



Healthier Dining Programme  
(HDP)  
Online Application User Guide  
– Onboarding

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## Purpose & Scope

This document serves to guide business users how to come onboard Healthier Dining Programme (HDP) Online Application System.

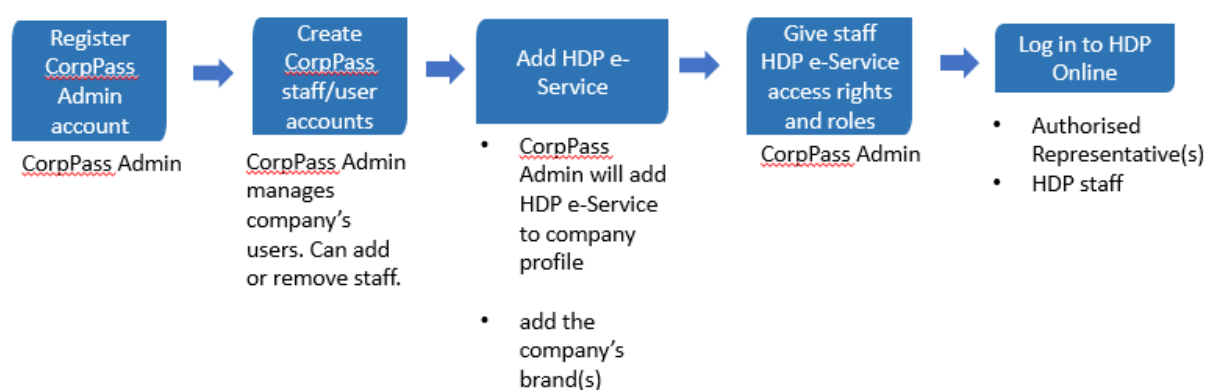
It will cover:

1. Registration and setting up of CorpPass
2. Profile set-up for first-time login to HDP online application system

## Onboarding for CorpPass - Registration and Set up

CorpPass is the only mode of login to access the Healthier Dining Programme (HDP) Online Application system. Thus, a CorpPass account needs to be created for the company to access HDP online if the company does not have one.

### Steps for CorpPass Registration and Setup



- a. Appoint a representative from your company as CorpPass Administrator. The role of a CorpPass Administrator is to manage the company's CorpPass account, including management of company's users, adding e-services and assigning roles in CorpPass.
- b. The CorpPass Admin will register a CorpPass Admin account to register your company on CorpPass (<https://www.corppass.gov.sg>).
- c. Subsequently, the company's CorpPass Admin will help fellow colleagues to create CorpPass accounts.
- d. The company's CorpPass admin will add HDP Online e-Service to the company profile and give staff HDP e-Service access rights and assign roles in HDP Online e-Service.

e. Please assign each User to one of the two following roles:

- Authorised Representative
- Staff for HDP

**Description of User Roles in HDP Online Application System**

User Role	Role Description
<b>Authorised Representative</b>	<ul style="list-style-type: none"><li>• First person to log in to the HDP Online system</li><li>• Helps company enrol into HDP Programme</li><li>• View, submit and manage company's HDP applications</li><li>• Brand and outlet management</li><li>• Authorised to accept the agreement for Healthier Dining Programmes (HDP) on behalf of company</li><li>• Up to 2 Authorised Representatives per company</li></ul>
<b>Staff for HDP</b>	<ul style="list-style-type: none"><li>• View, submit and manage company's HDP applications</li><li>• Cannot add brands</li><li>• Up to 25 HDP Staff per company</li></ul>

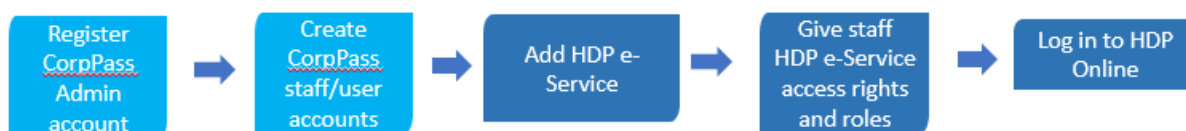
## Setting up CorpPass - Companies without CorpPass Account

**For Companies without a CorpPass account**, a CorpPass account needs to be set up.

Go [www.corppass.gov.sg/corppass/common/findoutmore](http://www.corppass.gov.sg/corppass/common/findoutmore) to find out more on CorpPass such as:

- To check eligibility of company
- Identify your CorpPass role
- Register and Setup CorpPass

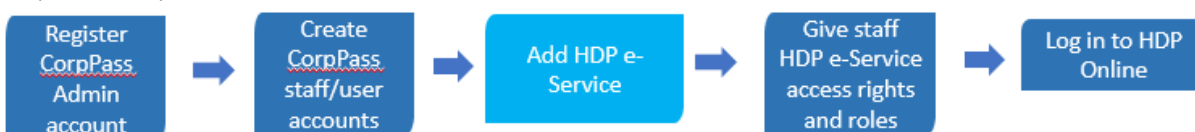
Step 1: Register CorpPass account for CorpPass Admin and other staff



- The company representative appointed as CorpPass Administrator will **register a CorpPass Administrator account** (<https://www.corppass.gov.sg>).
- Subsequently, the CorpPass Admin can **create CorpPass accounts for the company's staff**.

Go [www.corppass.gov.sg/corppass/common/userguides](http://www.corppass.gov.sg/corppass/common/userguides) for **step-by-step user guides** (video/pdf) which include **how to register CorpPass Administrator account** and **how to create CorpPass accounts** for company.

Step 2: Set up HDP Online e-Service and add brands

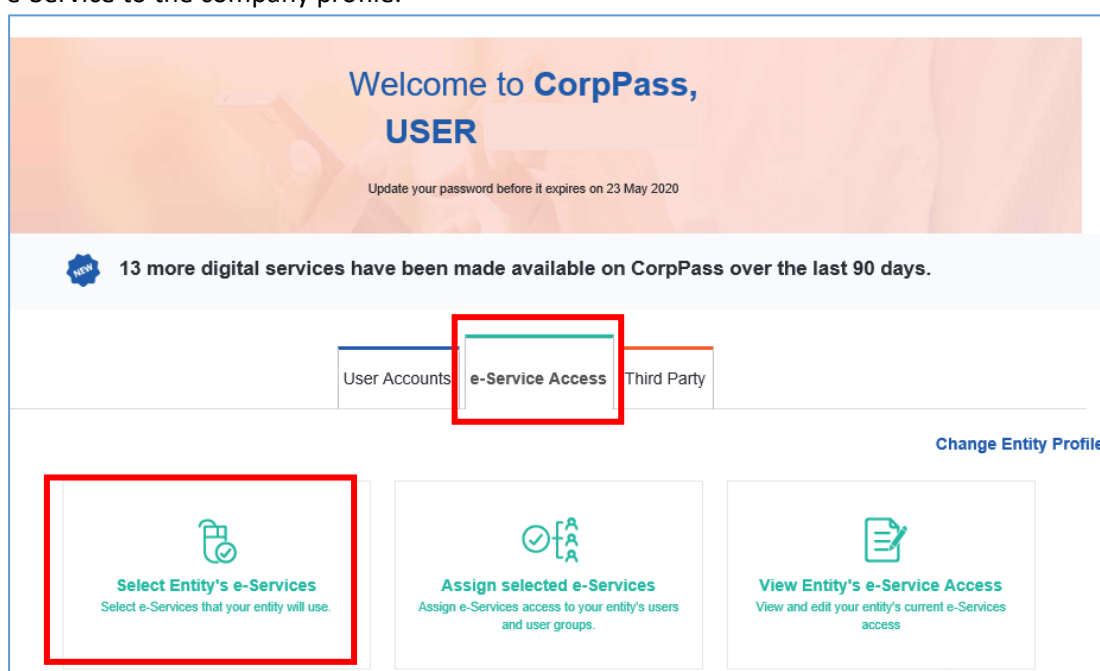


CorpPass admin logs into CorpPass, add Healthier Dining Programme (HDP) Online e-Service to company profile and adds the company's brands.

- Company's CorpPass admin logs into CorpPass (<https://www.corppass.gov.sg>)

The screenshot shows the CorpPass login interface. At the top is an orange header with the text "Login" and a user icon. Below this are three input fields: "UEN/ENTITY ID", "CORPPASS ID", and "Password". Each field has a red information icon to its right. Below the input fields is a blue "Login" button with a right-pointing arrow. Under the button is a checkbox labeled "Remember Entity ID" with a red information icon to its right. Below the checkbox is a link: "Forgot Entity / CorpPass ID or Password". At the bottom is another link: "New to CorpPass? Register Now."

