CorpPass Step-by-Step Guide for Companies - Corporate Tax
Who should read this guide

• This step-by-step guide is relevant for locally registered entities (i.e. entities which are issued with a Unique Identification Number (UEN) by e.g. ACRA) that are required to file tax returns to IRAS.

• The authorisations shown in this guide are for access to the corporate tax e-Services in mytax.iras.gov.sg.
  • For authorisation to access other IRAS e-Services, the CorpPass Admin needs to select the relevant e-Services instead.
Identify your CorpPass role

- Registered Officer
- CorpPass Admin
- CorpPass User

Overview of CorpPass registration

Setting up CorpPass

- Step 1: Register for a CorpPass Admin account
- Step 2a: Create CorpPass user accounts
- Step 2b: Activate user accounts
- Step 3a: Select relevant IRAS e-Services
- Step 3b: Assign relevant IRAS e-Services to users
- Step 3c: Assign relevant IRAS e-Services to tax agents

Manage your users

Manage your third party

Manage your IRAS e-Service Access

Log in to myTax Portal

Assistance for CorpPass matters

Annex

- Set up CorpPass 2FA (mobile app)
Identify Your CorpPass Role

Which is your CorpPass Role?

Registered Officer
Person officially registered to the entity with ACRA or a relevant UEN-issuance agency
- Nominates CorpPass Admin and approves CorpPass Admin's registration request
- Does not need a CorpPass account, unless he/she chooses to be a CorpPass Admin

Examples include Director, Corporate Secretary

CorpPass Admin
Person chosen by Registered Officer to manage CorpPass for the entity
For local entities with a UEN, the CorpPass Admin has to be a SingPass holder.
*Maximum of 2 CorpPass Admins per entity

CorpPass User
Account created by CorpPass Admin to transact with digital services assigned to them
- Logs in with CorpPass to transact for entity
*No limit to the number of CorpPass Users per entity
Overview of CorpPass Registration

3 Easy Steps to Register and Set Up CorpPass

**Step 1:** Register CorpPass Admin (CPA) Account

- **Step 1:** CorpPass Admin (CPA) to register at [www.corppass.gov.sg](http://www.corppass.gov.sg)

- If the CPA is the only person accessing IRAS e-Services on behalf of the company, the CPA can grant himself access to ALL digital services (page 16). Steps 2 and 3 need not be performed.

**Step 2:** Create & Activate User Accounts

- **Step 2a:** CPA to create CorpPass User Accounts
- **Step 2b:** CorpPass User to activate account

**Step 3:** Assign/ Authorise IRAS e-Services

- **Step 3a:** CPA to select relevant IRAS e-Services for the company
- **Step 3b:** CPA to assign selected IRAS e-Services to Users
- **Step 3c:** CPA to authorise Third Party/ Tax Agent
Step 1:

Register for a CorpPass Admin account

If the CPA is the only person accessing IRAS e-Services on behalf of the company, the CPA can grant himself access to ALL digital services in Step 1. Steps 2 and 3 need not be performed.
Important Information to Have On-Hand

Before you start Step 1, ensure that you have the following information:

- Entity’s UEN
- Last 5 characters of your RO’s identity number (i.e. NRIC/ FIN) and email address

OR


1 If the RO is unavailable to approve the new appointment of the CorpPass Administrator, the Letter of Authorisation may be signed off by an alternate approver (i.e. key executive officer) of the entity. Please submit the alternate approver’s identity document along with the completed Letter of Authorisation.
Step 1: CPA to register at www.corppass.gov.sg

Visit www.corppass.gov.sg and click “Register as a CorpPass Admin”.

Welcome to CorpPass
Your one-stop platform to manage and transact with the Government in an easy and secure manner.

New to CorpPass? Find out more or view the digital services you can access with CorpPass.

Register as a CorpPass Admin ➤
Step 1: CPA to register at www.corppass.gov.sg

Verify your identity via SingPass and complete 2FA verification.
Step 1: CPA to register at www.corppass.gov.sg

Ensure that you are the appointed CorpPass Admin for your Entity. This form will take about 5 minutes to complete.

- denotes mandatory fields

Enter Entity Detail

Unique Entity Number (UEN)*

Example: 12345678X, 201612345X, T16P01234X

Enter Your Contact Details

Full Name

PHANG GABRIEL

Email*

abc@abc.com

Confirm Email*

Mobile No.
Step 1: CPA to register at www.corppass.gov.sg

Enter your contact details.

Your full name will be automatically populated as per your NRIC/ FIN.
Step 1: CPA to register at www.corppass.gov.sg

Enter your CorpPass ID and password. Once created, your CorpPass ID cannot be changed.

Ensure that your password meets the criteria.
Step 1: CPA to register at www.corppass.gov.sg

Note: If the RO chooses to be the CPA (instead of nominating another staff), this section will not appear.

Your RO can provide either online approval or sign a ‘Letter of Authorisation’, which needs to be uploaded.

Examples of when to select ‘Letter of Authorisation’:
- Your RO is a foreigner (no SingPass)
- Your RO does not want to provide online approval

Step 1: Register CorpPass Admin (CPA) Account
If you select the ‘Online Approval’ method, your RO will receive an email notification to approve your CPA account registration online.

Enter the last 5 characters of your RO’s identity number (i.e. NRIC/ FIN) and email address to which the notification will be sent.
Step 1: CPA to register at www.corppass.gov.sg

New Password* 
Re-enter New Password* 

Request Registered Officer Authorisation
Select one of the two options.
- Request Online Approval by Registered Officer
- Upload Letter of Authorisation and RO’s Identity Document (Click here to download letter template.)

Upload your documents in PDF, JPEG and PNG format. This file should not exceed 10mb size in total.

Letter of Authorisation and RO’s Identity Document* 
Select file

Request e-Service Access
- I would like to access all e-Services available on CorpPass with my Admin Account.

If you select the ‘Letter of Authorisation’ method, download the template and upload the endorsed copy.

Alternatively, you may download the template beforehand from CorpPass’ website.
Step 1: CPA to register at www.corppass.gov.sg

New Password

Re-enter New Password

Request Registered Officer Authorisation

Select one of the two options.

Request Online Approval by Registered Officer

OR

Upload Letter of Authorisation and RO’s Identity Document (Click here to download letter template.)

Upload your documents in PDF, JPEG and PNG format. This file should not exceed 10mb size in total.

Request e-Service Access

I would like to access all e-Services available on CorpPass with my Admin Account.

Choose whether to be granted default access to ALL digital services (currently onboard and to be added in future) for your CPA account.

Click ‘Next’ to proceed.
Step 1: CPA to register at www.corppass.gov.sg

Register Admin Account

Review details you have entered and click ‘Submit’ to proceed.

<table>
<thead>
<tr>
<th>Entity Detail</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unique Entity Number (UEN)</td>
<td>79039907E</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Admin Contact Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>PHANG GABRIEL</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:PHANGGABRIEL@abc.com">PHANGGABRIEL@abc.com</a></td>
</tr>
<tr>
<td>Mobile No.</td>
<td>987654321</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CorpPass ID</td>
<td>GRABRIELPHANGS7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registered Officer Authorization</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Method of Approval</td>
<td>Request online approval from Registered Officer</td>
</tr>
<tr>
<td>Registered Officer’s Identity No.</td>
<td>7232B</td>
</tr>
<tr>
<td>Last 5 Characters</td>
<td></td>
</tr>
<tr>
<td>Registered Officer’s Email</td>
<td><a href="mailto:abc@abc.com">abc@abc.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>e-Service Access</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I would like to access all e-Services available on CorpPass with my Admin Account.</td>
<td></td>
</tr>
</tbody>
</table>

I have read and given my consent to the Terms and Conditions.
If you have selected the ‘Online Approval’ method, you will have to await approval¹ from your RO.

If you have selected the ‘Letter of Authorisation’ method, you will have to await approval from CorpPass (at least 5 working days).

¹For assistance on how to approve or reject the CPA account (as the RO), please refer to this Step-by-Step Guide.
Step 1: CPA to register at www.corppass.gov.sg

Your CorpPass Admin Account is ready for use.

If you are the RO, your account will be activated immediately.

Next Step

Log in to customise CorpPass for your entity. Select your entity's profile and view e-Services.
Step 2:

(a) CPA to create CorpPass User Accounts
(b) CorpPass User to activate accounts

Step 2 is required if the CPA is appointing a staff in the company to access IRAS e-Services on behalf of the company. There is no need to proceed to Step 3 if the staff is granted access to all e-Services in Step 2. Otherwise, please proceed to Steps 3(a) and (b).

Go to Steps 3(a) & (c) if the CPA wishes to appoint a tax agent to access IRAS e-Services on its behalf.
Important Information to Have On-Hand

Before you start Step 2a, ensure that you have the following information:

- NRIC/ FIN/ Foreign ID No. and email address of users (i.e. company staff who will be accessing IRAS e-Services on behalf of the company)
Step 2a: CPA to create CorpPass User Accounts

Log in with your entity’s UEN, your CorpPass ID and password.
Complete 2FA verification via SMS or OneKey Token.

