

Fast & Easy Testing:

SRS Guide for Employer Supervised Self Swab (ESSS) using Antigen Rapid Tests (ART kits)

Updated 23 Jan 2022

Who is this guide for?



Company Admin

(Refer Pg 3 - 25)

- Have an SRS account
- Main Role: Maintain the list of swab supervisors in SRS



Swab Supervisor

(Refer Pg 26 – 38)

- Employee of the company
- Has attended HMI's 4-hrs swab supervisory training.
- Main role:
 - Supervise employees in performing a self-test every 2 weeks or as required by sector lead
 - Record employees' results in SRS



Employees/ Workers

(Refer Pg 39 – 48)

- Do an FET self-test every 2 weeks, under the supervision of the swab supervisor



Company Admin

Overview of Workflow

Before the first test

Upload Results
via SRS V1



2a

Uploading of Results
through Nominal Roll
excel template

1

Login to SRS portal



Upload Results
via SRS V2

2b

Insert details of your
swab supervisors into
SRS



3b

Find your **company-specific
SRS results submission link**
and share it with your
company's swab supervisors



4

Accessing FET Reports

1 Logging into SRS Portal

1. Login to SRS portal
2. Change password, forget password

Login to SRS Portal (<https://swab.hpb.gov.sg/ext/>) using your registered email account

 Use Desktop/Laptop
and IE Edge

1. Your sector lead will create your SRS account
 2. Access site at <https://swab.hpb.gov.sg/ext/>
 3. 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)



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

Email :


Password :

Login

[Reset Password / Unlock Account](#)

Having trouble logging in?
Contact us at AskSRS@hpb.gov.sg
[Privacy Statement](#)
[Terms of Use](#)

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



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.

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](#)

If your account is locked or you had forgotten your password, click on “Reset Password/Unlock account”



1. Click "**Reset Password / Unlock Account**" on the main page

Welcome to Swab Registration System (For Employers)

 **Swab Registration System**

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

Email :

Password :

[Login](#)


[Reset Password / Unlock Account](#)

Having trouble logging in?
Contact us at AskSRS@hpb.gov.sg
[Privacy Statement](#)
[Terms of Use](#)

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

2. Enter your registered email address and verification code.
Click **Send**.

3. A new password will be sent to your registered email address¹.


 **Swab Registration System**

Password / Account Recovery

Please provide username to retrieve login account.

Email :

Verification code :



[Send](#)

[Switch to login window](#)



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

OTP Security - Requesting for OTP

1. Key in the OTP received and click “Verify Code”

Swab Registration System

Verification

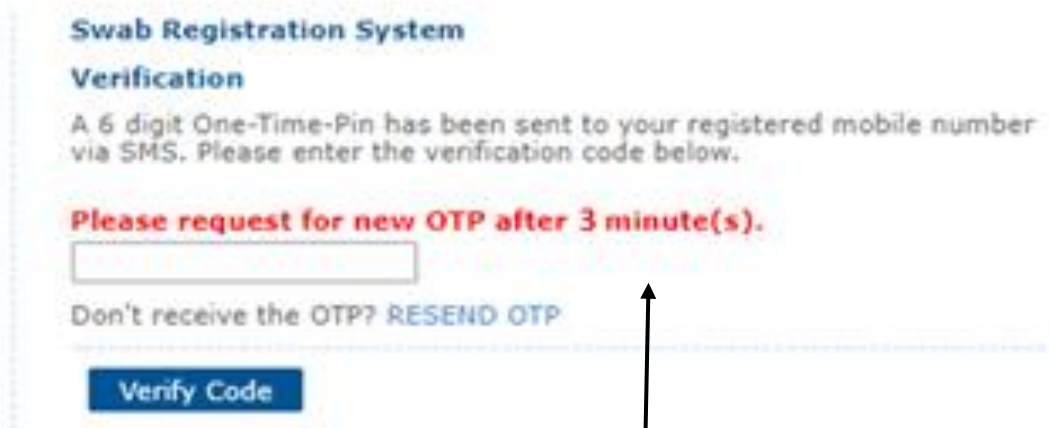
A 6 digit One-Time-Pin has been sent to your registered email. Please enter the verification code below.

Don't receive the OTP? [RESEND OTP \(02:37\)](#)

Verify Code

OTP Security - Requesting for OTP (Error Scenarios)

1. After receiving your first OTP, you will only be able to request for a new OTP **after 3 minutes**



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.

Please request for new OTP after 3 minute(s).

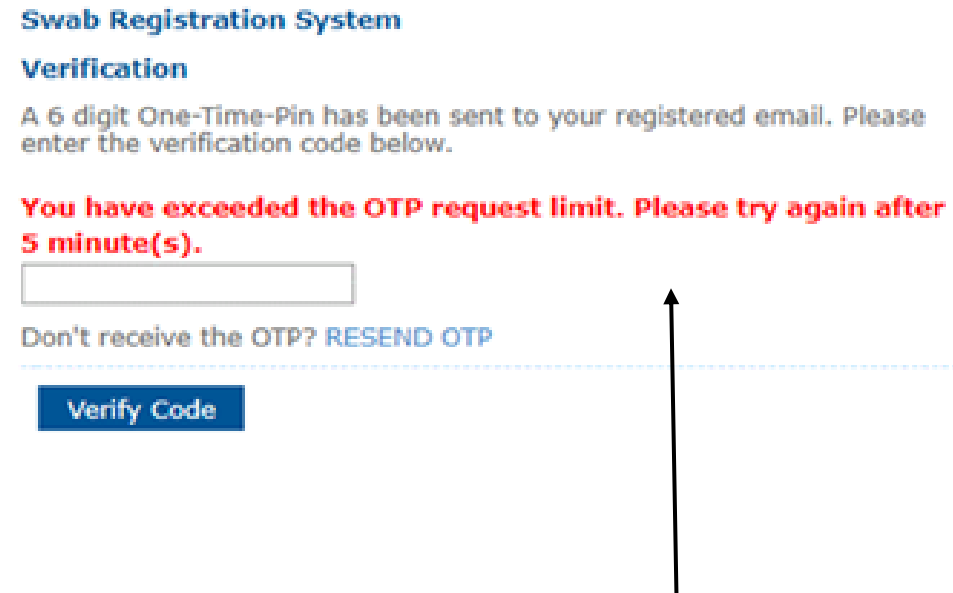
Don't receive the OTP? [RESEND OTP](#)

[Verify Code](#)

An upward-pointing arrow is positioned to the right of the text "Please request for new OTP after 3 minute(s)." and below the "RESEND OTP" link.

