

# **User Guide to Apply for Course Organiser (CO)**

## Table of Contents

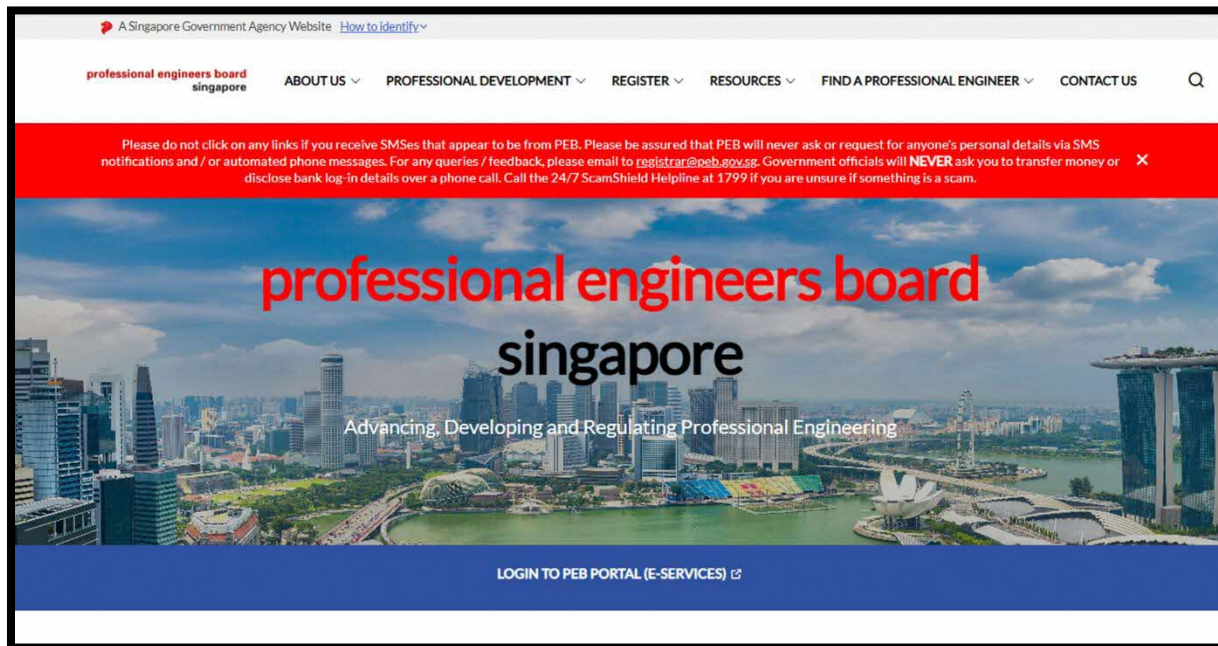
1	Navigation to PEB Portal (E-Services) from PEB Website.....	3
2	Log In and Registration .....	4
2.1	Register as New User .....	4
2.2	Login with Singpass as Corppass User .....	9
2.3	Login as non-Singpass user .....	12
3	Application for Course Organiser – Step by Step Guide.....	14
3.1	Submission of Application .....	14
4	Re-Submission of Application .....	19

**Dear Applicant**

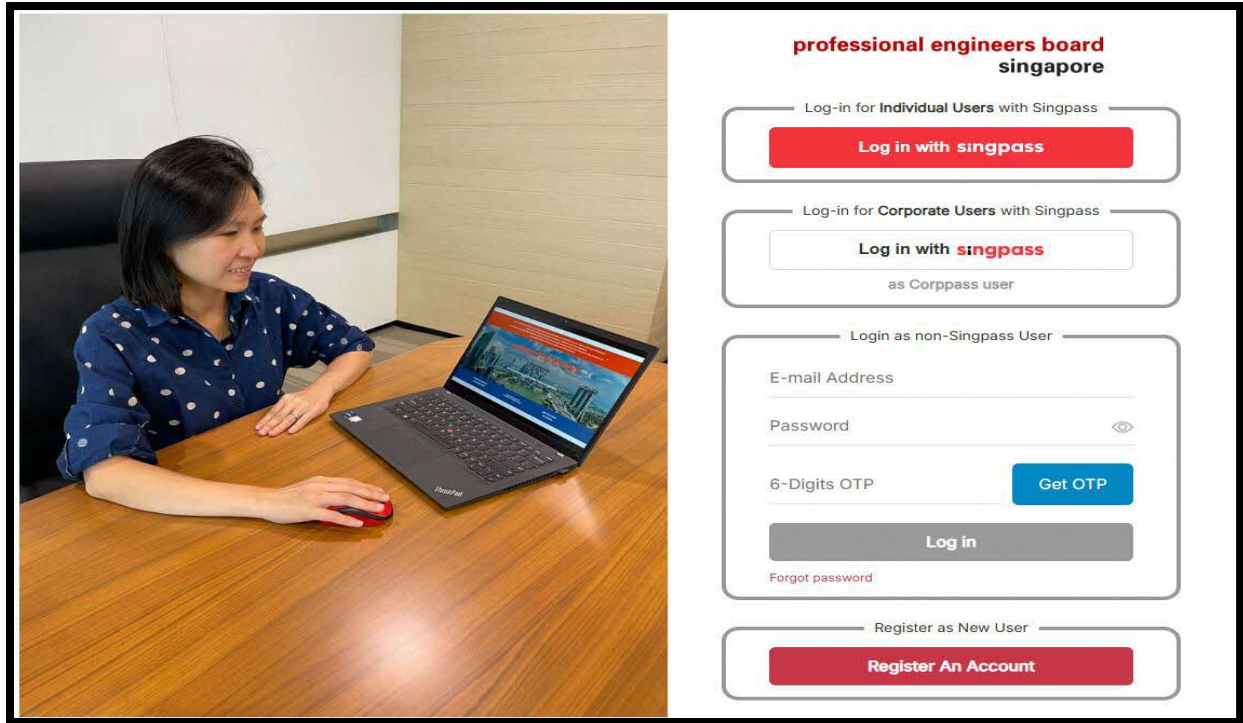
PEB has prepared this guide to assist you in your application process. Please refer to the PEB website for application prerequisites.

