

## **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).

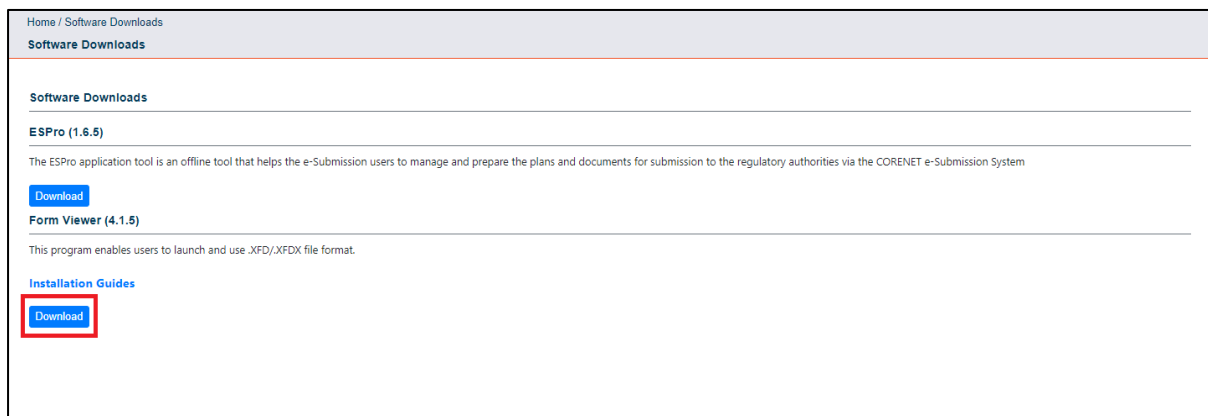
For users who already have the latest version of Form Viewer installed, please proceed to Section B (Making a non-QP submission in Corenet 2).

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

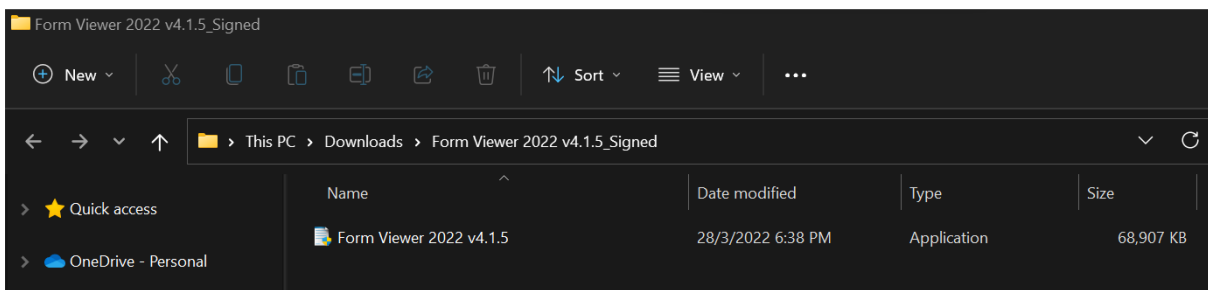
*Step 1:* Go to [CORENET 2.0 | Software Download \(corenet2-ess.gov.sg\)](https://cn2resourcehub.com)

