SafeEntry NRIC
User Guide
v1.0.1
In this guide, you will find how to...

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What is SafeEntry NRIC
What is SafeEntry NRIC, how do I get SafeEntry QR?

SafeEntry with NRIC
SafeEntry NRIC is recommended for high-traffic venues. It is also recommended for venues which have a significant number of visitors who may not be digitally-savvy, or do not have newer phone models and data connectivity.

To register for SafeEntry NRIC, please visit https://www.safeentry.gov.sg/registrations/new
Or visit this section for more details.

SafeEntry with QR
SafeEntry QR is more suitable for venues with lower traffic. Businesses may choose to provide both SafeEntry modes where resources allow, in order to cater to visitors who do not have a mobile phone and/or their NRIC with them.

If you wish to get QR code for SafeEntry instead, please visit https://www.ndi-api.gov.sg/safeentry as you will not receive a QR code if you had previously only signed up for SafeEntry NRIC.
How to sign up for SafeEntry NRIC
How to sign up for SafeEntry NRIC

Step 1: Log on to https://safeentry.gov.sg
How to sign up for SafeEntry NRIC

Step 2: Click “Register your Business”
How to sign up for SafeEntry NRIC

Step 3: Click “Go to CorpPass” to use your CorpPass details to register

Click “Go to CorpPass”
How to sign up for SafeEntry NRIC

Step 4: Click “Log in with CorpPass”
How to sign up for SafeEntry NRIC

Step 5: Enter your CorpPass credentials and log in

Click "Login"
How to sign up for SafeEntry NRIC

Step 6: After logging in with CorpPass, complete and submit the request form

Complete the form

Click “Submit”
How to sign up for SafeEntry NRIC

Step 7: After submitting your request, you will receive an update within 24 hours.
You may return to the SafeEntry homepage

Click on “Return to home”
How to sign up for SafeEntry NRIC

Step 8: Once your account has been approved, you will receive an email titled “Account approved! Welcome to SafeEntry.”

Use your approved business name and business email to log in to your account.
How to sign up for SafeEntry NRIC (for non-ACRA registered business w/o CorpPass)
Sign up for SafeEntry for non-ACRA registered business

Step 1: Log on to https://safeentry.gov.sg

Why use SafeEntry?
Sign up for SafeEntry for non-ACRA registered business

Step 2: Click “Register your Business”
Sign up for SafeEntry for non-ACRA registered business

Step 3: Click on Email tab and fill in your business name and email to submit request

Step 1: Click “Email” tab

Step 2: Complete the form

Step 3: Click “Submit”
Sign up for SafeEntry for non-ACRA registered business

Step 4: Complete the registration form with supporting documents and other details and click submit

Please select your request:

Business Registration (Safe Entry NRIC)

Please include the following:

1. Business information: Official business address, business name (case-sensitive), business contact number

2. Proof of ownership: Attach a photo that proves your affiliation to the business. It can be your name card, contract or a bill that bears the company name or address. See the full list of accepted documents here.

ACRA/Bizfile printout is not a valid supporting document

3. UEN Number: UEN number is required for your business (Optional only if you do not have a Business UEN)

Business email:
govtech.supermarket@gmail.com

Business contact number

Business name (Name of company) (case-sensitive)

GovTech Supermarket

Business UEN Number

Please indicate "null" if you do not have a business UEN

Attachment (Proof of business)

Reminder: ACRA/Bizfile printout is not a valid supporting document

Note:

For Proof of ownership, please attach a photo that proves your affiliation to the business. It can be your name card, contract or a bill that bears the company name or address. See the full list of accepted documents here.

ACRA/Bizfile printout is not a valid supporting document
Sign up for SafeEntry for non-ACRA registered business

Step 5: After submitting your request, **you will receive an update within 36 hours.**

You may return to the SafeEntry homepage
Sign up for SafeEntry for non-ACRA registered business

Step 6: Once your account has been approved, you will receive an email titled “Account approved! Welcome to SafeEntry.”

Use your approved business name and business email to log in to your account.
Start using SafeEntry:
Set up a business premise
Start using SafeEntry: Set up a business premise

Step 1: Log in to your account @ https://safeentry.gov.sg/logins/new using your registered business name and email

Log in credentials

Enter details and click “login”
Start using SafeEntry: Set up a business premise

Step 2: Enter One-Time Pin (OTP) sent to your business email.

Enter OTP and click “Submit”

Click “Resend OTP” if you did not receive your OTP
Step 3: Click “add business premise” to get started

Note:
You will need to add at least 1 business premise to get started. What is a premise? It is simply a business location where you will be using SafeEntry.

If your business only has 1 location, you will only need to add 1 business premise. If you’re using SafeEntry at more than 1 location, you can create multiple premises.

Regardless of the number of entrances and exits at a single location, you will only need to create 1 premise for it and use the same store code to scan visitors.

