CORENET 2.0 Qualified Person/ Industry Professionals User Manual

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Version 1.1

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DOCUMENT COPY NUMBER:



SUMMARY OF DOCUMENTATION CHANGES

Version No	Date Revised	Summary of Changes
1.0	20 March 2022	First Release
1.1	28 June 2022	Added Section 4.9 - One-Click (Submissions and Correspondences) Updated screenshots for all Sections



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1 Introduction

CORENET 2.0 is a major technology refresh of the current CORENET e-Submission System ("CORENET") and seeks to improve the current user experience. It is part of a longer-term plan to transform the regulatory approval process and will serve the industry prior to the implementation of CORENET X.

CORENET 2.0 e-Submission is a G2B (Government to Business) internet-based system that enables industry professionals to submit project related electronic plans and documents to regulatory authorities for approval within a secured environment.

1.1 Purpose

This document shall serve as a user guide for Public Users to access and use the CORENET 2.0 Portal and ESPro.

1.2 <u>Audience</u>

The intended audience for this document shall be the Public Users using the CORENET 2.0 Portal and ESPro systems.

2 Getting Started with ESPro

2.1 ESPro Installation

This section explains on how to download and install ESPro to your Windows 10 and above PC.

2.1.1 Download ESPro from the Corenet 2.0 website (https://www.corenet2-ess.gov.sg/document/) under "Software Downloads";

CORENET2 About Announcements Online Submission	Software Downloads	Login here for your CORENET e-Submissions Q							
Home / Software Downloads									
Software Downloads									
Software Downloads									
Soltware Dowinoada									
ESPro (1.6)									
The ESPro application tool is an offline tool that helps the e-Submission u	sers to manage and prepare the plans and de	ocuments for submission to the regulatory authorities via the CORENET e-Submission System							
Release Notes									
Download									
Form Viewer (4.1.5)									
This program enables users to launch and use .XFD/.XFDX file format.									
Release Notes									
Installation Guides									
Download									
Public Testcase									
For the purpose of this testing, please download the test case.									
ESPro and Portal Testcase	Download								
Formviewer Testcase	Download								

2.1.2 Run the downloaded .exe file

Choose 'Standard' installation if you want standard installation procedure; otherwise choose 'Custom' in order to customize your installation.

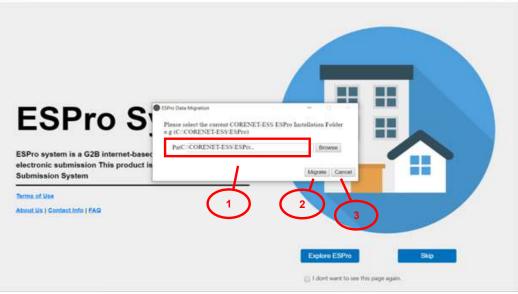


- Standard installation shall install ESPro, Netrust and Form Viewer together
- **Custom installation** shall install either Netrust or Form Viewer (as per the your selection), but ESPro is mandatory
- 2.1.3 To complete the installation, you need to restart the computer.Click 'Yes' to restart or 'No' to restart later.

For more details on ESPro installation, refer to ESPro Installation guide from Software Downloads > Installation Guides.

2.2 ESPro Migration from CN1 to CN2 (for existing CN1 ESPro Users)

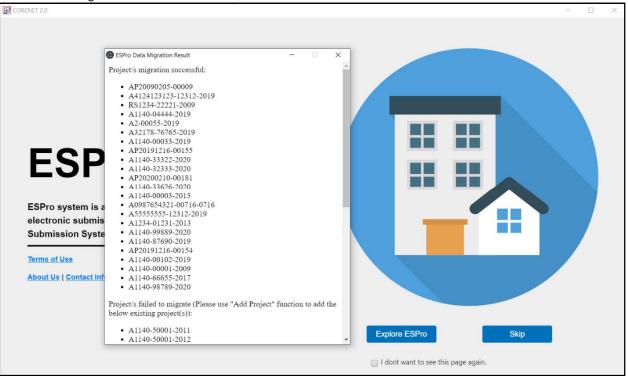
- 2.2.1 Launch the Installed CN2 ESPro.
- 2.2.2 System shall bring the user to this Landing Page, displaying the below highlighted ESPro Migration pop-up;



S. No	Function	nction Description						
1.	Path	Select the current CN1 ESPro path						
2.	Migrate	Select the Path of your current CN1 and click "Migrate" in order to migrate the details from CN1 ESPro to CN2 ESPro						
3.	3.CancelClick "Cancel" if you do not want to migrate the details from ESPro to CN2 ESPro. Note: If you are a new user, then please click "Cancel"							



2.2.3 System shall migrate the details from CN1 ESPro to CN2 ESPro successfully and shall display a pop-up window with migration successful details;





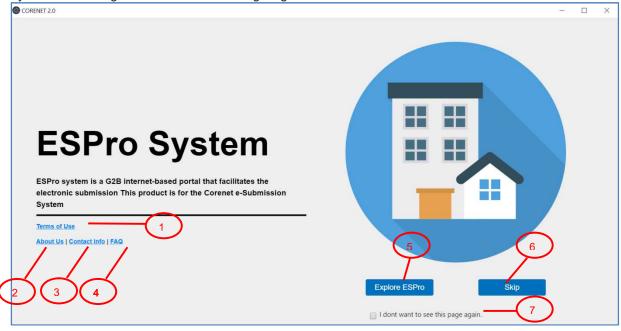
- Project(s) failed to migrate are projects which has been manually deleted by user from local ESPro folder <C:\CORENET-ESS\ESPro\ESubmission\ProjectProfile>
- User may use "Add Existing Project" or "Import/Export" functions to add such projects to CN2 ESPro.



3 Overview of ESPro

3.1 ESPro – Landing Page

- 3.1.1 Launch the Installed CN2 ESPro
- 3.1.2 System shall bring the user to this Landing Page.



S. No	Function	Description
1.	Terms of use	Clicking this shall navigate you to the "Terms of use" page
2.	About Us	Clicking this shall navigate you to the "About Us" page
3.	Contact Info	Clicking this shall navigate you to the "Contact Info" page
4.	FAQ	Clicking this shall navigate you to the "FAQ" page
5.	Explore ESPro	Clicking this shall pop-up a window to play a video tutorial on the new ESPro
6.	Skip	Clicking this shall navigate you to the 'Home Page" of ESPro
7.	I don't want to see this page again	Clicking this shall not display this "Landing Page", the next time you launch the ESPro, but shall navigate directly to "Home Page" of ESPro.

+ Add Files

A Send Submission



3.2 ESPro - Home Page 11 1 3 CORENET Electronic Submission for Professionals 18 Ø • Migrate Vew Project New Ancillary Project Create Corresponde Add Project Create Sub Search for Sub Q Drafts Submission Correspondence Sort by Date -Newest | Select project/s to perform submission 10006: No Message Available.

S. No **Function** Description This section shall display the list of submission/correspondence 1. Work Area drafts created by the user This section shall display all the successful submissions/correspondence (generated 2. Submitted Area submission/correspondence number) made by the user from ESPro This section shall display the list of both "unregistered" and 3. Projects "registered" projects/ancillary projects under their respective tabs This section shall display the list of Corenet 2.0 application forms of Form Templates 4. relevant regulatory authorities. 5. Clicking on this shall display ESPro Migration pop-up. Migrate 6. New Project Clicking on this shall redirect user to "New Project" creation page New Ancillary Clicking on this shall redirect user to "New Ancillary Project" creation 7. Project page Clicking on this shall redirect user to "Add Project" window which 8. Add Project shall allow user to add an existing project Clicking on this shall redirect user to "Create Submission" page Create 9. Submission Clicking on this shall redirect user to "Create Correspondence" page Create 10. Correspondence



11.	Menu	Order of display from left to right->Submission Status, Activity Logs, Sync, Help, Contact List, Login
-----	------	--

3.3 ESPro – Login

3.3.2

3.3.1 Click on Login icon displayed in the home page;

Work Area	Submitted Area	Projects	Form Templates	Migrate New	Project New /	Ancillary Projec	rt Add Project Create Submission Creat	te Correspo
Submission	Correspondence]		Sort I	by Date 🕶	Newest 🛔	Search for Submission Drafts	
Select project/s	to perform submission							
			10006: 1	No Message <mark>Ava</mark> il	lable.			
							+ Add Files 🖪 Send S	ubmissio
stem sh	all redirect	user to the	e below log	in window;				
	all redirect	user to the	e below log	jin window;				
	all redirect	user to the	e below log	jin window;				
	all redirect	user to the	e below log	jin window;			~	
		\sim	e below log	jin window;			VIA	
		user to the	e below log	jin window;			VIA	
		\sim	e below log	jin window;			VIA	
		\sim	e below log	jin window;			VIA	
ogin	(VIA		jin window;			<u> </u>	
ogin		VIA		jin window;		In	VIA	1
ogin	(VIA				In	<u> </u>	1
ogin	Busine	VIA ess Us	ers ²	jin window;			dividuals	1
ogin	(VIA ess Us	ers ²		Ŭ		<u> </u>	1
ogin	Busine	VIA ess Us	ers ²				dividuals	1



S. No	Function	Description
1.	SingPass - Individual Login	Clicking this shall redirect user to "SingPass" – Individual login page. Upon entering valid credentials, user shall be redirected to ESPro
2.	Singpass – Business UserLogin	Clicking this shall redirect user to "Singpass" – Business User login page. Upon entering valid credentials, user shall be redirected to ESPro



Additional Information:

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If a first time user logs in into ESPro directly w/o updating their details in Corenet 2.0 Portal, then system shall display a pop-up window ""Unauthorized User. Please login into Corenet 2.0 Portal and update your user profile, before logging in into ESPro". In such cases, users are advised to login into Corenet 2.0 Portal and update their **User Profile**, before logging into ESPro.



4 Functions of ESPro

4.1 ESPro -Synchronization

4.1.1 Auto Sync

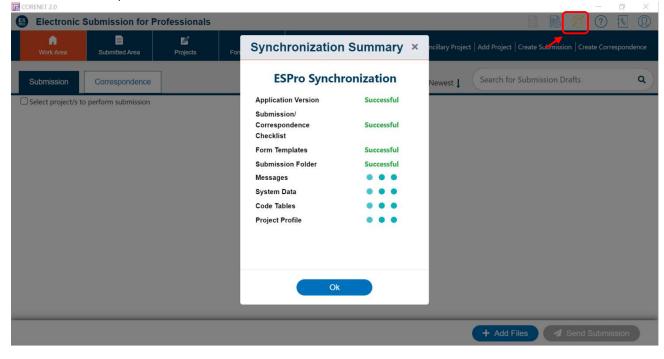
- Upon launching the ESPro, the system shall automatically sync (yellow sync icon) the following details at the background;
 - Application Version (if a new version of 'ESPro' is found, then user will be notified of the same through a pop-up, asking to acknowledge installing/upgrading to the new version)
 - Submission/ Correspondence Checklist (forms to be attached with respective application types)
 - > Form Templates (downloads latest application forms)
 - Project Profile (checks if the registered projects are outdated, and if yes, will highlight those in "RED")

CORENET 2.0

ES	Electronic S	Submission for l	Professionals		
	Mork Area	Submitted Area	Projects	Form Templates	Migrate New Project New Ancillary Project Add Project Create Submission Create Correspondence
	Submission	Correspondence			Sort by Date - Newest J Search for Submission Drafts Q

4.1.2 Manual Sync

- Upon manually clicking on the "Sync" icon, the system shall start syncing (yellow sync icon) the following details;
 - Application Version (if a new version of 'ESPro' is found, then user will be notified of the same through a pop-up, asking to acknowledge installing/upgrading to the new version)
 - Submission/ Correspondence Checklist (forms to be attached with respective application types)
 - Form Templates (downloads latest application forms)
 - Project Profile (checks if the registered projects are outdated, and if yes, will highlight those in "RED")







- The synchronization function shall only work when your PC is connected to the Internet.
- User may still use ESPro to prepare submissions/correspondence while ESPro sync (Manual & Auto)is still in progress. But users will not be able to log in, only can log in after sync is complete.
- User may manually sync by clicking the 'Sync' icon, for which no user authentication is required.
- If "sync" button is displayed in yellow color, then it indicates that the sync is still in progress.
- If "sync" button is displayed in green color, then it indicates that the sync is completed.



ESPro – Create & Register Project 4.2

4.2.1 Click on the New Project button to create a project

> New Project New Ancillary Project Add Project Create Submission Create Correspondence Migrate

Under 1. General Info section, select the Building Usage (allows multi-select) and Development Type (allows 4.2.2 single select only) and click Next or click on 2. Project Info

Electronic Submission for F	rotessionais				
Work Area Submitted Area	Projects Form Templates	Migrate New Project New Ancillary Project Add Pr	oject Create Submission Create Correspond		
ome / New Project / General Info					
New Project					
1 General Info	Bridge/Jetty	Commercial	Civil Engineering Works		
 Project Info Project Address 	Industrial	Institutional & Others	Mixed Developments		
4 Project Members 5 Review	Residential (Landed)	Residential (Non Landed)			
\smile	Development Type				
	Additions and Alterations	New Erection	Retention		

4.2.3 Under 2. Project Infosection, fill in the Project Information and Click Next or click on 3. Project Address



CORENET 2.0									a x	
Electronic S	ubmission for P	rofessionals						?	S	
G Work Area	Submitted Area	Projects	Form Templates	Migrate New	Project New Ancillary P	Project Add Project Crea	te Submission C	reate Corre	spondence	
	Home / New Project / Project Info									
New Project										
(1) General Info		Project Deta	ails						*	
	¥	Project Refe	rence Number *			-	-	2022		
2 Project Info		Commence	ment Date *	24/06/2022	8	Completion Date *	DD/MM/YYY	Y		
3 Project Addr	ess	Project Title	*							
4 Project Mem	ibers								6	
		Project Cate	egory							
5 Review) Govern	ment	 Non-Government/ Statutory Board 						
		Land Owne	rship							
		⊖ HDB		⊃ JTL	🔿 LTA	С	MINDEF			
				🖬 Sa	ve as Draft 🛛 🖻	Register (P	revious	Next	>	



- All fields marked with (*) are mandatory.
- Please do NOT include the Professional Alphabet (e.g. A or E) in the first box of the Project Ref No.
- License Water Service Plumber Professional number refers to the **PUB** Water Service Plumber license number. (e.g. **WS08221998).**
- Licensed Gas Service Worker number refers to the Professional number as (e.g. GC13422003 or GA13432003).
- 4.2.4 Under 3. Project Addresssection, fill in the details of the project address.



CORENET 2.0								-	ø ×
Electronic S	Submission for I	Professionals						B (?)	S O
Work Area	Submitted Area	Projects F	Form Templates	Migrate N	ew Project New Ancil	llary Project Add Project	Create Submission	Create Corr	espondence
Home / New Project / New Project	[/] Project Address								
1 General Inf		Either the Muki	m/TS Plot/ Lot No	or Address or the Site Des	ription details are Re	equired.			Add
2 Project Info	×	Building Nam	e House/Block	No. Level No.	Unit No.	Road Name	Postal Code		
3 Project Add 4 Project Mer		Mukim/TS P	ot/ Lot No					(Add
5 Review		Mukim/TS No		Lot No.	Plot No.	Partial Lo	t Indicator		
5 Review		Site Descrip Block Detail							Add Add
				🕞 s	ave as Draft	Register	< Previous	Next	>



- The difference between "Project Address" and "Project Site Description" is that:
 - > **Project Address** is for address which has Postal Code (e.g. For A&A works)
 - Project Site Description is for new erection, which temporarily does not have a Postal Code.
 - Either 1 of the following is mandatory;
 - > Mukim
- > Address
- > Site Description
- Block Details is optional

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4.2.5 Under 3. Project Address> Address section, enter a valid Postal Code and click on Retrieve button. System shall pre-populate the Building Name, House/Block No., Road Name. Click ADD and click then Next or click on 4. Project Members.

	/ ×
Postal Code * 68914	8 Retrieve
Building Name SINGA	APORE BUSINESS FEDERATION CENTER
House/Block No. 160	Level No. Unit No.
Road Name * ROBII	NSON ROAD
Add Clear	Close



Additional Information:

User must be connected to internet for the retrieval to work

4.2.6 Under the4. Project Members tab, click Add button.

Hame / New Project / Project Members New Project							
General Info Project Info	Project Memb		Please Sele	Please Select			Add
 3 Project Address 4 Project Members 5 Review 	Name	Identity No.	Email	Designation	Role(s)	Firm Name	
				🖬 Save as Dra	ift 🔳 Register	Previous	Next >

4.2.7 Fill in the member's information and click on the Add button.



Add Project Member				×
New Member Previous Project Members Contact List				
Please provide the required information				-
General Information				
Name *				
Designation				
Identification Type				
NRIC/FIN Passport				
NRIC/FIN No.* S				
Roles				
Role(s)	Prof. No.	UEN	Firm Name	+
Please Select		8		
Add Reset				Close

4.2.8 Add the Role of the member under the Role(s)section, and enter a valid Professional number under Prof. No. field.

Role(s)			Prof. No.	UEN	Firm Name	+
Architect		Ŧ	1140		8	â
dress						
	rmatted					
Formatted Unfo	rmatted 127102				×	Retrieve
Postal Code *					×	Retrieve
	127102		Level No.		X Unit No.	Retrieve



- Please note that the following roles will require a Professional Number:
 - Accredited Checker (AC)
 - Accredited Checker Organization (ACO)
 - Architects (A)
 - Licensed Electrical Worker
 - Licensed Gas Service Worker
 - Licensed Water Service Plumber
 - Professional Engineer (PE)
 - Registered Inspector (RI)
 - Registered Surveyor (RS)
- Only add members into the project if
 - they need to do electronic submission pertaining to the project and/or
 - > their information need to be reflected in the e-form

(e.g. Owner, Builder, Lessee, Landlord, Developer, etc)

 Please do NOT include the Professional alphabet (eg. A or E) in the Professional No. field except for Licensed Water Service Plumber and Licensed Gas Service Worker.

bles	
Role(s)	Prof. No.
Architect	▼ 1140

 Only for Licensed Water Service Plumber and Licensed Gas Service Worker that the professional alphabet has to be **included**.

Roles		
Role(s)		Prof. No.
Licensed Water Service Plumber	Ŧ	WS3012218

4.2.9 Enter a valid UEN number and click on

icon. System shall pre-populatethe Firm Name and Address

-	fields.
	neius.

lles				
Role(s)		Prof. No.	UEN	Firm Name
Architect		• 1140	123456789Z	SAMPLE A
dress				
Formatted Unfe	ormatted			
ostal Code *	689148			Retrieve
uilding Name	SINGAPORE BU	SINESS FEDERATION CENTER		
iouse/Block No.	160	Level No.		Unit No.





- User must be connected to internet for the retrieval to work
- 4.2.10 Previous Project Members tab shall display the list of all the project members added to the user' previous projects. If user wants to add the same member from previous project, then user shall select the particular project on the left side window (shown below) and then click on the respective member. System shall automatically pre-populate that particular members detail under New Member tab;

Add Project Member			د
New Member Previous Project Members Contact List			
Projects Search for Projects Q	Project Members	1	
A1111-11020-2020 Project Title: Sample PRoject Title	Renz Curfew Role/s: Architect		
A1140-00002-2020 Project Title: sample_20Jul	Derekchan Role/s: Architect		
A1140-00005-2020 Project Title: SAmpletest_ACinvalidbutACOvalid	Kole/S. Architect		
A1140-00032-2020 Project Title: FSE_LTA_with UEN added to all members			
A1140-09087-2020 Project Title: sample2_demo_BEPermitRolesadded			
A1140-11402-2020 Project Title: Update 12			
A1140-84765-2020 Project Title: SAmple_DAX_demo			
< Prev 1 2 Next >			
Add Reset			Close
Add Project Member			:
New Member Previous Project Members Contact List Name * Renz Curfew			
Designation Sample Designation			
Identification Type			
NRIC/FIN Passport			
NRIC/FIN No. * S			
Roles			
Role(s)	Prof. No.	UEN	Firm Name
Architect	1111	123456789Z	SAMPLE A
Address			
Formatted Unformatted			
Add Reset			Close



4.2.11 Contact List tab shall display the list of contacts added by the user using Contacts List function (refer to section <> for more details). If user wants to add a member from this contacts list, then user shall click on the respective member and the system shall automatically pre-populate that particular members detail under New Member tab;

dd Project Member		×
New Member Previous Proje	ct Members	
-Z] J Search	for Contacts	٩
ect contact to add a member		
ect contact to add a member Derekchan Designation:	QP	
Derekchan	QP 98654352	

Add Project Mer	nber	×
New Member Previo	ous Project Members Contact List	
Please provide the required	1 information	Â
General Information		
Name *	Derekchan	_
Designation	QP	
Address		
Formatted Unformat	tted	-
Postal Code *	689148 Retrieve	
Building Name	SINGAPORE BUSINESS FEDERATION CENTER	
Postal Code *	689148 Retrieve	



- Repeat steps 4.2.6 to 4.2.11 to add more project members to the project.
- 4.2.12 Select the "Project Coordinator" from the dropdown list if the member has the following roles and is the overall leader of the project (There can only be ONE project coordinator per project).
 - o Architect (A),
 - o Engineer (E),
 - o Registered Surveyor (RS)
 - o Licensed Water Service Plumber (WS)
 - o Licensed Gas Service Worker (GC/GA)

CORENET 2.0 CORENET 2.0



Home / New Project / Project Members New Project							
1 General Info	Project Memb	ers					Add
2 Project Info	Project Coordi	nator *	Please Sele				•
2 Project Info			Derekchan	(S1500851B)			
3 Project Address	Name	Identity No.	Email	Designation	Role(s)	Firm Name	
	Derekchan	S1500851B	derekchan@	QP	Architect	SAMPLE AGE	
Project Members							

4.2.13 Upon completion of the details under 4. Project Members section, click Next button or click on 5. Review

Home / New Project / Project Members New Project							
(1) General Info	Project Memb	ers					Add
Project Info	Project Coordi	nator *	Derekchan	(S1500851B)			۲
3 Project Address	Name	Identity No.	Email	Designation	Role(s)	Firm Name	
3 Project Address	Derekchan	S1500851B	derekchan@	QP	Architect	SAMPLE AGE	Z
4 Project Members	Renz Curfew	S2637528B	sample@ema	Developer	Professional Engineer - Civil	SAMPLE AGE	(2)
5 Review							
				Save as Draft	Register (Previous	Next >

4.2.14 Click on Review tab to review the Project details entered from section 1. General Info until section 4. Project Members. Click Register to register project.

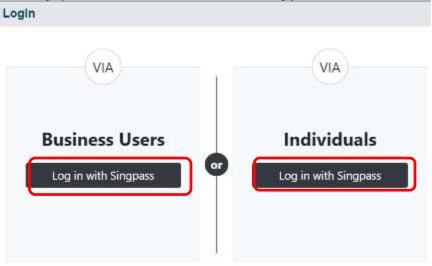
	PROJECT INFORMATION	PROJECT ADDRESS
Project Info	Project Ref No.: A1140-01208-2020	Address
	Project Title: Proposed new housing development	1 MACPHERSON ROAD, SIEMENS CENTRE, Singapore 348615
) Project Address	Commencement Date: 12-Aug-2020 Completion Date: 30-Dec-2021	
1	Project Category: Government	Block Details
Project Members	Project Classification: Normal	, Block 443, 14 Levels, 98 Units
5 Review	Land Ownership: Housing & Development Board	
	GENERAL INFORMATION	
	Building Usage: Residential (Landed)	
	Development Type: New Erection	$\begin{pmatrix} 1 \\ 2 \\ 3 \end{pmatrix}$
	PROJECT MEMBERS	$\gamma \gamma \gamma \gamma$

S. No	Function	Description
1.	Save as Draft	Clicking this shall save the project as draft under Projects>Unregistered>Projects Tab



S. No	Function	Description
2.	Register	Clicking this shall redirect user to Login page, if the user is not logged in yet. If user is already logged in, then the user shall be redirected to user credentials confirmation window. Upon valid authorizations and successful system validations, the particular project shall be registered successfully.
3.	Previous	Clicking this shall take the user back to previous page

4.2.15 If user is not yet logged in, then select the login method (SingPass- Individual Login or SingPass - Business Users Login) and enter valid credentials accordingly.



4.2.16 Upon successful login, a dialog box shall be displayed. Click Ok to continue.



4.2.17 Upon successful registration, a dialog box shall be displayed.





Additional Information:

- For projects registered with Licensed Water Service Plumber or Licensed Gas Service Worker as the Project Coordinator, the project reference number shall have double



professional code prefixed.

- Upon successful registration of the project, all updates/amendments to the project details _ have to be done at Corenet 2.0 Portal.
- In order to register a project, you must be a valid Qualified Professional (QP) or QP _ Assistant.



4.3 ESProCreate & RegisterAncillary Project

4.3.1 Click on the New Ancillary Projectin order to create an ancillary project

Migrate New Project New Ancillary Project Add Project Create Submission Create Correspondence

4.3.2 Under 1. General Info section, select the Building Usage (allows multi-select) and Development Type (allows single select only) and click Next or click on 2. Project Info

		2 2 3 A	Civil
General Info	Bridge/Jetty	Commercial	Engineering Works
Project Info		Institutional &	Mixed
3 Project Address	Industrial	Others	Developments
4 Project Members	Residential	Residential (Non	
5 Review	(Landed)	Landed)	
	Development Type		
	Additions and Alterations	New Erection	Retention

4.3.3 Under 2. Project Info tab, fill in the Project Information and Click Next or click on 3. Project Address

Home / New Ancillary Project / Project Info New Ancillary Project				
(1) General Info	Project Details			
	Case Id *	AP20200821-00092		
2 Project Info	Case Description *	Test		
3 Project Address				ĥ
	Commencement Date *	21-Aug-2020	Completion Date *	30-Nov-2020 😣
4 Project Members	Project Classification			
5 Review	2	Inly for Projects classified by Government Departments		
	Normal	Confidential		
		🖬 Save as Draft	Register	evious Next >



4.3.4 Under 3. Project Address section, fill in the details of the project address.

CORENET 2.0									-	٥	×
Electronic S	ubmission for P	rofessionals							6		\bigcirc
G Work Area	Submitted Area	Projects	Form Templates	N	Migrate New Pro	oject New Ancillary P	roject Add Project	Create Submissio	n Create (orrespon	dence
Home / New Ancillary	Project / Project Addre	ess									
New Ancillary P	Project										
1 General Info		Either the Ad	dress or Mukim/T	5 Plot/ Lot No or Si	te Description d	etails are required				Add	
2 Project Info		Building Na	me House/Blo	ck No.	Level No.	Unit No.	Road Name	Postal Code			
3 Project Add	ress										
4 Project Men	nbers	Mukim/TS	Plot/ Lot No							Add	
5 Review		Mukim/TS M	lo.	Lot No.	F	Plot No.	Partial Lot	Indicator			
		Site Descri	ption							Add	
		Block Deta	ils							Add	
					B Save	as Draft 🔳	Register	< Previous		ext >	



- The difference between "Project Address" and "Project Site Description" is that:
 - Project Address is for address which has Postal Code (e.g. For A&A works), and
 - Project Site Description is for new erection, which temporarily does not have a Postal Code.
 - Either 1 of the following is mandatory;
 - > Mukim
 - > Address
 - > Site Description
 - Block Details is optional



4.3.5 Under 3. Project Address> Address section, enter a valid Postal Code and click on Retrieve button. System shall pre-populate the Building Name, House/Block No., Road Name. Click ADD and click then Next or click on 4. Project Members.

Add Address	×
Postal Code *	689148
Building Name	SINGAPORE BUSINESS FEDERATION CENTER
House/Block No.	160 Unit No,
Road Name *	ROBINSON ROAD
Add Clear	Close



Additional Information:

- User must be connected to internet for the retrieval to work
- 4.3.6 Under the 4. Project Members tab, click Add button.

