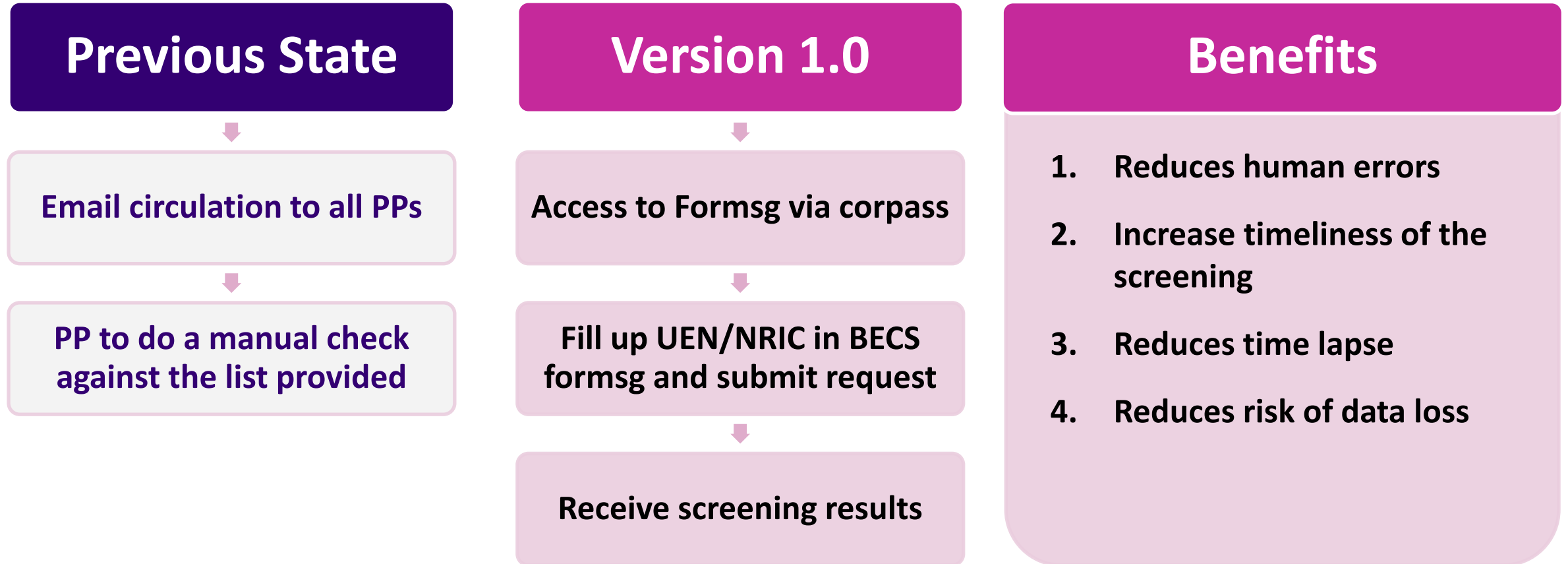


Beneficiary's Background Eligibility Check System (BECS)(Version 2.0)

Scope

1	Background for BECS (Version 1.0)
2	Implementation of BECS (Version 1.0)
3	Updates in BECS (Version 2.0)
4	User Guide: BECS (Version 2.0)
5	Reply to requestor's email (Non-bulk upload Options)
6	Reply to requestor's email (Bulk upload Option)
7	Interpretation of results (Bulk upload Option)
8	Summary

Background for BECS (Version 1.0)



Implementation of BECS (Version 1.0)

1. Creation of Formsg Bot – Beneficiary’s Background Eligibility Check System (BECS)
2. There were 2 types of BECS Formsg each for WSG and SSG, 50 fields for each form (WSG-50 UEN and 50 NRIC fields, SSG- 50 NRIC fields)
3. Screening Interval- at least once during application and once before claims disbursement(s)
4. Corppass is required to access BECS Formsg
5. Only authorized email domains and UEN are allowed. If there is any change to it, need to put up a request through IDs
6. Batch processing will be done 2 times per day, 10am and 4pm, during office hours from Monday to Friday, except public holiday

Updates in BECS (Version 2.0)

