size
<input type="checkbox"/>	1	Company Letter of Approval	Supporting Document		227.50 KB

- Asterisk (*) denotes mandatory fields.
- Upload company authorisation letter printed on company letterhead, indicating clearly the Personal Identification Number (NRIC No. or FIN No.), full name and contact details .

eService Account Administrator

Every Workplace or Competent Organisation registered with MOM needs to authorise (only) one staff member to be an eService Account Administrator. The roles of an eService Account Administrator are as follows:

1. Nominate eService User(s) for each Workplace or Competent Organisation record;
2. Maintain eService User account(s) i.e. Update or Remove the eService User record(s).

Staff authorised to be eService Account Administrator needs to

1. use his/her SingPass to log in to either of the eServices listed below;
2. complete the online form;
3. upload the authorisation letter printed on company letterhead [sample template](#) indicating clearly the Personal Identification Number (ie. NRIC No. or FIN No.), full name and contact details of the nominee.

[▶ Authorise eService Account Administrator](#)

[▶ Replace eService Account Administrator](#)



XXX Pte. Ltd.

Licensing Branch
Occupational Safety and Health Division
Ministry of Manpower
18 Havelock Rd
Singapore 059764

Our Ref : xxxxxxxx
Your Ref : Workplace Number or
CO File Reference Number
Date : <Date of Letter>

Dear Officer

**AUTHORISATION OF SXXXXXXE MR TAN AH KOW TO BE
ESERVICE ACCOUNT ADMINISTRATOR**

We would like to authorize **SXXXXXXE MR TAN AH KOW** to be the eService Account Administrator of XXX Pte. Ltd (Unique Entity Number UEN or ACRA Business Registration No.: xxxxxxxxx)

2. His personal particulars are as follows:

Personal Identification Number or SingPass ID:
Name:
Mobile Phone No.:
Email Address:
Preferred mode of contact ie. via Email or SMS

3. Please call the number 12345678 or write to <email> should you need further clarification.

Yours faithfully

Lim Ah Sum
Chief Executive Officer

The application is supported on Microsoft Internet Explorer(IE) Version 6 SP2/Version 7



Register as eService Account Administrator

The application for Company Administrator is submitted successfully. Please see below to print/view the details submitted.

Singpass Id :	S0750814Z
ID Type :	NRIC
Name :	Tester 1
Telephone No :	6xxxxxxx
Mobile No :	9xxxxxxx
Email :	Tester1@mom.gov.sg
Preferred Alert Mode :	Email
Designation :	Test
Date of Employment : (dd/mm/yyyy)	01/06/2009
Effective Date :	25/06/2010

• Acknowledgement Page - Details of the nominated eService Account Administrator would be automatically updated into the system.

eService Account Administrator

Every Workplace or Competent Organisation registered with MOM needs to authorise (only) one staff member to be an eService Account Administrator. The roles of an eService Account Administrator are as follows:

1. Nominate eService User(s) for each Workplace or Competent Organisation record;
2. Maintain eService User account(s) i.e. Update or Remove the eService User record(s).

Staff authorised to be eService Account Administrator needs to

1. use his/her SingPass to log in to either of the eServices listed below;
2. complete the online form;
3. upload the authorisation letter printed on company letterhead ([sample template](#)), indicating clearly the Personal Identification Number (ie. NRIC No. or FIN No.), full name and contact details of the nominee.

▶ Authorise eService Account Administrator

▶ Replace eService Account Administrator

Select 'Replace eService Account Administrator'

Singapore Personal Access
SingPass

Singapore Personal Access



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Welcome

to SingPass Authentication Service

SingPass ID (Enter your [Identification Number](#))
e.g. S1234567G, G1234567G

SingPass (8-24 characters, CASE-SENSITIVE)

Tick here to change your SingPass

By clicking on the **Submit** button, you agree to be bound by the terms specified in the [Terms of Use](#) and Important Notes below.

Enter SingPass ID and SingPass.

