

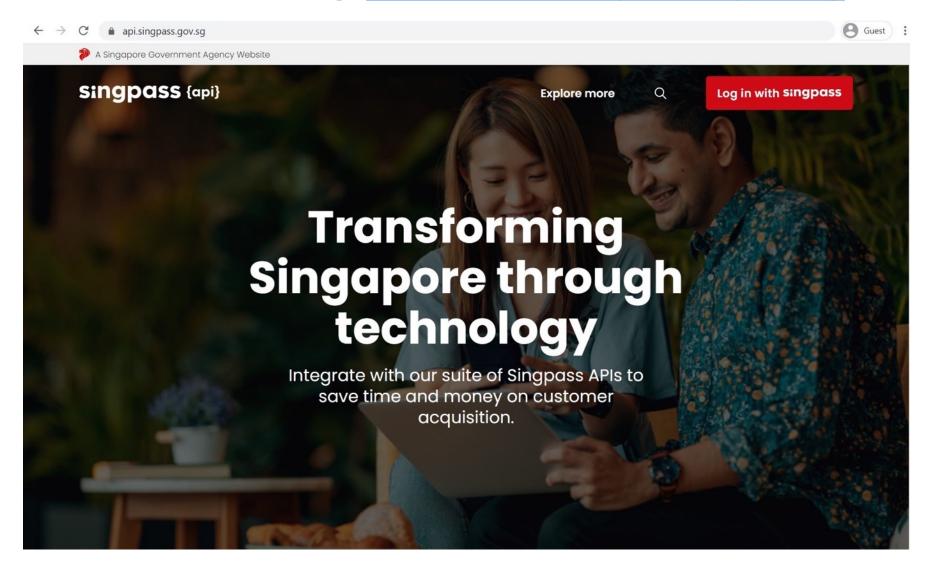
In this guide, you will find how to...

- 1. Login to api portal
- 2. Register for SafeEntry
- 3. Download SafeEntry Poster with QR Code
- 4. <u>Update SafeEntry</u>
- 5. Update Destination List
- 6. <u>Deactivate SafeEntry</u>
- 7. Update Profile

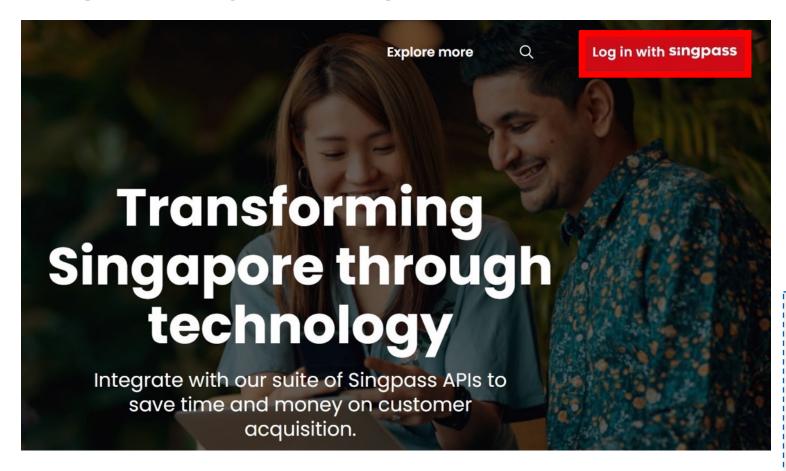


Login to api portal

Go to api portal @ https://api.singpass.gov.sg



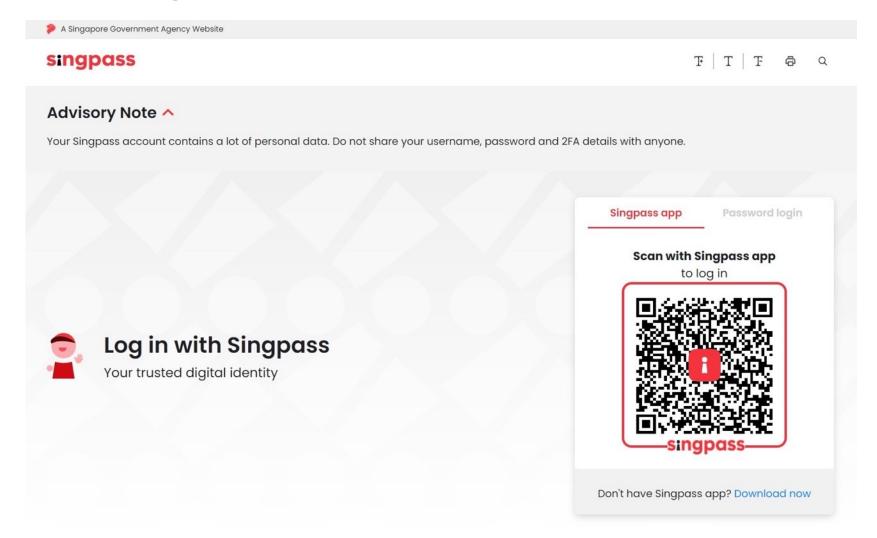
Login with your Singpass



Ensure that your Corppass account has access to 'NDI API DEVELOPER AND PARTNER PORTAL'

If you can't access, please contact your organisation's Corppass administrator to grant permission for your account

