



E-Permit To Work (ePTW)

Simplified User Guide for Vendor

Feb 2026

Contents



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1.	Login
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Welcome to Permit To Work

A systematic process on authorizing controlled work.



Email

Password

[Forgot password for contractor, please click here.](#)

New Here ? [Create new Account](#)

[Sign In](#)

or For Taylor's Staff Sign in using Microsoft Account

 [Sign in with Microsoft](#)

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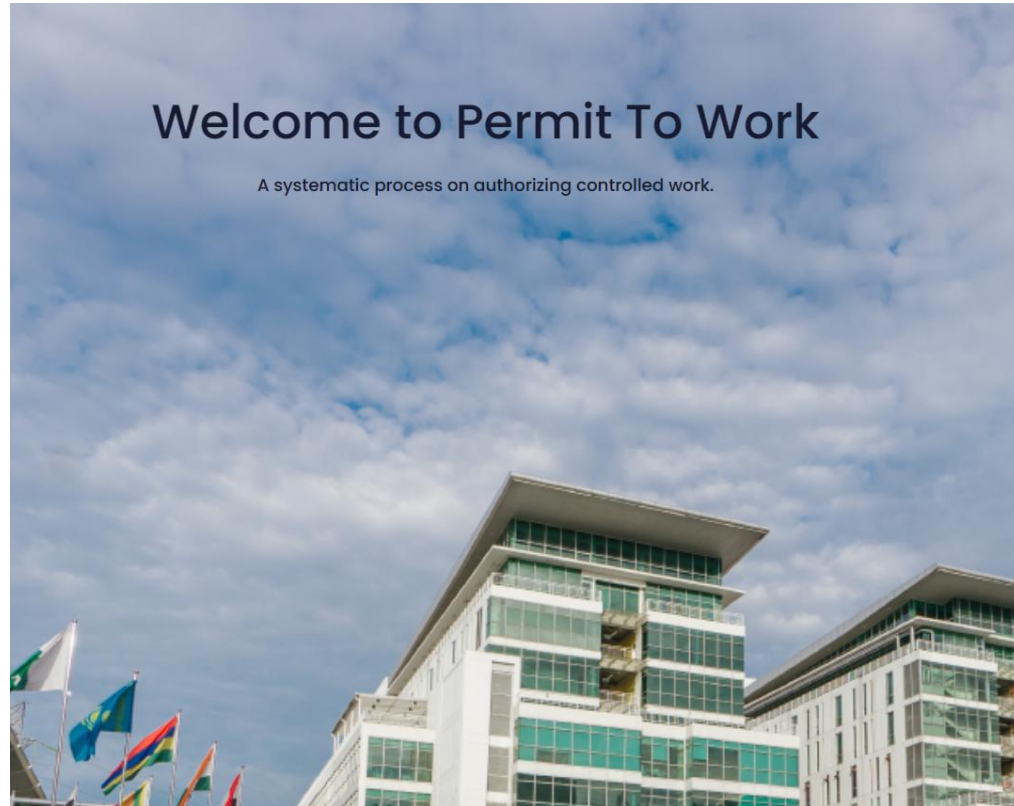
[FAQ](#) [Support](#) [Privacy Policy](#) [Guidelines](#)

- A sign-in box to sign into using email and password

- To reset password click here

- For new Vendors click here to create new account

Create New Account



Name

Email

Password

*Password must be minimum 8 characters

*Contain at least one uppercase, One lowercase & One symbol

Confirm Password

☐ I Agree [Terms and conditions.](#)

Cancel

Continue

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[FAQ](#) [Support](#) [Privacy Policy](#) [Guidelines](#)

- Click **“Create New Account”** on login page to be directed to sign up form page.
- Fill in the all the fields.
- Tick “I Agree Terms and Conditions” check box
- Click **“Continue”** to proceed with the registration process.

Create New Account



4

Dashboard



Company Registration

1

Company Details

Setup Your Company Details

2

Contact Person Details

Setup Your Contact Person Details

3

Worker Details

Setup Your Worker Details

4

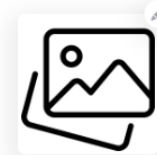
Briefing & Assessment

Download briefing documents & complete assessment

5

Confirmation

Setup Your Company Details



Company Name *

Company Registration No.

