Register for an Account

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Authorise Corporate Role	
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Register Account	
Authorise Preparer and Approver	

Register for an Account

To register an account to perform e-Stamping as a Business user, you need to be authorized under "Corporate" role:

1. Add e-Stamping e-services to your entity's list in Corppass portal.

2. Use the "Corporate" role and temporarily set the "Assigned ID" value with your UEN.

(Refer to "Login Corpass" and "Authorise Corporate Role" sections for steps 1 and 2)

Once authorized:

3. Login to the myTax Portal (Stamp Duty Login) l to register for an account to obtain the Stamp Duty Account ID.

4. Update the Assigned ID (from your UEN to Stamp Duty Account ID) in Corppass portal and assign the "Preparer" or "Approver" roles to your colleagues to perform e-stamping.

(Refer to "Login MTP", "Register Account" and "Authorise Preparer and Approver" sections for steps 3 and 4)

Note: Foreign entities with assigned ID (ASGD) issued by IRAS for other tax matters will not be able to access myTax Portal (Stamp Duty Login). Please approach your local representative (e.g. agent) to stamp on your behalf.

1

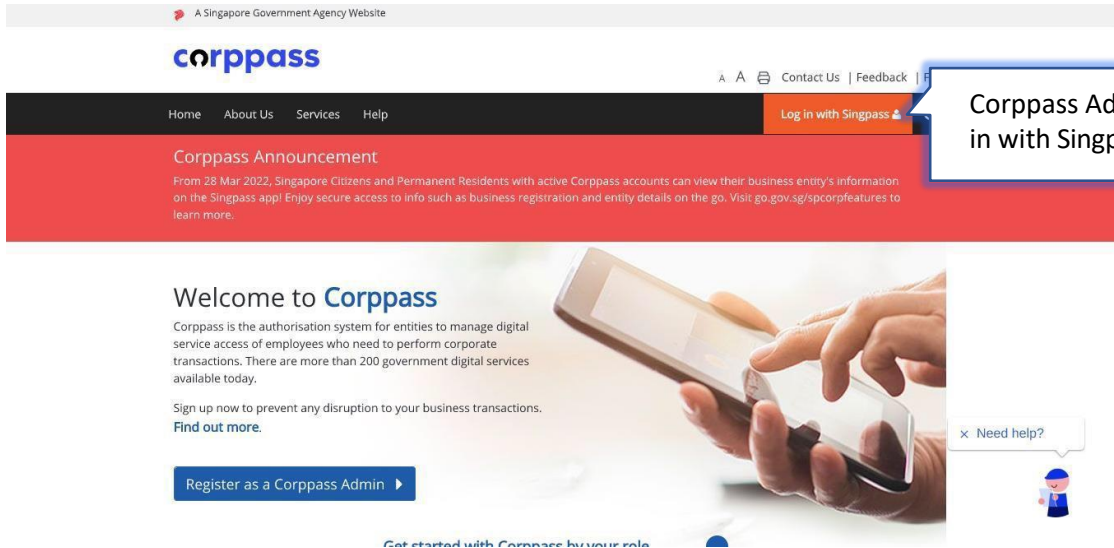Navigate to the Corppass page (https://www.corppass.gov.sg/). Click on **Login with Singpass**.

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 appplication 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.

Note: The Singpass Foreign user Account (SFA) is only applicable for login as an individual user. Foreign employees with the issued SFA will not be able to login to myTax Portal (Stamp Duty Login) under their Companies' Corppass via the Stamp Duty ID accounts. Companies should assign employees who are NRIC or FIN holders to their Stamp Duty ID accounts to access myTax Portal (Stamp Duty Login).

singpass   F | T | F   🖶   Q

Beware of phishing SMSes and websites ⌃

There is an increase in fake SMSes redirecting to fake Singpass websites phishing for Singpass login details. Always check that the URL domain of the Singpass website is singpass.gov.sg before you proceed. Singpass does not send hyperlinks or QR codes through SMSes or WhatsApp.

Singpass app   Password login

Scan with Singpass app
Logging in as Business User

Log in with Singpass
Your trusted digital identity

singpass

🔴 A Singapore Government Agency Website

singpass   F | T | F   🖶   Q

Scheduled maintenance of Singpass Face Verification ⌃

Singpass Face Verification will be undergoing scheduled maintenance on 6 Nov 2022, from 12am to 4am. You may continue to access digital services using the Singpass app or SMS 2FA. Please plan your transactions accordingly. Thank you.

