

ART Testing: SRS V2 Guide

As of 22 July 2021

Overview of Workflow for SRS v2

Pre-event set-up (One time)

Testing Day (Upon Completion of ART)

Post Event

Sector Lead creates SRS accounts for **Company HR**.

Instructions: Section D

SRS Portal

Company HR upload list of **Swab Supervisor** which are the company's employees into SRS

Instructions: Section G

SRS Portal

Client & Swab Supervisor creates their own profile in SRS v2 (<http://go.gov.sg/srs-profile>)

Instructions: Section H

SRS v2

Client logs into SRS v2 and shows QR code to **Swab Supervisor**.

Instructions: Section I

SRS v2

Swab Supervisor uses company-specific SRS v2 link to:

- Scan client's QR code
- Verify client's name, NRIC, Mobile Number
- Input client's results and submit entry.

Instructions: Section K

SRS v2

Client receives SMS notification on their results. (*Annex 1*)

Client may also view results on HealthHub.

Sector Lead able to download test report from SRS.

Instructions: Section F

SRS Portal

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- B. Forget Password
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- H. Create SRS v2 Profile
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- K. Upload of ART results via SRS v2 – For Swab Supervisors only

SRS Portal

<https://swab.hpb.gov.sg/ext/>

A. Access Site and Login

1. Access site at <https://swab.hpb.gov.sg/ext/>
2. For first time users, retrieve your password from your registered email address¹
3. After entering email address and password, a 6-digit One-Time-Pin will be sent to your registered mobile number.²

Welcome to Swab Registration System (For Employers)



The login form features the Health Promotion Board logo on the left. The title 'Swab Registration System' is followed by a warning: 'If you are not an authorized user, please quit now.' Below this are input fields for 'Email' and 'Password', each with a label and a text box. A blue 'Login' button is positioned below the password field. A link for 'Forget password?' is located below the login button. At the bottom right, there is a note: 'Having trouble logging in? Contact us at AskSRS@hpb.gov.sg'. A footer at the very bottom states: 'For more Information on RRT, please click [HERE](#)'.

Swab Registration System
If you are not an authorized user, please quit now.

Email :

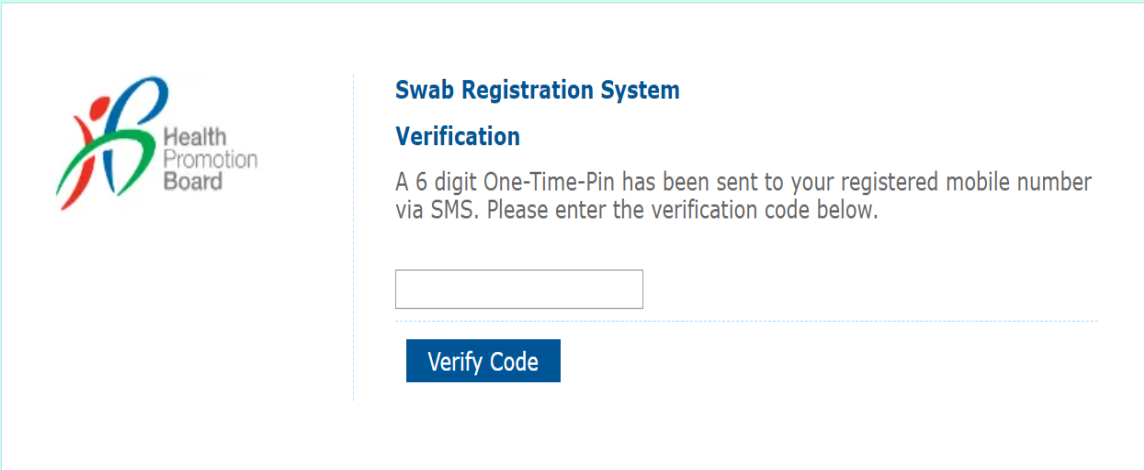
Password :

[Login](#)

[Forget password?](#)

Having trouble logging in?
Contact us at AskSRS@hpb.gov.sg

For more Information on RRT, please click [HERE](#)



The verification form displays the Health Promotion Board logo. The title 'Swab Registration System' is followed by the heading 'Verification'. Below this, a message states: 'A 6 digit One-Time-Pin has been sent to your registered mobile number via SMS. Please enter the verification code below.' There is a single-line text input field for the verification code. A blue 'Verify Code' button is located at the bottom.

Swab Registration System
Verification

A 6 digit One-Time-Pin has been sent to your registered mobile number via SMS. Please enter the verification code below.

[Verify Code](#)



¹Please check your junk folder if email cannot be found in your inbox.

² If you do not receive your OTP despite multiple tries, it is likely that your registered mobile is incorrect. Please contact your sector lead(s) to check and amend.

B. Forget Password

1. Click **Forget Password** on the main page
2. Enter your registered email address and verification code. Click **Send**.
3. A new password will be sent to your registered email address¹.

