User Manual to Navigate OneMotoring for Type Approval and Label-related Digital Services

Type Approval of an EV Charger

- 1. New Application for Type Approval
- 2. Re-submission of a Type Approval Application
- 3. Enquire Application Status

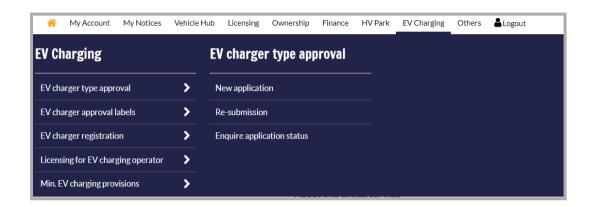
Approval Label

- 4. New Type Approval Label
- 5. Replacement of a Type Approval Label / Registration Mark
- 6. Enquire Label Status

New Application for Type Approval

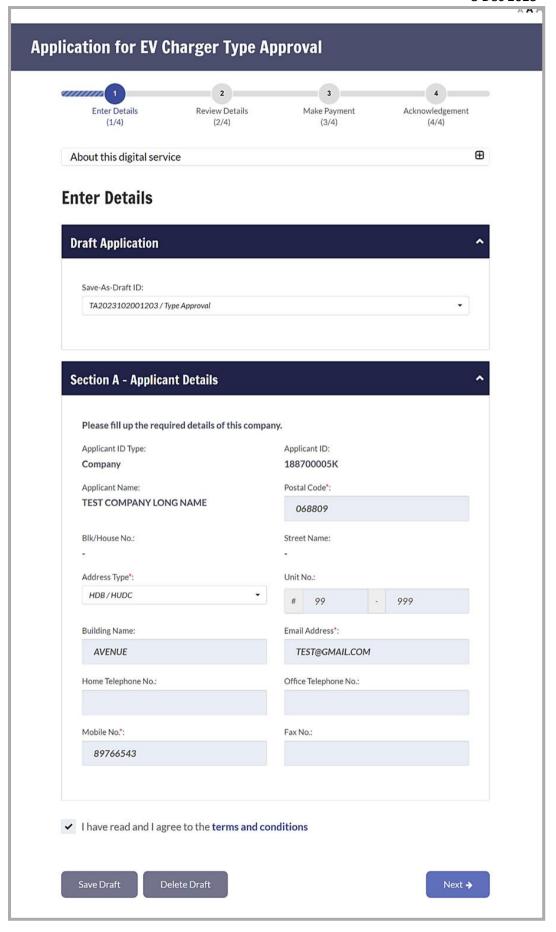
Follow the steps below to apply for **Charger Type Approval**:

Step 1. From **EV Charger Type Approval** sub-menu, select **New application**.



Step 2. To enter application details:

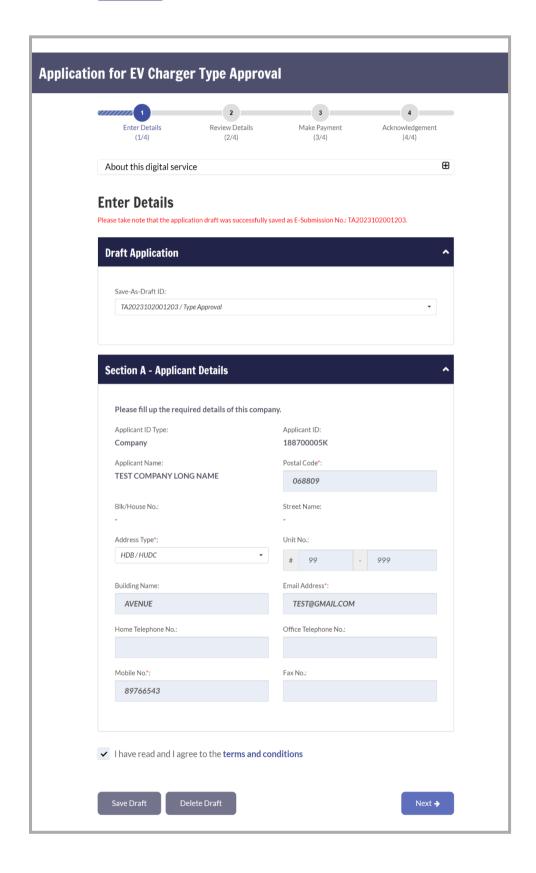
- a) Click to select Save-As-Draft ID as Type Approval;
- b)Enter postal code;
- c) Enter address type;
- d)Enter Unit No.(If needed);
- e) Enter Building Name (If needed);
- f) Enter Email Address;
- g)Enter Mobile No.;
- h)Enter Home Telephone No. (If needed);
- i) Enter Office Telephone No. (If needed);
- j) Enter fax No. (If needed);
- k)Click Next →



Alternative to Step (2), click to select Save-As-Draft ID (as shown below) if the application has been previously saved as draft using you may want to delete this "Save-As-Draft ID".

