



Blue Light

Singapore EMA Electrical Installation Licence Platform

User Manual

Version 2.1

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Blue Light Pte Ltd

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1. Introduction

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, document management, and LEW review to LOA signing, payment processing, and licence issuance.

Key capabilities include:

- Online Application** — Step-by-step guided form for New Licence and Licence Renewal
- Document Management** — Upload SLD, Letter of Appointment, Main Breaker Box Photos, and other required files
- LOA Generation & Digital Signing** — Automated LOA PDF generation with electronic signature
- SLD Request Workflow** — Request LEW to prepare Single Line Diagrams on your behalf
- Real-time Status Tracking** — Visual progress tracker from submission to licence issuance
- Configurable Pricing** — Dynamic kVA-based price tiers with batch management

1.2 User Roles

Role	Description	Access
Applicant (Building Owner)	Property owners or representatives who apply for electrical installation licences. Can submit applications, upload documents, sign LOA, and track progress.	Dashboard, My Applications, New Application, My Profile
LEW (Licensed Electrical Worker)	EMA-licensed electrical professionals who review applications, prepare SLD documents, and generate LOA. Requires admin approval after registration.	Admin Dashboard, Applications (view & review), LOA generation, SLD upload
Admin (Administrator)	Platform administrators who manage the entire application lifecycle, users, pricing, and system settings.	Full access: Dashboard, Applications, Users, System 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, Sign LOA	Assign LEW, Generate LOA, 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	Upload Licence PDF, Complete & Issue Licence
Completed	Licence issued with licence number and expiry date	View & download licence	—
Expired	Payment not received within deadline	—	—

2. Getting Started

2.1 Creating an Account

2.1.1 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
 - UEN**: e.g., 202407291M
 - Designation**: e.g., Director
- Business registration number**: (This field is partially visible below the Business Information section)
- Account Type ***: Two options are shown: a square icon and a lightning bolt icon.

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 at registration — 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's a placeholder for a phone number (+65-XXXX-XXXX) with a note 'Optional'. Below it is a section for 'Business Information' with fields for 'Company Name' (e.g., BLUE LIGHT PTE LTD), 'UEN' (e.g., 202407291M), and 'Designation' (e.g., Director). A note says 'Will be printed on your installation licence'. There's also a field for 'Business registration number'. Under 'Account Type', two options are shown: 'Building Owner Applicant' (with a building icon) and 'LEW Licensed Electrical Worker' (with a lightning bolt icon). Below these 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, followed by a link to 'Privacy Policy'. At the bottom is a large blue 'Create Account' button. Below the button, a link to 'Sign in' is visible. At the very bottom of the page, 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**".

⚠ Business Information Required for LOA: Company Name, UEN, Designation, and Correspondence Address are required for the Letter of Appointment (LOA). If these are not completed in your Profile, the LOA cannot be generated automatically. Please update them as early as possible to avoid delays.

2.1.2 LEW (Licensed Electrical Worker) Registration

The screenshot shows the Blue Light User Manual interface. On the left is a dark sidebar with 'Settings' and 'Users' options. 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. A 'LEW Registration' section indicates new sign-ups are allowed, with a toggle switch set to 'On'. A 'Recent Applications' table lists five entries with columns for Applicant, Address, kVA, Amount, Status, and Date. At the bottom are copyright and disclaimer links.

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	address test	2001 kVA	\$3,500	In Progress	2026. 2. 7. →
test3 test3@gmail.com	yyygtgfghhhjh	201 kVA	\$1,200	Completed	2026. 2. 7. →

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. Once approved, **log out and log in again** to activate your access.

2.2 Signing In

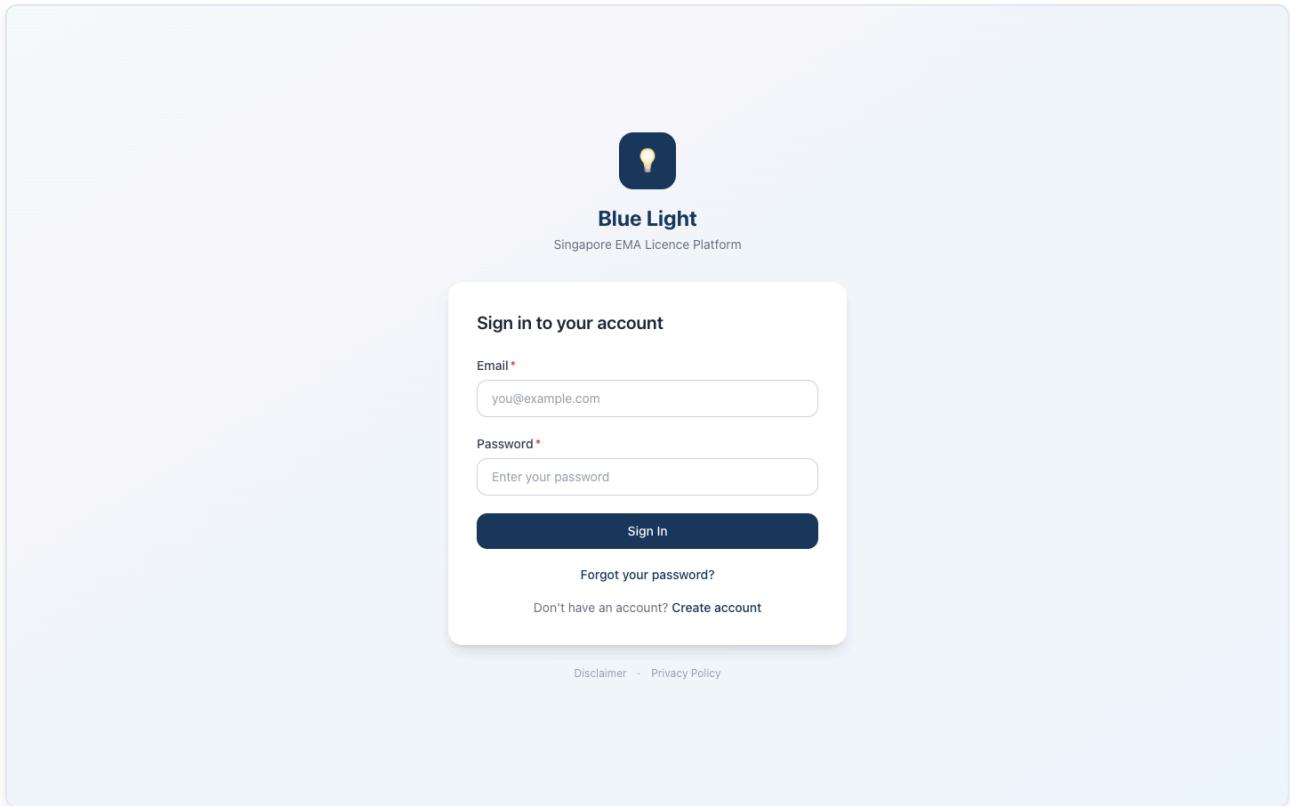


Figure 2.4 — Login Page

- 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** → Applicant Dashboard (/dashboard)
 - **LEW (Approved)** → Admin Dashboard (/admin/dashboard)
 - **Admin** → Admin Dashboard (/admin/dashboard)

i **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.