1. Checks using BECS (Version 2.0) will be conducted only for WSG programmes and no longer used for SSG programmes. *(Different lists are used for checks on WSG programmes and SSG programmes)*
2. The replies for the checks submitted could be obtained in real-time round the clock, instead of the current batch processing being carried out twice a day during office hours.
3. A new feature for bulk upload via an Excel attachment file for submission of up to 500 entries for individuals and 500 entries for companies in one submission for check is incorporated in BECS (Version 2.0)
4. For non-bulk upload, the number of entries for each submission on FormSG for check is 20 (NRIC and/or UEN)

User Guide: BECS (Version 2.0)

Click on the link below for access to BECS (Version 2.0)

<https://go.gov.sg/wsg-becs>

Note:

1. Although the link as displayed for access to the BECS (Version 2.0) remain the same (<https://go.gov.sg/wsg-becs>) as BECS (Version 1.0), the **actual** FormSG link for BECS (Version 2.0) would be different.
2. PPs who have saved the actual FormSG link under BECS (Version 1.0) in their browser as “favourite” for quick access to BECS (Version 1.0) will need to click on the link (<https://go.gov.sg/wsg-becs>) and update the Formsg link as directed, if PPs want to save the link as “favourite” for quick access.

Corppass Registration

- To access the WSG BECS form, there is a need to assign e-Services WSG FormSG by Workforce Singapore Agency to your Corppass.

Govt Agency	Assigned e-Services
WORKFORCE SINGAPORE AGENCY	WSG FormSG

Links for Corppass Registration services

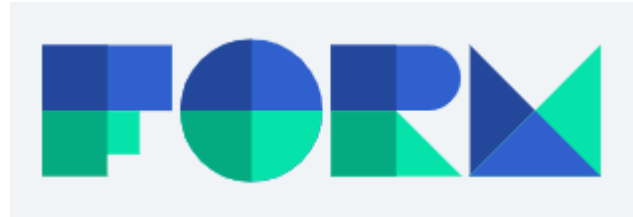
❖ **Corppass Registration:** <https://www.corppass.gov.sg/corppass/common/userguides>

➤ Select: Registered officer → Select: Register for Corppass Administrator Account

❖ **Assigning Digital Services Access:** <https://www.corppass.gov.sg/corppass/common/userguides>

➤ Select: Admin and Sub-admin → Select: Set Up, Assign and Manage Users' Digital Service Access

User Guide: BECS (Version 2.0)



Beneficiary's Background Eligibility Check (BECS)

Step 1

Login using Corppass
credential

LOGIN WITH SINGPASS
(CORPORATE)

Step 2

Fill up the form
accurately & submit

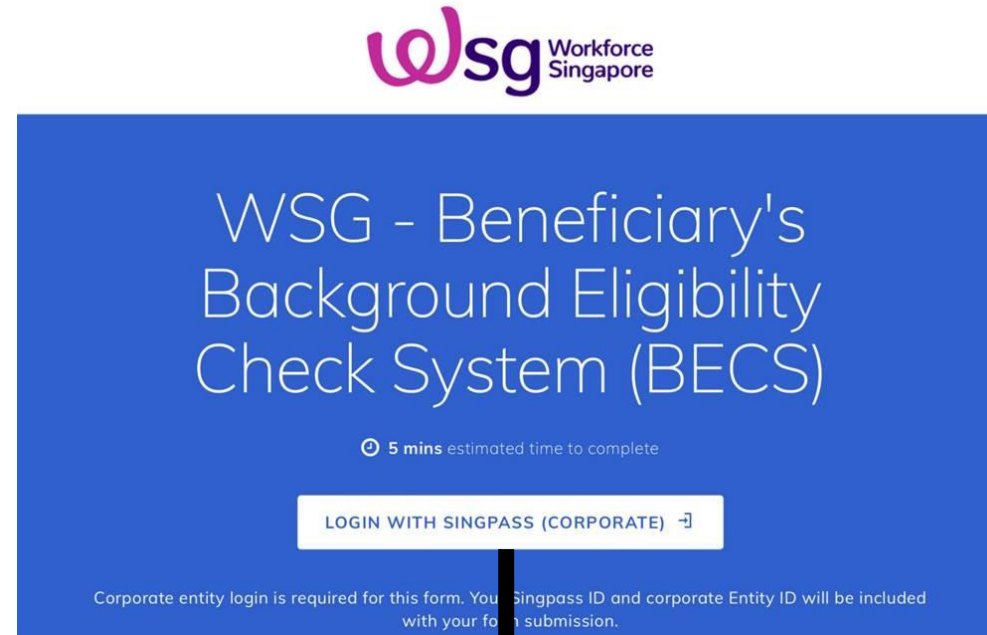


Step 3

Await email reply for
result of check after
submission of the
entries. Processing of
checks can be done
round the clock



User Guide: BECS (Version 2.0) (*No change to BECS Version 1.0*)



Corppass is required to access this form.