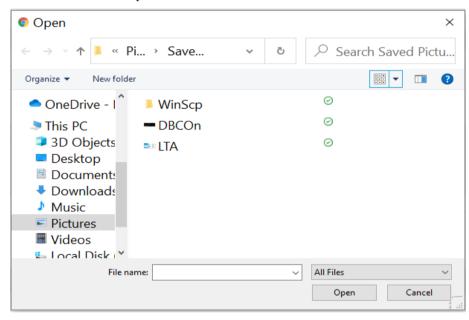
On the other hand, application by using

Delete Draft

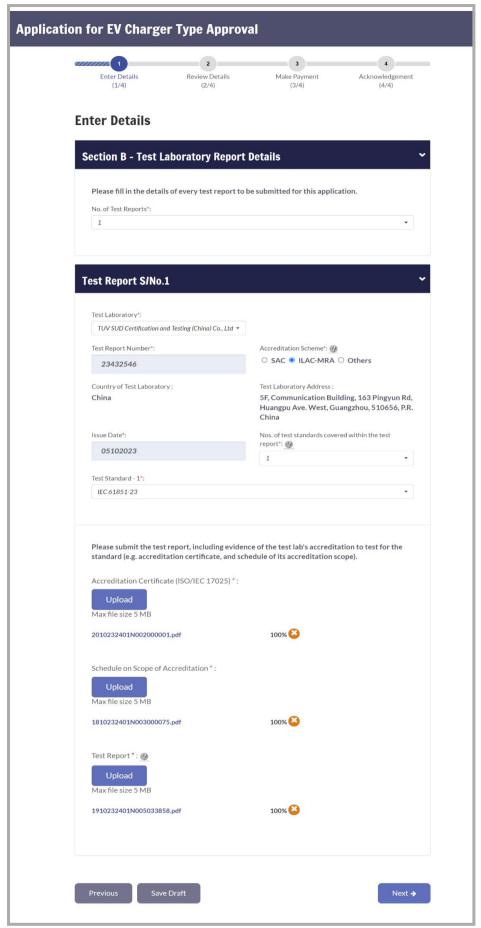


Step 3. To enter Charger Type Approval details:

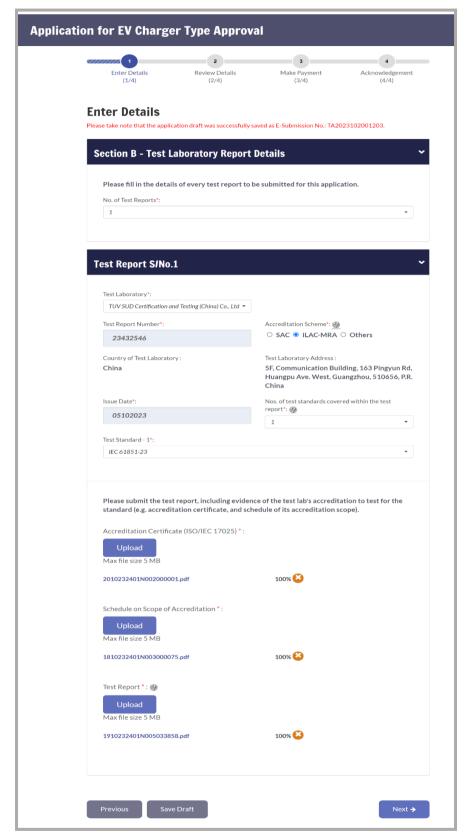
- a) Click to select No of Test Reports;
- b) Click to select Test Laboratary;
- c) Enter Test Report Number;
- d) Click o to select Accreditation Scheme;
- e) Click to select Issue Date;
- f) Click to select No of Test Standard;
- g) Click to select Test Standard;
- h) Click Upload to select Files to be uploaded;
- i) Click on the file to be uploaded;



j) Click Next →

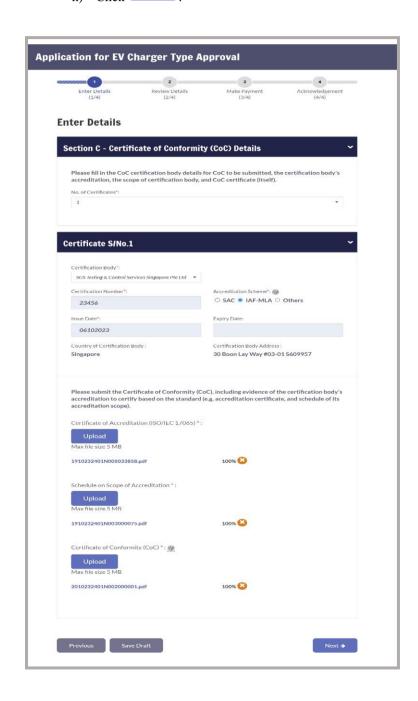


TIP Instead of clicking at Step (3) or Submit at Step (4), you may want to save this application as a draft by clicking. It then generates a Save-As-Draft ID as follows:

