



# Blue Light

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Singapore EMA Electrical Installation Licence Platform

User Manual

Version 1.0

February 2026

Blue Light Pte Ltd

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# 1. Introduction

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## 1.1 About Blue Light

Blue Light is a web-based platform for applying and managing Electrical Installation Licences under Singapore's Energy Market Authority (EMA). It streamlines the entire licence lifecycle — from application submission and LEW review to payment processing and licence issuance.

## 1.2 User Roles

Role	Description	Access
<b>Applicant</b> (Building Owner)	Property owners or representatives who apply for electrical installation licences.	Dashboard, My Applications, New Application, My Profile
<b>LEW</b> (Licensed Electrical Worker)	EMA-licensed electrical professionals who review applications and prepare SLD documents. Requires admin approval after registration.	Admin Dashboard, Applications (view & review)
<b>Admin</b> (Administrator)	Platform administrators who manage the entire application lifecycle, users, pricing, and system settings.	Full access: Dashboard, Applications, Users, Settings

## 1.3 Application Status Flow

Every licence application progresses through the following statuses:



Status	Description	Applicant Action	Admin / LEW Action
Pending Review	Application submitted, awaiting LEW review	Upload documents	Review → Approve or Request Revision
Revision Requested	Revisions needed based on LEW review	Edit & Resubmit	Wait for resubmission
Pending Payment	Application approved, payment required	View payment info & make payment	Confirm Payment
Paid	Payment confirmed	Wait	Start Processing
In Progress	Licence being processed	Upload additional files if needed	Complete & Issue Licence
Completed	Licence issued	View licence details	—
Expired	Payment not received within deadline	—	—

## 2. Getting Started

### 2.1 Creating an Account

#### Applicant (Building Owner) Registration

- 1 Click "Create account" on the login page, or navigate directly to the Sign Up page.

The screenshot shows the 'Create your account' form. At the top, there is a logo of a lightbulb with the text 'Blue Light' and 'Singapore EMA Licence Platform'. The form fields include:

- Full Name \***: John Doe
- Email \***: you@example.com
- Phone**: +65-XXXX-XXXX
- Business Information (Optional — can be added later in Profile)**:
  - Company Name**: e.g., BLUE LIGHT PTE LTD
  - Will be printed on your installation licence
  - UEN**: e.g., 202407291M
  - Designation**: e.g., Director
  - Business registration number
- Account Type \***: Building Owner (Applicant) (selected)

Figure 2.1 — Sign Up Page (Applicant)

- 2 Fill in the required fields:
  - **Full Name** (required)
  - **Email** (required — this will be your login ID)
  - **Phone** (optional)
  - **Business Information** (optional — Company Name, UEN, Designation. Can be added later in Profile.)
- 3 Select **Account Type** as "**Building Owner (Applicant)**".

The screenshot shows a user interface for creating a new account. At the top right, there is a placeholder for a phone number (+65-XXXX-XXXX) with a note that it is optional. Below this is a section for 'Business Information' which is also noted as optional and can be added later. It includes fields for 'Company Name' (e.g., BLUE LIGHT PTE LTD), 'UEN' (e.g., 202407291M), and 'Designation' (e.g., Director). A note states that the UEN will be printed on the installation licence. Below this is a section for 'Account Type' with two options: 'Building Owner Applicant' (represented by a building icon) and 'LEW Licensed Electrical Worker' (represented by a lightning bolt icon). There are fields for 'Password \*' (8-20 characters) and 'Confirm Password \*' (Re-enter your password). A checkbox for 'I agree to the Privacy Policy and Disclaimer. I consent to the collection and use of my personal data as described.' is present, with a note that consent is required. At the bottom is a large blue 'Create Account' button, and below it, a link to 'Sign in' for existing users. At the very bottom, there are links for 'Disclaimer' and 'Privacy Policy'.

Figure 2.2 — Account Type Selection & PDPA Consent

- 4 Set your **Password** (8–20 characters), confirm it, agree to the **Privacy Policy & Disclaimer**, and click "**Create Account**".

**i Business Information:** Company Name, UEN, and Designation are required for the Letter of Appointment. You can add them later via My Profile, but they must be completed before your application can be fully processed.

## LEW (Licensed Electrical Worker) Registration

The screenshot shows the LEW Registration dashboard. On the left is a dark sidebar with 'Settings' and 'Users' buttons. The main area has a header with 'System Admin' and 'Logout'. Below is a summary card with counts: 10 In Progress, 1 Completed, 0 Expired, 3 Total Users, and 0 Unassigned. Under 'In Progress', there are details: 1 active application, 5 completed applications, and 0 expired applications. A total of 14 users are listed. A toggle switch is shown as 'on'. Below this is a section titled 'Recent Applications' with a table:

Applicant	Address	kVA	Amount	Status	Date	Action
Auto Test autotest@test.com	123 Test Street	45 kVA	\$350	Pending Review	2026. 2. 9.	→
test4 test4@gmail.com	123123123	101 kVA	\$750	Pending Payment	2026. 2. 8.	→
Test User test@example.com	123 Orchard Road #01-01	100 kVA	\$500	Completed	2026. 2. 8.	→
test4 test4@gmail.com	adresss test	2001 kVA	\$3,500	In Progress	2026. 2. 7.	→
test3 test3@gmail.com	yyytgtfgghhhjh	201 kVA	\$1,200	Completed	2026. 2. 7.	→

At the bottom, it says 'View All', '© 2026 Blue Light. All rights reserved.', 'Disclaimer', and 'Privacy Policy'.

Figure 2.3 – LEW Registration (additional fields)

When registering as a LEW, two additional fields are required:

- **LEW Licence Number** — Your EMA-issued licence number (e.g., LEW-2026-XXXXX)
- **LEW Grade** — Select your grade:
  - **Grade 7:** ≤ 45 kVA
  - **Grade 8:** ≤ 500 kVA
  - **Grade 9:** ≤ 400 kV

**⚠️ LEW Approval Required:** After registration, your account will be in "Pending" status. An Administrator must approve your account before you can access the platform. You will see a waiting page until approved.