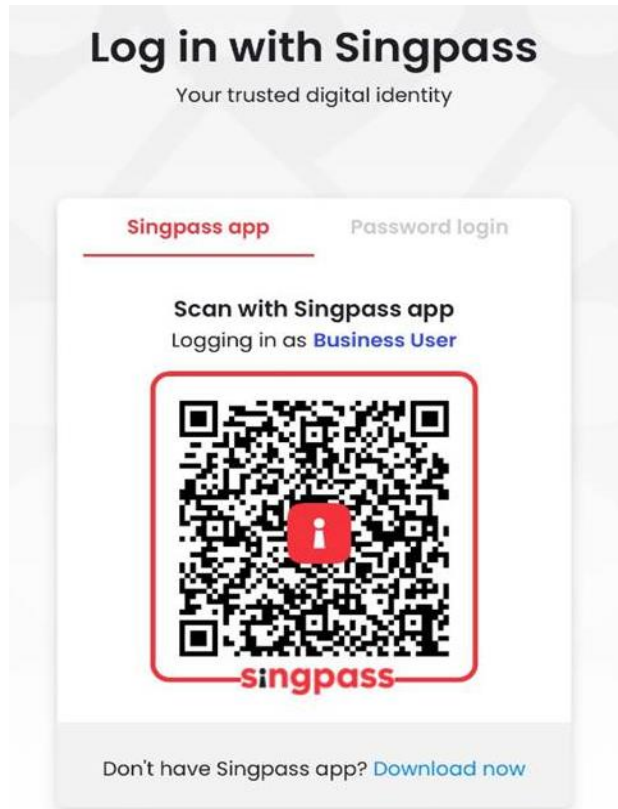
After selecting the login button, it will bring users to Singpass webpage to key-in your credentials.

User Guide: BECS (Version 2.0) *(no change to BECS version 1.0)*

After selecting the login button. QR code page will load. But users can opt to login via Password login (refer to Option 2)

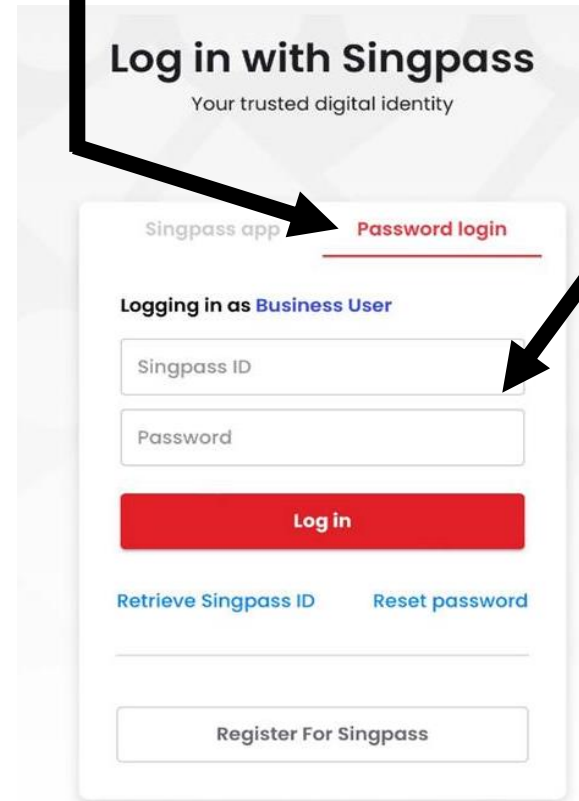
Option 1:

Scan QR code and login via Singpass app



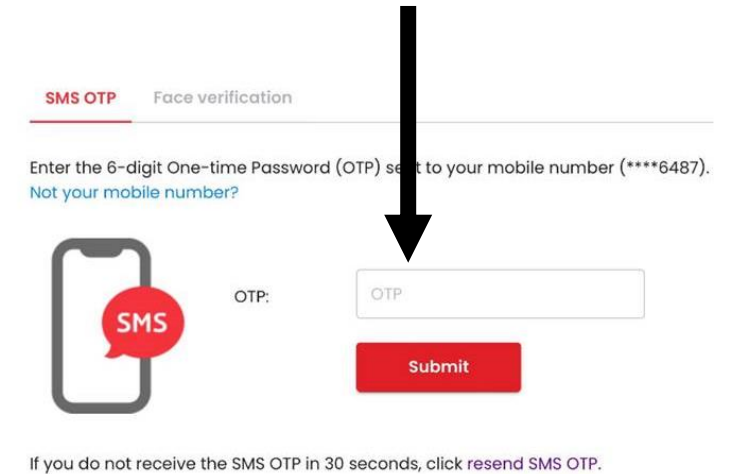
Option 2:

2a. Select the "Password login" tab



2b. For option 2, users will be required to key-in Singpass ID and password. Select Log in.

2c. OTP text box will appear. User need to enter the OTP sent to their mobile number.



Advisory Note: Your Singpass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.

User Guide: BECS (Version 2.0)

After logging in, users will be directed back to the form and can proceed to fill up the form.



Beneficiary's Background Eligibility Check System (BECS)

🕒 5 mins estimated time to complete

Instructions

Instructions

Simply submit the UEN and/or NRIC below to get started. The status will be sent to you within an hour.

To prevent unnecessary delays, please ensure that the UEN/NRIC entered is/are correct. Invalid UEN/NRIC will not be validated against our database.

1. Your Email

Results will be delivered to this email address

2. Please choose an option

☐ Check NRIC only

☐ Check UEN only



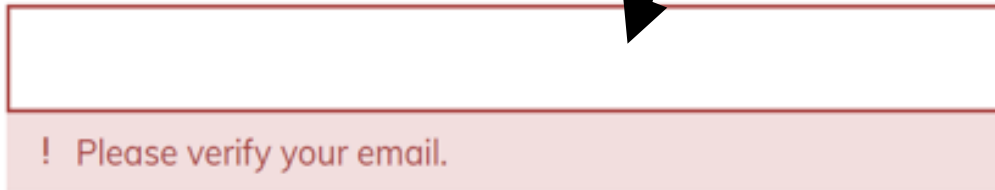
User Guide: BECS (Version 2.0) *(no change to BECS version 1.0)*

1. Key in your email address.

Note: Only authorized email domain is allowed.

1. Your Email

Results will be delivered to this email address

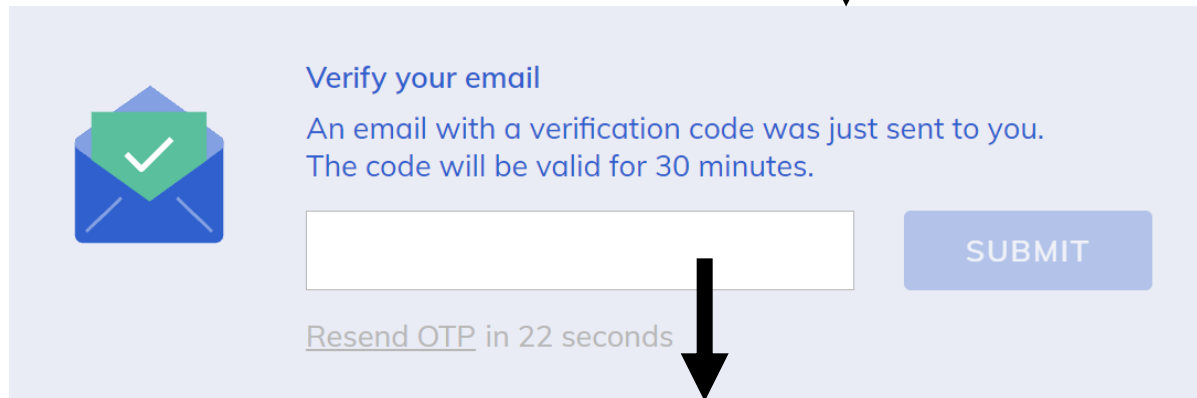


! Please verify your email.

VERIFY

2. Select Verify button.

2a. This text box will appear. OTP will be sent to the email address that was keyed-in earlier.



Verify your email

An email with a verification code was just sent to you.
The code will be valid for 30 minutes.

[Resend OTP in 22 seconds](#)

SUBMIT

2b. Key in the OTP and select submit. The OTP is valid for 30 mins.