## 1 Navigation to PEB Portal (E-Services) from PEB Website

Access the **PEB website** by visiting <https://www1.peb.gov.sg/>. On the homepage, click on **“LOGIN TO PEB PORTAL (E-SERVICES)”** to proceed to PEB Portal login page.

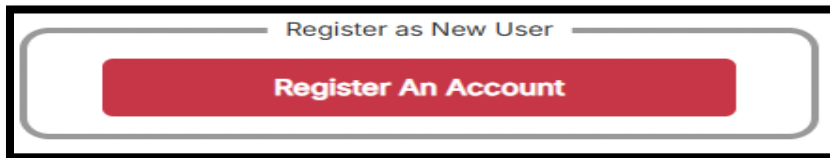


## 2 Log In and Registration



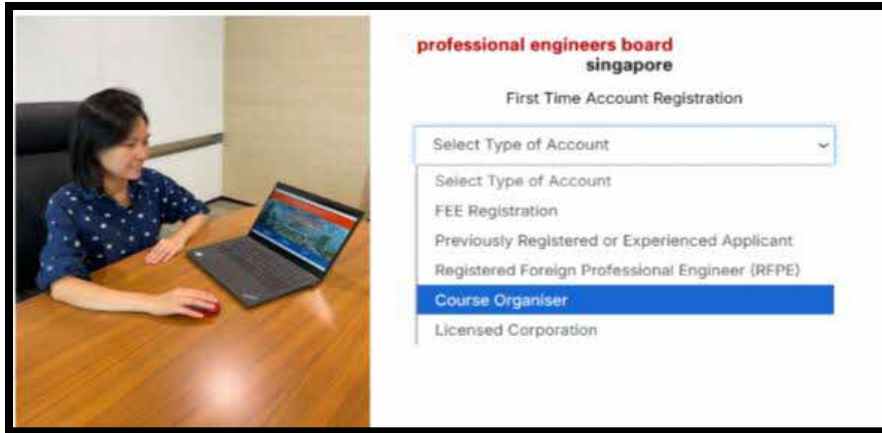
### 2.1 Register as New User

If you do not have an account with PEB, select **"Register An Account"** to create one.

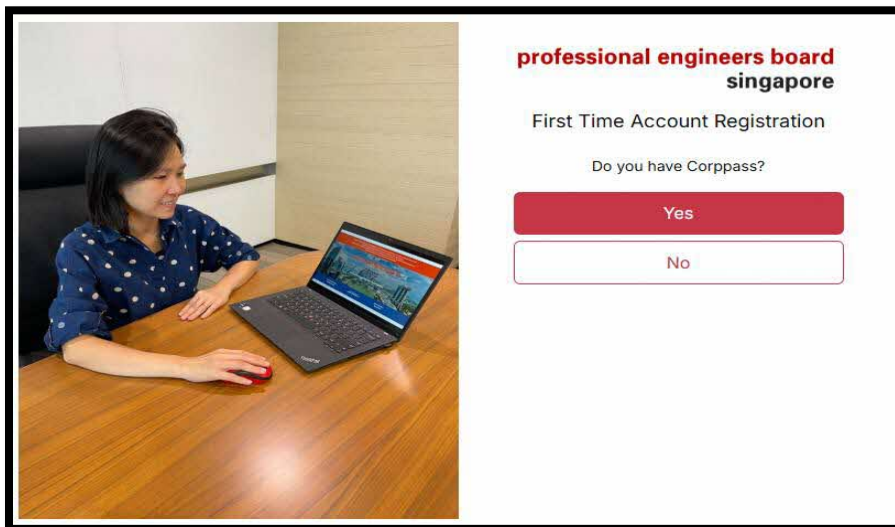


- i. Select Type of Account as **Course Organiser**.

## professional engineers board singapore

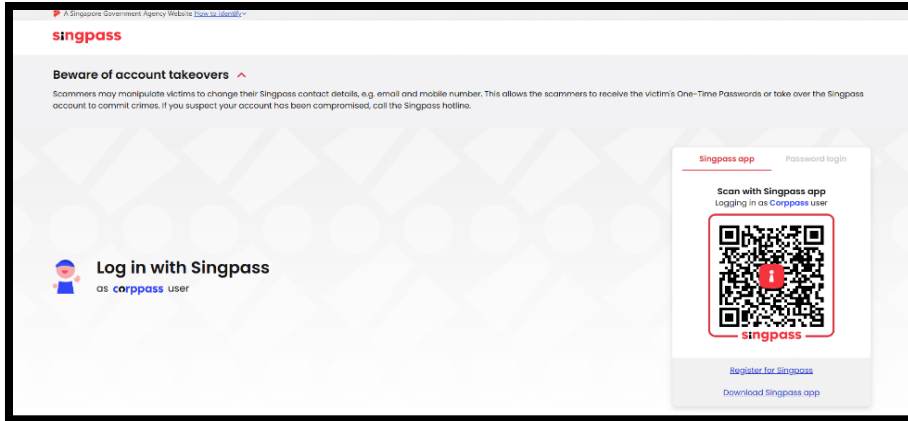


- ii. On the next screen, you will be asked whether you have a **Corppass account**:
- Click **Yes** if you have a Corppass account.
  - Click **No** if you do not have a Corppass account.

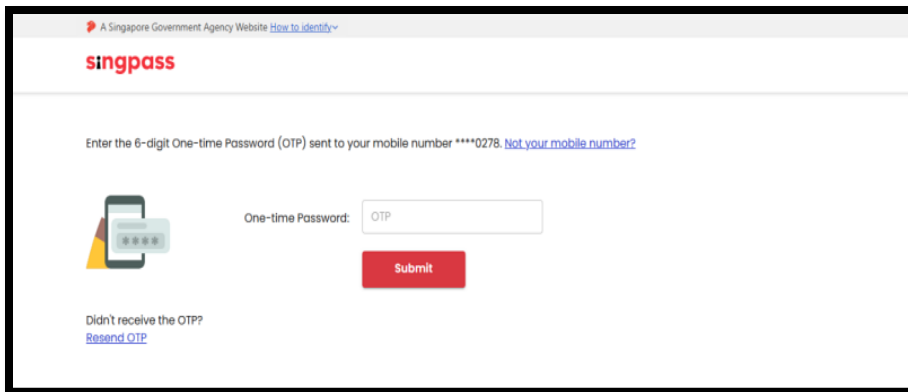


- iii. If you selected **Yes**:
- You will be redirected to the **Corppass Login** page.
  - Log in using your Corppass credentials to proceed with the account registration.

