

Login Page

Inspection & Laboratory e-Services Online Help (Last Updated: 09 April 2021)

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Login Page

This page allows you to login to SFA Inspection & Laboratory e-Services to perform individual or corporate transactions or as a Company Administrator to maintain Company Account. This page also allows application of new account for non-Singapore residents.

Overview of the Login Page

The screen below is the login page to Inspection & Laboratory e-Services.

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Singapore Food Agency NATIONAL PARKS ANIMAL & VETERINARY SERVICE A DIVISION OF MHA

WHO WE ARE ONLINE PAYMENT NEED HELP? Q

Welcome to Inspection & Laboratory e-Services

Login via

For Individual Users

Login with SingPass

Login via

For Business Users

Login with SingPass

Setting up of roles.

Login via

Account

Format: NSxxxxxxx (e.g. NSABCD1234)

Username

Password

Sign In

Forgot Password?

Request New Account

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Figure 1: Inspection & Laboratory e-Services Login Page

The login page comprises of 2 sections (See Figure 1 above):

Login to e-Services

This function allows you to request for either inspection or laboratory e-services. You can either request for a service for yourself or on behalf of the company you are representing. For company transacting with CorpPass, authorisation of company representatives is done at CorpPass website (www.corppass.gov.sg) by the appointed CorpPass Administrator.

Login Page**Pre-Requisites****For an individual:**

- Singapore Residents can login to Inspection & Laboratory e-Services using your SingPass ID.
- For Non Singapore Residents, you need to apply for an account to login to Inspection & Laboratory e-Services.

For a Company:

- Company can register for CorpPass at CorpPass website (www.corppass.gov.sg).
- The appointed CorpPass administrator will need to create and assign the relevant role(s) to CorpPass account holders. Below are the available roles.

Role Name	Description/Remarks
Administrator (must assign at least one)	Company Administrator - Able to perform the following in SFA Inspection and Laboratory e-Services: <ul style="list-style-type: none"> (i) Create company profile (for new customers) (ii) Activate CorpPass (for existing customers) (iii) Maintain company profile
User (default)	User - Able to perform corporate transactions (eg: booking of inspection appointment, request for laboratory services) in SFA Inspection and Laboratory e-Services
UserIsrp	User (able to view inspection results) - Able to perform corporate transactions (eg: booking of inspection appointment, request for laboratory services) with the ability to view inspection results in SFA Inspection and Laboratory e-Services
ComLabAckReceipt	[For Commercial Labs] Acknowledge Receipt - Able to acknowledge receipt of packages/samples
ComLabEnterResult	[For Commercial Labs] Enter Results - Able to enter results

- There must be at least one Company Administrator.
- The Company Administrator must login using CorpPass to create company profile (for new customers) or to activate CorpPass (for existing customers) first before others can transact using CorpPass.

Login to e-Services

There are 3 ways of logging in to request for inspection or laboratory e-services whether you are logging in as an individual or a company representative.

- **via SingPass (For Individual Users)**
SingPass holders can sign in using SingPass by clicking on **Login With SingPass** button. Please refer to [Login to e-Services via SingPass \(For Individual Users\)](#) for details.
- **via SingPass (For Business Users)**
CorpPass holders can sign in using SingPass by clicking on **Login With SingPass** button. Please refer to [Login to e-Services via SingPass \(For Business Users\)](#) for details.
- **via Account**
For non SingPass holders, sign in using your non SingPass Account by entering your **User Name** and **Password** next to **via Account**. You will need to register for an account before signing in. Please refer to [Login to e-Services via Account](#) for details.

Upon successful login, the following **Inspection & Laboratory e-Services Welcome Page** will be displayed.

Login Page



Figure 2: Welcome page

Click on the hyperlink on the **Navigation Menu Bar** to start using relevant e-services.

To exit, click **Logout** on top right corner.