Option A: Via SMS
Option B: Via OneKey Token
Step 2a: CPA to create CorpPass User Accounts

You will need to create user accounts for the company’s staff to access IRAS e-Services for the company.

- Create Users
- Manage Users
- Batch Create Users
- View Batch Upload History

Change Entity Profile

Create User Accounts
Add accounts to your Entity

Manage User Accounts
View and edit your entity’s user account details
Step 2a: CPA to create CorpPass User Accounts

The “Batch Create Users” feature allows you to create multiple user accounts by uploading a completed Excel template.

Note: Processing requires 1 working day. Please check the processing status by clicking on “View Batch Upload History” to ensure that the user accounts are created successfully.

If you require the user accounts to be created instantly, please use the “Create Users” feature instead.
Step 2a: CPA to create CorpPass User Accounts

The "Create Users" feature allows you to create user accounts individually.
Step 2a: CPA to create CorpPass User Accounts

To facilitate CorpPass set up, active EASY authorisations as of 24 Jul 2018 have been migrated to CorpPass. A list of users who have previously transacted with IRAS on behalf of your company will be pre-populated here.

If there are no user profiles populated in the table, please refer to pages 40 to 44.

The 'Access to All e-Services' option is not applicable to selected e-Services which require additional details to be set up on CorpPass. Select and manually assign them to CorpPass accounts.

This indicates that the user profiles were migrated from EASY.
Step 2a: CPA to create CorpPass User Accounts

Create user accounts by verifying the EASY migrated user profiles in the table or by using an excel template.

Note: If you do not wish to create accounts using pre-populated profiles, you may clear the list in the table and enter the details manually.
Step 2a: CPA to create CorpPass User Accounts

Create User Accounts

1. Verify & Enter Details
2. Review & Submit

Verify the details of the user(s).

CorpPass has identified 2 active SingPass holders who had previously transacted with the Government on behalf of your entity. Profile(s) from selected Source Agencies are made available in the table below to simplify user account creation. For more information, click here.

To proceed, you may:
1. Verify now:
   - Via the table below: Complete the required fields to create CorpPass accounts and/or permanently delete irrelevant profiles. You will not see these user profiles the next time you log in; OR
   - Via a pre-populated excel template here

2. Verify later: Click here to clear the list below. You will see these profiles upon your next login

The 'Access to All e-Services' option is not applicable to selected e-Services which require additional details to be set up on CorpPass. Select and manually assign them to CorpPass accounts.

<table>
<thead>
<tr>
<th>Source Agency</th>
<th>Full Name</th>
<th>Identity Type</th>
<th>NRIC / FIN No.</th>
<th>Country / Region of Issuance</th>
<th>Email Address</th>
<th>New CorpPass ID</th>
<th>Account Type</th>
<th>Access to All e-Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>EASY</td>
<td>JEREMIAH TAN</td>
<td>NRIC</td>
<td>SXXX849H</td>
<td></td>
<td><a href="mailto:abc@abc.com">abc@abc.com</a></td>
<td>User</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EASY</td>
<td>DAVID SONG</td>
<td>NRIC</td>
<td>SXXX537G</td>
<td></td>
<td><a href="mailto:abc@abc.com">abc@abc.com</a></td>
<td>User</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add new user

Step 1: Register CorpPass Admin (CPA) Account
Step 2a: Create User Accounts
Step 2a: CPA to create CorpPass User Accounts

Create User Accounts

Enter the email address of the user(s).

CorpPass has identified 2 active SingPass holders who had previously transacted with the Government on behalf of your entity. Profile(s) from selected Source Agencies are made available in the table below to simplify user account creation. For more information, click here.

To proceed, you may:
1. Verify now:
   - Via the table below: Complete the required fields to create CorpPass accounts and/or permanently delete irrelevant profiles. You will not see these user profiles the next time you log in; OR
   - Via a pre-populated excel template here

2. Verify later: Click here to clear the list below. You will see these profiles upon your next login

The 'Access to All e-Services' option is not applicable to selected e-Services which require additional details to be set up on CorpPass. Select and manually assign them to CorpPass accounts.

<table>
<thead>
<tr>
<th>Source Agency</th>
<th>Full Name</th>
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<th>Account Type</th>
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</tr>
</thead>
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<tr>
<td>EASY</td>
<td>JEREMIAH TAN</td>
<td>NRIC</td>
<td>SXXX849H</td>
<td>SG</td>
<td><a href="mailto:abc@abc.com">abc@abc.com</a></td>
<td></td>
<td>User</td>
<td></td>
</tr>
<tr>
<td>EASY</td>
<td>DAVID SONG</td>
<td>NRIC</td>
<td>SXXX537G</td>
<td>SG</td>
<td><a href="mailto:abc@abc.com">abc@abc.com</a></td>
<td></td>
<td>User</td>
<td></td>
</tr>
</tbody>
</table>

An email will be sent to the user to activate his/ her account.
Step 2a: CPA to create CorpPass User Accounts

You may indicate a CorpPass ID for the user(s) or leave it blank to allow the user(s) to create his/her own CorpPass ID.

The 'Access to All e-Services' option is not applicable to selected e-Services which require additional details to be set up on CorpPass. Select and manually assign them to CorpPass accounts.

Once submitted, CorpPass IDs cannot be edited.
Step 2a: CPA to create CorpPass User Accounts

Select an appropriate account type for the user(s).

1) ‘User’ – An account to transact with government digital services on behalf of the entity.

2) ‘Enquiry User’ – An account that is able to transact with government digital services on behalf of the entity, and can search and view details of other users of the entity in CorpPass. Enquiry Users cannot assign digital service access or manage other accounts.

3) ‘Sub-Admin’ – An account that can manage other CorpPass accounts in the entity. Sub-Admins may only create Users and Enquiry Users and assign them digital service access.

The ‘Access to All e-Services’ option is not applicable to selected e-Services which require additional and manually assign them to CorpPass accounts.
Step 2a: CPA to create CorpPass User Accounts

Create User Accounts

The “Access to All e-Services” box is checked by default.
Uncheck it if you do not wish to assign access to ALL e-Services of your company to the user(s).

To proceed, you may:
1. Verify now:
   - Via the table below: Complete the required fields to create CorpPass accounts and/or permanently delete irrelevant profiles. You will not see these user profiles the next time you log in; OR
   - Via a pre-populated excel template here
2. Verify later: Click here to clear the list below. You will see these profiles upon your next login

The ‘Access to All e-Services’ option is not applicable to selected e-Services which require additional details to be set up on CorpPass. Select and manually assign them to CorpPass accounts.
Step 2a: CPA to create CorpPass User Accounts

Create User Accounts

To proceed, you may:
1. Verify now:
   - Via the table below: Complete the required fields to create CorpPass accounts and/or permanently delete irrelevant profiles. You will not see these user profiles the next time you log in; OR
   - Via a pre-populated excel template here

2. Verify later: Click here to clear the list below. You will see these profiles upon your next login

The 'Access to All e-Services' option is not applicable to selected e-Services which require additional details to be set up on CorpPass. Select and manually assign them to CorpPass accounts.

Click on the trash can icon to remove profile(s) you do not wish to create user account(s) for.

Once removed, it will not be pre-populated again.

The table below shows the user accounts and their details:

<table>
<thead>
<tr>
<th>Source Agency</th>
<th>Full Name</th>
<th>Identity Type</th>
<th>NRIC / FIN / Foreign ID No.</th>
<th>Country / Region of Issuance</th>
<th>Email Address</th>
<th>New CorpPass ID</th>
<th>Access Type</th>
<th>Access to All e-Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>EASY</td>
<td>JEREMIAH TAN</td>
<td>NRIC</td>
<td>SXXX849H</td>
<td>SG</td>
<td><a href="mailto:abc@abc.com">abc@abc.com</a></td>
<td>User</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EASY</td>
<td>DAVID SONG</td>
<td>NRIC</td>
<td>SXXX537G</td>
<td>SG</td>
<td><a href="mailto:abc@abc.com">abc@abc.com</a></td>
<td>User</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add new user
Step 2a: CPA to create CorpPass User Accounts

Create User Accounts

Click ‘Add new user’ if you wish to add rows to create more user accounts.

CorpPass has identified 2 active SingPass holders who had previously transacted with the Government on behalf of your entity. Profile(s) from selected Source Agencies are made available in the table below to simplify user account creation. For more information, click here.

To proceed, you may:
1. Verify now:
   - Via the table below: Complete the required fields to create CorpPass accounts and/or permanently delete irrelevant profiles. You will not see these user profiles the next time you log in; OR
   - Via a pre-populated excel template here

2. Verify later: Click here to clear the list below. You will see these profiles upon your next login

The ‘Access to All e-Services’ option is not applicable to selected e-Services which require additional details to be set up on CorpPass. Select and manually assign them to CorpPass accounts.