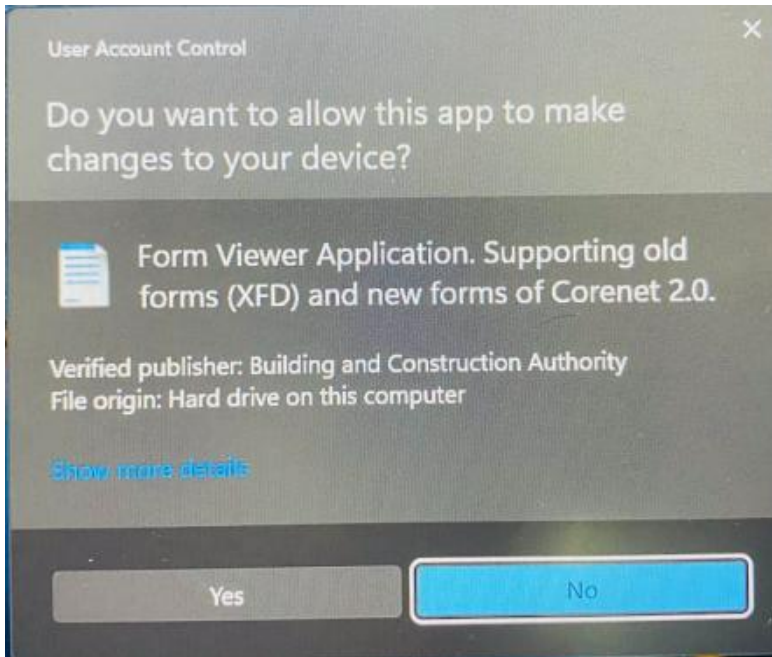
(Note: This is NOT the link to make Corenet 2.0 submissions)

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

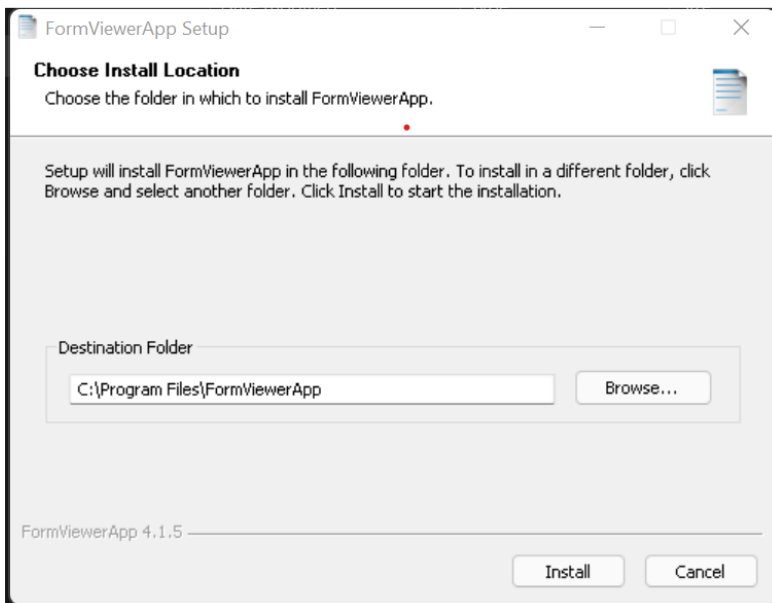


*Step 3:* Extract the zip file. Right click and select 'Run as administrator', click "Yes".

