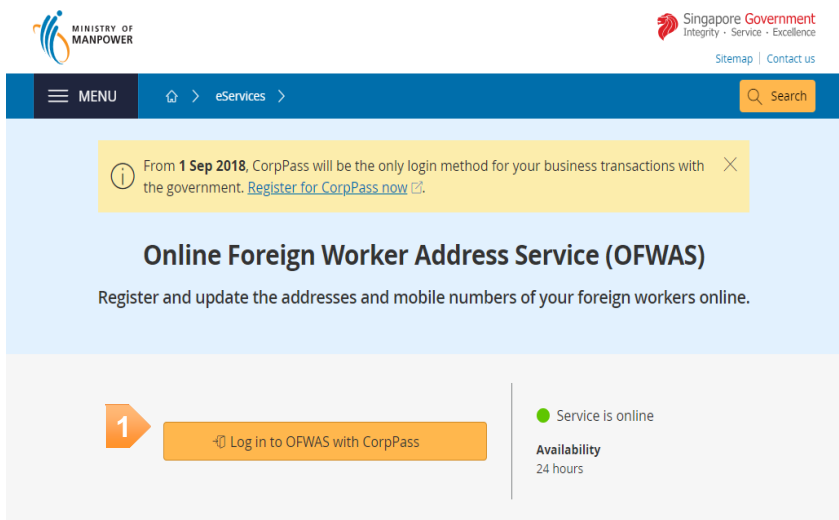


# Quick Reference Guide

## OFWAS for Web / Mobile

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

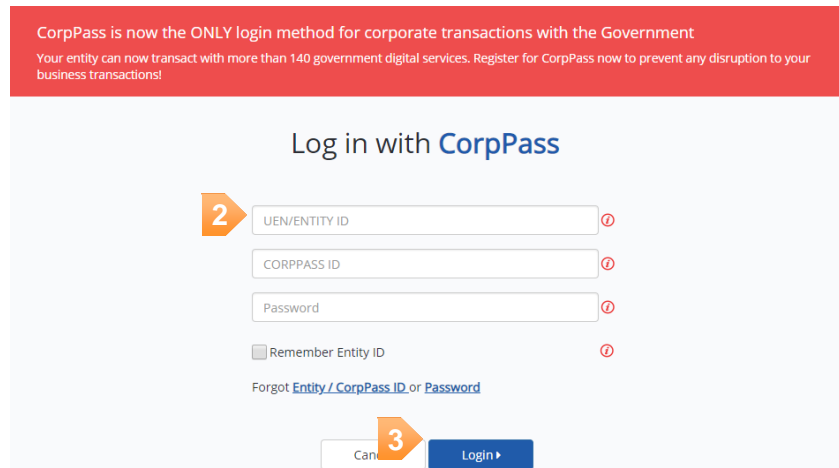


The screenshot shows the OFWAS login page. At the top, there are logos for the Ministry of Manpower and the Singapore Government. Below the logos is a navigation bar with a menu icon, the word 'MENU', a home icon, 'eServices', and a search bar. A yellow banner at the top states: 'From 1 Sep 2018, CorpPass will be the only login method for your business transactions with the government. [Register for CorpPass now](#).' Below the banner, the title 'Online Foreign Worker Address Service (OFWAS)' is displayed, followed by the subtitle 'Register and update the addresses and mobile numbers of your foreign workers online.' A large orange button labeled '1' says 'Log in to OFWAS with CorpPass'. To the right of the button, it says 'Service is online' and 'Availability 24 hours'.

- 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:

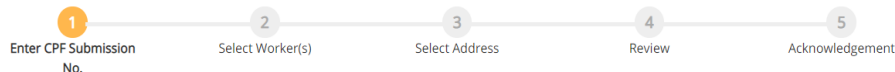
<https://www.mom.gov.sg/eservices/services/work-pass-account-registration-wpar>



The screenshot shows the 'Log in with CorpPass' form. At the top, it says 'CorpPass is now the ONLY login method for corporate transactions with the Government. Your entity can now transact with more than 140 government digital services. Register for CorpPass now to prevent any disruption to your business transactions!'. Below this, the title 'Log in with CorpPass' is displayed. The form has three input fields: 'UEN/ENTITY ID', 'CORPPASS ID', and 'Password'. Each field has a red circle with an exclamation mark next to it. Below the input fields is a checkbox labeled 'Remember Entity ID' with a red circle with an exclamation mark next to it. Below the checkbox is a link: 'Forgot [Entity / CorpPass ID](#) or [Password](#)'. At the bottom, there are two buttons: 'Cancel' and 'Login'.