1) General Info	Project Membe	rs					Ad
2) Project Info	Name	IC/Passport No.	Email Addr	Designation	Role(s)	Firm Name	
	DEREK CHAN	S1500851B	johnny@test-h		Architect		2
3) Project Address							
Designation							
4 Project Members							
5) Review							
5) Review							
5) Review							
3) Review							
5 Review							
5 Review							
) Review							

4.3.7 Fill in the member's information and click on the Add button.

CORENET 2.0 CORENET 2.0



Add Project Member				×
New Member Previous Project Members Contact List				
Please provide the required information				Î
General Information				
Name *				
Designation				
Identification Type				
NRIC/FIN Passport				
NRIC/FIN No. * S				
Roles				
Role(s)	Prof. No.	UEN	Firm Name	+
Please Select		8		
Add Reset				Close

4.3.8 Add the Role of the member under the Role(s) section, and enter a valid Professional number under Prof. No. field.

Dele(e)			Prof. No.	UEN	Firm Name		
Role(s)			Prot. No.	UEN			+
Architect		×	1140		8		Ē
dress							
Formatted Unfo	127102				×		Retrieve
Formatted Unfo					×	F	Retrieve
Formatted Unfo	127102		Level No.)	× Unit No.	F	Retrieve



- Please note that the following roles will require a Professional Number:
 - Accredited Checker (AC)
 - Accredited Checker Organization (ACO)
 - Architects (A)
 - Licensed Electrical Worker
 - Licensed Gas Service Worker
 - Licensed Water Service Plumber
 - Professional Engineer (PE)
 - Registered Inspector (RI)
 - Registered Surveyor (RS)
- Only add members into the project if
 - > they need to do electronic submission pertaining to the project and/or
 - > their information need to be reflected in the e-form

(e.g. Owner, Builder, Lessee, Landlord, Developer, etc)

 Please do NOT include the Professional alphabet (eg. A or E) in the Professional No. field except for Licensed Water Service Plumber and Licensed Gas Service Worker.

les	
Role(s)	Prof. No.
Architect	• 1140

 Only for Licensed Water Service Plumber and Licensed Gas Service Worker that the professional alphabet has to be **included**.

les	
Role(s)	Prof. No.
Licensed Water Service Plumber	ws8012218



4.3.9 Enter a valid UEN number and click on icon. System shall pre-populate the Firm Name and Address fields.

Role(s)		Prof. No.	UEN	Firm Name	+
Architect		• 1140	123456789Z	SAMPLE A	Î
ddress					
Formatted Unf	ormatted				
Postal Code *	689148			Re	trieve
Building Name	SINGAPORE BUS	INESS FEDERATION CENTER			
House/Block No.	160	Level No.		Unit No.	
Road Name *	ROBINSON ROA	AD			

User must be connected to internet for the retrieval to work



4.3.10 Previous Project Members tab shall display the list of all the project members added to the user' previous projects. If user wants to add the same member from previous project, then user shall select the particular project on the right side window (shown below) and then click on the respective member. System shall automatically pre-populate that particular members detail under New Member tab;

Add Project Member				×
New Member Previous Project Members Contact List]			
Projects Search for Projects Q	Project Members	1		
A1111-11020-2020	Renz Curfew			
Project Title: Sample PRoject Title	Role/s: Architect			
A1140-00002-2020 Project Title: sample_20Jul	Derekchan			
A1140-00005-2020 Project Title: SAmpletest_ACinvalidbutACOvalid	Role/s: Architect			
A1140-00032-2020 Project Title: FSE_LTA_with UEN added to all members				
A1140-09087-2020 Project Title: sample2_demo_BEPermitRolesadded				
A1140-11402-2020 Project Title: Update 12				
A1140-84765-2020 Project Title: SAmple_DAX_demo				
< Prev 1 2 Next >				
Add Reset				Close
Add Project Member				×
New Member Previous Project Members Contact List]			
Name * Renz Curfew				•
Designation Sample Designation				<u> </u>
Identification Type				
NRIC/FIN Passport				
NRIC/FIN No. *				
Roles				
Role(s)	Prof. No.	UEN	Firm Name	•
Architect	1111	123456789Z	SAMPLE A	
Address				
Formattad Unformattad				
Add Reset				Close

4.3.11 Contact List tab shall display the list of contacts added by the user using Contacts List function (refer to section <> for more details). If user wants to add a member from this contacts list, then user shall click on the respective member and the system shall automatically pre-populate that particular members detail under New Member tab;



Add Project Me	ember	×
New Member Pre-	evious Project Members	
[A-Z] ↓	Search for Contacts C	2)
Select contact to add a mem	aber	~
Derekchan		
Designation: Mobile Number:	QP 98654352	
Email Address:	derekchan@gmail.com	
Add Project Me	ember	×
		_
New Member Prev	vious Project Members Contact List	
		*
Please provide the require	red information	
General Information		
Name *	Derekchan	
Designation	QP	
Address		
		2
Formatted Unform	natted	
Postal Code *	689148 Retrieve	
Building Name	SINGAPORE BUSINESS FEDERATION CENTER	
Laure /Blook No		



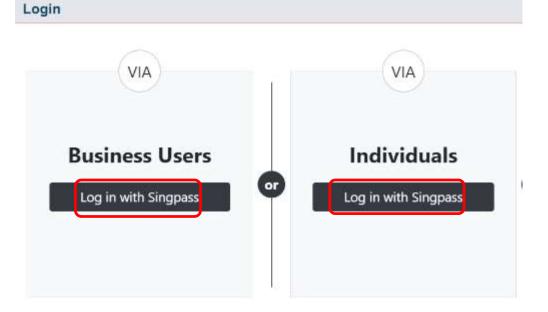
- Repeat steps 4.3.6 to 4.3.11 to add more project members to the project.
- 4.3.12 Upon completion of the details under 4. Project Members section, click Next button or click on 5. Review and review the Project details entered from section 1. General Info until section 4. Project Members. Click Register to register the ancillary project



) General Info	Review Project Informations	
General Info	PROJECT INFORMATION	PROJECT ADDRESS
2) Project Info	Case Id: AP20200821-00092	Address
Drainat Addraga	Case Description: Test Commencement Date: 21-Aug-2020	123 CLEMENTI ROAD, CLEMENTI WEST, Singapore 121123
3) Project Address	Completion Date: 30-Nov-2020	Block Details
4) Project Members	Project Classification: Normal	, Block 377, 12 Levels, 60 Units
5 Review	GENERAL INFORMATION Building Usage: Residential (Landed) Development Type: New Erection	
	PROJECT MEMBERS	1 2 3
	DEREK CHAN DEREK CHAN	NRIC/FIN (\$1500851B)

S. No	Function	Description
1.	Save as Draft	Clicking this shall save the ancillary project as draft under Projects>Unregistered>Ancillary Projects Tab
2.	Register	Clicking this shall redirect user to Login page, if the user is not logged in yet. If user is already logged in, then the user shall be redirected to user credentials confirmation window. Upon valid authorizations and successful system validations, the particular project shall be registered successfully.
3.	Previous	Clicking this shall take the user back to previous page

4.3.13 If user is not yet logged in, then select the login method (SingPass- Individual Login or SingPass - Business User Login) and enter valid credentials accordingly.





4.3.14 Upon successful login, a dialog box shall be displayed. Click Ok to continue.



4.3.15 Upon successful registration, a dialog box shall be displayed.



4.4 ESPro- Add Existing Project

4.4.1 Click on the Add Project button displayed on Landing Page.

Electronic	Submission for Pr	ofessionals		🖌 📄 🗟 🧭 🖲 🖸
Mork Area	Submitted Area	M Projects	Form Templates	Migrate New Project New Ancillary Project Add Project Greate Submission Create Correspondence
Submission	Correspondence			Sort by Date Newest Search for Submission Drafts Q

10006: No Message Available.

+ Add Files	A Send Submission
and the second s	Contraction of the second second second



4.4.2 Login window shall be displayed (if the user is not yet logged in); else the user credentialsconfirmation window shall be displayed (if the user is already logged in). Upon successful validation/confirmation, the Add Project page shall be displayed.

n A	dd Existing Project		× ₁
iissi A	vailable Projects	Search for Projects	٩
prc (Project Reference Number	Project Title	Project Address
	A1006-00131-2005	PROPOSED ADDITION OF ELECTROMAGNETIC LOCKS TO EXIS	AIRLINE ROAD, SIA HANGAR, Singapore 819830
	A1140-01111-2020	Test project	Mukim 01 Plot01 Lot11
	A1999-15033-2015	PROPOSED ADDITIONS & ALTERATIONS OF INTERNAL PARTIT	8, KAKI BUKIT AVENUE 4, #04-09, PREMIER @ KAKI BUKIT, Sin
	A818-00001-2009	PROPOSED INTERNAL PARTITIONS AT 1ST STOREY OF EXISTI	Mukim 17 Lot9209A, 31 AH HOOD ROAD, Singapore 329979
	A818-00018-2009	PROPOSED INTERNAL PARTITIONS FOR KTV ROOMS AT HOM	Mukim 17 Lot9209A, 31 AH HOOD ROAD, Singapore 329979,
	A818-00026-2007	PROPOSED ADDITION, ALTERATION & EXTENSION AT 1ST &	MK10 Lot04051X,2, BUKIT BATOK WEST AVENUE 7, Singapore
	A818-00031-2008	PROPOSED A & A AND EXTENSION WORKS TO THE EXISTING	MK17 PlotN Lot9209A Pt, MK17 Lot0483W Pt, MK17 Lot2470L
1	A818-00032-2008	PROPOSED A&A AND EXTENSION WORKS TO EXISTING HTN	Mukim 13 Lot5127V PT, 301 CANBERRA ROAD, Singapore 759
	A818-00034-2009	PROPOSED INTERIOR RENOVATION WORKS TO AN EXISTING	AH HOOD ROAD, 31, Singapore 329979
	A818-00035-2010	PROPOSED RENOVATION WORKS TO THE EXISTING 3RD STO	31, AH HOOD ROAD, Singapore 329979
		< Prev 1 2 3 4 Next >	4
			Add Cancel

4.4.3 Enter the Project Reference Number in the search field, select it by clicking on the checkbox (allows multiple select) and then click ADD. Upon successfully added to your Project, you will see successful Add Project Message. The particular project shall be added to your Projects>Registered tab.

Blectronic	Submission for	Professionals				Welcome, Traman	•	6 0	S ()
R Work Area	Submitted Area	Projects	Form Templates	Migrate New		Project Add Project			
Registered	Unregistered				Sort by Date ▼	Newest	Search for Proje	cts	٩
Projects	Ancillary Projects							Export	Import
Last Month			Add Project	t Message	×				
E9999-00008-20	022		• A818-00018-200	19: Project successfully added		gistered Date: 06	5/05/2022 21:38	۵	
Project Title: [CN2_PS] Test Proj	ject PS 8			Ok					
Location Descrip 123, YISHUN STRE	tion: ET 11, CHONG PANG	VIEW, Singapore 760	123	_					
E9999-00007-20	022					Registered Date: 06	5/05/2022 21:36	٥	
Project Title: [CN2_PS] Test Proj	ject PS 7								
Location Descrip 123, YISHUN STRE	tion: ET 11, CHONG PANG	VIEW, Singapore 760	123						
				< Prev 1 Next >					

CORENET 2.0 CORENET 2.0



CORENET 2.0						—	٥	\times
Blectronic	Submission for	Professionals			Welcome, Tramane	D ?	ß	\bigcirc
Work Area	Submitted Area	Projects	Form Templates	Migrate New Project New Ancill	lary Project Add Project Create Submissic	on Create Corr	espond	ence
Registered	Unregistered			Sort by Date 🕶	Newest 👃 Search for Proje	ects	c	λ
Projects	Ancillary Projects					Export	🗜 Imp	ort
<u>E9999-00002-2</u>	2022		,		Registered Date: 21/04/2022 22:20	9	Î	
Project Title: [CN2_PS] Test Pro	oject PS 2							
Location Descrip		SIEMENS CENTRE, Singa	apore 348615					
Older	N KOAD, #01-00, THE	SIEMENS CENTRE, SINga	ipore 346015					
\square						_	_	
A818-00018-20	009				Registered Date: 13/03/2009 01:15	8	Ē	
Project Title: PROPOSED INTER	RNAL PARTITIONS FO	R KTV ROOMS AT HOME	TEAMNS - JOM CLU	B HOUSE AT 31 AH HODD ROAD				J
Location Descrip Mukim 17 Lot920		AD, Singapore 329979, Al	H HOOD ROAD					
								-
				< Prev 1 Next >				



Additional Information:

If the Project Reference Number already exists in your Projects section, it will not be reflected in the list.

4.5 ESPro – Projects Tab

4.5.1 Click on Projects >Registered>Projects/Ancillary Projects tab. System shall display the list of Registered Projects /Ancillary Projects;

RENET 2.0				- 0 ×
Electronic	Submission for P	Professionals		Weineme Iranne 📄 🗟 🗭 🕄 🕡
Work Area	Submitted Area	Projects	Form Templates	Migrate New Project New Ancillary Project / dd Project Create Submission Create Corre-pondence
Registered	Unregistered			Sort by Date - Newest J Search for Projects 4
Projects	Ancillary Projects			3 Export Dimport
123, YISHUN STR	EET 11, CHONG PANG V	/IEW, Singapore 760	123	
<u>E9999-00007-2022</u>				Registered Date: 06/05/2022-1.30
Project Title: [CN2_PS] Test Pro	oject PS 7			
Location Descrip 123, YISHUN STR	otion: EET 11, CHONG PANG V	/IEW, Singapore 760	123	
E9999-00006-2	022			Registered Date: 06/05/2022 21:34
Project Title: [CN2_PS] Test Pro	oject PS 6			
Location Descrip 123, YISHUN STR	otion: EET 11, CHONG PANG V	/IEW, Singapore 760	123	
E9999-00005-2	022			Registered Date: 06/05/2022 21:32

< Prev 1 Next >



S. No	Function	Description
1.	Send Submission	Clicking this shall redirect user to Create Submission page
2.	Delete Project	 If user deletes a project to which there are no submissions or submission drafts created, then; Clicking this shall display a prompt window "Do you want to delete the selected project? Yes/No". Upon selecting "Yes" shall delete the particular project. If user deletes a project to which there are submissions or submission drafts created, then; Clicking this shall display a prompt window "Deleting the project will remove all records belonging to it from the following. Are you Sure you want to Proceed? Select Area: WorkSpace Submitted Yes/No" Upon selecting "Yes" shall delete the particular project, along with selected details under Select Area
3.	Export Project	Clicking this shall redirect user to Export Project window which allows user' to export the selected registered project(s) to the user' PC
4.	Import Project	Clicking this shall redirect user to Import Project window which allows user' to import the selected registered project(s) from user' PC to the ESPro instance
5.	Search	 This function allows user to search for projects by; Project Reference Number Project Title Location Description
6.	Sort	This function allows user to sort the projects by; Date Project Reference Number Project Title
7.	Newest/Oldest Sorting	This function allows user to sort the projects by; ➤ Newest ➤ Oldest

4.5.2 Click on Projects >Unregistered>Projects/Ancillary Projects tab. System shall display the list of Unregistered Projects /Ancillary Projects;



Registered	Unregistered	Sort by Dat	te ▼ Newest ↓ Search for Projects 5 Q
Projects	Ancillary Projects		
<u>A1140-00976</u>	-2020		Last Modified Date: 21/09/2020 11:2
	ample_testing_21Sep	ROAD, SINGAPORE BUSINESS FEDERATION CENTER, Singapore 689148	
A1140-10948	-2020		Last Modified Date: 21/09/2020 09:39
Project Title: S	ample_Unregistered Pr	oject	
Location Desc	iption: ADMIRALTY ST	REET, Singapore 764553	
A1140-10942	-2020		Last Modified Date: 23/03/2020 15:38
Project Title: q	weqweqwsdfsdf		
Location Desci	iption: ADUR ROAD -	PULAU BRANI, Singapore 542341	
		< Prev 1 Next >	

S. No	Function	Description
1.	Register Project	Clicking this shall redirect user to Login page, if the user is not logged in yet. If user is already logged in, then the user shall be redirected to user credentials confirmation window. Upon valid authorizations and successful system validations, the particular project shall be registered successfully. Note: This Register Project icon shall be displayed only if all the mandatory project details are already filled in for the particular draft/unregistered project
2.	Edit Project	Clicking this shall redirect user to Edit Project page which caters for editing the project details of the particular unregistered project/ancillary project Note: This Edit Project icon shall be displayed only if the mandatory project details are already not filled in for the particular draft/unregistered project
3.	Delete Project	Clicking this shall display a prompt window "Do you want to delete the selected project? Yes/No". Upon selecting "Yes" shall delete the particular project.
4.	Export Project	Clicking this shall redirect user to Export Project window which allows user' to export the selected unregistered project(s) to the user' PC
5.	Import Project	Clicking this shall redirect user to Import Project window which allows user' to import the selected unregistered project(s) from user' PC to the ESPro instance
6.	Search	 This function allows user to search for projects by; Project Reference Number Project Title Location Description
7.	Sort	 This function allows user to sort the projects by; > Date > Project Reference Number > Project Title



S. No	Function	Description
8.	Newest/Oldest Sorting	This function allows user to sort the projects by; ➤ Newest ➤ Oldest

4.6 ESPro - View Project Information

4.6.1 Click on Project Reference Number (hyperlink) displayed under Projects > Registered >Projects/Ancillary Projects or Work Area or Submitted Area tabs. System shall redirect user to View Project Information page;

6				
Home / Hew Project	mation 1 A1140-84765-2020	*	Update Project Profile	Create Submission
Project Details Submitted	Drafts 3		\square	
PROJECT INFORMATION	1	PROJECT ADDRESS	(4)	5
Project Ref. No:	A1140-84765-2020	Address	\smile	
Project Title:	SAmple_DAX_demo		SERVICENTER C	000140
Commencement Date:	17/09/2020 15:23	160 ROBINSON ROAD, SINGAPORE BUSINESS FEE	JERATION CENTER, SINGAP	ore 689148
Completion Date:	24/09/2022 15:23			
Project Classification:	Normal			
Land Ownership:	Others			
Project Category:	Government			
GENERAL INFORMATION				
Development Type:	New Erection			
Building Usage:	Residential (Landed)			
PROJECT MEMBERS				
Derek Chan	Derek Chan			
(Project Coordinator) Architect	NRIC/FIN No: ****851B	Designation:Q ^p		

S. No	Function	Description
1.	Project Details	This section shall display project details (Project Info, General Info, Project Address, Project Members) of the particular registered project/ancillary project
2.	Submitted	This section shall display the submission(s) made for the particular project/ancillary project
3.	Drafts	This section shall display the submission drafts(s) created for the particular project/ancillary project
4.	Update Project Profile	Clicking this update the latest project details of the particular project/ancillary project
5.	Create Submission	Clicking this shall redirect user to Create Submission page
6.	Back icon	Clicking this shall take the user back to previous page

4.6.2 Click on Project Reference Number (hyperlink) displayed under Projects > Unregistered >Projects/Ancillary Projects tab. System shall redirect user to View Project Information page;



	4			
Home / View Project				•
View Project	ct Information A1140-109	48-2020		Edit Project 🔛 Register Project
Project Details				
PROJECT INFORMAT			PROJECT ADDRESS	2 3
Project Ref. No:	A1140-10948-2020		Address	
Project Title:	Sample_Unregistered Pro	ect		
Commencement Dat	te: 23/03/2020 09:39		ADMIRALTY STREET, Singapore 764553	
Completion Date:	23/03/2021 09:39			
Project Classification	n: Normal			
Land Ownership:	Housing & Development	Board		
Project Category:	Government			
GENERAL INFORMAT	ION			
Development Type:	New Erection			
Building Usage:	Bridge/Jetty, Institutional	& Others, Residential (Landed)		
PROJECT MEMBERS				
Derekchan	Dere	kchan		
(Project Coordinate	or)			
Architect NRIC,		IN No: S1500851B	Designation:	
S. No	Function		Description	
		This section sha	ll display project details (Project In	fo. General Info. Proiect
1.	Project Details		Members) of the particular unregi	
1.			members) of the particular unregi	stered project/aricinal y

1.	Project Details	Address, Project Members) of the particular unregistered project/ancillary project
2.	Edit Project	Clicking this shall redirect user to Edit Project page which caters for editing the project details of the particular unregistered project/ancillary project
3.	Register Project	Clicking this shall redirect user to Login page, if the user is not logged in yet. If user is already logged in, then the user shall be redirected to user credentials confirmation window. Upon valid authorizations and successful system validations, the particular project shall be registered successfully. Note: This Register Project icon shall be displayed only if all the mandatory project details are already filled in for the particular draft/unregistered project
4.	Back icon	Clicking this shall take the user back to previous page

4.7 ESPro - Create & Send Submission

4.7.1 Click on Create Submission icon displayed in the Landing Page

Migrate New Project	New Ancillary Project	Add Project	Create Submission	Create Correspondence



4.7.2 Under 1. Select Projectsection, select the Project (allows single select only) and click Next or click on 2. Select Application Type

Home / Create Submission / Select Project		
Create Submission		
1 Select Project	Search for Registered Project	Q
2 Select Application Type	A1140-11402-2020	
(3) Application Forms	Project Title: Update 12	
	Location Description: ADAM ROAD, ADAM DRIVE, ADAM PARK	
	Couldin Description. ADAM ROAD, ADAM DRIVE, ADAM PARK	
	A1140-09087-2020	
	Project Title: sample2_demo_BEPermitRolesadded	
	Location Description: Mukim 01 Plot12 Lot12, 160, ROBINSON ROAD, #10-09, SINGAPORE BUSINESS FEDERATION CENTER, Singapore 68914	
	A1140-00005-2020	
	Project Title: SAmpletest_ACinvalidbutACOvalid	
	Location Description: 160, ROBINSON ROAD, SINGAPORE BUSINESS FEDERATION CENTER, Singapore 689148	
	< Prev 1 2 3 Next >	/
	+ Create Submission Draft Next	,

4.7.3 Under 2. Select Application Type section, select the Application type (allows single select only) and click Next or click on 3. Application Forms

Home / Create Submission / Select Application Typ	e	,						
1 Select Project	Search fo	or Application Type						٩
2 Select Application Type				Age	ency			
3 Application Forms	د الا ھ	BCA-BE-ST submiss BCA-BE-Subm of B		JTC	LTA	NEA	NPARKS	>
	○ 뀨 ○ 뀨 ○ 뀨	BCA-BE-Subm of C	ert As-Built Structural	Plan				
	0 뷰 0 뷰 0 뷰	BCA-BE-Permit to C BCA-BE-Appoint of BCA-BE-Subm of C		iling Work	2		3	
					+ Create Submission	Draft	< Previous	Next >

S. No	Function	Description
1.	Search	This functions allows user by application type or application form
2.	Create Submission Draft	Clicking this shall redirect user to Work Area displaying the submission draft created
3.	< Previous	Clicking this shall take the user back to previous page



4.7.4 Under 3. Application Forms section, check/uncheck the required forms to be filled in and sent for the particular submission and click on Create Submission Draft

Home / Create Submission / Application Forms			
Create Submission			
1 Select Project	BCA-BE-ST submission		
2 Select Application Type	Calculations		-
3 Application Forms	BS02_COP2005 (AUG 08).XLS BS02_COP2005 (JAN 07).XLS BS02_COP2005 (SEP 05).XLS BS02_COP2017 (MAY 2017).xls BS02_COP2017.XFDX		-
	Others		-
		+ Create Submission Draft	vious

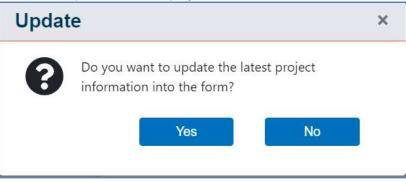
4.7.5 System shall redirect user to Work Area>Submission, displaying the created submission draft on top

Work Area Subr	nitted Area	Projects	Form Templates	Migrate New Project New Anc	illary Project Add Project Create	Submission Create Corres	ponde
Submission Corre	espondence]		Sort by Date 👻 Ne	ewest ↓ Search for Subm	ission Drafts	
Select project/s to perform E9999-00001-2022 BCA-BE-ST submission			:		🛛 🖉 Sign	Extract	ру
Creation Date: 27/06/2022	2 10:16			File Name	File Tag	Size	
				BCA-BE-STAPPV01.XFD	Main Form	764.48 Kb	ø
				Annex A1_A2_Format of Sub.docx 🖋	Others	40.88 Kb	9
				BCA-BE-ENGBWAC.XFD	Others	149.69 Kb	ø
				BCA-BE-ENSPAC.XFD	Others	149.91 Kb	ø
				BCA-BE-ENSPPE.XFD	Others	137.52 Kb	
				BCA-BE-ENSPQP.XFD	Others	150.55 Kb	ø
				BCA-BE-SACCHECKLIST.DOC	Others	92 Kb	9
				BCA-BE-SAS.doc 🖉	Others	43.5 Kb	ø
	< Prev 1 N	Vext >					





4.7.6 Click on the Application forms e.g. BCA-BE-STAPPV01.XFDX. System shall display the prompt message "Do you want to update the latest project information into the form? Yes/No".



4.7.7 Upon clicking "Yes", system shall automatically launch the Corenet 2.0 Form Viewer pre-populating the latest project details into the respective form, and clicking "No", shall not pre-populate the latest project details into the respective form

BCA-BE-STAPPV01 File About		- a ×
		VAL OF STRUCTURAL PLANS Building Control Act (Cap 29)]
		🚱 Help 🛛 🖶 Print Preview
1 Instructions	Project Details	
Project Details	Project Reference Number	A1140-84765-2020
3 Project Classification	Project Title	SAmple_DAX_demo
(4) Particulars and Declaration by	Description of Building Works	SAmple_DAX_demo
Developer(s)/Builder	Location Description	160 ROBINSON ROAD, SINGAPORE BUSINESS FEDERATION CENTER, Singapore 689148
5 Particulars and Declaration by Qualified Person (Structural Works)	Plan Type *	ST •
6 Fee Computation for Plans of Building Works	BP Submission Required *	O NO
	First Application date for Planning Permission	dd form finner
Last Updated Date: BCA-BE-STAPPV01 Ver. 1.0		Save (Previous Next)

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8 9	\frown		OVAL OF STRUCTURAL PLANS F Building Control Act (Cap 29)]
\smile			🛛 Help 🛛 🖶 Print Pre
1 Instructions	-	Location Description	160 ROBINSON ROAD, SINGAPORE BUSINESS FEDERATION CENTER, Singapore 689148
2 Project Details	1	Plan Type *	ST ,
3 Project Classification	1	BP Submission Required *	O NO
Particulars and Declaration by Developer(s)/Builder	1	First Application date for Planning Permission (i.e. DC Submission)	dd/mm/yyyy
 Particulars and 		Gross Floor Area (GFA) *	1200 m ²
5 Declaration by Qualified Person (Structural Works)	*	3D BIM Submission *	 Yes GFA > 20,000 m² (planning permission applied on or after 1 July 2014) GFA > 5000 m² (planning permission applied on or after 1 July 2015)
6 Fee Computation for Plans of Building Works	-		 No (for projects with GFA <= 5,000m2) <u>Instructions</u> 5 From Tolky 2014, at engineering plans with 1st application for phyning perfussion dated on or after 1. July 2014, for new developments with afters floor, area (GFAT), more than 20.000

S. No	Function	Description
1.	1	This indicator indicates that the mandatory fields are not filled in under the particular section
2.	-	This indicator indicates that all mandatory fields are filled in under the particular section
3.	1	This indicator indicates that the particular radio button or checkbox fieldis mandatory
4.	-	This indicator indicatesthat the particular field is mandatory
5.	Save	If all mandatory fields are filled in and user clicks this button, system shall save the form, displaying all sections under the form with green tick, else shall display the following prompt;
6.	< Previous	Clicking this shall take the user back to previous page
7.	Next>	Clicking this shall take the user back to next page

Fill in all the details in the form and click SAVE 4.7.8



S. No	Function	Description
8.	File	 Clicking this shall display the following menu; Open Form -> allows user to open a another form Save Form -> allows user to save (ctrl+s) the form Save As Form -> allows user to save (Alt+ctrl+s) the form Print Preview -> allows user to preview the form in PDF Close Form -> allows user to close the existing form Exit -> closes the form viewer, if filled in details are saved, else shall prompt the user to save the form changes
9.	About	This window shall display the details of the Corenet 2.0 Form Viewer
10.	Help	This window shall display the agency contact details for enquiries related this the particular form
11.	Print Preview	Clicking this shall allow user to preview the form in PDF
12.	Windows Ctrl (- ,[],x)	These icons shall allow user to minimize, maximize and close the form respectively

- 4.7.9 Fill in the mandatory fields, Click Save to save the form and then click X to close the form. System shall close the form and redirect user to Work Area.
- 4.7.10 If user wants to Sign the filled in forms, they may click the checkbox (allows multi-select) displayed next to it and click Sign

Work Area Submitted Area Projects	Form Templates	Migrate New Project New Anc	illary Project Add Project Crea	te Submission Create Correspond
ubmission Correspondence		Sort by Date - Ne	ewest J Search for Sub	mission Drafts
elect project/s to perform submission 59999-00001-2022			Sign	Extract Copy
BCA-BE-ST submission Creation Date: 27/06/2022 10:16		File Name	File Tag	Size
	2	BCA-BE-STAPPV01.XFD	Main Form	764.48 Kb
		Annex A1_A2_Format of Sub.docx 🖉	Others	40.88 Kb
		BCA-BE-ENGBWAC.XFD	Others	149.69 Kb
		BCA-BE-ENSPAC.XFD	Others	149.91 Kb
		BCA-BE-ENSPPE.XFD	Others	137.52 Kb
		BCA-BE-ENSPQP.XFD	Others	150.55 Kb
		BCA-BE-SACCHECKLIST.DOC	Others	92 Kb
		BCA-BE-SAS.doc 🖍	Others	43.5 Kb
< Prev 1 Next >				



4.7.11 If the mandatory fields are filled in the selected form, then system shall display the Net trust Login window, and user shall key in the valid credentials and click OK to sign the file(s), else the Mandatory Check Failed window shall be displayed.