If you would like a new OTP after the first OTP have been received, you will only be able to request another OTP after 3 minutes.

2. A maximum of 2 OTP can be requested within 5 minutes.



Swab Registration System

Verification

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

You have exceeded the OTP request limit. Please try again after 5 minute(s).

Don't receive the OTP? [RESEND OTP](#)

[Verify Code](#)

An upward-pointing arrow is positioned to the right of the text "You have exceeded the OTP request limit. Please try again after 5 minute(s)." and below the "RESEND OTP" link.

If you encounter this message, please request for a new OTP after 5 minutes have passed.

OTP Security - Requesting for new OTP (Error Scenarios)

1. Each OTP can only be attempted a maximum amount of time, upon encountering "exceeded maximum allowed" please request for a new OTP by clicking RESEND OTP.

2. If you encounter "Your OTP has expired", please do request for a new OTP by clicking RESEND OTP

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.

You have exceeded maximum allowed invalid OTP limit. Please request for a new OTP via "RESEND OTP" button.

Don't receive the OTP? [RESEND OTP](#)

Verify Code

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.

Your OTP has expired. Please request for a new OTP via "RESEND OTP" button.

Don't receive the OTP? [RESEND OTP](#)

Verify Code

2a Uploading of ART Results through Nominal Roll excel template

Go to “COVID-19 Testing” to upload FET Results



Use Desktop/Laptop
and IE Edge

ART Result Upload

Instructions :

1. This function is used for uploading ART results.
2. Please use this link to access the PDF Guide: <https://file.go.gov.sg/srs-guide-coyhr-esss.pdf>
3. Uploading with Staff Info will be better to minimise errors due to SRS validation rules.
4. To upload with Company Info:
 - Please take note that Unique Entity Number (UEN) will be required.
 - Please ensure that the staff have been added to the Staff Management Page.

☒ Upload with Staff Info

☐ Upload with Company Info

Upload ART Result with Staff Info (sample: [UploadARTResultwithStaffInfo](#)) : *
Maximum File Upload Size : 5 MB

No file chosen

Uploaded filename: UploadARTResultwithStaffInfoSample.xlsx

Log : [12/10/2021 3:14:49 PM] start processing SAArt validation
[12/10/2021 3:14:49 PM] validate SAArt completed

- Should there be any error in the uploaded excel file, there will be error messages indicating the row and the error encountered to the uploaded file.
- Correct the mistakes and re-upload the whole file.

e.g. Processing Information

Row 2: Identity No. - NRIC Format is wrong
Row 3: Contact No. - should contain only numbers



Do not change the name of the tab, add or remove columns in the excel template. Otherwise, an error will be encountered.

1. Click **COVID-19 Testing to Upload ART Results.**
2. Download the sample **UploadARTResultbyPIISample.xlsx** file.
3. You will need to fill up the details and results of your employees into the sample excel template.
4. Once done, click **Choose File**. Select your saved file and click **Upload**.
5. You will see a prompt if the file has been successfully uploaded.

Ensure all mandatory fields are filled accordingly



Use Desktop/Laptop
and IE Edge

Sample PII Template for upload

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

ID

- **Character Limit: 9**
- NRIC/FIN preferred for case management
- For those without NRIC/FIN, passport number is acceptable.

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

- Required for conveyancing if individual tested C+.
- To insert **place of residence in Singapore** (i.e. no foreign address)

Date of Test (YYYYMMDD) *	Time of Test (24hr Format HH:mm) *	Test Brand*	Test Type*	Test Result*	Reason for Test*	For Official Use Only Remarks	For Official Use Only Use Case
202100531	09:00	BD Veritor	ART	Positive	Supervised Self-administered		

Date of Test

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

Time of Test

- For individuals requiring a repeat tests (invalid results), pls ensure the date & time of tests are **DIFFERENT** for both rows

Use Drop-Down Menu

Free Text Fields.

Sector Leads (SLs) can instruct companies to fill-in info e.g. test venue/ use case (Whatever is useful for SLs to filter and track utilisation)

Please check the report emailed to you for the status of the uploaded result

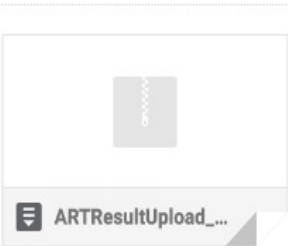
Use Desktop/Laptop
and IE Edge

6. An email report with the status of the upload will be sent to your registered email. Check if results have been uploaded successfully.

Swab Registration System (SRS) [UAT] : Confirmation of upload ART result summary Inbox x



Here is your file processed summary attached for the uploaded file: ARTResultUpload_Processed_Summary_07Jun21_230212_502



	A	B	C	D	E	F	G	H
1	Identification No.	Processed Result						
2	S****567D	OK						
3								
4								
5								



Please check that processed result is “OK”

2b Insert details of your swab supervisors

2 methods to add swab supervisors' details

1. Add individuals one by one
2. Add multiple individuals concurrently

Go to “Staff Management” to view the list of swab supervisors registered in SRS



Use Desktop/Laptop
and IE Edge

Click **Staff Management** to view your company’s list of swab supervisors registered in SRS, as well as to add/remove swab supervisors.

Reports | Staff Management | COVID-19 Testing |

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 200 staffs for each screening date

Click these buttons to add
swab supervisors to SRS

Bulk Booking

Select test regime: --Please select a test regime-- ▾

Appt Status : All ▾

Search using ID No. : S1234567T

Search

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

200 ▾ per page

Page 1 of 1

<input type="checkbox"/>	ID No. ↑	Name ↑	Source	Dorm/Non-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
	S1234567A														

If your swab supervisors have any changes in their details, you may click on their NRIC to edit.