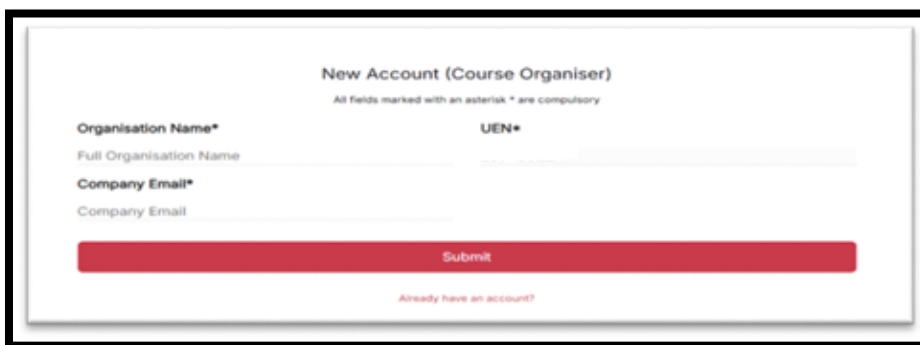
## professional engineers board singapore



- Enter the 6-digit OTP sent to your mobile number and click **"Submit"**.

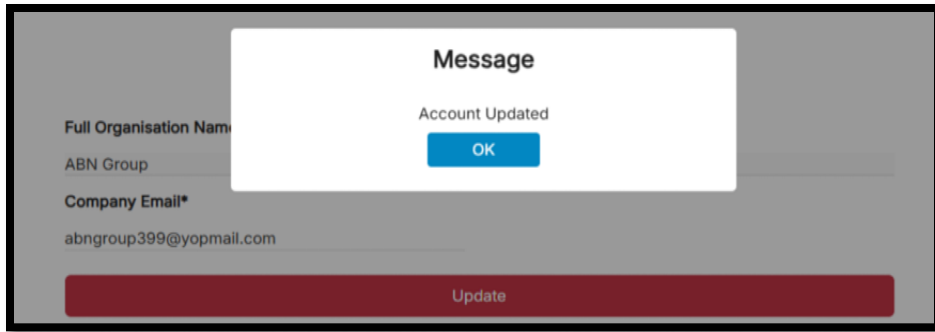


- Enter the Organisation Name and Company Email and click **"Submit"**.



- Once your account is created, login to the application using your Corppass credentials and click **"Update"** shown in the screen below if there are no further changes.

## professional engineers board singapore



Message

Account Updated

OK

Full Organisation Name

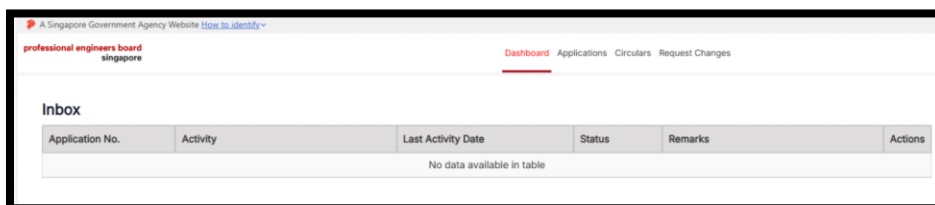
ABN Group

Company Email\*

abngroup399@yopmail.com

Update

- Your account will be updated, and you will be redirected to the dashboard.



Singapore Government Agency Website [How to identify](#)

professional engineers board singapore

Dashboard Applications Circulars Request Changes

Inbox

Application No.	Activity	Last Activity Date	Status	Remarks	Actions
No data available in table					

- iv. If you have selected **No** for Corppass:
- You will be redirected to the **Registration Page** below.
  - Enter all the required mandatory details.
  - Password entered must contain at least one uppercase and lowercase alphabet, a number, a special character and at least 12 characters long.
  - Click "**Submit**" to complete your registration.
  - Please ensure that the email address provided during registration is accurate. This email address will be used for login purposes.

## professional engineers board singapore

### New Account (Course Organiser)

All fields marked with an asterisk \* are compulsory

<b>Salutation*</b> Please select Salutation	▼	<b>Full Name*</b> Full name as per NRIC*
<b>Nationality*</b> Please select Nationality	▼	<b>UEN*</b> UEN
<b>ID Type*</b> Please select ID Type	▼	<b>ID Number*</b> ID Number*
<b>Email*</b> Email*		
<b>Password</b>		
<b>Password*</b> Password*	👁	<b>Re-enter Password*</b> Re-enter Password* 👁

Hint: Password must contain at least one uppercase and one lowercase alphabet, a number, a special character and at least 12 characters long

**Submit**

[Already have an account?](#)

- v. After successful registration, you can log in using your newly created credentials under the section **"Log-in as non-Singpass User"** and you will be redirected to the PEB dashboard.

