

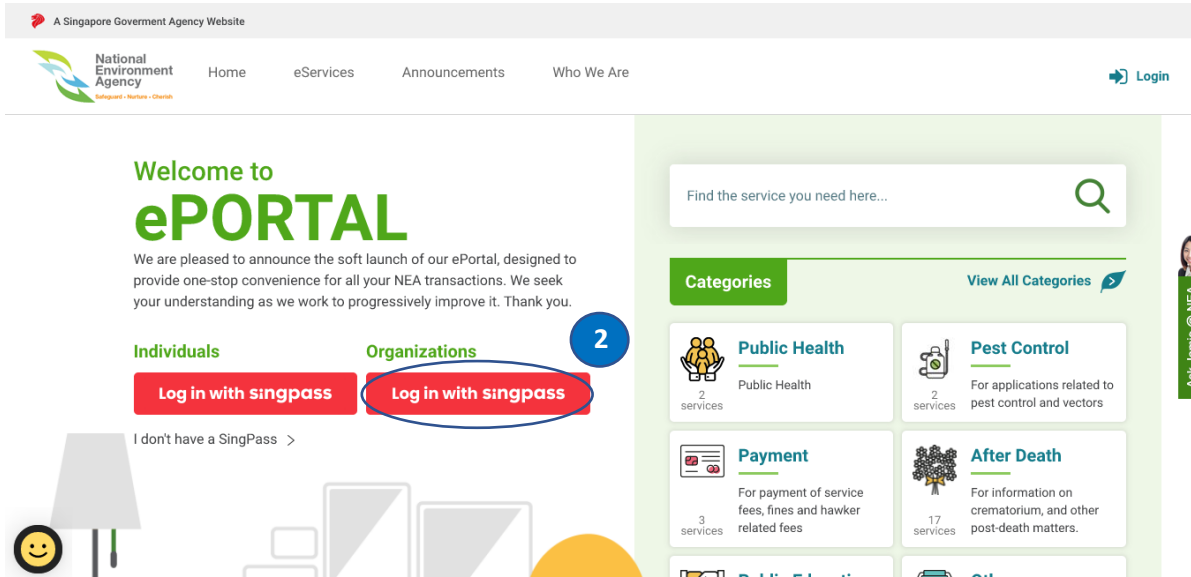
NEA ePortal Website Submission of Fogging Schedules Service User Guide

Version 1.0

1. Please open an internet browser (Chrome is most compatible and strongly recommended) and key in the url below to access the NEA ePortal website.