Login to e-Services via SingPass (For Individual Users)

1. Click on **Login With SingPass** button (For Individual Users).

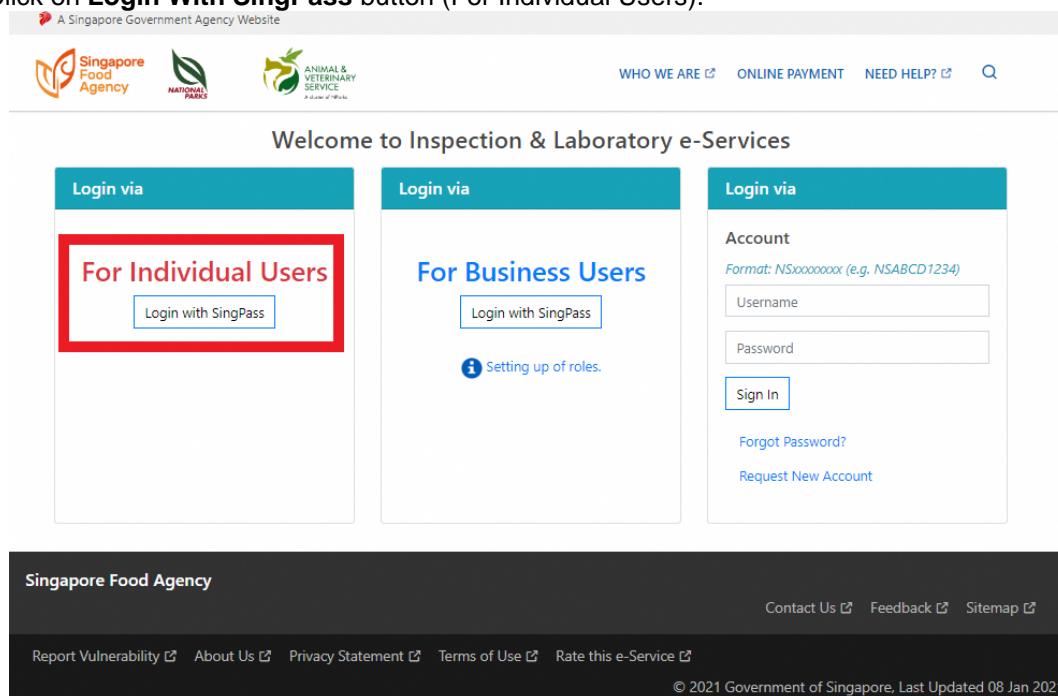


Figure 3: Login With SingPass

2. Scan QR with **SingPass app** or enter your **SingPass ID** and **Password** at the **SingPass Login Page**. Click on **Login** to proceed.

Login Page

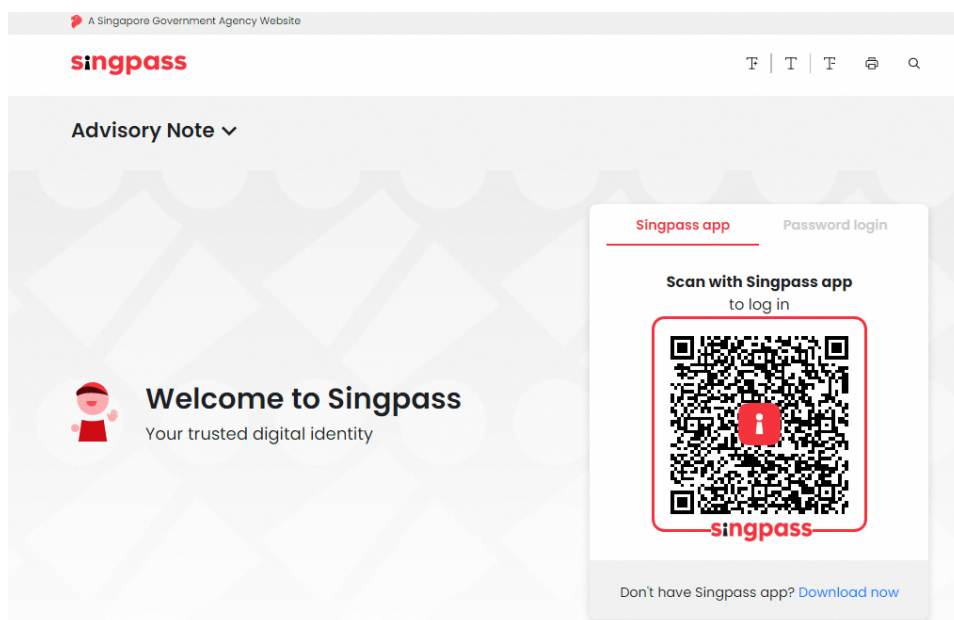


Figure 4: Login for individual users

3. Upon successful login, the following **Please verify MyInfo particulars** screen will be displayed for user who has yet to verify MyInfo particulars. For subsequent login for users who had verified MyInfo particulars, the **Inspection & Laboratory e-Services Welcome Page** will be displayed.