Click “Add business premise”
Start using SafeEntry: Set up a business premise

Step 4: Complete the form to set up your business premise

Step 1) Give your premise a name and fill in the address

Step 2) If you want to reduce crowds at your location, enable "Restrict visitors on odd/even dates"
By turning on this function, visitors with NRIC numbers ending in even digits can only enter on even calendar dates, and visitors with NRICs ending in odd digits can only enter on odd calendar dates.

Step 3) Enter the maximum amount of visitors allowed at this location at any one point of time

Step 4) Check "Share crowd data on SpaceOut" if you would like members of public to check the crowd level at your location on SpaceOut.

Step 5) Enter in premise operating hours, leave blank only if your premise operates 24 hours

Step 6) Click "Create" to complete the premise set up
Step 5: After creating your premise, share the 6-digit store code staff handling check-ins at the location.

Note:
The 6-digit store code is unique to each premise.

Share this code along with the set up link with staff handling visitor check-ins at the location.

To start checking in visitors, they can click the link and enter the code.
How to find your 6-digit store code
How to find your 6-digit store code

Step 1: Log in to your account at [https://safeentry.gov.sg/logins/new](https://safeentry.gov.sg/logins/new) with your registered business name and email.
How to find your 6-digit store code

Step 2: You will receive a One-Time Pin in your business email

Enter OTP here and submit

Click “Resend OTP” if you did receive it
How to find your 6-digit store code

Step 3: After log in, you will find the 6-digit store code on your dashboard

Note:

The 6-digit store code is generated after you create a business premise.

After your business premise has been created, you will be able to see the store code on your dashboard.

Share the 6-digit code along with this link: (https://www.safeentry.gov.sg/logins/new_clicker_login) with staff handling visitor check-ins at the location. They can access the link and use the 6-digit code to start receiving visitors.
How to check the total number of people that have visited a premise
Check the total number of people that have visited a premise

Step 1: Log in to your account @ https://safeentry.gov.sg/logins/new with your registered business name and email
Check the total number of people that have visited a premise

Step 2: Enter One-Time Pin (OTP) sent to your business email

Enter OTP here and submit

Click “Resend OTP” if you did receive it
Check the total number of people that have visited a premise

Step 3: After log in, you will be able to see the total number of visitors currently at this business premise.

Note:

The total visitor count is based on total number of visitor check-in that have been registered through SafeEntry.

This count will not be accurate if you have not implemented check-out flow. To find out more about how to set up your check-out flow by setting up an exit along with your entrance, visit this section to learn more.
How to update or edit the details of your business premise
Update or edit business premise

Step 1: Log in to your account @ https://safeentry.gov.sg/logins/new with your registered business name and email
Update or edit business premise

Step 2: Enter One-Time Pin (OTP) sent to your business email.

Enter OTP here and submit

Click “Resend OTP” if you did receive it
Update or edit business premise

Step 3: After log in, click “Details” to edit details of the business premise

Click “Details”

Note:

The 6-digit store code is generated after you create a business premise.

After your business premise has been created, you will be able to see the store code on your dashboard.

Share the 6-digit code along with this link: (https://www.safeentry.gov.sg/logins/new_clicker_login) with staff handling visitor check-ins at the location. They can access the link and use the 6-digit code to start receiving visitors.
Update or edit business premise

Step 4: After clicking “Details” you will be able to make changes to your business premise

- Update business name and address
- Enable or disable NRIC restriction
- Update crowd alert thresholds for Spaceout.gov
- Update premise operating hours
- Update the total number of visitors allowed at any one point of time

Click ‘Update’ to save your changes
How to set up SafeEntry NRIC on your Smartphones to start scanning visitor IDs
Set up SafeEntry NRIC barcode scanner on smartphones to check in visitors

Step 1: Log on to https://www.safeentry.gov.sg/logins/new_clicker_login

Note:

You can get the 6-digit store code after setting up a business premise.

Don’t know where to find the code? Ask your management or admin to log onto this link:
https://safeentry.gov.sg/logins/new or visit this section for more details.

Give a name to the entrance or exit where staff will be scanning visitor NRICs.
e.g. “Front entrance”

Enter the Store code provided to you. When complete, click “Login” to start checking in visitors.
Set up SafeEntry NRIC barcode scanner on smartphones to check in visitors

Step 2: Select a traffic flow. Choose between “Scan Entrance” or “Scan Exit”

How to select a traffic flow:
- Select “Scan Entrance” for visitors entering the location.
- Select “Scan Exit” to scan visitors leaving the location.
- Note: In order for visitor count to be accurate, you will need to set up “Scan Exit” to scan visitors leaving the location.

Select "Scan Entrance" or "Scan Exit" to start scanning.
Set up SafeEntry NRIC barcode scanner on smartphones to check in visitors

Step 3: Give SafeEntry permission to use the camera for NRIC scanning

Select "Allow" when prompted by your browser to give SafeEntry permission to use the camera for SafeEntry NRIC scanner.
Set up SafeEntry NRIC barcode scanner on smartphones to check in visitors

**Step 4: Scan IC Mode - Start scanning visitor IDs with NRIC barcodes**

If visitor entry is **successfully recorded**, you will see a **confirmation in green** along with the last 3-digits of the NRIC.

