

Step-by-Step Guide to Update Medical Insurance Details for A Foreign Worker (including S Pass holder) via Work Permit Online

Part A Create Medical Insurance Details

This function allows you to create Medical Insurance (MI) details for your foreign workers (including S Pass holders).

Important Notes:

You have to obtain a Singapore Personal Access (SINGPASS) and register for a Work Permit Online (WPOL) account in order to access the WPOL to update the MI details. If you are not a registered user, you may register for a free WPOL account via MOM's website at www.mom.gov.sg.

- Click on 'Work Permit Online (For Business and Employment Agency Users)' under 'Services & Forms'.
- Click on 'Register online' for a WPOL account under 'Registration Details'

Step	Actions
1	<ul style="list-style-type: none">• Go to MOM's website at www.mom.gov.sg
2	<ul style="list-style-type: none">• Click on 'Work Permit Online (For Business and Employment Agency Users)' under 'Services & Forms'
3	<ul style="list-style-type: none">• Click on the hyperlink 'Login to WP Online' to access WP Online
4	<ul style="list-style-type: none">• Enter <SINGPASS ID> and <SINGPASS> and click on 'Submit' <p>For more information on SINGPASS, please view SingPass (Singapore Personal Access) in the same page</p>
5	<ul style="list-style-type: none">• Click on 'I Agree' after reading the Terms and Conditions on Use of the WP Online System
6	<ul style="list-style-type: none">• Click on 'Create Medical Insurance Policy' under 'Medical Insurance'
7	<ul style="list-style-type: none">• Select the Name of Insurer from the drop down list, and enter Policy Number., Commencement Date and Expiry Date. Then click on 'Submit' <p>These information can be found on the Medical Insurance Policy document.</p>
8	<ul style="list-style-type: none">• Click on 'Confirm' after reading the 'Declaration'• Click on 'Previous' if you need to amend the MI details or click on 'Abort' if you do not wish to submit your request.

Part B Maintain Existing Medical Insurance Details

This function allows you to update the details of existing MI policies submitted to the Work Pass Division (WPD) via WPOL earlier.

Step	Actions
1	<ul style="list-style-type: none">• Click on 'Maintain Existing Medical Insurance Details' under 'Medical Insurance'
2	<ul style="list-style-type: none">• Select the Medical Insurance Policy for update by clicking on hyperlinked Policy No. <p>Note: If the policy has expired more than 3 months, you will not be able to amend the policy's expiry date. Please fax a copy of the Policy's Insurance Coverage (medical coverage for each worker's inpatient care and day surgery must be at least \$5000 a year) stating the Policy Number, Period of insurance coverage to WPD at 6317 1329. WPD will update the MI details after verifying the MI policy faxed over.</p>
3	<ul style="list-style-type: none">• Click on 'Confirm' after reading the 'Declaration'• Click on 'Previous' if you need to amend the MI details or click on 'Abort' if you do not wish to submit your request.

Part C Enquire Medical Insurance Details

This function allows you to enquire the submitted MI details via WPOL.

Step	Actions
1	<ul style="list-style-type: none">• Click on 'Enquire Medical Insurance Details' under 'Medical Insurance'

If you encounter problems on the above steps, you can call MOM's Contact Centre at 6438 5122 for assistance.