Note: For each form submitted, a unique OTP is generated.

User Guide: BECS (Version 2.0)

To select only 1 out of the *4 options

1. Your Email

Results will be delivered to this email address

me@example.com

2. Please choose an option

- ☐ Check NRIC only
- ☐ Check UEN only
- ☐ Check NRIC and UEN
- ☐ Bulk upload (NRIC/UEN)

* **“Bulk upload (NRIC/UEN)”** is added as the 4th option in BECS (Version 2.0)

User Guide: BECS (Version 2.0)

Screen-shots for each option of selection

2. Please choose an option

- ☒ Check NRIC only
- ☐ Check UEN only
- ☐ Check NRIC and UEN
- ☐ Bulk upload (NRIC/UEN)

Individual NRIC

3. NRIC 1

Enter NRIC or FIN

4. NRIC 2 (optional)

Enter NRIC or FIN

5. NRIC 3 (optional)

Enter NRIC or FIN

6. NRIC 4 (optional)

Enter NRIC or FIN

7. NRIC 5 (optional)

Enter NRIC or FIN

Maximum of 20 NRIC fields

2. Please choose an option

- ☐ Check NRIC only
- ☒ Check UEN only
- ☐ Check NRIC and UEN
- ☐ Bulk upload (NRIC/UEN)

Company UEN

3. UEN 1

Enter UEN

4. UEN 2 (optional)

Enter UEN

5. UEN 3 (optional)

Enter UEN

6. UEN 4 (optional)

Enter UEN

7. UEN 5 (optional)

Enter UEN

Maximum of 20 UEN fields

2. Please choose an option

- ☐ Check NRIC only
- ☐ Check UEN only
- ☒ Check NRIC and UEN
- ☐ Bulk upload (NRIC/UEN)

Individual NRIC

3. NRIC 1

Enter NRIC or FIN

4. NRIC 2 (optional)

Enter NRIC or FIN

5. NRIC 3 (optional)

Enter NRIC or FIN

6. NRIC 4 (optional)

Enter NRIC or FIN

7. NRIC 5 (optional)

Enter NRIC or FIN

Maximum of 20 NRIC fields and
20 UEN fields

User Guide: BECS (Version 2.0)

Screen-shot of each option of selection

2. Please choose an option

- ☐ Check NRIC only
- ☐ Check UEN only
- ☐ Check NRIC and UEN
- ☒ Bulk upload (NRIC/UEN)

