



## **E-Permit To Work (ePTW)**

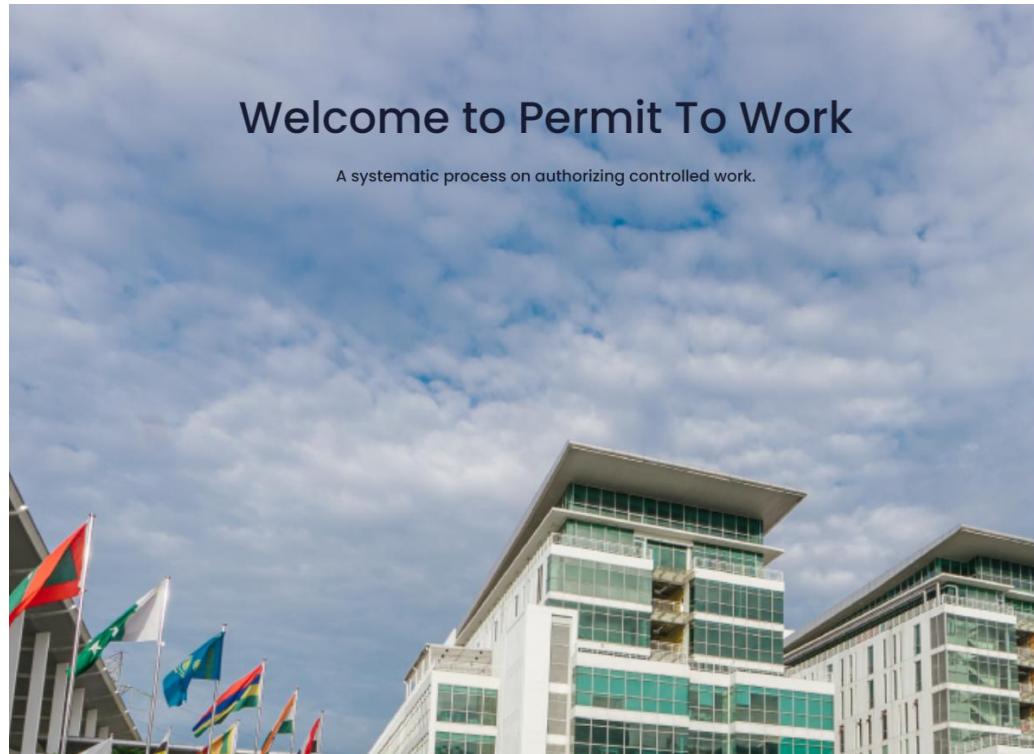
### **Simplified User Guide for Vendor**

Feb 2026

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**TAYLOR'S UNIVERSITY**  
Wisdom • Integrity • Excellence

Email

Password

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

New Here? [Create new Account](#) **Sign In**

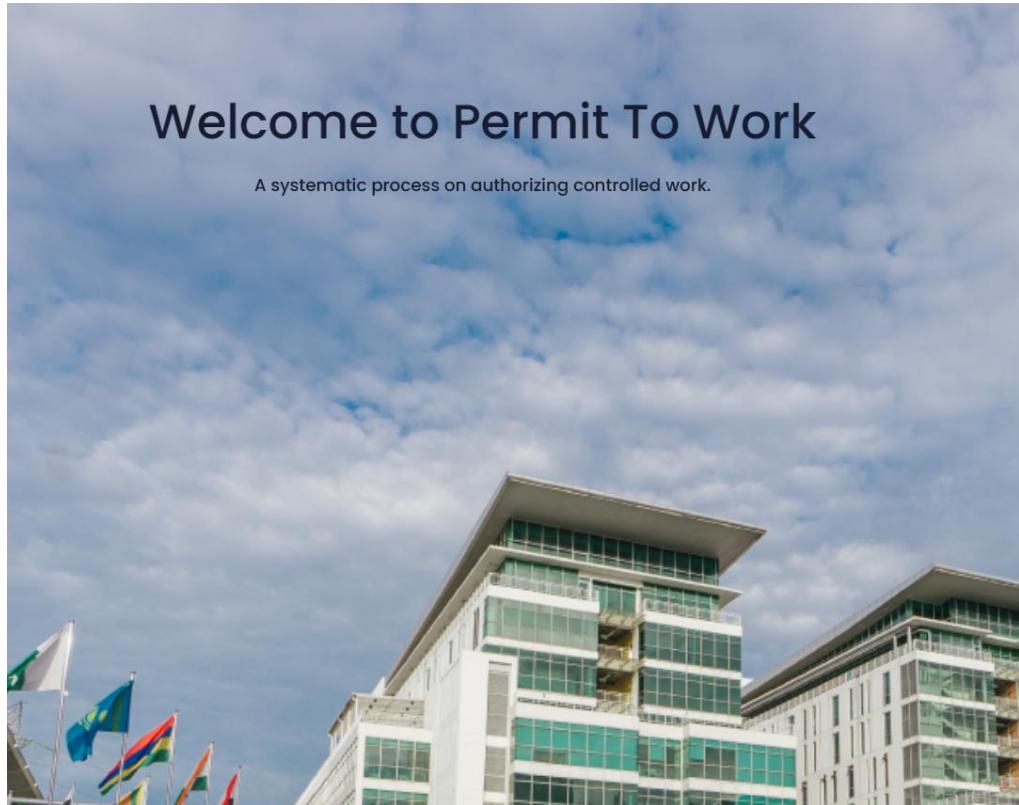
or For Taylor's Staff Sign in using Microsoft Account

