

|

CORENET 2.0

Qualified Person/ Industry Professionals

User Manual

Document Label: novaCITYNETS/CN2_ Qualified Person/Industry Professionals ManualV 1.1

Version 1.1

This Document is intended for the use of the individual or organisation named in the Distribution List. If you are not the intended recipient or the agent or employee responsible for delivering it to the intended recipient, you are hereby notified that any use, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this in error, please notify us immediately and return the original message to us at the address shown below.



novaCITYNETS Pte Ltd
60 MacPherson Road
Block 1 Siemens Centre #05-08
Singapore 348615

DOCUMENT COPY NUMBER: _____



SUMMARY OF DOCUMENTATION CHANGES

Version No	Date Revised	Summary of Changes
1.0	20 March 2022	First Release
1.1	28 June 2022	Added Section 4.9 - One-Click (Submissions and Correspondences) Updated screenshots for all Sections



TABLE OF CONTENTS

1	INTRODUCTION.....	5
1.1	PURPOSE.....	5
1.2	AUDIENCE	5
2	GETTING STARTED WITH ESPRO.....	5
2.1	ESPRO INSTALLATION.....	5
2.2	ESPRO MIGRATION FROM CN1 TO CN2 (FOR EXISTING CN1 ESPRO USERS)	6
3	OVERVIEW OF ESPRO	8
3.1	ESPRO – LANDING PAGE.....	8
3.2	ESPRO - HOME PAGE.....	9
3.3	ESPRO – LOGIN.....	10
4	FUNCTIONS OF ESPRO	12
4.1	ESPRO - SYNCHRONIZATION	12
4.2	ESPRO – CREATE & REGISTER PROJECT.....	14
4.3	ESPRO CREATE & REGISTER ANCILLARY PROJECT.....	25
4.4	ESPRO – ADD EXISTING PROJECT	33
4.5	ESPRO – PROJECTS TAB	35
4.6	ESPRO - VIEW PROJECT INFORMATION.....	38
4.7	ESPRO - CREATE & SEND SUBMISSION	39
4.8	ESPRO – CREATE & SEND CORRESPONDENCE.....	47
4.9	ESPRO – ONE – CLICK (SUBMISSIONS AND CORRESPONDENCES).....	53
4.10	ESPRO– WORK AREA.....	54
4.11	ESPRO – SUBMITTED AREA.....	56
4.12	ESPRO SUBMISSION: FORM TEMPLATE	57
4.13	ESPRO - OUTSTANDING/RESUME/ REMOVE SUBMISSION/CORRESPONDENCE	58
4.14	ESPRO – CONTACT LIST	59
4.15	ESPRO – ACTIVITY LOGS	63
4.16	ESPRO – LOG OUT.....	65
5	PORTAL – LANDING PAGE	66
6	OVERVIEW OF PORTAL.....	66
6.1	PORTAL – LOGIN WITH SINGPASS/ SINGPASS FOR BUSINESS.....	66
6.2	PORTAL - SOFTWARE DOWNLOADS	68
6.3	PORTAL - DASHBOARD	71
7	FUNCTIONS OF PORTAL.....	73
7.1	PORTAL - CORRESPONDENCE (CA) FROM AGENCY.....	73
7.2	PORTAL - SEARCH & VIEW PROJECT PROFILE	75
7.3	PORTAL - PROJECT OVERVIEW	77
7.4	PORTAL – UPDATE PROJECT PROFILE	80
7.5	PORTAL - ADD MEMBER	84
7.6	PORTAL - UPDATE MEMBER PROFILE	88
7.7	PORTAL - REMOVE/REAPPOINT MEMBER.....	91
7.8	ESPRO SUBMISSION: RETRIEVE UPDATED PROJECT / MEMBER INFORMATION.....	95
7.9	PORTAL - SEARCH & VIEW SUBMISSION (ES).....	97
7.10	PORTAL - SEARCH & VIEW CORRESPONDENCE (CR/CA)	101
7.11	PORTAL - VIEW AGENCY RESPONSE TIME	104
7.12	PORTAL - DOWNLOAD MULTIPLE FILES	105
7.13	PORTAL : COLLECT MULTIPLE FILES DOWNLOAD PACKAGE.....	107
7.14	PORTAL - GRANT DOCUMENT ACCESS	110
7.15	PORTAL - DOWNLOAD APPLICATION FORMS	113
7.16	PORTAL - SUBMIT ONLINE SUBMISSION (ES)	117



- 7.17 ONLINE SUBMISSION: SUBMIT ONLINE CORRESPONDENCE (CR)..... 122
- 7.18 PORTAL - UPDATE USER PROFILE 125
- 7.19 PORTAL - ADD QP ASSISTANT 127
- 7.20 PORTAL - CHANGE PASSWORD 129
- 7.21 PORTAL - REQUEST TO ADD MEMBER 131
- 7.22 PORTAL - PROCESS CHANGE OF MEMBER REQUESTS 136
- 7.23 PORTAL - REQUEST TO REMOVE/REAPPOINT MEMBER/COORDINATOR 140
- 7.24 PORTAL - REQUEST TO TAKE OVER AS PROJECT COORDINATOR 144

- 8 APPENDIX 1: PC REQUIREMENTS..... 149**
- 9 APPENDIX 2: LIST OF ACCEPTABLE FILE TYPES..... 151**
- 10 APPENDIX 3: DEFINITIONS, ACRONYMS AND ABBREVIATIONS 153**
- 11 APPENDIX 4: CONTACT LIST 155**



1 Introduction

CORENET 2.0 is a major technology refresh of the current CORENET e-Submission System (“CORENET”) and seeks to improve the current user experience. It is part of a longer-term plan to transform the regulatory approval process and will serve the industry prior to the implementation of CORENET X.

CORENET 2.0 e-Submission is a G2B (Government to Business) internet-based system that enables industry professionals to submit project related electronic plans and documents to regulatory authorities for approval within a secured environment.

1.1 Purpose

This document shall serve as a user guide for Public Users to access and use the CORENET 2.0 Portal and ESPro.

1.2 Audience

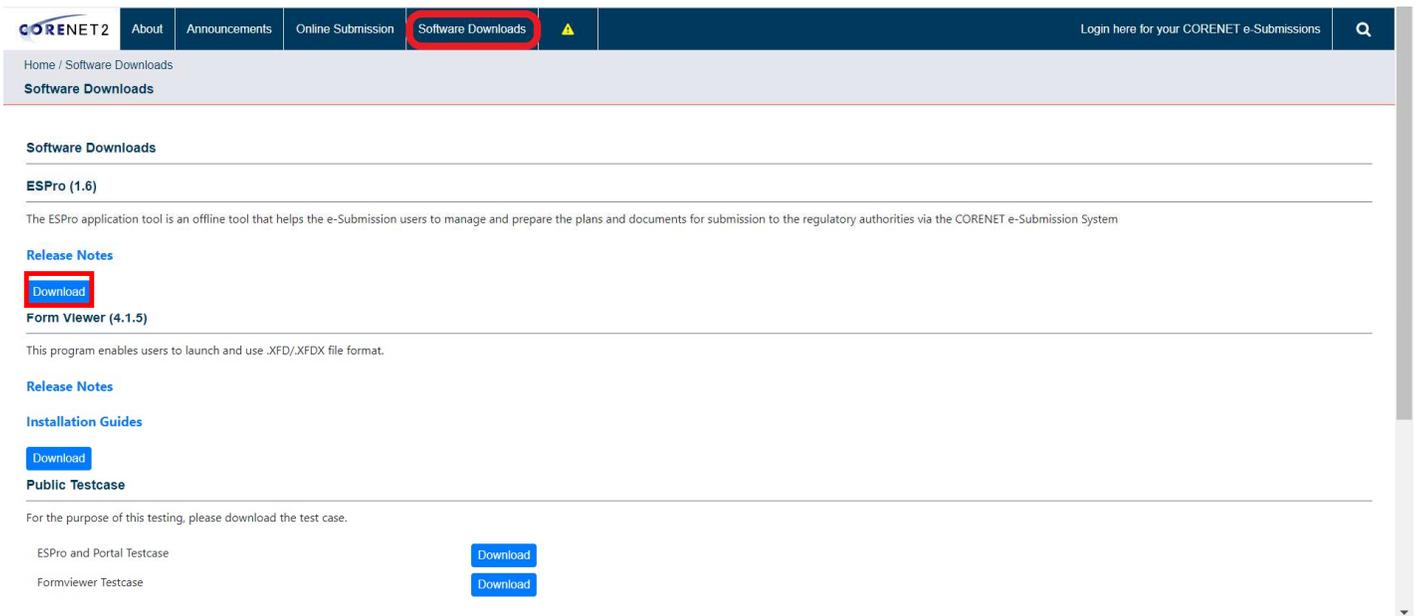
The intended audience for this document shall be the Public Users using the CORENET 2.0 Portal and ESPro systems.

2 Getting Started with ESPro

2.1 ESPro Installation

This section explains on how to download and install ESPro to your Windows 10 and above PC.

2.1.1 Download ESPro from the Corenet 2.0 website (<https://www.corenet2-ess.gov.sg/document/>) under “Software Downloads”;



2.1.2 Run the downloaded .exe file

Choose 'Standard' installation if you want standard installation procedure; otherwise choose 'Custom' in order to customize your installation.



- **Standard installation** - shall install ESPro, Netrust and Form Viewer together
- **Custom installation** - shall install either Netrust or Form Viewer (as per the your selection), but ESPro is mandatory

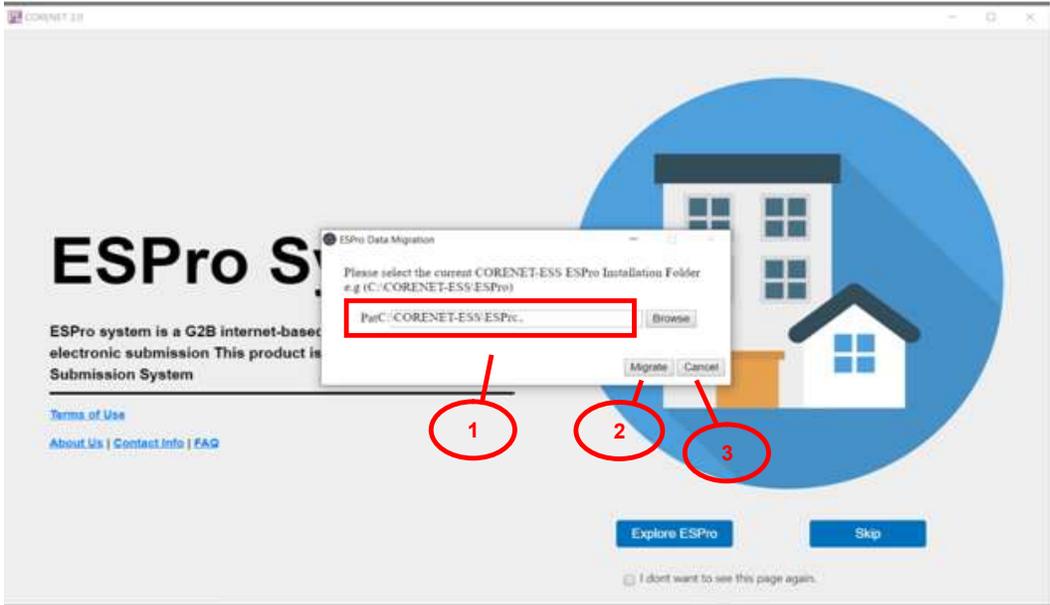
2.1.3 To complete the installation, you need to restart the computer. Click 'Yes' to restart or 'No' to restart later.

For more details on ESPro installation, refer to ESPro Installation guide from Software Downloads > Installation Guides.

2.2 ESPro Migration from CN1 to CN2 (for existing CN1 ESPro Users)

2.2.1 Launch the Installed CN2 ESPro.

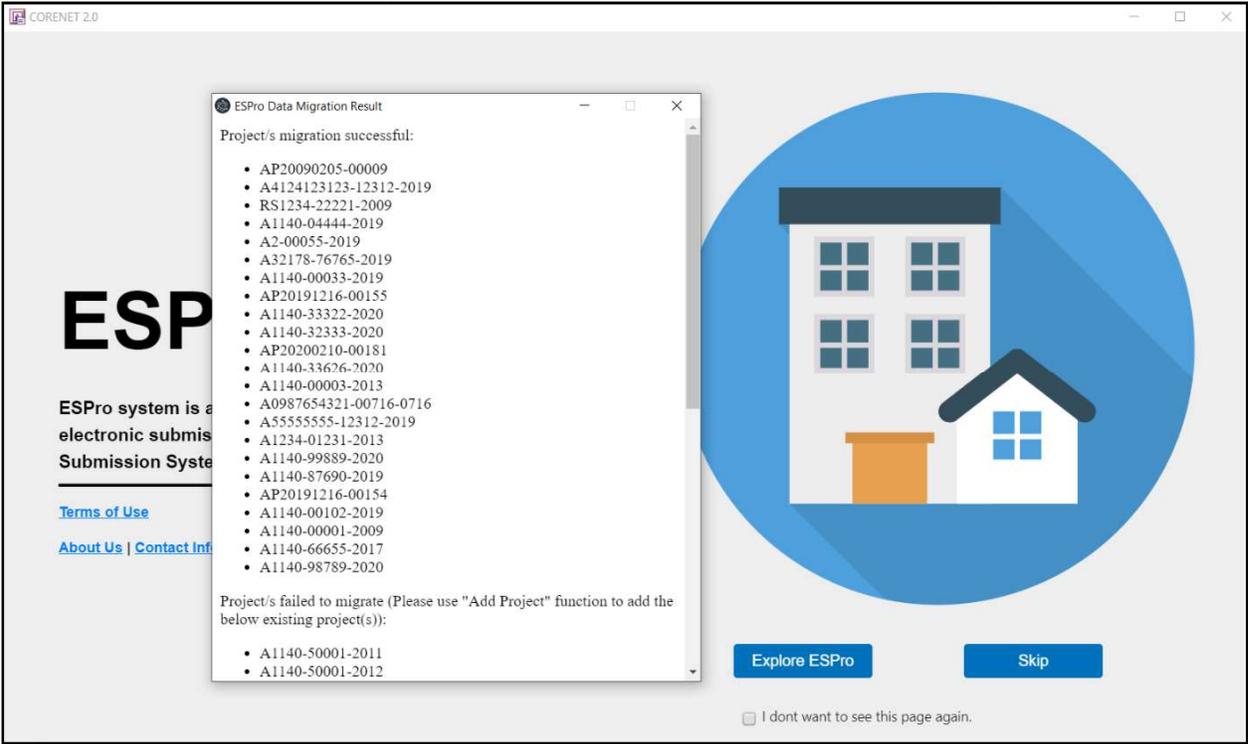
2.2.2 System shall bring the user to this Landing Page, displaying the below highlighted ESPro Migration pop-up;



S. No	Function	Description
1.	Path	Select the current CN1 ESPro path
2.	Migrate	Select the Path of your current CN1 and click “Migrate” in order to migrate the details from CN1 ESPro to CN2 ESPro
3.	Cancel	Click “Cancel” if you do not want to migrate the details from CN1 ESPro to CN2 ESPro. Note: If you are a new user, then please click “Cancel”



2.2.3 System shall migrate the details from CN1 ESPro to CN2 ESPro successfully and shall display a pop-up window with migration successful details;



Additional Information:

- Project(s) failed to migrate are projects which has been manually deleted by user from local ESPro folder <C:\CORENET-ESS\ESPro\ESubmission\ProjectProfile>
- User may use "Add Existing Project" or "Import/Export" functions to add such projects to CN2 ESPro.

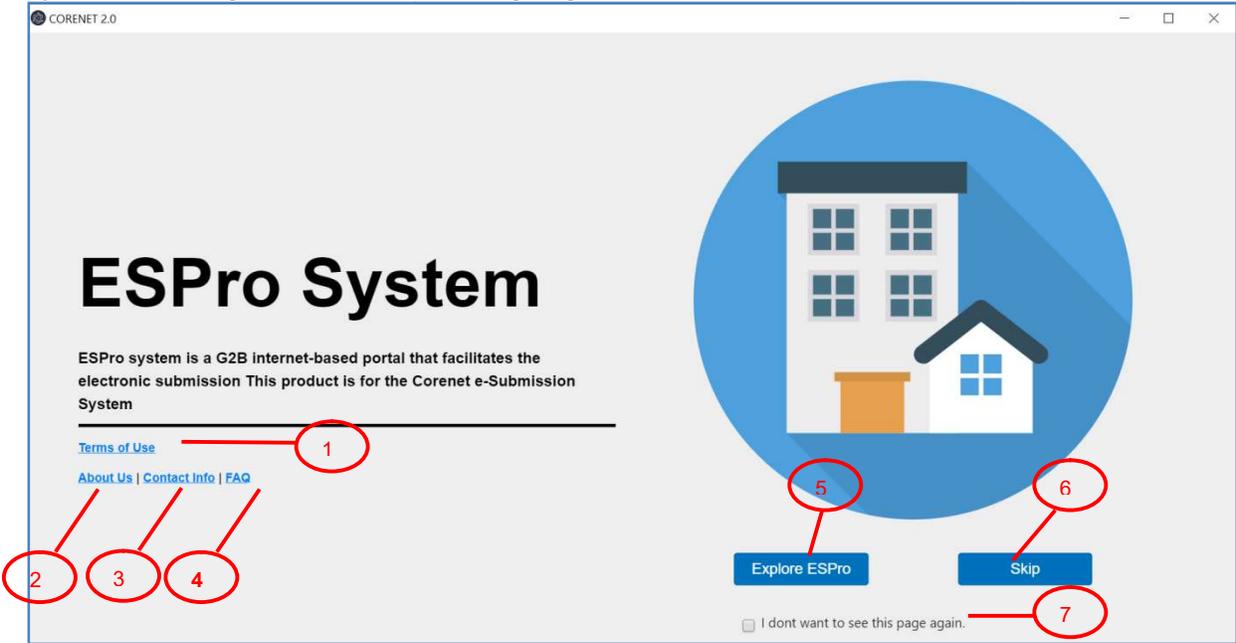


3 Overview of ESPro

3.1 ESPro – Landing Page

3.1.1 Launch the Installed CN2 ESPro

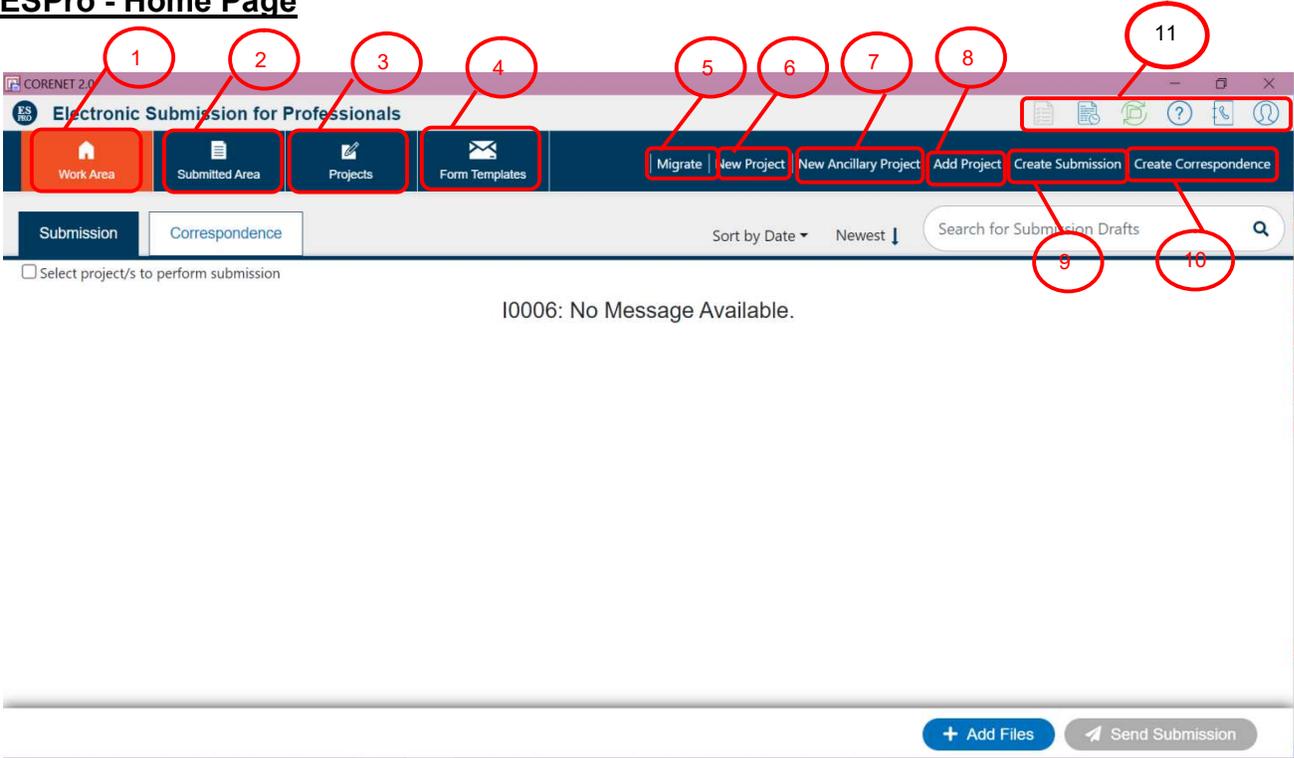
3.1.2 System shall bring the user to this Landing Page.



S. No	Function	Description
1.	Terms of use	Clicking this shall navigate you to the “Terms of use” page
2.	About Us	Clicking this shall navigate you to the “About Us” page
3.	Contact Info	Clicking this shall navigate you to the “Contact Info” page
4.	FAQ	Clicking this shall navigate you to the “FAQ” page
5.	Explore ESPro	Clicking this shall pop-up a window to play a video tutorial on the new ESPro
6.	Skip	Clicking this shall navigate you to the ‘Home Page’ of ESPro
7.	I don’t want to see this page again	Clicking this shall not display this “Landing Page”, the next time you launch the ESPro, but shall navigate directly to “Home Page” of ESPro.



3.2 **ESPro - Home Page**



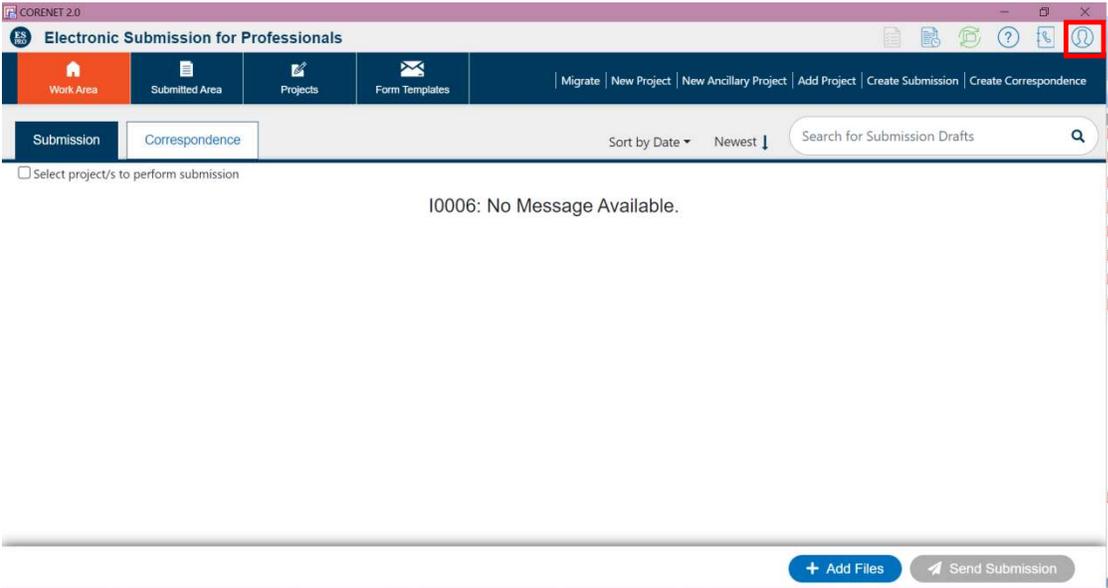
S. No	Function	Description
1.	Work Area	This section shall display the list of submission/correspondence drafts created by the user
2.	Submitted Area	This section shall display all the successful submissions/correspondence (generated submission/correspondence number) made by the user from ESPro
3.	Projects	This section shall display the list of both “unregistered” and “registered” projects/ancillary projects under their respective tabs
4.	Form Templates	This section shall display the list of Corenet 2.0 application forms of relevant regulatory authorities.
5.	Migrate	Clicking on this shall display ESPro Migration pop-up.
6.	New Project	Clicking on this shall redirect user to “New Project” creation page
7.	New Ancillary Project	Clicking on this shall redirect user to “New Ancillary Project” creation page
8.	Add Project	Clicking on this shall redirect user to “Add Project” window which shall allow user to add an existing project
9.	Create Submission	Clicking on this shall redirect user to “Create Submission” page
10.	Create Correspondence	Clicking on this shall redirect user to “Create Correspondence” page



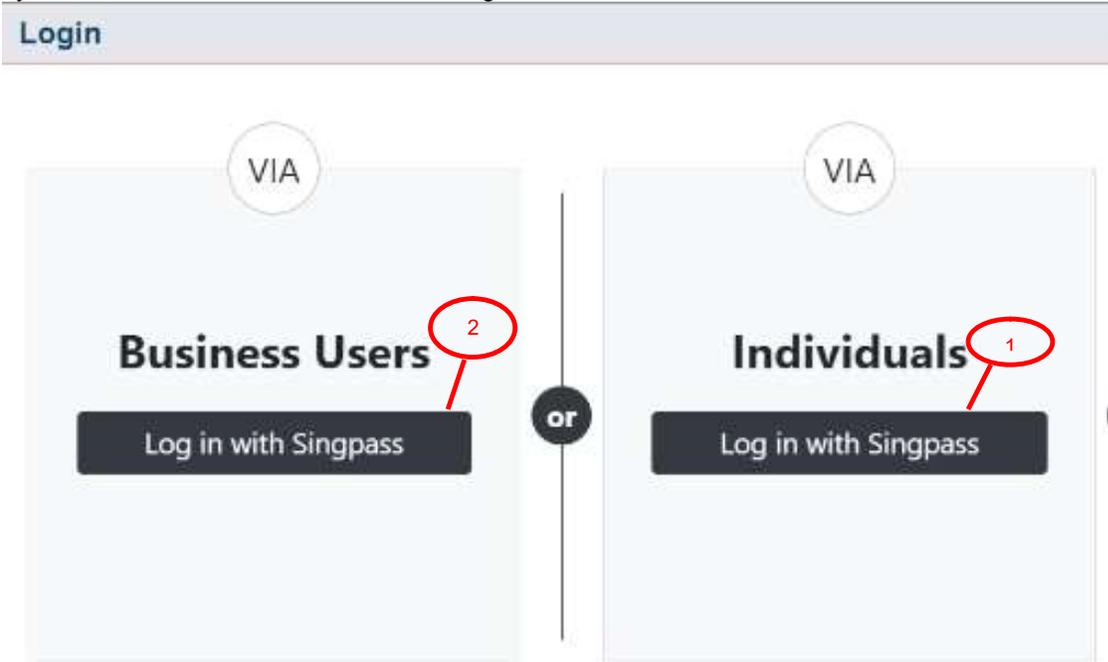
11.	Menu	Order of display from left to right->Submission Status, Activity Logs, Sync, Help, Contact List, Login
-----	------	--

3.3 EPro – Login

3.3.1 Click on Login icon displayed in the home page;



3.3.2 System shall redirect user to the below login window;





S. No	Function	Description
1.	SingPass - Individual Login	Clicking this shall redirect user to “SingPass” – Individual login page. Upon entering valid credentials, user shall be redirected to ESPro
2.	Singpass – Business UserLogin	Clicking this shall redirect user to “Singpass” – Business User login page. Upon entering valid credentials, user shall be redirected to ESPro



Additional Information:

- If a first time user logs in into ESPro directly w/o updating their details in Corenet 2.0 Portal, then system shall display a pop-up window “Unauthorized User. Please login into Corenet 2.0 Portal and update your user profile, before logging in into ESPro”. In such cases, users are advised to login into Corenet 2.0 Portal and update their **User Profile**, before logging into ESPro.

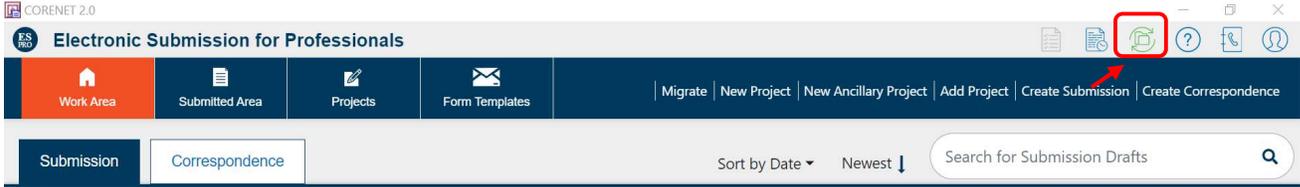


4 Functions of ESPro

4.1 ESPro -Synchronization

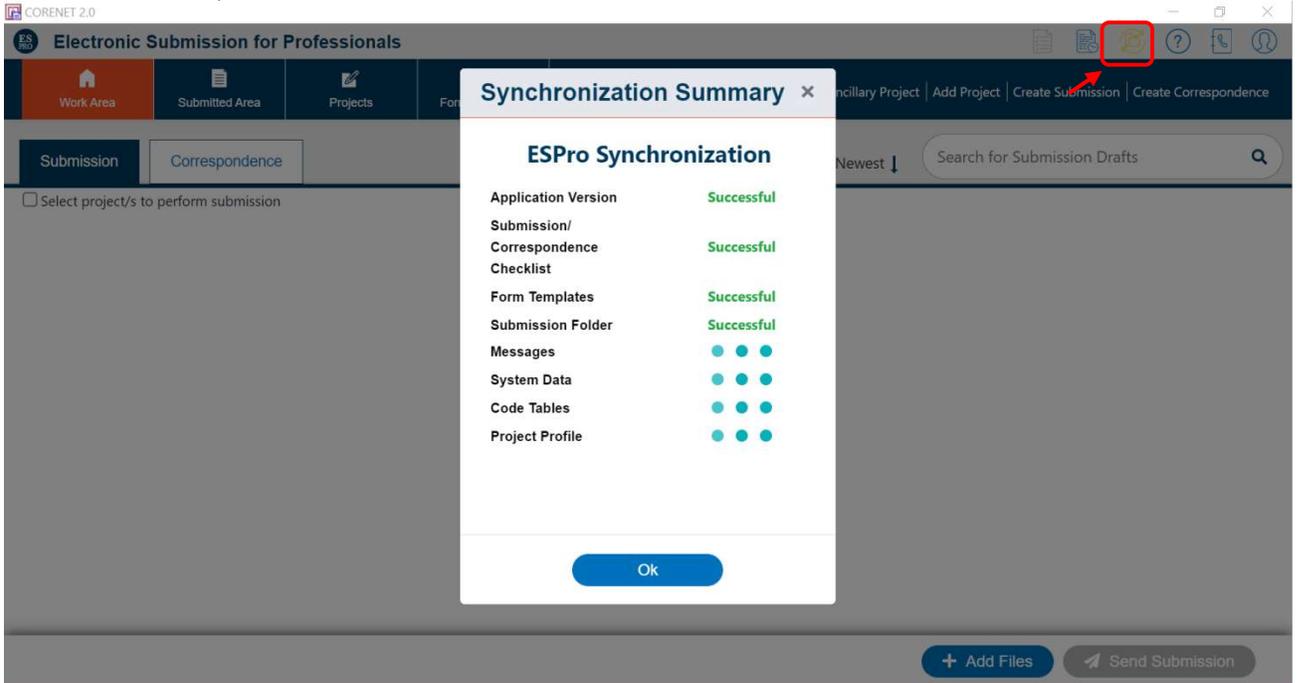
4.1.1 Auto Sync

- Upon launching the ESPro, the system shall automatically sync (yellow sync icon) the following details at the background;
 - Application Version (if a new version of 'ESPro' is found, then user will be notified of the same through a pop-up, asking to acknowledge installing/upgrading to the new version)
 - Submission/ Correspondence Checklist (forms to be attached with respective application types)
 - Form Templates (downloads latest application forms)
 - Project Profile (checks if the registered projects are outdated, and if yes, will highlight those in "RED")



4.1.2 Manual Sync

- Upon manually clicking on the "Sync" icon, the system shall start syncing (yellow sync icon) the following details;
 - Application Version (if a new version of 'ESPro' is found, then user will be notified of the same through a pop-up, asking to acknowledge installing/upgrading to the new version)
 - Submission/ Correspondence Checklist (forms to be attached with respective application types)
 - Form Templates (downloads latest application forms)
 - Project Profile (checks if the registered projects are outdated, and if yes, will highlight those in "RED")



Additional Information:



- The synchronization function shall only work when your PC is connected to the Internet.
- User may still use EPro to prepare submissions/correspondence while EPro sync (Manual & Auto) is still in progress. But users will not be able to log in, only can log in after sync is complete.
- User may manually sync by clicking the 'Sync' icon, for which no user authentication is required.
- If "sync" button is displayed in yellow color, then it indicates that the sync is still in progress.
- If "sync" button is displayed in green color, then it indicates that the sync is completed.

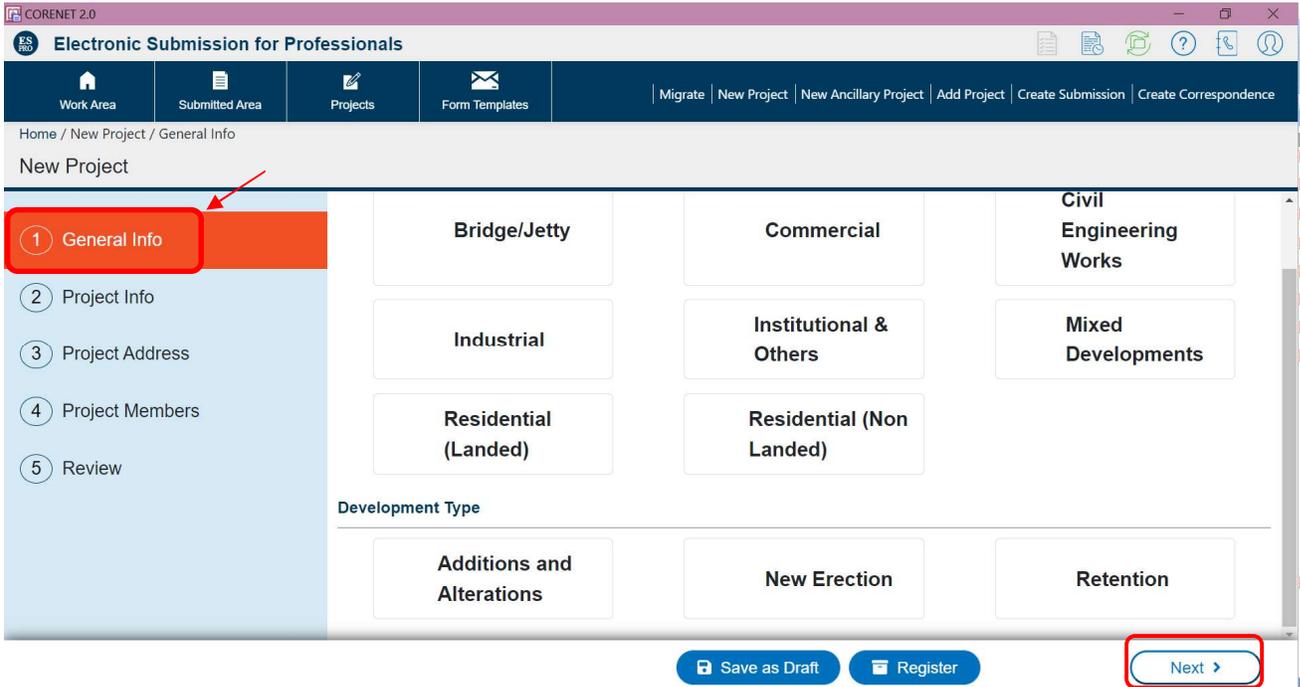


4.2 ESPro – Create & Register Project

4.2.1 Click on the New Project button to create a project



4.2.2 Under 1. General Info section, select the Building Usage (allows multi-select) and Development Type (allows single select only) and click Next or click on 2. Project Info



4.2.3 Under 2. Project Info section, fill in the Project Information and Click Next or click on 3. Project Address




Additional Information:

- All fields marked with (*) are mandatory.
- Please **do NOT include the Professional Alphabet** (e.g. A or E) in the first box of the Project Ref No.
- License Water Service Plumber Professional number refers to the **PUB** Water Service Plumber license number. (e.g. **WS08221998**).
- Licensed Gas Service Worker number refers to the Professional number as (e.g. **GC13422003** or **GA13432003**).

4.2.4 Under 3. Project Addresssection, fill in the details of the project address.



Electronic Submission for Professionals

Home / New Project / Project Address

New Project

1 General Info
2 Project Info
3 Project Address
4 Project Members
5 Review

Either the Mukim/TS Plot/ Lot No or Address or the Site Description details are Required.

Address Add

Building Name	House/Block No.	Level No.	Unit No.	Road Name	Postal Code

Mukim/TS Plot/ Lot No Add

Mukim/TS No.	Lot No.	Plot No.	Partial Lot Indicator

Site Description Add

Block Details Add

Save as Draft Register Previous Next



Additional Information:

- The difference between “Project Address” and “Project Site Description” is that:
 - **Project Address** is for address which has Postal Code (e.g. For A&A works)
 - **Project Site Description** is for new erection, which temporarily does not have a Postal Code.
- Either 1 of the following is mandatory;
 - **Mukim**
 - **Address**
 - **Site Description**
 - **Block Details** is optional



4.2.5 Under 3. Project Address> Address section, enter a valid Postal Code and click on Retrieve button. System shall pre-populate the Building Name, House/Block No., Road Name. Click ADD and click then Next or click on 4. Project Members.



Additional Information:

- User must be connected to internet for the retrieval to work

4.2.6 Under the 4. Project Members tab, click Add button.

4.2.7 Fill in the member's information and click on the Add button.



Add Project Member

New Member | Previous Project Members | Contact List

Please provide the required information

General Information

Name *
Designation
Identification Type
 NRIC/FIN Passport
NRIC/FIN No. * S

Roles

Role(s)	Prof. No.	UEN	Firm Name
Please Select			

Add Reset Close

4.2.8 Add the Role of the member under the Role(s) section, and enter a valid Professional number under Prof. No. field.

New Member | Previous Project Members | Contact List

Roles

Role(s)	Prof. No.	UEN	Firm Name
Architect	1140		

Professional number for specific roles are mandatory.

Address

Formatted | Unformatted

Postal Code * 127102 Retrieve
Building Name TAMPINES
House/Block No. 102 Level No. Unit No.
Road Name * TAMPINES STREET 11

Add Reset Close



Additional Information:



- Please note that the following roles will require a Professional Number:
 - Accredited Checker (AC)
 - Accredited Checker Organization (ACO)
 - Architects (A)
 - Licensed Electrical Worker
 - Licensed Gas Service Worker
 - Licensed Water Service Plumber
 - Professional Engineer (PE)
 - Registered Inspector (RI)
 - Registered Surveyor (RS)
- Only add members into the project if
 - they need to do electronic submission pertaining to the project and/or
 - their information need to be reflected in the e-form
(e.g. Owner, Builder, Lessee, Landlord, Developer, etc)
- Please **do NOT include** the Professional alphabet (eg. A or E) in the Professional No. field **except** for Licensed Water Service Plumber and Licensed Gas Service Worker.

Roles	
Role(s)	Prof. No.
Architect	1140

- Only for Licensed Water Service Plumber and Licensed Gas Service Worker that the professional alphabet has to be **included**.

Roles	
Role(s)	Prof. No.
Licensed Water Service Plumber	WS0012218



4.2.9 Enter a valid UEN number and click on icon. System shall pre-populate the Firm Name and Address fields.

Roles				
Role(s)	Prof. No.	UEN	Firm Name	
Architect	1140	123456789Z	SAMPLE A	

Address	
Formatted	Unformatted
Postal Code *	689148 Retrieve
Building Name	SINGAPORE BUSINESS FEDERATION CENTER
House/Block No.	160
Level No.	
Unit No.	
Road Name *	ROBINSON ROAD



Additional Information:

- User must be connected to internet for the retrieval to work

4.2.10 Previous Project Members tab shall display the list of all the project members added to the user' previous projects. If user wants to add the same member from previous project, then user shall select the particular project on the left side window (shown below) and then click on the respective member. System shall automatically pre-populate that particular members detail under New Member tab;

The image displays two screenshots of the 'Add Project Member' interface. The top screenshot shows the 'Previous Project Members' tab selected, displaying a list of projects on the left and a list of members on the right. The bottom screenshot shows the 'New Member' tab selected, with the details of the selected member 'Renz Curfew' pre-populated in the form fields.

Top Screenshot: Previous Project Members Tab

- Projects List:**
 - A1111-11020-2020 (Project Title: Sample PProject Title)
 - A1140-00002-2020 (Project Title: sample_20Jul)
 - A1140-00005-2020 (Project Title: SAmpletest_ACinvalidbutACOvalid)
 - A1140-00032-2020 (Project Title: FSE_LTA_with UEN added to all members)
 - A1140-09087-2020 (Project Title: sample2_demo_BEPermitRolesadded)
 - A1140-11402-2020 (Project Title: Update 12)
 - A1140-84765-2020 (Project Title: SAmple_DAX_demo)
- Project Members List:**
 - Renz Curfew (Role/s: Architect)
 - Derekchan (Role/s: Architect)

Bottom Screenshot: New Member Tab

- Name:** Renz Curfew
- Designation:** Sample Designation
- Identification Type:** NRIC/FIN (selected), Passport
- NRIC/FIN No.:** S
- Roles Table:**

Role(s)	Prof. No.	UEN	Firm Name
Architect	1111	123456789Z	SAMPLE A
- Address:** (Empty field)



4.2.11 Contact List tab shall display the list of contacts added by the user using Contacts List function (refer to section <> for more details). If user wants to add a member from this contacts list, then user shall click on the respective member and the system shall automatically pre-populate that particular members detail under New Member tab;

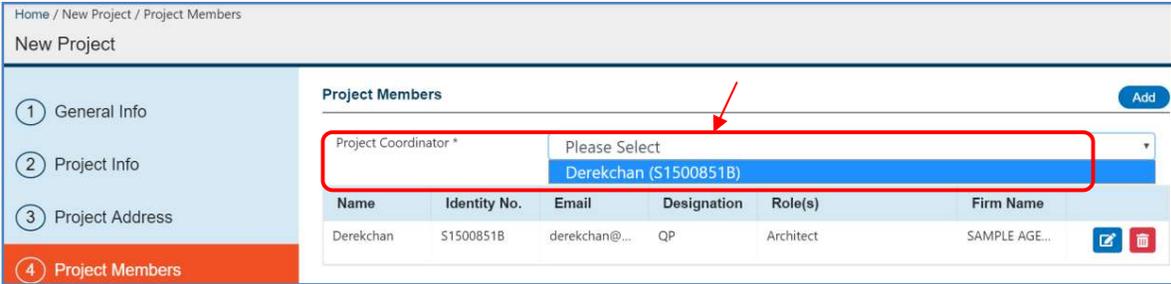


Additional Information:

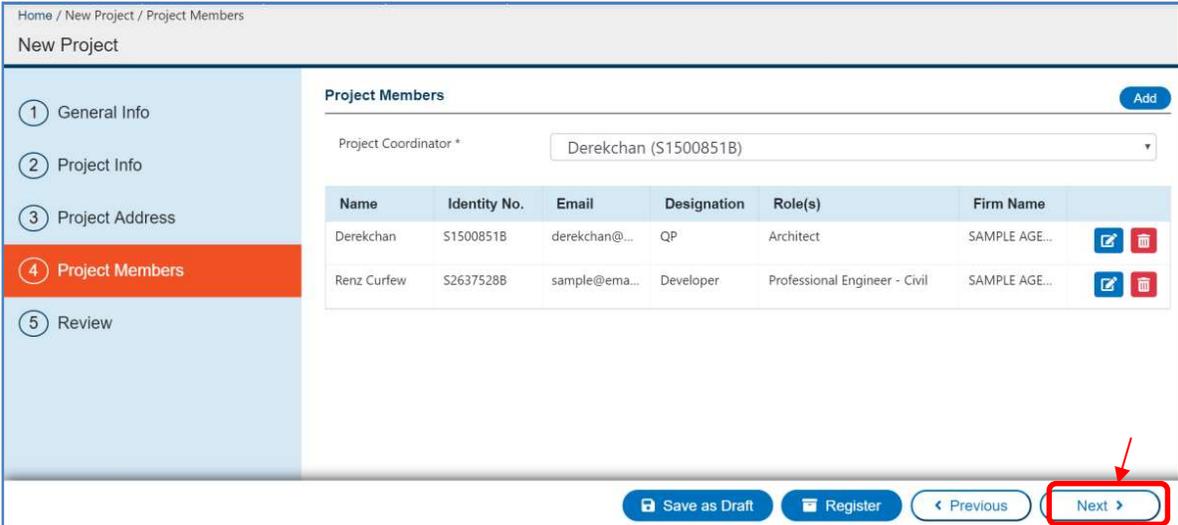
- Repeat steps 4.2.6 to 4.2.11 to add more project members to the project.

4.2.12 Select the “Project Coordinator” from the dropdown list if the member has the following roles and is the overall leader of the project (There can only be ONE project coordinator per project).

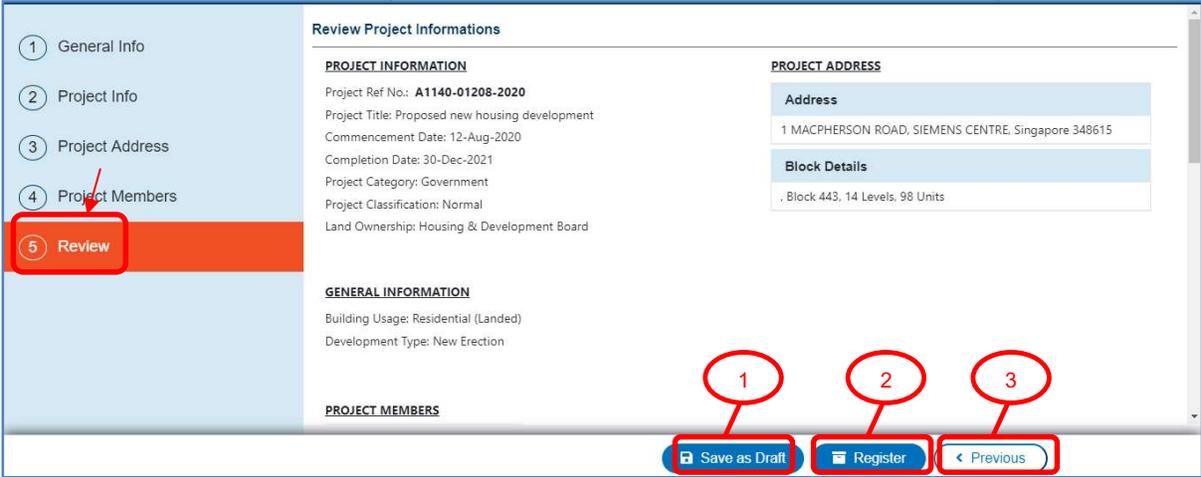
- o Architect (A),
- o Engineer (E),
- o Registered Surveyor (RS)
- o Licensed Water Service Plumber (WS)
- o Licensed Gas Service Worker (GC/GA)



4.2.13 Upon completion of the details under 4. Project Members section, click Next button or click on 5. Review



4.2.14 Click on Review tab to review the Project details entered from section 1. General Info until section 4. Project Members. Click Register to register project.

