

Corppass for GST-Registered Businesses Guide (For UEN-Local Companies)

Last Updated: [12 Apr 2021](#)



INLAND REVENUE
AUTHORITY
OF SINGAPORE

Overview

Click on the Slide No. below
to be redirected accordingly.



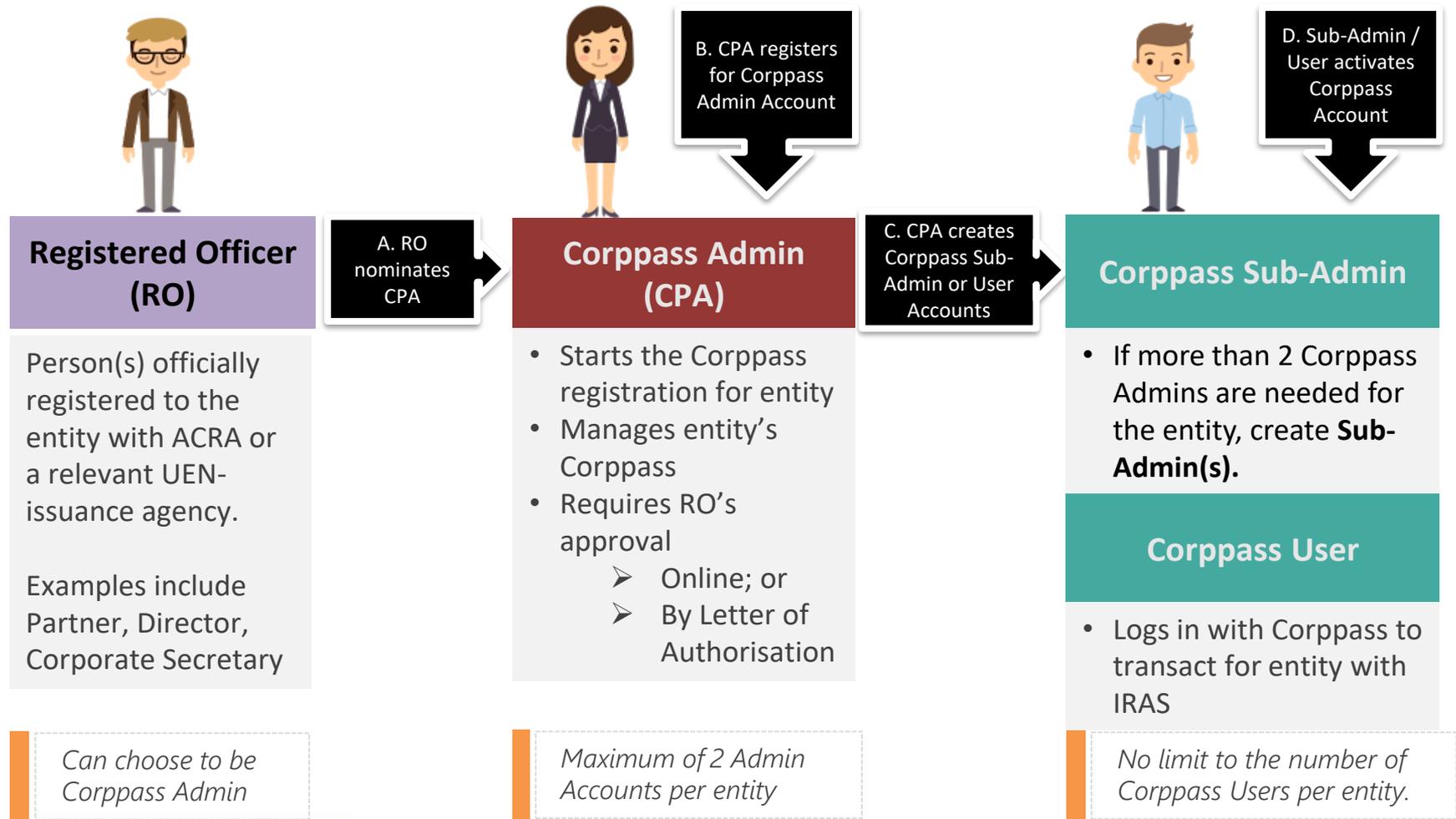
Section	Content	Slide No.
A	Identify your Corppass Role – Registered Officer (RO), Corppass Admin (CPA) and Corppass User	2
B	3 Steps to set up CorpPass (for Corppass Admins)	4
	Step 1: Register for a Corppass Admin Account	5
	Step 2: Corppass Admin creates User Accounts	17
	Step 3: Select and Assign IRAS e-Services to Users	36
C	Activate Corppass User Accounts	46
D	Authorise Third Party Entities to Act for your Entity	57
E	Need More Information on Corppass?	66

A.

Identify your Corppass Role

Registered Officer (RO), Corppass Admin (CPA)
and Corppass User

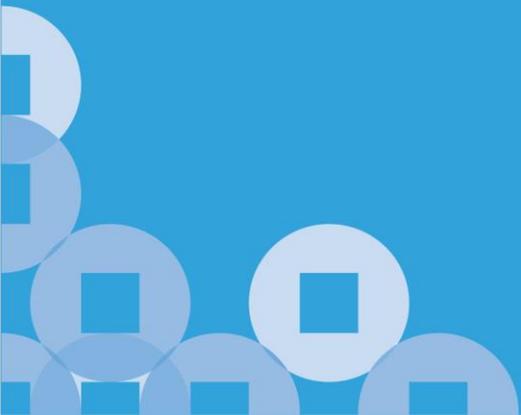
Identify your Corppass Role



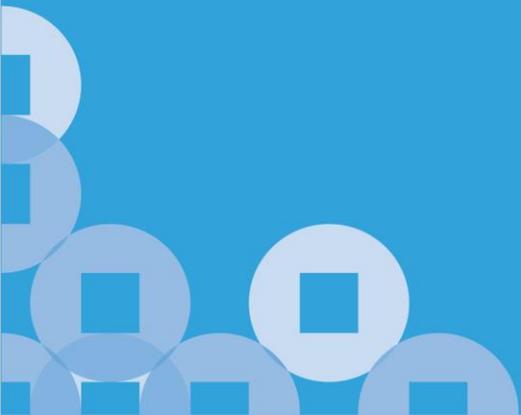
B.