Singpass app   **Password login**

Logging in as Business User

s9990993e

••••••••

Log in

Log in with Singpass
Your trusted digital identity

Retrieve Singpass ID   Reset password

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.

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corppass

A A 🖨 Contact Us | Feedback | FAQ

Welcome USER S9990993E

Log Out 👤

Select UEN/Entity ID

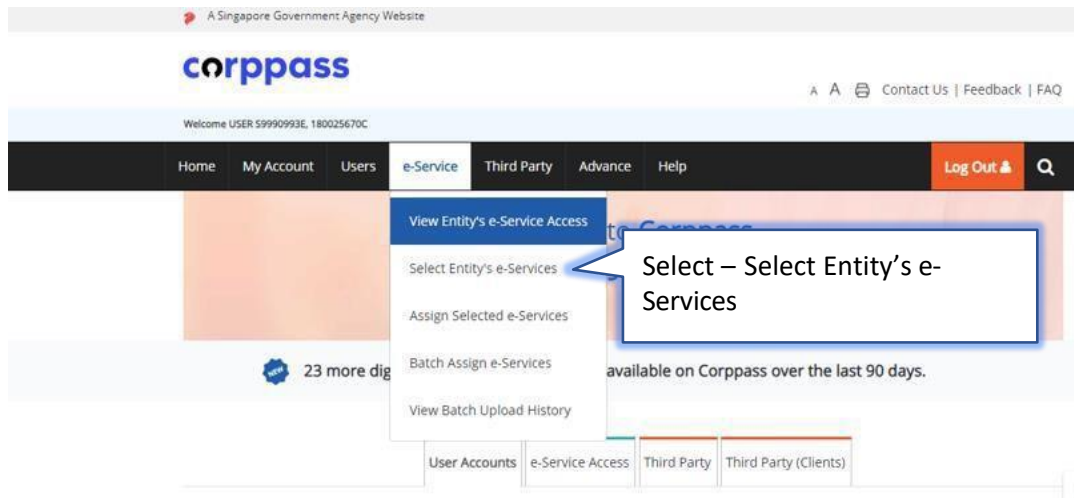| 180025670C Company 180025670C Pte Ltd | 180093085R Company 180093085R Pte Ltd |

If there are multiple UENs, select the applicable UEN

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*

5	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**

① ● ● ● ● ② ● ● ● ● ③
Select
e-Services
Enter
Details
Review
& Submit

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.

Search using keyword **Stamping**

🔻 Filter stamping

☑	Govt. Agency ⬥	e-Service ⬥	Description ⬥	Additional ⓘ Agency Check ⬥	Additional ⓘ Details Required ⬥
☑	INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING	E-Stamping		🔲

Select the check box

1 e-Service(s) Selected

Showing 1 to 1 of 1 items

6

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   🗑

Enter UEN Ref no.

+ Add New

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 59990993E, 180025670C

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

Home / Edit Entity's e-Services

Select Entity's e-Services

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

Review the UEN Reference No.

Entity's e-Service(s)

INLAND REVENUE OF
SINGAPORE (IRAS)

