

# 1 Select 'Reset here' at the login page

The screenshot shows the 'Owner Login' section of a web portal. It includes a 'New Announcement' box, a 'Quick Links' list, and a 'Contractor and Specialist Professional Engineer Login' section. The 'Owner Login' form has fields for 'Username' and 'Password', a 'Login' button, and links for 'Not Registered?' (Register here) and 'Forgot Password?' (Reset here). A red circle highlights the 'Reset here' link, with a red arrow pointing to it from the instruction '1 Select "Reset Here"'. The 'Contractor and Specialist Professional Engineer Login' section is also visible below the main login form.

1 Select "Reset Here"

2 & 3

## Online Permit to Operate System

### Registration of Lift / Escalator Owner

Is this account for a corporate entity or a private individual?\*

Corporate  Individual

2 Select "Individual" if you are private home owner

Company Email:\* :

3

Verify

This email address will be used for the service of notices and any official correspondence, in particular notices served under the Building Maintenance and Strata Management Act (BMSMA) (Chapter 30C) and its subsidiary legislation including the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.

Input your registered email  
And click 'Verify'

4

Check that your name is correct and click 'Reset Password'

Registration of Lift / Escalator Owner

---

Is this account for a corporate entity or a private individual?\*  Corporate  Individual

Company Email: \* :

This email address will be used for the service of notices and any official correspondence, in particular notices served under the Building Maintenance and Strata Management Act (BMSMA) (Chapter 30C) and its subsidiary legislation including the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.

NAME	Email ID	
Test owner	XXXX_XX @bca.gov.sg	<input type="button" value="Reset Password"/>

A password has been sent to your e-mail address - XXXX\_XX @bca.gov.sg



Make sure you see this confirmation password sent.

5

Check your email for the password.

Check your Spam/Junk box if you cannot find it at your inbox.

6

Click on the below link to login again with the password in your email

<https://eservices.bca.gov.sg/Onlinepto/Login.aspx>