

Register for an Account



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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) 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**.

A Singapore Government Agency Website

corppass

Home About Us Services Help Log in with Singpass

Corppass Announcement

From 28 Mar 2022, Singapore Citizens and Permanent Residents with active Corppass accounts can view their business entry's information on the Singpass app! Enjoy secure access to info such as business registration and entity details on the go. Visit go.gov.sg/spcorpfeatures to learn more.

Corppass Admin to log in with Singpass

Welcome to Corppass

Corppass is the authorisation system for entities to manage digital service access of employees who need to perform corporate transactions. There are more than 200 government digital services available today.

Sign up now to prevent any disruption to your business transactions. [Find out more.](#)

Register as a Corppass Admin

Get started with Corppass by your role

Need help?



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).

singpass

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



A Singapore Government Agency Website

singpass

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

Log in

[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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A A  Contact Us | Feedback | FAQ

Welcome USER S9990993E

Log Out 

Select UEN/Entity ID

[180025670C](#)
Company 180025670C Pte Ltd

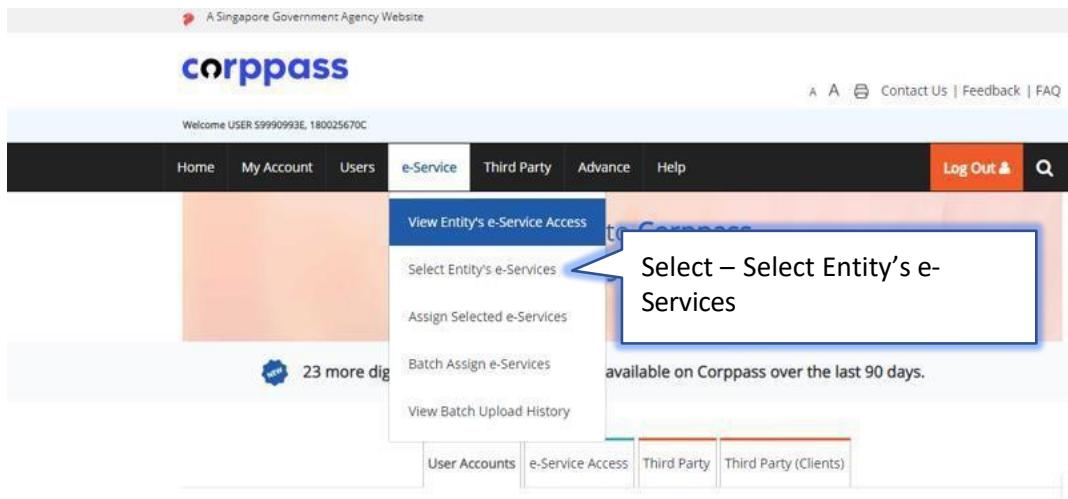
[180093085R](#)
Company 180093085R Pte Ltd

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**



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

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*

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		

INLAND REVENUE OF SINGAPORE (IRAS)
E-STAMPING

Assigned ID *

180093085R

Add New

Enter UEN Ref no.

1 e-Service(s) Selected

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, 180025679C

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

Home / Edit Entity's e-Services

Select 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 authorisations and assigned e-Service access.

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.

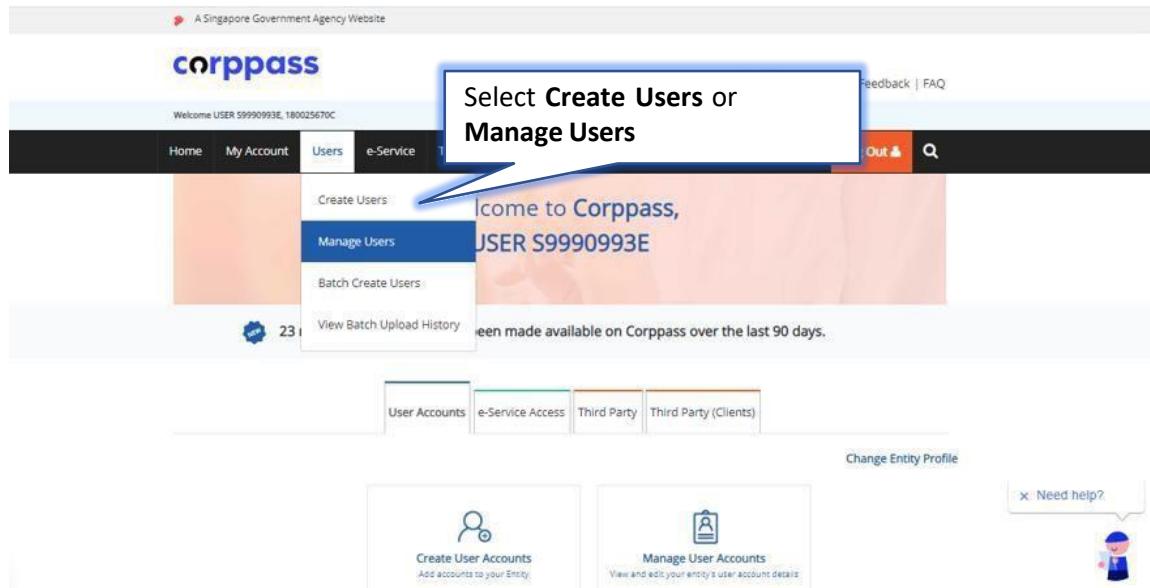
[Return to Homepage](#)

Assign selected e-Services

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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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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				
<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	Authorisation	Expiry Date	Effective Date	Expiry Date	Authorisation	
<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 |

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).

