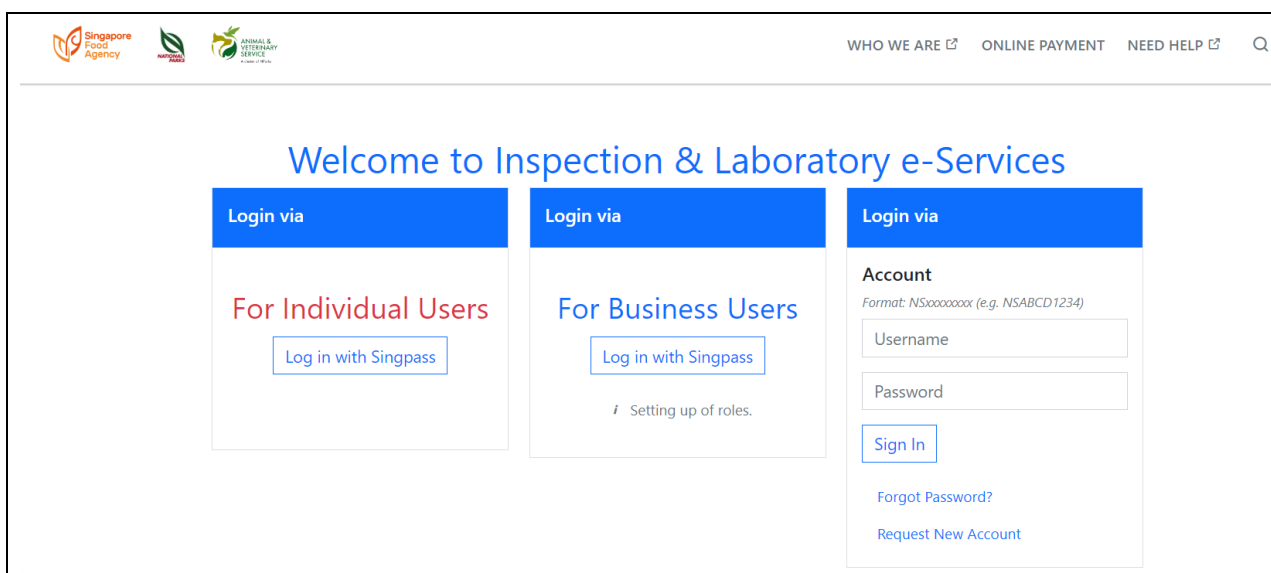


## Pre-licensing Inspection Portal User Guide

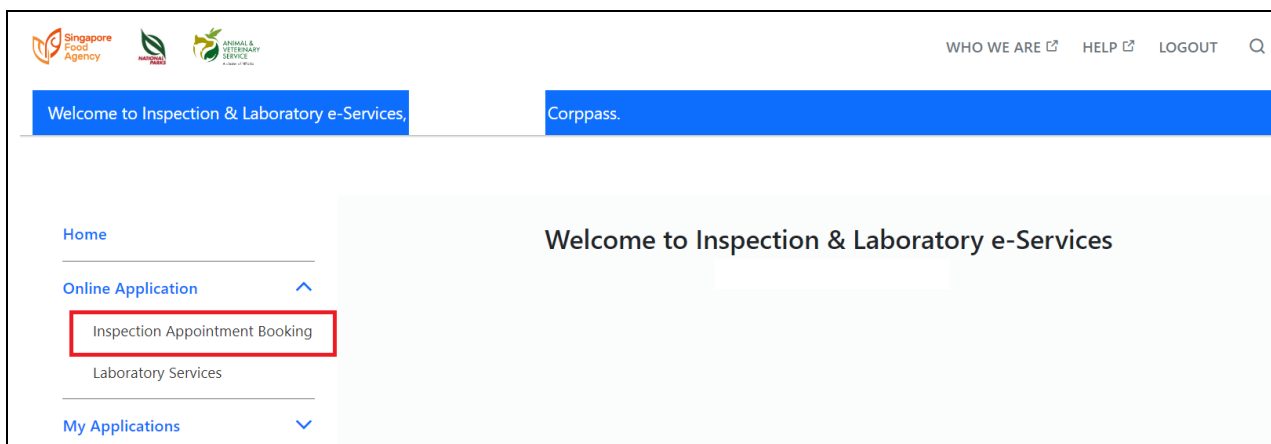
Applicant shall ensure that you have received an In-Principle Approval (IPA) from SFA before proceeding to book the pre-licensing inspection appointment. Your appointment may be cancelled if you have yet to obtain IPA.

### Section A: Booking of pre-licensing inspection appointment

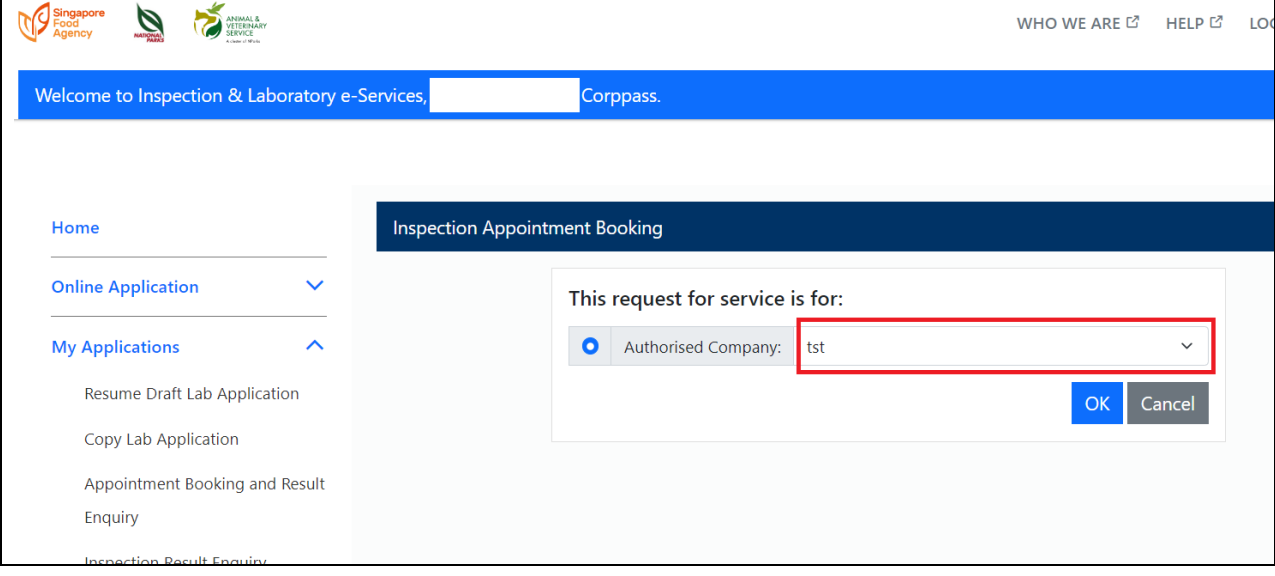
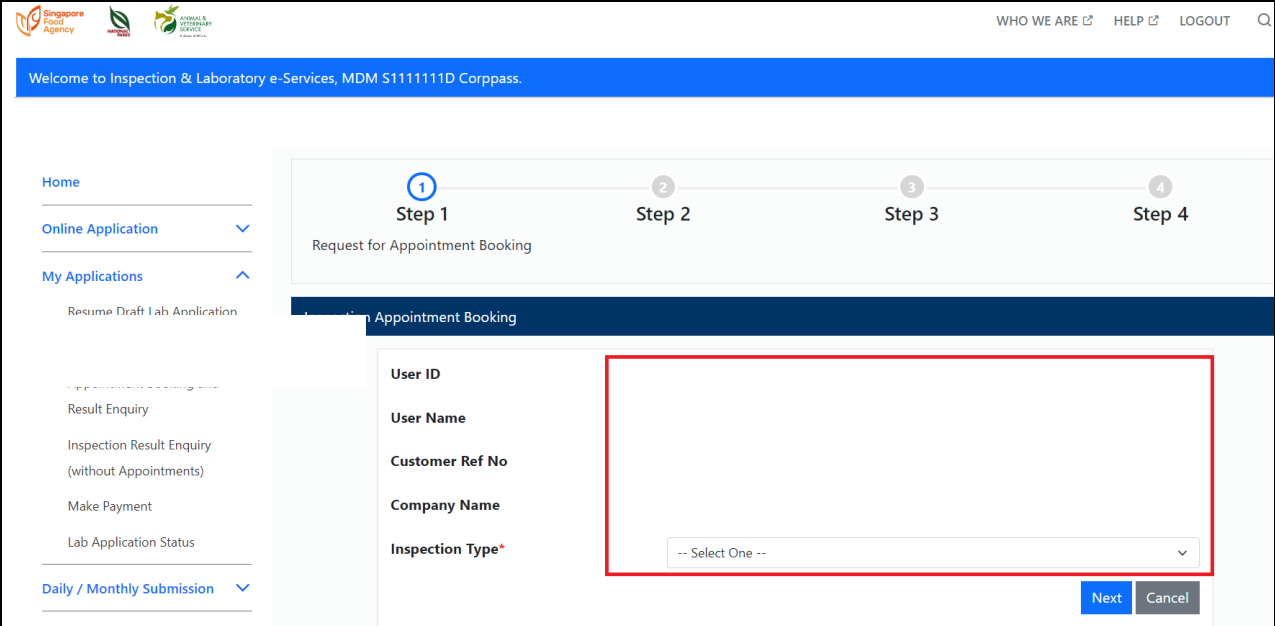
- Step 1** Visit <https://ifast.sfa.gov.sg/eserviceweb>
- You can choose to log in either as Individual User or Business User. Individual user can log in the portal directly after verifying Singpass.
- For business user, your CorpPass administrator need to assign the iFAST role in the company CorpPass account before you are allowed to access the portal. Please refer to section D for step-by-step guide to add the iFAST role in the company CorpPass account.
- If you are a third-party representative, please ensure that you have been authorised by the company that you are assisting for.

