

Guide For Admin & User Account Creation



OSCAR

Online Safety,
Compliance Application
and Registration
System

ASSIGN CORPPASS DIGITAL SERVICE

- ❑ In order to transact with HSA on the FSCA Oscar Platform, the HSA digital service is first required to be assigned to your entity's Corppass Users in the Corppass platform. Corppass Admins or Sub-Admins may do so via Corppass at: <https://www.corppass.gov.sg>
- ❑ Digital Service Name: “HSA E-Services: Post Market Reporting”
- ❑ Corppass Admins and Sub-Admins may refer to the guide to Set Up and Assign Digital Service Access at: <https://www.corppass.gov.sg/corppass/common/userguides>

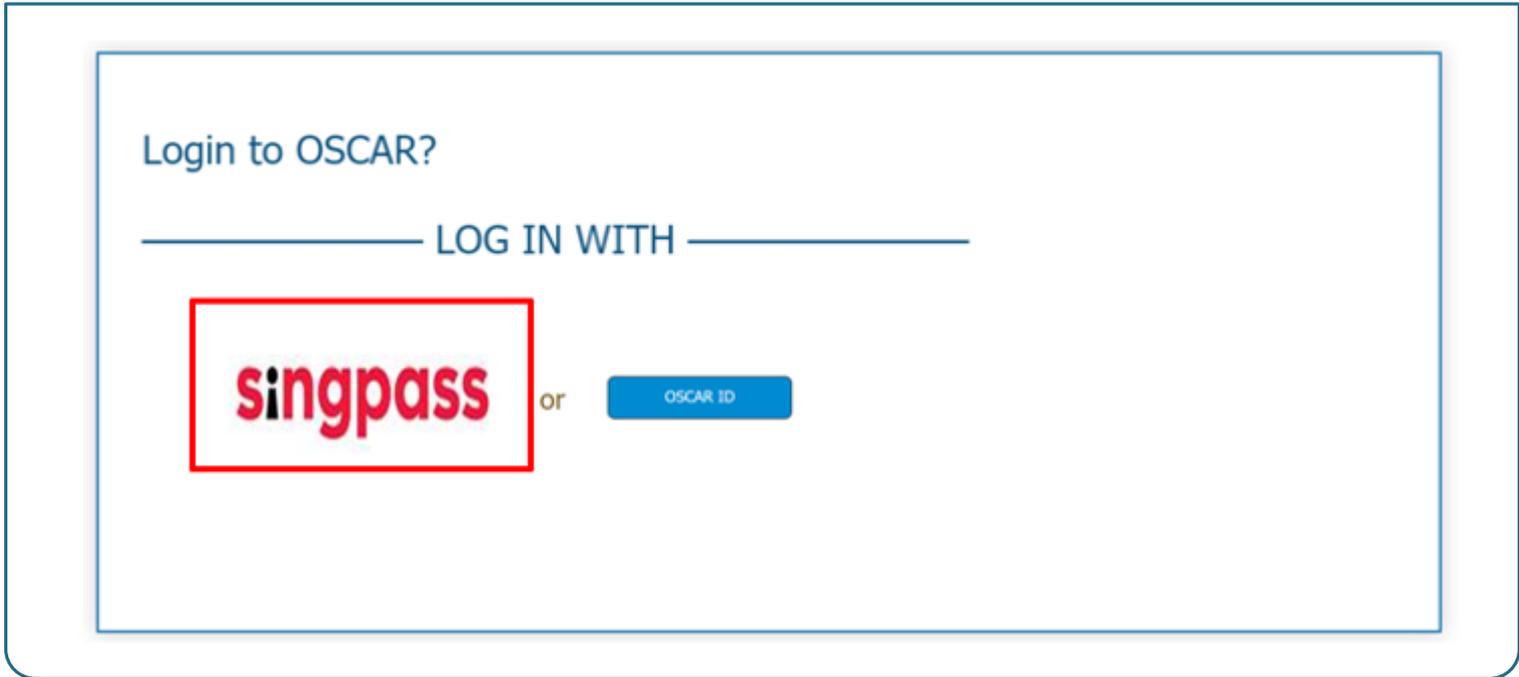
IMPORTANT NOTES

- ❑ For companies who are accessing OSCAR for the first time, your company's Corppass Administrator will be required to first log into OSCAR to create OSCAR Admin/User accounts for other company users.
- ❑ Upon first login, a company profile will be created in OSCAR for the UEN used to login, and an OSCAR Admin account will be automatically created under the company profile for the Corppass Administrator.
