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1. Online: Registering as a CORENET e-Submission User

1.1 Launch **Internet Explorer** by clicking on the following Icon on the Desktop



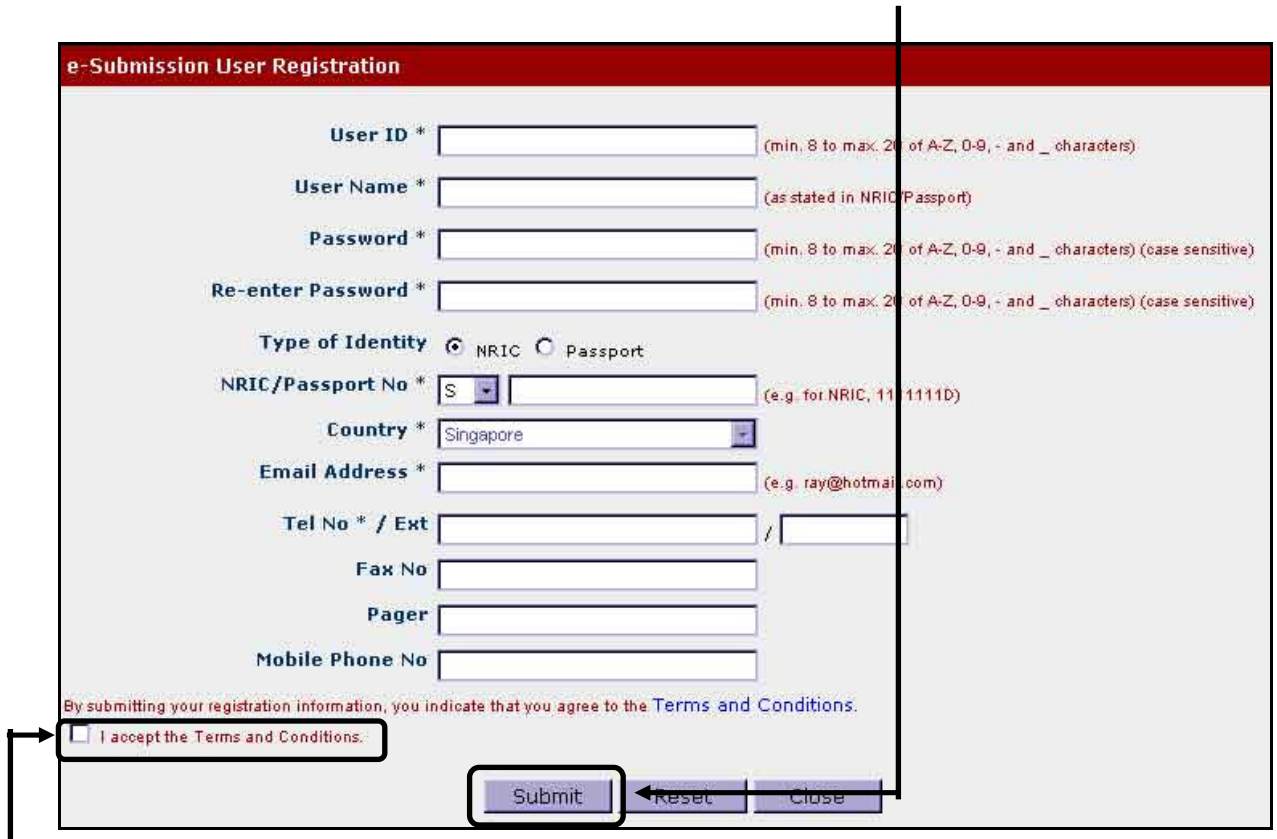
1.2 Access the CORENET e-Submission System Website



1.3 Click on the **Registration** button or **Click here to register your account** link to launch the User Registration page.



1.4 Key in your details as shown on the screen, and click on the **Submit** button



Notes:

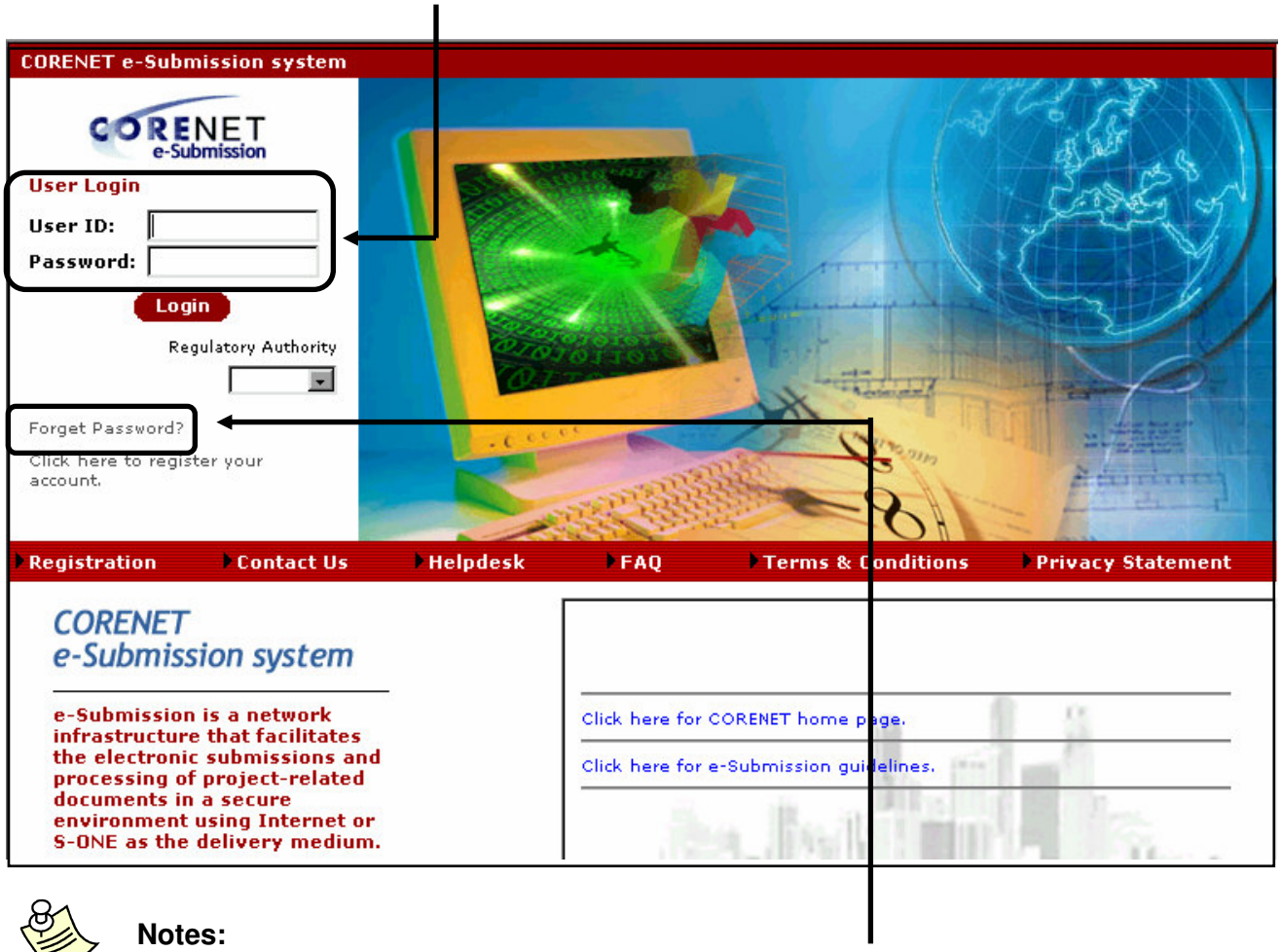
- All fields marked with Asterix (*) are mandatory
- User ID and Identification details (i.e. NRIC / Passport Number, and Country) are not amendable upon successful registration.
- Acceptance of the Terms and Conditions after reading is **mandatory**.

1.5 Upon successful registration, a confirmation message will be displayed.



2. Online: Downloading the Relevant Programs onto your Desktop

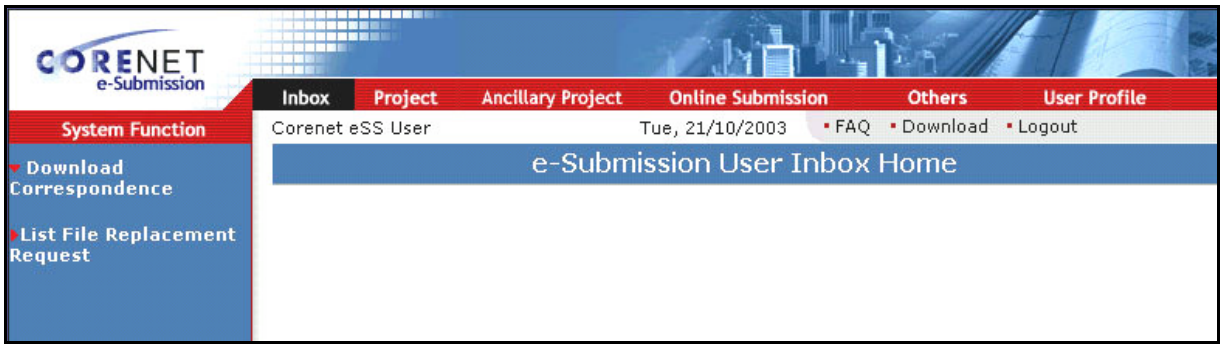
2.1 Type in the **User ID** and **Password**



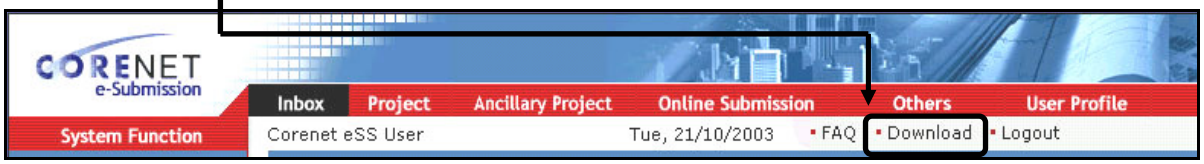
Notes:

- If you have forgotten your password, please click on the ***Forget Password?*** Link found above the ***Click here to register your account*** link.
- Upon submitting relevant information such as your USER ID, NRIC/Passport, and Country, an email will be sent to you with a new password.

2.2 The following screen will show, upon logging in successfully.



2.3 Click on the ***Download*** link located along your User Name, as shown below



2.4 Click on the **Next** button at the **BOTTOM** of the following screen, which shows the minimum system requirements.



2.5 Click on the **Proceed to Install** button, found at the **BOTTOM** of the screen, which shows a preview of the Installation of the programs.



2.6 Click on the **Yes** button on the following Security Warning Box to accept Content from BCA.

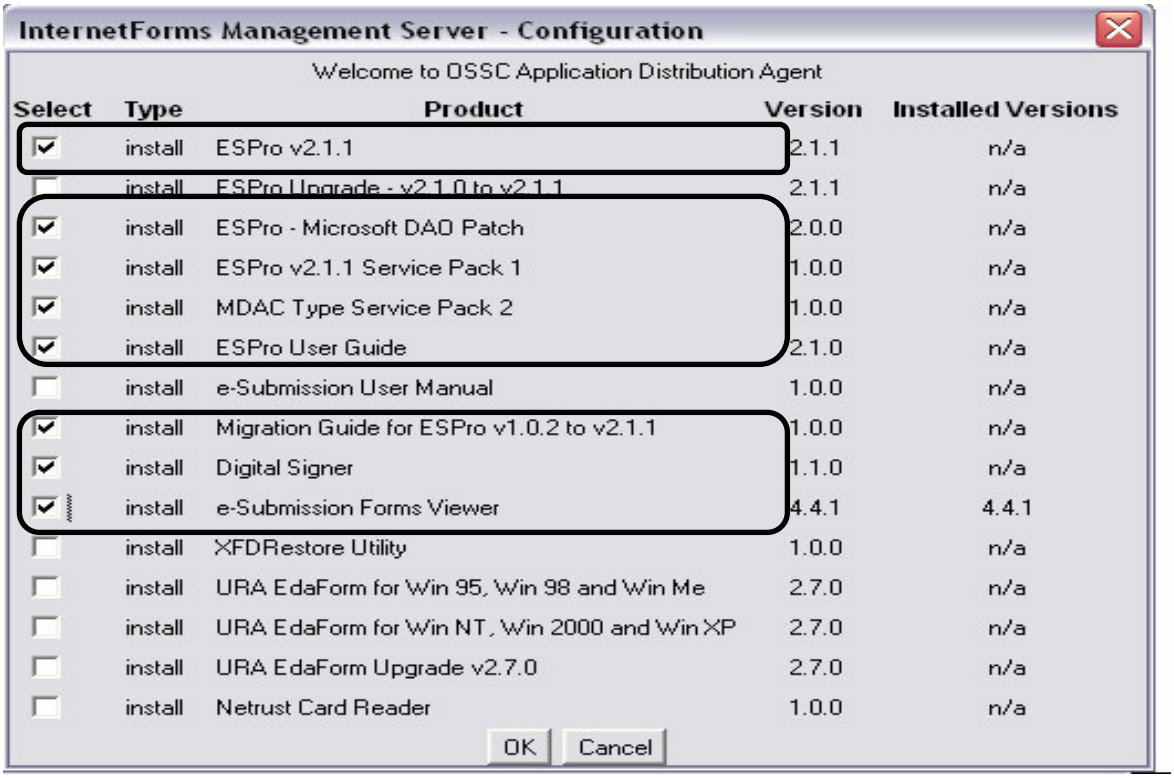


2.7 For **New** users, Please refer to **2.8**.
For ESPro **Version 1** users, please refer to **2.9**.
For ESPro **Version 2** users, please refer to **2.10**.

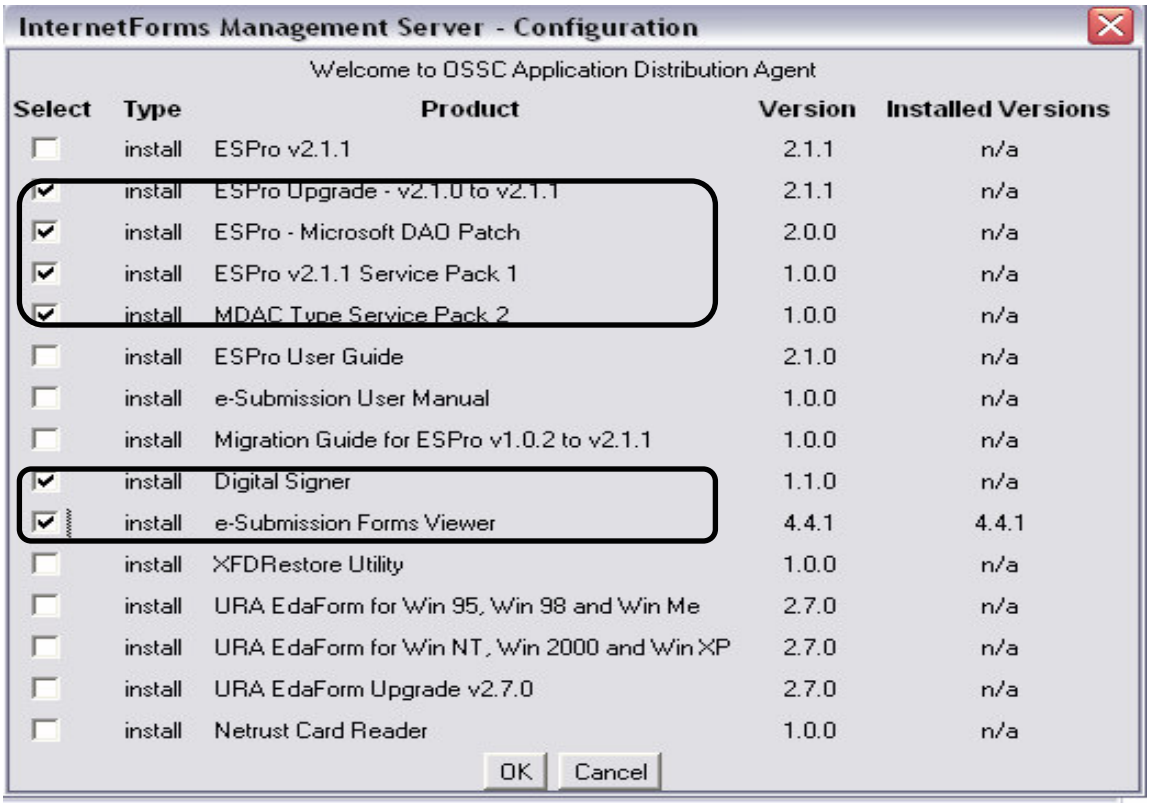
2.8 Users that are installing ESPro for the **first time**, please download the following essential programs:



2.9 If you are using **ESPro Version 1.0.2** or **1.0.2 SP1**, please download the following essential programs:



2.10 If you are using **ESPro Version 2.1.0** or **2.1.0 SP1**, please download the following essential programs:

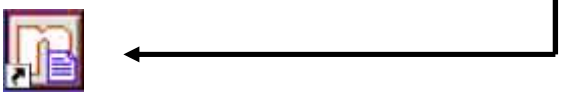


Description of Programs:

1) ESPro Upgrade – v2.1.0 to 2.1.1
   - *Upgrade current ESPro version 2.1.0 to the latest 2.1.1 version.*
2) ESPro: Microsoft DAO Patch
   - *To ensure ESPro can be launch properly.*
3) ESPro v2.1.1 Service Pack 1
   - *Latest ESPro system patch file.*
4) MDAC Type Service Pack 2
   - *This is a patch file to ensure the smooth running of the program.*
5) Digital Signer
   - *Program to enable users to sign/extract signed documents only.*
6) E-Submission Forms Viewer
   - *To allow you to view/fill forms in .XFD format.*

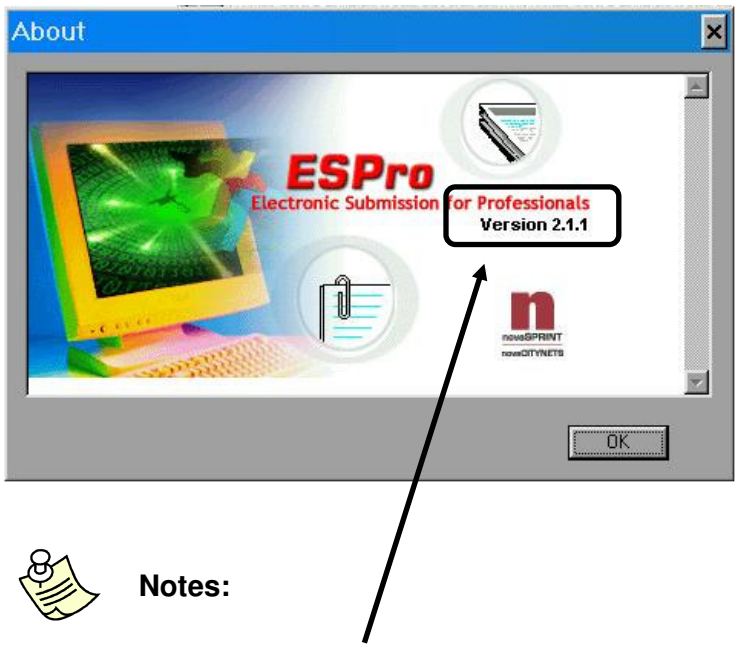
3. ESPro: Launching of Application and Synchronizing of Form Templates

3.1 To launch ESPro, click on the **Electronic Submission for Professionals (ESPro)** icon on your desktop



Shortcut to ESPro

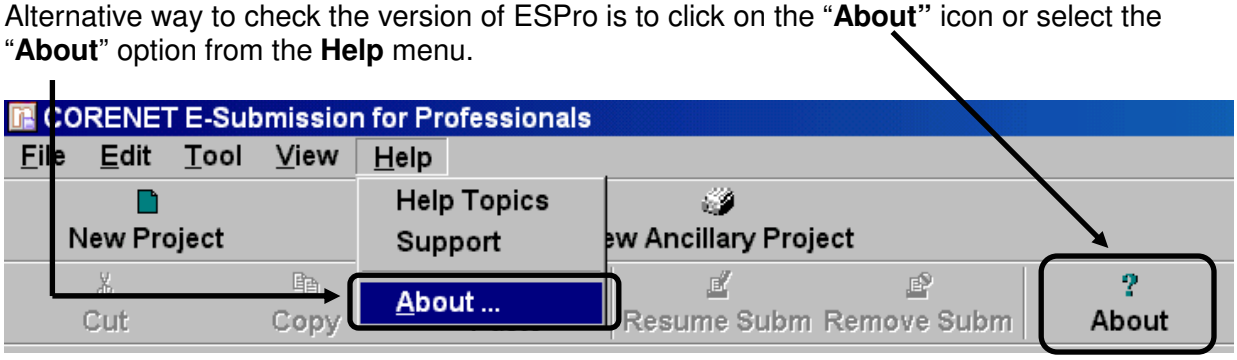
3.2 The following ESPro start-up screen will appear



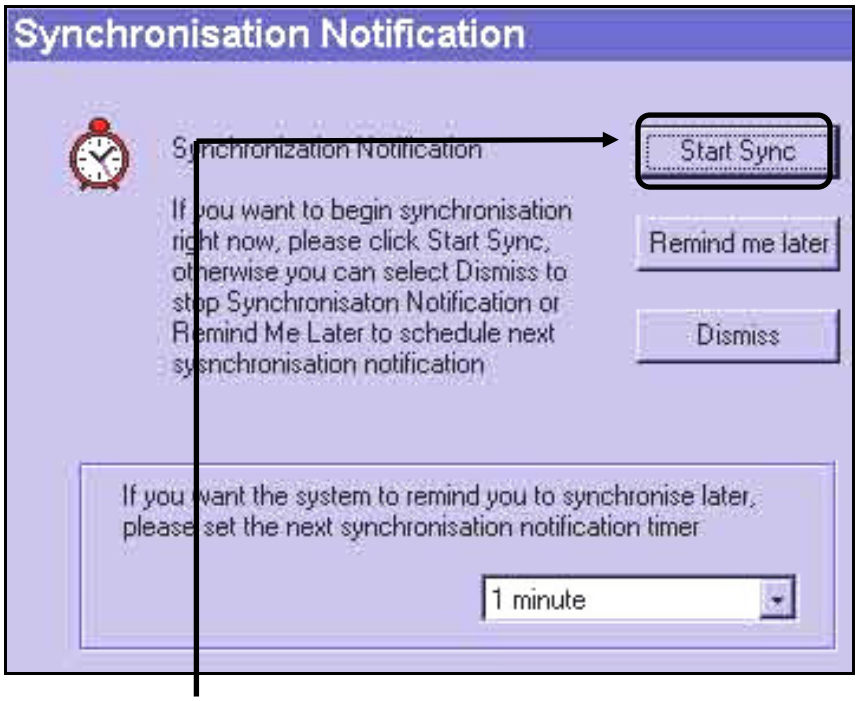
Notes:

– Take Note of the **Version** (should be Version 2.1.1)

3.3 Alternative way to check the version of ESPro is to click on the "**About**" icon or select the "**About**" option from the **Help** menu.

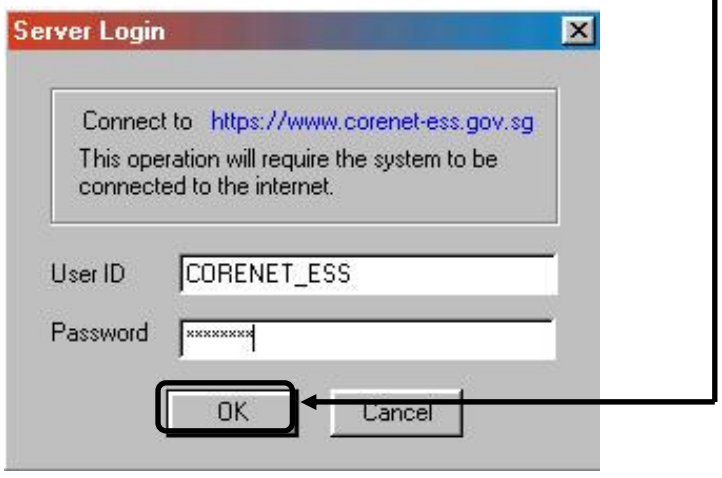


3.4 Upon launching of the ESPro, the "**synchronization notification**" screen will appear.



3.5 Click on the **Start Sync button** to synchronize your form templates to obtain the latest copy of the downloaded e-form from the server.

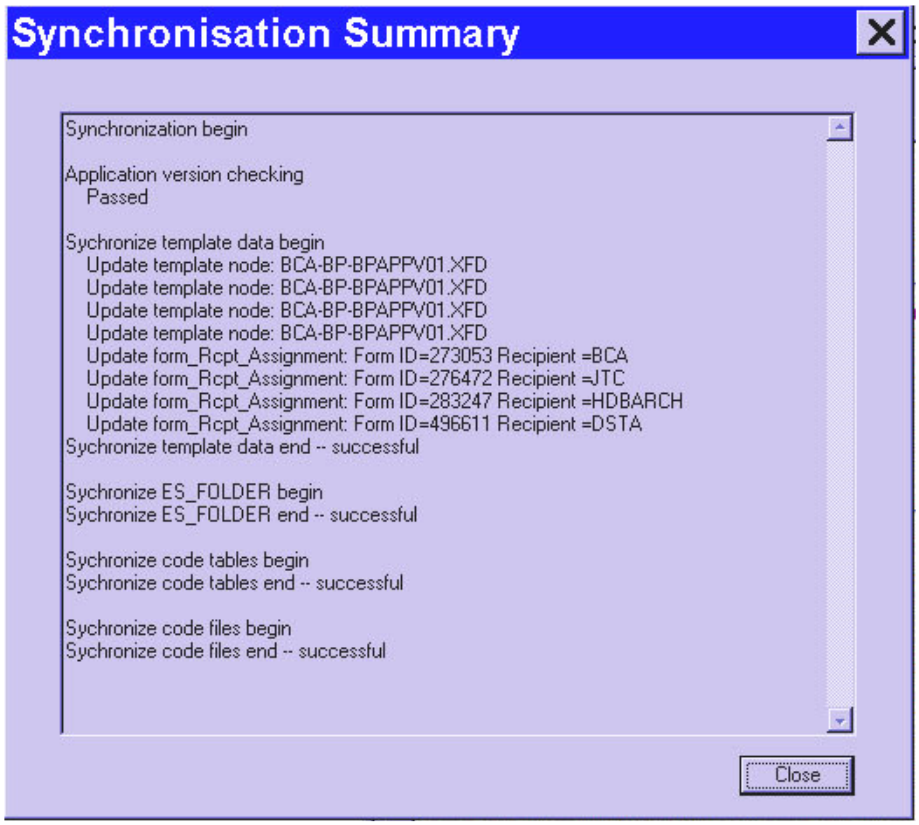
3.6 Key in your **User ID** and **Password**, and click on the **OK** button to start synchronizing.



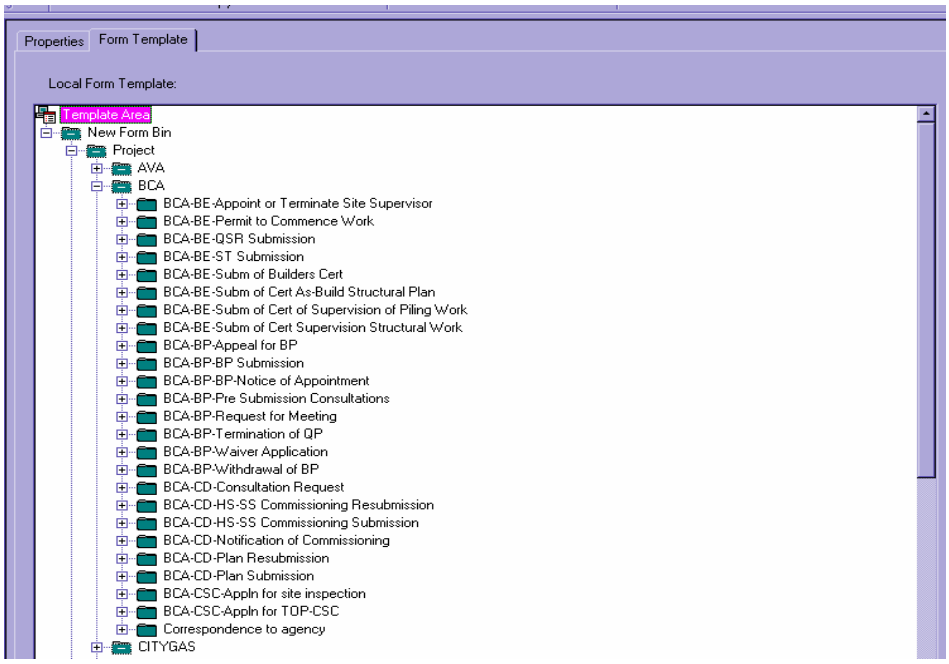
Notes:

- If the "**synchronization notification**" screen does not appear, please go to **Tools** and select **<Synchronize>**.
- The synchronization function will only work when your PC is connected to the Internet. It will update the Form Templates in your PC with the latest agencies forms.

3.7 Upon successful synchronization, a "**synchronization summary**" will appear, reflecting the latest changes (if any).



3.8 The latest “FORM TEMPLATE” should look exactly like the one below.

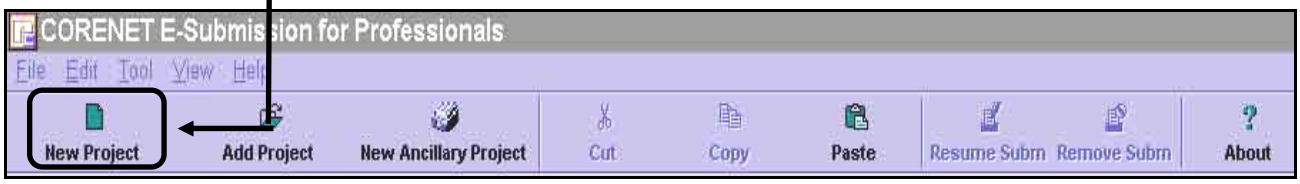


Notes:

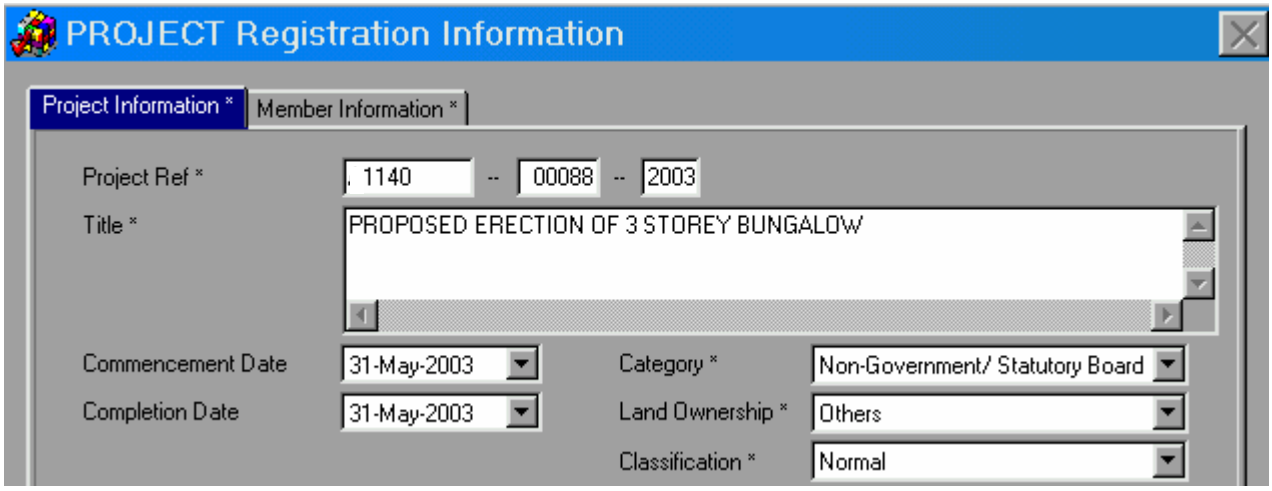
– Outdated forms in your “Work Area” will have a **RED** file name after the synchronization; you will need to replace them with the newly downloaded forms in the Form Templates.

4. ESPro: Registrating of Project

4.1 Click on the **New Project** button to start registering a project with the CORENET e-Submission server. You must be a registered ESS user and appointed QP (Project Coordinator "Architect/Engineer etc"). If you are not a registered user, please click here.



4.2 Key in the General Project Information as shown below.



Notes:

- All fields marked with an Asterix (*) are mandatory.
- Please **do not include the Professional Alphabet** (i.e. A or E) in the first field of Project Reference no.
- Upon project registration, all fields *EXCEPT* **Project Ref**, and project **Classification** can be amended subsequently.

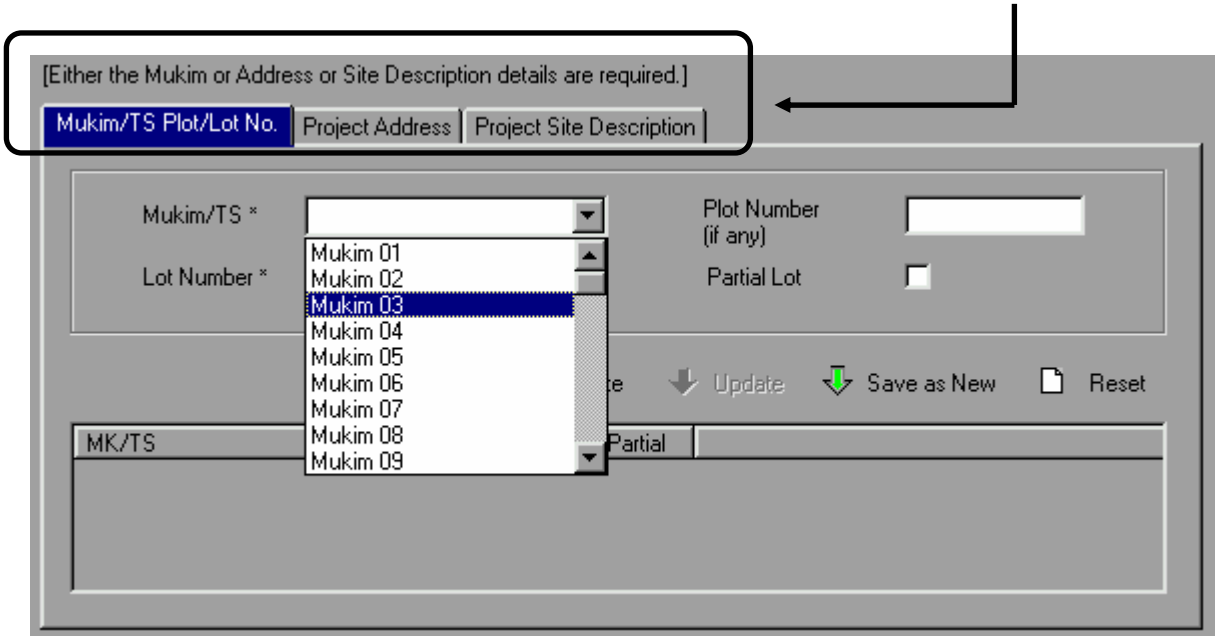
4.3 For Projects with **Licensed Water Service Plumber/Licensed Gas Service Worker** as the Project Co-ordinator, do **include** the **Profession Alphabet**.



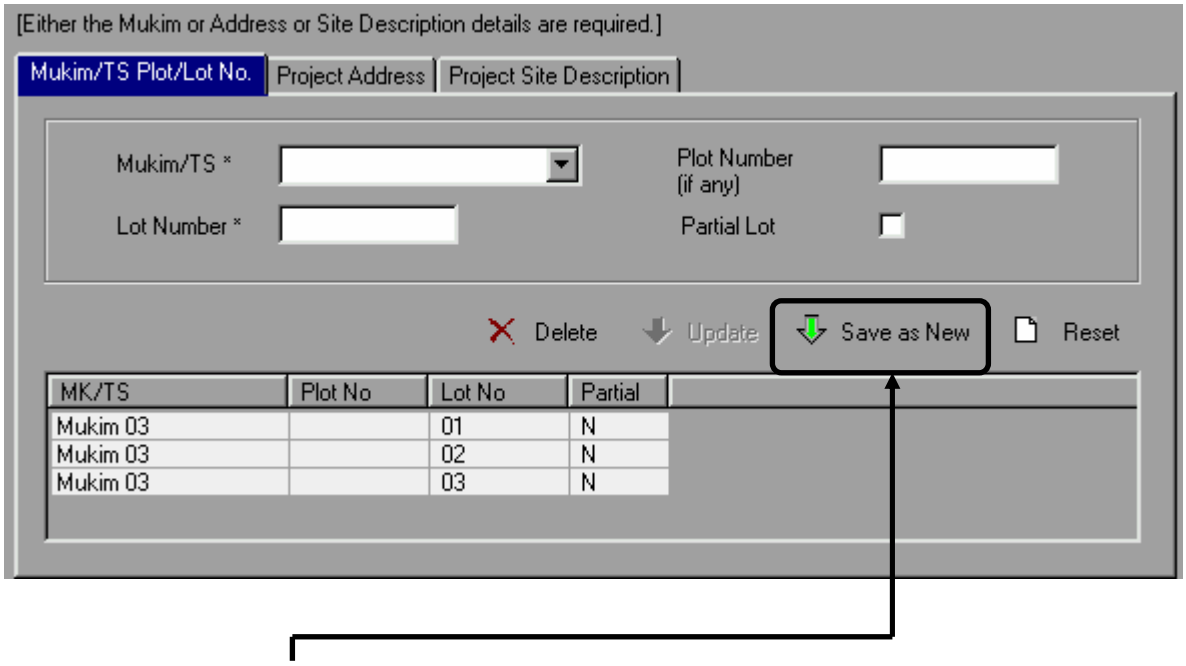
Notes:

- 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. E.g. **GC13422003** or **GA13432003**

4.4 It is Mandatory to fill in project location using **at least one** of the following formats.



4.5 If there is a range of Mukim/TS Number to be filled in, it needs to be filled in individually.



4.6 Click on the "**Save as New**" button to add the Mukim information.

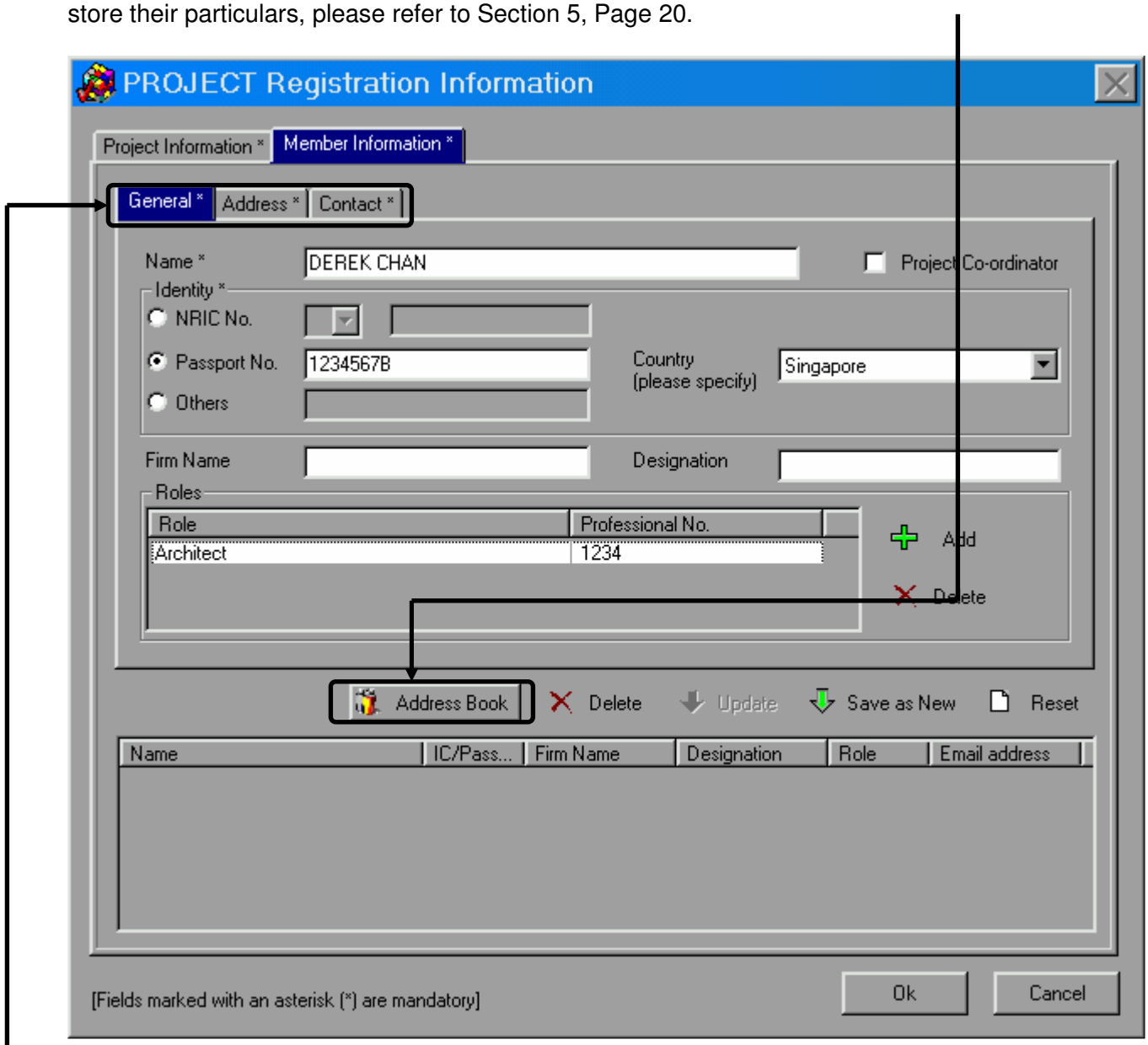
Notes:

– E.g. Mukim 03 Lots 01-03 (which stands for 3 lots) has to be filled in as shown.

MK/TS	Plot No	Lot No	Partial
Mukim 03		01	N
Mukim 03		02	N
Mukim 03		03	N

– The difference between "Project Address" and "Project Site Description" is that:
  - o **Project Address** is for address which have Postal Code (e.g. For A&A works), and
  - o **Project Site Description** is for new erection, which temporarily does not have a Postal Code.

4.7 Fill up the **Member Information** as shown below or if you wish to utilize the **Address Book** to store their particulars, please refer to Section 5, Page 20.



Notes:

– Complete **all** fields in the **3 Tabs** for Every Member in the Member Information as shown above

- o **General**
- o **Address**
- o **Contact**

4.8 **Tick** the "**Project Coordinator**" option only if the member has the following roles and is the overall leader of the project (There can only be **ONE** project coordinator per project)

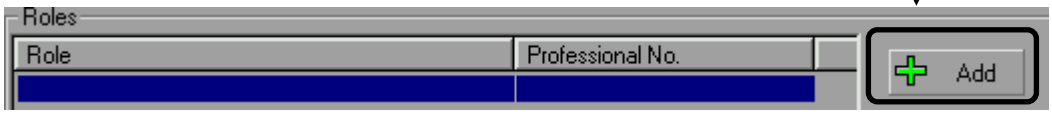
- Architect (A),
- Engineer (E),
- Registered Surveyor (RS)
- Licensed Water Service Plumber (WS)
- Licensed Gas Service Worker (GC/GA)



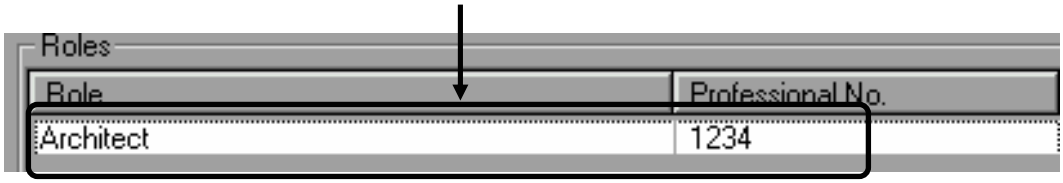
Notes:

- Member list should include
  - QPs who are doing electronic submission pertaining to the project
  - Members' information that are to be reflected in the e-form. (E.g. Owner, Builder, Lessee, Landlord, Developer, etc)

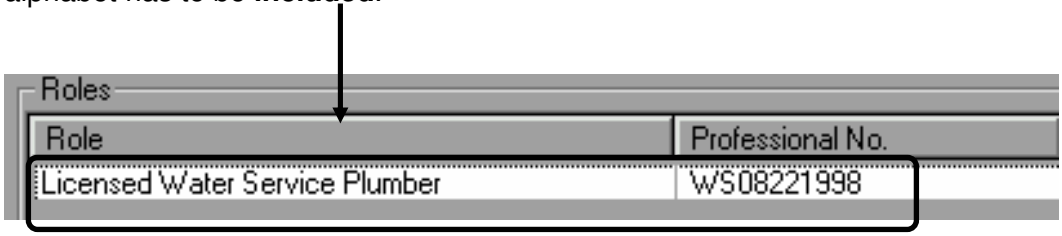
4.9 Click on the "**Add**" button to add the member's role.



4.10 Under the **Roles** option, please **do not include** the Professional alphabet (i.e. A or E) **except** for Licensed Water Service Plumber and Licensed Gas Service Worker. Refer to Section 4.11 for more details.



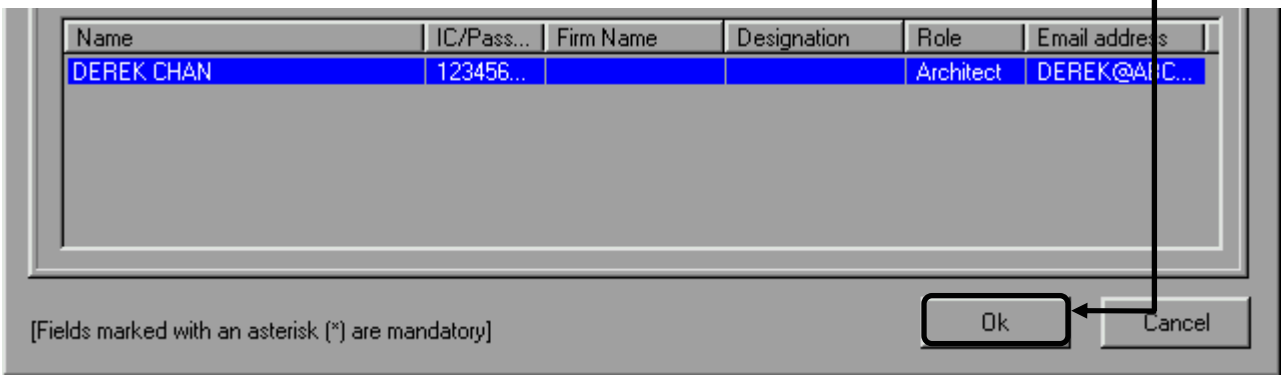
4.11 Only for Licensed Water Service Plumber and Licensed Gas Service Worker that the professional alphabet has to be **included**.



Notes:

- For more information on how to modify or delete the project members' details, please turn to Page 22.
- If Members' Information needs to be required frequently, utilize the **Address Book** function. (Please see Section 5 for utilization of the Address Book)

4.12 Upon completion of both Tabs (Project Information / Member Information), click on the **OK** button to save the project into the hard disk.

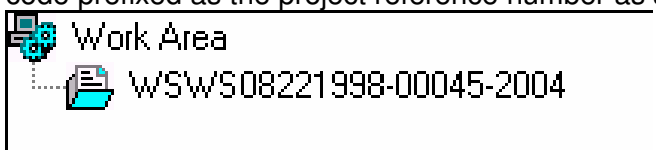


4.13 To register the project, **right-click** on the mouse at Project Reference number and select the **Register Project** link.

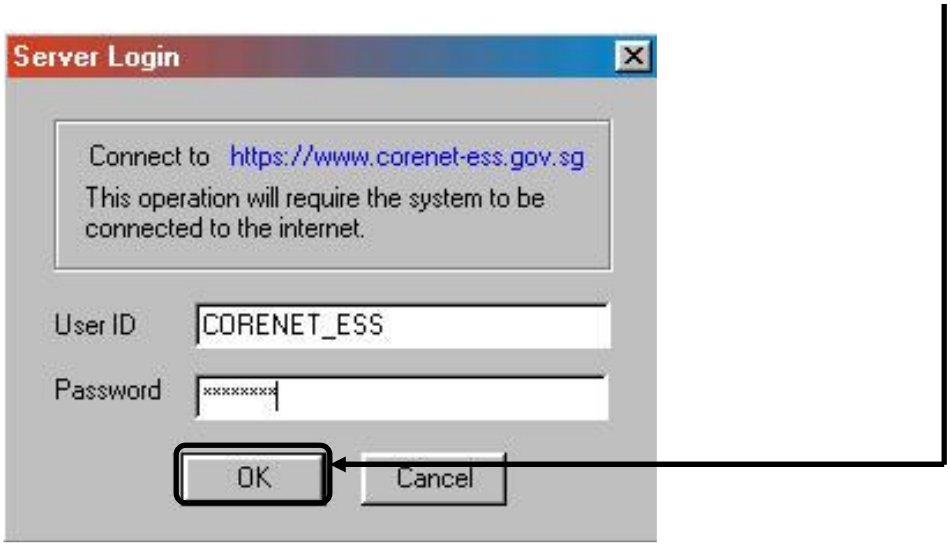


Notes:

For projects with Licensed Water Service Plumber or Licensed Gas Service Worker as the Project Co-ordinator, the project reference number will have double professional code prefixed as the project reference number as shown below.



4.14 Key in the **Qualified Person's** User ID and Password, and click on the **OK** button.



4.15 Upon successful registration, the following prompt will show.

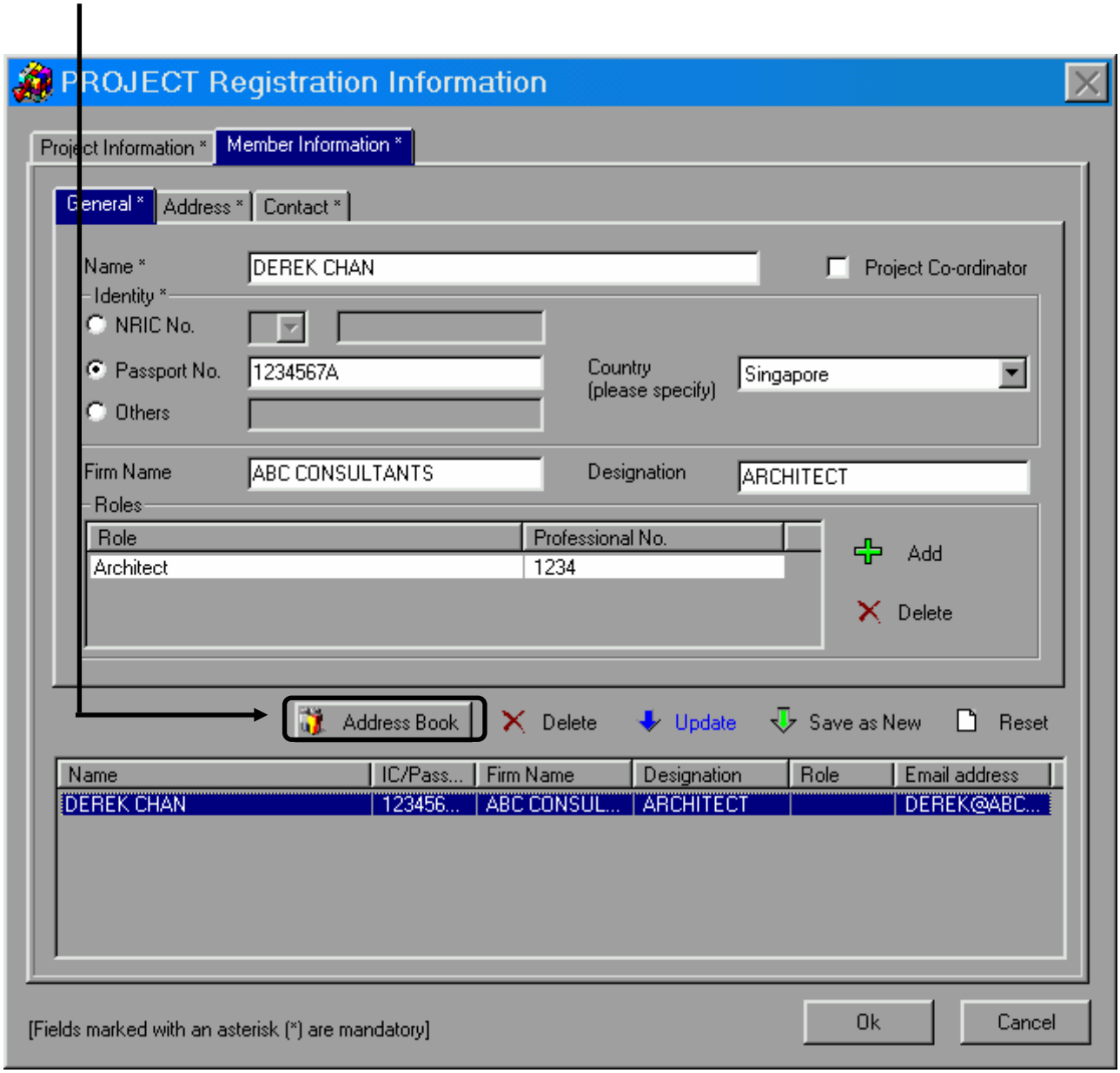


Notes:

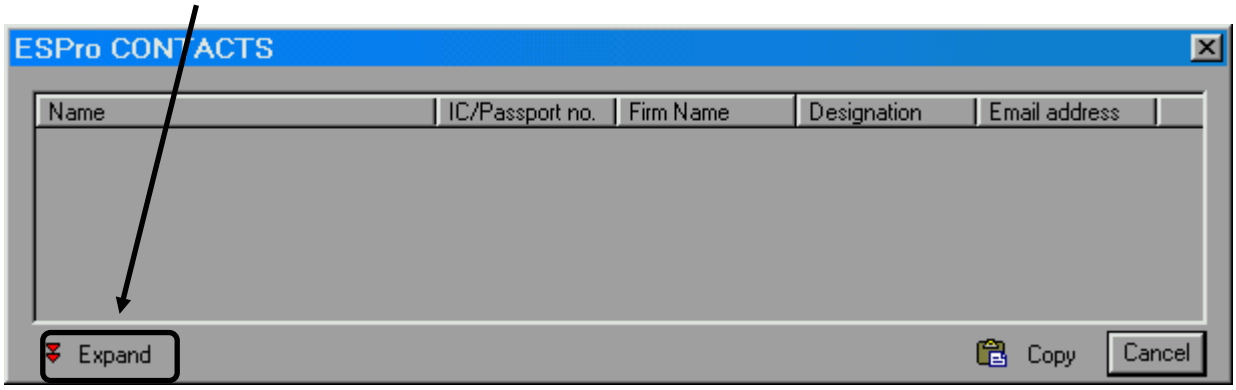
- Upon successful registration of the project
  - All amendments to the project profile / members have to be done online by the project co-ordinator.
  - The folder icon beside the project reference number will change from light blue to dark green.

