INFOCOMM COMPETENCY MANAGEMENT SYSTEM (ICMS)

SECTION B: ICMS USER ACCOUNT ADMINISTRATION

[ORGANISATION ACCOUNT]

ICMS User Orientation Training



All representatives of the Certification Owners (Certification Awarding Bodies), Course Providers and Sponsoring Organisations are required to obtain an approved account prior to accessing the available functions in ICMS.

The System also allows registered users to edit and update their particulars.



Course Providers and Sponsoring Organisations are able to:

- Register for a New Organisation Account
- Update Organisation Details
- ➤ Process/Approve Organisation Account
- Search/View Organisation Account

Each legally registered business entity is allowed to apply for 1 X Organisation Account



Course Providers and Sponsoring Organisations are required to appoint at least:

- ➤ 1 X Administrative Officer (AO)
- 1 X Approving Authority (AA)

AA must be a Management Appointment Holder, eg. GM, MD, VP, Director, etc

Registered user will be able to view information based on the authorised user role/roles, eg. SO AO, SO AA, CP AO, CP AA.

AA/ AO are able to login to ICMS only when they have a CorpPass Account. They can either be a Registered Officer, CorpPass Admin or CorpPass User depends on the entity. For more information on CorpPass user roles, please visit https://www.corppass.gov.sg/corppass/common/findoutmore



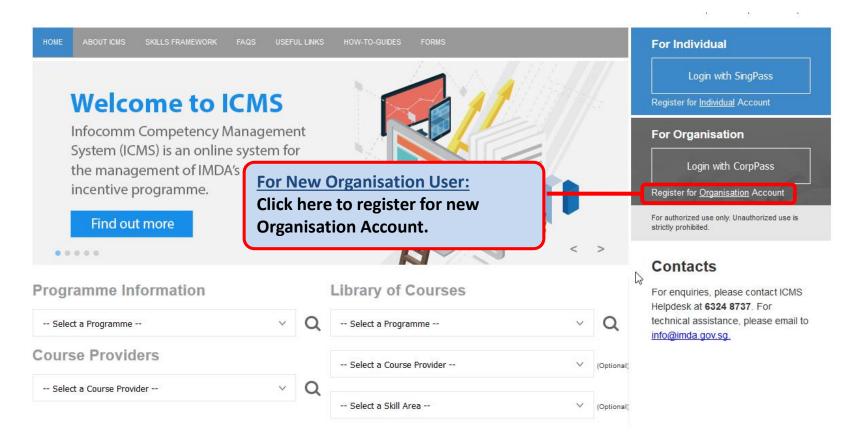
- User role of Administrative Officer (AO)
 - -Update details (make change requests for i.e. email address, address, telephone number)
 - -Submit new online applications (claims/course mapping and endorsement) & upload supporting document in ICMS
- User role of Approving Authority (AA)
 - Approve change requests submitted by AO
 - Approve new online applications (claims/course mapping and endorsement) submitted in ICMS System
 - -Creation/ de-activation/ amendment of AO or AA user roles



Register Organisation Account

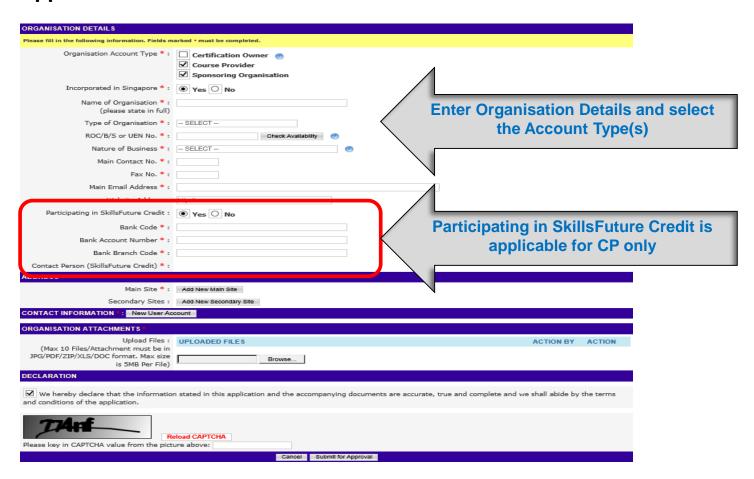


New Organisation Account





Application Form





- User must select at least one Organisation Account Type
 - ☐ Certification Owner

Note

- Provider letter of Authorisation to authorised partners
- □ Course Provider
 - Provider of training to trainees, claim supporting documents such as invoice, receipt, class attendance list etc
- ☐ Sponsoring Organisation
 - Send their staffs for training
- ➤ For a Singapore-based organisation, System will validate if the ROC/B/S or UEN No has been used by an existing Organisation Account.



