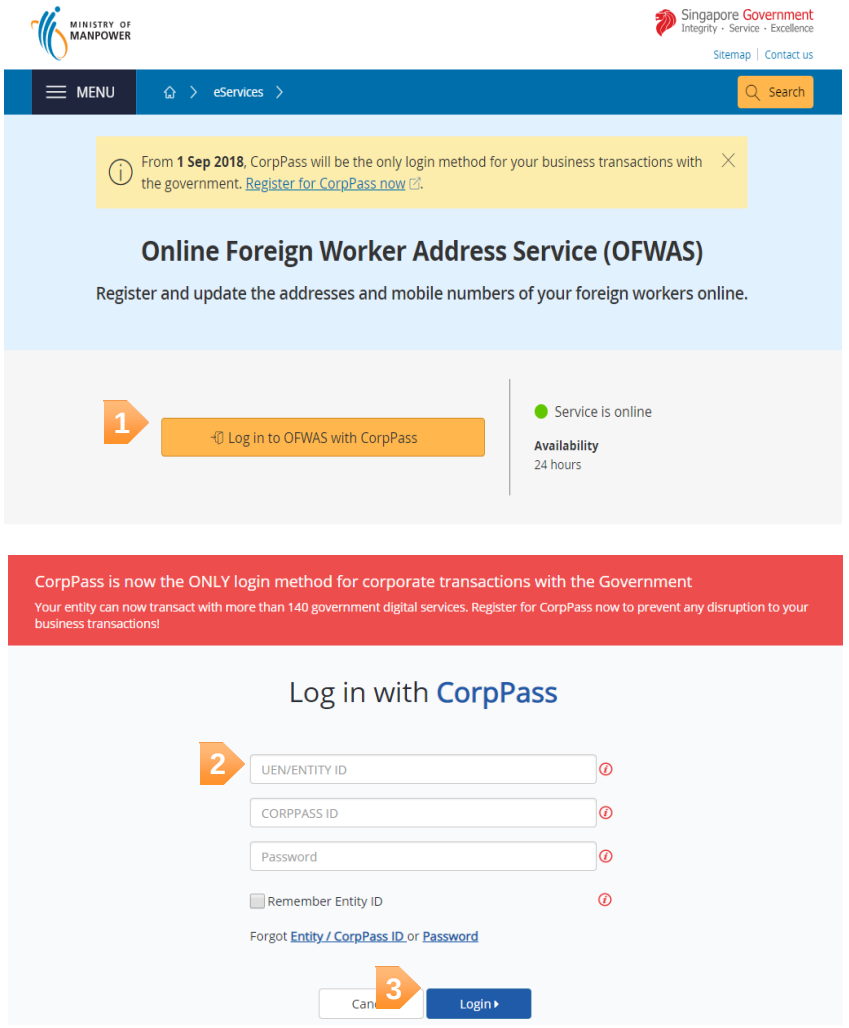
Quick Reference Guide

OFWAS for Web / Mobile

Access OFWAS via https://service2.mom.gov.sg/ofwas/



1. Click *CorpPass Login*
2. Key in *CorpPass ID, UEN/Entity ID and password*
3. Click *Login*

Note: Your CorpPass ID will be authenticated with the Work Permit Online (WPOL) account. You will not be able to proceed without the WPOL account. To apply, go to: **https://www.mom.gov.sg/eservices/services/work-pass-account-registration-wpar**

