

# **User Guide to Apply for Request Changes**

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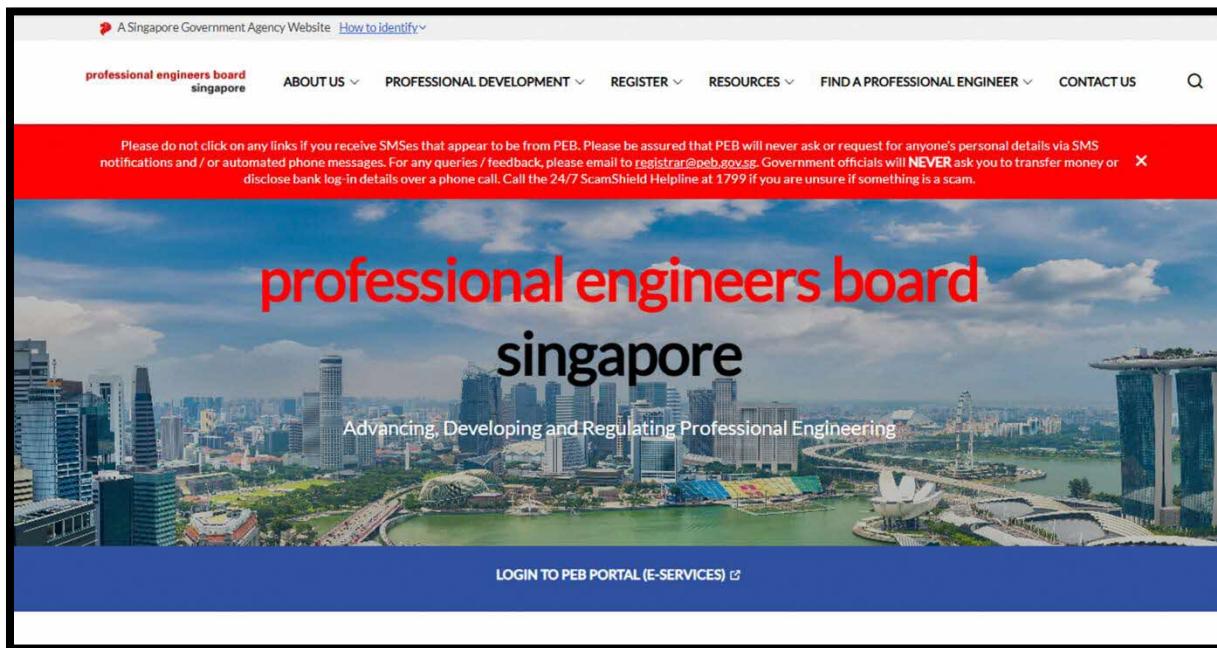
**Dear Applicant**

PEB has prepared this guide to assist you in your application process.

Change Request module is for the public user to submit a change request to update details related to the application submitted or applicant profile.

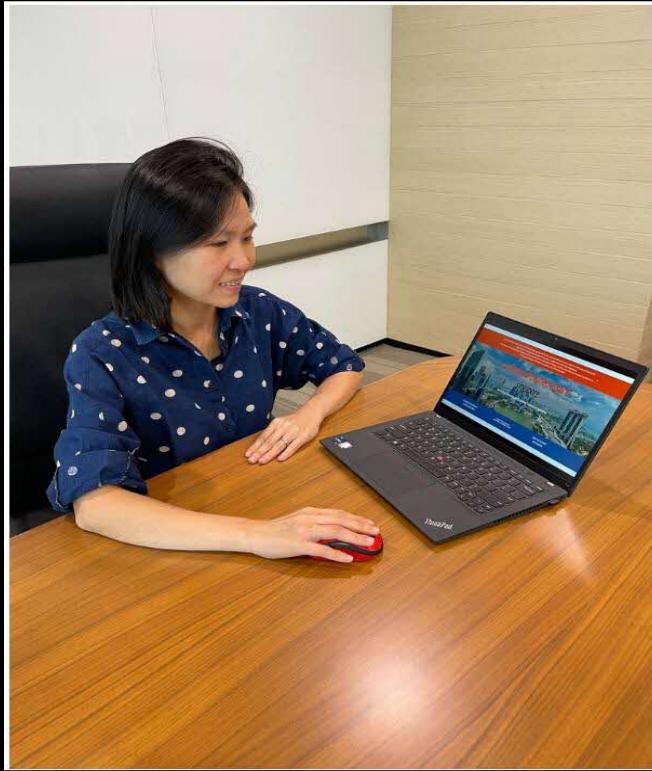
## 1 Navigation to PEB Portal (E-Services) from PEB Website

Access the **PEB website** by visiting <https://www1.peb.gov.sg/>. On the homepage, click on "**LOGIN TO PEB PORTAL (E-SERVICES)**" to proceed to PEB Portal login page.



