

Signing Settlement Agreement Digitally

A Quick Guide to the e-Sign process on EmPOWER

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Legend

This lightbulb indicates important information to note when using EmPOWER!



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e-Sign Process

For Claimant/Respondent



e-Sign Process

(Parties are required to have **Singpass app**)

The **Claimant** or **Party A** refers to the party who has filed the claim(s).

The **Respondent** or **Party B** refers to the party whom the claim(s) has been filed against.

e-Sign process will be triggered when the Mediator chooses e-Sign as the signing method of the Settlement Agreement (SA).

During the Mediation process, the Mediator generates Settlement Agreement and selects e-Sign as the signing method

↓
Respondent to e-Sign

↓
Claimant to e-Sign

↓
The Mediator must verify both e-Signatures before releasing the Final SA

↓
Respondent and Claimant to only download the Final SA from EmPOWER

How do I e-Sign on desktop?

For Claimant/Respondent



#1

Access TAL eServices Website

You will be notified to participate in e-Sign via email and/or SMS. Upon receiving notification, access TADM eServices (www.tal.sg/tadm/eservices) to review and e-Sign.

- For employee, log in with **Singpass** to access the system dashboard.
- For employer, log in with **Corppass** (using your Singpass) to access the system dashboard.

#2

Access Claim

From your dashboard, there are two ways to access the claim.

(i) Under **My Next Steps**, you are notified to respond to e-Sign.

(ii) Under **My Recent Cases**, you can click **View All** to view the full list of cases and identify the Claim with status **e-Sign – Pending Respondent/Claimant**.

Click  to access the claim(s).

#3

Respond to e-Sign

Click **e-Sign** on the **Signing of Settlement Agreement** tab to begin the e-Sign process.



How do I e-Sign on desktop?

For Claimant/Respondent



#4

Launch Signify Signature Platform

After clicking on **e-Sign**, Signify pops up in a new browser.

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

Signify

Expand the browser to view the Settlement Agreement in full.

#5

Review Settlement Agreement

Review the Settlement Agreement in full.

If the Settlement Agreement is in order, navigate to the last page and identify the signing area.

Respondent to sign as Party B
Claimant to sign as Party A

FOR ELECTRONIC SIGNING OF SETTLEMENT AGREEMENT	
Party A Name: CR015 NRIC: S 5D	Party B Designation: coyrep Name: bb NRIC: S 1G
Signature via Singpass authentication	Signature via Singpass authentication

#6

Provide Digital Signature

Click on the empty space above the line **Signature via Singpass authentication**.

A red box  will appear on the area selected.

FOR ELECTRONIC SIGNING OF SETTLEMENT AGREEMENT	
Party A Name: CR015 NRIC: S 6D	Party B Designation: coyrep Name: bb NRIC: S 3G
Signature via Singpass authentication	 Signature via Singpass authentication

Click on 

How do I e-Sign on desktop?

For Claimant/Respondent



#7

Approve using Singpass

A QR code should appear:



Scan QR code using Singpass app.

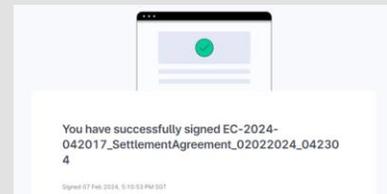
Click on



#8

Successful e-Sign

The screen will refresh to show this message:



You have now **successfully** provided your digital signature via e-Sign. No further action is required from you. You may proceed to close the browser and log out of EmPOWER.



This is not the final Settlement Agreement to be used to register with the District Court.

Please wait for the Mediator to release the final Settlement Agreement copy. You will be notified when the final Settlement Agreement is ready for download.

How do I e-Sign on mobile?

For Claimant/Respondent



#1

Access TAL eServices Website

You will be notified to participate in e-Sign via email and/or SMS. Upon receiving notification, access TADM eServices (www.tal.sg/tadm/eservices) to review and e-Sign.

- For employees, log in with **Singpass** to access the system dashboard.
- For employers, log in with **Corppass** (using your Singpass) to access the system dashboard.

#2

Access Claim

From your dashboard, there are two ways to access the claim.

- (i) Click on  to view **My Next Steps**. You are notified to review and sign the Settlement Agreement .



