

# Corppass Step-by-Step Guide for Companies - Corporate Tax



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# 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](https://mytax.iras.gov.sg).
  - For authorisation to access other IRAS e-Services, the Corppass Admin needs to select the relevant e-Services instead.



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Registered Officer



Corppass Admin



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# Identify 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

\*Maximum of 2 Corppass Admins per entity



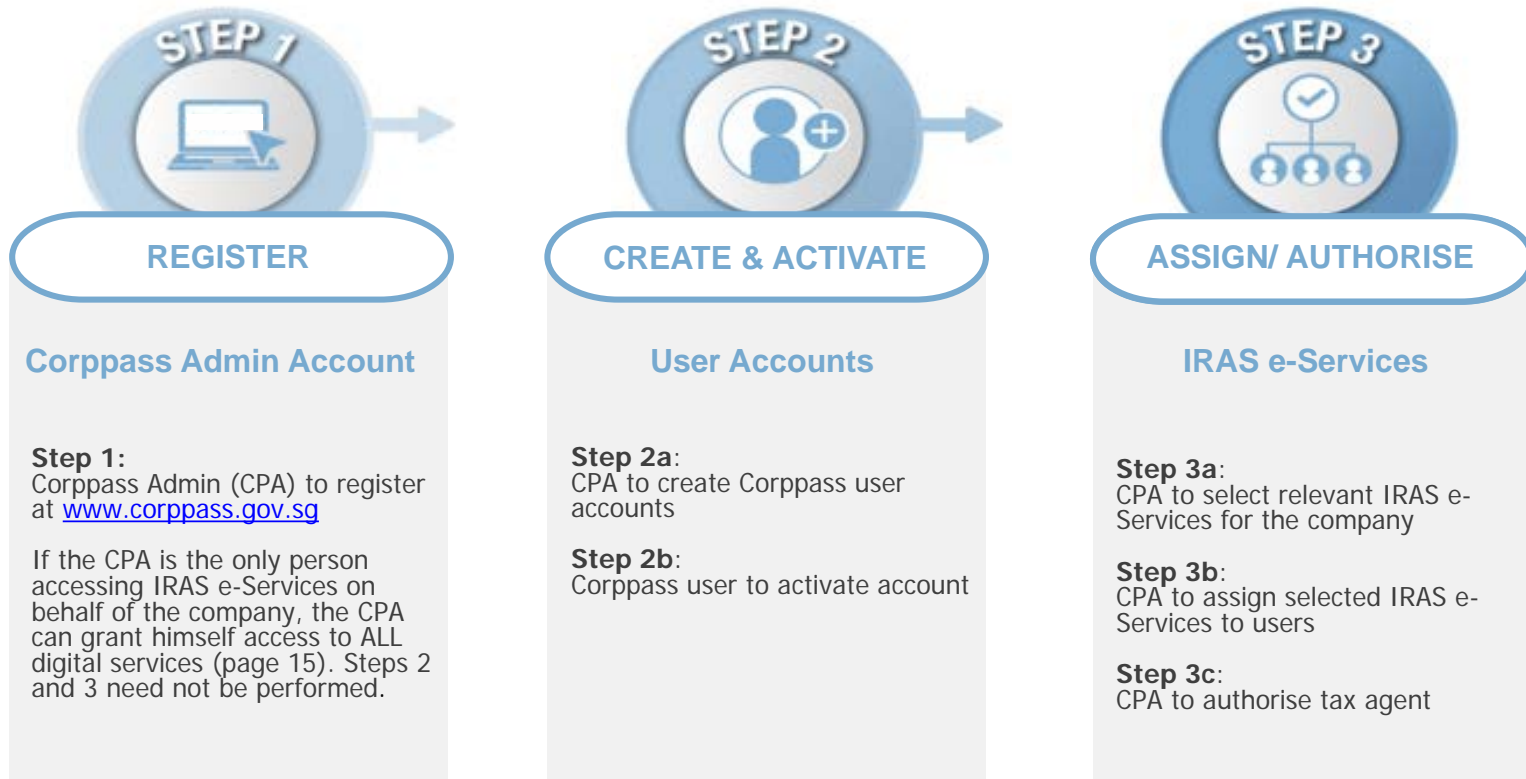
## Corppass User

Account created by Corppass Admin to transact with digital services assigned to them

\*No limit to the number of Corppass users per entity



# Overview of Corppass registration



Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3: Assign/ Authorise IRAS e-Services



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# 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**

Completed Letter of Authorisation ([www.corppass.gov.sg](http://www.corppass.gov.sg)> Help> User Guides> Admin & Sub-Admin> Register for Corppass Administrator Account> Letter of Authorisation) and RO's identity document<sup>1</sup>

<sup>1</sup> 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.



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# Step 1: CPA to register at [www.corppass.gov.sg](http://www.corppass.gov.sg)

Visit [www.corppass.gov.sg](http://www.corppass.gov.sg) and click 'Register as a Corppass Admin'.

Home About Us Services Help Log in with Singpass

## Welcome to Corppass

Corppass is the authorisation system for entities to manage digital service access of employees who need to perform corporate transactions. There are more than 200 government digital services available today.

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



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Step 1: Register Corppass  
Admin (CPA) Account



# Step 1: CPA to register at [www.corppass.gov.sg](http://www.corppass.gov.sg)

You will be redirected to the Singpass login page. Log in by scanning the QR code using your Singpass app or by entering your Singpass ID and Password.

A Singapore Government Agency Website

**singpass** Services ▾

F | T | F ⓘ 🔍

**Welcome to Singpass**  
Your trusted digital identity

Have questions? >

Locate a counter >

Contact us >

**Singpass app** Password login

Scan with Singpass app  
Logging in as Business User

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

# Step 1: CPA to register at www.corppass.gov.sg

Home About Us Services Help

Log in with Singpass



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

**Input your entity's UEN.**

If you are the RO and you choose to be the CPA (instead of nominating someone else), a dropdown list of the entities you are registered with will be automatically populated.

### Enter Your Contact Details

Full Name PHANG GABRIEL

Email\* PHANGGABRIEL@abc.com

abc@abc.com

Confirm Email\*

Mobile No.

