

Corenet e-Submission

Manual Guide

(Version 1.4 as of 12th November 2015)



SUMMARY OF DOCUMENTATION CHANGES

Version No	Date Revised	Summary of Changes		
1.0		First Release		
1.1	4 th March 2014	Updated screenshot for online submission, added additional document for CP request, Updated Appendix 6: Contact List		
1.2	28 May 2014	Update of screenshot for some sections Add Collect Agency Correspondence section		
1.3	9 th September 2015	 Update Appendix 3 – List of Acceptable File Types Update Appendix 4 – Definitions, Acronyms & Abbreviations Update Appendix 6 – Contact List 		
1.4	12th November 2015	The following sections are updated to reflect the recent enhancement: 1) Updated Online Submission – Sitemap 2) Updated Online Submission – View Project Summary 3) Added Online Submission – View Agency Response Time		

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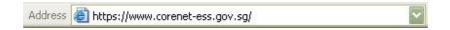
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Online Submission: Register as a CORENET e-Submission User

1.1 Launch Internet Explorer by clicking on the following Icon on the Desktop.



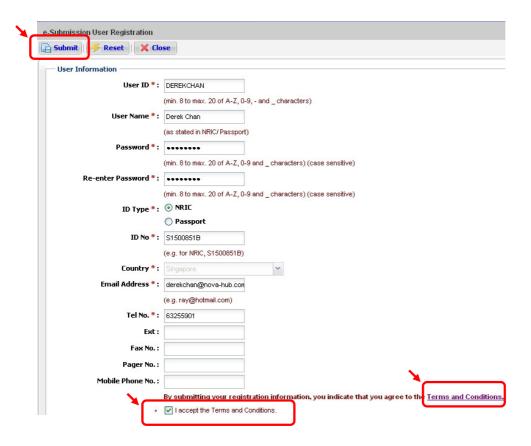
1.2 Click on the address bar and type in https://www.corenet-ess.gov.sg



1.3 Click on the **Registration** or **Click here to register your account** link to launch the User Registration form.



1.4 Fill in the Registration form.



- 1.5 Select "I accept the Terms and Conditions" checkbox after reading the Terms and Conditions.
- 1.6 Click on the **Submit** button.



Notes:

- All fields marked with Asterix (*) are mandatory.
- Upon successful registration, the User ID and Identification details (eg. ID Type, ID No and Country) are NOT editable.
- 1.7 Upon successful registration, a confirmation message will be displayed and an acknowledgement slip will be emailed to the registered user.

√ I0088: Registration completed. Welcome to CORENET e-Submission system! You can now logon to the system using your User ID and password. An acknowledgement email will be sent to you via your email address.

Online Submission: Download Relevant Software

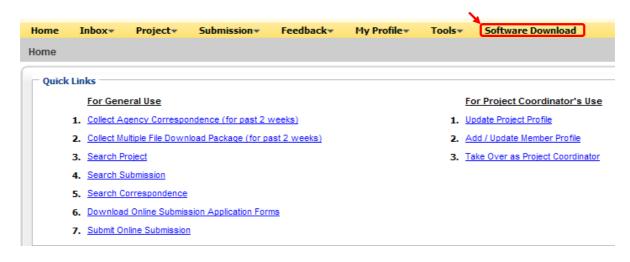
2.1 Key in the **User ID** and **Password** and click on the **Login** button.



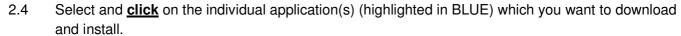


Notes:

- If you have forgotten the password, click on the <u>Forget Password?</u> link. You will be asked to key in the User ID and Identification details. The new password will be sent to the registered email address.
- 2.2 Upon logging in successfully, the Home page will be displayed.



2.3 Click on the **Software Download** link.



(e.g. ESPro v2.3.1 (Electronic Submission for Professionals)

LEGEND

SOFTWARE DOWNLOADS

(SmartCard / Thumbdrive)

First Time Installation

(Applicable for first time user or computer which has not installed with any CORENET eSubmission applications)

(USB Token)

Minimum System Requirement: To process with installation, your computer must have at least 100 MB of hard disk space on C drive.

Application	Version	Size	Supported Device(s)	Supported OS	Description
Electronic Submission 1 Professional (ESPro)		19 MB		- Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista - Windows 7 (32-bit)	The ESPro application tool is an offline tool that helps the e-Submission users to manage and prepare the plans and documents for submission to the regulatory authorities via the CORENET e-Submission System. Click here for Manual & e-Guide
Electronic Submission 1 Professional (ESPro)		19 MB		- Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista - Windows 7 (32-bit) - Windows 7 (64-bit)	
Netrust Digit Signer (NDS		49.5 MB		- Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista - Windows 7 (32-bit)	The NDS application tool assists e-Submission users to sign/extractivlew/verify their digital signed document(s). Click here for e-Guide *install NDS V1.1 if you are using ESPro 2.3.0
Netrust Digit Signer (NDS		108 MB		- Windows NT 4 - Windows 98 (2 nd edition) - Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows 7 (64-bit)	The NDS application tool assists e-Submission users to sign/extractiview/verify their digital signed document(s). Cilick here for e-Guide 'install NDS V2.0 If you are using ESPro 2.3.1
e-Submissio Forms Viewe		1.8 MB	-	- Windows NT 4 - Windows 98 (2 nd edition) - Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista - Windows 7 (32-bit & 64-bit)	This program enables users to launch and use .XFD file format.

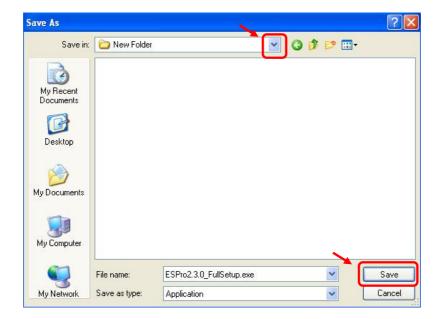


- For New users, please refer to Section 2.7 for the applications to download and install.
- For existing users using ESPro version 2.2.0 or lower, please refer to Section
 2.8 for the applications to download and install.

2.5 Following will be a **Security Warning**. Click on the **Save** button to save the file.



2.6 Click on to select the location to save the file and click on the **Save** button.





- 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.



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

First Time Installation

 $(Applicable \ for \ first \ time \ user \ or \ computer \ which \ has \ not \ installed \ with \ any \ CORENET \ eSubmission \ applications)$

Minimum System Requirement: To process with installation, your computer must have at least 100 MB of hard disk space on C drive.

Application	Version	Size	Supported Device(s)	Supported OS	Description
Electronic Submission for Professionals (ESPro)	v2.3.0	19 MB		- Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista - Windows 7 (32-bit)	The ESPro application tool is an offline tool that helps the e-Submission users to manage and prepare the plans and documents for submission to the regulatory authorities via the CORENET e-Submission System.
Electronic Submission for Professionals (ESPro)	v2.3.1	19 MB		- Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista - Windows 7 (32-bit) - Windows 7 (64-bit)	Click <u>here</u> for Manual & e-Guide
Netrust Digital Signer (NDS)	v1.1	49.5 MB		- Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista - Windows 7 (32-bit)	The NDS application tool assists e- Submission users to sign/extract/view/verify their digital signed document(s). Click here for e-Guide *Install NDS V1.1 if you are using ESPro 2.3.0
<u>Netrust Digital</u> <u>Signer (NDS)</u>	v2.0	108 MB		- Windows NT 4 - Windows 98 (2 nd edition) - Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows 7 (64-bit)	The NDS application tool assists e- Submission users to sign/extract/view/verify their digital signed document(s). Click here for e-Guide *Install NDS V2.0 if you are using ESPro 2.3.1
e-Submission Forms Viewer	v4.4.1	1.8 MB	-	- Windows NT 4 - Windows 98 (2 nd edition) - Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista - Windows 7 (32-bit & 64-bit)	This program enables users to launch and use .XFD file format.



- Downloading of User Manual / Electronic Guide is optional.
- For more information on **User Manual** / **Electronic Guide**, please refer to **Appendix 2: System Guides**

2.8 For existing users using **ESPro version 2.2.0 or lower**, please download and install the following applications:

Upgrade ESPro

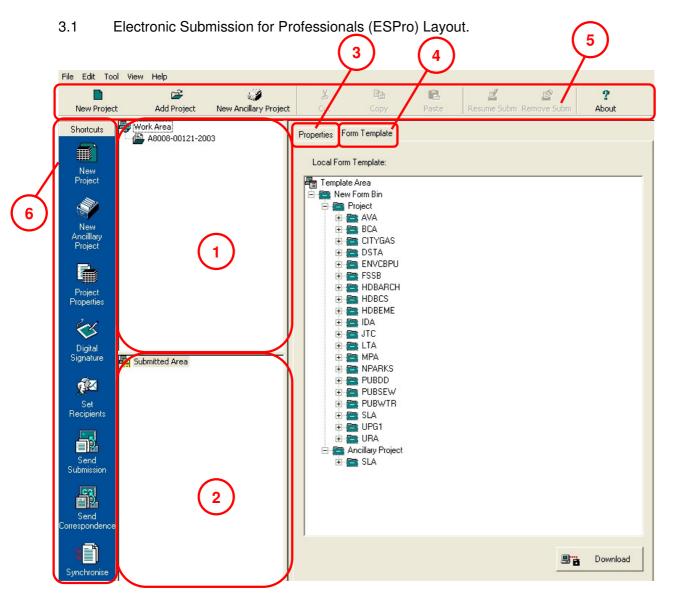
(Applicable for user who wish to upgrade their existing ESPro. (Electronic Submission for Professionals))

Application	Version	Size	Supported Device(s)	Supported OS	Description
Electronic Submission for Professionals (ESPro)	From v2.2.0 to v2.3.0	6 MB		- Windows NT4 - Windows 98 (2nd edition) - Windows 2000 (SP 4) - Windows XP (Home / Professional)	The ESPro application tool is an offline tool that helps the e-Submission users to manage and prepare the plans and documents for submission to the regulatory authorities via the CORENET e-Submission System.
Electronic Submission for Professionals (ESPro)	From v2.2.0 to v2.3.1 v2.3.0 to v2.3.1	6 MB		- Windows 2000 (SP 4) - Windows XP (Home / Professional) - Windows Vista - Windows 7 (32-bit & 64-bit)	Click <u>here</u> for Manual & e-Guide

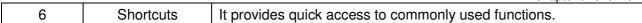


- Downloading of User Manual / Electronic Guide is optional.
- For more information on User Manual / Electronic Guide, please refer to <u>Appendix 2: System Guides</u>

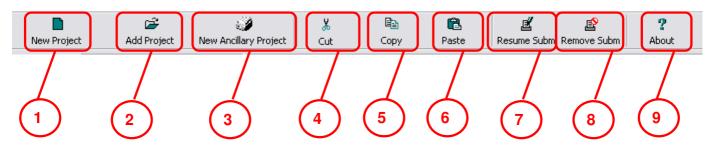
ESPro Submission: Overview of ESPro



Serial No	Item	Description		
1	Work Area	It lists all the selected files ready to be executed by the require action. (e.g. creating a project, prepare forms, etc.)		
2	Submitted Area	It displays all the submitted files sent to the regulatory authorities under a system generated submission number.		
3	Properties	It displays the information of the folder selected in the Work/Submitted Area.		
4	Form Template	It allows you to download the forms required to submit to the relevant regulatory authorities.		
5	Action Bar	It displays all the action buttons that can be used.		



3.2 Electronic Submission for Professionals (ESPro) Action Bar.



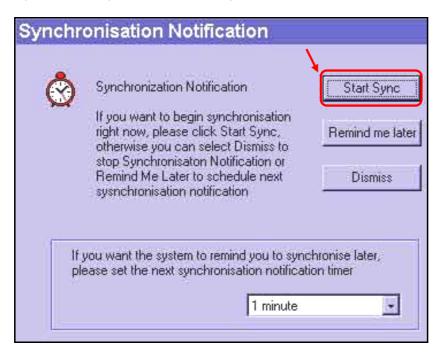
Serial No	Item	Description		
1	New Project	It allows Project Coordinator who MUST be a Qualified Person (QP) to create and register project that go through the four stages of a project cycle: - Development Control, Building Plan, Construction and Service stage.		
2	Add Project	It allows you to add registered project(s) to the Work Area.		
3	New Ancillary Project	It allows Qualified Person (QP) or non QP to create and register project that does NOT go through the four stages of a project cycle: - Development Control, Building Plan, Construction and Service stage.		
4	Cut	It allows you to cut the selected file(s).		
5	Сору	It allows you to copy the selected file(s).		
6	Paste	It allows you to paste the cut/copied file(s).		
7	Resume Subm	It allows you to resume the incomplete submission done in ESPro.		
8	Remove Subm	It allows you to remove the incomplete submission done in ESPro.		
9	About	It allows you to view the ESPro version currently installed in your PC.		

ESPro Submission: Synchronize Form Templates

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



4.2 Upon launching the ESPro, the "Synchronisation Notification" window will be displayed.



4.3 Click on the **Start Sync** button to begin synchronization.

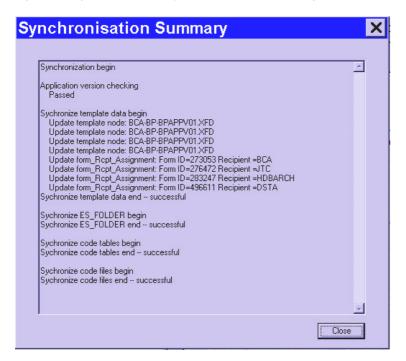


- If the "Synchronisation Notification" window does not display, click on the "Synchronise" button located on the Shortcut area.
- The synchronisation function will only work when your computer is connected to the Internet. It will update the Form Template with the latest agencies application folders and forms.

4.4 Key in the **User ID** and **Password** and click on the **OK**.



4.5 Upon completion of the synchronisation, the "**Synchronisation Summary**" window will be displayed.





Notes:

 Outdated forms in the "Work Area" will be displayed in RED after synchronization thus do replace it with the newly downloaded forms from the Form Template before submission.

ESPro Submission: Register Project



Notes:

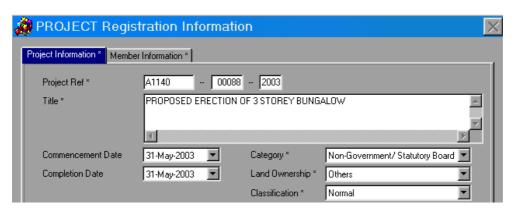
 To register a project, you must be a registered CORENET e-Submission System user and a Qualified Person (QP) (e.g. Architect, Engineer, Registered Surveyor or Licensed Water Service Plumber/Licensed Gas Service Worker.

If you are not a registered user, please refer to **Chapter 1 (Registering As A Corenet e-Submission User)** for registration.

5.1 Click on the **New Project** button to start registering a project.



5.2 Fill in the Project Information.





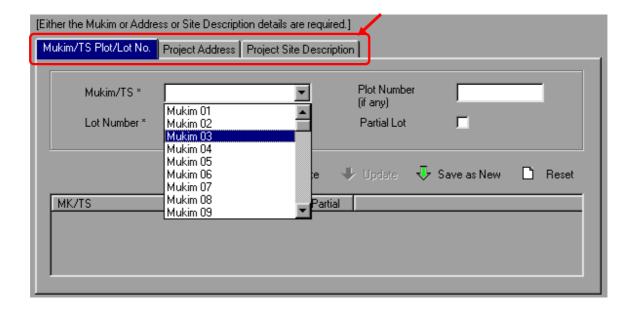
- All fields marked with an Asterix (*) are mandatory.
- Please do NOT include the Professional Alphabet (e.g. A or E) in the first box of the Project Ref No.
- Upon successful project registration, Project Ref No, Project Classification and member Identity are NOT editable.

5.3 For projects registered with **Licensed Water Service Plumber/Licensed Gas Service Worker** as the Project Coordinator, **do include** the Professional Alphabet in the first box of the Project Ref No.

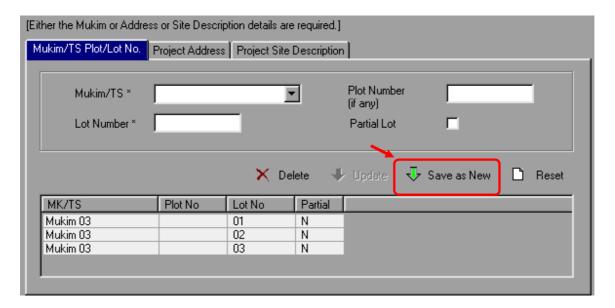




- Plumber Professional number refers to the PUB Water Service Plumber license number. (e.g. WS08221998).
- Licensed Gas Service Worker number refers to the Professional number as (e.g. GC13422003 or GA13432003).
- 5.4 It is mandatory to fill in the project location using **at least one** of the following tabs.



5.5 Fill in the Mukim/TS and Lot Number.



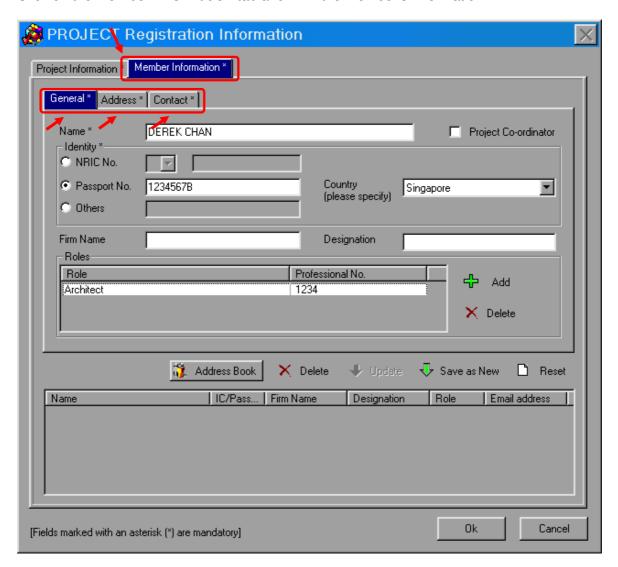
- 5.6 Click on the **Save as New** button.
- 5.7 Repeat step 5.5 to 5.6 if there is a range of Mukim/TS and Lot Numbers that need to be filled in (e.g. Mukim 03, Lots 01 to 03 (which stands for 3 lots) has to be filled in as shown.

MK/TS	Plot No	Lot No	Partial
Mukim 03		01	N
Mukim 03		02	N
Mukim 03		03	N



- The difference between "Project Address" and "Project Site Description" is that:
 - o **Project Address** is for address which has Postal Code (e.g. For A&A works), and
 - o **Project Site Description** is for new erection, which temporarily does not has a Postal Code.

5.8 Click on the **Member Information** tab and fill in the Member's Information.





- It is mandatory to fill in the details for ALL the 3 Tabs for each project member.
 - o General*
 - o Address*
 - o Contact*

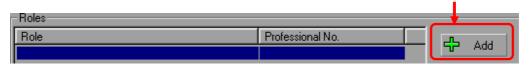
- 5.9 **Tick** the "**Project Coordinator**" option only if the member has the following roles and is the overall leader of the project (There can only be **ONE** project coordinator per project).
 - o Architect (A),
 - o Engineer (E),
 - o Registered Surveyor (RS)
 - o Licensed Water Service Plumber (WS)
 - o Licensed Gas Service Worker (GC/GA)





Notes:

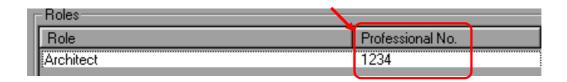
- Only add members into the project if
 - o they need to do electronic submission pertaining to the project and/or
 - their information need to be reflected in the e-form(e.g. Owner, Builder, Lessee, Landlord, Developer, etc)
- 5.10 Click on the **Add** button to add the member's role.





- Please note that the following roles will require a Professional Number:
 - 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)

5.11 Under the **Roles** option, 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. Refer to **Step 5.12** for more details.

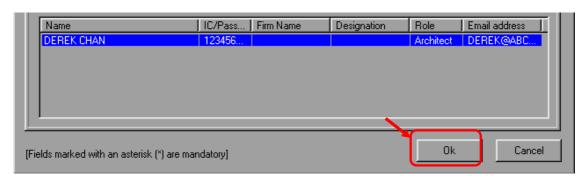


5.12 Only for Licensed Water Service Plumber and Licensed Gas Service Worker that the professional alphabet has to be **included**.





- If Members' Information needs to be required frequently, utilize the Address Book function, refer to <u>Chapter 7 (Utilize Contact List)</u>.
- 5.13 Upon completion of both tabs Project Information and Member Information, click on the **OK** button.



5.14 To register the project, <u>right-click</u> on the Project Reference number and select <u>Register Project</u>.



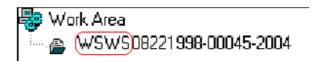
5.15 Key in the **Qualified Person (QP)'s** User ID and Password and click on the **OK** button.





Notes:

 For projects registered with Licensed Water Service Plumber or Licensed Gas Service Worker as the Project Coordinator, the project reference number will have double professional code prefixed as shown.



5.16 Upon successful registration, the dialog box will be displayed.





- Upon successful registration of the project,
 - o All amendments to the project / members profiles have to be done online by the project coordinator.
 - The folder icon beside the project reference number will change from light blue to dark green.
- For more information on how to modify the project profile after registration, please refer to Chapter 22 (Update Project Profile).
- For more information on how to modify the project members' profiles, add or remove project members, please refer to Chapter 24 (Update Project Member (For Coordinator's Use))) or Chapter 25 (Remove/Reappoint Project Member (For Coordinator's Use))).

ESPro Submission: Register Ancillary Project

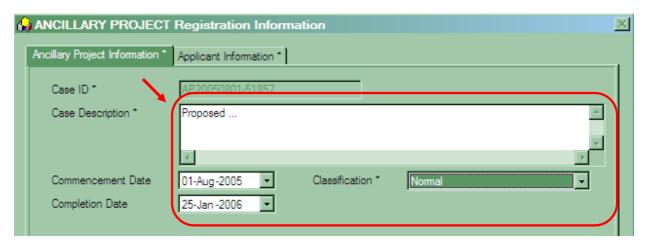
6.1 Click on the **New Ancillary Project** button to start creating an ancillary project. You must be a registered Corenet eSS user.



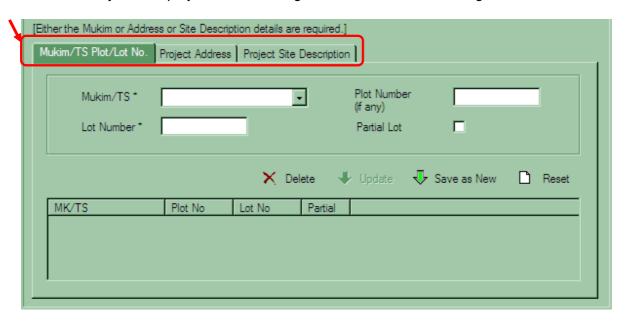
6.2 Key in the **Qualified Person (QP)'s** User ID and Password and click on the **OK** button.



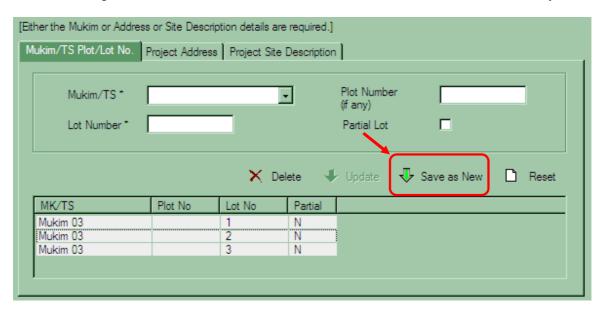
6.3 Key in the General Project Information as shown.



