



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

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

### 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](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](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](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](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](http://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](#).

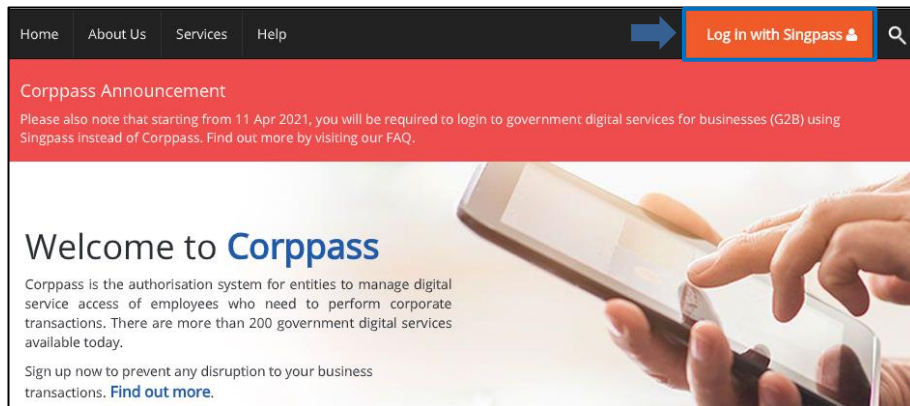
If you have a tax agent (i.e. third party) and you want to authorise them to transact on behalf of your entity, refer to

<https://www.iras.gov.sg/media/docs/default-source/uploadedfiles/pdf/corppass-step-by-step-guide-for-tax-agents.pdf>

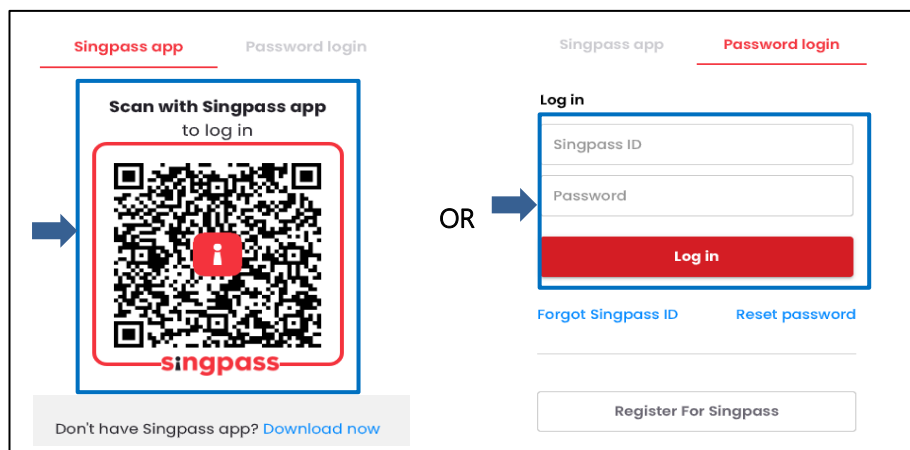
# Assign IRAS' e-Services to Entity

## 1. Assign IRAS' e-Services to Organisation

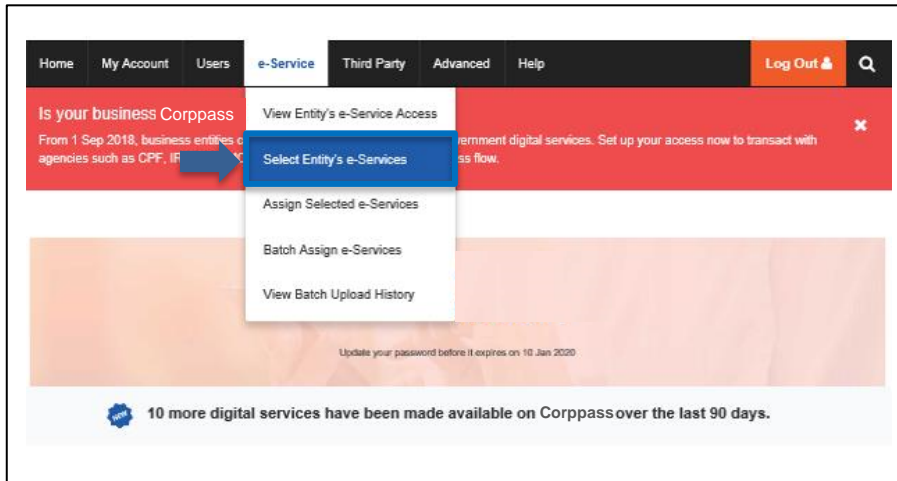
## 2. Assign IRAS' e-Services to Corppass Admin / User