Bulk Upload

3. List of NRICs and UENs (up to 500 each) (optional)

Please use template from <https://go.gov.sg/nric-uen-bulk>



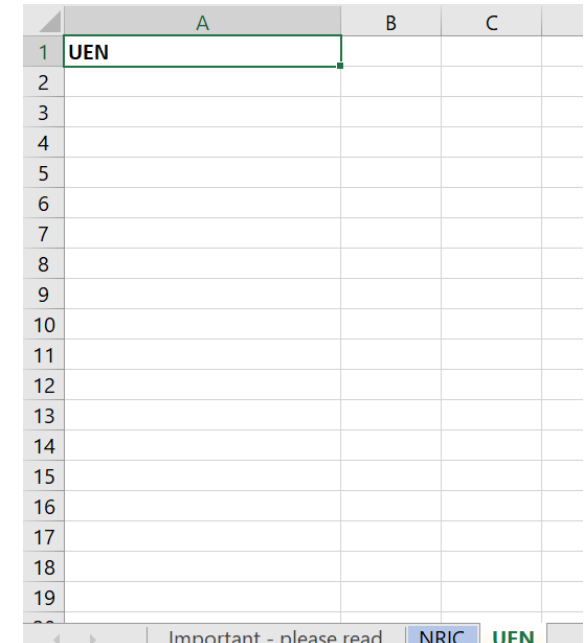
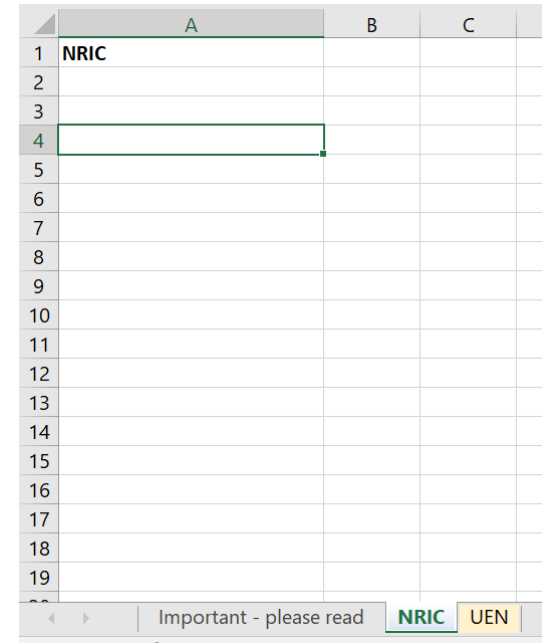
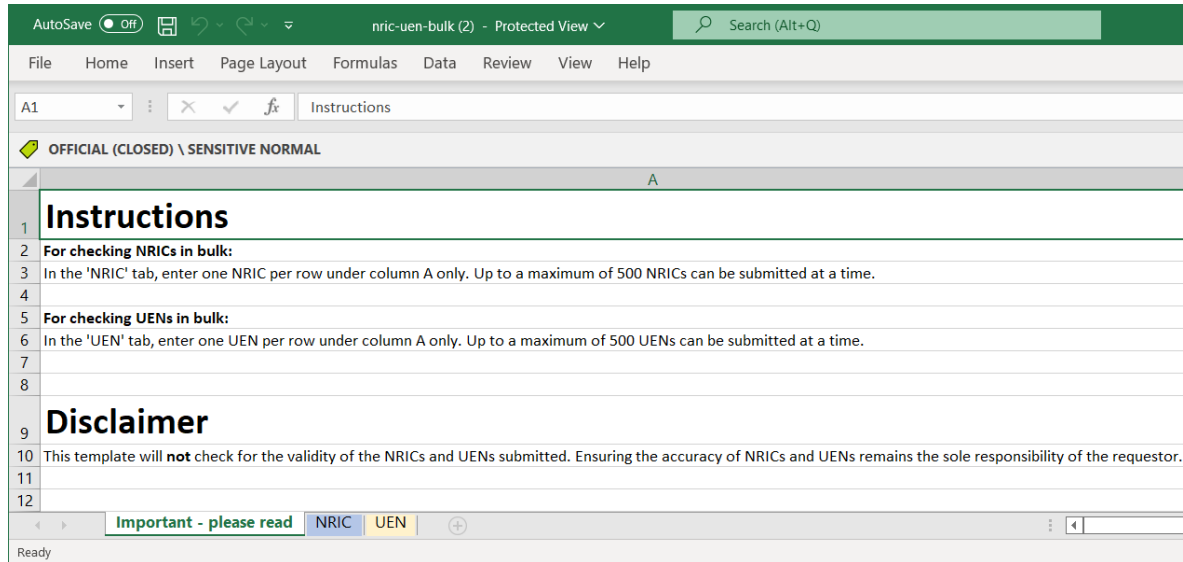
 UPLOAD FILE

Max File Size: 4 MB

- 1) Download the Excel template available in the form (PPs may save a copy in the computer)
- 2) The Excel file that is uploaded for background check must adhere to the format in the supplied Excel template, as the system will fail to process the check if this is not adhered to.

User Guide: BECS (Version 2.0)

Screen shots for Bulk Upload (Excel) file as downloaded



Notes:

1. Maximum of 500 fields in NRIC tab and UEN tabs.
2. Enter one NRIC or UEN per row under column A in the NRIC and UEN Tab respectively.
3. It is the sole responsibility of the requestor to ensure that accurate NRICs and UENs are entered in the respective fields for the submission, regardless of the availability of any customised feature in the template.

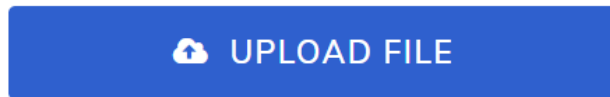
User Guide: BECS (Version 2.0)

Screen shots for Bulk Upload file

Bulk Upload

3. List of NRICs and UENs (up to 500 each) (optional)

Please use template from <https://go.gov.sg/nric-uen-bulk>



Max File Size: 4 MB



After completing the entries in the excel file template, upload the completed excel file into BECS FormSg for submission of check and wait for results for the submission to be replied via the email of the requestor.

