



Blue Light

Singapore EMA Electrical Installation Licence Platform

User Manual

Version 1.0

February 2026

Blue Light Pte Ltd

Table of Contents

1. Introduction

1.1 About Blue Light

1.2 User Roles

1.3 Application Status Flow

2. Getting Started

2.1 Creating an Account

2.2 Signing In

2.3 Forgot Password

2.4 Email Verification (If Enabled)

3. Applicant Guide

3.1 Dashboard

3.2 Creating a New Application

3.3 My Applications

3.4 Application Detail

3.5 Responding to Revision Requests

3.6 Making Payment

3.7 My Profile

4. LEW (Licensed Electrical Worker) Guide

4.1 LEW Registration & Approval

4.2 LEW Dashboard

4.3 Reviewing Applications

4.4 Managing SLD Requests

5. Administrator Guide

5.1 Admin Dashboard

5.2 Application Management

5.3 Processing Applications (Step-by-Step)

5.4 LEW Assignment

5.5 User Management

5.6 System Settings

Appendix

A. kVA Price Tiers

B. Supported File Formats

C. Additional Notes

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 and LEW review to payment processing and licence issuance.

1.2 User Roles

Role	Description	Access
Applicant (Building Owner)	Property owners or representatives who apply for electrical installation licences.	Dashboard, My Applications, New Application, My Profile
LEW (Licensed Electrical Worker)	EMA-licensed electrical professionals who review applications and prepare SLD documents. Requires admin approval after registration.	Admin Dashboard, Applications (view & review)
Admin (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:



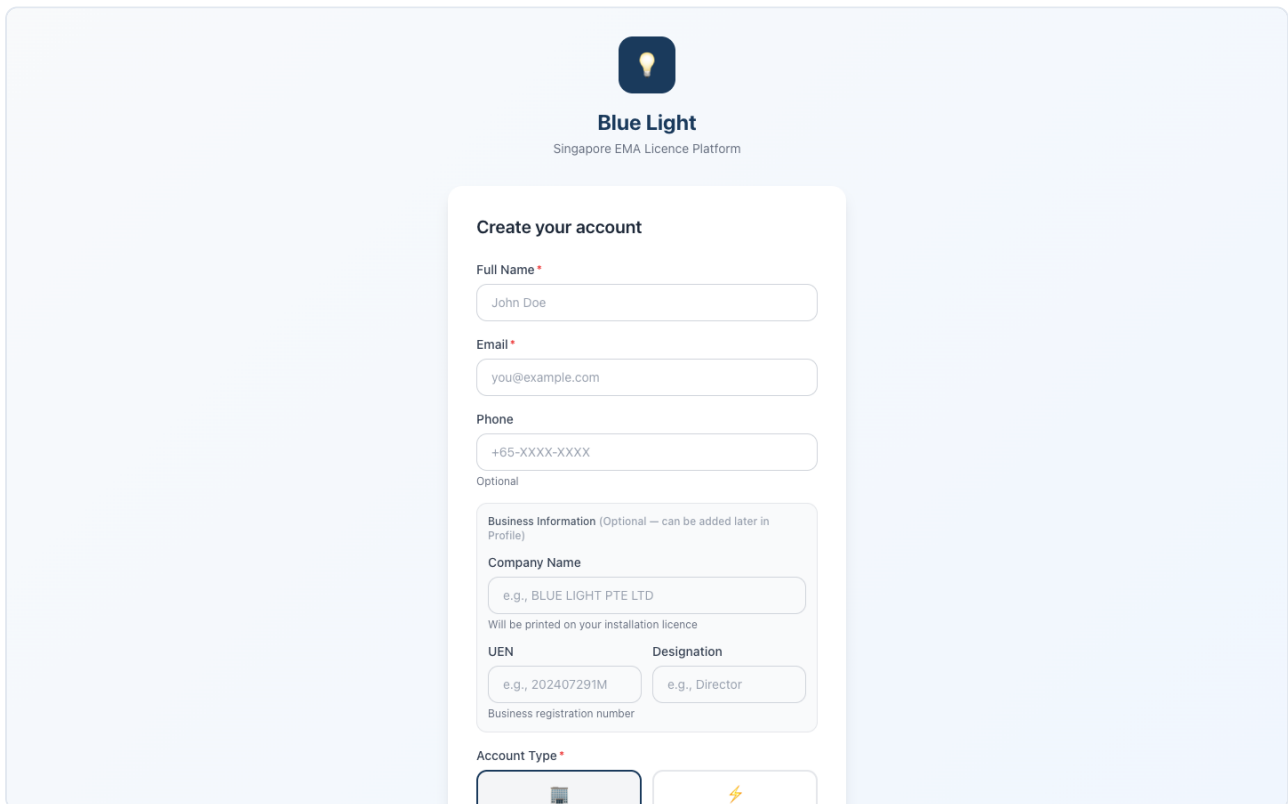
Status	Description	Applicant Action	Admin / LEW Action
Pending Review	Application submitted, awaiting LEW review	Upload documents	Review → Approve or Request Revision
Revision Requested	Revisions needed based on LEW review	Edit & Resubmit	Wait for resubmission
Pending Payment	Application approved, payment 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 on the Blue Light Singapore EMA Licence Platform. The form is titled 'Create your account' and includes the following fields:

- Full Name ***: A text input field with the placeholder 'John Doe'.
- Email ***: A text input field with the placeholder 'you@example.com'.
- Phone**: A text input field with the placeholder '+65-XXXX-XXXX'.
- Optional**: A section containing:
 - Business Information** (Optional — can be added later in Profile):
 - Company Name**: A text input field with the placeholder 'e.g., BLUE LIGHT PTE LTD'.
 - UEN**: A text input field with the placeholder 'e.g., 202407291M'. Below it, the text 'Business registration number' is displayed.
 - Designation**: A text input field with the placeholder 'e.g., Director'.
- Account Type ***: A dropdown menu with two options: 'Building Owner (Applicant)' (selected) and 'Building Owner (Licence Holder)'.