Govt	Entity's selected	Agency	Additional
Agency	e-Services	Check	Details
<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](#)

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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	Additional Details Required
INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING	Required	Required

INLAND REVENUE OF SINGAPORE (IRAS)
E-STAMPING

Role*

Corporate
... SELECT...
Preparer
Approver
Corporate

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

Assigned ID*
180093085R
... SELECT...
180093085R
a12345678d
a9005200D

Back 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	Additional Details Required
INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING	Required	Required

Assigned ID*
180093085R

Authorisation Effective Date *
19/10/2022

Enter a valid Authorisation Effective Date.

Authorisation Expiry Date

Back Next

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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 Contact Us | Feedback | FAQ

Home / Assign Selected e-Services

Assign Selected e-Services

1 Select 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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corppass

Welcome USER 59990993E, 180025670C

Home My Account Users e-Service Third Party Advance Help Log Out Contact Us | Feedback | FAQ

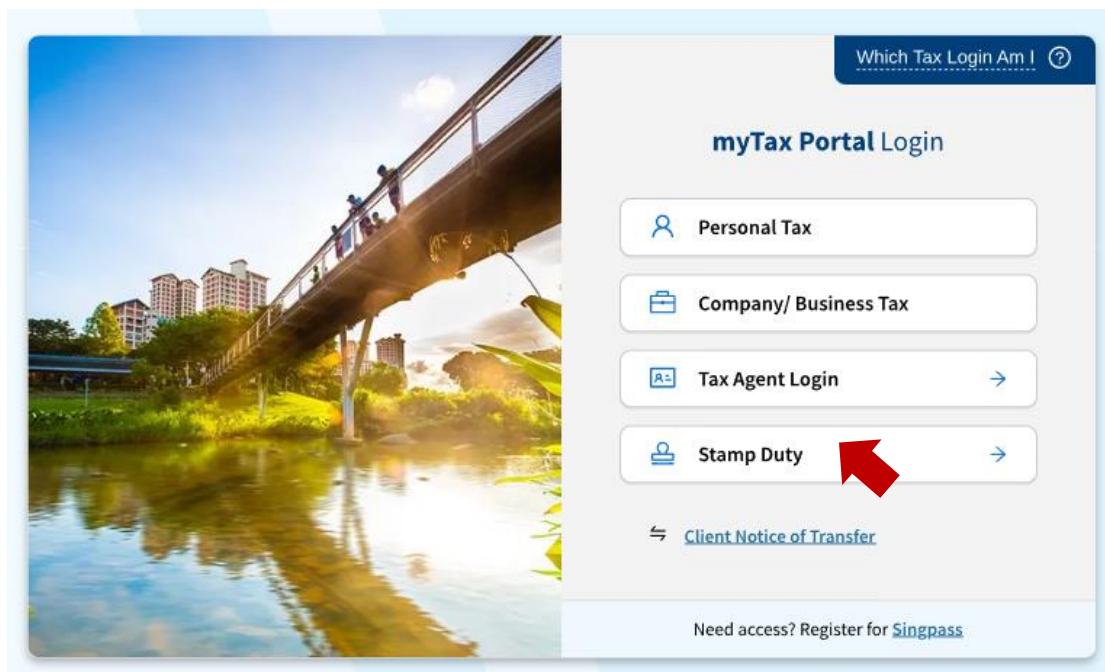
Home / Assign Selected e-Services

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

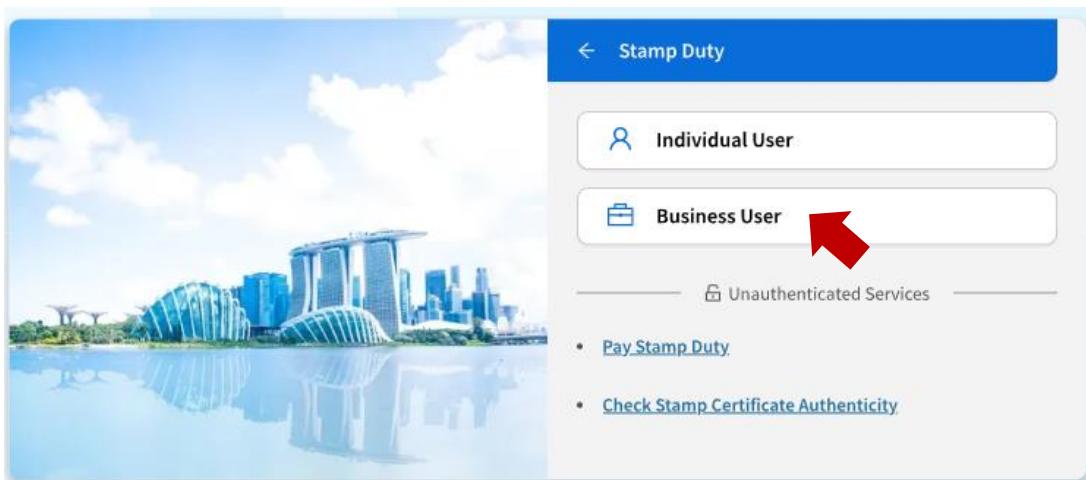
Return to Homepage

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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:

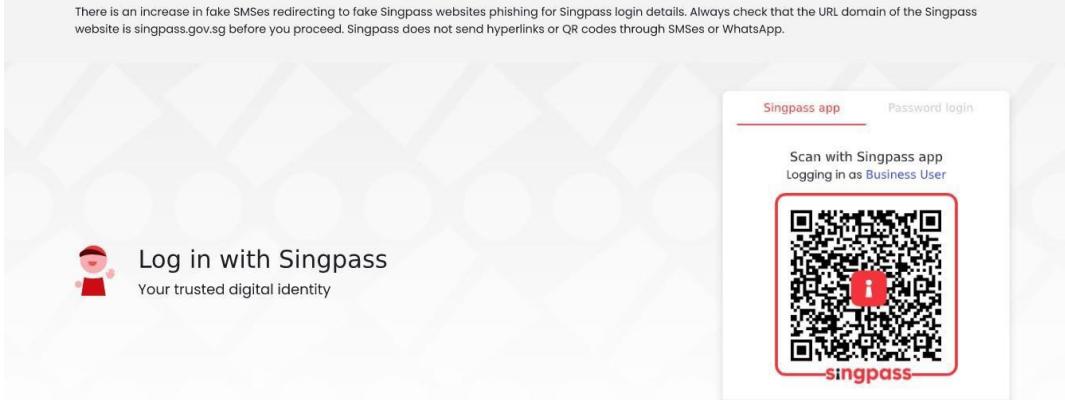
1. *Login via the Singpass application by scanning the QR code*
OR
1. *Click on 'Password login'*
2. *Ensure that it shows 'Business User'*
3. *Enter Singpass ID*
4. *Enter password*
5. *Click the Log in button to login*

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).

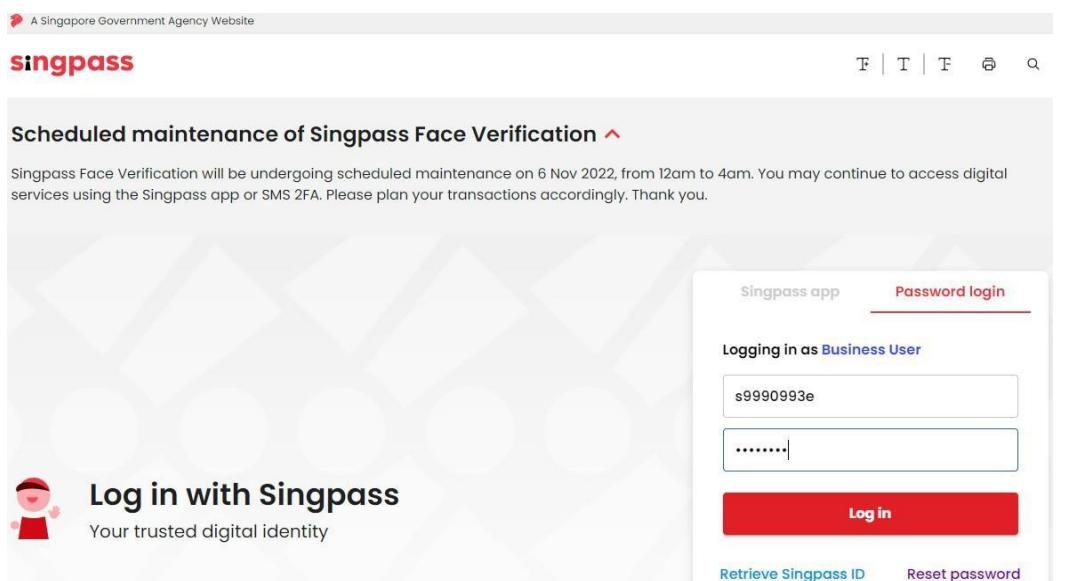

[F](#) | [T](#) | [F](#) [S](#) [Q](#)

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.