2.3 Forgot Password

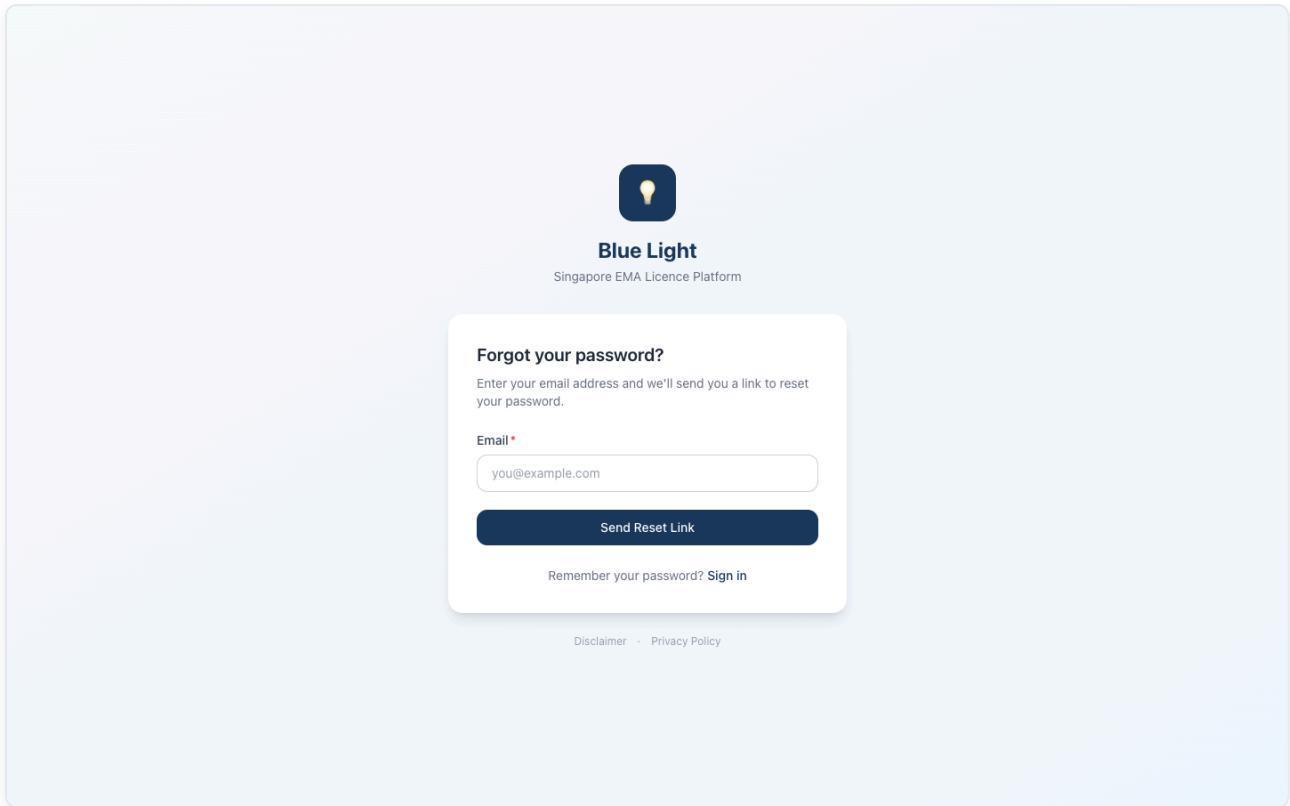


Figure 2.5 — Forgot Password Page

- 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.

 **Didn't receive the email?** Click the "Resend Verification Email" button on the pending page. If the problem persists, contact the administrator.

 **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

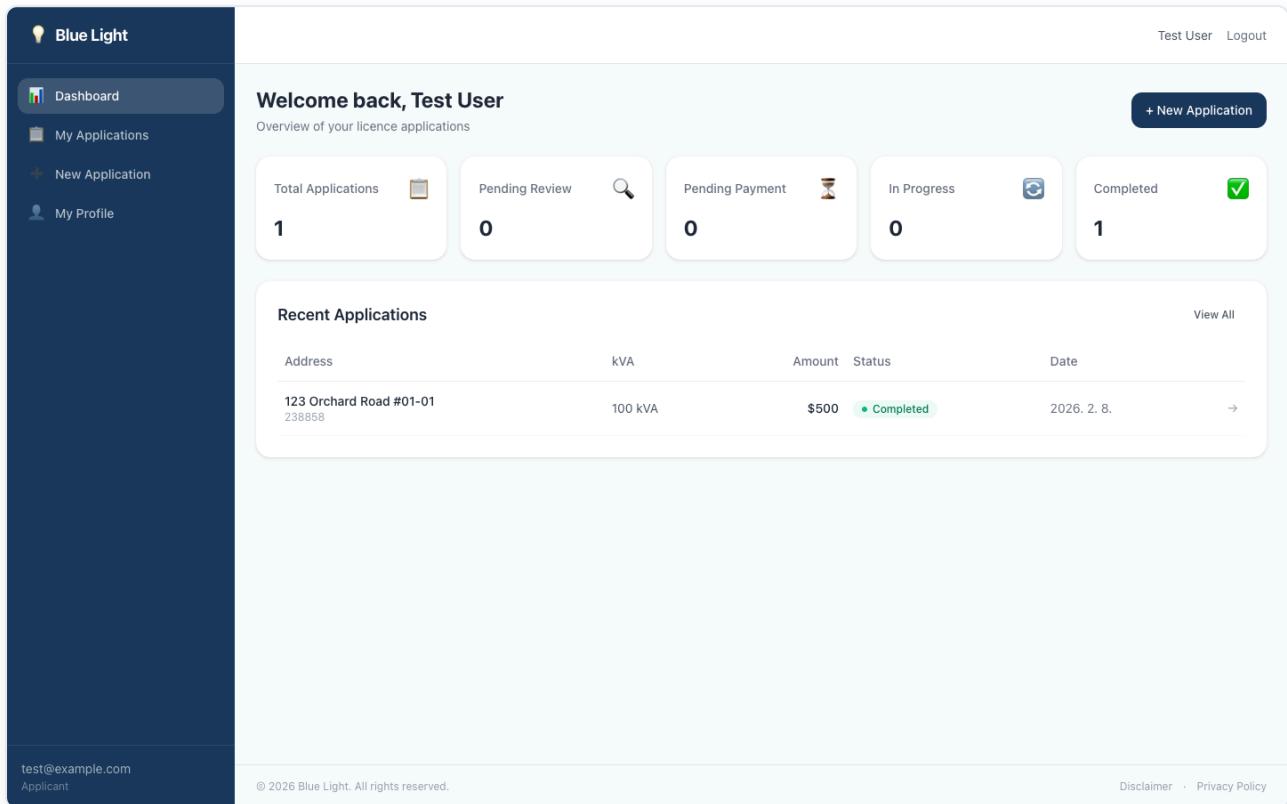


Figure 3.1 — Applicant Dashboard

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

The application form is a **4-step wizard** with a progress tracker at the top:

Step	Title	Description
1	Type	Application type, SP account, licence period, SLD option, file uploads
2	Address	Installation address, postal code, building type
3	kVA & Price	Select capacity and review pricing
4	Review	Confirm all details and submit

3.2.1 Before You Begin

The screenshot shows the 'New Licence Application' page. On the left is a dark sidebar with 'Blue Light' logo, 'Dashboard', 'My Applications', 'New Application' (highlighted), and 'My Profile'. The main area has a header 'New Licence Application' with a back link and a sub-header 'Apply for a new or renewal electrical installation licence'. A 'Start Application' button is in the top right. Below is a 'Before You Begin' section with a checklist, an 'APPLICATION PROCESS' section with 5 steps, a 'REQUIRED DOCUMENTS' section with file formats, and a 'KEY INFORMATION' section with pricing and licence period details.

Figure 3.2 — Before You Begin Guide

Before starting the form, you will see a guide page with three information sections:

Application Process (5 Steps)

- Submit Application** — Fill in property details, select kVA capacity, and review pricing. For New Licence applications, an SP Group account is required.
- Upload Documents** — Upload required documents including SLD and Letter of Appointment.
- LEW Review** — A Licensed Electrical Worker will review your application. You may be asked to revise.
- Make Payment** — Once approved, complete payment via PayNow or bank transfer.

5. Licence Issued — After verification, your electrical installation licence will be issued.

Required Documents Checklist

Document	Description
Single Line Diagram (SLD)	Accepted formats: PDF, JPG, DWG, DXF, DGN, TIF, GIF, ZIP
Letter of Appointment	Signed letter appointing the Licensed Electrical Worker
Main Breaker Box Photo	Photo of the main breaker box at the installation site (JPG, PNG)

 **Tip:** All documents can be uploaded after submission from the Application Detail page. However, having them ready beforehand speeds up the process.

Key Information

- Pricing** — Based on your Electric Box (kVA). Service fee and EMA fee apply.
- Licence Period** — Choose between 3-month or 12-month licence validity.
- SP Group Account** — An SP Group utilities account is required for New Licence applications.
- EMA Submission** — Files for ELISE submission must be under 2 MB each.

Click "**Start Application**" to proceed to the form, or "**Cancel**" to return to the dashboard.

3.2.2 Step 1: Application Type & Options

This step configures the core details of your application. It contains multiple sections:

A. SP Group Account Number

Enter your SP Group utilities account number (optional). A notice explains this is needed for New Licence applications.

B. Application Type

Figure 3.3 — Application Type Selection

Select one of two application types:

Type	Description	Additional Fields
New Licence	Brand new electrical installation licence	None
Licence Renewal	Renew an existing licence	Existing Licence No., Expiry Date, Renewal Reference No. (optional)

i **Renewal Auto-Fill:** When selecting Licence Renewal, the system checks for your previously completed applications. If found, they are displayed as selectable cards showing licence number, address, kVA, and expiry date. Selecting one auto-fills all relevant fields (address, postal code, building type, kVA, licence number, and expiry date). Alternatively, click "**Or enter details manually**" to type in the information yourself.

C. LOA Upload (Optional)

The LOA upload field adapts based on the application type:

Type	Label	Description
New Licence	Letter of Appointment Email Screenshot	Upload a screenshot of the LOA email received from EMA.
Licence Renewal	Letter of Appointment (LOA) Document	Upload the LOA document received from the relevant authority.

Accepted formats: JPG, JPEG, PNG, PDF (max 10 MB). You can also upload this later from the Application Detail page.

D. Licence Period

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, Breaker Box Photo & SLD Options

Select the licence validity period (required):

Duration	EMA Fee	Notes
12 Months	SGD \$100	Standard licence period
3 Months	SGD \$50	Short-term licence

i EMA Fee: The EMA fee is paid directly to EMA and is **not included** in the platform's total amount. It is displayed separately for your reference.

E. Main Breaker Box Photo (Optional)

Upload a photo of the main breaker box at the installation site. This helps verify the electrical capacity (kVA). Accepted formats: JPG, JPEG, PNG, HEIC, HEIF (max 10 MB). You can also upload this later.

- 1 Click "Choose photo file" in the upload area (camera icon).
- 2 Select a photo from your device. The file name and size will be displayed.
- 3 To remove the photo, click the X button next to the file name.

F. Single Line Diagram (SLD) Option

Choose how to provide the SLD (required selection):

Option	Description	What Happens
Upload Myself	You have an SLD ready or will prepare one	An optional file upload area appears to attach the SLD now. You can also upload later. Accepted formats: PDF, JPG, PNG, DWG, DXF, DGN, TIF, GIF, ZIP (max 10 MB).
Request LEW to Prepare	A Licensed Electrical Worker will prepare the SLD for you	An SLD request will be automatically sent to the assigned LEW after submission. Additional fee may apply.

💡 Tip: If you choose "Upload Myself" but don't have the SLD ready, you can skip the upload now and add it later from the Application Detail page.

3.2.3 Step 2: Installation Address

Enter the property details:

- **Installation Address** (required) — Full street address of the electrical installation
- **Postal Code** (required) — 6-digit Singapore postal code
- **Building Type** (optional) — Select from: Residential, Commercial, Industrial, Hotel, Healthcare, Education, Government, Mixed Use, or Other

i Renewal Auto-Fill: If you selected a previous application during Licence Renewal, these fields will be pre-filled. You can still edit them if needed.

3.2.4 Step 3: kVA & Pricing

Select the Electric Box kVA capacity for your installation:

- 1 Choose the **kVA capacity** from the dropdown list. Available options are based on the active price tiers configured by the administrator.
- 2 The system automatically calculates and displays the pricing breakdown:
 - **kVA Tier Price** — Based on the kVA range selected
 - **Service Fee** — Fixed fee set by the administrator
 - **Total Amount Due** — kVA Tier Price + Service Fee
- 3 A reference price table is displayed below for transparency, showing all available tiers and their prices.

i Note: The EMA licence fee (SGD \$50 or \$100, depending on licence period) is payable separately and directly to EMA. It is noted on the pricing summary but **not included** in the total amount shown.

