

Register for an Account



Table of Contents

Table of Contents	
Login Corppass	Page 3
Authorise Corporate Role	Page 6
Login MTP	Page 16
Register Account	Page 18
Authorise Preparer and Approver	Page 24

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 Corppass](#)” and “[Authorise Corporate Role](#)” sections for steps 1 and 2)

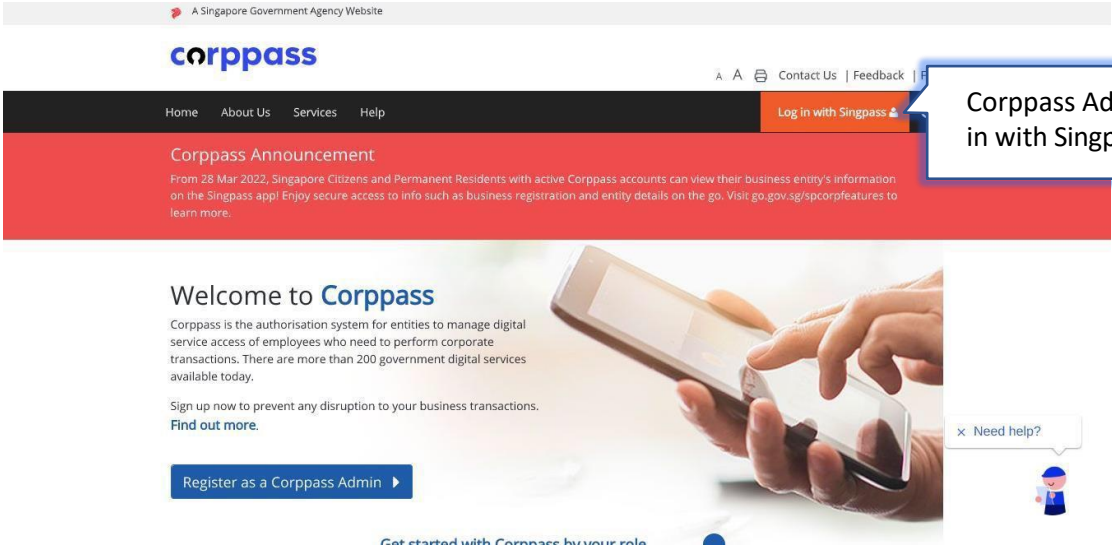
Once authorized:

3. Login to the myTax Portal (Stamp Duty Login) 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**.



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.

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).


The screenshot displays the Singpass login interface. At the top, there is a security warning: "Beware of phishing SMSes and websites" with a link to learn more. Below this, the Singpass logo is visible. The main heading is "Log in with Singpass" with the tagline "Your trusted digital identity". On the right, there are two login options: "Singpass app" and "Password login". The "Singpass app" option shows a QR code with the instruction "Scan with Singpass app Logging in as Business User". The "Password login" option shows a form with the text "Logging in as Business User", a field for the Singpass ID (containing "s9990993e"), a password field (masked with dots), a "Log in" button, and links for "Retrieve Singpass ID" and "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