• E-STAMPING
  Assigned ID: 180093085R

Back   Submit

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

Next Step

📋

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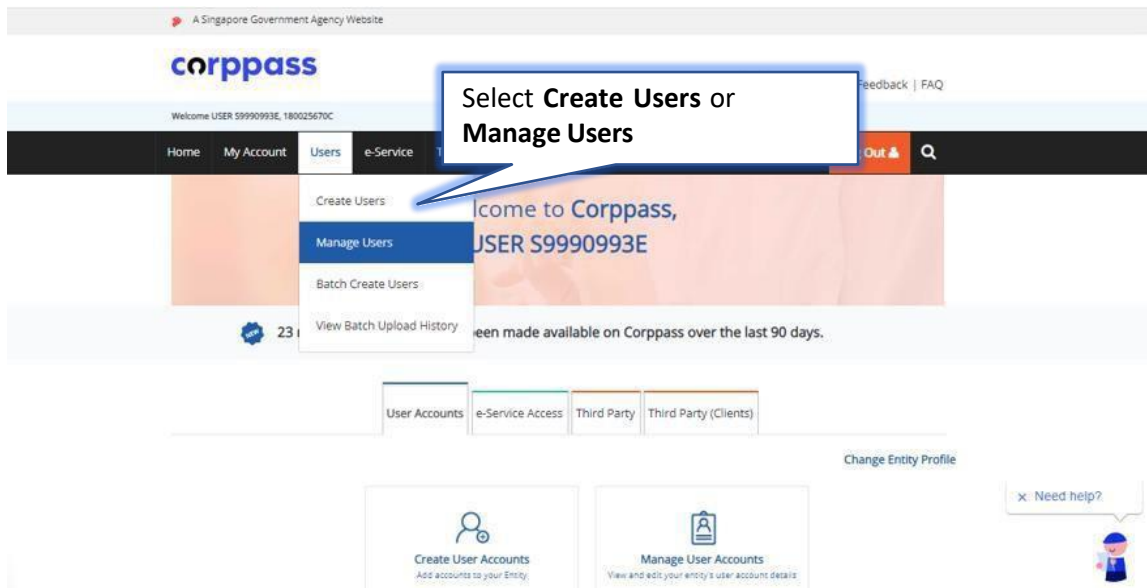Assign e-Service access to your entity's
users and user groups.

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*

Select **Create Users** or **Manage Users**

9

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

| Create User Account | ✎ Change user status (0) | ▼ Filter | Search | 🔍 | ↱ ▾ |

☐ Full Name	⬍	NRIC / FIN / Foreign ID No.	⬍	User Type	⬍	Account Status	⬍
☑ USER S9990993E		S****993E		Admin		Active	
☐ USER S9991259F		S****259F		Admin		Active	
☐ USER S9991258H		S****258H		User		Active	
☐ USER S9991260Z		S****260Z		User		Active	

10

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 ⬆
☑	INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING	Corporate	Assigned ID : 180093085R	19/10/2022	31/12/9999
☐	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

11

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

✓ •••• ② •••• ③ •••• ④
Select   Select   Enter   Review
Users   e-Services Details   & Submit

Assign Selected e-Service(s) to

1 Selected User(s)   +

Assign from selected e-Service(s).   ▼ Filter   e-stamp   Q   ↪▾

✓	Govt Agency ⇕	Entity's selected e-Services ⇕	Description ⇕	Agency ⓘ Check Required ⇕	Additional ⓘ Details Required ⇕
✓	INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING	E-Stamping		📄

1 e-Service(s) selected.

Showing 1 to 1 of 1 items

Back   Next

12

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***

13

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 S9990993E, 180025670C

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

Home / Assign Selected e-Services

Assign Selected e-Services

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

Verify the following details.

1 Selected Users   +

Selected e-Services

INLAND REVENUE OF SINGAPORE (IRAS)

- E-STAMPING

  Role   Corporate
  Assigned ID   180093085R
  Authorisation Effective Date   19/10/2022
  Authorisation Expiry Date   31/12/9999

Back   Submit

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Welcome USER S9990993E, 180025670C

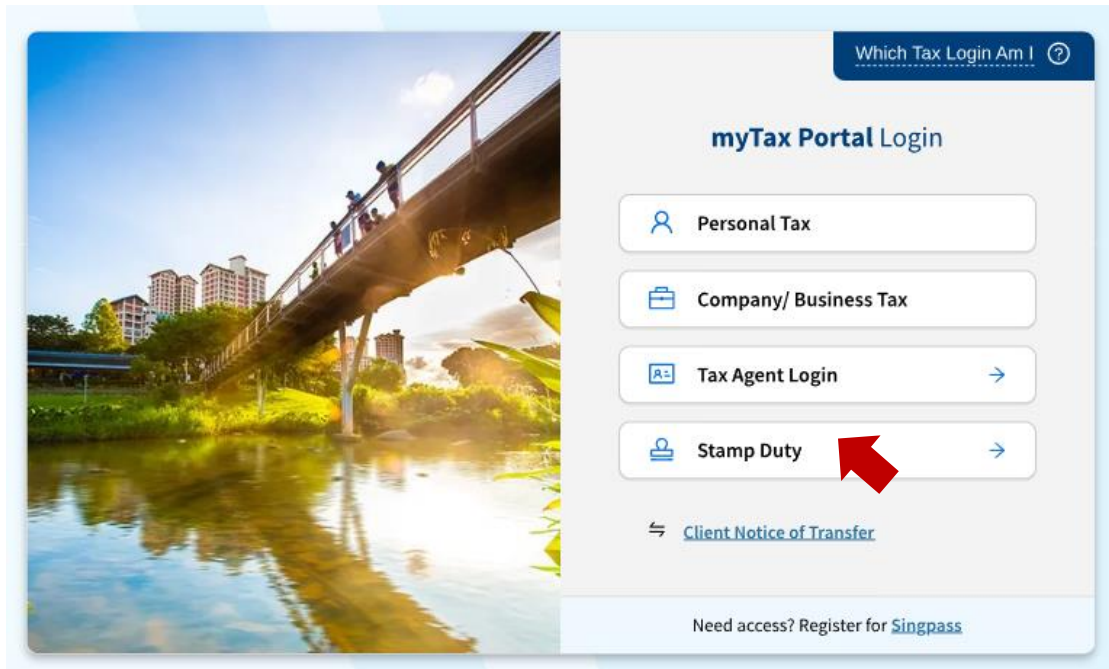Home   My Account   Users   e-Service   Third Party   Advance   Help   Log Out 🔒   Q

