Online
Long Term Pass Application
Endorsement Guide

Contents

1   Logging in

On Jurong Port home page, click on menu "Contact Us"→"JP-Online" and you will be directed to screen as indicated in "Figure 2 JP Online Entry Point".

Figure 1 – Jurong Port Home Page
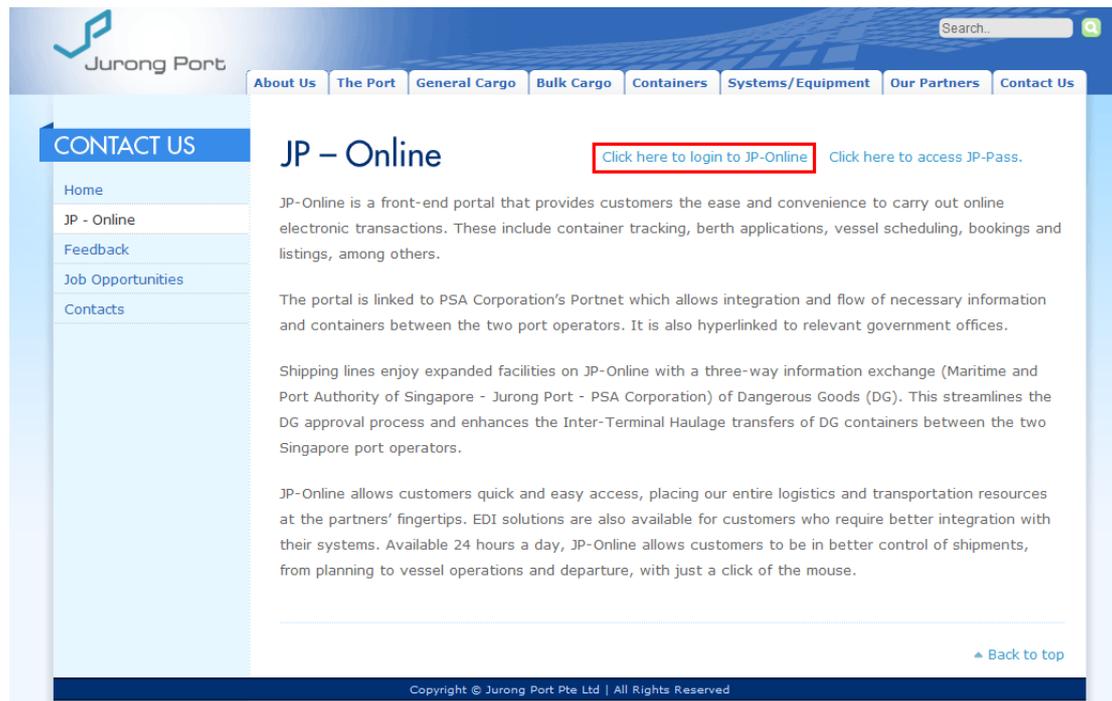
Figure 2 – JP Online Entry Point

Click on the "Click here to login to JP-Online" link and you will be directed to JP Online home page.

Figure 3 – JP Online Home Page

To log in JP Online, please enter your account and password and click the "Submit" button. Please note that the password is case sensitive.

To acquire a JPOnline account, please contact Jurong Port Pass Office.

2   Retrieve Long Term Pass applications

Upon logging into JPOnline, you will be directed to a list of announcement. To retrieve LTP applications, please go to menu item Pass→ Endorse Application as following:

Figure 4 – Endorse Pass Application Menu

You will be directed to Endorse Pass Application query screen.

Figure 5 – Endorse Pass Application Query Screen

Please select "Long Term Pass" from the dropdown list of "Pass Type". You can also enter ID Number, Application Number or Company to narrow down the result list.

Figure 6 – Endorse Pass Application List Screen

3   Approve one application

There are two ways to approve a single application.

3.1 Option 1. View Details and then Approve

By clicking the link of Application No, you will be directed to Endorse Pass Application screen. All the information filled in by applicant shall be displayed.