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

#### Online Foreign Worker Address Service



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

5 Click on *Continue* button.

#### Information Provided By

\* indicates a required field

\* Contact No.

\* Email Address

\* CPF Submission No.

☒ I understand and agree to the following:

1. Registrations of addresses in OFWAS **shall not** be interpreted as the Ministry accepting the registered premises as being "acceptable accommodation".

2. I have read the [rules and regulations](#) and I am authorised by my client/company to perform the transactions in OFWAS.

3. MOM has come across cases of employers registering HDB flats as their foreign workers' residential addresses in OFWAS, but the foreign workers are not staying in the flats. To address this, employers are now required to **make sure that the workers are registered as subtenants in HDB's subletting** system and are staying in the flats, **before** the addresses can be registered in OFWAS.

5

Continue



X Reset

# Quick Reference Guide

## OFWAS for Web / Mobile

### Step 2: Select Type of Service

#### Online Foreign Worker Address Service

Please select type of service:

6

☒ OFWAS Address Registration

☐ View Government Facilitated Location

7

Proceed



6

Select *Type of Service*

7

Click on *Proceed* button.

# Quick Reference Guide

## OFWAS for Web / Mobile

### Step 3a: View Government Facilitated Location Listing

#### Online Foreign Worker Address Service

ⓘ This is based on the employment record at the time of relocation.

8 Enter *FIN No.*

#### Government Facilitated Location Listing

8 Search by FIN No. 9  Search

9 Click on *Search* button.

1 Items | Page 1 > >

Name	FIN No	Address	Last Updated Date
Mohammad	G1234567F	Test Address 1	29-APR-2020

[< Back](#)

### Step 3b: Select worker for address registration

**Online Foreign Worker Address Service**

1 Enter CPF Submission No. 2 **Select Worker(s)** 3 Select Address 4 Review 5 Acknowledgement

**View Worker(s):**

8 ☒ Show all 3 pending address registration

☐ Show 4 due for renewal

☐ Show all 0 with registered addresses

9 ☐ Search for specific worker

OR

**View Registered Address:**

10 [Show Address Listing](#)

**Worker(s) Listing**

3 Items | Page 1 > >

<input type="checkbox"/>	Name	Work Permit No.	FIN	Address	Mobile No. <small>(For Malaysia Mobile No, please key in "+60")</small>
<input type="checkbox"/>	Namnit	0 132XXXXX	GXXXX253W	-	*
<input type="checkbox"/>	Tee How Boon	5 248XXXXX	FXXXX285N	-	*
11 <input checked="" type="checkbox"/>	Mohammed	0 616XXXXX	FXXXX300R	-	12 *

Each submission may take up to 15 seconds and is limited to a maximum of 15 workers per submission.

13 [Next](#) >

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.

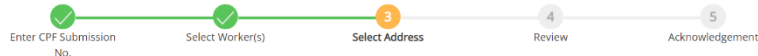
11 Tick the checkbox(es) to select worker(s) for address registration.

12 Enter mobile number for selected workers.

13 Click on [Next](#) button to continue.

### Step 4: Select Standard Postal Code Address for registration

#### Online Foreign Worker Address Service



#### Enter Address Details

##### WARNING

It is a serious offence for employers to provide false address information to the Controller of Work Passes. Those found doing so could be fined and barred from applying or renewing work passes.

Select New or Previous Address  
New Address

\* Indicates a required field

☒ Standard Postal Code Address

☐ Quarters on Construction Sites

☐ Quarters at Temporary Occupational License(TOL) Site

☐ Harbourcraft / Sea Vessel

☐ Workers Quarters at Farm

☐ Overseas Address

\* Postal Code

Get Address

Street Name :

Building Name :

Block/House No. :

Floor No.

Unit No.

< Back

Continue >

X Reset

14 Select either [New Address](#) or previously registered addresses for registration.

15 Select address type from the radio selection.

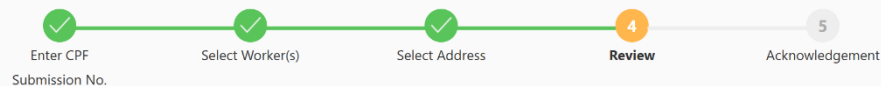
16 Key in [Postal Code](#) and click on [Get Address](#) button.