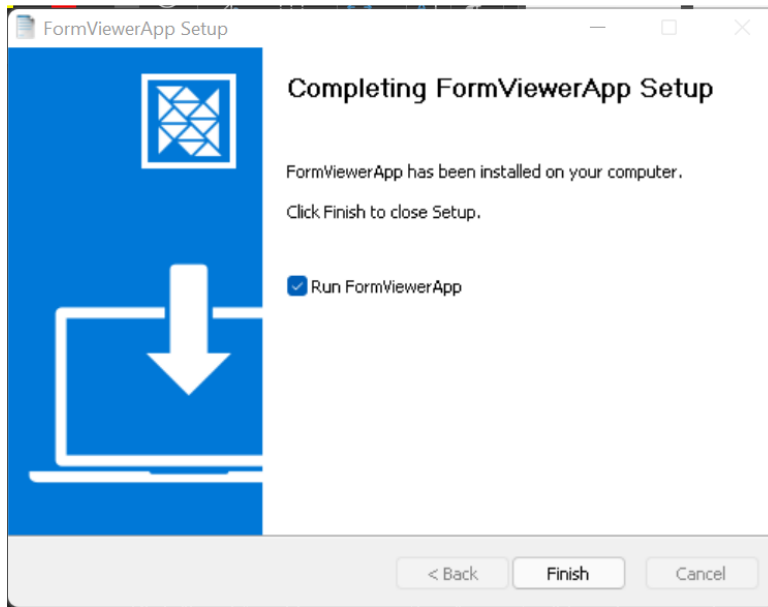




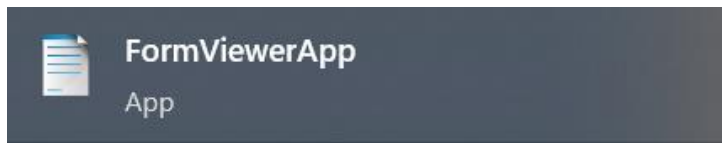
*Step 4:* Follow the setup wizard to complete the installation.



Step 5: Click 'Finish'.

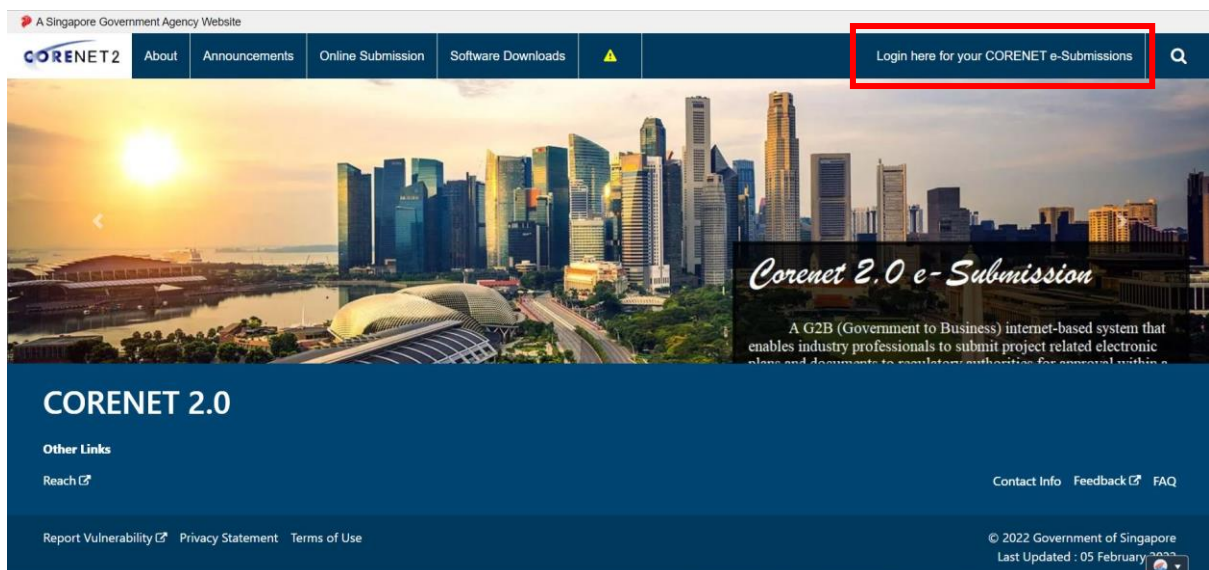


Step 6: Go to the program file folder and double clicking on "FormViewerApp" to launch the Form Viewer.