3.2.5 Step 4: Review & Submit

The Review step displays a comprehensive summary of your application:

- **Application Type Badge** — "New Licence" (blue) or "Licence Renewal" (orange)
- **SP Group Account** — If provided
- **LOA Document / Email Screenshot** — If attached, shows file name and size. Title varies by type: "LOA Document" for Renewal, "LOA Email Screenshot" for New.
- **Main Breaker Box Photo** — If attached, shows file name and size
- **Licence Period** — Duration and EMA fee
- **Renewal Details** — Existing licence number, expiry date, renewal reference (for Renewal type)
- **SLD Option** — "Upload Myself" with attached file, or "LEW will prepare the SLD for you"
- **Property Details** — Address, Postal Code, Building Type
- **Capacity & Pricing** — kVA, Tier, Price breakdown, Total Amount

Click "**Submit Application**" at the bottom. A confirmation dialog will appear:

- 1 Confirm by clicking "**Submit**" in the dialog.

- 2** The system creates the application and automatically uploads any attached files (SLD, LOA document/email screenshot, breaker box photo).
- 3** You will be redirected to the Application Detail page with a success message.

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

⚠️ File Upload Failures: If the application is created successfully but a file upload fails, you will receive a warning notification and be redirected to the Application Detail page where you can retry the upload.

3.3 My Applications

Type	Address	Building Type	KVA	Amount	Status	Date
New	123 Orchard Road #01-01 238858	Commercial	100 kVA	SGD \$500	Completed	2026. 2. 8.

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** — Dropdown to filter by status (All, Pending Review, Completed, etc.)
- **Columns** — Type (New/Renewal badge), Address, Building Type, kVA, Amount, Status, Date
- **Pagination** — Browse through multiple pages of applications

- Click any row to view the application detail

3.4 Application Detail

The screenshot shows the 'Application Detail' page for Application #8. The sidebar on the left includes links for Dashboard, My Applications, New Application, and My Profile. The top right shows 'Test User' and 'Logout'. The main content area has several sections:

- Property Details:** Installation Address (123 Orchard Road #01-01), Postal Code (238858), Building Type (Commercial), DB Size (kVA) (100 kVA).
- Pricing:** Total Amount (SGD \$500) based on 100 kVA capacity.
- Documents:** Two PDF files: 'test_sld.pdf' (SLD, 2026. 2. 8.) and 'test_license.pdf' (Licence, 2026. 2. 8.). Each has a 'Download' button.
- Payment History:** A table with columns Date, Method, Transaction ID, Amount, and Status.
- Progress:** A vertical timeline with status markers: Submitted (Application submitted for review), Reviewed (LEW review completed), Paid (Payment confirmed), In Progress (Under processing), and Completed (Licence issued).
- Assigned LEW:** Shows 'LEW Officer' (LEW-2026-00001).
- Licence Information:** Licence Number (EIL-2026-00123) and Expiry Date.

Figure 3.6 — Application Detail Page

The detail page has a **two-column layout**:

- Main Content (left, 2/3 width)** — Application info, LOA section, Documents, Payment
- Sidebar (right, 1/3 width)** — Progress tracker, Assigned LEW, Licence Information, Quick Info

3.4.1 Application Information

Displays all property details, pricing, and application-specific information:

- Status Banners** — Context-specific banners (e.g., "Under Review" for Pending Review, revision comments for Revision Requested)
- Property Details** — Address, Postal Code, Building Type, Electric Box (kVA), SP Account No.
- Licence Period** — Duration and EMA fee breakdown
- Renewal Details** — Existing licence number and expiry date (for Renewal type only)
- Pricing** — kVA Tier Price, Service Fee, Total Amount

3.4.2 Letter of Appointment (LOA)

The LOA section manages the official Letter of Appointment document. The workflow differs by application type:

i NEW vs RENEWAL LOA Workflow:

- **New Licence:** The LOA is auto-generated by the Admin/LEW after a LEW is assigned and your profile is complete.
- **Licence Renewal:** You (or the Admin) upload the LOA document received from the relevant authority. LOA auto-generation is not available for renewals.

State	What You See	Your Action
Not Available	<p>"Pending" badge.</p> <ul style="list-style-type: none"> • New: "The LOA will be generated once a LEW is assigned and your profile is complete." • Renewal: "You can upload the LOA from the Documents section below. Once uploaded, you can sign it here." 	<ul style="list-style-type: none"> • New: Ensure your Profile has Company Name, UEN, Designation, and Correspondence Address filled in. • Renewal: Upload the LOA document via the Documents section or during the application submission.
Generated / Uploaded (Unsigned)	<p>"Signature Required" badge.</p> <p>Download button to review the LOA PDF. Signature pad (drawing canvas) displayed.</p>	<ol style="list-style-type: none"> 1. Click "Review LOA Document" to download and review the PDF. 2. Draw your signature on the signature pad. 3. Click "Sign LOA". 4. Confirm in the dialog (this action is irreversible).
Signed	<p>"Signed" badge with green success banner showing the signed date and time.</p>	Click " Download Signed LOA " to get the final PDF with your embedded signature.

⚠ Signature is Irreversible: Once you sign the LOA, it cannot be modified. Please review the LOA document carefully before signing.

💡 Renewal LOA Upload: For licence renewals, you can upload the LOA document at three points: (1) during the application submission in Step 1, (2) via the Documents section on the Application Detail page, or (3) the Admin/LEW can upload it on your behalf.

3.4.3 Documents & SLD Requests

SLD Drawing Request Status

If you selected "**Request LEW to Prepare**" for the SLD, a dedicated status card appears:

Status	Display	Description
Requested	Blue info card	"Your SLD drawing request has been sent to the assigned LEW." Shows your note (if any) and request date.
Uploaded	Green success card	"The LEW has uploaded the SLD drawing. It is pending confirmation." Shows LEW note and a " Download SLD " button.
Confirmed	Gray card	"The SLD drawing has been confirmed and is included in your application."

Document Upload & Management

When the application status allows uploads, the Documents section shows:

1 Document Type dropdown — Select the type of document:

- Single Line Diagram (SLD)
- Letter of Appointment
- Main Breaker Box Photo

2 File Upload area — Drag & drop or click to browse. Max 10 MB per file.

3 Uploaded files are listed with type badge, file name, size, upload date, and a **Download** button.

⚠ ELISE File Size Limit: Files for ELISE submission to EMA should be under **2 MB**. If a file exceeds 2 MB, a warning message will appear suggesting you resize it.