Click “Add New Staff /Supervisor (Single)” to add swab supervisors one by one



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



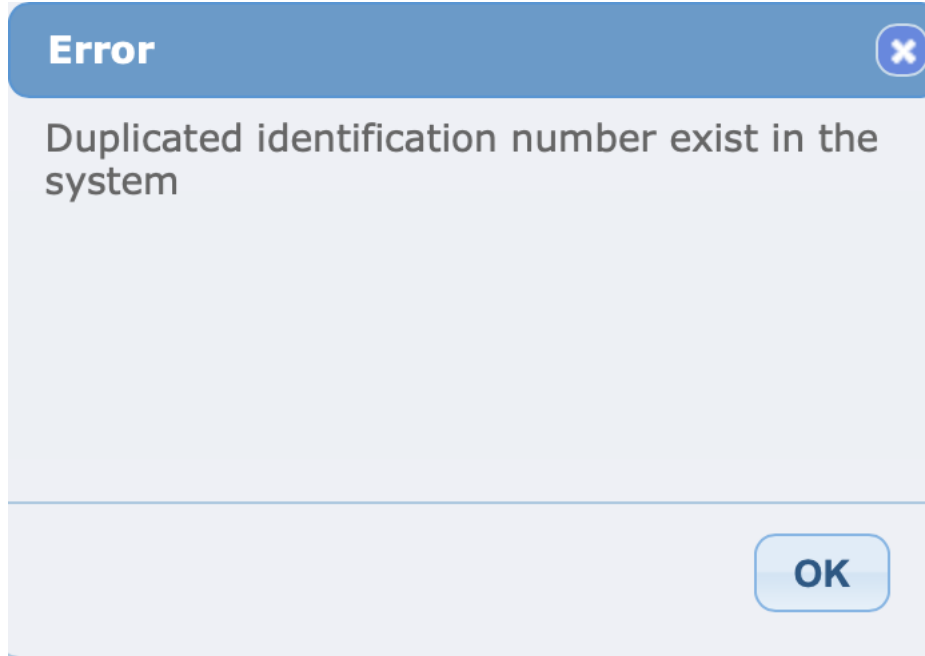
Details of swab supervisors must be uploaded into SRS for ESSS. Otherwise, they will not be able to submit results via the company-specific SRS results submission link.

CLOSE

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"/>

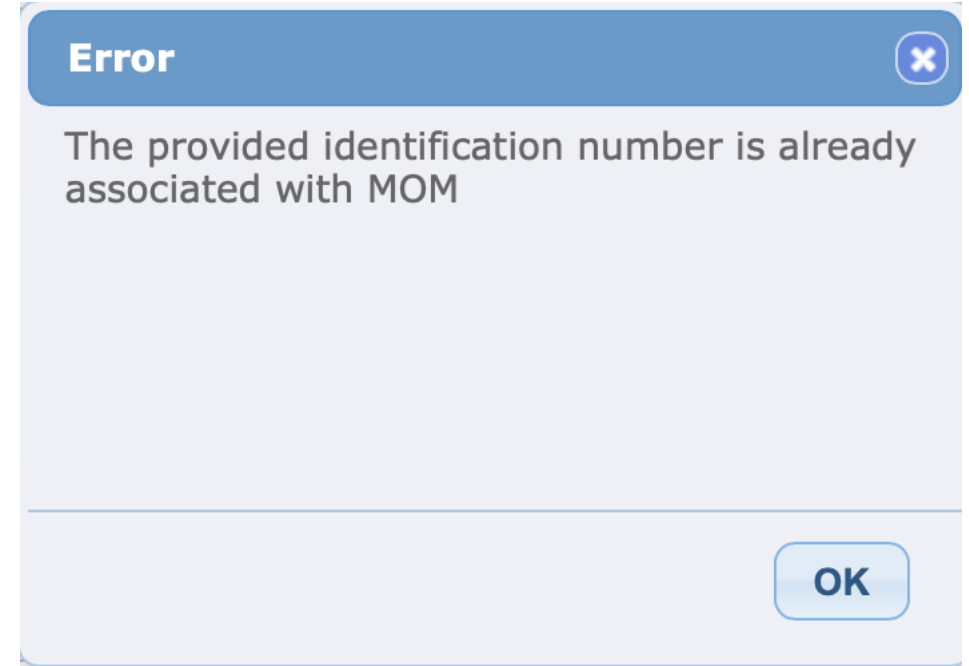
Some common error messages you may encounter

 Use Desktop/Laptop
and IE Edge



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 inform your employee to contact their former company to remove their details from SRS. You may subsequently add their details.

You can also add multiple swab supervisors into SRS at once.

Click on “Add New Staff/Supervisor (Bulk)”



Use Desktop/Laptop
and IE Edge

1. Click **Add New Staff (Bulk)**
2. Download the sample **.xlsx file** to fill up the details
3. You will need to fill up the details of your employees into the sample excel template



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.

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 Code

- **Strictly 6 characters**
- For postal code that begins with 0, pls add a ' to prevent excel auto correction. E.g. Key in **012345** as **'012345**

You can also add multiple swab supervisors into SRS at once.

Click on “Add New Staff/Supervisor (Bulk)”



Use Desktop/Laptop
and IE Edge

- Once completed, click **Choose File**. Select your saved file and click **Upload**.
 - If your file was not uploaded successfully, correct the errors and try again. Refer to step 3 on how the template should be filled.



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



Bulk Creation of Staff

Upload Staff (sample: **xlsx**) : * Choose File No file chosen

Maximum File Upload Size : 30 MB Uploaded filename: BulkCompanyStaffSample.xlsx

Log : [7/18/2021 4:23:11 PM] Start validating bulk company staff creation
[7/18/2021 4:23:11 PM] **ERROR,ROW 2: NRIC/FIN: ~~SS43574128~~ inserted is not valid**
[7/18/2021 4:23:11 PM] Failed to process bulk company staff creation. Please check error list.

- SRS will send the results of the processed file to your email. Pls check that the records were successfully uploaded (i.e. “Success” in status column).



Status	Remarks
Success	



Status	Remarks
Fail	The provided identification number is already associated with another company, please contact your sector lead



*Check the remarks for reasons on failed upload.
Refer to Page 16 on the next steps.

3 Find your company-specific SRS results submission link

Find your company-specific SRS results submission link



- Use Desktop/Laptop and IE Edge

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)**



Swab Registration System

Staff Management | COVID-19 Testing

ART Link(s)

Upload ART Result

ART Link(s)

Supervised ART Test Result Upload Link

<https://www.ustrip-games.com/login?key=%7B%22N%22%3A%221E1F33313367111117833332333B778234C27471E6D7C1F17D1943333E6DC6CE3A38133E18B212F6A73>