### Log-in as non-Singpass User

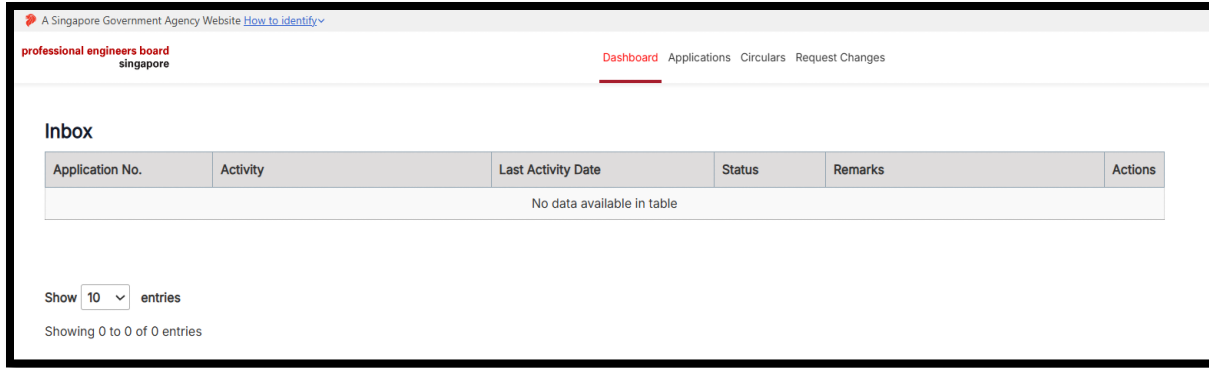
**E-mail Address**

**Password** 👁

**6-Digits OTP** **Get OTP**

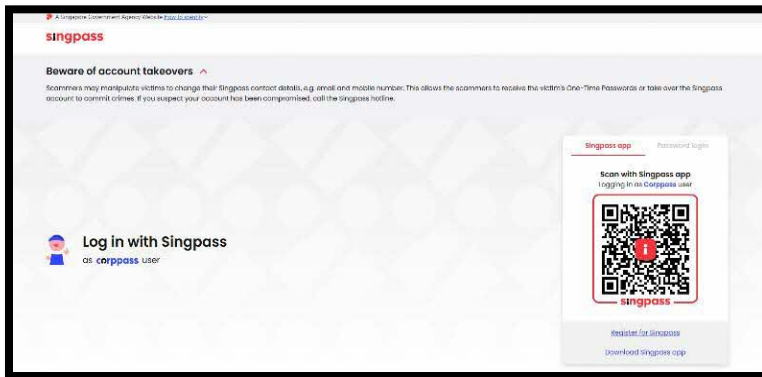
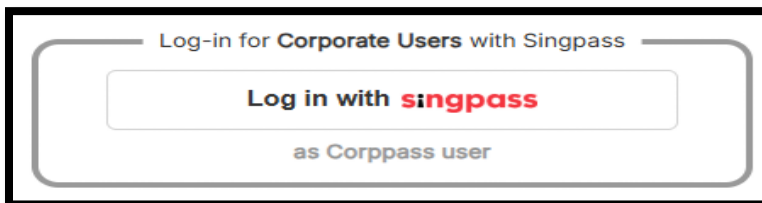
**Log in**

[Forgot password](#)



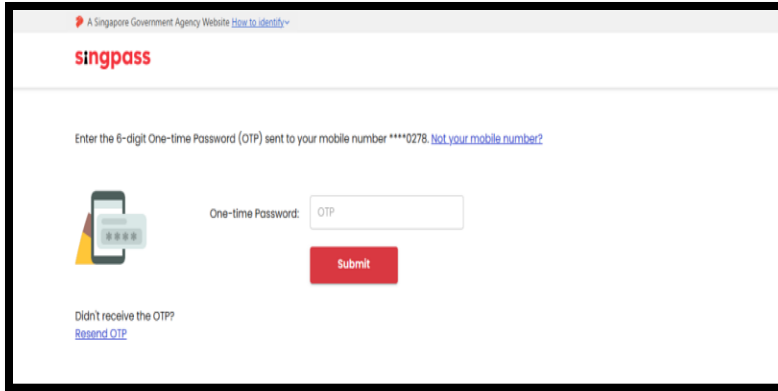
## 2.2 Login with Singpass as Corppass User

If you are authorised personnel of both Singapore-registered entities (such as companies, charities, and associations) and foreign entities that transact with Singapore government agencies and has an existing account with PEB, select **“Log in with Singpass as Corppass user”**. You will be redirected to the Corppass Login page. Enter your Corppass credentials to login.



- i. Enter the 6-digit OTP sent to your mobile number.


## professional engineers board singapore



A Singapore Government Agency Website [How to identify](#)

**singpass**

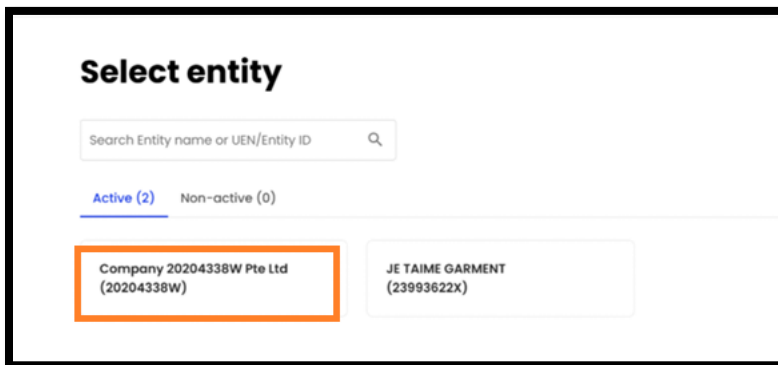
Enter the 6-digit One-time Password (OTP) sent to your mobile number \*\*\*\*0278. [Not your mobile number?](#)

 One-time Password:

**Submit**

Didn't receive the OTP?  
[Resend OTP](#)

- ii. If you are authorised personnel of multiple entities, you will be redirected to the page below. Select the entity you wish to log in to.

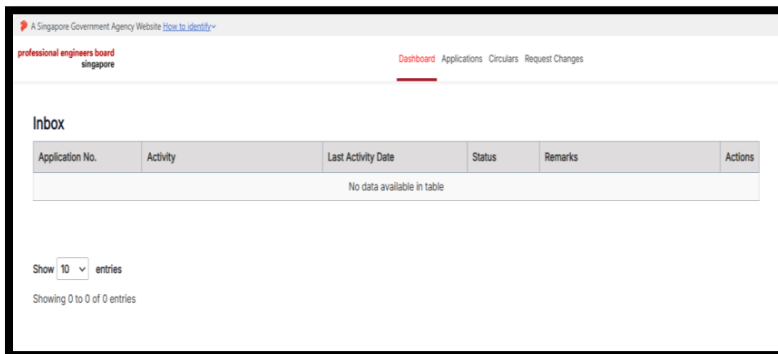


**Select entity**

**Active (2)** Non-active (0)

<b>Company 20204338W Pte Ltd</b> (20204338W)	<b>JE TAIME GARMENT</b> (23993622X)
---	--

- iii. You will be redirected to the PEB dashboard.