Main Site

ORGANISATION DETAILS	
Please fill in the following information. Fields m	arked * must be completed.
Organisation Account Type *:	□ Certification Owner ☑ Course Provider ☑ Sponsoring Organisation
Incorporated in Singapore * :	● Yes ○ No
Name of Organisation * : (please state in full)	
Type of Organisation * :	- SELECT -
ROC/B/S or UEN No. *:	Check Availability 💮
Nature of Business * :	
Main Contact No. * :	
Fax No. *:	
Main Email Address * :	
Website Address :	•
Participating in SkillsFuture Credit :	
Bank Code * : Bank Account Number * :	
Bank Account Number * : Bank Branch Code * :	
Contact Person (SkillsFuture Credit) *:	
ADDRESS	Action:
_	Add Main Site Add Main Site
CONTACT INFORMATION : New User Ad	count
ORGANISATION ATTACHMENTS *	
Upload Files : (Max 10 Files/Attachment must be in JPG/PDF/ZIP/XLS/DOC format. Max size is 5MB Per File)	
DECLARATION	
We hereby declare that the information and conditions of the application.	n stated in this application and the accompanying documents are accurate, true and complete and we shall abide by the terms
Please key in CAPTCHA value from the pict	
	Cancel Submit for Approval



Main Site

HOME	ABOUT ICMS	SKILLS FRAMEWORK	FAQS	USEFUL LINKS	HOW-TO-GUIDES	FORMS						
MAIN SIT	E											
Please fill	in the following in	formation. Fields marked ×	must be con	ipleted.								
			Block/Hous	e No. * :								
			Street	Name * :			1					
			Level - I	Jnit No. : #	-			Ent	ter the Ma	ain Site	Details	
			Buildin	g Name :			\r					
			(Country : Singa	apore							
			Postal	Code *:								
								Cancel	Save			
									7			
								Actic Save M	on: Main Site	е		



Secondary Site

ORGANISATION DETAILS			
Please fill in the following information. Fields n	marked * must be completed.		
Organisation Account Type * :	☐ Certification Owner ✓ Course Provider ✓ Sponsoring Organisation		
Incorporated in Singapore * :	● Yes ○ No		
Name of Organisation * : (please state in full)			
Type of Organisation *:	SELECT		
ROC/B/S or UEN No. *:	Check Availability		
Nature of Business * :	SELECT		
Main Contact No. *:			
Fax No. *:			
Main Email Address * :			
Website Address :	http://		
Participating in SkillsFuture Credit :	Yes O No		
Bank Code * :			
Bank Account Number * :			
Bank Branch Code * :			
Contact Person (SkillsFuture Credit) * :			
ADDRESS			
	Add New Main Site	Action:	
Secondary Site	Add New Secondary Site		
CONTACT INFORMATION *: New User A	ccount	Add Secondary Site	if applicable
ORGANISATION ATTACHMENTS*	<u> </u>	•	
Upload Files : (Max 10 Files/Attachment must be in	UPLOADED FILES	ACTION BY ACTION	
JPG/PDF/ZIP/XLS/DOC format. Max size is 5MB Per File)	Browse		
DECLARATION			
We hereby declare that the information and conditions of the application.	on stated in this application and the accompanying documer	nts are accurate, true and complete and we shall abide by the terms	
Please key in CAPTCHA value from the pic	Reload CAPTCHA ture above:		
	Cancel Submit for Approval		

