

Portal Guide



ECA Registration/WEMP Notification/ GHG M&R Notification

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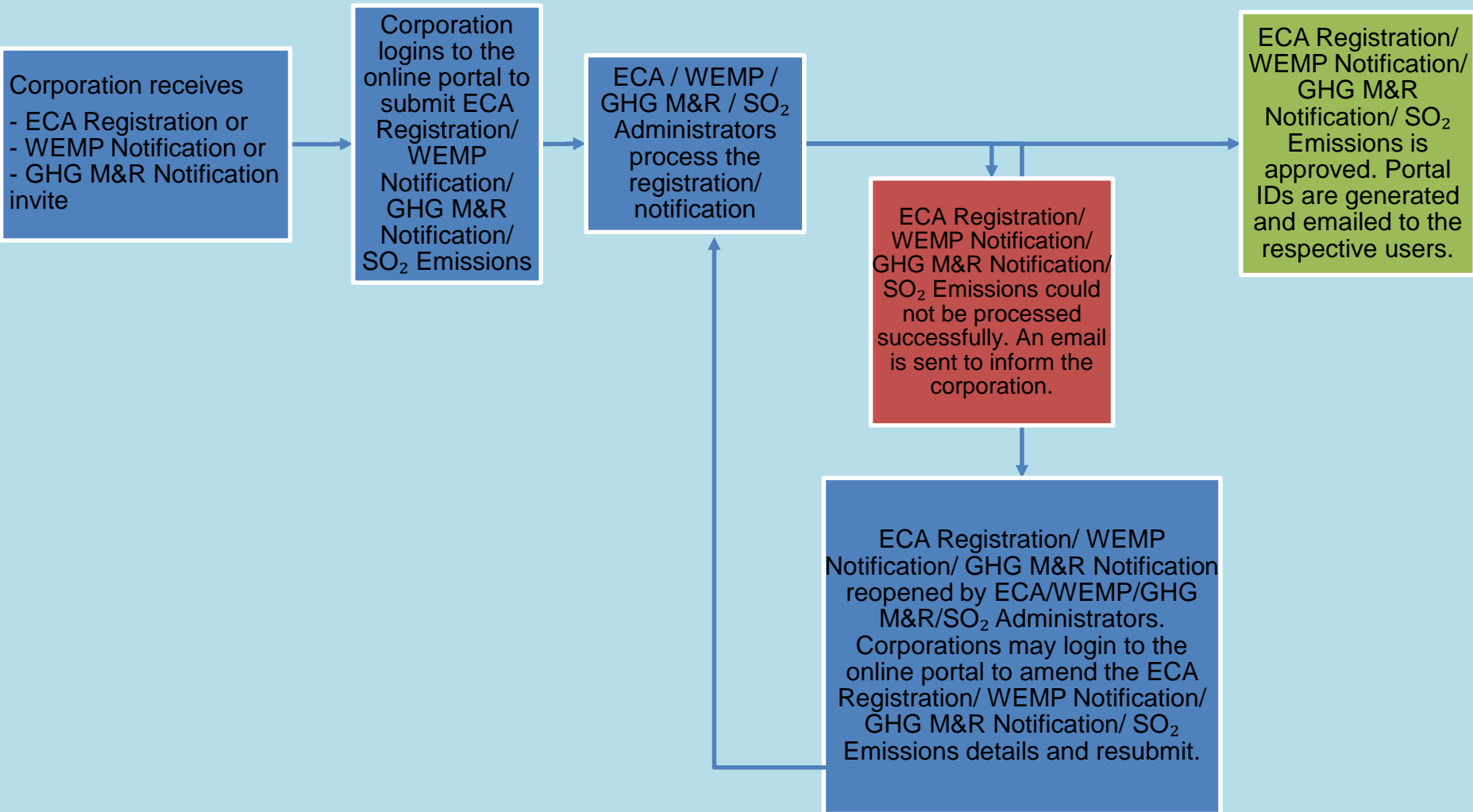
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Introduction to ECA Registration/ WEMP Notification/ GHG M&R Notification/ SO₂ Emissions Process

Introduction to ECA Registration/ WEMP Notification/ GHG M&R Notification/ SO₂ Emissions Process



Getting Started

Registration/Notification – Getting Started

About the ECA Registration/ WEMP Notification/ GHG M&R Notification/ SO₂ Emissions Form

The ECA Registration/WEMP Notification/ GHG M&R Notification/ SO₂ Emissions Form consists of up to 5 tabs:

1. Corporation Information *
2. ECA Registration (For Application to be Registered as a Registered Corporation under the ECA)
3. WEMP Notification (For Notification by Qualifying Consumer under the Public Utilities (Water Supply) Regulations)
4. GHG M&R Notification (For Notification by Qualifying Corporation under Energy Conservation (Greenhouse Gas Measurement and Reporting) Regulations)
5. SO₂ Emissions (Notification by qualifying corporation under SO₂ Emissions Reporting)

** Mandatory form.*

Registration/Notification – Getting Started

What Do You Need To Prepare?

- Corporation Information

- a. Details of corporation (registered name, Singapore unique entity number and principal place of business)
- b. Details of the chief executive (name, designation, contact details and identification number)
- c. Address of site of each business activity that qualifies the corporation as a registrable corporation under the ECA, qualifying consumer under the Public Utilities (Water Supply) Regulations or qualifying corporation under Energy Conservation (Greenhouse Gas Measurement and Reporting) Regulations.
- d. Supporting documents:
 - ACRA business profile of the corporation
 - A signed statement by the chief executive

What Do You Need To Prepare?

- Application to be Registered as a Registered Corporation under the ECA

- a. Details of corporation representative (name, designation, contact details and identification number)
- b. Details of energy manager(s) (name, designation, contact details and identification number)
- c. Address of site of each business activity that qualifies the corporation as a registrable corporation, and that site's electricity and gas account number(s)
- d. Supporting documents:
 - Energy bills and other records of energy consumption showing that the energy use of the business activity has attained the energy use threshold in at least 2 out of 3 preceding calendar years

Internet Registration – Getting Started

What Do You Need To Prepare?

- Notification by Qualifying Consumer under the Public Utilities (Water Supply) Regulations

- a. Details of WEMP Submission Representative(s) (name, designation, contact details and identification number)
- b. Address of site of each business activity that qualifies the corporation as a qualifying consumer, and the water account number(s) for that site
- c. Supporting documents:
 - Water bills (if water is not supplied directly by PUB) and other records (if any) of water usage, showing that the amount of water use for each site of business activity
 - A certificate for Certified WEMP Submission Representative

Internet Registration – Getting Started

What Do You Need To Prepare?

- Notification by Qualifying Corporation under Energy Conservation (Greenhouse Gas Measurement and Reporting) Regulations

- a. Details of GHG M&R Manager (name, designation, contact details and identification number)
- b. Details of Designated Representative (name, designation, contact details and identification number)
- c. Address of site of each business activity that qualifies the corporation as a qualifying corporation.
- d. Supporting documents:
 - Fuel invoices or other records indicating the greenhouse gas emissions of the site(s) of business activity
 - Qualifications and experience of the GHG manager(s)

What Do You Need To Prepare?

- Notification by qualifying corporation under SO₂ Emissions Reporting

- a. Details of SO₂ Manager (name, designation, contact details and identification number)
- b. Address of site of each business activity that qualifies the corporation as a qualifying corporation.
- c. Supporting documents:
 - Fuel invoices or other records indicating the SO₂ emissions in the site(s) of business activity
 - Qualifications and experience of the SO₂ Emissions manager(s)

Internet Registration – Getting Started

How Long Will It Take to Complete the Registration?

15 to 20 minutes (if all the details are available)

**Please factor in additional time to obtain the signature of the chief executive for the signed statement before uploading the scanned copy as supporting document.*

Step-by-Step Guide

Steps/Data Input

- Corporation receives email notification from ECA / WEMP / GHG M&R/ SO₂ Administrators.
- Click on URL in the email to access the online portal to submit ECA Registration/WEMP Notification/ GHG M&R Notification/ SO₂ Emissions. To access the online portal directly, go to <https://www.edma.gov.sg>

- In the online portal landing page, begin the ECA registration/WEMP notification/ GHG M&R Notification/ SO₂ Emissions process by clicking on the **CorpPass** button.
- Log-in using CorpPass is available from Sept 2016 onwards.
- Website is best viewed using Internet Explorer 11.