3 Steps to Set Up Corppass

For Corppass Admins



STEP 1:
Register for Corppass Admin Account



Important Information to Have On-Hand

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

- Entity's UEN
- Last 5 digits of your RO's identity number and your RO's email address

OR

Completed Letter of Authorisation (www.corppass.gov.sg> Help> User Guides> A. Registration and Approval> Letter of Authorisation) and RO's identity document¹

- NRIC / FIN / Foreign ID No. and email address of Users

¹ If the RO is unavailable to approve the new appointment of the Corppass Administrator, an alternate approver (i.e. key executive officer) of the entity can approve the new appointment of the Corppass Administrator. Please submit the alternate approver's identity document along with the completed Letter of Authorisation.

Register for a Corppass Admin Account

- Go to www.corppass.gov.sg.
- Select 'Register as a Corppass Admin'.



The screenshot shows the Corppass website interface. At the top, there is a dark navigation bar with links for 'Home', 'About Us', 'Services', and 'Help'. On the right side of this bar, there is a 'Log in with Singpass' button and a search icon. Below the navigation bar, the main content area features a large heading 'Welcome to Corppass' and a sub-heading 'Corppass is the only login method for online corporate transactions with more than 200 government digital services.' A call to action 'Sign up now to prevent any disruption to your business transactions. Find out more.' is present. A prominent blue button with a white right-pointing arrow is labeled 'Register as a Corppass Admin'. Below this, a section titled 'Get started with Corppass by your role' contains three buttons: 'I am the Registered Officer', 'I am the Admin', and 'I am a User', each with a right-pointing arrow. The background of the page shows a person's hands using a smartphone.

Home About Us Services Help Log in with Singpass

Welcome to Corppass

Corppass is the only login method for online corporate transactions with more than 200 government digital services.

Sign up now to prevent any disruption to your business transactions. [Find out more.](#)

[Register as a Corppass Admin](#)

Get started with Corppass by your role

- [I am the Registered Officer](#)
- [I am the Admin](#)
- [I am a User](#)

Register for a Corppass Admin Account

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

A Singapore Government Agency Website

singpass Services ▾ T | T | T | T | Q

 **Welcome to Singpass**
Your trusted digital identity

Have questions? >

Locate a counter >

Contact us >

Singpass app Password login

Scan with Singpass app
to log in


singpass

Don't have Singpass app? [Download now](#)

Register for a Corppass Admin Account

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

A Singapore Government Agency Website

singpass Services ▾ T | T | T | T | Q

 **Welcome to Singpass**
Your trusted digital identity

Have questions? >

Locate a counter >

Contact us >

[Singpass app](#) [Password login](#)

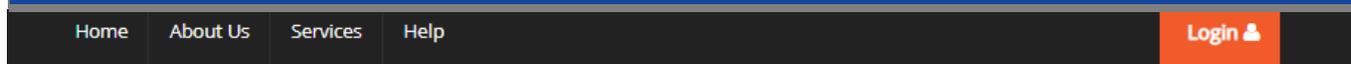
Log in

Log in

[Forgot Singpass ID](#) [Reset password](#)

Register for a Corppass Admin Account

- Enter the UEN of the entity for which you are registering to be a Corppass Admin.



Home / Register Admin Account

Register Admin Account



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, T16PQ1234X

Scroll down to
continue



Enter Your Contact Details

Full Name PHANG GABRIEL

Note: You may see a drop-down list for all the entities for which you are appointed a Registered Officer.

Register for a Corppass Admin Account

- Enter your email address and mobile number.

Enter Your Contact Details

Full Name **PHANG GABRIEL**

Email* ⓘ

abc@abc.com

Confirm Email*

Mobile No.

Request e-Service Access ⓘ

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

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. To gain access, select and manually assign them to your Corppass account.

Cancel

Next

Register for a Corppass Admin Account

- If you are not the Registered Officer for the entity, you will need an approval from the Registered Officer.
- Your Registered Officer can provide online approval (Option A), or sign a 'Letter of Authorisation' (Option B), which needs to be uploaded.

Request Registered Officer (RO) Authorisation ⓘ

Select one of the two options.

Request Online Approval by Registered Officer **Option A**

OR

Upload Letter of Authorisation and RO's Identity Document (Click [here](#) to download letter template.) **Option B**

Registered Officer's Identity No.

Last 5 Characters* ⓘ e.g 4567D of S1234567D 

Registered Officer's Email* ⓘ

abc@abc.com

[+](#) Add another Registered Officer

Request e-Service Access ⓘ

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

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. To gain access, select and manually assign them to your Corppass account.

Cancel Next

Note: This step is only applicable for individuals who are NOT Registered Officers of the UEN and who are registering for a Corppass Admin account.

Register for a Corppass Admin Account

- You can choose to be granted access to all current and future e-Services for your Corppass Admin account. By selecting this check box, you will be able to access all Government e-Services, including GST filing as an Approver and GST Payment.

Request Registered Officer (RO) 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.)

Registered Officer's Identity No. ⓘ
Last 5 Characters* ⓘ
e.g 4567D of 51234567D

Registered Officer's Email* ⓘ
abc@abc.com

[+](#) Add another Registered Officer

Request e-Service Access ⓘ

I would like to access all **e-Services** available on Corppass with my Admin Account.
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. To gain access, select and manually assign them to your Corppass account.

Cancel

Next

Register for a Corppass Admin Account

- Review your registration details before submitting.

Home About Us Services Help Login 

Home / Register Admin Account

Register Admin Account


Enter Details Review & Submit

Review the following information.
To amend your information after submission, you must submit a new registration.

Entity Detail

Unique Entity Number (UEN) 79039907E

Admin Contact Details

Full Name PHANG GABRIEL
Email PHANGGABRIEL@abc.com
Mobile No. 987654321

Account Details

Register for a Corppass Admin Account

- Read and agree to the 'Terms and Conditions', then click 'Submit'.

