



Healthier Choice Symbol (HCS) Online Application User Guide – Onboarding

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CorpPass Registration and Set up

Registering and Setting up CorpPass for HCS Online

CorpPass is the only log in mode to access the Healthier Choice Symbol (HCS) Online Application system.

- a. Please select a representative from your company as CorpPass Administrator and register your company on CorpPass (<https://www.corppass.gov.sg>). The role of a CorpPass Administrator is to manage the company's CorpPass account, including management of company's users, adding e-services and assigning roles in CorpPass.
- b. Once the company has a CorpPass account, the company's CorpPass Admin will help fellow colleagues to create an account.
- c. The company's CorpPass admin has to add HCS Online e-Service and assign roles to Users in CorpPass.
- d. Please assign each User to either the role of:
 - Authorised Representative
 - Staff for HCS

Description of HCS User Roles

User Role	Description
Authorised Representative	<ul style="list-style-type: none">• First person to log in to the HCS Online system• Helps company to enrol in HCS Programme• Accepts Licence Agreement on behalf of company. The name of the Authorised Representative will appear on the Licence Agreement.• View, submit and manage company's HCS applications• Up to 2 Authorised Representative per company
Staff for HCS	<ul style="list-style-type: none">• View, submit and manage company's HCS applications• Up to 25 HCS Staff per company

Setting up CorpPass - Companies without CorpPass Account

For Companies without a CorpPass account, you would first have to register for a CorpPass account.

Step 1: Register for a CorpPass account

- Register for CorpPass

Company CorpPass Admin

➔

Create staff account in CorpPass

Company CorpPass Admin to help colleagues create account. Able to add/remove staff
- a. To find out more about CorpPass, please visit www.corppass.gov.sg/corppass/common/findoutmore
 - b. **For Local Entities with UEN:** Select 'Singapore Registered Entities'
 - c. **For Foreign Entities:** Select 'Foreign Registered Entities'
 - To register for CorpPass without Singpass visit, please use the following link:
<https://www.corppass.gov.sg/corppass/registration/nonuen/nonsingpass/registrationdetails>
 - d. Please visit www.corppass.gov.sg/corppass/common/userguides for user guides on how to register and setup CorpPass for your entity.

Step 2: Set up and assign access rights to HCS Online e-Service

- a. Once the CorpPass account has been created, please get your company CorpPass admin to **login to CorpPass to set up accounts for Healthier Choice Symbol (HCS) Online e-Service Access and assign users to the e-Service and roles.**
- b. Company's CorpPass admin has to log in to CorpPass (<https://www.corppass.gov.sg>)

Login👤

UEN/ENTITY ID?

CORPPASS ID?

Password?

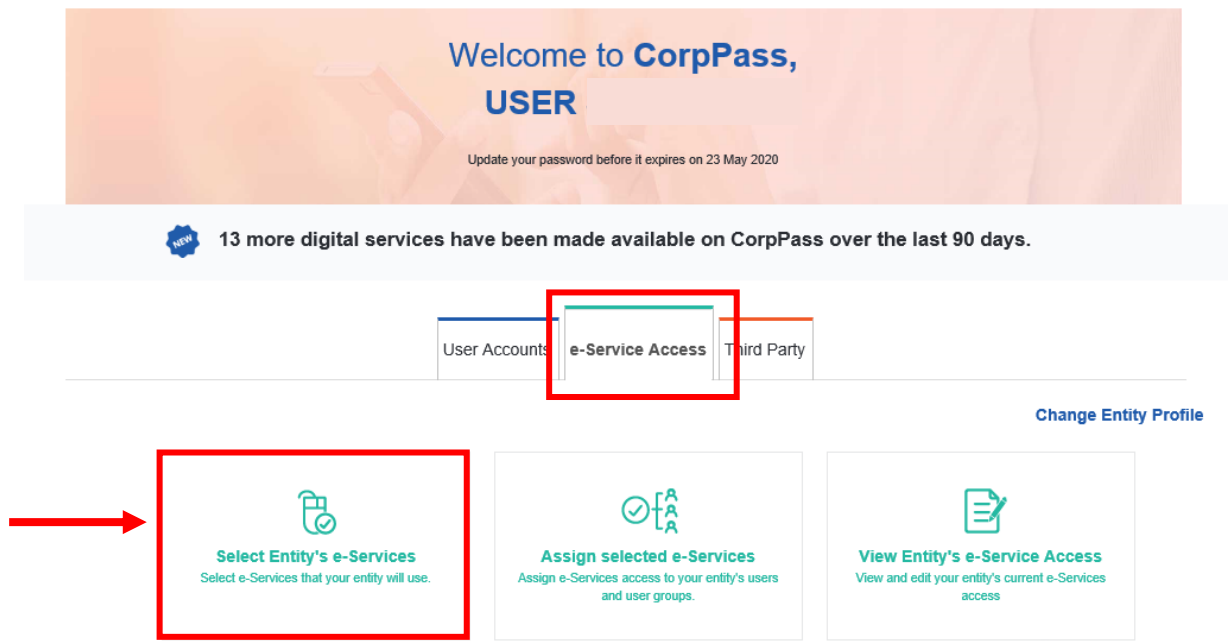
Login ▶

☐ Remember Entity ID ?

[Forgot Entity / CorpPass ID or Password](#)

New to CorpPass? [Register Now.](#)

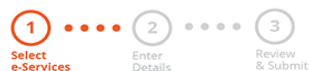
- c. Upon log in, click on **e-Service Access** tab and **Select 'Entity's e-Services'** button to add a new e-Service





- d. Search for “**healthier**” and select e-Service “**Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online**”. In the next screen, leave the **Brand** field blank and click **Next**.




Home / Select Entity's e-Services

Select Entity's e-Services



Select the e-Service(s) you wish to add to your entity's list.

Note: Selected e-Services require details to be set up on CorpPass (denoted by ).
Selected e-Services may require additional checks when you log in. Click  for more information.

Filter healthier  			
<input type="checkbox"/>	Govt. Agency	e-Service	Description
<input type="checkbox"/>	HEALTH PROMOTION BOARD	Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online	Health Promotion Board's online website for Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) 
0 e-Service(s) Selected			

Showing 1 to 1 of 1 items

Cancel Next

- e. Verify the information and click on **Submit** to complete the registration process

Home / Select Entity's e-Services

Select Entity's e-Services



Verify Selected e-Service(s)

HEALTH PROMOTION BOARD • Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online



Step 3: Assign roles to staff in CorpPass

- After adding HCS e-Service, the company's CorpPass admin has to assign user roles.
- To assign users to the HCS e-Service, click on **Assign selected e-Services** button

Home / Select Entity's e-Services

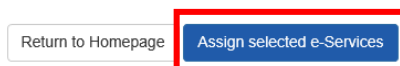


The selected e-Service(s) is ready to be assigned to users.

Next Step



Assign selected e-Services
Assign e-Service access to your entity's users and user groups.



- c. Select User(s) who would use the HCS e-Service by checking the box on the left

Assign Selected e-Services



Ensure that you have selected e-Service(s) for your Entity before assigning it to your user account(s).

Select from your entity's CorpPass user accounts.

Filter Search

<input type="checkbox"/>	Full Name	Email Address	CorpPass ID	User Type
<input type="checkbox"/>	USER	@mailinator.com		Admin
<input type="checkbox"/>	USER	@hpb.gov.sg		User
<input type="checkbox"/>	USER	@mailinator.com		User
<input type="checkbox"/>	USER	@mailinator.com		User
<input type="checkbox"/>	USER :	@mailinator.com		User
0 user(s) selected.				

- d. Select HCS e-Service and click **Next**

Home / Assign Selected e-Services

Assign Selected e-Services



Assign Selected e-Service(s) to

1 Selected User(s) +

Assign from selected e-Service(s).

Filter Search

Govt	Entity's selected	Description	Agency Check	Additional Details
<input checked="" type="checkbox"/>	Agency	e-Services	Required	Required
<input checked="" type="checkbox"/>	HEALTH PROMOTION BOARD	Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online		
1 e-Service(s) selected.				

Showing 1 to 1 of 1 items

Back Next

- e. For each user, please assign a user Role to staff (Authorised Representative or HCS Staff). For detailed user role description, please proceed to [Page 3](#)

Assign Selected e-Services



Assign Selected e-Services to

1 Selected Users [+](#)

e-Services with [i](#) require additional details. For more information, contact the relevant agency. Click [i](#) to enter details.

* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
HEALTH PROMOTION BOARD	Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online	i	i

1 e-Service(s) selected.

Role* !

[i](#)

Authorised Rep

Role Description

This role has the rights to enrol the company to both HCS and HDP programmes, and accept the HCS/HDP License Agreement(s) on behalf of the company. This role can view, submit and manage company's HCS/HDP applications and add company's brands for HDP.

Brand

- f. Set the **Authorisation Effective Date (today)** and **Authorisation Expiry Date (up to 31/10/2024)**. Leave the Brand field empty and click **Next**.

Assign Selected e-Services



Assign Selected e-Services to

1 Selected Users [+](#)

e-Services with [i](#) require additional details. For more information, contact the relevant agency. Click [i](#) to enter details.

* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
HEALTH PROMOTION BOARD	Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online	i	i

1 e-Service(s) selected.

Brand

[i](#)

Authorisation Effective Date* !

01/11/2019 [i](#)

Authorisation Expiry Date !

31/12/2020 [i](#)

- g. Review the information and submit to complete this process. You are now ready to log in to HCS Online

Home / Assign Selected e-Services

Assign Selected e-Services

✓ Select Users ✓ Select e-Services ✓ Enter Details 4 Review & Submit

Verify the following details.

