corppass

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A Guide for Corppass Admins & Sub-Admins: Set Up and Assign Users' Digital Service Access

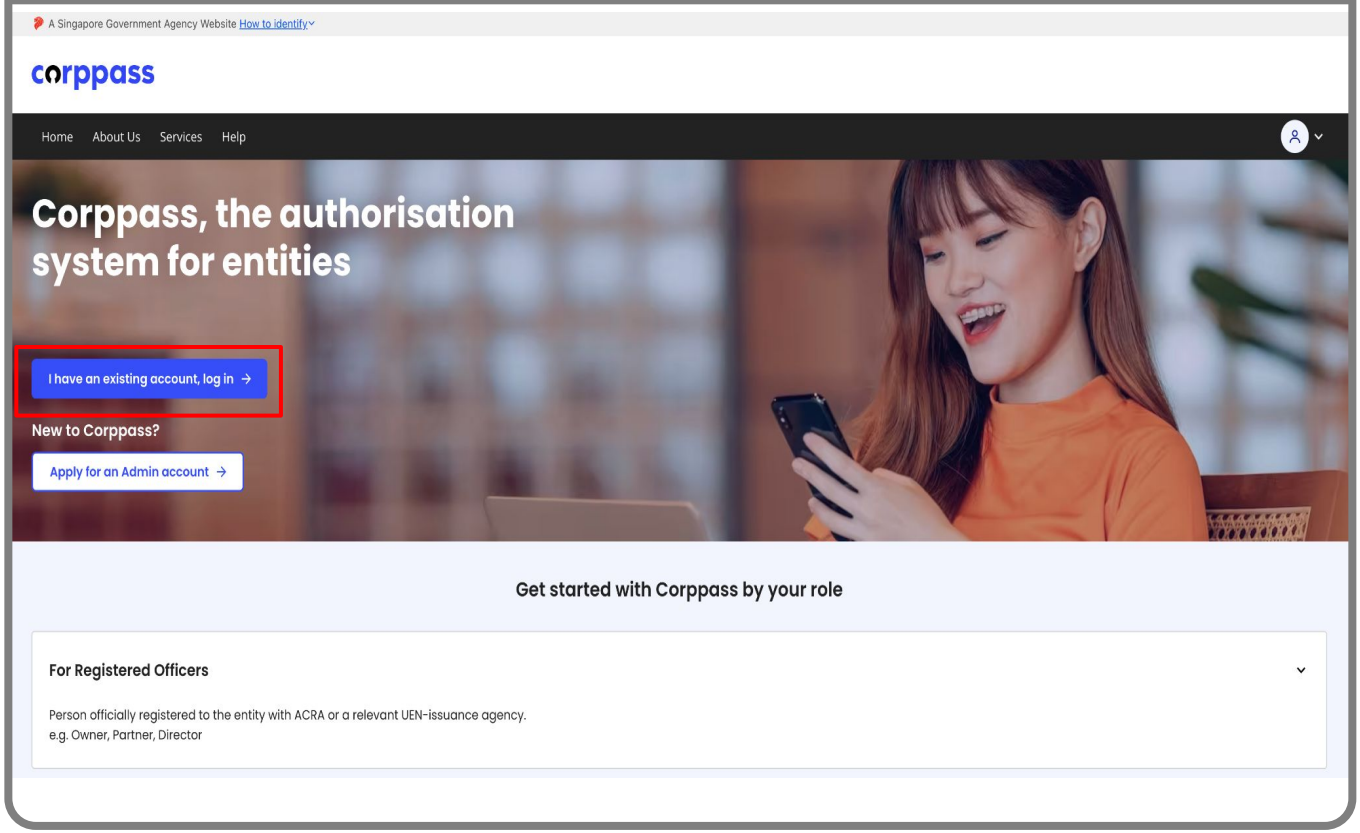
Log in to Corppass

Step 1

Step 2

Step 3

- At Corppass homepage (www.corppass.gov.sg), select 'I have an existing account, log in'.



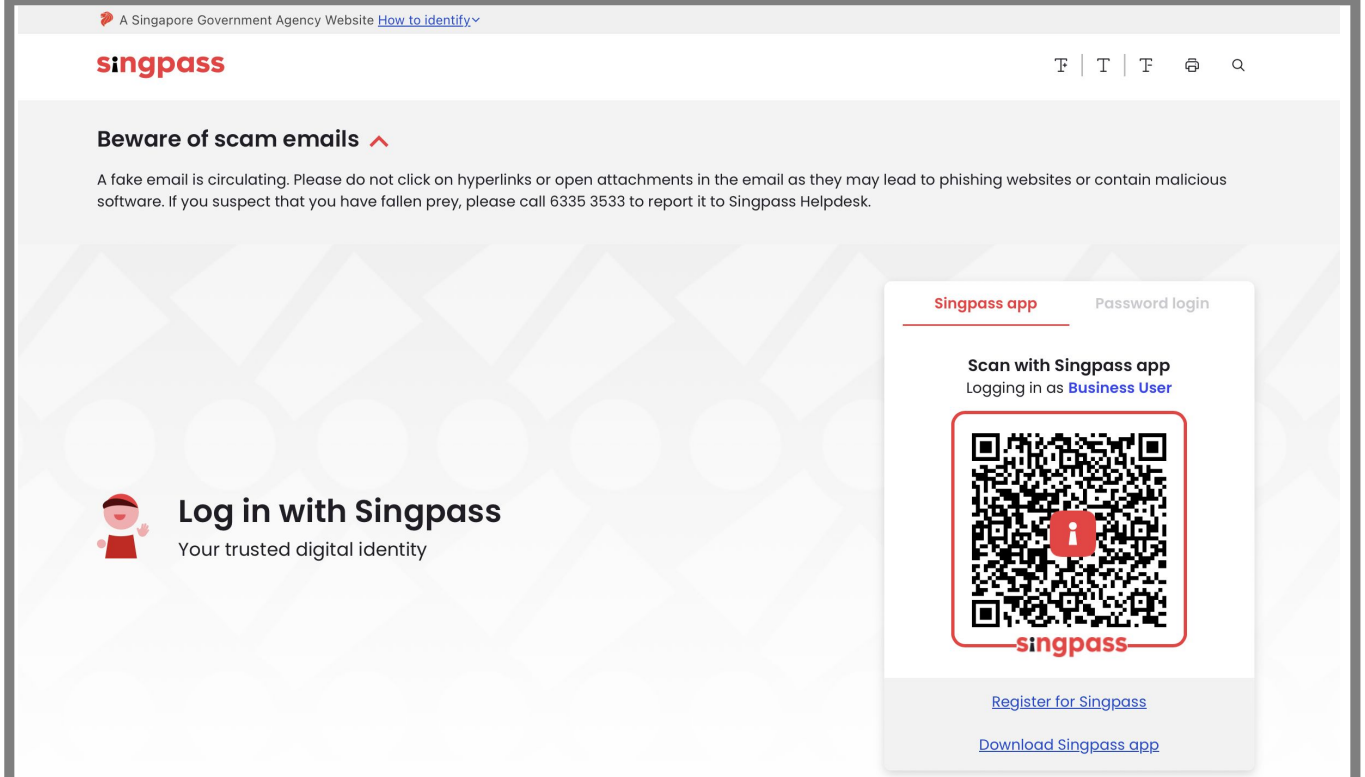
Log in as a 'Business User'

Step 1

Step 2

Step 3

- You will be redirected to the Singpass login page to login as a 'Business User'.



Note: For mobile devices, tap on the QR code to log in. Please refer to the **Login User Guide** for detailed instructions.

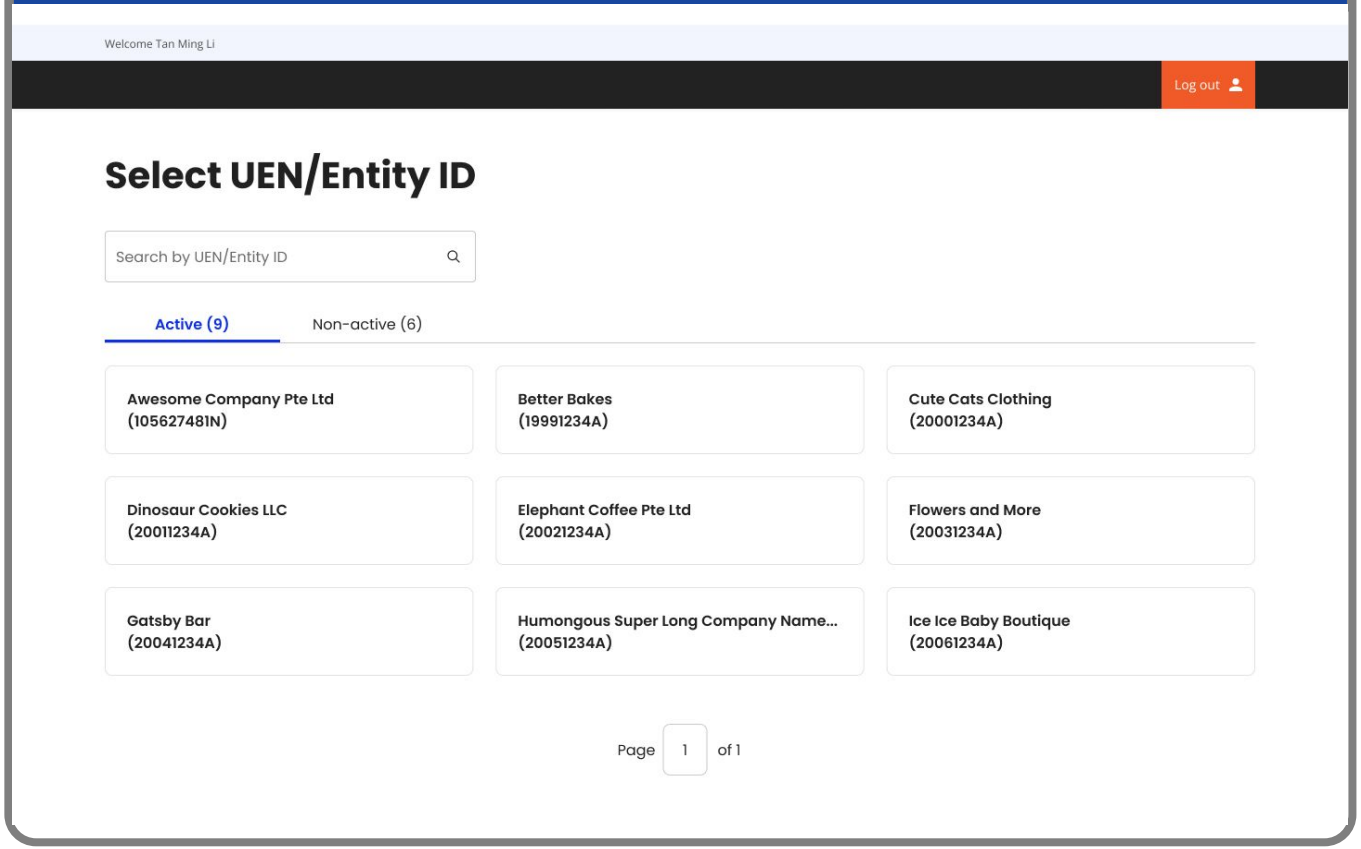
Select UEN/Entity ID

Step 1

Step 2

Step 3

- You will be redirected to the Singpass login page to login as a 'Business User'.



Note: This page will only be shown to users who hold multiple Corppass accounts. Please refer to the **UEN Selection Guide** for detailed instructions.