Log in with Singpass

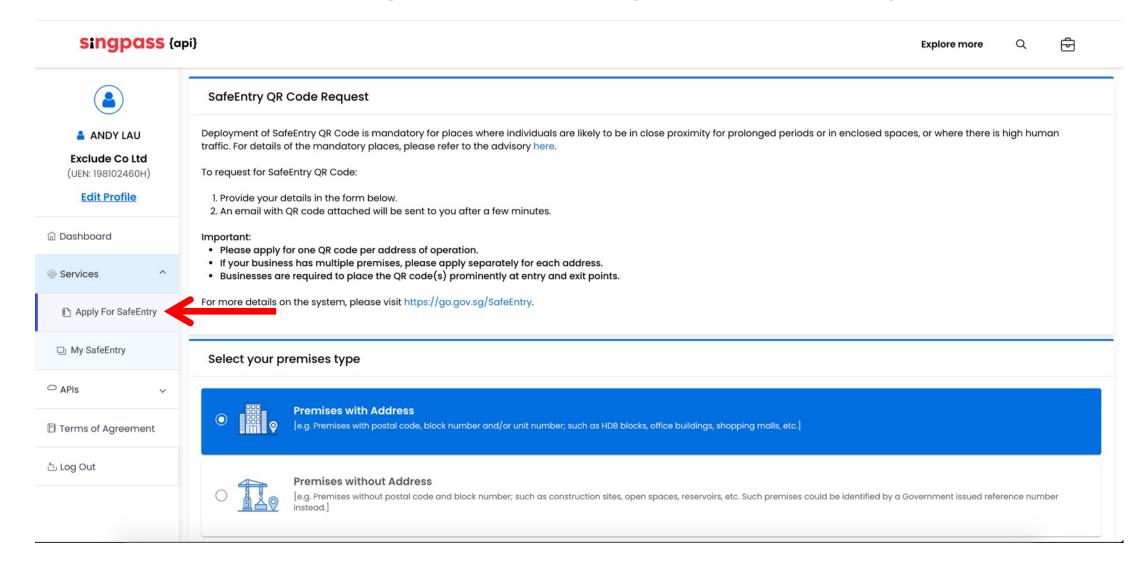




Register for SafeEntry

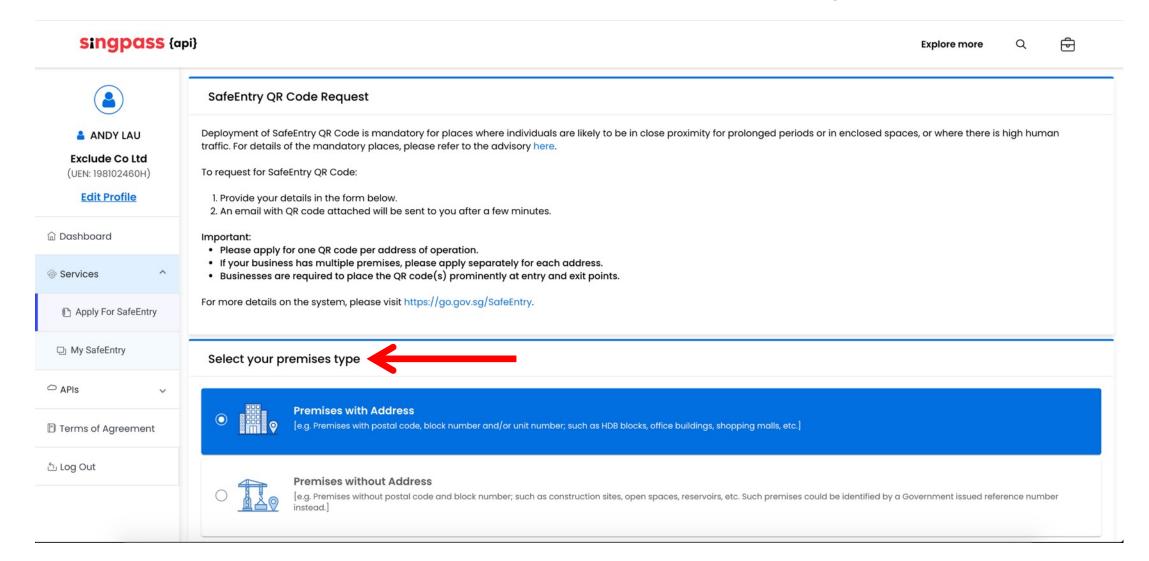


After successful login, click Apply For SafeEntry



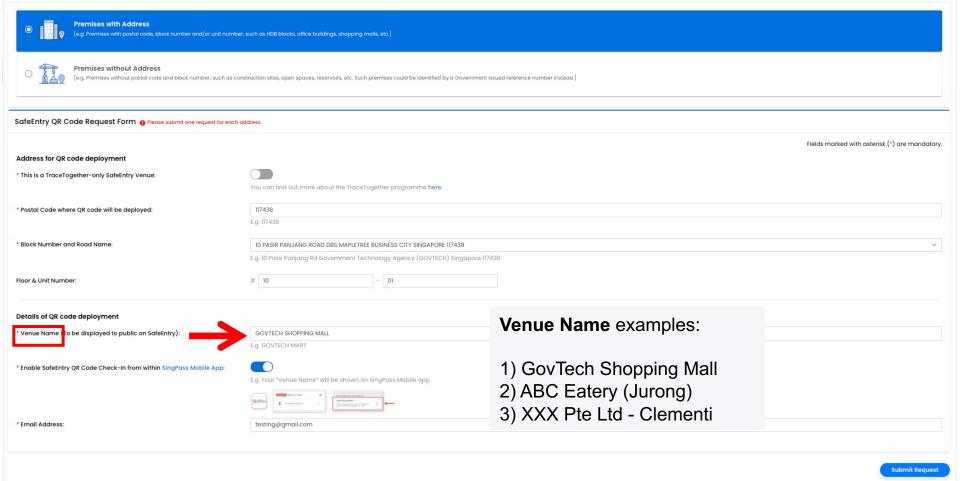


Read the Instructions, and select Premises type





For Premises with Address, fill up this form and submit

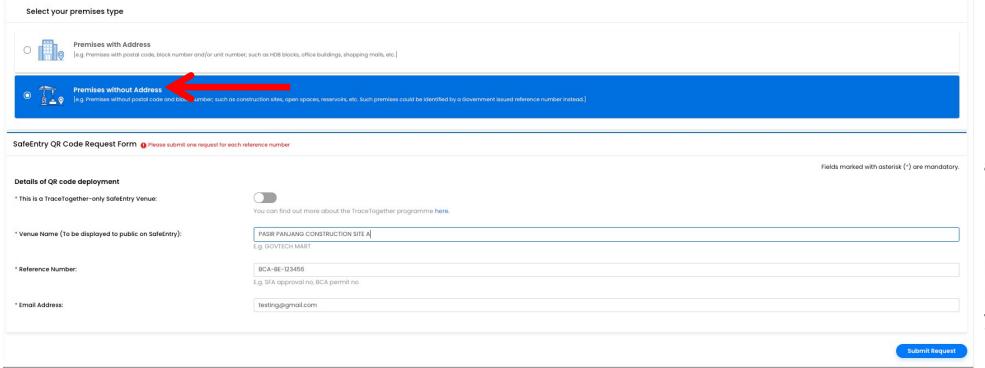


Note that

- a) Venue Name must be unique within your UEN; and
- b) Address must be unique within your UEN



For Premises without Address, fill up this form and submit



Note that

- a) Venue Name mustbe unique within yourUEN; and
- b) Reference Number must be unique within your UEN



For TraceTogether-only SafeEntry venues, turn on this option

SafeEntry QR Code Request Form	Please submit one request for each address
Address for QR code deployment	
* This is a TraceTogether-only SafeEntry Venue:	You can find out more about the TraceTogether programme here.
* Postal Code where QR code will be deployed:	117438
	E.g. 117438
* Block Number and Road Name:	10 PASIR PANJANG ROAD DBS MAPLETREE BUSINESS CITY SINGAPORE 117438
Floor & Unit Number:	#
Details of QR code deployment	
* Venue Name (To be displayed to public on SafeEntry):	GOVTECH MART
	E.g. GOVTECH MART
* Email Address:	testing@gmail.com
ETHUII AUUTESS.	testing@gmail.com

From 17 May 2021, SafeEntry (SE) can only be done using TraceTogether App (TT App) or TraceTogether Token (TT Token). This applies to all venues where SE is mandatory (called TT-only SE). Please check if your venue is required to implement TT-only SE here.

You do not need to activate the TT-only SE mode, as it will be automatically activated in the SafeEntry system on 17 May at 12am.

For more information, please refer to Smart

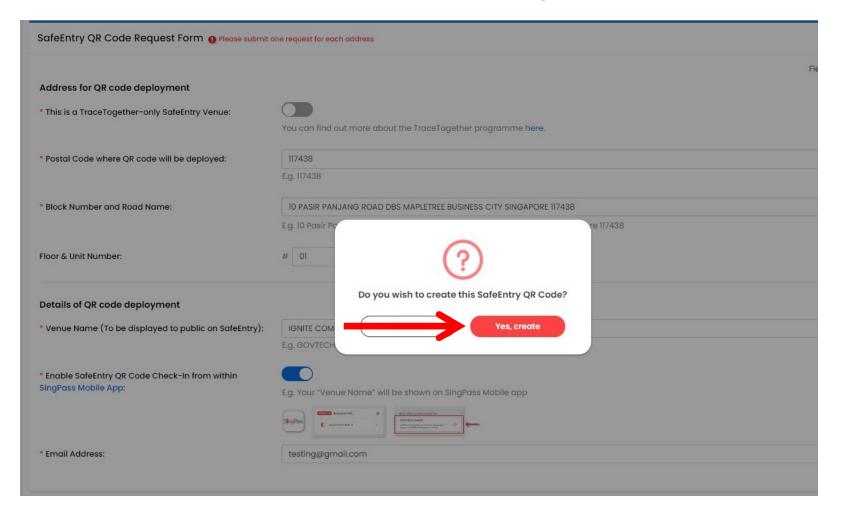
Nation Singapore Press Release [4th May 2021]