Copy



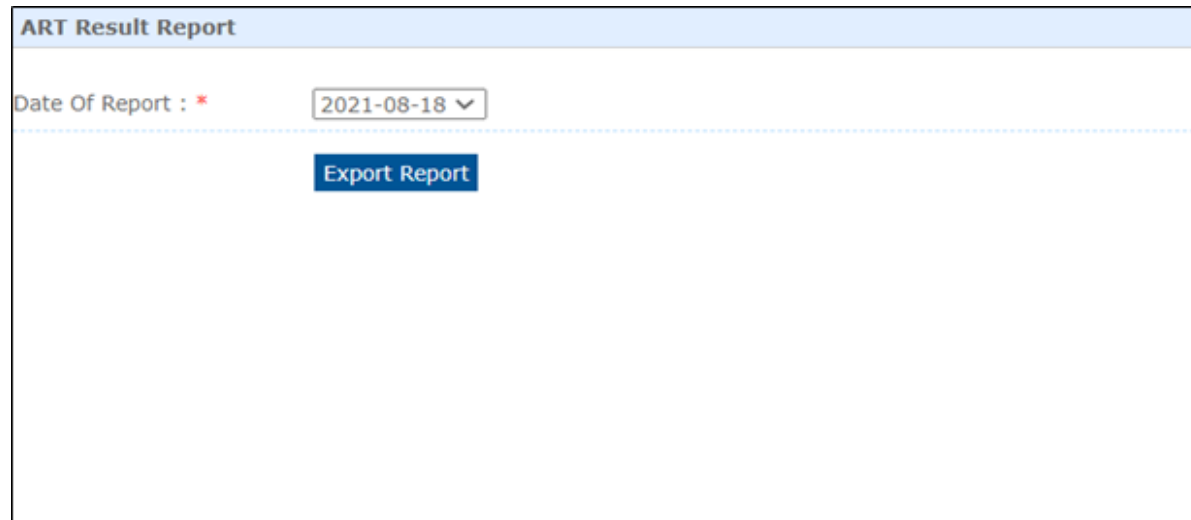
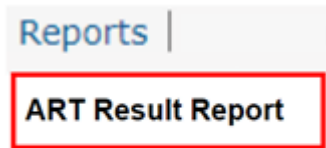
*This is your company-specific SRS results submission link. Share this with your swab supervisors, so they may upload employees' results.

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

4 Accessing FET Reports

Company Admins will have access to FET results of employees

1. Click on **Reports > ART Result Report**
2. Click **“Export Report”** to download the report

A screenshot of the 'ART Result Report' form. The title 'ART Result Report' is at the top in a light blue header. Below the title, there is a label 'Date Of Report : *' followed by a date picker showing '2021-08-18' with a dropdown arrow. Below the date picker is a blue button labeled 'Export Report'.

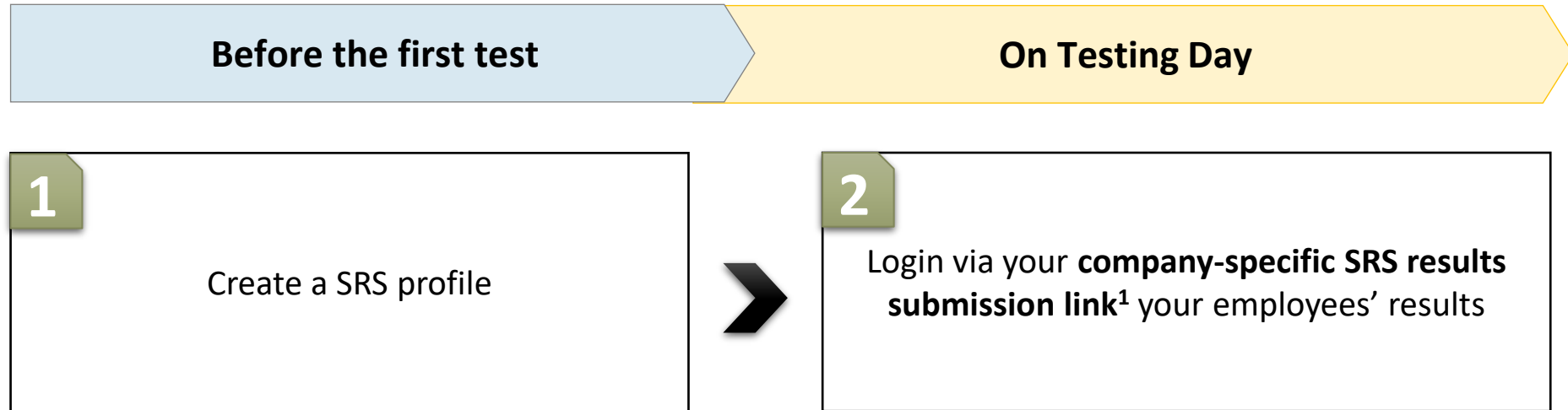
Please check with your sector lead if you don't have access to this ART Result Report.

- Reports are generated once a day around 3am.
- Reports will be available up to the past 30 days (inclusive of today).
- Reports are in CSV format, you might need to use Excel or similar tools to format the CSV
 - For Excel: Click Data, From Text/CSV. Select Delimiter Custom and '|'. Please see page 50 for details



Swab Supervisor

Overview of Workflow



¹ Approach your Company Admin for your company-specific SRS results submission link

 1 Create an SRSv2 profile

Supervisors and Employees will need to create a profile on SRS



Use mobile phone and
Chrome/Safari

First Time 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 the 'COVID-19 SELF TESTING PORTAL' login interface. It has a blue background with white text. The form fields are: 'ID Type' (a dropdown menu showing 'NRIC'), 'ID' (a text box containing 'S1234567U'), 'Mobile Number' (a text box containing '91234567' with a 'SEND OTP' button to its right), and 'OTP' (a text box containing '89372'). A green confirmation message '✓ OTP sent to 91234567' is displayed below the mobile number field. At the bottom is a large blue button labeled 'VERIFY'.

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

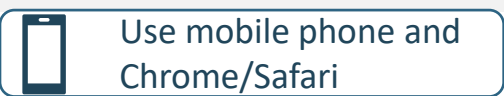
✓ OTP sent to 91234567

OTP

89372

VERIFY

Key in the required information to create your profile



4. You will be required to profile your personal details the **first time** you enter the portal.
5. Fill in all details and click on the consent checkbox or message to consent HPB's use of personal data. Then click **Update**.

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

Your Profile

Full Name *

ID Type *

ID Number *

Country of Issue *

Date of Birth *

Gender *

Mobile Number *

Nationality *

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

Employees will need to show their QR code to the Swab Supervisors during their FET



Use mobile phone and
Chrome/Safari

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

2 Upload FET results via your company-specific SRS results submission link

Login via your company-specific SRS results submission link to submit results.