Step 1: Register Corppass  
Admin (CPA) Account



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# Step 1: CPA to register at www.corppass.gov.sg

Home About Us Services Help

Log in with Singpass



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

Enter your contact details.

### Enter Your Contact Details

Full Name PHANG GABRIEL

Email\*

PHANGGABRIEL@abc.com

abc@abc.com

Confirm Email\*

Mobile No.

Your full name, as per your NRIC/  
FIN, and your email address will be  
automatically populated.



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Step 1: Register Corppass  
Admin (CPA) Account


# Step 1: CPA to register at [www.corppass.gov.sg](http://www.corppass.gov.sg)


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

## 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 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

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 without NRIC/ FIN
- Your RO does not want to provide online approval

# Step 1: CPA to register at [www.corppass.gov.sg](http://www.corppass.gov.sg)

Confirm Email\*

Mobile No.

## 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 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

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](http://www.corppass.gov.sg)

Confirm Email\*

Mobile No.

## 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.)

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

 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

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](http://www.corppass.gov.sg)

Confirm Email\*

Mobile No.

## 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 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

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](http://www.corppass.gov.sg)

## Register Admin Account



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.      98765432

### Registered Officer Authorization

Method of Approval      Request online approval from Registered Officer  
Registered Officer's Identity No.  
Last 5 Characters      0446I  
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 of Use](#).

Back

Submit

Review details you have entered  
and click 'Submit' to proceed.



# Step 1: CPA to register at [www.corppass.gov.sg](http://www.corppass.gov.sg)

Home

About Us

Services

Help

Log in with Singpass 



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 have selected the 'Online Approval' method, you will have to await approval<sup>1</sup> 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).



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

<sup>1</sup>For 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](http://www.corppass.gov.sg)

Home

About Us

Services

Help

Log in with Singpass 



Home / Register Admin Account



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.



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Step 1: Register Corppass Admin (CPA) Account

## Step 2:

- (a) CPA to create Corppass user accounts**
- (b) Corppass user to activate account**

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 number and email address of users (i.e. company staff who will be accessing IRAS e-Services on behalf of the company)



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# Step 2a: CPA to create Corppass user accounts

Click 'Log in with Singpass'.

Home About Us Services Help **Log in with Singpass** 🔍

## Welcome to Corppass

Corppass is the authorisation system for entities to manage digital service access of employees who need to perform corporate transactions. There are more than 200 government digital services available today.

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 ▶](#)



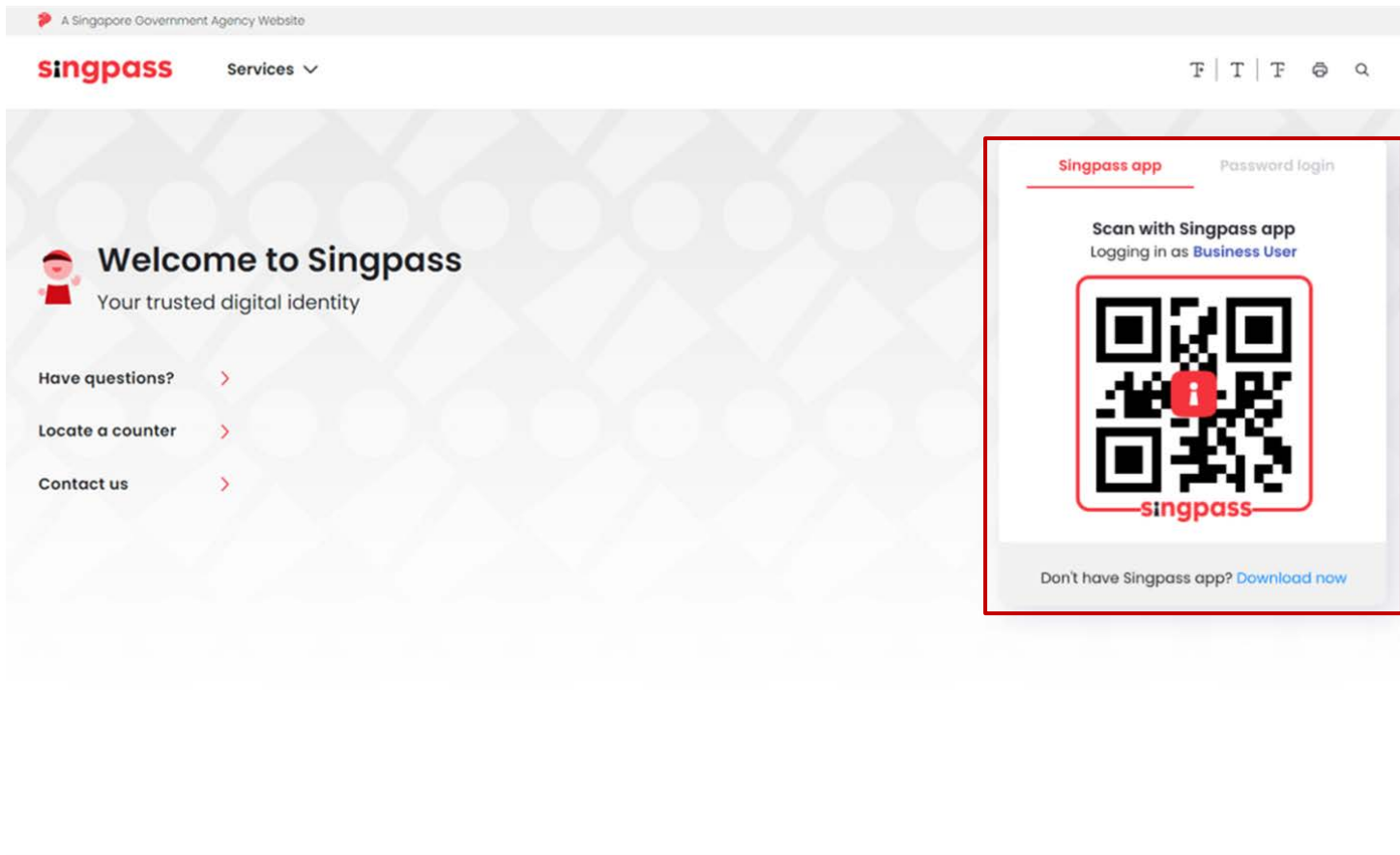
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Step 1: Register Corppass  
Admin (CPA) Account

Step 2a:  
Create User Accounts

# Step 2a: CPA to create Corppass user accounts

You will be redirected to the Singpass login page. Log in by scanning the QR code using your Singpass app or by entering your Singpass ID and Password.