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 displays a registration form with the following sections:

- Optional** section at the top with a placeholder for a phone number: +65-XXXX-XXXX.
- Business Information** (Optional — can be added later in Profile) section containing:
 - Company Name** field with example text: e.g., BLUE LIGHT PTE LTD.
 - UEN** field with example text: e.g., 202407291M.
 - Designation** field with example text: e.g., Director.
 - Text below: Will be printed on your installation licence.
 - Text below: Business registration number.
- Account Type** section with two selectable options:
 - Building Owner** (Applicant) with a house icon.
 - LEW** (Licensed Electrical Worker) with a lightning bolt icon.
- Password** field with a requirement of 8-20 characters.
- Confirm Password** field with a prompt to re-enter the password.
- Consent** section with a checkbox and text: I agree to the Privacy Policy and Disclaimer. I consent to the collection and use of my personal data as described.
- Create Account** button.
- Link: Already have an account? Sign in.
- Footer links: 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

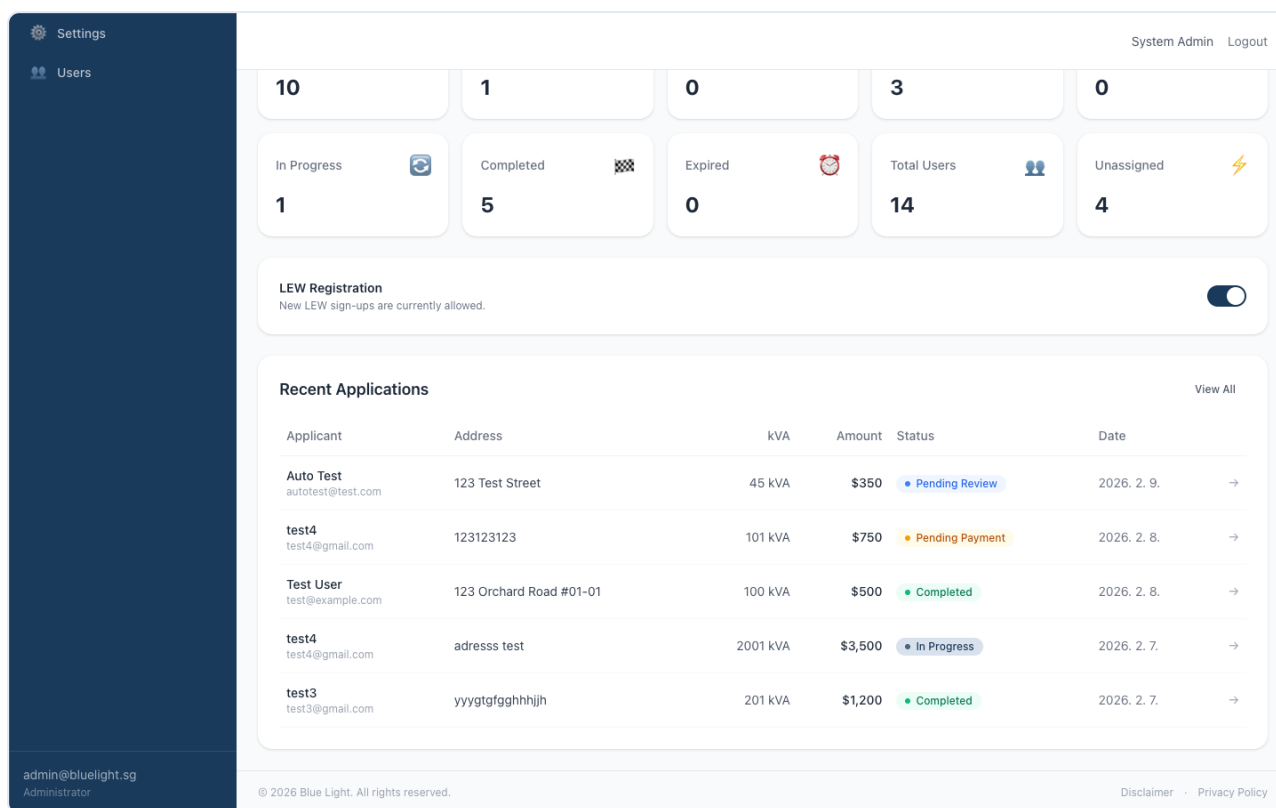