- ❑ For Corppass Administrators administering for more than one company, separate company profiles and OSCAR Admin accounts will be automatically created under each company profile, by logging in using the different UEN credential.
- ❑ Only OSCAR Admins may access the Identity Management module where they can create new OSCAR Admin or OSCAR user accounts, and manage users.
- ❑ There is no limit to the number of OSCAR Admin accounts for each company.
- ❑ If you do not have an OSCAR account, please contact your company's OSCAR Administrator(s) for creation of your OSCAR user account.
- ❑ Due to the initiative from Singpass Corppass team, there is a change in the Corppass login process. While Singpass is used for logins, Corppass will remain as the authorisation system for access.

Guide For OSCAR Admins



Click on the Singpass icon as shown below.



Guide For OSCAR Admins



Login

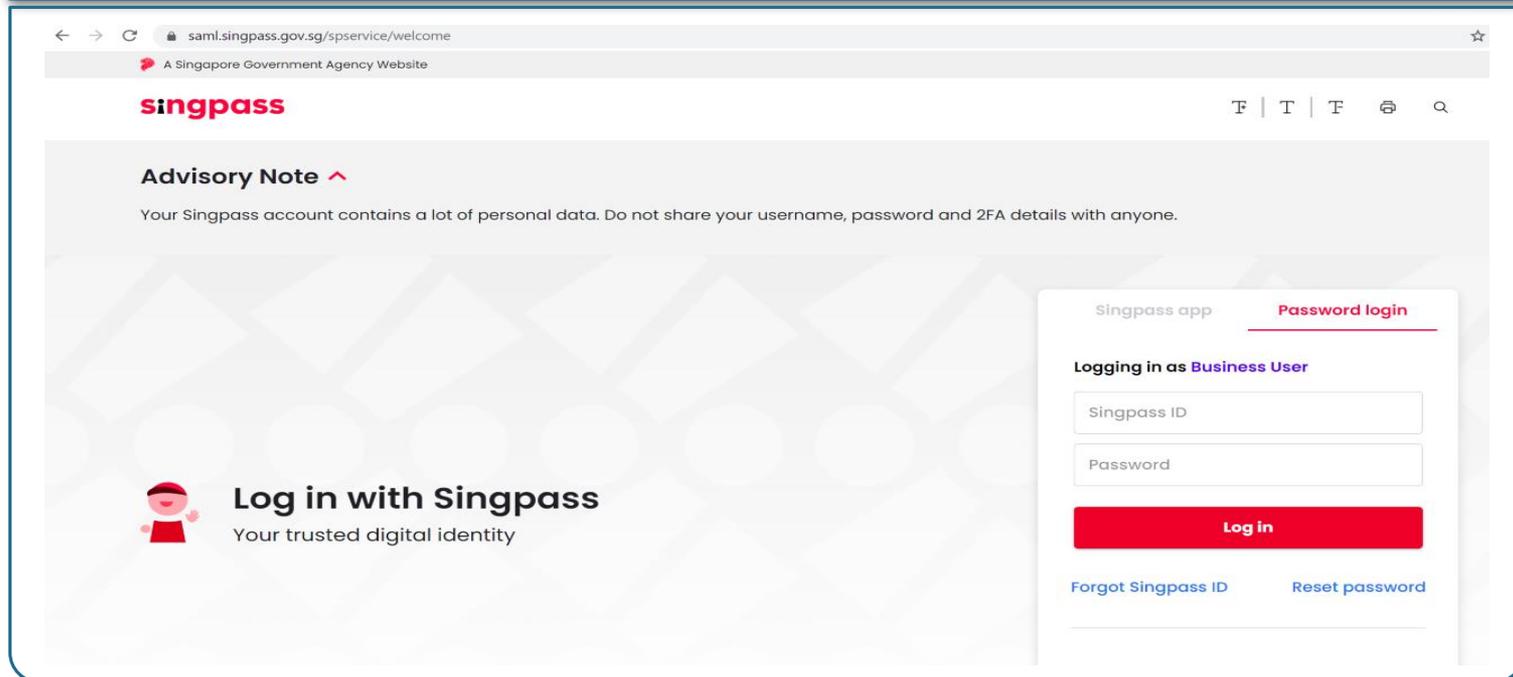
Admin Account
Creation

Identity
Management

Create User
Profile

Verify and
Submit

Enter the details and click on log in.