	SToken Logon	×	
		188888	
	Enter the Token Pasaword		
	Token Name:		
	Token Password:	1	
	72509 (1325) (1325)	Current Language: EN	
4.7.12	Upon clicking OK,	system shall successfully sign (form displaye	d with .ent) the selected form(s)
	BCA-BE	-STAPPV01.XFDX .ent	

4.7.13 Clicking on i icon and select Recipient(s)

A1140-84765-2020 BCA-BE-ST submission		r h		🕞 Sign	Extract Copy
Creation Date: 21/09/2020 12:37	Recipient(s)		File Name	File Tag	Size
A1140-09087-2020 Appin for Admittance of Gas	Delete		BCA-BE-STAPPV01.XFDX	Main Form	40.74 Kb 🙍
Creation Date: 18/09/2020 17:40		0	BCA_BE_ENSPPE.XFD	Plans	137.52 Kb 😕

4.7.14 Set Recipients window shall be displayed, populating the default recipient of this particular application type. User may click on the drop down to select/change the respective recipient(s). Upon selection, click X icon

) mission 1/09/2020 12:37	:				Sign (Extract
ance of Gas	Set Recipie	nts		×	e Tag	
/09/2020 17:40					in Form	4
	Building And Con	structio	on Authority 🗙	*	าร	1
(DBC) Vehicle Parking					าร	1
/09/2020 18:34			BCA-BE-ENGBWQP.XFD *	٢	rians	1.
(DBC) Roads			BCA_BE_ENSPAC.XFD	P	Plans	1.
/09/2020 18:25			BS02_COP2005 (AUG 08).XLS.ent 🖋	C	Calculations	2
_2			BS02_COP2005 (JAN 07).XLS 🖉	C	Calculations	2



Additional Information:

This Set Recipients flow is not mandatory, as the system automatically sets the default Agency (for the respective application types) as recipient. Only if user wants to change it, they may use this Set Recipients function.

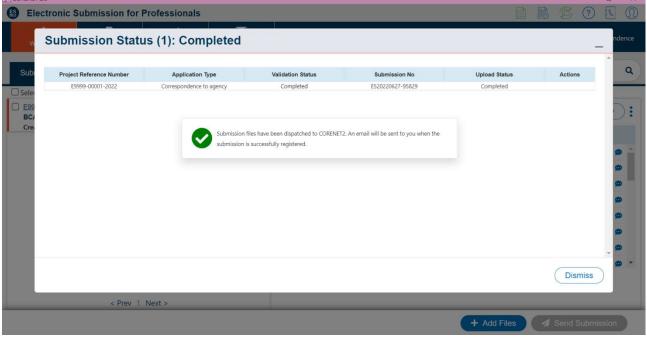
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4.7.15 Now click Send Submission button

RENET 2.0 Electronic Submission for Professionals			la la		-
			2		J
Work Area Submitted Area Projects	Form Templates	Migrate New Project New Anci	llary Project Add Project Creat	e Submission Create Correspon	ndi
Submission Correspondence		Sort by Date 👻 Ne	west J Search for Sub	mission Drafts	
elect project/s to perform submission					
E9999-00001-2022 BCA-BE-ST submission Creation Date: 27/06/2022 10:16	:		Sign	Extract Copy	
Creation Date: 27/06/2022 10:16		File Name	File Tag	Size	
		BCA-BE-STAPPV01.XFD	Main Form	764.48 Kb	9
		Annex A1_A2_Format of Sub.docx 🥙	Others	40.88 Kb	ø
		BCA-BE-ENGBWAC,XFD	Others	149.69 Kb	9
		BCA-BE-ENSPAC.XFD	Others	149.91 Kb	9
		BCA-BE-ENSPPE.XFD	Others	137.52 Kb	ø
		BCA-BE-ENSPQP.XFD	Others	150.55 Kb	ø
		BCA-BE-SACCHECKLIST.DOC	Others	92 Kb	9
		BCA-BE-SAS.doc 🖋	Others	43.5 Kb	9
< Prev 1 Next >					
errer i treace					

4.7.16 Login page shall be displayed, if the user is not logged in yet. If user is already logged in, then the user shall be redirected to user credentials confirmation window. Upon valid authorizations and successful system validations, the particular submission shall be sent successfully, generating a successful ES number





Additional Information:

Upon successful submission, the particular submission shall be moved from Work Area to Submitted Area.



 Please be reminded <u>not to rename</u> the .XFD or XFDX forms and application folders because the form name is a critical factor to determine the destination of your submission.

4.8 ESPro – Create & Send Correspondence

4.8.1 Click on Create Correspondence icon displayed in the Landing Page

Migrate New Project New Ancillary Project	Add Project	Create Submission	Create Correspondence

4.8.2 Under 1. Select Submission No. section, select the Submission Number (allows single select only) to which you want to send a CR and click Create Correspondence Draft

Home / Create Correspondence / Select Submissi	on No.
Create Correspondence	(\cdot)
1 Select Submission No.	Search for Submission No or Project Ref. No./Title + Add Submission Number Add Submission Number
	(III) A1140-00005-2020 ES20200917-13888 Correspondence to agency
	 Image: A1140-00032-2020 ES20200917-13889 Test Application_2 A1140-00005-2020 ES20200917-13890 Correspondence to agency
	A1140-09087-2020 ES20200918-13906 Appln for Admittance of Gas
	< Prev 1 Next >
	+ Create Correspondence Draft

S. No	Function	Description
1.	Search	 This function allows user to search for correspondence drafts by; Submission Number Project Reference Number Project Title Application Type
2.	Add Submission Number	Clicking on Add Submission number button shall cater for users to select an ES number not available in their ESPro instance.
3.	Create Correspondence Draft	This button shall be enabled upon selecting a ES number. Upon clicking the enabled Create Submission Draft button, system shall redirect user to Work Area> Correspondence tab

4.8.3 System shall redirect user to Work Area, displaying the created correspondence draft on top

+ Add Files 🦪 Send Correspondence



CC 🛐	RENET 2.0									
ES	Electronic S	ubmission for P	rofessionals						3 ?	S
	Work Area	Submitted Area	Projects	Form Templates		Migrate New Pro	oject \mid New Ancillary Project \mid Add Project \mid Crea	ate Submission	Create Corr	espondence
	Submission	Correspondence				Sort by	Date - Newest	respondence	Drafts	٩
	Select project/s to perform submission Select project/s to perform submission E9999-00001-2022 Base on Ref: ES20220606-95748 CORRESPONDENCE TO AGENCY						Sign (Extract		copy
Н	Creation Date: 27,	/06/2022 10:55				File Name	File Tag		Size	
						SCDF-CORR.XFDX	Main Form		26.77 Kb	ø
_		< Prev 1	Next >							

4.8.4 Click on the Application forms e.g. SCDF-CORR.XFDX. System shall display the prompt message "Do you want to update the latest project information into the form? Yes/No".

Updat	e	×	
0	Do you want to update th information into the form Yes		



4.8.5 Upon clicking "Yes", system shall automatically launch the Corenet 2.0 Form Viewer pre-populating the latest project details into the respective form, and clicking "No", shall not pre-populate the latest project details into the respective form

SCDF-CORR File About	STOFF CORRE	- ®
		😢 Help 🛛 🖶 Print Preview
1 Instructions	Particulars of Development	Proposal
2 Particulars of Development Proposal	Project Reference Number Project Title	A1140-09087-2020 sample2_demo_BEPermitRolesadded
	Location Description [Includes Lot/Plot, MK/TS, Address/Road and Building Name if any]	Mukim 01 Plot12 Lot12, 160, ROBINSON ROAD, #10-09, SINGAPORE BUSINESS FEDERATION CENTER, Singapore 689148, ABBOTSINGH ROAD,
	Correspondence Type*	Please Select
Last Updated Date: SCDF-CORR	Ver. 1.0	Save Previous

4.8.6 Fill in all the details in the form and click SAVE

SCDF-CORR File About	CORRE	SPONDENCE TO SCDF
2		😢 Help 🛛 🖶 Print Preview
	Particulars of Development	Proposal
2 Particulars of Development Proposal	Project Title	A1140-09087-2020 sample2_demo_BEPermitRolesadded
	Location Description [Includes Lot/Plot, MK/TS, Address/Road and Building Name if any]	Mukim 01 Plot12 Lot12, 160, ROBINSON ROAD, #10-09, SUTEA RORE BUSINESS FEDERATION CENTER, Singapore 689148, AEBOTAINGH ROAD,
	Correspondence Type* Remarks	Please Select
Last Updated Date: SCDF-CORR Ver. 1.0)	Save (Previous

S. No	Function	Description
1.	1	This indicator indicates that the mandatory fields are not filled in under the particular section



S. No	Function	Description
2.	-	This indicator indicates that all mandatory fields are filled in under the particular section
3.	-	This indicator indicates that the particular field is mandatory
4.	Save	If all mandatory fields are filled in and user clicks this button, system shall save the form, displaying all sections under the form with green tick, else shall display the following prompt;
5.	< Previous	Clicking this shall take the user back to previous page
6.	File	 Clicking this shall display the following menu; Open Form -> allows user to open a another form Save Form -> allows user to save (ctrl+s) the form Save As Form -> allows user to save (Alt+ctrl+s) the form Print Preview -> allows user to preview the form in PDF Close Form -> allows user to close the existing form Exit -> closes the form viewer, if filled in details are saved, else shall prompt the user to save the form changes
7.	About	This window shall display the details of the Corenet 2.0 Form Viewer
8.	Help	This window shall display the agency contact details for enquiries related this the particular form
9.	Print Preview	Clicking this shall allow user to preview the form in PDF
10.	Windows Ctrl (- ,[],x)	These icons shall allow user to minimize, maximize and close the form respectively

- 4.8.7 Fill in the mandatory fields, Click Save to save the form and then click X to close the form. System shall close the form and redirect user to Work Area.
- 4.8.8 For digitally signing the file(s), refer to steps 12.10 to 12.12



4.8.9 Clicking on i icon and select Recipient(s)

Submission Correspondence					Sort by Date 🕶	Newest J Searc	h for Correspondence D	٩
A1140-09087-2020 Correspondence to agency Creation Date: 21/09/2020 17:55	Base	on Ref: ES20200917-1387	5			Sign A	Extract Copy):
A1140-09087-2020	Base	Delete		File Name		File Tag	Size	
AppIn for Admittance of Gas_0 Creation Date: 21/09/2020 17:13			SCDF-CORR.XFDX		Main Form	25.17 Kb	ø	
A1140-00005-2020	Base	on Ref: ES20200917-13891						

4.8.10 Set Recipients window shall be displayed, populating the default recipient of this particular correspondence. User may click on the drop down to select/change the respective recipient(s). Upon selection, click X icon

) mission			Sign (Extract
1/09/2020 12:37 ance of Gas	Set Recipients	×	e Tag	:
/09/2020 17:40				4
(DBC) Vehicle Parking /09/2020 18:34	Building And Construction Authority ×	٣	15	1.
	BCA-BE-ENGBWQP.XFD *	٢	Tans	1.
(DBC) Roads	BCA_BE_ENSPAC.XFD 🖋	P	lans	1,
/09/2020 18:25	BS02_COP2005 (AUG 08).XLS.ent 🖍	С	alculations	2
_2	BS02_COP2005 (JAN 07).XLS 🖋	С	alculations	2



Additional Information:

This Set Recipients flow is not mandatory, as the system automatically sets the default Agency (for the respective correspondence) as recipient. Only if user wants to change it, they may use this Set Recipients function.

4.8.11 Now click Send Correspondencebutton

Submission Correspondence				Sort by Date 🔻	Newest 🕽 🤇	earch for Correspondence D	٩
A1140-09087-2020 Correspondence to agency Creation Date: 21/09/2020 17:55	Base on Ref: ES20200917-13871	:			Sign Sign	Extract Copy):
A1140-09087-2020	Base on Ref: ES20200918-13906		File Name		File Tag	Size	
AppIn for Admittance of Gas_0 Creation Date: 21/09/2020 17:13			SCDF-CORR.XFDX		Main Form	25.17 Kb	9
A1140-00005-2020 Correspondence to agency Creation Date: 17/09/2020 15:39	Base on Ref: ES20200917-13891						
A1140-00032-2020 Correspondence to agency Creation Date: 17/09/2020 09:35	Base on Ref: ES20200917-13873						
< Prev 1 Next >						1	
< Prev 1 Ne	cat >				+ Add Files	Send corresponde	nce



4.8.12 System shall display the Send Correspondence window. Confirm the ES number and select the Reply To <enter the CA number> (not mandatory) field and then click on Send Correspondence button

CORENET 2.0							-	D	\times
Electronic S	Submission for I	Professionals					B ?	ß	
Work Area	Submitted Area	Projects	Form Templates	Migrate New Project New Ancillary Proje	ect Add Project	Create Submissio	on Create Co	rrespon	dence
Submission	Correspondence			Sort by Date 👻 Newest ↓	Search fo	r Corresponder	nce Drafts		٩
-		Send	Correspond	lence	×				
Select project/s to perform submission E9999-00001-2022 CORRESPONDENCE TO AGENCY Creation Date: 27/06/2022 10:55 Project Reference Number Application Type: Base Ref: Reply To: Send Correspondence Project Reference Number Same Ref: Reply To: Send Correspondence Send Correspondence Send Correspondence Send Correspondence Send Correspondence Send Correspondence Send Correspondence Send Correspondence Send Correspondence Send Correspondence Correspondence Send Correspondence Send			E9999-00001-2022 CORRESPONDENCE TO AGENCY ES20220606-95748 (e.g. CA20050101-00002) (e.g. CA20050101-00002)	Sign	Extra	ct Size 26.9 Kb	Copy		
	< Prev 1				+ Add Files	A Send	l Correspor	dence	D

4.8.13 Login page shall be displayed, if the user is not logged in yet. If user is already logged in, then the user shall be redirected to user credentials confirmation window. Upon valid authorizations and successful system validations, the particular correspondence shall be sent successfully, generating a successful CR number

Ele	ectronic Submission for Profe	ssionals						
w	Submission Status (1	I): Completed						ndence
Subi	Project Reference Number	Application Type	Base Ref. No.	Validation Status	Submission No	Upload Status	Actions	Â
Selec	E9999-00001-2022		ES20220606-95748 es have been dispatched to Cl auccessfully registered.	Completed ORENET2. An email will be ser	CR20220627-23358	Completed		
								×
			_				Dismiss	
					+ Ac	dd Files	Send Correspor	Idence





Additional Information:

Upon successful submission, the particular correspondence shall be moved from Work Area>Correspondence to Submitted Area>Correspondence.

4.9 ESPro – One – Click (Submissions and Correspondences)

One-click allows user to send multiple submissions/correspondences at once. When submitting only one submission/correspondence, user is required to select the submission/correspondence to be submitted before clicking on the Send Submission or Send Correspondence button.

4.9.1 Refer to Section 4.7 - Create & Send Submission or Section 4.8 - Create & Send Correspondence to prepare the files before submitting.

After creating multiple submissions click on the tick box on the left of the screen. 4.9.2

Work Area	Submitted Area	Projects	Form Templates	Migrate New Project New	Ancillary Project Add Project Cre	ate Submission Create Corresp	onden
Submission	Correspondence			Sort by Date 🕶	Newest J Search for Sul	omission Drafts	(
select project/s to	o perform submission						
E9999-00002-202 BCA-BE-Cert As Creation Date: 2	-Built Structural Plan fo	or GBW	1		Sign (Extract Co	y)
19999-00001-2022		:	File Name	File Tag	Size		
FA Plan Submission reation Date: 27/06/2022 11:04		BCA-BE-CTASST-GBW.XFD	Main Form	222.75 Kb	ø		
reation Date: 2/	//00/2022 11:04			BCA-BE-ENABGBWAC.XFD 🖉	Others	160.32 Kb	
				BCA-BE-ENABAC.XFD	Others	171.24 Kb	
				BCA-BE-ENABQP.XFD	Others	180.52 Kb	ø
				C3GBW_Guidelines.pdf	Others	349.16 Kb	ø
				BCA-BE-ENABGBWQP.XFD	Others	163 Kb	ø
	< Prev 1	Nexts					

4.9.3 After creating multiple correspondences click on the tick box on left of the screen.

•		V		10000 - 51 0000 000 <u></u>	to the second second second	
Work Area	Submitted Area	Projects	Form Templates	 Migrate New Project New	/ Ancillary Project Add Project Cr	eate Submission Create Correspondence
Submission	Correspondence			Sort by Date ▼	Newest J Search for Co	prrespondence Drafts C
Select project/s to	o perform submission					
E9999-00001-202 Submissions for	(DBC) Roads	Base on Ref: E	\$20220622-95803		Sign	Extract Copy
	Creation Date: 27/06/2022 11:25 <u>59999-00001-2022</u> Base on Ref: E520220622-95800 Application for development control clearance reation Date: 27/06/2022 11:25		\$20220622-95800	File Name	File Tag	Size
			LTA-DBC-ROADS.XFDX	Main Form	65.92 Kb 👳	





Additional Information:

- One click only works when submitting submissions/correspondences. Unable to use to delete multiple drafts at one go.
- After every submission/correspondence made, system will automatically log user out.

4.10 ESPro- Work Area

4.10.1 Click on Work Area tab

CORENET 2.0	- 🗇 🗙
Electronic Submission for Professionals	
Work Area Submitted Area Projects Form Templates	Migrate New Anrillary Project Add Project Create Submission Create Correspondence
Submission Correspondence 2	Sort by Date - Newest J Search for Correspondence Draft 9 (10
Select project/s to perform submission	
 ✓ E9999-0001-2022 Base on Ref: E620220623 05803 Submissions for (DBC) Roads Creation Date: 27/06/2022 11:25 	🖙 Sign 🖉 Extract 👔 Copy
Base on Ref: ES20220622-95800 :	File Name File Tag
Application for development control clearance Creation Date: 27/06/2022 11:25	LTA-DBC-ROADS.XFDX Main Form 65.92 Kb 🗩
Creation Date: 2//06/2022 11:25	
< Prev 1 Next >	
	+ Add Files Send Correspondence

S. No	Function	Description
5. 10	T diretion	Description
1.	Submission	This section shall display the list of submission drafts created by the user
2.	Correspondence	This section shall display the list of correspondence drafts created by the user
3.	:	 Clicking this icon displayed next to submission draft listing shall display the following; Recipient(s) -> allows user to edit the recipients Delete -> allows user to delete the particular submission/correspondence draft
4.	Search	 This function allows user to search for projects by; Project Reference Number Project Title Application Type
5.	Sort	 This function allows user to sort the projects by; Date Project Reference Number Application Type



S. No	Function	Description
		> Agency
6.	Newest/Oldest Sorting	 This function allows user to sort the projects by; ➢ Newest ➢ Oldest
7.	Sign	This function allows user to digitally sign the file(s) using Net trust token
8.	Extract	This function allows user to extract the original file(s) from the signed file(s)
9.	Сору	This function allows user to copy the selected file(s) from one submission draft to another submission draft
10.	:	 Clicking this icon displayed next to copy button shall display the following; Cut -> allows user to edit the recipients Delete -> allows user to delete the particular submission/correspondence draft Verify Signature
11.	ø	This function allows user to edit the particular form/file name. This is not applicable for forms tagged as Main Form.
12.	9	 This function allows user to view the following details of the particular file; Recipient(s) -> displays the recipient Comments -> allows user to enter comments related to the particular form/file Location -> displays the user' PC location at which the particular file is being stored
13.	Add files	This function allows user to add file(s) from Form Templates or from the user' local folder.
14.	Send Submission/Correspondence	Login page shall be displayed, if the user is not logged in yet. If user is already logged in, then the user shall be redirected to user credentials confirmation window. Upon valid authorizations and successful system validations, the particular submission shall be sent successfully, generating a successful ES number



4.11 ESPro – Submitted Area

4.11.1	CORENET 2.0	omitted Area tab	nals				- " ×		
	Work Are	Submitted A sa Projects		Migrate Nw Pro	pjer: New Ancilhan; "Ruyeo		nission Create Correspondence		
	Submission	Correspondence	(4 So	ort by Date 🕶 🔹 🕅	Newest J Search for S	submissions		
	ES20220627-95 E9999-00001-2 Corresponden	022 ce to agency	3 0				Сору		
	Submission Da ES20220624-95 E9999-00001-20 Submissions fo	022	0:	File Name ESS-CORR.XFD		File Tag Main Form	Size 35.59 Kb		
	Submission Dat ES20220624-95 E9999-00001-20 Submissions fo	022	•						
	Submission Dat ES20220623-95 E9999-00002-20 Plan Consent		0:						
	ES20220623-95 E9999-00001-20 Plan Consent		0:	Recipients BCA					
	S. No	Function	n						
	1.	Submission	This section	shall display the list	t of submissio	on sent by the u	iser		
	2.	Correspondence	This section	n shall display the list of correspondence sent by the user					
	3.	Đ	Clicking this shall create a Correspondence Draft under Work Area>Correspondence for the particular submission						
	4.	:	following; ➤ Delete ->	icon displayed next allows user to dele n displaying a pron s/No"	ete the particu	ular submission	/correspondence		
	5.	Search	This function Project F 	ction allows user to search for projects by; ect Reference Number mission Number ect Title					
	6.	Sort	This function ➤ Date	allows user to sort Reference Number	the projects t	ру;			
	7.	Newest/Oldest Sorting		allows user to sort	the projects b	ру;			

Oldest



S. No	Function	Description
8.	Сору	This function allows user to copy the selected file(s) from submitted area to work area

4.12 ESPro Submission: Form Template

4.12.1 Click on the Form Template tab to view all the application types.

CORENET 2.0											-	٥	×
Belectronic	Submissi	ion for Pro	ofessionals		-						6 0) [%	
G Work Area	Submitted Area		Area Projects Form Templates Migrate New Project New .						Project Crea	te Submissior	Create Co	rrespor	ndence
Project	Ancillary Pro	iject						Ascending	L Searc	h for Applic	ation Type	9	٩
All	92 ^L	ast Updated	Date: 24/06/2022 16:5	58:42									
🗸 🥠 вса	31		APPLICATION FOR	OR PLAN APPROVA	AL								-
	RGY5			Clearance CS and As-Bi									
	2			Clearance and Con earance and Complian									
🗸 💽 JTC 🗸 🗶 LTA	2	0		ling Plan (BP) Sep 2020, QPs will ne reinstatement works v		and the second second second second	and a state of the state of the	and the second second second		stage. All gre	enery provi	sion, tre	ee
🗹 🛬 NEA	8	0		ficate Statutory Co									
NPARKS OPUBBPU	6 5	0	the second s	elopment Control (D elopment Control (DC									
DUBWTR	2	0	Application Othe Application for Othe										
SCDF	12	0		Submission Consul Submission Consultat									
	2	1	and the second se	SC Clearance (Con Clearance (Complian	and the second se								
🗸 🕅 URA	2				< Prev 1	2347	7 8 9 Next	>					

4.12.2 Checking the respective Agency(s) checkbox displayed on the left side panel shall display its respective application types on the right side panel and clicking on the application type list, shall expand to display its related forms;

- 0						0	CORENET 2.0
				Professionals	ission for	tronic Subm	Electron
ssion Create Corresponder	t Add Project Create Submission	Migrate New Project New Ancillary Proj	Form Templates	V Projects	bmitted Area		Work Area
oplication Type Q	ending	/ 2 -A		07	Project	Ancillary	Project
Create Submission			2 16:58:42 point of Specialist Builder bint of Specialist Builder		Last Upda	TYENERGY5	BCA
File Size	Time to Fill	Form Description	Ċ	Form Name			
0.082 MB		Appointment of Specialist Builder	BUILDER-APPOINTMENT.doc	BCA-BE-SPECIALIST		TC 2	🗌 🎧 јтс
0.371 MB		Appointment of Specialist Builder	T BUILDER.XFD	BCA-BE-SPECIALIS		TA 4	🗌 🞗 LTA
		visor	point or terminate site super point or terminate site supervisor		#		📄 🛬 NEA
			rt As-Built Structural Plan for As-Built Structural Plan for GBW		*		
			rt Supervision Structural Work		4		O PUBW
			rt of Supervision of Piling Wo of Supervision of Piling Work for	and the second second second	#		SFA
			nthly Instrumentation and M		1	IPG1 2	UPG1
	*	Denis 1 D. D. 4 Novit-	nthly Instrumentation and M	BCA-BE-Mo	1		UPG1



S. No	Function	Description
1.	Search	Allows search by; ➤ Application Type ➤ Form Name
2.	Sort	Allows sorting by the following; > Ascending > Descending
3.	Сору	Select the checkbox and clicking this copy button shall allow users to copy and paste the respective file(s) to work area
4.	Form name <hyperlink></hyperlink>	Clicking on the form name shall open & display the respective forms
5.	Create Submission	Clicking on this shall redirect user to Create Submission page



Additional Information:

- By default, the <u>All</u> checkbox shall be checked.
- Uncheck the <u>All</u> checkbox shall uncheck all the agency checkboxes
- The number displayed next to the respective Agency indicates the total number of application types under respective Agency

4.13 ESPro - Outstanding/Resume/ Remove Submission/Correspondence

4.13.1 Create a submission, fill in the forms and click on Send Submission/Correspondence button displayed on Work Area. Now click on Outstanding Submissions icon. When no submission/correspondence is sending in progress, button will be disabled.

