Property Transaction Record User Guide

3 August 2021

Scope

User Guide - Scope

Areas and modules to be covered in this User Guide
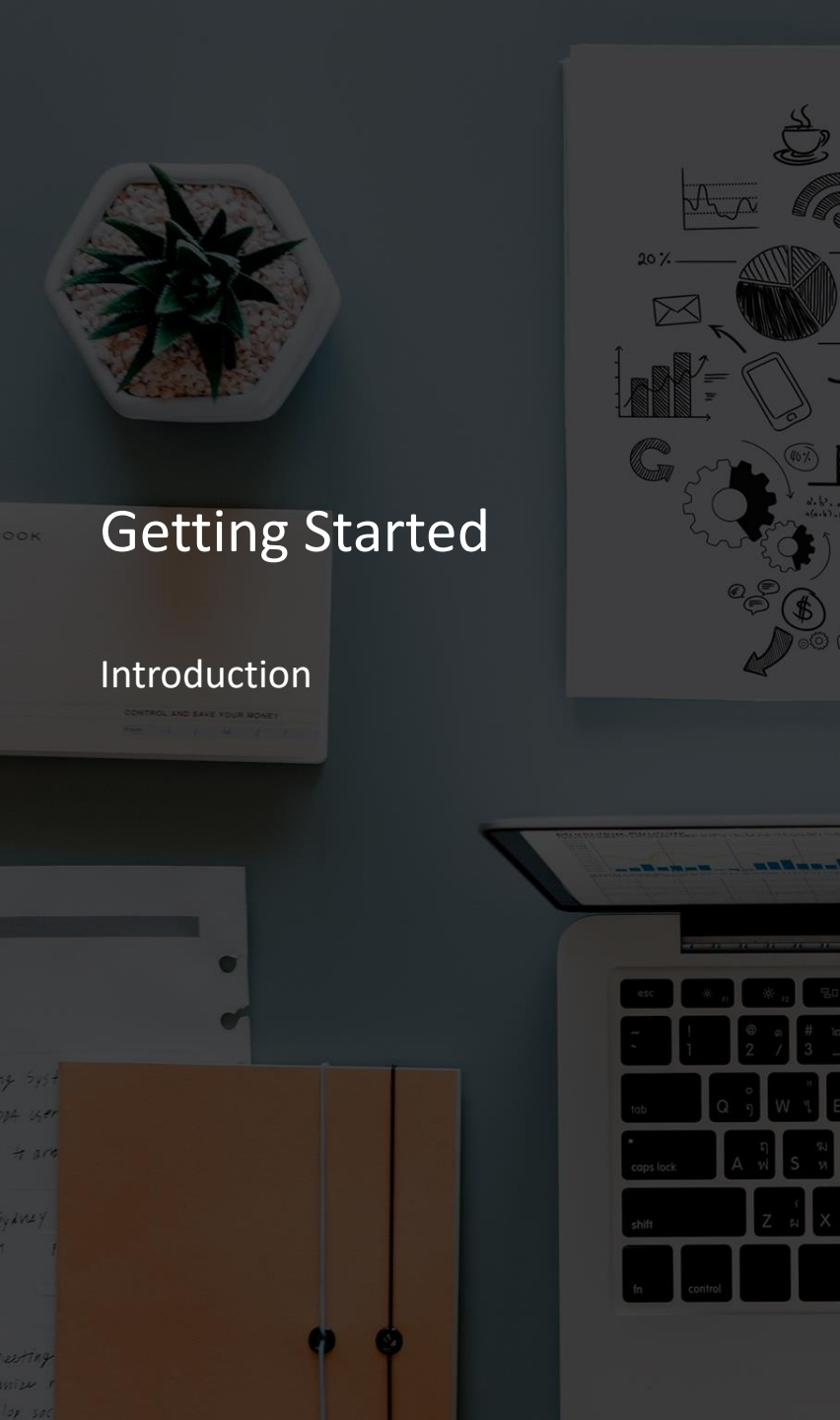
Getting Started

During the first day of the month, the EA will receive an email notification reminder to submit your salespersons' record(s) to CEA for the following types of transactions:

1. HDB Rental

2. Private Residential Sale and Purchase

3. Private Residential Rental

This can be done via the Internet ACEAS portal.