Guide For OSCAR Admins

Login

Admin Account
Creation

Identity
Management

Create User
Profile

Verify and
Submit

Complete 2FA verification.

Log Out 



You have not completed your 2FA setup. 2FA is required to access e-Service.



Log in [SingPass](#) to register for a OneKey Token and set up your 2FA.

If you are residing overseas and have not updated your address with Immigration & Checkpoints Authority of Singapore (ICA), click [here](#) for more details.

You are given a 9999-day grace period to set up your 2FA. From 29/05/2044 onwards, you will not be able to access this e-service and others involving sensitive data, until you have set up your 2FA.

Continue

Guide For OSCAR Admins



Login

Admin Account
Creation
(New Corppass
Admin Only)

Identity
Management

Create User
Profile

Verify and
Submit

Provide your Company Name, Email Address, and Contact Number.

**This is only required on first log-in by Corppass Admins. OSCAR Admin account is automatically created for Corppass Admins only.*



To be the leading innovative authority protecting and advancing national health and safety

OSCAR Company Administrator Account Creation

We have detected that you are a CorpPass Administrator and you do not have an OSCAR account yet. Please provide the following information to proceed with the creation of your OSCAR Administrator account, and click on 'Submit'.

Otherwise, you may click on the 'Cancel' button below.

All fields are mandatory to be filled out.

Company UEN:	<input type="text"/>	* Email Address:	<input type="text"/>
* Company Name:	<input type="text"/>	* Contact No:	<input type="text"/>
User Name:	<input type="text"/>		
	<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>

Guide For OSCAR Admins



Login

Admin Account
Creation

Identity
Management

Create User
Profile

Verify and
Submit

Arrive on the OSCAR landing page.

**The sidebar may appear different depending on your roles.*

Guide For OSCAR Admins



Login

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Click on *Identity Management* in the taskbar.



Tasks Search and Enquiry **Identity Management**

▼ Applications

View ▼

Actions ▼

Guide For OSCAR Admins



Login

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Click on *Manage Company Profile/Create User Account* in the sidebar.



Tasks Search and Enquiry Identity Management

Menu View

Manage Company Profile/Create User Account

Manage User Account Status

Guide For OSCAR Admins



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Verify and
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You may leave the search criteria empty and click on the *Search* button. This will display all company profiles tagged to the Corppass ID.

The screenshot shows the 'Manage Company Profile/Create User Account' section of the OSCAR Admin interface. It includes a search form with the following fields:

- Match: All Any
- Company Name:
- Unique Entity Number (UEN):
- Company Account Status:

Buttons for 'Advanced', 'Saved Search', and 'CompanySearchCriteria' are visible. The 'Search' button is circled in red, with a mouse cursor pointing to it. Other buttons include 'Reset' and 'Save...'. Below the search form is a table with the following columns: S/N, Company Name, Unique Entity Number (UEN), Company Account Status, Number of Users, and Modified On. The table content is 'No data to display.'

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Select the Company Profile and click on the *Edit*  button.

Last Login Date:

Login as: | Role: | Logout

Manage Company Profile/Create User Account

Please leave search criteria blank if you would like to view all applicable company profiles

Search Advanced | Saved Search CompanySearchCriteria

Match All Any

Company Name

Unique Entity Number (UEN)

Company Account Status

S/N	Company Name	Unique Entity Number (UEN)	Company Account Status	Number of Users	Modified On
1	Test Company		Active	8	9/24/2019



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In the User Accounts section, Click on the *Add*  button.

Manage Company Profile/Create User Account

Company Name
Unique Entity Number (UEN)
Company Account Status

Address & Contact Information

Block/Street Number StreetName
Level/Unit No Address Line 1
Building Name Address Line 2
Country Country Code
Postal Code (Singapore Only) Phone Number
Fax Number

Module Access

Module Name	Last Modified
InvestigationFSCA	10/23/2019

User Accounts

User ID	First Name	Last Name	Roles	Status
<input type="checkbox"/>			.Admin, InvestigationFSCA.EXTU	Active
<input type="checkbox"/>	test3			

Guide For OSCAR Admins



Login

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Arrive on the OSCAR Account creation page.