- CorpPass authentication page is displayed
- Enter CorpPass login and password.

Screen

Mon 25/07/16 1:13 PM
edmaadmin@nea.gov.sg
Invitation to Apply as a Registrable Corporation under the Energy Conservation Act
To: Escubel, Lisa P.

Dear Company,

The Energy Conservation Act (ECA) requires submission of energy use report(s) and efficiency improvement plan(s) for company/ sites with annual energy consumption exceeding threshold of 15 GWh for the last calendar year. This is an invitation for your company to submit notification under the ECA.

Please follow the URL to apply as registered corporation:
<https://www-uat.edma.gov.sg/ECARegistration/ECARegistrationLandingPage.aspx>

Best Regards,
National Environment Agency (NEA)

THIS IS A SYSTEM GENERATED NOTIFICATION. PLEASE DO NOT REPLY TO THIS MESSAGE

Mon 25/07/16 1:04 PM
edmaadmin@nea.gov.sg
Invitation to Submit Notification as a Qualifying Consumer under the Public Utilities (Water Supply) Regulations
To: Escubel, Lisa P.

Dear Company,

The Public Utilities (Water Supply) Regulations requires submission of the water efficiency management plan for sites with annual water consumption exceeding threshold of 5400 m³ for the last calendar year. This is an invitation for your company to submit notification under the Public Utilities (Water Supply) Regulations.

Please follow the URL to submit notification as a qualifying consumer:
<https://www-uat.edma.gov.sg/ECARegistration/ECARegistrationLandingPage.aspx>

Best Regards,
Public Utilities Board (PUB)

THIS IS A SYSTEM GENERATED NOTIFICATION. PLEASE DO NOT REPLY TO THIS MESSAGE

Login

Existing Users

If you already have an account with us, click any of the logos below to login:



New Registration/Notification

If you would like to register or reactivate your corporation under the Energy Conservation Act or submit notification as a qualifying consumer under the Public Utilities (Water Supply) Regulations, click the logo(s) below:



Singapore Government
Integrity · Service · Excellence

Search

A A A

Welcome to CorpPass Authentication Service

Announcement
For your Attention: CorpPass is currently in beta phase. We are working closely with selected trial users to enhance the system. CorpPass will be formally introduced from Q3 2016.

Security Advisory
1. Better protect your CorpPass with strong passwords.
2. Change your CorpPass password regularly.
3. Visit the GoDate Centre website to learn more about how to protect yourself against cyber threats.

Login

Entity ID

UEN/ CorpPass Entity ID ☐ Remember Entity ID

CorpPass ID Password

[Forgot CorpPass ID or Password?](#)

Steps/Data Input

- Enter Unique Entity Number (UEN) of the Corporation
- Click **Enter**

Screen

- You may now proceed to fill up the ECA Registration/ WEMP Notification/ GHG M&R Notification/ SO₂ Emissions form.

Registration of Registrable Corporation under Energy Conservation Act (ECA)

Your application to register as a registrable corporation under the ECA shall be accompanied by the following information:

- Details of corporation (registered name, Singapore company number and principal place of business)
- Details of the chief executive (name, designation, contact details and identification number)
- Details of corporation representative (name, designation, contact details and identification number)
- Details of energy manager (name, designation, contact details and identification number)
- Address of site of each business activity (for qualifying corporations as a registrable corporation, and that site's electricity and gas account number(s))

Your notification shall also be accompanied by the following documents:

- (1) On the Corporation Information page
- AICA business profile of the registrable corporation
- A signed statement by the chief executive
- (2) On the ECA Registration page
- Energy bills and other records of energy consumption showing that the energy use of the business activity has attained the energy use threshold in at least 2 out of 3 preceding calendar years

Notification by Qualifying Consumer under Public Utilities (Water Supply) Regulations

The notification by qualifying consumer under the Public Utilities (Water Supply) Regulations shall be accompanied by the following information:

- Details of qualifying consumer (registered name, Singapore company number and principal place of business)
- Details of the chief executive (name, designation, contact details and identification number)
- Details of representative of qualifying consumer (name, designation, contact details, identification number and status of certification as water efficiency manager) who is appointed by the consumer to prepare and submit a Water Efficiency Management Plan
- Address of site of each business activity that qualifies the corporation as a qualifying consumer, and the water account number(s) for that site

The notification shall also be accompanied by the following documents:

- (1) On the Corporation Information page
- AICA business profile of the qualifying consumer
- A signed statement by the chief executive
- (2) On the WEMP Notification page
- Evidence of Water Efficiency Manager certificate (if applicable)
- Water bills (if water is not supplied directly to PUE) and other records (if any) of water usage, showing the amount of water used at each site of business activity

Note: A 'qualifying consumer' under the Public Utilities (Water Supply) Regulations shall be termed as a 'corporation' for purposes of notification and submission of the Water Efficiency Management Plan through this portal.

Notification by Qualifying Corporation under Energy Conservation (Greenhouse Gas Measurement and Reporting) Regulations

The notification by qualifying corporation under the Energy Conservation (Greenhouse Gas Measurement and Reporting) Regulations shall be accompanied by the following information:

- Details of corporation (registered name, Singapore company number and principal place of business)
- Details of the chief executive (name, designation, contact details and identification number)
- Address of each site of business activity of the qualifying corporation
- Details of GHG manager (name, designation, contact details and identification number)
- Details of designated representative (name, designation, contact details and identification number)

Your notification shall also be accompanied by the following documents:

- (1) On the Corporation Information page
- AICA business profile of the registrable corporation
- A signed statement by the chief executive
- (2) On the GHG M&R Notification page
- Full inventory and other records indicating the greenhouse gas emissions of the site(s) of business activity
- Qualifications and experience of the GHG manager(s)

Notification by Qualifying Corporation under SO₂ Emissions Reporting

The notification by qualifying corporation under the SO₂ Emissions shall be accompanied by the following information:

- Details of corporation (registered name, Singapore company number and principal place of business)
- Details of the chief executive (name, designation, contact details and identification number)
- Address of each site of business activity of the qualifying corporation
- Details of SO₂ Emissions Manager (name, designation, contact details and identification number)

Your notification shall also be accompanied by the following documents:

- (1) On the Corporation Information page
- AICA business profile of the registrable corporation
- (2) On the SO₂ Emissions page
- Full inventory and other records indicating the greenhouse gas emissions of the site(s) of business activity
- Qualifications and experience of the SO₂ Emissions Manager(s)

To download the user guide, please click [here](#).

Corporation Information | **SO₂ Emissions**

Steps/Data Input

- Check the checkboxes of the options that are [applicable to your corporation only](#)
- At least one of these options must be chosen

Screen

Corporation Information

Please select the option(s) which is applicable to your corporation*:

- ☐ Application to be registered as a registered corporation under the ECA
- ☐ Notification by qualifying consumer under the Public Utilities (Water Supply) Regulations
- ☐ Notification by qualifying corporation under Energy Conservation (Greenhouse Gas Measurement and Reporting) Regulations
- ☐ Notification by qualifying corporation under SO₂ Emissions Reporting

Note: Corporations from the Transport Sector will automatically be assigned to “Application to be registered as a registered corporation under the ECA”

- Checking the checkbox will activate its corresponding tabs allowing you to provide details for ECA Registration and/or WEMP Notification and/or GHG M&R Notification and/or SO₂ Emissions
- To navigate to other sections of the form, click the corresponding tab.

Corporation Information **ECA Registration** WEMP Notification GHG M&R Notification SO₂ Emissions

Please select the option(s) which is applicable to your corporation*:

- ☒ Application to be registered as a registered corporation under the ECA
- ☒ Notification by qualifying consumer under the Public Utilities (Water Supply) Regulations
- ☒ Notification by qualifying corporation under Energy Conservation (Greenhouse Gas Measurement and Reporting) Regulations
- ☒ Notification by qualifying corporation under SO₂ Emissions Reporting

Filling out the Corporation Information Tab: Enter Details of Corporation and Chief Executive.

