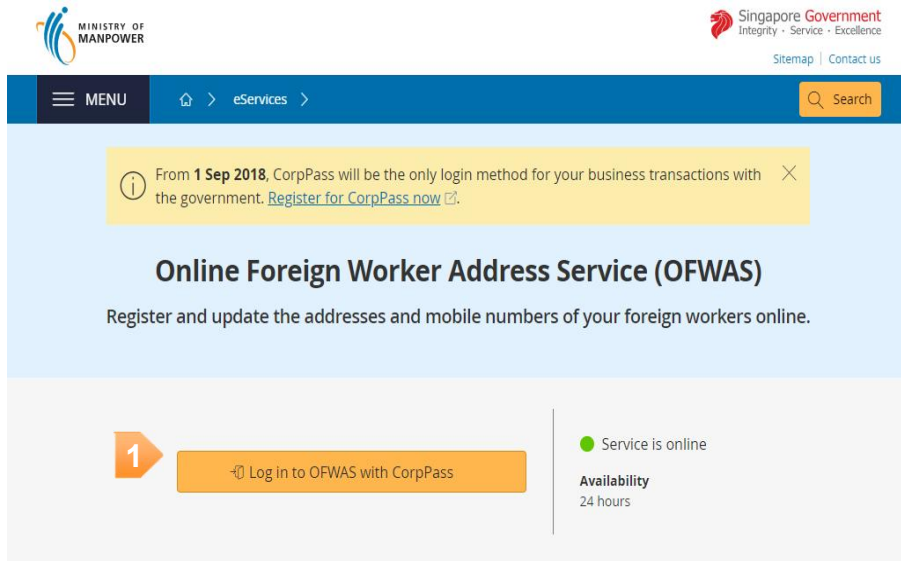


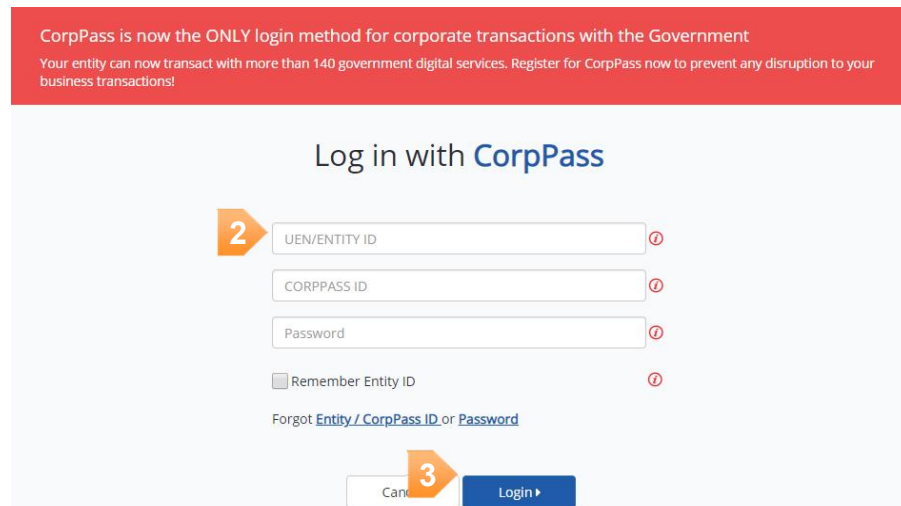
Access OFWAS via <https://services.mom.gov.sg/ofwas/>



The screenshot shows the OFWAS homepage. At the top left is the Ministry of Manpower logo. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence' and links for 'Sitemap' and 'Contact us'. Below the navigation bar, there is a yellow notification banner with an information icon and text: 'From 1 Sep 2018, CorpPass will be the only login method for your business transactions with the government. Register for CorpPass now'. The main heading is 'Online Foreign Worker Address Service (OFWAS)' with the subtext 'Register and update the addresses and mobile numbers of your foreign workers online.' Below this, there is a large orange button labeled 'Log in to OFWAS with CorpPass' with a '1' in an orange arrow pointing to it. To the right of the button, it says 'Service is online' with a green dot 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:
<http://www.mom.gov.sg/services-forms/Pages/wpar.aspx>



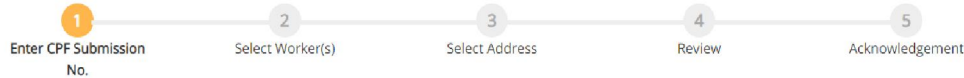
The screenshot shows the 'Log in with CorpPass' page. At the top, it says 'CorpPass is now the ONLY login method for corporate transactions with the Government' and 'Your entity can now transact with more than 140 government digital services. Register for CorpPass now to prevent any disruption to your business transactions!'. The main heading is 'Log in with CorpPass'. Below this, there are three input fields: 'UEN/ENTITY ID', 'CORPPASS ID', and 'Password', each with a red question mark icon to its right. There is a checkbox labeled 'Remember Entity ID' with a red question mark icon to its right. Below the input fields, there is a link: 'Forgot Entity / CorpPass ID or Password'. At the bottom, there are two buttons: 'Cancel' and 'Login', with a '3' in an orange arrow pointing to the 'Login' button.