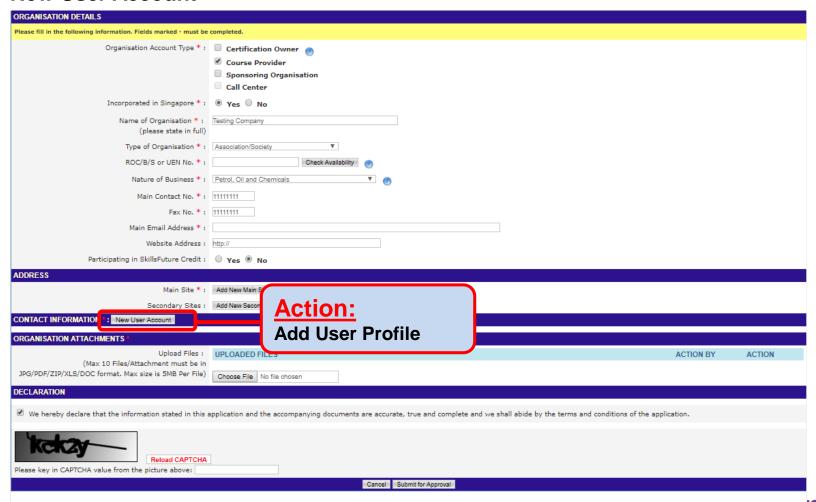


Secondary Site

HOME ABOUT ICMS SKILLS FRAMEWORK FAQS USEFUL LINKS HOW-TO-GUIDES FORMS	
SECONDARY SITE	
Please fill in the following information. Fields marked * must be completed.	
Site Address Description *:	
Organisation Account Type *: Sponsoring Organisation	
Block/House No. *: Enter the Secondary Site Det	taile
Street Name * :	lalis
Level - Unit No.: # -	
Building Name :	
Country: Singapore	
Postal Code *:	
Contact No. *:	
Fax No. *:	
Cancel Save	
Action:	
Save Secondary Site	