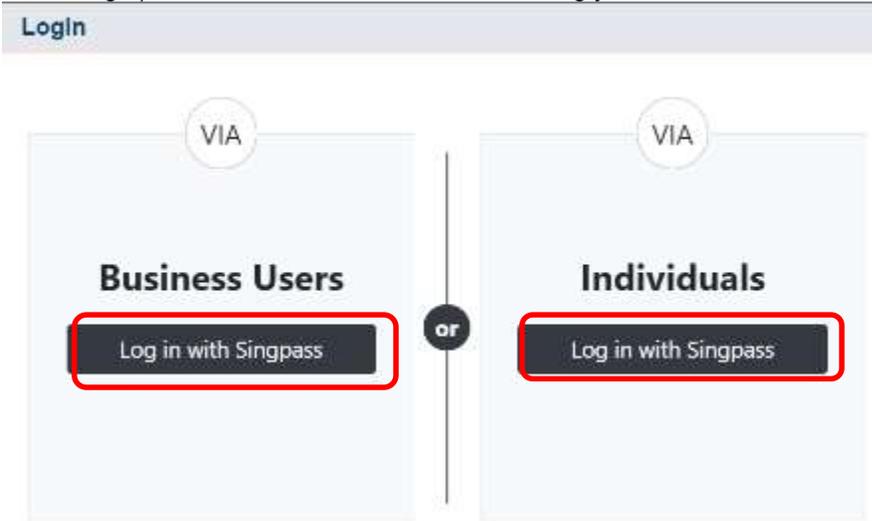


S. No	Function	Description
1.	Save as Draft	Clicking this shall save the project as draft under Projects>Unregistered>Projects Tab

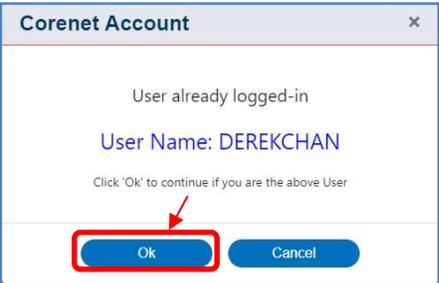


S. No	Function	Description
2.	Register	Clicking this shall redirect user to Login page, if the user is not logged in yet. If user is already logged in, then the user shall be redirected to user credentials confirmation window. Upon valid authorizations and successful system validations, the particular project shall be registered successfully.
3.	Previous	Clicking this shall take the user back to previous page

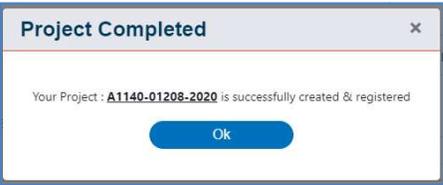
4.2.15 If user is not yet logged in, then select the login method (SingPass- Individual Login or SingPass - Business Users Login) and enter valid credentials accordingly.



4.2.16 Upon successful login, a dialog box shall be displayed. Click Ok to continue.



4.2.17 Upon successful registration, a dialog box shall be displayed.



Additional Information:

- For projects registered with Licensed Water Service Plumber or Licensed Gas Service Worker as the Project Coordinator, the project reference number shall have double



professional code prefixed.

- Upon successful registration of the project, all updates/amendments to the project details have to be done at Corenet 2.0 Portal.
- In order to register a project, you must be a valid Qualified Professional (QP) or QP Assistant.

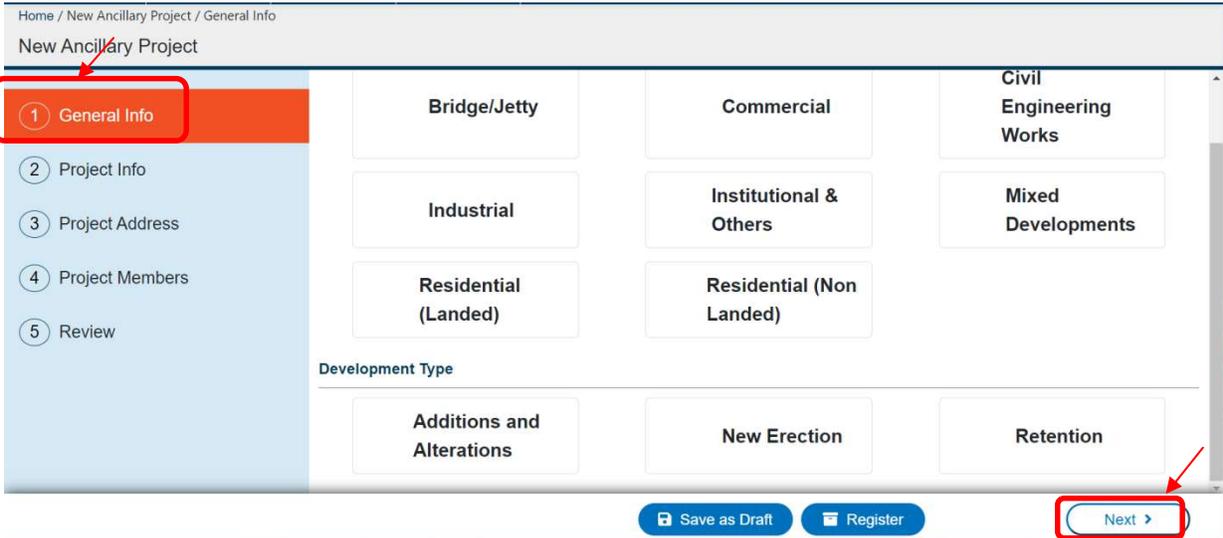


4.3 ESProCreate & Register Ancillary Project

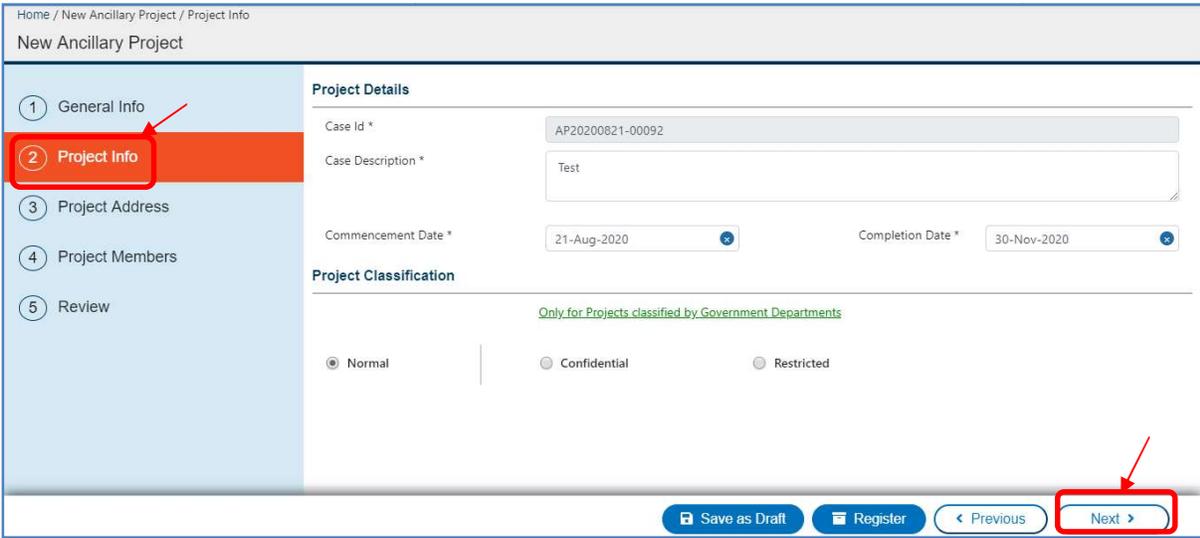
4.3.1 Click on the New Ancillary Project in order to create an ancillary project



4.3.2 Under 1. General Info section, select the Building Usage (allows multi-select) and Development Type (allows single select only) and click Next or click on 2. Project Info



4.3.3 Under 2. Project Info tab, fill in the Project Information and Click Next or click on 3. Project Address





4.3.4 Under 3. Project Address section, fill in the details of the project address.

Electronic Submission for Professionals

Home / New Ancillary Project / Project Address

New Ancillary Project

Either the Address or Mukim/TS Plot/ Lot No or Site Description details are required

Address Add

Building Name	House/Block No.	Level No.	Unit No.	Road Name	Postal Code

Mukim/TS Plot/ Lot No Add

Mukim/TS No.	Lot No.	Plot No.	Partial Lot Indicator

Site Description Add

Block Details Add

Save as Draft Register < Previous **Next >**



Additional Information:

- The difference between “Project Address” and “Project Site Description” is that:
 - **Project Address** is for address which has Postal Code (e.g. For A&A works), and
 - **Project Site Description** is for new erection, which temporarily does not have a Postal Code.
 - Either 1 of the following is mandatory;
 - **Mukim**
 - **Address**
 - **Site Description**
 - **Block Details** is optional



4.3.5 Under 3. Project Address> Address section, enter a valid Postal Code and click on Retrieve button. System shall pre-populate the Building Name, House/Block No., Road Name. Click ADD and click then Next or click on 4. Project Members.

Add Address ✕

Postal Code * Retrieve

Building Name

House/Block No. Level No. Unit No.

Road Name *

Add
Clear
Close



Additional Information:

- User must be connected to internet for the retrieval to work

4.3.6 Under the 4. Project Members tab, click Add button.

Home / Edit Project / Project Members

Edit Ancillary Project

① General Info

② Project Info

③ Project Address

④ Project Members

⑤ Review

Project Members

Name	IC/Passport No.	Email Addr...	Designation	Role(s)	Firm Name	
DEREK CHAN	S1500851B	johnny@test-h...		Architect		✎ ✖

Add

Save as Draft
Register
← Previous
Next >

4.3.7 Fill in the member's information and click on the Add button.



Add Project Member

New Member | Previous Project Members | Contact List

Please provide the required information

General Information

Name *
Designation
Identification Type
 NRIC/FIN Passport
NRIC/FIN No. * S

Roles

Role(s)	Prof. No.	UEN	Firm Name
Please Select			

Add Reset Close

4.3.8 Add the Role of the member under the Role(s) section, and enter a valid Professional number under Prof. No. field.

New Member | Previous Project Members | Contact List

Roles

Role(s)	Prof. No.	UEN	Firm Name
Architect	1140		

Professional number for specific roles are mandatory.

Address

Formatted | Unformatted

Postal Code * 127102 Retrieve
Building Name TAMPINES
House/Block No. 102 Level No. Unit No.
Road Name * TAMPINES STREET 11

Add Reset Close



Additional Information:



- Please note that the following roles will require a Professional Number:
 - Accredited Checker (AC)
 - Accredited Checker Organization (ACO)
 - Architects (A)
 - Licensed Electrical Worker
 - Licensed Gas Service Worker
 - Licensed Water Service Plumber
 - Professional Engineer (PE)
 - Registered Inspector (RI)
 - Registered Surveyor (RS)
- Only add members into the project if
 - they need to do electronic submission pertaining to the project and/or
 - their information need to be reflected in the e-form
(e.g. Owner, Builder, Lessee, Landlord, Developer, etc)
- Please **do NOT include** the Professional alphabet (eg. A or E) in the Professional No. field **except** for Licensed Water Service Plumber and Licensed Gas Service Worker.

Role(s)	Prof. No.
Architect	1140

- Only for Licensed Water Service Plumber and Licensed Gas Service Worker that the professional alphabet has to be **included**.

Role(s)	Prof. No.
Licensed Water Service Plumber	WS0012218



4.3.9 Enter a valid UEN number and click on  icon. System shall pre-populate the Firm Name and Address fields.

Role(s)	Prof. No.	UEN	Firm Name
Architect	1140	123456789Z	SAMPLE A

Address

Formatted Unformatted

Postal Code * 689148 Retrieve

Building Name SINGAPORE BUSINESS FEDERATION CENTER

House/Block No. 160 Level No. Unit No.

Road Name * ROBINSON ROAD



Additional Information:

- User must be connected to internet for the retrieval to work



4.3.10 Previous Project Members tab shall display the list of all the project members added to the user's previous projects. If user wants to add the same member from previous project, then user shall select the particular project on the right side window (shown below) and then click on the respective member. System shall automatically pre-populate that particular members detail under New Member tab;

Add Project Member

New Member **Previous Project Members** Contact List

Projects Search for Projects

- A1111-11020-2020
Project Title: Sample PProject Title
- A1140-00002-2020
Project Title: sample_20Jul
- A1140-00005-2020
Project Title: SAmpletest_ACinvalidbutACOvalid
- A1140-00032-2020
Project Title: FSE_LTA_with UEN added to all members
- A1140-09087-2020
Project Title: sample2_demo_BEPermitRolesadded
- A1140-11402-2020
Project Title: Update 12
- A1140-84765-2020
Project Title: SAmple_DAX_demo

< Prev 1 2 Next >

Project Members

- Renz Curfew**
Role/s: Architect
- Derekchan
Role/s: Architect

Add Reset Close

Add Project Member

New Member **Previous Project Members** Contact List

Name * **Renz Curfew**

Designation Sample Designation

Identification Type
 NRIC/FIN Passport

NRIC/FIN No. * S

Roles

Role(s)	Prof. No.	UEN	Firm Name
Architect	1111	123456789Z	SAMPLE A

Address

Formatted Unformatted

Add Reset Close

4.3.11 Contact List tab shall display the list of contacts added by the user using Contacts List function (refer to section <> for more details). If user wants to add a member from this contacts list, then user shall click on the respective member and the system shall automatically pre-populate that particular members detail under New Member tab;



Add Project Member

New Member Previous Project Members **Contact List**

[A-Z] ↓ Search for Contacts

Select contact to add a member

Derekchan
Designation: QP
Mobile Number: 98654352
Email Address: derekchan@gmail.com

Add Project Member

New Member Previous Project Members Contact List

Please provide the required information

General Information

Name * Derekchan
Designation QP

Address

Formatted Unformatted

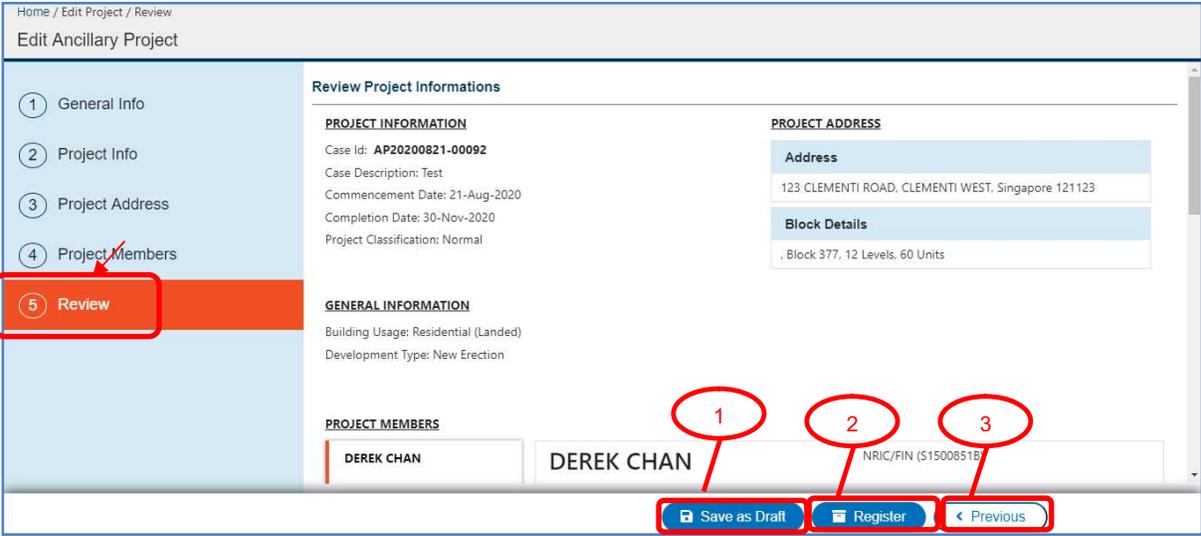
Postal Code * 689148 Retrieve
Building Name SINGAPORE BUSINESS FEDERATION CENTER



Additional Information:

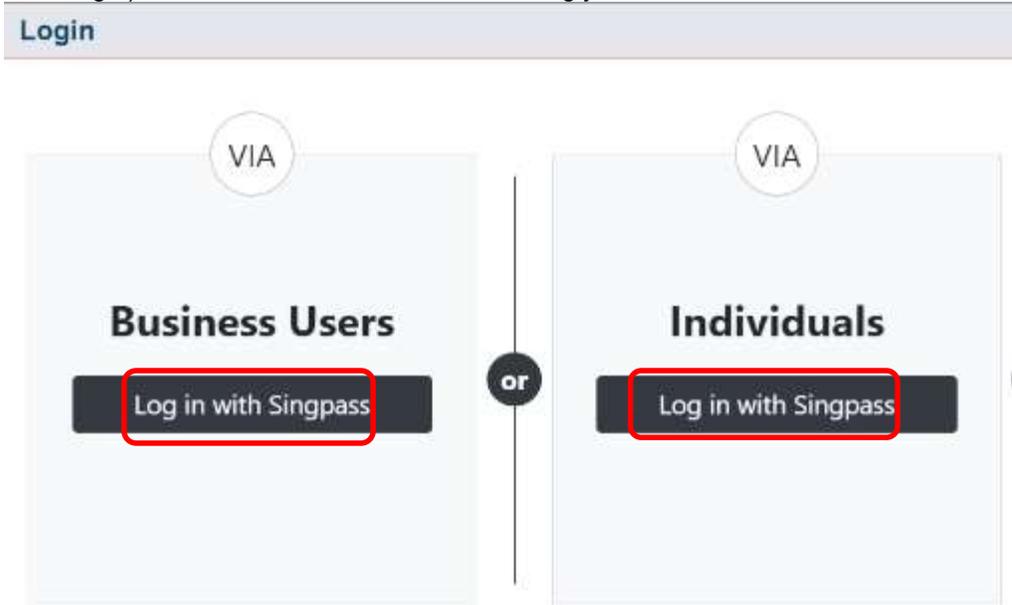
- Repeat steps 4.3.6 to 4.3.11 to add more project members to the project.

4.3.12 Upon completion of the details under 4. Project Members section, click Next button or click on 5. Review and review the Project details entered from section 1. General Info until section 4. Project Members. Click Register to register the ancillary project



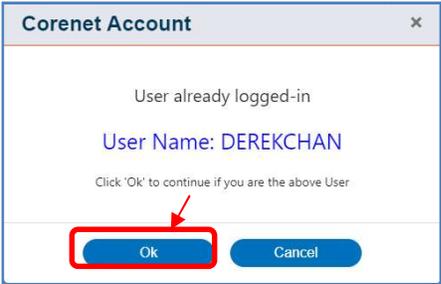
S. No	Function	Description
1.	Save as Draft	Clicking this shall save the ancillary project as draft under Projects>Unregistered>Ancillary Projects Tab
2.	Register	Clicking this shall redirect user to Login page, if the user is not logged in yet. If user is already logged in, then the user shall be redirected to user credentials confirmation window. Upon valid authorizations and successful system validations, the particular project shall be registered successfully.
3.	Previous	Clicking this shall take the user back to previous page

4.3.13 If user is not yet logged in, then select the login method (SingPass- Individual Login or SingPass - Business User Login) and enter valid credentials accordingly.

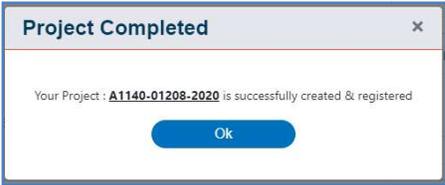




4.3.14 Upon successful login, a dialog box shall be displayed. Click Ok to continue.

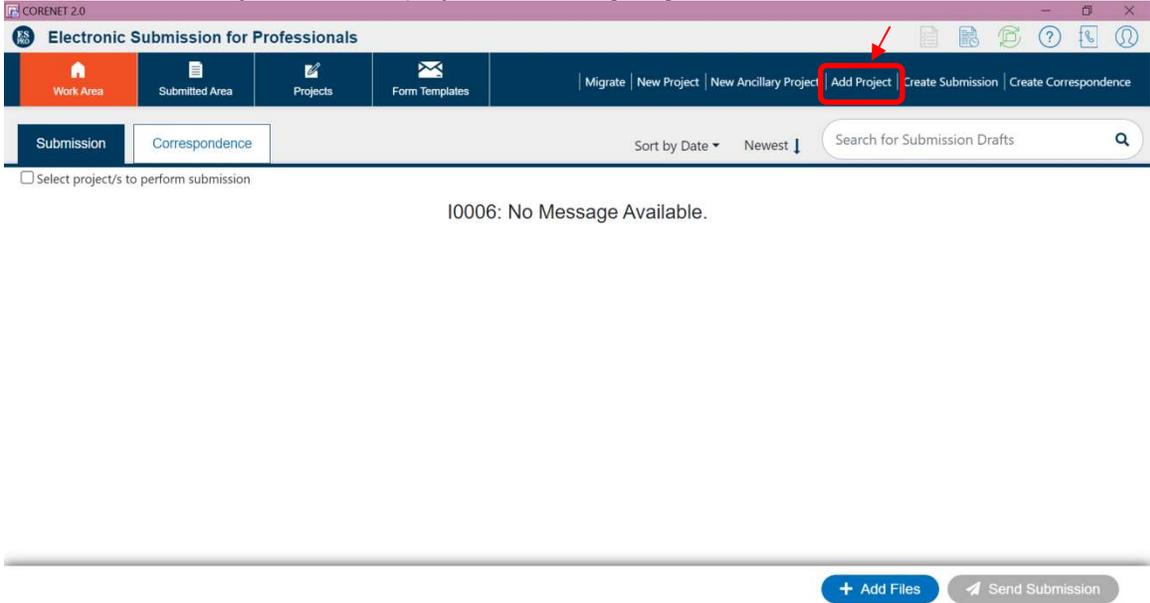


4.3.15 Upon successful registration, a dialog box shall be displayed.



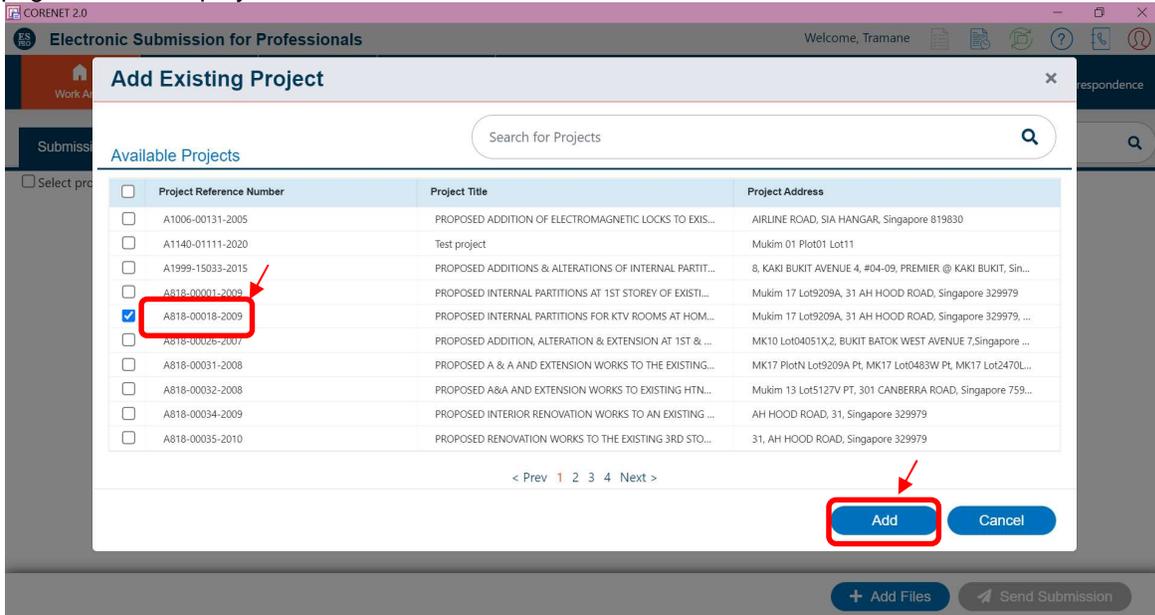
4.4 ESPro– Add Existing Project

4.4.1 Click on the Add Project button displayed on Landing Page.

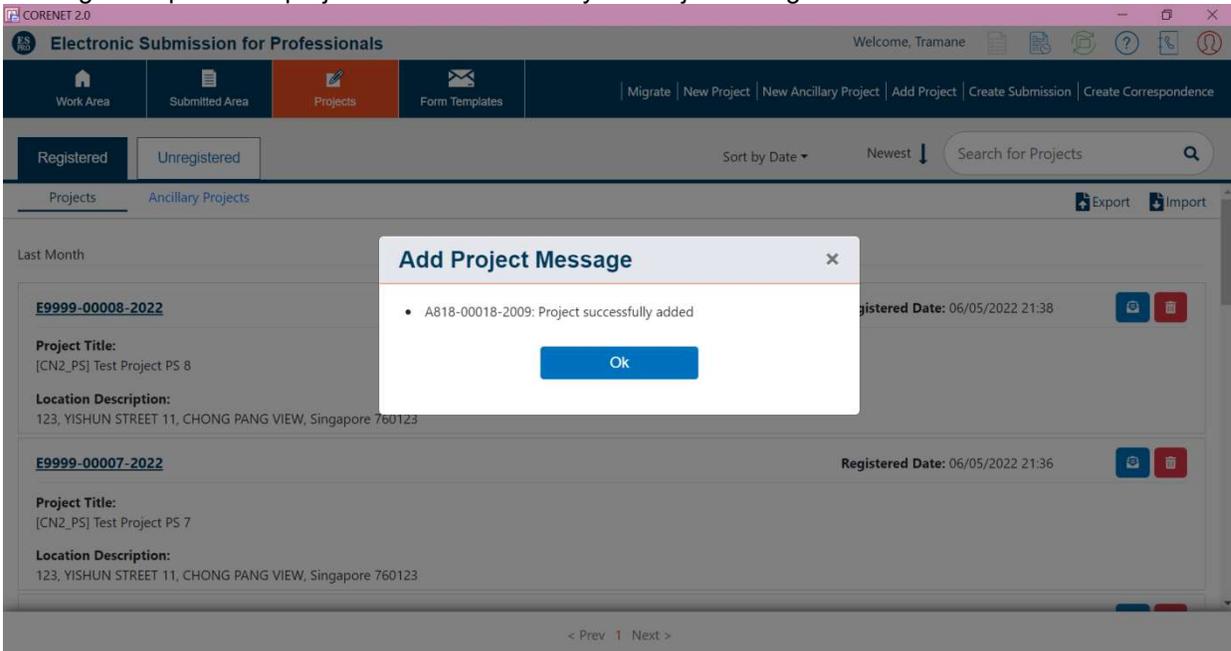


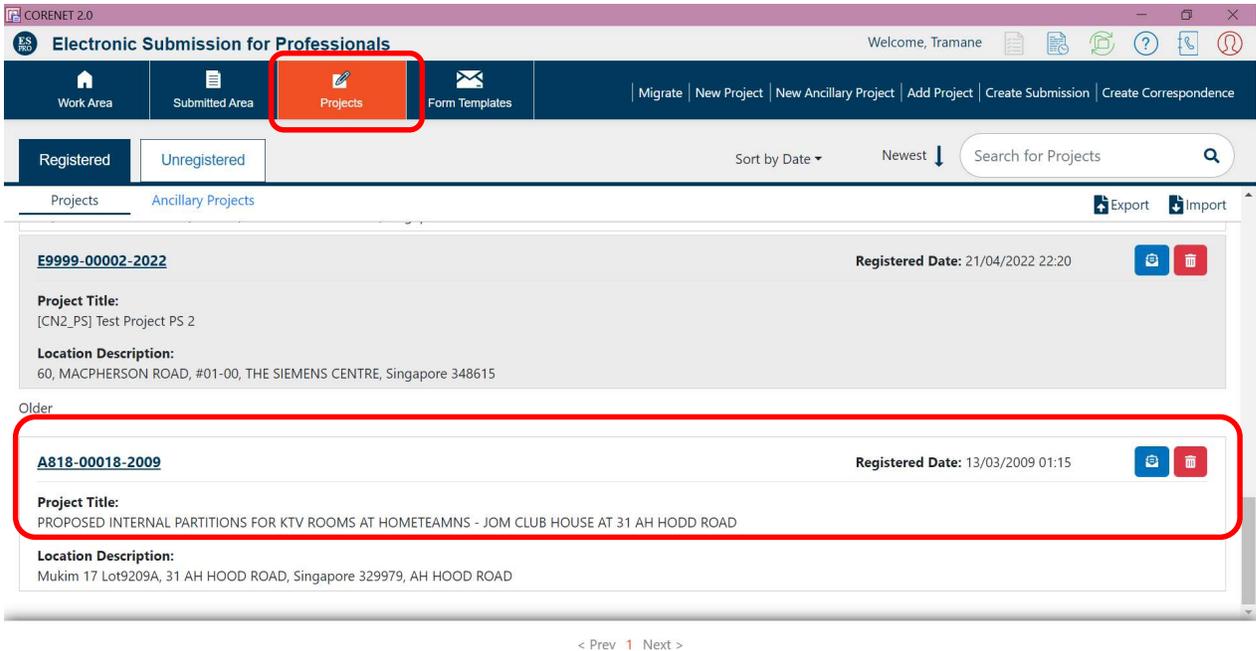


4.4.2 Login window shall be displayed (if the user is not yet logged in); else the user credentials confirmation window shall be displayed (if the user is already logged in). Upon successful validation/confirmation, the Add Project page shall be displayed.



4.4.3 Enter the Project Reference Number in the search field, select it by clicking on the checkbox (allows multiple select) and then click ADD. Upon successfully added to your Project, you will see successful Add Project Message. The particular project shall be added to your Projects>Registered tab.



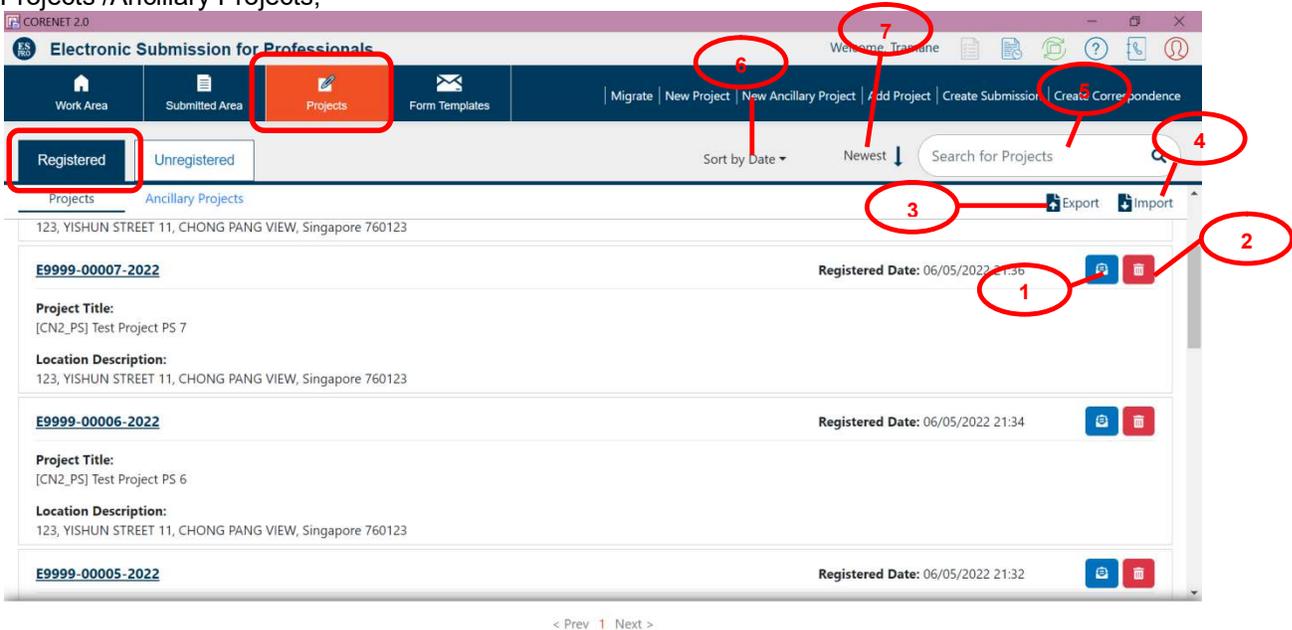


Additional Information:

- If the Project Reference Number already exists in your Projects section, it will not be reflected in the list.

4.5 EPro – Projects Tab

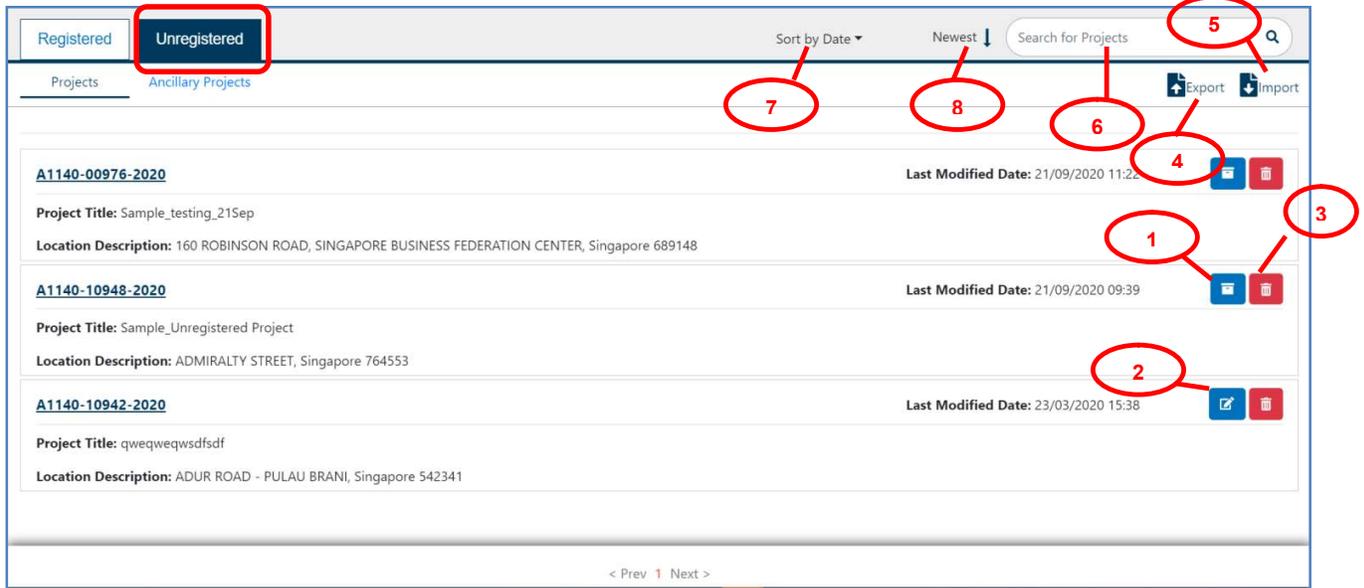
4.5.1 Click on Projects >Registered>Projects/Ancillary Projects tab. System shall display the list of Registered Projects /Ancillary Projects;





S. No	Function	Description
1.	Send Submission	Clicking this shall redirect user to Create Submission page
2.	Delete Project	<ul style="list-style-type: none"> ➤ If user deletes a project to which there are no submissions or submission drafts created, then; Clicking this shall display a prompt window “Do you want to delete the selected project? Yes/No”. Upon selecting “Yes” shall delete the particular project. ➤ If user deletes a project to which there are submissions or submission drafts created, then; Clicking this shall display a prompt window “Deleting the project will remove all records belonging to it from the following. Are you Sure you want to Proceed?” <p>Select Area:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> WorkSpace <input checked="" type="checkbox"/> Submitted <p>Yes/No” Upon selecting “Yes” shall delete the particular project, along with selected details under Select Area</p>
3.	Export Project	Clicking this shall redirect user to Export Project window which allows user’ to export the selected registered project(s) to the user’ PC
4.	Import Project	Clicking this shall redirect user to Import Project window which allows user’ to import the selected registered project(s) from user’ PC to the ESPro instance
5.	Search	This function allows user to search for projects by; <ul style="list-style-type: none"> ➤ Project Reference Number ➤ Project Title ➤ Location Description
6.	Sort	This function allows user to sort the projects by; <ul style="list-style-type: none"> ➤ Date ➤ Project Reference Number ➤ Project Title
7.	Newest/Oldest Sorting	This function allows user to sort the projects by; <ul style="list-style-type: none"> ➤ Newest ➤ Oldest

4.5.2 Click on Projects >Unregistered>Projects/Ancillary Projects tab. System shall display the list of Unregistered Projects /Ancillary Projects;



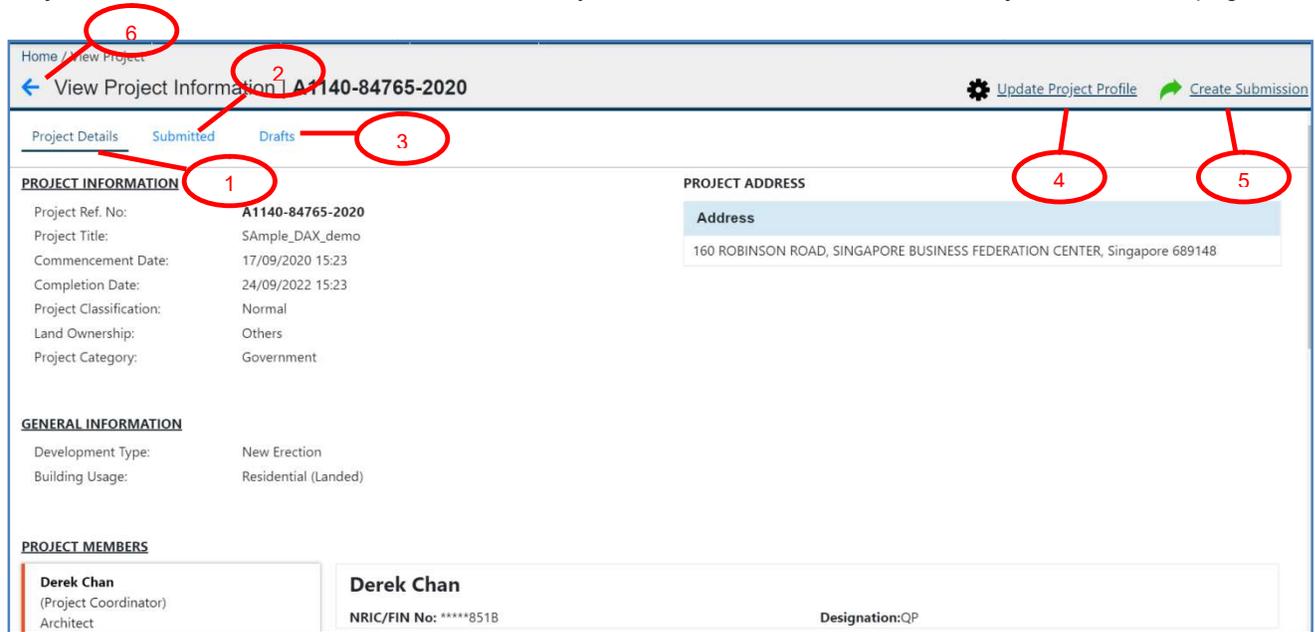
S. No	Function	Description
1.	Register Project	Clicking this shall redirect user to Login page, if the user is not logged in yet. If user is already logged in, then the user shall be redirected to user credentials confirmation window. Upon valid authorizations and successful system validations, the particular project shall be registered successfully. Note: This Register Project icon shall be displayed only if all the mandatory project details are already filled in for the particular draft/unregistered project
2.	Edit Project	Clicking this shall redirect user to Edit Project page which caters for editing the project details of the particular unregistered project/ancillary project Note: This Edit Project icon shall be displayed only if the mandatory project details are already not filled in for the particular draft/unregistered project
3.	Delete Project	Clicking this shall display a prompt window "Do you want to delete the selected project? Yes/No". Upon selecting "Yes" shall delete the particular project.
4.	Export Project	Clicking this shall redirect user to Export Project window which allows user' to export the selected unregistered project(s) to the user' PC
5.	Import Project	Clicking this shall redirect user to Import Project window which allows user' to import the selected unregistered project(s) from user' PC to the ESPro instance
6.	Search	This function allows user to search for projects by; ➤ Project Reference Number ➤ Project Title ➤ Location Description
7.	Sort	This function allows user to sort the projects by; ➤ Date ➤ Project Reference Number ➤ Project Title



S. No	Function	Description
8.	Newest/Oldest Sorting	This function allows user to sort the projects by; <ul style="list-style-type: none"> ➤ Newest ➤ Oldest

4.6 EPro - View Project Information

4.6.1 Click on Project Reference Number (hyperlink) displayed under Projects > Registered >Projects/Ancillary Projects or Work Area or Submitted Area tabs. System shall redirect user to View Project Information page;



S. No	Function	Description
1.	Project Details	This section shall display project details (Project Info, General Info, Project Address, Project Members) of the particular registered project/ancillary project
2.	Submitted	This section shall display the submission(s) made for the particular project/ancillary project
3.	Drafts	This section shall display the submission drafts(s) created for the particular project/ancillary project
4.	Update Project Profile	Clicking this update the latest project details of the particular project/ancillary project
5.	Create Submission	Clicking this shall redirect user to Create Submission page
6.	Back icon	Clicking this shall take the user back to previous page

4.6.2 Click on Project Reference Number (hyperlink) displayed under Projects > Unregistered >Projects/Ancillary Projects tab. System shall redirect user to View Project Information page;



Home / View Project
View Project Information | A1140-10948-2020

Project Details

PROJECT INFORMATION

Project Ref. No: A1140-10948-2020
Project Title: Sample_Unregistered Project
Commencement Date: 23/03/2020 09:39
Completion Date: 23/03/2021 09:39
Project Classification: Normal
Land Ownership: Housing & Development Board
Project Category: Government

PROJECT ADDRESS

Address
ADMIRALTY STREET, Singapore 764553

GENERAL INFORMATION

Development Type: New Erection
Building Usage: Bridge/Jetty, Institutional & Others, Residential (Landed)

PROJECT MEMBERS

Derekchan (Project Coordinator) Architect
Derekchan NRIC/FIN No: S1500851B Designation:

S. No	Function	Description
1.	Project Details	This section shall display project details (Project Info, General Info, Project Address, Project Members) of the particular unregistered project/ancillary project
2.	Edit Project	Clicking this shall redirect user to Edit Project page which caters for editing the project details of the particular unregistered project/ancillary project
3.	Register Project	Clicking this shall redirect user to Login page, if the user is not logged in yet. If user is already logged in, then the user shall be redirected to user credentials confirmation window. Upon valid authorizations and successful system validations, the particular project shall be registered successfully. Note: This Register Project icon shall be displayed only if all the mandatory project details are already filled in for the particular draft/unregistered project
4.	Back icon	Clicking this shall take the user back to previous page

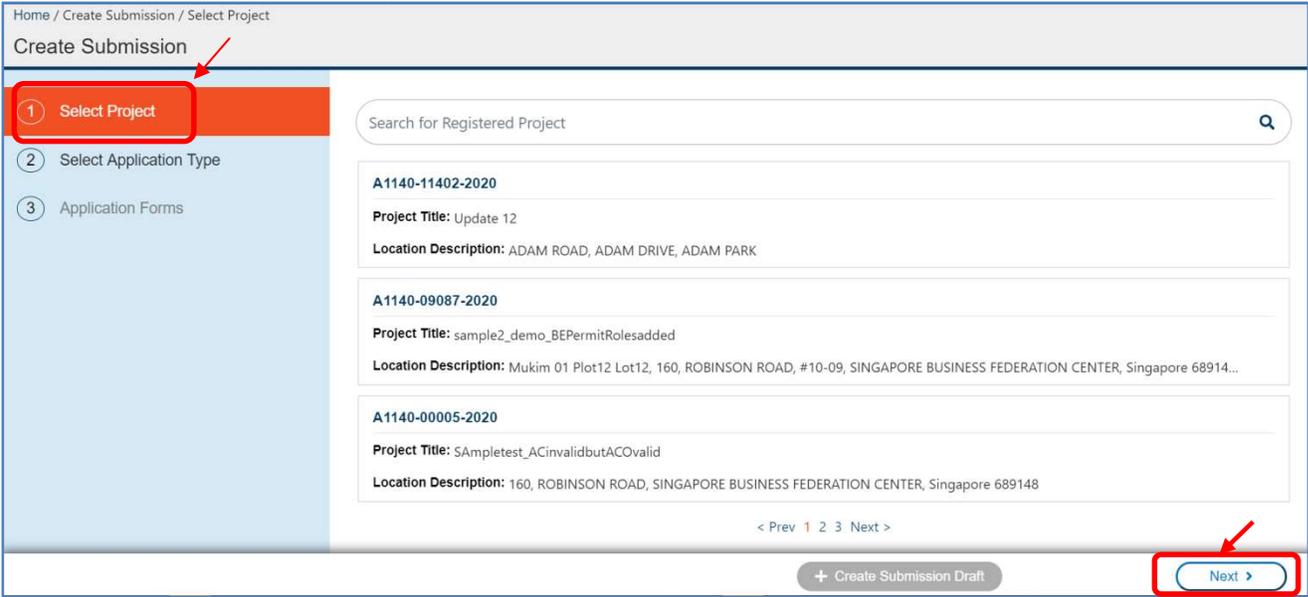
4.7 ESPro - Create & Send Submission

4.7.1 Click on Create Submission icon displayed in the Landing Page

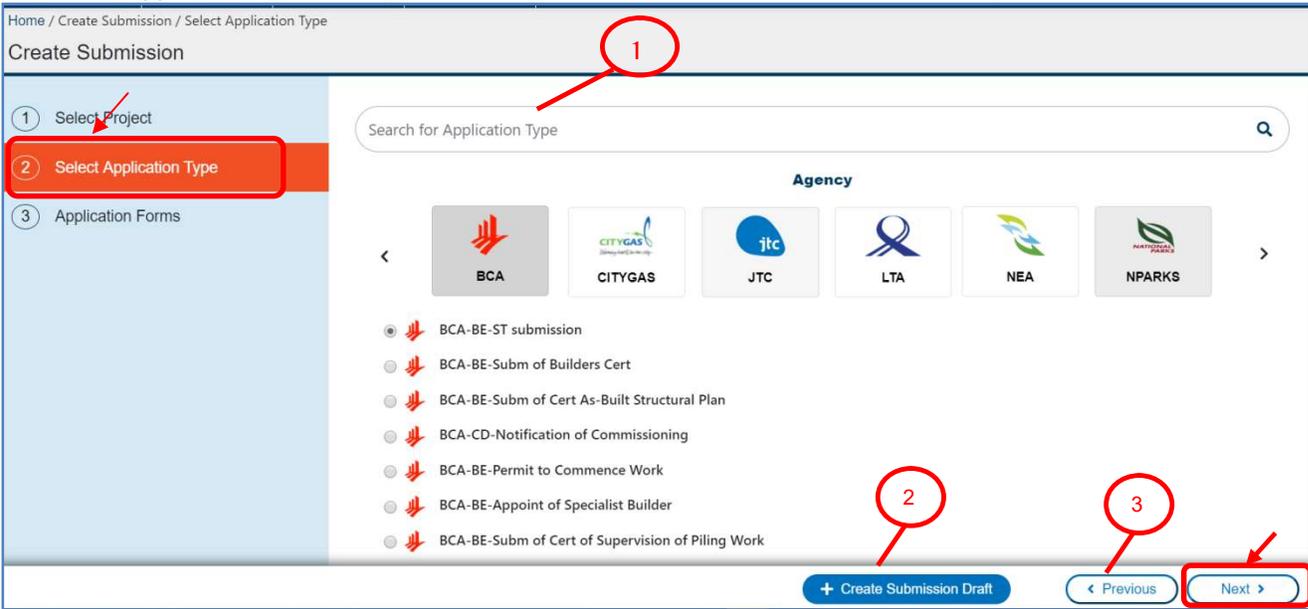
Migrate | New Project | New Ancillary Project | Add Project | **Create Submission** | Create Correspondence



4.7.2 Under 1. Select Project section, select the Project (allows single select only) and click Next or click on 2. Select Application Type



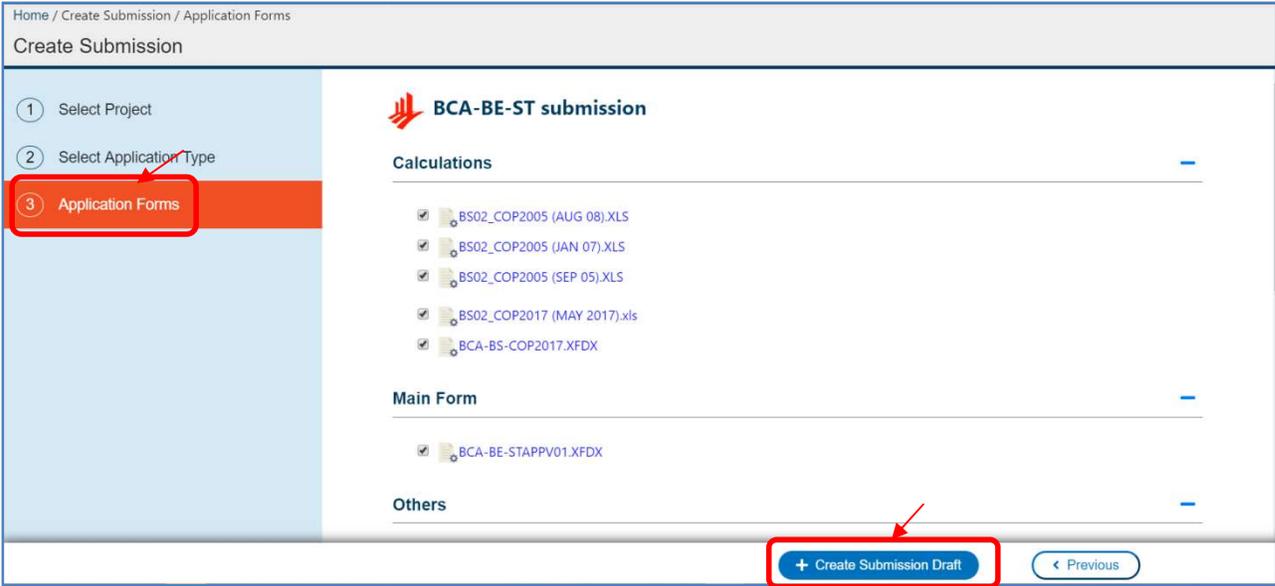
4.7.3 Under 2. Select Application Type section, select the Application type (allows single select only) and click Next or click on 3. Application Forms