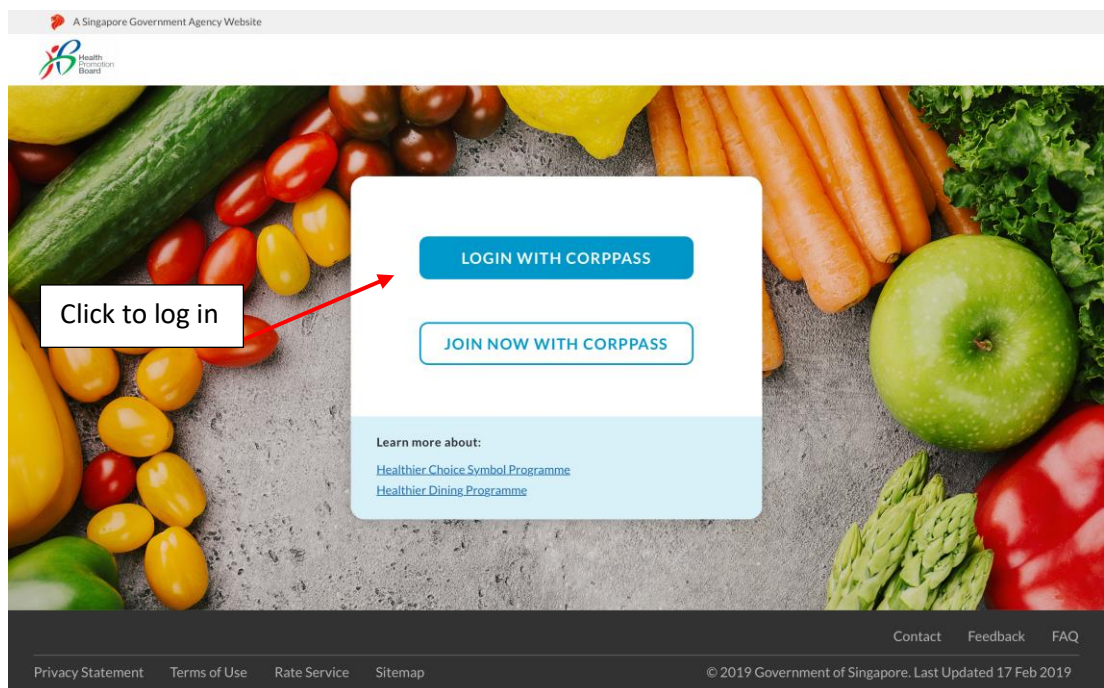
1 Selected Users [+](#)

Selected e-Services

HEALTH PROMOTION BOARD	• Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online
Role	Authorised Rep
Brand	
Authorisation Effective Date	01/11/2019
Authorisation Expiry Date	31/12/2020

[Back](#) [Submit](#)

- h. Please proceed to <https://healthier-choice.hpb.gov.sg> and login using CorpPass

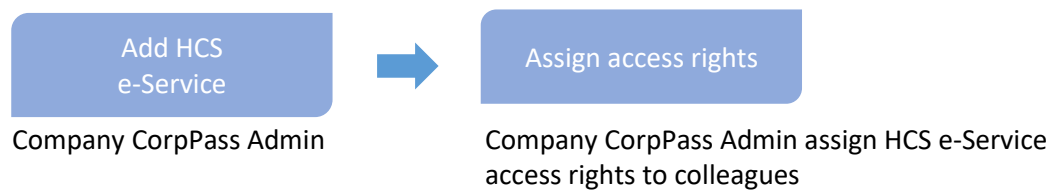


Setting up CorpPass - Companies with CorpPass Account (Have not added HCS e-Service)

For companies who have CorpPass account but have not added HCS e-Service, please ask your company CorpPass Admin to do the following:

Step 1: Set up and assign access rights to HCS Online e-Service

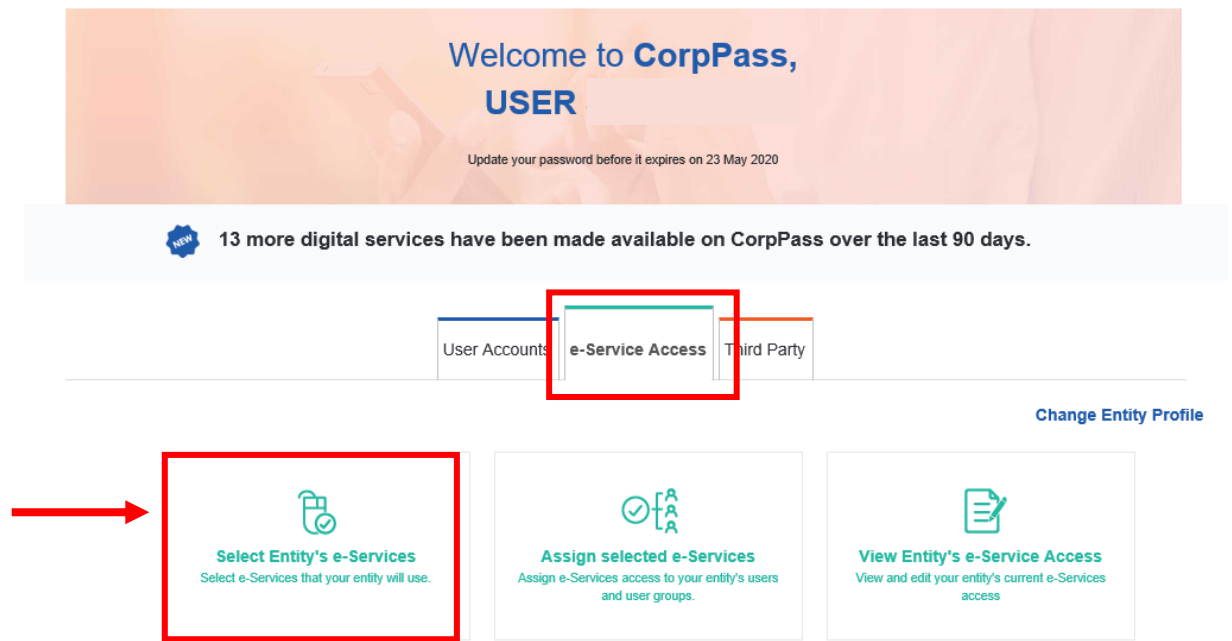
- a. Please get your company CorpPass admin to **login to CorpPass to set up accounts for Healthier Choice Symbol (HCS) Online e-Service Access and assign users to the e-Service and roles.**



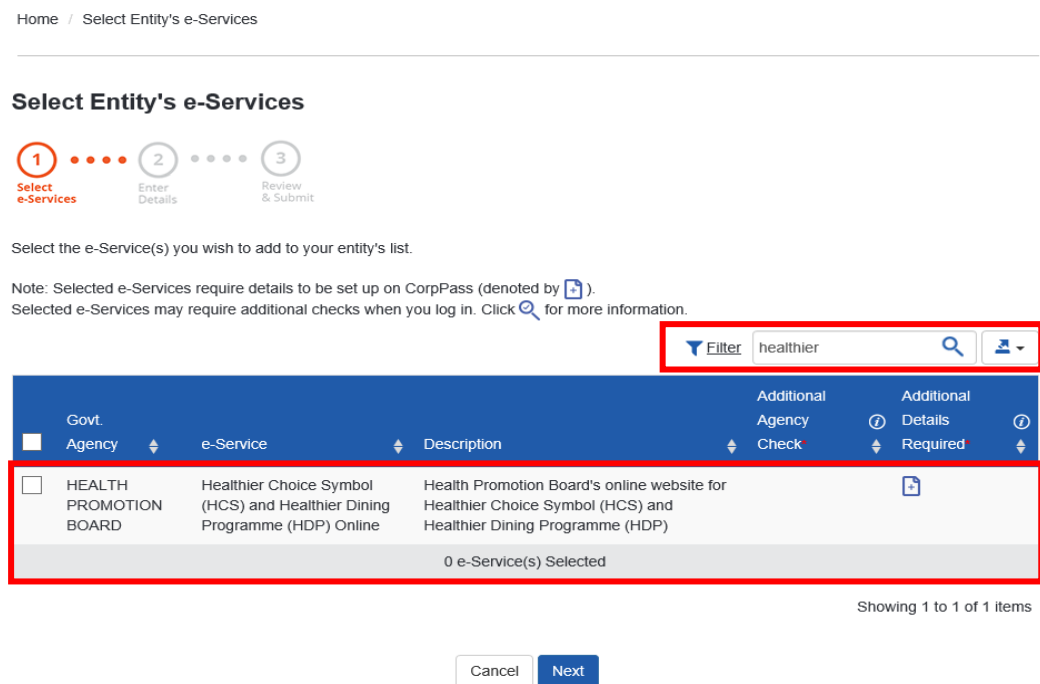
- b. Company's CorpPass admin has to log in to CorpPass (<https://www.corppass.gov.sg>)

The screenshot shows the CorpPass login interface. At the top is an orange 'Login' button with a user icon. Below it are three input fields: 'UEN/ENTITY ID', 'CORPPASS ID', and 'Password', each with a red information icon to its right. A blue 'Login' button with a right arrow is positioned below the fields. At the bottom, there is a checkbox for 'Remember Entity ID' with a red information icon, a link for 'Forgot Entity / CorpPass ID or Password', and a link for 'New to CorpPass? Register Now.'.

- c. Upon log in, click on **e-Service Access** tab and **Select 'Entity's e-Services'** button to add a new e-Service



- d. Search for “healthier” and select e-Service “**Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online**”. In the next screen, leave the **Brand** field blank and click **Next**.



- e. Verify the information and click on **Submit** to complete the registration process

Home / Select Entity's e-Services

Select Entity's e-Services



Verify Selected e-Service(s)

HEALTH PROMOTION BOARD • Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online

Back Submit

Step 2: Assign roles to staff in CorpPass

- a. To assign users to HCS e-Service, click on **Assign selected e-Services** button

Home / Select Entity's e-Services



The selected e-Service(s) is ready to be assigned to users.

Next Step



Assign selected e-Services
Assign e-Service access to your entity's users and user groups.

Return to Homepage Assign selected e-Services

- b. Select User(s) who would use the HCS e-Service by checking the box on the left

Assign Selected e-Services



Ensure that you have selected e-Service(s) for your Entity before assigning it to your user account(s).

Select from your entity's CorpPass user accounts.

Filter Search

	Full Name	Email Address	CorpPass ID	User Type
<input type="checkbox"/>	USER	@mailinator.com		Admin
<input type="checkbox"/>	USER	@hpb.gov.sg		User
<input type="checkbox"/>	USER	@mailinator.com		User
<input type="checkbox"/>	USER	@mailinator.com		User
<input type="checkbox"/>	USER :	@mailinator.com		User

0 user(s) selected.

- c. Select HCS e-Service and click **Next**

Home / Assign Selected e-Services

Assign Selected e-Services



Assign Selected e-Service(s) to

1 Selected User(s) +

Assign from selected e-Service(s).

Filter Search

Govt	Entity's selected	Description	Agency Check	Additional Details
<input checked="" type="checkbox"/>	Agency	e-Services	Required	Required
<input checked="" type="checkbox"/>	HEALTH PROMOTION BOARD	Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online		

1 e-Service(s) selected.

Showing 1 to 1 of 1 items

Back Next

- d. For each user, please assign a user Role to staff (Authorised Representative or HCS Staff). For detailed user role description, please proceed to [Page 3](#).

Assign Selected e-Services



Assign Selected e-Services to

1 Selected Users [+](#)

e-Services with [i](#) require additional details. For more information, contact the relevant agency. Click [i](#) to enter details.

* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
HEALTH PROMOTION BOARD	Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online	i	i

1 e-Service(s) selected.

Role* !

[i](#)

Authorised Rep

Role Description

This role has the rights to enrol the company to both HCS and HDP programmes, and accept the HCS/HDP License Agreement(s) on behalf of the company. This role can view, submit and manage company's HCS/HDP applications and add company's brands for HDP.

Brand

- e. Set the **Authorisation Effective Date (today)** and **Authorisation Expiry Date (up to 31/10/2024)**. Leave the Brand field empty and click **Next**.

Assign Selected e-Services



Assign Selected e-Services to

1 Selected Users [+](#)

e-Services with [i](#) require additional details. For more information, contact the relevant agency. Click [i](#) to enter details.

* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
HEALTH PROMOTION BOARD	Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online	i	i

1 e-Service(s) selected.

