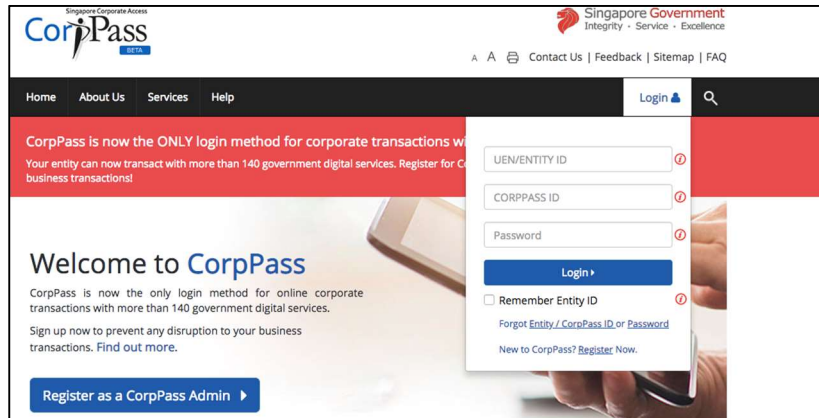


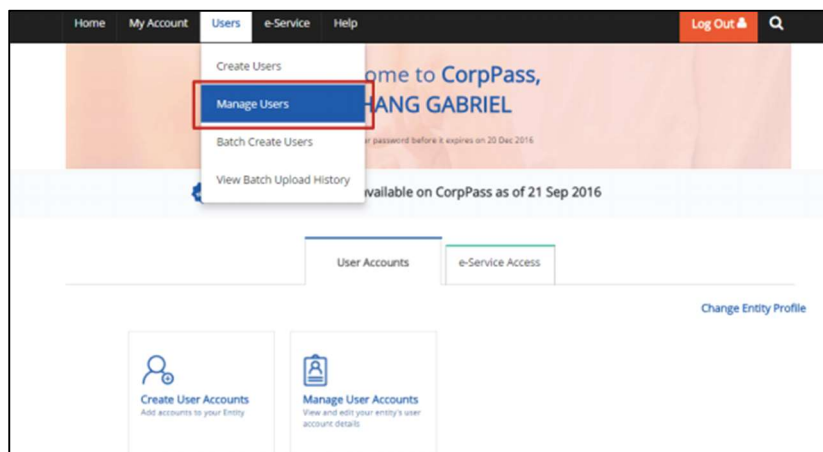
Check if you have assigned GST e-Services to your users

[You are the CorpPass Administrator.]

Step 1: Go to www.corppass.gov.sg and login to your CorpPass Admin account.



Step 2: Once you have logged in, under “users”, select “Manger Users” from the dropdown menu.



Step 3: On the “Manager User Accounts” page, you will see a list of CorpPass users in your company and their corresponding details. Click on the user name to view details.

The screenshot shows the 'Manage User Accounts' page. At the top, there are buttons for 'Create User Account' and 'Change user status (0)'. A search bar is located on the right. Below the search bar is a table with the following columns: Full Name, NRIC / FIN / Foreign ID No., CorpPass ID, User Type, Account Status, and User Group. The table contains five rows of user data.

Full Name	NRIC / FIN / Foreign ID No.	CorpPass ID	User Type	Account Status	User Group
CHAN FENDERICK	S****319D	FRANKIECHEW87	User	Active	
PHANG GABRIEL	S****413C	GRABRIELPHANG87	Admin	Active	
TOH JONATHAN	S****327B	TOHJOHN	Admin	Active	
TERRI MANDEL	F****289R	TERRIMANDEL	User	Active	
LIVIRDI	F****195L	LIVIRDI	Admin	Active	

Step 4: Click on “Assigned e-Services”.

Home / Manage User Accounts / View User

PHANG GABRIEL

Profile **Assigned e-Services** Transaction History

Personal Details

NRIC / FIN / Foreign ID No: S****413C
Country of Issue: Singapore

Contact Details

Email: PHANGGABRIEL@abc.com
abc@abc.com
Mobile No.: 987654321

Account Details

CorpPass ID: GRABRIELPHANG87

Step 5: Check that the e-Service “GST- Filing & Application” is assigned to the user.