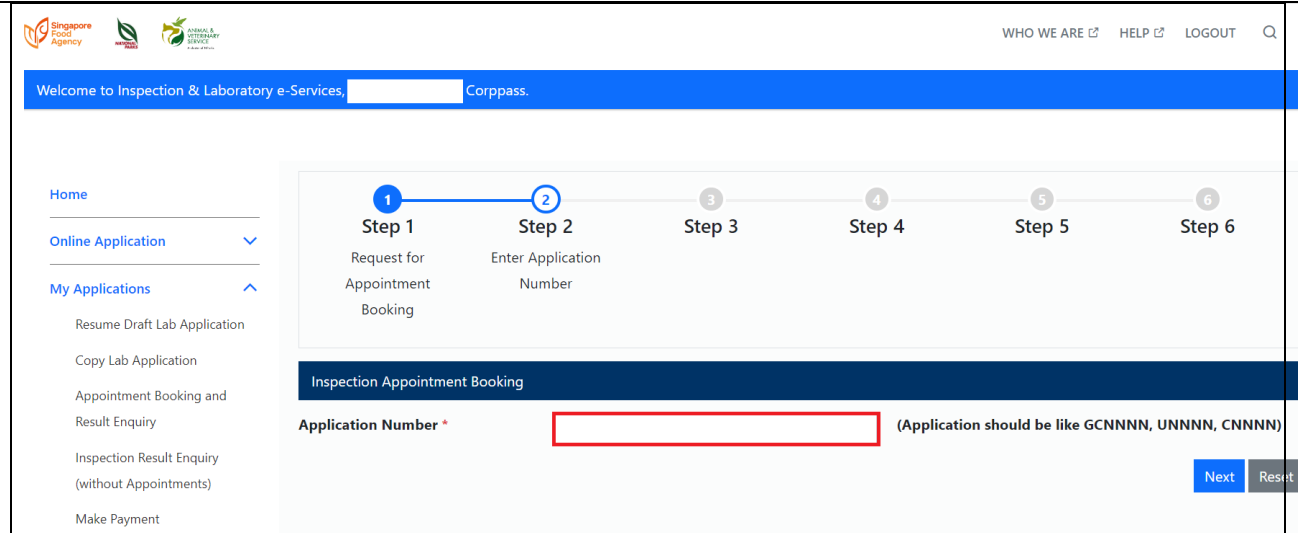
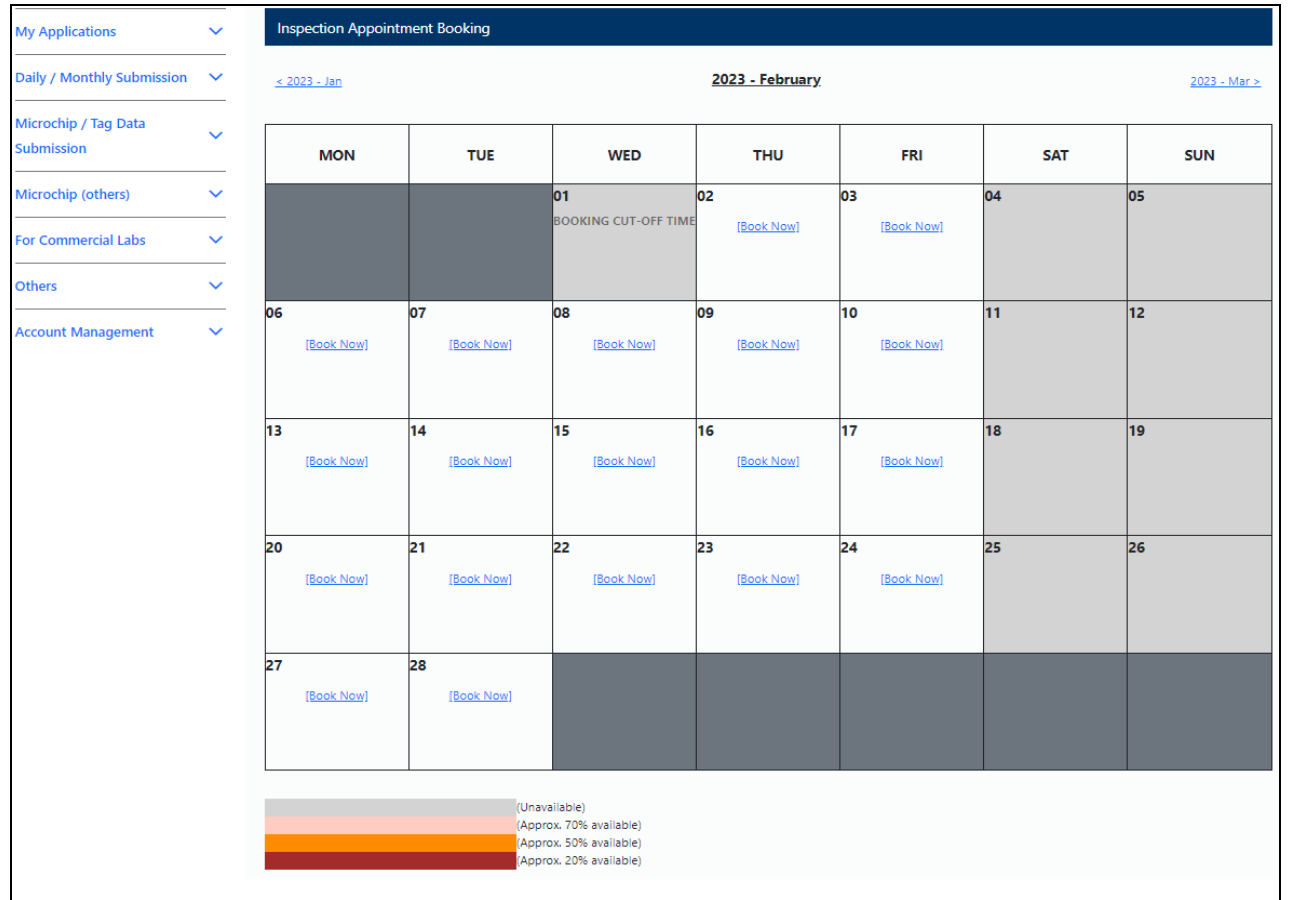


- Step 2** Select **Inspection Appointment Booking**




- Step 3** Select the company that you are booking the inspection appointment for. It must be the same company that submitted the foodshop application.

	
<b>Step 4</b>	<p>Verify the company details and <b>select SFA Pre-licensing inspection from the dropdown list.</b></p> 
<b>Step 5</b>	<p><b>Enter the application ID.</b> Please ensure that the application has been IPA-ed otherwise you are not allowed to book inspection and it will be rejected.</p>

	
<b>Step 5</b>	<p><b>Please refer to the calendar and select the inspection appointment date.</b> You are advised to book the inspection appointment at least 7 days in advance as the availability of slots is based on first-come first served basis.</p> <p>The colour code chart below the calendar provides an estimation of slots availability.</p> <div data-bbox="193 875 1497 1771">  </div>
<b>Step 6</b>	<p>Enter the contact person name , contact number and email address and verify the address and the selected inspection date for the pre-licensing inspection. Click next.</p>