3.4.4 Payment Information

When the application reaches "**Pending Payment**" status, the Payment section displays:

- **Amount Due** — Total payment required (kVA price + service fee)
- **PayNow Details** — UEN number and recipient name
- **Bank Transfer Details** — Bank name, account number, and account holder name
- **Payment History** — Record of confirmed payments with date, method, and transaction ID

The screenshot shows the Blue Light application interface. At the top right, there are links for 'Test User' and 'Logout'. On the left, a sidebar displays the user's email ('test@example.com') and status ('Applicant'). The main content area is divided into several sections:

- Total Amount:** SGD \$500 (Based on 100 kVA capacity).
- Completed:** Licence issued.
- Documents:** Two files listed: 'test_sld.pdf' (SLD, 2026. 2. 8.) and 'test_license.pdf' (Licence, 2026. 2. 8.). Each has a 'Download' button.
- Assigned LEW:** LEW Officer (LEW-2026-00001).
- Licence Information:** Licence Number (EIL-2026-00123), Expiry Date (2029. 2. 8.), and a green banner stating 'Your electrical installation licence has been issued.'
- Payment History:** A table showing a single transaction: Date (2026. 2. 8.), Method (BANK_TRANSFER), Transaction ID (TXN-20260208-001), Amount (SGD \$500), and Status (SUCCESS).
- Quick Info:** Application ID (#8), Submitted (2026. 2. 8.), Last Updated (2026. 2. 9.), and Documents (2 file(s)).

At the bottom, there are copyright information ('© 2026 Blue Light. All rights reserved.'), a disclaimer, and a privacy policy link.

Figure 3.7 — Documents, Payment & Sidebar

3.5 Responding to Revision Requests

When an Admin or LEW requests revisions:

- 1 The status changes to "**Revision Requested**". A yellow banner displays the reviewer's comments explaining what needs to be changed.
- 2 Click "**Edit & Resubmit**" to enter edit mode.

3 In edit mode, you can modify:

- **Installation Address**
- **Postal Code**
- **Building Type**
- **kVA Capacity** (with live price recalculation)

You can also upload new or updated documents.

4 Click "**Resubmit**" to send the updated application. The status returns to "**Pending Review**".

 **Tip:** Click "**Cancel Edit**" at any time to discard changes and return to view mode.

3.6 Making Payment

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

1 Open the application detail page. Scroll to the **Payment Information** section.

2 Choose a payment method and make payment externally:

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

3 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.

 **EMA Fee:** Remember that the EMA licence fee (SGD \$50 or \$100) is paid separately and directly to EMA. It is not included in the platform payment amount.

3.7 My Profile

The screenshot shows the 'My Profile' page of the Blue Light application. At the top right, there are links for 'Test User' and 'Logout'. On the left, a dark sidebar contains icons for Dashboard, My Applications, New Application, and My Profile (which is highlighted). The main content area has a header 'My Profile' with a sub-instruction 'Manage your account information'. Below this is a card for 'Test User' (test@example.com, APPLICANT). The 'Profile Information' section includes fields for 'Full Name *' (Test User), 'Email' (test@example.com, note: Email cannot be changed), and 'Phone' (+65-1234-5678). The 'Business Information' section includes fields for 'Company Name' (e.g., BLUE LIGHT PTE LTD, note: This name will be printed on your installation licence), 'UEN (Unique Entity Number)' (e.g., 202407291M), and 'Designation' (e.g., Director, Manager).

Figure 3.8 — My Profile Page

Manage your personal and business information:

Personal Information

- **Full Name** — Your display name
- **Email** — Read-only (used for login)
- **Phone** — Contact number

Business Information

- **Company Name** — Your registered company name
- **UEN** — Unique Entity Number (9-character Singapore business registration)
- **Designation** — Your role/title within the company

Correspondence Address

- **Address** — Mailing address for EMA notifications
- **Postal Code** — 6-digit Singapore postal code

Change Password

- Enter your **Current Password**, then set a **New Password** (8–20 characters) and confirm it.

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'. Below this is a 'Correspondence Postal Code' field (example: 'e.g., 387429'). A 'Save Changes' button is located at the bottom left of this section. At the bottom of the page, there is a 'Change Password' section with a note 'Update your account password' and a 'Current Password*' field with placeholder text 'Enter current password'.

Figure 3.9 — Business Information & Password Change

⚠ Required for LOA Generation: Company Name, UEN, Designation, and Correspondence Address are all required for the automated Letter of Appointment (LOA) generation. If any of these fields are missing, the LEW/Admin will not be able to generate the LOA for your application. Please ensure these are completed early.

4. LEW (Licensed Electrical Worker) Guide

4.1 LEW Registration & Approval

- 1 Register as a LEW on the Sign Up page (see Section 2.1.2) 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.

i **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 with quick access links

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, uploaded documents, and applicant business profile

- Available actions: **Request Revision** (with comments) or **Approve & Request Payment**

4.4 Managing SLD Requests

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

- 1 Navigate to the application detail page. The **SLD Drawing Request** section shows the request with status "**Requested**" and any applicant notes.
- 2 Prepare the SLD document based on the installation details.
- 3 Click "**Upload SLD**" to upload the file. Optionally, add a **LEW note** for the applicant (e.g., revision notes, specifications used).
- 4 After upload, the status changes to "**Uploaded**". Click "**Confirm SLD**" to finalize it. The applicant can then download the SLD.

4.5 LOA Management

The LOA workflow differs by application type:

4.5.1 New Licence – LOA Auto-Generation

For **New Licence** applications, LEWs (and Admins) can auto-generate the LOA PDF:

- 1 Navigate to the application detail page. Ensure a LEW is assigned to the application.
- 2 Check that the applicant's profile is complete (Company Name, UEN, Designation, Correspondence Address). If incomplete, a warning lists the missing fields.
- 3 Click "**Generate LOA**". The system automatically creates a PDF using EMA's official LOA form template, populated with:
 - LEW name and licence number
 - Installation address
 - Applicant company name, designation, and name
 - Correspondence address, UEN, postal code
 - Contact details (email, phone)
- 4 Once generated, you can **download the LOA** for review, or click "**Regenerate LOA**" if profile information has been updated.

- 5 Wait for the applicant to review and digitally sign the LOA. The status will update to "Signed" once completed.

i Regeneration: You can regenerate the LOA as many times as needed **before the applicant signs it.** Once signed, the LOA is locked and cannot be regenerated.

4.5.2 Licence Renewal – LOA Upload

For **Licence Renewal** applications, LOA auto-generation is **not available**. The applicant obtains the LOA from the relevant authority and uploads it.

- 1 Navigate to the application detail page. The LOA section displays an upload interface instead of the "Generate LOA" button.
- 2 Choose the LOA file (PDF, JPG, JPEG, or PNG, max 10 MB) and click "**Upload LOA**". The file can be one received from the applicant.
- 3 Once uploaded, the LOA appears with a download link and "Awaiting Signature" status. Click "**Replace LOA**" if a corrected version needs to be uploaded.
- 4 Wait for the applicant to review and digitally sign the LOA.

i Upload Paths: The LOA for renewal applications can be uploaded by the applicant during application submission (Step 1), via the Documents section, or by the Admin/LEW through the LOA section.

