Healthier Choice Symbol (HCS) Online Application User Guide – Applying for HCS

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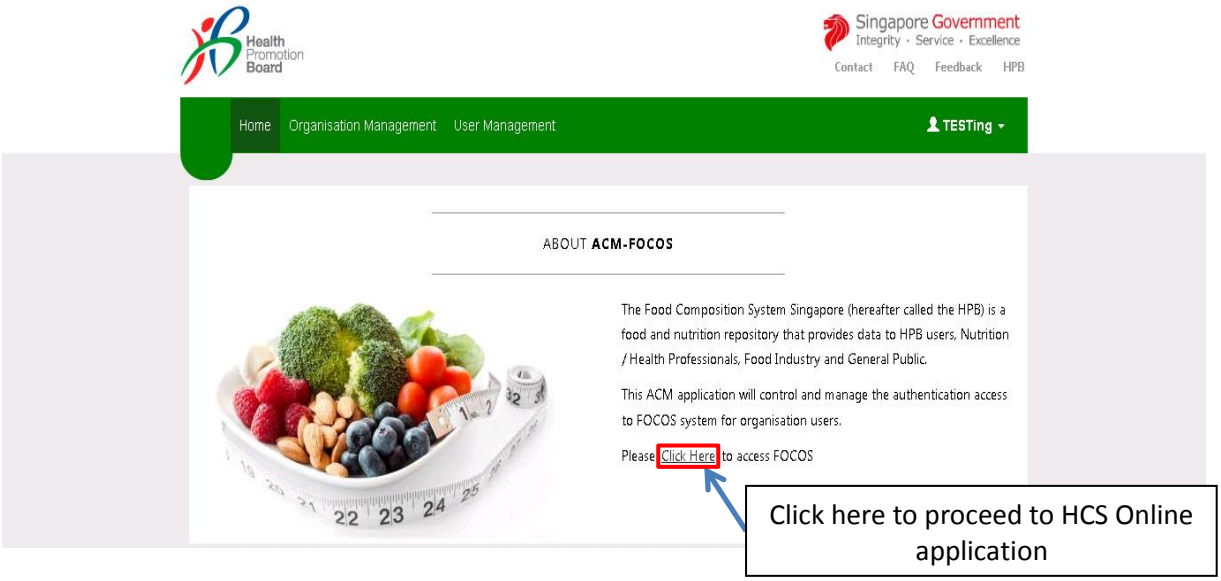
Logging into HCS Online

1. For step by step guide on creating an account and logging in to the HCS Online, please refer to the User Guide to HCS online Log in Page found at the link below.

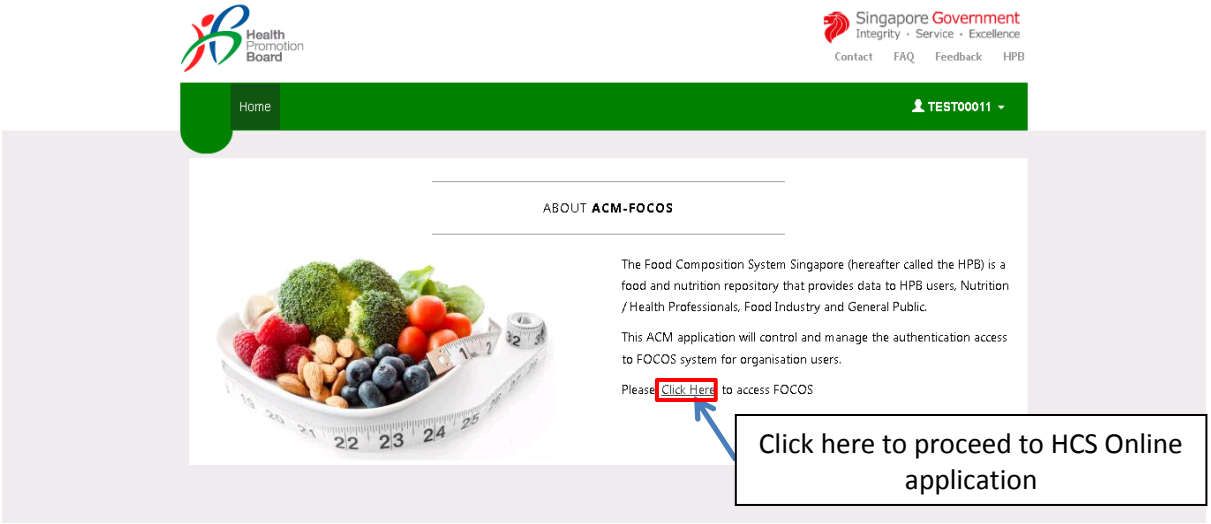
https://www.hpb.gov.sg/docs/default-source/default-document-library/user-guide-to-hcs-online-log-in-page.pdf?sfvrsn=cbb6ea72_0

2. After logging in, depending on your role, you will see either of the screens below.
Proceed to HCS Online application by clicking 'Click Here'

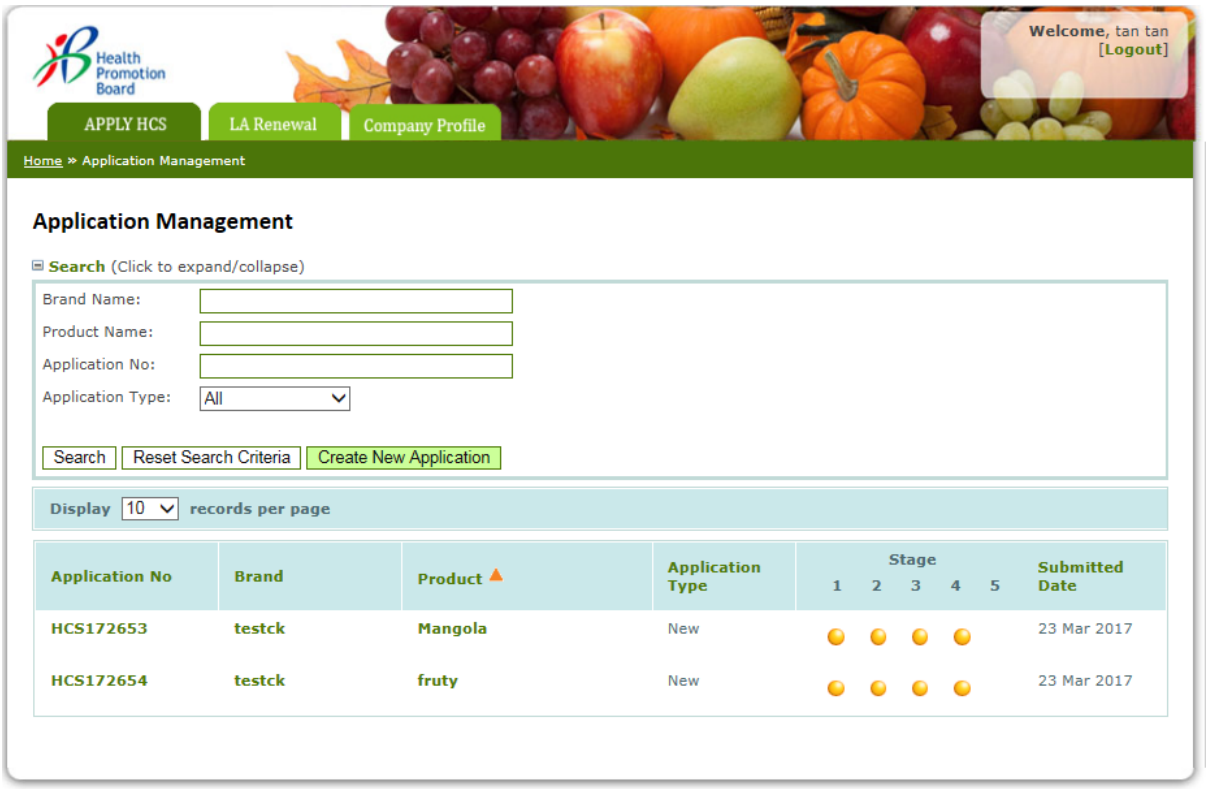
Landing page after Organisation Administrator (OA) has successfully logged into the system.



Landing page after non OA user has successfully logged into the system.

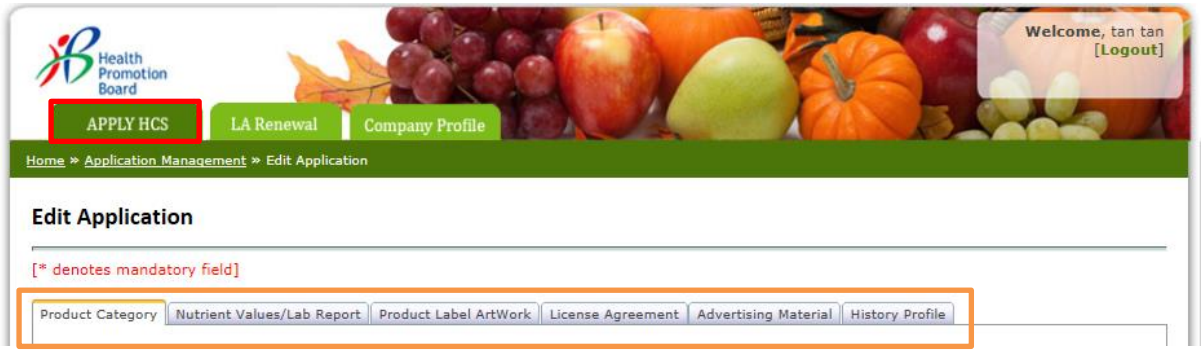


3. You will be directed to the page as screenshot here, where you would able to create a new application, submit an amendment or artwork.



To Submit A New Application

1. Under the **"Apply HCS"** tab, there are 5 stages for a HCS product application and a History Profile tab.



Stage 1: Product Category

This is where you indicate the Brand name and Product name for the product you are applying HCS for and the product category and sub-category it falls under.
Please ensure the Brand and Product name is as exact as possible.

Stage 2: Nutrient Values/Lab Report

This is where you key in the nutrient values and submit the lab report for your product.

Stage 3: Product Label Artwork

This is where you upload the packaging artwork of your product for HPB's approval. You may upload the product packaging after your product has been approved at Stage 2.

Stage 4: Licence Agreement

This is where you will accept the Licence Agreement, if your product is approved to carry the HCS. The Brand name and Product name that you entered in Stage 1 will be displayed here.

Please make sure you have a Bearer and Witness assigned.

Stage 5: Advertising Material

This is where you upload the poster, TVC and any other publicity materials of your HCS product for HPB's approval.

History Profile:

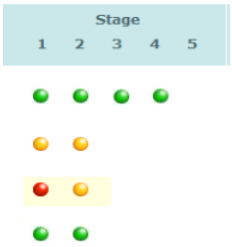
This is where you view the details of the application process.

Note:

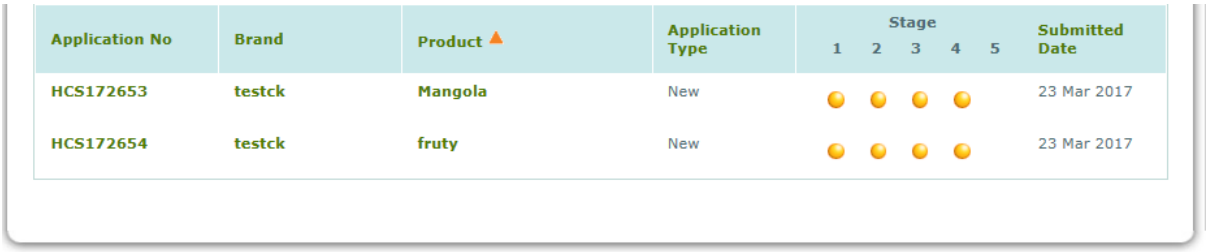
- For new applications, companies are required to complete and submit Stage 1 (Product Category) and Stage 2 (Nutrient Values/Lab Report).
- For companies with artworks ready for approval may choose to complete and submit Stage 1 to Stage 3 (Product Label Artwork).

2. The status of each of the stages are represented by colour buttons

- - Approved
- - Pending action or amendment
- - Rejected. You have to resubmit a new application



For example, the screen shot below shows all the Stages are pending action or amendment.



Application No	Brand	Product	Application Type	Stage 1 2 3 4 5	Submitted Date
HCS172653	testck	Mangola	New		23 Mar 2017
HCS172654	testck	fruty	New		23 Mar 2017

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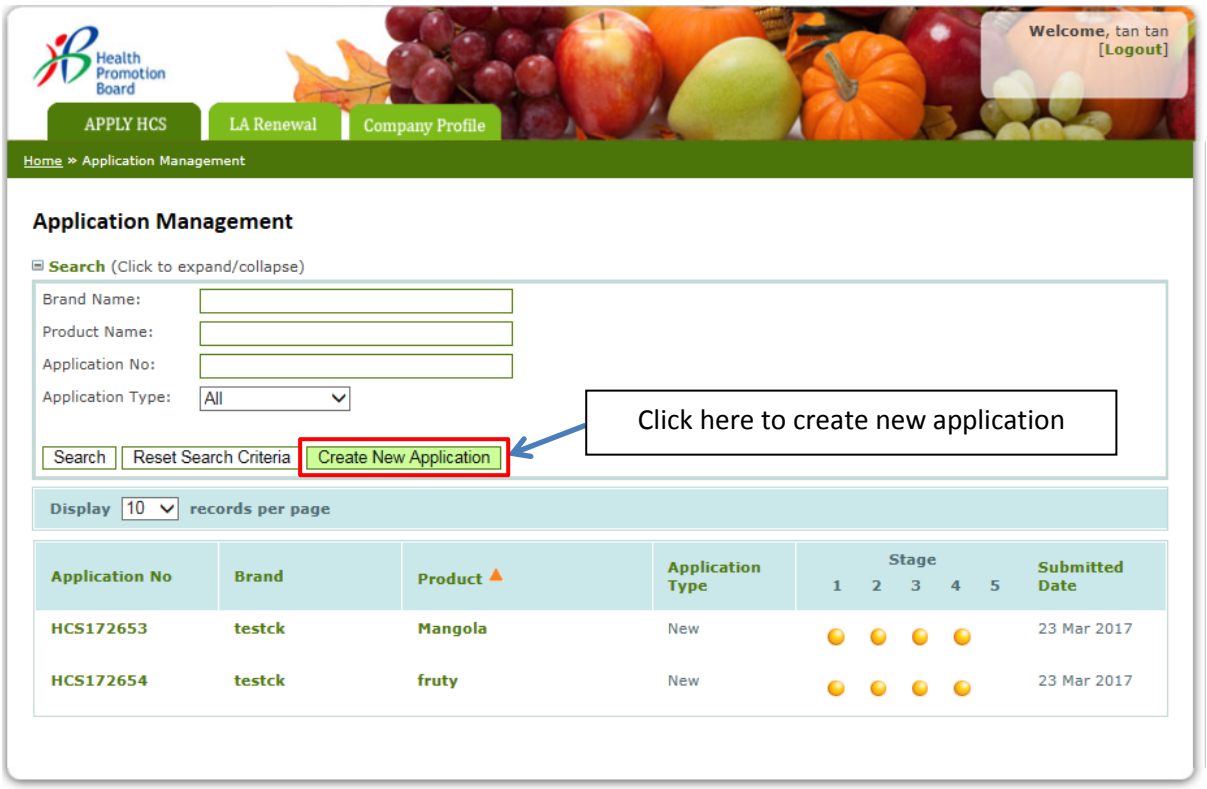
3. To create a new application, click on “Create New Application”.



Food Composition System Singapore (FOCOS)
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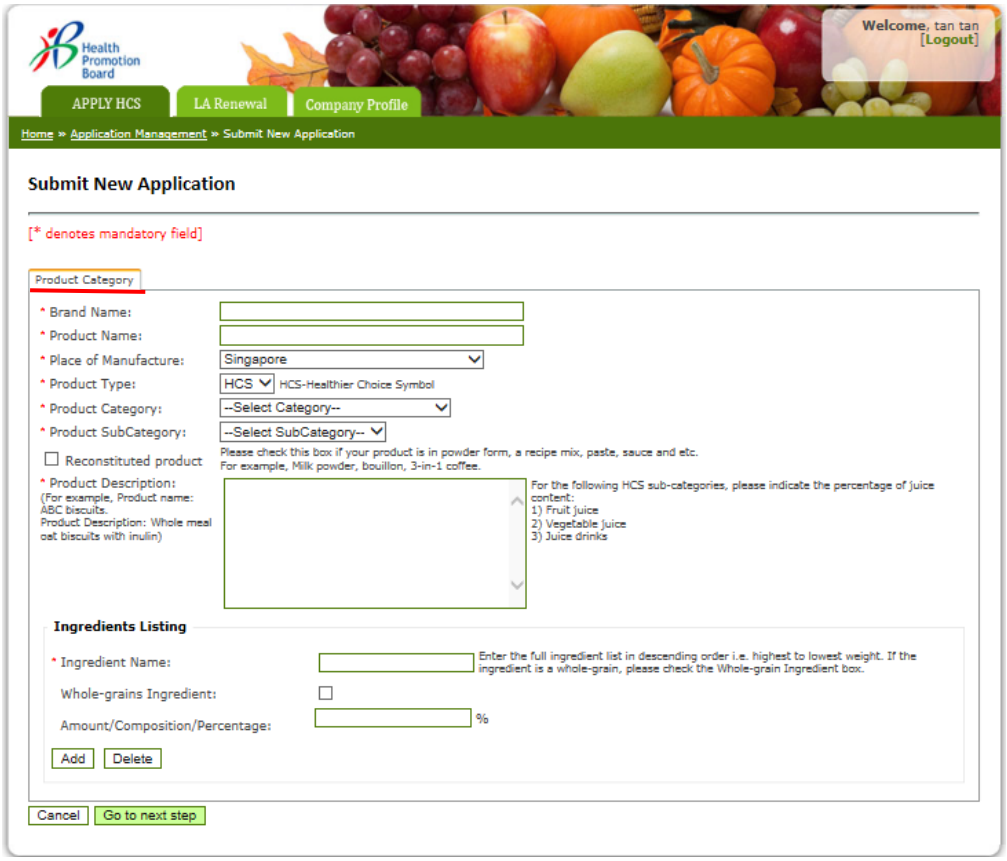
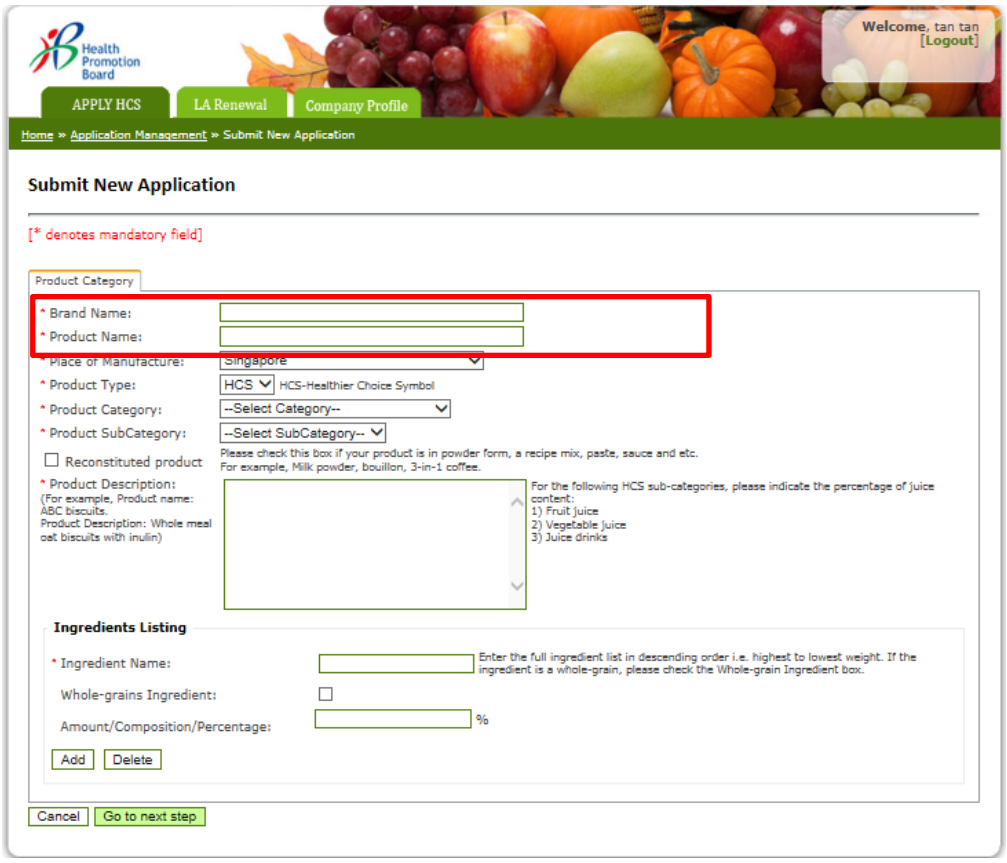
4. You will be directed to the page below. This is Stage 1, Product Category.



Submission - Stage 1: Product Category

1. It is important to key in the exact Brand Name and Product Name.

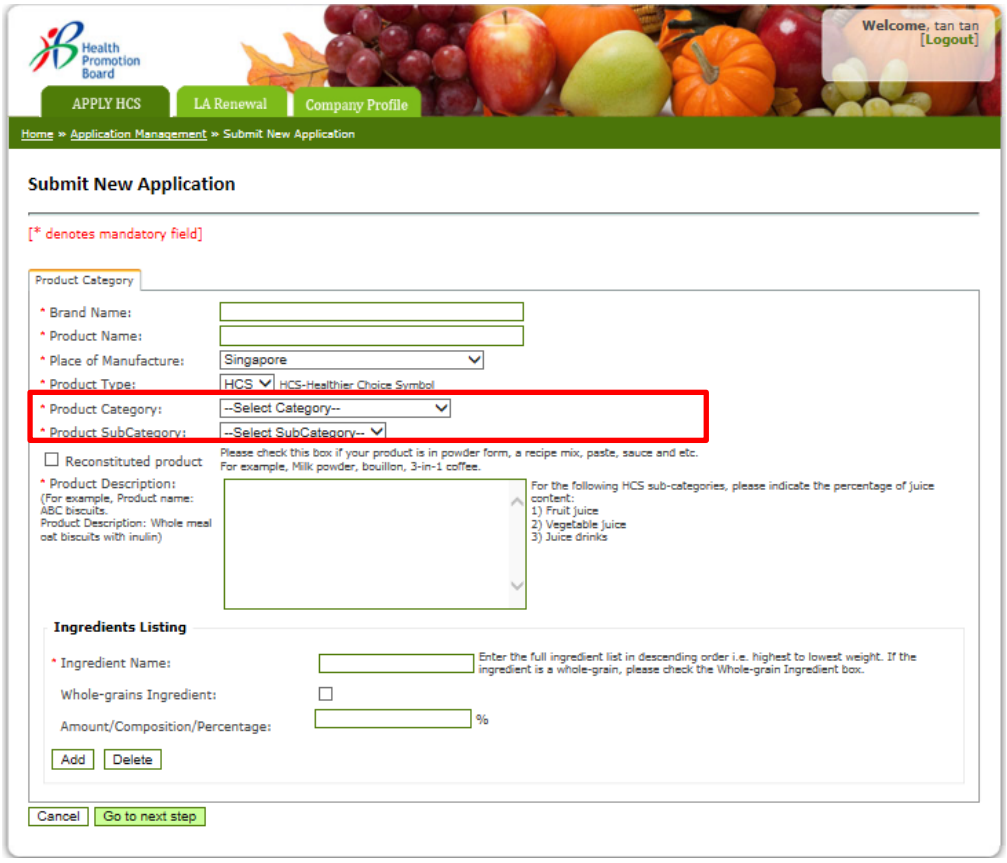
- If your application is approved, the Brand Name and Product Name keyed here will be displayed as submitted in the Licence Agreement.



Tips: Please note that once this Stage has been approved, all information keyed in, including Brand Name and Product Name **cannot** be changed.

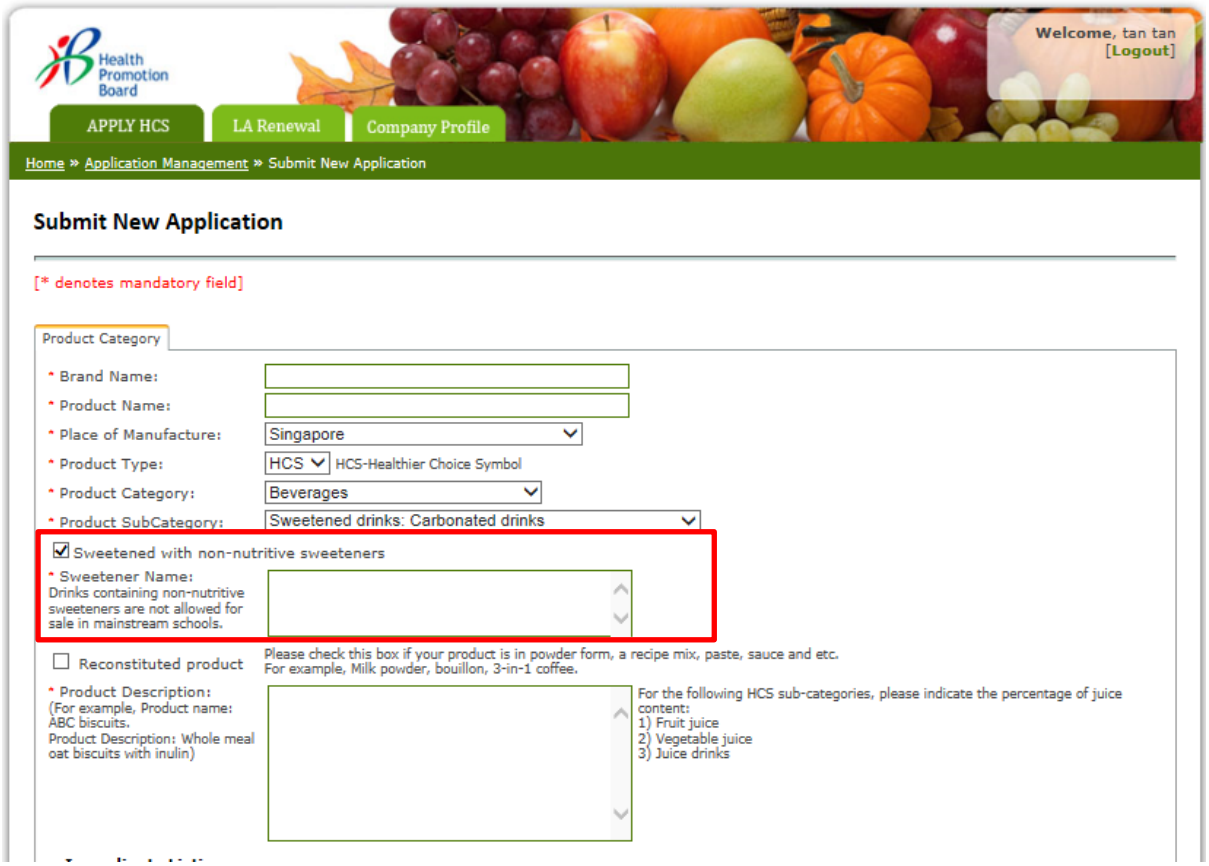
2. Please determine and select the relevant Product and Product Sub Category.

- You may refer to the Healthier Choice Symbol Nutrient Guidelines available online for examples of products under each category



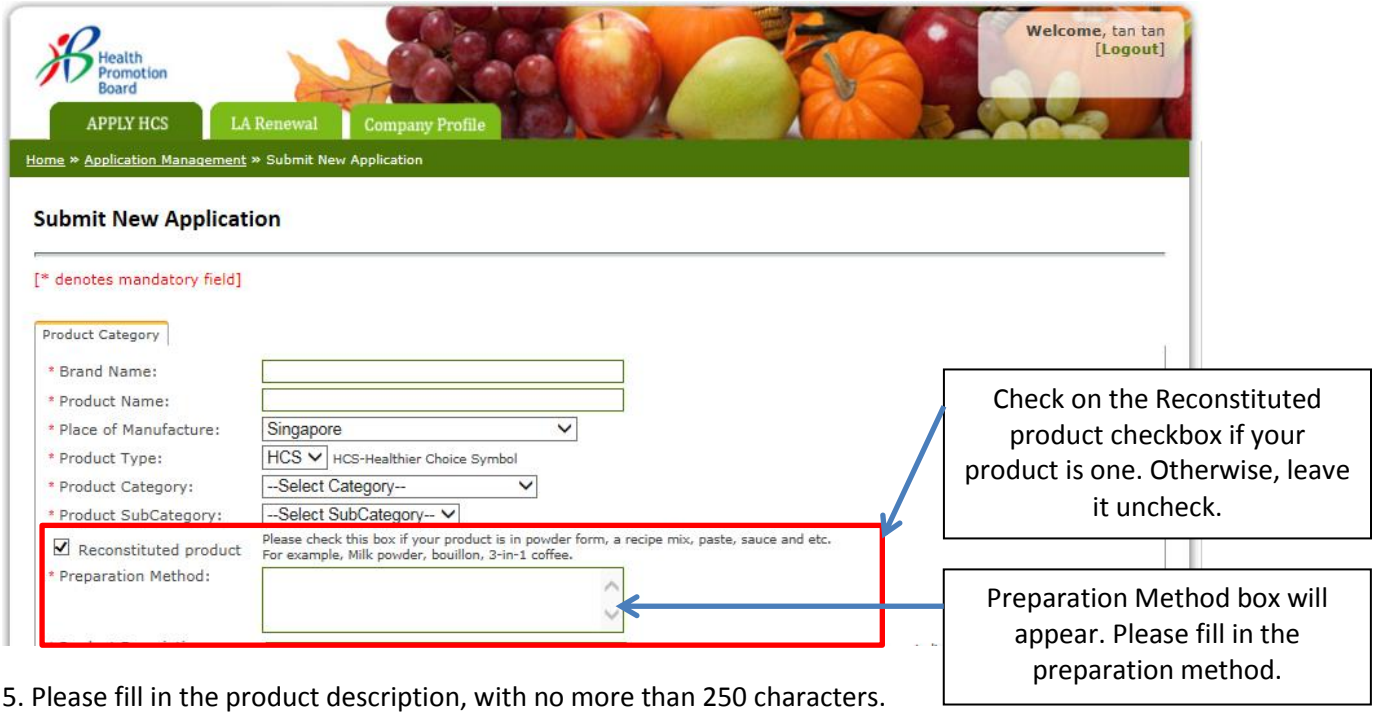
3. For some of the product categories, e.g. Beverages category, you will be required to indicate if your product is sweetened with non-nutritive sweeteners and the sweetener name.

- After selecting categories that required these information, the checkbox “Sweetened with non-nutritive sweeteners” and the Sweetener Name box will appear

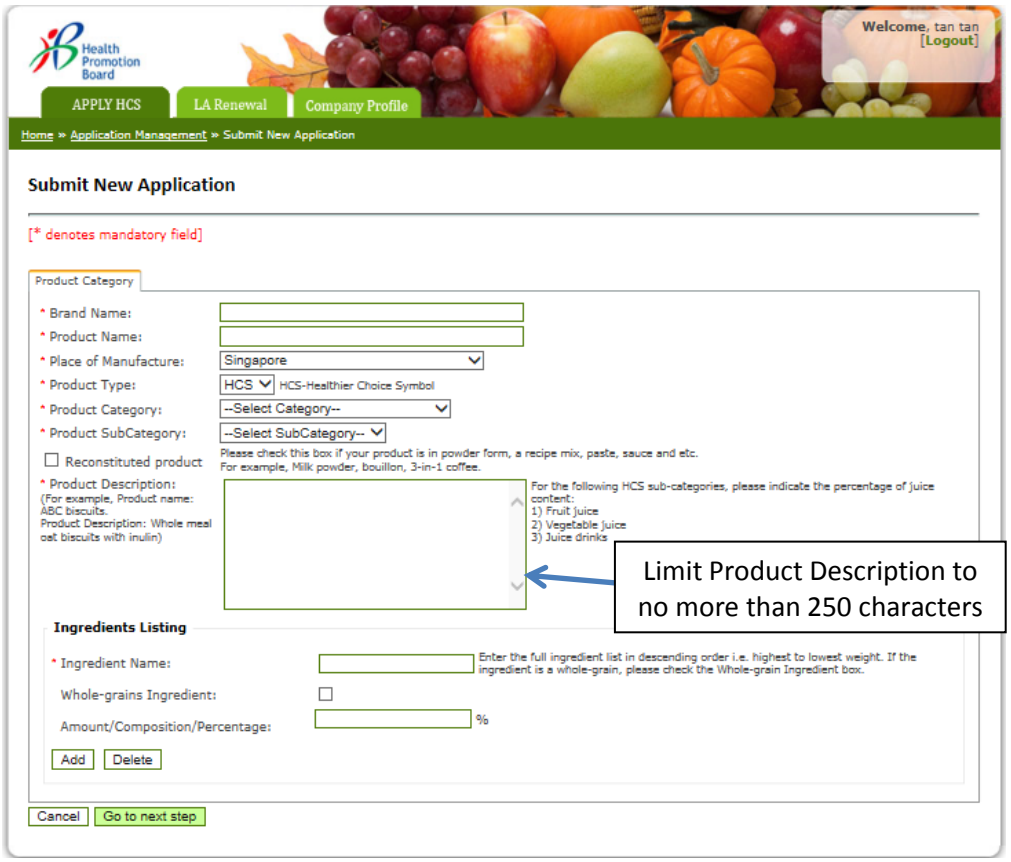


4. Please check the checkbox for “Reconstituted product” if your product is in powder form, a recipe mix, paste, or sauce. E.g. milk powder, bouillon, 3-in-1 coffee

- The “Preparation Method” box will appear. This is a required field only for reconstituted products.

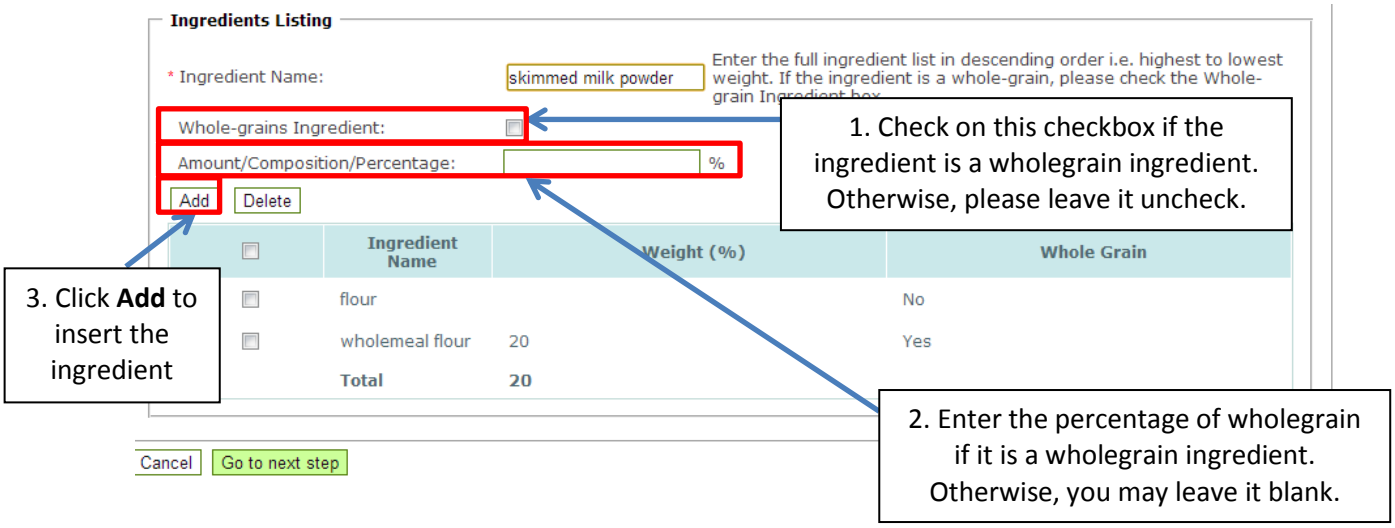


5. Please fill in the product description, with no more than 250 characters.



6. To add ingredients (Please add the ingredient into the “Ingredients Listing” one by one, starting with the ingredient of the highest composition/weight):

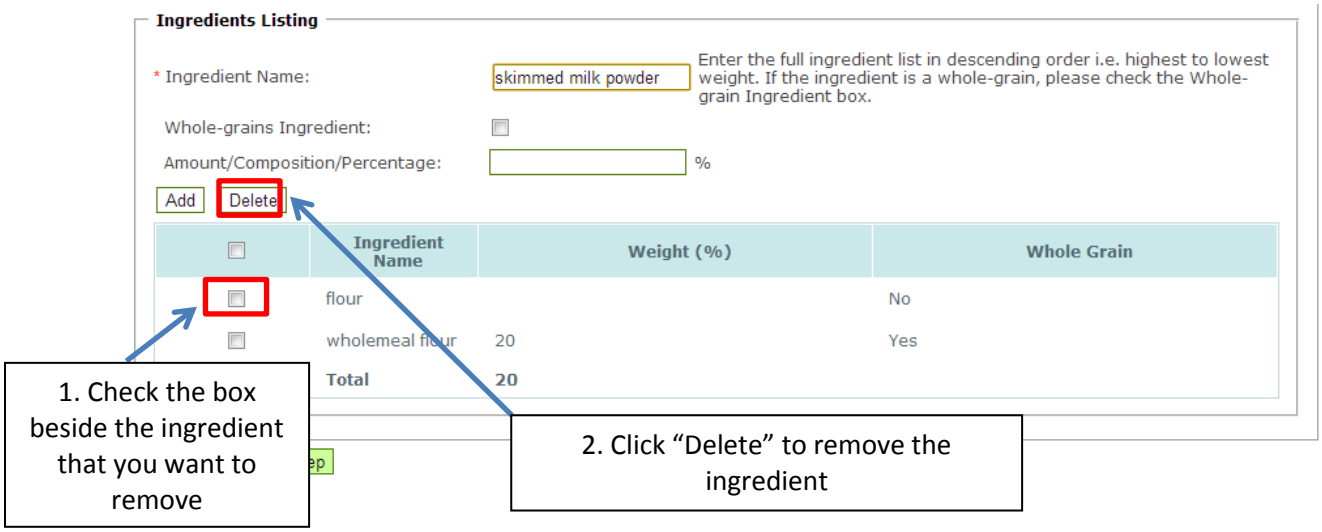
a. Key in the ingredient in the “Ingredient Name” box.
b. If the ingredient is wholegrain, please check the “Whole-grains Ingredient” box and enter the percentage of wholegrains used in the “Amount/Composition/Percentage” box.
c. If the ingredient is not wholegrain, please leave it uncheck.
d. “Amount/Composition/Percentage box” is not a required field for non-wholegrain ingredients
e. Click “Add” to insert the ingredient.



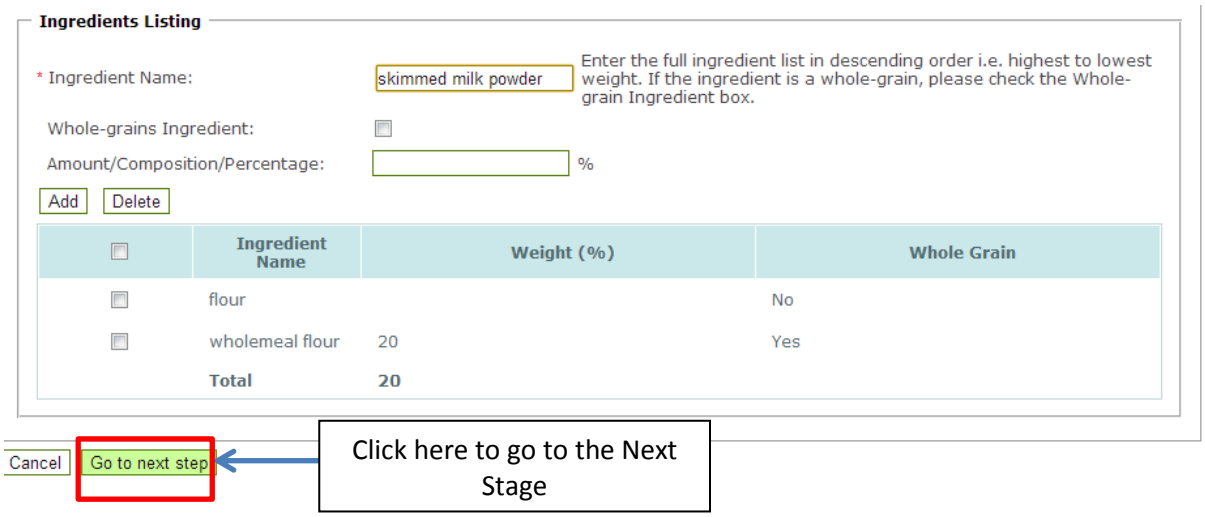
7. To remove added ingredients:

a. Check the box against the ingredient that you want to remove

b. Click “Delete”.



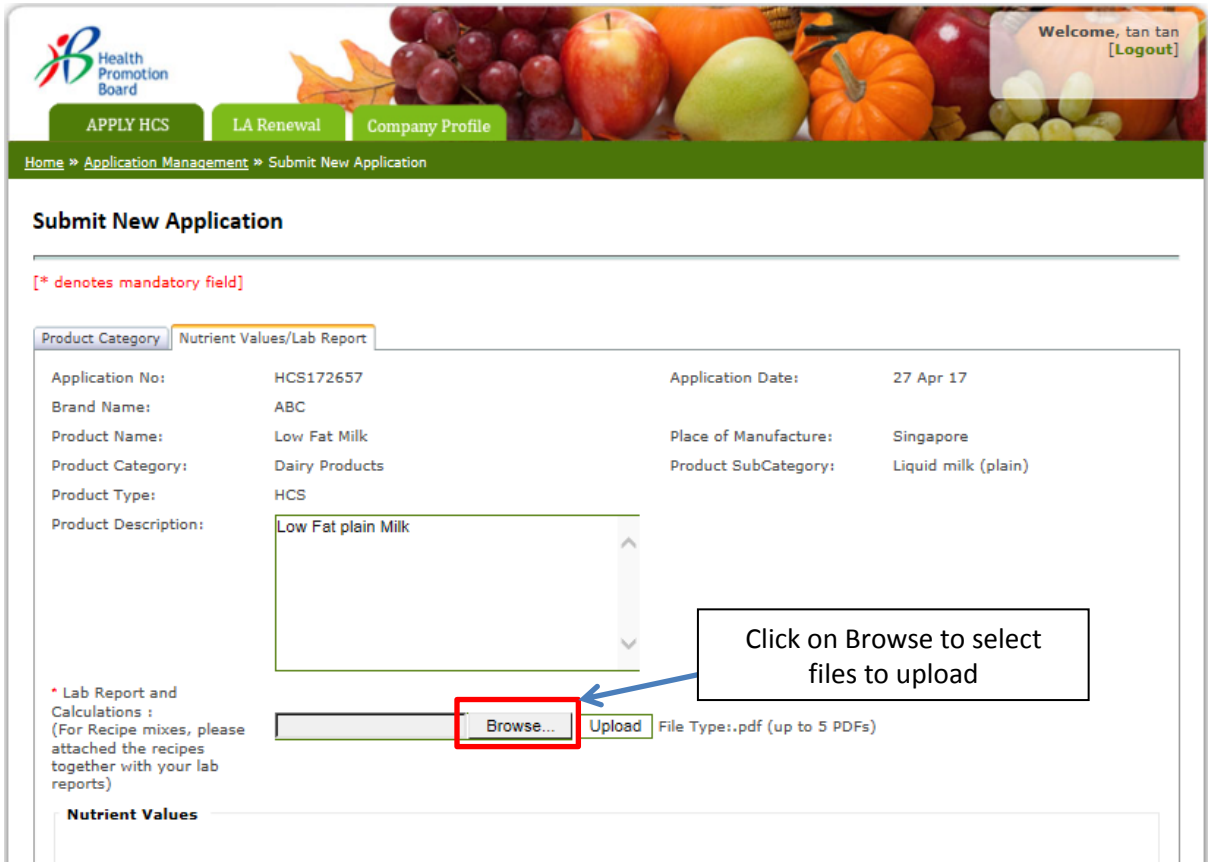
8. After all the ingredients are keyed in and added. Please click on “Go to next step” to go to the next Stage.



