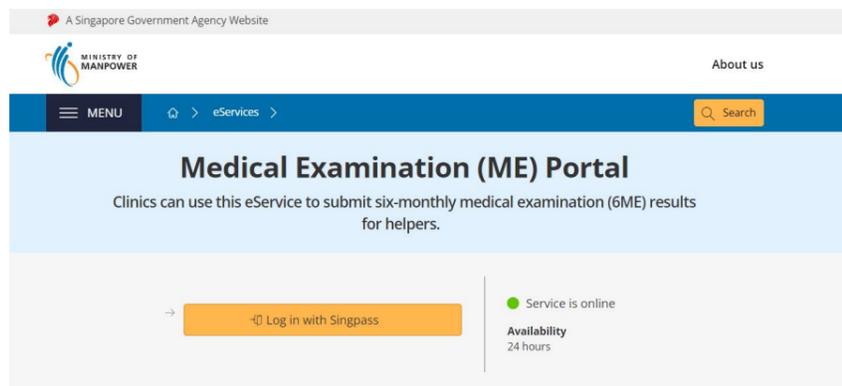


ME Portal User Guide

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](#).

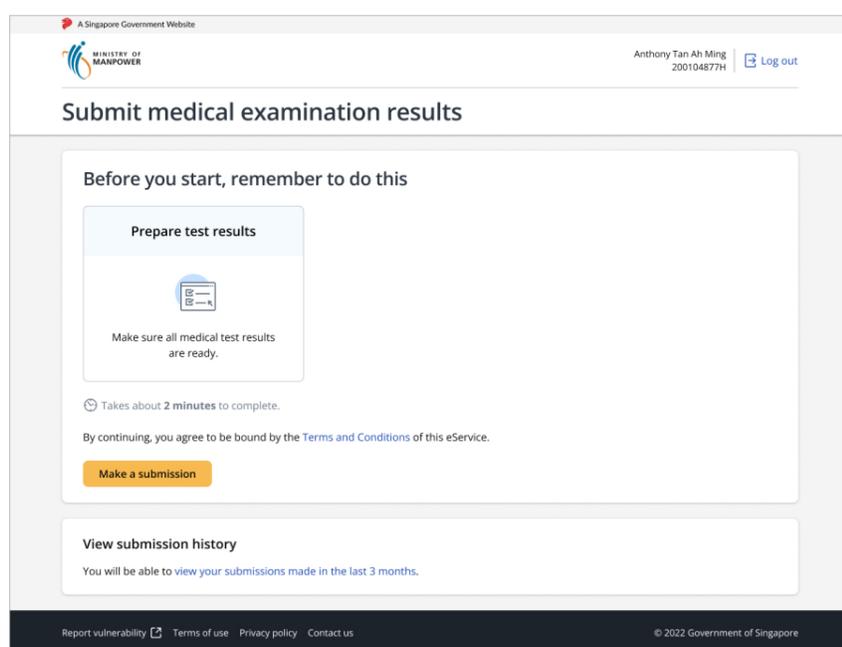


If you are unable to log in, please check with your **Corppass admin user** or **sub-admin user**.

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

The screenshot shows the 'Submit medical examination results' form on the Singapore Government Website. The user is logged in as Anthony Tan Ah Ming (200104877H). The form is titled 'Submit medical examination results' and has two steps: 'Submission' (current) and 'Summary'. The 'Clinic and doctor details' section is expanded, showing the following fields:

- Clinic details:**
 - Healthcare Institution (HCI) code:
 - Clinic contact number:
- Examining doctor details:**
 - Medical Registration (MCR) number:
 - Doctor's name:

At the bottom of the form, there is a 'Continue' button and a navigation menu with 'Helper details' and 'Examination 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

The screenshot shows the 'Submit medical examination results' form on the Singapore Government Website. The user is logged in as Anthony Tan Ah Ming (123456789H). The form is titled 'Submit medical examination results' and has two steps: 'Submission' (current) and 'Summary'. The 'Clinic and doctor details' section is collapsed and has a green checkmark. The 'Helper details' section is expanded, showing the following field:

- Helper details:**
 - FIN:

At the bottom of the form, there is a 'Continue' button and a navigation menu with 'Examination details'.

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

A Singapore Government Website
MINISTRY OF MANPOWER
Anthony Tan Ah Ming 123456789H Log out

Submit medical examination results

1 Submission 2 Summary

> Clinic and doctor details ✓

▼ Helper details ●

FIN
G123456
● You must enter a valid FIN.

Continue

> Examination details ●

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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.