A Singapore Government Agency Website [How to identify](#)

**professional engineers board**  
singapore

[Dashboard](#) [Applications](#) [Circulars](#) [Request Changes](#)

**Inbox**

Application No.	Activity	Last Activity Date	Status	Remarks	Actions
No data available in table					

Show  entries

Showing 0 to 0 of 0 entries

- iv. If you are a first-time user, after you enter your 6-digit OTP, you will be redirected to the account registration page. Select "Type of Account" as "**Course Organiser**", enter your organisation name and company email address and click "**Submit**".

## professional engineers board singapore

New Candidate Account

All fields marked with an asterisk \* are compulsory

Type Of Account\*

Organisation Name\* UEN\*

Full Organisation Name

Company Email\*

Company Email

Submit

[Already have an account?](#)

- v. Click **"Yes"** to continue.

New Candidate Account

Confirmation

Are you sure you want to continue?

Type Of Account\*

Course Organiser

Organisation Name\*

DSN Technologies

Company Email\*

dsnt399@yopmail.com

Submit

[Already have an account?](#)

- vi. Click **"Update"** if the details entered are correct and you will be redirected to the PEB dashboard.

Update Account

All fields marked with an asterisk \* are compulsory

Full Organisation Name\* UEN\*

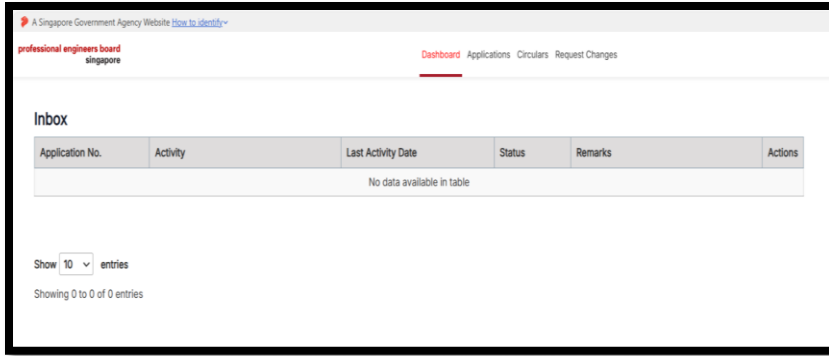
DSN Technologies

Company Email\*

dsnt399@yopmail.com

Update

## professional engineers board singapore

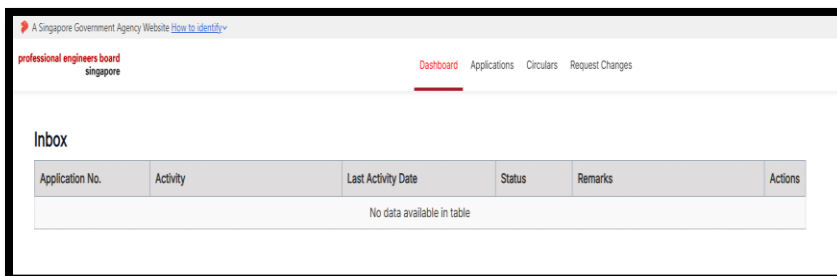


### 2.3 Login as non-Singpass user

If you are a foreign entity without Corppass and has an existing account with PEB, use the registered email to login under "**Login as non-Singpass User**" section.

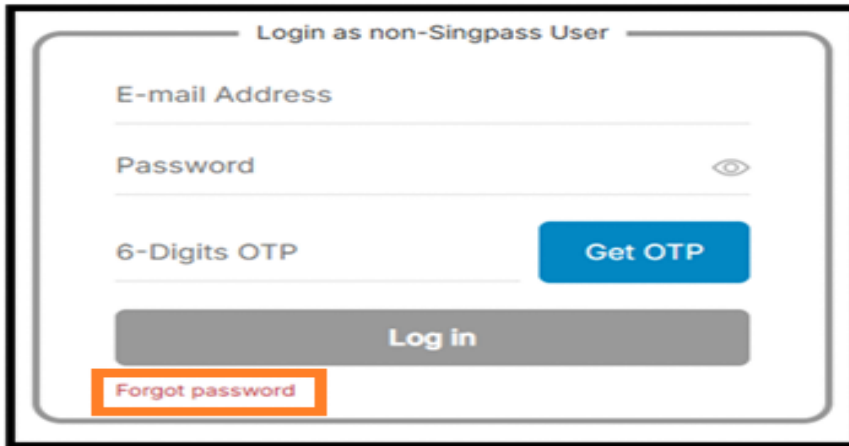
- i. Enter your registered email address and password.
- ii. Click "**Get OTP**" to receive your OTP. Your OTP will be sent to your email address.
- iii. Enter your 6-digit OTP received in your email and click Login.
- iv. You will be redirected to the PEB dashboard.

A screenshot of the "Login as non-Singpass User" form. The form is titled "Login as non-Singpass User" and contains the following fields and buttons: "E-mail Address" (text input), "Password" (password input with an eye icon for visibility), "6-Digits OTP" (text input), a blue "Get OTP" button, a grey "Log in" button, and a red "Forgot password" link.