TraceTogether-Only SafeEntry Brought Forward To

17 May 2021 To Enhance Coverage And Speed of

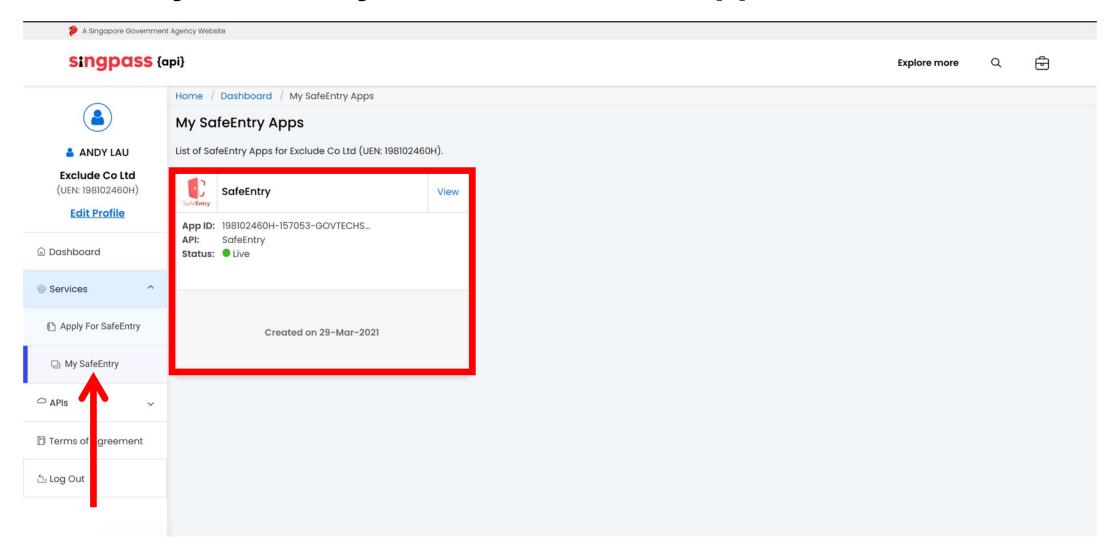
Contract Tracing

Confirm creation of SafeEntry





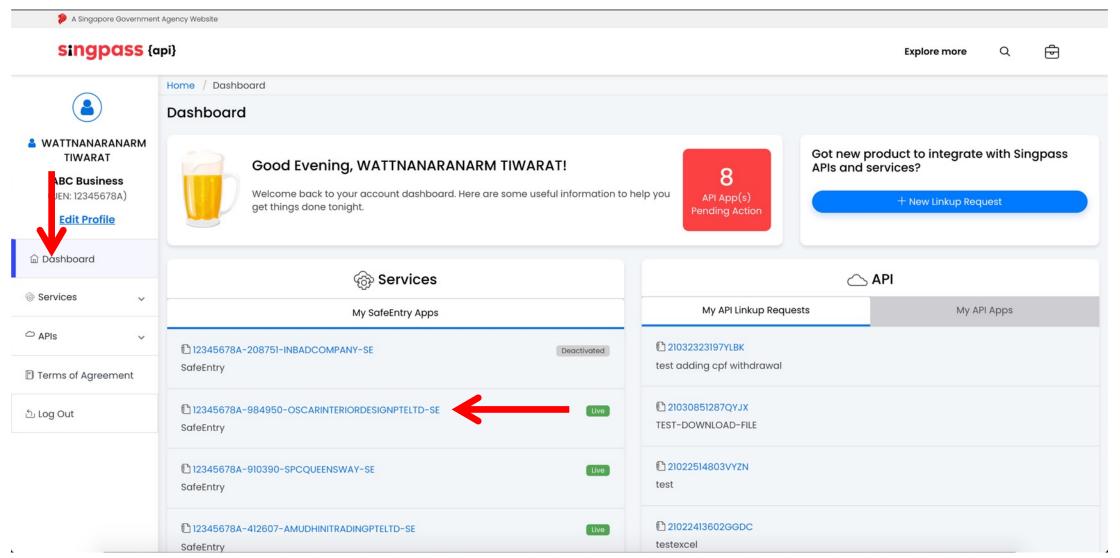
Go to My SafeEntry to check created apps





