Corporate User Login

1. Login the **Username**, **Password** and **Institution** given in the email

2. Change the Password

Password must between **12 to 20 characters** and contain **upper & lower case**, **digit** and **special character**
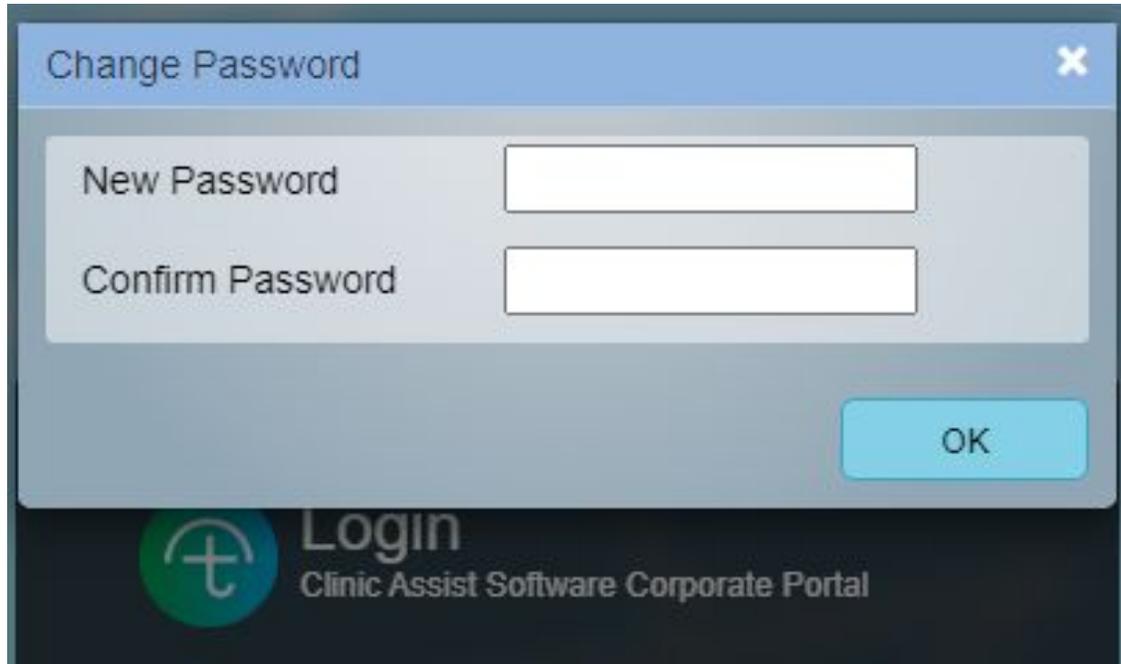
Remember your password and key correctly for each login.

Your account will be locked after 4 attempts of the wrong password keyed.

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3. Select **Employee**, download **Employee Template**

4. Excel Template

Fill in the details and save the file

*(**Do not** change the filename)*

Max. 500 MWs per excel file

Employers who have more than 500 MWs to enrol require to upload **more than one file.**

You can only use the **same filename** to upload the excel template.

Fields	Remarks
CompCode	**Company Code** is the "**Institution**" sent in the email
EmpNo	**Employee No.:** If companies have their employee ID, they may key in. Alternatively, if the company doesn't have this, they may preassigned e.g. 00001 to 00500. (Up 15 characters)
DOB	**Date of Birth:** Please follow the date format assigned, dd/mm/yyyy.
Sex, ID Type, Nationality, Language Spoken	Please use the drop down list available.
HP	Mobile no. – Eg. 91234567 Please use the **mobile no. of the MW**. An SMS will be triggered to him/her after enrolment.

This is a presentation slide showing an Excel spreadsheet with a reference table below it.

The Excel spreadsheet shows columns K through T with the following headers in row 1:
- K: Language Spoken
- L: BlkHseNo
- M: UnitNo
- N: Street
- O: BuildingName
- P: Postal
- Q: HealthCheckup (MWOC)
- R: PCP Start (dd/mm/yyyy)
- S: Sector Living
- T: Dormitory

Rows 2 through 10 show #N/A in columns S and T.

Fields	Remarks
BlkHseNo, UnitNo, Street, BuildingName, Postal	Please fill in the **full residential addresses in the community**. BlkHseNo – Eg. 321 UnitNo – Eg. #03-22 Street – Eg. Jurong East St 31 BuildingName Postal – Eg. 600321
Postal	**Postal Code:** You only need to key the postal code for **dormitories**. Eg. 608559
HealthCheckup (MWOC)	Please use the drop down list available. Only for members who **newly arrived in Singapore**, and have done their Medical Examination (ME) at the **Migrant Worker Onboarding Centre** or **St. Andrew's Migrant Worker Medical Centre** prior to taking on the PCP may select "Y".

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Excel spreadsheet header showing columns: P (Postal), Q (HealthCheckup (MWOC)), R (PCP Start (dd/mm/yyyy)), S (Sector Living), T (Dormitory), U (BlkHse), V (DStreet), W (Building), X

Fields	Remarks
PCP Start	The **date of enrolment** for the migrant workers (MW). **PCP date <u>cannot</u> be changed once uploaded.** Eg. 1: If you submit the contract on 1 Apr, because you want the MW to be enrolled from 02 Apr onwards, you indicate 02/04/2022 in this field. Eg. 2: If you submit the contract on 1 Apr, but you only want the MW to be enrolled from 05 May onwards, you indicate in 05/05/2022 in this field.
Sector Living	By default all members should be under Zone "**F**".
Dormitory to Building in grey cells	These cells are protected cells and will auto-populate.

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5. Click "**Import**"

6. Click "**Choose File**" to select Employee List
7. Click "**Import**" to import Employee List

Registration Acknowledgement

Congratulations! You have successfully enrolled the workers in the Primary Care Plan.

1) You may process with the issuance of work passes.

2) Your workers may now make appointment for consultation at **SAMWMC@Penjuru** or walk-in to the **Designated Clinics** or use our **Telemedicine services**.

3) The invoice will be generated from the e-portal and emailed to employers on the 1st day of every calendar month. Please make payment upon receiving the invoice. Thank you.

Employers and workers can follow the steps below for booking appointments and telemedicine.

A. BOOKING APPOINTMENT @SAMWMC, PENJURU

Medical Examination (ME) / Consultation / Medical Services
Employers or Workers can:-
WhatsApp: 9173 8567
Enter: 1) Worker's Name & FIN number of worker (last 4 digits); **2)** Sick / ME
Our friendly staff will contact you to confirm the appointment and transportation.

B. WALK-IN TO THE DESIGNATED CLINIC
The **Designated Clinics** are only for reporting sick attendance, and not ME.
Walk-in or make an appointment if >3 pax per company.

C. TELEMEDICINE - "Doctor Anywhere."
Link to Doctor Anywhere Telemedicine App, please click here.
Download User Guide to Doctor Anywhere Telemedicine App.
Payment mode: Debit card and Credit card

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