## professional engineers board singapore

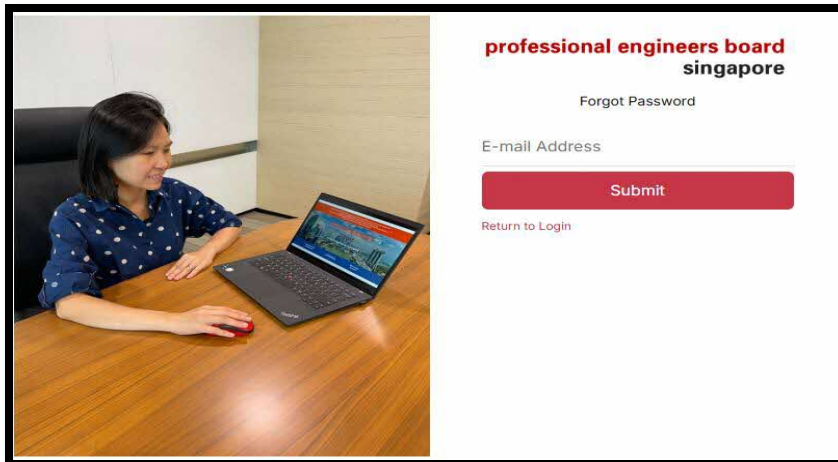
- v. If you have forgotten your password, click the **"Forgot password"** section to reset your password.



The screenshot shows a login form titled "Login as non-Singpass User". It contains the following fields and buttons:

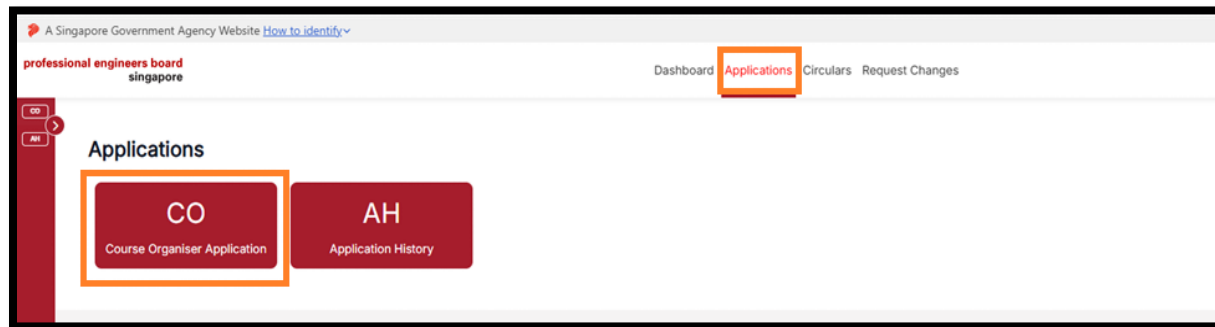
- E-mail Address
- Password (with an eye icon for visibility toggle)
- 6-Digits OTP (with a blue "Get OTP" button)
- A grey "Log in" button
- A red "Forgot password" link at the bottom left.

- vi. You will be redirected to the page below. Enter your registered email address and click **"Submit"**. The password reset URL will be sent to your email. Please check your inbox and click on the URL to reset your password.



## 3 Application for Course Organiser – Step by Step Guide

To submit CO application, go to the **Applications** tab. Click the CO icon to begin and submit your application.



### 3.1 Submission of Application

The online application form should take about 10 to 15 minutes to complete. All entries are to be made in Title Case (i.e. Capitalise Each Word). During the application process, you may save your progress by selecting **"Save as Draft"**. This allows you to return and continue from where you left off the next time you logged in. To resume, simply click on the application with a **"Draft"** status on your dashboard.

#### Step 1 - Declaration

Before you proceed to apply for CO, you will be required to read about the requirement, and you declare that you have done so. You may click and read the requirements at *"Information for Course Organiser"*, please review all declarations carefully and check the corresponding boxes where applicable to proceed with the application.

**Note:** The **"Proceed"** button will be enabled only after you have opened and reviewed the requirements under **"Information for Course Organiser"** and checked all the required declaration boxes.

## Step 2 – Course Organiser Particulars

- All fields indicated with \* are mandatory.
- Do not use abbreviations on name of company/organisation
- You are required to provide a Singapore correspondence address. Enter the postal code in the *Postal Code* field and click the *Search* button. The system will automatically populate the *Block/House No.*, *Street/City/State Name*, and *Building Name*. You will only need to enter the *Floor No.* and *Unit No.* **Please note:** The populated data is not editable, so there is no need to change the text format (e.g., from UPPERCASE to Title Case).

### Step 3 – Main Contact Information

- All fields indicated with \* are mandatory.
- Only one set of data input for each field is required on contact no. and email address, i.e. do not input more than 1 contact no. or email address in the same field.
- Enter main contact information to ensure you receive an email acknowledgement of your application.

The screenshot shows a web form titled "Application for Course Organiser". On the left is a vertical progress bar with five steps: Declaration, Course Organiser Particulars, Main Contact Information (highlighted in red), Supporting Documents, and Summary. The main content area is titled "Main Contact Information" and includes a sub-note: "(Complete this form in English. Fields marked with an asterisk are compulsory)". The form contains the following fields:

- Name\***: A text input field with "Name\*" below it.
- Email Address\***: A text input field with "Email Address\*" below it.
- Contact No.\***: A text input field with a dropdown menu set to "+65" and "Area code" to its left, and "Contact No.\*" to its right.

At the top right of the form area are three buttons: "Cancel", "Save as Draft", and "Next".

### Step 4 – Supporting Document

- All fields indicated with \* are mandatory.
- All files will have a maximum of 5 MB upload limit.
- Follow the on-screen instructions to upload the correct file type and the required number of files for each category.
- If you have additional supporting documents, upload your file under **"Any Other Supporting Document(s)"**. Otherwise, proceed to the next page by clicking the **"Next"** button
- Additional Information:
  - List of Courses section allows upload up to 10 files of maximum 5 MB each.

The screenshot shows the 'Supporting Documents' section of the 'Application for Course Organiser' form. On the left, a vertical navigation menu lists: Declaration, Course Organiser Particulars, Main Contact Information, Supporting Documents (highlighted), and Summary. The main content area is titled 'Supporting Documents' with a sub-note '(Complete this form in English. Fields marked with an asterisk are compulsory)'. It features a 'Cancel' link, a 'Save as Draft' button, and a 'Next' button. The form contains two sections: 'List of Courses for Professional Engineers, including type of industries and audiences' (with a dropdown arrow) and 'List of Courses\* (PDF) (Up to 5MB)' (with a '+ Click to add file' button). Below these is another section: 'Any Other Supporting Document(s)' (with a dropdown arrow) and 'Upload Supporting Documents (JPG, JPEG, PNG, PDF) (Up to 5MB)' (with a '+ Click to add file' button).