Steps/Data Input

- Input Registered Name of Corporation
- Enter Postal Code and click **Retrieve** Blk No, Street Name and Country will be automatically populated. Input Principal Place of Business details (Unit, Building Name) if required.
- Enter Mailing Address if it's different from the Principal Place of Business.
- Select **"Same as Principal Place of Business"** checkbox (if required) to inherit above values.

Screen

Details of Corporation

Please provide the details of your corporation.

Registered Name of Corporation: *

Singapore Unique Entity Number (UEN) of Corporation: *

Principal Place of Business:

Postal Code *

Retrieve

Blk/No *

Unit

-

Street Name *

Building Name

Country *

If your address differs or postal code could not be found, please [contact](#) the administrator for clarifications before proceeding.

Mailing Address:

☐ Same as Principal Place of Business

Postal Code *

Retrieve

Blk/No *

Unit

-

Street Name *

Building Name

Country *

Details of Chief Executive

Please provide the details of the chief executive. Please note that an account to access the online EDMA Portal will be created for this person and he/she will receive system notifications based on the registered email.

Salutation: *

First Name: *

Last Name: *

Designation: *

Contact Number: *

+65

Email Address: *

Identity Type/Number: *

Filling out the Corporation Information Tab: Enter Details of Site of Business Activity.

Steps/Data Input

- For this section, you are required to provide the details of site of each business activity that:
 - qualifies the corporation as a registrable corporation under the ECA; and/or
 - results in it being a qualifying consumer under the Public Utilities (Water Supply) Regulations; and/or
 - results in being a qualifying corporation under Energy Conservation (Greenhouse Gas Measurement and Reporting) Regulations; and/or
 - results in being a qualifying corporation under SO₂ Emissions Reporting.
- In the Details of Site of Business Activity section, click on **Add**
- "Details of Site of Business Activity" pop up window is displayed.
- Enter postal code and click on **Retrieve**
- Fill in all the mandatory information
- Click on **Save**
- Click on **Add** again (if required) to enter details for another site of business activity
- Details of site of each business activity are displayed.

Screen

Details of Site(s) of Business Activity

Add

Please provide details of the site of each business activity that qualifies the corporation as a registrable corporation under the ECA and/or results in it being a qualifying consumer under the Public Utilities (Water Supply) Regulations.

Details of Site of Business Activity

Postal Code *

Retrieve

Blk/No *

Unit

-

Street Name *

Building Name

Country *

Save

Cancel

Details of Site of Business Activity

Add

Please enter the site(s) of business activity that qualifies the corporation as a registrable corporation under the ECA and/or results in it being a qualifying consumer under the Public Utilities (Water Supply) Regulations.

Blk/No	Unit Floor	Unit No.	Street Name	Building Name	Postal Code	Country	Action
40	111	111	SCOTT'S ROAD	1111	228231	Singapore	Edit



Sites of business activity on the corporation information tab serves as a master list, recording all sites that have been entered.

To remove a site from ECA Registration, WEMP Notification, GHG M&R Notification or SO₂ Emissions please navigate to the respective tabs and click the delete link.

Steps/Data Input

- Upload the ACRA business profile of corporation document
- Click on **Browse** to search for document
- Click on **Open** to select file path of document
- Note: the maximum size of each file cannot be bigger than 5 MB.

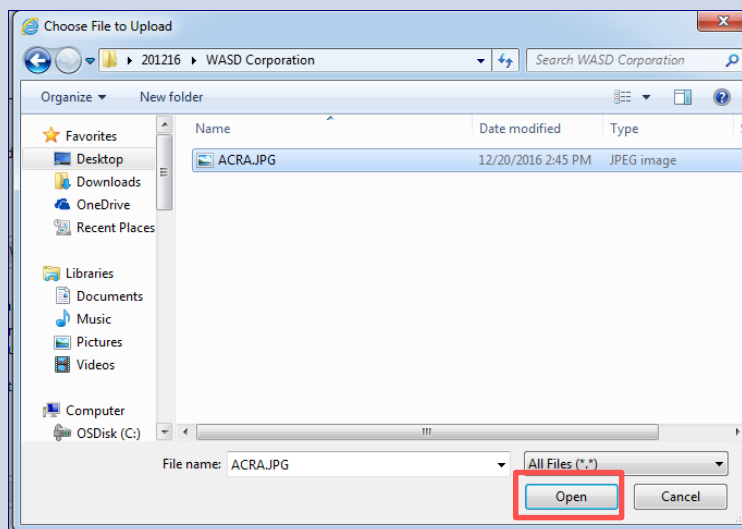
Screen

Supporting Documents

Upload the documents required in their respective sections. The system allows a maximum of 3 files to be uploaded and each file's maximum size is 5MB. Only PDF and image files (i.e. .pdf,.gif,.bmp,.png) allowed.

ACRA Business Profile

1		Browse...
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Do note that Zip files are not accepted and ensure the uploaded document is in the correct format



Corporations are given the option to edit the ACRA Business Profile as long as the form remains in Draft status

Filling out the Corporation Information Tab: Download Signed Statement Template and upload it in Signed Statement by the Chief Executive Section.

Steps/Data Input

- Click on **GENERATE** button in Corporation Information tab to generate the signed statement template.
- Proceed to obtain the signature from the chief executive.
- Scan the signed statement with the signature of the chief executive
- Upload the scanned document to the Signed Statement by the Chief Executive.
- Note: the maximum size of each file cannot be bigger than 5 MB.



In the event that offline time is required to obtain the signature of the chief executive, respondent can save the form as draft and submit it when all information is available

The "Generate" button will only be enabled for new registration/ notification or if an amendment request for "Signed Statement by the Chief Executive" section is approved.



Signed statement is displayed on a new tab with the following fields generated from the latest values in the registration/ submission

Screen

Sign Statement by the Chief Executive

The application to register as a registered corporation and/or notification by qualifying consumer shall be endorsed by its chief executive.

Perform this step only when you are ready to submit the ECA Registration/WEMP Notification. Click on the Generate link to download the signed statement and proceed to obtain the signature of the chief executive.

Generate

Upload a scanned copy of the endorsement form containing the signatures of the chief executive.

1

Browse...

Statement of Accuracy and Completeness

I, _____, hereby state that I am the chief executive (as defined below†) of _____ (name of corporation/ qualifying consumer/ qualifying corporation), and that the information submitted for the following is accurate and complete:

- Registration under the Energy Conservation Act
- Notification as qualifying consumer under Part IVA of the Public Utilities (Water Supply) Regulations
- Notification as a qualifying corporation under the Energy Conservation (Greenhouse Gas Measurement and Reporting) Regulations

Signature: _____

Designation: _____

Date: _____

†chief executive means any person, by whichever name described, who is in direct employment of, or acting for or by arrangement with, a corporation/ qualifying consumer/ qualifying corporation, and is principally responsible for the management and conduct of the business operations of the corporation/ qualifying consumer/ qualifying corporation.

Filling out the Corporation Information Tab: Uploading Supporting Documents.

Steps/Data Input

- Click on **Browse** to search for document
- Click on **Open** to select file path of document
- File path of supporting document is displayed.
- Note: the maximum size of each file cannot be bigger than 5 MB.

Screen

Other Supporting Documents

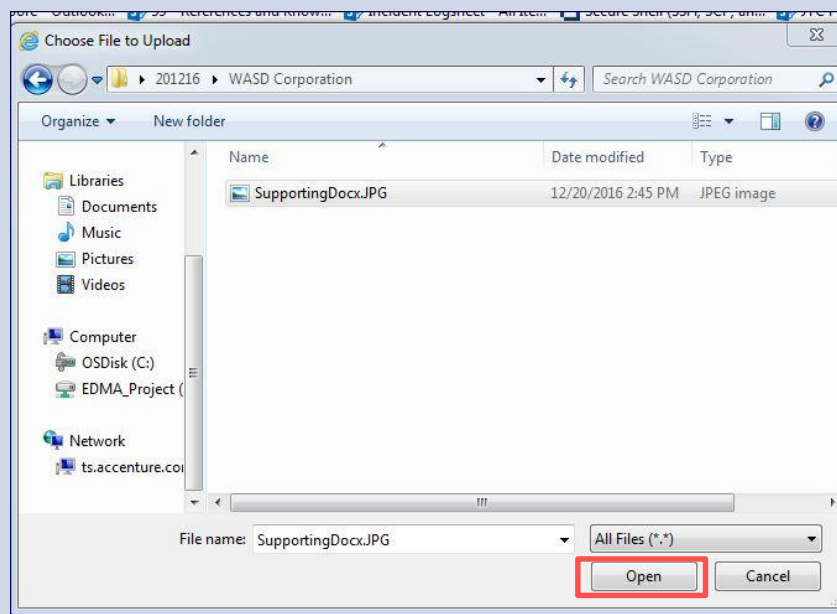
1	<input type="text"/>	Browse...
2	<input type="text"/>	Browse...
3	<input type="text"/>	Browse...