Manage Company Profile/Create User Account

OSCAR Account

- * AccountType
- * EmailAddress
- * LoginId
- * LoginPassword
- * ConfirmPassword

[Generate Password](#)

Company Roles

- * Company User
- Company Administrator

Login and Account Status

Login Status Locked Unlocked

Account Status Active Inactive

Business Roles

Role Name	Module Name

Personal Information

- Salutation
- First Name
- Last Name
- * Telephone Number

[Save and Close](#) [Cancel and Close](#) [Save and Create Another](#)

Guide For OSCAR Admins



Login

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Submit

- Select the account type – External User (Corppass)
 - Enter the user's email address
- Enter the user's NRIC/FIN number in the Login ID field

**NRIC/FIN is for verification purposes. The user will use Corppass ID to access OSCAR.*

OSCAR Account

* AccountType	External User (CorpPass) <input type="button" value="v"/>
* EmailAddress	user@company.com
* LoginId	S1234567D
	For CorpPass users, please enter NRIC/FIN of the user in the login ID field.
LoginPassword	••••••
ConfirmPassword	••••••
	<input type="button" value="Generate Password"/>

Guide For OSCAR Admins



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Click on *Edit*  button in the Business Roles Section

Business Roles

Business Roles	
Role Name	Module Name



Guide For OSCAR Admins



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- A pop up will appear listing all available company module roles
- Select the applicable module roles and click on the arrow to move the role to the Assigned section
 - Click on *OK*

Business Roles

Update Company User Roles

Company Module Roles

InvestigationFSCA.EXTU



Assigned

OK

Cancel

Login

Admin Account
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Submit

Complete the Personal Information section with the Name and Contact Number of the user

Personal Information

Personal Information

Salutation

First Name

Last Name

* Telephone Number

Guide For OSCAR Admins



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In the Company Roles section, select:

- *Company User* if the individual requires access for Reporting purposes,
- *Company Administrator* if the individual is given access to manage the company profile and user access,
- Or Both if the individual will perform both reporting and manage the company profile and user access.

Company Roles

Company Roles

- * Company User
- Company Administrator

Login

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Ensure that the Login status is unlocked and Account status is Active.

Login and Account Status

Login and Account Status

Login Status Locked Unlocked

Account Status Active Inactive

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Verify the user information and click on *Save and Close* to exit, or *Save and Create Another* to create more user accounts.

Manage Company Profile/Create User Account

OSCAR Account

AccountType External User (CorpPass)

* EmailAddress user@company.com x

LoginId S1234567D
For CorpPass users, please enter NRIC/FIN of the user in the login ID field.

LoginPassword [password field]

ConfirmPassword [password field]

Generate Password Recover Password

Business Roles

Role Name	Module Name
InvestigationFSCA.EXTU	InvestigationFSCA

Personal Information

Salutation Mr. [dropdown]

First Name John [text field]

Last Name King [text field]

* Telephone Number 61234567 [text field]

Company Roles

- Company User
- Company Administrator

Login and Account Status

Login Status Locked Unlocked

Account Status Active Inactive

Save and Close Cancel and Close Save and Create Another

Guide For OSCAR Admins



Login

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The user account will appear as a new entry in the Contact Person Information section.

Manage Company Profile/Create User Account

Company Name: Test Company
Unique Entity Number (UEN):
Company Account Status: Active

Address & Contact Information

Block/Street Number	<input type="text"/>	StreetName	<input type="text"/>
Level/Unit No	<input type="text"/>	Address Line 1	<input type="text"/>
Building Name	<input type="text"/>	Address Line 2	<input type="text"/>
Country	Singapore	Country Code	65
Postal Code (Singapore Only)	<input type="text"/>	Phone Number	<input type="text"/>
		Fax Number	<input type="text"/>

Module Access

Module Name	Last Modified
InvestigationFSCA	10/23/2019

User Accounts

User ID	First Name	Last Name	Roles	Status
S1234567D	John	King	InvestigationFSCA.EXTU	Active
test3			.Admin, InvestigationFSCA.EXTU	Active

Save and Close Cancel and Close

END



Updated as of July 2021