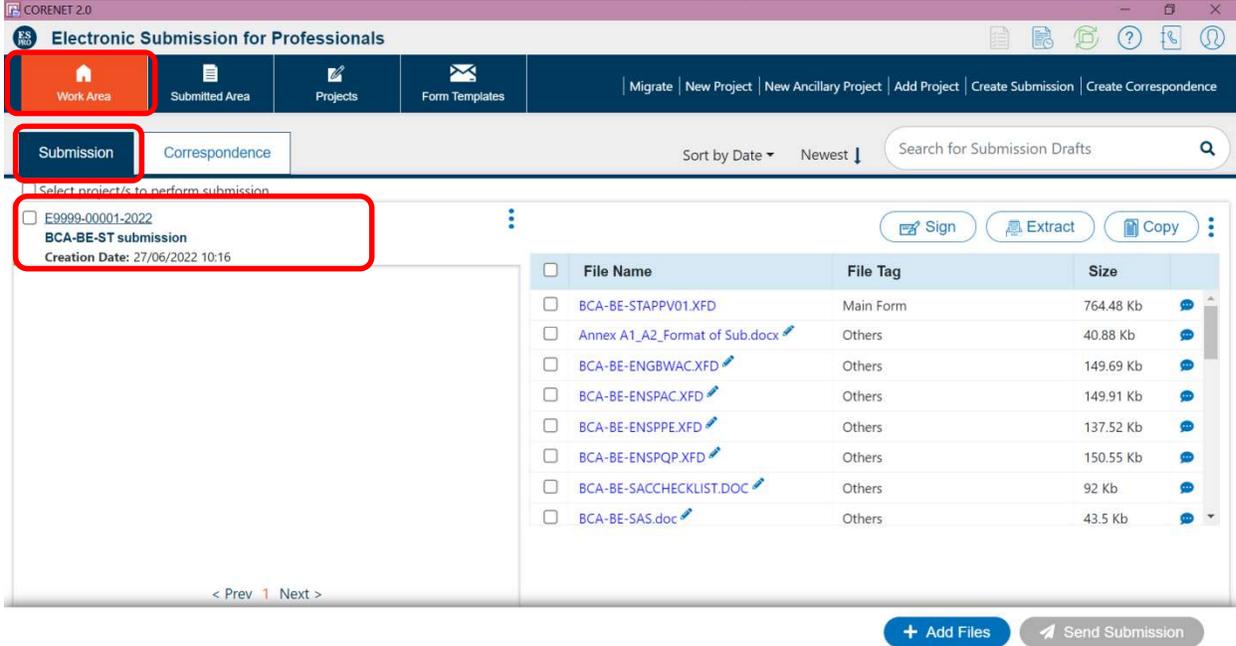
S. No	Function	Description
1.	Search	This functions allows user by application type or application form
2.	Create Submission Draft	Clicking this shall redirect user to Work Area displaying the submission draft created
3.	< Previous	Clicking this shall take the user back to previous page



4.7.4 Under 3. Application Forms section, check/uncheck the required forms to be filled in and sent for the particular submission and click on Create Submission Draft

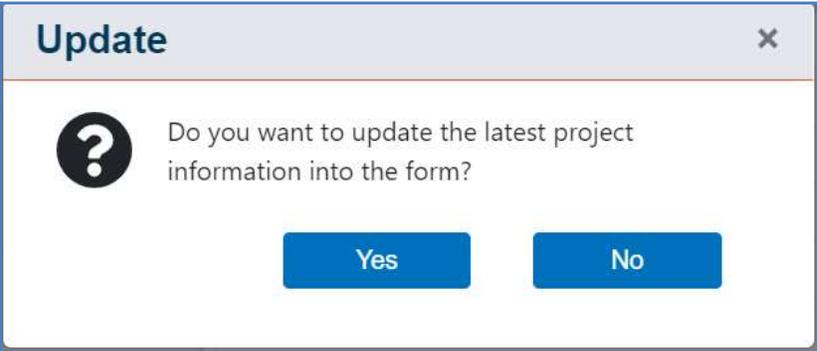


4.7.5 System shall redirect user to Work Area>Submission, displaying the created submission draft on top

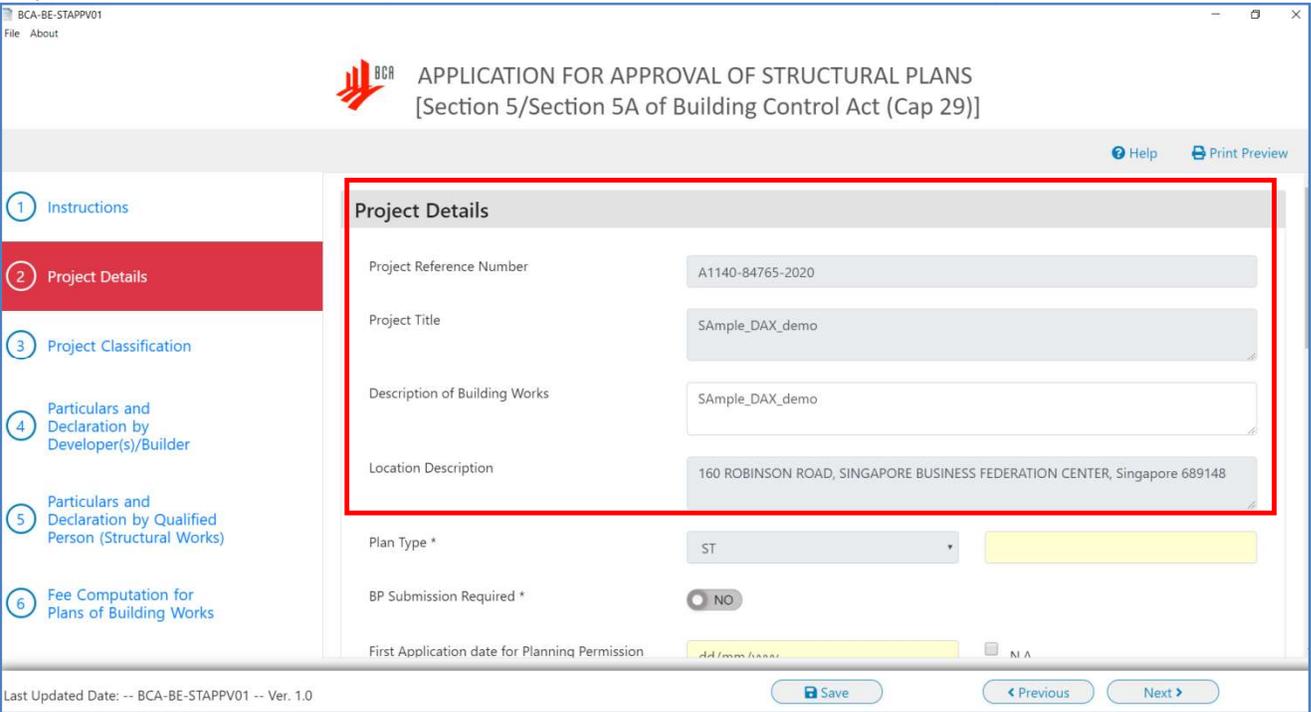




4.7.6 Click on the Application forms e.g. BCA-BE-STAPPV01.XFDX. System shall display the prompt message “Do you want to update the latest project information into the form? Yes/No”.

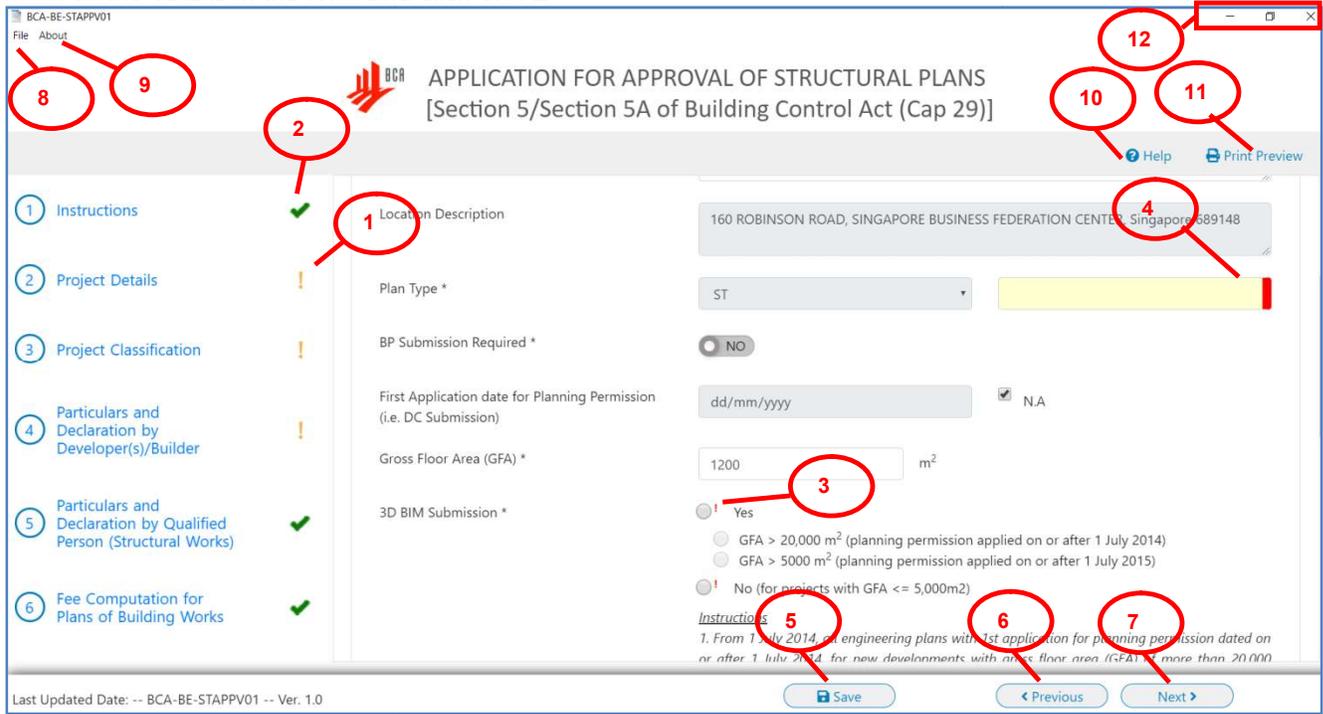


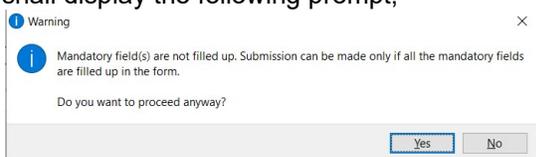
4.7.7 Upon clicking “Yes”, system shall automatically launch the Corenet 2.0 Form Viewer pre-populating the latest project details into the respective form, and clicking “No”, shall not pre-populate the latest project details into the respective form





4.7.8 Fill in all the details in the form and click SAVE



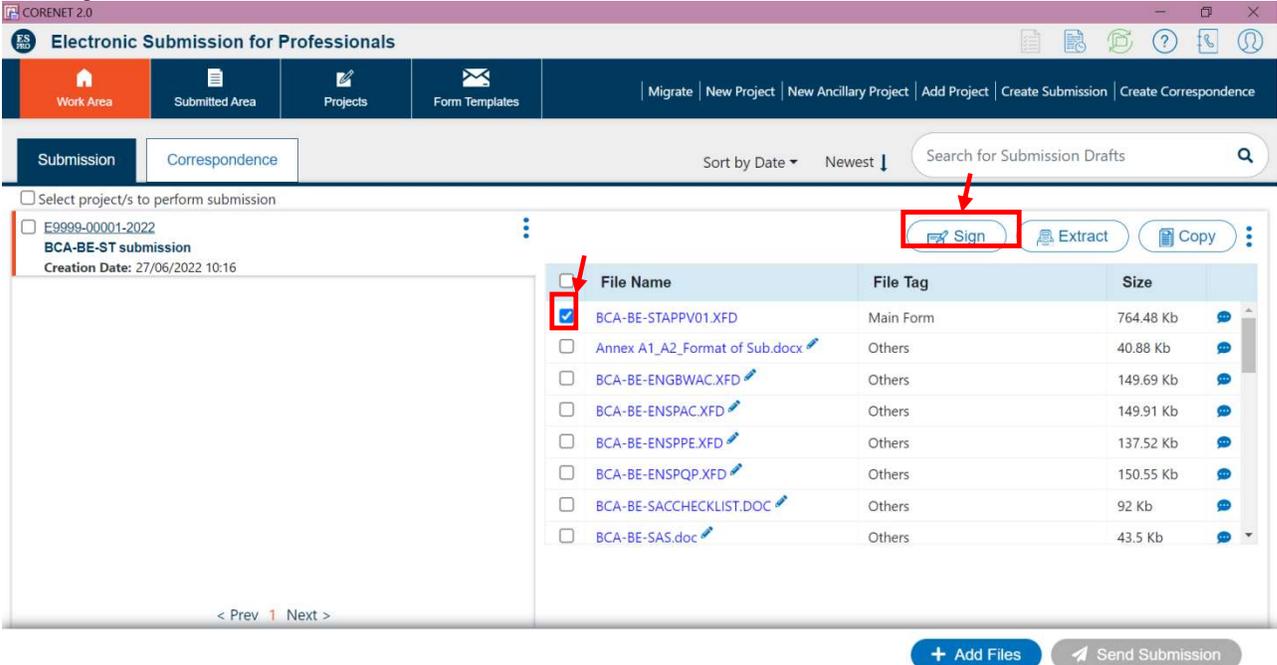
S. No	Function	Description
1.	!	This indicator indicates that the mandatory fields are not filled in under the particular section
2.	✓	This indicator indicates that all mandatory fields are filled in under the particular section
3.	!	This indicator indicates that the particular radio button or checkbox fields is mandatory
4.	Yellow bar	This indicator indicates that the particular field is mandatory
5.	Save	<p>If all mandatory fields are filled in and user clicks this button, system shall save the form, displaying all sections under the form with green tick, else shall display the following prompt;</p>  <p>Upon clicking “Yes”, system shall close the prompt window and display the “!” and shall save the entered details. Clicking “No” will close the prompt window, and stay on the same page for user to fill in the remaining details of the form</p>
6.	< Previous	Clicking this shall take the user back to previous page
7.	Next >	Clicking this shall take the user back to next page



S. No	Function	Description
8.	File	Clicking this shall display the following menu; <ul style="list-style-type: none"> ➤ Open Form -> allows user to open a another form ➤ Save Form -> allows user to save (ctrl+s) the form ➤ Save As Form -> allows user to save (Alt+ctrl+s) the form ➤ Print Preview -> allows user to preview the form in PDF ➤ Close Form -> allows user to close the existing form ➤ Exit -> closes the form viewer, if filled in details are saved, else shall prompt the user to save the form changes
9.	About	This window shall display the details of the Corenet 2.0 Form Viewer
10.	Help	This window shall display the agency contact details for enquiries related this the particular form
11.	Print Preview	Clicking this shall allow user to preview the form in PDF
12.	Windows Ctrl (-, [], x)	These icons shall allow user to minimize, maximize and close the form respectively

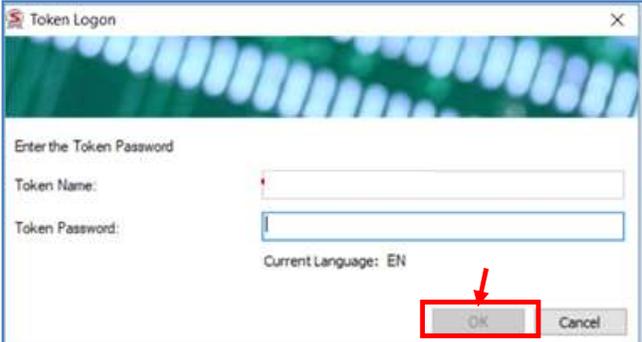
4.7.9 Fill in the mandatory fields, Click Save to save the form and then click X to close the form. System shall close the form and redirect user to Work Area.

4.7.10 If user wants to Sign the filled in forms, they may click the checkbox (allows multi-select) displayed next to it and click Sign





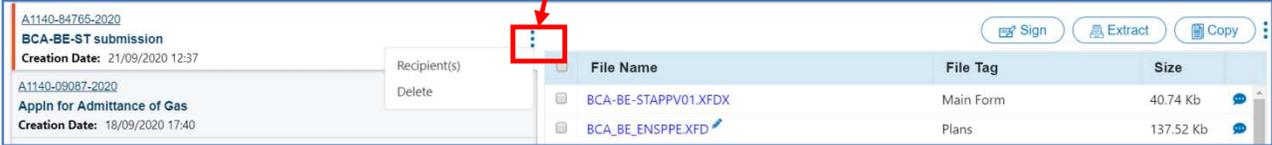
4.7.11 If the mandatory fields are filled in the selected form, then system shall display the Net trust Login window, and user shall key in the valid credentials and click OK to sign the file(s), else the Mandatory Check Failed window shall be displayed.



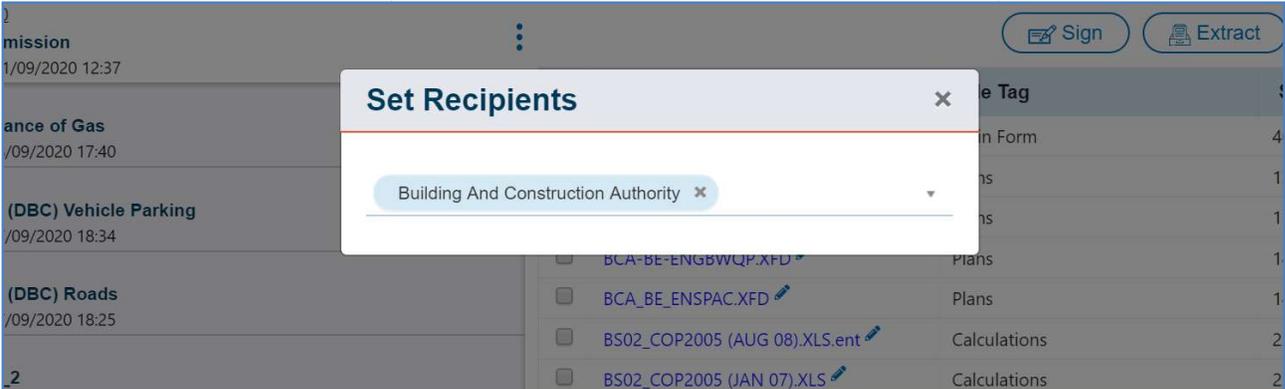
4.7.12 Upon clicking OK, system shall successfully sign (form displayed with .ent) the selected form(s)



4.7.13 Clicking on icon and select Recipient(s)



4.7.14 Set Recipients window shall be displayed, populating the default recipient of this particular application type. User may click on the drop down to select/change the respective recipient(s). Upon selection, click X icon



Additional Information:

- This Set Recipients flow is not mandatory, as the system automatically sets the default Agency (for the respective application types) as recipient. Only if user wants to change it, they may use this Set Recipients function.



4.7.15 Now click Send Submission button

The screenshot shows the 'Electronic Submission for Professionals' interface. At the top, there are navigation tabs: 'Work Area', 'Submitted Area', 'Projects', and 'Form Templates'. Below these are links for 'Migrate', 'New Project', 'New Ancillary Project', 'Add Project', 'Create Submission', and 'Create Correspondence'. The main area is divided into 'Submission' and 'Correspondence' tabs. A search bar for 'Submission Drafts' is present. Below the search bar, there are checkboxes to 'Select project/s to perform submission'. A project is selected: 'E9999-00001-2022 BCA-BE-ST submission' with a creation date of 27/06/2022 10:16. A table of files is shown with columns for 'File Name', 'File Tag', and 'Size'. The first file, 'BCA-BE-STAPPV01.XFD', is checked. At the bottom right, there are buttons for '+ Add Files' and 'Send Submission', with the latter highlighted by a red box and a red arrow pointing to it.

File Name	File Tag	Size
<input checked="" type="checkbox"/> BCA-BE-STAPPV01.XFD	Main Form	764.48 Kb
<input type="checkbox"/> Annex A1_A2_Format of Sub.docx	Others	40.88 Kb
<input type="checkbox"/> BCA-BE-ENGBWAC.XFD	Others	149.69 Kb
<input type="checkbox"/> BCA-BE-ENSPAC.XFD	Others	149.91 Kb
<input type="checkbox"/> BCA-BE-ENSPE.XFD	Others	137.52 Kb
<input type="checkbox"/> BCA-BE-ENSPQP.XFD	Others	150.55 Kb
<input type="checkbox"/> BCA-BE-SACCHECKLIST.DOC	Others	92 Kb
<input type="checkbox"/> BCA-BE-SAS.doc	Others	43.5 Kb

4.7.16 Login page shall be displayed, if the user is not logged in yet. If user is already logged in, then the user shall be redirected to user credentials confirmation window. Upon valid authorizations and successful system validations, the particular submission shall be sent successfully, generating a successful ES number

The screenshot shows a 'Submission Status (1): Completed' dialog box. It contains a table with the following data:

Project Reference Number	Application Type	Validation Status	Submission No	Upload Status	Actions
E9999-00001-2022	Correspondence to agency	Completed	ES20220627-95829	Completed	

Below the table is a green checkmark icon and a message: 'Submission files have been dispatched to CORENET2. An email will be sent to you when the submission is successfully registered.' A 'Dismiss' button is at the bottom right of the dialog box.



Additional Information:

- Upon successful submission, the particular submission shall be moved from Work Area to Submitted Area.



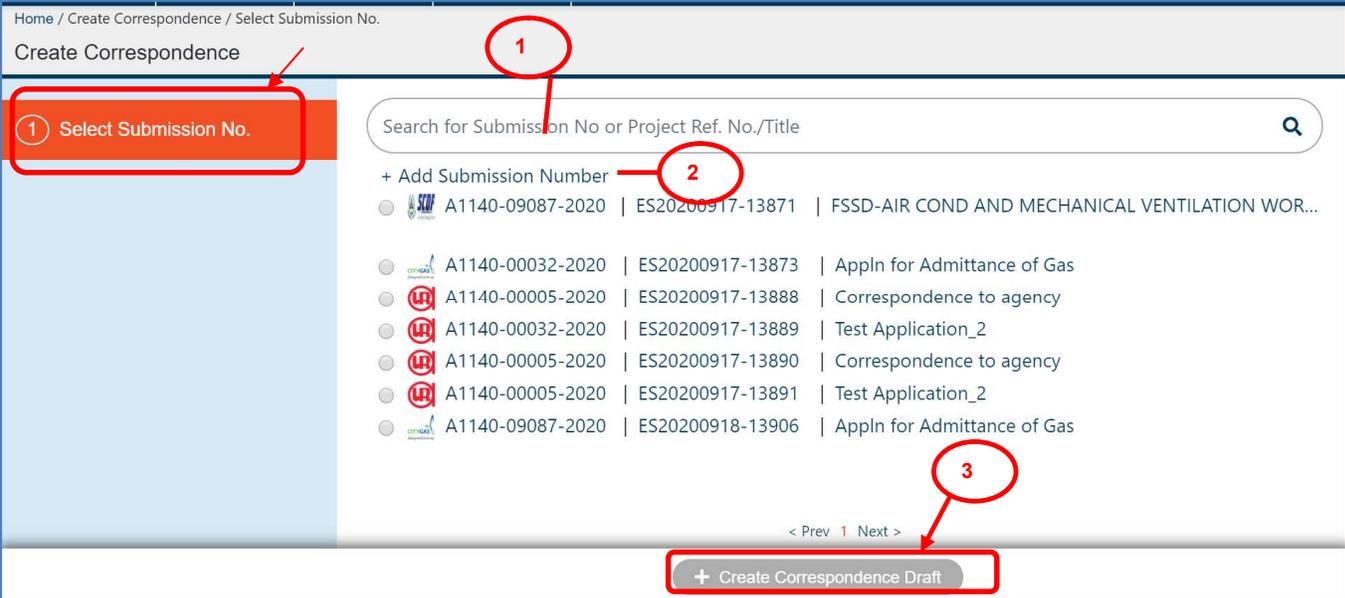
- Please be reminded **not to rename** the .XFD or XFDX forms and application folders because the form name is a critical factor to determine the destination of your submission.

4.8 ESPro – Create & Send Correspondence

4.8.1 Click on Create Correspondence icon displayed in the Landing Page

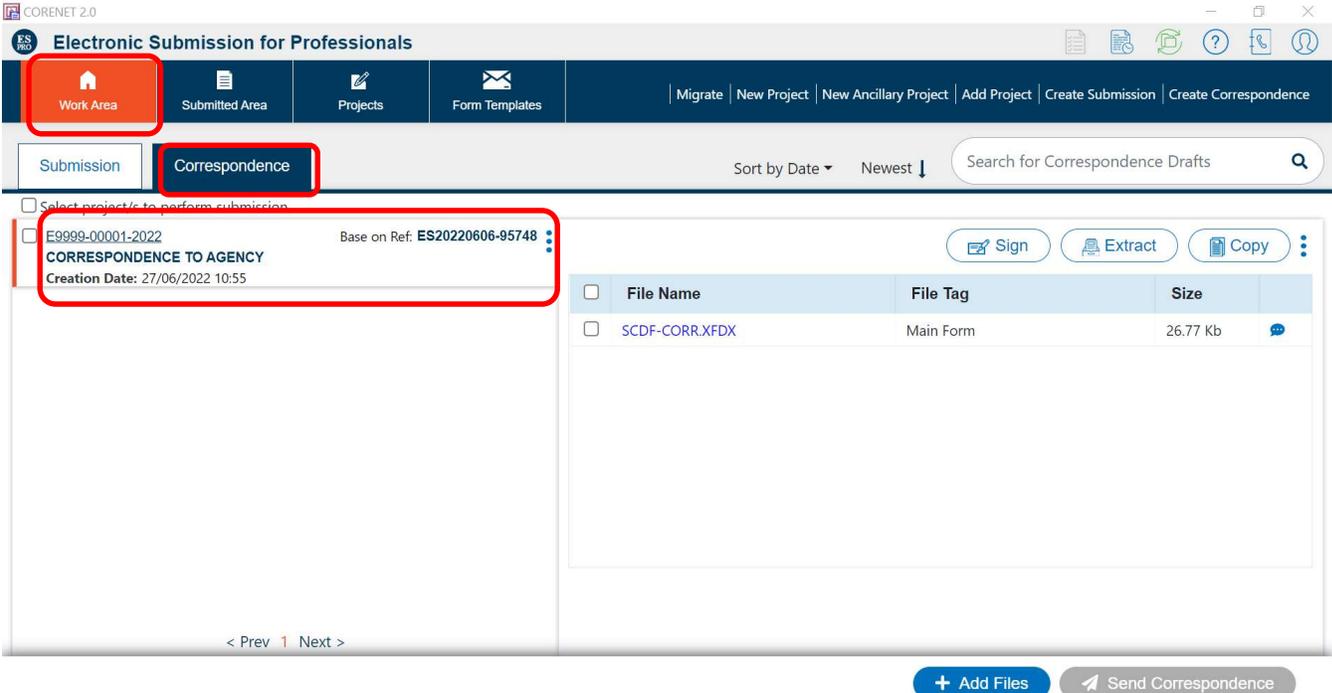


4.8.2 Under 1. Select Submission No. section, select the Submission Number (allows single select only) to which you want to send a CR and click Create Correspondence Draft

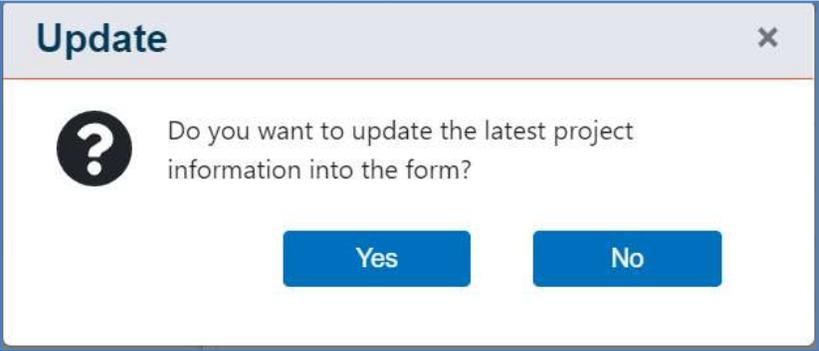


S. No	Function	Description
1.	Search	This function allows user to search for correspondence drafts by; <ul style="list-style-type: none"> ➤ Submission Number ➤ Project Reference Number ➤ Project Title ➤ Application Type
2.	Add Submission Number	Clicking on Add Submission number button shall cater for users to select an ES number not available in their ESPro instance.
3.	Create Correspondence Draft	This button shall be enabled upon selecting a ES number. Upon clicking the enabled Create Submission Draft button, system shall redirect user to Work Area> Correspondence tab

4.8.3 System shall redirect user to Work Area, displaying the created correspondence draft on top



4.8.4 Click on the Application forms e.g. SCDF-CORR.XFDX. System shall display the prompt message “Do you want to update the latest project information into the form? Yes/No”.

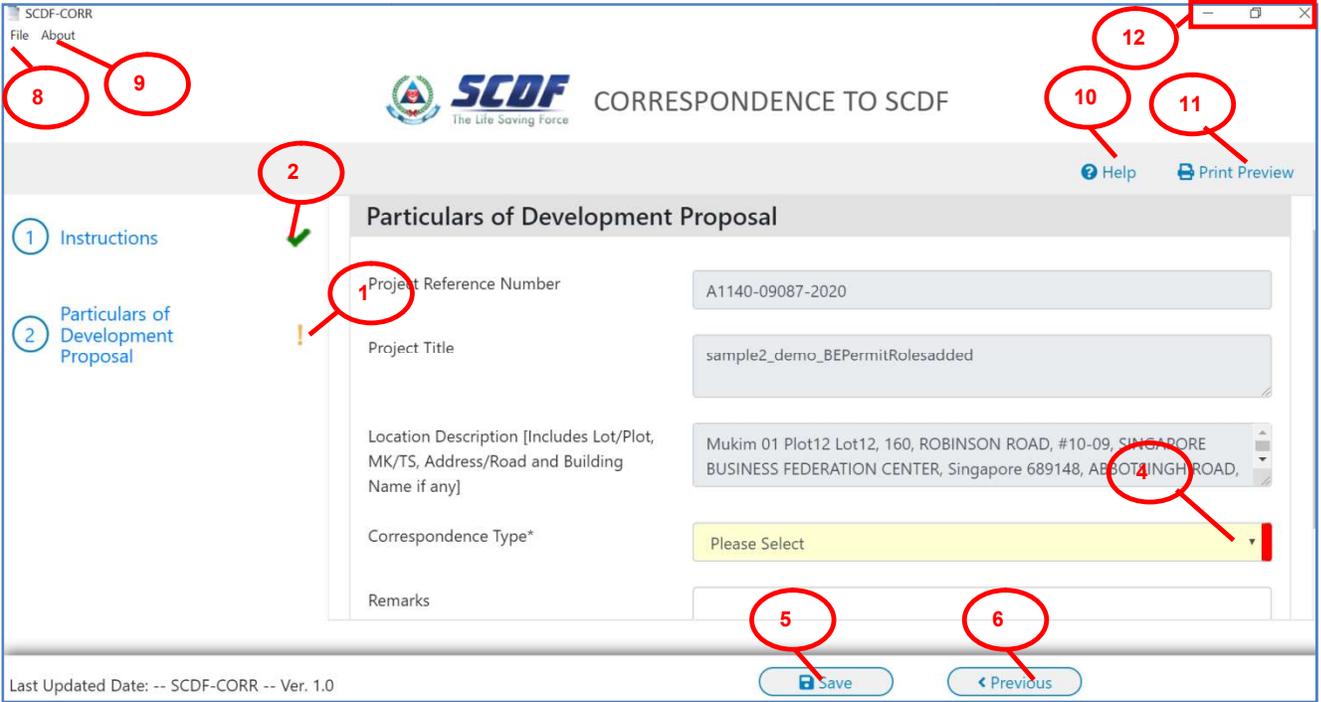




4.8.5 Upon clicking “Yes”, system shall automatically launch the Corenet 2.0 Form Viewer pre-populating the latest project details into the respective form, and clicking “No”, shall not pre-populate the latest project details into the respective form

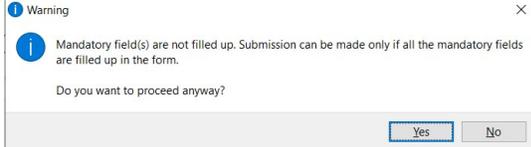


4.8.6 Fill in all the details in the form and click SAVE



S. No	Function	Description
1.	!	This indicator indicates that the mandatory fields are not filled in under the particular section



S. No	Function	Description
2.		This indicator indicates that all mandatory fields are filled in under the particular section
3.		This indicator indicates that the particular field is mandatory
4.	Save	<p>If all mandatory fields are filled in and user clicks this button, system shall save the form, displaying all sections under the form with green tick, else shall display the following prompt;</p>  <p>Upon clicking “Yes”, system shall close the prompt window and display the “!” and shall save the entered details. Clicking “No” will close the prompt window, and stay on the same page for user to fill in the remaining details of the form</p>
5.	< Previous	Clicking this shall take the user back to previous page
6.	File	<p>Clicking this shall display the following menu;</p> <ul style="list-style-type: none"> ➤ Open Form -> allows user to open a another form ➤ Save Form -> allows user to save (ctrl+s) the form ➤ Save As Form -> allows user to save (Alt+ctrl+s) the form ➤ Print Preview -> allows user to preview the form in PDF ➤ Close Form -> allows user to close the existing form ➤ Exit -> closes the form viewer, if filled in details are saved, else shall prompt the user to save the form changes
7.	About	This window shall display the details of the Corenet 2.0 Form Viewer
8.	Help	This window shall display the agency contact details for enquiries related this the particular form
9.	Print Preview	Clicking this shall allow user to preview the form in PDF
10.	Windows Ctrl (-, [], x)	These icons shall allow user to minimize, maximize and close the form respectively

4.8.7 Fill in the mandatory fields, Click Save to save the form and then click X to close the form. System shall close the form and redirect user to Work Area.

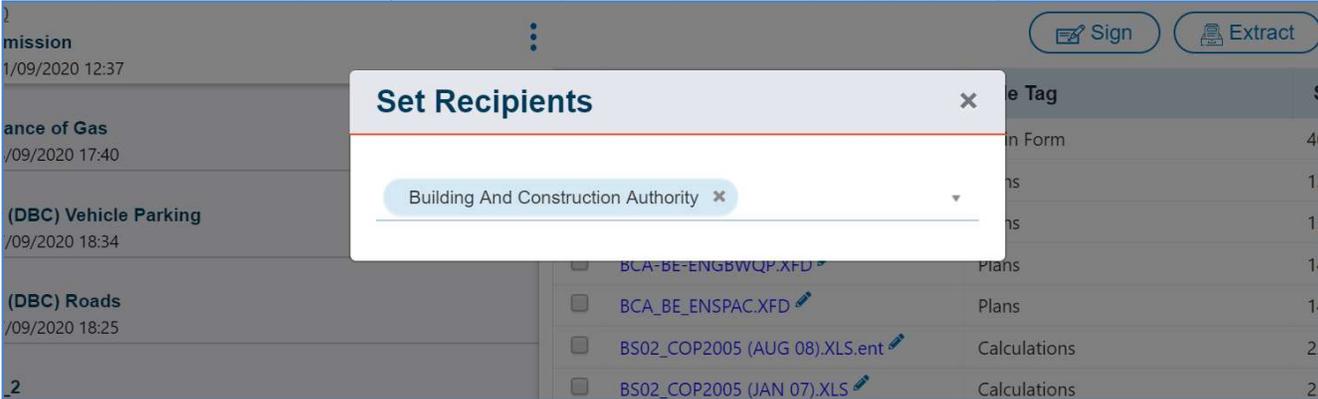
4.8.8 For digitally signing the file(s), refer to steps 12.10 to 12.12



4.8.9 Clicking on icon and select Recipient(s)



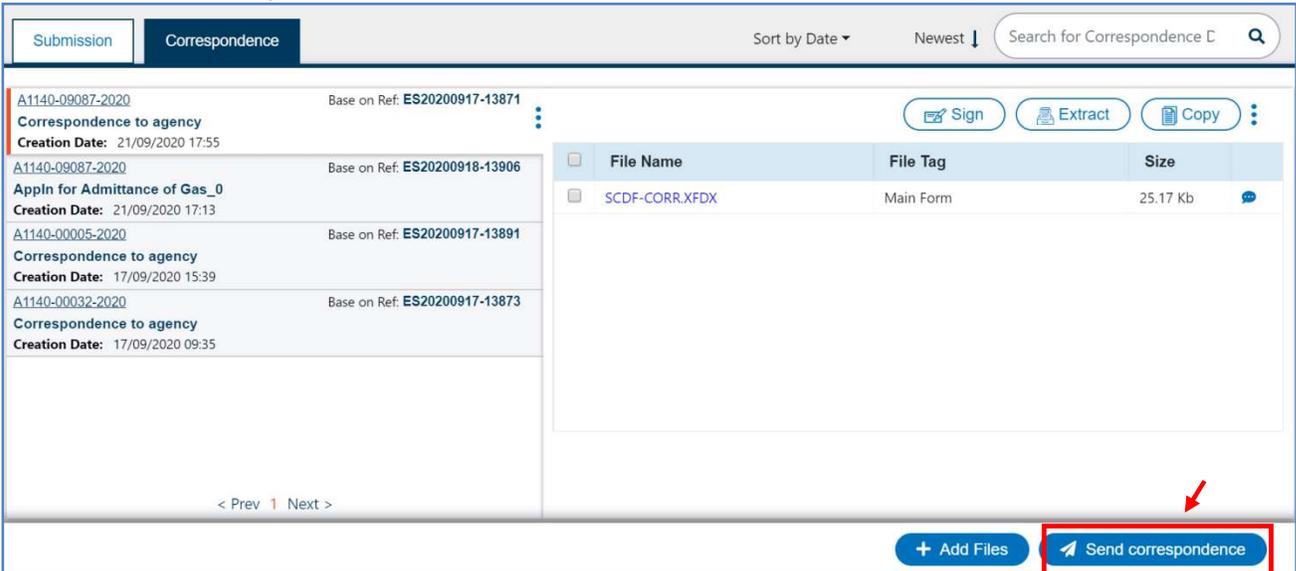
4.8.10 Set Recipients window shall be displayed, populating the default recipient of this particular correspondence. User may click on the drop down to select/change the respective recipient(s). Upon selection, click X icon



Additional Information:

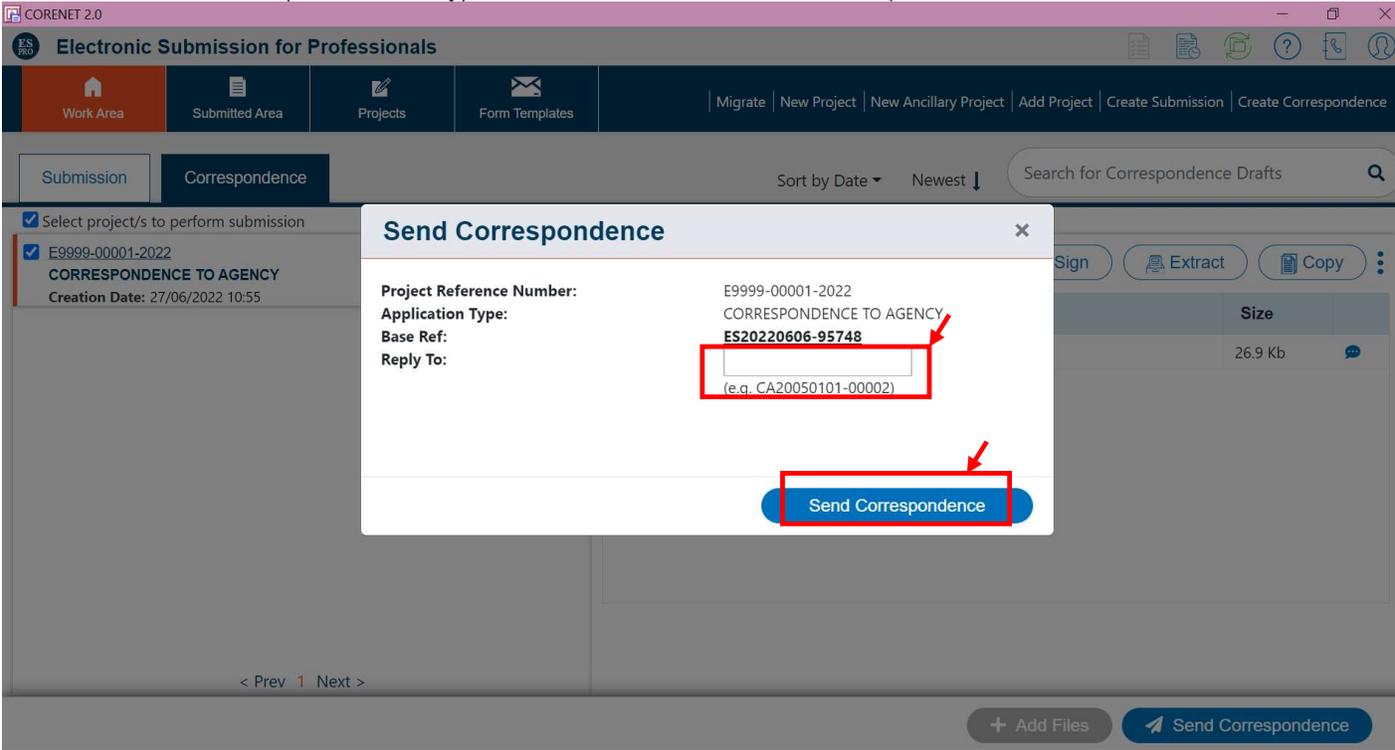
- This Set Recipients flow is not mandatory, as the system automatically sets the default Agency (for the respective correspondence) as recipient. Only if user wants to change it, they may use this Set Recipients function.

4.8.11 Now click Send Correspondence button

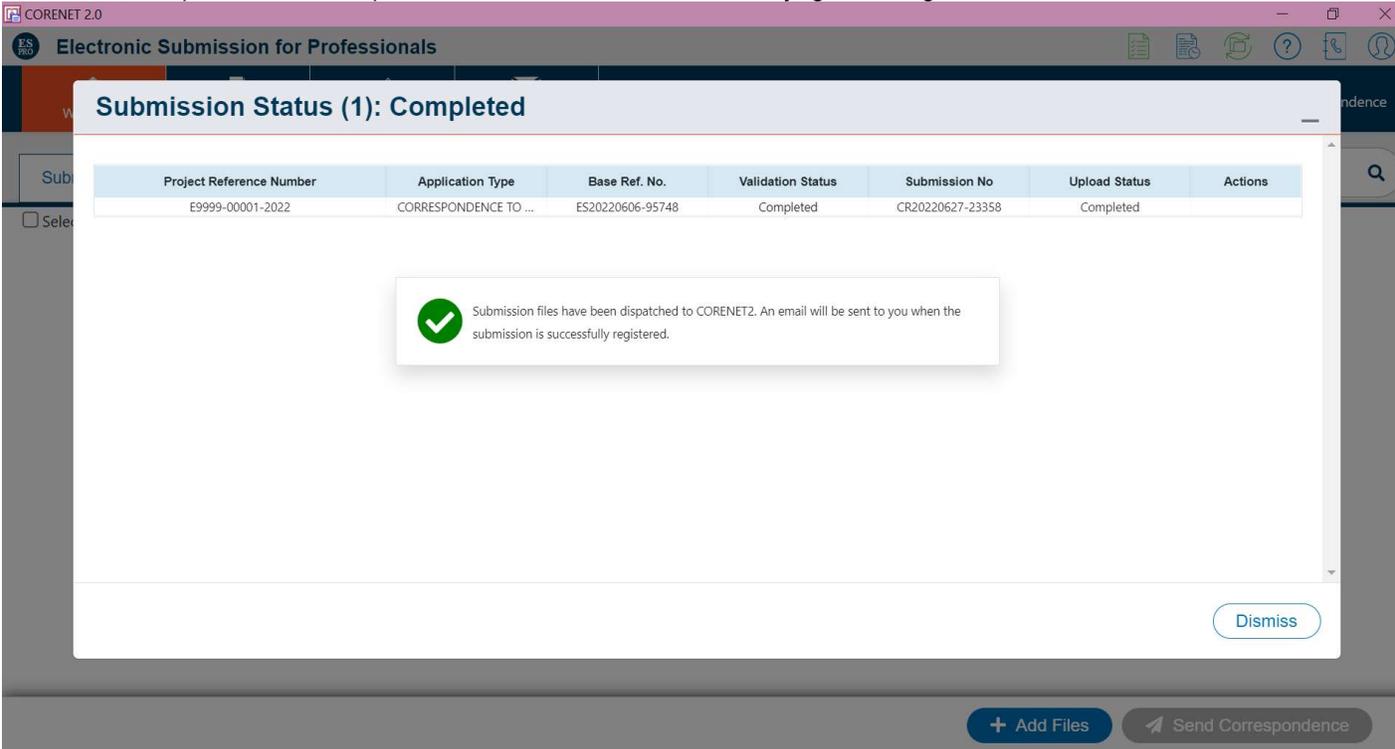




4.8.12 System shall display the Send Correspondence window. Confirm the ES number and select the Reply To <enter the CA number> (not mandatory) field and then click on Send Correspondence button



4.8.13 Login page shall be displayed, if the user is not logged in yet. If user is already logged in, then the user shall be redirected to user credentials confirmation window. Upon valid authorizations and successful system validations, the particular correspondence shall be sent successfully, generating a successful CR number





Additional Information:

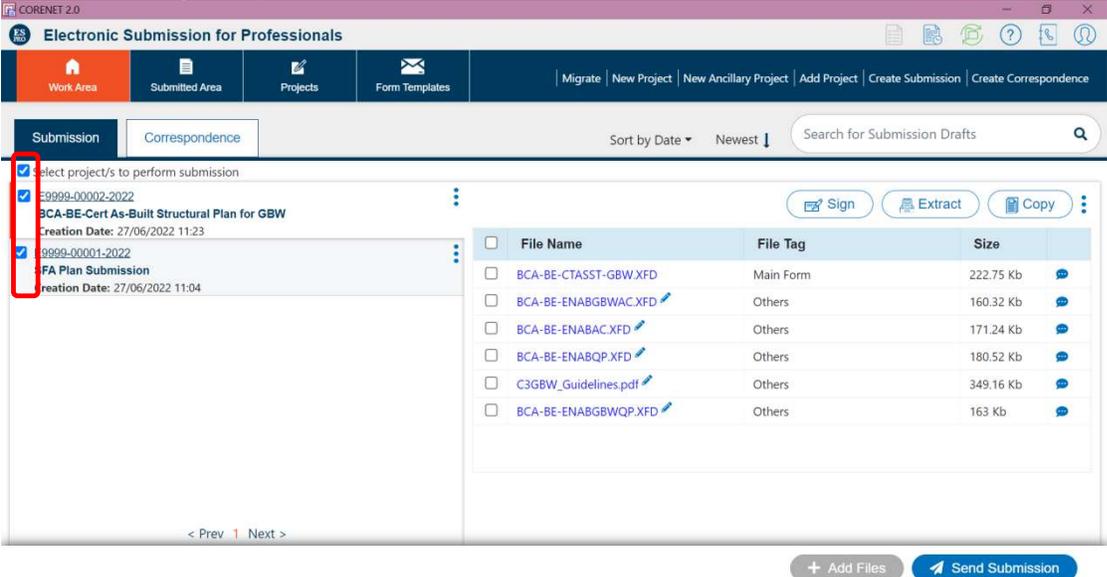
- Upon successful submission, the particular correspondence shall be moved from Work Area>Correspondence to Submitted Area>Correspondence.

