



# 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

The screenshot displays the CorpPass user interface. At the top, a banner reads "Welcome to CorpPass, USER" with a password expiration notice: "Update your password before it expires on 23 May 2020". Below this, a notification states: "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 visible on the right. The "e-Service Access" section contains three cards: "Select Entity's e-Services" (highlighted with a red box and a red arrow), "Assign selected e-Services", and "View Entity's e-Service Access".

Welcome to **CorpPass**,  
**USER**

Update your password before it expires on 23 May 2020

**NEW** 13 more digital services have been made available on CorpPass over the last 90 days.

User Accounts **e-Service Access** Third Party

[Change Entity Profile](#)

**Select Entity's e-Services**  
Select e-Services that your entity will use.

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

**View Entity's e-Service Access**  
View and edit your entity's current e-Services access

# 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**.



Home / Select Entity's e-Services



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### Select Entity's e-Services

1 **Select e-Services** ••••• 2 Enter Details ••••• 3 Review & Submit

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	Additional Agency Check	Additional Details Required
<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

# 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



### 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

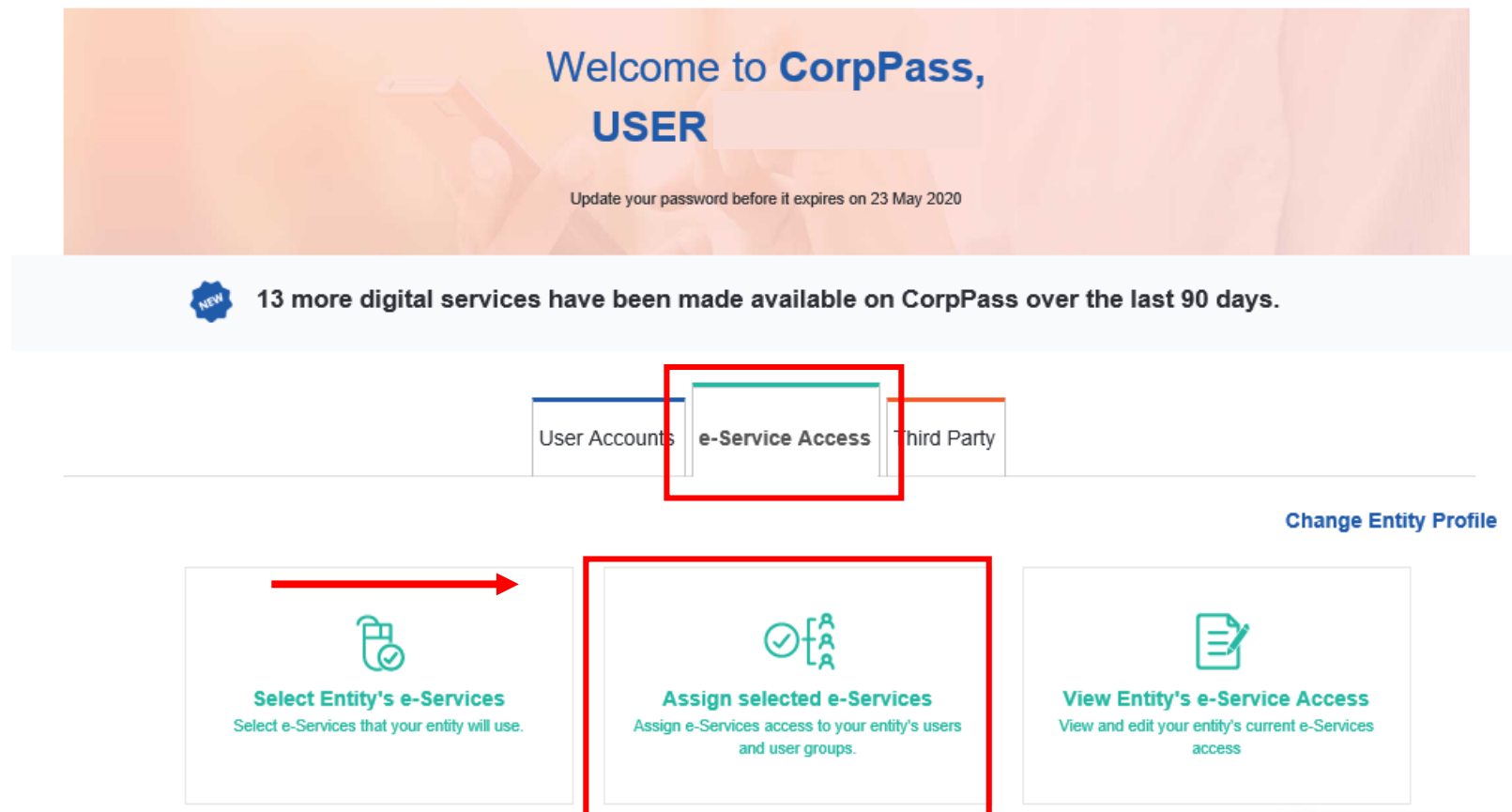
Assign e-Service access to your entity's users and user groups.

[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

### 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	CPAHPB1	Admin
<input type="checkbox"/>	USER	@hpb.gov.sg	HPBCPT002	User
<input type="checkbox"/>	USER	@mailinator.com	CPAHPB9	User
<input type="checkbox"/>	USER	@mailinator.com	CPAHPB10	User
<input type="checkbox"/>	USER	@mailinator.com	CPAHPB11	User


0 user(s) selected.

# Step 2: Assign users to HCS e-Service

- ▶ Select our 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](#)  

<input checked="" type="checkbox"/>	Agency	Entity's selected	Description	Agency Check	Additional Details
<input checked="" 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)		

1 e-Service(s) selected.

Showing 1 to 1 of 1 items

[Back](#) [Next](#)

# Step 3: Assign roles to users

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

## Assign Selected e-Services



Assign Selected e-Services to

1 Selected Users [+](#)

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

1 e-Service(s) selected.

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

Role\*

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

## Step 3: Assign roles to users

### HCS User Roles

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

# 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**.

## Assign Selected e-Services



Assign Selected e-Services to

1 Selected Users +

e-Services with + require additional details. For more information, contact the relevant agency. Click + 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		

1 e-Service(s) selected.

Brand

Authorisation Effective Date \* ⓘ

01/11/2019

Authorisation Expiry Date ⓘ

31/12/2020

# Step 3: Assign roles to users

## ▶ 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		• <b>Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online</b>	
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.

Home / Assign Selected e-Services

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**You have assigned e-Service(s) to your user(s).**

[Return to Homepage](#)