Please verify MyInfo particulars

NRIC ID

Name *

Mobile

Email *

Address *

Postal Code	018935
Block	5
Street Name	STRAITS VIEW
Floor	10
Unit	100
Building Name	THE HEART
Country	SG

* Please visit [MyInfo](#) for updating of particulars with SingPass

My Preferences

Notification Preferences ☐ SMS ☒ Email

Report Preferences ☐ Fax ☒ Mail ☐ Email ☐ Self Collection

[Submit](#) [Edit](#)

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Figure 5: Verify MyInfo particulars




4. You will need to verify and submit the information on this **Please verify MyInfo particulars** screen in order to proceed to the **Inspection & Laboratory e-Services Welcome Page**. Should you find that the information on screen is incorrect, you can visit MyInfo via Singpass web page to update your information.

Login Page

5. Likewise you can edit the information on screen to proceed to the **Inspection & Laboratory e-Services Welcome Page**. Do take note that the information edited here will not be updated to MyInfo and it will be used in the current transaction only.

When you click on **Edit**, the mobile number, email address and address is editable. Click on **Save** to save the edited information to proceed to **Inspection & Laboratory e-Services Welcome Page** else click on **Cancel** to return to MyInfo particulars verification page.


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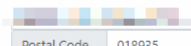
WHO WE ARE [HELP](#) [LOGOUT](#) [Q](#)

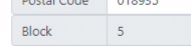
Welcome to Inspection & Laboratory e-Services, MyInfo-S111111D. Your last login was 09-Apr-2021 17:46:56.

Please verify MyInfo particulars

NRIC ID 

Name * 

Mobile 

Email * 

Address *

Postal Code	018935	Retrieve
Block	5	
Street Name	STRAITS VIEW	
Floor	10	
Unit	100	
Building Name	THE HEART	
Country	SG	

* Please visit [MyInfo](#) for updating of particulars with SingPass

My Preferences

Notification Preferences ☐ SMS ☒ Email

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[Save](#) [Edit](#) [Cancel](#)

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6. Click on **logout** if you do not wish to proceed.

Login to e-Services via SingPass (For Business Users)**Pre-Requisites**

- The appointed CorpPass administrator has assigned the relevant role(s) to CorpPass account holders via CorpPass website (www.corppass.gov.sg)

Role Name	Description/Remarks
Administrator (must assign at least one)	Company Administrator - Able to perform the following in SFA Inspection and Laboratory e-Services: (i) Create company profile (for new customers) (ii) Activate CorpPass (for existing customers) (iii) Maintain company profile
Role Name	Description/Remarks
User (default)	User - Able to perform corporate transactions (eg: booking of inspection appointment, request for laboratory services) in SFA Inspection and Laboratory e-Services

Login Page

UserIsP	User (able to view inspection results) - Able to perform corporate transactions (eg: booking of inspection appointment, request for laboratory services) with the ability to view inspection results in SFA Inspection and Laboratory e-Services
ComLabAckReceipt	[For Commercial Labs] Acknowledge Receipt - Able to acknowledge receipt of packages/samples
ComLabEnterResult	[For Commercial Labs] Enter Results - Able to enter results

- The Company Administrator must login using CorpPass to create company profile (for new customers) or to activate CorpPass (for existing customers) first before others can transact using CorpPass.

- Click on **Login With SingPass** button (For Business Users)

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Format: NSxxxxxxx (e.g. NSABCD1234)

Username

Password

Sign In

Forgot Password?

Request New Account

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Figure 6: Login With SingPass

- Scan QR with **SingPass app** or enter your **SingPass ID** and **Password** at the **SingPass Login Page**. Click on **Login** to proceed.