This guide contains the following sections:

SELECT ENTITY'S DIGITAL SERVICES

ASSIGN DIGITAL SERVICES

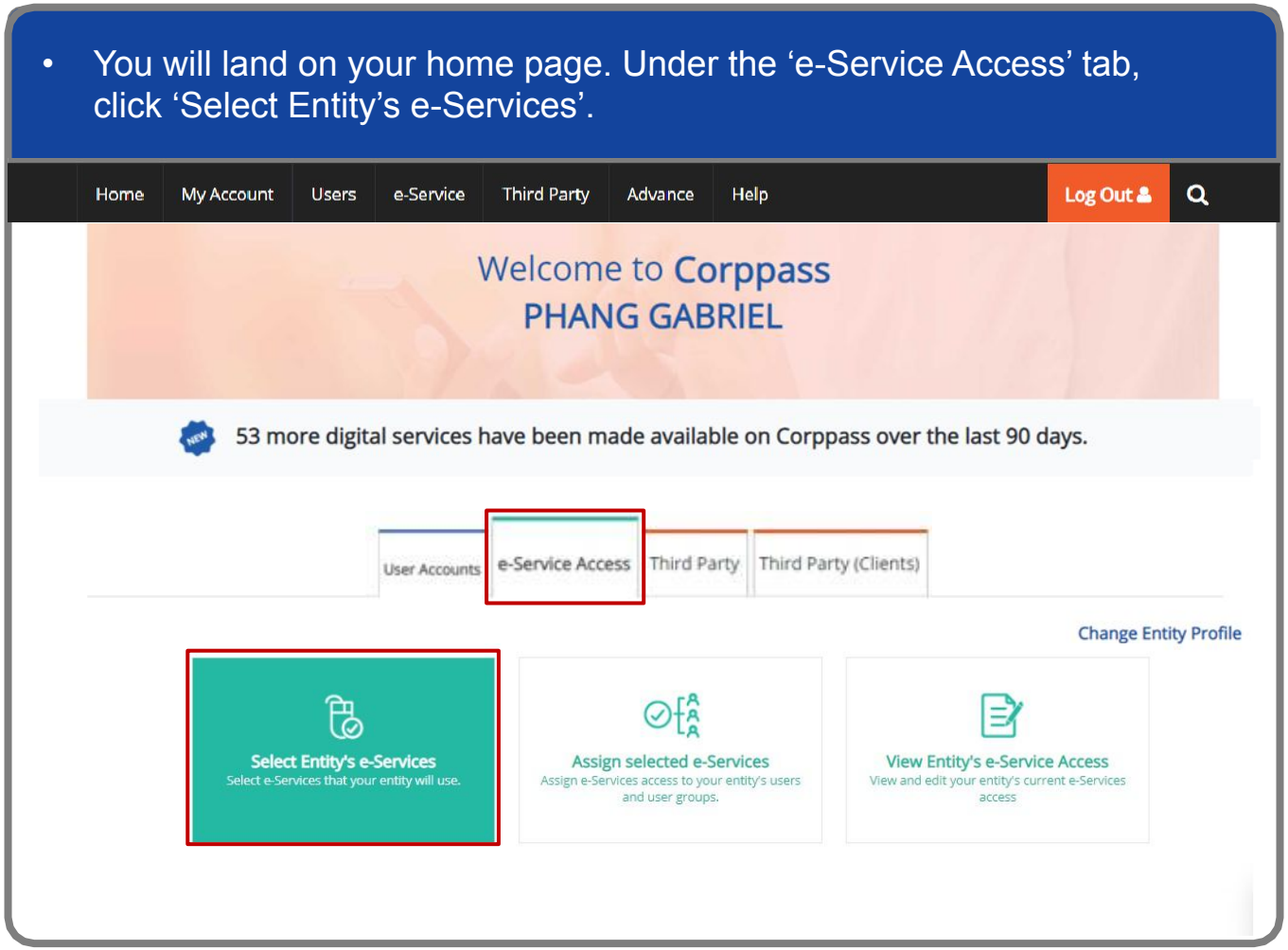
EDIT ENTITY'S DIGITAL SERVICES

SELECT ENTITY'S DIGITAL SERVICES

Set Up and Assign – Select Entity's Digital Services

Step 1
Step 2
Step 3
Step 4
Step 5
Step 6
Step 7
Step 8
Step 9
Step 10

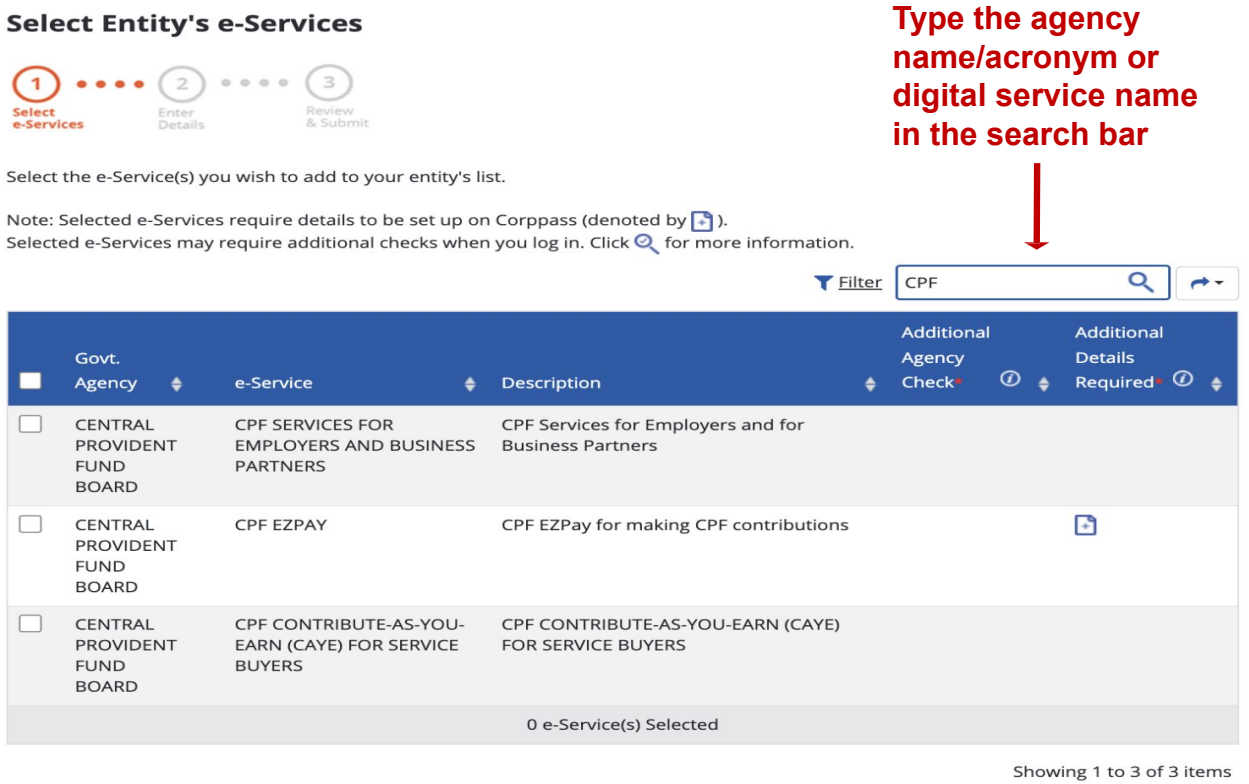
- You will land on your home page. Under the 'e-Service Access' tab, click 'Select Entity's e-Services'.



Set Up and Assign – Select Entity's Digital Services

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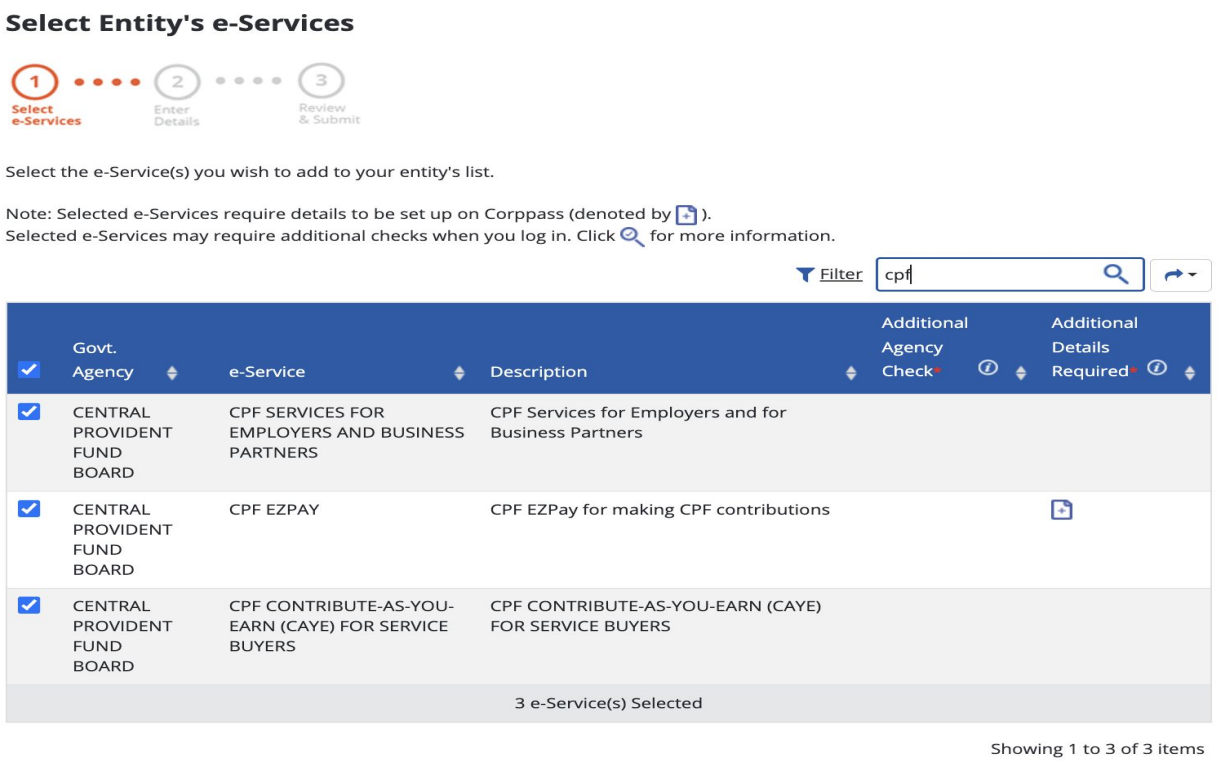
- View the list of digital services currently onboarded Corppass.You may use the search bar to search for a specific digital service.



Set Up and Assign – Select Entity's Digital Services

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Step 10

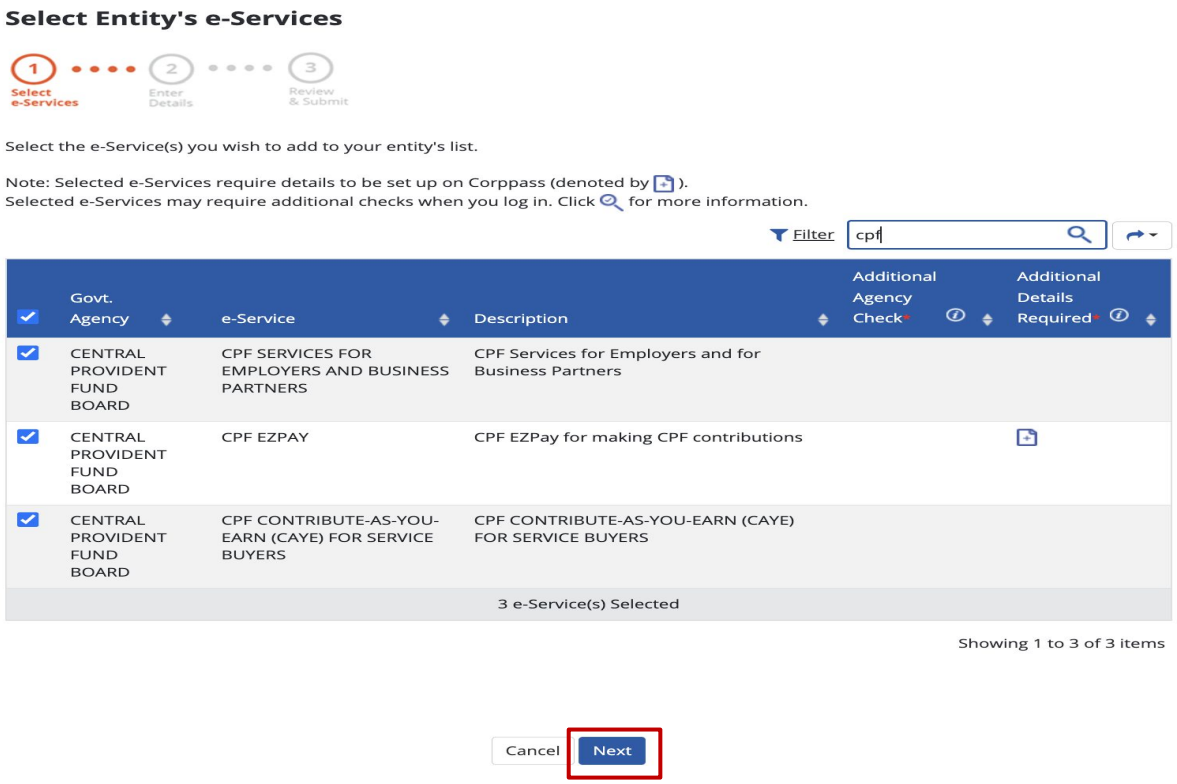
- Select the digital service(s) your entity would like to transact with.