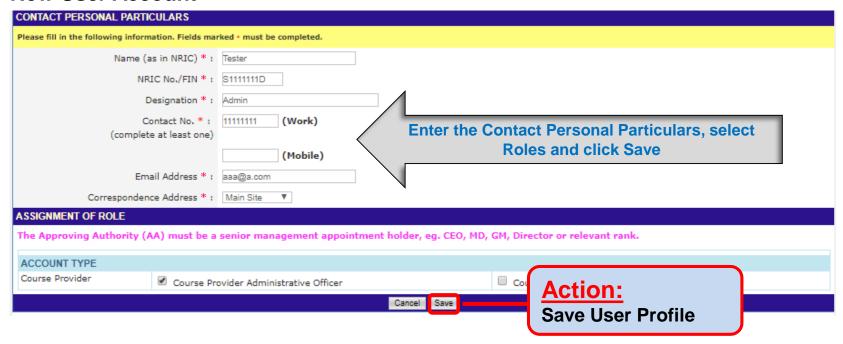


New User Account





New User Account





Submit New Application

Corporated in Account Type * 1	Please fill in the following information. Fields marked •								
Course Provider		must be completed.							
Name of Organisation *: Testing Company (clease state in full) Type of Organisation *: Association Society V ROC/R/S or UEN No. *: Check Againship (c) Nature of Business *: Petro, Ol and Chemicals V Main Centact No. *: Willititi Fax No. *: Willititii Pax No. *: Willititii Pax No. *: Willititii Participating in Skills Future Credit : V yes (c) No ADDRESS Main Stat *: ELOCKHOUSE NO. STREET MAME LEVEL NO UNIT NO. BUILDING NAME Singapore 333333 UPDATE BLOCKHOUSE NO. STREET MAME LEVEL NO UNIT NO. BUILDING NAME Singapore 333333 UPDATE CONTACT INFORMATION ! There User Account! ASSIGNMENT OF ROLE NAME NRIC NO.FIN DESIGNATION EMAIL CONTACT NO. ACTION CONTACT NO. ACTION Total or Street Name Singapore Street Name St	Organisation Account Type st :	Course Provider Sponsoring Organisat							
(please state in full) Type of Organisation * Association/Society	Incorporated in Singapore st :	● Yes ○ No							
ROC/B/S or UEN No. * : Check Availability Nature of Business * : Petrol (oil and Chemicals V									
Nature of Business # : Fetrol, Oil and Chemicals Main Contact No. # : [1111111] Fax No. # : [1111111] Main Email Address # : Sections Vebsite Address	Type of Organisation st :	Association/Society	₹						
Main Centact No. *:	ROC/B/S or UEN No. *:		Check Availability						
Fax No. *: TITITITI Main Email Address *: Departs Dep	Nature of Business * :	Petrol, Oil and Chemicals	₹	②					
Main Email Address * : bttp:// Website Address : http:// Participating in Skills Future Credit : Yes No ADDRESS Main Site * : BLOCK/HOUSE NO. STREET NAME LEVEL NO UNIT NO. BUILDING NAME COUNTRY POSTAL CODE ACTION 3 3 Secondary Sites : Add New Secondary Ste CONTACT INFORMATION : New User Account ASSIGNMENT OF FOLE Course Provider Administrative Officer (CP AO) Taster S111111D Admin asa@a.com 11111111 UPDATE REMOVE ORGANISATION ATTACHMENTS Upload Files 1 UPLOADED FILES ACTION BY ACTION DECLARATION We hereby declare that the information stated in this application and the accompanying documents are accurate, true and complete and we shall abide by the terms and conditions of the application. Please key in CAPTCHA value from the picture above: Troh4 Reload CAPTCHA Please key in CAPTCHA value from the picture above: Troh4 Reload CAPTCHA Please key in CAPTCHA value from the picture above: Troh4	Main Contact No. * :	11111111							
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Participating in SkillsFuture Credit: ADDRESS Main Site *: BLOCK/HOUSE NO. STREET NAME LEVEL NO UNIT NO. BUILDING NAME COUNTRY POSTAL CODE ACTION Singapore 333333 UPDATE Secondary Sites: Add New Secondary Sites: CONTACT INFORMATION: New User Account ASSIGNMENT OF ROLE COURSE Provider Administrative Officer (CP AO) Tester S111111D Admin asa@a.com 11111111 UPDATE REMOVE ORGANISATION ATTACHMENTS Upload Files: (Max 10 Files/Attachment must be in JPG/PDF/ZIP/XLS/DOC format. Max size is SMB Per File) DECLARATION We hereby declare that the information stated in this application and the accompanying documents are accurate, true and complete and we shall abide by the terms and conditions of the application. Please key in CAPTCHA value from the picture above: Troh4	Main Email Address * :	abc@abc.com							
Main Site *: BLOCK/HOUSE NO. STREET NAME LEVEL NO UNIT NO. BUILDING NAME COUNTRY POSTAL CODE ACTION Singapore 333333 UPDATE Secondary Sites: Add New Secondary Site CONTACT INFORMATION : New User Account ASSIGNMENT OF ROLE Course Provider Administrative Officer (CP AO) Tester S111111D Admin ass@a.com 11111111 UPDATE REMOVE ORGANISATION ATTACHMENTS Upload Files: (Max 10 Files/Attachment must be in JPG/PDF/ZIP/XLS/POC format: Max size is 5MB Per File) DECLARATION We hereby declare that the information stated in this application and the accompanying documents are accurate, true and complete and we shall abide by the terms and conditions of the application. Please key in CAPTCHA value from the picture above: Tron4 Reload CAPTCHA Please key in CAPTCHA value from the picture above: Tron4									
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Successful Submission





Note

- ➤ If all validations are passed, a reference number will be issued: < YYYYMM>/ORG/<999999> for the Organisation Account
- Organisation AOs and AAs will be able to login to the system via their SingPass and password (for all CO, CP and SO)
- ➤ Organisation Account will be routed to IMDA for processing. The new AA/AO will receive a system generated email notification on the approval/rejection.

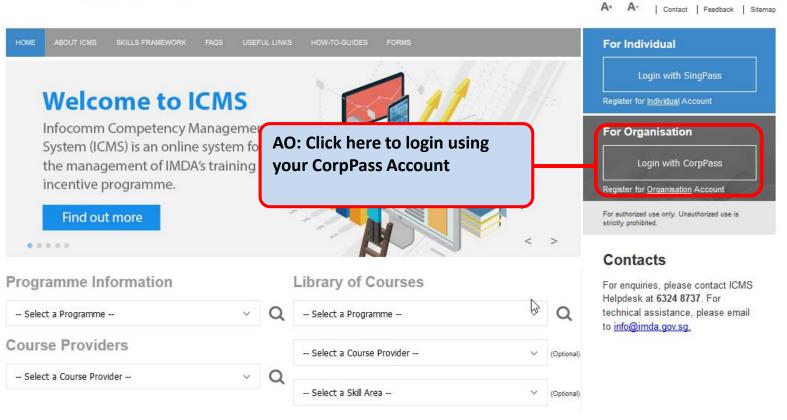


Update Organisation Account



Login as AO







Singapore Government

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User Account Profile Selection