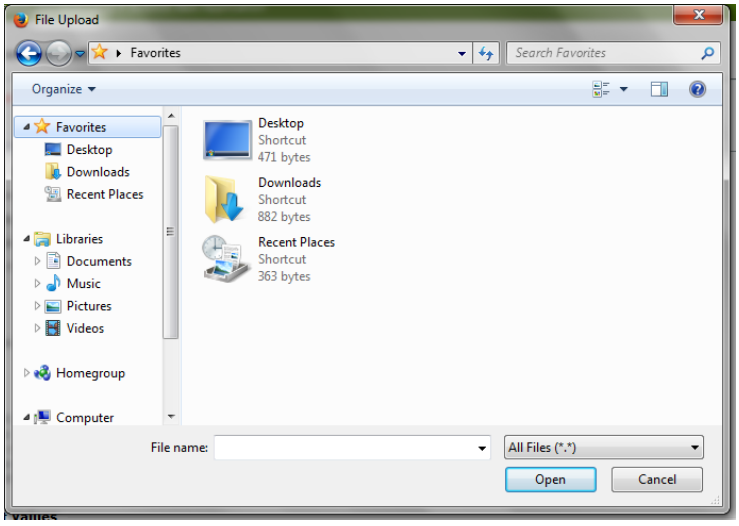
Submission - Stage 2: Nutrient Values/Lab Report

1. To upload lab report at Stage 2,

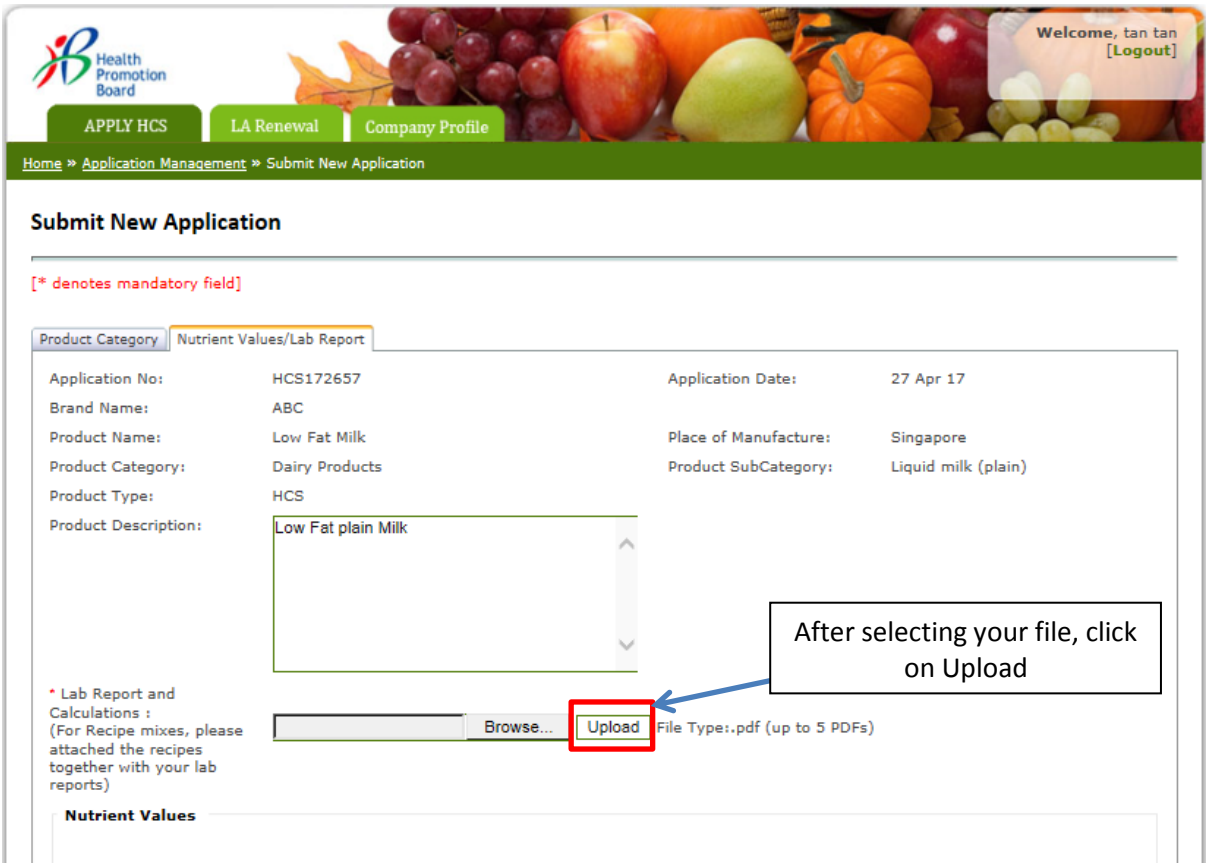
   a) Click “Browse” to select the lab report.

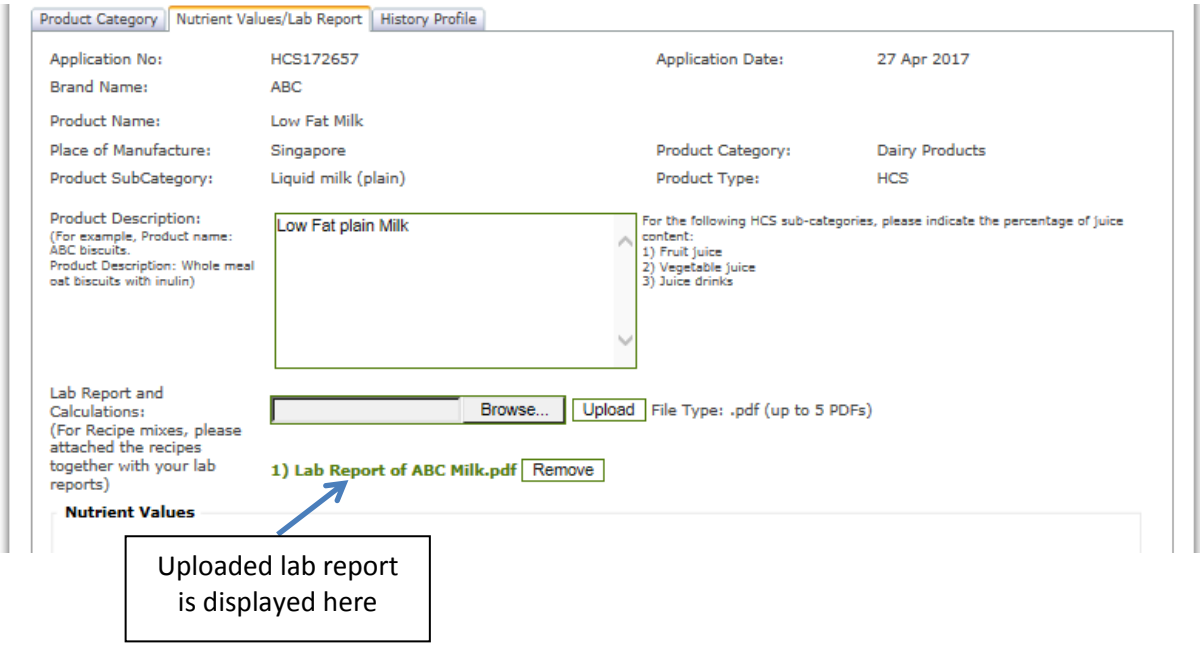


   b) A dialogue box will pop up. Please select the lab report that you want to upload.
      - The lab report should be submitted in PDF Format only
      - You can only upload up to a maximum of 5 PDF files, no limit of file size

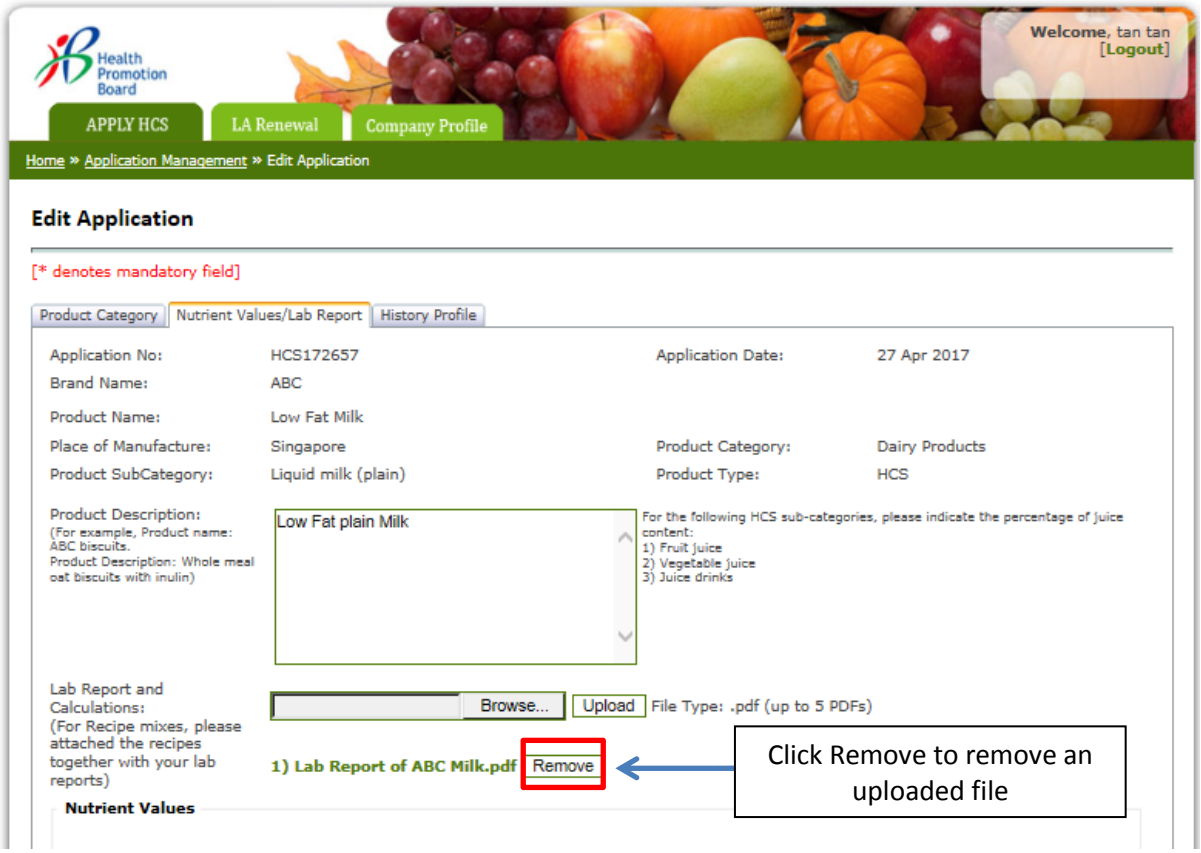


c) Click on “Upload” to upload your file.



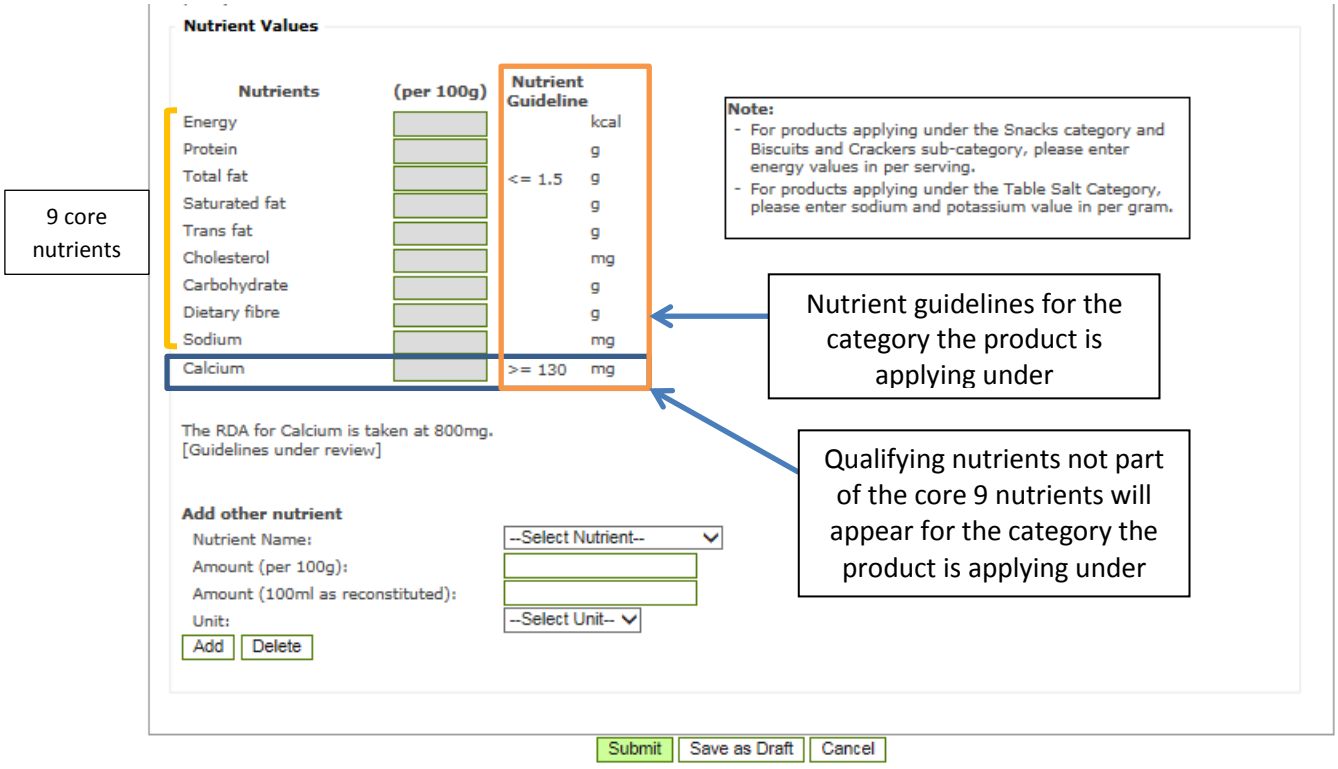


d) If you want to remove an uploaded file, click “Remove”.

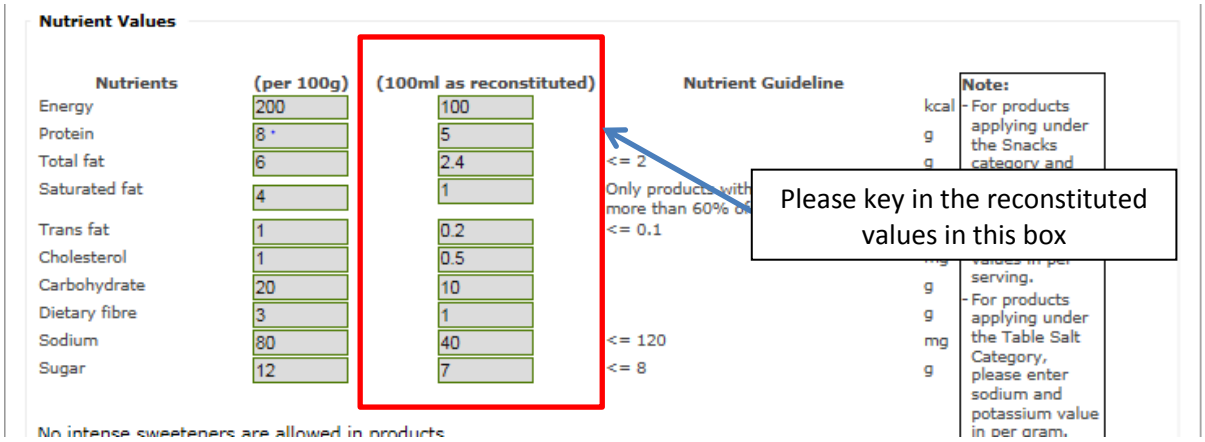


2. Please key in the nutrient values from the lab report into the box(es) below.

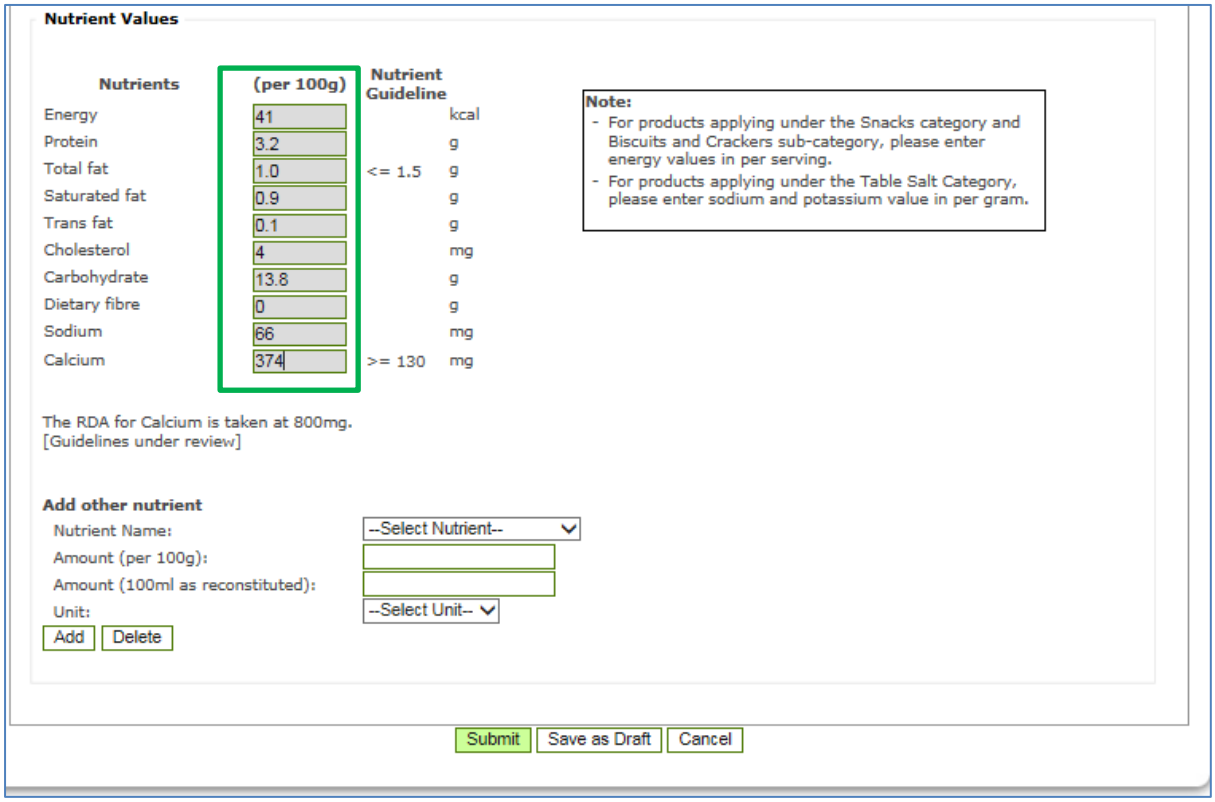
- The corresponding nutrient guidelines for the category the product is applying under will appear.
- Besides the 9 core nutrients, nutrients that are part of the guidelines for the category the product is applying under will appear.
- For example, the product used in this user guide is a milk product. Thus Calcium (not one of the core nutrients) as one of the qualifying nutrients, will appear.



- If your product is a reconstituted product and have check the checkbox for "Reconstituted product", the (100ml as reconstituted) column will appear. Please key in the reconstituted values in this box.

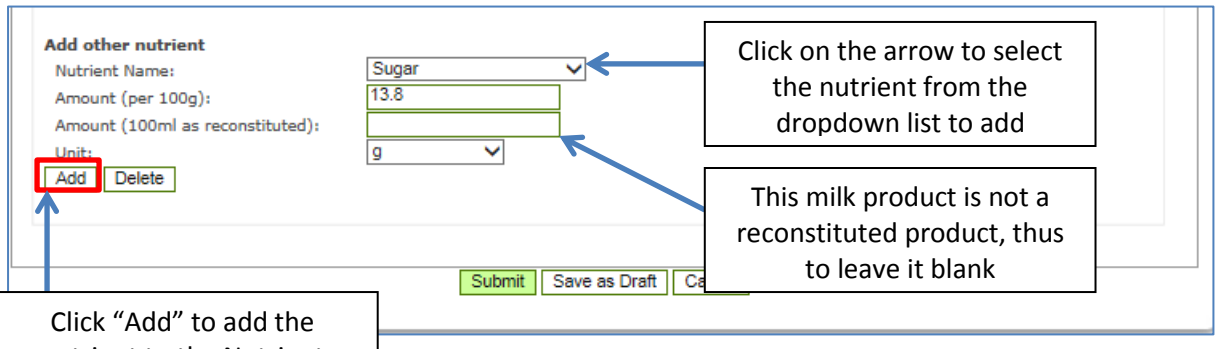


a. Please do not enter the units (e.g. g, kcal, mg, etc) into the boxes. Just numbers will do.

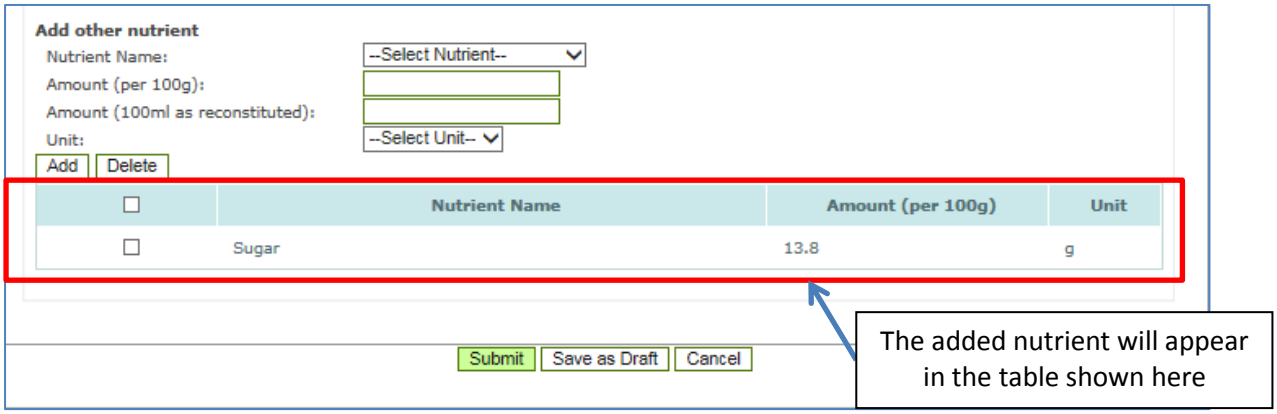


b. If you would like to make claims (e.g. Low in Sugar, High in Vitamin C and etc) on the product packaging, please add these nutrients to the Nutrient Values.
To add nutrient,

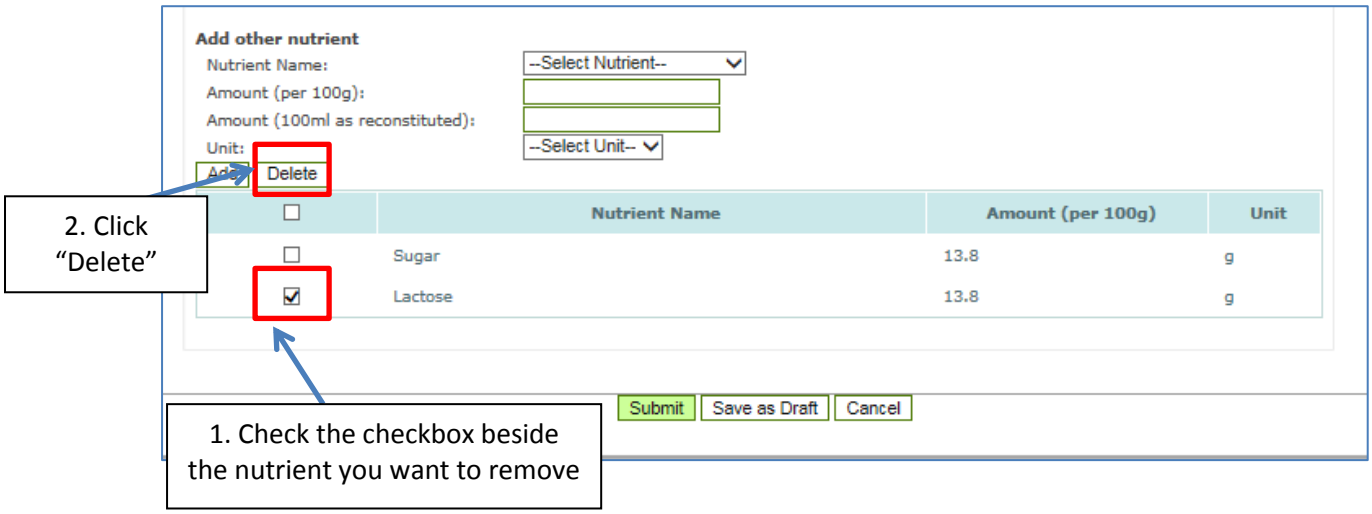
i. Select the nutrient from the dropdown list in the “Nutrient Name” box.
ii. Enter the values in the “Amount (per 100g)” box.
iii. If your product is a reconstituted product, please enter the values in the “Amount (100ml as reconstituted). Otherwise, please leave it blank.
iv. Click “Add”



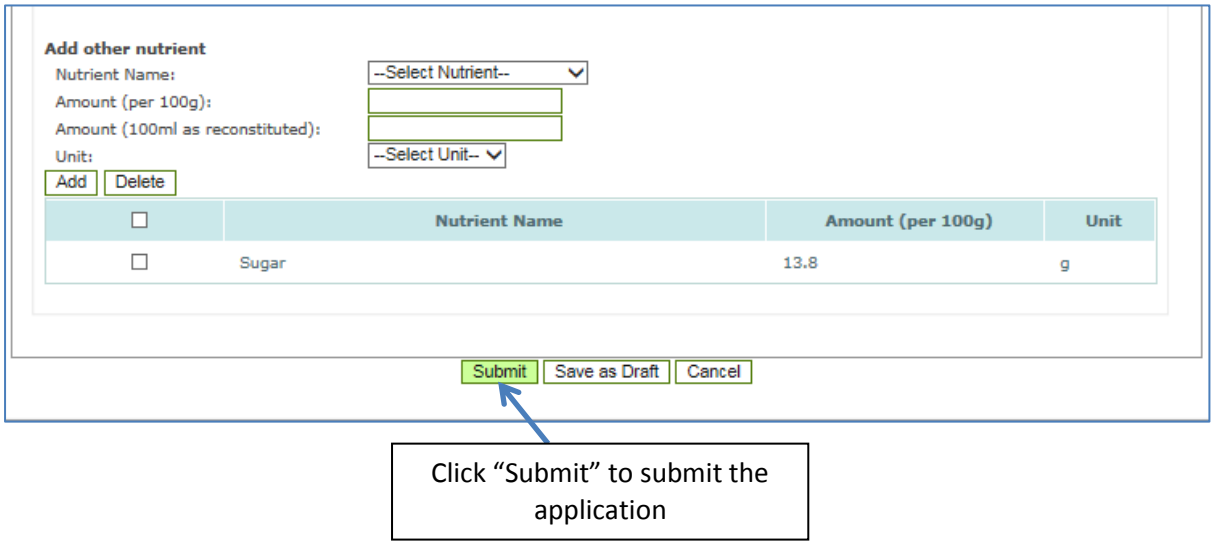
v. The added nutrient will appear in a table below.



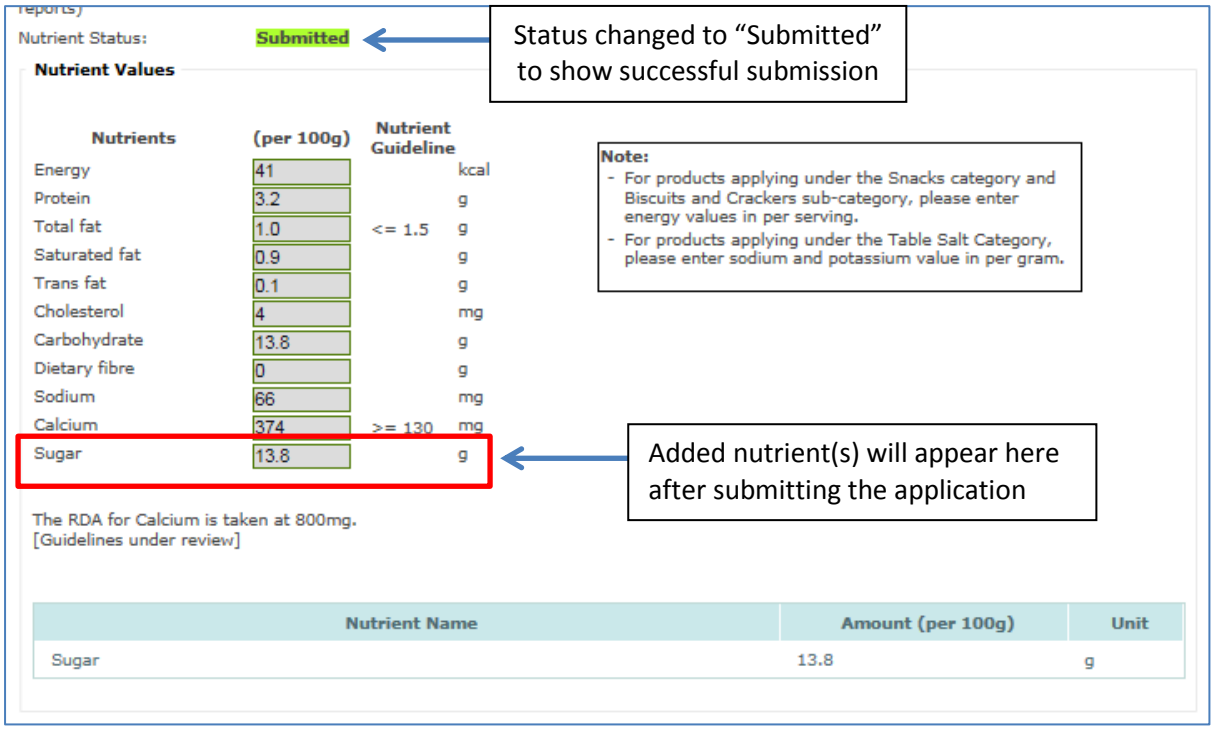
vi. If you want to remove the added nutrient, check the checkbox beside the nutrient and click "Delete".



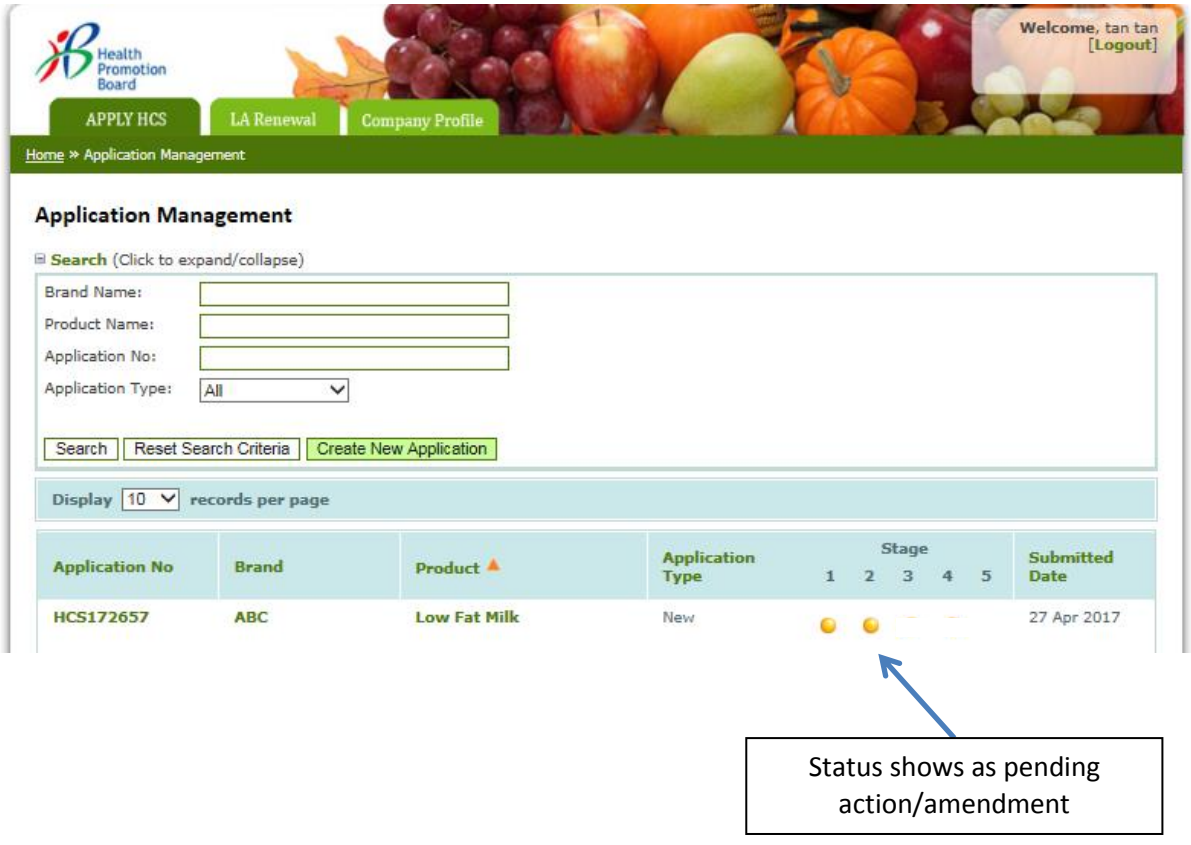
c. Click "Submit" if you have finished keying in nutrients and ready to submit the application.



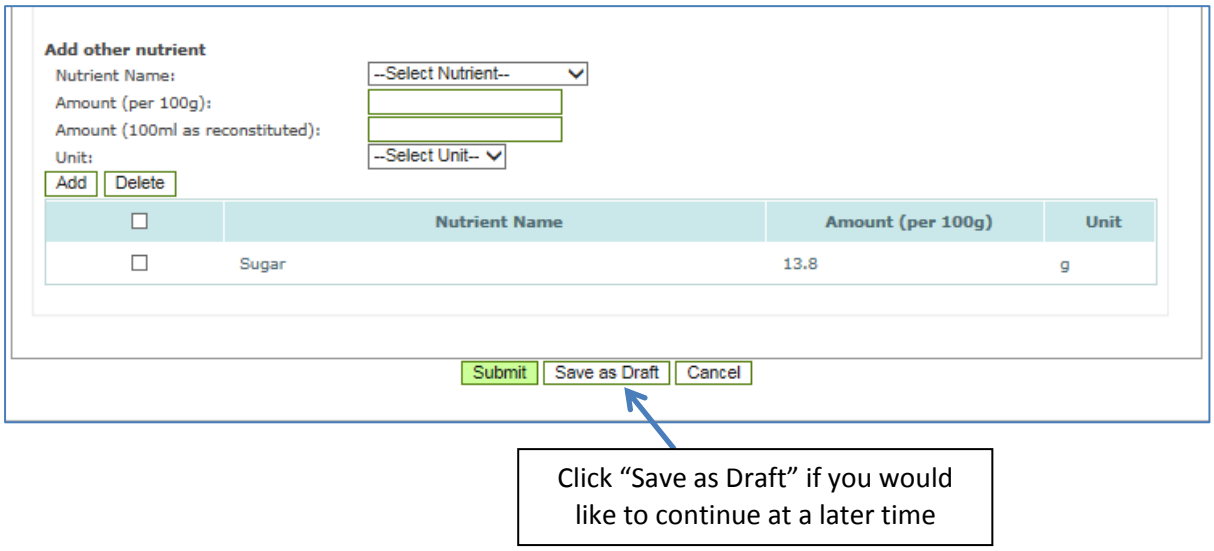
d. The status will changed to “Submitted” to indicate successful submission. The added nutrient appear as one of the nutrients in the Nutrient Values table.



The summary page will reflect Stage 1 and Stage 2 as pending for Action/Amendment (yellow button).

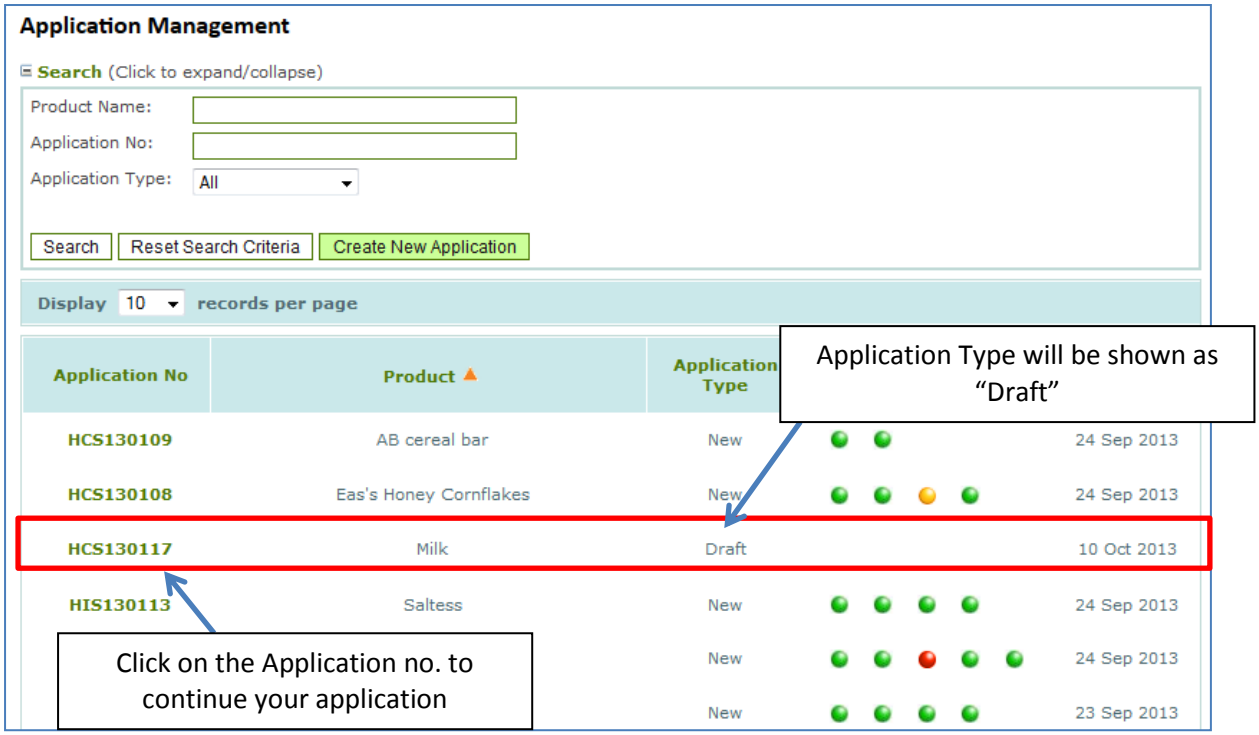


e. If you are not ready to submit the application and would like to complete it at a later time, please click “Save as Draft”.



In the summary page, the application type will be shown as Draft.

- Please click on the “Application no.” to continue your application. You may make any amendments for Stage 1 and 2.
- Click ‘Submit” when ready to make submission.
- After submission, no other amendments can be done.

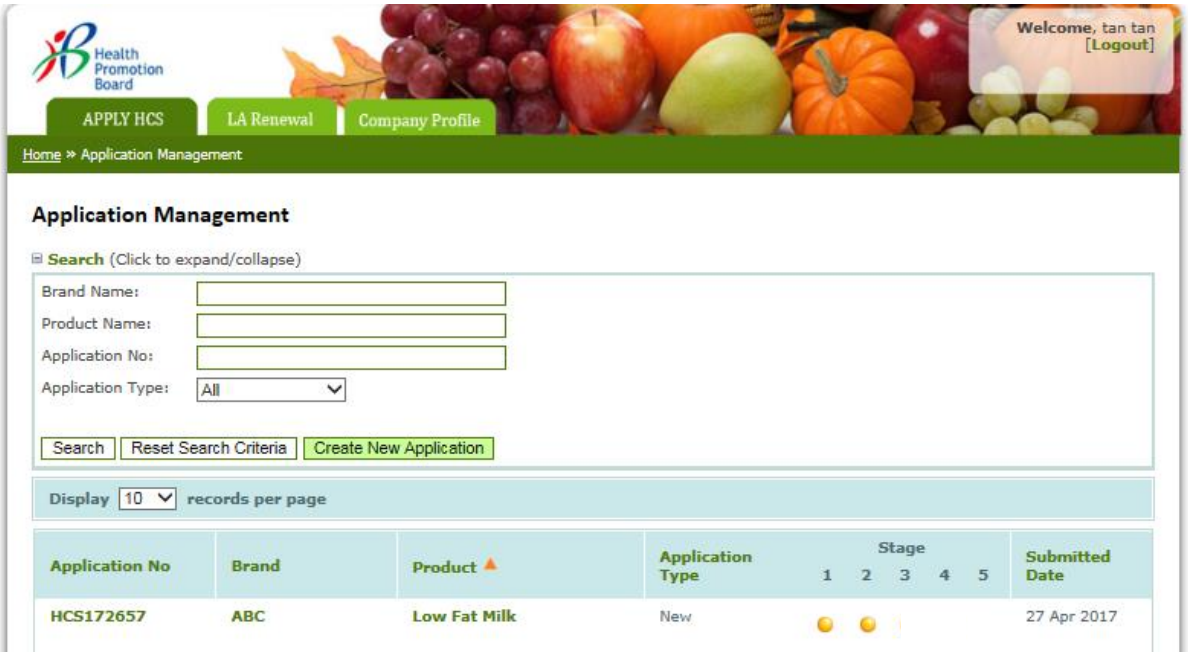


Submission - Stage 3: Product Label Artwork

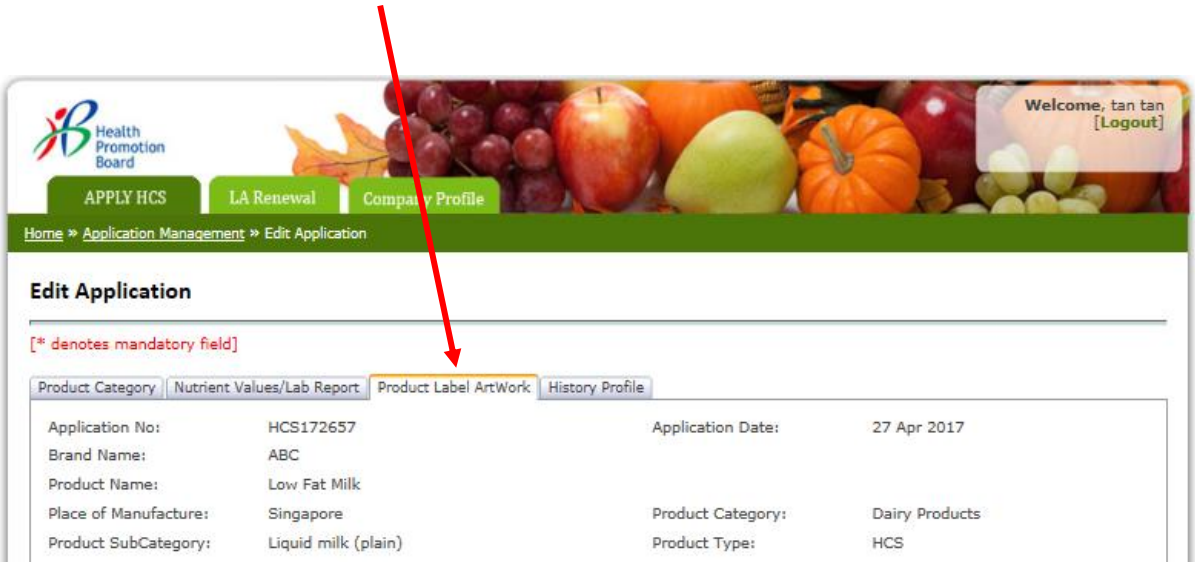
If you have product packaging artwork with the HCS logo ready for approval, you may submit after submitting Stage 1 and 2.
If you do not have the product packaging artwork ready, you may submit after Stage 1 and Stage 2 is approved.