The screenshot shows the Singpass login interface for a Business User. At the top, there are links for 'Singpass app' and 'Password login'. Below that, a message says 'Scan with Singpass app' and 'Logging in as Business User'. A large QR code is displayed with a red border. The QR code is labeled 'singpass' at the bottom. On the left, there is a logo of a person with a red 'i' and the text 'Log in with Singpass' and 'Your trusted digital identity'. At the bottom left, it says 'A Singapore Government Agency Website' and at the bottom right, there are icons for a magnifying glass, a person, and a gear.

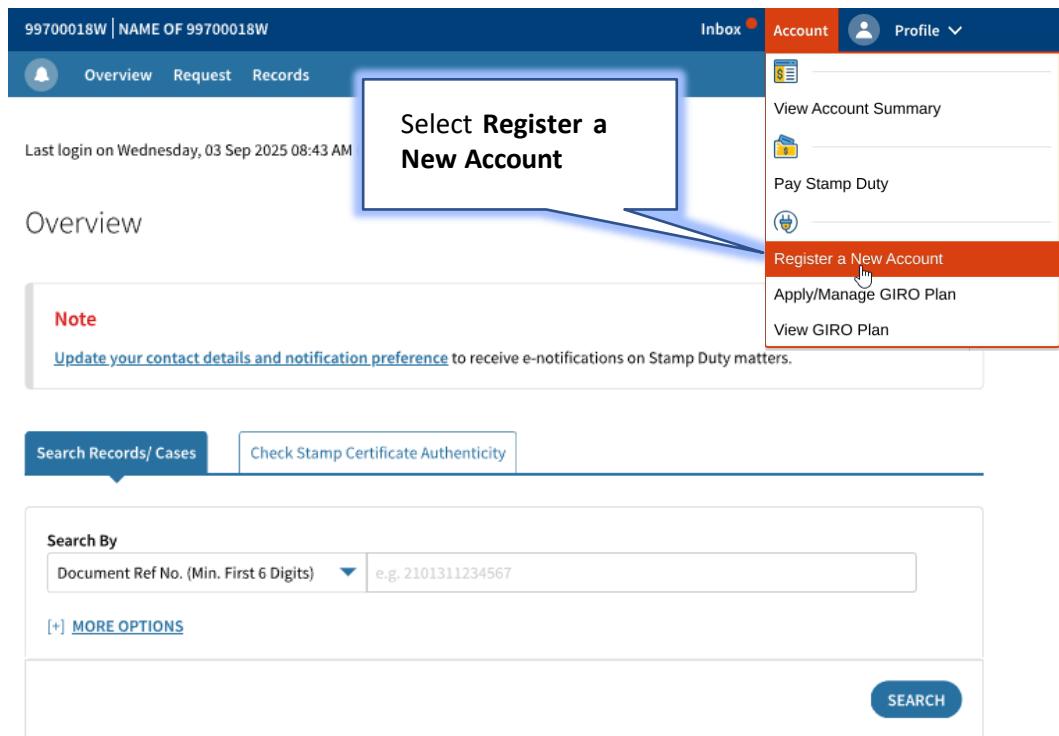


The screenshot shows the Singpass login interface for a Business User. At the top, there are links for 'Singpass app' and 'Password login'. Below that, a message says 'Logging in as Business User'. There are two input fields: one for 's9990993e' and one for a password (represented by '.....'). Below the password field is a red 'Log in' button. At the bottom left, there is a logo of a person with a red 'i' and the text 'Log in with Singpass' and 'Your trusted digital identity'. At the bottom right, there are links for 'Retrieve Singpass ID' and 'Reset password'.

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To Register a new Account to perform e-Stamping:

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



The screenshot shows the application's main interface with a top navigation bar. The 'Account' tab is selected, indicated by a red highlight. A callout box points to the 'Register a New Account' option in the dropdown menu, which is also highlighted in red. Other options in the menu include 'View Account Summary', 'Pay Stamp Duty', 'Apply/Manage GIRO Plan', and 'View GIRO Plan'. The main content area shows an 'Overview' section with a note about updating contact details for e-notifications.

99700018W | NAME OF 99700018W

Inbox • Account Profile

Overview Request Records

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

Select Register a New Account

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

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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**



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**. [\(i\)](#)

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

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

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](#)

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

Register a New Account

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

ReviewGeneral 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](#)

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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*



The screenshot shows the IRAS GIRO Application interface. At the top, there is a logo for the Inland Revenue Authority of Singapore. To the right of the logo are buttons for 'LOGOUT' and a magnifying glass icon. Below the logo, the text '99700018W | NAME OF 99700018W' is displayed. To the right of this text are links for 'Inbox', 'Account', and 'Profile'. The main navigation bar below the header includes links for 'Overview', 'Request', and 'Records'. A blue progress bar at the top indicates the current step: '1. Register' (marked with a checked checkbox), '2. Review' (marked with a checked checkbox), '3. GIRO Application (if applicable)' (marked with an empty checkbox), and '4. Acknowledgement' (marked with an empty checkbox).