Home / Assign Selected e-Services

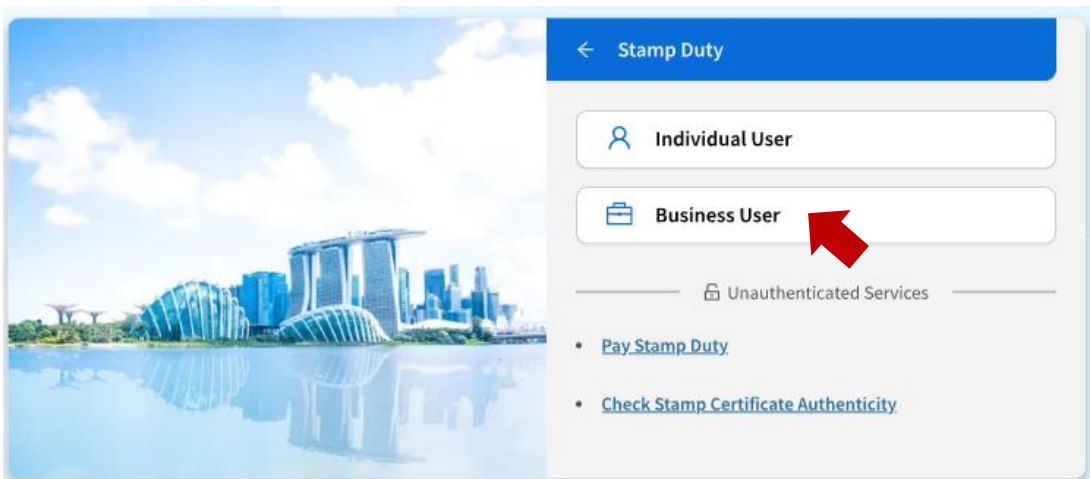✓   You have assigned e-Service(s) to your user(s).

Return to Homepage

14

1. The authorised user may log in to **myTax Portal** (**Stamp Duty Login)** (https://mytax.iras.gov.sg) to **Register for an Account** or **View company's stamping records**.

