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A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

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A Guide for GST-Registered Sole-Proprietors, Group and Divisional Registrants

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A. Appoint Corppass Administrator

*** To be done by Sole-proprietors/Registered Officers**

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What will the GST Corppass account be used for?	The GST Corppass Admin account can only be used to authorise staff or third-parties to access IRAS' GST e-Services and is different from the Corppass Admin account which may have already been set up under your business' UEN for other government e-Services.
What you need to do?	**How to create GST Corppass Admin accounts** You may appoint your GST Corppass Admin by submitting the relevant "Appointment of GST Corppass Administrators" form: - GST-registered Sole-proprietor - Group GST registration - Divisional GST registration For more information on appointing your Corppass administrators, please refer to our webpage on Overview of Filing Process.

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GST-registered Sole-Proprietors, Group and Divisional registrants will need to inform IRAS of their appointed Corppass administrators. After a Corppass Admin account has been approved, they will receive an email within 1 to 2 working days . Follow the instructions on that email.

Subject: Your Corppass Admin account is created

Dear Sir/Madam

Your Corppass Admin Account is created successfully on <DD/MM/YYYY HH24:MM>.

Details of your registration as follow:-
Entity ID: <Entity Registration Number >

You may log in to with your Singpass at www.corppass.gov.sg to set up and manage Corppass for your entity.

If you have any queries, please contact us.

Yours Sincerely
Corppass Team
Email: support@corppass.gov.sg
Helpdesk: +65 66430577
Government Technology Agency (GovTech)

< This is a computer generated email. Please do not reply. >

Note!
For GSTN entities, Entity ID will be their GST Registration Number (e.g. M1234567X)

B. Create GST Corppass Users

***To be done by GST Corppass Administrator**

NOTE

You may skip this step if you are the sole GST Corppass user for your entity. Proceed to select and assign GST e-services to yourself. (STEPS C & D)

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- Go to www.corppass.gov.sg.
- Select ‘Log in with Singpass’.

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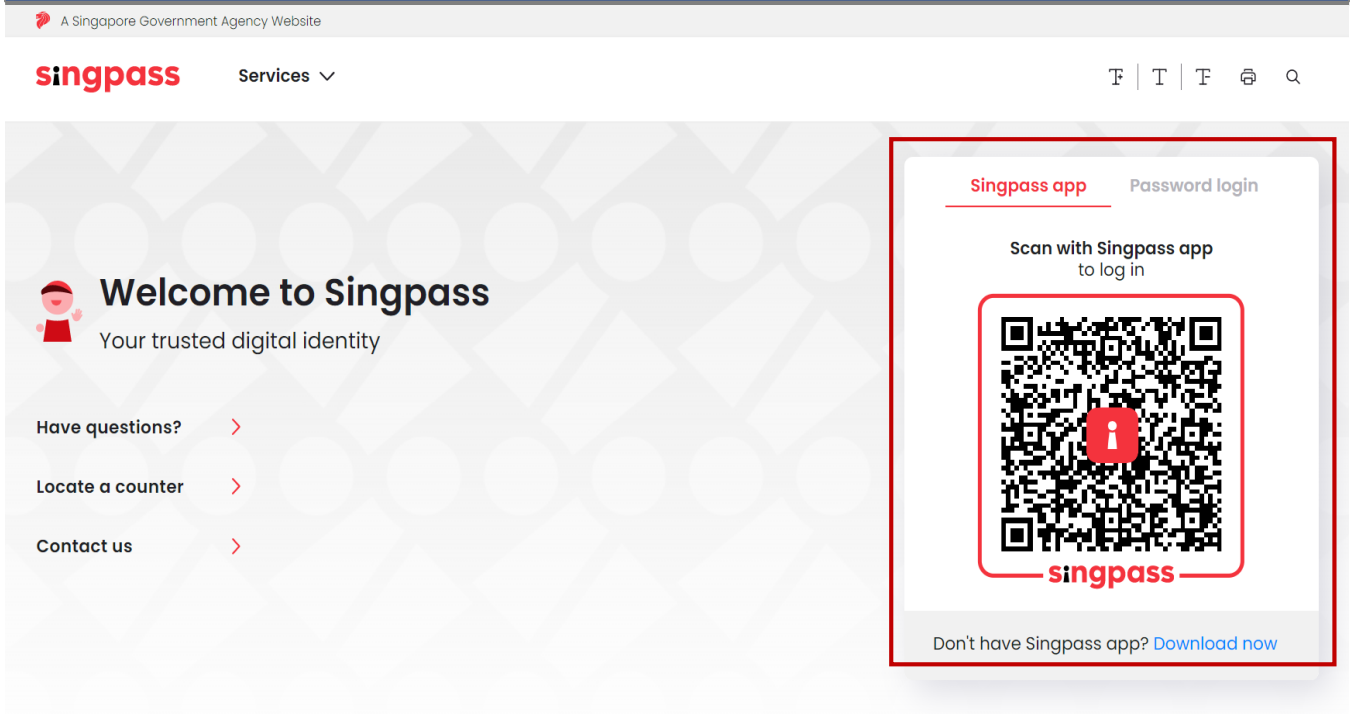
- You will be redirected to the Singpass login page. Log in by scanning the QR code using your Singpass app.



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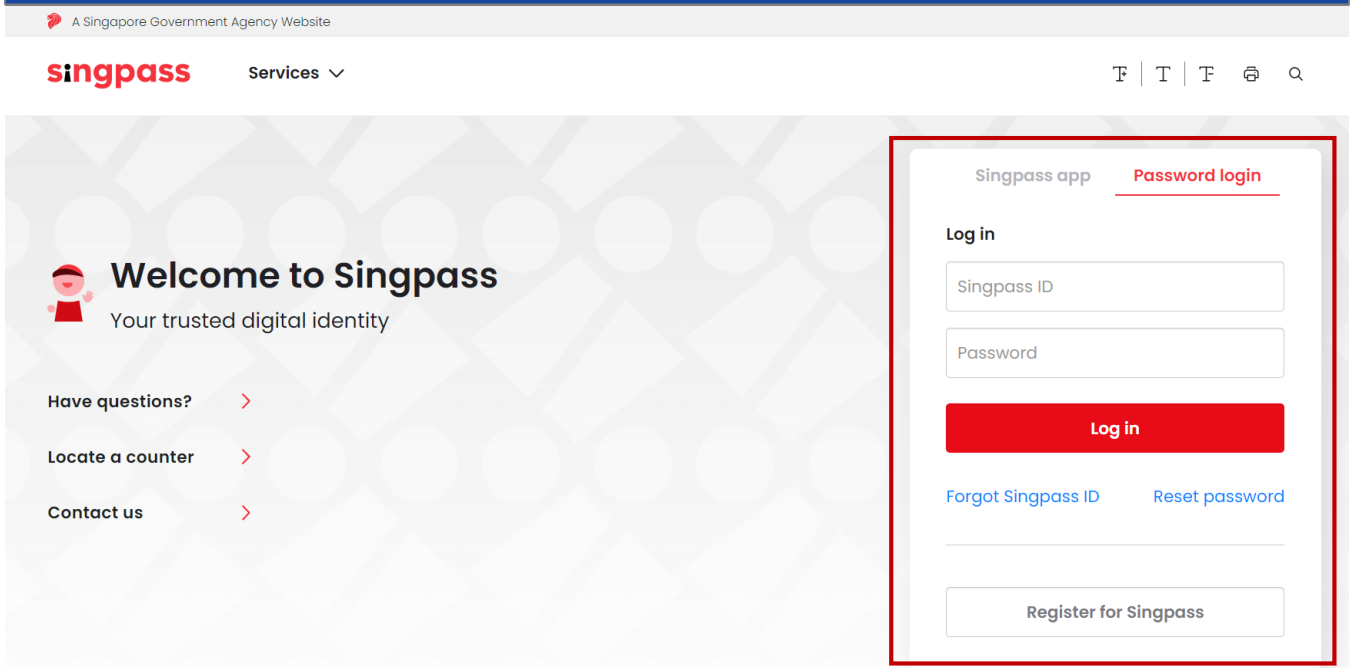
- Alternatively, login in by entering your Singpass ID & password.



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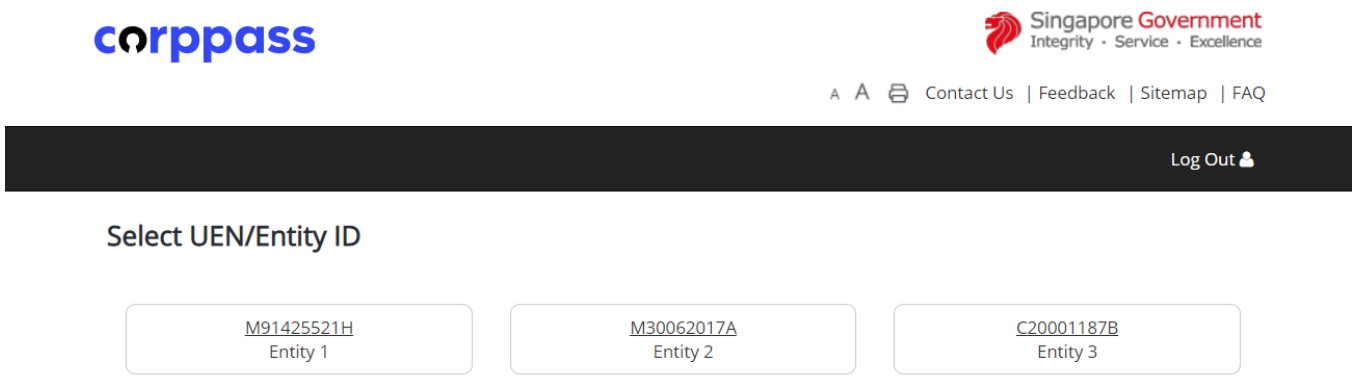
- If you are authorised to act on behalf of more than 1 entity, select the entity for which you wish to act on behalf.



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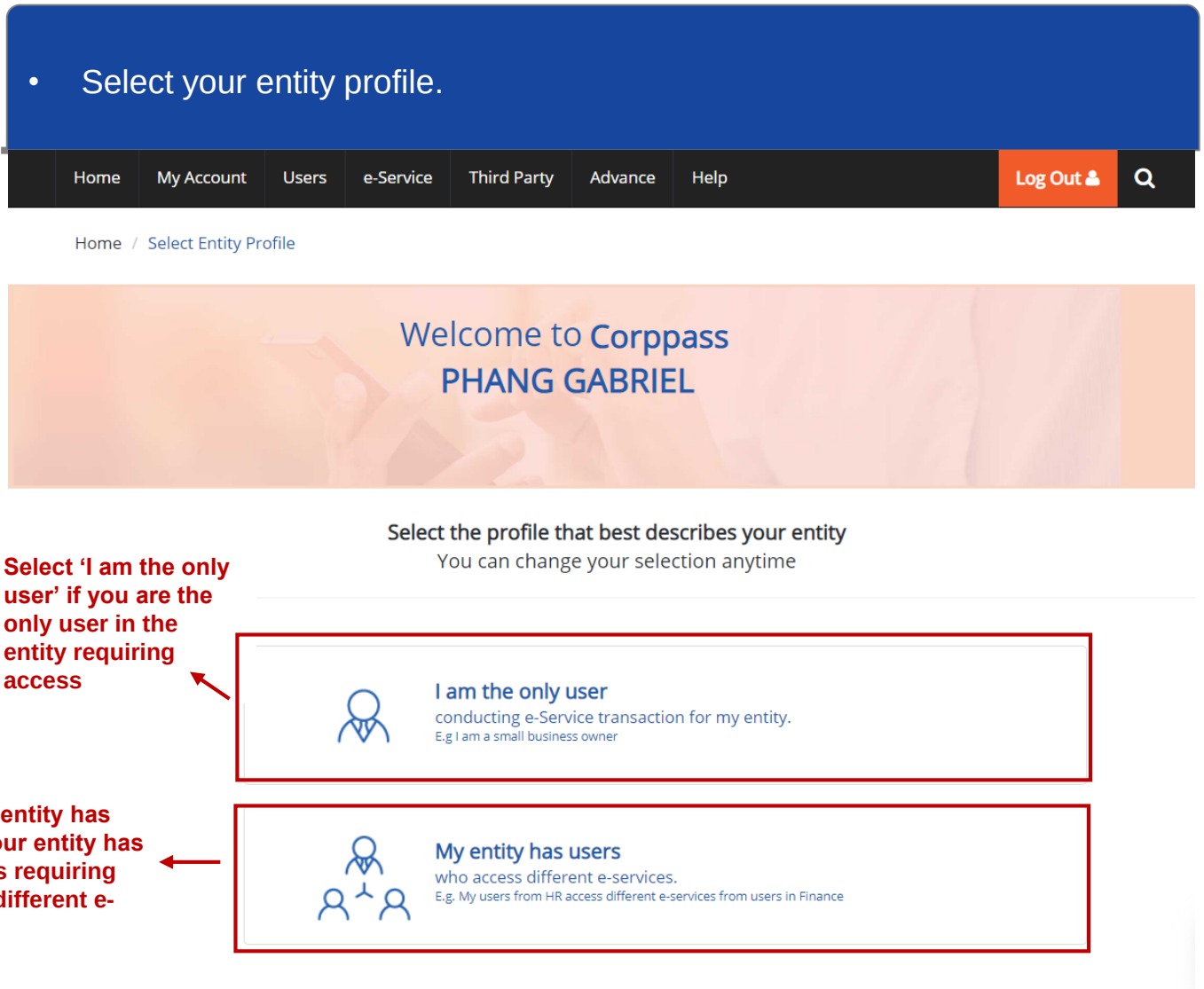
- Select your entity profile.



Select 'I am the only user' if you are the only user in the entity requiring access

Select 'My entity has users' if your entity has other users requiring access to different e-Services

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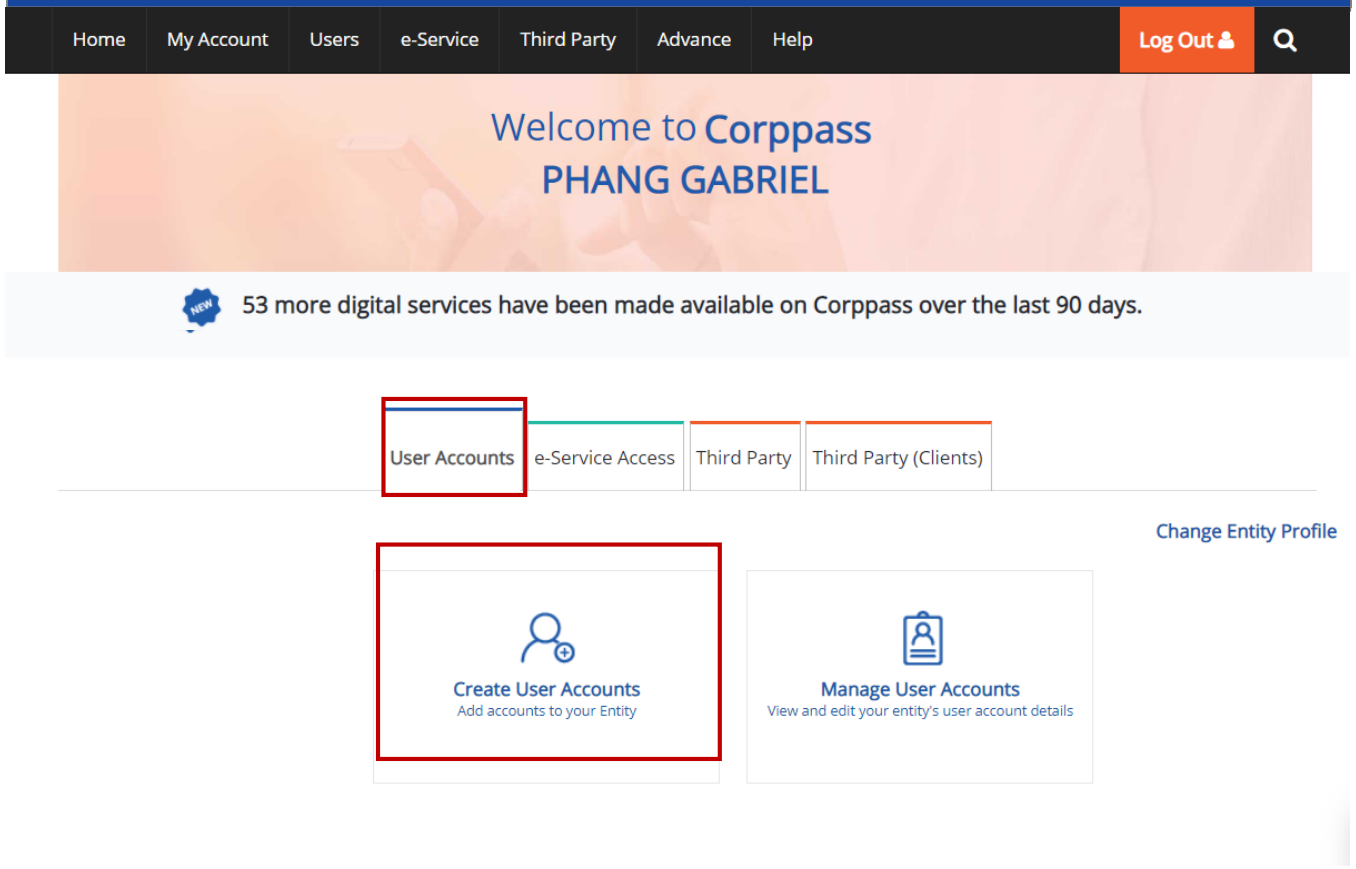
- If you select 'My entity has users' in the previous step, you can create new user accounts by clicking 'Create User Accounts'.