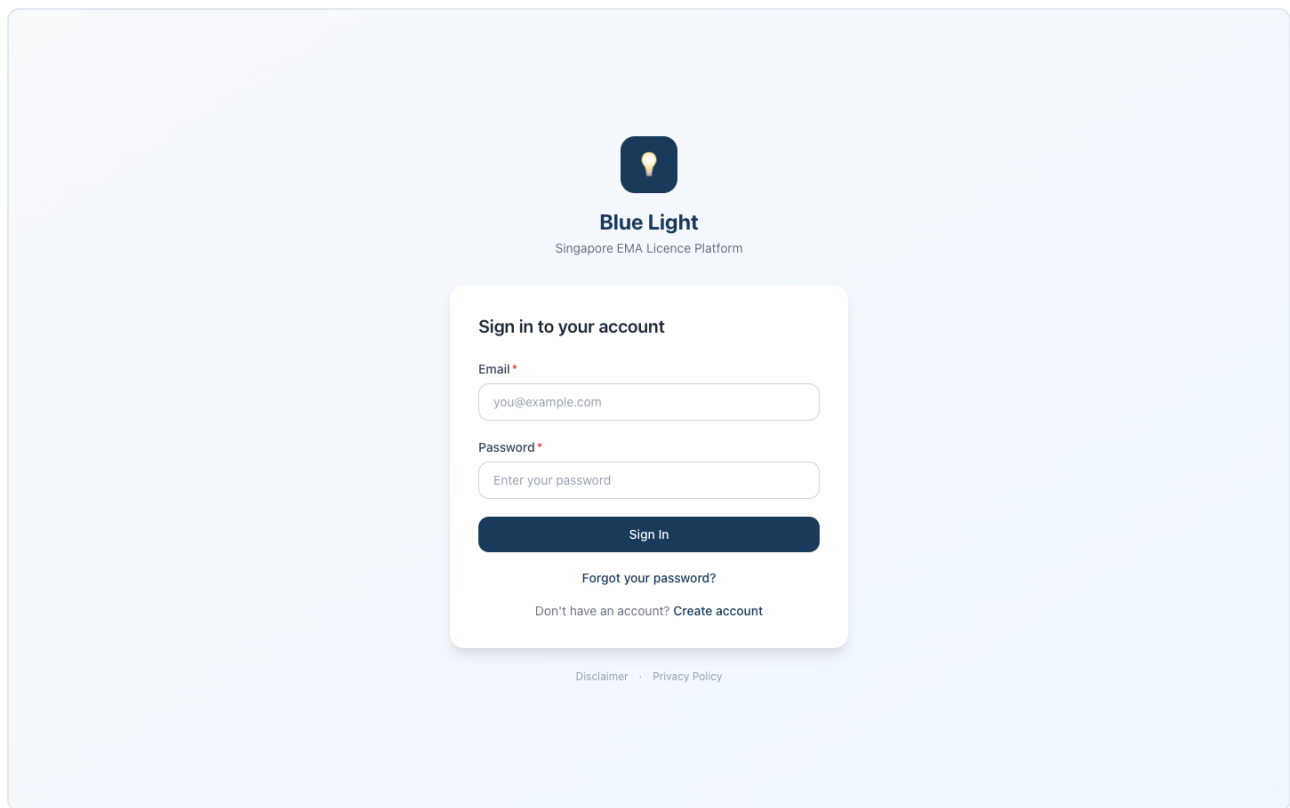
Figure 2.3 — LEW Registration (additional fields)

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



The image shows a login page for 'Blue Light', the Singapore EMA Licence Platform. At the top center is a logo consisting of a yellow lightbulb inside a dark blue square. Below the logo, the text 'Blue Light' is displayed in a bold, dark blue font, followed by 'Singapore EMA Licence Platform' in a smaller, lighter blue font. The main content is a white rectangular box with rounded corners. Inside this box, the heading 'Sign in to your account' is at the top. Below it are two input fields: 'Email' with a red asterisk and a placeholder 'you@example.com', and 'Password' with a red asterisk and a placeholder 'Enter your password'. A dark blue 'Sign In' button is positioned below the password field. Under the button, there are two links: 'Forgot your password?' and 'Don't have an account? Create account'. At the very bottom of the white box, there are links for 'Disclaimer' and 'Privacy Policy'.

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

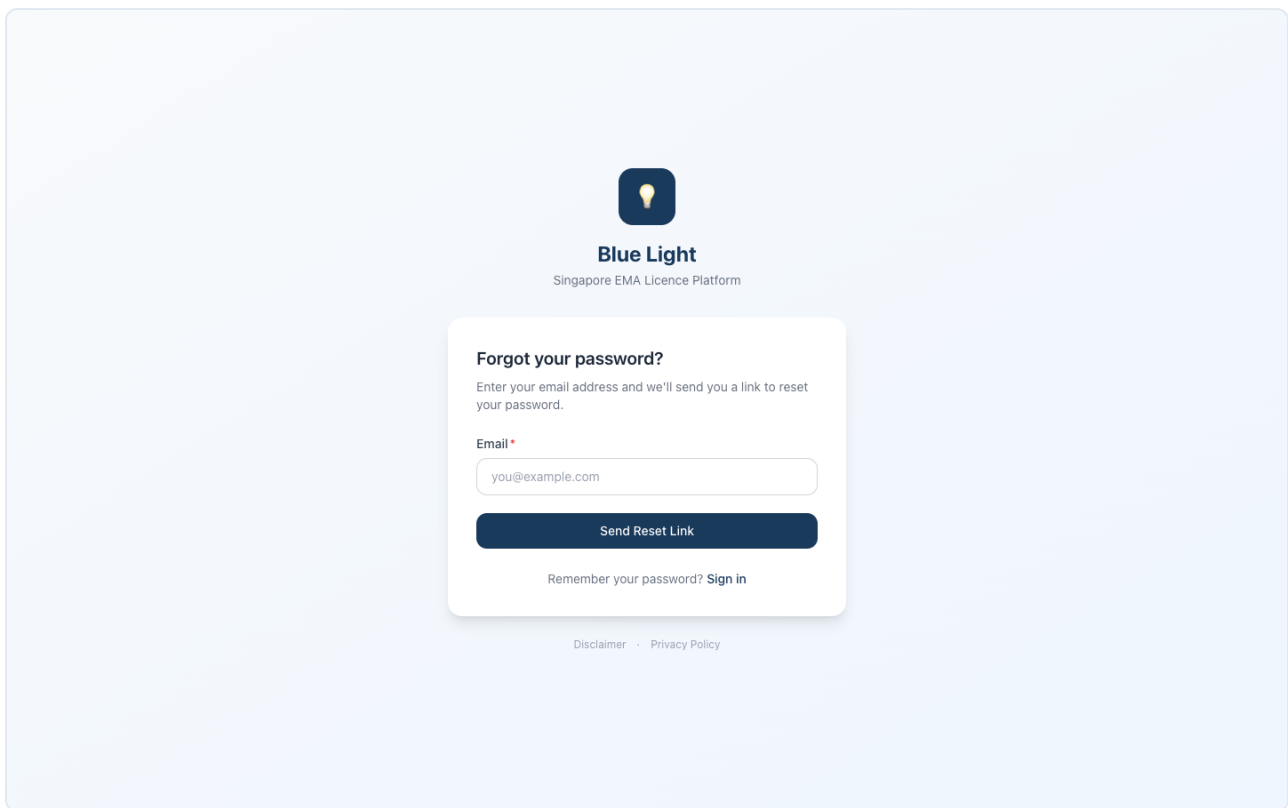



Figure 2.5 — Forgot Password Page


- 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.