<table>
<thead>
<tr>
<th>Source Agency</th>
<th>Full Name</th>
<th>Identity Type</th>
<th>NRIC / FIN / Foreign ID</th>
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<tr>
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<td>SXXX849H</td>
<td>SG</td>
<td><a href="mailto:abc@abc.com">abc@abc.com</a></td>
<td></td>
<td>User</td>
<td></td>
</tr>
<tr>
<td>EASY</td>
<td>DAVID SONG</td>
<td>NRIC</td>
<td>SXXX537G</td>
<td>SG</td>
<td><a href="mailto:abc@abc.com">abc@abc.com</a></td>
<td></td>
<td>User</td>
<td></td>
</tr>
</tbody>
</table>

[Screen capture with table and 'Add new user' button]
Step 2a: CPA to create CorpPass User Accounts

Create User Accounts

1. Verify & Enter Details
2. Review & Submit

Click ‘Next’ to continue.

CorpData has identified 2 active SingPass holders who had previously transacted with the Government on behalf of your entity. Profile(s) from selected Source Agencies are made available in the table below to simplify user account creation. For more information, click here.

To proceed, you may:
1. Verify now:
   - Via the table below: Complete the required fields to create CorpPass accounts and/or permanently delete irrelevant profiles. You will not see these user profiles the next time you log in; OR
   - Via a pre-populated excel template here
2. Verify later: Click here to clear the list below. You will see these profiles upon your next login

The ‘Access to All e-Services’ option is not applicable to selected e-Services which require additional details to be set up on CorpPass. Select and manually assign them to CorpPass accounts.

<table>
<thead>
<tr>
<th>Source Agency</th>
<th>Full Name</th>
<th>Identity Type</th>
<th>NRIC / FIN / Foreign ID No.</th>
<th>Country / Region of Issuance</th>
<th>Email Address</th>
<th>New CorpPass ID</th>
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<tbody>
<tr>
<td>EASY</td>
<td>JEREMIAH TAN</td>
<td>NRIC</td>
<td>SXXX0849H</td>
<td>SG</td>
<td><a href="mailto:abc@abc.com">abc@abc.com</a></td>
<td>User</td>
<td>User</td>
<td></td>
</tr>
<tr>
<td>EASY</td>
<td>DAVID SONG</td>
<td>NRIC</td>
<td>SXXX0537G</td>
<td>SG</td>
<td><a href="mailto:abc@abc.com">abc@abc.com</a></td>
<td>User</td>
<td>User</td>
<td></td>
</tr>
</tbody>
</table>

Add new user

Step 1: Register CorpPass Admin (CPA) Account

Step 2a: Create User Accounts
**Step 2a:** CPA to create CorpPass User Accounts

Create User Accounts

Review the details before submission.

Once completed, click ‘Submit’.

Review the following information.

Note that the Full Name of SingPass holders will be auto-populated after submission.

The 'Access to All e-Services' option is not applicable to selected e-Services which require additional details to be set up on CorpPass. Select and manually assign them to CorpPass accounts.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Type</th>
<th>NRIC / FIN / Foreign ID No.</th>
<th>Email Address</th>
<th>CorpPass ID</th>
<th>Account Type</th>
<th>Access to All e-Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>JEREMIAH TAN</td>
<td>NRIC</td>
<td>SXXXX849H</td>
<td><a href="mailto:J.TAN@abc.com">J.TAN@abc.com</a></td>
<td></td>
<td>Sub-Admin</td>
<td></td>
</tr>
<tr>
<td>DAVID SONG</td>
<td>NRIC</td>
<td>SXXXX537G</td>
<td><a href="mailto:D.SING@abc.com">D.SING@abc.com</a></td>
<td></td>
<td>User</td>
<td></td>
</tr>
</tbody>
</table>

Back Submit
You will be prompted by the system that you are creating accounts using existing profiles from other agencies. Click ‘Yes’ to proceed.

Create User Accounts

Review the following information.

Note that the Full Name of SingPass holders will be auto-populated after submission.

The ‘Access to All e-Services’ option is not applicable to selected e-Services which require additional details to be set up on CorpPass. Select and manually assign them to CorpPass accounts.

<table>
<thead>
<tr>
<th>Full Name</th>
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</thead>
<tbody>
<tr>
<td>JEREMIAH TAN</td>
<td>NRIC</td>
<td>SXXXXX499H</td>
<td><a href="mailto:J.TAN@abc.com">J.TAN@abc.com</a></td>
<td></td>
<td>Sub-Admin</td>
<td></td>
</tr>
<tr>
<td>DAVID SONG</td>
<td>NRIC</td>
<td>SXXXXX537G</td>
<td><a href="mailto:D.SING@ebc.com">D.SING@ebc.com</a></td>
<td></td>
<td>User</td>
<td></td>
</tr>
</tbody>
</table>
Step 2a:
CPA to create CorpPass User Accounts

An email will be sent to the user(s) to activate the account(s).

The user(s) must activate the account(s) before they can access myTax Portal.

1For assistance on how to activate user accounts, please refer to pages 45 to 59.
Step 2a: CPA to create CorpPass User Accounts

If there are no EASY migrated user profiles populated in the table, create user accounts by completing the rows manually.

Create User Accounts

Enter user details in the table below to create CorpPass Accounts. The Full Name of users who are SingPass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity’s e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

Note:
- The ‘Access to All e-Services’ option is NOT applicable to selected e-Services such as CPF e-Submission and SSG-WSG E-Services (see full listing), as they require additional details to be set up on CorpPass. For access, select and manually assign them to your CorpPass account.
- Additional checks may also be conducted by selected e-Services, such as MOM EPOL/WPOL and HDB e-Services (see full listing), after logging into their websites. Contact these agencies for more information.

<table>
<thead>
<tr>
<th>Source Agency</th>
<th>Full Name</th>
<th>Identity Type</th>
<th>NRIC / FIN / Foreign ID</th>
<th>Country / Region of Issuance</th>
<th>Email Address</th>
<th>New CorpPass ID</th>
<th>Account Type</th>
<th>Access to All e-Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>WILL BE AU</td>
<td>NRIC</td>
<td>FIN</td>
<td>Foreign ID</td>
<td></td>
<td><a href="mailto:abc@abc.com">abc@abc.com</a></td>
<td>Example: CLARISSA70</td>
<td>User</td>
<td>Sub-admin</td>
</tr>
</tbody>
</table>

If you are creating a user account for a foreigner not eligible for SingPass, select “Foreign ID” and the appropriate Country/Region of Issuance.
Step 2a: CPA to create CorpPass User Accounts

Create User Accounts

The “Access to All e-Services” box is checked by default.

Uncheck it if you do not wish to assign access to ALL e-Services of your company to the user(s).

By default, Sub-Admin accounts created can assign any of the entity’s e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

Note:
- The ‘Access to All e-Services’ option is NOT applicable to selected e-Services such as CPF e-Submission and SSG-WSG E-Services (see full listing), as they require additional details to be set up on CorpPass. For access, select and manually assign them to your CorpPass account.
- Additional checks may also be conducted by selected e-Services, such as MOM EPOL/WPOL and HDB e-Services (see full listing), after logging into their websites. Contact these agencies for more information.

<table>
<thead>
<tr>
<th>Source Agency</th>
<th>Full Name</th>
<th>Identity Type</th>
<th>NRIC / FIN / Foreign ID</th>
<th>Country / Region of Issuance</th>
<th>Email Address</th>
<th>New CorpPass ID</th>
<th>Account Type</th>
<th>Access to All e-Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WILL BE AL</td>
<td>NRIC ▼</td>
<td></td>
<td>SG ▼</td>
<td><a href="mailto:abc@abc.com">abc@abc.com</a></td>
<td>Example: CLARISSA70</td>
<td>User ▼</td>
<td>□ □ □ □ □ □ □ □ □ □ □</td>
</tr>
</tbody>
</table>

Add new user
## Step 2a: CPA to create CorpPass User Accounts

### Create User Accounts

Click ‘Add new user’ if you wish to add rows to create more user accounts.

Click ‘Next’ to continue.

---

### Note:
- The ‘Access to All e-Services’ option is NOT applicable to selected e-Services such as CPF e-Submission and SSG-WSG E-Services (see full listing), as they require additional details to be set up on CorpPass. For access, select and manually assign them to your CorpPass account.
- Additional checks may also be conducted by selected e-Services, such as MOM EPOL/WPOL and HDB e-Services (see full listing), after logging into their websites. Contact these agencies for more information.