Register a New Account

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

GIRO Application

Apply for GIRO? *

- Yes
 No

CONTINUE

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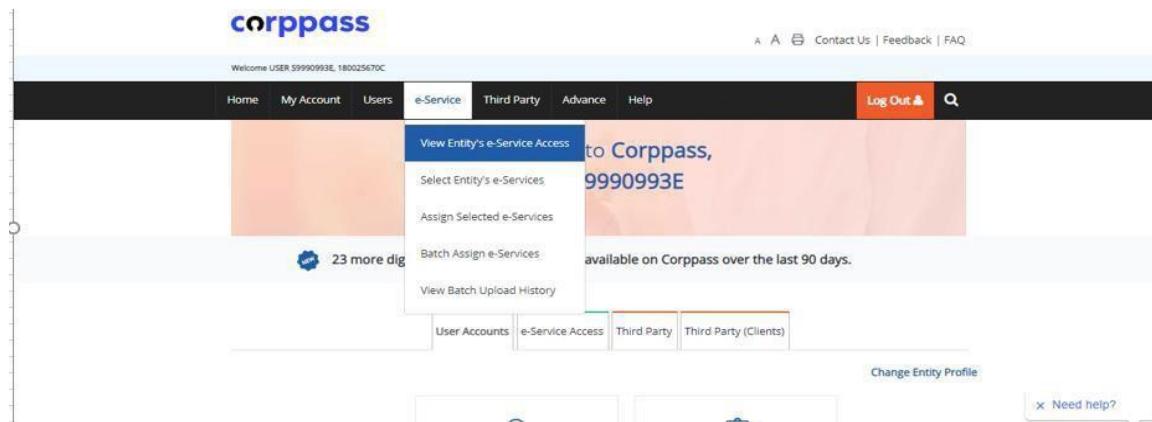
The Acknowledgement page will be displayed after a successful submission.

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 website with a blue header bar. The header includes the IRAS logo, a search icon, and a 'LOGOUT' button. Below the header, the page displays the account number '99700018W | NAME OF 99700018W' and navigation links for 'Overview', 'Request', and 'Records'. The main content area is titled 'Register a New Account' and includes a 'SAVE AS PDF/ PRINT' button. A progress bar at the top indicates four steps: '1. Register' (checked), '2. Review' (checked), '3. GIRO Application (if applicable)' (checked), and '4. Acknowledgement' (checked). The 'Acknowledgement' section contains a 'Successful Submission' message stating that the 'Stamp Duty Account ID A90102892F' was created successfully. It also shows the 'Acknowledgement No.' as '6000000014736' and the 'Date/ Time' as '19 Oct 2022 04:32 PM'. A note at the bottom of this section says, 'A copy of this acknowledgement can be found in [Notices/ Letters](#)'. Below this is a 'Next Step' section with two items: '1. To access your Stamp Duty account, inform your Corppass Admin to associate the Account ID to your Corppass Account.' and '2. Log into the Stamp Duty Portal at <https://mytax.iras.gov.sg> by selecting Stamp Duty > Business User.' A 'BACK TO MYTAX PORTAL' button is located at the bottom of this section.

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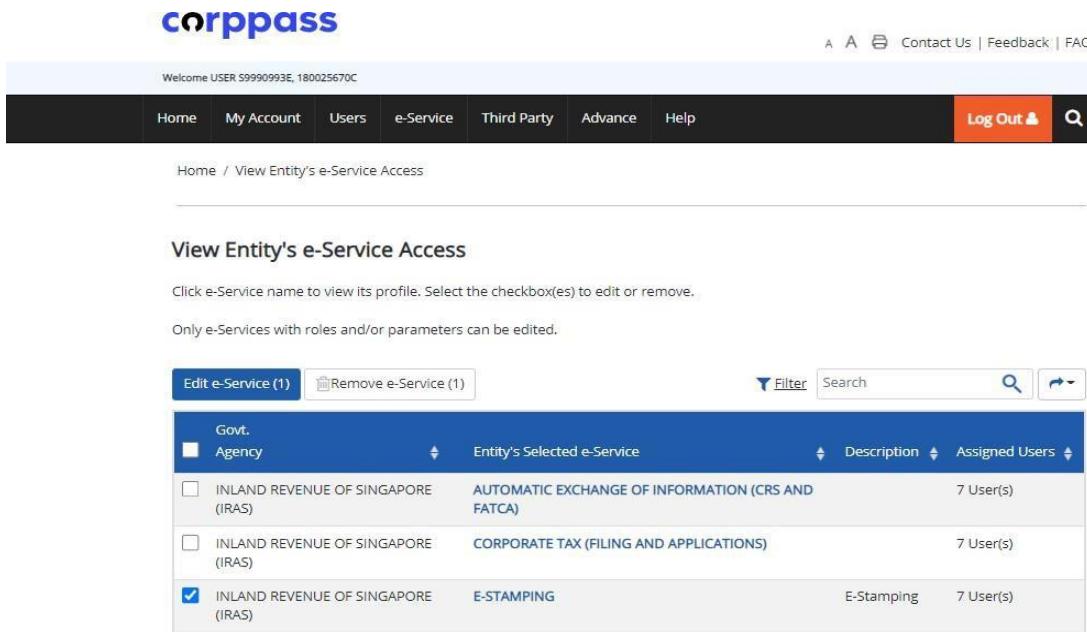
1. After you have successful registered for an Stamp Duty Account, please return to **Corppass portal** (<https://www.corppass.gov.sg/>) to add users as preparer/approver to perform e-Stamping. Repeat steps 1-3.
2. To link up the Stamp Duty Account ID to your UEN, please perform the following steps: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