- b. Upon login, click on **e-Service Access** tab and select **“Entity’s e-Services”** button to add a new e-Service to the company profile.



- c. Input **“healthier”** in the search field and select the e-Service **“Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online”**. Click **“Next”**.

Home / Select Entity's e-Services

### Select Entity's e-Services

1 Select e-Services 2 Enter Details 3 Review & Submit

Select the e-Service(s) you wish to add to your entity's list.

Note: Selected e-Services require details to be set up on CorpPass (denoted by ). Selected e-Services may require additional checks when you log in. Click for more information.

Filter

Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
<input type="checkbox"/>	HEALTH PROMOTION BOARD	Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online	Health Promotion Board's online website for Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP)	

0 e-Service(s) Selected

Showing 1 to 1 of 1 items

Cancel Next

- d. Under **Brand**, input the brand name(s) exactly as per the naming provided in the email by Health Promotion Board (HPB). Note that the text field is alphabetically sensitive (e.g. Capital letter sensitive, or with/without Pte Ltd, or with/without symbols). Click **"Add new"** to add more brands. When done, click **"Next"**.

**Select Entity's e-Services**

1 **Select e-Services** 2 **Enter Details** 3 **Review & Submit**

Some e-Services require additional information. Enter details to proceed.

\* - denotes mandatory fields

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
HEALTH PROMOTION BOARD	Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online		

1 e-Service(s) Selected

Brand

Brand A

Brand B

+ Add New

Back Next

- e. Verify the information and click on **"Submit"** to complete the registration process.

Home / Select Entity's e-Services

**Select Entity's e-Services**

1 **Select e-Services** 2 **Enter Details** 3 **Review & Submit**

**Verify Selected e-Service(s)**

HEALTH PROMOTION BOARD • Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online

Brand

Brand A

Brand B

Back Submit

### Step 3: Assign staff HDP e-Service access rights and roles



- a. To assign users to the HDP e-Service, click on **“Assign selected e-Services”**.

Home / Select Entity's e-Services

**The selected e-Service(s) is ready to be assigned to users.**

**Next Step**

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

[Return to Homepage](#) [Assign selected e-Services](#)

- b. **Select User(s)** who would use the HDP e-Service by checking the box(es) on the left. If you are unable to find a user, you may create an account for the user. Click **“Next”** to proceed.

**Assign Selected e-Services**

1 Select Users 2 Select e-Services 3 Enter Details 4 Review & Submit

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](#)

<input type="checkbox"/>	Full Name	Email Address	CorpPass ID	User Type
<input checked="" type="checkbox"/>	USER	@mailinator.com		Admin
<input type="checkbox"/>	USER	@hpb.gov.sg		User
<input type="checkbox"/>	USER	@mailinator.com		User
<input type="checkbox"/>	USER	@mailinator.com		User
<input type="checkbox"/>	USER :	@mailinator.com		User

1 user(s) selected.

Showing 1 to 5 of 5 items

**Can't find a user?**  
You may have not created the user account. Click [here](#) to do so.

[Cancel](#) [Next](#)



- c. **Select HDP e-Service and click “Next”.**

Home / Assign Selected e-Services

### Assign Selected e-Services

☒ Select Users
 ☒ **Select e-Services**
☐ Enter Details
 ☐ Review & Submit

Assign Selected e-Service(s) to  
1 Selected User(s) [+](#)

Assign from selected e-Service(s). Filter

Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input checked="" type="checkbox"/>	HEALTH PROMOTION BOARD	Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online		<input type="button" value="i"/>

1 e-Service(s) selected.

Showing 1 to 1 of 1 items

- d. **Assign the selected user(s) to a role** (Authorised Representative or HDP Staff). Read the role description for better understanding or refer to [Page 4](#).

### Assign Selected e-Services

☒ Select Users
 ☒ Select e-Services
 ☒ **Enter Details**
☐ Review & Submit

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 type="button" value="i"/>	HEALTH PROMOTION BOARD		<input type="button" value="i"/>

1 e-Service(s) selected.

**HEALTH PROMOTION BOARD**  
**Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online**

Role\*

Role Description

This role has the rights to enrol the company to both HCS and HDP programmes, and accept the HCS/HDP License Agreement(s) on behalf of the company. This role can view, submit and manage company's HCS/HDP applications and add company's brands for HDP.

Brand

- e. Scroll down. Choose the **brand** from the drop-down field to assign the selected users to. Set the **Authorisation Effective Date (today)** and **Authorisation Expiry Date (up to 31/10/2024)**. Click **“Next”**.

### Assign Selected e-Services

✓

✓

3

4

Select Users

Select e-Services

Enter Details

Review & Submit

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
HEALTH PROMOTION BOARD	Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online		

1 e-Service(s) selected.

Brand

Brand A

Authorisation Effective Date \*

01/11/2019

Authorisation Expiry Date

31/12/2020

- f. **Review** the information and click **“Submit”**.

Home / Assign Selected e-Services

### Assign Selected e-Services

✓

✓

✓

4

Select Users

Select e-Services

Enter Details

Review & Submit

Verify the following details.

1 Selected Users +

#### Selected e-Services

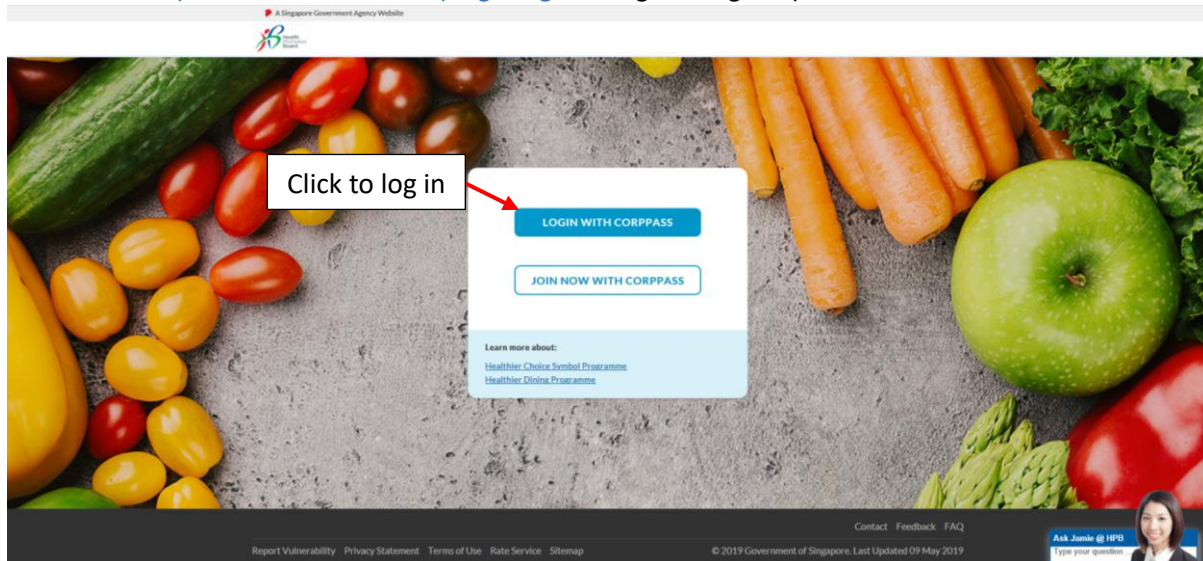
HEALTH PROMOTION BOARD	• Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online
Role	Authorised Rep
Brand	Brand A
Authorisation Effective Date	01/11/2019
Authorisation Expiry Date	31/12/2020

