



Infocomm Media Development Authority (IMDA)

Digital Resilience Bonus

**User Guide for**

**Digital Resilience Bonus Portal (For Enterprises)**

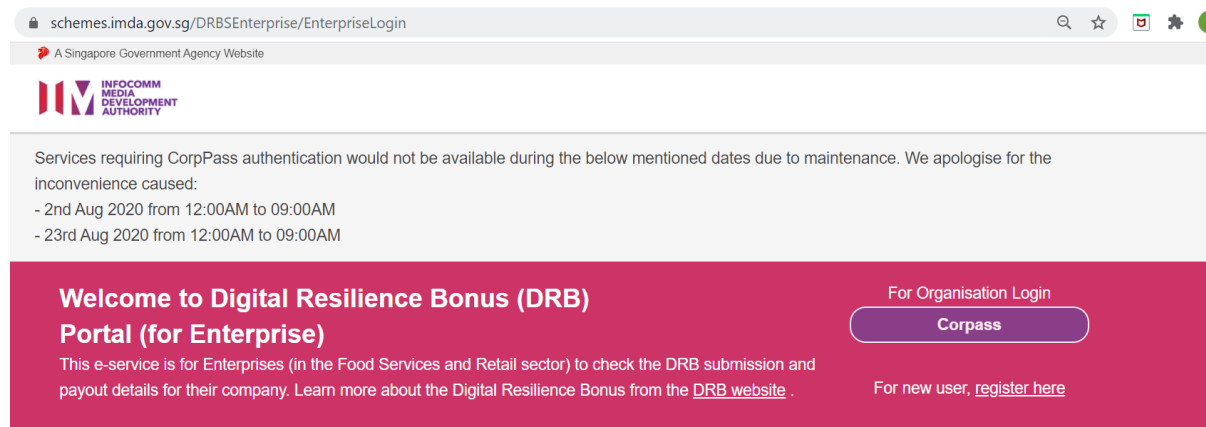
Version 1.00

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## 1. Introduction

- 1.1. This User Guide provides a set of explanations and “how-to-use” instructions for accessing and using the DRB Portal for Enterprises (the “Service”). Authorized users of DRB Partners can access the Service at <https://go.gov.sg/drb-enterprise>



schemes.imda.gov.sg/DRBSEnterprise/EnterpriseLogin

A Singapore Government Agency Website

**INFOCOMM  
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DEVELOPMENT  
AUTHORITY**

Services requiring CorpPass authentication would not be available during the below mentioned dates due to maintenance. We apologise for the inconvenience caused:

- 2nd Aug 2020 from 12:00AM to 09:00AM
- 23rd Aug 2020 from 12:00AM to 09:00AM

**Welcome to Digital Resilience Bonus (DRB)  
Portal (for Enterprise)**

This e-service is for Enterprises (in the Food Services and Retail sector) to check the DRB submission and payout details for their company. Learn more about the Digital Resilience Bonus from the [DRB website](#) .

For Organisation Login  
**Corpass**

For new user, [register here](#)

### Important Notes:

1. This service is only accessible by enterprises whose UEN fall under the [qualified primary SSIC codes](#) qualified primary SSIC codes in the Food Services or Retail sectors as at 26 May 2020.
2. If you think that your UEN eligible under the qualified primary SSIC codes but was unable to login, please email us at [DRBonus@enterprisesg.gov.sg](mailto:DRBonus@enterprisesg.gov.sg)
3. You will need CorpPass to use this service.
4. If your company does not have CorpPass, you may sign-up at [www.corppass.gov.sg](http://www.corppass.gov.sg)

## 2. General Guidelines

### 2.1 Browser and Screen Resolution

- For the best experience, access the Service from a desktop computer using a modern web browser (e.g. Google Chrome, Microsoft Edge (Chromium), Firefox etc.

### 2.2 Compulsory Form Field

- All fields that has no “optional” tag to its label are mandatory. These fields must be filled-in before you can submit the form.

### 3. Registration (For First Time User)

3.1 First time users (from Enterprises) are required to register their details before they can access the Service. At the homepage of the Service, click on the “[register here](#)” link to proceed with the registration process.