**Sign in with Microsoft**

© 2023 Taylor's Permit To Work [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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- 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



Dashboard

4

## 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 Name

Company Registration No.

Company Registration No.

Company Category (can select multiple)\*

Select categories

Office Number \*

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 Name

Company Registration No.

Company Registration No.

Company Category (can select multiple) \*

Select categories

Office Number \*

Office Number

Email \*

Email

Company Category (can select multiple) \*

Select categories

Contractor (PTW)

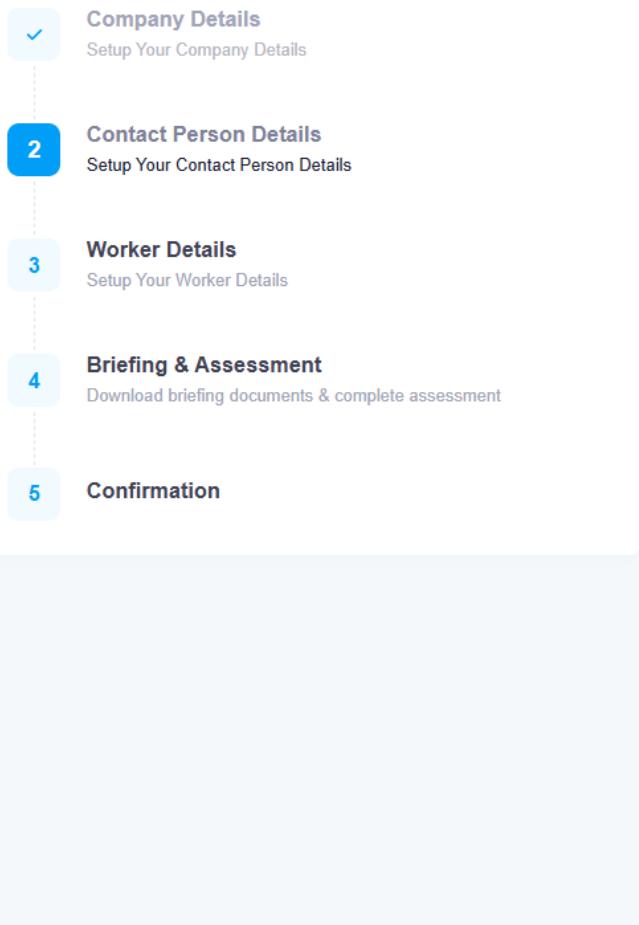
Caterer

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



## Setup Your Contact Person Details



Fullname \*

Fullname

Email \*

Email

IC/Passport No. \*

IC/Passport No.

Contact No. \*

Contact No.

Position in Company \*

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



Company Details  
Setup Your Company Details

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 Worker Details

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](#)

A blue box highlights the **+ Add Worker** button in the top right corner of the worker details table. A blue arrow points from this button to a larger, detailed view of the "Worker" form on the right.