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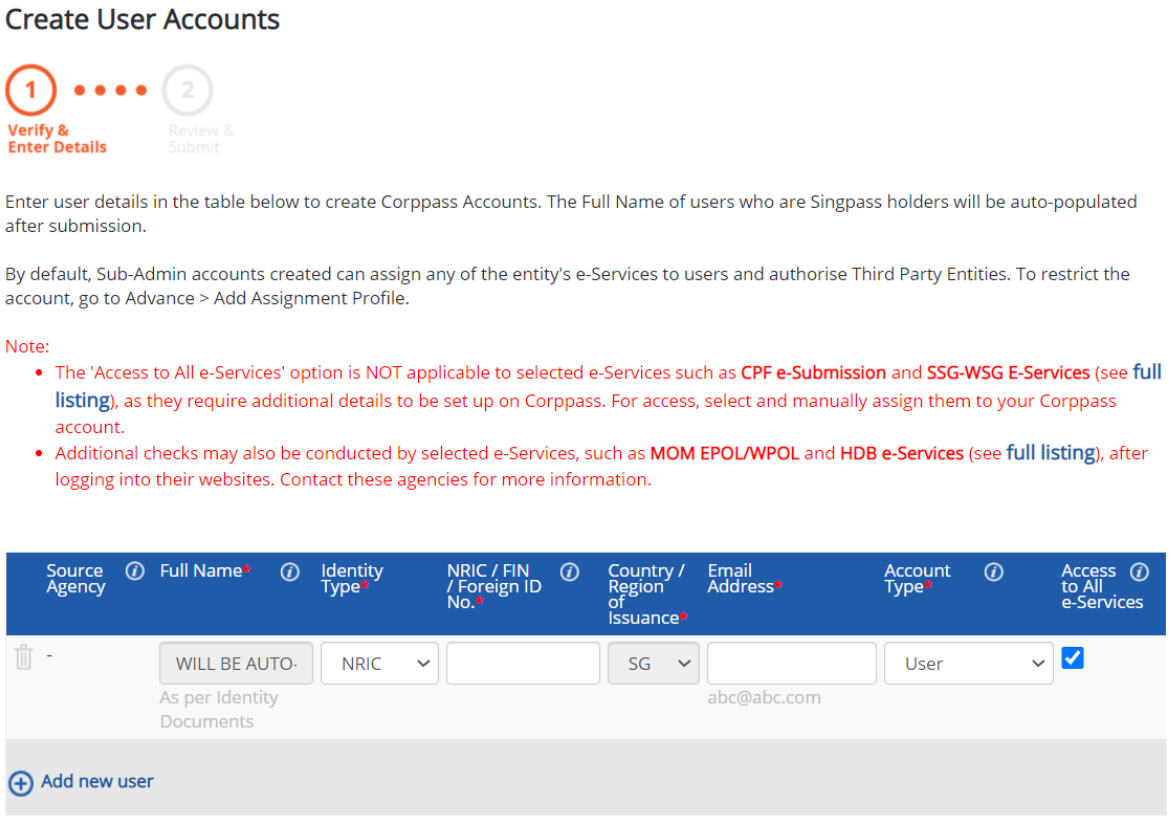
- Arrive at ‘Create User Accounts’ page.



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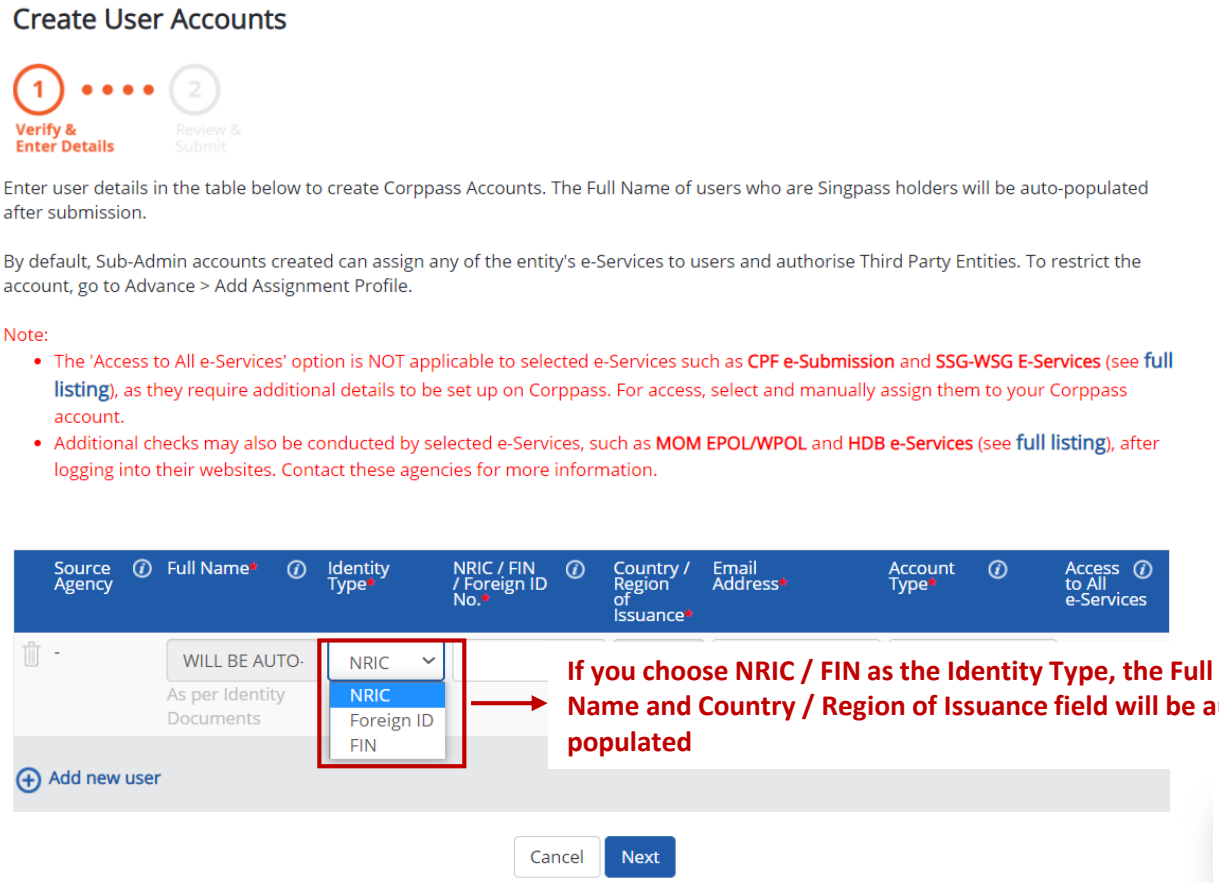
- Select the Identity Type of the user you wish to create.



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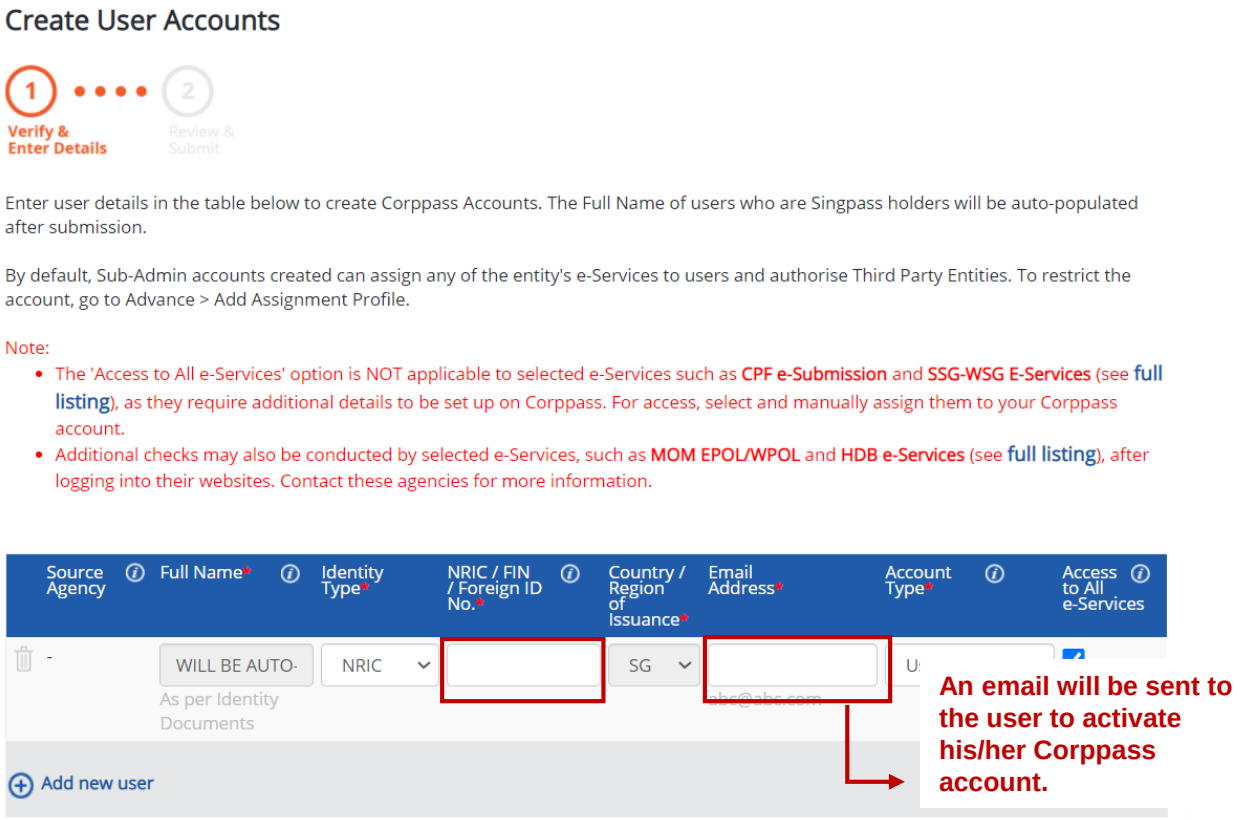
- If you choose to create an NRIC/FIN user account, fill in the NRIC/FIN No. and corporate email address of the user.



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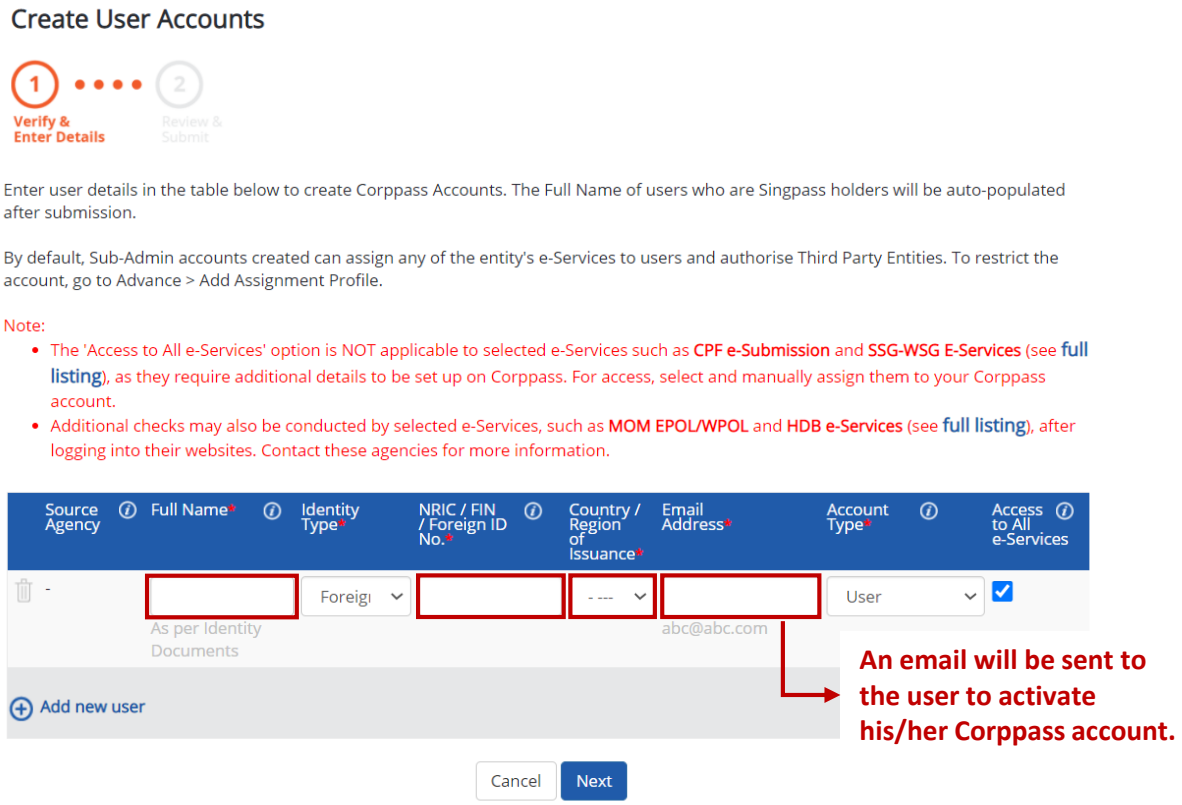
- If you choose to create a Foreign ID user account, fill in the user's Full Name, Foreign ID No., country of ID issuance per his/her identity document and corporate email address.



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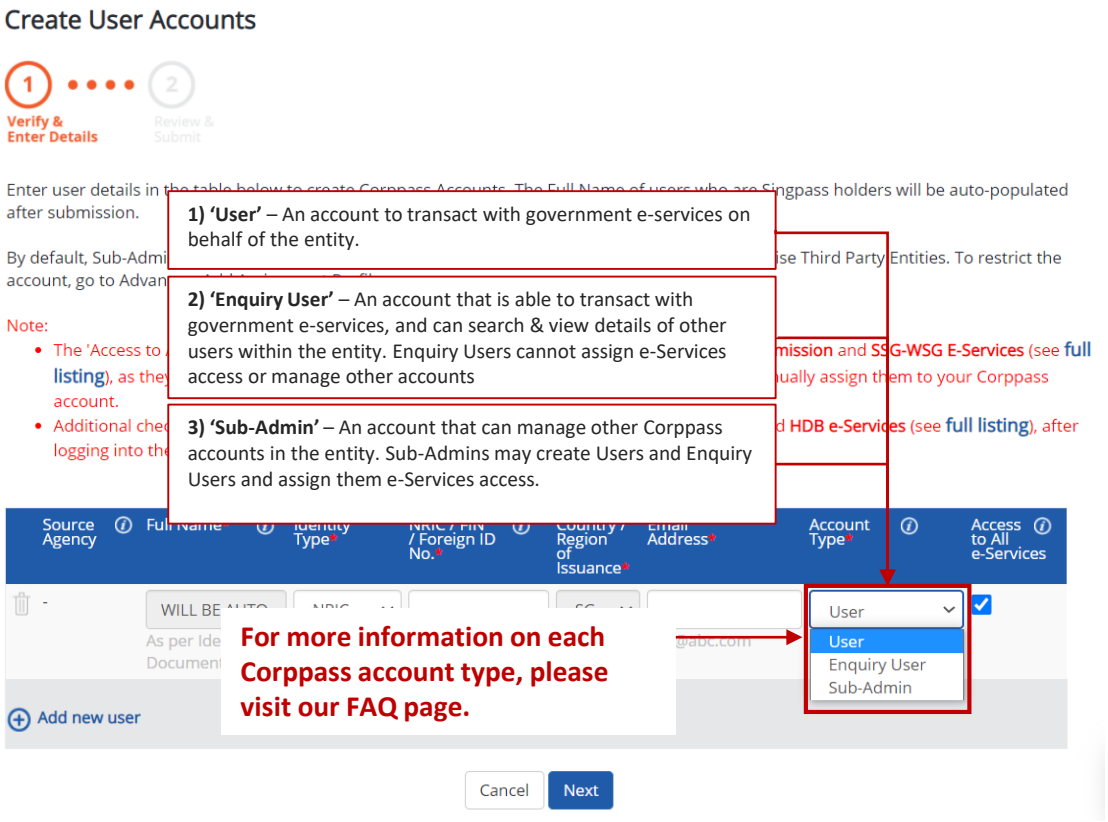
- Corppass Admin can create Sub-Admin, Enquiry User and User accounts. Select the appropriate account type for each user.



Step 8

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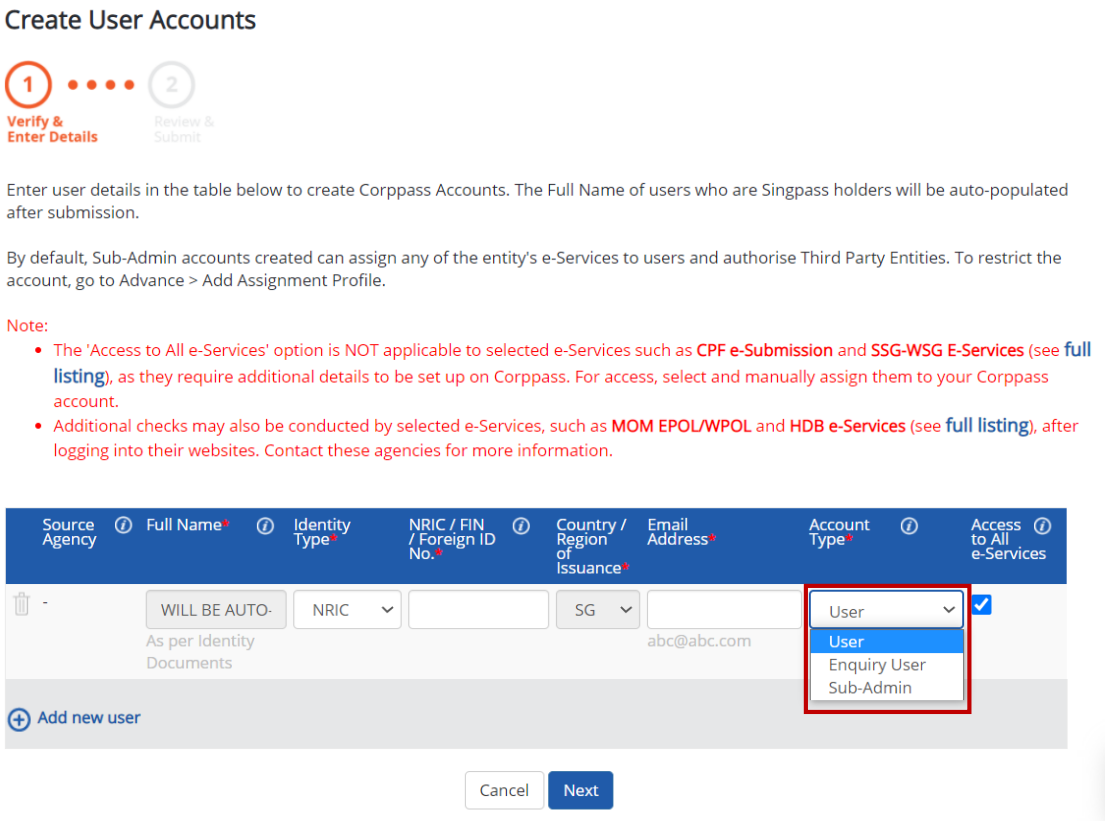
- Corppass Sub-Admins can only create Enquiry User and User accounts. Select the appropriate account type for each user.