5. Administrator Guide

5.1 Admin Dashboard

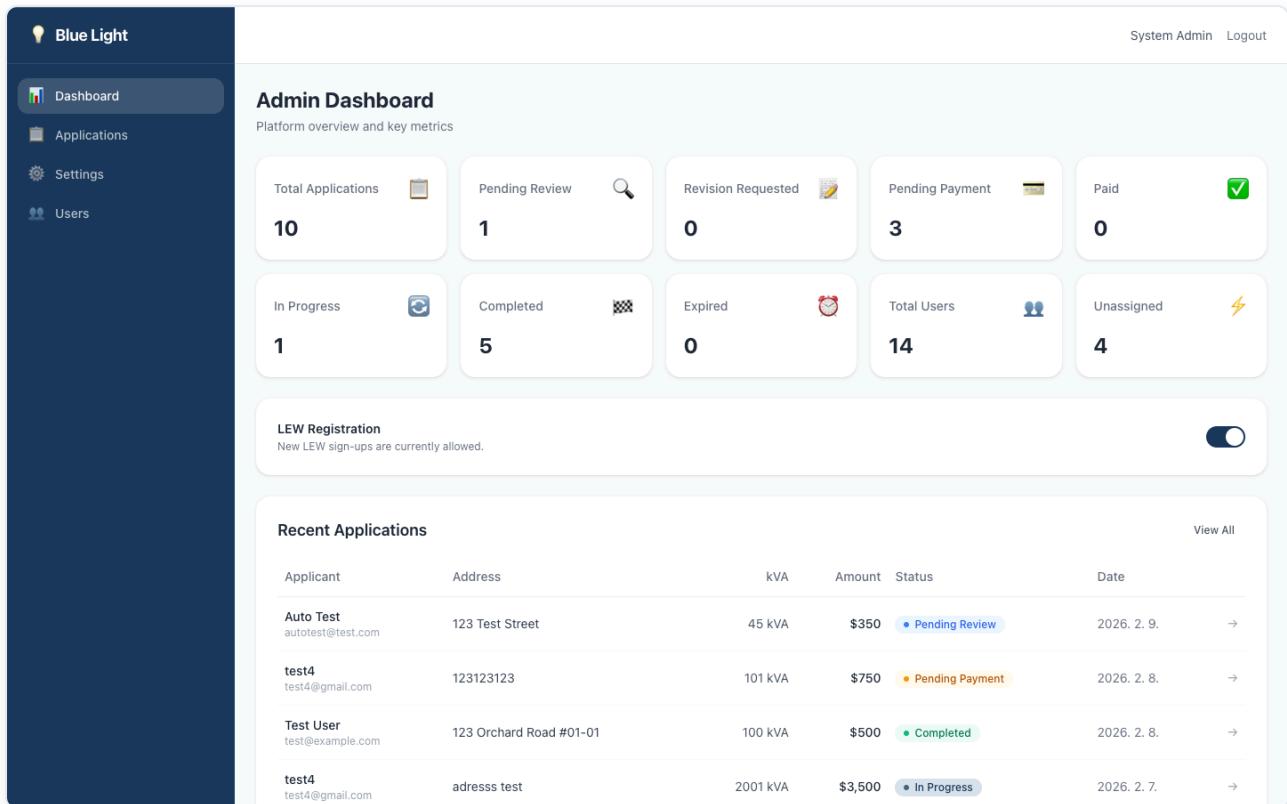


Figure 5.1 — Admin Dashboard

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

The screenshot shows the Blue Light application's user interface. On the left is a dark sidebar with navigation links: Settings, Users, Dashboard (selected), Applications, Settings, and Users. The main content area has a header with 'System Admin' and 'Logout'. Below the header is a summary card with counts for In Progress (1), Completed (5), Expired (0), Total Users (14), and Unassigned (4). A section titled 'LEW Registration' indicates that new sign-ups are allowed, with a toggle switch set to 'On'. The 'Recent Applications' section lists five entries with columns for Applicant, Address, kVA, Amount, Status, and Date. At the bottom are copyright and disclaimer information.

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	address test	2001 kVA	\$3,500	In Progress	2026. 2. 7.
test3 test3@gmail.com	yyygtgfghhhjjh	201 kVA	\$1,200	Completed	2026. 2. 7.

Figure 5.2 — LEW Registration Toggle & Recent Applications

5.2 Application Management

The screenshot shows the 'All Applications' list page. The sidebar on the left is identical to Figure 5.2. The main content area has a header with 'System Admin' and 'Logout'. Below the header is a search bar and a dropdown for 'All Statuses'. The main table lists applications with columns for ID, Type, Applicant, Address, kVA, Amount, Assigned LEW, Status, and Date. Each row contains a link to the application details.

ID	Type	Applicant	Address	kVA	Amount	Assigned LEW	Status	Date
#10	New	Auto Test autotest@test.com	123 Test Street 123456	45	\$350	LEW Officer	Pending Review	2026. 2. 9.
#9	New	test4 test4@gmail.com	123123123 238888	101	\$750	LEW Officer	Pending Payment	2026. 2. 8.
#8	New	Test User test@example.com	123 Orchard Road #01-01 238858	100	\$500	LEW Officer	Completed	2026. 2. 8.
#7	New	test4 test4@gmail.com	address test 238888	2001	\$3,500	LEW Officer	In Progress	2026. 2. 7.
#6	New	test3 test3@gmail.com	yyygtgfghhhjjh 345433	201	\$1,200	LEW Officer	Completed	2026. 2. 7.
#5	New	Test User 1 testuser1@test.com	123 Test Street 123456	100	\$500	Unassigned	Completed	2026. 2. 7.
#4	New	E2E Tester Updated e2e-test@bluelight.sg	123 Orchard Road #10-01 238888	100	\$500	Unassigned	Completed	2026. 2. 7.
#3	New	test1 ringo@kakao.com	test address 1-1 238888	46	\$500	LEW Officer	Pending Payment	2026. 2. 7.
#2	New	Updated User testuser@example.com	456 Marina Bay Sands 018956	2000	\$2,500	Unassigned	Pending Payment	2026. 2. 7.
...	...	Updated User	123 Orchard Road, #10-01

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 (New/Renewal badge), Applicant, Address, kVA, Amount, Assigned LEW, Status, Date
- Click any row to open the application detail page

5.3 Processing Applications (Step-by-Step)

The screenshot shows the 'Application #10' detail page. The sidebar on the left includes links for Dashboard, Applications, Settings, and Users. The main content area displays 'Applicant Information' (Name: Auto Test, Email: autotest@test.com, Phone: Not provided, Designation: -) and 'Business Details' (Company Name: -, UEN: -). A note indicates an 'Incomplete Applicant Profile'. 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' timeline shows five stages: 1. Submitted (Application submitted for review), 2. Reviewed (LEW review completed), 3. Paid (Payment confirmed), 4. In Progress (Under processing), and 5. Completed (Licence issued). Admin actions include Request Revision and Approve & Request Payment. An 'Assigned LEW' section lists LEW Officer (lew@bluelight.sg, LEW-2026-00001).

Figure 5.4 — Admin Application Detail

The Admin Application Detail page includes all applicant and property information, along with **Admin Actions** in the sidebar that change based on the current status.

