

## To register a CorpPass Admin account (The Registered Officer is the CorpPass Admin)

You will be handling all digital services for your company

**Step 1:** Visit [www.corppass.gov.sg](http://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 and Password.

**Step 3:** Begin your CorpPass Admin account registration:

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

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

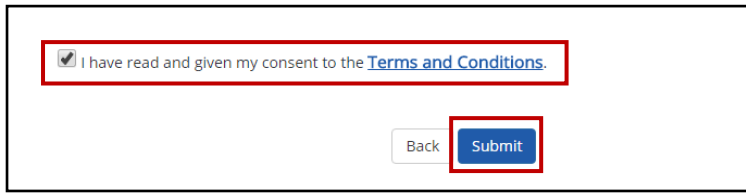
c) Enter a CorpPass ID and password of your choice. (Note: The password set must be at least 8-24 characters and contain both alphabetic and numeric characters. Special characters are optional.)

d) The option **I would like to access all e-Services available on CorpPass with my Admin Account** is checked by default. By selecting this option, you will be able to access all digital services currently onboard CorpPass.

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**Step 4:** Confirm your registration details by checking the **I have read and given my consent to the Terms and Conditions** box before clicking on **Submit**.



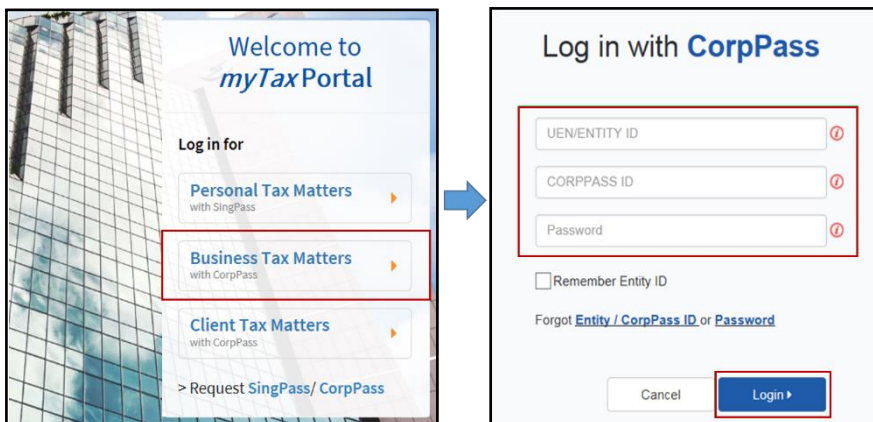
A screenshot of a registration confirmation screen. At the top, there is a checkbox that is checked, followed by the text "I have read and given my consent to the [Terms and Conditions](#)". Below this, there are two buttons: "Back" and "Submit". The "Submit" button is highlighted with a red border.

### Congratulations!



Your CorpPass Admin Account is ready for use.

**Step 5:** Log in to myTax Portal at [mytax.iras.gov.sg](http://mytax.iras.gov.sg) with your CorpPass account to e-File Form C-S/ C for your company.



A screenshot showing the login process on the myTax Portal. On the left, the "Welcome to myTaxPortal" page is shown with three login options: "Personal Tax Matters with SingPass", "Business Tax Matters with CorpPass" (highlighted with a red border), and "Client Tax Matters with CorpPass". A blue arrow points from the "Business Tax Matters" option to the right. On the right, the "Log in with CorpPass" page is shown. It features three input fields: "UEN/ENTITY ID", "CORPPASS ID", and "Password", all highlighted with a red border. Below these fields is a checkbox for "Remember Entity ID" and a link for "Forgot Entity / CorpPass ID or Password". At the bottom, there are "Cancel" and "Login" buttons, with the "Login" button highlighted with a red border.