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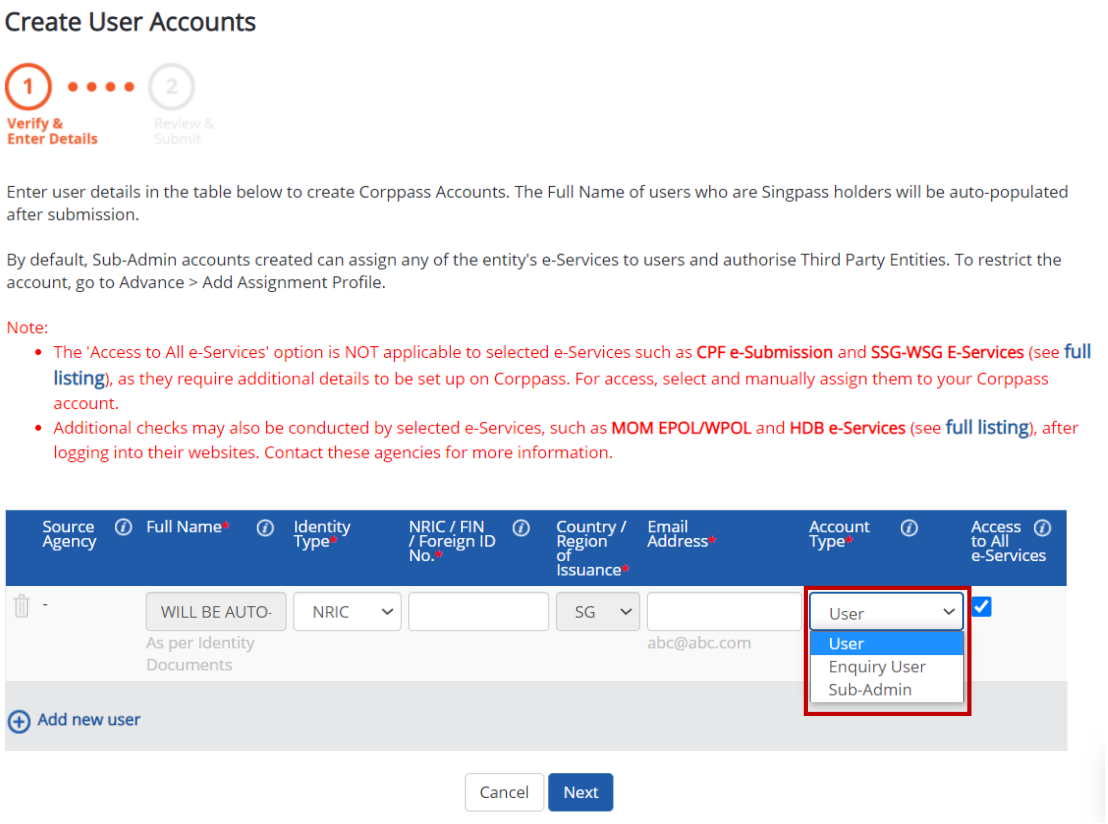
- Indicate if you wish to assign access to all e-Services on Corppass to the user. If unchecked, e-Service(s) will need to be assigned individually.



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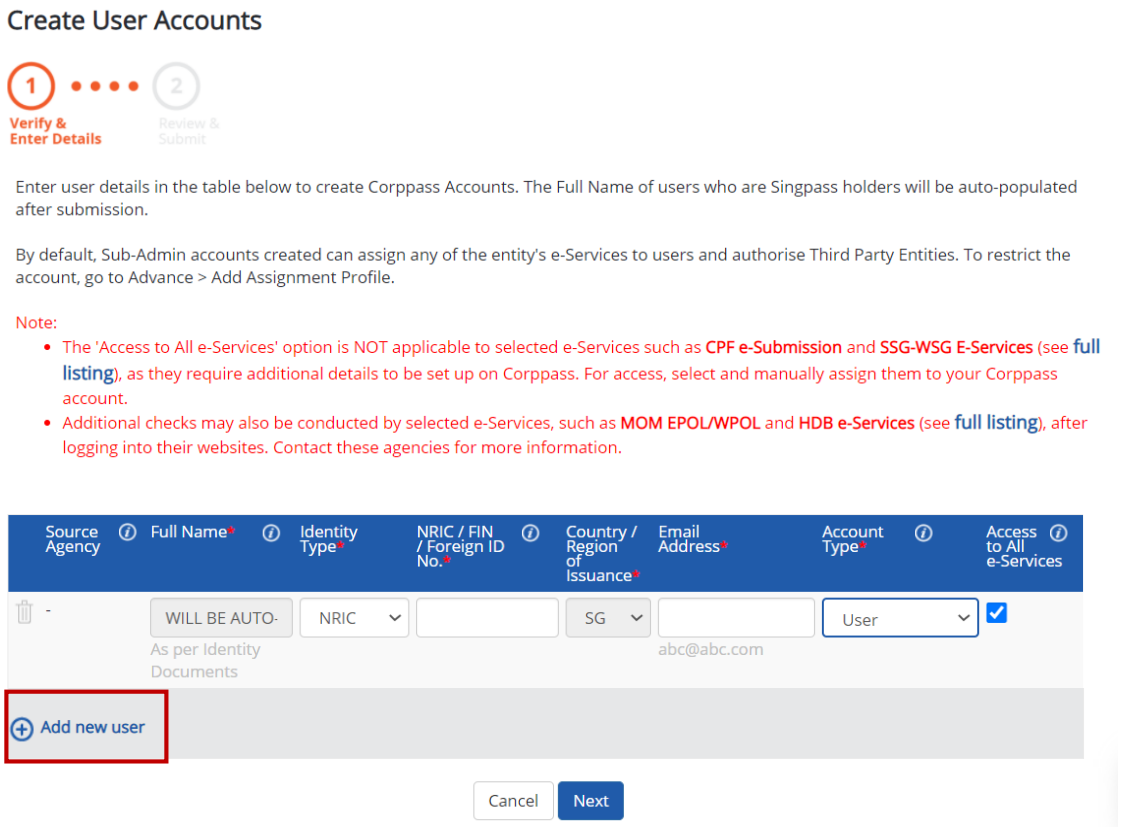
- Click ‘Add new user’ if you wish to create more users.



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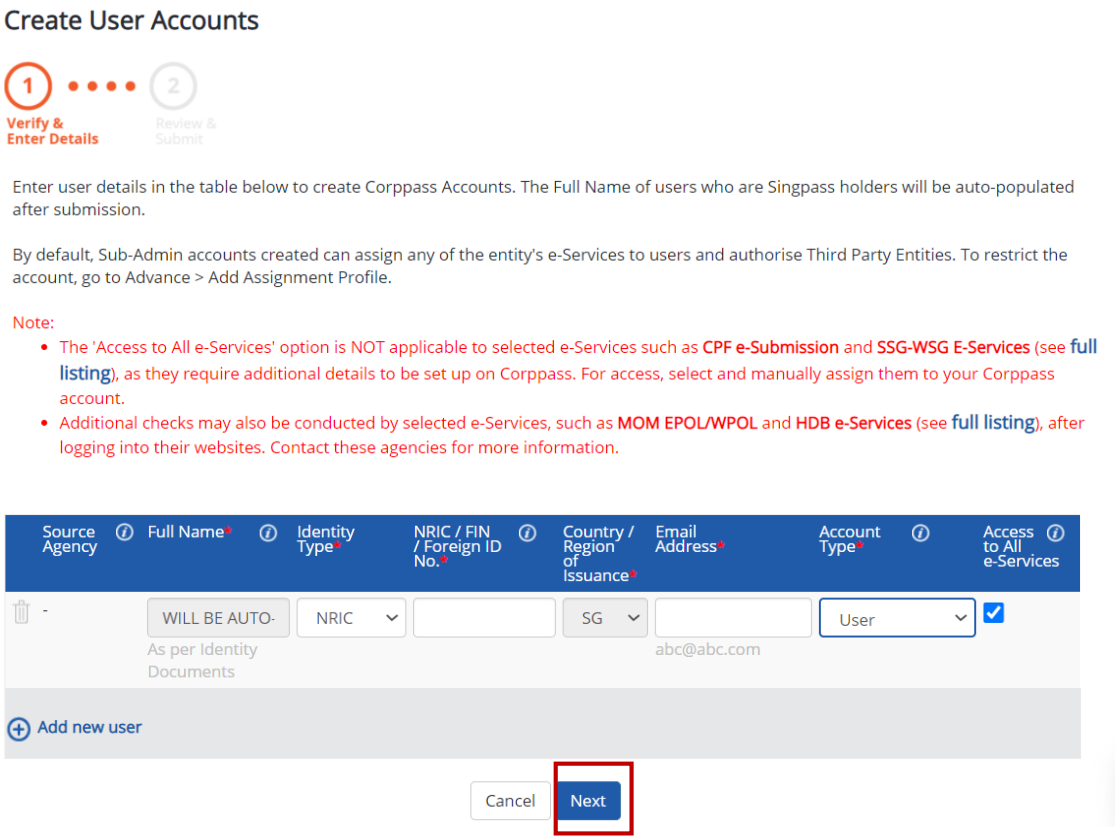
- Click ‘Next’ to continue.



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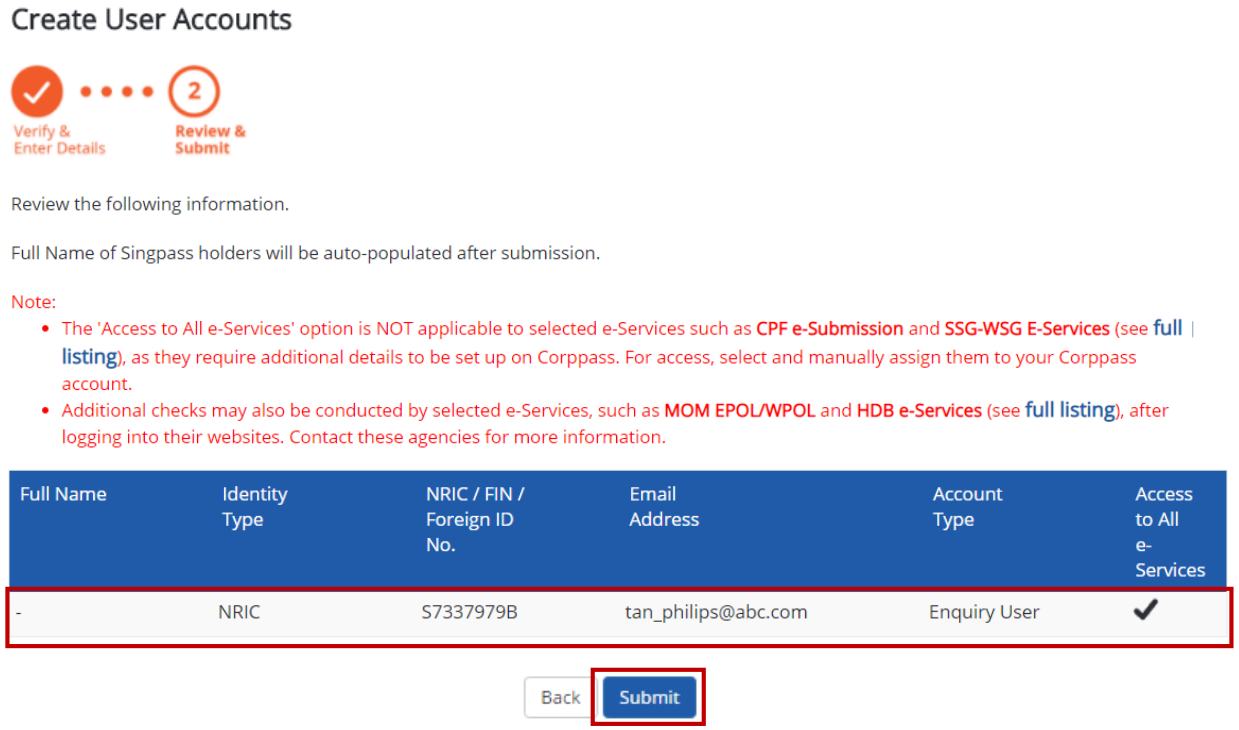
- Review the details before submission.
- Click ‘Submit’ after verifying the details.



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Step 1

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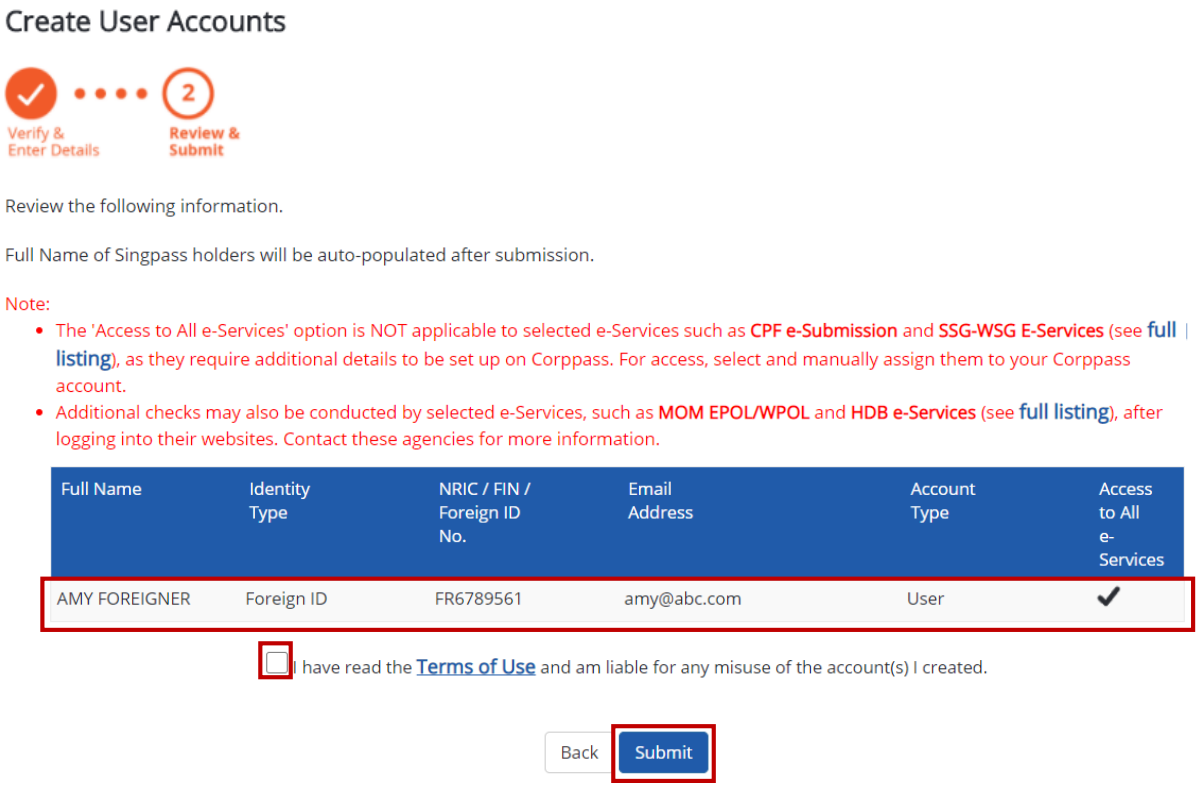
- For Foreign ID user creation, review the details before submission.
- Click ‘Submit’ after verifying the details.