---

<table>
<thead>
<tr>
<th>Source Agency</th>
<th>Full Name</th>
<th>Identity Type</th>
<th>NRIC / FIN</th>
<th>Country / Region of Issuance</th>
<th>Email Address</th>
<th>New CorpPass ID</th>
<th>Account Type</th>
<th>Access to All e-Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WILL BE AU</td>
<td>NRIC</td>
<td></td>
<td>SG</td>
<td><a href="mailto:abc@abc.com">abc@abc.com</a></td>
<td></td>
<td>User</td>
<td></td>
</tr>
</tbody>
</table>

---

Add new user

---

Next  

---

---

Step 1: Register CorpPass Admin (CPA) Account  
Step 2a: Create User Accounts
Step 2a: CPA to create CorpPass User Accounts

Create User Accounts

Review the following information.

Full Name of SingPass holders will be auto-populated after submission.

Note:
- The 'Access to All e-Services' option is NOT applicable to selected e-Services such as CPF e-Submission and SSG-WSG E-Services (see full listing), as they require additional details to be set up on CorpPass. For access, select and manually assign them to your CorpPass account.
- Additional checks may also be conducted by selected e-Services, such as MOM EPOL/VPOL and HDB e-Services (see full listing), after logging into their websites. Contact these agencies for more information.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Type</th>
<th>NRIC / FIN / Foreign ID No.</th>
<th>Email Address</th>
<th>CorpPass ID</th>
<th>Account Type</th>
<th>Access to All e-Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>NRIC</td>
<td>SXXXXX</td>
<td><a href="mailto:Tan_Philips@abc.com">Tan_Philips@abc.com</a></td>
<td>TANPHILIPS</td>
<td>User</td>
<td></td>
</tr>
</tbody>
</table>

Review the details before submission.

Once completed, click ‘Submit’.
An email will be sent to the user(s) to activate the account(s).

The user(s) must activate the account(s) before they can access myTax Portal.
Step 2b: CorpPass User to activate account

Go to Services > Activate CorpPass Account.
Option A
Enter the Reference ID that was provided in the email notification you received.

Option B
1. Select ‘UEN’ from the dropdown menu.
2. Enter your Entity Registration Number.
3. Enter your NRIC/ FIN/ Foreign ID number.
Enter the verification code displayed on the screen and click ‘Next’.
If you have a SingPass account, verify your identity via SingPass and complete 2FA verification.

If you are a foreigner not eligible for SingPass, please refer to pages 53 to 59.

Step 2b: CorpPass User to activate account

Step 1: Register CorpPass Admin (CPA) Account  
Step 2b: Activate User Accounts
Step 2b: CorpPass User to activate account

Enter a CorpPass ID of your choice. Do note that this cannot be changed once submitted.

The CorpPass ID field will be pre-populated if already set up by CorpPass Admin. If so, this can no longer be changed.

Activate CorpPass Account

CorpPass ID
Example: CLARISSA70

New Password

Re-enter New Password

Back Submit
Step 2b: CorpPass User to activate account

Enter a password of your choice and ensure that your password meets the criteria.

Activate CorpPass Account

Example: CLARISSA70

Required
- 8-24 characters
- Alphabetic characters
- Numeric characters
Optional
- Special character ($!@#&%_)

New Password

Re-enter New Password
Step 2b: CorpPass User to activate account

Activate CorpPass Account

Re-enter your password and click ‘Submit’.

Enter Details

Set Up New Password

CorpPass ID

New Password

Re-enter New Password

Submit
A confirmation message will indicate that your account has been activated.

Your CorpPass user account has been activated.
You will receive an email notification.

Next Step
Log in to view your assigned e-Services.

Proceed to Homepage
If you do not have a SingPass account, enter the One-Time Password sent to your registered email address to verify your identity. Then, click ‘Next’.

A One-Time Password (OTP) has been sent to your registered email xx@gmail.com

Email OTP: 191440

Did not receive an email within 1 minute?
Resend email OTP

If you do not have a SingPass account, enter the One-Time Password sent to your registered email address to verify your identity. Then, click ‘Next’.

Pages 53 to 59 are only applicable to a foreigner not eligible for SingPass.
Step 2b: CorpPass User to activate account

Activate CorpPass Account

Enter the serial number if you have set up CorpPass 2FA for Foreigners previously (see page 164). Otherwise, click ‘Next’ to skip this step.
Step 2b: CorpPass User to activate account

Enter a CorpPass ID of your choice. Do note that this cannot be changed once submitted.

Activate CorpPass Account

Enter Details

OTP Verification

Enter Your CorpPass 2FA Serial Number

CorpPass 2FA Authentication

Set Up Log In Details

CorpPass ID*

Example: CLARISSA70

New Password*

Re-enter New Password*

Back Submit

The CorpPass ID field will be pre-populated if already set up by CorpPass Admin. If so, this can no longer be changed.
Enter a password of your choice and ensure that your password meets the criteria.
Step 2b: CorpPass User to activate account

Re-enter your password and click ‘Submit’.

Activate CorpPass Account

CorpPass ID
Example: CLARISSA70

New Password

Re-enter New Password

Submit
A confirmation message will indicate that your account has been activated.

As a foreigner not eligible for SingPass, you MUST first set up CorpPass 2FA before you can log in to CorpPass or myTax Portal. Please refer to pages 158 to 164 on how to set up CorpPass 2FA.
Corporation Pass (CorpPass) users who are foreigners not eligible for SingPass

1) If you have an existing tax reference number with IRAS (e.g. A1234567J)

Please ensure that the information furnished (i.e. name and passport/foreign ID number) in CorpPass is updated with IRAS.

2) If you do not have an existing tax reference number

You will need to register with IRAS by submitting the completed form.\(^1\)

\(^1\)The form may be downloaded from IRAS’ website [www.iras.gov.sg > e-Services > CorpPass > If you are representing a foreign entity without Unique Entity Number (UEN)].
Step 3: Assign/ Authorise IRAS e-Services

**Step 3a:**
CPA to select relevant IRAS e-Services for the company

**Step 3b:**
CPA to assign selected IRAS e-Services to Users. There is no need to perform Step 3b if the User has been given access to all e-Services in Step 2.

1. Direct Assign
2. Batch Assign

**Step 3c:**
CPA to authorise Third Parties/ Tax Agents
Step 3a: CPA to select relevant IRAS e-Services for the company

Before you can assign IRAS e-Service(s) to your users, you have to first select the IRAS e-Service(s) relevant to your company.
**Step 3a:** CPA to select relevant IRAS e-Services for the company

Select Entity’s e-Services

Select the e-Service(s) you wish to add to your entity’s list.

Note: Selected e-Services require details to be set up on CorpPass (denoted by 🔄). Selected e-Services may require additional checks when you log in. Click 🔄 for more information.

Use the search bar to search for specific e-Services.

<table>
<thead>
<tr>
<th>Govt. Agency</th>
<th>e-Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>INLAND REVENUE OF SINGAPORE (IRAS)</td>
<td>CORPORATE TAX (FILING AND APPLICATIONS)</td>
<td></td>
</tr>
<tr>
<td>INLAND REVENUE OF SINGAPORE (IRAS)</td>
<td>CORPORATE TAX (PAYMENT)</td>
<td></td>
</tr>
<tr>
<td>INLAND REVENUE OF SINGAPORE (IRAS)</td>
<td>GST (FILING AND APPLICATIONS)</td>
<td></td>
</tr>
<tr>
<td>INLAND REVENUE OF SINGAPORE (IRAS)</td>
<td>GST (PAYMENT)</td>
<td></td>
</tr>
</tbody>
</table>
Step 3a: CPA to select relevant IRAS e-Services for the company

Select the IRAS e-Service(s) relevant to your company and click ‘Next’.

Select Entity’s e-Services

Select the e-Service(s) you wish to add to your entity’s list.

Note: Selected e-Services require details to be set up on CorpPass (denoted by ). Selected e-Services may require additional checks when you log in. Click for more information.

CorpPass Account

INLAND REVENUE OF SINGAPORE (IRAS)

- CORPORATE TAX (FILING AND APPLICATIONS)
- CORPORATE TAX (PAYMENT)
- GST (FILING AND APPLICATIONS)
- GST (PAYMENT)

1 e-Service(s) Selected

[Cancel] [Next]
Step 3a: CPA to select relevant IRAS e-Services for the company

You may be required to enter additional details for some IRAS e-Services.
Step 3a: CPA to select relevant IRAS e-Services for the company

The “Effective YA From/ To” fields are not compulsory. If left blank, they will not be displayed during the e-Service assignment Steps in 3(b) and (c).

Use the “+ Add New” buttons to set a range of YAs that can be used during assignment of e-Services to restrict the YAs that your staff/tax agent can access in myTax Portal. (The range of YAs set can be modified under “View Entity’s e-Service Access”.)

Note: Leave the “Effective YA To” field blank if you would like the authorisation to be indefinite.
Step 3a: CPA to select relevant IRAS e-Services for the company

Select Entity's e-Services

Some e-Services require additional information. Enter details to proceed.

