



**SafeEntry  
User Guide -  
check/update  
branch address**

# Check/update branch address

Step 1: Log in to <https://safeentry.gov.sg/logins/new> with your registered business name and email.

Onboarding email





**Hi GovTech Supermart,**


Thank you for registering your business for SafeEntry with NRIC. We've reviewed your details and approved your account.

**Your account details**  
Business name: GovTech Supermart  
Business email: govtech.supermart@tech.gov.sg

← Login details

A Singapore Government Agency Website


**SafeEntry**  

 Your SafeEntry Business Account

**Log in**

Business name  
GovTech Supermarket

Business email  
govtech-supermarket@tech.gov.sg

I'm not a robot 

**Log in**

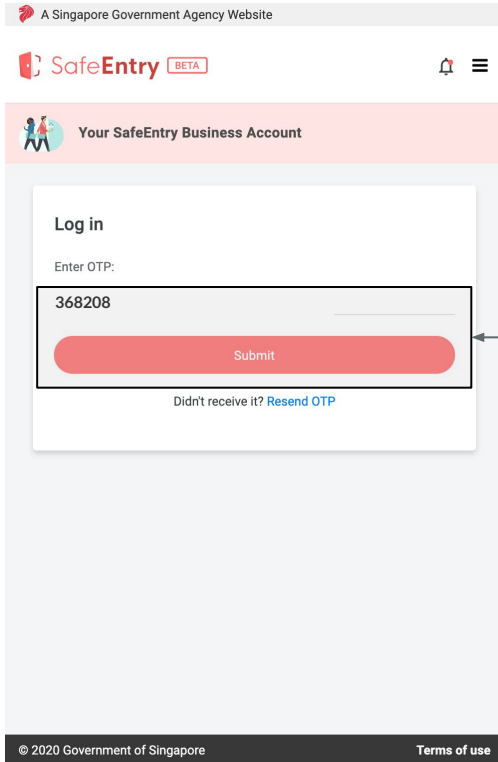
Forgot your login details? [Click here](#)

← Enter details and click on "Log in"

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# Check/update branch address

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



A Singapore Government Agency Website

SafeEntry BETA

Your SafeEntry Business Account

Log in

Enter OTP:

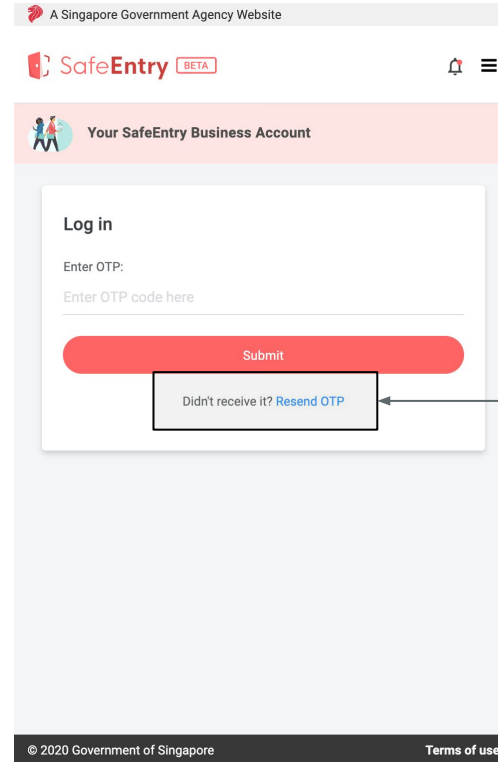
368208

Submit

Didn't receive it? [Resend OTP](#)

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2.1) Enter OTP,  
click on “Submit”



A Singapore Government Agency Website

SafeEntry BETA

Your SafeEntry Business Account

Log in

Enter OTP:

Enter OTP code here

Submit

Didn't receive it? [Resend OTP](#)

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2.2) Click on  
“Resend OTP” if you  
did not receive OTP

# Check/update branch address

Step 3: Click on “Manage Branch”.

A Singapore Government Agency Website

SafeEntry Log out

GovTech Supermarket Pte Ltd

Add branch SafeEntry Gateway Settings

GovTech Supermart Turf City

Branch code  
**ABCD5678**

Visitor count ●

Total today **100** Right now **2**

Manage branch >

Copy check-in instructions

Click on “Manage Branch”

# Check/update branch address

Step 4: Check that the branch address matches the address for this venue. Edit the address if necessary.