Use mobile phone and
Chrome/Safari

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 results submission link**.
 - Approach your Company Admin if you do not have this link
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

Scan your employee / client's QR codes to verify their details



Use mobile phone and
Chrome/Safari

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 \(Android & iPhone\)](#)

Add Test Results

Hi, Sherman

Test Reason *

SUPERVISED ART

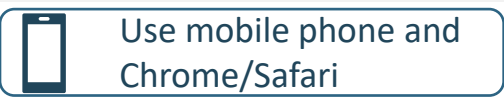
Test Kit Brand *

BD VERITOR

SCAN QR Code



Register the employee / client by saving the profile after necessary verifications



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. Press "Save" after the client performs his self swab to register client.
11. The ART kit should be labelled with client's details. You may identify each kit through their Name, Initials or last 4 digits of NRIC



SUPERVISED ART

Full Name *

Harmen Porter

NRIC/ FIN *

S9384752T

Mobile Number

91234567

Registration Date/ Time

2021-06-07 14:54

Save

Cancel

Auto-filled by system

Submit Test Results only after 15 minutes



Use mobile phone and
Chrome/Safari

12. When the test result is ready, click on the client's record from the **Submit Test Results** section to submit the test result from the client.



Results to be read after 15min.

Please refer to your test kit for specifics on timing and on how to interpret the results

Submit Test Results

PENDING RESULT

Full Name: Harmen Porter, XXXXX752T
Registration Date/ Time:
2021-06-07 14:54

PENDING RESULT

Full Name: Carrie Lee, XXXXX111A
Registration Date/ Time:
2021-06-07 14:20

PENDING RESULT

Full Name: Ng Siu Man, XXXXX431F
Registration Date/ Time:
2021-06-07 14:30

Full Name

Harmen Porter

NRIC/ FIN

S9384752T

Mobile Number

91234567

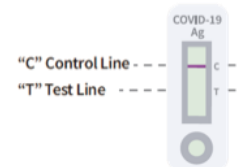
Registration Date/ Time

2021-06-07 14:54

Test Result *

Click/ Tap on the following images to select a test result. Selected result will be highlighted in blue

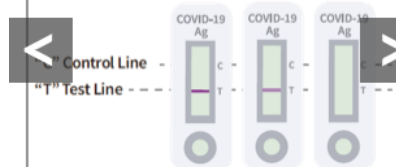
NEGATIVE



Remarks

Some remarks here

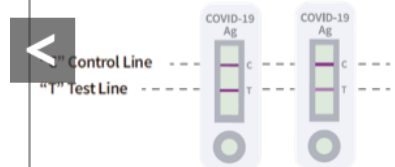
INVALID



Remarks

Some remarks here

POSITIVE



Remarks

Some remarks here

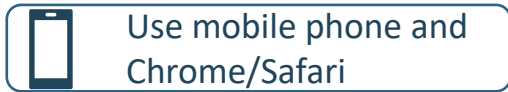
13. Select the accurate test result

- Scroll horizontally or click on the arrows, to view all test results available
- Each test result is color coded for easy identification

14. Enter remarks (if any) for company specific tagging

Double check all details and results are correct before submitting

15. A confirmation message will pop up. Confirm that client details and test results are correct. Click **confirm**.



Confirm to submit Test Record

Test Reason
SUPERVISED TEST

Test Brand
BD VERITOR

ID Number
S9384752T

Name
Harmen Porter

Mobile Number
65-91234567

Registration Date & Time
2021-06-07 14:54

Submission Date & Time
2021-06-07 15:09

Test Result

INVALID

COVID-19 Ag

"C" Control Line -

"T" Test Line -

Remarks
Some remarks here

[Cancel](#) [Confirm](#)

Confirm to submit Test Record

Test Reason
SUPERVISED TEST

Test Brand
BD VERITOR

ID Number
S9384752T

Name
Harmen Porter

Mobile Number
65-91234567

Registration Date & Time
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Test Result

NEGATIVE

COVID-19 Ag

"C" Control Line -

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Remarks
Some remarks here

[Cancel](#) [Confirm](#)

Confirm to submit Test Record

Test Reason
SUPERVISED TEST

Test Brand
BD VERITOR

ID Number
S9384752T

Name
Harmen Porter

Mobile Number
65-91234567

Registration Date & Time
2021-06-07 14:54

Submission Date & Time
2021-06-07 15:09

Test Result

POSITIVE

COVID-19 Ag

"C" Control Line -

"T" Test Line -

Remarks
Some remarks here

[Cancel](#) [Confirm](#)

16. A success message will appear upon submission. Client will also receive an SMS with their results (ref. Page 36).

A Singapore Government Agency Website

Add Test Results

Success

Your test result - **NEGATIVE** is submitted successfully.
Harmen Porter can proceed to work.

[Ok](#)

Full Name *
Harmen Porter

A Singapore Government Agency Website

Add Test Results

Success

Your test result - **INVALID** is submitted successfully.
Harmen Porter needs to do another test

[Ok](#)

Full Name *
Harmen Porter

A Singapore Government Agency Website

Add Test Results

Success

Your test result - **POSITIVE** is submitted successfully.
Harmen Porter must go for a confirmatory PCR test immediately!
Do not use another ART Kit.

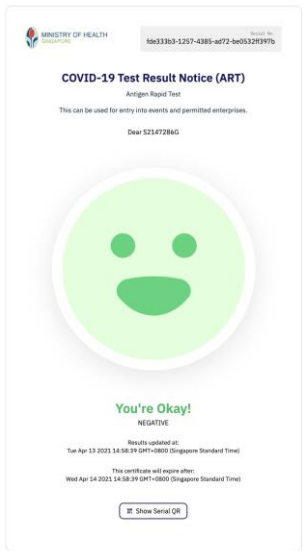
[Ok](#)

Full Name *
Harmen Porter

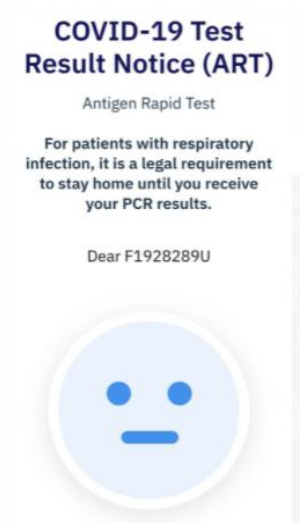
Employees will receive an SMS once their test results have been successfully uploaded

Sample Messages:

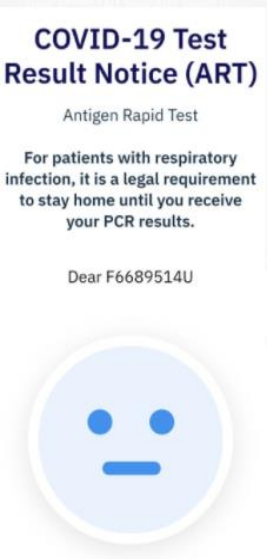
Dear F****289U, your ART result is **NEGATIVE** for the test performed on 27-Jun (Sun) 23:15 PM.
Result Link:
(https://checker-staging.covid-ops.gov.sg/?serial_no=7ebd241c-0edd-401a-8d6b-07429a7629d0)
This result is uploaded by (BULKHEAD PTELTD)