A Singapore Government Website
MINISTRY OF MANPOWER
Anthony Tan Ah Ming 123456789H Log out

Submit medical examination results

1 Submission 2 Summary

> Clinic and doctor details ✓

▼ Helper details ●

FIN
F1234567
● This helper does not have a pending medical examination.

If you wish to amend a previous submission, inform us using the [online feedback form](#).

Continue

> Examination details ●

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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

A Singapore Government Website
MINISTRY OF MANPOWER
Anthony Tan Ah Ming 200104877H Log out

Submit medical examination results

1 Submission 2 Summary

> Clinic and doctor details ✓

▼ Helper details ●

FIN
G1234567A

Name
JUNAID** SULAIM**

Date helper visited clinic
12 May 2021

Continue

> Examination details ●

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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.

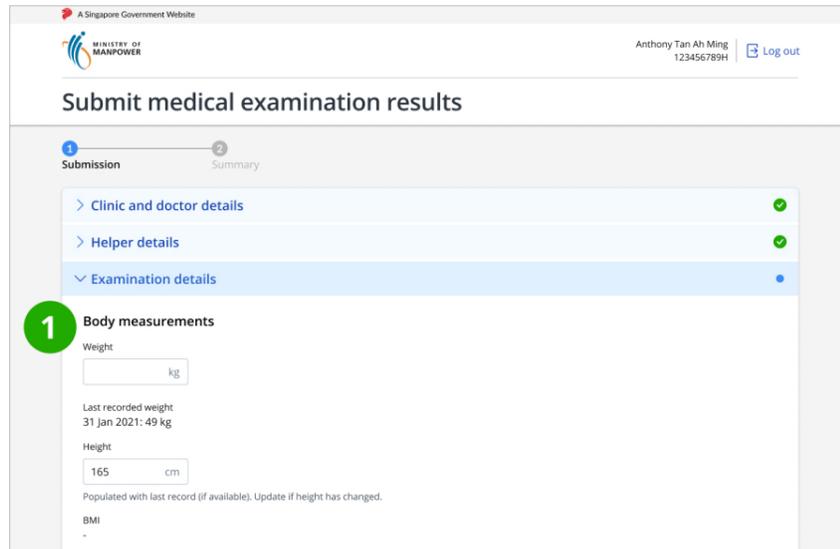


Note that the earliest that the system allows for a submission to be made is 90 calendar days before the Notice Date stated on the hard-copy ME form.

Step 6: Enter medical examination details

The **Examination details** section contains 4 sections:

1. Body measurements

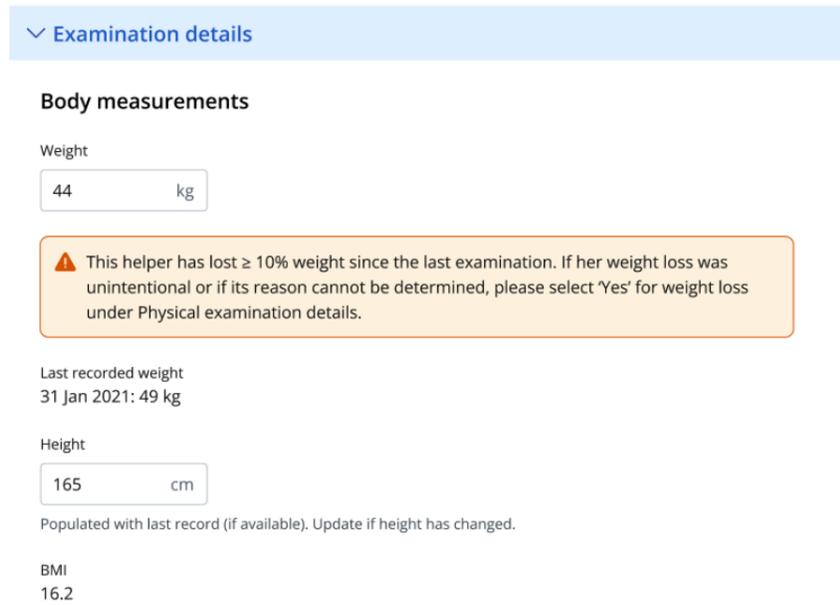


Enter the helper's **Weight** recorded during the medical examination.

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

Next A-ray to screen for TB Positive/reactive

3 Physical examination details

Signs of suspicious or unexplained injuries Yes

Unintentional weight loss (if unsure, select yes) Yes

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.

Physical examination details

Signs of suspicious or unexplained injuries Yes
⚠️ Provide your assessment in the remarks section.

Unintentional weight loss (if unsure, select yes) Yes
⚠️ Provide your assessment in the remarks section.