Endorse Pass Application

			Application Status: New Application Prior Expiry
Pass Applicant Information			
Type of Identity :*	NRIC		
NRIC :	S00011234F		
Name :	RTEST	Display Name :	RTEST
Date of Birth :(DDMMYYYY)	01011987	Nationality :	ANDORRA
Age:	22	Gender :	Male
Have you been convicted of any criminal offence? :	No		
Contact Details			
Contact No :	1	Pager No :	
HP No :		Email Address :	JADEHUANG@JP.COM.SG
Home Address :		Postal Code:	

Figure 7 – Endorse Pass Application View Detail Screen

On the bottom of this screen is the Other Information section. You can amend following information:

- Valid From Date and Time
- Valid To Date and Time

Other Information	
Duration Required :	1 ▾ year(s)
Valid From Date and Time :(DDMMYYYY HHMM)	08122009 0000
Valid To Date and Time :(DDMMYYYY HHMM) *	07122010 2359
Sponsor Action: *	○ Agree to Endorse ○ Do not agree to Endorse
Sponsor Remarks :	
(* Subject to approval by Pass Office)	
Both the sponsored company and the applicant are responsible and reliable for using the Pass for all the Cargo-SST on-line transaction or activities	
Upload Documents	
#1 Passport no.1 Click to View Document	
#2 Passport no.2 Click to View Document	
Submit Undo Cancel	

Figure 8 – Endorse Pass Application Other Information Section

To approve the application, please check the radio button in front of "Agree to Endorse", key in remarks and click the "Submit" button.

For your convenience, you can click the "Undo" button to reset the fields you just filled in and the "Cancel" button to return to the list screen.

Upon approving, the applicant will be informed via email, similarly hereinafter.

3.2 **Option 2. Approve on the list screen**

On the list screen, you can approve an application by ticking the check box in front of it and clicking the "Approve" button.

Upon clicking the "Approve" button, a prompt message shall be displayed for you to confirm the action:

Figure 9 – Endorse Pass Application Prompt Message

The application shall be approved by clicking the "OK" button. By clicking the "Cancel" button, you'll be directed to the list screen without approving any application.

4   Approve several applications in a batch

You can also choose to approve several applications each time. On the list screen, you can do it by ticking several checkboxes in front of the applications to be approved and clicking the "Approve" button.

Upon clicking the "Approve" button, a prompt message shall be displayed for you to confirm the action:

Figure 10 – Endorse Pass Application Prompt Message

The applications shall be approved by clicking the "OK" button. By clicking the "Cancel" button, you'll be directed to the list screen without approving any application.

For your convenience, you can click the "Check All" button to tick all the checkboxes and click the "Uncheck All" button to undo the ticking.

5   Reject one application

There are two ways to reject a single application, which are similar to the ways to approve.

5.1 Option 1. View Details and then Reject

By clicking the link of Application No, you will be directed to Endorse Pass Application screen.

To reject the application, please check the radio button in front of "Do not agree to Endorse", key in remarks and click the "Submit" button.

For your convenience, you can click the "Undo" button to reset the fields you just filled in and the "Cancel" button to return to the list screen.

Upon rejecting, the applicant will be informed via email, similarly hereinafter.

5.2 Option 2. Reject on the list screen

On the list screen, you can reject an application by ticking the check box in front of it and clicking the "Reject" button.

Upon clicking the "Reject" button, a prompt message shall be displayed for you to confirm the action:

Pass Application - List

	Application No	Name of Applicant	ID No.	Employer Name	Pass Type	Purpose of Entry
☐	LTP091200220	Alan Wei			LTP	Delivery
☑	LTP091200230	Peter Chen			LTP	Delivery

Check All   Approve   Reject

Message from webpage

? Are you sure to reject the application?

OK   Cancel

Figure 11 – Endorse Pass Application Prompt Message

By clicking the "Cancel" button, you'll be directed to the list screen without rejecting any application.

A new window shall pop up if the "OK" button is clicked. Please enter the remarks indicating the reason of rejection and click the "Submit" button to finish the action.