6.4 It is Mandatory to fill in project location using **at least one** of the following tab.

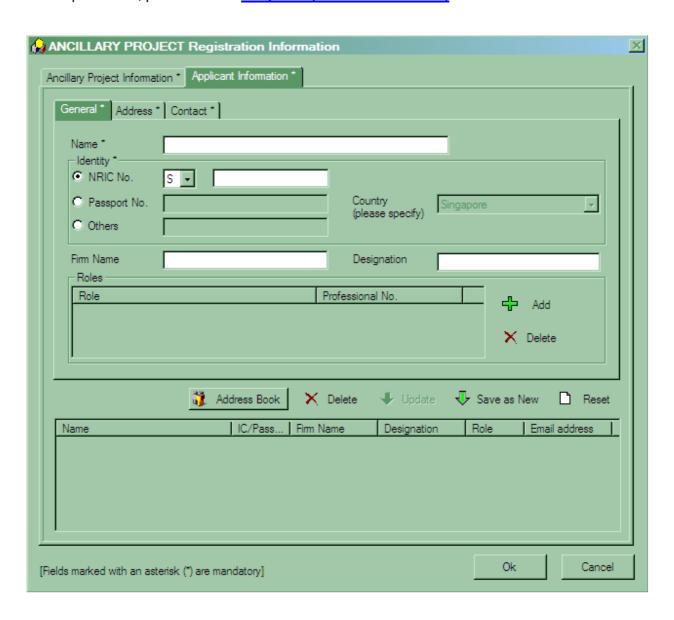


6.5 If there is a range of Mukim/TS Number to be filled in, it needs to be filled in individually.

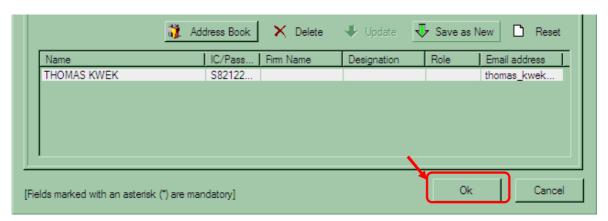


6.6 Click on the **Save as New** button to add the Mukim information.

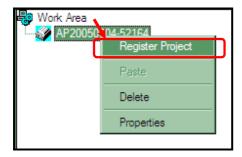
6.7 Fill up the **Applicant Information** as shown below or if you wish to utilize the **Address Book** to store their particulars, please refer to **Chapter 7 (Utilize Contact List).**



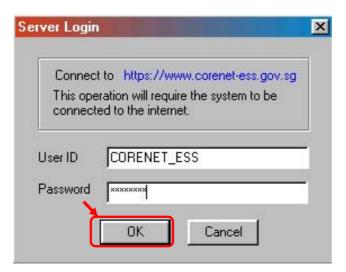
6.8 Upon completion of both tabs (Ancillary Project Information / Applicant Information), click on the OK button to save the project.



6.9 To register the ancillary project, <u>right-click</u> on the mouse at Project Reference number and select the <u>Register Project</u> link.



6.10 Key in your User ID and Password and click on the **OK** button.



6.11 Upon successful registration, the following dialog box will be displayed.

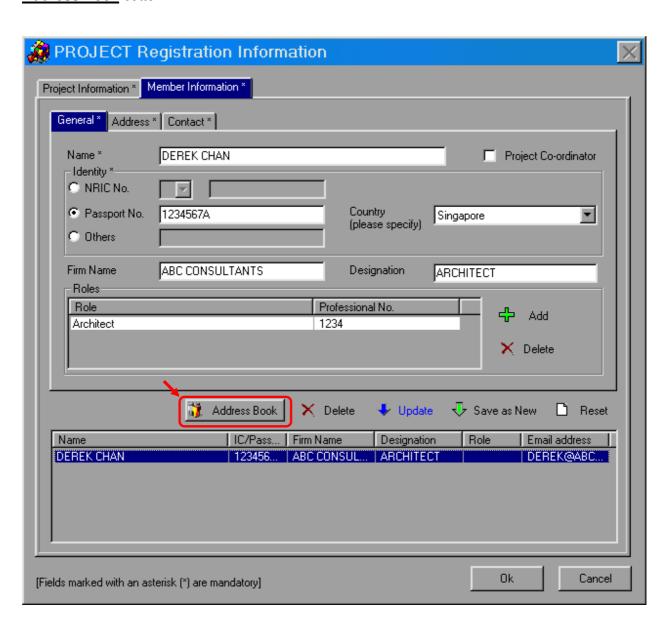




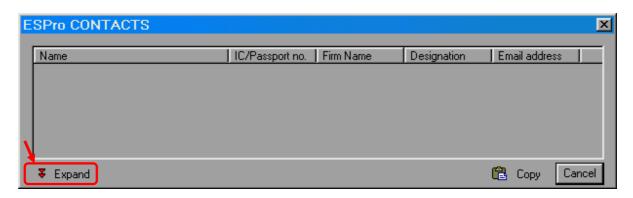
- Upon successful registration of the project.
 - o The folder icon beside the ancillary project will change from light blue to dark green.

ESPro Submission: Utilize Contact List

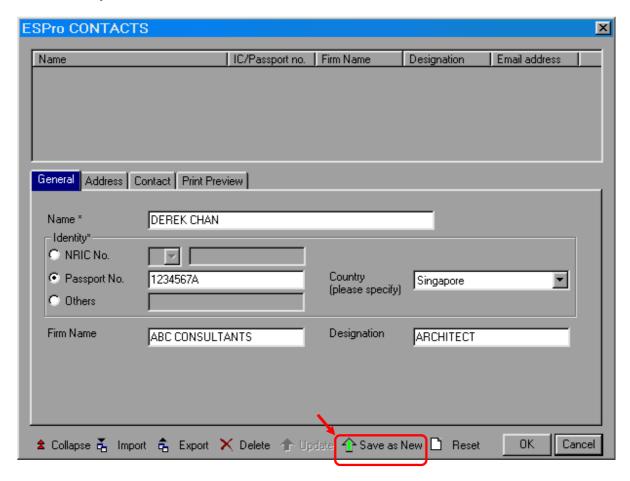
7.1 Alternate way of filling in the Project Members Information can be done via ESPro by selecting the **Address Book** button.



7.2 Click on the **Expand** button to start filling in the Project Members' details.

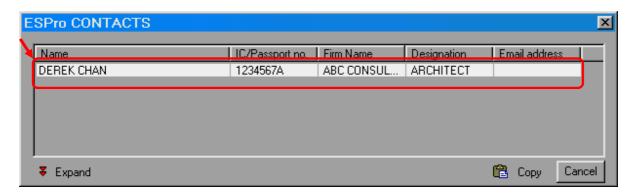


7.3 Fill in the Project Members' details as shown below.

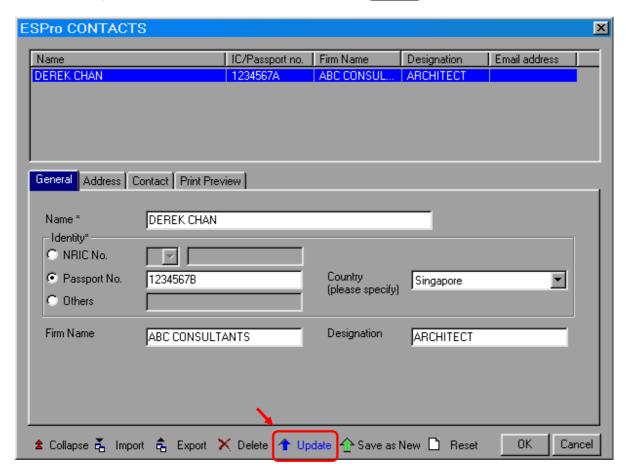


7.4 Upon completion, click on the **Save as New** button.

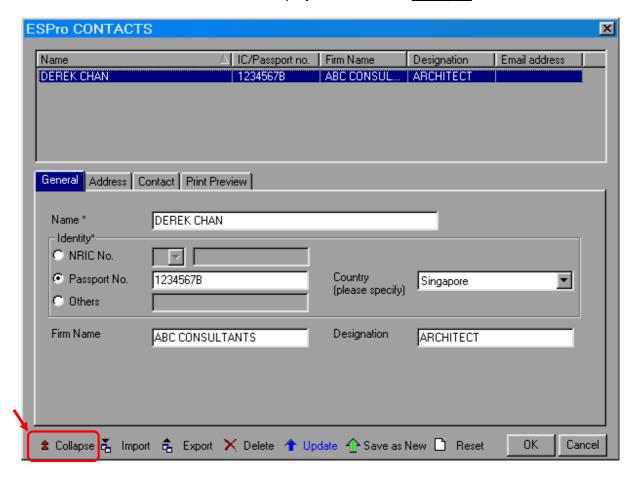
7.5 If there are any Updates/Modifications to the Member's details, **click** on the relevant members' name to update.



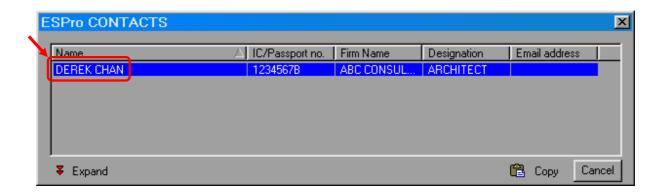
7.6 To save the updated member's information, click on the **Update** button.



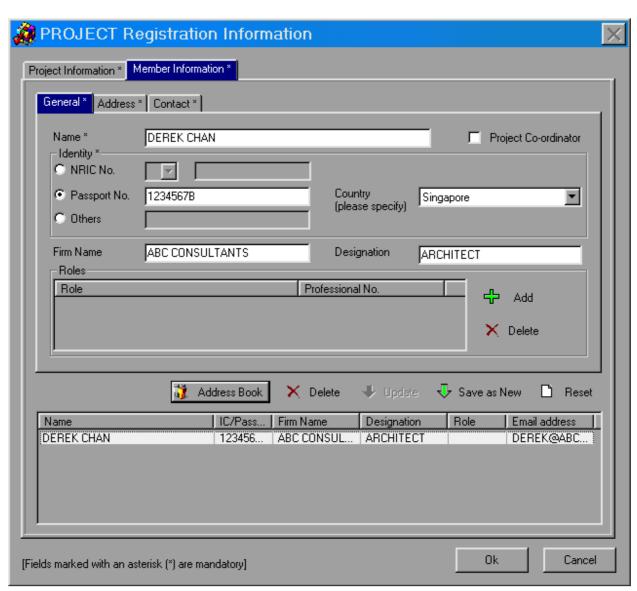
7.7 To add the members' information into the project, click on the **Collapse** button.



7.8 **Double-click** on the Members' Name to populate the project members' profile.



7.9 The Information will be as shown.



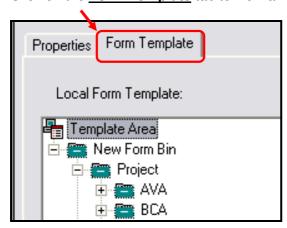


Notes:

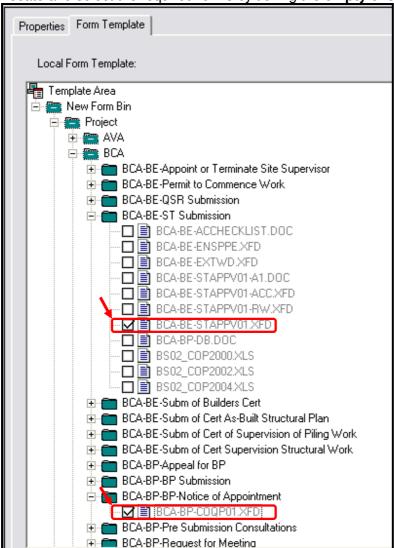
 As the Address Book holds only personal information, the Role Information that the particular person is holding will not be populated as they may hold different roles in different projects.

ESPro Submission: Download & Complete Form

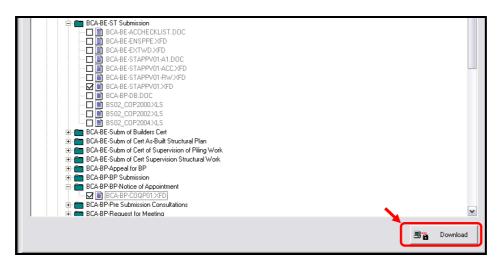
8.1 Click on the **Form Template** tab to view all the forms that can be downloaded to ESPro.



8.2 Locate and select the required forms by ticking the **empty checkbox(es)** beside the form name.



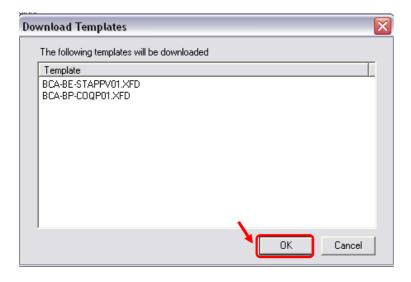
8.3 Click on the **Download** button to download the form(s).



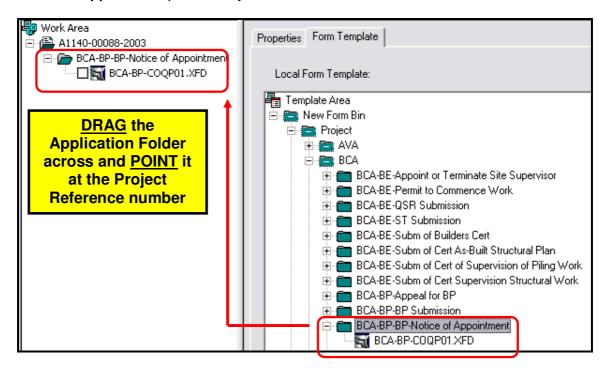
8.4 Key in your User ID and Password and click on the **OK** button.



8.5 Click on the **OK** button to confirm the downloading of the form(s).



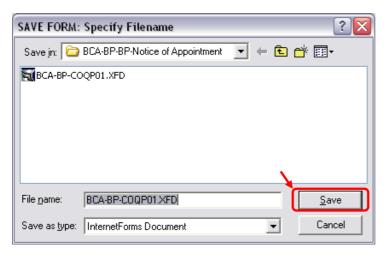
8.6 To fill in the relevant information in the form, drag the Entire Application Folder e.g. (BCA-BP-BP-Notice of appointment) to the Project folder in the Work Area.



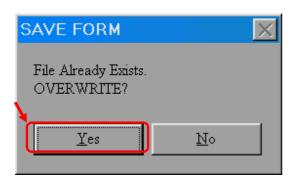
- 8.7 **Double click** on the form (e.g. BCA-BP-COQP01.XFD) in the **work area** to fill in the relevant information.
- 8.8 Click on the button to save the information that you filled in the form.



8.9 The following dialog box will appear. Click on the **Save** button to continue.



8.10 The following prompt will appear. Click on the **Yes** button to save the form.

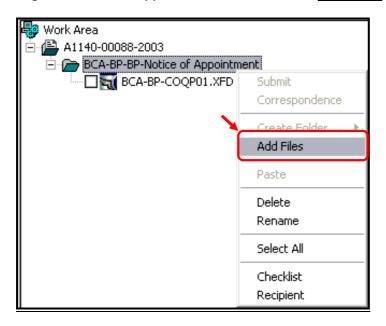




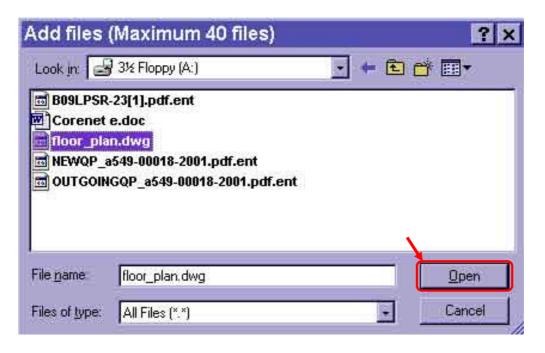
- Upon successful downloading of forms, the original empty checkbox beside the form name will be eliminated.
- Please be reminded <u>not to rename</u> the .XFD form and application folders because the form name is a critical factor to determine the destination of your submission.

ESPro Submission: Attach File(s) for Submission

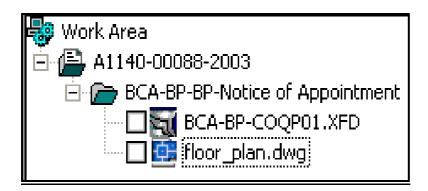
9.1 **Right-click** on the application folder and select **Add Files**.



9.2 Select the file(s), which you want to attach from your hard disk and click on the **Open** button to attach.



9.3 The files will then be appended below the application folder.



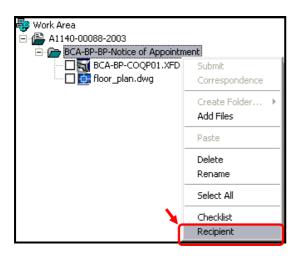


- More than 1 file can be attached.
- To select multiple files to be attached, click on the 1st filename, hold on to the "Shift" key and click on the last filename and the selected list will be highlighted.
- Maximum of 40 files can be attached at any one time.
- Minimum font size for text on CAD drawings is 3mm for BCA applications.
- Please refer to <u>Appendix 3 (List of Acceptable File Types)</u> for the list of file types accepted by the system.

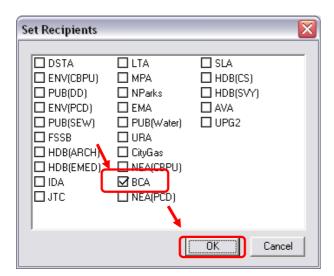
Maximum File Size Allowed						
Agency	Individual file	Total size for all files				
All agencies (except URA)	200MB	200MB				
URA	200MB	200MB				

ESPro Submission: Select Submission Recipient(s)

10.1 **Right-click** on the application folder and select **Recipient**.



10.2 Tick the checkbox beside the recipient agency's name (E.g. **BCA**) and click on the **OK** button.





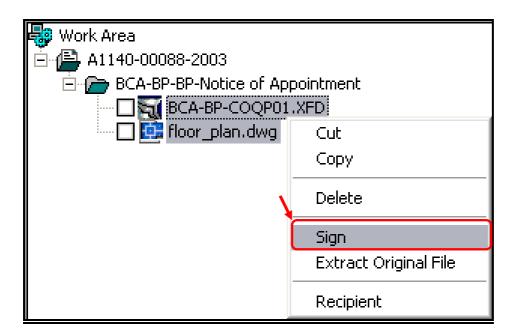
- Not more than one recipient is to be select for each submission.
- If the checkbox beside the agency name is in a Grey shade like this,
 e.g. BCA it means that only some files are set with a recipient.
- Please ensure that there is a solid black tick in the checkbox like this,
 - e.g. beside the recipient agency to confirm that all files are set with a recipient of BCA.

ESPro Submission: Perform Digital Signature

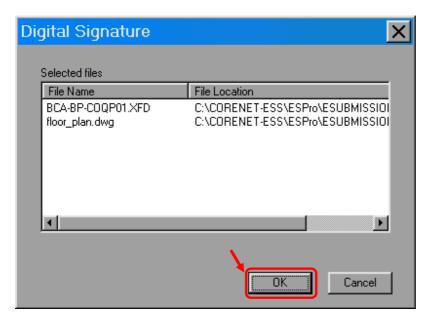
11.1 <u>Highlight</u> all the files below the application folder.



11.2 **Right-click** on the highlighted area and select **Sign**.



11.3 Click on the **OK** button to confirm the files to be digitally signed.



11.4 Insert your Netrust token.

Key in your **Netrust token Password** and click on the **OK** button.

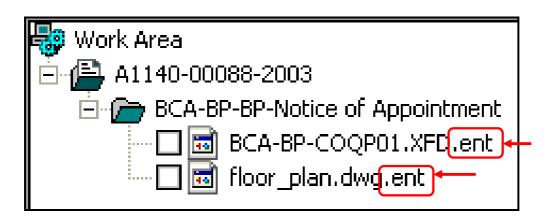




Notes:

The Password is <u>Case-Sensitive</u> and valid for <u>only 10 consecutive</u> tries.

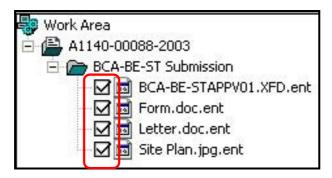
11.5 Upon successfully signing, an additional extension (.ent) will appear on the file name(s), as shown below.



ESPro Submission: Send Submission (ES)

Please ensure that the following steps are performed before you proceed to make your e-submission through ESPro:

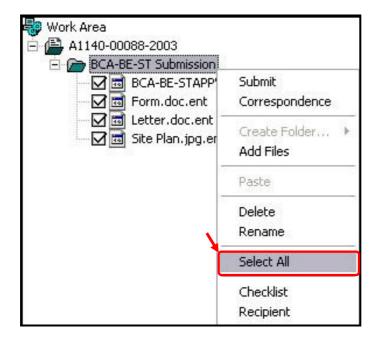
- Download & Complete Form(s)
- Attach External File(s) For Submission
- Select Recipient
- Digitally Signature File(s)
- 12.1 Select the file(s) to be submitted by ticking the empty check box(es) beside the file name(s) as shown.



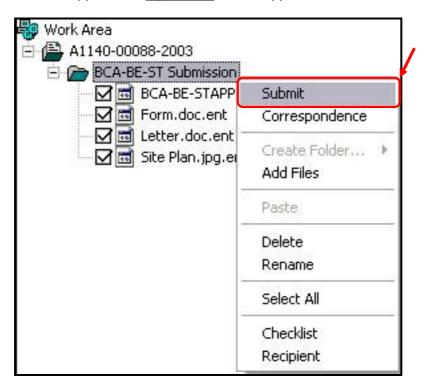


Notes:

Alternatively, you may right-click on the Application Folder (e.g. BCA-BE-ST Submission) and click on <u>Select All.</u>



12.2 To submit fresh application, right-click on the Application Folder and select Submit.



12.3 Key in your User ID and Password and click on the **OK** button.



ESPro Submission: Submission Checklist

This function ensures all mandatory documents required by the regulatory authority are attached before submission.

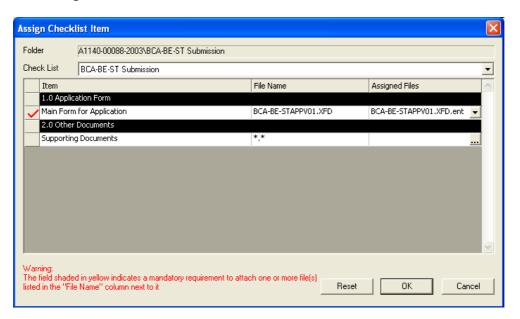


Notes:

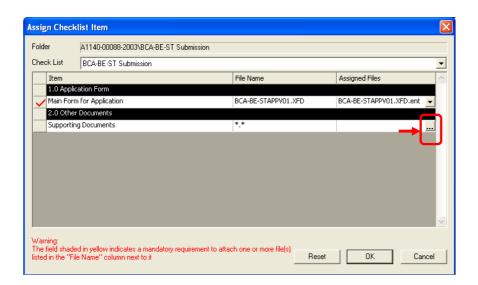
 Submission Checklist may not apply to all application(s). You may encounter some application(s) without Submission Checklist.

The Submission Checklist will be shown after you key in your User ID & Password when submitting your application.

13.1 The **Assign Checklist Item** window will be shown.



13.2 Click on the button to assign attached supporting file(s) to the submission checklist.

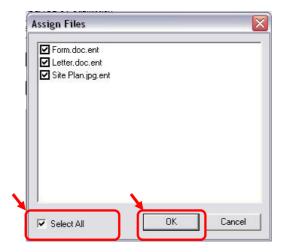




Notes:

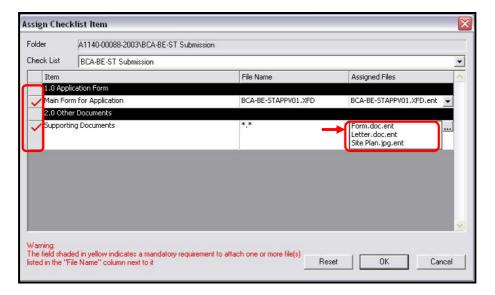
- Please refer to Appendix 5 (Quick Tips For Submission Checklist).
- 13.3 The **Assign Files** window will be shown.

 Select the file(s) to be assigned by ticking the check box(es) next to the file name(s) and click on the **OK** button.





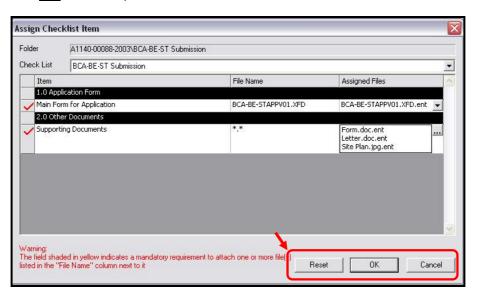
- You may tick on the checkbox next to the [Select All] if you wish to select all the file(s).
- 13.4 Each checklist item attached will be marked with a tick next to it and each assigned file name(s) will appear in the 'Assigned Files' column.





Notes:

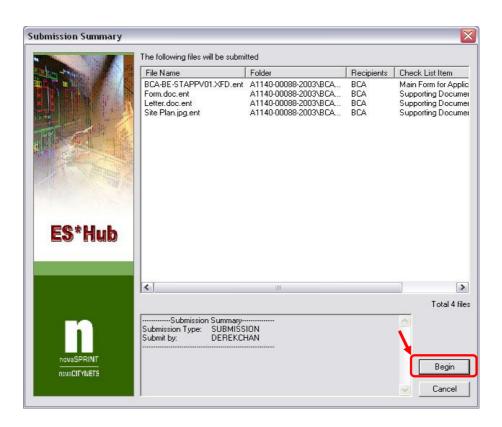
- Please ensure that all file(s) that have been attached are assigned to the checklist accordingly.
- 13.5 Click on the **OK** button to proceed.