Getting Started

Getting Started

Introduction

The Internet Portal is only accessible for Entities and Individuals to manage their transactions via the available services in the System.

You can access the ACEAS Internet portal by using a web browser on any device. The following are the list of web browsers recommended for accessing ACEAS:

1. Chrome (v85)
2. Firefox (v81)
3. Edge (v88)
4. Opera (v71)
5. Safari (v14)

Getting Started

Getting Started

URLs you need

Internet
https://www.cea.gov.sg/aceas/
Available for **public** access

Logging In

- The Property Transaction Records service requires the user to login via CorpPass.

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Please select the below option to log in to e-Services:

Login Using Singpass (For Individuals)

Login Using Singpass (For Corporate)

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CorpPass Login

- Upon successful login, for first time users, the system will redirect you a profile creation form.

  The user must first create or update the EA profile.

CorpPass Login
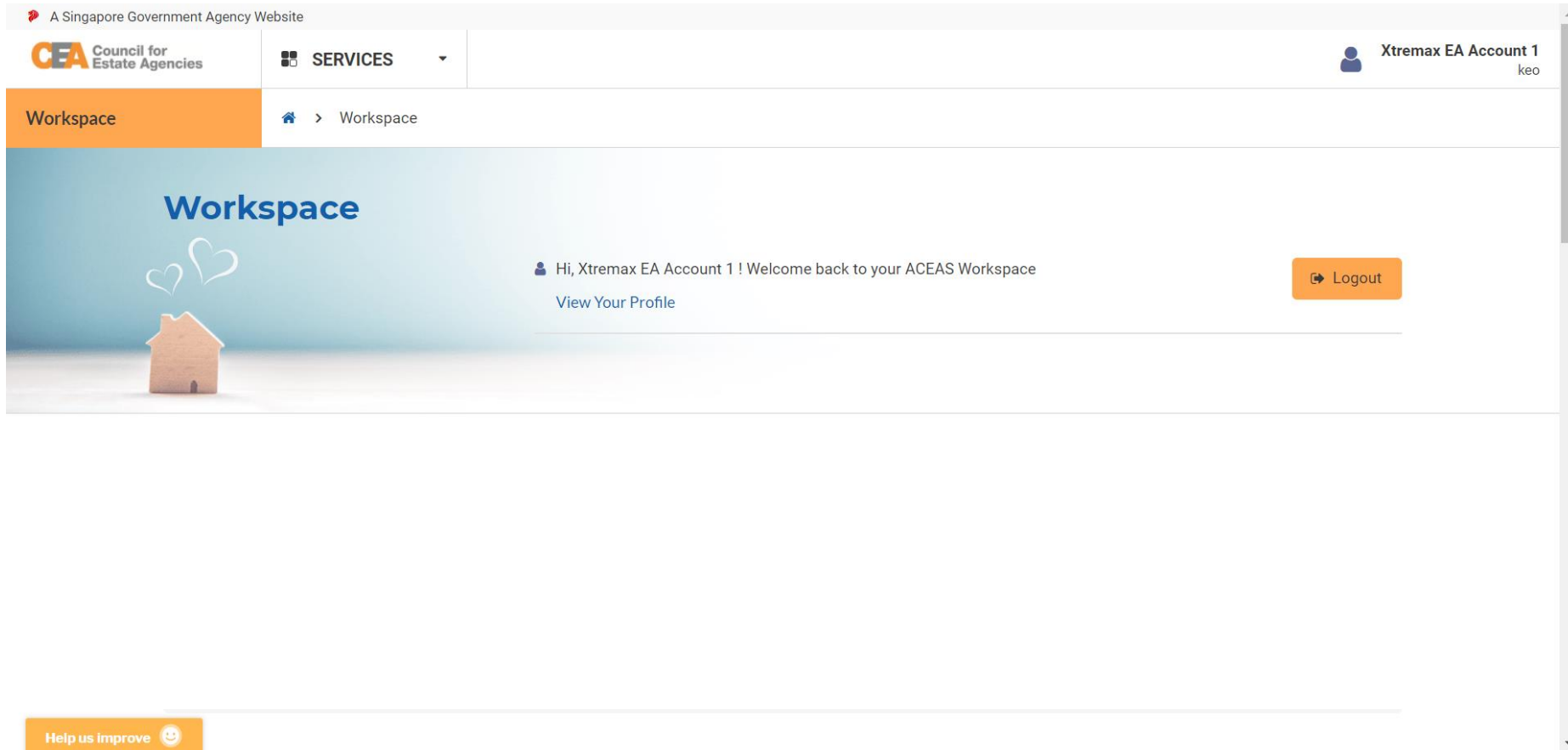
- After creation of the profile, or login via an account with a profile created, the system will redirect you to an Entity Dashboard page.