Welcome to Swab Registration System (For Employers)



The image shows the login page of the Swab Registration System. On the left is the Health Promotion Board logo. The main content area is titled 'Swab Registration System' and includes a message: 'If you are not an authorized user, please quit now.' Below this are two input fields: 'Email :' and 'Password :'. There is a blue 'Login' button and a red-bordered link that says 'Forget password?'. At the bottom right, there is a link: 'Having trouble logging in? Contact us at AskSRS@hpb.gov.sg'. At the very bottom, a footer says: 'For more Information on RRT, please click [HERE](#)'.

Swab Registration System

If you are not an authorized user, please quit now.

Email :


Password :

Login

Forget password?

Having trouble logging in?
Contact us at AskSRS@hpb.gov.sg

For more Information on RRT, please click [HERE](#)



The image shows the password recovery page. It features the Health Promotion Board logo on the left. The title is 'Swab Registration System Password Recovery'. The instruction says: 'Please provide username to retrieve login account.' There are two input fields: 'Email :' and 'Verification code :'. Below the verification code field is a CAPTCHA image showing the text 'OYNNv2' and a refresh button. There is a blue 'Send' button and a link: 'Switch to login window'.

Swab Registration System
Password Recovery

Please provide username to retrieve login account.

Email :

Verification code :

OYNNv2

Send

Switch to login window



¹Please check your junk folder if email cannot be found in your inbox.

C. Change Password

You will be prompted to change your password if you are logging in for the first time.

1. Click **Change Password** on the top right corner
2. Enter your old and new password. Click **Save**.

tion

Swab Registration System

User: RL

Change Password | Logout

Change Password

* Fields marked with an asterisk are mandatory.

Password Information

Old Password : *

New Password : *

Confirm New Password : *


Save Clear

G. Upload list of swab supervisors

Function only available from Company HR accounts

Important Note: Details of swab supervisors must be uploaded into SRS. Otherwise, they will not be able to upload ART results via the company-specific SRS v2 link provided. Details of other employees need not be uploaded.

1. Click **Staff Management** to view list of employees tagged to a company

**Swab Registration System**

User: [Help](#) | [Update Profile Detail](#) | [Change Password](#) | [Logout](#)

[Reports](#) | [Staff Management](#) | [COVID-19 Testing](#) | Server Name : ..

Staff Management

Note:
Workers who are on Quarantine Order (QO) or Stay Home Notice (SHN) should not attend the rostered routine test (RRT) during the QO/SHN period; they should resume attending the RRT after the QO/SHN period.
If your foreign worker's information cannot be found below, it is likely due to one or more of the following reasons:
1. The worker had contracted COVID-19 within the past 180 days and is either in recovery or recovered
2. The worker's work pass has expired or been cancelled
If your foreign worker fulfils any of the above conditions, his information will not be included in the Swab Registration System and he should not be registered for testing.
Your company is allow to book a maximum of 20 staffs for each screening date

Appt Status :

[Add New Staff \(Single\)](#) | [Add New Staff \(Bulk\)](#)

200 per page

Page 1 of 1

<input type="checkbox"/>	ID No. ↑	Name ↑	Source	Dorm/No n-Dorm	Swab Eligibility	Swab Resume Date	Swab Cycle	Vaccination Status ?	Vaccination Effective Date ?	Site Of Appt	Appt Date & Time	Appt Status	Creation Date ↑	Update Date ↑	Actions
<input type="checkbox"/>	S1234567A	ARTI...					14	not_vaccinated				No Appt Made	26/Aug/2020 05:50 PM		Schedule History Delete

(b) Click employee's NRIC to edit their profile

(a) Add employees to SRS

G. Upload list of company employees

Function only available from Company HR accounts

Add 1 Employee

1. Click **Add New Staff (Single)**
2. Fill in details and click **Save**.



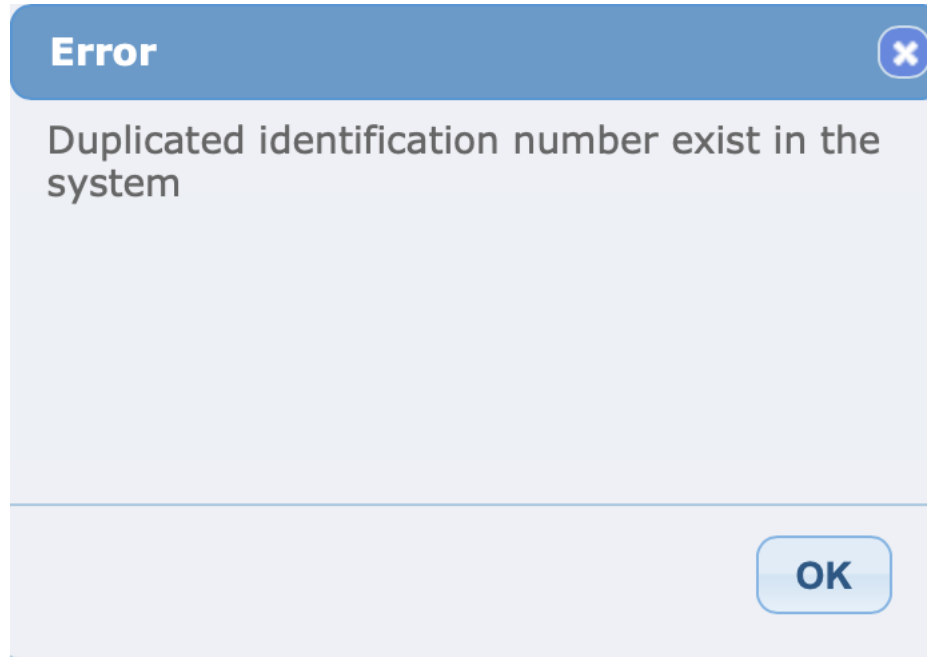
Details of swab supervisors must be uploaded into SRS for ESSS. Otherwise, they will not be able to submit results via the company-specific SRS results submission link.