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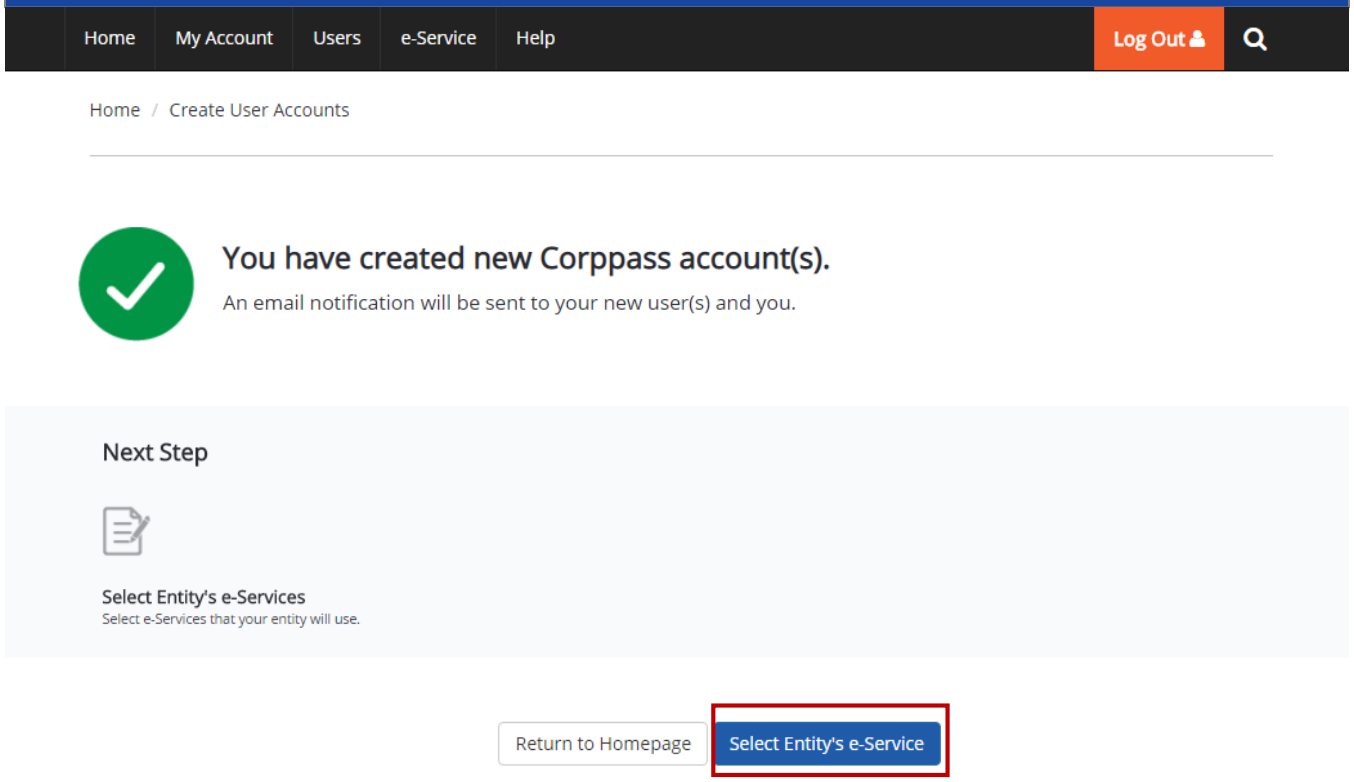
- A confirmation message will indicate that the user account(s) have been created.
- Click on 'Select Entity's e-Service' if you wish to select and assign IRAS e-Services to your users.



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C. Select e-Services for the GST entity

*** To be done by GST Corppass Administrator**

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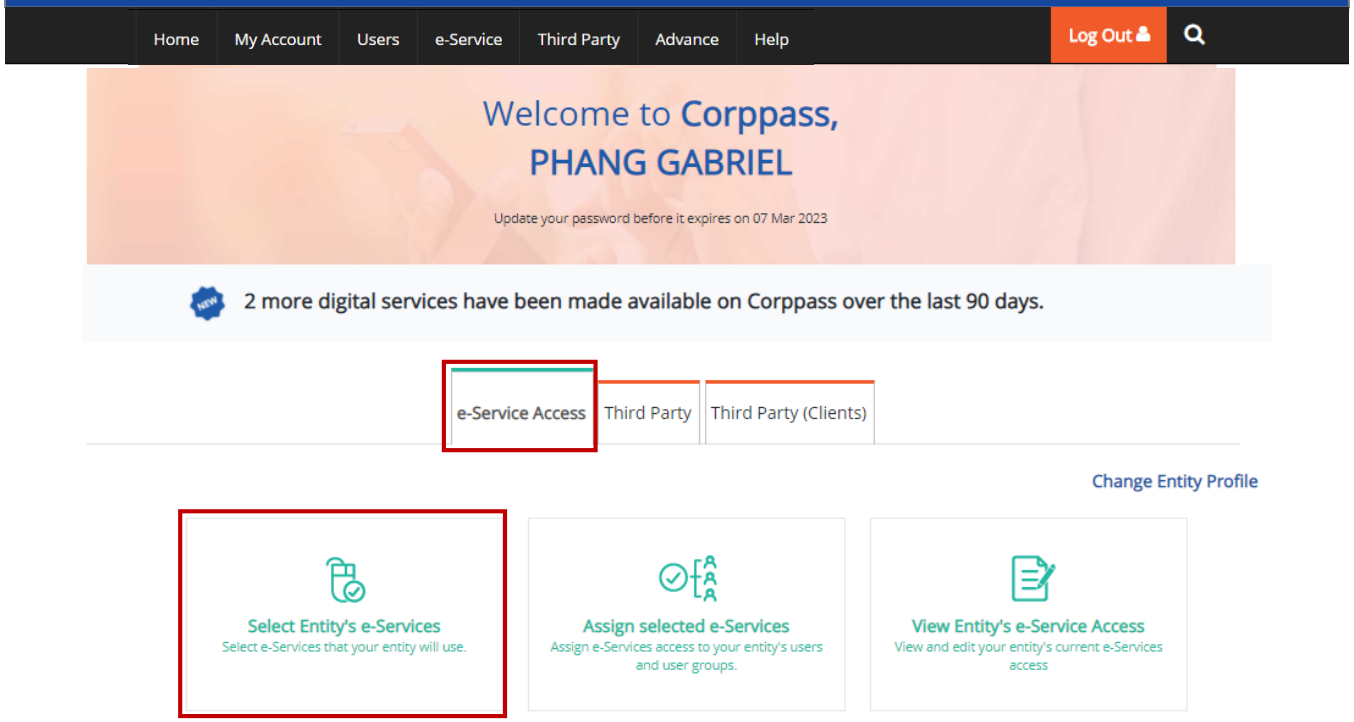
Step 1

Step 2

Step 3

Step 4

- Under the ‘e-Service Access’ tab, click ‘Select Entity’s e-Services’.



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Step 1

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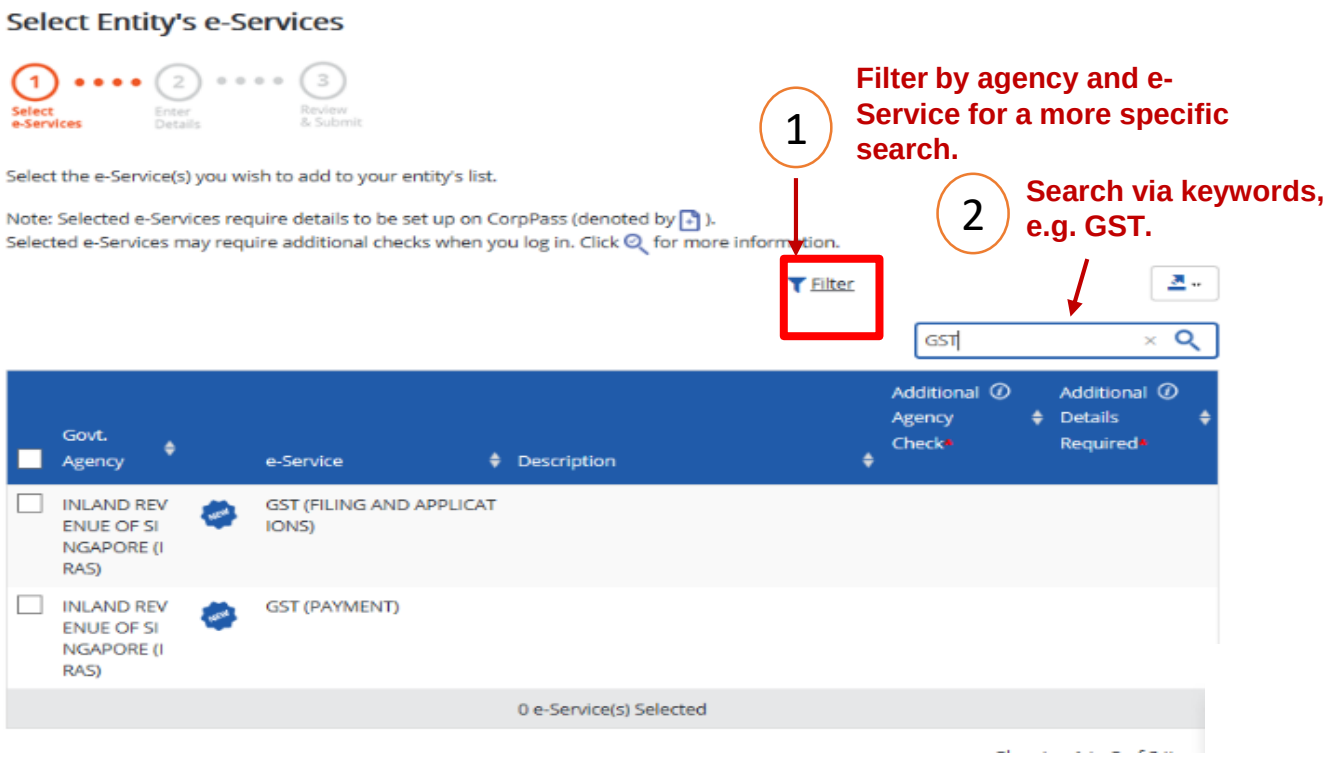
Step 4

- Select the e-Service(s) your entity would like to transact with.



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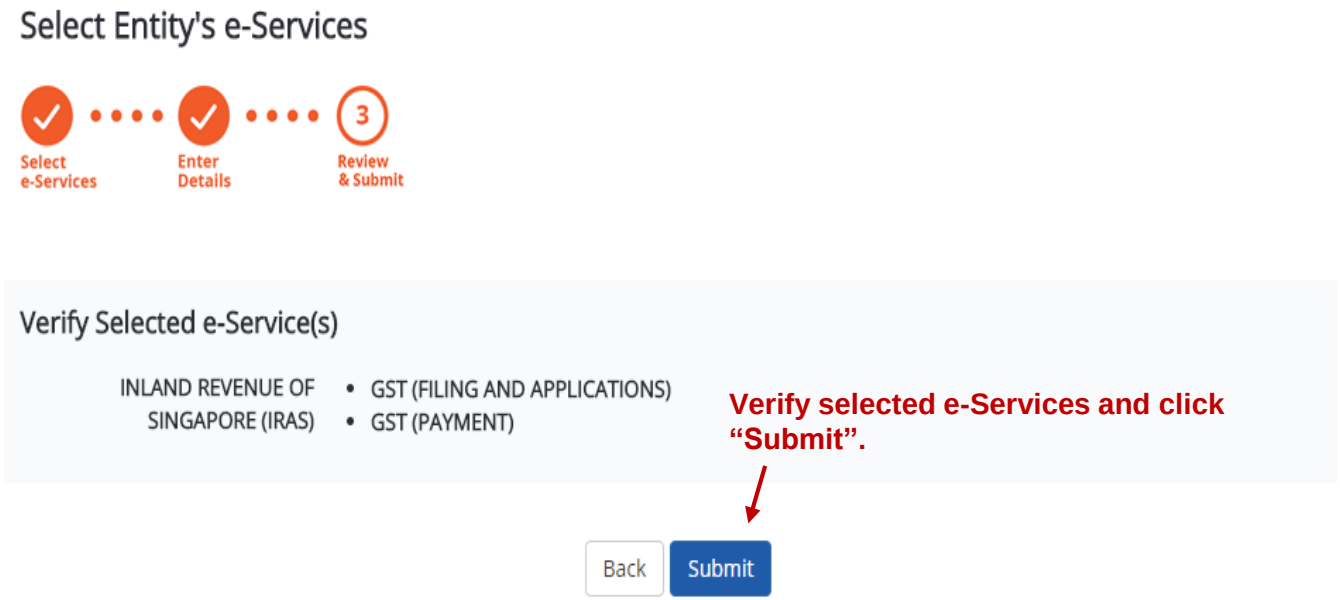
Step 1

Step 2

Step 3

Step 4

- Review details of the e-Service(s) you have selected, and click ‘Submit’ to proceed.



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Step 1

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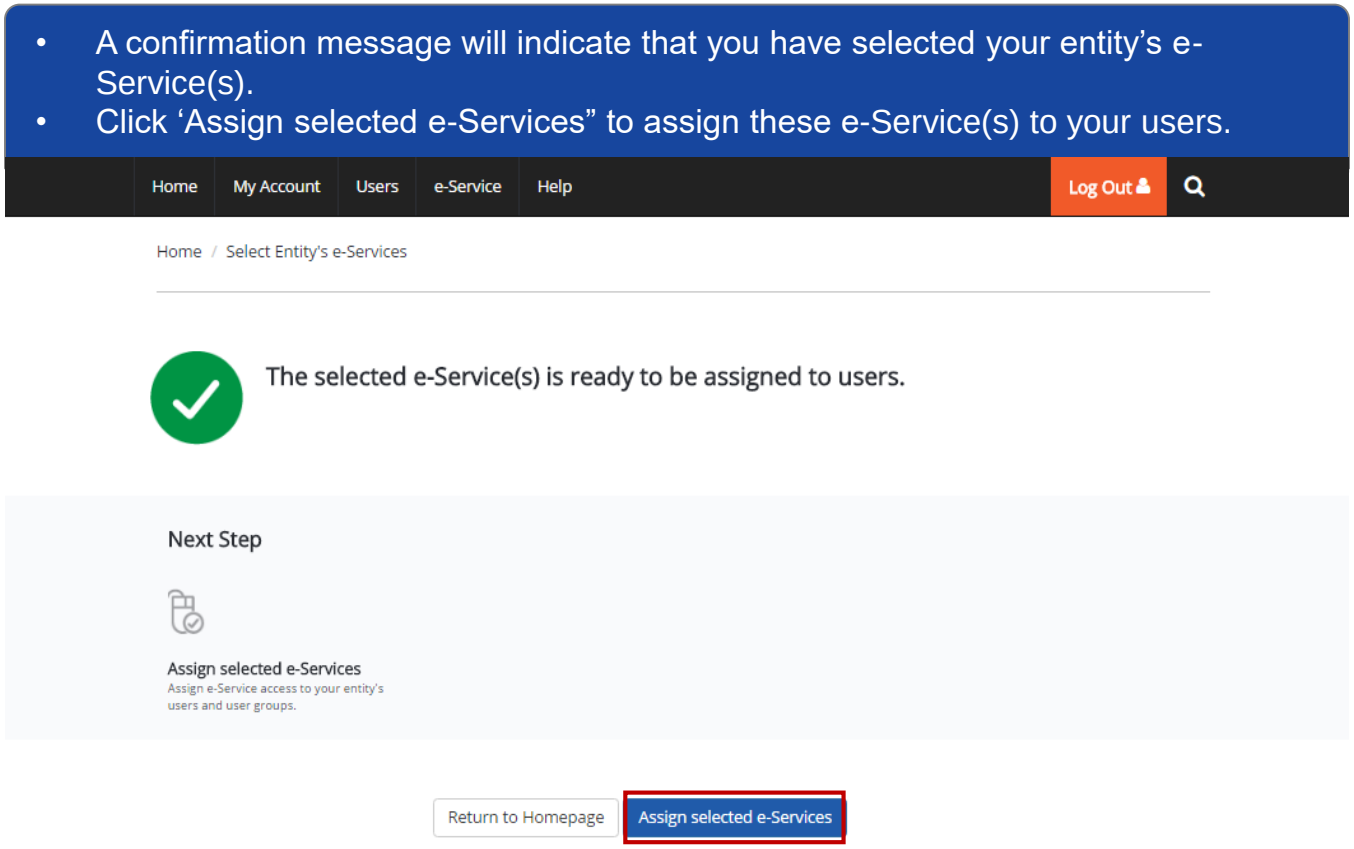
- A confirmation message will indicate that you have selected your entity's e-Service(s).
- Click 'Assign selected e-Services" to assign these e-Service(s) to your users.



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D. Assign selected e-Services to users

*** To be done by GST Corppass Administrator**

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Step 1

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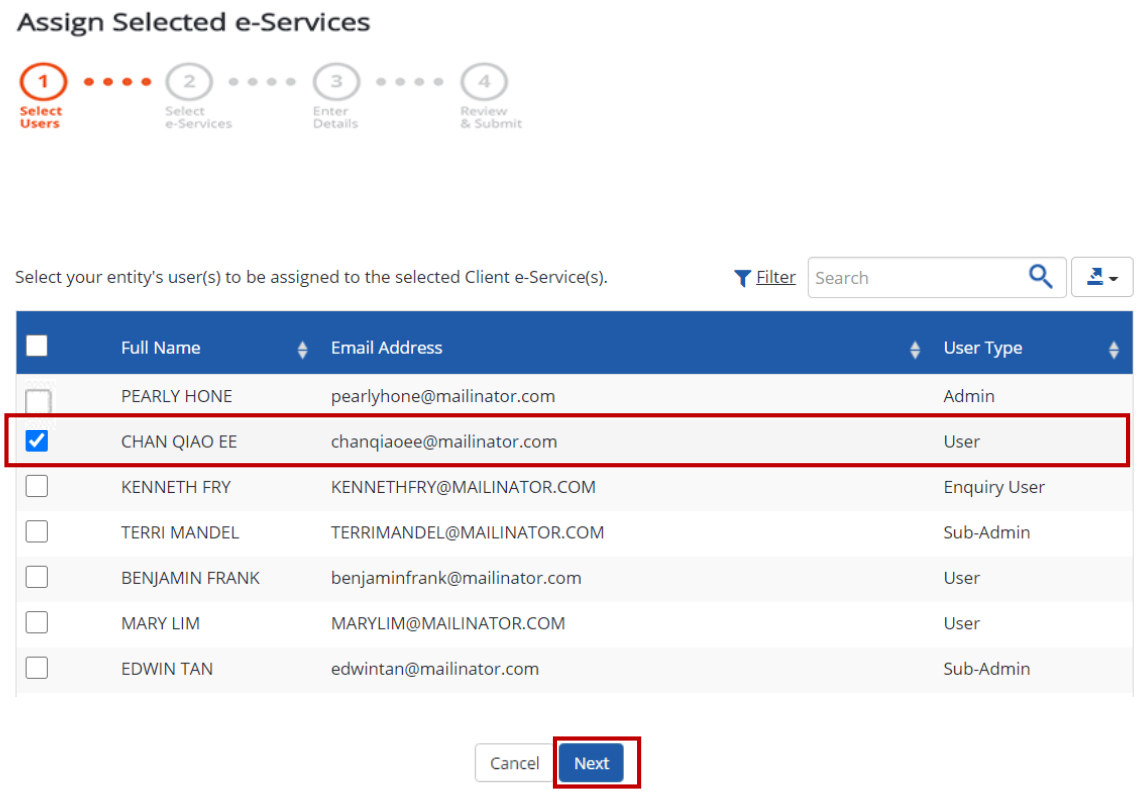
Step 4

- Select the user(s) to assign e-Service(s) access to. The users will be granted access to the e-Service(s) you will select in the next step.
- Click 'Next' to proceed.