## 2 User Log In

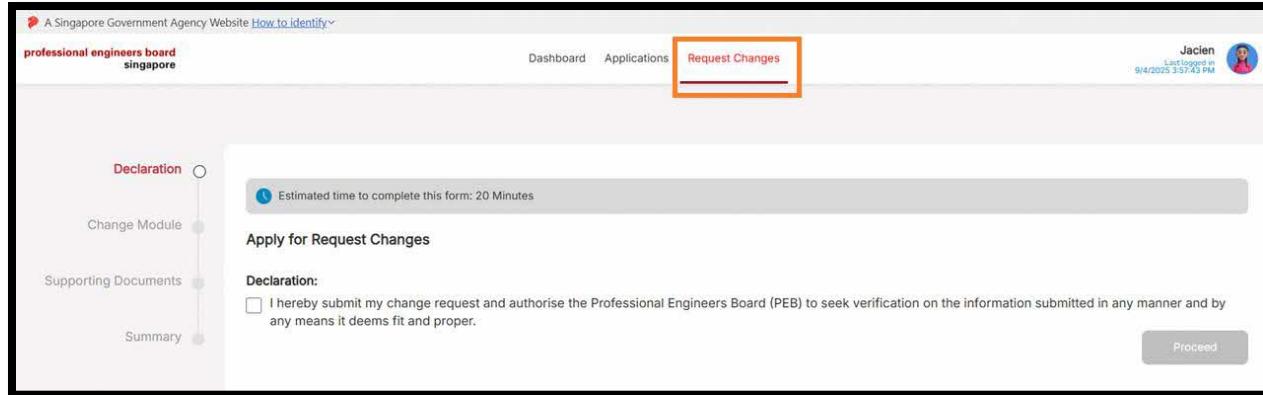
- Log in to **PEB Portal** as Singpass/Corppass/Non-Singpass user.



The image shows a woman with dark hair, wearing a blue polka-dot blouse, sitting at a wooden desk. She is using a red computer mouse to interact with a laptop. The laptop screen displays the 'professional engineer s board singapore' logo and a login interface. The login interface is divided into four main sections: 'Log in with singpass' (for individual users), 'Log in with singpass as Corppass user' (for corporate users), 'Login as non-Singpass User' (with fields for E-mail Address, Password, and 6-Digits OTP), and 'Register as New User' (with a 'Register An Account' button). The overall layout is clean and modern, with a white background and a black border around the entire frame.

## 3 Request Changes – Step by Step Guide

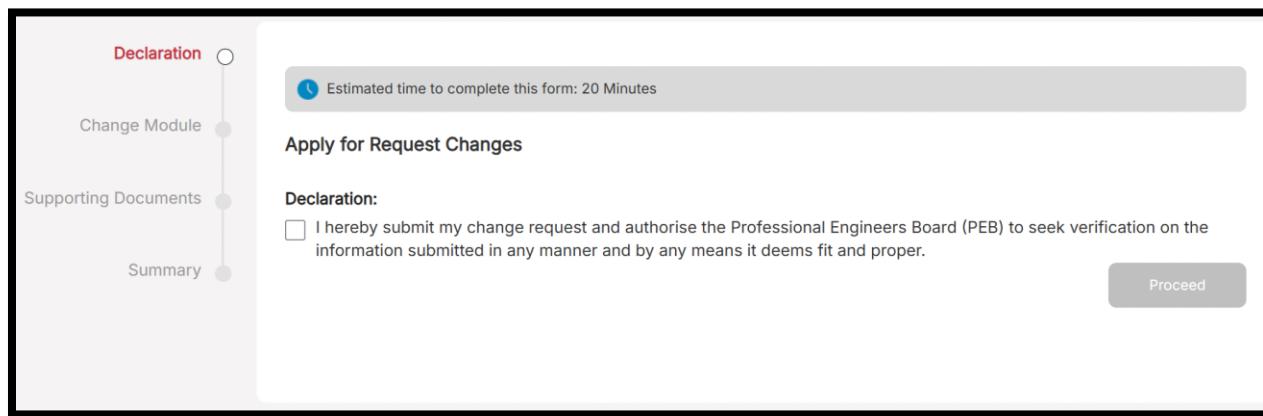
To submit change request, Click the “**Request Changes**” tab on the top navigation bar.