[Logout](#)

Request Change of eService Account Administrator

* UEN :

[Logout](#)

Request Change of eService Account Administrator

MESSAGES
 ■ Virus scan completed, file uploaded successfully

UEN : T99ZZ5028E

* Singpass Id :

* ID Type :

* Name :

Telephone No :

* Email :

* Mobile No :

Preferred Alert Mode : Email SMS

Designation :

Date of Employment : / / (dd/mm/yyyy)

Effective Date : / / (dd/mm/yyyy)

Reason for Change :

Supporting Documents

* File :

* Document Name :

* Document Type :

Description :

No. of characters remaining : 4000

<input type="checkbox"/>	SNo.	Document Name	Document Type	Description	Document Size
<input type="checkbox"/>	1	Authorisation Letter 06Jul2011	Supporting Document	Authorisation letter	22.10 KB

- Asterisk (*) denotes mandatory fields.
- Upload company authorisation letter printed on company letterhead, indicating clearly the Personal Identification Number (NRIC No. or FIN No.), full name and contact details .

Logout

The application is supported on Microsoft Internet Explorer(IE) Version 6 SP2/Version 7

Request Change of eService Account Administrator

MESSAGES

- [A001-IOSH] Record is saved successfully

UEN : 03354600B

* Singpass Id : S1234567D

* ID Type : NRIC

* Name : tester 3

Telephone No :

* Email : test@test.com

* Mobile No : 91234567

Preferred Alert Mode : Email

Designation :

Date of Employment : (dd/mm/yyyy)

Effective Date : (dd/mm/yyyy) 02/08/2010

Reason for Change :

Supporting Documents

SNo.	Document Name	Document Type	Description	Uploaded By	Date Uploaded
1	Change of Administrator	Supporting Document		S7509775A	02/08/2010

e-Poll

- Acknowledgement Page - MOM will send notification to applicant when approval is granted for the change.

eService User

An eService User is nominated by an organisation's **eService Account Administrator** or an **Authorised Examiner** (who has subscribed to Workplace Safety and Health online eServices) to perform electronic transactions on its behalf. The eService Account Administrator or the Authorised Examiner need s to log in to the eService listed below using his SingPass, fill in the Workplace Number/Competent Organisation Reference number (if applicable) as well as contact details of the nominee.

The eService can also be used to enquire on the eService Account User(s) that have been registered to act on behalf of the organisation or the Authorised Examiner.

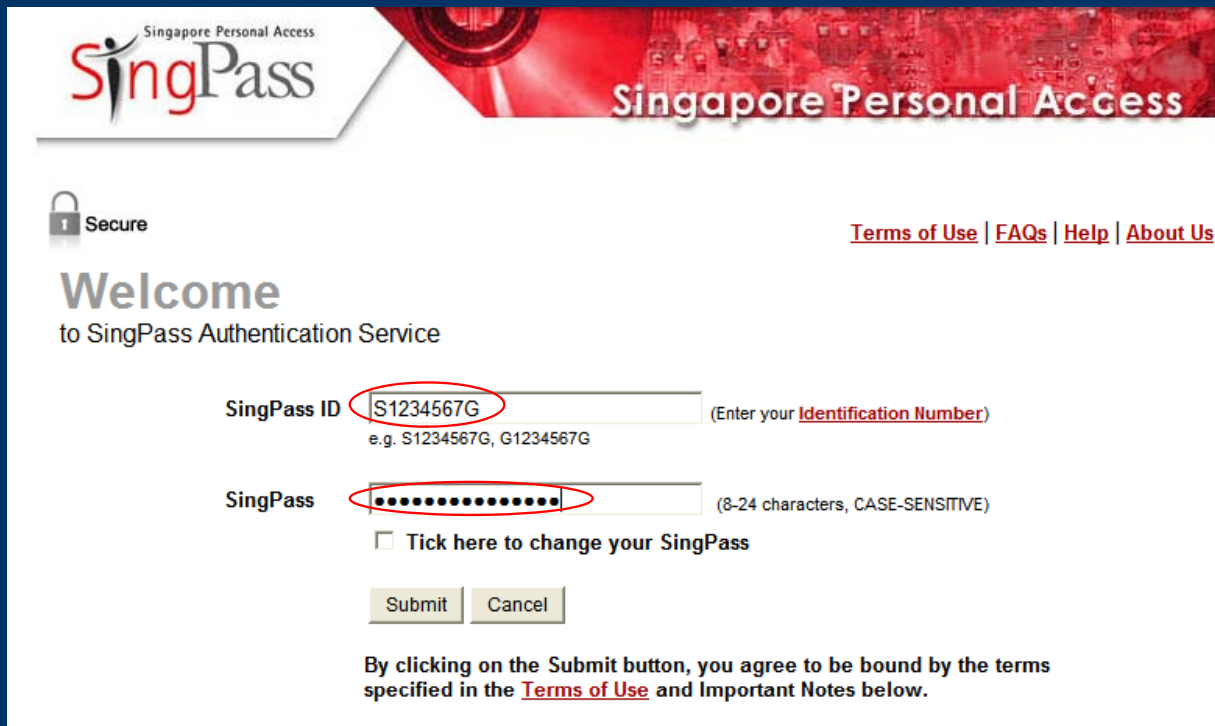
Maintain eService/AE User Account & Access Rights