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Step 1

Step 2

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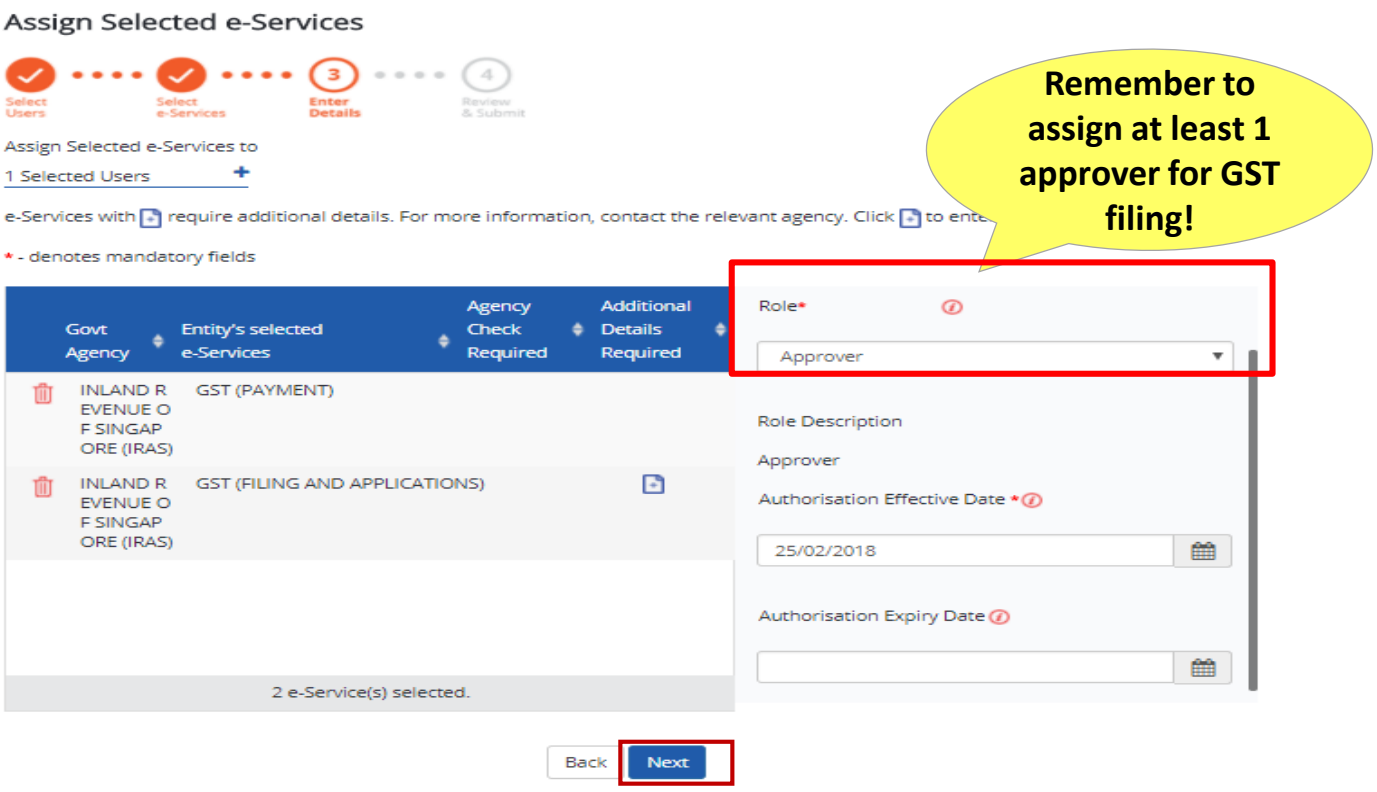
Step 4

- Select the e-Service(s) you wish to assign to the selected users. Click 'Next' to proceed.



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You can assign your user for GST (Filing and Applications) with a **Preparer** or **Approver** role in Corppass. Any Corppass account that is given "access to all e-Services" will assume the Approver role by default.

Preparer	Approver
Can retrieve the **GST return** after logging into myTax Portal.	
Can complete GST return **and save it as a draft**.	Can complete GST return and save it as a draft,or review the GST return completed by the Preparer.
<u>Cannot submit</u> the GST return to IRAS. "Pending Approval" message will be displayed on screen. Has to **inform the 'Approver' that the draft is ready for review** before submission to IRAS.	**Can submit the GST return to IRAS.**

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Step 1

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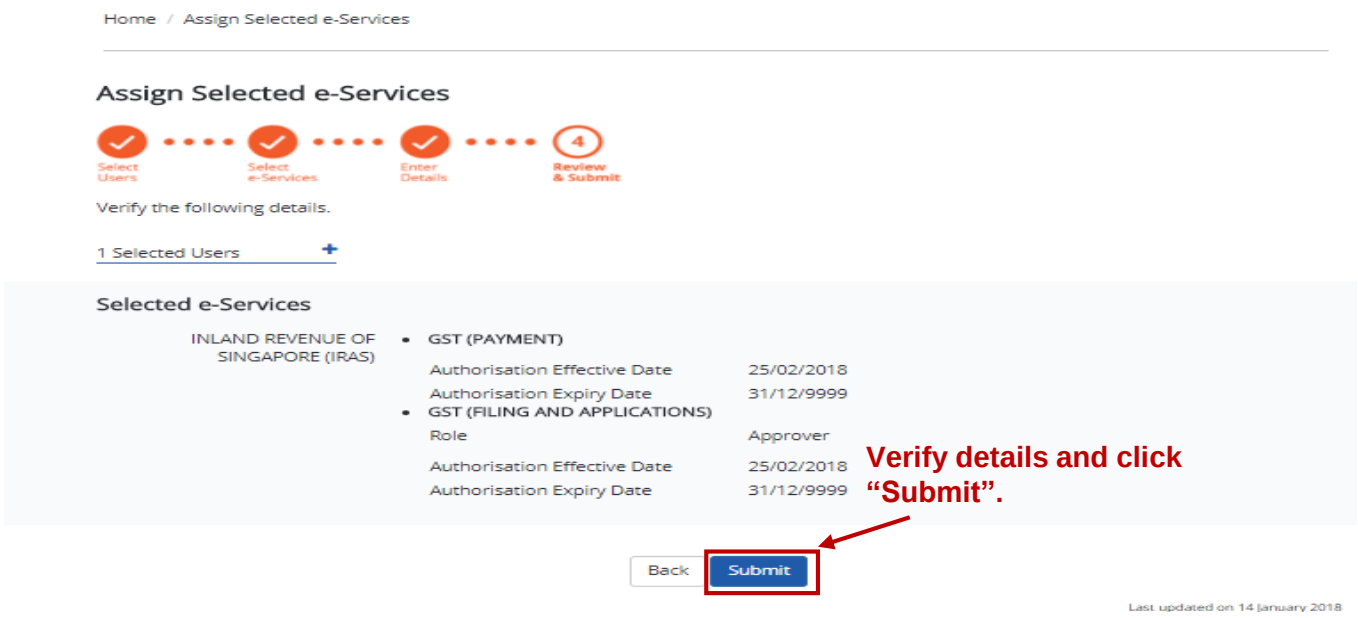
Step 4

- Review details of the assigned e-Service(s), then click ‘Submit’.



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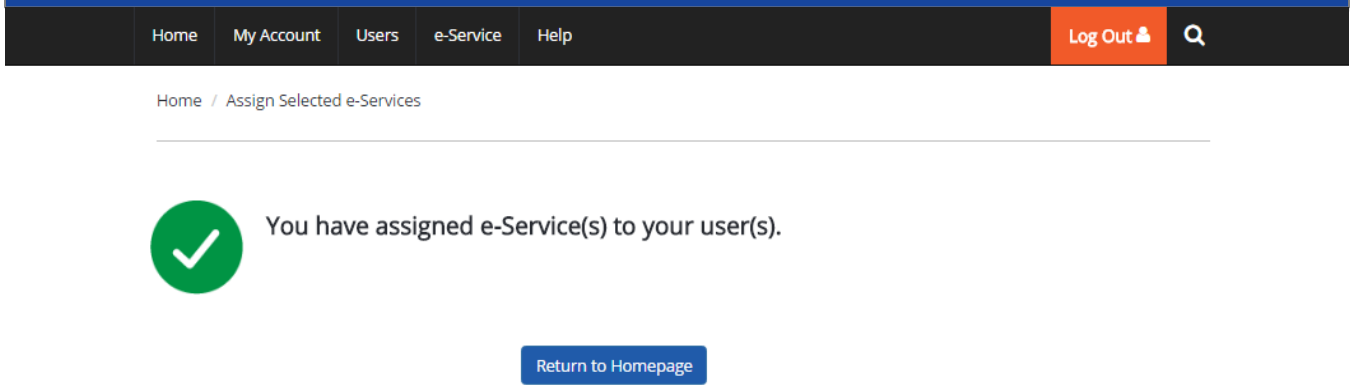
Step 1

Step 2

Step 3

Step 4

- A confirmation message will indicate that you have successfully assigned e-Service(s) access to your selected users.



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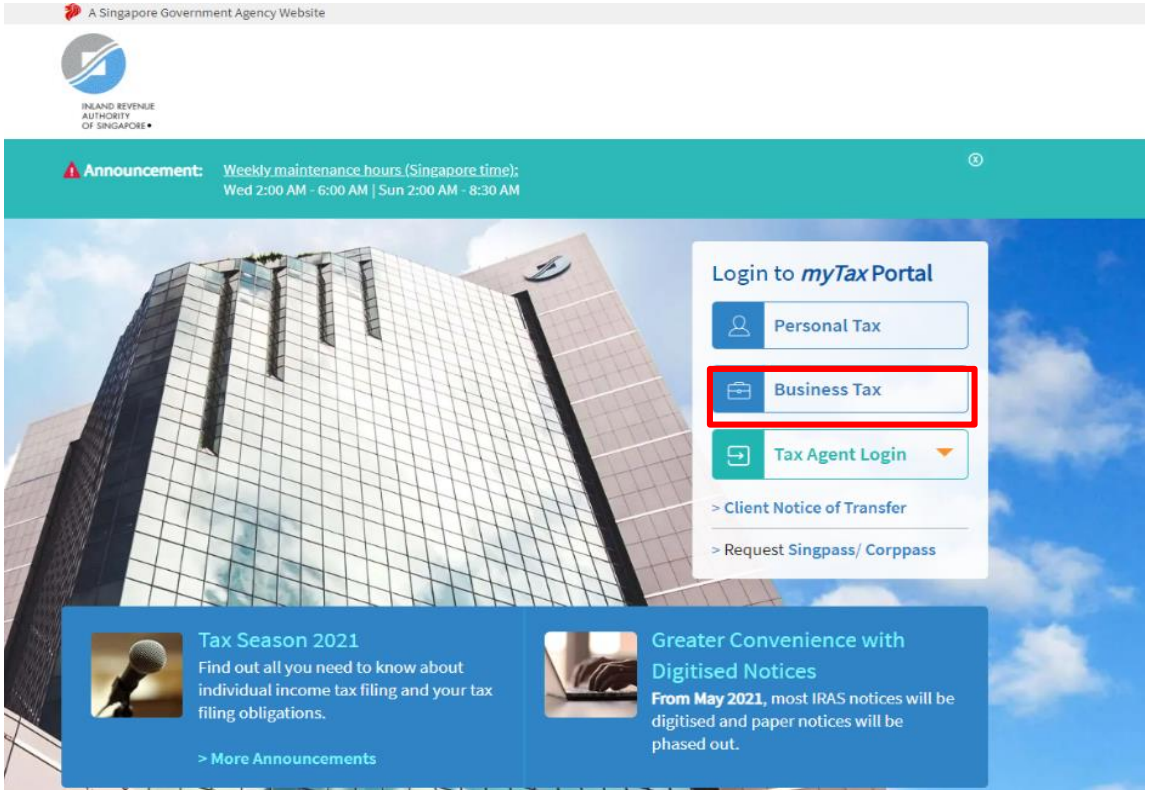
- Once a GST Corppass user or GST Corppass administrator has been assigned the required e-services, they will be able to access these e-Services via myTax Portal.



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E. Activate Corppass User Account For NRIC/FIN users and Foreign users

*** To be done by GST Corppass User**

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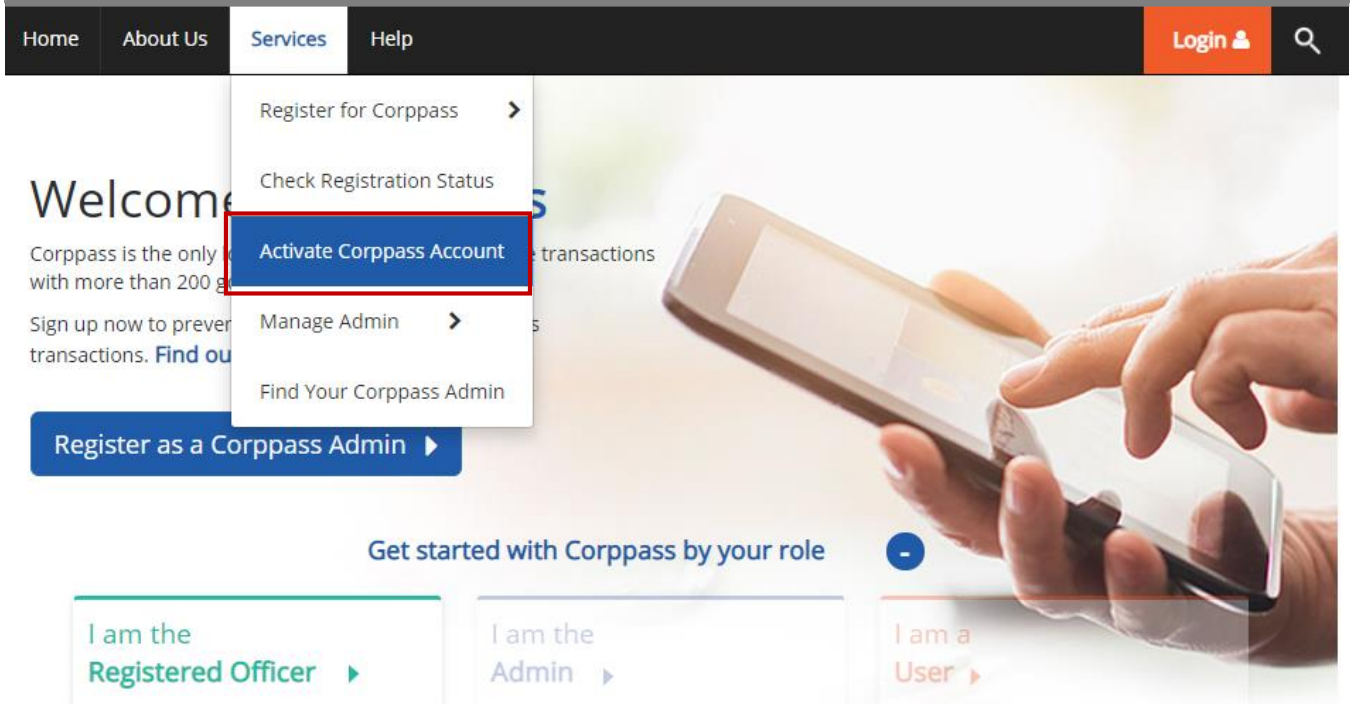
Step 1

Step 2

Step 3

- Go to www.corppass.gov.sg.
- Under ‘Services’, select ‘Activate Corppass Account’ from the dropdown menu.