 **Didn't 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

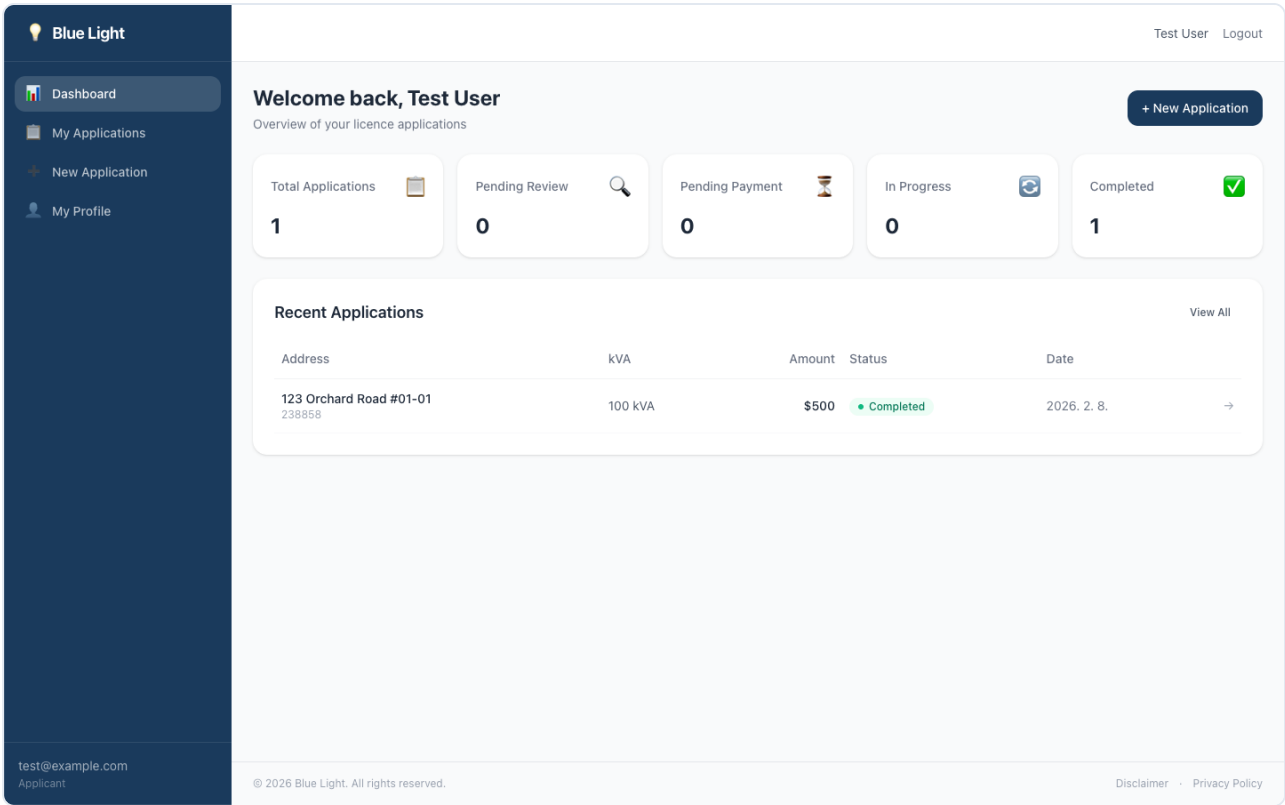


Figure 3.1 — Applicant Dashboard

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

Blue Light

Test User Logout

< Back **New Licence Application**
Apply for a new or renewal electrical installation licence

Before You Begin [Start Application](#)

Please review the following checklist to ensure a smooth application process.

APPLICATION PROCESS

- 1 Submit Application**
Fill in property details, select kVA capacity, and review pricing.
- 2 Upload Documents**
Upload required documents including SLD (Single Line Diagram) and authorisation letter.
- 3 LEW Review**
A Licensed Electrical Worker will review your application. You may be asked to revise.
- 4 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
Prepare these documents before starting your application. You can upload them after submission.

- Single Line Diagram (SLD)**
Accepted formats: PDF, JPG, DWG, DXF, DGN, TIF, GIF, ZIP
- Owner's Authorisation Letter**
Signed letter authorising the electrical installation work

KEY INFORMATION

- Pricing**
Based on your DB Size (kVA). Service fee and EMA fee apply.
- 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.

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 the 'New Licence Application' page in the Blue Light portal. The left sidebar contains navigation links: 'Blue Light', 'Dashboard', 'My Applications', 'New Application' (highlighted), and 'My Profile'. The top right corner shows 'Test User' and 'Logout'. The main content area has a title 'New Licence Application' with a subtitle 'Apply for a new or renewal electrical installation licence'. Below the title is a progress bar with four steps: 1. Type, 2. Address, 3. kVA & Price, and 4. Review. The 'Type' step is currently active. Below the progress bar is a section titled 'SP Group Account Required' with a warning icon. It states: '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.' and includes a link 'Open SP Group Account'. Below this is a text input field for 'SP Account Number' with a placeholder 'e.g., 1234567890' and a note 'Optional. Enter your SP Group account number if available.' Below the input field is a section titled 'Application Type' with the instruction 'Choose the type of licence application'. There are three options: 'New Licence' (selected with a checkmark), 'Licence Renewal', and 'Supply Installation'. Each option has a brief description. At the bottom, there is a 'Licence Period' section with the instruction 'Select the duration for your electrical installation licence'. It has two radio button 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

© 2026 Blue Light. All rights reserved. [Disclaimer](#) [Privacy Policy](#)