Dear F****919K, your ART result is **POSITIVE** for the test performed on 27-Jun (Sun) 23:15 PM.
You may have COVID-19 infection and require a PCR test. Please go to the nearest QTC or SASH GP clinic (<https://flu.gowhere.gov.sg>) for a confirmatory PCR. After your PCR test, please self-isolate till results are out.
Result Link:
(https://checker-staging.covid-ops.gov.sg/?serial_no=4c8c6b-46d3-af49-6ef900a7596d)
This result is uploaded by (BULKHEAD PTELTD)



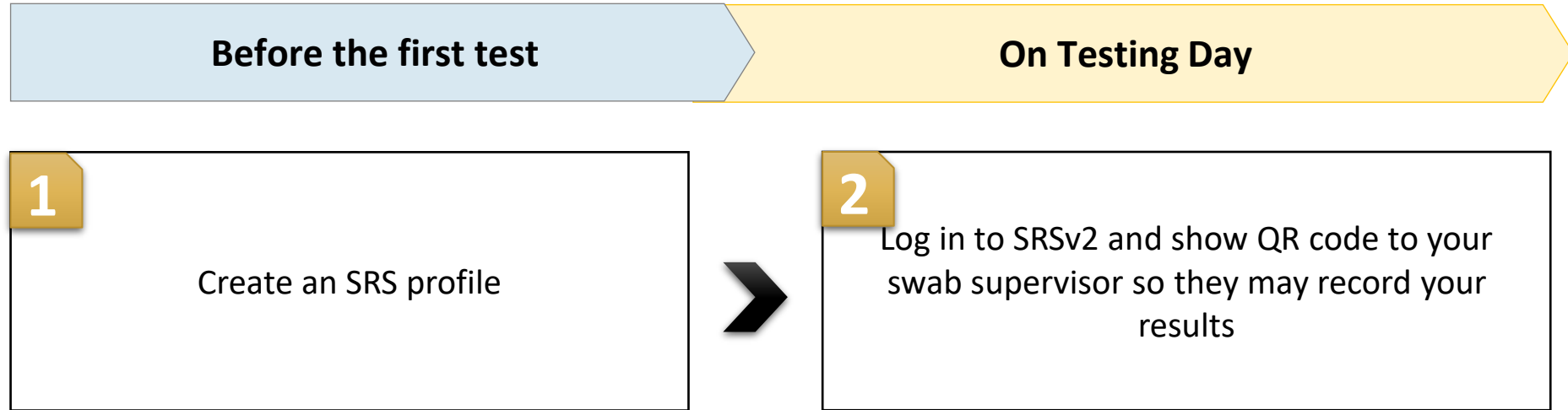
Dear F****514U, your ART result is **INVALID** for the test performed on 27-Jun (Sun) 23:15 PM. You will be required to do another ART.
If this is your 2nd INVALID result, you may have COVID-19 infection and require a PCR test. Please go to the nearest QTC or SASH GP clinic (<https://flu.gowhere.gov.sg>) for a confirmatory PCR. After your PCR test, please self-isolate till results are out.
Result Link:
(https://checker-staging.covid-ops.gov.sg/?serial_no=adc55b-4787-a58c-ec403ad0d0d0)
This result is uploaded by (BULKHEAD PTELTD)





Employees/ Workers

Overview of Workflow



1 Create an SRS profile

Supervisors and Employees will need to create a profile on SRS



First Time 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.

A screenshot of the "COVID-19 SELF TESTING PORTAL" login form. The form is blue with white text and input fields. It includes sections for "ID Type" (a dropdown menu showing "NRIC"), "ID" (a text field with "S1234567U"), "Mobile Number" (a text field with "91234567" and a "SEND OTP" button), and "OTP" (a text field with "89372"). A green confirmation message "✓ OTP sent to 91234567" is displayed below the mobile number field. A large "VERIFY" button is at the bottom.

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**

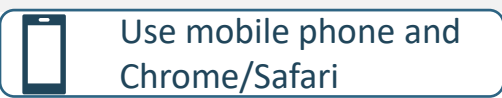
✓ OTP sent to 91234567

OTP

89372

VERIFY

Fill in all necessary information to create your profile



4. You will be required to profile your personal details the **first time** you enter the portal.
5. Fill in all details and click on the consent checkbox or message to consent HPB's use of personal data. Then 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

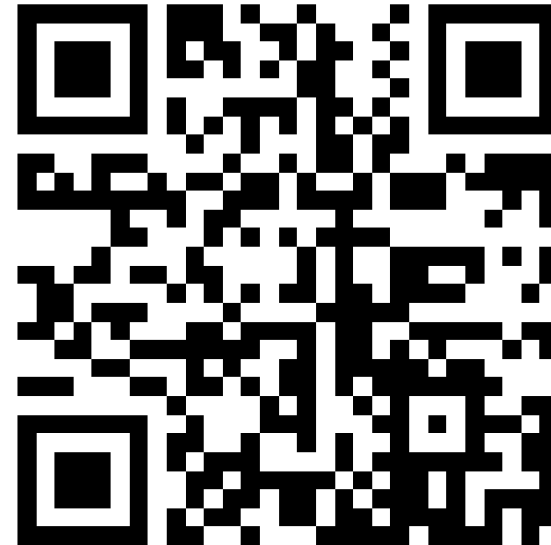
Show this QR code to your Swab Supervisors during your FET



Use mobile phone and
Chrome/Safari

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

 2 Log in to SRS and show QR code to your swab supervisor

For subsequent logins, key in the NRIC and mobile number previously registered with



Use mobile phone and
Chrome/Safari

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 page. It has a blue background with white text. The fields are: 'ID Type' (a dropdown menu showing 'NRIC'), 'ID' (a text box containing 'S1234567U'), 'Mobile Number' (a text box containing '91234567' with a 'SEND OTP' button to its right), and 'OTP' (a text box containing '89372'). A green confirmation message '✓ OTP sent to 91234567' is displayed below the mobile number field. At the bottom is a large blue button labeled 'VERIFY'.

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

After verifying the SMS OTP you can access your QR code

 Use mobile phone and
Chrome/Safari

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 FET test


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)
-

These fields have been
filled prior.