5. ESPro: Utilizing the Contact List

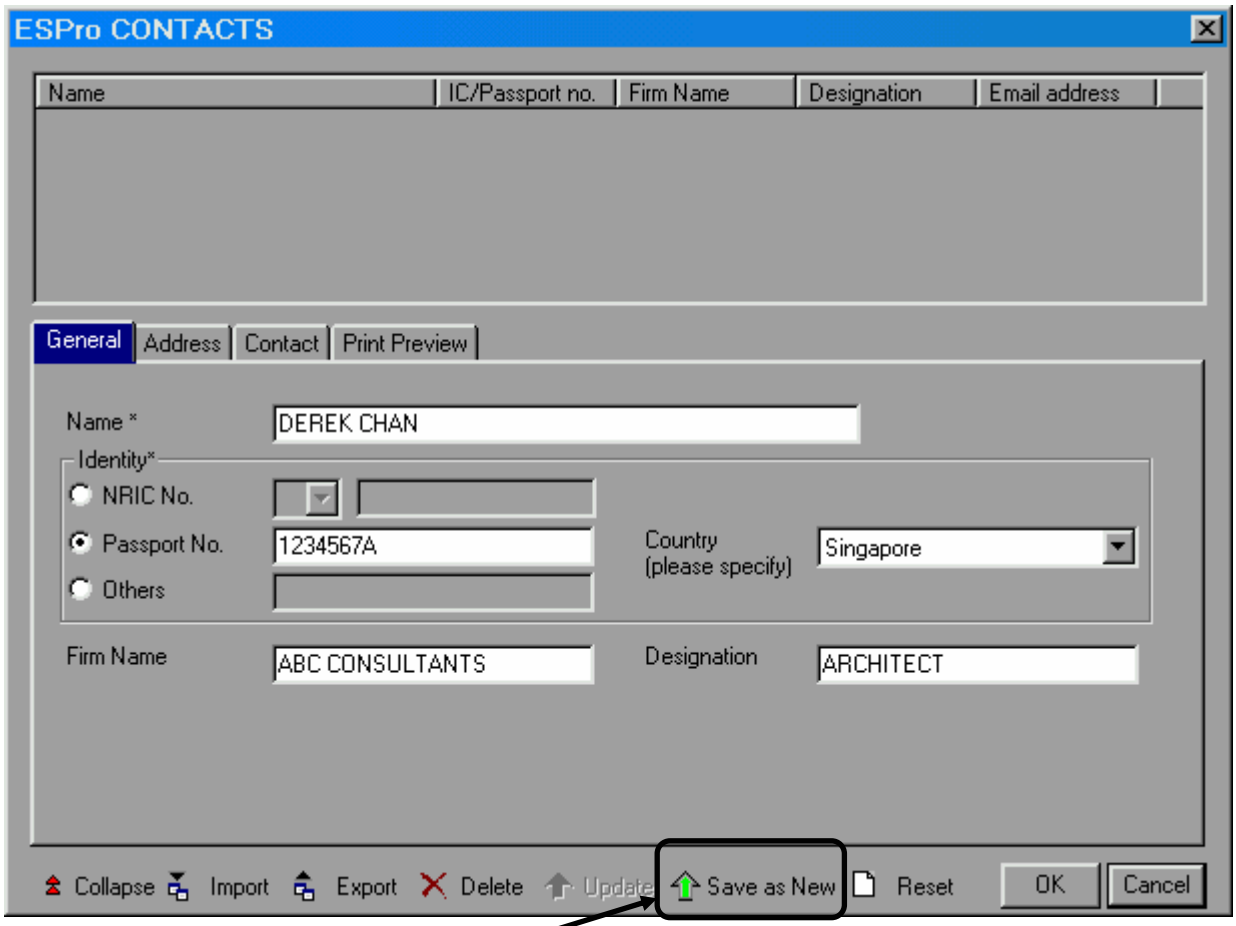
5.1 Alternate way of filling in the Project Members Information can be done via ESPro by selecting the **Address Book** button.



5.2 Click on the **Expand** button to start filling in the Project Members' details.

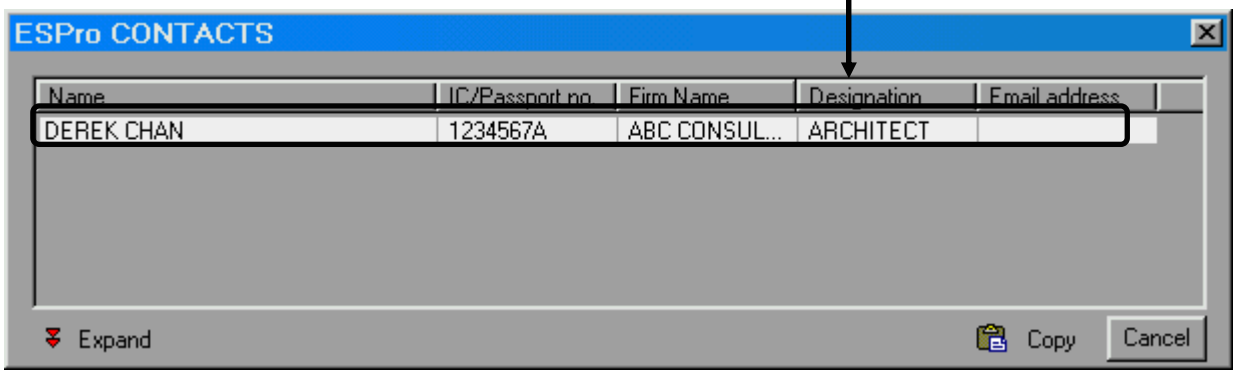


5.3 Fill in the Project Members' details as shown below.

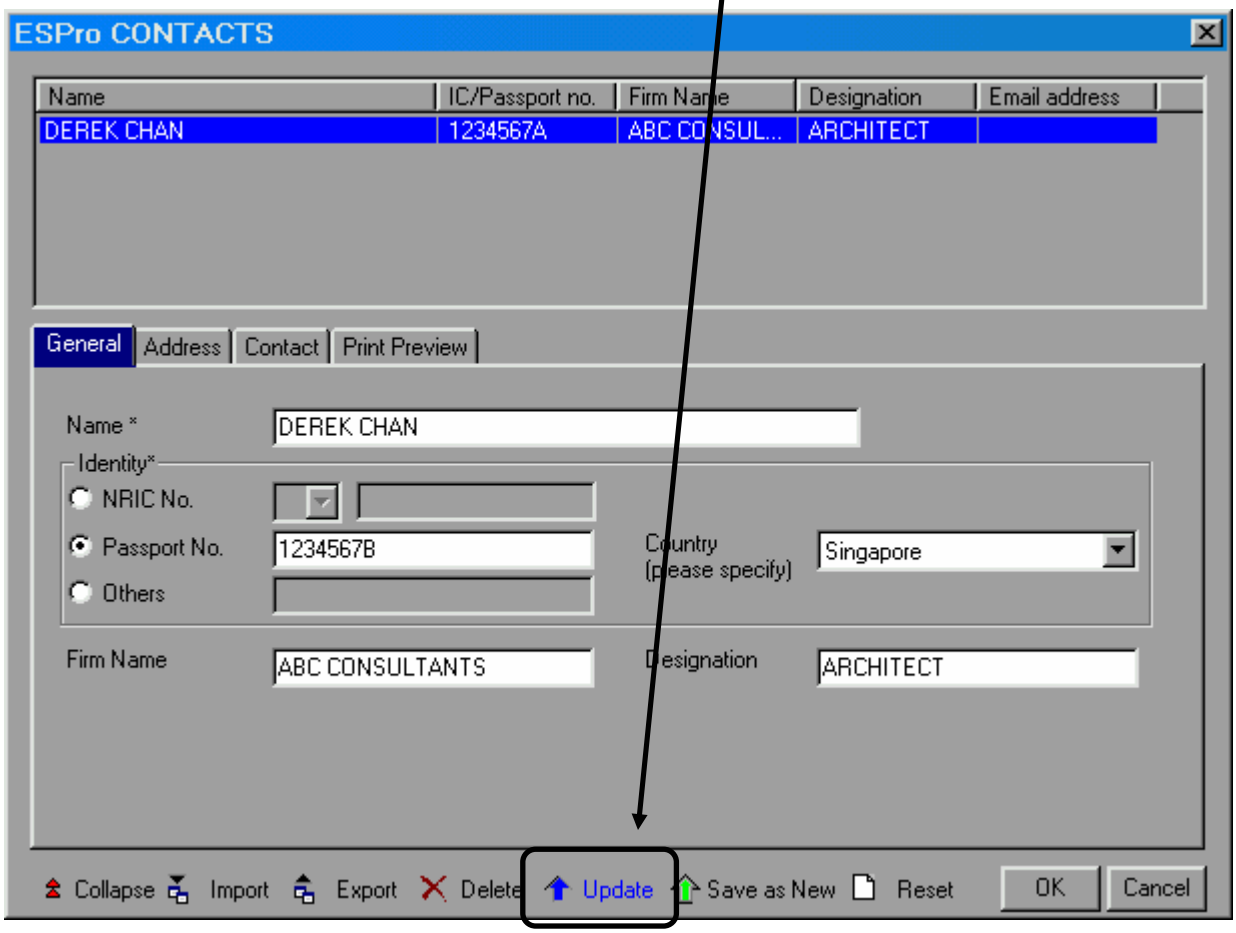


5.4 Upon completion, click on the **Save As New** button.

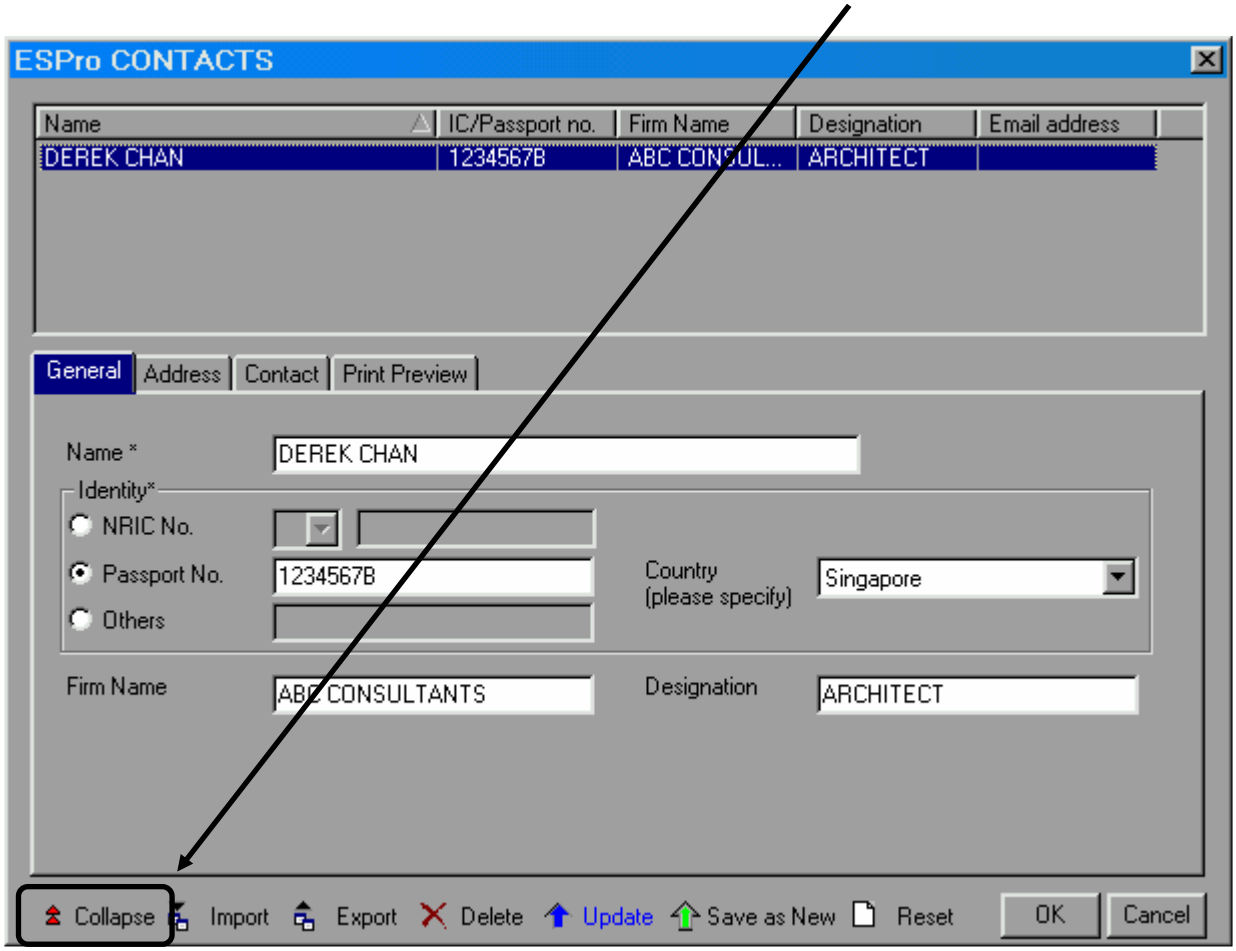
5.5 If there are any Updates/Modifications to the Member's details, **click** on the relevant members' name to update.



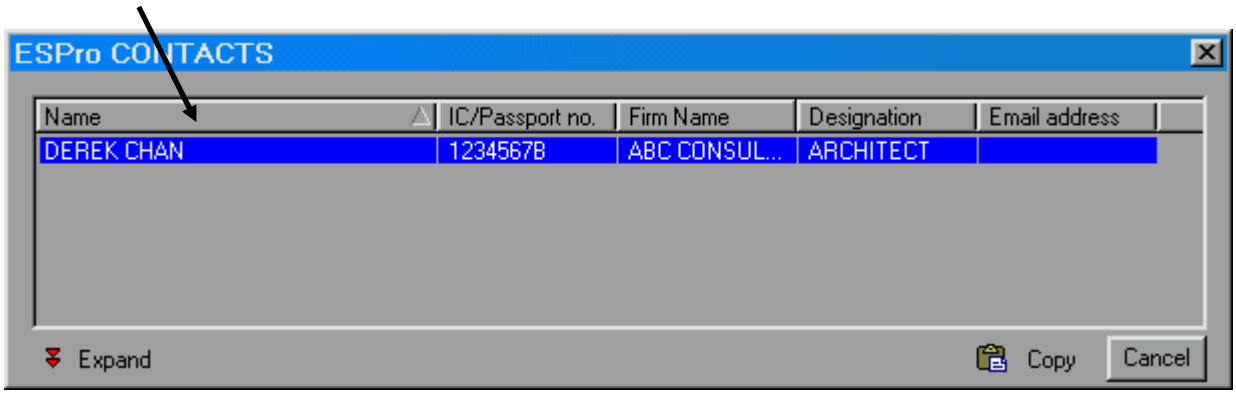
5.6 To update the member's information, click on the **Update** button.



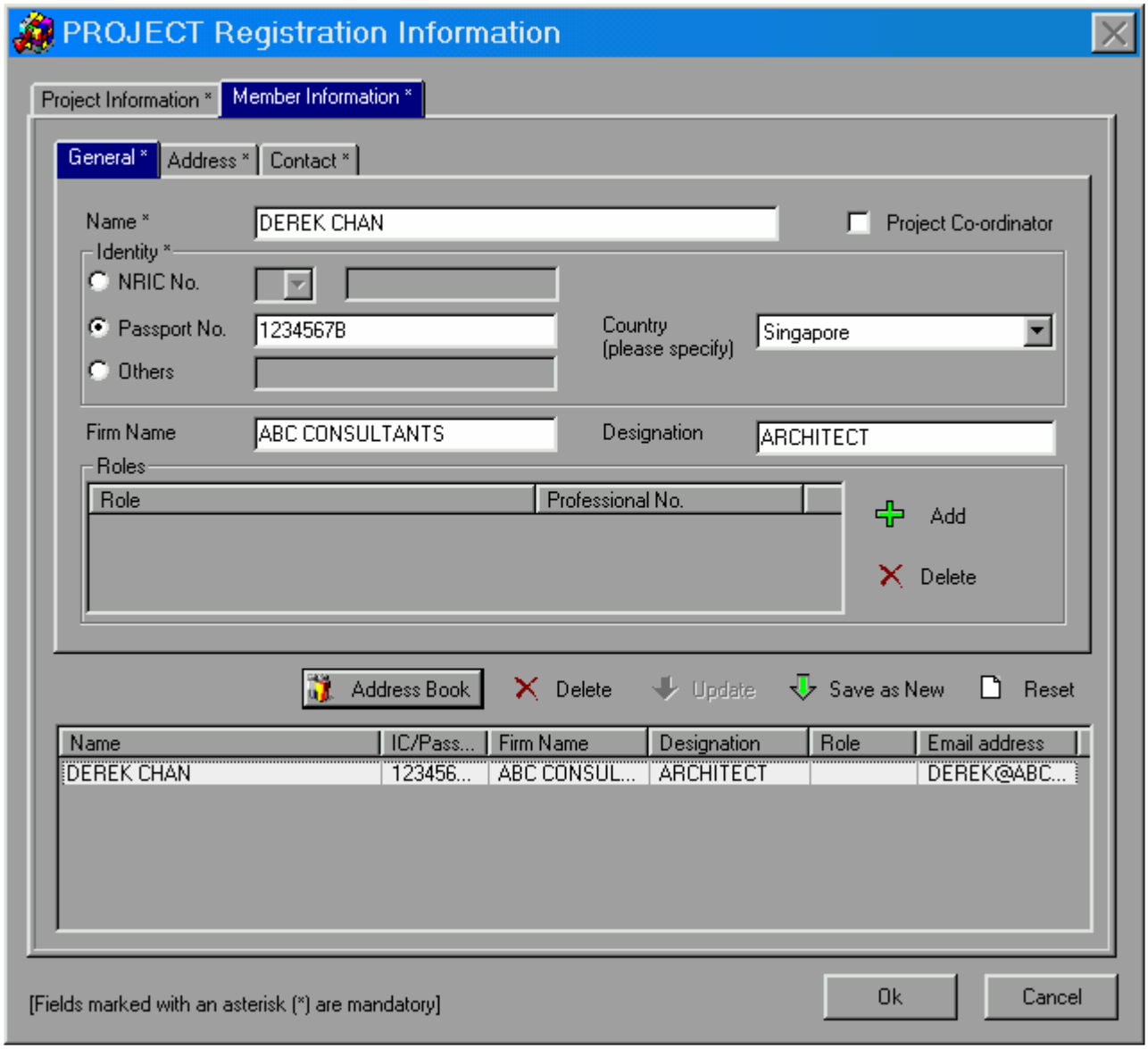
5.7 To add the members' information into the project, click on the **Collapse** button



5.8 **Double-click** on the Members' Name to populate the information to the project members' profile.



5.9 The Information will be as shown.

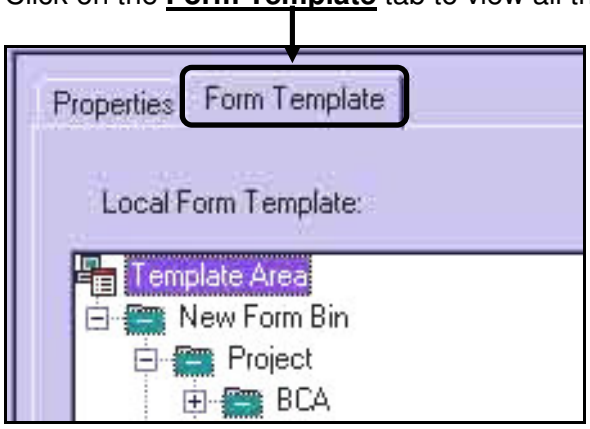


Notes:

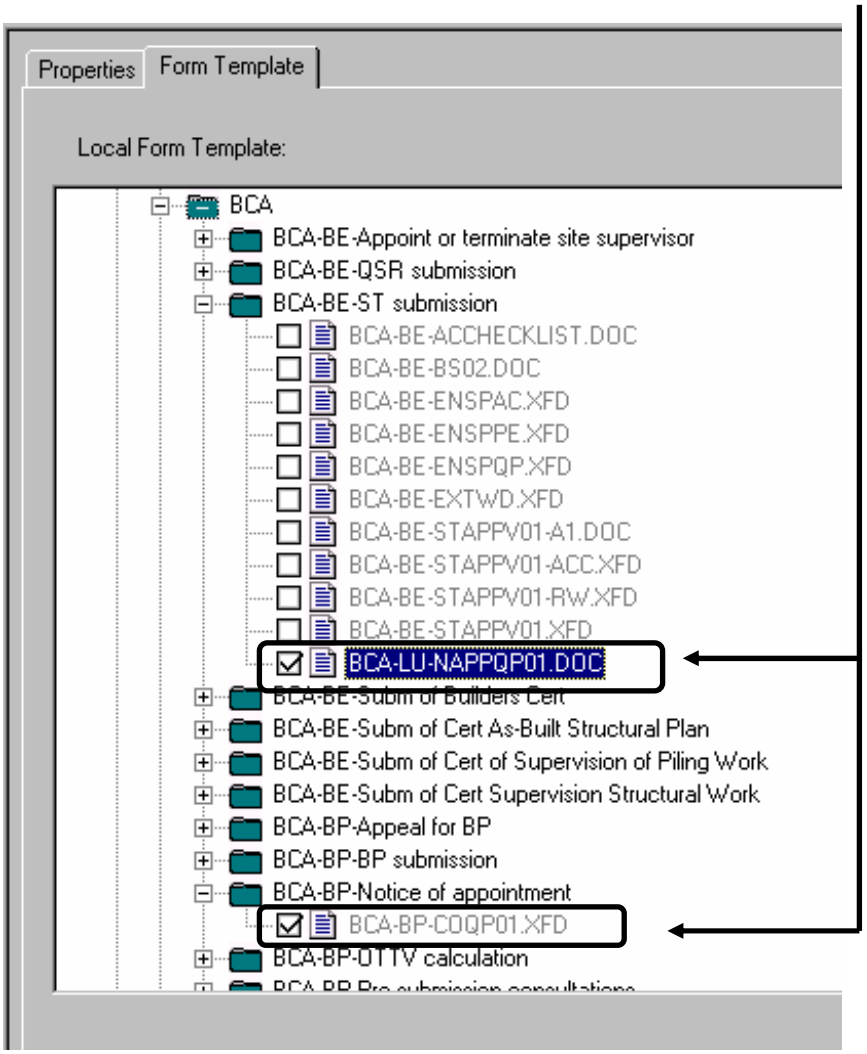
– As the Address Book holds only personal information, the Role Information that the particular person is holding will not be populated as they may hold different roles in different projects.

6. ESPro: Downloading & Completing Forms

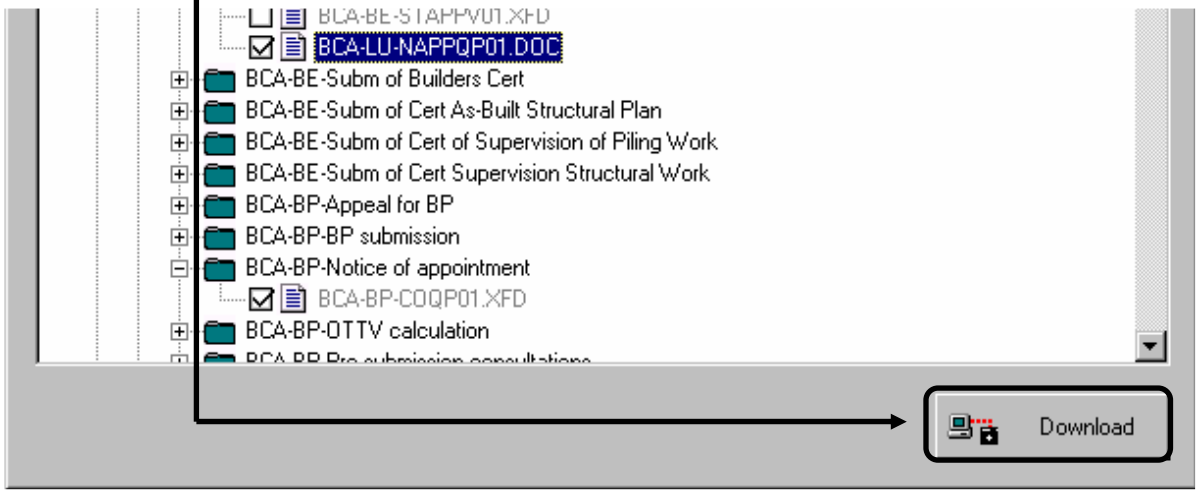
6.1 Click on the **Form Template** tab to view all the forms that can be downloaded to ESPro.



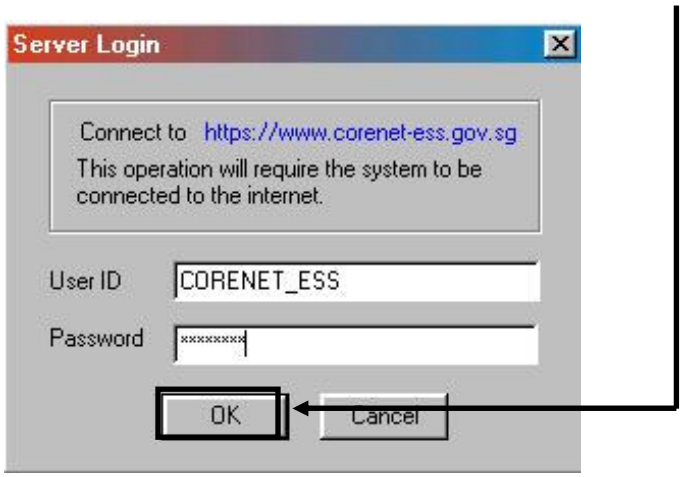
6.2 Locate and select the required forms by ticking the **empty check box** beside it.



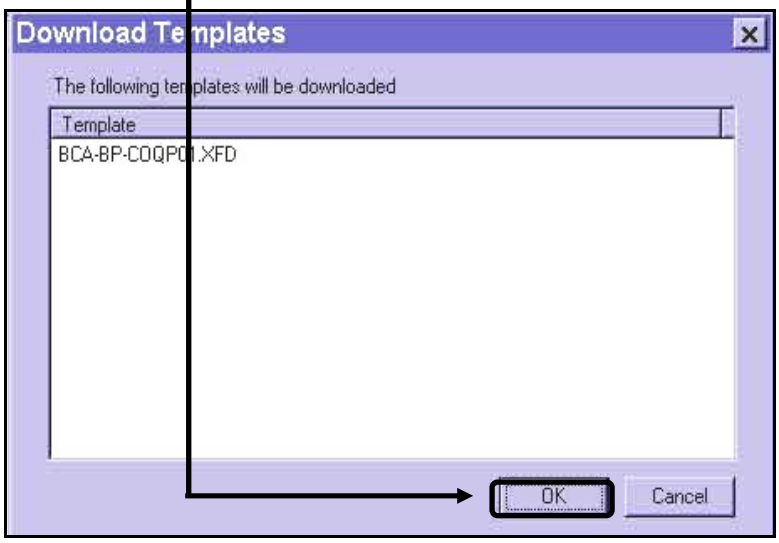
6.3 Click on the **Download** button to download the form.



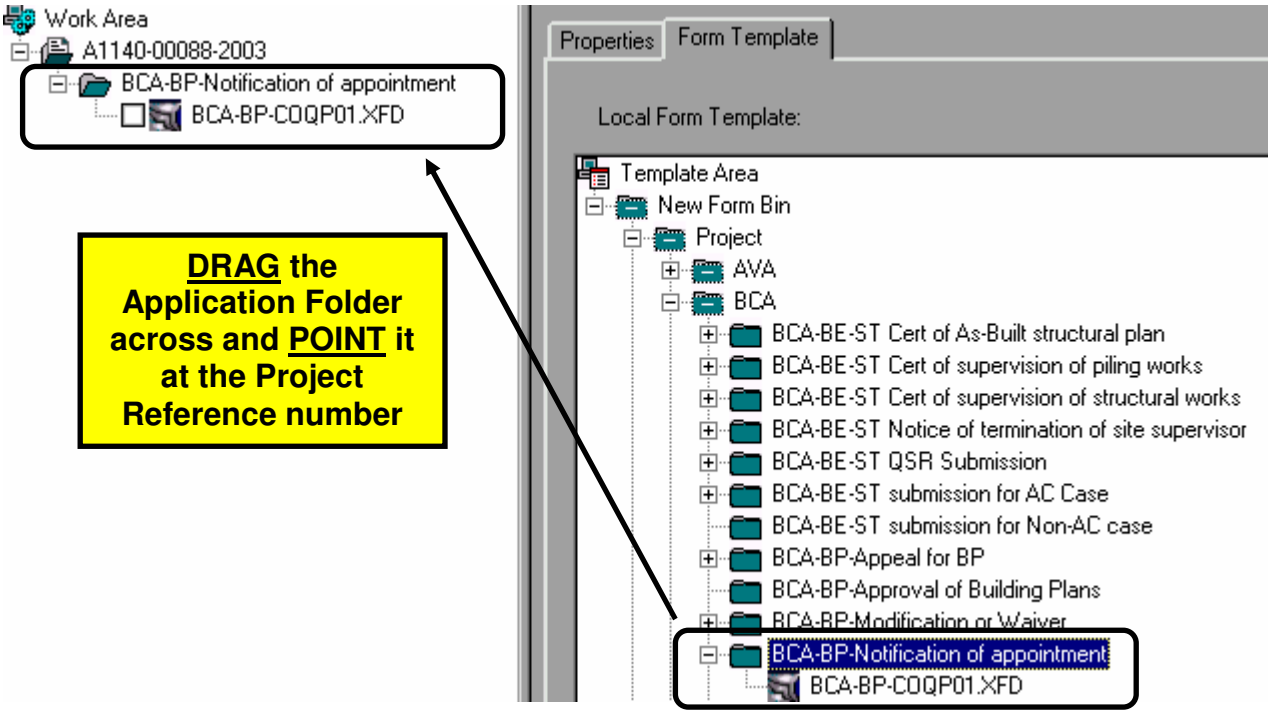
6.4 Key in your User ID and Password and click on the **OK** button to login to the server.



6.5 Click on the **OK** button to confirm the downloading of the form to ESPro.



6.6 To fill in the relevant information in the form, drag the Entire Application Folder e.g. (**BCA-BP-Notification of Appointment)** to the Project folder in the Work Area.

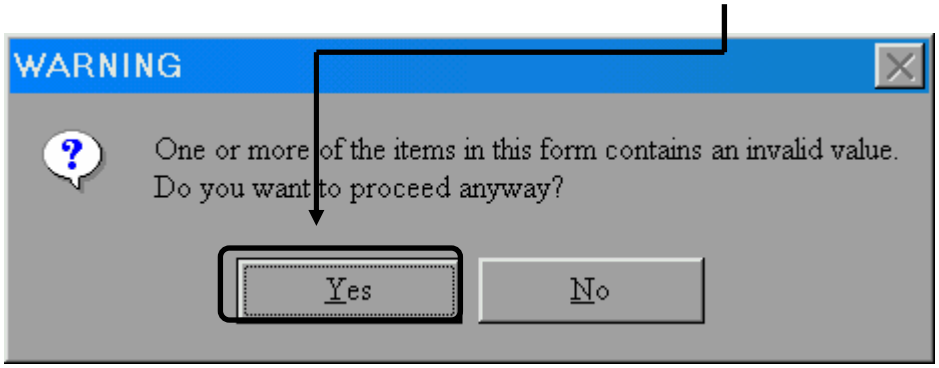


6.7 **Double click** on the form (e.g. BCA-BP-COQP01.XFD) in the **work area** to fill in the Relevant Information

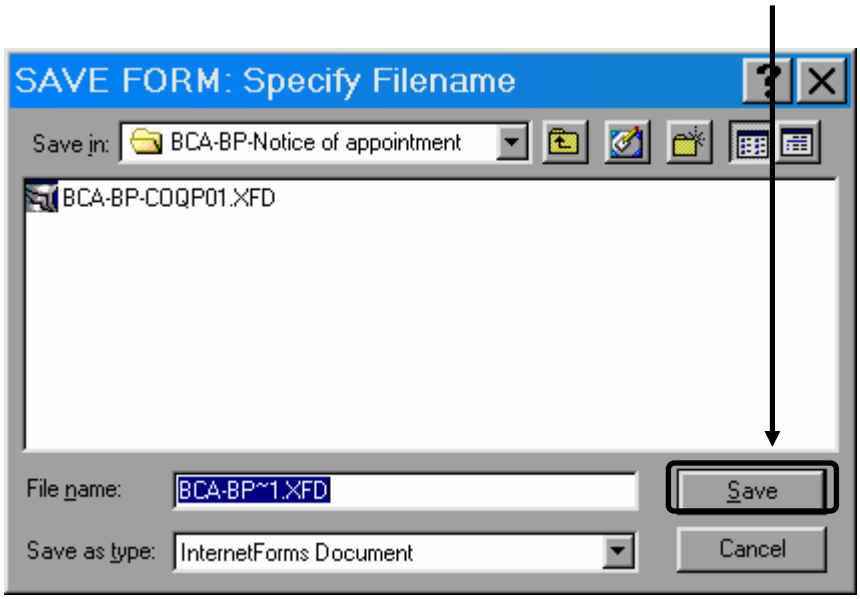
6.8 Click on the "**Save**" button to save the information that you filled in the form.



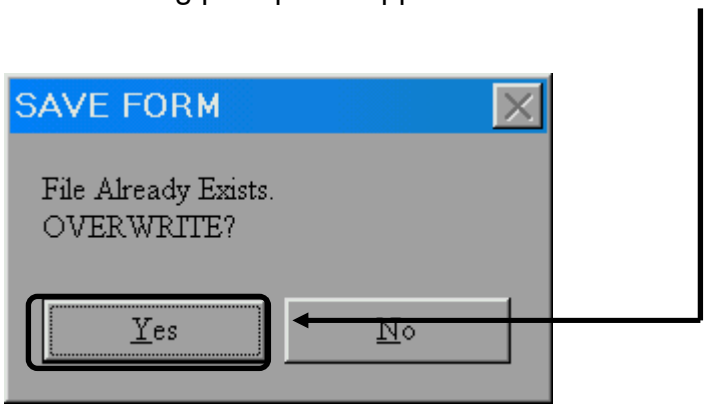
6.9 The following message will appear. Click on the "**Yes**" button to proceed.



6.10 The following dialog box will appear. Click on the "**Save**" button to continue.



6.11 The following prompt will appear. Click on the "**Yes**" button to save the form.

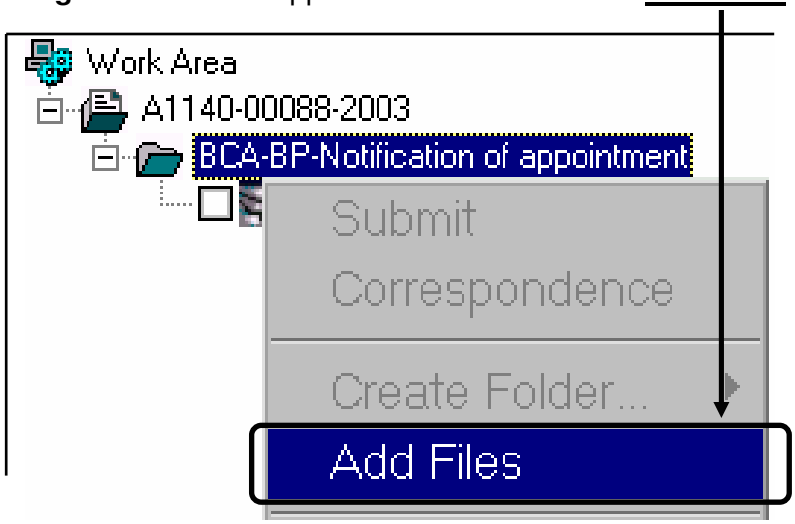


Notes:

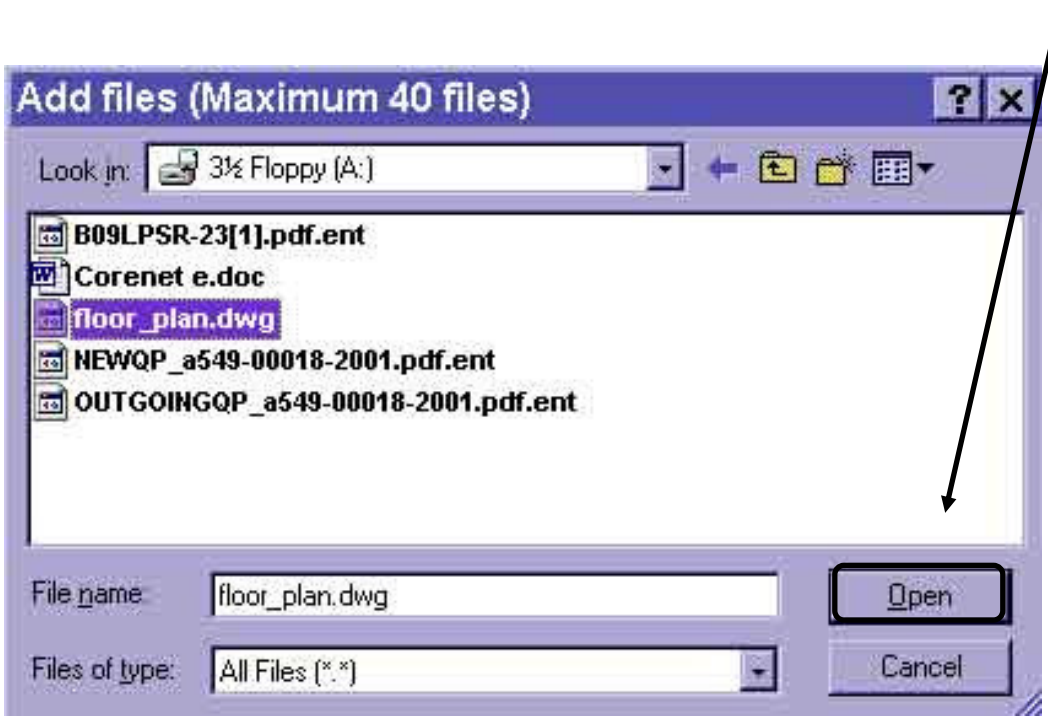
- Upon successful downloading of forms, the original empty box beside the form will be eliminated.
- Please be reminded **not to rename** the .XFD form and application folders because the form name is a critical factor to determine the destination of your submission.
- Please see Appendix 4 if preparing EDA form.

7. ESPro: Attaching External Files for Submission

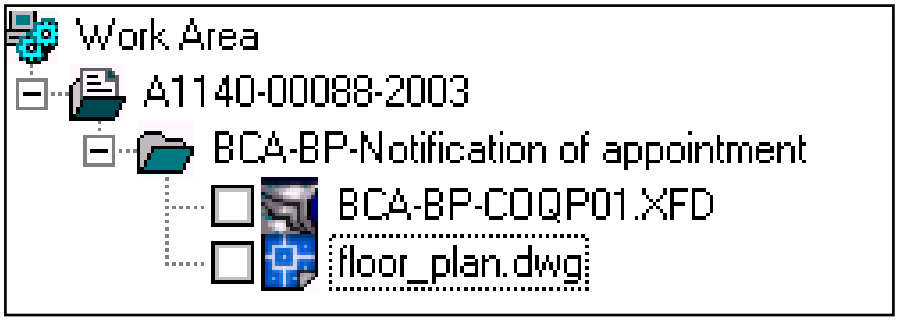
7.1 **Right-click** on the application folder and select **Add Files**.



7.2 Select the file(s), which you want to attach from your hard disk and click on the **Open** button to confirm.



7.3 The files will then be appended below the application folder.

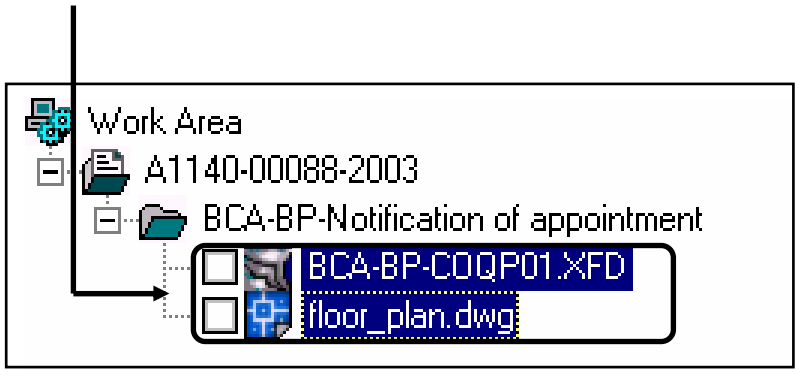


Notes:

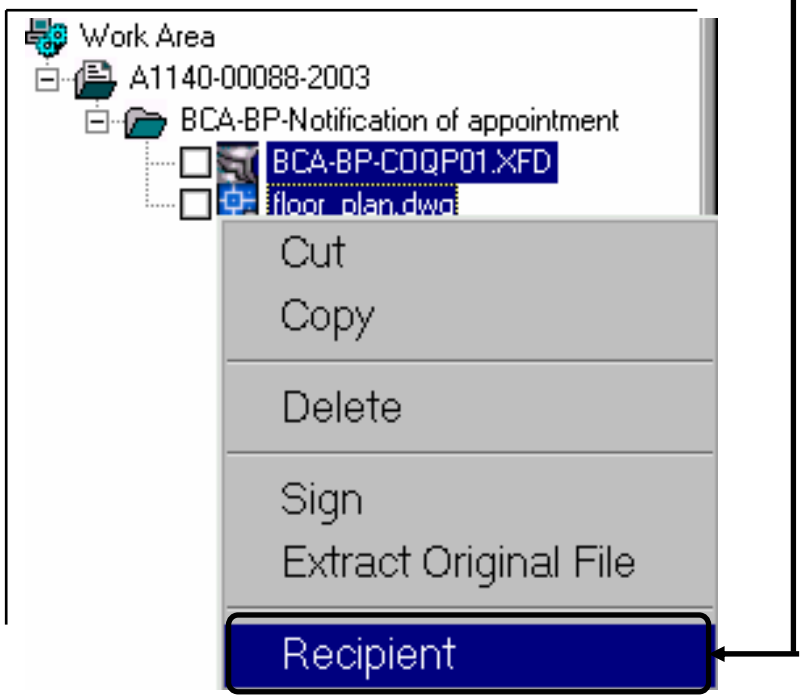
- More than 1 file can be attached.
- To select multiple files to be attached, click on the 1st filename, hold on to the "Shift" key and click on the last filename and the selected list will be highlighted.
- Maximum of 40 files can be attached at any one time.
- Minimum font size for text on CAD drawings is 3mm for BCA applications
- Please refer to Appendix 2, page 118 for the list of file types accepted by the system.

8. ESPro: Selecting Recipient agencies of submission

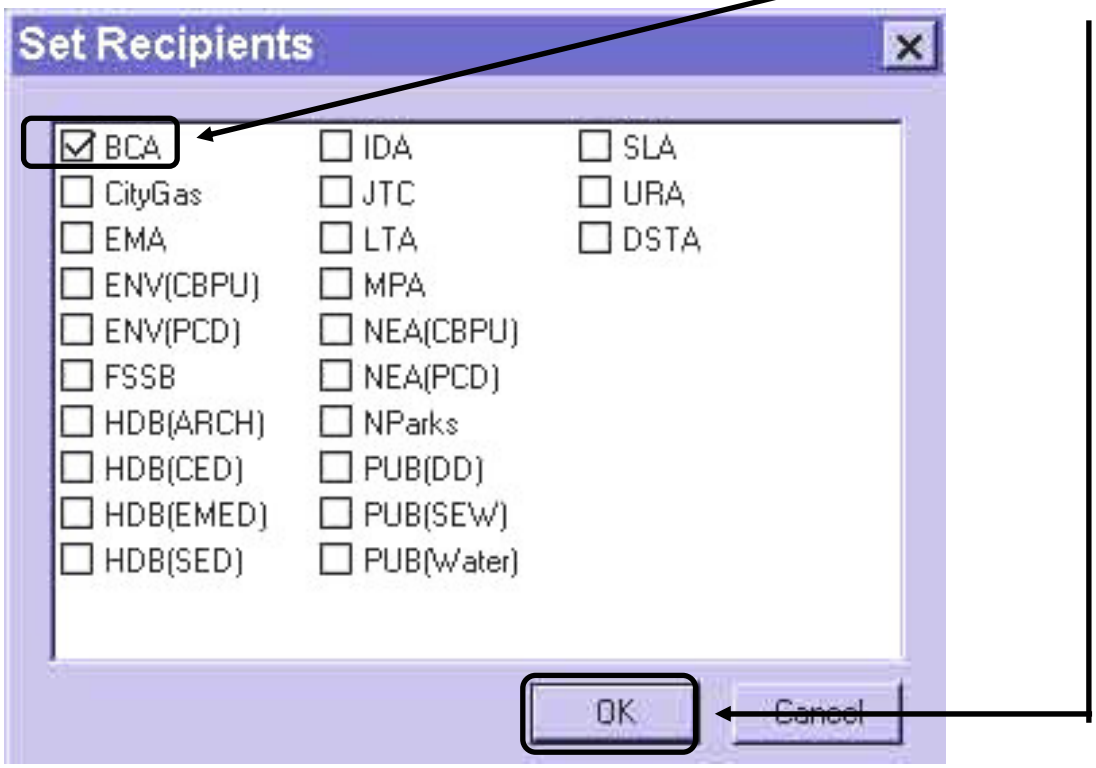
8.1 **Highlight** all the files below the application folder



8.2 **Right-click** within the highlighted area and select **Recipient**.



8.3 Tick the checkbox beside the recipient agency's name, e.g. **BCA** and click on the **OK** button.



Notes:

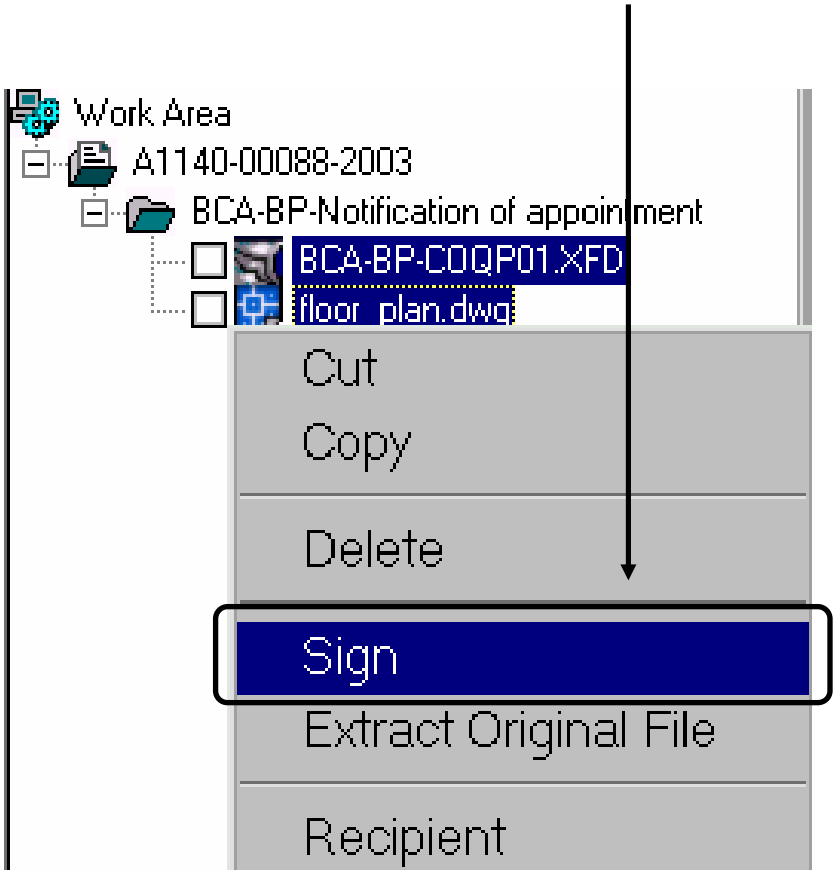
- Not more than one recipient is to be selected for each submission.
- If the checkbox beside the agency name is in a Grey shade like this, BCA it means that only some files have a recipient.
- Please ensure that there is a solid black tick in the white box like this BCA beside the recipient agency.

9. ESPro: Digital Signing

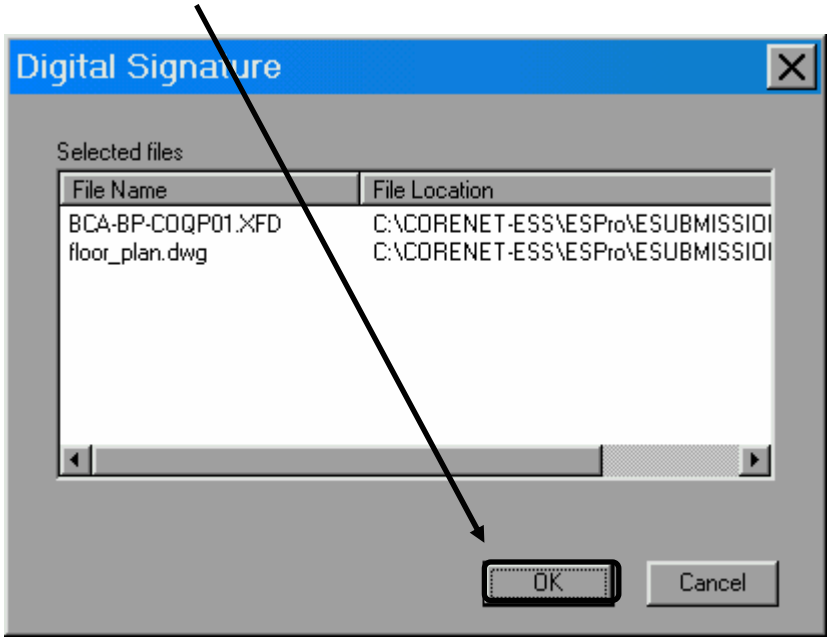
9.1 **Highlight** all the files below the application folder



9.2 Right-click on the highlighted area and select **Sign**



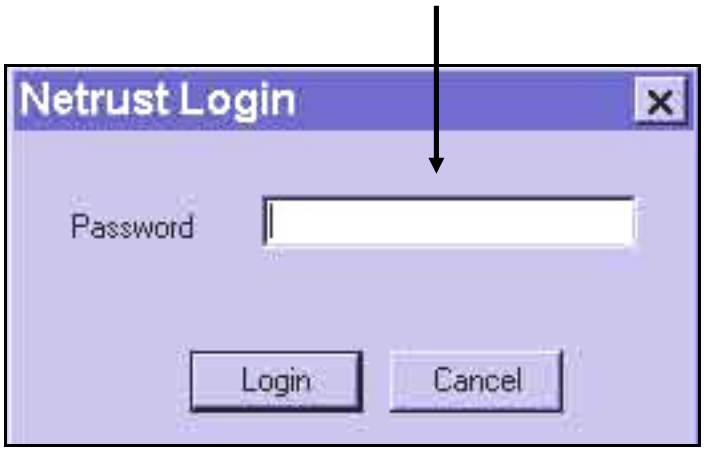
9.3 Click on the **OK** button to confirm the files to be digitally signed.



9.4 Insert your Netrust Card in the card reader at the following prompt.



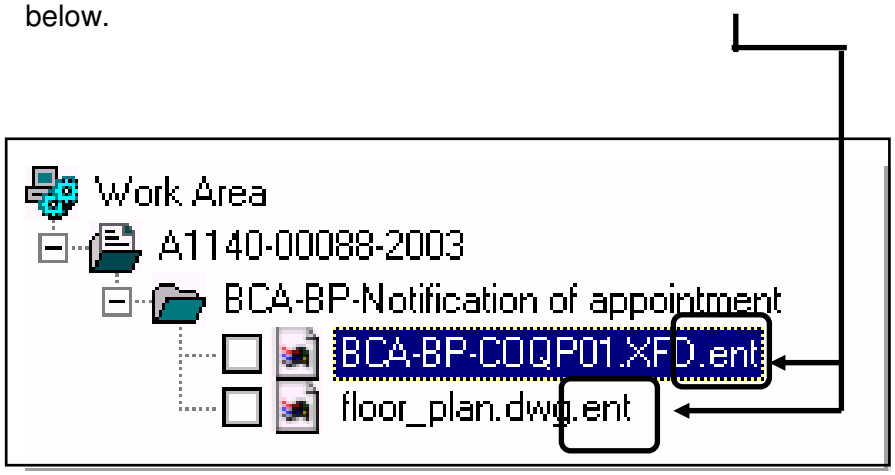
9.5 Key in the **Netrust Card** Password As Stated Below.