Company Category (can select multiple) *

Office Number *

- New Vendors must complete the company registration by filling out the form with their information.
- Company information sections are to be filled and submitted.
- Vendor cannot apply any permit application before their registration is approved.

Create New Account



1

Company Details

Setup Your Company Details

2

Contact Person Details

Setup Your Contact Person Details

3

Worker Details

Setup Your Worker Details

4

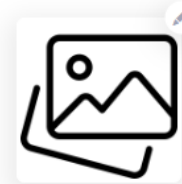
Briefing & Assessment

Download briefing documents & complete assessment

5

Confirmation

Setup Your Company Details



Company Name *

Company Registration No.

Company Category (can select multiple) *

Office Number *

Email *

Company Category (can select multiple) *

Contractor (PTW)

Caterer

Booth

Media

- New Vendors can fill all the required fields, as above screen.
- Under **Company Category**, Vendors can select multiple categories.
- Click “**Save & Continue**” to proceed to the next section

Create New Account



Company Details

Setup Your Company Details



Contact Person Details

Setup Your Contact Person Details



Worker Details

Setup Your Worker Details



Briefing & Assessment

Download briefing documents & complete assessment



Confirmation

Setup Your Contact Person Details



Fullname *

Email *

IC/Passport No. *

Contact No. *

Position in Company *

Department *

- New Vendors can fill all the required fields, as above screen.
- Click **“Save & Continue”** to proceed to the next section

Create New Account



The screenshot shows the 'Setup Your Worker Details' page. On the left is a sidebar with five steps: 1. Company Details (Setup Your Company Details), 2. Contact Person Details (Setup Your Contact Person Details), 3. Worker Details (Setup Your Worker Details), 4. Briefing & Assessment (Download briefing documents & complete assessment), and 5. Confirmation. The main area is titled 'Setup Your Worker Details' and contains a search bar, a '+ Add Worker' button, and a table with columns: NO., NAME, EMPLOYMENT STATUS, POSITION, FOOD HANDLER, WORK PERMIT EXPIRATION DATE, TYPHOID INJECTION EXPIRATION DATE, and ACTION. The table is empty with the message 'No data available in table'. Below the table is a pagination bar showing '10' and 'Showing no records'. At the bottom are 'Back' and 'Save & Continue' buttons. A modal titled 'Worker' is open on the right, with fields for Name, IC/Passport No., Contact No., Employment Status (dropdown), Employment Type (dropdown), and Position. It has 'Save' and 'Cancel' buttons at the bottom. A blue arrow points from the '+ Add Worker' button to the modal.

Setup Your Worker Details

Search

+ Add Worker

NO.	NAME	EMPLOYMENT STATUS	POSITION	FOOD HANDLER	WORK PERMIT EXPIRATION DATE	TYPHOID INJECTION EXPIRATION DATE	ACTION
No data available in table							

10 Showing no records

Back Save & Continue

Worker

Name *

IC/Passport No. *

Contact No. *

Employment Status *

Employment Type *

Position *

Save Cancel

- Click **"Add Worker"** to fill worker details
- Fill in all the required fields and Click **"Save"** to add.
 - Any Foreign worker will need to upload an employment permit.
 - Any worker that handles food (food handler) will need to upload food permit and fill up other details accordingly
- Click **"Save & Continue"** to proceed to the next section

Create New Account



✓ **Company Details**
Setup Your Company Details

✓ **Contact Person Details**
Setup Your Contact Person Details

✓ **Worker Details**
Setup Your Worker Details

4 **Briefing & Assessment**
Download briefing documents & complete assessment

5 **Confirmation**

Briefing & Assessment

Briefing Documents

Contractor Briefing Video
Contractor (PTW)
Video file (mp4)

▶ View

⬇ Download

test vid
Contractor (PTW)
Video file (mp4)

▶ View

⬇ Download

Contractor House Rules Agreement
Contractor (PTW)

⬇ Download

tes
Contractor (PTW)

⬇ Download

TEST 1
Contractor (PTW)

⬇ Download

Briefing Documents

Contractor Briefing Video
Contractor (PTW)
Video file (mp4)



Check marked shown
after viewed and
downloaded

- Under **Briefing & Assessment**, Vendor **must** review all videos and files provided by clicking **View** and **Download** on each video / files available, before continuing to the next step.
- The Videos and Files available here will be according to the Category the Vendor chose before, e.g., Vendor | Caterer | Booth | Media.