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

UPDATE

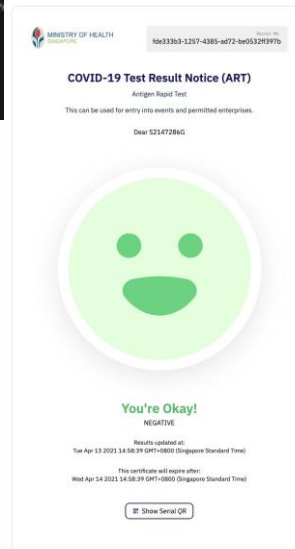


Show this QR Code to identify yourself for Covid-
19 Testing

You will receive an SMS once your results have been successfully uploaded by your Swab Supervisor

Sample Messages:

Dear F****289U, your ART result is **NEGATIVE** for the test performed on 27-Jun (Sun) 23:15 PM.
Result Link:
(https://checker-staging.covid-ops.gov.sg/?serial_no=7ebd241c-0edd-401a-8d6b-07429a7629d0)
This result is uploaded by (BULKHEAD PTELTD)



Dear F****919K, your ART result is **POSITIVE** for the test performed on 27-Jun (Sun) 23:15 PM.
You may have COVID-19 infection and require a PCR test. Please go to the nearest QTC or SASH GP clinic (<https://flu.gowhere.gov.sg>) for a confirmatory PCR. After your PCR test, please self-isolate till results are out.
Result Link:
(https://checker-staging.covid-ops.gov.sg/?serial_no=4c8c6b-46d3-af49-6ef900a7596d)
This result is uploaded by (BULKHEAD PTELTD)

COVID-19 Test Result Notice (ART)

Antigen Rapid Test

For patients with respiratory infection, it is a legal requirement to stay home until you receive your PCR results.

Dear F1928289U



You need a retest.

POSITIVE

Dear F****514U, your ART result is **INVALID** for the test performed on 27-Jun (Sun) 23:15 PM. You will be required to do another ART.
If this is your 2nd INVALID result, you may have COVID-19 infection and require a PCR test. Please go to the nearest QTC or SASH GP clinic (<https://flu.gowhere.gov.sg>) for a confirmatory PCR. After your PCR test, please self-isolate till results are out.
Result Link:
(https://checker-staging.covid-ops.gov.sg/?serial_no=adc55b-4787-a58c-ec403ad0d0d0)
This result is uploaded by (BULKHEAD PTELTD)

COVID-19 Test Result Notice (ART)

Antigen Rapid Test

For patients with respiratory infection, it is a legal requirement to stay home until you receive your PCR results.

Dear F6689514U



You need a retest.

INVALID

Support Channels for CoyHR

Support Channels for Employers

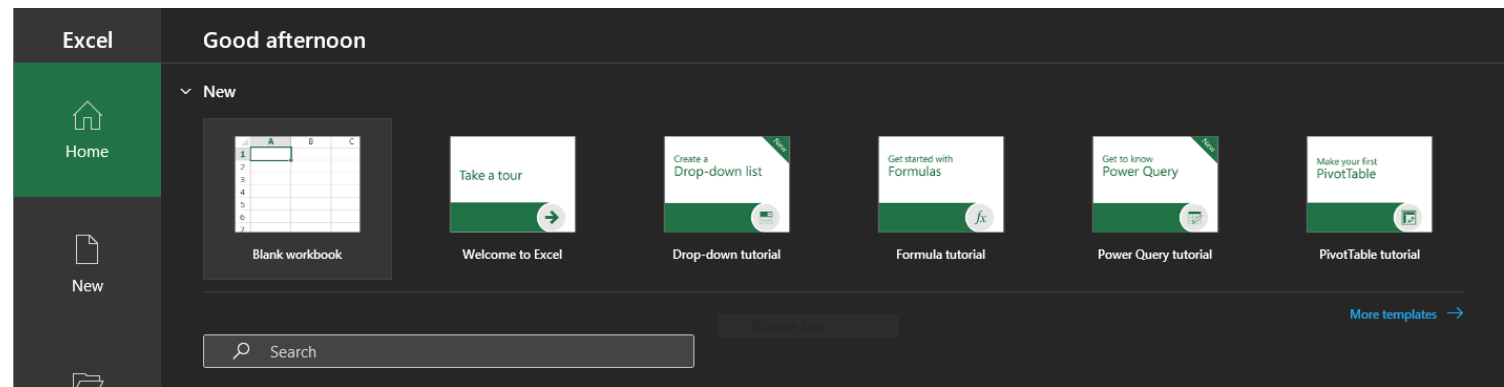
General Enquiries: How to use ART kit, how to upload results, advice on what MOP should do if results is AG+, ESSS workflows, Swab preparation, disposal management, ART kit orders (replenishment) Basic SRS troubleshooting: SRS Navigation, Uploading of ART result, Did not receive OTP, Password reset, Company HR Bulk Uploading Issues	Training Enquiries	Sector Leads support for companies Verification of staff details (Names, mobile, ID, Email address) Whether MOP can opt for ESSS or QTC testing model Eligibility/ exemption from mandatory swab tests & Funding Change of QTC appointments, ESSS training Collection & replenishment/ quantity of ART kits, consolidate lost/ damage ART kits for replacements. Access denied, accounts blocked. SRS: Onboarding process, amendment of staff details in SRS, Creation of SRS account
FET Hotline 6876 5830/ AskSRS@hpb.gov.sg Operating Hours: Mon to Fri 8 AM to 5 PM (Closed on Sat, Sun and PHs)	HMI Hotline 6253 3818 Operating Hours: Mon to Fr: 8.30am to 6pm (Closed on Sat, Sun and PHs)	See below table

Use Cases	Sector Lead	Hotline	Email
F&B	ESG (malls, restaurants, & cafes, MOM workplace canteens, JTC industrial estates, foodcourt in hospital premises, HDB complexes)	6898 1800	enquiry@enterprisesg.gov.sg
	SFA (Coffee shops/ Food Courts)	NIL	SFA_FET@sfa.gov.sg
	NEA (hawker centres)	62255632	https://www.nea.gov.sg/corporate-functions/feedback Indicate “ART Enquiry” in email
Hotel/ Svc Apt/ Hostels (F&B, Spa, Housekeeping)	STB (Hotels)	NIL	hotelfet@stb.gov.sg
	URA (Backpacker hostels & Svc Apts)	NIL	URA_SDMO_CLE@ura.gov.sg
Gym & Fitness Studios	SportSG (ActiveSG Staff, Gyms/Studios, SSIC Companies)	NIL	SportandFitness@sport.gov.sg Sport_coaching@sport.gov.sg
Education Sector	MOE (Canteen Vendors /Teachers in Mask-off Settings / Cleaners in High-risk Settings *includes contracted cleaners)	9836 2360	moe_hqcc@moe.gov.sg
	MCCY/ NAC (Wind instrumt, vocal coaches)	6346 9400	NAC_Feedback@nac.gov.sg
Disinfection Workers	NEA (disinfection companies cleaners)	62255632	https://www.nea.gov.sg/corporate-functions/feedback Indicate “ART Enquiry” in email
Personal Care	MHA (Massage Establishments)	6557 3461	SPF_PLRD_GLD@spf.gov.sg
	HDB & ESG (Neighbourhood shops, heartland)	6898 1800	enquiry@enterprisesg.gov.sg plgmail@mailbox.hdb.gov.sg

