



INLAND REVENUE
AUTHORITY
OF SINGAPORE

User Guide

Authorisation for Submission of Employment Income Records
[Via Singapore Corporate Access (Corppass)] and
How to update Contact Details via myTax Portal

Contents




About Corppass	3
Understanding Your Corppass Role.....	4
Steps to Complete Authorisation.....	5
Assign IRAS' e-Services to Entity	6
Assign IRAS' e-Services to Corppass Admin / User	9
Update Contact Details at myTax Portal.....	13

About Corppass

Corppass allows an entity (e.g. organisation) to authorise their staff or a third party (e.g. tax agent) to access IRAS' e-Services on their behalf.

You need to authorise yourself (or your staff) via Corppass to submit the employees' employment income information to IRAS electronically on behalf of your organisation.

Understanding Your Corppass Role

Corppass Role	Definition	Responsibilities
 Registered Officer	<ul style="list-style-type: none"> A person who has the legal authority to act on the legal matters relating to the entity (e.g. Company Director, Corporate Secretary, Partner, Sole-Proprietor, etc.) There may be more than 1 Registered Officer (RO) per entity 	<ul style="list-style-type: none"> Appointing a Corppass Admin for the entity Approving online registration of Corppass Admin account
 Corppass Admin	<ul style="list-style-type: none"> A person appointed by the RO (e.g. Administrator, etc.) RO can also choose to become the Corppass Admin There is a maximum of 2 Corppass Admin per entity 	<ul style="list-style-type: none"> Managing the entity's Corppass related matters, for e.g.: <ul style="list-style-type: none"> Manage entity's access rights to the government agencies' e-Services Manage entity's Corppass users and their authorisation to e-Services
 Corppass User	<ul style="list-style-type: none"> A person authorised by the Corppass Admin to transact with government agencies on behalf of the entity There is no limit to the number of Corppass User per entity 	<ul style="list-style-type: none"> Performing transactions via the government agencies' e-Services

Summary

Functions	Corppass Admin (RO can also be the Corppass Admin)	CorppassUser
Register Corppass Admin account	✓ (requires online approval from RO if Corppass Admin is not the RO)	×
Manage entity's e-Services	✓	×
Manage Corppass Users accounts and their authorisation to e-Services	✓	×
Transact via e-Services	✓ (if authorisation to e-Services is given)	✓ (if authorisation to e-Services is given)

Steps to Complete Authorisation

Step 1: Register a Corppass Admin Account

You need to register for a Corppass Admin account before you can proceed with the authorisation. Only the Registered Officer (RO) (i.e. Company Director, Corporate Secretary, Partner or Sole-Proprietor) or the person appointed by the RO can register for a Corppass Admin account.

- If you are an RO and want to register for a Corppass Admin account, refer to https://www.corppass.gov.sg/help/CP_User_Guide_01_RO_Corppass_Admin_Registration.pdf

OR

- If you are appointed by the RO to register for a Corppass Admin account, refer to https://www.corppass.gov.sg/help/CP_User_Guide_03A_Admin_Corppass_Admin_Registration_Singapore_Entities.pdf

Approval from your RO is required after you have submitted the Corppass Admin registration request. Your RO can manage the registration request by referring to https://www.corppass.gov.sg/help/CP_User_Guide_04A_Admin_Subadmin_Create_and_Manage_Corppass_Accounts.pdf

Step 2: Create Corppass User Account

- If your Corppass Admin is the person transacting with IRAS, proceed to Step 3.

OR

- If your Corppass Admin is not the person transacting with IRAS, you need to create Corppass User in order to transact with IRAS. For more information, refer to https://www.corppass.gov.sg/help/CP_User_Guide_07_Admin_Subadmin_Authorise_and_Manage_Third_Party_Entity_For_Client.pdf

[Note: To check who is your Corppass Admin, go to www.corppass.gov.sg > Services > Find Your Corppass Admin]