* denotes mandatory fields

<table>
<thead>
<tr>
<th>Govt Agency</th>
<th>e-Service</th>
<th>Additional Agency Check</th>
<th>Additional Details Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>INLAND REVENUE OF SINGAPORE (IRAS)</td>
<td>CORPORATE TAX (FILING AND APPLICATIONS)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Effective YA From

- 2017
- 2018

Effective YA To

- 2017
- 2018

Click ‘Next’ to continue.
Step 3a: CPA to select relevant IRAS e-Services for the company

Select Entity's e-Services

Verify Selected e-Service(s)

INLAND REVENUE OF SINGAPORE (IRAS)

- CORPORATE TAX (FILING AND APPLICATIONS)
  Effective YA From: 2017
  2018
  Effective YA To: 2017
  2018

Review the details before clicking ‘Submit’.
Step 3a: CPA to select relevant IRAS e-Services for the company

The selected e-Service(s) is ready to be assigned to users.

A confirmation message will indicate that you have completed the selection of IRAS e-Services relevant to your company.

Next, you need to assign the selected e-Services to your own staff or your tax agent.
### 2. Ways to Assign IRAS e-Services to Staff

**i. Direct Assign**

Use the ‘Assign Selected e-Services’ function in CorpPass to assign IRAS e-Services to your staff online.

**ii. Batch Assign**

Use the ‘Batch Assign e-Services’ function to download and complete an Excel template to assign IRAS e-Services to your staff.

Under this method, you have the option of using the migrated EASY data (as of 24 Jul 2018).

---

Note: When assigning e-Services of your company to your staff, please assign the correct role (i.e. “Preparer” or “Approver”).
Before you start Step 3b, ensure that you have the following information:

- List of your staff and the respective IRAS e-Service(s) to be assigned to each staff
  - Direct Assign: for verification purposes, have the full name, CorpPass ID, email address and role ("Preparer" or "Approver") of staff ready on-hand
  - Batch Assign: for completion of the Excel template, have the full name, NRIC/FIN and role ("Preparer" or "Approver") of staff ready on-hand
This method allows online assignment of IRAS e-Services of your company to your staff based on your selection.
Step 3b(i): Direct Assign

Under the ‘e-Service Access’ tab, click ‘Assign Selected e-Services’.
### Step 3b(i): Direct Assign

Select the user(s) you wish to assign IRAS e-Services to and click ‘Next’.

#### Assign Selected e-Services

1. **Select Users**
2. **Select e-Services**
3. **Enter Details**
4. **Review & Submit**

Ensure that you have selected e-Service(s) for your Entity before assigning it to your user account(s).

Select from your entity’s CorpPass user accounts.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Email Address</th>
<th>CorpPass ID</th>
<th>User Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>LI VIRDY</td>
<td><a href="mailto:livirdi@mailinator.com">livirdi@mailinator.com</a></td>
<td>LIVIRDY</td>
<td>Enquiry User</td>
</tr>
<tr>
<td>TERRI MANDEL</td>
<td><a href="mailto:terrimandel@mailinator.com">terrimandel@mailinator.com</a></td>
<td>TERRIMANDEL</td>
<td>User</td>
</tr>
<tr>
<td>LIM DAOWEI</td>
<td><a href="mailto:limdaowei@mailinator.com">limdaowei@mailinator.com</a></td>
<td>LIMDAOWEI</td>
<td>Enquiry User</td>
</tr>
<tr>
<td>TOH JOHN</td>
<td><a href="mailto:toh.john@mailinator.com">toh.john@mailinator.com</a></td>
<td>TOHJOHN</td>
<td>Admin</td>
</tr>
<tr>
<td>PHANG GABRIEL</td>
<td><a href="mailto:phanggabriel@abc.com">phanggabriel@abc.com</a></td>
<td>GRABIELPHANG87</td>
<td>Admin</td>
</tr>
<tr>
<td>CHAN FENDERICK</td>
<td><a href="mailto:Frederick.Chan@abc.com">Frederick.Chan@abc.com</a></td>
<td>FRANKIECHEW87</td>
<td>User</td>
</tr>
</tbody>
</table>

2 users selected.

Showing 1 to 6 of 6 items

Can't find a user?
You may have not created the user account.
Click here to do so.

Note: If you wish to assign different e-Services to different users, you will have to assign them separately.
Step 3b(i): Direct Assign

You will be directed to a list of e-Services selected previously in Step 3(a) (i.e. the e-Services selected in pages 61 to 68).
Step 3b(i): Direct Assign

Select the relevant IRAS e-Service(s) that you wish to assign to the selected user(s). Then, click ‘Next’.
You may be required to enter additional details.
Step 3b(i): Direct Assign

For the “Corporate Tax (Filing and Applications)” e-Service, select the role (i.e. Preparer or Approver) to be assigned to the particular user(s).
Step 3b(i): Direct Assign

Assign Selected e-Services

If you have set YA ranges when you selected the IRAS e-Service in Step 3(a), you may set a YA range during staff assignment (using the YA values set in Step 3(a) - see page 65).
Step 3b(i): Direct Assign

Assign Selected e-Services

Indicate the effective start and end* dates for the staff authorisation. Click ‘Next’ to continue. * End date is not compulsory

Authorisation Effective Date

Authorisation Expiry Date
Step 3b(i): Direct Assign

Review the details of the assigned e-Service(s) before submission. Click ‘Submit’ to confirm your assignment.
Step 3b(i): Direct Assign

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

A confirmation message will indicate that you have successfully assigned e-Service access to your selected user(s).
Step 3b(ii): Batch Assign

1. Download, complete and submit Excel template

2. Monitor processing status

This method allows assignment of IRAS e-Services to staff in batches using an Excel template.

You can use migrated EASY records as of 24 Jul 2018 to perform batch assignment.
Step 3b(ii): Batch Assign

Under the ‘e-Service’ dropdown menu, click ‘Batch Assign e-Services’.
Step 3b(ii): Batch Assign

To assign digital services, click [here](#) to download the Excel template and enter required details before uploading using the 'Select file' button below.

CorpPass has identified users with existing access to digital services based on previous transactions by your entity with selected Government Agencies. To download a list of these users, click [here](#). Verify details and complete the required fields before saving the file. To upload the completed file, click 'Select file' below.

You can only assign digital service access to active CorpPass accounts. Digital services cannot be assigned to inactive, suspended, or terminated CorpPass accounts. To view a full listing of digital services and their roles, click [here](#).

Batch processing will require 1 working day.
Step 3b(ii): Batch Assign

Please read the following steps to complete this template:

1) Select the "eServiceAssignments" worksheet for your completion. Please do not change the name of the worksheet.
2) Add authorisations by filling in each row with the required details (one authorisation per row).
3) You should only add authorisations for users with an existing CorpPass account.
4) You may remove authorisations by selecting and deleting the row.
5) Verify all authorisation details are accurate and ensure that the required cells (highlighted pink cells) are completed before submission.

Instructions for Pre-Populated Information (Highlighted in Grey)

1) View the list of pre-populated users and their authorisations from other Government agencies (highlighted in grey).
2) Do not edit pre-populated information within the grey cells.
3) You may remove pre-populated authorisations by selecting and deleting the row.
4) Complete the required details for users and their authorisations.
5) Verify all authorisation details are accurate and ensure that the required cells (highlighted in pink) are completed before submission.

Note: NRIC / FIN of pre-populated user profiles have been masked for data privacy reasons.

Read the instructions and select the ‘e-Service Assignments’ worksheet.
Step 3b(ii): Batch Assign

To add new IRAS e-Service assignments, enter details in a new row.
Step 3b(ii): Batch Assign

Select IRAS from the dropdown menu.
Step 3b(ii): Batch Assign

Select the relevant IRAS e-Service(s). You must have selected the e-Services in Step 3(a) (i.e. the e-Services must be selected in pages 61 to 68), otherwise, the assignment will fail.
Step 3b(ii): Batch Assign

For local entities, this refers to your UEN.
Step 3b(ii): Batch Assign

Enter the user’s identity number.
Step 3b(ii): Batch Assign

Enter the full name of the user.

- USER S0000015I
- USER S0000056F

Full Name
Enter full name as shown on the user’s selected ID type (i.e. NRIC / FIN / Foreign ID)
Step 3b(ii): Batch Assign

Leave this field blank.

Sub UEN
Enter Agency Issued ID if required by the e-Service. Examples of Agency Issued IDs are: GSTN, CSN, ITR/ASGD.
Step 3b(ii): Batch Assign

Enter the role you wish to assign to the user (i.e. “Preparer” or “Approver”).
**Step 3b(ii): Batch Assign**

Indicate the effective start and end* dates for the staff authorisation.

* End date is not compulsory. Leave the “Authorisation Expiry Date” field blank if you would like the authorisation to be indefinite.
**Step 3b(ii): Batch Assign**

<table>
<thead>
<tr>
<th>P</th>
<th>Q</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisation Effective Date [Max 10]</td>
<td>Authorisation Expiry Date [Max 10]</td>
<td>Migrated Data [Max 1]</td>
</tr>
<tr>
<td>19/08/2015</td>
<td>01/01/2099</td>
<td>Y</td>
</tr>
<tr>
<td>19/08/2015</td>
<td>01/01/2099</td>
<td>Y</td>
</tr>
<tr>
<td>01/08/2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rows pre-populated with ‘Y’ indicate that this entry is migrated data. Do not edit the cells in such a row.