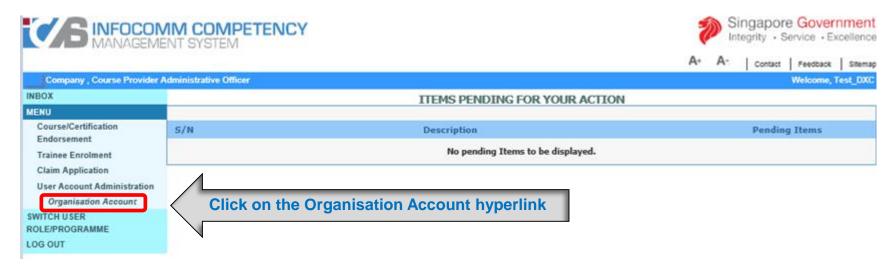




HOME	ABOUT ICMS	SKILLS FRAMEWORK	FAQS	USEFUL LINKS	HOW-TO-G	-GUIDES FORMS	
PROGRAM	ME TYPE ACCE	ss					
		Programme Type *	: O cm	TREP T-Ass	sist Media Co	Courses	
YOUR US	R ROLES						
		Name of Organisation	: Test A				
S/N	ROLE				1		
1.	Sponsoring O	rganisation Administrat	ive Office	r(SO AO)	/ —	Select CP AO or SO AO Role (whichever is applicable)	
2.	Sponsoring O	rganisation Approving A	Authority(SO AA)		colour of the office from (infinitely)	
						Back Logout	



Search Organisation Account





Update Organisation Profile

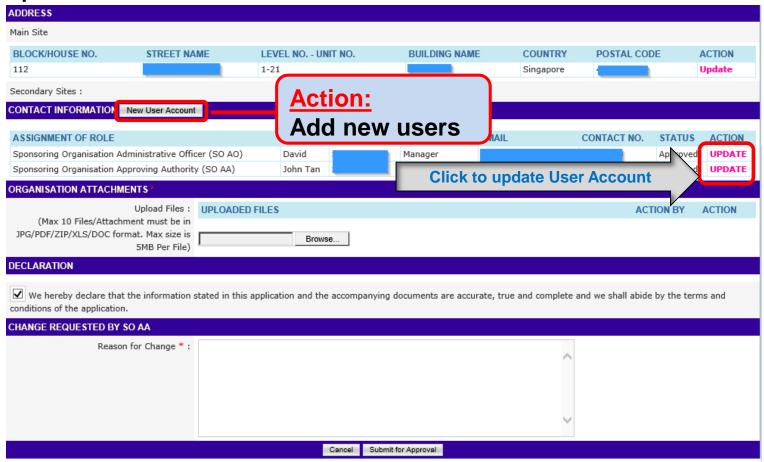
UPDATE View History	ction: pdate O								
ORGANISA FION DETAILS	ndate O	raa	nisa	tion F	Profi	le			
Organ	nisation Account Type :	Certific	ation Owner (Provider ring Organisati		1011		,		
Incor	rporated in Singapore : Yes	s							
1	Name of Organisation : Tes	st A							
	Type of Organisation : Gov	vernmen	t-Linked Organ	isation					
	ROC/B/S or UEN No. : S		E						
	Nature of Business : Nor	n-Profit /	Activities 🕐						
	Main Contact No. 6	34							
	Fax No. : 600	000071							
	Main Email Address : abo	c@gmail.	com						
	Website Address : http	p://www	v.test.com						
GIRO PAYMENT									
Please provide bank account details. The appro	wed claim amount would be ma	ade directly	into the payee's o	designated bank acco	ount stated below	v.			
	Bank Name :								
	Account Number :								
ADDRESS									
	Main Site								
BLOCK/HOUSE NO. STREE	ET NAME LEV	EL NO	UNIT NO.	BUILDING	G NAME	COU	NTRY	POSTAL CODE	
112	#1-2	21				Sing	apore		
CONTACT INFORMATION									
ASSIGNMENT OF ROLE	NA	AME	NRIC NO./FIN	DESIGNATION	EMAIL		CONTACT N	D. STATUS	SHOW
Sponsoring Organisation Approving Autho		hn Tan		CEO		l.com	C7004045	Approved	
Sponsoring Organisation Administrative O	fficer (SO AO) Da	avid		Manager	_	l.com		Approved	
ORGANISATION ATTACHMENTS									
(Max 10 Files/Attachment must be in format. M.		PLOADED	FILES					AC	TION BY