- To reassign all the file(s), click on the <u>Reset</u> button.
- To cancel submission, click on the <u>Cancel</u> button.

13.6 Please ensure that the file(s) to be submitted are listed in the **Submission Summary** and click on the **Begin** button to begin your submission.



13.7 Upon successful submission of files to the Corenet eSS, an **e-Submission Number** (E.g. ES20051207-07058) will be generated and the file(s) in the **Work Area** will be transferred to the **Submitted Area**.





Notes:

Upon successful submission, a Notification Email will also be sent to the applicant to confirm that the submission has been successfully registered in Corenet eSS.

CORENET ESS- BCA-BE-ST submission: ES20051207-07058- SUCCESS

From: Corenet-ess@nova-hub.com Sent: 07 Dec 2005 06: 53AM To: derekchan@nova-hub.com

Dear Tan Lip Kuang,

We are pleased to acknowledge receipt of your e-Submission in CORENET only. It will be electronically collected by your pre-selected Regulatory Authorities shortly (the average time taken for data verification check before the collection can be found in CORENET e-Submission website).

: A1140-00088-2003 Project Reference No.

PROPOSED ADDITION & ALTERATION AND CHANGE OF USE FOR EXISTING 1-STOREY WAREHOUSE TO A 1-STOREY POST OFFICE Project Title

Mukim 01 Plot23Y Lot12 PT, 2A, ALBERT STREET, #09-00, ALBERT COMPLEX, Singapore 123456, ZION ROAD Location Description

Project Classification : Normal

ES20051207-07058 e-Submission No.

Correspondence No. : N.A

Application Type : BCA-BE-ST submission

Send By : DEREK CHAN

Send To : BCA

Thank you for using CORENET e-Submission system.

For enquires pertaining to your e-submission, please refer to the Regulatory Authority Contact List at https://www.corenetess.gov.sg/ess/html/static/ContactUsFrm.htm

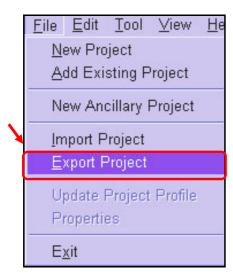


Notes:

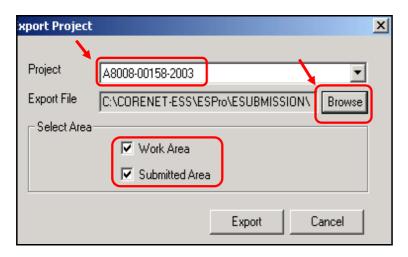
Alternatively, you may login to the Corenet eSS website to print the Acknowledgement Slip for your submission (ES/CR). Please refer to **Chapter** 34 (View & Print Acknowledgement Slip).

ESPro Submission: Export Project

14.1 Click on <u>File</u> -> <u>Export Project</u>.



14.2 Ensure the **Project Number** highlighted tallies with the project to be exported.



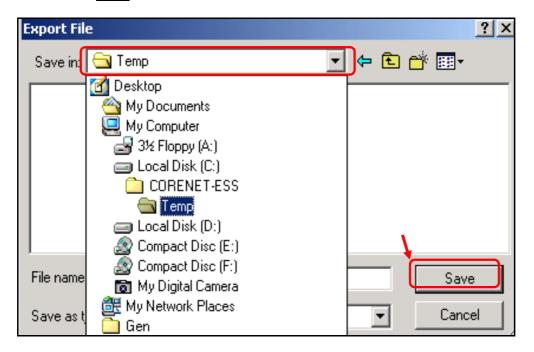
14.3 Click on the **Browse** button to select the designated directory to save the exported file. (E.g. Temp).



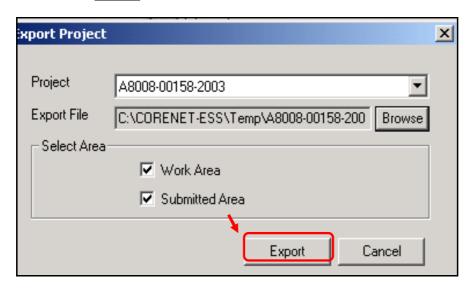
Notes:

 You may select the area(s) to be exported: Work Area / Submitted Area / Both.

14.4 Click on the **Save** button.



14.5 Click on the **Export** button.





Once the file is exported successfully, the following message will be displayed. 14.6





Notes:

Upon exporting of the project, the project reference number folder and information will still be in ESPro until it is physically deleted.

ESPro Submission: Add Existing Project

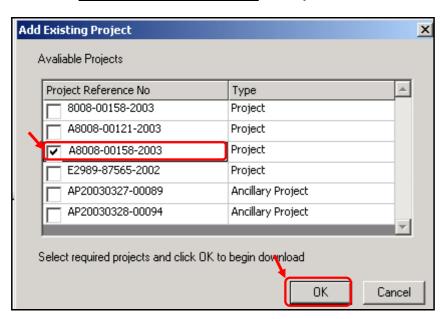
15.1 Click on the **Add Project** button.



15.2 Key in your User ID and Password and click on the **OK** button.

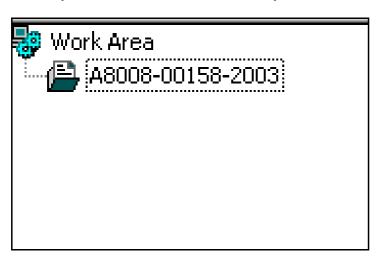


15.3 Select the **Project Reference Number** which you want to download and click on the **OK** button.





- More than 1 project profile can be downloaded at one time.
- If Project Reference No. already existed in your Work Area, it will not be reflected in the list.
- 15.4 The Project Profile will be downloaded to your work area in order to facilitate your submission(s).

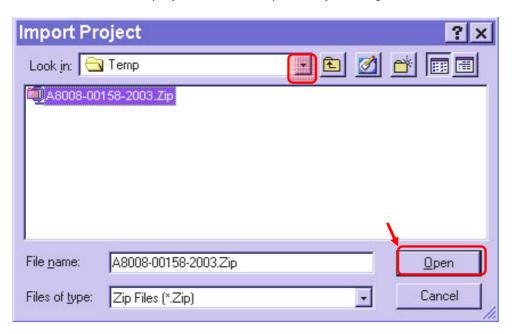


ESPro Submission: Import Project

16.1 Click on File -> Import Project.

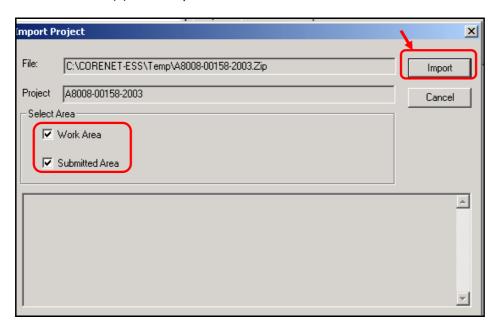


16.2 Locate and select the project file to be imported by clicking on the button.

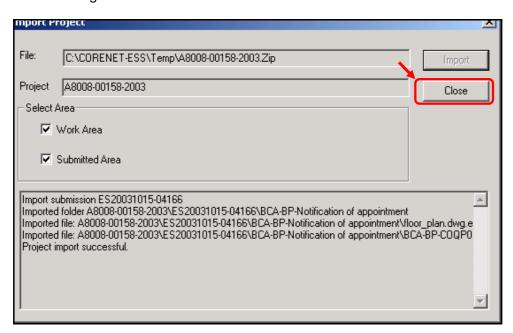


16.3 Click on the **Open** button to import the project file.

16.4 Select the area(s) to be imported: Work Area / Submitted Area / Both.



- 16.5 Click on the **Import** button.
- 16.6 The following screen will be shown.

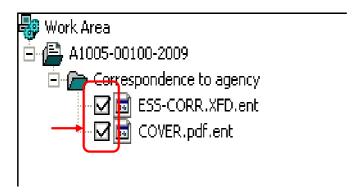


16.7 Click on the **Close** button to close the Import Project screen.

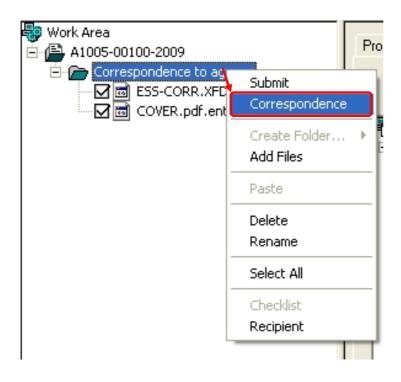
ESPro Submission: Send Correspondence (CR)

Please ensure that the following steps are performed before you proceed to make your e-submission through ESPro:

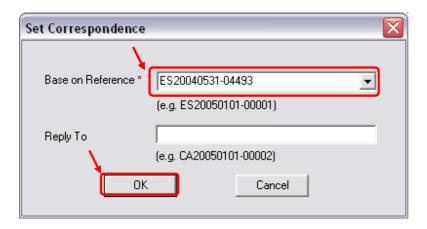
- Download & Complete Form(s)
- Attach External File(s) For Submission
- Select Recipient
- Digitally Signature File(s)
- 17.1 Select the file(s) to be submitted by ticking the empty check box(es) beside the file name(s) as shown.



17.2 **Right-click** on the Application Folder and select **Correspondence**.



17.3 Key in the relevant ES No. to tag the Correspondence with.



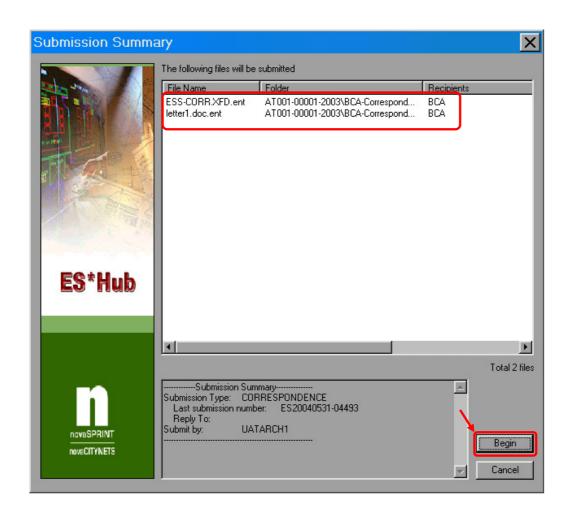
17.4 Click on the **OK** button.



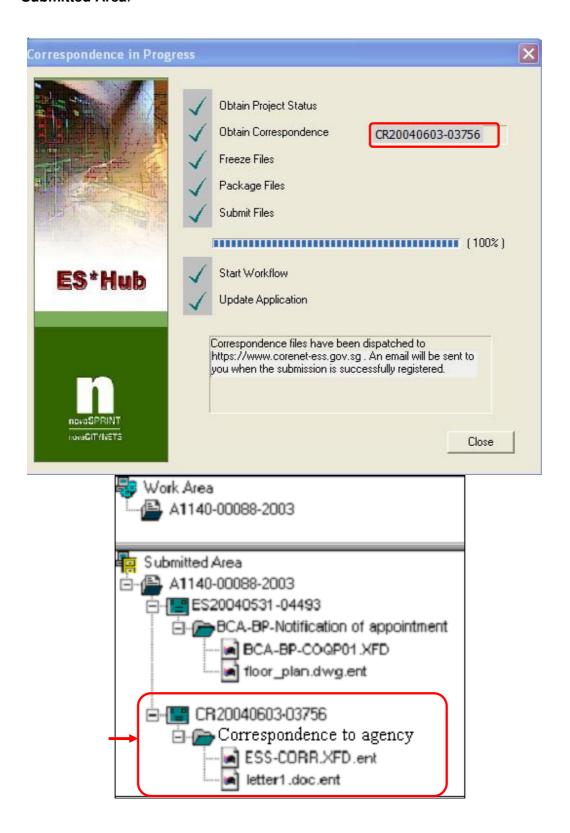
- Base on Reference* is a mandatory field that must be filled with the e-Submission (ES) number, which these file(s) are to be made reference to.
- Reply To is to state the Agency Correspondence (CA) number, which is given by the agency, usually for complying to Written Directions.
 - If there are no CA numbers to be filled in, the Reply To field is to be leave blank.
- 17.5 Key in your User ID and Password and click on the **OK** button.



Chapter 17: Send Correspondence (CR) Please ensure that the file(s) to be submitted are listed in the **Submission Summary** and click on the 17.6 Begin button to begin your submission.



17.7 Upon successful submission of files to the Corenet eSS, a **Correspondence Number** (E.g. CR20040603-03756) will be generated and the file(s) in the **Work Area** will be transferred to the **Submitted Area**.





Notes:

Upon successful submission, a Notification Email will also be sent to the applicant to confirm that the submission has been successfully registered in Corenet eSS.

CORENET ESS- Correspondence to agency: CR20040603-03756 - SUCCESS

From: corenet-ess@nova-hub.com

Sent: 03 June 2004 04: 28AM To: derekchan@nova-hub.com

Dear Tan Lip Kuang,

We are pleased to acknowledge receipt of your e-Submission in CORENET only. It will be electronically collected by your pre-selected Regulatory Authorities shortly (the average time taken for data verification check before the collection can be found in CORENET e-Submission website).

Project Reference No. : A1140-00088-2003

PROPOSED ADDITION & ALTERATION AND CHANGE OF USE FOR EXISTING 1-STOREY WAREHOUSE TO A 1-STOREY POST OFFICE Project Title

Mukim 01 Plot23Y Lot12 PT, 2A, ALBERT STREET, #09-00, ALBERT COMPLEX, Singapore 123456, ZION ROAD Location Description

Project Classification : Normal

e-Submission No. ES20040531-04493 Correspondence No. : CR20040603-03756

Application Type : Correspondence to agency

Send By : DEREK CHAN : BCA Send To

Thank you for using CORENET e-Submission system.

For enquires pertaining to your e-submission, please refer to the Regulatory Authority Contact List at https://www.corenetess.gov.sg/ess/html/static/ContactUsFrm.htm

Message (EM092) generated by CORENET e-Submission system https://www.corenet-ess.gov.sg



Notes:

- Alternatively, you may login to the Corenet eSS website to print the Acknowledgement Slip for your submission (ES/CR). Please refer to Chapter 34 (View & Print Acknowledgement Slip).

Online Submission: Website Overview

18.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



- 18.2 Upon logging in successfully, the Home page will be displayed.
- 18.3 CORENET e-Submission System (CORENET eSS) Website Layout.



Serial No	Item	Description	
1	Banner Bar	It displays the CORENET eSS logo and banner.	
2	Login Bar	It displays the login user name, current login date/time and last login date/time. Other links such as Contact Us, Rate Us, T & C, FAQ, Help, Sitemap and logout are display at the right side of the login bar.	
3	Menu Bar	It displays the functions that are available for use.	
4	Title Bar	It displays the menu name followed by the function selected. Alternatively, access the Sitemap link to view all the functions.	
5	Quick Links	It gives quick access to the commonly used functions.	

Online Submission: Sitemap

This Sitemap tab is a listing of all functions available to the user in Corenet eSS, with each item being a link to the desired function. This feature is helpful especially for new users or users looking to explore Corenet eSS functionalities.

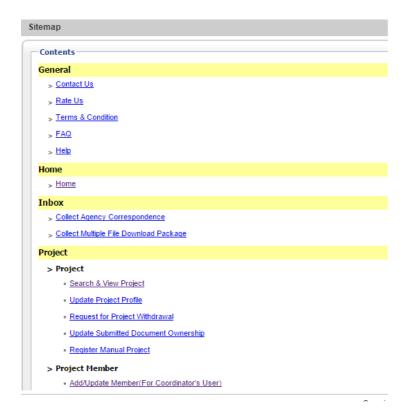
19.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



19.2 Click on the Sitemap link.



19.3 Click on the desired function link.



Sitemap

* Request to Take Over as Coordinator

Submission

- > ESPro Submission
 - * Search & View Submission
 - * Search & View Correspondence
- > Online Submission
 - * Search & View Submission
 - * Search & View Correspondence
 - * Submit Online Submission
 - * Submit Online Correspondence
 - * Download Application Forms
- > View Agencies Response Time

Feedback

- > Search Feedback
- > Submit Feedback

My Profile

- > Update User Profile
- > Change Password

Software Download

> Software Download

19.4 The requested page will be displayed.

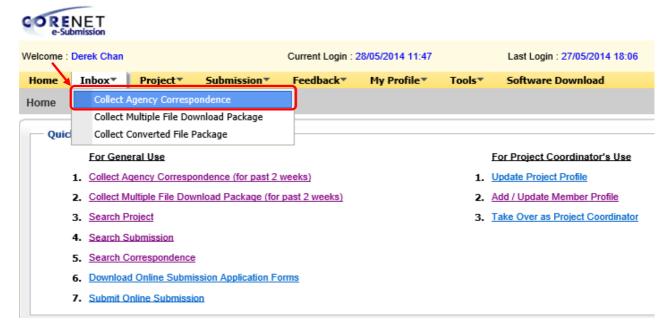
Submission >> View Agencies Response Time							
	ALL						
ALL		nge 1 of 9 ▶ ▶ 🗘			Display		
AVA BCA	Agency 个	Application Type	Expected Response Time (Working Days)	Submission Type	Information & Reference		
BCABC	AVA	AVA Plan Submission	5	Project	Test doamin		
	AVA	Application for House Number and Unit Nu	5	Online	Test doamin		
BCABIM	AVA	Correspondence to Agency	5	Online	Test doamin		
BIMCOM	AVA	Correspondence to agency	5	Project	Test doamin		
	BCA	BCA-BE-Permit to Commence Work	8	Project	Please visit http://www.bca.qov.sg/e-Permit.aspx for more information		
CITYGAS	BCA	BCA-BE-ST submission	14	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)		
EMA	BCA	BCA-BP-BP Submission	7	Project	Please visit http://www.bca.gov.sg/Professionals/BuildingControl/building_control.html [Building Control & Management >> Building Plan Approval] for more information		
ENVCBPU	BCA	BCA-CD-Plan submission	7	Project	For more information, please visit: http://www.bca.gov.sq/HouseholdShelters/guidelines.aspx_ http://www.bca.gov.sq/PublicShelters/Guidelines Plan Submission S1 S5 PS v1 1.aspx		
	BCA	BCA-CSC-Appln for Site Inspection and T	7	Project	Please visit https://www.bca-topcsc.gov.sq for more information		
HDBARCH	BCA	BCA-CSC-Appln for TOP-CSC	7	Project	Please visit https://www.bca-topcsc.gov.sg for more information		
~	BCABC	Constructability Score Submission	5	Online	Test doamin		

Online Submission: Collect Agency Correspondence (CA)

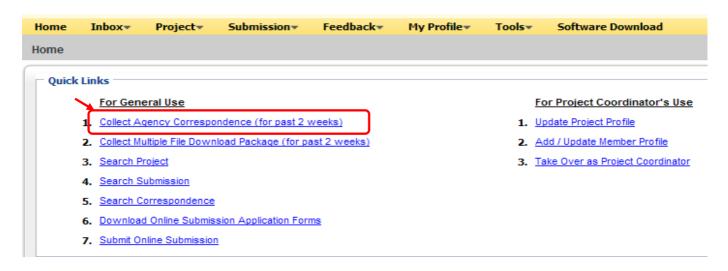
20.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



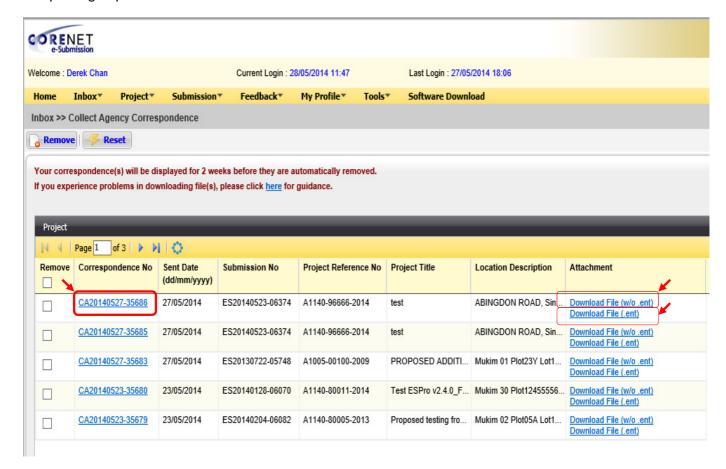
20.2 Under Inbox tab, click on Collect Agency Correspondence.



20.3 Alternatively, under Quick Links, click on Collect Agency Correspondence (for past 2 weeks).



20.4 The list of agency correspondences **(CA)** is displayed. Under **Attachment** column, click on the package option link.

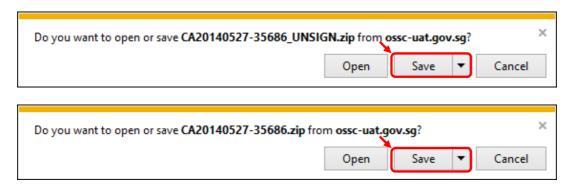


20.5 Alternatively, click on the preferred link to the attachment to download the Correspondence(CA).

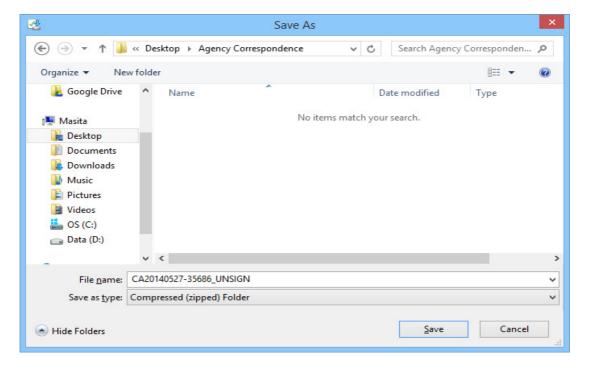


- The list of correspondences(CA) for Project, Ancillary Project and Online Submission are shown in the same page.
- If there is no correspondence(CA) listed, the message 'No records found to display' will be shown in each grid.

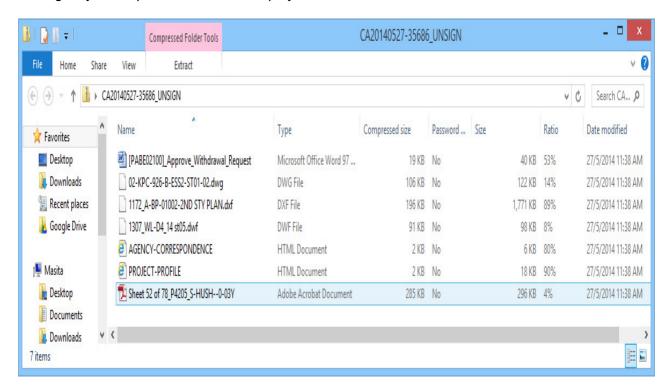
20.6 The following dialog box will be displayed (depending on the type of download request selected). Click on the **Save** button.

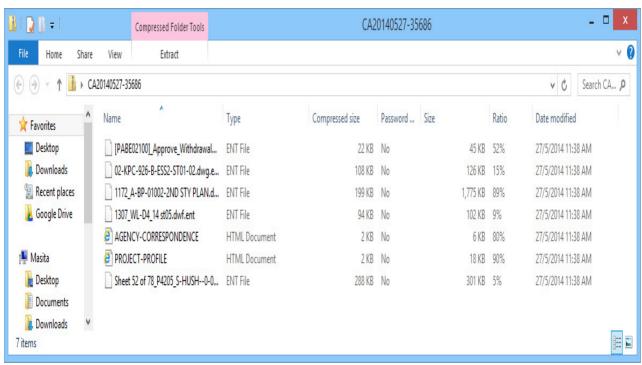


20.7 Select a designated location to save the package and click on <u>Save</u> button.



20.8 The agency correspondence file are displayed.







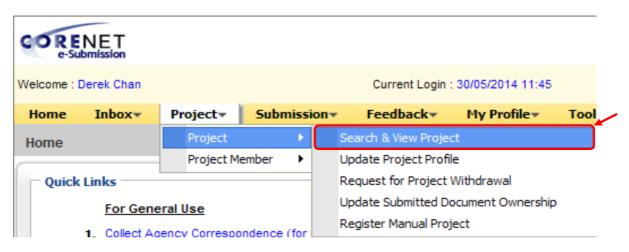
- The Correspondence(CA) will be downloaded as a ZIP file.
- For more information on *Download File (Netrust token required)* or *Open File (No Netrust token required)*, please refer to <u>Appendix 4 (Definitions</u>, <u>Acronyms and Abbreviations)</u>.
- If you have clicked on the Download File (Netrust token is required) link to download your Correspondence(CA), please refer to http://www.corenet.gov.sg/integrated_submission/esub/NDS_AVI/NDS%20Electronic%20User%20Guide.html for the steps to extract the Correspondence(CA).
- Correspondence(CA) will only be available for 2 weeks. Thereafter, please refer to
 <u>Chapter 28 (Search & View Correspondence (CR/CA)</u> for an alternative method of downloading the Correspondence(CA).