Identification No. : *	<input type="text" value="S1234567T"/>
Full Name : *	<input type="text" value="JOHN DOE"/>
Date of Birth (YYYYMMDD) : *	<input type="text" value="YYYYMMDD"/>
Gender : *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Nationality : *	<input type="text" value="SINGAPOREAN"/>
Residential Postal Code : *	<input type="text" value="168937"/>
Residential Street Name : *	<input type="text" value="3 Second Hospital Ave"/>
Residential Level & Unit No : (leave blank for landed address)	# <input type="text" value="03"/> - <input type="text" value="1234"/>
Contact No (Mobile preferred) : *	<input type="text" value="88888888"/>

Save

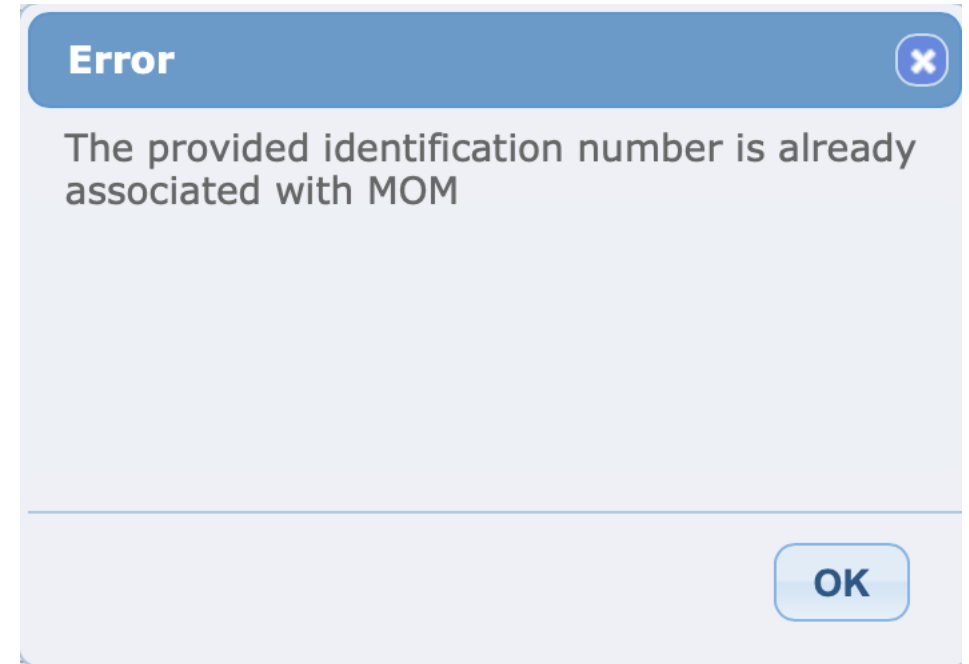
G. Upload list of company employees

Function only available from Company HR accounts



Individual has already been registered as a swab supervisor of your company in SRS.

No further actions required.



Individual is currently registered as an employee of another company in SRS.

Please escalate to your sector lead for help.

G. Upload list of company employees

Function only available from Company HR accounts

Add Multiple Employees

1. Click **Add New Staff (Bulk)**
2. Download the sample **.xlsx** file.
3. Once file, click **Choose File**. Select your saved file and click **Upload**.

CLOSE

Bulk Creation of Staff

Upload Staff (sample: [xlsx](#)) : *
Maximum File Upload Size : 30 MB

Choose File

No file chosen
Uploaded filename: BulkCompanyStaffSample.xlsx

Log : [6/15/2021 12:23:54 PM] Start validating bulk company staff creation
[6/15/2021 12:23:54 PM] Validation bulk company staff creation completed

File uploaded successfully

Your file is uploaded successfully. The processed file will be emailed to you after processing completes.