1. To go to the Product Label Artwork Stage, you can either

   a) Click on the yellow button under Stage 1 or Stage 2.
   b) Click on the Application No. (in this case click on HCS172657)

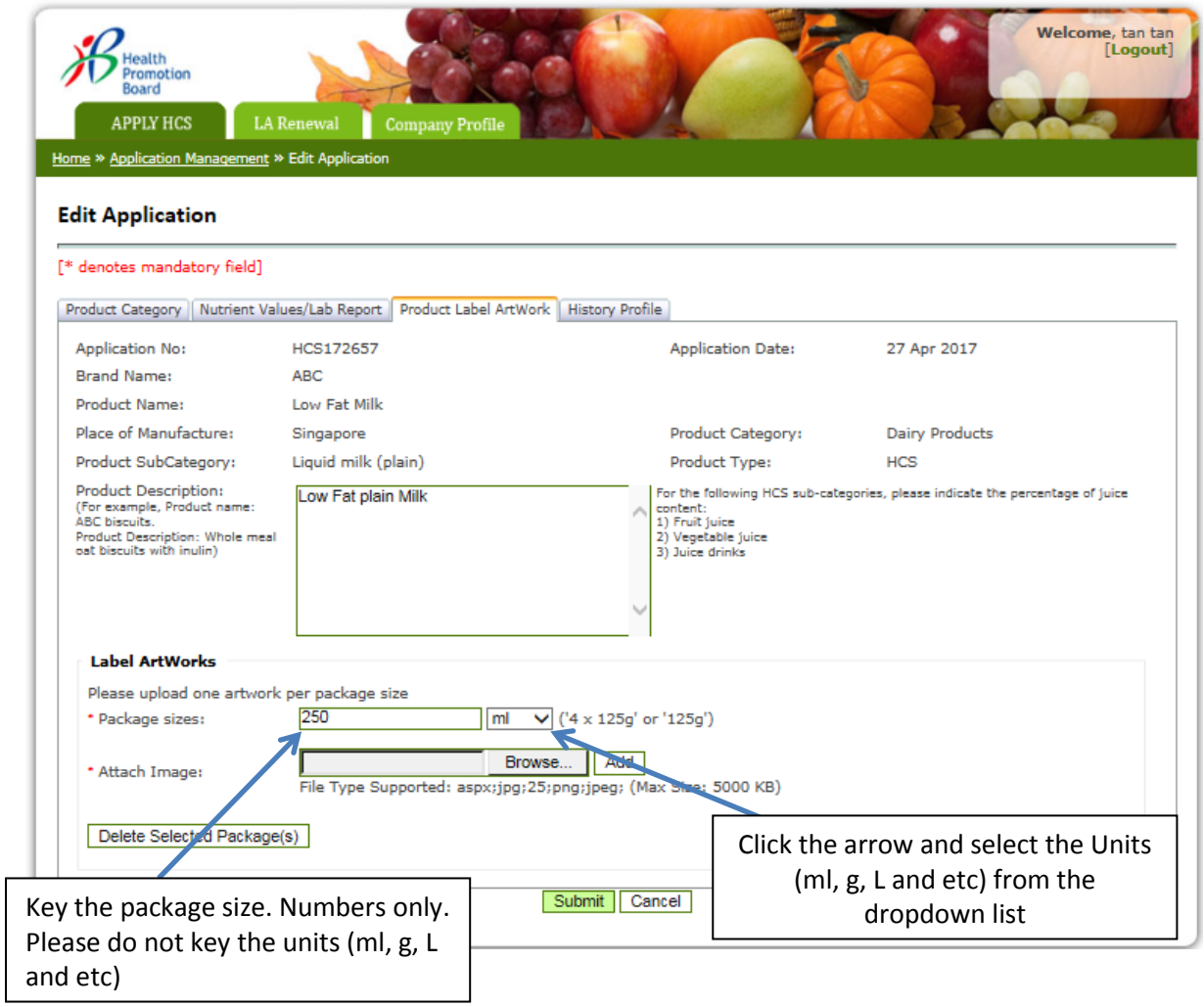


   c) Click on the Product Label Artwork tab



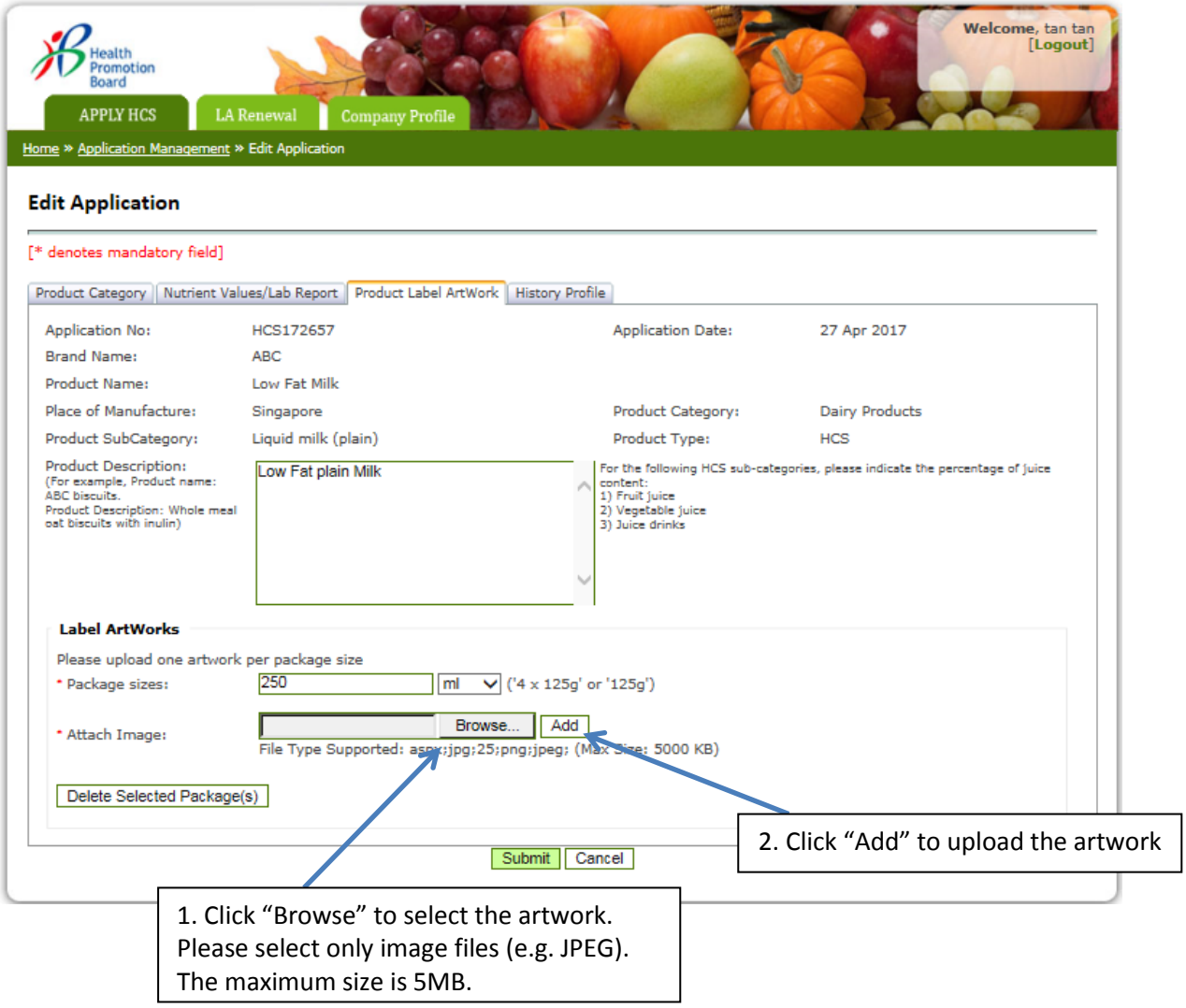
2. Key in the package size you want to upload in the “Package sizes” box.

- Please do not key the units. Just the number, 250 will do.
- Select the units (ml, g and etc) from the dropdown list

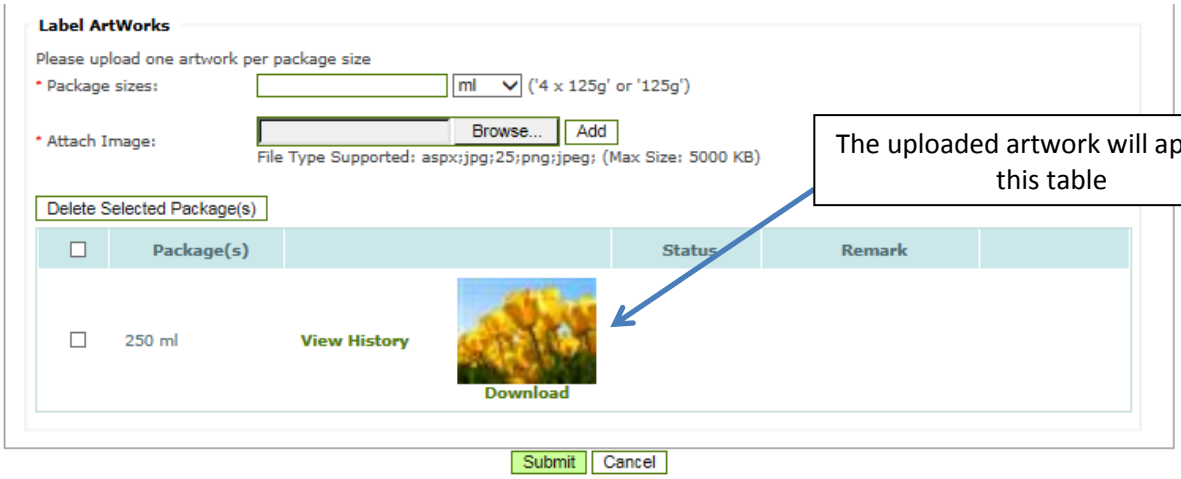


3. Click “Browse” to select the artwork. Please only select Image files (e.g. JPEG). Maximum size is 5MB

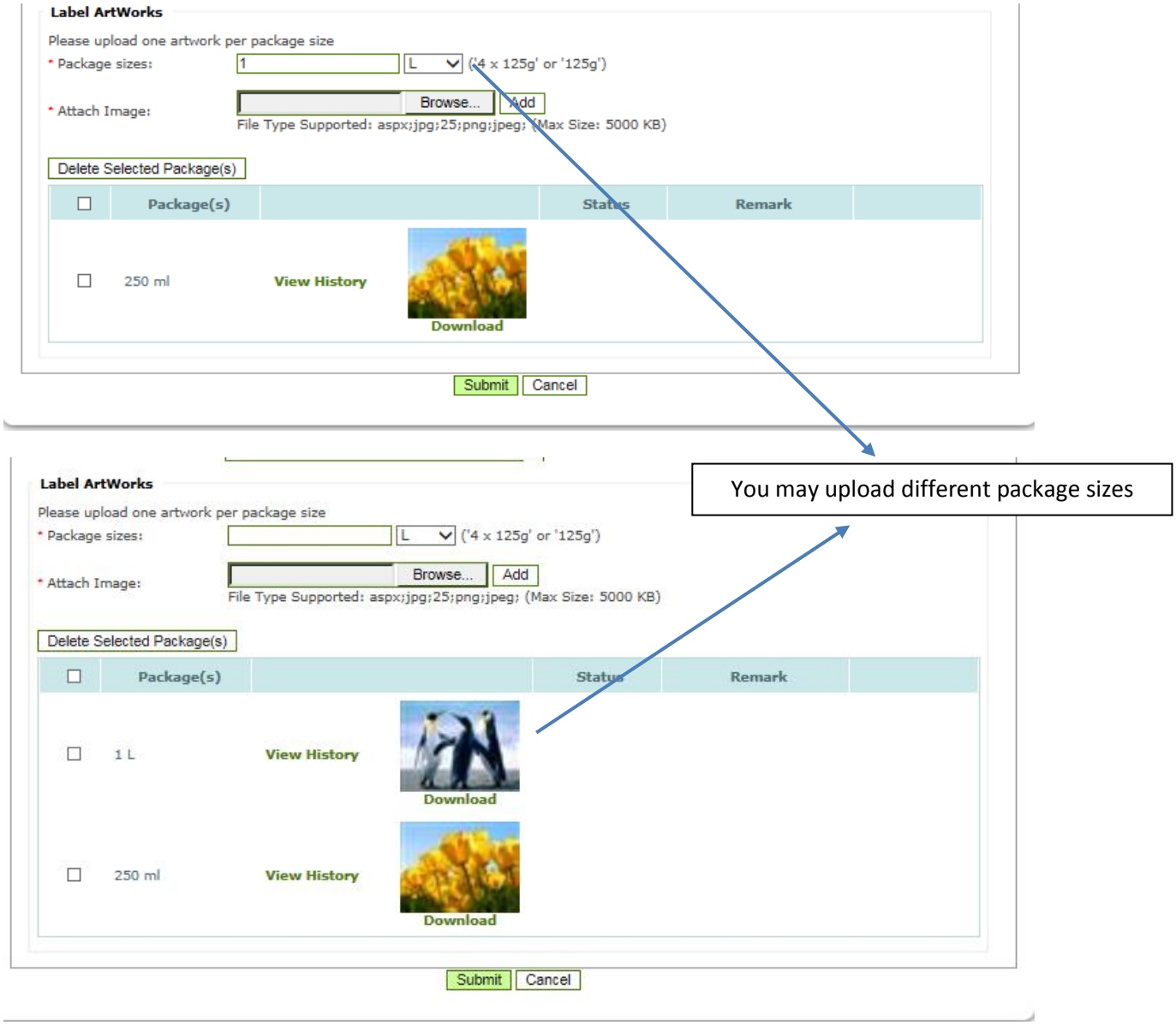
4. Click “Add” to upload the artwork.



5. The uploaded artwork will appear in the below table.

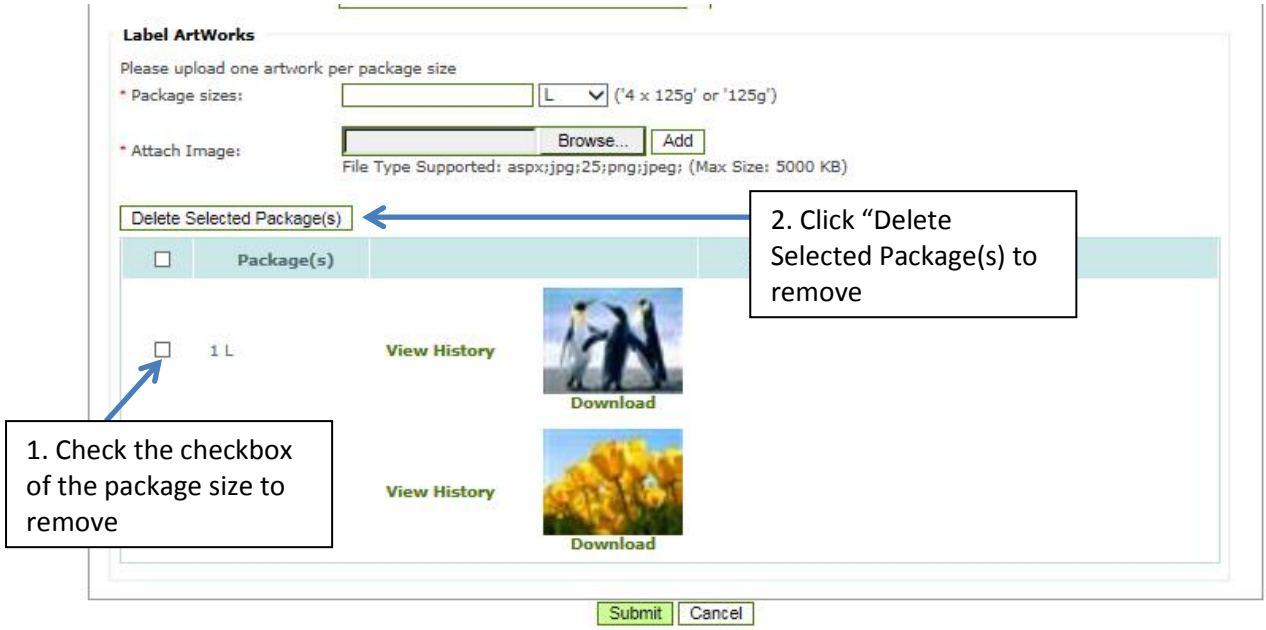


6. You may upload different package sizes.

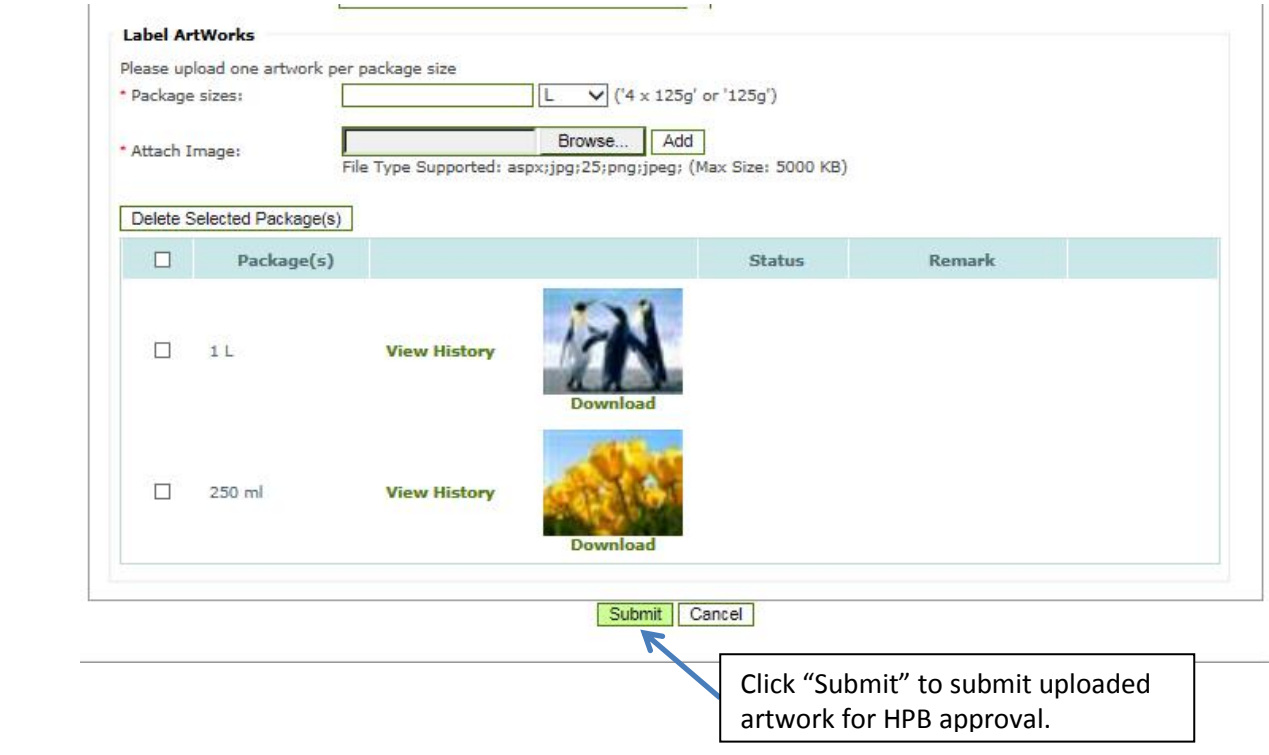


7. If you would like to remove the uploaded artwork,

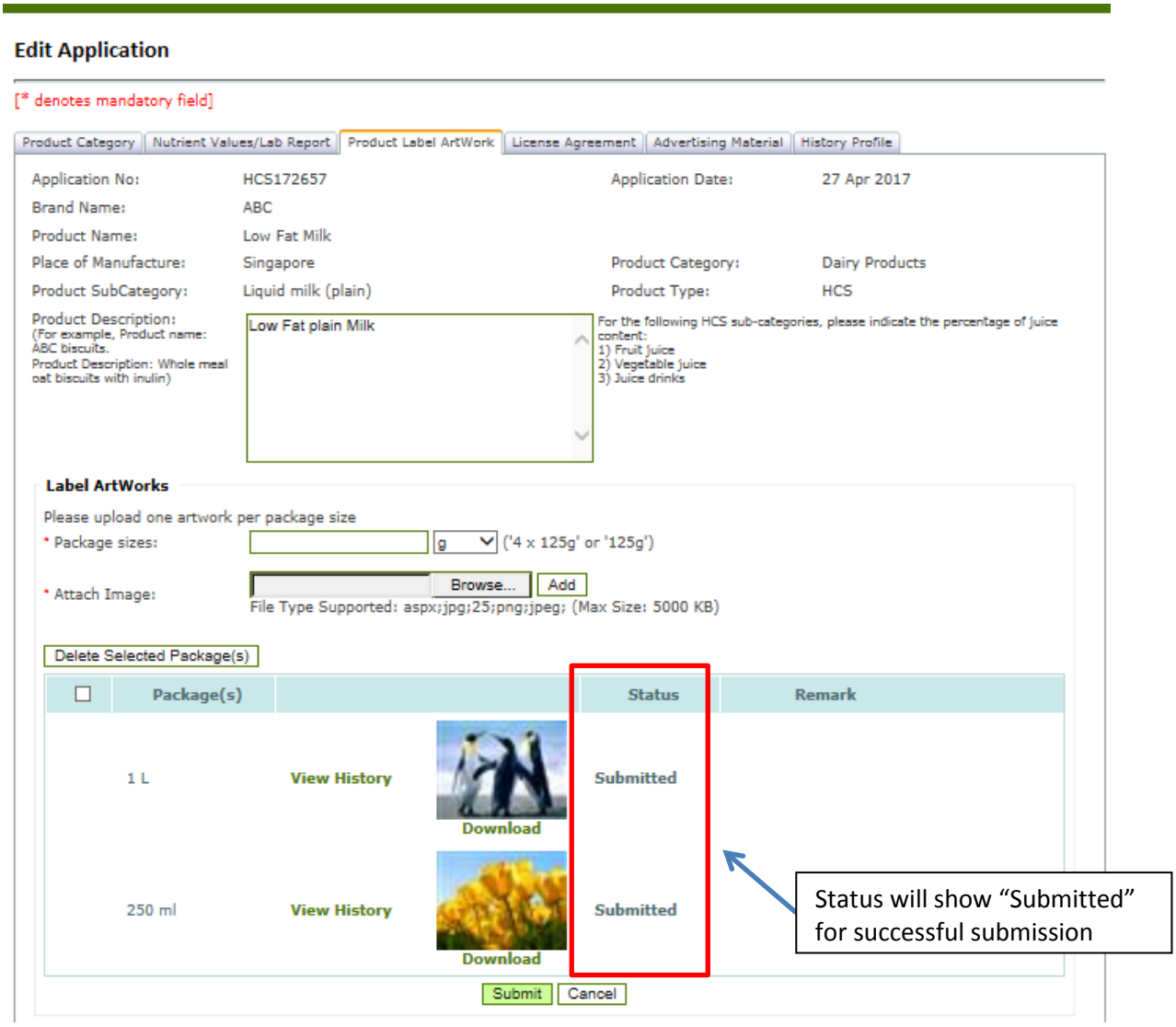
a. Check the checkbox besides the package size you want to remove
b. Click “Delete Selected Package(S)

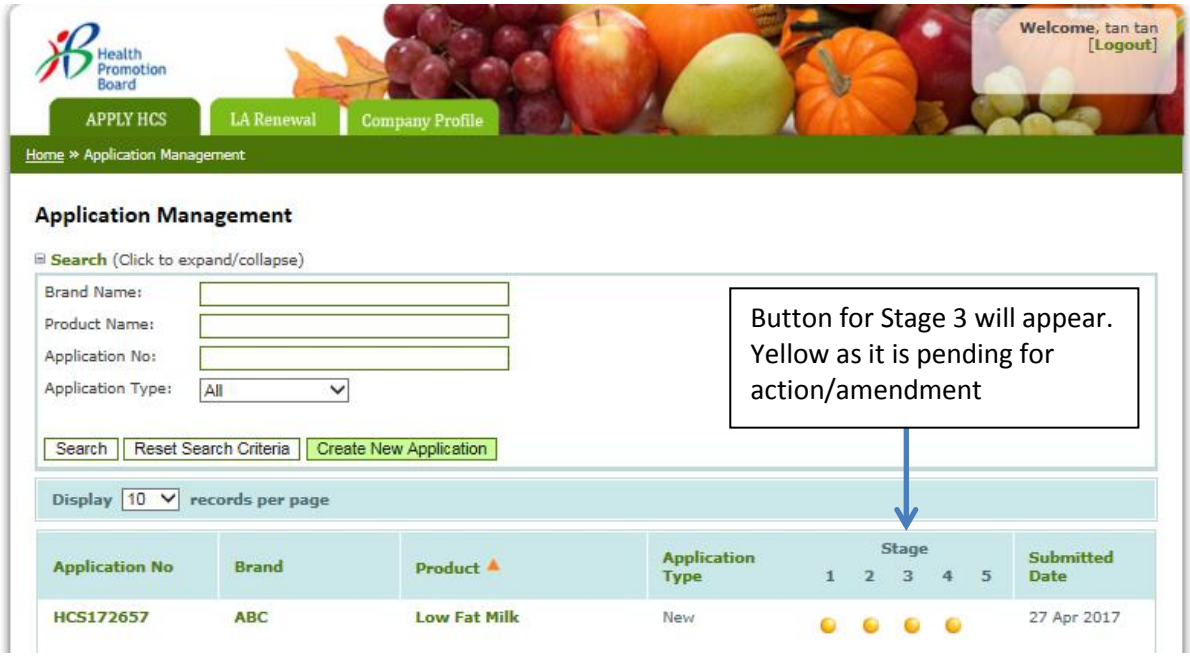


8. When ready to submit, Click “Submit” to submit uploaded artwork(s) to HPB for approval.



8. The Status will show “Submitted” for successful submission.

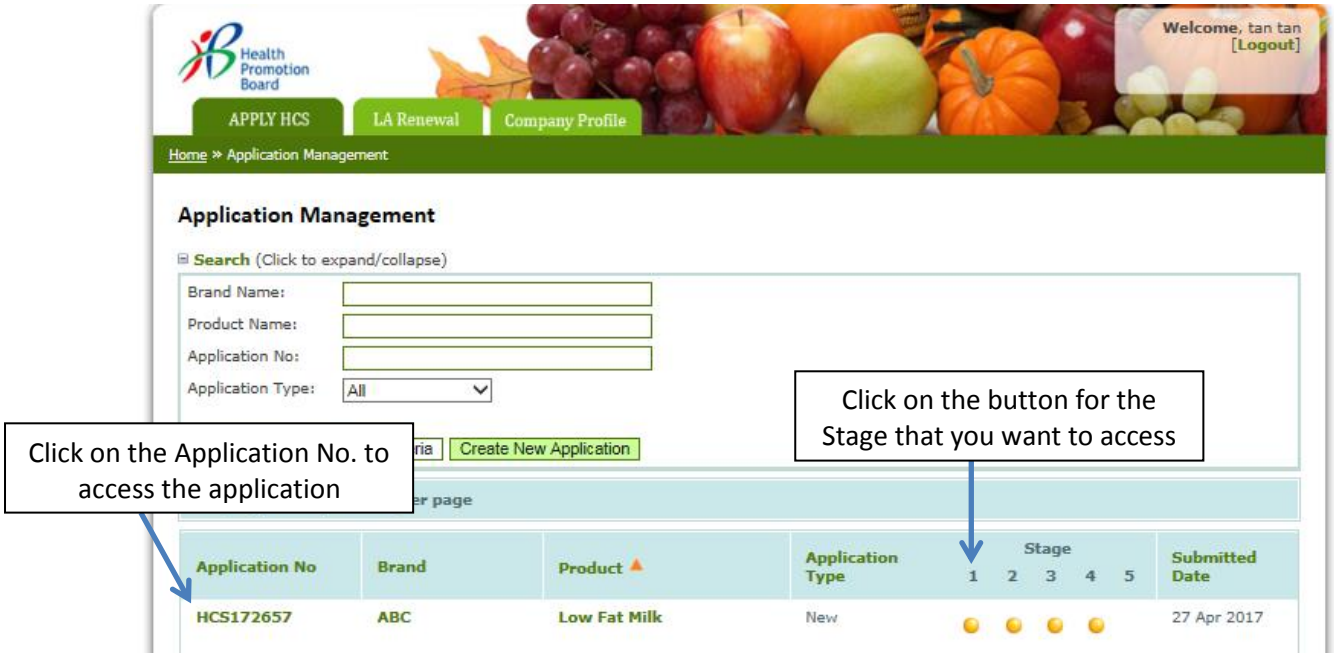




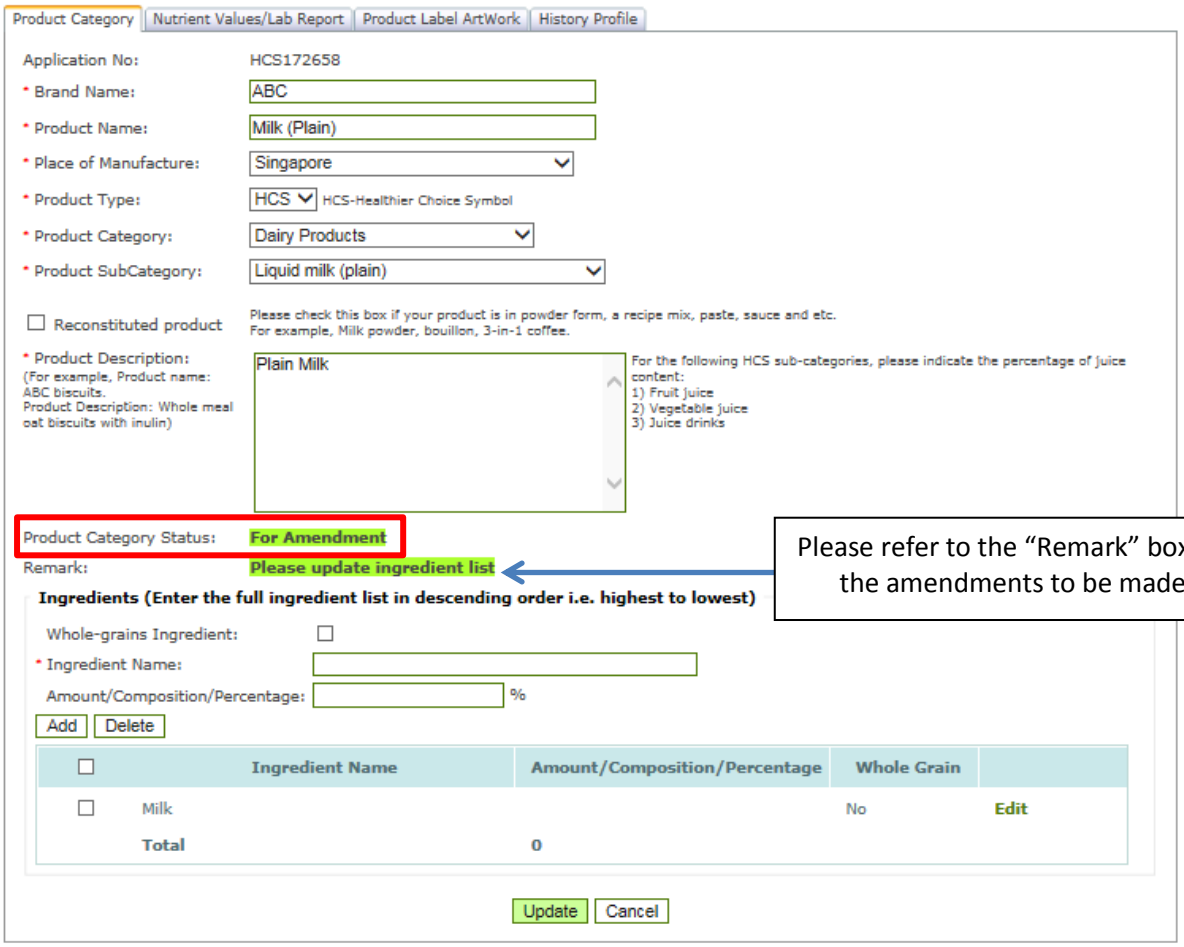
Amendment - Stage 1: Product Category

An email notification will be sent out to inform the applicant if the stages have been approved, rejected, or require amendment(s).

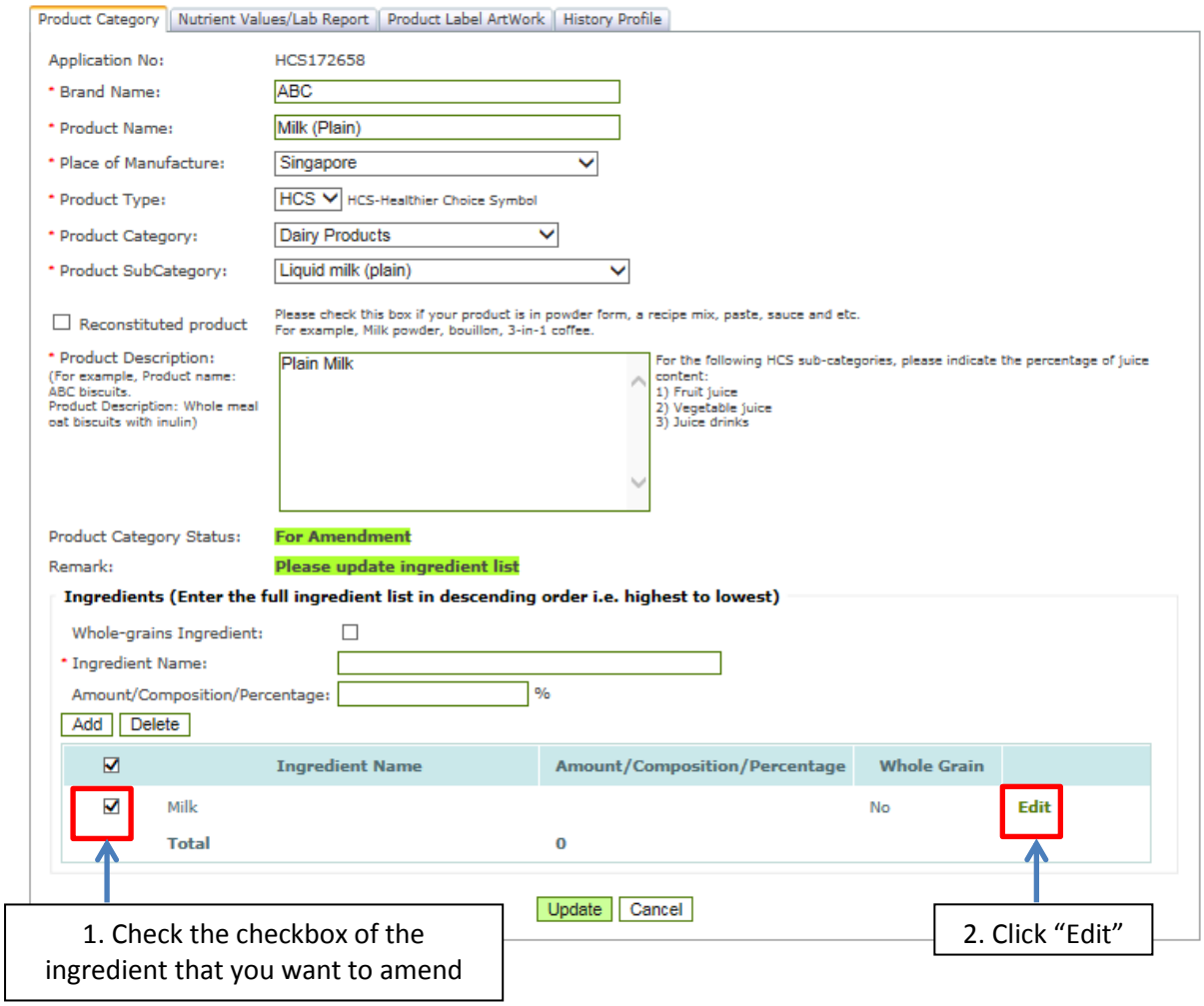
1. After receiving the notification email on amendments to be made to Stage 1, log into the system and click on the “Application No.” or button for the Stage.



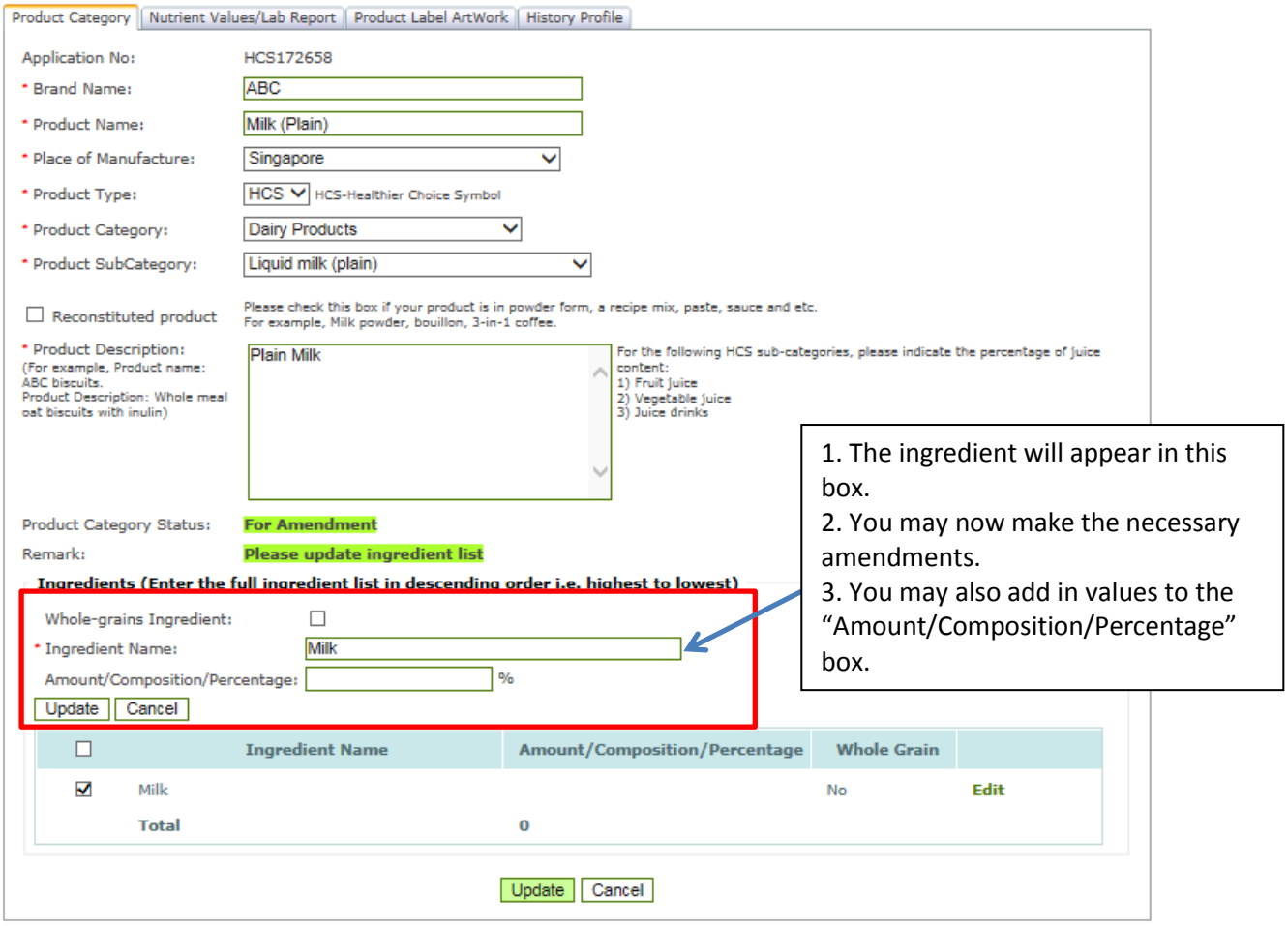
2. The Product Category Status will show as “For Amendment” and the “Remark” box will reflect the amendment needed to be made.