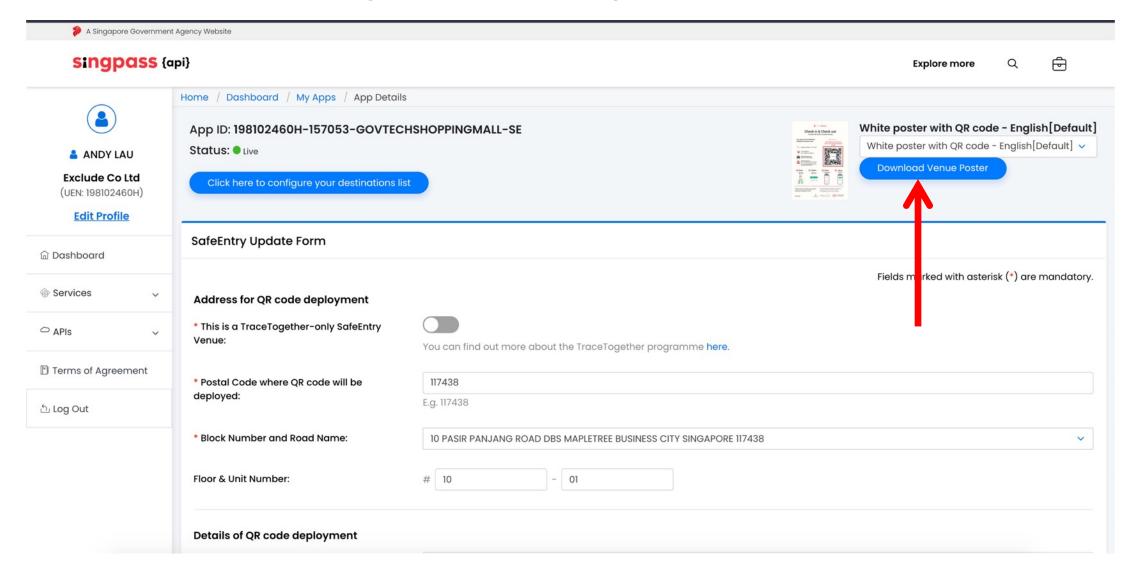
Download SafeEntry Poster with QR Code

After successful login, click Dashboard and select the SafeEntry App

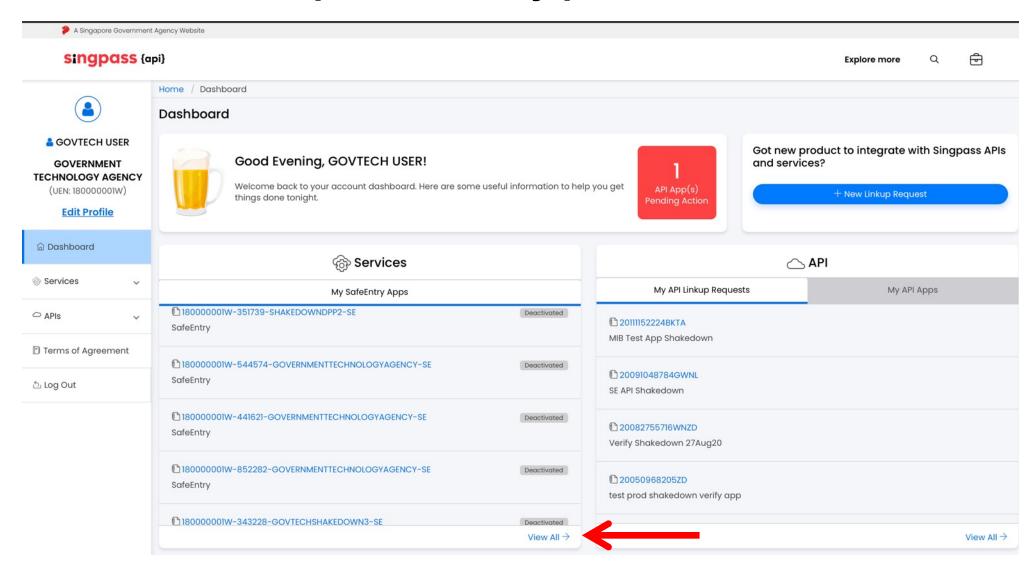




Click to download your SafeEntry poster

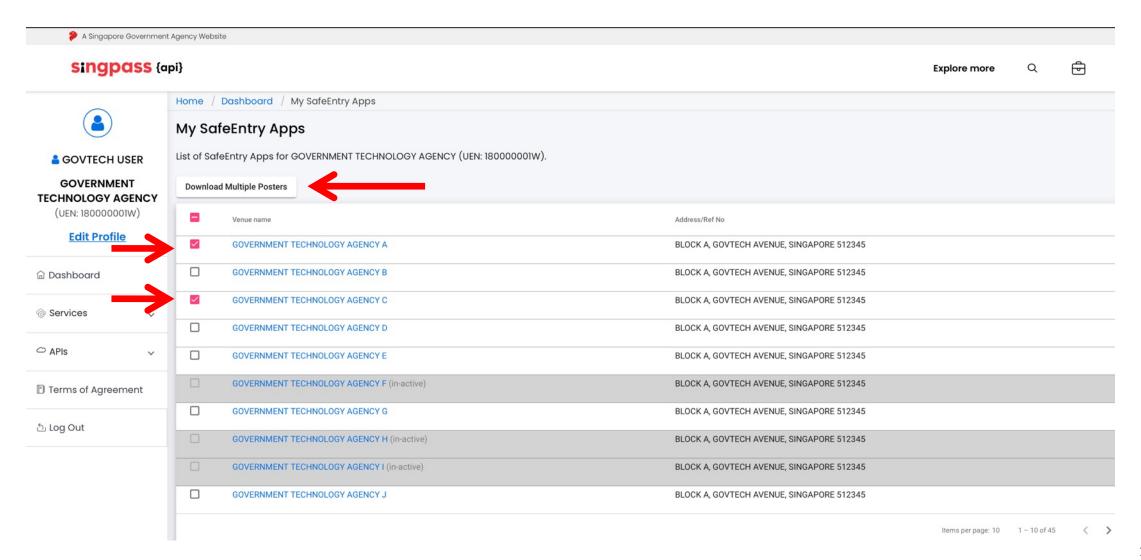


To download multiple SafeEntry posters, click View All

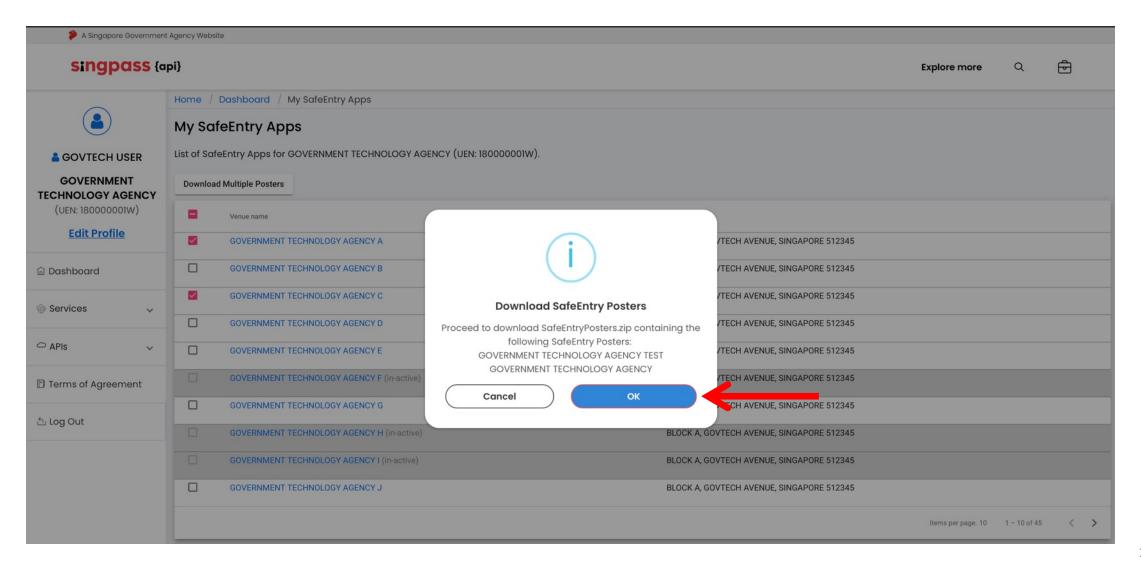




Select your venues, and click Download Multiple Posters

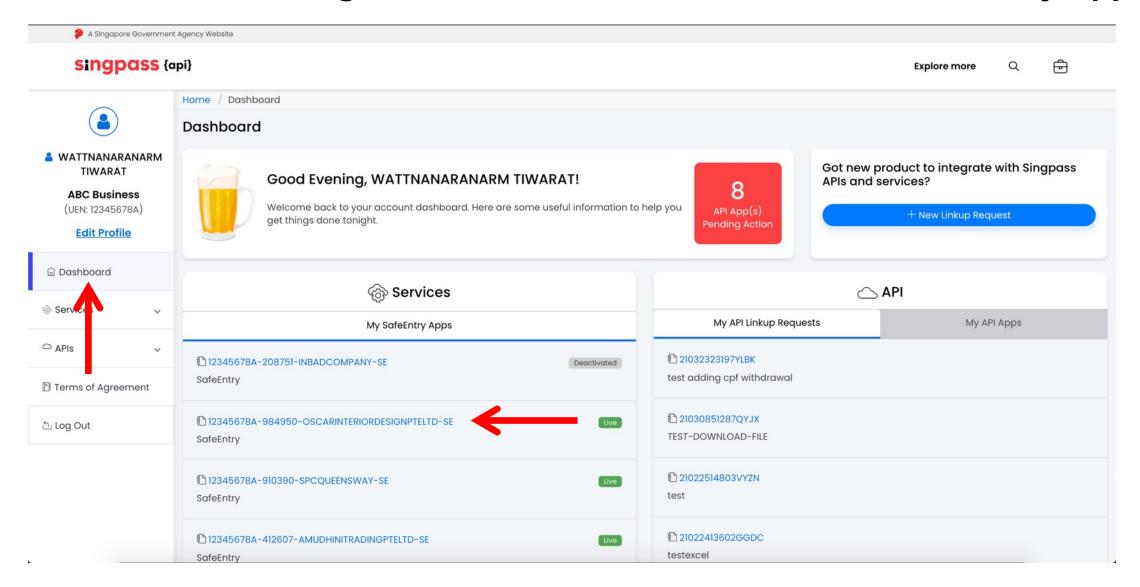


Click OK



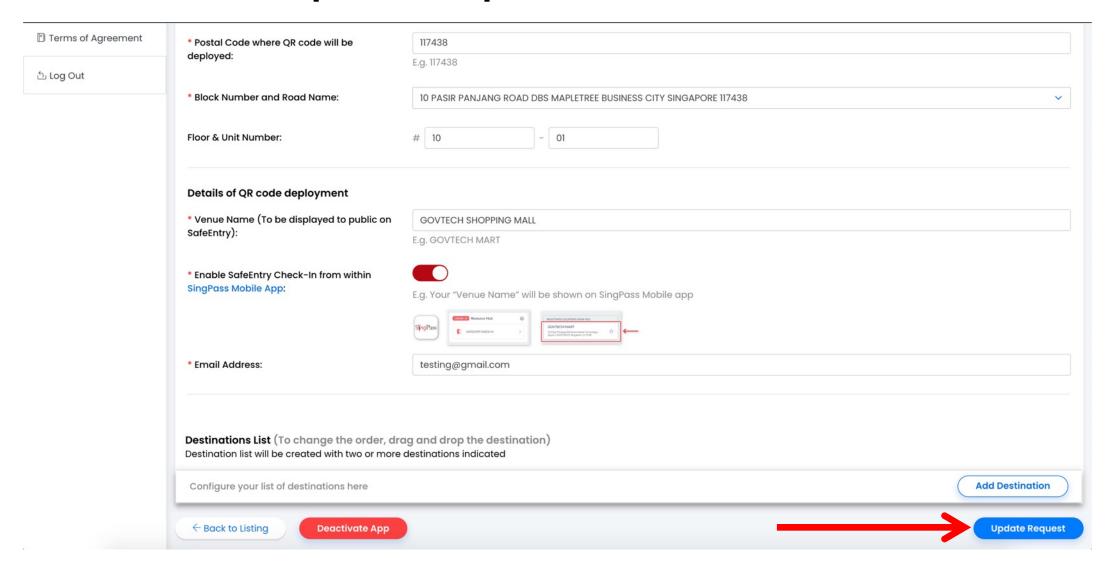
Update SafeEntry

