

**Note**

- If you are a Corppass Administrator, click [here](#) for the user guide.
- If you are a GST approver/ preparer, click [here](#) for the user guide.

**Check if you have assigned GST e-Services to your users**

*[For Corppass Administrators]*

**Step 1:** Go to [www.corppass.gov.sg](http://www.corppass.gov.sg).

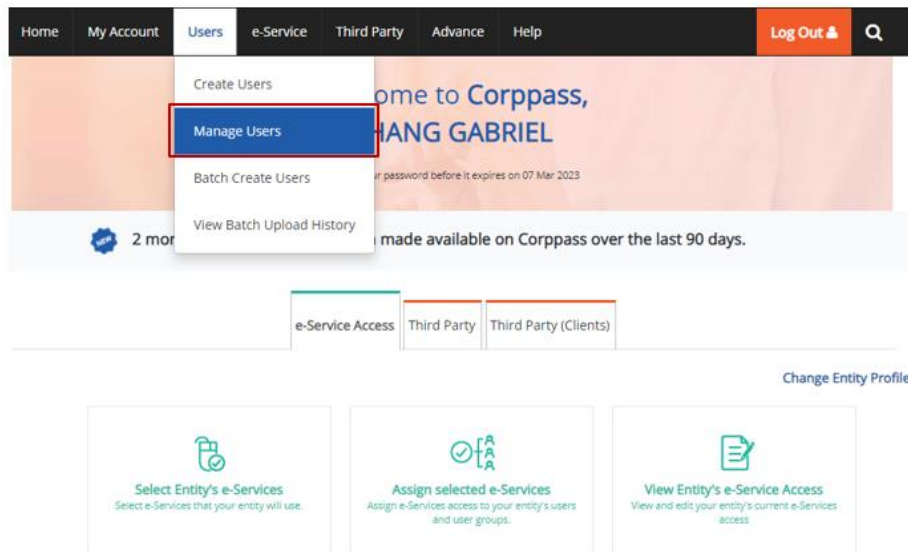
**Step 2:** Select “Log in with Singpass”.



**Step 3:** If you are authorised to act on behalf of more than 1 entity, select the entity which you wish to transact. Otherwise, proceed to step 4.



**Step 4:** Under “Users”, select “Manage Users” from the dropdown menu.

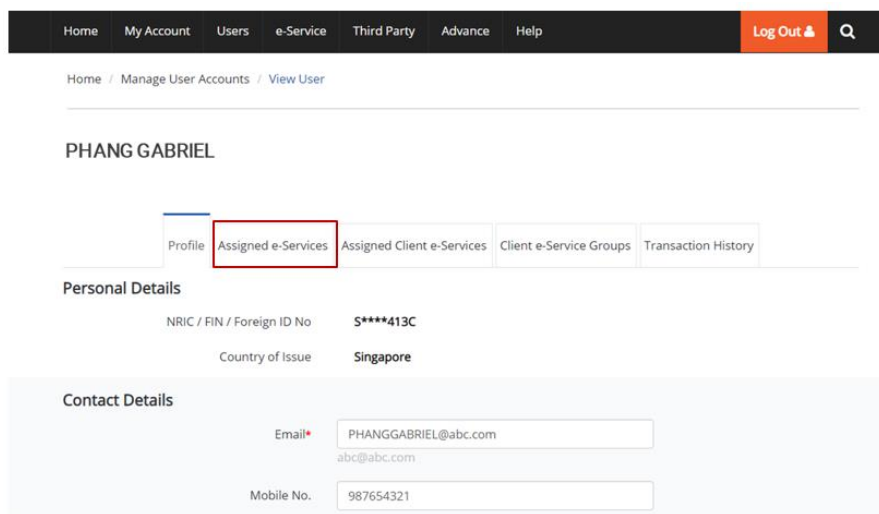


**Step 5:** You will see a list of Corppass users in your company and their corresponding details. Click on the name of the user you wish to check.

The screenshot shows a table of Corppass users. The table has columns for 'Full Name', 'NRIC / FIN / Foreign ID No.', 'User Type', and 'Account Status'. The user 'PHANG GABRIEL' is highlighted with a red box. Other users listed include CHAN FEDRICK, TOH JONATHAN, TERRI MANDEL, and LLVIRDI.

<input type="checkbox"/>	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status
<input type="checkbox"/>	CHAN FEDRICK	S***319D	User	Active
<input type="checkbox"/>	PHANG GABRIEL	S***413C	Admin	Active
<input type="checkbox"/>	TOH JONATHAN	S***327B	Sub-Admin	Active
<input type="checkbox"/>	TERRI MANDEL	G***738Q	User	Active
<input type="checkbox"/>	LLVIRDI	F***017T	User	Active

**Step 6:** Click on “Assigned e-Services”.



**Step 7:** Check that the e-Service “GST (Filing & Application)” is assigned to the user, and that the authorisation is not expired.

Profile Assigned e-Services Assigned Client e-Services Client e-Service Groups Transaction History

Assign default e-Service access and/or customise e-Service access of the user. Click [here](#) 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) Filter Search

Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input type="checkbox"/> INLAND REVENUE OF SINGAPORE (IRAS)	GST (FILING AND APPLICATIONS)	Approver		07/09/2018	31/12/9999

0 eServices Selected

## Check if you have been assigned GST e-Services

[For GST approvers/ preparers]

**Step 1:** Go to [www.corppass.gov.sg](http://www.corppass.gov.sg).

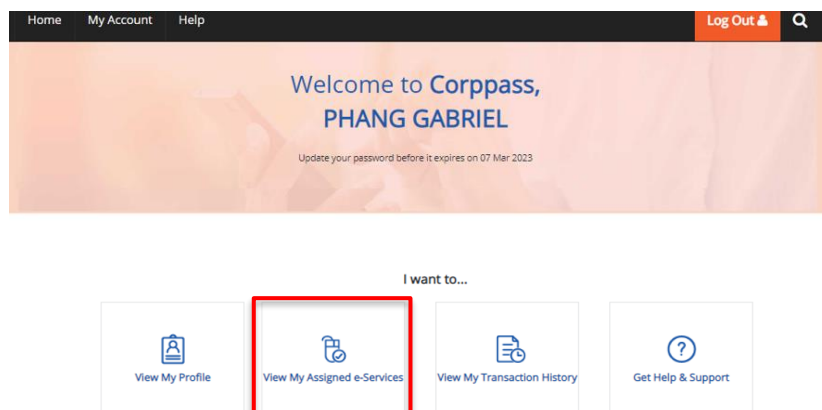
**Step 2:** Select “Log in with Singpass”.



**Step 3:** If you are authorised to act on behalf of more than 1 entity, select the entity with which you wish to transact. Otherwise, proceed to step 4.



**Step 4:** Select “View My Assigned e-Services”.



**Step 5:** Check that the e-Service “GST (Filing & Application)” with the “Approver” or “Preparer” role is assigned to you, and that the authorisation is not expired.

Home / View My Profile

View My Profile

Profile Assigned e-Services Transaction History Entity Details

Customised e-Service Access

Filter Search

Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date
INLAND REVENUE OF SINGAPORE (IRAS)	GST (PAYMENT)	-	-	05/03/2018	31/12/9999
INLAND REVENUE OF SINGAPORE (IRAS)	GST (FILING AND APPLICATIONS)	Approver	-	05/03/2018	31/12/9999

Showing 1 to 2 of 2 items

If you do not know who are your Corppass Admins, you can use the “Find my Corppass Admin” e-Service at [www.corppass.gov.sg](http://www.corppass.gov.sg).