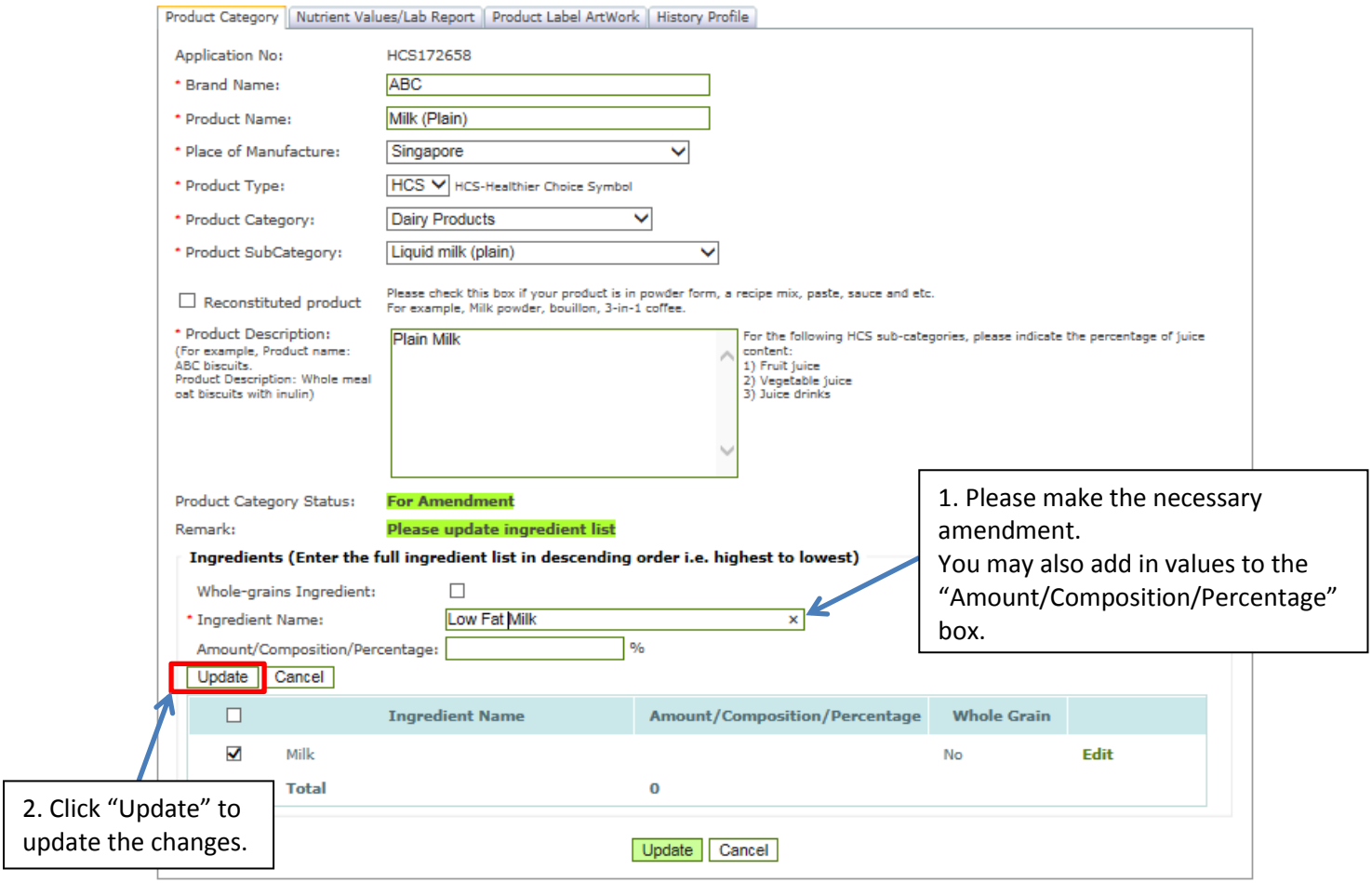
3. Check the checkbox of the ingredient that you want to make changes and click “Edit”



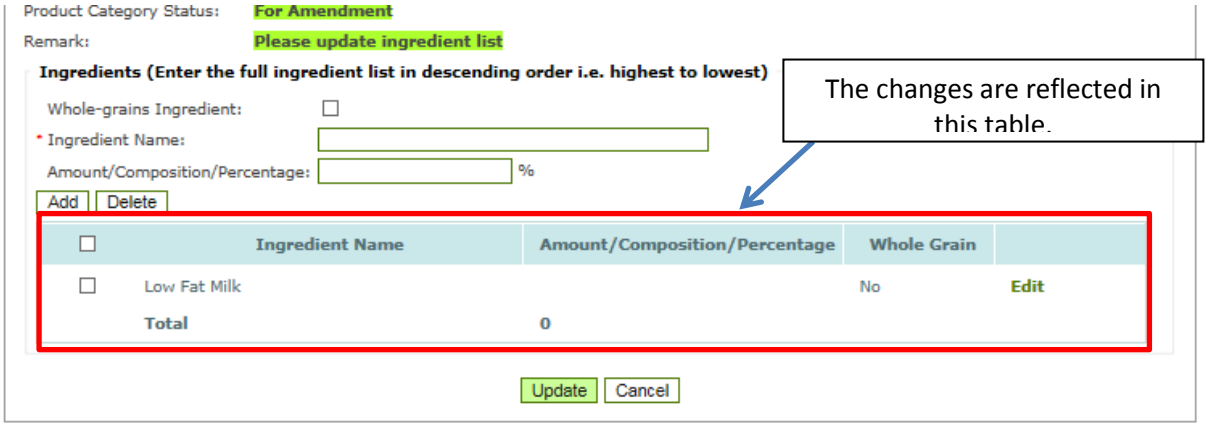
4. The ingredient will then appear on the “Ingredient Name” box.



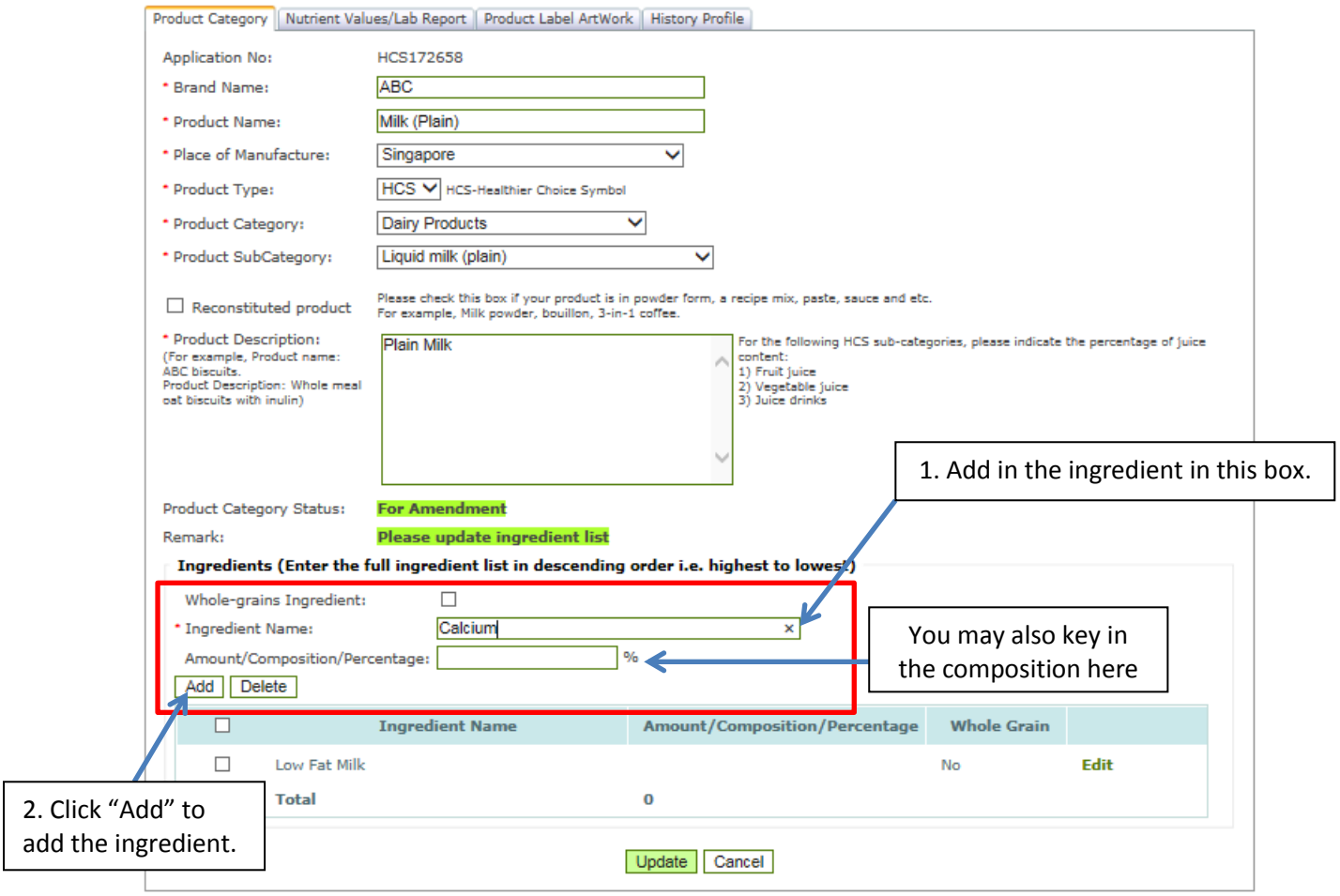
5. Please make the necessary amendments and click “Update” to update the changes.



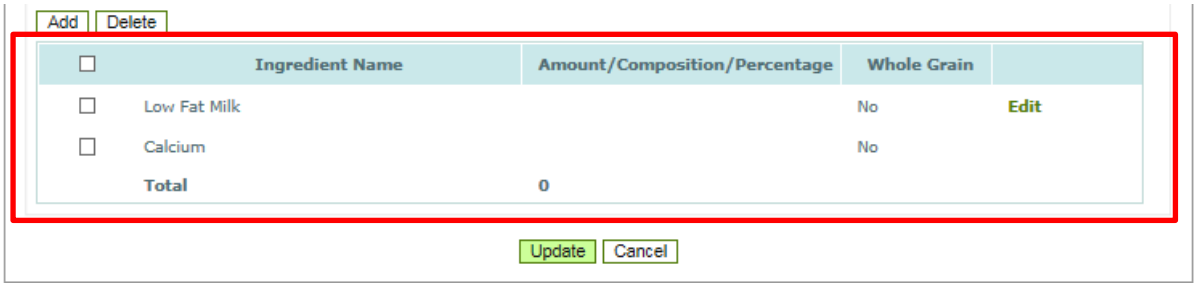
The changes will then be reflected in the table below.



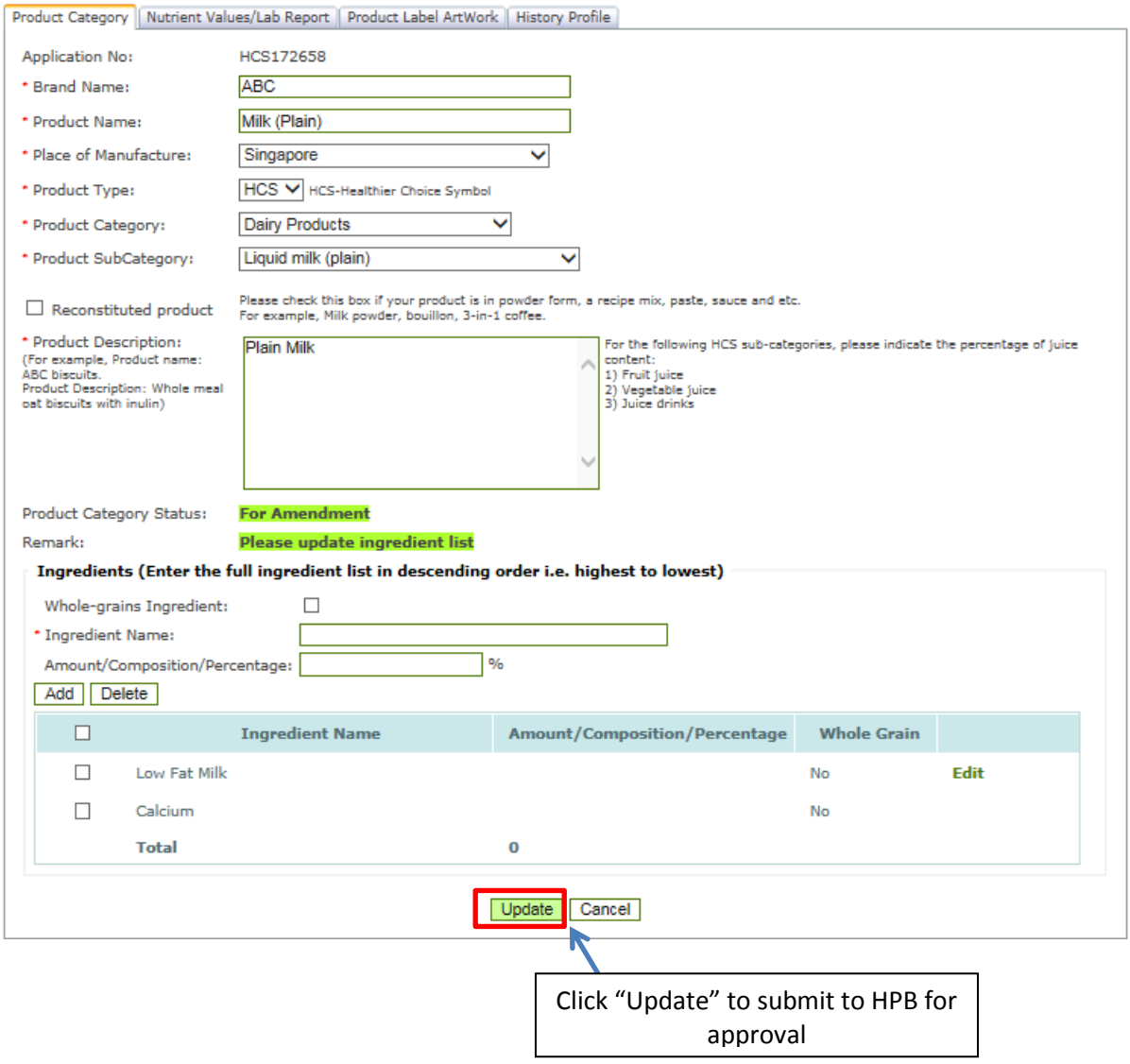
6. If you need to add ingredient(s), key in the ingredient in the “Ingredient Name” box and click “Add”



The added ingredients will reflect in the table.

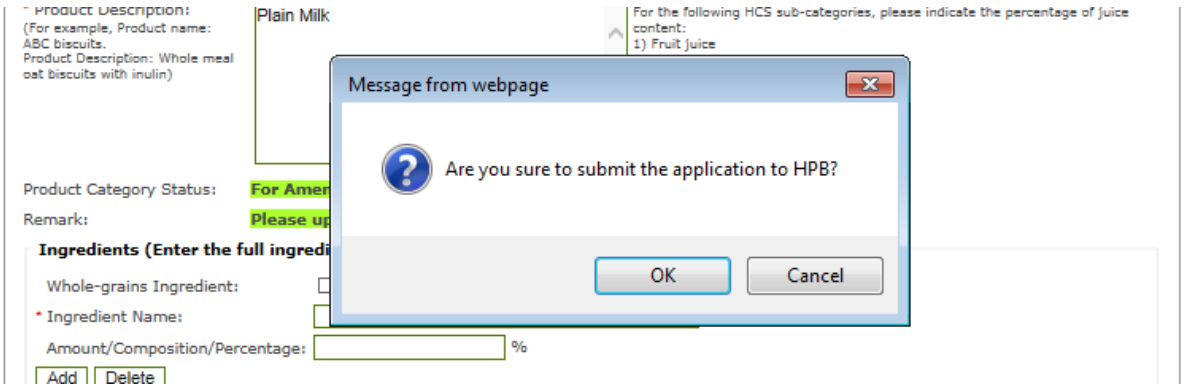


7. Click “Update” to send the amendments for Stage 1 to HPB for approval.

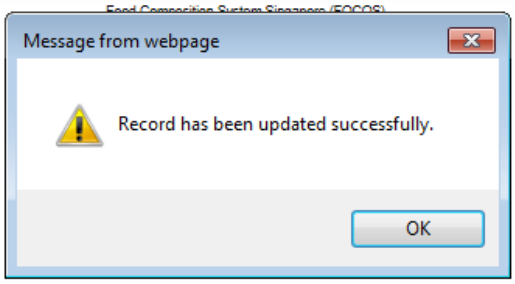


Click “Update” to submit to HPB for approval

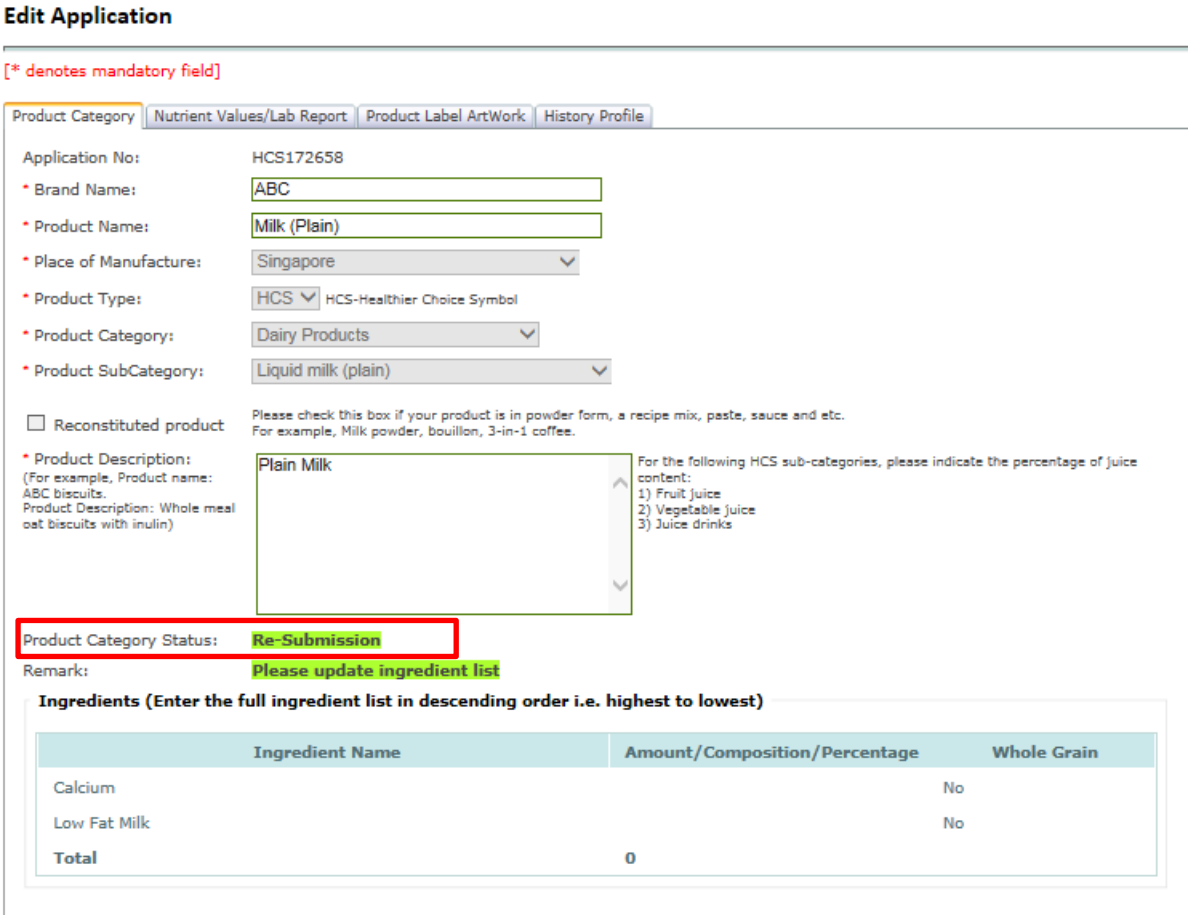
A dialogue box will appear to seek confirmation. Click “Ok” to submit to HPB.



A dialogue box will appear to confirm submission. Click “Ok”.



8. The Product Category Status will change to “Re-Submission”.

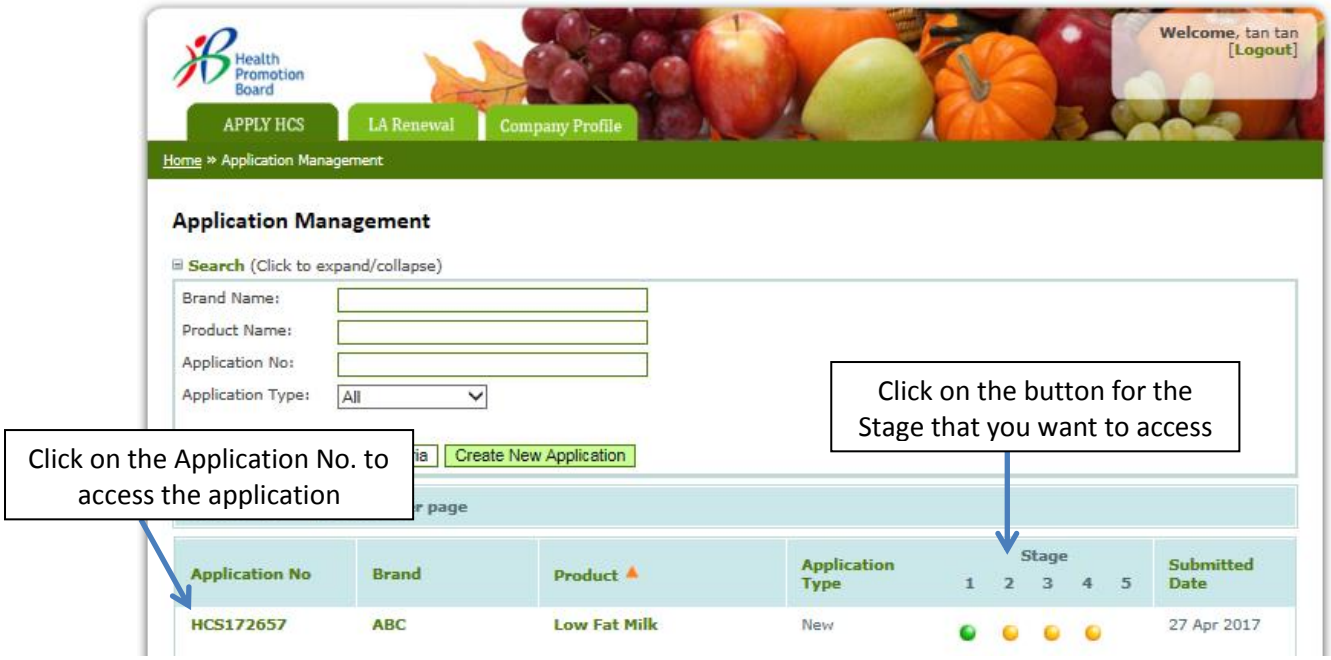


Amendment - Stage 2: Nutrient Values/Lab Report

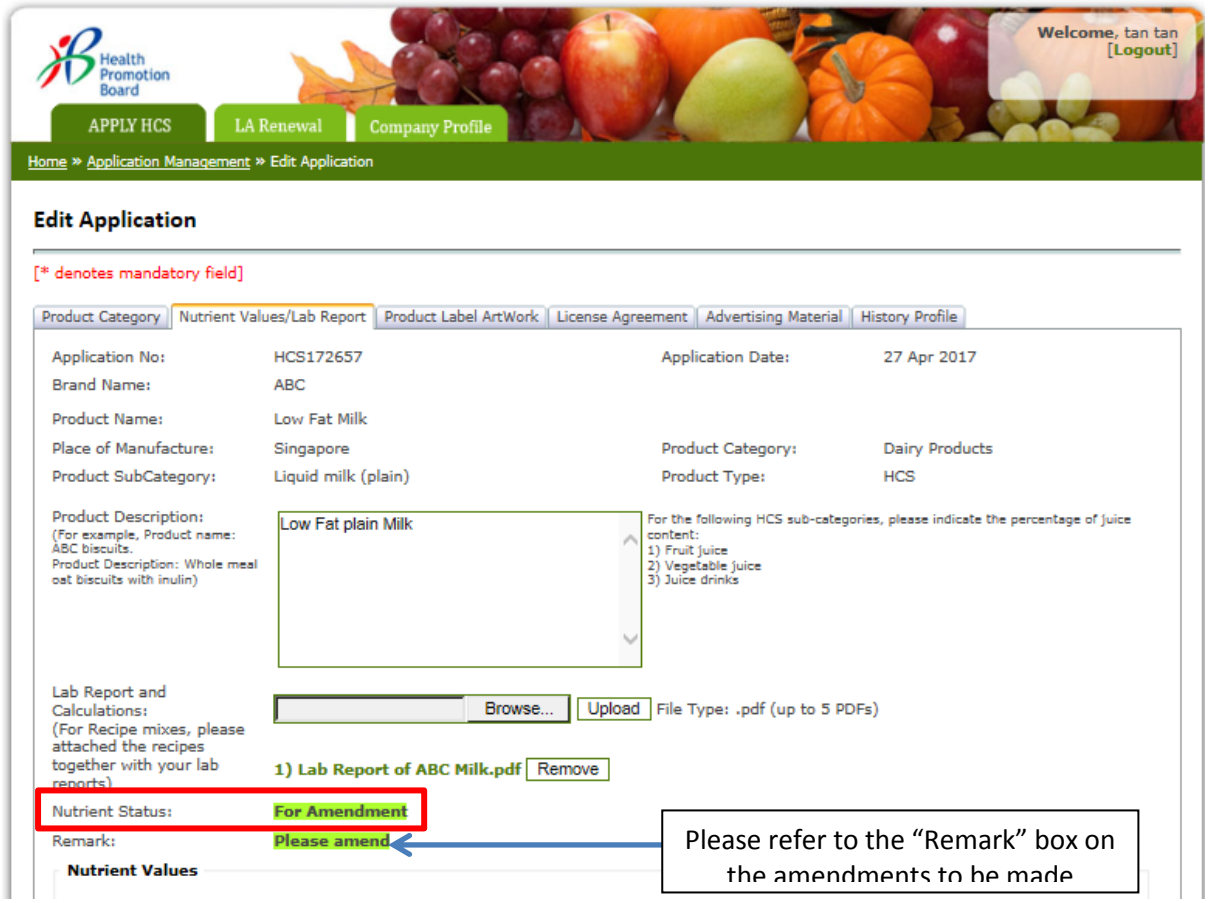
An email notification will be sent out to inform the applicant if the stages have been approved, rejected, or require amendment(s).

Stage 1 has to be approved before HPB can send back Stage 2 for amendments.

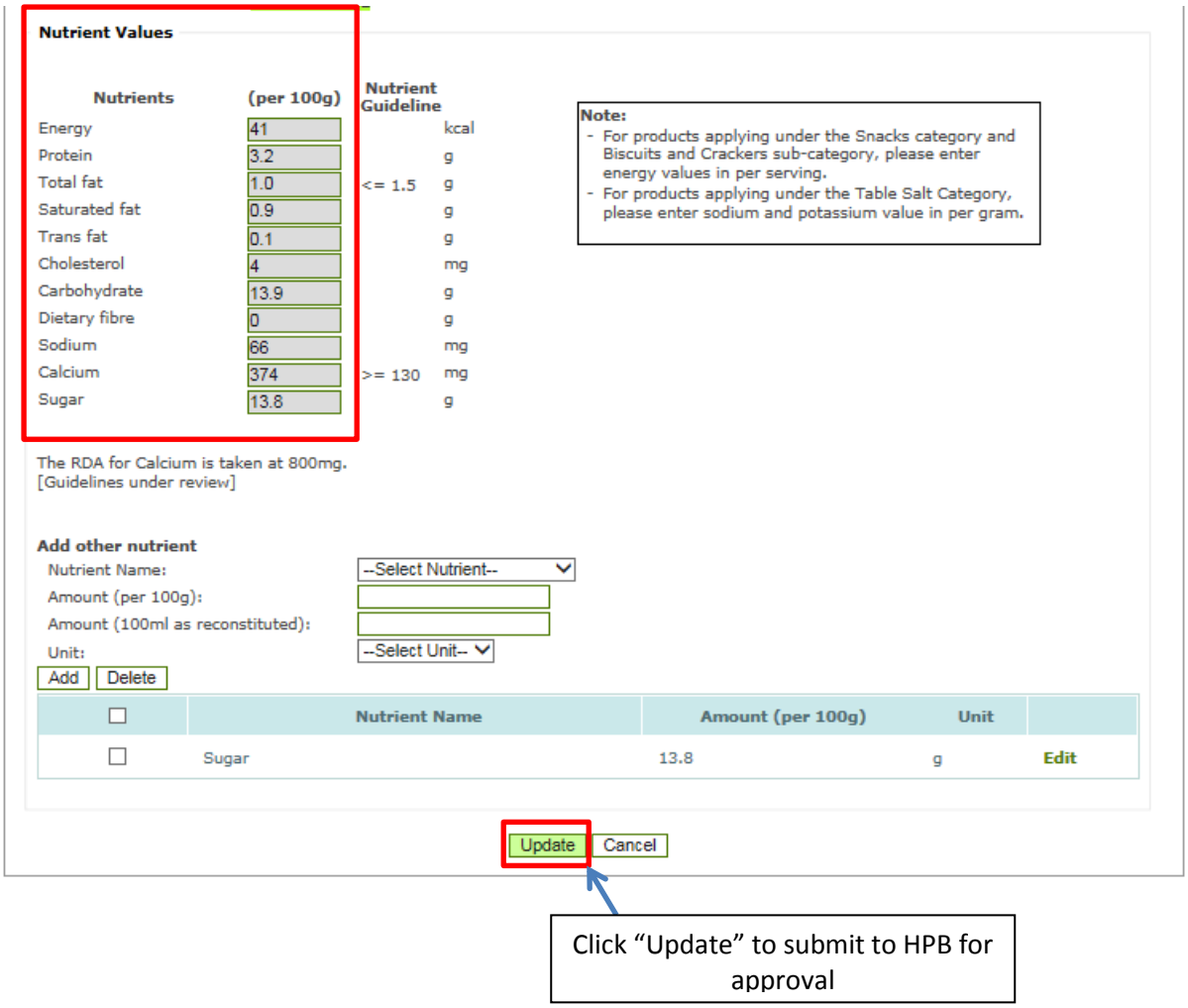
1. After receiving the notification email on amendments to be made to Stage 2, log into the system and click on the “Application No.” or button for the Stage.



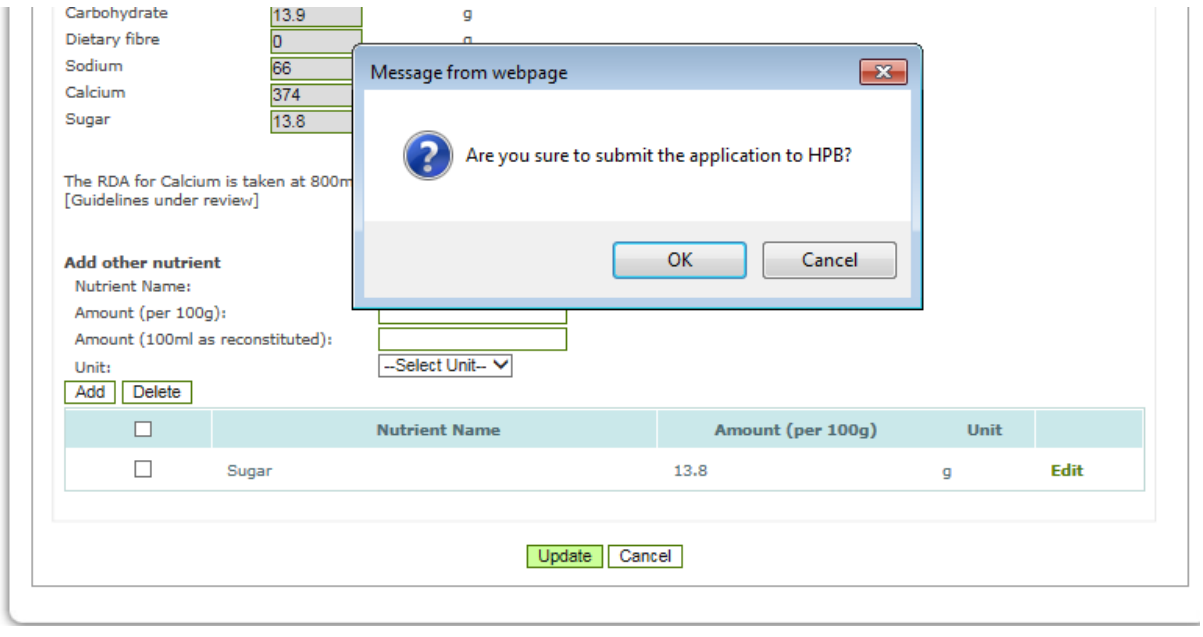
2. The Nutrient Status will show as “For Amendment” and the “Remark” box will reflect the amendment needed to be made.



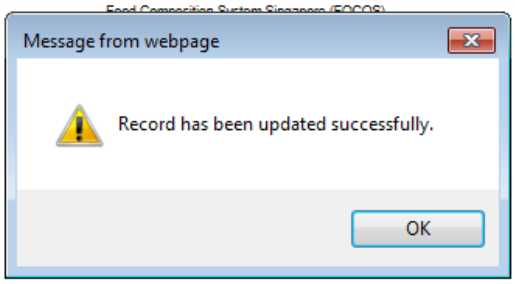
3. If the amendment needed is to amend the values in the Nutrient Values tables, you may amend the values directly in the Nutrient Values table. After making the amendments, click “Update”.



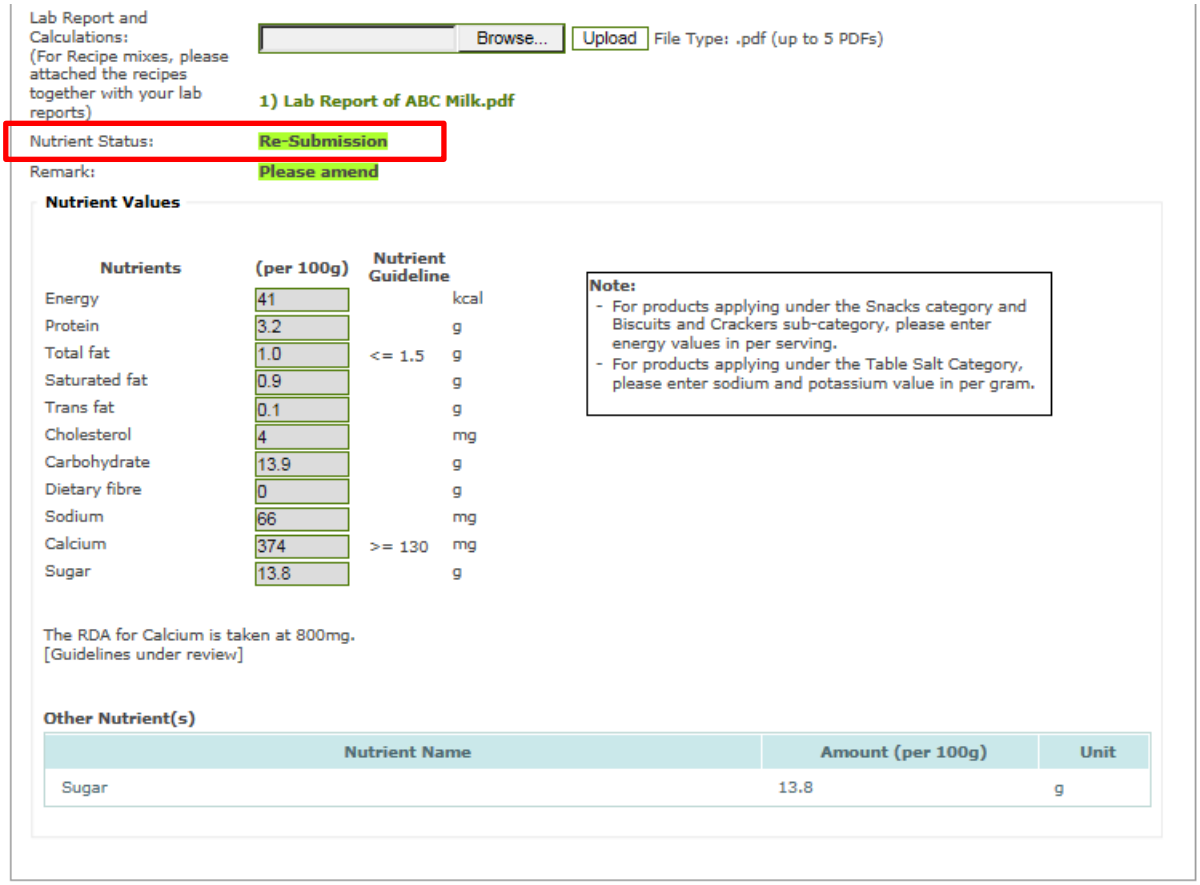
A dialogue box will appear to seek confirmation. Click “Ok” to confirm submission to HPB.



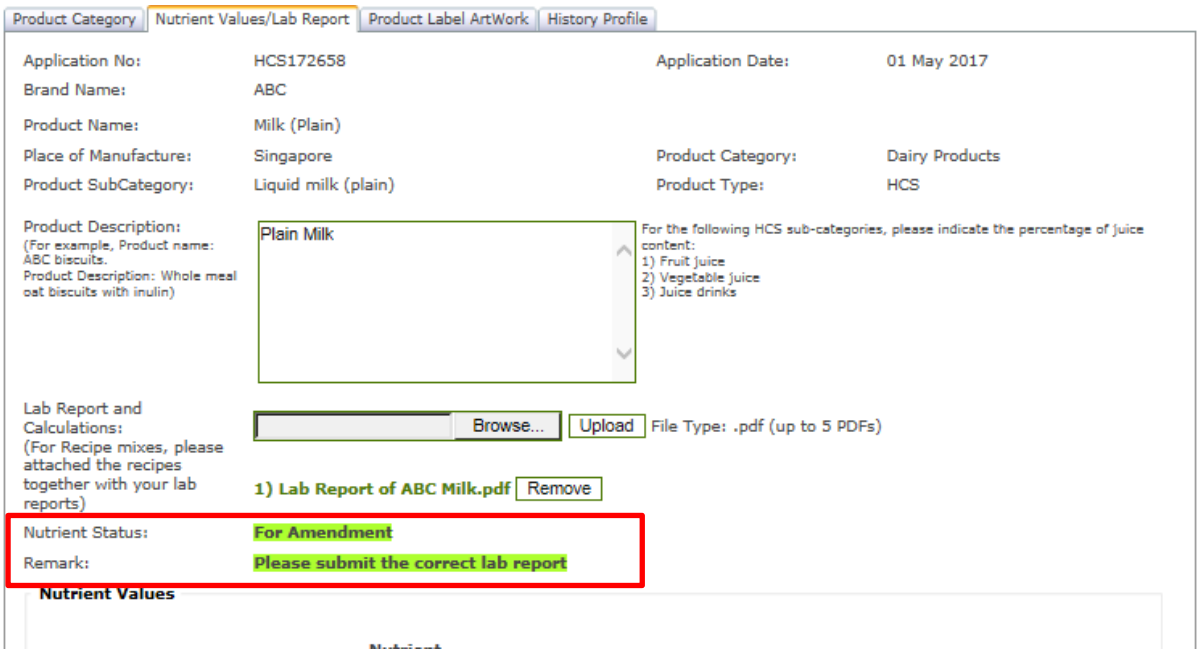
A dialogue box will appear to confirm submission. Click “Ok”.



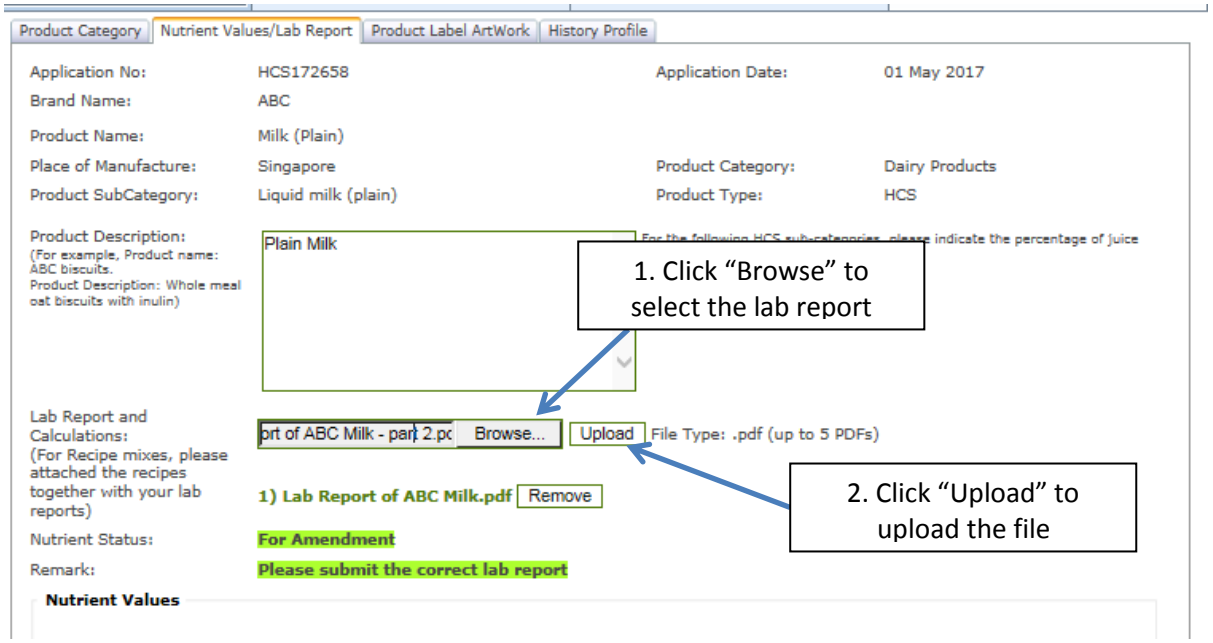
The Nutrient Status will change to “Re-Submission”.



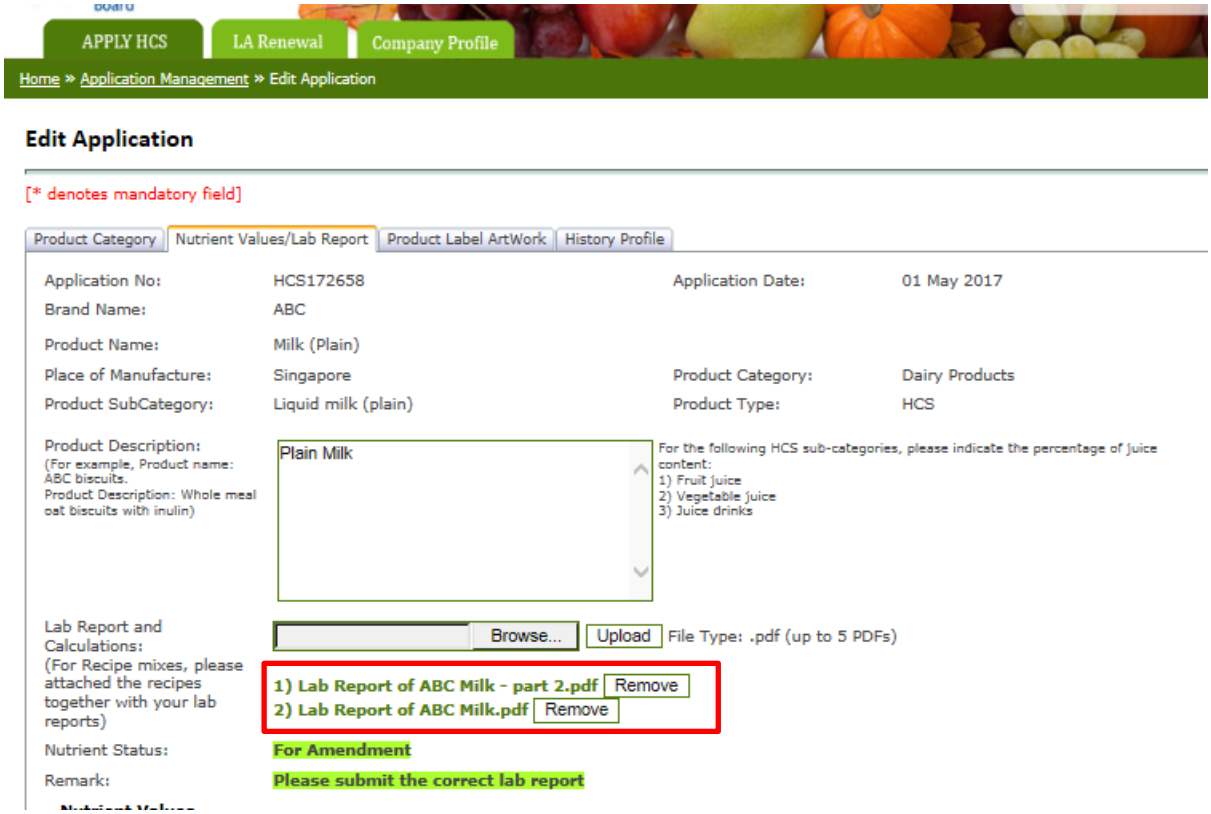
4. If the amendment is to upload additional lab report or upload an updated lab report, click "Browse" to select the lab report.