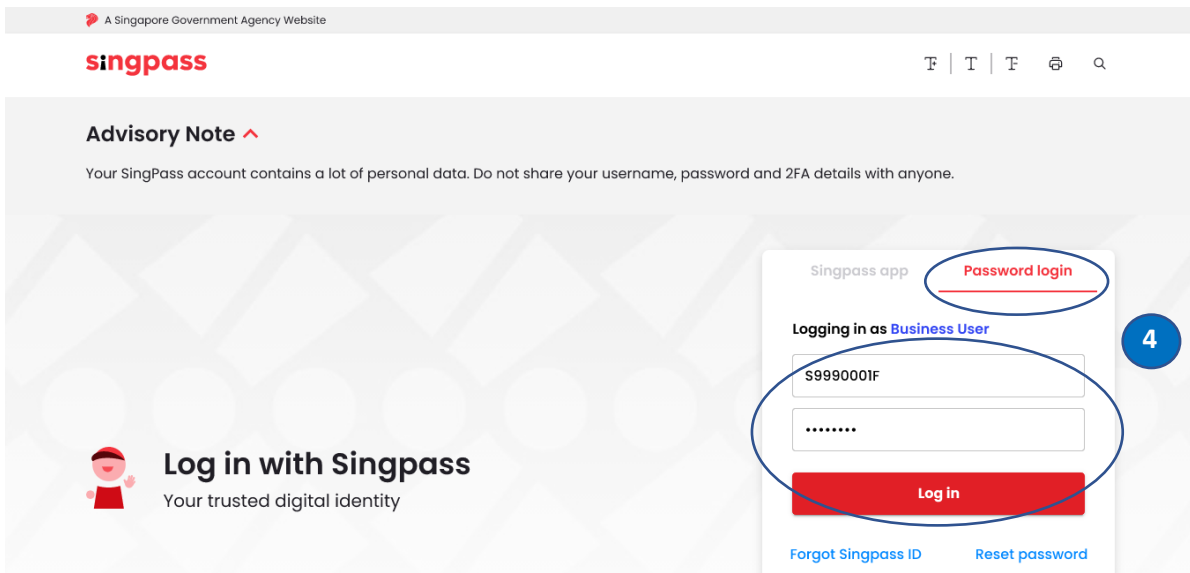
Url: <https://www.eportal.nea.gov.sg>

2. Click “Log in with singpass” under Organizations.



3. The singpass login screen appears. You can log in using either Singpass app or Password login.

4. Select “Password login” and key in your Singpass ID and Password. Click “Log in” button to log in to system.



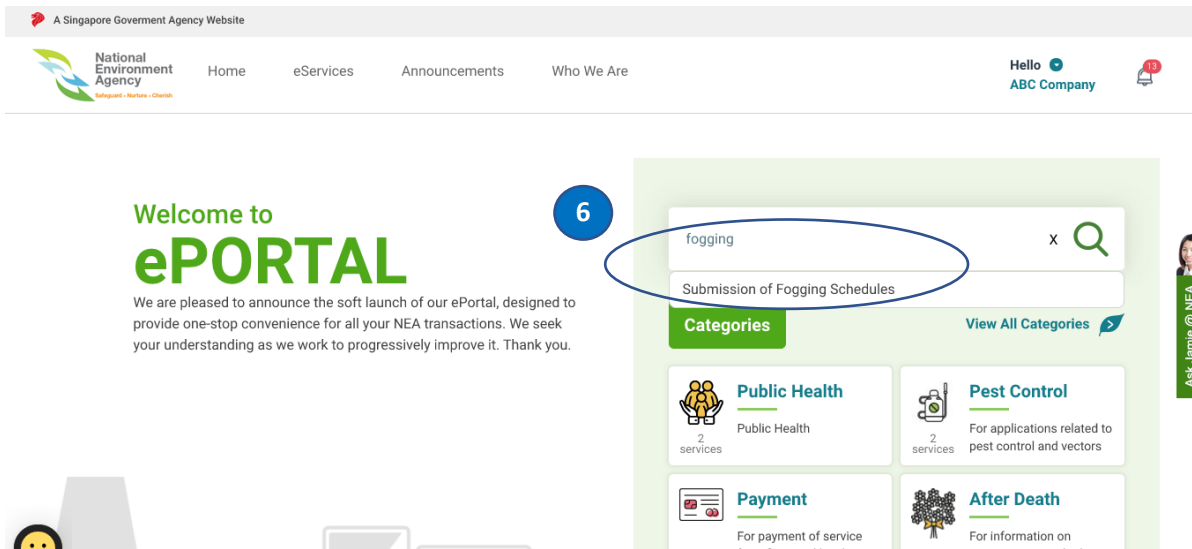
5. Key in your company Unique Entity Number (UEN) in the box and click search button. Your company UEN should appear if found in records. Click your company UEN to proceed to next page.

Search UEN/Entity ID

You have more than 10 accounts. Please use the search box below to view your accounts.



6. The ePortal home page appears and key in “fogging” in the search box to populate “Submission of Fogging Schedules” service and select it to proceed to next page.



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National Environment Agency
Safeguard - Nurture - Cherish

Home eServices Announcements Who We Are

Hello ABC Company

Welcome to ePORTAL

We are pleased to announce the soft launch of our ePortal, designed to provide one-stop convenience for all your NEA transactions. We seek your understanding as we work to progressively improve it. Thank you.

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fogging x

Submission of Fogging Schedules

Categories View All Categories

Public Health
Public Health
2 services

Pest Control
For applications related to pest control and vectors
2 services


Payment
For payment of service



After Death
For information on

Ask Jamia @ NEA

7. The information about Submission of Fogging Schedules is shown for companies to take note.

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 Home eServices Announcements Who We Are

Hello  ABC Company 

Home > eServices > Submission of Fogging Schedules

Submission of Fogging Schedules

This service is for Pest Control Operators (PCOs) to submit their fogging schedules.

This form takes about 15 minutes to complete.

You Will Need:

- Valid Pest Control Operator Certificate. If you do not possess a Valid PCO Certificate, please click [here](#) to apply for one.
- Fogging Works Schedules using the prescribed template found [here](#).