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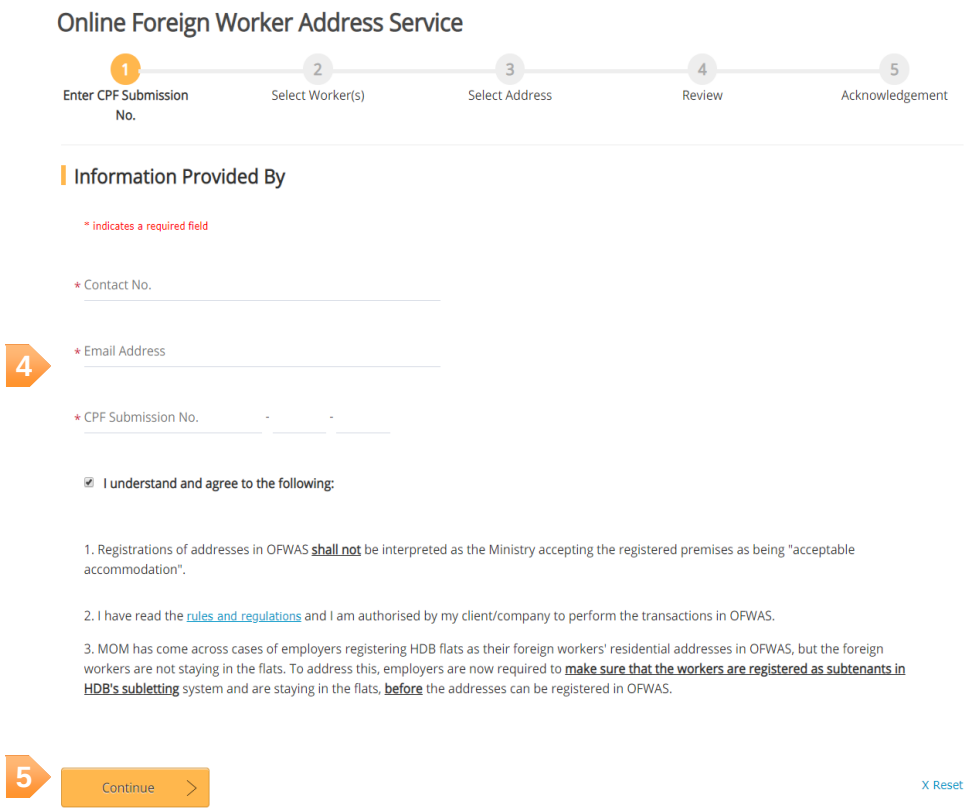
Step 1: Enter CPF Submission No. & Provider's Information



4 Enter *Contact No., Email address. & CPF Submission No.*

5 Click on *Continue* button.

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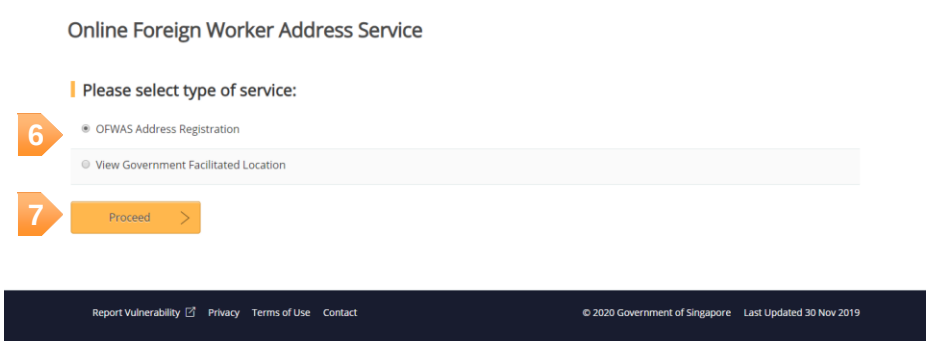
Step 2: Select Type of Service



6 Select *Type of Service*

7 Click on *Proceed* button.

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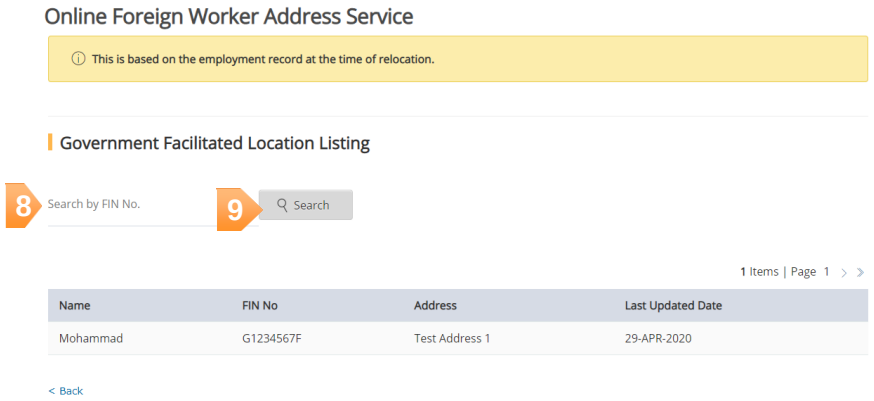
Step 3a: View Government Facilitated Location Listing