<div> <a href="#">Home</a>  <a href="#">Online Application</a> <ul style="list-style-type: none"> <li>Inspection Appointment Booking</li> <li>Laboratory Services</li> </ul> <a href="#">My Applications</a> <a href="#">Daily / Monthly Submission</a> <a href="#">Microchip / Tag Data Submission</a> <a href="#">Microchip (others)</a> <a href="#">For Commercial Labs</a> <a href="#">Others</a> <a href="#">Account Management</a> </div>	<div> <div> <div>1</div> <div>Step 1</div> <div>Request for Appointment Booking</div> </div> <div> <div>2</div> <div>Step 2</div> <div>Enter Application Number</div> </div> <div> <div>3</div> <div>Step 3</div> <div>Select Date</div> </div> <div> <div>4</div> <div>Step 4</div> <div>Request for Import Inspection Booking for Pre-Licensing Hygiene</div> </div> <div> <div>5</div> <div>Step 5</div> </div> <div> <div>6</div> <div>Step 6</div> </div> </div> <div> <div>Instruction</div> <ol style="list-style-type: none"> <li>1. This form may take you 10 minutes to complete.</li> <li>2. Please note that you should only book the pre-licensing inspection after receiving an in-principle approval from SFA. Your booking may be deferred if you have not yet obtained in-principle approval.</li> <li>3. Please do not commence business until you have obtained a licence, failing which, you would have committed an offence under the Environmental Public Health Act. Offenders may be fined up to \$10,000 for operating a food establishment without a licence. Please note that we will take past enforcement records(s) into consideration for new licence applications and/or renewal.</li> </ol> </div> <div> <div>Requestor Information</div> <div> <div>Requestor Name</div> <div>tst</div> </div> <div> <div>Address</div> <div>BLK 3000 , MARSILING ROAD</div> <div>LAMSOON@MARSILING</div> <div>739108</div> </div> </div> <div> <div>Inspection Premises Contact Information</div> <div> <div>Contact Person*</div> <div>s1111111d Corppass</div> </div> <div> <div>Telephone*</div> <div>12345677</div> </div> </div> <div> <div>Receive Inspection Confirmation</div> <div> <div>SMS</div> <div><input type="checkbox"/> Mobile No.</div> </div> <div> <div>Email*</div> <div><input type="checkbox"/> Email Address</div> </div> </div> <div> <div>Permit Information</div> <div> <div>Permit No.*</div> <div>1</div> <div>C2210108388</div> </div> </div>
	<div> <div>Inspection Information</div> <div> <div>Inspection Location*</div> <div> <div>Other Appointed Place</div> <div> <div>Postal Code</div> <div>521138</div> <div>Search</div> </div> <div> <div>Street/Road Name</div> <div>TAMPINES STREET 11</div> </div> <div> <div>Block/House No</div> <div>138</div> </div> <div> <div>Level</div> <div>01</div> </div> <div> <div>Unit No</div> <div>148</div> </div> <div> <div>Building Name</div> <div></div> </div> </div> </div> <div> <div>Date of Booking*</div> <div>30/01/2023</div> </div> <div> <div>Date of Inspection*</div> <div>02/02/2023</div> </div> <div> <div>Remarks</div> <div></div> </div> <div> <div>Next</div> <div>Back</div> </div> </div>
<b>Step 7</b>	<p><b>You will receive a booking confirmation message however it does not serve as a confirmation that your appointment is confirmed.</b> Please proceed to check the status under 'Appointment Booking and Result Enquiry'.</p>

	<div> <div> <a href="#">Home</a>  <a href="#">Online Application</a> <span>⌵</span>  <a href="#">Inspection Appointment Booking</a>  <a href="#">Laboratory Services</a>  <a href="#">My Applications</a> <span>⌵</span>  <a href="#">Daily / Monthly Submission</a> <span>⌵</span>  <a href="#">Microchip / Tag Data Submission</a> <span>⌵</span>  <a href="#">Microchip (others)</a> <span>⌵</span>  <a href="#">For Commercial Labs</a> <span>⌵</span>  <a href="#">Others</a> <span>⌵</span>  <a href="#">Account Management</a> <span>⌵</span> </div> <div> <div> <div>1</div> <div>Step 1</div> <div>Request for Appointment Booking</div> </div> <div> <div>2</div> <div>Step 2</div> <div>Request for Import Inspection Booking for Pre-Licensing Hygiene</div> </div> <div> <div>3</div> <div>Step 3</div> <div>Confirmation</div> </div> <div> <div>4</div> <div>Step 4</div> <div>Acknowledgement</div> </div> </div> <div>Acknowledgement</div> <div> <p>We have received your booking request. This acknowledgement does not serve as confirmation to your booking request. Please check your booking status under "Appointment Booking and Result Enquiry" to confirm the booking is successful. Please note that you should only book the pre-licensing inspection after receiving an in-principle approval from SFA. Your booking may be deferred if you have not yet obtained in-principle approval.</p> </div> <table> <tr> <td><b>Appointment Application No.</b></td><td>EIIA23A000068 (C2210107793)</td></tr> <tr> <td><b>Date of Booking</b></td><td>30/01/2023</td></tr> <tr> <td><b>Date of Inspection</b></td><td>02/02/2023</td></tr> <tr> <td><b>Address of Inspection</b></td><td>BLK 390A , HAVELOCK ROAD #01 - 03 WATERFRONT PLAZA Singapore 169664</td></tr> <tr> <td><b>Remarks</b></td><td>Please note that you should only book the pre-licensing inspection after receiving an in-principle approval from SFA. Your booking may be deferred if you have not yet obtained in-principle approval.</td></tr> </table> <div>Save as PDF </div> </div>	<b>Appointment Application No.</b>	EIIA23A000068 (C2210107793)	<b>Date of Booking</b>	30/01/2023	<b>Date of Inspection</b>	02/02/2023	<b>Address of Inspection</b>	BLK 390A , HAVELOCK ROAD #01 - 03 WATERFRONT PLAZA Singapore 169664	<b>Remarks</b>	Please note that you should only book the pre-licensing inspection after receiving an in-principle approval from SFA. Your booking may be deferred if you have not yet obtained in-principle approval.
<b>Appointment Application No.</b>	EIIA23A000068 (C2210107793)										
<b>Date of Booking</b>	30/01/2023										
<b>Date of Inspection</b>	02/02/2023										
<b>Address of Inspection</b>	BLK 390A , HAVELOCK ROAD #01 - 03 WATERFRONT PLAZA Singapore 169664										
<b>Remarks</b>	Please note that you should only book the pre-licensing inspection after receiving an in-principle approval from SFA. Your booking may be deferred if you have not yet obtained in-principle approval.										
<b>Step 8</b>	<p>Please proceed to 'Appointment Booking and Result Enquiry' and select the company for the pre-licensing inspection.</p> <div> <div> <a href="#">Home</a>  <a href="#">Online Application</a> <span>⌵</span>  <a href="#">My Applications</a> <span>⌵</span>  <a href="#">Resume Draft Lab Application</a>  <a href="#">Copy Lab Application</a>  <a href="#">Appointment Booking and Result Enquiry</a>  <a href="#">Inspection Result Enquiry (without Appointments)</a>  <a href="#">Make Payment</a>  <a href="#">Lab Application Status</a>  <a href="#">Daily / Monthly Submission</a> <span>⌵</span>  <a href="#">Microchip / Tag Data Submission</a> <span>⌵</span>  <a href="#">Microchip (others)</a> <span>⌵</span>  <a href="#">For Commercial Labs</a> <span>⌵</span>  <a href="#">Others</a> <span>⌵</span>  <a href="#">Account Management</a> <span>⌵</span> </div> <div> <div>Appointment Booking Enquiry</div> <div> <div>This request for service is for:</div> <div> <input checked="" type="radio"/> Authorised Company: tst </div> <div>OK Cancel</div> </div> </div> </div>										
<b>Step 9</b>	<p>Enter the application ID or appointment ID (as shown in step 7) and the inspection date range to search the appointment.</p>										

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[Appointment Booking and Result Enquiry](#)
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[Microchip / Tag Data Submission](#)
[Microchip \(others\)](#)
[For Commercial Labs](#)
[Others](#)
[Account Management](#)

### Appointment Booking Enquiry - Appointment Booking List (E-Service)

User ID: xxxxx111D

User Name: S1111111D CORPPASS

Inspection Type: -- All --

Appointment No.:

Permit No. / Application No.:

Inspection Date Range\*

From: DD-MM-YYYY

To: DD-MM-YYYY

Booking Status: -- All --


Search Reset

## Step 10

This page shows the appointment records of the application.

There is no further action required if the booking status shows successful. Our officer will contact you on a working day before the scheduled inspection to confirm the appointment details. The inspection will be conducted virtually via zoom between 9am to 2pm.

If the booking status shows rejected, please click on the Appointment Number link and view the reason. You may contact your processing officer for further assistance.



### Search Result - 3 record(s) found.

#	Appointment No.	Permit No. / Application No.	Inspection Type	Date & Time of Inspection	Inspection Location	Booking Status	Creator Name	Date Created	Inspection Required	Inspection Result
1	<a href="#">EIA23A000060</a>	C2210107793	(SFA) Pre-Licensing Inspection (Hygiene)	30/01/23	BLK 390A, HAVELOCK ROAD, S169664	Rejected	S1111111D Corppass	27/1/2023 1:39:01 PM		
2	<a href="#">EIA23A000064</a>	C2210107793	(SFA) Pre-Licensing Inspection (Hygiene)	30/01/23	BLK 390A, HAVELOCK ROAD, S169664	Rejected	S1111111D Corppass	27/1/2023 2:59:13 PM		
3	<a href="#">EIA23A000068</a>	C2210107793	(SFA) Pre-Licensing Inspection (Hygiene)	02/02/23	BLK 390A, HAVELOCK ROAD, S169664	Approved	S1111111D Corppass	30/1/2023 10:44:30 AM		

Showing 1 to 3 of 3 entries

Previous
1
Next

Inspection Date Range\*

From: 30-01-2023

To: 03-02-2023

Booking Status: -- All --

Close

## Section B: Amendment of contact person details

## Step 1

Please proceed to 'Appointment Booking and Result Enquiry' and select the company for the pre-licensing inspection.