### Worker

Name **\***

IC/Passport No. **\***

Contact No. **\***

Employment Status **\***

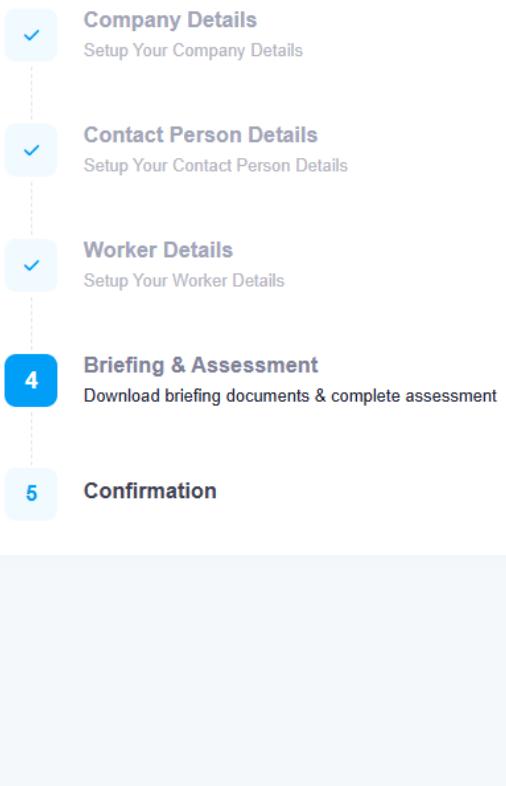
Employment Type **\***

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



**Briefing & Assessment**

**Briefing Documents**

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

test vid  
Contractor (PTW)  
Video file (mp4)

Contractor House Rules Agreement  
Contractor (PTW)

tes  
Contractor (PTW)

TEST 1  
Contractor (PTW)

**Briefing Documents**

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

**View** **Download**

**View** **Download**

**Download**

**Download**

**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.

# Create New Account



i 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

i 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

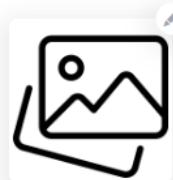
Setup Your Worker Details

## 4 Briefing & Assessment

Download briefing documents & complete assessment

## 5 Confirmation

### Setup Your Company Details



Company Name \*

40@email.com

Company Registration No.