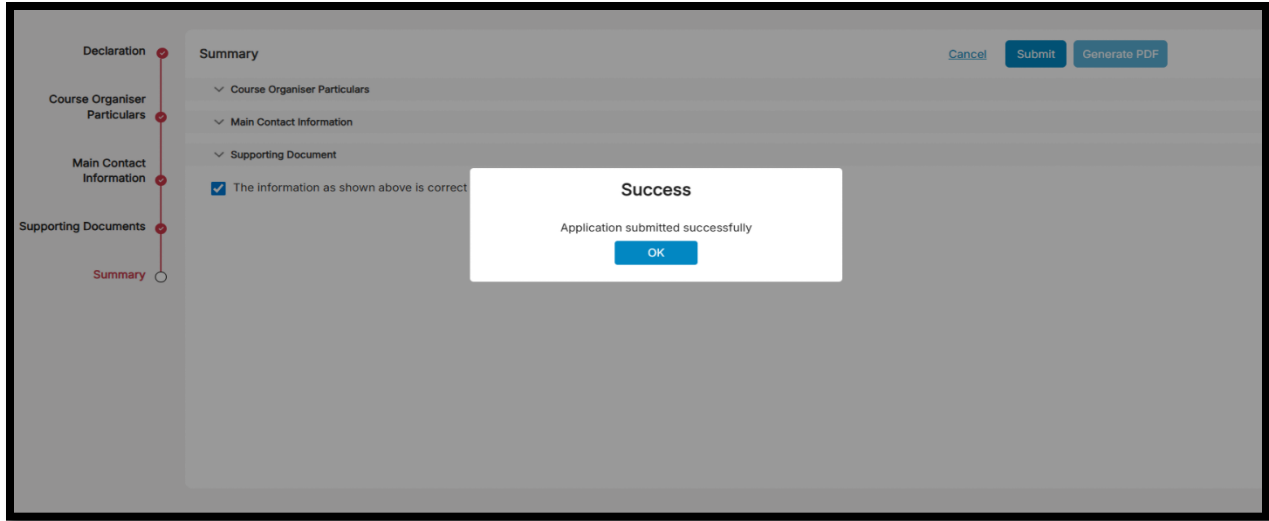
### Step 5 – Summary

This section allows you to check and confirm your information before submitting the online application.

- To make changes to your input, use the side menu to navigate to the relevant pages. Avoid using your browser's Back or Forward buttons, as this may disrupt the application process.
- Confirm that all information provided is accurate by ticking the checkbox, then click **"Submit"** to proceed.

The screenshot shows the 'Summary' section of the 'Application for Course Organiser' form. The left navigation menu is the same as in the previous screenshot, with 'Summary' highlighted. The main content area is titled 'Summary' and includes 'Cancel', 'Submit', and 'Generate PDF' buttons. It displays a list of sections with expandable arrows: 'Course Organiser Particulars', 'Main Contact Information', and 'Supporting Document'. At the bottom, there is a checkbox with the text 'The information as shown above is correct and have been updated by me.'

Once you submit, a pop-up message will appear confirming: **"Application submitted successfully"** and you will receive PEB acknowledgement email once the application is submitted.



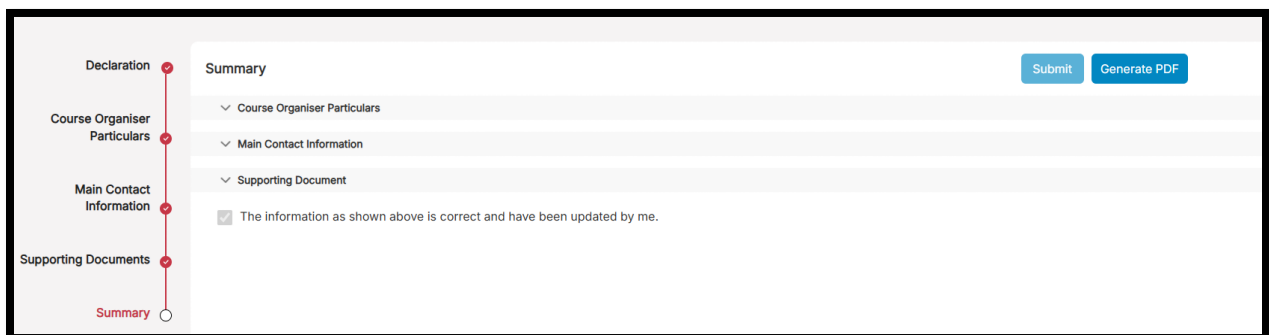
### Step 6 – Application Form

Once the payment is made, please navigate to the submitted application in the dashboard. Click on the CO application with status **“Pending Processing”**. You will be redirected to the Summary page. Click on the **“Generate PDF”** button to print the submitted application form for your reference.

PEB will review and process your application and may reach out to you should any additional information or supporting documents be required. All correspondence will be sent from [registrar@peb.gov.sg](mailto:registrar@peb.gov.sg), please look out for notification. Alternatively, you can log in to the PEB portal to check the status of the application.

In case of any clarifications, PEB will return the application to you and the application will be in status **“Pending Resubmission”**.