Notes:

– The Password is **Case-Sensitive** and only **Valid for only 7 consecutive tries**

9.6 Upon successfully signing, an additional extension **(.ent)** will appear on the file name, as shown below.

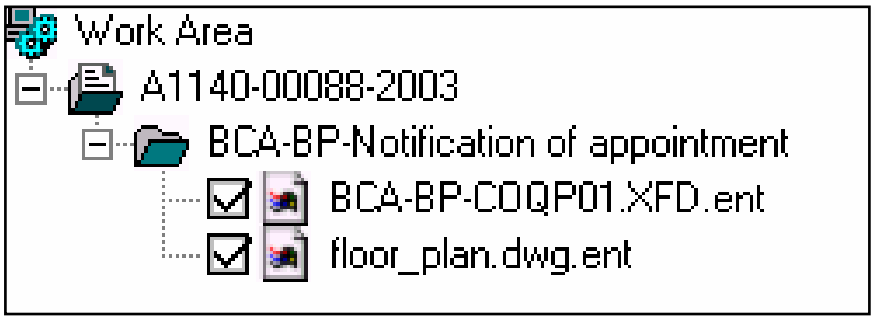


10. ESPro: Sending of Submission

Please ensure the following steps have been performed before proceeding. Assuming you had registered your project. Please ensure the following steps have been performed before proceeding:

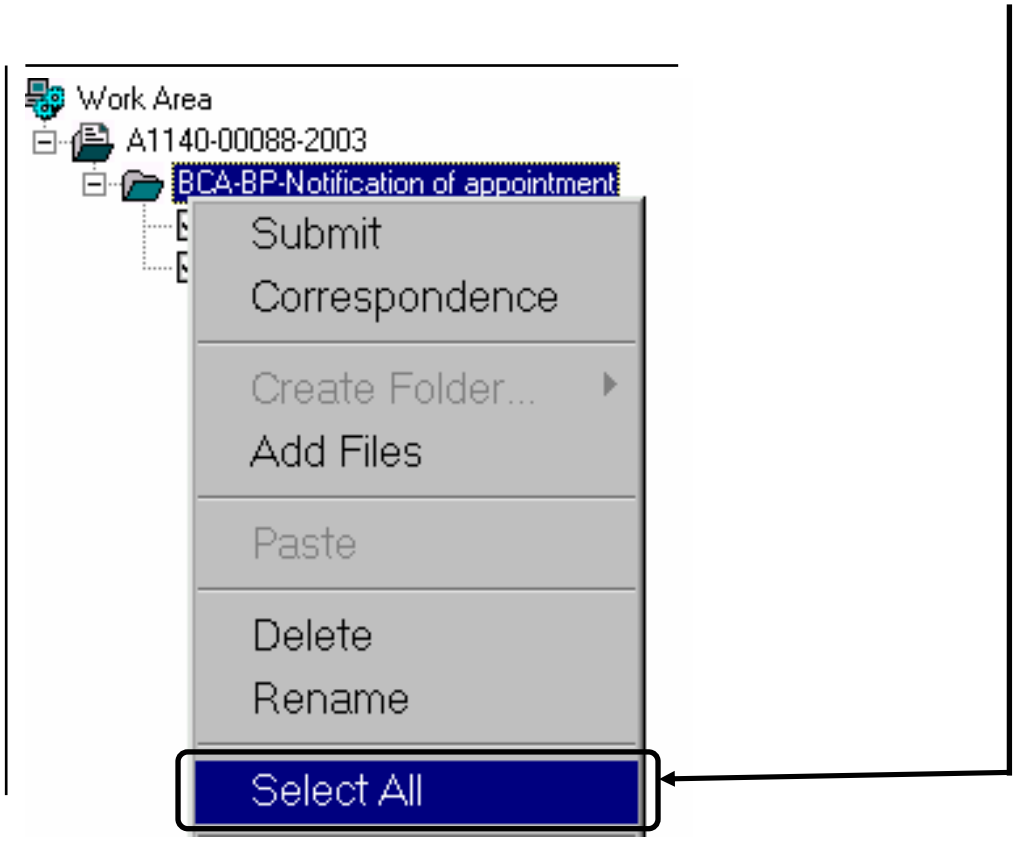
- Downloading & Completing Forms
- Attaching External Files For Submission
- Selecting Recipient Agencies of Submission
- Digital Signing

10.1 Select the files to be submitted by ticking on the empty box beside the file name(s).

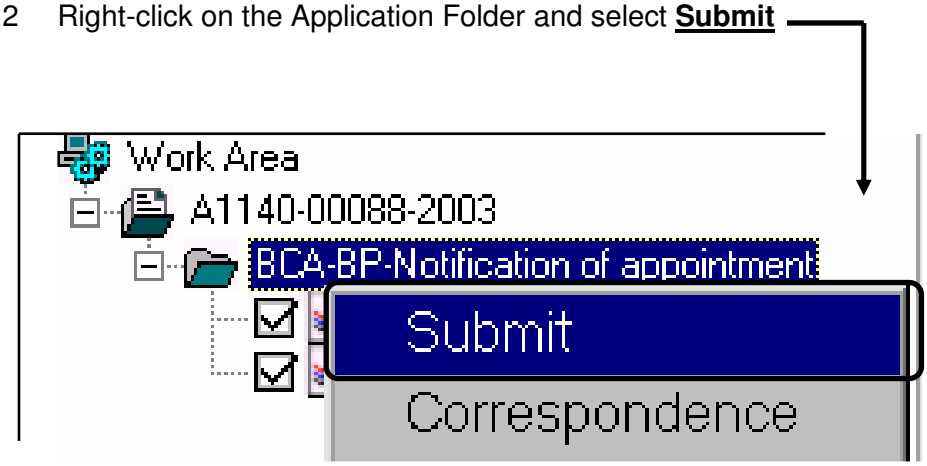


Notes:

– Alternatively, you may ***right-click*** on the Application Folder (e.g. **BCA-BP-Notification of appointment of Qualified Person**) and click on **Select All**



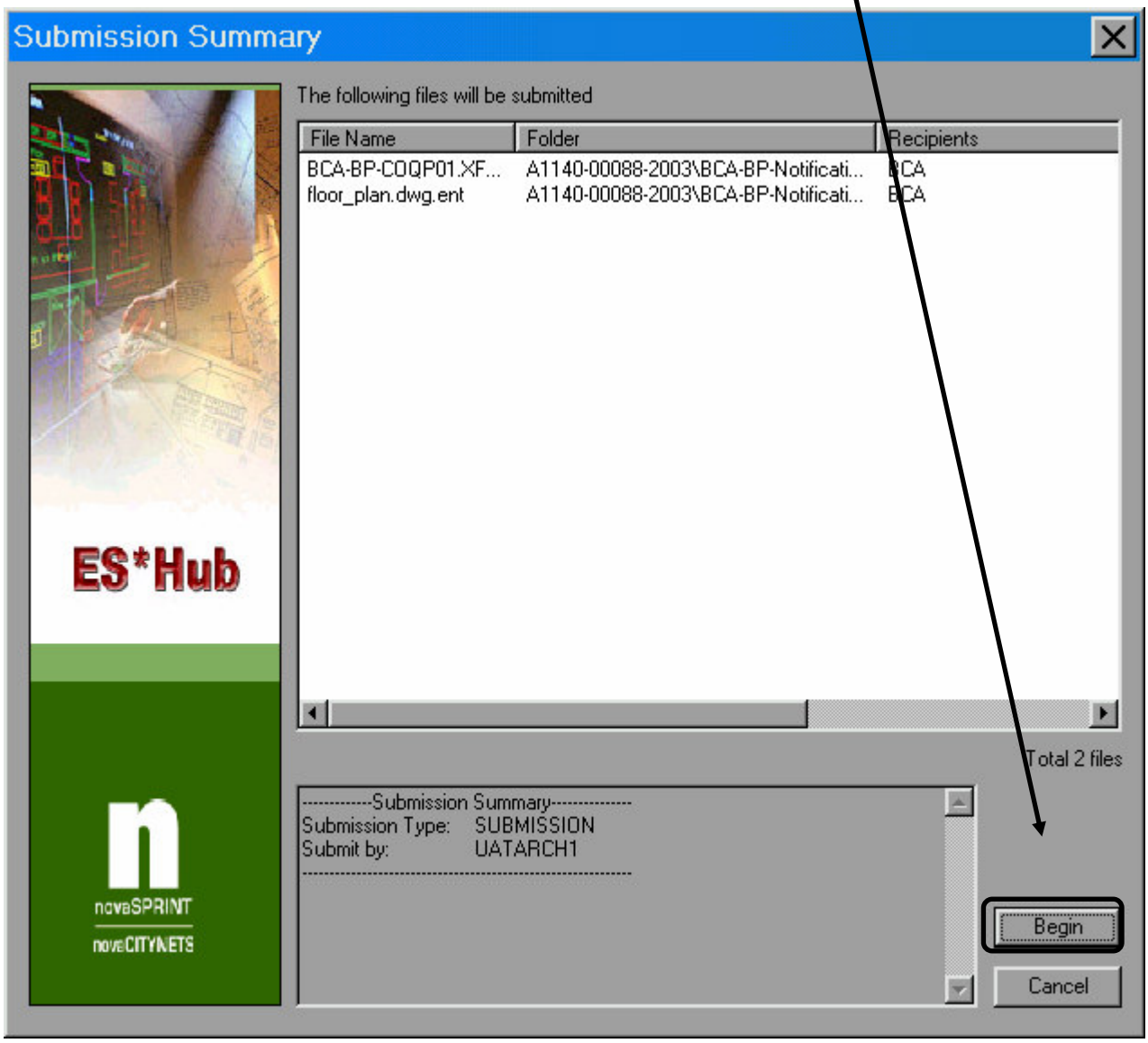
10.2 Right-click on the Application Folder and select **Submit**



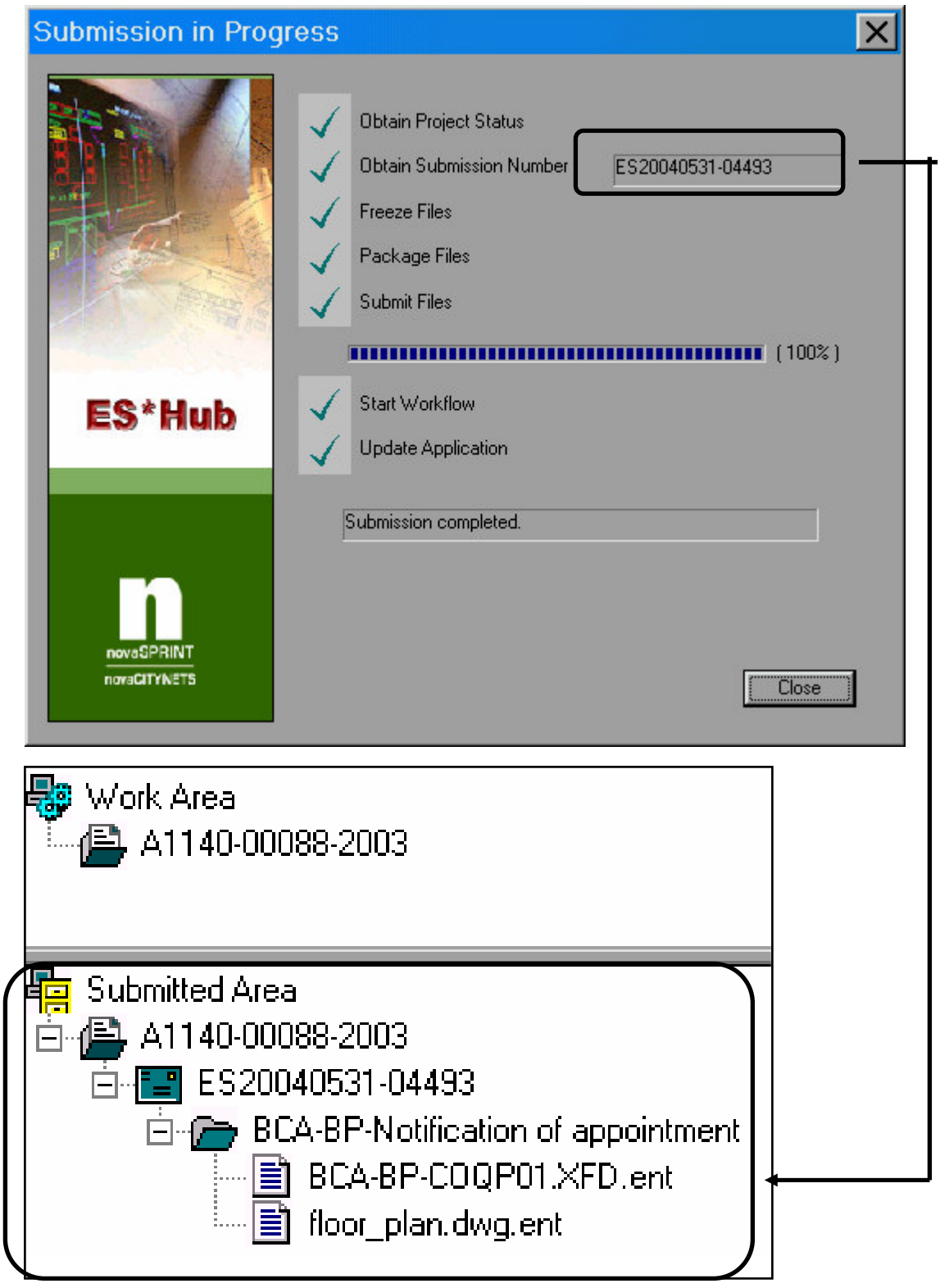
10.3 Key in the User ID and Password and click on the **OK** button.



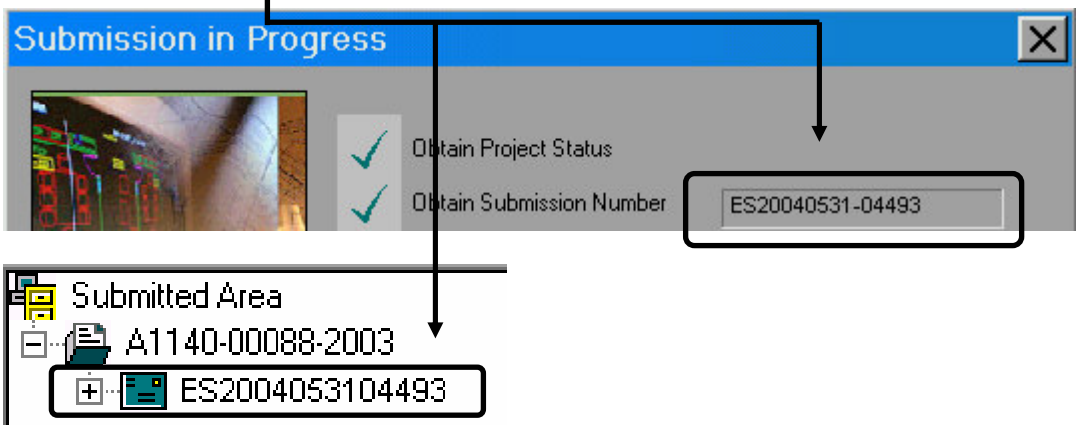
10.4 Confirm that the files are what you want to submit and click on the **Begin** button to start the submission of files to the recipient agencies selected in Section 8.



10.5 An e-Submission number will be generated and the files, which are in the work area, will be transferred to the Submitted Area, upon successfully transmission of files to the Corenet e-Submission System.

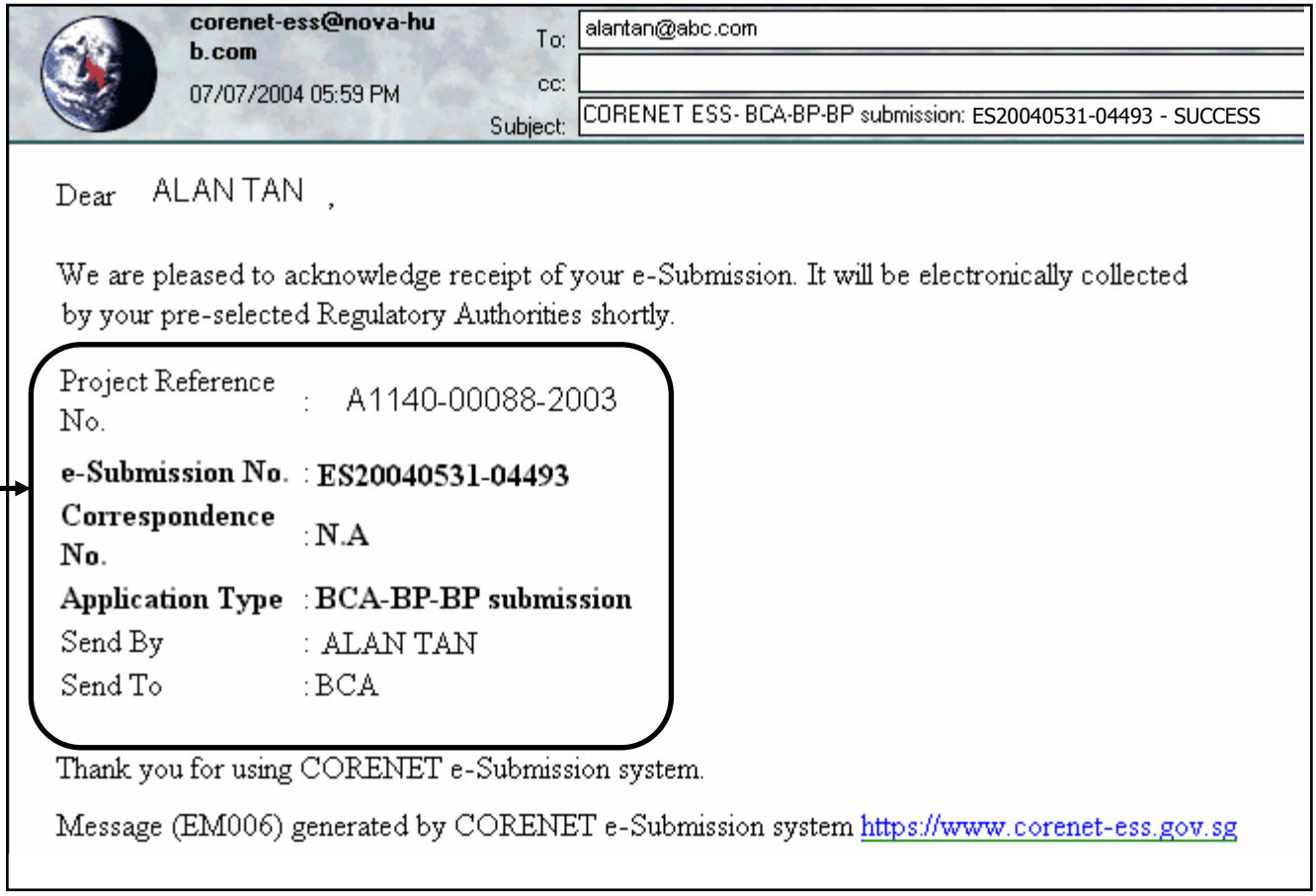


10.6 An **e-Submission (ES) number** will be generated for submission tracking purpose.



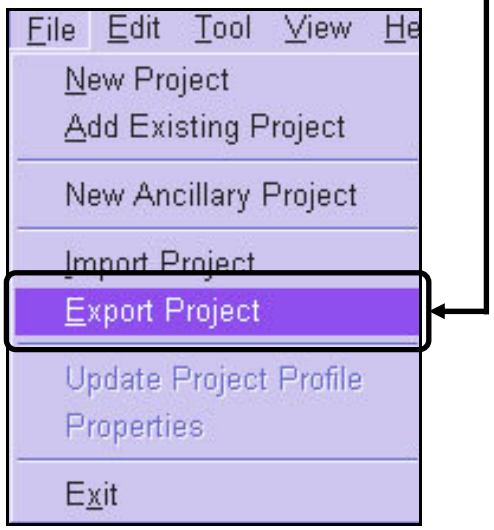
Notes:

- Upon **successfully transmission** of the files, a **notification email** will be sent to applicant to confirm their submission through CORENET e-submission system.
- Alternatively, you can check your submission status at the CORENET-ESS website. Refer to Section 17, page 58.

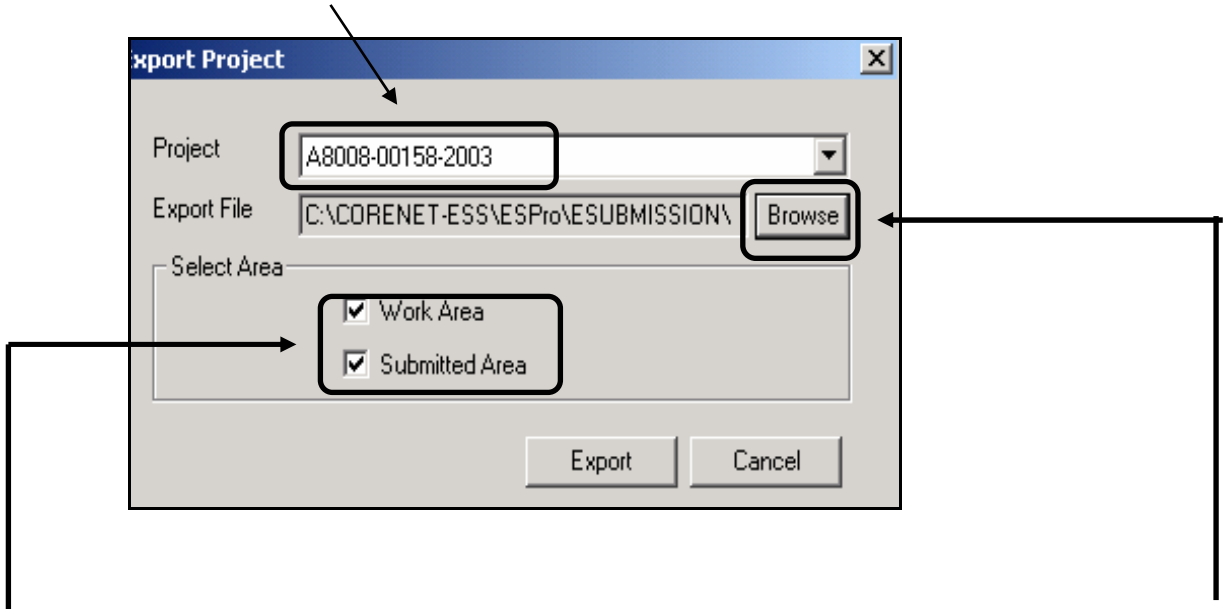


11. ESPro: Exporting a Project

11.1 Click on **File** - > **Export Project**



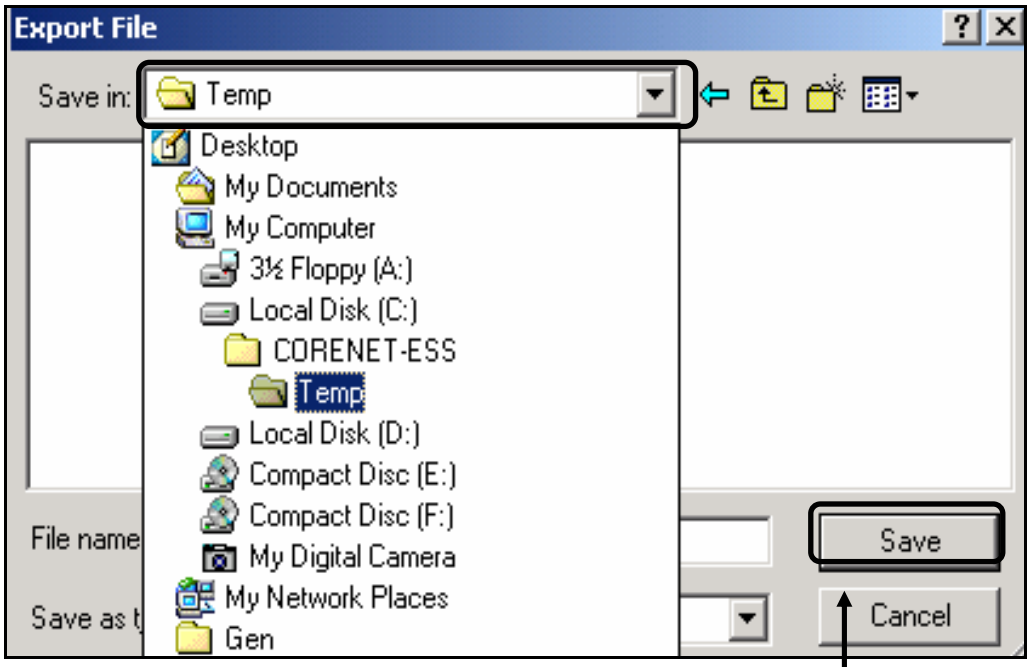
11.2 Ensure the **Project Number** highlighted tallies with the project to be exported.



11.3 Select the location on your hard disk to store the exported file and click on the **Browse** button to select the necessary folder.

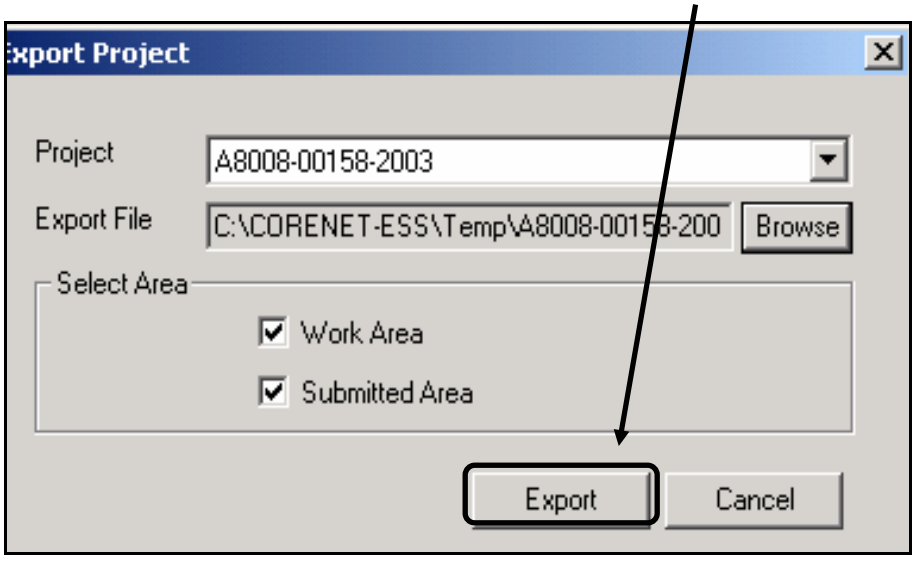
Notes:

– You can also select the area to be exported.



11.4 Click on the **Save** button.

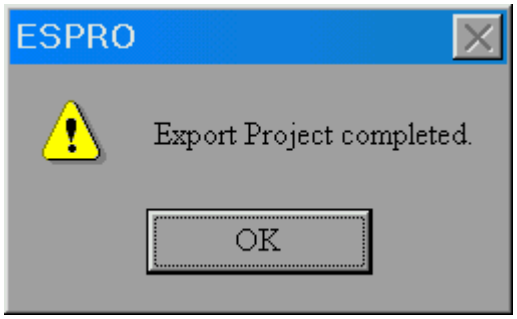
11.5 Select the locations to be exported and click on the **Export** button.



11.6 **Work Area** vs. **Submitted Area**



11.7 Once the file is exported successfully, the following message will be displayed.

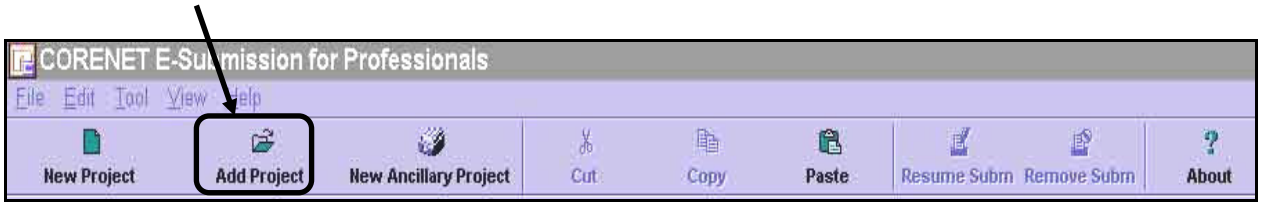


Notes:

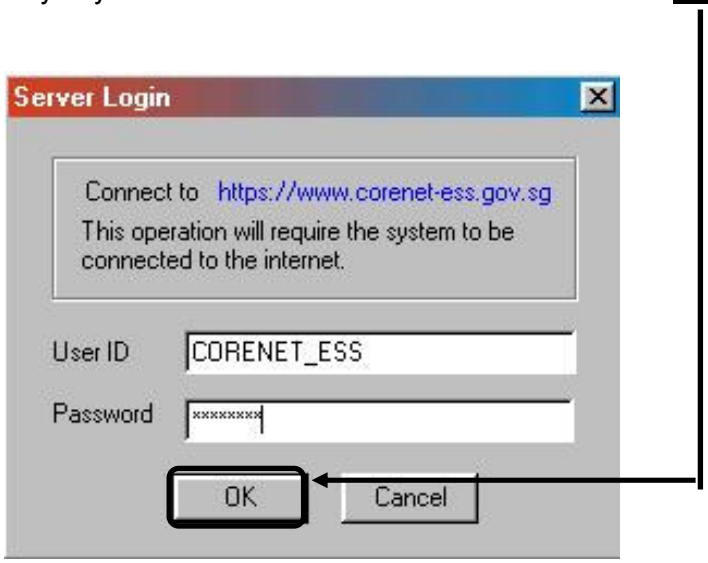
– Upon exporting of project, the project reference number folder and information will still be in ESPro until it is physically deleted.

12. ESPro: Adding of Project from CORENET e-Submission server

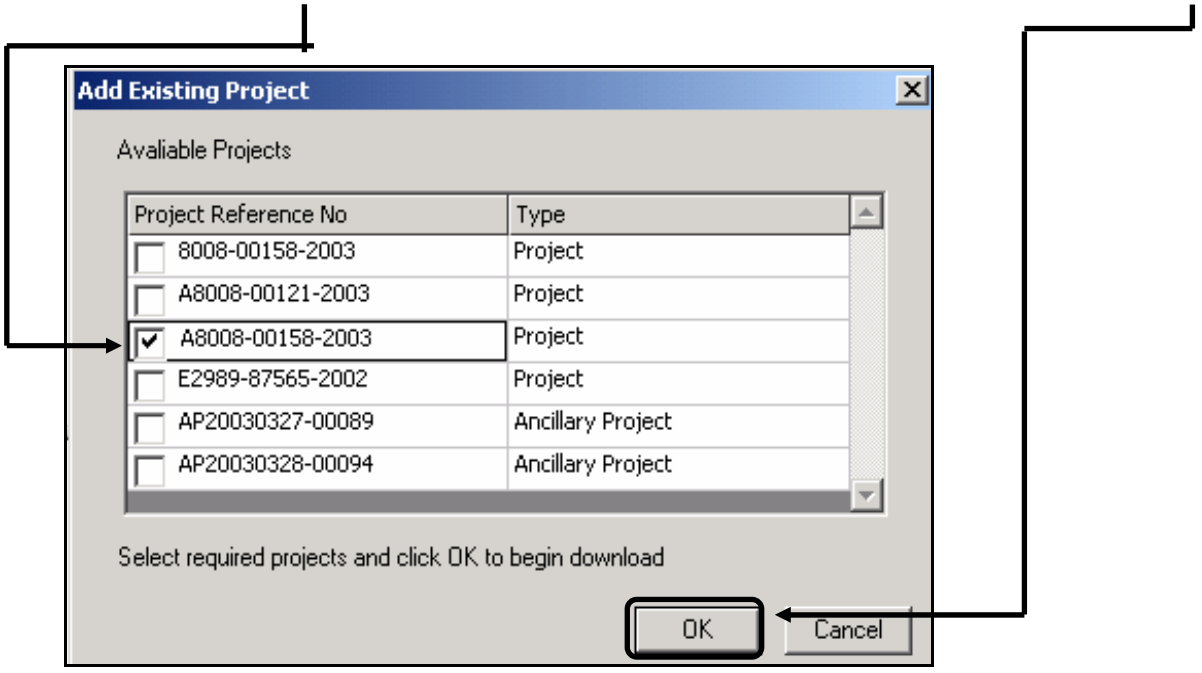
12.1 Click on the **Add Project** button



12.2 Key in your User ID and Password and click on the **OK** button.



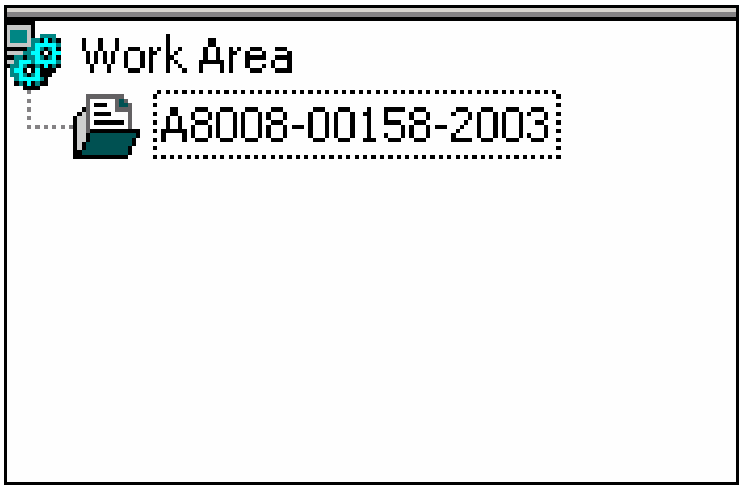
12.3 Select the **Project Reference Number**, which you want to download and click on the **OK** button.



Notes:

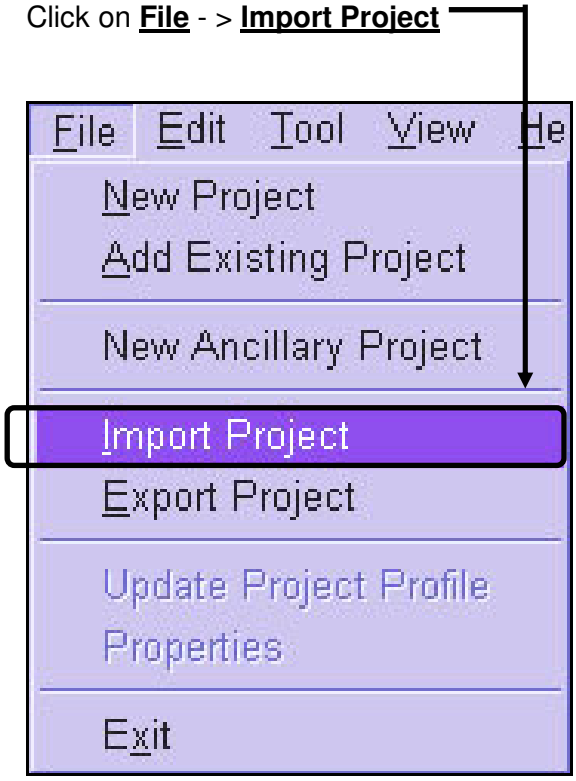
– More than 1 project profile can be downloaded at any one time.

12.4 The Project Profile will be downloaded to your work area in order to facilitate your submissions.

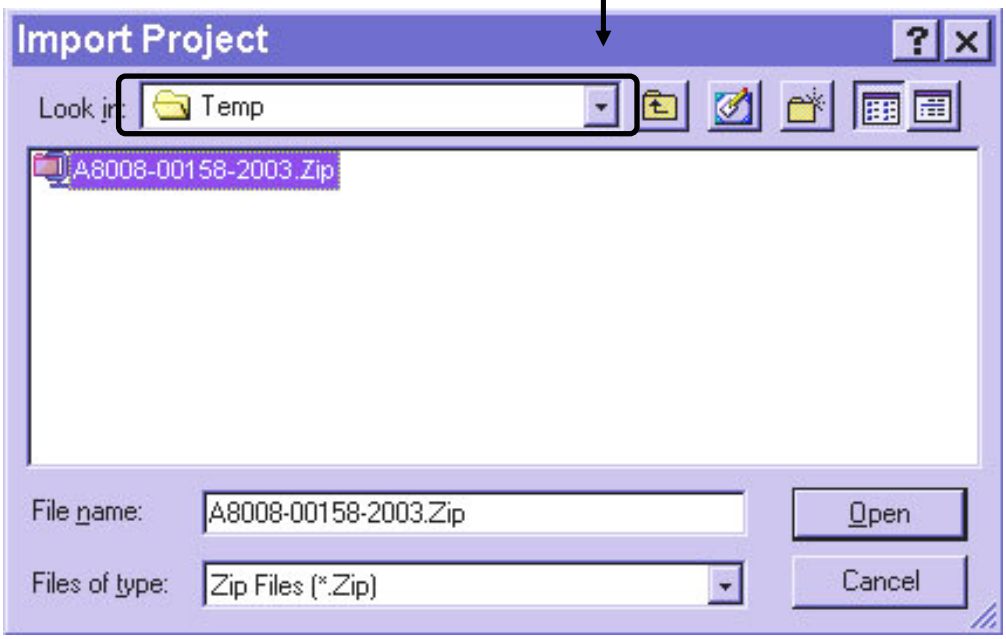


13. ESPro: Importing of Project

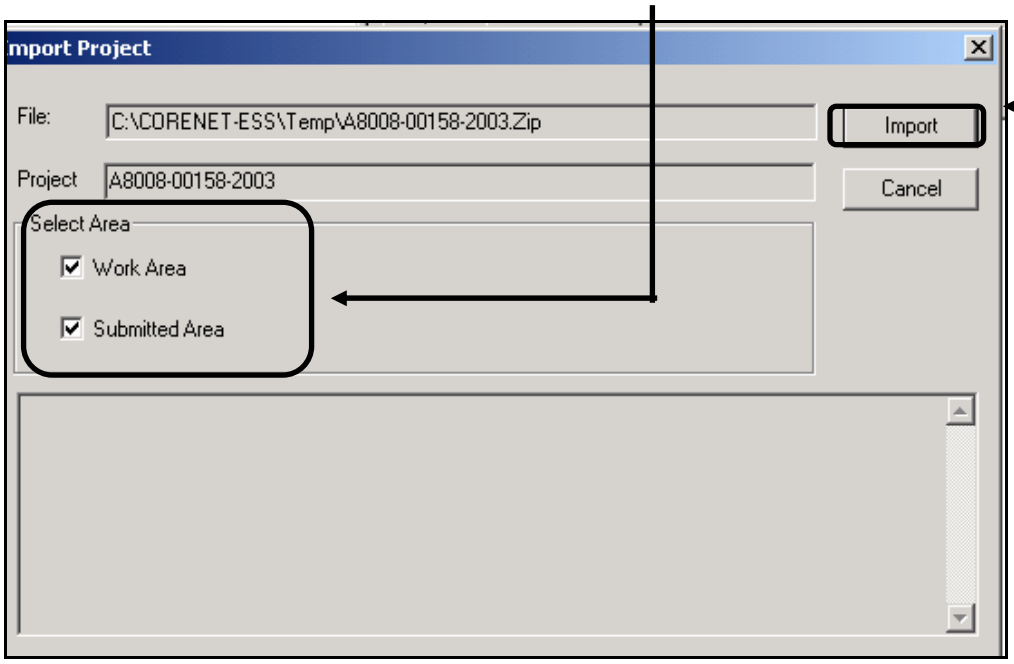
13.1 Click on **File** - > **Import Project**



13.2 Select the file to be imported by clicking on "▼" button.



13.3 Select the locations to be imported: **Work Area** / **Submitted Area** / **Both**

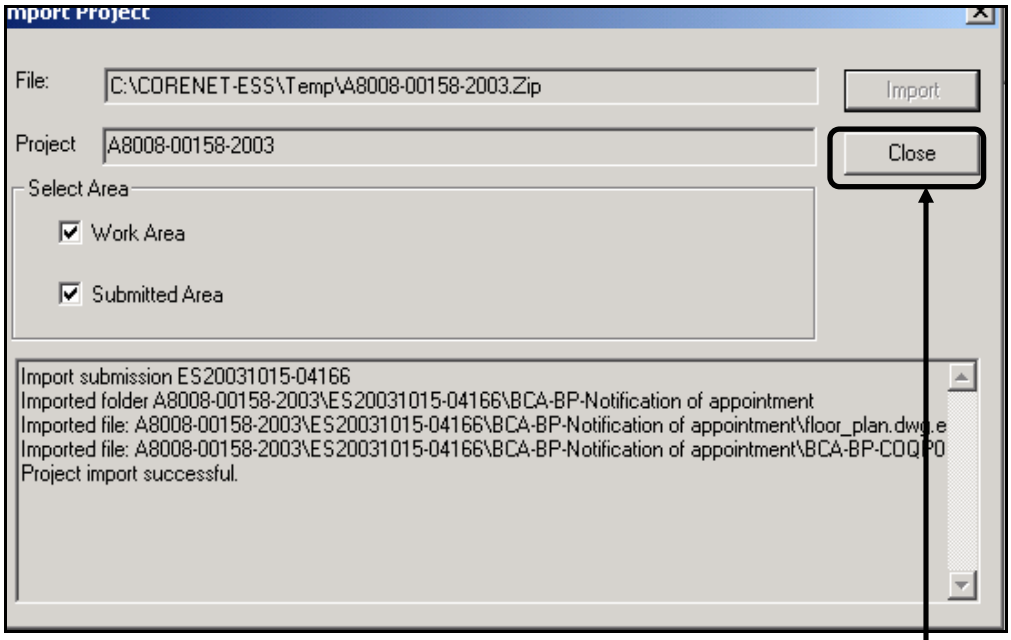


Notes:

– For more information on the Work Area / Submitted Area, please turn to Page 38

13.4 Click on the **Import** button.

13.5 The following screen will be shown.



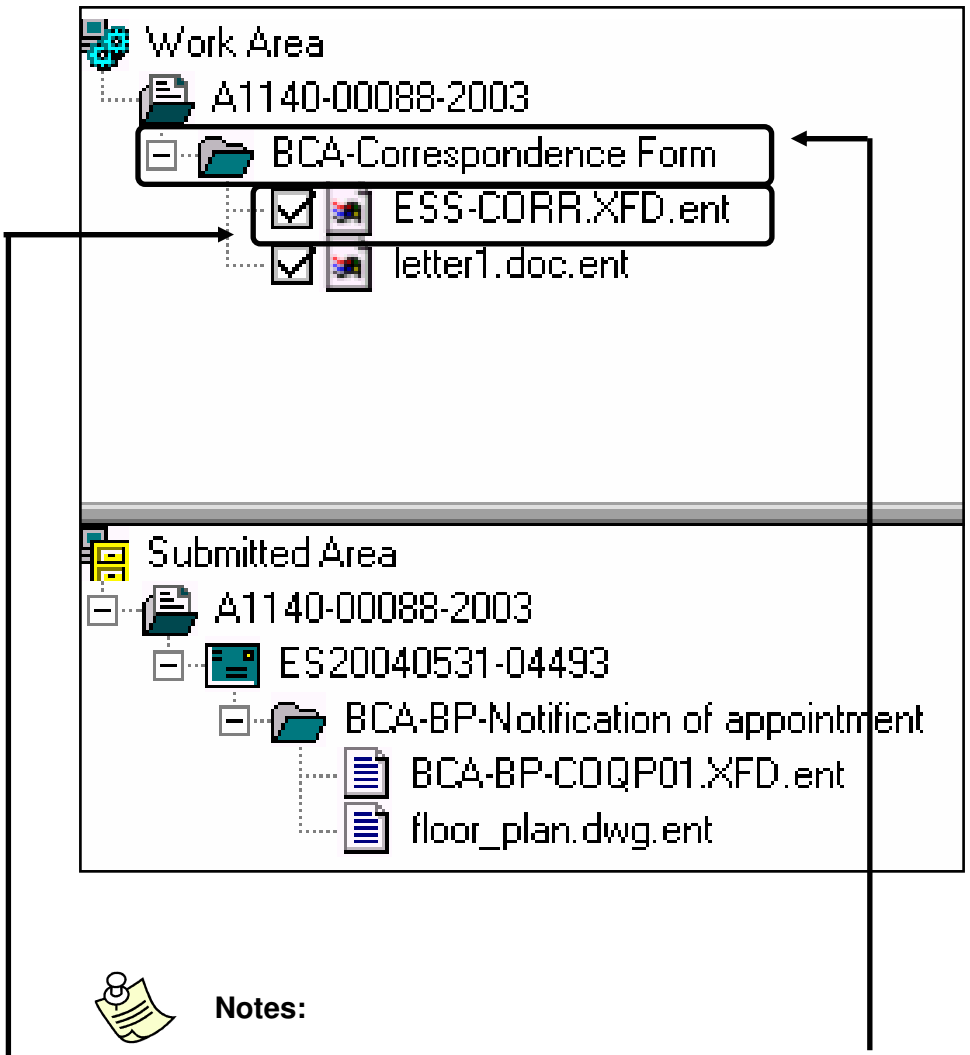
13.6 To return to the ESPro main frame, click on the **Close** button.

14. ESPro: Sending of Correspondences

Please ensure the following steps have been performed before proceeding. Assuming you had registered your project. Please ensure the following steps have been performed before proceeding:

- Downloading & Completing Forms
- Attaching External Files For Submission
- Selecting Recipient Agencies of Submission
- Digital Signing

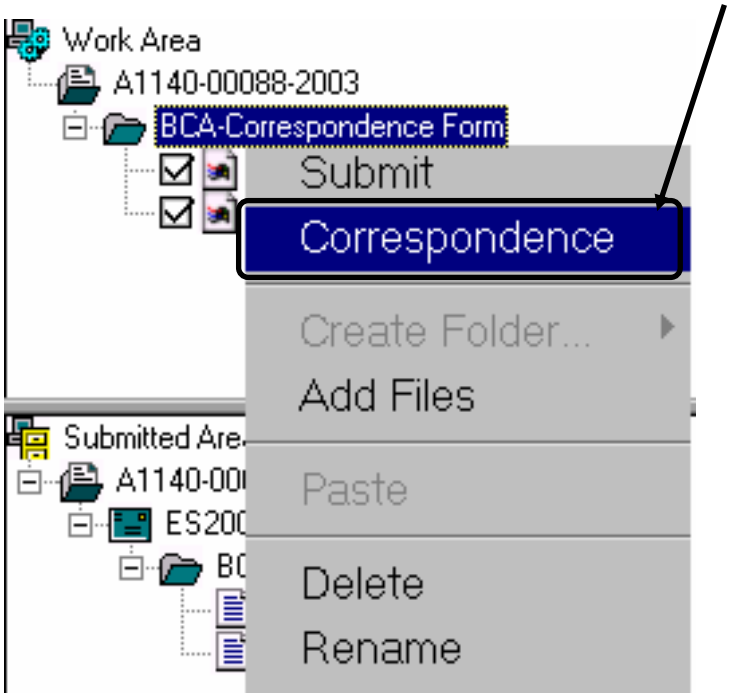
14.1 Select the file(s) to be submitted as correspondence, by ticking on the empty box beside the file name.



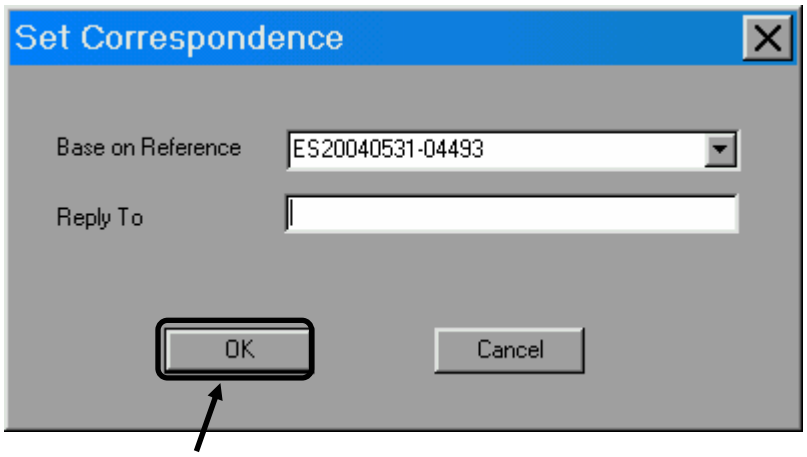
Notes:

- When sending correspondences, the **correspondence to agency** folder is mandatory.
- The **ESS-CORR.XFD** form will act as a cover letter pertaining to the correspondence files to be sent.

14.2 Right-click on the Application Folder and select **Correspondence**.



14.3 Key in the relevant information to tag the Correspondence with, as shown below.

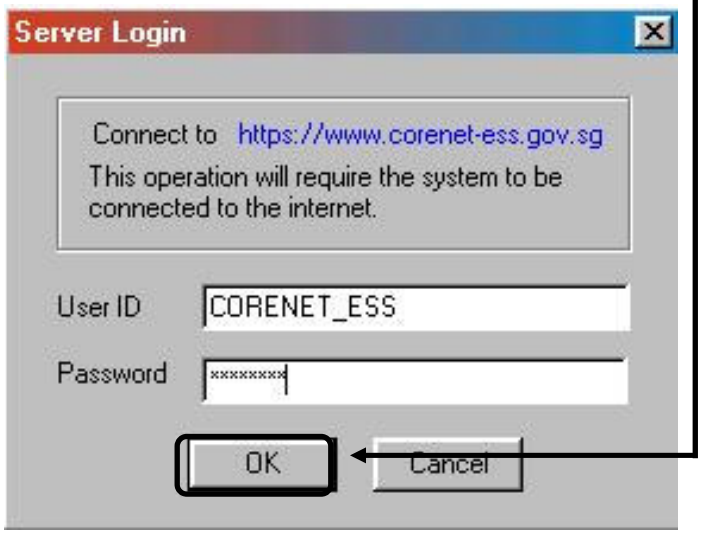


14.4 Click on the **OK** button.

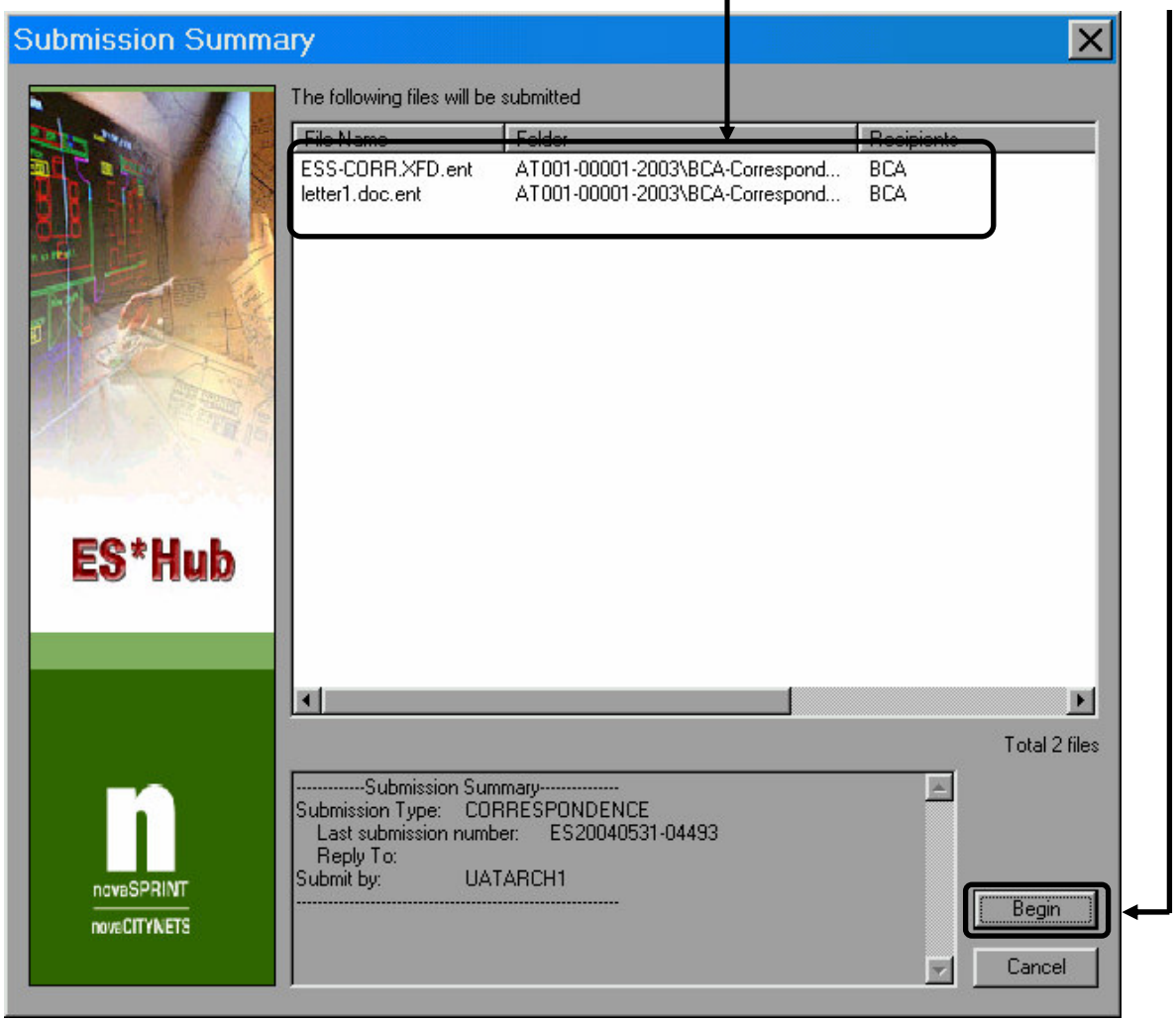
Notes:

- **Base on Reference** number is the e-Submission (ES) number, which these file(s) are to be made reference to.
- **Reply To** is to state the Agency Correspondence (CA) number, which is given by the agency, usually for complying to Written Directions.
  - If there are no CA numbers to be filled in, the **Reply To** field is to be left blank.

