



USER GUIDE

LOGIN INSTRUCTIONS
FOR
UNMANNED AIRCRAFT PERMIT APPLICATIONS

Version 1.0

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Section A: Login Methods

Two factor authentication (2FA) via SMS one-time password is required when logging in to eSOMS. To cater to local and foreign individual and organisation applicants, applicants can login to eSOMS via one of the following 2FA login methods as shown in the table below:

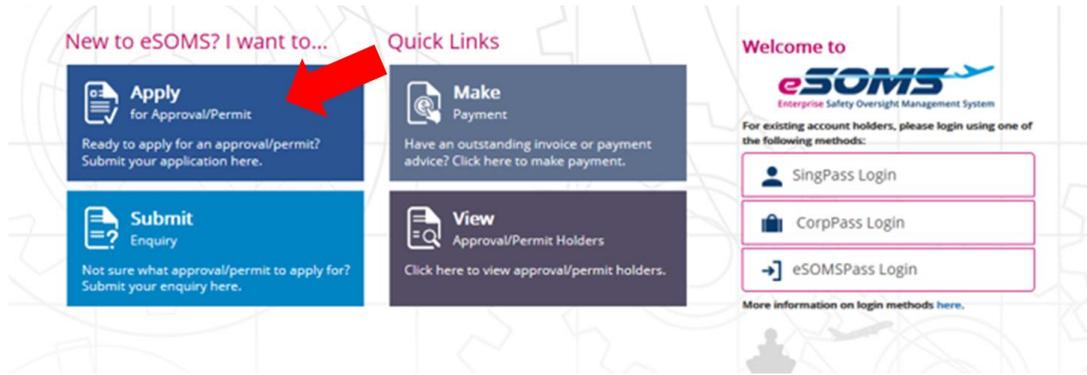
Login Methods	Applicant Type	Examples
	Individuals	Singapore Citizens, Permanent Residents, Pass and Work Permit Holders
	Organisations	Singapore Entities with Unique Entity Number (UEN) issued by Accounting and Corporate Regulatory Authority (ACRA) or other UEN-issuance agency
	Foreign Individuals and Organisations	Individuals who do not have SingPass or Organisations located outside of Singapore

Please take note of your 'Applicant Type', and to login via the correct login method.

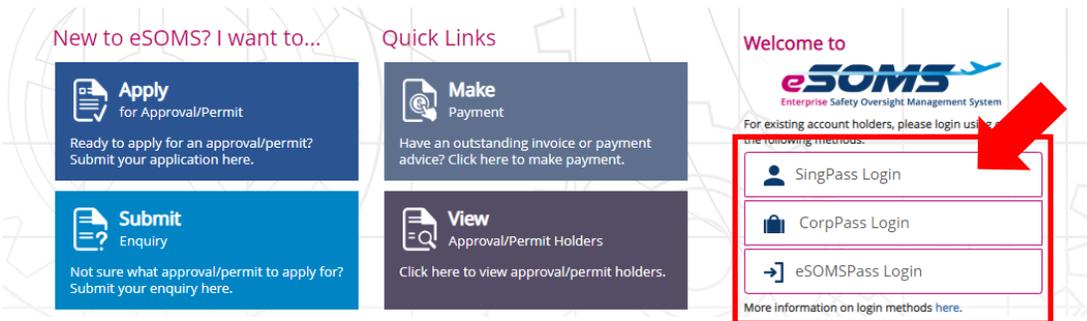
Section B: Login for New Applicants

1. If you are not an existing Operator Permit holder, and have not registered your UA, please apply for the Operator Permit by selecting the option as shown below instead of logging in.

Note: An account will be created upon successful application submission.

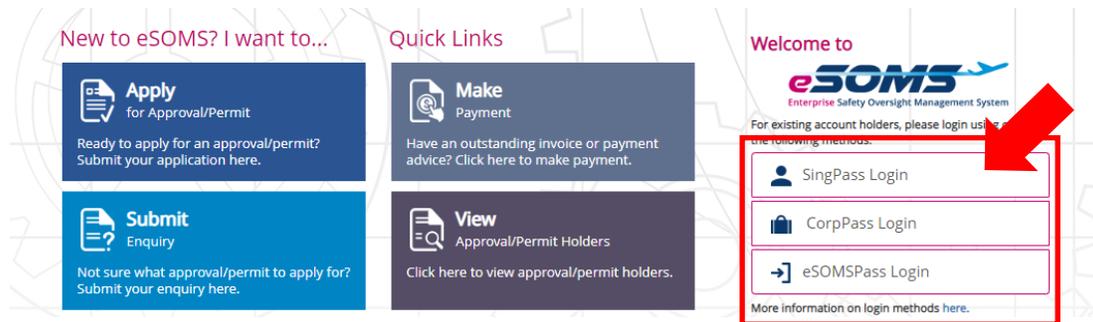


2. If you are not an existing Operator Permit holder, but have registered your UA, please login to eSOMS using the same login method for the registration of your UA.



Section C: Login for Existing Applicants (An existing Operator Permit holder)

If you are an existing Operator Permit holder, please login to eSOMS via the login methods selected during your initial permit application.



Note: If you are a new user who has not access eSOMS before (but your Organisation is an existing Operator Permit holder), please first contact your organisation's system administration to create a user account for you before logging in with your CorpPass account. Refer to Annex A for more information.

Annex A: Creating CorpPass User Account & Assigning Digital Service Access

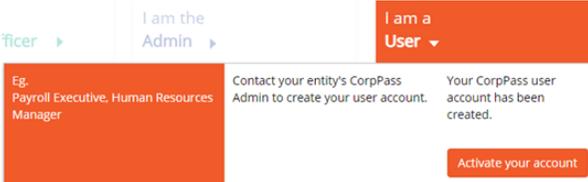
Step 1 Find Company's Unique Entity Number (UEN) and CorpPass Admin

Find your company UEN	Find your CorpPass Admin
https://www.uen.gov.sg	https://www.corppass.gov.sg/corppass/enquirecp/enquire/singpassauth



- Eg. Director/ Admin/ Finance/ HR
- Role:
 - View and manage entity's CorpPass
 - Create CorpPass user accounts

Step 2 Inform CorpPass Admin to create your CorpPass user account*

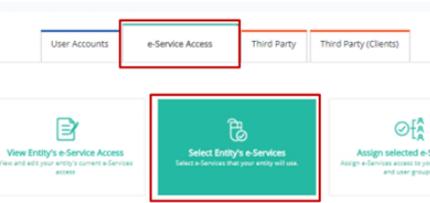


- Under "User Accounts" tab, click "Create User Accounts" box.
- CorpPass Admin can create Sub-Admin, Enquiry User and User accounts

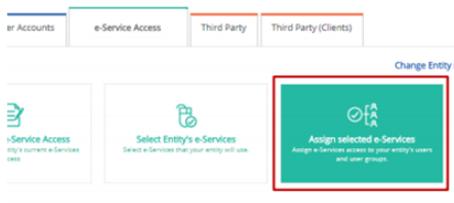
Step 3 Assign Digital Services

Inform CorpPass admin to set up and assign eSOMS (Digital Service) Access to your CorpPass account

1. Select eSOMS as entity's e-Service



2. Assign eSOMS to your user's account



* Refer to the user guide (<https://www.corppass.gov.sg/corppass/common/userguides>) for account creation / assignment of digital services.

For more information on CorpPass, visit <https://www.corppass.gov.sg>.