8 Enter *FIN No.*

9 Click on *Search* button.

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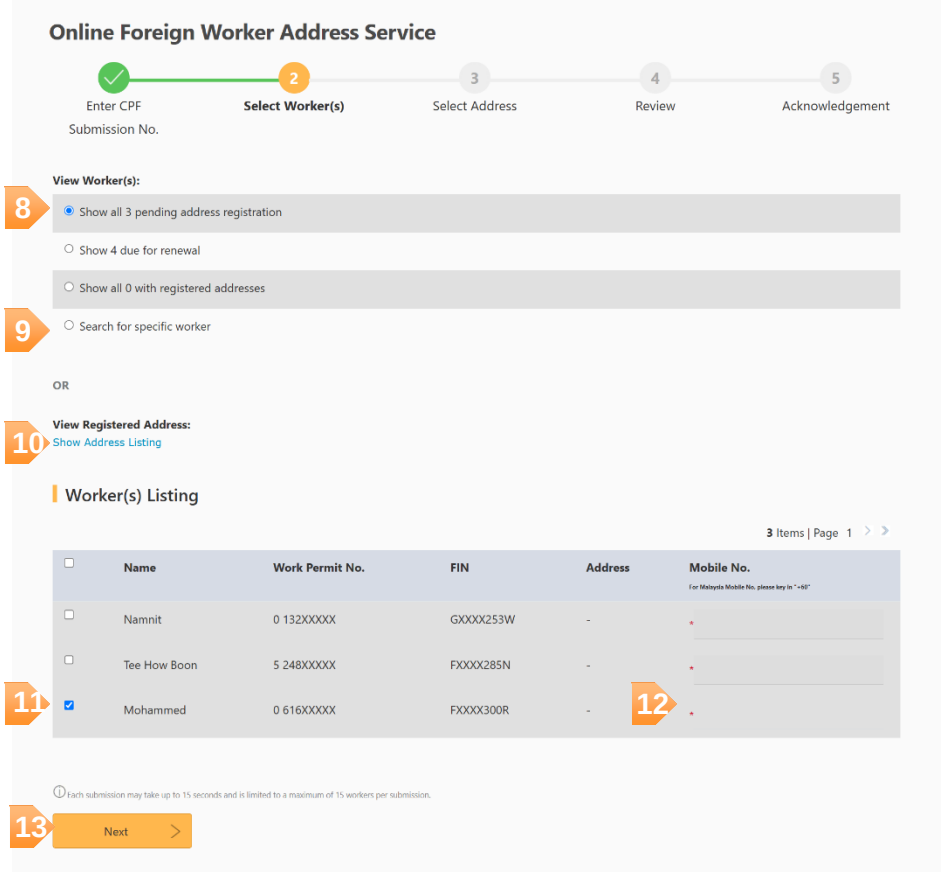
Step 3b: Select worker for address registration



8. Select one of the radio option to view workers pending address registration or due for renewal or with registered addresses.

9. (Optional) Select the last radio option to search for specific worker.

10. (Optional) Click on *Show Address Listing* link to display list of previously registered addresses.