Profile Assigned e-Services 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 [Save](#)

Customised e-Service Access

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

[Add e-Service Access](#) [Edit e-Service Access\(0\)](#) [Remove e-Service Access\(0\)](#) [Filter](#) [Search](#) [Download](#)

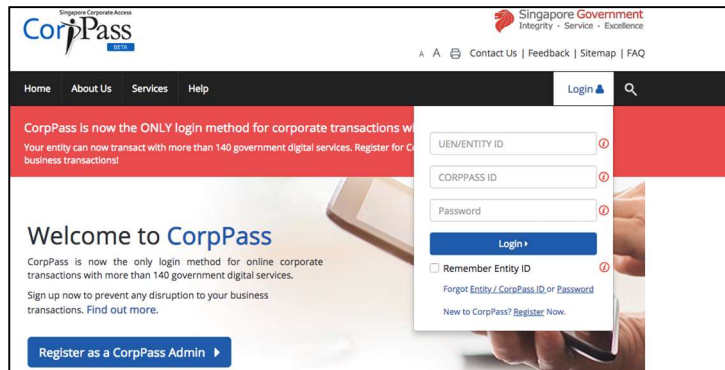
Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input type="checkbox"/> INLAND REVENUE OF SINGAPORE (IRAS)	GST (FILING AND APPLICATIONS)	Approver	-	07/09/2018	31/12/9999

0 e-Services Selected

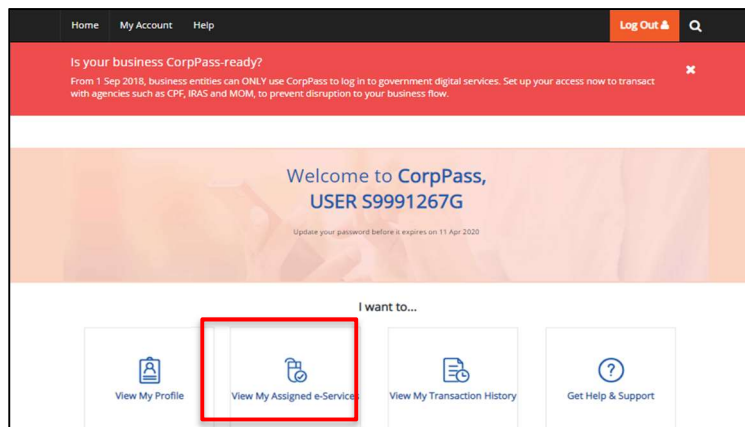
Check if you have been assigned GST e-Services

[You are the GST approver/preparer.]

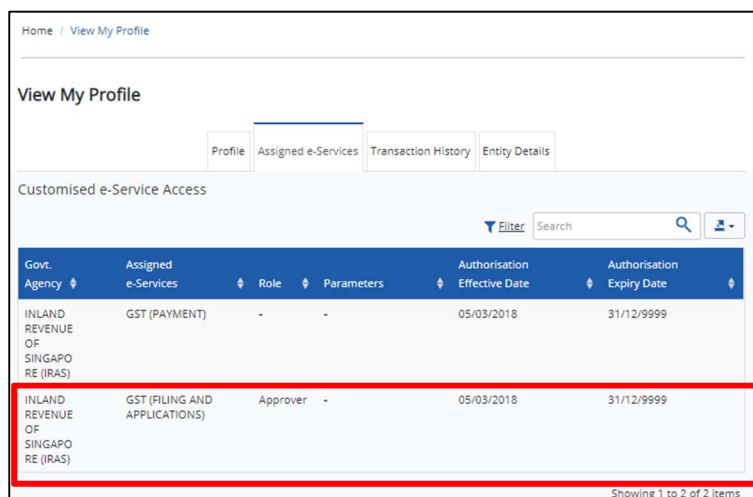
Step 1: Go to www.corppass.gov.sg and login to your CorpPass account.



Step 2: Once you have logged in, select “View My Assigned e-Services”.



Step 3: Check that the e-Service “GST- Filing & Application” with the “Approver” or “Preparer” role is assigned to you.



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

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.