Email PHANGGABRIEL@abc.com

Mobile No. 987654321

Registered Officer Authorization

Method of Approval Request online approval from Registered Officer

Registered Officer's Identity No.
Last 5 Characters 7232B

Registered Officer's Email abc@abc.com

e-Service Access

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

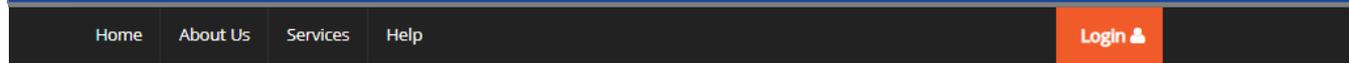
I have read and given my consent to the [Terms and Conditions](#).

Back

Submit

Register for a Corppass Admin Account

- A confirmation message will indicate that your registration has been submitted.



Home / Register Admin Account



Your registration for a Corppass Administrator Account has been submitted.

An email to request for approval has been sent to your entity's Registered Officer.

Next Step



Wait for approval from your Registered Officer.
Online approval must be provided within 30 days.

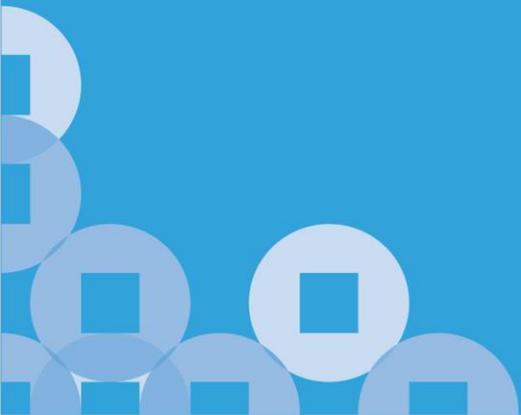
If you selected the 'Online Approval' method, you will have to await approval from your entity's Registered Officer.

OR

If you selected the 'Letter of Authorisation' method, you will have to await approval from the Central Administrator.

Note: After your Corppass Admin account has been approved, you will receive an email on the next steps. Follow the instructions in that email.

STEP 2:
Create Corppass User Account



Create User Accounts

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



The screenshot shows the Corppass website interface. At the top, there is a dark blue navigation bar with links for 'Home', 'About Us', 'Services', and 'Help'. A red box highlights the 'Log in with Singpass' button, which includes a user icon. Below the navigation bar, the main content area features a large heading 'Welcome to Corppass' and a background image of hands using a smartphone. Text below the heading explains that Corppass is the only login method for online corporate transactions with over 200 government digital services. A blue button labeled 'Register as a Corppass Admin' is positioned below the text. Further down, a section titled 'Get started with Corppass by your role' contains three buttons: 'I am the Registered Officer', 'I am the Admin', and 'I am a User', each with a right-pointing arrow.

Home About Us Services Help Log in with Singpass

Welcome to Corppass

Corppass is the only login method for online corporate transactions with more than 200 government digital services.

Sign up now to prevent any disruption to your business transactions. [Find out more.](#)

Register as a Corppass Admin

Get started with Corppass by your role

- I am the Registered Officer
- I am the Admin
- I am a User

Create User Accounts

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

A Singapore Government Agency Website

singpass Services ▾ T | T | F ⓘ 🔍

 **Welcome to Singpass**
Your trusted digital identity

Have questions? >

Locate a counter >

Contact us >

Singpass app Password login

Scan with Singpass app to log in



singpass

Don't have Singpass app? [Download now](#)

Create User Accounts

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

A Singapore Government Agency Website

singpass Services ▾ F | T | F | 6 | Q

 **Welcome to Singpass**
Your trusted digital identity

Have questions? >

Locate a counter >

Contact us >

Singpass app Password login

Log in

Log in

[Forgot Singpass ID](#) [Reset password](#)

Create User Accounts

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

corppass

 Singapore Government
Integrity · Service · Excellence

[A](#) [A](#)  [Contact Us](#) | [Feedback](#) | [Sitemap](#) | [FAQ](#)

Log Out 

Select UEN/Entity ID

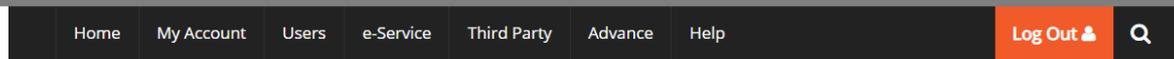
M91425521H
Entity 1

M30062017A
Entity 2

C20001187B
Entity 3

Create User Accounts

- Select your entity profile.



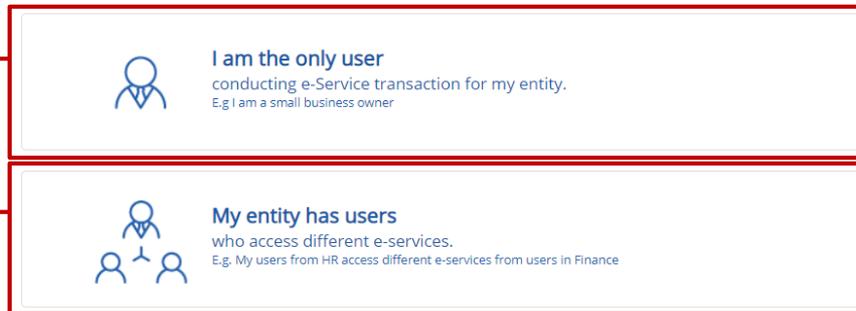
Home / Select Entity Profile



Select the profile that best describes your entity
You can change your selection anytime

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

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



Create User Accounts

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

The screenshot displays the Corppass user interface. At the top, a navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advance, and Help, along with a Log Out button and a search icon. Below the navigation bar, a welcome message reads "Welcome to Corppass PHANG GABRIEL". A notification banner states "53 more digital services have been made available on Corppass over the last 90 days." The main content area features a horizontal menu with "User Accounts", "e-Service Access", "Third Party", and "Third Party (Clients)". The "User Accounts" menu item is highlighted with a red box. Below the menu, there are two main action cards: "Create User Accounts" (with a person icon and a plus sign) and "Manage User Accounts" (with a person icon and a clipboard). The "Create User Accounts" card is also highlighted with a red box. A "Change Entity Profile" link is visible on the right side of the page.