11. Tick the checkbox(es) to select worker(s) for address registration.

12. Enter mobile number for selected workers.

13. Click on *Next* button to continue.

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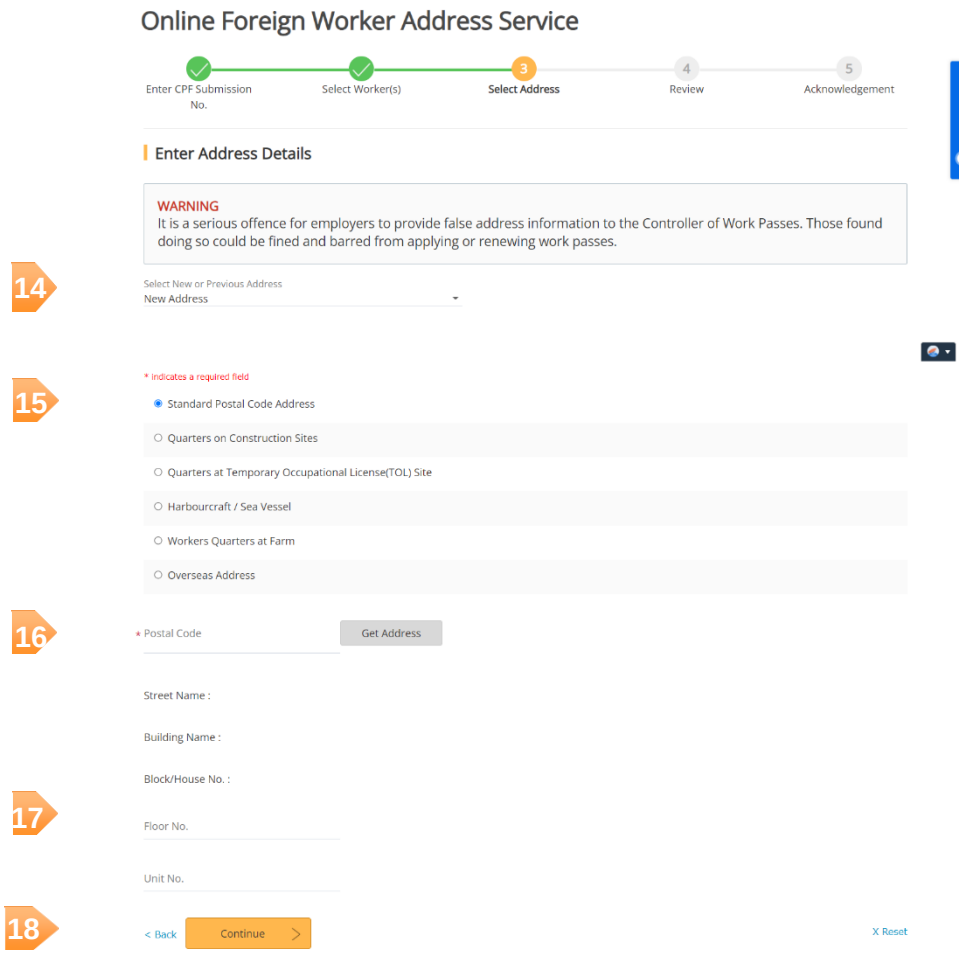
Step 4: Select Standard Postal Code Address for registration



14 Select either *New Address* or previously registered addresses for registration.

15 Select address type from the radio selection.

16 Key in *Postal Code* and click on *Get Address* button.

17 Fill in the necessary address details.

18 Click on *Continue* button to proceed.

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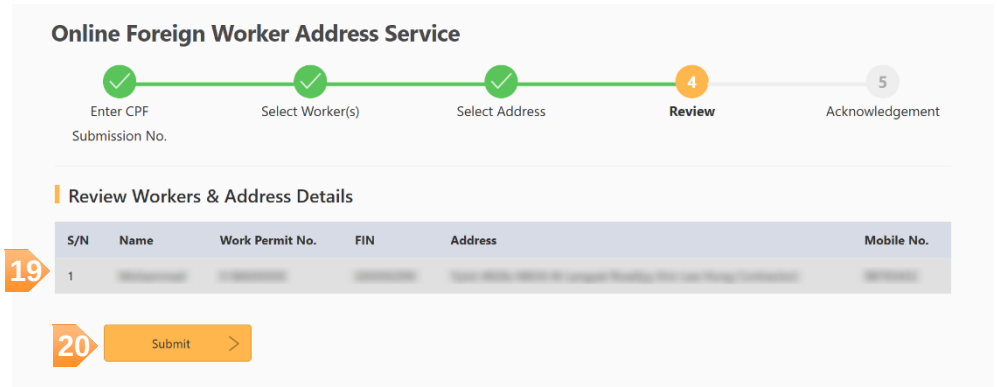
Step 5: Review worker and address details