Pass Application - List

	Application No	Name of Applicant			Entry	Start Date	End Date
☐	LTP091200220	Alan Wei				20122009	20122010
☑	LTP091200230	Peter Chen				25122009	25122010

Check All   Approve   Reject

Reject Remarks - Windows Internet Explorer

Reject Remarks

Remarks. :*

Submit   Clear
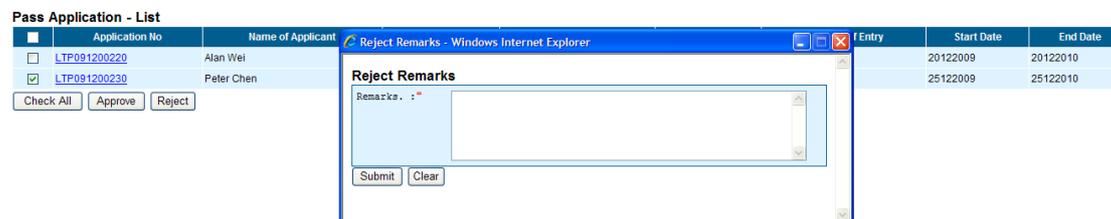
Figure 12 – Endorse Pass Application Reject Remarks Screen

6   Reject several applications in a batch

You can also choose to reject several applications each time. On the list screen, you can do it by ticking several check boxes in front of the applications to be rejected and clicking the "Reject" button.

Upon clicking the "Reject" button, a prompt message shall be displayed for you to confirm the action:

Pass Application - List

	Application No	Name of Applicant	ID No.	Employer Name	Pass Type	Purpose of Entry
☑	LTP091200220	Alan Wei			LTP	Delivery
☑	LTP091200230	Peter Chen			LTP	Delivery

Message from webpage

Are you sure to reject the application?

OK   Cancel

Check All   Approve   Reject
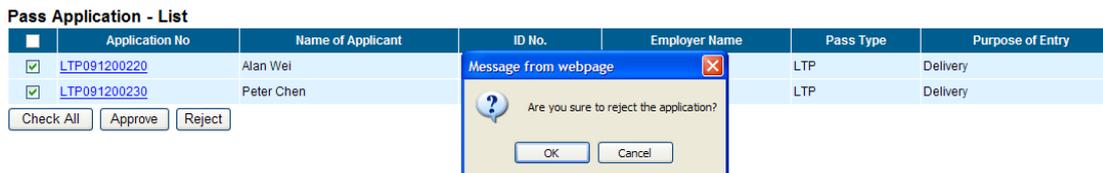
Figure 13 – Endorse Pass Application Prompt Message

By clicking the "Cancel" button, you'll be directed to the list screen without rejecting any application.

A new window shall pop up if the "OK" button is clicked. Please enter the remarks indicating the reason of rejection and click the "Submit" button to finish the action.

Pass Application - List

	Application No	Name of Applicant		Entry	Start Date	End Date
☑	LTP091200220	Alan Wei			20122009	20122010
☑	LTP091200230	Peter Chen			25122009	25122010

Reject Remarks - Windows Internet Explorer

Reject Remarks

Remarks. :*

Submit   Clear

Check All   Approve   Reject
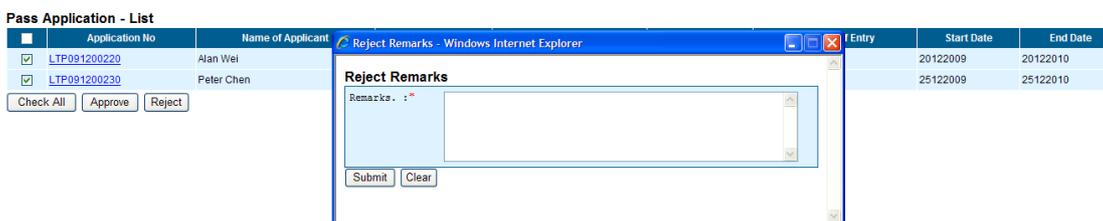
Figure 14 – Endorse Pass Application Reject Remarks Screen

For your convenience, you can click the "Check All" button to tick all the checkboxes and click the "Uncheck All" button to undo the ticking.

7 FAQ

7.1 How can I know if there are applications for me to endorse?

Each time an applicant submits an application requiring endorsement from you, you will be informed via email. Please check your mail box regularly.