Brand

[i](#)

Authorisation Effective Date* !

01/11/2019 [i](#)

Authorisation Expiry Date !

31/12/2020 [i](#)

- f. Review the information and submit to complete this process. You are now ready to log in to HCS Online

Home / Assign Selected e-Services

Assign Selected e-Services

✓ Select Users ✓ Select e-Services ✓ Enter Details 4 Review & Submit

Verify the following details.

1 Selected Users [+](#)


Selected e-Services

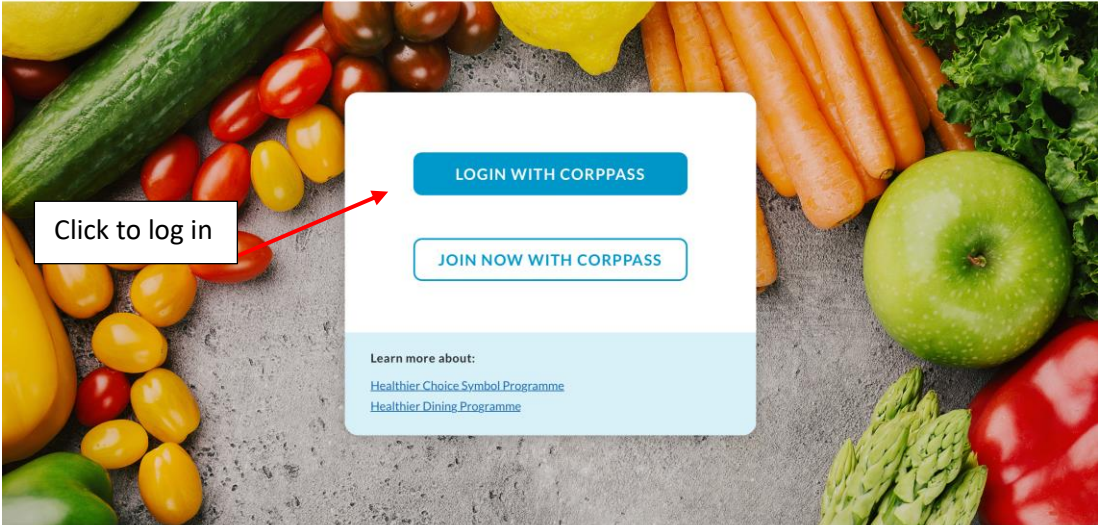
HEALTH PROMOTION BOARD	• Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online
Role	Authorised Rep
Brand	
Authorisation Effective Date	01/11/2019
Authorisation Expiry Date	31/12/2020

[Back](#) [Submit](#)

- g. Please proceed to <https://healthier-choice.hpb.gov.sg> and login using CorpPass

A Singapore Government Agency Website





Click to log in

[LOGIN WITH CORPPASS](#)

[JOIN NOW WITH CORPPASS](#)

Learn more about:

[Healthier Choice Symbol Programme](#)

[Healthier Dining Programme](#)

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Setting up CorpPass - Companies with CorpPass Account (Added HCS e-Service)

For companies who are using CorpPass and have added HCS e-Service, please ask your company CorpPass Admin to assign roles to staff in CorpPass



- a. Company's CorpPass admin has to log in to CorpPass (<https://www.corppass.gov.sg>)

The login page features an orange header with the 'Login' text and a user icon. Below this are three input fields: 'UEN/ENTITY ID', 'CORPPASS ID', and 'Password', each with a red information icon to its right. A blue 'Login' button with a right-pointing arrow is positioned below the fields. At the bottom, there is a checkbox for 'Remember Entity ID' with a red information icon, a link for 'Forgot Entity / CorpPass ID or Password', and a link for 'New to CorpPass? Register Now.'.

- b. Click on **e-Service Access** tab and **Select 'Assigned selected e-Services'** button to assign Users to HCS e-Service

The dashboard has a header with the text 'Welcome to CorpPass, USER' and a password expiration notice: 'Update your password before it expires on 23 May 2020'. Below the header is a blue banner with a 'NEW' badge and the text '13 more digital services have been made available on CorpPass over the last 90 days.' The main navigation bar includes 'User Accounts', 'e-Service Access' (highlighted with a red box), and 'Third Party'. A 'Change Entity Profile' link is on the right. The main content area contains three cards: 'Select Entity's e-Services' (with a red arrow pointing to the next card), 'Assign selected e-Services' (highlighted with a red box), and 'View Entity's e-Service Access'.

- c. Select User(s) who would use the HCS e-Service by checking the box on the left

Assign Selected e-Services



Ensure that you have selected e-Service(s) for your Entity before assigning it to your user account(s).

Select from your entity's CorpPass user accounts.

Filter Search

	Full Name	Email Address	CorpPass ID	User Type
<input type="checkbox"/>	USER	@mailinator.com		Admin
<input type="checkbox"/>	USER	@hpb.gov.sg		User
<input type="checkbox"/>	USER	@mailinator.com		User
<input type="checkbox"/>	USER	@mailinator.com		User
<input type="checkbox"/>	USER :	@mailinator.com		User

0 user(s) selected.

- d. Select HCS e-Service and click **Next**

Home / Assign Selected e-Services

Assign Selected e-Services



Assign Selected e-Service(s) to

1 Selected User(s) +

Assign from selected e-Service(s).

Filter Search

Govt	Entity's selected	Description	Agency Check	Additional Details
<input checked="" type="checkbox"/>	Agency	e-Services	Required	Required
<input checked="" type="checkbox"/>	HEALTH PROMOTION BOARD	Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online		

1 e-Service(s) selected.

Showing 1 to 1 of 1 items

Back Next

- e. For each user, please assign a user Role to staff (Authorised Representative or HCS Staff). For detailed user role description, please proceed to [Page 3](#).

Assign Selected e-Services



Assign Selected e-Services to

1 Selected Users [+](#)

e-Services with [i](#) require additional details. For more information, contact the relevant agency. Click [i](#) to enter details.

* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
HEALTH PROMOTION BOARD	Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online	i	i

1 e-Service(s) selected.

Role* !

[i](#)

Authorised Rep [v](#)

Role Description

This role has the rights to enrol the company to both HCS and HDP programmes, and accept the HCS/HDP License Agreement(s) on behalf of the company. This role can view, submit and manage company's HCS/HDP applications and add company's brands for HDP.

Brand

- f. Set the **Authorisation Effective Date (today)** and **Authorisation Expiry Date (up to 31/10/2024)**. Leave the Brand field empty and click **Next**.

Assign Selected e-Services



Assign Selected e-Services to

1 Selected Users [+](#)

e-Services with [i](#) require additional details. For more information, contact the relevant agency. Click [i](#) to enter details.

* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
HEALTH PROMOTION BOARD	Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online	i	i

1 e-Service(s) selected.

Brand

[v](#)

Authorisation Effective Date* !

01/11/2019 [i](#)

Authorisation Expiry Date !

31/12/2020 [i](#)

- g. Review the information and submit to complete this process. You are now ready to log in to HCS Online

Home / Assign Selected e-Services

Assign Selected e-Services

✓ Select Users ✓ Select e-Services ✓ Enter Details 4 Review & Submit

Verify the following details.

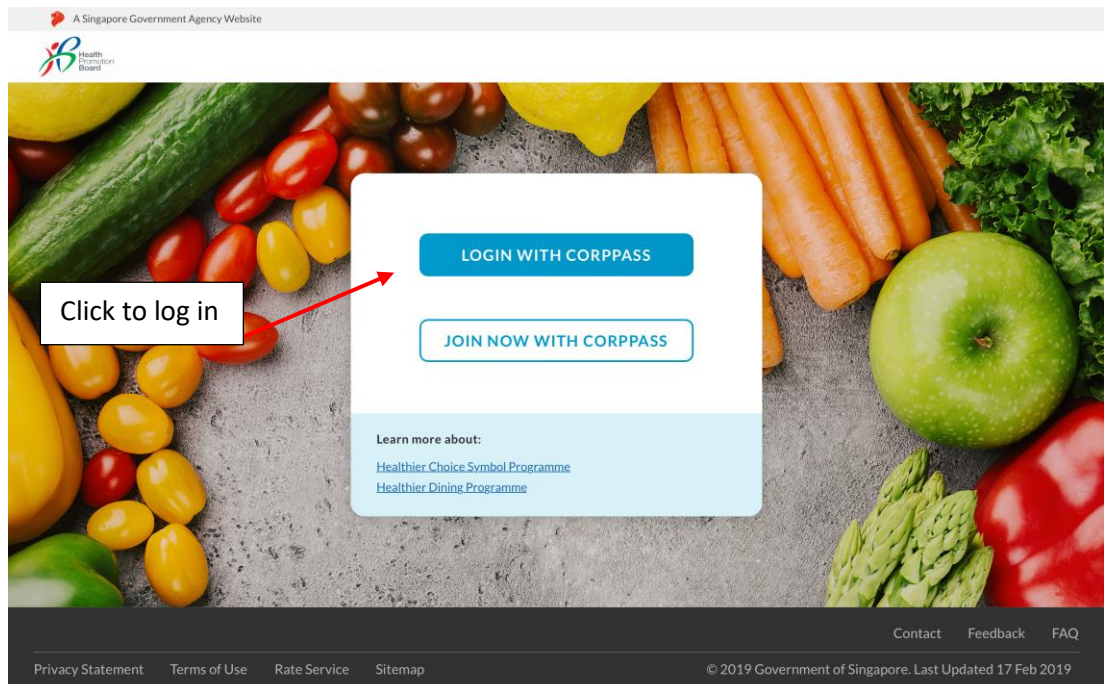
1 Selected Users [+](#)

Selected e-Services

HEALTH PROMOTION BOARD	• Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online
Role	Authorised Rep
Brand	
Authorisation Effective Date	01/11/2019
Authorisation Expiry Date	31/12/2020

[Back](#) [Submit](#)

- h. Please proceed to <https://healthier-choice.hpb.gov.sg> and login using CorpPass



For a step by step guide on creating a CorpPass account and assigning users to the HCS Online, please refer to the user guides found at the [HCS Website](#) for further details and the detailed user guides.

First time Log in – Authorised Representative (for companies with existing valid Licence Agreement)

As the company's Authorised Representative, you will be the **first person in the company to log in**.

If your company has an **existing valid Licence Agreement (LA)**, you would be required to do the following steps during first log in. Your company would not be able to submit applications if these steps are not done.