- (ii) Under **My Recent Cases**, you can click **View All** to view the full list of cases and identify the Claim with status **e-Sign - Pending Respondent/Claimant**. Click [View Case](#) to access the claim(s).

#3

Respond to e-Sign

Click **e-Sign** in the **Signing of Settlement Agreement** tab to begin the e-Sign process.

Signing of Settlement Agreement
Please click the 'e-Sign' button. You will be directed to Signify to complete the signing process. You can refer to the Quick Reference Guide under "Resources". After you have signed, no further action is required.

You will be notified when the signed Settlement Agreement (SA) is confirmed by the mediator. Only the SA confirmed by the mediator is valid.

[e-Sign](#)

Help us improve

How do I e-Sign on mobile?

For Claimant/Respondent



#4

Launch Signify Signature Platform

After clicking on **e-Sign**, Signify pops up in a new browser.



#5

Review Settlement Agreement

Review the Settlement Agreement in full.

If the Settlement Agreement is in order, navigate to the last page and identify the signing area.

Respondent to sign as Party B
Claimant to sign as Party A

FOR ELECTRONIC SIGNING OF SETTLEMENT AGREEMENT	
Party A Name: CR015 NRIC: S 6D	Party B Designation: coyrep Name: bb NRIC: S 3G
Signature via Singpass authentication	Signature via Singpass authentication

#6

Provide Digital Signature

Click on the empty space above the line **Signature via Singpass authentication**.

A red box  will appear on the area selected.

FOR ELECTRONIC SIGNING OF SETTLEMENT AGREEMENT	
Party A Name: CR015 NRIC: S7 D	Party B Designation: coyrep Name: bb NRIC: S 3G
Signature via Singpass authentication	Signature via Singpass authentication

Click on 

How do I e-Sign on mobile?

For Claimant/Respondent



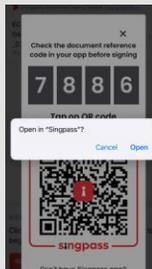
#7

Approve using Singpass

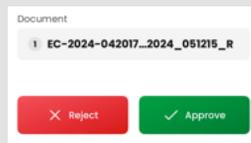
Click on the QR code:



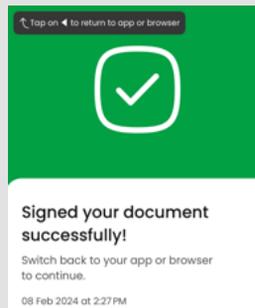
Open in Singpass:



Click on Approve:



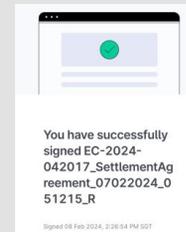
Click back to browser once you see the following message in Singpass:
Signed your document successfully.



#8

Successful e-Sign

Signify will refresh to show this message:



You have now **successfully** provided your digital signature via e-Sign. No further action is required from you. You may proceed to close the browser and log out of EmPOWER.



This is not the final Settlement Agreement to be used to register with the District Court.

Please wait for the Mediator to release the final Settlement Agreement copy. You will be notified when the final Settlement Agreement is ready for download.

How to download Final SA?

For Claimant/Respondent



#1

Wait for notification from the Mediator

The following notification(s) will be sent to you once the Mediator has released the final signed Settlement Agreement.

Email with the following Subject:

[External] [Case: EC-2024-042017] The signed Settlement Agreement is ready

SMS:

Case: EC-xxxx-xxxxxx – The signed Settlement Agreement (SA) is ready.

#2

Open Case

Access TADM eServices (www.tal.sg/tadm/eservices) to download the final signed Settlement Agreement.

Open case via dashboard notification:

Dashboard for the Respondent:

● End of mediation
Case: EC-2024-042017 - The Settlement Agreement (SA) has been signed.

Dashboard for the Claimant:

End of mediation
Case: EC-2024-042017 - The Settlement Agreement (SA) has been signed. Please register it with the District Courts at www.judiciary.gov.sg > Civil > Employment Claims within 4 weeks of its issuance. >

#3

Download Final Settlement Agreement

Scroll to the **Supporting Documents** section.

Download the **System Generated Settlement Agreement Final e-Sign** uploaded by the Mediator.



This is the final Settlement Agreement to be used to register with the District Court.



This is the final Settlement Agreement to be used to register with the District Court.

Please download and save a copy for your reference.