[Home](#)


---

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[My Applications](#)


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[Resume Draft Lab Application](#)


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[Copy Lab Application](#)


---

Appointment Booking and Result Enquiry

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[Inspection Result Enquiry \(without Appointments\)](#)


---

[Make Payment](#)


---

[Lab Application Status](#)


---

[Daily / Monthly Submission](#)


---

[Microchip / Tag Data Submission](#)


---

[Microchip \(others\)](#)


---

[For Commercial Labs](#)


---

[Others](#)


---

[Account Management](#)

Appointment Booking Enquiry

This request for service is for:

Authorized Company: tst

OK Cancel

**Step  
2**

**Enter the application ID or appointment ID (as shown in step 7) and the inspection date range to search the appointment.**

[Home](#)


---

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[Resume Draft Lab Application](#)


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[Copy Lab Application](#)


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[Appointment Booking and Result Enquiry](#)


---

[Inspection Result Enquiry \(without Appointments\)](#)


---

[Make Payment](#)


---

[Lab Application Status](#)


---

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---

[Microchip / Tag Data Submission](#)


---

[Microchip \(others\)](#)


---

[For Commercial Labs](#)


---

[Others](#)


---

[Account Management](#)

Appointment Booking Enquiry - Appointment Booking List (E-Service)

User ID

xxxxx111D

User Name

S1111111D CORPPASS

Inspection Type

-- All --

Appointment No.

Permit No. / Application No.

Inspection Date Range\*

From

DD-MM-YYYY

To

DD-MM-YYYY

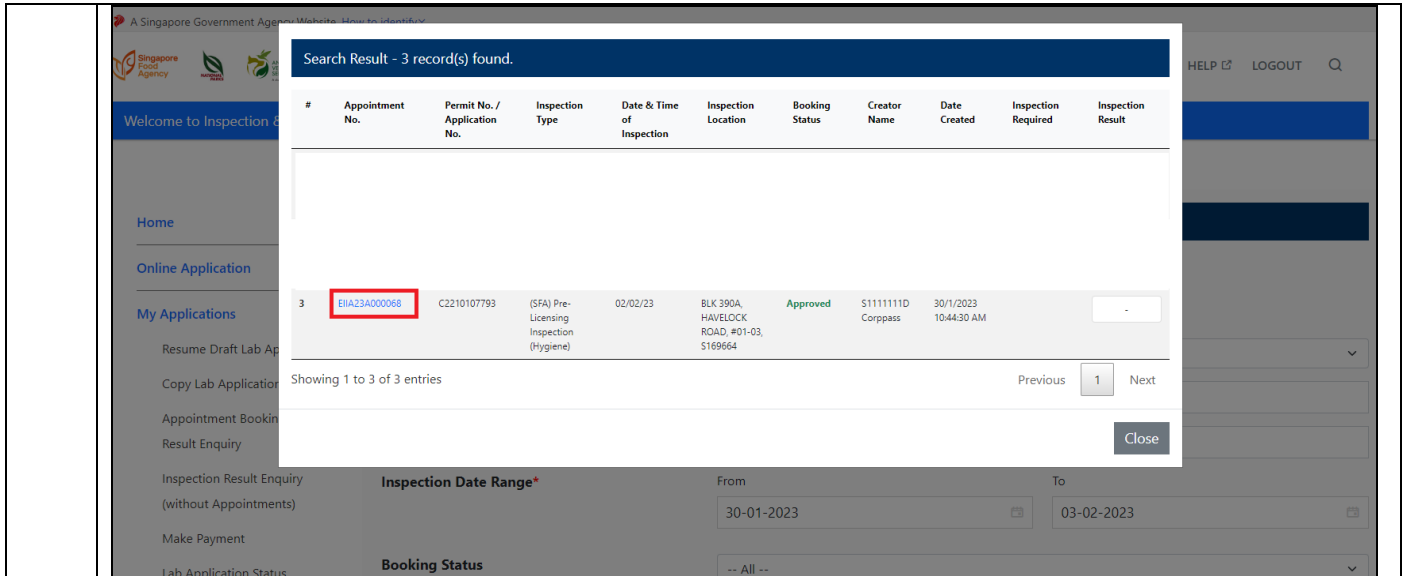
Booking Status

-- All --

Search Reset

**Step  
3**

**Click the appointment number link shown in the appointment records.**



A Singapore Government Agency Website

Search Result - 3 record(s) found.

#	Appointment No.	Permit No. / Application No.	Inspection Type	Date & Time of Inspection	Inspection Location	Booking Status	Creator Name	Date Created	Inspection Required	Inspection Result
3	EIA23A000068	C2210107793	(SFA) Pre-Licensing Inspection (Hygiene)	02/02/23	BLK 390A, HAVELOCK ROAD, #01-03, S169664	Approved	S1111111D Corppass	30/1/2023 10:44:30 AM		

Showing 1 to 3 of 3 entries

Previous 1 Next

Close

Inspection Date Range\* From 30-01-2023 To 03-02-2023

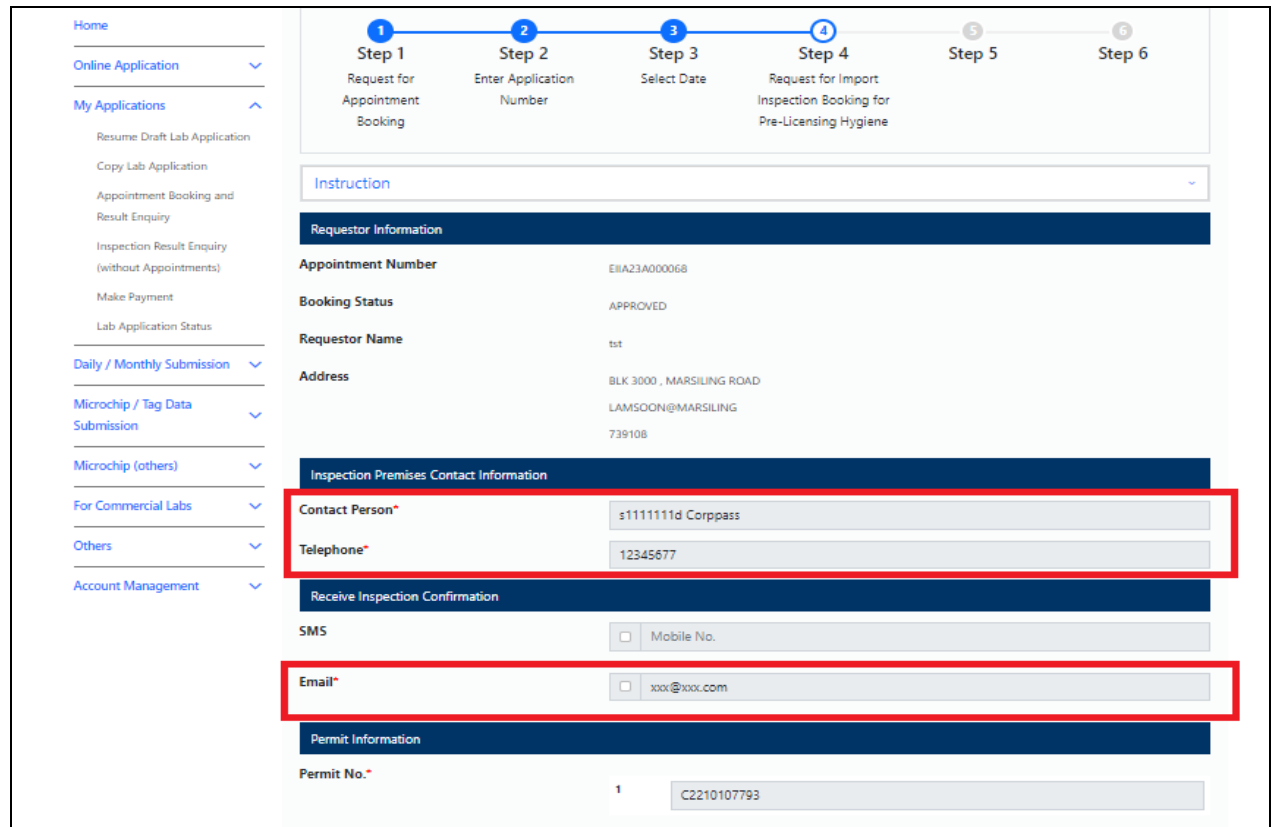
Booking Status -- All --

#### Step 4

You can update the following fields and click next.

- **Contact person name**
- **Contact person number**
- **Email address**

Please note that you currently not permitted to amend the inspection appointment date. If you wish to postpone the inspection date, please cancel the original appointment and rebook again. Otherwise please seek assistance from your processing officer or email us at <https://csp.sfa.gov.sg/feedback>.



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Make Payment

Lab Application Status

Daily / Monthly Submission

Microchip / Tag Data Submission

Microchip (others)

For Commercial Labs

Others

Account Management

Step 1 Request for Appointment Booking

Step 2 Enter Application Number

Step 3 Select Date

Step 4 Request for Import Inspection Booking for Pre-Licensing Hygiene

Step 5

Step 6

Instruction

Requestor Information

Appointment Number EIA23A000068

Booking Status APPROVED

Requestor Name tst

Address BLK 3000, MARSILING ROAD, LAMSOON@MARSILING, 739108

Inspection Premises Contact Information

Contact Person\* s1111111d Corppass

Telephone\* 12345677

Receive Inspection Confirmation

SMS ☐ Mobile No.

