

Register for an Account

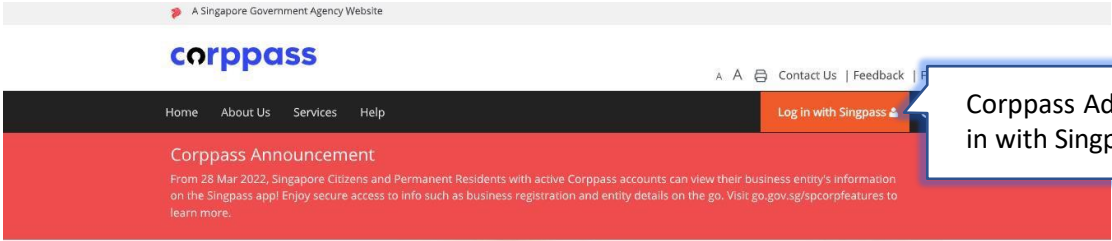


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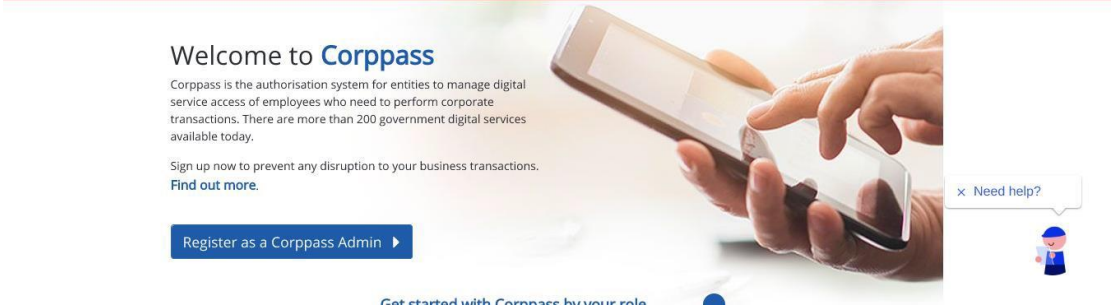
Login Corppass	Page 2
Authorise Corporate Role	Page 5
Login MTP	Page 15
Register Account	Page 17
Authorise Preparer and Approver	Page 23

1

Navigate to the Corppass page (<https://www.corppass.gov.sg/>). Click on **Login with Singpass**.



Corppass Admin to log in with Singpass

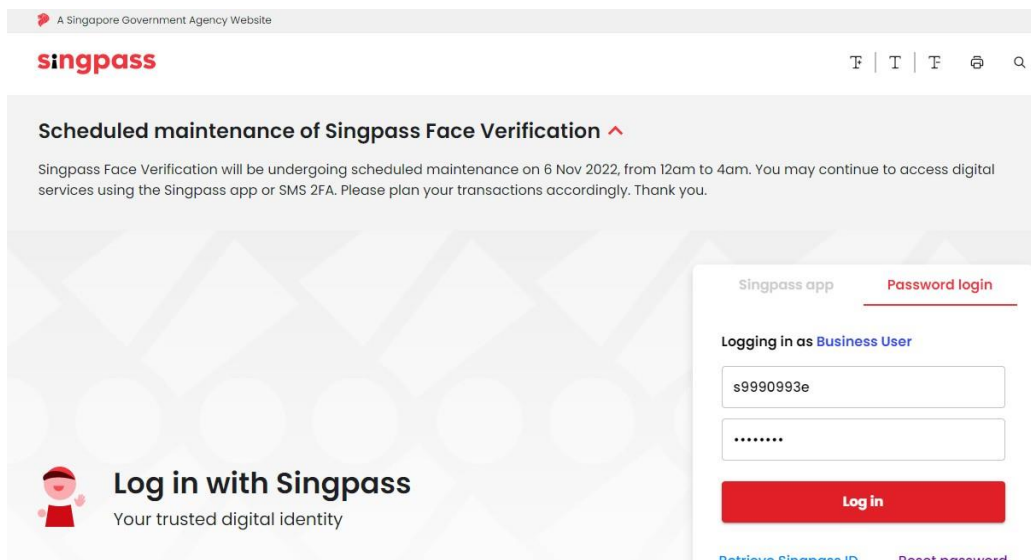
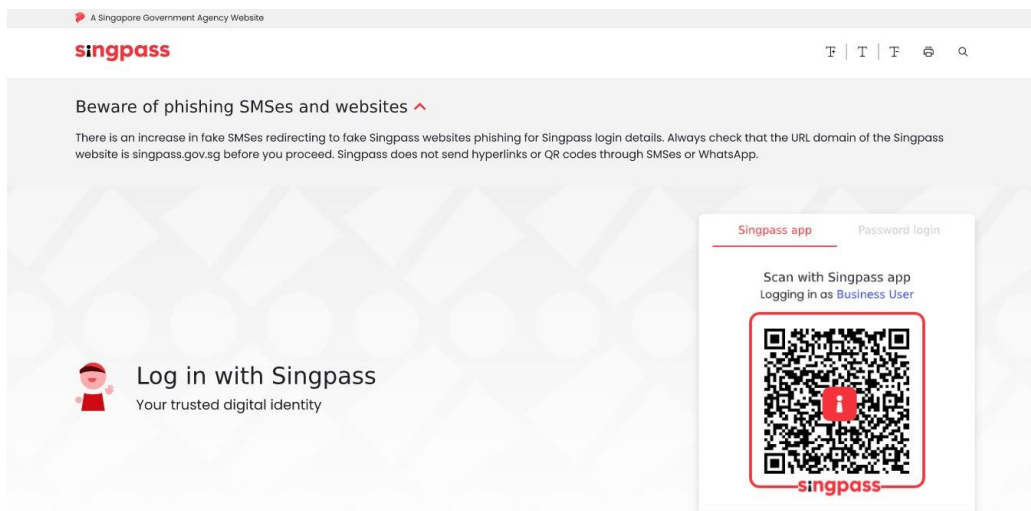