Set Up and Assign – Select Entity's Digital Services

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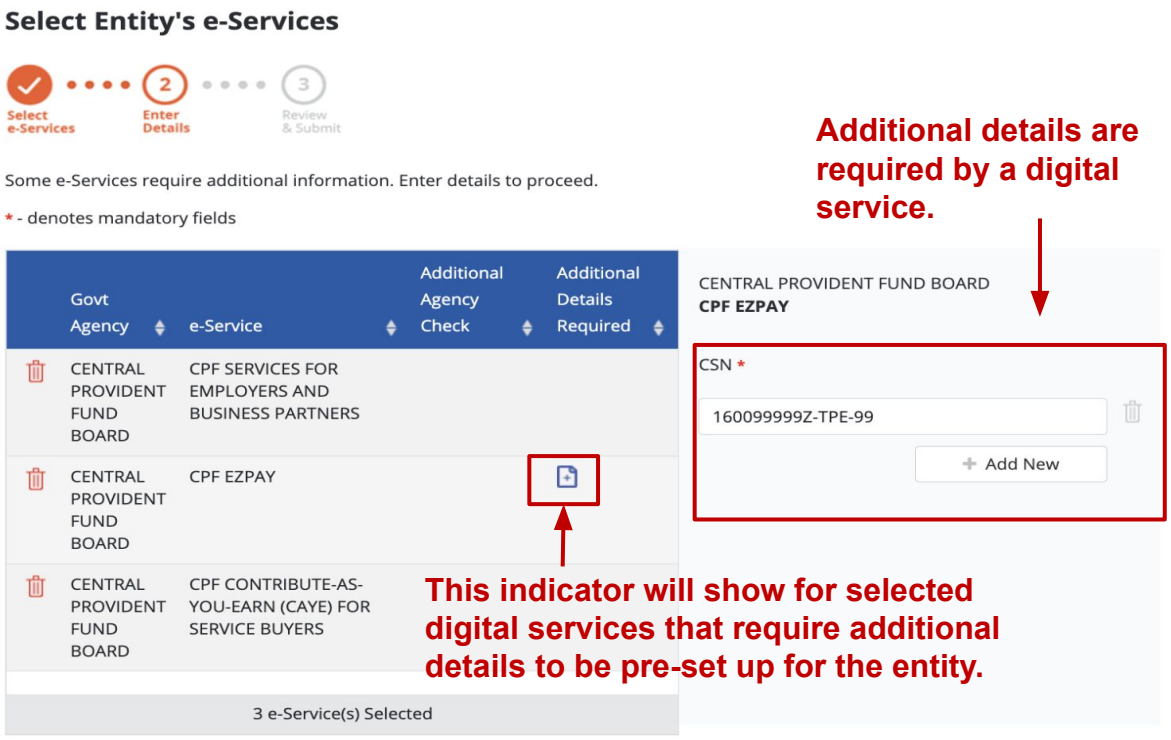
- Click 'Next' to proceed



Set Up and Assign – Select Entity's Digital Services

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Step 10

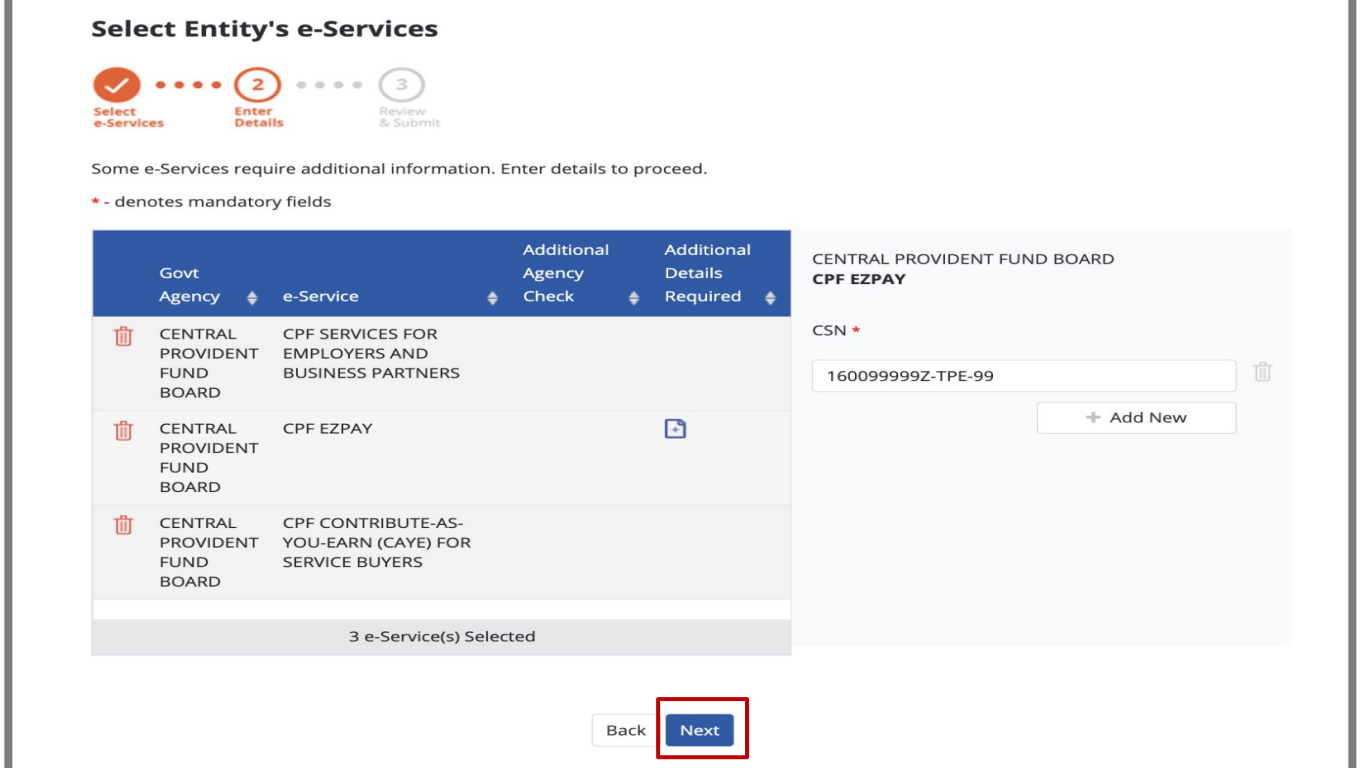
- Selected digital services may require you to enter additional details such as CSN, Vendor ID, GSTN, etc.



Set Up and Assign – Select Entity's Digital Services

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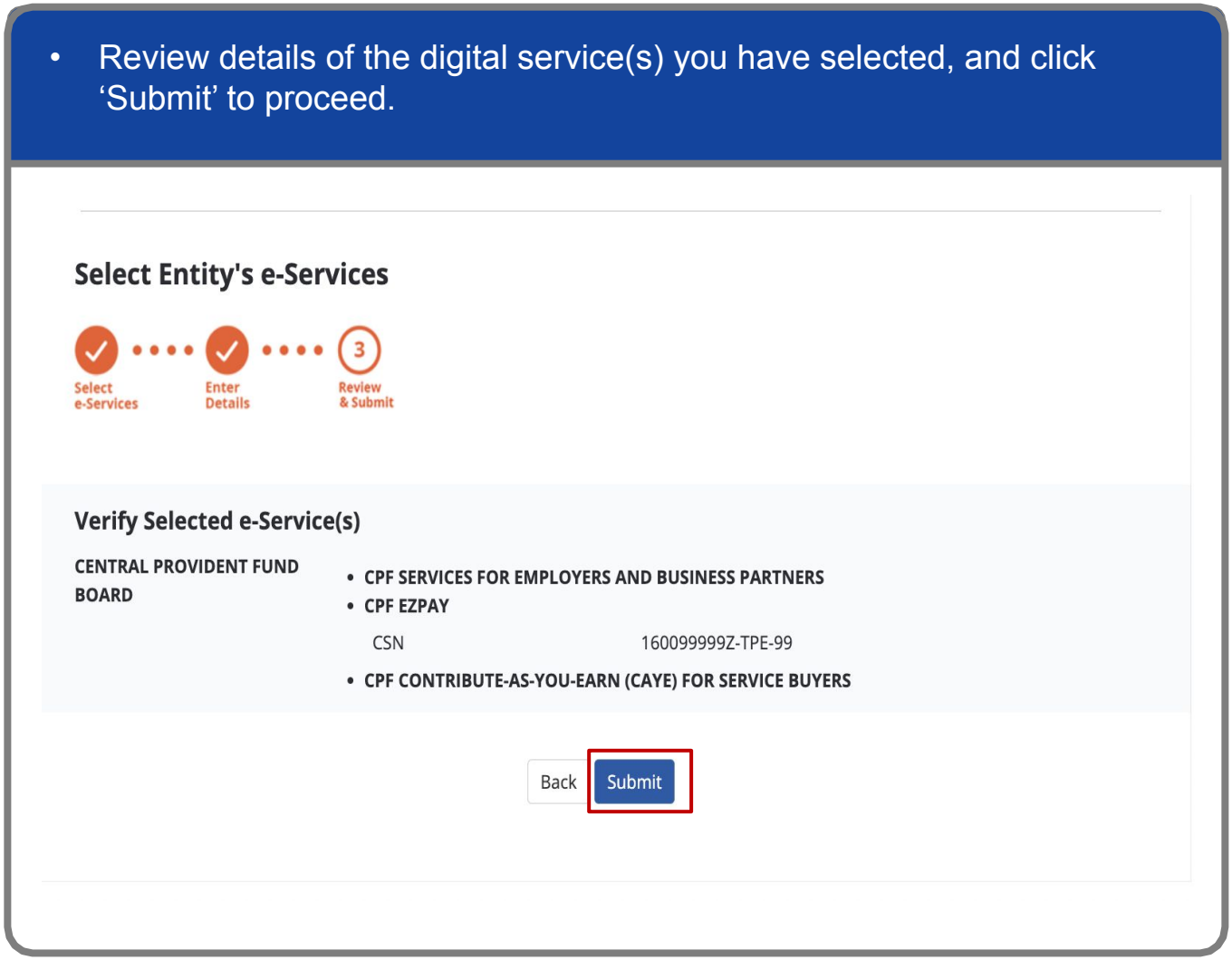
- Click 'Next' to proceed.



Set Up and Assign – Select Entity's Digital Services

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- Review details of the digital service(s) you have selected, and click 'Submit' to proceed.