The screenshot shows the Singpass login page. The header includes the Singpass logo, a 'Services' dropdown menu, and navigation links for 'F | T | F' and a search icon. The main content area features a 'Welcome to Singpass' message with the tagline 'Your trusted digital identity'. Below this are three links: 'Have questions?', 'Locate a counter', and 'Contact us'. On the right side, there is a login panel with two options: 'Singpass app' (highlighted with a red box) and 'Password login'. The 'Singpass app' option includes the text 'Scan with Singpass app' and 'Logging in as Business User', followed by a QR code with a red 'i' icon in the center. Below the QR code is the Singpass logo. At the bottom of the panel, there is a link: 'Don't have Singpass app? Download now'.

# Step 2a: CPA to create Corppass user accounts

corppass

 Singapore Government  
Integrity · Service · Excellence

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

Log Out 

Select UEN/Entity ID

191425521H  
Entity 1

200062017E  
Entity 2

C20001187B  
Entity 3

If you have more than 1 Corppass account, select the company that you wish to create user accounts for.

Step 1: Register Corppass Admin (CPA) Account

Step 2a: Create User Accounts



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# Step 2a: CPA to create Corppass user accounts

Home / Select Entity Profile

Welcome to Corppass,  
PHANG GABRIEL

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



### I am the only user

conducting e-Service transaction for my entity.  
E.g I am a small business owner



### My entity has users

who access different e-services.  
E.g. My users from HR access different e-services from users in Finance

Select 'My entity has users' to create user accounts for the company's staff to access IRAS e-Services for the company.



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Step 1: Register Corppass  
Admin (CPA) Account

Step 2a:  
Create User Accounts



# Step 2a: CPA to create Corppass user accounts

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

Create Users  
Manage Users  
**Batch Create Users**

53 more View Batch Upload History

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

**Create User Accounts**  
Add accounts to your Entity

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

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


Welcome to Corppass,  
PHANG GABRIEL



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)

  
**Create User Accounts**  
Add accounts to your Entity

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

The 'Create User Accounts' feature allows you to create user accounts individually.



# Step 2a: CPA to create Corppass user accounts

## Create User Accounts



1  
Verify &  
Enter Details

2  
Review &  
Submit

Enter the particulars of a user for whom you wish to create an account.

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 Foreign ID FIN		SG	abc@abc.com	User	<input checked="" type="checkbox"/>

If you are creating a user account for a foreigner without NRIC/ FIN, select 'Foreign ID' and the appropriate Country/ Region of Issuance.

Step 1: Register Corppass Admin (CPA) Account

Step 2a:  
Create User Accounts



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# Step 2a: CPA to create Corppass user accounts

## Create User Accounts



Enter the email address of the user.

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](#)

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



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# Step 2a: CPA to create Corppass user accounts

## Create User Accounts



1  
Verify &  
Enter Details



2  
Review &  
Submit

Enter user details in the table below to create Corppass Accounts. The Full Name of users who are S after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and author 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-Sub listing), as they require additional details to be set up on Corppass. For access, select and ma account.
- Additional checks may also be conducted by selected e-Services, such as MOM EPOL/WPOL ar logging into their websites. Contact these agencies for more information.

## Select an appropriate account type for the user.

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. 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 can create Users and Enquiry Users and assign them digital service 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- As per Identity Documents	NRIC		SG	abc@abc.com	User	<input checked="" type="checkbox"/>

+ Add new user

Cancel

Next

Step 1: Register Corppass Admin (CPA) Account

Step 2a: Create User Accounts



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# Step 2a: CPA to create Corppass user accounts

## Create User Accounts



Enter user details in the table below to create Corppass Accounts 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.

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.

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



# Step 2a: CPA to create Corppass user accounts

## Create User Accounts



Click 'Add new user' to create more user accounts.

Click 'Next' when you are done.

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- <small>As per Identity Documents</small>	NRIC		SG	abc@abc.com	User	<input checked="" type="checkbox"/>



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# Step 2a: CPA to create Corppass user accounts

## Create User Accounts



Review the details before submission.

Once completed, click 'Submit'.

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	S1234567A	tan_philips@abc.com	User	✓

Back

Submit



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Step 1: Register Corppass  
Admin (CPA) Account

Step 2a:  
Create User Accounts



# Step 2a: CPA to create Corppass user accounts

Home

My Account

Users

e-Service

Third Party

Advance

Help

Log Out 



Home / Create User Accounts



**You have created new Corppass account(s).**

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

**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.**

## Next Step



### Select Entity's e-Services

Select e-Services that your entity will use.

[Return to Homepage](#)

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



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Step 1: Register Corppass  
Admin (CPA) Account

Step 2a:  
Create User Accounts

# Step 2b: Corppass user to activate account

The screenshot shows the Corppass website interface. At the top, there is a navigation bar with 'Home', 'About Us', 'Services', and 'Help'. On the right, there is a 'Log in with Singpass' button and a search icon. Below the navigation bar, a dropdown menu is open under 'Services', listing options: 'Register for Corppass', 'Check Registration Status', 'Activate Corppass Account' (highlighted with a red box), 'Manage Admin', and 'Find Your Corppass Admin'. Below the dropdown, there is a 'Register as a Corppass Admin' button. Further down, there is a section titled 'Get started with Corppass by your role' with three buttons: 'I am the Registered Officer', 'I am the Admin', and 'I am a User'. The background of the page features a blurred image of hands holding a smartphone.