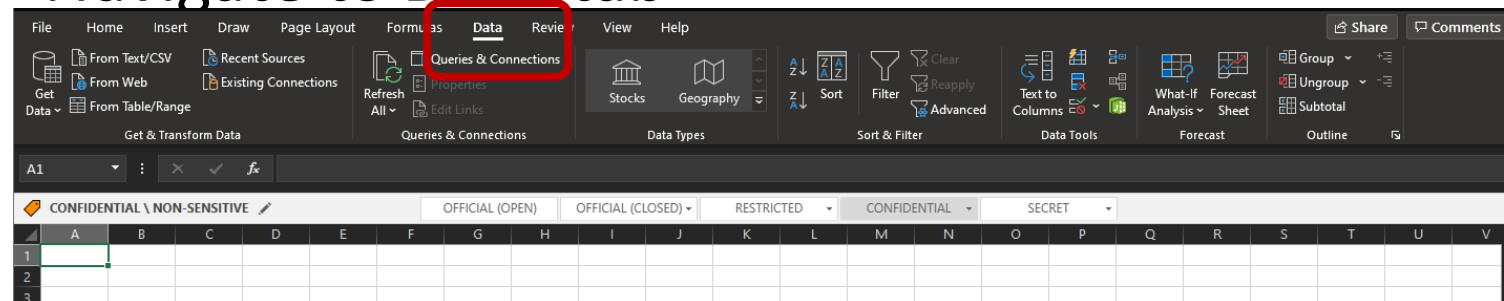
Guide to Import SRS CSV into Excel

For all CSV generated by Swab Registration System (SRS), please do **NOT double click** on the csv to open. By default, double click on csv will open it with excel and will not be properly formatted.

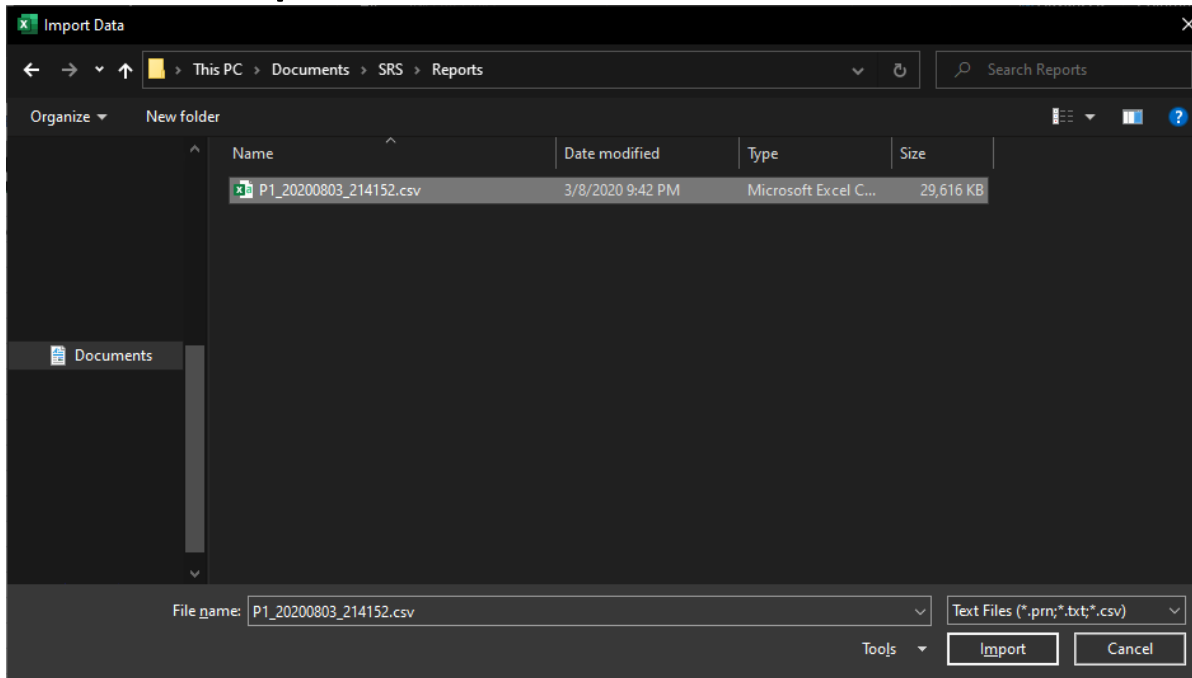
1. Open Excel and choose Blank workbook



2. Navigate to *Data* tab



4. An Import Data prompt will show and choose SRS's generate file and select Import



5. A preview prompt will show and change Delimiter to --Custom-- and “|” and select Load

P1_20200803_214152.csv

File Origin: 1252: Western European (Windows) | Delimiter: --Custom-- | Data Type Detection: Based on first 200 rows

Sector	Name of company	UEN	Quota	Name of worker	FIN/NRIC	Mobile	Address	Dorm/Non-Dorm
BCA	ABC ENGINEERING & CONSTRUCTION PTE LTD	202112345A	280	NAME OF S1234567A	S1234567A			Non-Dorm

< | >

Load | Transform Data | Cancel

6. Successfully Import Data from CSV to Excel

The screenshot displays the Microsoft Excel interface with the 'Table Design' ribbon selected. The table 'P1_20200803_214152' is visible, containing the following data:

Sector	Name of company	UEN	Quota	Name of worker	FIN/NRIC	Mobile	Address	Dorm/Non-Dorm	Appointment
BCA	ABC ENGINEERING & CONSTRUCTION PTE LTD	202112345A	280	NAME OF S1234567A	S1234567A			Non-Dorm	No appointm

The 'Queries & Connections' pane on the right indicates that 1 query is loaded, specifically 'P1_20200803_214152' with 1 row loaded.

END