User Guide for PRS login with 2FA (For Non-SingPass Eligible Users)

Version 1.0
## Change History

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<th>SN</th>
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<td>1</td>
<td>V1.0</td>
<td>1st release</td>
<td>8th Nov 2016</td>
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Overview

1. The target audience of this document is Non-SingPass Eligible (PRS) User. Please click here to check whether you are eligible for SingPass.

2. 2-Step Verification (2FA) is required to login to Professional Registration System (PRS) using Professional Registration Number (PRN). The 4 steps required are as follows:

   **Step 1: Request for OneKey Token in PRS**

   **Step 2: Make Payment for OneKey Token and Postage**

   **Step 3: Activate OneKey Token**

   **Step 4: Set Up 2-Step Verification (2FA) in PRS**
Step 1: Request for OneKey Token in PRS

Please follow the following steps to request for OneKey Token in PRS:

1. Go to PRS login page from your council / board main website and select login as professional or applicant with Temporary Registration Number (X-number).

2. Click “here” to log in with your PRS account.

**Screen A1: Login as a Non SingPass User**

3. Login with your PRS account.

**Screen A2: Login using your PRS Account**
4. After successful login using PRS account, you will be prompted to request for OneKey token. Click “Apply Now” to proceed.

**Screen A3: To Apply a OneKey Token**
5. Fill up your address and click “Submit” to proceed.

*Please ensure the address entered is correct, as it will be used to deliver the token.*

**Screen A4: OneKey Token Application Form**
6. Upon confirmation, please tick the Declaration checkbox and Click “OK” to proceed.  

**Screen A5: Confirmation of Submission**

7. Click “Continue” to proceed to PRS.

**Screen A6: Acknowledgement for OneKey Token Application**
Step 2: Make Payment for OneKey Token and Postage

Please follow the following step to make payment for OneKey Token and Postage:

1. Upon successful application, you will receive email notification to proceed with the payment of the OneKey token and postage.

   **Screen B1: Email Notification**

   ![Screen B1: Email Notification](image)

   **Click this hyperlink**

2. Click the hyperlink in email notification.
3. Enter your Identification No. and Registration Number (As provided in email). Click “Search” to proceed.

Screen B2: Check Registration Status
4. Click “Pay with eNETS” to proceed.

**Screen B3: Payment Details**

![Payment Details Screen]

**eNETS Payment**

*Please do not use browser buttons.*

Payment Details

Please note the following before proceeding to payment:
> Disable any pop-up blockers in your browser.
> Do not close the browser window or click on other links when payment is in progress.

- **Full Name:**
- **IC Type/IC:**

<table>
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<tr>
<th>S.No</th>
<th>Item Name</th>
<th>Quantity</th>
<th>Price ($)</th>
<th>Sub-Total ($)</th>
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<tr>
<td>1</td>
<td>OneKey-DIGIPASS 275 Postage</td>
<td>1</td>
<td>1</td>
<td></td>
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</table>

**Total**

We will be mailing your Token and PIN Mailer to the following address:

- **Block/House No.:** 222
- **Level & Unit No.:** 4-222
- **Street Name:** Pasir Ris St 22
- **Building Name:** MYBUILDING1
- **Postal Code:** 510222

To make payment, confirm your address by clicking the checkbox followed by the "Pay with eNETS" button.

- I hereby confirm that the above address is correct and reachable by post.

**NOTE:** If the address above is not correct, kindly reach out to your agency listed below.

- Ministry of Health (MOH) Biosafety Branch - mobbiosafety@moh.gov.sg
- Singapore Medical Council (SMC) - enquiries@smc.gov.sg
- Singapore Nursing Board (SNB) - snb_contact@snb.gov.sg
- Singapore Pharmacy Council (SPC) - enquiries@spc.gov.sg
- Singapore Dental Council (SDC) - enquiries@dentalcouncil.gov.sg
- Traditional Chinese Medicine Practitioners Board (TCMPB) - enquiries@tcmpb.gov.sg
- Optometrists & Opticians (OOD) - enquiries@ood.gov.sg
- Allied Health Professions Council (AHPC) - enquiries@ahpc.gov.sg

[Pay with eNETS button]
5. Confirm your address and Click Pay with eNETS to proceed with the payment.

**Screen B4: Confirm Delivery Address**

6. You will be redirected to eNETS to complete the payment transaction.

7. Upon successful transaction, you will see the acknowledgement page. Token and PIN mailer will be delivered to your address.

**Screen B5: Payment Acknowledgement**
Step 3: Activate OneKey Token

Please refer to the Appendix A.
Step 4: Set Up 2-Step Verification (2FA) in PRS

Please follow the following step to set up your 2-Step Verification (2FA) in PRS:

1. Go to PRS login page from your council / board main website and select login as professional or applicant with Temporary Registration Number (X-number)

2. Click “here” to log in PRS with your PRS account. Please refer to Screen A1.

3. Login with your PRS account. Please refer to Screen A2.

4. After successful login using PRS account, you will be prompted to set up your 2FA using your OneKey Token. Click “Link OneKey Token” to proceed

Screen D1: Set Up 2-Step Verification (2FA)
5. Follow the following step to set up your 2FA using OneKey Token:

Please verify your OneKey Token Serial Number (Screen D2).

Press and hold button “1” on your OneKey token to generate your 8-digits One-Time Password (OTP).

Enter the 8-digits OTP and Click Submit (Screen D2).

**Screen D2: Enter 8-digits OneKey Token OTP to Set Up 2-Step Verification (2FA)**
6. Once you have set up your 2-Step Verification using your OneKey Token, after successful login using PRS account, you will be prompted to enter 8-digits OTP from your OneKey Token (Screen D3).

**Screen D3: Enter 8-digits OneKey Token OTP**

2-Step Verification

![OneKey Token](image)

**Step 1**
Press and hold 1 to generate your 8-digits One-Time Password (OTP).

![OneKey Token with 8-digit OTP](image)

**Step 2**
Please enter the 8-digit OTP in the box below.

![OTP Entry Screen](image)
Appendix A - Activate OneKey Token

Please refer to the OneKey portal (https://portal.assurity.sg/naf-web/termsAndConditions.do) for the latest update.

1. Once you have received the token and PIN mailer. Go to OneKey portal at https://portal.assurity.sg/naf-web/login/nricotp.do to activate your token.

Screen C1: Login to Activate your Token

Refer to your PIN mailer
2. Please enter the following information on the above screen (Screen C1):

Please select “SP-Sponsored” for ID Type.

Please Enter your Identification No. and Initial Login Password found in PIN mailer.

Please select “Ministry of Health (End User)” for Online Service Provider.

Click “Submit” to proceed.

Accept the Terms & Conditions and Click “Next” to proceed.

**Screen C2: Terms & Conditions**
3. Enter your secret question and answer. Click “Submit” to proceed.

**Screen C3: Secret Questions and Answers**
4. Enter your NAF password. Click “Next” to proceed.

**Screen C4: Create Your NAF User Account**
5. Confirm your details and Click “Next” to proceed.

**Screen C5: Confirm User Details**
6. Enter your Token Serial Number and OTP (One Time PIN). Click “Submit” to proceed.

   Your Token Serial Number will be at the back of the token.

   Press and hold button “1” on your token to generate your 8-digits OTP.

**Screen C6: OneKey Activation**
7. Upon successful activation, you will see the acknowledgement screen.

**Screen C7: OneKey Activation**

![OneKey Activation Screen](image-url)