CORENET 2.0				- a ×
Electronic	Submission for I	Professionals		
Work Area	Submitted Area	V Projects	Form Templates	Migrate New Project New Ancillary Project Add Project Create Submission Create Correspondence
	_			



Additional Information:

User may also send multiple submissions/correspondence



4.13.2 System shall display the progress of the outstanding submission

CORENET 2	.0							-	٥	×
🚯 Elec	ctronic Submission for Profe	ssionals						?	8	
w	Submission Status (1	I): Completed						-		ence
Sub	Project Reference Number E9999-00001-2022	Application Type	Base Ref. No.	Validation Status	Submission No CR20220627-23358	Upload Status Completed	Actions	5		٩
Sele		Submission file		ORENET2. An email will be sen			Dist	miss)	
					+ Ad	d Files				

- 4.13.3 If a user has submitted multiple submissions, the system will display the progress of all the submission. Once completed, it will be shown in the table.
- If a user faces an interruption (e.g. closure of ESPRO or disconnection from the internet) during the 4.13.4 submission, the user would be able to resume their submission(s) by clicking on the "Outstanding Submissions Icon". The particular outstanding submission shall be displayed in this page and user shall click on Resume button to resume the submission.

S. No	Function	Description
1.		Clicking this button shall resume the outstanding submission
2.	×	Clicking this shall cancel/remove sending the outstanding submission and display the message "There are No Outstanding Submissions to show." and shall redirect user to Work Area displaying the particular submission in Work Area
3.	X <close window></close 	Clicking this shall close the Outstanding Submissions window. Note: If user clicked resume and then closed the window, then the system shall still send the submission in the background while user is able to navigate to other sections/flows under ESPro.

4.14 ESPro – Contact List

Alternate way of filling in the Project Members Information can be done via ESPro by selecting the Contact 4.14.1 List button. I

CO	RENET 2.0				- <u>×</u> ×
ES	Electronic	Submission for F	Professionals		
	🔒 Work Area	Submitted Area	P rojects	Form Templates	Migrate New Project New Ancillary Project Add Project Create Submission Create Correspondence



4.14.2 Click on the Add Contact button to start filling in the Project Members' details.

Search for Conta	cts	Q Bimport Export	
Michael		General Information	
esignation: elephone Number:	23412312	Name* Michael	
mail Address:	1@1.com	Designation	
		Address	
		Formatted Unformatted	
		Postal Code *	Retrieve
		Building Name	
		House/Block No.	
		Level No.	

4.14.3 Fill in the Project Members' details as shown below and click on the Add button.

Z] J Search for Conta	cts	Q Elmport EExport	
Michael		General Informatio	n
Designation: Telephone Number:	23412312	Name *	HE HEN WEI
Email Address:	1@1.com	Designation	ENGINEER
		Address	
		Formatted	Informatted
		Postal Code *	127102 Retrieve
		Building Name	TAMPINES
		House/Block No.	102
		Level No.	

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4.14.4	The respective m	ember details	shall be added	to the co	ontact listing
T. IT.T	The respective m	iombol dotailo	Shun be uuueu		

HE HEN WEI		General Informatio	'n
Designation: Mobile Number:	ENGINEER 92711234	Name *	HE HEN WEI
Email Address:	test@test-hub.com	Designation	ENGINEER
Michael		Address	
Designation:		2	
Telephone Number: Email Address:	23412312 1@1.com	Formatted U	Informatted
		Postal Code *	127102 Retrieve
		Building Name	TAMPINES

S. No	Function	Description
1.		Clicking this allows user to edit the contact details of the respective members
2.	Ē	Clicking this shall delete the selected contact from contacts listing
3.	Search	Allows search by contact name
4.	Sort	Allows sorting by the following; > A-Z > Z-A
5.	2 +	Clicking this allows user to add a new contact to the contacts listing
6.	Import	Clicking this allows user to import the selected contacts from user' PC to ESPro instance
7.	Export	Clicking this allows user to export the selected contacts from ESPro instance to user' PC

4.14.5 To add the members' information into the project, go to Project Members and click Add button.



Home / New Project / Project Members New Project							
(1) General Info	Project Members						
 Project Info 	Project Coordina	tor *	Please Sele	ect			*
3 Project Address	Name	Identity No.	Email	Designation	Role(s)	Firm Name	
4 Project Members							
5 Review							

4.14.6 Click on Contact List tab and select the member to add.

dd Project Member		
New Member Previous Project Member	rs Contact List	
-Z] L Search for Co	itacts	
ct contact to add a member		
HE HEN WEI		
Designation:	ENGINEER	
Mobile Number:	92711234	
Email Address:	test@test-hub.com	
Michael		
Designation:		
Mobile Number:		
Email Address:	1@1.com	
Add Reset		Close

4.14.7 Upon selecting the member, it will go to New Member tab. Click Add to add the member.



Add Project Member						×
New Member Previous Project Members	Contact List					
Please provide the required information						Í
General Information						
Name * HE HEN WEI						
Designation ENGINEER						
Identification Type						
NRIC/FIN No. * S	•					
Roles						
Role(s)		Prof. No.	UEN		Firm Name	•
Please Select	•			3		
Add Reset						Close



Additional Information:

As the Address Book holds only personal information, the **Role Information** that the particular person is holding will not be populated as they may hold different roles in different projects.

4.15 ESPro – Activity Logs

4.15.1 Click on Activity Log icon displayed in the Landing Page



4.15.2 Activity Log page shall be displayed

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Activity Log	(4 5
ctivities done in the la	ast 30 days	Share Logs
User	Action	Date 3
derekchan	Successfully sent files for project ref. A1140-84765-2020. Submission name: Cor	22/09/2020 18:07
derekchan	Sending submission for project ref. A1140-84765-2020. Submission name: Corr	22/09/2020 18:07
derekchan	Successfully logged in as derekchan	22/09/2020 18:07
Anonymous	Failed to send submission for project ref. A1140-84765-2020. Submission name:	22/09/2020 18:07
Anonymous	Failed to send files for submission for project ref. A1140-84765-2020. Submissio	22/09/2020 18:07
Anonymous	Sending submission for project ref. A1140-84765-2020. Submission name: Corr	22/09/2020 18:07
Anonymous	Synchronizing	22/09/2020 18:06
Anonymous	Synchronizing	22/09/2020 18:06
Anonymous	Updated the form ESS-CORR.XFD in submission with submission id 19	22/09/2020 18:03
Anonymous	Added additional files to Correspondence to Agency submission draft with proj	22/09/2020 18:03

S. No	Function	Description
1.	User	This section shall display the user who performed the respective actions
2.	Action	This section shall display the action performed by the user
3.	Date	This section shall display date and time of when the respective actions were performed
4.	Share Logs	Clicking this shall display a pop-up window instructing the user on how to share the logs with the helpdesk team. Users shall follow the instructions in order to share the logs with the helpdesk team for troubleshooting purposes.
5.	X <close window></close 	Clicking this shall close the Outstanding Submissions window.



4.16 ESPro - Log Out

4.16.1 Click on Log Out icon displayed in the top right corner of the Landing Page



4.16.2 Clicking OK shall log out the user successfully from ESPro and clicking Cancel shall close the pop-up and keeps the user logged in

Corenet Account	×
The User will be logged out from ESPro. Click 'Ok' to confirm Ok Cancel	

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5 Portal – Landing Page

This Landing Page contains a listing of all functions available to the user in Corenet eSS without the need to login as a user.

5.1.1 Launch a browser and type in <u>https://www.corenet2-ess.gov.sg</u> in the Address bar.



5.1.2 Click on the desired function link.

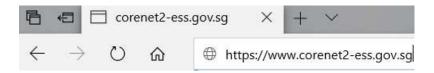
										SUBSCRIBE TO CORENET Get the Latest news and highlights
and the second sec										
Latest Events				Latest Circulars			Latest Announcements			
¥	Building And Construction Authority	2021-03-01 to 2021-1	12- 01	Singapore Civil Defen Add New Circular for				UPG1 2TEST1805		2021-06-21
	UPG1 2020-12-01 to 2021-08-		UPG1 (no subject)				UPG1 2TEST1806		2021-06-21	
	13 TEST1542 UPG1 2021-05-24 to 2021-07- 31 TESTSUN		11 H	Agri-food (no subject)				System Admi Test Annound		2021-06-19
				Building And Constru This is a test circular date				Building And Test Insert M	Construction Authority essage	2021-03-12
		2021-06-21 to 2021-0	30 1	City Gas	a roun description.				Construction Authority st announcement by System Administrator	2021-03-12
	test Notification bell- Event		un ances	(no subject)			etime .			

5.1.3 The requested page will be displayed.

6 Overview of Portal

6.1 Portal – Login with SingPass/ SingPass for Business

6.1.1 Launch a browser and type in https://www.corenet2-ess.gov.sg in the Address bar



CORENET 2.0 CORENET 2.0



6.1.2 The Home Page will be displayed. Click on **Login here for your CORENET e-Submission**.

A Singapore Govern	ment Agen	cy Website										
ORENET2	About	Circulars	Code and Regulations	Events	Announcements	BIM Essential Guides	Singapore BIM Guides	Online Submission	Software Downloads	A	Login here for your CORENET e-Submissions	٩
			regulations			Guides	Guides	Cubinission	Dominouus		e-Submissions	



6.2 Portal - Software Downloads

6.2.1 Click on **Software Downloads**.



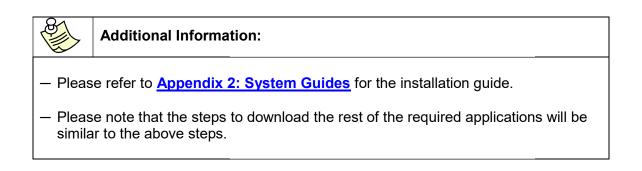
6.2.2 Select and <u>click</u>on the application(s) which you want to download and install.

\leftarrow \rightarrow C \textcircled{o} https://www	corenet2-ess.gov	v.sg/document/#/home/Cn2	SoftwareDownload	ls			PQ.	🟠 🖆 🕀 Not syncing 🙎
A Singapore Government Agency Website								
ORENET2 About Circulars	Code and Regulations	Events Announcements	BIM Essential Guides	Singapore BIM Guides	Online Submission	Software Downloads		Login here for your CORENET e-Submissions
Home / Software Downloads Software Downloads				h				
Software Downloads								
ESPro (1.2)								
The ESPro application tool is an offline tool th	hat helps the e-Subm	nission users to manage and pre	pare the plans and doo	cuments for submission	to the regulatory au	thorities via the CO	RENET e-Submis	ssion System
Release Notes								
Download								
Form Viewer (4.1.1)								
This program enables users to launch and use	a .XFD/.XFDX file form	mat.						
Release Notes								
Installation Guides								
Download								
Public Testcase								
Public Testcase For the purpose of this testing, please downlo	ad the test case.							
	bad the test case.	Download						



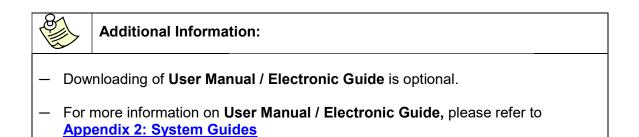
6.2.3 A Security Warningmight appear.

6.2.4 Click on the <u>Save</u> button to save the file.Click on to select the location to save the file and click on the <u>Save</u> button.





- 6.2.5 New users installing ESPro for the *first time*, please download and install the following applications:





6.3 Portal - Dashboard

Launch a browser and type in <u>https://www.corenet2-ess.gov.sg</u> in the Address bar. 6.3.1



Upon logging in successfully, the Dashboard page will be displayed. 6.3.2

A Singapore Government Agency Website		
CORENET2 WELCOME, Derek Chan		Last Login: 24/09/2020 11:34
Dashboard Projects Submissions Correspondence	ce More	Search Q Advanced search A
Last 4 Weeks Transaction		
Correspondence (CA) _ Correspondence (CR) _ To Agency	Submission (ES) - Collect Package Files	- Requests -
Action Required 0 Processed 0	Sort By: Submission Date Verwest	Search for Correspondence (CA)
CA20200911-37152 ES20200904-13810 A1140-09087-2020 Application Type:Plan Consent Project Titlesample2_demo_BEPermitRolesadded		Download File (w/o .ent) Download File (.ent) Correspondence
Send Date:11/09/2020	Expiry Date:	
Application TypeAppln for Admittance of Gas Project Titleproject0910 Send Date:1/09/2020		Download File (w/o.ent) Download File (ent) Written Direction
Send Date: 11/09/2020	Expiry Date:	
CA2020011-37149 [<u>520200080-13823</u>] A1140-09241-2020 Application Type:Correspondence to agency Project Titlep:roject-tobe0008 Send Date:11/09/2020	Expiry Date:	Download File (w/o.ent) Download File (ent) Correspondence
CA20200911-37148 [E50200907-13812 A1140-09071-2020 Application Type:Plan Consent Project Titleproject.jct0907 Send Decent 100/0200		Download File (w/o .ent) Download File (.ent) Correspondence

CORENET e-Submission System (CORENET eSS) Website Layout. 6.3.3

A Singapore	e Government Agency Website						_
	T2 WELCOME, Derek Chan						€ >gou
Dashboa Last 4 Wee	ard Projects Submission	is Correspondence More			Search	Q Advanced search	+(
	pondence (CA) _ Correspond ro Agency	lence (CR) - Submission	(ES) - Collec	t Package Files -	Requests -		Ю
Action	Required 0 Processed 0						
			Sort By: Submission Date	▼ Newest ↑	Search for Correspondence (CA)	٩	
	CA20200911-37152 ES20200904-13810 A1 Application Type:Plan Consent	140-09087-2020			Download File (w	/o .ent) Download File (.ent) Correspondence	
	Project Title:sample2_demo_BEPermitRolesa	dded					
5	Send Date:11/09/2020			Expiry Date:			
	CA20200911-37150 ES20200911-13829 A1				Download File (w)	o .ent) Download File (.ent) Written Direction	
Jonyie(24)	Application Type: Appln for Admittance of G Project Title: project0910	as					
	Send Date:11/09/2020			Expiry Date:			
	CA20200911-37149 ES20200908-13823 A1	140-09241-2020			Download File (w	/o.ent) Download File (.ent) Correspondence	
	Application Type:Correspondence to agency						
	Project Title:project-bca0908 Send Date:11/09/2020			Expiry Date:			
	CA20200911-37148 ES20200907-13812 A1	140-09071-2020			Download File (w	/o.ent) Download File (.ent) Correspondence	
	Application Type:Plan Consent						
	Project Title:project-jtc0907						

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Serial No	Item	Description
1	Login Bar	It displays the login user name, current login date/time and last login date/time.
2	Menu Bar	It displays the functions that are available for use.
3	Title Bar	It displays the menu name followed by the function selected.
5	Sub-Menu Bar	It displays the group of functions available in the Menu



7 Functions of Portal

7.1 Portal - Correspondence (CA) From Agency

- 7.1.1 Login to<u>https://www.corenet2-ess.gov.sg</u>.
- 7.1.2 Dashboard is displayed. Click on **Correspondence (CA) from Agency.**

CORENET2 WELCOME, Derek Chan Last Login: 22/09/2020 15: Dashboard Diagnametric correspondence Owner Search Q Advanced search	2
Dashboard Projects Submissions Correspondence More	
	ih 🐥
ast 4 Weeks Transaction	
Correspondence (CA) 1 Correspondence (CR) 23 Submission (ES) 83 Collect Package Files 1 Requests 1	
Action Required 1 Processed 0	
Sort By: Submission Date View Nowest † Search for Correspondence (CA)	Q
CA20200918-37142 ES20200915-13807 ES20200915-13807 ES20200915-13807 ES20200915-13807 ES20200915-13807 ES20200915-13807 Escolecation Type: Application Type: Appl	pen
IC < 1 > 31 1 of 1 pages (items)
Favorites Your Submission History for the last 4 Weeks	
A1140-87468-2020 Project Classification Test Location Description: 106, ROBINSON ROAD, SINGAPORE BUSINESS FEDERATION CENTER, Si Show More 74 74 75 76 76 76 76 76 76 76 76 76 76 76 76 76	
A1111-11020-2020 ★ 60 Sample PRoject Title 50 Location Description: 160, ROBINSON ROAD, #123-131, SINGAPORE BUSINESS FEDERATIONShow More	

7.1.3 Click on the preferred file download type (**Download File (w/o .ent**) or **Download File(.ent)**).

Action Required 1 Processed 0	Sort By: Submission Date	▼ Newest†	Search for Correspondence (CA)	٩
CA20200918-37142 [E520200915-13807 [E520200915-13807 Application Type:Appln for Admittance of Gas TEST Project Title:Appln for Admittance of Gas TEST				Download File (w/o.ent) Download File (ent)
Send Date:18/09/2020		Expiry Date:		
	к к () э. эг			1 of 1 pages (1 items)

Additional Information:
he list of correspondences(CA) for Project , Ancillary Project and Online ubmission are shown in the same page.
there is no correspondence(CA) listed, the message ' No records found to display' vill be shown.
he list of correspondence(CA) can be sorted based on Project Reference No, ubmission No, Correspondence No and Application Type



7.1.4 Select a designated location to save the package and click on Save button.

7.1.5 The agency correspondence files are displayed.

<u>∧</u> 🖬 🗠	•		Search	ogin: 22/06/2021 09:08
Ishboard Projects Submissions Corresponde	ence More			
orrespondence (CA) 118 Correspondence (CR) 44	Submission (ES) 141	Collect Package Files 7	Requests 7	
tion Required 29 Processed 89				
	Sort By: Submission Date	▼ Newest † Search		٩
CA20210608-38686 ES20210519-18751 A1140-12345-2020 Application Type:NPARKS-AppIn for CSC			Download File (w/o .ent) Dow	Inload File (.ent) Written Direction
Project Title:Proposed erection of a 2 storey dwelling house wit Send Date:2021-06-08	Show More	Expiry Date:		
CA20210608-38685 ES20210518-18728 A900-00010-2021 Application Type:BCA-8P-8P Submission Project Title:TEST2			Download File (w/o .ent) Dow	Inload File (.ent) Written Direction
Send Date:2021-06-08		Expiry Date:		
CA20210608-38680 ES20210519-18839 A1140-12345-2020			Download File (w/o .ent)	Download File (.ent) Withdrawn
Application Type:BCA-CD-Consultation request Project Title:Proposed erection of a 2 storey dwelling house wit	Show More			

S	Additional Information:
	he Correspondence(CA) will be downloaded as a ZIP file.
I	For more information on <i>Download File (Netrust token required)</i> or <i>Open File (No</i> Netrust token required), please refer to <u>Appendix 4 (Definitions, Acronyms and</u> Abbreviations).
	f you have clicked on the Download File (with (.ent)) linkto download your Correspondence(CA), please extract the Correspondence(CA).
- (Correspondence(CA) will only be available for 4 weeks. Thereafter, please refer to
<u>Chapt</u>	er 7.10 (Search & View Correspondence (CR/CA) for an alternative method
С	f downloading the Correspondence(CA).



7.2 Portal - Search & View Project Profile

- 7.2.1 Login to<u>https://www.corenet2-ess.gov.sg</u>.
- 7.2.2 Click on **Project** tab then the search button, projects within 1 year(default) from day of searched will be displayed.

CORENET2	WELCOME, Koh	1 Soo Ping						Last	Login: 27/06/2	2022 15:35	Logout
Dashboard	Projects	Submissions	Correspondence	••• More			Search		٥	Advanced sea	arch
Home / Projects Projects											
Projects											
From Date:	2021-06-28	÷	To Date:	2022-06-27	Search (e.g. enter	r Project Reference No, Title, Lo	cation Description)				Q
								Sort By:	Date Created	▼ Newe	est †
No records to d	isplay								0	of 0 pages (0 iter	ms)
CORE	NET 2.0										
Other Links Reach (3*									Contact Info	› Feedback 🗗 🛛	FAQ

7.2.3 Key in the **Project Reference No** and click on the ^Q button.

ORENET2	WELCOME, De	rek Chan				Last	Login: 22/06/20	021 09:08
Cashboard	C Projects	Submissions		••• More	Search		Q Adv	ranced search
Home / Projects Projects								
Projects M	anual Projects							
Project An	cillary Project							
From Date:	yyyy-mm-dd	Ti Ti	Date: <u>yyyy-n</u>	nm-dd	A1140-90001-2020			×q
						Sort By:	Date Created	 Newest †
A899-22225	2021 🔂							Open
Location De	: Plan Fee UAT CO scription: 200, VICTO d: 2021-06-15	RIA STREET, BUGIS JI	UNCTION, Si Show Mo	re	Project Coordinator: Architect 899			
A899-22226-	2021 🏠							Open
Location De	: Plan Fee UAT Case I scription: 200, VICTO d: 2021-06-15		UNCTION, Si Show Mo	re	Project Coordinator: Architect 899			
A899-22227-	2021 🏠							Open
	Plan Fee UAT for Ca		NOTION C. CO. H.		Build Provident Andrew Statistics			

Additional Information:
 You may also perform a search based on the following criterias:



- Project Reference No
- Submission No
- Application Type
- Project Title
- Max within 3 years of project from date of search.

*Only max first 500 records will be displayed

7.2.4 The Search results will be displayed. Click on the **<u>Project ReferenceNo</u>**link to view the Project Profile.

Cashboard	Projects	Submissions	Correspor		•• lore		Search		۹	Advanced search	
ne / Projects											
jects											
ojects M											
	Ianual Projects										
											_
	ncillary Project										
roject _{Ar}			To Date:	yyyy-mm-dd	t	A1140-90001-2020					Q
roject _{Ar}	ncillary Project	Ţ.	To Date:	yyyy-mm-dd	ć	A1140-90001-2020					
roject _{Ar}	ncillary Project	Ē	To Date:	yyyy-mm-dd	c	A1140-90001-2020		Sort By:	Date Created	d v Ne	
	ncillary Project		To Date:	yyyy-mm-dd	c	A1140-90001-2020		Sort By:	Date Created	d √ Ne	Q
roject _{Ar}	ncillary Project		To Date:	yyyy-mm-dd	c	A1140-90001-2020		Sort By:	Date Created	5 v Ne	ewest

7.2.5 The Project Profile will be displayed.

S	Additional Information:
- TI • •	ne following tabs are displayed in the Project Profile: Project Overview. Refer to <u>Chapter 7.3 Project Overview</u> Project Submission Project Member Project Details



7.3 Portal - Project Overview

- 7.3.1 Login to<u>https://www.corenet2-ess.gov.sg</u>.
- 7.3.2 Search for the project using the steps shown in Chapter 7.2 (Search & View Project Profile).
- 7.3.3 Click on **Project Overview** tab to view the submission status under the project. The **Project Overview** page will be displayed.

	ment Agency Website																					
RENET2	WELCOME, De	re <mark>k Ch</mark> an													Las	it Log	gin: 1	22/0	06/20	021	09:08	
) Dashboard	Projects	Submissions	Correspon	••• More								Search						٩	Adv	anced	search]
Ref. No. 10-12345-	2020 🏠																		Do	wnload	i Projec	t Pro
oject Title									1	Location	Descriptio	'n										
oposed erectio	n of a 2 storey dwelli	ng house with attic								Mukim 02 Singapore	Lot012345	A, 160,	ROBINS	ON RO	AD, SING	GAPOF	RE BUS	SINES	S FEDI	ERATIO	N CENT	ER,
mmence date:	2020-10-13																	Con	noletic	n date	2021-1	2-3
ommence date:	2020-10-13																	Con	npletic	on date	: 2021-1	2-3
ommence date	2020-10-13				820		16	2021-06-										Con	npletic	on date	: 2021-1	2-3
ommence date	2020-10-13				820 I submissior		16 pproved		-22 794 Pending									Con	npletic	on date	: 2021-1	2-3
ommence date.	2020-10-13			Tota	1000 (M X 100)		pproved	 		ne								Con	npletic	on date	: 2021-1	2-3
	2020-10-13			Tota	l submissior	s Aj	pproved	 	794 Pending	ne								Con	npletic	on date	: 2021-	2-3
ommence date: Weekly Mon Agency			03/12/2020	Tota Le 2/2020	l submissior	is Aj	pproved ency Time 13/12/2020	F Tota	794 ^{Pending}		20/12/2020					27/12/2						03

Additional Information:	
 The Project Overview page Reference Number by de 	ge will display all the submissions made under the Project fault.
	be displayed can be filtered based on the submission status, tor buttons or recipients of the submission.
	Project Summary page can be customized such as to show the and sorted in ascending or descending order.

7.3.4 **Filter Submissions by Regulatory Authority.** Select the preferred Regulatory Authority (e.g BCA).

C 🔒 cor	renet2-ess.gov.sg/docum	ient/#/projects/cn2Pro	ojectsrprojectke	NO=A1140	-12545-20200	xuulu=A	TEOMODADOP	C136DC140	0901200	44505	FECD45	LD			Q &	-
oject Overview	Project Submissions	Project Members	Project Detail	s												
mmence date: 2020-	10-13												C	ompletion (date: 2021-12	2-3
						2021	-06-22									
			8	320	16											
			$_{e} > 2$	ubmissions	Approved		Pending									
							670									
			Leg	end: T	otal Agency Tim	ne 📃	Total QP Time									
eekly Monthly	Yearly															
		12/2020		13/12/2020			20/12/2020			27/12/	2020			03/01/20	21	
Agency		Mon Tue We	d Thu Fri Sat	Sun Mon	lue Wed Thu	Fri Sat	Sun Mon Tu	e Wed Thu	Fri Sat	Sun	Mon Tue	Wed Th	u Fri Sa	t Sun Me	on Tue Wed	T
- JJ BCA																Î
* BCA-BP-BP Sub	mission															Ī
ES20201208-1	4340	0														
ES20201214-1	4439			0												
ES20201214-1	4442			0												
ES20201215-1	4491				0											
ES20201217-1	4526				0											
ES20201223-1	4722												12			i

Filter Submissions by Yearly

7.3.5 Click on the **Yearly** button.

	2021-06-22	
X	820 16 794 Total submissions Approved Pending Legend: Total Agency Time Total QP Time	
Agency	 Dec	Jan
- J BCA		*
* BCA-BP-BP Submission		
ES20201208-14340	0	
ES20201214-14439	0	
ES20201214-14442	0	
ES20201215-14491	0	
ES20201217-14526	0	
ES20201223-14722	12	
ES20210112-15133		0
ES20210219-16234		
ES20210219-16236		

7.3.6 The bar chartwill be filtered based on Year.



Filter Submissions by Monthly

7.3.7 Click on the **Monthly** button.

		Project Details					
mmence date: 2020-10-13						Completion	date: 2021-12
			2021-06	-22			
		820	16				
N		Total submission	s Approved	Pending			
		Legend:	Total Agency Time 🚺 Tot	al QP Time			
/eekly Monthly Yearly							
	December				January		
Agency							
	29/11/2020	06/12/2020	13/12/2020	20/12/2020	27/12/2020	03/01/2021	10/
→ JJ BCA	29/11/2020	06/12/2020	13/12/2020	20/12/2020	27/12/2020	03/01/2021	10/
BCA-BP-BP Submission	29/11/2020	05/12/2020	13/12/2020	20/12/2020	27/12/2020	03/01/2021	10/
 BCA-BP-BP Submission 	23/11/2020		13/12/2020	20/12/2020	27/12/2020	03/01/2021	10/
 BCA-BP-BP Submission ES20201208-14340 		06/12/2020	13/12/2020	20/12/2020	27/12/2020	03/01/2021	10/1
			13/12/2020	20/12/2020	27/12/2020	03/01/2021	10/9
 BCA-BP-BP Submission ES20201208-14340 			13/12/2020	20/12/2020	27/12/2020	03/01/2021	10/1
 BCA-BP-BP Submission ES20201208-14340 ES20201214-14439 			13/12/2020 C C C	20/12/2020	27/12/2020	03/01/2021	10/0
 BCA-BP-BP Submission ES20201208-14340 ES20201214-14439 ES20201214-14442 			C	20/12/2020	27/12/2020	03/01/2021	10/
BCA-BP-BP Submission ES20201208-14340 ES20201214-14439 ES20201214-14442 ES20201214-14442	23/11/2020		0 0	20/12/2020	27/12/2020	03/07/2021	

The bar chartwill be filtered based on Month. 7.3.8

Filter Submissions by Weekly

Click on the Weekly button. 7.3.9

		DGI					
mmence date: 2020-10-13						Con	pletion date: 2021-12-
				2021-06-22			
		82	0 16	794			
		Total subn	nissions Approved	Pending			
4		Legend	Total Agency Time	Total QP Time			
veekiy Monthly Yearty							
	13/12/2020		20/12/2020	27/12/2020	03/01/2021		10/01/2021
Agency		e Wed Thu Fri Sat		hu Fri Sat Sun Mon Tue We	and the second	Tue Wed Thu Fri	Sat Sun Mon Tue
- BCA							
BCA-BP-BP Submission							
BCA BCA-BP-BP Submission ES20201208-14340							
▼ BCA-BP-BP Submission	0						
 BCA-BP-BP Submission ES20201208-14340 	0						
 BCA-BP-BP Submission ES20201208-14340 ES20201214-14439 		8					
 BCA-BP-BP Submission ES20201208-14340 ES20201214-14439 ES20201214-14442 	•						

7.3.10 The bar chartwill be filtered based on Week.



7.4 Portal – Update Project Profile

- 7.4.1 Login to<u>https://www.corenet2-ess.gov.sg</u>.
- 7.4.2 Search for the project using the steps shown in **Chapter 7.2 (Search & View Project Profile).**
- 7.4.3 Click on **Project Details** tab. The list of Project details will be displayed.

