

## **Section A: Downloading of Form Viewer (latest version)**

Before making a submission, users will need to download the latest version of Form Viewer software from **CORENET 2.0 Resource Hub** [<https://cn2resourcehub.com>]. This software enables users to launch and fill up Corenet forms in XFD or XFDX file formats.

To install the latest version of Form Viewer, please follow the installation guide below (Step 1 to Step 6).

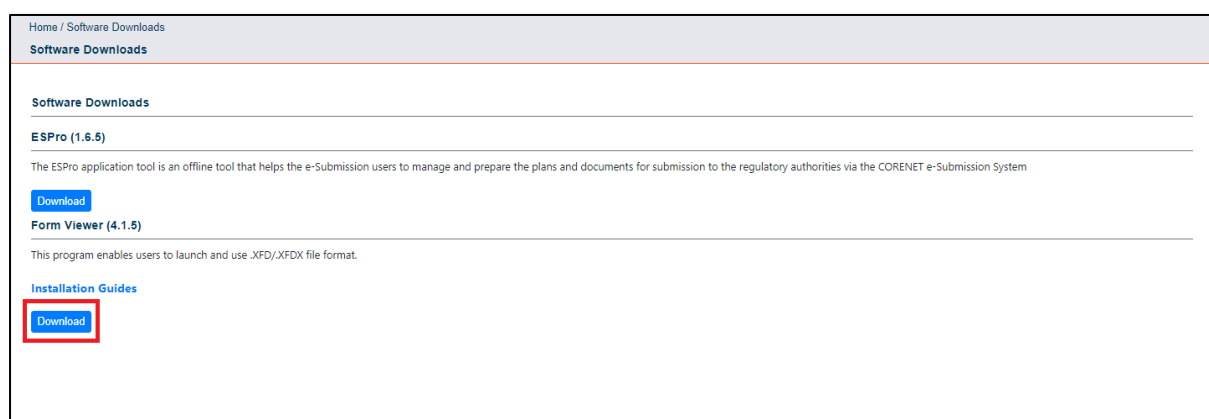
For users who already have the latest version of Form Viewer installed, please proceed to Section B (Making a non-QP submission in Corenet 2).

For users who want to make a correspondence submission, please proceed to Section C (Making a non-QP correspondence submission in Corenet 2).

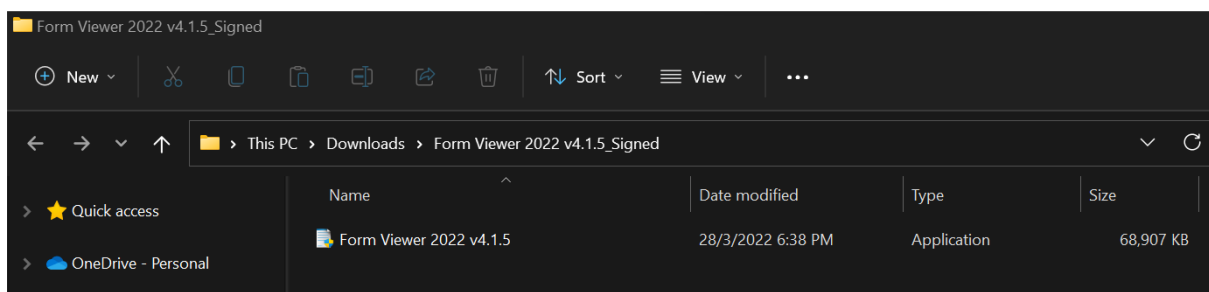
*Step 1:* Go to [CORENET 2.0 | Software Download \(corenet2-ess.gov.sg\)](https://corenet2-ess.gov.sg)