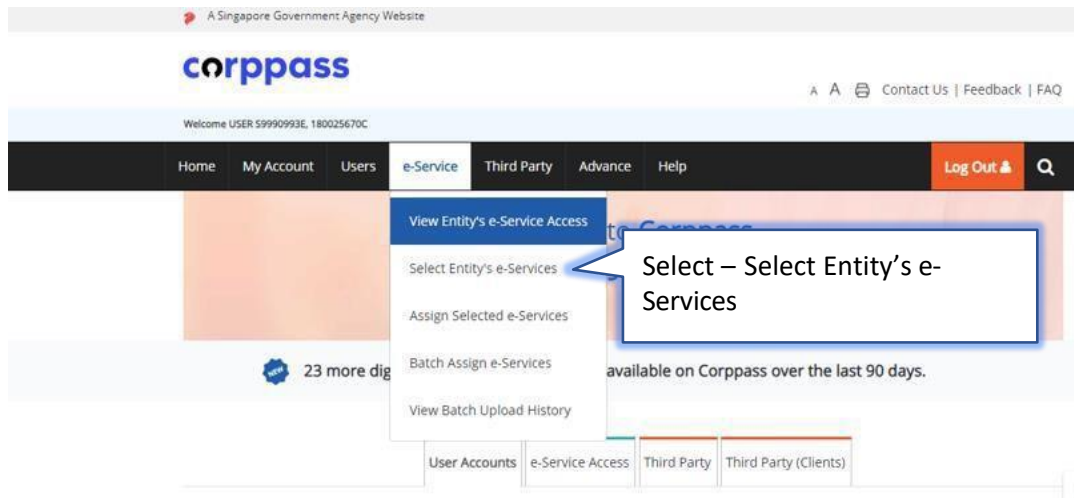
180093085R
Company 180093085R Pte Ltd

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



LOGIN
CORPPASS

AUTHORISE
CORPORATE

LOGIN MTP

REGISTER
ACCOUNT



AUTHORISE
PREPARER/
APPROVER

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**



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 REV ENUE OF SI NGAPORE (I RAS)	E-STAMPING	E-Stamping		
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

+ 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 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

☒ Select e-Services
 ☒ Enter Details
 ☒ 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 authorisations.

Entity's e-Service(s)

INLAND REVENUE OF SINGAPORE (IRAS)

E-STAMPING

Assigned ID: 180093085R

Back Submit

Review the UEN Reference No.



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.

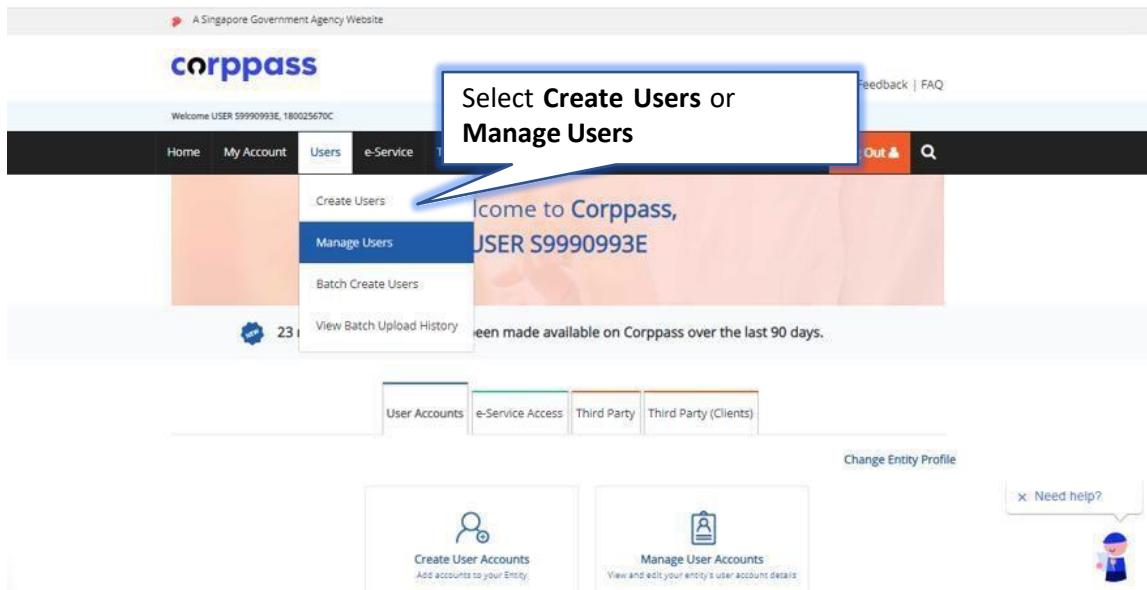
Return to Homepage

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



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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Contact Us | Feedback | FAQ

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 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		

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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Contact Us | Feedback | FAQ

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

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)

Filterinland

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	Corpora te	Assigned ID : 180093085R	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

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](#)