8. Scroll down to the bottom of the information page, click “NEXT” button to proceed to next page.

You Will Need:

- Valid Pest Control Operator Certificate. If you do not possess a Valid PCO Certificate, please click [here](#) to apply for one.
- Fogging Works Schedules using the prescribed template found [here](#).

You Should Know:

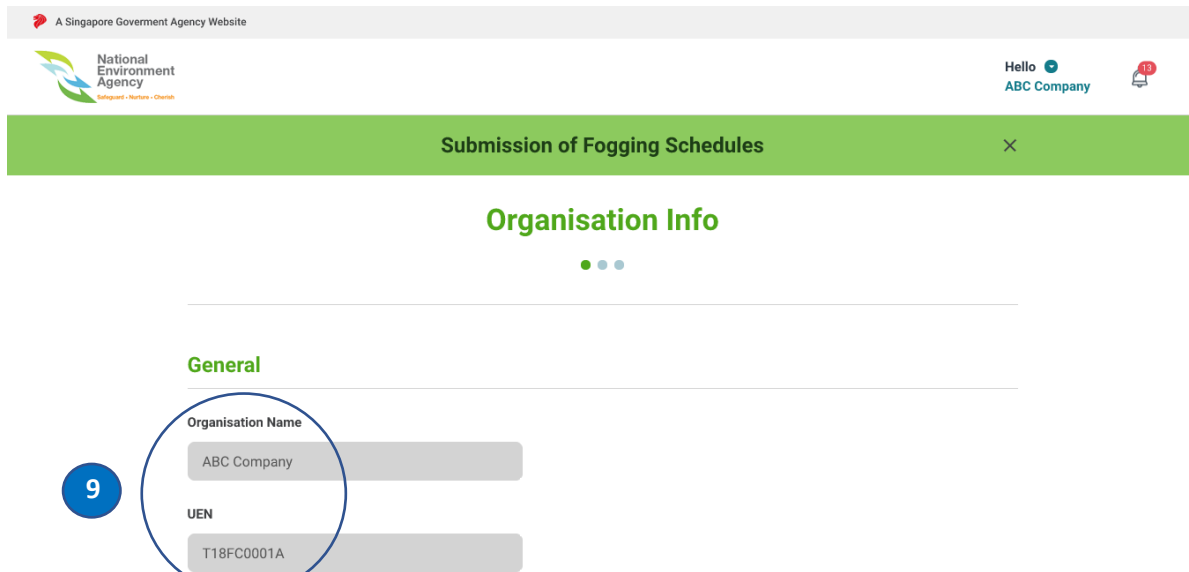
- Please note that fogging schedules are to be submitted in advance as per the hours below:
 - Tuesdays to Fridays: At least 24 hours in advance
 - Saturdays to Mondays and Public Holidays: At least 48 hours in advance.
- For enquiries, please contact NEA Port Health: 6222 2585

Service Fees:

No service fee required.



9. The “Organisation Info” page is shown. Your organisation name and UEN are populated by default.



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Submission of Fogging Schedules

