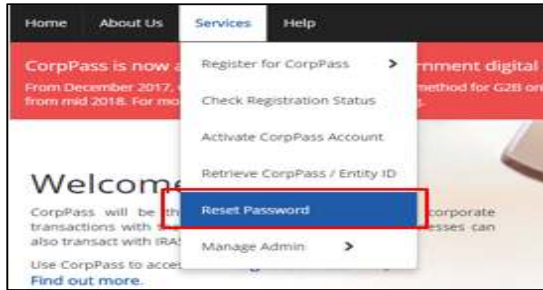


## Set Up GST CorpPass for Sole-Proprietors

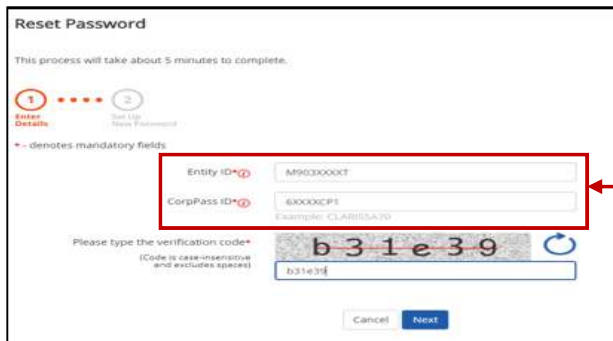
[You are the Sole Proprietor = CorpPass Administrator = Person filing GST return]

**Step 1:** Activate your GST CorpPass Admin account set up by IRAS.

a) Go to [www.corppass.gov.sg](http://www.corppass.gov.sg) and click on 'Reset Password'



b) Enter your GST registration no. and CorpPass ID. Your CorpPass ID can be found in the email sent to you by CorpPass.

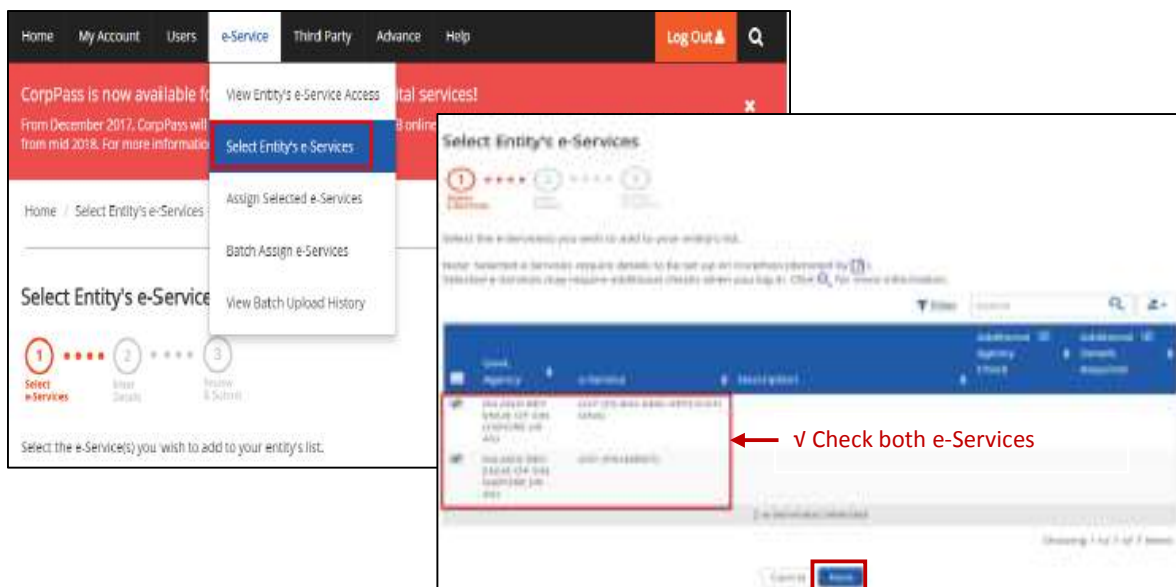
A screenshot of the 'Reset Password' form. The 'Entity ID' and 'CorpPass ID' input fields are highlighted with a red rectangular box. The 'Entity ID' field contains 'M903000CT' and the 'CorpPass ID' field contains '63000CP1'. Below these fields is a verification code 'b31e39' and a 'Next' button.

Entity ID - Your GST regn no.  
(eg. M9012345A)

CorpPass ID (eg. 12345CP1)  
- Refer to CorpPass' email. Call  
1800 356 8633 if you do not  
know your CorpPass ID.

c) You will be redirected to the **SingPass** login page. Log in using your SingPass ID & Password.

**Step 2:** Select both 'GST (Filing and Applications)' and 'GST (Payment) e-Services'.  
Click 'Next' and Submit.



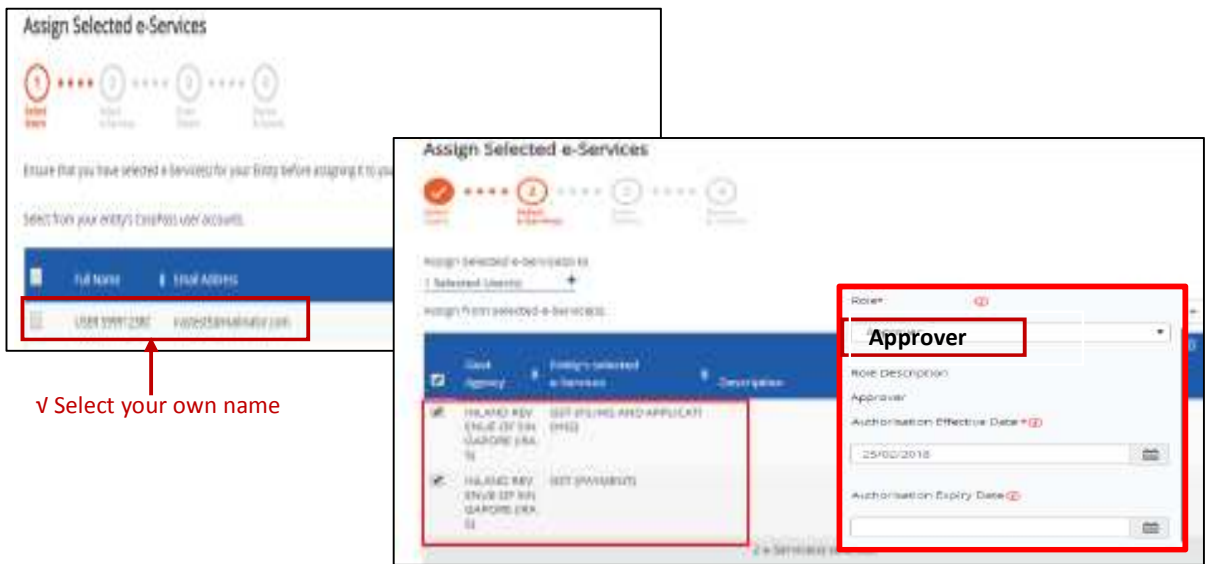
## Set Up GST CorpPass for Sole-Proprietors

[You are the Sole Proprietor = CorpPass Administrator = Person filing GST return]

**Step 3:** Assign both GST e-Services to your own CorpPass account.



For GST (Filing and Applications), you can set your role as 'Approver' to submit GST returns to IRAS.



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

**Step 4:** Log in to myTax Portal using your CorpPass account to file your GST return