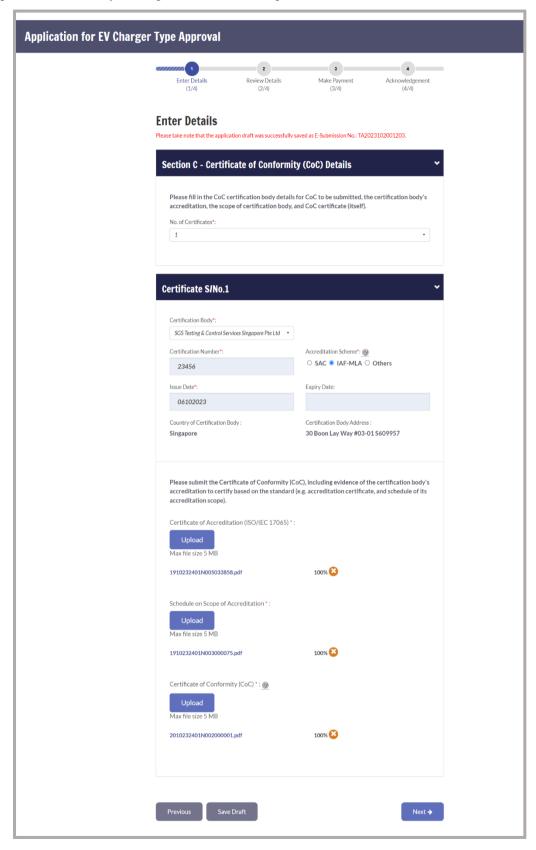


Step 4. To enter Charger Type Approval details:

- a) Click to select No of Certificates;
- b) Click to select Certification Body;
- c) Enter Certification Number;
- d) Click o to select Accreditation Scheme;
- e) Click to select Issue Date;
- f) Click Upload to select Files to be uploaded;
- g) Click on the file to be uploaded;
- h) Click Next →

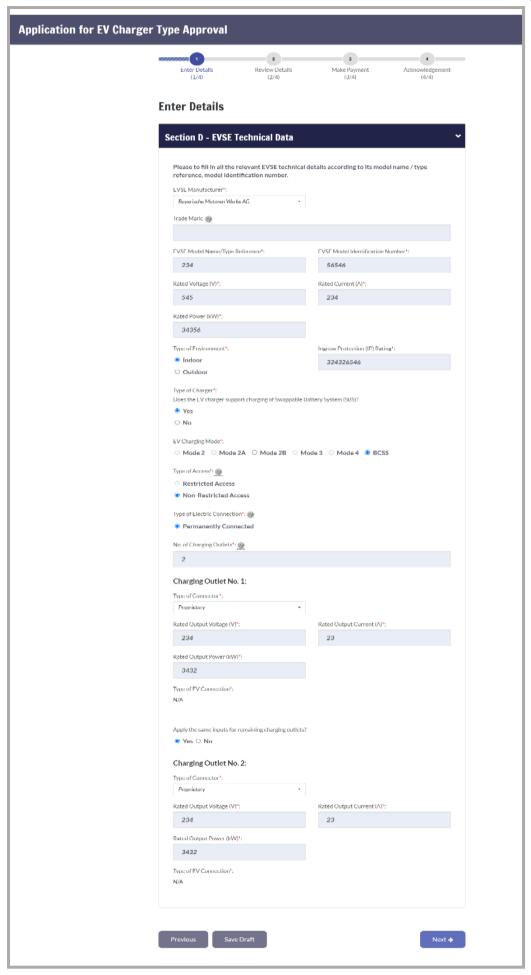


TIP Instead of clicking at Step (3) or Submit at Step (4), you may want to save this application as a draft by clicking. It then generates a Save-As-Draft ID as follows:



Step 5. To enter Charger Type Approval details:

- a) Click to select EVSE Manufacturer;
- b) Enter Trade Mark;
- c) Enter EVSE Model Name/Type Reference;
- d) Enter EVSE Model Identification Number;
- e) Enter Rated Voltage (V);
- f) Enter Rated Current (A);
- g) Enter Rated Power (kW);
- h) Click o to select Type of Environment;
- i) Click to select Type of Charger;
- j) Click o to select EV Charging Mode;
- k) Click o to select Type of Access;
- 1) Click o to select Type of Electric Connection;
- m) Enter No of charging outlets;
- n) Click to select Type of Connector;
- o) Enter Rated output Voltage, Current, Power for Charging Outlet;
- p) Click Next →



Step 6. To upload Charger Type Approval details:

- a) Ensure that all mandatory fields have valid files uploaded;
- b)Click Upload to select Files to be uploaded;
- c) Click on the file to be uploaded;
- d) Click Next → .



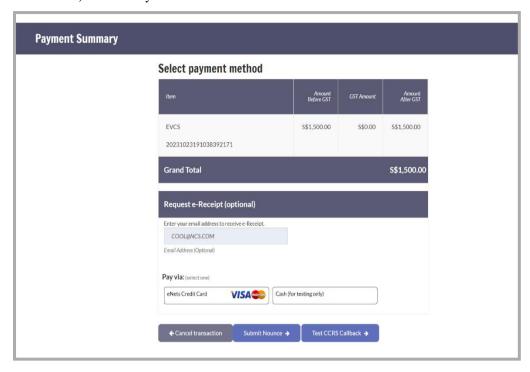
Step 7. To confirm the application:

a) Click
☐ Declaration in the application form has been verified. ;
b) Click
☐ Confirm → .



