



MINISTRY OF HEALTH  
SINGAPORE

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# **EGUIDE: CHECKING LICENCE APPLICATION STATUS AND VIEWING THE E-LICENCE**

## What you need to do before checking licence application status and viewing the e-licence

1. The Authorised Person can check the status of the licence application as well as view the e-licence in eLis upon notification from MOH that the e-licence is ready.
2. If you intend to make changes/amendments to your HCI licence, please refer to our eGuide on [Making Changes/Amendments to a HCI Licence](#).. If you would like to update information on HCI Directory and HealthHub websites, please refer to our eGuide on [Updating Information on HCI Directory and HealthHub websites](#).
3. Read through the step-by-step guide in the following pages to familiarise yourself with the information you will be asked to provide.

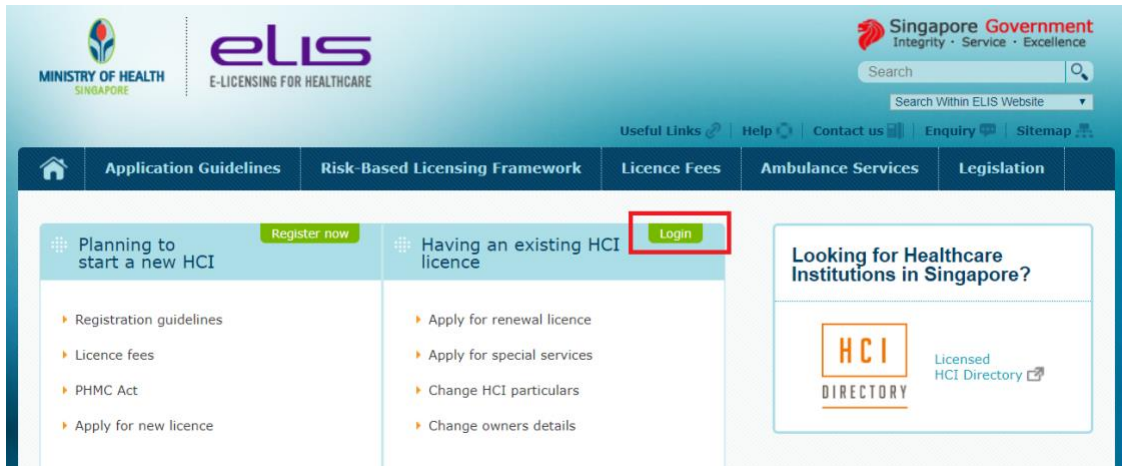
### **SUPPORT**

Technical issues submitting the application online: [elishelpdesk@dxc.com](mailto:elishelpdesk@dxc.com).

All other enquiries: [eLis@moh.gov.sg](mailto:eLis@moh.gov.sg).