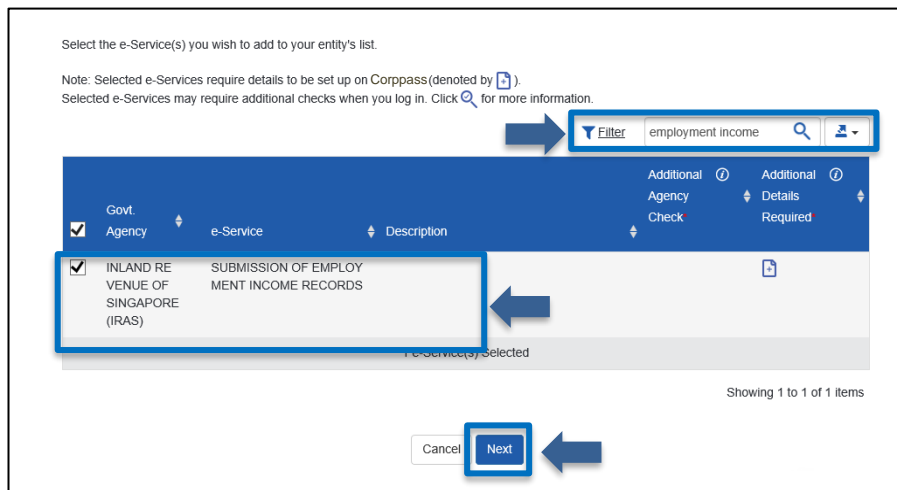
- Go to [www.corppass.gov.sg](http://www.corppass.gov.sg)
- Select <Login With Singpass>.



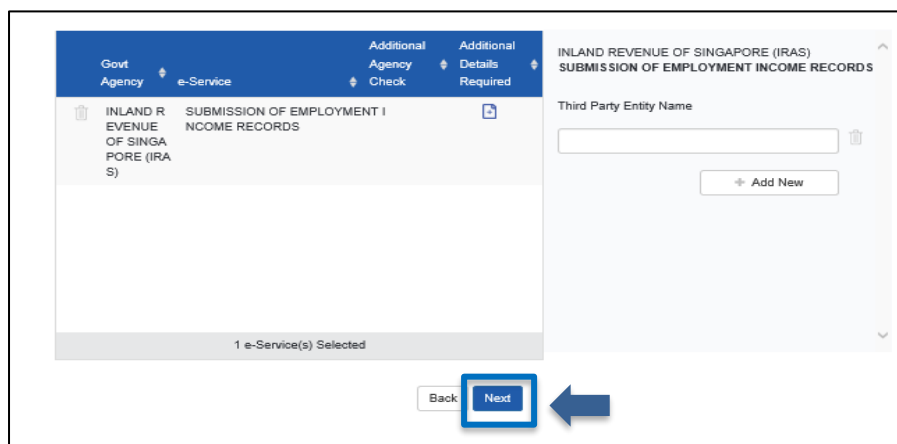
- Login using:
- Singpass App, or
  - Password login



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>.