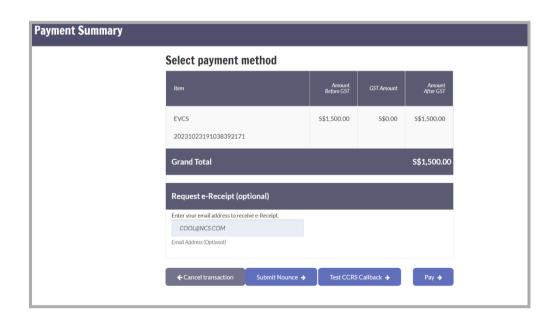
Step 8. To select payment method:

- a) Enter Email address for the e-Receipt;
- b) Select Payment method.



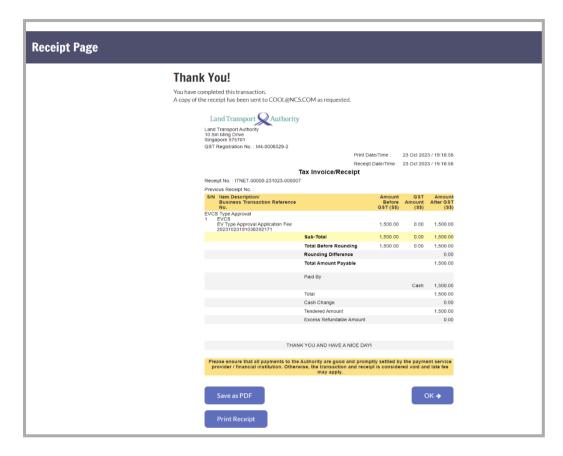
Step 9. To proceed to payment:

a) Click Pay >

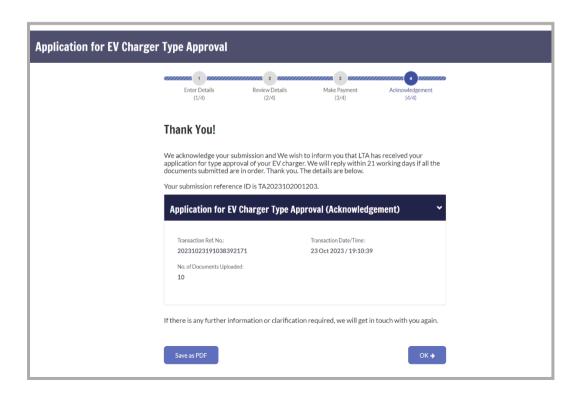


Step 10. To confirm the payment:





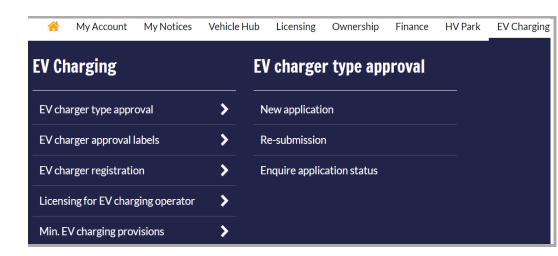
An acknowledgement will also be provided as follows:



Re-submission

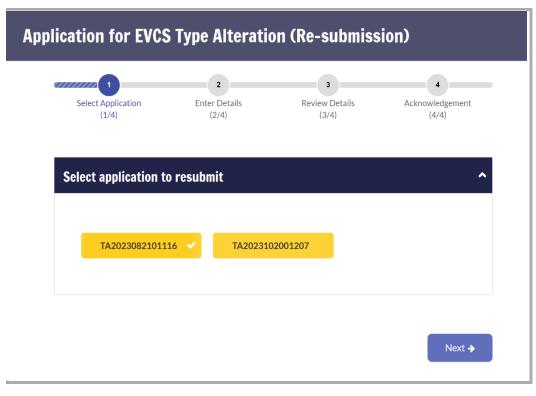
Follow the steps below to apply for **Charger Type Approval**:

Step 1. From EV Charger Type Approval sub-menu, select Resubmission.

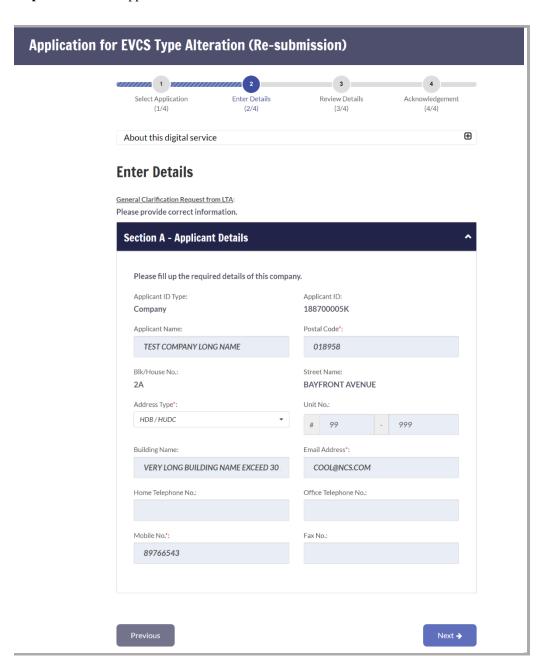


Step 2. To open application details:

- a) Click on the correct Submission No that you wish to submit a resubmission for;
- b) Click Next •



Step 3. To enter application details and click Next →



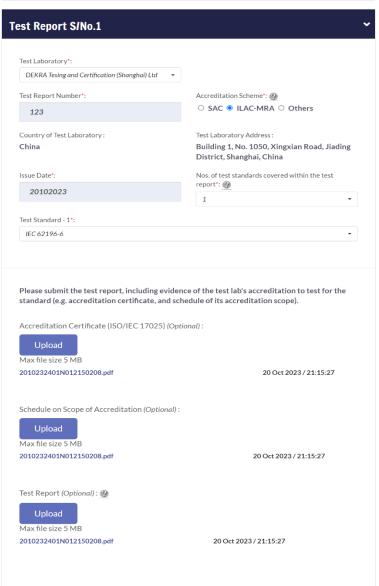
Step 4. To enter application details and click Next →



Enter Details

<u>General Clarification Request from LTA:</u>
Please provide correct information.

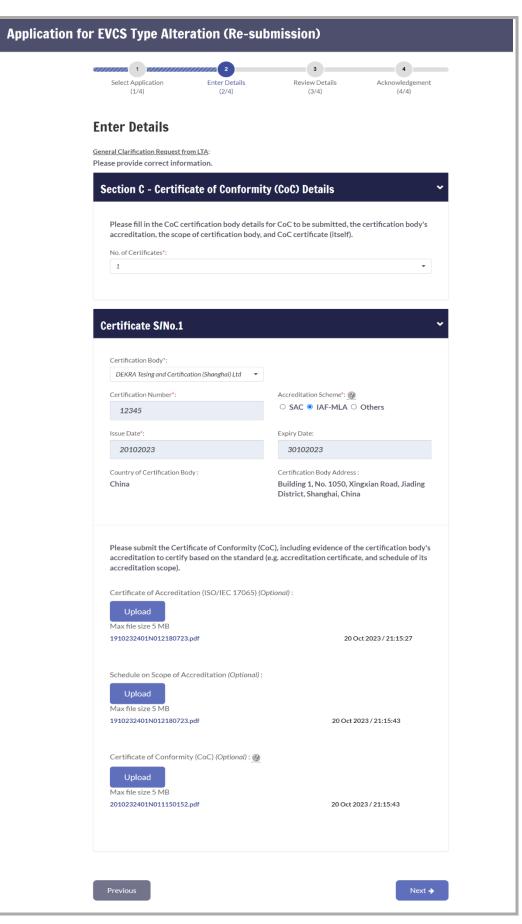




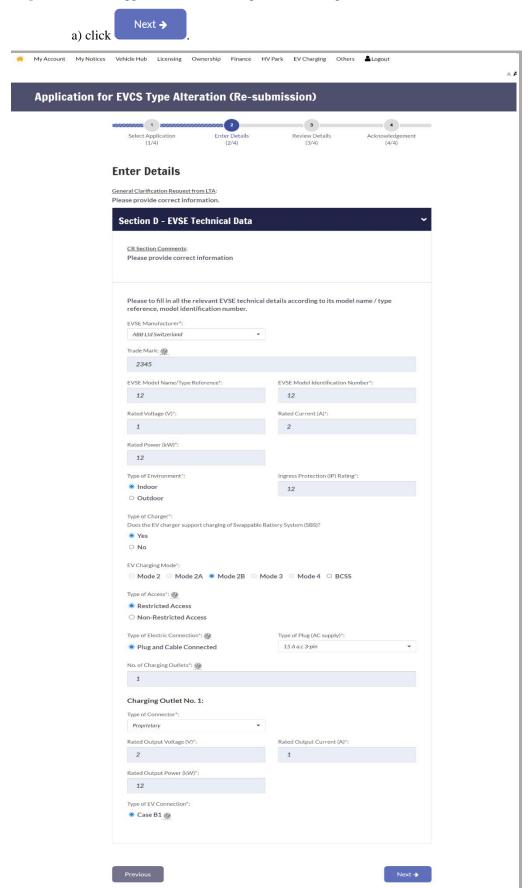
Previous

Step 5. To enter application details and click

Next →

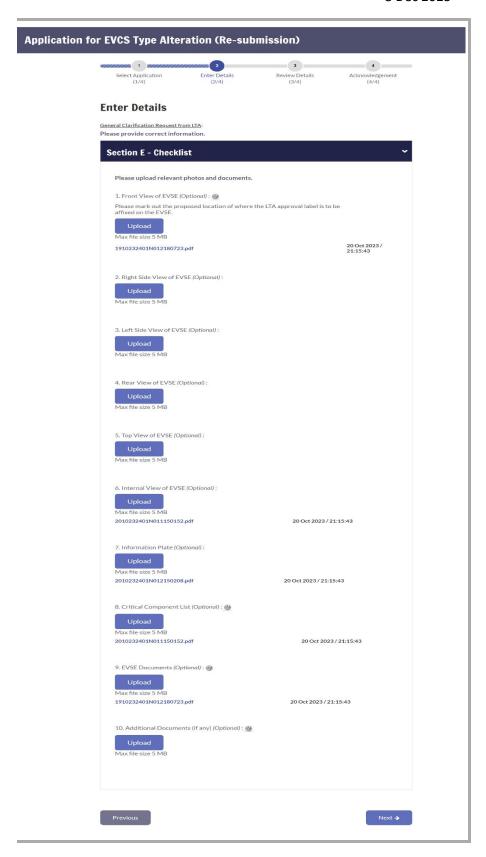


Step 6. To enter application details and upload docs if require



Step 7. To Upload docs if require

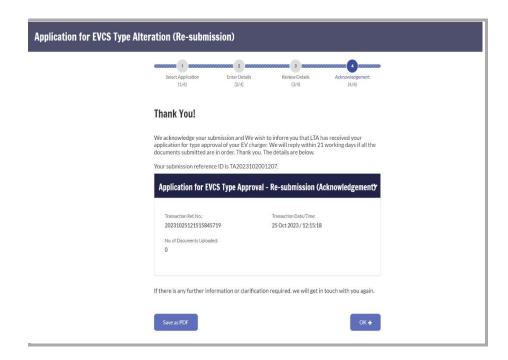




Step 7. To review application details :

a) click Confirm →

There is no further payment required. Once submitted, an acknowledgement will be given as follows:



Enquire Application Status

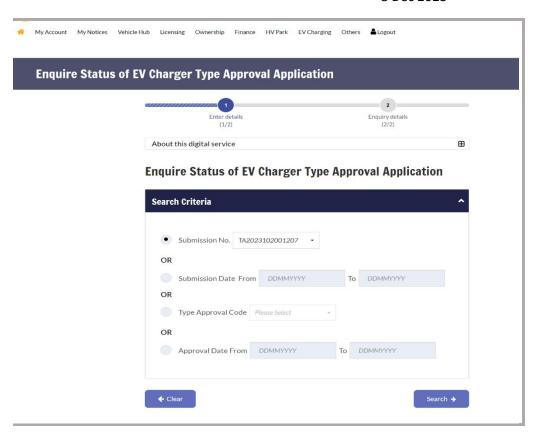
Follow the steps below to apply for **Charger Type Approval**:

Step 1. From EV Charger Type Approval sub-menu, select Enquire application status.

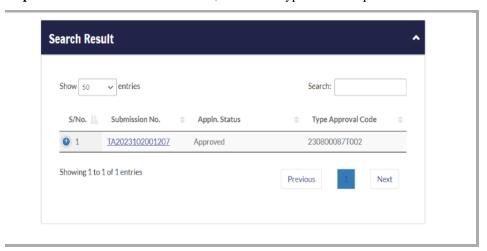


Step 2. To Enter search criteria:

- a) Click to select search criteria;
- b) Enter search criteria;
- c) Click Search →



Step 3. To Click on Submission No, which is a hyperlink to enquire status

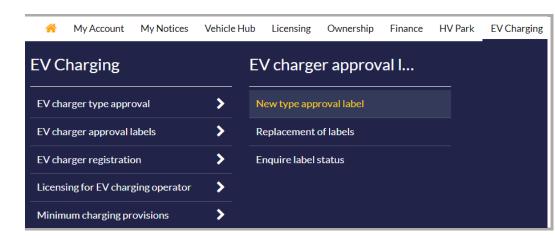


Step 4.

To return step (2) click OK →

New type approval label

Step 1. From **EV Charger Approval Labels** sub-menu, select **New type** approval label.



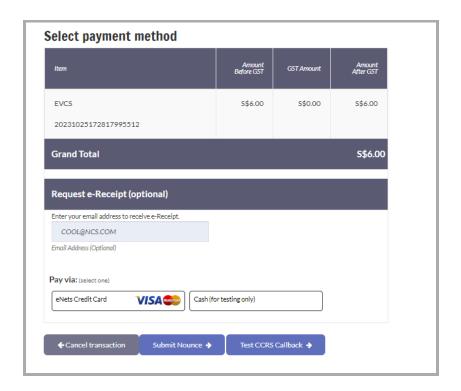
Step 2. To Enter application details:

- a) Click to select the correct type approval code;
- b) Under Equipment Details, please check the EV charger details to ensure that it is the correct type approval code that you intend to obtain approval labels for;
- c) Please provide a valid mailing address;
- d) Click Next →

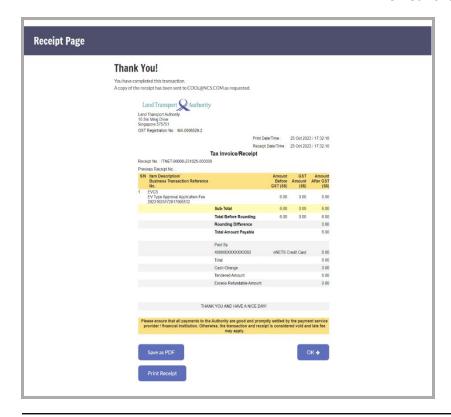


Step 3. To review details and click Confirm

Step 4. Click elect Credit Card VISA to select payment method.