**Go to Services >  
Activate Corppass Account.**



# Step 2b: Corppass user to activate account

Home About Us Services Help

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\*<sup>i</sup>

Please type the verification code\*

(Code is case-insensitive and excludes spaces)

3 7 6 4 9 0 

Cancel

Next

Home About Us Services Help

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\*<sup>i</sup>


UEN



NRIC / FIN / Foreign ID No.\*<sup>i</sup>

Please type the verification code\*

(Code is case-insensitive and excludes spaces)

3 7 6 4 9 0 

Cancel

Next

**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.



# Step 2b: Corppass user to activate account

Home About Us Services Help

Home / Activate Corppass Account

## Activate Corppass Account



Enter Details Review & Submit

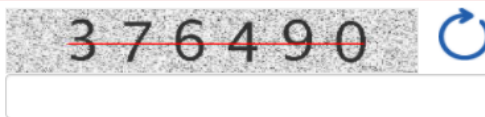
Activate using:

Reference ID  Entity Registration No

\* - denotes mandatory fields

Reference ID\*

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



Cancel Next

Home About Us Services Help

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.\*

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



Cancel Next

Enter the verification code displayed on the screen and click 'Next'.

Step 1: Register Corppass Admin (CPA) Account

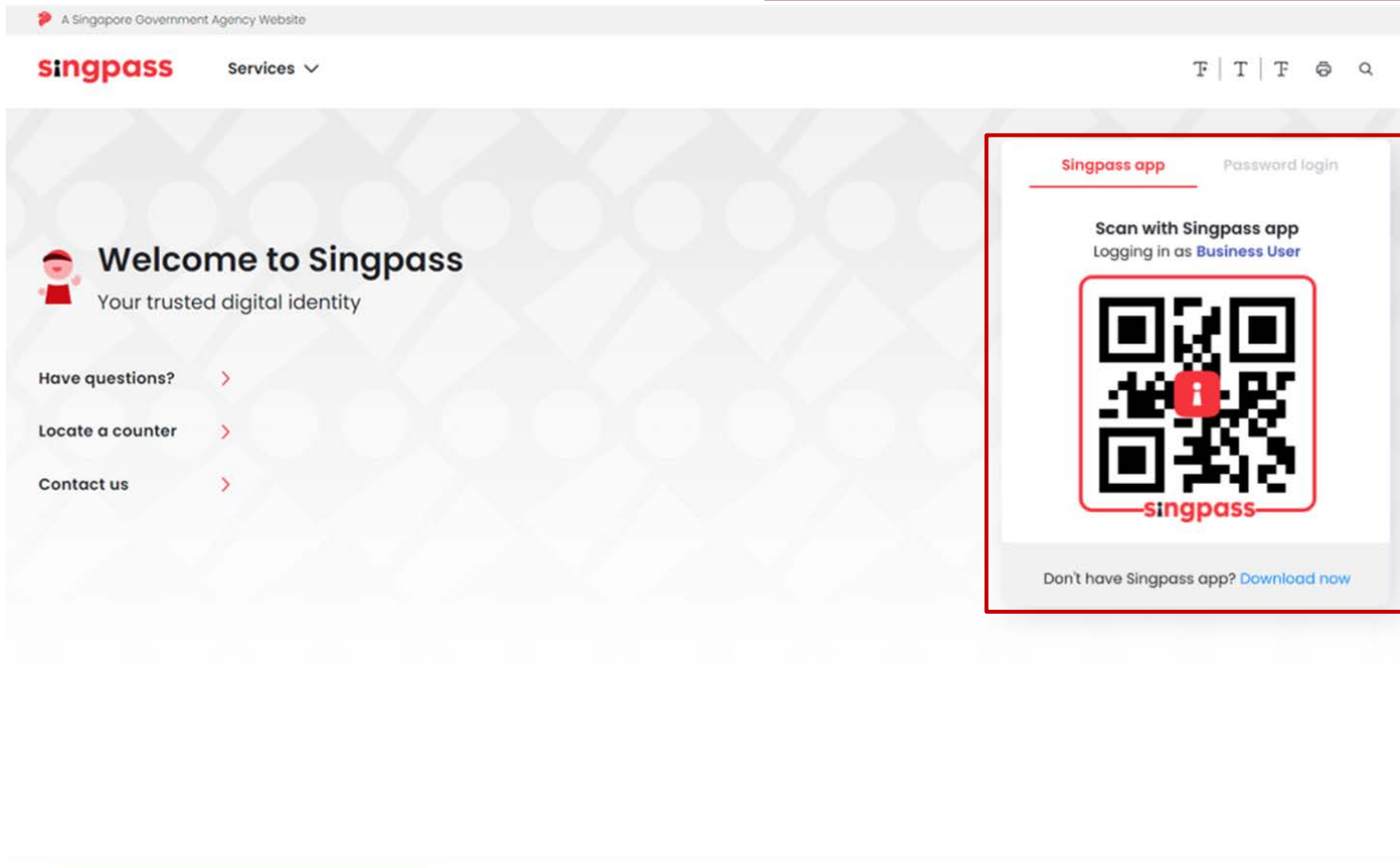
Step 2b: Activate User Accounts



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# Step 2b: Corppass user to activate account

If you are a NRIC/ FIN Singpass user, verify your identity via Singpass.



If you are a foreigner without NRIC/ FIN, please refer to pages 39 to 41.

# Step 2b: Corppass user to activate account

Home

About Us

Services

Help

Log in with Singpass 



Home / Activate Corppass Account



**Your Corppass user account has been activated.**

You will receive an email notification.

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

## Next Step



Log in to view your assigned e-Services.

Proceed to Homepage



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Step 1: Register Corppass  
Admin (CPA) Account

Step 2b:  
Activate User Accounts

# Step 2b: Corppass user to activate account

Home / Activate Corppass Account

Pages 39 to 41 are only applicable to a foreigner without NRIC/ FIN.

## Activate Corppass Account



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

Email OTP\*

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

[Back](#) [Next](#)

If you do not have a NRIC/ FIN, enter the one-time password sent to your registered email address. Then, click 'Next'.



# Step 2b: Corppass user to activate account

Home

About Us

Services

Help

Log in with Singpass 



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

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

**As a foreigner without NRIC/ FIN, you will receive an email from Singpass to activate your Singpass Foreign user Account using a one-time password, if you have not set it up. Follow the steps as indicated in the email.**



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Step 1: Register Corppass  
Admin (CPA) Account

Step 2b:  
Activate User Accounts



# Updating information with IRAS

## Corppass users who are foreigners without NRIC/ FIN

### 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](#)<sup>1</sup>.



<sup>1</sup>The form may be retrieved from IRAS' website [[www.iras.gov.sg](http://www.iras.gov.sg) > e-Services > Corppass].