Login Page

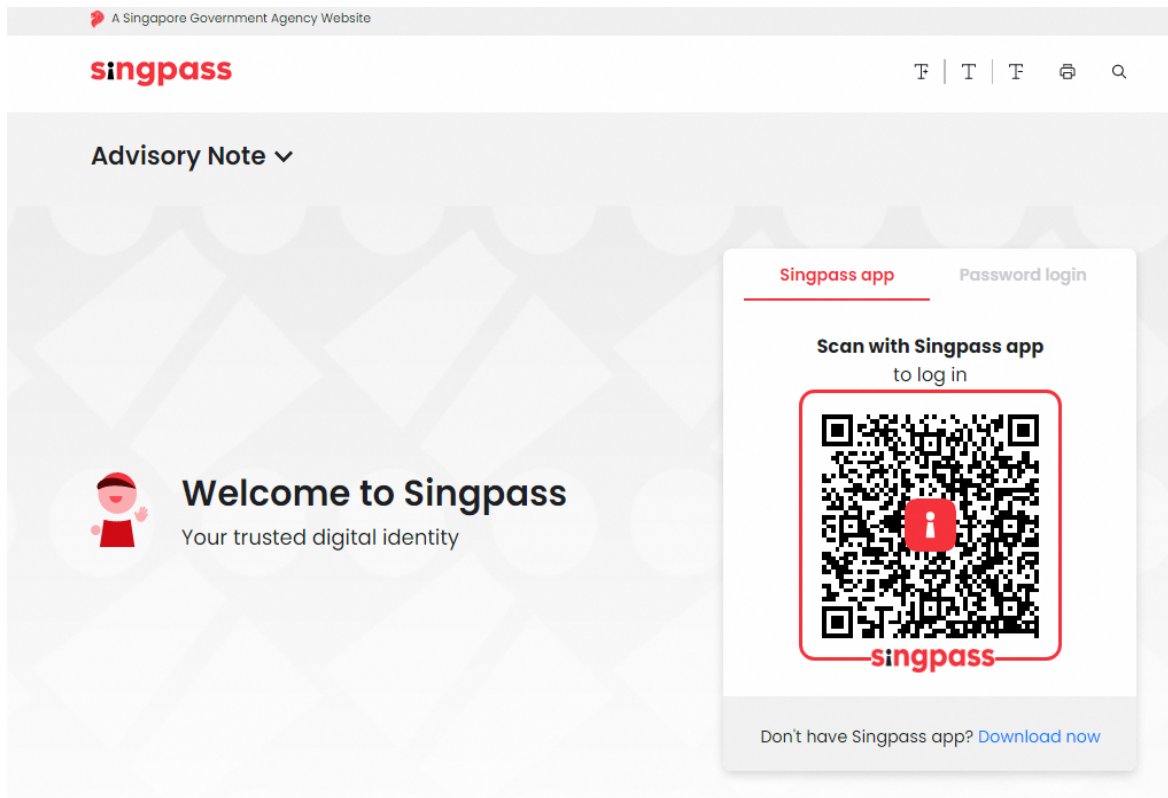


Figure 7: Login for business users

3. Upon successful login you will be prompted to select the intended company UEN, then you will be redirected back to ***Inspection & Laboratory e-Services***.

New Customer

Company Administrator will be prompted to create Company Profile.

CorpPass account holder with Administrator role (ie: Company Administrator) will need to login to create a Company Profile first before other CorpPass account holders can login to perform corporate transaction.

If the CorpPass account holder does not have Administrator role, he/she will be prompted:

Company Profile does not exists

Login Page

Company Account Application
Company Account Registration (this form may take you up to 10 minutes to fill up) Step 1 of 2

Please setup your Company Profile

Company Type * ☒ Singapore Local Company ☐ Foreign Company

Company Ref Type * UEN NUMBER

Company Ref No * 180299366K

Company Name *

Address Type * ☒ Local

Address

Postal Code *

Block/House/Lot No. *

Street Name

Level & Unit No. -

Building Name

Country *

Salutation/Title * -- Select One --

Contact Name *

Contact Number

Please include country code for non Singapore line

Telephone * Extension

Mobile Fax

Email Address *

Reason for Application

Send Documents for Registration Through ☐ Fax ☐ Softcopy ☐ Email ☐ By Post

Document Attachment (This is only applicable for Softcopy)

Document Description

Verification Code * NEASJA
Click to change

Figure 8: Login for business users – Create Company Profile (for new customer)

Existing Customer

Company Administrator will be prompted to activate CorpPass. If the CorpPass account holder does not have Administrator role, the Activate button will be disabled.

CorpPass Activation

CorpPass has not been activated for :
180299366K - Hao Hao Fishball

Note :

- 1) Only Company Administrator can perform this activation.
- 2) Once CorpPass is activated, you will need to use CorpPass login for all future corporate transaction with Inspection and Laboratory e-Services.
- 3) SingPass and non-SingPass login will not be available for corporate transaction once CorpPass is activated.
- 4) Please continue to login using SingPass or non-SingPass account if you do not wish to activate CorpPass now.