Property Transaction Record

Property Transaction Record

Introduction

The Property Transaction Record service is for EAs to create and submit HDB rental, and private residential records.

Here are the steps to submit property transaction records:

1. Navigate to the Property Transaction Record service by clicking EA Management tab.

2. Create the property transaction record:

   a. By data entry using the online form

   b. By bulk excel upload

3. Wait for record to be processed

4. Amend record (if necessary)

Navigate to the Property Transaction Record service (1/2)
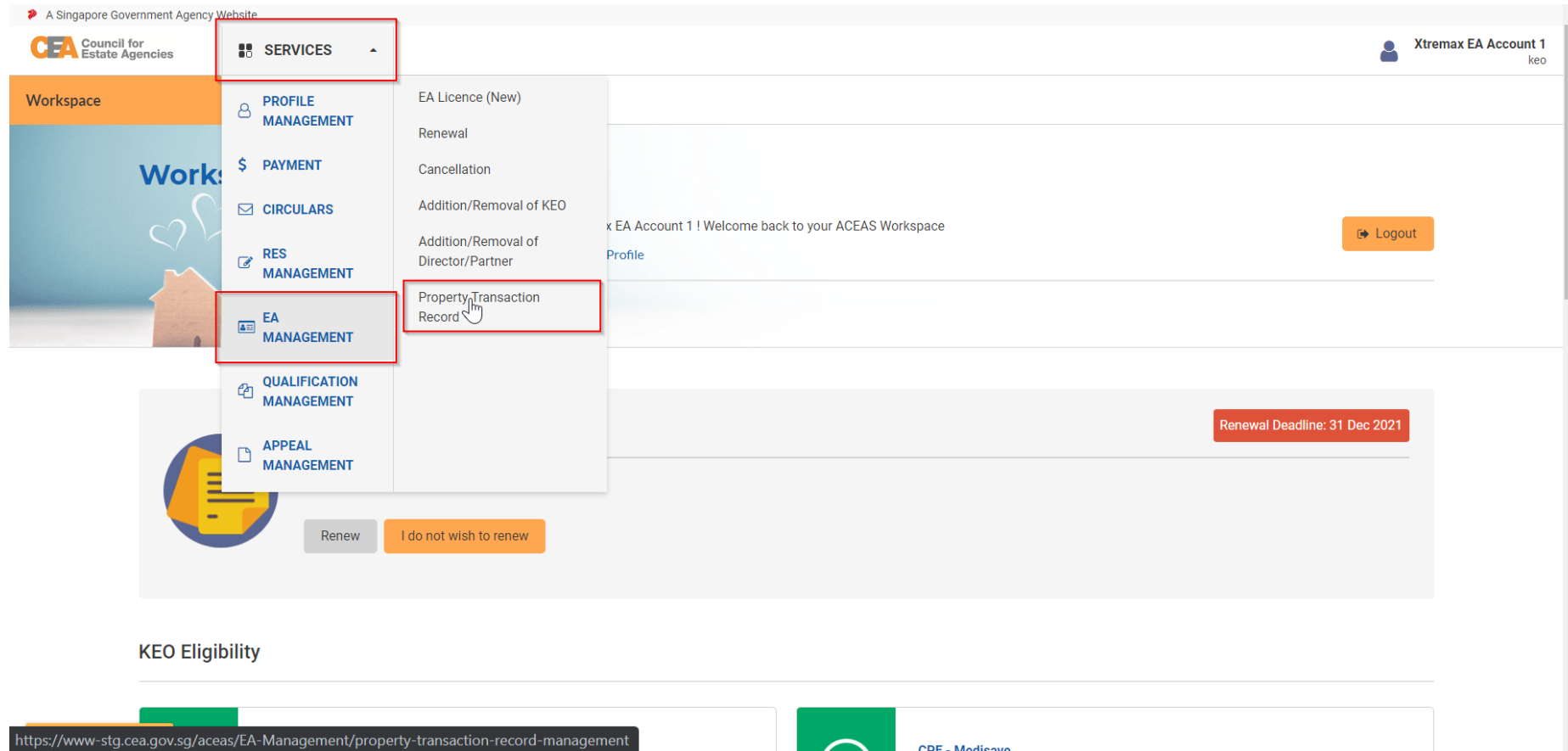
- Click on the global menu (Services dropdown list), hover over EA Management, then click on Property Transaction Record.