You may navigate away from this page

OK

Upload

G. Upload list of company employees

Function only available from Company HR accounts

Sample Template to add employees

Identification Number *	Full Name (as in ID) *	Date of Birth (YYYYMMDD)*	Gender (M/F) *	Nationality *	Contact No *	Postal Code *	Street Name *	Level No	Unit No
S1234567D	John Tan	19880101	M	Singaporean	91234567	123456	Sesame Street	02	02

ID

- **Character Limit: 9**
- NRIC/FIN preferred for case management and linkage to HealthHub etc

Full Name

- Pls ensure no special characters in name (i.e. ‘)

DOB

- **Character Limit: 8**
- Pls check to remove all spacing

Contact Number

- Singapore numbers only
- Mobile preferred, otherwise no SMS notification

Address

- Mandatory field
- Postal Codes: Must be 6 digits. Pls add a ‘ in front of postal codes that start with 0

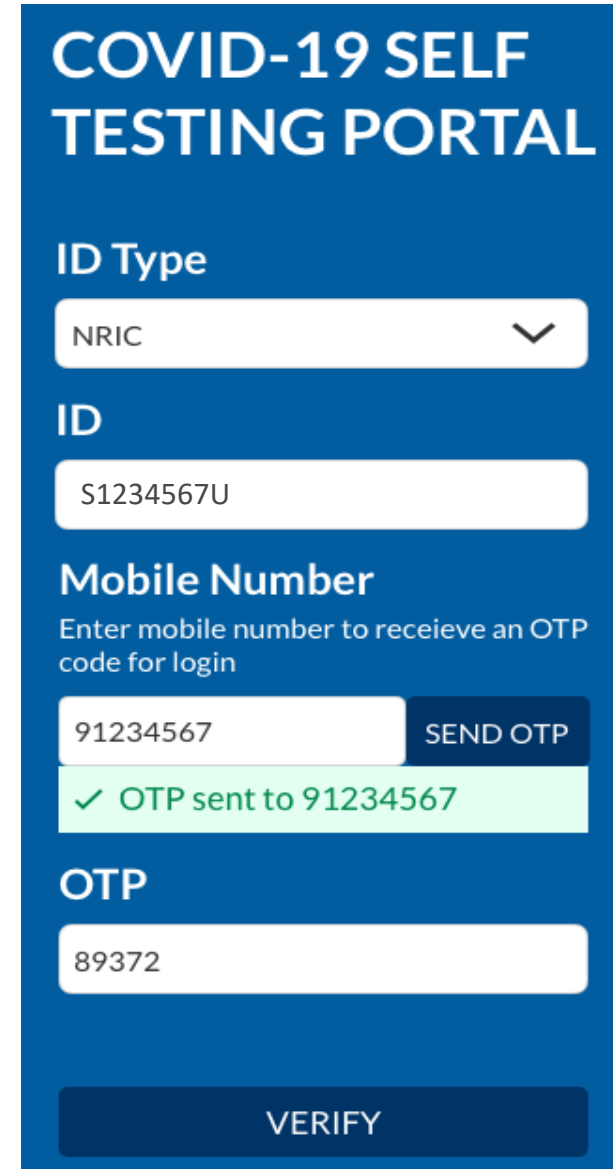
SRS v2

H. Create Profile in SRS v2

First Time & Subsequent Login

1. Access site at <http://go.gov.sg/srs-profile> (this link is only for profile creation)
2. Key in your ID Type, ID Number and Mobile Number. Click **Send OTP**.
3. A 5-digit One-Time-Pin will be sent to your mobile number. Key in the One-Time-Pin and click **Verify**.

Note: Your ID and mobile number will be your login information the next time you enter the portal.



The screenshot shows a blue-themed registration form for the COVID-19 Self Testing Portal. The form includes fields for ID Type (a dropdown menu currently showing 'NRIC'), ID Number (a text box containing 'S1234567U'), and Mobile Number (a text box containing '91234567'). To the right of the mobile number field is a 'SEND OTP' button. Below the mobile number field is a green confirmation message: '✓ OTP sent to 91234567'. There is also an OTP field containing '89372'. At the bottom of the form is a large 'VERIFY' button.

COVID-19 SELF TESTING PORTAL

ID Type

NRIC

ID

S1234567U

Mobile Number

Enter mobile number to receive an OTP code for login

91234567 **SEND OTP**

✓ OTP sent to 91234567

OTP

89372

VERIFY

H. Create Profile in SRS v2

4. You will be required to profile your personal details the **first time** you enter the portal.
5. Fill in all details and click **Update**.

These fields are your login ID, and hence cannot be edited.

Your Profile

Full Name *

ID Type *

NRIC

ID Number *

S1234567U

Country of Issue *

SINGAPORE

Date of Birth *

Gender *

☐ MALE ☐ FEMALE

Mobile Number *

91234567

Nationality *

SINGAPOREAN

Postal Code *

Block/Street Name *

Building/ House Name (if applicable)

Unit Number (if applicable)

-

☒ I consent to allow the Health Promotion Board to use my personal data as detailed in the [Privacy Statement](#)

UPDATE

Users can click this area to check the box

H. Create Profile in SRS v2

6. Your personalised QR code will be generated. It will be displayed below the update button.
- Please show this to the swab supervisor during your FET test day, so they may help you upload your test results.
 - If you do not have mobile data, you may wish to save a copy of the QR code onto your mobile phone. Do not share your QR code with anyone else except for FET testing.