# 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.

- i. Direct Assign
- ii. Batch Assign

### **Step 3c:**

CPA to authorise tax agent

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

Welcome to Corppass,  
PHANG GABRIEL



53 more digital services have been made available on Corppass over

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.

User Accounts

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



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Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3a: Select relevant IRAS e-Services for entity



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



## Select Entity's e-Services


Use the search bar to search for specific 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.

Filter   

<input type="checkbox"/>	Govt. Agency	e-Service	Description	Additional Agency Check*	Additional Details Required*
<input type="checkbox"/>	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)			
<input type="checkbox"/>	IRAS	CORPORATE TAX (PAYMENT)			

0 e-Service(s) Selected



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



## Select Entity's e-Services




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

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.

Filter: IRAS  

<input type="checkbox"/>	Govt. Agency	e-Service	Description	Additional Agency Check*	Additional Details Required*
<input checked="" type="checkbox"/>	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)			
<input type="checkbox"/>	IRAS	CORPORATE TAX (PAYMENT)			

1 e-Service(s) Selected

Cancel **Next**



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

## Select Entity's e-Services



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

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

\* - denotes mandatory fields

Govt Agency	e-Service	Additional Agency Check	Additional Details Required	
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)			<div><p>IRAS <b>CORPORATE TAX (FILING AND APPLICATIONS)</b></p><p>Effective YA From</p><input type="text"/> <input type="button" value="+ Add New"/><p>Effective YA To</p><input type="text"/> <input type="button" value="+ Add New"/></div>

1 e-Service(s) Selected

Back

Next



INLAND REVENUE  
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Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3a: Select relevant IRAS e-Services for entity

# 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

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		

IRAS CORPORATE TAX (FILING AND APPLICATIONS)

Effective YA From

+ Add New

Effective YA To

+ Add New

1 e-Service(s) Selected

Back Next

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.



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

## Select Entity's e-Services



Click 'Next' to continue.

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

\* - denotes mandatory fields

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		

1 e-Service(s) Selected

IRAS  
**CORPORATE TAX (FILING AND APPLICATIONS)**

Effective YA From

Effective YA To

Back

Next



INLAND REVENUE  
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Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3a: Select relevant IRAS e-Services for entity



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

Home / Select Entity's e-Services

## Select Entity's e-Services

Review the details before clicking 'Submit'.



### Verify Selected e-Service(s)

IRAS • CORPORATE TAX (FILING AND APPLICATIONS)

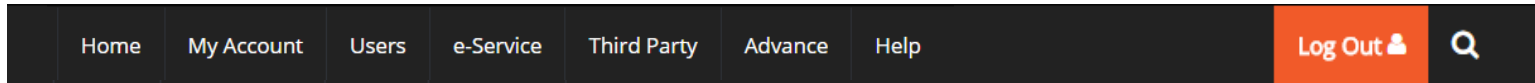
Effective YA From 2020  
2021

Back **Submit**



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



Home / Select Entity's e-Services



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

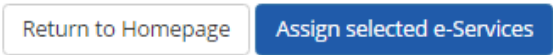
A confirmation message will indicate that you have completed the selection of IRAS e-Services relevant to your company.

Next, you need to assign the selected e-Services to your own staff or your tax agent.

## Next Step



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



Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3a: Select relevant IRAS e-Services for entity

# Step 3b: CPA to assign selected IRAS e-Services to users

## 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.

Note: When assigning e-Services of your company to your staff, please assign the correct role (i.e. 'Preparer' or 'Approver').



# Important information to have on-hand

**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, 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/ Foreign ID number and role ('Preparer' or 'Approver') of staff ready on-hand



# Step 3b(i): Direct Assign



## 1. Assign IRAS e-Services

This method allows online assignment of IRAS e-Services of your company to your staff based on your selection.

Corppass Admin



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OF SINGAPORE


# Step 3b(i): Direct Assign


Welcome to Corppass,  
PHANG GABRIEL


Under the 'e-Service Access' tab, click 'Assign Selected e-Services'.

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

[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



# Step 3b(i): Direct Assign

## Assign Selected e-Services



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

Note: If you wish to assign different e-Services to different users, you will have to assign them separately.

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.

Filter

Search

<input type="checkbox"/>	Full Name	Email Address	User Type
<input checked="" type="checkbox"/>	LI VIRDI	livirdi@mailinator.com	Enquiry User
<input checked="" type="checkbox"/>	TERRI MANDEL	terrimandel@mailinator.com	User
<input type="checkbox"/>	LIM DAOWEI	limdaowei@mailinator.com	Enquiry User
<input type="checkbox"/>	TOH JONATHAN	toh.john@mailinator.com	Admin
<input type="checkbox"/>	PHANG GABRIEL	PHANGGABRIEL@abc.com	Admin
<input type="checkbox"/>	CHAN FENDERICK	Frederick_Chan@abc.com	User

2 user(s) selected.

Cancel

Next



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# Step 3b(i): Direct Assign

## Assign Selected e-Services



You will be directed to a list of e-Services selected previously in Step 3(a) (i.e. the e-Services selected in pages 43 to 50).

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

Assign Selected e-Service(s) to

2 Selected User(s) [+](#)

Assign from selected e-Service(s).

[Filter](#)

Search



<input type="checkbox"/>	Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input type="checkbox"/>	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)			

0 e-Service(s) selected.

Back

Next



INLAND REVENUE  
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Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3b(i): Direct Assign



# Step 3b(i): Direct Assign

## Assign Selected e-Services



Select the relevant IRAS e-Service(s) that you wish to assign to the selected user(s). Then, click 'Next'.

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

Assign Selected e-Service(s) to

2 Selected User(s) [+](#)

Assign from selected e-Service(s).

[Filter](#)

Search



<input type="checkbox"/>	Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input checked="" type="checkbox"/>	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)			

1 e-Service(s) selected.

Back

Next



INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3b(i): Direct Assign

# Step 3b(i): Direct Assign

## Assign Selected e-Services



You may be required to enter additional details.