19 Review selected worker(s) and address details before submission.

20 Click on *Submit* button.

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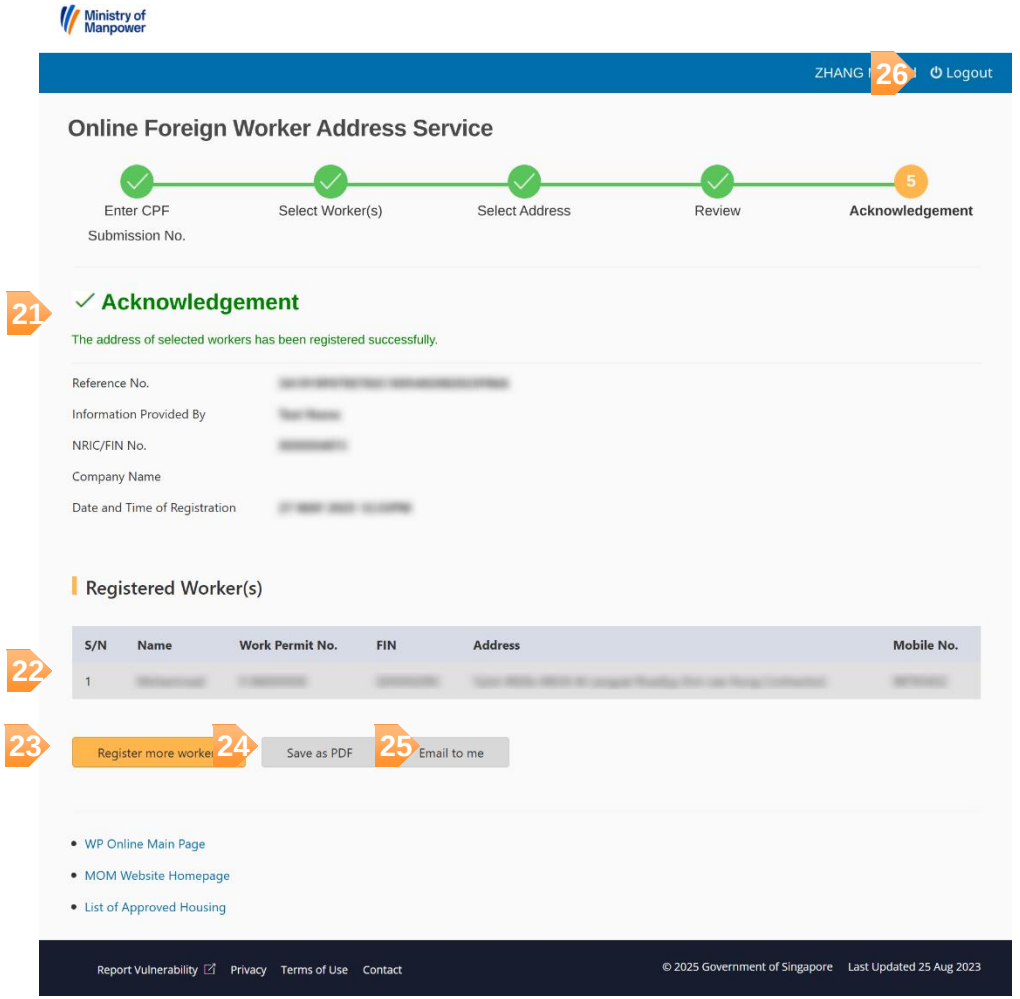
Step 6: Acknowledgement for successful registration