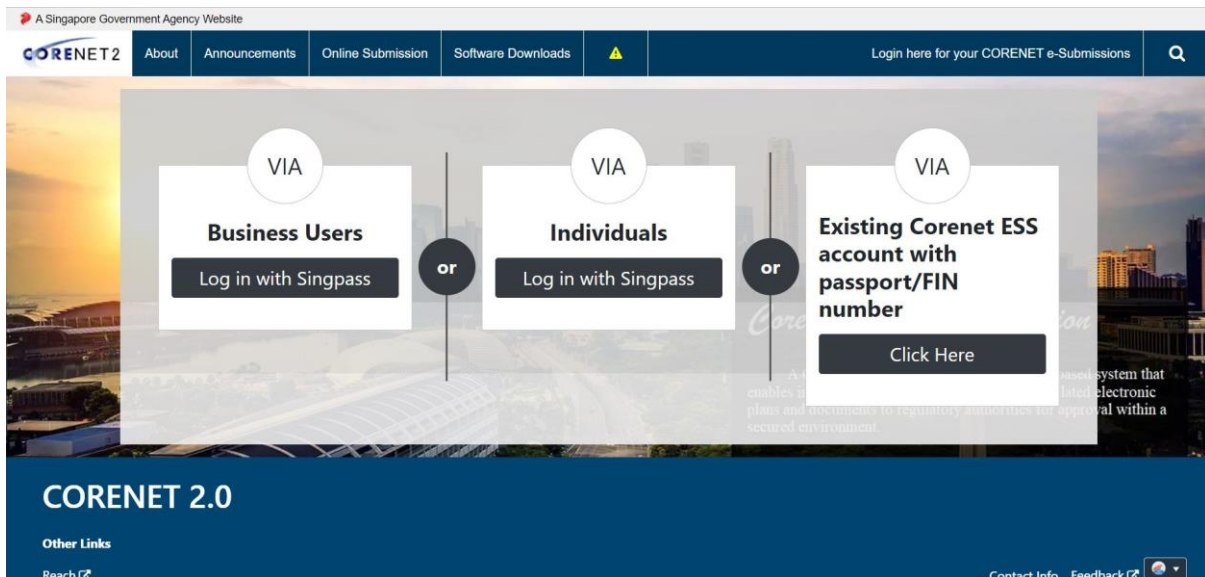


## **Section B: Making a non-QP submission in Corenet 2**

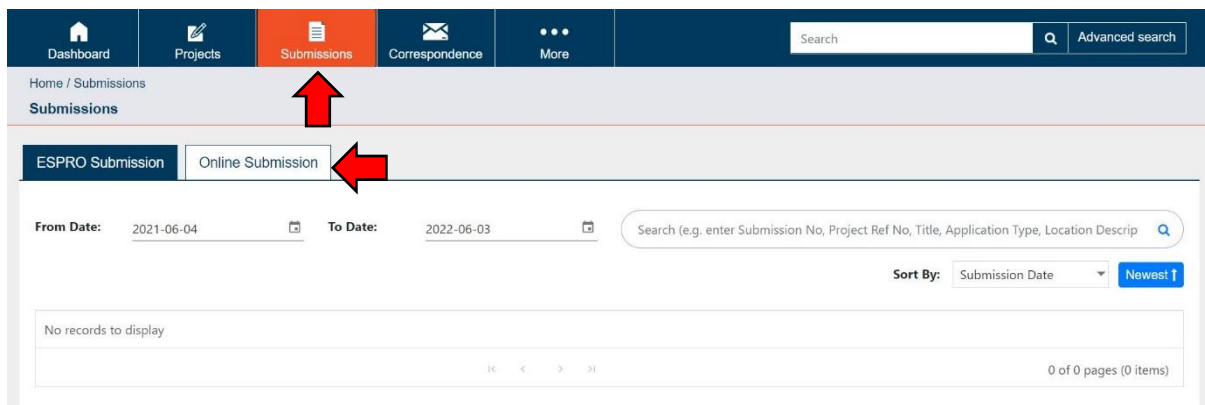
Step 1: Go to <https://www.corenet2-ess.gov.sg>