Do you wish to activate now?

Figure 9: Login for business users – Activate CorpPass (for existing customer)

Login Page

4. Upon successful creation of Company Profile or activation of CorpPass the **Inspection & Laboratory e-Services Welcome Page** will be displayed.

Login to e-Services via Non SingPass Account**How to Create a New Non SingPass Account**

1. For New Non SingPass holders, click on **Request New Account** next to the **Sign In** icon for **via Account** on the **Inspection & Laboratory e-Services Login** screen.

Figure 10: Login via Account – Create New Non SingPass Account

2. The following **Create Non SingPass Account** screen will be displayed. Enter the required information and click on **Submit**.

User ID

User ID begins with “NS” followed by at least 6 characters which can consist of letters (non case sensitive) and numbers. The following message will appear upon clicking **Submit** button if the **User ID** is already in use.

The selected User ID is not available.

Password

Password must be at least 8 characters long and must consist of small letters, capital letters and numbers.

Security Question

If you have forgotten your password, you will need to specify the answer (case sensitive) to this security question in order to reset your password. This is also required to re-setup your 2nd factor authentication.

Login Page

Figure 11: Create New Non SingPass Account

- The following message will be displayed upon successful creation of your account.

User ID <your User ID> has been created successfully
Please Click "Back" button to login into Inspection & Laboratory e-Services

- Click on **Back** to go back to proceed with login.

How to Login Using Non SingPass Account

- Enter your **User Name** and **Password** next to **via Account**. Click on **Sign In** icon

Figure 12: Login via Account – 1st Factor Authentication

- Upon successful login with your **User Name** and **Password**, you will be directed to the 2nd factor authentication login page if you have already setup your 2nd factor authentication.

Login Page

If you have not setup your 2nd factor authentication. Please refer to [How to Setup 2nd Factor Authentication](#).

- Click on **Get OTP via Email**. A One-Time Password (OTP) will be sent to the registered Email. Enter the **OTP** received and click on **Submit**.

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Welcome to Inspection & Laboratory e-Services, Mr Tester 1. Your last login was 09-Apr-2021 18:10:35.

Login with Email OTP

Step 1

Click "Get OTP via Email" to generate your One-Time Password (OTP)



Step 2

Enter OTP and click "Submit"

Email

OTP

[I have changed my Email](#)

Note: Please do not click 'BACK' or 'REFRESH' on the browser as this may end your transaction

Figure 13: Login via Account – 2nd Factor Authentication

- Upon successful login with 2nd factor authentication, the **Inspection & Laboratory e-Services Welcome Page** will be displayed.

How to Setup 2nd Factor Authentication (2FA)

Pre-Requisites

- You will need a valid email address

- Upon successful login with your **User Name** and **Password** to *Inspection & Laboratory e-Services* using you non SingPass Account, you will be directed to the 2nd factor authentication setup page if you have not setup your 2FA.
- Follow the steps on screen to setup 2FA.

Get OTP

Click **Get OTP via Email**. A One-Time Password (OTP) will be sent to the email specified. Enter the **OTP** received click **Link**.

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Welcome to Inspection & Laboratory e-Services, Mr Tester 1. Your last login was 09-Apr-2021 18:10:35.

Link email


Step 1

Enter the following details

Email

Step 2

Click "Get OTP via email" to generate your One-Time Password (OTP)



Step 3

Enter OTP and click "Link"

OTP

Figure 14: Login via Account – Setup 2nd Factor Authentication

Login Page

3. Upon successful setting up of 2FA, the **Inspection & Laboratory e-Services Welcome Page** will be displayed.

How to Reset Your Non SingPass Account Password

1. If you have forgotten your non SingPass Account password, click on the **Forgot Password?** on **Inspection and Laboratory e-Services Login Page** under **Login to e-Services via Account**.

Figure 15: Login via Account – Reset Non SingPass Account Password

2. Enter your **User ID, Email** and the **Verification Code**. You must specify the same email address as in your profile. Click on **Next** to continue.

Figure 16: Reset Non SingPass Account Password - Verification

3. Enter the answer to the **Security Question**. You must specify the same answer (case sensitive) you have specified in your user profile. Click on **Submit** to continue.

Figure 17: Reset Non SingPass Account Password – Answer Security Question '

4. The following message will be displayed upon successful submission of your reset password request.
A new password will be sent to your email
5. Click on **Back** to go back to the **Login Page**.