## 2.2 Signing In

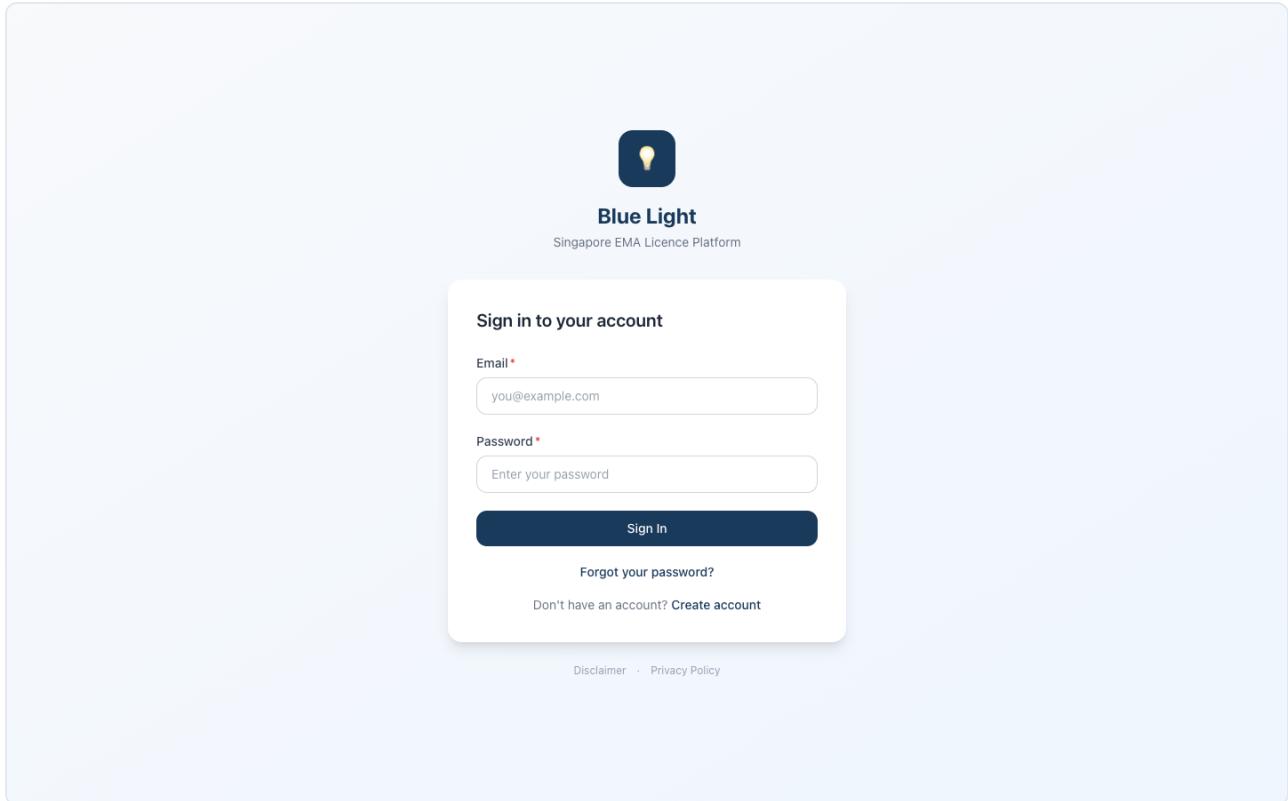


Figure 2.4 — Login Page

- 1 Enter your registered **Email** and **Password**.
- 2 Click "**Sign In**".
- 3 You will be redirected to the appropriate dashboard based on your role:
  - **Applicant** → Dashboard ( `/dashboard` )
  - **LEW (Approved)** → Admin Dashboard ( `/admin/dashboard` )
  - **Admin** → Admin Dashboard ( `/admin/dashboard` )

## 2.3 Forgot Password

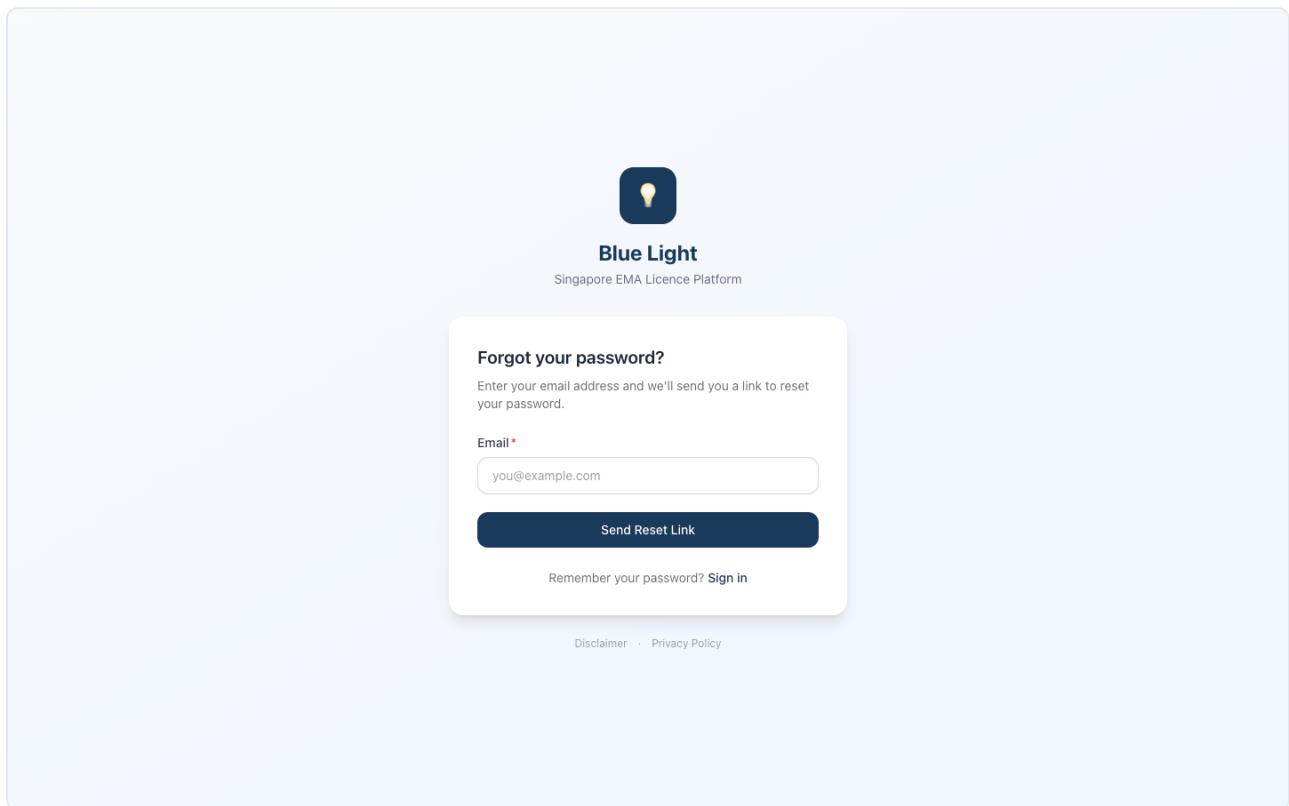


Figure 2.5 – Forgot Password Page

- 1 Click "**Forgot your password?**" on the login page.
- 2 Enter your registered email address and click "**Send Reset Link**".
- 3 Check your email for the reset link (valid for **1 hour**).
- 4 Click the link, set a new password (minimum 8 characters), and sign in.

## 2.4 Email Verification (If Enabled)

When the administrator has enabled Email Verification in System Settings, new users must verify their email before accessing the platform:

- 1 After signing up, you will be redirected to the **Email Verification Pending** page.
- 2 Check your registered email inbox for the verification link.
- 3 Click the link in the email. You will see a "**Email Verified!**" confirmation page.
- 4 Click "**Sign In**" to proceed to the login page.