Has a police report been made?
 Yes No

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

i Call the Police (999) immediately if the helper is in imminent danger.

4. Remarks

4 Remarks

(500 characters left)

Continue

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

- Signs of suspicious or unexplained injuries
- Unintentional weight loss

Remarks

I have something else to report to MOM about the helper.

Continue

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

Remarks

I have something else to report to MOM about the helper.

(500 characters left)

Continue

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

A Singapore Government Website

MINISTRY OF MANPOWER

Anthony Tan Ah Ming
200104877H | Log out

Submit medical examination results

Submission Summary

Clinic and doctor details [Edit](#)

Healthcare Institution (HCI) code	21M0180
Clinic contact number	+65 6999 1234
Medical Registration (MCR) number	M11111A
Doctor's name	Anthony Tan Ah Ming

Helper details [Edit](#)

FIN	G1234567A
Name	JUNAID** SULAIM**
Date helper visited clinic	12 May 2021

Examination details [Edit](#)

Weight	44 kg
Height	165 cm
BMI	16.2
Pregnancy	Negative/Non-reactive
Syphilis test	Positive/Reactive
HIV - must be done by an MOH-approved laboratory	Negative/Non-reactive
Chest X-ray to screen for TB	Negative/Non-reactive
Signs of suspicious or unexplained injuries	No
Unintentional weight loss (if unsure, select yes)	Yes
Has a police report been made?	No
Remarks	Helper has experienced weight loss but unable to determine the reason due to language barrier.

Declaration

Please read and acknowledge the following:

- I am authorised by the clinic to submit the results and make the declarations in this form on its behalf.
- By submitting this form, I understand that the information given will be submitted to the Controller or an authorised officer who may act on the information given by me. I further declare that the information provided by me is true to the best of my knowledge and belief.

I declare that all of the above is true.

[Submit](#)

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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

The screenshot shows the 'Submit medical examination results' page on the Singapore Government Website. At the top, it displays the Ministry of Manpower logo and the user's name 'Anthony Tan Ah Ming' with a 'Log out' link. The main heading is 'Submit medical examination results'. A green checkmark icon indicates 'Medical examination results submitted successfully'. Below this, a table lists submission details: FIN of helper (G1234567A), Name of helper (JUNAID** SULAIM**), Reference number (6ME2108120001), Name of migrant worker (J***** S*****), and Date and time submitted (25 May 2021, 09:23am). A link to 'Download acknowledgement and summary (PDF, ~100KB)' is provided. A warning message states: 'If you need a record of this submission, download the PDF now. You will no longer have access to this submission after you leave this page.' Below the table, a section titled 'What do you want to do next?' offers three options: 'Start a new submission (same clinic and doctor details)', 'Start a new submission (different clinic and/or doctor details)', and 'View submission history'. The footer includes links for 'Report vulnerability', 'Terms of use', 'Privacy policy', and 'Contact us', along with a copyright notice for 2019.

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](#).

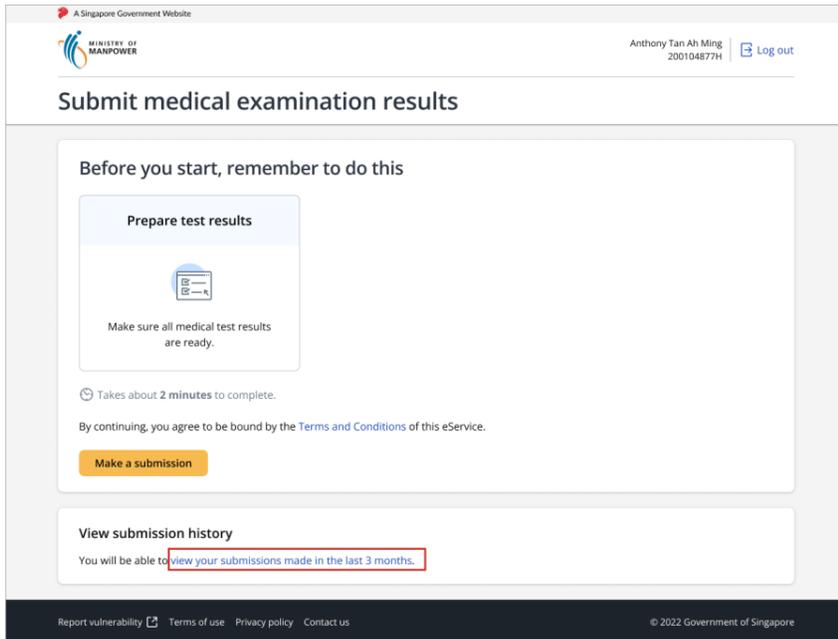
Follow these steps in the feedback form:

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.