Step 1: Login to the new Online Application system

Step 2: Select "Healthier Choice Symbol"

Step 3: Accept the general Terms and Conditions

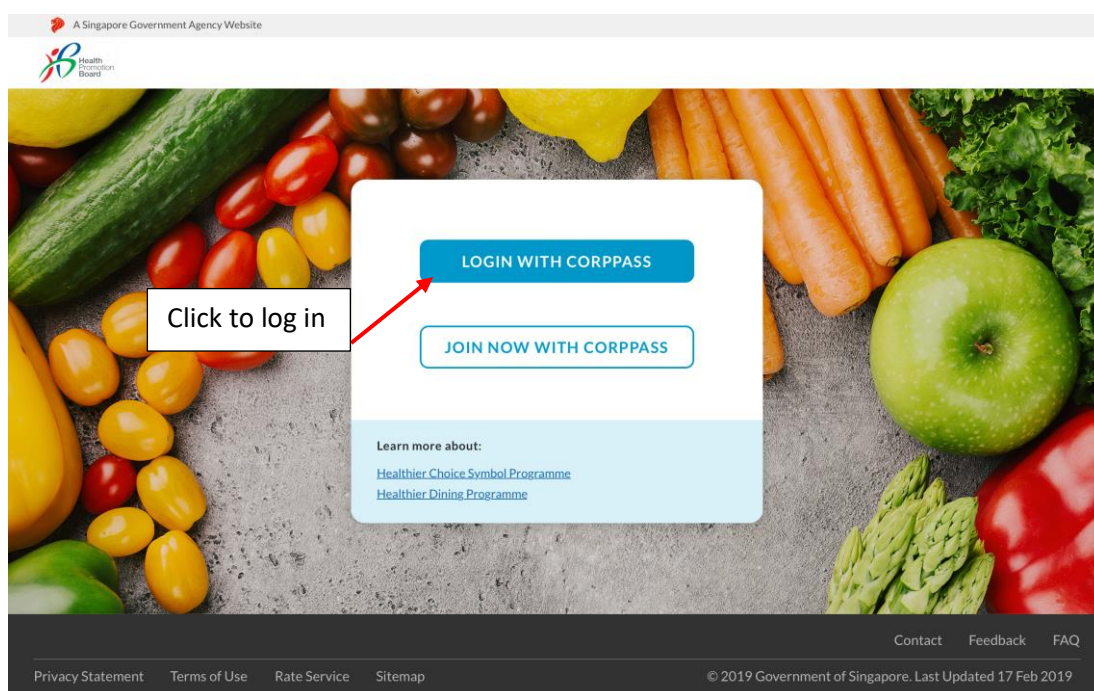
Step 4: Check Company Profile

Step 5: Key in your user profile

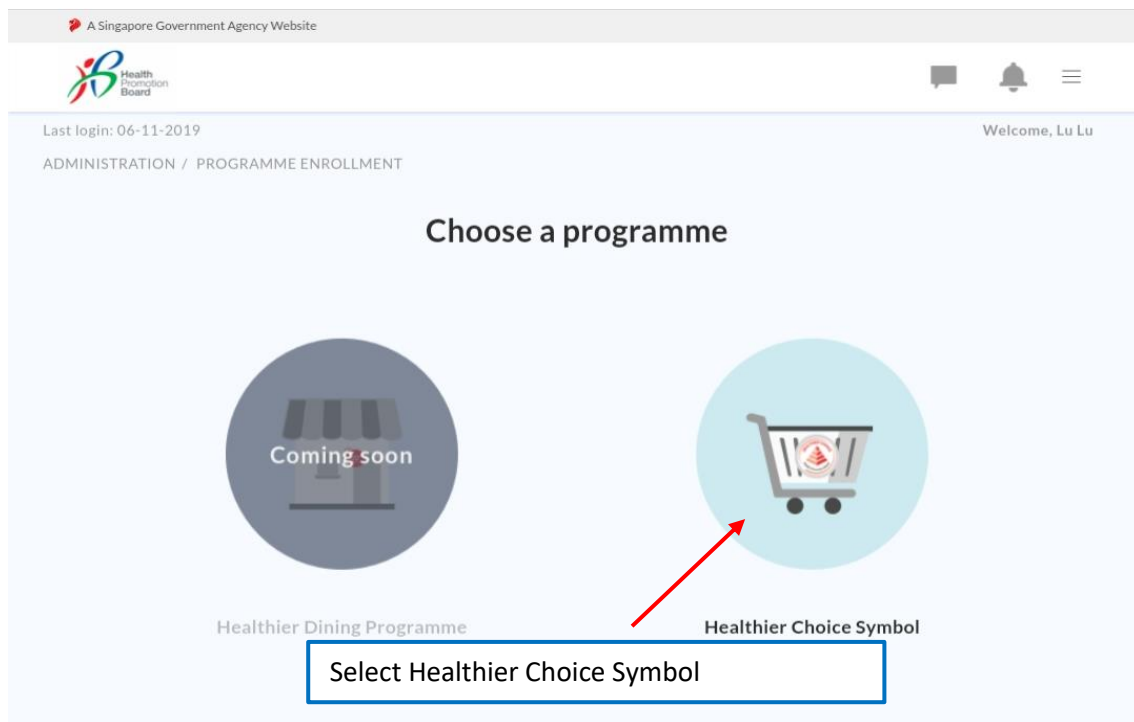
Step 6: Accept the Supplemental Agreement within 2 months. Failing to do so, application submission would not be able to proceed and after 2 months, the product(s) in the LA will be rejected. Re-application is necessary if company still wants the HCS on the product(s).

Step 7: After accepting the Supplemental Agreement, you may proceed to submit applications

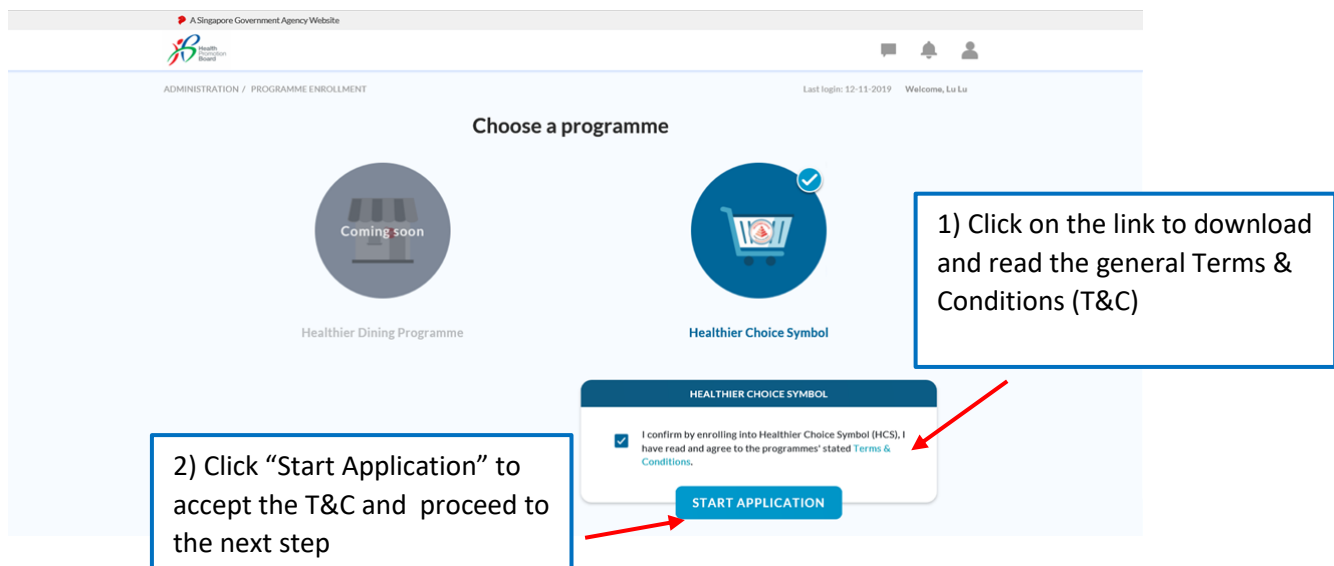
Step 1: Please go to <https://healthier-choice.hpb.gov.sg> and login using CorpPass



Step 2: In “Choose a programme” page, select “Healthier Choice Symbol”



Step 3: Accept the general Terms and Conditions and click on Start Application to proceed



Step 4: Check Company Profile

- Check if the company's profile is correct
- If company profile is not filled or needs updating, you may click on "Get My Company Information from ACRA" button to update the details directly from ACRA. Alternatively, you can key the information into the box to update company details
- Only the company's Authorised Representative can update the Company Profile

Company and User Profile

The screenshot shows a web form titled "Company and User Profile". At the top, a blue header bar contains the text "COMPANY PROFILE", which is highlighted with a red rectangular box. Below this, the form is divided into two main columns. The left column contains the following fields: "Unique Entity Number" (text input), "Company name *" (text input with placeholder "Enter company name"), and "Website" (text input with placeholder "Enter website"). The right column contains: "Address Type *" (dropdown menu with "Apt Blk" selected), "Block" (text input with placeholder "Enter"), "Building name" (text input with placeholder "Enter building name"), "Street name *" (text input with placeholder "Enter street name"), "Country *" (dropdown menu with "Enter country" selected), "Floor" (text input with placeholder "Enter"), "Unit" (text input with placeholder "Enter"), and "Postal Code *" (text input with placeholder "Enter"). A blue button with the text "GET MY COMPANY INFORMATION FROM ACRA" is located between the "Company name" and "Website" fields. This button is highlighted with a red rectangular box. A red arrow points from this button to a blue-bordered text box in the bottom left corner. The text box contains the instruction: "If company profile is not filled or needs to be updated, please click 'Get My Company Information from ACRA' or update in the boxes directly".

If company profile is not filled or needs to be updated, please click 'Get My Company Information from ACRA' or update in the boxes directly

Step 5: Key in your user profile

- a. You are only required to key in your own user profile.
- b. Please key in a valid email address. A One Time Password (OTP) will be sent to this email address to verify your email. Email notifications regarding the applications will also be sent to this email address.

The screenshot shows a 'USER PROFILE' form with various input fields. A red box highlights the 'VERIFY EMAIL' button, which is located next to the 'Business email address' field. A callout box with an arrow pointing to the button contains the text: 'Please click "Verify Email" to receive a One Time Password (OTP)'. The form includes fields for Title, First name, Last name, Department, Designation, Country Code, Office number, Office Ext, Mobile number, Business email address, NRIC/FIN, and Role. There are also 'CANCEL' and 'SAVE' buttons at the bottom right.

- c. A pop-up message will inform you that the OTP has been sent to the email address you entered.

The screenshot shows a pop-up message titled 'Validate OTP (One Time Password)'. The message states: 'A One Time Password has been sent to your email. Please enter the OTP below to verify your email address. If you cannot view the email from your inbox, make sure to check your junk folder.' Below the message is a 'PROCEED' button. A red arrow points from the button to a callout box that says: 'A pop-up message will be displayed to inform you that the OTP has been sent to the email address. Please click "Proceed".' The background shows a 'Company and User Profile' form with a 'Unique Entity Number' field.

- d. If you did not receive the OTP or have made an error in the email address, you can request to have the OTP to be resent.

Business email address *

email@email.com

RESEND OTP (2:00)

NRIC/FIN
XXXXX385C

Role
Authorised representative

Enter OTP *

Enter OTP

(Please enter the 6 digits alphanumeric OTP sent to your email)

CANCEL SAVE

This countdown timer indicate how long you need to wait before you can request for the new OTP.

- e. Key in the OTP that you received and click "Save". You will be directed to the Supplemental Agreement page.