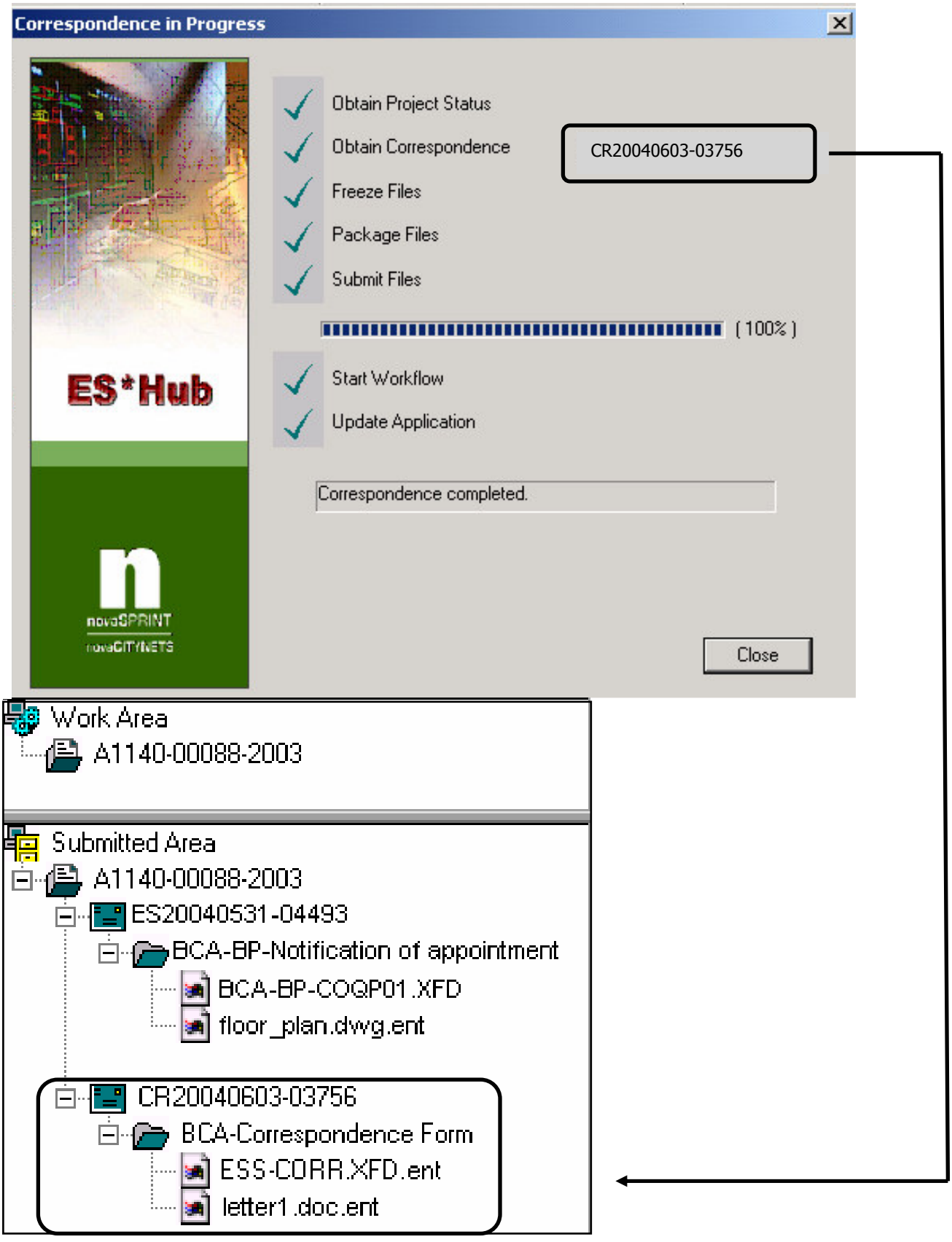
14.5 Key in your User ID and Password and click on the **OK** button.



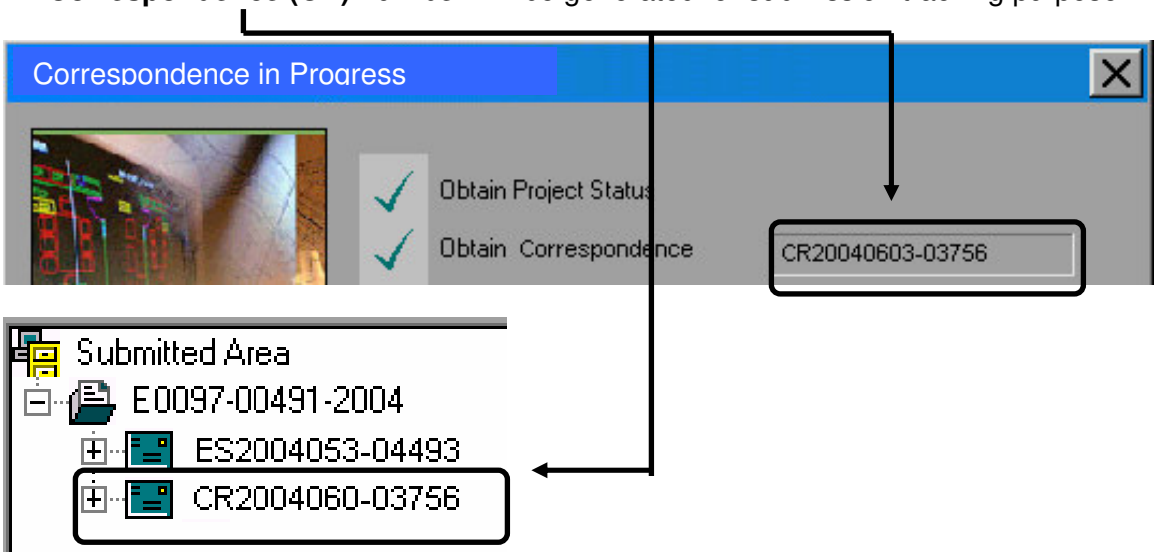
14.6 Please ensure that all the files are sent to the correct **recipient** and click on the **Begin** button.



14.7 Upon successful sending, a correspondence number (CR) will be generated, as shown below.

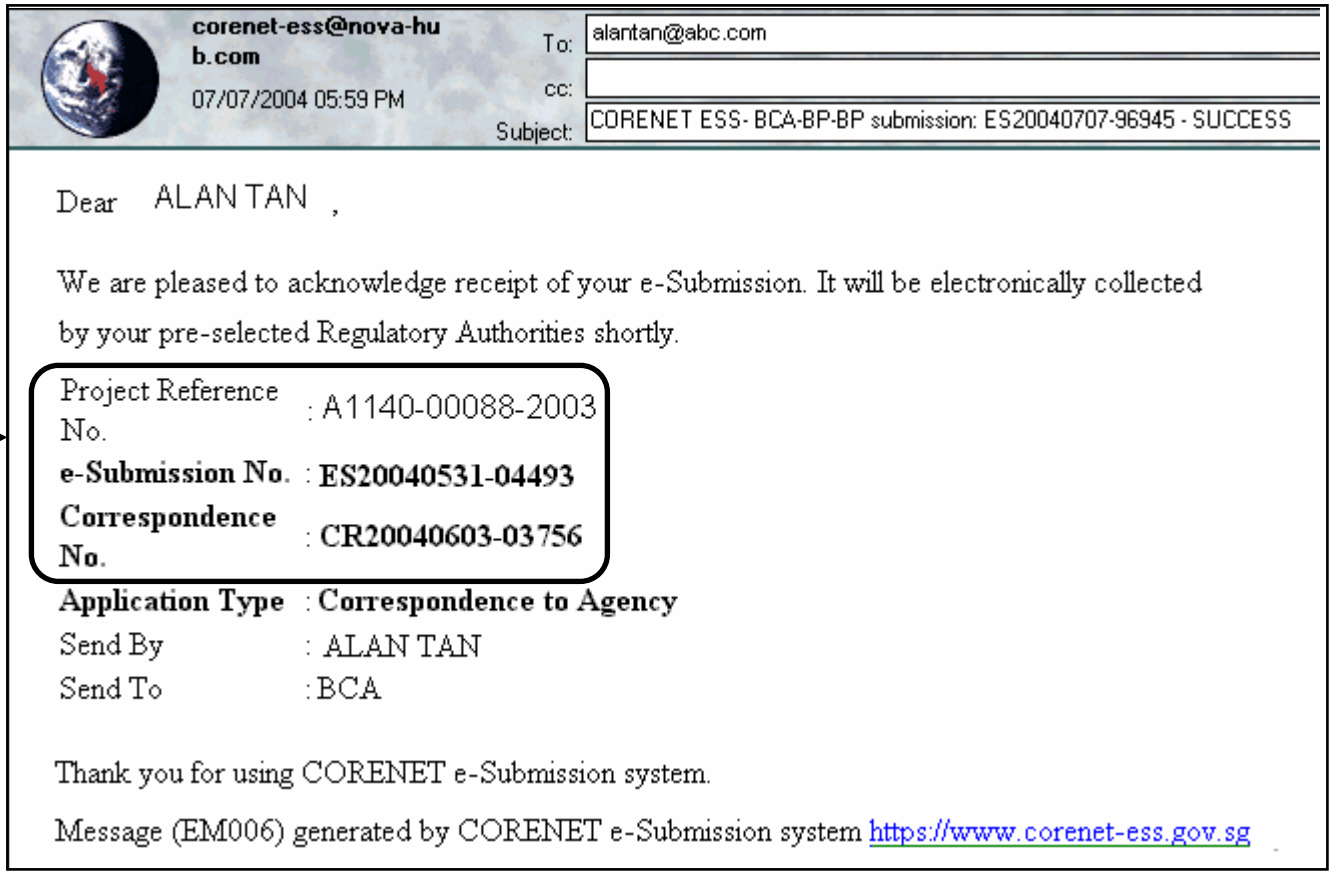


14.8 An **Correspondence (CR) number** will be generated for submission tracking purpose



Notes:

- Upon successfully transmission of the files, a **notification email** will be sent to applicant to confirm your submission through CORENET e-submission system.
- Alternatively, you can check your submission status at the CORENET-ESS website. Refer to Section 17, page 58.



15. Online: Downloading of Correspondences from Agencies

Correspondence to Agency: CR20040603-03756 - SUCCESS

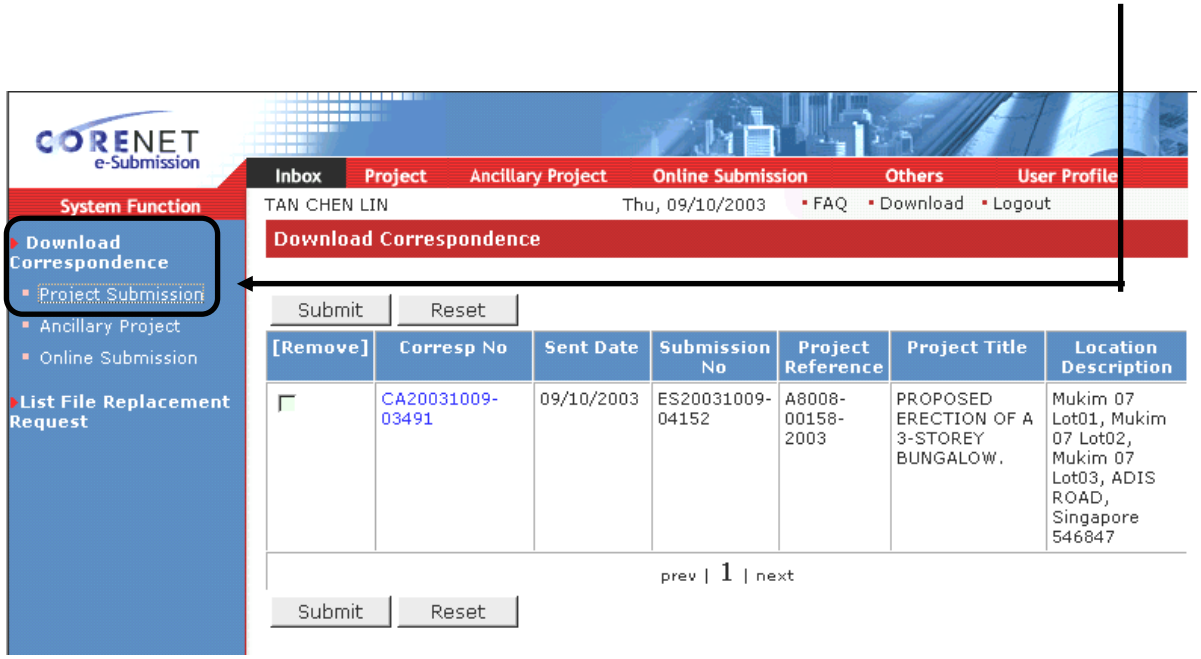
15.1 Log in to Corenet e-Submission System Website.



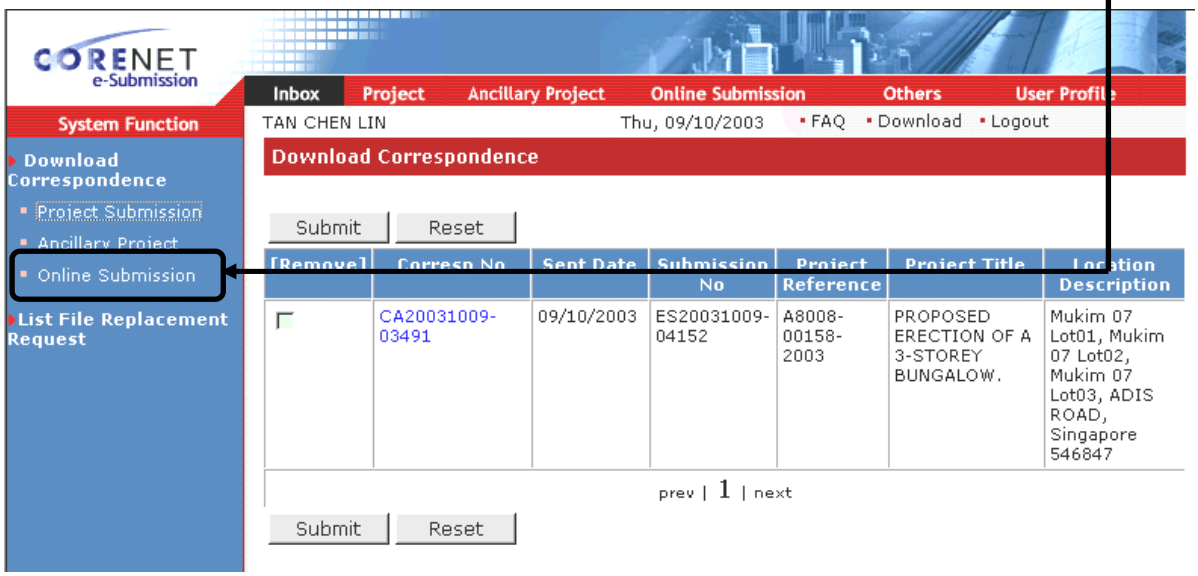
Notes:

- For submissions done through **ESPro**, refer to Step 15.2.
- For online submissions done through **CORENET website**, refer to Step 15.3

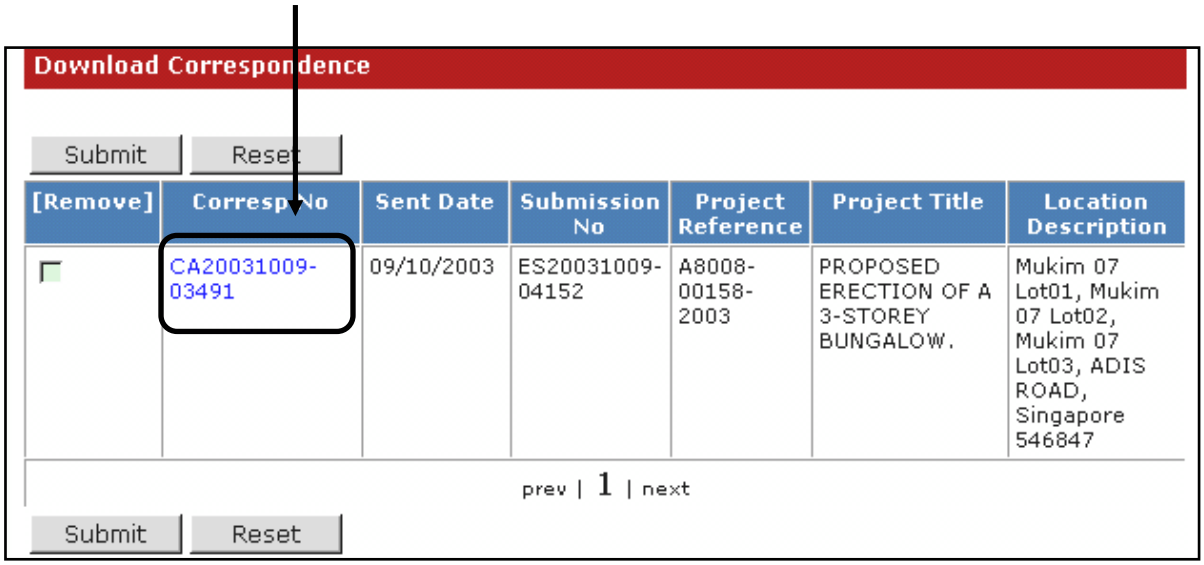
15.2 Select the following link at: **Inbox** - > **Download Correspondence** - > **For Project Submissions**



15.3 Select the following link at: **Inbox** - > **Download Correspondence** - > **For Online Submissions**



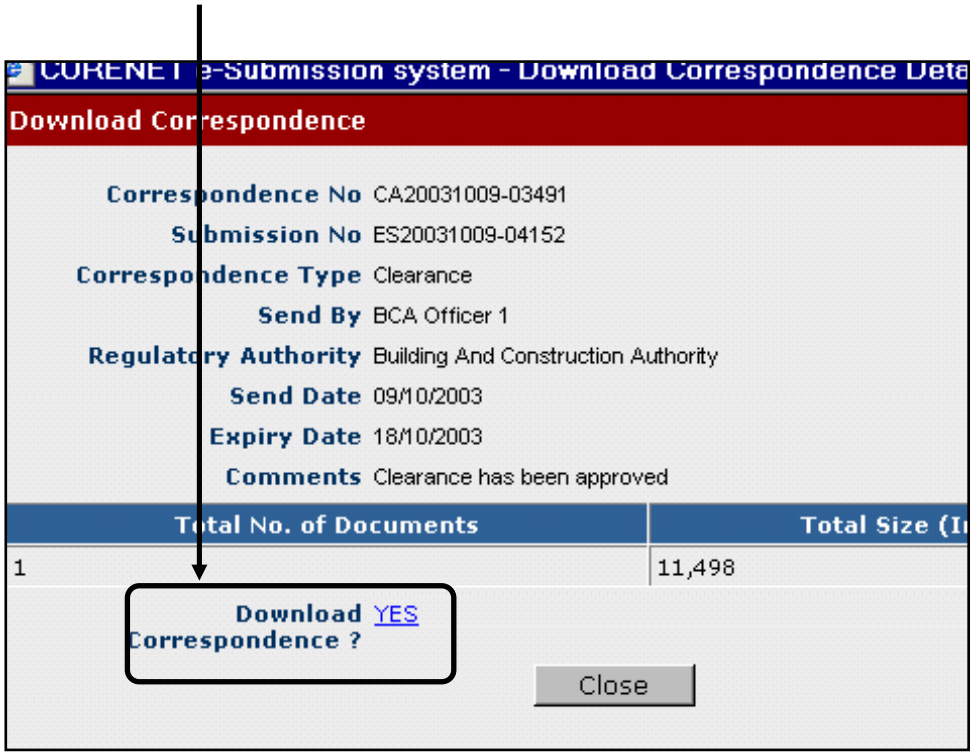
15.4 Click on the **Correspondence Number (CA)** which is sent by the Agency



Notes:

– Always click on the words in blue.

15.5 Click on the **YES** button to download the file.



Notes:

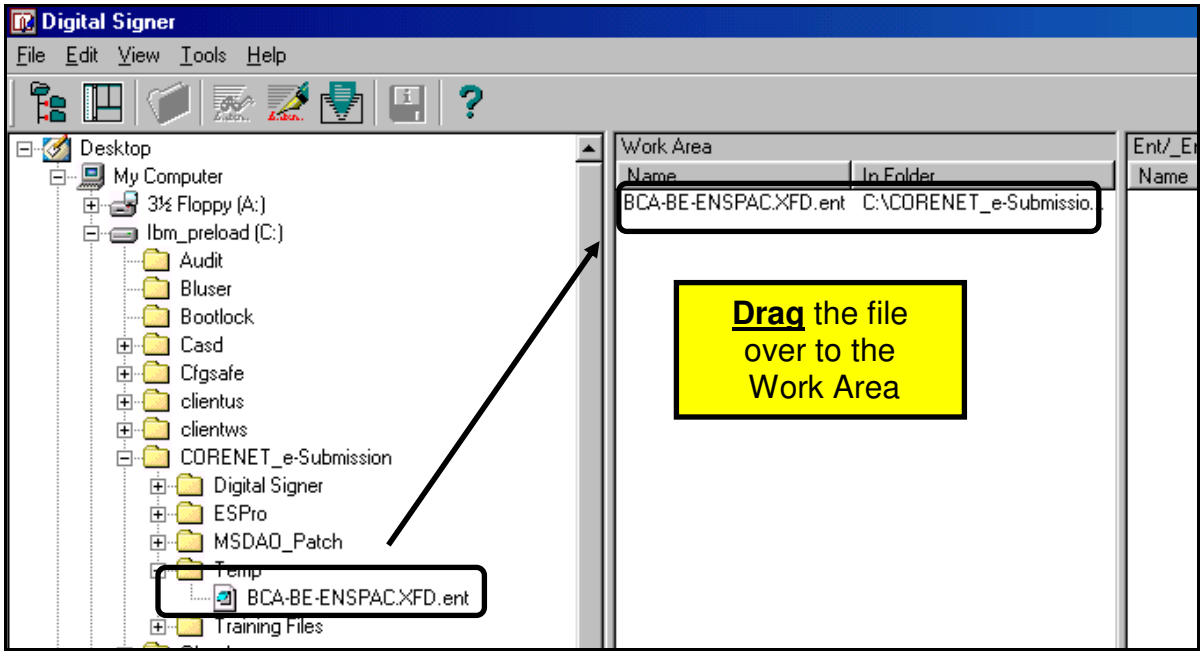
- The correspondence will be downloaded as a ZIP file.
- Please refer to Section 16 “Extracting Of Signed Document From Agencies” on extraction of the Correspondences from Agencies.
- Correspondence packages will only be available for 3-4 working days. Thereafter, please refer to Section 24 ”Downloading Of Submitted Documents / Correspondence” for an alternative method of downloading correspondences.

16. Digital Signer: Extracting of Signed Document From Agencies

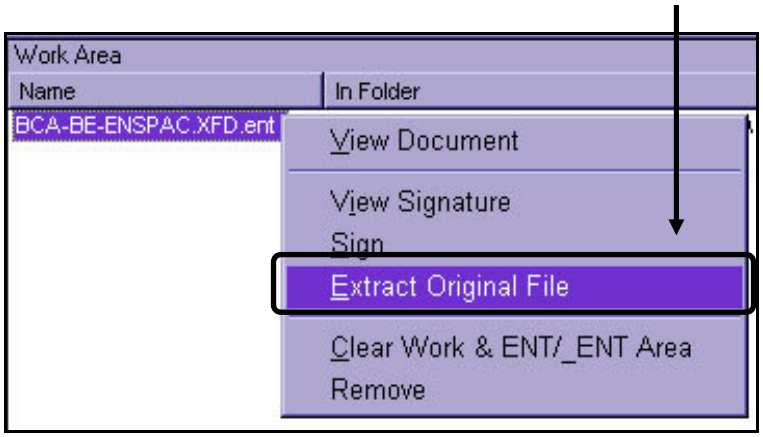
16.1 Launch the Digital Signer Application



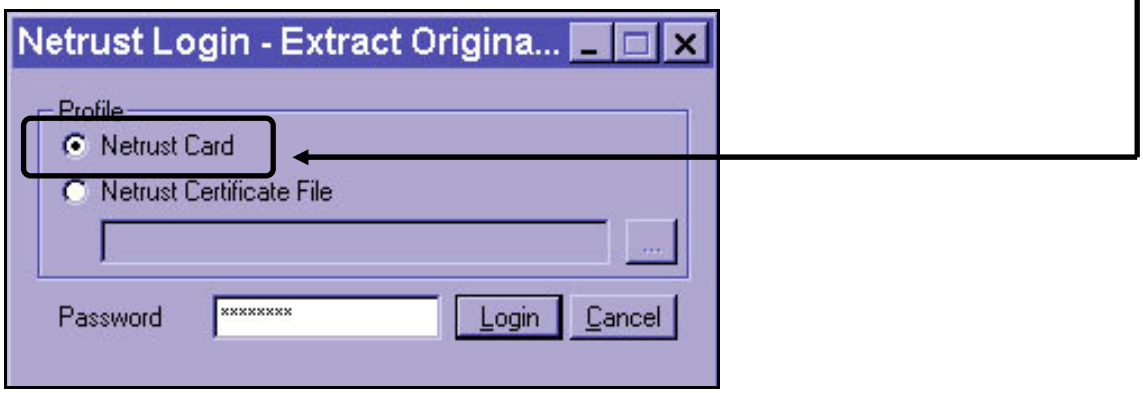
16.2 Locate the **.ent** file downloaded at File Explorer Area by double clicking on the file name or drag and drop the files to Work Area.



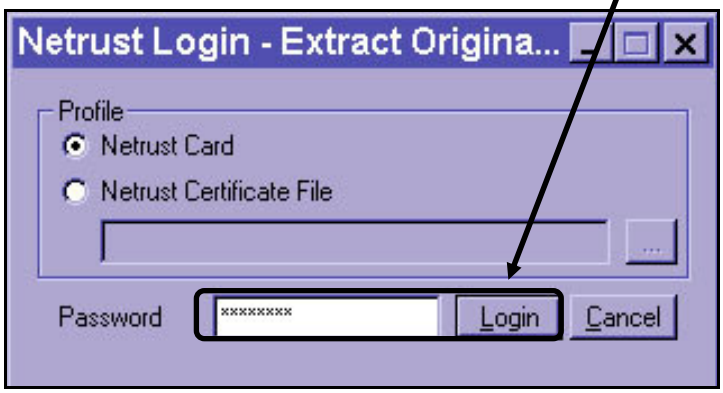
16.3 Right click on the .ent file and select **Extract Original File** to unsign the file.



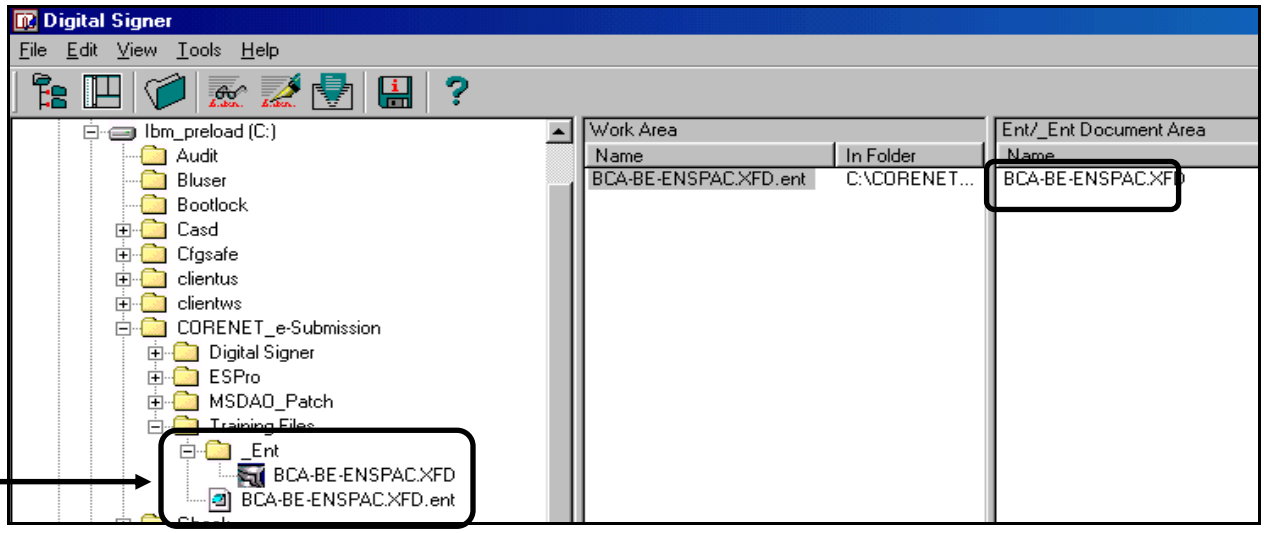
16.4 Insert your Netrust card into the card-reader and click on the radio-button for *Netrust Card* at the Login screen.



16.5 Enter your Netrust Card password in the **Password** text-box and click on the **Login** button.



16.6 The original file (i.e., before the file was digitally signed) will be extracted and placed at sub-folder ***_ENT*** within the folder that contains the digitally signed file.

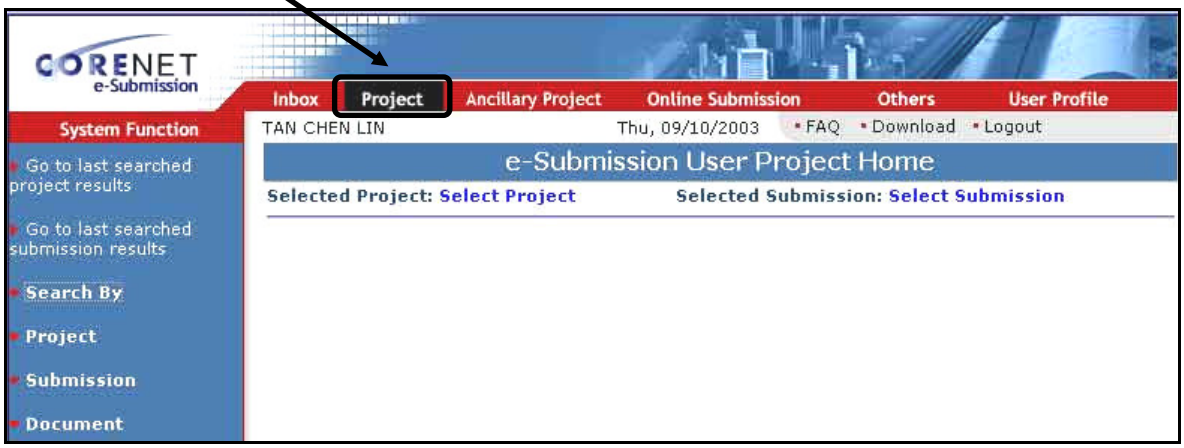


16.7 In this example, the selected file is located in the folder <**C:\CORENET_e-submission\Training Files**>

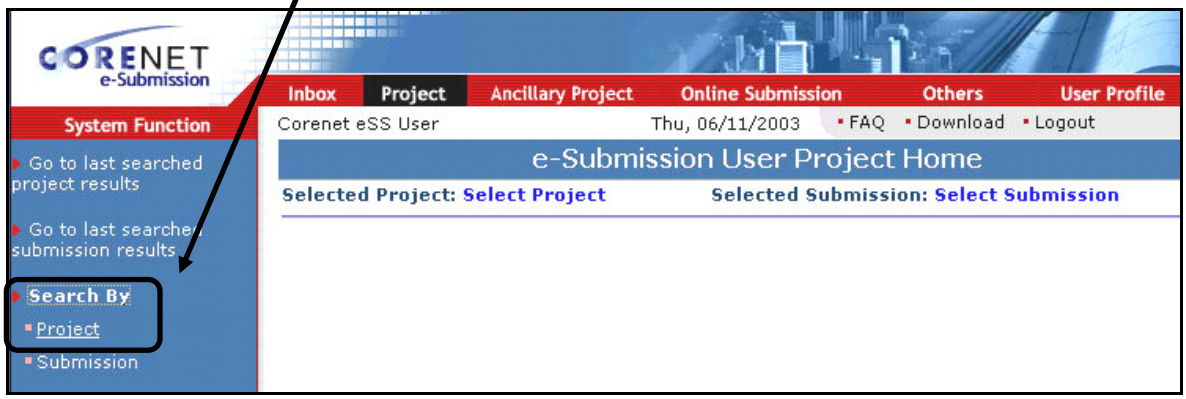
16.8 Launch the extracted document(s) by launching it from <**C:\CORENET_e-submission\Training Files_Ent**>

17. Online: Searching for Project Profile

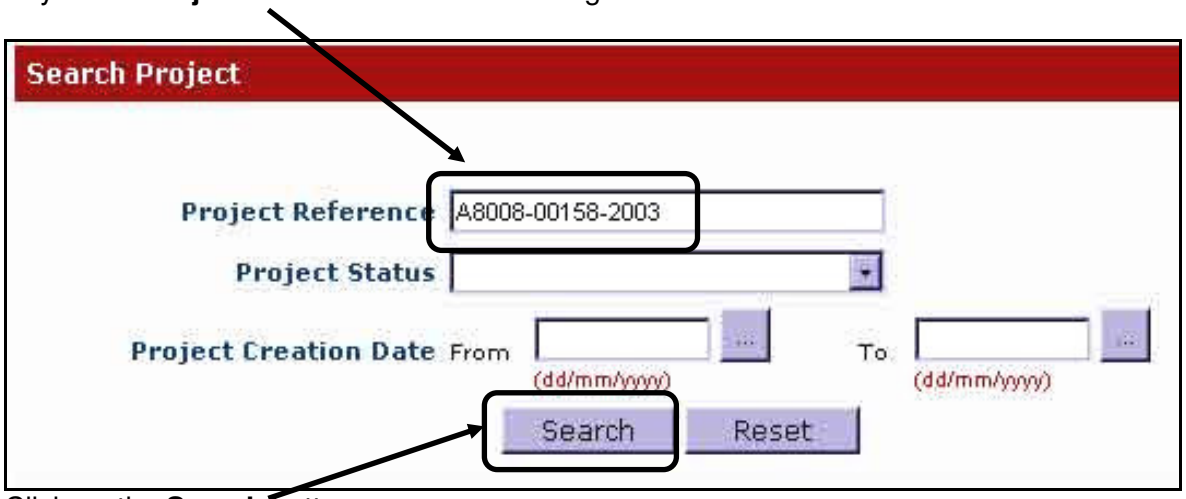
17.1 Click on the **Project** tab



17.2 Select **Search By - > Project** on the left menu



17.3 Key in the **Project Reference Number** to begin the search

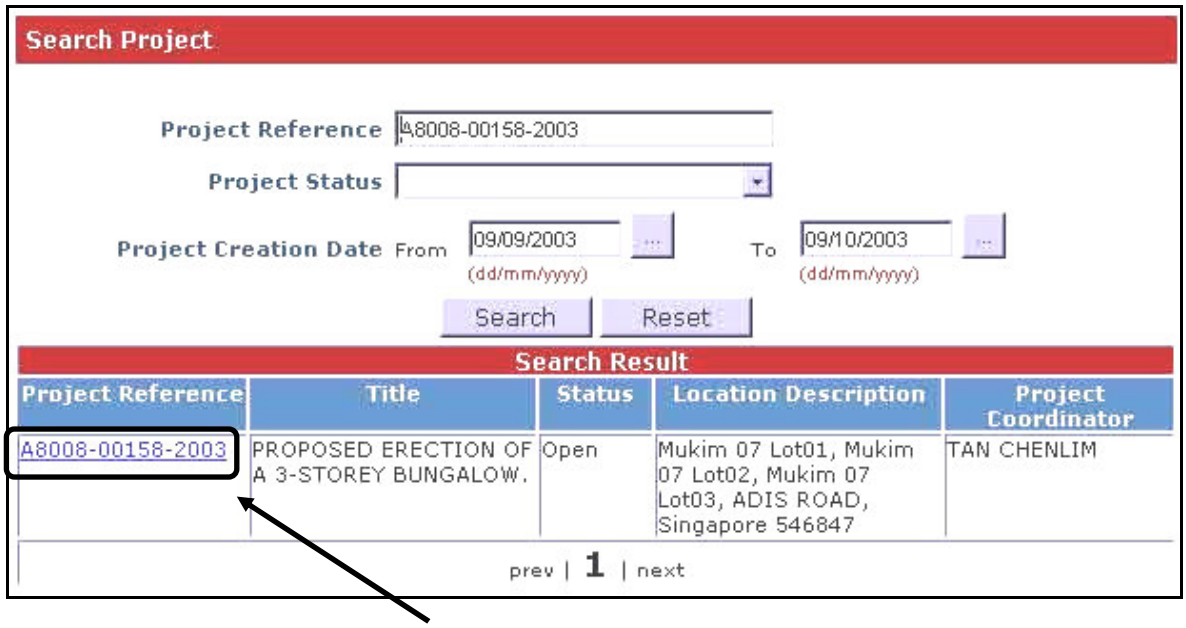


17.4 Click on the **Search** button.

Notes:

– Clear the dates for the "Project Creation Date From" and "Project Creation Date To" if you are unsure when the project was created.

17.5 The search result is as shown below.



17.6 Select the relevant **Project Reference link** which you want to view

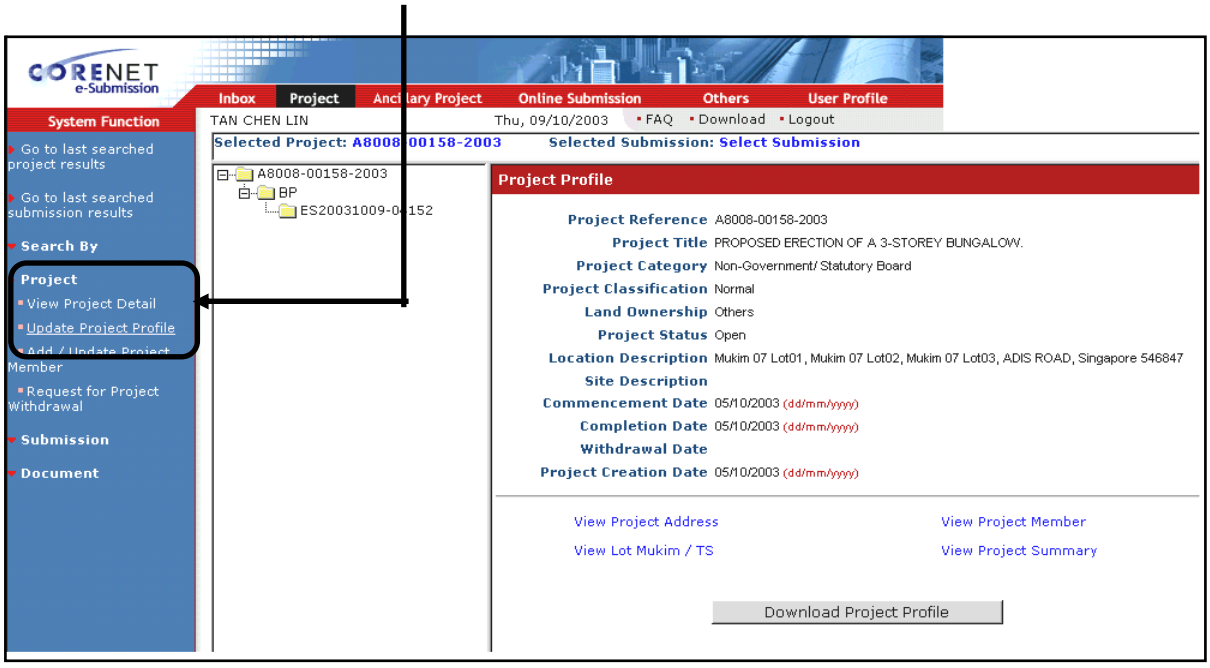
Notes:

– Always click on the words lighted in blue.
– Online: Amending Project Information.
– Online: Adding Of Project Member.
– Online: Updating Of Project Member's Information
– Online: Removing Of Project Member
– Online: Withdrawing Of Project From Corenet E-Submission Server

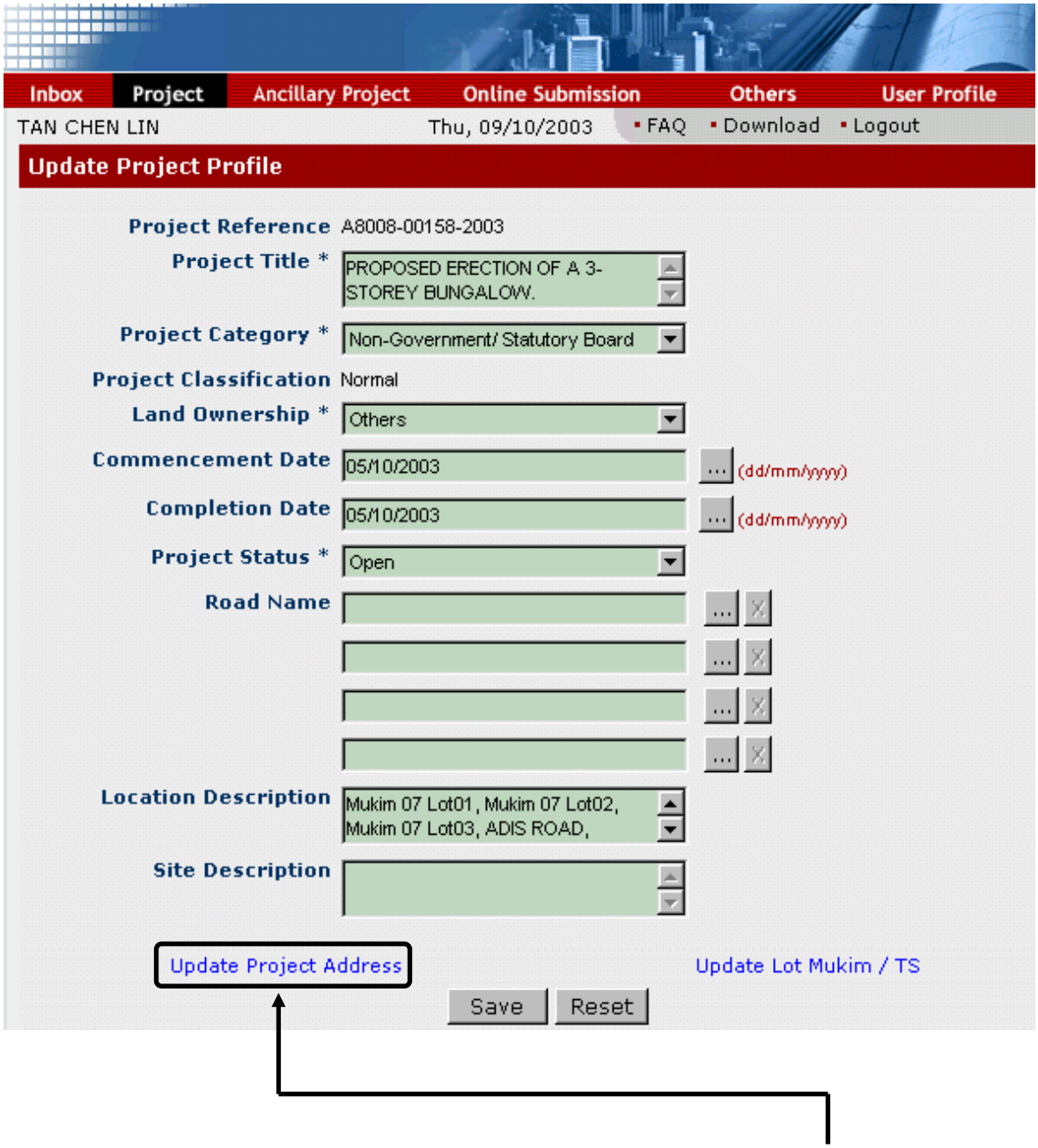
18. Online: Amending Project Information

18.1 Search for the project using steps shown in Section 17: Searching For Project Profile.

18.2 Select **Project** - > **Update Project Profile** on the left-hand Navigation Bar.

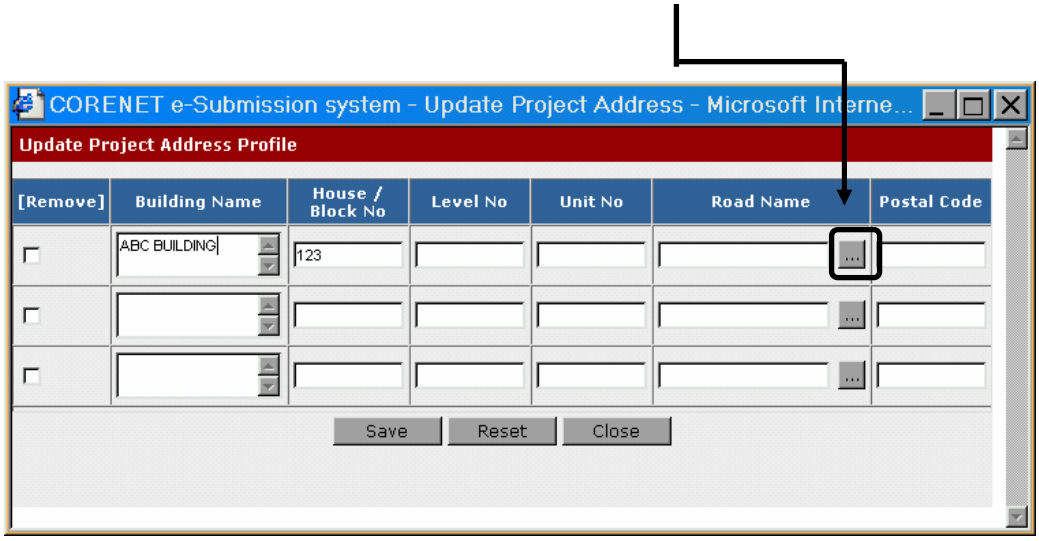


18.3 Make the **relevant changes** to the Project Profile.

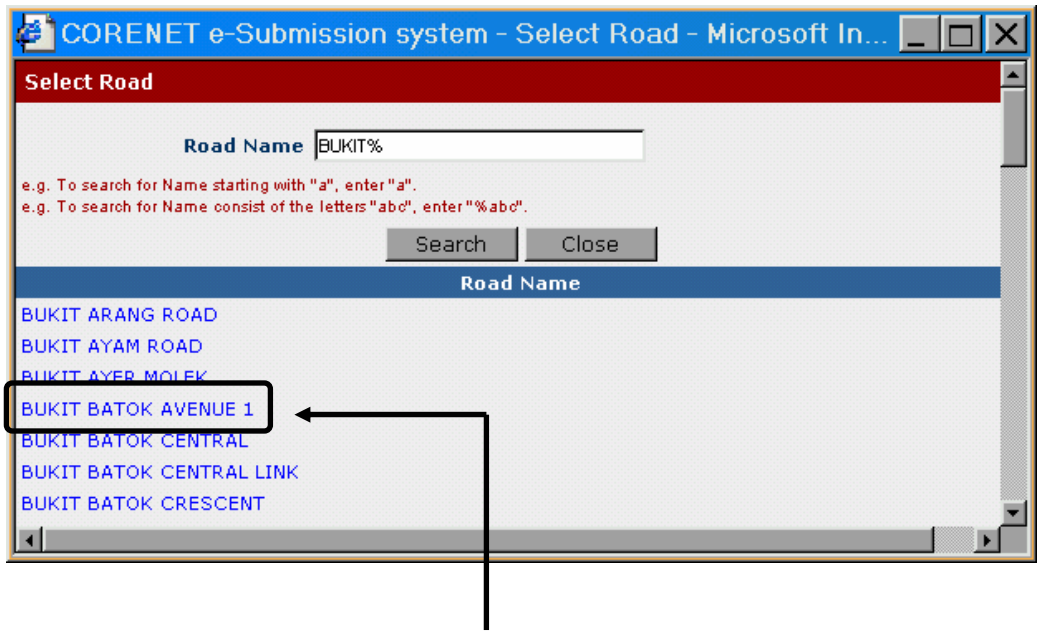


18.4 For changes pertaining to Project Address, click on the "**Update Project Address**" link.

18.5 To make changes for the road name, click on the "…" button.

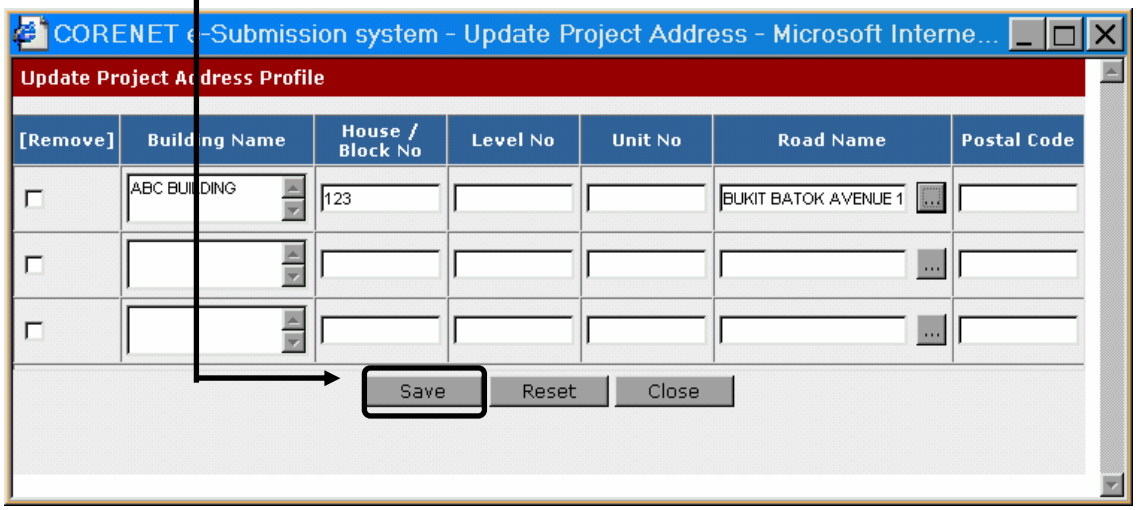


18.6 Type in the road name and click on the "**Search**" button.

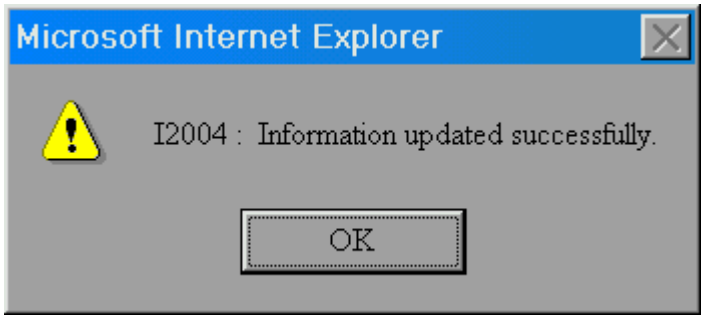


18.7 Click on the desired road name **lighted in blue**.

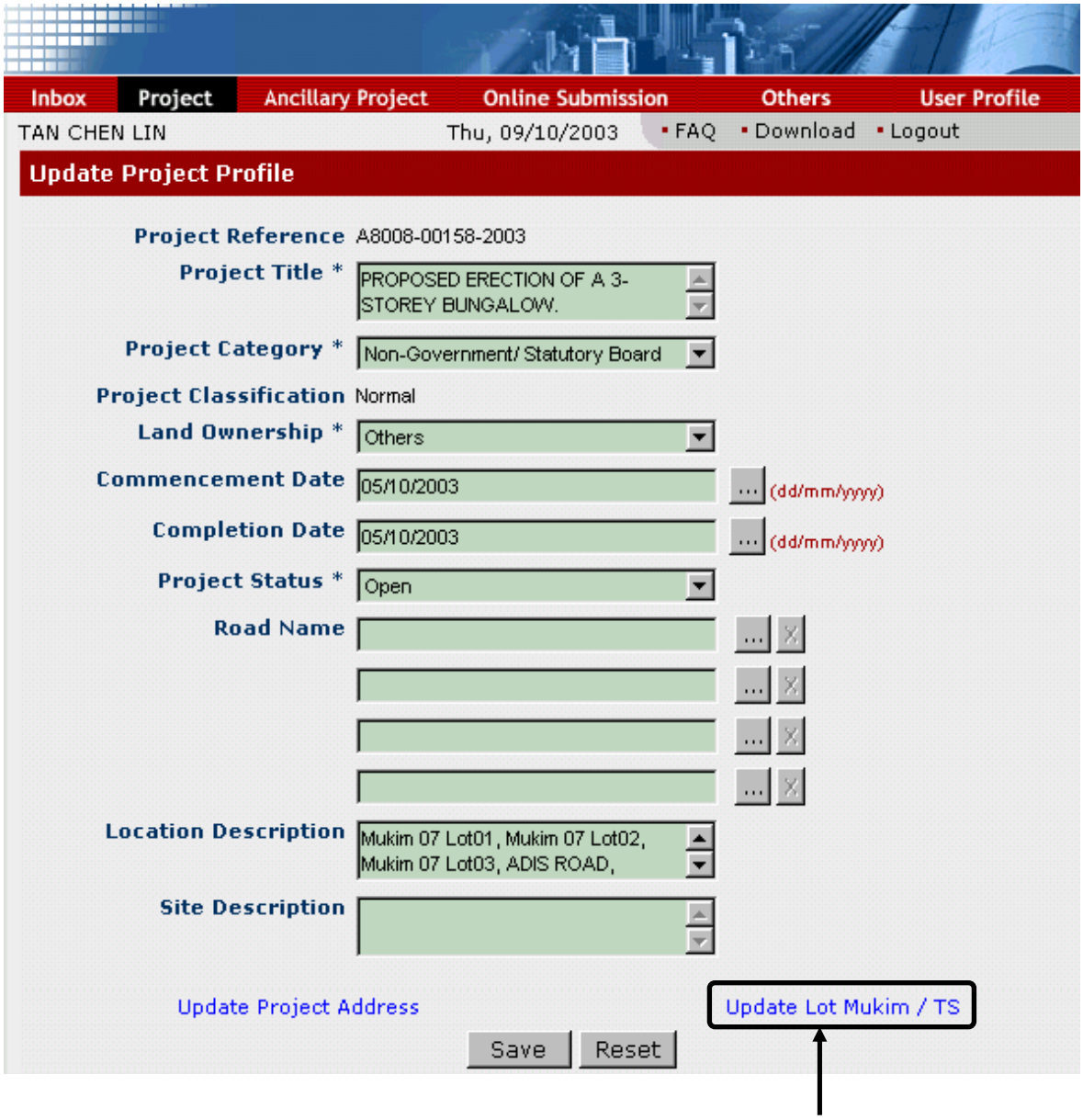
18.8 Click on the "**Save**" button to save your changes.