2

If you are logging in with your Corppass account (Business User), you will first have to login using your Singpass account. You may choose to login using the Singpass application or password login via the following steps:

1. *Login via the Singpass application by scanning the QR code*
- OR*
1. *Click on 'Password login'*
2. *Ensure that it shows 'Business User'*
3. *Enter Singpass ID*
4. *Enter password*
5. *Click the Log in button to login*

After successfully logging in, you will be directed to the Corppass page.



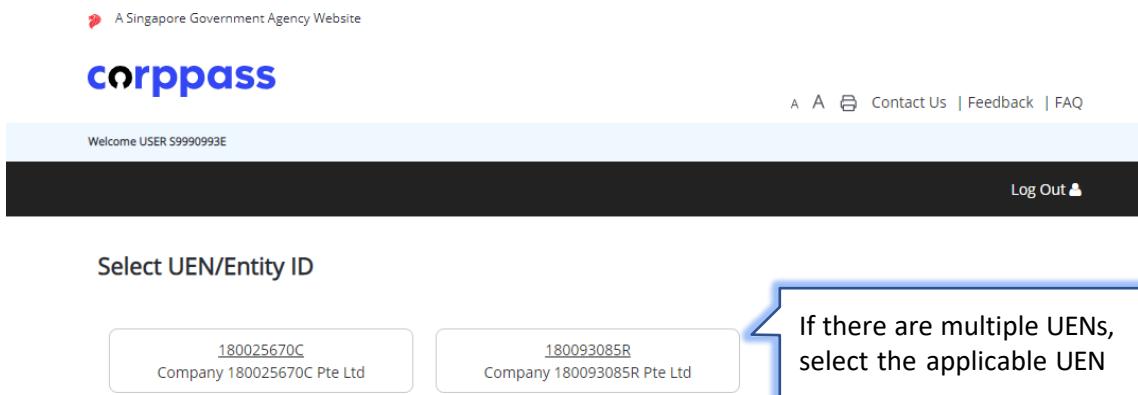


3

Upon logging in with Singpass, you will be redirected to the Corppass page.

1. *Select the **UEN / Entity ID***

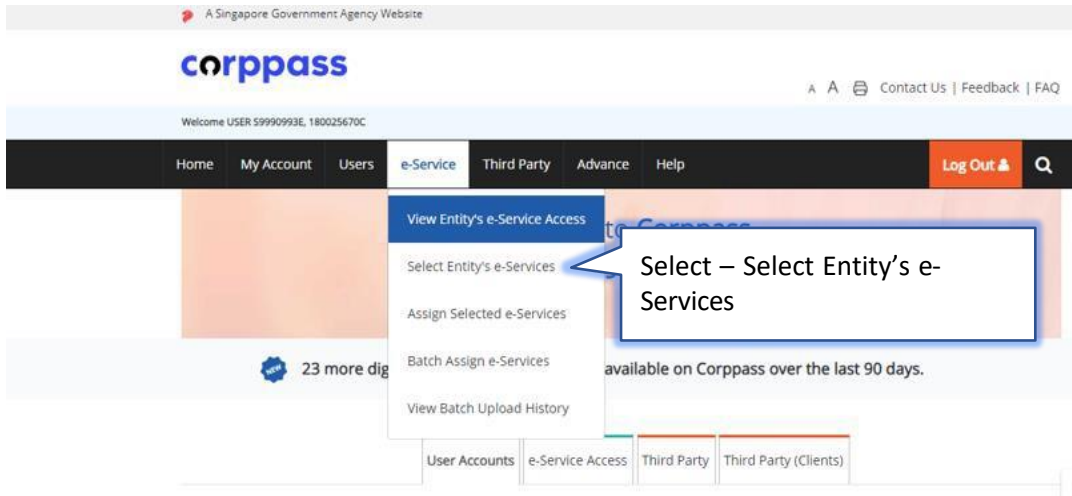
After selecting the UEN / Entity ID, you will be logged in as a Corppass (Business) user and directed to the e-services portal automatically.



4

You may navigate to the **Select Entity's e-Service Access** page via the following steps:

1. Click on **e-Service** from the navigational menu bar
2. Select **Select Entity's e-Service Access** from the drop-down menu



LOGIN
CORPPASS

AUTHORISE
CORPORATE

LOGIN MTP

REGISTER
ACCOUNT



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PREPARER/
APPROVER

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1. Under Search Bar, enter **Stamping** and click search to retrieve search result
2. Select the tick box for **Inland Revenue Authority of Singapore (IRAS) – e-Stamping**





Select the e-Service(s) you wish to add to your entity's list.

Note: Selected e-Services require details to be set up on CorpPass (denoted by ).
Selected e-Services may require additional checks when you log in. Click  for more information.

Filter stamping

Search using
keyword
Stamping

Select
the
check
box

Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
<input checked="" type="checkbox"/>	INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING		

1 e-Service(s) Selected

Showing 1 to 1 of 1 items

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You may insert required details via the following steps:

1. To view your company's e-Stamping records or to Register for an Account, enter **your UEN Reference No.** under **Assigned ID** field
2. Click the **Next** button to advance to the next page

Edit e-Service Details Review & Submit

Changes made will be applied across e-Service assignments of users, active Third Party authorisation and Sub-Admin Assignment Profile.