Business email address *

Enter email address

VERIFY EMAIL

NRIC/FIN
XXXXX385C

Role
Authorised representative

Enter OTP *

Enter OTP

(Please enter the 6 digits alphanumeric OTP sent to your email)

CANCEL SAVE

Enter the OTP and click "Save".

Step 6: Accept the Supplemental Agreement

- Please scroll to read the Supplemental Agreement. Only the Authorised Representative can accept the Supplemental Agreement on behalf of the company.
- Companies with an existing valid LA would have to accept the Supplemental Agreement to continue using the HCS on HCS approved products.
- Companies would not be able to submit applications until the Supplemental Agreement is accepted.
- Companies who did not accept the Supplemental Agreement **within 2 months** would have their products in the LA automatically rejected by the system. Companies would need to re-apply if you intend to continue carrying the HCS for these products.

A Singapore Government Agency Website

Health Promotion Board

Application Resources Administration

RESOURCES / LICENCE AGREEMENT (LA) / VIEW LICENCE AGREEMENT

Please Acknowledge the Licence Agreement

Please get the Authorised Representative of the company to accept the Licence Agreement before continuing with your applications.

This Supplemental Agreement No. 1 ("Supplemental Agreement") is dated 18-Dec-19 and made between:

- HEALTH PROMOTION BOARD, corporation constituted under the Health Promotion Board Act (Cap. 122B) and having its main office at 3 Second Hospital Avenue, Singapore 168937 (hereinafter referred to as the "Licensor"); and
- UPUZH YZXH (UEN No.), a company incorporated and having its registered address at 01 Serangoon Avenue 4 #01-01 ABC Singapore 12312 (hereinafter referred to as the "Licensee").
(each a "Party" and collectively, the "Parties")

BACKGROUND

- The Parties entered into a licence agreement dated --.
- Pursuant to Clause 11(B) of the Licence Agreement, the Parties have agreed to amend the Licence Agreement on and subject to the terms and conditions of this Supplemental Agreement.
- This Supplemental Agreement amends the Licence Agreement

IT IS AGREED AS FOLLOWS:-

- CONSTRUCTION AND INTERPRETATION
 - As from the Effective Date, the Licence Agreement shall be read together with this Supplemental Agreement as one document and this Supplemental Agreement shall be considered as part of the Licence Agreement. Save as amended by the Supplemental Agreement, the terms of the Licence Agreement are hereby confirmed and shall remain in full force and effect in accordance to its terms.
 - In the event of any conflict or inconsistency between any of the terms of this Supplemental Agreement with any of the terms of the Licence Agreement, the terms of this Supplemental Agreement shall prevail.
- EFFECTIVE DATE

Please scroll to read the Supplemental Agreement

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Health Promotion Board


Application Resources Administration

Clear Space

To ensure maximum legibility and visibility, always use the appropriate amount of clear space around the Trademark. The clear space is determined by the height of the first 2 steps from the tip of the pyramid in the HCS. This also applies to the Approved Descriptor(s).

Minimum size for Corporate Collaterals application

To maintain legibility, the Trademark should never be smaller than 8mm wide, unless otherwise approved by the Licensor in writing. The minimum size should only be used when layout space is extremely limited.



☐ By clicking the "<<I agree>>" button below, I hereby agree to the terms of the Licence Agreement

I AGREE

Contact Feedback FAQ

Report Vulnerability Privacy Statement

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Please check the box and click "I Agree" to accept the Supplemental Agreement

Step 7: You may proceed to submit applications

After accepting the Supplemental Agreement, you will be directed to “Manage Applications” Page.

Manage Applications

Application Number

Product Name

SEARCH

ADVANCE SEARCH

(Total Results: 8)

APPLICATION STATUS	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	SUBMISSION DATE	ASSIGNED TO
NEW	HCS190149	Brand 1	Tasty drink	10-Dec-19	1/1 packages
OPEN	HCS190126	Test BB	Test BB Product 1	06-Dec-19	Chi Lee 3/3 packages
COMPLETED	HCS190022	PL AA	PL AAA	03-Dec-19	Rebecca Lee 1/1 packages

First time Log in – Authorised Representative (companies with no valid Licence Agreement)

As the company's Authorised Representative, you will be the first person in the company to log in.

If your company has **no existing valid Licence Agreement (LA)**, you would be required to do the following steps during first log in. Your company would not be able to submit applications if these steps are not done.

Step 1: Login to the new Online Application system

Step 2: Select "Healthier Choice Symbol"

Step 3: Accept the general Terms and Conditions

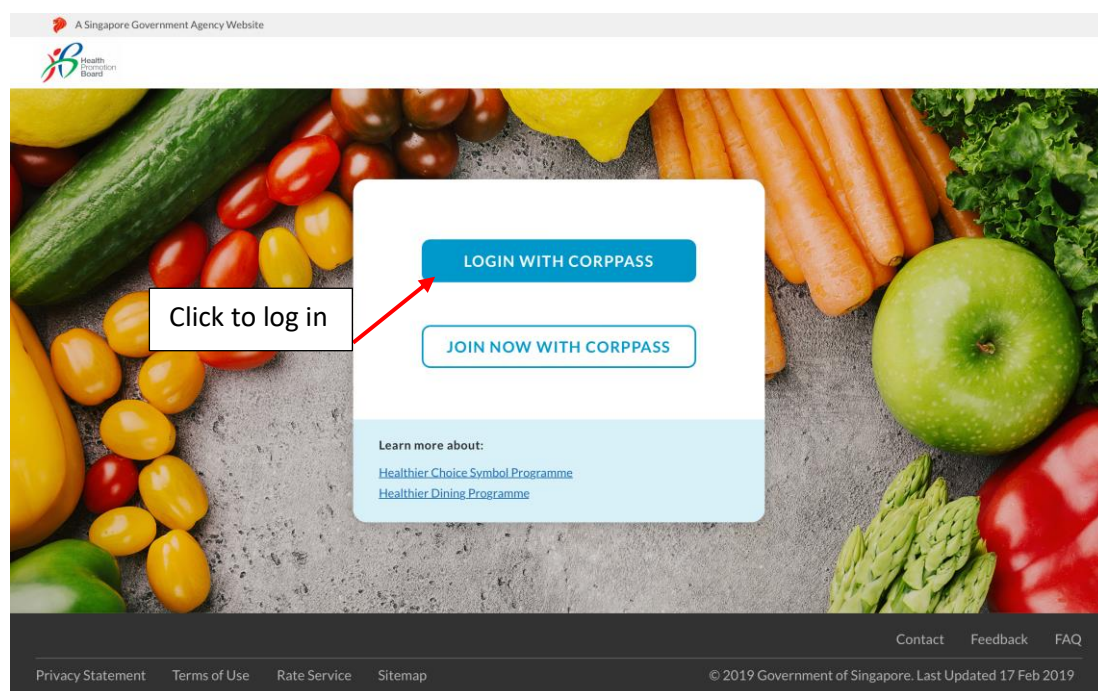
Step 4: Check Company Profile

Step 5: Key in your user profile

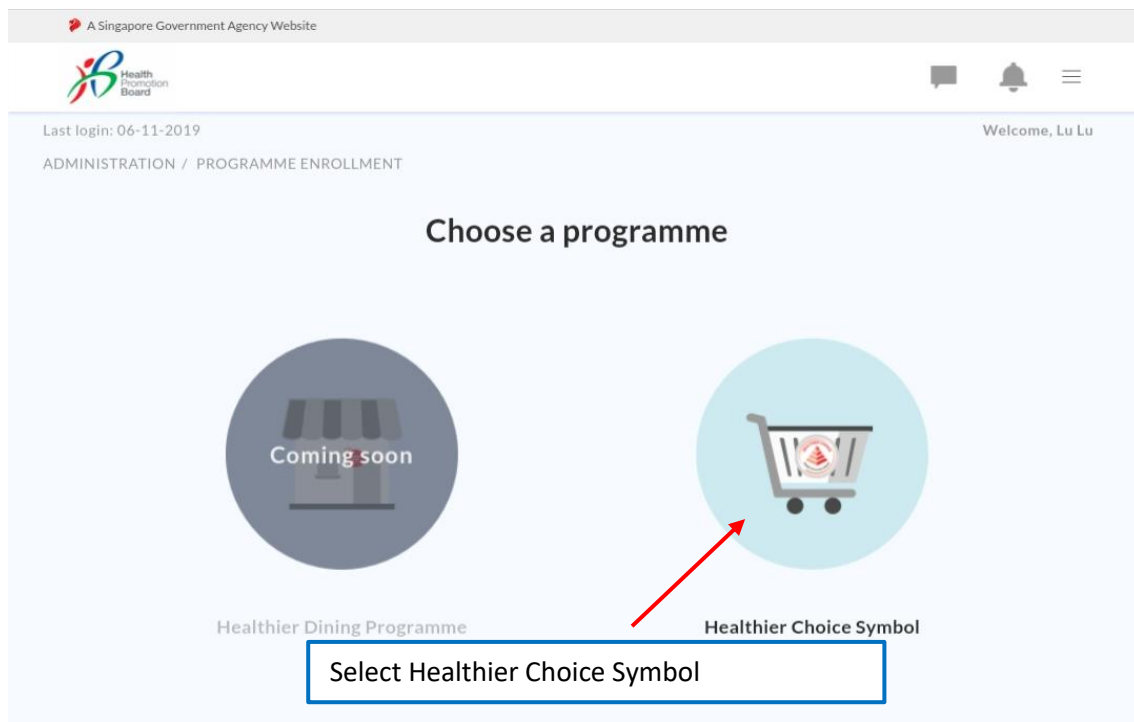
Step 6: You may be prompted to accept the LA if your company has one HCS approved product. Please accept the LA within 2 weeks. Failing to do so, application submission would not be able to proceed and after 2 weeks, the product(s) in the LA will be rejected. Re-application is necessary if company still wants the HCS on the product(s).