Back

Submit

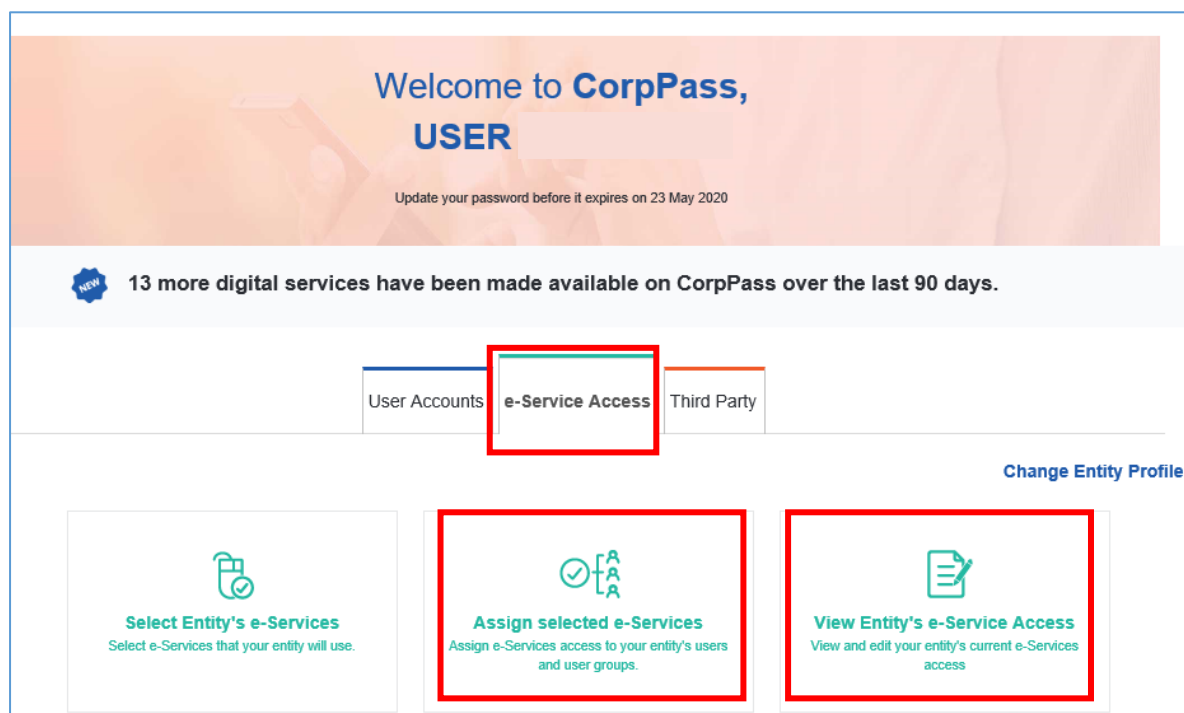
Step 4: Log into HDP Online.

Proceed to <https://healthier-choice.hpb.gov.sg> and login using CorpPass.



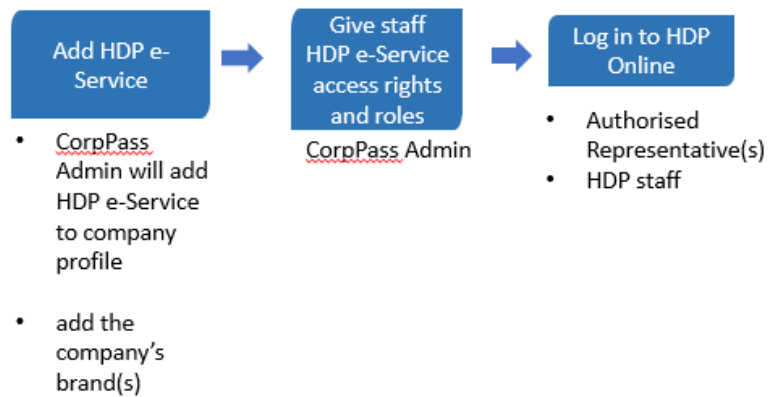
How to add more users and brands to HDP e-Service later on?

To assign more users to HDP e-Service, you may go back to the **e-Service Access** tab and click on **“Assign select e-Services”**. To add more Brand(s), click on **“View Entity’s e-Service Access”** to edit the information.



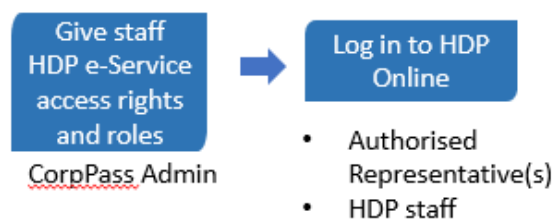
Setting up CorpPass - Companies with CorpPass Account (Have not added HDP e-Service)

**For companies who have CorpPass account but have not added HDP e-Service, [proceed from Step 2: Set up HDP Online e-Service and add brands \(Page 6-11\).](#)**

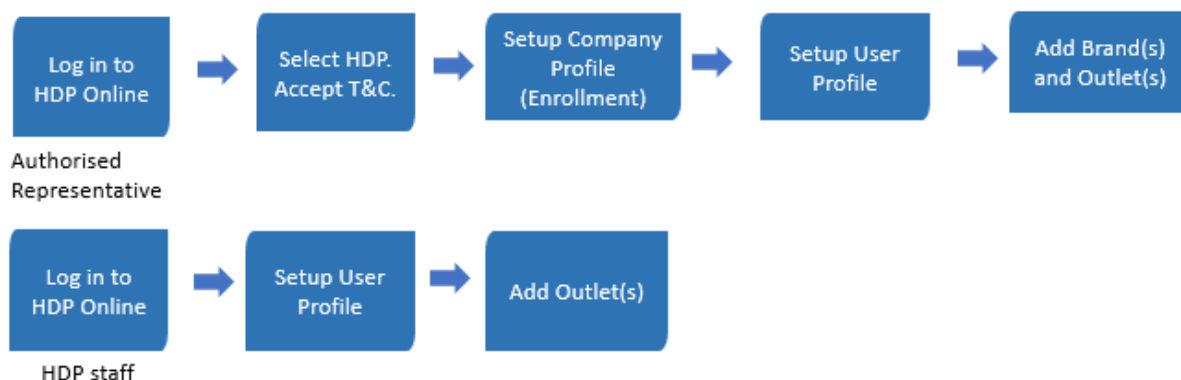


Setting up CorpPass - Companies with CorpPass Account (Have added HDP e-Service)

**For companies who are using CorpPass and have added HDP e-Service, [proceed from Step 3: Assign staff HDP e-Service access rights and roles \(Page 8-11\).](#)**



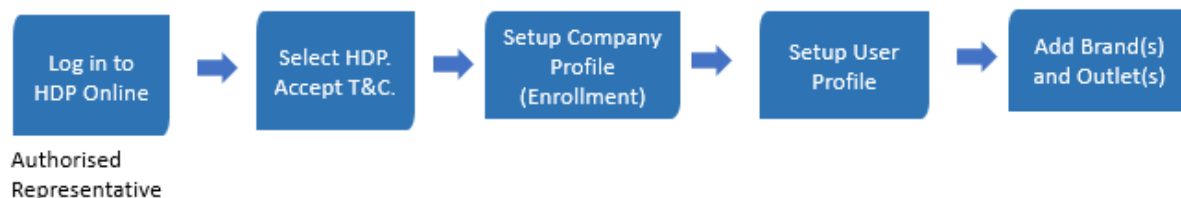
## Onboarding for HDP Online



### HDP Online First time Login – Authorised Representative

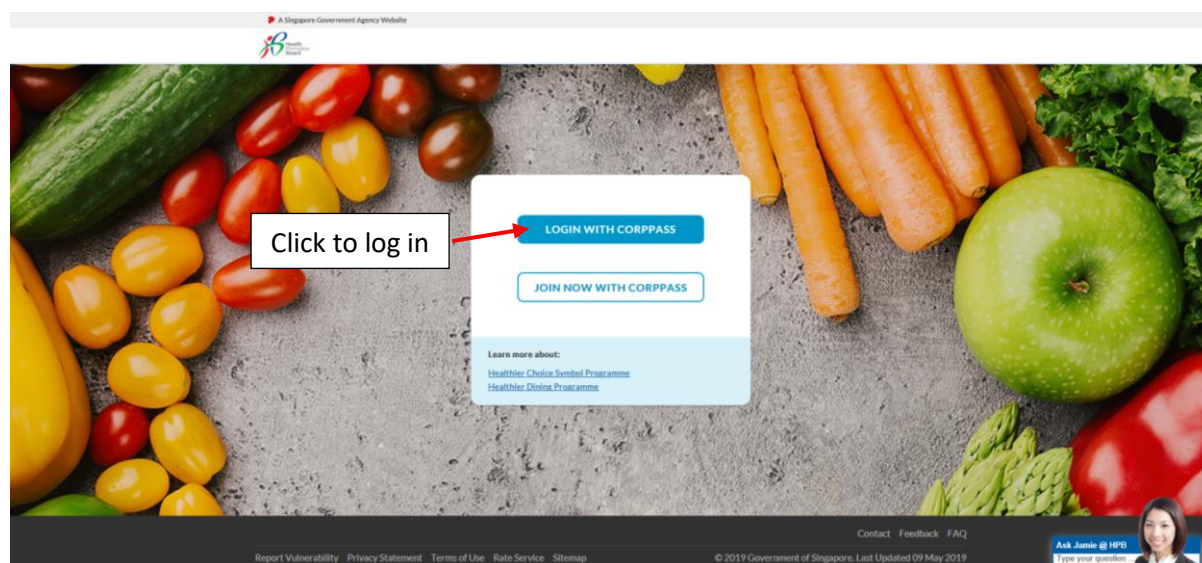
As the company's Authorised Representative, you will be the **first person in the company to log into HDP Online Application System**.