Assign Selected e-Services to

2 Selected Users +

e-Services with require additional details. Click to enter details.

\* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required	
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)			<div><p>IRAS CORPORATE TAX (FILING AND APPLICATIONS)</p><p>Role* </p><p>--- SELECT---</p><p>Effective YA From</p><p>--- SELECT---</p></div>

1 e-Service(s) Selected

Back

Next



# Step 3b(i): Direct Assign

## Assign Selected e-Services



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).

Assign Selected e-Services to

2 Selected Users [+](#)

e-Services with [+](#) require additional details. Click [+](#) to enter details.

\* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required	
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)			<b>IRAS CORPORATE TAX (FILING AND APPLICATIONS)</b>
				Role*
				<input type="text" value="--- SELECT ---"/>
				Effective YA From
				<input type="text" value="--- SELECT ---"/>

1 e-Service(s) Selected

[Back](#) [Next](#)



# Step 3b(i): Direct Assign

## Assign Selected e-Services



Assign Selected e-Services to

2 Selected Users [+](#)

e-Services with [+](#) require additional details. Click [+](#) to enter details.

\* - denotes mandatory fields

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 47).

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required	
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)			

IRAS CORPORATE TAX (FILING AND APPLICATIONS)
Role*
<input type="text" value="--- SELECT ---"/>
Effective YA From
<input type="text" value="--- SELECT ---"/>

1 e-Service(s) Selected

2020  
2021



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AUTHORITY  
OF SINGAPORE

# Step 3b(i): Direct Assign

## Assign Selected e-Services



Assign Selected e-Services to

2 Selected Users +

e-Services with require additional details. Click to enter details.

\* - denotes mandatory fields

Indicate the effective start and end\* dates for the staff authorisation. Click 'Next' to continue.

\*End date is not compulsory

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		

1 e-Service(s) Selected

Authorisation Effective Date \*

Authorisation Expiry Date

Back

Next

# Step 3b(i): Direct Assign

## Assign Selected e-Services



Verify the following details.

2 Selected Users +

**Review the details of the assigned e-Service(s) before submission. Click 'Submit' to confirm your assignment.**

## Selected e-Services

### IRAS • CORPORATE TAX (FILING AND APPLICATIONS)

Role	Approver
Effective YA From	2021
Authorisation Effective Date	01/01/2021
Authorisation Expiry Date	31/12/9999

Back

Submit



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# Step 3b(i): Direct Assign

Home

My Account

Users

e-Service

Third Party

Advance

Help

Log Out 



Home / Assign Selected e-Services



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

[Return to Homepage](#)

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



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OF SINGAPORE

Step 1: Register Corppass  
Admin (CPA) Account

Step 2: Create & Activate  
User Accounts

Step 3b(i):  
Direct Assign

## 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.

Corppass Admin



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# Step 3b(ii): Batch Assign

The screenshot shows the Corppass user interface. At the top, a navigation bar contains links for Home, My Account, Users, e-Service, Third Party, Advance, and Help. The 'e-Service' link is highlighted with a red box. A dropdown menu is open below it, listing options: View Entity's e-Service Access, Select Entity's e-Services, Assign Selected e-Services, Batch Assign e-Services (highlighted with a red box), and View Batch Upload History. A red callout box on the right contains the text: "Under the 'e-Service' dropdown menu, click 'Batch Assign e-Services'". Below the navigation bar, there is a banner for "53 more digital services available on Corppass over the last 90 days". A table below the banner has columns for User Accounts, e-Service Access, Third Party, and Third Party (Clients). At the bottom, there are two main action cards: "Create User Accounts" (Add accounts to your Entity) and "Manage User Accounts" (View and edit your entity's user account details). A "Change Entity Profile" link is also visible.



# Step 3b(ii): Batch Assign

## Batch Assign e-Services



Download the Excel template.

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

Please note that each file upload only supports a maximum of 5000 records.

Batch processing will require 1 working day.

Upload completed file (max. 10MB)

Select file

Cancel

Next



INLAND REVENUE  
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OF SINGAPORE

Step 1: Register Corppass  
Admin (CPA) Account

Step 2: Create & Activate  
User Accounts

Step 3b(ii):  
Batch Assign

# Step 3b(ii): Batch Assign

SPCP\_CP\_MassEServiceAssignment - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Clipboard Font Alignment Number Styles Cells

1 Please read the following steps to complete this template:

2 1) Select the "eServiceAssignment" worksheet for your completion. Please do not change the name of the worksheet.

3 2) Add authorisations by filling in each row with the required details (one authorisation per row).

4 3) You should only add authorisations for users with an existing Corppass account.

5 4) You may remove authorisations by selecting and deleting the row.

6 5) Verify all authorisation details are accurate and ensure that the required cells (highlighted pink cells) are completed before submission.

7

Instructions eServiceAssignments

Read the instructions and select the 'e-Service Assignments' worksheet.



# Step 3b(ii): Batch Assign

The screenshot shows the Microsoft Excel interface with the following details:

- File Name: SPCP\_CP\_MassEServiceAssignment - Excel
- Active Tab: Home
- Formulas Bar: Empty
- Worksheet Grid:
  - Columns: A, B, C, D
  - Row 1: Headers with dropdown menus: \*Agency Name [Max 60], \*e-Service Name [Max 100], \*CorpPass Entity ID [Max 10], \*NRIC/FIN/Foreign ID No. [Max 20]
  - Rows 2-7: Empty rows, highlighted in pink.

To add new IRAS e-Service assignments, enter details in a new row.