2. Select '**Stamp Duty**'. Log in under **Business User**
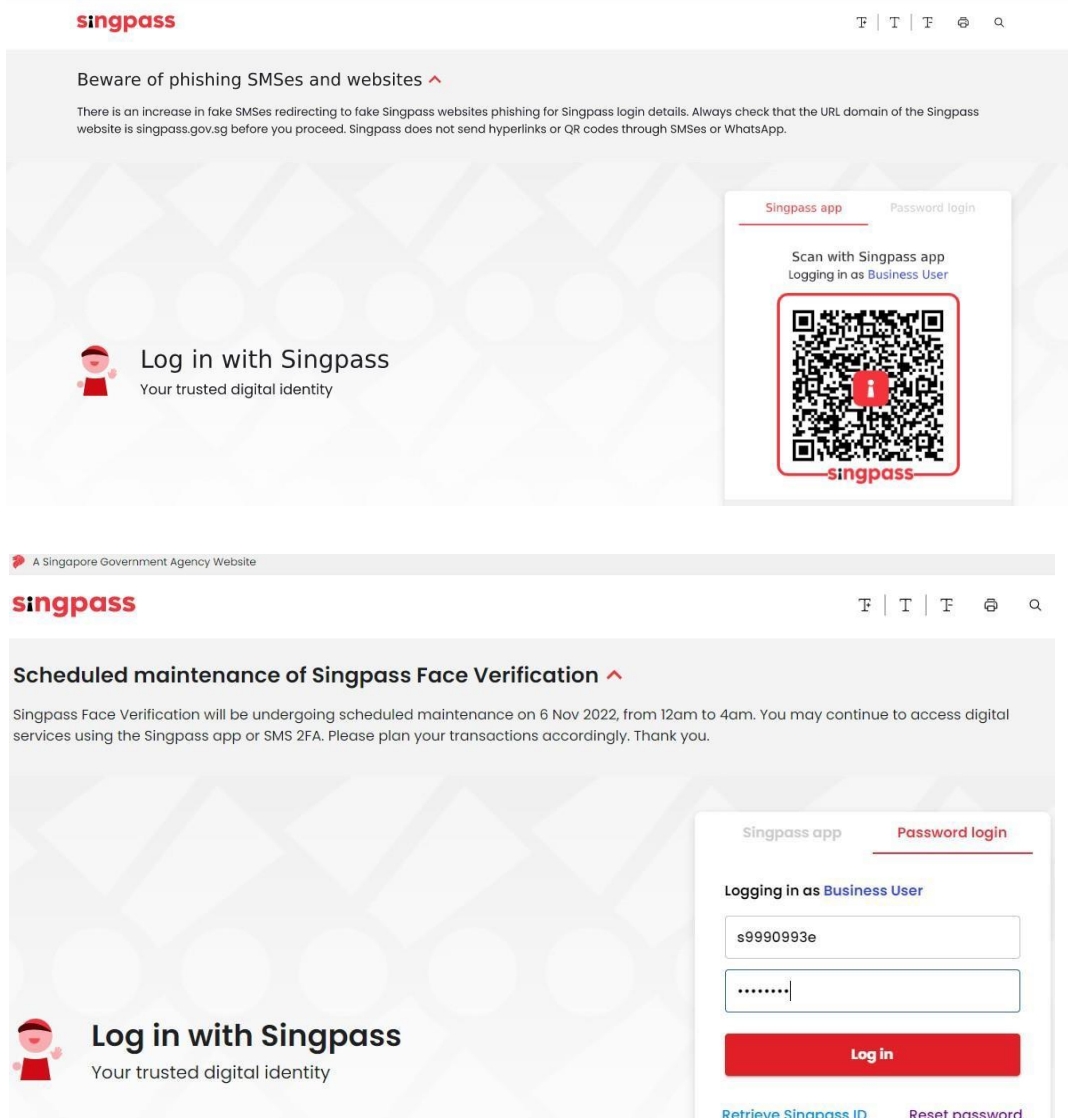

3. Login as "**Business User**".

15

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 appplication 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*