After successful login, click Dashboard and select the SafeEntry App

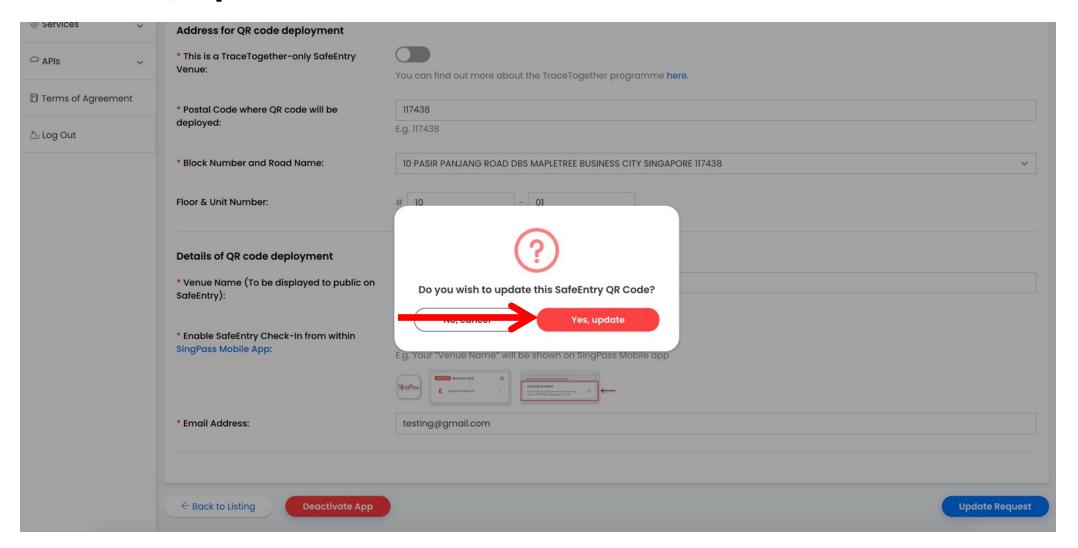




Edit and click Update Request

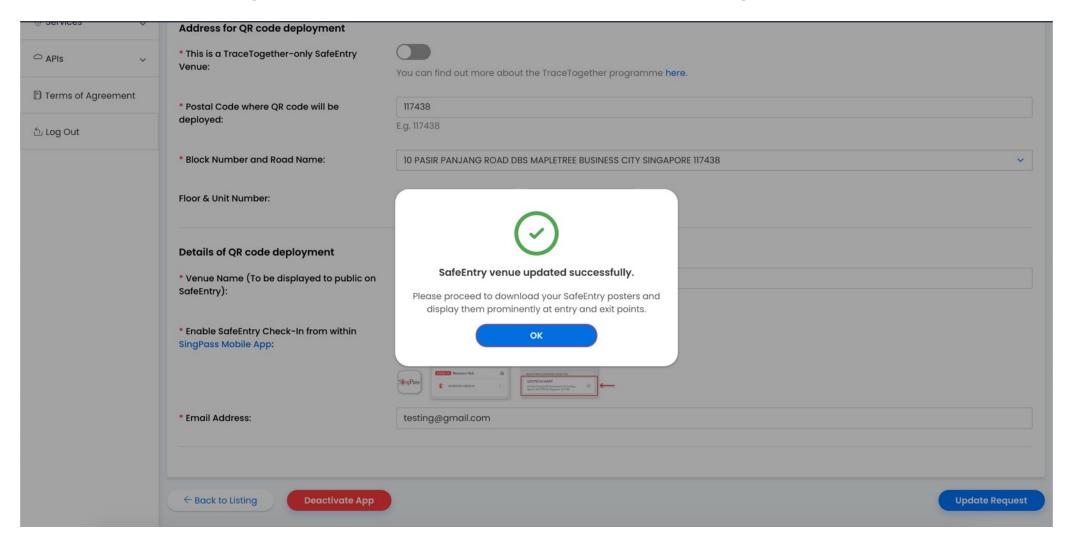


Click Yes, update





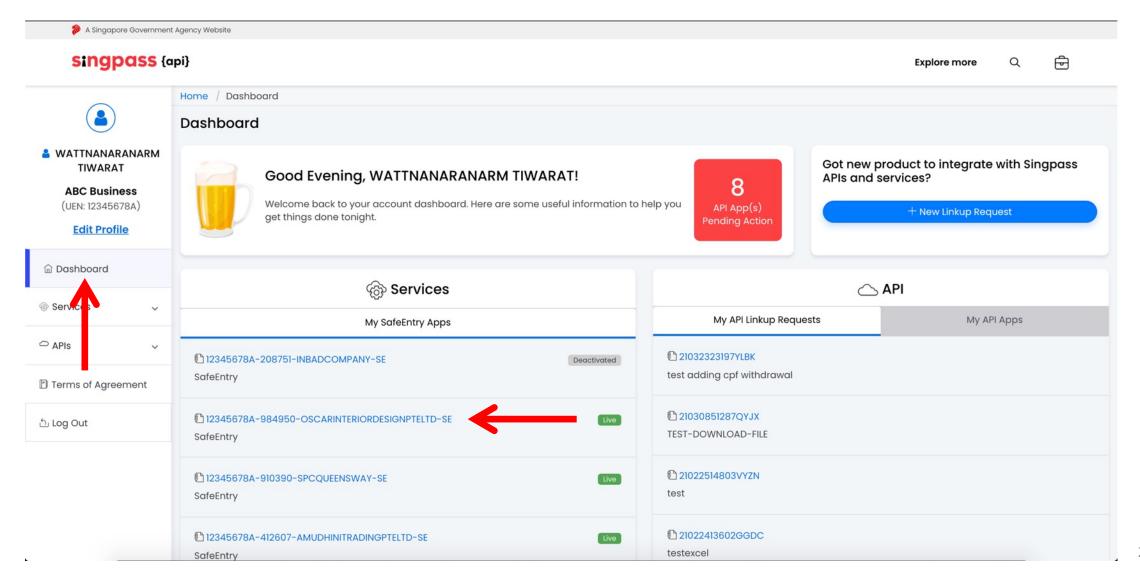
Your SafeEntry App has been successfully updated



Update Destination List

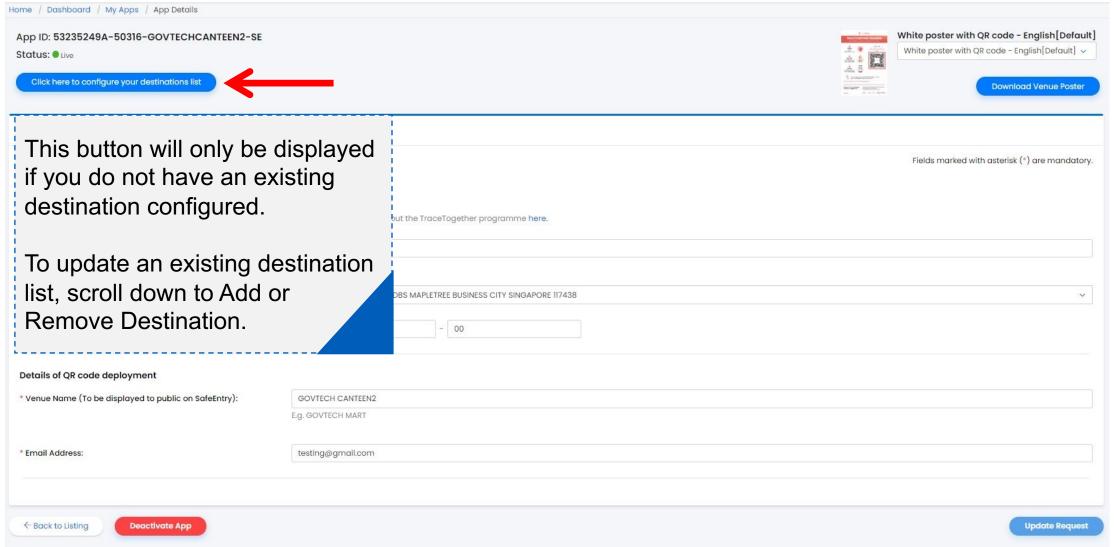
^{*} Destination refers to units, areas or levels that belongs to your business. Note that if you are the building manager, you should not configure for tenants that do not belong to your UEN.