The screenshot shows the 'Request Changes' application form. The top navigation bar includes the 'professional engineers board singapore' logo, 'Dashboard', 'Applications', and a user profile for 'Jacien'. The 'Request Changes' tab is highlighted with an orange box. On the left, a vertical navigation bar shows 'Declaration' (selected), 'Change Module', 'Supporting Documents', and 'Summary'. The main content area displays an estimated completion time of '20 Minutes' and a 'Declaration' section. It contains a checkbox for accepting the terms and a 'Proceed' button.

### Step 1 - Declaration

Before you proceed to apply for a Change request, you are required to read through the declaration and acknowledge by checking the check box. Once you complete the above processes, you can proceed by clicking the “**Proceed**” button.



The screenshot shows the 'Request Changes' application form. The declaration section is visible, including the declaration text and checkbox, and the 'Proceed' button.

The online application form should take about 10 to 20 minutes to complete. All entries are to be made in Title Case (i.e. Capitalise Each Word).

## Step 2 – Change Module

- All fields indicated with \* are mandatory.
- Make the appropriate selection in fields with a dropdown list.
- To ensure the correct selection of changes:
  1. Select the applicable application type
  2. Find the Correct reference number
  3. Select the type of change you want to make from the dropdown list
- Only the in-progress applications will be accepted for request changes
  - If there's no active application, the request will default to the profile.
  - If there's an active application, then users can select the application type and reference number and submit change request for the application.

Request Changes

Change Module  
(Complete this form in English. Fields marked with an asterisk are compulsory)

Application Type:  
Select Application Type

Reference No.:  
Select Application Type first

Changes:  
Select Application Type first

## Step 3 – Supporting Documents

- Once you submit the change you will be redirected to the supporting documents page.
- If you have additional supporting documents, upload your file under **"Any Other Supporting Document(s)"**. Otherwise, proceed to the next page by clicking the **"Next"** button.
- All files will have a maximum of 5 MB upload limit.
- Follow the on-screen instructions to upload the correct file type and the required number of files for each category.

Declaration

Change Module

Supporting Documents

Summary

**Request Changes**

**Supporting Documents**  
(Complete this form in English. Fields marked with an asterisk are compulsory)

Any Other Supporting Document(s)

Upload Supporting Document (JPG, JPEG, PNG, PDF) (Up to 5MB) (JPG, JPEG, PNG, PDF) (Up to 5MB)

+ Click to add files

[Cancel](#) [Next](#)

#### Step 4 – Summary

This section allows you to check and confirm your information before submitting the online application.

- To make changes to your input, use the side menu to navigate to the relevant pages. Avoid using your browser's Back or Forward buttons, as this may disrupt the application process.
- This section will show the old value and New Value.
- Confirm that all information provided is accurate by ticking the checkbox, then click "**Submit**" to complete the process. You will see the message "**Submitted Successfully**".

Declaration

Change Module

Supporting Documents

Summary

**Summary**

Change Module

Application Type

Reference No.

Reason

Changes

Profile

Clark Que - clarkque53@yopmail.com

reason1

Change of Email Address

Field Name	Old Value	New Value
Email Address	clarkque53@yopmail.com	clarkque53@yopmail.com

Supporting Document

Any Other Supporting Document(s)

ghi0.pdf

The information as shown above is correct and have been updated by me.

[Cancel](#) [Submit](#)

Declaration

Change Module

Supporting Documents

Summary

Summary

Change Module

Supporting Document

The information as shown above is correct and have been updated by me.

Message

Submitted Successfully

Ok

## 4 Application Processing

Once the application is submitted, please navigate to the submitted application in the dashboard. The application will be in status **"Pending Processing"**.

PEB will review and process your application and may reach out to you should any additional information be required. Alternatively, you can log in to the PEB portal to check the status of the application.

A Singapore Government Agency Website [How to identify](#)

professional engineers board  
singapore

Dashboard Applications Circulars Request Changes Attendance Upload

Inbox

Application No.	Activity	Last Activity Date	Status	Remarks	Actions
CR-00000242	Change Request	08-Sept-2025 11:03	Pending Processing		