Home My Account Users e-Service Third Party Advance Help Log Out

Welcome to Corppass
PHANG GABRIEL

NEW 53 more digital services have been made available on Corppass over the last 90 days.

User Accounts e-Service Access Third Party Third Party (Clients)

Change Entity Profile

Create User Accounts
Add accounts to your Entity

Manage User Accounts
View and edit your entity's user account details

Create User Accounts

- Arrive at 'Create User Accounts' page.

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.

Source Agency	Full Name*	Identity Type*	NRIC / FIN / Foreign ID No.*	Country / Region of Issuance*	Email Address*	Account Type*	Access to All e-Services
	WILL BE AUTO- As per Identity Documents	NRIC		SG	abc@abc.com	User	<input checked="" type="checkbox"/>
+ Add new user							

Create User Accounts

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

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.

Source Agency	Full Name*	Identity Type*	NRIC / FIN / Foreign ID No.*	Country / Region of Issuance*	Email Address*	Account Type*	Access to All e-Services
-	WILL BE AUTO-As per Identity Documents	<div style="border: 1px solid red; padding: 2px;">NRIC NRIC Foreign ID FIN</div>					

If you choose NRIC / FIN as the Identity Type, the Full Name and Country / Region of Issuance field will be auto-populated.

Cancel Next

Create User Accounts

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

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.

Source Agency	Full Name*	Identity Type*	NRIC / FIN / Foreign ID No.*	Country / Region of Issuance*	Email Address*	Account Type*	Access to All e-Services
-	WILL BE AUTO- As per Identity Documents	NRIC	<input type="text"/>	SG	<input type="text"/> abc@abc.com	User	<input checked="" type="checkbox"/>

+ Add new user

An email will be sent to the user to activate his/her Corppass account.

Cancel Next

Create User Accounts

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

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.

Source Agency	Full Name*	Identity Type*	NRIC / FIN / Foreign ID No.*	Country / Region of Issuance*	Email Address*	Account Type*	Access to All e-Services
-	<input type="text"/>	Foreign	<input type="text"/>	---	<input type="text"/>	User	<input checked="" type="checkbox"/>
	As per Identity Documents				abc@abc.com		
+ Add new user							

An email will be sent to the user to activate his/her Corppass account.

Cancel Next

Create User Accounts

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

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-Admins cannot access Third Party Entities. To restrict the

Note:

- The 'Access to listing), as the account.
 - Additional checks logging into the
- 1) 'User'** – An account to transact with government e-services on behalf of the entity.
 - 2) 'Enquiry User'** – An account that is able to transact with government e-services, and can search & view details of other users within the entity. Enquiry Users cannot assign e-Services access or manage other accounts
 - 3) 'Sub-Admin'** – An account that can manage other Corppass accounts in the entity. Sub-Admins may create Users and Enquiry Users and assign them e-Services access.

Source Agency	Full Name	Identity Type*	NRIC / FIN / Foreign ID No.*	Country / Region of Issuance*	Email Address*	Account Type*	Access to All e-Services
	WILL BE AUTO	NRIC			ic@abc.com	User	<input checked="" type="checkbox"/>

For more information on each Corppass account type, please visit our [FAQ page](#).

Cancel Next

Create User Accounts

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

Create User Accounts



Enter user details in the table below to create Corpass 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 Corpass. For access, select and manually assign them to your Corpass 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.

Source Agency	Full Name*	Identity Type*	NRIC / FIN / Foreign ID No.*	Country / Region of Issuance*	Email Address*	Account Type*	Access to All e-Services
-	WILL BE AUTO- As per Identity Documents	NRIC		SG	abc@abc.com	User User Enquiry User	<input checked="" type="checkbox"/>

[+ Add new user](#)

Create User Accounts

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

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.

Source Agency	Full Name*	Identity Type*	NRIC / FIN / Foreign ID No.*	Country / Region of Issuance*	Email Address*	Account Type*	Access to All e-Services
-	WILL BE AUTO- As per Identity Documents	NRIC		SG	abc@abc.com	User	<input checked="" type="checkbox"/>
+ Add new user							

Not applicable for Sub-Admins with restricted access.

Cancel Next

Create User Accounts

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

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.

Source Agency	Full Name*	Identity Type*	NRIC / FIN / Foreign ID No.*	Country / Region of Issuance*	Email Address*	Account Type*	Access to All e-Services
-	WILL BE AUTO- As per Identity Documents	NRIC		SG	abc@abc.com	User	<input checked="" type="checkbox"/>

[+ Add new user](#)

Cancel Next

Create User Accounts

- Click 'Next' to continue.

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.

Source Agency	Full Name*	Identity Type*	NRIC / FIN / Foreign ID No.*	Country / Region of Issuance*	Email Address*	Account Type*	Access to All e-Services
-	WILL BE AUTO- As per Identity Documents	NRIC		SG	abc@abc.com	User	<input checked="" type="checkbox"/>
+ Add new user							

Cancel **Next**

Create User Accounts

- Review the details before submission.
- Click 'Submit' after verifying the details.

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/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Full Name	Identity Type	NRIC / FIN / Foreign ID No.	Email Address	Account Type	Access to All e-Services
-	NRIC	S7337979B	tan_philips@abc.com	Enquiry User	✓

Back

Submit

Create User Accounts

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

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/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

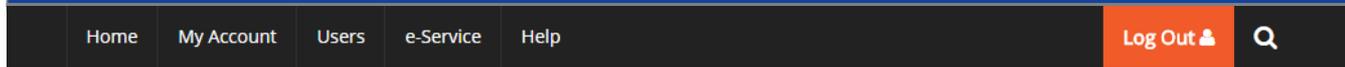
Full Name	Identity Type	NRIC / FIN / Foreign ID No.	Email Address	Account Type	Access to All e-Services
AMY FOREIGNER	Foreign ID	FR6789561	amy@abc.com	User	✓

I have read the [Terms of Use](#) and am liable for any misuse of the account(s) I created.

