E-Permit To Work (ePTW)

Simplified User Guide
for Contractor

May 2022

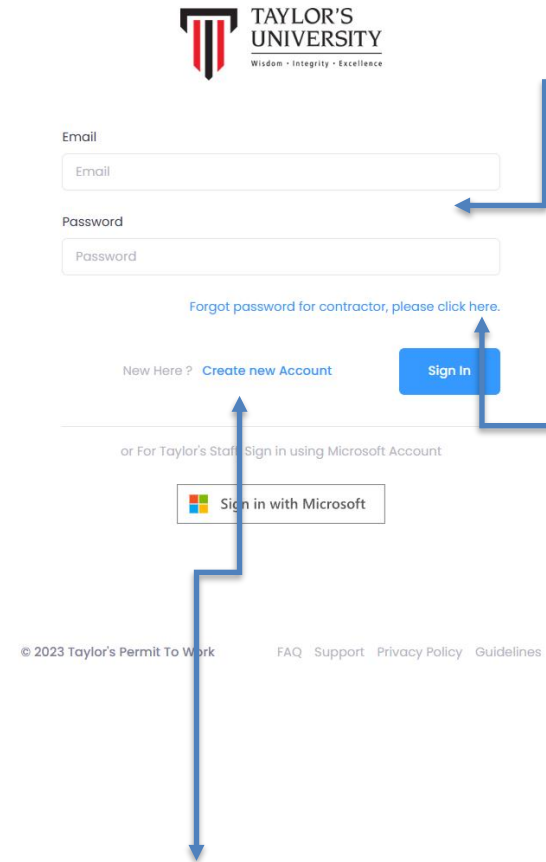# Contents

Login

Welcome to Permit To Work

A systematic process on authorizing controlled work.

TAYLOR'S UNIVERSITY
Wisdom • Integrity • Excellence

Email

Email

Password

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

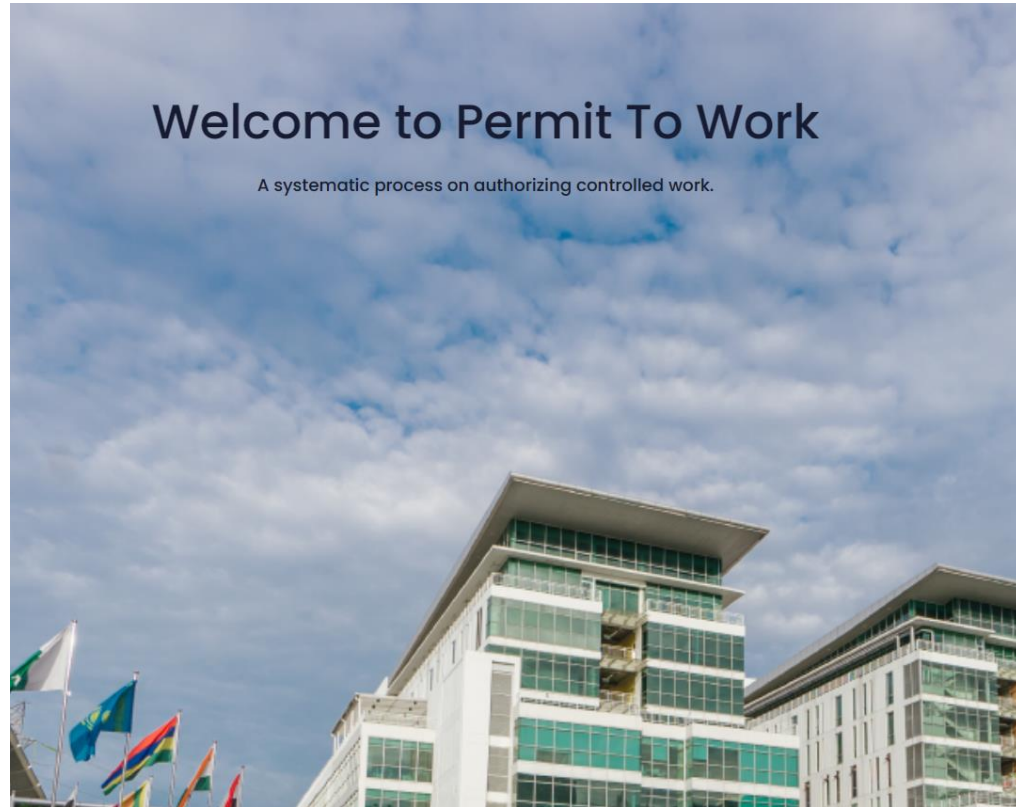© 2023 Taylor's Permit To Work   FAQ Support Privacy Policy Guidelines