Step 3: Assign IRAS' e-Services to your organisation and user

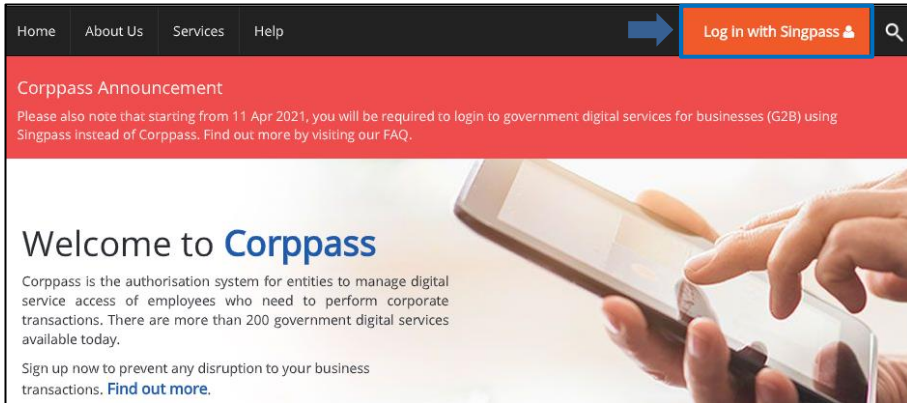
To assign IRAS' e-Services to your organisation and Corppass Admin / User, refer to [Page 6 to 11 of this guide](#).

If you have a tax agent (i.e. third party) and you want to authorise them to transact on behalf of your entity, refer to <https://www.iras.gov.sg/media/docs/default-source/uploadedfiles/pdf/corppass-step-by-step-guide-for-tax-agents.pdf> (page 45 onwards and select "Submission of Employment Income Records" e-Service to assign to your users).

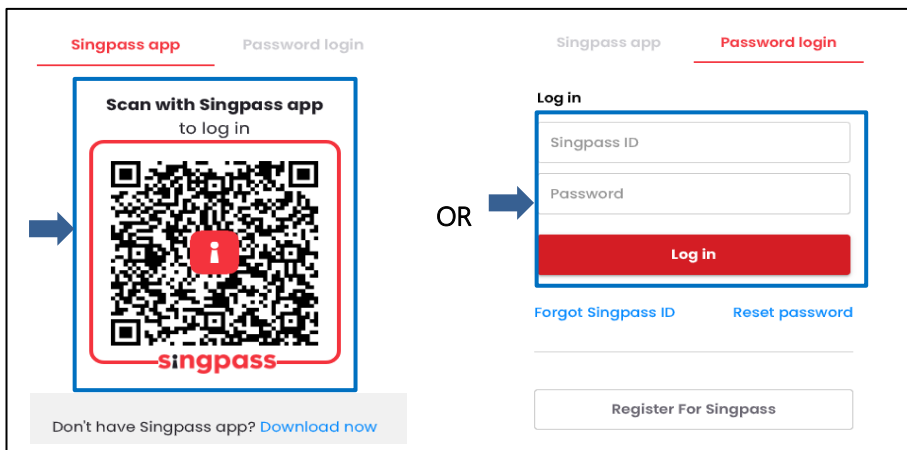
Assign IRAS' e-Services to Entity

1. Assign IRAS' e-Services to Organisation

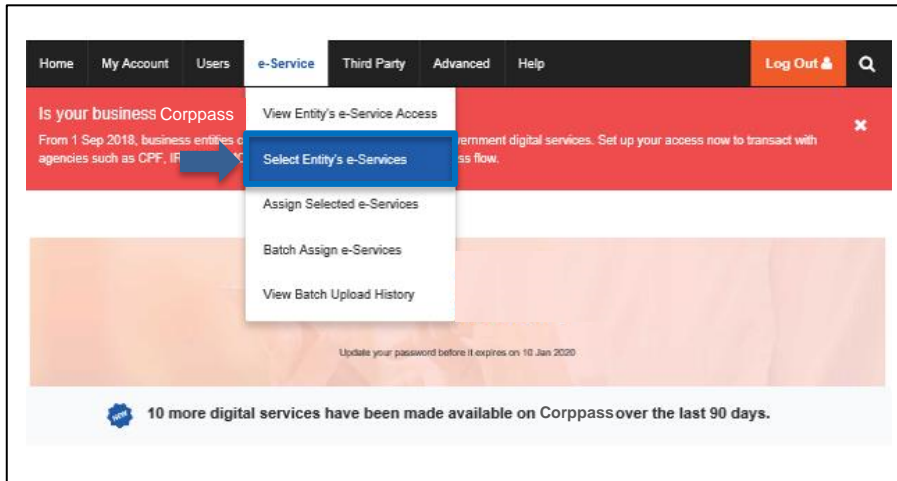
2. Assign IRAS' e-Services to Corppass Admin / User