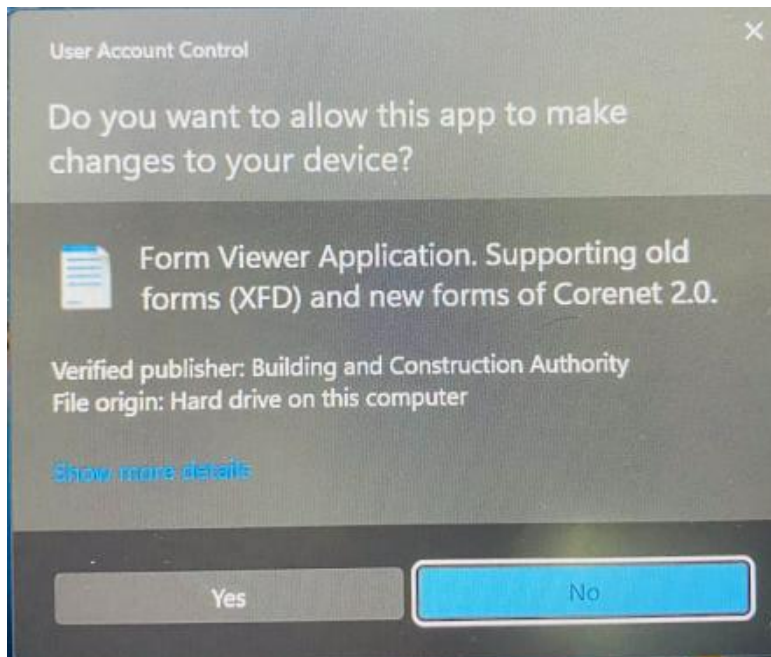
(Note: This is NOT the link to make Corenet 2.0 submissions)

*Step 2:* Under 'Software Downloads' & 'Form Viewer (Latest Version X.Y.Z)' click 'Download'.

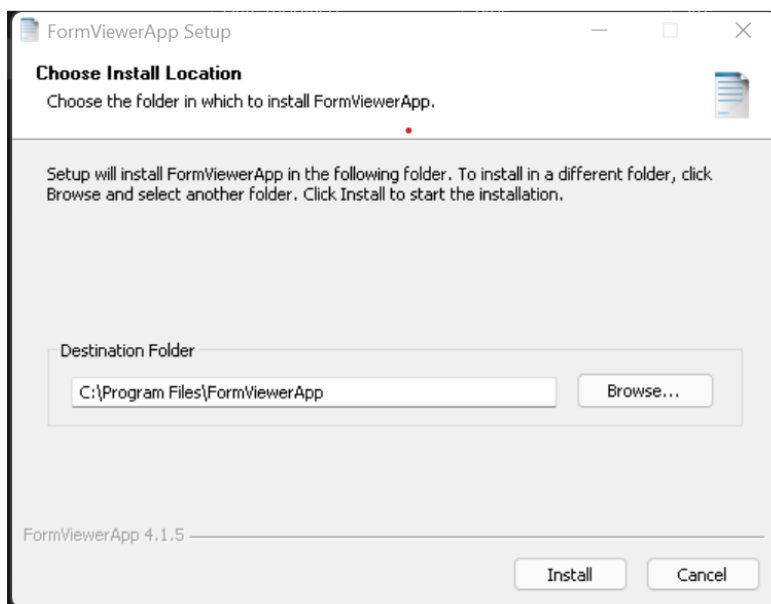


*Step 3:* Extract the zip file. Right click and select 'Run as administrator', click "Yes".

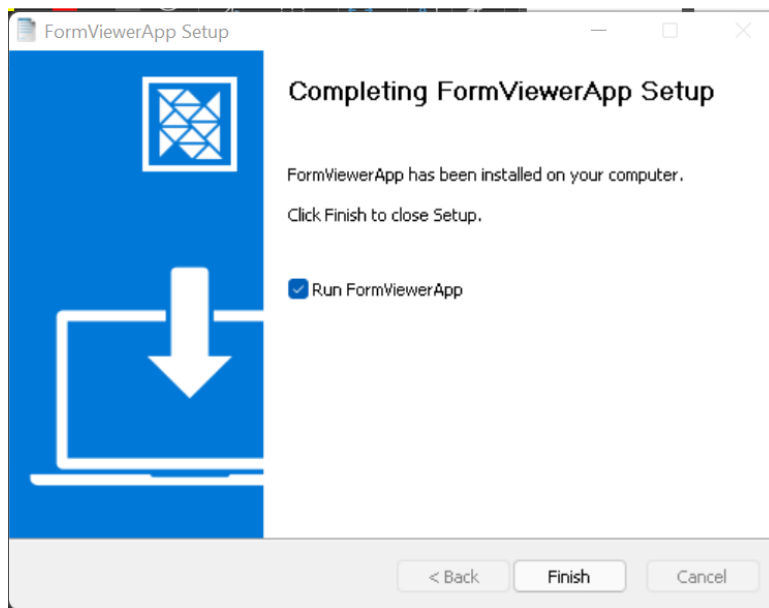




*Step 4:* Follow the setup wizard to complete the installation.



Step 5: Click 'Finish'.