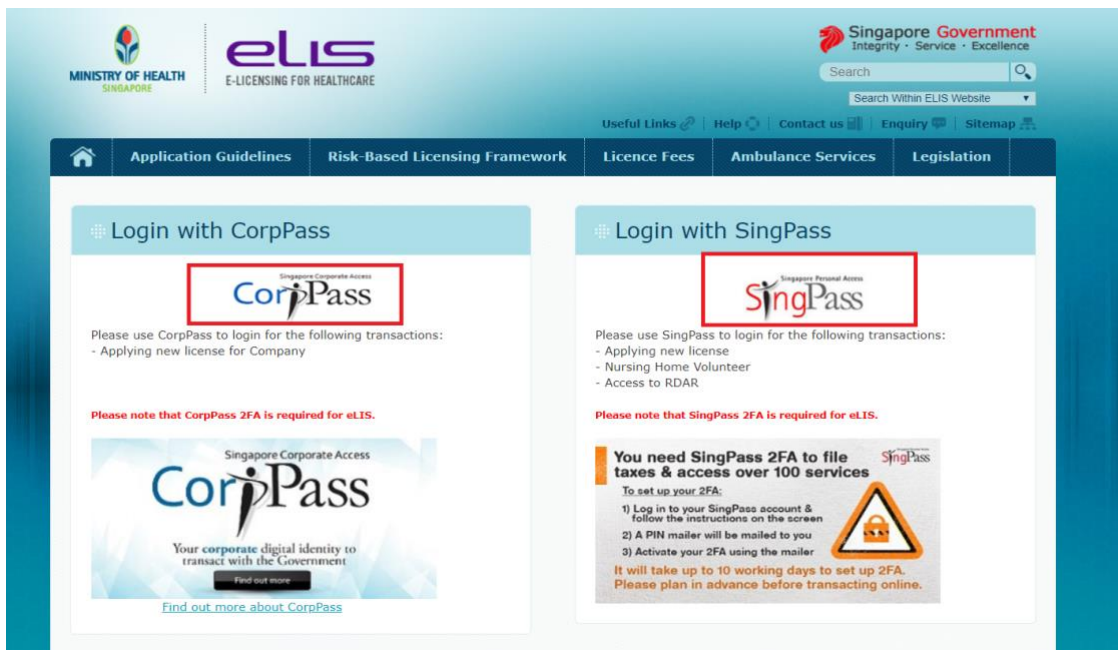
## Logging into eLis

1. Go to the eLis website (<https://elis.moh.gov.sg/elis/>) and click “Login”.



2. Log in using CorpPass / SingPass

- a) If you don't have a CorpPass, log in with your SingPass.
- b) Successful applicants will receive a Unique Entity Number (UEN) to apply for a CorpPass account.



## Checking licence application status and viewing the e-licence

1. Upon successful login, you will be directed to the dashboard.

The screenshot shows the ELIS dashboard for a user named Dr. Tan Lor Em. The 'Licences' menu item in the top navigation bar is highlighted with a red box. Below the navigation bar, there is a section for 'Previous and Current Licences' with a table containing two rows of licence data. The 'Download' buttons in the 'e-Licence Certificates' column are also highlighted with red boxes.

Licence number	Period	e-Licence Certificates
93/94/9596/2013	01/04/2011 - 31/03/2013 (2 years)	Download
93/94/9596/2011	01/04/2009 - 31/03/2011 (2 years)	Download

- a) **To check licence application status:** Click on “Licences” at the top navigation bar. You will be directed to another page where you can view the status of your licence application(s).

The screenshot shows two side-by-side tables. The left table is titled 'Licences' and has columns for Status, Type, Submitted By, Submitted Date, and Payment Status. The 'In-process' status is highlighted with a red box. The right table is titled 'Register Doctors' and has columns for Status, Type, Submitted By, and Submitted Date.

Status	Type	Submitted By	Submitted Date	Payment Status
Draft	Special Care Services Renewal	S7348401D		Pending
In-process	Request for Change Person	S7348401D	13/03/2019	Processing
Pending More Information	Request for Change	S7348401D	28/01/2019	Pending
Pending More Information	Request for Change	S7348401D	09/01/2019	Pending
Approved	Request for Change Person	S7348401D	08/11/2018	Pending
Rejected	Request for Change	S7348401D	07/11/2018	Pending
Approved	Request for Change Person	S7348401D	11/09/2018	Pending

Status	Type	Submitted By	Submitted Date
Approved	Register Top Doctor (Drug and Surgical Procedure)	S7348401D	25/03/2019
In-process	Register AR Embryologist	S7348401D	19/02/2019
Approved	Register Top Doctor (Solely by Drug)	JIPKOKWINE	18/01/2019
Approved	Register Sovenor Doctor	JIPKOKWINE	18/01/2019
Approved	Register Liposuction Doctor	JIPKOKWINE	18/01/2019
Approved	Register Top Doctor (Solely by Drug)	S7348401D	07/11/2018
Approved	Register Sovenor Doctor	S7348401D	24/08/2018

Click on the status to print your application.

- b) **To view / download the e-licence:** Click on “Download” (under the “Previous and Current Licences”) located beside the licence(s) that you would want to view / download e-licence.

- END OF EGUIDE -