Click on the e-Service(s) below to edit the details. For more information, contact the relevant agency.

* - denotes mandatory fields

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING		

1 e-Service(s) Selected

INLAND REVENUE OF SINGAPORE (IRAS) E-STAMPING

Assigned ID *

180093085R

+ Add New

Enter UEN Ref no.

Back Next

7

1. Review that the **UEN Reference No.** inserted is correct
2. Click the **Submit** button to proceed
3. A confirmation message will be displayed informing that you have edited your entity's e-Service(s)

Welcome USER S9990993E, 180025670C

Home My Account Users e-Service Third Party Advance Help Log Out

Home / Edit Entity's e-Services

Select Entity's e-Services

✓ Select e-Services
✓ Enter Details
3 Review & Submit

Review the details of your entity e-Service(s).

Changes made will be applied across e-Service assignments of users, active Third Party author

Entity's e-Service(s)

INLAND REVENUE OF SINGAPORE (IRAS)

- E-STAMPING

Assigned ID: 180093085R

Review the UEN Reference No.

Back Submit



The selected e-Service(s) is ready to be assigned to users.

Next Step



Assign selected e-Services
Assign e-Service access to your entity's users and user groups.

[Return to Homepage](#)

[Assign selected e-Services](#)

8

To add/manage user (**Corporate / Approver / Preparer**) on Corppass:

1. Click on **Users** from the navigational menu bar
2. Select **Create Users** from the drop-down menu if you would like to add a new user or select **Manage Users** to select user from existing list

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Welcome USER S9990993E, 180025670C

Feedback | FAQ

Home My Account Users e-Service

Out

Select Create Users or Manage Users

Welcome to Corppass, USER S9990993E

Create Users

Manage Users

Batch Create Users

View Batch Upload History

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been made available on Corppass over the last 90 days.

User Accounts e-Service Access Third Party Third Party (Clients)

Change Entity Profile

Create User Accounts
Add accounts to your Entity

Manage User Accounts
View and edit your entity's user account details

Need help?

LOGIN
CORPPASS

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You may manage user account via the following steps:

1. Click the **Create User Account** button
2. Tick the **checkbox** to select the user you wish to manage
3. Click **Next**

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Welcome USER S9990993E, 180025670C

Home My Account Users e-Service Third Party Advance Help

Log Out

Home / Manage User Accounts

Manage User Accounts

<input type="checkbox"/>	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status
<input checked="" type="checkbox"/>	USER_S9990993E	S****993E	Admin	Active
<input type="checkbox"/>	USER_S9991259F	S****259F	Admin	Active
<input type="checkbox"/>	USER_S9991258H	S****258H	User	Active
<input type="checkbox"/>	USER_S9991260Z	S****260Z	User	Active

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You may manage user account via the following steps:

1. Click the **Assigned e-Services** tab
2. Under **Customised e-Service Access**, click **Add e-Service Access**

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Welcome USER S9990993E, 180025670C

Home My Account Users e-Service Third Party Advance Help Log Out

Home / Manage User Accounts / View User

USER S9990993E

Profile Assigned e-Services Transaction History

Assign default e-Service access and/or customise e-Service access of the user. Click [here](#) (PDF, 2.0 MB) for step-by-step guide.

Default All e-Service Access

Select the checkbox below and click "Save" to grant the user default access to all e-Services currently onboard Corppass and to e-Services which will onboard in the future.

Access to all e-Services required Save

Customised e-Service Access

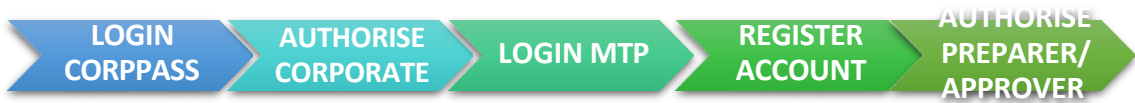
Click 'Add e-Service Access' below to customise e-Service access for the user. If 'Access to all e-Services' is selected above, adding the same e-Service will overwrite the default setting for that e-Service.

Add e-Service Access Edit e-Service Access(0) Remove e-Service Access(0) Filter inland

Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/> INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING	Corporate	Assigned ID : 180093085R	19/10/2022	31/12/9999
<input type="checkbox"/> INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING	Approver	Assigned ID : a12345678d	19/10/2022	31/12/9999

0 eServices Selected

Showing 1 to 2 of 2 items



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You may manage user account via the following steps:

1. Select **Inland Revenue of Singapore (IRAS) – e-Stamping** via the tick-box
2. Click **Next**

Home
My Account
Users
e-Service
Third Party
Advance
Help
Log Out
Q

Home / Assign Selected e-Services

Assign Selected e-Services

1
Select Users

2
Select e-Services

3
Enter Details

4
Review & Submit

Assign Selected e-Service(s) to

1 Selected User(s) +

Assign from selected e-Service(s).

Filter

Q
↔

	Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input checked="" type="checkbox"/>	INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING	E-Stamping	<input type="checkbox"/>	<input type="checkbox"/>

1 e-Service(s) selected.