18.9 Upon confirmation, the following dialog box will appear.

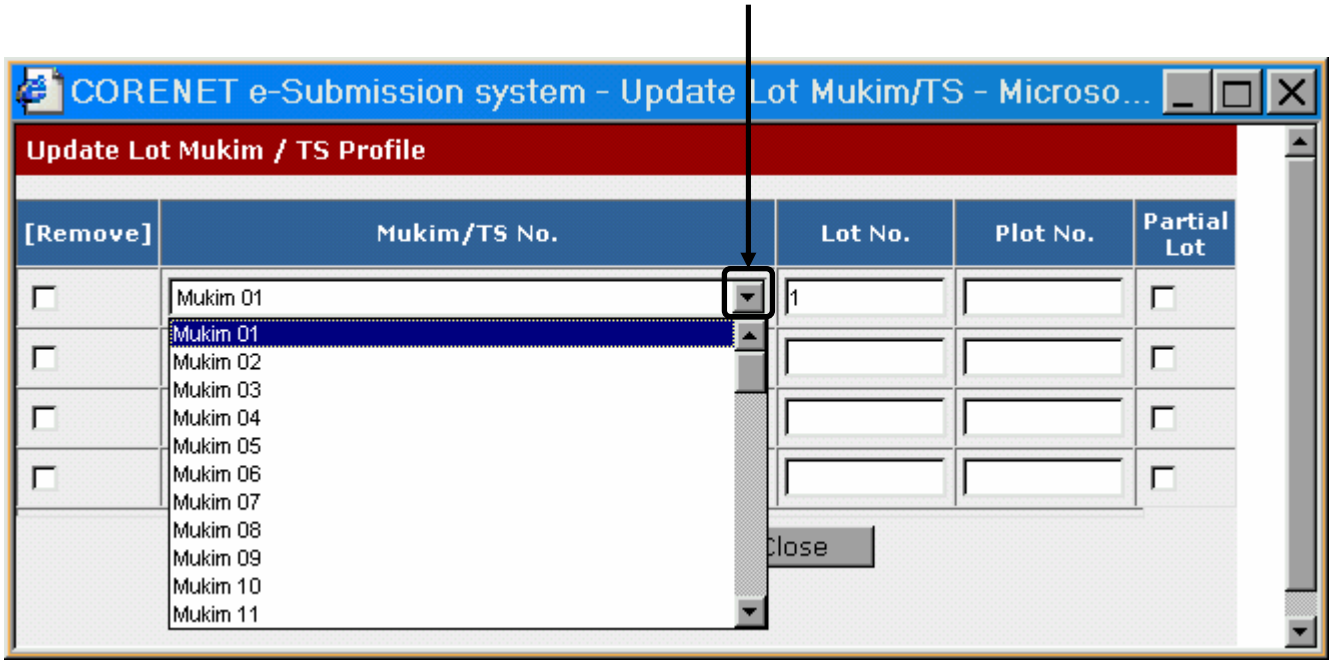


18.10 Make the **relevant changes** to the Project Profile.

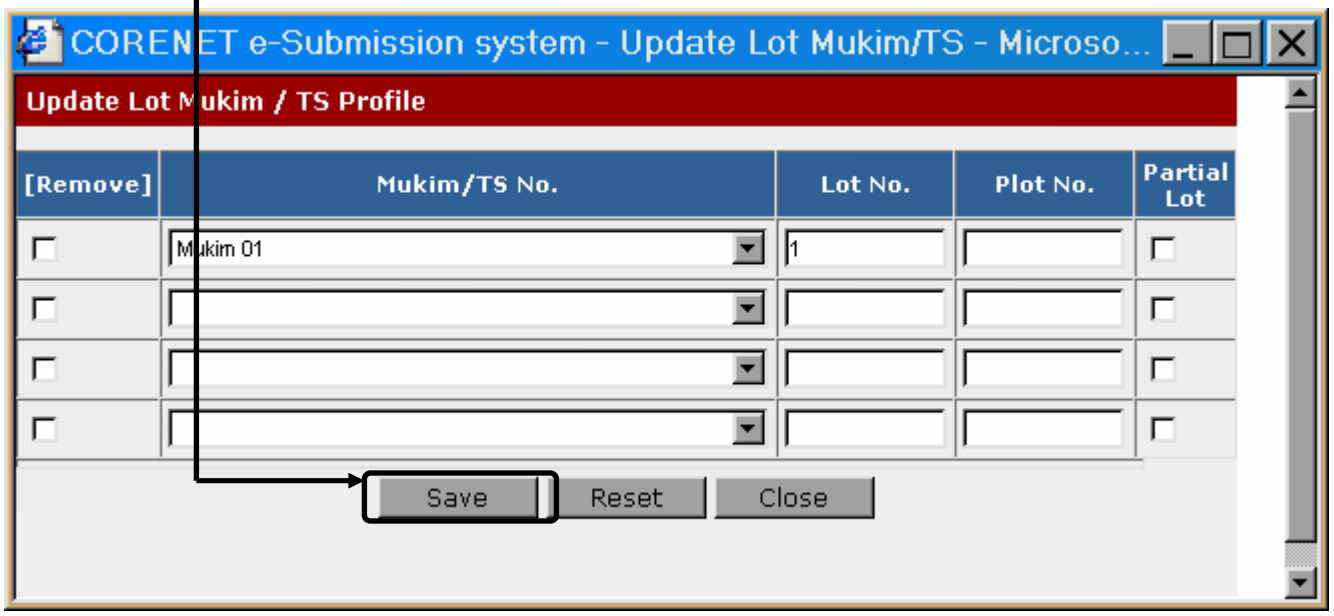


18.11 For changes pertaining to Mukim/Lot number, click on the "**Update Lot Mukim/TS**" link.

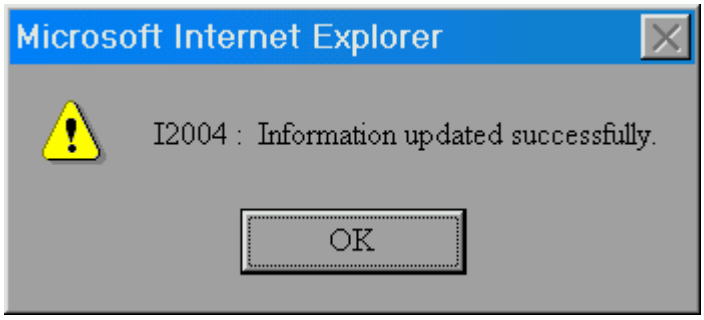
18.12 Select the desired Mukim/TS Number by clicking on the "▼" button.



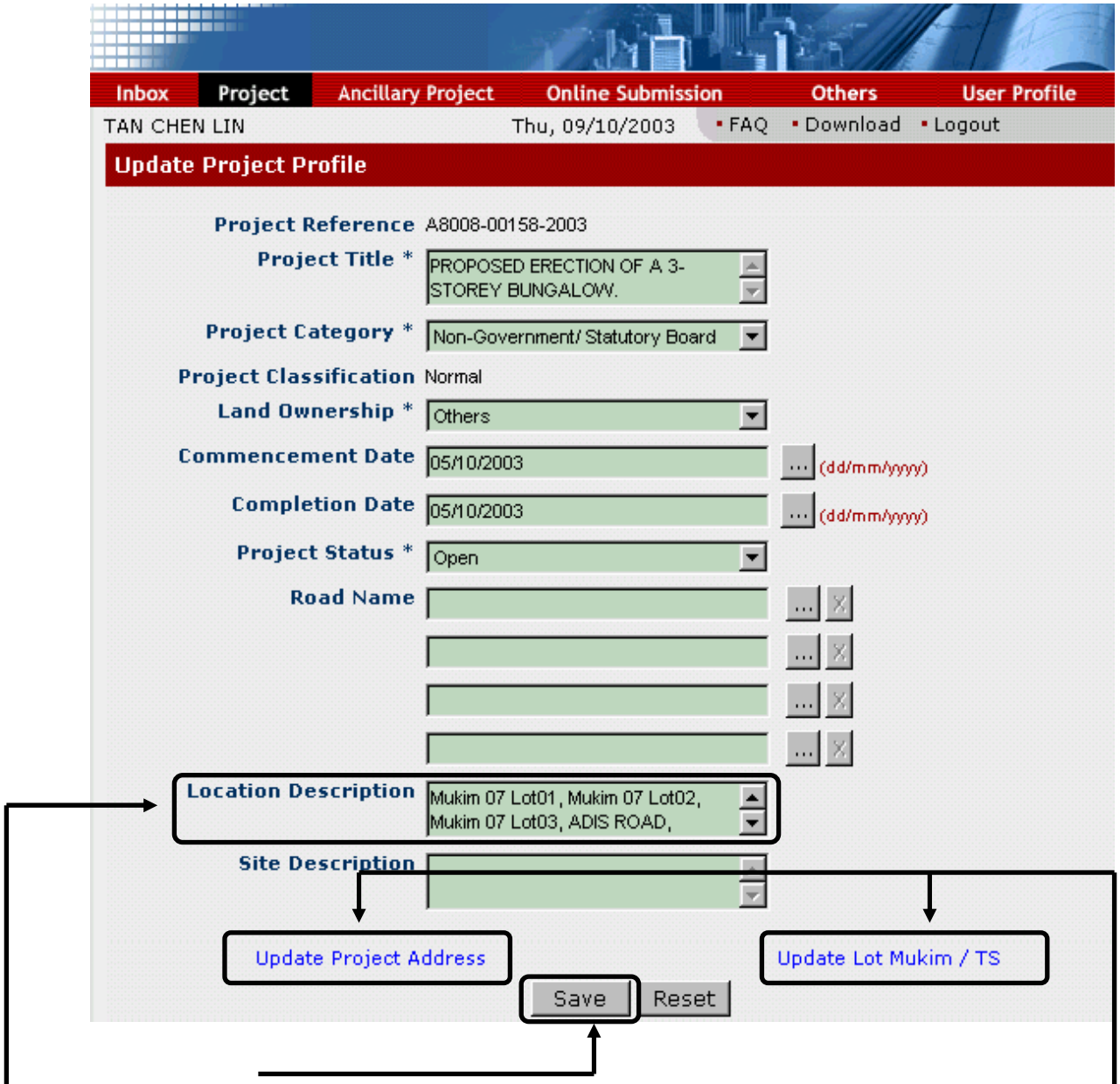
18.13 Click on the "**Save**" button to save your changes.



18.14 Upon confirmation, the following dialog box will appear.



18.15 Make the **relevant changes** to the Project Profile.



18.16 Click on the **Save** button to proceed to save the information.

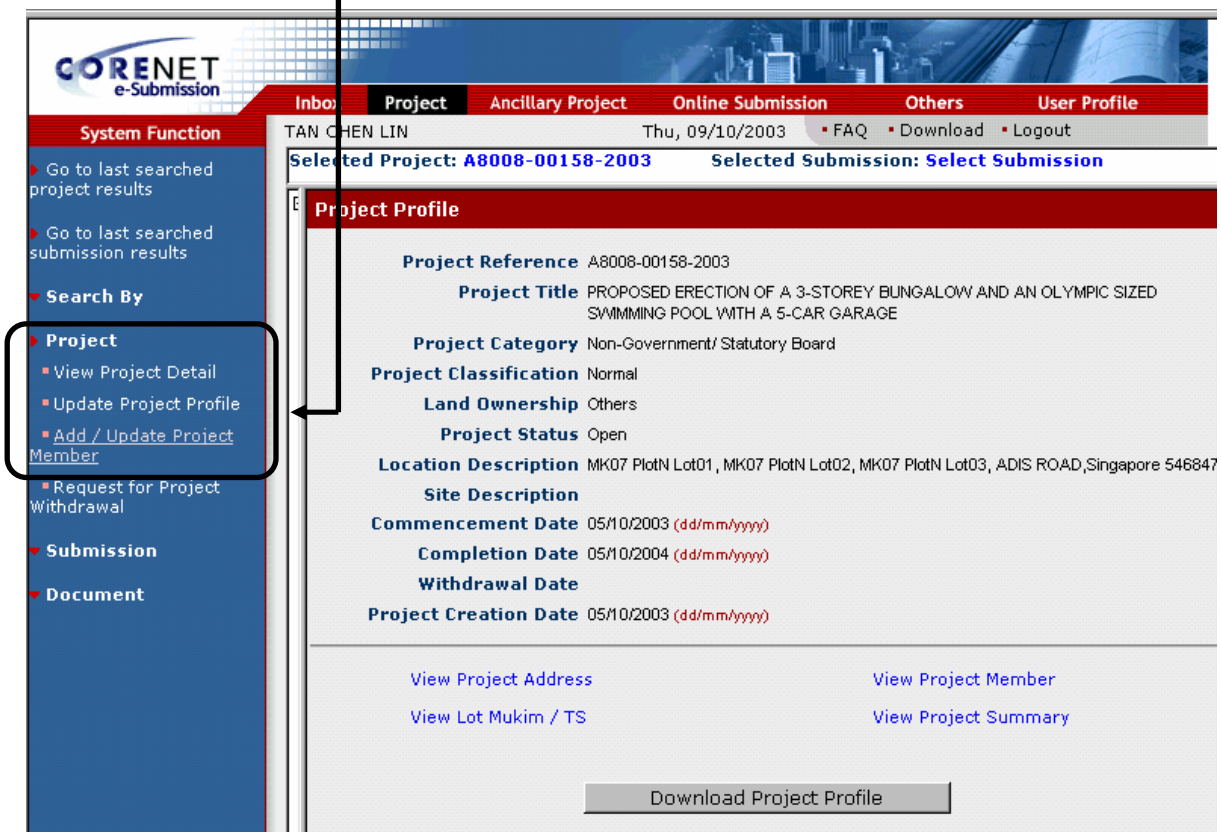
Notes:

– "Location Description" details are information gathered from **Project Address** and **Mukim** / **TS.**

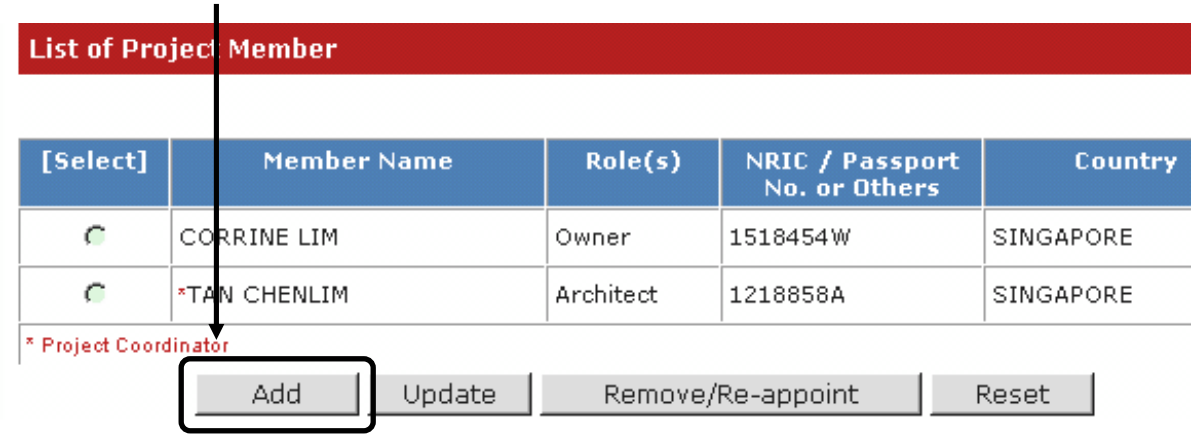
19. Online: Adding of Project Member

19.1 Search for the project using steps shown in Section 17.

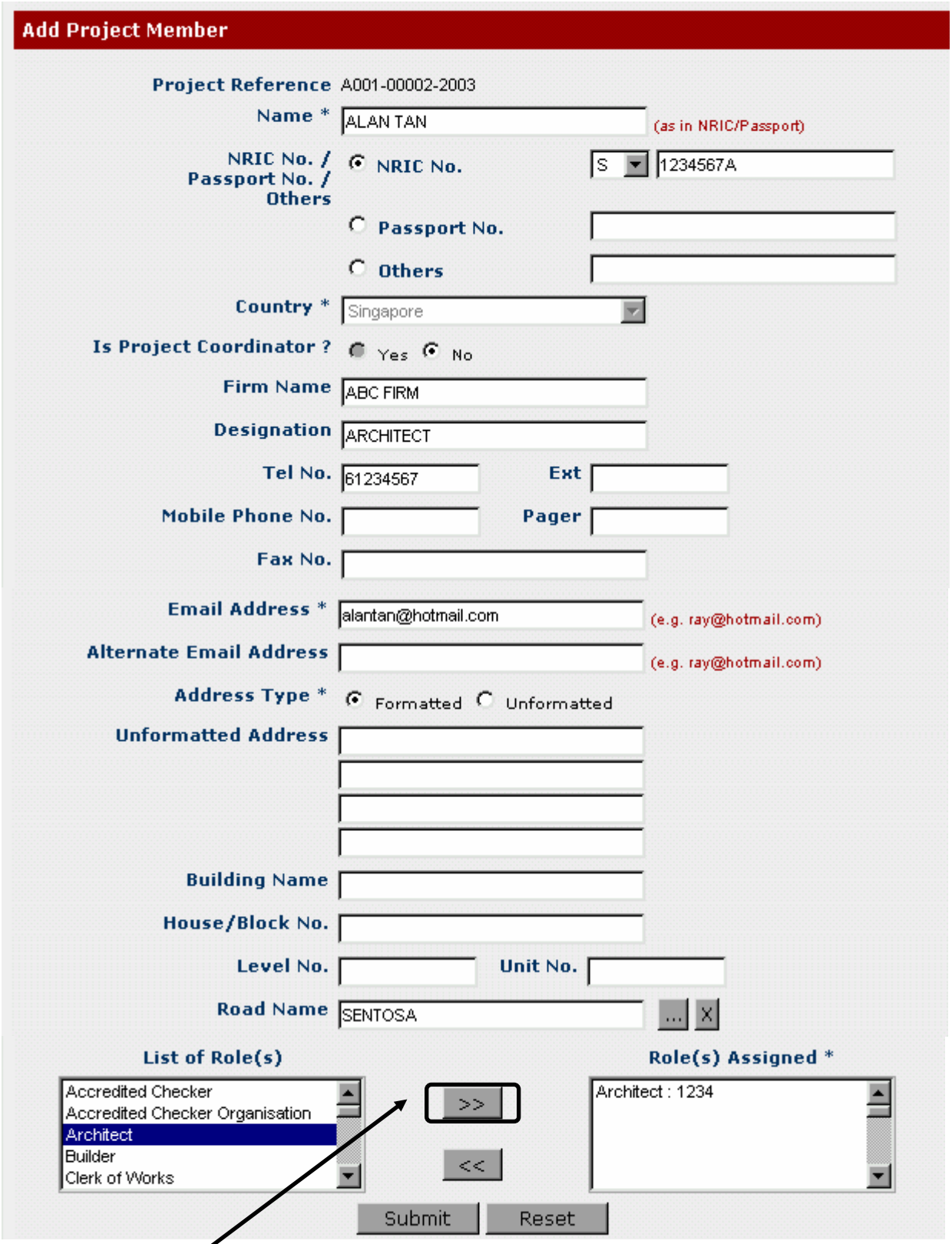
19.2 Select **Project** - > **Add/Update Project Member**



19.3 Click on the "**Add**" button to add new members into the project team.

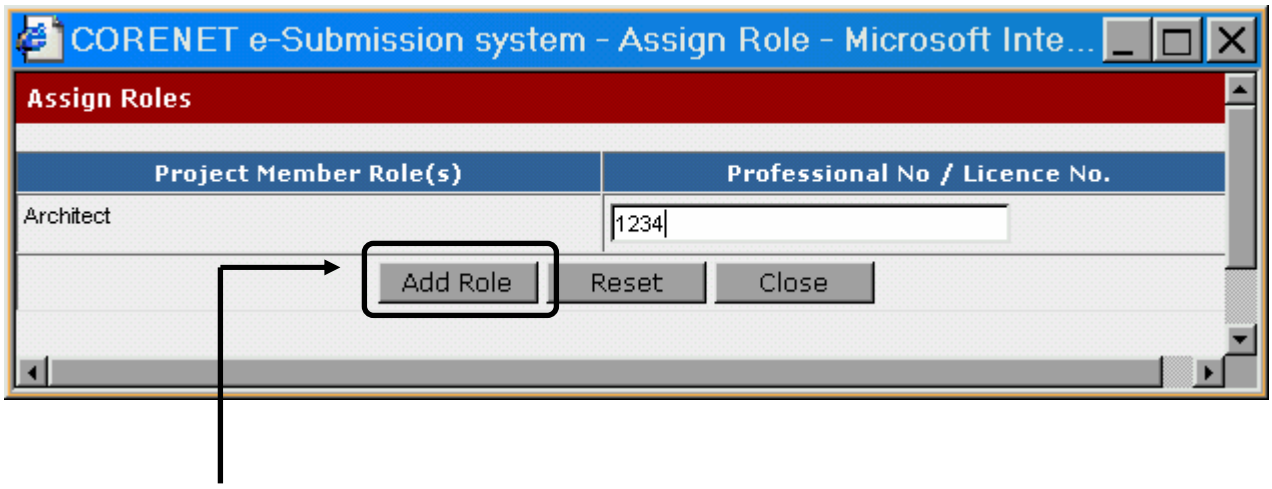


19.4 Fill in the required information for the new project member.

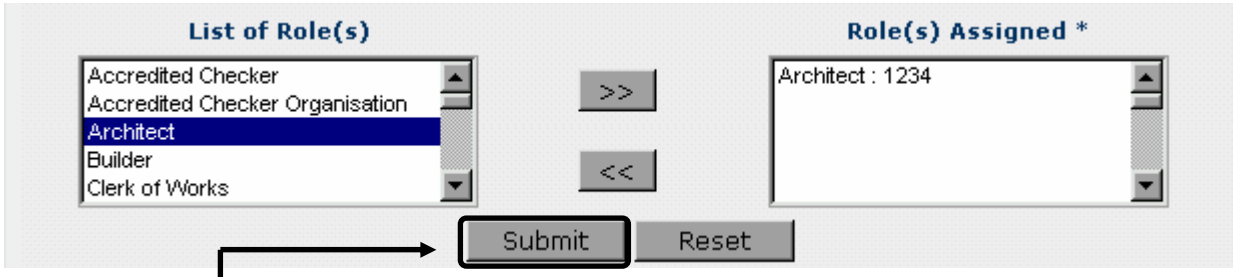


19.5 Click on the "" button to add the project member's role.

19.6 For Qualified Person(s), their Professional/License number is required. The following dialog box will appear to enter the neccessary professional number.



19.7 Click on the "**Add Role**" button.



19.8 Click on the "**Submit**" button to complete the addition of new member.

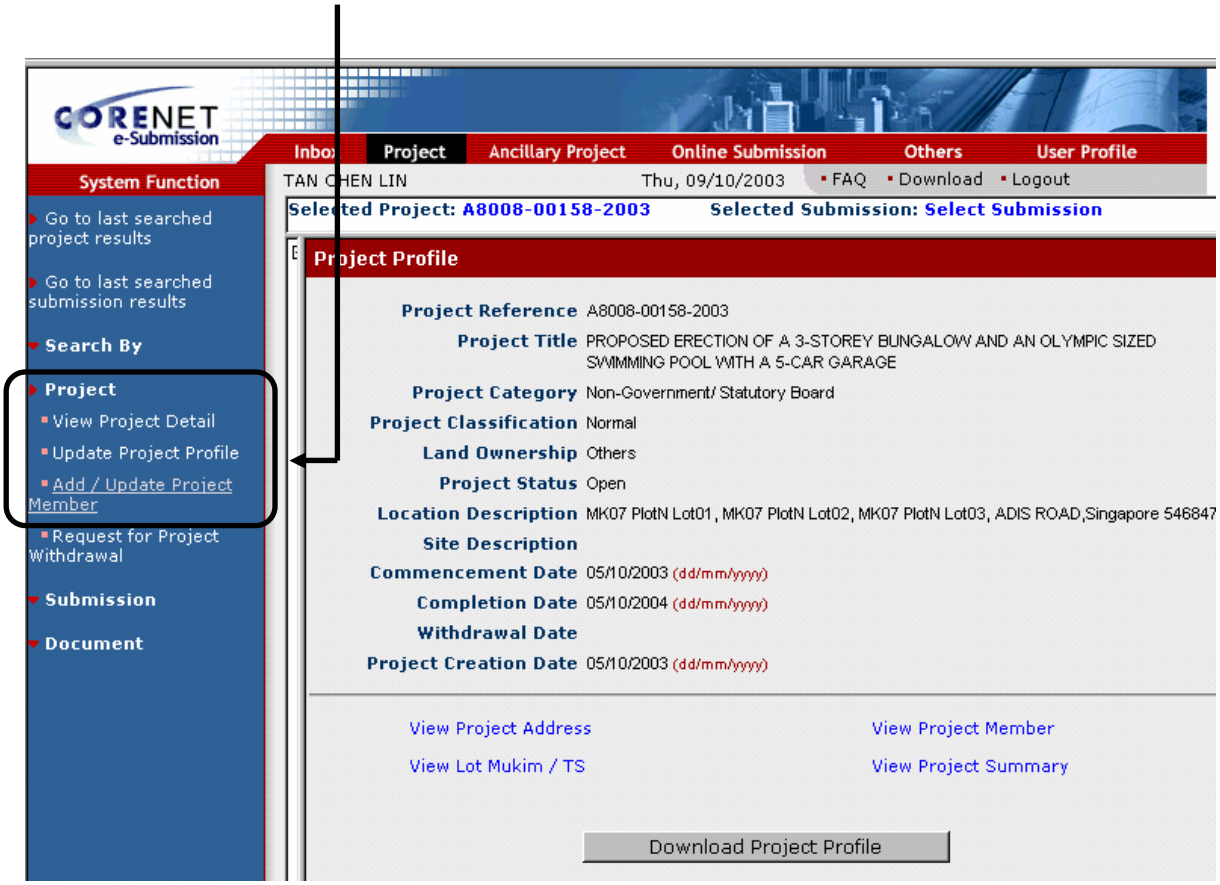
19.9 Upon adding the new project member successfully, the following message will appear.



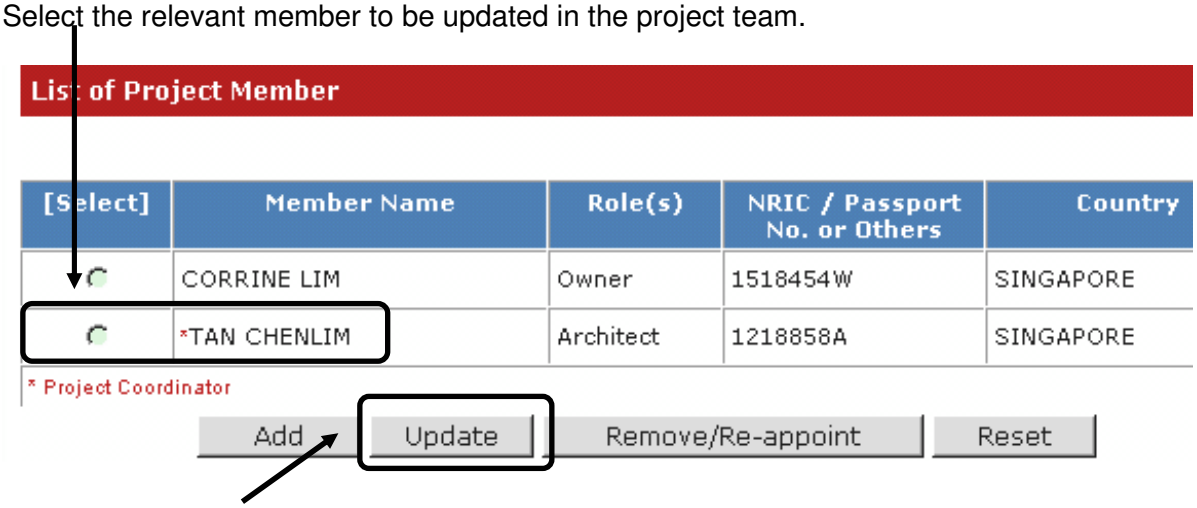
20. Online: Updating of Project Member's Information

20.1 Search for the project using steps shown in Section 17.

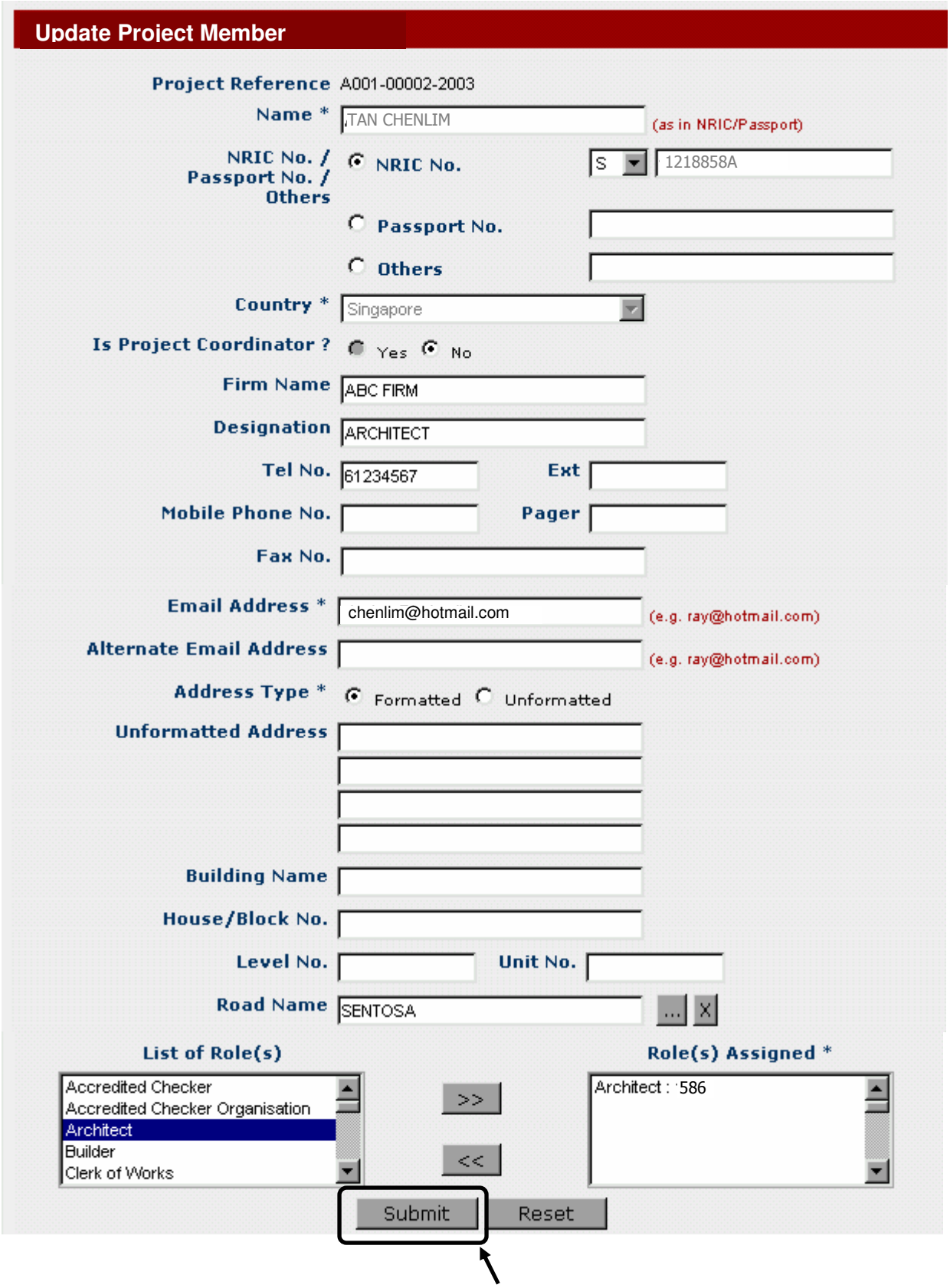
20.2 Select **Project** - > **Add/Update Project Member**



20.3 Select the relevant member to be updated in the project team.



20.4 Click on the "**update**" button.



20.5 Make the necessary changes and click on the "**submit**" button.

20.6 Upon updating the project member successfully, the following message will appear.



21. Online: Removing of Project Member

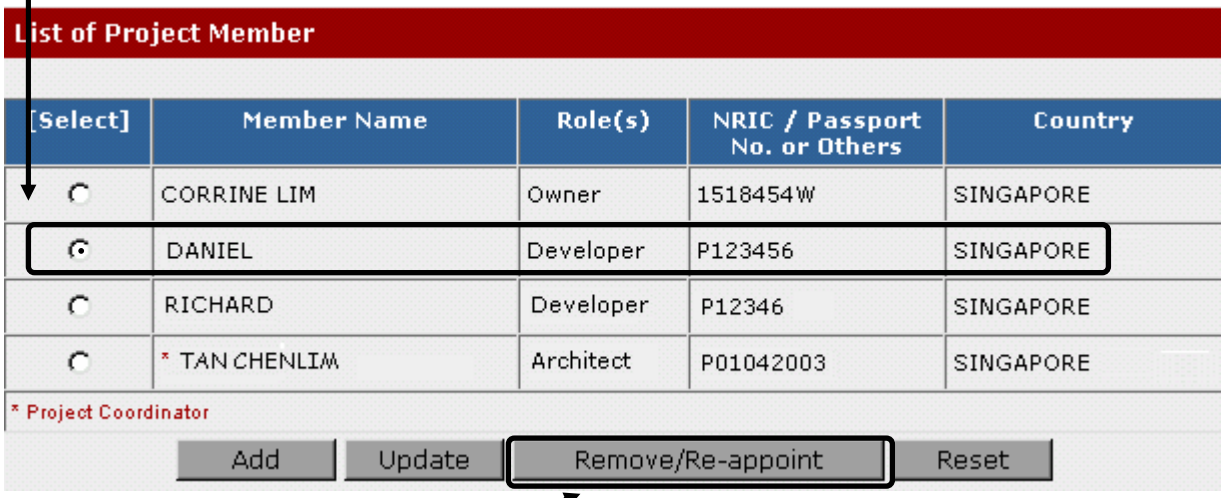
Notes:

- Before a member can be removed/re-appointed, a new member of the same project role must be added first.
- A letter stating the reason of the removal of the project member must be attached.

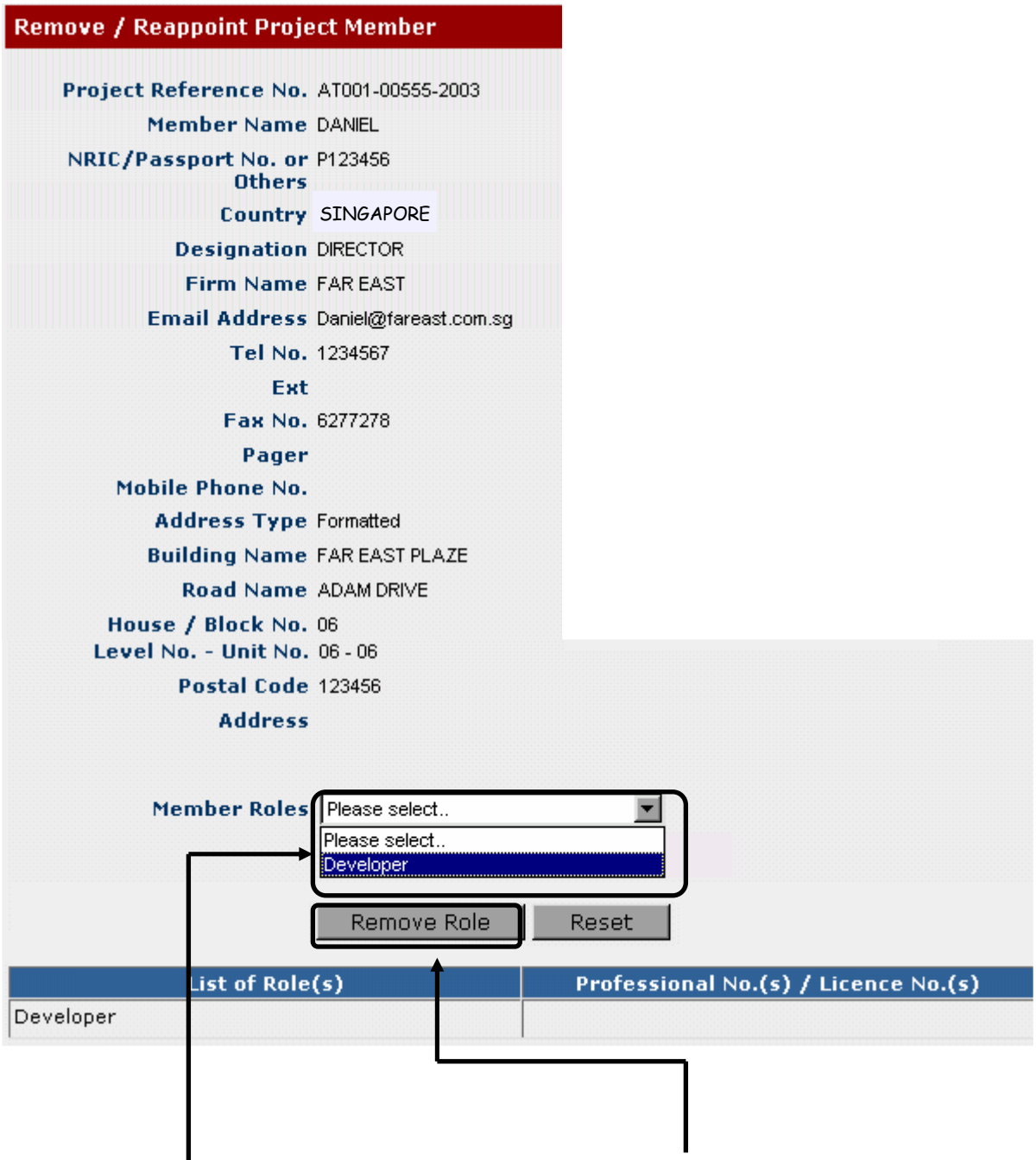
21.1 Search for the project using steps shown in Section 17.

21.2 Add the new project member using steps shown in Section 19.

21.3 **Select** the relevant member to be removed from the project team.

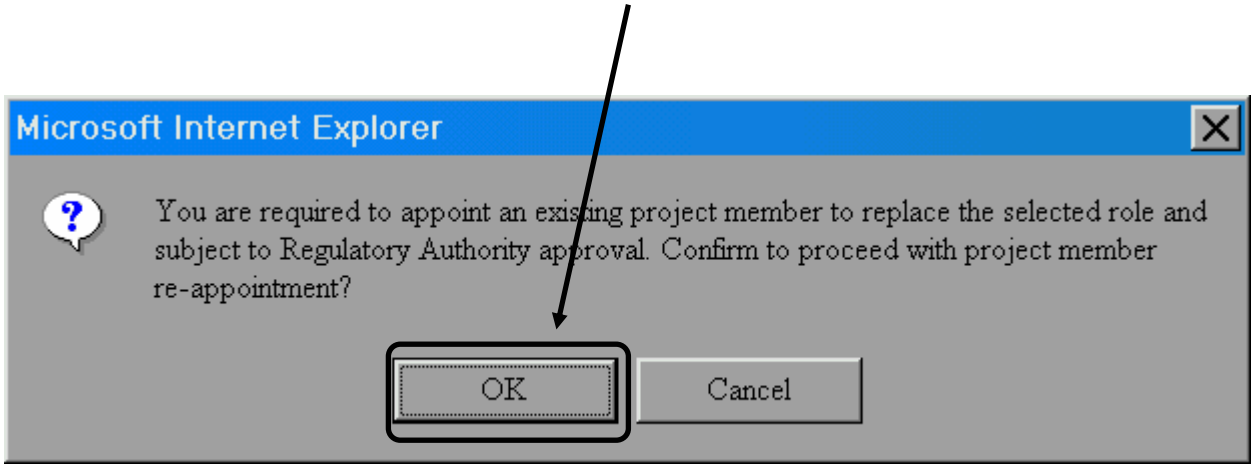


21.4 Click on the "**Remove/Re-appoint**" button.

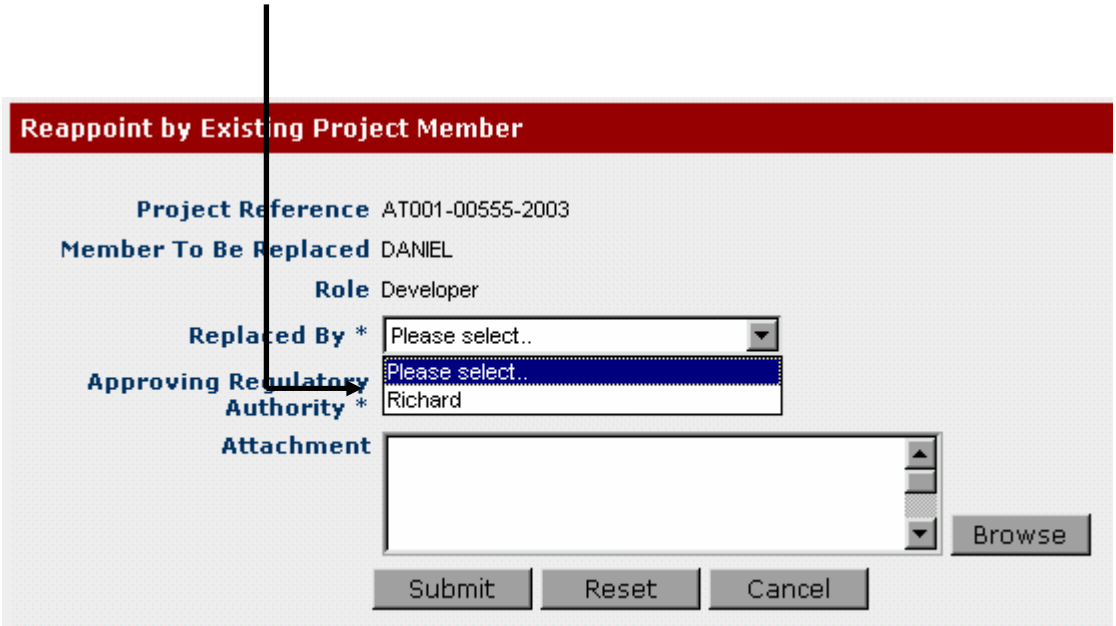


21.5 Select the **project role** to be removed and click on the "**Remove Role**" Button.

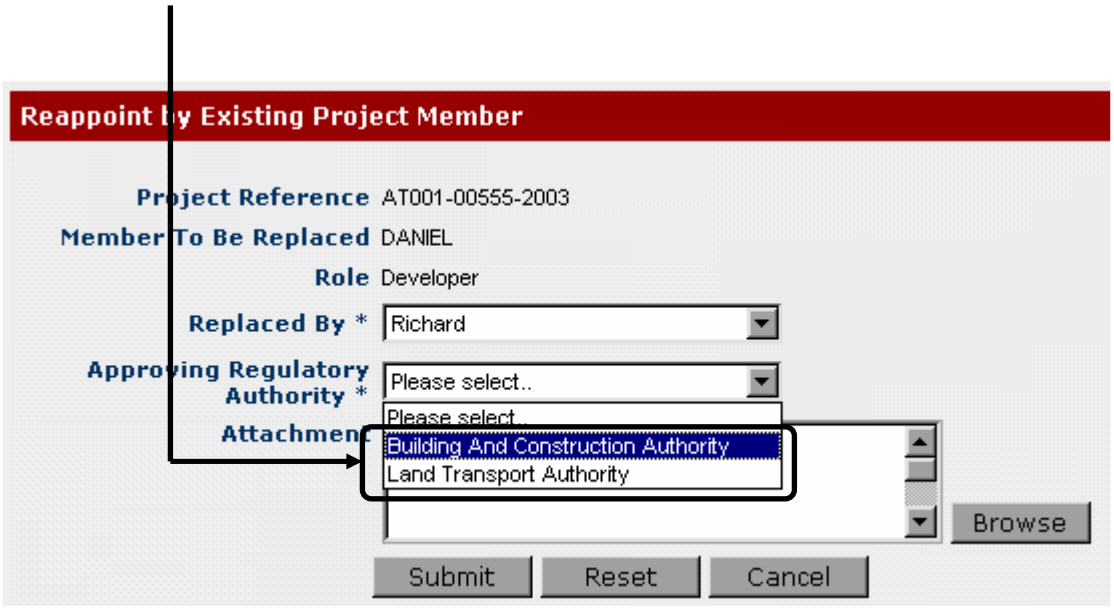
21.6 The following prompt will appear. Click on the "**OK**" button to continue



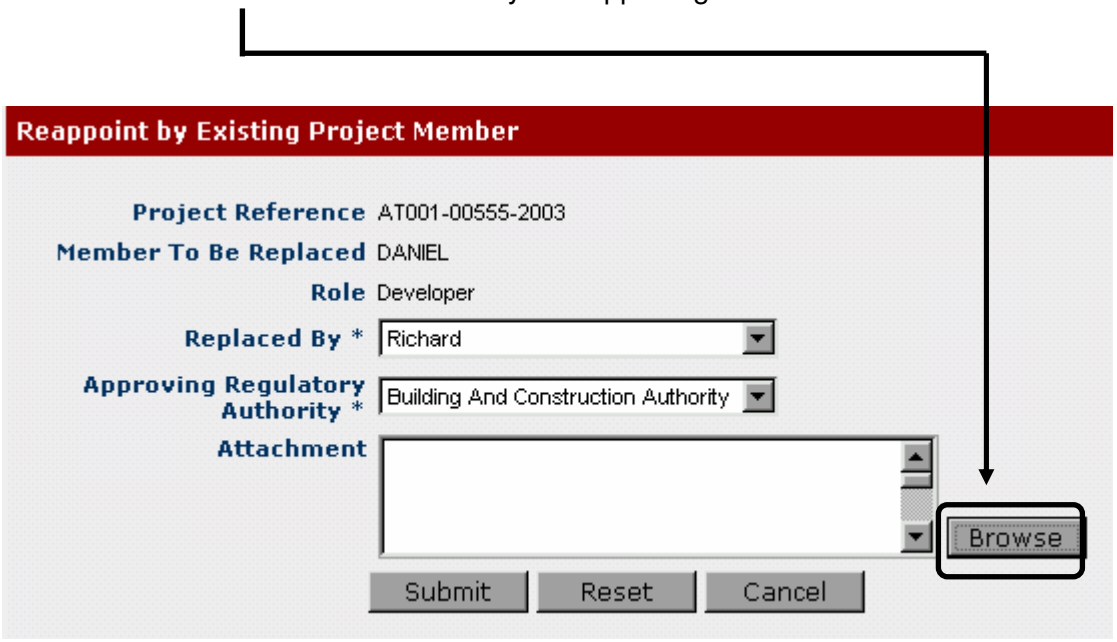
21.7 Select the **incoming project member** to replace the outgoing project member.

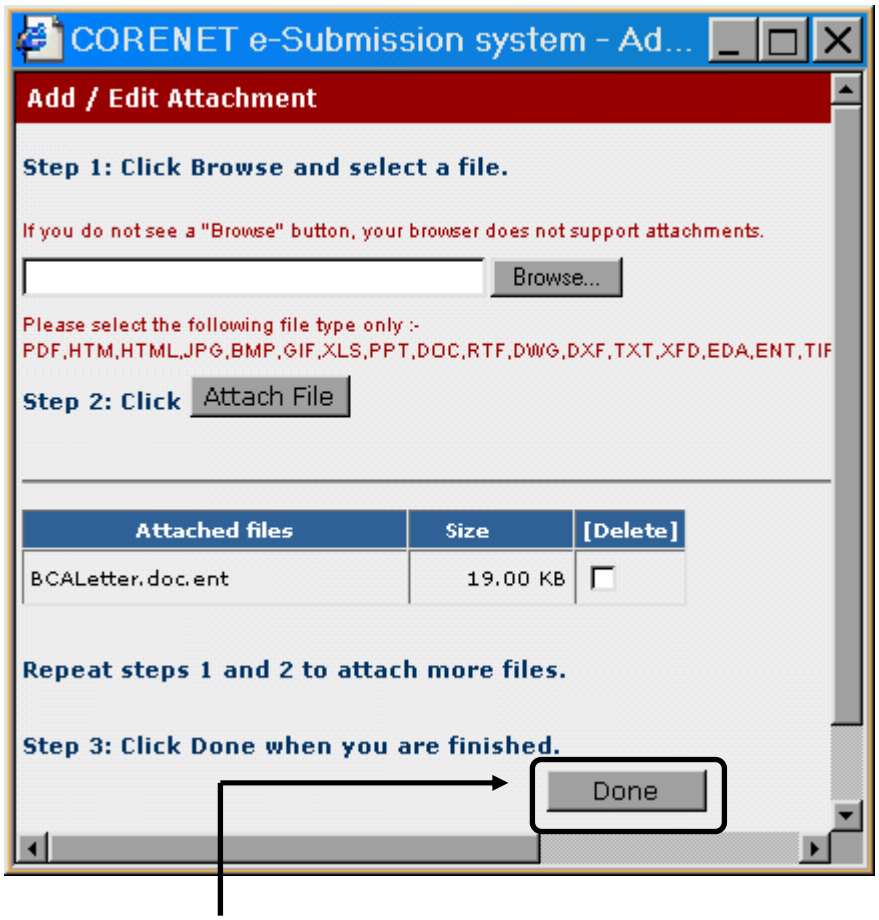


21.8 Select the **relevant regulatory authority**.

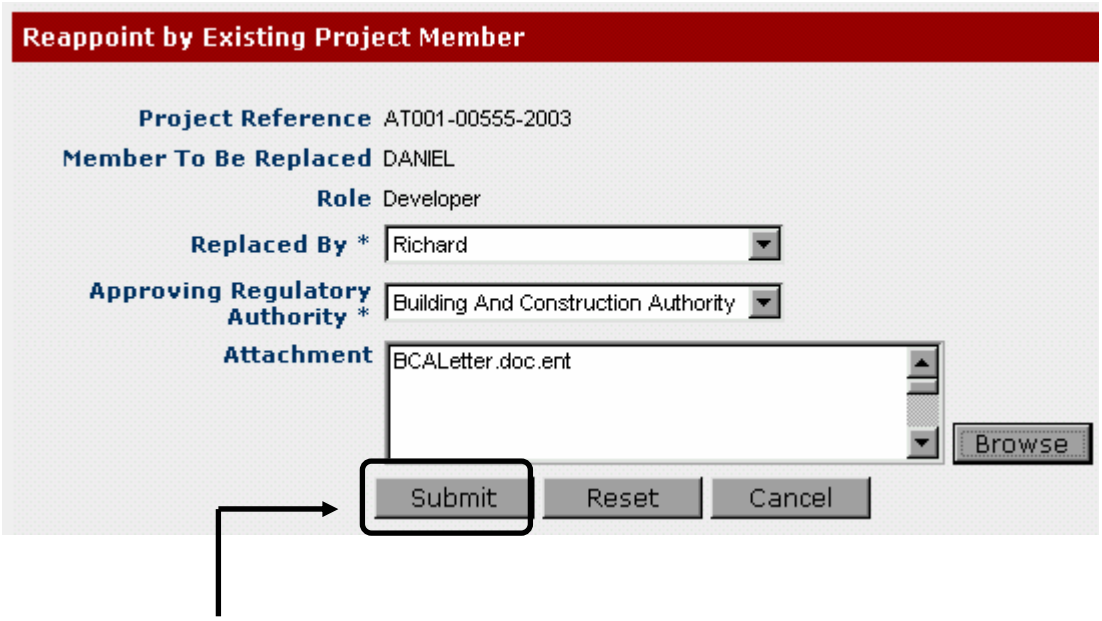


21.9 Click on the "**Browse**" button to attach your supporting documents.



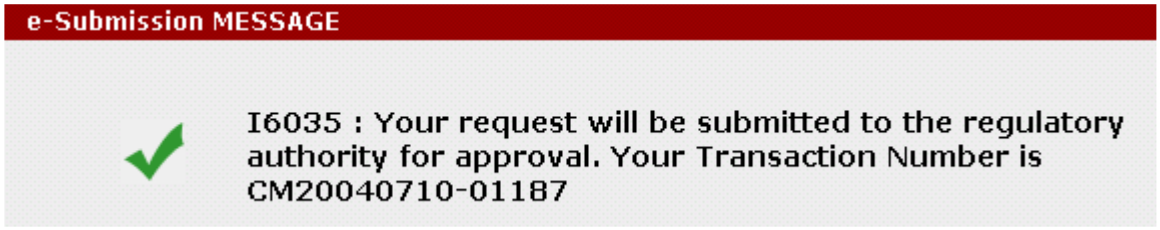


21.10 Click on the "**Done**" button after attaching your supporting documents.



21.11 Click on the "**Submit**" button to complete the replacement of project members.

21.12 The following dialog box will appear.



Notes:

- The Change of Member (CM) number is the transaction number for this change request.
- An email notification will be sent to the project co-ordinator upon successful change request.
- Upon successful change request, update your project profile as shown in Section 22.