Create New Account



Please review ALL documents before proceeding to the assessment.

A checkmark will appear next to each document you've viewed or downloaded.

Document completion progress:

5/5 documents reviewed

Assessment

All briefing documents must be reviewed before attempting the assessment.

Contractor (PTW) Questions

What is O stand for?

- ☐ Occupational
- ☐ Orange
- ☐ On
- ☐ Off

Which one is false about types of barricade can be used on sites?

- ☐ Flower pots
- ☐ Safety tape
- ☐ Hoarding

- Once all videos and files are reviewed and downloaded, **Assessment** questions will be shown.
- These questions will be based on the video and files viewed above.
- If Vendor fills in the questions with the wrong answer, system will inform, and Vendor can change the answer and re-submit it
- Once all Assessment questions are answered and passed, then only the “**Save & Continue**” button will be able to be clicked.
- Click “**Save & Continue**” to proceed to the next section

Create New Account



Company Details

Setup Your Company Details



Contact Person Details

Setup Your Contact Person Details



Worker Details

Setup Your Worker Details



Briefing & Assessment

Download briefing documents & complete assessment



Confirmation

Are you sure to submit?

Once submit cannot be revert until further notice.

Please read and scroll to the bottom to continue

HOUSE RULES FOR CONTRACTORS

PERATURAN RUMAH UNTUK KONTRAKTOR

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

☐ I have read and agree to all the terms and conditions above

[< Back](#)

[Submit >](#)

- The house rules will be shown, before submitting.
Tick the checkbox “I have read and agree to all terms and conditions above”
- Click “**Submit**” to complete registration process.

Create New Account



Your submission has been successfully updated and submitted. Please wait for admin's approval.

- 1

Company Details
Setup Your Company Details
- 2

Contact Person Details
Setup Your Contact Person Details
- 3

Worker Details
Setup Your Worker Details
- 4

Briefing & Assessment
Download briefing documents & complete assessment
- 5

Confirmation

Setup Your Company Details



Company Name *

40@email.com

Company Registration No.

123

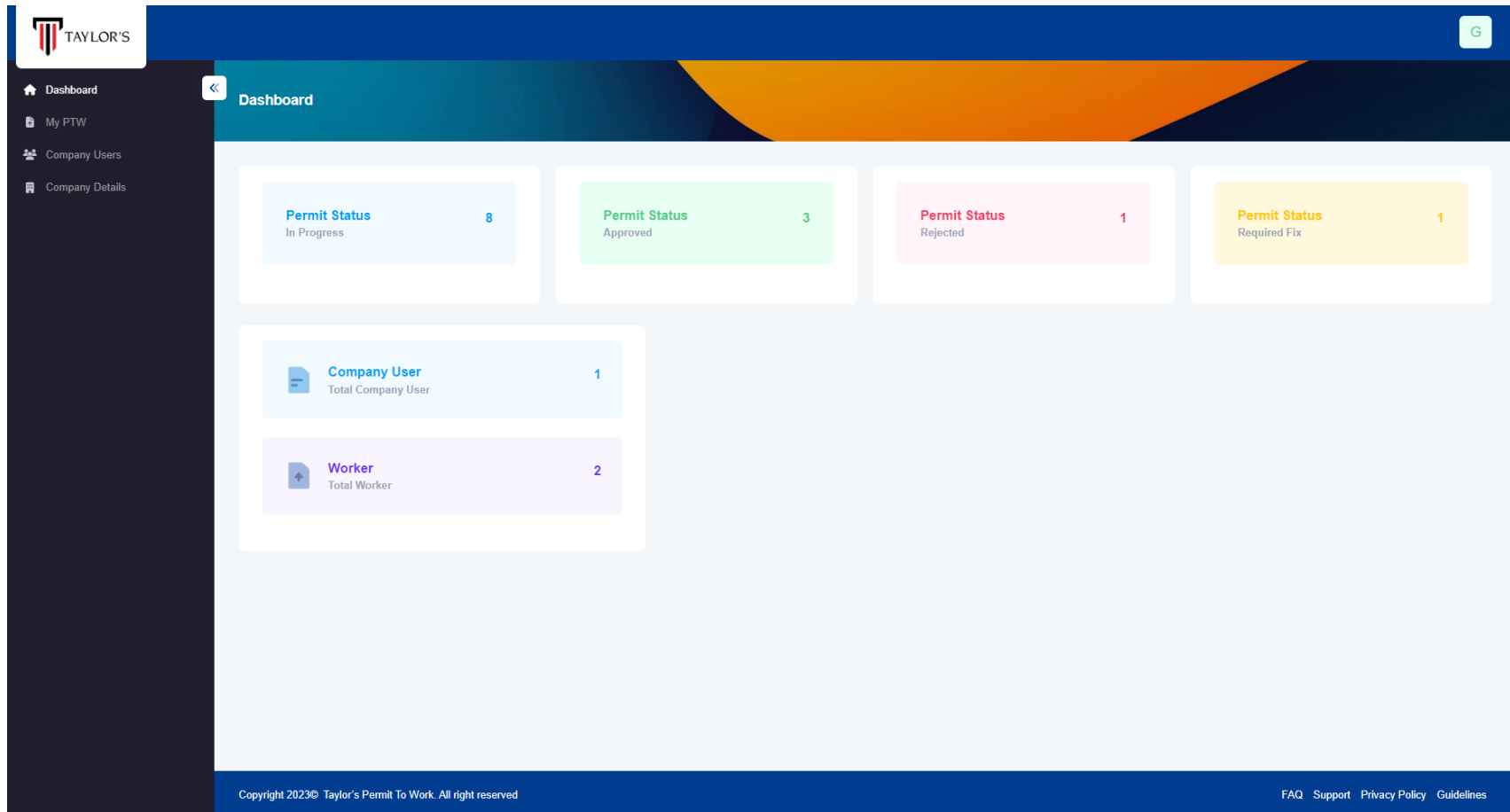
Company Category (can select multiple) *