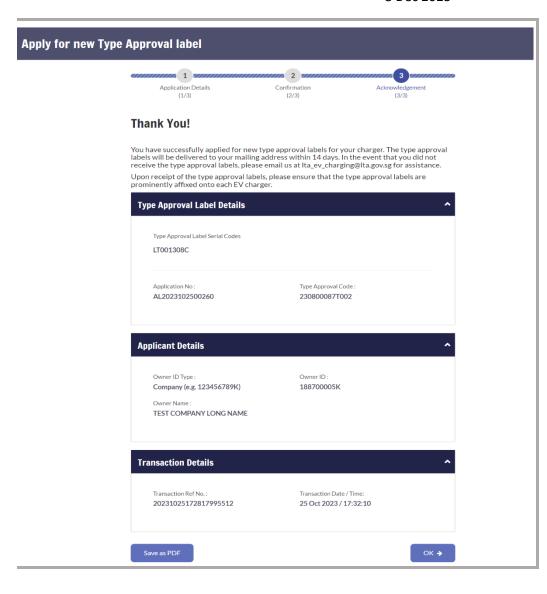


- **Step 5.** Click Submit to make payment.
- Step 6. Click OK → to continue.



TIP Alternatively, Click Save as PDF to save receipt in PDF form.

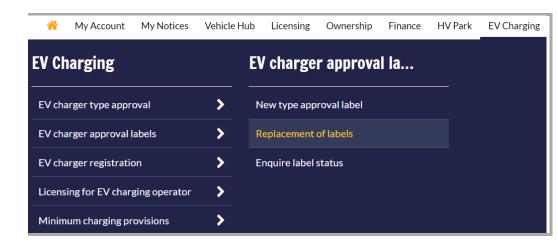
 ${\it The~EVCS~System~generates~an~acknowledgement~as~follows:}$



Step 7. Click to return to screen at Step (2).

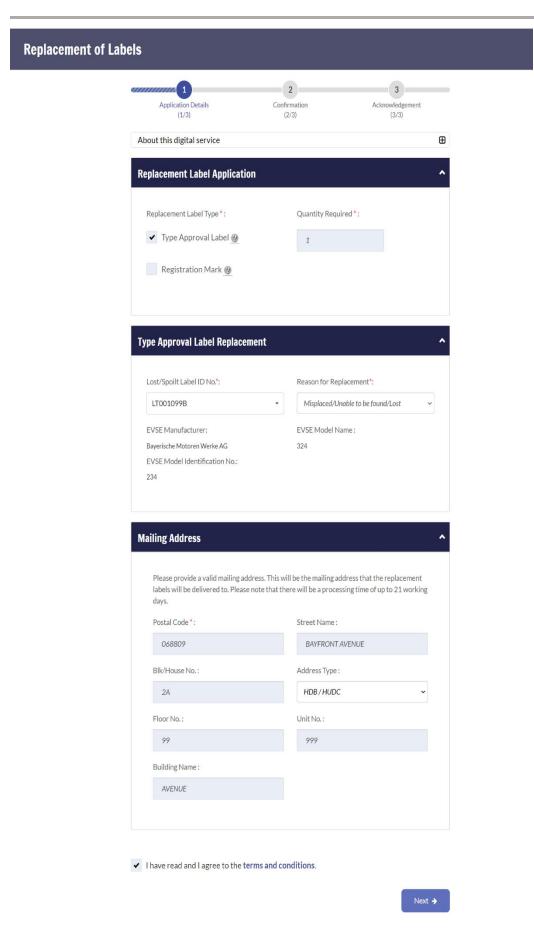
Replacement of labels

Step 1. From EV Charger Approval Labels sub-menu, select Replacement of labels.

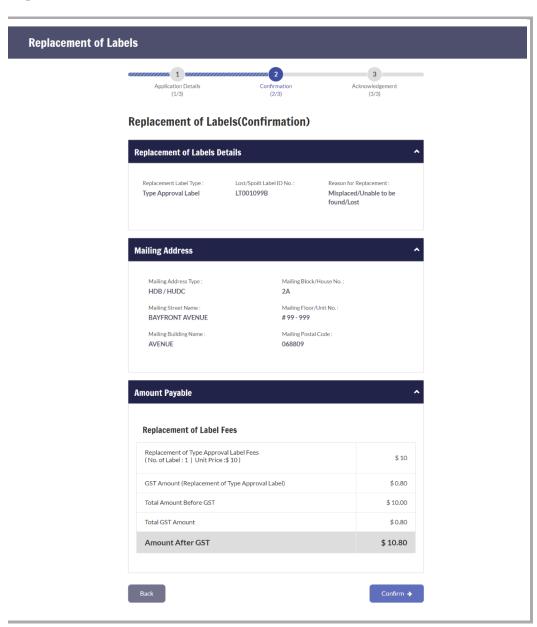


Step 2. To Enter application details:

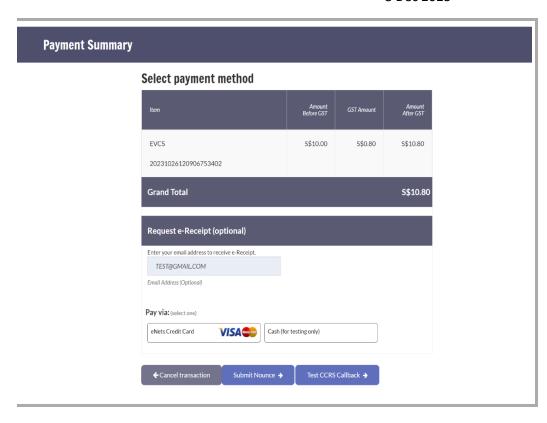
a) Click to select Replacement Label Type;
b) Enter Quantity;
c) Click to select Lost/Spoilt Label ID;
d) Click to select Reason for Replacement;
e) Click Next →



Step 3. To Review details and click Confirm →



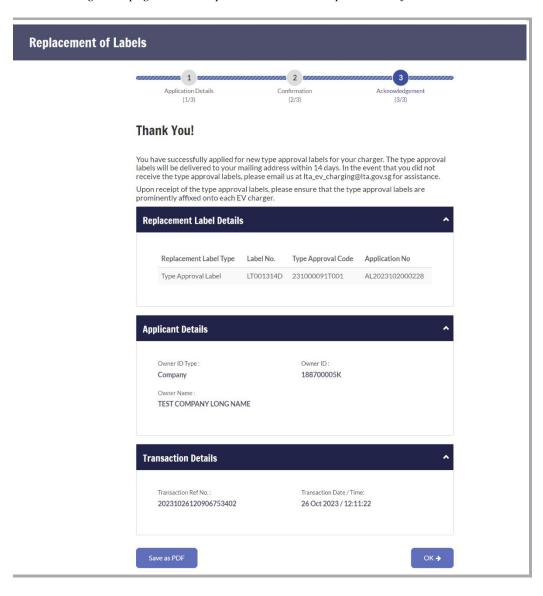
Step 4. Click electrodit and to select payment method.



Step 5. Click submit to do payment.

Step 6. Click to continue.

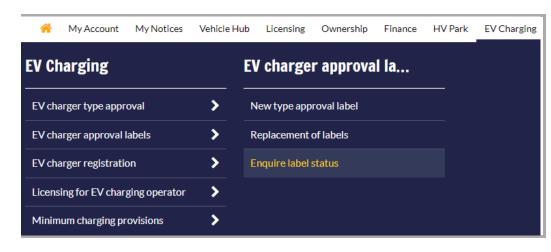
An acknowledgement page with the replacement IDs will be provided as follows:



Step 7. Click to return to screen at Step (2).

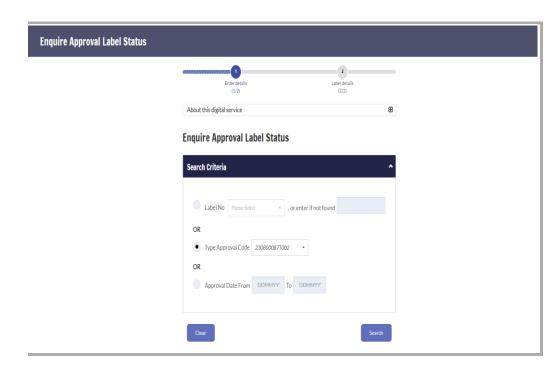
Enquire Label Status

Step 1. From **EV charger approval labels** sub-menu, select **Enquire label** status.

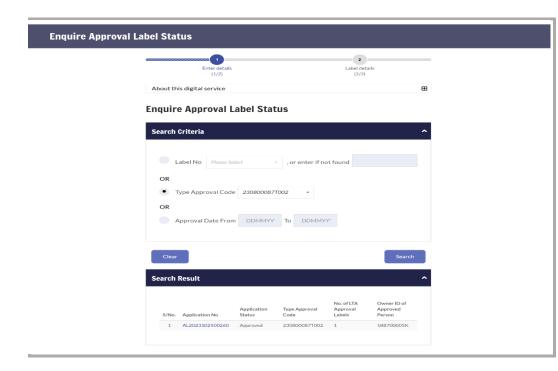


Step 2. To Enter search criteria:

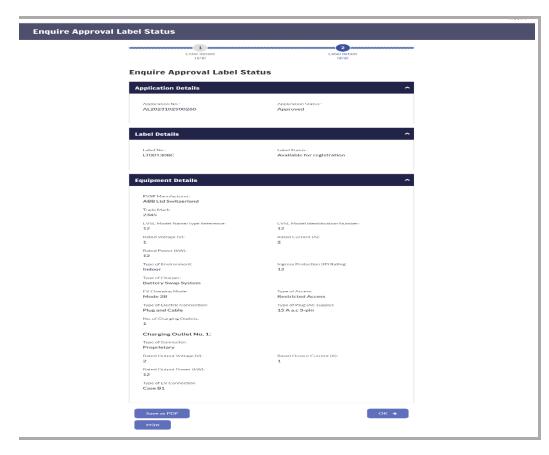
- a) Click to select Search Criteria.
- b) Click to select Type Approval Code.
- c) Click Search



Step 3. To Enquire label details click on application no hyperlink.



Step 4. To continue Click OK →



Step 5. Click to return to screen at Step (2).