UPDATE



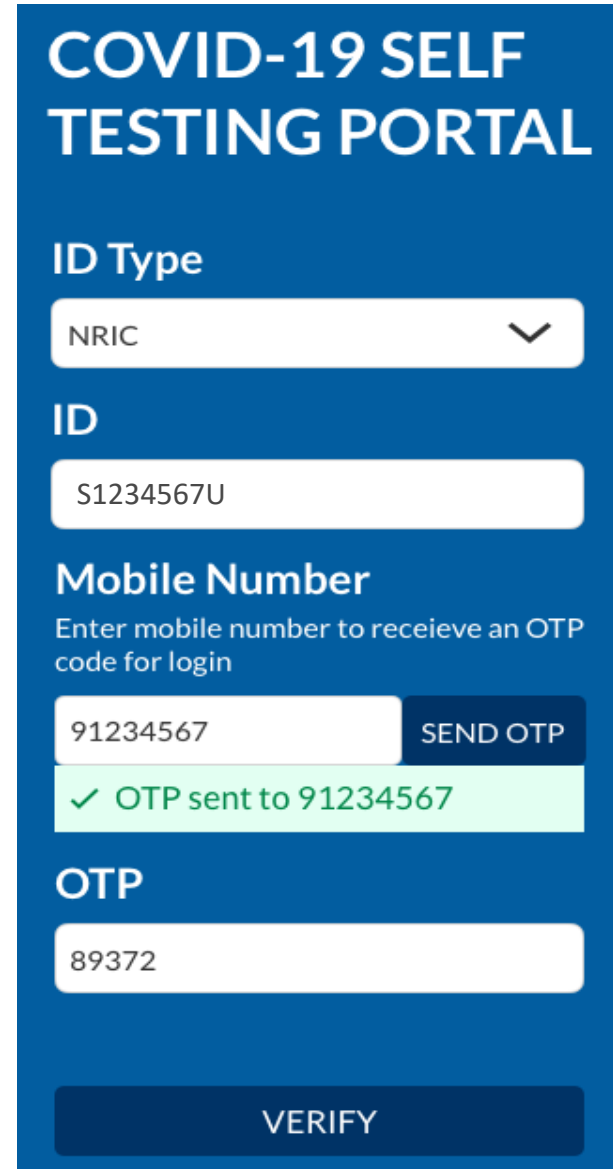
Show this QR Code to identify yourself for Covid-
19 Testing



I. View Personalised QR code

2nd Login onwards

1. Access site at <http://go.gov.sg/srs-profile>
2. Key in your ID Type, ID Number and Mobile Number (same as what you have keyed previously). Click **Send OTP**.
3. A 5-digit One-Time-Pin will be sent to your mobile number. Key in the One-Time-Pin and click **Verify**.



The screenshot shows the 'COVID-19 SELF TESTING PORTAL' login interface. It features a blue background with white text. The form includes fields for 'ID Type' (a dropdown menu showing 'NRIC'), 'ID' (a text box with 'S1234567U'), and 'Mobile Number' (a text box with '91234567'). A 'SEND OTP' button is next to the mobile number field. Below this, a green confirmation message states '✓ OTP sent to 91234567'. The 'OTP' field contains the number '89372'. At the bottom is a large 'VERIFY' button.

COVID-19 SELF TESTING PORTAL

ID Type

NRIC

ID

S1234567U

Mobile Number

Enter mobile number to receive an OTP code for login

91234567 **SEND OTP**

✓ OTP sent to 91234567

OTP

89372


VERIFY

I. View Personalised QR code

4. Scroll to the bottom of your profile page to view your personalized QR code.
 - Show the QR code to your Swab Supervisor after you have completed your ART test

These fields have been filled prior.

If there are changes in your details , please update the field and press **update**.


Your Profile 

Full Name *

ID Type *


ID Number *

Country of Issue *

Date of Birth *
 

Gender *
☒ MALE ☐ FEMALE

Mobile Number *

Nationality *
 

Postal Code *

Block/Street Name *

Building/ House Name (if applicable)

Unit Number (if applicable)
-

UPDATE



Show this QR Code to identify yourself for Covid-19 Testing

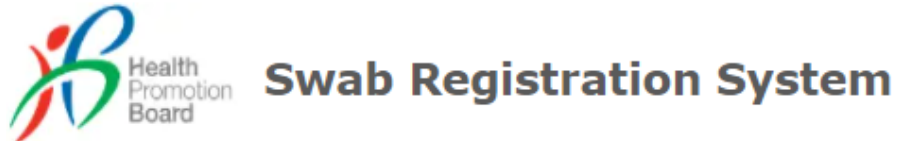
J. Find Company-Specific SRS v2 Link

For Company HR Only

Company-specific SRS results submission Link (for ESSS):

- Specific to each company (based on UEN number).
- Can only be used by Swab Supervisors whose details have been uploaded into SRS (refer to Step 2).
- **This link should be shared with individuals performing the role of Swab Supervisors only (i.e. completed 4 hours virtual training by HMI). Do not circulate the link to company employees not performing the role of Swab Supervisors.**

1. Click on **COVID-19 Testing > ART Link(s)**



Staff Management | COVID-19 Testing |

ART Link(s)

Upload ART Result

ART Link(s)

Supervised ART Test Result Upload Link

https://msh-test-hpl-gw.org/art/login?key=%7B%22v%22%3A%221E1F553133671A1A17633362336D776234C2747FE6D7C41E17D134F5555E6DC6CFCA56155E16B212F6A75...

Copy

*This is your company-specific SRS results submission link. Share this with your swab supervisors, so they may upload employees' results.