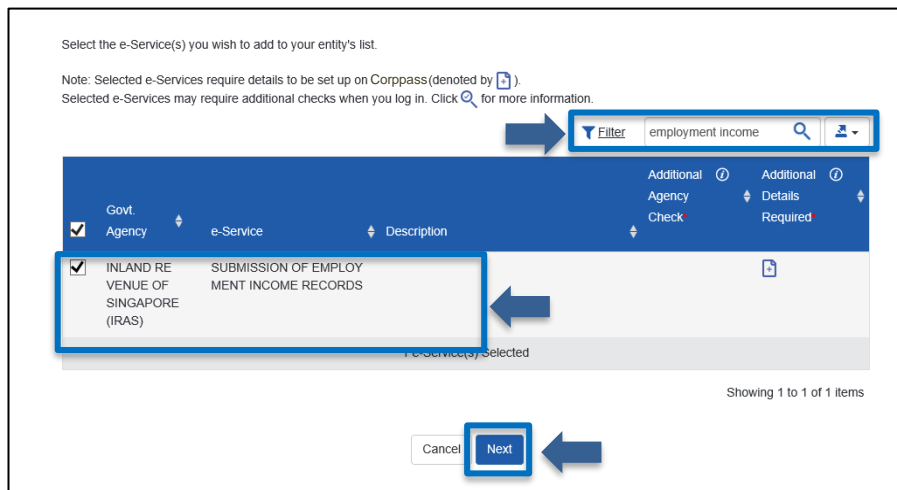
- Go to www.corppass.gov.sg
- Select <Login With Singpass>.





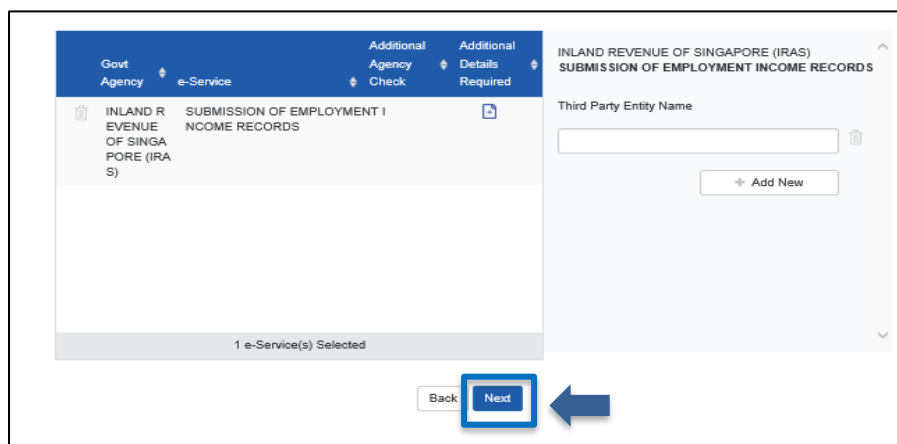
- Login using:
- Singpass App, or
 - Password login



Select <e-Service> and click <Select Entity's e-Services>.



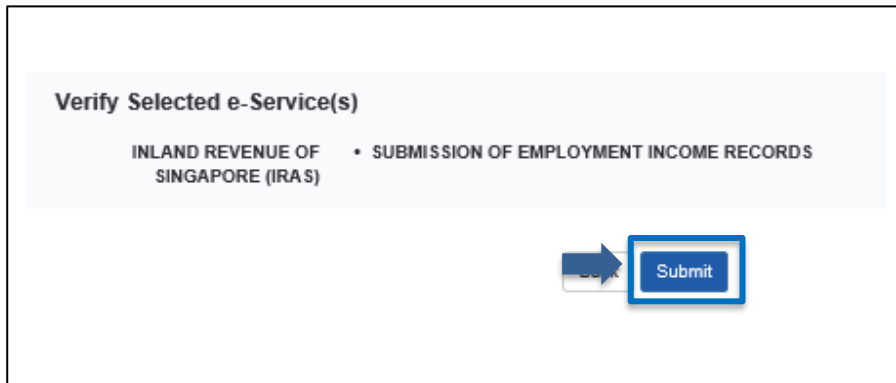
- Filter or search "employment income".
 - Check the box next to the "Submission of Employment Income Records" e-Service.
 - Click <Next>.
- Note: You may use to  or  to filter or search for the e-Service.