Online Submission: Search & View Project Profile

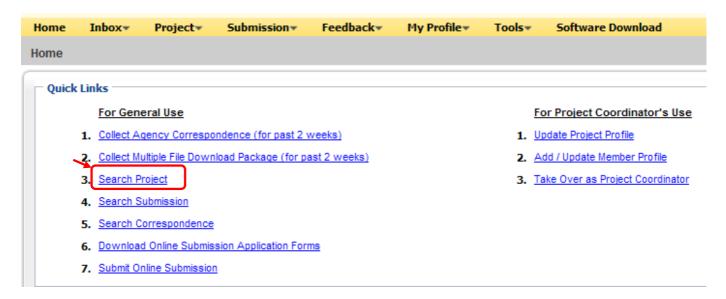
21.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



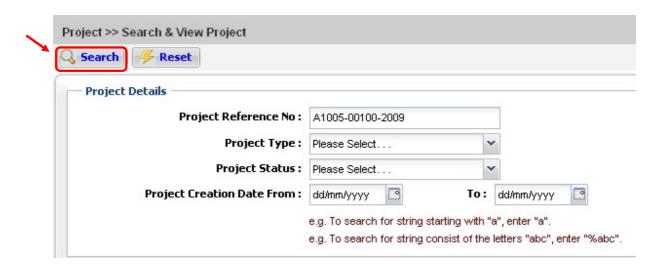
21.2 Under **Project** tab, select **Project** and click on **Search & View Project**.



21.3 Alternatively, under **Quick Links**, click on **Search Project.**



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

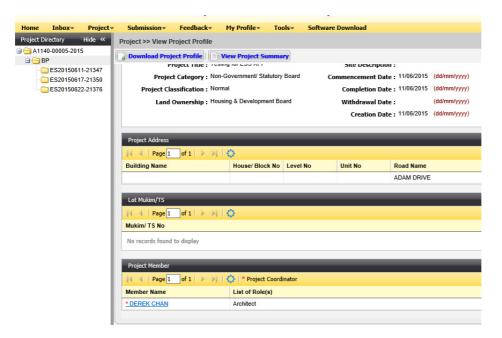




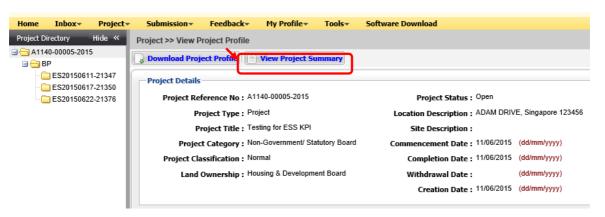
- 'Project Creation Date From' and 'Project Creation Date To' is <u>NOT</u> a mandatory field.
- 21.1 Click on the **Project Reference No** link to view the Project Profile.



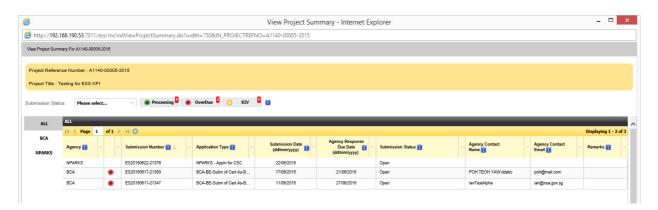
21.2 The Project Profile will be displayed.



21.3 Click on View Project Summary button to view the submission status under the project.



21.4 The View Project Summary page will be displayed.

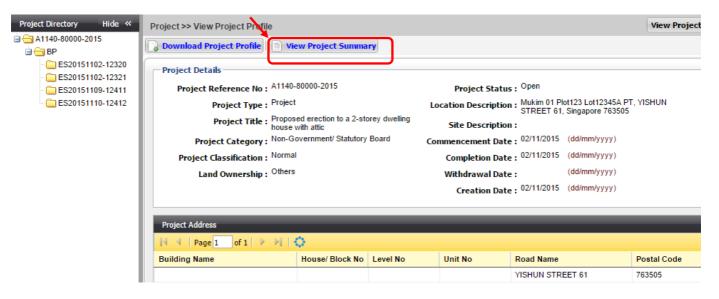


Online Submission: View Project Summary

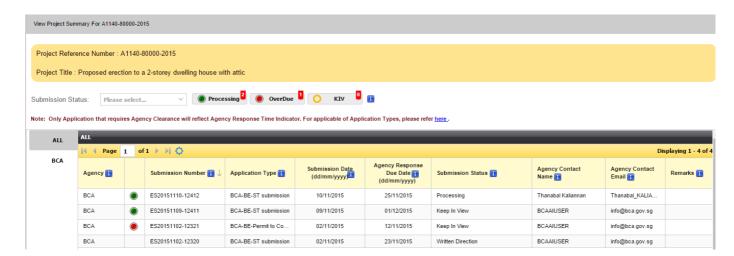
22.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



- 22.2 Search for the project using the steps shown in Chapter 21 (Search & View Project Profile).
- 22.3 Click on View Project Summary button to view the submission status under the project.



22.4 The View Project Summary page will be displayed.

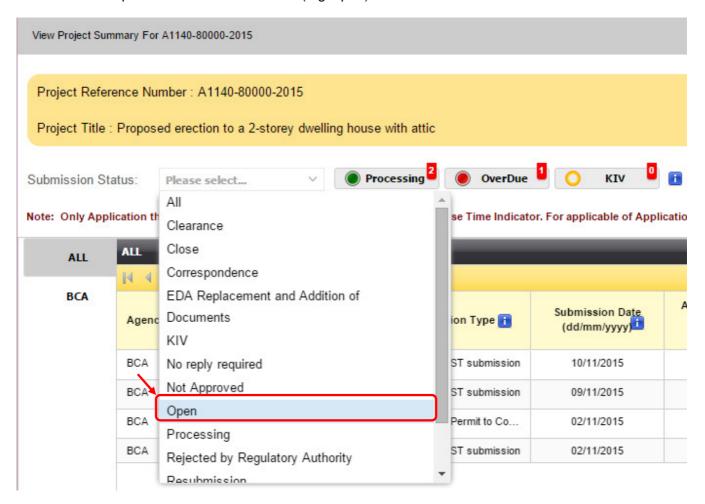




- The View Project Summary page will display all the submissions made under the Project Reference Number by default.
- The list of submissions to be displayed can be filtered based on the submission status,
 Agency Response Indicator buttons or recipients of the submission.
- The columns in the View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

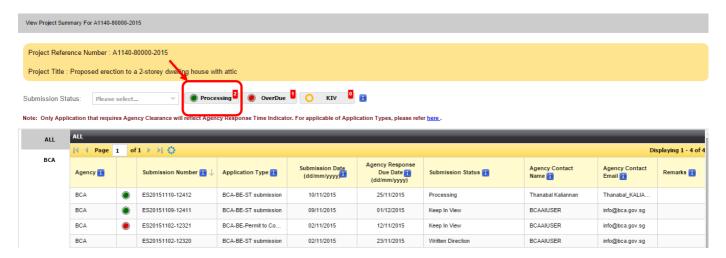
Filter Submissions by Status

22.5 Select the preferred submission status (e.g Open).

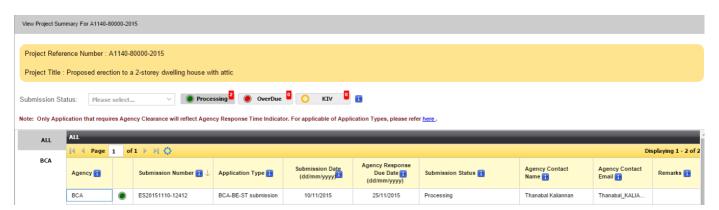


Filter Submissions by Agency Response Time Indicators

22.6 Click on the Agency Response Time Indicators button (e.g Processing).



22.7 The list of submissions under the selected Agency Response Time Indicators will be displayed.



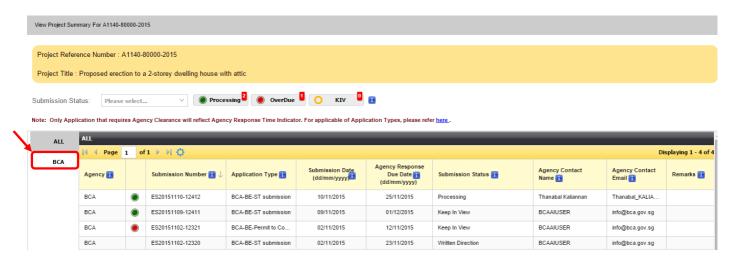


Notes:

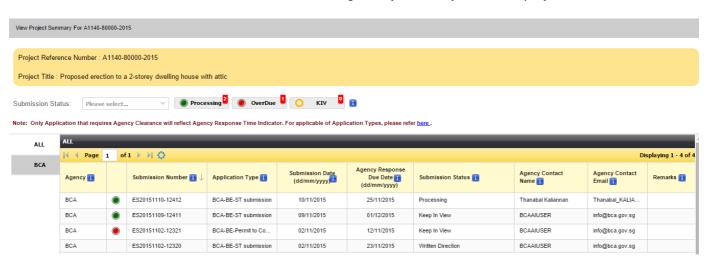
The Agency Response Time Indicators will be displayed for applicable Application Types which are in Open or Processing status only. It does not include the submissions which have taken action by the Regulatory Authority officers. For the list of applicable Application Types, please refer to the View Agency Response Time page under menu item Submission >> View Agency Response Time.

Filter Submissions by Regulatory Authority

22.8 Click on the preferred Regulatory Authority tab (e.g BCA).



22.9 The submissions made under the selected Regulatory Authority will be displayed.

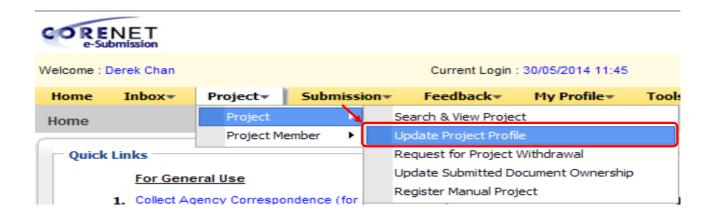


Online Submission: Update Project Profile

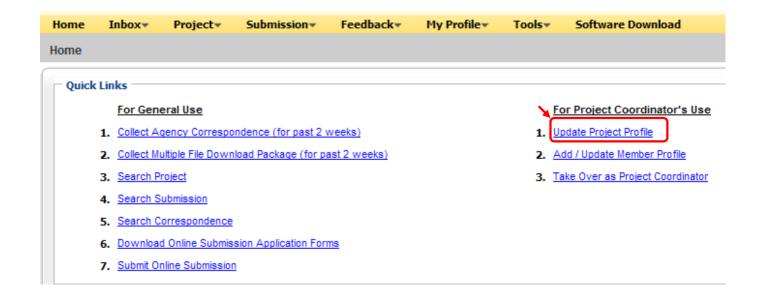
23.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



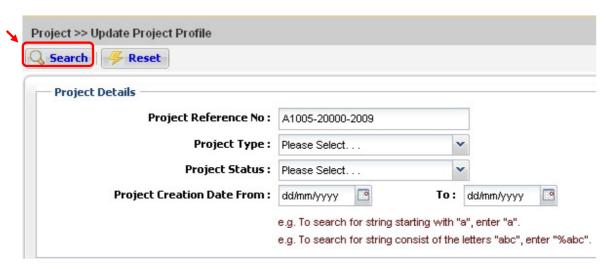
23.2 Under Project tab, select Project and click on **Update Project Profile.**



23.3 Alternatively, under **Quick Links**, click on **Update Project Profile**.



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



23.5 Click on the **Project Reference No** link.

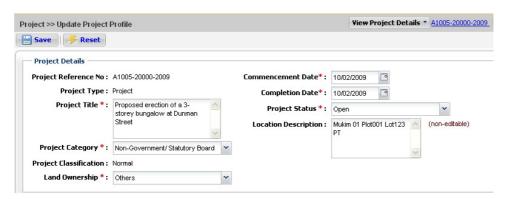


23.6 Alternatively, search for the project using the steps shown in Chapter 21 (Search & View Project Project Project Wiew Project Details, click on Update Project Projec

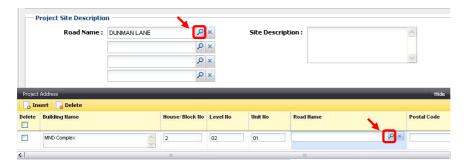


23.7 The Project Profile will be displayed.

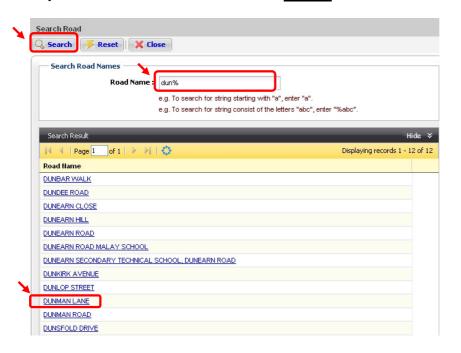
Make the **relevant changes** to the Project Profile.



23.8 Click on 2 to add or edit the Road Name for Project Site Description and Project Address.



23.9 Key in the **Road Name** and click on the **Search** button.



23.10 Click on the desired **Road Name** link (e.g DUNMAN LANE).

23.11 The updated Road Name will be displayed.



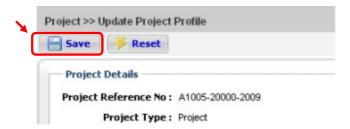
23.12 To insert additional rows for Project Address and Lot Mukim /TS, click on the **Insert** button.



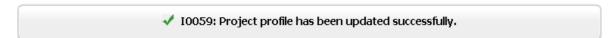


Notes:

- Location Description details are information gathered from Project Address and Mukim / TS.
- 23.13 Click on the **Save** button to save the changes.



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

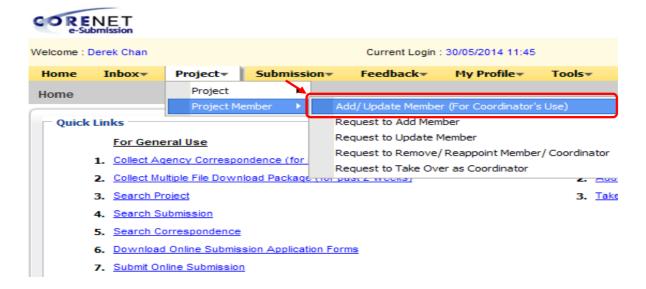


Online Submission: Add Member (For Coordinator's Use)

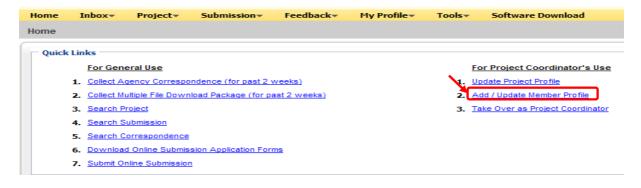
24.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



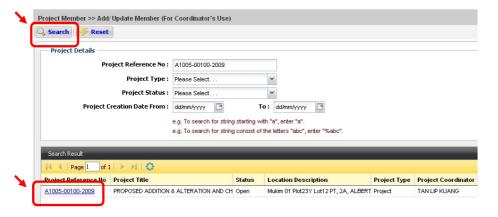
24.2 Under **Project tab**, select **Project Member** and click on <u>Add/ Update Member (For Coordinator's Use)</u>.



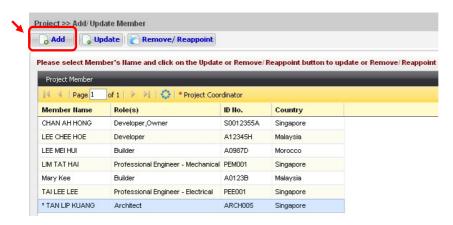
24.3 Alternatively, under Quick Links, click on Add / Update Member Profile.



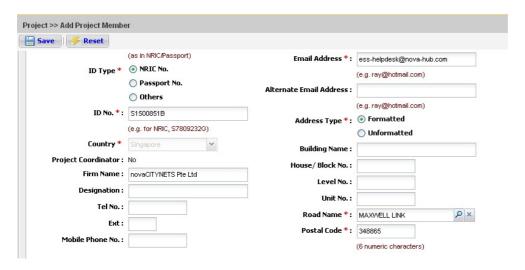
24.4 Key in the **Project Reference No** and click on the **Search** button.



- 24.5 Click on the **Project Reference No** link.
- 24.6 Click on the Add button.



24.7 Fill in the new member's details.





24.8 Click on to select the role for the member.



Notes:

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





Notes:

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

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



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

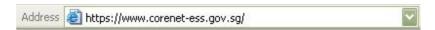




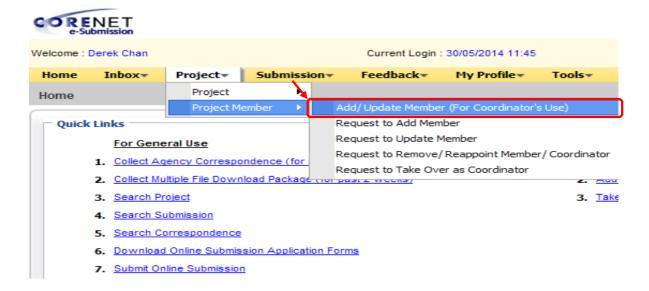
- An acknowledgement slip will be emailed to the project coordinator upon successful adding of new project member.
- For non-project coordinator, please refer to <u>Chapter 45 (Request to Add Member)</u> for the steps to add member.
- Upon successful adding of new project member, update the project profile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

Online Submission: Update Member Profile (For Coordinator's Use)

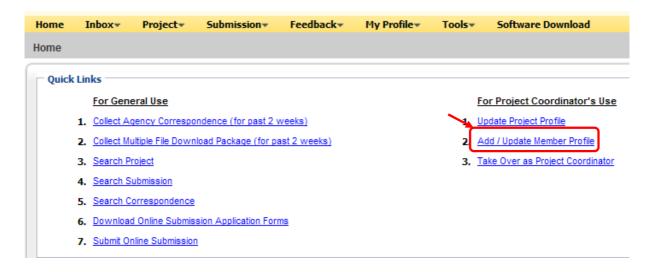
25.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



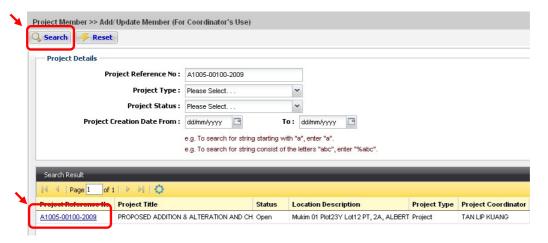
25.2 Under **Project** tab, select **Project Member** and click on **Add/ Update Member (For Coordinator's Use).**



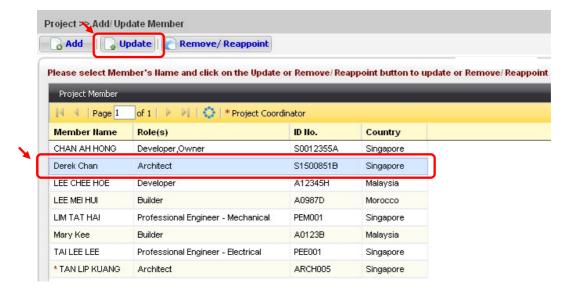
25.3 Alternatively, under Quick Links, click on Add/Update Member Profile.



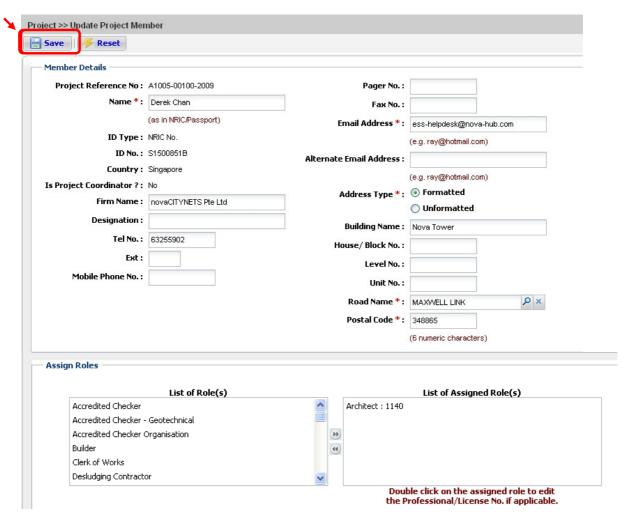
25.4 Key in the **Project Reference No** and click on the **Search** button.



- 25.5 Click on the **Project Reference No** link.
- 25.6 Select the member to be updated and click on the **Update** button.



25.7 Make the **relevant changes** ad click on the **Save** button to save the changes.





- 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.

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





- 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 <u>Chapter 46 (Request to Update</u>
 <u>Member)</u> for the steps to update project member profile.
- Upon successful updating of project member profile, update the project profile shown in <u>Chapter 27 (Retrieve Updated Project / Member Information)</u>.



Online Submission: Remove/Reappoint Member (For Coordinator's Use)



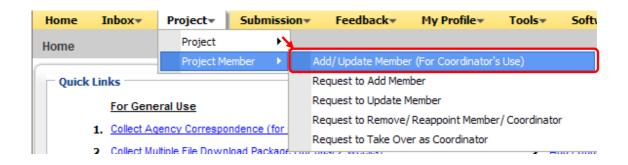
Notes:

- Before a member can be removed/re-appointed, a new member of the **same** project role must be added first.
- Please note that the following project member roles **can** be removed without reappointment.
- **Project Manager** Registered Inspector (Architect) Registered Inspector (Mechanical) Tenant Lessee Site Supervisor Safety Officer Landlord **Plumbing Contractor** Safety Supervisor Licensed Plumber **Desludging Contractor** Licensed Supplier

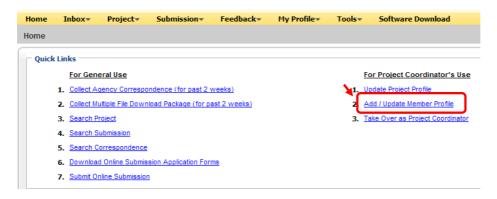
26.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



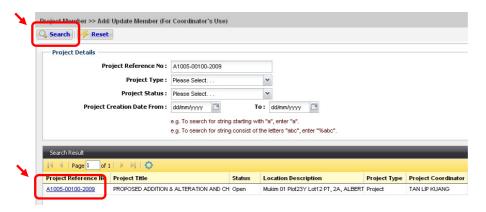
26.2 Under Project tab, select Project Member and click on Add/Update Member (For Coordinator's Use).



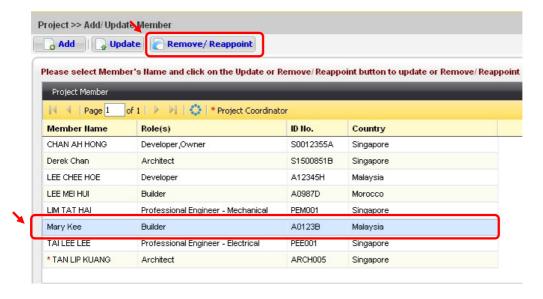
26.3 Alternatively, under Quick Links, click on Add /Update Member Profile.



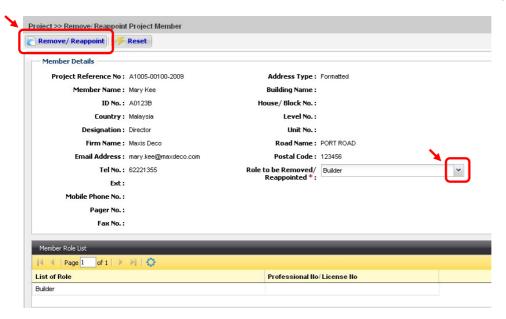
26.4 Key in the **Project Reference No** and click on the **Search** button.



- 26.5 Click on the Project Reference No link.
- 26.6 Select the member to be removed/reappointed and click on the **Remove / Reappoint** button.



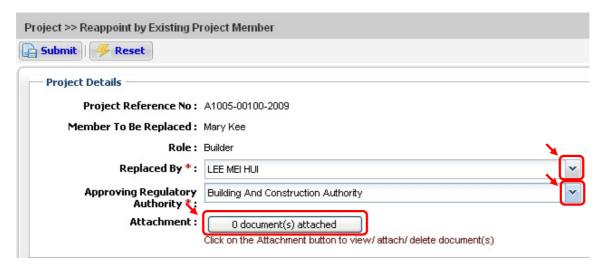
26.7 Click on to select the role to be removed and click on the **Remove/ Reappoint** button.