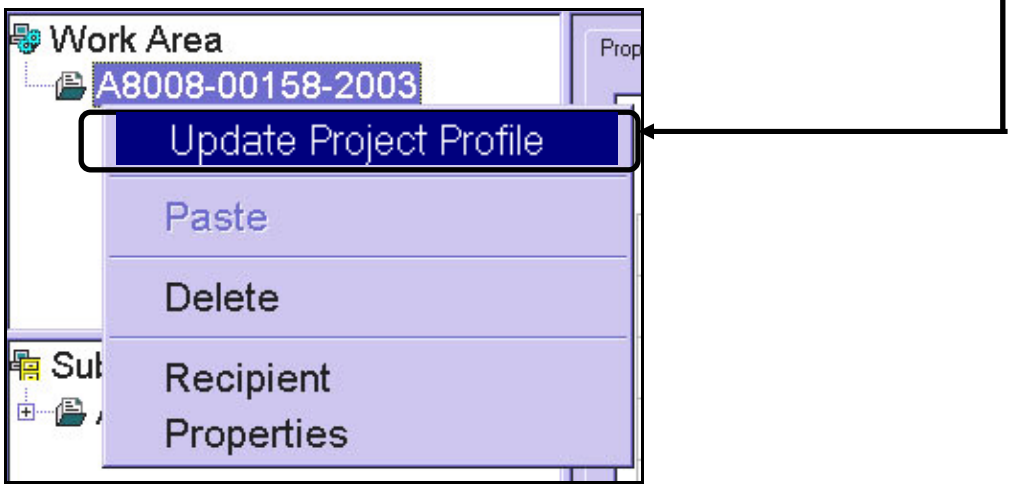
22. ESPro: Reflecting Updated Project Information in ESPro

Notes:

- Please ensure that the changes had been made in Corenet ESS website before proceeding.
- Changes made to the project online will only be reflected after the Project Profile is updated in ESPro.

22.1 After changes have been made online, launch the ESPro Application on your desktop.

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



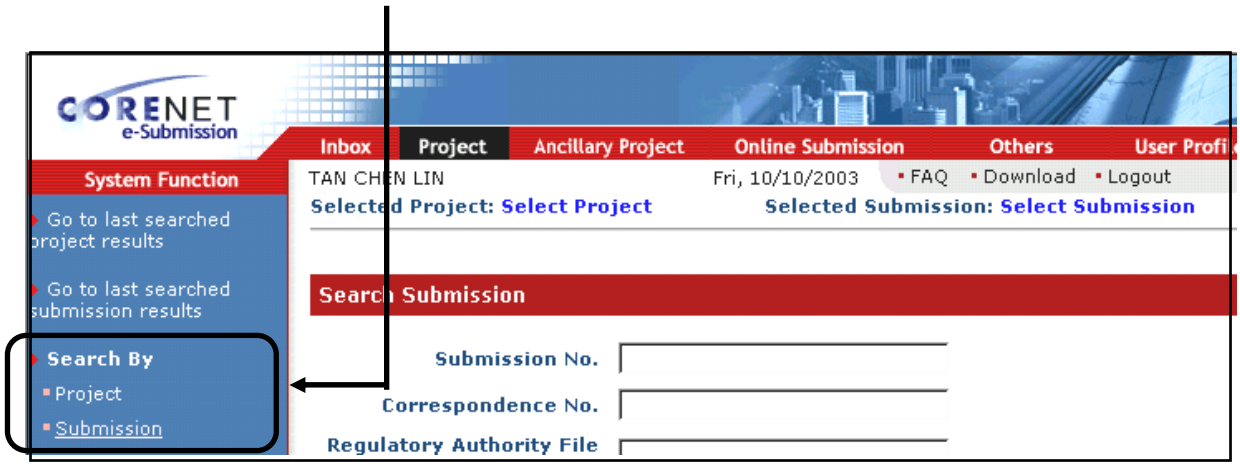
22.3 Key in the User ID and Password and click on the **OK** button.



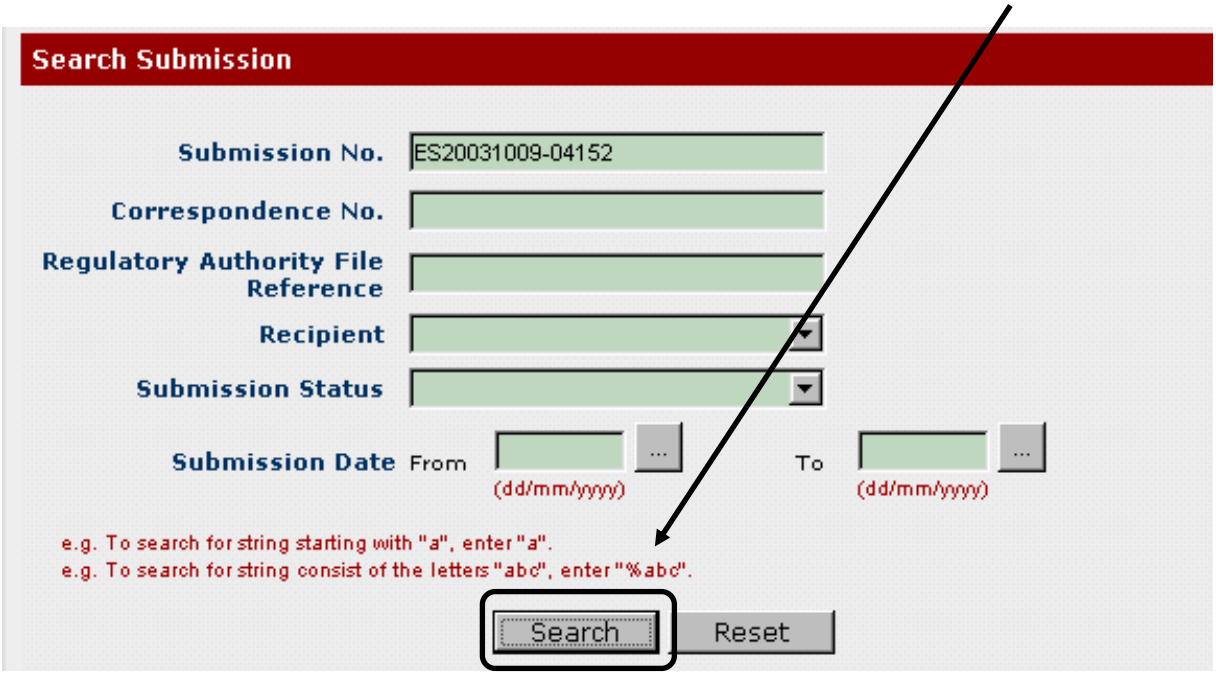
22.4 The amendments would be incorporated into your project profile in ESPro

23. Online: Searching for Relevant Submission

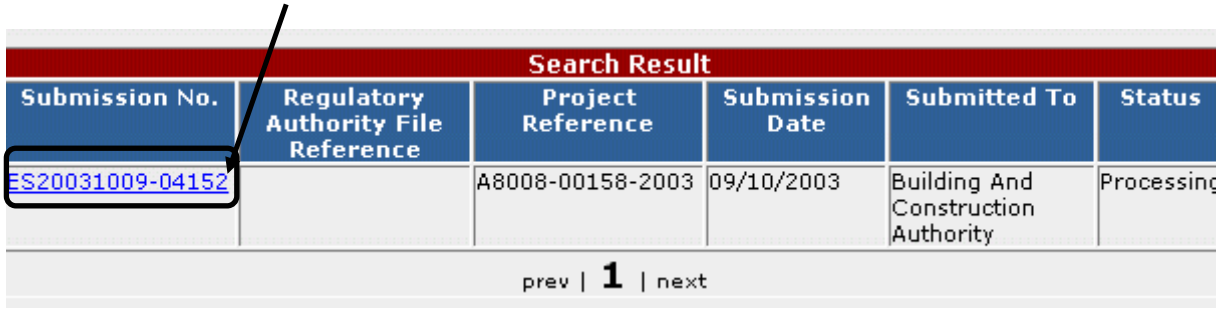
23.1 Select **Search By** - > **Submission**



23.2 Key in the relevant information: i.e. Submission Number and click on the "**Search**" button.



23.3 Select the relevant **Submission** link to view the Submission Profile



Search Result

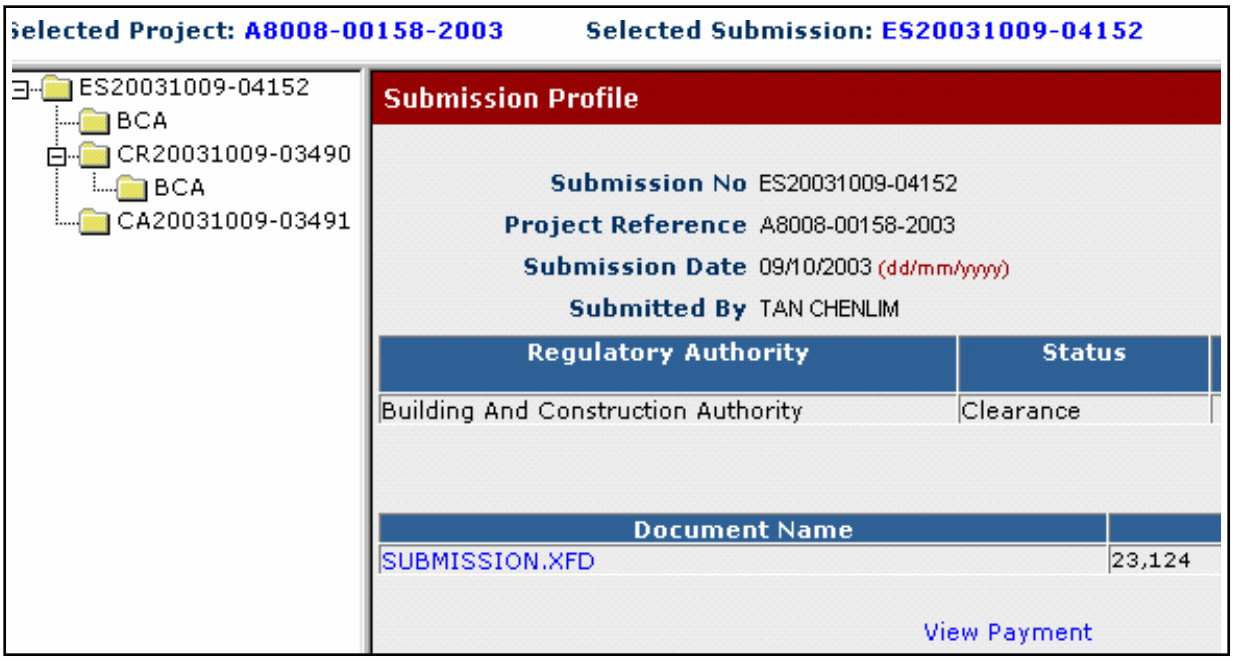
Submission No.	Regulatory Authority File Reference	Project Reference	Submission Date	Submitted To	Status
ES20031009-04152		A8008-00158-2003	09/10/2003	Building And Construction Authority	Processing

prev | 1 | next

Notes:

– Always click on the words in blue.

23.4 The selected Submission Profile will be shown.



Selected Project: A8008-00158-2003 Selected Submission: ES20031009-04152

ES20031009-04152
BCA
CR20031009-03490
BCA
CA20031009-03491

Submission Profile

Submission No ES20031009-04152
Project Reference A8008-00158-2003
Submission Date 09/10/2003 (dd/mm/yyyy)
Submitted By TAN CHENLIM

Regulatory Authority	Status
Building And Construction Authority	Clearance

Document Name	
SUBMISSION.XFD	23,124

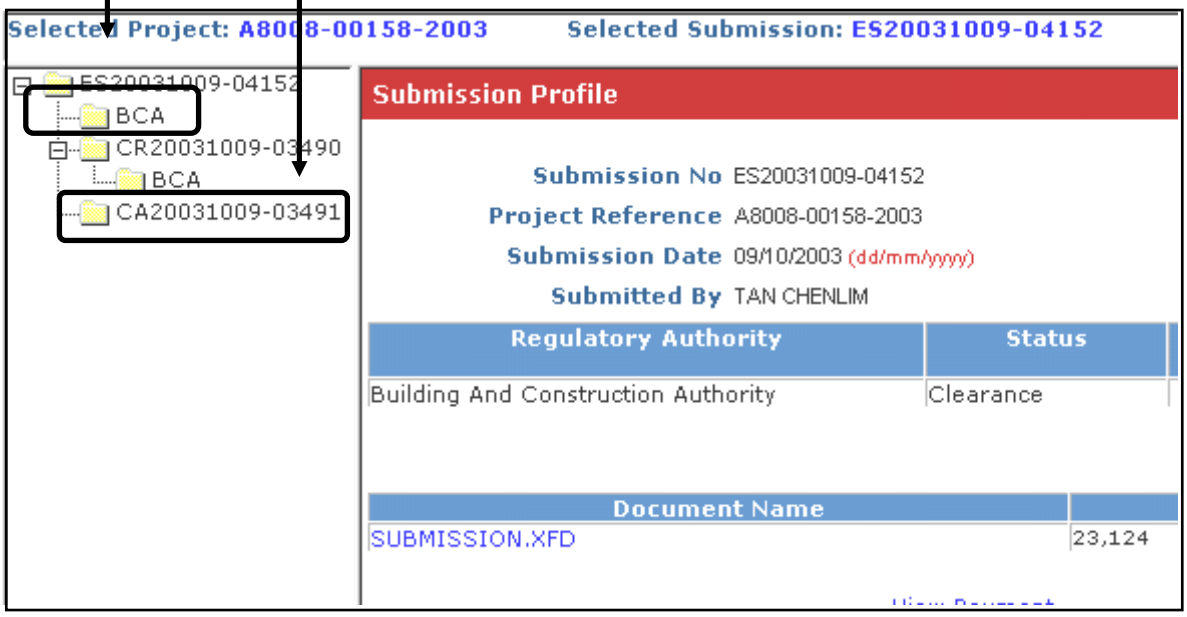
View Payment

– Online: Downloading Of Submitted Documents / Correspondence.
– Online: Granting Of Document Access.
– Online: Withdrawing Of Submission From Corenet E-Submission Server.

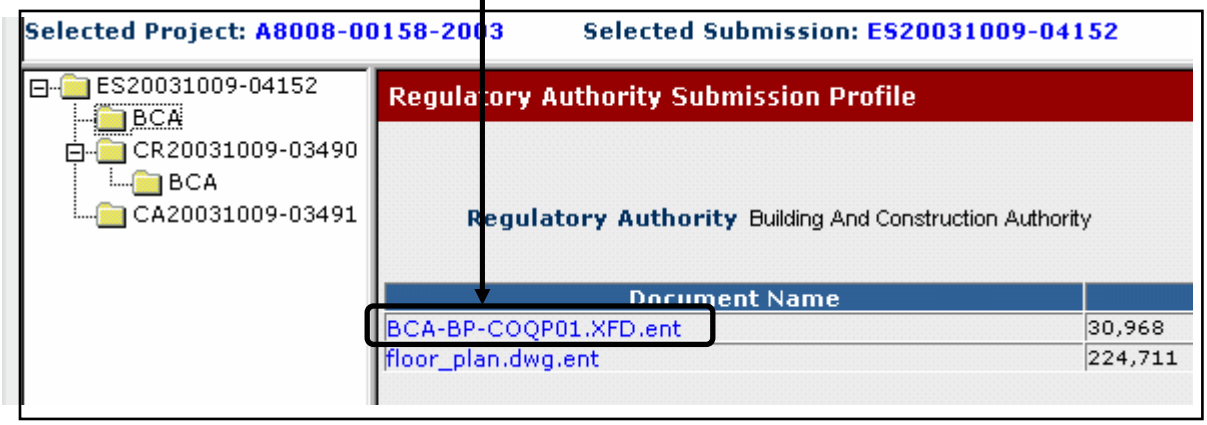
24. Online: Downloading of Submitted Documents / Correspondence

24.1 Search for Submission using Steps shown in Section 23: Searching For Relevant Submission. For downloading of submitted documents, click on the **agency folder**, which you have made submission to. E.g. BCA

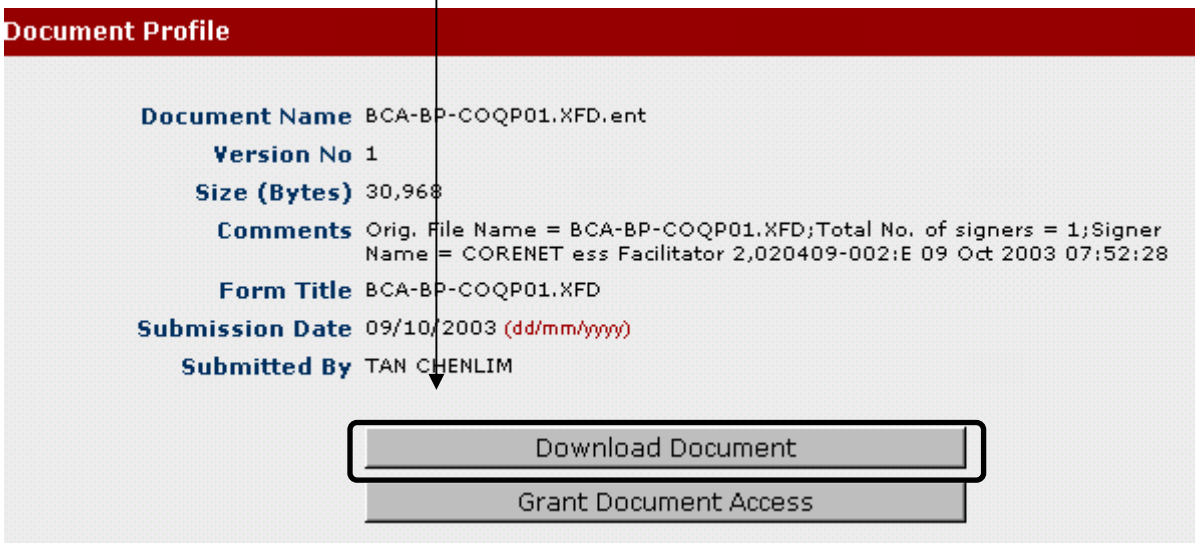
24.2 For downloading of correspondence documents from agency, click on the **CA folder**, e.g. CA20031009-03491



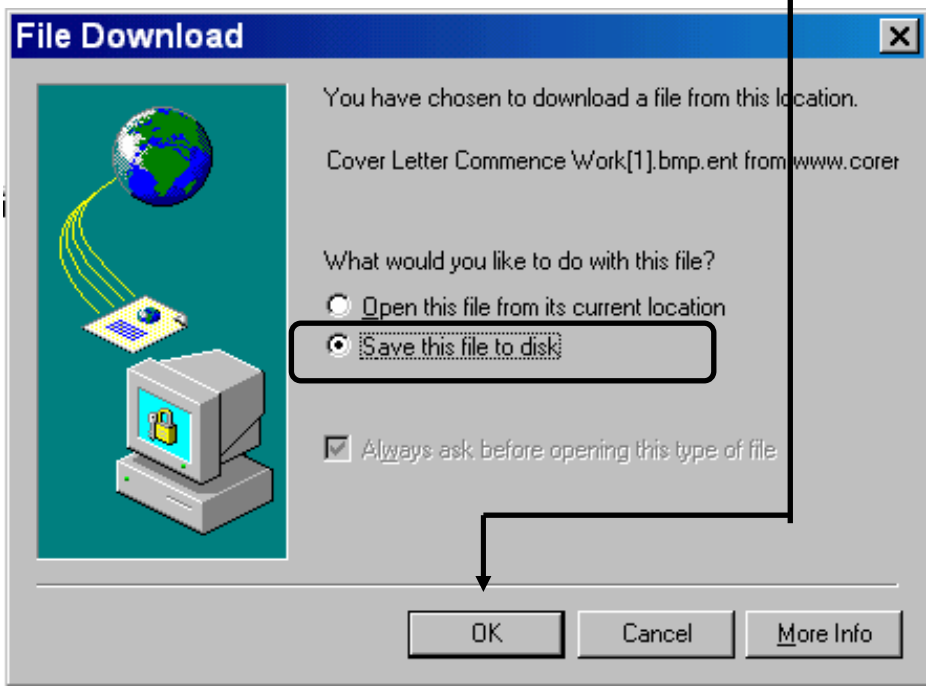
24.3 Select the file, which is to be downloaded, it will bring you to the Document Profile.



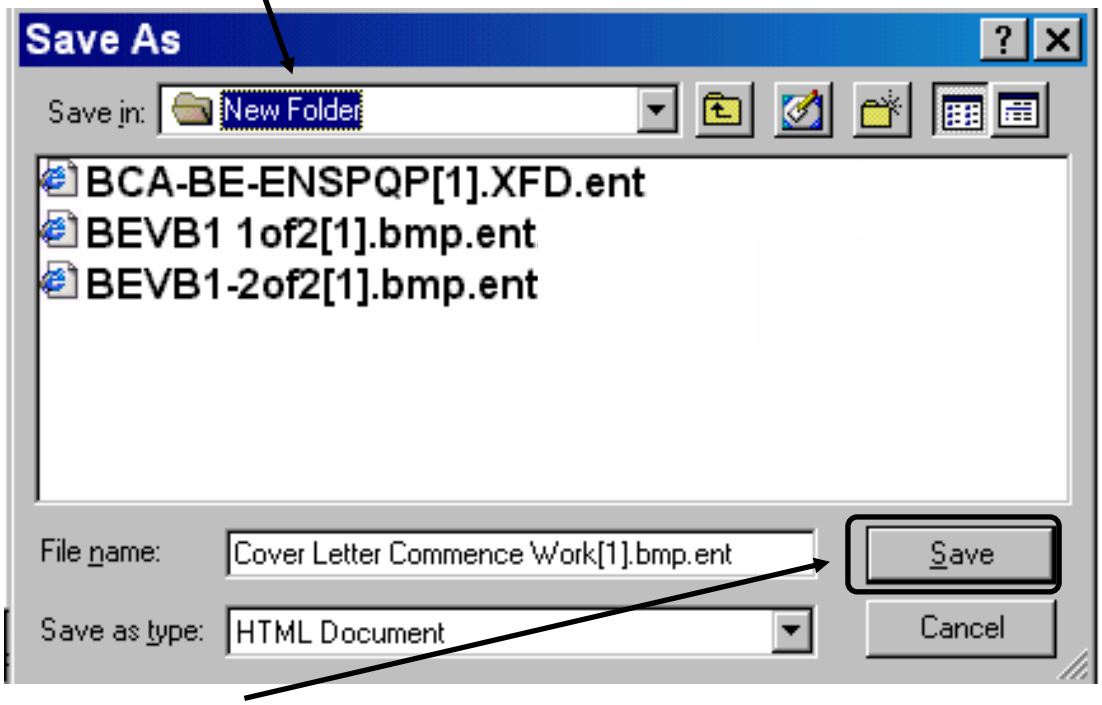
24.4 Click on the **Download Document** button.



24.5 To save the document, click on the "**ok**" button.

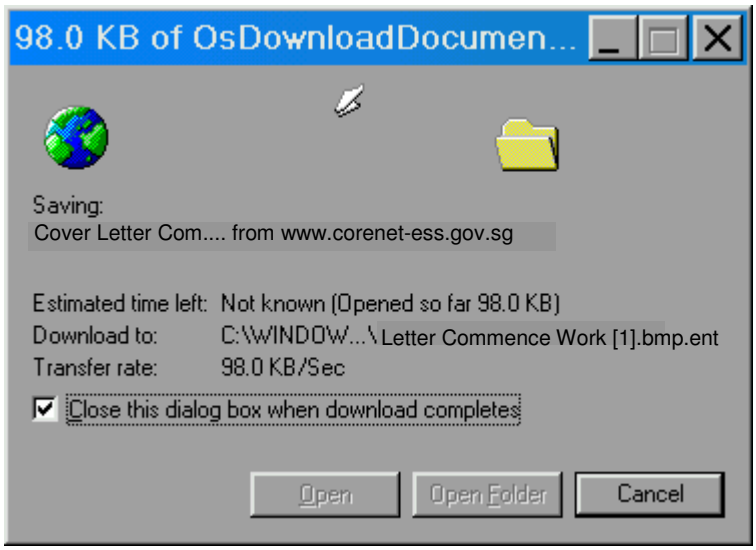


24.6 Select the **directory** of your choice.



24.7 Click on the "**Save**" button.

24.8 Depending on your Internet connection speed, the file will start downloading.

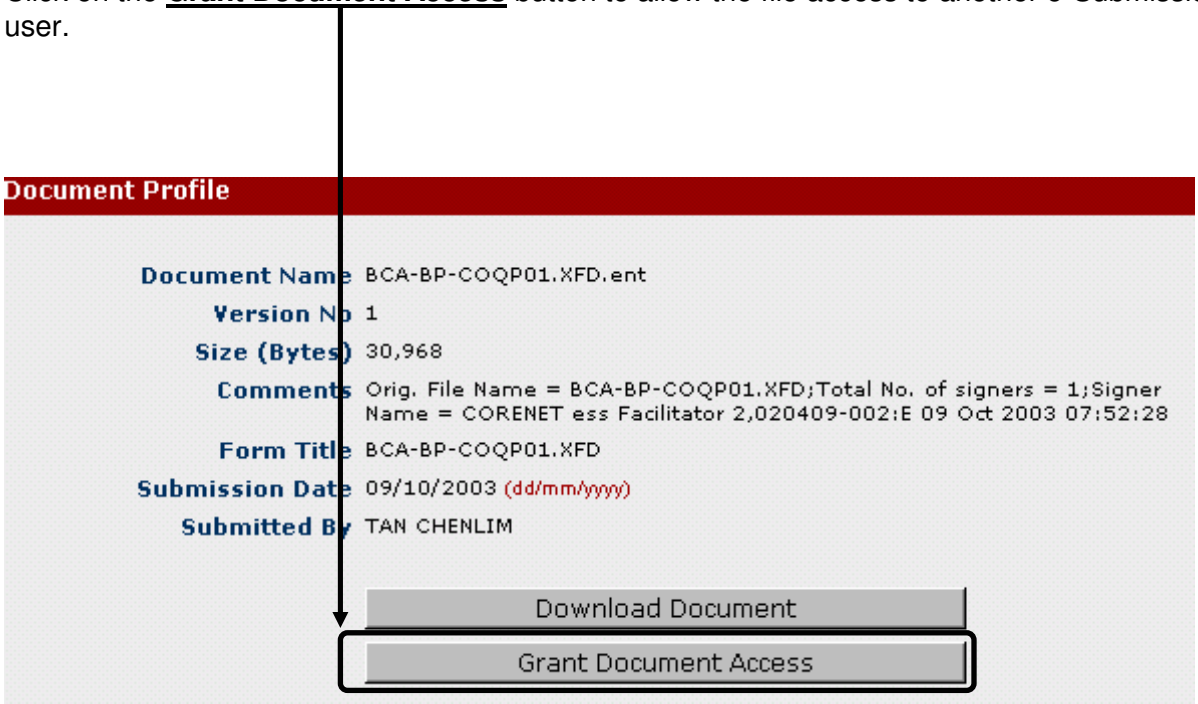


– To view signed (.ent) documents refer to Section 16: Digital Signer, Extracting Of Signed Document From Agencies.

25 Online: Granting of Document Access

25.1 Search for Submission using Steps as shown in Section 23: Searching For Relevant Submission and refer to Section 24: Downloading Of Submitted Documents / Correspondence for steps on how to locate the document(s).

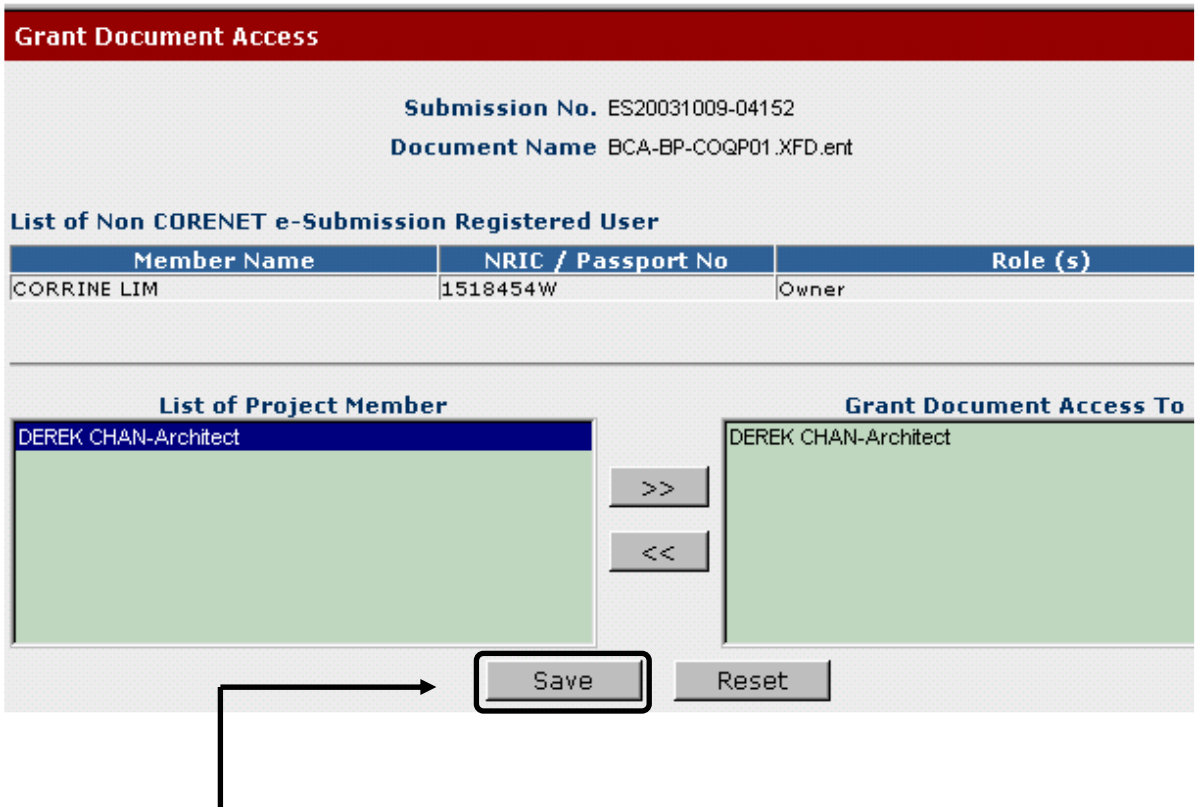
25.2 Click on the **Grant Document Access** button to allow the file access to another e-Submission user.



Notes:

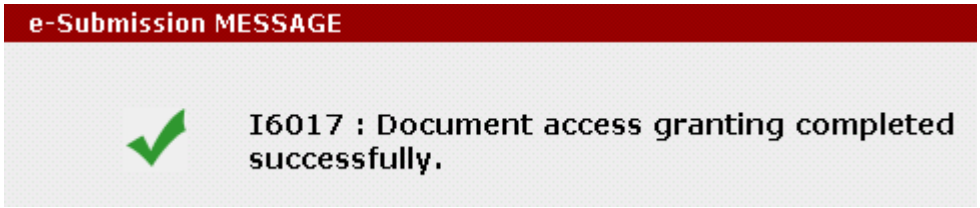
– The user whom you grant document access to must be an existing CORENET e-Submission system user.

25.3 Select the relevant users whom you would like to grant them the right to access your documents.



25.4 Click on the "**Save"** button to proceed to allow the specified users the file access.

25.5 The following message will be displayed.



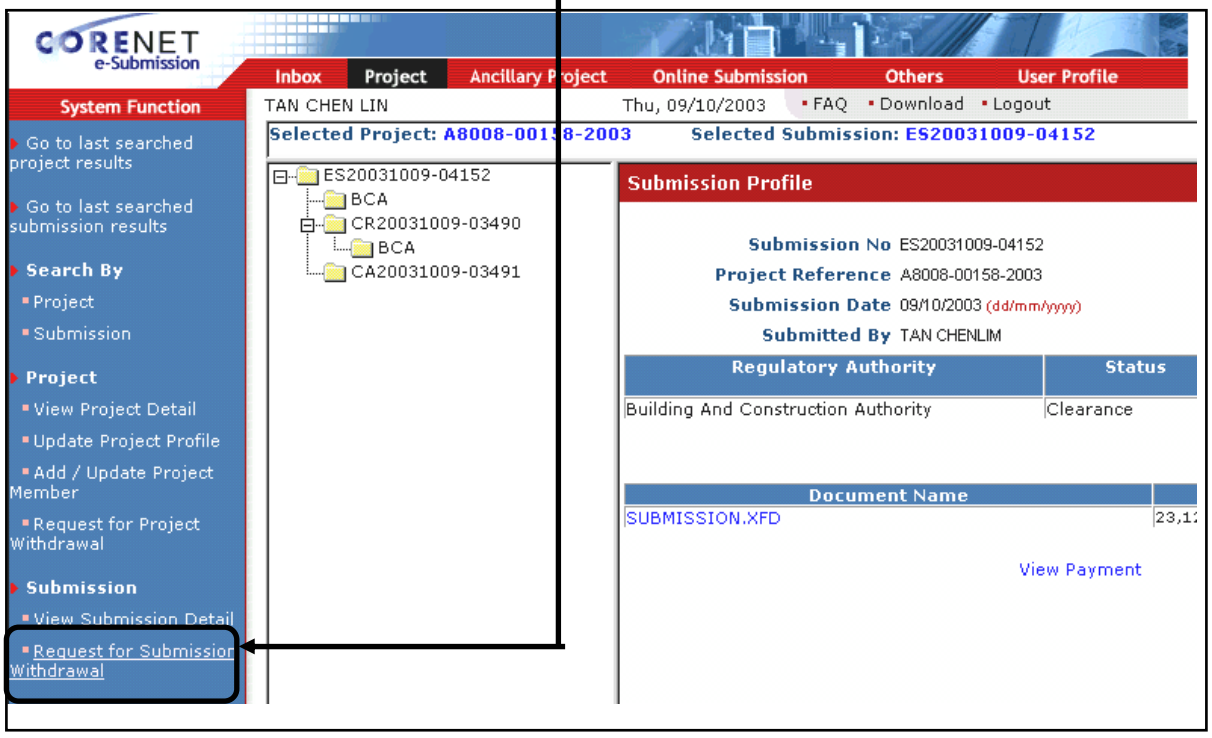
26. Online: Withdrawing of Submission from CORENET e-Submission server

26.1 Search for Submission using steps as shown in Section 23: Searching For Relevant Submission.

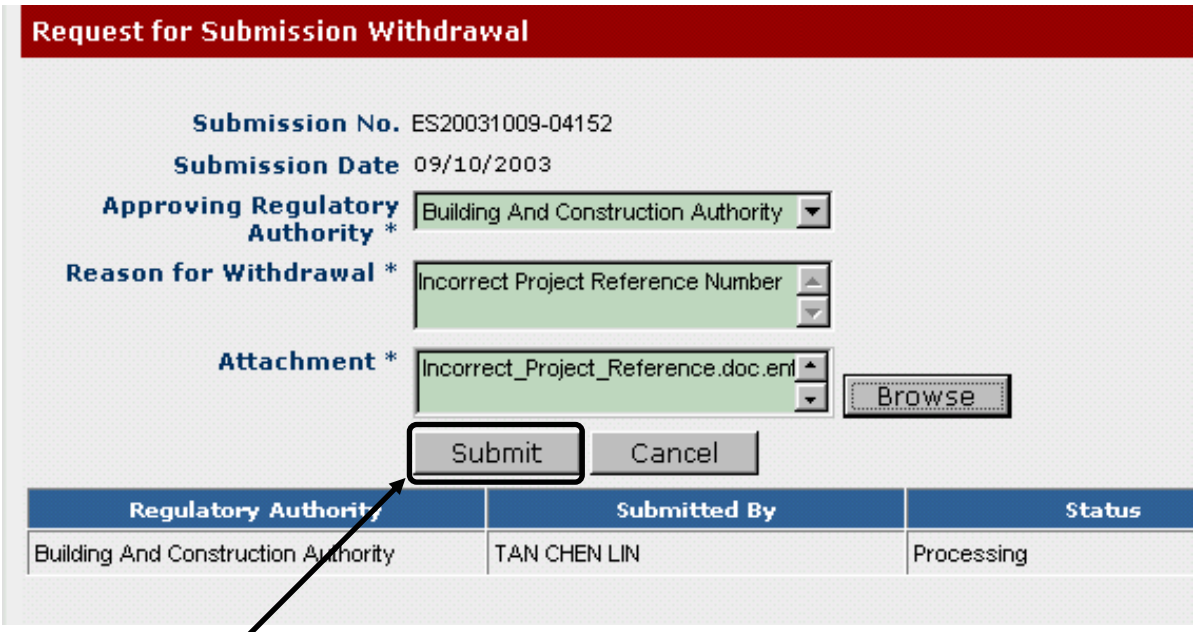
Notes:

– A supporting document(s) stating the reason of withdrawal must be attached.

26.2 Select **Submission** - > **Request for Submission Withdrawal**

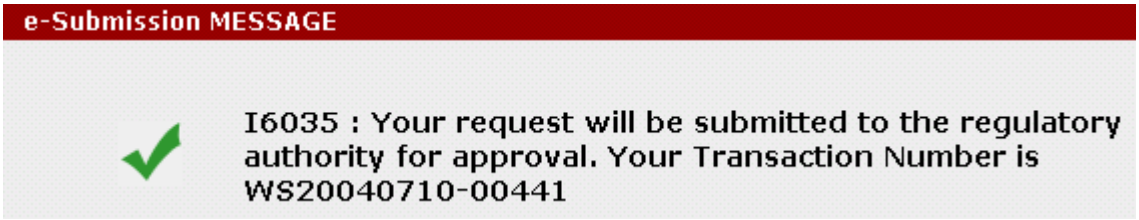


26.3 Fill in the information accordingly and attach the supporting document(s)



26.4 Click on the **Submit** button.

26.5 The following message dialog will appear.



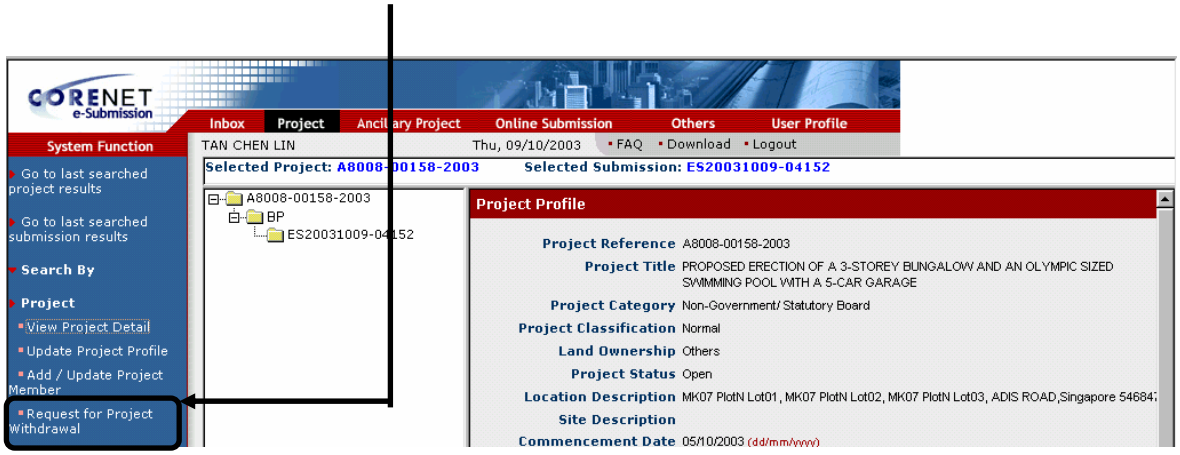
Notes:

- The Withdrawal of Submission (WS) number is the transaction number for this withdrawal request.
- An email will be sent to the applicant upon successful withdrawal request.

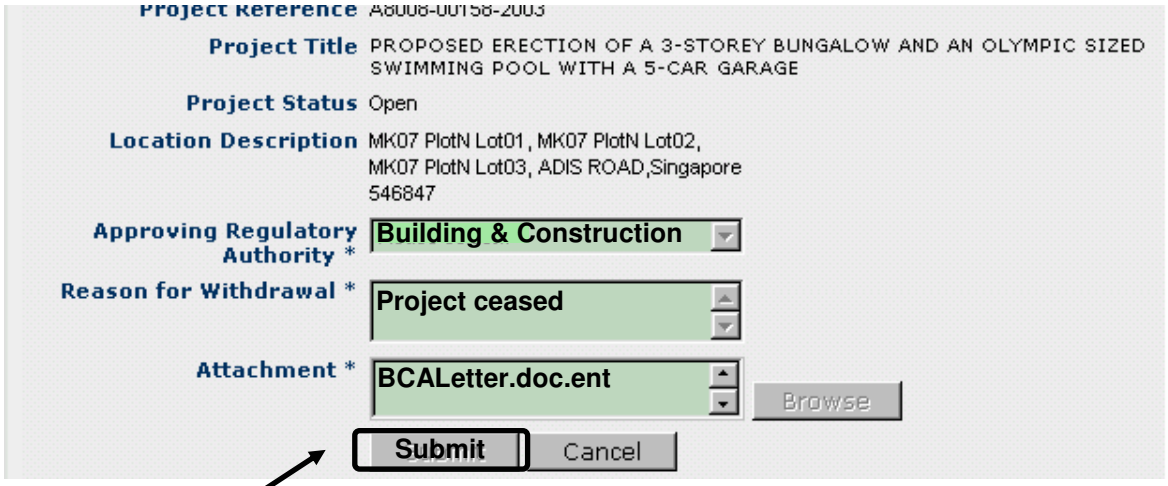
27. Online: Withdrawing of Project from CORENET e-Submission server

27.1 Search for project using steps shown in Section 17: Searching For Project Profile.

27.2 Select **Project** - > **Withdrawal of Project**



27.3 Fill in the relevant information and attach any supporting document (s)



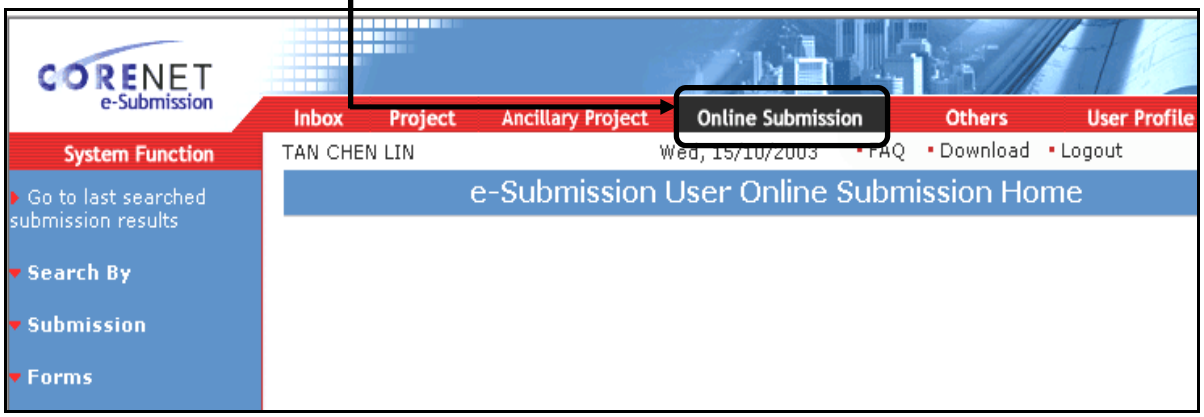
27.4 Click on **Submit**.

Notes:

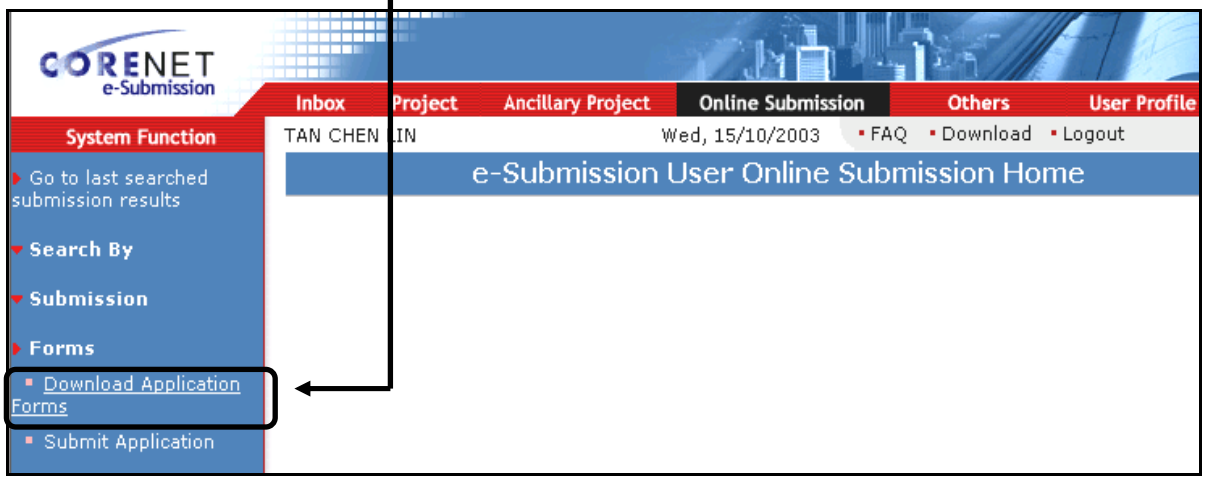
- Please ensure that all outstanding submissions have been withdrawn and approved by the relevant authority before proceeding
- Supporting document(s) stating the reason of withdrawal must be attached.

28. Online: Downloading of Application Forms for Online Submission

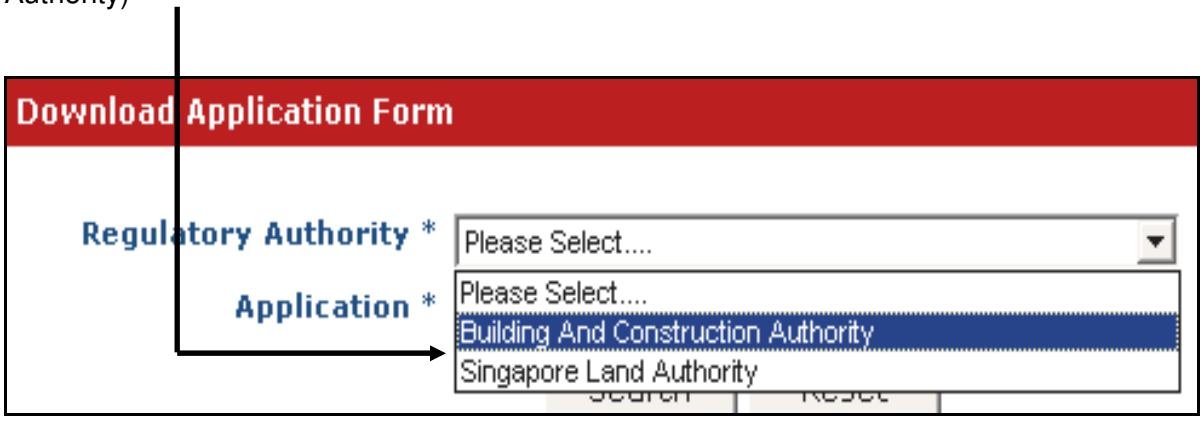
28.1 Click on the **Online Submission** Tab



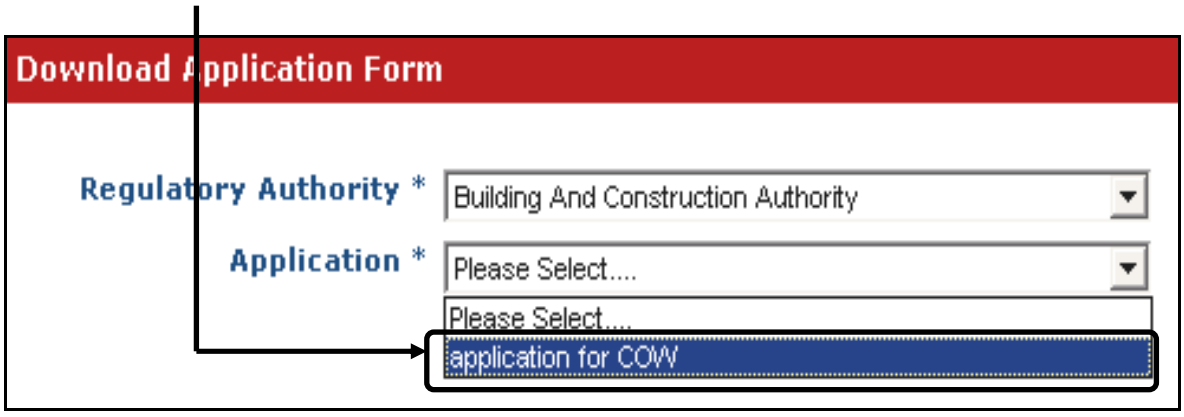
28.2 Select **Forms** - > **Download Application Forms**.