Set Up and Assign – Select Entity's Digital Services

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Step 6

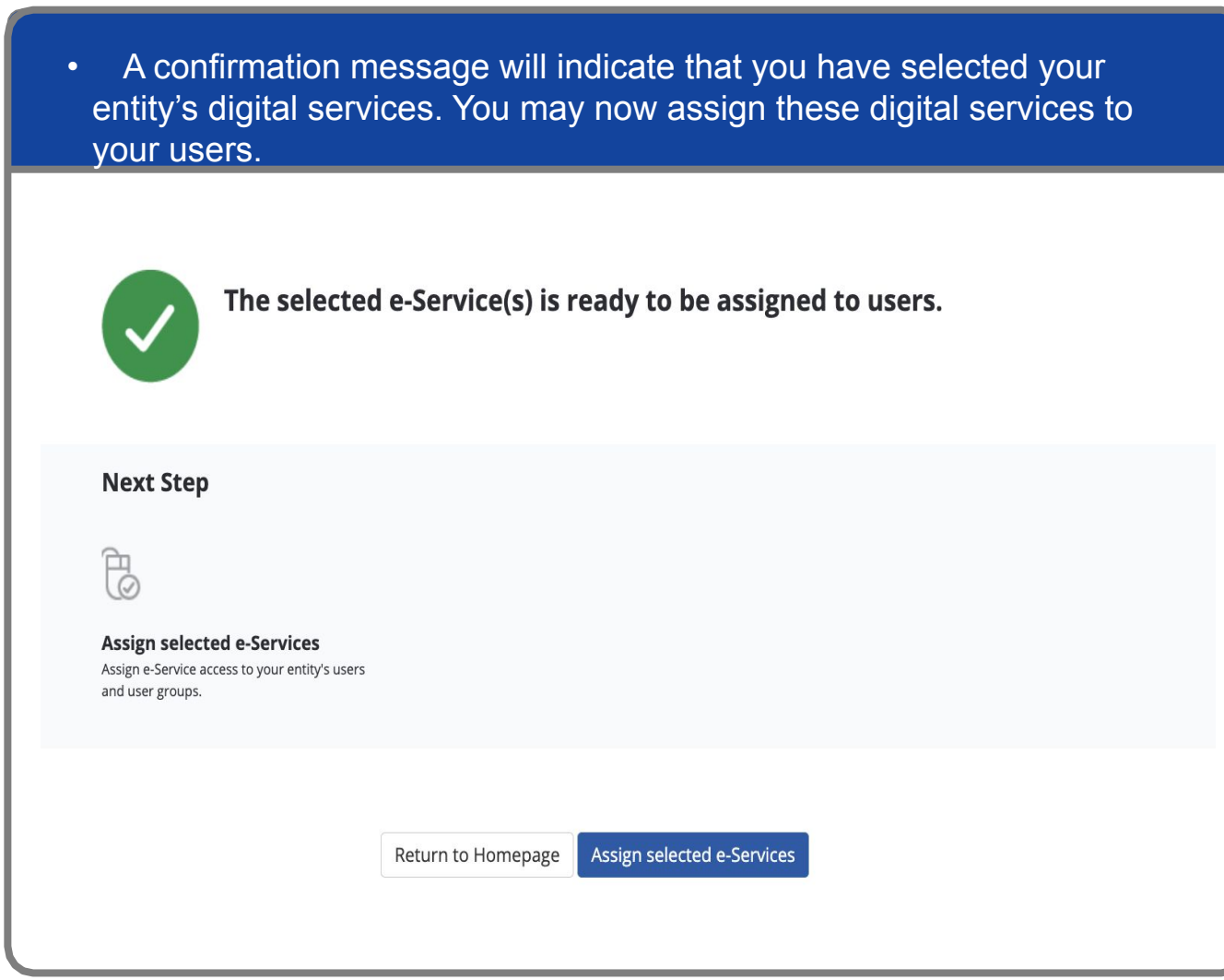
Step 7

Step 8

Step 9

Step 10

- A confirmation message will indicate that you have selected your entity's digital services. You may now assign these digital services to your users.

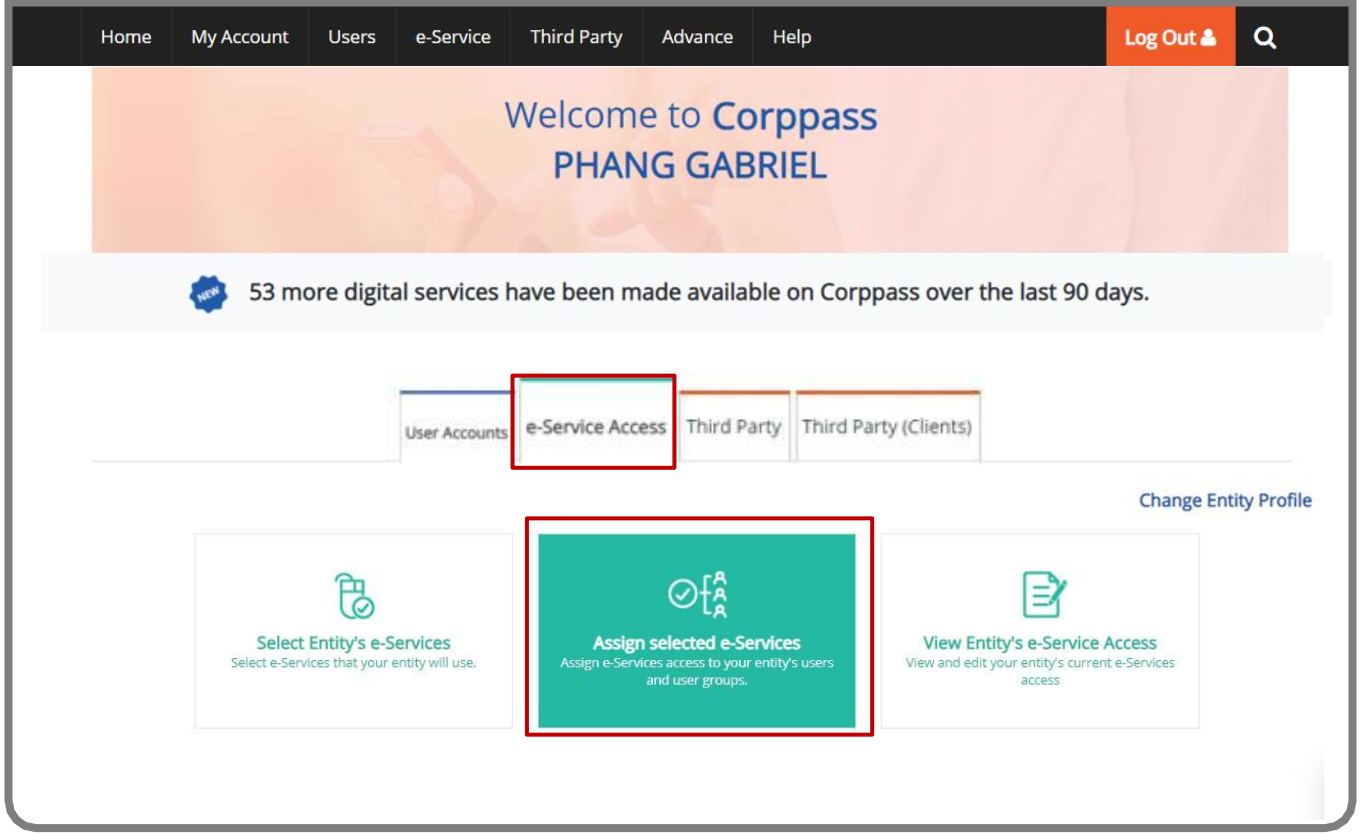


ASSIGN DIGITAL SERVICES

Set Up and Assign – Assign Digital Services

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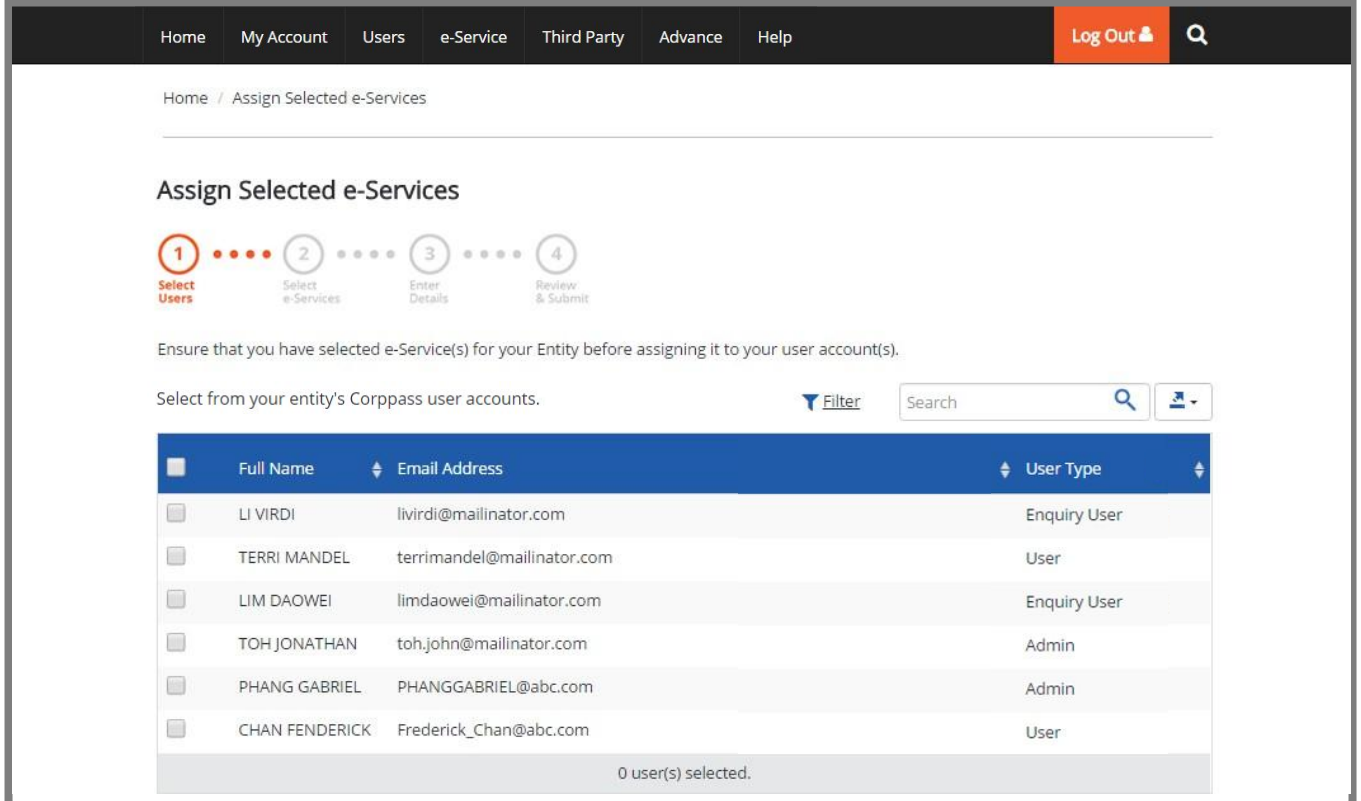
- You will land on your home page. Under the 'e-Service Access' tab, click 'Assign Selected e-Services'.