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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**



Welcome USER S9990993E, 180025670C

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

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.

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 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		

INLAND REVENUE OF SINGAPORE (IRAS)
E-STAMPING

Assigned ID *

180025670C	
a12345678d	
a9005200D	

Add New

1 e-Service(s) Selected

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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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

   Edit e-Service 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 authorisation and Sub-Admin Assignment Profile.

Entity's e-Service(s)	
INLAND REVENUE OF SINGAPORE (IRAS)	<ul style="list-style-type: none"> E-STAMPING Assigned ID: 180025670C A90102892F a12345678d a9005200D

Back 

stg-home.corppass.gov.sg/corppass/manageeeservices/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).

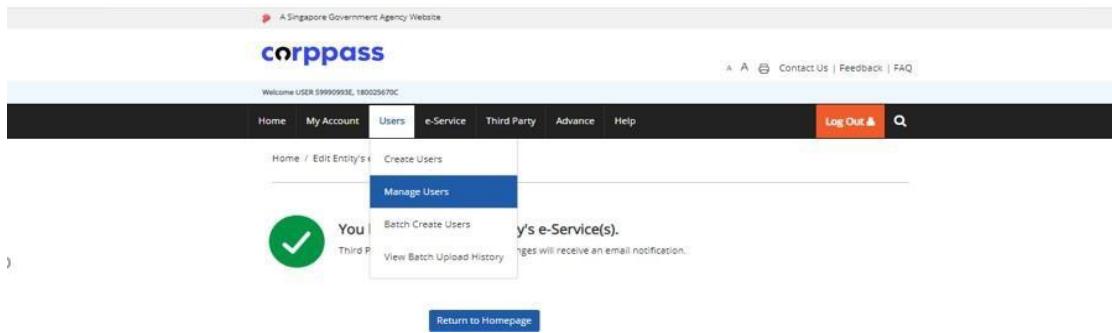
Third Party Entity(s) affected by the changes will receive an email notification.



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

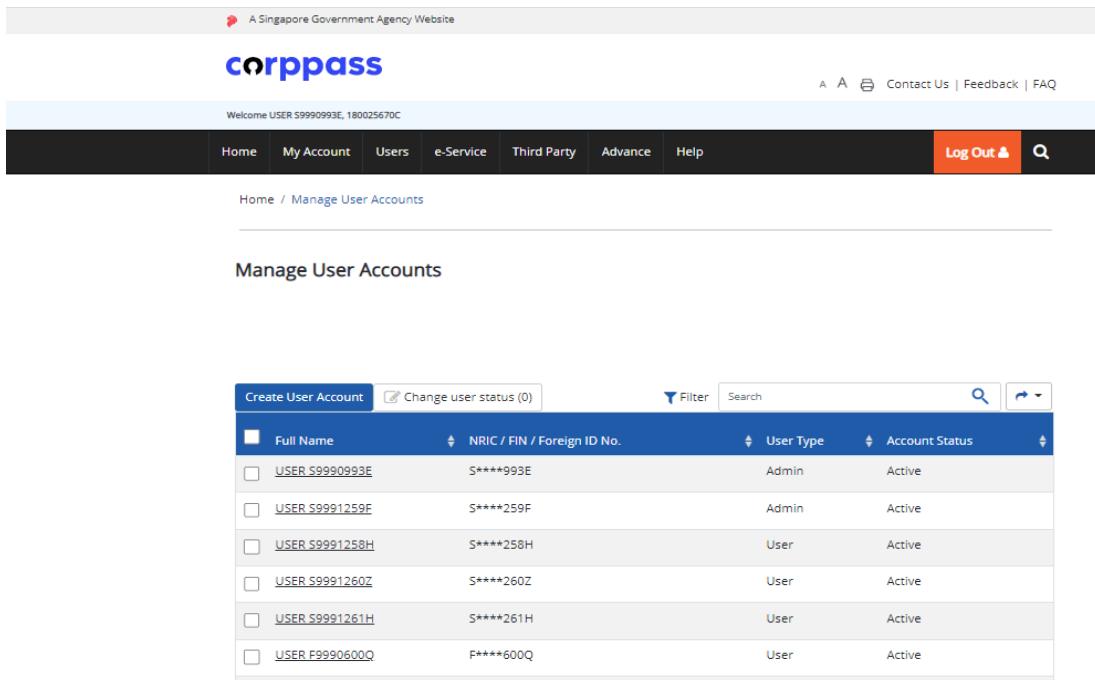
1. Click **User** tab
2. Select **Create User** to add new users; or select **Manage Users** to manage roles of existing users