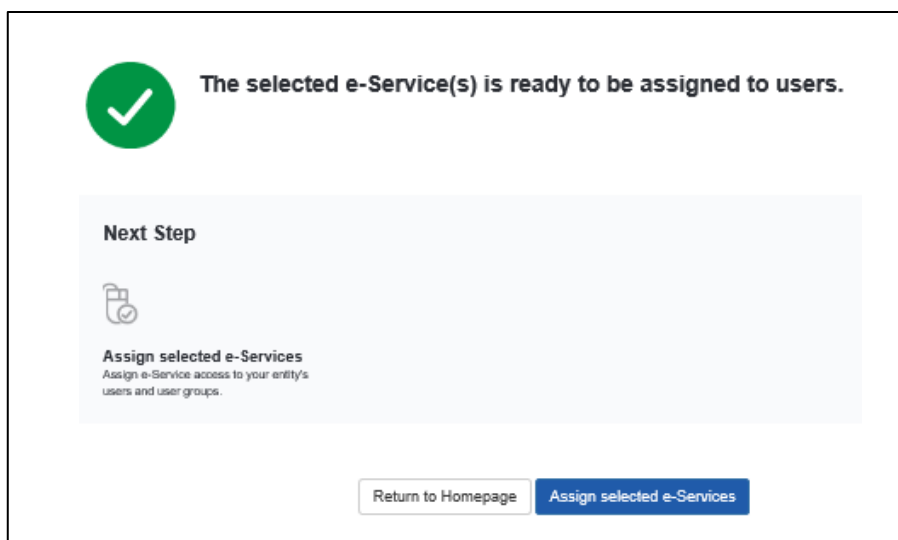
Note: Only enter <Third Party Entity Name> if you need to authorise a third party, else it will be blank by default.

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.

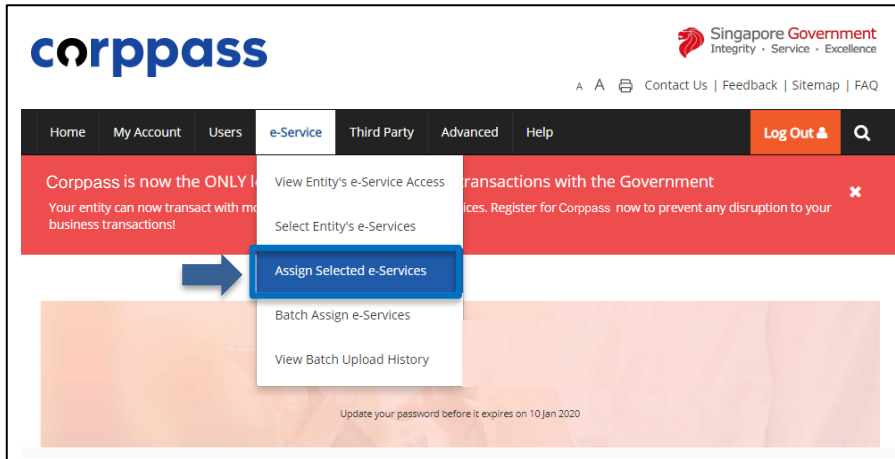
Note: Click <Assign selected e-Services> to continue with assigning IRAS' e-Services to Corppass Admin or User.



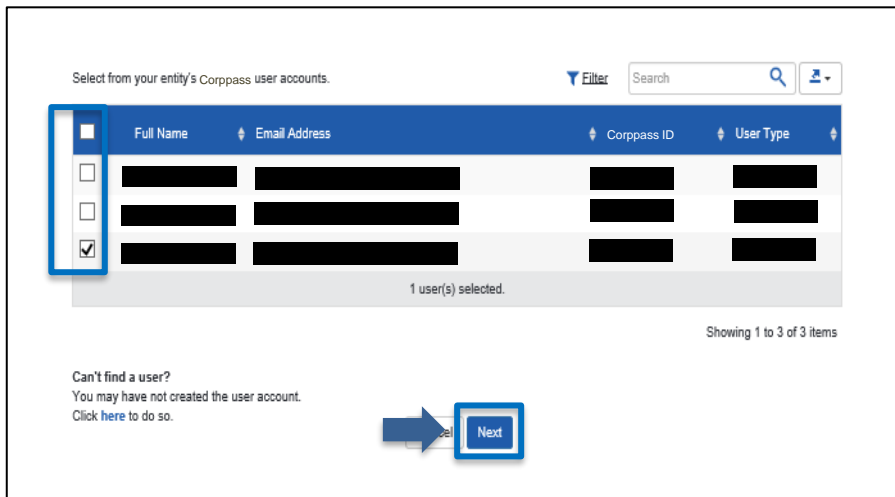
## Assign IRAS' e-Services to Corppass Admin / User