 **Didnt receive the email?** Click the "Resend Verification Email" button on the pending page. If the problem persists, contact the administrator at admin@bluelight.sg.

 **Note:** Email Verification is controlled by the administrator and is disabled by default. If disabled, you can sign in immediately after registration without email verification.

# 3. Applicant Guide

## 3.1 Dashboard

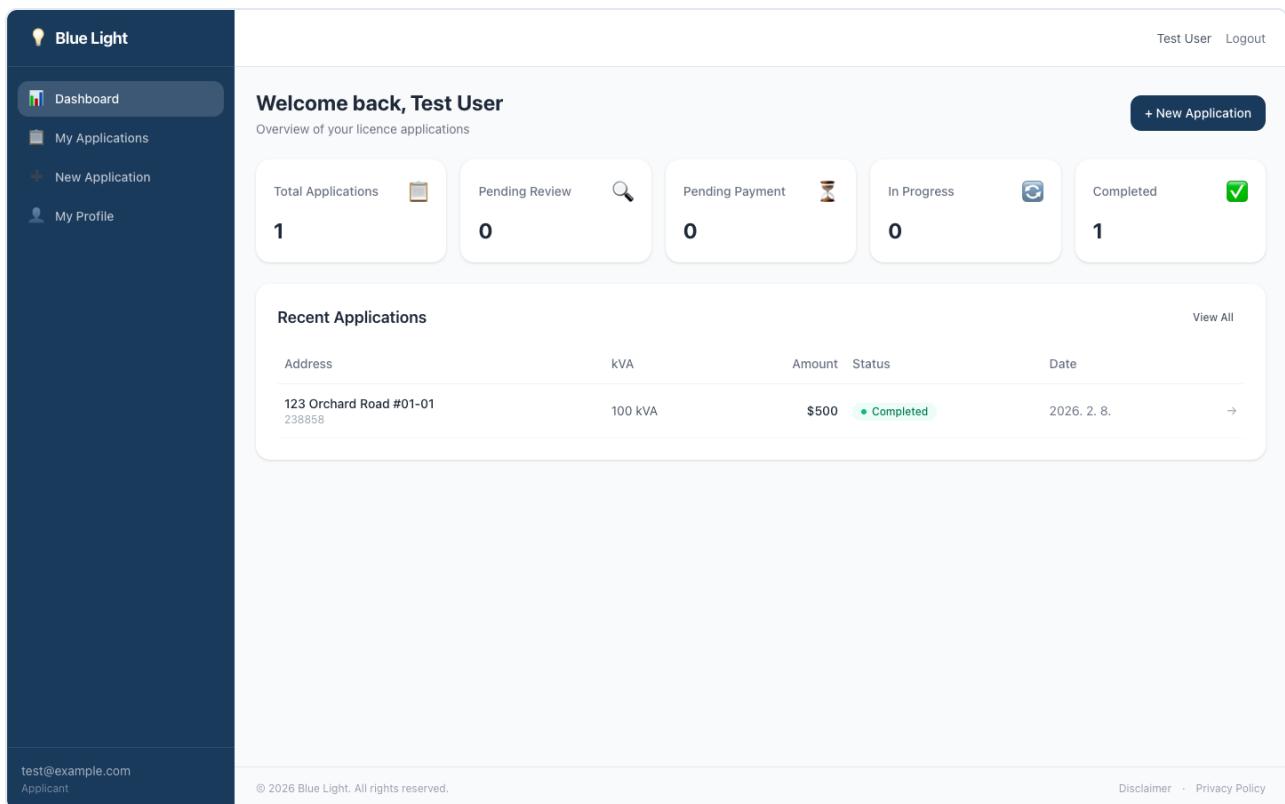


Figure 3.1 — Applicant Dashboard

The Dashboard provides an at-a-glance overview of your applications:

- **Summary Cards** — Total Applications, Pending Review, Pending Payment, In Progress, Completed
- **Recent Applications** — Your latest 5 applications with status, kVA, and amount
- "+ New Application" button to start a new licence application

## 3.2 Creating a New Application

### Before You Begin

The screenshot shows a user interface for creating a new electrical installation licence. On the left is a dark sidebar with a 'Blue Light' logo, navigation links for Dashboard, My Applications, New Application (which is highlighted), and My Profile. The main content area has a header 'New Licence Application' with a back link and a sub-header 'Apply for a new or renewal electrical installation licence'. Below this is a section titled 'Before You Begin' with a 'Start Application' button. It contains a checklist of five steps: 1. Submit Application (fill in property details, select kVA capacity, review pricing), 2. Upload Documents (upload required documents including SLD and authorisation letter), 3. LEW Review (a Licensed Electrical Worker will review your application), 4. Make Payment (complete payment via PayNow or bank transfer), and 5. Licence Issued (after verification, your electrical installation licence will be issued). A yellow box labeled 'REQUIRED DOCUMENTS' lists 'Single Line Diagram (SLD)' (accepted formats: PDF, JPG, DWG, DXF, DGN, TIF, GIF, ZIP) and 'Owner's Authorisation Letter' (signed letter authorising the electrical installation work). At the bottom is a 'KEY INFORMATION' section with 'Pricing' (based on DB Size (kVA), service fee and EMA fee apply) and 'Licence Period' (choose between 3-month or 12-month licence validity).

Figure 3.2 — Application Process Guide

The guide page outlines the 5-step process and lists required documents. Click "**Start Application**" to proceed.

#### **i Required Documents:**

- **Single Line Diagram (SLD)** — PDF, JPG, DWG, DXF, DGN, TIF, GIF, ZIP
- **Owner's Authorization Letter** — PDF, JPG, PNG, GIF

Documents can be uploaded after submission. Maximum file size is **10 MB** per file. For EMA ELISE portal submission, files should be under **2 MB**.

## Step 1: Application Type

The screenshot shows a user interface for applying for a new electrical installation licence. The top navigation bar includes 'Blue Light' (user icon), 'Test User' (Logout). The left sidebar has links: Dashboard, My Applications, New Application (highlighted in blue), and My Profile. The main content area is titled 'New Licence Application' with a subtitle 'Apply for a new or renewal electrical installation licence'. A progress bar at the top indicates four steps: 1. Type (current step), 2. Address, 3. kVA & Price, 4. Review. Step 1 contains a note: 'SP Group Account Required' (with an info icon) and 'Before applying for an electrical installation licence, you need an SP Group utilities account. If you don't have one yet, please open an account first.' with a link 'Open SP Group Account'. Below this is a 'SP Account Number' field with placeholder 'e.g., 1234567890' and a note 'Optional. Enter your SP Group account number if available.' Step 2, 'Application Type', asks 'Choose the type of licence application' and lists three options: 'New Licence' (selected, checked), 'Licence Renewal', and 'Supply Installation'. Under 'New Licence', it says 'Apply for a brand new electrical installation licence'. Under 'Licence Renewal', it says 'Renew an existing electrical installation licence'. Under 'Supply Installation', it says 'Apply for a temporary electricity supply licence'. Step 3, 'Licence Period \*', asks 'Select the duration for your electrical installation licence' and shows two options: '12 Months' and '3 Months'.