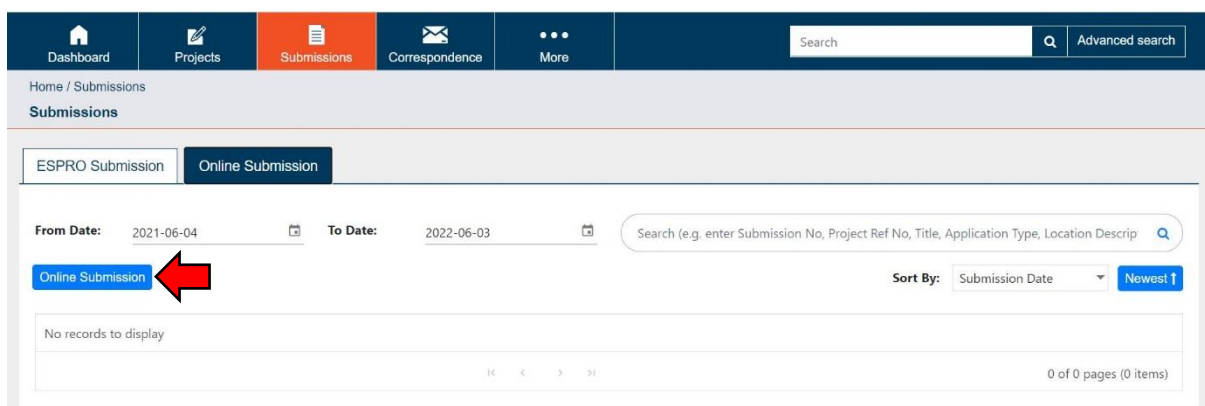
Step 2: Login via any of the 3 options below:



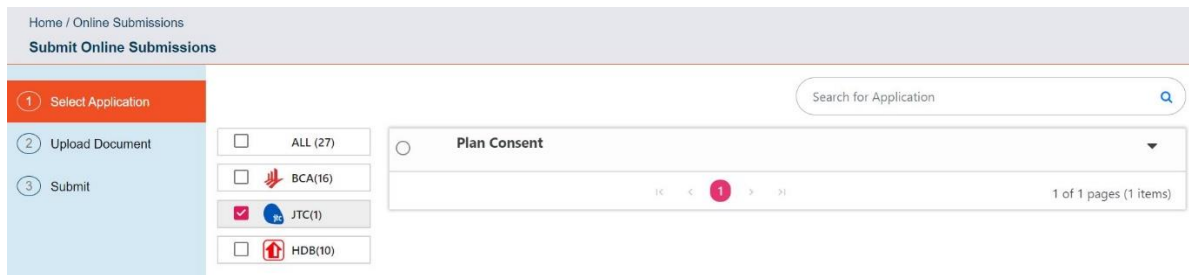
Step 3: Click on 'Submissions'  
Non-QP to use 'Online Submission' option  
'ESPRO Submission' option is for QP (Qualified Person)  
All your previous submissions can be found here.