Should you need to edit the data in the cells in such a row, delete the entire row and add a new row with the requisite details.
Step 3b(ii): Batch Assign

Batch Assign e-Services

To assign digital services, click here to download the Excel template and enter required details before uploading using the 'Select file' button below.

CorpPass has identified users with existing access to digital services based on previous transactions by your entity with selected Government Agencies. To download a list of these users, click here. Verify details and complete the required fields before saving the file. To upload the completed file, click 'Select file' below.

You can only assign digital service access to active CorpPass accounts. Digital services cannot be assigned to inactive, suspended, or terminated CorpPass accounts. To view a full listing of digital services and their roles, click here.

Batch processing will require 1 working day.

Click ‘Select File’ to upload the completed Excel file. The Excel file size must not exceed 10MB.
If the file uploaded does not meet the specifications, you will see an error message.
Step 3b(ii): Batch Assign

Batch Assign e-Services

To assign digital services, click here to download the Excel template and enter required details before uploading using the 'Select file' button below.

CorpPass has identified users with existing access to digital services based on previous transactions by your entity with selected Government Agencies. To download a list of these users, click here. Verify details and complete the required fields before saving the file. To upload the completed file, click 'Select file' below.

You can only assign digital service access to active CorpPass accounts. Digital services cannot be assigned to inactive, suspended, or terminated CorpPass accounts. To view a full listing of digital services and their roles, click here.

Batch processing will require 1 working day.

Click ‘Next’ to continue.
Step 3b(ii): Batch Assign

Ensure that the correct file has been uploaded before you click ‘Submit’.

Batch Assign e-Services

Ensure that the information provided is accurate.

Assign e-Services

- Uploaded File: sdgsdgdsg.xlsx
- No. of records: 50

Check that the number of records indicated is the same as the number of IRAS e-Service assignments entered within the Excel file.
Step 3b(ii): Batch Assign

You will see a confirmation page if the file has been uploaded successfully. Processing will take 1 working day.
Step 3b(ii): Batch Assign

To check the processing status of your previous batch assignments, click ‘View Batch Upload History’ under the ‘e-Service’ dropdown menu.
Step 3b(ii): Batch Assign

A table will display your batch upload history.

<table>
<thead>
<tr>
<th>Job ID</th>
<th>Job Description</th>
<th>Submission Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>175</td>
<td>Batch Create Users</td>
<td>06/09/2016 15:58</td>
<td>In-progress</td>
</tr>
<tr>
<td>171</td>
<td>Batch Assign e-Service</td>
<td>06/09/2016 14:51</td>
<td>View Error</td>
</tr>
<tr>
<td>168</td>
<td>Batch Create Users</td>
<td>06/09/2016 14:30</td>
<td>Completed</td>
</tr>
<tr>
<td>167</td>
<td>Batch Create Users</td>
<td>06/09/2016 14:21</td>
<td>Completed</td>
</tr>
<tr>
<td>54</td>
<td>Batch Assign e-Service</td>
<td>24/08/2016 17:35</td>
<td>Completed</td>
</tr>
<tr>
<td>27</td>
<td>Batch Assign e-Service</td>
<td>23/08/2016 20:17</td>
<td>Completed</td>
</tr>
<tr>
<td>25</td>
<td>Batch Assign e-Service</td>
<td>23/08/2016 15:36</td>
<td>Completed</td>
</tr>
<tr>
<td>24</td>
<td>Batch Assign e-Service</td>
<td>23/08/2016 15:33</td>
<td>Completed</td>
</tr>
<tr>
<td>23</td>
<td>Batch Create Users</td>
<td>23/08/2016 15:31</td>
<td>Completed</td>
</tr>
</tbody>
</table>
Step 3b(ii): Batch Assign

Batch Upload History

<table>
<thead>
<tr>
<th>Job ID</th>
<th>Job Description</th>
<th>Submission Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>175</td>
<td>Batch Create Users</td>
<td>06/09/2016 15:58</td>
<td>In-progress</td>
</tr>
<tr>
<td>171</td>
<td>Batch Create Users</td>
<td>06/09/2016 15:58</td>
<td>View Error</td>
</tr>
<tr>
<td>168</td>
<td></td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>167</td>
<td></td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>54</td>
<td></td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>23</td>
<td>Batch Create Users</td>
<td>23/08/2016 15:31</td>
<td>Completed</td>
</tr>
</tbody>
</table>

1) ‘In Progress’ – File upload was successful and is being processed.

2) ‘Completed’ – File upload was successful and processing has been completed.

3) ‘View Error’ – File upload was successful, but CorpPass was unable to process the details of some assignments. Learn how to fix the error on the next page.

View the status of each batch upload.
Click ‘View Error’ to download an Excel list of batch assignments that were not processed.

### Step 3b(ii): Batch Assign

<table>
<thead>
<tr>
<th>Job ID</th>
<th>Job Description</th>
<th>Submission Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>175</td>
<td>Batch Create Users</td>
<td>05/09/2016 15:58</td>
<td>In-progress</td>
</tr>
<tr>
<td>171</td>
<td>Batch Assign e-Service</td>
<td>05/09/2016 14:51</td>
<td>View Error</td>
</tr>
<tr>
<td>168</td>
<td>Batch Create Users</td>
<td>05/09/2016 14:30</td>
<td>Completed</td>
</tr>
<tr>
<td>167</td>
<td>Batch Create Users</td>
<td>05/09/2016 14:21</td>
<td>Completed</td>
</tr>
<tr>
<td>54</td>
<td>Batch Assign e-Service</td>
<td>24/08/2016 17:35</td>
<td>Completed</td>
</tr>
<tr>
<td>27</td>
<td>Batch Assign e-Service</td>
<td>23/08/2016 20:17</td>
<td>Completed</td>
</tr>
<tr>
<td>25</td>
<td>Batch Assign e-Service</td>
<td>23/08/2016 15:36</td>
<td>Completed</td>
</tr>
<tr>
<td>24</td>
<td>Batch Assign e-Service</td>
<td>23/08/2016 15:33</td>
<td>Completed</td>
</tr>
<tr>
<td>23</td>
<td>Batch Create Users</td>
<td>23/08/2016 15:31</td>
<td>Completed</td>
</tr>
</tbody>
</table>
Step 3b(ii): Batch Assign

- Step 1: Register CorpPass Admin (CPA) Account
- Step 2: Create & Activate User Accounts
- Step 3b(ii): Batch Assign

Rectify the details based on the error messages.
Step 3b(ii): Batch Assign

To assign digital services, click here to download the Excel template and enter required details before uploading using the 'Select file' button below.

CorpPass has identified users with existing access to digital services based on previous transactions by your entity with selected Government Agencies. To download a list of these users, click here. Verify details and complete the required fields before saving the file. To upload the completed file, click 'Select file' below.

You can only assign digital service access to active CorpPass accounts. Digital services cannot be assigned to inactive, suspended, or terminated CorpPass accounts. To view a full listing of digital services and their roles, click here.

Batch processing will require 1 working day.

Upload completed file (max. 10MB)
Important Information to Have On-Hand

Before you start Step 3c, ensure that you have the following information:

- Your tax agent’s UEN and name as well as the respective IRAS e-Service(s) to be assigned to your tax agent

Note: Please grant your tax agent both “Preparer” and “Approver” roles. This is to enable your tax agent to assign IRAS e-Services to its staff using both roles.
Step 3c: CPA to authorise Third Party/ Tax Agent

Under the ‘Third Party’ tab, click ‘Authorise Third Party Entities’.
Step 3c: CPA to authorise Third Party/ Tax Agent

Search for the tax agent firm you wish to assign IRAS e-Services to, using the tax agent firm’s UEN/ Entity ID or name. You may also search using partial names.

Select Third Party
Select e-Services
Enter Details
Review & Submit

UEN / Entity ID

Entity Name

Search
Step 3c: CPA to authorise Third Party/ Tax Agent

If you search using ‘Entity Name’, a list of Third Party Entities that fit your search criteria will appear.

Authorise Third Party Entities

Select Third Party

1. Select e-Services
2. Enter Details
3. Review & Submit

UEN / Entity ID

Entity Name: abc

Search

Search for Third Party Entities which you would like to authorise.

<table>
<thead>
<tr>
<th>UEN / Entity ID</th>
<th>Entity Name</th>
<th>UEN Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>C15000322E</td>
<td>ABC Company Pte Ltd</td>
<td>-</td>
</tr>
<tr>
<td>C16000829C</td>
<td>ABC Stationery Pte Ltd</td>
<td>-</td>
</tr>
<tr>
<td>C16000977A</td>
<td>ABC Preschool Pte Ltd</td>
<td>-</td>
</tr>
<tr>
<td>C16000879F</td>
<td>ABC Traders LLC</td>
<td>-</td>
</tr>
</tbody>
</table>

0 entity(ies) selected.