Note: The Singpass Foreign user Account (SFA) is only applicable for login as an individual user. Foreign employees with the issued SFA will not be able to login to myTax Portal (Stamp Duty Login) under their Companies' Corppass via the Stamp Duty ID accounts. Companies should assign employees who are NRIC or FIN holders to their Stamp Duty ID accounts to access myTax Portal (Stamp Duty Login).
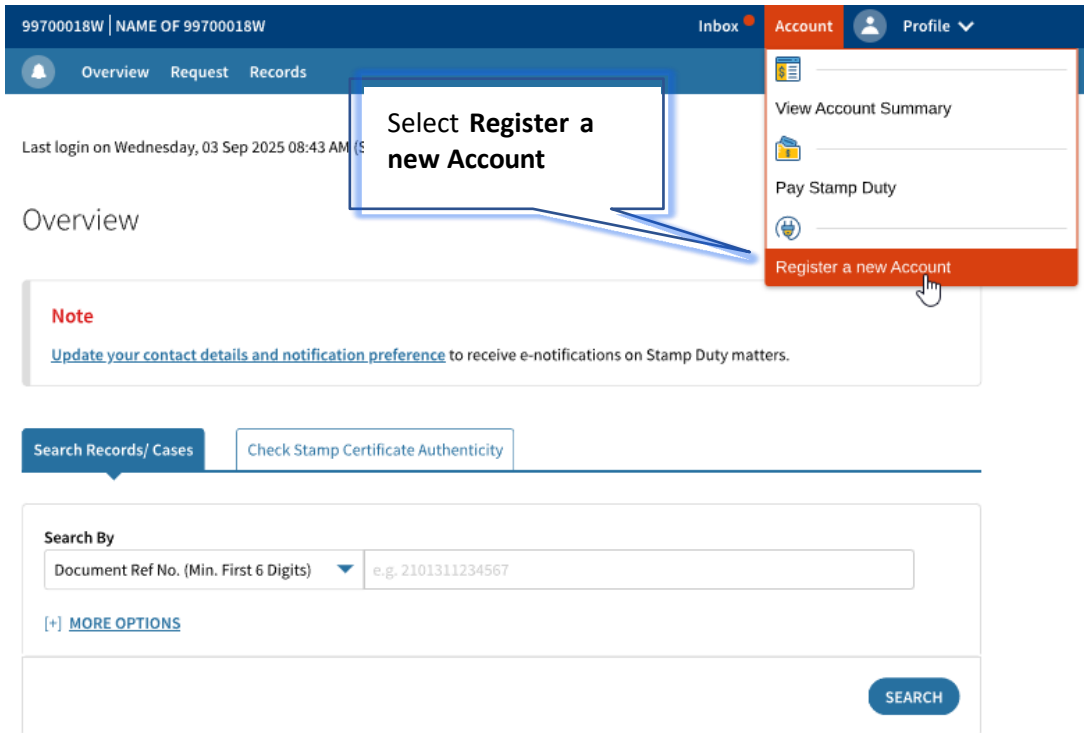
singpass   F | T | F 🖶 Q

Beware of phishing SMSes and websites ∧

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Singpass app	Password login

Scan with Singpass app
Logging in as Business User

🤶 **Log in with Singpass**
Your trusted digital identity

🔴 A Singapore Government Agency Website

singpass   F | T | F 🖶 Q

Scheduled maintenance of Singpass Face Verification ∧

Singpass Face Verification will be undergoing scheduled maintenance on 6 Nov 2022, from 12am to 4am. You may continue to access digital services using the Singpass app or SMS 2FA. Please plan your transactions accordingly. Thank you.

Singpass app	**Password login**

Logging in as Business User

s9990993e

••••••••

Log in

🤶 **Log in with Singpass**
Your trusted digital identity

Retrieve Singpass ID   Reset password

16

To Register a new Account to preform e-Stamping:

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

99700018W | NAME OF 99700018W   Inbox ●   Account   👤 Profile ∨

🔔 Overview   Request   Records

Last login on Wednesday, 03 Sep 2025 08:43 AM (S

Overview

Select **Register a new Account**

View Account Summary

Pay Stamp Duty

Register a new Account

Note

Update your contact details and notification preference to receive e-notifications on Stamp Duty matters.

Search Records/ Cases   Check Stamp Certificate Authenticity

Search By

Document Ref No. (Min. First 6 Digits) ▼   e.g. 2101311234567

[+] MORE OPTIONS

SEARCH

17 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*

INLAND REVENUE AUTHORITY OF SINGAPORE

LOGOUT

99700018W | NAME OF 99700018W

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

| 18 | You may register for an account by filling up the general, contact information and notification preference. |

INLAND REVENUE
AUTHORITY
OF SINGAPORE

LOGOUT 🔍

99700018W | NAME OF 99700018W   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)