Back

Create User Accounts

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



Home / Create User Accounts



You have created new Corppass account(s).

An email notification will be sent to your new user(s) and you.

Next Step



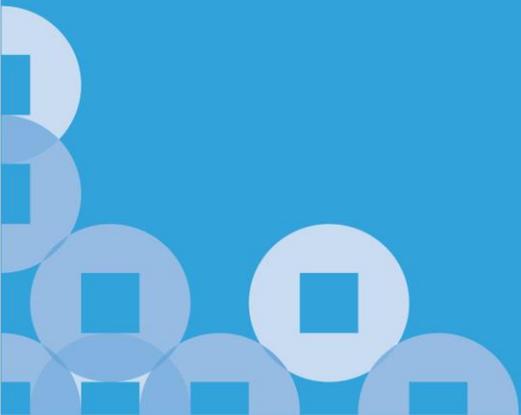
Select Entity's e-Services

Select e-Services that your entity will use.

[Return to Homepage](#)

[Select Entity's e-Service](#)

STEP 3:
Select and Assign IRAS e-Services to Users



(i) Select Entity's e-Services

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

The screenshot displays the Corppass user interface. At the top, a navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advance, and Help, along with a Log Out button and a search icon. Below the navigation bar, a welcome message reads "Welcome to Corppass, PHANG GABRIEL" with a password expiration notice: "Update your password before it expires on 07 Mar 2023". A notification banner states: "2 more digital services have been made available on Corppass over the last 90 days." Below the notification, a tabbed interface shows "e-Service Access" (highlighted with a red box), "Third Party", and "Third Party (Clients)". To the right of the tabs is a "Change Entity Profile" link. The main content area features three cards: "Select Entity's e-Services" (highlighted with a red box), "Assign selected e-Services", and "View Entity's e-Service Access".

Home My Account Users e-Service Third Party Advance Help Log Out

Welcome to Corppass,
PHANG GABRIEL

Update your password before it expires on 07 Mar 2023

NEW 2 more digital services have been made available on Corppass over the last 90 days.

e-Service Access Third Party Third Party (Clients)

Change Entity Profile

Select Entity's e-Services
Select e-Services that your entity will use.

Assign selected e-Services
Assign e-Services access to your entity's users and user groups.

View Entity's e-Service Access
View and edit your entity's current e-Services access

(i) Select Entity's e-Services

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

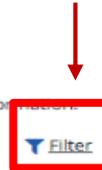
Select Entity's e-Services



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.

1 Filter by agency and e-Service for a more specific search.



2

Search via keywords, e.g. GST.



Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
<input type="checkbox"/> INLAND REVENUE OF SINGAPORE (IRAS)	 GST (FILING AND APPLICATIONS)			
<input type="checkbox"/> INLAND REVENUE OF SINGAPORE (IRAS)	 GST (PAYMENT)			

0 e-Service(s) Selected

(i) Select Entity's e-Services

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

Select Entity's e-Services



Verify Selected e-Service(s)

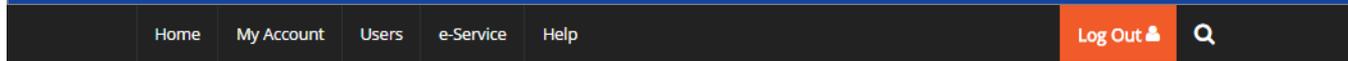
- INLAND REVENUE OF SINGAPORE (IRAS)
- GST (FILING AND APPLICATIONS)
- GST (PAYMENT)

Verify selected e-Services and click "Submit".

Back Submit

(i) Select Entity's e-Services

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



Home / Select Entity's e-Services



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

Next Step



Assign selected e-Services

Assign e-Service access to your entity's users and user groups.

[Return to Homepage](#)

[Assign selected e-Services](#)

(ii) Assign Selected e-Services

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

Assign Selected e-Services



Select your entity's user(s) to be assigned to the selected Client e-Service(s).

[Filter](#)

<input type="checkbox"/>	Full Name	Email Address	User Type
<input type="checkbox"/>	PEARLY HONE	pearlyhone@mailinator.com	Admin
<input checked="" type="checkbox"/>	CHAN QIAO EE	chanqiaoe@mailinator.com	User
<input type="checkbox"/>	KENNETH FRY	KENNETHFRY@MAILINATOR.COM	Enquiry User
<input type="checkbox"/>	TERRI MANDEL	TERRIMANDEL@MAILINATOR.COM	Sub-Admin
<input type="checkbox"/>	BENJAMIN FRANK	benjaminfrank@mailinator.com	User
<input type="checkbox"/>	MARY LIM	MARYLIM@MAILINATOR.COM	User
<input type="checkbox"/>	EDWIN TAN	edwintan@mailinator.com	Sub-Admin

(ii) Assign Selected e-Services

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

Assign Selected e-Services



Assign Selected e-Services to

1 Selected Users +

e-Services with require additional details. For more information, contact the relevant agency. Click to enter details.

* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
INLAND REVENUE OF SINGAPORE (IRAS)	GST (PAYMENT)		
INLAND REVENUE OF SINGAPORE (IRAS)	GST (FILING AND APPLICATIONS)		

2 e-Service(s) selected.

Role*

Approver

Role Description

Approver

Authorisation Effective Date*

25/02/2018

Authorisation Expiry Date

Remember to assign at least 1 approver for GST filing!

Back

Next

(ii) Assign Selected e-Services

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

Preparer

Approver

Can retrieve the **GST return** after logging into myTax Portal.

Can complete GST return **and save it as a draft**.

Can complete GST return and save it as a draft, or review the GST return completed by the Preparer.

Cannot submit the GST return to IRAS.

“Pending Approval” message will be displayed on screen.

Has to **inform the ‘Approver’ that the draft is ready for review** before submission to IRAS.

Can submit the GST return to IRAS.

