



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

For Companies without CorpPass account

Step 1: Register for CorpPass



Please get your company CorpPass admin to register for 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.**

To find out more about CorpPass, please visit www.corppass.gov.sg/corppass/common/findoutmore

▶ **Local Entities with UEN:** Select 'Singapore Registered Entities'

▶ **Foreign Entities:** Select 'Foreign Registered Entities'


- To register for CorpPass without Singpass visit


<https://www.corppass.gov.sg/corppass/registration/nonuen/nonsingpass/registrationdetails>


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 HCS Online e-Service Access

- ▶ Please get your company CorpPass admin to log in to CorpPass


Login 

UEN/ENTITY ID 

CORPPASS ID 

Password 

Login ▶

☐ Remember Entity ID 
[Forgot Entity / CorpPass ID or Password](#)
[New to CorpPass? Register Now.](#)

Step 2: 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 update 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 located 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 2: 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

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		
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

Cancel

Next

Step 2: 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 3: 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 3: 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 3: 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	e-Services	Description	Required	Required
<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

Step 3: Assign users to HCS e-Service

- ▶ **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*

[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

Step 3: Assign users to HCS e-Service

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• View, submit and manage company's HCS applications• Up to 2 per company
Staff for HCS	<ul style="list-style-type: none">• View, submit and manage company's HCS applications• Up to 25 per company

Step 3: Assign users to HCS e-Service

- ▶ 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 users to HCS e-Service

▶ 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.

Home / Assign Selected e-Services



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

[Return to Homepage](#)