Email\* ☐ xxx@xxx.com

Permit Information

Permit No.\* 1 C2210107793



Inspection Information

Inspection Location\*

☒ Other Appointed Place

Postal Code

169664

Search

Street/Road Name

HAVELOCK ROAD

Block/House No

390A

Level

01

Unit No

03

Building Name

WATERFRONT PLAZA

Date of Booking\*

30/01/2023

Date of Inspection\*

02/02/2023

Remarks

SFA Remarks

☐ Cancel

SFA will contact you on a working day prior to the inspection date for arrangement of inspection details. The inspection will be conducted in virtual mode. We regret that we are unable to allow applicant to choose the inspection time. We wish to remind you again you

Next

Back

## Step 5

You will receive an **acknowledgement** after you have submitted updated the fields successfully. You can proceed to 'Appointment Booking and Result Enquiry' to verify.

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Make Payment

Lab Application Status

Daily / Monthly Submission

Microchip / Tag Data Submission

Microchip (others)

For Commercial Labs

Others

Account Management

1

Step 1

Request for Appointment Booking

2

Step 2

Request for Import Inspection Booking for Pre-Licensing Hygiene

3

Step 3

Confirmation

4

Step 4

Acknowledgement

Acknowledgement

We have received your booking request. This acknowledgement does not serve as confirmation to your booking request. Please check your booking status under "Appointment Booking and Result Enquiry" to confirm the booking is successful. Please note that you should only book the pre-licensing inspection after receiving an in-principle approval from SFA. Your booking may be deferred if you have not yet obtained in-principle approval.

Appointment Application No.

EIIA23A000069 (C2210107793)

Date of Booking

30/01/2023

Date of Inspection

06/02/2023

Address of Inspection

BLK 390A , HAVELOCK ROAD  
#01 - 03  
WATERFRONT PLAZA  
Singapore  
169664

Remarks

Please note that you should only book the pre-licensing inspection after receiving an in-principle approval from SFA. Your booking may be deferred if you have not yet obtained in-principle approval.

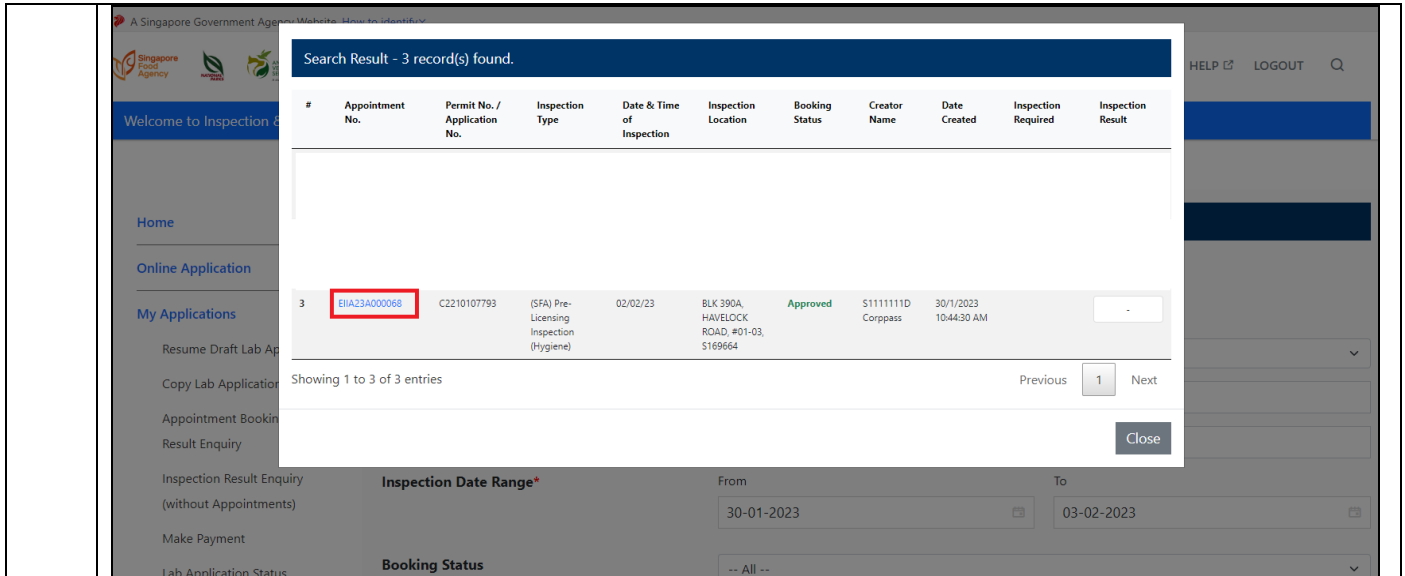
Save as PDF

## Section C: Cancellation of pre-licensing inspection appointment

## Step 1

Please proceed to '**Appointment Booking and Result Enquiry**' and select the company for the pre-licensing inspection.

	<div> <div> Home Online Application My Applications Resume Draft Lab Application Copy Lab Application Appointment Booking and Result Enquiry Inspection Result Enquiry (without Appointments) Make Payment Lab Application Status Daily / Monthly Submission Microchip / Tag Data Submission Microchip (others) For Commercial Labs Others Account Management </div> <div> Appointment Booking Enquiry <div> This request for service is for: <div> Authorized Company: tst </div> <div> OK Cancel </div> </div> </div> </div>
<b>Step 2</b>	<div> Enter the application ID or appointment ID (as shown in step 7) and the inspection date range to search the appointment. </div> <div> <div> Home Online Application My Applications Resume Draft Lab Application Copy Lab Application Appointment Booking and Result Enquiry Inspection Result Enquiry (without Appointments) Make Payment Lab Application Status Daily / Monthly Submission Microchip / Tag Data Submission Microchip (others) For Commercial Labs Others Account Management </div> <div> Appointment Booking Enquiry - Appointment Booking List (E-Service) <div> User ID: xxxxx111D User Name: S1111111D CORPPASS Inspection Type: -- All -- Appointment No.: Permit No. / Application No.: Inspection Date Range: From: DD-MM-YYYY To: DD-MM-YYYY Booking Status: -- All -- <div> Search Reset </div> </div> </div> </div>
<b>Step 3</b>	Click the appointment number link shown in the appointment records.



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Search Result - 3 record(s) found.

#	Appointment No.	Permit No. / Application No.	Inspection Type	Date & Time of Inspection	Inspection Location	Booking Status	Creator Name	Date Created	Inspection Required	Inspection Result
3	EIA23A000068	C2210107793	(SFA) Pre-Licensing Inspection (Hygiene)	02/02/23	BLK 390A, HAVELOCK ROAD, #01-03, S169664	Approved	S1111111D Corppass	30/1/2023 10:44:30 AM		