Do note that Zip files are not accepted and ensure the uploaded document is in the correct format



Corporations are given the option to edit the supporting documents as long as the form remains in Draft status



Filling out the ECA Registration Tab: Adding Site of Each Business Activity and Utilities Accounts.

Steps/Data Input

- Add the site of each business activity that qualifies the corporation as a registrable corporation under the ECA
- Select the site that you wish to add using the dropdown menu
- Click on **Add**
- Additional sites can be added by repeating the above steps.



No duplicates of ECA site can be added.

- After adding the site, the Contestable & Non-Contestable Electricity Account (MSSL No.) and Gas Account No. fields will be available for input.
- Click on the fields and type in the relevant account numbers.



When adding multiple account numbers, please separate each number by a space.

Example: 20012012 20034012 20036743

Screen

Site(s) of Business Activity that Qualifies the Corporation as a Registrable Corporation under the ECA

1. Please select the site(s) of business activity that qualifies the corporation as a registrable corporation from the dropdown list and click the Add button.
2. Please provide the electricity and gas account numbers for each site of business activity.
3. If you have more than one account number for a type of utility, please provide all account numbers and separate each number by a space (). Example: 20012012 20034012 20036743
4. If your corporation does not purchase electricity or gas and therefore does not have the relevant account number, please state "NA" in the field.

40 SCOTTS ROAD Singapore 228231

Add

Status	Site of Business Activity	Contestable & Non-Contestable Electricity Account (MSSL No.) *	Gas Account No. *	Action
New	40 SCOTTS ROAD #111-111 1111 Singapore 228231			Delete

Filling out the ECA Registration Tab: Enter Details of Corporation Representative.

Steps/Data Input

- Enter details of the Corporation Representative



Only one Corporation Representative can be added.

Screen

Corporation Representative

Please provide details of the corporation representative. Please note that an account to access the online EDMA Portal will be created for this person and he/ she will receive system notifications based on the registered email.

Salutation: *

First Name: *

Last Name: *

Designation: *

Contact Number: *

Email Address: *

Identity Type/Number: *

Steps/Data Input

- To complete the energy manager(s) section, click on **Add**
- “Details of Energy Manager” pop up window is displayed
- Enter details of energy manager
- Click on **Save**
- Click on **Add** again (if required) to enter details for another energy manager
- Skip this step if you opt to leave the energy manager(s) section blank for the first submission.
- Corporations can choose to leave this energy manager(s) section of the form blank. However, once your registration has been approved by the ECA administrators, you are required to fill up this energy manager(s) section within 30 days.
- To re-submit the details of energy manager(s), the user will login to the online portal to create an Amendment Request. The user will proceed to re-submit the ECA registration details after approval of the Amendment Request.

Screen

Energy Manager(s) **Add**

Please provide the details of the qualified energy manager(s) appointed by your corporation and assign a primary contact. Please note that an account to access the online EDMA Portal will be created for this person and he/she will receive system notifications based on the registered email.
You can choose to leave this energy manager(s) section of the form blank in your application to registered as a registered corporation. However, once your registration has been approved by the ECA administrators, you are required to fill up this energy manager(s) section within 30 days by raising an Amendment Request through the EDMA Portal. The ECA administrators will re-open the registration form for you to submit the energy manager's details. Failure to do so within 30 days after registration approval is an offence under the ECA.

Details of Energy Manager

Salutation: *

First Name: *

Last Name: *

Designation: *

Contact Number: * +65

Email Address: *

Identity Type/Number: *

Save **Cancel**



You may download the Amendment Request User Guide from the FAQ link for step by step instructions on how to create an Amendment Request.

Refer to Step 10 for instructions on how to re-submit the ECA registration details after approval of the registration Amendment Request.

Steps/Data Input

- Upload the energy bills and other records of energy consumption, showing that the energy use of your business activity has attained the energy use threshold in at least 2 out of 3 preceding calendar years and the signed statement from the chief executive.
- Click on **Browse** to search for document
- Click on **Open** to select file path of document
- File path of supporting document is displayed.
- Note: the maximum size of each file cannot be bigger than 5 MB.



Do note that Zip files are not accepted and ensure the uploaded document is in the correct format



Corporations are given the option to edit the supporting documents as long as the form remains in Draft status

Screen

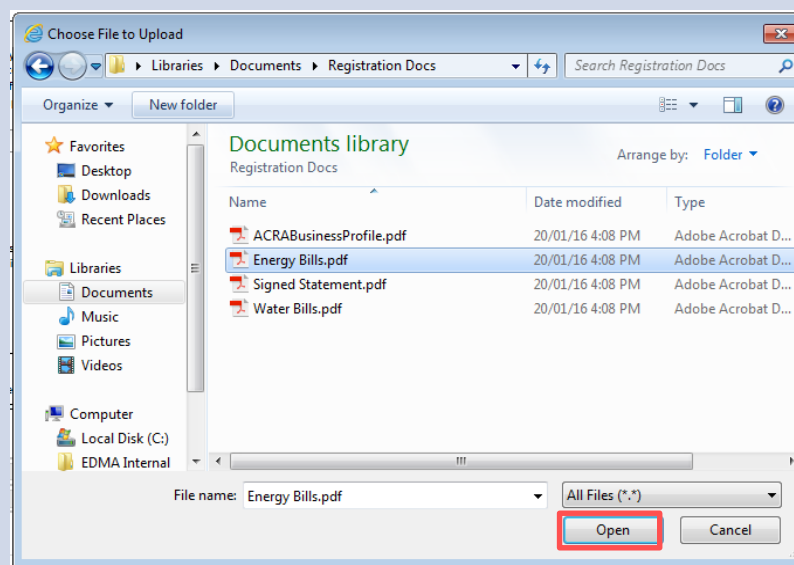
Supporting Documents

Supporting documents to be uploaded include the following:

1) Energy bills and other records of energy consumption, showing that the energy use of your business activity has attained the energy use threshold in at least 2 out of 3 preceding calendar years. The system allows a maximum of 4 files to be uploaded and each file's maximum size is 5MB.

Only PDF and image files (i.e. .pdf,.gif,.bmp,.png) allowed.

1		Browse...
2		Browse...
3		Browse...
4		Browse...



Filling out the WEMP Notification Tab: Adding WEMP Site of Business Activity and Enter Details of WEMP Submission Representative(s).

Steps/Data Input

- Add all the applicable Site(s) of Business Activity for WEMP Notification
- Select the site that you wish to add using the dropdown menu
- Click on **Add** to add the Site of business Activity.
- Additional sites can be added by repeating the above steps.
- After adding each site, the Potable Water Account No., NEWater Account No. and Industrial Water Account No. fields will be available for input.
- You may enter "NA" if your site of business activity does not have the type of water account.
- Click on the fields and type in the relevant data.

Screen

Site(s) of Business Activity of Qualifying Consumer under the Public Utilities (Water Supply) Regulations

1. Please select the site(s) of business activity of the qualifying consumer from the dropdown list and click the Add button.
2. Please provide the water account number(s) for each site of business activity.
3. If you have more than one account number for a type of water supplied by the Board for each site of business activity, please provide all account numbers and separate each number by a space (). Example: 1234567890 1123456789 1112345678
4. If the water used at the site of business activity is not supplied by the Board and therefore does not have the relevant account number, please state "NA" in the field.

553 BUKIT TIMAH ROAD Singapore 269693

Add

Representatives	Status	Site of Business Activity Address	Potable Water Account No. *	NEWater Account No. *	Industrial Water Account No. *	Certified?	Action
+	Edited	553 BUKIT TIMAH ROAD Singapore 269693	9029381011	NA	892379239	Yes	Delete



When adding multiple account numbers, please separate each number by a space. Example: 1234567890 1123456789 1112345678

Filling out the WEMP Notification Tab: Adding WEMP Site of Business Activity and Enter Details of WEMP Submission Representative(s).