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



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

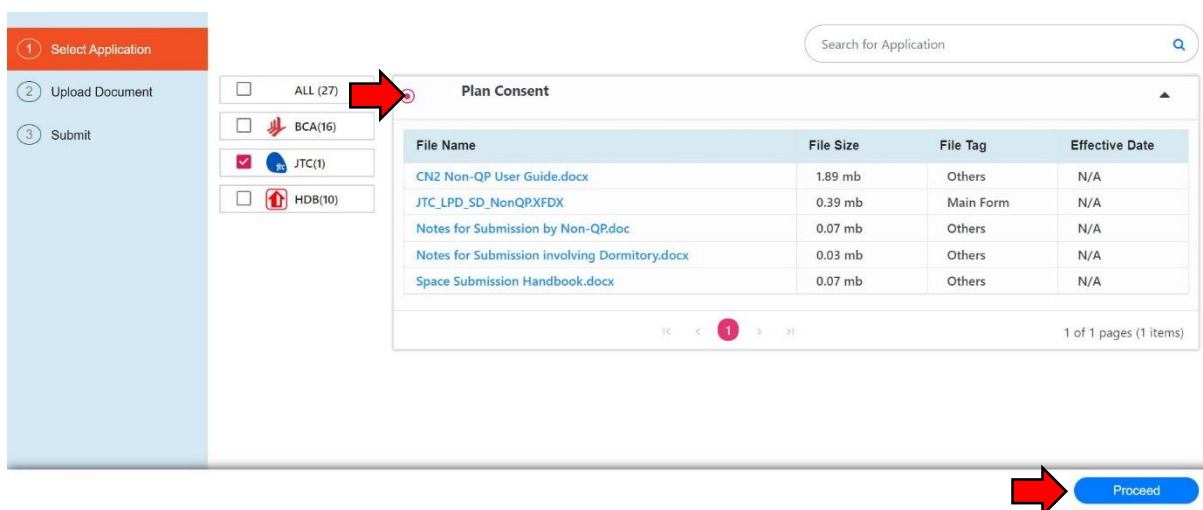


#### Step 5: Under 'Plan Consent', you may click on the guides to download them.



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

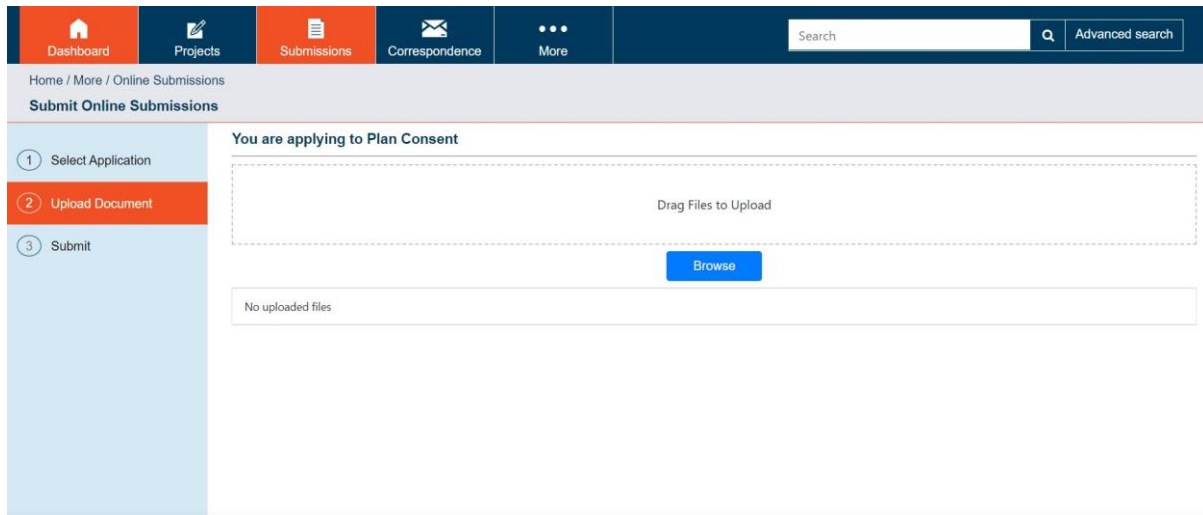
#### Step 6: Select the circle next to 'Plan Consent' and click 'Proceed' to upload documents.



## Step 7: Uploading of documents

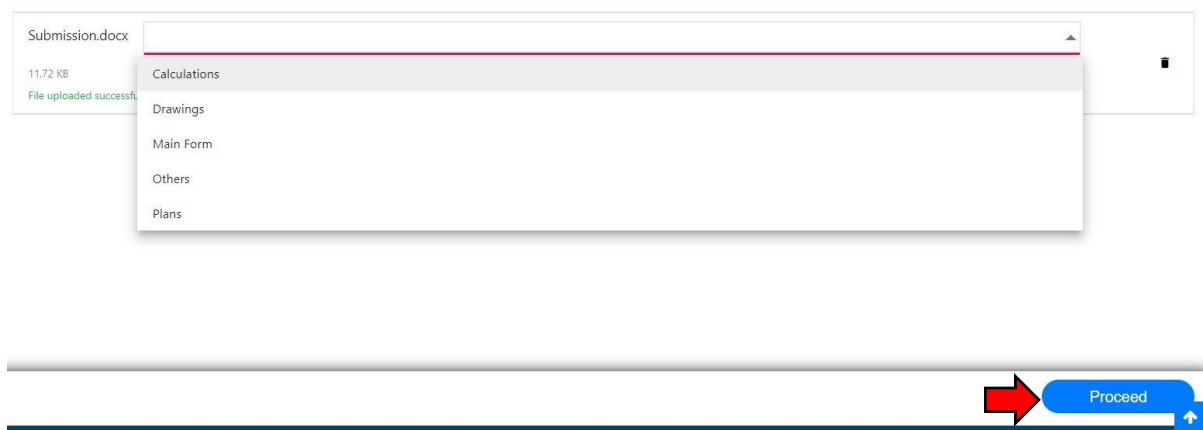
Drag and drop drawings and documents to upload.