Showing 1 to 3 of 3 entries

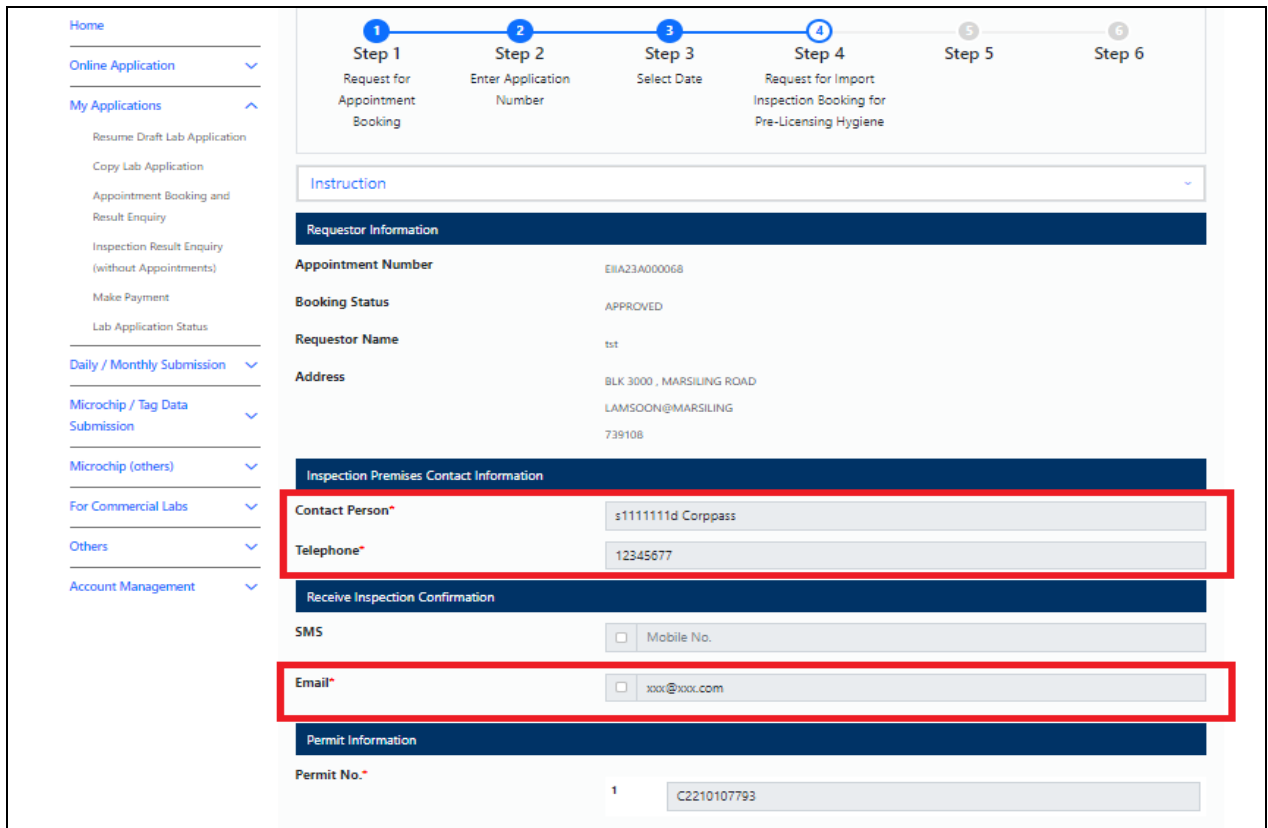
Previous 1 Next

Close

Inspection Date Range\* From 30-01-2023 To 03-02-2023

Booking Status -- All --

#### Step 4 Select the cancel field and reason for cancellation and click next.



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Microchip / Tag Data Submission

Microchip (others)

For Commercial Labs

Others

Account Management

Step 1 Request for Appointment Booking

Step 2 Enter Application Number

Step 3 Select Date

Step 4 Request for Import Inspection Booking for Pre-Licensing Hygiene

Step 5

Step 6

Instruction

Requestor Information

Appointment Number EIA23A000068

Booking Status APPROVED

Requestor Name tst

Address BLK 3000, MARSILING ROAD, LAMSOON@MARSILING, 739108

Inspection Premises Contact Information

Contact Person\* s1111111d Corppass

Telephone\* 12345677

Receive Inspection Confirmation

SMS ☐ Mobile No.

Email\* ☐ xax@xox.com

Permit Information

Permit No.\* 1 C2210107793

Inspection Information

Inspection Location\*

☒ Other Appointed Place

Postal Code

169664

Search

Street/Road Name

HAVELOCK ROAD

Block/House No

390A

Level

01

Unit No

03

Building Name

WATERFRONT PLAZA

Date of Booking\*

30/01/2023

Date of Inspection\*

02/02/2023

Remarks

Reason for Cancellation\*

☒ Cancel

SFA Remarks

SFA will contact you on a working day prior to the inspection date for arrangement of inspection details. The inspection will be conducted in virtual mode. We regret that we are unable to allow applicant to choose the inspection time. We wish to remind you again you

Next Back

**Step 5** You will receive an acknowledgement that your appointment has been cancelled.

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Make Payment

Lab Application Status

Daily / Monthly Submission

Microchip / Tag Data Submission

Microchip (others)

For Commercial Labs

Others

Account Management

1 Step 1

2 Step 2

3 Step 3

4 Step 4

Request for Appointment Booking

Request for Import Inspection Booking for Pre-Licensing Hygiene

Confirmation

Acknowledgement

Acknowledgement

Your cancellation request have been successfully submitted and will be processed. Please check your booking status under Appointment Booking and Result Enquiry.

Appointment Application No.

EIIA23A000068 (C2210107793)

Date of Booking

30/01/2023

Date of Inspection

02/02/2023

Address of Inspection

BLK 390A , HAVELOCK ROAD  
#01 - 03  
WATERFRONT PLAZA  
Singapore  
169664

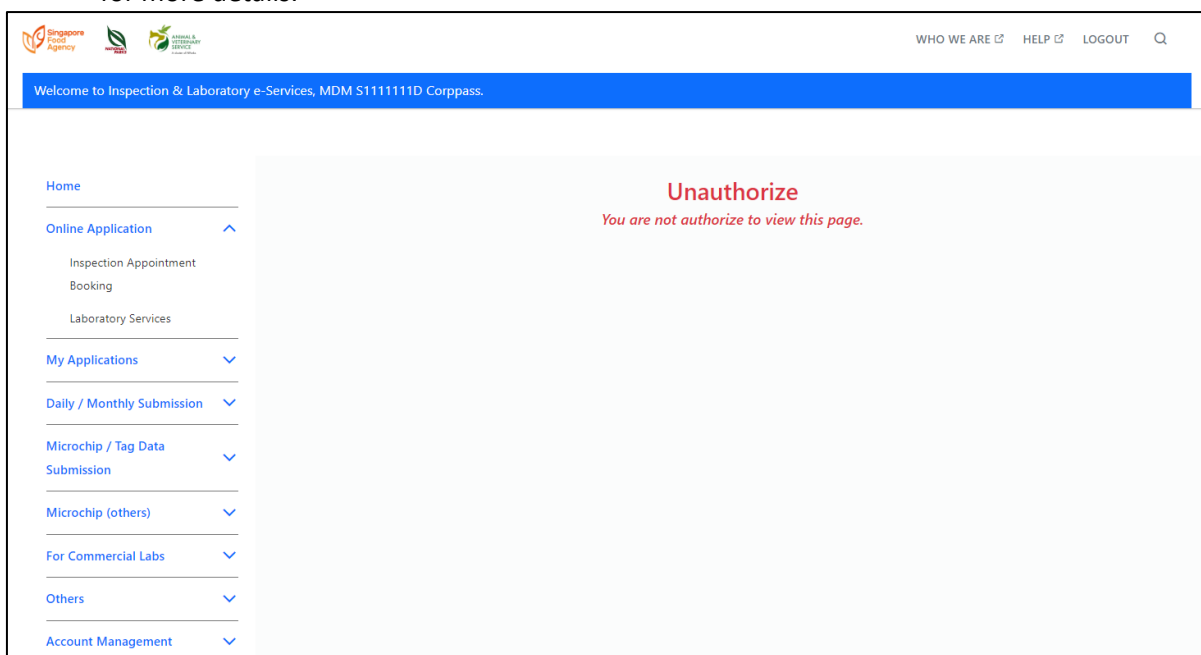
Remarks

Save as PDF

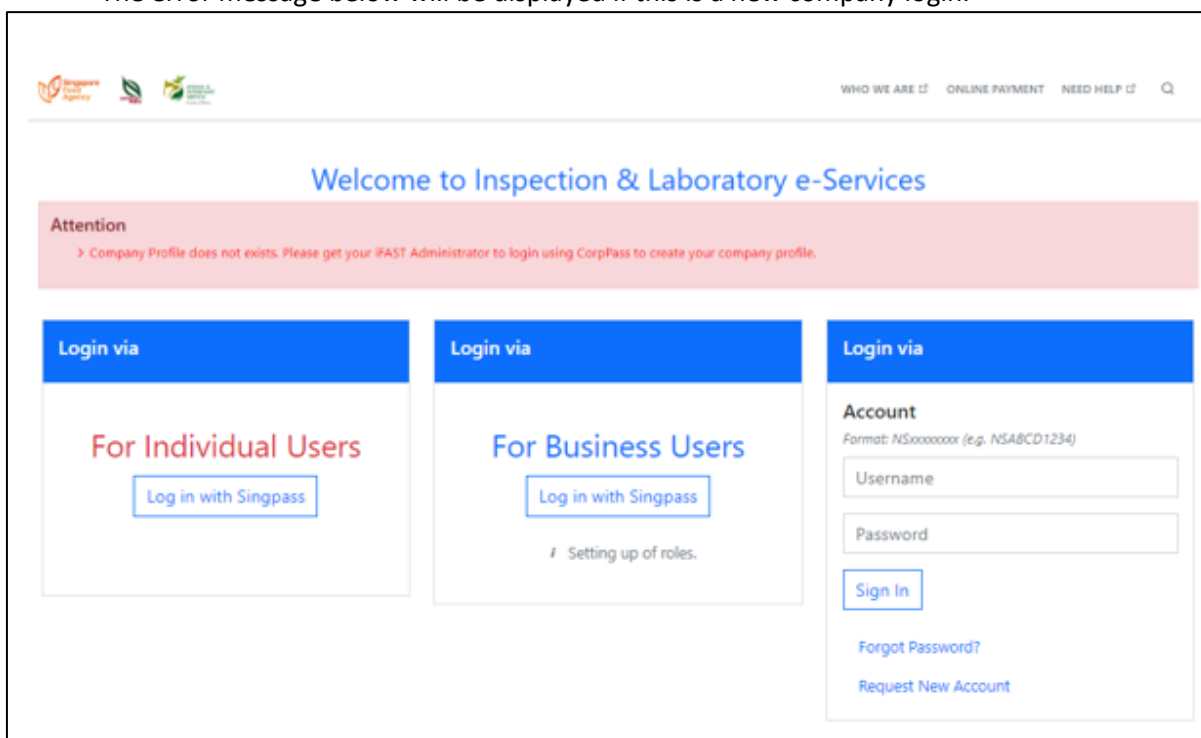
### TO NOTE:

- You can only book the pre-licensing inspection appointment after you have received In-Principle Approval (IPA) from SFA. Your appointment may be cancelled if you have not yet obtained IPA.
- For successful appointment booking, you will be contacted by the inspecting officer on a working day before the scheduled appointment for inspection details. The inspection will be conducted virtually via Zoom, between 9am to 2pm.
- If you require any assistance for the pre-licensing inspection appointment, please email your processing officer or through our website at <https://csp.sfa.gov.sg/feedback>.
- Common Errors Encountered By CorpPass Users**

- This happens when user only has iFAST administrator role and does not have either 'User' or 'UserIsip' roles assigned. Please refer to How to **assign iFAST roles in CorpPass portal** in Section D for more details.