ENET2 WELCOME,	Derek Chan		Last Login: 22/06/2021 0	9:08
A			Search Q Advanced so	earch 🧃
ashboard Projects	Submissions Correspondence	More		
Ref. No. 10-12345-2020 🏠			Download F	Project Prot
oject Title			Location Description	
oposed erection of a 2 storey dv	relling house with attic		Mukim 02 Lot012345A, 160, ROBINSON ROAD, SINGAPORE BUSINESS FEDERATION Singapore 689148	CENTER,
roject Overview Project	Submissions Project Members	Project Details		
Update Project Profile		Project Details		
Updale Project Profile Project Type:	Project	Project Details		
Update Project Profile Project Type: Project Coordinator:	Project derekchan	Project Details		
Update Project Profile Project Type: Project Coordinator: Category:	Project derekchan Non-Government/ Statutory Board	Project Details		
Updato Project Profile Project Type: Project Coordinator: Category: Classification:	Project derekchan	Project Details		
Update Project Profile Project Type: Project Coordinator: Category:	Project derekchan Non-Government/ Statutory Board Normal	Project Details		
Updalo Project Profile Project Type: Project Coordinator: Category: Classification: Land Ownership:	Project derekchan Non-Government/ Statutory Board Normal Others	Project Details		
Updalo Project Profile Project Type: Project Coordinator: Category: Classification: Land Ownership: Building Usage:	Project derekchan Non-Government/ Statutory Board Normal Others Residential (Landed)	Project Details		

7.4.4 Click **Update** button.

		Road Name:	Select a Road	Q 🔳
			Bridge/Jetty	
Open	•			
2020-10-13	Ċ.	Completion Date:	2021-12-31	
Others	*	Development Type:	New Erection	*
Non-Government/ Statutory Board	×	Classification:	Normal	v
derekchan		Project Title:	Proposed erection of a 2 storey dwelling h	ouse with attic
A1140-12345-2020		Project Type:	Project	
	derekchan Non-Government/ Statutory Board Others 2020-10-13 Open	derekchan Non-Gavernment/ Statutory Board v Others v 2020-10-13	derekchan Project Title: Non-Government/ Statutory Board Classification: Development Type: 2020-10-13 Completion Date: Open Institutional & Others Commercial 	derekchan Project Title: Proposed erection of a 2 storey dwelling h Non-Government/ Statutory Board Classification: Normal Others Development Type: New Erection 2020-10-13 Carter Completion Date: 2021-12-31 Completion Date: 2021-12-31 Institutional & Others Industrial Industrial Industrial Commercial Development Type: Development Type:

7.4.5 The fields will be editable. Make the **relevant changes**.



 The follow 	wing fields are non-editable.	
• P	roject Reference No	
• P	roject Coordinator	
• P	roject Type	
• Lo	ocation Description	

Project Site Description				•
Site Description:		Road Name:	Select a Road	
			Select a Road	Q 🗊
Location Description:	160, ROBINSON ROAD, SINGAPORE BUSINESS FEDERATION CENTER, Singapore		Select a Road	Q 💼
	689148		Select a Road	Q 💼

7.4.7 Key in the **Road Name**. The possible Road Name that matches the search criteria will be displayed. Click on the desired **Road Name** link (e.g MACPHERSON ROAD) and click <u>Close</u> button.

ACPHE					×
Road Name					
MACPHERSON LA	NE				
MACPHERSON RC	DAD				
	14	< 1	1.5	21	1 of 1 pages (2 items)

7.4.8 The updated **Road Name** will be displayed.

Project Site Description			`	
Site Description:		Road Name:	MACPHERSON ROAD	Q 💼
			Select a Road	Q 🚺
Location Description:	160, ROBINSON ROAD, SINGAPORE BUSINESS FEDERATION CENTER, Singapore		Select a Road	۵ 🗈
	689148		Select a Road	Q 🚺



7.4.9 To insert additional rows for Project Address, Lot Mukim /TS and Block Details, click on the button.

	Building Name	House Blk No	Level No	Unit No	Road Name	Postal Code
	SINGAPORE BUSINESS FEDERATION CENTER	160			ROBINSON ROAD Q	6 89148
Lot I	Mukim/TS					
<u> </u>	Mukim/ TS No		Lot No	Plot No	Partial Lot	
	Mukim 15	*	01220T	12T		
	Mukim 08	•	21334F	12Y		
	Mukim 22	×	33278F	1001		
Bloc	k Details					
	Name		Block No.	No. of Level	No. of Unit	
	Fernvale Breeze		12	13	255	



Notes:

- Location Description details are information gathered from Project
 AddressandMukim / TS.
- 7.4.10 Click on the **<u>Save</u>** button to save the changes.

â			
Mukim/ TS No	Lot No	Plot No	Partial Lot
Mukim 15	• 01220T	12T	
Mukim 08	▼ 21334F	12Y	
	▼ 22279E		
ck Details	33278F	100T	
ck Details	Block No.	No. of Level	No. of Unit
Mukim 22 DOCK Details Name Ferrivale Breeze	552.701		
Dock Details	Block No.	No. of Level	No. of Unit





7.4.11 Upon successful update of project profile, a confirmation message will be displayed.

Success		×
\bigcirc	Project profile has been updated successfully.	
	ОК	



7.5 Portal - Add Member

- 7.5.1 Login to <u>https://www.corenet2-ess.gov.sg</u>.
- 7.5.2 Search for the project using the steps shown in **Chapter 7.2 (Search & View Project Profile)**.
- 7.5.3 Click on **Project Members** tab. The list of Project Members will be displayed.

RENET2 WELCOME, Derek	(Chan				Last Login: 22/0	06/2021 09:08
Dashboard Projects	Submissions	••• More		Search	٩	Advanced search
t Ref. No. 40-12345-2020 🏠						Download Project Profi
roject Title				Location Description		
roposed erection of a 2 storey dwelling H	nouse with attic			Mukim 02 Lot012345A, 160, Ro Singapore 689148	OBINSON ROAD, SINGAPORE BUSINES	S FEDERATION CENTER,
Project Overview Project Subm	nissions Project Members	Project Details	ID No	Search Pro	oject Members Country	٩
member nume	Kole		ID NO			
	A 15 - 1					
Architect	Architect		*****650Z		Singapore	
Architect David	Architect Project Manager		*****650Z *****647Z			
					Singapore	
David	Project Manager		*****647Z		Singapore	
David derekchan	Project Manager Architect	t	*****647Z *****851B		Singapore Singapore	2

7.5.4 Click on the button.

roject Title			Location Description	
roposed erection of a 2 storey dwell	ling house with attic	Mukim 02 Lot012345A, 160, ROBINSON ROAD, SINGAPORE BUSINESS FEDERATION CENTER, Singapore 689148		
			Search Project Members	

7.5.5 The member details page will be displayed. Fill in the new member's details.



Name *		0 Designation		0
ID Type *	NRIC No. Passport No.	ID Number *		0
Is Project Coordinator?	No			
Roles				
Role(s)	Prof. No.	UEN	Firm Name	
Architect	This field is required.			
Address Details				
Address Type *	Formatted Unformatted			
Building Name		House/Block No.		0
Level No.		O Unit No.		0
Road Name*	Select a Road	Postal Code*		9
Contact Details			27	
Email Address *		Alternate Email Address		0
Telephone Number		Mobile Number		0
			(Back O MyInfo C Reset	🖬 Sa
				_
	tional Information.			
🖌 🛛 Addi	tional Information:			
Addi				
Addi				
<u></u>		nen adding the	e following roles to the	
- A Profe	ssional Number is required wi	nen adding the	e following roles to the	
- A Profe	ssional Number is required wi	nen adding the	e following roles to the	
- A Profe	ssional Number is required wi	nen adding the	e following roles to the	
- A Profe	ssional Number is required wi	-	e following roles to the	
- A Profes member o o	ssional Number is required wi r: Accredited Checker (AC) Accredited Checker Organisa	-	e following roles to the	
- A Profes member o o o	ssional Number is required wi r: Accredited Checker (AC) Accredited Checker Organisa Architects (A)	-	e following roles to the	
- A Profes member o o	ssional Number is required wi r: Accredited Checker (AC) Accredited Checker Organisa	-	e following roles to the	
- A Profes member o o o	ssional Number is required wi r: Accredited Checker (AC) Accredited Checker Organisa Architects (A)	ation (ACO)	e following roles to the	

- o Licensed Water Service Plumber
- o Professional Engineer (PE)
- o Registered Inspector (RI)
- o Registered Surveyor (RS)
- 7.5.6 For Qualified Person(s), their Professional/License number is required. Fill in the Professional/License number and click on the <u>**OK**</u> button.

Role(s)	Prof. No.	
	*	
Architect	•	



Sills	Additional Information:
	lease do not include the Professional Alphabet (e.g. A or E) when entering the rofessional No.

- 7.5.7 Enter the UEN No and click . Firm Name will be prepopulated.
- 7.5.8 Enter the Postal Code and click . The Address details (Building Name, House/Block No and Road Name) will be prepopulated.

Address Details						
Address Type *	● Formatted ◯ Unformatted ●					
Building Name	SINGAPORE BUSINESS FEDERATION CENTER	0	House/Block No.	160	0	
Level No.		0	Unit No.		0	
Road Name*	ROBINSON ROAD	0	Postal Code*	689148	0	

7.5.9 Click on the **<u>Save</u>**button to save the changes.

Address Type *	Formatted Unformatted				
Building Name	SINGAPORE BUSINESS FEDERATION CENTER	0	House/Block No.	160	0
Level No.		0	Unit No.		0
Road Name*	ROBINSON ROAD	2 💼 0	Postal Code*	689148	8 0
Contact Details					
Email Address *	ess-helpdesk@nova-hub.com 🗙	0	Alternate Email Address		0
Telephone Number		0	Mobile Number		0

7.5.10 Upon successful adding of new project member, the following dialog box will be displayed.





Additional Information:

- An acknowledgement slip will be emailed to the project coordinator upon successful adding of new project member.
- For non-project coordinator, please refer to <u>Chapter 45 (Request to Add</u> <u>Member)</u> for the steps to add member.
- Upon successful adding of new project member, update the project profile shown in <u>Chapter 27 (Retrieve Updated Project / Member Information).</u>



Last Login: 22/06/2021 | 11:59 🕒 🔺

7.6 Portal - Update Member Profile

- 7.6.1 Login to https://www.corenet2-ess.gov.sg..
- Search for the project using the steps shown in Chapter 7.2 (Search & View Project Profile). 7.6.2
- 7.6.3 Click on Project Members tab. The list of Project Members will be displayed. CORENET2 WELCOME, Derek Chan

Cashboard	Projects	Submissions	Correspondence	••• More		Search		Q Advanced search	
t Ref. No. 40-12345-2	2020 🟠							Download Project	t Prof
roject Title						Location Description			
roposed erection	of a 2 storey dwel	ling house with attic	N.			Mukim 02 Lot012345A CENTER, Singapore 689	160, ROBINSON ROAD, SINGA 9148	PORE BUSINESS FEDERATION	4
Project Overvie	11 .		oject Members	Project Details	ID No	Sear	rch Project Members		٩
Architect			rchitect		*****650Z		Singapore		÷
David		E	roject Manager		*****647Z		Singapore	1	÷
derekchan		ł	rchitect		*****8518		Singapore	1	÷
Fire Safety Engi	neer	F	ire Safety Engineer		*****938J		Singapore	1	÷
frank		C	leveloper,Owner		*****823H		Singapore		2-
		-	1. J. P				20 martine construction	1	

7.6.4 Click on the member's name to be updated.

ORENET2 WELCOME, Derek Chan				ME, Derek Chan					Last Login: 22/06/2021 11:59			
Dashboard	Projects	Submissions	Correspondence	••• More			Search	٩	Advanced search			
et Ref. No.)20 🏠			i.					Download Project Pro			
Project Title						Location De	escription					
roposed erection o	f a 2 storey dwelling	house with attic					ot012345A, 160, R gapore 689148	OBINSON ROAD, SINGAPORE BUS	INESS FEDERATION			
*	-13						Search Pro	ject Members	٩			
Member Name		F	Role		ID No		(Country				
Architect		A	Architect		*****650Z		S	ingapore	1			
David		F	Project Manager		*****647Z		s	iingapore	4			
derekchan		A	Architect		*****851B		S	ingapore	2			
		F	ire Safety Engineer		*****938J		S	lingapore	-			
Fire Safety Engine	eer											
Fire Safety Engine	eer	C	Developer, Owner		*****823H		s	lingapore	2			

CORENET 2.0 CORENET 2.0



7.6.5	Make the relevant changes ad click on the Savebutton to save the changes
1.0.0	wake the relevant changes at click on the <u>dave</u> dution to save the changes

Name *	Architect	0 Designation		0
ID Type *	NRIC No. Passport No. O	ID Number*	*****650Z	0
Is Project Coordinator?	No			
Roles				
tole(s)	Prof. No.	UEN	Firm Name	+
Architect	* 899	3	ABC Pte Ltd	
Address Details Address Type *	Formatted Unformatted			
Building Name	SINGAPORE BUSINESS FEDERATION CENTER	House/Block No.	160	0
Level No.	06	Unit No.	00	0
Road Name*	ROBINSON ROAD	🔹 💿 Postal Code*	689148	0
Contact Details	6			
Email Address *	ess-helpdesk@nova-hub.com 🗙	Alternate Email Address		0
Telephone Number		0 Mobile Number		0
	ess-helpdesk@nova-hub.com ¥			

e literation	Add	itional Information:						
— A	 A Professional Number is required when adding the following roles to the member: 							
	0	Accredited Checker (AC)						
	ο	Accredited Checker Organisation (ACO)						
	ο	Architects (A)						
	ο	Licensed Electrical Worker						
	ο	Licensed Gas Service Worker						
	0	Licensed Water Service Plumber						
	0	Professional Engineer (PE)						
	ο	Registered Inspector (RI)						
	0	Registered Surveyor (RS)						
	 Please do NOT include the Professional alphabet (eg. A or E) in the Professional No. field except for Licensed Water Service Plumber and Licensed Gas Service Worker. 							

7.6.6 Upon successful updating of project member profile, the following dialog box will be displayed.



Success		×
	Record Edited Successfully	
	ок	

Additional Information: An acknowledgement slip will be emailed to the project coordinator and project member upon successful updating of project member profile. For non-project coordinator, please refer to Chapter 46 (Request to Update Member) for the steps to update project member profile. Upon successful updating of project member profile, update the project profile shown in

Chapter 27 (Retrieve Updated Project / Member Information).



D

7.7 Portal - Remove/Reappoint Member



Additional Information:

Before a member can be removed/re-appointed, a new member of the **same** project role must be added first.

- 7.7.1 Login to <u>https://www.corenet2-ess.gov.sg</u>.
- 7.7.2 Search for the project using the steps shown in Chapter 21 (Search & View Project Profile).
- 7.7.3 Click on **Project Members** tab. The list of Project Members will be displayed.

RENET2 WELCOME, De	rek Chan		Last Login: 22/06/2021	11:59
Dashboard Projects		More	Search Q Advanced	search 🔔
t Ref. No. 40-12345-2020 🟠			Download	Project Profile
roject Title		Loca	ation Description	
roposed erection of a 2 storey dwelli	ng house with attic		im 02 Lot012345A, 160, ROBINSON ROAD, SINGAPORE BUSINESS FEDE TER, Singapore 689148	RATION
Project Overview Project Su	bmissions Project Members Project	Details	Search Project Members	٩
Member Name	Role	ID No	Country	
Architect	Architect	*****650Z	Singapore	*
David	Project Manager	*****647Z	Singapore	*
derekchan	Architect	*****851B	Singapore	4
Fire Safety Engineer	Fire Safety Engineer	*****938J	Singapore	1
frank	Developer,Owner	*****823H	Singapore	4

7.7.4 Select the member to be updated and click on **E** button.

2.			Search Project Members	٩
Member Name	Role	ID No	Country	
Architect	Architect	*****650Z	Singapore	-
David	Project Manager	*****647Z	Singapore	-
derekchan	Architect	*****851B	Singapore	-
Fire Safety Engineer	Fire Safety Engineer	*****938J	Singapore	ہے 🖌 📂
frank	Developer,Owner	*****823H	Singapore	

7.7.5 Select the role to be removed and click on the **Save** button.



Save Reset Back		
Personal Details		
Name ID Type ID Number Email Address Alternate Email Address Role to be removed* Contact Details	Developer Ace Passport No. ***001A ess-helpdesk@nova-hub.com	
Telephone Number Ext. No. Mobile Number Fax Number Address Details	Owner 91234567	
Address Type Building Name House/Block No. Level No. Unit No. Road Name Postal Code	Formatted SIEMENS CENTRE 1 05 08 MACHERSON ROAD 348615	
Member Role Details		
List of Role	Professional No / License No	
Developer		

7.7.6 A confirmation dialog box will be displayed. Click on the **OK** button.

Confirm	×
You are required to reappoi for this role. Click OK to	
OK CA	NCEL

7.7.7 Select the member to be removed/reappointed and click on the **Browse** button to attach supporting file(s).

Project Overview Project Subn	nissions Project Members Project Details
Save Back	
Re-appoint by Existing Project	Member
Member To Be Replaced	Developer Ace
Role	Developer
Replaced By	×
Supporting Documents	Developer Star
Upload List*	
	Uploaded Files
	Drag Files to Upload
	Browse

7.7.8 Select the file(s) and click on the **Open** button.





ganize 🔻 🛛 New folder						
SWinREAgent	Name	Date modified	Туре	Size		
CORENET-ESS	07-ZN111T JN-CGA1112C.pdf	10/5/2021 10:09 AM	Adobe Acrobat D	1,577 KB		
ESPro_SIT	18 CSS1 BCA-ESID-SIS_SF-02.AFD	4/5/2021 5:00 PM	XFD File	187 KB		
ESPro_UAT	BCA-BE-PERMIT.XFD	21/6/2021 5:06 PM	XFD File	907 KB		
FormDesignerApp	BCA-BE-QPCTSSW.XFD	6/5/2021 2:40 PM	XFD File	168 KB		
INNORIX_Agent	BCA-BE-STAPPV01(1).XFD	17/5/2021 3:37 PM	XFD File	803 KB		
Intel	BCA-BE-STAPPV01.XFD	17/5/2021 3:37 PM	XFD File	803 KB		
and a second second	BCA-BP-BPAPPV01.XFD	21/6/2021 4:47 PM	XFD File	762 KB		
Logs	BCA-BP-COQP01.XFD	11/6/2021 7:32 PM	XFD File	148 KB		
MSOCache	BCA-ESID-SIS_SF-D2.XFD	5/5/2021 11:40 AM	XFD File	187 KB		
OneDriveTemp	BCA-LU-NAPPQP01_01.jpg	11/6/2021 7:32 PM	JPG File	268 KB		
PerfLogs	BCA-LU-NAPPQP01_02.jpg	11/6/2021 7:32 PM	JPG File	180 KB		
Program Files	FSSD-0-FEDB.XFD	21/6/2021 4:47 PM	XFD File	280 KB		
Program Files (x8)	FSSD-0-WVFSR02.XFD	21/6/2021 5:06 PM	XFD File	280 KB		
ProgramData						
Users						
Windows						
Data (D:)						
una Data (D:)						
Network						
~				· · · · · ·		

7.7.9 Upon attaching of each file, the file name will be listed in the Uploaded Files section.

Supporting Documents	
Upload List*	
Drag Files to Upload	Uploaded Files
Browse	testExceluiss.ent x
0.4	
Additional Information:	
	time by press Shift + Select or Ctrl + Select.
 To delete attached files, click on the 	× button besides the File Name.
 To retry for failed to upload files, click 	on the ^C button besides the File Name.

7.7.10 Click on the **<u>Save</u>**button.



roject Overview Project Submissio	ns Project Members Project Details		
Save Back			
Re-appoint by Existing Project Memb	ber		
Member To Be Replaced	Developer Ace		
Role	Developer		
Replaced By	Developer Star		
Supporting Documents Upload List*			
		Uploaded Files	
	Drag Files to Upload	testDoc.docx.ent 12.0 k3	×
	Browse	testExcelulsx.ent	×

26.1 Upon successful remove/reappoint of project member, the following message will be displayed.

The selected as south as a first	
The selected member role	
removed from the member s	uccesstully.
OK	

Additional Information: An acknowledgement slip will be emailed to the project coordinator and project member upon successful remove/reappoint of project member. For non-project coordinator, please refer to <u>Chapter 47 (Request to Remove/Reappoint Member/Coordinator</u> for steps to remove/reappoint member. Details of the removed/reappoint member functions will be captured in the Project Member History grid. Upon successful remove/reappoint of project member, update the project profile shown in <u>Chapter 27 (Retrieve Updated Project / Member Information).</u>



7.8 ESPro Submission: Retrieve Updated Project / Member Information



Additional Information :

 Please ensure that the necessary changes are made for the project or member profile in CORENET eSS website.Changes will be reflected after the Project Profile is updated in ESPro.

7.8.1 Double-click on the ESPro icon on the desktop.



7.8.2 Click on the Projects tab and click on the Project Reference number.

CORENET 2.0	•								<u>.</u>	
B Electronic S	Submission for	Professionals				Welcome, Derek Cha	in 🔬	B D	?	
Work Area	Submitted Area	Projects F	Form Templates	Migrate Nev	w Project New Ancillary	y Project Add Project	Create Sub	mission Cre	eate Corre	spondence
Registered	Unregistered				Sort by Date 🕶	Newest 🛔 🤇	Search for	Projects		٩
Projects	Ancillary Projects								Export	Import
A1140-12345-20	20					Registered Date	: 13/10/2020	20:40	6	
Project Title: Prop	osed erection of a 2 :	storey dwelling house with	n attic						1.0	
Location Descript	ion: Mukim 02 Lot01	2345A, 160, ROBINSON RO	OAD, SINGAPOR	BUSINESS FEDERATION CE	NTER, Singapore 6891	148				
A1140-00001-20	020					Registered Date	: 15/09/2020	0 19:08		
Project Title: Sam	plefirsttest_GCC									
Location Descript	ion: Mukim 01 Plot6	Lot7 PT, 160, ROBINSON F	ROAD, SINGAPOF	RE BUSINESS FEDERATION C	CENTER, Singapore 689	9148, ABINGDON RO	AD			
A1140-00000-20	020					Registered Date	e: 28/07/2020	0 00:44	0	
Project Title: rwe										
Location Descript	ion: 160, ROBINSON	ROAD, SINGAPORE BUSIN	SESS FEDERATION	N CENTER, Singapore 68914	8					
				< Prev 1 Next >					-	

7.8.3 Right-click on the Project Reference number and click on **Update Project Profile.**



Electronic Subm	ission for Professionals	Welcome, Derek Chan 🕺 🗟 😰 🔇				
Work Area Sut	mitted Area Projects Form Templates	Migrate New Project New Ancillary Project Add Project Create Submission Create Correspondence				
Home / View Project	And a second					
 View Project Infe 	ormation A1140-00001-2020	🗱 Update Project Profile 🛛 🥐 Create Submissio				
Project Details Subr	nitted Drafts					
PROJECT INFORMATION		PROJECT ADDRESS				
Project Ref. No:	A1140-00001-2020	Address				
Project Title:	Samplefirsttest_GCC	ACO DORINGON ROAD, SINCARODE RUSINESS SEDERATION SENTER, SHORE SOLAR				
Commencement Date:	2020-09-15 11:08:15	160 ROBINSON ROAD, SINGAPORE BUSINESS FEDERATION CENTER, Singapore 689148				
Completion Date:	2022-09-17 11:08:15	Block Details				
Project Classification:	Normal					
Land Ownership:	Others	compassview, Block 223, 30 Levels, 200 Unit				
Project Category:	Government	Mukim/TS Plot/ Lot No				
		MK01 Plot 6 Lot 7				
SENERAL INFORMATION		Site Description				
Development Type:	New Erection	samplesite desc_1				
Building Usage:	Commercial, Residential (Landed)	Road Name: ABINGDON ROAD (UPDATED)				
PROJECT MEMBERS						

- 7.8.4 Key in the **Singpass / CorpPassID** and **Password** and click on the **Login**button.
- 7.8.5 The latest changes would be reflected in your project profile in ESPro.



7.9 Portal - Search & View Submission (ES)

- 7.9.1 Login to <u>https://www.corenet2-ess.gov.sg</u>.
- 7.9.2 Clickthe **Submission** tabthe search button, submissions within 1 year(default) from day of searched will be displayed.

A Singapore Government Agency Website	
ORENET2 WELCOME, Koh Soo Ping	Last Login: 27/06/2022 16:37
Dashboard Projects Submissions Correspondence	Search Q Advanced search
Iome / Submissions	
Submissions	
ESPRO Submission Online Submission	
From Date: 2021-06-28 🗔 To Date:	2022-06-27 🗇 Search (e.g. enter Submission No, Project Ref No, Title, Application Type, Location Description)
	Sort By: Submission Date - Newest †
No records to display	
	IC C C D of 0 pages (0 items)
CORENET 2.0	
Other Links	
Reach [2]	Contact Info Feedback (2 FAQ
Additional Information:	
	having all the Online Orthonic is a tak
 I o view the list of Online Sub 	bmission, click the Online Submission tab.