Step 7: You may proceed to submit applications

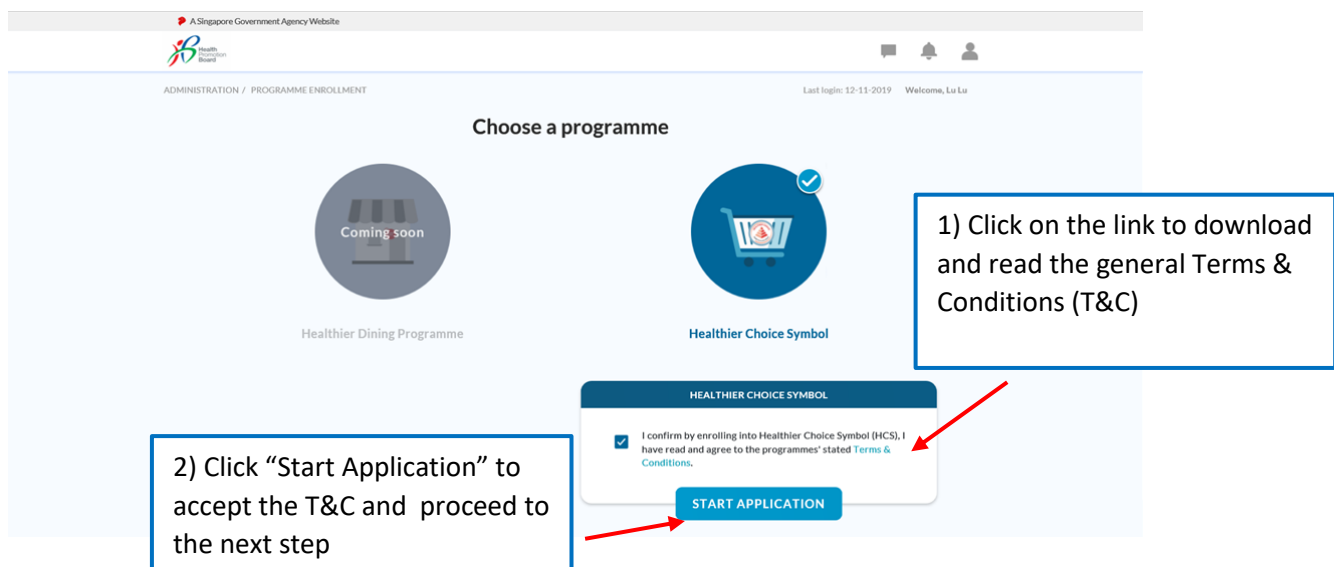
Step 1: Please go to <https://healthier-choice.hpb.gov.sg> and login using CorpPass



Step 2: In “Choose a Programme” page, select “Healthier Choice Symbol”



Step 3: Accept the general Terms and Conditions and click on Start Application to proceed



Step 4: Check Company Profile

- Check if the company's profile is correct
- If company profile is not filled or needs updating, you may click on "Get My Company Information from ACRA" button to update the details directly from ACRA. Alternatively, you can key the information into the box to update company details
- Only the company's Authorised Representative can update the Company Profile

Company and User Profile

The screenshot shows a web form titled "Company and User Profile". At the top, a blue header bar contains the text "COMPANY PROFILE", which is highlighted with a red rectangular box. Below this, the form is divided into two main sections. The left section contains fields for "Unique Entity Number", "Company name *" (with a placeholder "Enter company name"), and "Website" (with a placeholder "Enter website"). The right section contains fields for "Address Type *" (a dropdown menu with "Apt Blk" selected), "Block" (placeholder "Enter"), "Building name" (placeholder "Enter building name"), "Street name *" (placeholder "Enter street name"), "Country *" (a dropdown menu with "Enter country" selected), "Floor" (placeholder "Enter"), "Unit" (placeholder "Enter"), and "Postal Code *" (placeholder "Enter"). A blue button labeled "GET MY COMPANY INFORMATION FROM ACRA" is positioned between the two sections, highlighted with a red rectangular box. A red arrow points from this button to a blue-bordered text box in the bottom left corner. This text box contains the instruction: "If company profile is not filled or needs to be updated, please click 'Get My Company Information from ACRA' or update in the boxes directly".

If company profile is not filled or needs to be updated, please click 'Get My Company Information from ACRA' or update in the boxes directly

Step 5: Key in your user profile

- f. You are only required to key in your own user profile.
- g. Please key in a valid email address. A One Time Password (OTP) will be sent to this email address to verify your email. Email notifications regarding the applications will also be sent to this email address.

The screenshot shows a 'USER PROFILE' form with the following fields: Title (dropdown), First name, Last name, Department, Designation, Country Code, Office number, Office Ext, Country Code, Mobile number, Business email address, NRIC/FIN, and Role. A blue 'VERIFY EMAIL' button is located next to the Business email address field. A red box highlights the button, and a callout box with an arrow pointing to it says: 'Please click "Verify Email" to receive a One Time Password (OTP)'. At the bottom of the form are 'CANCEL' and 'SAVE' buttons.

- h. A pop-up message will inform you that the OTP has been sent to the email address you entered.

The screenshot shows a 'Validate OTP (One Time Password)' pop-up message. The message text reads: 'A One Time Password has been sent to your email. Please enter the OTP below to verify your email address. If you cannot view the email from your inbox, make sure to check your junk folder.' Below the text is a blue 'PROCEED' button. A red arrow points from the button to a callout box that says: 'A pop-up message will be displayed to inform you that the OTP has been sent to the email address. Please click "Proceed".' The background shows a 'Company and User Profile' form with a 'Unique Entity Number' field.

- i. If you did not receive the OTP or have made an error in the email address, you can request to have the OTP to be resent.

The screenshot shows a web form with the following elements:

- Business email address ***: A text input field containing "email@email.com".
- RESEND OTP (2:00)**: A blue button with a red border and a red arrow pointing to it from a callout box.
- NRIC/FIN**: A text input field containing "XXXXX385C".
- Role**: A text input field containing "Authorised representative".
- Enter OTP ***: A text input field with the placeholder "Enter OTP".
- (Please enter the 6 digits alphanumeric OTP sent to your email): A small note below the OTP input field.
- CANCEL** and **SAVE**: Two blue buttons at the bottom right.

A callout box with a blue border contains the text: "This countdown timer indicate how long you need to wait before you can request for the new OTP." A red arrow points from this box to the "RESEND OTP (2:00)" button.

- j. Key in the OTP that you received and click "Save".

The screenshot shows a web form with the following elements:

- Business email address ***: A text input field with the placeholder "Enter email address".
- VERIFY EMAIL**: A blue button.
- NRIC/FIN**: A text input field containing "XXXXX385C".
- Role**: A text input field containing "Authorised representative".
- Enter OTP ***: A text input field with the placeholder "Enter OTP".
- (Please enter the 6 digits alphanumeric OTP sent to your email): A small note below the OTP input field.
- CANCEL** and **SAVE**: Two blue buttons at the bottom right.

A callout box with a blue border contains the text: "Enter the OTP and click 'Save'." A red arrow points from this box to the "SAVE" button.

Step 6: You may be prompted with the Licence Agreement (LA) if your company has one approved HCS product. Please accept the Licence Agreement (LA)

- Please scroll to read the Licence Agreement. Only the Authorised Representative can accept the Supplemental Agreement on behalf of the company.
- Companies would not be able to submit applications until the LA is accepted.
- Companies who did not accept the LA **within 2 weeks** would have their products in the LA automatically rejected by the system. Companies would need to re-apply if you intend to continue carrying the HCS for these products.

A Singapore Government Agency Website

Health Promotion Board

Application Resources Administration

RESOURCES / LICENCE AGREEMENT (LA) / VIEW LICENCE AGREEMENT

Last login: 18-Dec-19 Welcome, Tien Tran

Please Acknowledge the Licence Agreement

Please get the Authorised Representative of the company to accept the Licence Agreement before continuing with your applications.

THIS AGREEMENT is made on 18-Dec-19 between:-

(1) HEALTH PROMOTION BOARD, corporation constituted under the Health Promotion Board Act (Cap. 122B) and having its main office at 3 Second Hospital Avenue, Singapore 168937 (hereinafter referred to as the "Licensor"); and

(2) UPUZTH YZXH (UEN No.), a company incorporated and having its registered address at 01 Serangoon Avenue 4 #01-01 ABC Singapore 12312 (hereinafter referred to as the "Licensee"), (each a "Party" and collectively, the "Parties")

WHEREAS:-

(A) The Licensee is engaged in the business of manufacturing/distributing the Product(s) (defined below).

(B) The Licensor was established with a mission to (i) empower Singaporeans to achieve optimal health throughout life; (ii) ensure accessibility to health information and preventive health services; (iii) collaborate with public, private and community organisations in health promotion; (iv) create a conducive environment for leading a healthy lifestyle; and (v) be a centre of excellence for health promotion. The Licensor is also the owner of all widely recognised rights, title and interest in and to the Trademark.

(C) The Licensee desires to obtain a non-exclusive and non-transferable right to use the Trademark on the Product(s), and avail itself of the benefits associated with having the Product(s) acknowledged by the Licensor as being part of the Licensor's Healthier Choice Symbol Programme (more details of the Licensor's Healthier Choice Symbol Programme is located on the Licensor's website at <http://www.hpb.gov.sg>).

(D) The Licensor is willing to grant the Licensee such non-exclusive and non-transferable right to use the Trademark on the Product(s) on the terms and conditions hereinafter provided.

NOW, THEREFORE, the Parties agree as follows:-

1 DEFINITION

a. In this Agreement, unless the subject or context otherwise requires, the following words and expressions shall have the following means

"As needed 1 abaraten" shall refer to a 1 abaraten that is as needed by the 1 abaraten Association Panel

Clear Space

To ensure maximum legibility and visibility, always use the appropriate amount of clear space around the Trademark. The clear space is determined by the height of the first 2 steps from the tip of the pyramid in the HCS. This also applies to the Approved Descriptor(s).

Minimum size for Corporate Collaterals application

To maintain legibility, the Trademark should never be smaller than 8mm wide, unless otherwise approved by the Licensor in writing. The minimum size should only be used when layout space is extremely limited.

x Height

Healthier Choice

Health Promotion Board

Healthier Options Available

By clicking the "<<I agree>>" button below, I hereby agree to the terms of the Licence Agreement.

I AGREE

Contact Feedback FAQ

Report Vulnerability Privacy S

9 Government of Singapore. Last Updated 09 May 2019

Please check the box and click "I Agree" if you accept the License Agreement

Step 7: You may proceed to submit applications

After accepting the LA, you will be directed to “Manage Applications” Page.

Manage Applications

+ ADD NEW APPLICATION

SEARCH

ADVANCE SEARCH ▾

(Total Results: 8)

APPLICATION STATUS ▴▾	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	SUBMISSION DATE	ASSIGNED TO
NEW	HCS190149	Brand 1	Tasty drink	10-Dec-19	3/1 packages
OPEN	HCS190126	Test BB	Test BB Product 1	06-Dec-19	Chi Lee 3/3 packages
COMPLETED	HCS190022	PL AA	PL AAA	03-Dec-19	Rebecca Lee 3/1 packages

First time Log in – HCS Staff

The company's Authorised Representative is the first person in the company to log in. If your role is a HCS Staff, please log in only after the company's Authorised Representative have completed the onboarding process.