Figure 3.3 – Step 1: Application Type Selection

Configure your application:

1. **SP Account Number** (optional) — Your SP Group utilities account number
2. **Application Type:**
  - **New Licence** — Brand new electrical installation licence
  - **Licence Renewal** — Renew an existing licence. If you have completed applications, select one from the list to auto-fill licence details. Otherwise, enter the **Existing Licence Number** and **Existing Expiry Date** manually. You may also enter an optional **Renewal Reference No.**
  - **Supply Installation** — Temporary electricity supply licence

Optional. Enter your SP Group account number if available.

**Application Type**  
Choose the type of licence application

- New Licence**   
Apply for a brand new electrical installation licence
- Licence Renewal**   
Renew an existing electrical installation licence
- Supply Installation**   
Apply for a temporary electricity supply licence

**Licence Period \***  
Select the duration for your electrical installation licence

- 12 Months**  
EMA Fee: SGD \$100
- 3 Months**  
EMA Fee: SGD \$50

**Single Line Diagram (SLD) \***  
An SLD is required for your application. Choose how you'd like to provide it.

- Upload Myself**   
I have an SLD ready and will upload it after submission
- Request LEW to Prepare**   
A Licensed Electrical Worker will prepare the SLD for you  
Additional fee may apply (to be determined)

[Back to Guide](#) [Continue](#)

test@example.com  
Applicant

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Figure 3.4 – Licence Period & SLD Options

### 1. Licence Period:

- **12 Months** — EMA Fee: SGD \$100 (New/Renewal) or \$150 (Supply Installation)
- **3 Months** — EMA Fee: SGD \$50

### 2. Single Line Diagram (SLD):

- **Upload Myself** — You have an SLD ready and will upload it after submission
- **Request LEW to Prepare** — A LEW will prepare the SLD for you (additional fee may apply)

## Step 2: Installation Address

Enter the property details:

- **Installation Address** (required)
- **Postal Code** (required, 6 digits)
- **Building Type** (optional — e.g., Commercial, Residential, Industrial)

## Step 3: kVA & Pricing

Select the DB Size (kVA capacity) for your installation. The system will automatically calculate:

- **kVA Tier Price** — Based on the kVA range selected
- **Service Fee** — Fixed fee set by the administrator

- **Total Amount** — kVA Price + Service Fee

A reference price table is displayed for transparency.

## Step 4: Review & Submit

Review all entered information, then click "**Submit Application**". Your application status will be set to **Pending Review**.

**💡 Navigation Warning:** If you attempt to leave the form without submitting, you will see a confirmation dialog to prevent accidental data loss.

## 3.3 My Applications

The screenshot shows the 'My Applications' section of the Blue Light application. On the left is a dark sidebar with navigation links: Dashboard, My Applications (which is highlighted), New Application, and My Profile. The main area has a light background. At the top right are 'Test User' and 'Logout' buttons. Below them is a 'My Applications' header with the sub-instruction 'Track and manage your licence applications'. A 'New Application' button is located in the top right corner of this header. Below the header is a search bar with placeholder text 'Search by address, postal code, kVA...' and a dropdown menu labeled 'All Statuses'. A table follows, displaying application details in columns: TYPE, ADDRESS, BUILDING TYPE, KVA, AMOUNT, STATUS, and DATE. One row is visible in the table, showing a 'New' application for '123 Orchard Road #01-01 238858' with a 'Commercial' building type, '100 kVA', 'SGD \$500', a green 'Completed' status, and the date '2026. 2. 8.'. At the bottom of the page, there's a footer with copyright information '© 2026 Blue Light. All rights reserved.', a 'Disclaimer' link, and a 'Privacy Policy' link.

Figure 3.5 — My Applications List

View and manage all your submitted applications:

- **Search** — Filter by address, postal code, building type, kVA, or licence number
- **Status Filter** — Filter by application status (All, Pending Review, Completed, etc.)
- **Columns** — Type, Address, Building Type, kVA, Amount, Status, Date
- Click any row to view the application detail

## 3.4 Application Detail

The screenshot displays the 'Application Detail' page for Application #8, which has been completed. The header includes the 'Blue Light' logo, a navigation bar with 'Dashboard', 'My Applications', 'New Application', and 'My Profile' options, and a user session with 'Test User' and 'Logout'. The main content area is organized into several sections:

- Property Details:** Shows Installation Address (123 Orchard Road #01-01), Postal Code (238858), and DB Size (kVA) (100 kVA).
- Pricing:** Displays a Total Amount of SGD \$500, based on 100 kVA capacity.
- Progress:** A visual step indicator showing the application status: Submitted, Reviewed, Paid, In Progress, and Completed.
- Documents:** Lists uploaded files: 'test\_sld.pdf' (SLD, 2026. 2. 8.) and 'test\_license.pdf' (Licence, 2026. 2. 8.), each with a 'Download' link.
- Assigned LEW:** Shows the assigned LEW Officer (LEW Officer, LEW-2026-00001).
- Licence Information:** Provides the Licence Number (EIL-2026-00123) and Expiry Date.
- Payment History:** A table showing transaction details: Date, Method, Transaction ID, Amount, and Status.

Figure 3.6 – Application Detail Page (Completed)

The detail page shows:

- **Application ID & Status** — Header with current status badge
- **Property Details** — Address, Postal Code, Building Type, DB Size (kVA)
- **Pricing** — Total amount based on kVA capacity
- **Progress Tracker** — Visual step indicator (Submitted → Reviewed → Paid → In Progress → Completed)
- **Assigned LEW** — Name and licence number of the assigned LEW
- **Documents** — Uploaded files (SLD, Authorization Letter, etc.) with download links