× Contractor (PTW)

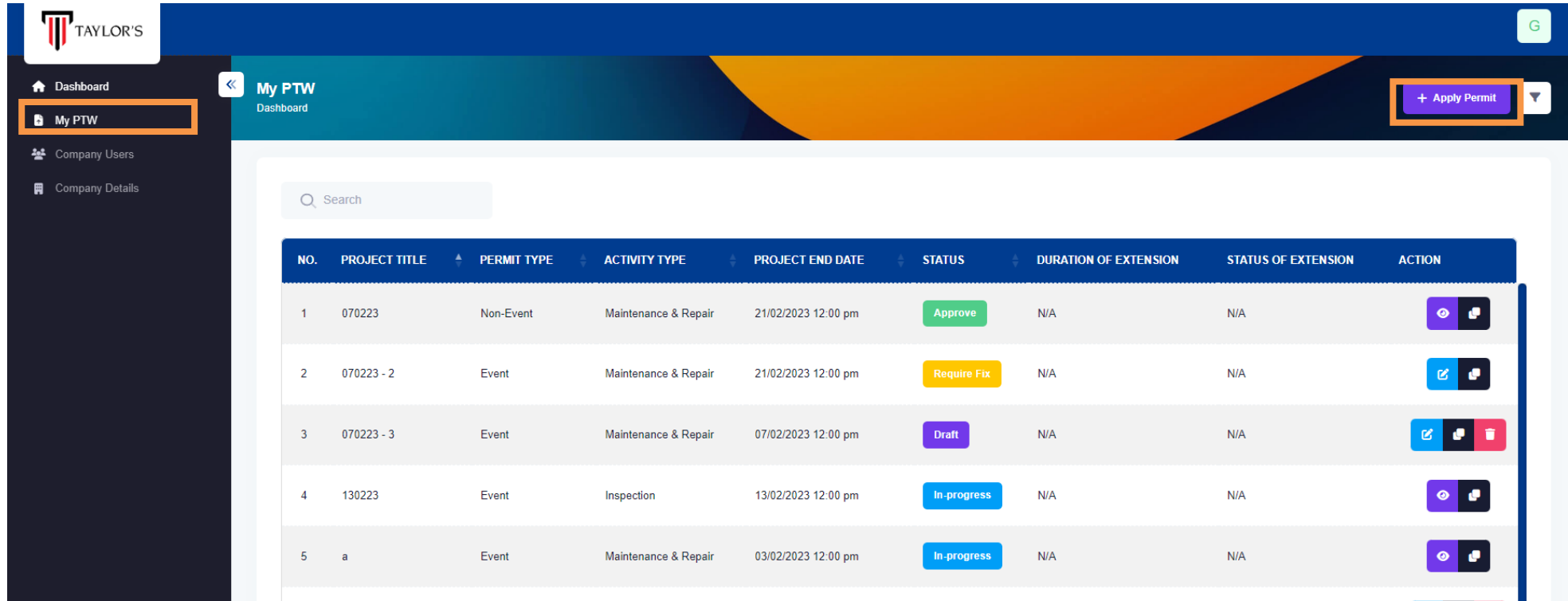
Office Number *

- New Vendors registration will be in progress for Admin's approval.