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

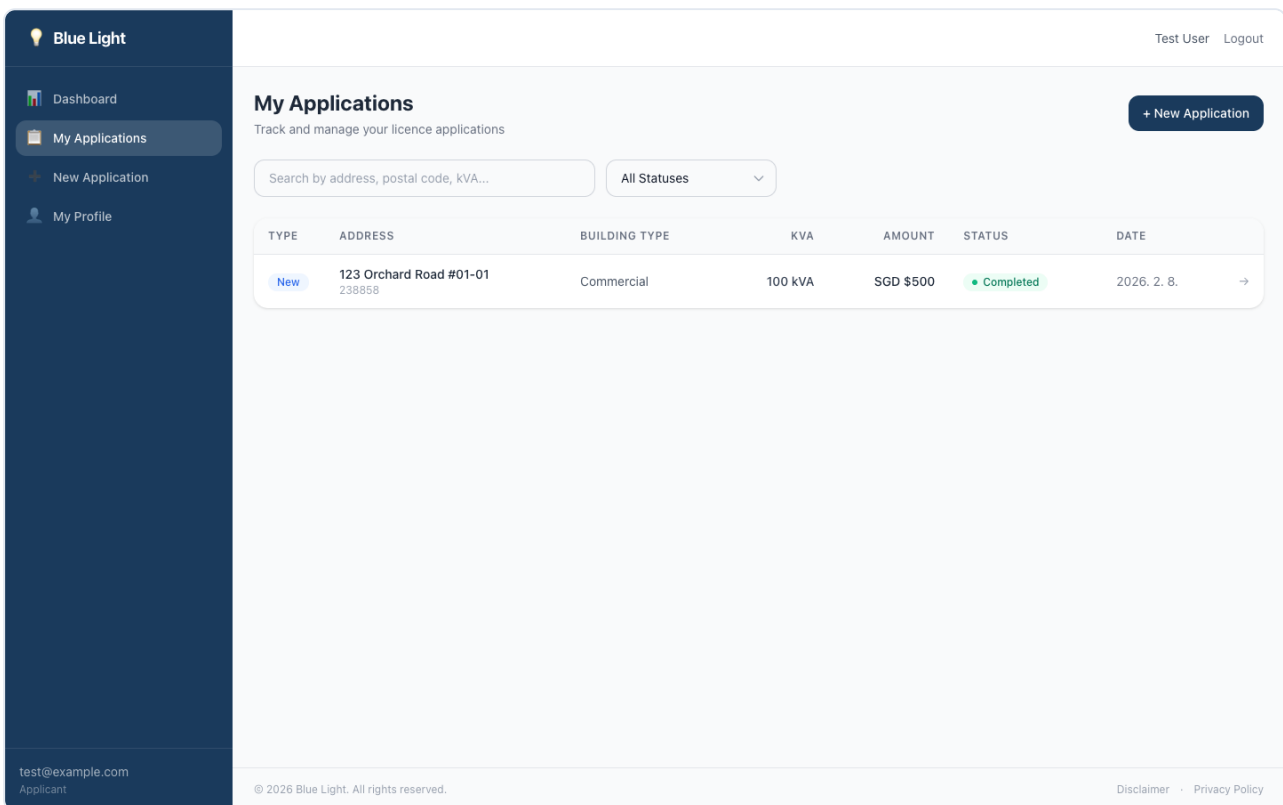
A reference price table is displayed for transparency.

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 displays the 'My Applications' section of a web application. On the left is a dark blue sidebar with the 'Blue Light' logo and navigation links: 'Dashboard', 'My Applications' (selected), 'New Application', and 'My Profile'. The main content area has a header with 'Test User' and 'Logout' links, and a '+ New Application' button. Below the header, there's a search bar and a status filter dropdown set to 'All Statuses'. A table lists applications with columns: TYPE, ADDRESS, BUILDING TYPE, KVA, AMOUNT, STATUS, and DATE. One application is shown with a 'New' tag, address '123 Orchard Road #01-01 238856', building type 'Commercial', '100 kVA', 'SGD \$500', and 'Completed' status. The footer contains the email 'test@example.com Applicant', copyright '© 2026 Blue Light. All rights reserved.', and links for 'Disclaimer' and 'Privacy Policy'.

TYPE	ADDRESS	BUILDING TYPE	KVA	AMOUNT	STATUS	DATE
New	123 Orchard Road #01-01 238856	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** — 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 is marked as 'Completed'. The page features a dark blue sidebar with navigation links: 'Dashboard', 'My Applications', 'New Application', and 'My Profile'. The main content area is divided into several sections:

- Header:** Includes a back button, the application title 'Application #8' with a 'New' badge, the submission date 'Submitted on 2026. 2. 8.', and a 'Completed' status badge.
- Property Details:** A card containing installation address ('123 Orchard Road #01-01'), postal code ('238858'), building type ('Commercial'), and DB size ('100 kVA').
- Pricing:** A card showing the 'Total Amount' as 'SGD \$500' based on 100 kVA capacity.
- Documents:** A list of uploaded files: 'test_sld.pdf' (SLD, 2026. 2. 8.) and 'test_license.pdf' (Licence, 2026. 2. 8.), each with a 'Download' link.
- Progress Tracker:** A vertical timeline showing five steps: 'Submitted' (Application submitted for review), 'Reviewed' (LEW review completed), 'Paid' (Payment confirmed), 'In Progress' (Under processing), and 'Completed' (Licence issued).
- Assigned LEW:** A card showing the assigned LEW Officer as 'LEW-2026-00001'.
- Licence Information:** A card showing the licence number 'EIL-2026-00123' and the expiry date.
- Payment History:** A table with columns for 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