5.3.1 Review & Approve (Pending Review → Approved or Revision Requested)

When an application is in **Pending Review**:

Action	Description	Required Input
Request Revision	Send the application back to the applicant with feedback	Review comments (required) — visible to the applicant
Approve & Request Payment	Approve the application and move to Pending Payment status	Confirmation dialog

⚠️ Incomplete Profile Warning: If the applicant has not completed their Business Details (Company Name, UEN, Designation, Correspondence Address), a yellow warning banner will appear on the detail page. Consider asking the applicant to update their profile before approving.

5.3.2 Payment Confirmation (Pending Payment → Paid)

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

5.3.3 Processing & Licence Issuance (Paid → In Progress → Completed)

Action	Description	Required Input
Start Processing	Begin licence processing (Paid → In Progress)	Confirmation dialog
Complete & Issue Licence	Issue the electrical installation licence (In Progress → Completed)	Licence Number (required), Licence Expiry Date (required)

ℹ️ Admin File Upload: When the application is in **In Progress** or **Completed** status, administrators can upload additional documents (Licence PDF, Report PDF) that become accessible to the applicant.

The screenshot shows the Blue Light application's user interface for managing a property application. The top right corner displays 'System Admin' and 'Logout'. On the left, a sidebar shows the email 'admin@bluelight.sg' and the role 'Administrator'. The main content area is divided into several sections:

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

At the bottom, there are copyright notices: '© 2026 Blue Light. All rights reserved.', 'Disclaimer', and 'Privacy Policy'.

Figure 5.5 — Property Details, Pricing, LOA & Documents

5.4 LEW Assignment

Administrators can assign a LEW to each application:

- 1 Open the application detail page.
- 2 In the "**Assigned LEW**" section (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.

i 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.

⚠ LOA Dependency (New Licence only): A LEW must be assigned before the LOA can be generated, as the LEW's name and licence number are included in the LOA document. For Renewal applications, the LOA is uploaded instead of generated.

5.5 LOA Management

The **Letter of Appointment** section in the Admin Application Detail page manages the LOA lifecycle. The workflow differs by application type:

New Licence Applications

State	Display	Admin Action
No LEW Assigned	"LEW Assignment Required" info message	Assign a LEW first (see Section 5.4)
Profile Incomplete	Warning listing missing fields (Company Name, UEN, Designation, Correspondence Address)	Contact applicant to complete their profile
Ready to Generate	"Generate LOA" button	Click to auto-generate the LOA PDF from the EMA official template
Generated (Unsigned)	Download link, "Waiting for applicant signature" status, "Regenerate LOA" button	Download to review, regenerate if applicant info changes
Signed	"Signed" badge with date/time, download button	Download the signed LOA PDF with embedded signature

i LOA Contents: The auto-generated LOA includes LEW details, installation address, applicant company information, UEN (character-by-character in boxes), correspondence address, and contact details.

Licence Renewal Applications

LOA auto-generation is **not available** for renewal applications. The applicant obtains the LOA from the relevant authority, and either the applicant or Admin/LEW uploads it.

State	Display	Admin Action
Not Uploaded	Upload interface with file picker and "Upload LOA" button	Select the LOA file (PDF/JPG/PNG, max 10 MB) received from the applicant and click "Upload LOA"
Uploaded (Unsigned)	Download link, "Waiting for applicant signature" status, "Replace LOA" button	Download to review; click "Replace LOA" to upload a corrected version if needed
Signed	"Signed" badge with date/time, download button	Download the signed LOA PDF with embedded signature

 **Tip:** The applicant can also upload the LOA themselves — during application submission (Step 1) or from the Documents section on their Application Detail page.

5.6 SLD Request Management

When an applicant has requested LEW to prepare the SLD, the **SLD Drawing Request** section appears in the application detail:

- 1 **View Request** — See the applicant's note and request date.
- 2 **Upload SLD** — Upload the prepared SLD file with an optional LEW note.
- 3 **Confirm SLD** — Finalize the SLD. The applicant will see it as "Confirmed" and it becomes part of the application documents.

5.7 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 "**PENDING**"
- Click "**Approve**" to grant platform access (the LEW must re-login to activate)
- Click "**Reject**" to deny access

5.8 System Settings

The System Settings page consolidates all platform configuration into one page with four sections:

5.8.1 Email Verification

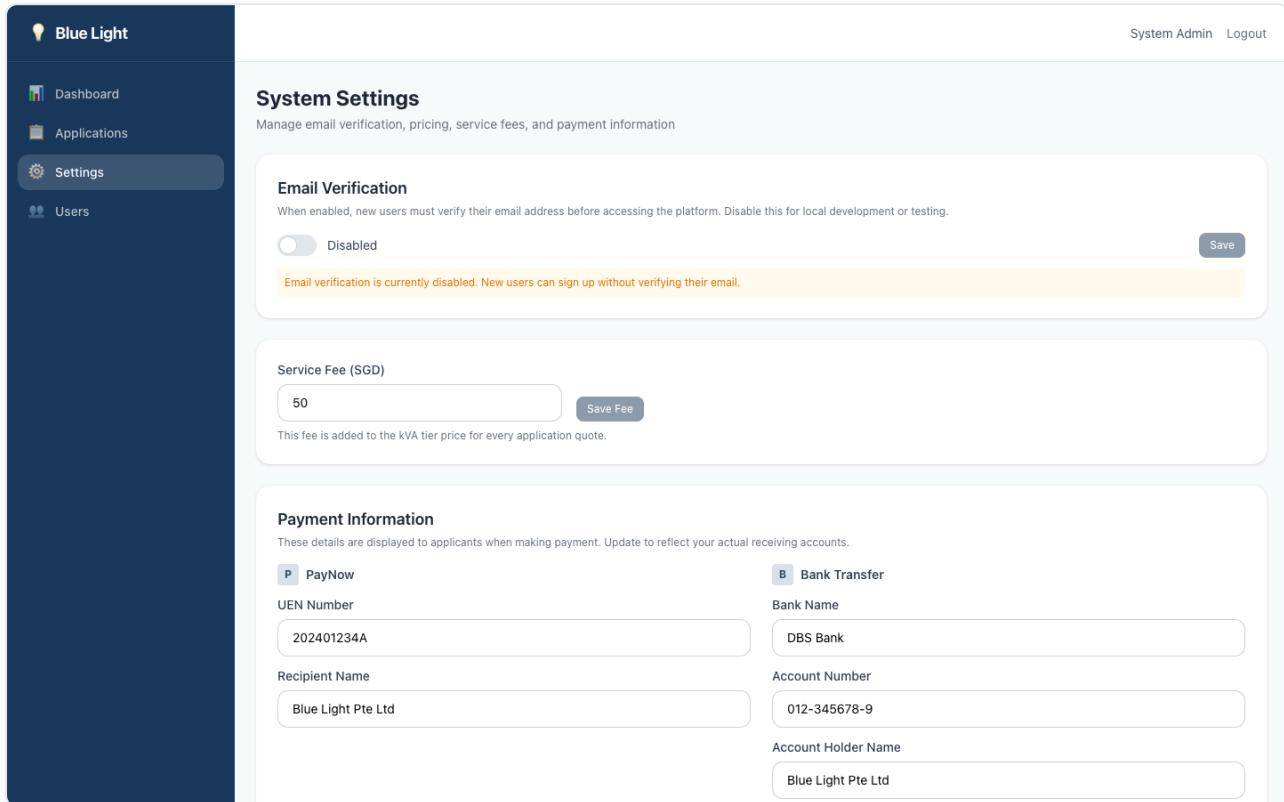


Figure 5.7 – System Settings (Email, Service Fee, Payment)