Showing 1 to 1 of 1 items

Back
Next

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You may manage user account via the following steps:

1. Select the **Role – Corporate** to assign staff to view your company’s e-Stamping details or to Register for an Account
2. Select the **Assigned ID – UEN Reference Number**
3. Enter **Authorisation Effective Date** with the start date to allow access
4. Enter **Authorisation Expiry Date** as the end date to cease access or leave blank to allow access for undefined period
5. Click **Next**

Assign Selected e-Services to
1 Selected User(s)

e-Services with require additional details. For more information, contact the relevant agency. Click to enter details.

* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING		

1 e-Service(s) selected.

Back Next

INLAND REVENUE OF SINGAPORE (IRAS)
E-STAMPING

Role*

Corporate
--- SELECT ---
Preparer
Approver
Corporate

To allow corporate users to access estamping portal to view the estamping documents belonging to their corporate organisation.

Assigned ID*

180093085R
--- SELECT ---
180093085R
a12345678d
a9005200D

Assign Selected e-Services to
1 Selected User(s)

e-Services with require additional details. For more information, contact the relevant agency. Click to enter details.

* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING		

1 e-Service(s) selected.

Back Next

Assigned ID*

180093085R

Authorisation Effective Date*

19/10/2022

Enter a valid Authorisation Effective Date.

Authorisation Expiry Date

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You may manage user account via the following steps:

1. *Confirm the details entered*
2. *Click **Submit** to proceed*
3. *An acknowledgement will be displayed*
4. ***If you are logging in to view your company's e-Stamping records, please follow on the instructions 14 to 15. If you are Registering for an Account, please follow on the instructions 14 to 21.***

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Welcome USER 59990993E, 180025670C

Home My Account Users e-Service Third Party Advance Help Log Out

Home / Assign Selected e-Services

Assign Selected e-Services

✓ Select Users
✓ Select e-Services
✓ Enter Details
4 Review & Submit

Verify the following details:

1 Selected Users +

Selected e-Services

INLAND REVENUE OF SINGAPORE (IRAS)	<ul style="list-style-type: none"> E-STAMPING <table border="0" style="margin-left: 20px;"> <tr> <td>Role</td> <td>Corporate</td> </tr> <tr> <td>Assigned ID</td> <td>180093085R</td> </tr> <tr> <td>Authorisation Effective Date</td> <td>19/10/2022</td> </tr> <tr> <td>Authorisation Expiry Date</td> <td>31/12/9999</td> </tr> </table> 	Role	Corporate	Assigned ID	180093085R	Authorisation Effective Date	19/10/2022	Authorisation Expiry Date	31/12/9999
Role	Corporate								
Assigned ID	180093085R								
Authorisation Effective Date	19/10/2022								
Authorisation Expiry Date	31/12/9999								


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Welcome USER 59990993E, 180025670C

Home My Account Users e-Service Third Party Advance Help Log Out

Home / Assign Selected e-Services



You have assigned e-Service(s) to your user(s).

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1. The authorised user may log in to the **Stamp Duty Portal** (<https://mytax.iras.gov.sg>) to **Register for an Account** or **View company's stamping records**.
2. Log in under **Business User**



TA Date: 07/11/2022

Announcement: Beware of malware stealing login credentials saved in internet browsers
We are aware of malware stealing user IDs and passwords saved in browsers. Stay vigilant against malicious emails that can infect devices with malware. Keep software and security patches up-to-date. Never disclose your passwords and 2FA details to others.

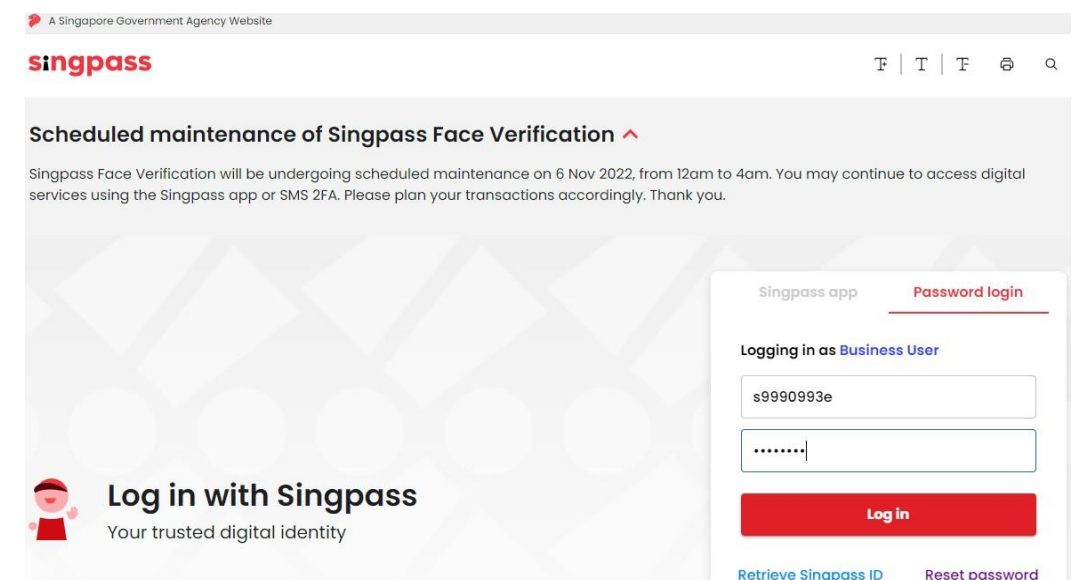
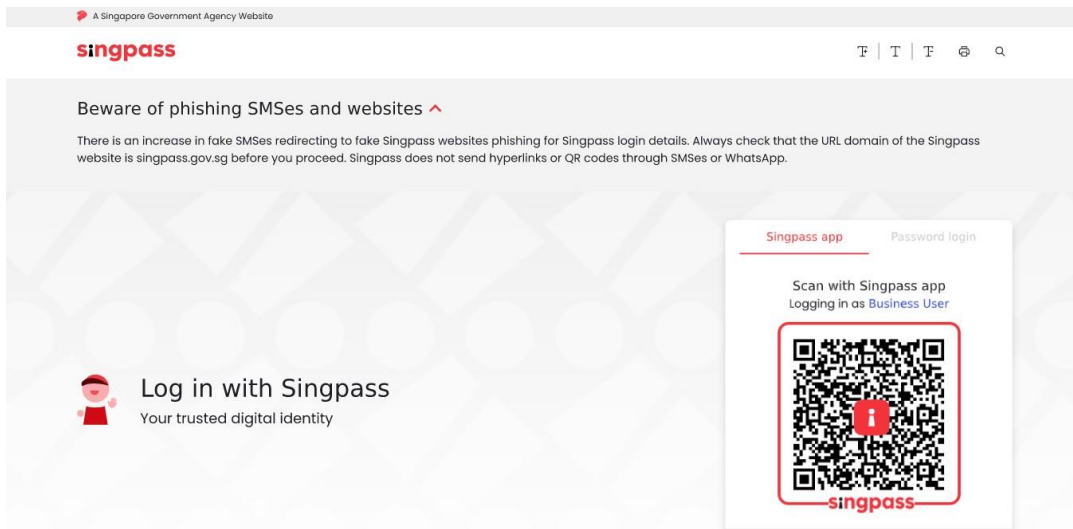
Weekly maintenance hours (Singapore time):
Wed 2:00 AM - 6:00 AM | Sun 2:00 AM - 8:30 AM