Tip: For easy sharing, you may wish to use a URL shortener to create a shortened link.

K. Upload of ART Results

To be done by Swab Supervisors

COVID-19 SELF TESTING PORTAL

ID Type

NRIC

ID

S1234567U

Mobile Number

Enter mobile number to receive an OTP code for login


91234567 **SEND OTP**

✓ OTP sent to 91234567

OTP

89372


VERIFY

1. Access the site using your **company specific SRS v2 link** (ref Section J)
2. Key in your ID Type, ID Number and Mobile Number (same as what you have keyed previously). Click **Send OTP**.
3. A 5-digit One-Time-Pin will be sent to your mobile number. Key in the One-Time-Pin and click **Verify**.
4. Click the  icon at the top right corner, and click **+ ADD ART**




A Singapore Government Agency Website

Your Profile



+ ADD ART

 **LOGOUT**

Note: If you receive an error message, please approach your Company Admin to check that your details have been uploaded into SRS.



Alert

Unauthorized.

OK

20

K. Upload of ART Results

To be done by Swab Supervisors

5. The Add Test Results page will appear.
 6. Select Test Kit Brand from the drop down menu.
 7. Click **Scan QR Code**, and scan client's personalised QR code (ref. Section I).
 - Ensure your preferred internet browser is allowed to use your device's camera.
- Instructions: [Safari \(iPhone\)](#), [Google Chrome \(Android & iPhone\)](#)

Supervisors to note that the **Scan QR Code** function in the *COVID-19 Self-testing Portal* will not work, if they scan the employees QR Code using their mobile phones QR scanner

Add Test Results


Hi, Sherman

Test Reason *

SUPERVISED ART

Test Kit Brand *

BD VERITOR

 **SCAN QR Code**



K. Upload of ART Results

To be done by Swab Supervisors

8. If Client's QR code was successfully scanned, you will be able to see client's details.

9. Verify if client's name, NRIC and mobile number is correct

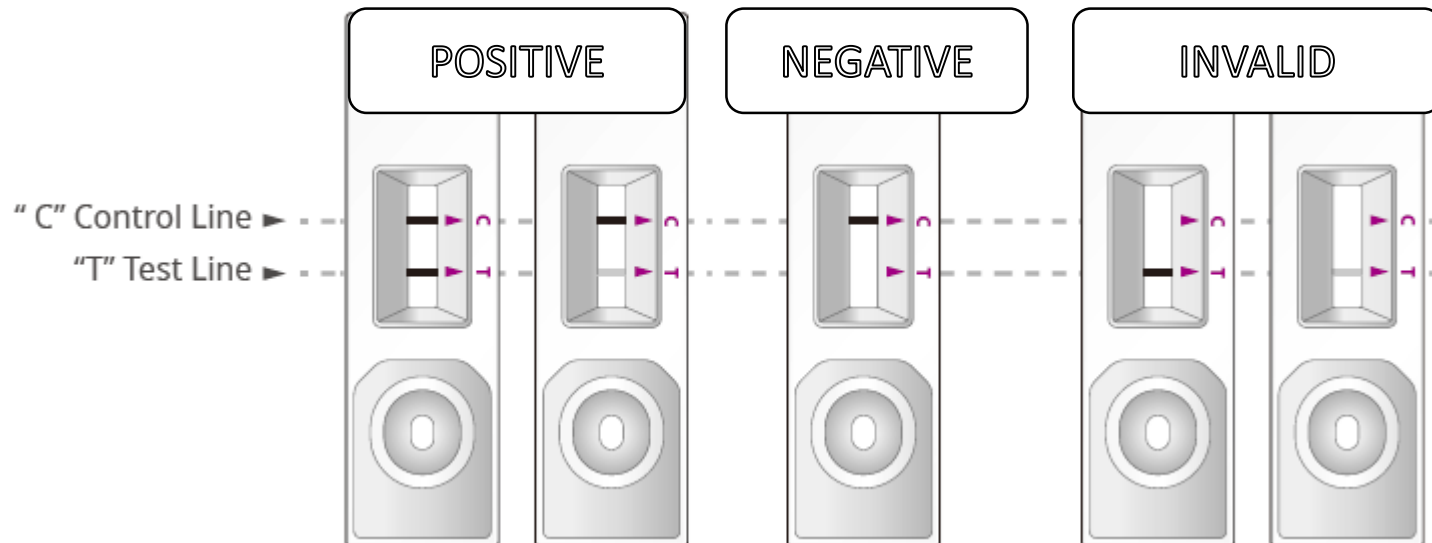
- Note: Clients will receive a SMS with their results on their registered mobile number.