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



26.9 Click on to select the member to be removed/reappointed and the Approving Regulatory Authority for processing the request.

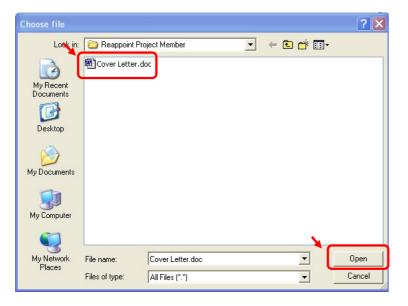


26.10 Click on the **Attachment** button to attach supporting file(s).

26.11 Click on the **Browse** button to select file.



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



26.13 Click on the Attach File button.



- 26.14 Repeat step 26.11 to 26.13 to attach more files.
- 26.15 Upon attaching of each file, a successful message will be displayed.

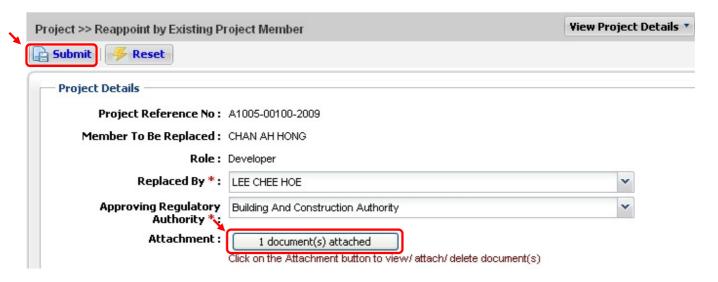


26.16 Click on the **Close** button when completed.



- You can ONLY attach one file at a time.
- To delete attached files, tick on the checkbox(es) and click on the <u>Delete</u>
 <u>File(s)</u> button.
- When the files(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.

26.17 The number of files(s) attached will be displayed in the **Attachment** button.



- 26.18 Click on the **Submit** button.
- 26.19 Upon successful remove/reappoint of project member, the following message will be displayed.

✓ 10069: Your request will be submitted to the regulatory authority for approval. Your Transaction

Number is: CM20090320-00028.



- The Change of Member (CM) number is the transaction number for this request.
- 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 <u>Chapter 47 (Request to Remove/Reappoint Member/Coordinator</u> for steps to remove/reappoint member.
- Upon successful remove/reappoint of project member, update the project profile shown in Chapter 27 (Retrieve Updated Project / Member Information).



ESPro Submission: Retrieve Updated Project / Member Information

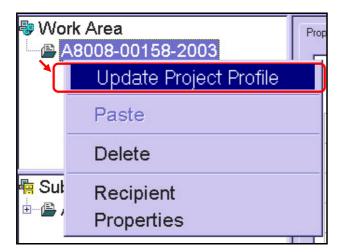


Notes:

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



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



27.3 Key in the **User ID** and **Password** and click on the **Login** button.



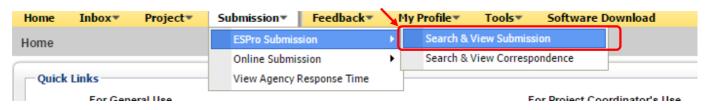
27.4 The latest changes would be reflected in your project profile in ESPro.

Online Submission: Search & View Submission (ES)

28.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.

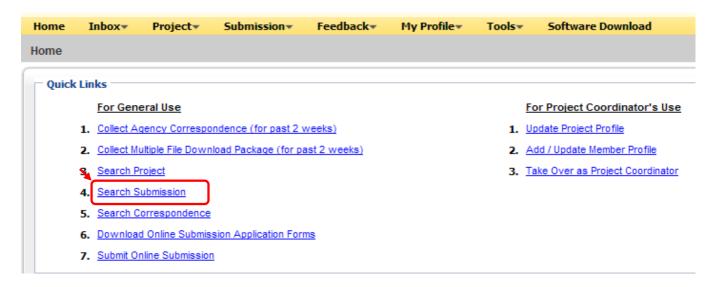


28.2 Under the Submission tab, select ESPro Submission and click on Search & View Submission.

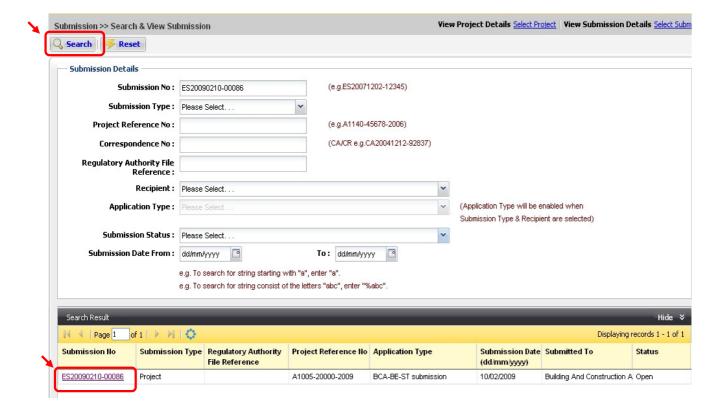




- To search for Online Submission, under the Submission tab, select Online Submission and click on <u>Search & View Submission</u>.
- 28.3 Alternatively, under Quick Links, click on Search Submission.



28.4 Key in the **Submission No** and click on the **Search** button.



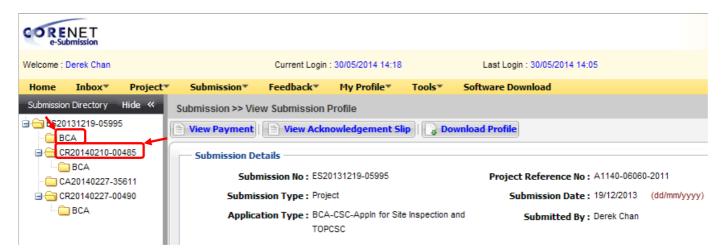
28.5 Click on the Submission No link.



- 'Submission Date From' and 'Submission Date To' is NOT a mandatory field.
- 28.6 Alternatively, under View Submission Details, click on View Submission Profile.



28.7 The Submission Profile will be displayed.



- 28.8 To view or locate the submitted files, click on the **Agency folder.**
- 28.9 To view the Correspondence Profile, click on the **Correspondence No folder** in the Submission Directory.



Notes:

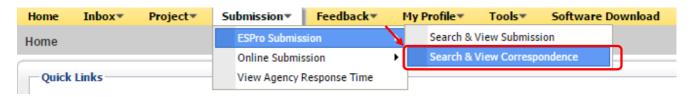
To view or print Acknowledgement Slip for the Submission, please refer to <u>Chapter 36</u>
 (View & Print Acknowledgement Slip).

Online Submission: Search & View Correspondence (CR/CA)

31.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.

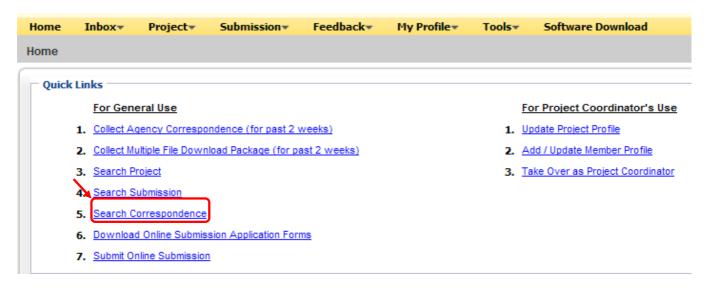


41.1 Under Submission tab, select ESPro Submission and click on Search & View Correspondence.

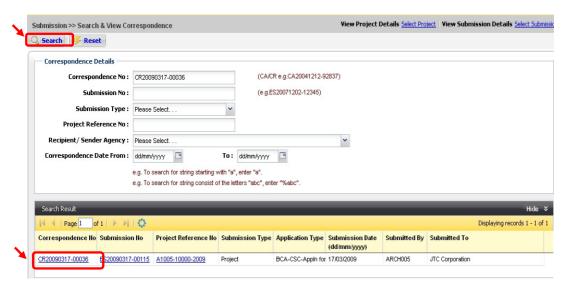




- To search for Online Correspondence, under the Submission tab, select Online Submission and click on <u>Search & View Correspondence</u>.
- 51.1 Alternatively, under **Quick Links**, click on **Search Correspondence**.



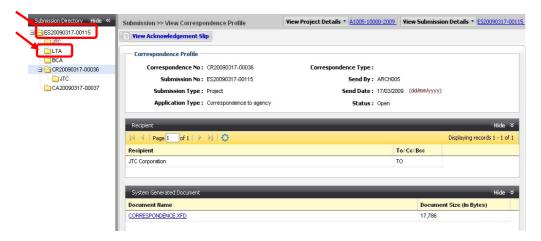
61.1 Key in the **Correspondence No** and click on the **Search** button.



71.1 Click on the Correspondence No link.



- 'Correspondence Date From' and 'Correspondence Date To' is <u>NOT</u> a mandatory field.
- 81.1 The Correspondence Profile page will be displayed.



- 91.1 To view or locate the submitted files, click on the **Agency folder.**
- 101.1 To view the **Submission Profile**, click on the **Submission No folder** in the Submission Directory.

 Notes:
 - To view or print Acknowledgement Slip for ES/CR, please refer to <u>Chapter 36 (View & Print Acknowledgement Slip)</u>.

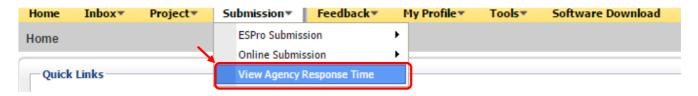
Online Submission: View Agency Response Time

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.

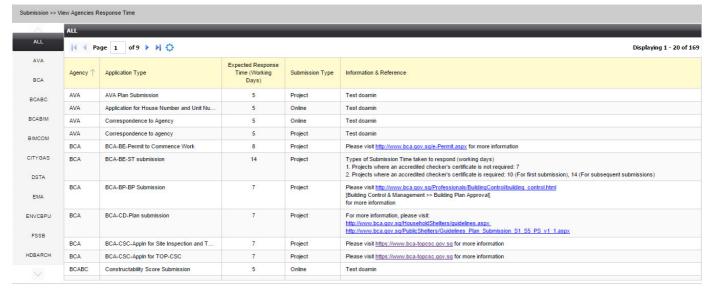
30.1 Click on the address bar and type in https://www.corenet-ess.gov.sg



30.2 Under Submission tab, click on View Agency Response Time.



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





Notes:

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

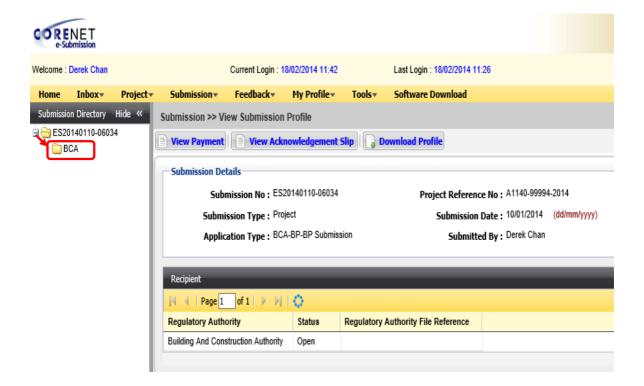
Online Submission: Download Multiple Files

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.

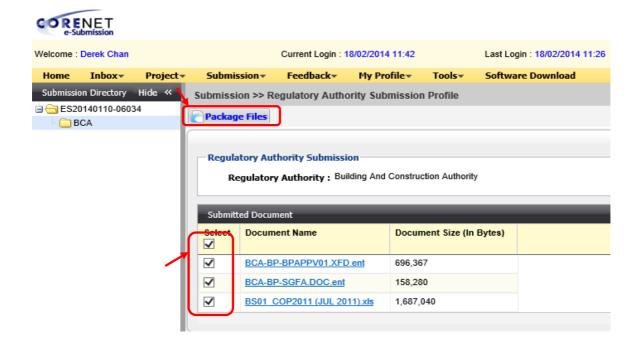
31.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



- 31.2 Search for the submission using steps shown in Chapter 27 (Search & View Submission (ES)) or search for the correspondence using steps shown in Chapter 28 (Search & View Correspondence (CR/CA)).
- 31.3 To view or locate the submitted files, click on the **Agency folder.**



31.4 **Select** the desired file(s) which is/are to be packaged.



31.5 The following prompt is displayed. Click on the preferred typr of package





- For more information on the Package Types, please refer to <u>Appendix 4</u> (<u>Definitions</u>, <u>Acronyms and Abbreviations</u>).
- You may click on the individual <u>Document Name hyperlink</u> to download the file individually.

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



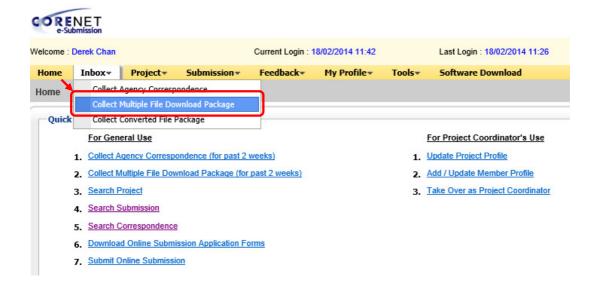
- The downloaded document(s) will be packaged into a zip file. Once the package file is ready for downloading, an email will be sent to the requestor.
- To download packaged file, please refer to <u>Chapter 32 (Collect Multiple Files</u>
 <u>Download Package</u>).



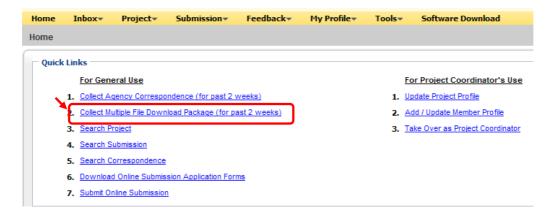
32.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



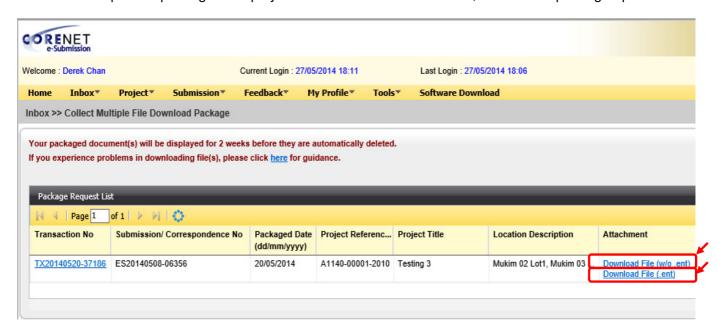
32.2 Under Inbox tab, click on Collect Multiple Download Package.



32.3 Alternatively, under **Quick Links**, click on **Collect Multiple File Download Package (for past 2** weeks).



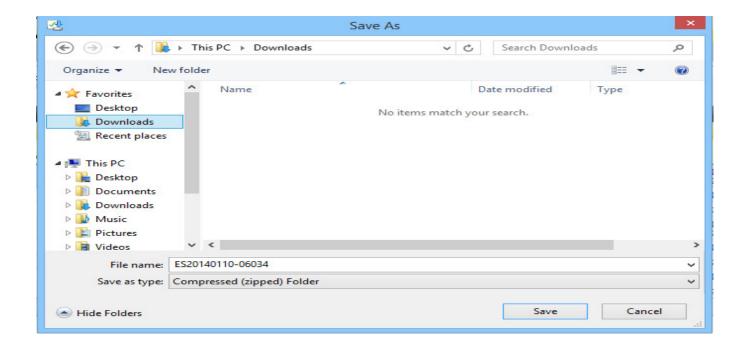
32.4 The requested package is displayed. Under **Attachment** column, click on the package upload link.



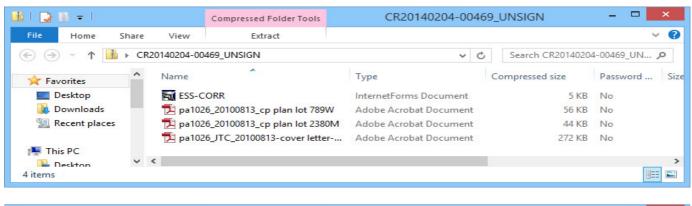
32.5 The following prompt is displayed. Click on **Save** button.

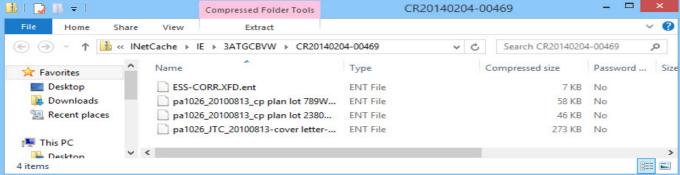


32.6 Select a designated location to save the package and click on **Save** button.



32.7 The package files are displayed.







- 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

 <u>http://www.corenet.gov.sg/integrated_submission/esub/NDS_AVI/NDS%20Electro_nic%20User%20Guide.html</u> 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 <u>Appendix 4 (Definitions, Acronyms and Abbreviations)</u>.

Online Submission: Grant Document Access.

33.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



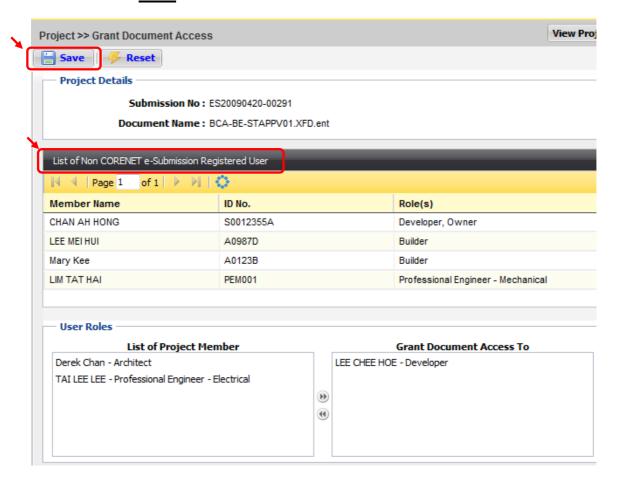
- 33.2 Search for the submission using steps shown in Chapter 28 (Search & View Submission (ES)).
- 33.3 To view or locate the submitted files, click on the **Agency folder**.



- 33.4 Click on the Submitted Document Name link.
- 33.5 Click on the **Grant Document Access** button.



33.6 Select the project member(s) whom you would like to grant them the rights to access the documents and click on the <u>Save</u> button.



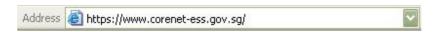


- The project member(s) whom you grant them the rights to access the documents MUST be an existing CORENET e-Submission System user.
- Project member(s) without a CORENET e-Submission System account will be listed in the Non CORENET e-Submission Registered User listing.
- 33.7 Upon successful granting of document access, the following dialog box will be displayed.

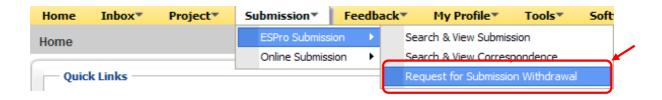


Online Submission: Request ESPro Submission Withdrawal

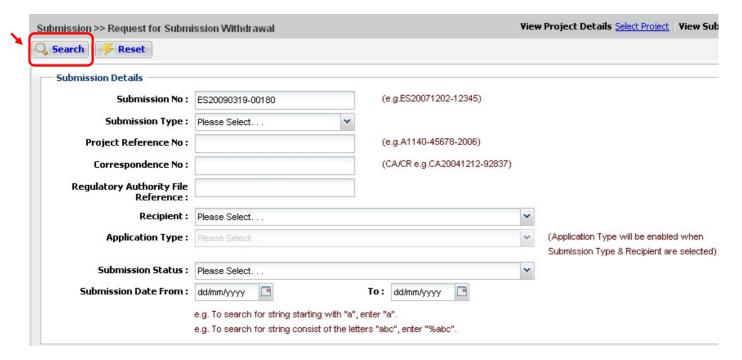
34.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



34.2 Under the **Submission** tab, select **ESPro Submission** and click on **Request for Submission Withdrawal**.



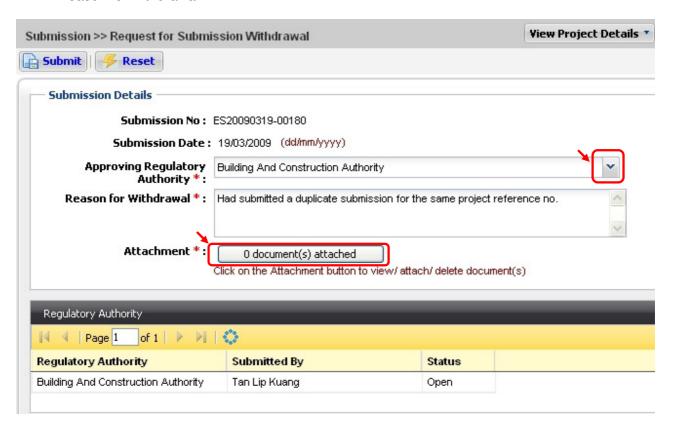
34.3 Key in the **Submission No** and click on the **Search** button.



34.4 Click on the **Submission No** link.



34.5 Click on to select the **Approving Regulatory Authority** to process the request and key in the reason for withdrawal.



34.6 Click on the **Attachment** button to attach supporting file(s).



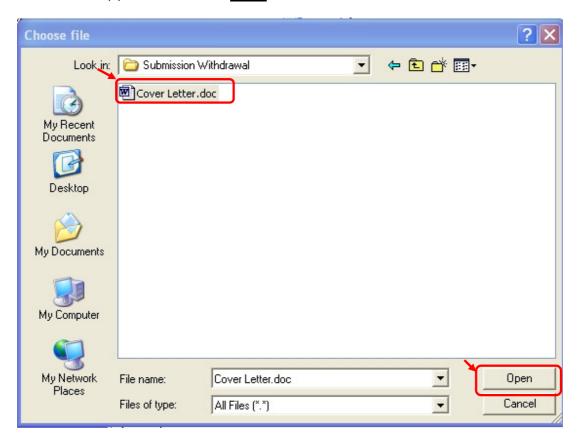
Notes:

A supporting document(s) stating the reason of withdrawal must be attached.

34.7 Click on the **Browse** button to select file.



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



34.9 Click on the **Attach File** button.



- 34.10 Repeat step 34.7 to 34.9 to attach more files.
- 34.11 Upon attaching of each file, a successful message will be displayed.

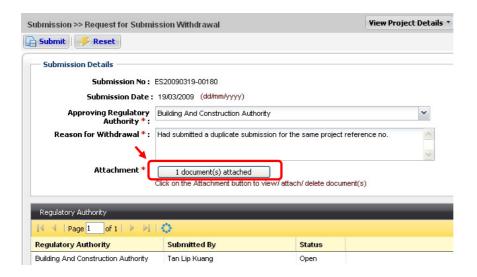


34.12 Click on the **Close** button when completed.



Notes:

- You can ONLY attach one file at a time.
- To delete attached files, tick on the checkbox(es) and click on the <u>Delete</u>
 <u>File(s)</u> button.
- When the files(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.



- 34.13 The number of files(s) attached will be displayed in the **Attachment** button.
- 34.14 Click on the Submit button.
- 34.15 Upon successful submission withdrawal request, the following message will be displayed.





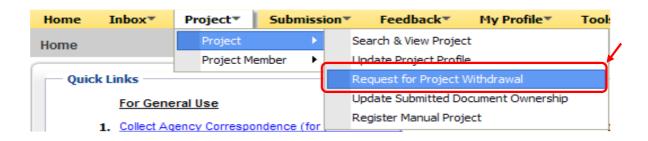
- The Withdrawal of Submission (WS) number is the transaction number for the withdrawal request.
- An acknowledgement slip will be emailed to the requestor upon successful withdrawal request.