Home / Assign Selected e-Services

Assign Selected e-Services

✓

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		

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**

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

e12345678d

e9005200D

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

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 59990993E, 180025670C

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

Home / Assign Selected e-Services

Assign Selected e-Services

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

A Singapore Government Agency Website

corppass

Welcome USER 59990993E, 180025670C

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

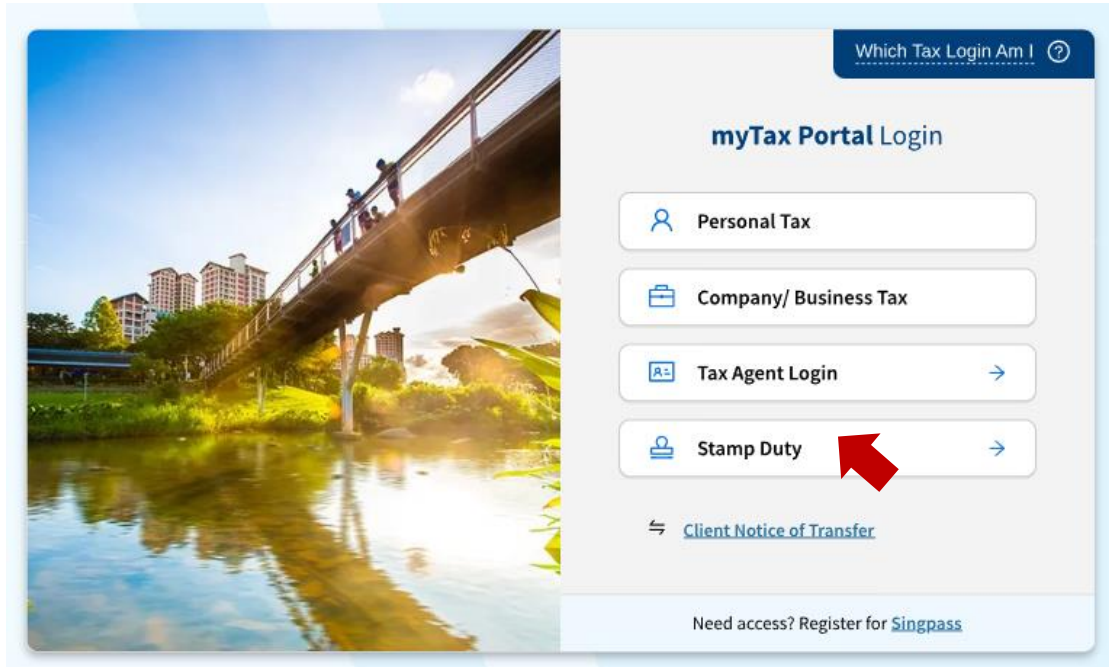
Home / Assign Selected e-Services

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

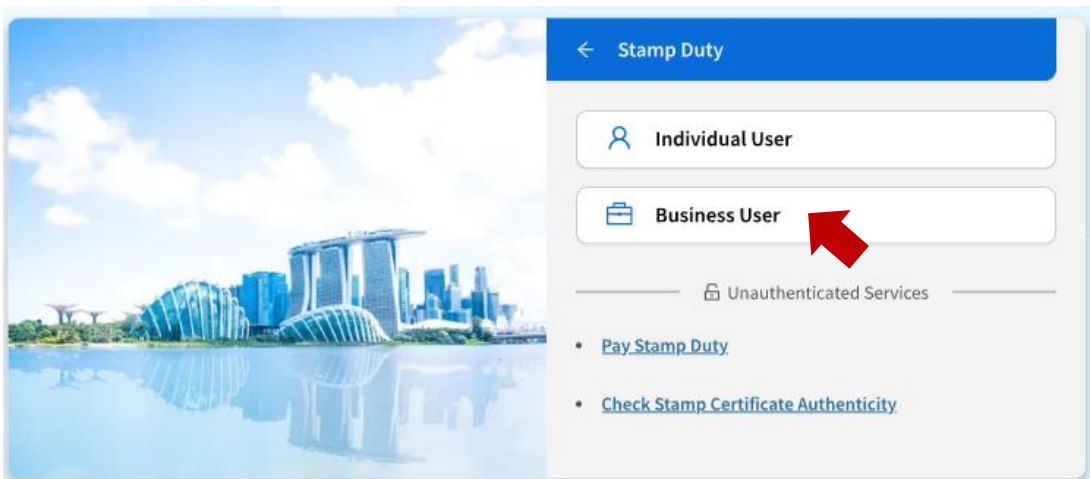
Return to Homepage

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 application by scanning the **QR code**
OR
1. Click on 'Password login'
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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).

The screenshot shows the Singpass login interface. At the top, there is a warning about phishing SMSes and websites. Below this, the main heading is "Log in with Singpass" with the tagline "Your trusted digital identity". To the right, there is a QR code login option labeled "Singpass app" and "Password login". The QR code is labeled "Scan with Singpass app" and "Logging in as Business User". Below the QR code, there is a "Log in" button. At the bottom, there are links for "Retrieve Singpass ID" and "Reset password".