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.



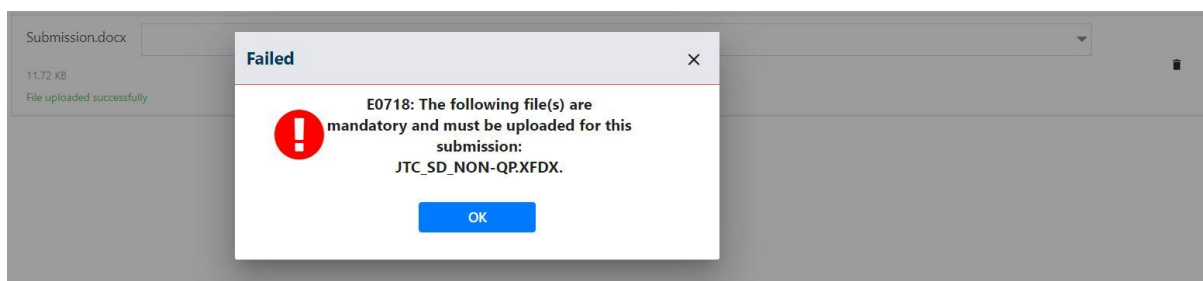
The screenshot shows a web application interface for submitting online submissions. At the top, there is a navigation bar with tabs for Dashboard, Projects, Submissions, Correspondence, and More. A search bar is located on the right. Below the navigation bar, the page title is 'Submit Online Submissions'. On the left, there is a vertical sidebar with three steps: 1. Select Application, 2. Upload Document (highlighted in orange), and 3. Submit. The main content area is titled 'You are applying to Plan Consent' and contains a dashed box for 'Drag Files to Upload' with a 'Browse' button below it. Below the dashed box, it says 'No uploaded files'.

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



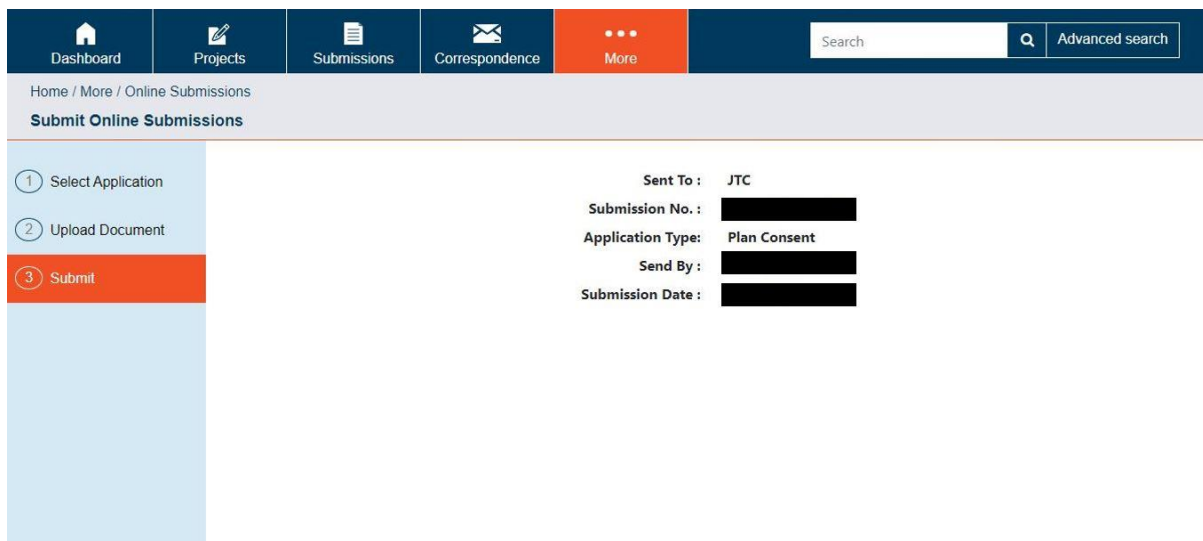
The screenshot shows the file upload interface. A file named 'Submission.docx' (11.72 KB) has been successfully uploaded. A dropdown menu is open, showing the following options: Calculations, Drawings, Main Form, Others, and Plans. At the bottom right, there is a blue 'Proceed' button with a red arrow pointing to it.