Dashboard














- Once approved by Admin, Vendor will be able to access Dashboard, My PTW, Company Users and Company Details module.
- Vendor can view the stat cards on the Dashboard.



My PTW Dashboard

Search

NO.	PROJECT TITLE	PERMIT TYPE	ACTIVITY TYPE	PROJECT END DATE	STATUS	DURATION OF EXTENSION	STATUS OF EXTENSION	ACTION
1	070223	Non-Event	Maintenance & Repair	21/02/2023 12:00 pm	Approve	N/A	N/A	 
2	070223 - 2	Event	Maintenance & Repair	21/02/2023 12:00 pm	Require Fix	N/A	N/A	 
3	070223 - 3	Event	Maintenance & Repair	07/02/2023 12:00 pm	Draft	N/A	N/A	  
4	130223	Event	Inspection	13/02/2023 12:00 pm	In-progress	N/A	N/A	 
5	a	Event	Maintenance & Repair	03/02/2023 12:00 pm	In-progress	N/A	N/A	 

- Vendor can view permit progress by clicking on My PTW from the menu bar.
 - For new vendor, this page will appear empty, as no permit applied before yet.
 - For vendors that has applied permits before, MY PTW page will showcase all applied permits and their statuses.
- Vendor can submit permit form by clicking on “**Apply Permit**” button.

Apply Permit

Dashboard - My PTW

 **PTW Form**
Setup Your PTW Form

Enter your Taylor's University Permit To Work (PTW) Form

Permit Details

Permit Category *

-- Please Select --

Project/Event Set-Up Title *

Project/Event Set-Up Title

Detailed Project Description *

Detailed Project Description

Permit Type *

Event

Location & Schedule

Specify Exact Location of Work

- Vendor will be directed to a new page to fill all the required fields to apply for permit.
- Vendor can fill in the Main PTW form.

Apply Permit
Dashboard - My PTW

☒ **PTW Form**
Setup Your PTW Form

Enter your Taylor's University Permit To Work (PTW) Form

Permit Details

Permit Category *

-- Please Select --

Project/Event Set-Up Title *

Project/Event Set-Up Title

Project Description *

Project Description

Location & Schedule

Specify Exact Location of Work

Permit Details

Permit Category *

Contractor (PTW)

Contractor (PTW)

- Permit Category will be based on the category the Vendor chose during registration. If Vendor chose multiple, then under this dropdown will be shown multiple category, and vendor can choose which permit category they want to apply for.

Additional EHS Permit *

-- Please Select --

Existing Service(s) at Risk *

-- Please Select --

Safety Equipment/ Tools *

-- Please Select --

Personal Protective Equipment *

-- Please Select --

Sponsor

-- Please Select --

Worker *

-- Please Select --

Save & Continue

Additional EHS Permit *

-- Please Select --

None

Energized Electrical Work (EEW)

Working at Heights Permit

Excavation/Trenching Permit

Scaffolding Permit

Permit Confined Space Entry

- Vendor can choose to select for additional permits
 - If there are no additional permits to be applied select “**None**”.
- Vendor can choose multiple permits options to be selected at once.
- Once done filling all the required fields, click on “**Save & Continue**”

Apply Permit
Dashboard - My PTW

✓ PTW Form
Setup Your PTW Form

2 Energized Electrical Work (EEW)
Setup Your Energized Electrical Work (EEW)

3 Confirmation

Setup Your Energized Electrical Work (EEW)

Permit Requestor & Hand Phone#

Location (Block/Floor/Area)

Equipment Name

PTW Serial#

Supplier/ Contractor Company or TU Department Name

Project Supervisor/ Manager & Hand Phone#

- If Vendor selected additional permit they will be required to fill in another form.
- Complete filling all the fields.
- Click on “**Save & Continue**”.