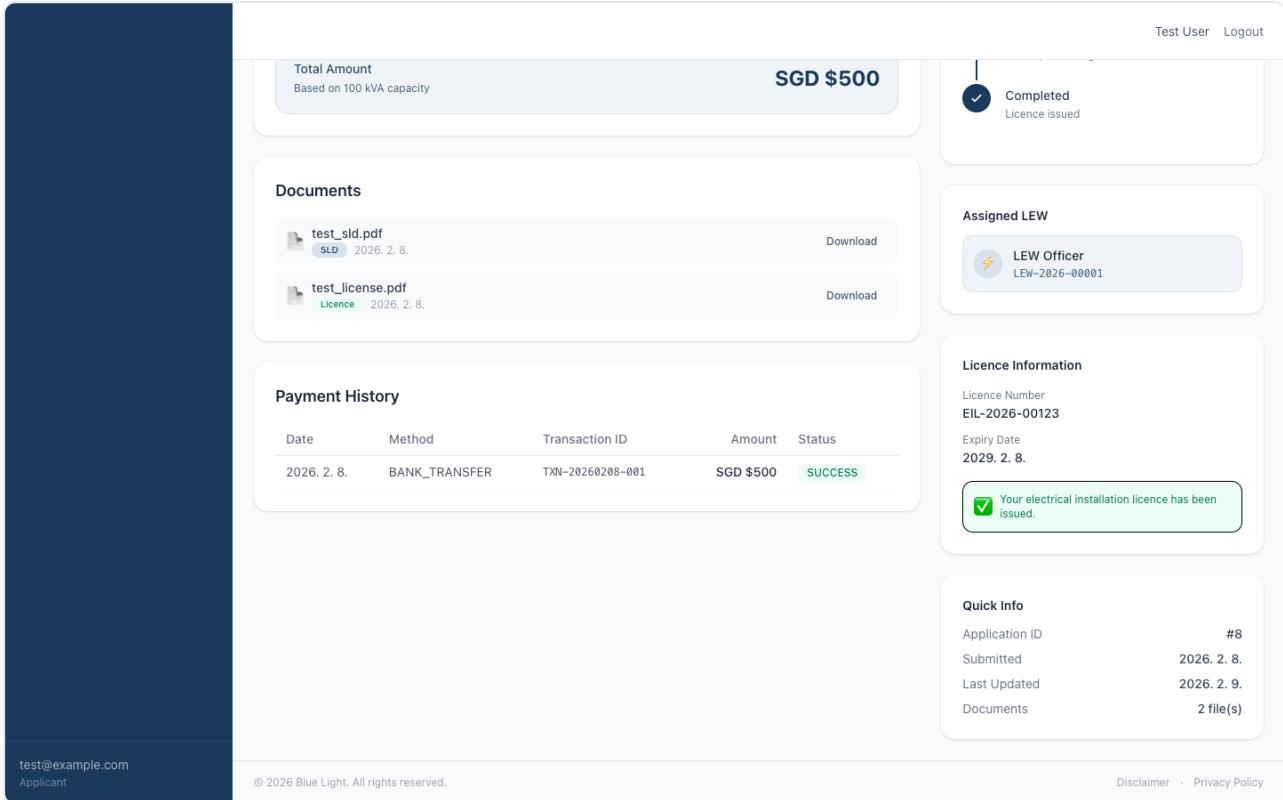


Figure 3.7 – Documents & Licence Information

## 3.5 Responding to Revision Requests

When an Admin or LEW requests revisions:

- 1 You'll see the status change to "**Revision Requested**" with the reviewer's comments.
- 2 Click "**Edit & Resubmit**" to modify your application details.
- 3 Make the necessary changes, upload updated documents, and click "**Resubmit**".
- 4 The status returns to "**Pending Review**" for re-evaluation.

## 3.6 Making Payment

When your application is approved and set to "**Pending Payment**":

- 1 Open the application detail page. You will see the **Payment Information** section.

**2** Choose a payment method:

- **PayNow** — Use the UEN number and reference number provided
- **Bank Transfer** — Transfer to the bank account shown (Bank Name, Account Number, Account Name)

**3** After making the payment externally, wait for the Admin to confirm receipt. The status will change to "**Paid**".

**⚠ Payment Deadline:** Applications that remain unpaid beyond the deadline will be automatically marked as "**Expired**". Please make payment promptly.

## 3.7 My Profile

The screenshot shows the 'My Profile' page of the Blue Light application. On the left is a sidebar with 'Blue Light' branding and links to 'Dashboard', 'My Applications', 'New Application', and 'My Profile'. The main content area has a header 'My Profile' and a sub-header 'Manage your account information'. It displays a summary card for 'Test User' (test@example.com, APPLICANT). Below this are two main sections: 'Profile Information' (Full Name: Test User, Email: test@example.com, Phone: +65-1234-5678) and 'Business Information' (Company Name: e.g., BLUE LIGHT PTE LTD, UEN: e.n. 202407291M, Designation: Director Manager).

Figure 3.8 — My Profile Page

Manage your personal and business information:

- **Personal Information** — Full Name, Email (read-only), Phone
- **Business Information** — Company Name, UEN, Designation
- **Correspondence Address** — Address and Postal Code for EMA notifications

- **Change Password** — Update your password (Current Password + New Password)

The screenshot shows a user interface for updating account information. At the top right, there are links for 'Test User' and 'Logout'. Below this, a message says 'Email cannot be changed'. The main section is titled 'Business Information' with a subtitle 'Company details required for EMA licence application (Letter of Appointment)'. It includes fields for 'Company Name' (example: 'e.g., BLUE LIGHT PTE LTD'), 'UEN (Unique Entity Number)' (example: 'e.g., 202407291M'), 'Designation' (example: 'e.g., Director, Manager'), and 'Correspondence Address' (example: 'e.g., 105 Sims Ave, #07-08, Chancerlodge Complex'). There is also a note that 'EMA will send notifications to this address'. Other fields include 'Correspondence Postal Code' (example: 'e.g., 387429') and a 'Save Changes' button. A separate section at the bottom is titled 'Change Password' with the subtitle 'Update your account password'. It has a field for 'Current Password\*' (example: 'Enter current password').

Figure 3.9 — Business Information & Password Change

**⚠ Important:** Company Name, UEN, Designation, and Correspondence Address are required for the Letter of Appointment. Please complete these fields to avoid delays in application processing.

# 4. LEW (Licensed Electrical Worker) Guide

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## 4.1 LEW Registration & Approval

- 1 Register as a LEW on the Sign Up page (see Section 2.1) with your **LEW Licence Number** and **Grade**.
- 2 After registration, you will see the **LEW Pending Approval** page. You must wait for an Administrator to approve your account.
- 3 Use the "**Check Status**" button to verify if your account has been approved.
- 4 Once approved, **log out and log in again** to activate your LEW access.

 **LEW Grade and kVA:** Your LEW Grade determines which applications you can be assigned to:

- Grade 7: Applications  $\leq$  45 kVA
- Grade 8: Applications  $\leq$  500 kVA
- Grade 9: All applications ( $\leq$  400 kV)

## 4.2 LEW Dashboard

Approved LEWs share the same Admin Dashboard view (without the Users and Settings menus). The dashboard shows:

- Application statistics (Total, Pending Review, In Progress, Completed, etc.)
- Recent Applications list

## 4.3 Reviewing Applications

LEWs can view all applications assigned to them (or unassigned) via the **Applications** menu:

- Search and filter applications by status, address, or applicant name
- Click on an application to view its full details
- Review applicant information, property details, and uploaded documents

## 4.4 Managing SLD Requests

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When an applicant selects "**Request LEW to Prepare**" for the SLD:

- 1** The SLD Request status shows as "**Requested**" in the application detail.
- 2** Prepare the SLD document and click "**Upload SLD**" to upload the file.
- 3** After upload, click "**Confirm SLD**" to finalize. The applicant will be able to download it.

