Healthier Choice Symbol (HCS) Online Application User Guide – Advertising Materials Submission
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Login using CorpPass

Please go to https://healthier-choice.hpb.gov.sg and login using CorpPass

- If you have already completed your first time login, you will be directed to the “Manage Applications” page. If you have not done your first time login, please refer to the User Manual (Onboarding).
Commenting

- You can communicate with HCS admin team using the commenting box.
- The comment box is available at the bottom of the form.
- To view the reply from HCS admin team and/or to see all the comments, please click on “View All Comments.”
Notifications

- You will receive email and system notifications when the application has been approved, rejected, require amendment(s) or any other notifications that required your attention.
- You will also receive email and comment notification when HCS admin staff leaves a new comment for the application.
- There is a separate icon for system notification and comment notification. The increase in the numbers indicated new system notifications and comments coming in.

To view all comments and system notifications, please click on “View All”.

This is the icon for comments notification
This is the icon for system notification
Please click on the speech bubble icon to view comment notifications, and then click on “View Comments”.
• You will be able to view both the system and comments notifications, and able to toggle between system notifications and comments.

• To clear all comment notifications, click “Mark All As Read”. You can also do the same for system notifications.
• A message “All comments have been read” will be displayed.

• To view system notifications, please click on the bell icon.
• You may click on “View Application” to open the application directly and work on the amendments.
Submit and Amend Advertising Materials

This is where company upload any advertising materials, e.g. poster, print ads, TVC of their HCS products, for HPB’s approval.

1. Please click on Application > Manage HCS Advertising Materials.

2. You will come to this landing page.
   To submit new advertising material, please click ‘Add New Advertising Material’.

You may copy an application here
All data will be copied except artwork file and video URL
2. Please fill in the following sections and click “Submit”

- Able to indicate multiple product(s) featured in AM and its package size.
- Please note only Listed products can be selected.

- Please indicate the Materials Type from the dropdown list.
- You can select multiple.

- Only PDF format Up to 50MB. Only one PDF file is allowed. Please ZIP or include all AM in one PDF file

- Able to submit video link for TVC or radio advertisement
3. After submission, the application status is “Open”.

4. You will receive email and system notification if the Advertising Material requires amendment. The application status will be changed to “To Amend”.

5. Download the file under “HPB Comments” for the amendments required.

   Only one file submission is allowed (file size limit 50 MB). If you have more than one advertising material artwork, please combine into one PDF or ZIP file before uploading.

6. Once all amendments have been addressed, please upload the amended artwork and send back to HPB for approval.

7. A pop-up message will be displayed. Please click “Confirm” to send the amended AM back to HPB.

   Are you sure you want to send this amended advertising material back to HPB? Please ensure that you have addressed all comments.
8. The Advertising Material Process flow can be seen below.

Process will continue until all required amendments are addressed.
Close Application

1. You can close the entire application if you no longer wish to continue with the application. Application status will be changed to CLOSED.
2. Please note that once application is closed, it cannot be re-opened. Companies will have to re-apply for the AM again if you wish to continue with this AM in the future.

![CLOSE APPLICATION]

To close the entire application, please click ‘Close Application’.

3. A pop-up message will be displayed. Select the reason from the dropdown list.

![Pop-up message]

Are you sure you want to close this application?
Closing the application will discontinue all approved advertising materials and withdraw all in-progress artwork(s). This action cannot be reversed.

Please select reason:
- Select
- Do not want to proceed with application
- Change of business direction
- Others, please specify

4. Once you have selected the reason, click ‘Confirm’ to close the application.

If you come across any error messages while accessing the HCS Online page, please report the IT issues via the Contact Us form with the screenshot and details of the issue.