Inbox					
Application No.	Activity	Last Activity Date	Status	Remarks	Actions
CO-0000105	<a href="#">Course Organiser Application</a>	25-Aug-2025 12:09	Pending Processing		

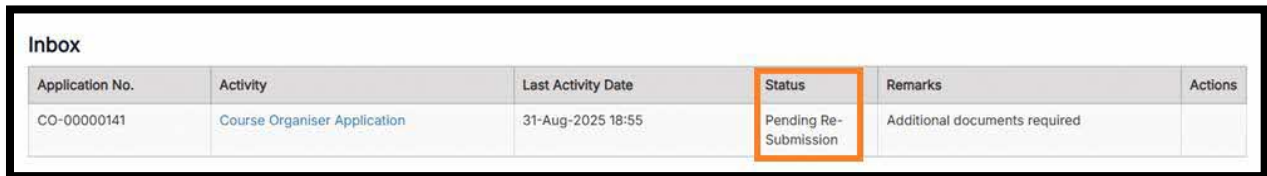


## 4 Re-Submission of Application

In case of any clarifications, PEB will return the application and notify you by email. You will be required to log in to the system and resubmit the application with the requested details.

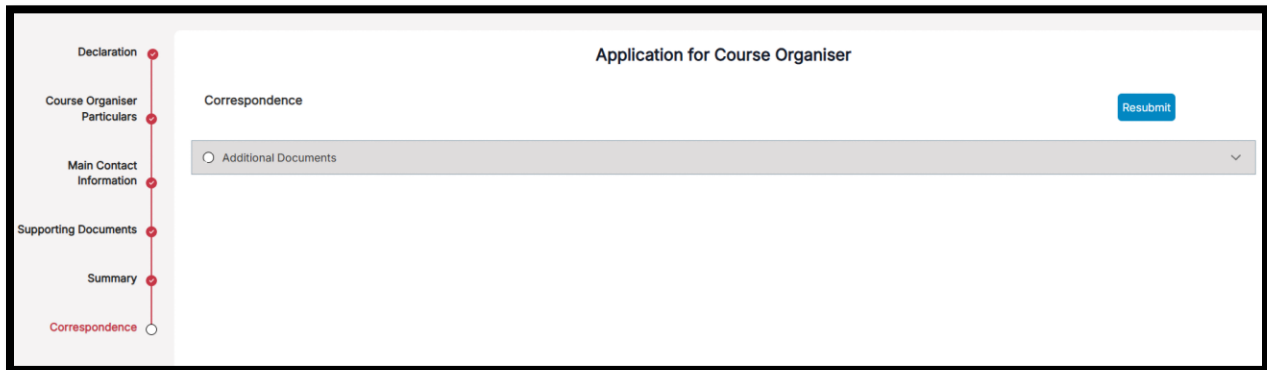
To resubmit the returned application, proceed as follows:

- i. Log in to the system.
- ii. The application will be in the status **"Pending Re-Submission"**.



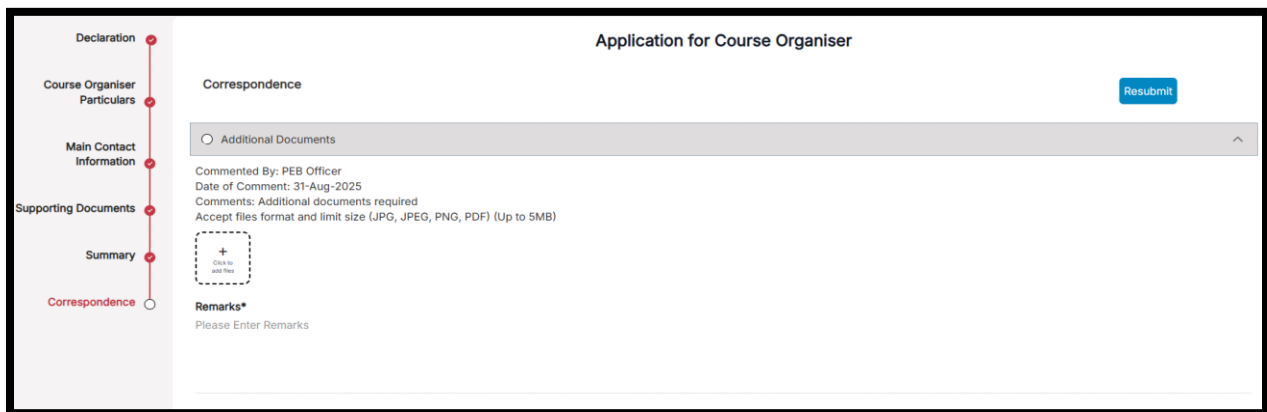
Application No.	Activity	Last Activity Date	Status	Remarks	Actions
CO-00000141	Course Organiser Application	31-Aug-2025 18:55	Pending Re-Submission	Additional documents required	

- iii. Select the application to open the **Correspondence** page.
- iv. Click **"Additional Documents"** to expand the section.



The screenshot shows the 'Correspondence' page for an 'Application for Course Organiser'. On the left is a vertical navigation menu with steps: Declaration, Course Organiser Particulars, Main Contact Information, Supporting Documents, Summary, and Correspondence (which is selected). The main content area has a 'Resubmit' button in the top right. Below it is a section titled 'Additional Documents' with a dropdown arrow.

- v. You can view the comments provided by PEB.



This screenshot shows the 'Correspondence' page with the 'Additional Documents' section expanded. It displays a comment from a PEB Officer dated 31-Aug-2025, stating that additional documents are required and listing acceptable file formats (JPG, JPEG, PNG, PDF) up to 5MB. Below the comment is a '+ Click to add files' button and a 'Remarks\*' field with the placeholder text 'Please Enter Remarks'.

## professional engineers board singapore

- vi. Upload the required documents or provide the requested details.
- vii. Enter the **"Remarks"** and click **"Resubmit"** to resubmit the application to PEB for further processing.
- viii. After resubmission, the status of the application will change to **"Pending Processing (Resubmission)"**.



Application No.	Activity	Last Activity Date	Status	Remarks	Actions
CO-00000141	Course Organiser Application	31-Aug-2025 19:03	Pending Processing (Resubmission)		

### Note:

Once the Course Organiser application is processed and approved, the status will be updated to **"Result Published"**. To check the status, CO can log in to the PEB Portal and view the submitted application under their dashboard. CO can now proceed to apply for Course Applications.

Application No.	Activity	Last Activity Date	Status	Remarks	Actions
CO-00000106	Course Organiser Application	25-Aug-2025 13:39	Result Published		