Set Up and Assign – Assign Digital Services

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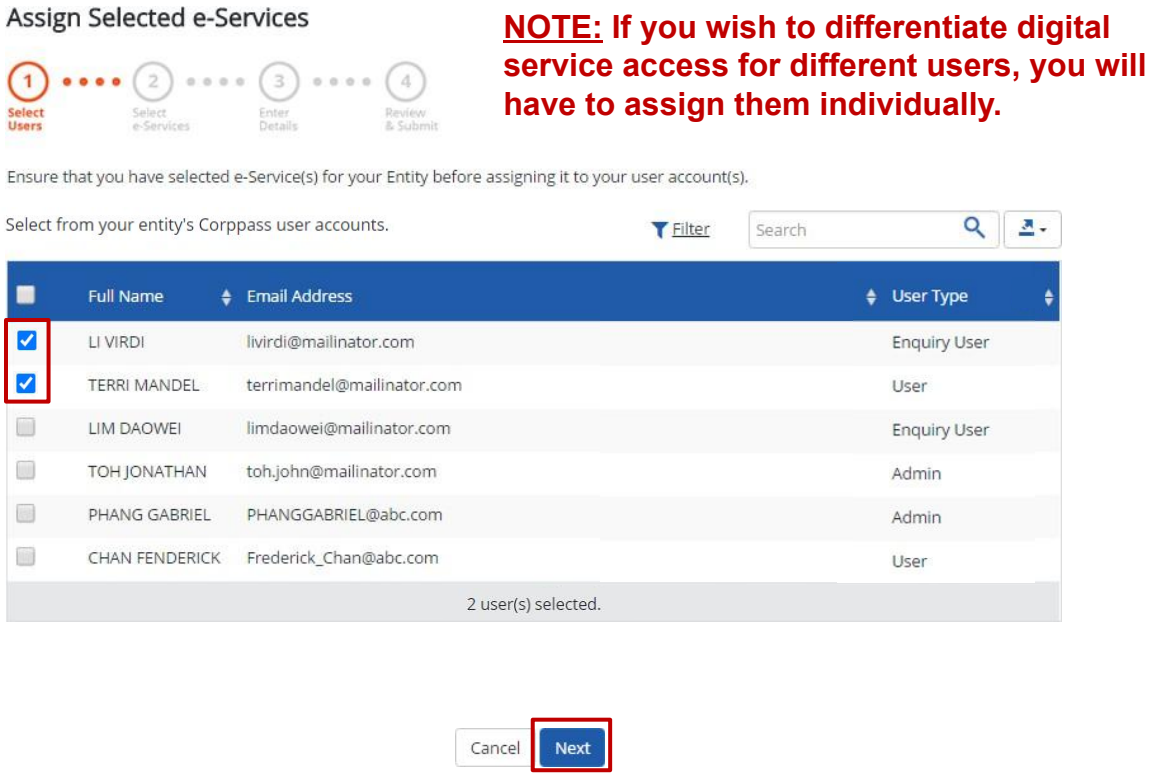
- Before a user can transact on behalf of your entity, you must first assign the selected digital services to their account.



Set Up and Assign – Assign Digital Services

Step 1
Step 2
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- Select the user(s) you wish to assign the access to. These users will be granted access to the digital services you select in the next step. Click 'Next' to proceed.

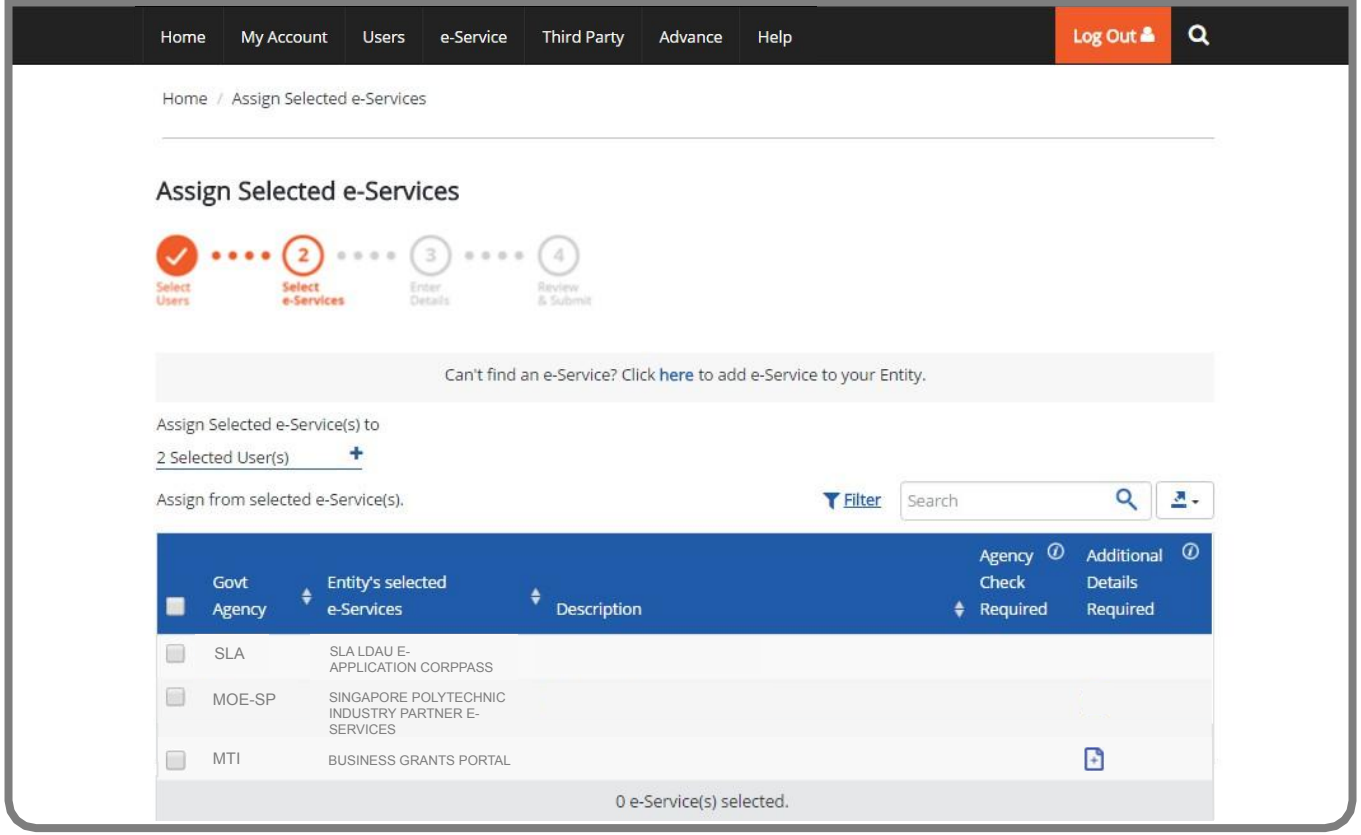


NOTE: If you wish to differentiate digital service access for different users, you will have to assign them individually.

Set Up and Assign – Assign Digital Services

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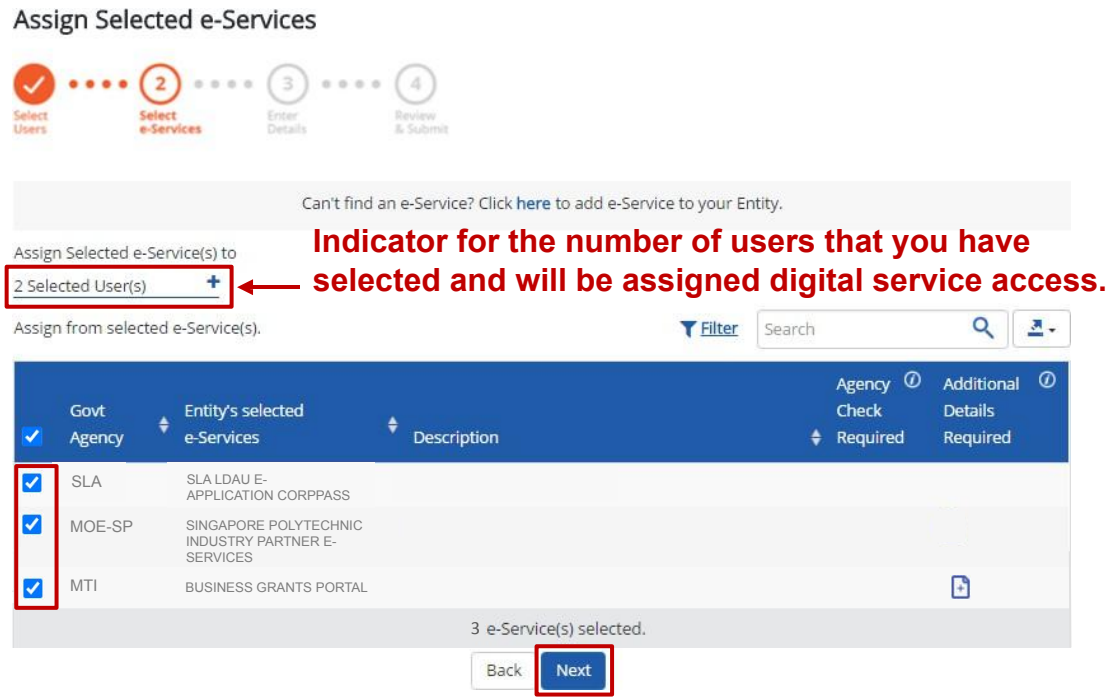
- You will be directed to the list of digital services you have selected for your entity (this was done in the first section, 'Select Entity's Digital Services').



Set Up and Assign – Assign Digital Services

Step 1
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- Select the digital services you wish to assign to the selected users. Click 'Next' to proceed.

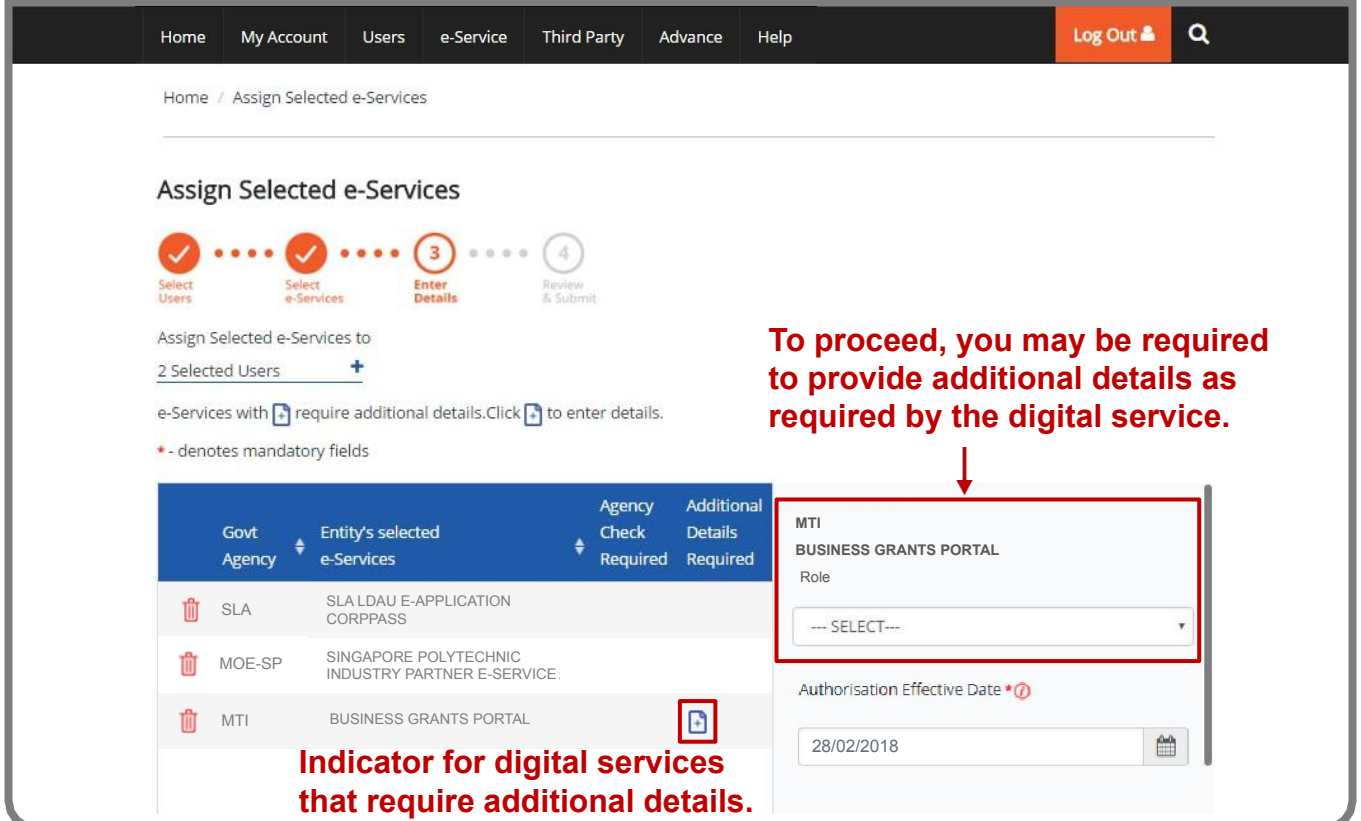


Note: Sub-Admins with restricted access can only assign users access to digital services within his or her assignment profile