4.9 ESPro – One – Click (Submissions and Correspondences)

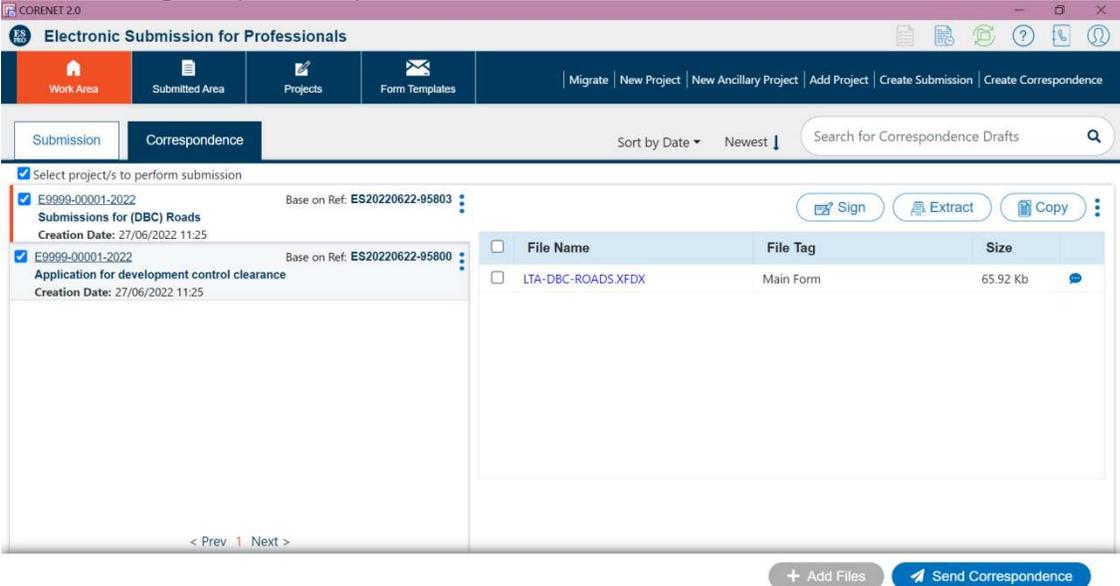
One-click allows user to send multiple submissions/correspondences at once. When submitting only one submission/correspondence, user is required to select the submission/correspondence to be submitted before clicking on the **Send Submission** or **Send Correspondence** button.

4.9.1 Refer to Section [4.7 – Create & Send Submission](#) or [Section 4.8 – Create & Send Correspondence](#) to prepare the files before submitting.

4.9.2 After creating multiple submissions click on the tick box on the left of the screen.



4.9.3 After creating multiple correspondences click on the tick box on left of the screen.



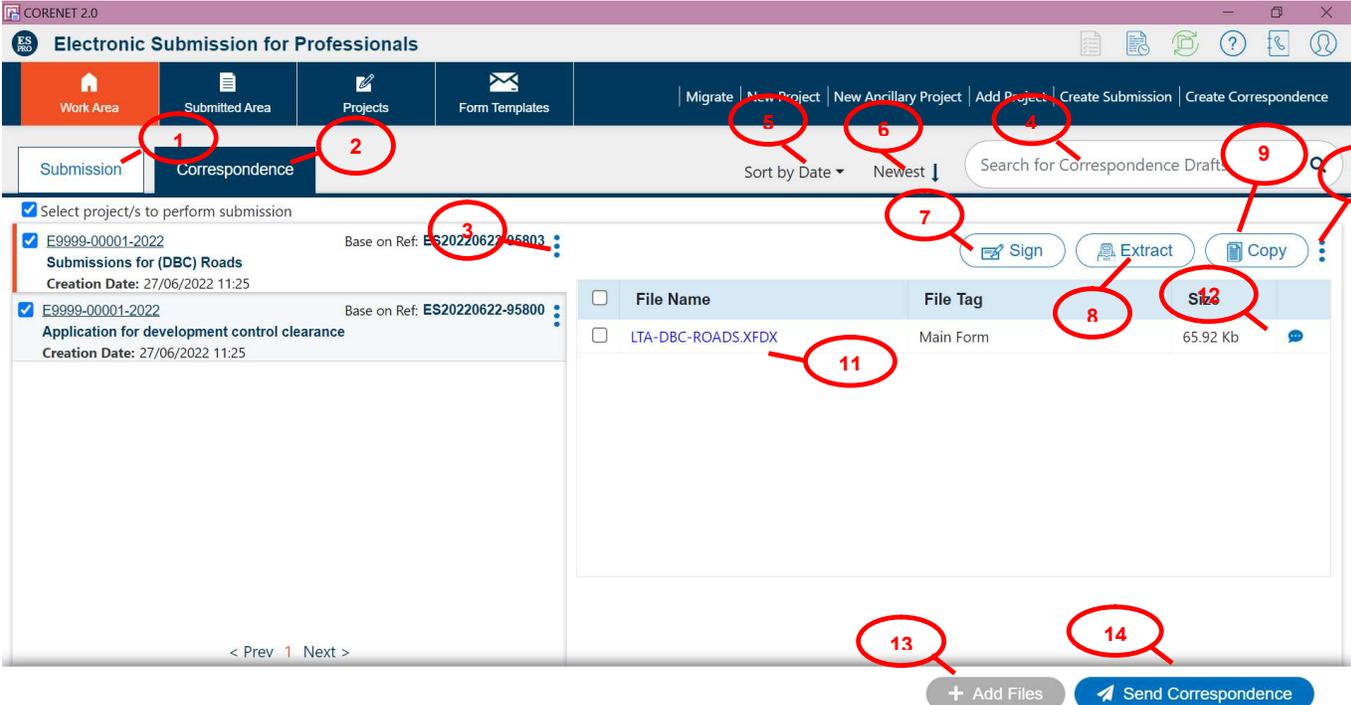


Additional Information:

- One click only works when submitting submissions/correspondences. Unable to use to delete multiple drafts at one go.
- After every submission/correspondence made, system will automatically log user out.

4.10 ESPro– Work Area

4.10.1 Click on Work Area tab



S. No	Function	Description
1.	Submission	This section shall display the list of submission drafts created by the user
2.	Correspondence	This section shall display the list of correspondence drafts created by the user
3.		Clicking this icon displayed next to submission draft listing shall display the following; <ul style="list-style-type: none"> ➤ Recipient(s) -> allows user to edit the recipients ➤ Delete -> allows user to delete the particular submission/correspondence draft
4.	Search	This function allows user to search for projects by; <ul style="list-style-type: none"> ➤ Project Reference Number ➤ Project Title ➤ Application Type
5.	Sort	This function allows user to sort the projects by; <ul style="list-style-type: none"> ➤ Date ➤ Project Reference Number ➤ Application Type

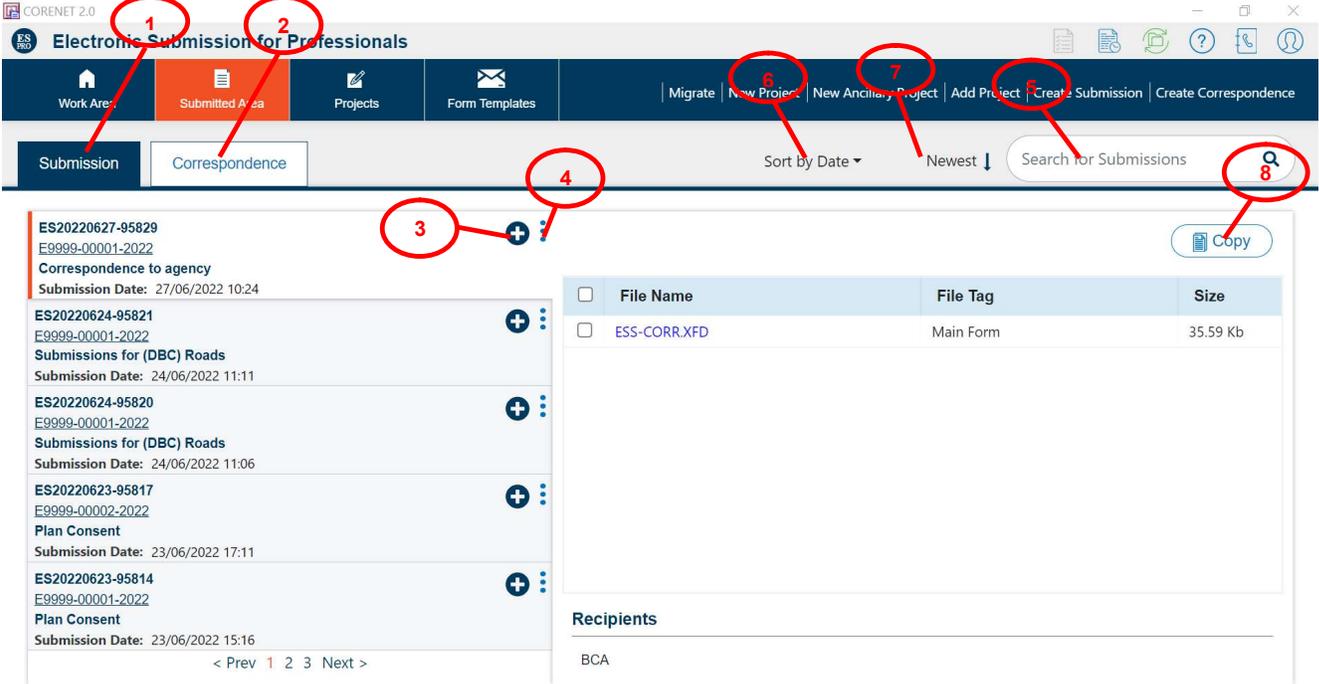


S. No	Function	Description
		➤ Agency
6.	Newest/Oldest Sorting	This function allows user to sort the projects by; ➤ Newest ➤ Oldest
7.	Sign	This function allows user to digitally sign the file(s) using Net trust token
8.	Extract	This function allows user to extract the original file(s) from the signed file(s)
9.	Copy	This function allows user to copy the selected file(s) from one submission draft to another submission draft
10.		Clicking this icon displayed next to copy button shall display the following; ➤ Cut -> allows user to edit the recipients ➤ Delete -> allows user to delete the particular submission/correspondence draft ➤ Verify Signature
11.		This function allows user to edit the particular form/file name. This is not applicable for forms tagged as Main Form.
12.		This function allows user to view the following details of the particular file; ➤ Recipient(s) -> displays the recipient ➤ Comments -> allows user to enter comments related to the particular form/file ➤ Location -> displays the user' PC location at which the particular file is being stored
13.	Add files	This function allows user to add file(s) from Form Templates or from the user' local folder.
14.	Send Submission/Correspondence	Login page shall be displayed, if the user is not logged in yet. If user is already logged in, then the user shall be redirected to user credentials confirmation window. Upon valid authorizations and successful system validations, the particular submission shall be sent successfully, generating a successful ES number



4.11 EPro – Submitted Area

4.11.1 Click on Submitted Area tab



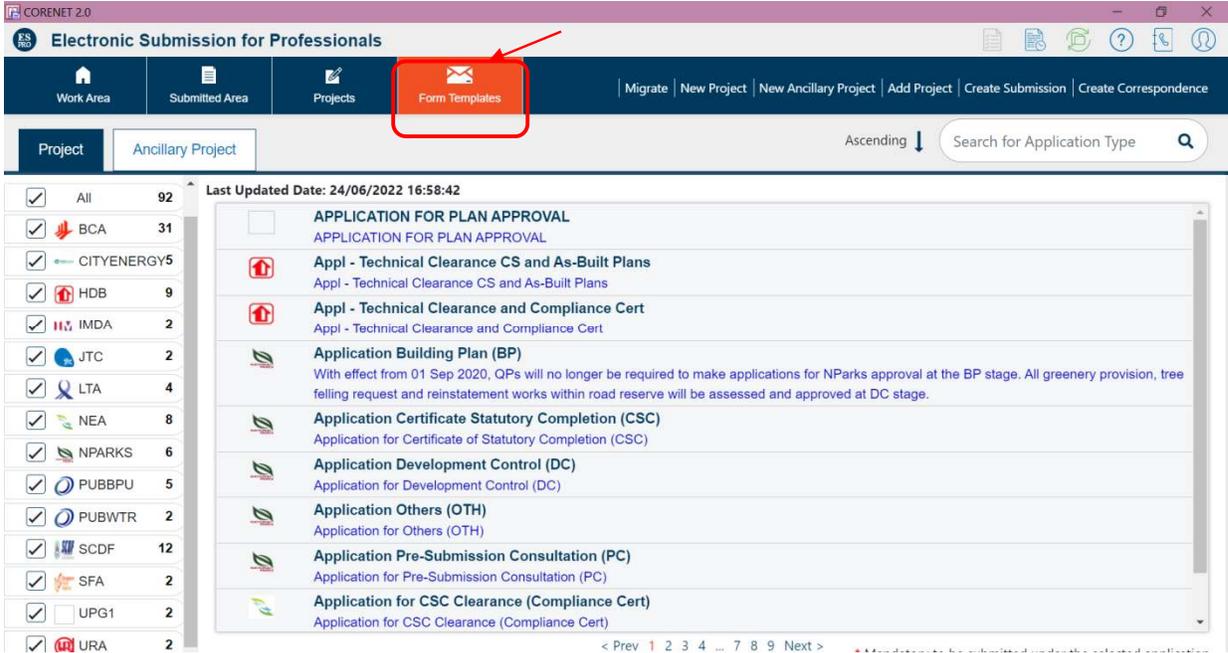
S. No	Function	Description
1.	Submission	This section shall display the list of submission sent by the user
2.	Correspondence	This section shall display the list of correspondence sent by the user
3.		Clicking this shall create a Correspondence Draft under Work Area>Correspondence for the particular submission
4.		Clicking this icon displayed next to submissions listing shall display the following; <ul style="list-style-type: none"> ➤ Delete -> allows user to delete the particular submission/correspondence draft upon displaying a prompt “Do you want to delete selected folders and files? Yes/No”
5.	Search	This function allows user to search for projects by; <ul style="list-style-type: none"> ➤ Project Reference Number ➤ Submission Number ➤ Project Title ➤ Application Type
6.	Sort	This function allows user to sort the projects by; <ul style="list-style-type: none"> ➤ Date ➤ Project Reference Number ➤ Application Type ➤ Agency
7.	Newest/Oldest Sorting	This function allows user to sort the projects by; <ul style="list-style-type: none"> ➤ Newest ➤ Oldest



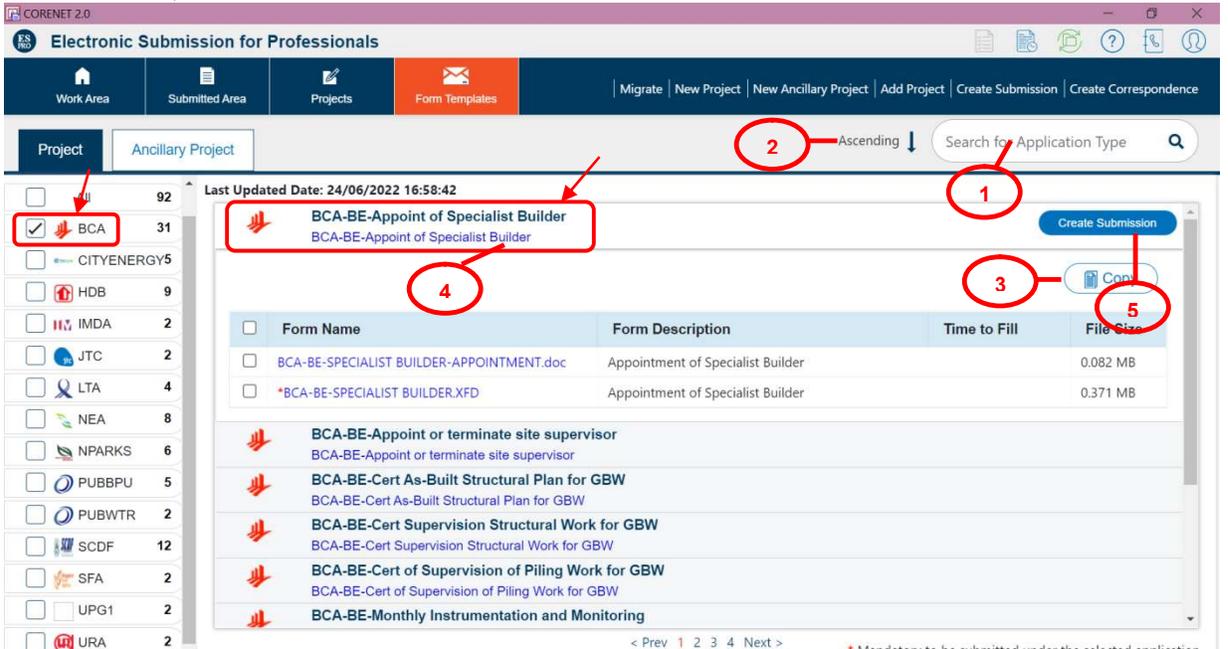
S. No	Function	Description
8.	Copy	This function allows user to copy the selected file(s) from submitted area to work area

4.12 EPro Submission: Form Template

4.12.1 Click on the Form Template tab to view all the application types.



4.12.2 Checking the respective Agency(s) checkbox displayed on the left side panel shall display its respective application types on the right side panel and clicking on the application type list, shall expand to display its related forms;





S. No	Function	Description
1.	Search	Allows search by; ➤ Application Type ➤ Form Name
2.	Sort	Allows sorting by the following; ➤ Ascending ➤ Descending
3.	Copy	Select the checkbox and clicking this copy button shall allow users to copy and paste the respective file(s) to work area
4.	Form name <Hyperlink>	Clicking on the form name shall open & display the respective forms
5.	Create Submission	Clicking on this shall redirect user to Create Submission page



Additional Information:

- By default, the **All** checkbox shall be checked.
- Uncheck the **All** checkbox shall uncheck all the agency checkboxes
- The number displayed next to the respective **Agency** indicates the total number of application types under respective **Agency**

4.13 ESPro - Outstanding/Resume/ Remove Submission/Correspondence

4.13.1 Create a submission, fill in the forms and click on Send Submission/Correspondence button displayed on Work Area. Now click on Outstanding Submissions icon. When no submission/correspondence is sending in progress, button will be disabled.

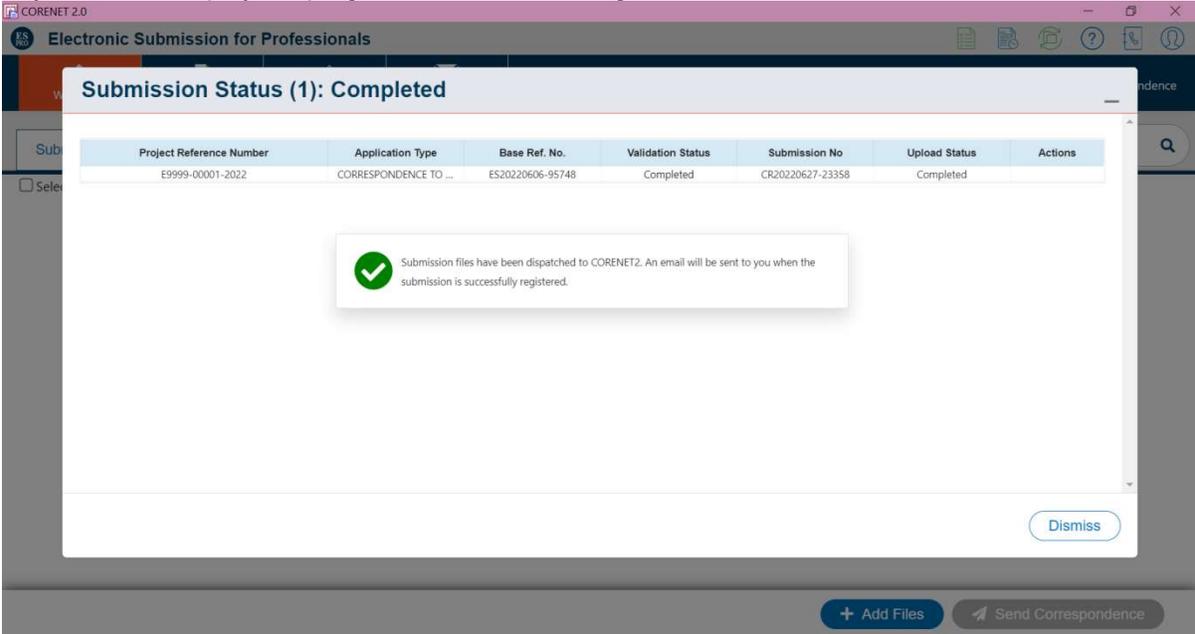


Additional Information:

- User may also send multiple submissions/correspondence



4.13.2 System shall display the progress of the outstanding submission



4.13.3 If a user has submitted multiple submissions, the system will display the progress of all the submission. Once completed, it will be shown in the table.

4.13.4 If a user faces an interruption (e.g. closure of ESPRO or disconnection from the internet) during the submission, the user would be able to resume their submission(s) by clicking on the “Outstanding Submissions Icon”. The particular outstanding submission shall be displayed in this page and user shall click on Resume button to resume the submission.

S. No	Function	Description
1.		Clicking this button shall resume the outstanding submission
2.		Clicking this shall cancel/remove sending the outstanding submission and display the message “There are No Outstanding Submissions to show.” and shall redirect user to Work Area displaying the particular submission in Work Area
3.	X <Close window>	Clicking this shall close the Outstanding Submissions window. Note: If user clicked resume and then closed the window, then the system shall still send the submission in the background while user is able to navigate to other sections/flows under ESPro.

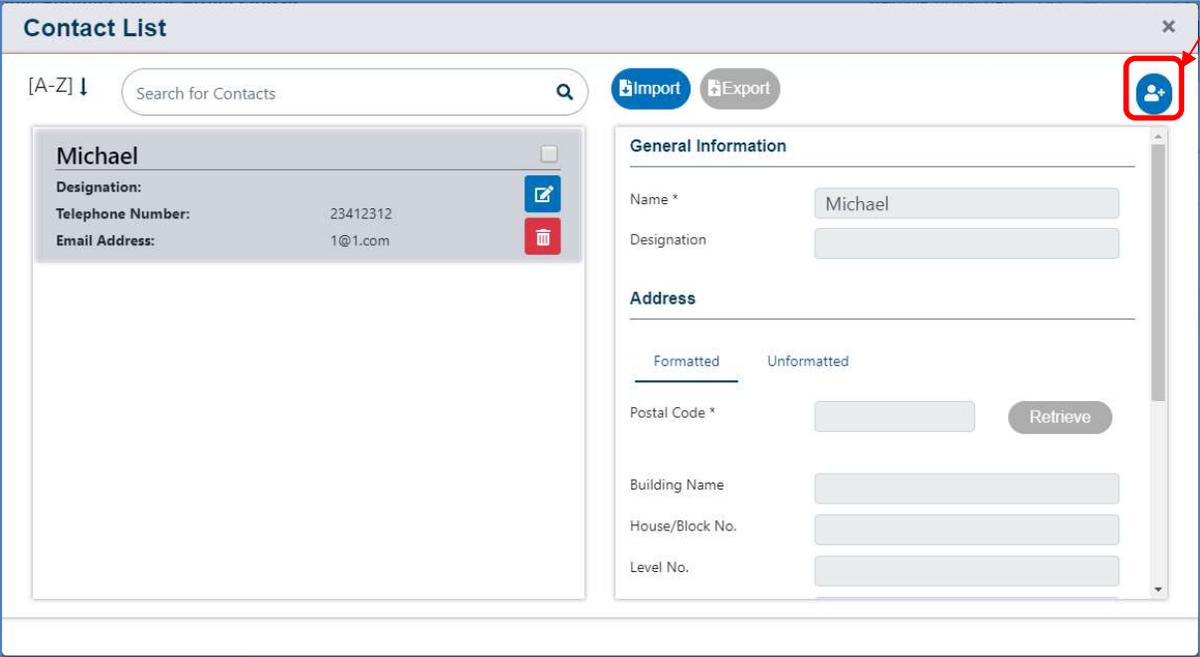
4.14 ESPro – Contact List

4.14.1 Alternate way of filling in the Project Members Information can be done via ESPro by selecting the Contact List button.

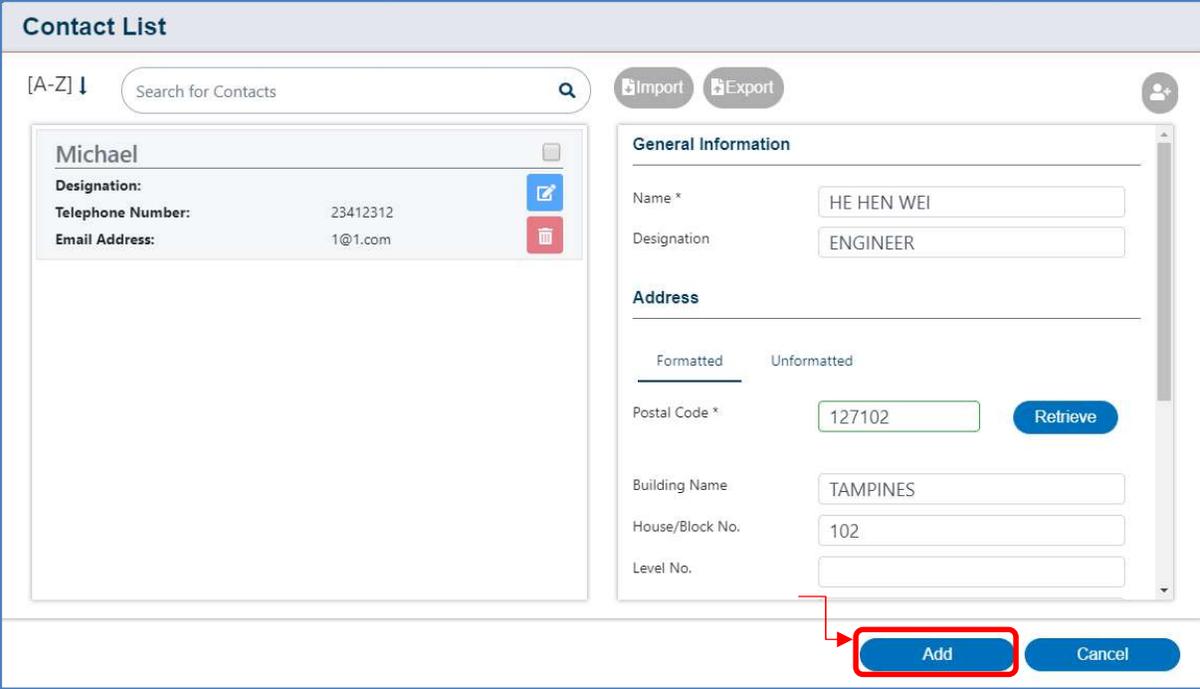




4.14.2 Click on the Add Contact button to start filling in the Project Members' details.

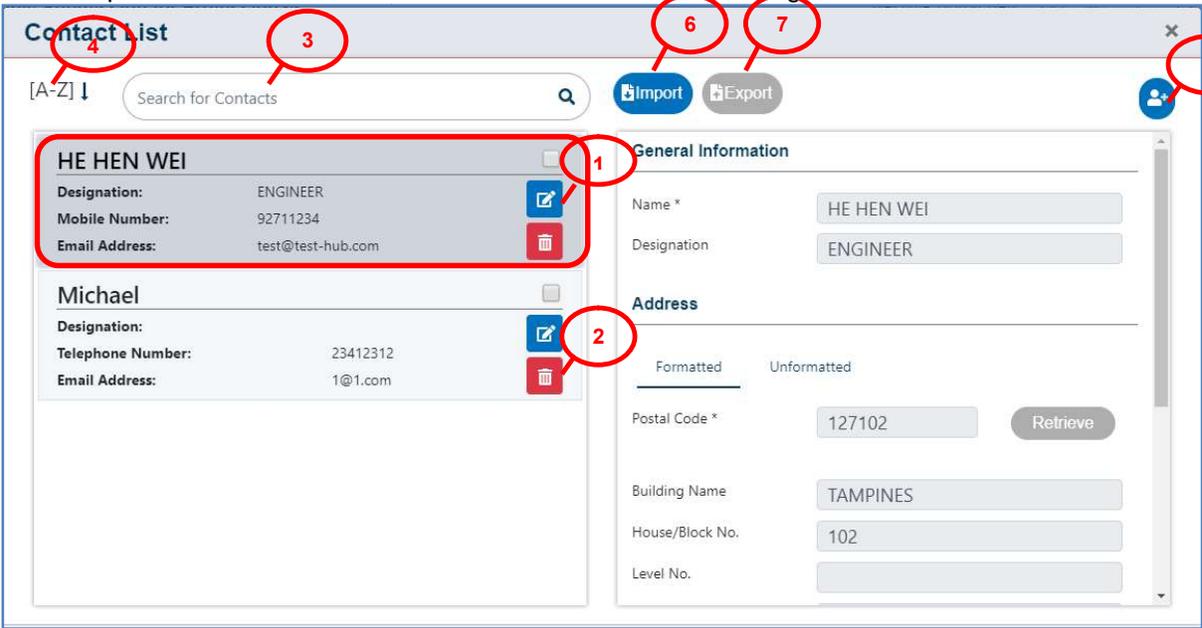


4.14.3 Fill in the Project Members' details as shown below and click on the Add button.



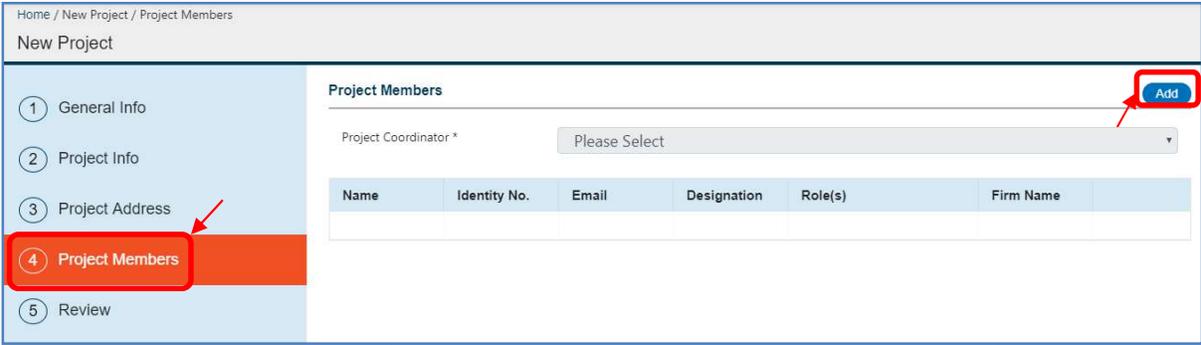


4.14.4 The respective member details shall be added to the contact listing.

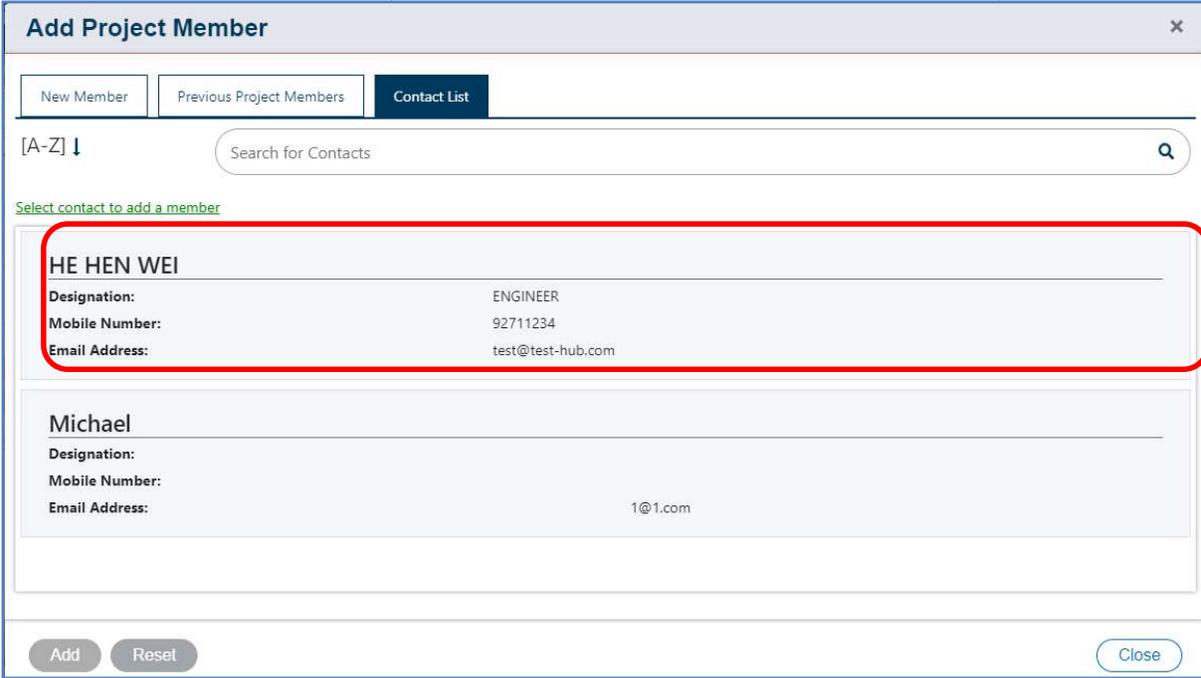


S. No	Function	Description
1.		Clicking this allows user to edit the contact details of the respective members
2.		Clicking this shall delete the selected contact from contacts listing
3.	Search	Allows search by contact name
4.	Sort	Allows sorting by the following; <ul style="list-style-type: none"> ➤ A-Z ➤ Z-A
5.		Clicking this allows user to add a new contact to the contacts listing
6.	Import	Clicking this allows user to import the selected contacts from user' PC to ESPro instance
7.	Export	Clicking this allows user to export the selected contacts from ESPro instance to user' PC

4.14.5 To add the members' information into the project, go to Project Members and click Add button.



4.14.6 Click on Contact List tab and select the member to add.



4.14.7 Upon selecting the member, it will go to New Member tab. Click Add to add the member.



Add Project Member

New Member | Previous Project Members | Contact List

Please provide the required information

General Information

Name * HE HEN WEI

Designation ENGINEER

Identification Type

NRIC/FIN Passport

NRIC/FIN No. * S

Roles

Role(s)	Prof. No.	UEN	Firm Name
Please Select			

Add Reset Close



Additional Information:

- As the Address Book holds only personal information, the **Role Information** that the particular person is holding will not be populated as they may hold different roles in different projects.

4.15 EPro – Activity Logs

4.15.1 Click on Activity Log icon displayed in the Landing Page



4.15.2 Activity Log page shall be displayed



Activity Log ✕

Activities done in the last 30 days Share Logs

User	Action	Date
derekchan	Successfully sent files for project ref. A1140-84765-2020. Submission name: Cor...	22/09/2020 18:07
derekchan	Sending submission for project ref. A1140-84765-2020. Submission name: Corr...	22/09/2020 18:07
derekchan	Successfully logged in as derekchan	22/09/2020 18:07
Anonymous	Failed to send submission for project ref. A1140-84765-2020. Submission name:...	22/09/2020 18:07
Anonymous	Failed to send files for submission for project ref. A1140-84765-2020. Submissio...	22/09/2020 18:07
Anonymous	Sending submission for project ref. A1140-84765-2020. Submission name: Corr...	22/09/2020 18:07
Anonymous	Synchronizing	22/09/2020 18:06
Anonymous	Synchronizing	22/09/2020 18:06
Anonymous	Updated the form ESS-CORR.XFD in submission with submission id 19	22/09/2020 18:03
Anonymous	Added additional files to Correspondence to Agency submission draft with proj...	22/09/2020 18:03

< Prev 1 2 3 4 ... 19 20 Next >

S. No	Function	Description
1.	User	This section shall display the user who performed the respective actions
2.	Action	This section shall display the action performed by the user
3.	Date	This section shall display date and time of when the respective actions were performed
4.	Share Logs	Clicking this shall display a pop-up window instructing the user on how to share the logs with the helpdesk team. Users shall follow the instructions in order to share the logs with the helpdesk team for troubleshooting purposes.
5.	X <Close window>	Clicking this shall close the Outstanding Submissions window.

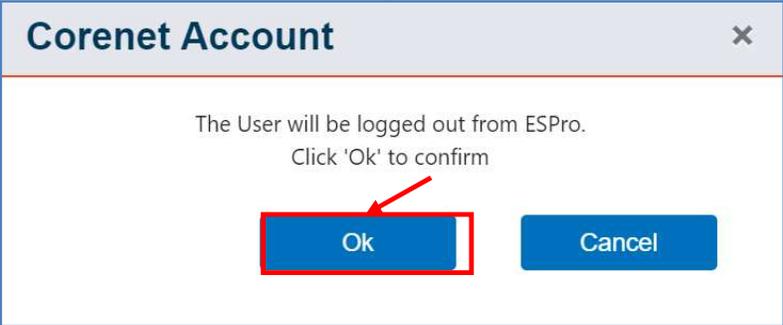


4.16 ESPro – Log Out

4.16.1 Click on Log Out icon displayed in the top right corner of the Landing Page



4.16.2 Clicking OK shall log out the user successfully from ESPro and clicking Cancel shall close the pop-up and keeps the user logged in

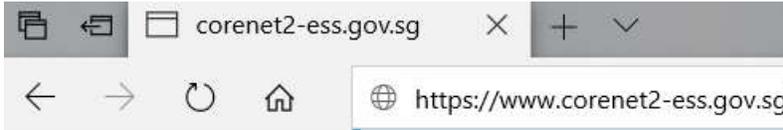




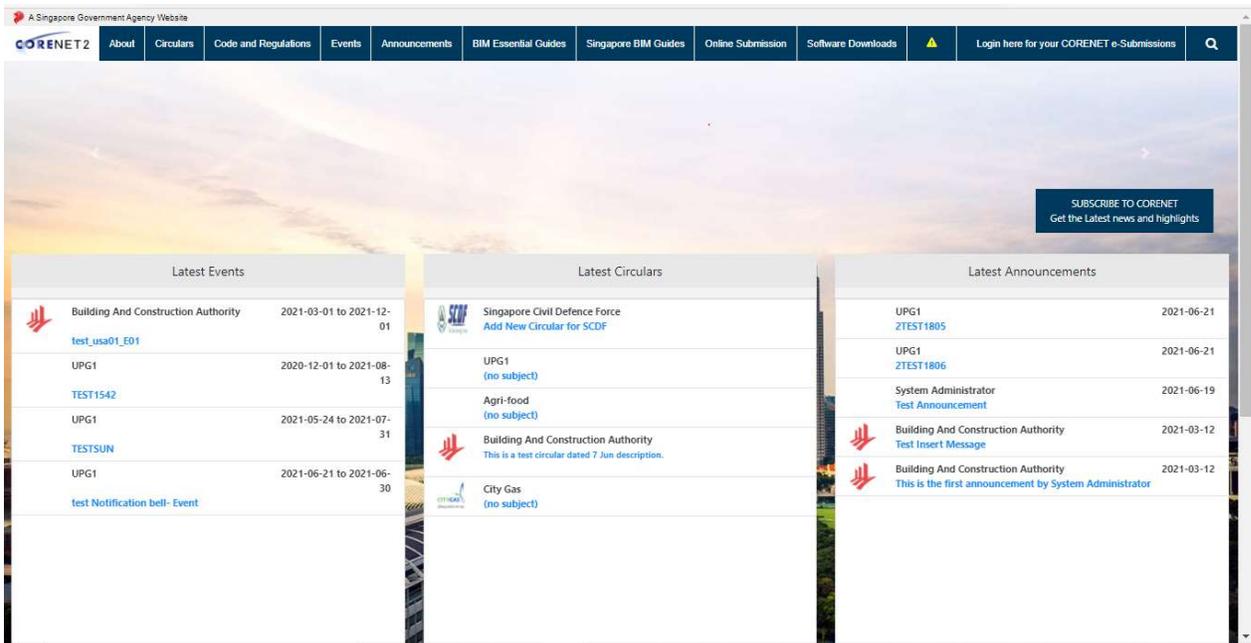
5 Portal – Landing Page

This Landing Page contains a listing of all functions available to the user in Corenet eSS without the need to login as a user.

5.1.1 Launch a browser and type in <https://www.corenet2-ess.gov.sg> in the Address bar.



5.1.2 Click on the desired function link.



5.1.3 The requested page will be displayed.

6 Overview of Portal

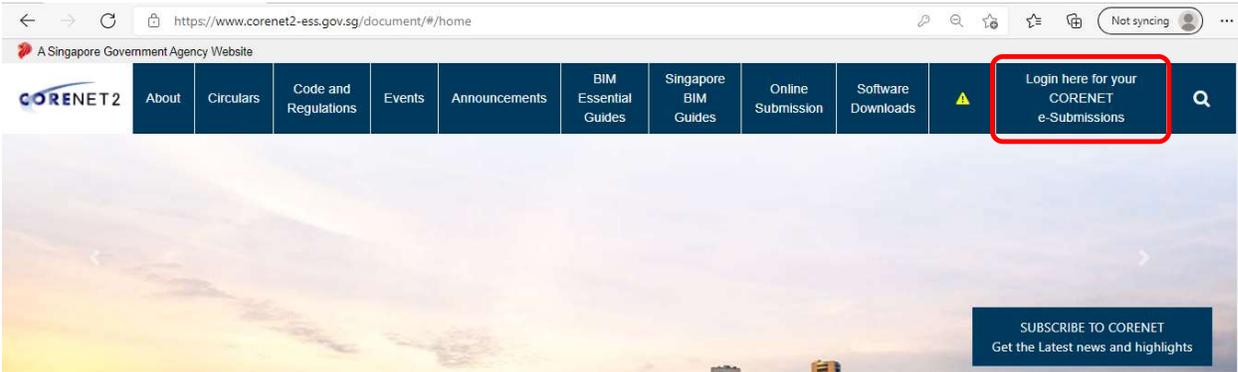
6.1 Portal – Login with SingPass/ SingPass for Business

6.1.1 Launch a browser and type in <https://www.corenet2-ess.gov.sg> in the Address bar





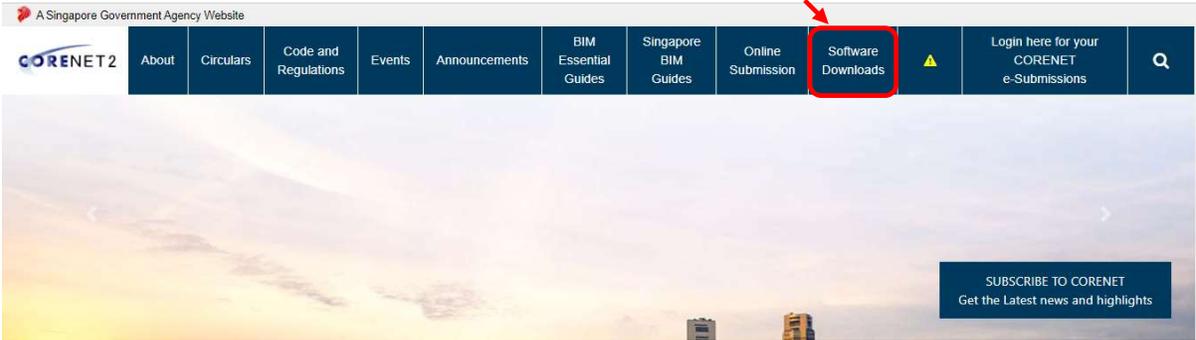
6.1.2 The Home Page will be displayed. Click on **Login here for your CORENET e-Submission.**



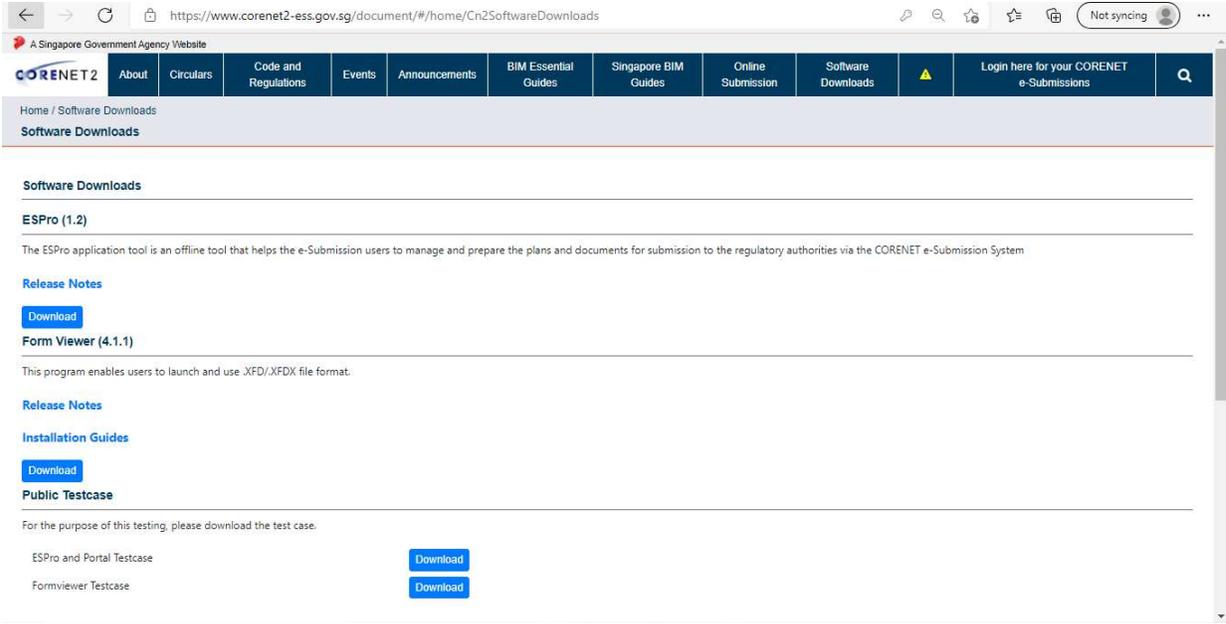


6.2 Portal - Software Downloads

6.2.1 Click on Software Downloads.



6.2.2 Select and click on the application(s) which you want to download and install.





- 6.2.3 A **Security Warning** might appear.
- 6.2.4 Click on the **Save** button to save the file. Click on  to select the location to save the file and click on the **Save** button.

	Additional Information:
<ul style="list-style-type: none">– Please refer to Appendix 2: System Guides for the installation guide.– Please note that the steps to download the rest of the required applications will be similar to the above steps.	