Showing 1 to 4 of 4 items

Cancel  Next
Step 3c: CPA to authorise Third Party/ Tax Agent

Select the tax agent firm you wish to assign IRAS e-Services to and click ‘Next’.
Step 3c: CPA to authorise Third Party/ Tax Agent

You will be directed to a list of e-Services selected previously in Step 3(a) (i.e. the e-Services selected in pages 61 to 68).

Selected Third Party Entity: ABC Company Pte Ltd

Select e-Services for the Third Party to have access to

Only e-Services that allow Third Party Authorisation will be shown here.
Step 3c: CPA to authorise Third Party/ Tax Agent

Select the relevant IRAS e-Service(s) that you wish to assign to your tax agent. Then, click ‘Next’.

Select e-Service(s) for the Third Party to have access to

1 e-Service(s) selected.

Showing 1 to 1 of 1 items
Step 3c: CPA to authorise Third Party/ Tax Agent

You may be required to enter additional details for some e-Services.

Selected Third Party Entity: ABC Company Pte Ltd

Some e-Services require additional information. Enter details to proceed.

* - denotes mandatory fields
Step 3c: CPA to authorise Third Party/ Tax Agent

Authorise Third Party Entities

Selected Third Party Entity: ABC Company Pte Ltd

Some e-Services require additional information. Enter details to proceed.

* denotes mandatory fields

For the “Corporate Tax (Filing and Applications)” e-Service, please grant your tax agent both “Preparer” and “Approver” roles (by repeating the steps in pages 108 to 119).
If you have set YA ranges when you selected the IRAS e-Service in Step 3(a), you may set a YA range during the assignment to tax agent (using the YA values set in Step 3(a) - see page 65).
Indicate the effective start and end* dates for the tax agent authorisation. Click ‘Next’ to continue.
* End date is not compulsory
Step 3c: CPA to authorise Third Party/ Tax Agent

Review the details before submission. Click ‘Submit’ to confirm the authorisation.

Selected Third Party Entity e-Service(s)

INLAND REVENUE OF SINGAPORE (IRAS)

- CORPORATE TAX (FILING AND APPLICATIONS)

Role: Preparer
Effective YA From: 2017
Authorisation Effective Date: 01/01/2018
Authorisation Expiry Date: 31/12/9999
Step 3c: CPA to authorise Third Party/ Tax Agent

ABC Company Pte Ltd has been authorised to access selected e-Service(s).

The Third Party Entity will receive a notification.

A confirmation message will indicate that you have authorised your tax agent with access to the selected e-Services.
Overview of CorpPass Registration

3 Easy Steps to Register and Set Up CorpPass

**Step 1:** Register CorpPass Admin (CPA) Account
- **Step 1:** CorpPass Admin (CPA) to register at [www.corppass.gov.sg](http://www.corppass.gov.sg)

**Step 2:** Create & Activate User Accounts
- **Step 2a:** CPA to create CorpPass User Accounts
- **Step 2b:** CorpPass User to activate account

**Step 3:** Assign/ Authorise IRAS e-Services
- **Step 3a:** CPA to select relevant IRAS e-Services for the company
- **Step 3b:** CPA to assign selected IRAS e-Services to Users
- **Step 3c:** CPA to authorise Third Party/ Tax Agent

Be prepared!
Complete steps 1 to 3 to ensure a smooth transition to CorpPass.
Summary of Steps

**CPA is accessing IRAS e-Services**

- CPA can grant himself/herself access to ALL digital services in Step 1.
- Steps 2 and 3 need not be performed.

**Company Staff is accessing IRAS e-Services**

- CPA to follow Steps 1, 2, 3(a) and 3(b).
- Step 3 need not be performed if the CPA grants the user access to ALL digital services in Step 2.

**Tax Agent is accessing IRAS e-Services**

- CPA to follow Steps 1, 3(a) and 3(c).
- Steps 2 and 3(b) need not be performed.
Manage your users, third party and IRAS e-Service Access
Manage your users

Under the ‘Users’ dropdown menu, click ‘Manage Users’.
Manage your users

You will see a list of CorpPass users in your company and their corresponding details.
Manage your users

To terminate or suspend user accounts, select a user and click ‘Change user status’.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>NRIC / FIN / Foreign ID No.</th>
<th>CorpPass ID</th>
<th>User Type</th>
<th>Account Status</th>
<th>User Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAN FENDERICK</td>
<td>S****319D</td>
<td>FRANKIECHEW87</td>
<td>User</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>PHANG GABRIEL</td>
<td>S****413C</td>
<td>GRABRIELPHANG87</td>
<td>Admin</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>TOH JONATHAN</td>
<td>S****327B</td>
<td>TOHJOHN</td>
<td>Admin</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>TERRIMANDEL</td>
<td>F****289R</td>
<td>TERRIMANDEL</td>
<td>User</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>LIVIRDI</td>
<td>F****195L</td>
<td>LIVIRDI</td>
<td>Admin</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>S****667J</td>
<td>REGTEST</td>
<td>User</td>
<td>Inactive</td>
<td></td>
</tr>
<tr>
<td>FE VIRDI</td>
<td>S****232B</td>
<td>EEVIRDI</td>
<td>User</td>
<td>Locked</td>
<td></td>
</tr>
<tr>
<td>FE VIRDI</td>
<td>S****232B</td>
<td>EEVIRDI</td>
<td>Admin</td>
<td>Terminated</td>
<td></td>
</tr>
<tr>
<td>TOH JONATHAN</td>
<td>S****327B</td>
<td>TOHJONATHAN</td>
<td>Admin</td>
<td>Terminated</td>
<td></td>
</tr>
<tr>
<td>FE VIRDI</td>
<td>S****232B</td>
<td>EEVIRDI</td>
<td>Admin</td>
<td>Terminated</td>
<td></td>
</tr>
</tbody>
</table>

1 users Selected
Manage your users

1) ‘Active’ – Account is active and ready for use.

2) ‘Inactive’ – Account has not been activated yet.

3) ‘Suspended’ – An account that has been suspended by a CorpPass Admin or due to dormancy (for user accounts with no activity for 15 months)

4) ‘Terminated’ – An account has been terminated by a CorpPass Admin or due to dormancy (for user accounts with no activity for 51 months)

Select a new status from the dropdown menu and indicate the date when the new status will take effect.
Manage your users

Manage User Accounts

<table>
<thead>
<tr>
<th>Full Name</th>
<th>NRIC / FIN / Foreign ID No.</th>
<th>CorpPass ID</th>
<th>User Type</th>
<th>Account Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAN FENDRICK</td>
<td>S****319D</td>
<td>FRANKIECHEW87</td>
<td>User</td>
<td>Active</td>
</tr>
<tr>
<td>PHANG GABRIEL</td>
<td>S****413C</td>
<td>GRABRIELPHANG87</td>
<td>Admin</td>
<td>Active</td>
</tr>
<tr>
<td>TOH JONATHAN</td>
<td>S****327B</td>
<td>TOHJOHN</td>
<td>Admin</td>
<td>Active</td>
</tr>
<tr>
<td>TERRI MANDEL</td>
<td>F****289R</td>
<td>TERRIMANDEL</td>
<td>User</td>
<td>Active</td>
</tr>
<tr>
<td>LIVIRDI</td>
<td>F****195L</td>
<td>LIVIRDI</td>
<td>Admin</td>
<td>Active</td>
</tr>
<tr>
<td>-</td>
<td>S****667</td>
<td>REGTSTEP</td>
<td>User</td>
<td>Inactive</td>
</tr>
<tr>
<td>FE VIRDI</td>
<td>S****323B</td>
<td>EEVIRDI</td>
<td>User</td>
<td>Locked</td>
</tr>
<tr>
<td>FE VIRDI</td>
<td>S****323B</td>
<td>EEVIRDI</td>
<td>Admin</td>
<td>Terminated</td>
</tr>
<tr>
<td>TOH JONATHAN</td>
<td>S****327B</td>
<td>TOHJONATHAN</td>
<td>Admin</td>
<td>Terminated</td>
</tr>
<tr>
<td>FE VIRDI</td>
<td>S****323B</td>
<td>EEVIRDI</td>
<td>Admin</td>
<td>Terminated</td>
</tr>
</tbody>
</table>

Click on the user’s name to view the following details:
1. Profile of the user
2. List of e-Services assigned to the user
3. Transaction history
Manage your users

Arrive at the user’s profile.

CHAN FENDERICK

Profile

Assigned e-Services
Transaction History

Personal Details
NRIC / FIN / Foreign ID No: S****319D
Country of Issue: Singapore

Contact Details
Email: FENDERICK@abc.com
         abc@abc.com
Mobile No.: 987654321

Account Details
CorpPass ID: FRANKIECHEW87
Account Type: User
Account Status: Active
View Status History
Remarks

Back | Save
You can change the user’s registered email and mobile number.
Manage your users

You can change the user’s account type (e.g. Sub-admin, Enquiry User, User).