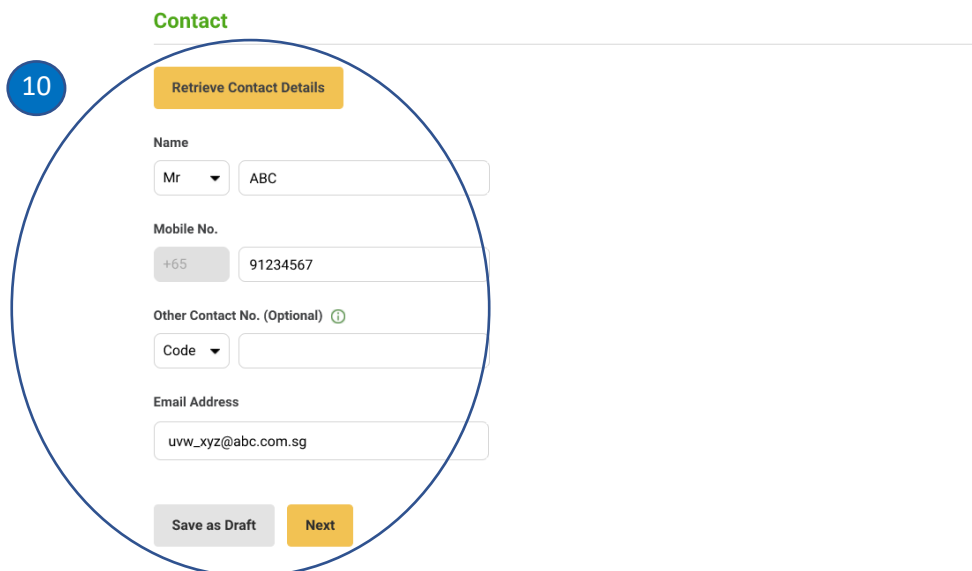
Organisation Info

General

Organisation Name
ABC Company

UEN
T18FC0001A

10. For the first time, please select salutation and key in your name, mobile no. and email address under the contact section. Other contact no. is optional. By clicking “NEXT” or “Save as Draft” button will save your contact information. Click the “Retrieve Contact Details” button and the system will retrieve your most recent saved contact information the next time you access this page. You will be notified via email and SMS for every fogging schedule submission (Refer to pointers 26, 27 and 28 on page 10 for reference). Click “NEXT” button to proceed to next page.