Update Bank Detail for GIRO Payment Website Address: http://www.test.com Participating in SkillsFuture Credit : O Yes
No GIRO PAYMENT Ensure bank account details are provided as the approved claim amount would be made Bank Name * : -- Select -directly into the bank account stated ccount Number * : ADDRESS Main Site BLOCK/HOUSE NO. STREET NAME LEVEL NO. - UNIT NO. **BUILDING NAME** COUNTRY STAL CODE ACTION 112 1-21 Update Singapore Secondary Sites: CONTACT INFORMATION New User Account **ASSIGNMENT OF ROLE** NAME NRIC NO./FIN DESIGNATION CONTACT NO. Sponsoring Organisation Administrative Officer (SO AO) David UPDATE Sponsoring Organisation Approving Authority (SO AA) John Tan CEO Approved UPDATE ORGANISATION ATTACHMENTS Upload Files: UPLOADED FILES ACTION BY ACTION (Max 10 Files/Attachment must be in JPG/PDF/ZIP/XLS/DOC format. Max size is Browse... 5MB Per File) DECLARATION 🗹 We hereby declare that the information stated in this application and the accompanying documents are accurate, true and complete and we shall abide by the terms and conditions of the application. CHANGE REQUESTED BY SO AA **Indicate reasons for Changes** Reason for Change *: **Action:** Canc Submit for Approval **Submit Application for Approval**

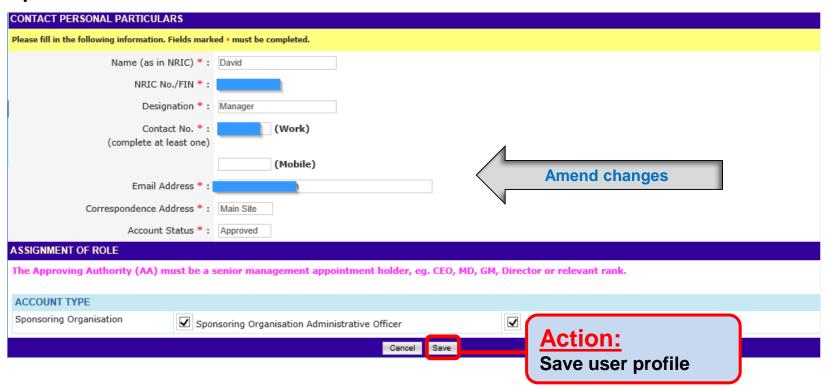


Update User's Profile



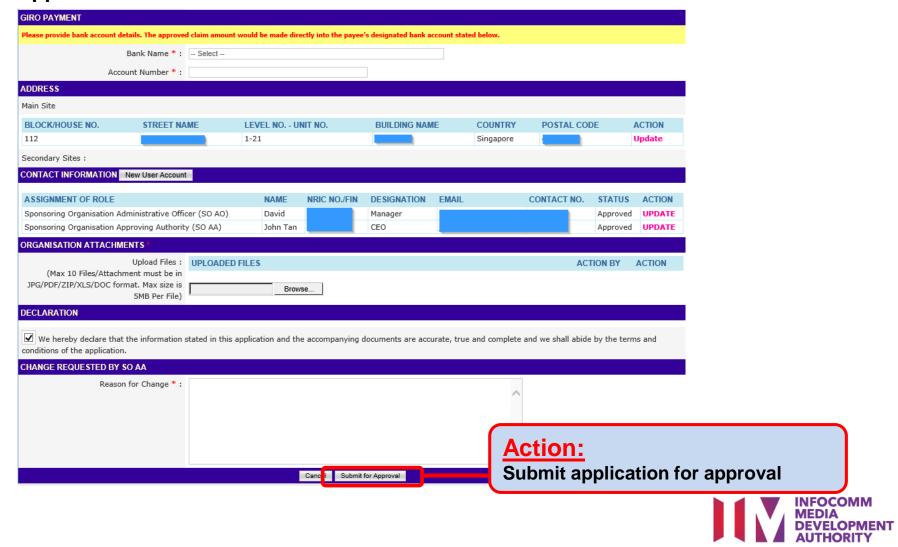


Update User's Profile

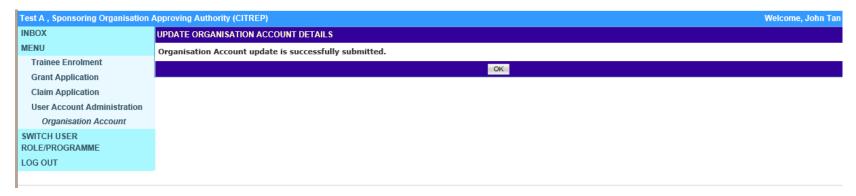




Application Submission



Successful Submission





Note

> AA needs to login to approve the change request. After which, it will be submitted to IMDA for approval.

