#### STEP-BY-STEP GUIDE TO ESERVICE CPLS SUBMISSION

Class 2 application for Passenger with mobility impairment

- New
- Renewal
- Change of Vehicle submission
- Reporting a Lost or Damaged Car Park Label

# 1. Class 2 application for passenger with mobility impairment

Step 1: Locate the eService link on our Enabling Guide website <u>https://www.enablingguide.sg/im-looking-for-disability-support/transport/car-</u> <u>park-label-scheme</u>

For Passengers with Mobility Impairment (Class 2 Label)

How to Apply



#### **Step 2: Log in using the SingPass of the passenger with mobility impairment** (Note: Log in via SingPass Mobile or Password Login)



SG ENABLE	Home My Applications Services	Training Employment	Who We Are
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Services	Car Park Label Scheme (CPLS)		
Accessibility			
Employment			



blicant	Applicant			* Compulsory Fields
obility report	Applicant information			
hicle information	Identification Number:	S2529073I	Name:	CPLSClient
mmary	1 You can view or upd	ate your profile.		
claration	Driver information			
	Identification Number	Name (as in NRIC)	Copy of Driving Licence (Front and Back)	Edit/Delete
	S111111D	123213	Class2DriverLicence- 1b6c4ee3-abd5-4541- bd4b-0966f0207359.png (244.75 KB)	Edit Delete
	+ Add driver			
	Comment			
	Applicant Comments			
Add driver			Save as Dr	afl Next > Cancel
Add driver		*Name	Save as Dr (as in NRIC)	aft Next > Cancel
Add driver		*Name	(as in NRIC)	aft Next > Cancel
Add driver		*Name	Save as Dr (as in NRIC)	att Next > Cancel
Add driver	vith client]	*Name *Date o	(as in NRIC)	aft Next > Cancel
Add driver	vith client]	*Name *Date o • [DD] *Contac	(as in NRIC) f Birth (MMM] tt Number	aft Next > Cancel  *Compulsory Fields  *[YYYY] •
Add driver	vith client]	* Name * Date o * [[DD] * Contac + 65 -	(as in NRIC) f Birth v [MMM] t Number	all Next > Cancel
Add driver  Identification Number  Example: S1234567A Relationship  [Select a relationship w Contact Email Upload a Copy of NRIC	vith client] (Front and Back)	* Name * Date o • [DD] * Contac +65 - Upload	(as in NRIC) f Birth v [MMM] t Number	all Next > Cancel  *Compulsory Fields  *(YYYY) *  ence (Front and Back)

- 1. Click the **update** link in the message. **You can view or update your profile** to update your information, or click the **view** link in this message to view your information.
- 2. Click Add driver in the Driver information section. The add driver window appears.
- 3. Complete the required fields and attach the required documents.

Click Next to go to the Mobility report step

	() Mobi	ility report	Mobility Report to be completed by	a Singapore registered Medical Pro	fessional and is valid for this application			
	3 Vehic	cle information	Does the patient need to open the	ir vehicle door fully in order to em	bark and disembark from the vehicle?			
	5 Venic	cie information	● Yes O No					
	4 Sumr	mary	Type of Mobility Aid Used	O Wheelchair	O Lower Limb Prostbaror			
	5 Decla	aration	O Others	<ul> <li>None</li> </ul>	C LOWER LIND Prostneses			
			Please indicate the recommended r	nobility aid.				
			Usage of Mobility Aid	Permanent	NA			
			Medical Condition					
			<ul> <li>Amputation of Lower Limbs (Ab</li> </ul>	oove/Below Knee)	Cerebral Palsy			
			Poliomyelitis	Muscular Dystrophy     Parkinson	Stroke     Dementia			
			Others					
			Prognosis of Medical Condition					
			<ul> <li>○ Temporary (≤ 6 months)</li> <li>Mehility Bergint</li> </ul>	⊖ Permanent	O Unknown			
			Add an Attackness					
		/						
			Confirmation of Assessment by As	ssessing Medical Professional				
			Name of Assessing Medical Profes	sional MCR/AHPC	No. of Assessing Medical Professional			
1. 2.	In the <b>Mobili</b> are filled in. Click <b>Add an A</b>	ty report ttachmen	step, comple t in the <b>Mobili</b>	te the forr <b>ty Report</b> fi	n and ensure a	Ill required	l sections	
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1. 2. *N ass Click N	In the <b>Mobilit</b> are filled in. Click <b>Add an A</b> <b>ote</b> : Click <b>Down</b> essment templa <b>ext</b> to go to the	ty report ttachmen load temp ate as neco Vehicle in	step, comple t in the <b>Mobili</b> plate for medic essary. <b>Information</b> step	te the forr ty Report fi cal doctor t p.	n and ensure a feld to upload ye o complete to c	Ill required	l sections / report ne medical	1
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1. 2. *N ass Click N	In the Mobilit are filled in. Click Add an Ar ote: Click Down essment templa ext to go to the Applicant Mobility report Vehicle information 4 summary Declaration	ty report ttachmen load temp ate as neco Vehicle in Vehicle in Vehicle	step, complet t in the Mobilit plate for medic essary. formation step le information e details e Number	te the forr ty Report fi cal doctor t p.	n and ensure a eld to upload ye o complete to c * <i>Compulsory</i> .	Ill required	l sections / report he medical	1

1. In the **Vehicle information** step, complete the steps below: Enter the vehicle number and the IU number in the **Vehicle Number** and **IU Number** text boxes.