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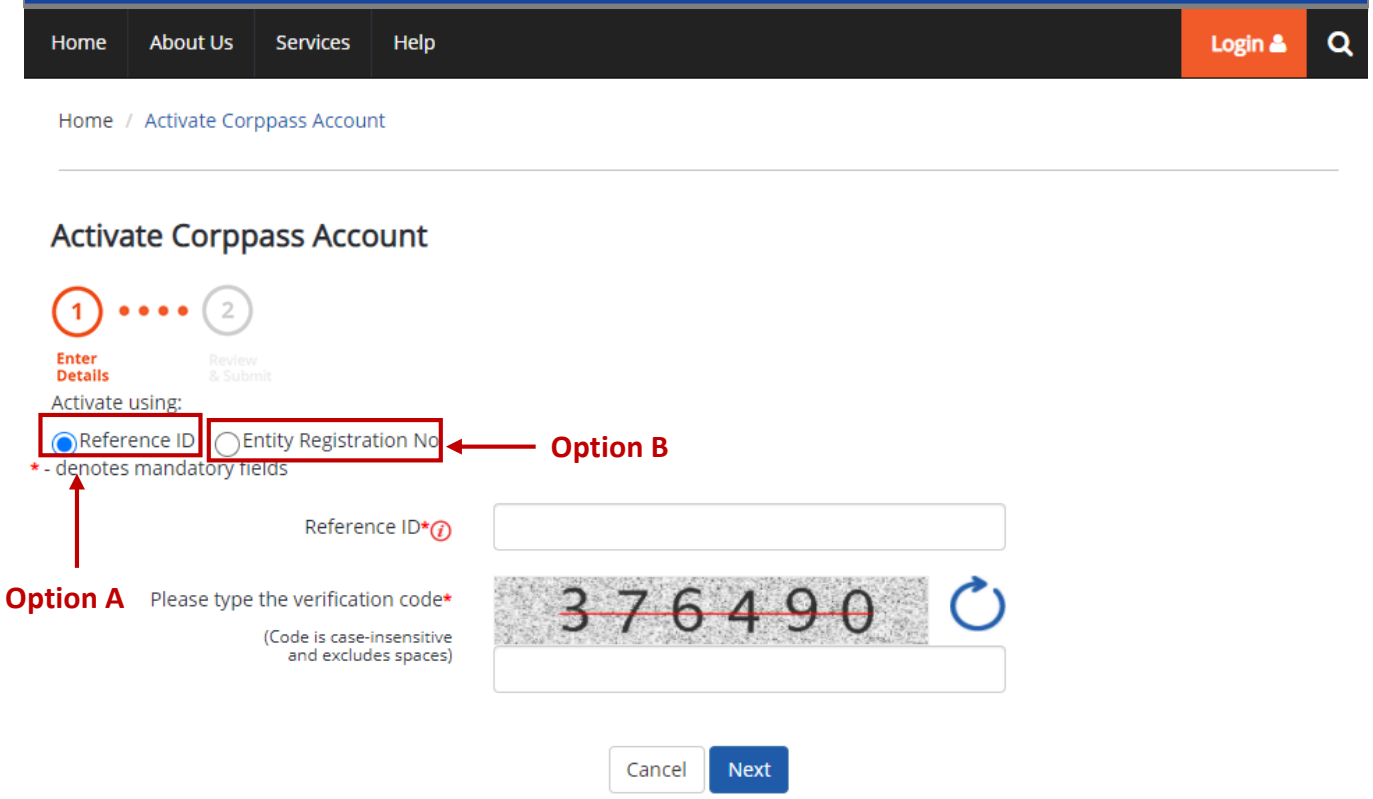
Step 1

Step 2

Step 3

- You may choose to activate your account using your ‘Reference ID’ or ‘Entity Registration No.’



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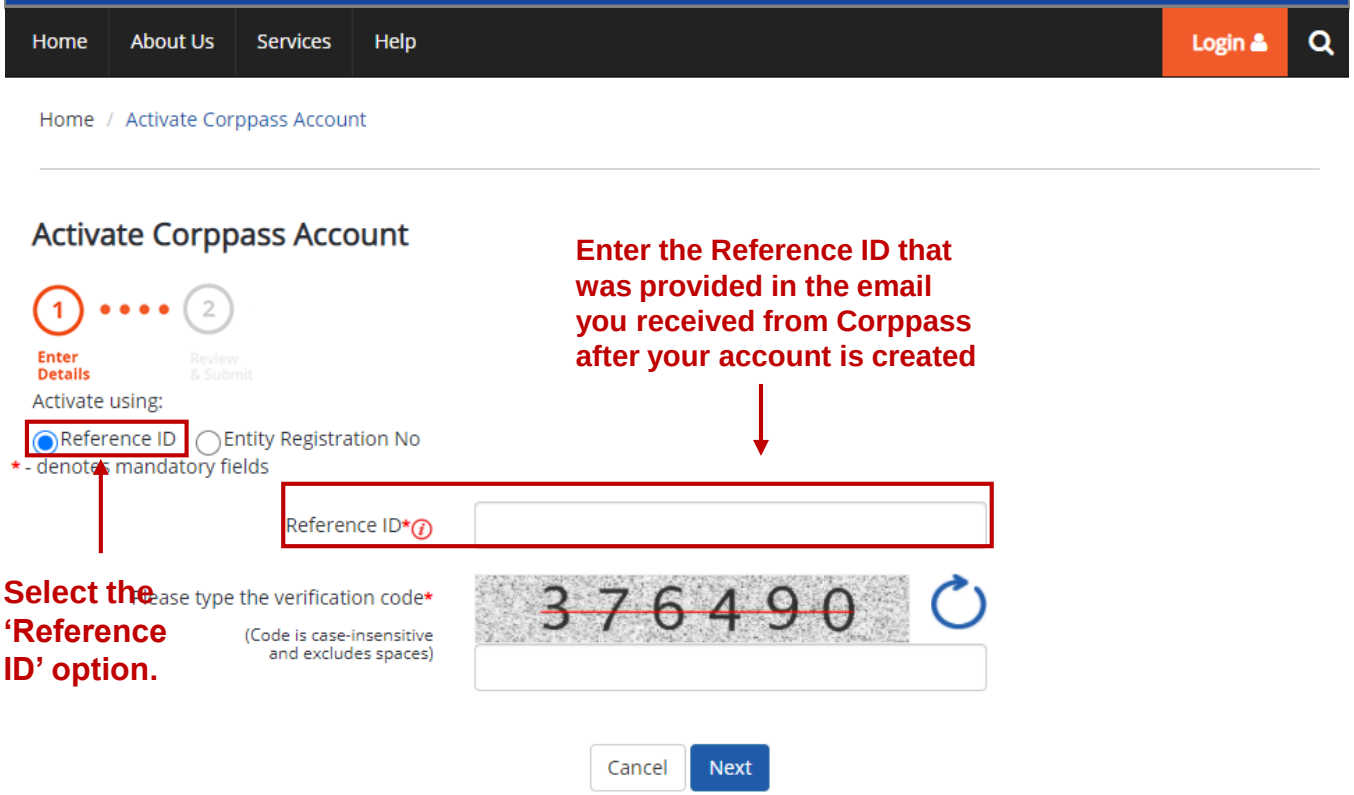
Step 1

Step 2 (Option A)

Step 3

- To activate your account using 'Reference ID', enter the Reference ID that was provided in the email you received from Corppass after your account is created.



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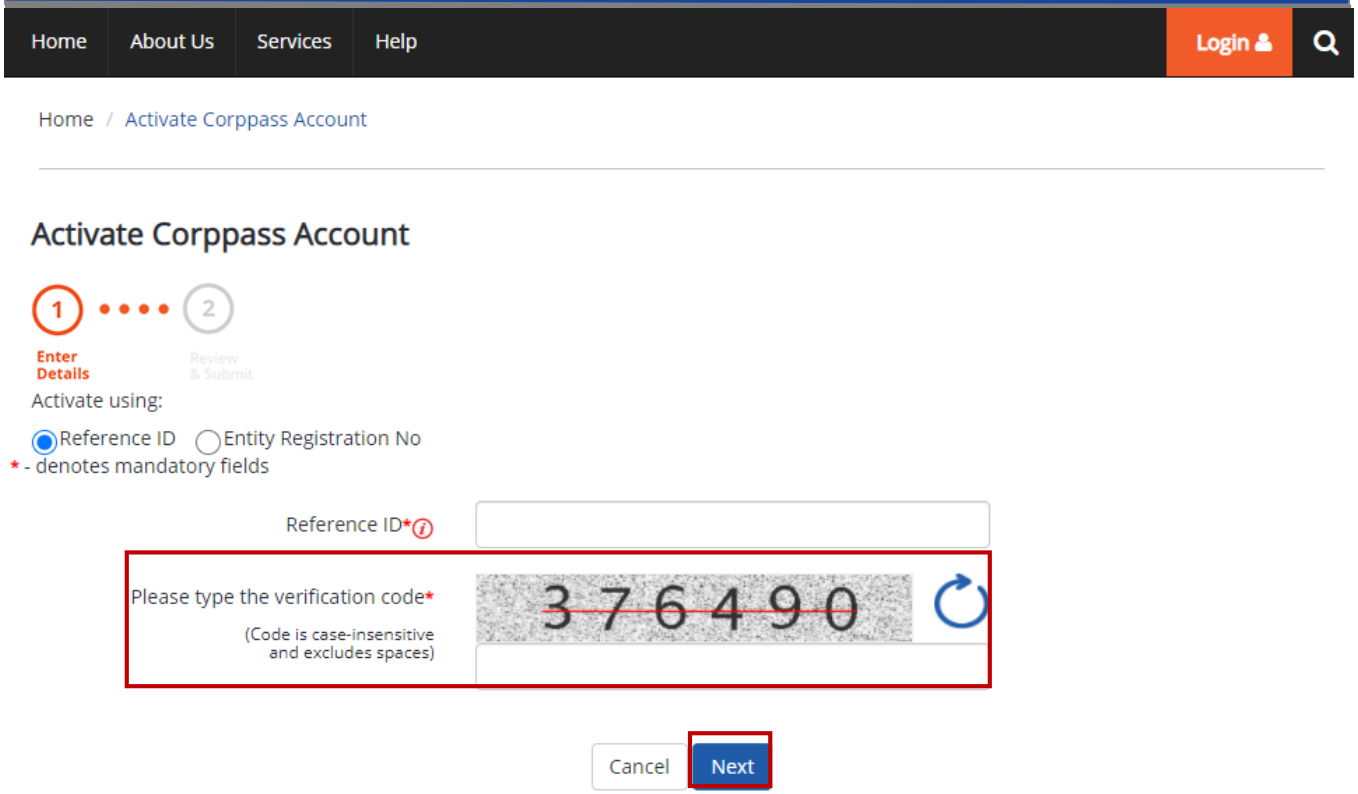
Step 1

Step 2 (Option A)

Step 3

- Enter the verification code displayed on the screen, then click ‘Next’ to proceed.



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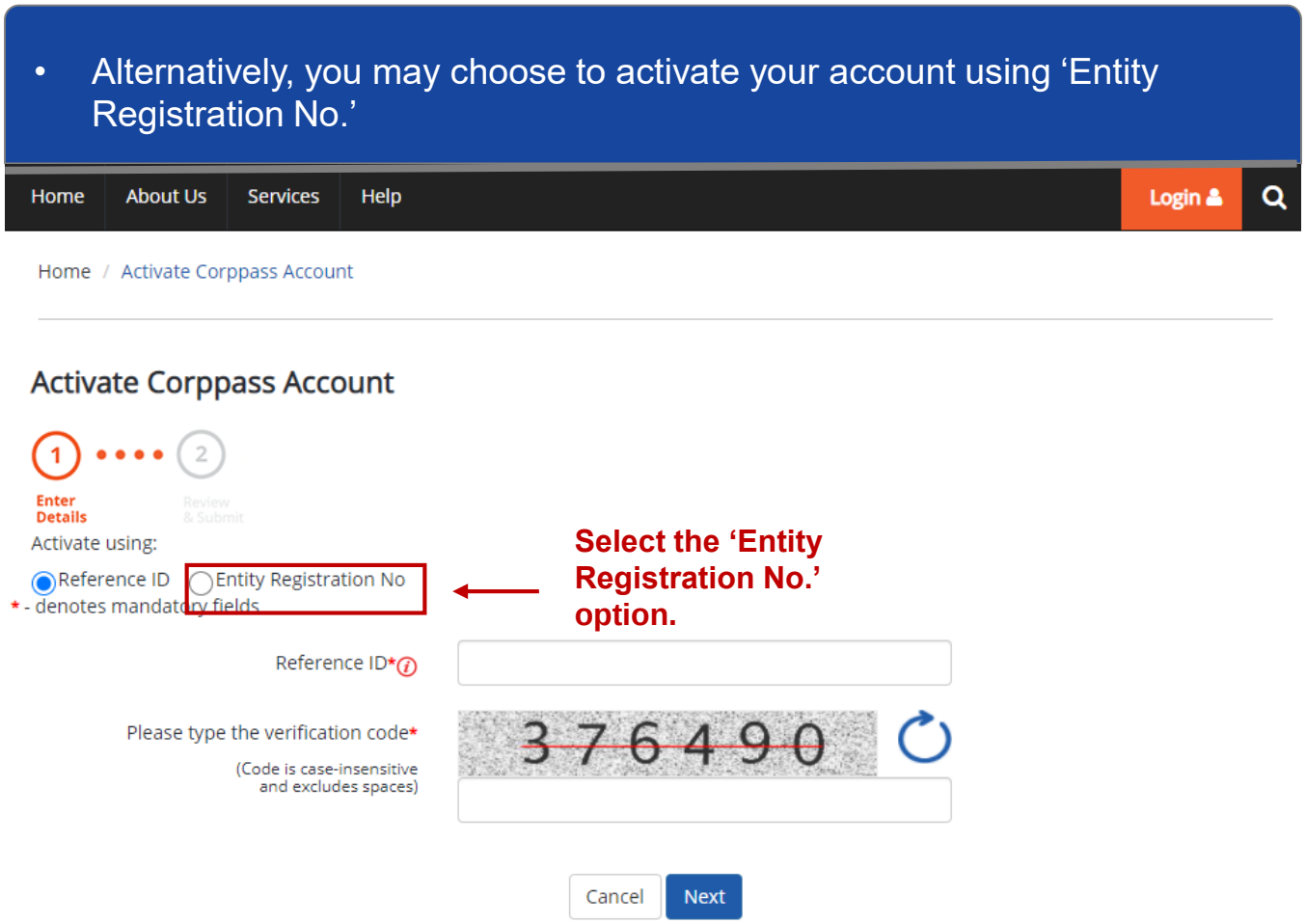
Step 1

Step 2 (Option B)

Step 3

- Alternatively, you may choose to activate your account using 'Entity Registration No.'



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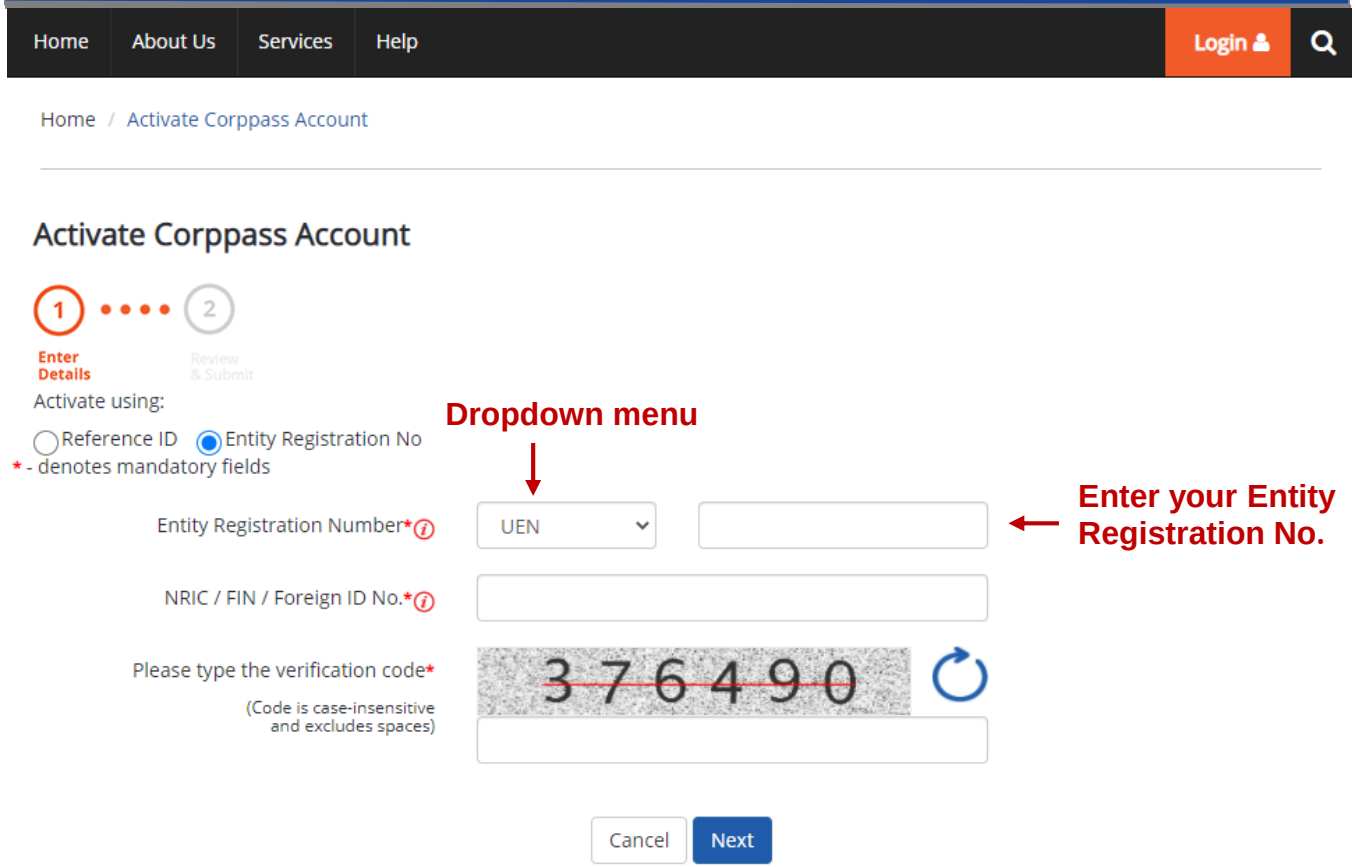
Step 1

Step 2 (Option B)

Step 3

- Choose ‘UEN’ or ‘Foreign Entity’ from the dropdown menu, then enter your ‘Entity Registration No.’