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If you are logging in with your Corppass account (Business User), you will first have to login using your Singpass account. You may choose to login using the Singpass application or password login via the following steps:

1. Login via the Singpass application by scanning the **QR code**
OR
1. Click on 'Password login'
2. Ensure that it shows 'Business User'
3. Enter Singpass ID
4. Enter password
5. Click the Log in button to login



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To Register a new Account to preform e-Stamping:

1. Go to **Account Tab**
2. Select **Register a new Account**

The screenshot displays the IRAS e-Stamping portal interface. At the top left is the IRAS logo. The header includes the user ID '180025670C | R2 Testing Company 1', 'Inbox', and 'Account' tabs. A 'LOGOUT' button and a search icon are in the top right. Below the header, there are navigation links for 'Overview', 'Request', and 'Records'. A notification states 'Last Login on Wednesday, 19 October 2022, 4:05 PM (Singapore time)'. The main content area is titled 'Overview' and contains a 'Note' about email notifications. A search bar is present with a dropdown menu set to 'All Ref No. (Min. 4 Digits/ Characters)' and a 'SEARCH' button. A callout box on the right highlights the 'Register a new Account' option in the 'Account' dropdown menu.

IRAS REVENUE
AUTHORITY
OF SINGAPORE

LOGOUT

180025670C | R2 Testing Company 1

Inbox Account

Overview Request Records

Last Login on Wednesday, 19 October 2022, 4:05 PM (Singapore time).

Overview

Note
You will receive **email notifications** at hi@gmail.com on Stamp Duty matters. [Update your contact details and notification preference](#) if necessary.

Search Records/ Cases Check Stamp Certificate Authenticity

Search By
All Ref No. (Min. 4 Digits/ Characters) e.g. Document Ref No., File Ref No., IRAS Case No.

[+] MORE OPTIONS

SEARCH

Select Register a new Account

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Instructions on how to create an account will be displayed before you choose to proceed with account registration

1. **Read the instructions on how to register for an account**
2. **Click the *PROCEED* button to proceed with account registration**



LOGOUT



180025670C | R2 Testing Company 1

Inbox Account Profile



Overview Request Records

Register an Account

Note

For Individual, there is no need to register for an account if you are e-Stamping with your Singpass. Singpass users will be able to submit stamping without registering for an account.

Access Stamp Duty Portal in 3 Steps!



Step 1 Create a SD Account ID

Complete the form in the subsequent step to create a **SD Account ID**. [?](#)

This step will take an estimated 5 - 10 minutes. You will need:

- a. Entity Name
- b. Entity UEN
- c. Contact Information
- d. Mailing Address
- e. Bank Account Details for GIRO Application (Optional)



Step 2 Activate with Corppass

Inform your Entity Corppass Admin to associate the SD Account ID obtained in Step 1 to your Corppass Account.



Step 3 Log In

Log into the Stamp Duty Portal at <https://mytax.iras.gov.sg> by selecting Stamp Duty > Business User.

PROCEED

LOGIN
CORPPASS

AUTHORISE
CORPORATE

LOGIN MTP

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You may register for an account by filling up the general, contact information and notification preference.

IRAS
INLAND REVENUE
AUTHORITY
OF SINGAPORE

LOGOUT

180025670C | R2 Testing Company 1

Inbox Account Profile

Overview Request Records

Register an Account

1. Register 2. Review 3. GIRO Application (if applicable) 4. Acknowledgement

General Information

Enter Organisation Tax Ref No. to find Entity Name

Organisation Tax Ref No.*
UEN-Local Co 180025670C

Entity Name*
R2 Testing Company 1 [EDIT](#)

Contact Information

Contact Person
Enter name

Email Address*
hi@gmail.com

Mobile No.
+65 91234567

Other Contact No.
+65 61234567

Enter your mailing address if you would like to receive stamp duty correspondences at another address other than the registered office address as stated in the Accounting and Corporate Regulatory Authority (ACRA) records:

Mailing Address
 Singapore
 Others (for Foreign or PO Box Address)

Postal Code
123456 [FIND ADDRESS](#)

Enter postal code to find local address.