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

- To reset password click here

- For new Contractors click here to create new account

Create New Account

- 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

- New Contractors must complete the company registration by filling out the wizard form with their information.
- There are 3 sections to be filled before New Contractor can submit.

Create New Account

Company Details
Setup Your Company Details

Contact Person Details
Setup Your Contact Person Details

Worker Details
Setup Your Worker Details

Confirmation

Setup Your Company Details

Company Name *

Company Name

Company Registration No. *

Company Registration No.

Office Number *

Office Number

Email *

Email

Address Line 1 *

Address Line 1

Address Line 2

Address Line 2

- New Contractors can fill all the required fields.
- 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

Company Details
Setup Your Company Details

2 **Contact Person Details**
Setup Your Contact Person Details

3 **Worker Details**
Setup Your Worker Details

4 **Confirmation**

- New Contractors can fill all the required fields.
- Click "**Save & Continue**" to proceed to the next section

Create New Account

- Click "**Add Worker**" to fill worker details and Click "**Save**" to add.
- 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

Confirmation

Are you sure to submit?

Once submit cannot be revert until further notice.

← Back

Submit →

- New contractor may choose to review all sections before submitting.
- Click "**Submit**" to complete registration process.

Create New Account

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

Dashboard

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

My PTW

- Contractor can view permit progress by clicking on My PTW from the menu bar.
- Directed to MY PTW page which will showcase all applied permits status.
- Contractor can submit permit form by clicking on "**Apply Permit**".

My PTW

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

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 & Continu

Additional EHS Permit *

|– Please Select --

None

Energized Electrical Work (EEW)

Working at Heights Permit

Excavation/Trenching Permit

Scaffolding Permit

Permit Confined Space Entry

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

My PTW

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

My PTW

✓ **PTW Form** Setup Your PTW Form	**Are you sure to submit?**
✓ **Energized Electrical Work (EEW)** Setup Your Energized Electrical Work (EEW)	Once submit cannot be revert until further notice.
✓ **Confirmation**	← Back Submit →

- Contractor can click on "Submit" to confirm the submission for apply permit.

My PTW

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

Company Users

- Contractor can add users by clicking on Company Users from the menu bar.
- Directed to Company Users page which will showcase all users and invite users to the system.

Company Users

- Click on "**Add User**" to invite more users to the system.
- Fill in the fields and click "**Save**".
- An invitation link will be sent to the user's email address.

Company Details

- Contractor can edit certain information on the company details by clicking on Company Details.
- Directed to Company Details page which will allow Contractor to update certain information on Company Details, Contact Person Details, and Worker Details.

Company Registration Renewal

- Contractor's Company Registration in ePTW system has 3 years validity period from the first registration in ePTW system.
- Once the validity period is over, contractor need to renew the registration. Renewal button will be shown in contractor's account, which requires contractor to submit renewal application by entering the briefing date with Taylor's.

Company Registration Renewal

- Once the briefing date is approved, and contractor has attended the briefing offline, contractor need to continue the renewal process by uploading the briefing's proof of attendance.
- Choose file, and then click '*upload file*' button to upload. System allows uploading maximum 3 files.
- Once uploaded, click submit, and wait for Admin's approval.
- After Admin approved, contractor can start to use ePTW system again to submit permit application.

The End