Useful Links


- [User Guide on Authorisation of eService Account Administrator & Nomination of eService User](#)
- [FAQs on Authorisation of eService Account Administrator & Nomination of eService User](#)

Select 'Maintain eService/AE User Account & Access Rights'.

For Organisation as an eService Account Administrator



Singapore Personal Access
SingPass
Singapore Personal Access

 Secure [Terms of Use](#) | [FAQs](#) | [Help](#) | [About Us](#)

Welcome

to SingPass Authentication Service

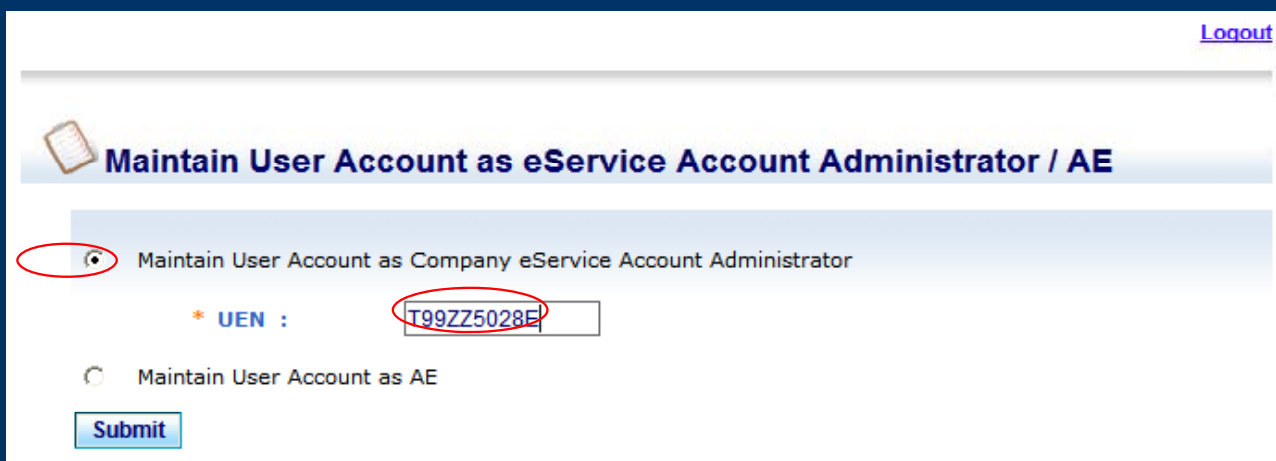
SingPass ID (Enter your **Identification Number**)
e.g. S1234567G, G1234567G

SingPass (8-24 characters, CASE-SENSITIVE)

Tick here to change your SingPass

By clicking on the Submit button, you agree to be bound by the terms specified in the [Terms of Use](#) and Important Notes below.

