



MINISTRY OF HEALTH  
SINGAPORE

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# **EGUIDE: CHECKING LICENCE APPLICATION STATUS AND VIEWING THE E-LICENCE**

## What you need to do before checking licence application status and viewing the e-licence

1. The Authorised Person can check the status of the licence application as well as view the e-licence in eLis upon notification from MOH that the e-licence is ready.
2. If you intend to make changes/amendments to your HCI licence, please refer to our eGuide on [Making Changes/Amendments to a HCI Licence](#).. If you would like to update information on HCI Directory and HealthHub websites, please refer to our eGuide on [Updating Information on HCI Directory and HealthHub websites](#).
3. Read through the step-by-step guide in the following pages to familiarise yourself with the information you will be asked to provide.

### SUPPORT

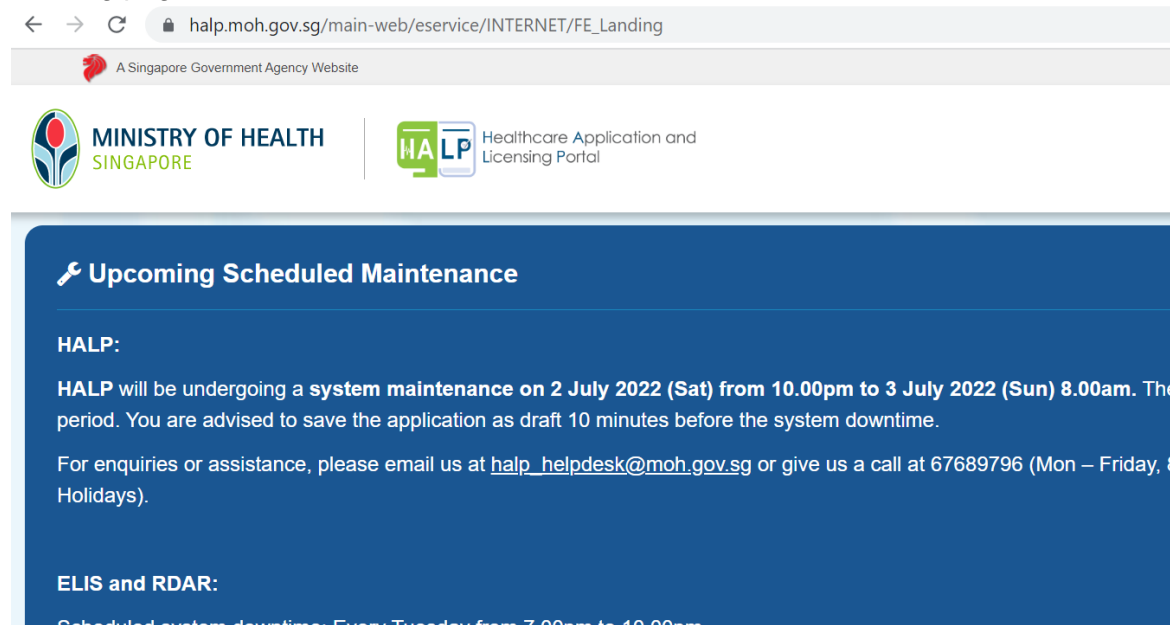
Technical issues submitting the application online: [elishelpdesk@ncs.com.sg](mailto:elishelpdesk@ncs.com.sg).

All other enquiries: [eLis@moh.gov.sg](mailto:eLis@moh.gov.sg).