During first login, you will be required to accept the terms & conditions, set up the company profile and your user profile to successfully enroll your company to HDP Online Application System. Otherwise, your company would not be able to make applications.

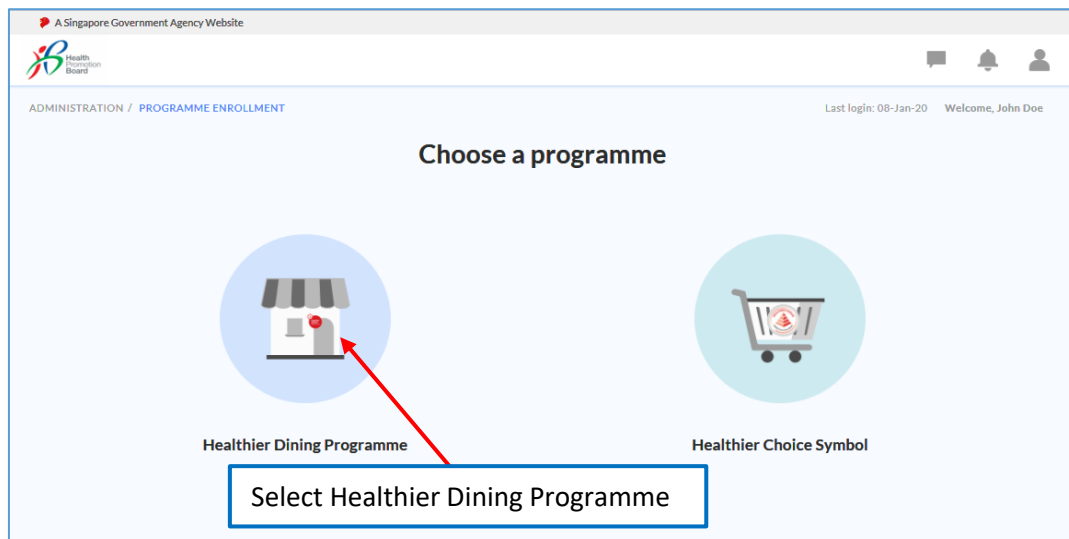


### Step 1: Login to HDP Online Application System

Go to <https://healthier-choice.hpb.gov.sg> and login using CorpPass.

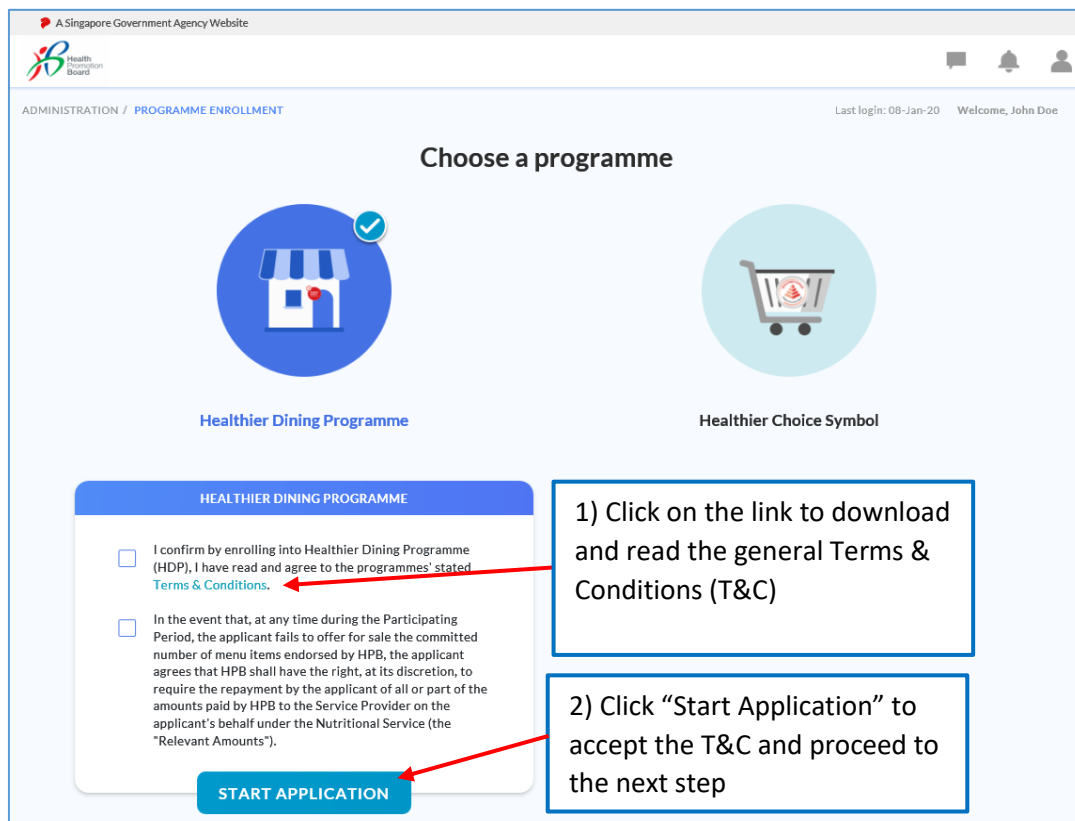


## Step 2: Choose “Healthier Dining Programme”



## Step 3: Accept the Terms and Conditions

Accept the Terms and Conditions and click on “Start Application” to proceed.



## Step 4: Set up Company Profile

- Check if the company's profile is correct

Note: Only the company's Authorised Representative(s) can update the Company Profile.

## Company and User Profile

**COMPANY PROFILE**

Unique Entity Number

GET MY COMPANY INFORMATION FROM ACRA

Company name \*

Website

Address Type \*

Block

Building name

Street name \*

Country \*

Floor

Unit

Postal Code \*

If company profile is not filled or needs to be updated, please click "Get My Company Information from ACRA" or update directly in the boxes.

### Step 5: Set up your User profile

- a. You (Authorised Representative) are only required to key in your own User profile.
- b. Key in a valid email address. A One Time Password (OTP) will be sent to this email address to verify your email. Email notifications regarding the applications will also be sent to this email address.

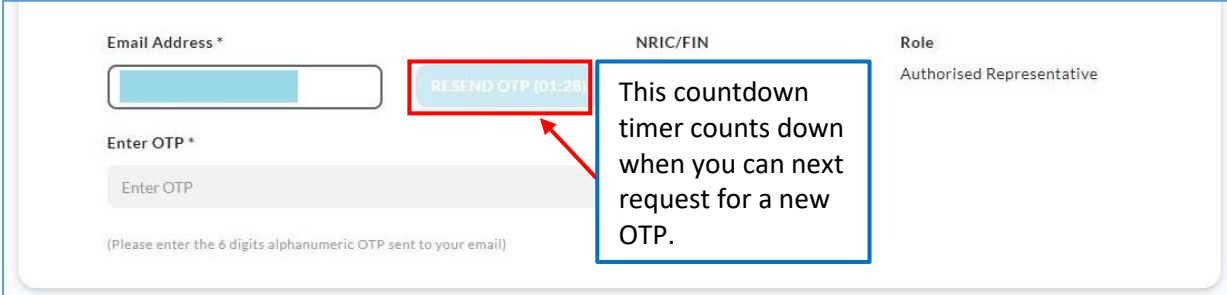
The screenshot shows the 'USER PROFILE' form. The 'Title' field is a dropdown menu. The 'First Name' and 'Last Name' fields are text inputs. The 'Department' and 'Designation' fields are text inputs. The 'Country Co...' field is a dropdown menu showing '+65'. The 'Office Number' field is a text input. The 'Office Ext' field is a text input. The 'Country Code' field is a dropdown menu showing '+65'. The 'Mobile Number' field is a text input. The 'Email Address' field is a text input. The 'NRIC/FIN' field is a text input showing '\*\*\*\*846F'. The 'Role' field is a text input showing 'Authorised Representative'. A blue button labeled 'VERIFY EMAIL' is highlighted with a red box. A callout box points to the button with the text: 'Please click "Verify Email" to receive a One Time Password (OTP) in your email'. At the bottom right, there are two buttons: 'CANCEL' and 'ENROL'.