Click <Next>.

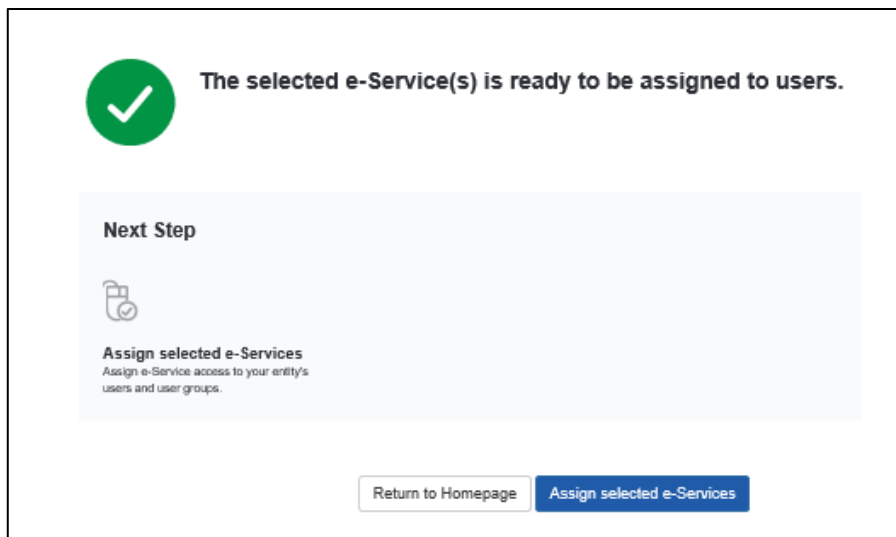
Note: Only enter <Third Party Entity Name> if you need to authorise a third party, else it will be blank by default.

Click <+ Add New> if you want to authorise more than 1 third party for the same e-Service.



Confirm the details of the e-Service that you have selected.

Click <Submit>.



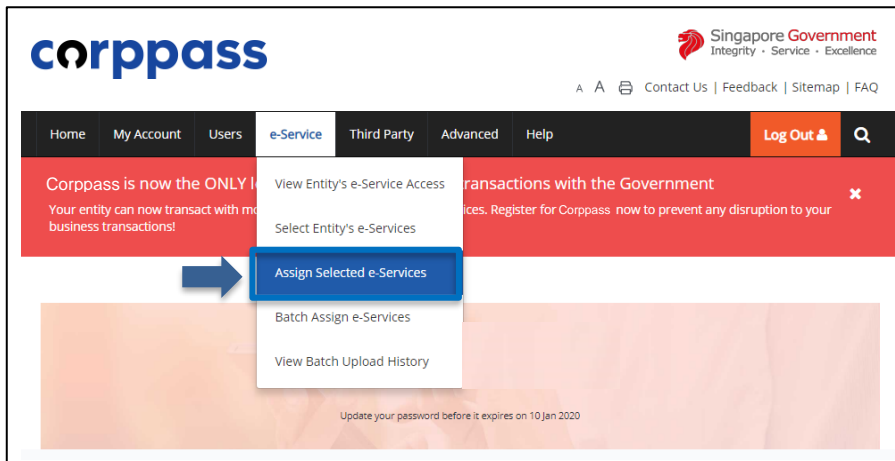
- A confirmation message will be displayed.

Note: Click <Assign selected e-Services> to continue with assigning IRAS' e-Services to Corppass Admin or User.