Online Submission: Request Project Withdrawal

35.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



35.2 Under Project tab, select Project and click on Request for Project Withdrawal.



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

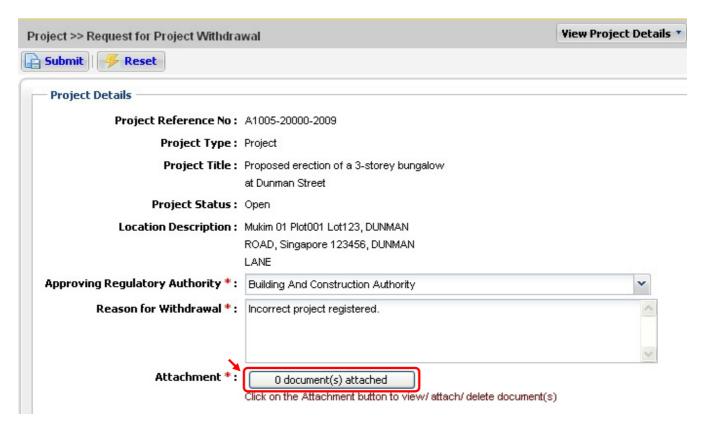


35.4 Click on the **Project Reference No** link.





- Please ensure that all outstanding submissions have been withdrawn and approved by the relevant authority before proceeding.
- A supporting document(s) stating the reason for withdrawal must be attached.
- 35.5 Click on to select the **Approving Regulatory Authority** to process the request and key in the reason for withdrawal.

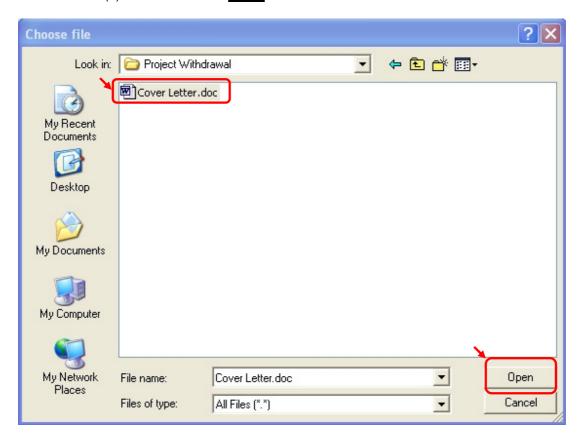


35.6 Click on the **Attachment** button to attach supporting file(s).

35.7 Click on the **Browse** button to select file.



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



35.9 Click on the **Attach File** button.



- 35.10 Repeat step 35.7 to 35.9 to attach more files.
- 35.11 Upon attaching of each file, a successful message will be displayed.

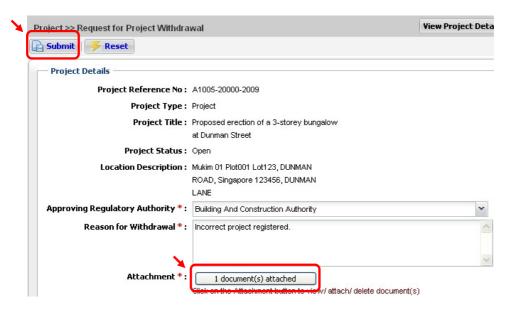


35.12 Click on the **Close** button when completed.



Notes:

- You can ONLY attach one file at a time.
- To delete attached files, tick on the checkbox(es) and click on the <u>Delete</u>
 <u>File(s)</u> button.
- When the files(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.
- 35.13 The number of files(s) attached will be displayed in the Attachment button.



- 35.14 Click on the Submit button.
- 35.15 Upon successful submission withdrawal request, the following message will be displayed.





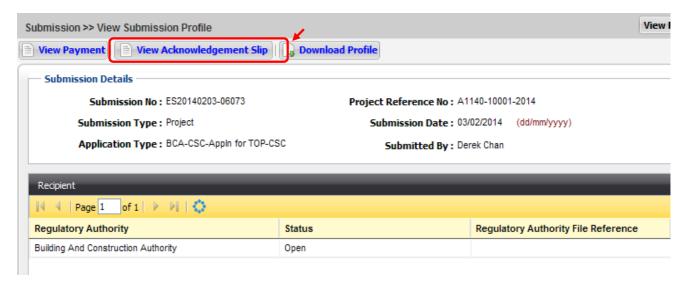
- The Withdrawal of Project (WP) number is the transaction number for the withdrawal request.
- An acknowledgement slip will be emailed to the requestor upon successful withdrawal request.

Online Submission: View & Print Acknowledgement Slip

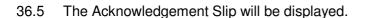
36.1 Click on the address bar and type in https://www.corenet-ess.gov.sg

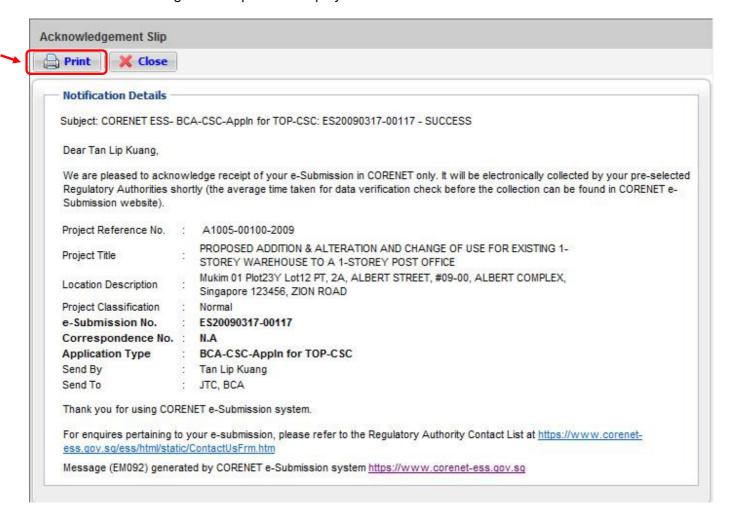


- 36.2 Search for the submission using steps shown in Chapter 27 (Search & View Submission(ES)) or search for the correspondence using steps shown in Chapter 28 (Search & View Correspondence (CR/CA)).
- 36.3 The Submission / Correspondence Profile will be displayed.



36.4 Click on the View Acknowledgement Slip button to view or print the Acknowledgement Slip.





36.6 Click on the **Print** button to print out the Acknowledgement Slip.

Online Submission: Download Application Forms

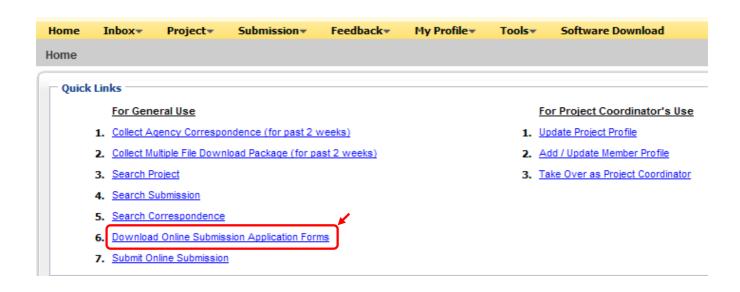
37.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



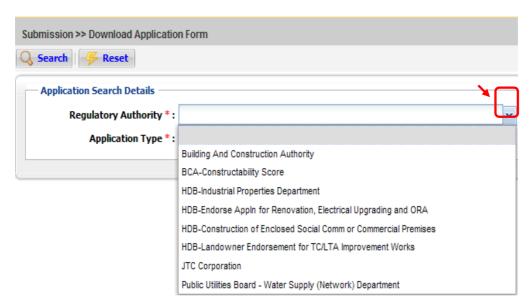
37.2 Under Submission tab, select Online Submission and click on Download Application Forms.



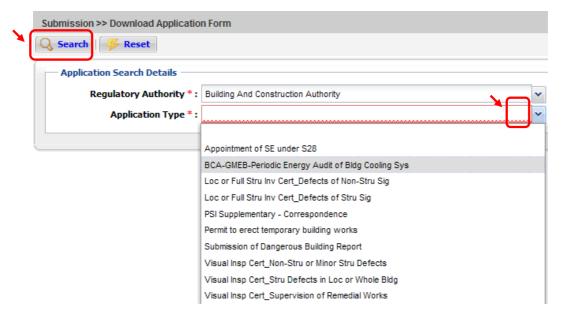
37.3 Alternatively, under **Quick Links**, click on **Download Online Submission Application Forms**.



37.4 Click on to select the **Regulatory Authority**.

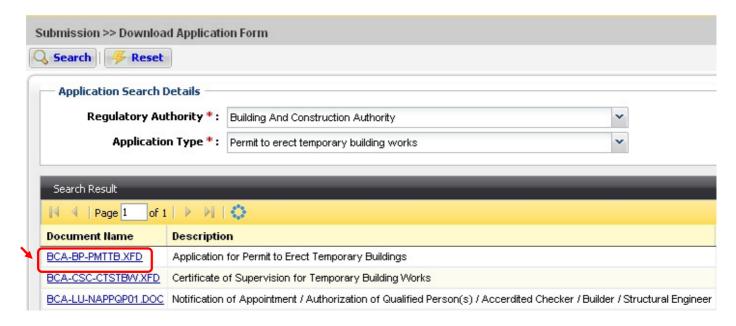


37.5 Click on to select the Application Type.



37.6 Click on the **Search** button.

37.7 Click on the **Document Name** link.



37.8 Click on the **Save** button to save the file.



Online Submission: Submit Online Submission (ES)

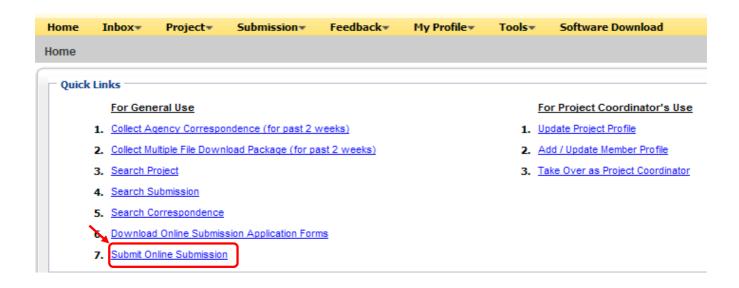
38.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



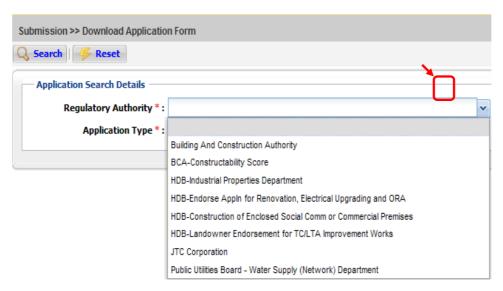
38.2 Under Submission tab, select Online Submission and click on Submit Online Submission.



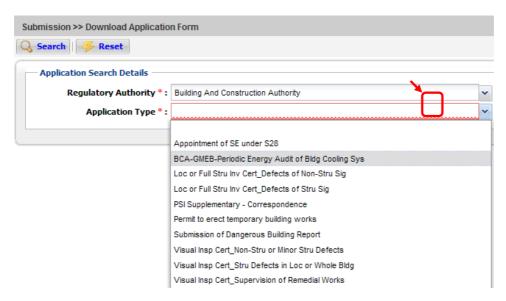
38.3 Alternatively, under **Quick Links**, click on **Submit Online Submission**.



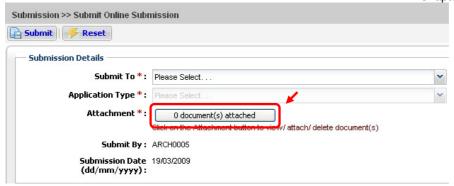
38.4 Click on to select the **Regulatory Authority**.



38.5 Click on to select the **Application Type**.



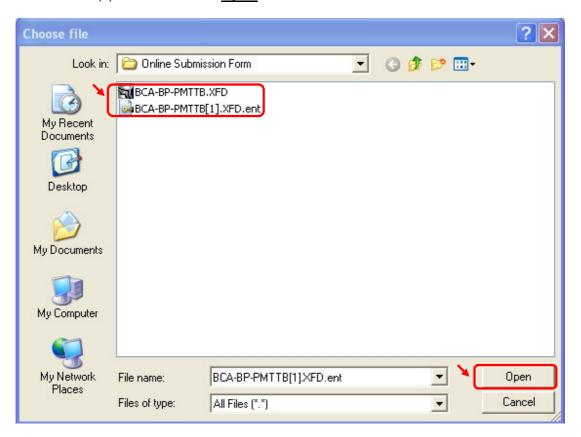
38.6 Click on the **Attachment** button to attach supporting file(s).



38.7 Click on the **Browse** button to select file.



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

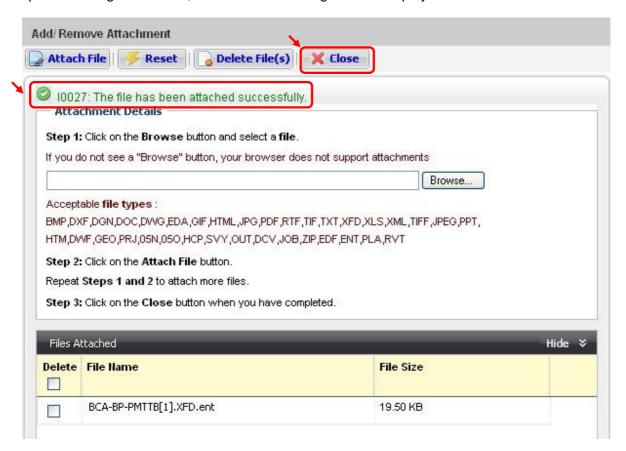


38.9 Click on the **Attach File** button.



38.10 Repeat step 38.7 to 38.9 to attach more files.

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

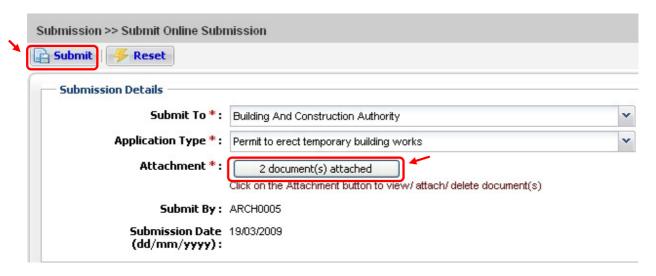


38.12 Click on the **Close** button when completed.



- You can ONLY attach one file at a time.
- To delete attached files, tick on the checkbox(es) and click on the <u>Delete</u>
 File(s) button.
- When the files(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.

38.13 The number of file(s) attached will be displayed in the **Attachment** button.



- 38.14 Click on the **Submit** button.
- 38.15 Upon successful submission, a **Submission Number** will be generated.





Notes:

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

Online Submission: Submit Online Correspondence (CR)

39.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



39.2 Under **Submission** tab, select **Online Submission** and click on **Submit Online Correspondence.**



39.3 Key in the Reference Submission No and click on to select the Regulatory Authority.

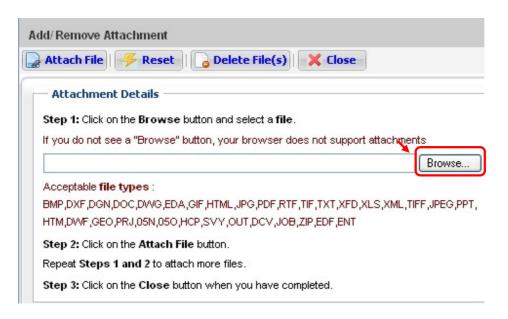


39.4 Click on the **Attachment** button to attach supporting file(s).

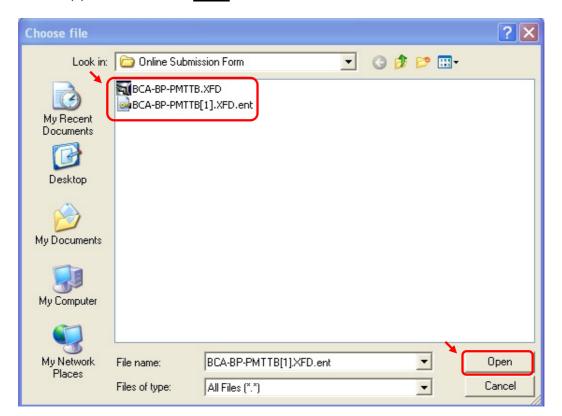


- The Reference Submission No. field is mandatory for Correspondence submission.
- The Application Type field will automatically show 'Correspondence to agency' when 'Correspondence' is selected.

39.5 Click on the **Browse** button to select file.



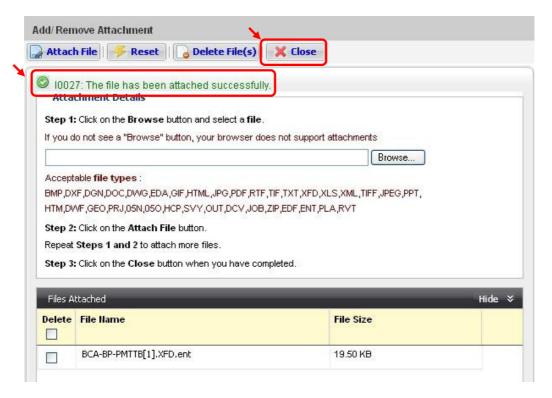
39.6 Select the file(s) and click on the **Open** button.



39.7 Click on the Attach File button.



- 39.8 Repeat step 39.5 to 39.7 to attach more files.
- 39.9 Upon attaching of each file, a successful message will be displayed.

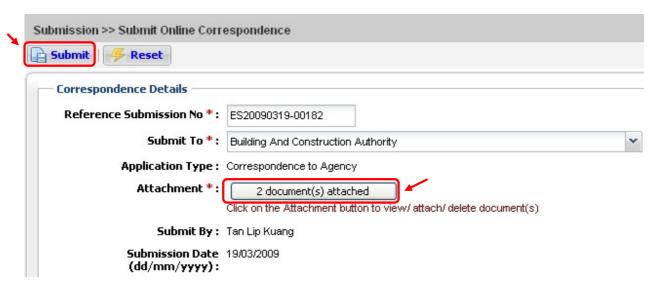


39.10 Click on Close button when completed.



Notes:

- You can ONLY attach one file at a time.
- To delete attached files, tick on the checkbox(es) and click on the <u>Delete</u>
 <u>File(s)</u> button.
- When the files(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.
- 39.11 The number of attached file(s) will be displayed in the **Attachment** button.



- 39.12 Click on the Submit button.
- 39.13 Upon successful submission, a Correspondence Number will be generated.





Notes:

 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.

Online Submission: Submit Feedback

40.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



40.2 Under Feedback tab, click on Submit Feedback.



40.3 Fill in the details and click on the Submit button.





- (*) Fill up all mandatory fields.
- (^) Either Email or Contact Number is required.
- (~) Select at least one item.
- Maximum 4000 characters for the message field are allowed.

40.4 Upon successful online enquiry/feedback request, a **Reference No.** will be generated.

I0056: Online Enquiry / Feedback has been submitted successfully. Your reference: OE20090319-00012. Thank you for your Enquiry / Feedback.

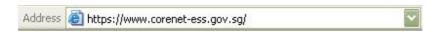


Notes:

 An email will be emailed to the applicant once the online enquiry/feedback has been replied.

Online Submission: Search Feedback

41.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



41.2 Under Feedback tab, click on Search Feedback.



41.3 Fill in the **Enquiry Reference No** and click on the **Search** button.





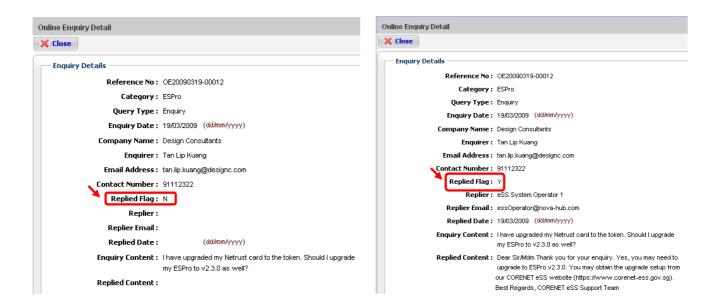
Notes:

'Enquiry Date From' and 'Enquiry Date To' is <u>NOT</u> a mandatory field.

41.4 To view the **Enquiry Detail**, click on the **Reference** No link.



41.5 Please note that if **Replied Flag** = **N**, it means that enquiry has not been replied. If the **Replied Flag** = **Y**, it means the enquiry has been replied.



Online Submission: Update User Profile

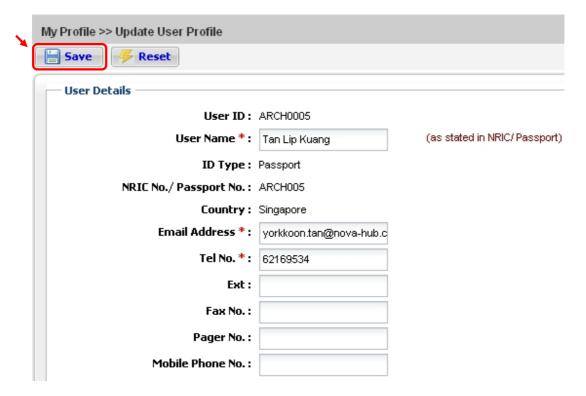
42.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



42.2 Under My Profile tab, click on **Update User Profile.**



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





Notes:

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

42.4 The following dialog box will be shown. Click on the **Yes** button.



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

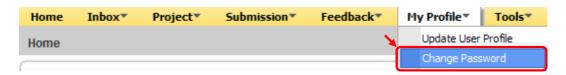


Online Submission: Change Password

43.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



43.2 Under My Profile tab, click on Change Password.



43.3 Fill in the existing Password as well as the "New Preferred Password". Reconfirm your new Password in the "Confirm New Password" field.



- 43.4 Click on the **Save** button to save the changes.
- 43.5 A confirmation dialog box will be displayed. Click on the **OK** button.



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



Online Submission: Register Manual Project

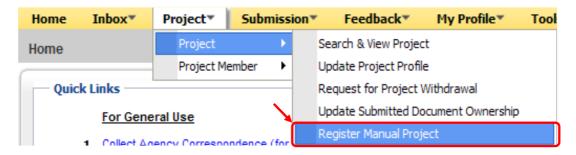


Notes:

- Only use this function when the project was manually registered with project ref no. like eg. E1234-01465-1998, A1234-00381-1997 and there <u>IS</u> a change of project coordinator. If there is <u>NO</u> change of project coordinator, pls proceed to register the project as shown in Chapter 5 (Register Project).
- For project manually registered with project ref no. like eg. G01465-1998, 6-00381-1997, 2-83561-1996 (aka illus project), pls contact CORENET helpdesk to enquire on how to register the project.
- 44.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



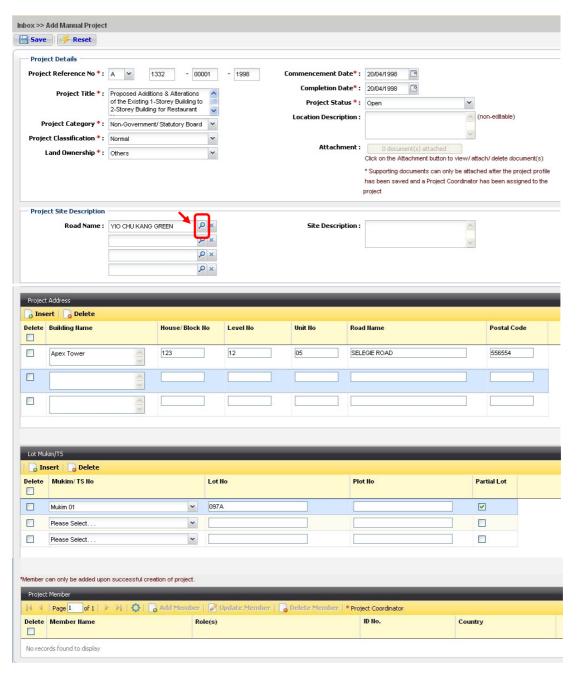
44.2 Under Project tab, select Project and click on Register Manual Project.



44.3 Click on the Add button

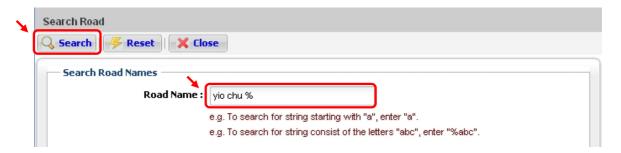


44.4 Fill in the project information.



44.5 Click on to select the road name.

44.6 Key in the road name and click on the **Search** button.





Notes:

- For Project Address without Postal Code, please refer to Section 44.5
- For Project Address with Postal Code, please refer to Section 44.8
- 44.7 Click on the desired **Road Name** link (e.g. Yio Chu Kang Green).



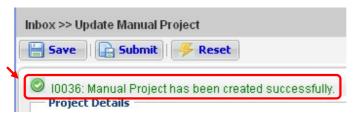
44.8 To insert additional rows for Project Address and Lot Mukim/TS No, click on the **Insert** button.



44.9 Click on the **Save** button to create the manual project.



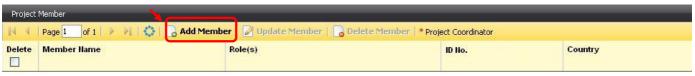
44.10 Upon successful creation of manual project, the following message will be displayed.