- c. A pop-up message will inform you that the OTP has been sent to the email address you entered. Click "Proceed".

The screenshot shows a pop-up message titled 'Validate OTP (One Time Password)'. The message text reads: 'A One Time Password has been sent to your email. Please enter the OTP below to verify your email address. If you cannot view the email from your inbox, make sure to check your junk folder.' Below the text is a blue button labeled 'PROCEED', which is highlighted with a red box. The background shows a blurred view of the 'User Profile' form.

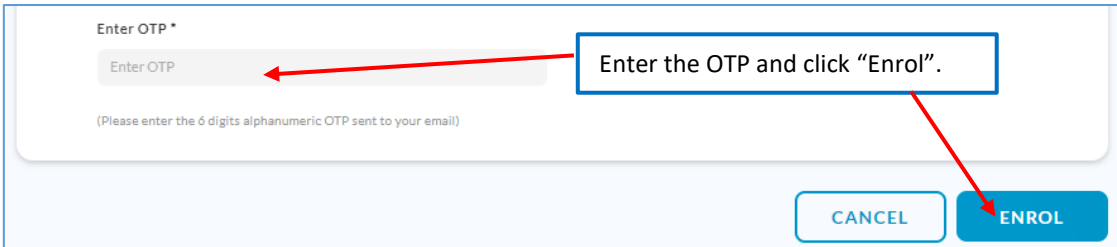


- d. If you did not receive the OTP or the wrong email address was entered, you can request for a new OTP to be resent.



This screenshot shows a form for requesting a new OTP. It includes fields for 'Email Address \*', 'NRIC/FIN', and 'Role' (set to 'Authorised Representative'). Below the email field is a 'RESEND OTP (01:28)' button, which is highlighted with a red box. A blue callout box with an arrow pointing to the button contains the text: 'This countdown timer counts down when you can next request for a new OTP.' Below the email field is an 'Enter OTP \*' section with a text input field and a note: '(Please enter the 6 digits alphanumeric OTP sent to your email)'.

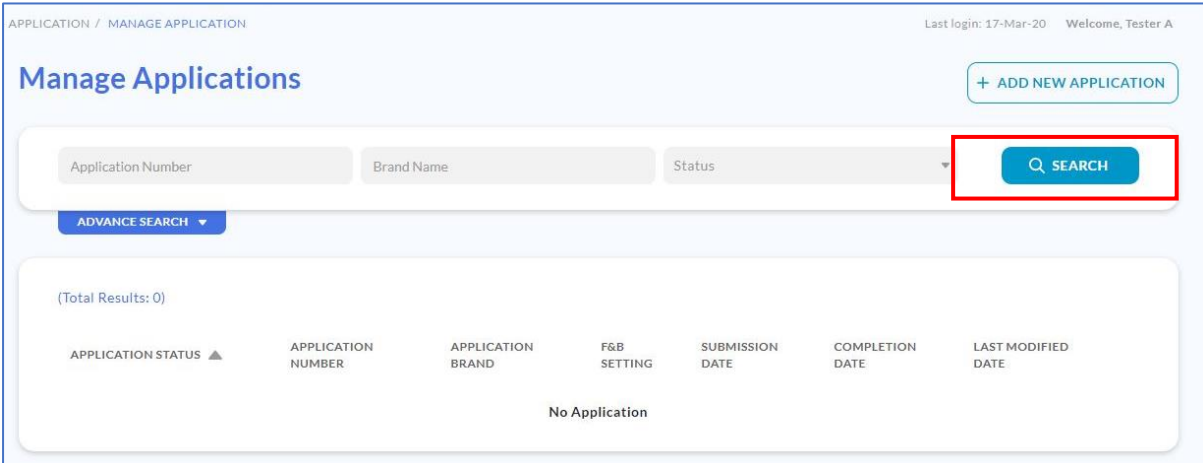
- e. Key in the OTP received in your email and click “Enrol”.



This screenshot shows the OTP enrolment step. It features an 'Enter OTP \*' section with a text input field and a note: '(Please enter the 6 digits alphanumeric OTP sent to your email)'. A red arrow points from a blue callout box containing the text 'Enter the OTP and click “Enrol”.' to the input field. At the bottom right, there are two buttons: 'CANCEL' and 'ENROL'.

Step 6: You may now make application(s)

You will be directed to “Manage Applications” Page and you can start making new application(s).



This screenshot shows the 'Manage Applications' page. At the top, it says 'APPLICATION / MANAGE APPLICATION' and 'Last login: 17-Mar-20 | Welcome, Tester A'. The main heading is 'Manage Applications'. There is a '+ ADD NEW APPLICATION' button. Below this is a search bar with fields for 'Application Number', 'Brand Name', and 'Status', followed by a 'SEARCH' button highlighted with a red box. An 'ADVANCE SEARCH' button is also present. Below the search bar, it says '(Total Results: 0)'. A table with columns 'APPLICATION STATUS', 'APPLICATION NUMBER', 'APPLICATION BRAND', 'F&B SETTING', 'SUBMISSION DATE', 'COMPLETION DATE', and 'LAST MODIFIED DATE' is shown, with the message 'No Application' below it.

## HDP Online First time Login – HDP Staff

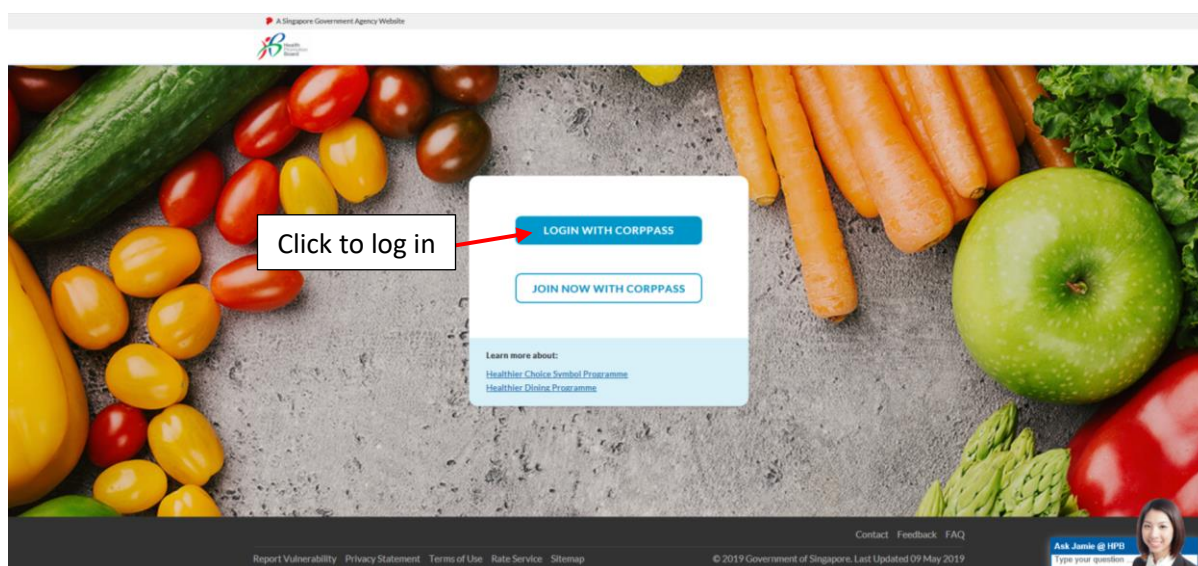
The company's Authorised Representative is the first person in the company to log in to HDP Online Application System. If your role is HDP Staff, **please log in only after the Authorised Representative has completed the onboarding process on HDP Online** for the Company.

During your first login, you will be required to set up your user profile before you can make applications.