# Step 3b(ii): Batch Assign

The screenshot shows the Microsoft Excel interface with the following details:

- File Name: SPCP\_CP\_MassEServiceAssignment - Excel
- Active Tab: Home
- Form Headers (Columns A-D):
  - A: \*Agency Name [Max 60]
  - B: \*e-Service Name [Max 100]
  - C: \*CorpPass Entity ID [Max 10]
  - D: \*NRIC/FIN/Foreign ID No. [Max 20]
- Agency Name Dropdown Menu (Open):
  - AGRI FOOD AND VETERINARY AUTHORITY OF SINGAPORE (AFSA)
  - BUILDING AND CONSTRUCTION AUTHORITY (BCA)
  - CENTRAL NARCOTICS BUREAU (CNB)
  - IMMIGRATION & CHECKPOINTS AUTHORITY (ICA)
  - INTERNATIONAL ENTERPRISE (IE) SINGAPORE
  - MINISTRY OF HOME AFFAIRS (MHA)
  - MARITIME AND PORT AUTHORITY OF SINGAPORE (MPA)
  - MHA - SINGAPORE CIVIL DEFENCE FORCE (SCDF)
  - IRAS (highlighted)

Select IRAS from the dropdown menu.



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Step 1: Register CorpPass  
Admin (CPA) Account

Step 2: Create & Activate  
User Accounts

Step 3b(ii):  
Batch Assign

# Step 3b(ii): Batch Assign

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
1	*Agency Name [Max 60]	*e-Service Name [Max 100]	*CorpPass Entity ID [Max 10]	*NRIC/FIN/Foreign ID No. [Max 20]
2	INLAND REVENUE AUTHORITY OF SINGA			
3				
4				
5				
6				
7				

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 43 to 50), otherwise, the assignment will fail.



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Step 1: Register CorpPass  
Admin (CPA) Account

Step 2: Create & Activate  
User Accounts

Step 3b(ii):  
Batch Assign

# Step 3b(ii): Batch Assign

SPCP\_CP\_MassEServiceAssignment - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Clipboard Font Alignment Number Styles Cells

	A	B	C	D
1	*Agency Name [Max 60]	*e-Service Name [Max 100]	*CorpPass Entity ID [Max 10]	*NRIC/FIN/Foreign ID No. [Max 20]
2	INLAND REVENUE AUTHORITY OF SINGA	CORPORATE TAX (FILING AND A		
3				
4				
5				
6				
7				

For local entities, this refers to your UEN.



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Step 1: Register Corppass  
Admin (CPA) Account

Step 2: Create & Activate  
User Accounts

Step 3b(ii):  
Batch Assign

# Step 3b(ii): Batch Assign

SPCP\_CP\_MassEServiceAssignment - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Clipboard Font Alignment Number Styles Cells

	A	B	C	D
1	*Agency Name [Max 60]	*e-Service Name [Max 100]	*CorpPass Entity ID [Max 10]	*NRIC/FIN/Foreign ID No. [Max 20]
2	INLAND REVENUE AUTHORITY OF SINGA	CORPORATE TAX (FILING AND A	123456789D	
3				
4				
5				
6				
7				

Enter the user's NRIC/ FIN/ Foreign ID number.



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Step 1: Register Corppass  
Admin (CPA) Account

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User Accounts

Step 3b(ii):  
Batch Assign



# Step 3b(ii): Batch Assign

The screenshot shows the Microsoft Excel interface with the following details:

- File Name: SPCP\_CP\_MassEServiceAssignment - Excel
- Active Tab: Home
- Formulas Bar: Empty
- Worksheet Grid:
  - Column Headers: E, F, G
  - Row 1: Full Name(As in NRIC/FIN/Foreign ID) [Max 66], Agency Issued ID [Max 32], Role Name [Max 20]
  - Row 2: (Empty cells, highlighted in green)
  - Row 3: (Empty cells)
  - Row 4: (Empty cells)
  - Row 5: (Empty cells)
  - Row 6: (Empty cells)
  - Row 7: (Empty cells)

Enter the full name of the user.



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# Step 3b(ii): Batch Assign

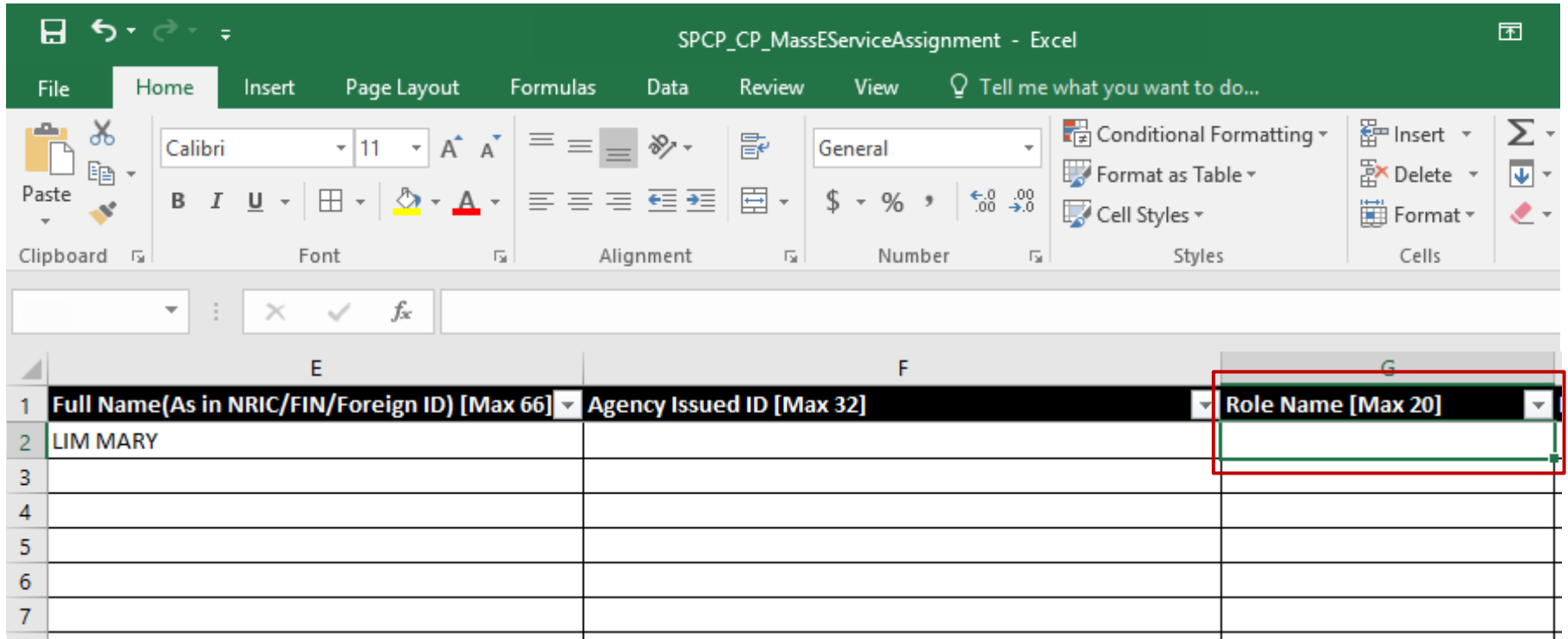
The screenshot shows an Excel spreadsheet titled "SPCP\_CP\_MassEServiceAssignment - Excel". The ribbon is set to "Home". The spreadsheet has three columns: "Full Name(As in NRIC/FIN/Foreign ID) [Max 66]", "Agency Issued ID [Max 32]", and "Role Name [Max 20]". The first row contains the headers, and the second row contains the data "LIM MARY". The "Agency Issued ID" column is highlighted with a red box, indicating it should be left blank.