Contact

Retrieve Contact Details

Name
Mr ABC

Mobile No.
+65 91234567

Other Contact No. (Optional) ⓘ
Code

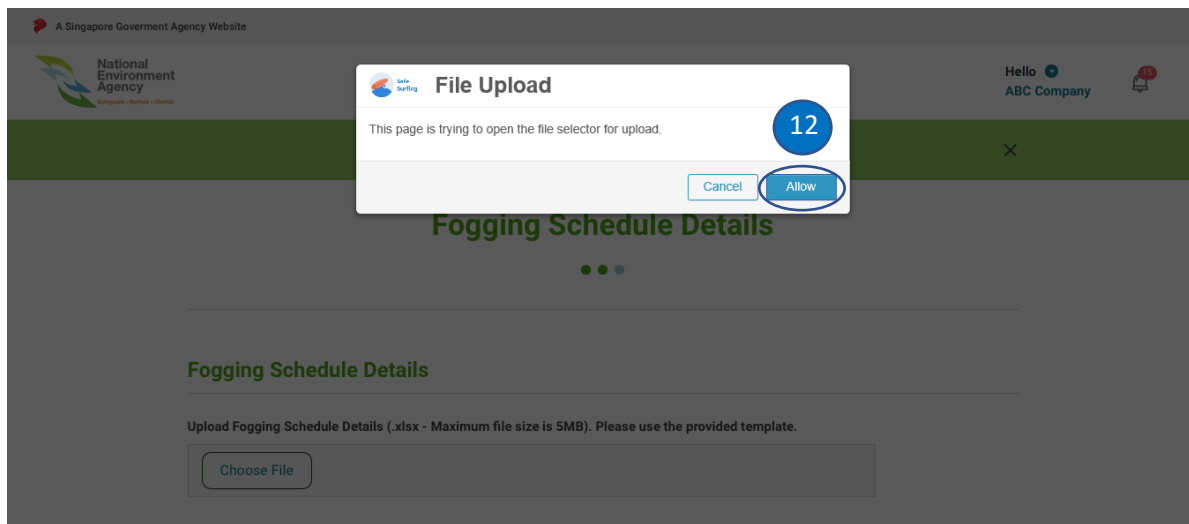
Email Address
uvw_xyz@abc.com.sg

Save as Draft Next

11. The Fogging Schedule Details page is shown. Click “Choose File” button.



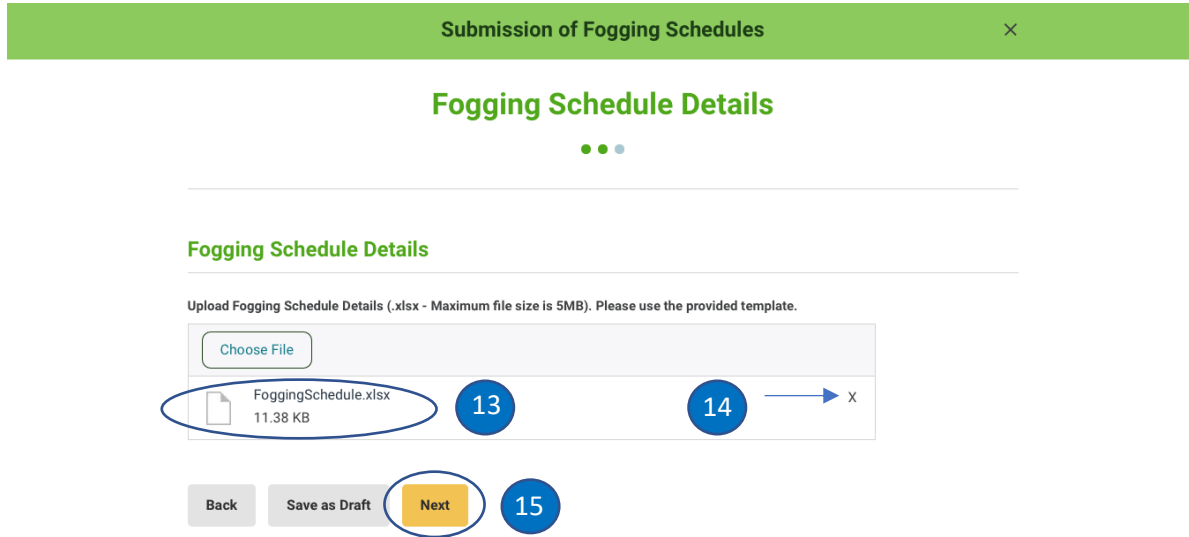
12. The “File Upload” is pop up and click “Allow” button to upload your fogging schedule excel file. The excel file must be in xlsx format for successful submission.



13. The uploaded fogging schedule excel file is shown.

14. The uploaded file can be removed by clicking the “X” button.

15. Click “NEXT” button to proceed to next page.



Submission of Fogging Schedules

Fogging Schedule Details

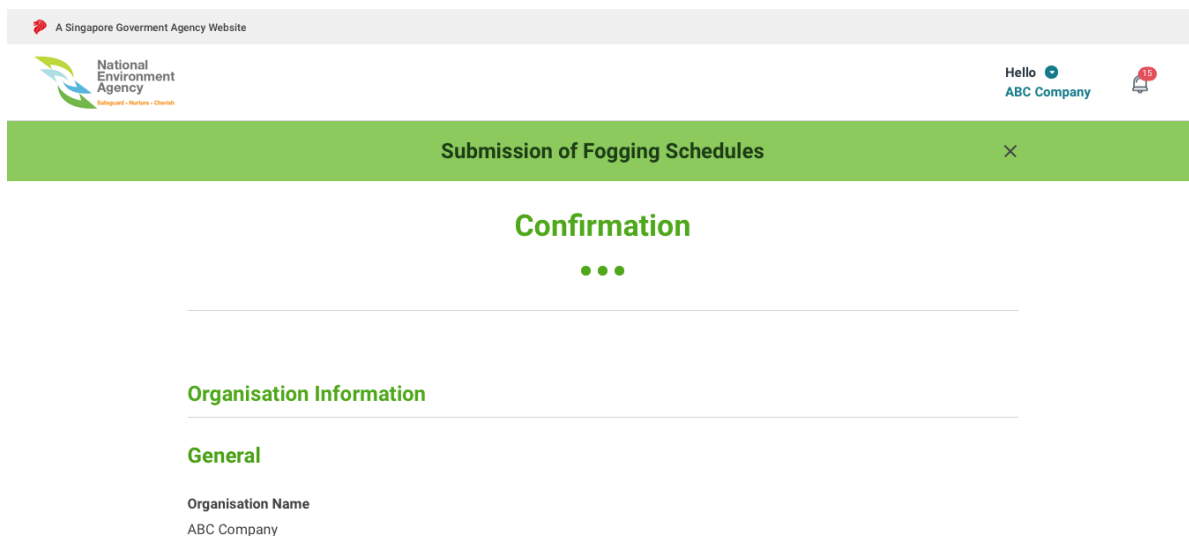
Upload Fogging Schedule Details (.xlsx - Maximum file size is 5MB). Please use the provided template.

Choose File

FoggingSchedule.xlsx
11.38 KB

Back Save as Draft Next

16. The “Confirmation” page is shown. Please make sure the information shown are correct.



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Submission of Fogging Schedules

Confirmation

Organisation Information

General

Organisation Name
ABC Company

17. Scroll down to the bottom of the page and check the “NEA’s terms” checkbox and click “Submit” button to submit the fogging schedule file.

