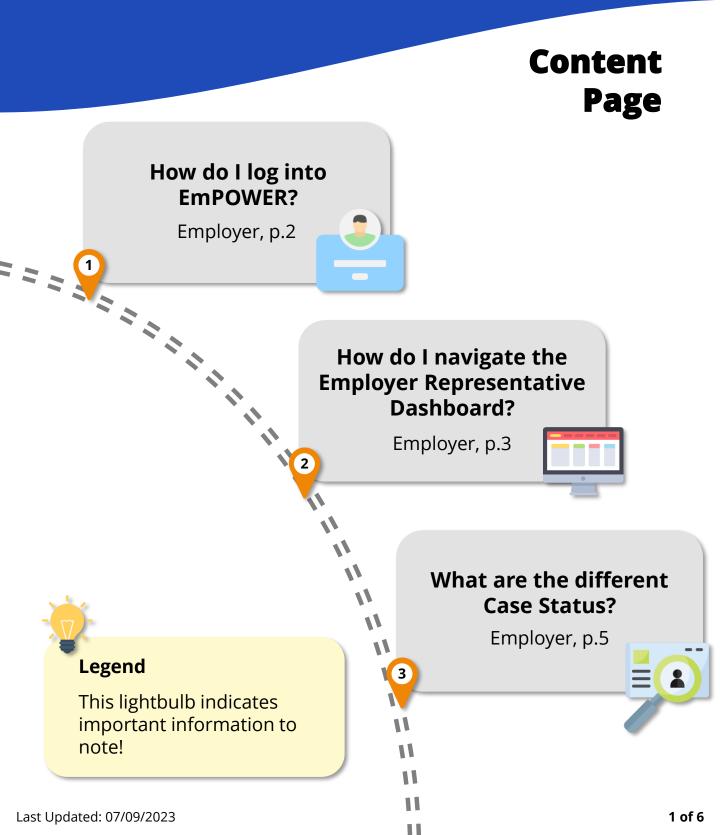
MY DASHBOARD

A Quick Guide to Employer Login and Dashboard on EmPOWER



How do I log into EmPOWER?

For Employer

#1

Access TADM eServices Website

To log into EmPOWER, access TADM eServices (<u>www.tal.sg/tadm/eservices</u>) and select your persona ③ Employer / Company Representative .

In the table of eServices, click on <u>Dashboard</u> and you will be directed to log in with **Corpass** (using Singpass) to access the system dashboard.

eServices

To file a claim for mediation or manage your employment-related eServices

You can click on the "Ask TADM" chatbot advisory service to get immediate answers to your queries. You may be directed to make an advisory appointment if the chatbot is unable to address your queries.

