User Guide for CorpPass Healthier Choice Symbol (HCS) Online e-Service

For Companies with CorpPass account

Content

- For companies who has CorpPass account but **not able to access current** Online system*

  - Refer to Slide 3 – 15

  - Please get company CorpPass Admin to (1) set up HCS online e-Service, (2) assign access rights and (3) assign roles to Users in CorpPass

- For companies who log in to **current** Online system with CorpPass

  - Refer to Slide 8 – 15

  - Please get company CorpPass Admin to assign roles to Users in CorpPass

*If you are a foreign entity currently using a dummy UEN in HCS Online (e.g. XX…), please inform HCS Admin your CorpPass Entity ID **as soon as possible**.

Step 1: Set up HCS Online e-Service Access

▷ Please get your company CorpPass admin to **log in to CorpPass**

*If you are a foreign entity currently using a dummy UEN in HCS Online (e.g. XX…), please inform HCS Admin your CorpPass Entity ID **as soon as possible**.

Login 👤

UEN/ENTITY ID ⓘ

CORPPASS ID ⓘ

Password ⓘ

Login ▶

☐ Remember Entity ID ⓘ

Forgot **Entity / CorpPass ID** or **Password**

New to CorpPass? **Register** Now.

Step 1: Set up HCS Online e-Service Access

▷ Click on **e-Service Access** tab and **Select** '**Entity's e-Services**' button to add a new e-Service

Step 1: Set up HCS Online e-Service Access

▷ 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.**

Step 1: Set up HCS Online e-Service Access

▷ Verify the information and click on **Submit** to complete the registration process

Home / Select Entity's e-Services

Select Entity's e-Services

Select e-Services •••• Enter Details •••• ③ Review & Submit

Verify Selected e-Service(s)

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

Back   **Submit**

Step 2: Assign users to HCS e-Service

▷ Now you are ready to assign your users to our e-Service. To do so, 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.
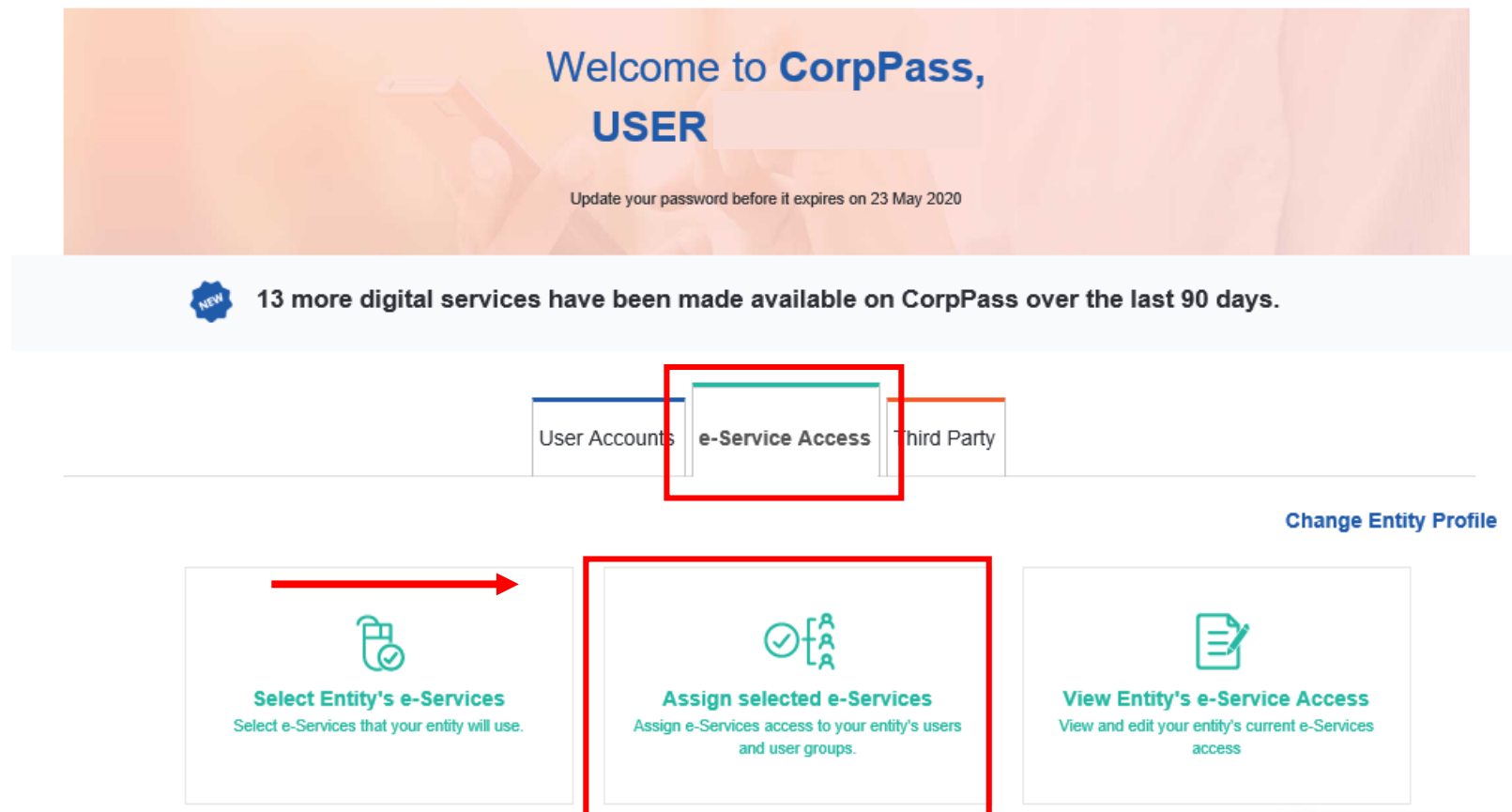
Next Step

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

Return to Homepage   Assign selected e-Services

Step 2: Assign users to HCS e-Service

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

Step 2: Assign users to HCS e-Service

▷ Select User(s) who would use the e-Service

Step 2: Assign users to HCS e-Service

▷ Select our e-Service and click **Next**

Step 3: Assign roles to users

▷ **Assign User Role** to Staff. Please refer to next slide for more information on Role description

Step 3: Assign roles to users

HCS User Roles

User Role	Description
Authorised Representative	• First person to log in to the HCS Online system • Helps company to enrol in HCS Programme • Accepts Licence Agreement on behalf of company • View, submit and manage company's HCS applications • Up to 2 per company
Staff for HCS	• View, submit and manage company's HCS applications • Up to 25 per company

Step 3: Assign roles to users

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

Step 3: Assign roles to users

HealthPromotionBoard

▷ Review and Submit

Home / Assign Selected e-Services

Assign Selected e-Services

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

Authorisation Effective Date   01/11/2019
Authorisation Expiry Date   31/12/2020

Back   Submit

Complete Assignment to e-Service

▷ You have now successfully assigned your user(s) to our e-Service. You may click on Return to Homepage to continue with other CorpPass services.