7.9.3 Key in the **Submission No** and click on the ^Q button.



ORENET2 WELCOME, Derek Chan	Last Login: 22/06/2021 11:59
Dashboard Projects Submissions Correspondence More Home / Submissions	Search Q Advanced search
Submissions	
ESPRO Submission Online Submission	N
From Date: yyyy-mm-dd	E520210615-19867 Q
	Sort By: Submission Date Vewest 1
ES20210622-20059 A1140-12345-2020 Application Type: NPARKS-AppIn for CSC Project Title: Proposed erection of a 2 storey dwelling house with attic Submission Date : 2021-06-22	Agency Contact Name: NParks - Greenery and Development Planning Agency Contact Email: NPARKS_GOP@nparks.gov.sg Agency Response Due Date: 2021-07-13
ES20210622-20058 A1140-12345-2020 Application Type: NPARKS-AppIn for BP Project Title: Proposed erection of a 2 storey dwelling house with attic Submission Date : 2021-06-22	Agency Contact Name: Agency Contact Email: Agency Response Due Date:
ES20210622-20056 A1140-12345-2020 Application Type: NPARKS-AppIn for BP Project Title: Proposed erection of a 2 storey dwelling house with attic Submission Date : 2021-06-22	Agency Contact Name: Agency Contact Email: Agency Response Due Date:
ES20210622-20054 A1140-12345-2020 Application Type: BCA-CD-Consultation request	Agency Contact Name:
Additional Information:	
You may also perform a search based on	the following criterias:
Project Reference NoApplication Type	
 Project Title 	
 Max within 3 years of submissions 	s from date of search.
Only max first 500 records will be displayed	

7.9.4 The Search results will be displayed. Click on the **<u>Submission No</u>**link to view the Submission Profile.

CORENET2	WELCOME, De	rek Chan			~			Las	t Login: 22/0	6/2021 11:59	Legos
n Dashboard	V Projects	Submissions	Correspondence	••• More			Search		٩	Advanced search] 🏊
Home / Submission Submissions	5										
ESPRO Submis	sion Online S	ubmission									
From Date:			To Date:								
From Date:	yyyy-mm-dd		To Date:	yyyy-mm-dd		ES20210615-19867		Sort By:	Submission Dat	a V Nev	Q west 1
È								Solt by.	Submission Da		
Applicati Project T		e submission consult on of a 2 storey dwel				Agency Contact Name: Agency Contact Email: Agency Response Due Date:				Оре	n
					с П э. эг					1 of 1 pages (1 ite	ame

7.9.5 The Submission Profile will be displayed.

CORENET 2	WELCOME, Derek Chan				Las	t Login: 22/09/2020 18:58	Logout
Dashboard	Projects	Correspondence More			Search	Q Advanced search	•-
Submission No. ES20200922-1	3922 Open					Download Pro	ofile
	: 22/09/2020 Derek Chan	OREY FLATS (27 UNITS) WITH ATTIC & F	Submission Ty	rpe: Correspondence to agenc			
Submitted Docur	nents Correspondence						
Package Files	Package All Files		Sort By: Files	 Ascending † 	Search for Submitted Documents	٩	
	Files				File Tag		
	URA-CORR.XFDX						
	URA-ESS-CORR.XFD						
			к к () х эг			1 of 1 pages (2 items	5)

7.9.6 To view or locate the submitted files, click on the **Submitted Documents** tab.

RENET2	WELCOME, Derek Chan						Last Login: 22/06/2021 16	5:15
) ashboard	Projects	Correspondence	••• More			Search	Q Advanced set	arch
sion No. 0201130	-14277 🛑						Down	nioad Pr
S	p: A1111-11028-2020							
	ample project title ate: 2020-11-30			Application	Type: BCA-BE-Permit to Comr	and Work		
	r: Derek Chan				Type: Project	IETCE WORK		
	thority Code: BCA				Authority Description: Buildir	a And Construction Authori		
,,							2.	
omitted Doc	cuments Correspondence							
ackage Files	Package All Files Grant Document		S	ort By: Files	Ascending 1	C A C A DE AD	ocuments	
						Search for Submitted D		Q
	Files (size in Mb)					File Te		٩
	Files (size in Mb) 3030 - HS - 01.dwg (0.46)					2		٩
						2		Q
	3030 - HS - 01.dwg (0.46)					2		٩
	3030 - HS - 01.dwg (0.46) 3030 - HS - 02.dwg (0.45)					2		Q

7.9.7 To view or locate the Correspondence files, click on the **Correspondence** tab.



ORENET2	WELCOME, Derek Chan			Las	t Login: 22/06/2021 16:15
n Dashboard	Projects	Correspondence	••• More	Search	Q Advanced search
mission No. 20201130	14277 🔵				Download Profil
Project Ref. No	A1111-11028-2020				
Project Title: sa	mple project title				
Submission Da	te: 2020-11-30			Application Type: BCA-BE-Permit to Commence Work	
ubmission By	Derek Chan			Submission Type: Project	
Regulatory Au	hority Code: BCA			Regulatory Authority Description: Building And Construction Authority	
Submitted Doc	uments Correspondence]	3	Sort By: Correspondence No	٩
	201130-01845 cation Type: BCA-BE-Permit to Commer	ice Work		Expiry Date:	
MAppl	Date: 2020-11-30				
Appl Send	Date: 2020-11-30 201130-01849 cation Type: BCA-BE-Permit to Commer Date: 2020-11-30	ce Work		Expiry Date:	

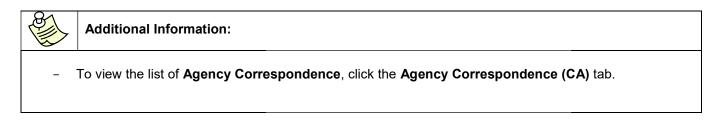


7.10 Portal - Search & View Correspondence (CR/CA)

7.10.1 Login to <u>https://www.corenet2-ess.gov.sg</u>.

7.10.2 Click the **Correspondence** tab. Click on Correspondence to Agency (CR) tab. The list of Correspondences submitted under the account within 1 year(default) from day of searched will be displayed.

A Singapore Government Agency Website	A
CORENET2 WELCOME, Derek Chan	Last Login: 22/06/2021 16:15
Dashboard Projects Submissions Correspondence More	Search Q Advanced search
Home / Correspondence	
Agency Correspondence (CA) Correspondence to Agency (CR)	
From Date: yyyy-mm-dd 🖸 To Date: yyyy-mm-dd 🔯	(Search Q
	Sort By: Submission Date Vewest 1
CR20210622-03035 ES20210622-20054 A1140-12345-2020 BCA-CD-Consultation request Send Date: 2021-06-22	Expiry Date:
CR20210622-03034 ES20210621-20026 Permit to erect temporary building works Send Date: 2021-06-22	Expiry Date:
CR20210622-03033 ES20210622-20054 A1140-12345-2020 BCA-CD-Consultation request Send Date: 2021-06-22	Expiry Date:
CR20210618-03028 ES20210611-19492 A1140-12345-2020 Plan Consent Send Date: 2021-06-18	Expiry Date:
CR20210618-03027 [E520210616-19907 BCA-BE-Registration_AC_SAC	



7.10.3 Key in the **Correspondence No** and click on the ^Q button.



A Singapore Government Agency Website	
CORENET2 WELCOME, Derek Chan	Last Login: 22/06/2021 16:15
Image: Dashboard Image: Dashboard<	Search Q Advanced search
Home / Correspondence	
Correspondence	
Agency Correspondence (CA) Correspondence to Agency (CR)	
From Date: yyyy-mm-dd 🗇 To Date: yyyy-mm-dd	CR20210616-03023
	Sort By: Submission Date Vewest 1
CR20210622-03035 ES20210622-20054 A1140-12345-2020 BCA-CD-Consultation request	
Send Date: 2021-06-22	Expiry Date:
CR20210622-09034 [ES20210621-20026 Permit to erect temporary building works Send Date: 2021-06-22	Expiry Date:
CR20210622-03033 ES20210622-20054 A1140-12345-2020	
BCA-CD-Consultation request Send Date: 2021-06-22	Expiry Date:
CR20210618-03028 ES20210611-19492 A1140-12345-2020	
Send Date: 2021-06-18	Expiry Date:
CR20210618-03027 ES20210616-19907 BCA-BE-Registration_AC_SAC	
84	
Additional Information :	
 You may also perform a search based on the Project Reference No Submission No Application Type Project Title Max within 3 years of corresponden *Only max first 500 records will be displayed 	

7.10.4 The Search results will be displayed. Click on the <u>Correspondence No</u>link to view the Correspondence Profile.

ORENET2	WELCOME, De	erek Chan					Last	Login: 22/06/2021	16:15 (
D ashboard	Projects	Submissions	Correspondence	•••		Search		Q Advance	d search 🥼
ome / Correspo corresponden		k							
gency Correst	pondence (CA)	Correspondence to	o Agency (CR)						
			To Date:	yyyy-mm-dd	CR20210616-	03023			C
om Date:	yyyy-mm-dd	•							
om Date:	yyyy-mm-dd				(unum	999 Mar	Sort By:	Submission Date	 Newes
CR2021	10616-03023 S20210	0616-19907					Sort By:	Submission Date	
BCA-BI		0616-19907			Expiry Date:		Sort By:	Submission Date	



Additional Information:

- To search for **Agency Correspondence**, click on **Agency Correspondence** (CA) tab and repeat Steps 51.1.

7.10.5 The Correspondence Profile page will be displayed.

CORENET2	WELCOME, Dere	k Chan					Last Login: 22/09/2020 20:00	Logout
Dashboard	Projects	Submissions	Correspondence	●●● More		Search	Q Advanced search	•-
Correspondence No CR20200922							Download P	rofile
Project Title: t Submission Da	nte: 22/09/2020 rpe: Correspondence to a	jency			Submission No: E520200922-13925 Expiry Date:			
						Search for Recipients	a	2
Recipient				TO/CC/BCC		Reply Date		
City Gas				то				
					IC < 1 > >I		1 of 1 pages (1 iten	ns)
Submitted File	s							
Package Files	Package All Files				Sort By: Files Ascending †	Search for Documents	a	2
	Files					File Tag		
	ESS-CORR.XFD							
					IK K 1 5 51		1 of 1 pages (1 iten	ns)

- 7.10.6 To view or locate the submitted files, scroll to the **Submitted Files.**
- 7.10.7 To view the **Correspondence Profile**, click on the **Download Profile** button.



7.11 Portal - View Agency Response Time

This is a read-only page which indicates the Expected Response Time for each Application and respective Agency. The expected Response Time may change from time to time depending on the respective agencies' configuration.

7.11.1 Login to https://www.corenet2-ess.gov.sg.

7.11.2 Click More>>Agency Response Time.

7.11.3 The list of Expected Response Time for all Agencies will be displayed.

ORENET2	WELCOME, De	rek Chan				Last Login: 22/09/2020 20:00
Dashboard	Projects	Submissions Corr	respondence More		Search	Q Advanced search
	ency Response Time sponse Time					
ALL		Agency	Application Type	Expected Response Time (Working Days)	Submission Type	Information and Reference
BCA		1				
NV		CITYGAS	AppIn for Admittance of Gas	2	Project	insert Information & Reference here
HDB		CITYGAS	Appln for Final Pressure Test	2	Project	
FSSB				_		
IMDA		🦀 вса	Appointment of SE under S28	5	Online	insert Information & Reference
JTC		🤳 вса	BCA-BE-Appoint of Specialist Builder	5	Project	
TA						Please visit <a href="http://www.bca.gov.sg/e-</td></tr><tr><td>MPA</td><td></td><td>🦺 ВСА</td><td>BCA-BE-Permit to Commence Work</td><td>3</td><td>Project</td><td colspan=2>Permit.aspx">http://www.bca.gov.sg/e- Permit.aspx for more information
NPARKS						
PUB		🦺 ВСА	BCA-BE-Permit to Commence Work	2	Project	Test
JRA						Types of Submission Time taken to respond (working days) 1. Projects where an
TTYGAS		🦺 вса	BCA-BE-ST submission	2	Project	accredited checker's certificate is not required:
SFA		a			and a set of the set o	2. Projects where an accredited checker's certificate is required: 10 (For first submission), 1 (For subsequent submissions)



Additional Information:

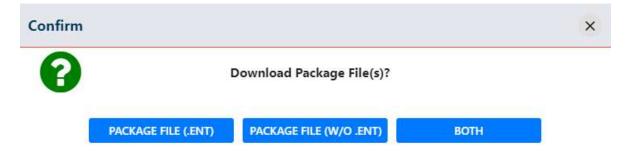
The page will display the Expected Response Time for all Agencies by default.

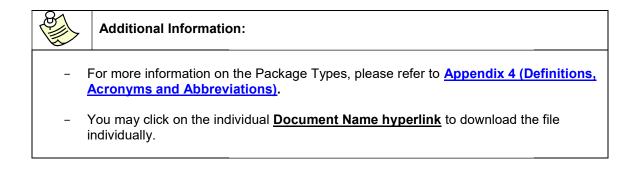


7.12 Portal - Download Multiple Files

This function allows users to download multiple submitted documents from Submission (ES) or Correspondence (CR/CA), which will be packaged into a zip file. The zip file will be available in user inbox once it is ready to be downloaded.

- 7.12.1 Login to https://www.corenet2-ess.gov.sg.
- 7.12.2 Search for the submission using steps shown in Chapter 7.9 (Search & View Submission (ES)) or search for the correspondence using steps shown in Chapter 7.10 (Search & View Correspondence (CR/CA)).
- 7.12.3 Under the Submitted Files grid, select the desired file(s) which is/are to be packaged
- 7.12.4 The following prompt is displayed. Click on the preferred type of package.







31.1 Upon successful package request, a **Transaction Number** will be generated.

ORENET2	WELCOME, Ko	h Soo Ping				Last Login: 28/06/2022 10:07
Cashboard	Projects	Submissions	Correspondence	••• More		Search Q Advanced sear
ubmission Packa	ge File(s)					
		S0088: The package d	locument request has l	been successfully que	eued for process. You may de	ownload your package file from your inbox after you received a successful notification email.
					Transaction No. :	TX20220628-99982
					Transaction Type :	Both
					Package By :	Kah Soo Ping
					Package Date :	28/06/2022 10:07
					Back to Subn	nisslon Page

S	>	Additional Information:
_		ne downloaded document(s) will be packaged into a zip file. Once the package file is ady for downloading, an email will be sent to the requestor.
_		o download packaged file, please refer to <u>Chapter 32 (Collect Multiple Files</u> ownload Package).



7.13 Portal : Collect Multiple Files Download Package

- 7.13.1 Login to <u>https://www.corenet2-ess.gov.sg</u>.
- 7.13.2 Under **Dashboard**, click on **<u>Collect Package Files</u>** tab. The list of package files transaction will be displayed.

A Singapore Government Agency Website				
CORENET2 WELCOME, Derek Chan	1			Last Login: 22/09/2020 20:00
Dashboard Projects Submiss			Search	Q Advanced search
Last 4 Weeks Transaction	•			
Correspondence (CA) - Corresp. From Agency - To Agency	Submission (ES)	Collect Package Files -	Requests -	
	Sort By: Tran	Search Sear	rch for Package Files	٩
TX20200917-00125 ES20200917-13896 Project Title:ITA testing Location Description: Mukim 01 Plot4 Li Packaged Date: 17/09/2020	i A1140-09156-2020 Lot3, 160, ROBINSON ROAD, Show More			Download File (w/o .ent) Download File (.ent)
TX20200918-01126 CA20200918-37177 Project Title:1)Lodgement-Specific Reno Location Description: Packaged Date: 18/09/2020				Download File (w/o.ent) Download File (.ent)
	ίκ –	1 > 91		1 of 1 pages (2 items)

7.13.3 Click on the package type link.

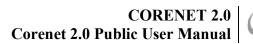
A Singapore Government Agency Websit	e						
CORENET2 WELCOME, I	Derek Chan					Last Login: 22/09/2020 20:00	Logout
Dashboard Projects	Submissions	Correspondence	••• More		Search	Q Advanced search] 🔺 -
Last 4 Weeks Transaction							
Correspondence (CA) From Agency	Correspondence To Agency	e (CR) - s	Submission (ES)	- Collect Package Files -	Requests -		
			Sort By	Transaction No	ch for Package Files	<u>\</u>	٩
TX20200917-00125 ES20 Project Title:LTA testing Location Description: M Packaged Date: 17/09/20	ukim 01 Plot4 Lot3, 160,		iow More			Download File (w/o.ent) Download File (.en	t)
TX20200918-01126 CA2 Project Title:1)Lodgemen Location Description: Packaged Date: 18/09/20	nt-Specific Renovations(C					Download File (w/o .ent) Download File (.en	t)
				ार र 1 अ		1 of 1 pages (2 ite	ems)

7.13.4 Depending on Internet Browser, there may be prompt displayed. Click on **<u>Save</u>** button.



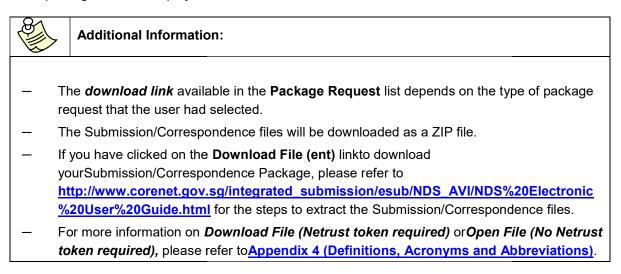
7.13.5 Select a designated location to save the package and click on **<u>Save</u>** button.

Ashboard Projects	Submissions Corresponde	nce More	Sea	rch Q Advanced search
orrespondence (CA) 119	Correspondence (CR) 44	Submission (ES) 143	Collect Package Files 7 Requests	7
TX20210531-68928 CA20	210517-38471 A1140-09090-2015			Download File (w/o .ent) Download File (.ent)
Project Title:Proposed Ere	ection Multi-Purpose Complex at Interse kim 01 Plot1 Lot1, Mukim 02 Plot2 Lot2 31		for Win 7 Full	
Project Title:Proposed Ere Location Description: Mu Packaged Date: 2021-05- TX20210603-71348 CR20 Project Title:Proposed ere	kim 01 Plot1 Lot1, Mukim 02 Plot2 Lot2 31 210603-02961 A1140-12345-2020 ection of a 2 storey dwelling house with kim 02 Lot012345A, 160, ROBINSON RC	attic	for Win 7 Full	Download File (w/o.ent)





7.13.6 The package files are displayed.





7.14 Portal - Grant Document Access

- 7.14.1 Login to <u>https://www.corenet2-ess.gov.sg</u>.
- 7.14.2 Search for the submission using steps shown in Chapter 7.9 (Search & View Submission (ES)).

7.14.3 To view or locate the submitted files, click on the **Submission Link**.

Singapore Government Agency Website					
RENET2 WELCOME, Derek Ch	han			Last Login	: 22/06/2021 11:59
hashboard Projects Sut	brnissions Correspondence	●●● More	Search		Q Advanced search
e / Submissions					
missions					
PRO Submission Online Submiss	sion				
.					
m Date: yyyy+mm-dd	To Date:	ryyy-mm-dd	Search		
				Sort By: Submis	sion Date 👻 News
ES20210622-20056 A1140-12345-20					Open
Application Type: NPARKS-AppIn for	r BP		Agency Contact Name:		Open
	r BP		Agency Contact Name: Agency Contact Email: Agency Response Due Date:		Open
Application Type: NPARKS-AppIn for Project Title: Proposed erection of a 2	r BP 2 storey dwelling house with attic		Agency Contact Email:		Open
Application Type: NPARKS-AppIn for Project Title: Proposed erection of a Submission Date : 2021-06-22	r BP 2 storey dwelling house with attic		Agency Contact Email:		
Application Type: NPARKS-Appln for Project Title: Proposed erection of a : Submission Date : 2021-06-22 ES20210622-20054 A1140-12345-20.	r BP 2 storey dwelling house with attic 20 tion request		Agency Contact Email: Agency Response Due Date:		
Application Type: NPARKS-Appln for Project Title: Proposed erection of a : Submission Date : 2021-06-22 So210622-20054 A1140-12345-20 Application Type: BCA-CD-Consultat Project Title: Proposed erection of a :	r BP 2 storey dwelling house with attic 20 tion request: 2 storey dwelling house with attic		Agency Contact Email: Agency Response Due Date: Agency Contact Name:		
Application Type: NPARKS-Appln for Project Title: Proposed erection of a Submission Date : 2021-06-22 ES0210622-20054 A1140-12345-20 Application Type: BCA-CD-Consultat Project Title: Proposed erection of a Submission Date : 2021-06-22 ES20210618-19984 A1140-12345-20 Application Type: BCA-8E-ST submis	r BP 2 storey dwelling house with attic 20 tion request 2 storey dwelling house with attic 20 20 20 20 20 20 20 20 20 20		Agency Contact Email: Agency Response Due Date: Agency Contact Name:		Clearance
Application Type: NPARKS-Appln for Project Title: Proposed erection of a : Submission Date : 2021-06-22 So2010622-20054 A1140-12345-20 Application Type: BCA-CD-Consultat Project Title: Proposed erection of a : Submission Date : 2021-06-22 S20210618-19984 A1140-12345-20	r BP 2 storey dwelling house with attic 20 tion request 2 storey dwelling house with attic 20 20 20 20 20 20 20 20 20 20		Agency Contact Email: Agency Response Due Date: Agency Contact Name: Agency Contact Email:		Clearance

7.14.4 Tick the checkbox in front of the **SubmittedDocument Name**.

n 🛛 🖉 📄 🗠		Search	Q Advanced search				
Jashboard Projects Submissions Correspondenc ssion No. 0210622-20054	se More		Download P				
oject Ref. No: A1140-12345-2020 oject Title: Proposed erection of a 2 storey dwelling house with attic							
ibmission Date: 2021-06-22	Application Type: BCA-	-CD-Consultation request					
ibmission By: Derek Chan egulatory Authority Code: BCA	Submission Type: Proje	Submission Type: Project Regulatory Authority Description: Building And Construction Authority					
bmitted Documents Correspondence							
ackage Files Package All Files Grant Document	Sort By: Files 👻	Ascending 1 Search for Submitted Documents	٩				
Files (size in Mb)		File Tag					
BCA-CD-PLAN01.XFD (0.29)		Others					
	14 47 (1) 2 21		1 of 1 pages (1 item				



7.14.5 Click on the **<u>Grant Document</u>** button.

) Dashboard	Projects Submissions	Correspondence	••• More			Search		Q Advan	ced search
ssion No. 0210622	-20054 🔵		1000						Download Pro
2012/02/02/02/02/02	n: A1140-12345-2020 Proposed erection of a 2 storey dwelling h	ours with still							
	ate: 2021-06-22	ouse with attic		Applicatio	n Type: BCA-CD-Consulta	tion request			
	r: Derek Chan				n Type: Project				
ubmission By				Submission	on Type: Project y Authority Description:	Building And Constructio	on Authority		
ibmission By egulatory Au bmitted Doc	r: Derek Chan tthority Code: BCA currents Correst indence Package All Files Grant Documen]	Sort B	Submission	Charles and the second se		bmitted Documents		٩
bmission By	r: Derek Chan tthority Code: BCA currients Correst indence Package All Files Grant Documen Files (size in Mb))	Sort B	Submissio	y Authority Description:				۵
bmission By gulatory Au omitted Doc	r: Derek Chan tthority Code: BCA currents Correst indence Package All Files Grant Documen)	Sort B	Submissio	y Authority Description:		bmitted Documents		٩

7.14.6 Select the project member(s) whom you would like to grant them the rights to access the documents and click on the **Save** button.

Cashboard	M Projects	Submissions	Correspondence	••• More	Search	Q Advanced search	* *
Submission No. ES20210622-2	0054 🔵					Download P	rofile
Project Ref. No: A Project Title: Prop Submission Date: Submission By: D Regulatory Autho	osed erection of a 2021-06-22 erek Chan	2 storey dwelling hou	se with attic		Application Type: BCA-CD-Consultation request Submission Type: Project Regulatory Authority Description: Building And Construction Authority		
Submith of Docum Back Save BCA-CD-PLAN07		pondence					
franko - Technical I Professional Engine	eer Civil Structural - F Controller er MEE - Professional eer Geo - Professiona eeloper nager	Engineer - Mechanica	Civil & Structural, Profes	sional Engineer - Civil	Grant Document Access To Kenny - Suilder		
S	Addit	ional In	formatio	n:			
b — F	e an ex Project n	isting C0 nember(DRÈNET s) withou	e-Subm t a COR	grant them the rights to access the documents MUST iission System user. ENET e-Submission System account will be listed in Registered User listing.		

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7.14.7 Upon successful granting of document access, the following dialog box will be displayed.

	×
S0101: Document Access Updated Successfully	
OK	



7.15 Portal - Download Application Forms

- 7.15.1 Login to https://www.corenet2-ess.gov.sg.
- 7.15.2 In the Landing Page, click Online Submission link.

me / Online Submissions	2		-				10		
Ibmit Online Submissions									
Select Application						BCA-BE			×
Upload Document	ALL (49)	O AC-ACC	-SAC Application	s					•
Submit	🗹 🦊 BCA(28)	BCA-BE	-Monthly Instrum	entation and Monit	oring				•
	- fr HDB(1)								•
	IMDA(1)	.			oning				•
	🔲 💽 лс(1)	BCA-BE-Registration_AC_SAC							•
	C & LTA(4)	BCA-BE	-Registration_ACC	0					•
	NPARKS(5)	O Constructability Score Submission							•
	🗌 🥥 PUB(4)							1 of 1 page	ıs (6 iten
	SCDF(1)							10.050	
	UPG1(4)								

7.15.3 Alternatively, login and click on the Submission >> Online Submission tab.

CORENET2	WELCOME, De	rek Chan			Last Login: 23/06/2021 10:18	Logout
Dashboard	Projects	Submissions	Correspondence	••• More	Search Q Advanced search	. -
Download F	ile(s) Package		Others		Software Downloads and User Guides Online Submission	
Online Corre	espondence		Feedback		Request to Change Project Member Request to Take Over/ Reappoint Project Coordinator	
Manual Proj	ect		Agency Response	Time	Vault View Pending Change Member Request	
			n			

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7.15.4 The list of Online Submission Application Types for all Agencies will be displayed.

ORENET2 WELCOME	, Derek Chan			st Login: 23/06/2021 10:18		
Dashboard Projects			• • • More		Search	Q Advanced search
Home / More / Online Submissions	5					
submit Online Submissions						
Select Application					Search for Application	
Upload Document	ALL (49)	0	AC-ACO-SAC App	plications		•
) Submit	🗹 🦊 BCA(28)	0	Amendment to N	New Erection		*
	MDB(1)	0	Appointment of	SE under S28		
	MDA(1)		RCA RE Monthly	y Instrumentation and Monitoring		•
	🗹 💽 лс(1)	0				•
	V LTA(4)	0	BCA-BE-Monthly	y Instrumentation and Monitoring		•
	NPARKS(5)	0	BCA-BE-Registrat	ition_AC_SAC		•
	PUB(4)	0	BCA-BE-Registrat	ntion_ACO		*
	SCDF(1)	0	BCA-GMEB-OSE	Correspondence		•
	UPG1(4)	0	RCA GMER Pario	odic Energy Audit of Bldg Cooling Sys		

7.15.5 On the left panel, tick or untick the checkboxes in front of "All" and other Agencies to select the Agency.

ORENET2	WELCOME, De	erek Chan			L	ast Login: 23/06/2021 10:18
n Dashboard	M Projects	Submissions	Correspondence	••• More	Search	Q Advanced search
Iome / More / Onli Submit Online S						
) Select Applica	ition	Y			Search for Application	۵
Upload Docur	nent	ALL (49)) 0	AC-ACO-SAC Applications		•
Submit	BCA(28)	0	Amendment to New Erection		•	
	- MDB(1)		0	Appointment of SE under S28		•
		□ [] IMDA(1)	0	BCA-BE-Monthly Instrumentation	n and Monitoring	*
		Q LTA(4)	0	BCA-BE-Monthly Instrumentation	n and Monitoring	
		D S NPARKS	5(5)	BCA-BE-Registration_AC_SAC		•
		D DUB(4)		BCA-BE-Registration_ACO		•
		CDF(1)	0	BCA-GMEB-OSE Correspondence		•
		UPG1(4)	0	BCA-GMEB-Periodic Energy Audit	it of Bldg Cooling Sys	•

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7.15.6 Click on **T** to expand the Application Type.