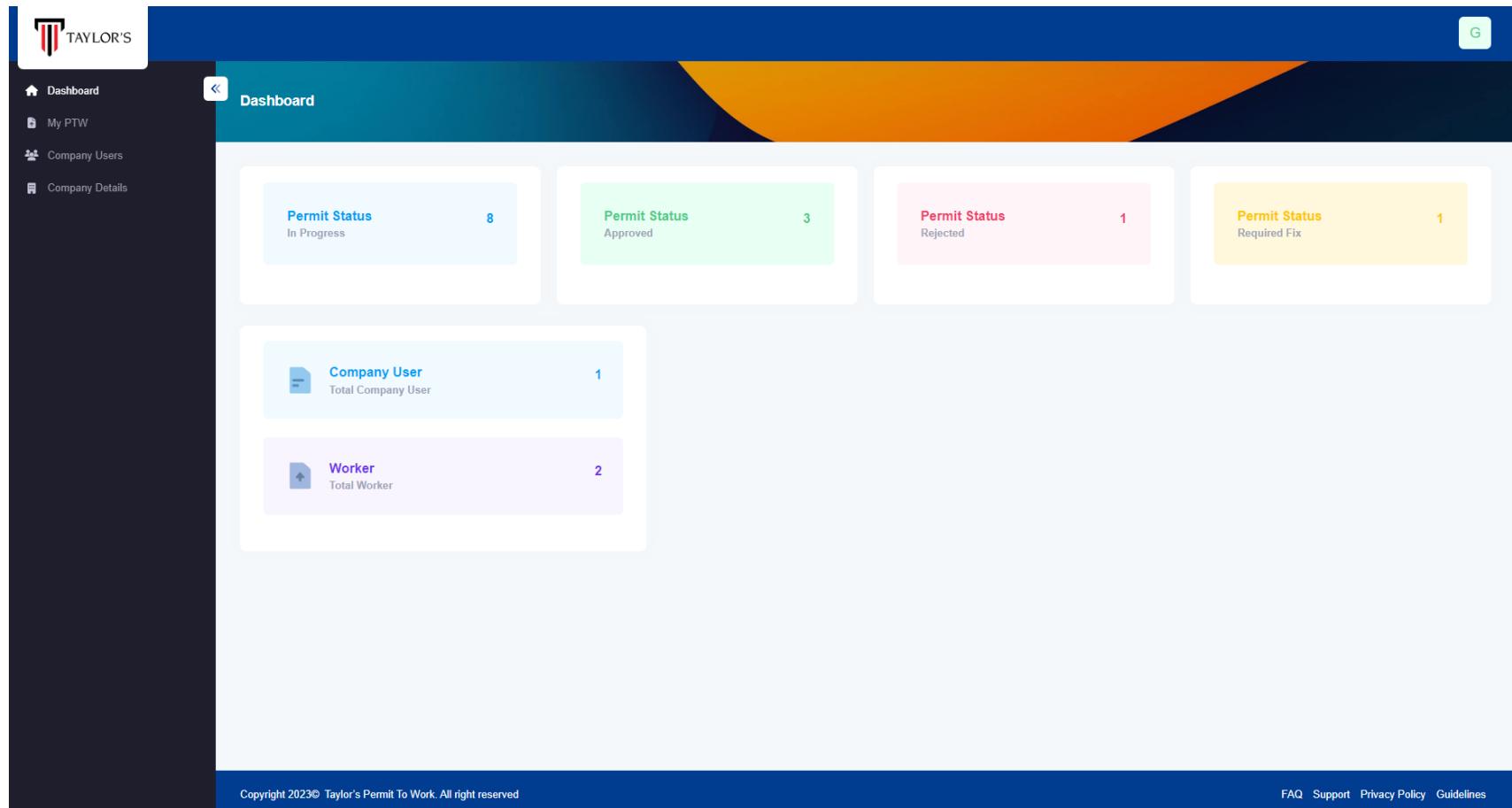
123

Company Category (can select multiple) \*

Office Number \*

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

# Dashboard

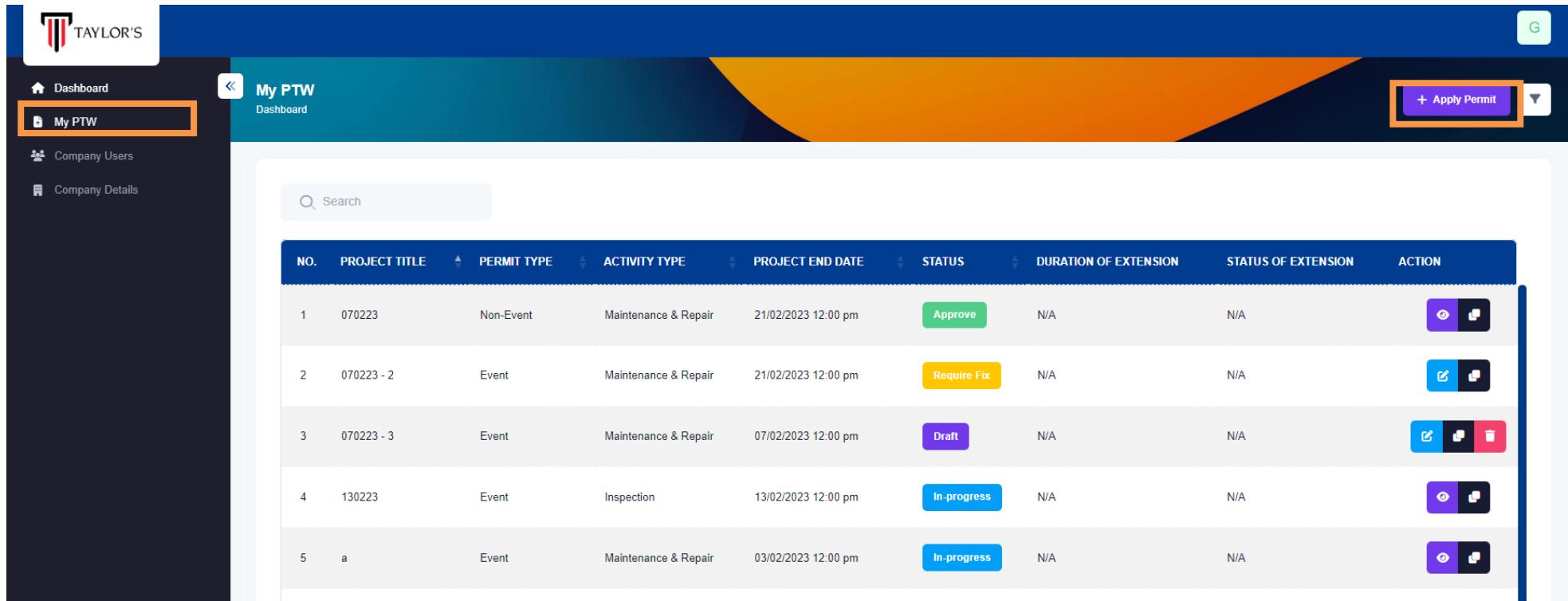


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FAQ Support Privacy Policy Guidelines

- 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



The screenshot shows the 'My PTW' dashboard for Taylor's. The top navigation bar includes 'Dashboard' (selected), 'My PTW' (selected), 'Company Users', and 'Company Details'. A 'G' icon is in the top right. The main content area has a search bar and a table with columns: NO., PROJECT TITLE, PERMIT TYPE, ACTIVITY TYPE, PROJECT END DATE, STATUS, DURATION OF EXTENSION, STATUS OF EXTENSION, and ACTION. The table lists five permits:

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.