Please do not use the brow

Save as Draft < Previous Next >

er's back or refresh buttons. Otherwise, your current settings cannot be

Cancel

- 2. Click **Add an Attachment** in the **Vehicle Registration Details** field to upload the vehicle registration details.
- 3. To add another vehicle, click **Add Vehicle**. Note that at most 2 vehicles can be added.

Click **Next** to go to the **Summary** step to review the information configured previously.

#### Step 5: Application successfully submitted

 $\checkmark$ 

### Application for Car Park Label Scheme (CPLS)

Your application has been submitted successfully.

Kindly refer to this application ID: SGE-CPLS-201603-0254 if you need any clarification. You can check the application status in the <u>My Applications</u> page You can print this <u>summary page</u> for your own records You may want to rate this E-service

Figure 3: The page indicating that you have successfully submitted the application.

The page indicating that you have successfully submitted the application appears. Click the **My Applications** link to check the application status.

# 2. Renewal of Class 2 application

Clients can submit an application to renew the car park label before the label is to expire. \*\*Note that you cannot renew the car park label on days which are earlier than 3 months before its expiry.

Refer to the following steps to renew the car park label:

- 1. Log into the SGE e-Services Portal using the Passenger's SingPass
- 2. Select **Client** as your role.

3. Navigate to Services > Accessibility and Click on Car Park Label Scheme (CPLS) on the right pane. The Car Park Label Scheme (CPLS) page appears.

SG ENABLE	Home	My Applications	Services	Training	Employment	Who We Are
						۹
Services						
Transport	• Car	Park Label Scheme (CPLS)				
Accessibility						
Training	-					
Employment						

1. Click **Renew**. The **Applicant** step appears.

My Car Park Label		Abuse report		
	Class 2 Activated	My vehicle info	rmation	
abel SN:	C1-09-20-0020	Vehicle 1	1/	
Activation Date:	18 Sep, 2020	Vehicle Number:	SHA67890W	
Expiry Date:	18 Sep, 2025	IU Number:	7864564654	
abel Deactivated Date:				
Date of Submission :	18 Sep, 2020		Update vehicle information	
/iew my Car Park Label app	plication history		,	

6. Complete the settings. For more information, refer to the above [Class 2 application for driver with mobility impairment] guide.

### 3. Change of vehicle application

As a client, after you've received the car park label, you can submit a Change of Vehicle

application.

- 1. Log into the SGE e-Services Portal using the **Passenger's SingPass**.
- 2. Select **Client** as your role.
- 3. Navigate to Services > Accessibility.

4. Click **Car Park Label Scheme (CPLS)** on the right pane. The **Car Park Label Scheme (CPLS)** page appears.

SG ENA	BLE Hor	me My Applications	Services	Training	Employment	Who We Are	
						٩	
Services			_				
Transport		Car Park Label Scheme (CPL	.S)				
Accessibility							
Training							
Employment							

5. Click **Update vehicle information** in the **My vehicle information** section. The **Vehicle information** step appears.

My Car Park Label		Abuse report		
	Class 2 Activated	My vehicle info	rmation	
abel SN:	C1-09-20-0020	Vehicle 1	1	
ctivation Date:	18 Sep, 2020	Vehicle Number:	SHA67890W	
xpiry Date:	18 Sep, 2025	IU Number:	7864564654	
abel Deactivated Date:				
ate of Submission :	18 Sep, 2020		Update vehicle information	
iew my Car Park Label app	lication history			

6. Complete the settings. For more information, refer to the above [Class 2 application for driver with mobility impairment] guide.

## 4. Reporting of lost or damaged Label

- 1. Log into the SGE e-Services Portal using the **Passenger's SingPass**. Select **Client** as your role.
- 2. Navigate to Services > Accessibility. Click Car Park Label Scheme (CPLS) on the right pane.



3. Click Lost/Damaged in the My Car Park Label section. Car Park Label Scheme (CPLS)

My Car Park L	.abel	Abuse repor	t	0/
	Activated	My vehicle in	nformation	
Label SN:	C1-09-20-0020	Vehicle 1		1/
Activation Date:	18 Sep, 2020	Vehicle Number:	SHA67890W	
Expiry Date:	18 Sep, 2025	IU Number:	7864564654	
Label Deactivated Date:				
Date of Submission :	18 Sep, 2020		Update vehicle informati	on
View my Car Park Label ap	plication history		L	
You can submit your label i before sexpiny Lost/Damaged	enewal application no erriter than 3 months	3		
Declaration form				
l, Jonhney NRIC \$7917927B, declare	e that I [Select a Situation] • of the fol	llowing item:		
Class 2 (Serial No. C2-03-16-0055_13898) The above was issued to me on 22	Mar, 2016 for the following registered vehicles:			
No.	Vehicle number			
1	Q2W2W2E33444			
2	2E2EE33R4555			
l agree and accept that a replaceme information will render all labels in	ent for the label listed above is subject to my declara valid.	ation of the loss/misplacement/damage of the	label. Any suppressed of falsified	
l agree that the replacement label, event l do not need the label for the	If issued to me, takes precedence over the lost/misp e purpose it is issued for and when the label has exp	placed label. I am also responsible for returnin pired.	g the label to SG Enable in the	
SG Enable reserves the right to pur applications and renewals.	sue necessary actions on any applicant found to hav	ve misused label(s) issued. This includes barrin	ng the applicant from all future	
			Submit Cancel	

4. Select **Misplaced/Request for replacement of damaged label** from the drop-down list. Click submit.

\*Note: Click Download the declaration form to download this form as necessary.