Set Up and Assign – Assign Digital Services

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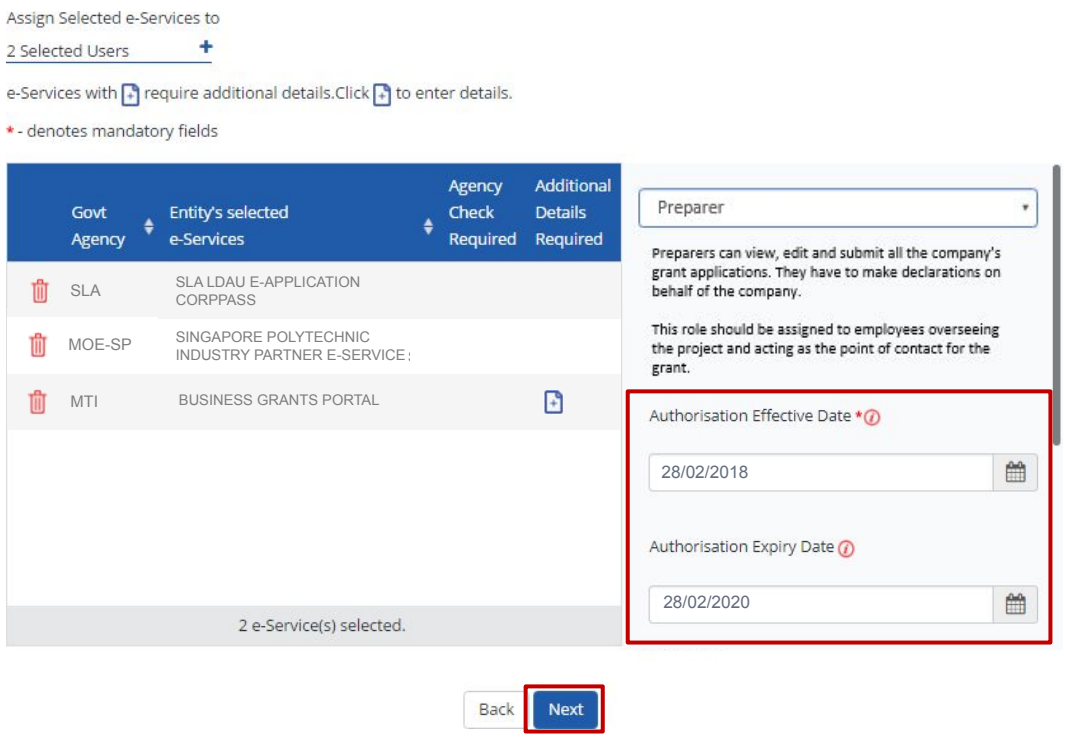
- Selected digital services may require additional details such as roles, CSN, Vendor ID, GSTN etc. that you have pre-defined during selection of digital services.



Set Up and Assign – Assign Digital Services

Step 1
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- Set a period for this authorisation, with minimally an Effective (or start) Date. Leave the Expiry Date blank if you would like the assignment to last indefinitely. Click 'Next' to proceed.

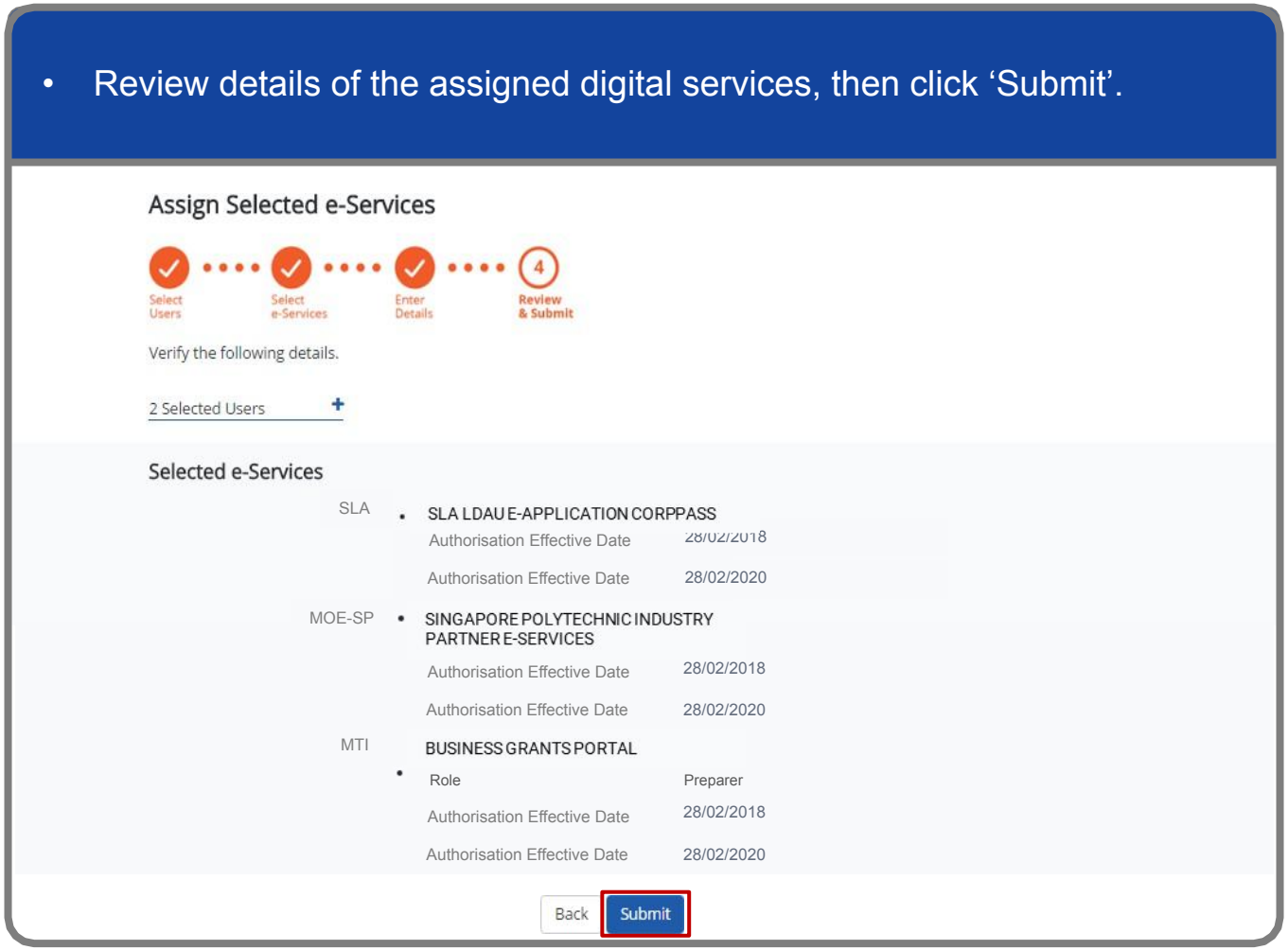


Note: Authorisation Effective Date is a mandatory field for all digital service assignments.

Set Up and Assign – Assign Digital Services

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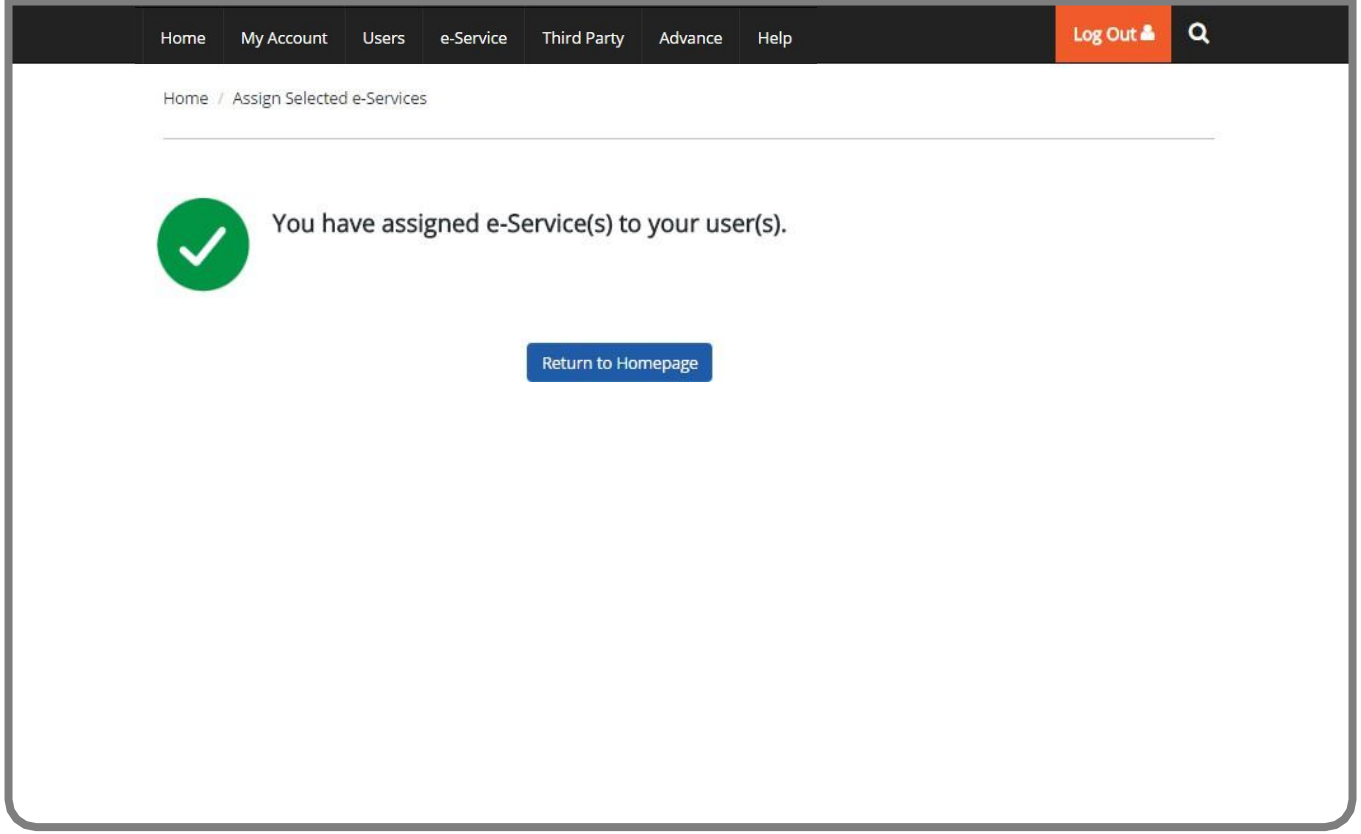
- Review details of the assigned digital services, then click 'Submit'.



Set Up and Assign – Assign Digital Services

Step 1
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- A confirmation message will indicate that you have successfully assigned digital service access to your selected users.