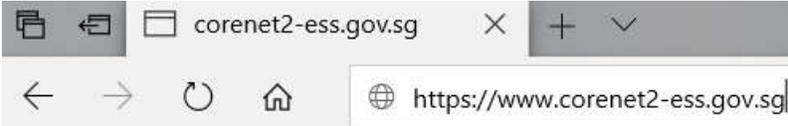
6.2.5 New users installing ESPro for the **first time**, please download and install the following applications:

	Additional Information:
<ul style="list-style-type: none">– Downloading of User Manual / Electronic Guide is optional.– For more information on User Manual / Electronic Guide, please refer to Appendix 2: System Guides	

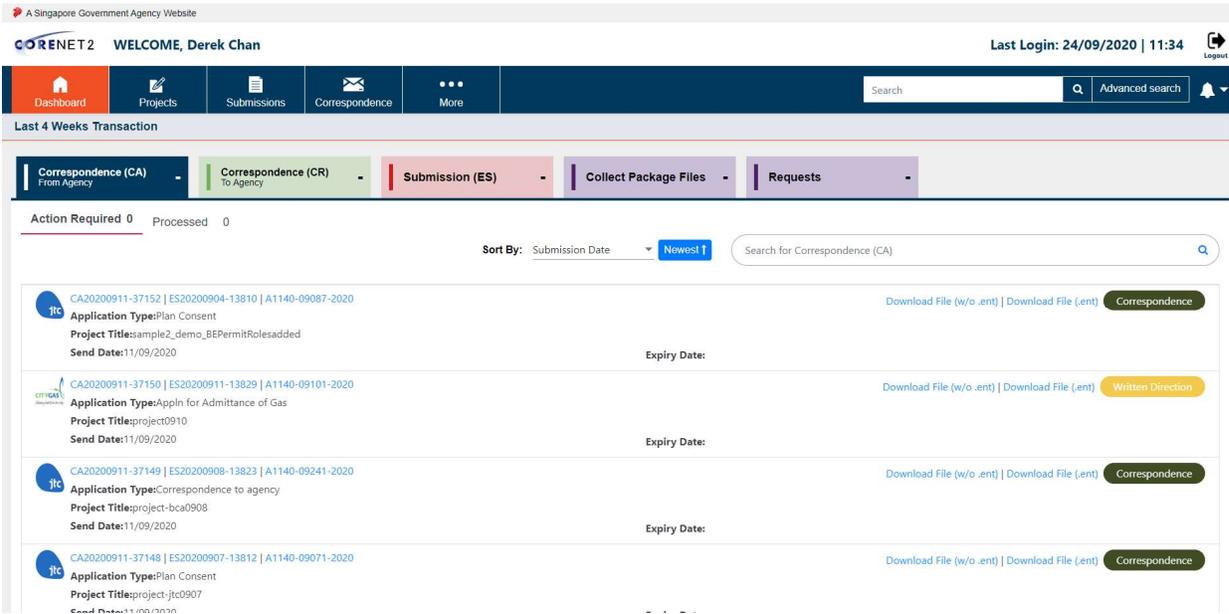


6.3 Portal - Dashboard

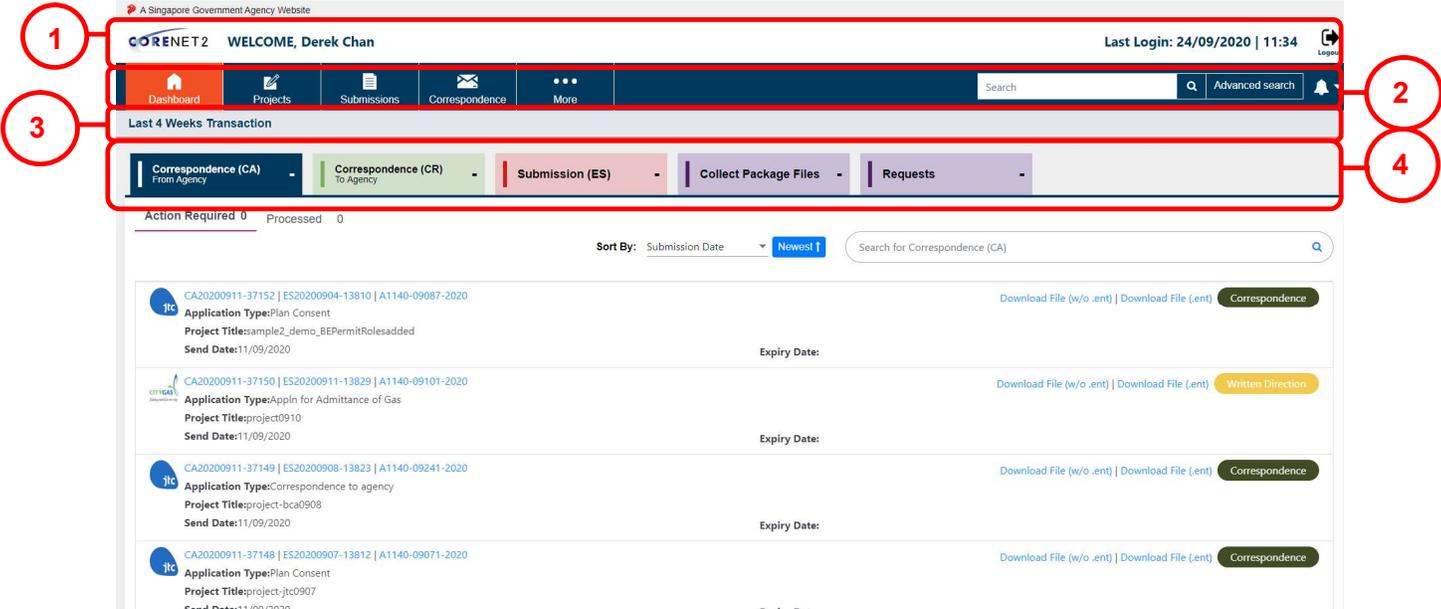
6.3.1 Launch a browser and type in <https://www.corenet2-ess.gov.sg> in the Address bar.



6.3.2 Upon logging in successfully, the Dashboard page will be displayed.



6.3.3 CORENET e-Submission System (CORENET eSS) Website Layout.





Serial No	Item	Description
1	Login Bar	It displays the login user name, current login date/time and last login date/time.
2	Menu Bar	It displays the functions that are available for use.
3	Title Bar	It displays the menu name followed by the function selected.
5	Sub-Menu Bar	It displays the group of functions available in the Menu



7 Functions of Portal

7.1 Portal - Correspondence (CA) From Agency

7.1.1 Login to <https://www.corenet2-ess.gov.sg>.

7.1.2 Dashboard is displayed. Click on **Correspondence (CA) from Agency**.

The screenshot shows the CORENET 2.0 dashboard for user Derek Chan. The 'Correspondence (CA) From Agency' section is highlighted with a red box. Below the navigation menu, there is a summary bar showing counts for various transaction types: Correspondence (CA) From Agency (1), Correspondence (CR) To Agency (23), Submission (ES) (83), Collect Package Files (1), and Requests (1). The main content area displays a list of correspondence items, with the first item selected. The item details include: Application Type: Appln for Admittance of Gas TEST, Project Title: Appln for Admittance of Gas TEST, and Send Date: 18/09/2020. Below the list, there is a 'Favorites' section and a 'Your Submission History for the last 4 Weeks' bar chart showing a count of 74.

7.1.3 Click on the preferred file download type (**Download File (w/o .ent)** or **Download File(.ent)**).

The screenshot shows the same dashboard as above, but with the 'Download File (w/o .ent)' and 'Download File(.ent)' options highlighted with a red box. The 'Open' button is also visible next to these options.

 **Additional Information:**

- The list of correspondences(CA) for **Project, Ancillary Project and Online Submission** are shown in the same page.
- If there is no correspondence(CA) listed, the message '**No records found to display**' will be shown.
- The list of correspondence(CA) can be sorted based on Project Reference No, Submission No, Correspondence No and Application Type



7.1.4 Select a designated location to save the package and click on Save button.

7.1.5 The agency correspondence files are displayed.

Additional Information:

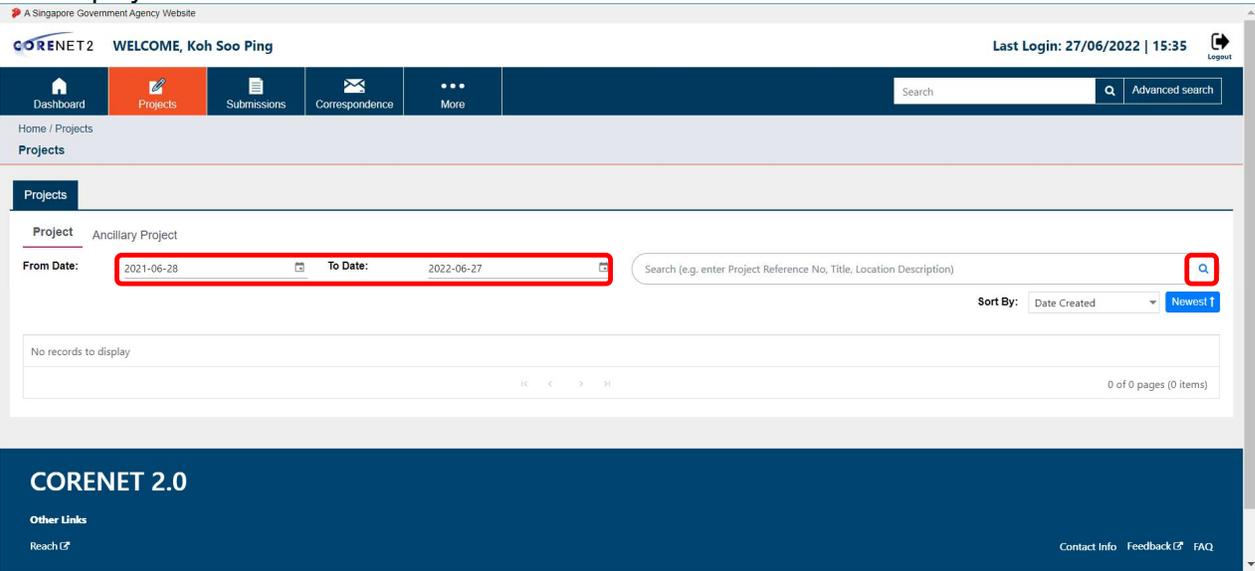
- The Correspondence(CA) will be downloaded as a ZIP file.
- For more information on **Download File (Netrust token required)** or **Open File (No Netrust token required)**, please refer to [Appendix 4 \(Definitions, Acronyms and Abbreviations\)](#).
- If you have clicked on the **Download File (with (.ent))** link to download your Correspondence(CA), please extract the Correspondence(CA).
- Correspondence(CA) will only be available for 4 weeks. Thereafter, please refer to [Chapter 7.10 \(Search & View Correspondence \(CR/CA\)\)](#) for an alternative method of downloading the Correspondence(CA).



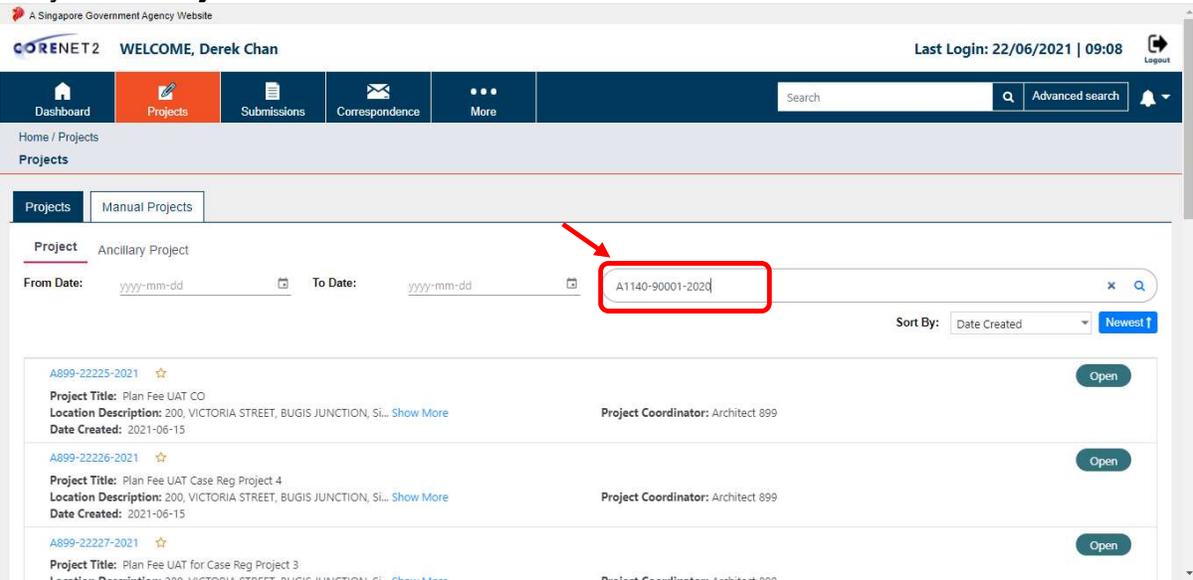
7.2 Portal - Search & View Project Profile

7.2.1 Login to <https://www.corenet2-ess.gov.sg>.

7.2.2 Click on **Project** tab then the search button, projects within 1 year(default) from day of searched will be displayed.



7.2.3 Key in the **Project Reference No** and click on the  button.

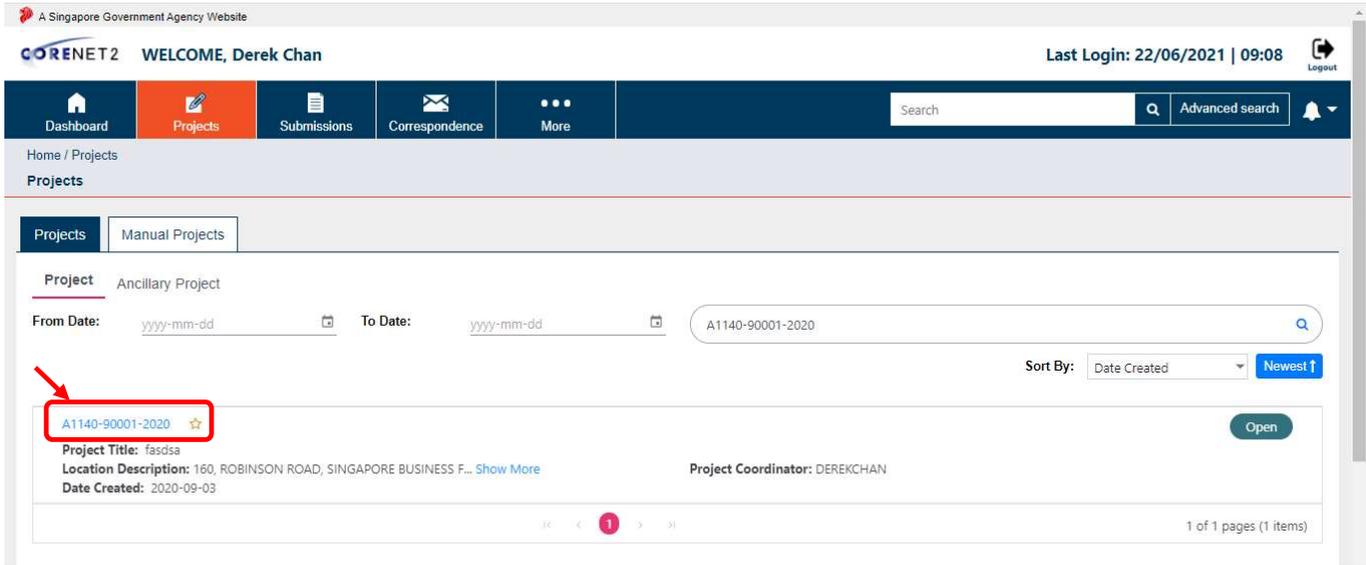


	Additional Information:
— You may also perform a search based on the following criterias:	



- Project Reference No
 - Submission No
 - Application Type
 - Project Title
 - Max within 3 years of project from date of search.
- *Only max first 500 records will be displayed

7.2.4 The Search results will be displayed. Click on the **Project ReferenceNo** link to view the Project Profile.



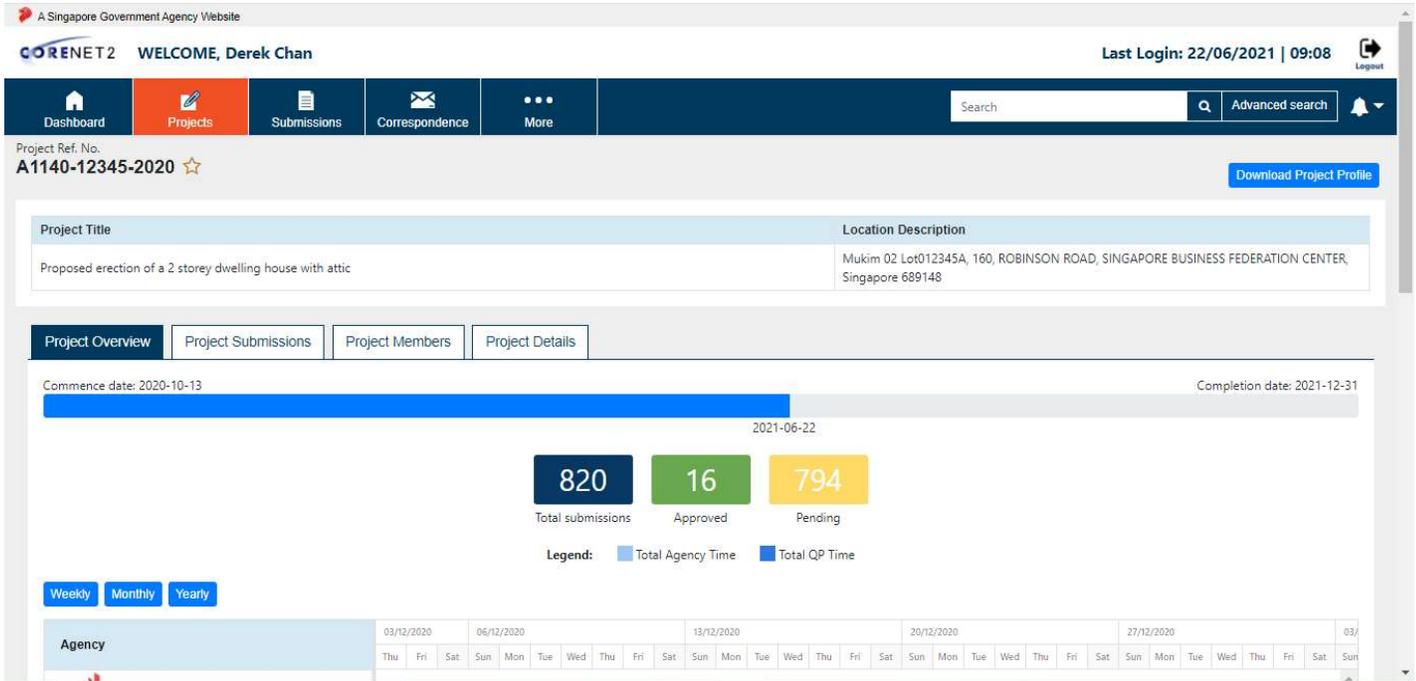
7.2.5 The Project Profile will be displayed.

	Additional Information:
<p>— The following tabs are displayed in the Project Profile:</p> <ul style="list-style-type: none">• Project Overview. Refer to Chapter 7.3 Project Overview• Project Submission• Project Member• Project Details	



7.3 Portal - Project Overview

- 7.3.1 Login to <https://www.corenet2-ess.gov.sg>.
- 7.3.2 Search for the project using the steps shown in [Chapter 7.2 \(Search & View Project Profile\)](#).
- 7.3.3 Click on **Project Overview** tab to view the submission status under the project. The **Project Overview** page will be displayed.

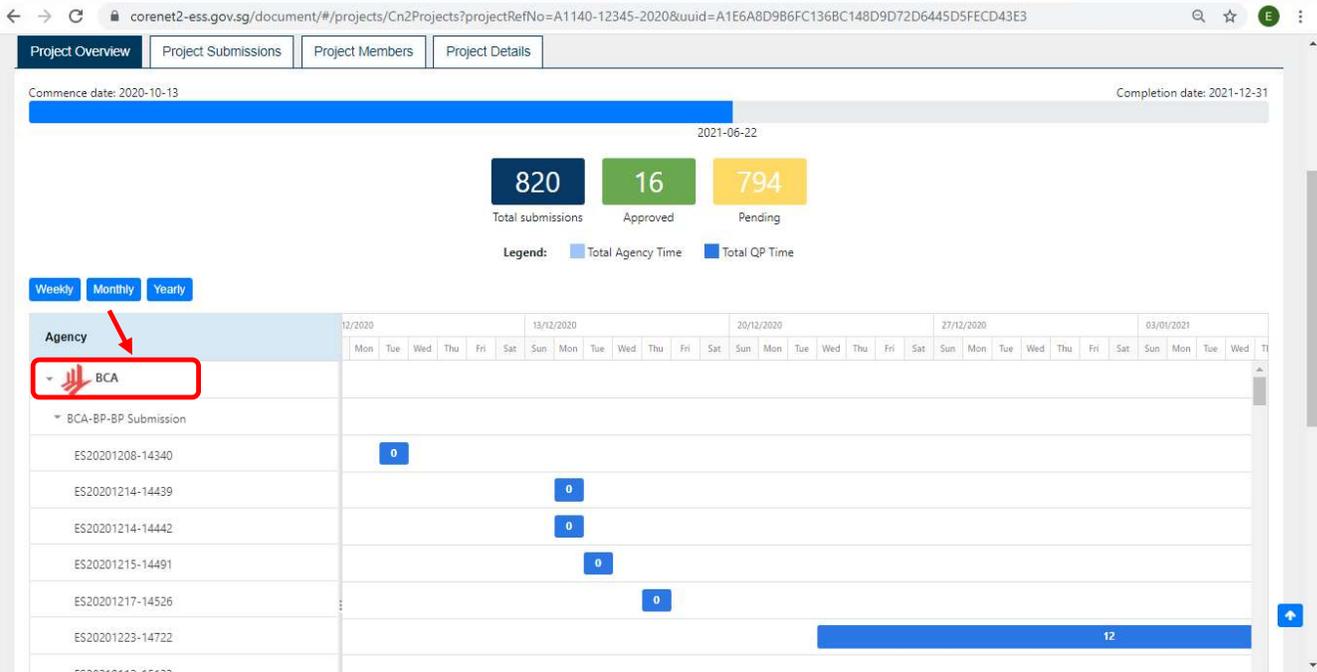


Additional Information:

- The Project Overview page will display all the submissions made under the Project Reference Number by default.
- The list of submissions to be displayed can be filtered based on the submission status, Agency Response Indicator buttons or recipients of the submission.
- The columns in the View Project Summary page can be customized such as to show the columns to be displayed and sorted in ascending or descending order.

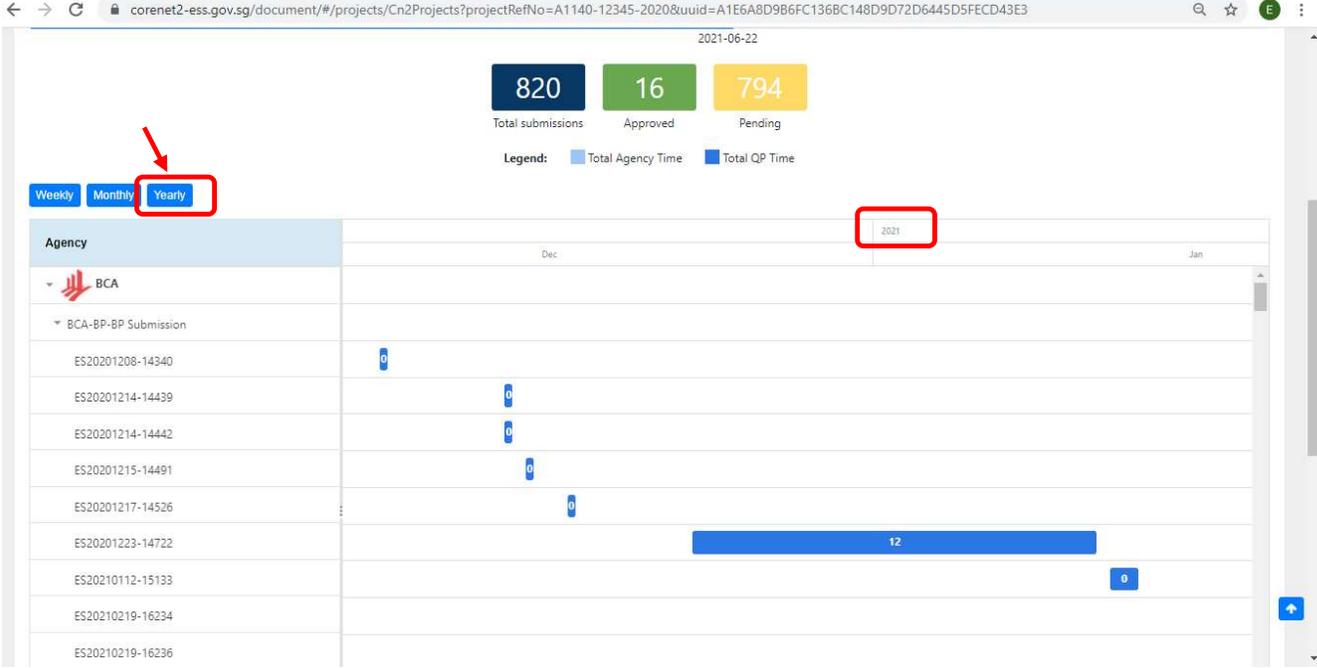


7.3.4 **Filter Submissions by Regulatory Authority.** Select the preferred Regulatory Authority (e.g BCA).



Filter Submissions by Yearly

7.3.5 Click on the **Yearly** button.

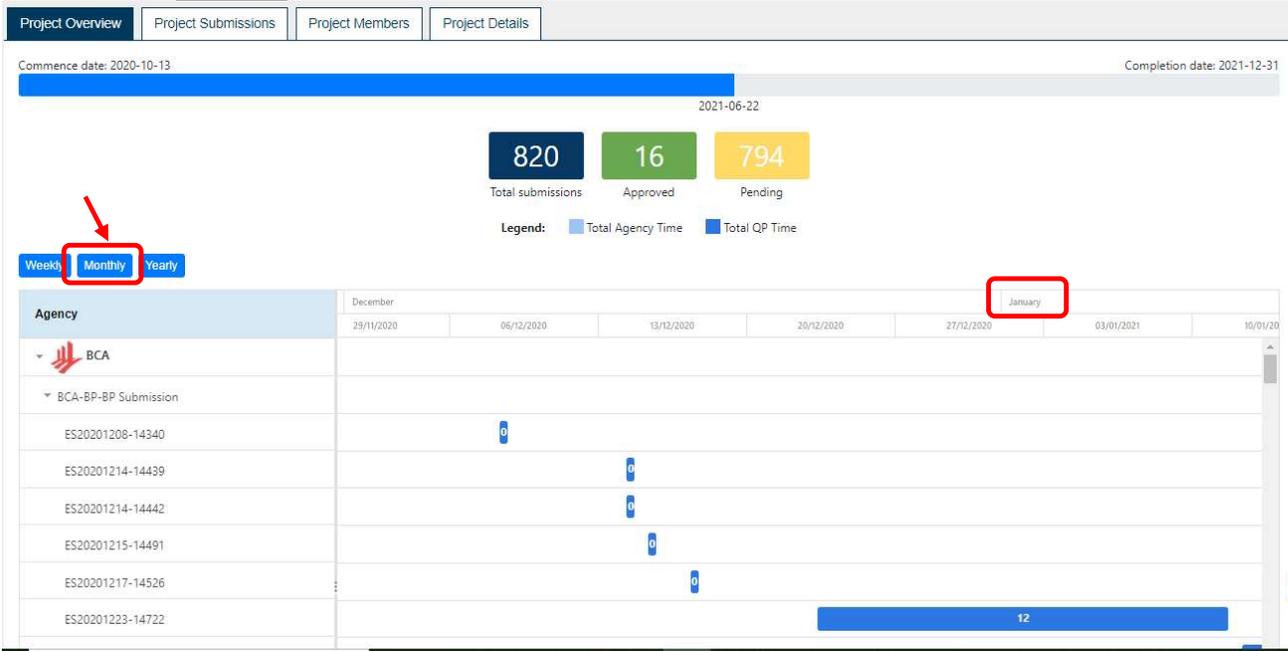


7.3.6 The bar chart will be filtered based on Year.



Filter Submissions by Monthly

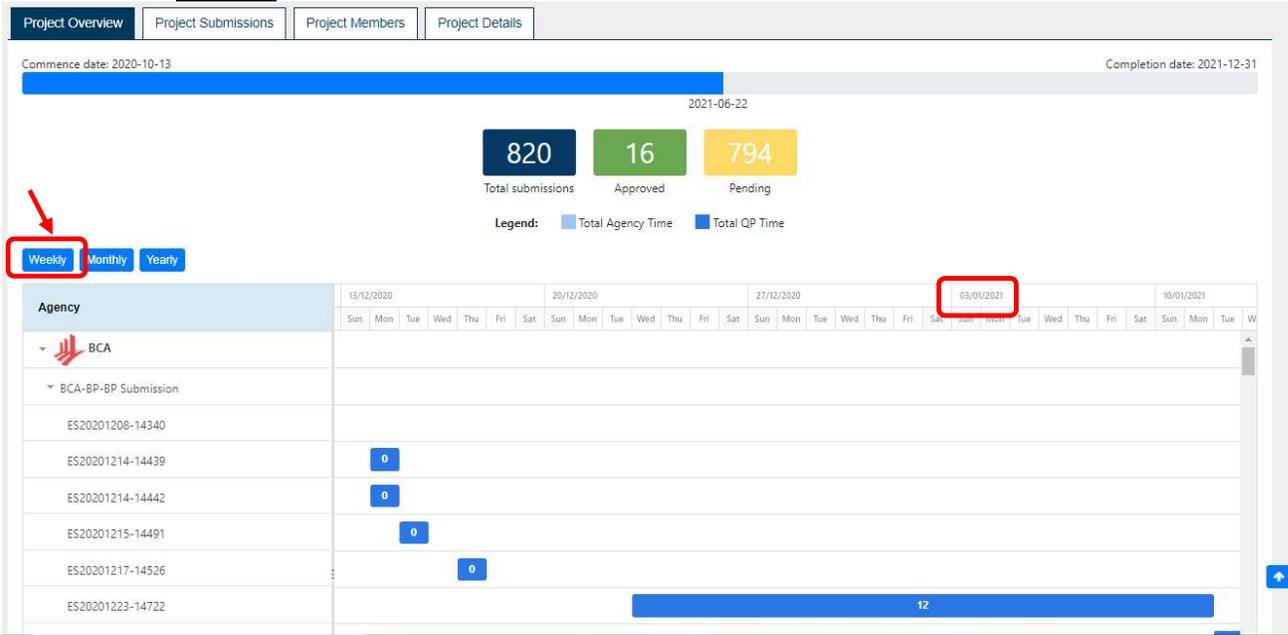
7.3.7 Click on the **Monthly** button.



7.3.8 The bar chart will be filtered based on Month.

Filter Submissions by Weekly

7.3.9 Click on the **Weekly** button.



7.3.10 The bar chart will be filtered based on Week.



7.4 Portal – Update Project Profile

7.4.1 Login to <https://www.corenet2-ess.gov.sg>.

7.4.2 Search for the project using the steps shown in [Chapter 7.2 \(Search & View Project Profile\)](#).

7.4.3 Click on **Project Details** tab. The list of Project details will be displayed.

7.4.4 Click **Update** button.

7.4.5 The fields will be editable. Make the **relevant changes**.



 **Additional Information:**

- The following fields are non-editable.
 - Project Reference No
 - Project Coordinator
 - Project Type
 - Location Description

7.4.6 Click on  to add or edit the Road Name for **Project Site Description** and **Project Address**.

Project Site Description

Site Description:

Location Description: 160, ROBINSON ROAD, SINGAPORE BUSINESS FEDERATION CENTER, Singapore 689148

Road Name:

7.4.7 Key in the **Road Name**. The possible Road Name that matches the search criteria will be displayed. Click on the desired **Road Name** link (e.g MACPHERSON ROAD) and click **Close** button.

Select A Road

MACPHE

Road Name

[MACPHERSON LANE](#)

[MACPHERSON ROAD](#)

 1 of 1 pages (2 items)

7.4.8 The updated **Road Name** will be displayed.

Project Site Description

Site Description:

Location Description: 160, ROBINSON ROAD, SINGAPORE BUSINESS FEDERATION CENTER, Singapore 689148

Road Name:



7.4.9 To insert additional rows for Project Address, Lot Mukim /TS and Block Details, click on the  button.

Building Address

<input type="checkbox"/>	Building Name	House Blk No	Level No	Unit No	Road Name	Postal Code
<input type="checkbox"/>	SINGAPORE BUSINESS FEDERATION CENTER	160			ROBINSON ROAD	689148

Lot Mukim/TS

<input type="checkbox"/>	Mukim/ TS No	Lot No	Plot No	Partial Lot
<input type="checkbox"/>	Mukim 15	01220T	12T	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mukim 08	21334F	12Y	<input type="checkbox"/>
<input type="checkbox"/>	Mukim 22	33278F	100T	<input checked="" type="checkbox"/>

Block Details

<input type="checkbox"/>	Name	Block No.	No. of Level	No. of Unit
<input type="checkbox"/>	Fernvale Breeze	12	13	255



Notes:

- **Location Description** details are information gathered from **Project Address and Mukim / TS**.

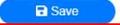
7.4.10 Click on the **Save** button to save the changes.

Lot Mukim/TS

<input type="checkbox"/>	Mukim/ TS No	Lot No	Plot No	Partial Lot
<input type="checkbox"/>	Mukim 15	01220T	12T	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mukim 08	21334F	12Y	<input type="checkbox"/>
<input type="checkbox"/>	Mukim 22	33278F	100T	<input checked="" type="checkbox"/>

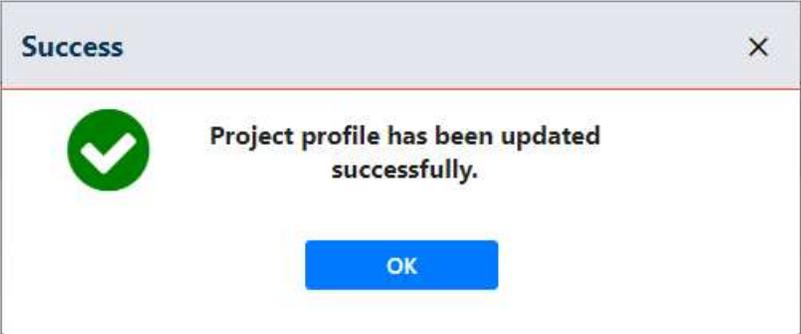
Block Details

<input type="checkbox"/>	Name	Block No.	No. of Level	No. of Unit
<input type="checkbox"/>	Fernvale Breeze	12	13	255



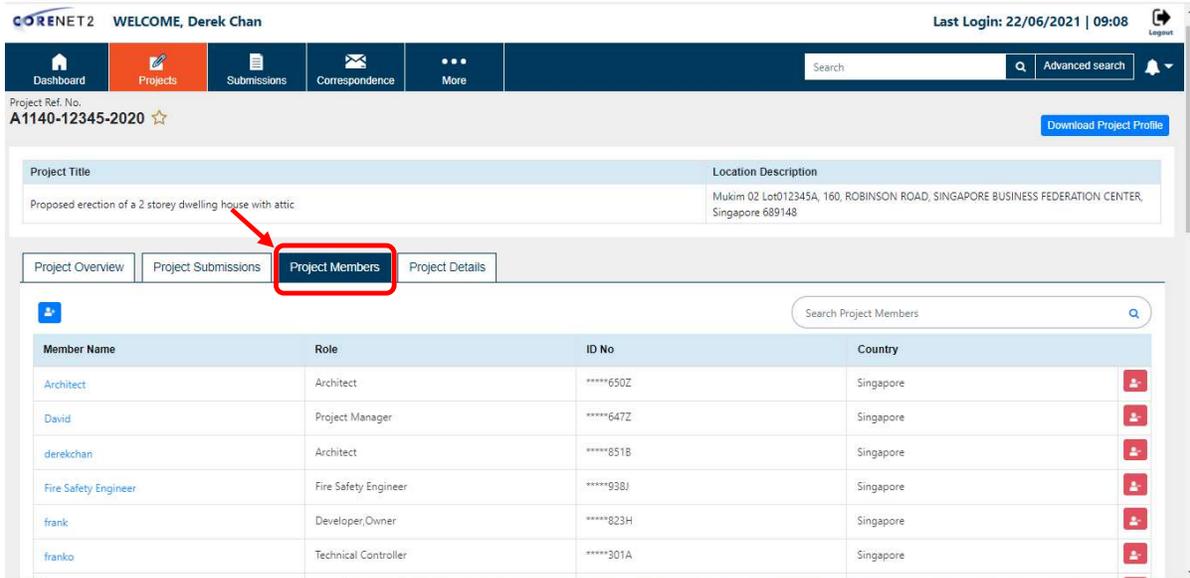
7.4.11 Upon successful update of project profile, a confirmation message will be displayed.



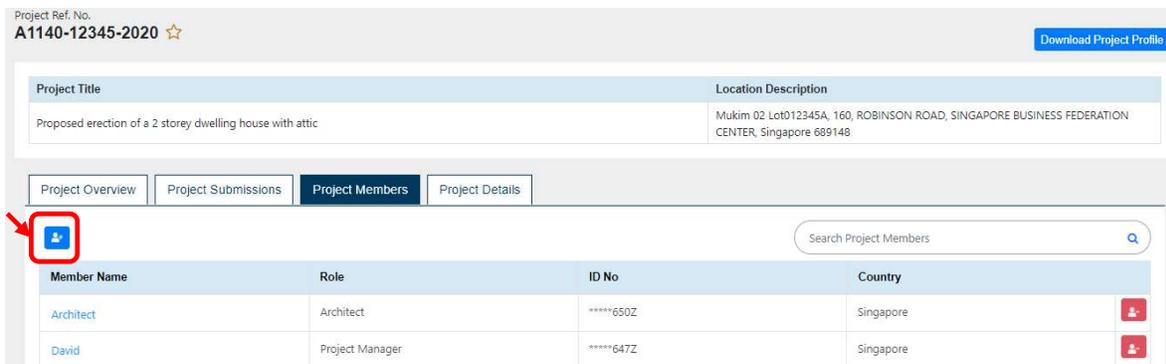


7.5 Portal - Add Member

- 7.5.1 Login to <https://www.corenet2-ess.gov.sg>.
- 7.5.2 Search for the project using the steps shown in [Chapter 7.2 \(Search & View Project Profile\)](#).
- 7.5.3 Click on **Project Members** tab. The list of Project Members will be displayed.



- 7.5.4 Click on the  button.



- 7.5.5 The member details page will be displayed. Fill in the new member's details.



Project Overview | Project Submissions | **Project Members** | Project Details

General Info

Name* Designation

ID Type* NRIC No. Passport No. ID Number*

Is Project Coordinator? No

Roles

Role(s)	Prof. No.	UEN	Firm Name
Architect	<input type="text"/>	<input type="text"/>	<input type="text"/>

This field is required.

Address Details

Address Type* Formatted Unformatted

Building Name House/Block No.

Level No. Unit No.

Road Name* Postal Code*

Contact Details

Email Address* Alternate Email Address

Telephone Number Mobile Number

[Back](#) [MyInfo](#) [Reset](#) [Save](#)

Additional Information:

- A Professional Number is required when adding the following roles to the member:
 - o Accredited Checker (AC)
 - o Accredited Checker Organisation (ACO)
 - o Architects (A)
 - o Licensed Electrical Worker
 - o Licensed Gas Service Worker
 - o Licensed Water Service Plumber
 - o Professional Engineer (PE)
 - o Registered Inspector (RI)
 - o Registered Surveyor (RS)

7.5.6 For Qualified Person(s), their Professional/License number is required. Fill in the Professional/License number and click on the **OK** button.

Roles

Role(s) **Prof. No.**

Architect

This field is required.



 **Additional Information:**

— Please do not include the Professional Alphabet (e.g. A or E) when entering the Professional No.

7.5.7 Enter the UEN No and click . Firm Name will be prepopulated.

7.5.8 Enter the Postal Code and click . The Address details (Building Name, House/Block No and Road Name) will be prepopulated.

Address Details

Address Type* Formatted Unformatted ⓘ

Building Name ⓘ House/Block No. ⓘ

Level No. ⓘ Unit No. ⓘ

Road Name* ⓘ Postal Code* ⓘ

7.5.9 Click on the **Save** button to save the changes.

Address Details

Address Type* Formatted Unformatted ⓘ

Building Name ⓘ House/Block No. ⓘ

Level No. ⓘ Unit No. ⓘ

Road Name* ⓘ Postal Code* ⓘ

Contact Details

Email Address* ⓘ Alternate Email Address ⓘ

Telephone Number ⓘ Mobile Number ⓘ

7.5.10 Upon successful adding of new project member, the following dialog box will be displayed.

Success ⓘ

 **Record Added Successfully**



Additional Information:

- An acknowledgement slip will be emailed to the project coordinator upon successful adding of new project member.
- For non-project coordinator, please refer to [Chapter 45 \(Request to Add Member\)](#) for the steps to add member.
- Upon successful adding of new project member, update the project profile shown in [Chapter 27 \(Retrieve Updated Project / Member Information\)](#).



7.6 Portal - Update Member Profile

7.6.1 Login to <https://www.corenet2-ess.gov.sg>.

7.6.2 Search for the project using the steps shown in [Chapter 7.2 \(Search & View Project Profile\)](#).

7.6.3 Click on **Project Members** tab. The list of Project Members will be displayed.

Project Ref. No. A1140-12345-2020 ☆

Project Title: Proposed erection of a 2 storey dwelling house with attic

Location Description: Mukim 02 Lot012345A, 160, ROBINSON ROAD, SINGAPORE BUSINESS FEDERATION CENTER, Singapore 689148

Project Overview | Project Submissions | **Project Members** | Project Details

Member Name	Role	ID No	Country
Architect	Architect	****650Z	Singapore
David	Project Manager	****647Z	Singapore
derekchan	Architect	****851B	Singapore
Fire Safety Engineer	Fire Safety Engineer	****938J	Singapore
frank	Developer,Owner	****823H	Singapore

7.6.4 Click on the member's name to be updated.

Project Ref. No. A1140-12345-2020 ☆

Project Title: Proposed erection of a 2 storey dwelling house with attic

Location Description: Mukim 02 Lot012345A, 160, ROBINSON ROAD, SINGAPORE BUSINESS FEDERATION CENTER, Singapore 689148

Project Overview | Project Submissions | **Project Members** | Project Details

Member Name	Role	ID No	Country
Architect	Architect	****650Z	Singapore
David	Project Manager	****647Z	Singapore
derekchan	Architect	****851B	Singapore
Fire Safety Engineer	Fire Safety Engineer	****938J	Singapore
frank	Developer,Owner	****823H	Singapore



7.6.5 Make the **relevant changes** and click on the **Save** button to save the changes.

Name * Designation

ID Type * NRIC No. Passport No. ID Number *

Is Project Coordinator? No

Roles

Role(s)	Prof. No.	UEN	Firm Name
Architect	899		ABC Pte Ltd

Address Details

Address Type * Formatted Unformatted

Building Name House/Block No.

Level No. Unit No.

Road Name* Postal Code*

Contact Details

Email Address * Alternate Email Address

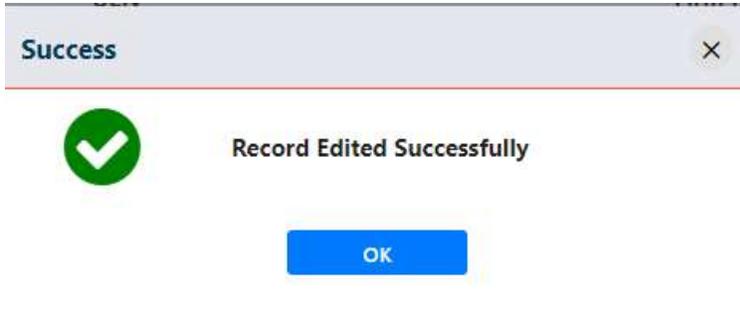
Telephone Number Mobile Number

Additional Information:

- A Professional Number is required when adding the following roles to the member:
 - o Accredited Checker (AC)
 - o Accredited Checker Organisation (ACO)
 - o Architects (A)
 - o Licensed Electrical Worker
 - o Licensed Gas Service Worker
 - o Licensed Water Service Plumber
 - o Professional Engineer (PE)
 - o Registered Inspector (RI)
 - o Registered Surveyor (RS)

- Please **do NOT include** the Professional alphabet (eg. A or E) in the Professional No. field **except** for Licensed Water Service Plumber and Licensed Gas Service Worker.

7.6.6 Upon successful updating of project member profile, the following dialog box will be displayed.



	Additional Information:
<ul style="list-style-type: none">— An acknowledgement slip will be emailed to the project coordinator and project member upon successful updating of project member profile.— For non-project coordinator, please refer to Chapter 46 (Request to Update Member) for the steps to update project member profile.— Upon successful updating of project member profile, update the project profile shown in Chapter 27 (Retrieve Updated Project / Member Information).	



7.7 Portal - Remove/Reappoint Member

	Additional Information:
<p>— Before a member can be removed/re-appointed, a new member of the same project role must be added first.</p>	

7.7.1 Login to <https://www.corenet2-ess.gov.sg>.

7.7.2 Search for the project using the steps shown in [Chapter 21 \(Search & View Project Profile\)](#).

7.7.3 Click on **Project Members** tab. The list of Project Members will be displayed.

Project Ref. No. A1140-12345-2020 ☆

Project Title: Proposed erection of a 2 storey dwelling house with attic

Location Description: Mukim 02 Lot012345A, 160, ROBINSON ROAD, SINGAPORE BUSINESS FEDERATION CENTER, Singapore 689148

Member Name	Role	ID No	Country
Architect	Architect	*****650Z	Singapore
David	Project Manager	*****647Z	Singapore
derekchan	Architect	*****851B	Singapore
Fire Safety Engineer	Fire Safety Engineer	*****938J	Singapore
frank	Developer, Owner	*****823H	Singapore

7.7.4 Select the member to be updated and click on button.

Member Name	Role	ID No	Country
Architect	Architect	*****650Z	Singapore
David	Project Manager	*****647Z	Singapore
derekchan	Architect	*****851B	Singapore
Fire Safety Engineer	Fire Safety Engineer	*****938J	Singapore
frank	Developer, Owner	*****823H	Singapore

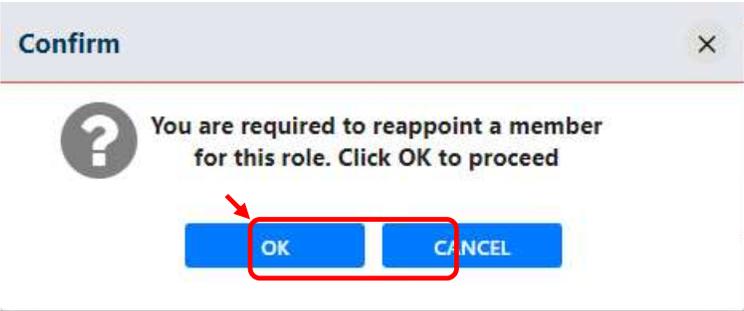
7.7.5 Select the role to be removed and click on the **Save** button.



The screenshot shows the 'Project Members' page with the following sections:

- Personal Details:** Name (Developer Ace), ID Type (Passport No.), ID Number (****001A), Email Address (ess-helpdesk@nova-hub.com), Alternate Email Address, Role to be removed*.
- Contact Details:** Telephone Number, Ext. No., Mobile Number (91234567), Fax Number. A dropdown menu is open for 'Developer' and 'Owner'.
- Address Details:** Address Type, Building Name (SIEMENS CENTRE), House/Block No. (1), Level No. (05), Unit No. (08), Road Name (MACPHERSON ROAD), Postal Code (348615).
- Member Role Details:** A table with columns 'List of Role' and 'Professional No / License No'. It lists 'Developer' and 'Owner'.

7.7.6 A confirmation dialog box will be displayed. Click on the **OK** button.

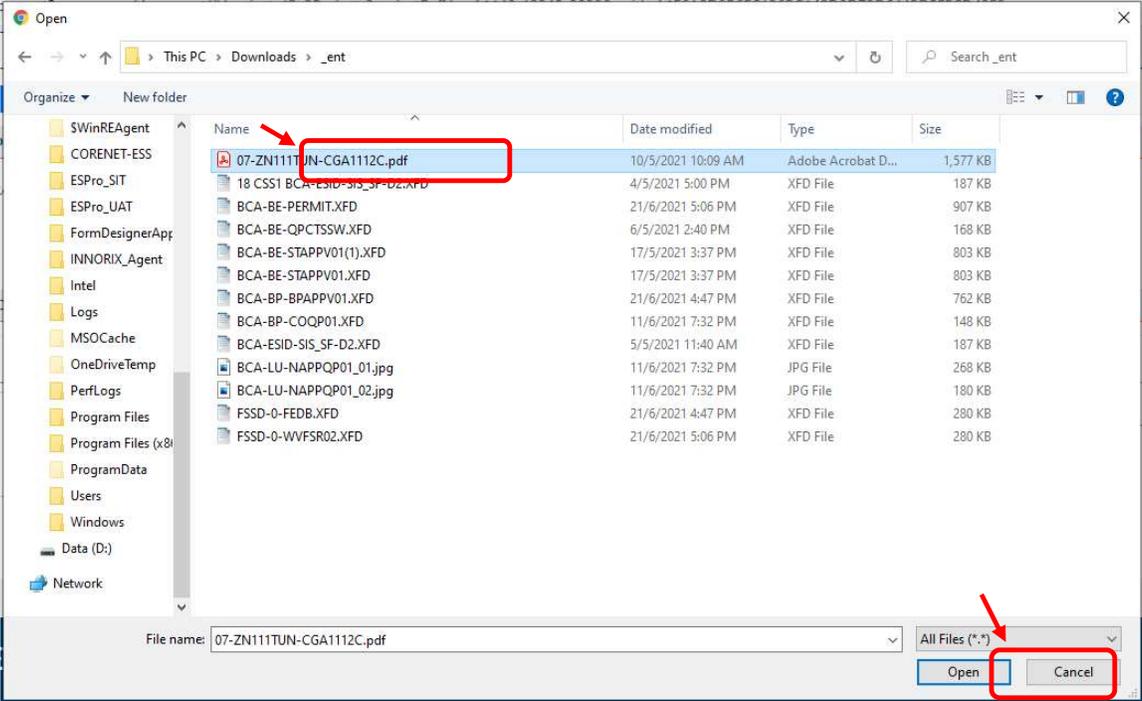


7.7.7 Select the member to be removed/reappointed and click on the **Browse** button to attach supporting file(s).

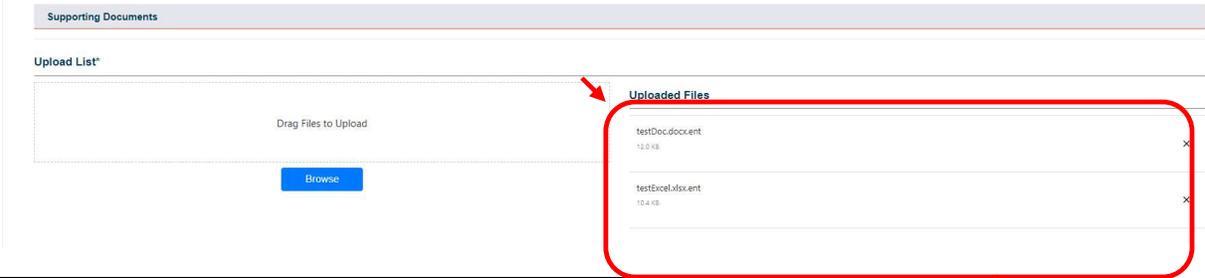
The screenshot shows the 'Re-appoint by Existing Project Member' page with the following sections:

- Member To Be Replaced:** Developer Ace
- Role:** Developer
- Replaced By:** A dropdown menu showing 'Developer Star'.
- Supporting Documents:** A section for uploading documents.
- Upload List*:** A section for uploading files. It includes a 'Drag Files to Upload' area and a 'Browse' button.