- The error message below will be displayed if this is a new company login.



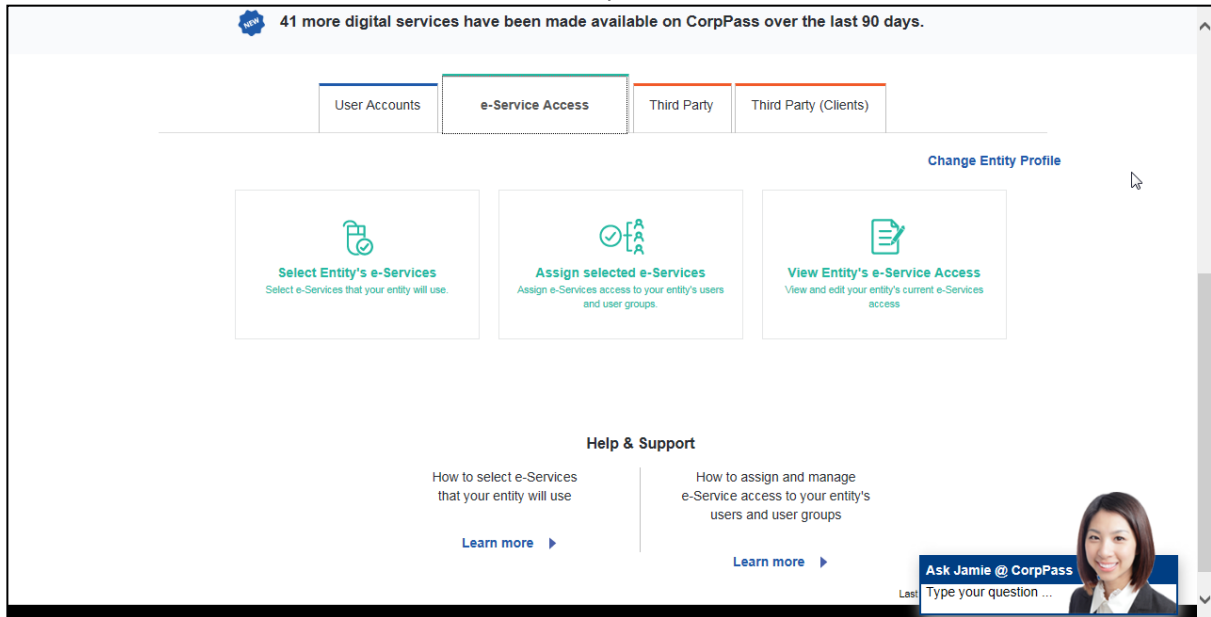
- The error message 'Company Profile does not exists' will be displayed if this company is a new login to iFAST eServices. When this happens the iFAST administrator has to login to iFAST eServices using CorpPass to create the profile. Please refer to **How to assign iFAST roles in CorpPass portal in Section D** for more details.

## Section D: Assign iFAST role in CorpPass portal

### Step1

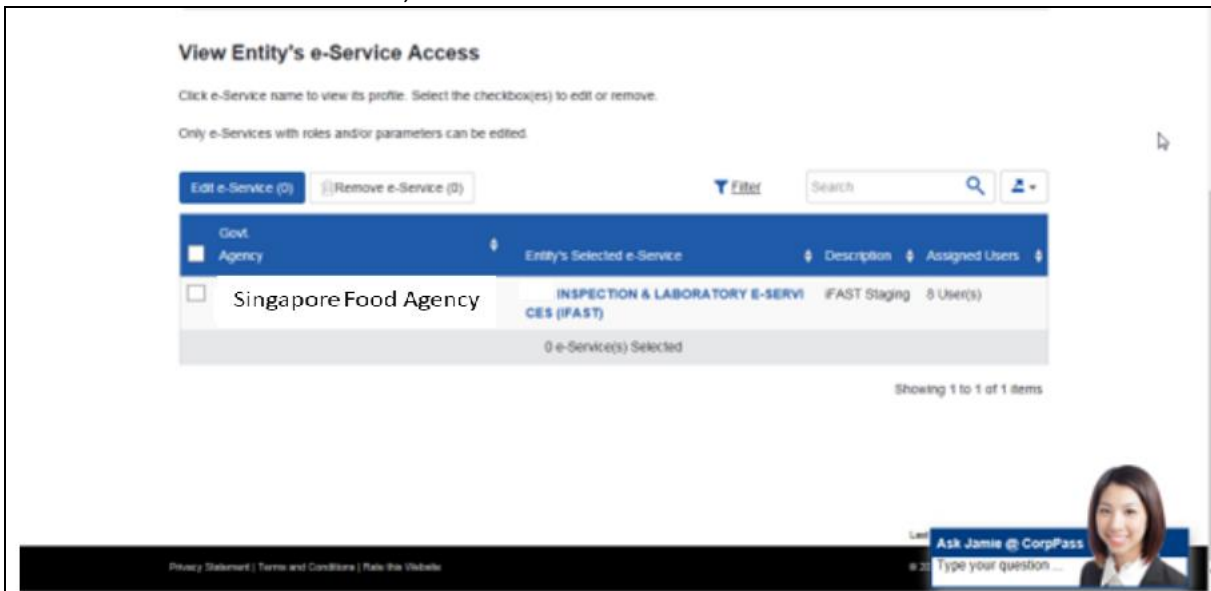
Login to [www.CorpPass.gov.sg](http://www.CorpPass.gov.sg)

Go to e-Service Access tab, click on 'View Entity's e-Service Access'



### Step2

Select List of e-Service Access, select e-Service



### Step3

Click 'Assigned Users' tab to get list of users and the roles assigned, in this example, the selected user only has 'Administrator' role

MANAGING ENTITY'S E-SERVICES (MMS)

e-Service Profile **Assigned Users** Authorised Third Party

**Assigned Users**

Assign e-Service to User(s) Remove e-Service Access (0) Filter Search

	Full Name	CorpPass ID	User Type	Role	Parameter
<input type="checkbox"/>	USER F9990055P	CPAIFAST22	User	-	
<input type="checkbox"/>	USER F9990055P	CPAIFAST22	User	Administrator	
<input type="checkbox"/>	USER F9990066X	CPAIFAST33	User	-	
<input type="checkbox"/>	USER F9990066X	CPAIFAST33	User	Userisp	
<input type="checkbox"/>	USER S9990201I	CPAAVA6	Admin	-	
<input type="checkbox"/>	USER S9990201I	CPAAVA6	Admin	Administrator	
<input type="checkbox"/>	USER S9990201I	CPAAVA6	Admin	User	
<input type="checkbox"/>	USER T5000068G	CPAIFAST01	User	-	
<input type="checkbox"/>	USER T5000068G	CPAIFAST01	User	Administrator	

Ask Jamie @ CorpPass  
Type your question ...

### To assign additional role

Click 'Home', 'e-Service Access' and 'Assign selected e-Services'

**41 more digital services have been made available on CorpPass over the last 90 days.**

User Accounts **e-Service Access** Third Party Third Party (Clients)

Change Entity Profile

**Select Entity's e-Services**  
Select e-Services that your entity will use.

**Assign selected e-Services**  
Assign e-Services access to your entity's users and user groups.

**View Entity's e-Service Access**  
View and edit your entity's current e-Services access

**Help & Support**

How to select e-Services that your entity will use  
[Learn more](#)

How to assign and manage e-Service access to your entity's users and user groups  
[Learn more](#)

Ask Jamie @ CorpPass  
Type your question ...

**Step4**

List of users displayed

### Assign Selected e-Services



Ensure that you have selected e-Service(s) for your Entity before assigning it to your user account(s).

Select from your entity's CorpPass user accounts.

 Filter

Search



<input type="checkbox"/>	Full Name	Email Address	CorpPass ID	User Type
<input type="checkbox"/>	USER S9990201I	CPAAVA6@mailinator.com	CPAAVA6	Admin
<input type="checkbox"/>	USER T5000069E	[REDACTED]	CPAIFAST02	User
<input type="checkbox"/>	USER T5000068G	[REDACTED]	CPAIFAST01	User
<input type="checkbox"/>	USER F9990066X	[REDACTED]	CPAIFAST33	User
<input type="checkbox"/>	USER F9990055P	[REDACTED]	CPAIFAST22	User
<input type="checkbox"/>	USER F9990065L	[REDACTED]	CPAIFAST66	User
<input type="checkbox"/>	USER F9990064N	[REDACTED]	CPAIFAST55	User

#### Step5

### Select the user to assign additional roles

Select from your entity's CorpPass user accounts.