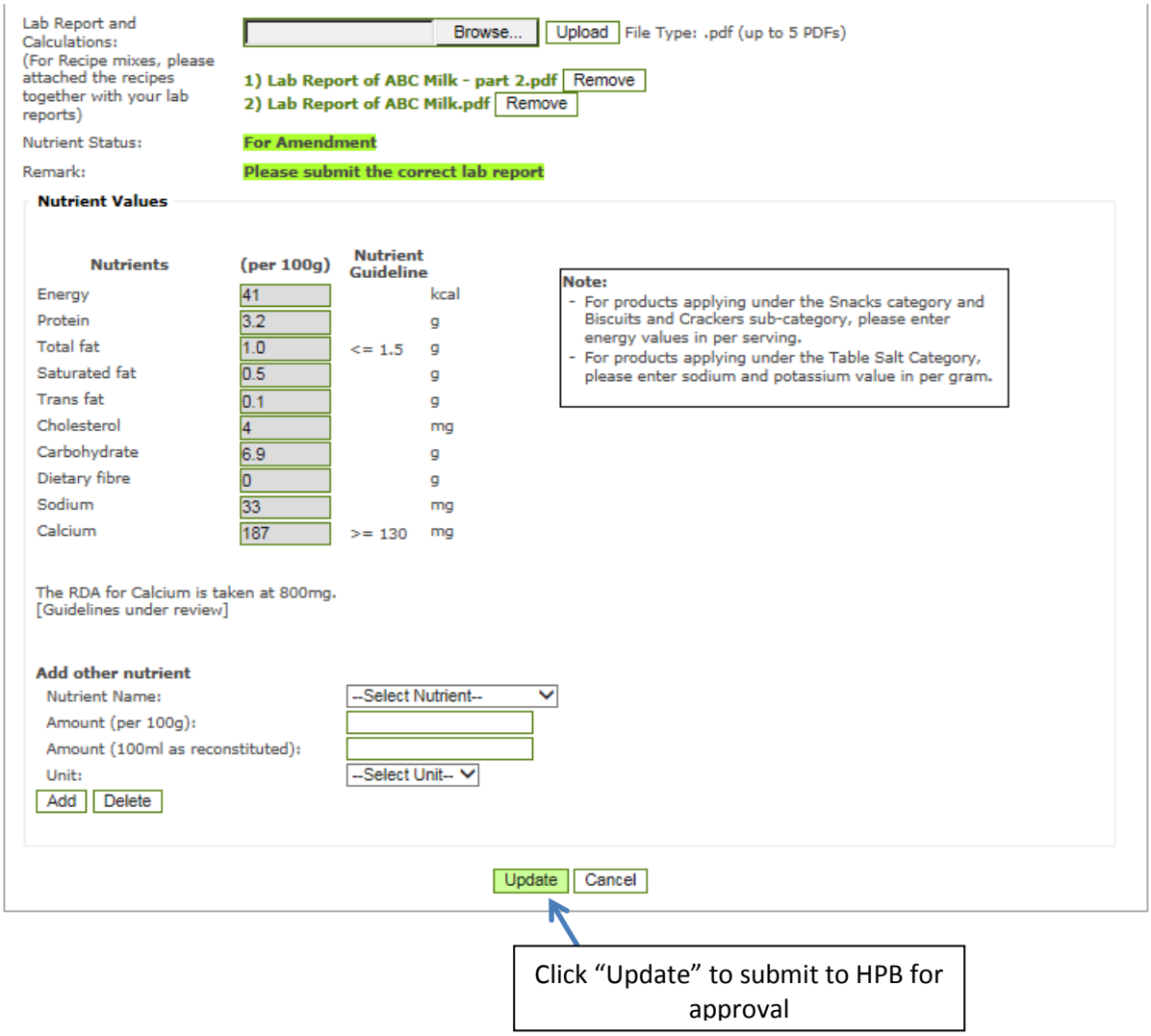
Click "Browse" to select the lab report and "Upload" to upload the file.



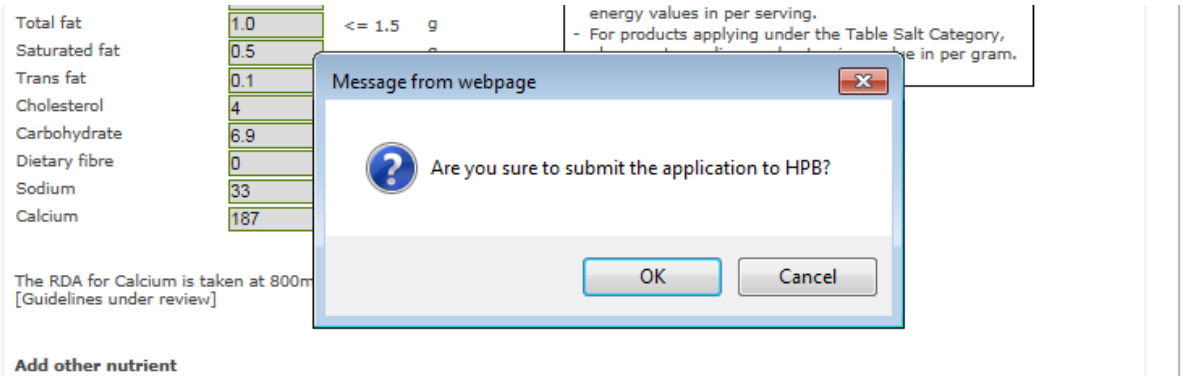
The successfully uploaded lab report will be reflected below.



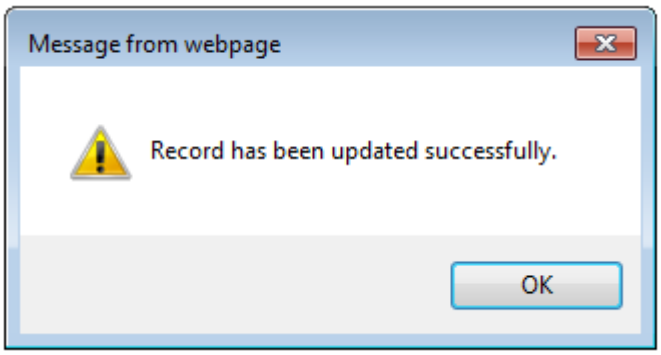
Click “Update” to submit Stage 2 to HPB for approval.



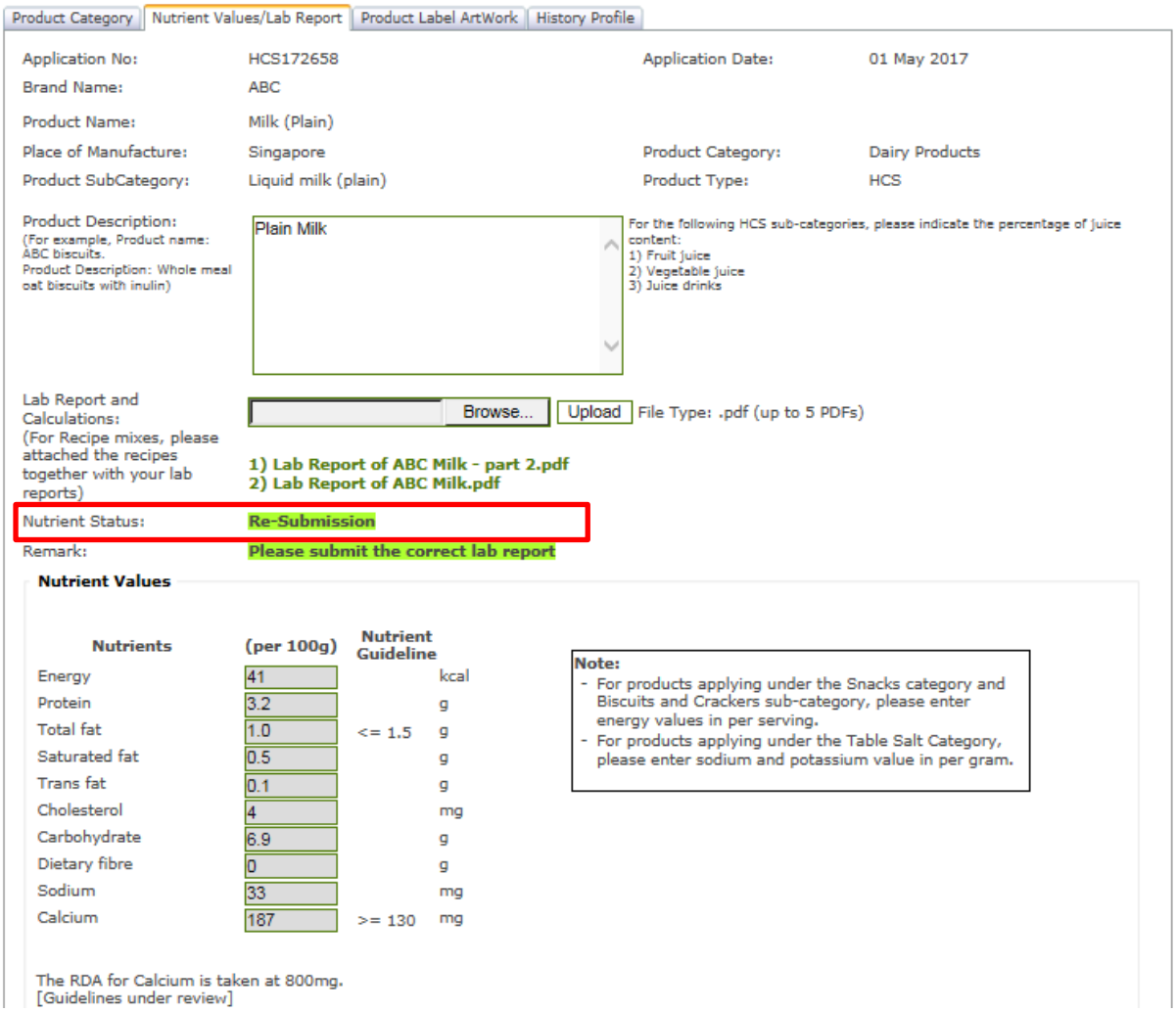
A dialogue box will appear to seek confirmation. Click “Ok”.



A dialogue box will appear to confirm submission. Click “Ok”.



The Nutrient Status will change to “Re-Submission”.

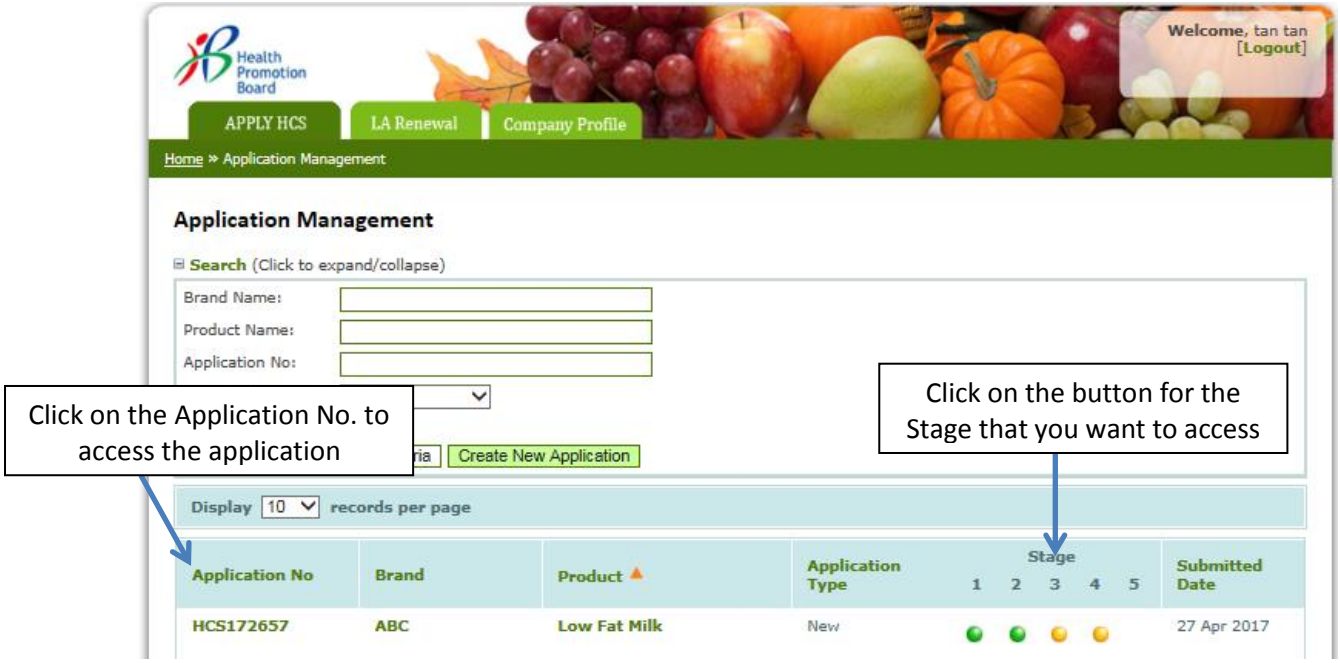


Amendment - Stage 3: Product Label Artwork

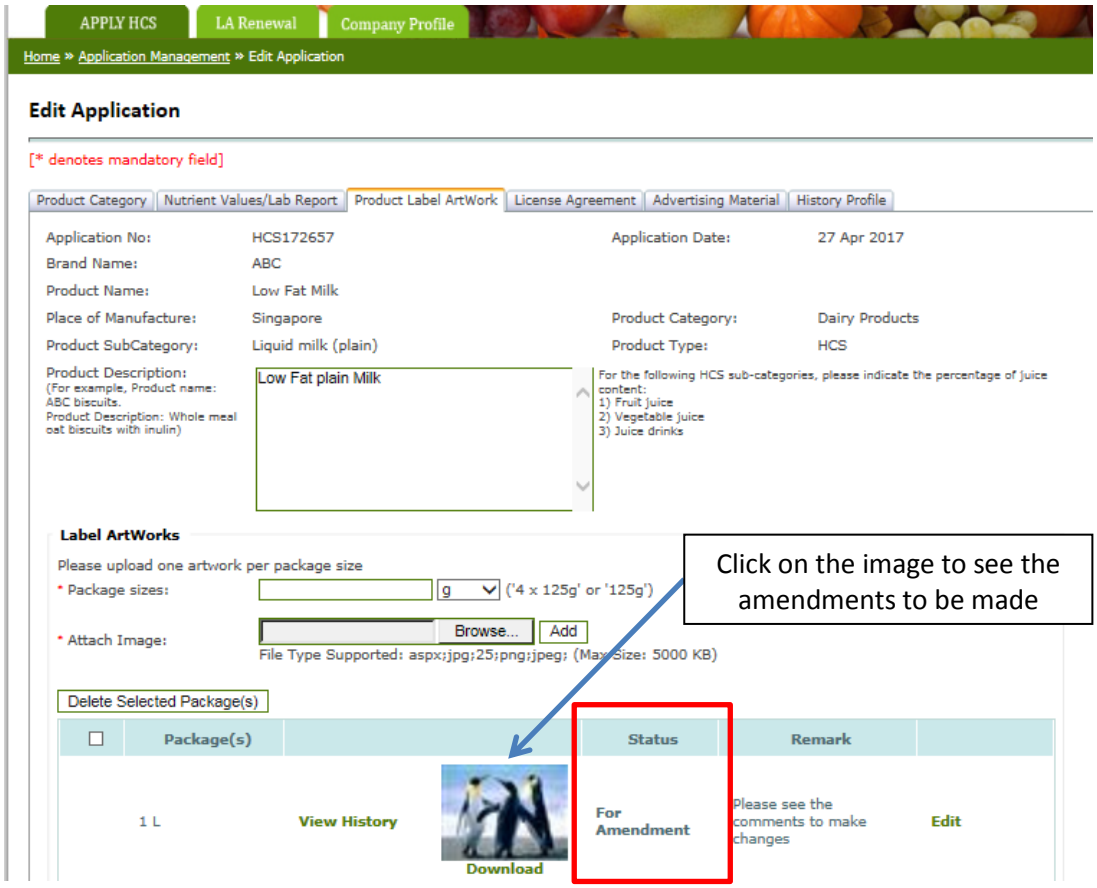
An email notification will be sent out to inform the applicant if the stages have been approved, rejected, or require amendment(s).

Stage 1 and 2 has to be approved before HPB can send back Stage 3 for amendments.

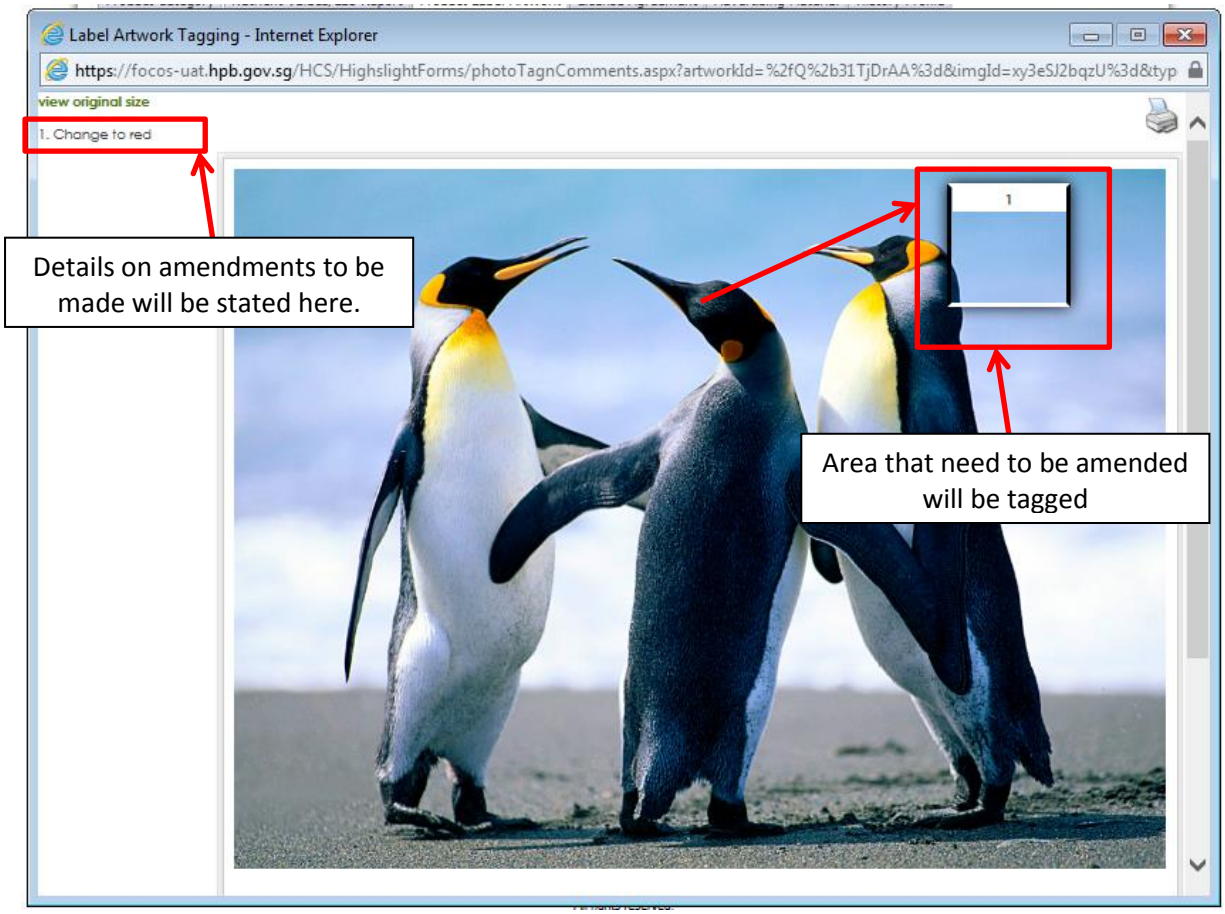
1. After receiving the notification email on amendments to be made to Stage 3, log into the system and click on the “Application No.” or button for the Stage.



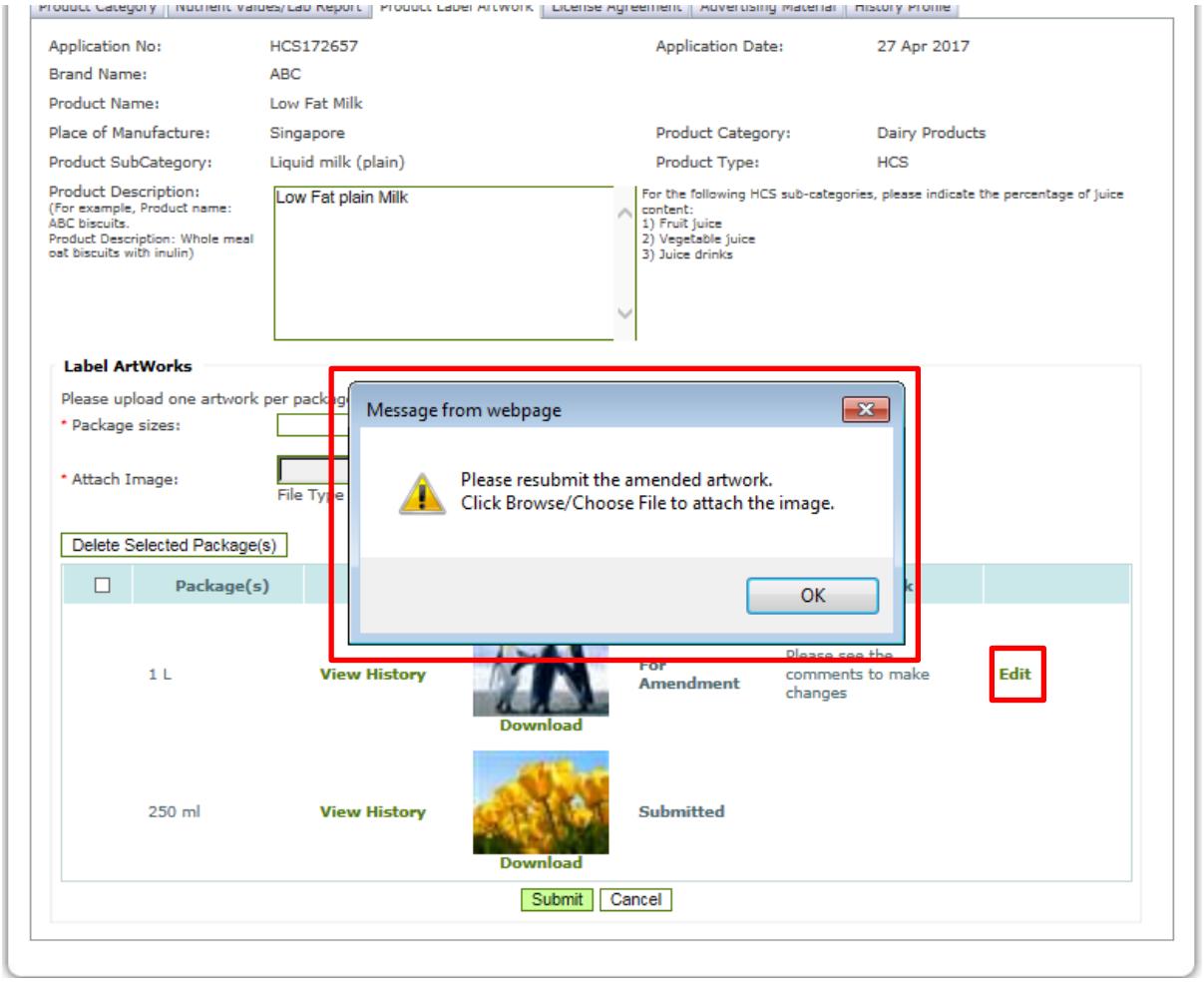
2. The Status will show as “For Amendment”. Click on the image to see the amendments to be made.



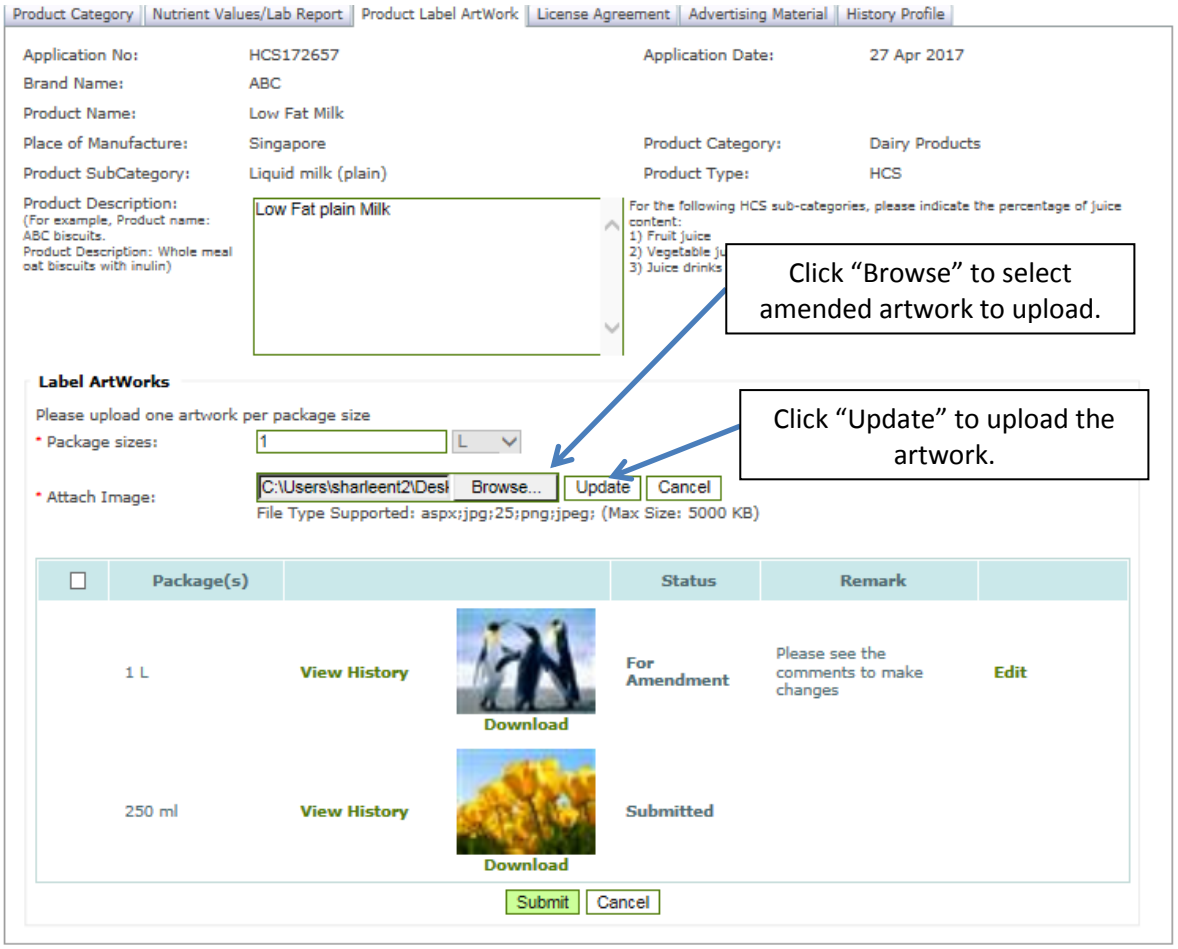
3. Amendments to be made to the artwork will be tagged on the artwork image.



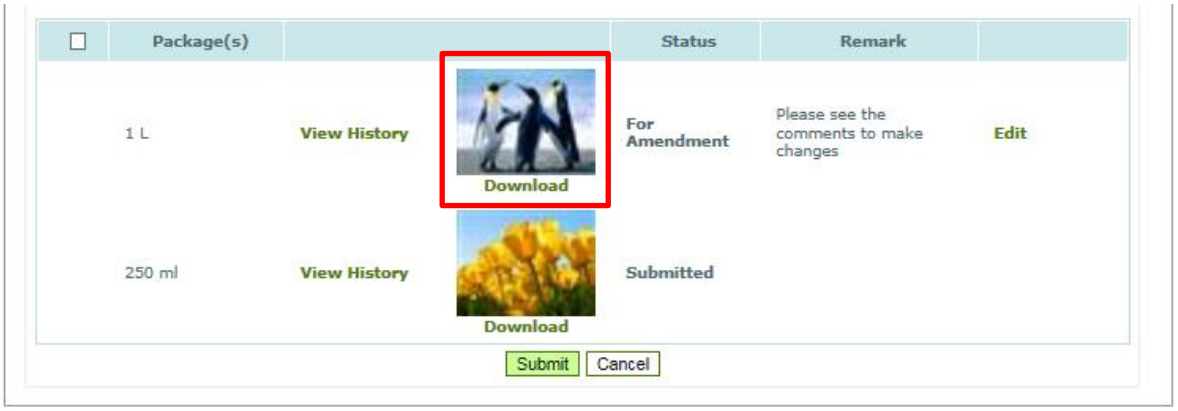
4. To upload the amended artwork, click “Edit”. A dialogue box will pop up. Click “Browse” to select the amended artwork to upload.



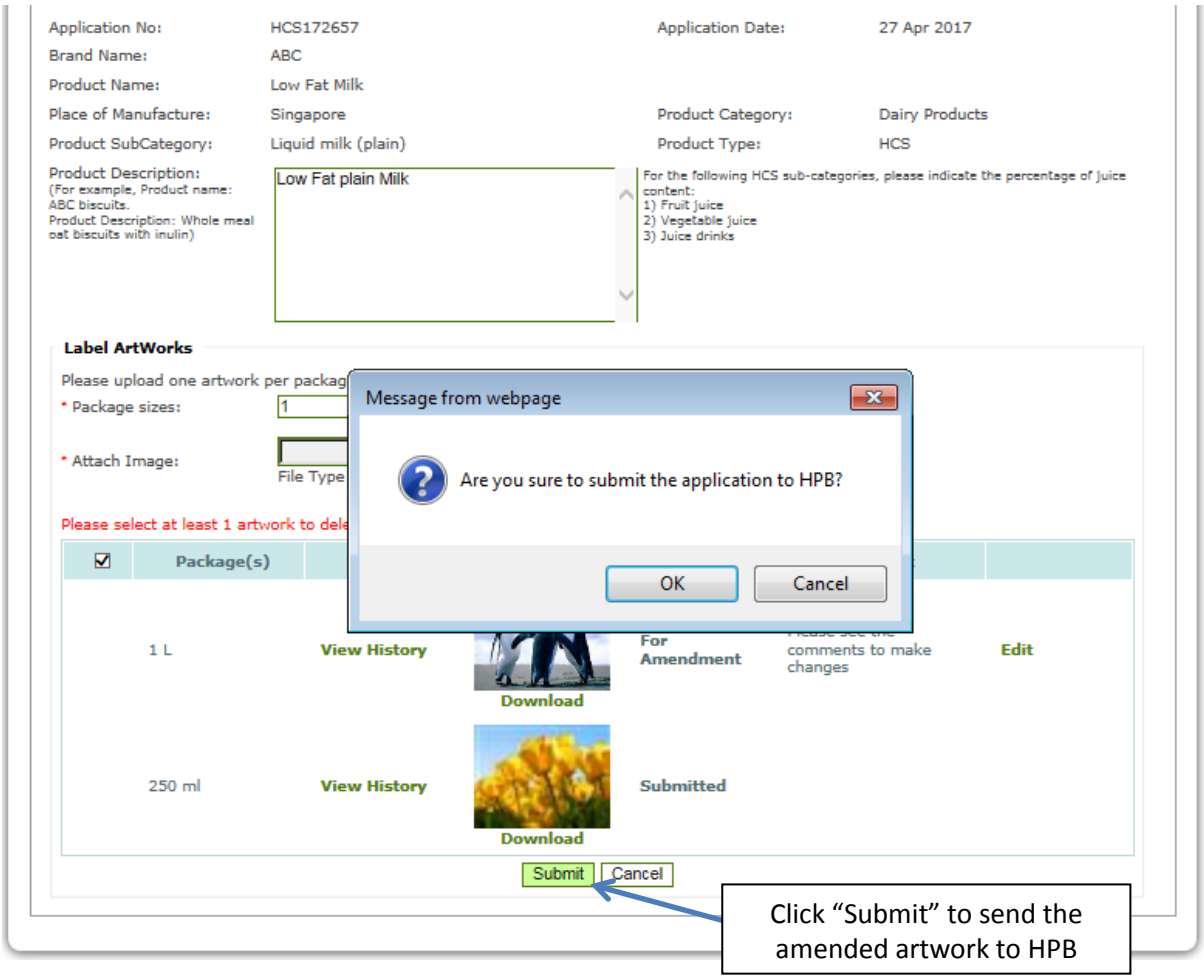
5. Click “Browse” to select the amended artwork to upload. Then click “Update” to upload the artwork.



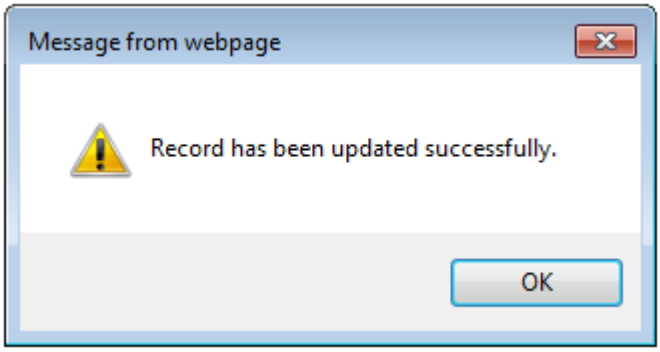
6. The uploaded amended artwork will replaced the initial artwork in the table.



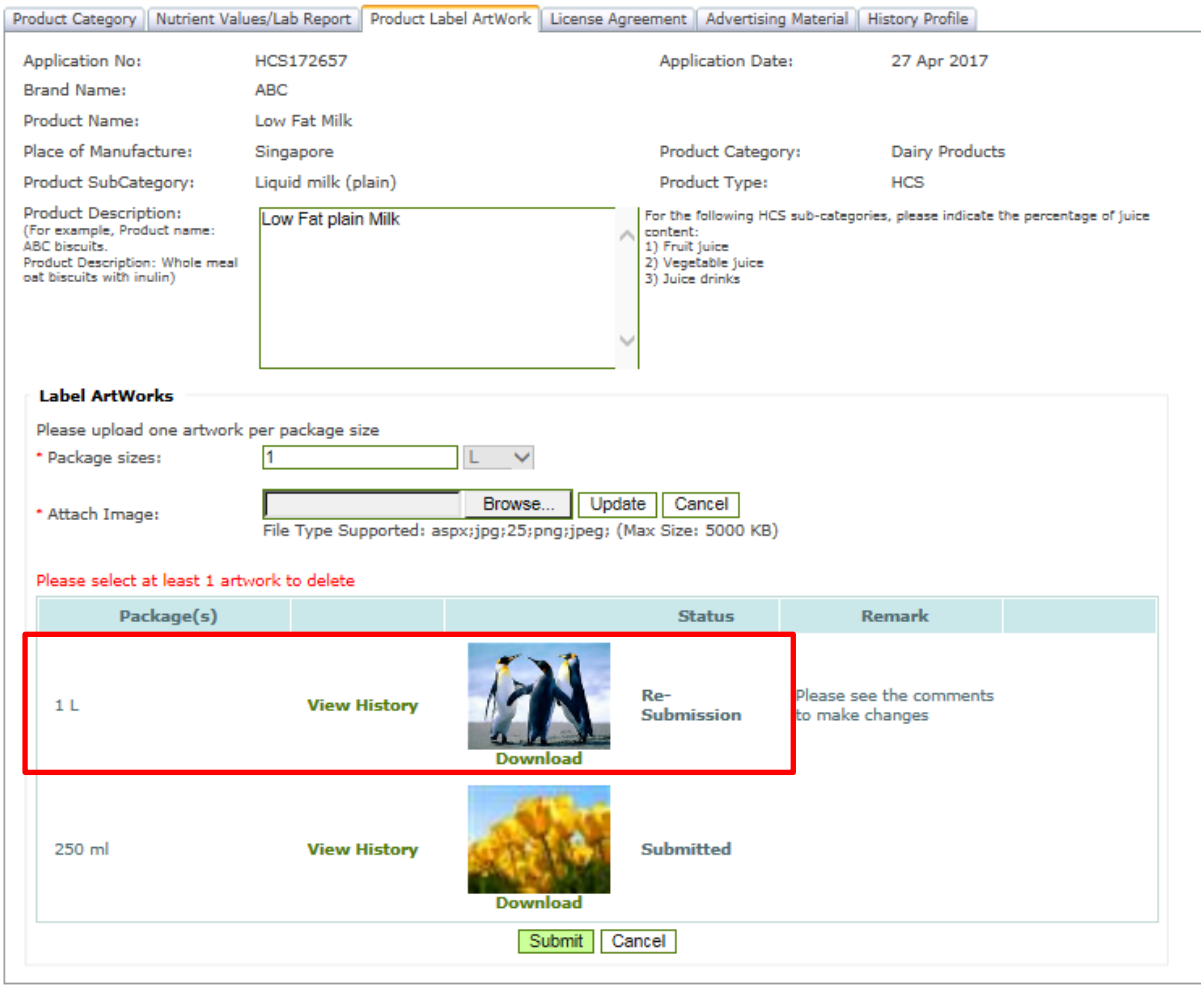
7. Click “Submit” to send the amended artwork to HPB for approval. A diaolgue box will pop up to confirm the submission. Click “Ok” to confirm.



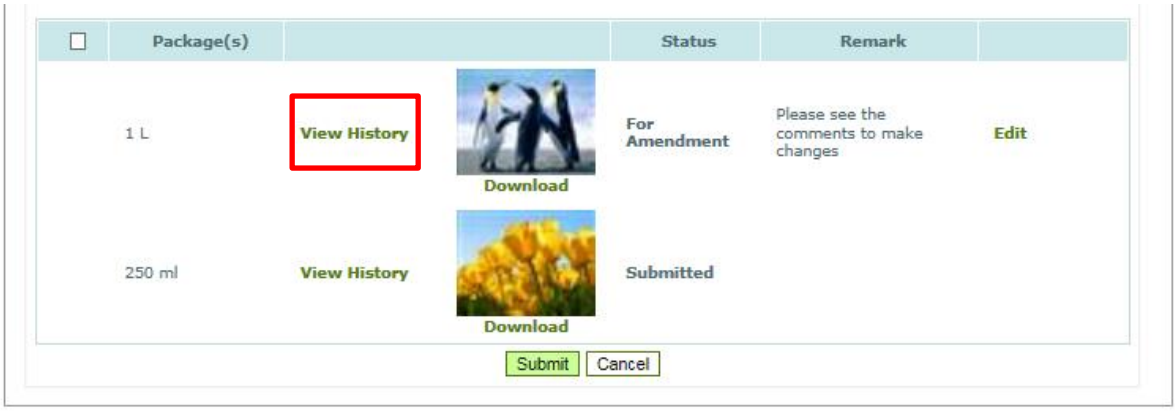
A dialogue box will appear to confirm submission. Click “Ok”.

