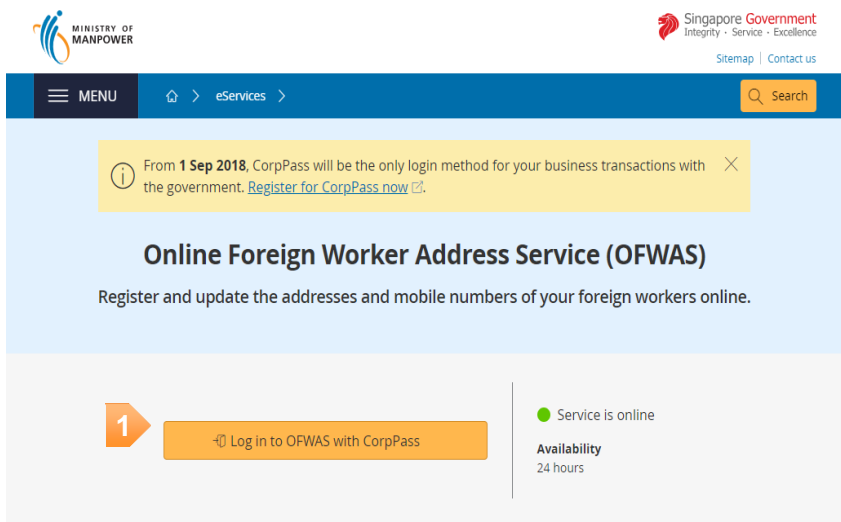


Access OFWAS via <https://service2.mom.gov.sg/ofwas/>



The screenshot shows the OFWAS website homepage. At the top left is the Ministry of Manpower logo. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence' and links for 'Sitemap' and 'Contact us'. Below the header is a navigation bar with a 'MENU' button, a home icon, 'eServices >', and a search box. A yellow banner at the top contains an information icon and text: 'From 1 Sep 2018, CorpPass will be the only login method for your business transactions with the government. Register for CorpPass now'. The main heading is 'Online Foreign Worker Address Service (OFWAS)' with the subtext 'Register and update the addresses and mobile numbers of your foreign workers online.' Below this is a large orange button labeled '1' with the text 'Log in to OFWAS with CorpPass'. To the right of the button, it says 'Service is online' with a green dot and 'Availability 24 hours'.

- 1 Click *CorpPass Login*
- 2 Key in *CorpPass ID, UEN/Entity ID and password*
- 3 Click *Login*

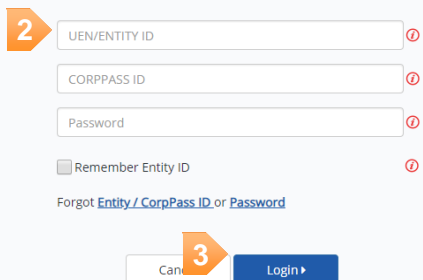
Note: Your CorpPass ID will be authenticated with the Work Permit Online (WPOL) account. You will not be able to proceed without the WPOL account. To apply, go to:

<http://www.mom.gov.sg/service2-forms/Pages/wpar.aspx>

CorpPass is now the ONLY login method for corporate transactions with the Government

Your entity can now transact with more than 140 government digital services. Register for CorpPass now to prevent any disruption to your business transactions!

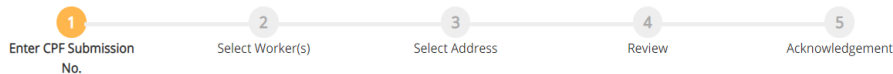
### Log in with CorpPass



The screenshot shows the 'Log in with CorpPass' form. It has three input fields: 'UEN/ENTITY ID', 'CORPPASS ID', and 'Password'. Each field has a red 'X' icon to its right. Below the fields is a checkbox labeled 'Remember Entity ID' with a red 'X' icon. At the bottom, there is a 'Forgot Entity / CorpPass ID or Password' link. A large orange arrow labeled '3' points to the 'Login' button.

### Step 1: Enter CPF Submission No. & Provider's Information

#### Online Foreign Worker Address Service



#### Information Provided By

\* Indicates a required field

\* Contact No.

\* Email Address

\* CPF Submission No.

I understand and agree to the following:

1. Registrations of addresses in OFWAS **shall not** be interpreted as the Ministry accepting the registered premises as being "acceptable accommodation".

2. I have read the [rules and regulations](#) and I am authorised by my client/company to perform the transactions in OFWAS.

3. MOM has come across cases of employers registering HDB flats as their foreign workers' residential addresses in OFWAS, but the foreign workers are not staying in the flats. To address this, employers are now required to **make sure that the workers are registered as subtenants in HDB's subletting** system and are staying in the flats, **before** the addresses can be registered in OFWAS.