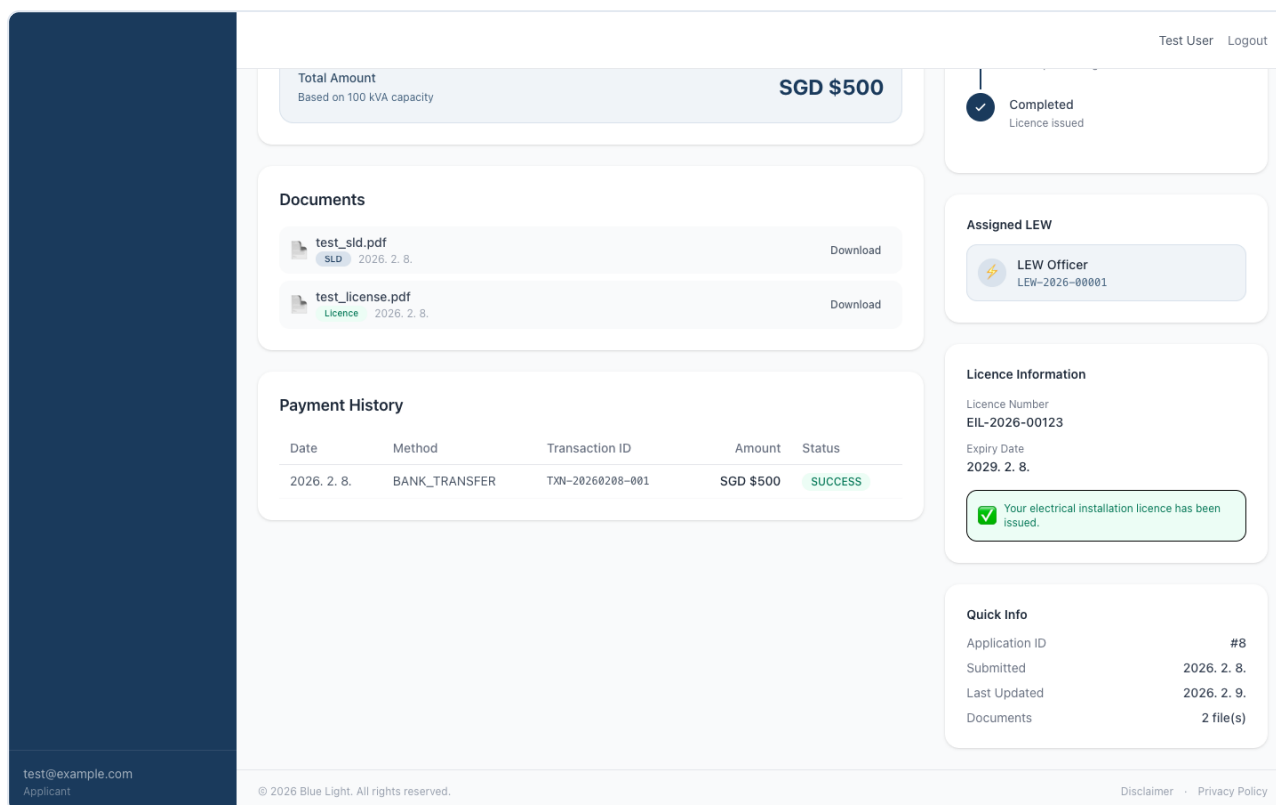


Figure 3.7 — Documents & Licence Information

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 displays the 'My Profile' page of the Blue Light system. The sidebar on the left contains the following navigation items: 'Blue Light' (logo), 'Dashboard', 'My Applications', 'New Application', and 'My Profile' (selected). The main content area is titled 'My Profile' with the subtitle 'Manage your account information'. It features a user profile card for 'Test User' (test@example.com, APPLICANT). Below this, the 'Profile Information' section allows users to update personal and business details. It includes input fields for 'Full Name' (Test User), 'Email' (test@example.com, with a note 'Email cannot be changed'), and 'Phone' (+65-1234-5678). The 'Business Information' section is for company details required for EMA licence application (Letter of Appointment). It includes input fields for 'Company Name' (e.g., BLUE LIGHT PTE LTD, with a 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, 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)

Test UserLogout

Email cannot be changed

Phone

+65-1234-5678

Business Information

Company details required for EMA licence application (Letter of Appointment)

Company Name

e.g., BLUE LIGHT PTE LTD

This name will be printed on your installation licence

UEN (Unique Entity Number)

e.g., 202407291M

Singapore business registration number

Designation

e.g., Director, Manager

Your position / title

Correspondence Address

e.g., 105 Sims Ave, #07-08, Chancery Lodge Complex

EMA will send notifications to this address

Correspondence Postal Code

e.g., 387429

Save Changes

Change Password

Update your account password

Current Password *

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

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.