21 Acknowledgement summary details will be presented.

22 List of registered worker(s) will be displayed.

23 Click on *Register more workers* button to perform new address registration.

24 Click on *Save as PDF* to download a copy of PDF acknowledgement.

25 Click on *Email to me* button to send a copy of acknowledgment email.

26 Click on *Logout* button to logout from OFWAS.

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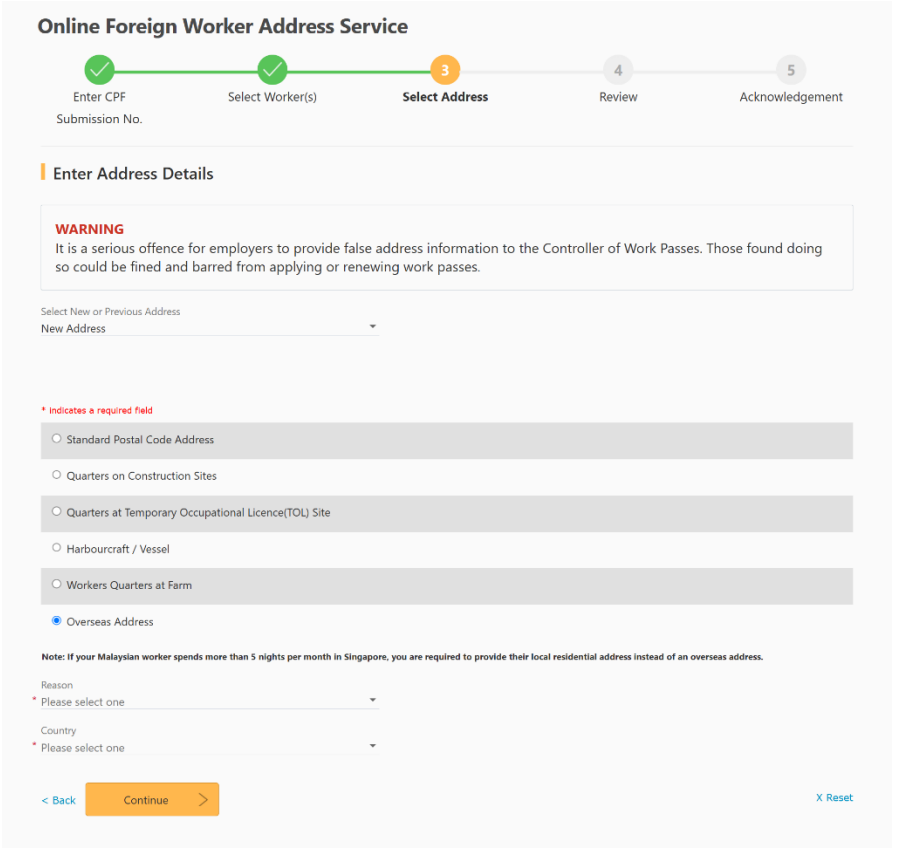
Step 4: Select Overseas Address for registration



14 Select either *New Address* or previously registered addresses for registration.

15 Select address type from the radio selection.

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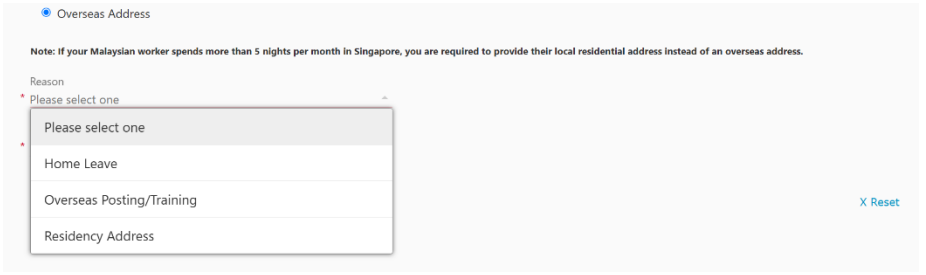
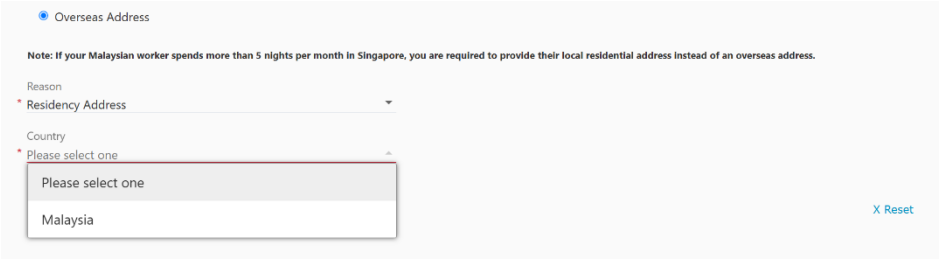
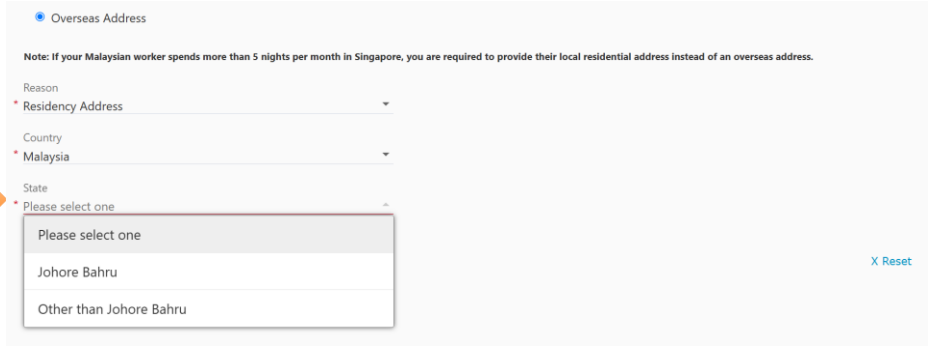
Step 4: Select Overseas Address for registration