### 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](#)

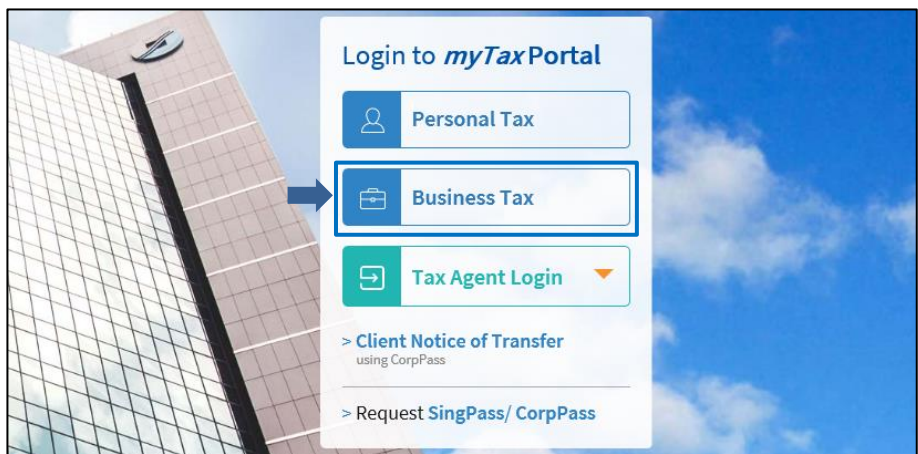
- A confirmation message will be displayed.

# Update Contact Details at myTax Portal

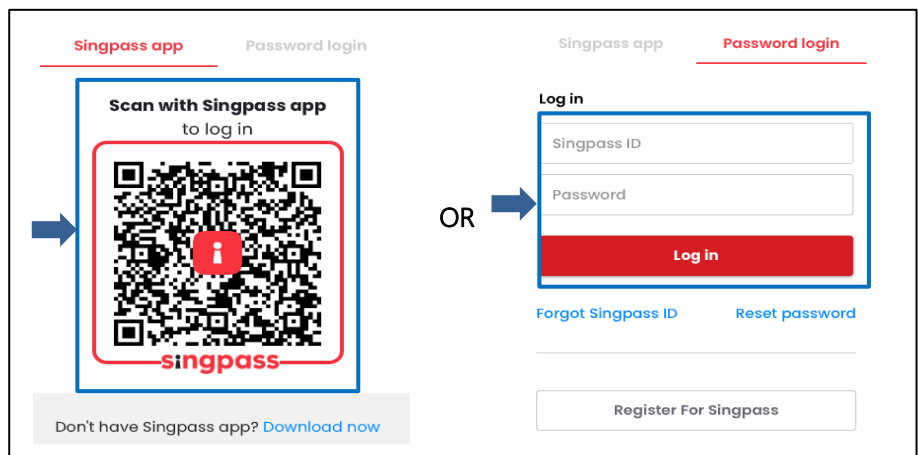
To receive important updates on AIS matters, please update your contact details via [myTax Portal](#).