corppass

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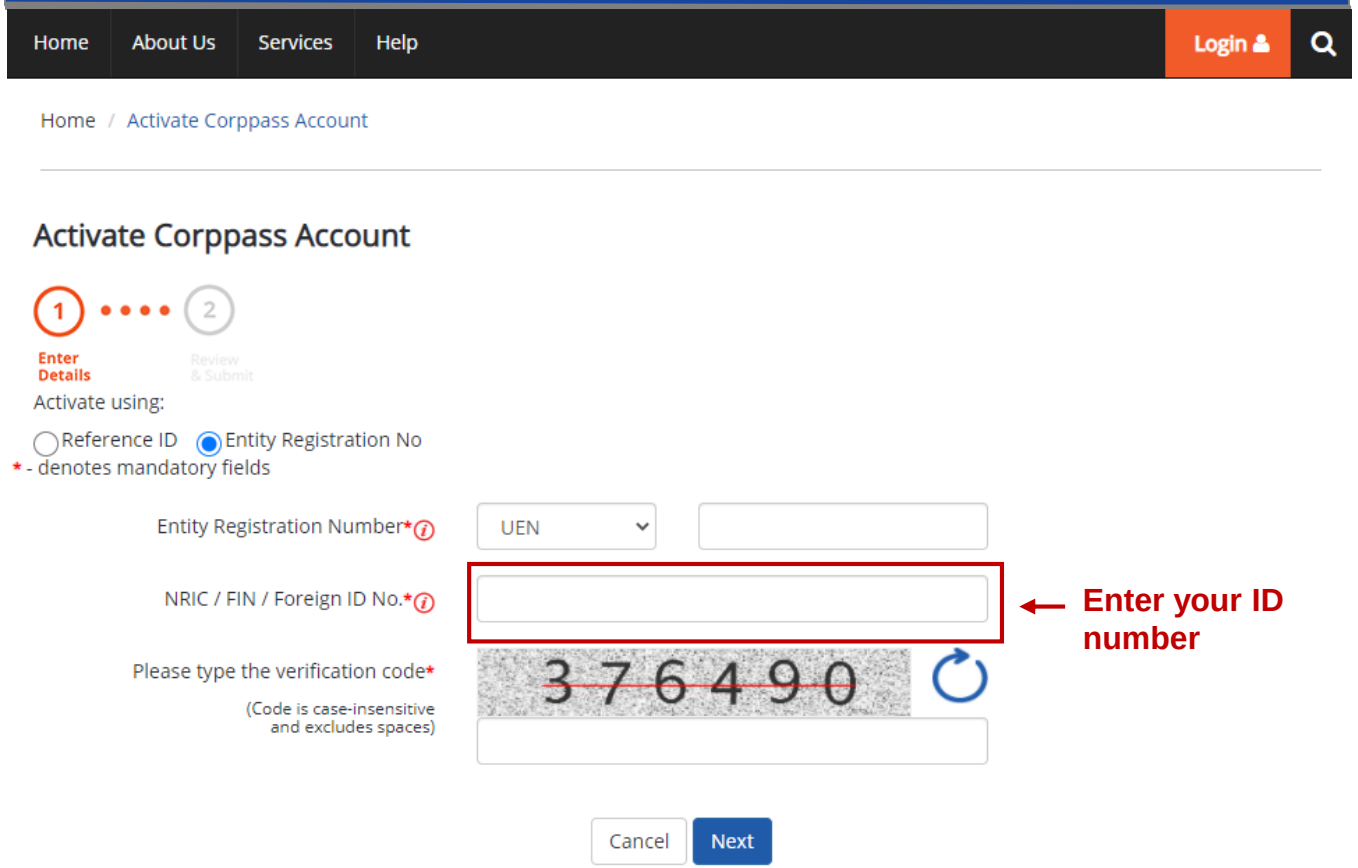
Step 1

Step 2 (Option B)

Step 3

- ‘Enter your ‘NRIC’, ‘FIN’, or ‘Foreign ID’ number.



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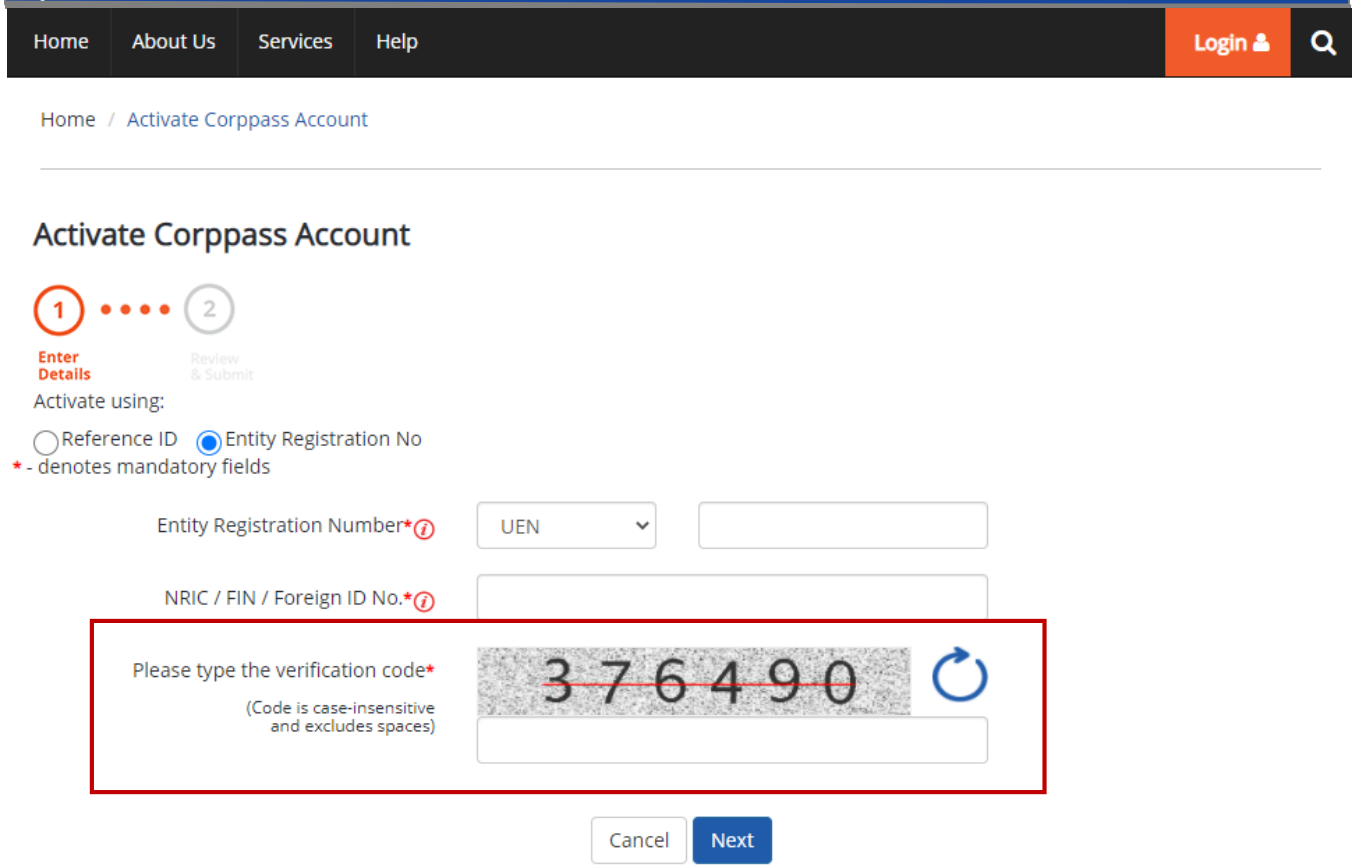
Step 1

Step 2 (Option B)

Step 3

- Enter the verification code displayed on the screen, then click ‘Next’ to proceed. You will be redirected to Singpass to verify your identity.



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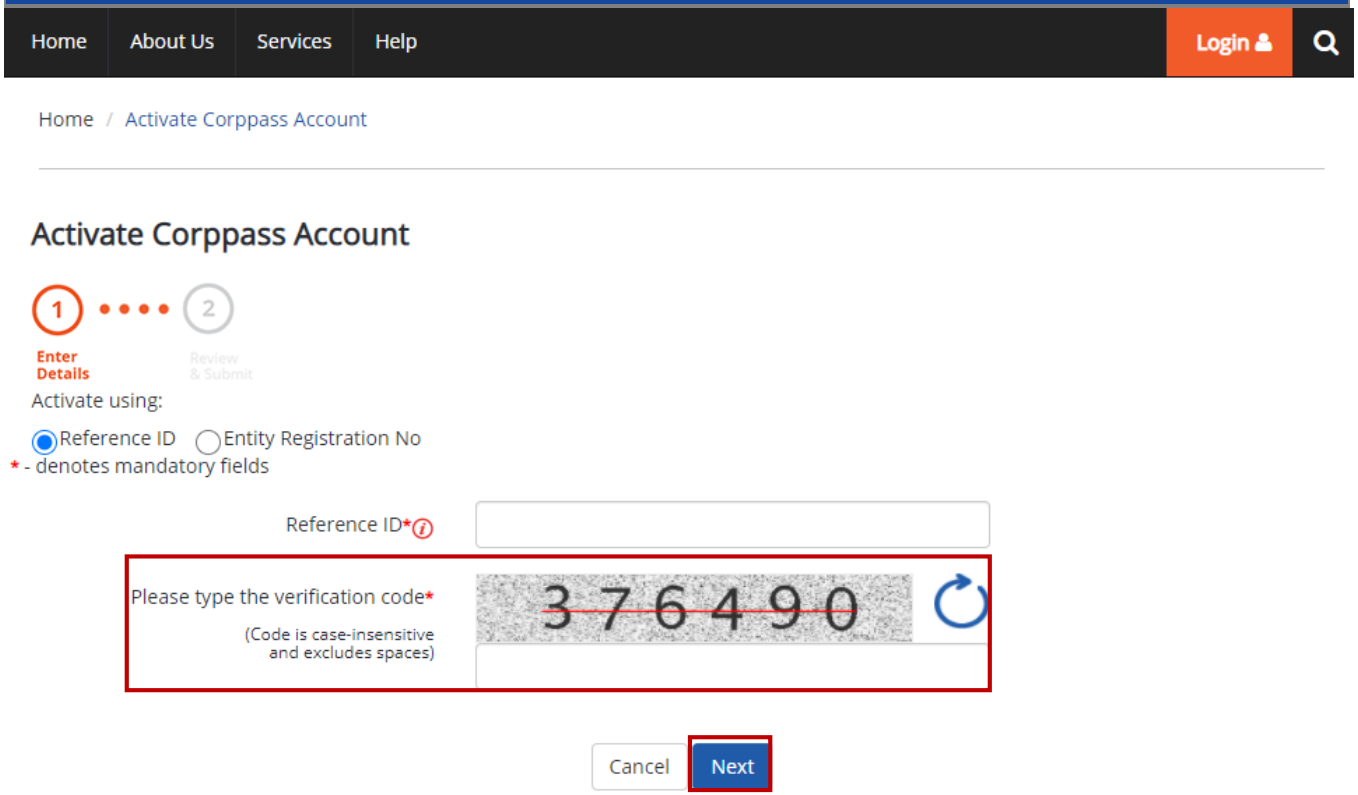
Step 1

Step 2 (Option B)

Step 3

- If you are a foreign user, enter the OTP that is sent to your registered email. Click 'Next' to proceed.



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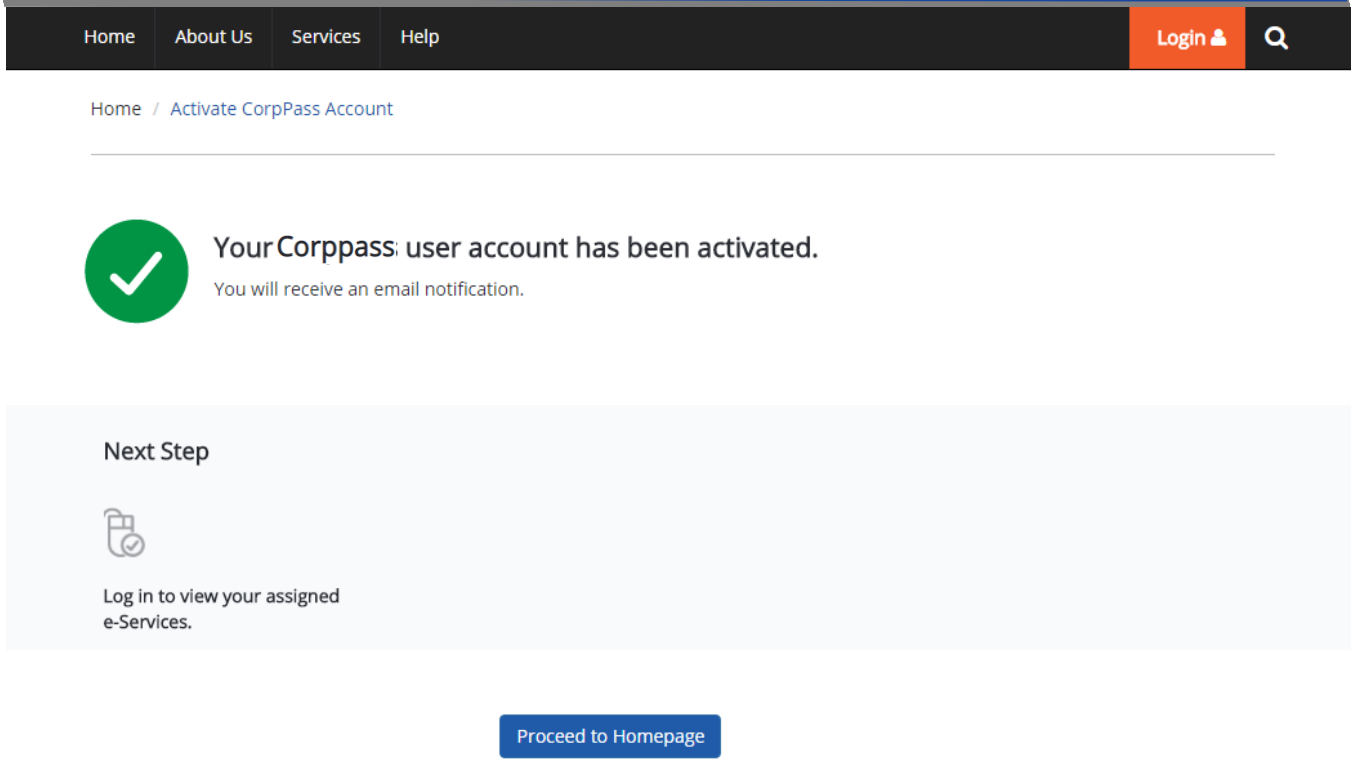
Step 1

Step 2 (Option B)

Step 3

- After verifying your identify on Singpass, you will receive a confirmation message, which indicates that your account has been activated.



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F. Authorise Third Party Entities

*** To be done by GST Corppass Administrator**

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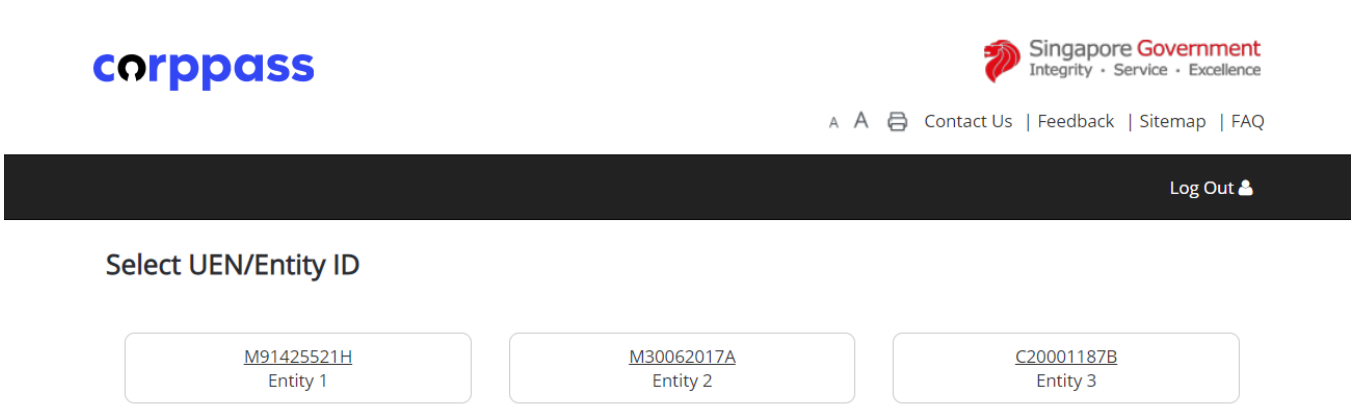
- If you are authorised to act on behalf of more than 1 entity, select the entity for which you wish to act on behalf.



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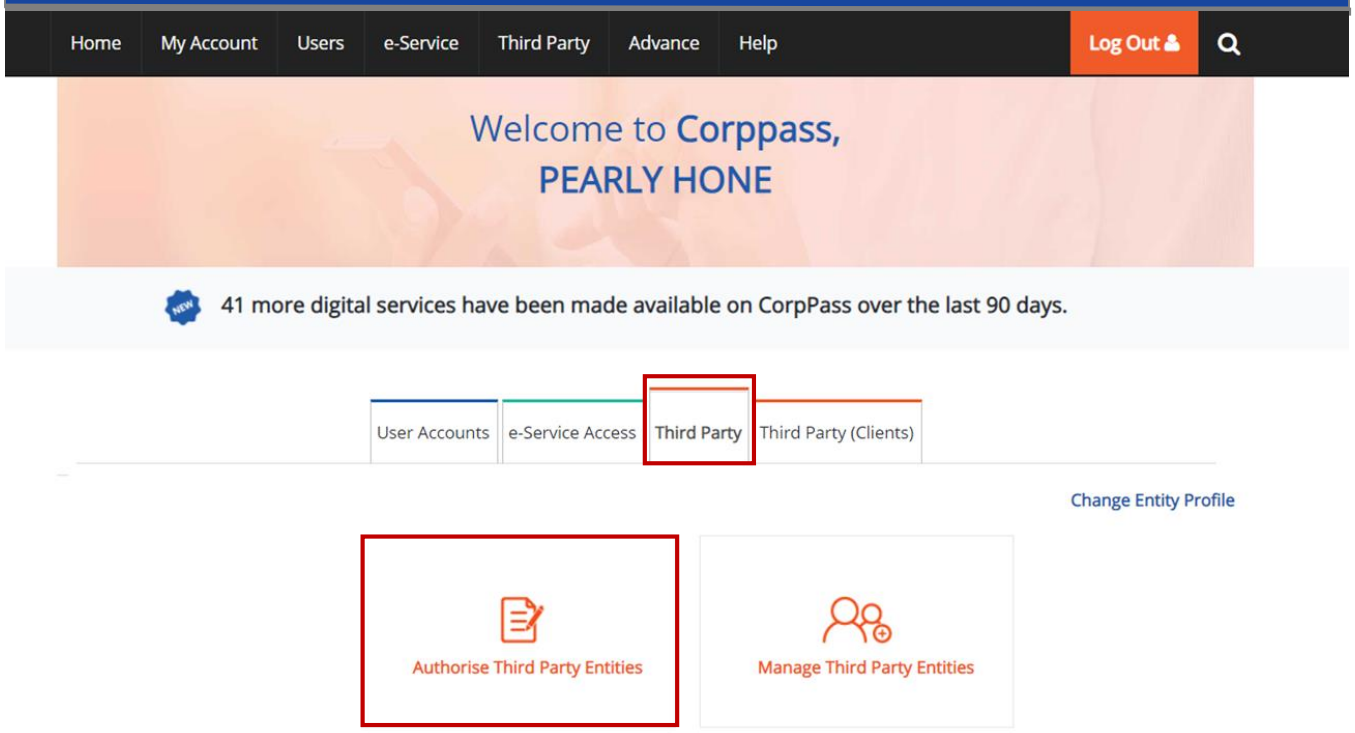
- Under the ‘Third Party’ tab, click ‘Authorise Third Party Entities’.