Level-Unit
123 - 12345

Receive Stamp Duty Alerts Via*
 SMS
 Email
 No Alerts

Please read the [Terms and Conditions](#) on the use of mobile number and email address.

[BACK](#) [CONTINUE](#)

LOGIN
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Review the information entered at the **Review** page



LOGOUT

180025670C | R2 Testing Company 1

Inbox Account Profile

Overview Request Records

Register an Account

1. Register 2. Review 3. GIRO Application (if applicable) 4. Acknowledgement

Review

General Information [EDIT](#)

Organisation Tax Ref No.
UEN-Local Co
180025670C

Entity Name
R2 TESTING COMPANY 1

Contact Information [EDIT](#)

Email Address
hi@gmail.com

Retrieve Stamp Duty Alerts via
Email

BACK

SUBMIT TO IRAS

LOGIN
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LOGIN MTP

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You may apply for GIRO at the **GIRO Application** page if applicable via the following steps:

1. Select the radio button to **Apply for GIRO – Yes / No**, if applicable and follow the instructions
2. Click the **CONTINUE** button to continue to the acknowledgement page

IRAS
INLAND REVENUE
AUTHORITY
OF SINGAPORE

LOGOUT

180025670C | R2 Testing Company 1

Inbox Account Profile

Overview Request Records

Register an Account

1. Register 2. Review 3. GIRO Application (if applicable) 4. Acknowledgement

GIRO Application

Apply for GIRO? *

Yes

No

CONTINUE

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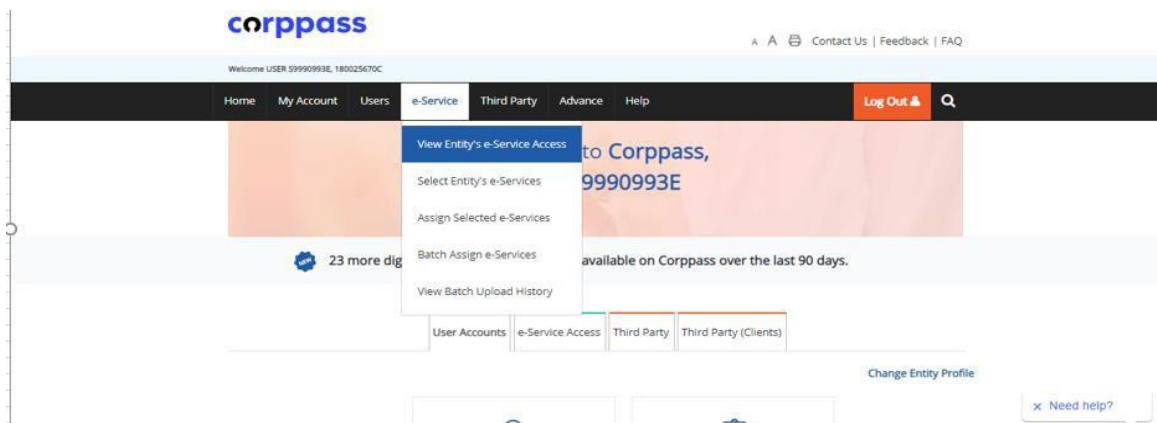
The Acknowledgement page will be displayed after a successful submission.

1. Note down your **Stamp Duty Account ID**
2. Read the details for the **Next Step**
3. Click **BACK TO MYTAX PORTAL** to return to the main page

The screenshot shows the IRAS MyTax Portal interface. At the top, the IRAS logo and 'INLAND REVENUE AUTHORITY OF SINGAPORE' are visible. A navigation bar includes 'LOGOUT' and a search icon. Below this, the user's company information '180025670C | R2 Testing Company 1' is displayed, along with 'Inbox', 'Account', and 'Profile' options. A secondary navigation bar contains 'Overview', 'Request', and 'Records' tabs. The main heading is 'Register an Account', with a 'SAVE AS PDF / PRINT' option. A progress bar indicates four steps: 1. Register (checked), 2. Review (checked), 3. GIRO Application (if applicable) (checked), and 4. Acknowledgement (checked). The 'Acknowledgement' section features a 'Successful Submission' message: 'Stamp Duty Account ID A90102892F is created successfully. Please add this ID in Corppass to access the account.' Below this, a table provides details: Acknowledgement No. 6000000014736 and Date/ Time 19 Oct 2022 04:32 PM. A note states that a copy of the acknowledgement can be found in 'Notices/ Letters'. The 'Next Step' section contains two instructions: 1. To access your Stamp Duty account, inform your Corppass Admin to associate the Account ID to your Corppass Account. 2. Log into the Stamp Duty Portal at <https://mytax.iras.gov.sg> by selecting Stamp Duty > Business User. At the bottom, there is a prominent 'BACK TO MYTAX PORTAL' button.

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1. After you have successfully registered for an Stamp Duty Account, please return to **Corppass portal** (<https://www.corppass.gov.sg/>) to add users as preparer/approver to perform e-Stamping. Repeat [steps 1-3](#).
2. To link up the Stamp Duty Account ID to your UEN, please perform the following steps:
 1. Go to **e-Service tab**
 2. Select **View Entity's Service Access**



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To link up the Stamp Duty Account ID to your UEN, please perform the following steps:

1. Select **Edit e-Service** tab
2. Select **Inland Revenue of Singapore (IRAS) – e-Stamping**
3. Click **Next**

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Welcome USER S9990993E, 180025670C

Home My Account Users e-Service Third Party Advance Help Log Out

Home / View Entity's e-Service Access

View Entity's e-Service Access

Click e-Service name to view its profile. Select the checkbox(es) to edit or remove.