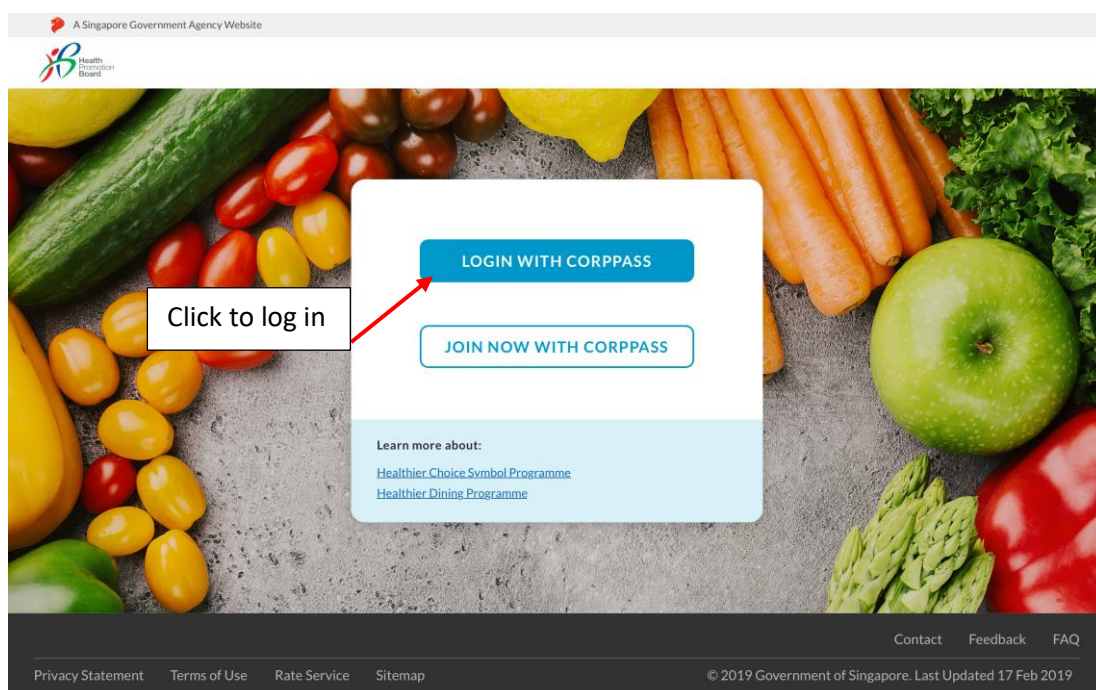
If your company's Authorised Representative has enrolled to HCS, you would be required to do the following steps during first log in before proceeding to 'Manage Applications' page.

Step 1: Login to the new Online Application system

Step 2: Key in your user profile

Step 3: You may proceed to submit applications

Step 1: Please go to <https://healthier-choice.hpb.gov.sg> and login using CorpPass



Step 2: Key in your user profile

- a. Please key in your user profile.
- b. Please key in a valid email address. A One Time Password (OTP) will be sent to this email address to verify your email. Email notifications regarding the applications will also be sent to this email address.

The screenshot shows a 'USER PROFILE' form with the following fields:

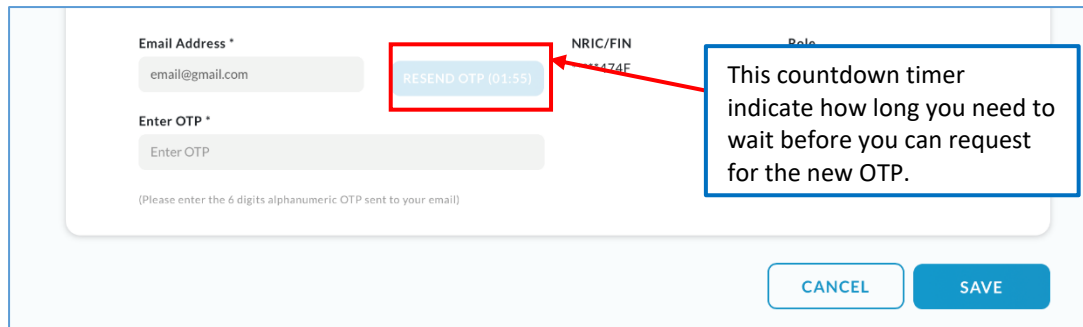
- Title * (Dropdown menu: Select one)
- First name * (Text input: Enter first name)
- Last name * (Text input: Enter last name)
- Department * (Text input: Enter department)
- Designation * (Text input: Enter designation)
- Country Code * (Text input: '123')
- Office number * (Text input: Enter number)
- Office Ext (Text input: '1234')
- Country Code (Text input: '123')
- Mobile number (Text input: Enter number)
- Business email address * (Text input: Enter email address)
- NRIC/FIN (Text input: XXXXX385C)
- Role (Text input: HCS Staff)
- Enter OTP * (Text input: Enter OTP)

A red box highlights the 'VERIFY EMAIL' button. A callout box points to it with the text: "Please click 'Verify Email' to receive a One Time Password (OTP)". At the bottom of the form are 'CANCEL' and 'SAVE' buttons.

- c. A pop-up message will inform you that the OTP has been sent to the email address you entered.

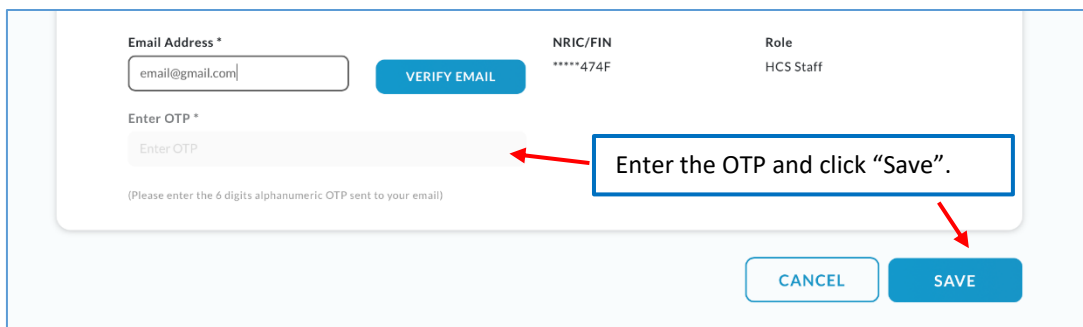
The screenshot shows the 'Company and User Profile' page. A pop-up message titled 'Validate OTP (One Time Password)' is displayed in the center. The message reads: "A One Time Password has been sent to your email. Please enter the OTP below to verify your email address. If you cannot view the email from your inbox, make sure to check your junk folder." Below the message is a 'PROCEED' button. A red arrow points from the callout box to the 'PROCEED' button. The callout box text is: "A pop-up message will be displayed to inform you that the OTP has been sent to the email address. Please click 'Proceed'".

- d. If you did not receive the OTP or have made an error in the email address, you can request to have the OTP to be resent.



This screenshot shows a web form for requesting a new OTP. The form includes an "Email Address *" field with the value "email@gmail.com", an "Enter OTP *" field with the placeholder "Enter OTP", and a "RESEND OTP (01:55)" button. A red box highlights the "RESEND OTP" button, and a red arrow points from a text box to it. The text box contains the instruction: "This countdown timer indicate how long you need to wait before you can request for the new OTP." Below the form, there are "CANCEL" and "SAVE" buttons. The form also displays "NRIC/FIN *****474F" and "Role HCS Staff".

- e. Key in the OTP that you received and click "Save". You will be directed the Manage Applications Page.



This screenshot shows the same web form as the previous one, but with the "RESEND OTP" button replaced by a "VERIFY EMAIL" button. A red arrow points from a text box to the "Enter OTP *" field. The text box contains the instruction: "Enter the OTP and click 'Save'." Below the form, there are "CANCEL" and "SAVE" buttons. The form also displays "Email Address *" with the value "email@gmail.com", "NRIC/FIN *****474F", and "Role HCS Staff".

Step 3: You may proceed to submit applications

After filling in your user profile, you will be directed to “Manage Applications” Page.

Manage Applications

+ ADD NEW APPLICATION

SEARCH

ADVANCE SEARCH ▾

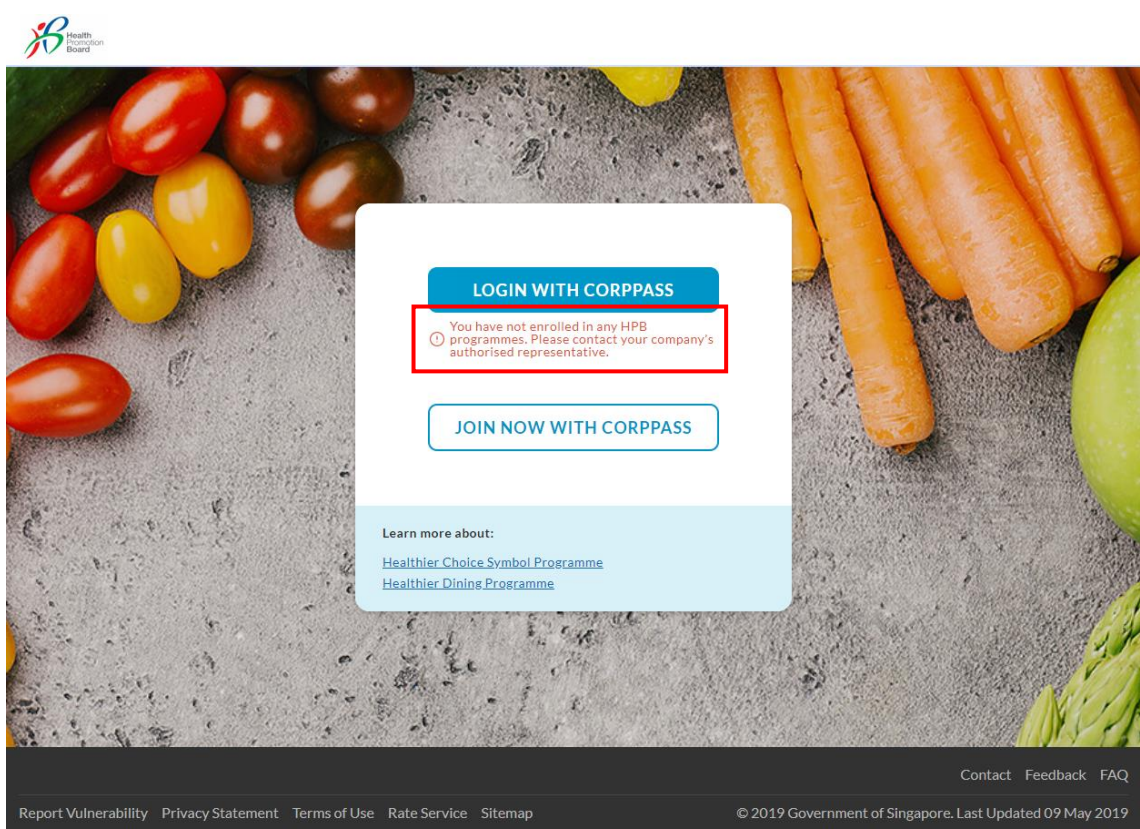
(Total Results: 8)

APPLICATION STATUS ▴▾	APPLICATION NUMBER	BRAND NAME	PRODUCT NAME	SUBMISSION DATE	ASSIGNED TO
NEW	HCS190149	Brand 1	Tasty drink	10-Dec-19	<div>1/1 packages</div>
OPEN	HCS190126	Test BB	Test BB Product 1	06-Dec-19	Chi Lee <div>3/3 packages</div>
COMPLETED	HCS190022	PL AA	PL AAA	03-Dec-19	Rebecca Lee <div>1/1 packages</div>

HCS Staff – Unable to Proceed Error Pages

If you encounter any of the following pages, please refer to the information below for the steps to proceed to resolve the issue.