The screenshot shows a form titled "Branch address" with three main sections: "ADDRESS DETAILS", "Unit number", and "OPERATING HOURS".

- ADDRESS DETAILS:** Includes "Postal code" (123456) and "Street address" (100 TRAS STREET 100AM).
- Unit number:** Includes "Unit number" (#04-01) and a checkbox for "No unit number for this address".
- OPERATING HOURS:** Includes "Open" (08:00 hrs) and "Close" (22:00 hrs) times.

Annotations include a blue box around the "Branch address" title, a blue box around the "ADDRESS DETAILS" section, a blue box around the "Unit number" section, and arrows pointing from the text instructions to these sections.

4.1) Check/update the **postal code and street address.**

4.2) Check/update the **Unit number.** Check the box **“No unit number for this address”** if the venue does not have a unit number.

## Note

**The branch address must be the address for this venue.**

Do not use a residential address, unless the venue is for a home-based business.

The screenshot shows a form titled "Manage branch details" with two main sections: "BUSINESS DETAILS" and "Name".

- BUSINESS DETAILS:** Includes "Category" (Supermarket) and a dropdown menu.
- Name:** Includes "Name" (GovTech Supermarket-Tanjong Pagar) and a text input field.

Annotations include a blue box around the "Name" section and a blue box around the "Category" dropdown menu.

# Check/update branch address

Step 5: Scroll down and click on “**Modify branch**” to save changes.

**Restriction checks**

PRE-EVENT TESTING (PET)

**Restrict visitors without PET exemption**

Only for venues that are required to enable [PET Status Check](#).

SAFE DISTANCING MEASURES

**Restrict visitors on odd/even dates**

Visitors will be restricted according to the last digit of their NRIC (e.g SXXXXXX1B). Visitors with NRICs ending in odd digits may only enter on odd dates and visitors with even last digits may only enter on even dates.

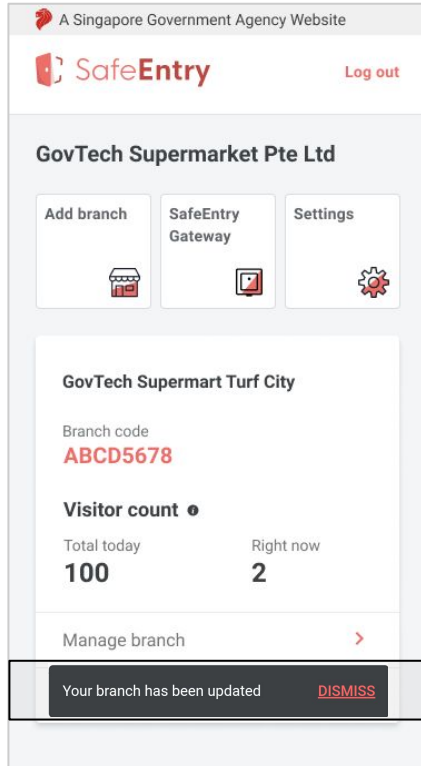
[Modify branch](#)

[Delete branch](#)

← Click on “**Modify branch**”

# Check/update branch address

Step 6: Look out for confirmation message at the bottom.



The screenshot shows the SafeEntry admin interface for GovTech Supermarket Pte Ltd. At the top, it says "A Singapore Government Agency Website" and "SafeEntry" with a "Log out" link. Below this is a navigation bar with "Add branch", "SafeEntry Gateway", and "Settings". The main content area displays details for "GovTech Supermart Turf City", including a branch code "ABCD5678" and visitor counts: "Total today: 100" and "Right now: 2". At the bottom, there is a "Manage branch" link with a right arrow. A dark grey confirmation message box is overlaid at the bottom, containing the text "Your branch has been updated" and a red "DISMISS" button. An arrow points from the text "Confirmation on changes saved" to this message box.

Confirmation on changes saved

Repeat the steps for other branches in your SafeEntry business account, so as **to ensure each branch address matches the venue.**