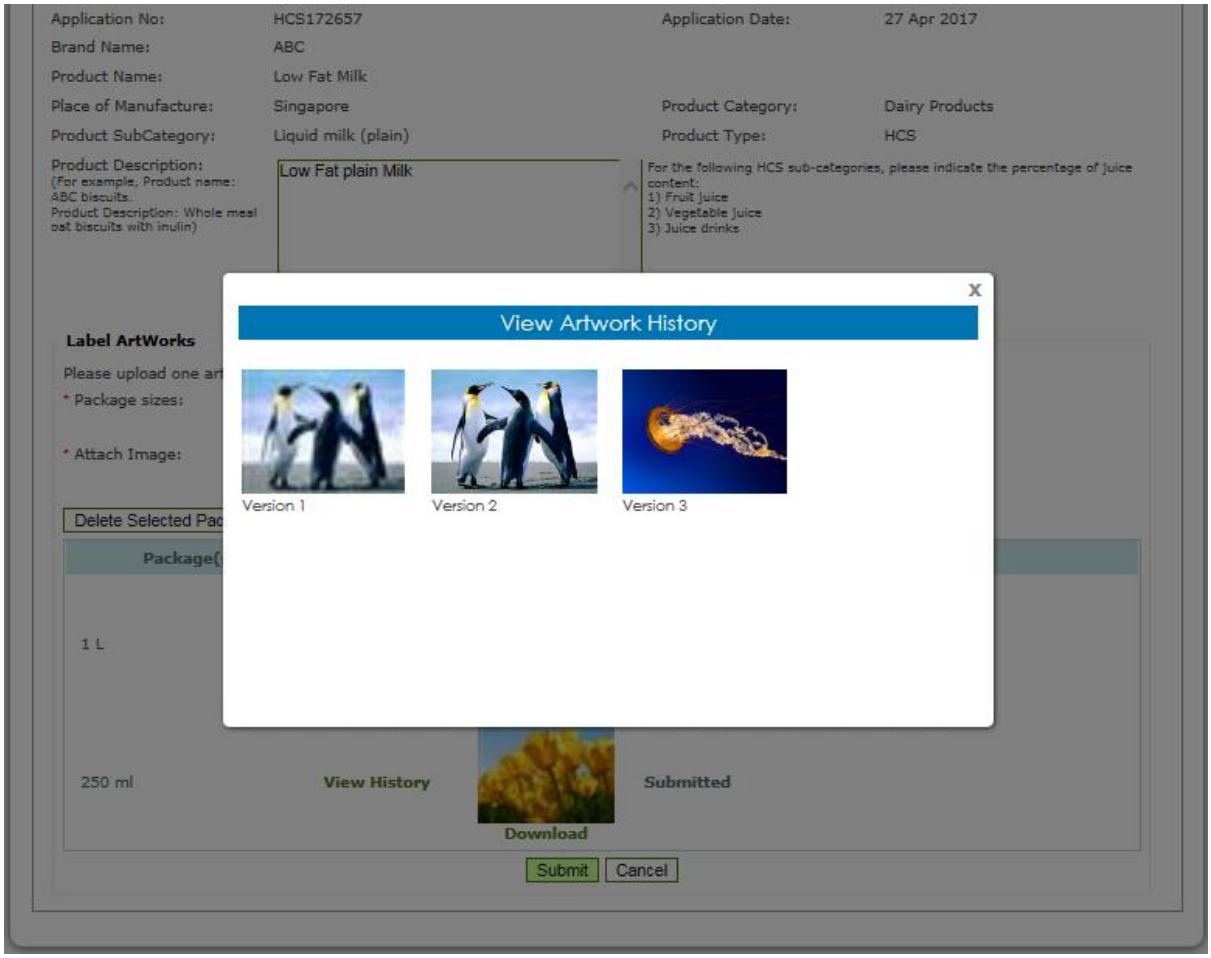


8. Please note the change in status to re-submission when you have uploaded the amended artwork and click submit.



9. You may click on “View History” to view past submitted artwork.

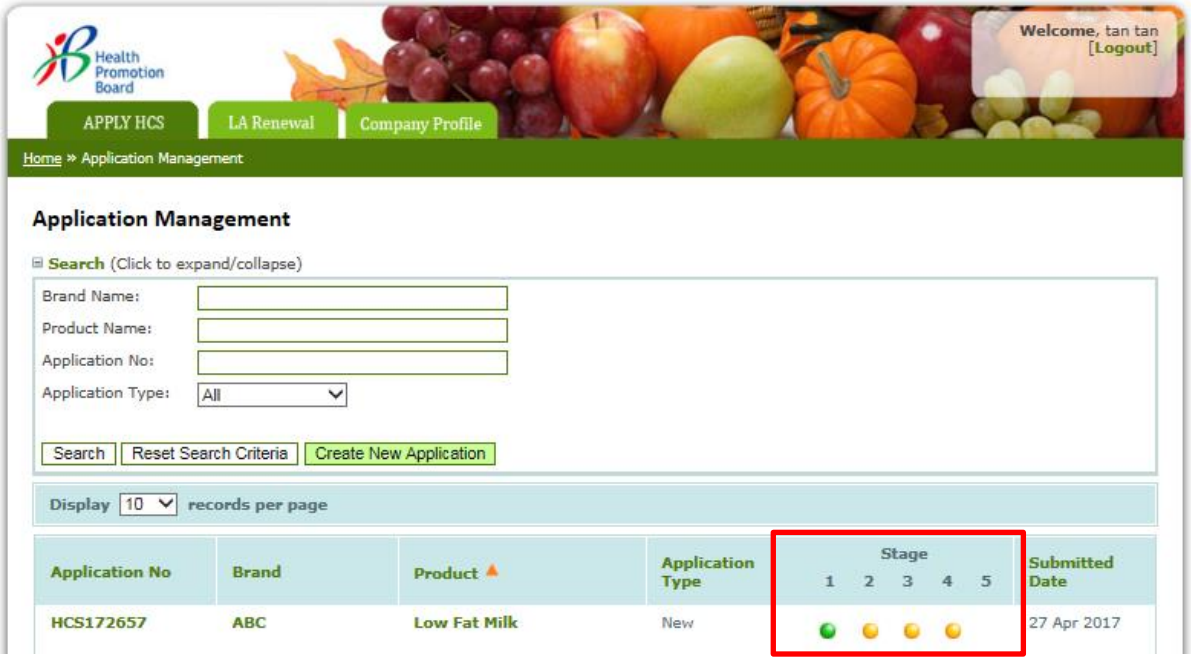




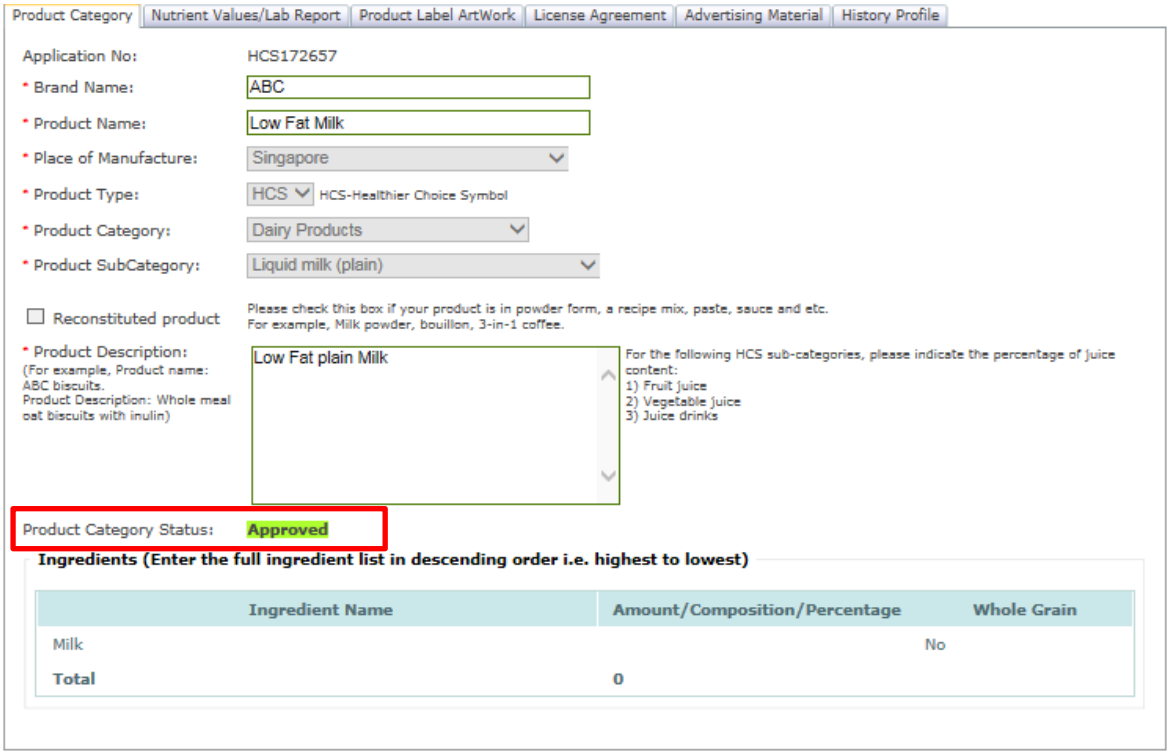
Approval - Stage 1: Product Category

An email notification will be sent out to inform the applicant if the stages have been approved, rejected, or require amendment(s).

1. The button will change from yellow to green for Stage 1. HPB will then approve Stage 2 or send back Stage 2 for amendment.



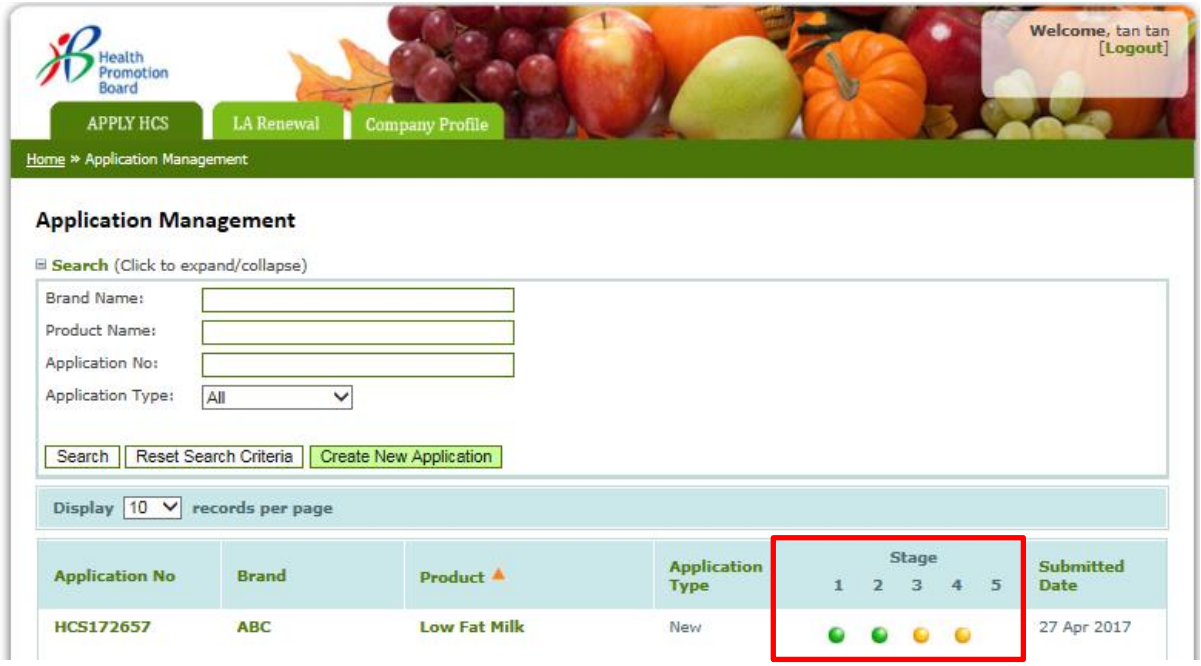
2. Product Category Status in Stage 1 tab will show as “Approved”.



Approval - Stage 2: Nutrient Values/Lab Report

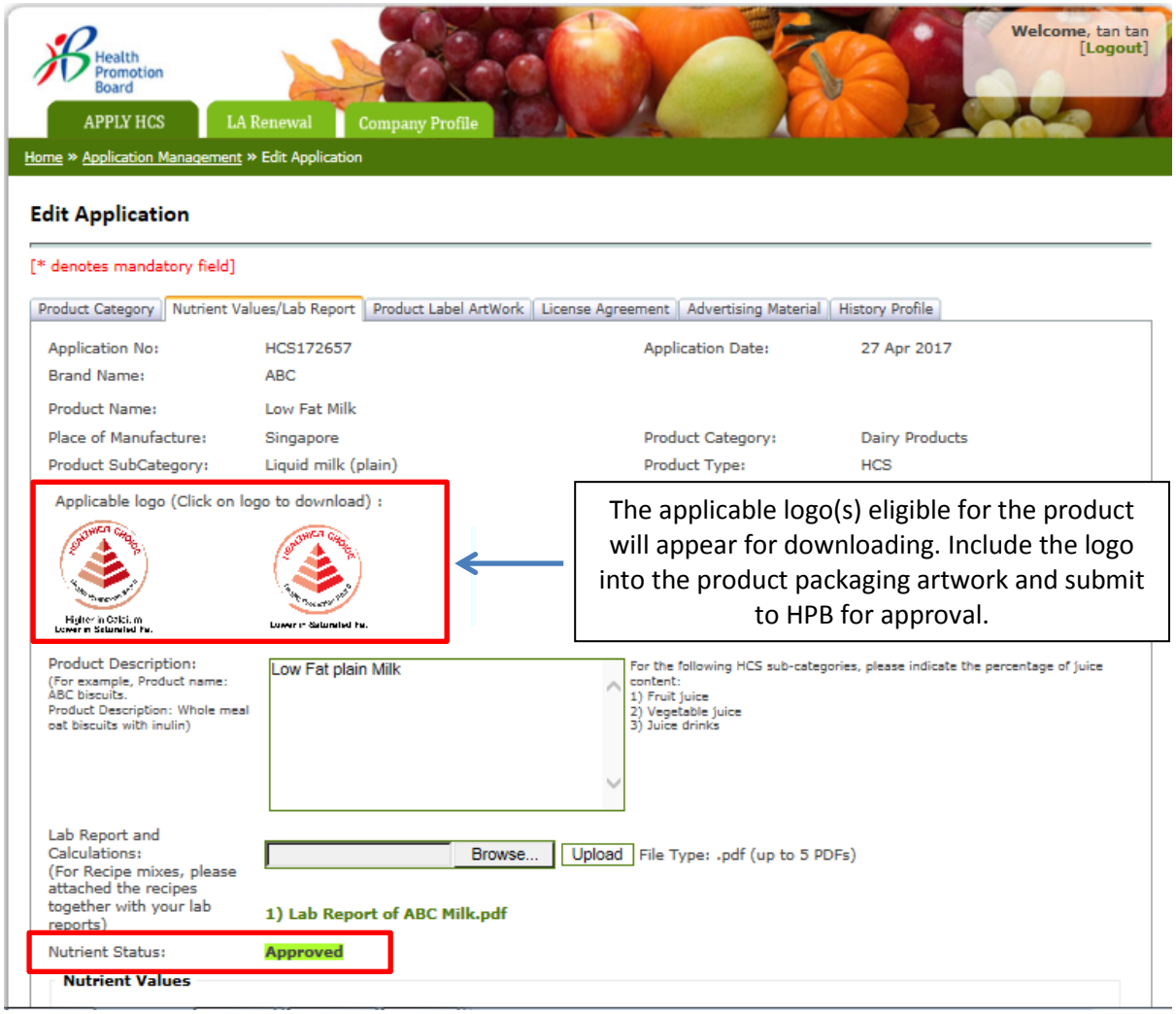
An email notification will be sent out to inform the applicant if the stages have been approved, rejected, or require amendment(s).

1. The button will change from yellow to green for Stage 2. HPB will then approve Stage 3 or send back Stage 3 for amendment.



2. Nutrient Status in Stage 2 tab will show as “Approved”.The applicable logo(s) eligible for the product will appear for downloading. This is to include the logo on the product packaging artwork.

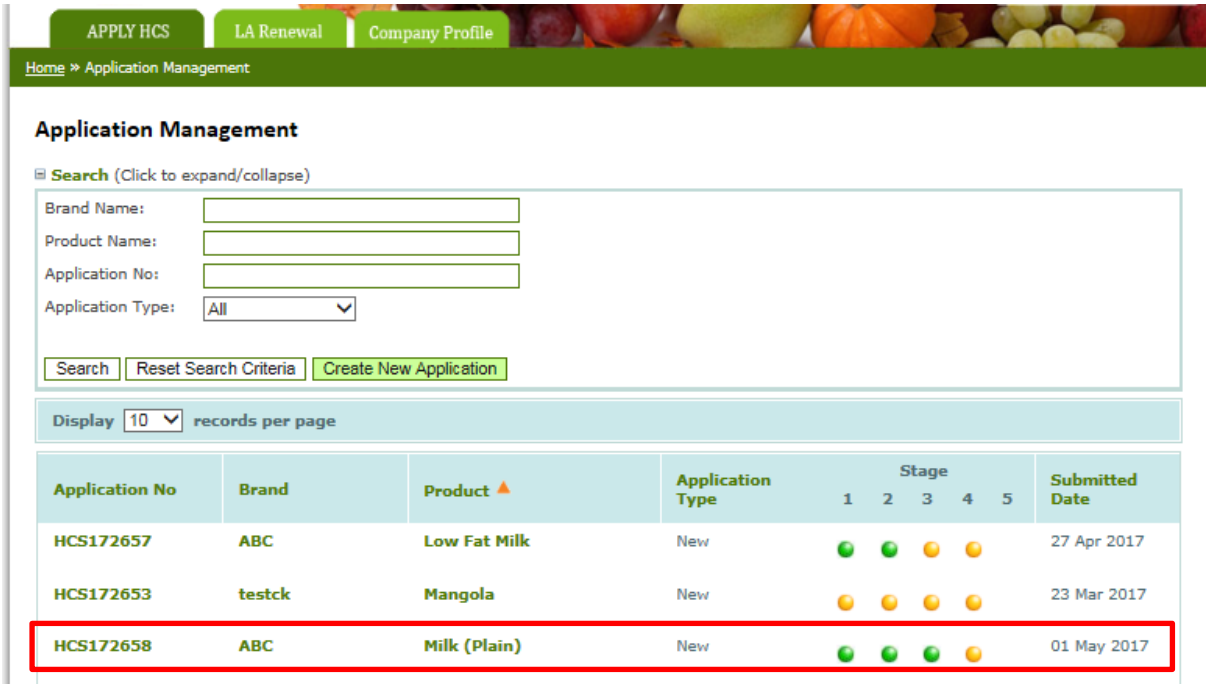
Submit the product packaging artwork with HCS at Stage 3 when ready.



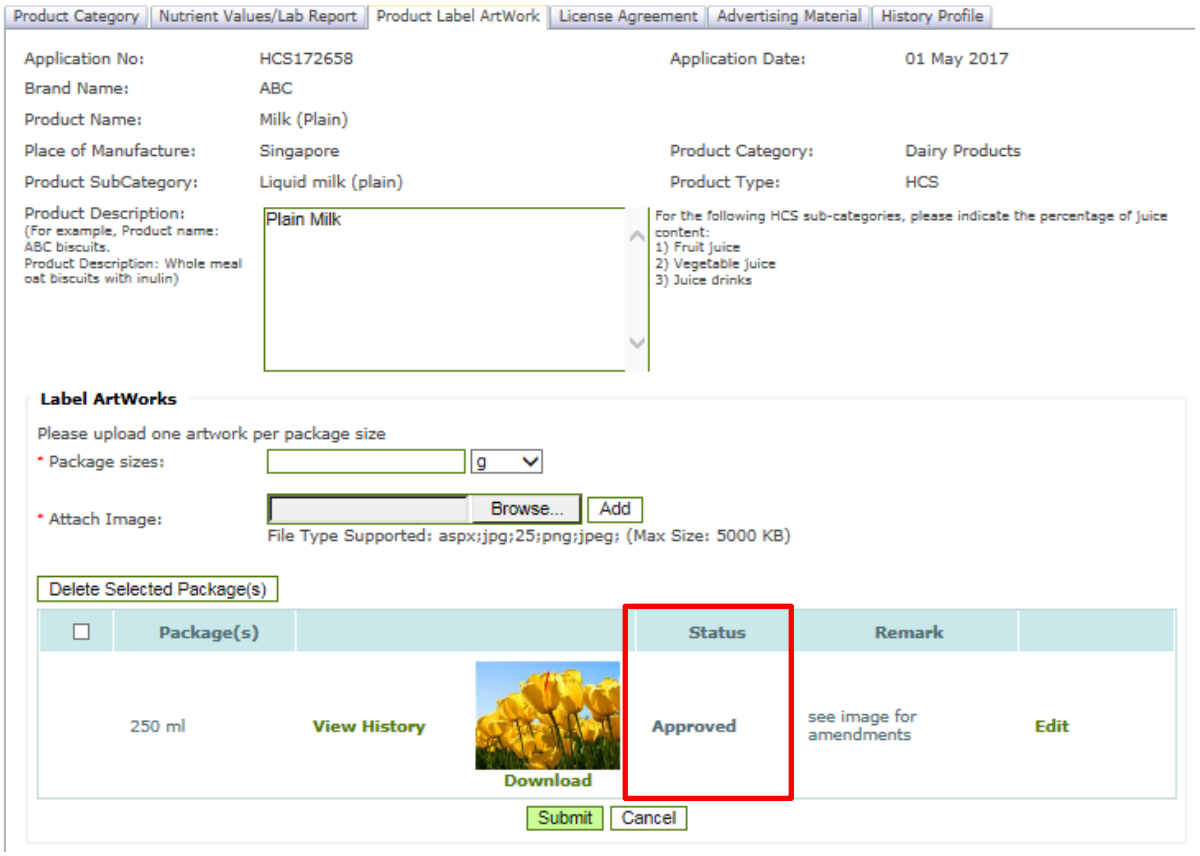
Approval - Stage 3: Product Label Artwork

An email notification will be sent out to inform the applicant if the stages have been approved, rejected, or require amendment(s).

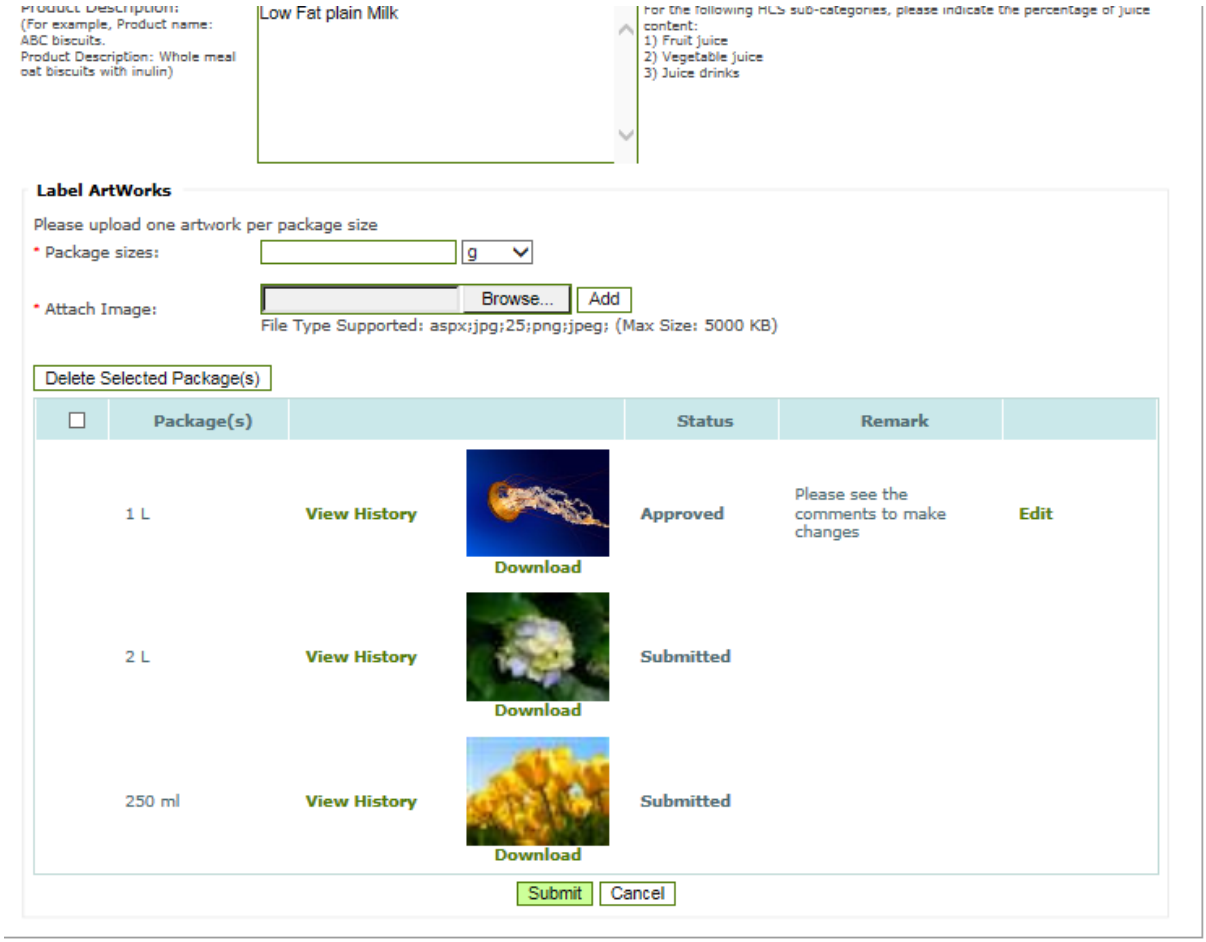
1. If all the package size(s) has been approved, the button will change from yellow to green for Stage 3.

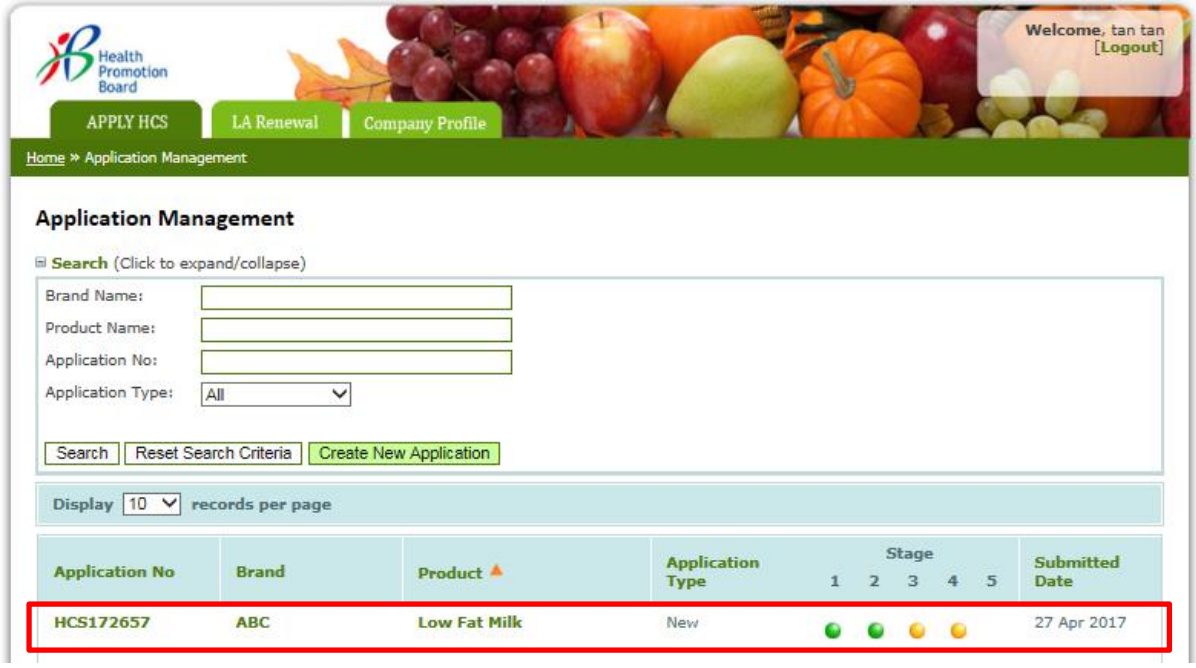


The Status will show “Approved”.



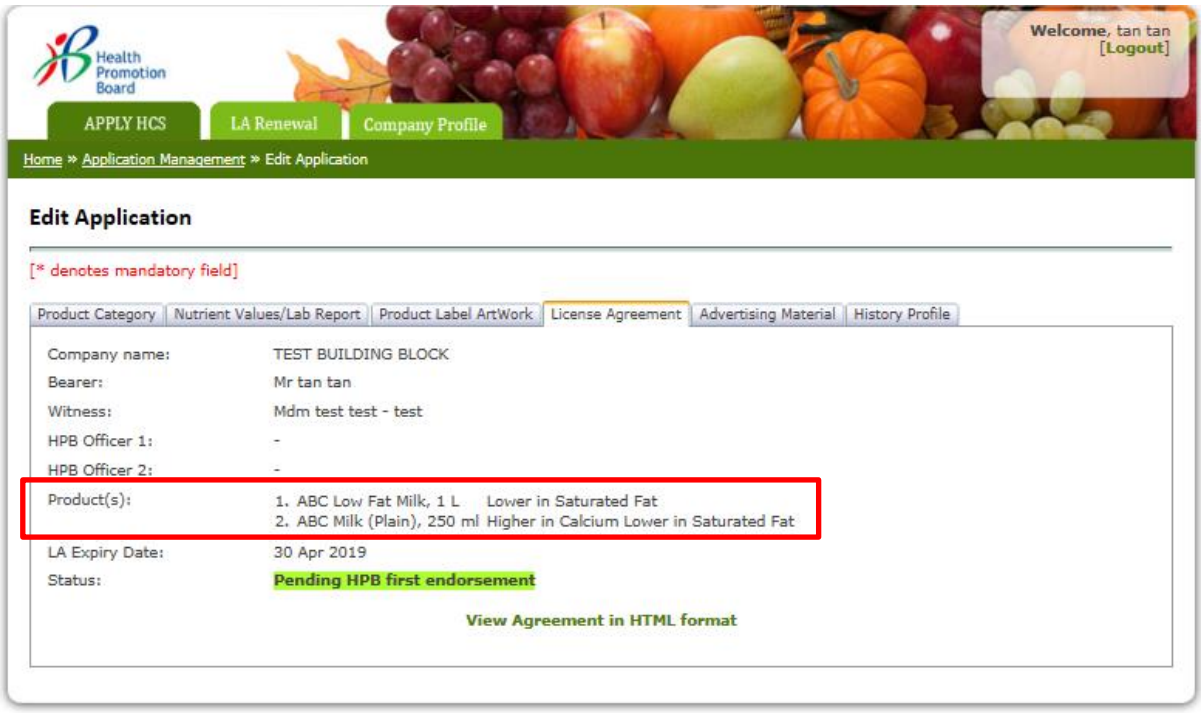
2. If there are package size(s) still pending for approval, the button will remain yellow for Stage 3.





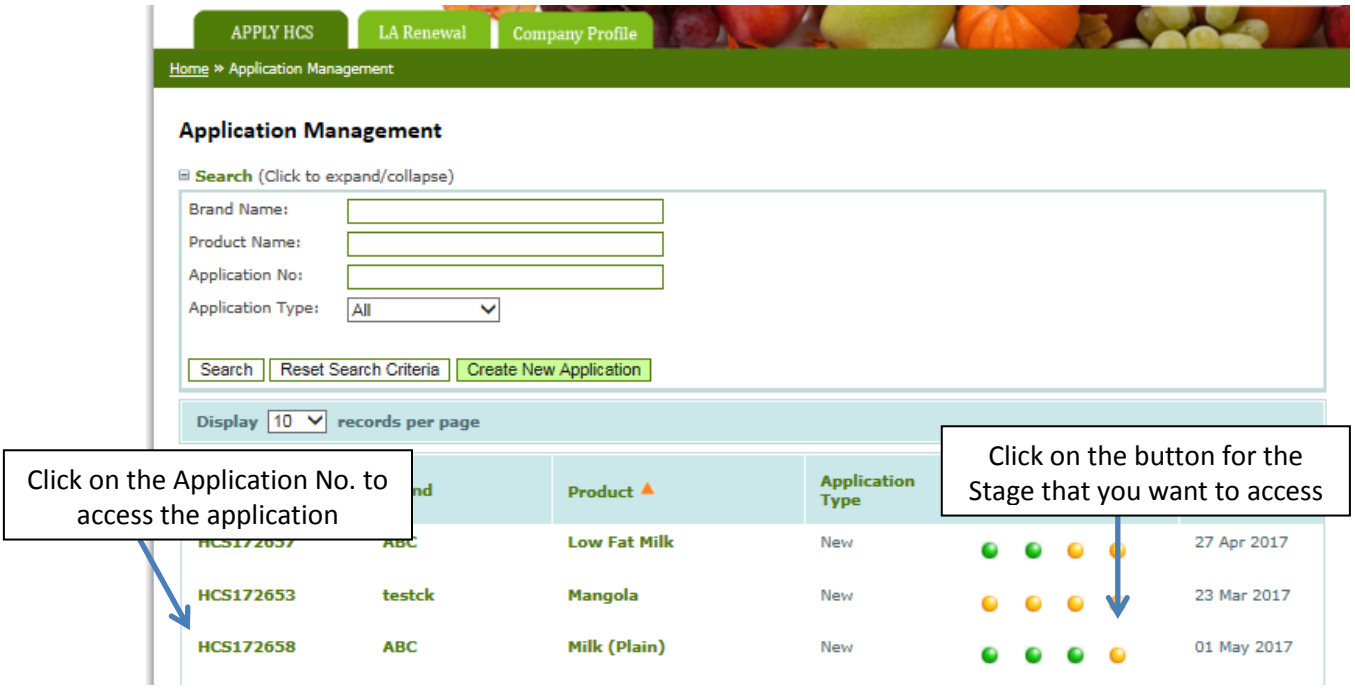
Licence Agreement - Stage 4

1. When Stage 3 is approved, a Licence Agreement (LA) will be created. The approved product(s) and package size(s) will be displayed in Stage 4 tab.

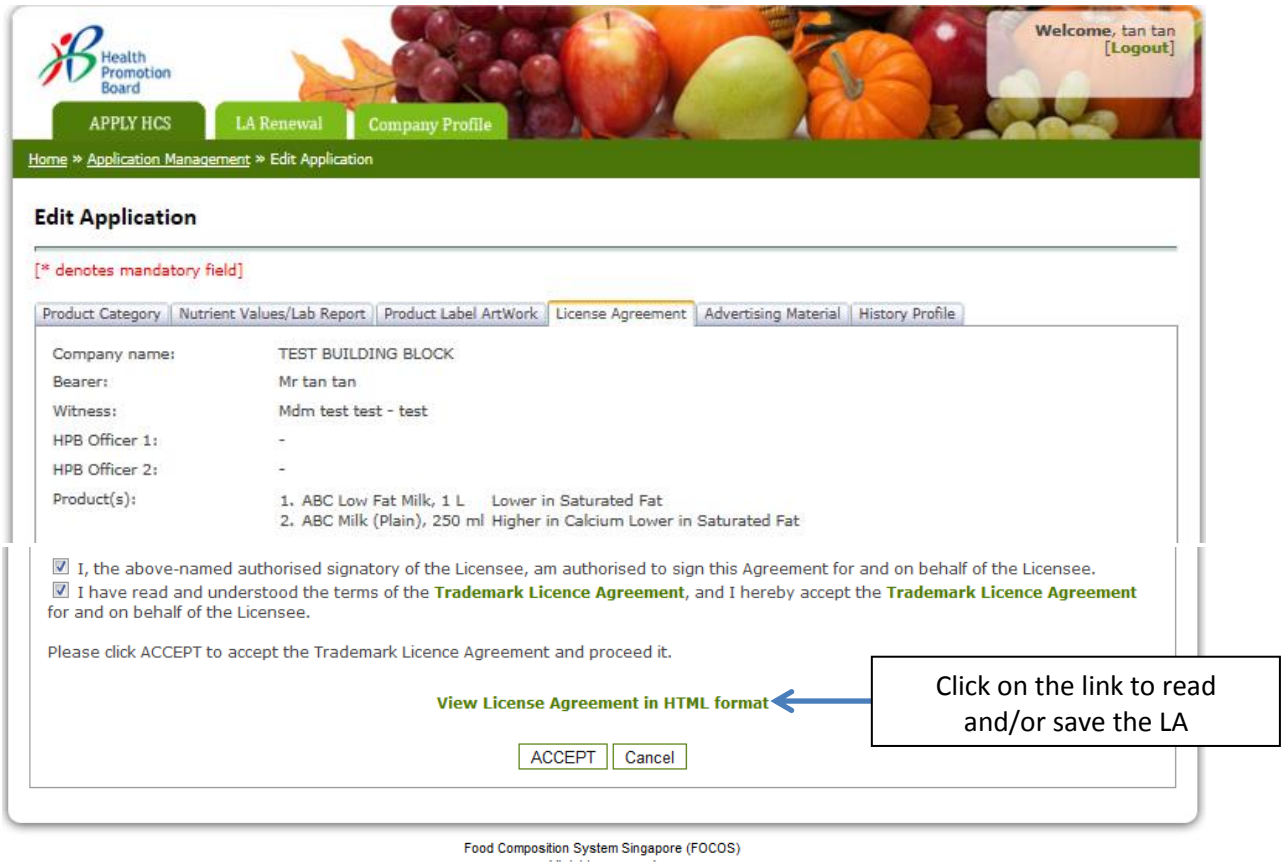


2. When HPB has endorsed on the LA, an email notification will be sent to the company Bearer.

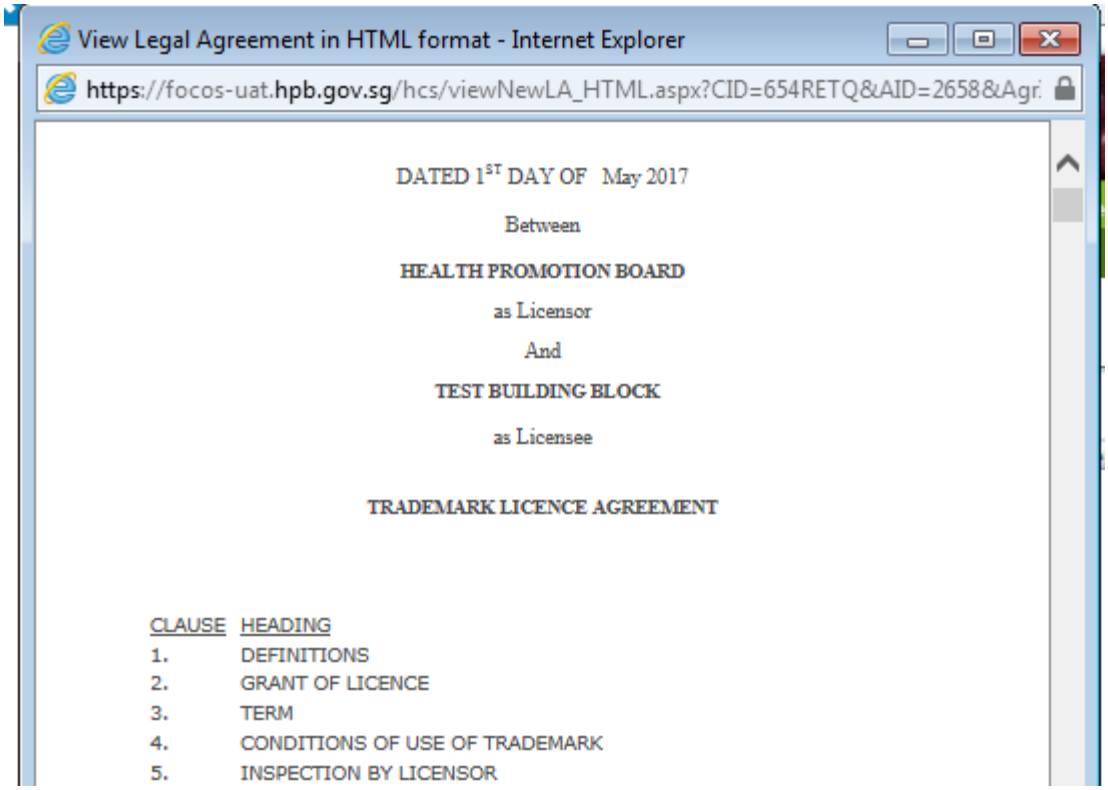
3. After receiving the notification email, log into the system and click on the "Application No." or button for the Stage.



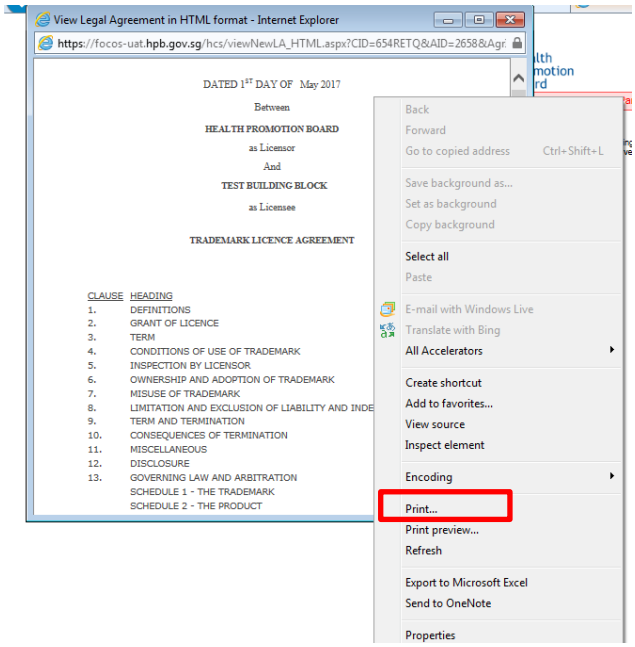
4. The Bearer will see the below screen. Click on “View Agreement in HTML format” to read and/or save the Licence Agreement.



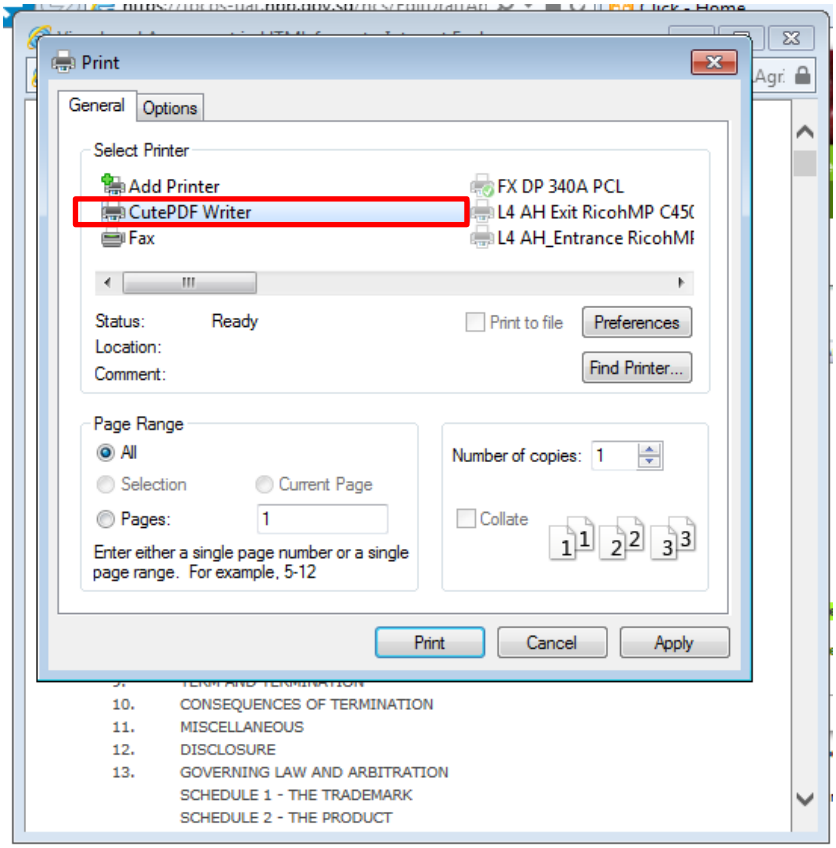
a. The LA in HTML format will pop up to be viewed.



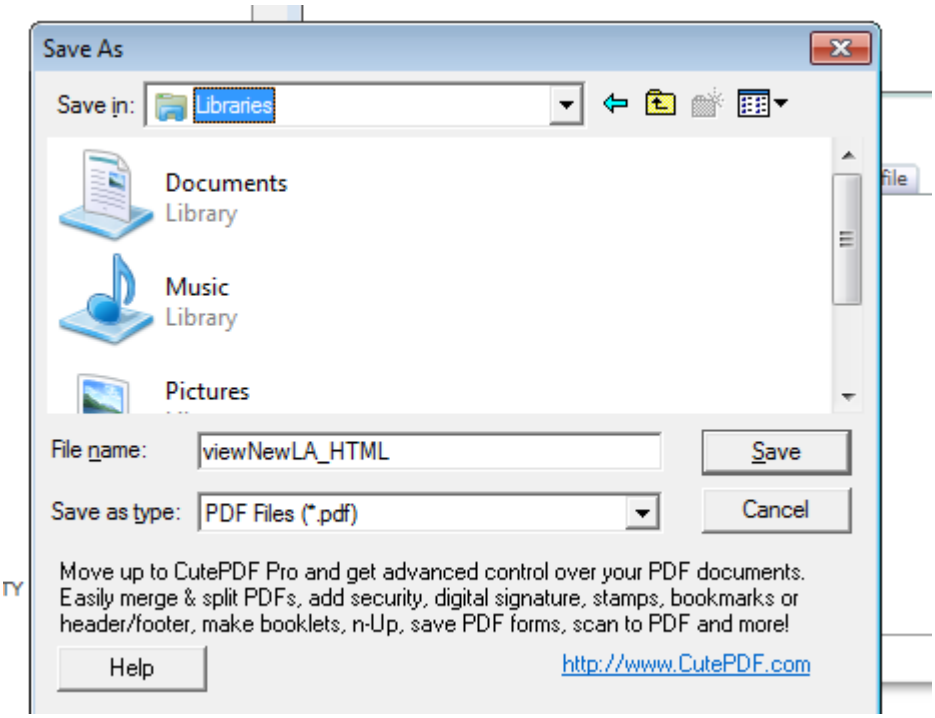
b. To save the LA, right click and select “Print”.