3.2 All users are required to have a valid CorpPass login account to proceed with the registration process.

#### 3.3 CorpPass Login

- You can select Login via **QR Code** (top-right corner of the login box) or
- Fill in your **UEN/Entity ID**, **CorpPass ID** and **Password**, and click [**Login**] button
- Proceed with the CorpPass 2FA Authentication process (if required)
  - Click on [Get OTP via SMS] button to receive your 6-digit One-Time Password (OTP) via SMS
  - Fill in the received OTP on the [Mobile OTP] field.

#### 3.4 Acceptance Page (for First-time User)

- Upon successful CorpPass authentication, an acceptance page for first-time user will be shown.
- Read the **Important Notes** and **click** on the acceptance checkbox before you can proceed with the registration.

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### DRB Portal (for Enterprise)

**Important Note:**

1. Thank you for using the DRB Portal (For Enterprise) e-service (the “Service”).
2. Your access and use of this Service constitutes your acceptance and agreement to be bound by the [Terms of Use](#) published on this web site. If you do not consent to be bound by these Terms of Use, please discontinue your access and do not use this Service.
3. This Service is only accessible by authorized representatives from enterprises whose UEN fall under the [qualified primary SSIC codes](#) in the Food Services or Retail sectors as at 26 May 2020. If you are not authorized by your company to use this Service, please log out now.

I have read and accepted the above clauses.

#### 3.5 Registration Page (for New User)

- Fill in the details for yourself as the **First Authorized Representative (AR)**.
- You will need to fill in the details of the **Second Authorized Representative** in the same form as well.
- Click [**Register**] button to complete the registration.

## 4. Dashboard for Enterprise

4.1 Existing users can click on the **[Login with CorpPass]** button to access the Service. (The steps for **CorpPass Login** is in para 3.3.)

4.2 After successful login, you will see the dashboard of the DRB Submissions of your company.

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### DRB Portal (for Enterprise)

#### My DRB Summary

This section provides a summary view of your company's qualification and payout amount for the [three solution categories](#) in DRB. The summary status and payout amount will be shown only if your company has qualified in any of the solution category.

Category	Status	Payment Amount	Date
Cat-1	2 of 3 Solutions Qualified	-	-
Cat-2	1 of 3 Solutions Qualified	-	-
Cat-3	Under Processing	\$5,000.00	24 Aug 2020

Base Criteria	Status
E-Invoicing Registration	No
PayNow Corporate	Yes

#### My DRB Submissions

This section provides a listing of the DRB submissions submitted by your solution providers. You can view the processing status for each of the DRB submissions here. If the [DRB qualified solution](#) that you are using is not listed below, please contact your solution provider to submit your company details to us.

10 records per page

Category	Solution Name	Vendor Name	Submission Date	Submitted By	Status
Cat-1 Accounting	Kofax TotalAgility	ACTIVANTS PTE LTD	24 Aug 2020	ACTIVANTS PTE LTD	Under Processing
Cat-1 HR / Payroll	Kofax Capture	ACTIVANTS PTE LTD	24 Aug 2020	ACTIVANTS PTE LTD	Under Processing
Cat-1 Digital Ordering	Kofax Kapow	ACTIVANTS PTE LTD	24 Aug 2020	ACTIVANTS PTE LTD	Under Processing
Cat-2 eCommerce	Decision	ACTIVANTS PTE LTD	20 Aug 2020	ACTIVANTS PTE LTD	Submitted
	Decision	ACTIVANTS PTE LTD	20 Aug 2020	ACTIVANTS PTE LTD	Submitted
Cat-3 Data Mining and Analytics	OnBase	ACTIVANTS PTE LTD	24 Aug 2020	ACTIVANTS PTE LTD	Under Processing

Showing 1-6 of 6 results

### 4.3 My DRB Summary

- The first table shows your enterprise's **qualification status** and **payout amount** for the three solution categories
- The 2<sup>nd</sup> table shows your enterprise's status for the base criteria, namely **e-Invoicing (Peppol) registration** status and **PayNow Corporate** status. The description of the status:

Status	Description
<i>E-Invoicing Registration (*as of month end of previous processing cycle)</i>	
Yes	Enterprise is registered for e-invoicing
No	Enterprise is not registered for e-invoicing
<i>PayNow Corporate (*as of month end of previous processing cycle)</i>	

Status	Description
Yes	Enterprise has a verified PayNow Corporate account
No	Enterprise does not have a verified PayNow Corporate account
-	Enterprise PayNow Corporate status is pending verification

#### 4.4 My DRB Submission

- This section shows you the list of DRB solutions that were submitted by your solution provider(s) and the processing status for each of the submission. The description of the status:

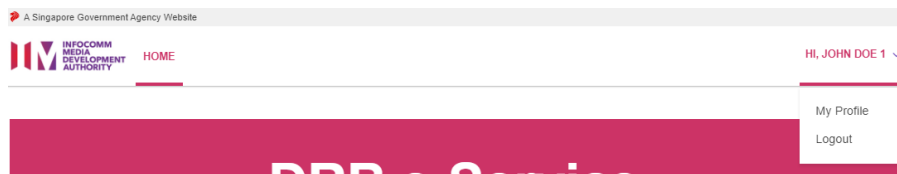
Status	Description
Submitted	DRB submission has been received and is pending for processing to begin
Under Processing	DRB submission is currently under processing
Qualified	DRB submission meets DRB eligibility criteria <sup>1</sup>
Not Qualified	DRB submission does not meet DRB eligibility criteria

- If you are unable to find the listing of solutions that you are using in this section, please contact your solution provider to submit your company details to IMDA.

## 5. Manage Your Profile

5.1 You can manage your personal profile and details of the 2<sup>nd</sup> Authorized Representative at **My Profile** section.


5.2 Click on **My Profile** link from the drop-down menu under your name (at the top-right corner of the page) to access the page.



#### 5.3 Authorized Representatives

<sup>1</sup> DRB eligibility criteria includes qualified solution, same sector for the SSIC of the UEN and solution category (e.g. UEN for Food Services SSIC (56) that is submitted for Cat-2 Online Food Delivery), availability of at least 1 active transaction(s) for the qualifying period for the DRB Submission)

- You are able to update the details for both yourself (one of the Authorised Representative) and the other Authorised Representative.
- You can only **deactivate** the other Authorised Representative but not yourself.
- Click on **[Update]** button to save the changes.

 Authorized Representatives

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**First Authorized Representative (AR)**

<b>Name</b>	<b>NRIC / FIN / Foreign ID No</b>
<input type="text" value="John Doe 1"/>	<input type="text" value="S9891810H"/>
<b>Contact Number</b>	<b>Email Address</b>
<input type="text" value="65315948411"/>	<input type="text" value="johndoe1@activants.com"/>

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**Second Authorized Representative (AR)**

<b>Name</b>	<b>NRIC / FIN / Foreign ID No</b>
<input type="text" value="John Doe 2"/>	<input type="text" value="S9891811H"/>
<b>Contact Number</b>	<b>Email Address</b>
<input type="text" value="6531594842"/>	<input type="text" value="johndoe2@activants.com"/>

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[Cancel](#)

## 6. UENs not eligible for DRB

- 6.1 If your company (UEN) is not eligible for DRB, you will not be able to view [My DRB Summary] or the [My DRB Submissions] sections upon logging in. You may be shown with one of the **Disqualified UEN** error messages.
- 6.2 You may contact us at Enterprise Infoline (phone: +65 6898 1800) or email to [DRBonus@enterprisesg.gov.sg](mailto:DRBonus@enterprisesg.gov.sg) for clarifications.

### My DRB Summary

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#### Disqualified UEN

You are not eligible for the DRB. Your business is deemed to be inactive based on your company status as per registered in ACRA

### My DRB Summary

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#### Disqualified UEN

You are not eligible for the DRB. Your business was registered after the 26th May 2020 cut-off date.

### My DRB Summary

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#### Disqualified UEN

Your business is on our excluded list based on your company's track record