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.

Log in with Singpass
Your trusted digital identity

Singpass app Password login

Scan with Singpass app
Logging in as Business User

Log in

Retrieve Singpass ID Reset password

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.

Log in with Singpass
Your trusted digital identity

Singpass app Password login

Logging in as Business User

s9990993e

.....

Log in

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**

The screenshot displays the e-Stamping portal interface. At the top, a navigation bar includes 'Inbox', 'Account' (highlighted), and 'Profile'. Below this, a secondary navigation bar shows 'Overview', 'Request', and 'Records'. A callout box points to the 'Register a New Account' option in the 'Account' dropdown menu. The main content area shows the 'Overview' section with a 'Note' about updating contact details. At the bottom, there is a search bar with a dropdown menu for 'Search By' and a 'SEARCH' button.

99700018W | NAME OF 99700018W

Inbox Account Profile

Overview Request Records

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

Overview

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



LOGOUT



99700018W | NAME OF 99700018W

Inbox Account Profile



Overview Request Records

Register a New 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

REGISTER
ACCOUNT

AUTHORISE
PREPARER/
APPROVER

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 a New 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

99701009J

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

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

LOGIN
CORPPASS

AUTHORISE
CORPORATE

LOGIN MTP

REGISTER
ACCOUNT

AUTHORISE
PREPARER/
APPROVER

19

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



LOGOUT



99700018W | NAME OF 99700018W
R2 TESTING COMPANY 1

Inbox

Account

Profile



Overview

Request

Records

Register a New 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
CORPPASS

AUTHORISE
CORPORATE

LOGIN MTP

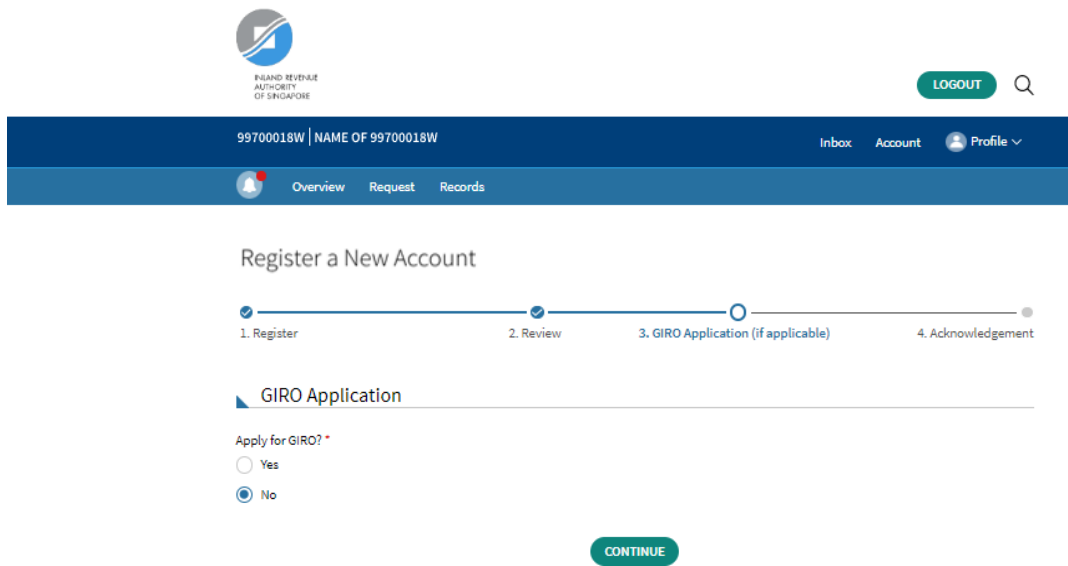
REGISTER
ACCOUNT

AUTHORISE
PREPARER/
APPROVER

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 a New 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



LOGOUT



99700018W | NAME OF 99700018W

Inbox

Account

Profile



Overview

Request

Records

Register a New 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.	Date/ Time
6000000014736	19 Oct 2022 04:32 PM

A copy of this acknowledgement can be found in [Notices/ Letters](#)