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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**

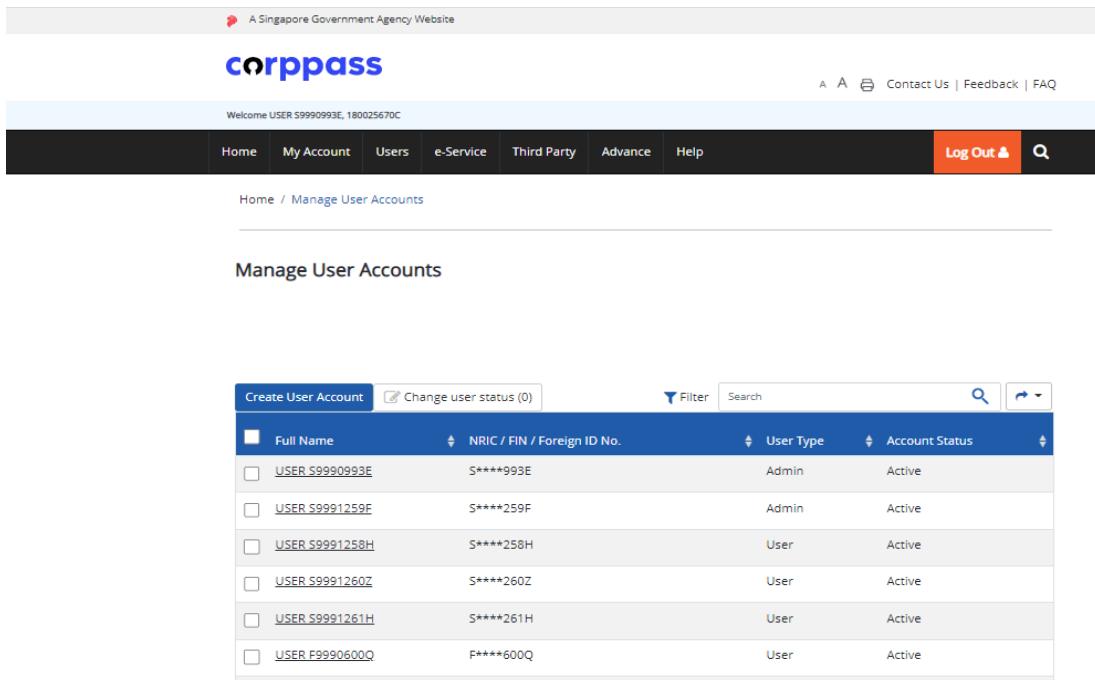


<input type="checkbox"/>	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status
<input type="checkbox"/>	USER_S9990993E	S****993E	Admin	Active
<input type="checkbox"/>	USER_S9991259F	S****259F	Admin	Active
<input type="checkbox"/>	USER_S9991258H	S****258H	User	Active
<input type="checkbox"/>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