20

| 19 | Review the information entered at the **Review** page |

INLAND REVENUE
AUTHORITY
OF SINGAPORE

LOGOUT 🔍

99700018W | NAME OF 99700018W   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**
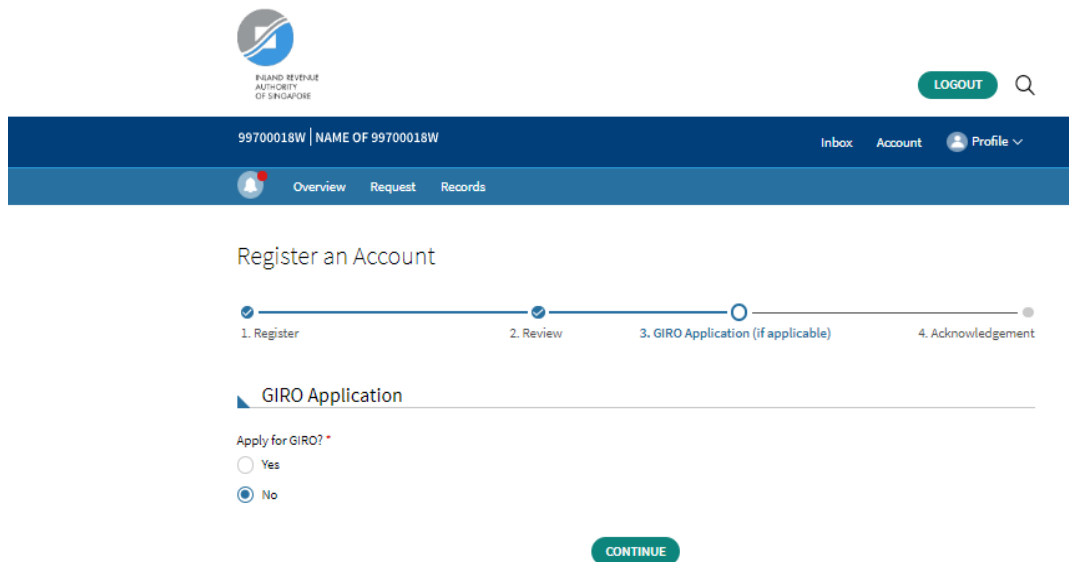
20

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*

INLAND REVENUE
AUTHORITY
OF SINGAPORE

LOGOUT

99700018W | NAME OF 99700018W

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

21 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*

INLAND REVENUE AUTHORITY OF SINGAPORE

LOGOUT 🔍

99700018W | NAME OF 99700018W   Inbox   Account   👤 Profile ∨

🔔   Overview   Request   Records

Register an Account

🖨 SAVE AS PDF/ PRINT

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

▸ Acknowledgement

Successful Submission

Stamp Duty Account ID A90102892F is created successfully. Please add this ID in Corppass to access the account.

Acknowledgement No.	6000000014736	Date/ Time	19 Oct 2022 04:32 PM

A copy of this acknowledgement can be found in Notices/ Letters

▸ Next Step

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.

BACK TO MYTAX PORTAL

22

1. After you have successful 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***
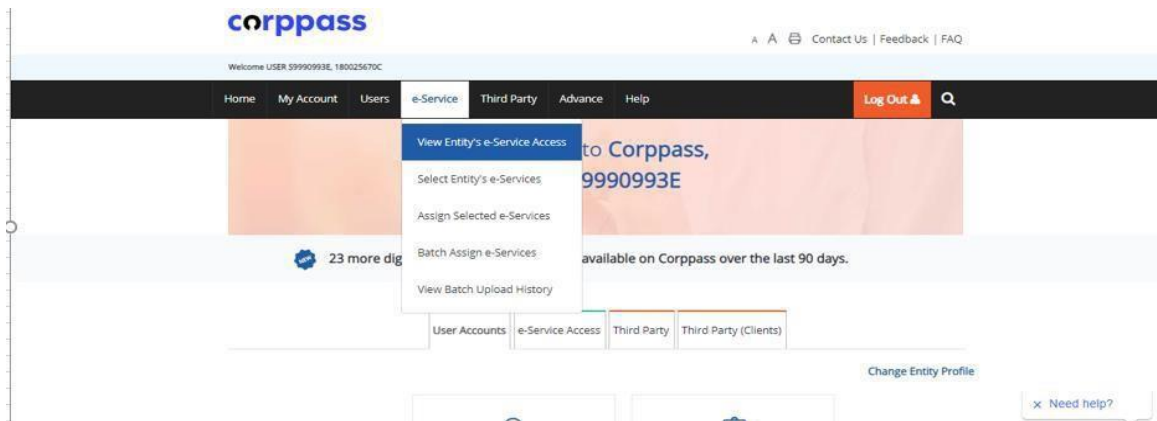
| 23 | To link up the Stamp Duty Account ID to your UEN, please perform the following steps:

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

corppass

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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 ⬍
☐	INLAND REVENUE OF SINGAPORE (IRAS)	AUTOMATIC EXCHANGE OF INFORMATION (CRS AND FATCA)		7 User(s)
☐	INLAND REVENUE OF SINGAPORE (IRAS)	CORPORATE TAX (FILING AND APPLICATIONS)		7 User(s)
☑	INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING	E-Stamping	7 User(s)

24

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

1. *Replace the **UEN Reference No.** entered in 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

①　• • • •　②
Edit e-Service　Review
Details　& 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 *

180025670C 🗑

a12345678d 🗑

a9005200D 🗑

＋ Add New

25

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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A A 🖨 Contact Us | Feedback | FAQ

Welcome USER S9990993E, 180025670C

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

Home / Edit Entity's e-Services

Edit Entity's e-Services

✓ • • • • ②
Edit e-Service   Review
Details   & Submit

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

A Singapore Government Agency Website

corppass

A A 🖨 Contact Us | Feedback | FAQ

Welcome USER S9990993E, 180025670C

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

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

26

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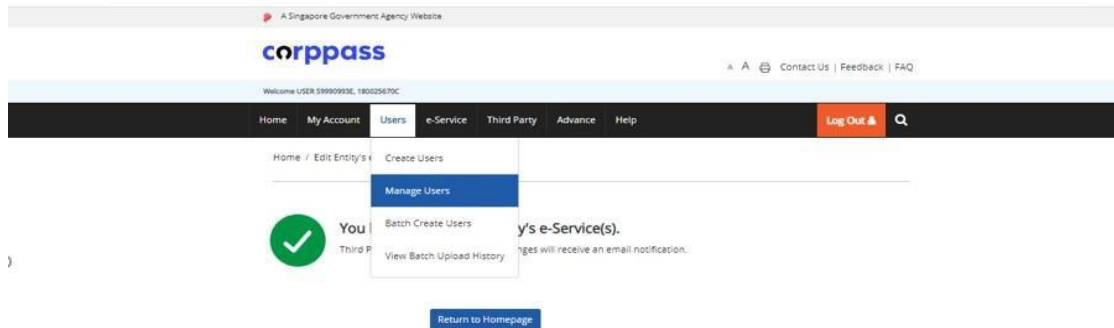
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To manage user as preparer/approver to perform stamping, please follow the following steps:

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

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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	⬍
☐ USER S9990993E		S****993E		Admin		Active	
☐ USER S9991259F		S****259F		Admin		Active	
☐ USER S9991258H		S****258H		User		Active	
☐ USER S9991260Z		S****260Z		User		Active	
☐ USER S9991261H		S****261H		User		Active	
☐ 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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Manage User Accounts

Create User Account	📝 Change user status (0)		🌪 Filter	Search	🔍	↪ ▾

☑ Full Name	⬍	NRIC / FIN / Foreign ID No.	⬍	User Type	⬍	Account Status	⬍
☐ USER S9990993E		S****993E		Admin		Active	
☐ USER S9991259F		S****259F		Admin		Active	
☐ USER S9991258H		S****258H		User		Active	
☐ USER S9991260Z		S****260Z		User		Active	
☐ USER S9991261H		S****261H		User		Active	
☐ 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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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   My Account   Users   e-Service   Third Party   Advance   Help   Log Out 🔒   Q

Home / Assign Selected e-Services

Assign Selected e-Services

✓ • • • • ② • • • • ③ • • • • ④
Select   Select   Enter   Review
Users   e-Services Details   & Submit

Assign Selected e-Service(s) to

1 Selected User(s)   ➕

Assign from selected e-Service(s).   ▼ Filter   e-stamp   Q   ↪▾

☑	Govt Agency ⬍	Entity's selected e-Services ⬍	Description ⬍	Agency ⓘ Check Required ⬍	Additional ⓘ Details Required ⬍
☑	INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING	E-Stamping		🗋

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 – Preparer 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**

Note: The user should be assigned either the Preparer **or** Approver role. Users with dual roles will not be able to submit as an Approver.

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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Back Next

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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 **myTax Portal (Stamp Duty Login)** (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)

- E-STAMPING
  Role   Approver
  Assigned ID   A90102892F
  Authorisation Effective Date 19/10/2022
  Authorisation Expiry Date   31/12/9999

Back   Submit

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Welcome USER S9990993E, 180025670C

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

Home / Assign Selected e-Services

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

Return to Homepage