Steps/Data Input

- Add all the applicable WEMP Submission Representative(s) for WEMP Notification
 - Click on **Add** to add a WEMP Submission Representative. A Pop up of Details of WEMP Submission Representative(s) will be shown.
 - Additional Representatives can be added by repeating the above steps.
-
- Enter details of WEMP Submission Representative(s)
 - Check the checkbox for the respective Site(s) of Business Activity to tag the WEMP Submission Representative to.
 - Each WEMP Submission Representative should be tagged for at least one site
 - Select 'Yes'/'No' for the Certified values.

Screen

WEMP Submission Representative(s)

Add

Please provide details of the WEMP submission representative(s) who is appointed by the consumer to assist the consumer to prepare and submit a Water Efficiency Man to access the online Environmental Data Submission Portal will be created for this person and he/ she will receive system notifications based on the registered email.



It is possible to have more than one WEMP representative for the same site of business Activity.

Details of WEMP Submission Representative

Salutation: *

First Name: *

Last Name: *

Designation: *

Contact Number: * +65

Email Address: *

Identity Type/Number: *

Site(s) of Business Activity: * ☐ 553 BUKIT TIMAH ROAD Singapore 269693

Certified: *

*Please indicate whether the WEMP Submission Representative has attended and passed the Water Efficiency Manager Course and is a certified Water Efficiency Manager

Save

Cancel

Filling out the WEMP Notification Tab: Adding WEMP Site of Business Activity and Enter Details of WEMP Submission Representative(s).

Steps/Data Input

- If 'Yes' is select as a value for Certified, The Supporting Documents field will be displayed and requires a file to be uploaded.
- Click on **Browse** to search for document
- Click on **Open** to select file path of document
- The file path of supporting document is displayed.
- Click on **Save**

Screen

Details of WEMP Submission Representative

Salutation: *

First Name: *

Last Name: *

Designation: *

Contact Number: * +65

Email Address: *

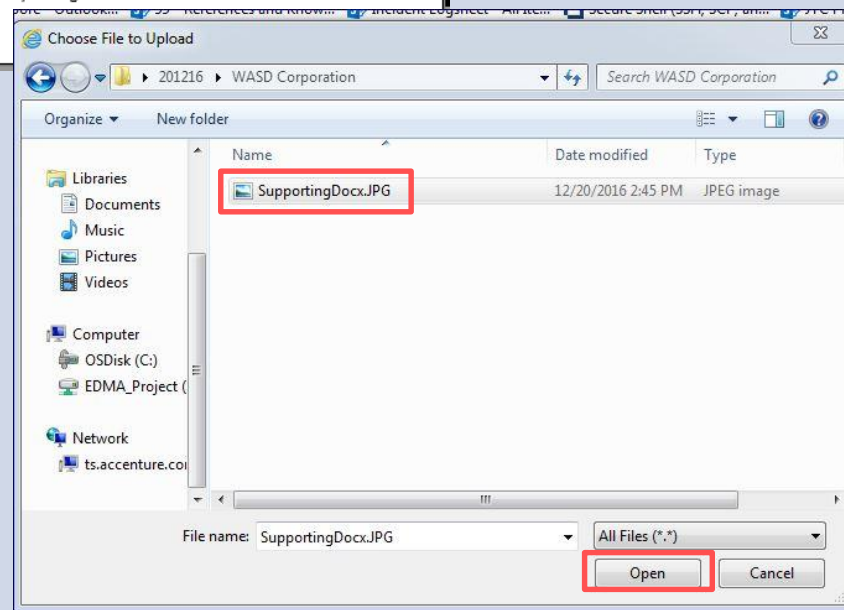
Identity Type/Number: *

Site(s) of Business Activity: * ☐ 553 BUKIT TIMAH ROAD Singapore 269693

Certified: * Yes

Supporting Documents: *

*Please indicate whether the WEMP Submission Representative has attended and passed the Water Efficiency Manager Course and is a certified Water Efficiency Manager



Filling out the WEMP Notification Tab: Adding WEMP Site of Business Activity and Enter Details of WEMP Submission Representative(s).

Steps/Data Input

- After adding the WEMP Submission Representative, the details Entered will be shown in the corresponding columns.
- Click **+** to expand the Sites column to view the Site(s) of Business Activity tagged to the Representative.

Screen

Sites	Salutation	First Name	Last Name	Designation	Email Address	Contact No.	Identity Type	Identity No.	Certified?	Action
+	Mr	Adrian	Wang	Manager	yunling.tan@accenture.com	93874932	Passport	OIJH09843	Yes	View Edit Delete

Sites of Business Activities
553 BUKIT TIMAH ROAD Singapore 269693

Filling out the WEMP Notification Tab: Adding WEMP Site of Business Activity and Enter Details of WEMP Submission Representative(s).

Steps/Data Input

- After adding the WEMP Submission Representative, the Representative column under the Site(s) of Business Activity will be updated.
- Click + to expand the Representatives column to view the WEMP Submission Representative(s) tagged to the site
- Each site should have at least one WEMP Submission Representative tagged to it.

Screen

Representatives	Status	Site of Business Activity Address	Potable Water Account No. *	NEWater Account No. *	Industrial Water Account No. *	Certified?	Action
+	Edited	553 BUKIT TIMAH ROAD Singapore 269693	9029381011	NA	892379239	Yes	Delete

Salutation	First Name	Last Name	Designation	Email Address	Contact No.	Identity Type	Identity No.	Certified?
Mr	Adrian	Wang	Manager	yunling.tan@accenture.com	93874932	Passport	OJH09843	Yes

Filling out the WEMP Notification Tab: Uploading Supporting Documents in WEMP Notification Tab.

Steps/Data Input

- Upload the “water bills (for water that is not supplied directly by PUB) and other records of water consumption, showing the amount of water use for each site of business activity.”, if required.
- Click on **Browse** to search for document
- Click on **Open** to select file path of document
- File path of supporting document is displayed.

Note: the maximum size of each file cannot be bigger than 5 MB.



Do note that Zip files are not accepted and ensure the uploaded document is in the correct format



Corporations are given the option to add or edit the supporting documents as long as the form remains in Draft status

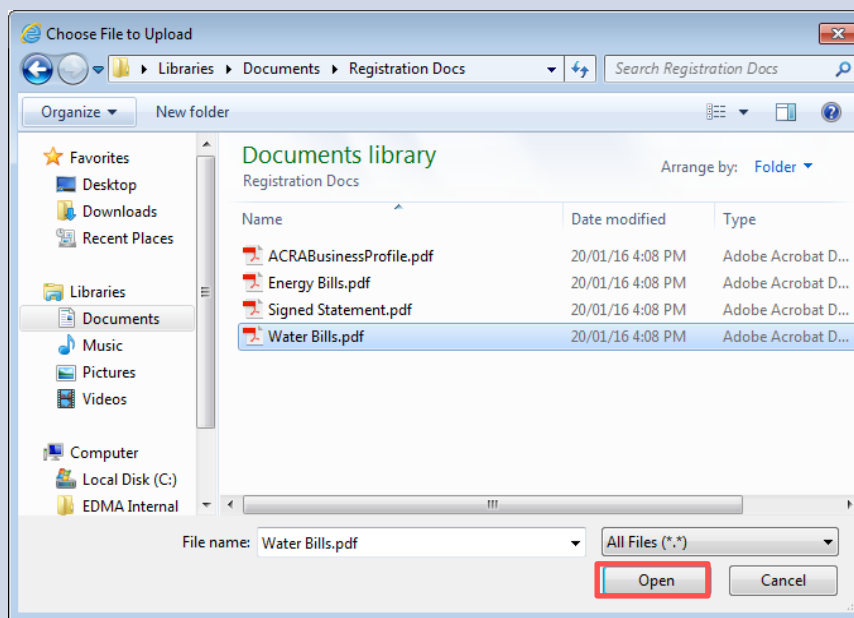
Screen

Supporting Documents

Supporting documents to be uploaded include the following:

1) Water bills (if water is not supplied directly by PUB) and other records of water consumption, showing the amount of water used at each site of business activity. The system allows a maximum of 2 files to be uploaded and each file's maximum size is 5MB. Only PDF and image files (i.e. .pdf, .gif, .bmp, .png) allowed.

