



# A guide to upload additional documents **eSOMS Application**

**CAAS**

Civil Aviation Authority of Singapore

# Step 1: Login to your account on [esoms.caas.gov.sg](https://esoms.caas.gov.sg)

The screenshot shows the CAAS eSOMS website interface. At the top, there is a navigation bar with 'Home', 'About eSOMS', and 'Help' menus. A maintenance notice indicates weekly hours from Wednesday to Friday, 6:00pm to 9:00pm. The main content area is divided into three sections: 'New to eSOMS? I want to...', 'Quick Links', and 'Welcome to eSOMS'. The 'New to eSOMS?' section includes 'Apply for Approval/Permit' and 'Submit Enquiry'. The 'Quick Links' section includes 'Make Payment' and 'View Approval/Permit Holders'. The 'Welcome to eSOMS' section provides login instructions for existing account holders, with three options listed in a red-bordered box: 'For Individuals - Singpass Login', 'For Businesses - Singpass Login (previously known as Corppass Login)', and 'eSOMSPass Login'. A link for 'More information on login methods' is also present. The background features a stylized airport scene with aircraft and a control tower.

**Step 2:** On your dashboard, look under 'My Involved Tasks' for the case number. Once found, click on the case.

The screenshot shows a web dashboard with a left-hand navigation menu and a main content area. The navigation menu includes 'Home', 'My Applications', 'Search Portal', 'Mandatory Occurrence Report (MOR)', 'Mandatory Defect Report (MDR)', '+ New', and '+ Profile Settings'. The main content area is titled 'My Dashboard' and contains two sections: 'My Outstanding Tasks' and 'My Involved Tasks'. The 'My Outstanding Tasks' section shows 'No work assigned'. The 'My Involved Tasks' section contains a table with the following data:

Case Reference Number	Description	Application Type	Status	Organisation	Last Updated
CAAS/DGP/2021/0071	Application	Initial	New		3 June, 2021 11:21:43 AM SGT

A red arrow points from the text 'Click here' to the case number 'CAAS/DGP/2021/0071' in the table. A red box highlights the case number. The dashboard also features a 'Home' breadcrumb, a 'My Organizational...' dropdown, and a 'Link' icon for each section.