For Organisation as an eService Account Administrator



[Logout](#)

Maintain User Account as eService Account Administrator / AE


Maintain User Account as Company eService Account Administrator

* UEN :

Maintain User Account as AE

For Organisation as an eService Account Administrator

[Logout](#)


 **Maintain User Account as eService Account Administrator / AE**

Maintain User Account as Company eService Account Administrator

* UEN :

Maintain User Account as AE

[Logout](#)

 **Maintain eService User Account**

Add New eService User

Edit Existing eService User

User Name :

eServices :

Number of Records: 1


List of eService User Account(s)

<input type="checkbox"/>	SNo.	User Singpass ID	User Name	Granted Access to	Status	Effective Date (dd/mm/yyyy)	Termination Date (dd/mm/yyyy)
<input type="checkbox"/>	1	33950000H	NAME OF S9990000H	Medical Monitoring Report Application for Exemption Hygiene Monitoring Report	Active		31/12/2999

- eService Account Administrator will be able to **Add, Edit or Remove** the eService User record(s).

[Logout](#)



Add eService User Account Details

* Singpass Id : 

* ID Type :

* Name :

Designation :


Date of Employment : / / (dd/mm/yyyy) 

Telephone No :

* Mobile No :

* Email :

Preferred Alert Mode : Email SMS

Effective Date : / / (dd/mm/yyyy) 

- Asterisk (*) denotes mandatory fields.

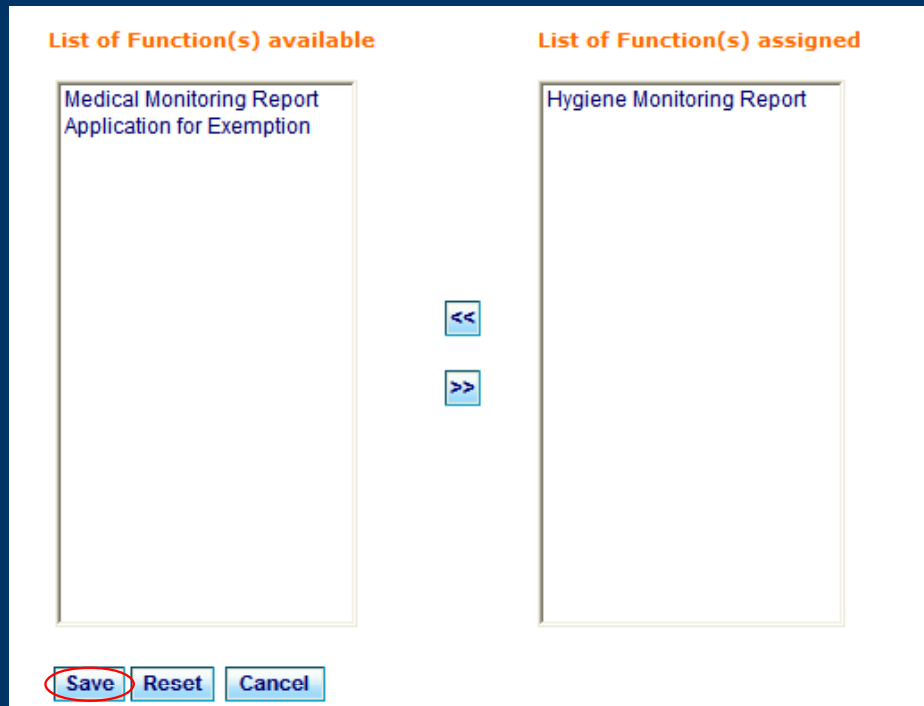
Each Workplace Notification of the Company

Workplace No :

Each Registered Organisation License of the Company

CO Reference No :

- This two sections allows eService Account Administrator to add the workplace numbers or CO reference numbers of the records they can access.
- Select either 'Each Workplace Notification of the Company' or 'Each registered Competent Organisation (CO) License of the Company' by putting a tick in the relevant checkbox.
- Either enter workplace or CO reference no. manually or select from the dropdown list.