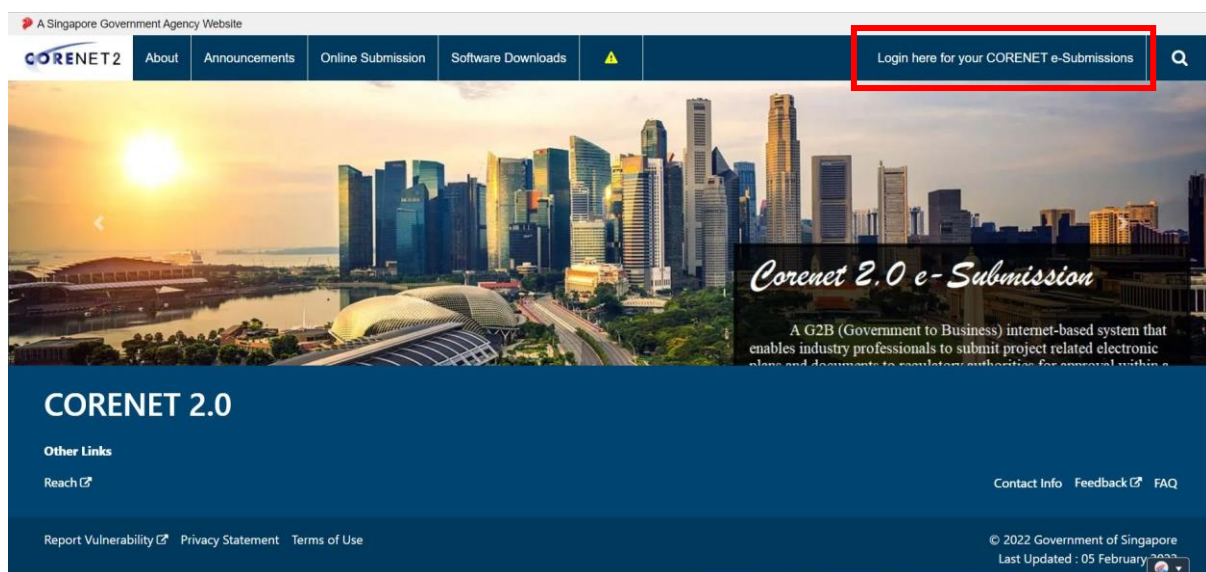


Step 6: Go to the program file folder and double clicking on “FormViewerApp” to launch the Form Viewer.

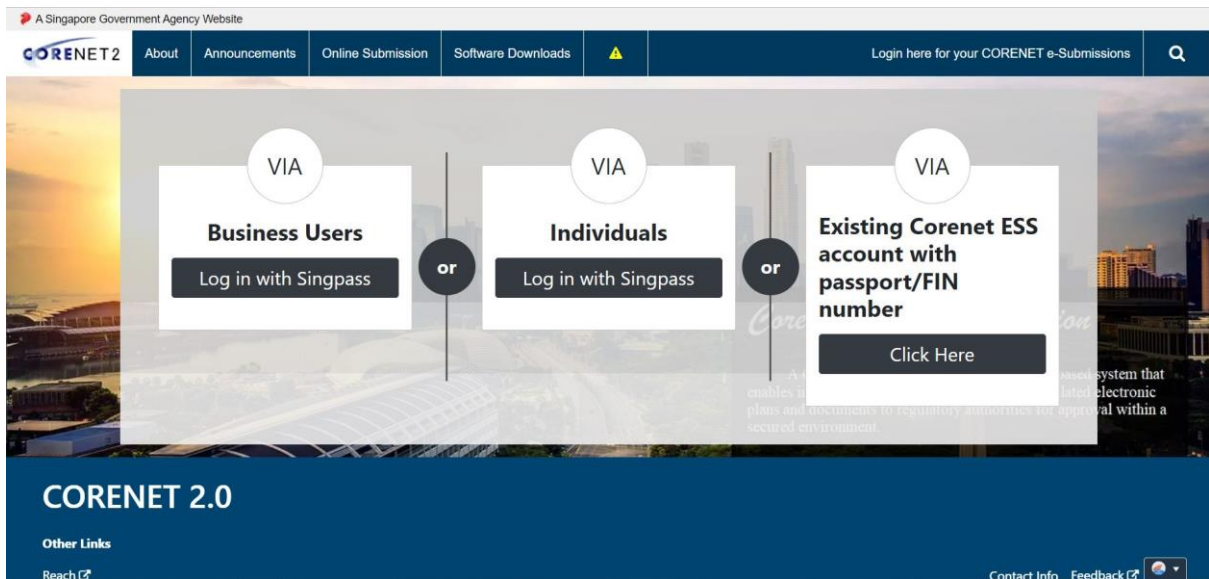


## **Section B: Making a non-QP submission in Corenet 2**

Step 1: Go to <https://www.corenet2-ess.gov.sg>



Step 2: Login via any of the 3 options below:

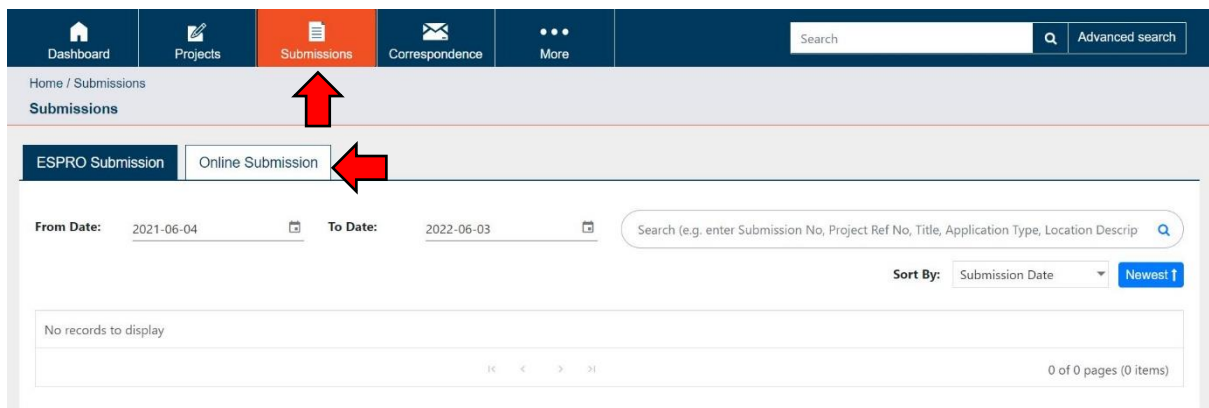


Step 3: Click on 'Submissions'

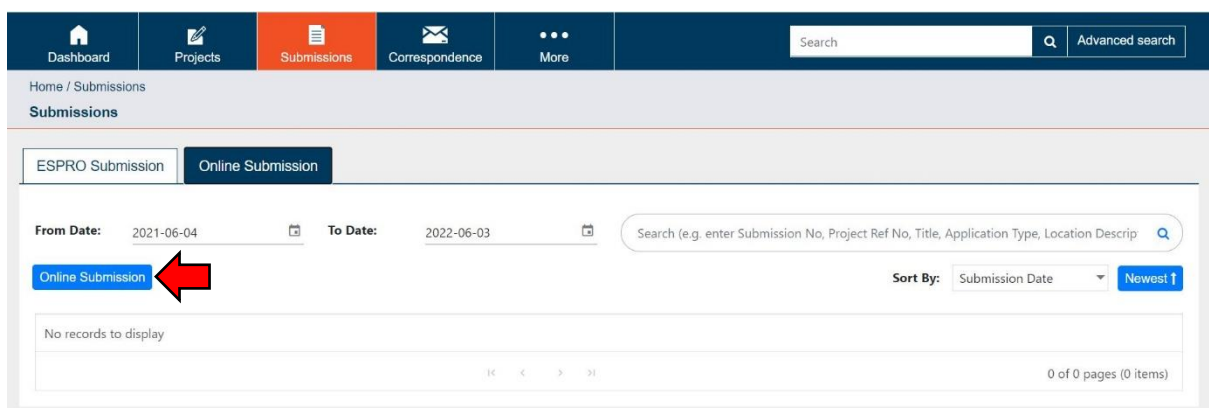
Non-QP to use 'Online Submission' option

'ESPRO Submission' option is for QP (Qualified Person)

All your previous submissions can be found here.



To make a submission, click on 'Online Submission'.



#### Step 4: Selecting agency Select 'JTC'

Home / Online Submissions  
Submit Online Submissions

1 Select Application  
2 Upload Document  
3 Submit

ALL (27)  
BCA(16)  
JTC(1)  
HDB(10)

Search for Application

Plan Consent

1 of 1 pages (1 items)

#### Step 5:

Under 'Plan Consent', you may click on the guides to download them.