(ii) Assign Selected e-Services

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

Home / Assign Selected e-Services

Assign Selected e-Services



Verify the following details.

1 Selected Users [+](#)

Selected e-Services

INLAND REVENUE OF SINGAPORE (IRAS)	• GST (PAYMENT)	
	Authorisation Effective Date	25/02/2018
	Authorisation Expiry Date	31/12/9999
	• GST (FILING AND APPLICATIONS)	
	Role	Approver
	Authorisation Effective Date	25/02/2018
Authorisation Expiry Date	31/12/9999	

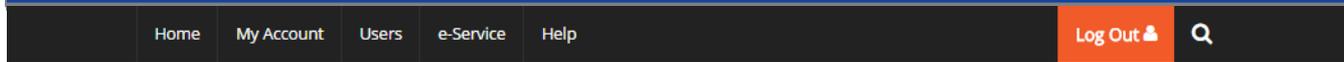
Verify details and click "Submit".

[Back](#) [Submit](#)

Last updated on 14 January 2018

(ii) Assign Selected e-Services

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



Home / Assign Selected e-Services



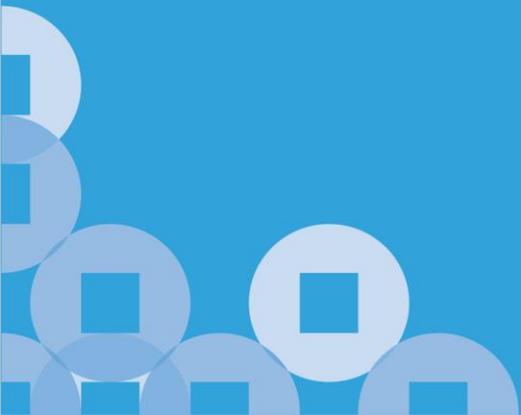
You have assigned e-Service(s) to your user(s).

[Return to Homepage](#)

C.

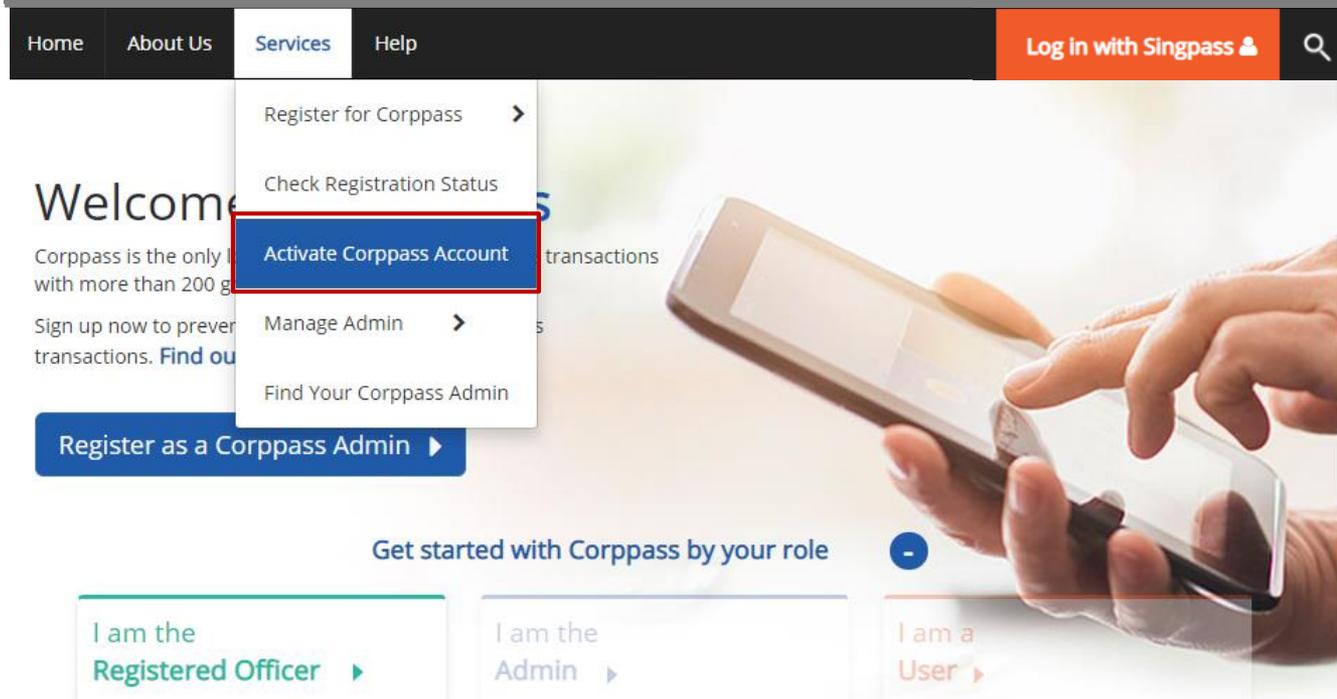
Activate Corppass User Accounts

For NRIC / FIN users and Foreign Users



Activating Corppass account

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



Activating Corppass account

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

Home About Us Services Help Login

Home / Activate Corppass Account

Activate Corppass Account

1 Enter Details 2 Review & Submit

Activate using:

Reference ID Entity Registration No ← Option B

* - denote mandatory fields

Reference ID* ⓘ

Please type the verification code*
(Code is case-insensitive and excludes spaces)

3 7 6 4 9 0 ↻

Cancel Next

Activating Corppass account

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

Home About Us Services Help Login

Home / Activate Corppass Account

Activate Corppass Account

1 Enter Details 2 Review & Submit

Activate using:

Reference ID Entity Registration No

* - denotes mandatory fields

Reference ID*

Please type the verification code*
(Code is case-insensitive and excludes spaces)

3 7 6 4 9 0

Cancel Next

Enter the Reference ID that was provided in the email you received from Corppass after your account is created.

Select the 'Reference ID' option.