### Step 1: Login to HDP Online Application System

Go to <https://healthier-choice.hpb.gov.sg> and login using CorpPass.



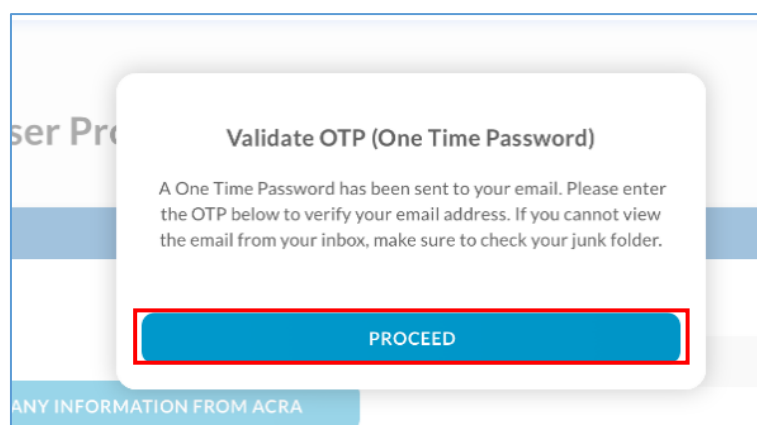
## Step 2: Set up your User profile

Company profile has already been filled up by Authorised Representative, scroll down to set up your own User profile.

The screenshot shows the 'USER PROFILE' form with the following fields and annotations:

- Title \***: A dropdown menu with 'Select one' as the placeholder.
- First Name \***: A text input field with the placeholder 'Enter first name'.
- Last Name \***: A text input field with the placeholder 'Enter last name'.
- Department \***: A text input field with the placeholder 'Enter department'.
- Designation \***: A text input field with the placeholder 'Enter designation'.
- Country Co...**: A dropdown menu with '+65' as the selected value.
- Office Number \***: A text input field with the placeholder 'Enter Number'.
- Office Ext**: A text input field with the placeholder 'Office Ext'.
- Country Code**: A dropdown menu with '+65' as the selected value.
- Mobile Number**: A text input field with the placeholder 'Enter number'.
- Email Address \***: A text input field with the placeholder 'Enter email address'.
- NRIC/FIN**: A text input field.
- Role**: A dropdown menu with 'HDP Staff' as the selected value.
- Enter OTP \***: A text input field with the placeholder 'Enter OTP'.
- (Please enter the 6 digits alphanumeric OTP sent to your email)**: A note below the OTP field.
- VERIFY EMAIL**: A button highlighted with a red rectangle. A callout box points to it with the text: 'Please click "Verify Email" to receive a One Time Password (OTP) in your email'.
- CANCEL** and **SAVE**: Buttons at the bottom right of the form.

- f. A pop-up message will inform you that the OTP has been sent to the email address you entered. Click "Proceed".



- g. If you did not receive the OTP or the wrong email address was entered, you can request for a new OTP to be resent.

This screenshot shows a user profile form with the following fields: Country Co... (dropdown with +65), Office Number \* (text input), Office Ext (text input), Country Code (dropdown with +65), Mobile Number (text input), Email Address \* (text input), NRIC/FIN (text input with value \*\*\*\*\*729B), and Role (text input with value HDP Staff). A red box highlights the 'RESEND OTP (01:40)' button. A blue box with a red arrow pointing to the button contains the text: 'This countdown timer counts down when you can next request for a new OTP.' At the bottom, there are 'CANCEL' and 'SAVE' buttons.

- h. Key in the OTP received in your email and click "Save".

This screenshot shows the same user profile form as above, but with additional fields: Title \* (dropdown with 'Select one'), First Name \* (text input), Last Name \* (text input), Department \* (text input), and Designation \* (text input). The 'RESEND OTP' button is now a solid blue button. A red arrow points from a blue box containing the text 'Enter the OTP and click "Save".' to the 'Enter OTP' field. The 'Enter OTP' field is a text input with the placeholder 'Enter OTP'. At the bottom, there are 'CANCEL' and 'SAVE' buttons.

Step 3: You may now make application(s)

You will be directed to “Manage Applications” Page and you can start making new application(s).

APPLICATION / MANAGE APPLICATION

Last login: 17-Mar-20Welcome, Tester A

## Manage Applications

(Total Results: 0)

APPLICATION STATUS ▲	APPLICATION NUMBER	APPLICATION BRAND	F&B SETTING	SUBMISSION DATE	COMPLETION DATE	LAST MODIFIED DATE
No Application						

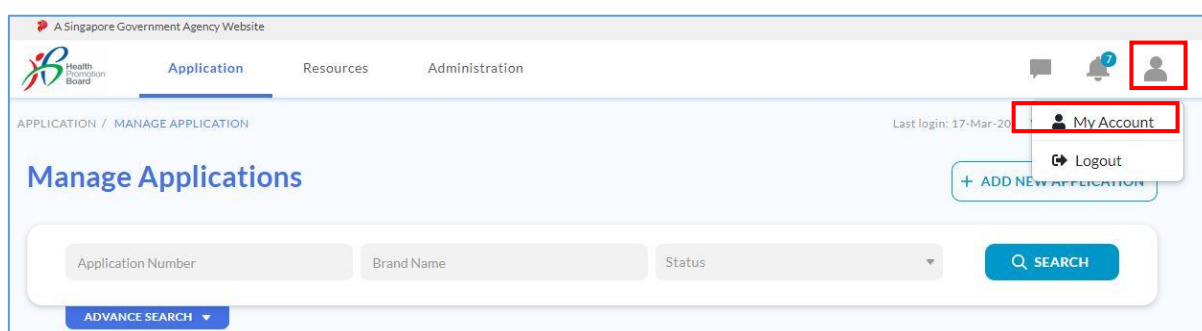
## Updating Company Profile – Authorised Representative

Do note:

- a. **Only the company's Authorised Representative(s)** can update or make changes to the Company Profile.
- b. **HDP Staff only can update their User Profile.** If the company wants to update the Company Profile, please contact the company's Authorised Representative to do so.

To update the Company's Profile, please refer to the following steps:

Step 1: After the Authorised Representative logs into HDP Online. Click on the **icon** displayed at the top right corner of the page, then click on **"My Account"**.



Step 2: Click on **"Edit"** to update the Company Profile. You may click on "Get My Company Information from ACRA" button to update the details directly from ACRA. Alternatively, you can key the information into the box to update company details

COMPANY PROFILE	
Unique Entity Number (UEN)	Address Type
	Overseas Address
Company Name	Address
UPUZH YZXH	01 Street 11 #01-01 ABC Singapore 123456
Website	
N/A	

Step 3: After updating the Company Profile, scroll down to click **“Save”** to make the changes.

COMPANY AND USER PROFILE

Last login: 17-Mar-20Welcome, Tester H

## Edit Company and User Profile

COMPANY PROFILE

Unique Entity Number

Address Type \*

Overseas Address

Block

01

Building name

ABC

Street name \*

Street 11

Country \*

Singapore

Floor

01

Unit

01

Postal Code \*

123456

GET MY COMPANY INFORMATION FROM ACRA

Company name \*

UPUZH YZXH

Website

Enter website

USER PROFILE

Title \*

Ms

First Name \*

Tester

Last Name \*

HDP

Department \*

XXX

Designation \*

Tester for XXX

Country Co...

+65

Office Number \*

61234567

Office Ext

Office Ext.