- **Toggle Switch** — Enable or disable email verification for new user registration
- **Enabled** — New users must verify their email via a verification link before accessing the platform
- **Disabled (default)** — Users can sign in immediately after registration

An "Unsaved changes" indicator appears when the setting is modified. Click "**Save**" to apply.

⚠ When disabled: An amber warning note reminds you that "New users can sign up without verifying their email."

5.8.2 Service Fee

- **Service Fee (SGD)** — Numeric input field for the fee added to every application's kVA tier price
- Accepts decimal values (e.g., \$50.00)
- Click "**Save Fee**" to apply changes

5.8.3 Payment Information

Configure the payment details displayed to applicants when making payment:

PayNow Fields	Bank Transfer Fields
<ul style="list-style-type: none"> • UEN Number • Recipient Name 	<ul style="list-style-type: none"> • Bank Name • Account Number • Account Holder Name

Click "**Save Payment Info**" to apply changes.

5.8.4 Price Tier Management

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

7 price tiers Active: 7 Inactive: 0

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Figure 5.8 — kVA Price Tiers (Inline Editing)

The Price Tiers section uses an **inline editable table** for managing kVA pricing. All changes are batched and saved together.

Viewing & Editing Tiers

Each tier row displays editable fields:

Field	Description	Validation
Description	Display name (e.g., "45 kVA", "46-100 kVA")	Max 50 characters
kVA Min	Minimum kVA for this tier	Must be ≥ 1
kVA Max	Maximum kVA for this tier	Must be \geq kVA Min
Price (SGD)	Price for applications within this range	Must be ≥ 0
Active	Toggle switch — inactive tiers are hidden from applicants	—
Delete	Trash icon button to remove the tier	Existing tiers show confirmation dialog

Adding a New Tier

- 1 Click the "+ Add Tier" button at the bottom of the tier list.
- 2 A new empty row appears. Fill in Description, kVA Min, kVA Max, and Price.
- 3 The new tier is marked with "(New)" and is active by default.

Deleting a Tier

- 1 Click the **trash icon** on the row you want to delete.
- 2 For existing tiers, a confirmation dialog appears: "This change will take effect when you click 'Save All'." New (unsaved) tiers are removed immediately.

Saving Changes

- 1 When you modify any tier, an "**Unsaved changes**" indicator appears in the header.
- 2 Click "**Save All**" to submit all changes as a single batch.
- 3 The system validates all tiers before saving (see validation below).

- 4** On success, a confirmation toast appears and data is refreshed from the server.

To undo all changes, click "**Discard**" to restore the original values.

Validation Rules

The system performs both **per-tier** and **cross-tier** validation:

Type	Rule	Error Display
Per-Tier	kVA Min and kVA Max must be ≥ 1	Inline error on the field
Per-Tier	kVA Max must be \geq kVA Min	Inline error on the field
Per-Tier	Price must be ≥ 0	Inline error on the field
Cross-Tier	No overlapping kVA ranges (e.g., tier 1 max 100 and tier 2 min 100 = overlap)	Red error banner at the top: "kVA range overlap detected"
Cross-Tier	No gaps between consecutive tiers (tier 1 max + 1 must equal tier 2 min)	Red error banner at the top: "Gap detected between tiers"

i How Batch Save Works: All changes (additions, modifications, deletions) are sent to the server in a single request. The server performs the same validation and processes all changes atomically — either all succeed or none do. This ensures data integrity.

💡 Summary Footer: A summary at the bottom shows the total number of price tiers (e.g., "7 price tiers") and the active/inactive breakdown for quick reference.

💡 Responsive Design: On desktop, tiers are displayed in a compact table grid. On mobile devices, each tier is displayed as a stacked card for easier editing.

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

 **Note:** Prices shown are default values. Administrators can add, modify, or remove tiers through the System Settings page. A Service Fee (default SGD \$50) is added to each application. kVA ranges must be contiguous with no gaps or overlaps.

B. Supported File Formats

Document Type	File Type Code	Accepted Formats	Max Size
Single Line Diagram (SLD)	DRAWING_SLD	PDF, JPG, PNG, DWG, DXF, DGN, TIF, GIF, ZIP	10 MB
Letter of Appointment	OWNER_AUTH_LETTER	PDF, JPG, PNG, GIF	10 MB
Main Breaker Box Photo	SITE_PHOTO	JPG, JPEG, PNG, HEIC, HEIF	10 MB
Licence Document (Admin)	LICENSE_PDF	PDF	10 MB
Report Document (Admin)	REPORT_PDF	PDF	10 MB
LOA PDF (Auto-generated)	OWNER_AUTH_LETTER	PDF (system-generated)	—

⚠ ELISE Submission: Files intended for ELISE submission to EMA should be under **2 MB**. The platform will display a warning for files exceeding this threshold, but will still allow the upload.

C. EMA Fees

Licence Period	EMA Fee (SGD)	Notes
12 Months	\$100	Standard licence period
3 Months	\$50	Short-term licence

EMA fees are paid directly to EMA and are **not included** in the platform's total amount. They are displayed separately on the application form and detail page for reference.

D. Additional Notes

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.

Form Navigation Guard

When filling out the New Application form, if you attempt to navigate away or close the page with unsaved data, a confirmation dialog will appear asking if you wish to leave. This prevents accidental data loss.

Real-time Price Calculation

On the kVA & Pricing step, selecting a kVA capacity triggers a real-time price calculation that returns the tier description, base price, service fee, and total amount. The pricing updates instantly as you change the selection.

LOA Digital Signature

The LOA signing feature uses an HTML5 canvas-based signature pad. Your signature is captured as a PNG image and embedded into the official LOA PDF at the designated signature area. The signed date is automatically added. This process is irreversible — once signed, the LOA cannot be modified.

Responsive Design

The platform is fully responsive and works on desktop and mobile devices. Key responsive behaviors include:

- **Application Detail** — Two-column layout on desktop, single-column on mobile with progress tracker shown as a separate card
- **Price Tier Management** — Table grid on desktop, stacked cards on mobile
- **Application Form** — Card-based layout that adapts to screen width

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

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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