17 Fill in the necessary address details.

18 Click on [Continue](#) button to proceed.

## Step 5: Review worker and address details

### Online Foreign Worker Address Service



### Review Workers & Address Details

S/N	Name	Work Permit No.	FIN	Address	Mobile No.
1	Mohamed	123456789	987654321	123 Main St, Lagos, Nigeria	08123456789

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

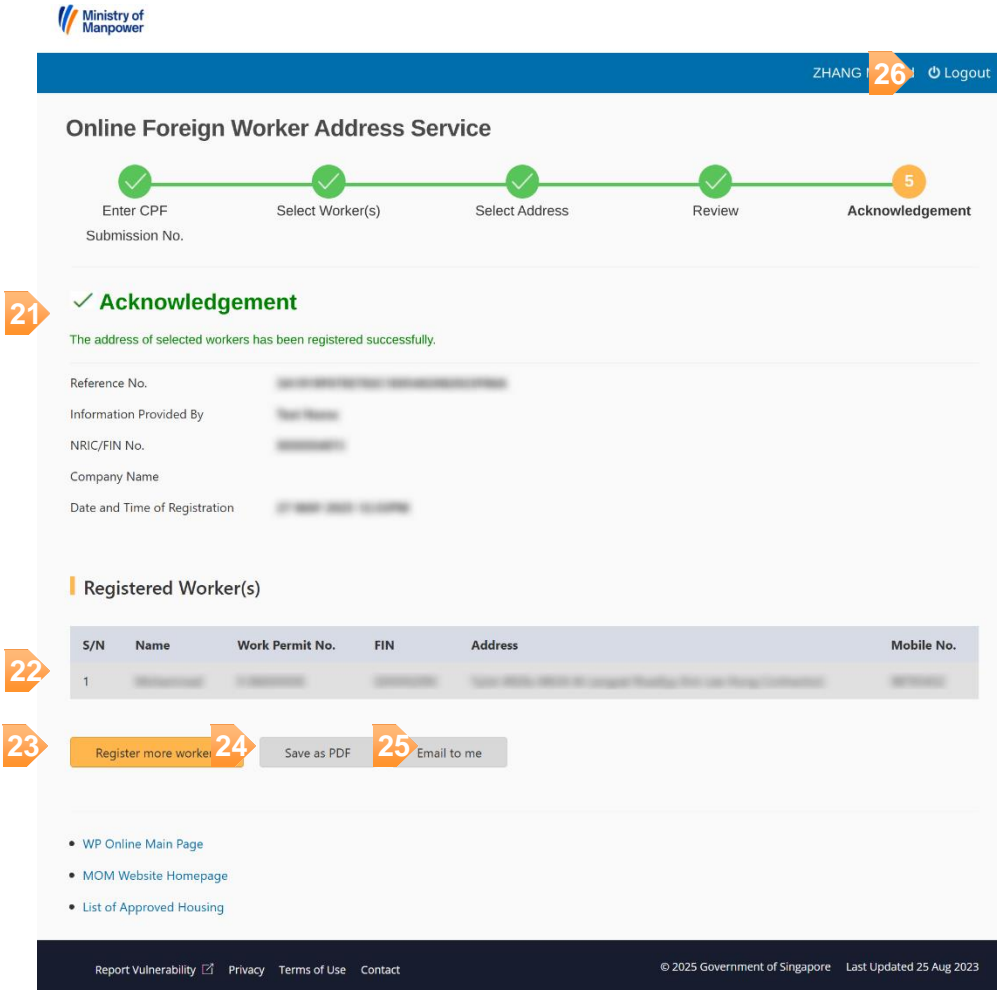
20 Click on *Submit* button.