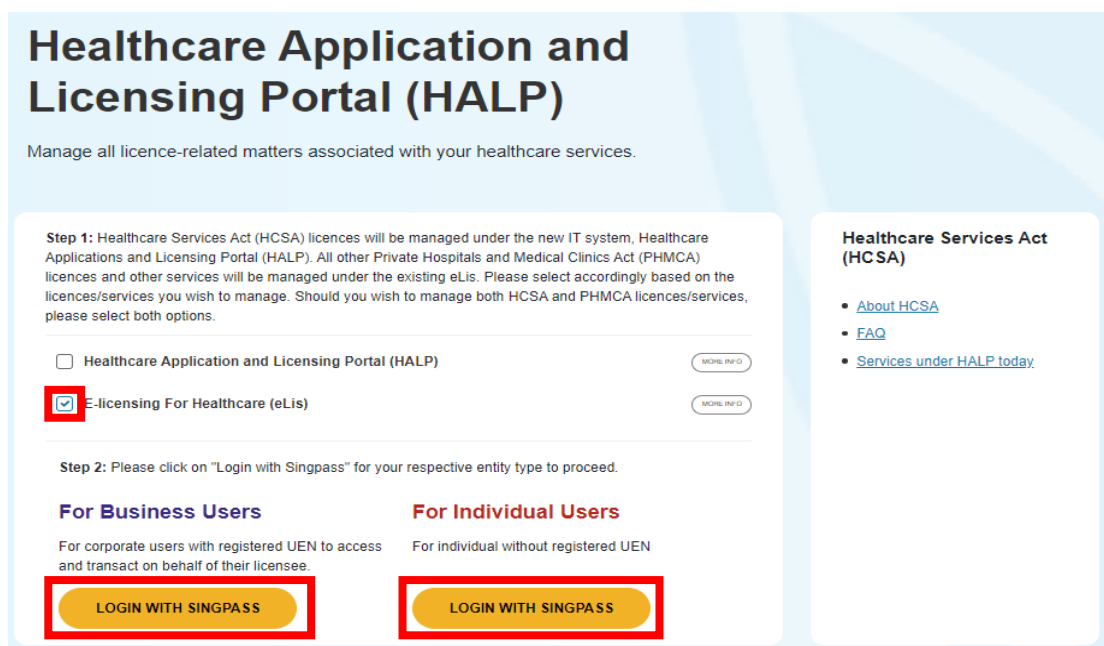
## Logging into eLis

### Steps

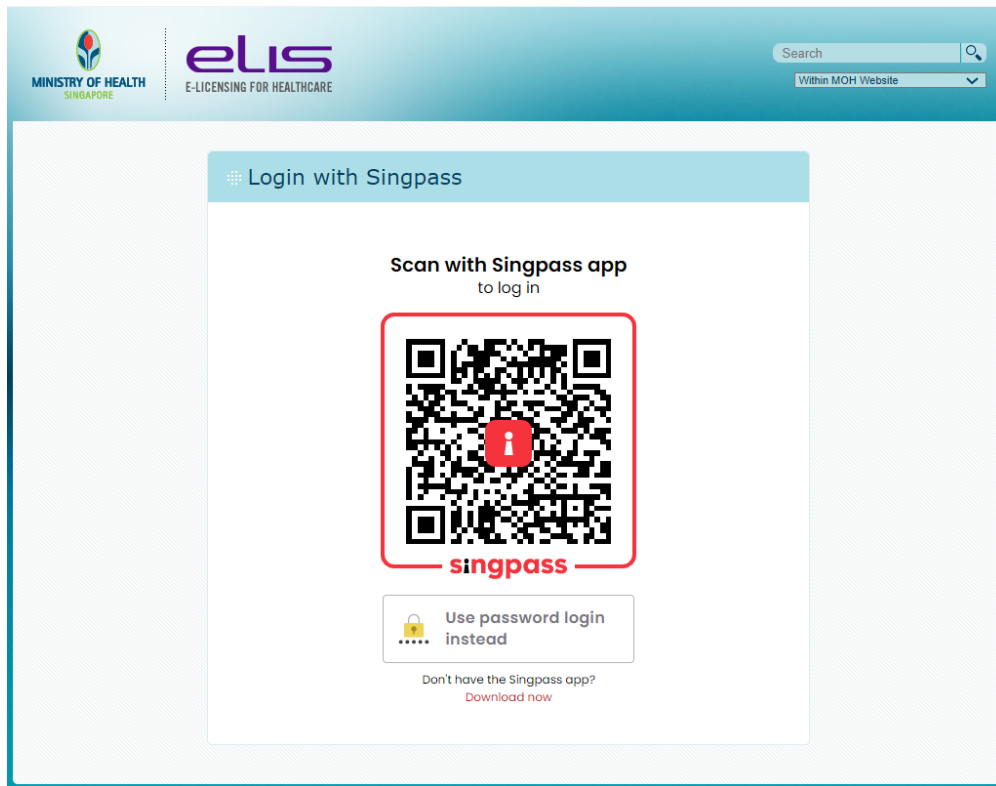
Access the eLIS Website. (<https://elis.moh.gov.sg/> ). You will be redirected to HALP Landing page.



