



# 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](http://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](http://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

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

A red arrow points to the 'Select Entity's e-Services' button, and a red box highlights the 'e-Service Access' tab and the 'Select Entity's e-Services' button.

# 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

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 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                 | 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 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 |                       | <a href="#">+</a>           |

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 users to HCS e-Service

## 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 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 | <a href="#">+</a>     | <a href="#">+</a>           |

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       | • <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

---



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

[Return to Homepage](#)