7.7.8 Select the file(s) and click on the **Open** button.



7.7.9 Upon attaching of each file, the file name will be listed in the Uploaded Files section.



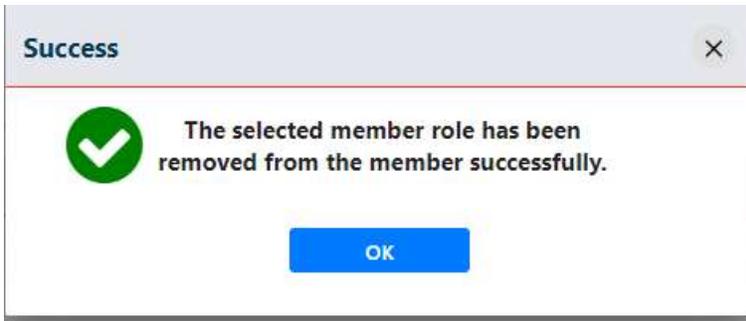
 **Additional Information:**

- You can attach **MULTIPLE** files at a time by press Shift + Select or Ctrl + Select.
- To delete attached files, click on the **x** button besides the File Name.
- To retry for failed to upload files, click on the **↺** button besides the File Name.

7.7.10 Click on the **Save** button.



26.1 Upon successful remove/reappoint of project member, the following message will be displayed.



	<p>Additional Information:</p> <ul style="list-style-type: none"> — An acknowledgement slip will be emailed to the project coordinator and project member upon successful remove/reappoint of project member. — For non-project coordinator, please refer to Chapter 47 (Request to Remove/Reappoint Member/Coordinator) for steps to remove/reappoint member. — Details of the removed/reappoint member functions will be captured in the Project Member History grid. — Upon successful remove/reappoint of project member, update the project profile shown in Chapter 27 (Retrieve Updated Project / Member Information).
--	--



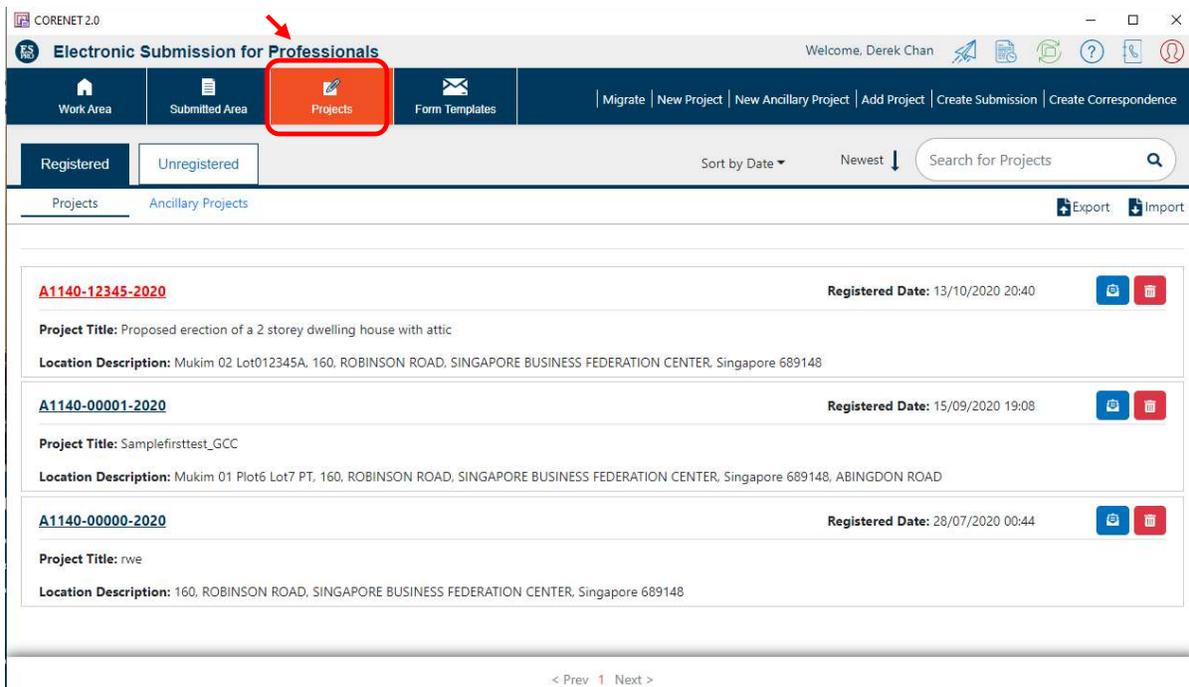
7.8 ESPro Submission: Retrieve Updated Project / Member Information

	Additional Information :
– Please ensure that the necessary changes are made for the project or member profile in CORENET eSS website.Changes will be reflected after the Project Profile is updated in ESPro.	

7.8.1 Double-click on the ESPro icon on the desktop.



7.8.2 Click on the Projects tab and click on the Project Reference number.



7.8.3 Right-click on the Project Reference number and click on **Update Project Profile**.



The screenshot shows the 'View Project Information' page for project A1140-00001-2020. The page is divided into several sections:

- PROJECT INFORMATION:**
 - Project Ref. No: A1140-00001-2020
 - Project Title: Samplefirststest_GCC
 - Commencement Date: 2020-09-15 11:08:15
 - Completion Date: 2022-09-17 11:08:15
 - Project Classification: Normal
 - Land Ownership: Others
 - Project Category: Government
- GENERAL INFORMATION:**
 - Development Type: New Erection
 - Building Usage: Commercial, Residential (Landed)
- PROJECT ADDRESS:**
 - Address:** 160 ROBINSON ROAD, SINGAPORE BUSINESS FEDERATION CENTER, Singapore 689148
 - Block Details:** compassview, Block 223, 30 Levels, 200 Unit
 - Mukim/TS Plot/ Lot No:** MK01 Plot 6 Lot 7
 - Site Description:** samplesite desc_1
 - Road Name:** ABINGDON ROAD (UPDATED)
- PROJECT MEMBERS:**
 - DEREK CHAN
 - DEREK CHAN

The 'Update Project Profile' button, located in the top right navigation area, is highlighted with a red box and a red arrow.

7.8.4 Key in the **Singpass / CorpPassID** and **Password** and click on the **Login** button.

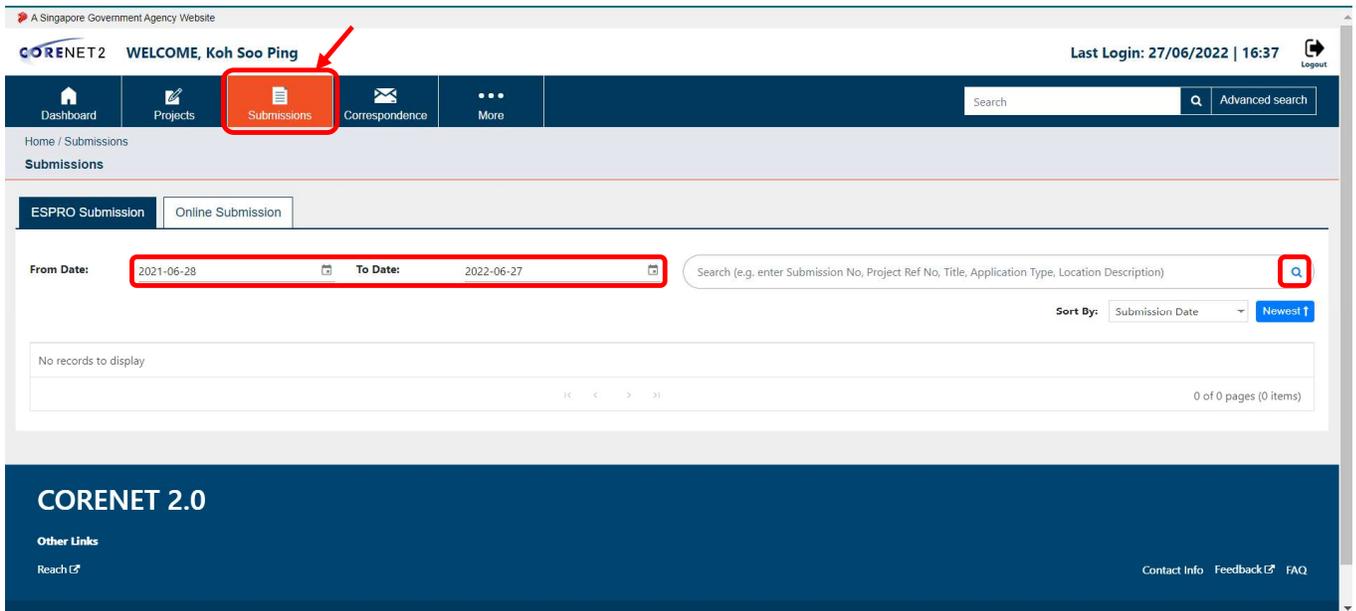
7.8.5 The latest changes would be reflected in your project profile in ESPro.



7.9 Portal - Search & View Submission (ES)

7.9.1 Login to <https://www.corenet2-ess.gov.sg>.

7.9.2 Click the **Submission** tab the search button, submissions within 1 year (default) from day of searched will be displayed.



Additional Information:

- To view the list of Online Submission, click the **Online Submission** tab.

7.9.3 Key in the **Submission No** and click on the  button.



Home / Submissions

Submissions

ESPRO Submission Online Submission

From Date: yyyy-mm-dd To Date: yyyy-mm-dd **ES20210615-19867** Search

Sort By: Submission Date Newest

ES20210622-20059 A1140-12345-2020	Application Type: NPARKS-AppIn for CSC Project Title: Proposed erection of a 2 storey dwelling house with attic Submission Date: 2021-06-22	Agency Contact Name: NParks - Greenery and Development Planning Agency Contact Email: NPARKS_GDP@nparks.gov.sg Agency Response Due Date: 2021-07-13	Open
ES20210622-20058 A1140-12345-2020	Application Type: NPARKS-AppIn for BP Project Title: Proposed erection of a 2 storey dwelling house with attic Submission Date: 2021-06-22	Agency Contact Name: Agency Contact Email: Agency Response Due Date:	Open
ES20210622-20056 A1140-12345-2020	Application Type: NPARKS-AppIn for BP Project Title: Proposed erection of a 2 storey dwelling house with attic Submission Date: 2021-06-22	Agency Contact Name: Agency Contact Email: Agency Response Due Date:	Open
ES20210622-20054 A1140-12345-2020	Application Type: BCA-CD-Consultation request	Agency Contact Name:	Clearance

Additional Information:

- You may also perform a search based on the following criterias:
 - Project Reference No
 - Application Type
 - Project Title
 - Max within 3 years of submissions from date of search.

*Only max first 500 records will be displayed

7.9.4 The Search results will be displayed. Click on the **Submission No** link to view the Submission Profile.

Home / Submissions

Submissions

ESPRO Submission Online Submission

From Date: yyyy-mm-dd To Date: yyyy-mm-dd **ES20210615-19867** Search

Sort By: Submission Date Newest

ES20210615-19867 A1140-12345-2020	Application Type: BCA-BP-Pre submission consultations Project Title: Proposed erection of a 2 storey dwelling house with attic Submission Date: 2021-06-15	Agency Contact Name: Agency Contact Email: Agency Response Due Date:	Open
--	--	--	------

1 of 1 pages (1 items)

7.9.5 The Submission Profile will be displayed.



A Singapore Government Agency Website

CORENET 2 WELCOME, Derek Chan Last Login: 22/09/2020 | 18:58 Logout

Dashboard Projects Submissions Correspondence More Search Advanced search

Submission No. ES20200922-13922 Open Download Profile

Project Ref. No: A1004-00111-2007
Project Title: PROPOSED ERECTION OF A BLOCK OF 15-STOREY FLATS (27 UNITS) WITH ATTIC & ROOF TERRACE, SWIMMING POOL & CAPPARKS ON 1ST STOREY
Submission Date: 22/09/2020
Submission By: Derek Chan
Regulatory Authority Code: UHA
Application Type: Correspondence to agency
Submission Type: Project
Regulatory Authority Description: Urban Redevelopment Authority

Submitted Documents Correspondence

Package Files Package All Files Sort By: Files Ascending Search for Submitted Documents

Files	File Tag
<input type="checkbox"/> URA-CORR.XFDX	
<input type="checkbox"/> URA-ESS-CORR.XFD	

1 of 1 pages (2 items)

7.9.6 To view or locate the submitted files, click on the **Submitted Documents** tab.

A Singapore Government Agency Website

CORENET 2 WELCOME, Derek Chan Last Login: 22/06/2021 | 16:15 Logout

Dashboard Projects Submissions Correspondence More Search Advanced search

Submission No. ES20201130-14277 Download Profile

Project Ref. No: A1111-11028-2020
Project Title: sample project title
Submission Date: 2020-11-30
Submission By: Derek Chan
Regulatory Authority Code: BCA
Application Type: BCA-BE-Permit to Commence Work
Submission Type: Project
Regulatory Authority Description: Building And Construction Authority

Submitted Documents Correspondence

Package Files Package All Files Grant Document Sort By: Files Ascending Search for Submitted Documents

Files (size in Mb)	File Tag
<input type="checkbox"/> 3030 - HS - 01.dwg (0.46)	
<input type="checkbox"/> 3030 - HS - 02.dwg (0.45)	
<input type="checkbox"/> 3030 - HS - 03.dwg (0.28)	
<input type="checkbox"/> 3030 - HS - 04.dwg (0.30)	



7.9.7 To view or locate the Correspondence files, click on the **Correspondence** tab.

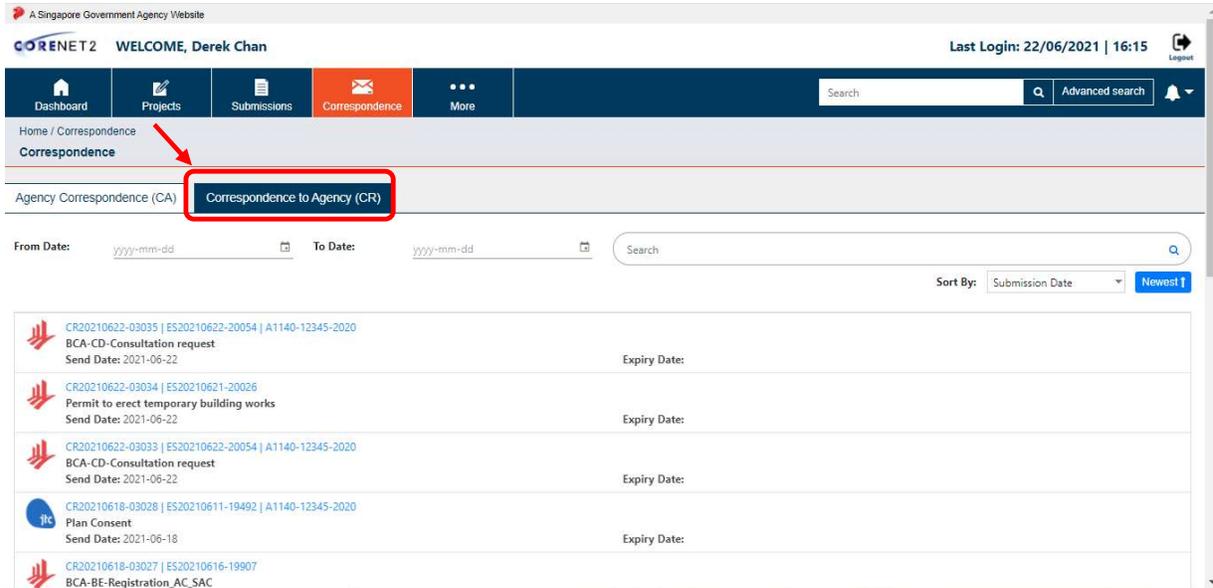
The screenshot shows the CORENET 2.0 user interface. At the top, there is a navigation bar with tabs for Dashboard, Projects, Submissions, Correspondence, and More. The Correspondence tab is highlighted with a red box and a red arrow. Below the navigation bar, the user's name 'Derek Chan' and last login time '22/06/2021 | 16:15' are displayed. The main content area shows details for a submission with ID 'ES20201130-14277'. The details include Project Ref. No., Project Title, Submission Date, Submission By, Regulatory Authority Code, Application Type, Submission Type, and Regulatory Authority Description. Below the details, there is a 'Submitted Documents' section with a 'Correspondence' tab highlighted in a red box. The Correspondence section shows a list of documents with columns for Application Type, Send Date, and Expiry Date. The first document is CR20201130-01845 and the second is CR20201130-01849. The page footer indicates '1 of 1 pages (2 items)'.



7.10 Portal - Search & View Correspondence (CR/CA)

7.10.1 Login to <https://www.corenet2-ess.gov.sg>.

7.10.2 Click the **Correspondence** tab. Click on Correspondence to Agency (CR) tab. The list of Correspondences submitted under the account within 1 year (default) from day of searched will be displayed.



Additional Information:

- To view the list of **Agency Correspondence**, click the **Agency Correspondence (CA)** tab.

7.10.3 Key in the **Correspondence No** and click on the  button.



A Singapore Government Agency Website
CORENET 2 WELCOME, Derek Chan Last Login: 22/06/2021 | 16:15 Logout

Dashboard Projects Submissions Correspondence More Search Advanced search

Home / Correspondence
Correspondence

Agency Correspondence (CA) Correspondence to Agency (CR)

From Date: yyyy-mm-dd To Date: yyyy-mm-dd **CR20210616-03023** x Q

Sort By: Submission Date Newest

	CR20210622-03035 ES20210622-20054 A1140-12345-2020 BCA-CD-Consultation request Send Date: 2021-06-22	Expiry Date:
	CR20210622-03034 ES20210621-20026 Permit to erect temporary building works Send Date: 2021-06-22	Expiry Date:
	CR20210622-03033 ES20210622-20054 A1140-12345-2020 BCA-CD-Consultation request Send Date: 2021-06-22	Expiry Date:
	CR20210618-03028 ES20210611-19492 A1140-12345-2020 Plan Consent Send Date: 2021-06-18	Expiry Date:
	CR20210618-03027 ES20210616-19907 BCA-BE-Registration_AC_SAC	Expiry Date:

Additional Information :

- You may also perform a search based on the following criterias:
 - Project Reference No
 - Submission No
 - Application Type
 - Project Title
 - Max within 3 years of correspondence from date of search.

*Only max first 500 records will be displayed

7.10.4 The Search results will be displayed. Click on the **Correspondence No** link to view the Correspondence Profile.

A Singapore Government Agency Website
CORENET 2 WELCOME, Derek Chan Last Login: 22/06/2021 | 16:15 Logout

Dashboard Projects Submissions Correspondence More Search Advanced search

Home / Correspondence
Correspondence

Agency Correspondence (CA) Correspondence to Agency (CR)

From Date: yyyy-mm-dd To Date: yyyy-mm-dd **CR20210616-03023** Q

Sort By: Submission Date Newest

	CR20210616-03023 ES20210616-19907 BCA-BE-Registration_AC_SAC Send Date: 2021-06-16	Expiry Date:
--	---	--------------

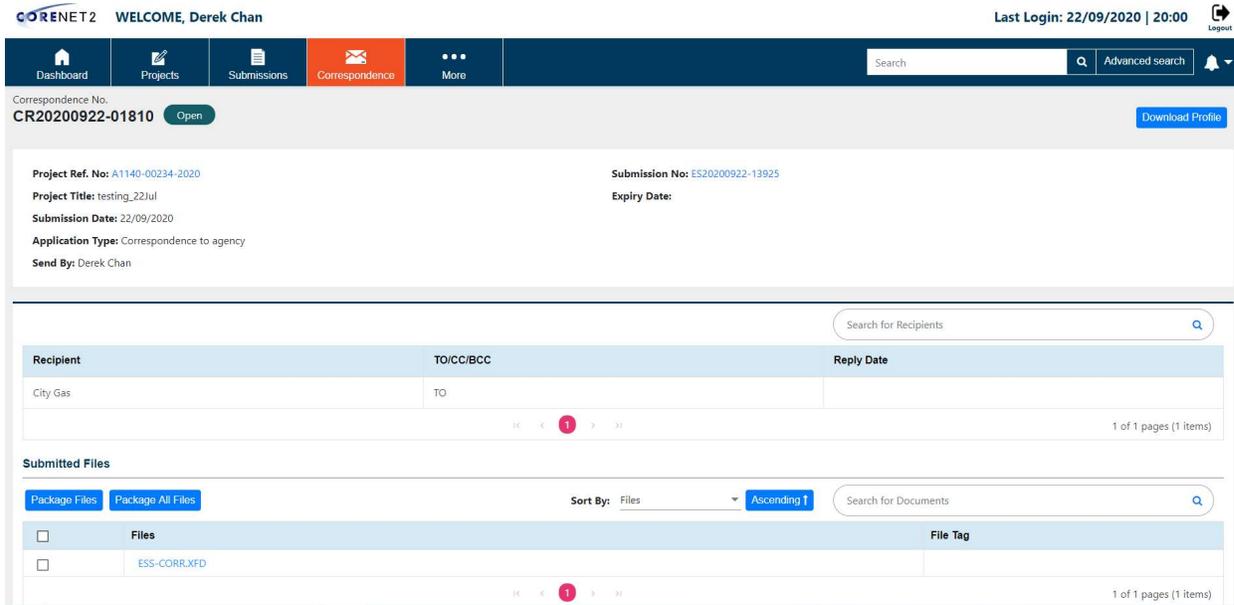
1 of 1 pages (1 items)



Additional Information:

- To search for **Agency Correspondence**, click on **Agency Correspondence (CA)** tab and repeat Steps 51.1.

7.10.5 The Correspondence Profile page will be displayed.



7.10.6 To view or locate the submitted files, scroll to the **Submitted Files**.

7.10.7 To view the **Correspondence Profile**, click on the **Download Profile** button.



7.11 Portal - View Agency Response Time

This is a read-only page which indicates the Expected Response Time for each Application and respective Agency. The expected Response Time may change from time to time depending on the respective agencies' configuration.

7.11.1 Login to <https://www.corenet2-ess.gov.sg>.

7.11.2 Click **More**>>**Agency Response Time**.

7.11.3 The list of Expected Response Time for all Agencies will be displayed.

A Singapore Government Agency Website

CORENET 2 WELCOME, Derek Chan Last Login: 22/09/2020 | 20:00

Dashboard Projects Submissions Correspondence More Search Advanced search

Home / More / Agency Response Time

View Agency Response Time

Agency	Application Type	Expected Response Time (Working Days)	Submission Type	Information and Reference
CITYGAS	Appln for Admittance of Gas	2	Project	insert Information & Reference here
CITYGAS	Appln for Final Pressure Test	2	Project	
BCA	Appointment of SE under S28	5	Online	insert Information & Reference
BCA	BCA-BE-Appoint of Specialist Builder	5	Project	
BCA	BCA-BE-Permit to Commence Work	3	Project	Please visit http://www.bca.gov.sg/e-Permit.aspx for more information
BCA	BCA-BE-Permit to Commence Work	2	Project	Test
BCA	BCA-BE-ST submission	2	Project	Types of Submission Time taken to respond (working days) 1. Projects where an accredited checker's certificate is not required: 7 2. Projects where an accredited checker's certificate is required: 10 (For first submission), 14 (For subsequent submissions)

Additional Information:

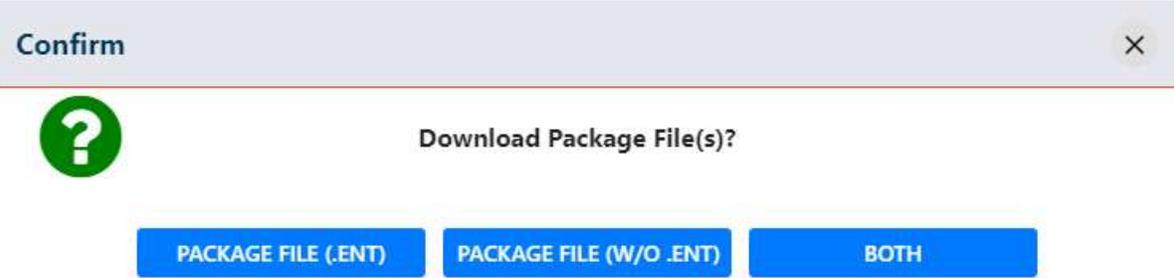
- The page will display the Expected Response Time for all Agencies by default.



7.12 Portal - Download Multiple Files

This function allows users to download multiple submitted documents from Submission (ES) or Correspondence (CR/CA), which will be packaged into a zip file. The zip file will be available in user inbox once it is ready to be downloaded.

- 7.12.1 Login to <https://www.corenet2-ess.gov.sg>.
- 7.12.2 Search for the submission using steps shown in [Chapter 7.9 \(Search & View Submission \(ES\)\)](#) or search for the correspondence using steps shown in [Chapter 7.10 \(Search & View Correspondence \(CR/CA\)\)](#).
- 7.12.3 Under the **Submitted Files** grid, **select** the desired file(s) which is/are to be packaged
- 7.12.4 The following prompt is displayed. Click on the preferred type of package.



	Additional Information:
<ul style="list-style-type: none">- For more information on the Package Types, please refer to Appendix 4 (Definitions, Acronyms and Abbreviations).- You may click on the individual <u>Document Name hyperlink</u> to download the file individually.	



31.1 Upon successful package request, a **Transaction Number** will be generated.

A Singapore Government Agency Website

CORENET 2 WELCOME, Koh Soo Ping Last Login: 28/06/2022 | 10:07 Logout

Dashboard Projects Submissions Correspondence More Search Advanced search

Submission Package File(s)

S0088: The package document request has been successfully queued for process. You may download your package file from your inbox after you received a successful notification email.

Transaction No. : TX20220628-99982

Transaction Type : Both

Package By : Koh Soo Ping

Package Date : 28/06/2022 | 10:07

[Back to Submission Page](#)

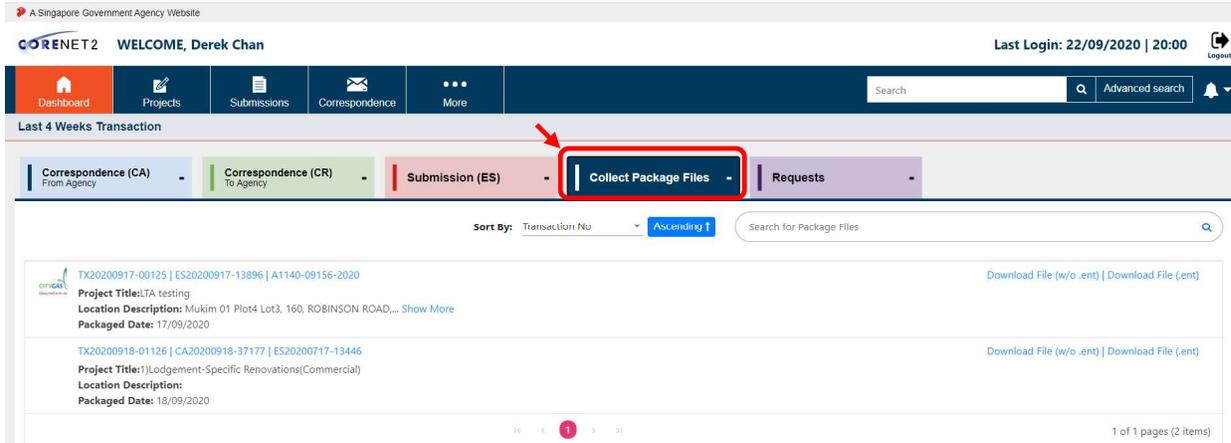
	Additional Information:
<ul style="list-style-type: none">— The downloaded document(s) will be packaged into a zip file. Once the package file is ready for downloading, an email will be sent to the requestor.— To download packaged file, please refer to Chapter 32 (Collect Multiple Files Download Package).	



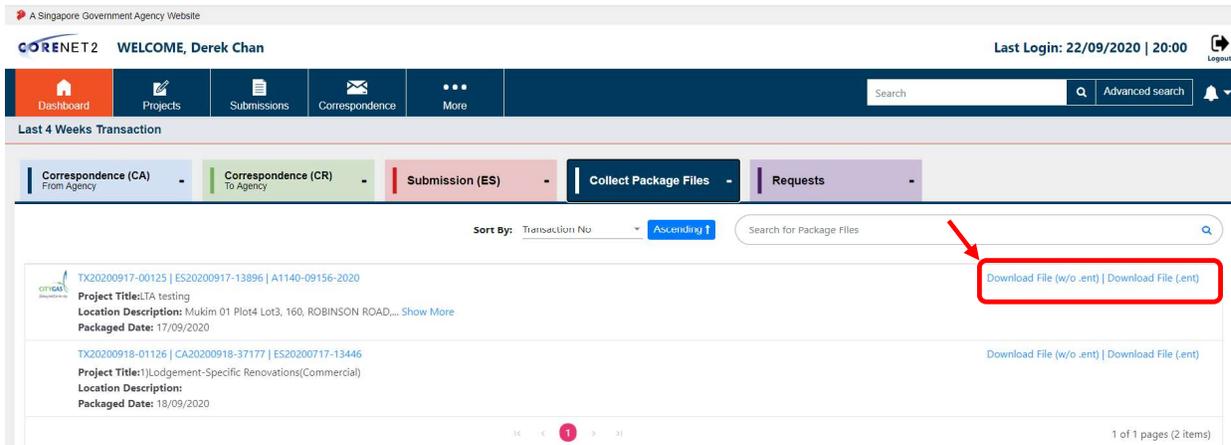
7.13 Portal : Collect Multiple Files Download Package

7.13.1 Login to <https://www.corenet2-ess.gov.sg>.

7.13.2 Under **Dashboard**, click on **Collect Package Files** tab. The list of package files transaction will be displayed.



7.13.3 Click on the package type link.



7.13.4 Depending on Internet Browser, there may be prompt displayed. Click on **Save** button.



7.13.5 Select a designated location to save the package and click on **Save** button.

The screenshot shows the CORENET 2.0 dashboard for user Derek Chan. The top navigation bar includes 'Dashboard', 'Projects', 'Submissions', 'Correspondence', and 'More'. A search bar and 'Advanced search' button are also present. Below the navigation bar, there is a 'Last 4 Weeks Transaction' section with summary cards for 'Correspondence (CA) 119', 'Correspondence (CR) 44', 'Submission (ES) 143', 'Collect Package Files 7', and 'Requests 7'. The main content area displays a list of transactions, sorted by 'Transaction No' in ascending order. Each transaction entry includes a transaction ID, project title, location description, and packaged date. A red arrow points to the 'Download File (w/o .ent)' link for the transaction with ID CA20210517-3847. Below the list, a file download dialog is open, showing the filename 'CA20210517-3847...zip' and a 'Show all' button. The dialog box is highlighted with a red rectangle.



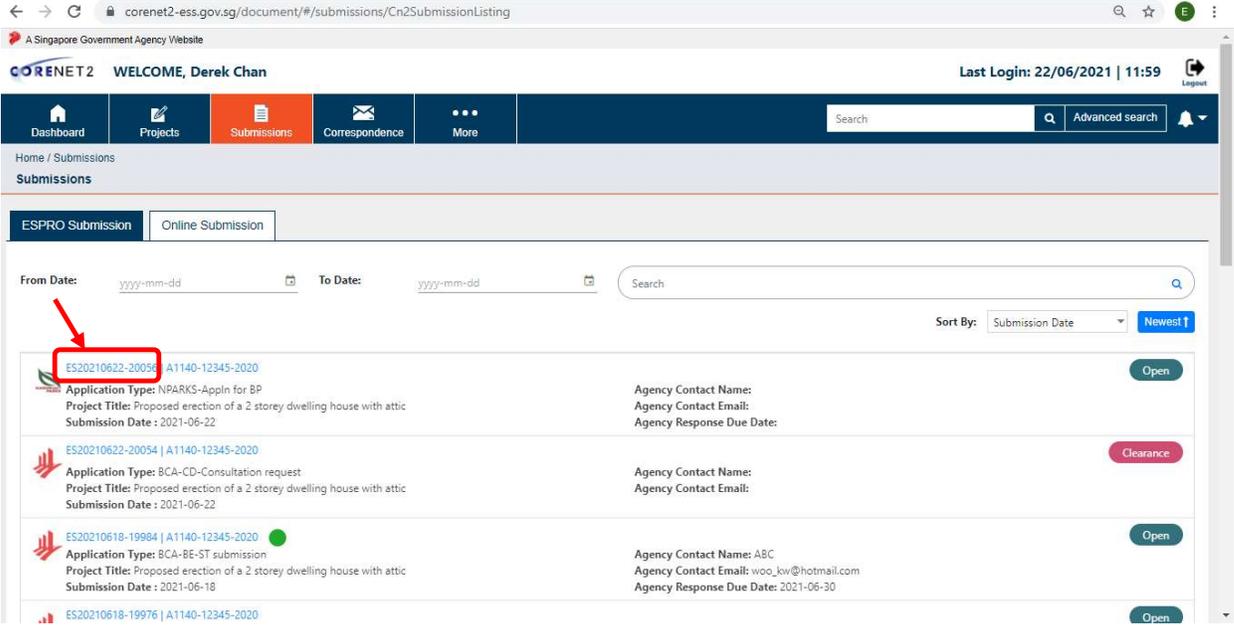
7.13.6 The package files are displayed.

	Additional Information:
<ul style="list-style-type: none">– The download link available in the Package Request list depends on the type of package request that the user had selected.– The Submission/Correspondence files will be downloaded as a ZIP file.– If you have clicked on the Download File (ent) link to download your Submission/Correspondence Package, please refer to http://www.corenet.gov.sg/integrated_submission/esub/NDS_AVI/NDS%20Electronic%20User%20Guide.html for the steps to extract the Submission/Correspondence files.– For more information on Download File (Netrust token required) or Open File (No Netrust token required), please refer to Appendix 4 (Definitions, Acronyms and Abbreviations).	

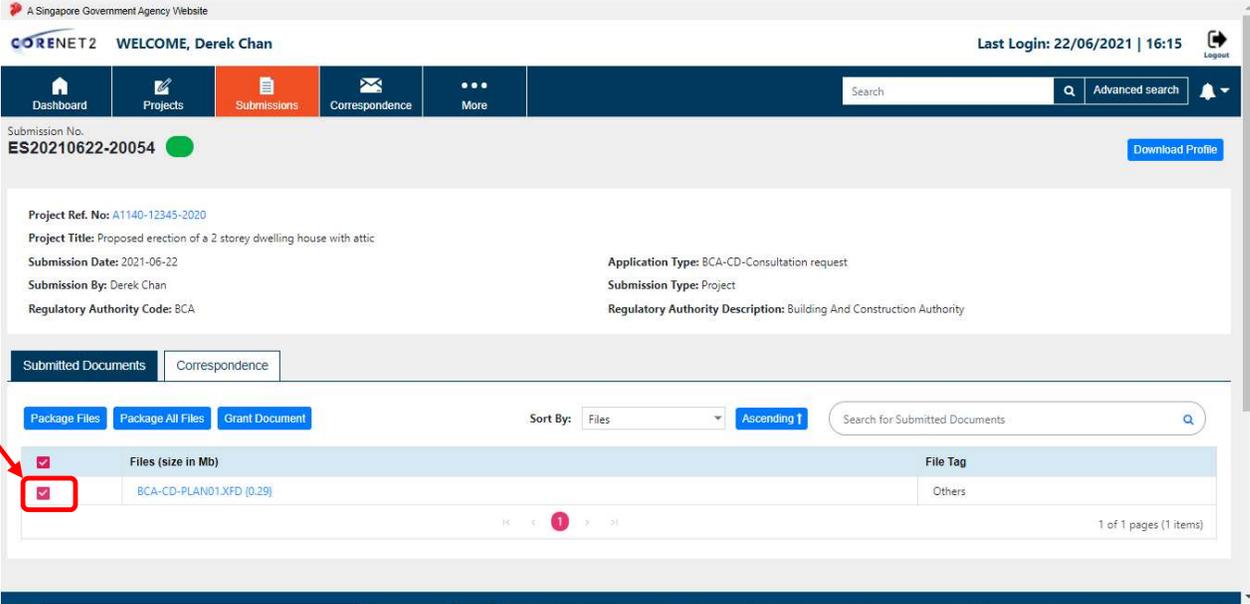


7.14 Portal - Grant Document Access

- 7.14.1 Login to <https://www.corenet2-ess.gov.sg>.
- 7.14.2 Search for the submission using steps shown in [Chapter 7.9 \(Search & View Submission \(ES\)\)](#).
- 7.14.3 To view or locate the submitted files, click on the **Submission Link**.

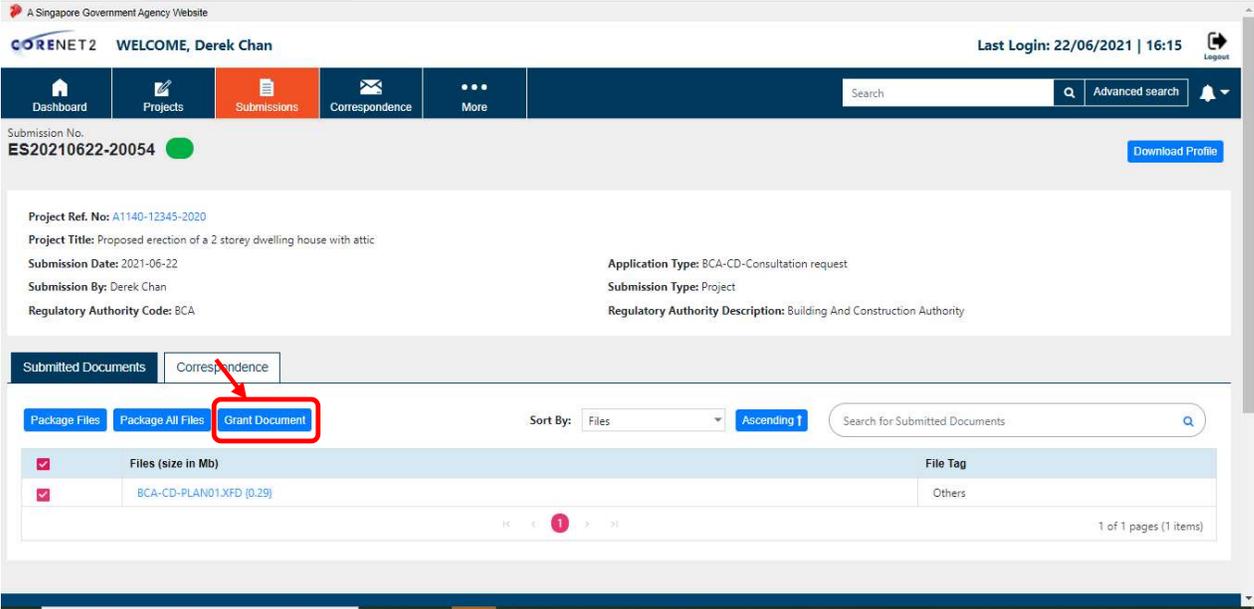


7.14.4 Tick the checkbox in front of the **SubmittedDocument Name**.

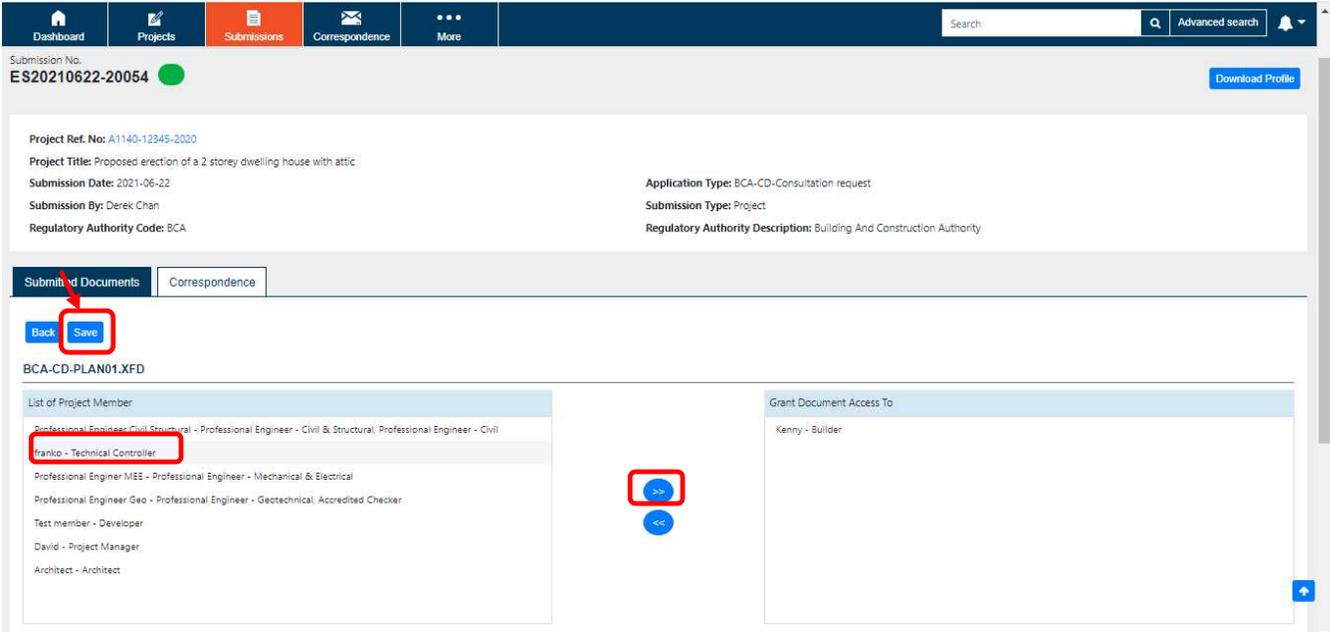




7.14.5 Click on the **Grant Document** button.



7.14.6 Select the project member(s) whom you would like to grant them the rights to access the documents and click on the **Save** button.

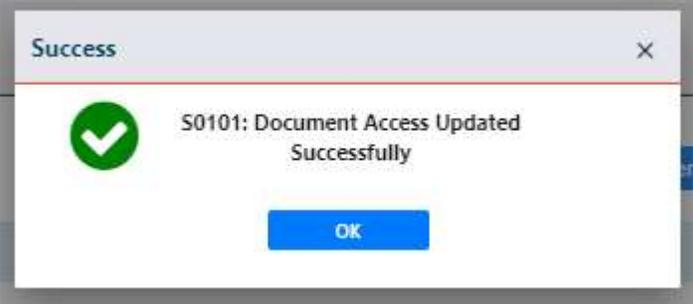


 **Additional Information:**

- The project member(s) whom you grant them the rights to access the documents **MUST** be an existing CORENET e-Submission System user.
- Project member(s) without a CORENET e-Submission System account will be listed in the Non CORENET e-Submission Registered User listing.