ORENET2 WELCO	ME, Derek Chan			Last Login	: 23/06/2021 10:18	
Dashboard Proje	The second se	pondence More	Search		Q Advanced search	
ome / More / Online Submissi ubmit Online Submissio						
Select Application			Search for Appl	ication	<u> </u>	
) Upload Document	ALL (49)	AC-ACO-SAC Applications				
Submit	🗹 🦊 BCA(28)	File Name	File Size	File Tee	Effective Date	
	- HDB(1)	ACO Appendix.doc	0.05 mb	File Tag Others	9/10/2020	
	□ [] IMDA(1)	Appln_AC Appendix.doc	0.05 mb	Others	9/10/2020	
	🔲 💽 лтс(1)	BCA-BE-APPLN-REGN_AC_SAC_ACO.XFDX	0.02 mb	Others	15/02/2021	
	□ <u>Q</u> LTA(4)	Amendment to New Erection				
	NPARKS(5)	Appointment of SE under S28				
	D PUB(4)					
	SCDF(1)	BCA-BE-Monthly Instrumentation and Me	onitoring			
	UPG1(4)	O BCA-BE-Monthly Instrumentation and Me	onitoring			

7.15.7 Click on the Document Name link.

								n: 23/06/2021 10:18
Cashboard	V Projects	Submissions	Correspondence	• • • More		Search		Q Advanced search
ome / More / Onli ubmit Online S								
) Select Applica	tion					Search for Appl	ication	
Upload Document ALL (49)		0	AC-ACO-SAC Applicatio	ns				
) Submit		🗹 🦊 BCA(28)		e Name				
		- 10 HDB(1)		e Name		File Size	File Tag Others	Effective Date 9/10/2020
		□ [] IMDA(1)		pln_AC Appendix.doc		0.05 mb	Others	9/10/2020
		П 🕞 лтс(1)		A-BE-APPLN-REGN_AC_SAC_ACC).XFEX	0.02 mb	Others	15/02/2021
		□ <u>Q</u> LTA(4)	0	Amendment to New Ere	ection			
		🗌 🥥 PUB(4)	0					
		SCDF(1)	0	BCA-BE-Monthly Instru	mentation and Monitoring			
		UPG1(4)	0	BCA-BE-Monthly Instru	mentation and Monitoring			
			0	BCA-BE-Registration A	SAC			

CORENET 2.0 CORENET 2.0



Notification will appear to show the status of file download. 7.15.8

A Singapore Government A	Agency Website				Downloads		🗅 Q 🔗			
ORENET2 WE	LCOME, De	erek Chan	-			BCA-BE-APPLN-REGN_AC_SAC_ACO (4),XFDX 23,06/2021				
Chashboard	2 Projects	Submissions	Correspondence	••• More	See more	1 KB 07 22.4 KB		Advanced search		
Home / More / Online Sub				· · · · · · · · · · · · · · · · · · ·						
Submit Online Submi	issions									
Select Application						Search for Appl	cation	۵		
2) Upload Document		ALL (4	9) 0	AC-ACO-SAC Applications						
3) Submit		🖬 🦊 BCA(2								
		- 10 HDB(1)		File Name		File Size	File Tag	Effective Date		
				ACO Appendix.doc Appln AC Appendix.doc		0.05 mb	Others	9/10/2020 9/10/2020		
		П С лтс(1)		BCA-BE-APPLN-REGN AC SAC ACO.XF	FDX	0.03 mb	Others	15/02/2021		
				Amendment to New Erecti						
		1 77 79 19 19 19 19 19 19 19 19 19 19 19 19 19	0	Amendment to New Erect	ion			•		
			0	O BCA-BE-Monthly Instrumentation and Monitoring						
		🗌 🥥 PUB(4								
		SCDF(n							
		UPG1(-	t) (t	BCA-BE-Monthly Instrume	entation and Monitoring			•		
			0	BCA-BE-Registration_AC_S	AC			-		



7.16 Portal - Submit Online Submission (ES)

- 7.16.1 Login to <u>https://www.corenet2-ess.gov.sg</u>.
- 7.16.2 In the Landing Page, click Online Submission link.

A Singapore Government Ager	ncy Website			0				1	1				
CORENET2 About	Circulars	Code and Regulations	Events	Announcements	BIM Essential Guides	Singapore BIM Guides	Online Submission	Software Downloads	A	Login here for your CORENET e-Submissions	٩		
Home / Online Submissions Submit Online Submiss	ions												
Select Application								ВСА-ВЕ			×Q		
2 Upload Document		ALL (49)		O AC-ACC	-SAC Application	s					•		
3 Submit		M & BCA(28)		O BCA-BE	-Monthly Instrum	entation and Monit	oring				•		
		HDB(1)		BCA-BE-Monthly Instrumentation and Monitoring									
	□ [] IMDA(1)												
🗆 🎧 лс(1)				BCA-BE-Registration_AC_SAC									
		🗌 🎗 LTA(4)		O BCA-BE-Registration_ACO									
		D NPARKS(5)		O Constructability Score Submission									
		PUB(4)		R < 1 5 31 1									
		SCDF(1)								18 1851 			
		UPG1(4)											

7.16.3 Alternatively, login and click on the Submission >> Online Submission tab.

A Singapore Gover	nment Agency Website									
CORENET2	WELCOME, Der	ek Chan						Last Login: 2	23/06/2021 10:18	Logout
Dashboard	Projects	Submissions	Correspondence	••• More			Search		Q Advanced search	4-
Download Fi	e(s) Package		Others		Software Download	Is and User Guides		Online Submission		
Online Corre	Online Correspondence Feedback		Request to Change	Project Member		Request to Take Over/ Reapp	point Project Coordinator			
Manual Proje	Manual Project Agency Response Time		Vault			View Pending Change Memb	er Request			

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7.16.4 The list of Online Submission Application Types for all Agencies will be displayed.

					3/06/2021 10:18
Dashboard Projects	Submissions Correspon		• • • More	Search	Q Advanced search
Home / More / Online Submissions Submit Online Submissions					
Select Application				Search for Application	
2) Upload Document	ALL (49)	0	AC-ACO-SAC Applications		*
) Submit	🗹 🦊 BCA(28)	0	Amendment to New Erection		•
	MDB(1)	0	Appointment of SE under S28		•
	MDA(1)	0	BCA-BE-Monthly Instrumentation and M	onitoring	•
	🗹 🎧 лс(1)		BCA-BE-Monthly Instrumentation and M	onitoring	•
	LTA(4) NPARKS(5)			ontoring	
	PUB(4)	0	BCA-BE-Registration_AC_SAC		•
	SCDF(1)	0	BCA-BE-Registration_ACO		•
	UPG1(4)	0	BCA-GMEB-OSE Correspondence		
		0	BCA-GMEB-Periodic Energy Audit of Bldg	g Cooling Sys	*

7.16.5 On the left panel, tick or untick the checkboxes in front of "All" and other Agencies to select the Agency.

ORENET2	WELCOME, De	erek Chan				Las	t Login: 23/06/2021 10:18
Dashboard	2 Projects	Submissions	Correspondence	More		Search	Q Advanced search
ome / More / Onlin ubmit Online S							
) Select Applicat	ion	N.			(Search for Application]
) Upload Docum	ent	ALL (49	» O	AC-ACO-SAC Applications			•
) Submit	BCA(28	0	Amendment to New Erect	ion		•	
		HDB(1) IMDA(1	0	Appointment of SE under	S28		•
		0	BCA-BE-Monthly Instrume	entation and Monitoring		•	
		□ <u>Q</u> LTA(4)	0	BCA-BE-Monthly Instrume	entation and Monitoring		•
		🗆 🐚 NPARK	S(5)	BCA-BE-Registration_AC_S	SAC		•
		D 0 PUB(4)		BCA-BE-Registration_ACO			•
	CDF(1)	0	BCA-GMEB-OSE Correspo	ndence		-	
		UPG1(4)	BCA-GMEB-Periodic Energ	gy Audit of Bldg Cooling Sys		•





ORENET2 WELCO	ME, Derek Chan		Last Login: 23/06/2021 10:18			Log
Dashboard Proje	Non and a second s	spondence More	Search		Q Advanced search	
lome / More / Online Submissi Submit Online Submissio						
Select Application		7	Search for Appli	ication		Q
Upload Document	ALL (49)	AC-ACO-SAC Applications			9	•
3 Submit	🗹 🥠 BCA(28)	File Name	File Size	File Tag	Effective Date	
	🔲 🊹 НОВ(1)	ACO Appendix.doc	0.05 mb	Others	9/10/2020	
	□ [] IMDA(1)	Appln_AC Appendix.doc	0.05 mb	Others	9/10/2020	
	🗆 💽 лс(1)	BCA-BE-APPLN-REGN_AC_SAC_ACO.XFDX	0.02 mb	Others	15/02/2021	
	□ & LTA(4)	Amendment to New Erection			9	•
	D S NPARKS(5)	Appointment of SE under S28				
	🗌 🥥 PUB(4)					
	□ 3 SCDF(1)	BCA-BE-Monthly Instrumentation and M	onitoring			*
	UPG1(4)	O BCA-BE-Monthly Instrumentation and Monitoring				
		BCA-BE-Registration_AC_SAC				÷

7.16.7 Click on the Proceed button.

ORENET2 WELCOME,	Derek Chan			Last Login	1: 23/06/2021 10:18		
Dashboard Projects	and the second	Sondence More	Search		Q Advanced search		
ome / More / Online Submissions ubmit Online Submissions							
			Search for Appl	ization			
	s						
2) Upload Document 3) Submit	ALL (49)	AC-ACO-SAC Applications			9		
	🗹 🦊 BCA(28)	File Name	File Size	File Tag	Effective Date		
	🗆 🚹 HDB(1)	ACO Appendix.doc	0.05 mb	Others	9/10/2020		
	□ [] IMDA(1)	Appln_AC Appendix.doc	0.05 mb	Others	9/10/2020		
	(1)	BCA-BE-APPLN-REGN_AC_SAC_ACO.XFDX	0.02 mb	Others	15/02/2021		
	□ <u>Q</u> LTA(4)	Amendment to New Erection					
	🗌 🧏 NPARKS(5)	Appointment of SE under S28					
	D PUB(4)						
	SCDF(1)	BCA-BE-Monthly Instrumentation and Monit	oring				
	UPG1(4)	O BCA-BE-Monthly Instrumentation and Monit	oring				
		BCA-BE-Registration_AC_SAC					



7.16.8 Click on Browse button to addthe file(s) or drag the files to the box.

A Singapore Gover	rnment Agency Website							
CORENET2	WELCOME, De	erek Chan					Last Login: 23/06/2021 10:39	Logout
Cashboard	2 Projects	Submissions	Correspondence	••• More		Search	Q Advanced search	1-
Home / More / Onl Submit Online S								
Select Applica	ation	You are applyin	g to AC-ACO-SAC A	pplications				_
 Upload Docur Submit 					Drag Files to Upload			
0					Browse			
		No uploaded files						
							Proceed	

7.16.9 Upon attaching of each file, a successful message will be displayed.

Home / More / Online Submissions Submit Online Submissions	
Select Application	You are applying to AC-ACO-SAC Applications
2 Upload Document	Drag Files to Upload
3 Submit	Browse BCA-BE-APPLN-REGN_AC_SAC_ACOURDX Main Form 22.42.13 The sploaded accessfully
	Proceed

S	Additional Information:
– – – V	You can attach MULTIPLE FILES at a time. To delete attached files, tick on the checkbox(es) and click on the <u>X</u> button. When the files(s) has/have been successfully attached, the file(s) details will be eflected under the ' Uploaded Files' section.

7.16.10 Click on the **<u>Proceed</u>** button.



7.16.11 Upon successful submission, a **Submission Number** will be generated.

A Singapore Gover	WELCOME, De	rek Chan					Last Login: 23/06/2021 10:39	Logout
Dashboard	2 Projects	Submissions	Correspondence	••• More		Search	Q Advanced search	^-
Home / More / Onli Submit Online S								
Select Applica	tion				Sent To :	Building And Construction Authority		
2 Upload Docur	nent				Submission No. : Application Type:	ES20210623-20082 AC-ACO-SAC Applications		
3 Submit					Send By : Submission Date :	Derek Chan 23/06/2021		

	Additional Information:
a	Jpon successful submission , an Acknowledgement Slip will be sent to the applicant to confirm that the submission has been successfully registered in CORENET eSS.



7.17 Online Submission: Submit Online Correspondence (CR)

- 7.17.1 Login to <u>https://www.corenet2-ess.gov.sg</u>.
- 7.17.2 Under **More**Menu, click **<u>Online Correspondence</u>** button.
- 7.17.3 The Online Correspondence page will be displayed.
 A Singapore Government Agency Website

CORENET2 WELCO	ME, Derek Chan	Derek Chan Last Login: 23/06/2021 10:45								
Dashboard Proje		Correspondence	••• More	Search	Q Advanced search	. -				
Home / More / Online Corresp	ondence									
Submit Online Correspon	idence									
1 Correspondence Details	Submission Details									
2 Upload Document	Reference Submission No.*	:		0						
3 Submit	Submit To* :									
	Application Type:	Correspond	dence to Agency							
	Submit By:	Derek Char	1							
	Submit Date:	2021-06-23	3							
					Next 3					

7.17.4 Key in the **ReferenceSubmission No** and click <u>Next</u> button.

Home / More / Online Corresponent				
Correspondence Details	Submission Details			
2 Upload Document	Reference Submission No.* :	ES20210623-20082	0	
3 Submit	Submit To* :	Building And Construction Authority		
	Application Type:	Correspondence to Agency		
	Submit By:	Derek Chan		
	Submit Date:	2021-06-23		
				Next >



- The **Reference Submission No.** field is mandatory for Correspondence submission.

- The Application Type field will automatically show 'Correspondence to agency' when 'Correspondence' is selected.

Notes:

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Submit

7.17.5 Click on the **Browse** button to attach supporting file(s).

Dashboard	Projects	Submissions	Correspondence	••• More	Search	Q Advanced search	4-
Home / More / Onlin							
Submit Online C	orrespondence						
1 Correspondence	e Details	load List					
 Upload Docume Submit 	ent				Drag Files to Upload		
C) outsine					Browse		
	N	lo uploaded files					
						K Back Submit	
	Addition	al Informat	ion:				
- Yo	ou can O N	NLY attach	one file at a	time.			

- To delete attached files, tick on the checkbox(es) and click on the <u>Delete File(s)</u> button.
- When the files(s) has/have been successfully attached, the file(s) details will be reflected under the **'Files Attached** and **'File Size'** column.
- Please do not click on the 'Attach File' button if the attached file(s) details is/are not reflected under the 'Files Attached column.

7.17.6 A successful message will be displayed upon successful attaching file(s).

Submit Online Correspon	
1 Correspondence Details	Upload List
2 Upload Document	Drag Files to Upload
3 Submit	
	Browse
	BCA-BE-APPLN-REGN_AC_SAC_ACO.XFDX 22.42 KB
	File uploaded successfully

7.17.7 Click on the **Submit** button.

Hame / Mare / Opline Cor

Submit Online Correspon		
1) Correspondence Details	Upload List	
2 Upload Document	Drag Files to Upload	
3 Submit	brag riles to optoad	
	Browse	
	BCA-BE-APPLN-REGN_AC_SAC_ACO.XFDX	
	22.42 KB File uploaded successfully	•

CORENET 2.0 CORENET 2.0



7.17.8 Upon successful submission, a **Correspondence Number** will be generated.

Dashboard	Projects	Submissions	Correspondence	• • • More		Search	٩	Advanced search	^ -
	nline Corresponde								
Submit Online	Corresponder	nce							
(1) Corresponde	nce Details			Correspo	ondence No. :	CR20210623-03039			
2 Upload Document Submission No. 3					mission No. :	ES20210623-20082			
3 Submit					Send By :	Derek Chan			
<u> </u>					Sent To :	Building And Construction Authority			
					Send Date :	2021-06-23			
Contraction	Addition	nal Informatio	n:						
						ill also be sent to the a gistered in CORENET		t	



7.18 Portal - Update User Profile

7.18.1 Login to https://www.corenet2-ess.gov.sg.

7.18.2 Click on User Namelink

A Singapore Gover	nment Agency Website				
CORENET2	WELCOME, De	rek Chan		Last Login: 23/06/2021 10:45	Logout
Cashboard	Projects	Submissions	••• More	Search Q Advanced search	. -
N 111 122	1 a a a a a a a a a a a a a a a a a a a				

7.18.3 Click on the Edit ProfileButton.

ORENET2	WELCOME, Derek	Chan					Last Login: 23/06/2021	10:45 Log
Cashboard	2 Projects	Submissions	Correspondence	••• More		Search	Q Advance	ed search 🙏
ser Profile								
ser Details								
Name :	Derek Chan				User ID :	DEREKCHAN		
D Type :	NRIC				Email Address :	derektest1@nova-hub.com		
NRIC/FIN No :	*****851B				Tel No.:	1234561		
					Mobile Phone No. :	111111		
Assistant								
2 -								
	Name		ID	Туре	ID I	Number	Country	
CHASELIM		5	ingPass		*****344E		American Samoa	

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7.18.4 Make the **necessary changes** and click on the **Save** button to save the changes.

	rojects :	Ubmissions	Correspondence	••• More		Search	Advanced search
ser Profile							
er Details							
Name* :	Derek Chan				• User ID :	DEREKCHAN	
D Type :	NRIC				Email Address* :	derektest1@nova-hub.com	
NRIC/FIN No :	*****851B				Tel No.* :	1234561	
					Mobile Phone No. :	111111	
Change Password							
Current Password:							
New Password:							
Confirm New Password:							



Notes:

- User ID and Identification details (eg. ID Type, ID No and Country) are NOT editable.
- 7.18.5 Upon successful updating of User Profile, the following message will be displayed.





7.19 Portal - Add QP Assistant

- 7.19.1 Login to <u>https://www.corenet2-ess.gov.sg</u>.
- 7.19.2 Click on User Name link

A Singapore Govern	nment Agency Website					
CORENET2	WELCOME	erek Chan		L	ast Login: 23/06/2021 10:45	Logout
Dashboard	Projects	Submissions	• • • More	Search	Q Advanced search	•-

7.19.3 Click on the Edit ProfileButton.

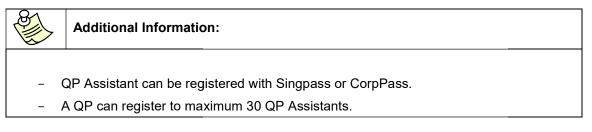
ORENET2	WELCOME, Dere	ek Chan					Last Login: 23,	/06/2021 10:45
Dashboard	V Projects	Submissions		••• More		Search	٩	Advanced search
ser Profile				-				
ser Details								
Name :	Derek Chan				User ID :	DEREKCHAN		
D Type :	NRIC				Email Address :	derektest1@nova-hub.com		
NRIC/FIN No :	*****851B				Tel No. :	1234561		
					Mobile Phone No. :	111111		
P Assistant								
2×								
	Name			D Туре	1 DI	Number	C	ountry
CHASELIM			SingPass		*****344E		American Samoa	

- 7.19.4 Under QP Assistant, click on Ebutton.
- 7.19.5 The QP Assistant Details page will be displayed. Enter the details of the QP Assistant.

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CORENET2	WELCOME, De	erek Chan				Last Log	in: 23/06/2021 10:45
) Dashboard	Projects	Submissions	Correspondence	••• More		Search	Q Advanced search
QP Assistant Pro	ofile						
QP Assistant Det	ails						
Salutation* :	Mr.				▼ 0 Name*:		0
Email Address* :					Login Type* :	● SingPass () CorpPass	0
Address Type* :	• Form	natted 🔿 Unformat	tted		• ID Number* :	•	0
Postal Code [*] :					ID Type :	NRIC	
Building Name :					• Telephone No :		0
House/Block No. :					O Country*:		- 0
Level No.:					Mobile Number* :		0
Unit No. :					0		
Road Name* :	Select a	Road		Q	0		
						Back	Reset Save



7.19.6 Click **Save** to proceed.



7.19.7 A successful prompt will be displayed.

Success	×
QP Assistant has been created succes	ssfully
ок	



•

•

7.20 Portal - Change Password

- 7.20.1 Login to <u>https://www.corenet2-ess.gov.sg</u>..

7.20.3 Click on the Edit ProfileButton.

ORENET2	WELCOME, Dere	ek Chan					Last Login: 23/06/2021 10:4	45 Logot
Cashboard	V Projects	Submissions		••• More		Search	Q Advanced search	
Iser Profile								
ser Details								
Name :	Derek Chan				User ID :	DEREKCHAN		
D Type :	NRIC				Email Address :	derektest1@nova-hub.com		
NRIC/FIN No :	*****851B				Tel No.:	1234561		
					Mobile Phone No. :	111111		
P Assistant								
21								
	Name		J	D Туре	ID N	lumber	Country	
CHASELIM			SingPass		*****344E		American Samoa	

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7.20.4 Fill in the existing Password as well as the "**New Password**".Reconfirm your new Password in the "**Confirm New Password**" field.

	Image: Constraint of the second sec		Search Q A	Advanced search
User Profile				
User Details				
Name* :	Derek Chan	0 User ID :	DEREKCHAN	
ID Type :	NRIC	Email Address* :	derektest1@nova-hub.com	
NRIC/FIN No :	*****8518	Tel No.* :	1234561	
		Mobile Phone No. :		
Change Password				
Current Password:				
New Password:				
Confirm New Password	4			

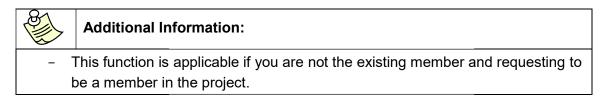
7.20.5 Click on the **<u>Save</u>** button to save the changes.

	Back	Reset	Save
--	------	-------	------

- 7.20.6 A confirmation dialog box will be displayed. Click on the **OK** button.
- 7.20.7 Upon successful change of password, the following dialog box will be displayed.



7.21 Portal - Request to Add Member



7.21.1 Login to <u>https://www.corenet2-ess.gov.sg</u>.

7.21.2 Click More >> Request to Change Project Member.

Cashboard	2 Projects	Submissions	More	Search	٩	Advanced search	•
	est to Change Project	Member					
hange Member	Request						

7.21.3 Fill in the **Project Reference No** of the member to be added and click on the **Search**button. A Singapore Government Agency Website

					ð			
Dashb		s Submissions	Correspondence	••• More	Search	Q	Advanced search	
	lore / Request to Chang		Correspondence	wore				
	Member Request							
oject f no:	A1140-12345-2020)						
10.								

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7.21.4 The member details page will be displayed. Fill in the new member's details.

A Singapore Government A	Agency Website							
CORENET2 WE	LCOME, Re	nz Rene DiCurfew					Last Login: 24/09/2020 08:32	Logout
Dashboard	2 Projects		More			Search	Q Advanced search	••
Home / More / Request to Change Member Reque	e concernant concer	ect Member						
General Info								
Name *				0	Designation			0
ID Type *		NRIC No. O Passport No.			ID Number *	•		0
Is Project Coordinator?		No						
Roles							_	
Role(s)		Prof. No.	UEN		Firm Name			
Address Details								
Address Type *		Formatted O Unformatted 0						
Building Name				0	House/Block No.			0
Level No.				0	Unit No.			0
						K Back	C Reset	
81								
	Addit	ional Information :						
AF	rofes	sional Number is req	uired when	ado	ding the followir	ng roles to the	member:	
	о	Accredited Checker	(AC)		-	-		
	о	Accredited Checker		on (ACO)			
	о	Architects (A)	Ū		,			
	ο	Licensed Electrical	Worker					
	ο	Licensed Gas Servi	ce Worker					
	0	Licensed Water Ser		er				
		Professional Engine		-				
	0	Registered Inspecto						
			. ,					
	0	Registered Surveyo	. ,	ا ما م			ing the	
		o not include the Pro onal No.	Diessional A	upna	abet (e.g. A or I	 when enter 	ing the	
110								

7.21.5 For Qualified Person(s), their Professional/License number is required. Fill in the Professional/License number and click on the <u>**OK**</u> button.

Dele(a)	Prof. No.	
Role(s)	Prot. No.	
Architect	× (
	This field s required.	



Additional Information:
ease do not include the Professional Alphabet (e.g. A or E) when entering the offessional No.

- 7.21.6 Enter the UEN No and click Firm Name will be prepopulated.
- 7.21.7 Enter the Postal Code and click . The Address details (Building Name, House/Block No and Road Name) will be prepopulated.

Address Details					
Address Type *	Formatted O Unformatted				
Building Name	SINGAPORE BUSINESS FEDERATION CENTER		House/Block No.	160	0
Level No.			 Unit No. 		0
Road Name*	ROBINSON ROAD	Q 💼	Postal Code*	689148	8 0

7.21.8 Click on the **Browse** button to select file(s).

Upload List*	
Drag Files to Upload	Uploaded Files
Browse	
	C Reset C Reset



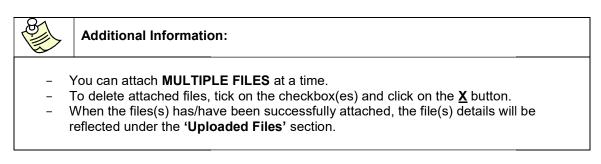


7.21.9 Select the file(s) and click on the Open button.

ganize 🔻 New folder					HE 🔹 🔟	
SWinREAgent	Name	Date modified	Туре	Size		
CORENET-ESS	07-ZN11ITUN-CGA1112C.pdf	10/5/2021 10:09 AM	Adobe Acrobat D	1,577 KB		
ESPro_SIT		4/5/2021 5:00 PM	XFD File	187 KB		
ESPro_UAT	BCA-BE-PERMIT.XFD	21/6/2021 5:06 PM	XFD File	907 KB		
FormDesignerApr	BCA-BE-QPCTSSW.XFD	6/5/2021 2:40 PM	XFD File	168 KB		
INNORIX_Agent	BCA-BE-STAPPV01(1).XFD	17/5/2021 3:37 PM	XFD File	803 KB		
Intel	BCA-BE-STAPPV01.XFD	17/5/2021 3:37 PM	XFD File	803 KB		
and a second second	BCA-BP-BPAPPV01.XFD	21/6/2021 4:47 PM	XFD File	762 KB		
Logs	BCA-BP-COQP01.XFD	11/6/2021 7:32 PM	XFD File	148 KB		
MSOCache	BCA-ESID-SIS_SF-D2.XFD	5/5/2021 11:40 AM	XFD File	187 KB		
OneDriveTemp	BCA-LU-NAPPQP01_01.jpg	11/6/2021 7:32 PM	JPG File	268 KB		
PerfLogs	BCA-LU-NAPPQP01_02.jpg	11/6/2021 7:32 PM	JPG File	180 KB		
Program Files	FSSD-0-FEDB.XFD	21/6/2021 4:47 PM	XFD File	280 KB		
Program Files (x8	FSSD-0-WVFSR02.XFD	21/6/2021 5:06 PM	XFD File	280 KB		
ProgramData						
Users						
Windows						
Data (D:)						
Network						
~						

7.21.10 Upon attaching of each file, the file name will be listed in the Uploaded Files section.

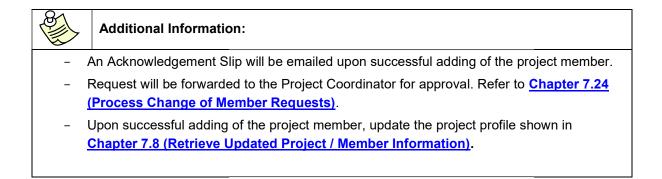
Upload List*							
	Uploaded Files						
) Upload	testDoc.docx.ent 12.0 KB						
se la	testExcelx(sx.ent 10-4.49						
	Upload	Upload Files					



- 7.21.11 Click on the Save button.
- 7.21.12 Upon successful adding of project member, the following message will be displayed.