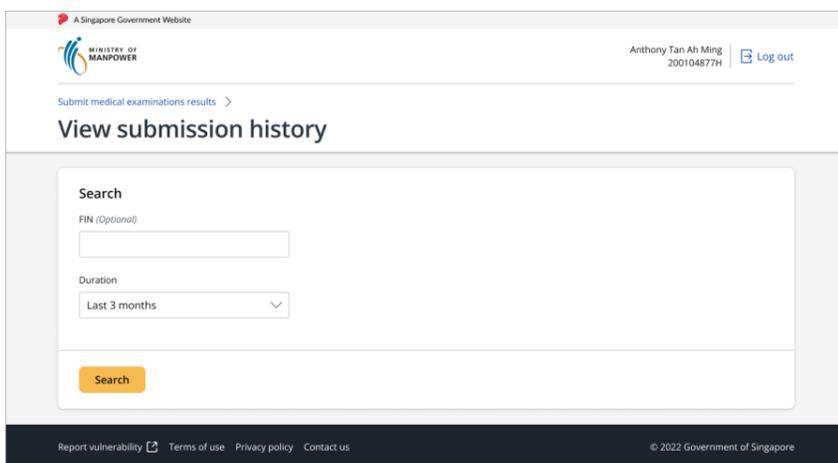
MOM will only accept the first amendment request and will reject subsequent ones.

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.

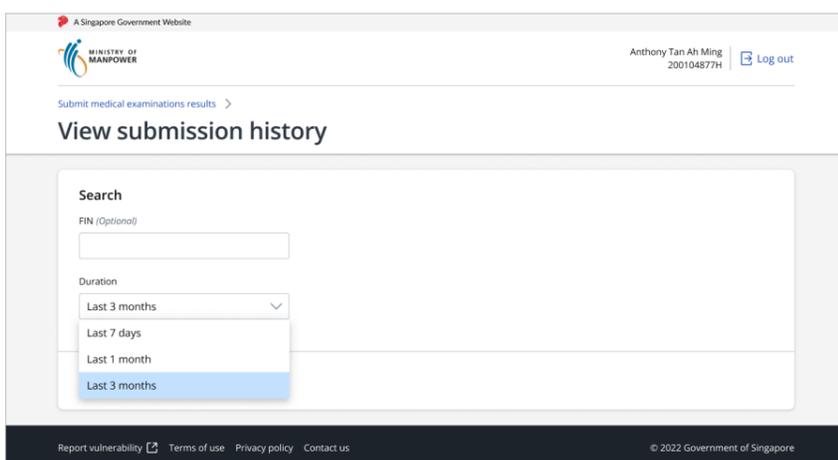


Step 2: Enter search criteria

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**.

The screenshot shows the 'View submission history' page. The search filters are: FIN (Optional) with the value 'F0123456F' and Duration set to 'Last 3 months'. A 'Search' button is visible. Below the search filters, the 'Results' section contains a table with one record:

FIN	Name	Date of submission	Reference ID
F0123456F	JUNAID** SULAIM**	1 Jun 2022	6ME2206011234

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

The screenshot shows the 'View submission history' page with search filters: FIN (Optional) with the value 'F0123456F' and Duration set to 'Last 7 days'. A 'Search' button is visible. Below the search filters, the 'Results' section contains a message: 'No records found.'

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

The screenshot shows the 'View submission history' page with search filters: FIN (Optional) and Duration set to 'Last 3 months'. A 'Search' button is visible. Below the search filters, the 'Results' section contains a table with 19 records. The 'Next >' button is highlighted in a red box.

FIN	Name	Date of submission	Reference ID
F0123456F	JUNAID** SULAIM**	1 Jun 2022	6ME2206011234
F0123455F	JASM** ASTU**	1 Jun 2022	6ME2206011233
F0123454F	VIOL** OKTAVIA**	25 May 2022	6ME2205250091
F0123453F	RIZALI** ORT**	19 May 2022	6ME2205190122
F0123452F	RUBYL** GUERRE**	16 May 2022	6ME2205162227
F0123451F	DIWA** SANCH**	15 May 2022	6ME2205155698
F0123450F	PER** CANL**	15 May 2022	6ME2205155683
F0123457F	LAILA** LOP**	15 May 2022	6ME2205155678
F0123459F	RUTCH** LEGAS**	12 May 2022	6ME2205127801
F0123458F	MAYU** MARQU**	3 May 2022	6ME2205030421

Date of submission	Reference ID
1 Jun 2022	6ME2206011234
1 Jun 2022	6ME2206011233
25 May 2022	6ME2205250091

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.