7.14.7 Upon successful granting of document access, the following dialog box will be displayed.

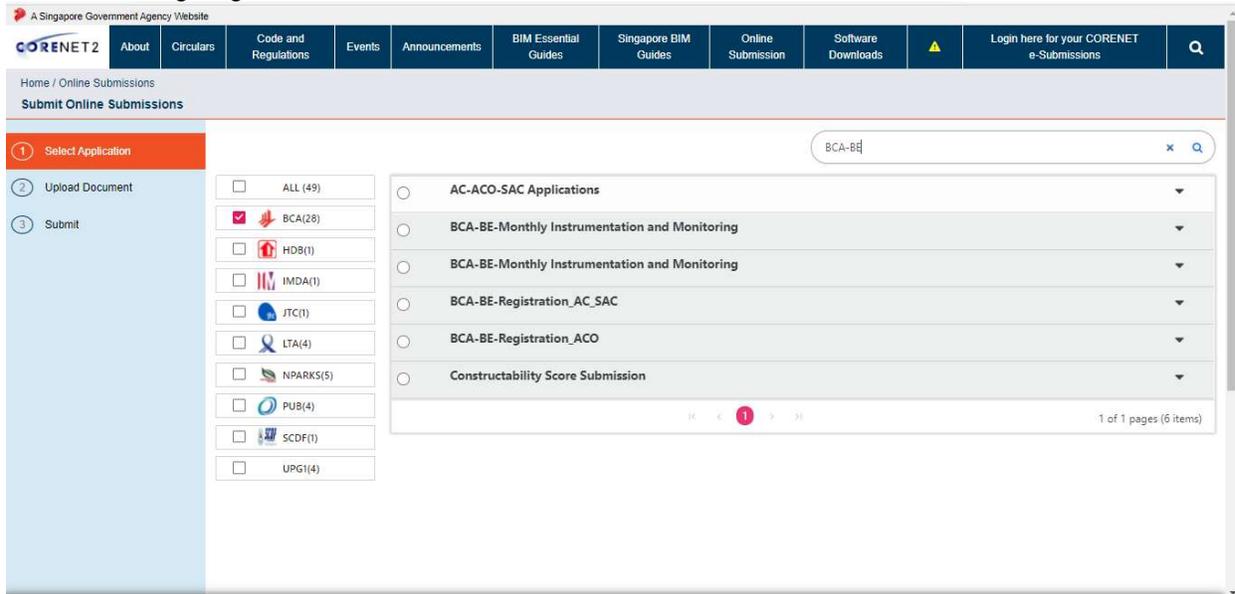




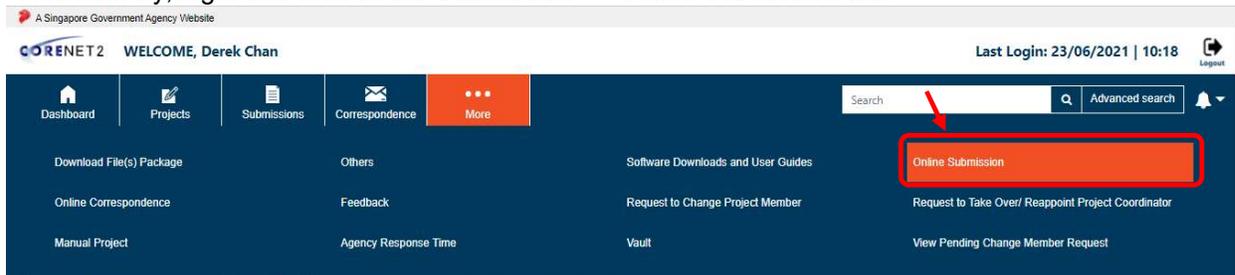
7.15 Portal - Download Application Forms

7.15.1 Login to <https://www.corenet2-ess.gov.sg>.

7.15.2 In the Landing Page, click Online Submission link.

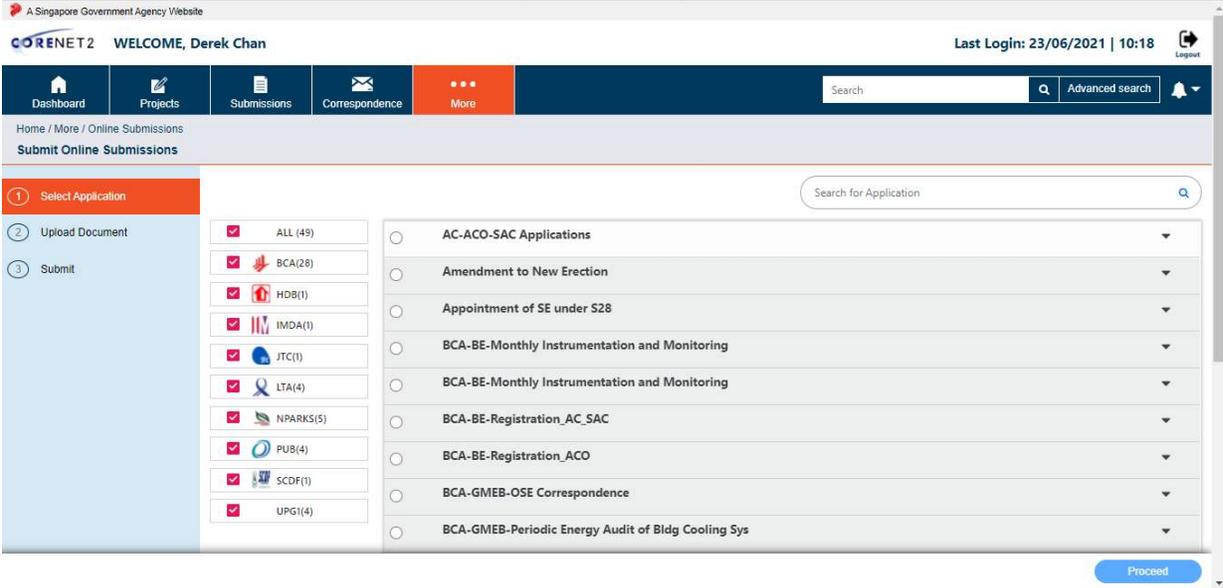


7.15.3 Alternatively, login and click on the Submission >> Online Submission tab.

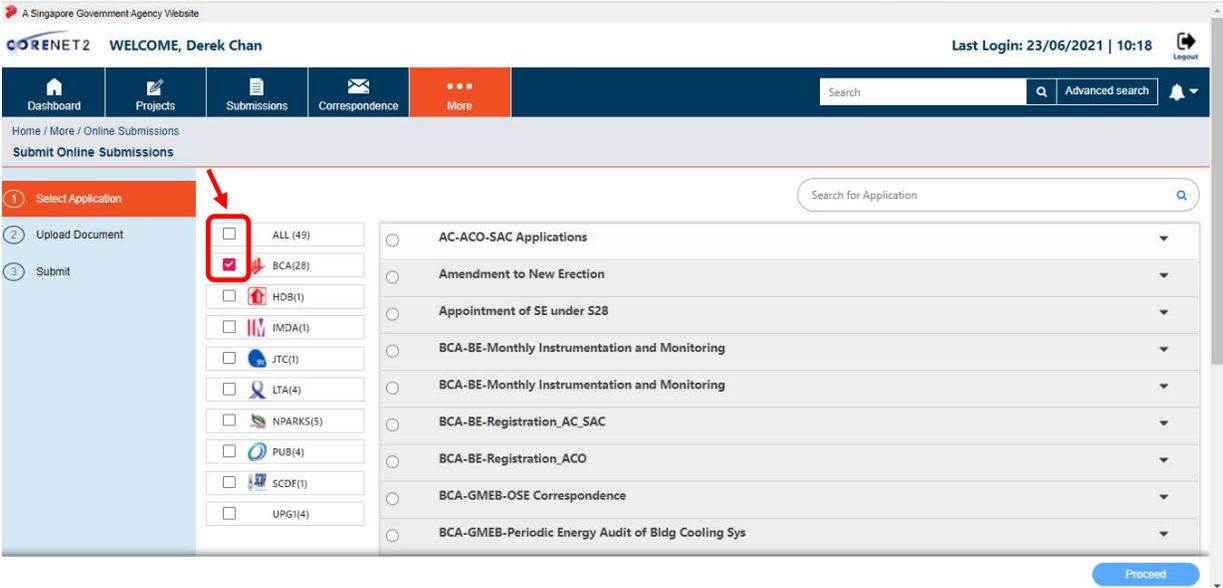




7.15.4 The list of Online Submission Application Types for all Agencies will be displayed.

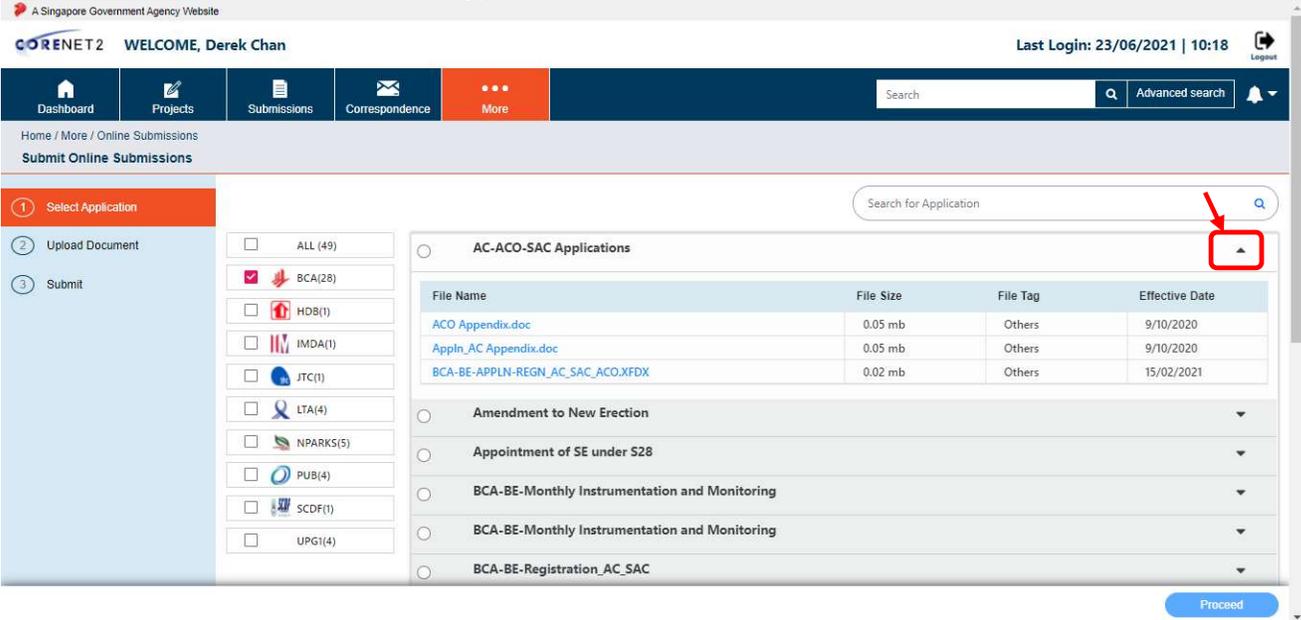


7.15.5 On the left panel, tick or untick the checkboxes in front of “All” and other Agencies to select the Agency.

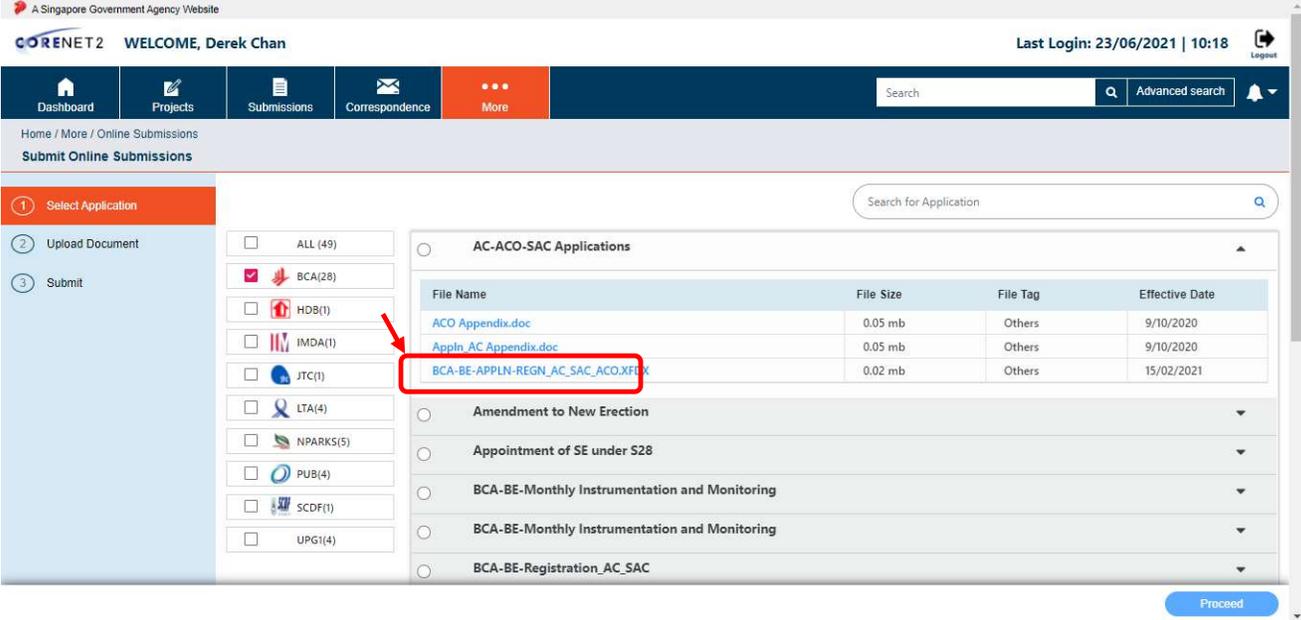




7.15.6 Click on  to expand the Application Type.



7.15.7 Click on the Document Name link.





7.15.8 Notification will appear to show the status of file download.

The screenshot shows the CORENET 2.0 web interface. A red box highlights a download notification in the top right corner of the browser window. The notification displays the file name "BCA-BE-APPLN-REGN_AC_SAC_ACO (4).XFDX", a progress bar, and the text "0 B/s - 22.4 KB of 22.4 KB". A red arrow points from the notification to the browser's address bar.

The main content area shows the "Submit Online Submissions" page. On the left, there are three steps: "1 Select Application", "2 Upload Document", and "3 Submit". A list of application categories is shown, including ALL (49), BCA(28), HDB(1), IMDA(1), JTC(1), LTA(4), NPARKS(5), PUB(4), SCDF(1), and UPGI(4). The "AC-ACO-SAC Applications" section is expanded, showing a table with the following data:

File Name	File Size	File Tag	Effective Date
ACO Appendix.doc	0.05 mb	Others	9/10/2020
Appln_AC Appendix.doc	0.05 mb	Others	9/10/2020
BCA-BE-APPLN-REGN_AC_SAC_ACO.XFDX	0.02 mb	Others	15/02/2021

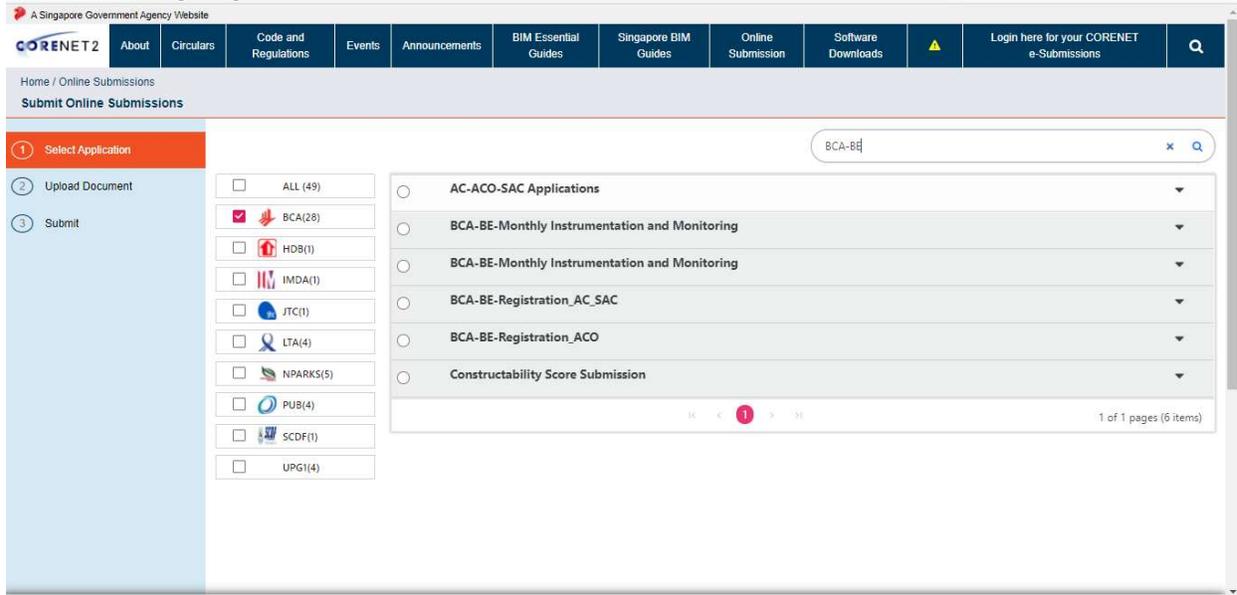
Below the table, there is a list of application types with radio buttons: "Amendment to New Erection", "Appointment of SE under S28", "BCA-BE-Monthly Instrumentation and Monitoring", "BCA-BE-Monthly Instrumentation and Monitoring", and "BCA-BE-Registration_AC_SAC". A "Proceed" button is located at the bottom right of the page.



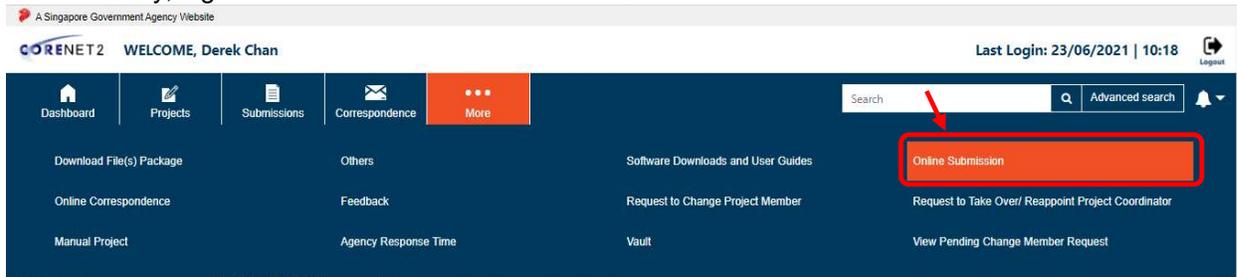
7.16 Portal - Submit Online Submission (ES)

7.16.1 Login to <https://www.corenet2-ess.gov.sg>.

7.16.2 In the Landing Page, click Online Submission link.

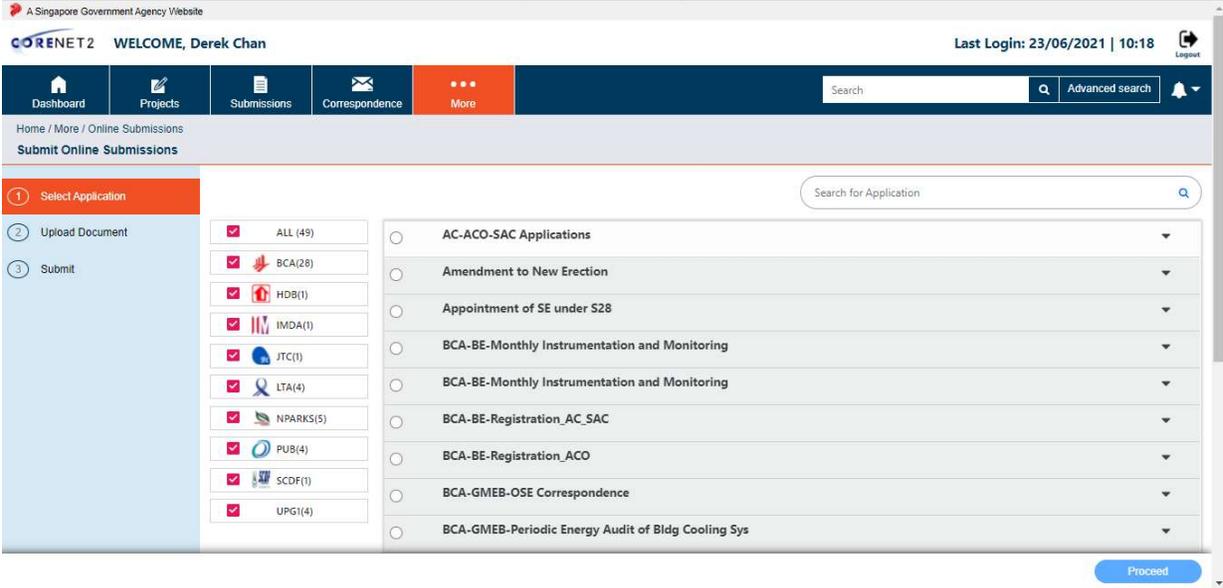


7.16.3 Alternatively, login and click on the Submission >> Online Submission tab.

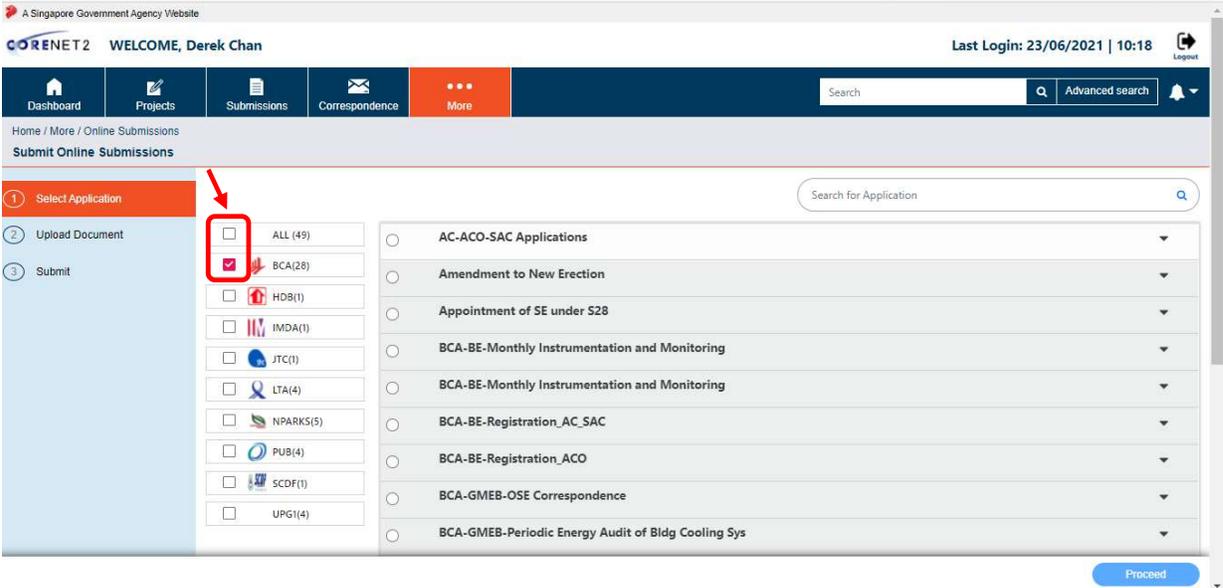




7.16.4 The list of Online Submission Application Types for all Agencies will be displayed.

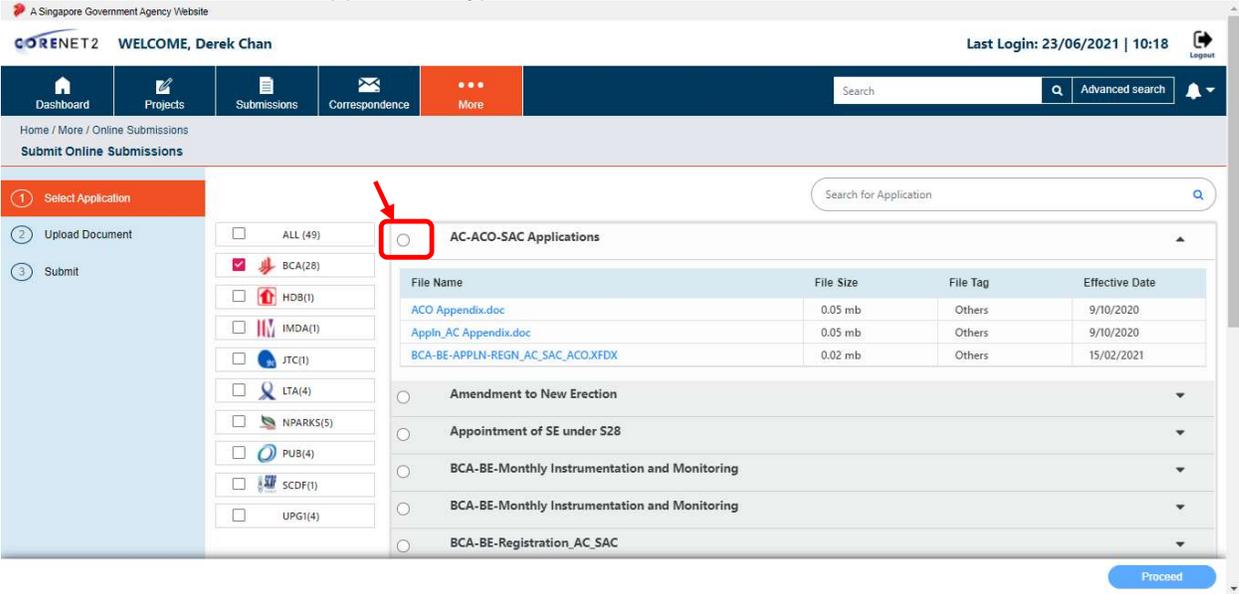


7.16.5 On the left panel, tick or untick the checkboxes in front of “All” and other Agencies to select the Agency.

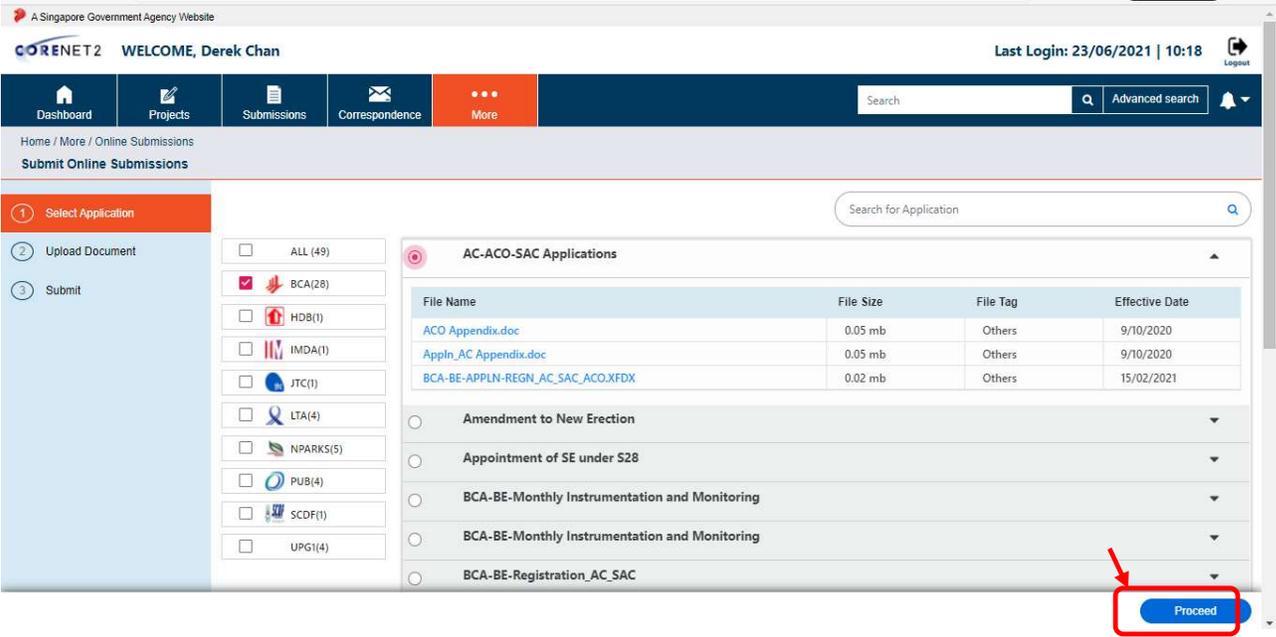




7.16.6 Click on  to select the Application Type.

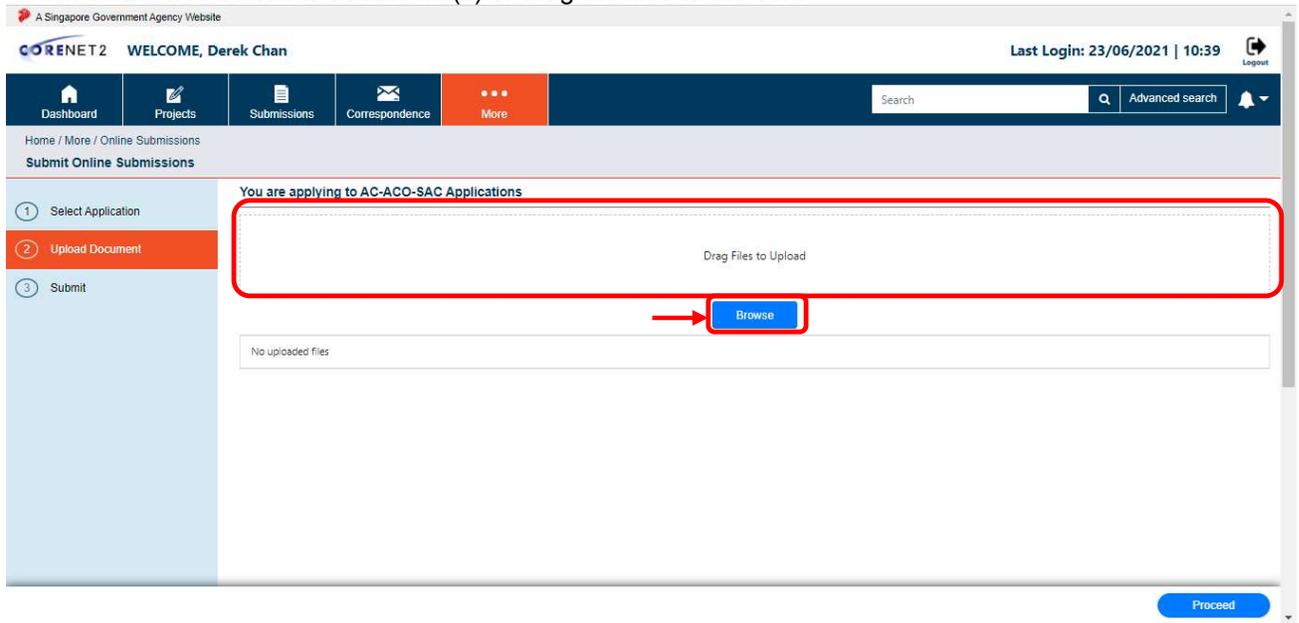


7.16.7 Click on the Proceed button.

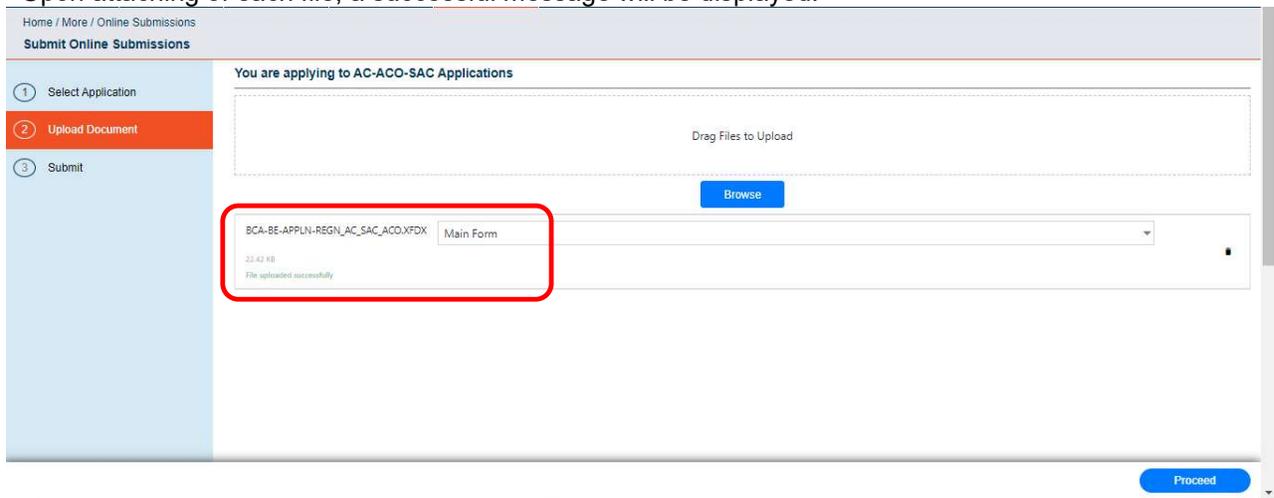




7.16.8 Click on Browse button to add the file(s) or drag the files to the box.



7.16.9 Upon attaching of each file, a successful message will be displayed.

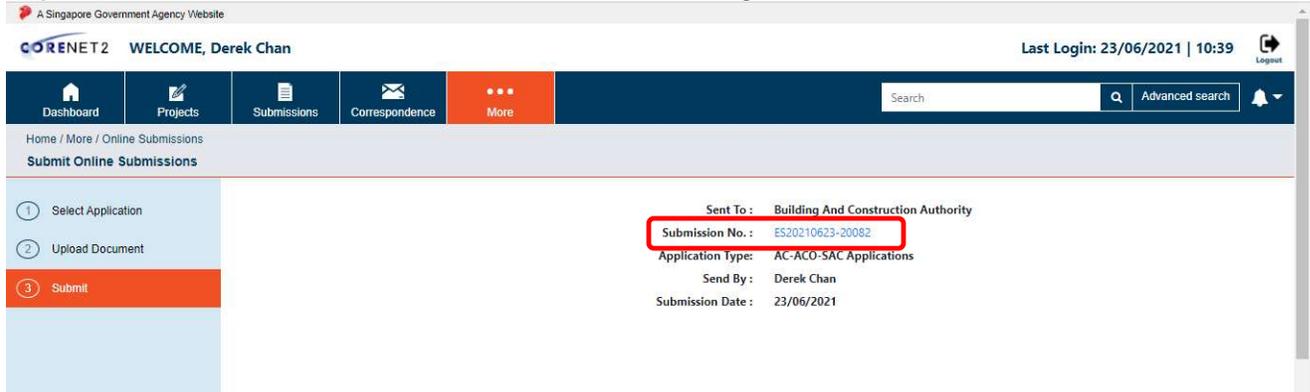


	Additional Information:
<ul style="list-style-type: none"> - You can attach MULTIPLE FILES at a time. - To delete attached files, tick on the checkbox(es) and click on the X button. - When the file(s) has/have been successfully attached, the file(s) details will be reflected under the 'Uploaded Files' section. 	

7.16.10 Click on the **Proceed** button.



7.16.11 Upon successful submission, a **Submission Number** will be generated.



	Additional Information:
<ul style="list-style-type: none">- Upon successful submission, an Acknowledgement Slip will be sent to the applicant to confirm that the submission has been successfully registered in CORENET eSS.	



7.17 Online Submission: Submit Online Correspondence (CR)

- 7.17.1 Login to <https://www.corenet2-ess.gov.sg>.
- 7.17.2 Under **MoreMenu**, click **Online Correspondence** button.
- 7.17.3 The Online Correspondence page will be displayed.

A Singapore Government Agency Website

CORENET 2 WELCOME, Derek Chan Last Login: 23/06/2021 | 10:45 Logout

Dashboard Projects Submissions Correspondence More Search Advanced search

Home / More / Online Correspondence

Submit Online Correspondence

1 Correspondence Details Submission Details

2 Upload Document

3 Submit

Reference Submission No.*:

Submit To*: Building And Construction Authority

Application Type: Correspondence to Agency

Submit By: Derek Chan

Submit Date: 2021-06-23

Next >

- 7.17.4 Key in the **ReferenceSubmission No** and click **Next** button.

Home / More / Online Correspondence

Submit Online Correspondence

1 Correspondence Details Submission Details

2 Upload Document

3 Submit

Reference Submission No.*: ES20210623-20082

Submit To*: Building And Construction Authority

Application Type: Correspondence to Agency

Submit By: Derek Chan

Submit Date: 2021-06-23

Next >



Notes:

- The **Reference Submission No.** field is mandatory for Correspondence submission.
- The **Application Type** field will automatically show **'Correspondence to agency'** when **'Correspondence'** is selected.



7.17.5 Click on the **Browse** button to attach supporting file(s).

The screenshot shows the 'Submit Online Correspondence' interface. On the left, a sidebar contains three steps: '1 Correspondence Details', '2 Upload Document' (highlighted in orange), and '3 Submit'. The main area is titled 'Upload List' and contains a large dashed box with the text 'Drag Files to Upload'. Below this box is a blue 'Browse' button, which is highlighted with a red rectangular box. At the bottom of the main area, it says 'No uploaded files'. At the bottom right of the page, there are two buttons: '< Back' and 'Submit'.

Additional Information:

- You can **ONLY** attach **one** file at a time.
- To delete attached files, tick on the checkbox(es) and click on the **Delete File(s)** button.
- When the file(s) has/have been successfully attached, the file(s) details will be reflected under the **'Files Attached** and **'File Size'** column.
- Please do not click on the **'Attach File'** button if the attached file(s) details is/are not reflected under the **'Files Attached** column.

7.17.6 A successful message will be displayed upon successful attaching file(s).

The screenshot shows the 'Submit Online Correspondence' interface after a file has been uploaded. The 'Upload List' area now contains a file entry: 'BCA-BE-APPLN-REGN_AC_SAC_ACO.XFDX' with a size of '22.42 KB' and a green status message 'File uploaded successfully'. The 'Browse' button is highlighted with a red rectangular box. The 'Submit' button at the bottom right is also visible.

7.17.7 Click on the **Submit** button.

The screenshot shows the 'Submit Online Correspondence' interface with the file 'BCA-BE-APPLN-REGN_AC_SAC_ACO.XFDX' (22.42 KB) successfully uploaded. The 'Submit' button at the bottom right is highlighted with a red rectangular box.



7.17.8 Upon successful submission, a **Correspondence Number** will be generated.

Dashboard Projects Submissions Correspondence More

Home / More / Online Correspondence

Submit Online Correspondence

1 Correspondence Details

2 Upload Document

3 Submit

Correspondence No.: CR20210623-03039

Submission No.: ES20210623-20082

Send By: Derek Chan

Sent To: Building And Construction Authority

Send Date: 2021-06-23

 **Additional Information:**

- Upon **successful submission**, an Acknowledge Slip will also be sent to the applicant to confirm that the submission has been successfully registered in CORENET eSS.



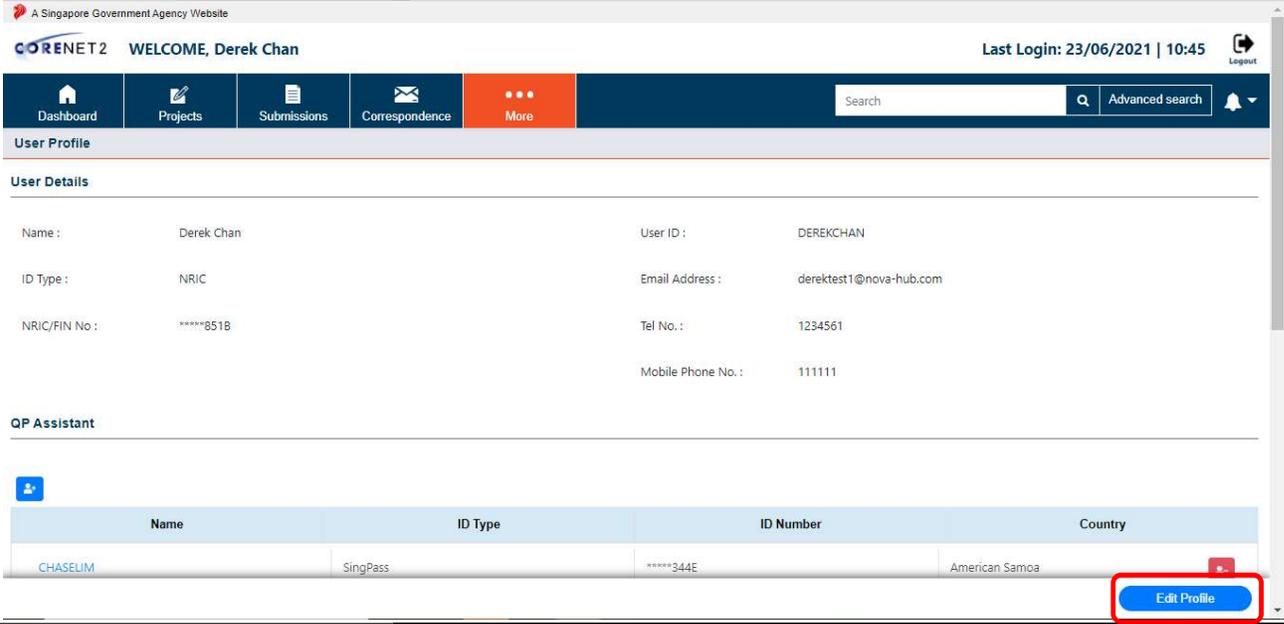
7.18 Portal - Update User Profile

7.18.1 Login to <https://www.corenet2-ess.gov.sg>.

7.18.2 Click on **User Name** link



7.18.3 Click on the **Edit Profile** button.





7.18.4 Make the **necessary changes** and click on the **Save** button to save the changes.

A Singapore Government Agency Website
CORENET 2 WELCOME, Derek Chan Last Login: 23/06/2021 | 10:45 Logout

Dashboard Projects Submissions Correspondence More Search Advanced search

User Profile

User Details

Name*: Derek Chan User ID: DEREKCHAN
ID Type: NRIC Email Address*: derektest1@nova-hub.com
NRIC/FIN No: *****851B Tel No.*: 1234561
Mobile Phone No.: 111111

Change Password

Current Password:
New Password:
Confirm New Password:

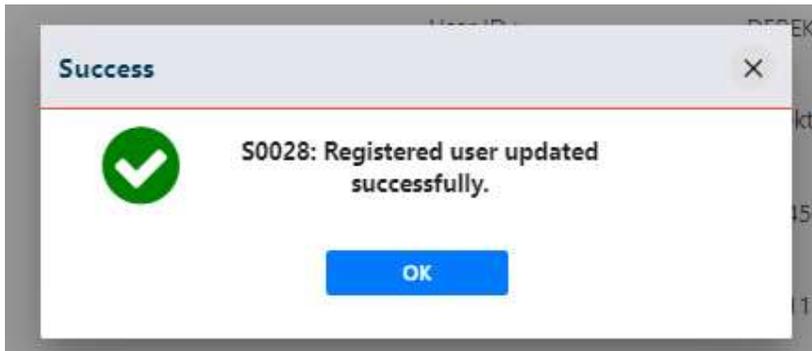
Back Reset Save



Notes:

- **User ID and Identification details (eg. ID Type, ID No and Country) are NOT** editable.

7.18.5 Upon successful updating of User Profile, the following message will be displayed.





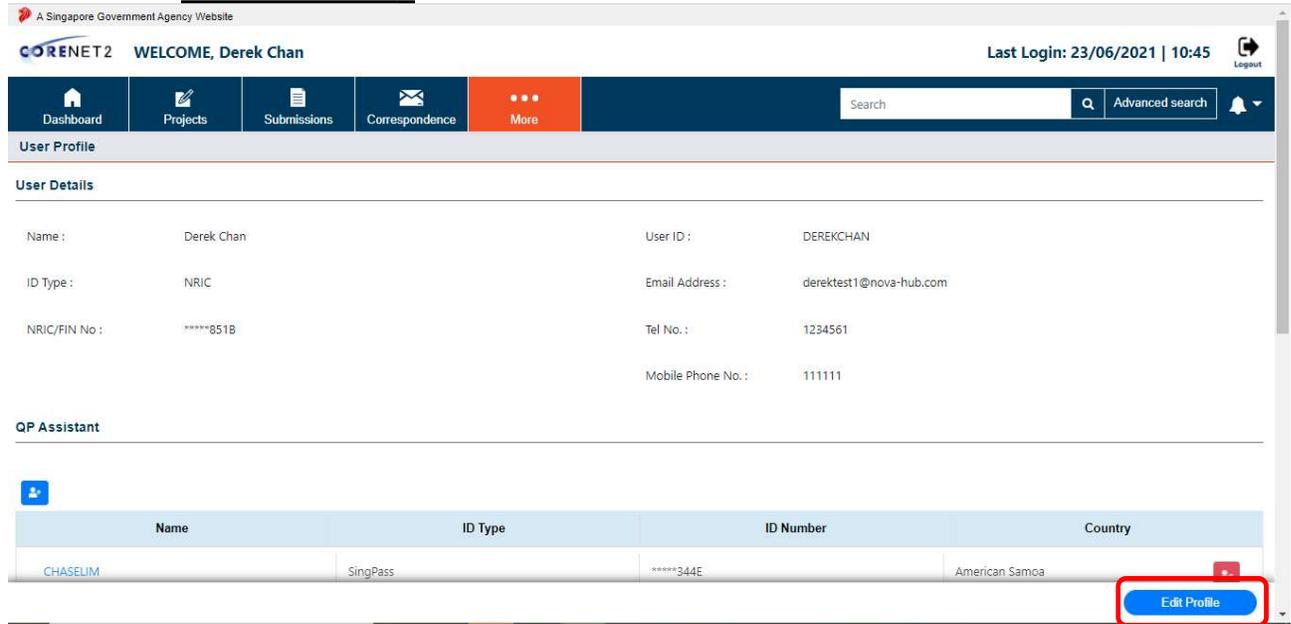
7.19 Portal - Add QP Assistant

7.19.1 Login to <https://www.corenet2-ess.gov.sg>.

7.19.2 Click on **User Name** link



7.19.3 Click on the **Edit Profile** button.



7.19.4 Under QP Assistant, click on  button.

7.19.5 The QP Assistant Details page will be displayed. Enter the details of the QP Assistant.



CORENET 2 WELCOME, Derek Chan Last Login: 23/06/2021 | 10:45

Dashboard Projects Submissions Correspondence More Search Advanced search

QP Assistant Profile

QP Assistant Details

Salutation*: Mr. Name*:
Email Address*: Login Type*: SingPass CorpPass
Address Type*: Formatted Unformatted ID Number*:
Postal Code*: ID Type: NRIC
Building Name: Telephone No.:
House/Block No.: Country*:
Level No.: Mobile Number*:
Unit No.:
Road Name*: Select a Road

Back Reset Save

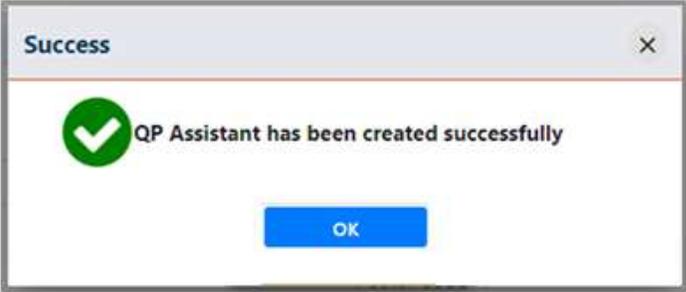
Additional Information:

- QP Assistant can be registered with Singpass or CorpPass.
- A QP can register to maximum 30 QP Assistants.

7.19.6 Click **Save** to proceed.



7.19.7 A successful prompt will be displayed.

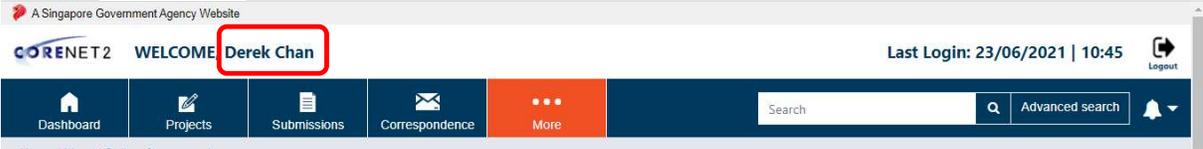




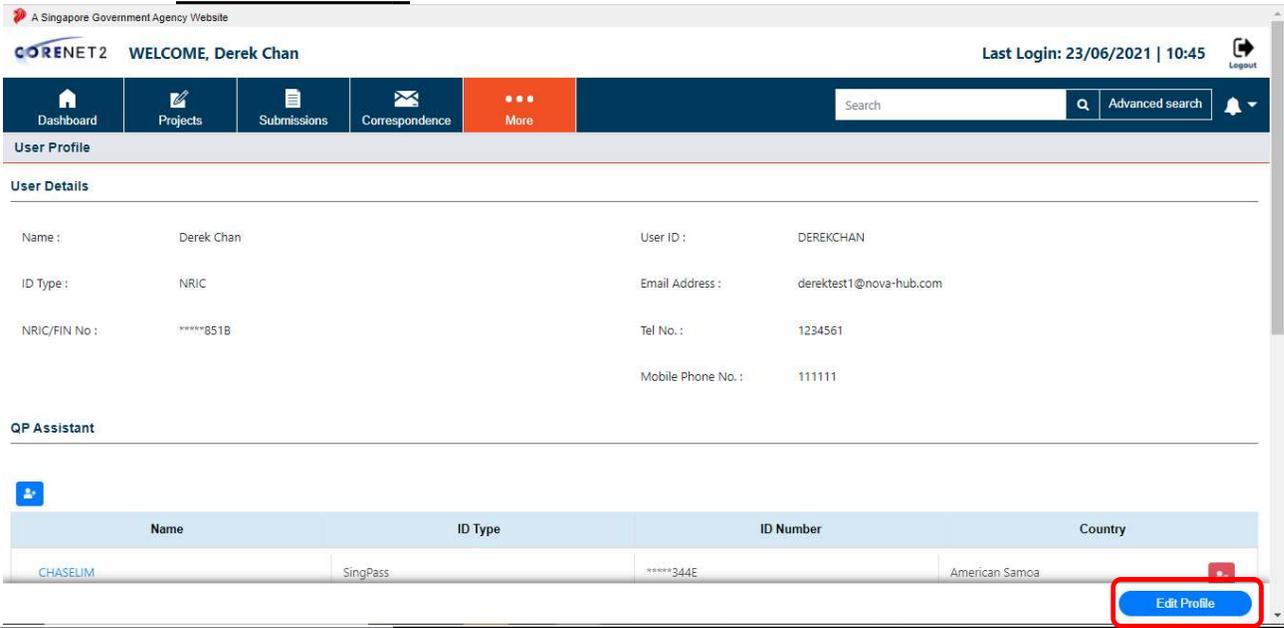
7.20 Portal - Change Password

7.20.1 Login to <https://www.corenet2-ess.gov.sg>.

7.20.2 Click on **User Name** link



7.20.3 Click on the **Edit Profile** button.





7.20.4 Fill in the existing Password as well as the “**New Password**”.Reconfirm your new Password in the “**Confirm New Password**” field.