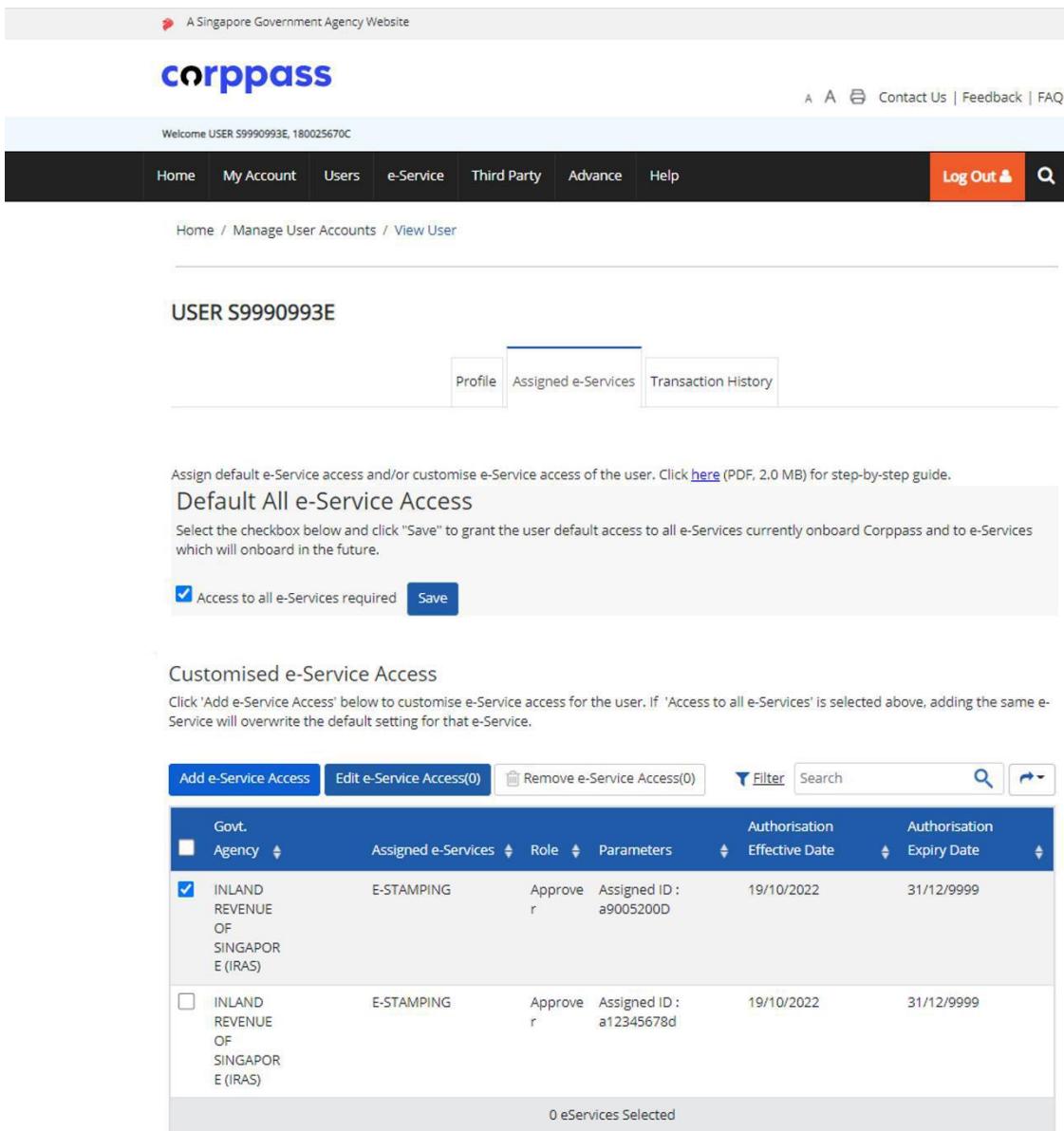


<input type="checkbox"/>	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status
<input type="checkbox"/>	USER_S9990993E	S****993E	Admin	Active
<input type="checkbox"/>	USER_S9991259F	S****259F	Admin	Active
<input type="checkbox"/>	USER_S9991258H	S****258H	User	Active
<input type="checkbox"/>	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 the **Assigned e-Services** tab
2. Under **Customised e-Service Access**, click **Add e-Service Access**



The screenshot shows the Corppass user interface. At the top, there is a navigation bar with links for Home, My Account, Users, e-Service, Third Party, Advance, Help, Log Out, and a search icon. The 'e-Service' tab is currently selected. Below the navigation bar, the page title is 'USER S9990993E'. Underneath the title, there are three tabs: Profile (disabled), Assigned e-Services (selected), and Transaction History. A sub-section titled 'Default All e-Service Access' is visible, containing a checkbox 'Access to all e-Services required' and a 'Save' button. Below this, the 'Customised e-Service Access' section is shown, featuring a table with two entries. The table columns are: Govt. Agency, Assigned e-Services, Role, Parameters, Authorisation Effective Date, and Authorisation Expiry Date. The first entry is for 'INLAND REVENUE OF SINGAPORE (IRAS)' with 'E-STAMPING' assigned, 'Approver' role, and 'Assigned ID: a9005200D'. The second entry is for the same agency with the same details. At the bottom of the table, it says '0 eServices Selected' and 'Showing 1 to 2 of 2 items'.

Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date
INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING	Approver	Assigned ID : a9005200D	19/10/2022	31/12/9999
INLAND REVENUE OF SINGAPORE (IRAS)	E-STAMPING	Approver	Assigned ID : a12345678d	19/10/2022	31/12/9999

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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

Assign Selected e-Service(s) to:

1 Selected User(s) [+](#)

Assign from selected e-Service(s).

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

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*

Authorisation Effective Date *

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 **myTax Portal (Stamp Duty Login)** (<https://mytax.iras.gov.sg>) under **Business User** to perform e-Stampings

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corppass

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

Verify the following details.

1 Selected Users 

Selected e-Services

INLAND REVENUE OF SINGAPORE (IRAS)	<ul style="list-style-type: none"> • E-STAMPING <table> <tbody> <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> </tbody> </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								

A Singapore Government Agency Website

corppass

Welcome USER S9990993E, 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).