19

20

Submit

### Step 6: Acknowledgement for successful registration



The screenshot shows the 'Online Foreign Worker Address Service' interface. At the top, a progress bar indicates the steps: Enter CPF, Select Worker(s), Select Address, Review, and Acknowledgement (the current step, marked with a '5' in an orange circle). Below the progress bar, a green checkmark and the word 'Acknowledgement' are displayed. A message states: 'The address of selected workers has been registered successfully.' Below this, a form displays registration details: Reference No., Information Provided By, NRIC/FIN No., Company Name, and Date and Time of Registration. A section titled 'Registered Worker(s)' contains a table with columns: S/N, Name, Work Permit No., FIN, Address, and Mobile No. The table has one row with the number '1' in the S/N column. At the bottom, there are three buttons: 'Register more worker' (with a '23' callout), 'Save as PDF' (with a '24' callout), and 'Email to me' (with a '25' callout). A footer bar contains links for 'Report Vulnerability', 'Privacy', 'Terms of Use', and 'Contact', along with copyright information: '© 2025 Government of Singapore Last Updated 25 Aug 2023'.

**21** ✓ **Acknowledgement**  
The address of selected workers has been registered successfully.

Reference No. [REDACTED]  
Information Provided By [REDACTED]  
NRIC/FIN No. [REDACTED]  
Company Name [REDACTED]  
Date and Time of Registration [REDACTED]

**Registered Worker(s)**

S/N	Name	Work Permit No.	FIN	Address	Mobile No.
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

**23** Register more worker **24** Save as PDF **25** Email to me

- WP Online Main Page
- MOM Website Homepage
- List of Approved Housing

Report Vulnerability [Privacy](#) [Terms of Use](#) [Contact](#)  
© 2025 Government of Singapore Last Updated 25 Aug 2023

- 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.



### Step 4: Select Overseas Address for registration

**Online Foreign Worker Address Service**

1 Enter CPF Submission No. 2 Select Worker(s) 3 **Select Address** 4 Review 5 Acknowledgement

**Enter Address Details**

**WARNING**  
It is a serious offence for employers to provide false address information to the Controller of Work Passes. Those found doing so could be fined and barred from applying or renewing work passes.

Select New or Previous Address  
New Address

\* Indicates a required field

☐ Standard Postal Code Address

☐ Quarters on Construction Sites

☐ Quarters at Temporary Occupational Licence(TOL) Site

☐ Harbourcraft / Vessel

☐ Workers Quarters at Farm

☒ Overseas Address

**Note: If your Malaysian worker spends more than 5 nights per month in Singapore, you are required to provide their local residential address instead of an overseas address.**

Reason  
\* Please select one

Country  
\* Please select one

< Back Continue > X Reset

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

15 Select address type from the radio selection.

### Step 4: Select Overseas Address for registration

16

16

Select *Reason* for registration from dropdown.

17

17

Select *Country* for registration from dropdown.

18

Select *State* for registration from dropdown.

Overseas Address

Note: If your Malaysian worker spends more than 5 nights per month in Singapore, you are required to provide their local residential address instead of an overseas address.

Reason

\* Please select one

Please select one

Home Leave

Overseas Posting/Training

Residency Address

X Reset

Overseas Address

Note: If your Malaysian worker spends more than 5 nights per month in Singapore, you are required to provide their local residential address instead of an overseas address.

Reason

\* Residency Address

Country

\* Please select one

Please select one

Malaysia

X Reset

18

Overseas Address

Note: If your Malaysian worker spends more than 5 nights per month in Singapore, you are required to provide their local residential address instead of an overseas address.

Reason

\* Residency Address

Country

\* Malaysia

State

\* Please select one

Please select one

Johore Bahru

Other than Johore Bahru

X Reset

# Quick Reference Guide

## OFWAS for Web / Mobile

### Step 4: Select Overseas Address for registration

☒ Overseas Address

**Note:** If your Malaysian worker spends more than 5 nights per month in Singapore, you are required to provide their local residential address instead of an overseas address.

Reason

\* Residency Address

Country

\* Malaysia

State

\* Johore Bahru

**19**

**19** Click on *Continue* button to proceed.

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

☐ Harbourcraft / Vessel

☐ Workers Quarters at Farm

☒ Overseas Address

**Note:** If your Malaysian worker spends more than 5 nights per month in Singapore, you are required to provide their local residential address instead of an overseas address.

Reason

\* Residency Address

Country

\* Malaysia

State

\* Johore Bahru

**20**

< Back

## Step 5: Review worker and Overseas address details

**Online Foreign Worker Address Service**

Enter CPF Submission No.