10. Key in Client's Test Results and click **Submit**.



Results to be read after 15min (Illustration below)

Please refer to your test kit on how to interpret the results



Will be filled by system

SCAN QR Code

Full Name *

Harmen Porter

NRIC/ FIN *

S9384752T

Mobile Number

91234567

Test Date/ Time *

2021-06-07 14:54



Test Result *

NEGATIVE



Cancel

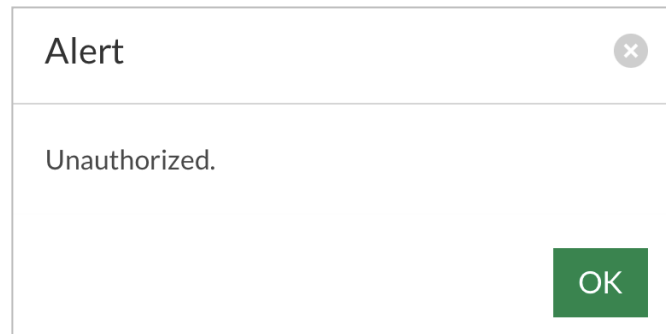
Submit

K. Upload of ART Results

To be done by Swab Supervisors

8. A confirmation message will pop up. Confirm that client details and test results are correct. Click **confirm**.
9. A success message will appear upon submission. Client will also receive an SMS with their results (ref. Annex 1).

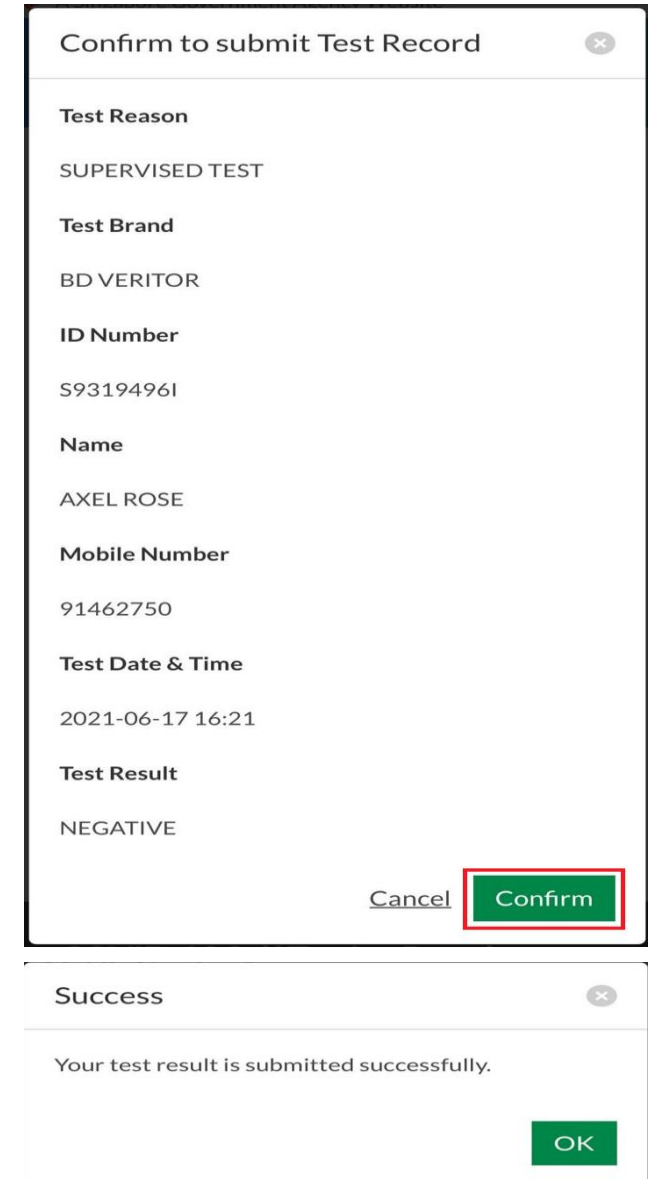
Note: You will see an error message if individual is not recognised as a company's Swab Supervisor (i.e. details not uploaded into SRS – refer to Section G, use the wrong link, etc.)



Alert

Unauthorized.