1	<input type="text"/>	<input type="button" value="Browse..."/>
2	<input type="text"/>	<input type="button" value="Browse..."/>



Filling out the GHG M&R Notification Tab: Adding GHG M&R Site of Business Activity

Steps/Data Input

- Add all the applicable Site(s) of Business Activity for GHG M&R Notification
 - Select the site that you wish to add using the dropdown menu
 - Click on **Add** to add the Site of Business Activity. Details of the added sites will be populated below.
 - Additional sites can be added by repeating the above steps.
-
- Click on the dropdown to choose the relevant emissions threshold.

Screen

Site(s) of Business Activity of Qualifying Corporation

Please select the site(s) of business activity of the qualifying corporation under the Energy Conservation (Greenhouse Gas Measurement and Reporting) Regulations from the dropdown list and click the Add button.

102 BUKIT BATOK WEST AVENUE 6 Singapore 650102

Add

Status	Site of Business Activity Address	Emissions Threshold	Action
New	102 BUKIT BATOK WEST AVENUE 6 Singapore 650102		Delete

Emissions Threshold

≥2,000 tCO₂e

≥25,000 tCO₂e

Filling out the GHG M&R Notification Tab: Enter details of GHG Manager(s)

Steps/Data Input

- Each Site should have at least one GHG Manager. Each GHG Manager can be assigned to more than one Site.
- Click on **Add** to add the GHG Manager
- The “Details of GHG Manager” pop-up window will be displayed.
- Enter details of GHG Manager(s)
- Click on **Save**.
- Click on again to **Add** button another GHG Manager.

Screen

GHG Manager

Add

Please provide details of the GHG manager(s) who is appointed by your corporation to assist the corporation to prepare and submit reports in relation to the site(s) of business activity that qualifies the corporation as a qualifying corporation. Please note that an account to access the online Environmental Data Submission Portal will be created for this person and he/she will receive system notifications based on the registered email.

Details of GHG Manager

Salutation: *	<input type="text"/>	<input type="button" value="v"/>
First Name: *	<input type="text"/>	
Last Name: *	<input type="text"/>	
Designation: *	<input type="text"/>	
Contact Number: *	+65	<input type="text"/>
Email Address: *	<input type="text"/>	
Identity Type/Number: *	<input type="text"/>	<input type="button" value="v"/>
Site(s) of Business Activity: *	<input type="checkbox"/> 42 TAI HWAN DRIVE Singapore 555552	

Save**Cancel**

It is possible to have more than one GHG Manager for the same Site of Business Activity or one GHG Manager tied to multiple Sites of Business Activity.

Filling out the GHG M&R Notification Tab: Enter Details of Designated Representative

Steps/Data Input

- Click on **Add** to add the Designated Representative.
- The “Details of Designated Representative” pop-up window will be displayed.
- Enter details of Designated Representative(s)
- Click on **Save**.
- Click on again to **Add** another Designated Representative.

Screen

Designated Representative

Add

Please provide details of the designated representative(s) for the Energy Conservation (Greenhouse Gas Measurement a Submission Portal will be created for this person and he/ she will receive system notifications based on the registered en

Details of Designated Representative

Salutation: *

First Name: *

Last Name: *

Designation: *

Contact Number: *

+65

Email Address: *

Identity Type/Number: *

Save

Cancel

Filling out the GHG M&R Notification Tab: Uploading Supporting Documents in GHG M&R Notification Tab.

Steps/Data Input

- Upload “Fuel Invoices or other records indicating the greenhouse gas emissions of the site(s) of business activity”.
- Upload “Qualifications and experience of the GHG manager(s)”
- Click on **Browse** to search for document
- Click on **Open** to select file path of document
- File path of supporting document is displayed.

Note:

- The maximum size of each file cannot be bigger than 5 MB.
- Only PDF and image files (i.e. .pdf,.gif,.bmp,.png) allowed



Do note that Zip files are not accepted and ensure the uploaded document is in the correct format



Corporations are given the option to add or edit the supporting documents as long as the form remains in Draft status

Screen

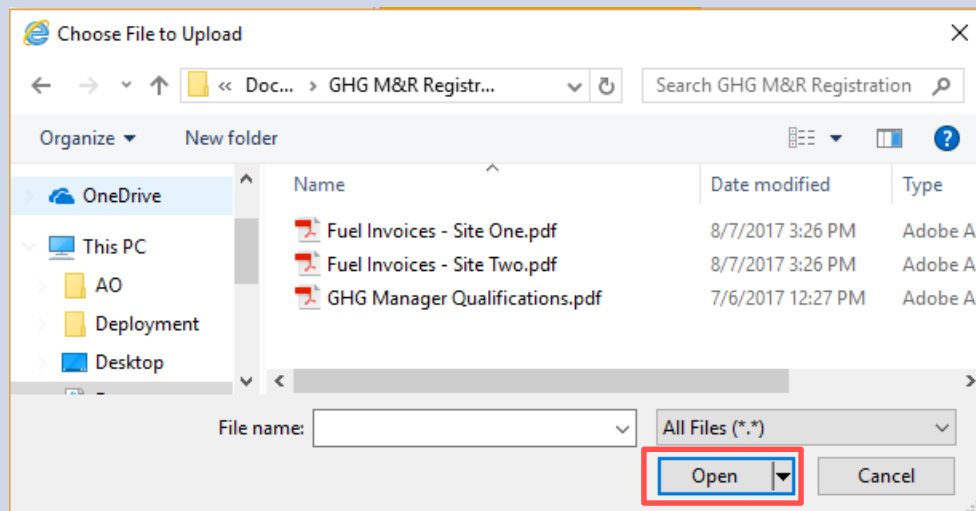
Supporting Documents

Please submit the following documents:

- 1) Fuel invoices or other records indicating the greenhouse gas emissions of the site(s) of business activity
- 2) Qualifications and experience of the GHG manager(s)

The system allows a maximum of 5 files to be uploaded and each file's maximum size is 5MB.
Only PDF and image files (i.e. .pdf,.gif,.bmp,.png) allowed.

1	<input type="text"/>	<input type="button" value="Browse..."/>
2	<input type="text"/>	<input type="button" value="Browse..."/>
3	<input type="text"/>	<input type="button" value="Browse..."/>
4	<input type="text"/>	<input type="button" value="Browse..."/>
5	<input type="text"/>	<input type="button" value="Browse..."/>



Steps/Data Input

- Add all the applicable Site(s) of Business Activity for SO₂ Emissions.
- Select the site that you wish to add using the dropdown menu.
- Click on **Add** to add the Site of Business Activity. Details of the added sites will be populated below.
- Additional sites can be added by repeating the above steps.

- The Site of Business Activity will be added.

Screen

Site(s) of Business Activity of Qualifying Corporation

Please select the site(s) of business activity of the qualifying corporation under the SO₂ Emission Reporting from the dropdown list and click the Add button.

521 WOODLANDS DRIVE 14 Singapore 730521

Add

Status	Site of Business Activity Address	Action
New	521 WOODLANDS DRIVE 14 Singapore 730521	Delete

Filling out the SO₂ Emissions Tab: Enter details of SO₂ Emissions Manager(s)

Steps/Data Input

- Each Site should have at least one SO₂ Emissions Manager. Each SO₂ Emissions Manager can be assigned to more than one Site.
- Click on **Add** to add the SO₂ Manager
- The “Details of SO₂ Emissions Manager” pop-up window will be displayed.
- Enter details of SO₂ Emissions Manager(s)
- Click on **Save**.
- Click on again to **Add** button another SO₂ Manager.

Screen

SO₂ Emissions Manager **Add**

Please provide details of the SO₂ Emissions manager(s) who is appointed by your corporation to assist the corporation to prepare and submit reports in relation to the site(s) of business activity that qualifies the corporation as a qualifying corporation. Please note that an account to access the online Environmental Data Submission Portal will be created for this person and he/she will receive system notifications based on the registered email.