# 5. Administrator Guide

## 5.1 Admin Dashboard

The screenshot shows the Admin Dashboard interface. On the left is a dark sidebar with a 'Blue Light' icon, a title 'Dashboard', and navigation links for 'Applications', 'Settings', and 'Users'. The main area has a light background. At the top right are 'System Admin' and 'Logout' buttons. Below them is a section titled 'Admin Dashboard' with a subtitle 'Platform overview and key metrics'. This section contains ten status cards arranged in two rows of five. The first row includes: 'Total Applications' (10), 'Pending Review' (1), 'Revision Requested' (0), 'Pending Payment' (3), and 'Paid' (0). The second row includes: 'In Progress' (1), 'Completed' (5), 'Expired' (0), 'Total Users' (14), and 'Unassigned' (4). Below these cards is a section titled 'LEW Registration' with a note 'New LEW sign-ups are currently allowed.' and a toggle switch that is turned on. At the bottom is a table titled 'Recent Applications' with a 'View All' link. The table has columns for Applicant, Address, kVA, Amount, Status, and Date. It lists five recent applications:

Applicant	Address	kVA	Amount	Status	Date
Auto Test autotest@test.com	123 Test Street	45 kVA	\$350	Pending Review	2026. 2. 9.
test4 test4@gmail.com	123123123	101 kVA	\$750	Pending Payment	2026. 2. 8.
Test User test@example.com	123 Orchard Road #01-01	100 kVA	\$500	Completed	2026. 2. 8.
test4 test4@gmail.com	addresss test	2001 kVA	\$3,500	In Progress	2026. 2. 7.

Figure 5.1 – Admin Dashboard

The Admin Dashboard provides a comprehensive platform overview:

- **10 Status Cards** — Total Applications, Pending Review, Revision Requested, Pending Payment, Paid, In Progress, Completed, Expired, Total Users, Unassigned (click any card to filter applications)
- **LEW Registration Toggle** — Enable/disable new LEW sign-ups system-wide
- **Recent Applications** — Latest 5 applications with applicant, address, status, and quick links

