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

For Companies with CorpPass account
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.
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.
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.

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

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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Email Address</th>
<th>CorpPass ID</th>
<th>User Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>USER</td>
<td>@mailinator.com</td>
<td>CPAHPB1</td>
<td>Admin</td>
</tr>
<tr>
<td>USER</td>
<td>@hpb.gov.sg</td>
<td>HPBCPT002</td>
<td>User</td>
</tr>
<tr>
<td>USER</td>
<td>@mailinator.com</td>
<td>CPAHPB9</td>
<td>User</td>
</tr>
<tr>
<td>USER</td>
<td>@mailinator.com</td>
<td>CPAHPB10</td>
<td>User</td>
</tr>
<tr>
<td>USER</td>
<td>@mailinator.com</td>
<td>CPAHPB11</td>
<td>User</td>
</tr>
</tbody>
</table>

0 user(s) selected.
Select our e-Service and click **Next**

**Step 2: Assign users to HCS e-Service**

Assign Selected e-Services

1. **Assign Selected e-Service(s) to**
   - Select Users
   - **Select e-Services**
   - Enter Details
   - **Review & Submit**

2. **Assign from selected e-Service(s).**

   - **Agency**
   - **e-Services**
   - **Description**
   - **Agency Check**
   - **Additional Details**

   - **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)

   - **1 e-Service(s) selected.**

   Showing 1 to 1 of 1 items
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

<table>
<thead>
<tr>
<th>User Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorised Representative</td>
<td>• First person to log in to the HCS Online system</td>
</tr>
<tr>
<td></td>
<td>• Helps company to enrol in HCS Programme</td>
</tr>
<tr>
<td></td>
<td>• Accepts Licence Agreement on behalf of company</td>
</tr>
<tr>
<td></td>
<td>• View, submit and manage company’s HCS applications</td>
</tr>
<tr>
<td></td>
<td>• Up to 2 per company</td>
</tr>
<tr>
<td>Staff for HCS</td>
<td>• View, submit and manage company’s HCS applications</td>
</tr>
<tr>
<td></td>
<td>• Up to 25 per company</td>
</tr>
</tbody>
</table>
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

- Review and Submit

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**Assign Selected e-Services**

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

Verify the following details:

1 Selected Users

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**Selected e-Services**

<table>
<thead>
<tr>
<th>HEALTH PROMOTION BOARD</th>
<th>- Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role</td>
<td>Authorised Rep</td>
</tr>
<tr>
<td>Authorisation Effective Date</td>
<td>01/11/2019</td>
</tr>
<tr>
<td>Authorisation Expiry Date</td>
<td>31/12/2020</td>
</tr>
</tbody>
</table>

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[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.