



**SafeEntry  
User Guide -  
check/update  
branch address**

# Check/update branch address

Step 1: Log in to <https://safeentry.gov.sg/logins/new> with your registered business name and email.

Onboarding email




**Hi GovTech Supermart,**

Thank you for registering your business for SafeEntry with NRIC. We've reviewed your details and approved your account.

**Your account details**  
Business name: GovTech Supermart  
Business email: govtech.supermart@tech.gov.sg

← Login details

A Singapore Government Agency Website




Your SafeEntry Business Account

**Log in**

Business name  
GovTech Supermarket

Business email  
govtech-supermarket@tech.gov.sg

I'm not a robot 

**Log in**

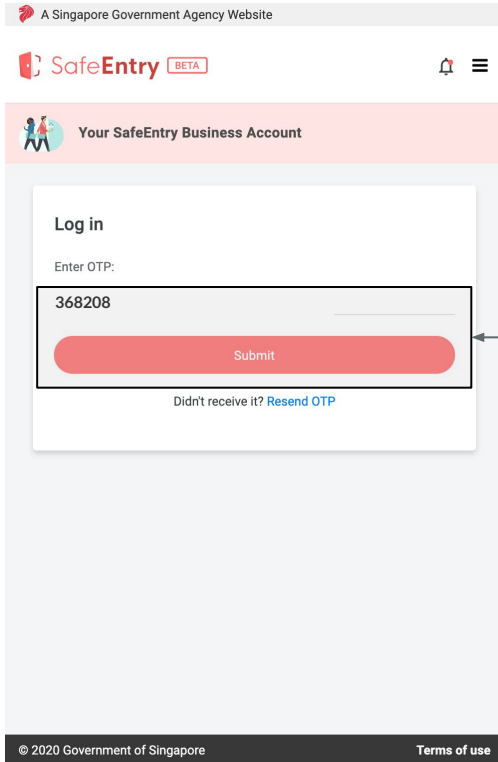
Forgot your login details? [Click here](#)

← Enter details and click on "Log in"

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# Check/update branch address

Step 2: Enter One-Time Pin (OTP) sent to your business email.



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SafeEntry BETA

Your SafeEntry Business Account

Log in

Enter OTP:

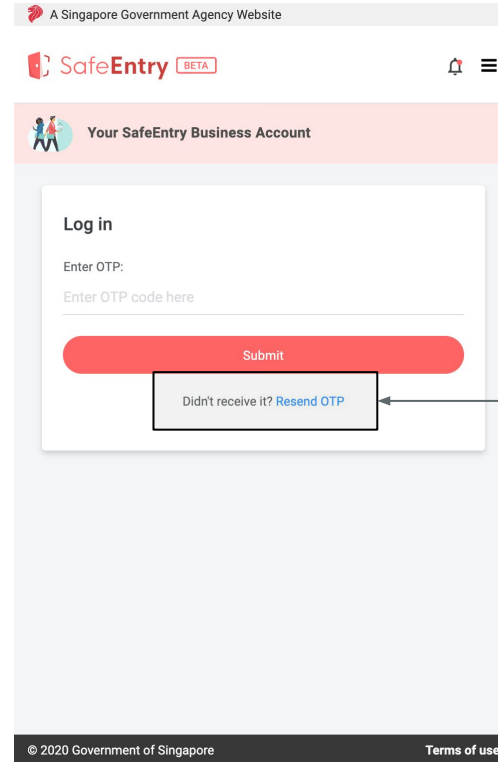
368208

Submit

Didn't receive it? [Resend OTP](#)

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2.1) Enter OTP,  
click on “Submit”



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SafeEntry BETA

Your SafeEntry Business Account

Log in

Enter OTP:

Enter OTP code here

Submit

Didn't receive it? [Resend OTP](#)

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2.2) Click on  
“Resend OTP” if you  
did not receive OTP

# Check/update branch address

Step 3: Click on “Manage Branch”.