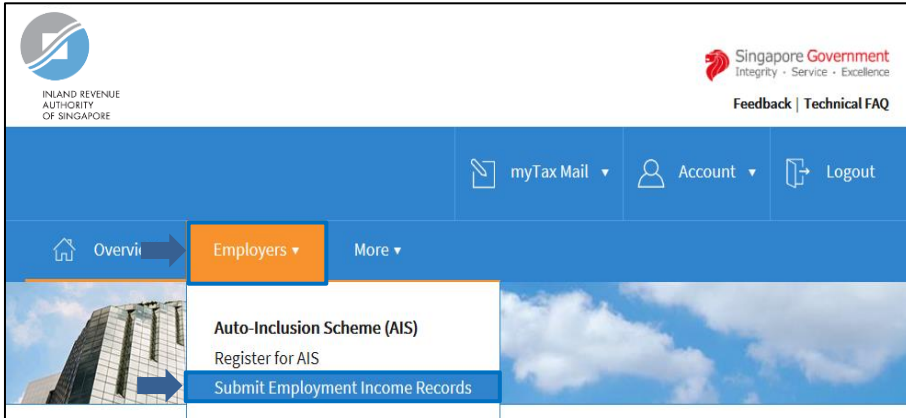
- At IRAS' Website <https://www.iras.gov.sg>
- Select <LOGIN>.
- Click <Login to myTax Portal>.



- At [myTax Portal](#),
- Select <Business Tax>.

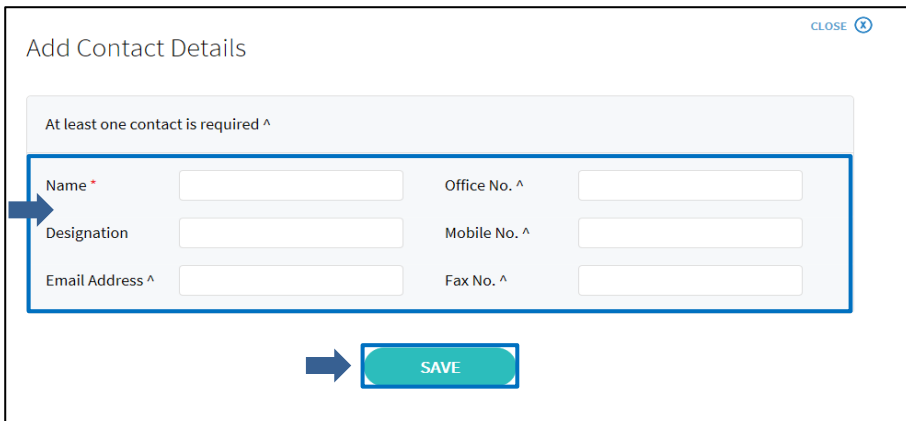


- Log in using:
- Singpass App, or
  - Password login



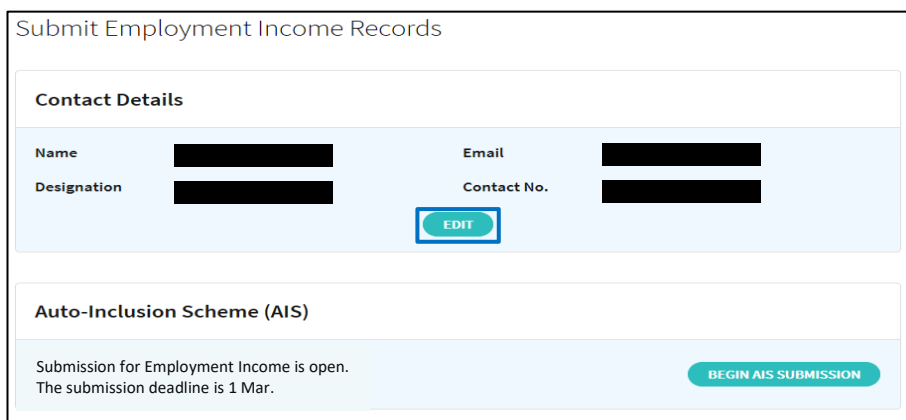
- Mouse over to <EMPLOYERS>.
- Click <Submit Employment Income Records>.

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 

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"/>

 SAVE

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

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