Do note that you will not be allowed to change the account type to CorpPass Admin.
Manage your users

CHAN FENDERICK

Under the ‘Assigned e-Services’ tab, you will see a list of IRAS e-Services which have been assigned to the user.
If you do not wish to assign access to ALL e-Services of your company to the user, ensure that this checkbox is unchecked.
To remove e-Service authorisation(s) from the user, select the checkbox and click ‘Remove e-Service Access’.
To edit e-Service authorisation(s) of the user (e.g. to amend the additional parameters), select the checkbox and click ‘Edit e-Service Access’.
To assign new e-Service authorisation(s) to the user, click ‘Add e-Service Access’.

Repeat steps in pages 74 to 81 to assign new e-Services to the user.

Alternatively, you may repeat Step 3b (refer to pages 69 to 106).
Manage your third party

Under the ‘Third Party’ tab, click ‘Manage Third Party Entities’.
Manage your third party

You will see a list of Third Party Entities that you have authorised to transact for various government e-Services on behalf of your company.
Manage your third party

To remove a tax agent firm which is no longer authorised to transact on behalf of your company, select the tax agent and click ‘Remove Third Party Entity’.

To authorise a new tax agent firm, repeat Step 3(c) (refer to pages 108 to 119).
Manage your third party

Click on the tax agent firm’s name to view the following details:

1. Profile of your tax agent
2. List of e-Services which your tax agent has been authorised to transact on behalf of your company
3. Authorisation history of your tax agent
4. List of your tax agent’s users that are authorised to transact on behalf of your company
Under the ‘Profile’ tab, you may view your tax agent’s entity details.

<table>
<thead>
<tr>
<th>UEN / Entity ID</th>
<th>C15000322E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity Name</td>
<td>ABC COMPANY PTE LTD</td>
</tr>
<tr>
<td>Country of Incorporation</td>
<td>SINGAPRE</td>
</tr>
<tr>
<td>Address</td>
<td>123 bukit timah road # 12 - 230 SINGAPRE 120123</td>
</tr>
<tr>
<td>Office Contact No.</td>
<td>61234567</td>
</tr>
</tbody>
</table>
Under the ‘Authorised e-Service(s)’ tab, you will see a list of IRAS e-Services which your tax agent has been authorised to transact on behalf of your company.
Manage your third party

To edit e-Service authorisation(s) of your tax agent (e.g. to amend the additional parameters), select the checkbox and click ‘Edit e-Service Authorisation’.
Manage your third party

To remove e-Service authorisation(s) of your tax agent, select the checkbox and click ‘Remove e-Service Authorisation’.

To add e-Service authorisation(s) to your tax agent, repeat Step 3(c) (refer to pages 108 to 119).
Manage your IRAS e-Services Access

Under the ‘e-Service Access’ tab, click ‘View Entity’s e-Service Access’.
**Manage your IRAS e-Services Access**

View Entity's e-Services Access

Click e-Service name to view its profile. Select the checkbox(es) to edit or remove.

Only e-Services with roles and/or parameters can be edited.

<table>
<thead>
<tr>
<th>Govt. Agency</th>
<th>Entity's Selected e-Service</th>
<th>Description</th>
<th>Assigned Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRAS</td>
<td>Corporate Tax (Filing and Applications)</td>
<td></td>
<td>3 User(s)</td>
</tr>
</tbody>
</table>

0 e-Service(s) Selected

View a list of e-Services previously selected in Step 3(a) (pages 61 to 68) for your company.
To edit details of e-Service(s), select the checkbox and click ‘Edit e-Service’. Only e-Services with roles and/or parameters can be edited.

<table>
<thead>
<tr>
<th>Govt. Agency</th>
<th>Entity’s Selected e-Service</th>
<th>Description</th>
<th>Assigned Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRAS</td>
<td>Corporate Tax (Filing and Applications)</td>
<td></td>
<td>3 User(s)</td>
</tr>
</tbody>
</table>

1 e-Service(s) Selected
To remove e-Service(s), select the checkbox and click ‘Remove e-Service’.

To add a new e-Service to this list, repeat Step 3(a) (refer to pages 61 to 68).
Log in to myTax Portal using CorpPass
How to Log In to myTax Portal

Go to mytax.iras.gov.sg > Business Tax Matters.
How to Log In to myTax Portal

Enter your entity’s UEN, your CorpPass ID and password.
How to Log In to myTax Portal

Complete 2FA verification via SMS or OneKey Token.

If you are a foreigner not eligible for SingPass, please refer to pages 152 to 153.
If you are a foreigner not eligible for SingPass, you will receive a push notification from the CorpPass 2FA mobile app on your phone. Click on the notification to open the app and enter your pre-set 6-digit passcode (see page 162).

Note: If you have enabled Fingerprint Authentication (Touch ID) for future logins (see page 163), you will be prompted to authenticate your identity using your fingerprint instead.

**Via Mobile Token**

A push notification sent to the mobile phone registered to the Mobile Token number. Tap on the notification to authenticate within 2 minutes before it expires.

If you do not receive the push notification within 30 seconds, please select "Resend".

Click **here** if you wish to request for a new Mobile Token.
Foreigners not eligible for SingPass will be prompted to enter the tax reference number assigned to them by IRAS.
How to Log In to myTax Portal

Welcome to myTax Portal!

myTax Portal is a secured, personalised portal for you to view and manage your tax transactions with IRAS, at your convenience.

Use the navigation bar above to access a range of e-Services available to you.

Last login on Wednesday, 04 Jul 2018 9:14 AM (Singapore time).
Assistance for CorpPass Matters

www.corppass.gov.sg

- Step-by-step User Guides
- Video Guides
- “Frequently Asked Questions” (FAQs)

CorpPass Helpdesk

Tel: (+65) 6643 0577
Email: support@corppass.gov.sg

Mondays to Fridays: 8:00am – 8:00pm
Saturdays: 8:00am – 2:00pm
Closed on Sundays & Public Holidays

CorpPass Business Centre

By appointment only
Make an appointment by emailing support@corppass.gov.sg stating the nature of your enquiry and your preferred appointment date and time.
Mondays to Fridays: 9.00am – 5.00pm
Closed on Saturdays, Sundays & Public Holidays
## Assistance and Service Channels

### Website

**www.iras.gov.sg**

Home > e-Services > Businesses > Companies  
Home > e-Services> CorpPass

### Email

- Email us at [myTax Mail](mailto:myTax.Mail)

### Helpline

- For companies: 1800-356-8622  
  - 8.00am to 5.00pm from Mondays to Fridays  
    - Best time to call: 8.30am – 10.30am  
    - Best day to call: Friday

### Social Media

- Twitter.com/IRAS_SG  
- Facebook.com/irassg
ANNEX
Set up CorpPass 2FA (Mobile App)

If you are a foreigner not eligible for SingPass, you must first set up CorpPass 2FA before you can use your CorpPass user account.

If you have a SingPass account, you need not perform this step.
What is it?
A mobile application for two-factor authentication to log in to your CorpPass account.

Why do you need it?
It serves as an additional security measure to ensure access to your CorpPass account, meant for confidential business transactions, is well-protected.

Where can you download it?
Search for ‘CorpPass 2FA for Foreigners’ on Apple App Store and Google Play Store. Download is free!
Open the ‘CorpPass 2FA for Foreigners’ application on your phone.

Read the welcome message. Click ‘Next’ or swipe left to proceed.

Read the instructions on how to set up CorpPass 2FA. Click ‘Get started with CorpPass’ to begin the set up process.
Set up CorpPass 2FA (Mobile App)

Enter your CorpPass account credentials (Entity's UEN, CorpPass ID and Password), and click ‘Login’.

An email with a OTP will be sent to your email registered with CorpPass. Enter OTP and click ‘Submit’ to proceed.

Verification successful! Click ‘Continue’ to set up your verification passcode.
Set up CorpPass 2FA (Mobile App)

Set your 6-digit passcode. This is the passcode you will have to enter during CorpPass 2FA authentication upon every CorpPass login.

Re-enter your passcode to make sure you have entered it correctly.
You can choose to enable Fingerprint Authentication (Touch ID) for future logins (only applicable for mobile phones with a Touch ID feature).

You can now log in to your CorpPass account with CorpPass 2FA, using Touch ID.
Set up CorpPass 2FA (Mobile App)

How to retrieve your CorpPass 2FA Serial Number
(Applicable only for foreigners who are users of more than one entity; serial number allows linking of all user accounts to the same 2FA mechanism)

a) Log into Your **CorpPass 2FA for Foreigners** Mobile App

b) Click on the wheel icon (i.e. settings) on the top right corner.

c) Click on **About this app**.