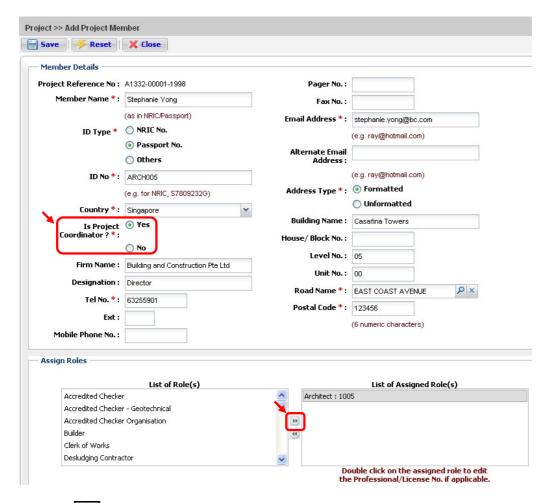
Notes:

- The fields marked (*) are mandatory.
- If you are unsure of your project status, select Open.
- A Project Profile has to be created first before adding members to the project.
- 44.11 Click on the **Add Member** button to add member(s) into the project.



No records found to display

44.12 Fill in the member's details.



44.13 Click on to select the role for the member.



- Select **Yes** if the member is the Project Coordinator.
- All fields marked (*) are mandatory.
- 44.14 Key in the professional number if required and click on the **OK** button.



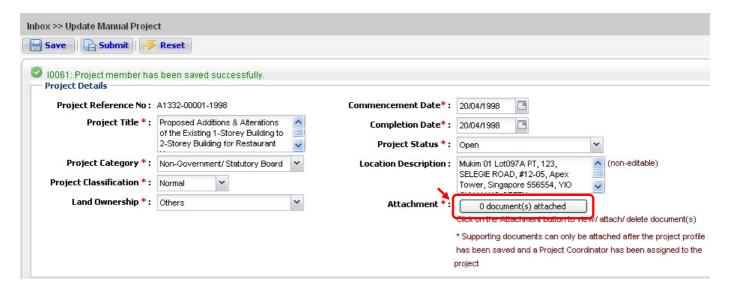


Notes:

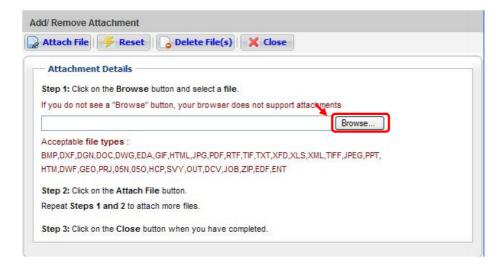
- A Professional Number is required when adding the following roles to the member:
 - o Accredited Checker (AC)
 - o Accredited Checker Organisation (ACO)
 - o Architects (A)
 - o Licensed Electrical Worker
 - Licensed Gas Service Worker
 - Licensed Water Service Plumber
 - o Professional Engineer (PE)
 - 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.
- 44.15 Upon successful adding of member(s), the following message will be displayed.



44.16 Click on the **Attachment** button to attach supporting file(s).



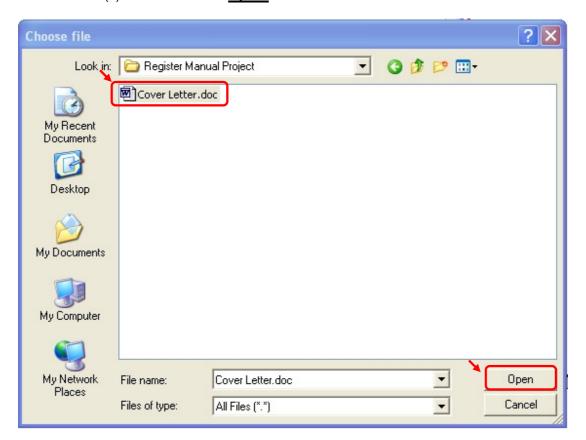
44.17 Click on the **Browse** button to select file(s).



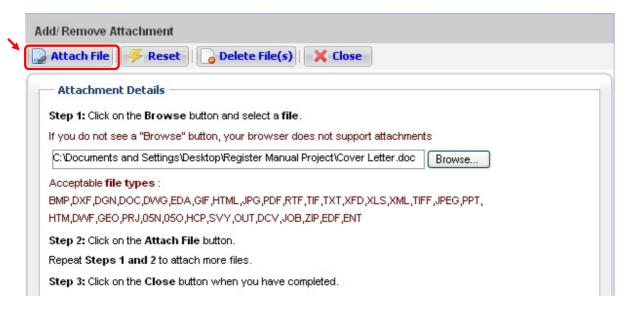


- The following supporting documents are required for the Registration of Manual Project :
- * Letter from the **Owner** to authorize the change of Project Coordinator.
- *^ Letter from the **Outgoing Project Coordinator** to relinquish his duties.
- Any other supporting document(s) deemed necessary. (optional)
- * The documents **must be** in cover letter format.
- ^ Letter from the **Outgoing Project Coordinator** must be digitally sign or manually sign by the **Outgoing Project Coordinator**.
- For verification purposes, all supporting documents must be digitally signed by the Project Coordinator who is submitting the request.

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

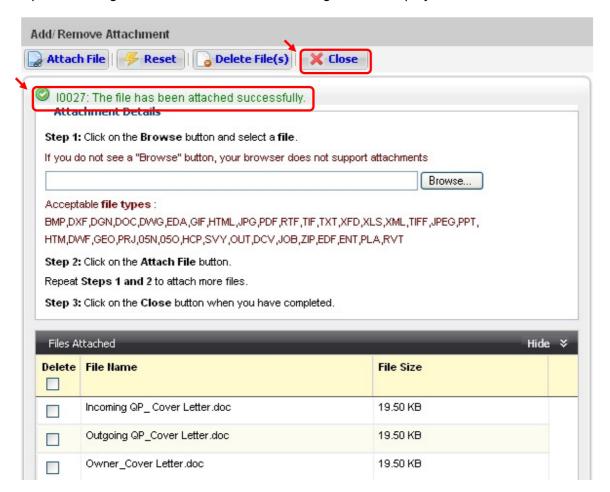


44.19 Click on the **Attach File** button.



44.20 Repeat step 44.17 to 44.19 to attach more files.

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

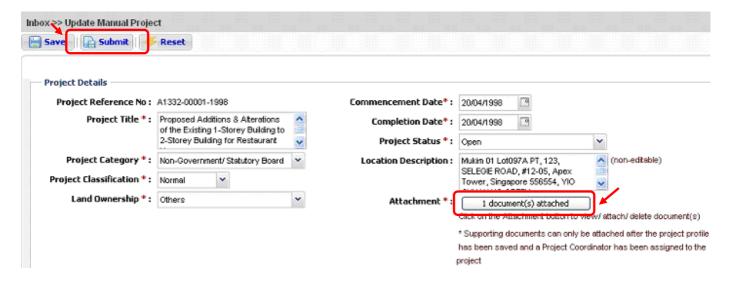


44.22 Click on the **Close** button when completed.



- You can ONLY attach one file at a time.
- To delete attached files, tick on the checkbox(es) and click on the <u>Delete</u>
 <u>File(s)</u> button.
- When the files(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.

44.23 The number of attached file(s) will be displayed in the **Attachment** button.



- 44.24 Click on the **Submit** button.
- 44.25 Upon successful manual project registration, the following message will be displayed.

√ 10070: Your request will be submitted to the system administrator for approval. Your Transaction Number is: PX20090421-00010



Notes:

 An Acknowledge Slip will be emailed to the project coordinator once the administrator approved the registration.

Upon successful registration, add the project into your work area as shown in Chapter 15 (Add Existing Project).

Online Submission: Request to Add Member

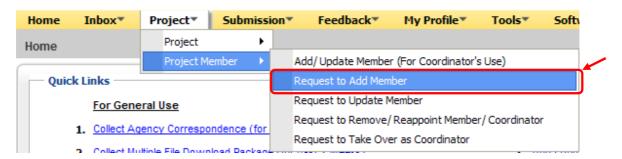


Notes:

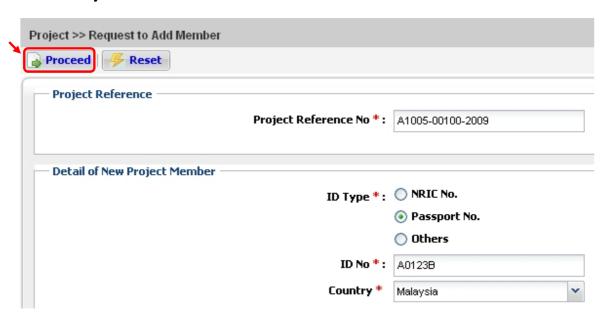
- This function is applicable if you are the existing member but not the project coordinator of the project.
- 45.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



45.2 Under Project, select Project Member and click on Request to Add Member.

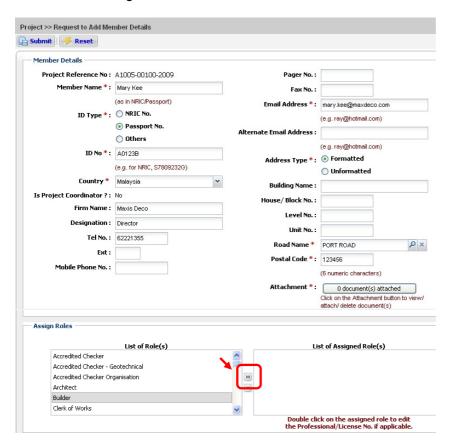


45.3 Fill in the **Project Reference No** and the **Identification details** of the member to be added.



45.4 Click on the **Proceed** button.

45.5 Fill in the incoming member's details.

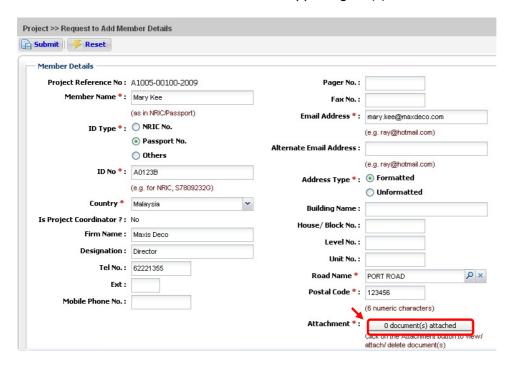


45.6 Click on to add the role for the incoming member.



- 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)
 - Registered Surveyor (RS)
- Please do not include the Professional Alphabet (e.g. A or E) when entering the Professional No.

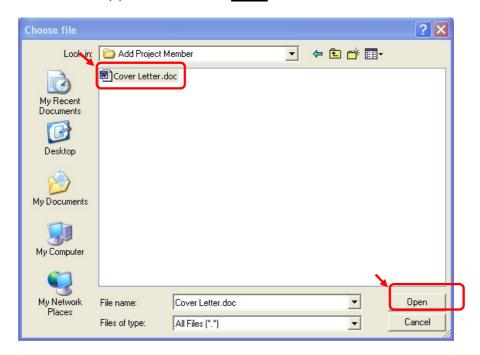
45.7 Click on the **Attachment** button to attach supporting file(s).



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



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

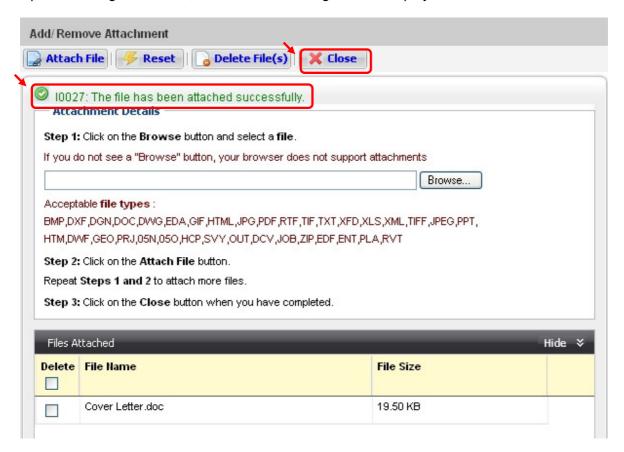


45.10 Click on the **Attach File** button.



45.11 Repeat step 45.8 to 45.10 to attach more files.

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

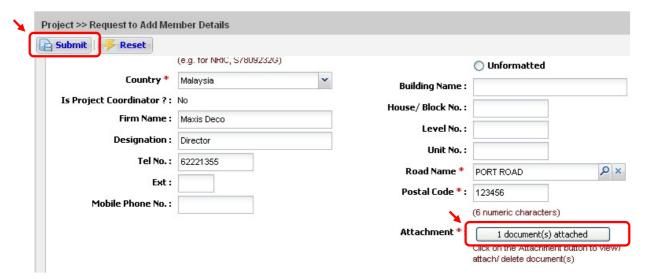


45.13 Click on the **Close** button when completed.



- You can **ONLY** attach **one** file at a time.
- To delete attached files, tick on the checkbox(es) and click on the <u>Delete</u>
 <u>File(s)</u> button.
- When the files(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.

45.14 The number of attached file(s) will be displayed in the **Attachment** button.



- 45.15 Click on the **Submit** button.
- 45.16 Upon successful adding of project member, the following message will be displayed.

✓ 10070: Your request will be submitted to the system administrator for approval. Your Transaction Number is: CM20090421-00032



- An Acknowledgement Slip will be emailed upon successful adding of the project member.
- Upon successful adding of the project member, update the project profile shown in <u>Chapter 27 (Retrieve Updated Project / Member Information).</u>
- Upon approval, the newly added member can add the project into the work area shown in <u>Chapter 15 (Add Existing Project)</u>.

Online Submission: Request to Update Member

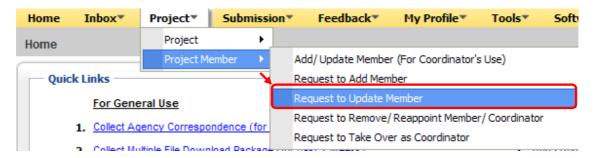


Notes:

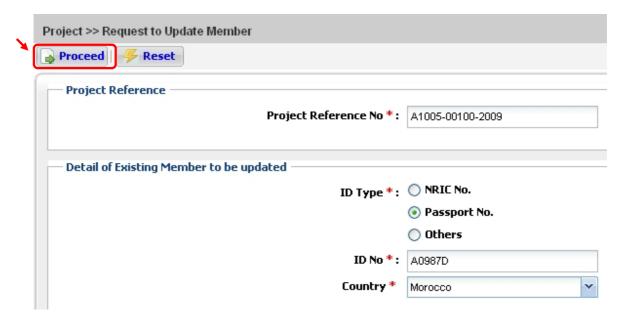
- This function is applicable if you are the existing member but not the project coordinator of the project.
- 46.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



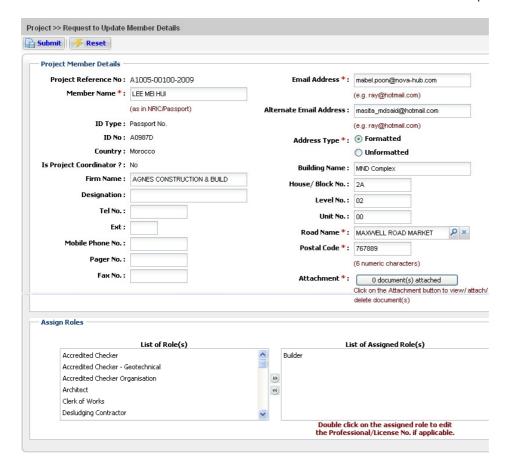
46.2 Under Project, select Project Member and click on **Update Project Member**.



46.3 Key in the **Project Reference No** and the **Identification details** of the member to be updated.



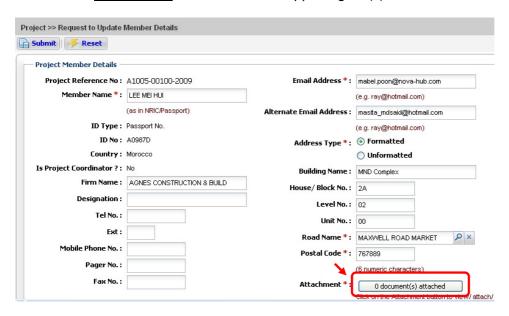
- 46.4 Click on the **Proceed** button.
- 46.5 Make the necessary changes.





- 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.

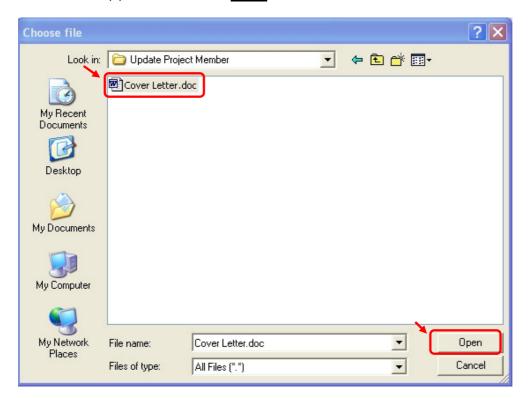
46.6 Click on the **Attachment** button to attach supporting file(s).



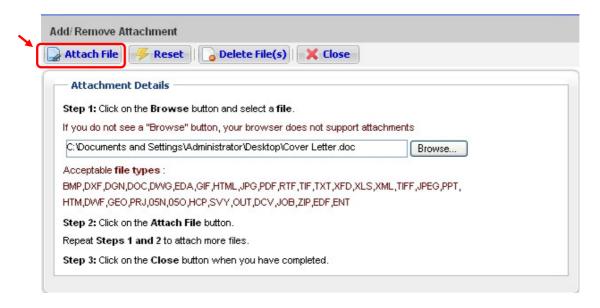
46.7 Click on the **Browse** button to select file.



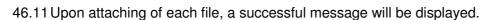
46.8 Select the file(s) and click on the **Open** button.



46.9 Click on the Attach File button.



46.10 Repeat step 46.7 to 46.9 to attach more files.



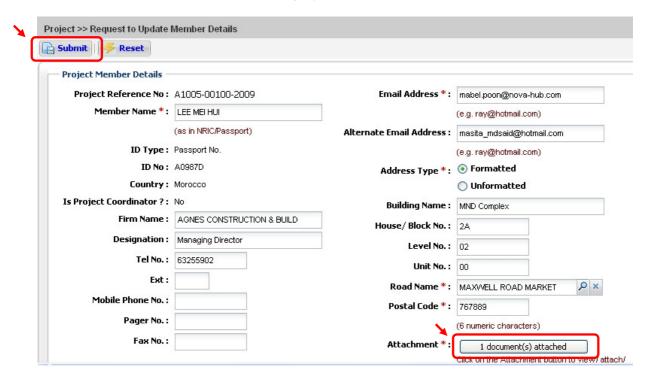


46.12 Click on the **Close** button when completed.



- You can **ONLY** attach **one** file at a time.
- To delete attached files, tick on the checkbox(es) and click on the <u>Delete</u>
 <u>File(s)</u> button.
- When the files(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.

46.13 The number of file(s) attached will be displayed in the **Attachment** button.



- 46.14 Click on the Submit button.
- 46.15 Upon successful updating of project member, the following message will be displayed.

✓ 10070: Your request will be submitted to the system administrator for approval. Your Transaction

Number is: CM20090320-00019



- 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 27 (Retrieve Updated Project / Member Information).

Online Submission: Request to Remove/Reappoint Member/Coordinator

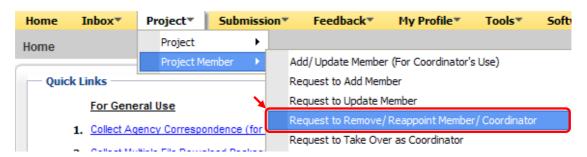


Notes:

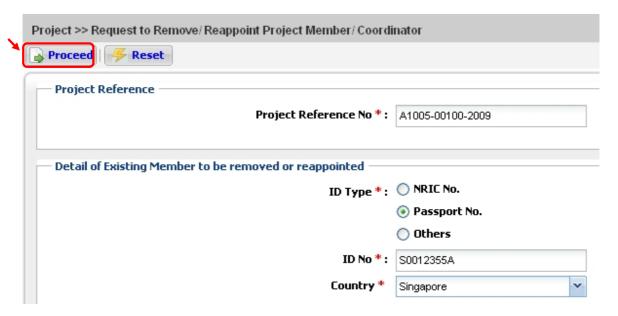
- This function is applicable if you are the existing member but not the project coordinator of the project.
- 47.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



47.2 Under **Project** tab, select **Project Member** and click on **Request to Remove/Reappoint Member/ Coordinator**.



47.3 Key in the **Project Reference No** and **Identification details** of the member to be removed/reappointed.



47.4 Click on the **Proceed** button.

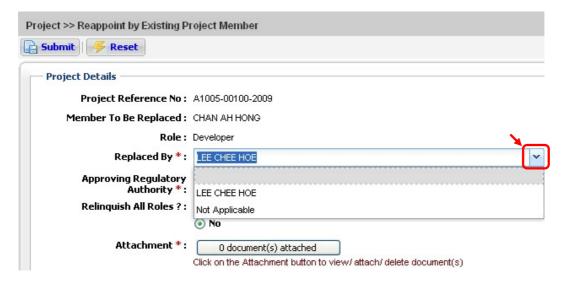
47.5 Click on to select the role to be removed.



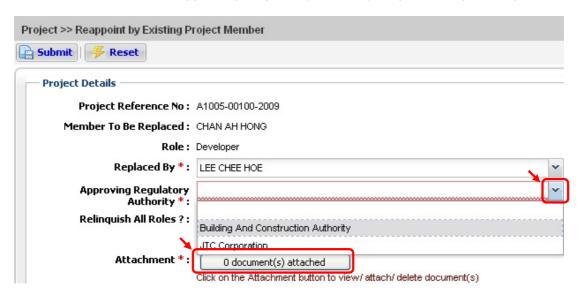
- 47.6 Click on the **Remove/Reappoint** button.
- 47.7 A confirmation dialog box will be displayed. Click on the **OK** button.



47.8 Click on to select the reappointed member.



47.9 Click on to select the Approving Regulatory Authority for processing the request.

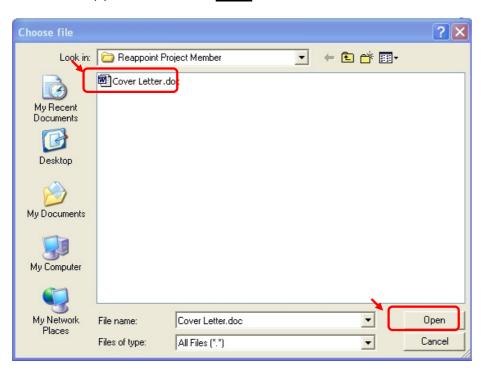


- 47.10 Click on the **Attachment** button to attach supporting file(s).
- 47.11 Click on the **Browse** button to select file(s).





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



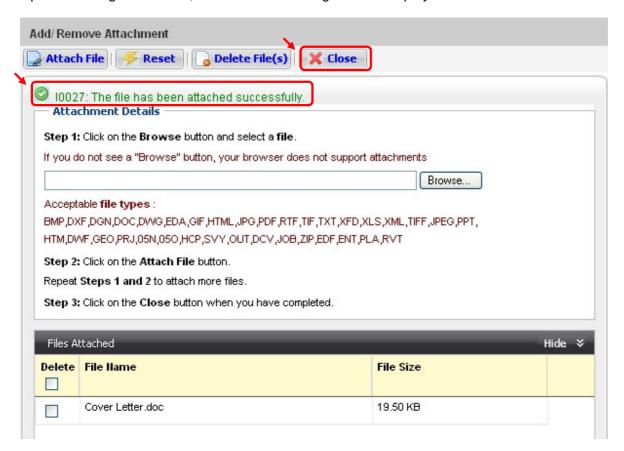
47.13 Click on the Attach File button.



47.14 Repeat step 47.11 to 47.13 to attach more files.



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



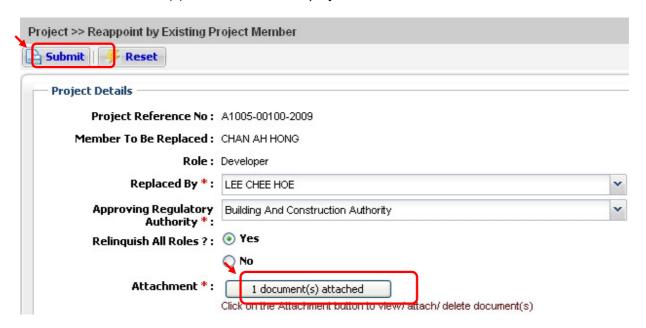
47.16 Click on the Close button when completed.



- 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 files(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.



47.17 The number of files(s) attached will be displayed in the **Attachment** button.



- 47.18 Click on the Submit button.
- 47.19 Upon successful remove/reappoint of project member, the following message will be displayed.