User Guide: BECS Version 2.0 (*no change to BECS version 1.0*)

Acknowledgement of submission (all options)



RESPONSE ID: 634e676104f61d0013699c89
FORM SUBMITTED 18 OCT 2022, 16:44

Thank you for filling out the form.

[Submit another form](#)

How would you rate your overall experience today?

Help us improve by sharing with us how we did



Reply to requestor's email

All replies for checks will be sent from this email address:

WSG_BECS@ecs.wsg.gov.sg

Reply to requestor's email

Interpretation of Results (Non-bulk upload options)

Subject: BECS Returns

Dear Programme Partner,

Please note that the content in this email is to be treated with the strictest confidence and on a need-to-know basis. Access to the contents/result should be restricted and you agree to use the content solely for the intended purpose only.

We reserve our rights to take any action available to us for any unauthorised use and/or disclosure of the contents in this email (including attachment(s)). Should you know of or suspect any data breach, you are to contact WSG immediately.

Result(s)

SXXXX202Z - Proceed
SXXXX845E - Do not proceed
SXXXX541E - Proceed
SXXXX845E - Do not proceed
SXXXX490D - Proceed
SXXXX105Z - Do not proceed

201411281N - Proceed
200506203R - Do not proceed
201012013Z - Proceed
201711749N - Do not proceed
200606017G - Proceed
T19LL0224J - Do not proceed

*This is a system generated email, please do not reply. This email transmission is intended only for the addressee. Privileged/ Confidential information may be contained in this message. If you are not the intended addressee, you should delete it and must not copy, distribute it or take any action in reliance thereon.

Best Regards,
Workforce Singapore

WARNING: "Privileged/Confidential information may be contained in this message. If you are not the intended addressee, you must not copy, distribute or take any action in reliance thereon. Communication of any information in this email to any unauthorised person is an offence under the Official Secrets Act (Cap 213). Please notify the sender immediately if you receive this in error."



Reply to requestor's email

Interpretation of Results (Bulk upload option)

1. Requestor will receive results via an email reply with an attached Excel file

BECS Returns



Dear Programme Partner,

Please note that the content in this email is to be treated with the strictest confidence and on a need-to-know basis. Access to the contents/result should be restricted and you agree to use the content solely for the intended purpose only.

We reserve our rights to take any action available to us for any unauthorised use and/or disclosure of the contents in this email (including attachment(s)). Should you know of or suspect any data breach, you are to contact WSG immediately.

Result(s)

Attachment file: List of NRICs and UENs (up to 500 each)_2022-10-18T08:44:20.974Z_nric-uen-bulk_20221018.xlsx

Best Regards,
Workforce Singapore



Interpretation of Results (Bulk upload option)

2. Open the Excel file and the result will be shown under **column B** in **exact order** of the submission:
PROCEED = no active record; DO NOT PROCEED = there is active record; INVALID = Incorrect format

	A	B	C
1	UEN	RESULT	
2	34D	PROCEED	
3	81C	PROCEED	
4	09G	PROCEED	
5	72L	PROCEED	
6	41N	PROCEED	
7	31W	PROCEED	
8	81R	PROCEED	
9	03R	DO NOT PROCEED	
10	49N	DO NOT PROCEED	
11	24J	PROCEED	
12			
13			
14			
15			
16			

Results in the “UEN” tab

	A	B	C
1	NRIC	RESULT	
2	SXXXX176J	PROCEED	
3	SXXXX376D	PROCEED	
4	SXXXX666F	PROCEED	
5	SXXXX264C	PROCEED	
6	SXXXX835D	PROCEED	
7	SXXXX016H	PROCEED	
8	SXXXX845E	DO NOT PROCEED	
9	SXXXX105Z	DO NOT PROCEED	
10	SXXXX581F	DO NOT PROCEED	
11			
12			
13			
14			
15			
16			

Results in the “NRIC” tab

Summary for BECS (Version 2.0)

1. PP should click on the link <https://go.gov.sg/wsg-becs> for access to BECS (Version 2.0)
2. There are now 4 options in BECS (Version 2.0), with a new feature for bulk upload of up to 500 entries for checks on individuals and 500 entries for checks on entities for each submission.
3. Check Results: Proceed; Do not proceed; Invalid
4. Checks to be conducted in interval at least during application and claims
5. Processing time for checks in real-time and around the clock, instead of being processed in two batches during office hours.
6. Updates on email domain/UEN for PP to be requested through IDs



Thank you!