4 Enter *Contact No., Email address. & CPF Submission No.*

5 Click on *Continue* button.

5

Continue >

X Reset

### Step 2: Select Type of Service

#### Online Foreign Worker Address Service

Please select type of service:

6

 OFWAS Address Registration View Government Facilitated Location

7

6


Select *Type of Service*

7

Click on *Proceed* button.

### Step 3a: View Government Facilitated Location Listing

#### Online Foreign Worker Address Service

 This is based on the employment record at the time of relocation.

**8** Enter *FIN No.*

#### Government Facilitated Location Listing

**8** Search by FIN No. **9**

**9** Click on *Search* button.

1 Items | Page 1 > >

Name	FIN No	Address	Last Updated Date
Mohammad	G1234567F	Test Address 1	29-APR-2020

[< Back](#)

# Quick Reference Guide

## OFWAS for Web / Mobile

### Step 3b: Select worker for address registration

#### Online Foreign Worker Address Service



- 8** View Worker(s):
- Show all 423 pending address registration
  - Show 1 due for renewal
  - Show all 1100 with registered addresses

- 9**  Search for specific worker

OR

- 10** View Registered Address:  
[Show Address Listing](#)

#### Worker(s) Listing

423 Items | Page 1 2 3 >

<input type="checkbox"/>	Name	Work Permit No.	Address	Mobile No. <small>For Malaysia Mobile No, please key in "40"</small>
<input checked="" type="checkbox"/>	Tan Ling Ling	0 261XXXXX	-	<input type="text"/> *
<input checked="" type="checkbox"/>	Mohammad	0 066XXXXX	-	<input type="text"/> *
<input checked="" type="checkbox"/>	Sivakumar	0 131XXXXX	-	<input type="text"/> *

Each submission may take up to 15 seconds and is limited to a maximum of 15 workers per submission.

- 13**

- 8** Select one of the radio option to view workers pending address registration or due for renewal or with registered addresses.
- 9** (Optional) Select the last radio option to search for specific worker.
- 10** (Optional) Click on [Show Address Listing](#) link to display list of previously registered addresses.
- 11** Tick the checkbox(es) to select worker(s) for address registration.
- 12** Enter mobile number for selected workers.
- 13** Click on [Next](#) button to continue.

### Step 4: Select address for registration

#### Online Foreign Worker Address Service



#### Enter Address Details

**WARNING**

It is a serious offence for employers to provide false address information to the Controller of Work Passes. Those found doing so could be fined and barred from applying or renewing work passes.

14

Select New or Previous Address

15

\* indicates a required field

Standard Postal Code Address  
 Quarters on Construction Sites  
 Quarters at Temporary Occupational Licence(TOL) Site  
 Harbourcraft / Vessel  
 Workers Quarters at Farm

16

\* Postal Code

Street Name :

Building Name :

Block/House No. :

17

Floor No.

Unit No.

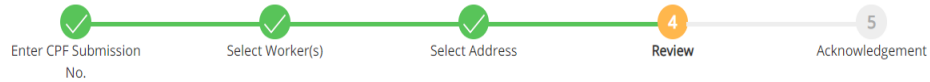
18

[X Reset](#)

- 14 Select either *New Address* or previously registered addresses for registration.
- 15 Select address type from the radio selection.
- 16 Key in *Postal Code* and click on *Get Address* button.
- 17 Fill in the necessary address details.
- 18 Click on *Continue* button to proceed.

### Step 5: Review worker and address details

#### Online Foreign Worker Address Service



**19** Review selected worker(s) and address details before submission.

**20** Click on *Submit* button.

#### Review Workers & Address Details

S/N	Name	Work Permit No.	Address	Mobile No.
1	Mohammad	0 628XXXXX	Lita Address	99999999

**20**

### Step 6: Acknowledgement for successful registration



Ben **26** Logout

#### Online Foreign Worker Address Service



#### ✓ Acknowledgement

The address of selected workers has been registered successfully.

**21**

Reference No.	REGFW-2018-10-19-5007
Information Provided By	Benjamin
NRIC/FIN No.	XXXXX407J
Company Name	Engineering Pte Ltd
Date and Time of Registration	19 OCT 2018 11:17AM

#### **22** Registered Worker(s)

S/N	Name	Work Permit No.	Address	Mobile No.
1	Mohammad	0 628XXXXX	Lita Address	99999999

**23**

**24**

**25**

[Register more workers](#)
[Save as PDF](#)
[Email to me](#)

**21**

Acknowledgement summary details will be presented.

**22**

List of registered worker(s) will be displayed.

**23**

Click on *Register more workers* button to perform new address registration.

**24**

Click on *Save as PDF* to download a copy of PDF acknowledgement.

**25**

Click on *Email to me* button to send a copy of acknowledgment email.

**26**

Click on *Logout* button to logout from OFWAS.

- [WP Online Main Page](#)
- [MOM Website Homepage](#)
- [List of Approved Housing](#)



## ANNEX

### Site Requirements:-

Supported browsers:

- Google Chrome
- Internet Explorer
- Firefox