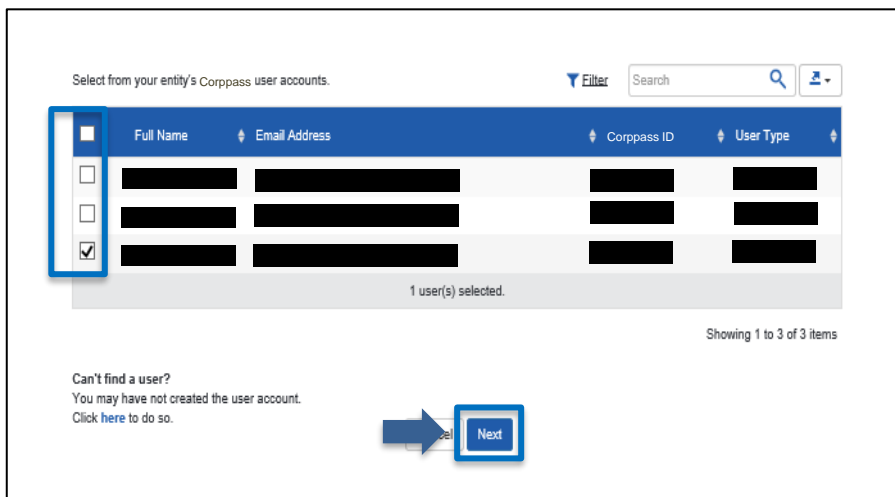
Assign IRAS' e-Services to Corppass Admin / User

1. Assign IRAS' e-Services to Organisation

2. Assign IRAS' e-Services to Corppass Admin / User



- Select <e-Service> and click <Assign Selected e-Services>.



- Select the Corppass user(s) to assign the e-Service access.
- Click <Next>.

Note: If you wish to assign different e-Services access for specific users, you will have to assign them individually.

Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input checked="" type="checkbox"/>	INLAND REVENUE OF SINGAPORE (IRAS)	SUBMISSION OF EMPLOYMENT INCOME RECORDS	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	INLAND REVENUE OF SINGAPORE (IRAS)	SUBMISSION OF COMMISSION RECORDS	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	INLAND REVENUE OF SINGAPORE (IRAS)	SUBMISSION OF DONATION RECORDS	<input type="checkbox"/>	<input type="checkbox"/>

1 e-Service(s) selected.

Showing 1 to 3 of 3 items

Next

- Select the <Submission of Employment Income Records>.
- Click <Next>.

Role*

Approver

Role Description

Approver

Authorisation Effective Date *

Authorisation Expiry Date



1 e-Service(s) selected.

Next

- Select <Approver> for role.
- Select preferred date for <Authorisation Effective Date>.
- Leave blank for <Authorisation Expiry Date>.
- Click <Next>.

Note: Only staff who has been authorised with the "Approver" role for "Submission of Employment Income Records" will be able to submit the record via myTax Portal.

Verify the following details.



1 Selected Users  

Selected e-Services

INLAND REVENUE OF SINGAPORE (IRAS)	• SUBMISSION OF EMPLOYMENT INCOME RECORDS
	Role Approver
	Authorisation Effective Date 01/01/2022
	Authorisation Expiry Date 31/12/9999


- Click <+> to view the user(s) assigned to the e-Service.

Verify the following details.

1 Selected Users 


Selected e-Services

INLAND REVENUE OF SINGAPORE (IRAS)	• SUBMISSION OF EMPLOYMENT INCOME RECORDS
	Role Approver
	Authorisation Effective Date 01/01/2022
	Authorisation Expiry Date 31/12/9999



- Confirm the details of the assigned e-Services.
- Click <Submit>.



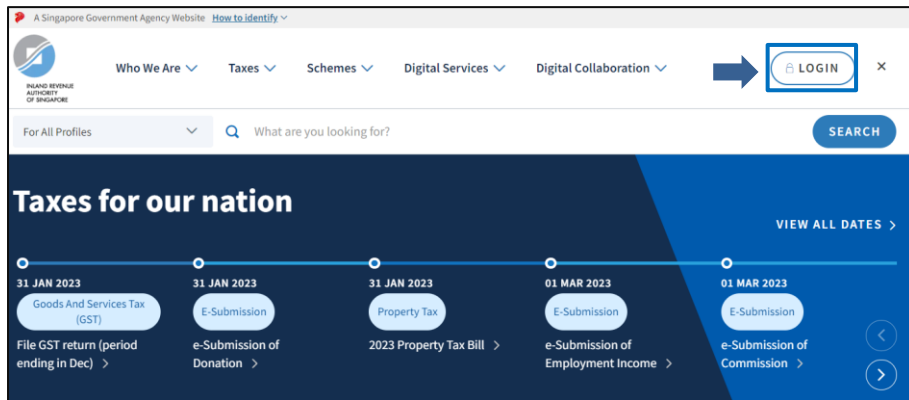
You have assigned e-Service(s) to your user(s).

