

Set Up GST Corppass for Sole-Proprietors

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

Step 1: Perform Corppass authorisations

After receiving an email from Corppass informing you that your Corppass admin account is created, please log in via the Corppass website to set up and manage your Corppass authorisation.

- a) Go to www.corppass.gov.sg. Click “Log in with Singpass” to log in.



- b) Under the “e-Services Access” tab, click “Select Entity’s e-Services”.

- c) Select both ‘GST (Filing and Applications)’ and ‘GST (Payment)’ e-Services. Click “Next”.

Govt. Agency	e-Service	Description
<input checked="" type="checkbox"/>	INLAND REV ENUE OF SIN GAPORE (IR AS)	GST (FILING AND APPLICATIONS)
<input checked="" type="checkbox"/>	INLAND REV ENUE OF SIN GAPORE (IR AS)	GST (PAYMENT)

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d) Verify the selected e-Services and click "Submit"

Select Entity's e-Services



Verify Selected e-Service(s)

- INLAND REVENUE OF SINGAPORE (IRAS)
- GST (FILING AND APPLICATIONS)
- GST (PAYMENT)

Back

Submit

e) You will see a message confirming that the selected e-Services are ready to be assigned to users. Click "Assign selected e-Services" to continue.

Home / Select Entity's e-Services



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

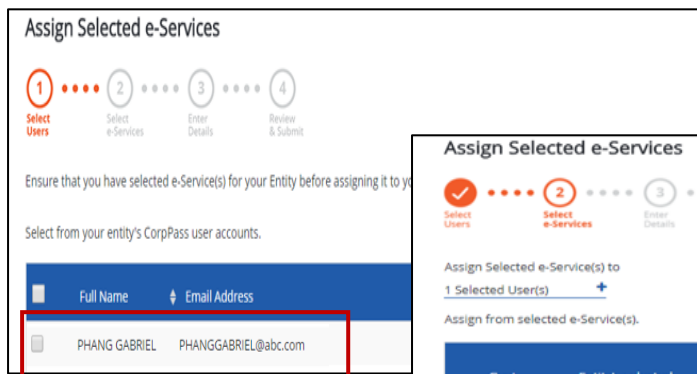
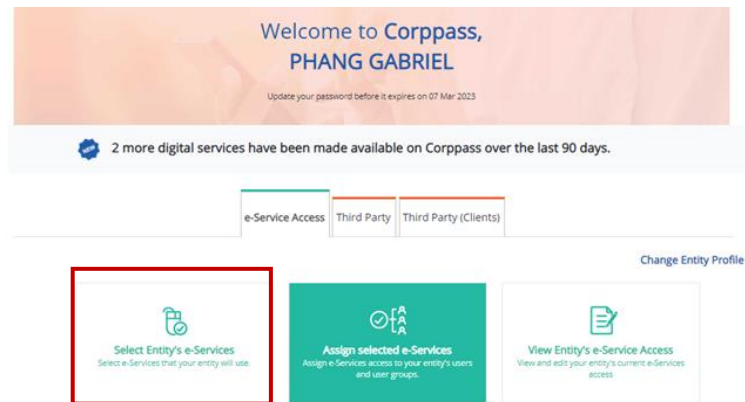
Assign selected e-Services

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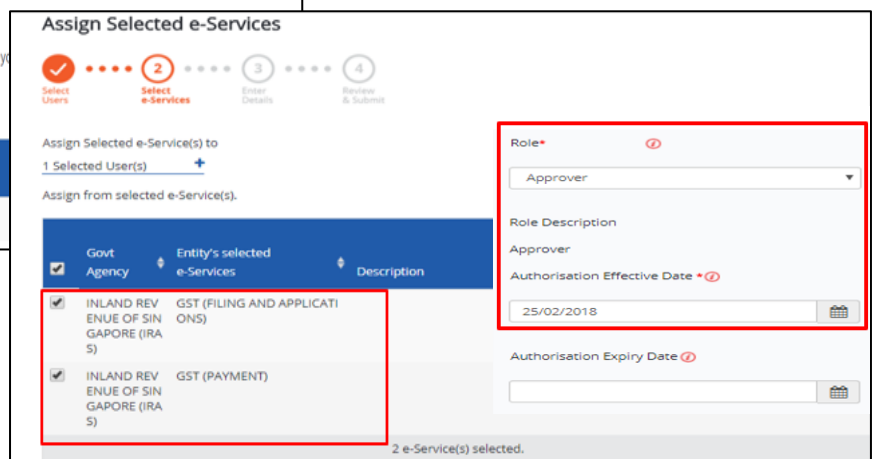
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Step 2: Assign both GST e-Services to your own Corppass account

Click "Assign selected e-Services" to assign the GST e-Services to your Corppass account. For GST (Filing and Applications), you can set your role as 'Approver' to submit GST returns to IRAS.



✓ Select your name



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

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Step 3: File your GST return

Log in to [myTax Portal](#) to file your GST return. You will be redirected to the Singpass login page after clicking on “Business Tax”.