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

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

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

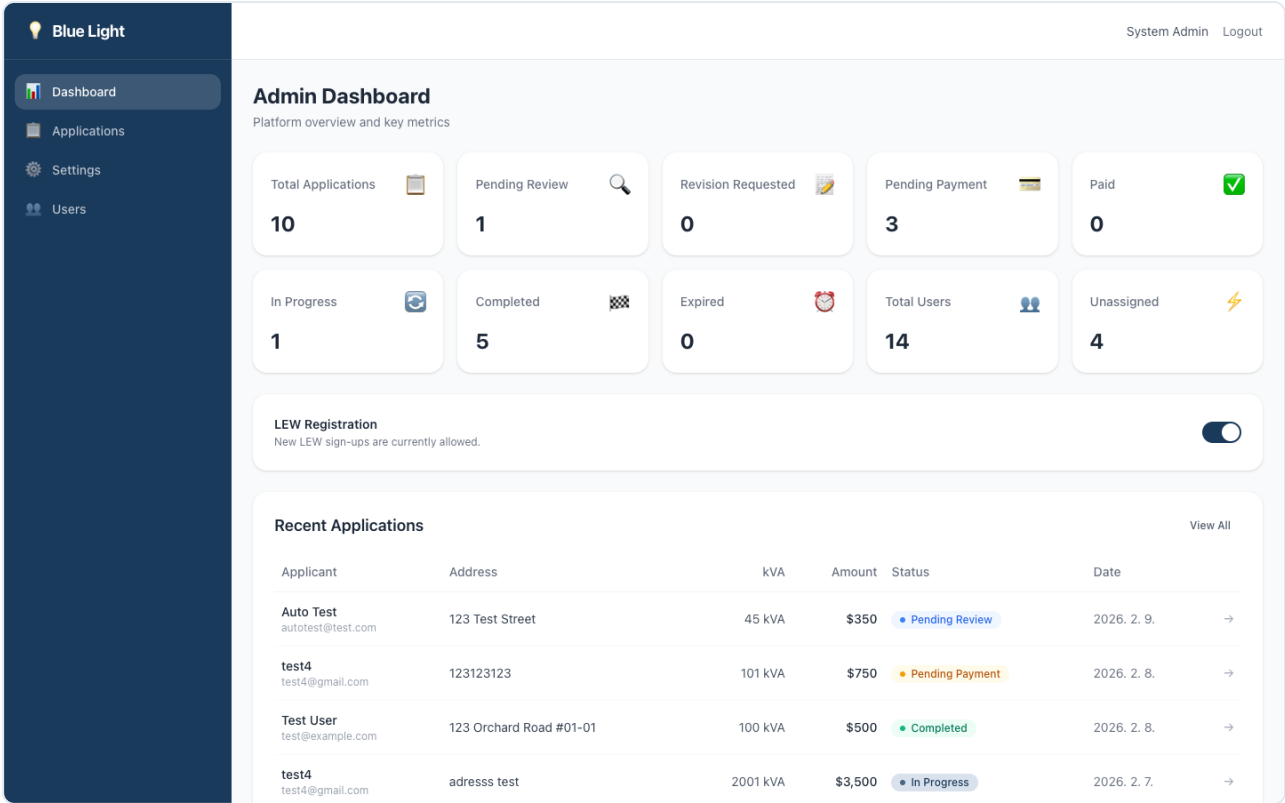


Figure 5.1 — Admin Dashboard

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

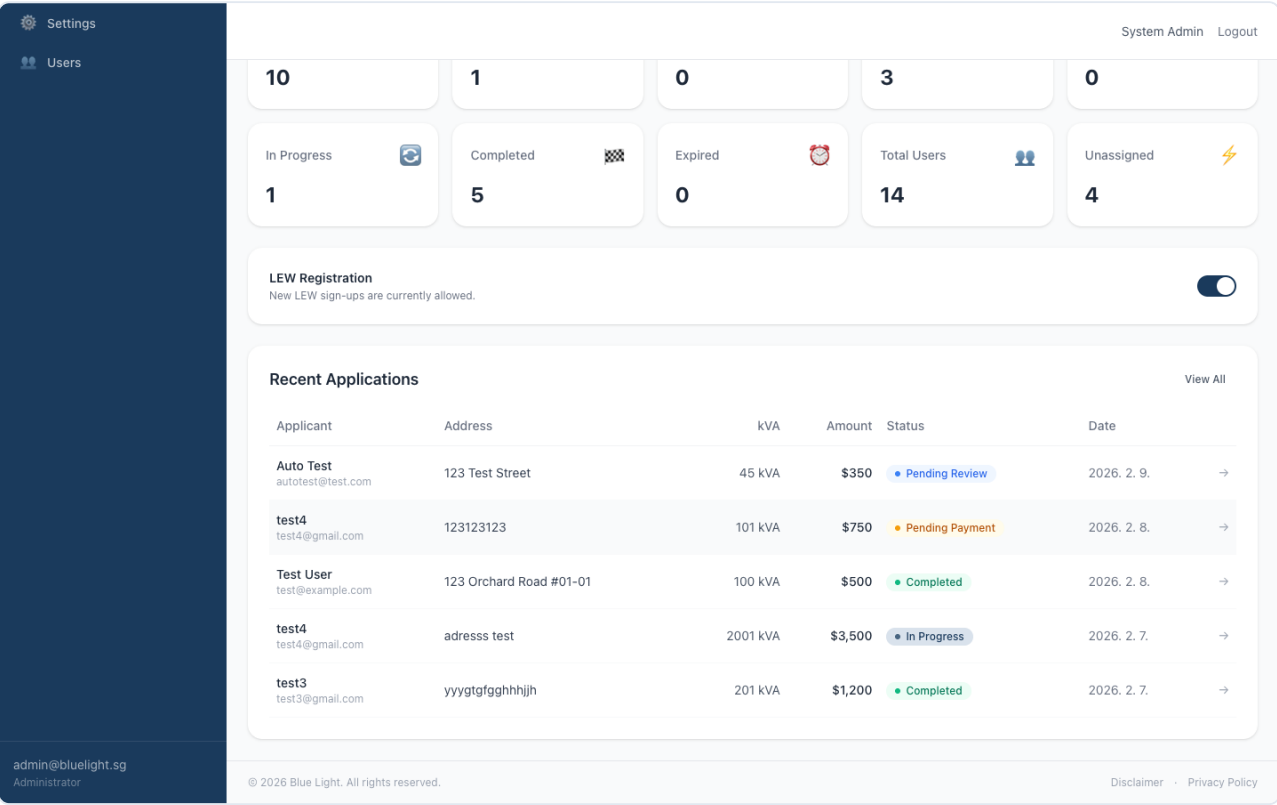


Figure 5.2 — LEW Registration Toggle & Recent Applications

5.2 Application Management

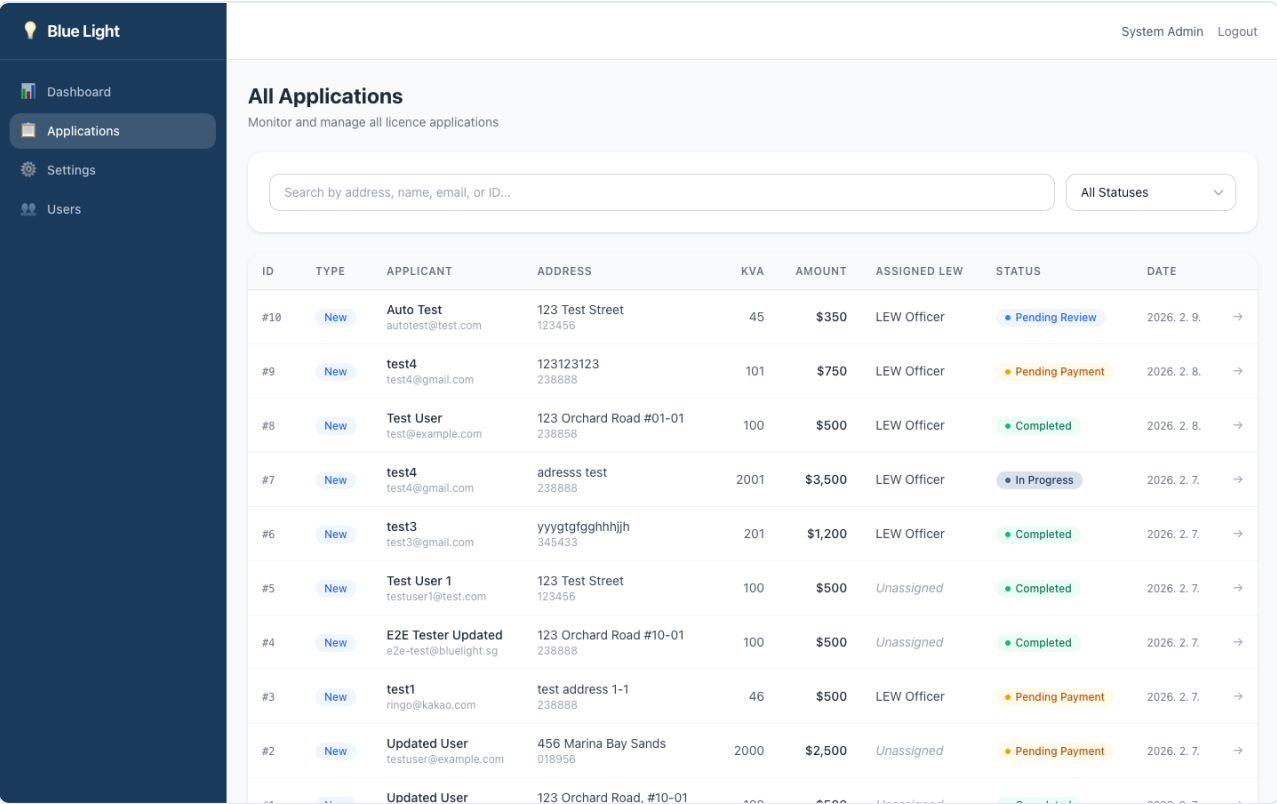


Figure 5.3 — All Applications List

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)

Blue Light System Admin Logout

[Dashboard](#) [Applications](#) [Settings](#) [Users](#)

[< Back](#) **Application #10** New [Pending Review](#)

Admin view — manage status and payments

Applicant Information

Name: Auto Test Email: autotest@test.com
Phone: Not provided Designation: —

Business Details (Required for Letter of Appointment)

Company Name: — UEN: —

Correspondence Address (EMA notification delivery)

Address: — Postal Code: —

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

Installation Address: 123 Test Street Postal Code: 123456
Building Type: Commercial DB Size (kVA): 45 kVA

Progress

- 1 Submitted
Application submitted for review
- 2 Reviewed
LEW review completed
- 3 Paid
Payment confirmed
- 4 In Progress
Under processing
- 5 Completed
Licence issued

Admin Actions

[Request Revision](#)
[Approve & Request Payment](#)

Assigned LEW

LEW Officer
lew@bluelight.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
Request Revision	Send the application back to the applicant with feedback	Review comments (required)
Approve & Request Payment	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

System AdminLogout

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.

5Completed Licence issued

Property Details

Installation Address
123 Test Street

Postal Code
123456

Building Type
Commercial

DB Size (kVA)
45 kVA

Admin Actions

Request Revision

Approve & Request Payment

Pricing

Total Amount
Based on 45 kVA capacity

SGD \$350

Assigned LEW

LEW Officer