# My PTW



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.

# My PTW



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

Object Description \*

Object Description

Location & Schedule

Specify Exact Location of Work

- 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.

# My PTW



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

- 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**”

Additional EHS Permit \*

-- Please Select --

None

Energized Electrical Work (EEW)

Working at Heights Permit

Excavation/Trenching Permit

Scaffolding Permit

Permit Confined Space Entry

None



## 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)

(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



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

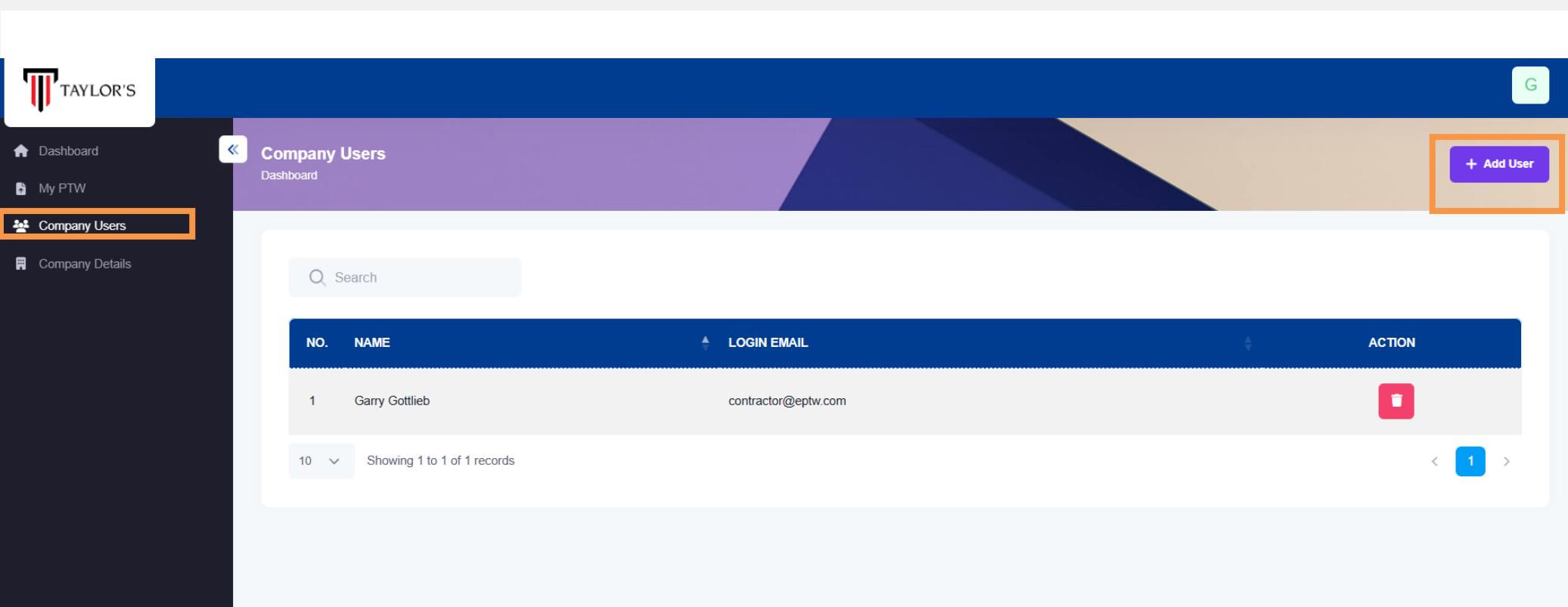
Delete draft permit

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



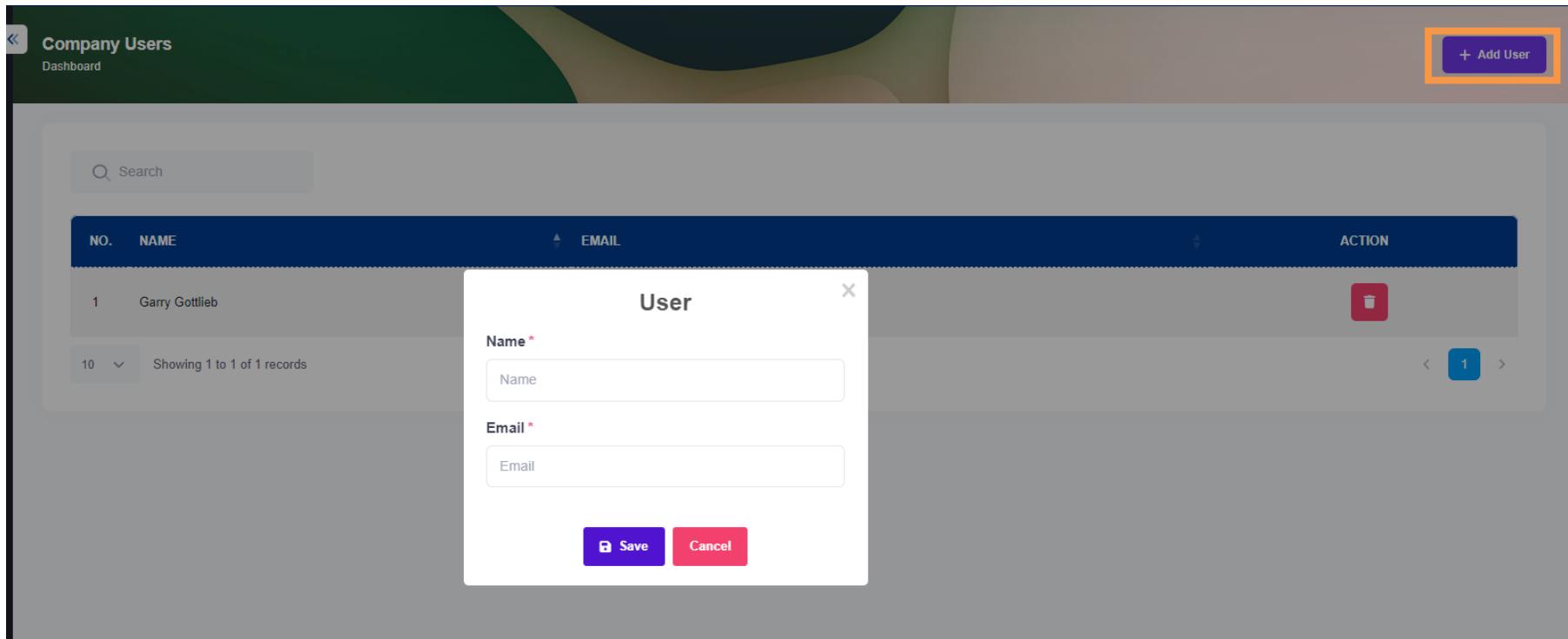
The screenshot shows the 'Company Users' page of the Taylor's system. The page has a purple header with the title 'Company Users' and a 'Dashboard' link. On the left, a dark sidebar menu includes 'Dashboard', 'My PTW', 'Company Users' (selected and highlighted with an orange box), and 'Company Details'. The main content area displays a table of users with the following data:

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

At the bottom of the table, it says 'Showing 1 to 1 of 1 records'. A purple button in the top right corner says '+ Add User'. The entire 'Company Users' section is highlighted with an orange box.

- 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



- 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



Dashboard

My PTW

Company Users

Company Details

4

Company Details

Dashboard

Company Details

Contact Person Details

Worker Details

Company Name: 40@email.com

Company Registration No.: 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



Dashboard

My PTW

Company Users

Company Details

## Company Details

Dashboard

Company Details

Contact Person Details

Worker Details



Company Name

40@email.com

Company Registration No.

123

Company Category

Contractor (PTW)



Valid Until

11/02/2026 to 11/02/2029

Office Number

123

Pencil icon

Company Email

40@email.com

Address Line 1

123

Address Line 2

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

# Company Details - Company Category



Dashboard

My PTW

Company Users

Company Details

Update Category

4

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



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)

- test vi
- Contractor (PTW)  
Video file (mp4)

- Contractor House Rules Agreement  
Contractor (PTW)

- tes  
Contractor (PTW)

- 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



ⓘ 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

# Company Details - Company Category



Dashboard  
My PTW  
Company Users  
Company Details

4

## 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



C

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.	PERMITID	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	<a href="#">Approve</a>	N/A	<a href="#">Apply Extension</a>	

- 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



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) \*

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