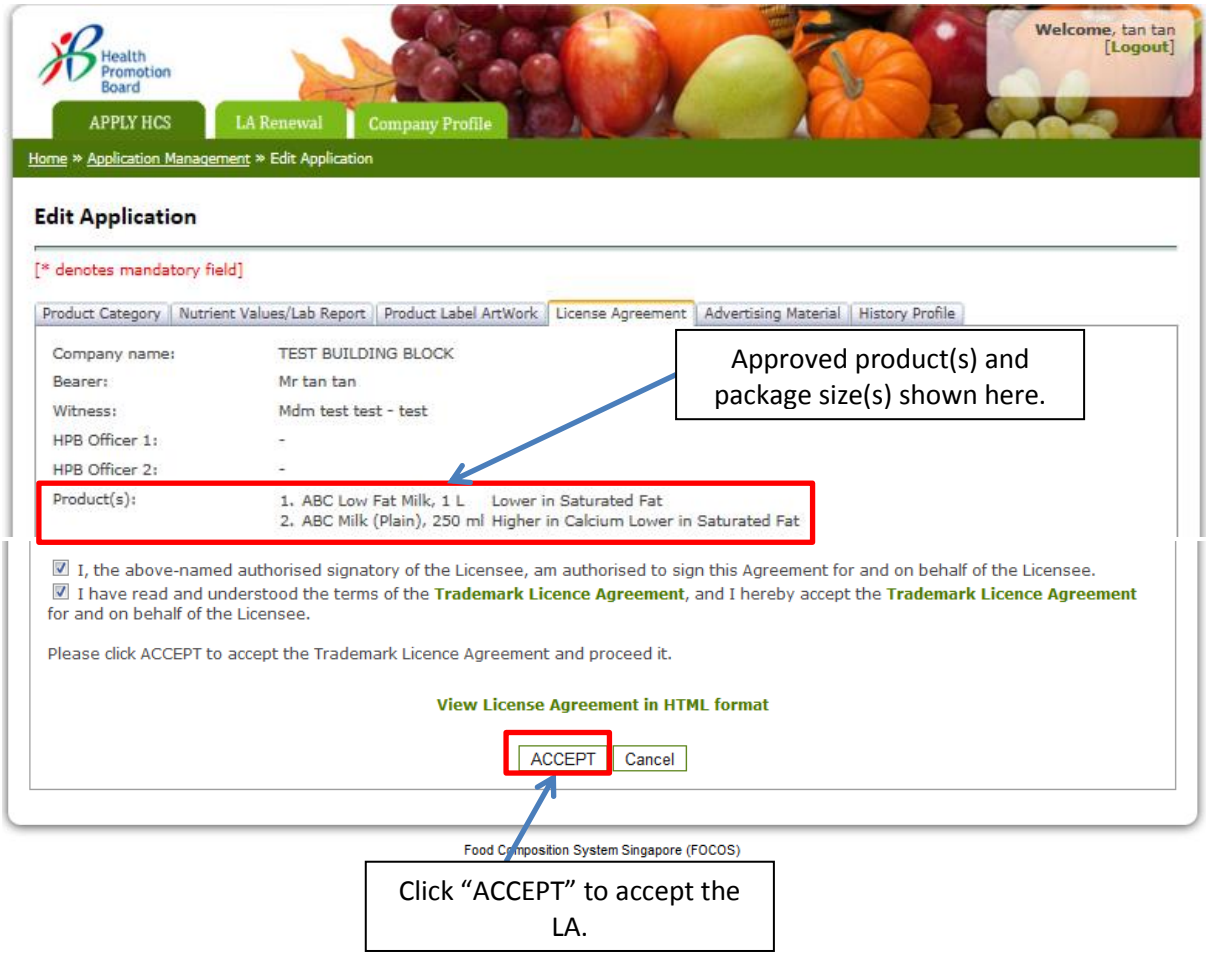
c. A dialogue box will pop up. Select “CutePDF Writer”.



d. A second dialogue box will pop up. Select the location to save the LA and click “Save”. You may change the filename in the “File name” box.



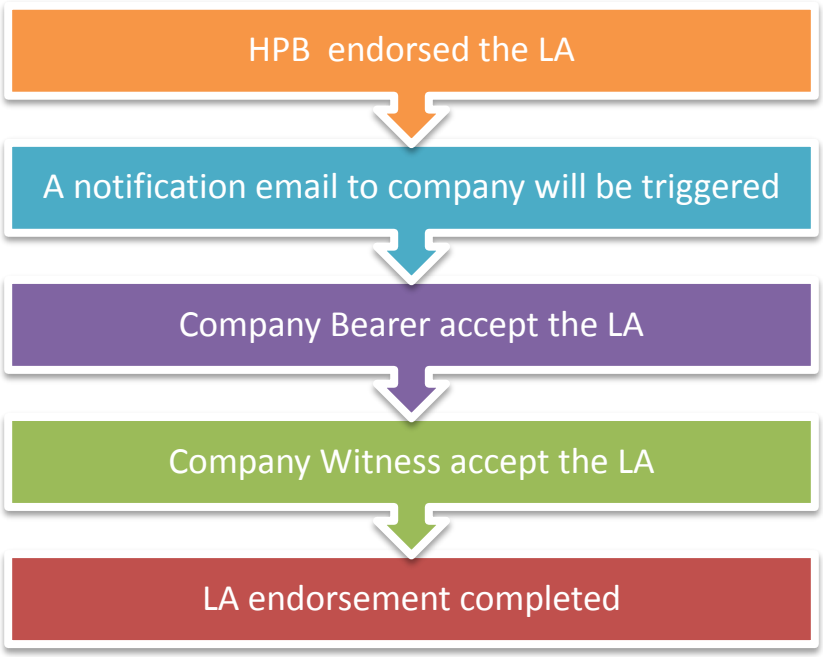
5. Click “ACCEPT” to accept the Trademark Licence Agreement to use the HCS.



6. After the company Bearer accept the LA, the company Witness will receive an email notification to accept the LA. Company Witness to **repeat above Step 5** as Company Bearer.

7. After the Company Witness accept the LA, the procedure to endorse the LA will be completed. Company may now use the HCS on the approved product(s) and package size(s). The LA is valid for 2 years.

8. The LA endorsement process will look like this.



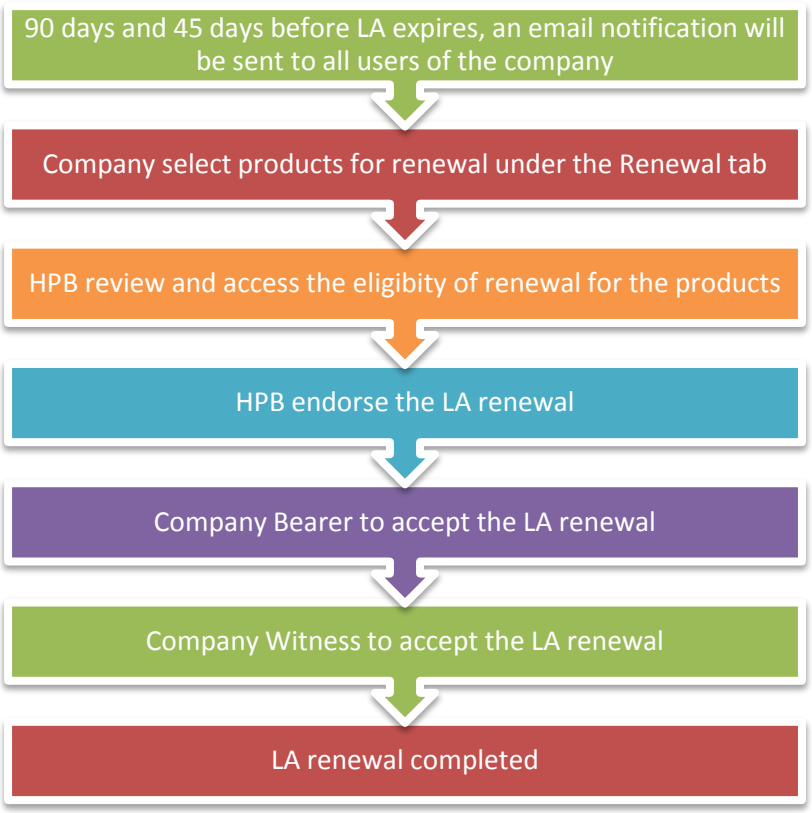
Renewal of Licence Agreement- Stage 4

90 days before the Licence Agreement expires, a notification email will be sent to all users in your company. Upon receiving this email, company may go to the Renewal tab to select the products for renewal.

45 days before the Licence Agreement expires, a **second and last** email notification will be sent to all users in your company. If company have not submit request for renewal, they may go to the Renewal tab to select the products for renewal.

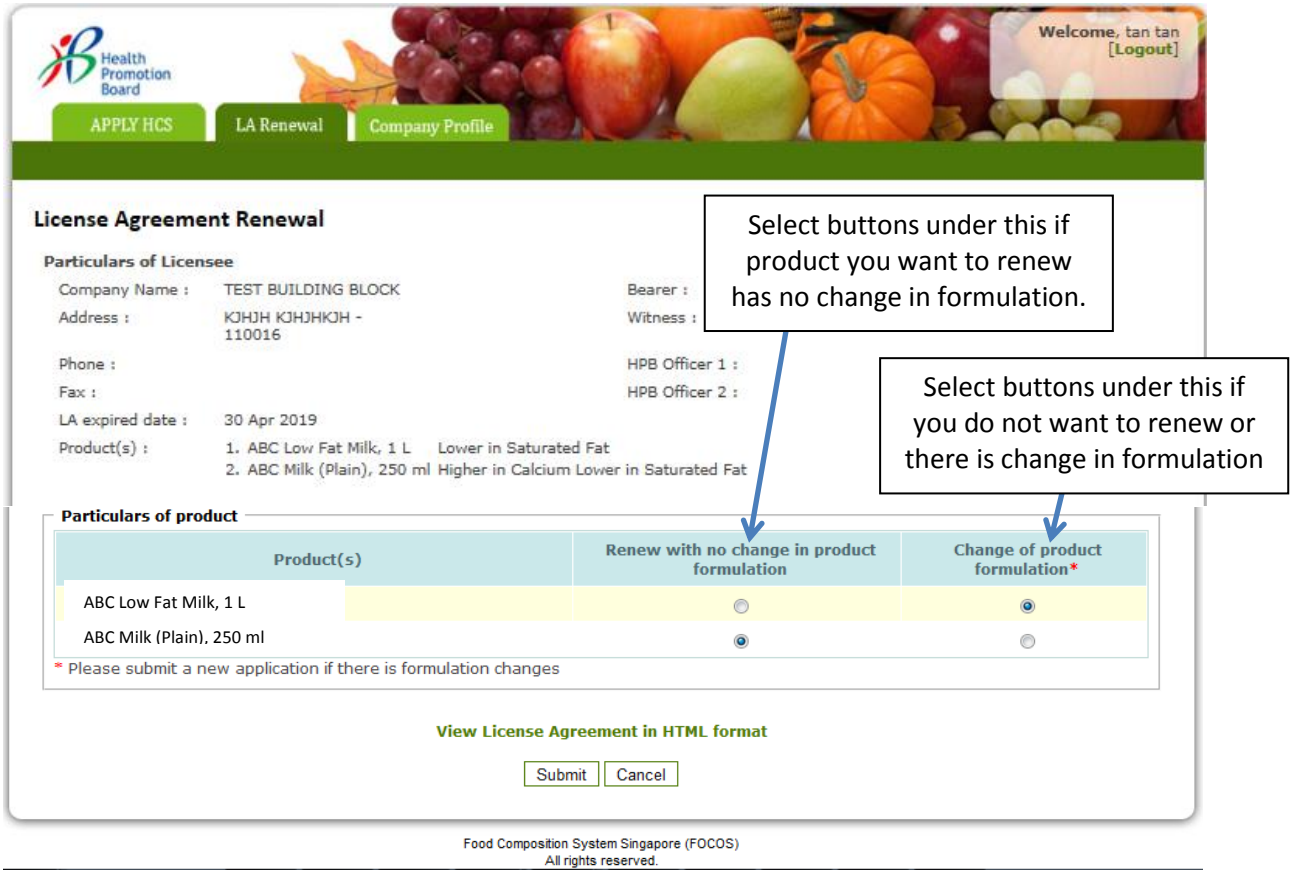
Once a LA expires, if company would want to continue to use HCS on their products, they would need to make a new submission.

The Licence Agreement renewal process is shown below:

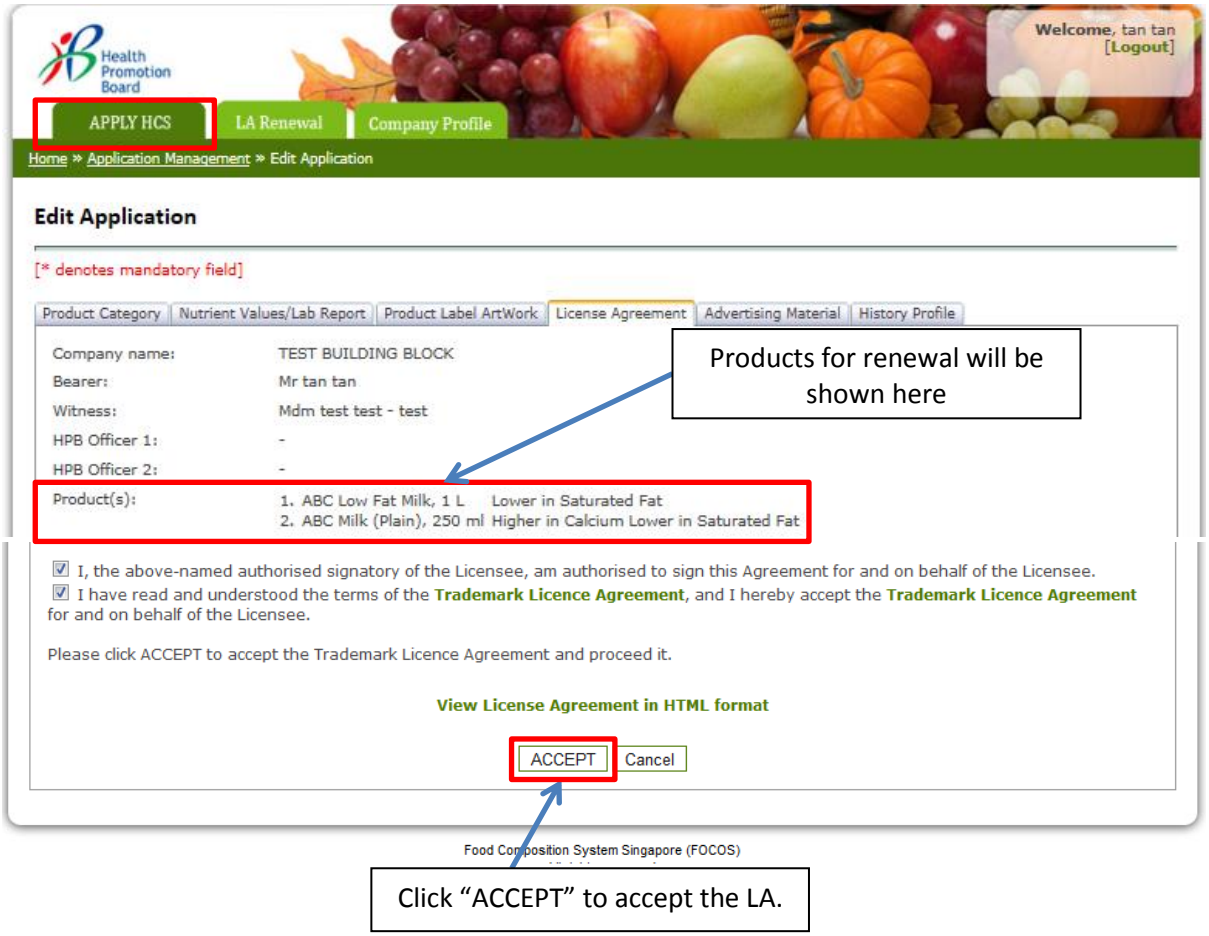


1. After receiving the notification email, log into the system and click on the “LA Renewal” tab.

- For products that you want to renew with no change in product formulation, select the corresponding button.
- For products that has a change in product formulation or you do not want to renew, select the “Change of product formulation”.
- Please submit new application for product with a change in formulation.



2. After receiving the notification email that HPB has endorsed on the LA renewal, company Bearer to log into the system and click on the “Apply for HCS” tab. Company bearer should click “ACCEPT” to accept the LA.



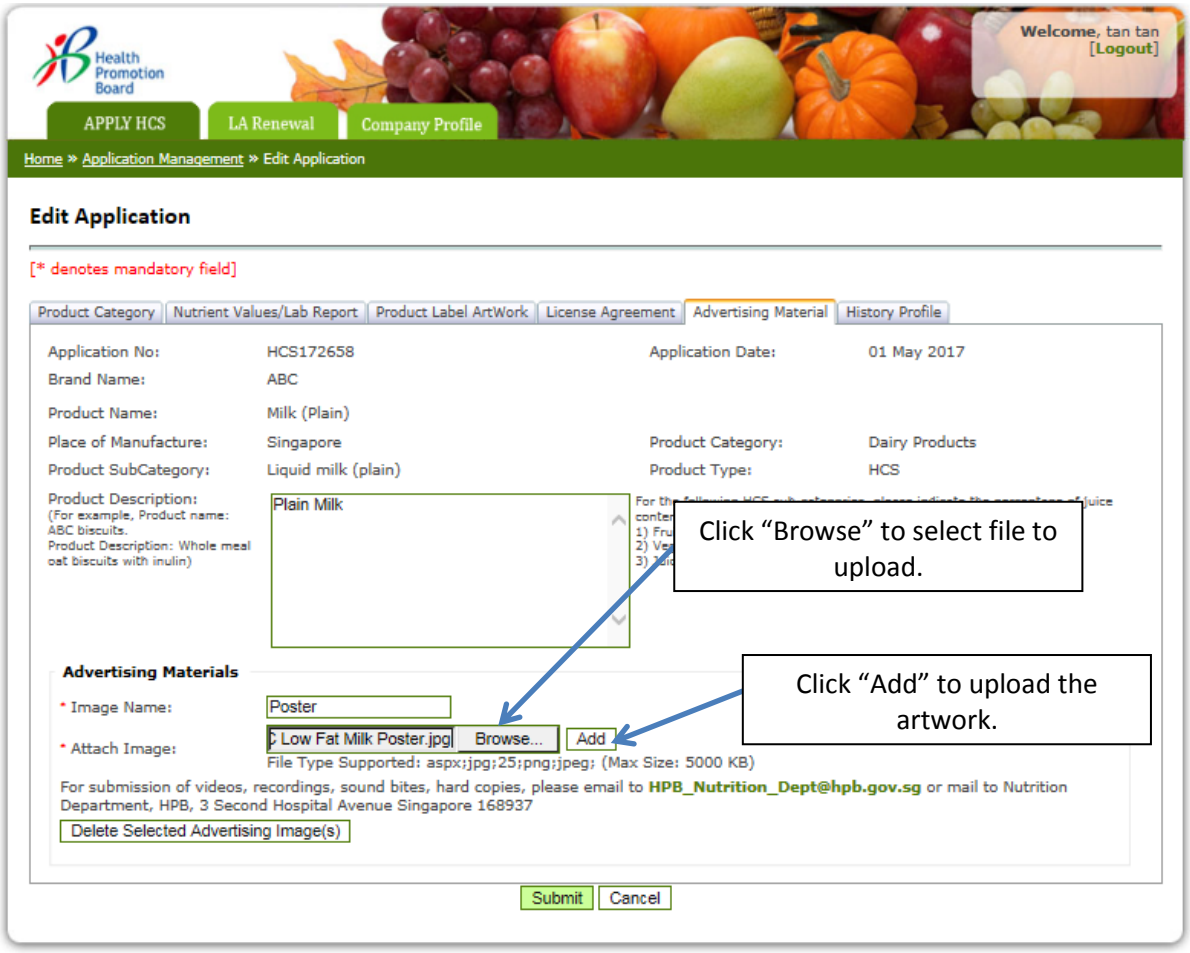
3. Company Witness will receive email notification to accept the LA. Company Witness to **repeat above Step 2** to accept the LA.

4. LA renewal is completed.

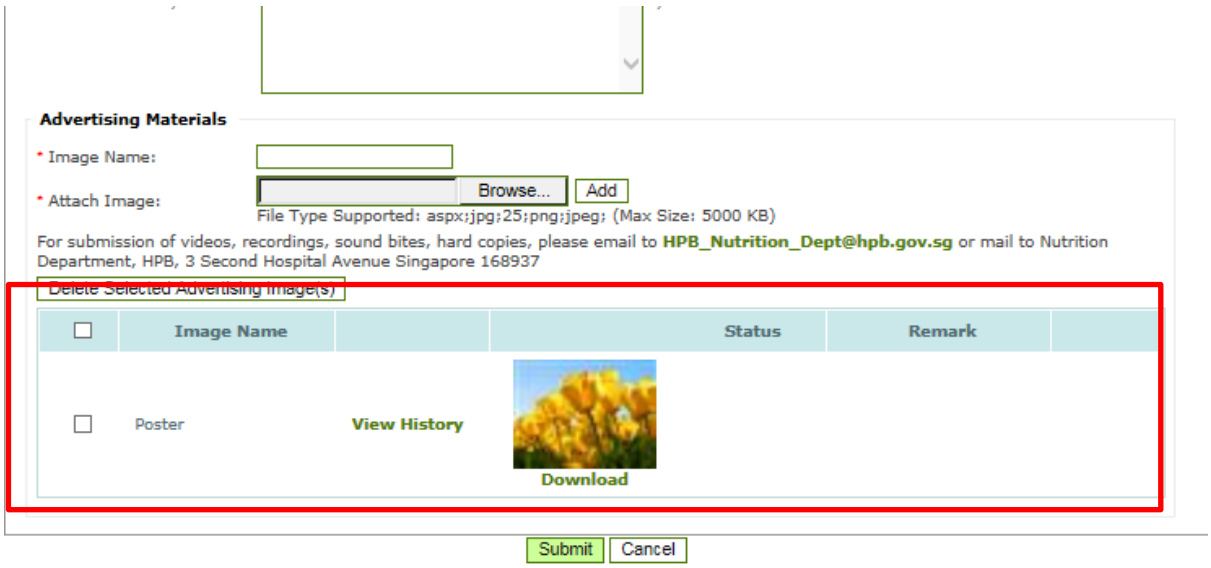
Stage 5: Advertising Materials

1. Please upload any publicity materials (e.g. poster) for approved HCS products at Stage 5.

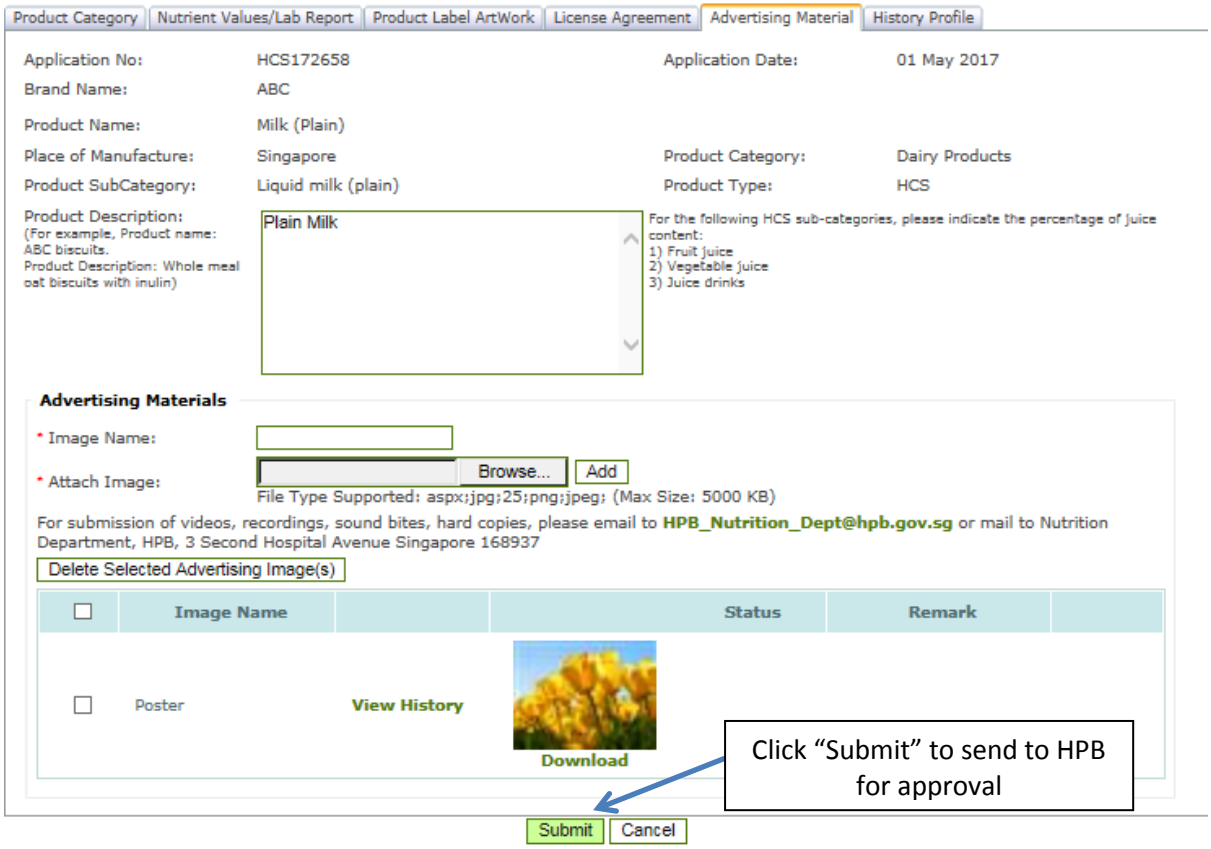
   a. Key in the Image Name
   b. Click “Browse” to select the file and click “Add”.



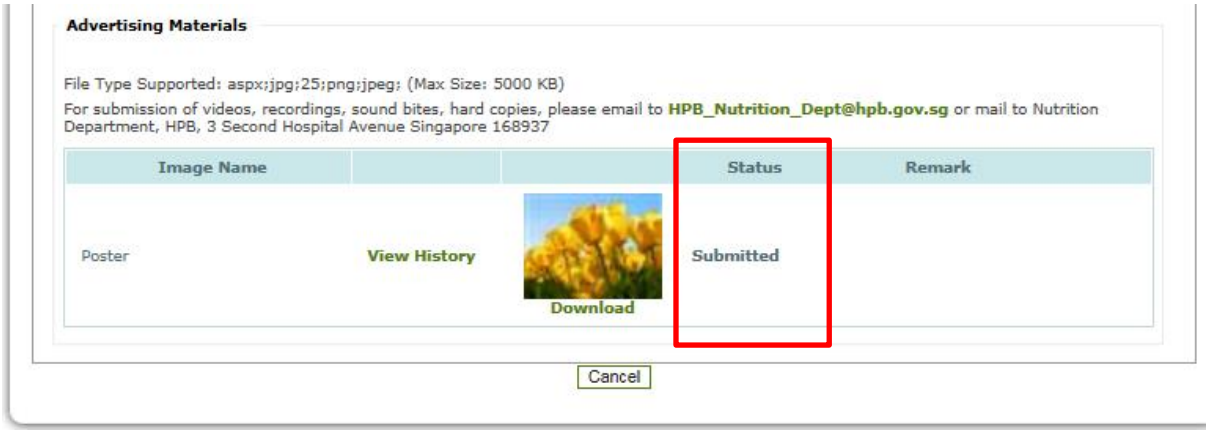
The uploaded file will be shown in the table.



c. Click “Submit” to send to HPB for approval.



The Status will changed to “Submitted”.



2. If amendments to the artwork are needed, HPB will send back to company for amendments. The amendment process will be the same as Stage 3. Please refer to Amendment - Stage 3: Product Label Artwork.

3. Company may use the publicity materials after getting approval from HPB.

4. For submission of videos, recordings, sound bites, please email HPB_HCSadmin@hpb.gov.sg. For submission of hard copy, please mail to Health Promotion Board, Level 4, Healthy Food & Dining, Obesity Prevention Management Division, 3 Second Hospital Avenue, Singapore 168937.

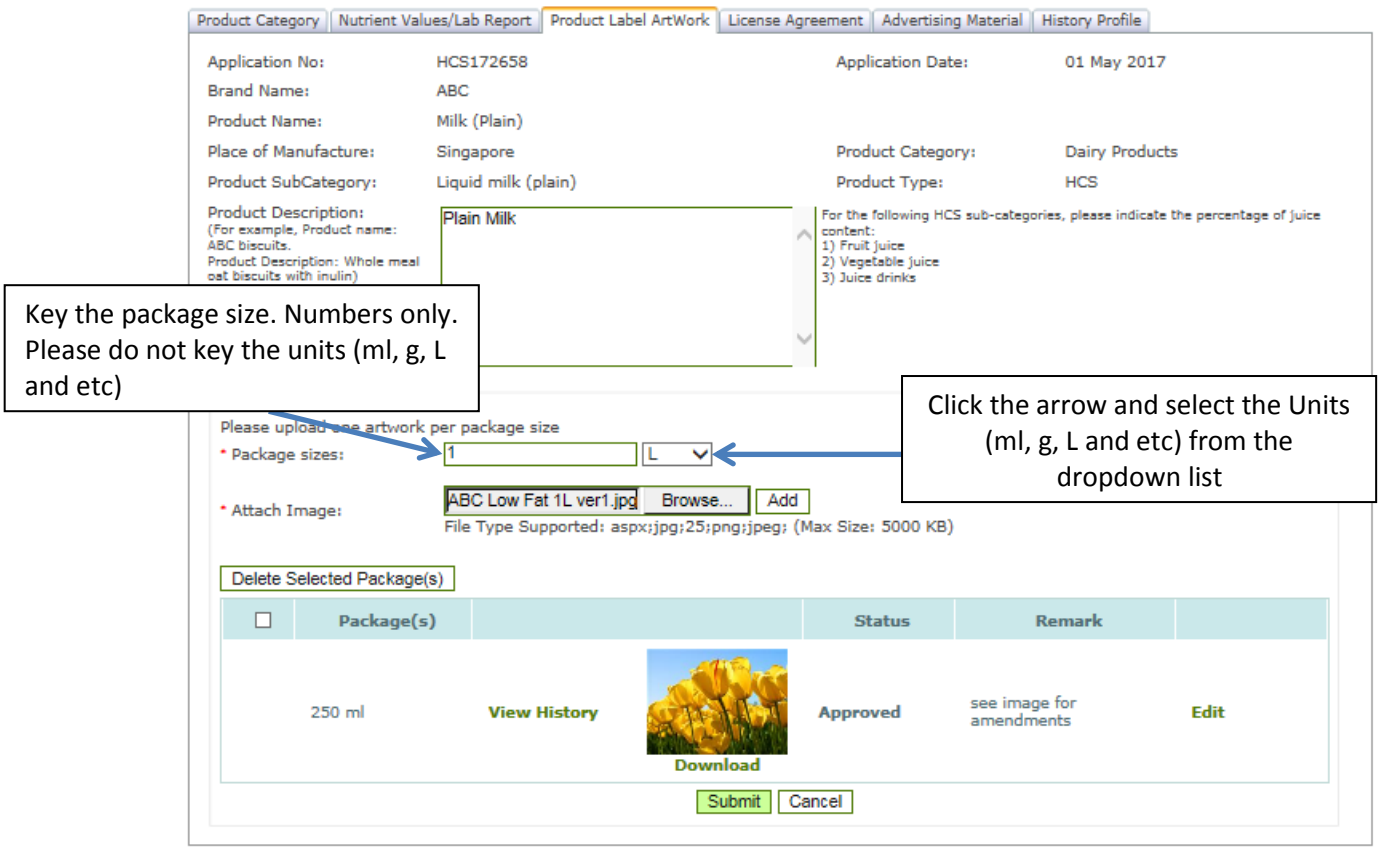
Submitting New Package Size for Approved HCS Product

1. If you would like to submit a new package size for approval, please log in to the system. Click on the "Application No." of the product or the button under Stage 3 of the product to submit the product packaging artwork.

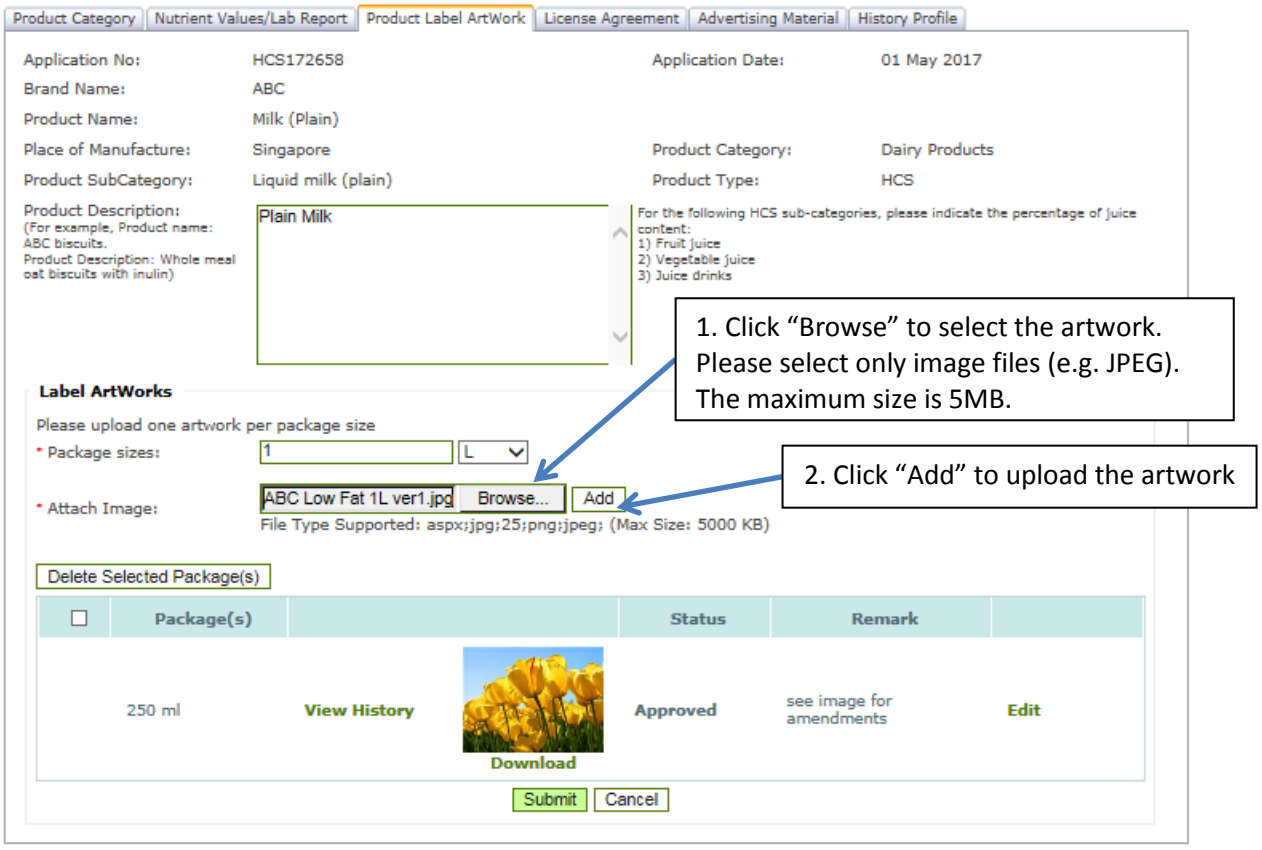
Click on the Application No. to access the application

Click on the button under Stage 3 of the product that you want to access

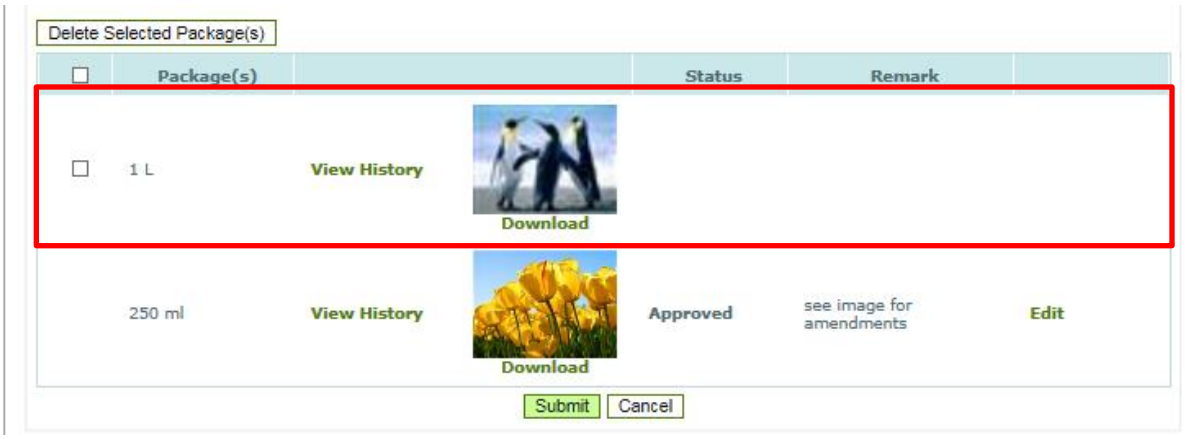
2. Key in the new size in “Package sizes” box and click on the arrow to select the unit (g, L, ml).



3. Click “Browse” to select the file and “Add” to upload the artwork.

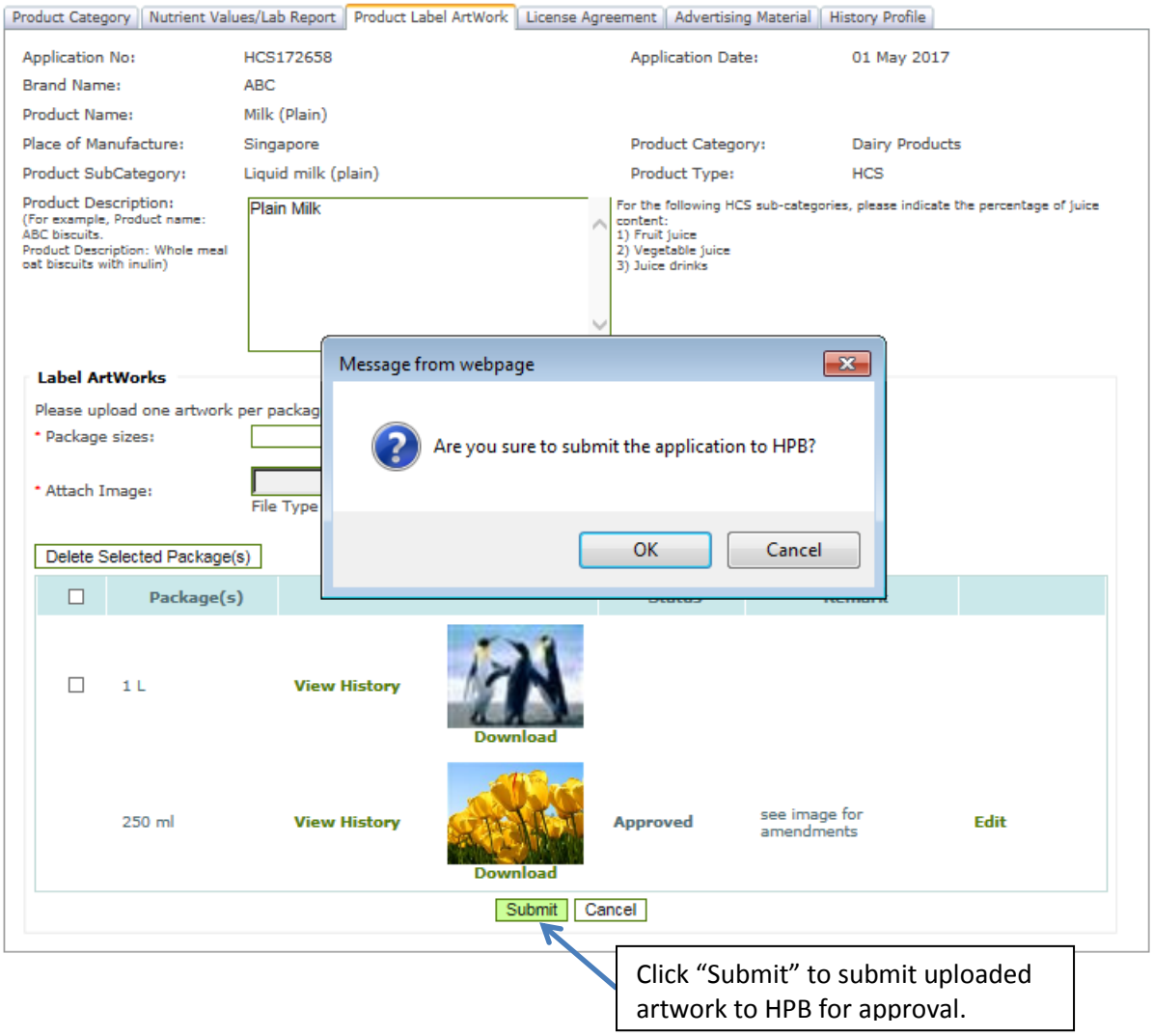


The artwork will be added to the table below.

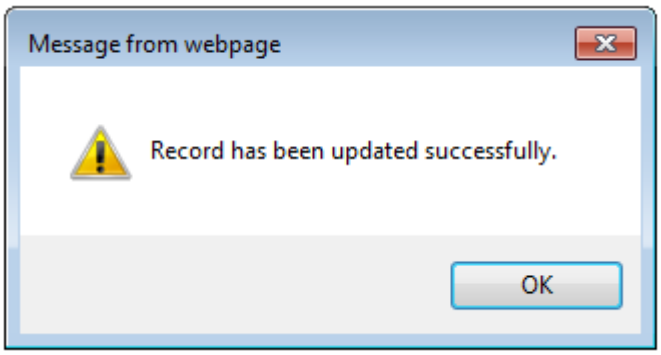


4. Click “Submit” to send to HPB for approval. A dialogue box will pop up to seek confirmation.

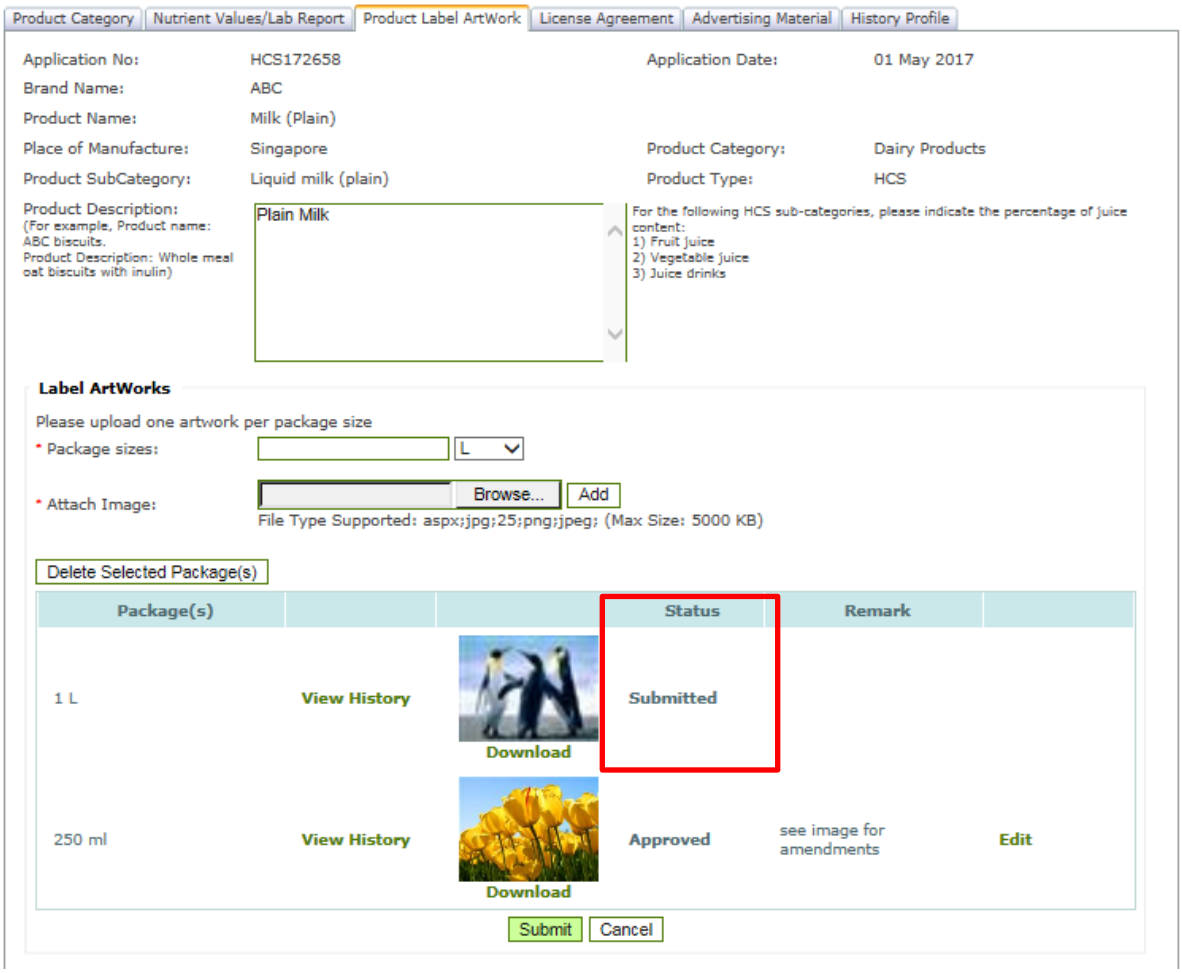
Click “Ok”.



