

User Guide to Apply for Request Changes

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Dear Applicant

PEB has prepared this guide to assist you in your application process.

Change Request module is for the public user to submit a change request to update details related to the application submitted or applicant profile.

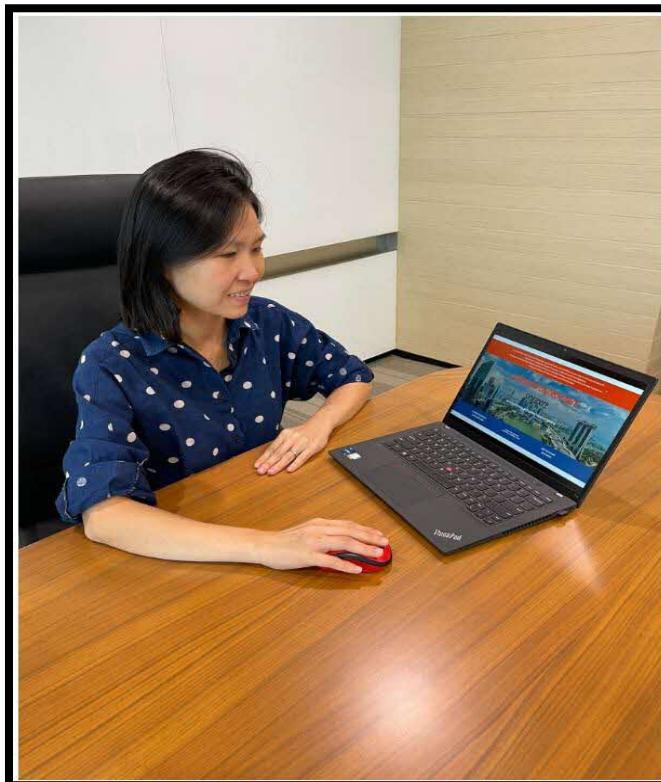
1 Navigation to PEB Portal (E-Services) from PEB Website

Access the **PEB website** by visiting <https://www1.peb.gov.sg/>. On the homepage, click on "**LOGIN TO PEB PORTAL (E-SERVICES)**" to proceed to PEB Portal login page.



2 User Log In

- Log in to **PEB Portal** as Singpass/Corppass/Non-Singpass user.

A photograph of a woman with dark hair, wearing a blue polka-dot blouse, sitting at a wooden desk. She is smiling and looking at a laptop screen. Her right hand is on a red computer mouse, and her left hand is resting on the desk. The laptop screen shows the "professional engineers board singapore" logo and a login interface.

The login interface on the right side of the image includes the following sections:

- Log-in for Individual Users with Singpass**: Contains a red button labeled "Log in with singpass".
- Log-in for Corporate Users with Singpass**: Contains a red button labeled "Log in with singpass" and a link "as Corppass user".
- Login as non-Singpass User**: Contains fields for "E-mail Address" and "Password" (with a visibility icon), a "6-Digits OTP" field with a "Get OTP" button, and a "Log in" button. Below the "Log in" button is a "Forgot password" link.
- Register as New User**: Contains a red button labeled "Register An Account".

3 Request Changes – Step by Step Guide

To submit change request, Click the “**Request Changes**” tab on the top navigation bar.

The screenshot shows the website interface for the Professional Engineers Board Singapore. At the top, there is a navigation bar with links for 'Dashboard', 'Applications', and 'Request Changes'. The 'Request Changes' link is highlighted with a red box. On the left, there is a vertical navigation menu with options: 'Declaration' (which is selected and highlighted in red), 'Change Module', 'Supporting Documents', and 'Summary'. In the center, there is a form titled 'Apply for Request Changes'. It includes a section for 'Declaration' with a checkbox that reads: 'I hereby submit my change request and authorise the Professional Engineers Board (PEB) to seek verification on the information submitted in any manner and by any means it deems fit and proper.' Below this is a 'Proceed' button. A note at the top of the form says 'Estimated time to complete this form: 20 Minutes'.

Step 1 - Declaration

Before you proceed to apply for a Change request, you are required to read through the declaration and acknowledge by checking the check box. Once you complete the above processes, you can proceed by clicking the “**Proceed**” button.

This screenshot shows the 'Declaration' step of the online application form. The left sidebar shows the steps: Declaration (selected), Change Module, Supporting Documents, and Summary. The main area contains the 'Apply for Request Changes' form. It has a 'Declaration' section with a checkbox and a 'Proceed' button. A note at the top says 'Estimated time to complete this form: 20 Minutes'.

The online application form should take about 10 to 20 minutes to complete. All entries are to be made in Title Case (i.e. Capitalise Each Word).

Step 2 – Change Module

- All fields indicated with * are mandatory.
- Make the appropriate selection in fields with a dropdown list.
- To ensure the correct selection of changes:
 1. Select the applicable application type
 2. Find the Correct reference number
 3. Select the type of change you want to make from the dropdown list
- Only the in-progress applications will be accepted for request changes
 - If there's no active application, the request will default to the profile.
 - If there's an active application, then users can select the application type and reference number and submit change request for the application.

Declaration

Change Module

Supporting Documents

Summary

Request Changes

Change Module
(Complete this form in English. Fields marked with an asterisk are compulsory)

Application Type:
Select Application Type

Reference No.:
Select Application Type first

Changes:
Select Application Type first

Step 3 – Supporting Documents

- Once you submit the change you will be redirected to the supporting documents page.
- If you have additional supporting documents, upload your file under "**Any Other Supporting Document(s)**". Otherwise, proceed to the next page by clicking the "**Next**" button.
- All files will have a maximum of 5 MB upload limit.
- Follow the on-screen instructions to upload the correct file type and the required number of files for each category.

Step 4 – Summary

This section allows you to check and confirm your information before submitting the online application.

- To make changes to your input, use the side menu to navigate to the relevant pages. Avoid using your browser's Back or Forward buttons, as this may disrupt the application process.
- This section will show the old value and New Value.
- Confirm that all information provided is accurate by ticking the checkbox, then click "**Submit**" to complete the process. You will see the message "**Submitted Successfully**".

Field Name	Old Value	New Value
Email Address	clarkque53@yopmail.com	clarkque53@yopmail.com

The screenshot shows a user interface for a change request application. On the left, there's a vertical navigation menu with items: Declaration (with a red exclamation mark), Change Module (with a red exclamation mark), Supporting Documents (with a red exclamation mark), and Summary (with a green circle). The main area is titled "Summary" and contains sections for "Change Module" and "Supporting Document". A checkbox labeled "The information as shown above is correct and have been updated by me." is checked. At the top right are "Cancel" and "Submit" buttons. A central modal window titled "Message" displays the text "Submitted Successfully" with an "Ok" button.

4 Application Processing

Once the application is submitted, please navigate to the submitted application in the dashboard. The application will be in status "**Pending Processing**".

PEB will review and process your application and may reach out to you should any additional information be required. Alternatively, you can log in to the PEB portal to check the status of the application.

The screenshot shows the PEB dashboard with a header including the logo and navigation links: Dashboard, Applications, Circulars, Request Changes, and Attendance Upload. Below is a section titled "Inbox" with a table:

Application No.	Activity	Last Activity Date	Status	Remarks	Actions
CR-00000242	Change Request	08-Sept-2025 11:03	Pending Processing		