Fogging Schedule Details

Upload Fogging Schedule Details
FoggingSchedule.xlsx

Declaration

By submitting this form, I consent to

NEA's [terms](#)

17

Back

Submit

Back to top ^



NATIONAL ENVIRONMENT AGENCY
40 Scotts Road #13-00, Environment Building, Singapore 228231
www.nea.gov.sg

CONNECT WITH US



18. The “Successful” submission page is shown.

19. Please take note of the transaction no for future reference.

20. Click “Back to My Dashboard” button to view the submission.



SUCCESS

Dear Sir/Madam,

Your fogging schedule was submitted successfully.

Thank you.

19

Transaction No.
APP-FWSSB-20210512-81104

Submission Time (GMT+8)
Wednesday, May 12, 2021 4:32 PM



20

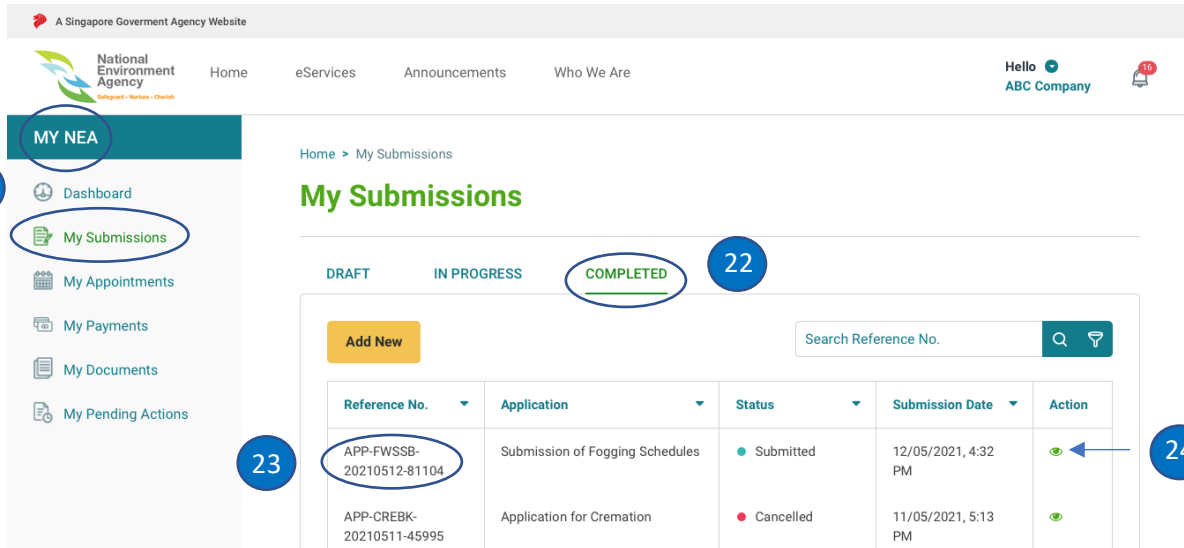
Back to My Dashboard

21. The “MY NEA” menu with “My Submissions” page is shown.

22. Select “COMPLETED” tab to view the submissions.

23. The reference no. (transaction no.) is shown.

24. Click “eye” icon to view the submission details.



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National Environment Agency Home eServices Announcements Who We Are Hello ABC Company

MY NEA

- Dashboard
- My Submissions
- My Appointments
- My Payments
- My Documents
- My Pending Actions