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SafeEntry Log out

**GovTech Supermarket Pte Ltd**

Add branch    SafeEntry Gateway    Settings

**GovTech Supermart Turf City**

Branch code  
**ABCD5678**

**Visitor count** ●

|             |           |
|-------------|-----------|
| Total today | Right now |
| <b>100</b>  | <b>2</b>  |

Manage branch >

Copy check-in instructions

Click on “Manage Branch”

# Check/update branch address

Step 4: Check that the branch address matches the address for this venue. Edit the address if necessary.

**Branch address**

ADDRESS DETAILS

Postal code  
123456

Street address  
100 TRAS STREET 100AM

Unit number  
#04-01

Use the format #01-01. If your branch spans multiple unit numbers, separate the unit numbers with a comma: #01-01, #01-02, #01-03

No unit number for this address

OPERATING HOURS

Open Close  
08:00 hrs 22:00 hrs

Enter your longest operating hours in the week, even if some days have shorter operating hours

CROWD DETAILS

4.1) Check/update the **postal code and street address**.

4.2) Check/update the **Unit number**. Check the box “**No unit number for this address**” if the venue does not have a unit number.

## Note

**The branch address must be the address for this venue.**

Do not use a residential address, unless the venue is for a home-based business.

**Manage branch details**

BUSINESS DETAILS

Category  
Supermarket

Choose a category that best describes this business location. If you can't find the right category, choose Others.

**Venue**

Name  
GovTech Supermarket-Tanjong Pagar

Enter a name that is easily recognised, this may be your shopfront name, or the name for this site or building.

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Step 5: Scroll down and click on **“Modify branch”** to save changes.

**Restriction checks**

PRE-EVENT TESTING (PET)

**Restrict visitors without PET exemption**

Only for venues that are required to enable [PET Status Check](#).

SAFE DISTANCING MEASURES

**Restrict visitors on odd/even dates**

Visitors will be restricted according to the last digit of their NRIC (e.g SXXXXXX1B). Visitors with NRICs ending in odd digits may only enter on odd dates and visitors with even last digits may only enter on even dates.

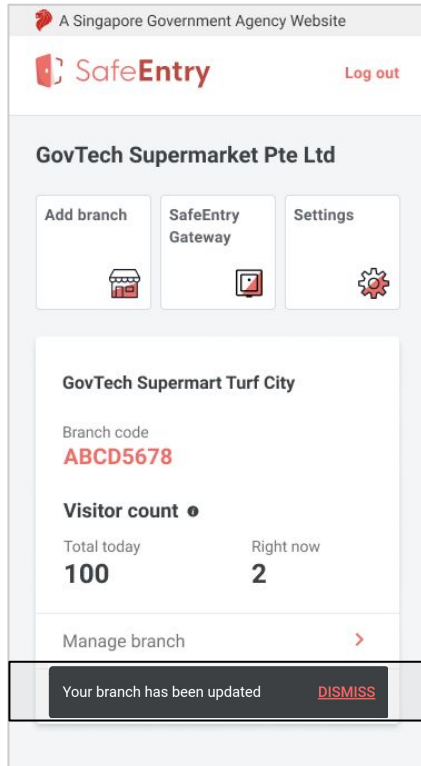
[Modify branch](#)

[Delete branch](#)

← Click on **“Modify branch”**

# Check/update branch address

Step 6: Look out for confirmation message at the bottom.



The screenshot shows the SafeEntry admin interface for GovTech Supermarket Pte Ltd. At the top, there is a header with the SafeEntry logo and a 'Log out' link. Below the header, there are three main sections: 'Add branch' with a storefront icon, 'SafeEntry Gateway' with a document icon, and 'Settings' with a gear icon. The 'Settings' section is expanded to show details for 'GovTech Supermart Turf City'. It displays the 'Branch code' as 'ABCD5678' and 'Visitor count' with a dropdown arrow. The visitor count is split into 'Total today' (100) and 'Right now' (2). At the bottom of the settings section, there is a 'Manage branch' link with a right-pointing arrow. A dark grey confirmation message box is positioned at the very bottom of the interface, containing the text 'Your branch has been updated' and a red 'DISMISS' button. An arrow from the text 'Confirmation on changes saved' points to this message box.

Confirmation on changes saved

Repeat the steps for other branches in your SafeEntry business account, so as **to ensure each branch address matches the venue.**