

Online Long Term Pass Application Endorsement Guide

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1 Logging in

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



Figure 1 – Jurong Port Home Page

	About Us The Port	General Cargo	Bulk Cargo	Containers	Systems/Equipment	Our Partners	Contact U
	JP — Onli JP-Online is a from	ne t-end portal tha	Clie	ck here to login stomers the e	to JP-Online Click he	re to access JP-f o carry out onli	Pass. ne
Feedback	electronic transac	tions. These incl hers.	ude container	tracking, ber	th applications, vessel	scheduling, boo	okings and
Job Opportunities							
Contacts	and containers be Shipping lines enjo Port Authority of 1 DG approval proce Singapore port op	tween the two p by expanded faci Singapore - Juron iss and enhances erators.	ort operators lities on JP-Or ng Port - PSA s the Inter-Te	. It is also hyp nline with a th Corporation) erminal Haulag	perlinked to relevant go ree-way information ex of Dangerous Goods (D e transfers of DG conta	overnment offic (change (Maritin (G). This stream ainers between	es. me and llines the the two
	JP-Online allows c at the partners' fii their systems. Av from planning to v	ustomers quick a ngertips. EDI solu ailable 24 hours a essel operations	and easy acce utions are also a day, JP-Onlin and departur	ess, placing ou o available for ne allows cust e, with just a	rr entire logistics and t customers who require comers to be in better click of the mouse.	ransportation re e better integra control of shipm	esources tion with nents,

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.

Jurong P	ort	27		
		1.7.9	515	
the state		1		
		WELC		
		VVELC	OME TO JP-ONLINE	
LOGIN HERE			ICEMENTS:	
LOGIN HERE		40000000000000000000000000000000000000	NCEMENTS: No. 52 of 2008 - SAFETY BULLETIN NO 13	FIRE & SAFETY DEPT
	Submit	ANNOUN 15/08/2008	NCEMENTS: No. 52 of 2008 - SAFETY BULLETIN NO 13 No. 51 of 2008 - PM4 DECLARATION	FIRE & SAFETY DEPT FIRE & SAFETY DEPT
	Submit	ANNOUN 15/08/2008 15/08/2008 07/08/2008	NCEMENTS: No. 52 of 2008 - SAFETY BULLETIN NO 13 No. 51 of 2008 - PM4 DECLARATION No. 50 of 2008 - MECHANICIAL EQUIPMENT MAINTENANCE, PRE-OPERATION CHECK AND RISK ASSESSMENT	FIRE & SAFETY DEPT FIRE & SAFETY DEPT FIRE & SAFETY DEPT
LOGIN HERE	Submit	ANNOUR 15/08/2008 07/08/2008 06/08/2008	NCEMENTS: No. 52 of 2008 - SAFETY BULLETIN NO 13 No. 51 of 2008 - PM4 DECLARATION No. 50 of 2008 - MECHANCIAL EQUIPMENT MAINTENANCE, PRE-OPERATION CHECK AND RISK ASSESSMENT No. 49 of 2008 - TRAFFIC DIVERSION (PHASE 3)	FIRE & SAFETY DEPT FIRE & SAFETY DEPT FIRE & SAFETY DEPT GENERAL & BULK OPERATION

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.

Endorse Pass Ap	oplication			
ID No. :	NRIC 👻	Application No :		
Pass Type :*	Please select	Company :	Please select	
View Clear				

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.

Pass	ass Application - List											
	Application No	Name of Applicant	ID No.	Employer Name	Pass Type	Purpose of Entry	Start Date	End Date				
	LTP091100860	AHMAD BIN PILLAR	G7788990M	HONLY COMPANY(PTE) LTD	LTP	SIGNALMAN & RIGGER	21122009	21122010				
	LTP091100760	AMIRUDIN BIN RAMLI	S8190525N	PRIMA LIMITED	LTP	STEVEDORINGN WORK	08122009	08122010				
	LTP091100740	TAN YUNZHONG	G8190525O	PRIMA LIMITED	LTP	STEVEDORING WORK	08122009	08122010				
	LTP091100360	789789	S021121H	PRIMA LIMITED	LTP	SS MT HW FH SO CR	03112009	03112010				
Che	ck All Approve F	Reject										

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. **Endorsement Guide**

Endorse Pass Application

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

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: *	Ø Agree to Endorse Ø Do not agree to Endorse
Sponsor Remarks :	•
(* Subject to approval by Pass Office)	
Both the sponsored company and the application	ant are responsible and reliable for using the Pass for all the Cargo-SST on-line transaction or activities
Oupload 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:

Pass	Pass Application - List									
	Application No	Name of Applicant	ID No.	Employer Nam	ie	Pass Type	Purpose of Entry			
	LTP091200220	Alan Wei	Message from webpag	e 🛛 🔀		LTP	Delivery			
V	LTP091200230	Peter Chen				LTP	Delivery			
Chec	k All Approve Reject		Are you sure to	approve the application?						
			ОК	Cancel						

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:

Pase	Pass Application - List										
	Application No	Name of Applicant	ID No. Employer Name		Pass Type	Purpose of Entry					
	LTP091200220	Alan Wei	Message from webpag	ge 🛛 🔀	LTP	Delivery					
	LTP091200230	Peter Chen			LTP	Delivery					
Ch	ck All Approve Reject		Are you sure to	approve the application?							
			ОК	Cancel							

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:

F	Pass Application - List										
		Application No	Name of Applicant	ID No.	Employer Nar	me	Pass Type	Purpose of Entry			
		LTP091200220	Alan Wei	Message from webpage		I	LTP	Delivery			
	~	LTP091200230	Peter Chen			1	LTP	Delivery			
Check All Approve Reject			Are you sure to r	eject the application?							
				ОК	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.

	approaction Flor							
	Application No	Name of Applicant	C Reject Remarks - Windows Internet Explorer			f Entry	Start Date	End Date
	LTP091200220	Alan Wei					20122009	20122010
V	LTP091200230	Peter Chen	Reject Remarks				25122009	25122010
Chec	k All Approve Reject		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:

Pa	Pass Application - List										
		Application No	Name of Applicant	ID No. Employer Name		ne	Pass Type	Purpose of Entry			
E	~	LTP091200220	Alan Wei	Message from webpa	ge 🛛 🔀		LTP	Delivery			
B	~	LTP091200230	Peter Chen	<u></u>			LTP	Delivery			
С	heck	All Approve Reject		Are you sure t	o reject the application?						
				ОК	Cancel						

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.

	Application No	Name of Applicant	C Reject Remarks - Windows Internet Explorer	F Entry	Start Date	End Date
V	LTP091200220	Alan Wei		~	20122009	20122010
V	LTP091200230	Peter Chen	Reject Remarks		25122009	25122010
Chec	k All Approve Reject		Remarks. :" Submit Clear	8		

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.