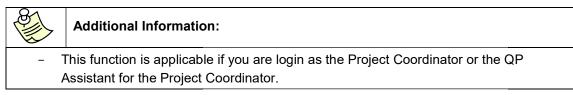
	Your request will be submitted to the
	project coordinator for approval. Your
\mathbf{v}	Transaction Number is:
-	CM20200924-00398







7.22 Portal - Process Change of Member Requests



7.22.1 Login to https://www.corenet2-ess.gov.sg.

7.22.2 Under More Menu, click View Pending Change Member Request.

🞾 A Singapore Gove	mment Agency Website						
CORENET2	WELCOME, De	rek Chan					ogout
Dashboard	Projects	Submissions		••• More	Search	Q Advanced search	•
Download Fi	ile(s) Package	Others			Software Downloads and User Guides	Online Submission	
Online Corre	espondence	Feedba	ack		Request to Change Project Member	Request to Take Over/ Reappoint Project Coordinator	
Manual Proj	ect	Agency	y Response Time		Vault	View Pending Change Member Request	

7.22.3 The list of Change of Member requests to be processed will be displayed.

A Singapore Gover	mment Agency Website						
CORENET2	WELCOME, Derek Chan				La	ast Login: 24/09/2020 09:08	Logout
Dashboard	Projects Submissions	Correspondence More			Search	Q Advanced search	•-
Change Membe	er Request						
				Search Change of Project Members			Q
Request 1 Project Ti Location Outgoing	5617-2020 CM.20200820-00369 Type: Change of Project Member title: proj.SCDF Description: Mukim 01 Plot4 Lot5, 160, RO member: Architect Four d By: Renz Rene DiCurfew	BINSON ROAD, #5-6, SINGAPORE BU	ISINESS FEDERATION CEN Show Role: Architect Received Date: 20			Approve Disapprove	
Request 1 Project Ti Location Outgoing	3885-2020 CM20200916-00380 Type: Add New Member Iftle: Project X Description: Mukim 02 Plot2 Lot1, Mukim I member: d By: eSS System Administrator	04 Plot4 Lot3 PT, 160, ROBINSON RC	AD, #2-2, SINGAPORE Show Mc Role: Received Date: 16			Approve Disapprove	
Request T Project Ti Location Outgoing	1885-2020 CM20200916-00381 Type: Add New Member Itle: Project X Description: Mukim 02 Plot2 Lot1, Mukim I member: d By: eSS System Administrator	04 Plot4 Lot3 PT, 160, ROBINSON RC	AD, #2-2, SINGAPORE Show Mc Role: Received Date: 16			Approve Disapprove	
Request T Project Ti Location Outgoing	976-2020 CM20200924-00398 Type: Add New Member itle: Sample_testing_21Sep Description: 160, ROBINSON ROAD, SING/ member:	APORE BUSINESS FEDERATION CENT	R. Singapore 689148 Role:			Approve Disapprove	

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7.22.4 Click on the Transaction No link to view the detailsof the member to be processed.

A Singapore Gover	nment Agency Website						
CORENET2	WELCOME, De	erek Chan				Last Login: 24/09/2020 09:08	Logout
Dashboard	Projects	Submissions	Correspondence	••• More	Search	Q Advanced search]
Change Membe	er Request						
	X				Search Change of Project Members		٩
	5617-2020 CM2020					Approve Disapprove	
	itle: proj_SCDF						
Location	Description: Mukim	01 Plot4 Lot5, 160, RC	BINSON ROAD, #5-6,	SINGAPORE BUSINES	S FEDERATION CEN Show More		
	member: Architect				Role: Architect		
Submitte	d By: Renz Rene DiCu	urfew			Received Date: 20/08/2020		
A1140-91	3885-2020 CM2020	0016-00390				Approve Disapprove	
	Type: Add New Mem					Approve Disapprove	
	itle: Project X						
Location	Description: Mukim	02 Plot2 Lot1, Mukim	04 Plot4 Lot3 PT, 160,	ROBINSON ROAD, #2	2-2, SINGAPORE Show More		
	member:				Role:		
Submitte	d By: eSS System Adı	ministrator			Received Date: 16/09/2020		

- 7.22.5 The details of the Change of Member details will be displayed.
- 7.22.6 Click on the **Document Name** link to download and view the supporting documents attached.
- 7.22.7 Click on the **Browse** button to attach supporting file(s).

Upload Additional Documents	
	Uploaded Files
Drag Files to Upload	
Browse	
	(Back Approve Disapprove

7.22.8 Select the file(s) and click on the **Open** button.

Irganize 🔻 New folder					BE • 🔲	
SWinREAgent	Name	Date modified	Туре	Size		
CORENET-ESS	07-ZN1111UN-CGA1112C.pdf	10/5/2021 10:09 AM	Adobe Acrobat D	1,577 KB		
ESPro_SIT	18 CSS1 BCA-E3ID-3I3_3F-D2.XFD	4/5/2021 5:00 PM	XFD File	187 KB		
ESPro_UAT	BCA-BE-PERMIT.XFD	21/6/2021 5:06 PM	XFD File	907 KB		
FormDesignerApp	BCA-BE-QPCTSSW.XFD	6/5/2021 2:40 PM	XFD File	168 KB		
INNORIX_Agent	BCA-BE-STAPPV01(1).XFD	17/5/2021 3:37 PM	XFD File	803 KB		
Intel	BCA-BE-STAPPV01.XFD	17/5/2021 3:37 PM	XFD File	803 KB		
a second s	BCA-BP-BPAPPV01.XFD	21/6/2021 4:47 PM	XFD File	762 KB		
Logs	BCA-BP-COQP01.XFD	11/6/2021 7:32 PM	XFD File	148 KB		
MSOCache	BCA-ESID-SIS_SF-D2.XFD	5/5/2021 11:40 AM	XFD File	187 KB		
OneDriveTemp	BCA-LU-NAPPQP01_01.jpg	11/6/2021 7:32 PM	JPG File	268 KB		
PerfLogs	BCA-LU-NAPPQP01_02.jpg	11/6/2021 7:32 PM	JPG File	180 KB		
Program Files	FSSD-0-FEDB.XFD	21/6/2021 4:47 PM	XFD File	280 KB		
Program Files (x8)	FSSD-0-WVFSR02,XFD	21/6/2021 5:06 PM	XFD File	280 KB		
ProgramData						
Users						
Windows						
Data (D:)						
in the second						
Network						
~						

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7.22.9 Upon attaching of each file, the file name will be listed in the Uploaded Files section.

Supporting Documents		
Upload List*		
	Uploaded Files	
Drag Files to Upload	testDoc.doc.vent 120 ks	×
Browse	testExcelulax.ent 10.4 kii	×

	Additional Information:
ר – – V	You can attach MULTIPLE FILES at a time. To delete attached files, tick on the checkbox(es) and click on the \underline{X} button. When the files(s) has/have been successfully attached, the file(s) details will be eflected under the ' Uploaded Files' section.



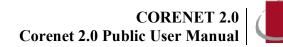
- 7.22.10 Click on the **<u>Approve</u>** or **<u>Disapprove</u>** button.
- 7.22.11 A confirmation prompt will be displayed. Click <u>Yes</u> to proceed.



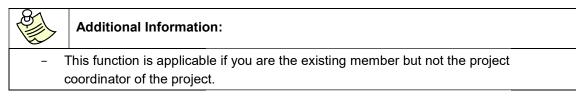
7.22.12 Upon successful updating of project member, the following message will be displayed.

Info		×
0	Information updated Successfully.	
	ОК	

Sill.	Additional Information:
	An Acknowledgement Slip will be emailed upon successful updating of the project member.
-	Upon successful updating of the project member, update the project profile shown in Chapter 7.8 (Retrieve Updated Project / Member Information).



7.23 Portal - Request to Remove/Reappoint Member/Coordinator



7.23.1 Login to https://www.corenet2-ess.gov.sg.

7.23.2 Click More >> Request to Take Over /Reappoint Project Coordinator...

Dashboard	Projects	Submissions		••• More	Search	Q Advanced search] (
Home / More / Reques			ordinator				
Request Type Enter Incoming QF Details Submit	Pro	oject Reference imber:*	Take Over as Project	Coordinator	R ()	teaappoint Project Coordinator	

7.23.3 Select Reappoint Project Coordinator option.



7.23.4 Key in the **Project Reference No** and click on the **Proceed** button.

Â	Ø			•••	Search	Q Advanced search
Dashboard	Projects	Submissions	Correspondence	More		
appoint Projec		Reappoint Project Co	ordinator			
) Request Type) Enter Incoming Details) Submit	Pro	oject Reference umber:*	A1140-00001-202		eaapp	oint Project Coordinator
						Search

7.23.5 The list of Professional roles will be displayed. Select the Project Coordinator details option and click on the **Proceed** button.

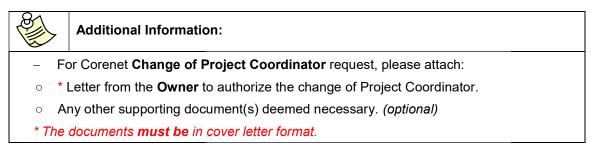
	and the second se	respondence	••• More			Search		Q Advanced search
ppoint Project Coordinator	Project Coordinati		O Take Over a	s Project Coordinator		Pasar	point Project Coordinato	
Request Type Enter Incoming QP Details				s moject coordinator		• Heady	point riget: coordinate	2
1	Project Reference I	Number:*	A1140-00001-	2020				
Submit	ist of QP Memb	ers in the Proj	ject					
		QP Name		ID No	Country	Email Address	Role	Project Coordinator
	b	Architect		*****650Z	Singapore	test@test.com	Architect	N
	۲	DEREK CHAN	4	*****851B	Singapore	fasdasd@gma.com	Architect	¥
	0	PE CIVIL		****994(Singapore	pecivil@gmail.com	Professional Engineer - Civil, Professio nal Engineer - Civil & Structural	N
					н с () 5 н			1 of 1 pages (3 items

7.23.6 The Reappoint Incoming Project Coordinator page will be displayed. Select the role to be removed and Incoming Project Coordinator to replace.



A Singapore Government Agency Website				
CORENET2 WELCOME, Der	ek Chan		Last Login: 24/09/2020 10:02	gout
Dashboard Projects	Submissions Correspondence More		Search Q Advanced search	L -
Home / More / Request to Take Over / Re Reappoint Project Coordinator	appoint Project Coordinator			
1 Request Type	Project Details			
2 Enter Incoming QP Details	Project Reference Number: Project Title:	A1140-18973-2020 Geotech 2		
3 Submit	Member to be Replaced: Role to be removed:"	Derek Chan Architect	×	
	Replaced By:*	renz curfew	-	
	Relinquish Roles:	Yes		
	Attachments*	0.110		
		Uploaded Files		
	Drag Files to Upload			
	Browse			
				_
			Previous Submit	

7.23.7 Click on the **Browse** button to attach supporting file(s).



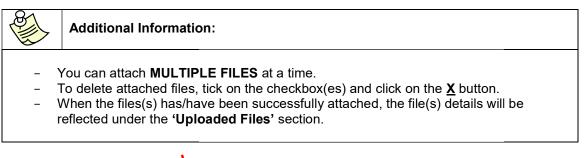
7.23.8 Select the file(s) and click on the **<u>Open</u>** button.

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anize 🔻 New folder					182 - 🔟	(
SWinREAgent	Name	Date modified	Туре	Size		
CORENET-ESS	07-ZN111TUN-CGA1112C.pdf	10/5/2021 10:09 AM	Adobe Acrobat D	1,577 KB		
ESPro_SIT	TO COST DEA EXID OF OF DEAT	4/5/2021 5:00 PM	XFD File	187 KB		
ESPro_UAT	BCA-BE-PERMIT.XFD	21/6/2021 5:06 PM	XFD File	907 KB		
FormDesignerApp	BCA-BE-QPCTSSW.XFD	6/5/2021 2:40 PM	XFD File	168 KB		
INNORIX_Agent	BCA-BE-STAPPV01(1).XFD	17/5/2021 3:37 PM	XFD File	803 KB		
	BCA-BE-STAPPV01.XFD	17/5/2021 3:37 PM	XFD File	803 KB		
	BCA-BP-BPAPPV01.XFD	21/6/2021 4:47 PM	XFD File	762 KB		
Logs	BCA-BP-COQP01.XFD	11/6/2021 7:32 PM	XFD File	148 KB		
MSOCache	BCA-ESID-SIS_SF-D2.XFD	5/5/2021 11:40 AM	XFD File	187 KB		
OneDriveTemp	BCA-LU-NAPPQP01_01.jpg	11/6/2021 7:32 PM	JPG File	268 KB		
PerfLogs	BCA-LU-NAPPQP01_02.jpg	11/6/2021 7:32 PM	JPG File	180 KB		
Program Files	FSSD-0-FEDB.XFD	21/6/2021 4:47 PM	XFD File	280 KB		
Program Files (x8	FSSD-0-WVFSR02.XFD	21/6/2021 5:06 PM	XFD File	280 KB		
ProgramData						
Users						
Windows						
Data (D:)						
Network						
~						

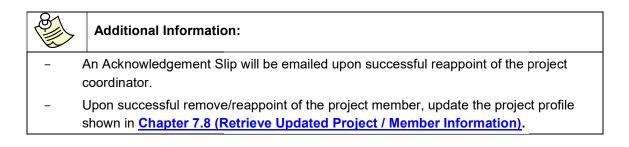
7.23.9 Upon attaching of each file, a successful message will be displayed.



7.23.10 Click on the **<u>Submit</u>** button.



7.23.11 Upon successful remove/reappoint of project member, the following message will be displayed.







7.24 Portal - Request to Take Over as Project Coordinator

Additional Information:

Only use this function when the project has been registered electronically and there ISa change of Project Coordinator.

This function is to be used by the **incoming** Project Coordinator.

7.24.1 Login to <u>https://www.corenet2-ess.gov.sg</u>.

7.24.2 Click More >> Request to Take Over /Reappoint Project Coordinator.

- 7.24.3 The Request to Take Over /Reappoint Project Coordinator page will be displayed.
- 7.24.4 Select "Take Over as Project Coordinator" Option, key in the <u>Project Reference Number</u> and click on the <u>Proceed</u> button.

 A Singapore Government Agency Website

CORENET2	WELCOM	IE, Derek Chan			1	Last Login: 23/06,	/2021 16:12	Logout
Dashboard	Project	ts Submissions		••• More	Search	Q,	Advanced search	* -
Home / More / Rec Request to Take		Dver / Reappoint Project Coc ct Coordinator	ordinator					
Request Type Enter Incoming Details		Project Reference Number:*	ake Over as Projec		🔿 Reаарр	oint Project Coordinato	r	
3 Submit								
							Proceed	

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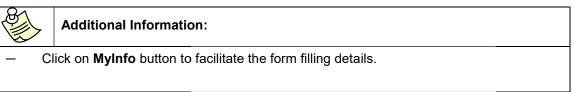
7.24.5 The Add Incoming Project Coordinator details page will be displayed.

CORENET2	VELCOME, Rer	z Rene DiCurfe	ew					Last Login: 24/09/2020 09:20	5 Logout
Dashboard	P rojects	Submissions	Correspondence	••• More			Search	Q Advanced search	• •
Home / More / Reque Request to Take Or			rdinator						
1 Request Type		A1140-00976-	2020 - Sample_testi	ng_21Sep					
2 Enter Incoming	QP Details		ject Coordinator Def	tails					
(3) Submit		Incoming coord	inator:*		Renz Rene DiCurfew				
Julia		ID No:			****787E				
		ID Type:			NRIC No.				
		Role:*			Please select				*
		Professional No.	/ License No.:*				_		
		Incoming Projec	t Coordinator Detail:*		Add Incoming Project Coordin	nator Partictular			
		Attachments*	E.						
						Uploaded Files			
				Drag Files to Upload					
		h		Browse		2			

7.24.6 Click on the Add Incoming Project Coordinator Particular link.

7.24.7 Fill in the details of the Incoming Project Coordinator.

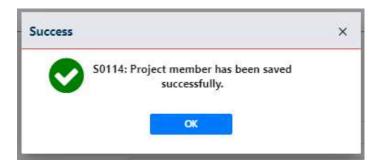
Project Reference No:	A899-00010-2021	Project Coordinator	YES?
D No.:	*****851B	Country:	Singapore
Vame:	Derek Chan	Designation:	
Email Address:*		Alternate Email Address:	
Firm Name:		Tel No. :*	
Ext:		Mobile Phone No.:	
Pager No.:		Fax No.:	
Address Type:*	Formatted Unformatted		
Road Name:*	Select a Road	➡ Postal Code;*	8
Building Name:		House/ Block No.:	
.evel No.:		Unit No.:	





My Info Close

7.24.9 Upon successful adding of incoming project coordinator details, a successful message will be displayed.



Reset

Click on the Save button

Save

7.24.8

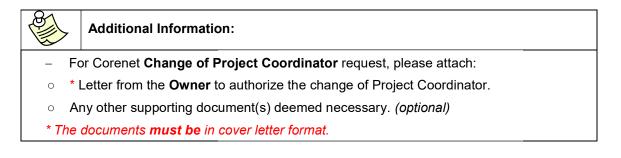


7.24.10 Select the role for the Incoming Project Coordinator. Enter the Professional No of the incoming project coordinator.

Additional Information:
ease do NOT include the Professional alphabet (eg. A or E) in the Professional No. eld except for Licensed Water Service Plumber and Licensed Gas Service Worker.

7.24.11 Click on the **Browse** button to attach supporting file(s).

Attachments*		
	Drag Files to Upload	
	Browse	
No uploaded files		



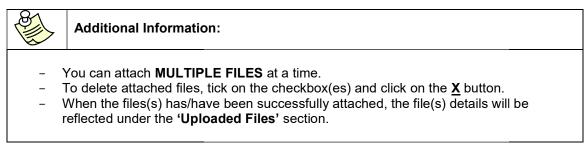
7.24.12 Select the file(s) and click on the **Open** button.

Open					
→ × ↑ 📙 > This l	PC > Downloads > _ent		v õ		nt
ganize 🔻 🛛 New folder					BE 🔹 🔳
SWinREAgent	Name	Date modified	Туре	Size	
CORENET-ESS	07-ZN111TUN-CGA1112C.pdf	10/5/2021 10:09 AM	Adobe Acrobat D	1,577 KB	
ESPro_SIT		4/5/2021 5:00 PM	XFD File	187 KB	
ESPro_UAT	BCA-BE-PERMIT.XFD	21/6/2021 5:06 PM	XFD File	907 KB	
FormDesignerApp	BCA-BE-QPCTSSW.XFD	6/5/2021 2:40 PM	XFD File	168 KB	
INNORIX Agent	BCA-BE-STAPPV01(1).XFD	17/5/2021 3:37 PM	XFD File	803 KB	
Intel	BCA-BE-STAPPV01.XFD	17/5/2021 3:37 PM	XFD File	803 KB	
and a second sec	BCA-BP-BPAPPV01.XFD	21/6/2021 4:47 PM	XFD File	762 KB	
Logs	BCA-BP-COQP01.XFD	11/6/2021 7:32 PM	XFD File	148 KB	
MSOCache	BCA-ESID-SIS_SF-D2.XFD	5/5/2021 11:40 AM	XFD File	187 KB	
OneDriveTemp	BCA-LU-NAPPQP01_01.jpg	11/6/2021 7:32 PM	JPG File	268 KB	
PerfLogs	BCA-LU-NAPPQP01_02.jpg	11/6/2021 7:32 PM	JPG File	180 KB	
Program Files	FSSD-0-FEDB.XFD	21/6/2021 4:47 PM	XFD File	280 KB	
Program Files (x8	FSSD-0-WVFSR02.XFD	21/6/2021 5:06 PM	XFD File	280 KB	
ProgramData					
Users					
Windows					
Data (D:)					
Network					
~					
File nam	ne: 07-ZN111TUN-CGA1112C.pdf		~	All Files (*.*)	_
				Open	Cancel





7.24.13 Upon attaching of each file, a successful message will be displayed.



- 7.24.14 Click on the **<u>Submit</u>** button.
- 7.24.15 Upon successful taking over as Project Coordinator, the following message will be displayed.

Additional Information:
An Acknowledgement Slip will be emailed upon successful taking over as Project Coordinator.
Jpon successful taking over as Project Coordinator, update the project profile shown in Chapter 7.8 (Retrieve Updated Project / Member Information).



8 Appendix 1: PC Requirements

Hardware and Software Requirements

E-Submission Applicant should take note of the following Hardware and Software Requirements

a) Hardware Requirements

- _ Pentium 4 or later
- _ Minimum 4GB RAM
- _ Hard disk with sufficient capacity of minimum 1 GB
- _ Netrust USB Token

b) Software Requirements

- Windows 10 and above
- Form Viewer App

c) Supported Browsers

- Google Chrome 59 & above
- Apple Safari 11 & above
- Microsoft Firefox 54 & above
- Microsoft Edge 86 & above

Application for Netrust Digital Certification for Qualified Professionals(QP)

The Netrust Digital Certification can be issued to individuals for personal or corporate use. They render full support for encryption/decryption and digital signing. With this Netrust Digital Certification, you can work securely from anywhere at any time.

To obtain the Netrust Digital Certification, please

- **1.** Visit Netrust during office hours from Monday to Friday, 9.00am to 5.30pm.
- **2.** Turn up personally at Netrust office for a face-to-face verification with the following documents:
- a) Identification document of Applicant Identity Card, Passport or Work Permit (foreigners),
- b) Photocopy of front and back of identification document,
- c) Netrust Digital Certificate Application Form:
 - Netrust Digital Certificate Application Form <u>(For Personal)</u> can be obtained from<u>http://www.netrust.net/forms/NetIDPersonal_ApplicationForm.pdf</u>
- Netrust Digital Certificate Application Form <u>(For Corporate)</u> can be obtained from <u>http://www.netrust.net/forms/NetIDCorporate_ApplicationForm.pdf</u>

d) Original or Certified true copy of Practising Certificate from **ONE** of the following authorities:

- Professional Engineers Board
 - Board of Architects
 - Public Utilities Board
- Energy Market Authority
- e) Letter of Authorization authorizing the Applicant to apply for the card,
- f) Original or Certified true copy of the Registry of Companies & Businesses Certificate (RCB). Applicant applying as sole proprietors/private practice may omit this.



3. For further queries, please contact Netrust Pte Ltd:

Netrust Pte Ltd

70 Bendemeer Road #05-03, Luzerne Singapore 339940

Tel: 6212 1388 Fax: 6212 1366 Email:<u>infonet@netrust.net</u>

Operating Hours: 9am – 5.30pm (Monday to Friday) Website:<u>http://www.netrust.net</u>

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9 Appendix 2: List of Acceptable File Types

iment	s/Reports/1	est
	ESPRO	ONLINE
*.DOC	Yes	Yes
*.PPT	Yes	Yes
*.XLS	Yes	Yes
*.TXT	Yes	Yes
*.RTF	Yes	Yes
*.PDF	Yes	Yes
*.HTM	Yes	Yes
*.HTML	Yes	Yes
*.XFD	Yes	Yes
*.EDF	Yes	Yes
*.ENT	Yes	Yes
*.ZIP	Yes	Yes
*XML	Yes	Yes
*.GEO	Yes	Yes
*.PRJ	Yes	Yes
*.05N	Yes	Yes
*.050	Yes	Yes
*.HCP	Yes	Yes
*.SVY	Yes	Yes
*.OUT	Yes	Yes
*.DCV	Yes	Yes
*.JOB	Yes	Yes
*.AGS	Yes	Yes

CAD data format

Note 1: For BCA applications, minimum font size for text on CAD drawings will be 3mm.

Note 2: For URA applications, *.PDF and *.DWF files are not accepted as drawings.

	ESPRO	ONLINE
*.DXF	Yes	Yes
*.DWG	Yes	Yes
*.DGN	Yes	Yes
*.PDF	Yes	Yes
*.DWF	Yes	Yes
*.RVT	Yes	Yes





Image Files

Tip: Avoid sending *.BMP files if possible as the file size is larger.

	ESPRO	Online
*.GIF	Yes	Yes
*.JPEG	Yes	Yes
*.JPG	Yes	Yes
*.TIFF	Yes	Yes
*.TIF	Yes	Yes
*.BMP	Yes	Yes
*.PDF	Yes	Yes

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Term	Definition
ESPro	Electronic Submission for Professionals
QP	Qualified Persons
Applicants	Persons who are required to submit forms to the Authority (e.g. Architect/Engineer, Registered Surveyor or Licensed Water Service Plumber/Licensed Gas Service Worker)
Regulatory	Usually a government body that is in charge of processing the forms submitted by
Authority	the applicants
ES	Electronic Submission via ESPro and Online Submission
CR	Correspondence by Registered User
CA	Correspondence by Regulatory Authority
TX	Transaction
CM	Change of Project Member
CP	Change of Project Coordinator
No.	Number
<u>Download</u> <u>File</u> (with .ent)	Document(s) digitally signed with Netrust Digital Signature (*.ent)
Download File (w/o .ent)	Extracted digitally signed document(s) (*.doc, *.pdf, *.dwg, *.jpg, etc)
NDS	Netrust Digital Signer. This application performs Signing/Extracting/Verifying/Viewing electronic plans and documents using the Netrust Digital Certificate v7.0 (USB Token)

10 Appendix 3: Definitions, Acronyms and Abbreviations

Reference Number Formats:

Project Reference Number

Format	Reg No. / License No.	Running No.	Year of Project	Remarks
A2688- 00016- 2000	A2688 (max. 35 chars)	00016 (max. 5 digits)	2000 (max. 4 digits year)	A – Architect, <i>Eg. A1234</i> E – Engineer, <i>Eg. E1234</i> WS – Licensed Water Service Plumber, <i>Eg. WSWS12341998</i> RS – Registered Surveyor, <i>Eg.</i> <i>RS25</i> GA/GC – Licensed Gas Service Worker, <i>Eg. GA12342000 or</i> <i>GC12342000</i>



Submission Number

Format	Туре	Date	Running No.	Remarks
ES20060908- 00010	ES	YYYYMMDD	00010 (max. 5 digits)	-

Correspondence Number by Registered User

Format	Туре	Date	Running No.	Remarks
CR20060911- 00011	CR	YYYYMMDD	00011 (max. 5 digits)	-

Correspondence Number by Regulatory Authority

Format	Туре	Date	Running No.	Remarks
CA20060914- 00012	CA	YYYYMMDD	00012 (max. 5 digits)	-

Transaction Number (for Downloading of Package File)

Format	Туре	Date	Running No.	Remarks
TX20060918- 00016	ТΧ	YYYYMMDD	00016 (max. 5 digits)	-

Change of Project Member Reference Number

Format	Туре	Date	Running No.	Remarks
CM20060923- 00022	СМ	YYYYMMDD	00022 (max. 5 digits)	-

Change of Project Coordinator Reference Number

Format	Туре	Date	Running No.	Remarks
CP20060925- 00024	СР	YYYYMMDD	00024 (max. 5 digits)	-

Regulatory Authority Prefix Code

Code	Description
BCA	Building And Construction Authority
NEA	National Environment Agency
PUB	Public Utilities Board
SCDF	Singapore Civil Defence Force
HDB	Housing & Development Board
IMDA	Infocomm Media Development Authority
JTC	JTC Corporation
LTA	Land Transport Authority
NPARKS	National Parks Board
CITYENERGY	CityEnergy
URA	Urban Redevelopment Authority
SFA	Singapore Food Agency



11 Appendix 4: Contact List

CORENET 2.0 General & Enquiry Helpdesk Service

Address:

BCAAcademy 200 Braddell Road Blk H Level 1 (AFM room)

Operating Hours:

Monday to Friday, 9:00am to 6:00pm (excluding Saturday, Sundays & Public Holidays)

Tel:(+65) 6334 3574

Email:<u>ess-helpdesk@nova-hub.com</u> General Enquiry:63343574

Netrust Pte Ltd

Address: 19 Tai Seng Avenue #05-01 Singapore 534054

Operating Hours: Monday to Friday, 9:00am to 5:30pm

Tel: 62121388 **Fax:** 6212 1366

Email:<u>infonet@netrust.net</u> Website:<u>https://www.netrust.net</u>

Urban Redevelopment Authority (URA)

For further queries on URA EDA Submission/EDA Client software download, please contact EDA at:

Hotline:6329 3237 Email:ura_daes_registry@ura.gov.sg Website:<u>http://www.ura.gov.sg/uol/DC.aspx?p1=Download</u>