Select Worker(s)

Select Address

**Review**

Acknowledgement

**21** Review Workers & Address Details

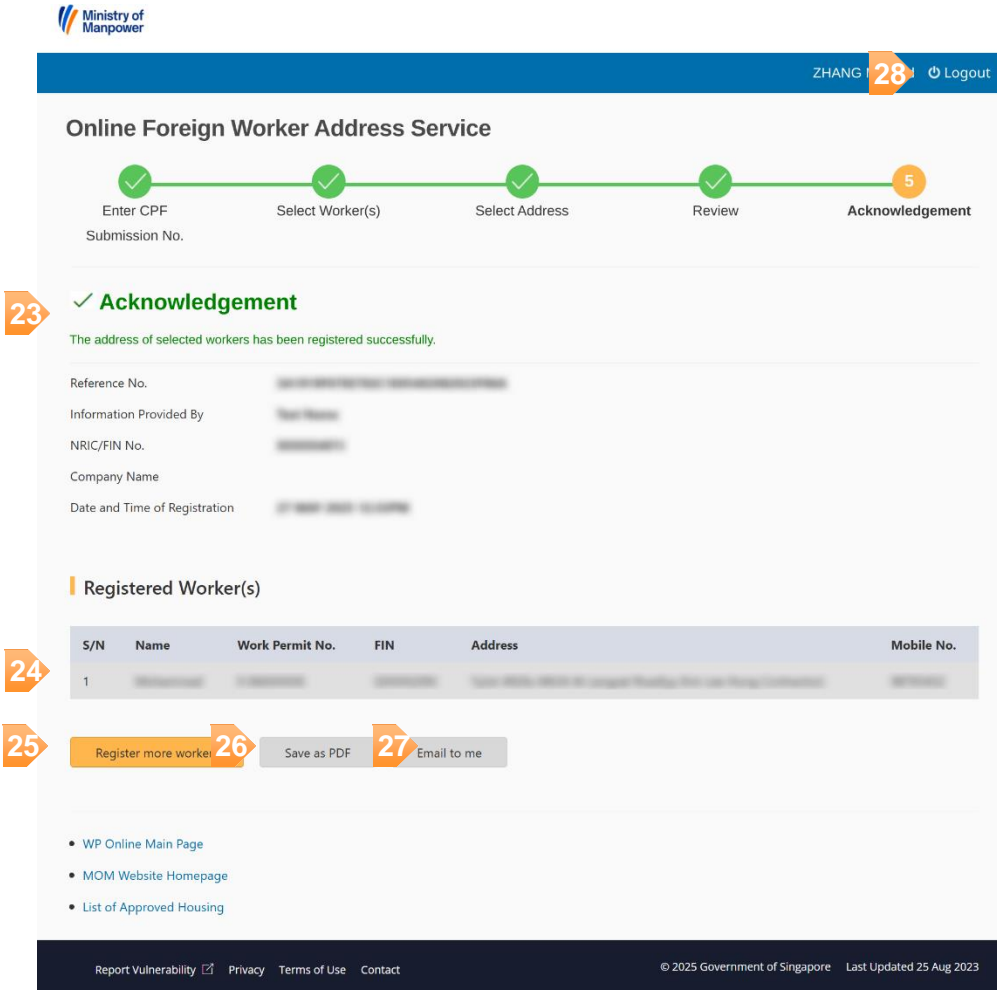
S/N	Name	Work Permit No.	FIN	Address	Mobile No.
1	[REDACTED]	[REDACTED]	[REDACTED]	Tan Kah Kee MRT Station Road, Singapore Press Photo Centre Building	[REDACTED]

**22** < back Submit >

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

22 Click on *Submit* button.

### Step 6: Acknowledgement for successful Overseas address registration



The screenshot shows the 'Online Foreign Worker Address Service' interface. At the top, a progress bar indicates five steps: 'Enter CPF Submission No.', 'Select Worker(s)', 'Select Address', 'Review', and 'Acknowledgement' (the current step, marked with a '5' in an orange circle). The 'Acknowledgement' section displays a green checkmark and the message: 'The address of selected workers has been registered successfully.' Below this, a table lists the registered worker's details:

S/N	Name	Work Permit No.	FIN	Address	Mobile No.
1	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

At the bottom of the page, there are three buttons: 'Register more worker' (orange), 'Save as PDF' (grey), and 'Email to me' (orange). A footer section contains links for 'WP Online Main Page', 'MOM Website Homepage', and 'List of Approved Housing', along with a 'Report Vulnerability' link and copyright information: '© 2025 Government of Singapore Last Updated 25 Aug 2023'.

- 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