PTW Form

Setup Your PTW Form



Energized Electrical Work (EEW)

Setup Your Energized Electrical Work (EEW)



Confirmation

Review and Submit Your Application

Are you sure to submit?

Once submitted, it cannot be reverted until further notice.

Add Notes/comments

← Back












Submit →

- Vendor can add notes/comments for this permit here by typing the notes inside the Add Notes box.
- Vendor can click on “**Submit**” to confirm the permit application submission.
- Note:
 - If Vendor **only** click “**Save and Continue**” in the previous page, then the permit is **not yet submitted**. Vendor needs to click “**Submit**” button on the above page to submit the permit.

My PTW Dashboard

+ Apply Permit

Search

NO.	PROJECT TITLE	PERMIT TYPE	ACTIVITY TYPE	PROJECT END DATE	STATUS	DURATION OF EXTENSION	STATUS OF EXTENSION	ACTION
1	070223	Non-Event	Maintenance & Repair	21/02/2023 12:00 pm	Approve	N/A	N/A	 
2	070223 - 2	Event	Maintenance & Repair	21/02/2023 12:00 pm	Require Fix	N/A	N/A	 
3	070223 - 3	Event	Maintenance & Repair	07/02/2023 12:00 pm	Draft	N/A	N/A	  
4	130223	Event	Inspection	13/02/2023 12:00 pm	In-progress	N/A	N/A	 
5	a	Event	Maintenance & Repair	03/02/2023 12:00 pm	In-progress	N/A	N/A	 

View permit form

Delete draft permit

Edit permit form

Allows the user to clone permit and apply permit from the cloned permit

- Once submitted, Vendor can view the status and cannot edit it anymore
- If Vendor **only** click “**Save and Continue**” and **did not submit** the permit application yet, then the permit application can still be edited

Company Users



TAYLOR'S

Dashboard

My PTW

Company Users

Company Details

Company Users
Dashboard

+ Add User

Search

NO.	NAME	LOGIN EMAIL	ACTION
1	Garry Gottlieb	contractor@eptw.com	

10 Showing 1 to 1 of 1 records < 1 >

- Vendor can add users by clicking on Company Users from the menu bar.
- Page will be directed to Company Users page which will showcase all users.
- Click **'Add User'** button to add another user from the same vendor company, to invite them to the system.

Company Users



The screenshot shows a web application interface for managing company users. At the top left, there's a breadcrumb trail: << Company Users Dashboard. At the top right, there's a blue button labeled '+ Add User' highlighted with an orange border. Below this is a search bar with a magnifying glass icon and the text 'Search'. A table with columns 'NO.', 'NAME', 'EMAIL', and 'ACTION' is displayed. The table contains one row with the name 'Garry Gottlieb'. Below the table, there's a pagination control showing '10' and 'Showing 1 to 1 of 1 records'. A modal form titled 'User' is open in the center, with fields for 'Name' and 'Email', both marked with an asterisk. At the bottom of the modal are 'Save' and 'Cancel' buttons. The background is a light gray with a subtle pattern.

- After clicking on “**Add User**”, a pop-up will be shown, fill in the details.
 - This will invite other user, to the system (this is to allow vendor to add another user from the same vendor company)
- Fill in the fields and click “**Save**”.
- An invitation link will be sent to the user’s email address.

Company Details



TAYLOR'S

Dashboard

My PTW

Company Users

Company Details

Company Details

Dashboard

Company Details

Contact Person Details

Worker Details

40@email.com

123

Company Category

Contractor (PTW)

Valid Until

11/02/2026 to 11/02/2029

Office Number

123

Company Email

40@email.com

Address Line 1

123

Address Line 2

- Vendor can edit certain information on the company details by clicking on Company Details.
- Page will be directed to Company Details page which will allow Vendor to update certain information on Company Details, Contact Person Details, and Worker Details.
- Under this page, Vendor can also edit their Company Category, should their Company Category expanded, or changed in the future.