Only e-Services with roles and/or parameters can be edited.

Edit e-Service (1) Remove e-Service (1) Filter Search

Govt. Agency	Entity's Selected e-Service	Description	Assigned Users
<input type="checkbox"/> INLAND REVENUE OF SINGAPORE (IRAS)	AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)		7 User(s)
<input type="checkbox"/> INLAND REVENUE OF SINGAPORE (IRAS)	CORPORATE TAX (FILING AND APPLICATIONS)		7 User(s)
<input checked="" type="checkbox"/> INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING	E-Stamping	7 User(s)

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To link up the Stamp Duty Account ID to your UEN, please perform the following steps:

1. Replace the **UEN Reference No.** entered previously with the newly created **Stamp Duty Account ID** or click **Add New** to enter the **Stamp Duty Account ID** in the field
2. Click **Next**

Edit Entity's e-Services



Changes made will be applied across e-Service assignments of users, active Third Party authorisation and Sub-Admin Assignment Profile.

Click on the e-Service(s) below to edit the details. For more information, contact the relevant agency.

* - denotes mandatory fields

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
INLAND REVENUE OF SINGAPOR E (IRAS)	E-STAMPING		

INLAND REVENUE OF SINGAPORE (IRAS)
E-STAMPING

Assigned ID *

1 e-Service(s) Selected

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1. Review that the **Stamp Duty Account ID** inserted is correct
2. Click the **Submit** button to proceed
3. A confirmation message will be displayed informing that you have edited your entity's e-Service(s)

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Welcome USER 59990993E, 180025670C

Home My Account Users e-Service Third Party Advance Help Log Out 🔔 🔍

Home / Edit Entity's e-Services

Edit Entity's e-Services

Review the details of your entity e-Service(s).

Changes made will be applied across e-Service assignments of users, active Third Party authorisation and Sub-Admin Assignment Profile.

Entity's e-Service(s)

INLAND REVENUE OF SINGAPORE (IRAS)

- E-STAMPING

Assigned ID:	180025670C
	A90102892F
	a12345678d
	a9005200D

Back Submit

stg-home.corppass.gov.sg/corppass/manageeservices/eserviceaccess/editaccess/confirm

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Welcome USER 59990993E, 180025670C

Home My Account Users e-Service Third Party Advance Help Log Out 🔔 🔍

Home / Edit Entity's e-Services

You have edited your entity's e-Service(s).

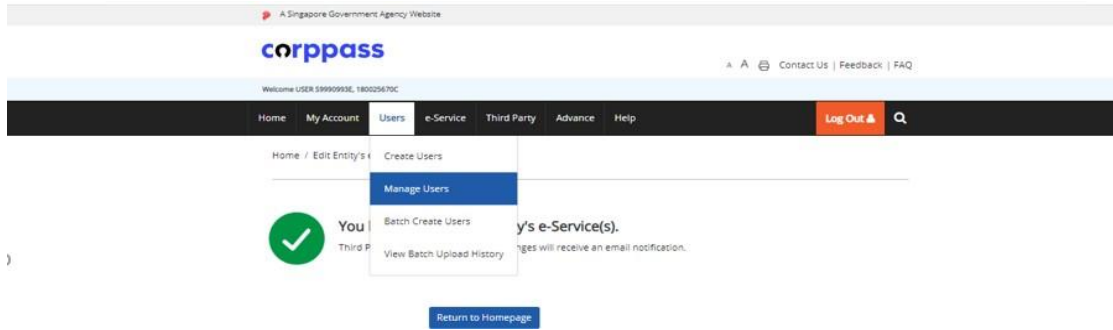
Third Party Entity(s) affected by the changes will receive an email notification.

Return to Homepage

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To manage/add user as preparer/approver to perform stamping, please follow the following steps:

1. Click **User** tab
2. Select **Create User** to add new users; or select **Manage Users** to manage roles of existing users



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To manage user as preparer/approver to perform stamping, please follow the following steps:

1. Click on **Create User Account**
2. Select **tick box for user** that you want to manage
3. Click **Next**

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Welcome USER S9990993E, 180025670C

Home My Account Users e-Service Third Party Advance Help Log Out 🔒 🔍

Home / Manage User Accounts

Manage User Accounts

Create User Account Change user status (0) Filter Search 🔍 ↻

<input type="checkbox"/>	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status
<input type="checkbox"/>	USER_S9990993E	S****993E	Admin	Active
<input type="checkbox"/>	USER_S9991259F	S****259F	Admin	Active
<input type="checkbox"/>	USER_S9991258H	S****258H	User	Active
<input type="checkbox"/>	USER_S9991260Z	S****260Z	User	Active
<input type="checkbox"/>	USER_S9991261H	S****261H	User	Active
<input type="checkbox"/>	USER_F9990600Q	F****600Q	User	Active

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To manage user as preparer/approver to perform stamping, please follow the following steps:

1. Click on **Create User Account**
2. Tick the **checkbox** to select the user you wish to manage
3. Click **Next**

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Home My Account Users e-Service Third Party Advance Help Log Out 🔒 🔍