Navigate to the Property Transaction Record service (2/2)
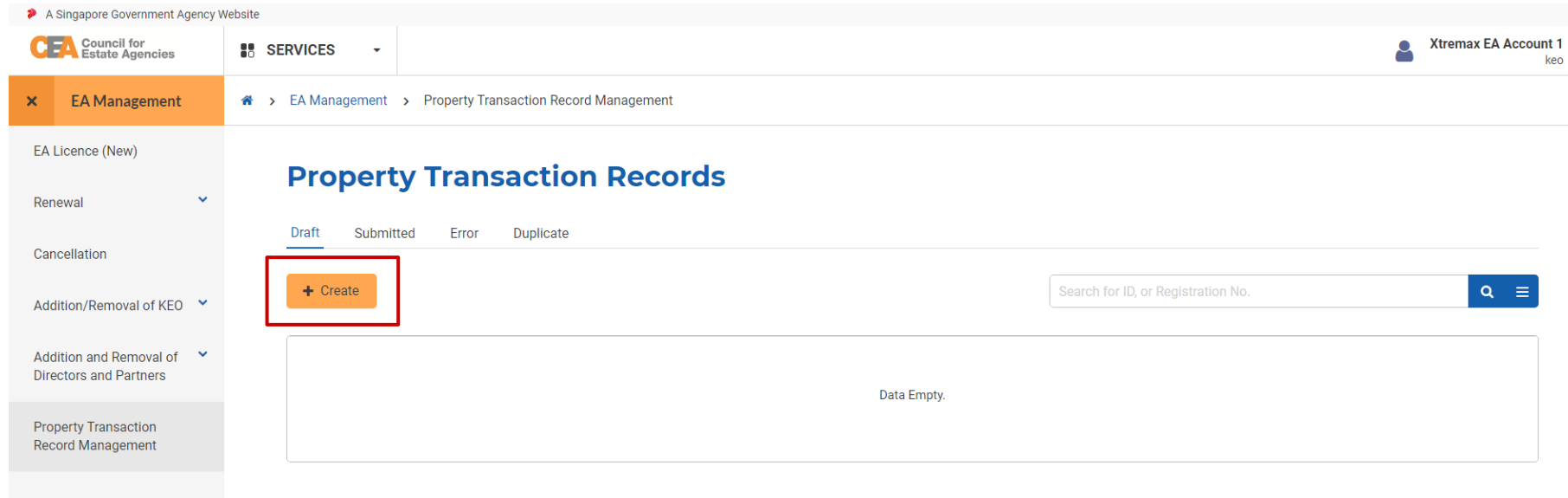
- You will be redirected to the Property Transaction Records listing page – Draft tab. You can **create** new property transaction records from this listing page. You can also **view** and **edit** draft property transaction records that have been created (but not yet submitted).

Create Record

- Clicking the **create** button will bring you to the Create Record page. It tells you information about the creation of property transaction records.

- There are two methods of creating records, by data entry, and by bulk excel upload.

Create Record – Data Entry (1/10)

- By default, the data entry method will be selected.

Create Record – Data Entry (2/10)

- Fill in the mandatory fields (marked with a *) for each record.