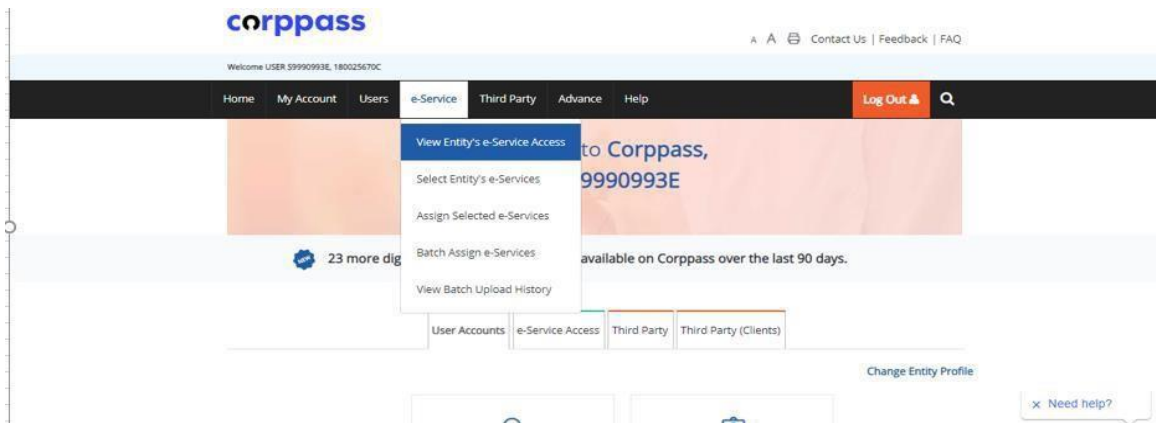
Next Step

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 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**



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

[A](#) [A](#) [Contact Us](#) | [Feedback](#) | [FAQ](#)

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](#)



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)

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



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)

A Singapore Government Agency Website

corppass

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

A Singapore Government Agency Website

corppass

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).

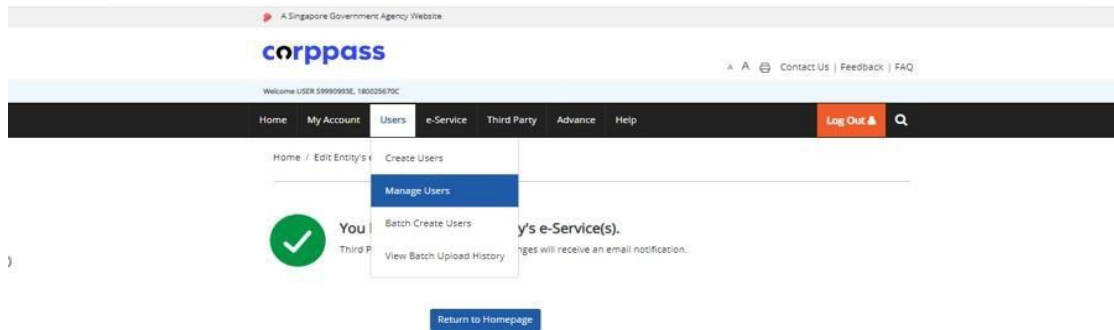
Third Party Entity(s) affected by the changes will receive an email notification.

Return to Homepage

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



LOGIN
CORPPASS

AUTHORISE
CORPORATE

LOGIN MTP

REGISTER
ACCOUNT

AUTHORISE
PREPARER/
APPROVER

27

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	

28

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
<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	

29

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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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](#)

Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/> INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING	Approver	Assigned ID : a9005200D	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

30

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](#)

Home / Assign Selected e-Services

Assign Selected e-Services

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		

1 e-Service(s) selected.

Showing 1 to 1 of 1 items

Back
Next

31

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 [i] require additional details. For more information, contact the relevant agency. Click [i] 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		[i]

INLAND REVENUE OF SINGAPORE (IRAS) E-STAMPING

Role* [?] [?]

--- SELECT ---

Preparer

Approver

Corporate



Assign Selected e-Services to:

1 Selected User(s) +

e-Services with [i] require additional details. For more information, contact the relevant agency. Click [i] 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		[i]

1 e-Service(s) selected.

Role Description

Approver

Assigned ID*

A90102892F

Authorisation Effective Date * [?]

19/10/2022

Authorisation Expiry Date [?]

32

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

Home / Assign Selected e-Services

Assign Selected e-Services

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 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).

Return to Homepage