Quick Reference Guide

OFWAS for Web / Mobile

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

Online Foreign Worker Address Service



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 OPWAS **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 OPWAS.

3. MOM has come across cases of employers registering HDB flats as their foreign workers' residential addresses in OPWAS, 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 OPWAS.

4

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

5 Click on *Continue* button.

5

Continue >

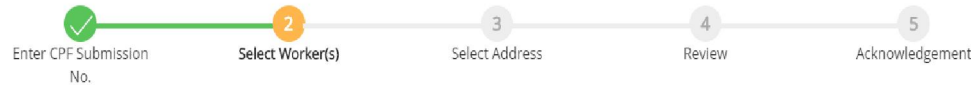
X Reset

Quick Reference Guide

OFWAS for Web / Mobile

Step 2: Select worker for address registration

Online Foreign Worker Address Service



6 View Worker(s):

- Show all 423 pending address registration
- Show 1 due for renewal
- Show all 1100 with registered addresses

7 Search for specific worker

OR

8 View Registered Address: [Show Address Listing](#)

Worker(s) Listing

423 Items | Page 1 2 3 >>

<input type="checkbox"/>	Name	Work Permit No.	Address	Mobile No. <small>For Malaysia Mobile No, please key in '+60'</small>
<input checked="" type="checkbox"/>	Tan Ling Ling	0 261XXXXX	-	* <input type="text"/>
<input checked="" type="checkbox"/>	Mohammad	0 066XXXXX	-	* <input type="text"/>
<input checked="" type="checkbox"/>	Sivakumar	0 131XXXXX	-	* <input type="text"/>

9

10

① Each submission may take up to 15 seconds and is limited to a maximum of 15 workers per submission.

11

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

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

8 (Optional) Click on [Show Address Listing](#) link to display list of previously registered addresses.

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

10 Enter mobile number for selected workers.

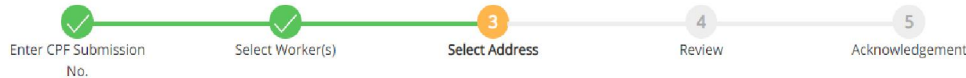
11 Click on [Next](#) button to continue.

Quick Reference Guide

OFWAS for Web / Mobile

Step 3: Select address for registration

Online Foreign Worker Address Service



Enter Address Details

12 Select New or Previous Address
New Address

* Indicates a required field

13 Standard Postal Code Address

Quarters on Construction Sites

Quarters at Temporary Occupational Licence(TOL) Site

Harbourcraft / Vessel

Workers Quarters at Farm

Overseas Address

14 Postal Code

Street Name :

Building Name :

15

Block/House No. :

16

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

13 Select address type from the radio selection.

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

15 Fill in the necessary address details.

16 Click on *Continue* button to proceed.

Quick Reference Guide

OFWAS for Web / Mobile

Step 4: Review worker and address details

Online Foreign Worker Address Service



Review Workers & Address Details

17

S/N	Name	Work Permit No.	Address	Mobile No.
1	Mohammad	0 628XXXXX	Lita Address	99999999

18

Submit >

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

18 Click on *Submit* button.

Step 5: Acknowledgement for successful registration



Ben 24 Logout

Online Foreign Worker Address Service



✓ Acknowledgement

The address of selected workers has been registered successfully.

19

Reference No.	REGFW-2018-10-19-5007
Information Provided By	Benjamin
NRIC/FIN No.	XXXXX407J
Company Name	Engineering Pte Ltd
Date and Time of Registration	19 OCT 2018 11:17AM

20 | Registered Worker(s)

S/N	Name	Work Permit No.	Address	Mobile No.
1	Mohammad	0 628XXXXX	Lita Address	99999999

21

Register more worker(s)

22

Save as PDF

23

Email to me

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

19

Acknowledgement summary details will be presented.

20

List of registered worker(s) will be displayed.

21

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

22

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

23

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

24

Click on *Logout* button to logout from OFWAS.

ANNEX

Site Requirements:-

Supported browsers:

- Google Chrome
- Internet Explorer
- Firefox