10069: Your request will be submitted to the regulatory authority for approval. Your Transaction Number is: CM20090421-00033.



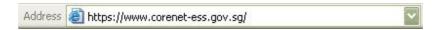
- An Acknowledgement Slip will be emailed upon successful remove/reappoint of the project member.
- Upon successful remove/reappoint of the project member, update the project profile shown in Chapter 27 (Retrieve Updated Project / Member Information).

Online Submission: Request to Take Over as Project Coordinator

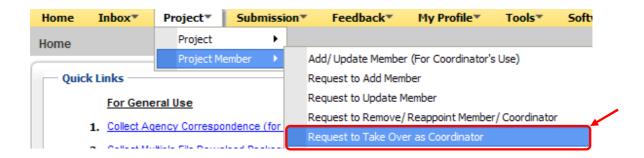


Notes:

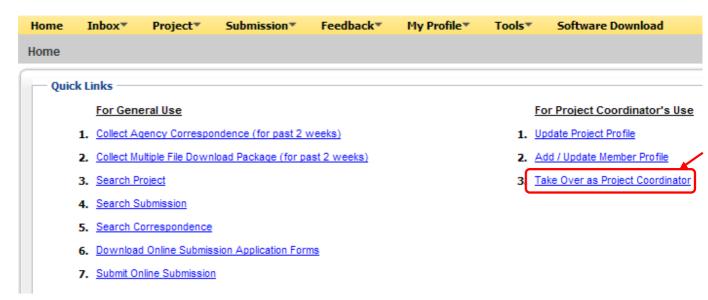
- Only use this function when the project has been registered electronically and there <u>IS</u> a change of Project Coordinator.
- This function is to be used by the <u>incoming</u> Project Coordinator.
- 48.1 Click on the address bar and type in https://www.corenet-ess.gov.sg.



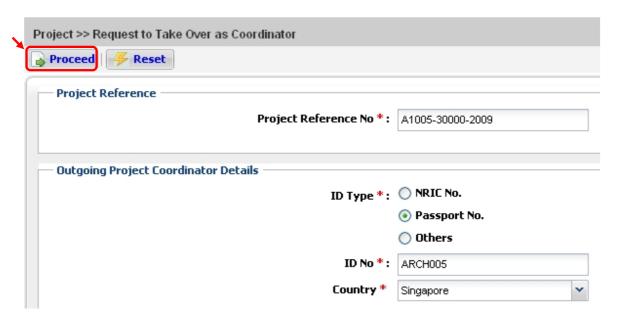
48.2 Under **Project** tab, select **Project Member** and click on **Request to Take Over as Project Coordinator**.



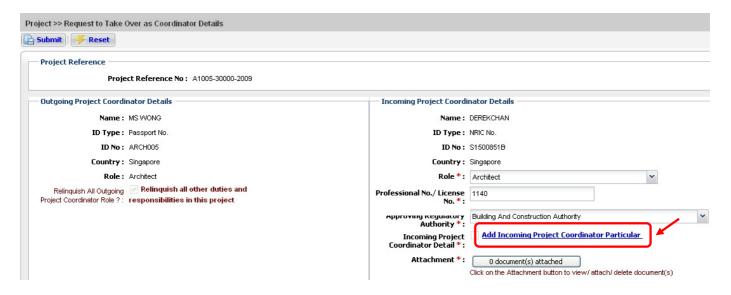
48.3 Alternatively, under Quick Links, click on <u>Take Over as Project Coordinator</u>.



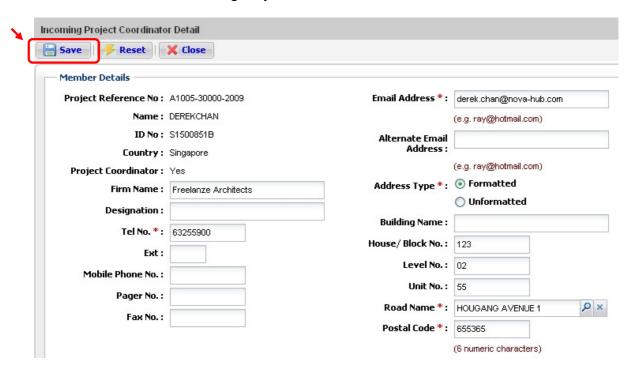
48.4 Key in the <u>Project Reference Number</u> and **Identification details** of the Outgoing Project Coordinator.



- 48.5 Click on the **Proceed** button.
- 48.6 Click on the **Add Incoming Project Coordinator Particular** link.



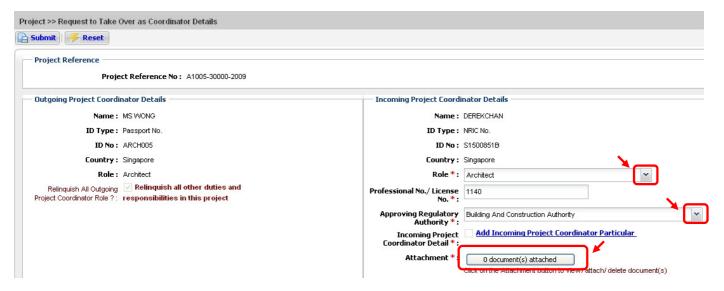
48.7 Fill in the details of the Incoming Project Coordinator.



- 48.8 Click on the Save button.
- 48.9 Upon successful adding of incoming project coordinator details, a successful message will be displayed.



48.10 Click on to select the role for the Incoming Project Coordinator and the Approving Regulatory Authority for processing the request. Enter the Professional No of the incoming project coordinator.



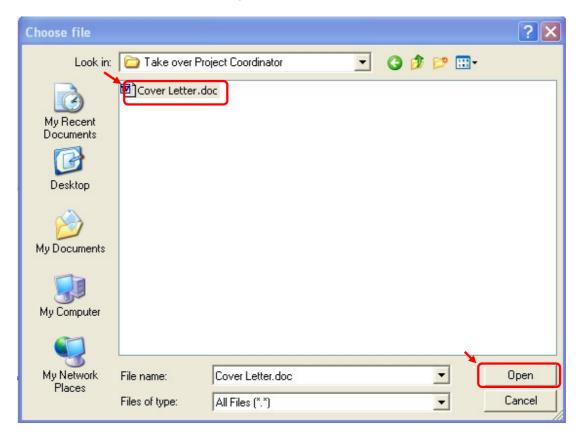


- Please do NOT include the Professional alphabet (eg. A or E) in the Professional No. field except for Licensed Water Service Plumber and Licensed Gas Service Worker.
- 48.11 Click on the **Attachment** button to attach supporting file(s).
- 48.12 Click on the **Browse** button to select file.





- For Corenet Change of Project Coordinator request, please attach:
- * Letter from the Owner to authorize the change of Project Coordinator.
- *^ Letter from the Outgoing Project Coordinator to relinquish his duties.
- *^ Letter from the Incoming Project Coordinator to accept the role.
- Any other supporting document(s) deemed necessary. (optional)
- * The documents must be in cover letter format.
- ^ Letter from the **Outgoing Project Coordinator** must be digitally sign or manually sign by the **Outgoing Project Coordinator**.
- ^ Letter from the **Incoming Project Coordinator** must be digitally sign or manually sign by the **Incoming Project Coordinator**.
- For verification purposes, all supporting documents must be digitally signed by the Project Coordinator who is submitting the request.
- 48.13 Select the file(s) and click on the **Open** button.



48.14 Click on Attach File button.



- 48.15 Repeat step 48.12 to 48.14 to attach more files.
- 48.16 Upon attaching of each file, a successful message will be displayed.

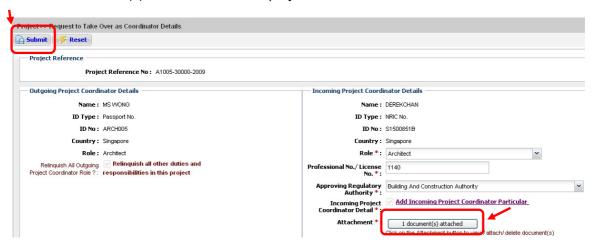


48.17 Click on the **Close** button when completed.



Notes:

- You can ONLY attach one file at a time.
- To delete attached files, tick on the checkbox(es) and click on the <u>Delete</u>
 <u>File(s)</u> button.
- When the files(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.
- 48.18 The number of file(s) attached will be displayed in the **Attachment** button.



48.19 Click on the **Submit** button.

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

√ 10069: Your request will be submitted to the regulatory authority for approval. Your Transaction

Number is: CP20090421-00013.



Notes:

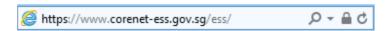
- An Acknowledgement Slip will be emailed upon successful taking over as Project Coordinator.
- Upon successful taking over as Project Coordinator, update the project profile shown in <u>Chapter 27 (Retrieve Updated Project / Member Information)</u>.

Online Submission: Convert Project Profiles in XFD to XML/HTML

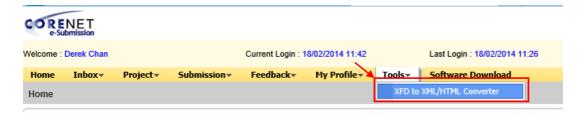
This function allows the QP to convert their existing Project Profiles which were in XFD to XML, HTML format or both.

Convert to XML & HTML

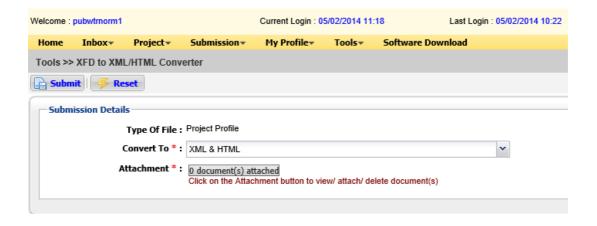
49.1 Login to https://www.corenet-ess.gov.sg.



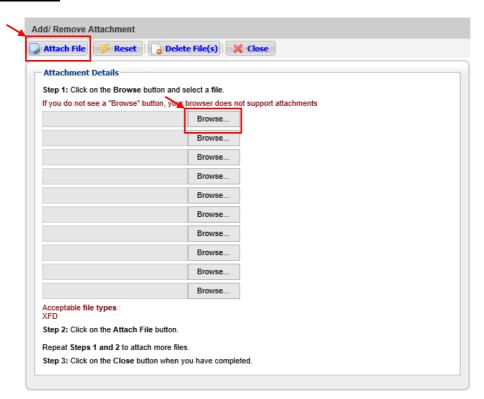
49.2 Under Tools, select XFD to XML/HTML Converter.



49.3 The converter page is displayed. Under **Convert To**, select **XML & HTML**. Click on the **Attachment** button to begin attaching files.



49.4 The Attach File page is displayed. Click on **Browse** to locate the Project Profile. Click on **Attach File** to continue.

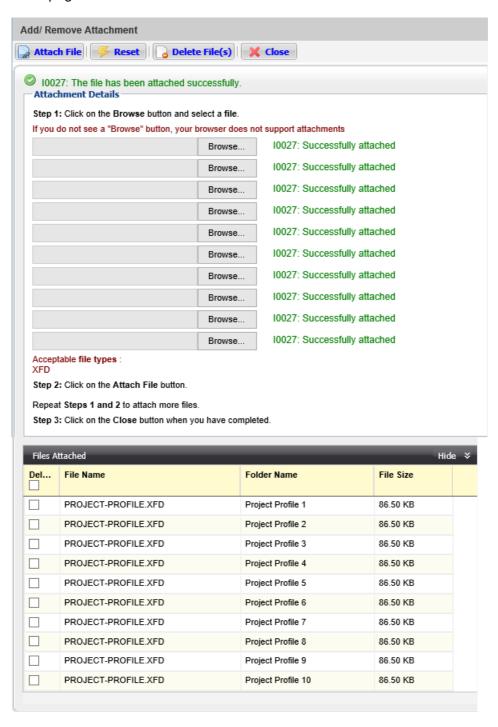




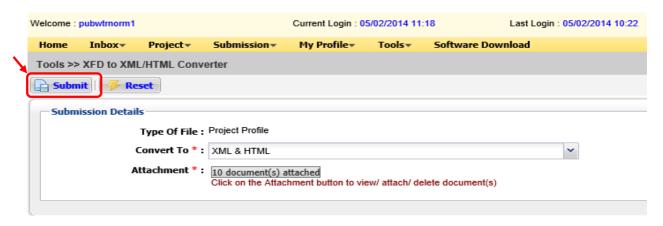
Notes:

System allows 10 project profiles to be attached at one time. Click on the <u>Attach</u> <u>File</u> button and continue to attach files if there are more than 10 project profiles to convert.

49.5 Upon successful attach files, the following message is displayed. Click on **Close** to return to the main page.



49.6 Click on **Submit** to proceed.



49.7 A successful message is displayed.





Notes:

- Email will be sent to the email address registered under the User Profile.
- To retrieve converted project profiles, refer to <u>Chapter 50 (Download Converted Project Profile)</u>

Convert Project Profile from XFD to HTML

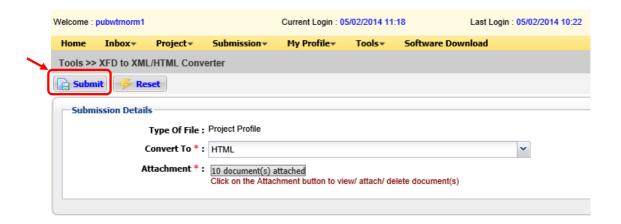
49.8 Under Tools, select XFD to XML/HTML Converter.



49.9 The converter page is displayed. Under **Convert To**, select **HTML**. Click on the **Attachment** button to begin attaching files.



- 49.10 Repeat Steps 49.4 to 49.5 on the procedures to attach files.
- 49.11 Click on **Submit** to proceed.



49.12 A successful message is displayed.



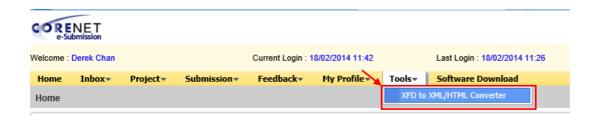


Notes:

- Email will be sent to the email address registered under the User Profile.
- To retrieve converted project profiles, refer to <u>Chapter 50 (Download Converted Project Profile)</u>

Convert Project Profile from XFD to XML

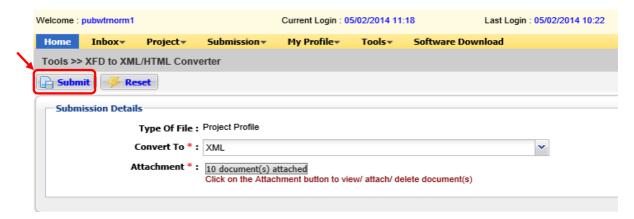
49.13 Under **Tools**, select XFD to XML/HTML Converter.



49.14The converter page is displayed. Under **Convert To**, select **XML**. Click on the **Attachment** button to begin attaching files.



- 49.15 Repeat Steps 49.4 to 49.5 on the procedures to attach files.
- 49.16 Click on **Submit** to proceed.





49.17 A successful message is displayed.

√ I0055: Submission number generated successfully. Your Submission Number is TX20140205-22042



Notes:

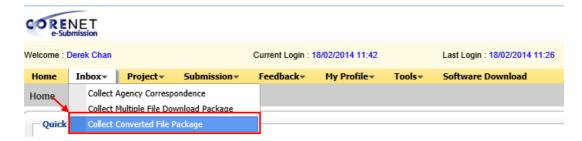
- Email will be sent to the email address registered under the User Profile.
- To retrieve converted project profiles, refer to Chapter 50 (Download Converted **Project Profile**)

Online Submission: Download Converted Project Profile

50.1 Login to https://www.corenet-ess.gov.sg.



50.2 Under Inbox, select Collect Converted File Package.



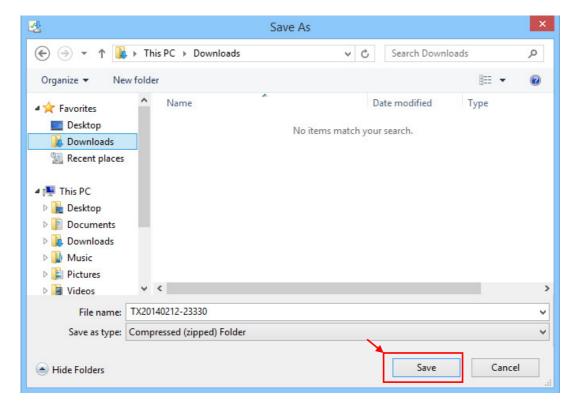
50.3 The list of converted package is displayed. Under **Attachment** column, click on **Download File**.



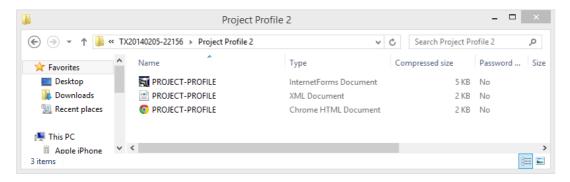
50.4 The following prompt is displayed. Click on **Save** button.



50.5 Select a designated location to save the converted package.



50.6 The converted project profiles are displayed.





Notes:

- The converted project profile depends on the option selected during conversion.

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 with 1.7GHz and above
- Minimum 1GB RAM
- Minimum Broadband Connection
- Hard disk with sufficient capacity of minimum 1 GB
- Netrust USB Token (Version 7)

b) Software Requirements

- Microsoft Internet Explorer Browser Version 6.0 and above
- Microsoft office applications
- Java Virtual Machine (Not Applicable to Windows XP)

Note1: McAfee Anti Virus 7.0 is not compatible with ESPro and Digital Signer applications.

Note2: The free software named Mail Defense Standard version 3.1.0 (and possibly other versions) prevents digital signing. We discourage the use of freeware to avoid potential software incompatibility issues.

Connection

a) Network Firewall

Required to open up 2 ports (709 and 389)

b) Proxy Setting

 Proxy server address should not be set to "localhost". Only applicable to EDAnet submission

c) Internet Connection

56kbps or 256kbps (Highly recommended) and above

Software Licenses Requirement for e-Submission Forms Viewer 4.4.1

The e-Submission Forms Viewer 4.4.1 program enables you to open and view electronic forms in .XFD format.

The program requires a unique license key for each site. Each license is issued based on per workstation basis. The license is distributed by BCA and BCA would be absorbing the setup cost (estimated to be \$300) for one license to the firm. The distribution of the licenses would be subjected to the availability of stock.

Please note that each QP (Qualified Person) firm is entitled to only **ONE** complimentary license key. (E.g. Architect/Engineer, Registered Surveyor or Licensed Water Service Plumber/Licensed Gas Service Worker)

To obtain the license key, the firm has to write in to **CORENET eSS Service Desk** <email: ess-helpdesk@nova-hub.com> with the following information:

- · Company's name
- Contact Person
- · Contact No.
- Qualified Person's name (QP's name)
- Professional Registration Number

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 gueries, 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

Appendix 2: System Guides

System guides can be downloaded from the following links:

- 1. Getting My PC Ready for e-Submission http://www.corenet.gov.sg/ess/guides/pcready.pdf
- 2. e-Submission System Manual Guide http://www.corenet.gov.sg/ess/guides/usermanual.pdf
- 3. Netrust Digital Signer Manual Guide http://www.corenet.gov.sg/ess/guides/NDSUserManual.pdf
- 4. Netrust Digital Signer Electronic Guide (AVI) http://www.corenet.gov.sg/ess/guides/NDSeGuide.html
- 5. EDAForm Installation Manual http://www.ura.gov.sg/uol/DC.aspx?p1=Download
- 6. e-Briefing on CORENET e-Submission Website Refresh http://www.corenet.gov.sg/ess/ebriefing/presenter/index.htm



Appendix 3: List Of Acceptable File Types

Documents/Reports/Test

	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	No	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

CAD data format

Note 1: For BCA applications, minimum font size for text on CAD drawings will be 3mm.

Note 2: For URA applications, *.PDF and *.DWF files are not accepted as drawings.

	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



Appendix 4: Definitions, Acronyms and Abbreviations

Term	Definition
eSS	Electronic Submission System
ESPro	Electronic Submission for Professionals
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
WS	Submission Withdrawal
WP	Project Withdrawal
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)

eSubmission Reference Number Format

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, Eg. A1234 E – Engineer, Eg. E1234 WS – Licensed Water Service Plumber, Eg. WSWS12341998 RS – Registered Surveyor, Eg. RS25 GA/GC – Licensed Gas Service Worker, Eg. GA12342000 or GC12342000



Submission Number

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

Correspondence Number by Registered User

	Control Condition by Troglotor Con						
Format	Type	Date	Running No.	Remarks			
CR20060911- 00011	CR	YYYYMMDD	00011 (max. 5 digits)	-			

Correspondence Number by Regulatory Authority

Format	Туре	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	ТХ	YYYYMMDD	00016 (max. 5 digits)	-

Submission Withdrawal Reference Number

Format	Type	Date	Running No.	Remarks
WS20060920- 00018	WS	YYYYMMDD	00018 (max. 5 digits)	-

Project Withdrawal Reference Number

Format	Type	Date	Running No.	Remarks
WP20060921- 00020	WP	YYYYMMDD	00020 (max. 5 digits)	-

Change of Project Member Reference Number

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

Change of Project Coordinator Reference Number

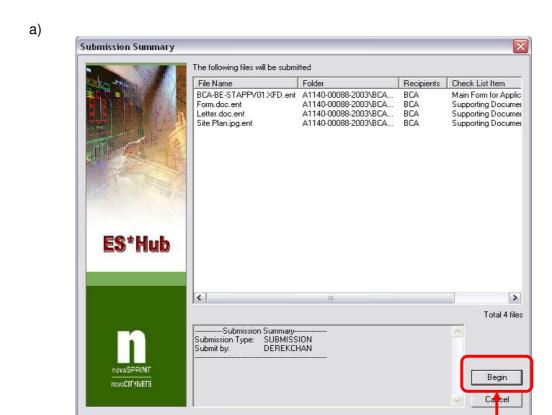
Change of Froject Coordinator Hererence Hamber				
Format	Type	Date	Running No.	Remarks
CP20060925- 00024	СР	YYYYMMDD	00024 (max. 5 digits)	-



Regulatory Authority Prefix Code

Code	Description		
AVA	Agri-Food and Veterinary Authority		
BCA	Building And Construction Authority		
ENV(CBPU)	Ministry of the Environment – Central Building Plan Unit – ENV		
EMA	Energy Market Authority		
PUB(DD)	Ministry of the Environment – Pollution Control Department		
PUB(SEW)	Public Utilities Board – Sewerage Department		
FSSB	Fire Safety & Shelter Bureau		
HDB(ARCH)	Housing & Development Board – Architectural Department		
HDB(CS)	Housing & Development Board – Civil and Structural Department		
HDB(M-E)	Housing & Development Board – Electrical and Mechanical Engineering Department		
HDB(SVY)	Housing & Development Board – Surveyor Department		
HDB (IPD)	Housing & Development Board – Industrial Properties Department		
HDB (PLD)	Housing & Development Board – Properties & Land Department		
IDA	Infocomm Development Authority of Singapore		
JTC	JTC Corporation		
LTA	Land Transport Authority		
MPA	Maritime & Port Authority of Singapore		
NPARKS	National Parks Board		
PUB(WATER)	Public Utilities Board – Water Department		
CITYGAS	CityGas		
SLA	Singapore Land Authority		
URA	Urban Redevelopment Authority		

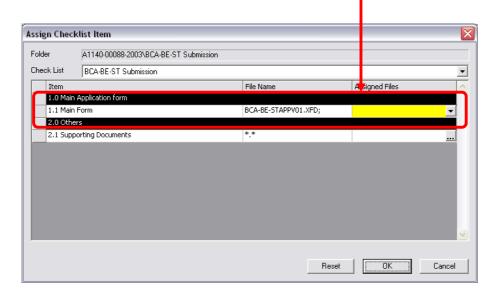
Appendix 5: Quick Tips for Submission Checklist





When button is clicked, the system will validate the following before the submission is send.

b) The 'Assigned Files' column shaded in yellow colour indicates that the mandatory file(s) specified in the 'File Name' column is not attached. (E.g. The main form for the application BCA-BE-ST Submission is BCA-BE STAPPV01.XFD) Please ensure that you have attached the correct files(s) as specify in the 'File Name' column.



c) If files are not attached accordingly, the system will prompt an error message as shown below.



Appendix 6: Contact List

CORENET eSS General & Enquiry Helpdesk Service

Address:

52 Jurong Gateway Road #06-00 Singapore 608550

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: https://www.corenet-ess.gov.sg/ess/html/static/ContactUsFrm.htm

Netrust Pte Ltd

Address:

70 Bendemeer Road #05-03, Luzerne Singapore 339940

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