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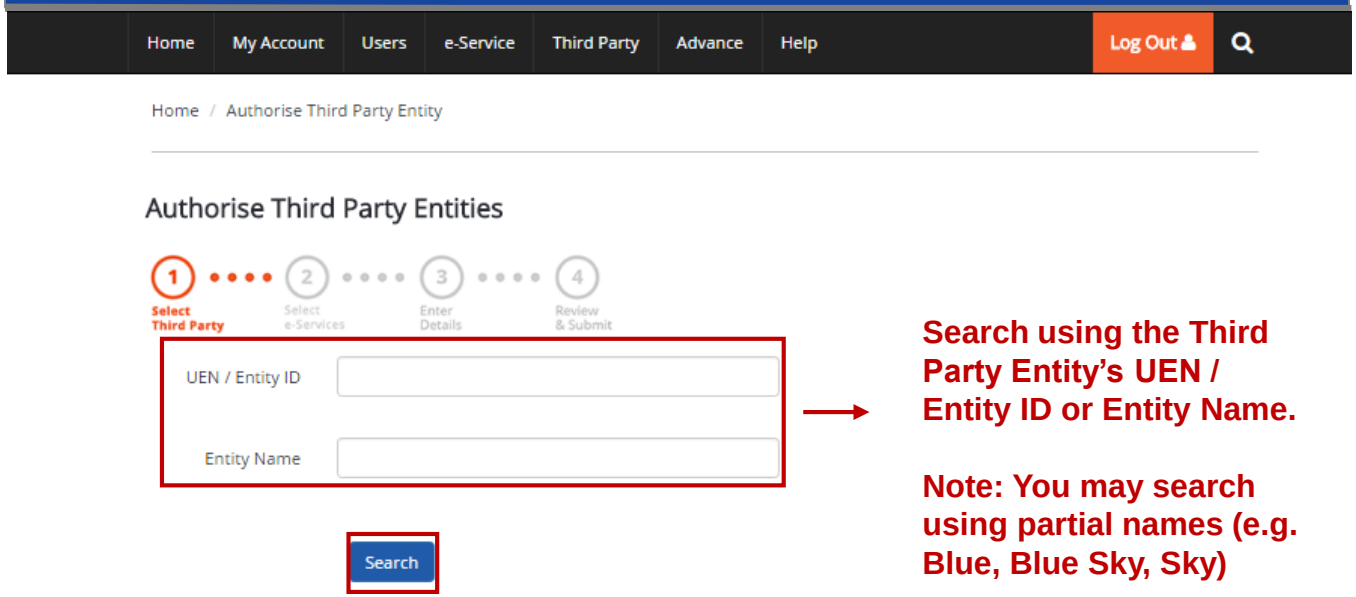
- Enter the UEN/Entity ID or Entity Name of the Third Party Entity to which you wish to authorise e-Services access and click ‘Search’.



Search using the Third Party Entity’s UEN / Entity ID or Entity Name.

Note: You may search using partial names (e.g. Blue, Blue Sky, Sky)

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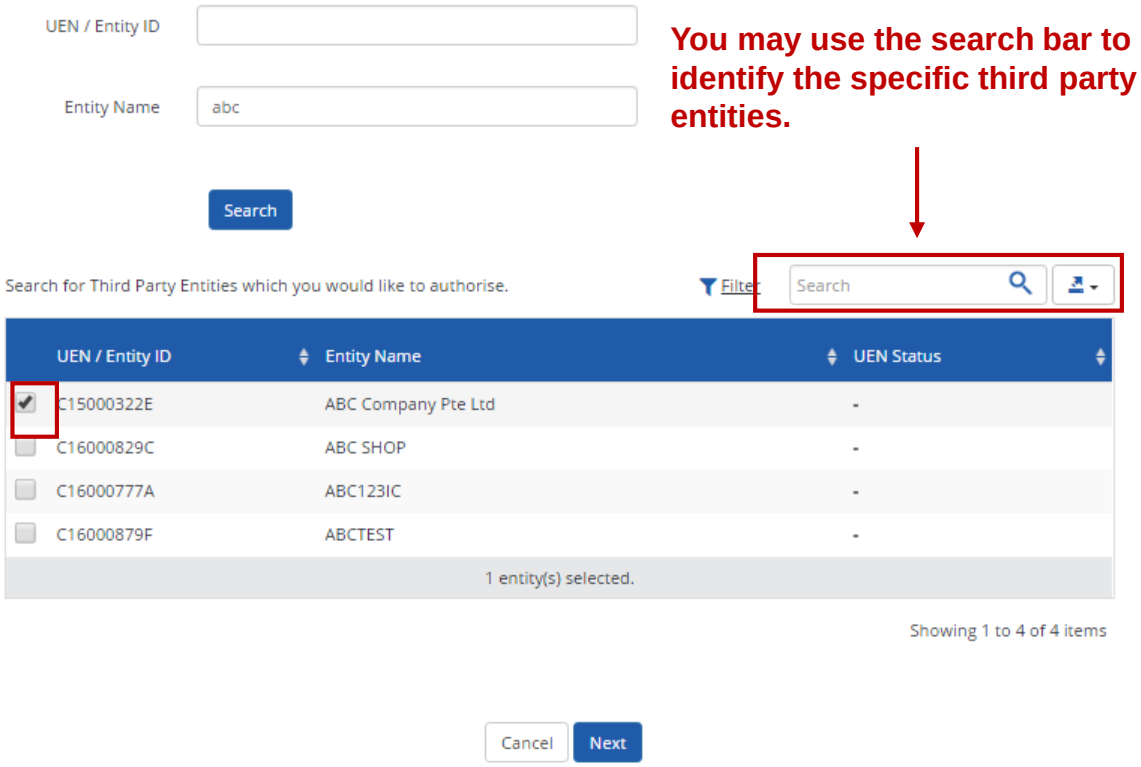
- Select the Third Party Entity to which you would like to assign the Third Party authorisation, then click 'Next'.



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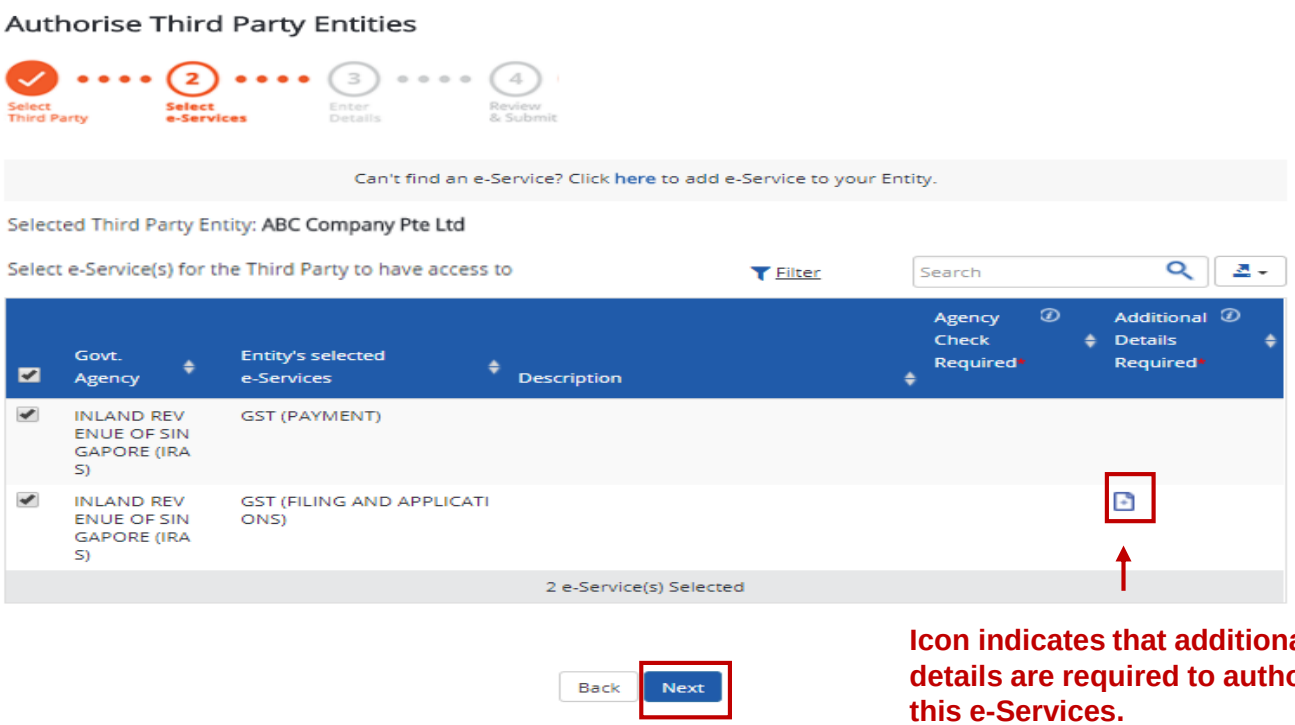
- Select the e-Services which you would like to authorise the Third Party with, then click ‘Next’.



Icon indicates that additional details are required to authorise this e-Services.

Note: Only e-Services access that allow Third Party Authorisation and have been added to your entity’s list of e-Services access will be shown here. If the e-Services access you are looking for is not shown here, please refer to page on “Selecting Entity’s e-Services”.

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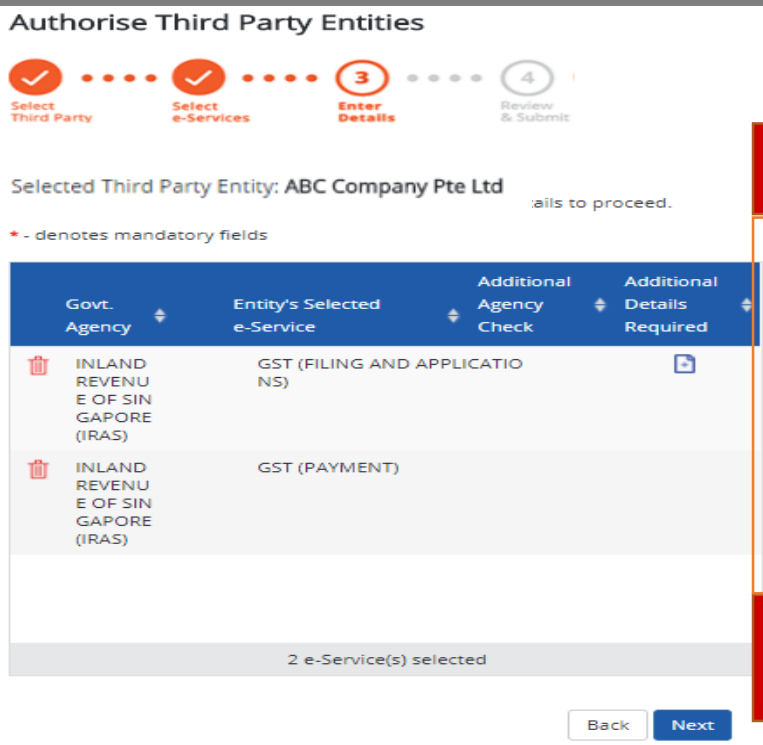
- Selected e-Services may require you to enter additional details such as roles, sub-UEN, etc.



Enter additional parameters as required for all e-Services assigned.

NOTE: 'The Authorisation Expiry Date' field is not compulsory. You may choose to leave this field blank.

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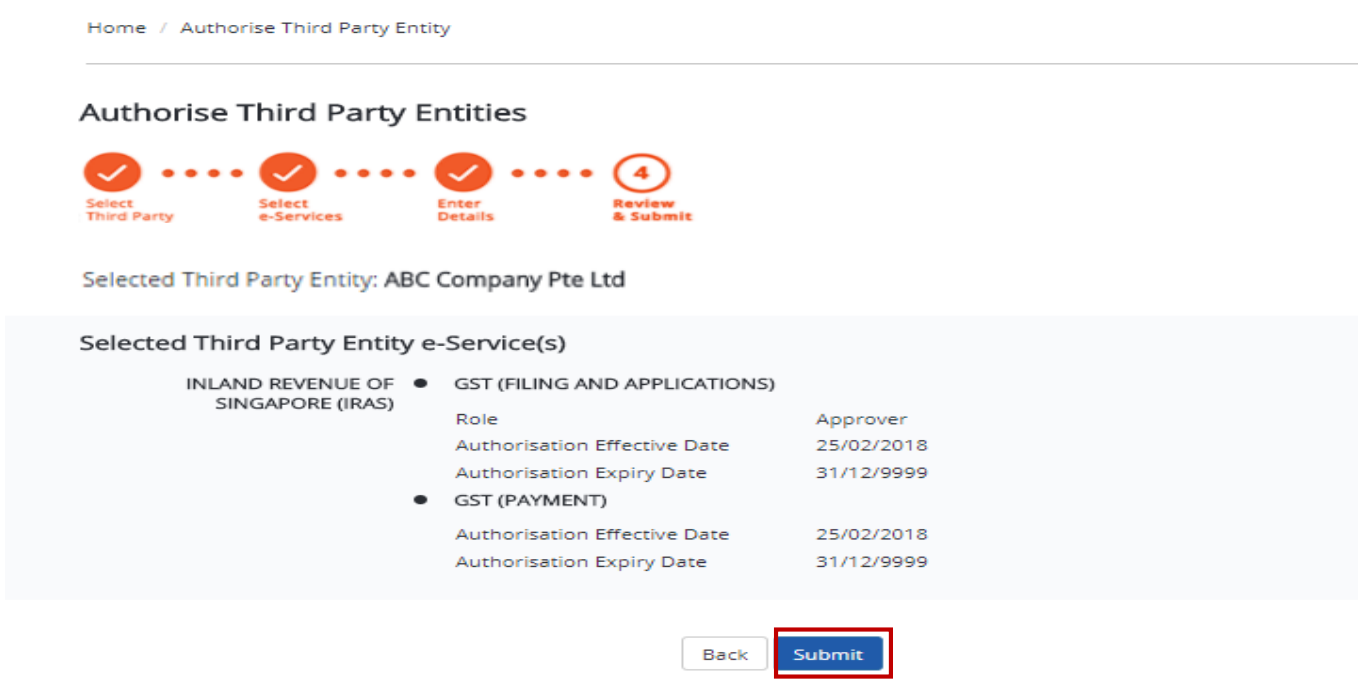
- Review details of the authorisation, then click ‘Submit’.



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Step 1

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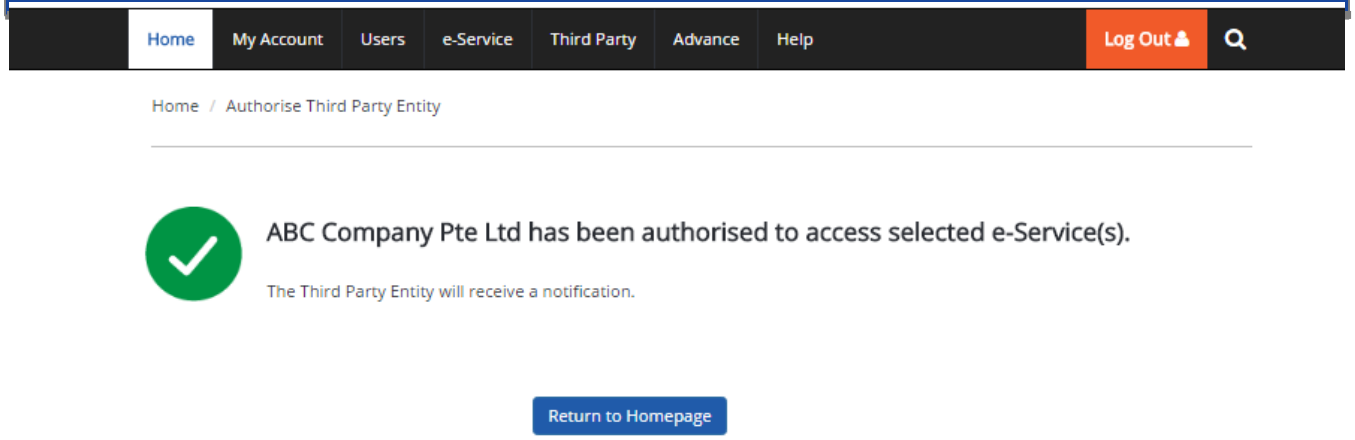
Step 8

- A confirmation message will indicate that you have authorised the Third Party Entity, with access to your selected e-Service(s).



-End-