File Name	File Size	File Tag	Effective Date
<a href="#">CN2 Non-QP User Guide.docx</a>	1.89 mb	Others	N/A
<a href="#">JTC_LPD_SD_NonQP.XFDX</a>	0.39 mb	Main Form	N/A
<a href="#">Notes for Submission by Non-QP.doc</a>	0.07 mb	Others	N/A
<a href="#">Notes for Submission involving Dormitory.docx</a>	0.03 mb	Others	N/A
<a href="#">Space Submission Handbook.docx</a>	0.07 mb	Others	N/A

1 of 1 pages (1 items)

Please click on the form 'JTC\_LPD\_SD\_NonQP.XFDX' to download it. Please fill up the form 'JTC\_LPD\_SD\_NonQP.XFDX'.

Step 6: Select the circle next to 'Plan Consent' and click 'Proceed' to upload documents.

1 Select Application  
2 Upload Document  
3 Submit

ALL (27)  
BCA(16)  
JTC(1)  
HDB(10)

Search for Application

Plan Consent

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<a href="#">Notes for Submission by Non-QP.doc</a>	0.07 mb	Others	N/A
<a href="#">Notes for Submission involving Dormitory.docx</a>	0.03 mb	Others	N/A
<a href="#">Space Submission Handbook.docx</a>	0.07 mb	Others	N/A

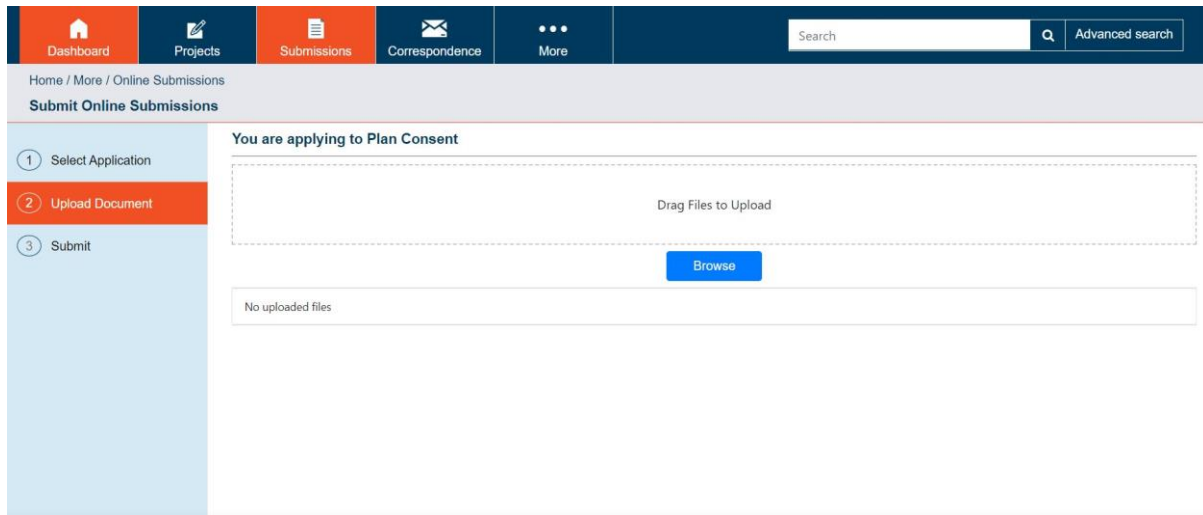
1 of 1 pages (1 items)

Proceed

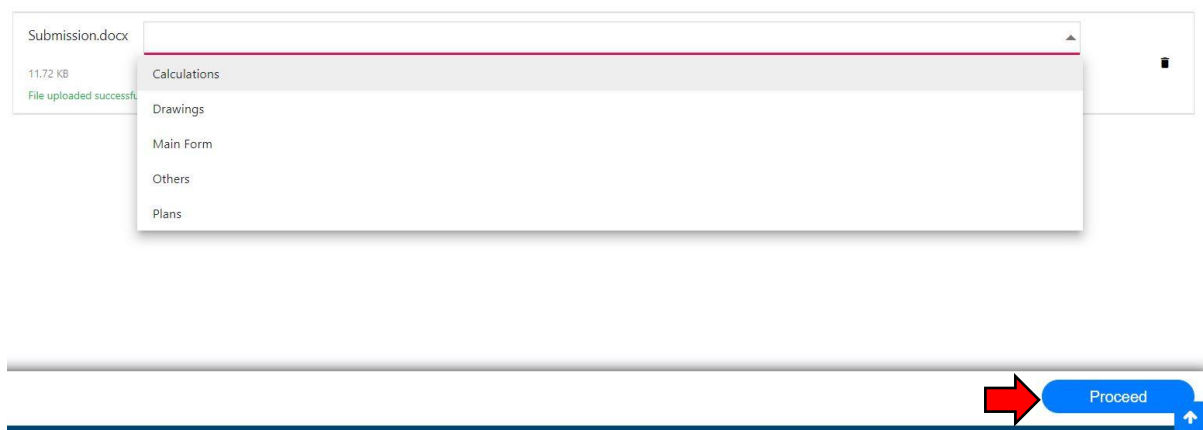
## Step 7: Uploading of documents

Drag and drop drawings and documents to upload.