After successful login, click Dashboard and select the SafeEntry App



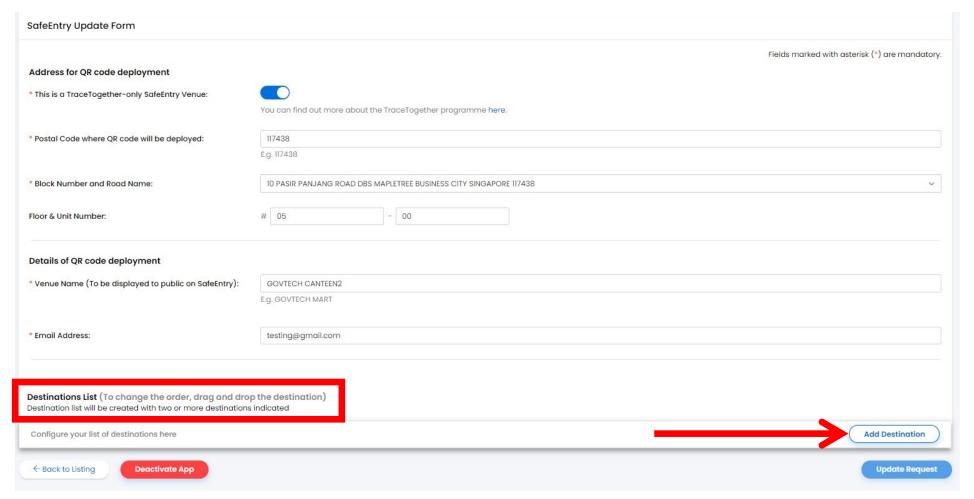


Click here to configure your destination list





Click here to configure your destination list

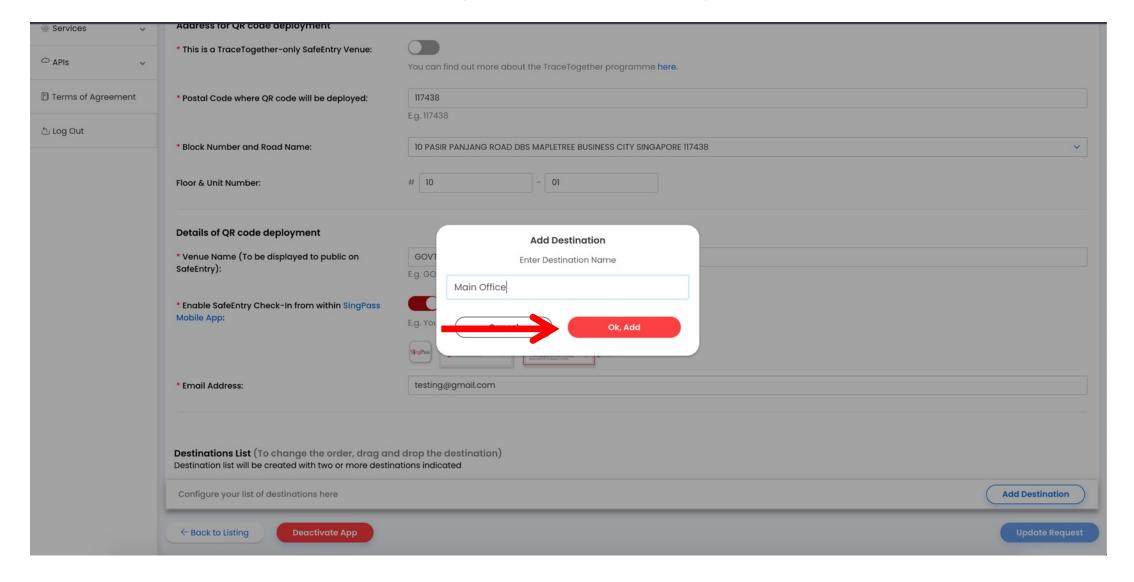


Note that

Destination list can only be created if there are more than two locations

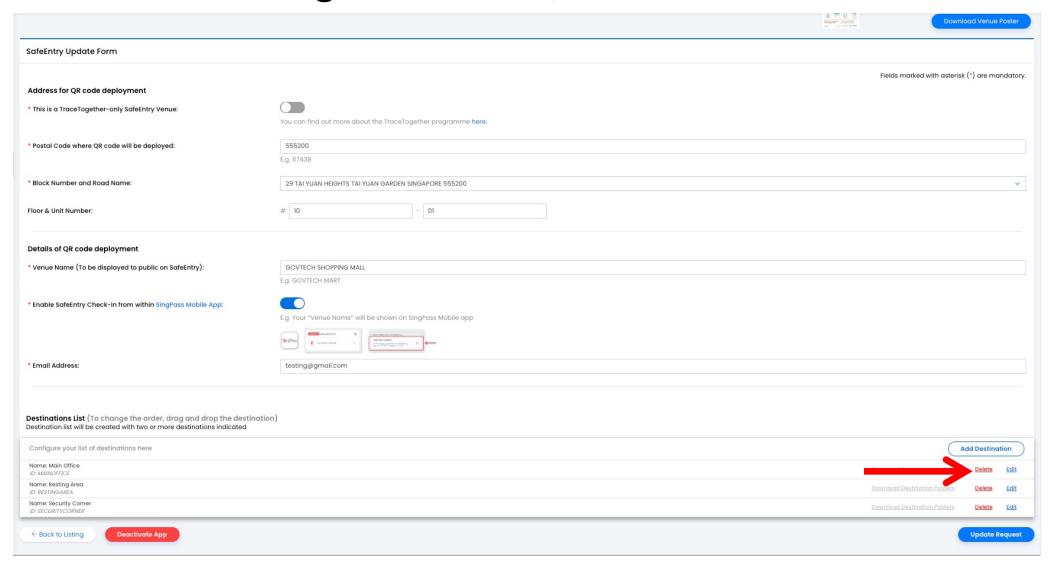


Enter Destination Name, and click Ok, Add



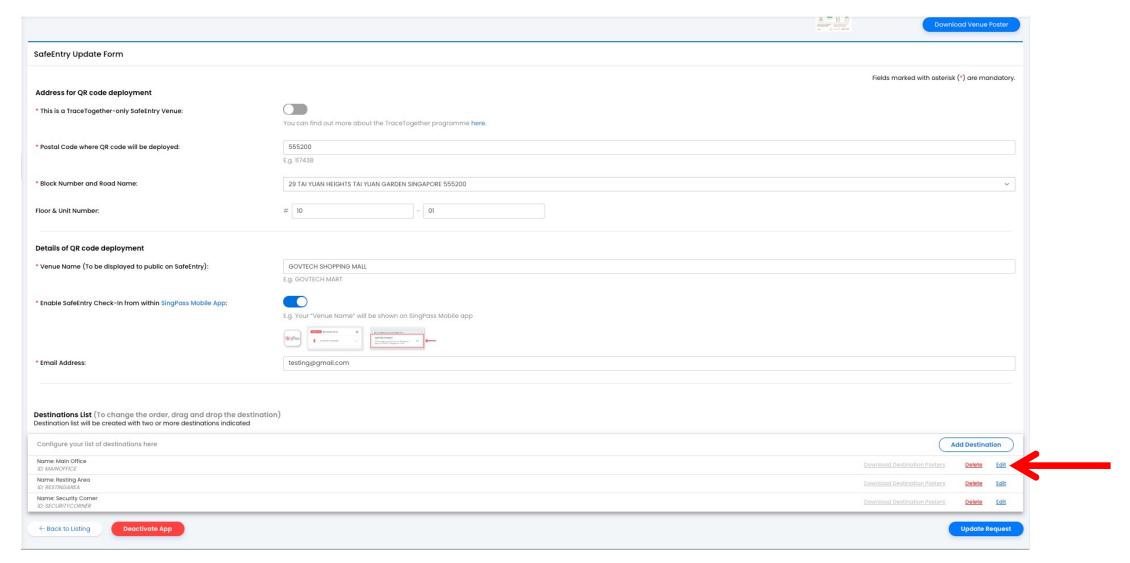