Country Code

+65

Mobile Number

Enter number

Email Address \*

VERIFY EMAIL

NRIC/FIN

\*\*\*\*846F

Role

Authorised Representative

Enter OTP \*

Enter OTP

(Please enter the 6 digits alphanumeric OTP sent to your email)

CANCEL

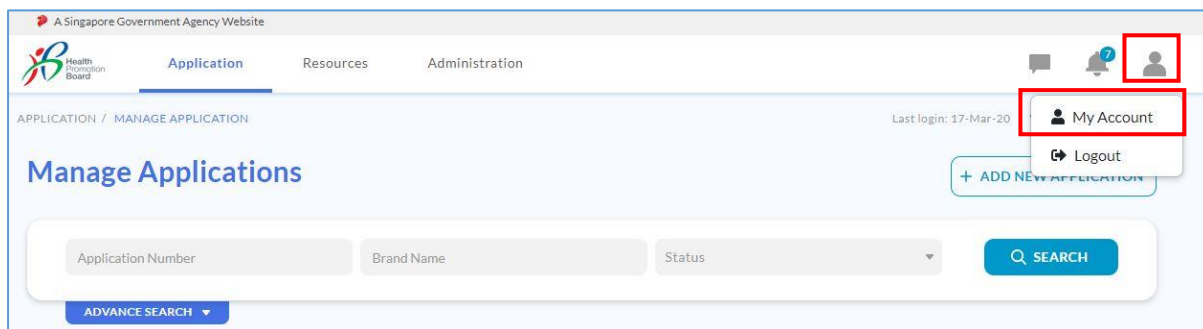
SAVE

## Updating User Profile – Authorised Representative and HDP Staff

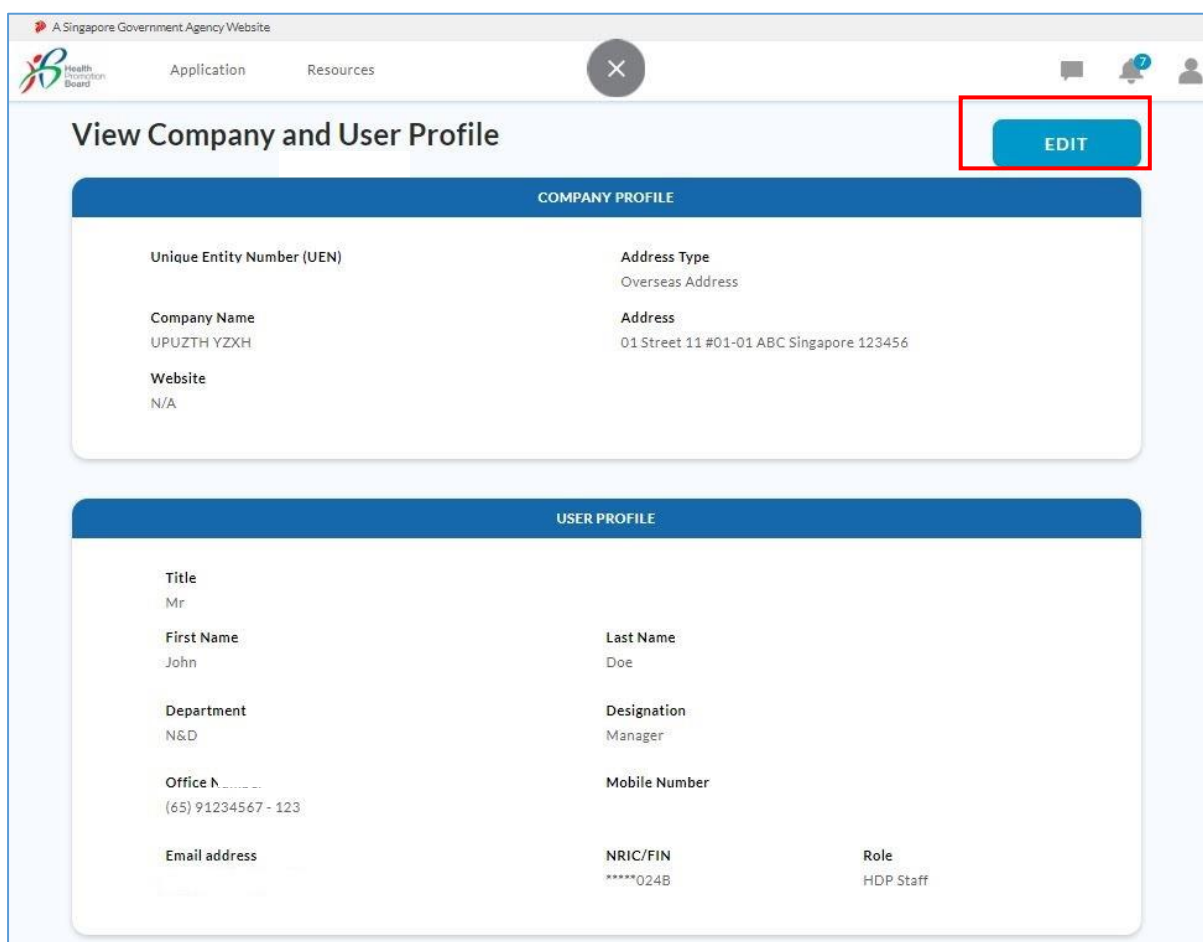
Both Authorised Representative(s) and HDP Staff can edit and update their respective user profiles.

To update the User Profile, please refer to the following steps:

Step 1: Click on the **icon** displayed at the top right corner of the page, then click on **“My Account”**.



Step 2: Click on **“Edit”** to update the User Profile.





Step 3: After updating the User Profile, please click “**Save**”.

USER PROFILE

Title \*

Mr

First Name \*

John

Last Name \*

Doe

Department \*

N&D

Designation \*

Manager

Country Co...

+65

Office Number \*

91234567

Office Ext

123

Country Code

+65

Mobile Number

Enter number

Email Address \*

NRIC/FIN

\*\*\*\*\*0248

Role

HDP Staff

Enter OTP \*

Enter OTP

VERIFY EMAIL

(Please enter the 6 digits alphanumeric OTP sent to your email)

CANCEL

SAVE

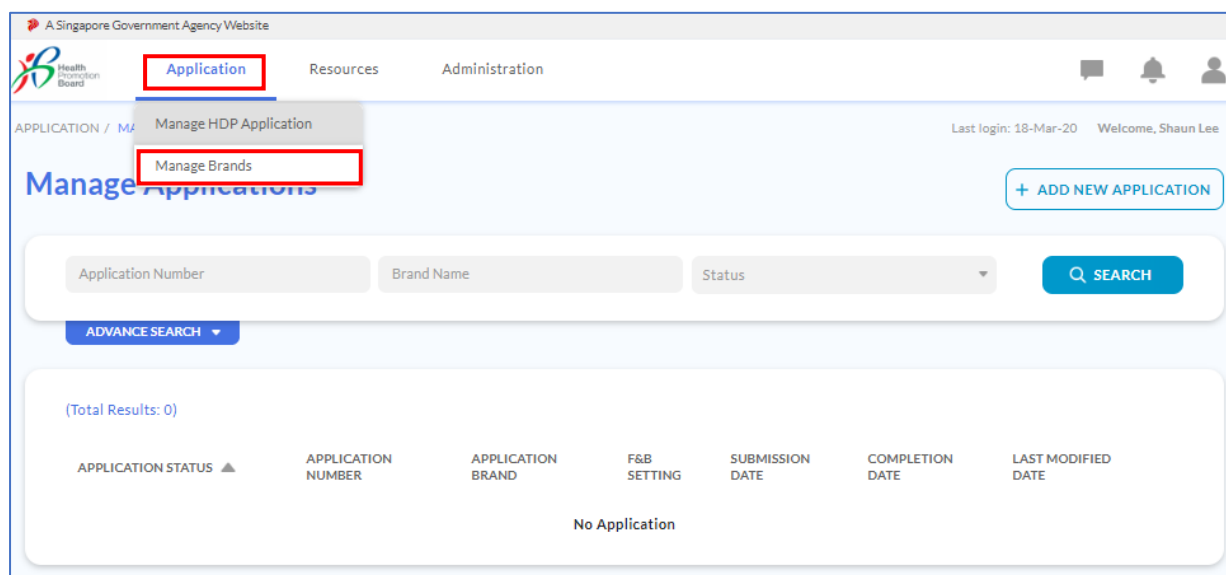
## Brand and Outlet Management

The following table indicates which actions can be performed by Authorised Representative and HDP Staff respectively in the HDP Online Application System.

