

Set Up CorpPass for 'One Man Shop' /Micro Businesses [For Companies / Partnerships] [You are the Director/Partner = CorpPass Administrator = Person who files GST returns]

Step 1: Go to www.corppass.gov.sg and click "Register as a CorpPass Admin"



Step 2: You will be redirected to the SingPass login page. Log in using your SingPass ID & Password.

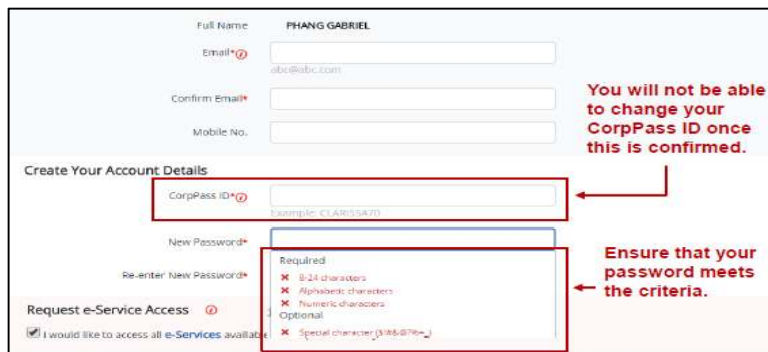
Step 3: Begin your CorpPass Admin account registration:

a) Key in the company's Unique Entity Number (UEN)

The image shows the 'Register Admin Account' page. At the top, there is a progress indicator with three steps: 'Enter Details', 'Verify', and 'Complete'. The first step is active. Below this, there is a note: 'Ensure that you are the appointed CorpPass Admin for your Entity. This form will take about 5 minutes to complete.' There is a link to 'View mandatory fields'. The 'Enter Entity Detail' section is highlighted with a red box, showing a text input field for 'Unique Entity Number (UEN)*' with a red asterisk indicating it is required.

b) Ensure your name is correctly pre-filled and key in your contact details

c) Enter a CorpPass ID and password of your choice. Remember your ID and password!

The image shows the 'Create Your Account Details' page. It has several input fields: 'Full Name' (pre-filled with 'PHANG GABRIEL'), 'Email*', 'Confirm Email*', and 'Mobile No.'. Below these is the 'Create Your Account Details' section, which includes 'CorpPass ID*' (pre-filled with 'Example: CLARIS5A7D') and 'New Password*'. A red box highlights the 'New Password*' field, and another red box highlights the 'CorpPass ID*' field. Red text annotations provide instructions: 'You will not be able to change your CorpPass ID once this is confirmed.' and 'Ensure that your password meets the criteria.'. A list of password requirements is shown: 'Required: 8-24 characters, Alphabetic characters, Numeric characters, Optional: Special character (3!@#&7*~_~)'. At the bottom, there is a 'Request e-Service Access' section with a checked checkbox and the text 'I would like to access all e-Services available on CorpPass with my Admin Account.'.

d) Select "I would like to access all e-Services available on CorpPass with my Admin Account" (checked by default). You will be able to access all Govt. e-Services, including GST filing as an Approver.

The image shows the 'Request e-Service Access' section. It has a checked checkbox and the text 'I would like to access all e-Services available on CorpPass with my Admin Account.' This section is highlighted with a red rectangular box.

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Step 4: Review your registration details and read and agree to the 'Terms and Conditions', before clicking 'Submit'. Your CorpPass Admin account will be auto-approved if you are the Director/Partner in ACRA's records.

Congratulations!



Your CorpPass Admin Account is ready for use.

Step 5: Log in to myTax Portal using your CorpPass account to file your GST return!

