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](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 page]

- 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
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 2: Set up HCS Online e-Service Access
Step 2: Set up HCS Online e-Service Access

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

Select Entity's e-Services

Verify Selected e-Service(s)

- Health Promotion Board
- Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online
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.
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.

<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>HPBCTP002</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.
Step 3: Assign users to HCS e-Service

▷ Select our e-Service and click **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.
Step 3: Assign users to HCS e-Service

<table>
<thead>
<tr>
<th>HCS User Roles</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 8: You may set the Authorisation Effective Date as today and Authorisation Expiry Date as 31/10/2024 as that is the maximum expiry date on CorpPass system. Once done, click on Next at the bottom of the page. (You may leave Brand field empty.)

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 users to HCS e-Service

Review and 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.