16 Select *Reason* for registration from dropdown.

17 Select *Country* for registration from dropdown.

18 Select *State* for registration from dropdown.

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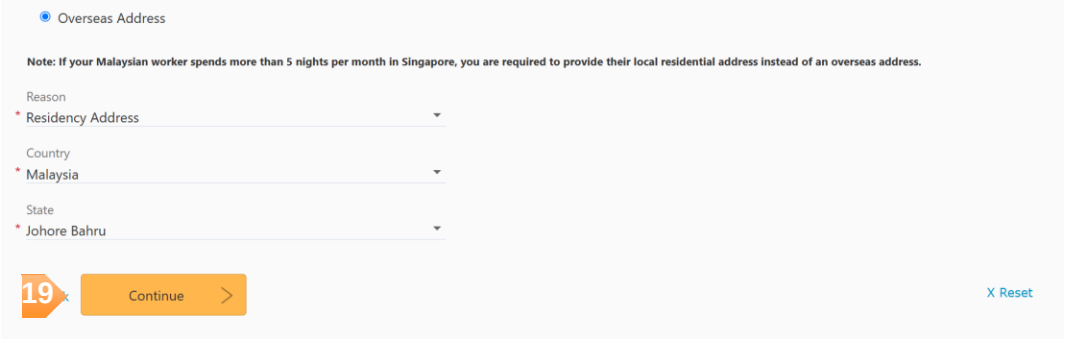
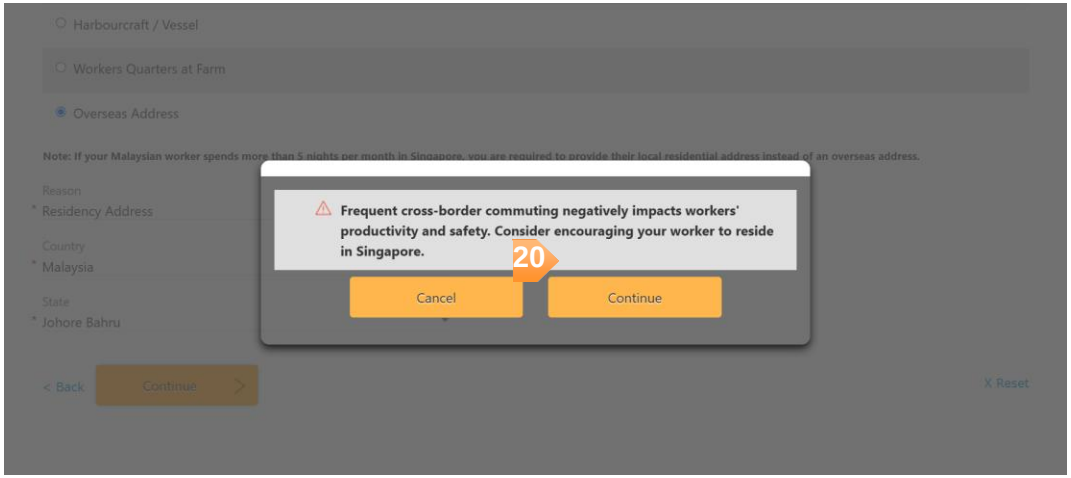
Step 4: Select Overseas Address for registration





19 Click on *Continue* button to proceed.

20 Dialog popup shown to register overseas address. Click on *Continue* button to proceed.

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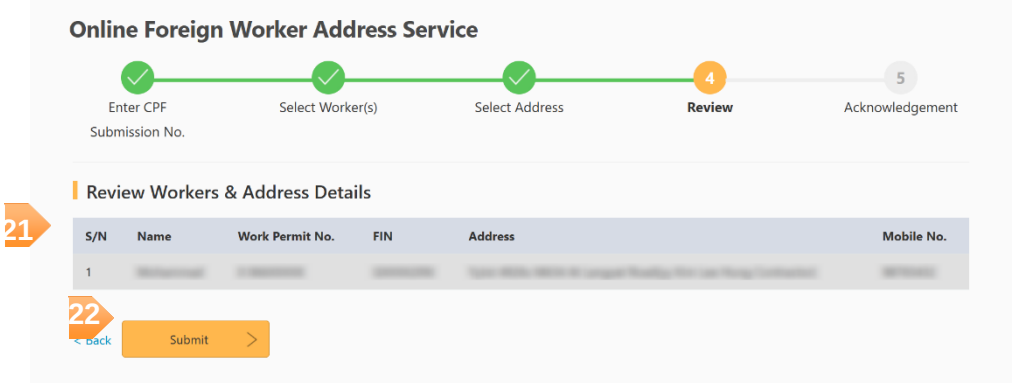
Step 5: Review worker and Overseas address details