To delete existing Destination, click Delete



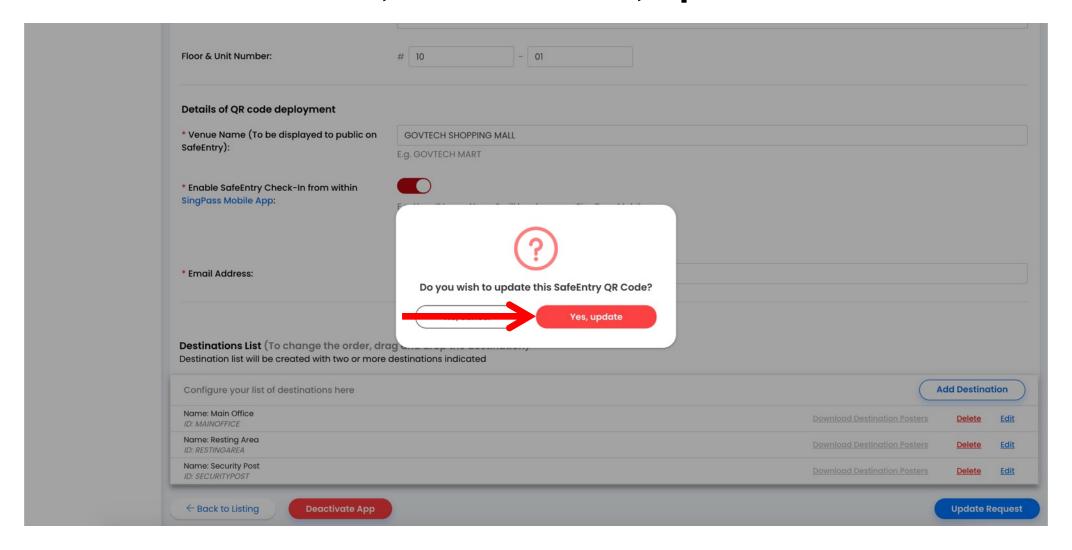


To edit existing Destination, click Edit



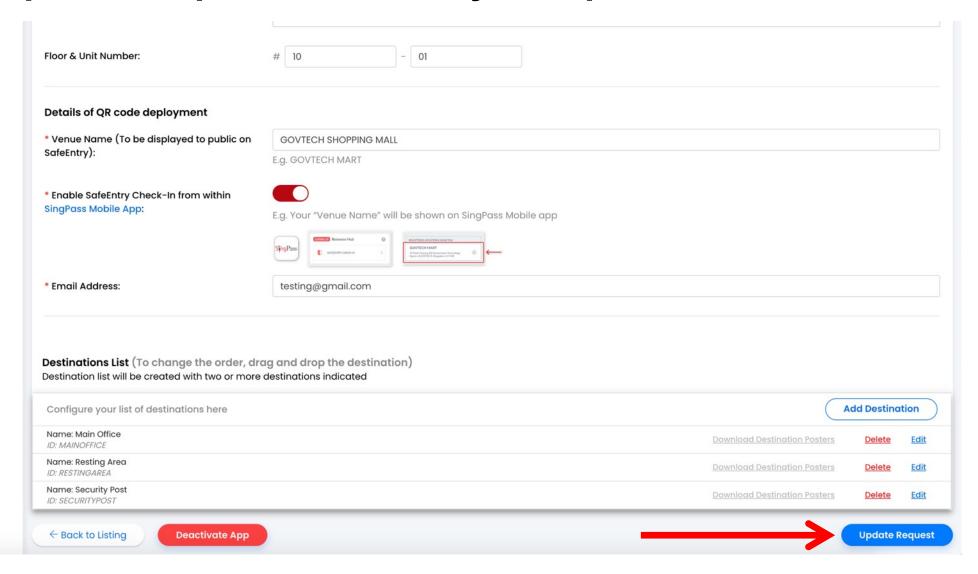


Enter Destination Name, and click Yes, update

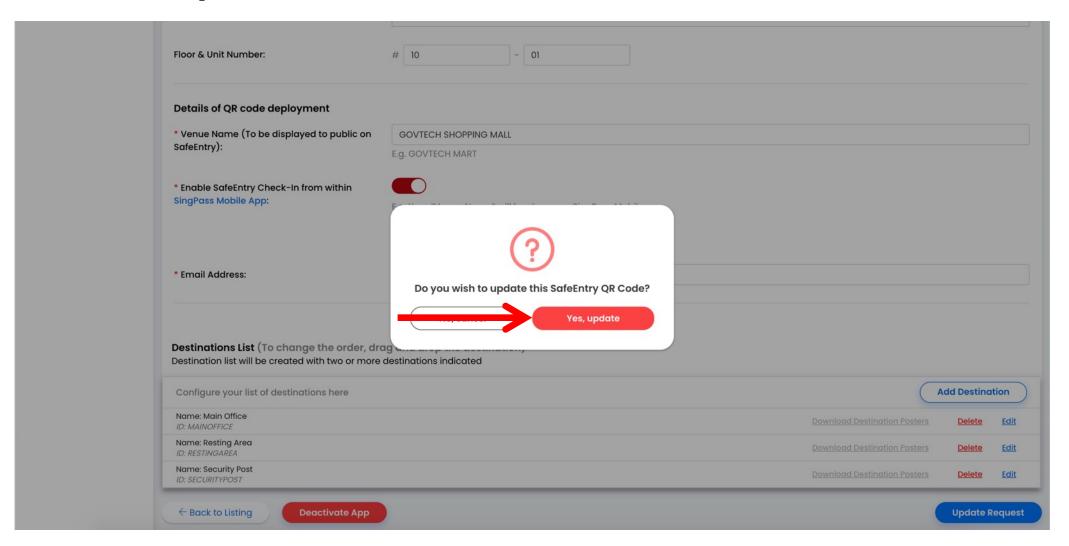




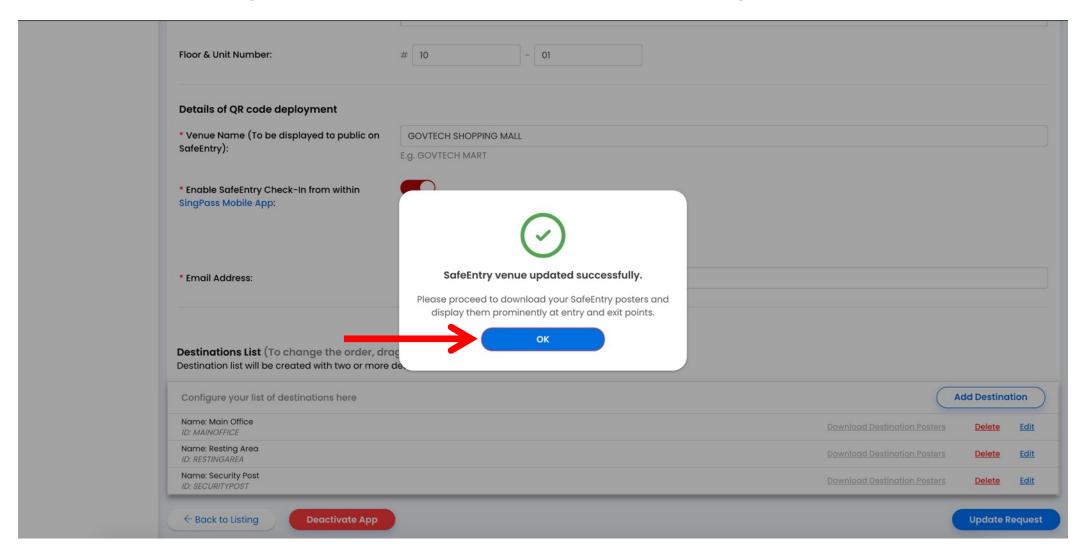
Click Update Request to submit your update



Click Yes, update



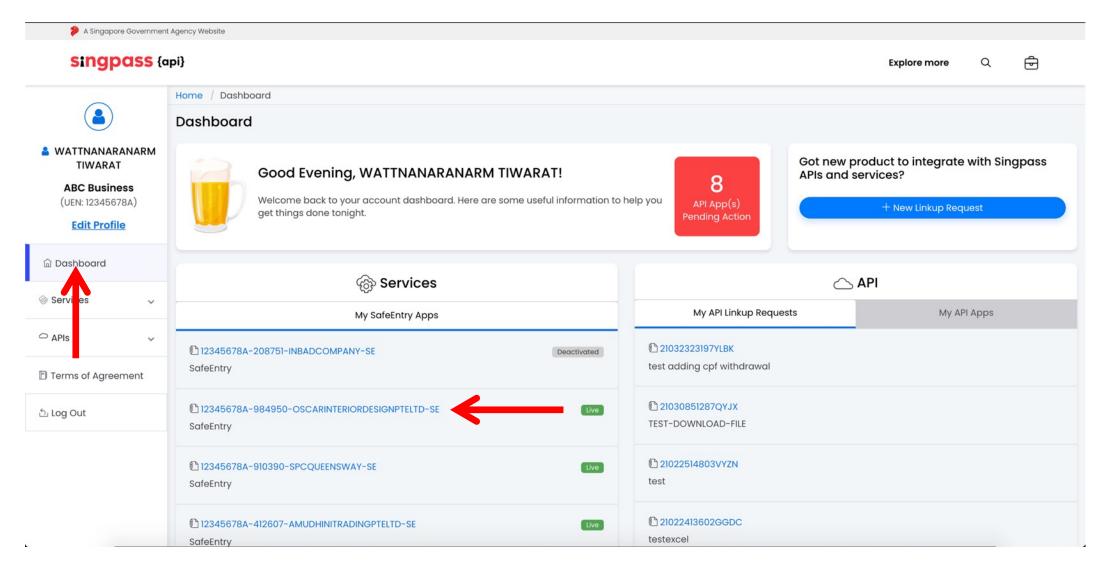
Your SafeEntry App has been successfully updated.