Details of SO₂ Emissions Manager

Salutation: *

First Name: *

Last Name: *

Designation: *

Contact Number: * +65

Email Address: *

Identity Type/Number: *

Site(s) of Business Activity: * ☐ 505 WOODLANDS DRIVE 14 Singapore 730505

Save **Cancel**



It is possible to have more than one SO₂ Emissions Manager for the same Site of Business Activity or one SO₂ Emissions Manager tied to multiple Sites of Business Activity.

Filling out the SO₂ Emissions Tab: Uploading Supporting Documents in SO₂ Emissions Tab.

Steps/Data Input

- Upload “Fuel Invoices or other records indicating the SO₂ emissions in the site(s) of business activity”.
- Upload “Qualifications and experience of the SO₂ Emissions manager(s)”
- Click on **Browse** to search for document
- Click on **Open** to select file path of document
- File path of supporting document is displayed.

Note:

- The maximum size of each file cannot be bigger than 5 MB.
- Only PDF and image files (i.e. .pdf,.gif,.bmp,.png) allowed



Do note that Zip files are not accepted and ensure the uploaded document is in the correct format



Corporations are given the option to add or edit the supporting documents as long as the form remains in Draft status

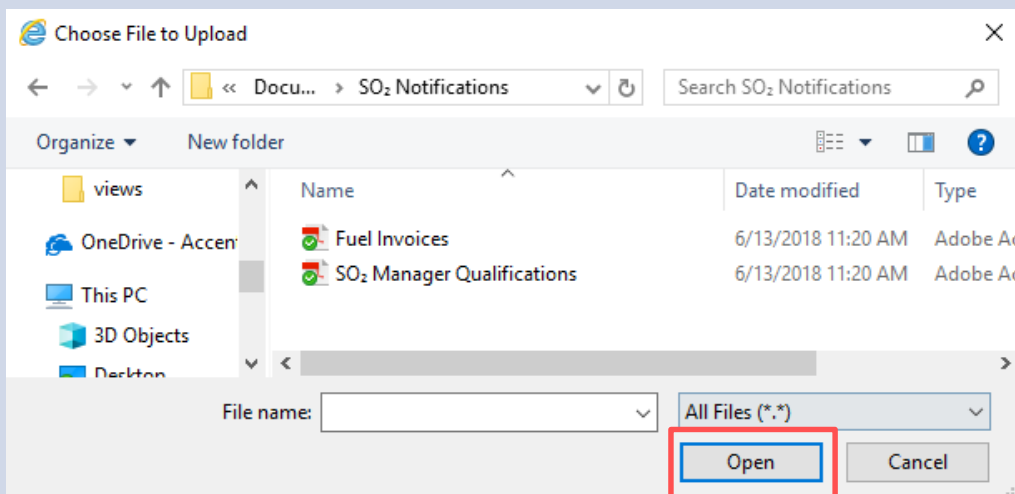
Screen

Supporting Documents

Please submit the following documents:

- 1) Fuel invoices or other records indicating the SO₂ emissions in the site(s) of business activity
 - 2) Qualifications and experience of the SO₂ Emissions manager(s)
- The system allows a maximum of 5 files to be uploaded and each file's maximum size is 5MB.
Only PDF and image files (i.e. .pdf,.gif,.bmp,.png) allowed.

1	<input type="text"/>	Browse...
2	<input type="text"/>	Browse...
3	<input type="text"/>	Browse...
4	<input type="text"/>	Browse...
5	<input type="text"/>	Browse...



7 Saving Form in Draft Status

Steps/Data Input

- Click on **Save Draft** located at the bottom portion of the screen
- "Save Draft" confirmation prompt is displayed.
- Click on **Save Draft** to confirm the action
- Confirmation is displayed to indicate that draft was successfully saved



Corporation's details in draft status will be retained for 7 days from the last Save Draft action.

The same individual (identified by the same CorpPass ID) can retrieve the draft registration details by entering the corporation's UEN at the next login.

Screen

Save Draft

Submit

Cancel

Save Registration Draft

Do you wish to save a draft of your Registration/Notification Information?
Please note that the draft would be retained for 7 days only.

Save Draft

Cancel

Save Result

Draft saved successfully

OK

Submitting Form for ECA Registration/ WEMP Notification/ GHG M&R Notification/ SO₂ Emissions

Steps/Data Input

- Click on **Submit** located at the bottom portion of the screen.
- Acknowledgement screen is displayed to indicate that the :
 - application to be registered as a registered corporation under the ECA; and/or
 - the notification to be a qualifying consumer under the Public Utilities (Water Supply) Regulations; and/or
 - the notification to be a qualifying corporation under the Energy Conservation (Greenhouse Gas Measurement and Reporting) Regulations and/or
 - the notification by qualifying corporation under SO₂ Emissions Reporting was successfully submitted.
- An email acknowledgement notification will be sent to the email addresses of users specified in the submission (which shall include the corporation representative, energy manager(s) and/or WEMP Submission Representative(s) and/or GHG Managers and/or Designated Representatives and/or SO₂ Emissions Manager where relevant).

Screen

Save Draft

Submit

Cancel



Registration/Notification

Registration/ Notification Acknowledgement

Your registration/notification has been successfully submitted. Your application will be reviewed by all the administrators.

Transaction ID: RG2014000137

[Back to EDMA Landing Page](#)

Exiting the form for ECA Registration/ WEMP Notification/ GHG M&R Notification/ SO₂ Emissions

Steps/Data Input

- Click on **Cancel** to exit the form for ECA Registration/ WEMP Notification/ GHG M&R Notification/ SO₂ Emissions.



Be sure to Save Draft before clicking Cancel if you intend to complete the form on a later date.

Screen

Save Draft

Submit

Cancel

Re-Submitting Details for ECA Registration/ WEMP Notification/ GHG M&R Notification / SO₂ Emissions

Steps/Data Input

- You will be allowed to re-submit details for ECA Registration/ WEMP Notification/ GHG M&R Notification only if an amendment request for this form has been approved by the ECA/WEMP/GHG M&R Administrator.

- Login to the online portal with your **CorpPass** or **Portal ID**

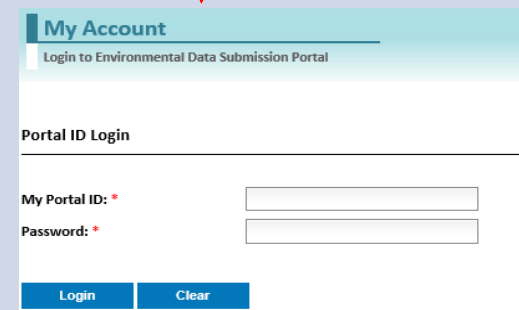
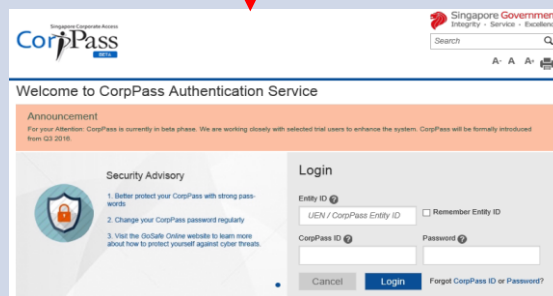
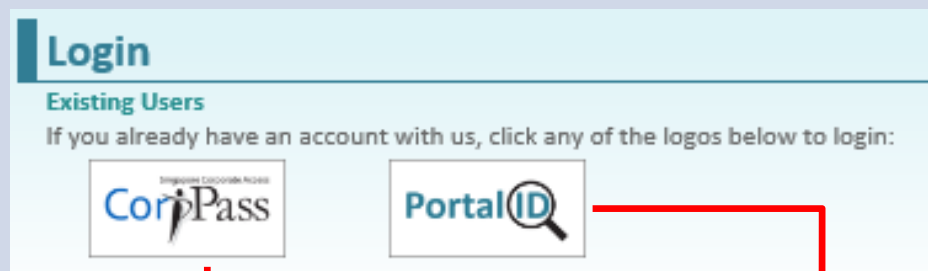


You may download the Amendment Request User Guide from the FAQ link for step by step instructions on how to create an Amendment Request to make changes to your corporation's details for ECA Registration/ WEMP Notification/ GHG M&R Notification.

Log-in using CorpPass is available from Sept 2016 onwards.