5. A dialogue box will appear to confirm submission. Click “Ok”.



6. The Status will be changed to “Submitted”



7. If amendments to the artwork are needed, HPB will send back to company for amendments. The amendment process will be the same as Stage 3. Please refer to Amendment - Stage 3: Product Label Artwork.

8. If the artwork for the new package size is approved, it will be added to the product list in the LA.

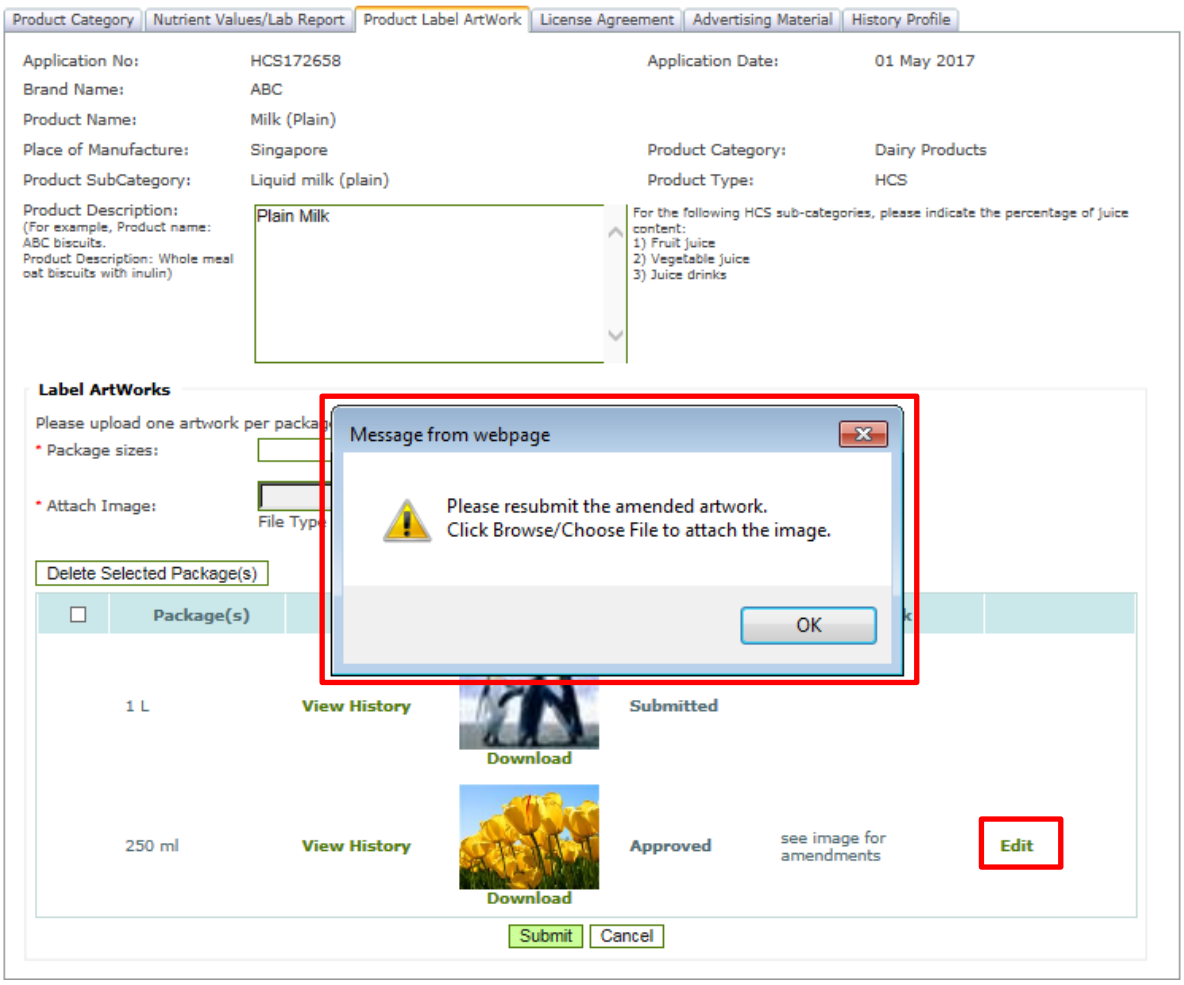
Submitting Revised Artwork for an Approved Product

1. If you would like to submit a revised artwork for an approved product, please log in to the system. Click on the “Application No.” of the product or the button under Stage 3 of the product to submit the product packaging artwork.

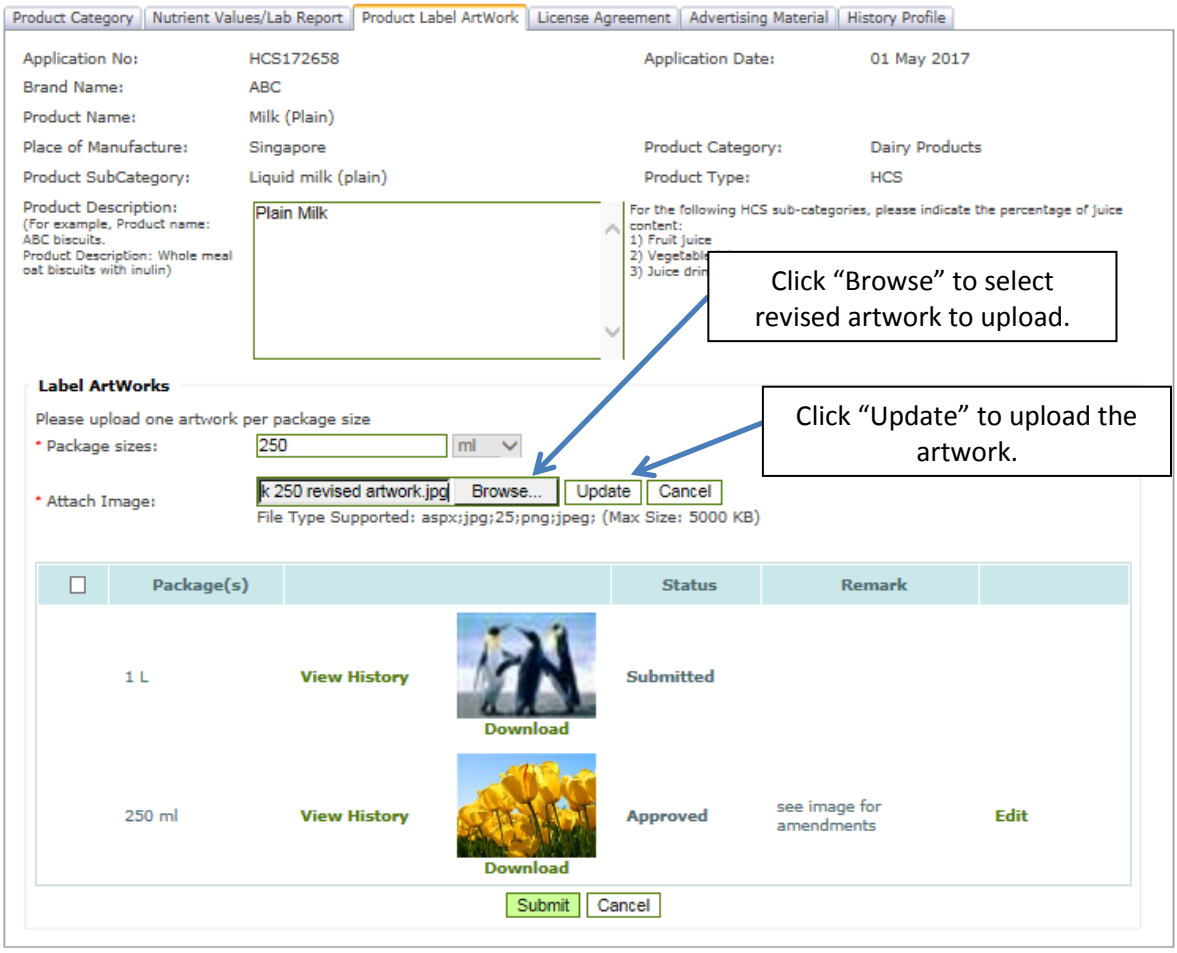
Click on the Application No. to access the application

Click on the button under Stage 3 of the product that you want to access

2. To upload the revised artwork, click “Edit”. A dialogue box will pop up. Click “Browse” to select the amended artwork to upload.

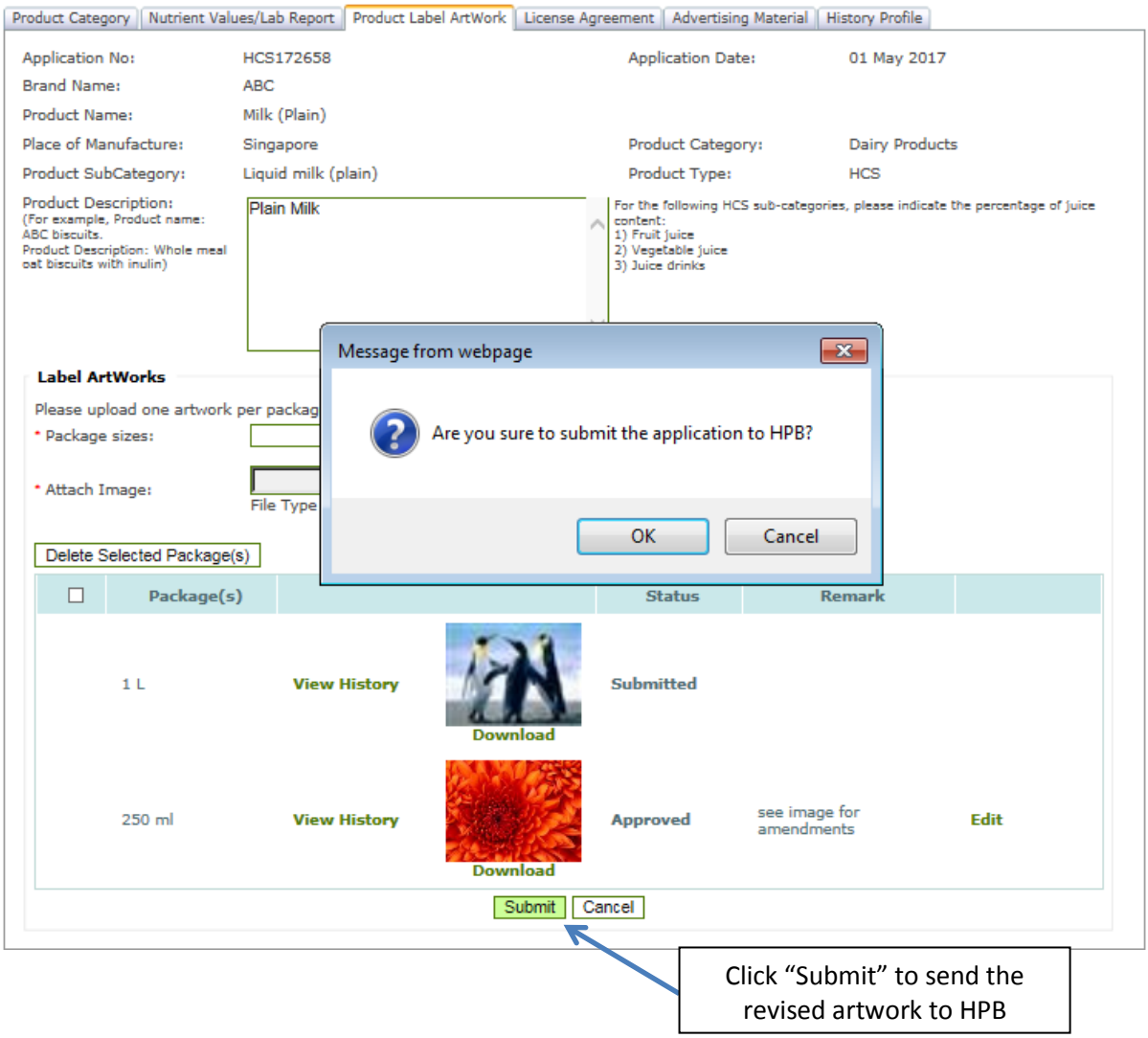


3. Click “Browse” to select the revised artwork to upload. Then click “Update” to upload the artwork.

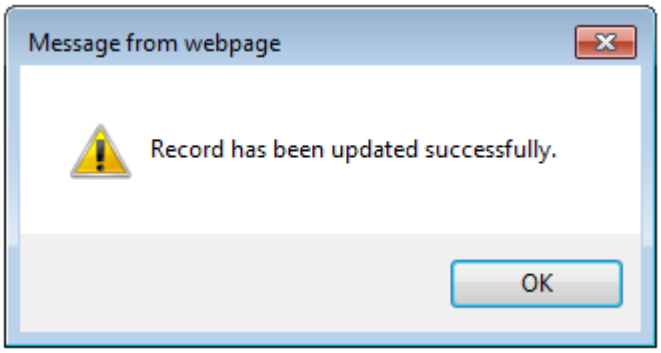


4. The uploaded revised artwork will replaced the initial artwork in the table.

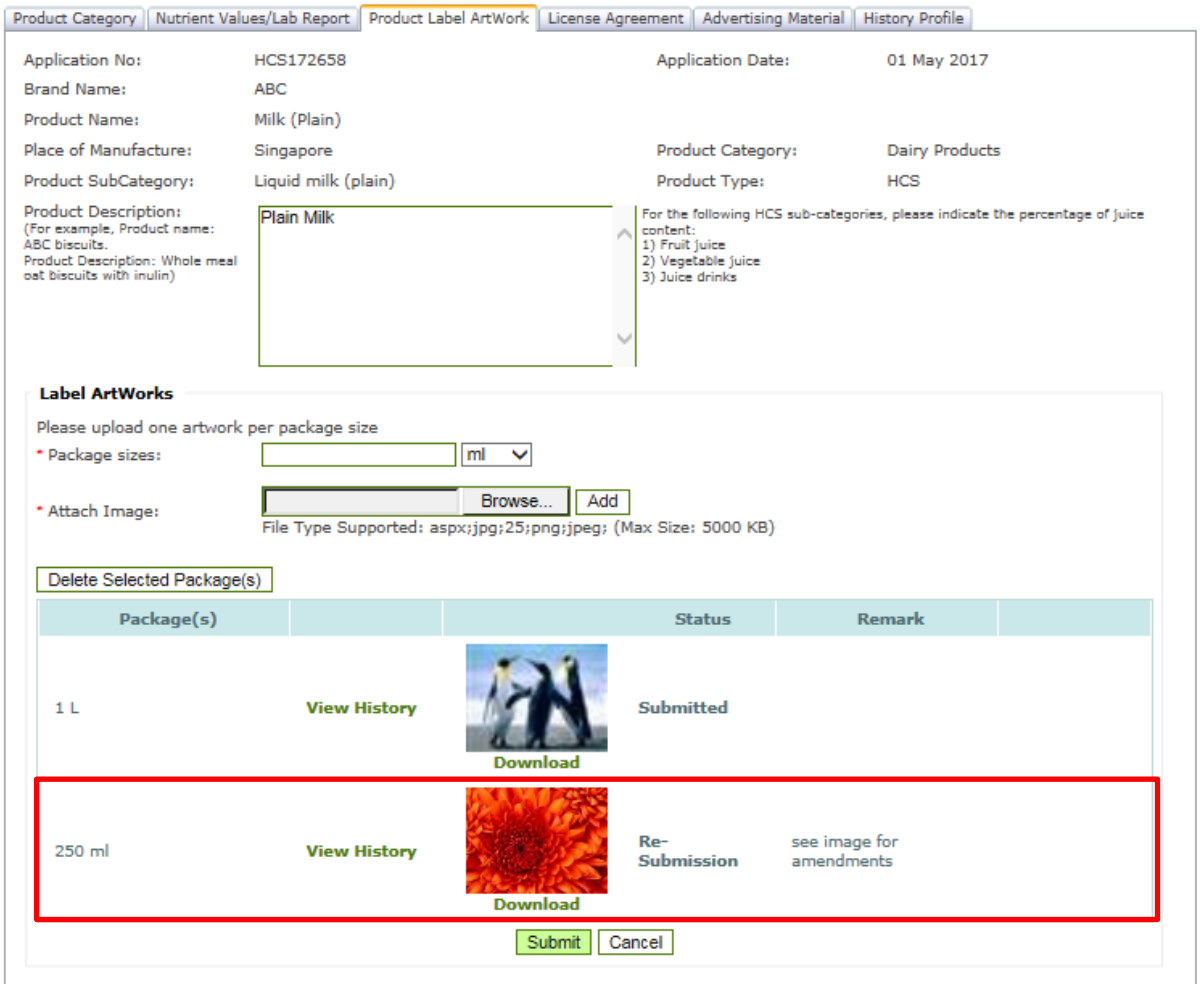
5. Click “Submit” to send the amended artwork to HPB for approval. A diaolgue box will pop up to confirm the submission. Click “Ok” to confirm.



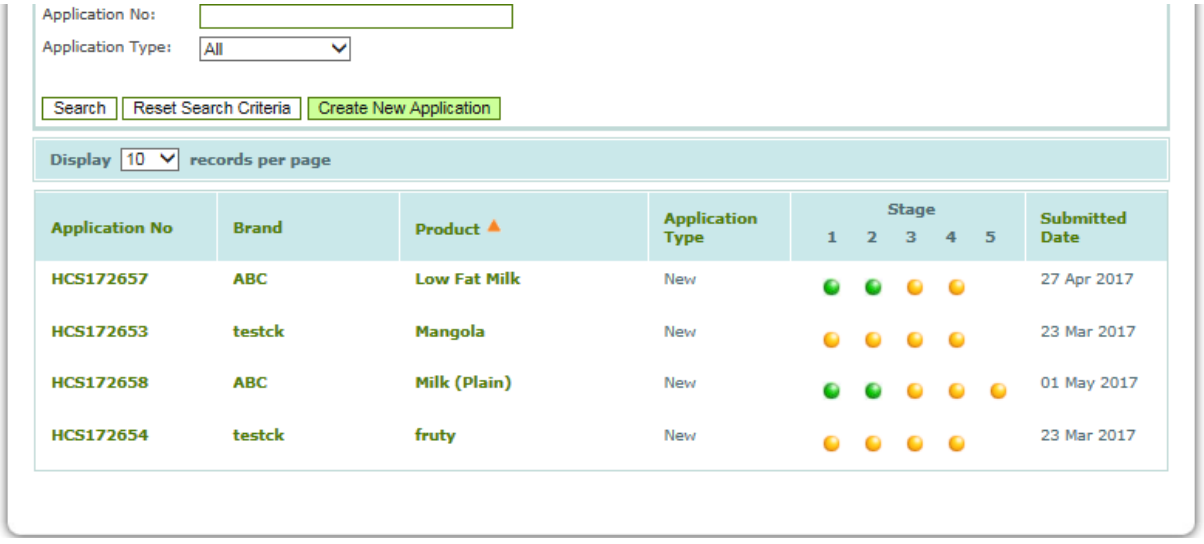
6. A dialogue box will appear to confirm submission. Click “Ok”.



7. Please note the change in status to re-submission.



8. Please also note the change from green to yellow for the button under Stage 3.



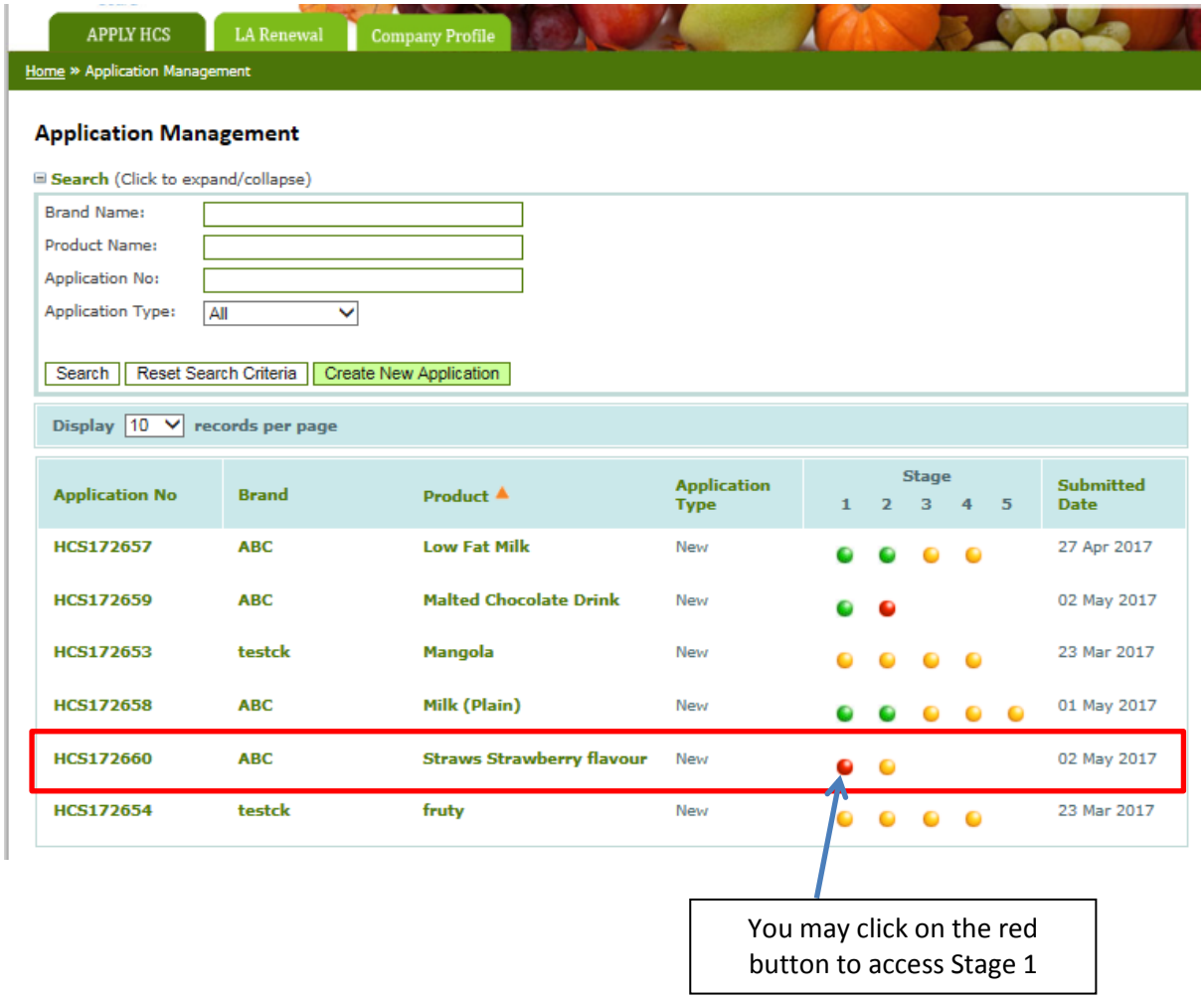
9. If amendments to the artwork are needed, HPB will send back to company for amendments. The amendment process will be the same as Stage 3. Please refer to Amendment - Stage 3: Product Label Artwork.

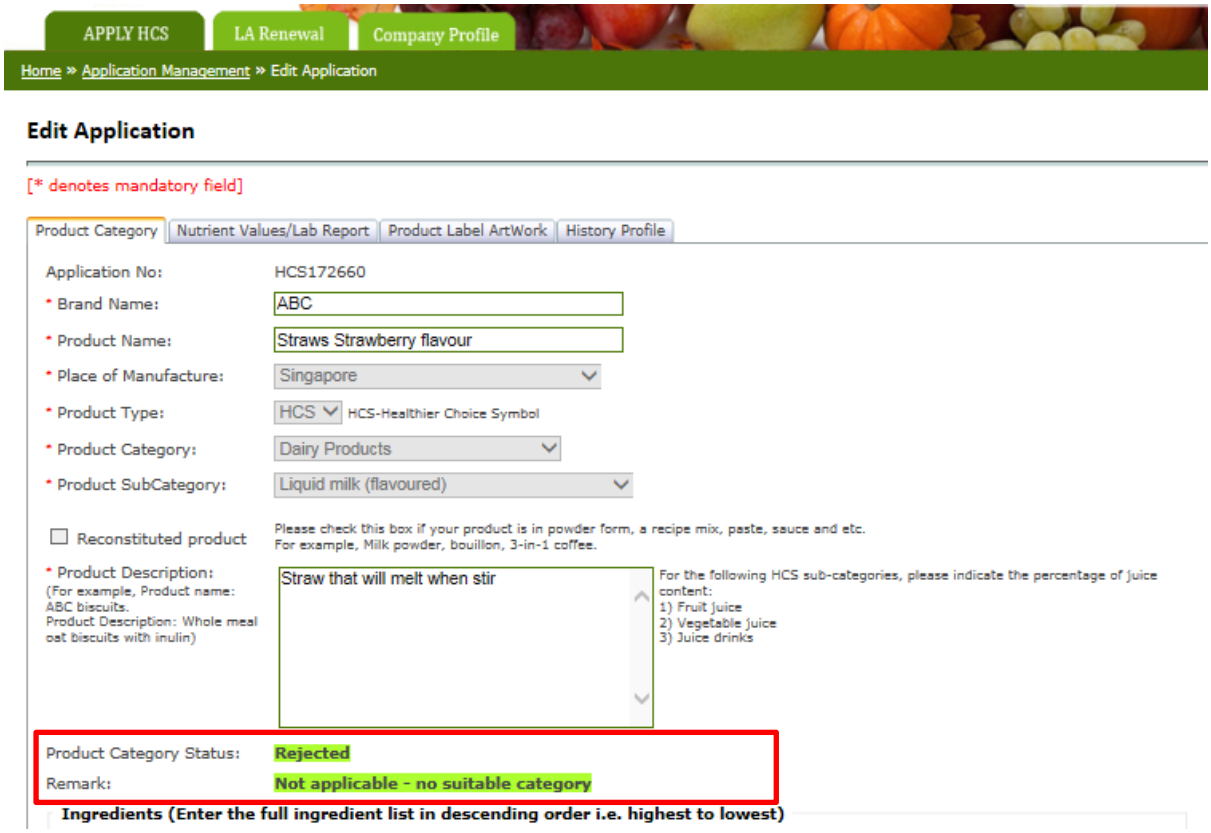
Rejection of an Application

Rejection of an application might occur in Stage 1 (Product Category) or Stage 2 (Nutrient Values/Lab Report) of an application.

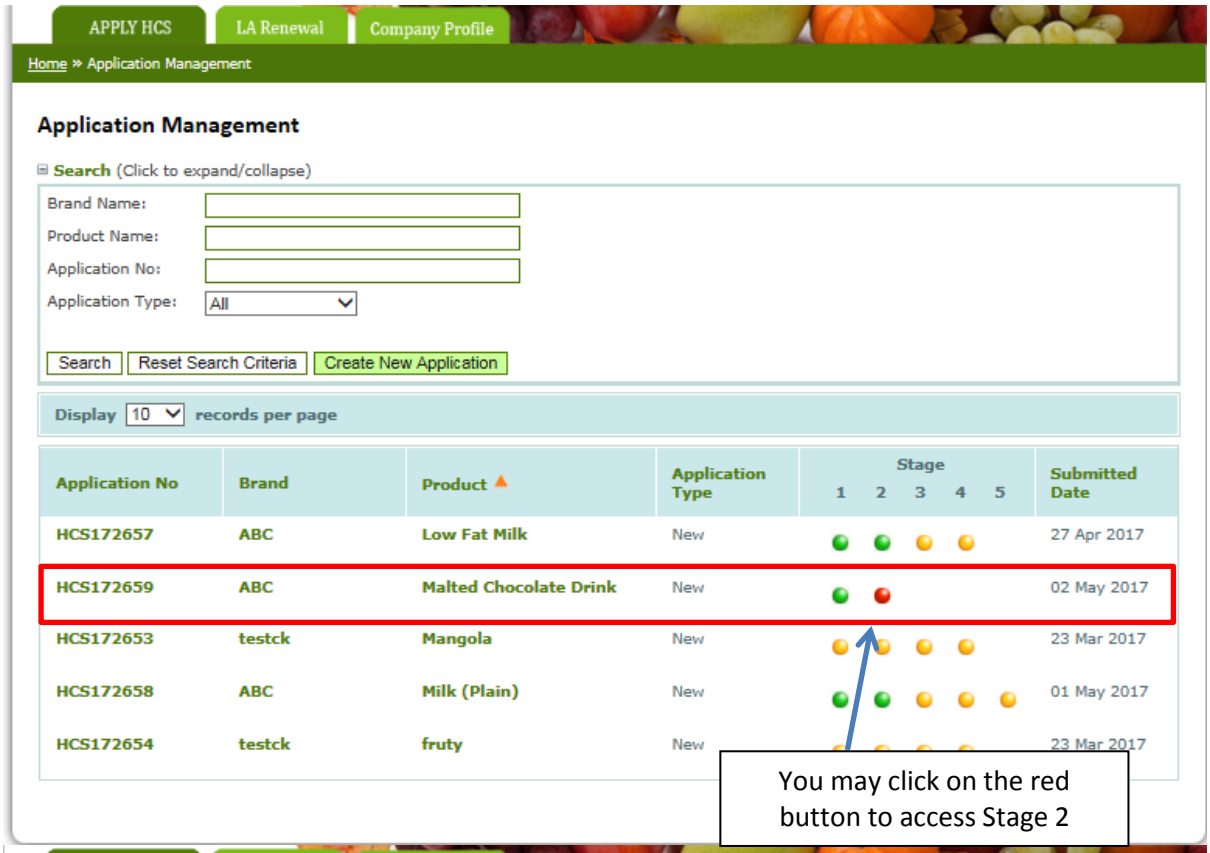
A red button under the Stage will indicate rejection of an application.

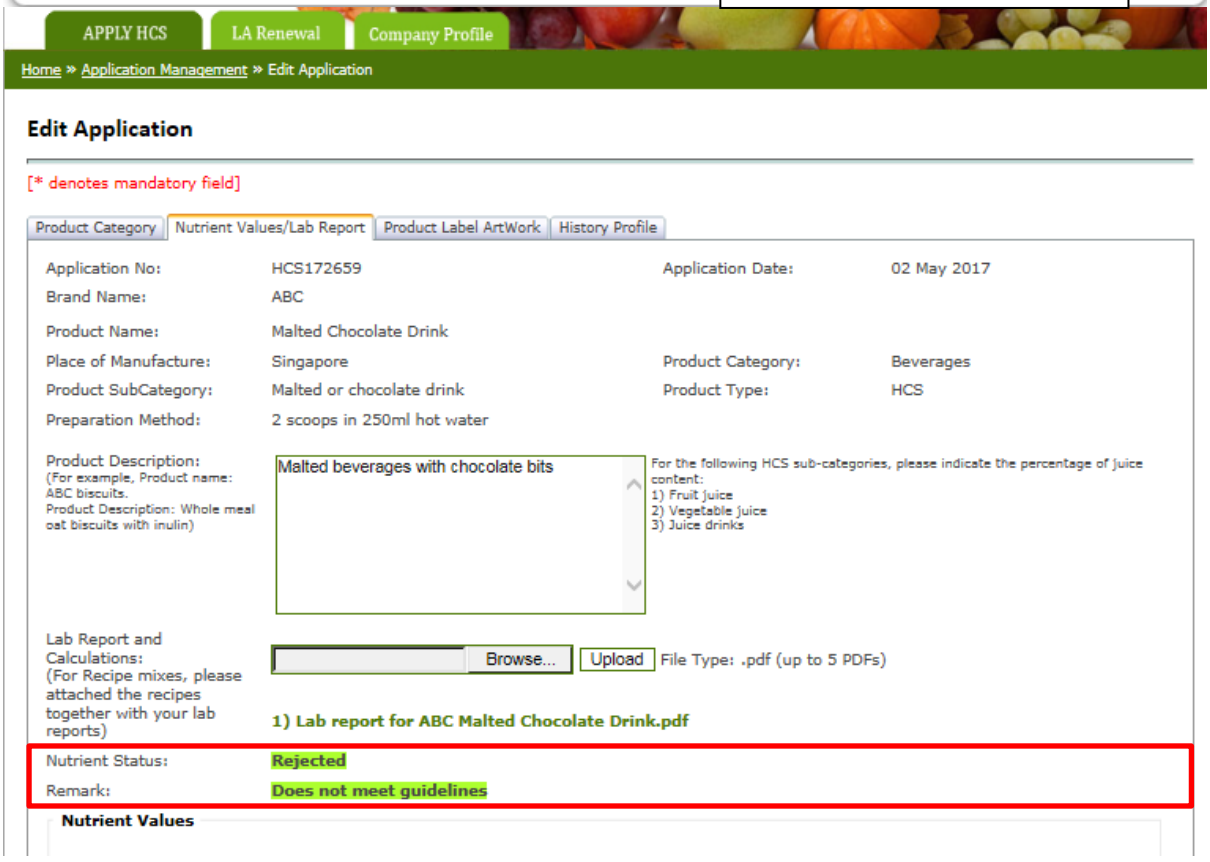
1. Rejection at Stage 1
    a. You may click on the red button to access Stage 1 tab to see reasons for rejection




APPLY HCS
LA Renewal
Company Profile
Home » Application Management » Edit Application
Edit Application
[* denotes mandatory field]
Product Category
Nutrient Values/Lab Report
Product Label ArtWork
History Profile
Application No: HCS172660
* Brand Name: ABC
* Product Name: Straws Strawberry flavour
* Place of Manufacture: Singapore
* Product Type: HCS HCS-Healthier Choice Symbol
* Product Category: Dairy Products
* Product SubCategory: Liquid milk (flavoured)
Reconstituted product
Please check this box if your product is in powder form, a recipe mix, paste, sauce and etc.
For example, Milk powder, bouillon, 3-in-1 coffee.
* Product Description:
(For example, Product name: ABC biscuits.
Product Description: Whole meal oat biscuits with inulin)
Straw that will melt when stir
For the following HCS sub-categories, please indicate the percentage of juice content:
1) Fruit juice
2) Vegetable juice
3) Juice drinks
Product Category Status: Rejected
Remark: Not applicable - no suitable category
Ingredients (Enter the full ingredient list in descending order i.e. highest to lowest)

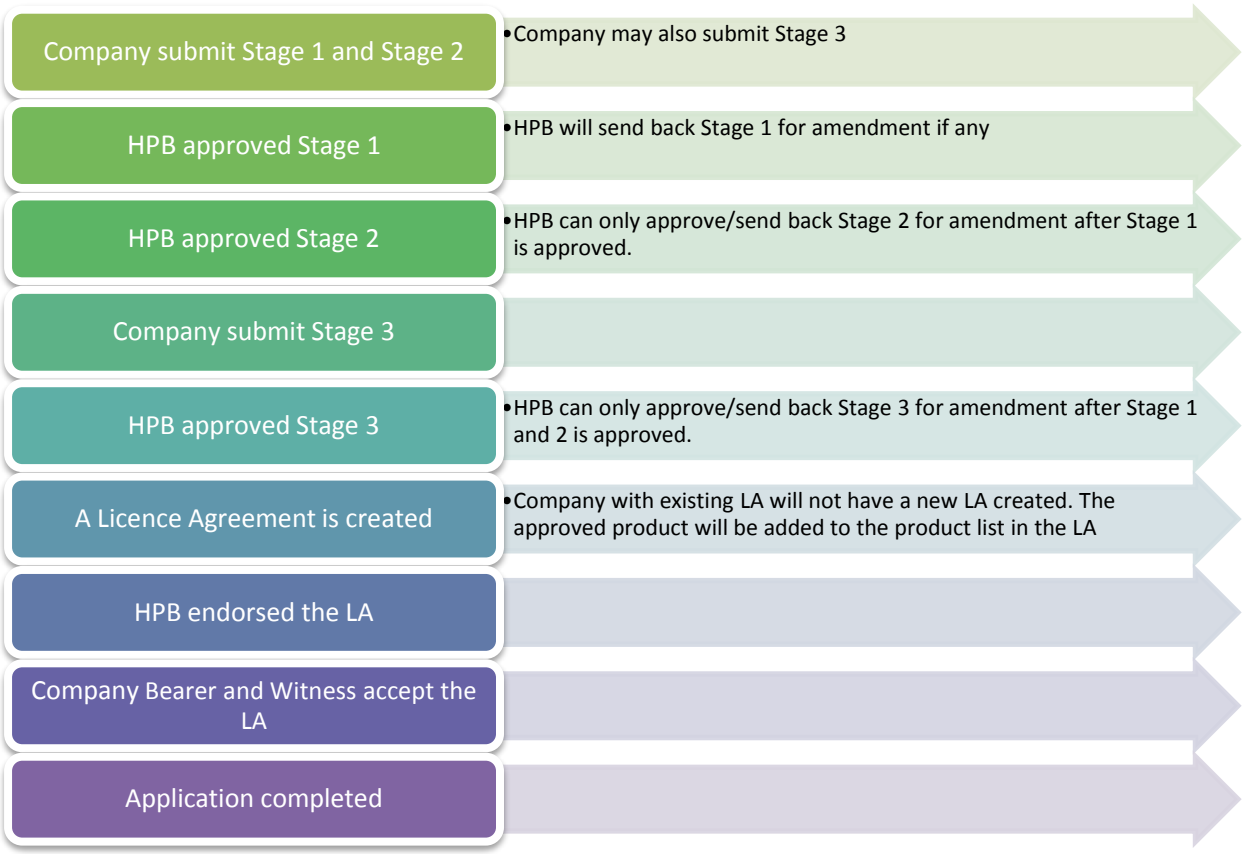
2. Rejection at Stage 2
   a. You may click on the red button to access Stage 2 tab to see reasons for rejection
   b. You may reformulate your product to meet the guidelines and submit a new application



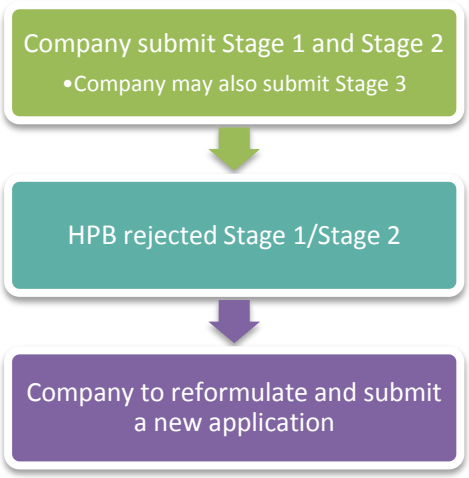


Summary of Process Flow

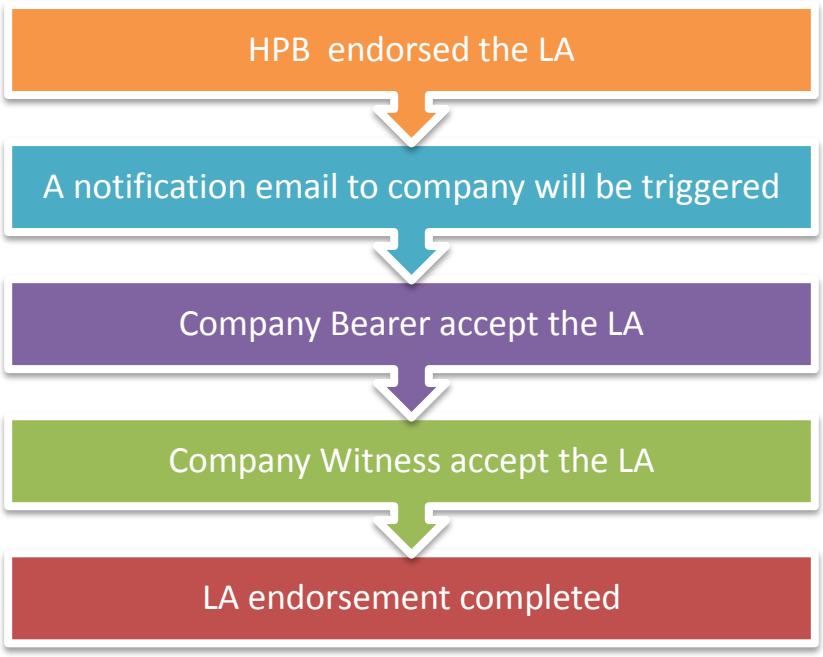
A Successful Application Process Will Look Like This.



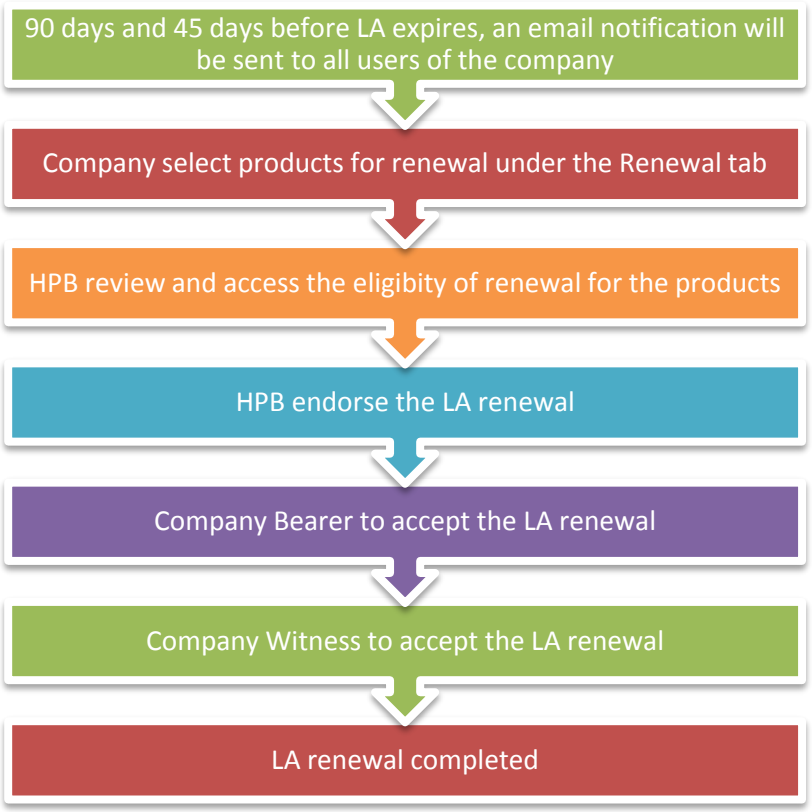
An Unsuccessful Application Process Will Look Like This.



The LA Endorsement Process Will Look Like This.



The Licence Agreement Renewal Process Will Look Like This:



If you come across any error messages while accessing the HCS Online Log In page, please do a screenshot and send it to HPB_HCSadmin@hpb.gov.sg with details of the issue.