Company Details - Company Category



TAYLOR'S

4

Dashboard

My PTW

Company Users

Company Details

<<

Company Details

Dashboard

Company Details

Contact Person Details

Worker Details

40@email.com

123

Contractor (PTW)

11/02/2026 to 11/02/2029

123

40@email.com

123

Pencil icon

- To change Company Category, click on the pencil icon next to the current category

Company Details – Company Category



TAYLOR'S

Dashboard

My PTW

Company Users

Company Details

4

Update Category

1

Company Category(s)

Select Your Company Category(s)

2

Briefing & Assessment

Download briefing documents & complete assessment

3

Confirmation

Select Your Company Category(s)

Company Category (can select multiple) *

× Contractor (PTW)

Save & Continue →

- Page will be directed to **Update Category** page
- Select the new Company Category, vendor can select multiple, click **“Save & Continue”**

Company Details - Company Category



4

- Dashboard
- My PTW
- Company Users
- Company Details



Update Category

- ✓ Company Category(s)
Select Your Company Category(s)
- 2 Briefing & Assessment
Download briefing documents & complete assessment
- 3 Confirmation

Briefing & Assessment

Briefing Documents

Contractor Briefing Video
Contractor (PTW)
Video file (mp4)

▶ View

⬇ Download

test vid
Contractor (PTW)
Video file (mp4)

▶ View

⬇ Download

Contractor House Rules Agreement
Contractor (PTW)

⬇ Download

tes
Contractor (PTW)

⬇ Download

- Under **Briefing & Assessment**, Vendor **must** review all videos and files provided by clicking **View** and **Download** on each video / files available, before continuing to the next step.
- The Videos and Files available here will be according to the Category the Vendor chose before, e.g., Vendor | Caterer | Booth | Media.

Company Details – Company Category



① Please review ALL documents before proceeding to the assessment.

A checkmark ✓ will appear next to each document you've viewed or downloaded.

Document completion progress:

5/5 documents reviewed

Assessment

① All briefing documents must be reviewed before attempting the assessment.

Contractor (PTW) Questions

What is O stand for?

- ☐ Occupational
- ☐ Orange
- ☐ On
- ☐ Off

Which one is false about types of barricade can be used on sites?

- ☐ Flower pots
- ☐ Safety tape
- ☐ Hoarding

- Once all videos and files are reviewed and downloaded, **Assessment** questions will be shown.
- These questions will be based on the video and files viewed above.
- If Vendor fills in the questions with the wrong answer, system will inform, and Vendor can change the answer and re-submit it
- Once all Assessment questions are answered and passed, then only the “**Save & Continue**” button will be able to be clicked.
- Click “**Save & Continue**” to proceed to the next section

Company Details - Company Category



TAYLOR'S

4

Dashboard

My PTW

Company Users

Company Details



Update Category



Company Category(s)

Select Your Company Category(s)



Briefing & Assessment

Download briefing documents & complete assessment



Confirmation

Are you sure to submit?

Once submit cannot be revert until further notice.

Please read and scroll to the bottom to continue

HOUSE RULES FOR CONTRACTORS

PERATURAN RUMAH UNTUK KONTRAKTOR

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

☐

I have read and agree to all the terms and conditions above

[← Back](#)

[Submit →](#)

- Vendor may read the house rules before submitting.
- Tick the checkbox “I have read and agree to all terms and conditions above”
- Click “**Submit**” to complete updating the Company Category.

Company Registration Renewal



Dashboard

My PTW

Company Users

Company Details





My PTW

Dashboard

Your company account was expired at 29/04/2022. Kindly [Renew](#) the company account to use our service.

Search

NO.	PERMIT ID	PROJECT TITLE	PERMIT TYPE	ACTIVITY TYPE	PROJECT END DATE	STATUS	DURATION OF EXTENSION	STATUS OF EXTENSION	ACTION
1		test 123 abc	Non-Event	Construction	03/05/2023 12:00 am	Approve	N/A	Apply Extension	 

- Vendor's Company Registration in EHSPERMIT system has 3 years validity period from the first registration in EHSPERMIT system.
- Once the validity period is over, Vendor need to renew the registration.
- Renewal button will be shown in Vendor's account once the validity period expired.

Company Registration Renewal



G

- Dashboard
- My PTW
- Company Users
- Company Details



Account Renewal

- 1 Company Category(s)**
Select Your Company Category(s)
- 2 Briefing & Assessment**
Download briefing documents & complete assessment
- 3 Confirmation**

Select Your Company Category(s)

Company Category (can select multiple) *

× Contractor (PTW) × Caterer × Booth

Save & Continue →

- Clicking “**Renew**” button will bring Vendor to this page.
- Vendor need to fill up their **Company Category**.
- View and Download all the videos and files under **Briefing & Assessment**.
- And then click **submit** to submit the registration renewal.



The End