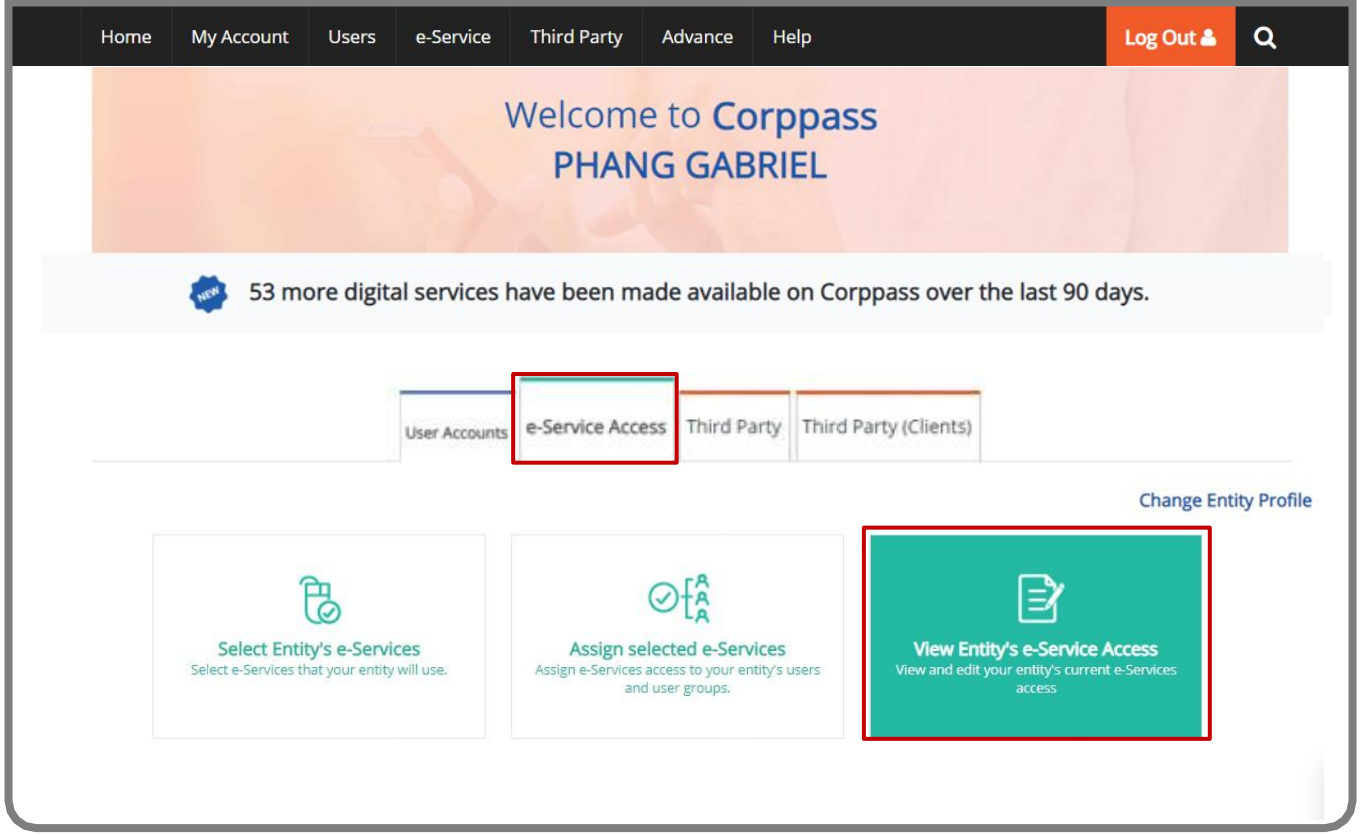


EDIT ENTITY'S DIGITAL SERVICES

Set Up and Assign - Edit Entity's Digital Services

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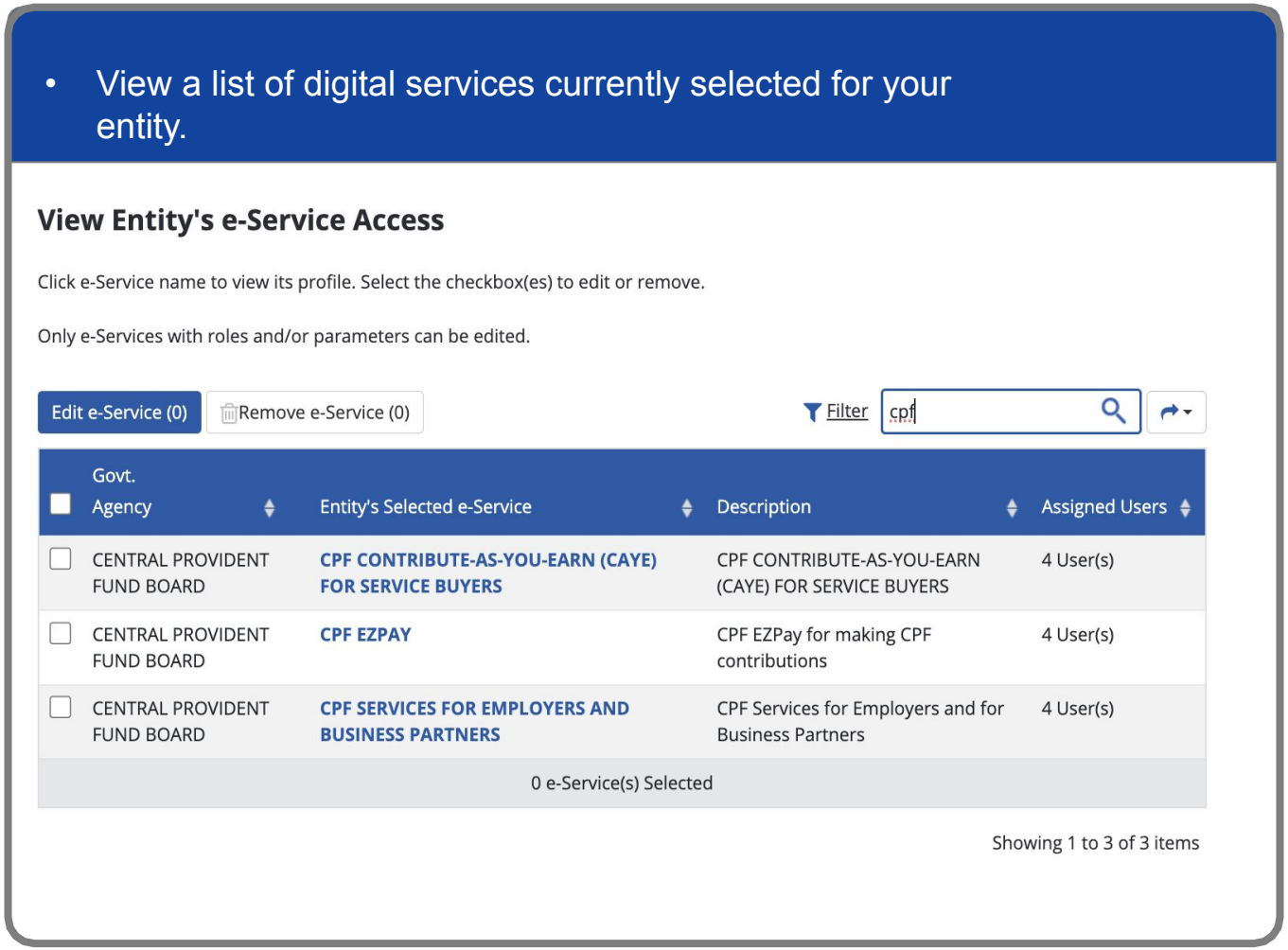
- You will land on your home page. Under the 'e-Service Access' tab, click 'View Entity's e-Service Access'.



Set Up and Assign - Edit Entity's Digital Services

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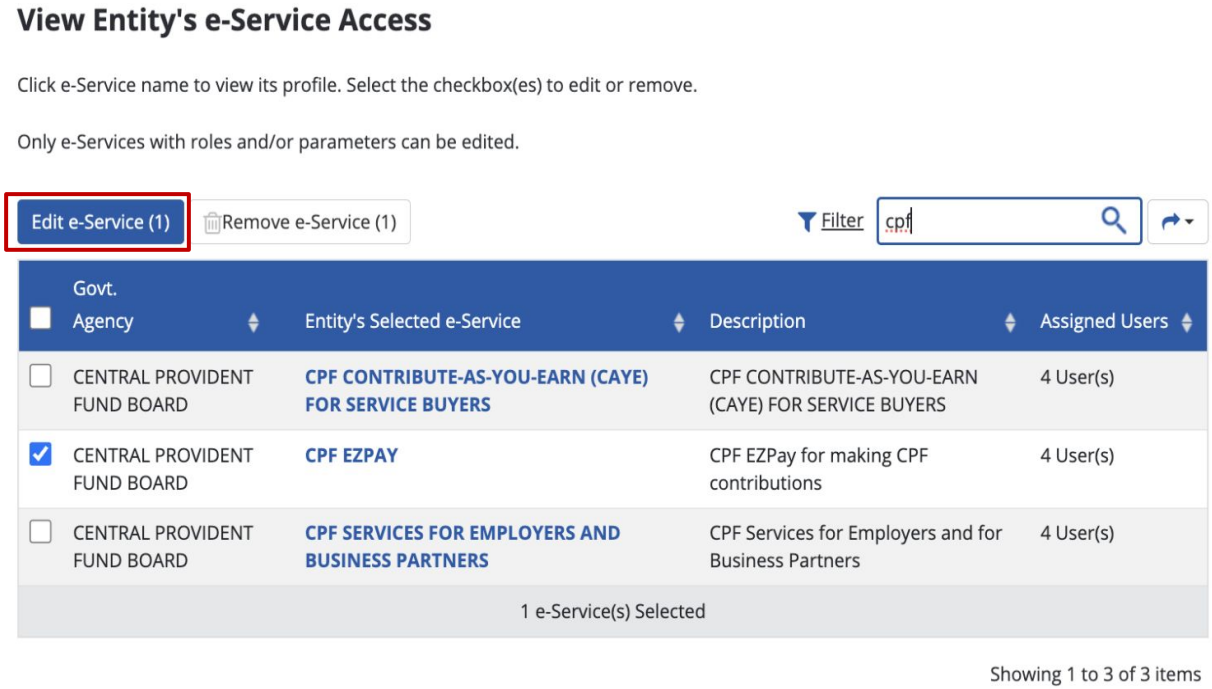
- View a list of digital services currently selected for your entity.



Set Up and Assign - Edit Entity's Digital Services

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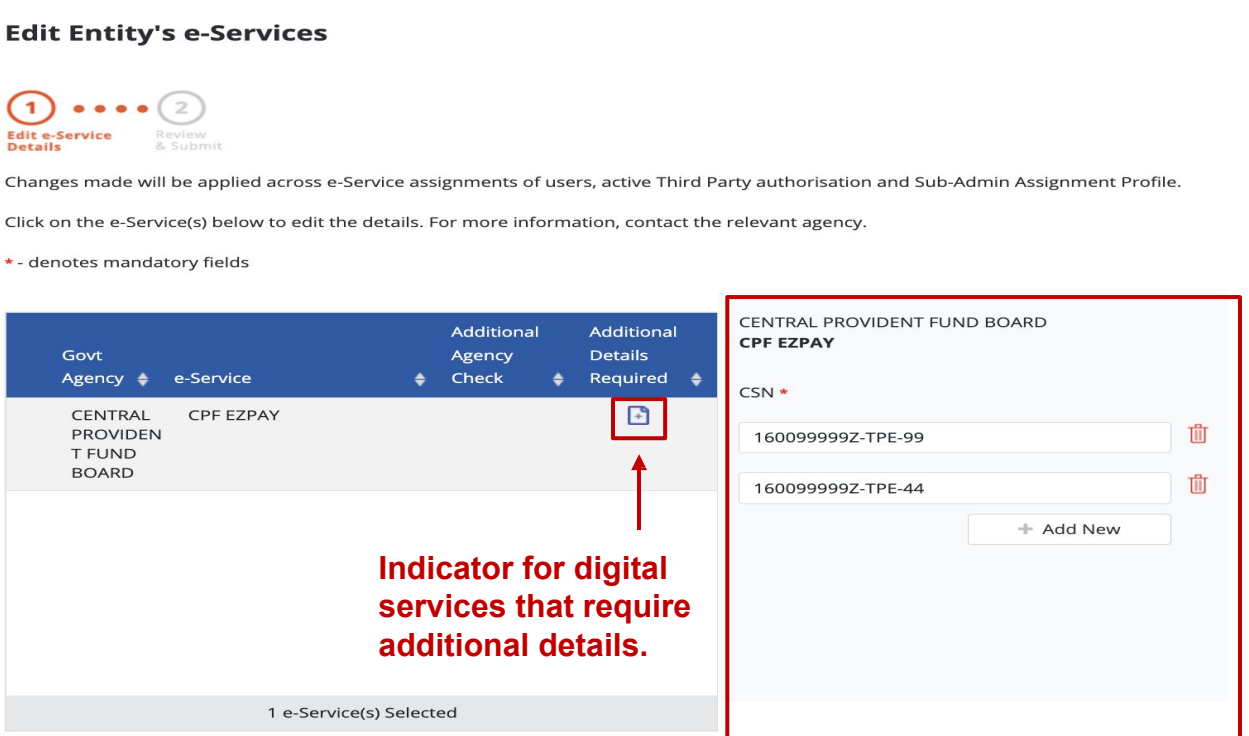
- To edit details of a digital service, select the digital service, then click 'Edit e-Service'. Only digital services with roles and/or parameters can be edited.