[Return to Homepage](#)

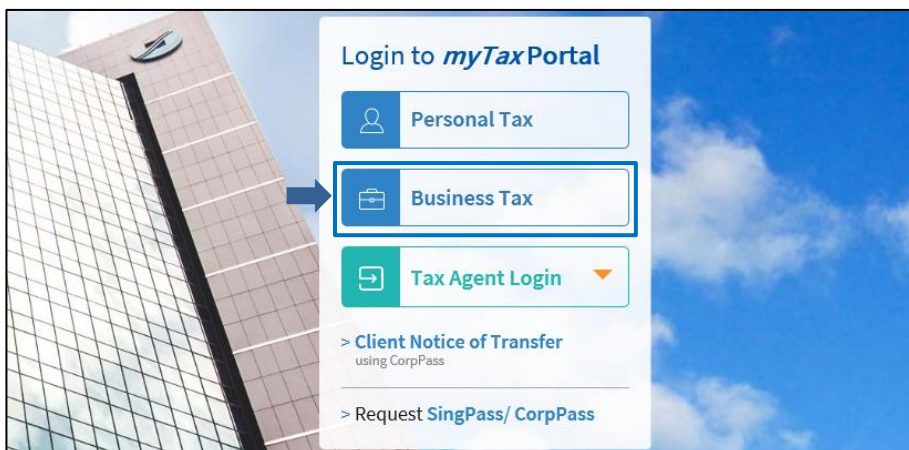
- A confirmation message will be displayed.

Update Contact Details at myTax Portal

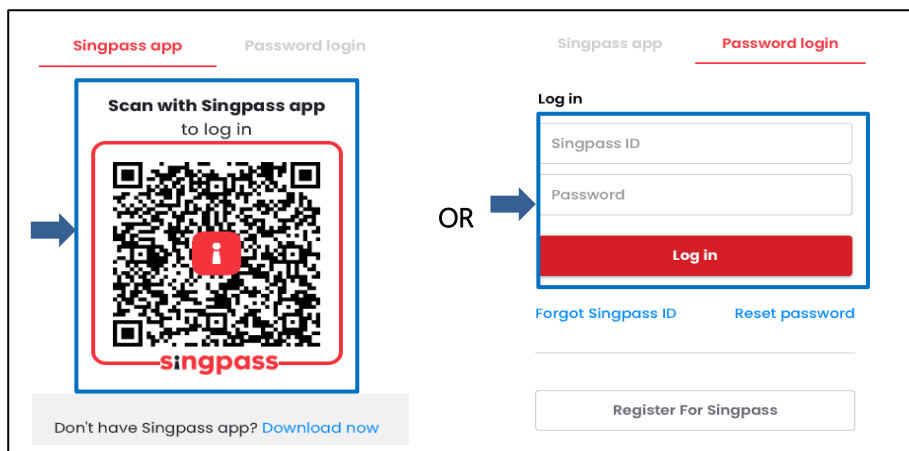
To receive important updates on AIS matters, please update your contact details via [myTax Portal](https://www.iras.gov.sg).



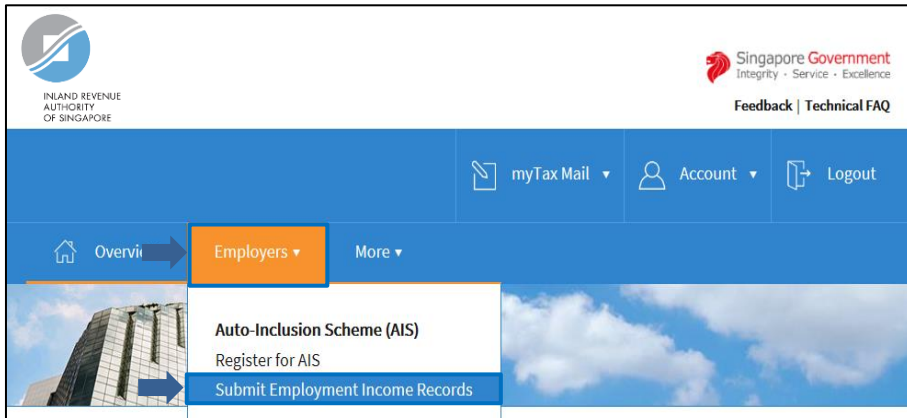
- At IRAS' Website <https://www.iras.gov.sg>
- Click <LOGIN>.