Activating Corppass account

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

Home About Us Services Help Login 

Home / Activate Corppass Account

Activate Corppass Account

1  2

Enter Details Review & Submit

Activate using:

Reference ID Entity Registration No

* - denotes mandatory fields

Reference ID* 

Please type the verification code* 
(Code is case-insensitive and excludes spaces)

Cancel Next

Activating Corppass account

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

Home About Us Services Help Login

Home / Activate Corppass Account

Activate Corppass Account

1 Enter Details 2 Review & Submit

Activate using:

Reference ID Entity Registration No

* - denotes mandatory fields

Reference ID*

Please type the verification code*
(Code is case-insensitive and excludes spaces)

3 7 6 4 9 0

Cancel Next

Select the 'Entity Registration No.' option.

Activating Corppass account

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

Home About Us Services Help Login 

Home / Activate Corppass Account

Activate Corppass Account

1 Enter Details **2** Review & Submit

Activate using:

Reference ID Entity Registration No

* - denotes mandatory fields

Entity Registration Number*  Dropdown menu

NRIC / FIN / Foreign ID No.* 

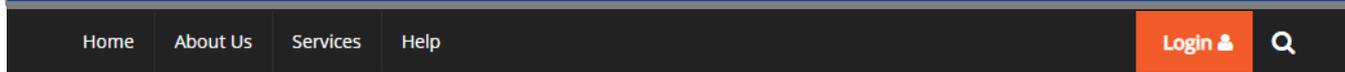
Please type the verification code* 
(Code is case-insensitive and excludes spaces)



Enter your Entity Registration No.

Activating Corppass account

- Enter your 'NRIC', 'FIN', or 'Foreign ID' number.



Home / Activate Corppass Account

Activate Corppass Account



Enter Details

Review & Submit

Activate using:

Reference ID Entity Registration No

* - denotes mandatory fields

Entity Registration Number*[?]

UEN

NRIC / FIN / Foreign ID No.*[?]

← Enter your ID number

Please type the verification code*

(Code is case-insensitive and excludes spaces)

3 7 6 4 9 0

Cancel Next

Activating Corppass account

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

Home About Us Services Help **Login** 

Home / Activate Corppass Account

Activate Corppass Account

1  2

Enter Details Review & Submit

Activate using:

Reference ID Entity Registration No

* - denotes mandatory fields

Entity Registration Number* 

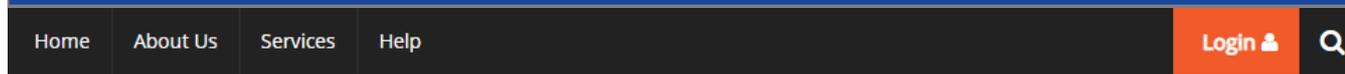
NRIC / FIN / Foreign ID No.* 

Please type the verification code* 
(Code is case-insensitive and excludes spaces)



Activating Corppass account

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



Home / Activate Corppass Account

Activate Corppass Account



A One-Time Password (OTP) has been sent to your registered email: siewwongkah@mailinator.com

Email OTP*

Did not receive an email within 1 minute?
[Resend email OTP](#)

Back

Next

Activating Corppass account

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

[Home](#) [About Us](#) [Services](#) [Help](#)

[Login](#) 



[Home](#) / [Activate CorpPass Account](#)



Your CorpPass user account has been activated.

You will receive an email notification.

Next Step



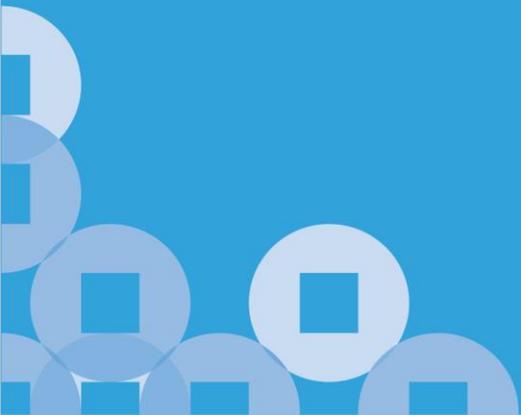
Log in to view your assigned e-Services.

[Proceed to Homepage](#)

D.

**Authorise Third Parties to Act
for Your Entity**

For Corppass Admins



Authorising Third Party Entities

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

corppass

 **Singapore Government**
Integrity · Service · Excellence

[A](#) [A](#)  [Contact Us](#) | [Feedback](#) | [Sitemap](#) | [FAQ](#)

[Log Out](#) 

Select UEN/Entity ID

M91425521H
Entity 1

M30062017A
Entity 2

C20001187B
Entity 3

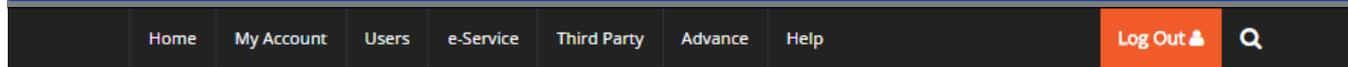
Authorising Third Party Entities

- Under the 'Third Party' tab, click 'Authorise Third Party Entities'.

The screenshot displays the CorpPass user interface. At the top, a dark navigation bar contains the following menu items: Home, My Account, Users, e-Service, Third Party, Advance, and Help. On the right side of this bar are 'Log Out' and a search icon. Below the navigation bar is a large orange banner with the text 'Welcome to Corppass, PEARLY HONE'. Underneath the banner is a light blue notification bar with a 'NEW' icon and the text '41 more digital services have been made available on CorpPass over the last 90 days.' The main content area features a horizontal menu with four tabs: 'User Accounts', 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'Third Party' tab is highlighted with a red box. Below this menu, there are two large white buttons. The left button, 'Authorise Third Party Entities', is also highlighted with a red box and features a document icon with a checkmark. The right button, 'Manage Third Party Entities', features an icon of three people. A 'Change Entity Profile' link is visible on the right side of the interface.

Authorising Third Party Entities

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



Home / Authorise Third Party Entity

Authorise Third Party Entities



UEN / Entity ID	<input type="text"/>
Entity Name	<input type="text"/>

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

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

Authorising Third Party Entities

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

UEN / Entity ID

Entity Name

Search

You may use the search bar to identify the specific third party entities.