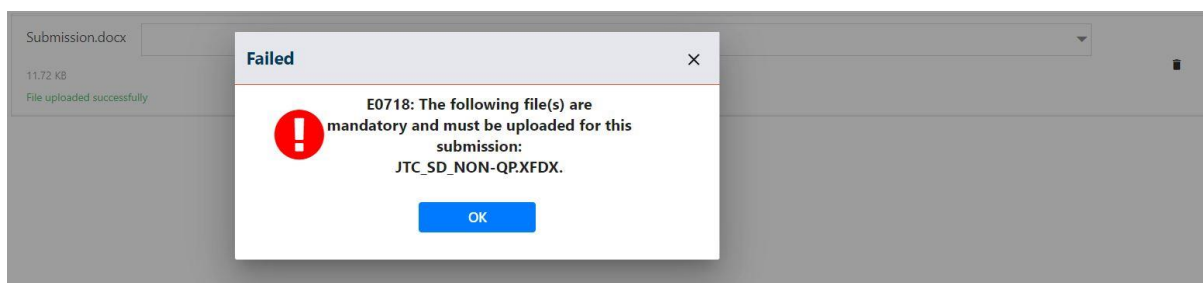
To find out which drawings and documents are to be uploaded, please download the guide 'PCP-WI-09\_Plan Submission Handbook\_Space' as shown in step 5.



In the drop-down panel of the uploaded files, select the document type. Once all the documents have been uploaded, click 'Proceed'.



Note: If the form 'JTC\_LPD\_SD\_NonQP.XFDX' is not uploaded, the following error message will appear.



**Step 8:** You should receive your submission number.

Dashboard Projects Submissions Correspondence More

Home / More / Online Submissions

**Submit Online Submissions**

1 Select Application

2 Upload Document

3 Submit

Sent To : JTC

Submission No. : [redacted]

Application Type: Plan Consent

Send By : [redacted]

Submission Date : [redacted]

**Step 9:** Correspondences from JTC can be found by selecting 'Agency Correspondence (CA)' under 'Correspondence'.

Dashboard Projects Submissions Correspondence More

Home / Correspondence

Correspondence

Agency Correspondence (CA) Correspondence to Agency (CR)

From Date: 2021-07-22 To Date: 2022-07-21

Search (e.g. enter Correspondence No, Submission No, Application Type, Project Ref No, Title)

Sort By: Send Date Newest

No records to display

0 of 0 pages (0 items)

## **Section C: Making a non-QP correspondence submission in Corenet 2**

**Step 10:** To make a correspondence submission, select 'More' and click 'Online Correspondence'.

Dashboard Projects Submissions Correspondence More

Others Software Downloads and User Guides Online Submission Online Correspondence

Request to Change Project Member Request to Take Over/ Reappoint Project Coordinator Agency Response Time Vault

**Step 11:** Under 'Reference Submission No.', enter your ES submission number and click 'next'. Then repeat step 7.

Dashboard Projects Submissions Correspondence More Search Advanced search

Home / More / Online Correspondence

Submit Online Correspondence

1 Correspondence Details

2 Upload Document

3 Submit

Submission Details

Reference Submission No.\*:

Submit To\*:

Application Type: Correspondence to Agency

Submit By: [Redacted]

Submit Date: [Redacted]

Next

**Step 12:** User can click on the 'Logout' link located at the top-right corner to log out from the system.

### For assistance on Corenet 2

Please contact the Corenet 2 Helpdesk at Tel: 63343574 or submit a request via the link <https://support.corenet2-ess.gov.sg/hc/en-us/requests/new>

### For assistance on filling JTC Form and making Non-QP submission

Please contact Mr Isaac Yeo at Tel: 68833815 or email: [Isaac\\_YEO@jtc.gov.sg](mailto:Isaac_YEO@jtc.gov.sg) or Ms Lee Siew Siew at Tel: 68833958 or email: [LEE\\_Siew\\_Siew@jtc.gov.sg](mailto:LEE_Siew_Siew@jtc.gov.sg)