List of Function(s) available

Medical Monitoring Report
Application for Exemption

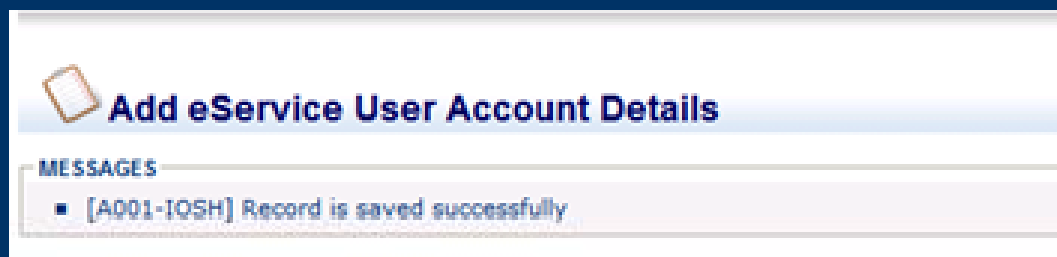
List of Function(s) assigned

Hygiene Monitoring Report

<< >>

Save Reset Cancel

- eService Account Administrator has successfully added the report type that the eService User can submit when the report name appear in the box on the right after the 'Add' button was clicked.
- Remember to click the 'Save' button.



Add eService User Account Details

MESSAGES

- [A001-IOSH] Record is saved successfully

- Acknowledgement of update – eService User added to system.

[Logout](#)

Maintain eService User Account

Add New eService User

Edit Existing eService User

User Name :

eServices :

Number of Records: 2

List of eService User Account(s)

1 of 1

<input type="checkbox"/>	SNo.	User Singpass ID	User Name	Granted Access to	Status	Effective Date (dd/mm/yyyy)	Termination Date (dd/mm/yyyy)
<input type="checkbox"/>	1	<u>S9900001E</u>	NAME OF S9900001E	Hygiene Monitoring Report	Active	11/07/2011	31/12/2999
<input type="checkbox"/>	2	<u>S9990000H</u>	NAME OF S9990000H	Medical Monitoring Report Application for Exemption Hygiene Monitoring Report	Active		31/12/2999

1 of 1

As an Authorised Examiner

The application is supported on Microsoft Internet Explorer(IE) Version 6 SP2/Version 7

Maintain User Account as eService Account Administrator / AE

Maintain User Account as Company eService Account Administrator

* UEN :

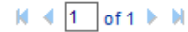
Maintain User Account as AE

[Logout](#)


Maintain AE User Account

User Name :

Number of Records: 1

List of eService User Account(s)

 1 of 1

<input type="checkbox"/>	SNo.	User Singpass ID ▲	User Name	Status	Effective Date (dd/mm/yyyy)	Termination Date (dd/mm/yyyy)
<input type="checkbox"/>	1	S9900002C	NAME OF S9900002C	Active	12/07/2011	31/12/2999


 1 of 1

- Authorised Examiner will be able to **Add, Edit or Remove** the eService User record(s).


As an Authorised Examiner

The application is supported on Microsoft Internet Explorer(IE) Version 6 SP2/Version 7

Add AE User Account Details

MESSAGES

- [A001-IOSH] Record is saved successfully

* Singpass Id : 

* ID Type :


* Name :

Telephone No :

* Mobile No :

* Email :


Preferred Alert Mode : Email SMS

Effective Date : / / (dd/mm/yyyy) 

- Acknowledgement of update – eService User added to system.

As an Authorised Examiner

[Logout](#)

 **Maintain AE User Account**

User Name :

Number of Records: 2

List of eService User Account(s)

1 of 1

<input type="checkbox"/>	SNo.	User Singpass ID ▲	User Name	Status	Effective Date (dd/mm/yyyy)	Termination Date (dd/mm/yyyy)
<input type="checkbox"/>	1	S9900002C	NAME OF S9900002C	Active	12/07/2011	31/12/2999
<input type="checkbox"/>	2	S9900001E	NAME OF S9900001E	Active	12/07/2011	31/12/2999

1 of 1

Thank You!