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

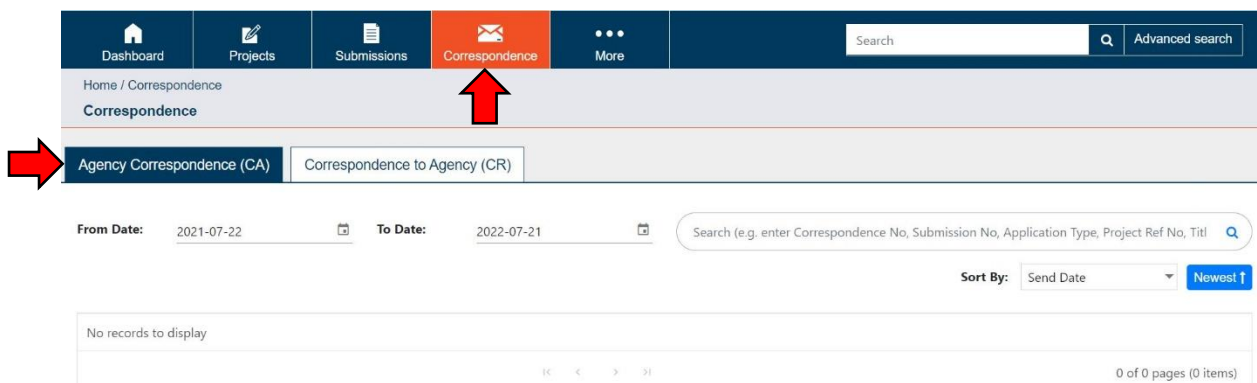


The screenshot shows an error message dialog box titled 'Failed'. The message reads: 'E0718: The following file(s) are mandatory and must be uploaded for this submission: JTC\_SD\_NON-QP.XFDX.' There is a red exclamation mark icon and an 'OK' button.

Step 8: You should receive your submission number.

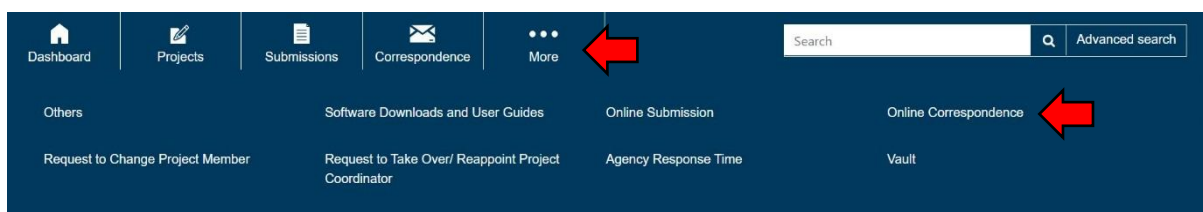


Step 9: Correspondences from JTC can be found by selecting 'Agency Correspondence (CA)' under 'Correspondence'.



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

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



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

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 access <https://support.corenet2-ess.gov.sg>.

### 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 Isabella Thiang at Tel: 68833494 or email: [Isabella\\_THIANG@jtc.gov.sg](mailto:Isabella_THIANG@jtc.gov.sg)