21 Review selected worker(s) and address details before submission.

22 Click on *Submit* button.

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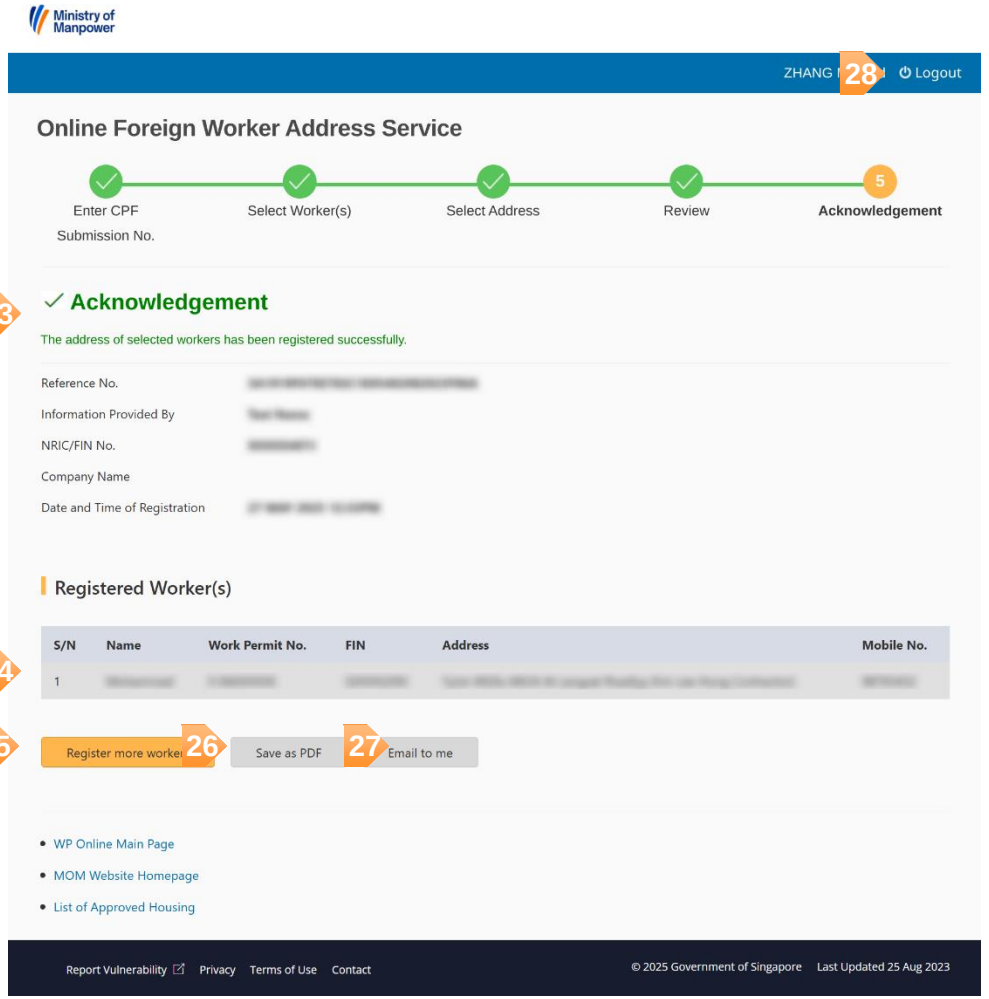
Step 6: Acknowledgement for successful Overseas address registration



23 Acknowledgement summary details will be presented.

24 List of registered worker(s) will be displayed.

25 Click on *Register more workers* button to perform new address registration.

26 Click on *Save as PDF* to download a copy of PDF acknowledgement.

27 Click on *Email to me* button to send a copy of acknowledgment email.

28 Click on *Logout* button to logout from OFWAS.

ANNEX

Site Requirements:-

Supported browsers:

- Google Chrome
- Internet Explorer
- Firefox