- 1) “You have not enrolled in any HPB programmes. Please contact your company’s authorised representative.”
 - This error message means that your company’s Authorised Representative has not enrolled to HCS Programme.
 - Please contact your company’s Authorised Representative to complete the onboarding process for the company.
 - For companies with existing Licence Agreement: Refer to **Page 20 - 26**
 - For companies with no existing Licence Agreement: Refer to **Page 27 - 33**



2) Supplemental Agreement Page and unable to accept Supplemental Agreement

- This error means that your company's Authorised Representative has not accepted the Supplemental Agreement. Please contact the company's Authorised Representative to accept the Supplemental Agreement in order to submit HCS Applications.
- Please refer to **Page 25** on how to accept the Supplemental Agreement for Authorised Representative

RESOURCES / LICENCE AGREEMENT (LA) / VIEW LICENCE AGREEMENT Last login: 18-Dec-19 Welcome, Tien Tran

Please Acknowledge the Licence Agreement

Please get the Authorised Representative of the company to accept the Licence Agreement before continuing with your applications.

This Supplemental Agreement No. 1 ("Supplemental Agreement") is dated 18-Dec-19 and made between:

(1) **HEALTH PROMOTION BOARD**, corporation constituted under the Health Promotion Singapore 168937 (hereinafter referred to as the "Licensor"); and

(2) **UPUZH YZXH** (UEN No. [redacted]), a company incorporated and having its registered address at 01 Serangoon Avenue 4 #01-01 ABC Singapore 123123 (hereinafter referred to as the "Licensee").
(each a "Party" and collectively, the "Parties")

BACKGROUND

(A) The Parties entered into a licence agreement dated --.

(B) Pursuant to Clause 11(B) of the Licence Agreement, the Parties have agreed to amend the Licence Agreement on and subject to the terms and conditions of this Supplemental Agreement.

(C) This Supplemental Agreement amends the Licence Agreement

IT IS AGREED AS FOLLOWS:-

1. **CONSTRUCTION AND INTERPRETATION**


1.1. As from the Effective Date, the Licence Agreement shall be read together with this Supplemental Agreement as one document and this Supplemental Agreement shall be considered as part of the Licence Agreement. Save as amended by the Supplemental Agreement, the terms of the Licence Agreement are hereby confirmed and shall remain in full force and effect in accordance to its terms.


1.2. In the event of any conflict or inconsistency between any of the terms of this Supplemental Agreement with any of the terms of the Licence Agreement, the terms of this Supplemental Agreement shall prevail.

2. **EFFECTIVE DATE**

Clear Space
To ensure maximum legibility and visibility, always use the appropriate amount of clear space around the Trademark. The clear space is determined by the height of the first 2 steps from the tip of the pyramid in the HCS. This also applies to the Approved Descriptor(s).

Minimum size for Corporate Collaterals application
To maintain legibility, the Trademark should never be smaller than 8mm wide, unless otherwise approved by the Licensor in writing. The minimum size should only be used when layout space is extremely limited.





HCS Staff is unable to accept Supplemental Agreement

3) Licence Agreement Page and unable to accept Licence Agreement

- This error means that your company's Authorised Representative has not accepted the Licence Agreement. Please contact the company's Authorised Representative to accept the Licence Agreement in order to submit HCS Applications.
- Please refer to **Page 32** on how to accept the Licence Agreement for Authorised Representative

A Singapore Government Agency Website

Health Promotion Board

Application Resources Administration

RESOURCES / LICENCE AGREEMENT (LA) / VIEW LICENCE AGREEMENT

Last login: 18-Dec-19 Welcome, Tien Tran

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- (2) UPUZTH YZXH (UEN No.), a company incorporated and having its registered address at 01 Serangoon Avenue 4 #01-01 ABC Singapore 12312 (hereinafter referred to as the "Licensee").
(each a "Party" and collectively, the "Parties")

WHEREAS:-



- (A) The Licensee is engaged in the business of manufacturing/distributing the Product(s) (defined below).
- (B) The Licensor was established with a mission to (i) empower Singaporeans to achieve optimal health throughout life; (ii) ensure accessibility to health information and preventive health services; (iii) collaborate with public, private and community organisations in health promotion; (iv) create a conducive environment for leading a healthy lifestyle; and (v) be a centre of excellence for health promotion. The Licensor is also the owner of all widely recognised rights, title and interest in and to the Trademark.
- (C) The Licensee desires to obtain a non-exclusive and non-transferable right to use the Trademark on the Product(s), and avail itself of the benefits associated with having the Product(s) acknowledged by the Licensor as being part of the Licensor's Healthier Choice Symbol Programme (more details of the Licensor's Healthier Choice Symbol Programme is located on the Licensor's website at <http://www.hpb.gov.sg>).
- (D) The Licensor is willing to grant the Licensee such non-exclusive and non-transferable right to use the Trademark on the Product(s) on the terms and conditions hereinafter provided.

NOW, THEREFORE, the Parties agree as follows:-

- 1 DEFINITION
 - a. In this Agreement, unless the subject or context otherwise requires, the following words and expressions shall have the following means
"Accredited Laboratory" shall refer to a laboratory that is accredited by the Singapore Accreditation Council

Clear Space
To ensure maximum legibility and visibility, always use the appropriate amount of clear space around the Trademark. The clear space is determined by the height of the first 2 steps from the tip of the pyramid in the HCS. This also applies to the Approved Descriptor(s).

Minimum size for Corporate Collaterals application
To maintain legibility, the Trademark should never be smaller than 8mm wide, unless otherwise approved by the Licensor in writing. The minimum size should only be used when layout space is extremely limited.



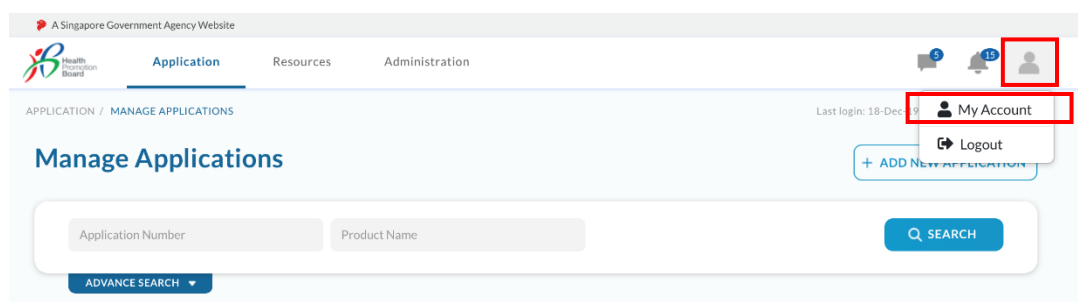
HCS Staff is unable to accept Licence Agreement

Updating Company Profile – Authorised Representative

- a. Do note that **only the company's Authorised Representative** can update the Company Profile.
- b. **HCS Staff only can update the User Profile.** If the company wants to update the Company Profile, please contact the company's Authorised Representative to do so.

To update the Company's Profile, please refer to the following steps:

Step 1: Authorised Representative to log in. Click on the **icon** displayed at the top right corner of the page, then click on **My Account**



Step 2: Click on **Edit** to update the Company Profile. You may click on “Get My Company Information from ACRA” button to update the details directly from ACRA. Alternatively, you can key the information into the box to update company details

Edit Company and User Profile

Unique Entity Number

[GET MY COMPANY INFORMATION FROM ACRA](#)

Company name *

UPUZHSSSZUSZSUUSZ YZXH

Website

Enter website

Address Type *

Overseas Address

Block

01

Building name

ABC

Street name *

STREET

Country *

Singapore

Floor

01

Unit

01

Postal Code *

123456

Step 3: After updating the Company Profile, please click **Save** to make the changes.

USER PROFILE

Title *

Mr

First Name *

Boss

Last Name *

Man

Department *

CEO Office

Designation *

CEO

Country C...

+65

Office Number *

6123456

Office Ext

Office Ext

Country Code

+65

Mobile Number

Enter number

Email Address *

VERIFY EMAIL

NRIC/FIN

****373D

Role

HCS Staff

Enter OTP *

Enter OTP

(Please enter the 6 digits alphanumeric OTP sent to your email)

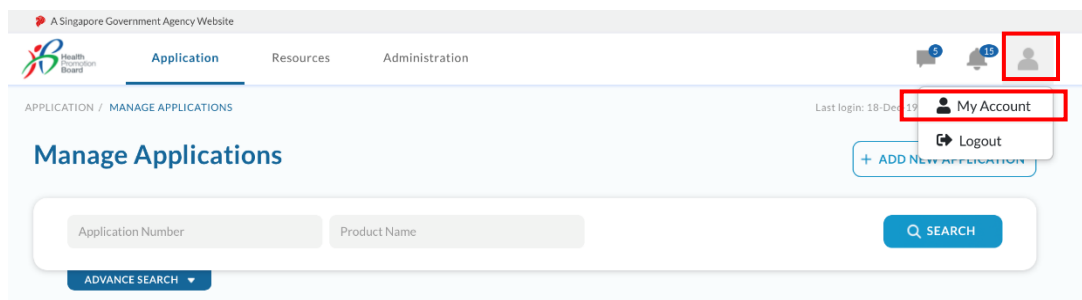
CANCEL

SAVE

Updating User Profile – Authorised Representative and HCS Staff

To update the User Profile, please refer to the following steps:

Step 1: Click on the **icon** displayed at the top right corner of the page, then click on **My Account**



Step 2: Click on **Edit** to update the User Profile.

The screenshot shows the 'View Company and User Profile' page. The 'EDIT' button in the top right corner is highlighted with a red box. The page is divided into two main sections: 'COMPANY PROFILE' and 'USER PROFILE'.

COMPANY PROFILE		
Unique Entity Number (UEN)	Address Type	
	Overseas Address	
Company Name	Address	
UPUZHSSSZUSZSUUSZ YZXH	01 STREET #01-01 ABC Singapore 123456	
Website		
N/A		

USER PROFILE		
Title		
Mr		
First Name	Last Name	
Boss	Man	
Department	Designation	
CEO Office	CEO	
Office Number	Mobile Number	
(65) 6123456		
Email address	NRIC/FIN	Role
	****373D	HCS Staff

Step 3: After updating the User Profile, please click **Save** to make the changes.

The screenshot shows a 'USER PROFILE' form with the following fields and values:

- Title ***: Mr
- First Name ***: Boss
- Last Name ***: Man
- Department ***: CEO Office
- Designation ***: CEO
- Country C...**: +65
- Office Number ***: 6123456
- Office Ext**: Office Ext
- Country Code**: +65
- Mobile Number**: Enter number
- Email Address ***: [Redacted]
- VERIFY EMAIL**: [Button]
- NRIC/FIN**: *****373D
- Role**: HCS Staff
- Enter OTP ***: Enter OTP

At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'. The 'SAVE' button is highlighted with a red rectangle.

If you come across any error messages while accessing the HCS Online Log In page, please report the IT issue via the [Contact Us form](#) with details and screenshot of the issue.