> Employee

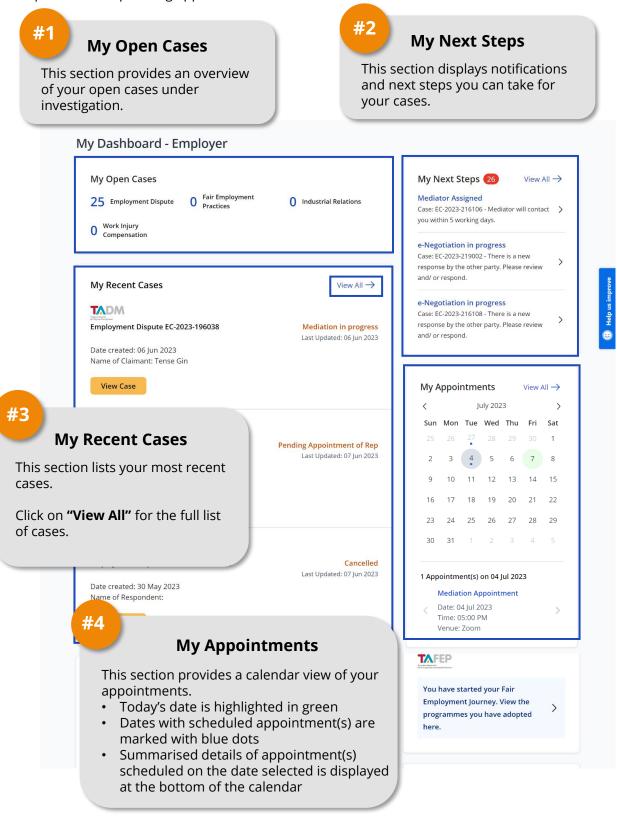
Employer / Company Representative

eServices	Estimated Time Required	Quick Reference Guide (QRG)
File a claim (only for notice pay) Use this eService to file a claim for mediation	20 minutes	Guide to file a claim (only for notice pay) (PDF, 526KB)
Register a company representative to respond to the claim(s)	-	Guide to register a company representative (PDF, 432KB)
Dashboard If you have an existing appointment, draft claim via chatbot, or an ongoing claim, you can log in to your dashboard to manage the following: • Pay filing fees • Upload documents for claim	-	Guide to employer login and dashboard (PDF, 622KB) Guide to eNegotiation (Claimant) (PDF, 333KB) Guide to eNegotiation (Respondent) (PDF, 356KB)
 View and manage cases e-Negotiation Attend online mediation Appoint Company Representative Update payment status 		

How do I navigate the Employer Representative Dashboard?

For Employer

After you log in, you will be greeted with the following Dashboard to manage open cases, view next steps and view upcoming appointments.



How do I navigate the Employer EmPOWER Dashboard?

For Employer

After clicking **"View All"**, you will be directed to a new page of all case lists. You may apply filter on the left panel to find cases that you wish to investigate.

Home > My Cases > My Cases		
15 Employment Dispute 0 Work Injury Compensation	2 Fair Employment Practices	11 Industrial Relations
Search by Employee Identification Net	o. or Case Ref. No.	۹ 📄 📲
Filter by Cases My Appointed Cases My Company's Case(s) Case Status Draft In progress Closed Case Types Employment Dispute Fair Employment Practice Industrial Relations Union Recognition Work Injury Compensation	Sort by Latest (Creation Date) Oldest (Creation Date) Employment Dispute DC-2023-176003 Date created: 26 Jun 2023 Name of Claimant: June View Case Employment Dispute EC-2023-210007 Date created: 26 Jun 2023 Name of Claimant: June	#5 Search Bar & Sort by Enter the Employee Identification No. or Case Ref. No. to search for a specific case. You can also sort the list of cases by Latest/Oldest Creation Date.
#6 Filter results Check relevant boxes and click on "Filter results" to generate filtered case list.	View Case Timployment Dispute TADM-2023-214068 Tate created: 21 Jun 2023 Tame of Claimant: Individual A View Case	Cancelled Last Updated: 28 Jun 2023
intered case list.	ТАДМ	
	Employment Dispute EC-2023-204079	Mediation in progress #7
	Date created: 19 Jun 2023 Name of Claimant: NAM OF 56159629A	List of Cases
	View Case	Click on "View Case" to enter a case. View Case Statuses on the right.
	Date created: 16 Jun 2023 Name of Respondent: EP G6814535Q View Case	[Please refer to the next section for more information on the case statuses.]

What are the different Case Status?

For Employer

The table below shows a summary of Case Status at different stages of a case.

Stage	Case Status	Description
Claims Submission	Draft	Claim is in the process of submission and Claimant has not verified claim details and particulars.
Fee Payment	Pending Fee Payment	Claim has been submitted and is pending Claimant to make fee payment.
Appointment of Company Representative	Pending Appointment of Rep	Claim is pending Employer to appoint a Company Representative.
e-Negotiation	eNego – Pending Respondent	Claim is pending response from the Respondent on whether they accept or dispute the Claim Amount submitted by the Claimant.
	eNego – Pending Claimant	Claim is pending response from the Claimant on whether they accept or dispute the offer by the Respondent.
	eNego – Pending Payment Schedule	Claimant and Respondent have agreed on the Claim Amount. Claim is pending the Respondent to provide Payment Schedule.
Mediation	Mediation in progress	TADM Mediator is in communication with the Claimant and Respondent.
	Mediation/ Assessment in progress	TADM Mediator is in the process of issuing the Claim Referral Certificate.
	Mediation/ Assessment concluded	Mediation / assessment of the claim is completed.

What are the different Case Status?

For Employer

The table below shows a summary of Case Status at different stages of a case.

Stage	Case Status	Description
Payment	Pending Payment Updates	Claim is pending Respondent's update on payment and Claimant's update on receipt.
	Pending Payment	Claim is pending follow-up by the TADM Officer.
Concluded	Closed	Claim process at TADM has concluded.
	Cancelled	Claim is cancelled if claimant did not complete the filing process.

A "Claimant" refers to a person who files a claim while a "Respondent" refers to a person whom a claim is filed against.