Home > My Submissions

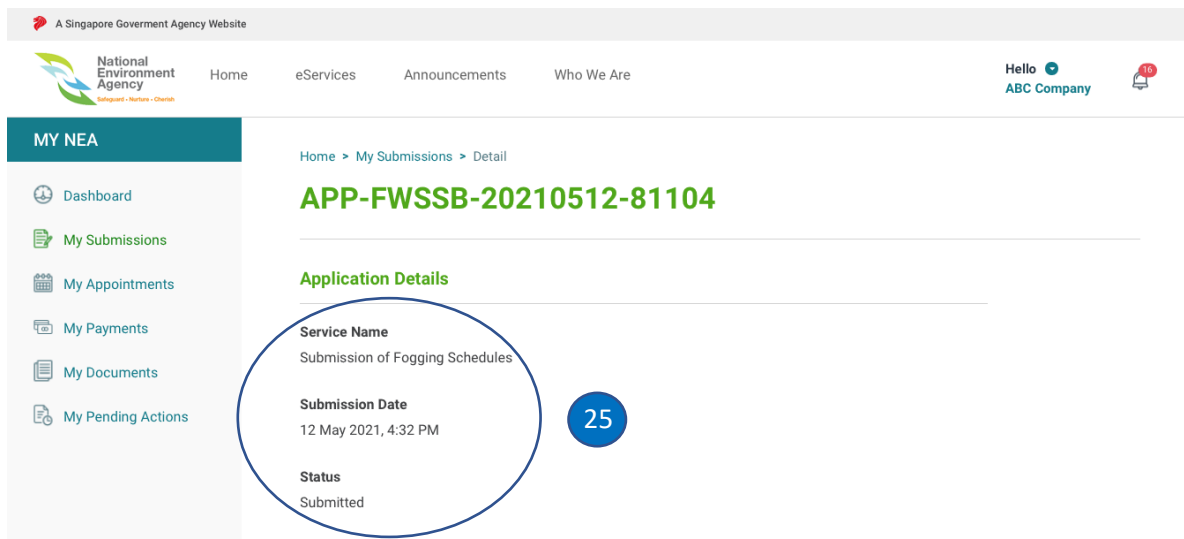
My Submissions

DRAFT IN PROGRESS COMPLETED

Add New Search Reference No.

Reference No.	Application	Status	Submission Date	Action
APP-FWSSB-20210512-81104	Submission of Fogging Schedules	Submitted	12/05/2021, 4:32 PM	👁️
APP-CREBK-20210511-45995	Application for Cremation	Cancelled	11/05/2021, 5:13 PM	👁️

25. The submission details is shown.



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National Environment Agency Home eServices Announcements Who We Are Hello ABC Company

MY NEA

- Dashboard
- My Submissions
- My Appointments
- My Payments
- My Documents
- My Pending Actions

Home > My Submissions > Detail

APP-FWSSB-20210512-81104

Application Details

Service Name
Submission of Fogging Schedules

Submission Date
12 May 2021, 4:32 PM

Status
Submitted

26. The contents of the notification in email for submission of fogging schedules will look similar as below.

Email notification contents

Dear ABC Company,

Your application for the following has been **Submitted**.

Transaction Reference: APP-FWSSB-20210512-81104

Service Name: Submission of Fogging Schedules

Please find the form attachment in this email and login to the NEA ePortal to view the transaction.

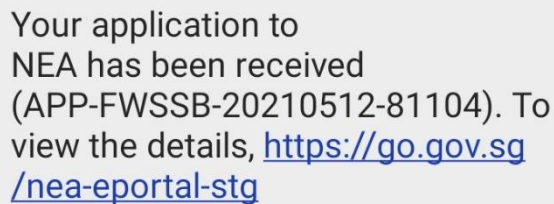
[View this transaction on NEA ePortal](#)

Notes: SingPass, CorpPass or Custom account may be required

(This is a system generated notification, please do not reply)

27. The contents of the notification in SMS for submission of fogging schedules will look similar as below.

SMS notification contents



Your application to
NEA has been received
(APP-FWSSB-20210512-81104). To
view the details, [https://go.gov.sg
/nea-eportal-stg](https://go.gov.sg/nea-eportal-stg)

28. The contents of the notification in email for errors encountered in the fogging submission excel file will look similar as below. The ePortal link for resubmission of fogging schedules is <https://www.eportal.nea.gov.sg/app/#/applications/create/submission-of-fogging-schedule>

Email notification contents (error file)



Dear ABC Company ,

The fogging schedule file FoggingSchedule_Invalid_Mismatch_UEN-RP1.xlsx you have uploaded on 22/04/2021 encountered error(s) when we processed it. Attached are the original file you uploaded and an accompanying file which contains the errors encountered. Please resolve the errors and resubmit the file for processing again via <https://www.eportal-stg.nea.gov.sg/app/#/applications/create/submission-of-fogging-schedule>

Should you require further assistance on the matter, please let us know through the NEA Contact Centre at 6225 5632 or feedback form available on the NEA website at <http://www.nea.gov.sg/feedback> or <https://www.nea.gov.sg/myenv> mobile application.

(This is a computer-generated notification. Please do not reply to this email.)

Regards,
VCS2 Support