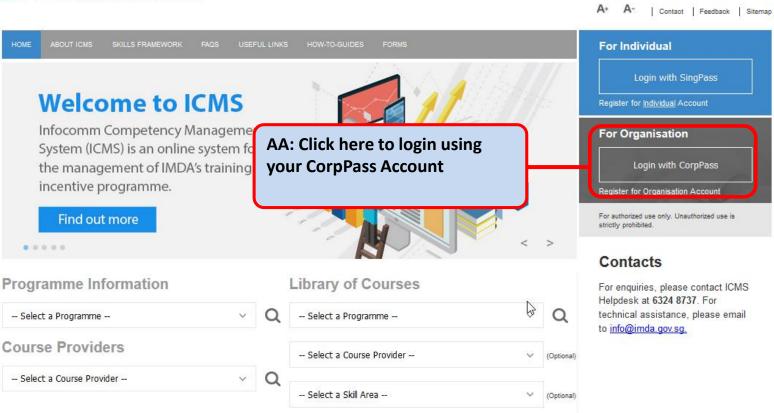


Approve Organisation Account



Login as AA



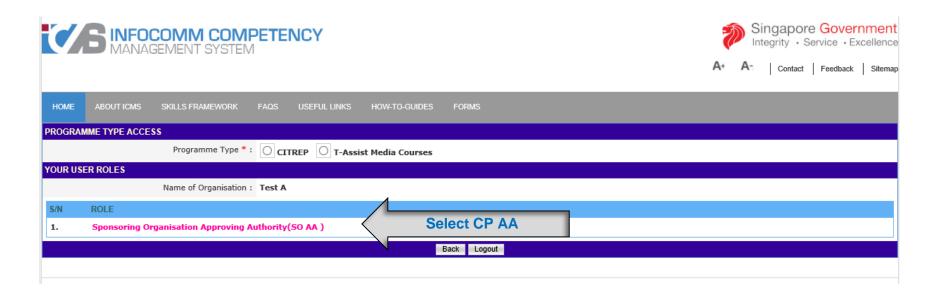




Singapore Government

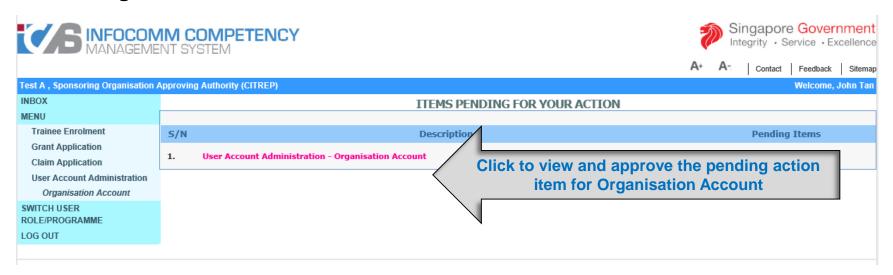
Integrity · Service · Excellence

User Account Profile Selection



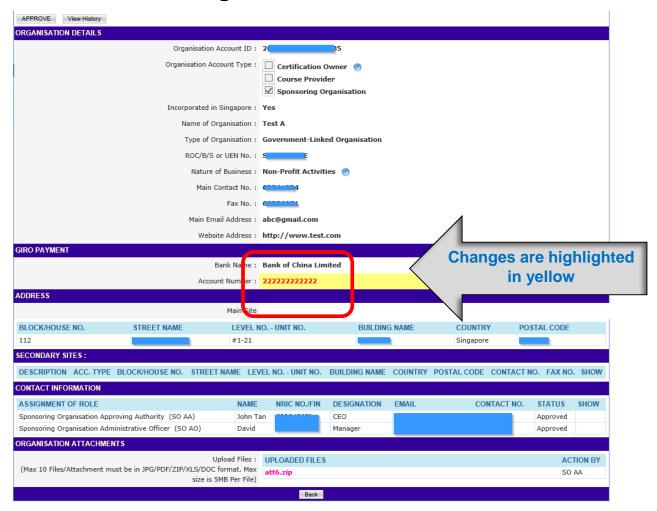


Search Organisation Profile





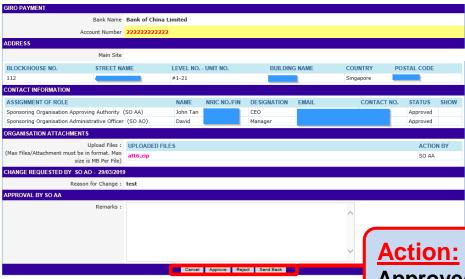
Review Profile Changes





Approve/Reject Application





Approve/Send Bank the change request

ММ

Successful Submission





Note

➤ Approve – System will route the change request approved by AA to IMDA for review.

- Reject System will ignore any changes and retain the status as per original approval.
- ➤ Send Back System will update the status to Sent Back by AA for AO's review and to resubmit to AA.