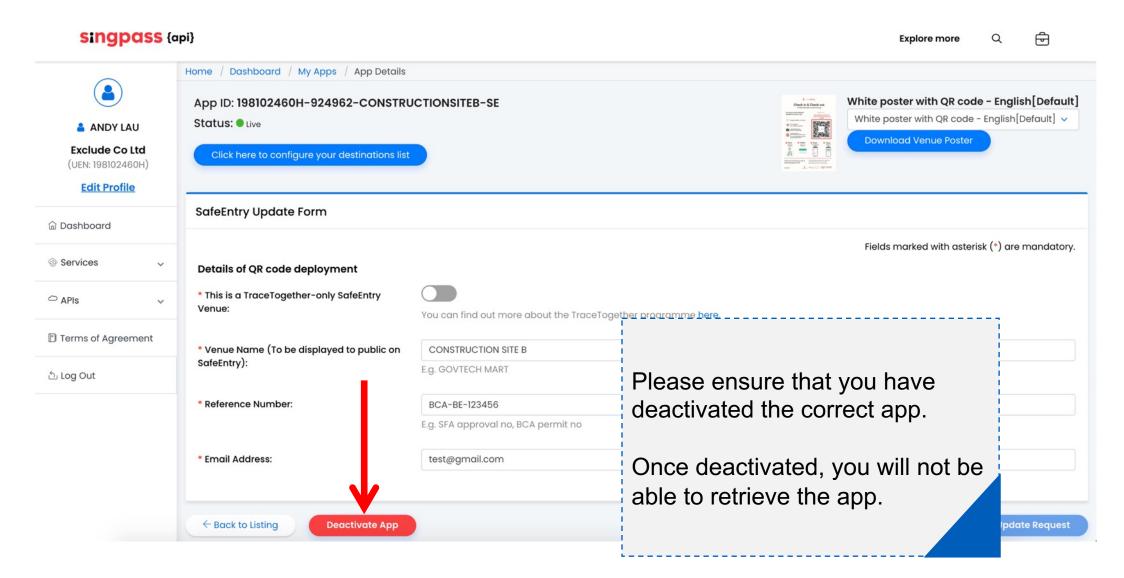
Deactivate SafeEntry

After successful login, click Dashboard and select the SafeEntry App

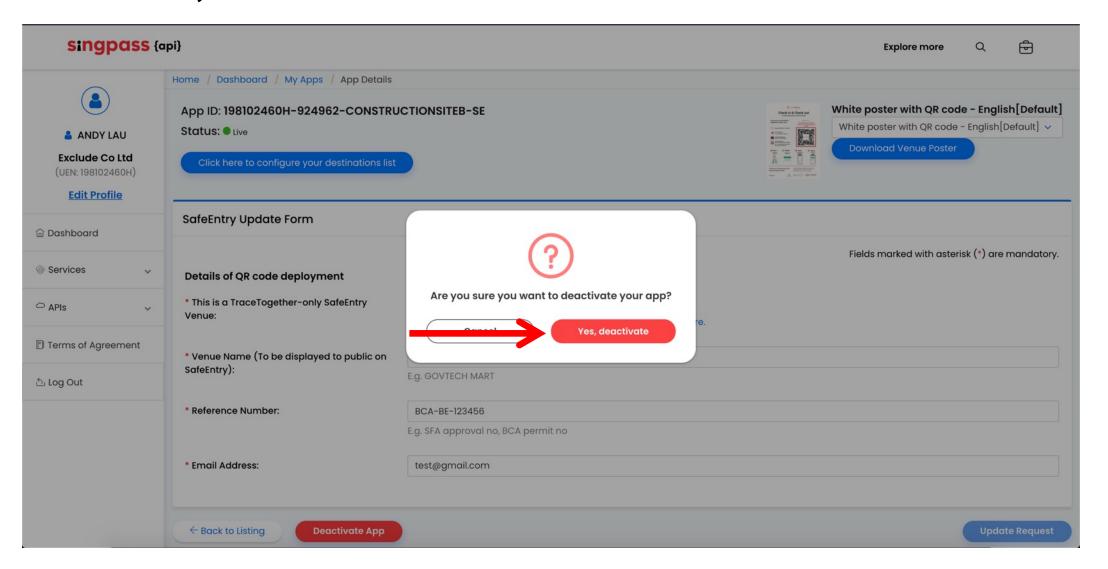




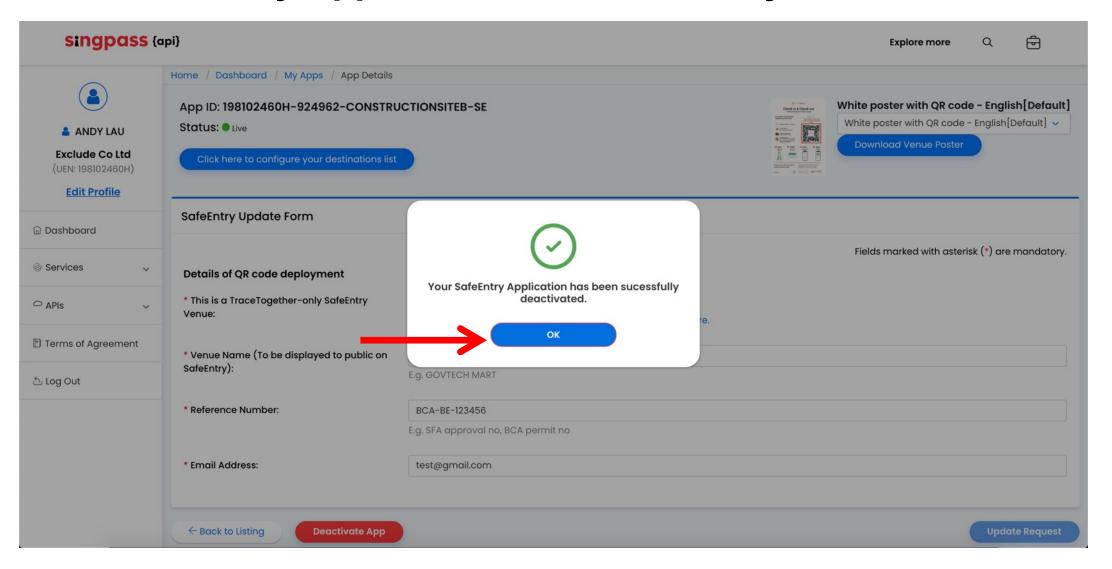
Click Deactivate App



Click Yes, deactivate

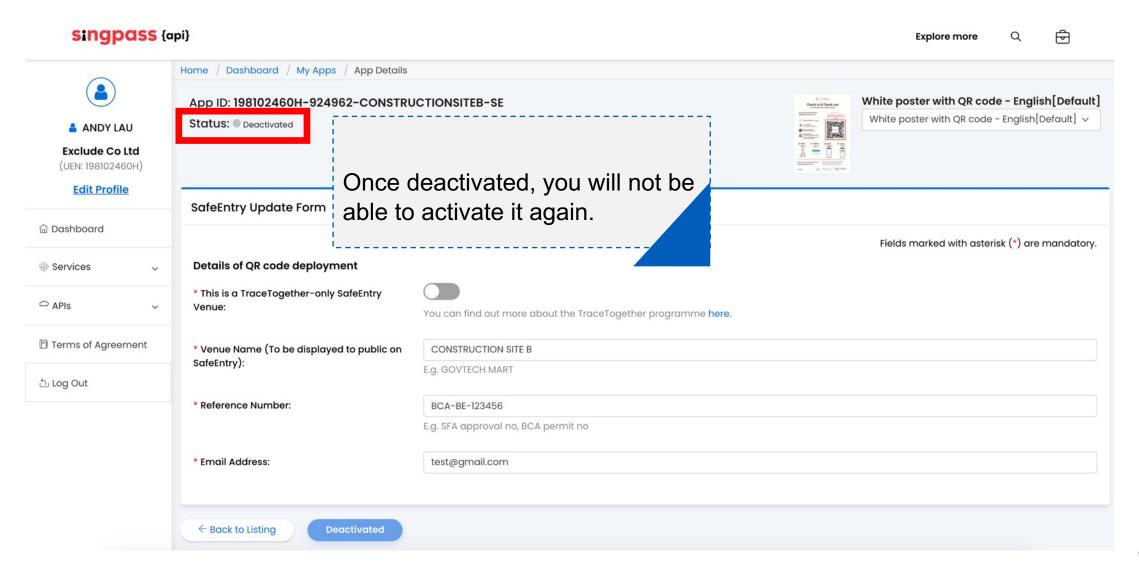


Your SafeEntry App has been successfully deactivated.





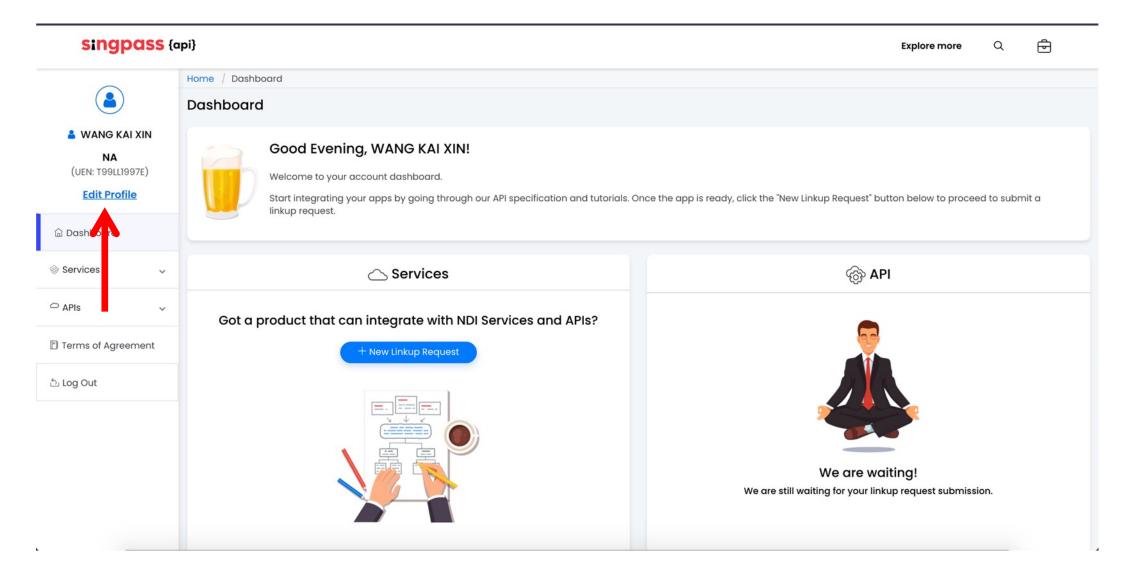
Your SafeEntry App has been successfully deactivated.



Update Profile

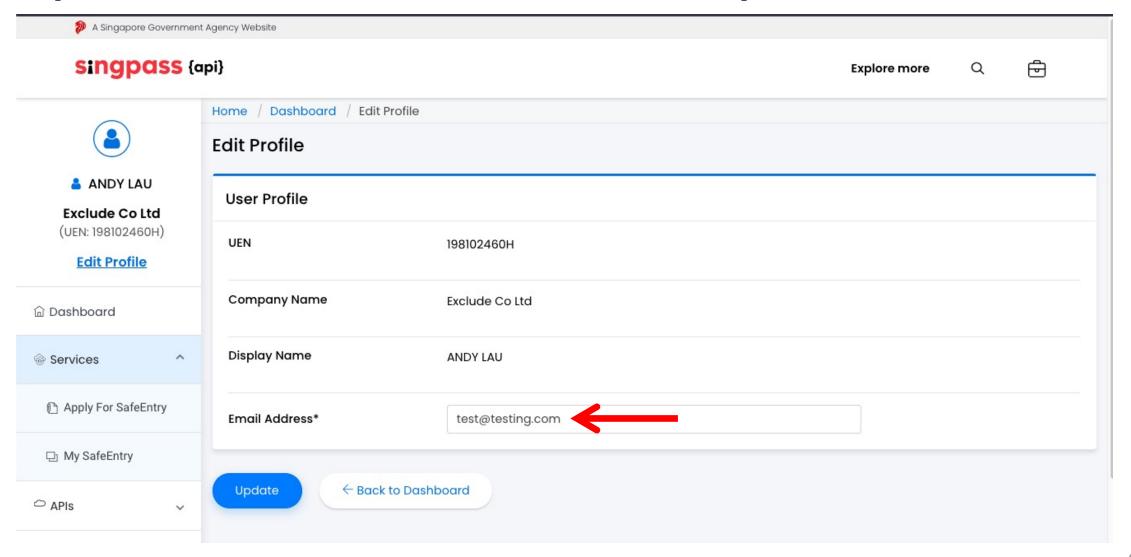


After successful login, click Edit Profile





Update Email Address field, then click Update



END