 Filter

Search



<input type="checkbox"/>	Full Name	Email Address	CorpPass ID	User Type
<input type="checkbox"/>	USER S9990201I	CPAAVA6@mailinator.com	CPAAVA6	Admin
<input type="checkbox"/>	USER T5000069E	[REDACTED]	CPAIFAST02	User
<input type="checkbox"/>	USER T5000068G	[REDACTED]	CPAIFAST01	User
<input type="checkbox"/>	USER F9990066X	[REDACTED]	CPAIFAST33	User
<input checked="" type="checkbox"/>	USER F9990055P	[REDACTED]	CPAIFAST22	User
<input type="checkbox"/>	USER F9990065L	[REDACTED]	CPAIFAST66	User
<input type="checkbox"/>	USER F9990064N	[REDACTED]	CPAIFAST55	User

1 user(s) selected.

Showing 1 to 7 of 7 items

#### Can't find a user?

You may have not created the user account.

Click [here](#) to do so.

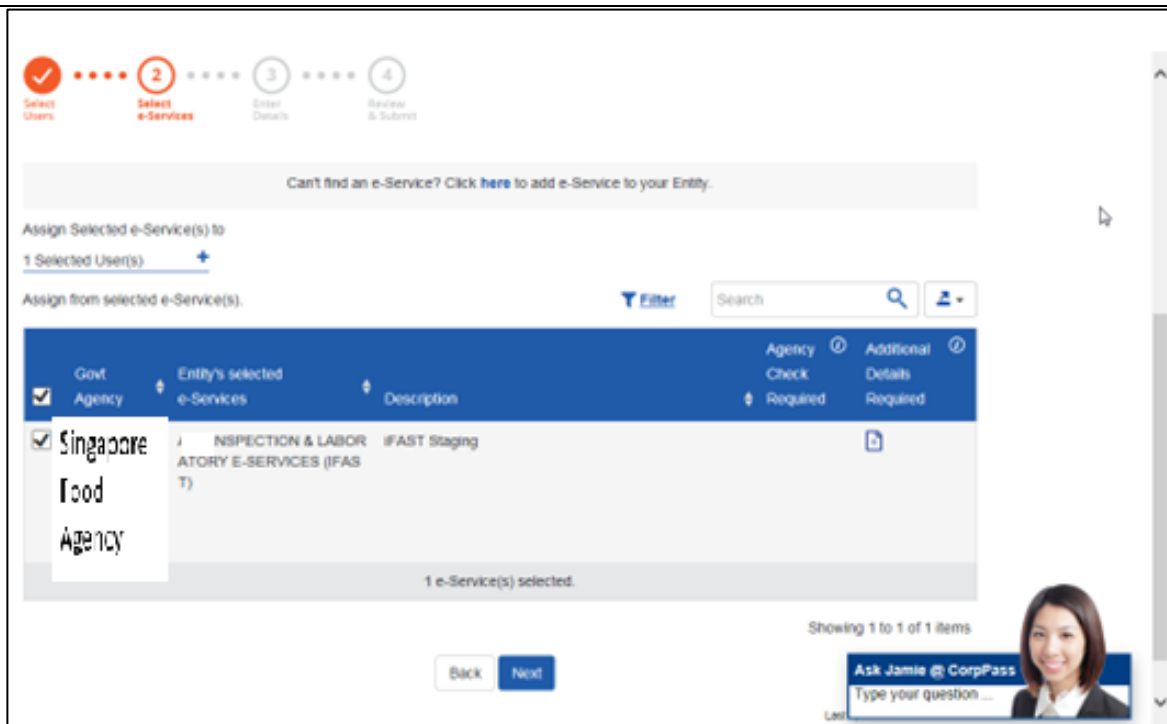
Cancel

Next

#### Step6

### Select the e-Service (Singapore Food Agency -iFAST)





Can't find an e-Service? Click [here](#) to add e-Service to your Entity.

Assign Selected e-Service(s) to  
1 Selected User(s)

Assign from selected e-Service(s).

Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input checked="" type="checkbox"/> Singapore Food Agency	<input checked="" type="checkbox"/> INSPECTION & LABORATORY E-SERVICES (IFAST)	IFAST Staging	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1 e-Service(s) selected.

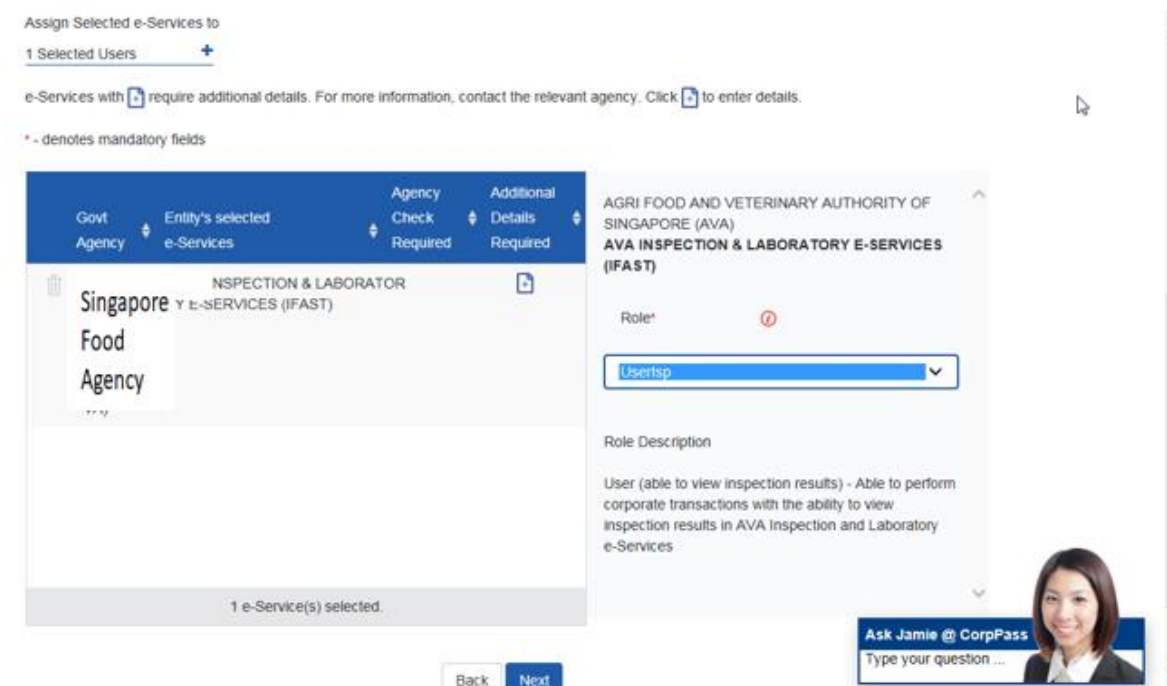
Showing 1 to 1 of 1 items

[Back](#) [Next](#)

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Type your question ...

**Step7**

Select the additional role eg 'UserIspr' (please refer to the role description below the drop down list for the definition of each role)



Assign Selected e-Services to  
1 Selected Users

e-Services with require additional details. For more information, contact the relevant agency. Click to enter details.

\* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
<input checked="" type="checkbox"/> Singapore Food Agency	<input checked="" type="checkbox"/> INSPECTION & LABORATORY E-SERVICES (IFAST)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1 e-Service(s) selected.

Role\*

**UserIspr**

Role Description

User (able to view inspection results) - Able to perform corporate transactions with the ability to view inspection results in AVA Inspection and Laboratory e-Services

[Back](#) [Next](#)

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Type your question ...

**Step8**

Click 'Next' and then 'Submit'

### Assign Selected e-Services

✓ Select Users

✓ Select e-Services

✓ Error Details

4 Review & Submit

Verify the following details.

1 Selected Users

Selected e-Services

Singapore Food Agency

IN SPECTION & LABORATORY E-SERVICES (IFAST)

Role

Userisrp

Back

Submit

Ask Jamie @ CorpPass

Type your question ...

**Step9**

Verify the roles assigned for a user, now the user has 2 roles

Assign e-Service to User(s)

Remove e-Service Access (0)

Filter

Search

<input type="checkbox"/>	Full Name	CorpPass ID	User Type	Role	Parameter
<input type="checkbox"/>	USER F9990055P	CPAIFAST22	User	-	
<input type="checkbox"/>	USER F9990055P	CPAIFAST22	User	Administrator	
<input type="checkbox"/>	USER F9990066X	CPAIFAST33	User	-	
<input type="checkbox"/>	USER F9990066X	CPAIFAST33	User	Userisrp	
<input type="checkbox"/>	USER S9990201I	CPAAVA6	Admin	-	
<input type="checkbox"/>	USER S9990201I	CPAAVA6	Admin	Administrator	
<input type="checkbox"/>	USER S9990201I	CPAAVA6	Admin	User	
<input type="checkbox"/>	USER T5000068G	CPAIFAST01	User	-	
<input type="checkbox"/>	USER T5000068G	CPAIFAST01	User	Administrator	

0 users selected

< 1 2 >

10 Items per page Showing 1 to 10 of 15 items

Ask Jamie @ CorpPass

Type your question ...