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

Filter

Search



UEN / Entity ID	Entity Name	UEN Status
<input checked="" type="checkbox"/> C15000322E	ABC Company Pte Ltd	-
<input type="checkbox"/> C16000829C	ABC SHOP	-
<input type="checkbox"/> C16000777A	ABC123IC	-
<input type="checkbox"/> C16000879F	ABCTEST	-

1 entity(s) selected.

Showing 1 to 4 of 4 items

Cancel

Next

Authorising Third Party Entities

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

Authorise Third Party Entities



Can't find an e-Service? Click [here](#) to add e-Service to your Entity.

Selected Third Party Entity: ABC Company Pte Ltd

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

Filter

Search



<input checked="" type="checkbox"/>	Govt. Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input checked="" type="checkbox"/>	INLAND REVENUE OF SINGAPORE (IRAS)	GST (PAYMENT)			
<input checked="" type="checkbox"/>	INLAND REVENUE OF SINGAPORE (IRAS)	GST (FILING AND APPLICATIONS)			

2 e-Service(s) Selected

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

Back

Next

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

Authorising Third Party Entities

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

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

Govt. Agency	Entity's Selected e-Service	Additional Agency Check	Additional Details Required
INLAND REVENUE OF SINGAPORE (IRAS)	GST (FILING AND APPLICATIONS)		
INLAND REVENUE OF SINGAPORE (IRAS)	GST (PAYMENT)		

2 e-Service(s) selected

Back Next

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

INLAND REVENUE OF SINGAPORE (IRAS) GST (PAYMENT)

No additional details required.

Authorisation Effective Date *

25/02/2018

Authorisation Expiry Date

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

Authorising Third Party Entities

- Review details of the authorisation, then click 'Submit'.

Home / Authorise Third Party Entity

Authorise Third Party Entities



Selected Third Party Entity: ABC Company Pte Ltd

Selected Third Party Entity e-Service(s)

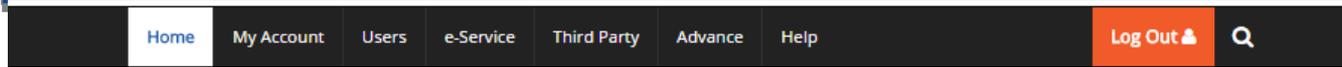
INLAND REVENUE OF SINGAPORE (IRAS)	● GST (FILING AND APPLICATIONS)	Role	Approver
		Authorisation Effective Date	25/02/2018
	Authorisation Expiry Date	31/12/9999	
	● GST (PAYMENT)	Authorisation Effective Date	25/02/2018
Authorisation Expiry Date		31/12/9999	

Back

Submit

Authorising Third Party Entities

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



Home / Authorise Third Party Entity



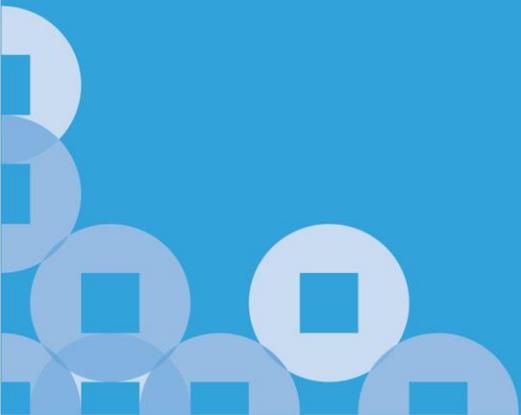
ABC Company Pte Ltd has been authorised to access selected e-Service(s).

The Third Party Entity will receive a notification.

[Return to Homepage](#)

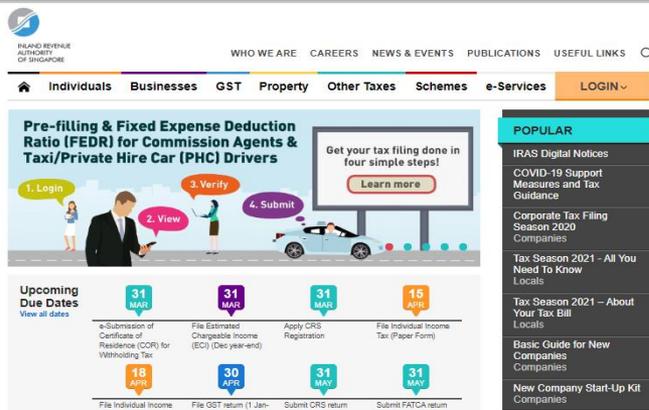
E.

Need More Information on Corppass?



Need More Information on Corppass?

IRAS Website



Website: www.iras.gov.sg

Home > e-Services > Corppass

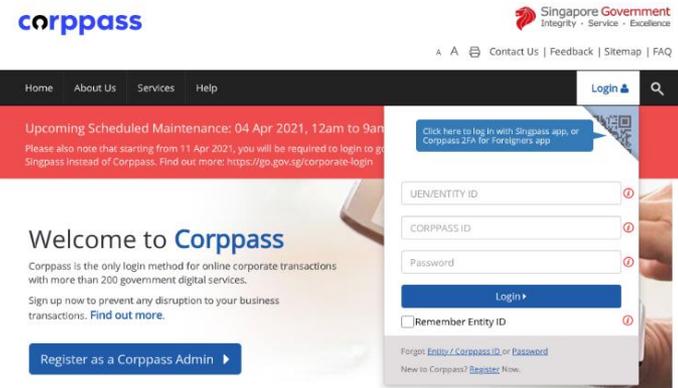
Tel: [1800-356-8633](tel:1800-356-8633)

Mondays to Fridays: 8:30am – 5:00pm

Closed on Weekends & Public Holidays

Email: [myTax Mail \(via myTax Portal\)](mailto:myTax Mail (via myTax Portal))

Corppass Website



Website: www.corppass.gov.sg

Tel: [\(+65\) 6643 0577](tel:+6566430577)

Mondays to Fridays: 8:00am – 8:00pm

Saturdays: 8:00am – 2:00pm

Closed on Sundays & Public Holidays

Email: support@corppass.gov.sg