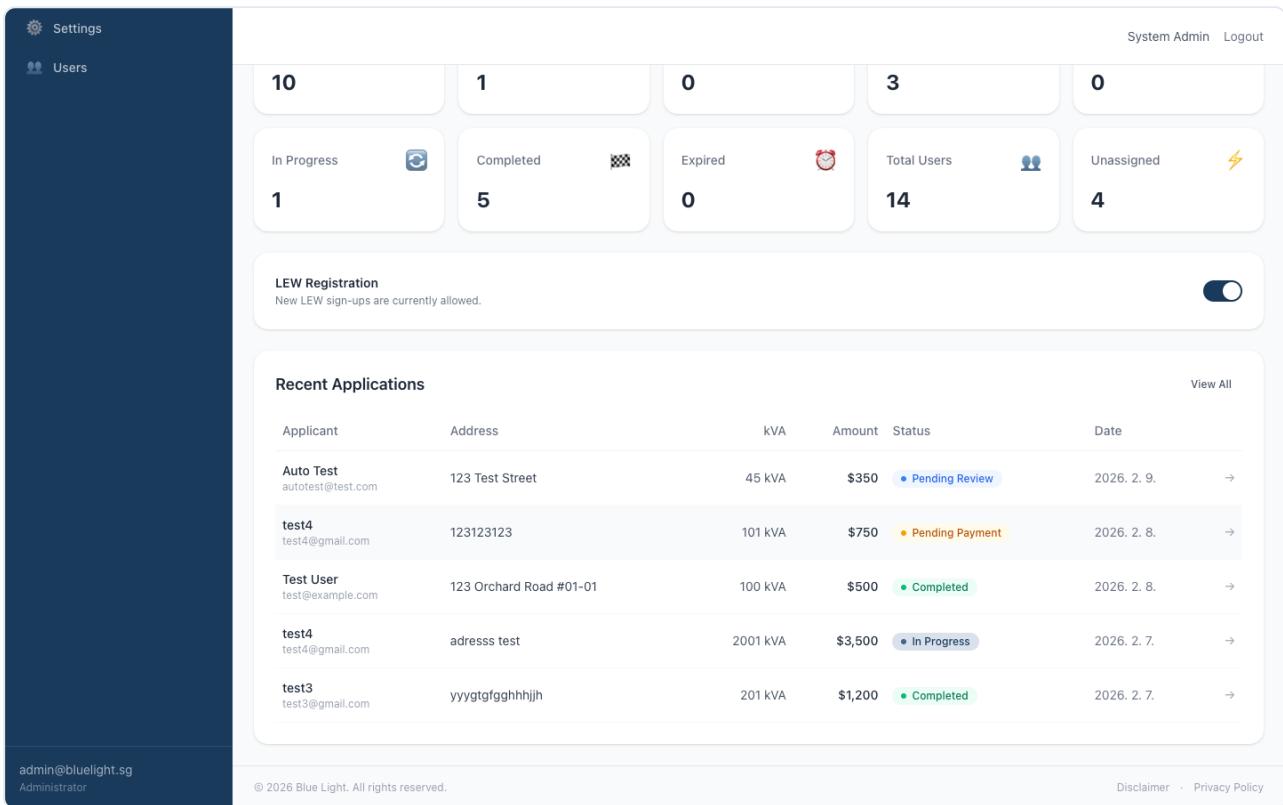


Figure 5.2 – LEW Registration Toggle & Recent Applications

## 5.2 Application Management

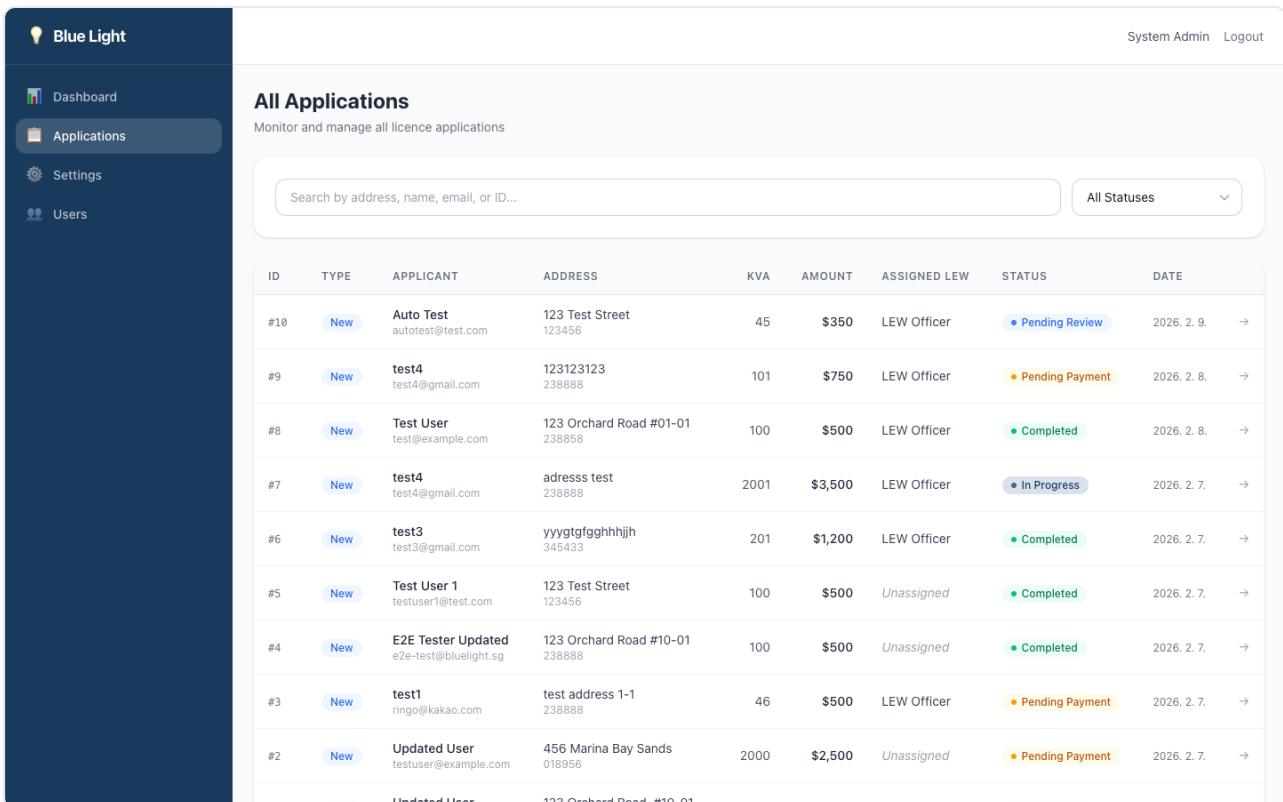


Figure 5.3 – All Applications List

The Applications page shows all submitted applications with:

- **Search** — Filter by address, applicant name, email, or application ID
- **Status Filter** — Dropdown to filter by status
- **Pagination** — 15 applications per page
- **Columns** — ID, Type, Applicant, Address, kVA, Amount, Assigned LEW, Status, Date

## 5.3 Processing Applications (Step-by-Step)

The screenshot shows the 'Application #10' detail page. The left sidebar has 'Blue Light' branding and links to Dashboard, Applications, Settings, and Users. The main content area shows 'Application #10' (New) with a 'Pending Review' status. It includes sections for 'Applicant Information' (Name: Auto Test, Email: autotest@test.com, Phone: Not provided, Designation: —), 'Business Details' (Company Name: —, UEN: —), and 'Correspondence Address' (Address: —, Postal Code: —). A note says 'Incomplete Applicant Profile' with requirements for Company Name, UEN, Designation, and Correspondence Address. The 'Property Details' section shows Installation Address: 123 Test Street, Postal Code: 123456, Building Type: Commercial, and DB Size (kVA): 45 kVA. To the right, a 'Progress' sidebar shows a 5-step timeline from Submitted to Completed. The 'Admin Actions' sidebar contains 'Request Revision' and 'Approve & Request Payment' buttons, with 'Approve & Request Payment' being highlighted. An 'Assigned LEW' section shows 'LEW Officer: lew@blueight.sg, LEW-2026-00001'.

Figure 5.4 — Admin Application Detail (Pending Review)

The Admin Application Detail page includes all applicant and property information, along with **Admin Actions** on the right sidebar:

### Step 1: Review (Pending Review → Approved or Revision Requested)

Action	Description	Required Input
<b>Request Revision</b>	Send the application back to the applicant with feedback	Review comments (required)
<b>Approve &amp; Request Payment</b>	Approve the application and move to Pending Payment	—

## Step 2: Payment Confirmation (Pending Payment → Paid)

Action	Description	Required Input
Confirm Payment	Verify that payment has been received	Transaction ID (optional), Payment Method (e.g., PayNow, Bank Transfer)

## Step 3: Processing (Paid → In Progress)

Action	Description	Required Input
Start Processing	Begin licence processing	—

## Step 4: Completion (In Progress → Completed)

Action	Description	Required Input
Complete & Issue Licence	Issue the electrical installation licence	Licence Number, Expiry Date

The screenshot shows the Blue Light application interface for managing electrical installation licences. The top navigation bar includes 'System Admin' and 'Logout'. On the left, a sidebar displays the user's email (admin@bluelight.sg) and role (Administrator). The main content area is divided into several sections:

- Incomplete Applicant Profile:** A yellow warning box states: "Incomplete Applicant Profile. The following are required for Letter of Appointment: Company Name, UEN, Designation, Correspondence Address. Please ask the applicant to update their profile."
- Property Details:** Shows Installation Address (123 Test Street), Postal Code (123456), Building Type (Commercial), and DB Size (kVA) (45 kVA).
- Admin Actions:** Includes 'Request Revision' and 'Approve & Request Payment' buttons.
- Pricing:** Total Amount (SGD \$350) based on 45 kVA capacity.
- Assigned LEW:** Shows the LEW Officer (lew@bluelight.sg, LEW-2026-0001, G9 (≤400kV)), with 'Change' and 'Remove' buttons.
- Documents:** No documents uploaded.
- Payment History:** No payments recorded.
- Quick Info:** Application ID (#10), Submitted (2026. 2. 9.), Last Updated (2026. 2. 9.), Documents (0 file(s)), and Payments (0 record(s)).

At the bottom, a footer notes: "© 2026 Blue Light. All rights reserved." and provides links to "Disclaimer" and "Privacy Policy".

Figure 5.5 — Property Details, Pricing & Documents

**⚠️ Incomplete Applicant Profile:** If the applicant has not completed their Business Details (Company Name, UEN, Designation, Correspondence Address), a yellow warning banner will appear. Ask the applicant to update their profile before final processing.

## 5.4 LEW Assignment

Administrators can assign a LEW to each application:

- 1 Open the application detail page.
- 2 In the "**Assigned LEW**" section (right sidebar), click "**Assign LEW**".
- 3 Select a LEW from the list. Only LEWs with a sufficient grade for the application's kVA are shown.
- 4 To change or remove the assigned LEW, use the "**Change**" or "**Remove**" buttons.

**ℹ️ Automatic Filtering:** The system automatically filters available LEWs based on the application's kVA capacity. For example, a 100 kVA application will only show Grade 8 and Grade 9 LEWs.