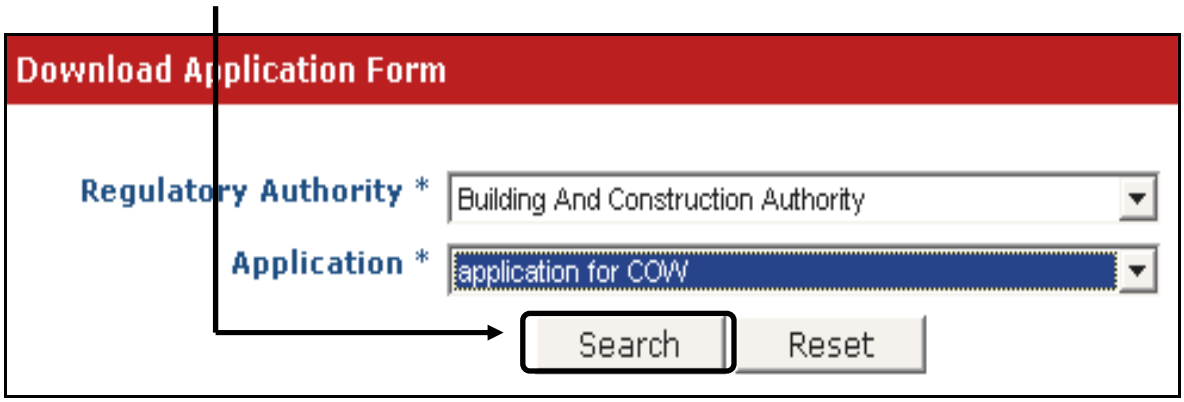
28.3 Select the **Agency**, which you want to download the form from (E.g. Building and Construction Authority)



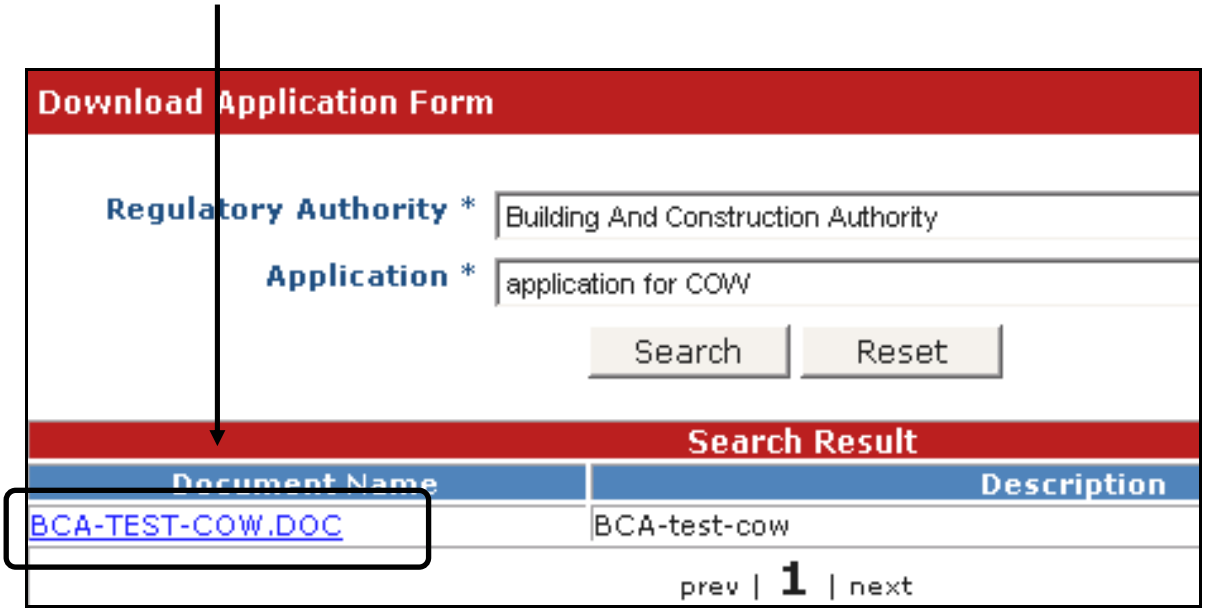
28.4 Select the **Application Type** which you want to download



28.5 Click on the **Search** button.

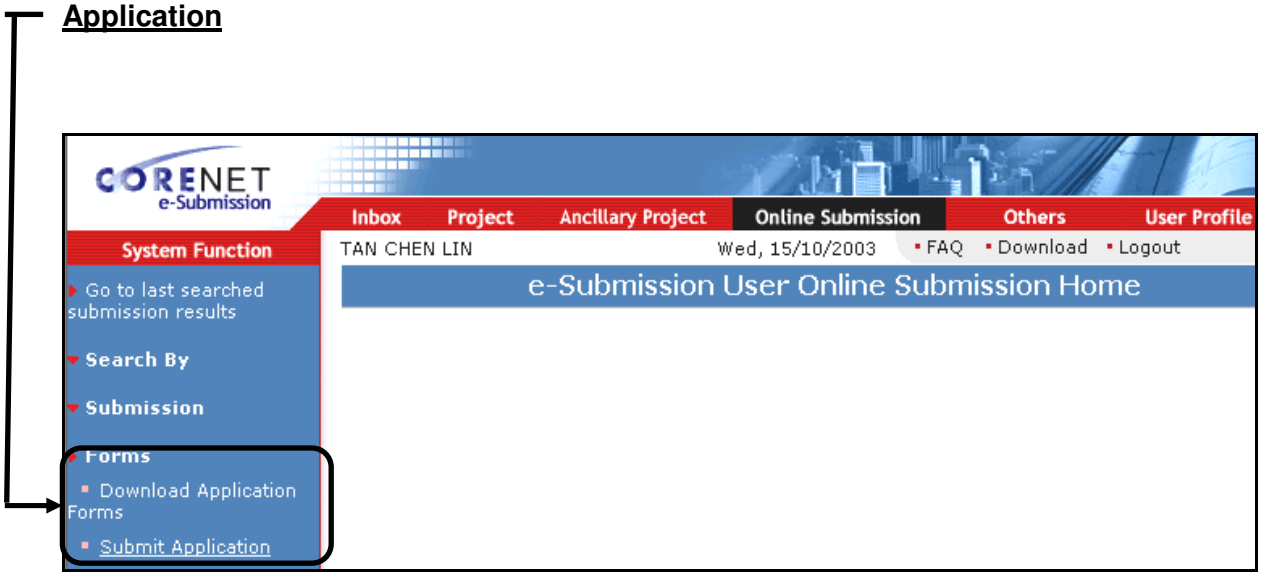


28.6 Click on the **Form** to be downloaded and save it in a directory of your choice.

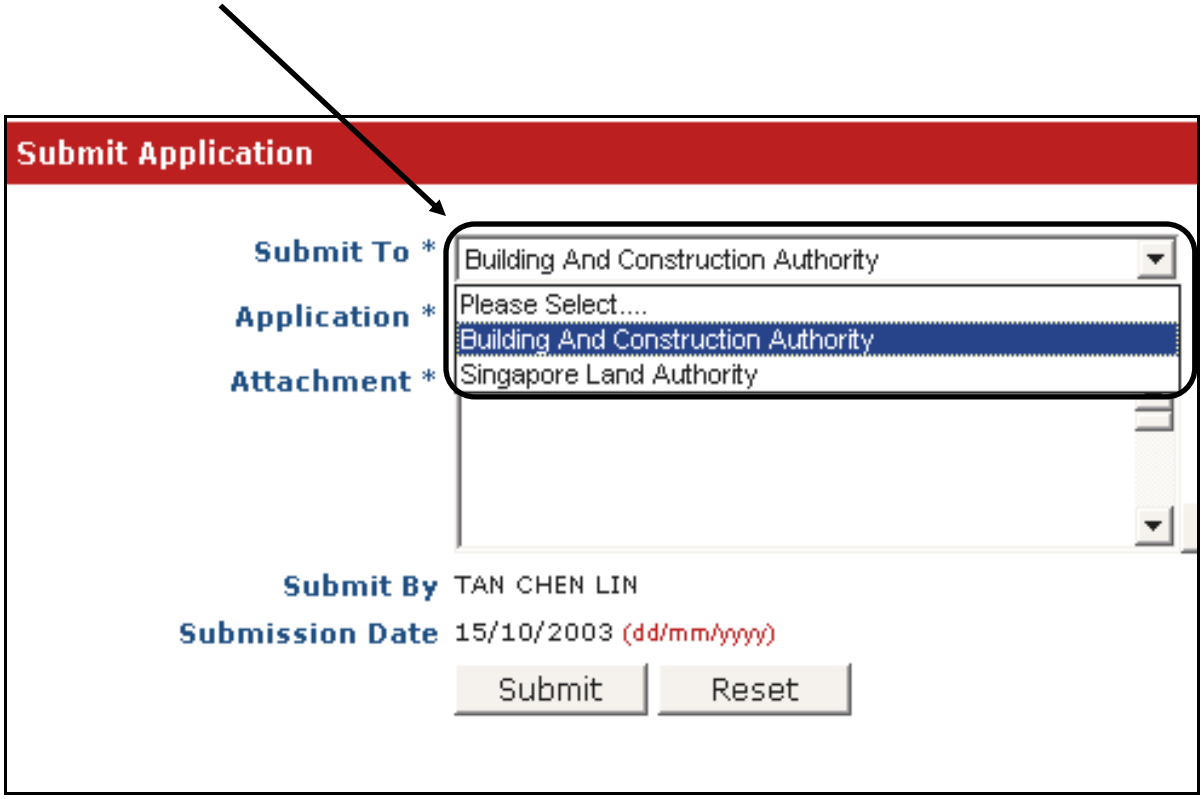


29. Online: Submitting of Application for Online Submission

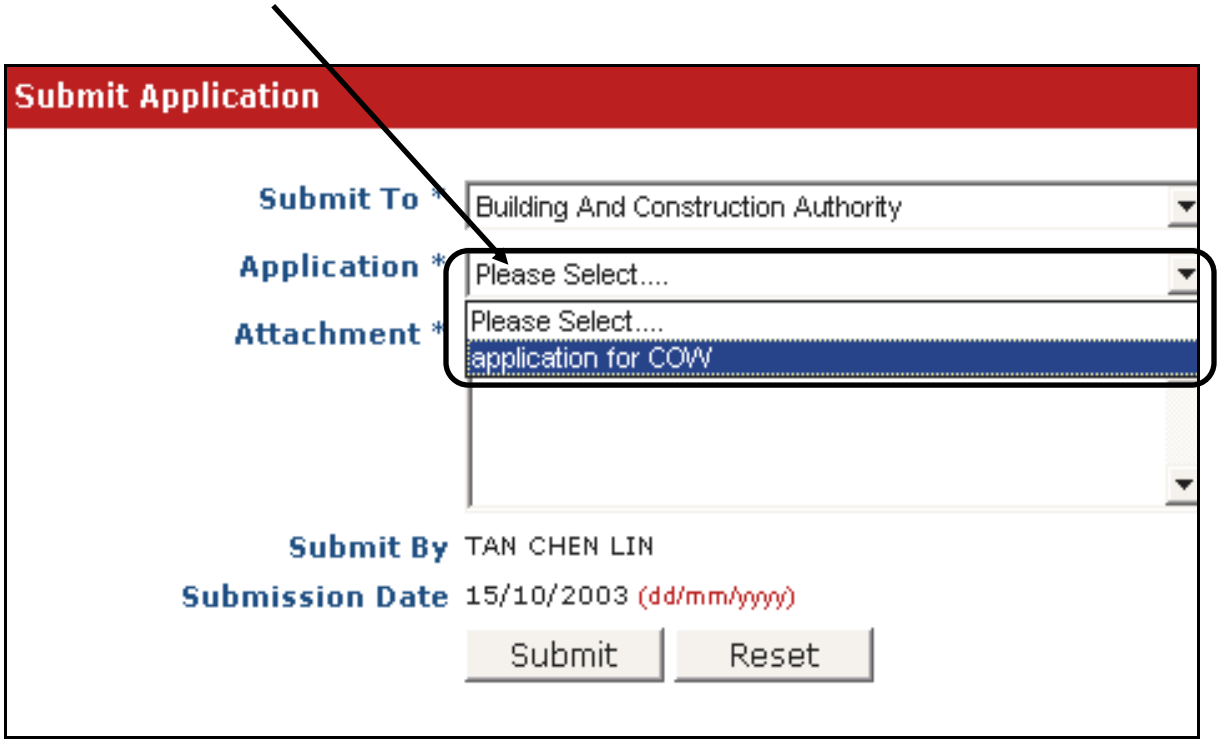
29.1 Click on the **Online Submission** tab and click on the option **Select Forms** - > **Submit Application**



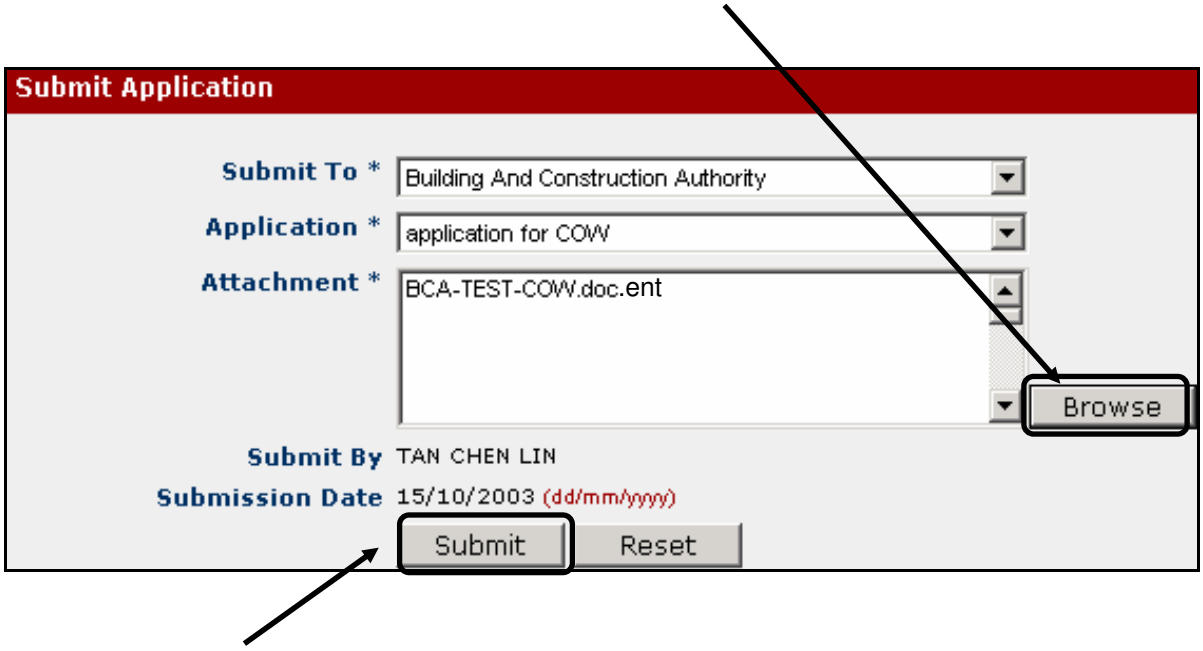
29.2 Select the **Agency**, which you want to Submit to.



29.3 Select the **Application Type**, which you want to submit.



29.4 Attach the relevant document(s) by clicking on the **Browse** button.

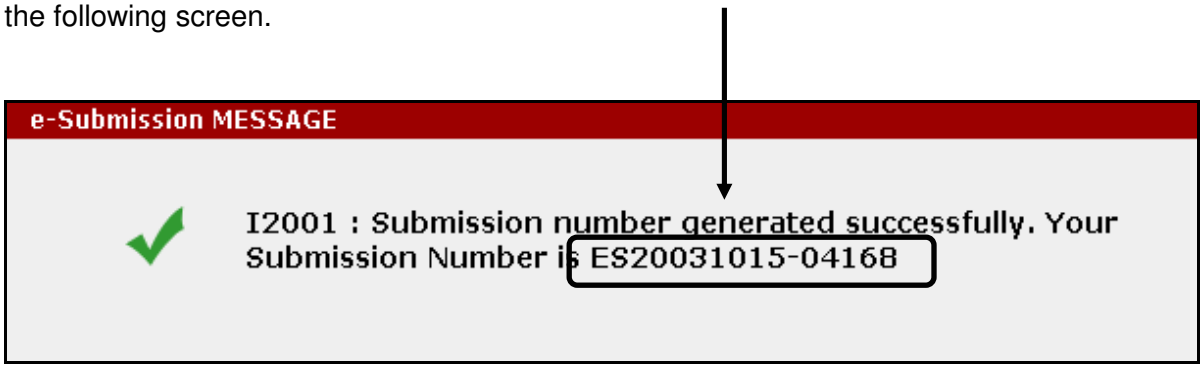


29.5 Click on the **Submit** button to submit your online application.

Notes:

– All supporting documents must be digitally signed.

29.6 Upon submitting, the system will generate an **e-Submission number**, which will be reflected in the following screen.

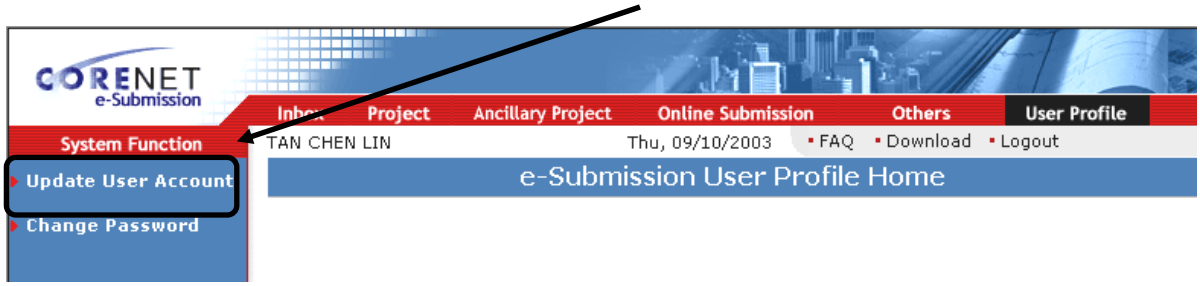


Notes:

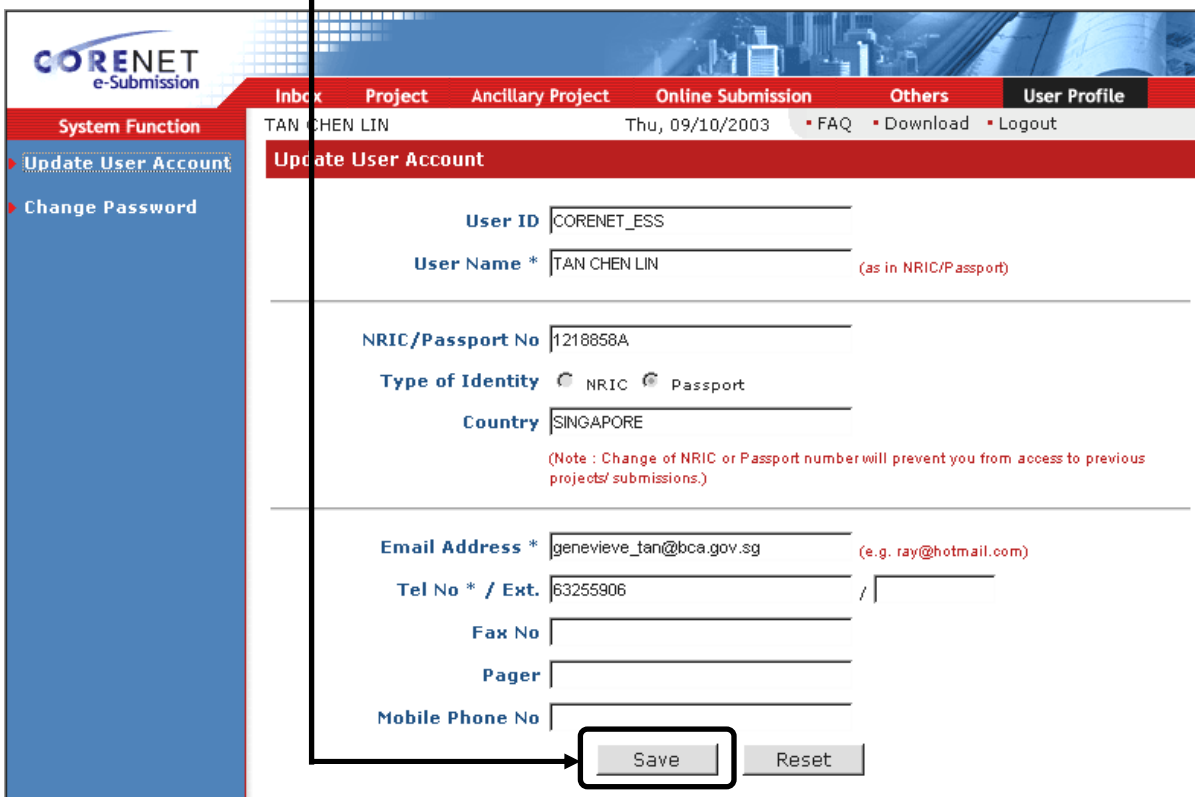
– Upon successful transmission of the files, a notification email will be sent to the applicant to confirm your submission through CORENET e-submission system.

30. Online: Updating of User Information

30.1 Select the **User Profile** Tab and Click on **Update User Account**



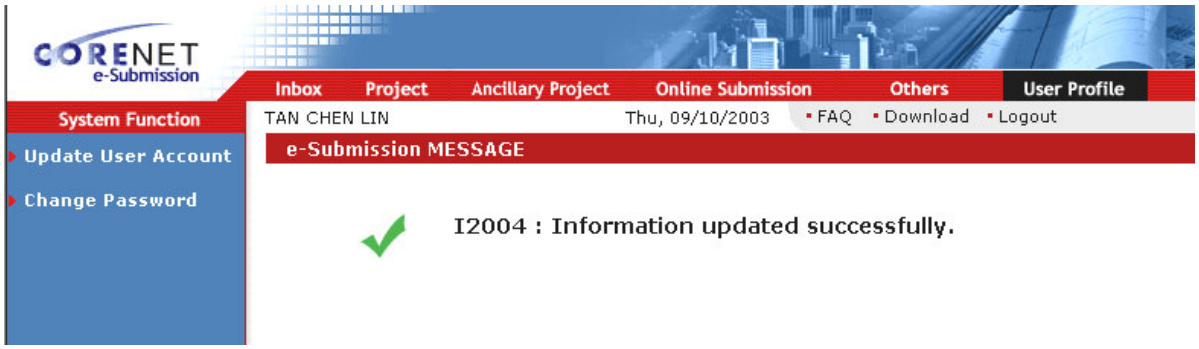
30.2 Make the relevant changes and click on the **Save** button to proceed with the changes.



Notes:

– Passport/ Country/ NRIC number cannot be changed.

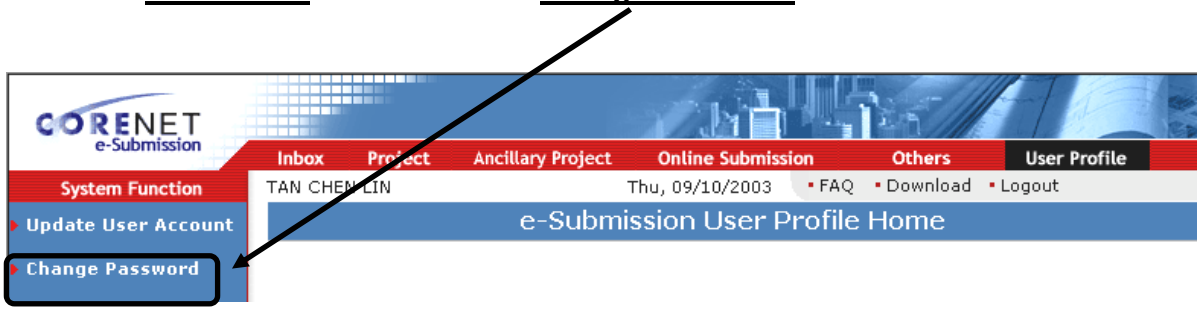
30.3 The following screen will appear to ensure that changes have been made.



31. Online: Changing of Password

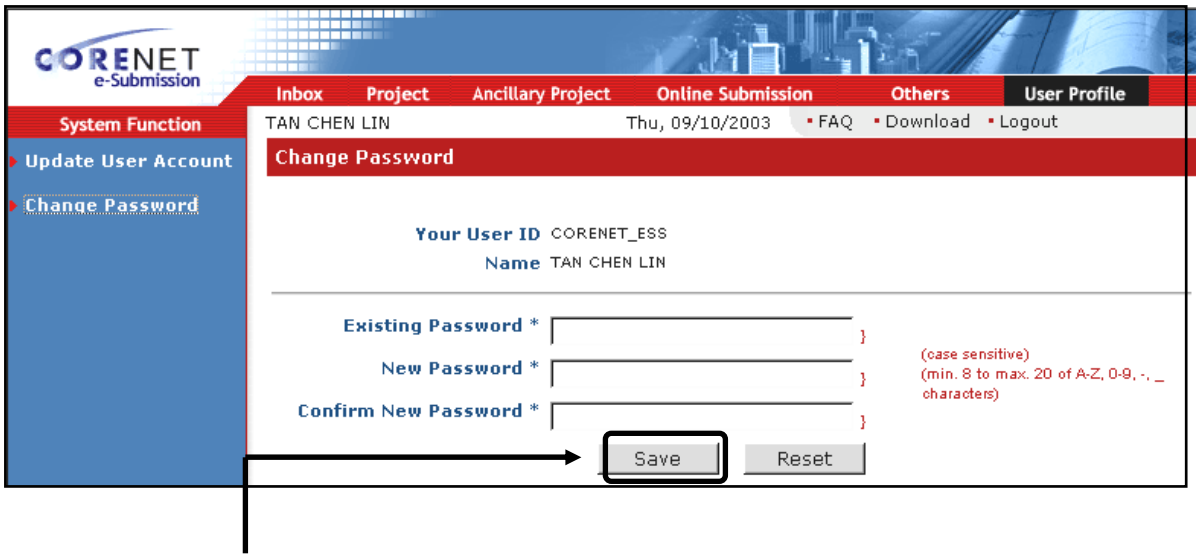
31.1 Login to the CORENET e-submission website/

31.2 Select the **User Profile** Tab and click on **Change Password**



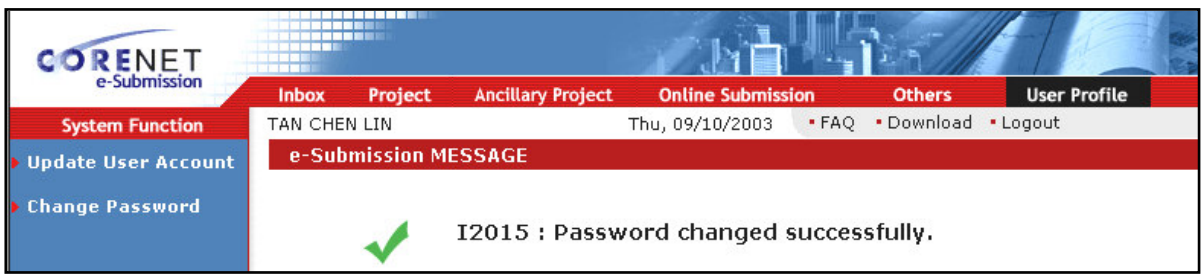
31.3 Key in your Existing Password as well as the **"New Preferred Password"**.

31.4 Reconfirm your new Password in the "**Confirm New Password**" box.



31.5 Click on the "**Save**" button to save the changes.

31.6 The following screen will appear to ensure that your password has been changed successfully.

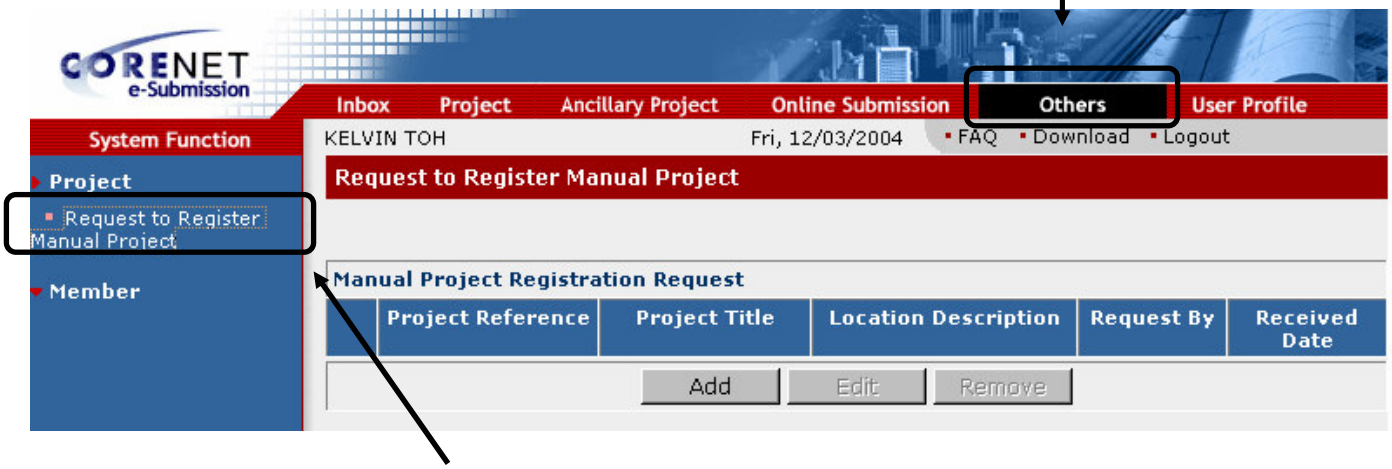


32. Online: Registering a Manual Project

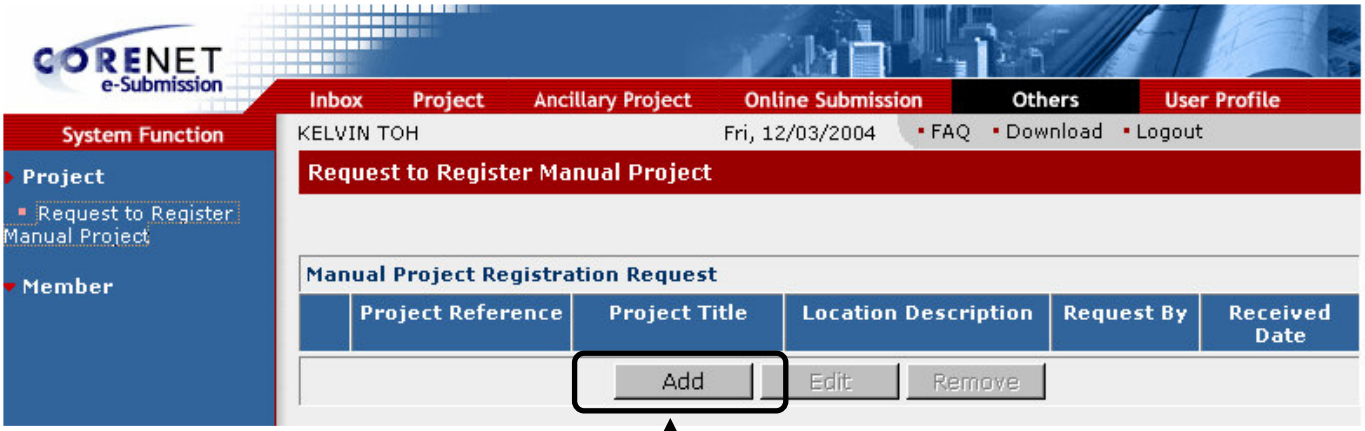
Notes:

- **Only use** this function when the project was manually registered previously **and** there is **a change of project co-ordinator**.
- If there is **no change** in the project co-ordinator since it was manually registered till now, register the project as mentioned in Section 4.

32.1 Select the **Others** tab

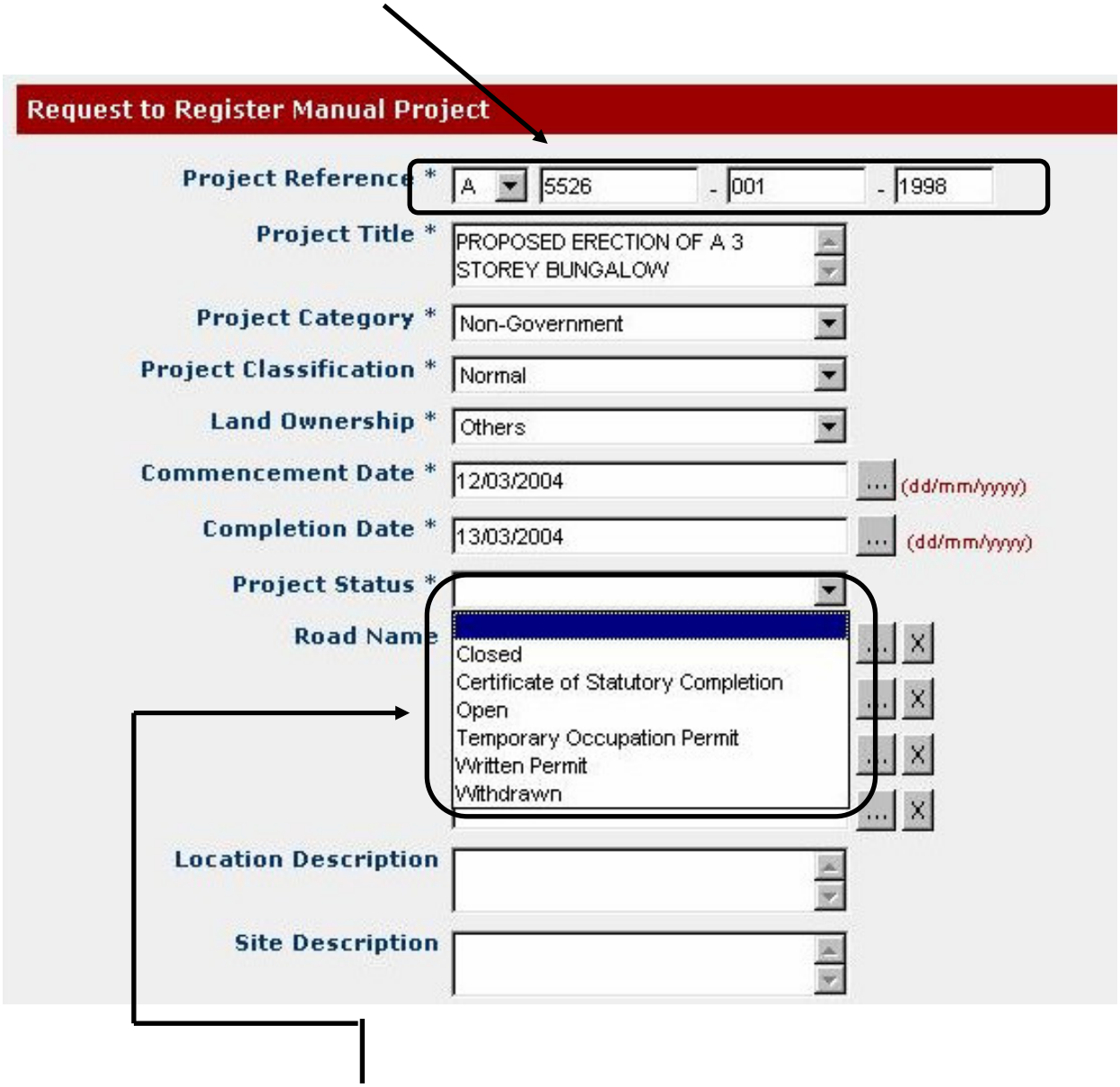


32.2 Click on **Project** to Select " **Register a Manual Project**"



32.3 Click on **Add**

32.4 The following page will appear and do fill up the information accordingly. Key in the **manually registered project reference number** in accordingly.



32.5 Depending on the current **project status**, fill up the information accordingly.

Notes:

- If you are unsure of your project status, select "Open".
- A Project Profile has to be created first before registering this manual project. Follow the steps as shown.

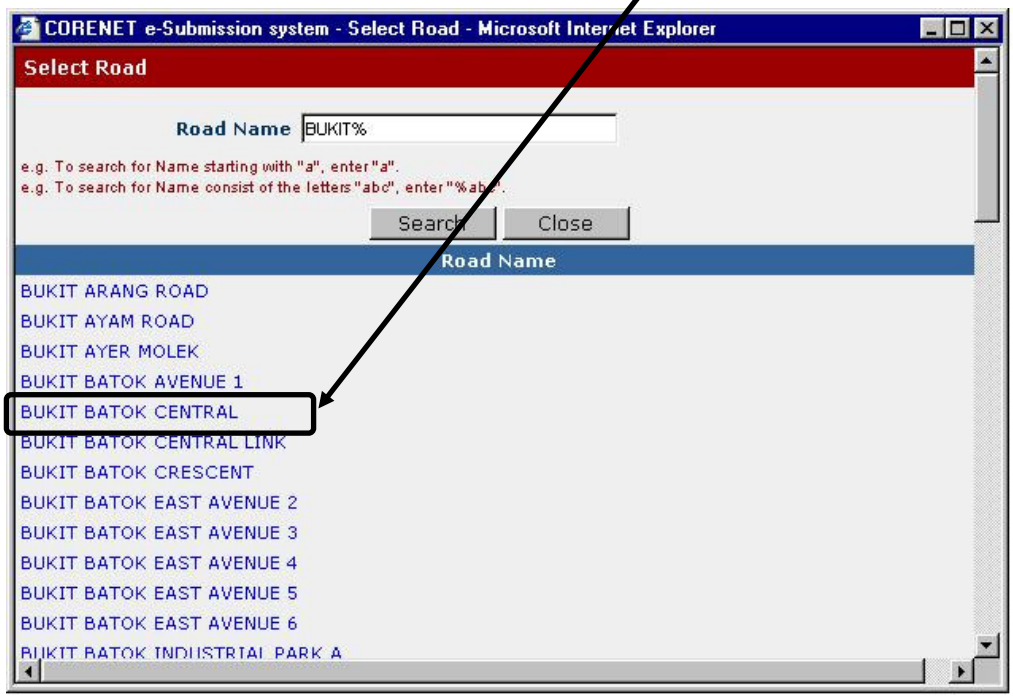
32.6 To select the road name, click on the "[...]" button.



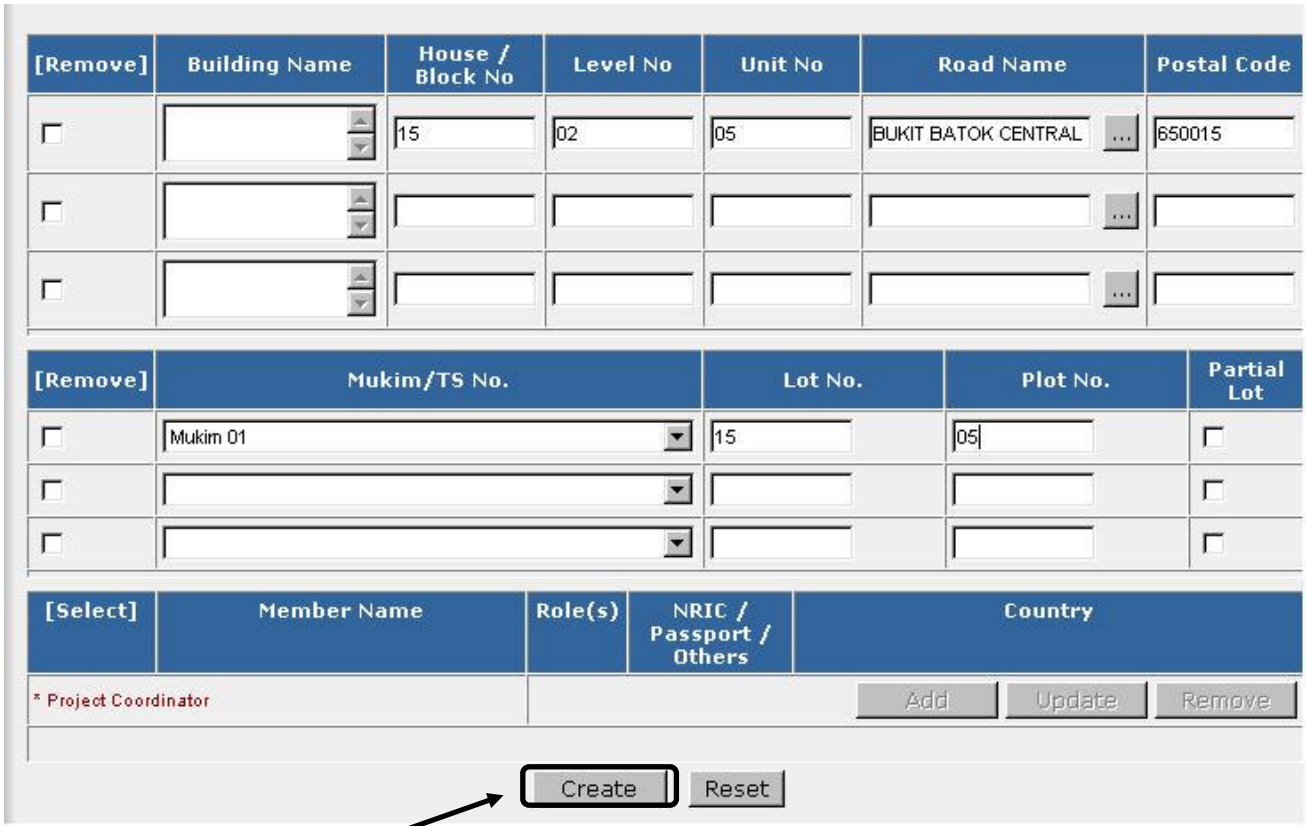
32.7 The following screen will appear and you can do a search on the road name. For example, "**Bukit**".



32.8 The search result will appear as shown below. **Click** on your selected choice.



32.9 Fill in the rest of the information accordingly.

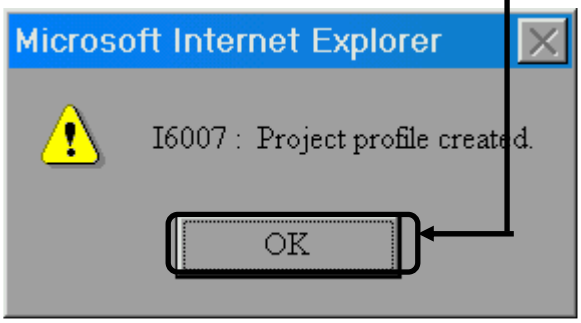


32.10 Click on the "**Create**" button to continue.

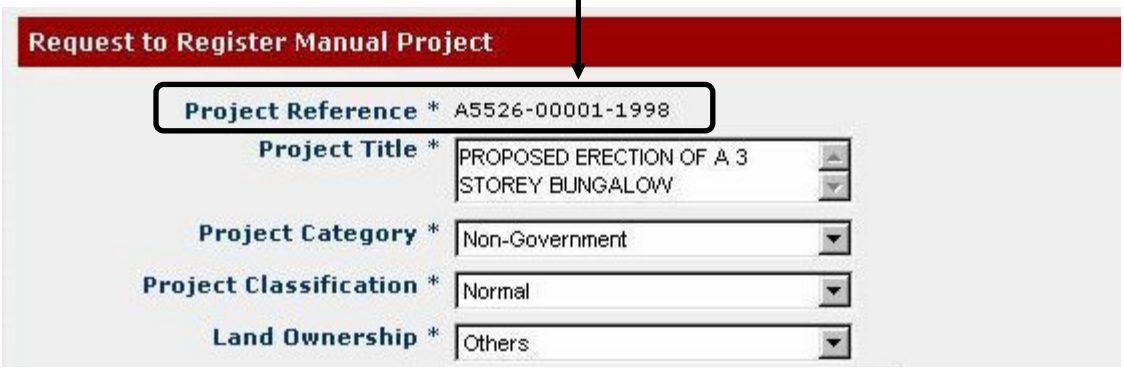
Notes:

– You will only be able to fill in the member information after you create the project profile.

32.11 Click on the "**OK**" button.



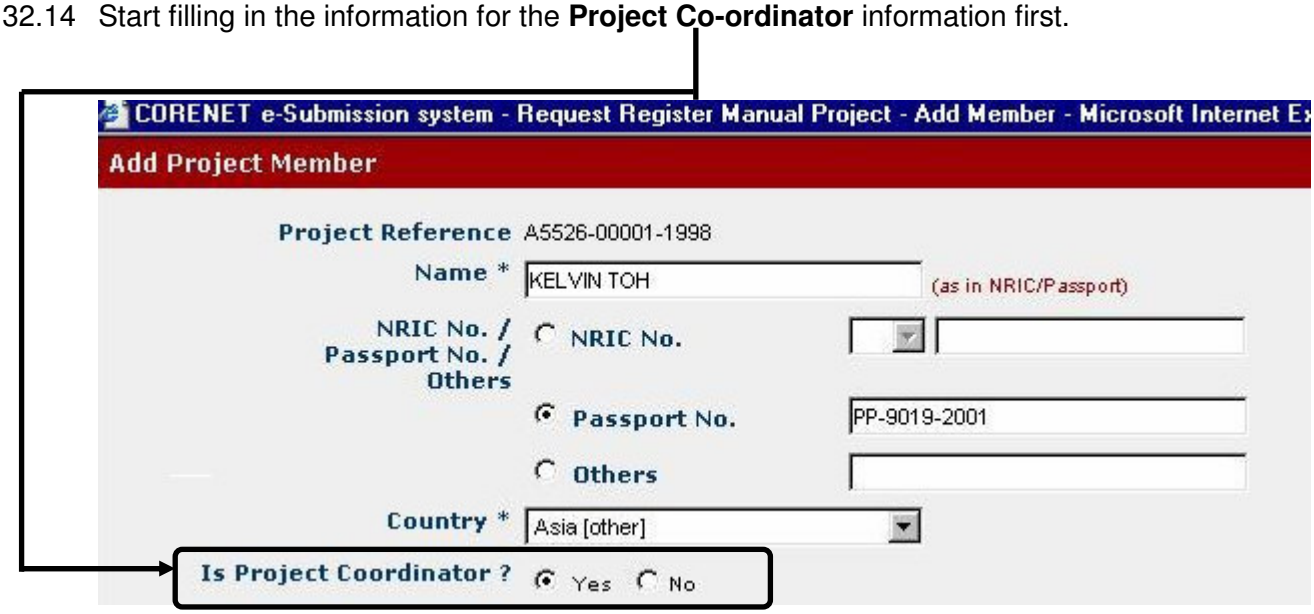
32.12 The Project Profile is created as shown.



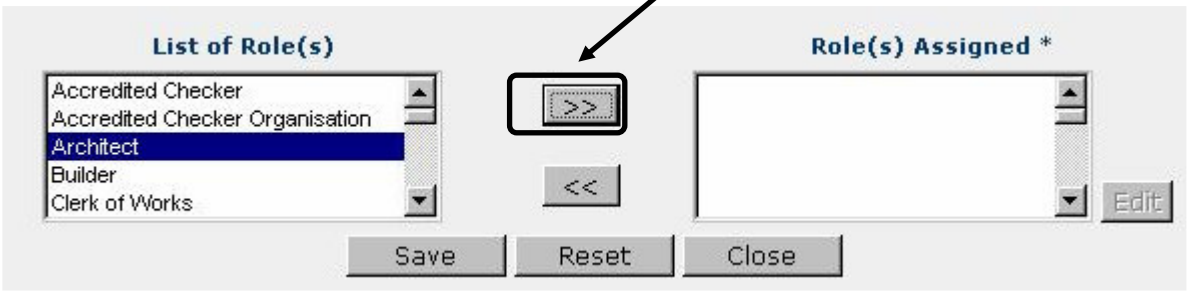
32.13 Click on the "**Add**" button to start filling in the project co-ordinator information



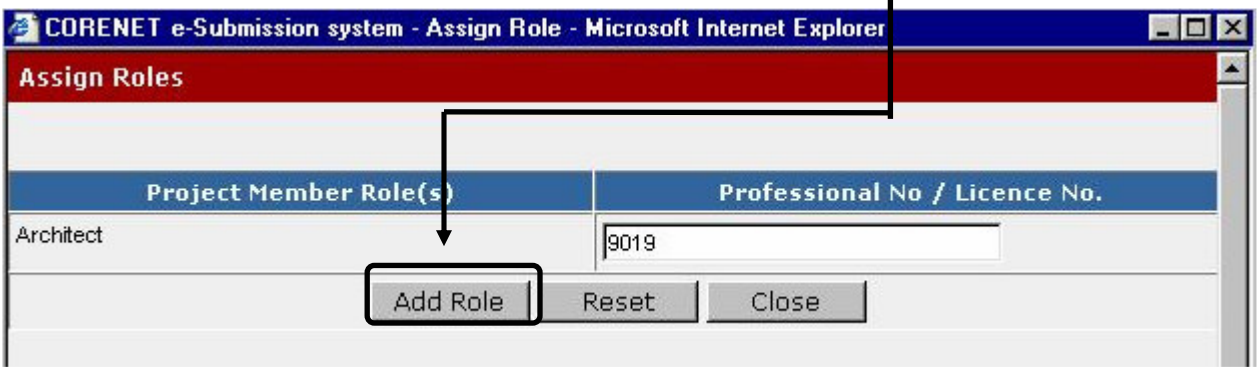
32.14 Start filling in the information for the **Project Co-ordinator** information first.



32.15 Select the project co-ordinator's role and **click** on the "" button to add.



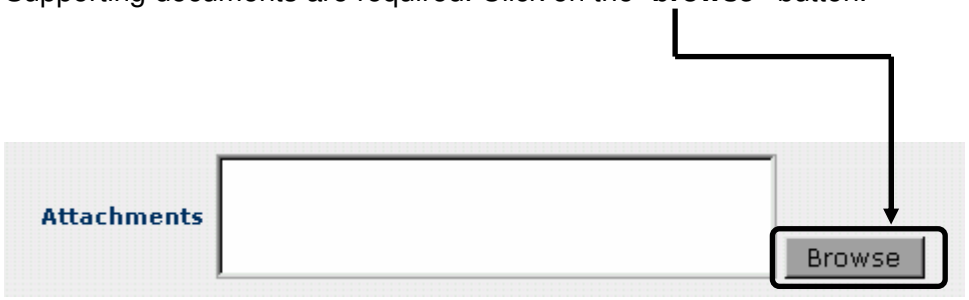
32.16 Fill in the professional number as required and click on the "**Add Role**" button.



32.17 The following prompt will be shown.



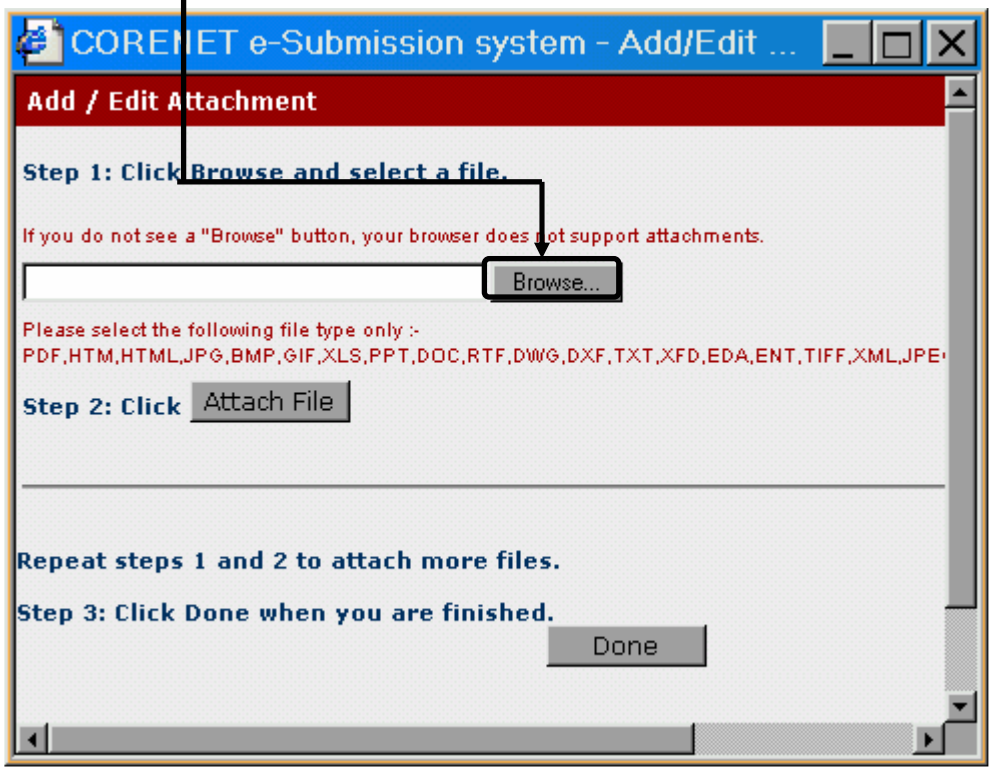
32.18 Supporting documents are required. Click on the "**browse**" button.



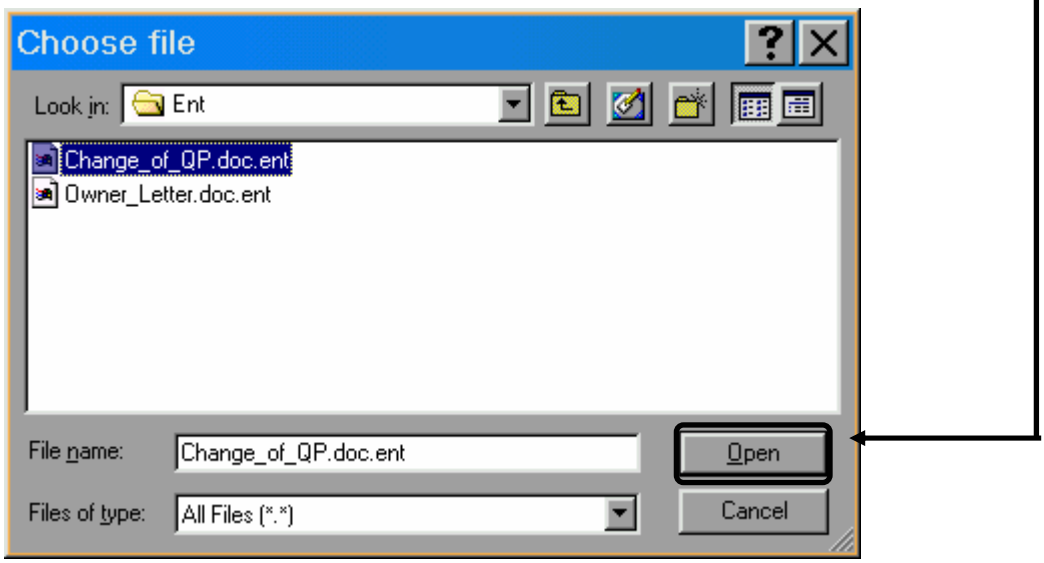
Notes:

- Supporting Documents must be **digitally signed** for verification purposes.
  - A letter from the **Owner** to recognize this change of Project Co-ordinator
  - Letter from the **Outgoing Project Co-ordinator** to relinquish of duties.
  - Letter from the **Incoming Project Co-ordinator** as acceptance of duties.
  - Any other supporting document(s) deemed necessary.

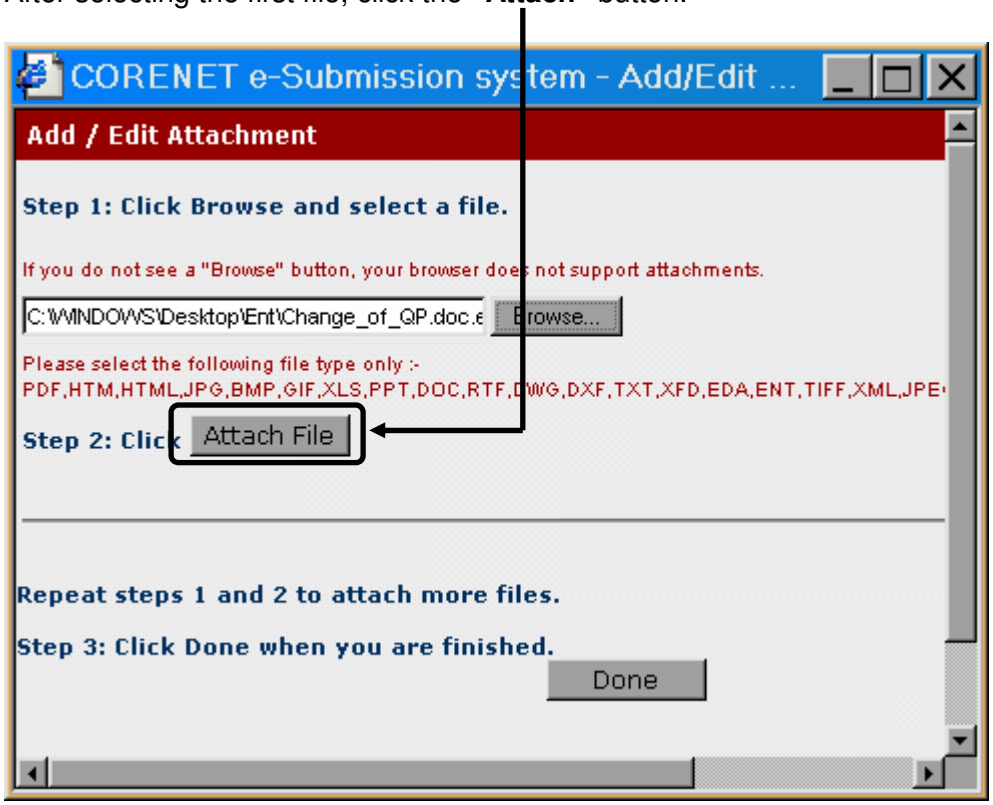
32.19 Click on the "**browse**" button to select supporting documents.