Set Up and Assign - Edit Entity's Digital Services

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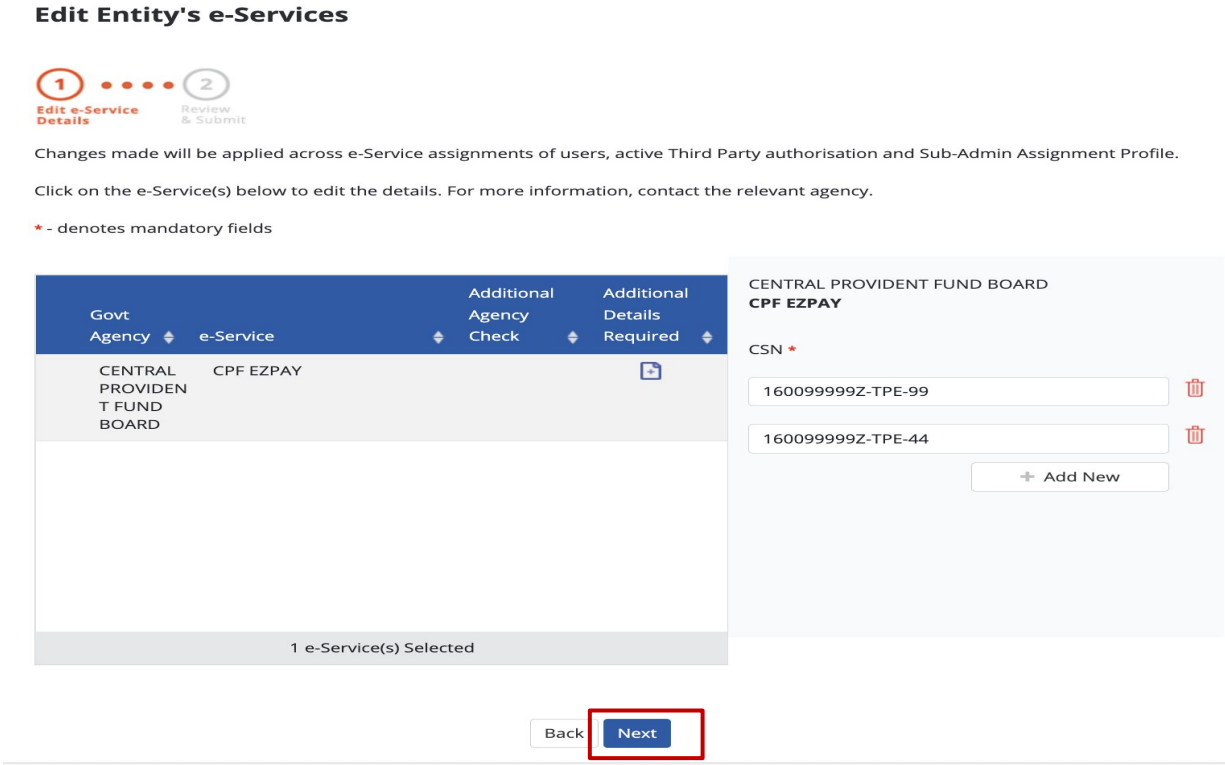
- You may edit the existing values of additional details such as Role, CSN, Vendor ID, GSTN, etc. for appropriate digital services.



Set Up and Assign - Edit Entity's Digital Services

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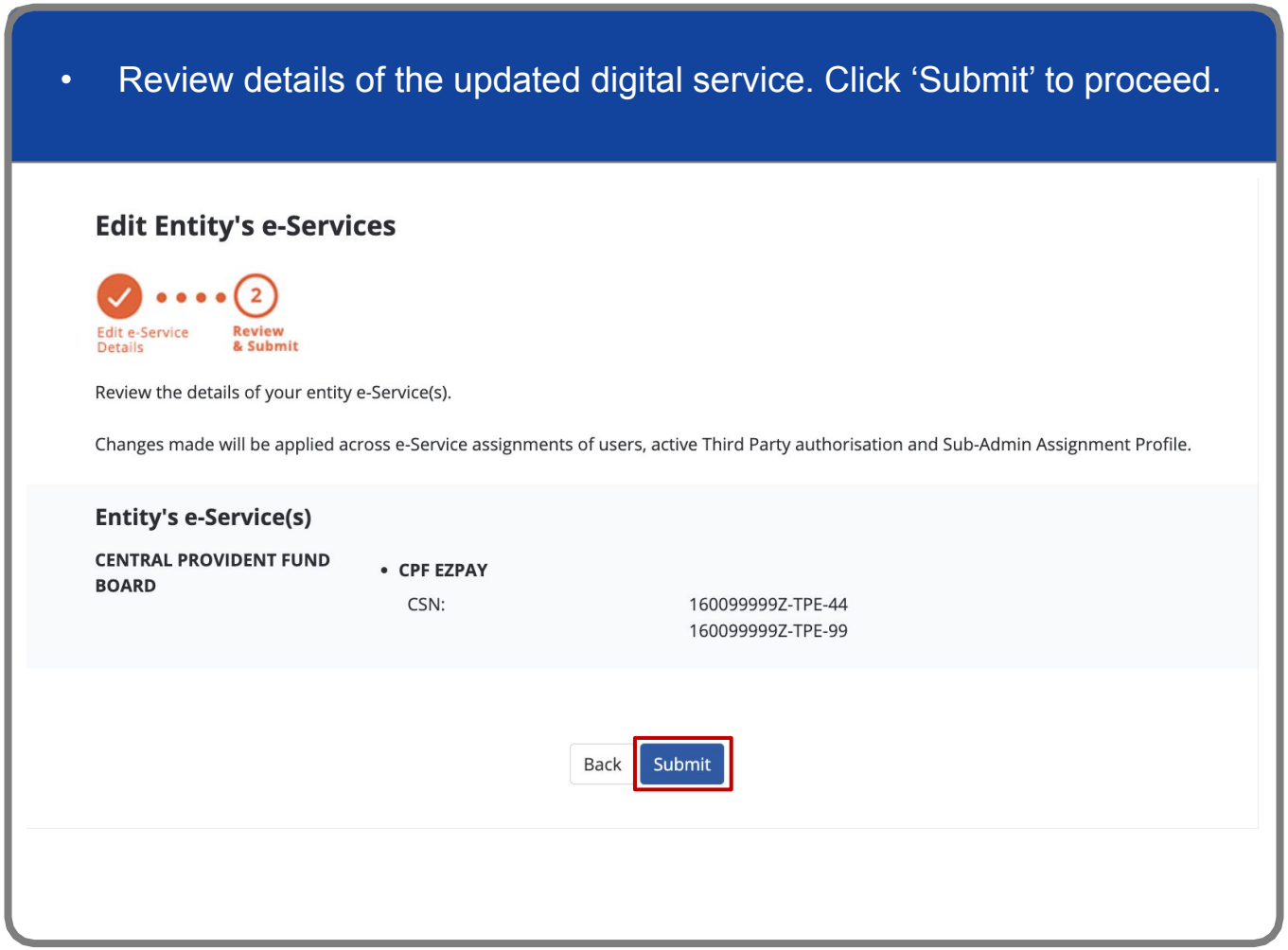
- Click 'Next' to proceed.



Set Up and Assign - Edit Entity's Digital Services

Step 1
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- Review details of the updated digital service. Click 'Submit' to proceed.

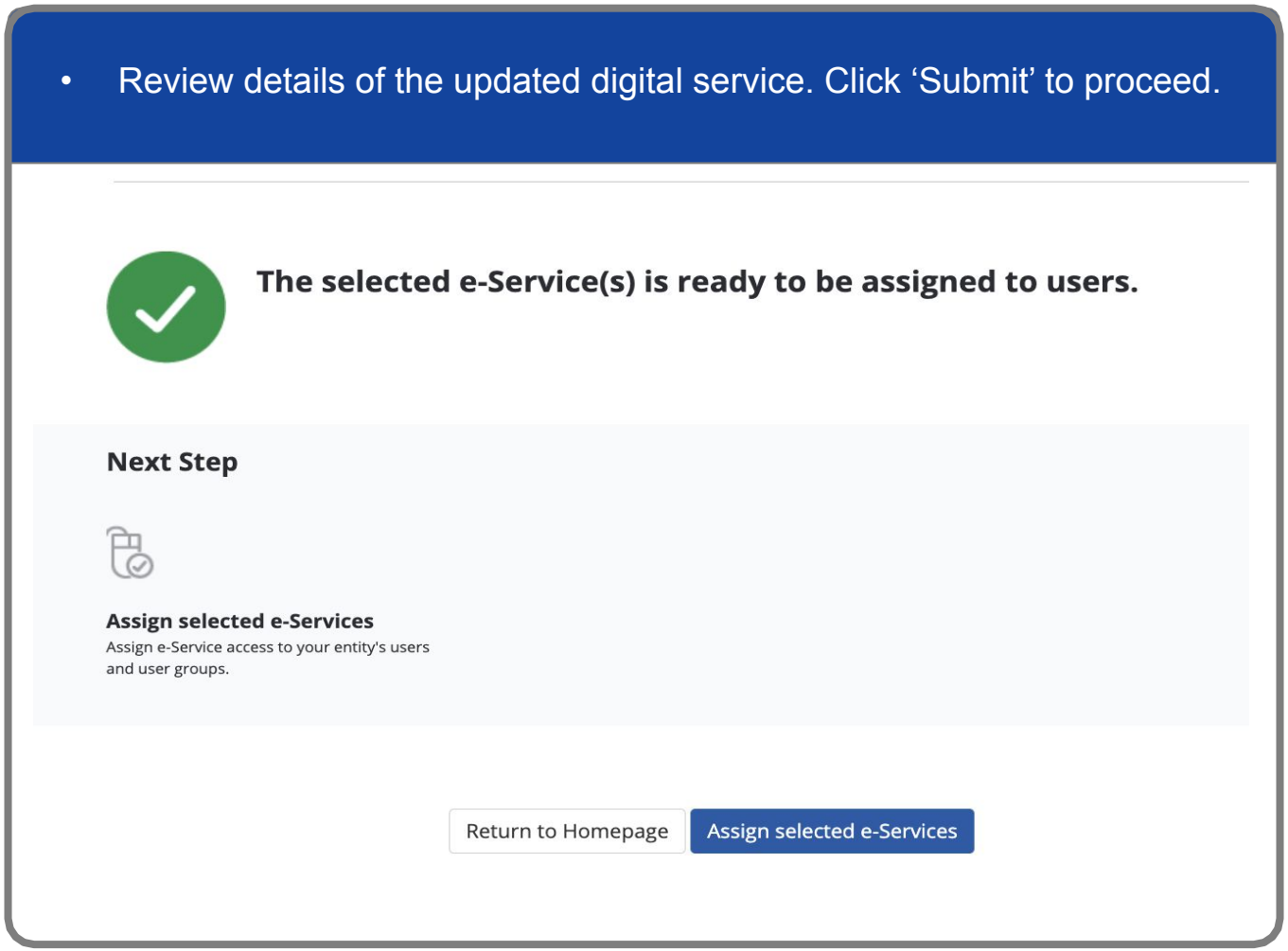


Note: Once submitted, affected entity users and Third Party authorisation will be updated accordingly.

Set Up and Assign - Edit Entity's Digital Services

Step 1
Step 2
Step 3
Step 4
Step 5
Step 6
Step 7
Step 8
Step 9

- Review details of the updated digital service. Click 'Submit' to proceed.



Note: Once submitted, affected entity users and Third Party authorisation will be updated accordingly.

- END -

Updated as of October 2024