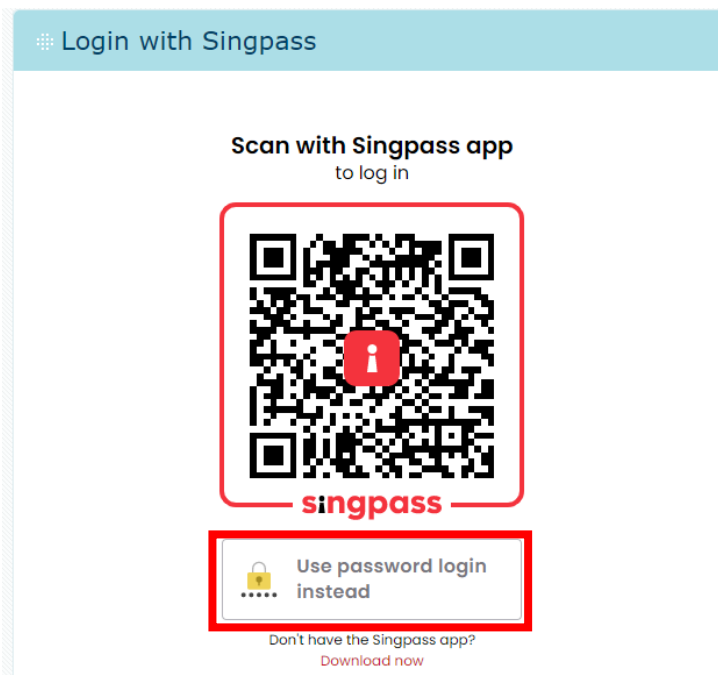
- a. Scroll down and Select on the “E-licensing for Healthcare (eLis)”
  - If the licensee is company, please login as a Business User.
  - If the licensee is Sole Proprietor, please login as an Individual User.



b. Use the Singpass app to login to eLIS system. The Singpass NRIC and the NRIC which registered in eLIS for the authorised person should be the same. User must use the **authorized person's Singpass account** to login to eLIS to access the HCI information.



1. If the Singpass app is not available, click on the “User password Login instead” under the QR code.



2. Enter your User ID and Password and click on the “Login” button. The Singpass NRIC and the NRIC which registered in eLIS for the authorised person should be the same. User must use the **authorized person’s Singpass account** to login to eLIS to access the HCI information.

## Checking licence application status and viewing the e-licence

1. Upon successful login, you will be directed to the dashboard.

Dr. Tan Lor Em (Licensee)		Previous and Current Licences		
1234567X (Professional reg. no.) Blk 123 Bukit Merah Central #01-23 Singapore 123456		Licence number	Period	e-Licence Certificates
9123 45678	6123 45678	93/94/9596/2013	01/04/2011 - 31/03/2013 (2 years)	Download
6123 45678	6123 45678	93/94/9596/2011	01/04/2009 - 31/03/2011 (2 years)	Download

- a) **To check licence application status:** Click on “**Licences**” at the top navigation bar. You will be directed to another page where you can view the status of your licence application(s).

## EGUIDE: CHECKING LICENCE APPLICATION STATUS AND VIEWING THE E-LICENCE

Licences <a href="#">Go to Licences</a>					Register Doctors <a href="#">Go to Register Doctors</a>			
Status	Type	Submitted By	Submitted Date	Payment Status	Status	Type	Submitted By	Submitted Date
Draft	Special Care Services Renewal	S7348401D		Pending	Approved	Register Top Doctor (Drug and Surgical Procedure)	S7348401D	25/03/2019
In-process	Request for Change Person	S7348401D	13/03/2019	Processing	In-process	Register AR Embryologist	S7348401D	19/02/2019
<a href="#">Pending More Information</a>	Request for Change	S7348401D	28/01/2019	Pending	Approved	Register Top Doctor (Solely by Drug)	JIPKOKWINE	18/01/2019
<a href="#">Pending More Information</a>	Request for Change	S7348401D	09/01/2019	Pending	Approved	Register Sovenor Doctor	JIPKOKWINE	18/01/2019
Approved	Request for Change Person	S7348401D	08/11/2018	Pending	Approved	Register Liposuction Doctor	JIPKOKWINE	18/01/2019
Rejected	Request for Change	S7348401D	07/11/2018	Pending	Approved	Register Top Doctor (Solely by Drug)	S7348401D	07/11/2018
Approved	Request for Change Person	S7348401D	11/09/2018	Pending	Approved	Register Sovenor Doctor	S7348401D	24/08/2018

Click on the status to print your application.

- b) **To view / download the e-licence:** Click on “**Download**” (under the “**Previous and Current Licences**”) located beside the licence(s) that you would want to view / download e-licence.

- END OF EGUIDE -