OK



Confirm to submit Test Record

Test Reason
SUPERVISED TEST

Test Brand
BD VERITOR

ID Number
S9319496I

Name
AXEL ROSE

Mobile Number
91462750

Test Date & Time
2021-06-17 16:21

Test Result
NEGATIVE

Cancel Confirm

Success

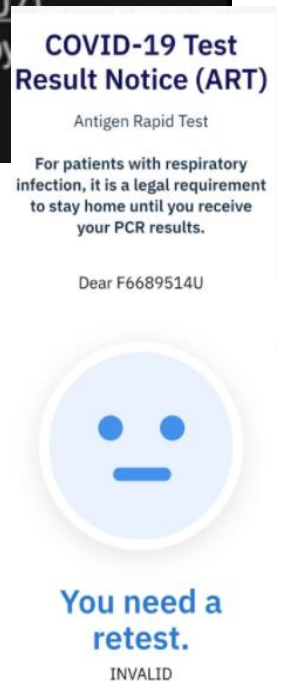
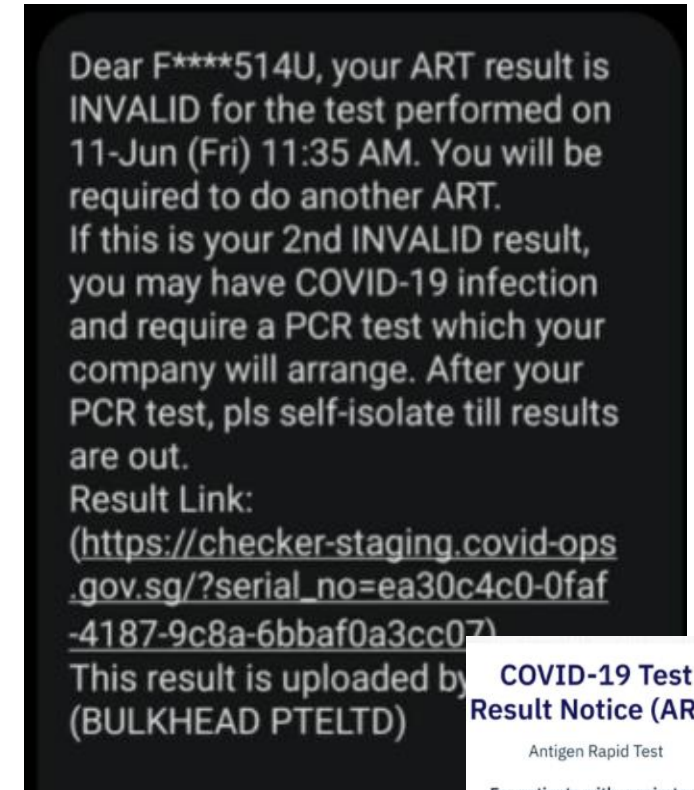
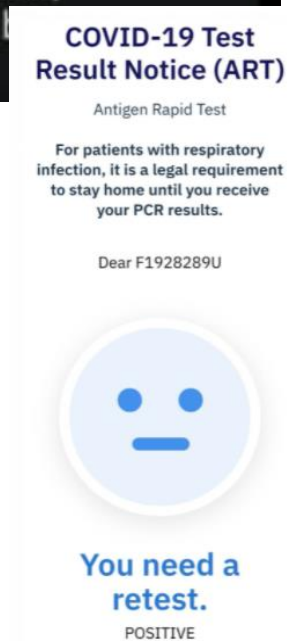
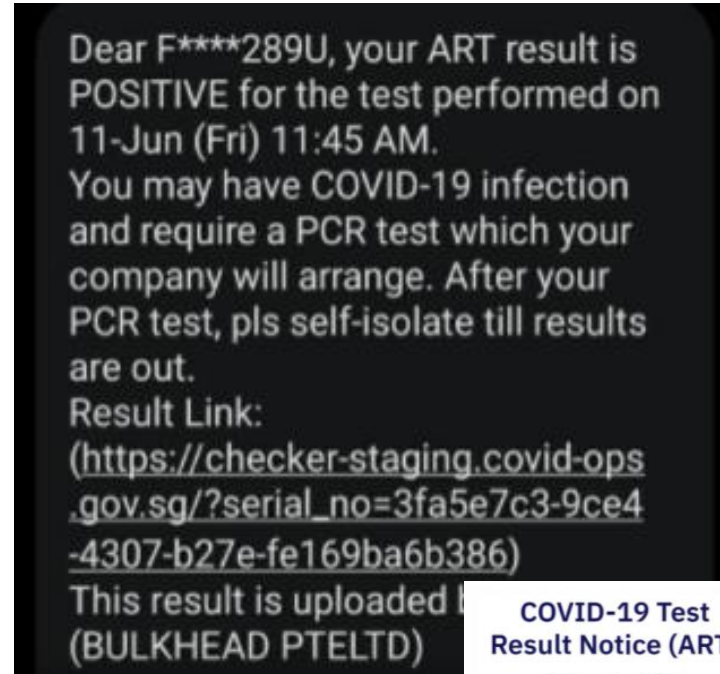
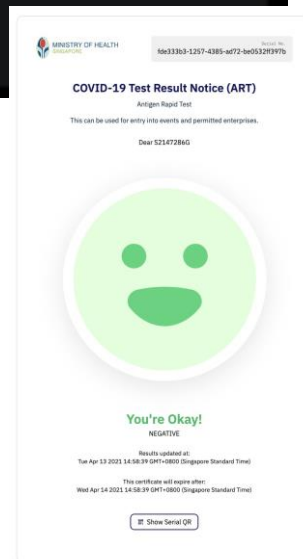
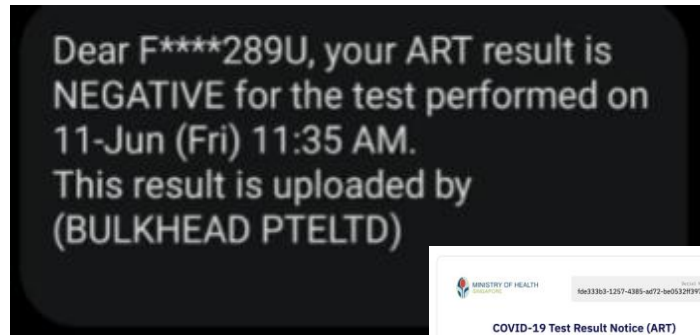
Your test result is submitted successfully.

OK

Annex 1:

Sample SMS received by clients

- Will be sent once client test record has been successfully uploaded



Text is being aligned for QTC used. Sample images not changed yet.

END