- An error message will appear for any error that has been made when entering the data.

Create Record – Data Entry (3/10)

- Clicking the **Add** button adds another record to be created. You can add up to 10 records via data entry method.

- The additional records can be deleted by clicking the **Remove** button.

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Create Record – Data Entry (5/10)

- You can expand/collapse each record by clicking on the record's header.

Create Record – Data Entry (6/10)

- Click the **Submit** button to create a draft property transaction record.

Create Record – Data Entry (7/10)

- You will be brought back to the Property Transaction Records listing page – Draft tab.

- From this listing page, you can make amendments to the fields you have just entered, to confirm the data input is correct.

- In the right-most column of the table listing, there will be an Action column.

- Clicking the **eye** action button will bring you to the View page, which allows you to view the draft record you have created.

- Clicking the **pencil** action button will bring you to the Edit page, which allows you to edit the draft record you have created.

Create Record – Data Entry (9/10)

- Alternatively, you can choose to edit the draft records from the listing itself.

- Click the checkbox for the record to be edited. You will be able to see three new buttons.

- Click the **Save** button to save any changes made to the draft record.

- Click the **Delete** button to delete the draft record.

Create Record – Data Entry (10/10)

- Click the **Submit** button to submit the draft record to CEA for validation.

- The record will be moved from the Draft tab to the Submitted tab. Please skip to slide 29 for possible processes after submission.

Create Record – Bulk Excel Upload (1/5)

- From the Create Records page, click on Bulk Excel Upload to create and submit property transaction record(s) to CEA.

Create Record – Bulk Excel Upload (2/5)

- Click the **here** hyperlink to download the bulk excel upload template.

Create Record – Bulk Excel Upload (3/5)

- When filling in the bulk excel upload template, make sure your file is filled with the records you want to submit in the correct format. Otherwise, an error message will pop up.

Create Record – Bulk Excel Upload (4/5)

- Click the **Upload a File** button to upload your completed bulk excel upload template.

- If you upload the wrong file, simply click on the button again to upload another file.

Create Record – Bulk Excel Upload (5/5)

- Click the **Submit** button to create and submit the property transaction records to CEA.

Wait for record to be processed (1/3)

- Click the **Submitted** tab to view the Property Transaction Record listing page – Submitted tab.

Wait for record to be processed (2/3)

- Upon submitting the record(s) to CEA, it might take a while for the record(s) to appear in the Submitted tab. Once the record(s) appear, you will be able to track their processing status.

Wait for record to be processed (3/3)

Processing may result in the following:

1. If there are **no issues** with the submitted record(s), the EA will receive an email notification that the record(s) will be published to the Public Register on the 15th of the month.

2. If there are **any error(s)** with the submitted record(s), the EA will receive an email notification to login to ACEAS to check the error messages (please refer to slide 32).

3. If there are **duplicated records** detected, the EA will receive an email notification to submit the necessary supporting documents for CEA's assessment (please refer to slide 38).

Amend record – Error (1/6)

- Click the **Error** tab to view the Property Transaction Record listing page – Error tab.

Amend record – Error (2/6)

- Scroll to the right side of the table listing. You will be able to find the Error Message column.

  Hover over the Error Message text to view more details about the error.

Amend record – Error (3/6)

- Clicking the **eye** action button will bring you to the View page.

Amend record – Error (4/6)

- You will be able to edit data within the record with the error.

Amend record – Error (5/6)

- Click the **Submit** button to submit the record to CEA for processing again. Please refer to slide 29 for the next steps.

Amend record – Error (6/6)

- Click the **Delete** button to delete the record if the record was incorrectly submitted.

Amend record – Duplicate (1/3)

- Click the **Duplicate** tab to view the Property Transaction Record listing page – Duplicate tab.

Amend record – Duplicate (2/3)

- Clicking the **eye** action button from the Action (right-most) column will bring you to the View page.

Amend record – Duplicate (3/3)

- You can check on the reason for duplication in the Error Message field. The Record ID of the duplicated record(s) will also be displayed in the Related Record field. Submit the necessary supporting documents as listed for CEA's assessment.

- If the duplication is successfully resolved, refer to the first process in slide 31.