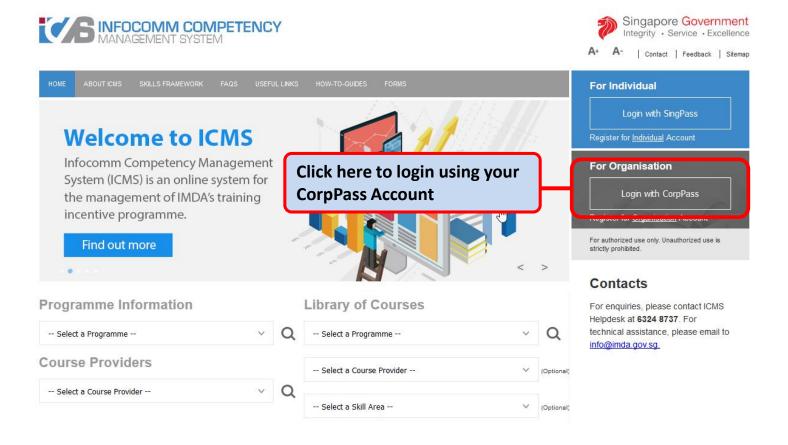




Search/View Organisation Account

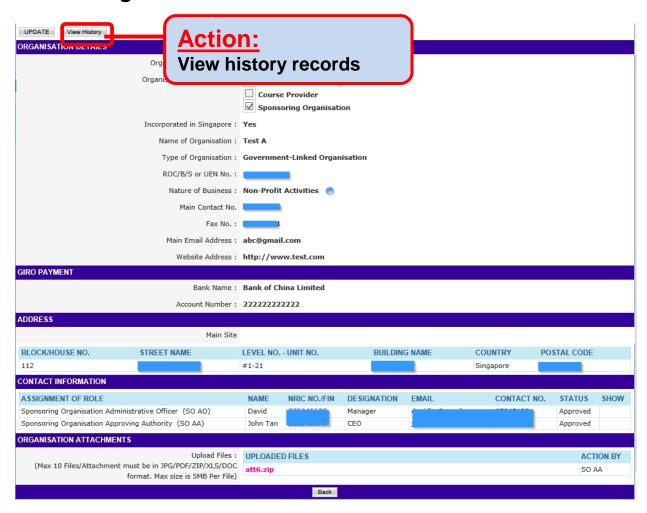


Login as AO/AA





Review Organisation Profile





View Application History

ORGAI	NISATION ACCOUNT DETA	AILS HISTORY				
S/N	ORGANISATION ID	ORGANISATION NAME	STATUS	ACTION	ACTION BY	ACTION DATE
1	2 35	Test A	Created	Create	IMDA	22/01/2015
2	2 35	Test A	Approved	Approval	IMDA	22/01/2015
3	2 35	Toot A	Lindated	Change Request	John Tan (SO AA)	29/03/2019
4	2 35	Click here to view	w Organisation	proval	John Tan (SO AA)	29/03/2019
5	2 35	Detail in read-	only format	ange Request	David (SO AO)	29/03/2019
6	2 35			proval	John Tan (SO AA)	29/03/2019
7	2 35	Fest A	Updated	Change Request	David (SO AO)	29/03/2019
8	2 35	Test A	Approved	Approval	John Tan (SO AA)	29/03/2019
			Back			