Home / Manage User Accounts

Manage User Accounts

Create User Account Change user status (0) Filter Search 🔍 ↻

	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status
<input type="checkbox"/>	USER_S9990993E	S****993E	Admin	Active
<input type="checkbox"/>	USER_S9991259F	S****259F	Admin	Active
<input type="checkbox"/>	USER_S9991258H	S****258H	User	Active
<input type="checkbox"/>	USER_S9991260Z	S****260Z	User	Active
<input type="checkbox"/>	USER_S9991261H	S****261H	User	Active
<input type="checkbox"/>	USER_F9990600Q	F****600Q	User	Active

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To manage user as preparer/approver to perform stamping, please follow the following steps:

1. Click the **Assigned e-Services** tab
2. Under **Customised e-Service Access**, click **Add e-Service Access**

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Home / Manage User Accounts / View User

USER S9990993E

Profile Assigned e-Services Transaction History

Assign default e-Service access and/or customise e-Service access of the user. Click [here](#) (PDF, 2.0 MB) for step-by-step guide.

Default All e-Service Access

Select the checkbox below and click "Save" to grant the user default access to all e-Services currently onboard Corppass and to e-Services which will onboard in the future.

Access to all e-Services required Save

Customised e-Service Access

Click 'Add e-Service Access' below to customise e-Service access for the user. If 'Access to all e-Services' is selected above, adding the same e-Service will overwrite the default setting for that e-Service.

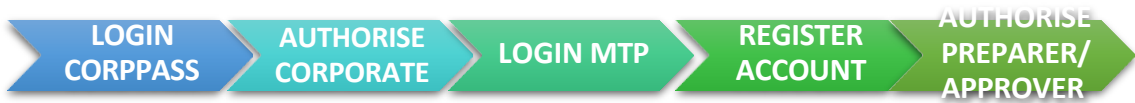
Add e-Service Access
Edit e-Service Access(0)
Remove e-Service Access(0)
Filter

Search

Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/> INLAND REVENUE OF SINGAPOR E (IRAS)	E-STAMPING	Approver	Assigned ID : a9005200D	19/10/2022	31/12/9999
<input type="checkbox"/> INLAND REVENUE OF SINGAPOR E (IRAS)	E-STAMPING	Approver	Assigned ID : a12345678d	19/10/2022	31/12/9999

0 eServices Selected

Showing 1 to 2 of 2 items



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To manage user as preparer/approver to perform stamping, please follow the following steps:

1. Select Checkbox **Inland Revenue of Singapore (IRAS) – e-Stamping**
2. Click **Next**

Home / Assign Selected e-Services

Assign Selected e-Services

1 Select Users
2 **Select e-Services**
3 Enter Details
4 Review & Submit

Assign Selected e-Service(s) to
 1 Selected User(s) +

Assign from selected e-Service(s). Filter e-stamp

Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input checked="" type="checkbox"/> INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING	E-Stamping	<input type="checkbox"/>	<input type="checkbox"/>

1 e-Service(s) selected.

Showing 1 to 1 of 1 items

Back Next

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To manage user as preparer/approver to perform stamping, please follow the following steps:

1. Select the **Role – Prepare or Approver** to assign staff perform e-Stamping. Preparer is able to create new stamping forms but unable to submit. Approver is able to create and submit new stamping forms or review drafts created by Preparer and submit
2. Select the **Assigned ID – SD Account ID**
3. Enter **Authorisation Effective Date** with the start date to allow access
4. Enter **Authorisation Expiry Date** as the end date to cease access or leave blank to allow access for undefined period
5. Click **Next**

Assign Selected e-Services



Assign Selected e-Services to

1 Selected User(s) +

e-Services with require additional details. For more information, contact the relevant agency. Click to enter details.

* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING		

INLAND REVENUE OF SINGAPORE (IRAS) E-STAMPING

Role*

- SELECT---
- SELECT---
- Preparer
- Approver
- Corporate



Assign Selected e-Services to

1 Selected User(s) +

e-Services with require additional details. For more information, contact the relevant agency. Click to enter details.

* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING		

Role Description

Approver

Assigned ID*

A90102892F

Authorisation Effective Date*

19/10/2022

Authorisation Expiry Date

1 e-Service(s) selected.

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To manage user as preparer/approver to perform stamping, please follow the following steps:

1. *Confirm the details entered*
2. *Click **Submit** to proceed*
3. *An acknowledgement will be displayed*
4. User will be able to log in to **Stamp Duty Portal** (<https://mytax.iras.gov.sg>) under **Business User** to perform e-Stampings

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Home / Assign Selected e-Services

Assign Selected e-Services

✓ Select Users
✓ Select e-Services
✓ Enter Details
4 Review & Submit

Verify the following details.

1 Selected Users +

Selected e-Services

INLAND REVENUE OF SINGAPORE (IRAS)	<ul style="list-style-type: none"> • E-STAMPING <table border="0" style="font-size: small;"> <tr> <td>Role</td> <td>Approver</td> </tr> <tr> <td>Assigned ID</td> <td>A90102892F</td> </tr> <tr> <td>Authorisation Effective Date</td> <td>19/10/2022</td> </tr> <tr> <td>Authorisation Expiry Date</td> <td>31/12/9999</td> </tr> </table>	Role	Approver	Assigned ID	A90102892F	Authorisation Effective Date	19/10/2022	Authorisation Expiry Date	31/12/9999
Role	Approver								
Assigned ID	A90102892F								
Authorisation Effective Date	19/10/2022								
Authorisation Expiry Date	31/12/9999								

Back Submit


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Home / Assign Selected e-Services



You have assigned e-Service(s) to your user(s).

Return to Homepage