Creation of the Amendment Request or re-submission of the details for ECA Registration/ WEMP Notification/ GHG M&R Notification can be done by any of the existing users of the EDMA system appointed by the corporation.

Screen



Steps/Data Input

- **If you have used Portal ID to log-in:** Use the Google Authenticator application in your smart phone to retrieve the One-Time PIN (OTP).
- Enter the OTP in the text box then click "Login". (If you've keyed in the wrong OTP six times, please proceed to [this slide](#). Otherwise, proceed to [this slide](#).)



The One Time PIN is refreshed every 30 seconds. Be sure to login before the OTP refreshes.

Screen

edma Singapore Government
Integrity • Service • Excellence
Contact Us

My Account

Login to Environmental Data Submission Portal

Your account has not yet registered for two-step verification. Kindly follow the refer steps in this [guide](#) to register your Portal ID for two-step verification. Please enter the one-time PIN generated in Google Authenticator in order to proceed. The one-time PIN is automatically refreshed every 30 seconds. The account will be automatically locked after six incorrect tries. You can reset your account by contacting the user account administrator or by clicking on "Forgot your password?" link in Portal ID Login page.

One Time PIN : *

[Privacy Statement](#) [Terms of Use](#) [Rate this e-Service](#)

This site requires Internet Explorer 7.0 or Mozilla Firefox 3.0 and above. Best viewed at 1280x800 resolution.
Copyright © 2012 Government of Singapore. All rights reserved.

Steps/Data Input

- **If you enter the wrong OTP six times:** you will navigate back to the Portal ID login page and your account will be locked. Please contact the user administrator or click the “Forgot your password” link to reset your account.

Screen

eDMA Singapore Government
Integrity • Service • Excellence
[Contact Us](#)

My Account
Login to Environmental Data Submission Portal

Portal ID Login

You have the following errors:

- Your account has been locked. Please contact the user account administrator or click on "Forgot your password?" link to reset your account.

My Portal ID: *

Password: *

[Login](#) [Clear](#)

[Forgot your password?](#)

[Privacy Statement](#) [Terms of Use](#) [Rate this e-Service](#)

This site requires Internet Explorer 7.0 or Mozilla Firefox 13.0 and above. Best viewed at 1280x800 resolution.
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Steps/Data Input

- **If you click “Forget your password”:** enter your email address and Identification Number (e.g. IC Number, FIN, Passport Number), in the fields provided and click “Reset”.
- Once you have successfully reset your account, a confirmation pop-up will be displayed and an email with a temporary password will be sent to your email address.
- You will be asked to change your password once you’ve logged in for the first time when using a temporary password.

Screen

The screenshot displays the 'edma' portal for the Singapore Government. The top navigation bar includes the 'edma' logo and the Singapore Government tagline 'Integrity • Service • Excellence' with a 'Contact Us' link. The main content area is titled 'My Account' and contains a 'Reset Your Portal Password' section. Below this, the 'Reset My Password' form is shown with two input fields: 'Email Address: *' (containing 'email@edma.gov.sg') and 'Identification Number: *' (containing 'S12345678A'). Both fields are highlighted with a red border. Below the fields are two buttons: 'Reset' (highlighted with a red border) and 'Cancel'. At the bottom of the page, there are links for 'Privacy Statement', 'Terms of Use', and 'Rate this e-Service', along with a note about browser requirements and a copyright notice for 2012.

Password Email Confirmation

An email with password reset information has been sent to your email address.

OK

Steps/Data Input

- Navigate to **My Registration/Notification**
- Click on **Edit**
- The last submitted details will be displayed
- Update corporation's details and click on **Save Draft** located at the bottom portion of the screen
- "Save Draft" confirmation prompt is displayed.
- Click on **Save Draft** to confirm the action
- Confirmation is displayed to indicate that draft was successfully saved
- Registration/Notification Status changed to "Draft"

Corporation's details in draft status will be retained for 7 days from the last Save Draft action.



The same individual (identified by the same CorpPass ID) can retrieve the draft registration details by entering the corporation's UEN at the next login.

Screen

The screenshot shows the edma Singapore Government portal. The 'My Registration/Notification' page displays a table of transactions. The 'Edit' button is highlighted in the table. A red box highlights the 'Save Draft' button at the bottom of the form. A red line connects the 'Save Draft' button to the 'Save Draft' button in the 'Save Draft' modal. Another red line connects the 'Save Draft' button to the 'Save Result' modal.

Transaction ID	Corporation Name	UEN	Registration/Notification Status	Change History	Action
RG2015000041	Nex Corporation	199502678M	ECA: Subm (Draft) WEMP: Subm (Draft)	View	View Edit Cancel Registration/Submit Notification of Cessing

Showing 1 to 1 of 1

Save Draft **Submit** **Cancel**

Save Registration Draft

Do you wish to save a draft of your Registration/Notification Information?
Please note that the draft would be retained for 7 days only.

Save Draft **Cancel**

Save Result

Draft saved successfully

OK

Steps/Data Input

- Update corporation's details and click on **Submit**
- An email acknowledgement notification will be sent to the email addresses of the corporation representative, energy manager(s), the WEMP submission representative(s), the GHG Manager(s) and the Designated Representative(s), **SO₂ Emissions Manager(s)** of the corporation.

Screen

The screenshot shows the 'edma' (Energy Data Management Act) portal for 'Registration/Notification'. The form is divided into several sections:

- Registration of Registrable Corporation under Energy Conservation Act (ECA):** This section includes fields for 'Registered Name of Corporation', 'Energy Manager(s)', 'Manager(s) of Business', 'Building Name', and 'Country'. It also has a 'Details of Chief Executive' section with fields for 'First Name', 'Last Name', 'Designation', 'Contact Number', and 'Email Address'.
- Notification by Qualifying Consumer under Public Utilities (Other Supply) Regulations:** This section includes fields for 'Registered Name of Corporation', 'Energy Manager(s)', 'Manager(s) of Business', 'Building Name', and 'Country'. It also has a 'Details of Chief Executive' section with fields for 'First Name', 'Last Name', 'Designation', 'Contact Number', and 'Email Address'.
- Notification by Qualifying Corporation under Energy Conservation (Measurement and Reporting) Regulations:** This section includes fields for 'Registered Name of Corporation', 'Energy Manager(s)', 'Manager(s) of Business', 'Building Name', and 'Country'. It also has a 'Details of Chief Executive' section with fields for 'First Name', 'Last Name', 'Designation', 'Contact Number', and 'Email Address'.
- Notification by Qualifying Corporation under SO₂ Emissions Reporting:** This section includes fields for 'Registered Name of Corporation', 'Energy Manager(s)', 'Manager(s) of Business', 'Building Name', and 'Country'. It also has a 'Details of Chief Executive' section with fields for 'First Name', 'Last Name', 'Designation', 'Contact Number', and 'Email Address'.

The 'Details of Corporation' section is currently active, showing fields for 'Registered Name of Corporation', 'Energy Manager(s)', 'Manager(s) of Business', 'Building Name', and 'Country'. There are also sections for 'Details of Chief Executive' and 'Details of Energy of Business Activity'.



The View function can be used to retrieve the last submitted corporation details.

Internet Registration – Next Steps

Key Outcomes

1. You have successfully submitted your corporation's application to be registered as a registered corporation under the ECA, a qualifying consumer under the Public Utilities (Water Supply) and/or a qualifying corporation under Energy Conservation (Greenhouse Gas Measurement and Reporting) Regulations.

Next Steps

- a. Your registration/notification will be reviewed by the ECA / WEMP / GHG M&R / SO₂ Administrators.
- b. The respective persons listed below will be notified by email on the outcome of your registration application:
 - a. For ECA Registration – the Corporation Representative and Energy Manager(s) and Chief Executive (only if the registration has been approved)
 - b. For WEMP Notification – the WEMP Submission Representative(s) and Chief Executive (only if the notification has been approved)
 - c. For GHG M&R Notification – the GHG Manager(s), Designated Representative(s), and Chief Executive (only if the notification has been approved)
 - d. For SO₂ Emissions – the SO₂ Emissions Manager(s) (only if the notification has been approved)
- c. You may be required to re-submit the registration/notification if there are incomplete or inaccurate information.