## Step 3: Scroll down under the 'Case Information' section.

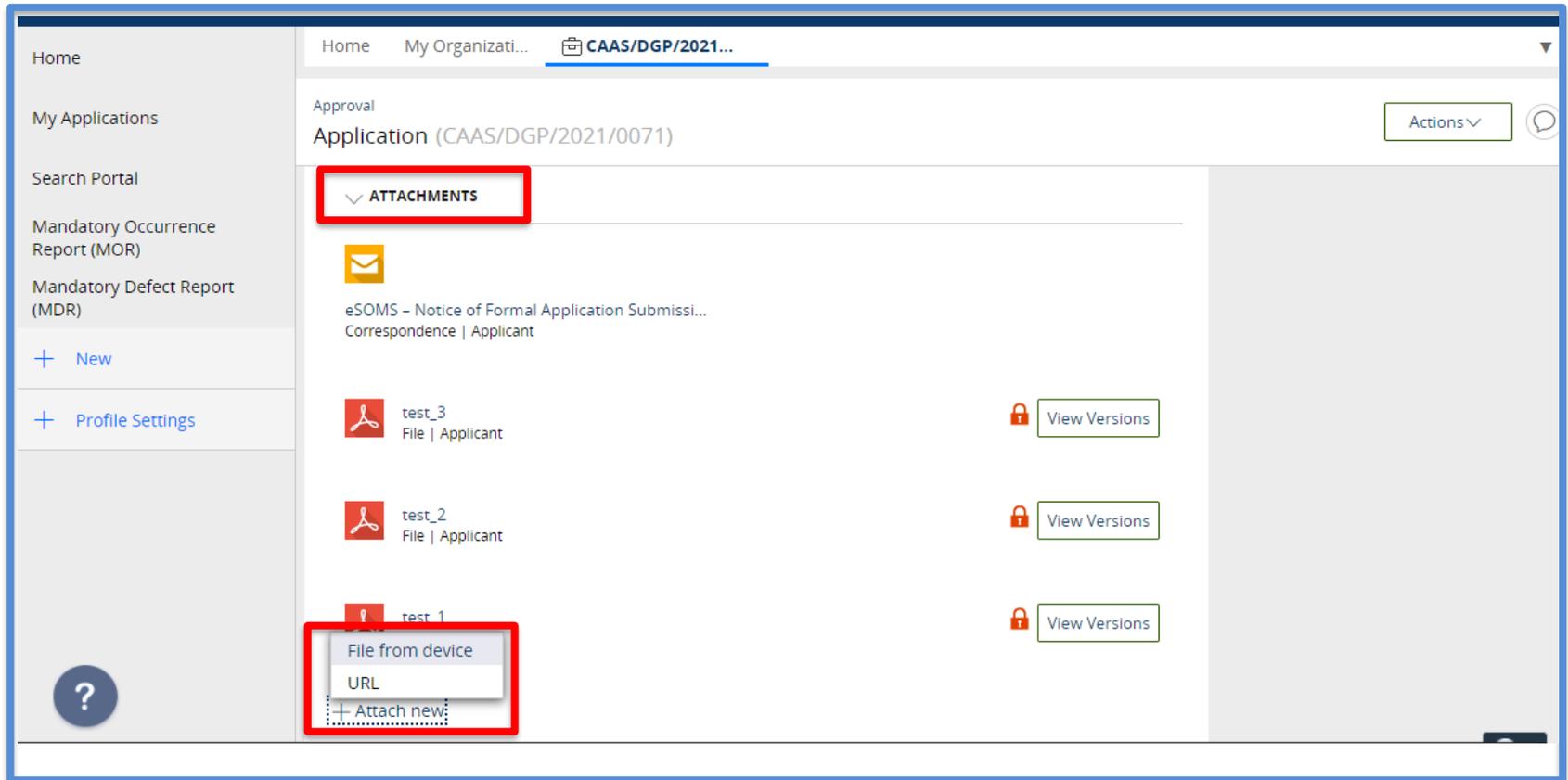
The screenshot displays a web application interface for reviewing an application. The breadcrumb trail at the top reads: Home > My Organization > CAAS/DGP/2021... The main heading is "Approval Application (CAAS/DGP/2021/0071)" with an "Actions" dropdown menu to the right. Below this is the "Application Review" section, which contains a horizontal tabbed menu. The "Case Information" tab is highlighted with a red box. Other tabs include "Formal Application Details", "Evaluation Action(s)", and "Payment(s)".

Case information		
Approval Type	Application Type	Applicant
Dangerous Goods Permit (DGP)	Initial	initial.testing.2@yandex.com
Organisation	Application Status	
Testing Corp	New	

Below the table is an "ATTACHMENTS" section with a dropdown arrow. One attachment is visible: "eSOMS - Notice of Formal Application Submissi... Correspondence | Applicant".

On the right side of the interface, the "CASE DETAILS" section shows: "Last updated by Applicant (1mo ago)" and "Created by Applicant (1mo ago)".

**Step 4:** Under 'Attachments', click on 'Attach new'.  
Click on 'File from device' to upload documents.



## Step 5: Select file to be uploaded.

Home My Organizati... CAAS/DGP/2021...

Approval  
Application (CAAS/DGP/2021/0070)

ATTACHMENTS

- eSOMS – Notice of Acceptance for Submitted Correspondence | RO 1
- eSOMS – Notice of Formal Application Subm Correspondence | Initial Testing
- test File | Initial Testing
- test File | Initial Testing
- test\_1 File | Initial Testine

Add New Version

Drag and drop file here  
or  
Select file

Note : You are allowed to upload only one file in this screen.

Select the file to be uploaded.

Cancel Submit

Update Version View Versions

## Step 6: Check that the uploaded file is correct and click 'Submit'.

Home My Organizati... CAAS/DGP/2021...

Approval  
Application (CAAS/DGP/2021/...

ATTACHMENTS

- eSOMS – Notice of Acceptanc  
Correspondence | RO 1
- eSOMS – Notice of Formal Ap  
Correspondence | Initial Testi
- test  
File | Initial Testing
- test  
File | Initial Testing
- test\_1  
File | Initial Testing

Add New Version

Drag and drop file here  
or  
Select file

Note : You are allowed to upload only one file in this screen.

Name *	File
test_updatedfile	test_updatedfile.pdf

Cancel Submit

Ensure that the correct file is uploaded and attached before clicking 'Submit'

The new additional document will appear as shown in the image below. You may close the case.