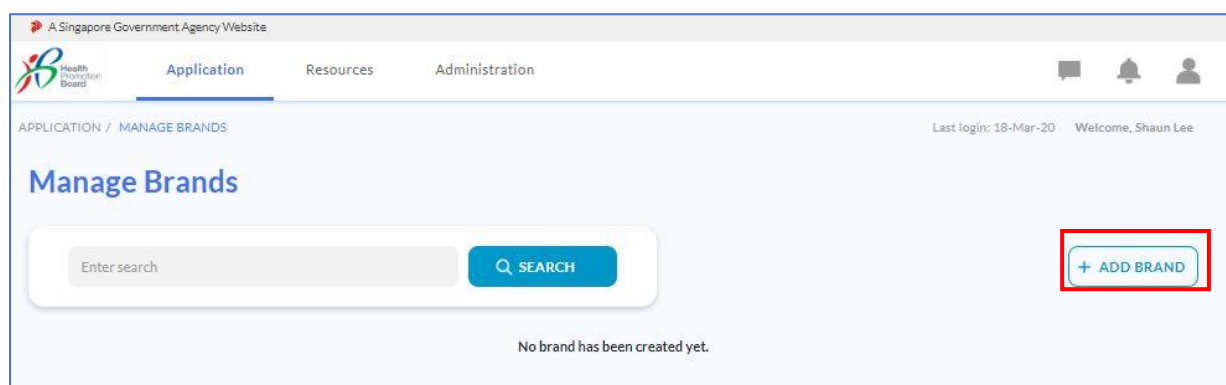
Action	Authorised Representative	HDP Staff
Add Brand	Yes	No
Edit Brand info	Yes	No
Deactivate Brand	Yes	No
Add Outlet	Yes	Yes
Edit Outlet info	Yes	Yes
Deactivate Brand	Yes	Yes

### Step 1: Add Brand(s)

- Click on “Application”, then click “Manage Brands”.



- Click “Add Brand”.




- c. Fill up Brand info and click “Save”.

## Add Brand

**BRAND PROFILE**

**Brand \***

**Brand Logo \***  

  
Please upload the brand logo  
(Max size 200 x 200px, 5MB)

**Website**

**CONTACT DETAILS**

**Name \***

**Country Code \***

**Contact Number \***

**Designation \***

**Email Address\***

**HOW DID YOU COME TO KNOW HEALTHIER DINING PROGRAMME (HDP)**

**Enrolment Channel \***

CANCEL

SAVE

## Step 2: Add Outlet(s)

- On the page “Manage Brands”, scroll to the brand which you want to add outlet(s). If you have many brands, you can navigate easily to the brand of interest via the search box.
- Click “View info”.

A Singapore Government Agency Website

Application Resources Administration

### Manage Brands

Enter search Q SEARCH + ADD BRAND

**BrandA** ACTIVE Last updated: 18-03-20 VIEW INFO

**Brand A**

Unique Entity Number (UEN)  
Website  
Address  
Enrolment Channel  
Contact Name / Organization

Contact person  
Designation  
Contact Number  
Email

- You will arrive at “Brand Information” page. Click “Add Outlet”.

### Brand Information

**BrandA** ACTIVE Last updated: 18-03-20 DEACTIVATE

**Brand A**

Unique Entity Number (UEN)  
Website  
Address  
Enrolment Channel  
Contact Name / Organization

Contact person  
Designation  
Contact Number  
Email

Enter search Q SEARCH + ADD OUTLET

#### Manage Outlet

Outlet Name ▲	Address	Address Type	Monthly Avg. Sales Vol. (Food)	Monthly Avg. Sales Vol. (Beverage)	Status
No outlet has been created yet.					

- d. Fill up Outlet details and click “Save”.

### Add Outlet

**OUTLET DETAILS**

<b>Name of outlet *</b> <input type="text" value="Enter name of outlet"/>	<b>Address Type *</b> <input type="text" value="Apt Blk"/>	
<b>Monthly average sales volume (food) *</b> <input type="text" value="Enter average sales"/>	<b>Block</b> <input type="text" value="Block"/>	<b>Building Name</b> <input type="text" value="Enter building name"/>
<b>Monthly average sales volume (beverages) *</b> <input type="text" value="Enter average sales"/>	<b>Street Name *</b> <input type="text" value="Enter street name"/>	
<b>Floor</b> <input type="text" value="Enter"/>	<b>Unit</b> <input type="text" value="Enter"/>	<b>Postal Code *</b> <input type="text" value="Enter"/>

**CANCEL** **SAVE**

How to edit brand/outlet info? How to deactivate brand/outlet?

- At the “Brand Information” page, select the pencil icon to edit.
- To deactivate brand/outlet, click “Deactivate”.

**BrandA**  
**ACTIVE**

**Brand A**

**Unique Entity Number (UEN)**  
198102460H

**Website**  
N/A

**Address**  
01 STREET #01-01 ABC Singapore 123456

**Enrolment Channel**  
HPB Website

**Contact Name / Organization**  
N/A

Last updated: 18-03-20

**Contact person**  
A

**Designation**  
a

**Contact Number**  
(65) 91234567

**Email**  
leaf@gmail.com

**DEACTIVATE**



**To edit**

**To deactivate**

**SEARCH**

**+ ADD OUTLET**

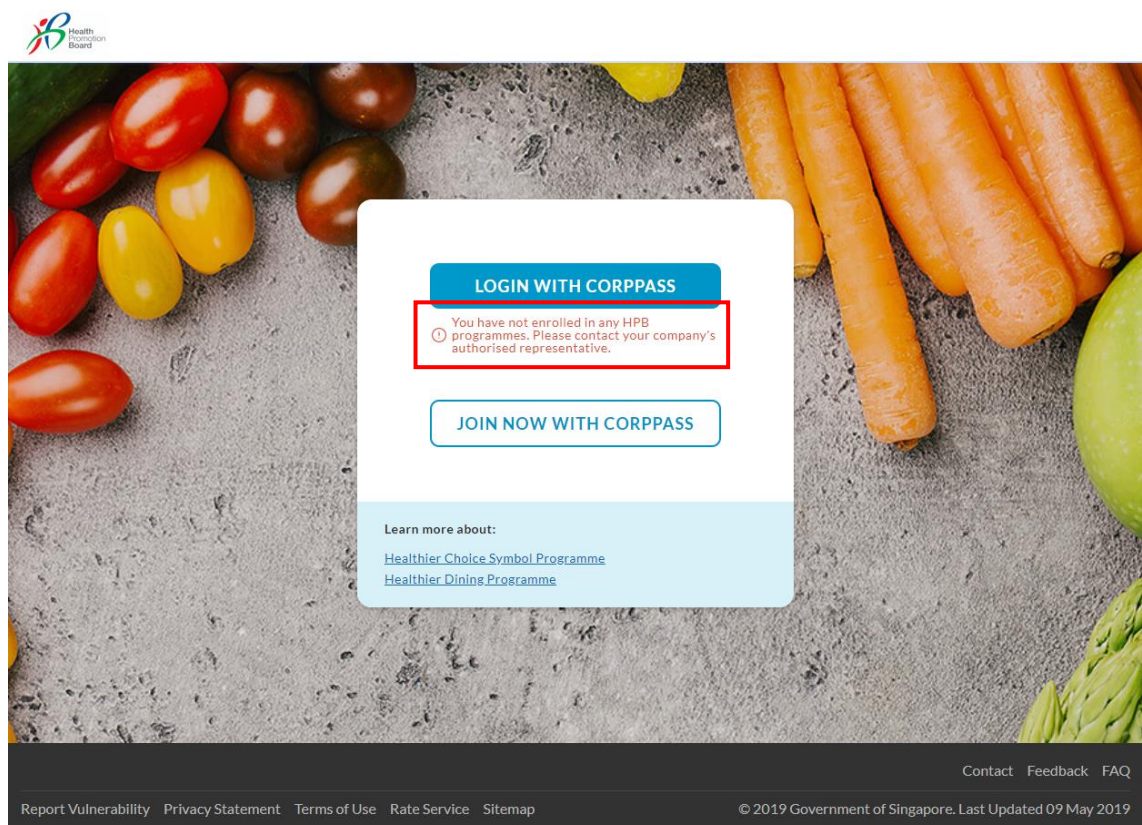
**Manage Outlet**

Outlet Name	Address	Address Type	Monthly Avg. Sales Vol. (Food)	Monthly Avg. Sales Vol. (Beverage)	Status
OL1	Street Singapore 123456	Apt Blk	1	1	<b>ACTIVE</b>  

## Errors

### HDP Staff:

- If you encounter the error message “You have not enrolled in any HPB programmes. Please contact your company’s authorised representative.”, this means that your company’s Authorised Representative has not enrolled to HDP Programme.
- Please contact your company’s Authorised Representative to complete the onboarding process for the company ([Page 13-16](#)).



### Authorised Representative(s) & HDP Staff:

- If you come across **other errors** while accessing the HDP Online Application System, please report issues via the [Contact Us form](#) with details and screenshot(s) of the issue.

End