A Singapore Government Agency Website
CORENET 2 WELCOME, Derek Chan
Last Login: 23/06/2021 | 11:14 Logout

Dashboard Projects Submissions Correspondence More

Search Advanced search

User Profile

User Details

Name*: Derek Chan User ID: DEREKCHAN
ID Type: NRIC Email Address*: derektest1@nova-hub.com
NRIC/FIN No.: *****8518 Tel No.*: 1234561
Mobile Phone No.: 111111

Change Password

Current Password:
New Password:
Confirm New Password:

Back Reset Save

7.20.5 Click on the **Save** button to save the changes.



7.20.6 A confirmation dialog box will be displayed. Click on the **OK** button.

7.20.7 Upon successful change of password, the following dialog box will be displayed.

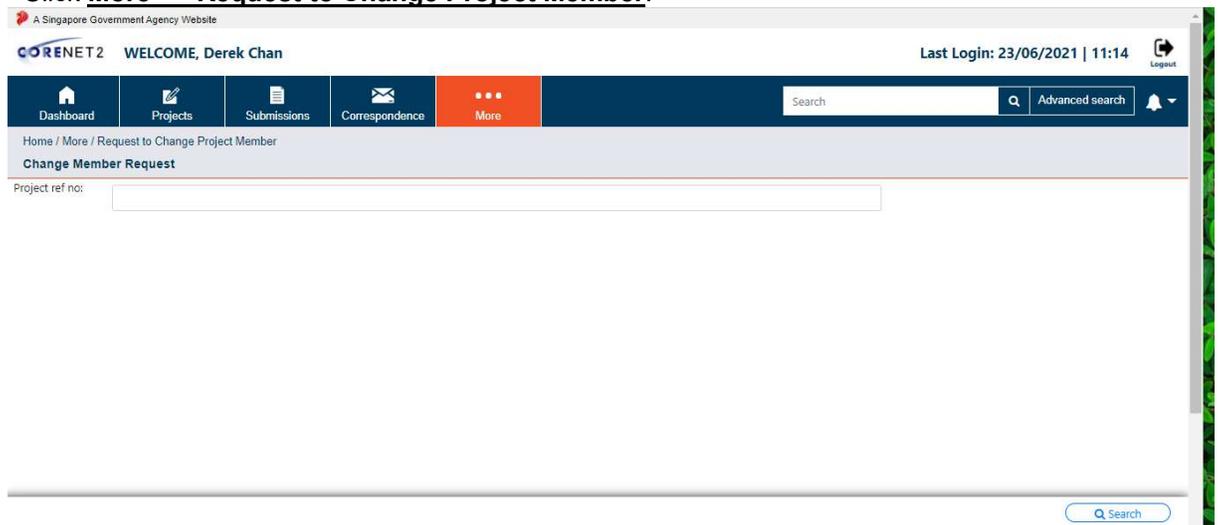


7.21 Portal - Request to Add Member

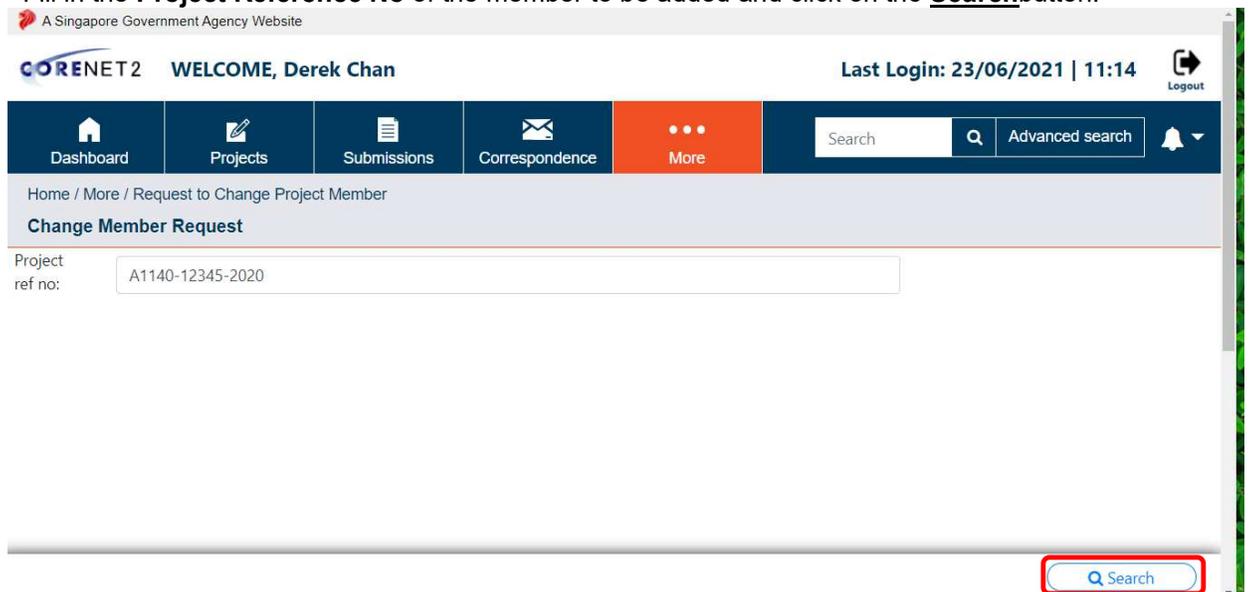
	<p>Additional Information:</p>
<ul style="list-style-type: none"> - This function is applicable if you are not the existing member and requesting to be a member in the project. 	

7.21.1 Login to <https://www.corenet2-ess.gov.sg>.

7.21.2 Click **More >> Request to Change Project Member**.



7.21.3 Fill in the **Project Reference No** of the member to be added and click on the **Search** button.





7.21.4 The member details page will be displayed. Fill in the new member's details.

 **Additional Information :**

- A Professional Number is required when adding the following roles to the member:
 - o Accredited Checker (AC)
 - o Accredited Checker Organisation (ACO)
 - o Architects (A)
 - o Licensed Electrical Worker
 - o Licensed Gas Service Worker
 - o Licensed Water Service Plumber
 - o Professional Engineer (PE)
 - o Registered Inspector (RI)
 - o Registered Surveyor (RS)
- Please do not include the Professional Alphabet (e.g. A or E) when entering the Professional No.

7.21.5 For Qualified Person(s), their Professional/License number is required. Fill in the Professional/License number and click on the **OK** button.



	Additional Information:
— Please do not include the Professional Alphabet (e.g. A or E) when entering the Professional No.	

7.21.6 Enter the UEN No and click . Firm Name will be prepopulated.

7.21.7 Enter the Postal Code and click . The Address details (Building Name, House/Block No and Road Name) will be prepopulated.

Address Details

Address Type* Formatted Unformatted

Building Name House/Block No.

Level No.

Road Name* Postal Code*

7.21.8 Click on the **Browse** button to select file(s).

Upload List*

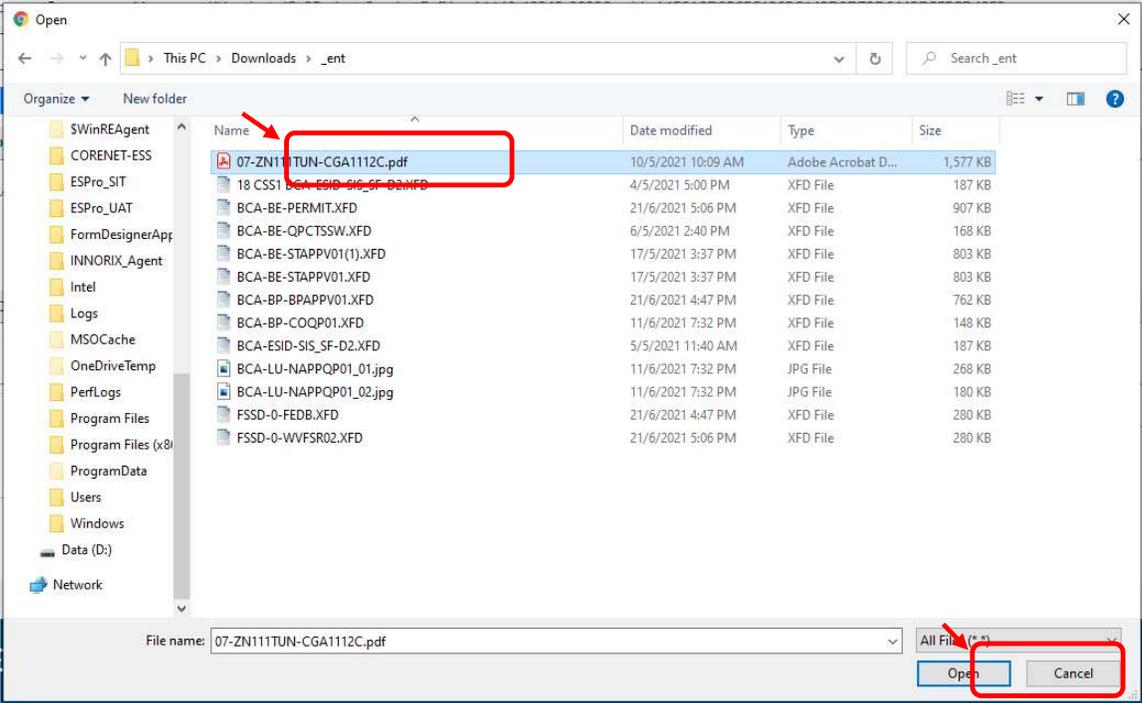
Drag Files to Upload



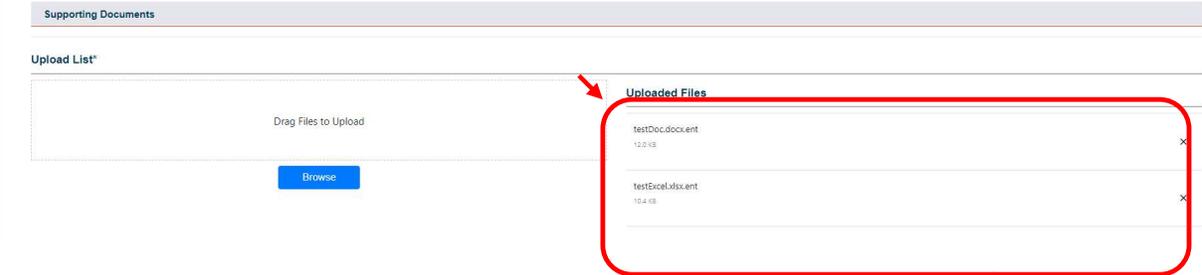
Uploaded Files



7.21.9 Select the file(s) and click on the **Open** button.



7.21.10 Upon attaching of each file, the file name will be listed in the Uploaded Files section.

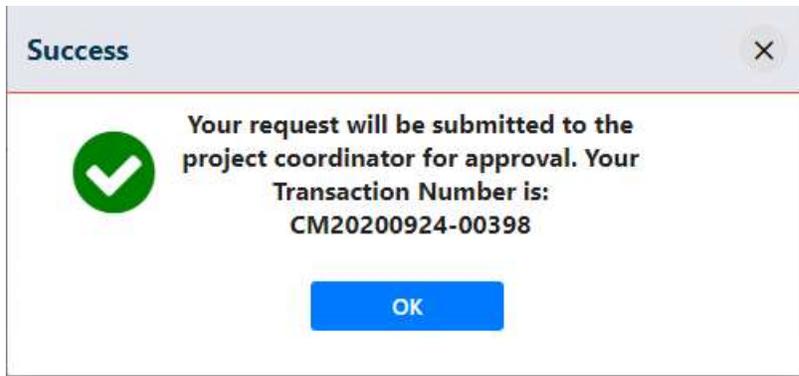


Additional Information:

- You can attach **MULTIPLE FILES** at a time.
- To delete attached files, tick on the checkbox(es) and click on the **X** button.
- When the file(s) has/have been successfully attached, the file(s) details will be reflected under the **'Uploaded Files'** section.

7.21.11 Click on the **Save** button.

7.21.12 Upon successful adding of project member, the following message will be displayed.



A yellow notepad icon with a pencil.	Additional Information:
<ul style="list-style-type: none">- An Acknowledgement Slip will be emailed upon successful adding of the project member.- Request will be forwarded to the Project Coordinator for approval. Refer to Chapter 7.24 (Process Change of Member Requests).- Upon successful adding of the project member, update the project profile shown in Chapter 7.8 (Retrieve Updated Project / Member Information).	

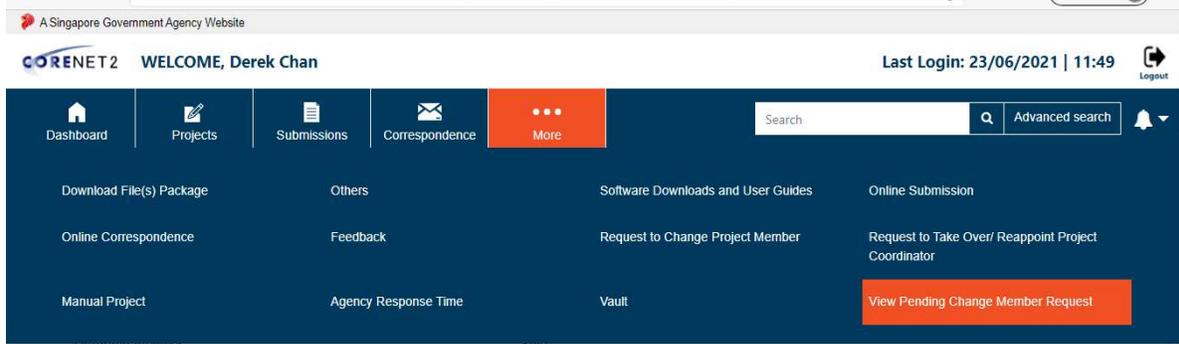


7.22 Portal - Process Change of Member Requests

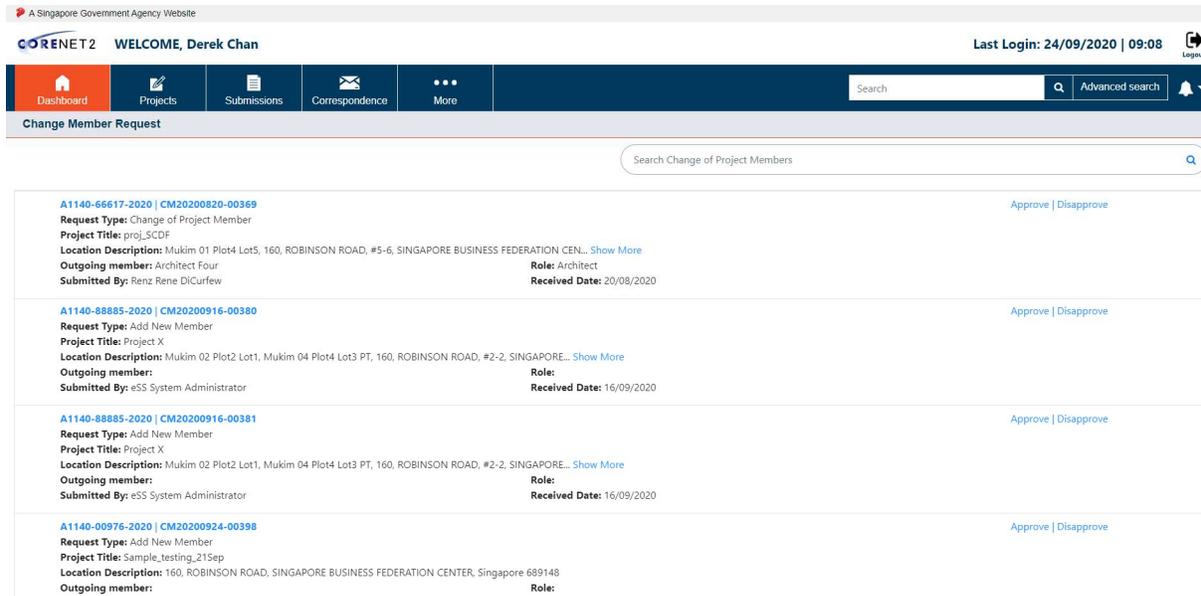
	Additional Information:
<ul style="list-style-type: none"> - This function is applicable if you are login as the Project Coordinator or the QP Assistant for the Project Coordinator. 	

7.22.1 Login to <https://www.corenet2-ess.gov.sg>.

7.22.2 Under **More** Menu, click View Pending Change Member Request.

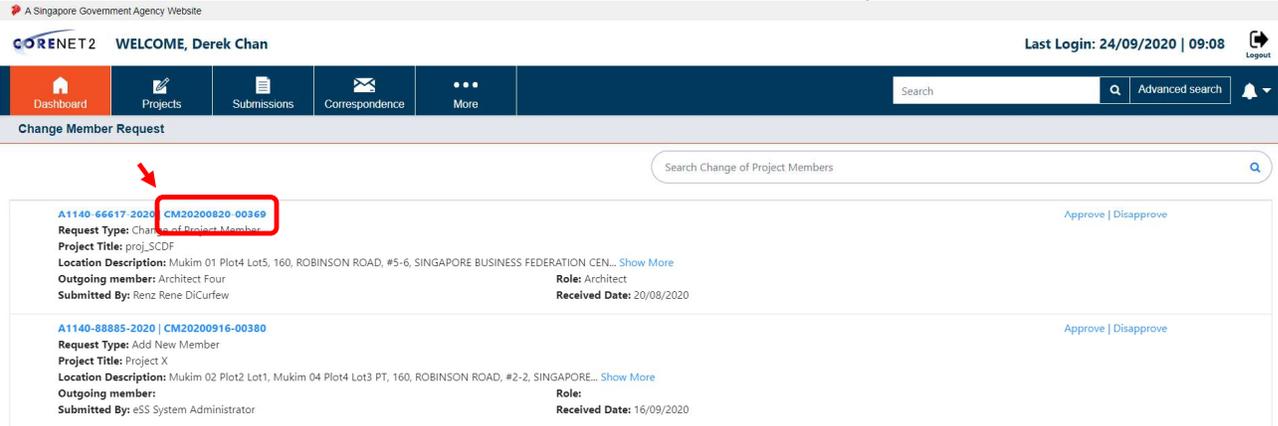


7.22.3 The list of Change of Member requests to be processed will be displayed.





7.22.4 Click on the **Transaction No** link to view the details of the member to be processed.



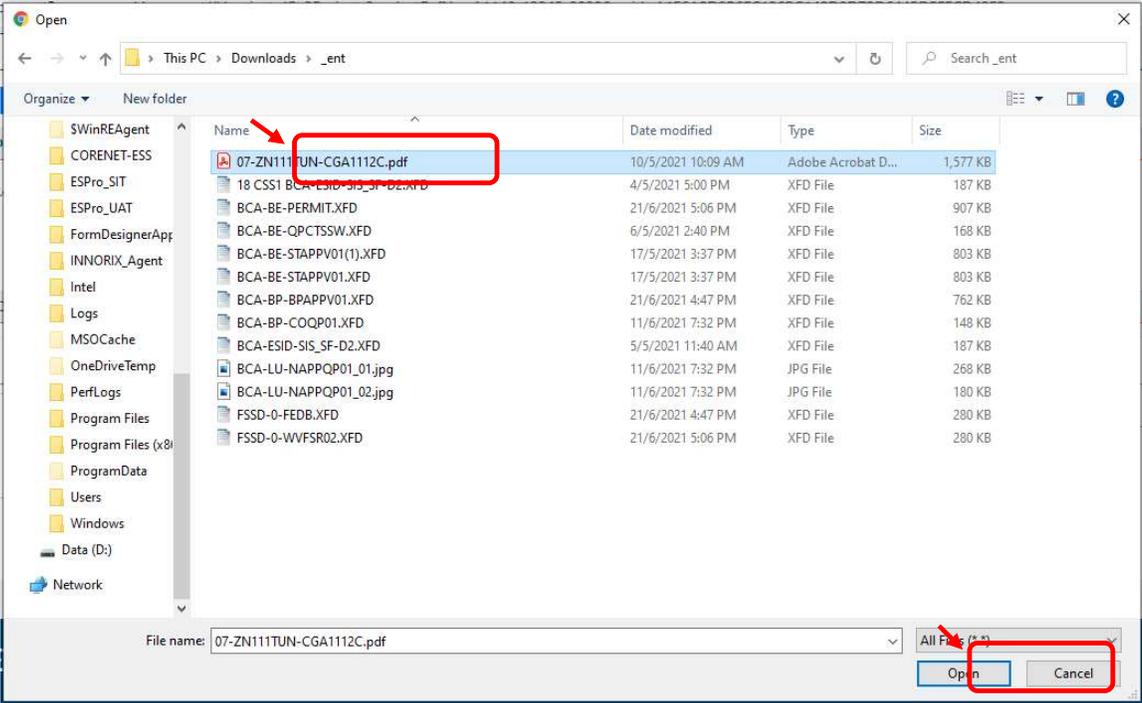
7.22.5 The details of the Change of Member details will be displayed.

7.22.6 Click on the **Document Name** link to download and view the supporting documents attached.

7.22.7 Click on the **Browse** button to attach supporting file(s).



7.22.8 Select the file(s) and click on the **Open** button.





7.22.9 Upon attaching of each file, the file name will be listed in the Uploaded Files section.

	Additional Information:
<ul style="list-style-type: none">- You can attach MULTIPLE FILES at a time.- To delete attached files, tick on the checkbox(es) and click on the X button.- When the files(s) has/have been successfully attached, the file(s) details will be reflected under the 'Uploaded Files' section.	

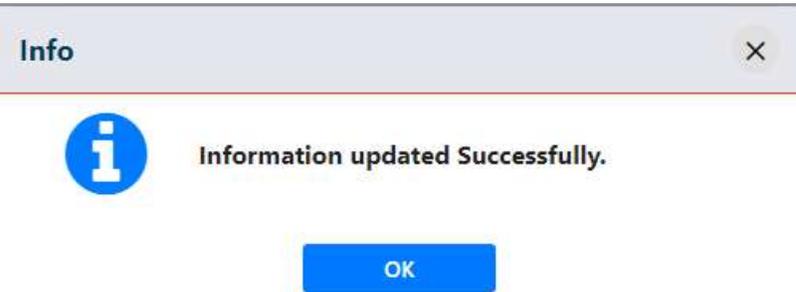


7.22.10 Click on the **Approve** or **Disapprove** button.

7.22.11 A confirmation prompt will be displayed. Click **Yes** to proceed.



7.22.12 Upon successful updating of project member, the following message will be displayed.



	Additional Information:
<ul style="list-style-type: none">- An Acknowledgement Slip will be emailed upon successful updating of the project member.- Upon successful updating of the project member, update the project profile shown in Chapter 7.8 (Retrieve Updated Project / Member Information).	

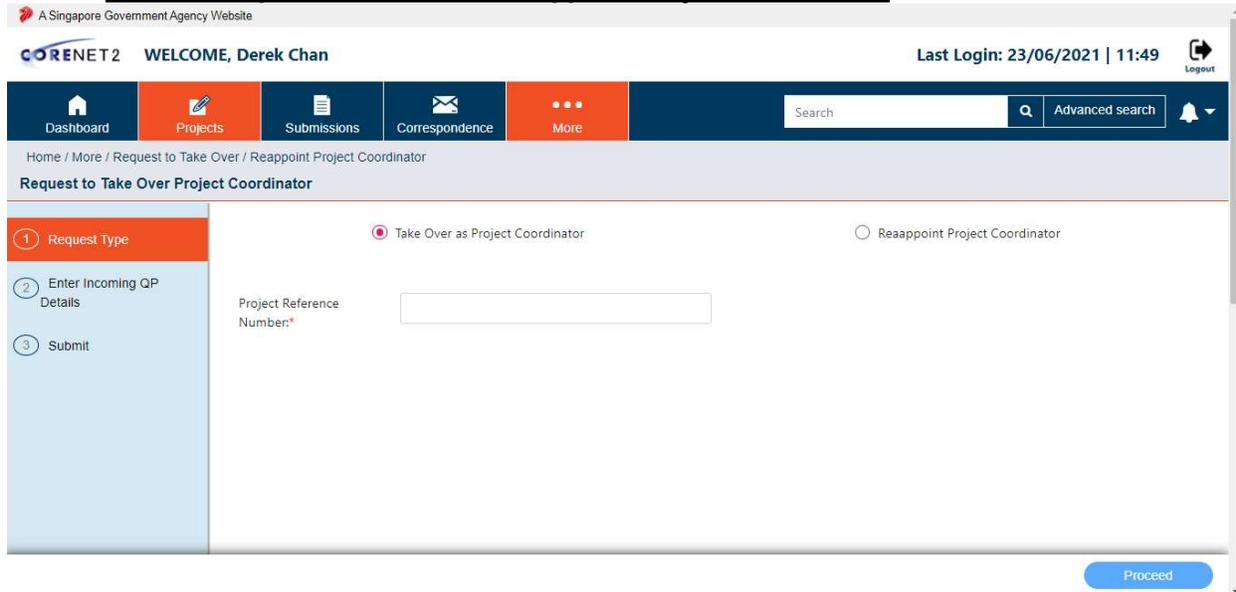


7.23 Portal - Request to Remove/Reappoint Member/Coordinator

	Additional Information:
	<ul style="list-style-type: none"> - This function is applicable if you are the existing member but not the project coordinator of the project.

7.23.1 Login to <https://www.corenet2-ess.gov.sg>.

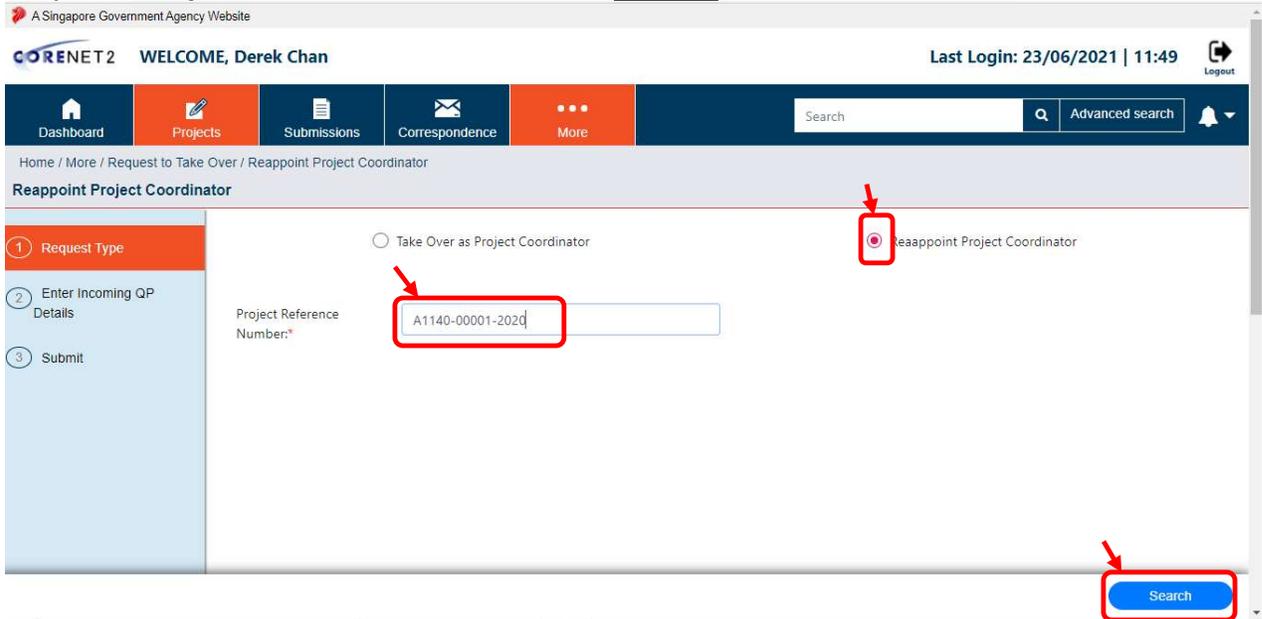
7.23.2 Click **More >> Request to Take Over /Reappoint Project Coordinator..**



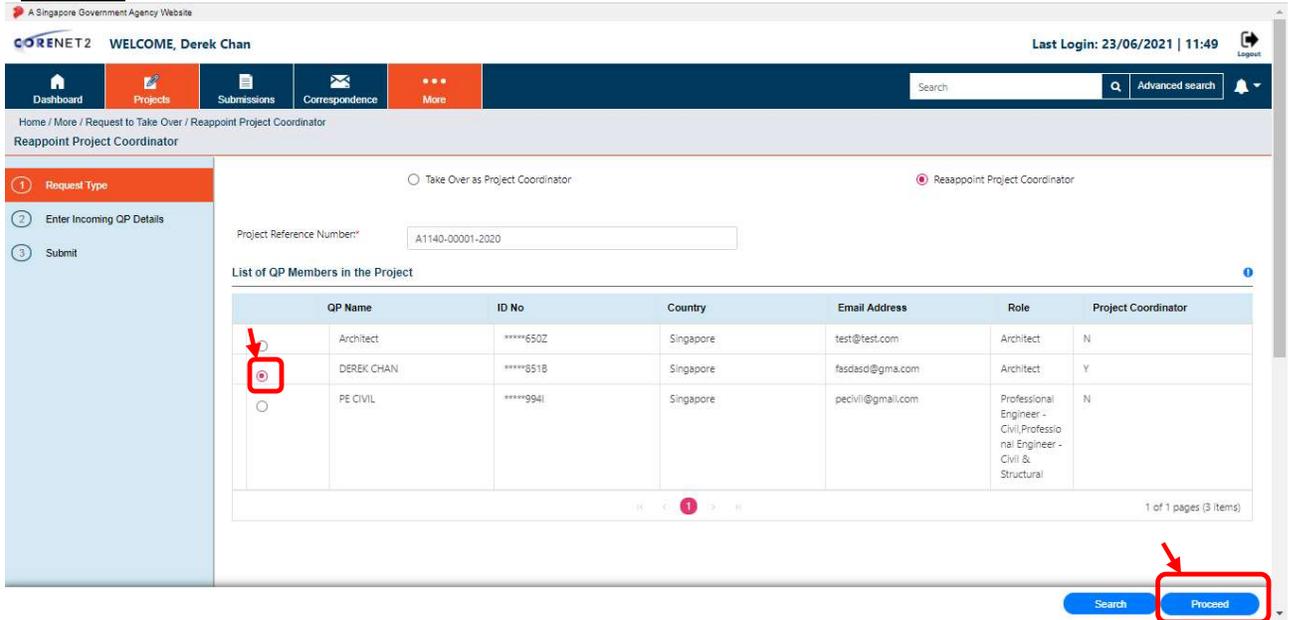
7.23.3 Select Reappoint Project Coordinator option.



7.23.4 Key in the **Project Reference No** and click on the **Proceed** button.



7.23.5 The list of Professional roles will be displayed. Select the Project Coordinator details option and click on the **Proceed** button.



7.23.6 The Reappoint Incoming Project Coordinator page will be displayed. Select the role to be removed and Incoming Project Coordinator to replace.



A Singapore Government Agency Website

CORENET 2 WELCOME, Derek Chan Last Login: 24/09/2020 | 10:02 Logout

Dashboard Projects Submissions Correspondence More Search Advanced search

Home / More / Request to Take Over / Reappoint Project Coordinator

Reappoint Project Coordinator

1 Request Type
2 Enter Incoming QP Details
3 Submit

Project Details

Project Reference Number: A1140-18973-2020
 Project Title: Geotech 2
 Member to be Replaced: Derek Chan
 Role to be removed*: Architect
 Replaced By*: renz curfew
 Relinquish Roles: Yes No

Attachments*

Drag Files to Upload

Browse

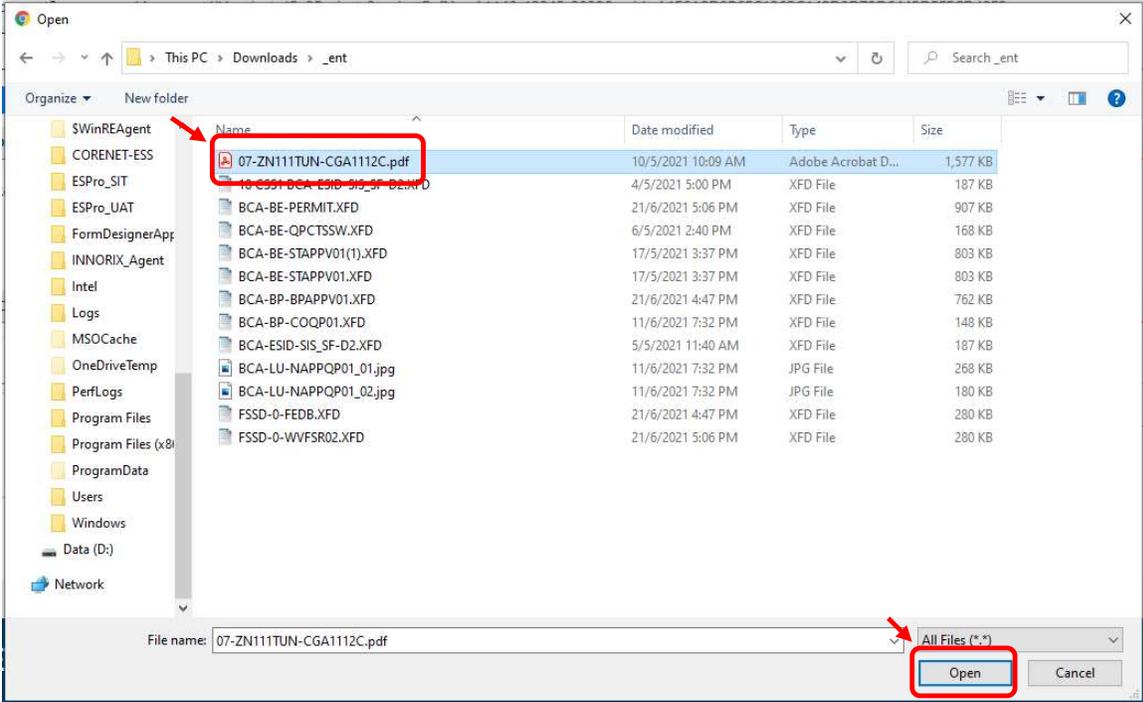
Uploaded Files

< Previous Submit

7.23.7 Click on the **Browse** button to attach supporting file(s).

	Additional Information:
<ul style="list-style-type: none"> - For Corenet Change of Project Coordinator request, please attach: <ul style="list-style-type: none"> o * Letter from the Owner to authorize the change of Project Coordinator. o Any other supporting document(s) deemed necessary. <i>(optional)</i> <p><i>* The documents must be in cover letter format.</i></p>	

7.23.8 Select the file(s) and click on the **Open** button.



7.23.9 Upon attaching of each file, a successful message will be displayed.

 **Additional Information:**

- You can attach **MULTIPLE FILES** at a time.
- To delete attached files, tick on the checkbox(es) and click on the **X** button.
- When the file(s) has/have been successfully attached, the file(s) details will be reflected under the **'Uploaded Files'** section.

7.23.10 Click on the **Submit** button.



7.23.11 Upon successful remove/reappoint of project member, the following message will be displayed.

 **Additional Information:**

- An Acknowledgement Slip will be emailed upon successful reappoint of the project coordinator.
- Upon successful remove/reappoint of the project member, update the project profile shown in [Chapter 7.8 \(Retrieve Updated Project / Member Information\)](#).



7.24 Portal - Request to Take Over as Project Coordinator

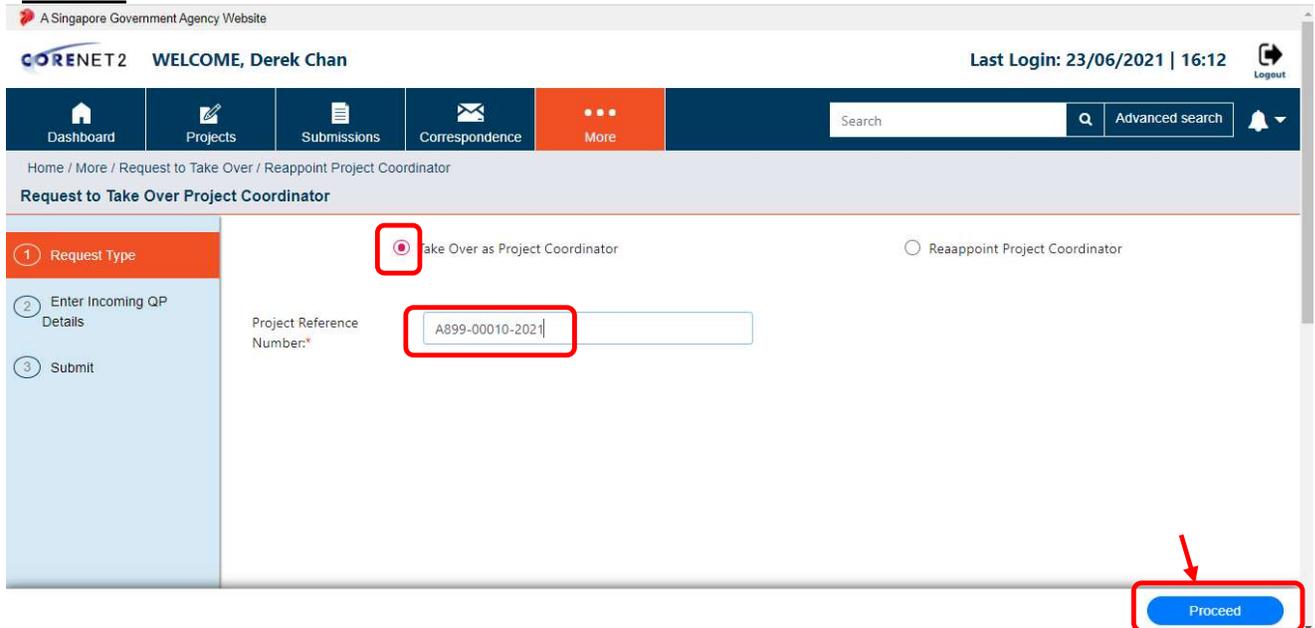
	Additional Information:
–	Only use this function when the project has been registered electronically and there IS a change of Project Coordinator .
–	This function is to be used by the incoming Project Coordinator.

7.24.1 Login to <https://www.corenet2-ess.gov.sg>.

7.24.2 Click **More >> Request to Take Over /Reappoint Project Coordinator**.

7.24.3 The **Request to Take Over /Reappoint Project Coordinator** page will be displayed.

7.24.4 Select “Take Over as Project Coordinator” Option, key in the **Project Reference Number** and click on the **Proceed** button.





7.24.5 The Add Incoming Project Coordinator details page will be displayed.

7.24.6 Click on the **Add Incoming Project Coordinator Particular** link.

7.24.7 Fill in the details of the Incoming Project Coordinator.

Additional Information:

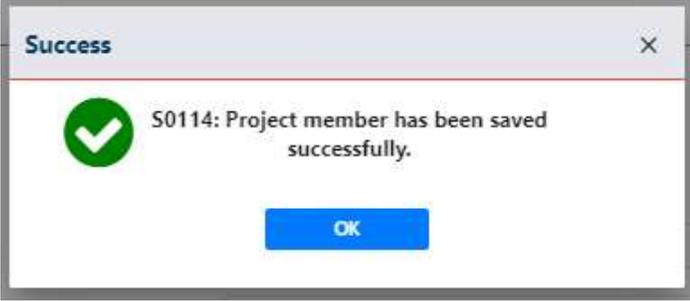
- Click on **MyInfo** button to facilitate the form filling details.



7.24.8 Click on the **Save** button



7.24.9 Upon successful adding of incoming project coordinator details, a successful message will be displayed.





7.24.10 Select the role for the Incoming Project Coordinator. Enter the Professional No of the incoming project coordinator.

 **Additional Information:**

- Please **do NOT include** the Professional alphabet (eg. A or E) in the Professional No. field **except** for Licensed Water Service Plumber and Licensed Gas Service Worker.

7.24.11 Click on the **Browse** button to attach supporting file(s).

Attachments*

Drag Files to Upload

Browse

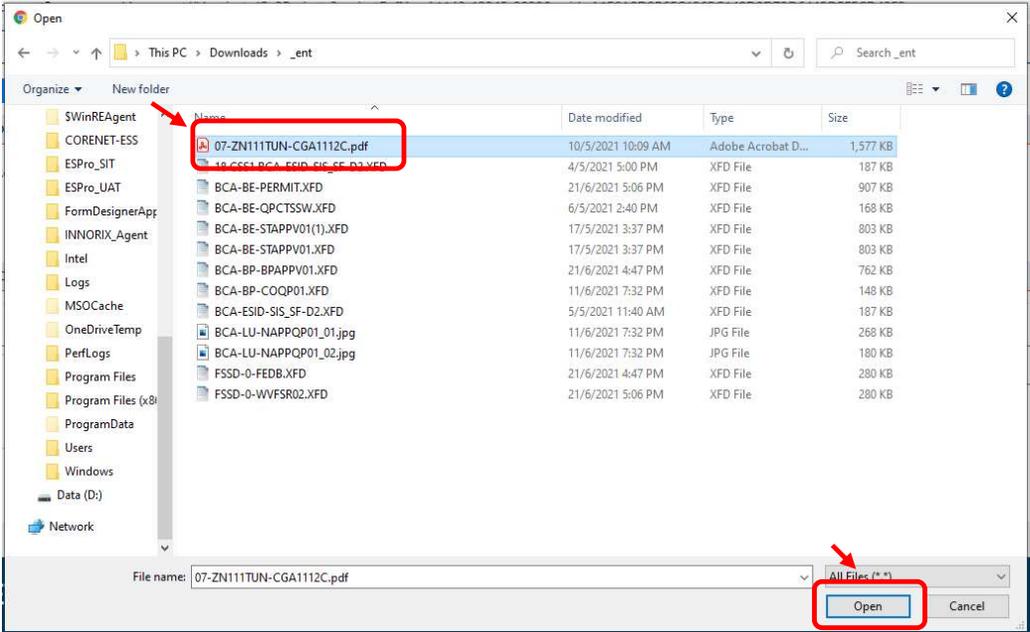
No uploaded files

 **Additional Information:**

- For Corenet **Change of Project Coordinator** request, please attach:
 - * Letter from the **Owner** to authorize the change of Project Coordinator.
 - Any other supporting document(s) deemed necessary. *(optional)*

** The documents **must be** in cover letter format.*

7.24.12 Select the file(s) and click on the **Open** button.





7.24.13 Upon attaching of each file, a successful message will be displayed.

	Additional Information:
<ul style="list-style-type: none">- You can attach MULTIPLE FILES at a time.- To delete attached files, tick on the checkbox(es) and click on the X button.- When the file(s) has/have been successfully attached, the file(s) details will be reflected under the 'Uploaded Files' section.	

7.24.14 Click on the **Submit** button.

7.24.15 Upon successful taking over as Project Coordinator, the following message will be displayed.

	Additional Information:
<ul style="list-style-type: none">- An Acknowledgement Slip will be emailed upon successful taking over as Project Coordinator.- Upon successful taking over as Project Coordinator, update the project profile shown in Chapter 7.8 (Retrieve Updated Project / Member Information).	



8 Appendix 1: PC Requirements

Hardware and Software Requirements

E-Submission Applicant should take note of the following Hardware and Software Requirements

a) Hardware Requirements

- _ Pentium 4 or later
- _ Minimum 4GB RAM
- _ Hard disk with sufficient capacity of minimum 1 GB
- _ Netrust USB Token

b) Software Requirements

- Windows 10 and above
- Form Viewer App

c) Supported Browsers

- Google Chrome 59 & above
- Apple Safari 11 & above
- Microsoft Firefox 54 & above
- Microsoft Edge 86 & above

Application for Netrust Digital Certification for Qualified Professionals(QP)

The Netrust Digital Certification can be issued to individuals for personal or corporate use. They render full support for encryption/decryption and digital signing. With this Netrust Digital Certification, you can work securely from anywhere at any time.

To obtain the Netrust Digital Certification, please

1. Visit Netrust during office hours from Monday to Friday, 9.00am to 5.30pm.
2. Turn up personally at Netrust office for a face-to-face verification with the following documents:
 - a) Identification document of Applicant – Identity Card, Passport or Work Permit (foreigners),
 - b) Photocopy of front and back of identification document,
 - c) Netrust Digital Certificate Application Form:
 - Netrust Digital Certificate Application Form (**For Personal**) can be obtained from http://www.netrust.net/forms/NetIDPersonal_ApplicationForm.pdf
 - Netrust Digital Certificate Application Form (**For Corporate**) can be obtained from http://www.netrust.net/forms/NetIDCorporate_ApplicationForm.pdf
 - d) Original or Certified true copy of Practising Certificate from **ONE** of the following authorities:
 - Professional Engineers Board
 - Board of Architects
 - Public Utilities Board
 - Energy Market Authority
 - e) Letter of Authorization – authorizing the Applicant to apply for the card,
 - f) Original or Certified true copy of the Registry of Companies & Businesses Certificate (RCB).
Applicant applying as sole proprietors/private practice may omit this.



3. For further queries, please contact Netrust Pte Ltd:

Netrust Pte Ltd

70 Bendemeer Road
#05-03, Luzerne
Singapore 339940

Tel: 6212 1388

Fax: 6212 1366

Email: infonet@netrust.net

Operating Hours: 9am – 5.30pm (Monday to Friday)

Website: <http://www.netrust.net>



9 Appendix 2: List of Acceptable File Types

<u>Documents/Reports/Test</u>		
	ESPRO	ONLINE
*.DOC	Yes	Yes
*.PPT	Yes	Yes
*.XLS	Yes	Yes
*.TXT	Yes	Yes
*.RTF	Yes	Yes
*.PDF	Yes	Yes
*.HTM	Yes	Yes
*.HTML	Yes	Yes
*.XFD	Yes	Yes
*.EDF	Yes	Yes
*.ENT	Yes	Yes
*.ZIP	Yes	Yes
*XML	Yes	Yes
*.GEO	Yes	Yes
*.PRJ	Yes	Yes
*.05N	Yes	Yes
*.05O	Yes	Yes
*.HCP	Yes	Yes
*.SVY	Yes	Yes
*.OUT	Yes	Yes
*.DCV	Yes	Yes
*.JOB	Yes	Yes
*.AGS	Yes	Yes
<u>CAD data format</u>		
<p>Note 1: For BCA applications, minimum font size for text on CAD drawings will be 3mm.</p> <p>Note 2: For URA applications, *.PDF and *.DWF files are not accepted as drawings.</p>		
	ESPRO	ONLINE
*.DXF	Yes	Yes
*.DWG	Yes	Yes
*.DGN	Yes	Yes
*.PDF	Yes	Yes
*.DWF	Yes	Yes
*.RVT	Yes	Yes



Image Files

Tip: Avoid sending *.BMP files if possible as the file size is larger.

	ESPRO	Online
*.GIF	Yes	Yes
*.JPEG	Yes	Yes
*.JPG	Yes	Yes
*.TIFF	Yes	Yes
*.TIF	Yes	Yes
*.BMP	Yes	Yes
*.PDF	Yes	Yes



10 Appendix 3: Definitions, Acronyms and Abbreviations

Term	Definition
ESPro	Electronic Submission for Professionals
QP	Qualified Persons
Applicants	Persons who are required to submit forms to the Authority (e.g. Architect/Engineer, Registered Surveyor or Licensed Water Service Plumber/Licensed Gas Service Worker)
Regulatory Authority	Usually a government body that is in charge of processing the forms submitted by the applicants
ES	Electronic Submission via ESPro and Online Submission
CR	Correspondence by Registered User
CA	Correspondence by Regulatory Authority
TX	Transaction
CM	Change of Project Member
CP	Change of Project Coordinator
No.	Number
Download File (with .ent)	Document(s) digitally signed with Netrust Digital Signature (*.ent)
Download File (w/o .ent)	Extracted digitally signed document(s) (*.doc, *.pdf, *.dwg, *.jpg, etc)
NDS	Netrust Digital Signer. This application performs Signing/Extracting/Verifying/Viewing electronic plans and documents using the Netrust Digital Certificate v7.0 (USB Token)

Reference Number Formats:

Project Reference Number

Format	Reg No. / License No.	Running No.	Year of Project	Remarks
A2688-00016-2000	A2688 (max. 35 chars)	00016 (max. 5 digits)	2000 (max. 4 digits year)	A – Architect, <i>Eg. A1234</i> E – Engineer, <i>Eg. E1234</i> WS – Licensed Water Service Plumber, <i>Eg. WSWS12341998</i> RS – Registered Surveyor, <i>Eg. RS25</i> GA/GC – Licensed Gas Service Worker, <i>Eg. GA12342000 or GC12342000</i>



Submission Number

Format	Type	Date	Running No.	Remarks
ES20060908-00010	ES	YYYYMMDD	00010 (max. 5 digits)	-

Correspondence Number by Registered User

Format	Type	Date	Running No.	Remarks
CR20060911-00011	CR	YYYYMMDD	00011 (max. 5 digits)	-

Correspondence Number by Regulatory Authority

Format	Type	Date	Running No.	Remarks
CA20060914-00012	CA	YYYYMMDD	00012 (max. 5 digits)	-

Transaction Number (for Downloading of Package File)

Format	Type	Date	Running No.	Remarks
TX20060918-00016	TX	YYYYMMDD	00016 (max. 5 digits)	-

Change of Project Member Reference Number

Format	Type	Date	Running No.	Remarks
CM20060923-00022	CM	YYYYMMDD	00022 (max. 5 digits)	-

Change of Project Coordinator Reference Number

Format	Type	Date	Running No.	Remarks
CP20060925-00024	CP	YYYYMMDD	00024 (max. 5 digits)	-

Regulatory Authority Prefix Code

Code	Description
BCA	Building And Construction Authority
NEA	National Environment Agency
PUB	Public Utilities Board
SCDF	Singapore Civil Defence Force
HDB	Housing & Development Board
IMDA	Infocomm Media Development Authority
JTC	JTC Corporation
LTA	Land Transport Authority
NPARKS	National Parks Board
CITYENERGY	CityEnergy
URA	Urban Redevelopment Authority
SFA	Singapore Food Agency



11 Appendix 4: Contact List

CORENET 2.0 General & Enquiry Helpdesk Service

Address:

BCAAcademy
200 Braddell Road
Blk H Level 1 (AFM room)

Operating Hours:

Monday to Friday, 9:00am to 6:00pm (*excluding Saturday, Sundays & Public Holidays*)

Tel: (+65) 6334 3574

Email: ess-helpdesk@nova-hub.com

General Enquiry: 63343574

Netrust Pte Ltd

Address:

19 Tai Seng Avenue
#05-01
Singapore 534054

Operating Hours:

Monday to Friday, 9:00am to 5:30pm

Tel: 62121388

Fax: 6212 1366

Email: infonet@netrust.net

Website: <https://www.netrust.net>

Urban Redevelopment Authority (URA)

For further queries on URA EDA Submission/EDA Client software download, please contact EDA at:

Hotline: 6329 3237

Email: ura_daes_registry@ura.gov.sg

Website: <http://www.ura.gov.sg/uol/DC.aspx?p1=Download>