If visitor's visitor IDs barcode is **blurred or not working correctly**, you will see an **error in red**.

If a visitor is not allowed to enter based on the odd/even NRIC restriction, an **alert** will notify you that they are not permitted to enter today.

If you allow the visitor to enter the premises, select **Bypass restriction** to capture their NRIC for contact tracing. Only select **Deny** if the visitor does not enter the premises.
Set up SafeEntry NRIC barcode scanner on smartphones to check in visitors

Step 5: Manual input mode for NRIC/FIN input

Click on “Manual input” to switch to manual input mode.

This is used when NRIC barcode scan is not working for visitor ID or for foreign ID holders to input to enter their passport number.

If visitor entry is successfully recorded, you will see a confirmation in green along with the last 3-digits of the NRIC.

If the visitor IDs is incorrectly entered, you will see an error in red prompting for details to be re-entered.
Set up SafeEntry NRIC barcode scanner on smartphones to check in visitors

Step 5 Part 1: Manual input mode for NRIC/FIN input

If a visitor is not allowed to enter based on the odd/even NRIC restriction, an alert will notify you that they are not permitted to enter today.

If you allow the visitor to enter the premises, select Bypass restriction to capture their NRIC for contact tracing.

Only select Deny if the visitor does not enter the premises.
How to set up SafeEntry NRIC on your PC with Barcode Scanner to start scanning visitor IDs
Video tutorial on setting up NRIC scanner on PC and Barcode Scanner

YouTube Video tutorial: https://go.gov.sg/barcode-scanner-setup
Setting up NRIC scanner on PC and Barcode Scanner

Step 1: Connect barcode scanner to PC or mobile computer

Note:

If you are using a mobile computer with integrated barcode scanner or cordless barcode scanner, you may not be required to perform this step.

Image credits: Eyoyusa.com
Setting up NRIC scanner on PC and Barcode Scanner


**Note:**

You can get the 6-digit store code after setting up a business premise.

Don't know where to find the code? Ask your management or admin to log onto this link:

[https://safeentry.gov.sg/logins/new](https://safeentry.gov.sg/logins/new) or visit this section for more details.

Give a name to the entrance or exit where staff will be scanning visitor NRICs. e.g. “Front entrance”

Enter the Store code provided to you.
When complete, click “Login” to start checking in visitors.
Setting up NRIC scanner on PC and Barcode Scanner

Step 3: Select a traffic flow. Choose between “Scan Entrance” or “Scan Exit”

How to select a traffic flow:
Select “Scan Entrance” for visitors entering the location.
Select “Scan Exit” to scan visitors leaving the location.

Note: In order for location’s visitor count to be accurate, you will need to set up “Scan Exit” to scan visitors leaving the location as well as “Scan Entry” to scan visitors entering the location.

Select “Scan Entrance” or “Scan Exit” to start scanning.
Setting up NRIC scanner on PC and Barcode Scanner

Step 4: Give SafeEntry permission to use the camera for NRIC scanning

Select "Allow" when prompted by your browser to give SafeEntry permission to use the camera for SafeEntry NRIC scanner.
Setting up NRIC scanner on PC and Barcode Scanner

Step 5: Select manual input mode for PC with Barcode Scanner

Click on “Manual input” to switch to manual input mode.

This is used when NRIC barcode scan is not working for visitor ID or for foreign ID holders to input to enter their passport number.

If visitor entry is successfully recorded, you will see a confirmation in green along with the last 3-digits of the NRIC.

If the visitor IDs is incorrectly entered, you will see an error in red prompting for details to be re-entered.
How to reset camera permissions for iOS and Android if your NRIC scanner is having issues
How to re-enable camera permission for iOS and Android if your NRIC scanner is having issues

iOS user

Android user
How to re-enable camera permission for iOS if your NRIC scanner is having issues

If you are an iOS user:
Step 1: Ensure you are accessing the website using **Safari**.

You will also need to ensure that camera permissions are granted.

Step 2: Open the system Settings on the iOS device.

Step 3: Scroll down and Choose the Safari browser for Settings.
How to re-enable camera permission for iOS if your NRIC scanner is having issues

Step 3: In Safari Settings, look for “Settings for websites”

Step 4: Select “Camera”

Step 5: Select “Allow” to enable Camera Access on All Websites

Step 6: You are now ready to use NRIC scanner on your mobile device
How to re-enable camera permission for Android if your NRIC scanner is having issues

If you are an Android user:
Try using Chrome and, if that does not work, try Firefox.

You will also need to ensure that camera permissions are granted in the settings.

Step 1:
Open the Chrome app.

Step 2: Tap the icon with 3 dots and press Settings.
How to re-enable camera permission for Android if your NRIC scanner is having issues

Step 3: Select “Site settings”

Step 4: Under Site settings, select “Camera”

Step 5: Tap to turn on camera permission.

Step 6: You are now ready to use NRIC scanner on your mobile device