- At [myTax Portal](https://www.iras.gov.sg),
 - Select <Business Tax>.



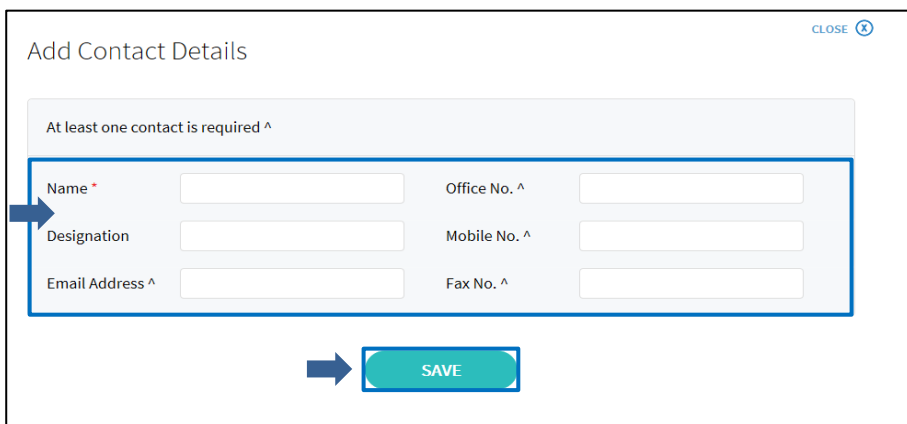
- Log in using:
 - Singpass App, or
 - Password login



- Mouse over to <EMPLOYERS>.
- Select <Submit Employment Income Records>.

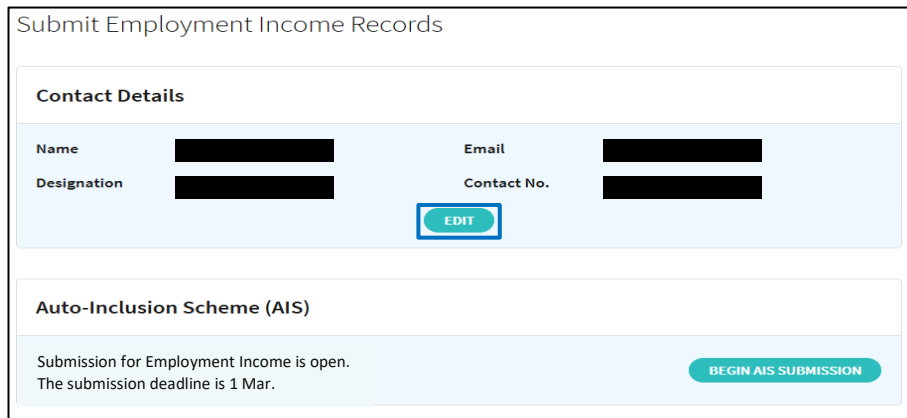
Note:

Only staff who has been [authorised](#) with the "Approver" or "Preparer" role for SUBMISSION OF EMPLOYMENT INCOME RECORDS e-Service at [Corppass](#) will be able to view the Employers tab and the link.



If you are logging in for the first time,

- Fill in the particulars.
- Click <SAVE>.



If you an existing AIS employer,

- Click <EDIT> to update contact details.

Edit Contact Details CLOSE X

At least one contact is required ^

Name *	<input type="text"/>	Office No. ^	<input type="text"/>
Designation	<input type="text"/>	Mobile No. ^	<input type="text"/>
Email Address ^	<input type="text"/>	Fax No. ^	<input type="text"/>

- Fill in the particulars.
- Click <SAVE>.

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