lew@blueight.sg
LEW-2026-00001
G9 (≤400KV)

Change

Remove

Documents

No documents uploaded.

Payment History

No payments recorded.

Quick Info

Application ID#10

Submitted2026. 2. 9.

Last Updated2026. 2. 9.

Documents0 file(s)


Payments0 record(s)

admin@blueight.sg
Administrator

© 2026 Blue Light. All rights reserved.

DisclaimerPrivacy 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.

 **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

Blue Light System Admin Logout

User Management

View and manage registered users

Search by name, email, All Roles

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

Blue Light

System Admin Logout

System Settings

Manage email verification, pricing, service fees, and payment information

Email Verification

When enabled, new users must verify their email address before accessing the platform. Disable this for local development or testing.

☐ Disabled Save

Email verification is currently disabled. New users can sign up without verifying their email.

Service Fee (SGD)

Save Fee

This fee is added to the kVA tier price for every application quote.

Payment Information

These details are displayed to applicants when making payment. Update to reflect your actual receiving accounts.

P PayNow

UEN Number

Recipient Name

B Bank Transfer

Bank Name

Account Number

Account Holder Name

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:

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

Price Tiers

System Admin

Logout

202401234A

DBS Bank

Recipient Name

Blue Light Pte Ltd

Account Number

012-345678-9

Account Holder Name

Blue Light Pte Ltd

Save Payment Info

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

7 price tiers

Active: 7 Inactive: 0

admin@bluelight.sg

Administrator

© 2026 Blue Light. All rights reserved.

Disclaimer · Privacy Policy

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

 **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

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 —

© 2026 Blue Light Pte Ltd. All rights reserved.