32.20 Select the file, which you want to attach from your hard disk and click on the "**Open**" button to confirm "



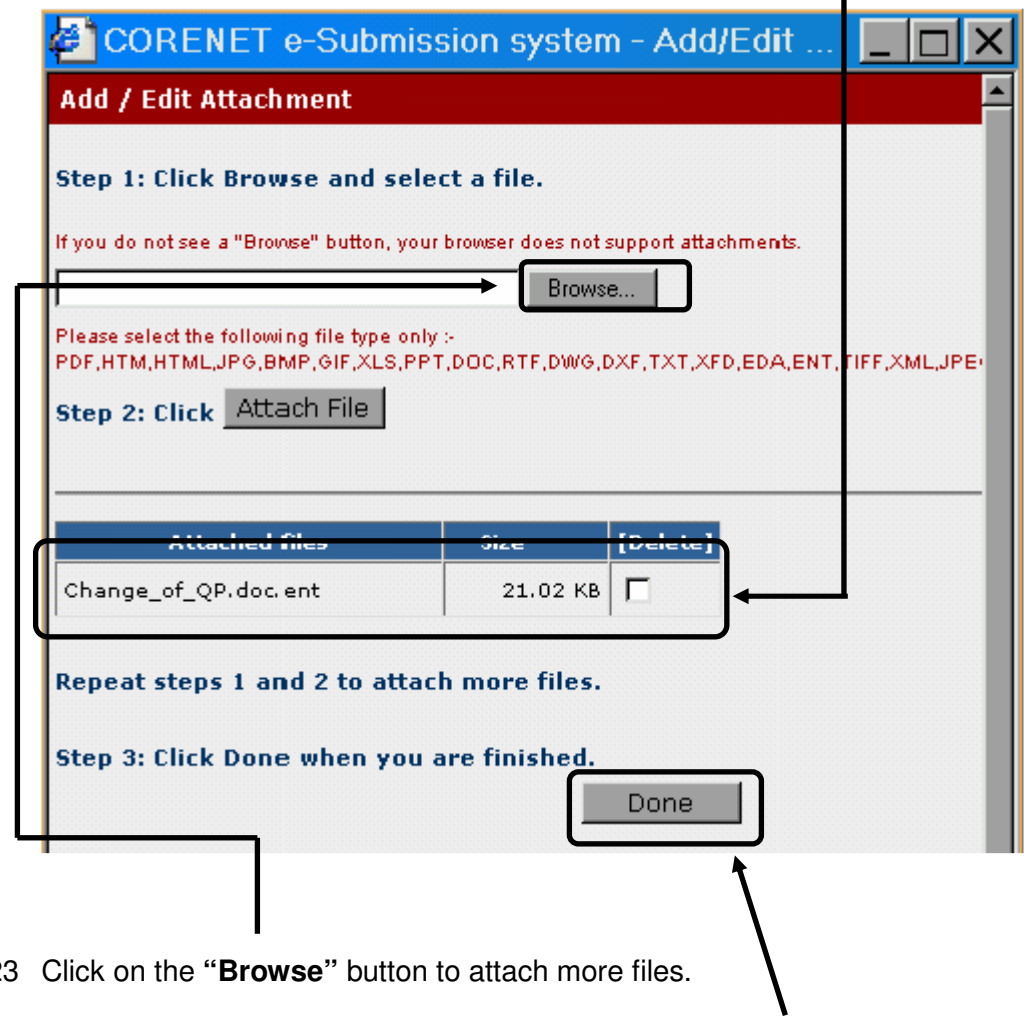
32.21 After selecting the first file, click the **"Attach"** button.



Notes:

- Only one 1 file can be attached at one time.
- Supporting Documents must be **digitally signed** for verification purposes.
- Please refer to Appendix 2 for the list of file types accepted by the system.

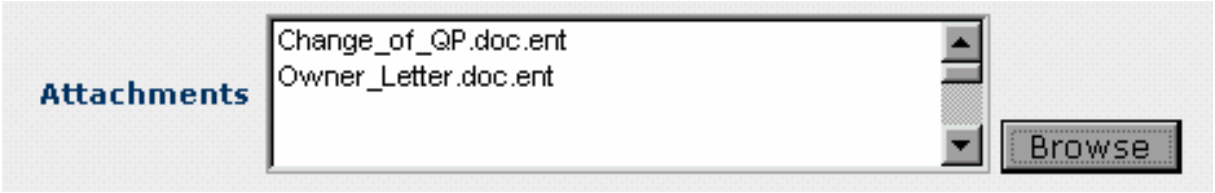
32.22 Successful attachment of **one** file will be shown.



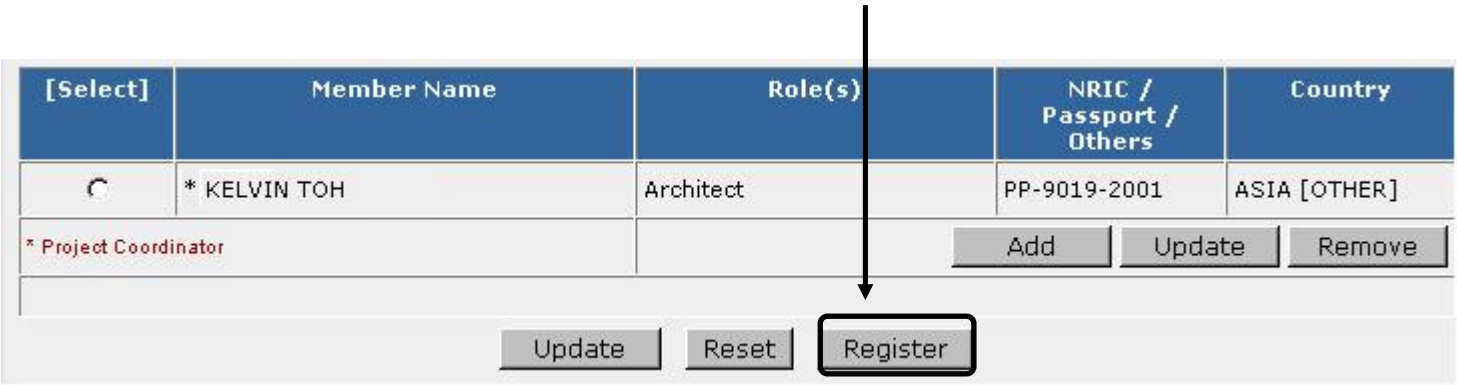
32.23 Click on the "**Browse**" button to attach more files.

32.24 After attaching all the supporting document(s), click on "**Done**".

32.25 Files that you have attached will be reflected as below.



32.26 After attaching the supporting document(s), click on the **"Register"** button.



32.27 Upon successful registration, the following prompt will show.



Notes:

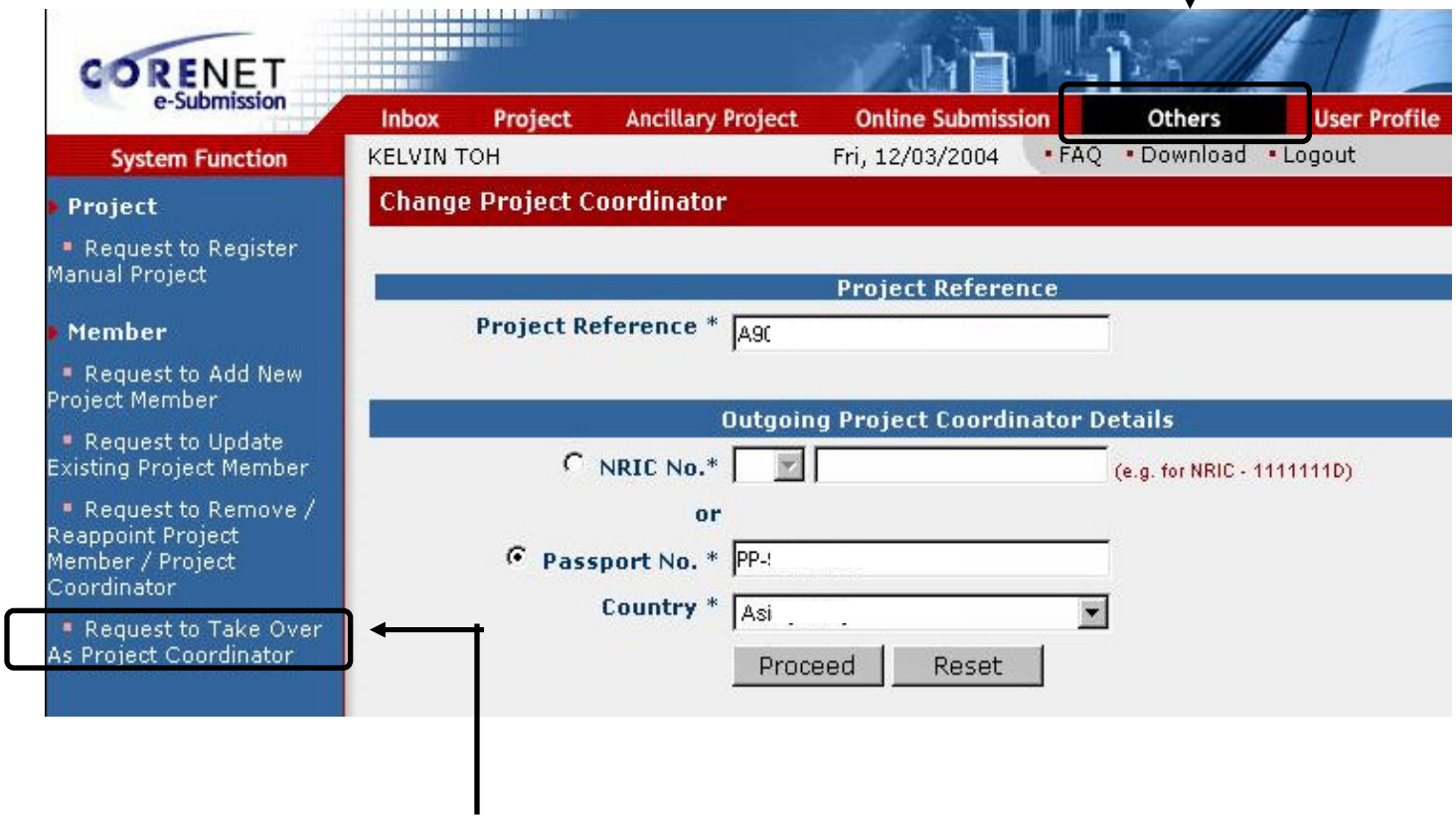
- A **notification email** will be sent to you once the agency administrator has approved the registration.
- Upon approval, you can add the project into your work area using **the "Add Project**" Function under Section 12.

33. Online: Taking over as a Project Co-ordinator

Notes:

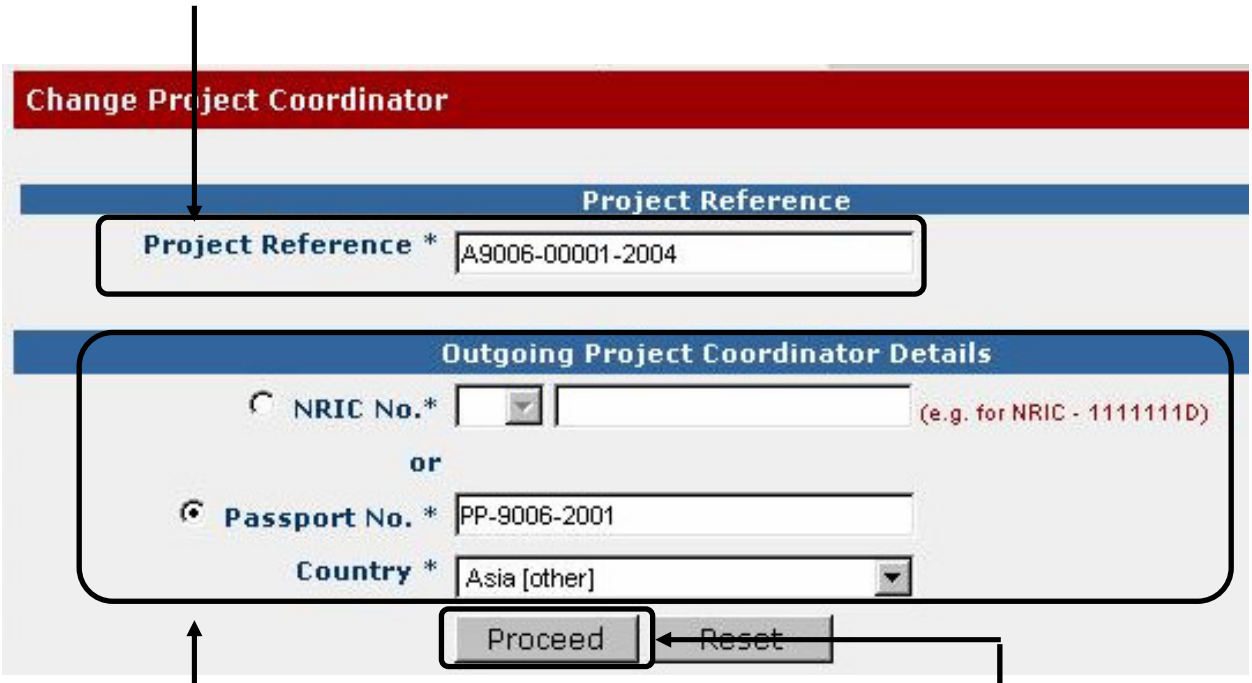
- **Only use** this function when the project has been electronically registered previously **and** there is **a change of project co-ordinator**.
- This has to be done by the **incoming** Project Co-ordinator.

33.1 Select the **Others** tab.



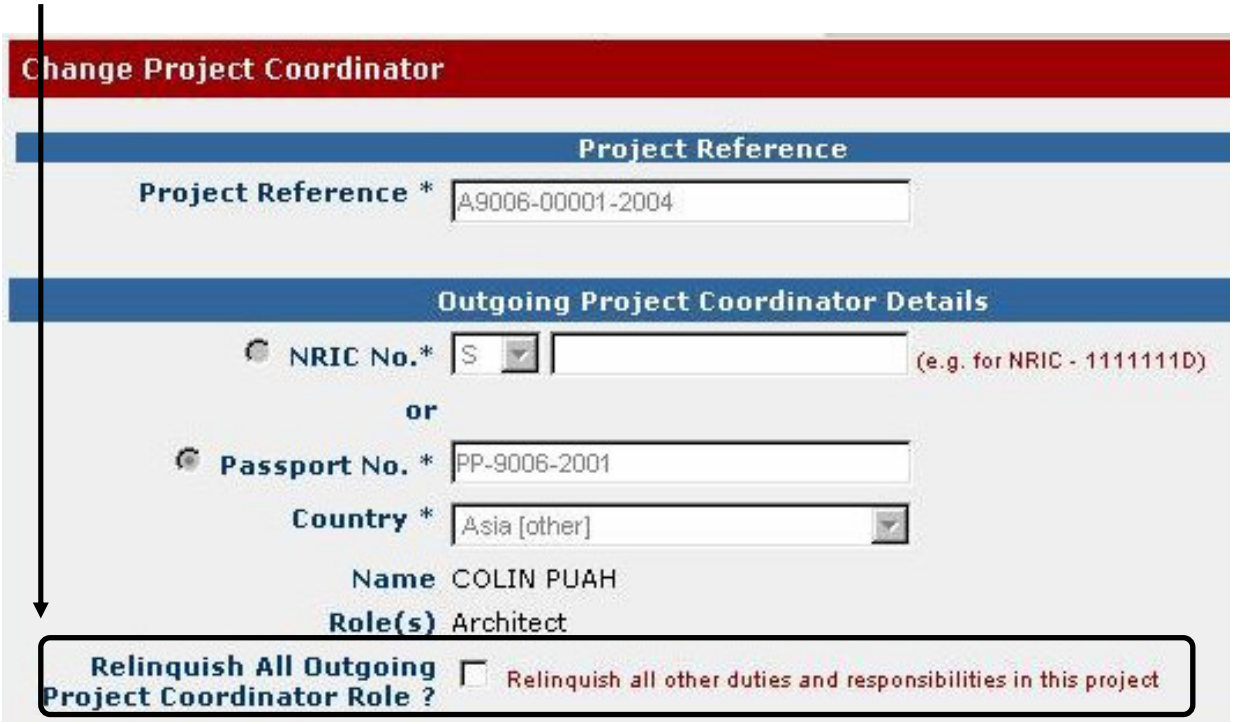
33.2 Select the **Request to Take Over as Project Co-ordinator** tab.

33.3 The following page will appear and do fill up the information accordingly. Key in the **electronically registered project reference number** accordingly.



33.4 Key in the **outgoing** Project Co-ordinator's details as required. Click on "**Proceed**"

33.5 The following information will be shown. Decide if you want to **relinquish** all other duties of the **outgoing** Project Co-ordinator.



33.6 Fill up the information for the incoming Project Co-ordinator accordingly.

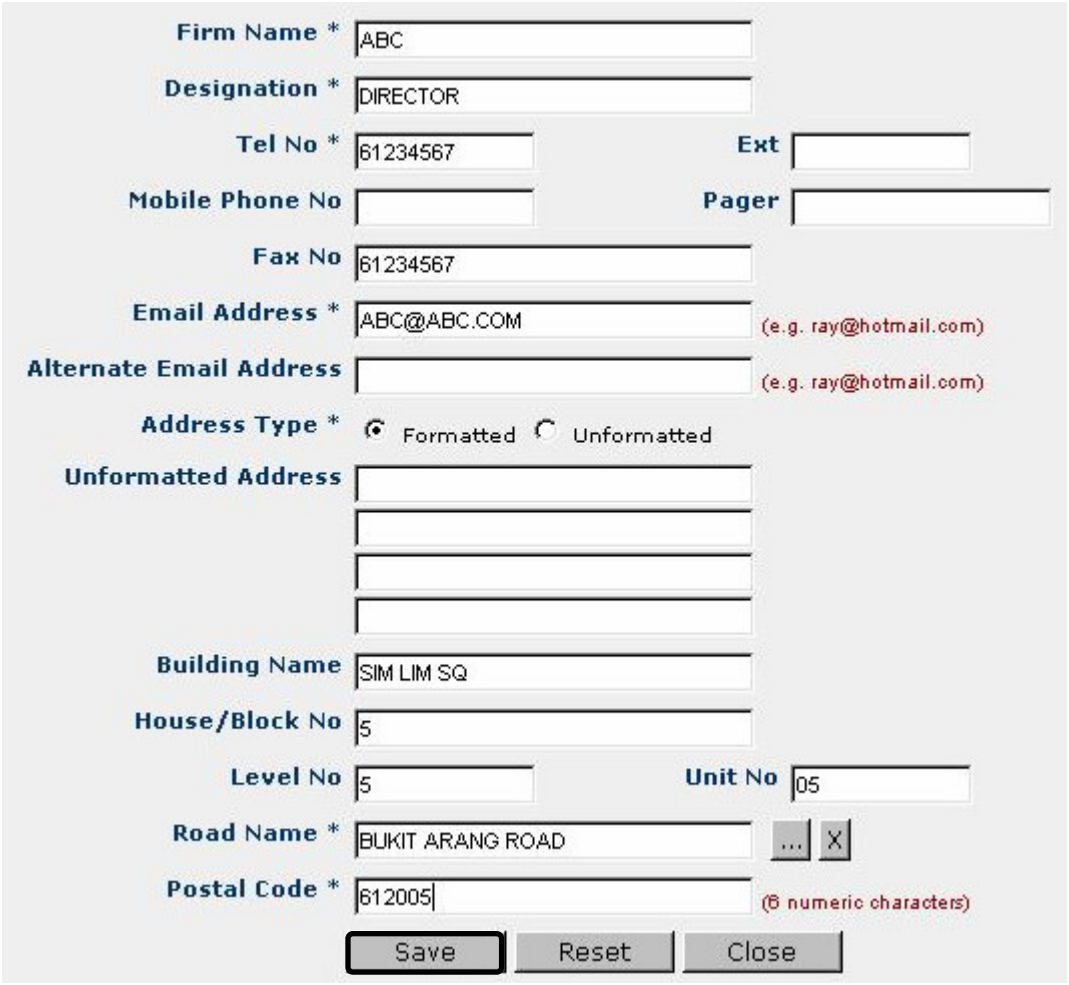


33.7 Click on "**Add Incoming Project Co-ordinator Particular**".

33.8 The following information will appear.



33.9 Fill in the information of the Incoming Project Co-ordinator accordingly.

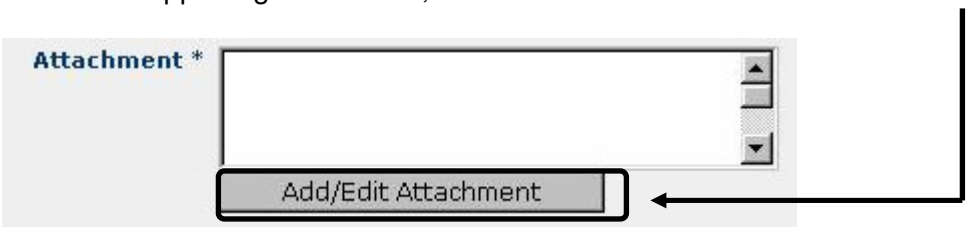


33.10 Click on "**Save**".

33.11 Upon successful keying in of information, it will be reflected as shown.



33.12 To attach supporting documents, click on the "**Add/Edit Attachment**" button.

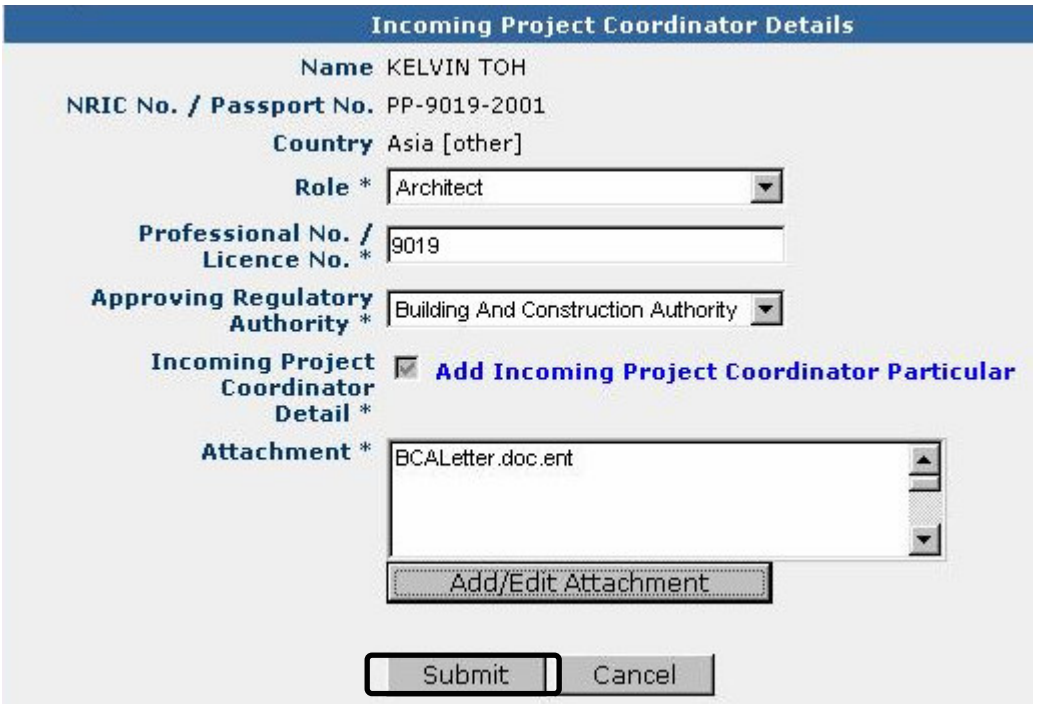


Notes:

- Supporting Documents must be digitally signed for verification purposes.
  - A letter from the **Owner** to recognize this change of Project Co-ordinator
  - Letter from the **Outgoing Project Co-ordinator** to relinquish of duties.
  - Letter from the **Incoming Project Co-ordinator** as acceptance of duties.
  - Any other supporting document(s) deemed necessary.

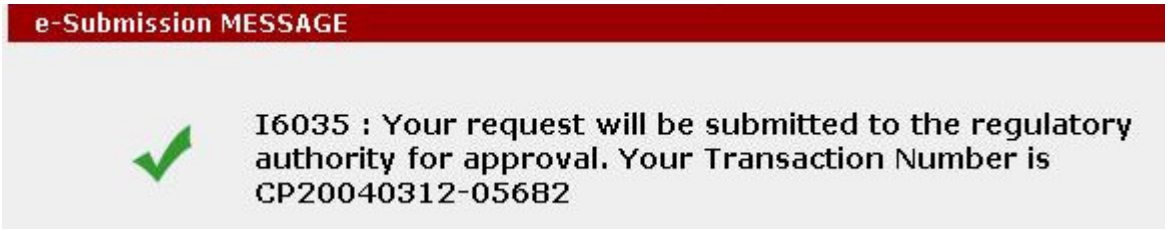
- Refer to Section 32.18 on how to attach supporting documents.

33.13 Upon successful attachment, the following screen will be shown.



33.14 Click on "**Submit**"

33.15 Upon successful registration, the following confirmation message will be displayed.



Notes:

- A notification email will be sent to you once the administrator approved the registration.
- Upon approval, you can add the project into the work area in your ESPro using the **"Add Project**" Function under Section 12.

Appendix 1: PC Requirements

1. PC Requirements

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

a) Hardware Requirements

- Pentium III with 500 MHz and above
- Minimum 128MB RAM
- 56kbps or 256 kbps ADSL connection (Highly Recommended)
- Hard disk with sufficient capacity of minimum 1 GB
- Netrust Smartcard Certificate Version 3
- Smartcard Reader

b) Supported Smartcard Reader

- ADC (Recommended)
- CISCO
- GEMPLUS

c) Software Requirements

- Supported Operating System
  - Windows 98 (Second Edition)
  - Windows 2000
  - Windows NT 4.0
  - Windows ME
  - Windows XP (Home/Professional)
- Microsoft Internet Explorer Browser Version 6.0 and above
- Microsoft office applications
- Java Virtual Machine (Not Applicable to Windows XP)
- Volo View (if no CAD software)

***Note1**: McAfee Anti Virus 7.0 is not compatible with ESPro and Digital Signer applications.*

***Note2**: The free software named Mail Defense Standard version 3.1.0 (and possibly other versions) prevents digital signing. We discourage the use of freeware to avoid potential software incompatibility issues.*

2. Connection

a) Network Firewall

- Required to open up 2 ports (709 and 389)

b) Proxy Setting

- Proxy server address should not be set to “localhost”. Only applicable to EDA Application submission

c) Internet Connection

- 56kbps or 256kbps (Highly recommended) and above

3. Programs Requirements

a) Necessary programs to download from eSS website.
(https:\\www.corenet-ess.gov.sg)

- ESPro v2.1.1
- Microsoft DAO Patch
- MDAC Type Service Pack 2
- Digital Signer
- E-Submission Form Viewer
- ESPro User Guide (Optional)
- EDA Application (Optional)

b) Necessary programs to download from Netrust website
(http:\\www.netrust.net)

- Netrust Security Proxy 1.3 or 1.4

4. Manual Guides

Manual guides can be downloaded from the following links.

1. Electronic Submission Guidelines (e.g. CP83, file naming convention)
http://www.corenet.gov.sg/integrated_submission/esub/others/ESGuidelines_18Nov01.PDF

2. ESPro User Manual
http://www.corenet.gov.sg/integrated_submission/esub/others/usermanual_040720.PDF

3. Digital Signer Manual
http://www.corenet.gov.sg/integrated_submission/esub/others/ESDigitalSigner_18Nov01.PDF

5. Administrative Requirements

- Application for Netrust Card
- Requisition for Internet Form Viewer License

Appendix 2: List of Acceptable File Types

Documents/Reports/Test

	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
*.EDA	Yes	Yes
*.ENT	Yes	Yes
*.ZIP	No	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 files are not accepted as drawings.

	ESPRO	Online
*.DXF	Yes	Yes
*.DWG	Yes	Yes
*.DGN	Yes	Yes
*.PDF	Yes	Yes

Image Files

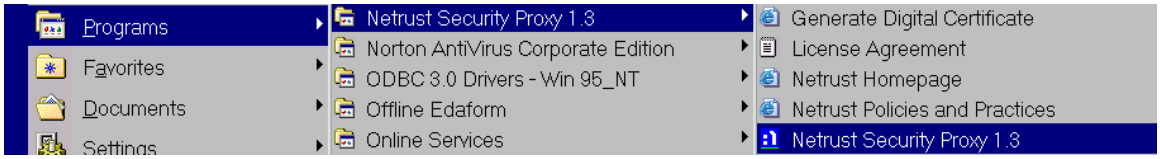
Tip: Avoid sending *.BMP files if possible as the file size is larger.

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

Appendix 3: Quick Tips for Netrust Cards Part 1

To check the number of tries left

a) Go to Start -> Programs -> Netrust Security Proxy 1.3/1.4 and select Netrust Security Proxy 1.3/1.4.

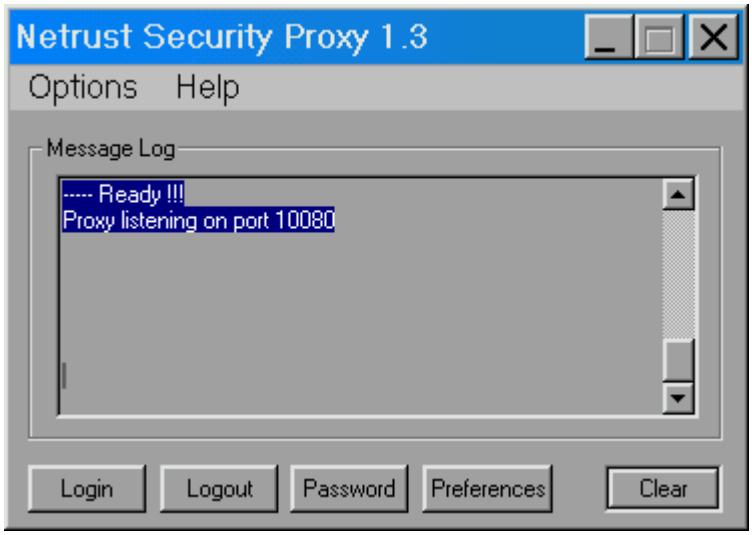


b) The following "" icon will appear in your system tray at the bottom right of your screen.

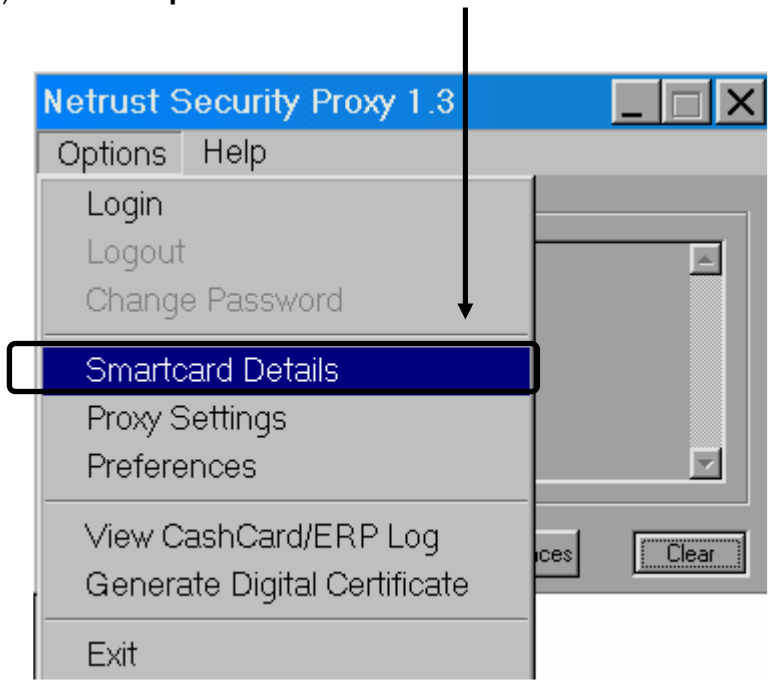


c) Right-click on the "" icon in your system tray.

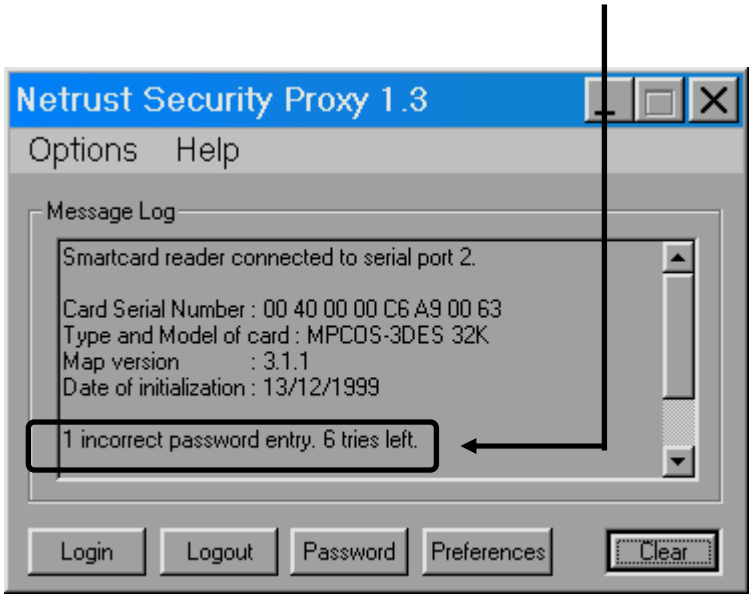
d) The following "Netrust Security Proxy 1.3/1.4" screen will appear on the top-left of your screen.



e) Click on **Options** and select "**Smartcard Details**".



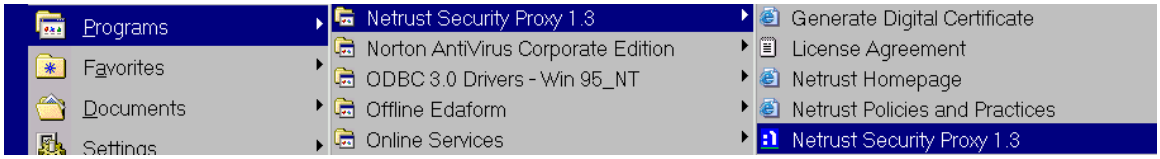
f) The number of tries left will be reflected as shown.



Appendix 3: Quick Tips for Netrust Cards Part 2

To update your status with NETRUST server

a) Go to Start -> Programs -> Netrust Security Proxy 1.3/1.4 and select Netrust Security Proxy 1.3/1.4.

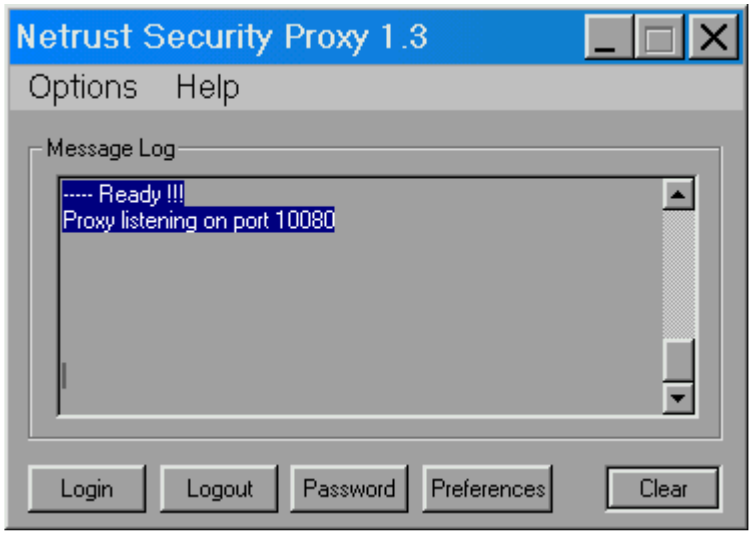


b) The following "" icon will appear in your system tray at the bottom right of your screen.

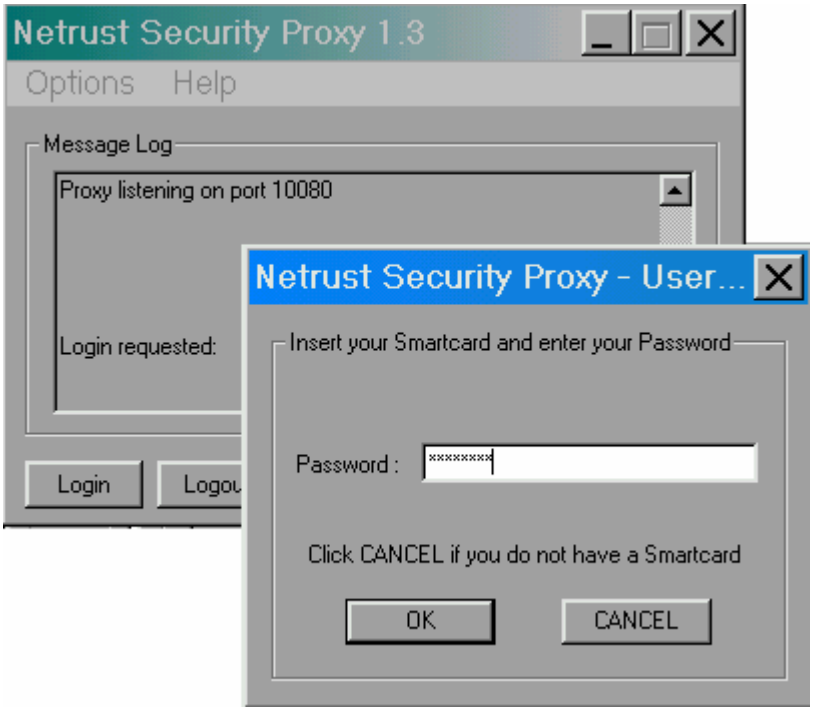


c) Right-click on the "" icon in your system tray.

d) The following "Netrust Security Proxy 1.3/1.4" screen will appear on the top-left of your screen.



g) Click on **"Login"**.

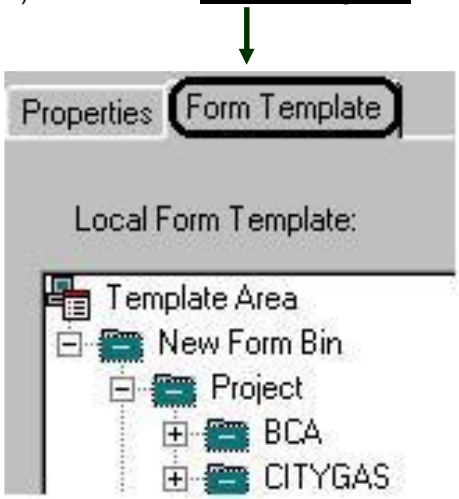


h) Key in your password and click on the "**OK**" button.

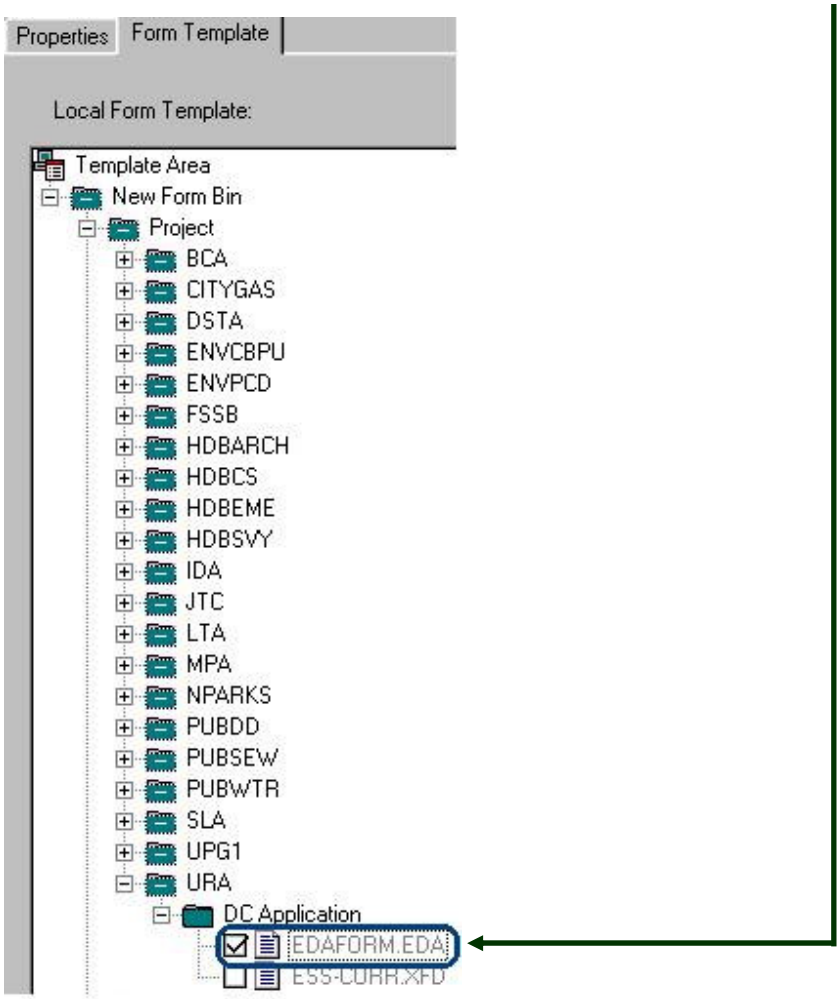
Appendix 4: Preparing EDA Form for use in ESPRO

ESPro: Downloading & Completing EDAFORM.EDA Forms

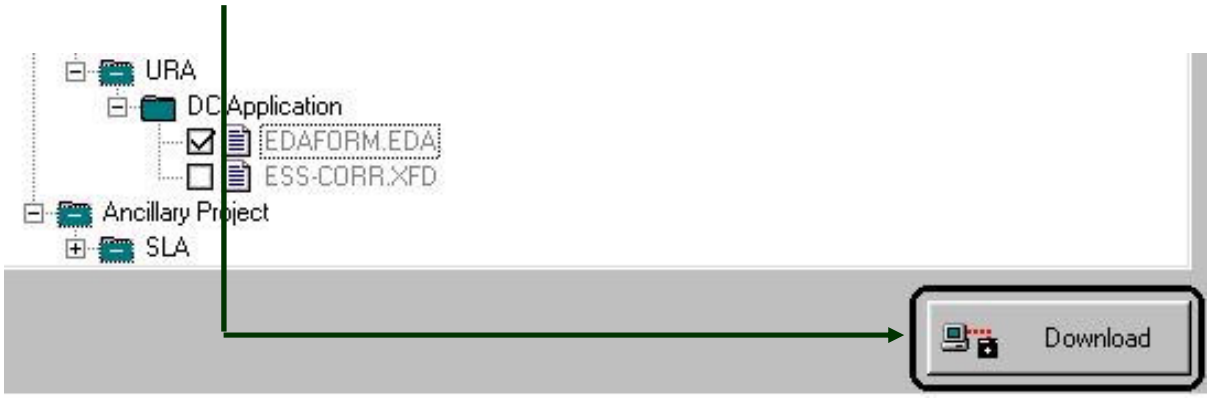
a) Click on the **Form Template** tab to view all the forms that can be downloaded to ESPro.



b) Locate and select the EDAFORM.EDA forms and tick the **empty check box** beside it.



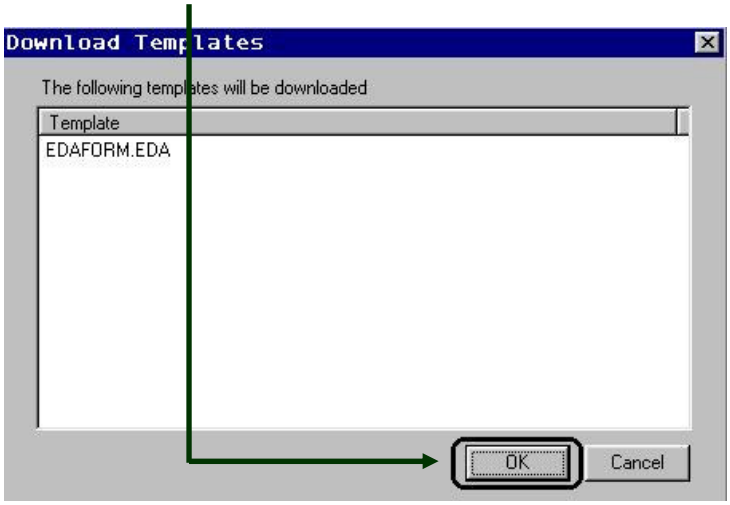
c) Click on the **Download** button to download the EDAFORM.EDA form.



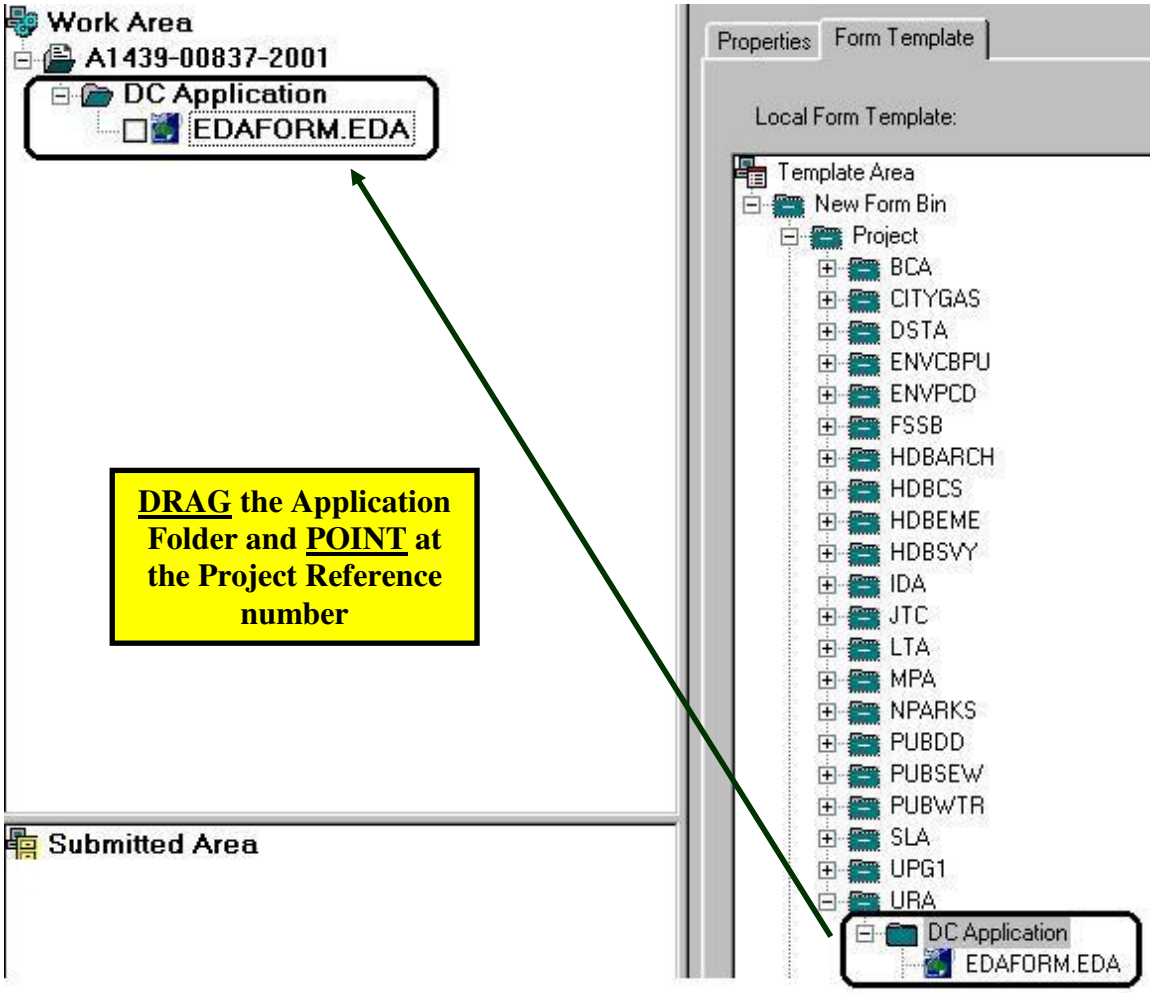
d) Key in your User ID and Password and click on the **OK** button to login to the server.



e) Click on the **OK** button to confirm the downloading of the form to ESPro.



f) To fill in the relevant information in the form, drag the Entire **DC Application** Folder to the Project folder in the Work Area.



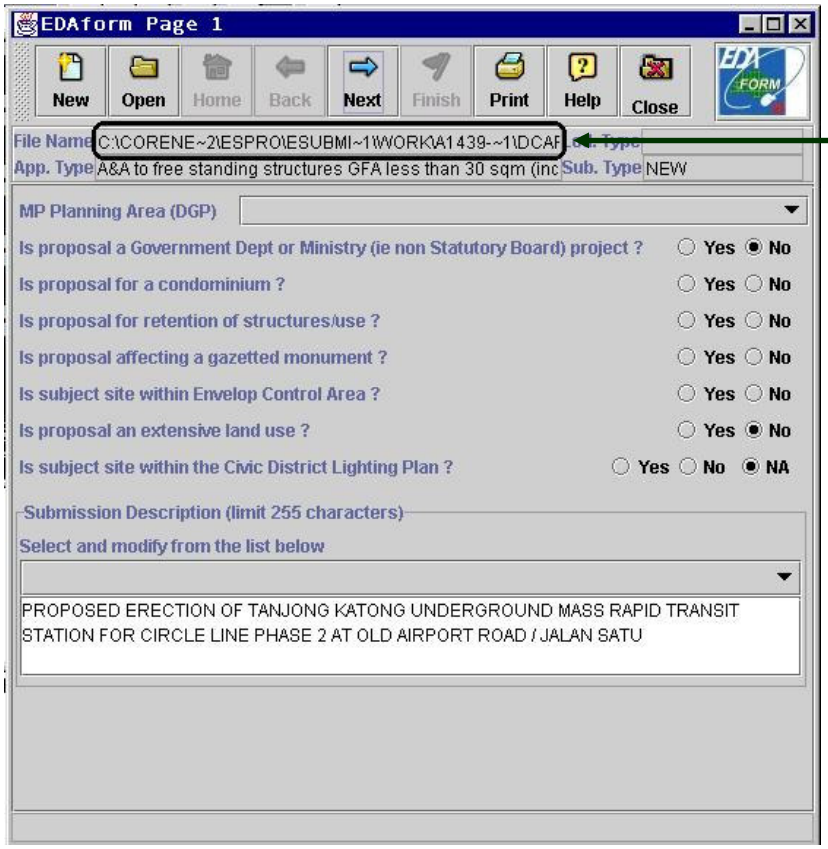
g) **Double click** on the EDAFORM.EDA Form  in the **work area** to launch the application form.

h) An empty EDAform will be displayed. You may fill up the relevant information in the first page of the EDAFORM.EDA Form.

Notes: You are required to fill in the information directly and **NOT** required to click on the new  button to create a new application form.

i) Upon clicking on the next  button to fill up the next page, by default your form will be save in a designated ESPro directory.

Notes: By default, your application form will be saved at a **designated directory**.



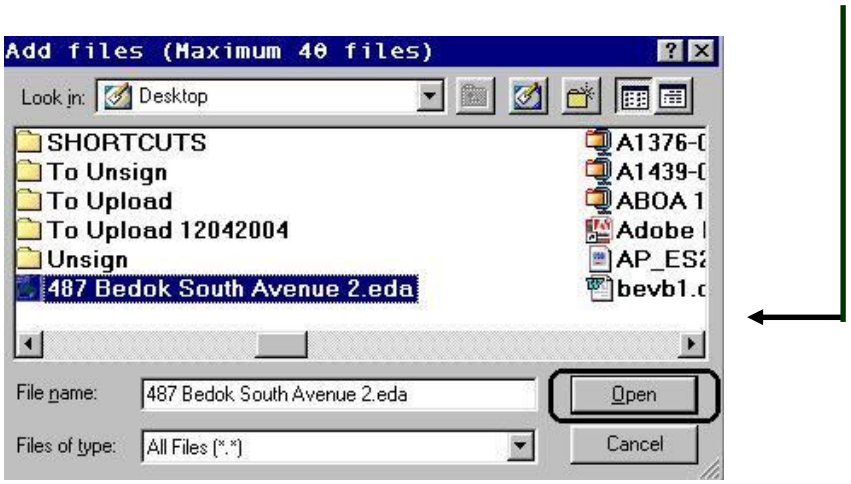
Opening an Existing EDA Development Application Form in ESPro

Notes: To retrieve your existing EDAForm completed outside ESPro environment in ESPro, please follow the instructions below.

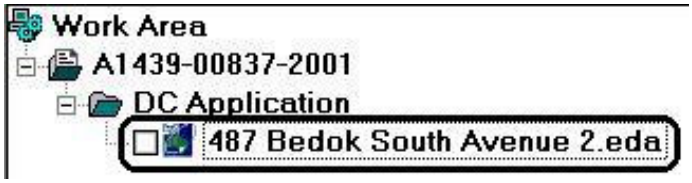
a) **Right-click** on the application folder and select **Add Files.**



b) Select the *.eda file(s), which you want to attach from your hard disk and click on the **Open** button to confirm.



c) The file(s) will then be appended below the application folder.



d) Double click on the *.EDA form to launch form