## 5.5 User Management

ID	NAME	EMAIL	PHONE	ROLE	APPROVAL	GRADE	LICENCE NO.	REGISTERED
#16	Auto Test	autotest@test.com	-	APPLICANT Change	-	-	-	2026. 2. 9.
#15	lew1	lew1@gmail.com	-	LEW Change	N/A Approve	-	-	2026. 2. 8.
#14	LEW Officer	lew@bluelight.sg	+65-0000-0001	LEW Change	APPROVED	-	LEW-2026-00001	2026. 2. 8.
#13	test4	test4@gmail.com	-	APPLICANT Change	-	-	-	2026. 2. 7.
#12	test3	test3@gmail.com	-	APPLICANT Change	-	-	-	2026. 2. 7.
#10	Test User 1	testuser1@test.com	91234567	APPLICANT Change	-	-	-	2026. 2. 7.
#11	Test User 2	testuser2@test.com	91234568	APPLICANT Change	-	-	-	2026. 2. 7.
#9	E2E Tester Updated	e2e-test@bluelight.sg	98765432	APPLICANT Change	-	-	-	2026. 2. 7.
#8	Updated User	testuser@example.com	+65-9999-8888	APPLICANT Change	-	-	-	2026. 2. 7.
#7	test1	ringo@kakao.com	-	APPLICANT Change	-	-	-	2026. 2. 6.
#6	CORS Test	cors-test@example.com	-	APPLICANT Change	-	-	-	2026. 2. 6.

Figure 5.6 — User Management Page

The User Management page (Admin only) allows:

### Search & Filter

- **Search** — By name, email, company name, or UEN
- **Role Filter** — All Roles, Applicant, LEW, Admin
- **Pagination** — 20 users per page

### Role Management

- Click "**Change**" next to a user's role to switch between **APPLICANT** ↔ **LEW**
- Admin roles cannot be changed from this interface
- A confirmation dialog appears before any role change

### LEW Approval

- New LEW registrations appear with status "**N/A**" or "**PENDING**"
- Click "**Approve**" to grant platform access (the LEW must re-login to activate)

- Click "**Reject**" to deny access

## 5.6 System Settings

The screenshot shows the 'System Settings' page for 'Blue Light'. The left sidebar has icons for Dashboard, Applications, Settings (which is selected), and Users. The top right shows 'System Admin' and 'Logout'. The main content area has three sections:

- Email Verification:** A note says 'When enabled, new users must verify their email address before accessing the platform. Disable this for local development or testing.' A toggle switch is set to 'Disabled'. A yellow bar below says 'Email verification is currently disabled. New users can sign up without verifying their email.' A 'Save' button is at the bottom right.
- Service Fee (SGD):** A text input field contains '50', a 'Save Fee' button is to its right, and a note below says 'This fee is added to the kVA tier price for every application quote.'
- Payment Information:** Sub-sections include 'PayNow' (with UEN Number '202401234A') and 'Bank Transfer' (with Bank Name 'DBS Bank', Account Number '012-345678-9', and Account Holder Name 'Blue Light Pte Ltd').

Figure 5.7 – System Settings (Email, Service Fee, Payment)

### Email Verification

- **Enabled** — New users must verify their email before accessing the platform
- **Disabled** — Users can sign in immediately (recommended for development/testing)

### Service Fee (SGD)

Set the service fee that is added to every application's kVA tier price. Update and click "**Save Fee**".

### Payment Information

Configure the payment details displayed to applicants:

- UEN Number
- Recipient Name

- Bank Name
- Account Number
- Account Name

## Price Tiers

The screenshot shows a user interface for managing kVA price tiers. At the top, there's a header bar with 'System Admin' and 'Logout'. Below it, a form for 'Recipient Name' (Blue Light Pte Ltd) and 'Account Number' (012-345678-9) is shown, along with a note about 'Account Holder Name' (Blue Light Pte Ltd). A 'Save Payment Info' button is at the bottom of this section.

#	DESCRIPTION	KVA RANGE	PRICE (SGD)	STATUS	UPDATED	
#1	45 kVA	45 – 45 kVA	\$350.00	Active	2026. 2. 6.	<button>Edit</button>
#2	46 - 100 kVA	46 – 100 kVA	\$500.00	Active	2026. 2. 6.	<button>Edit</button>
#3	101 - 200 kVA	101 – 200 kVA	\$750.00	Active	2026. 2. 6.	<button>Edit</button>
#4	201 - 500 kVA	201 – 500 kVA	\$1,200.00	Active	2026. 2. 6.	<button>Edit</button>
#5	501 - 1000 kVA	501 – 1,000 kVA	\$1,800.00	Active	2026. 2. 6.	<button>Edit</button>
#6	1001 - 2000 kVA	1,001 – 2,000 kVA	\$2,500.00	Active	2026. 2. 6.	<button>Edit</button>
#7	2001 kVA and above	2,001 – 9,999 kVA	\$3,500.00	Active	2026. 2. 6.	<button>Edit</button>

7 price tiers      Active: 7 Inactive: 0

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admin@bluelight.sg  
Administrator

Figure 5.8 — kVA Price Tiers Management

Manage kVA pricing tiers. Click "**Edit**" on any tier to modify:

- **Description** — Display name (e.g., "45 kVA")
- **kVA Min / Max** — Range for this tier
- **Price (SGD)** — Price for applications within this range
- **Active / Inactive** — Toggle tier availability for new applications

# Appendix

## A. kVA Price Tiers (Default)

#	Description	kVA Range	Price (SGD)
1	45 kVA	45 – 45 kVA	\$350
2	46 – 100 kVA	46 – 100 kVA	\$500
3	101 – 200 kVA	101 – 200 kVA	\$750
4	201 – 500 kVA	201 – 500 kVA	\$1,200
5	501 – 1,000 kVA	501 – 1,000 kVA	\$1,800
6	1,001 – 2,000 kVA	1,001 – 2,000 kVA	\$2,500
7	2,001 kVA and above	2,001 – 9,999 kVA	\$3,500

**i Note:** Prices shown are default values. Administrators may adjust these through the Settings page. A Service Fee (default SGD \$50) is added to each application.

## B. Supported File Formats

Document Type	Accepted Formats
Single Line Diagram (SLD)	PDF, JPG, DWG, DXF, DGN, TIF, GIF, ZIP
Owner's Authorization Letter	PDF, JPG, PNG, GIF
Licence Document (Admin upload)	PDF
Report Document (Admin upload)	PDF

## C. Additional Notes

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### Login Attempt Limit

For security, the system limits login attempts to **5 per 15 minutes**. If exceeded, you will need to wait before trying again.

### Legal Pages

The platform includes the following legal pages accessible from the footer:

- **Disclaimer** — Service limitations, EMA ELISE submission notice, and liability disclaimers
- **Privacy Policy** — Personal data protection (PDPA) compliance details, data collection and usage policies

### Admin File Upload

Administrators can upload additional documents (Licence PDF, Report PDF) when applications are in **In Progress** or **Completed** status. These files are then accessible to the applicant.

### LEW Profile Fields

LEW users see additional fields in their Profile page: **LEW Licence Number** and **LEW Grade**, which can be updated as needed.

— End of Manual —

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