	E	F	G
1	Full Name(As in NRIC/FIN/Foreign ID) [Max 66]	Agency Issued ID [Max 32]	Role Name [Max 20]
2	LIM MARY		
3			
4			
5			
6			
7			

Leave this field blank.



# Step 3b(ii): Batch Assign



The screenshot shows the Microsoft Excel interface with the following data:

	E	F	G
1	Full Name(As in NRIC/FIN/Foreign ID) [Max 66]	Agency Issued ID [Max 32]	Role Name [Max 20]
2	LIM MARY		
3			
4			
5			
6			
7			

Enter the role you wish to assign to the user (i.e. 'Preparer' or 'Approver').



# Step 3b(ii): Batch Assign

	P	Q
1	*Authorisation Effective Date [Max 10]	Authorisation Expiry Date [Max 10]
2		
3		
4		
5		
6		
7		

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

## 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.

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](#).

Please note that each file upload only supports a maximum of 5000 records.

Batch processing will require 1 working day.

Upload completed file (max. 10MB)

Select file

Click 'Select File' to upload the completed Excel file. The Excel file size must not exceed 10MB.

Cancel

Next



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# 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.

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](#).

Please note that each file upload only supports a maximum of 5000 records.

Batch processing will require 1 working day.

Upload completed file (max. 10MB)

Select file

Click 'Next' to continue.

Filename

SPCP\_CP\_MassEServiceAssignment.xlsx

Cancel

Next



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Step 1: Register Corppass  
Admin (CPA) Account

Step 2: Create & Activate  
User Accounts

Step 3b(ii):  
Batch Assign

# Step 3b(ii): Batch Assign

## Batch Assign e-Services



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

Ensure that the information provided is accurate.

For Sub-Admin account created, the default allows any of the entity's e-Services to be assigned to users and authorised Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

## Assign e-Services

Uploaded File	SPCP_CP_MassEServiceAssignment.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.

Back      **Submit**



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# Step 3b(ii): Batch Assign

Home / Batch Assign e-Services



**Your file has been uploaded for processing.**

Processing will require 1 working day. You will receive an email notification after the processing is completed.

[Return to Homepage](#)

[View Batch Upload History](#)

**You will see a confirmation page if the file has been uploaded successfully. Processing will take 1 working day.**



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# Step 3b(ii): Batch Assign

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. The 'e-Service' link is highlighted with a red box. A dropdown menu is open under 'e-Service', listing options: View Entity's e-Service Access, Select Entity's e-Services, Assign Selected e-Services, Batch Assign e-Services, and View Batch Upload History. The 'View Batch Upload History' option is highlighted with a blue box and a red border. Below the navigation bar, there are sections for '53 more digital services available on Corppass over the last 9 months' and 'Change Entity Profile'. Two main action cards are visible: 'Create User Accounts' (Add accounts to your Entity) and 'Manage User Accounts' (View and edit your entity's user account details).

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

Home / Batch Upload History

A table will display your batch upload history.

## Batch Upload History

Filter Search  

Job ID	Job Description	Submission Date	Status
175	Batch Create Users	06/09/2016 15:58	In-progress
171	Batch Assign e-Service	06/09/2016 14:51	View Error
168	Batch Create Users	06/09/2016 14:30	Completed
167	Batch Create Users	06/09/2016 14:21	Completed
54	Batch Assign e-Service	24/08/2016 17:35	Completed
27	Batch Assign e-Service	23/08/2016 20:17	Completed
25	Batch Assign e-Service	23/08/2016 15:36	Completed
24	Batch Assign e-Service	23/08/2016 15:33	Completed
23	Batch Create Users	23/08/2016 15:31	Completed



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Step 1: Register Corppass  
Admin (CPA) Account

Step 2: Create & Activate  
User Accounts

Step 3b(ii):  
Batch Assign

# Step 3b(ii): Batch Assign

Home / Batch Upload History

View the status of each batch upload.

## Batch Upload History

Filter Search

Job ID	Job Description	Submission Date	Status
175	Batch Create Users	06/09/2016 15:58	In-progress
171	Batch Assign a Service	06/09/2016 14:51	View Error
168	Batch		Completed
167	Batch		Completed
54	Batch		Completed
27	Batch		Completed
25	Batch		Completed
24	Batch		Completed
23	Batch Create Users	23/08/2016 15:31	Completed

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.



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# Step 3b(ii): Batch Assign

Home / Batch Upload History

Click 'View Error' to download an Excel list of batch assignments that were not processed.

## Batch Upload History

Filter Search  

Job ID	Job Description	Submission Date	Status
175	Batch Create Users	06/09/2016 15:58	In-progress
171	Batch Assign e-Service	06/09/2016 14:51	<a href="#">View Error</a>
168	Batch Create Users	06/09/2016 14:30	Completed
167	Batch Create Users	06/09/2016 14:21	Completed
54	Batch Assign e-Service	24/08/2016 17:35	Completed
27	Batch Assign e-Service	23/08/2016 20:17	Completed
25	Batch Assign e-Service	23/08/2016 15:36	Completed
24	Batch Assign e-Service	23/08/2016 15:33	Completed
23	Batch Create Users	23/08/2016 15:31	Completed



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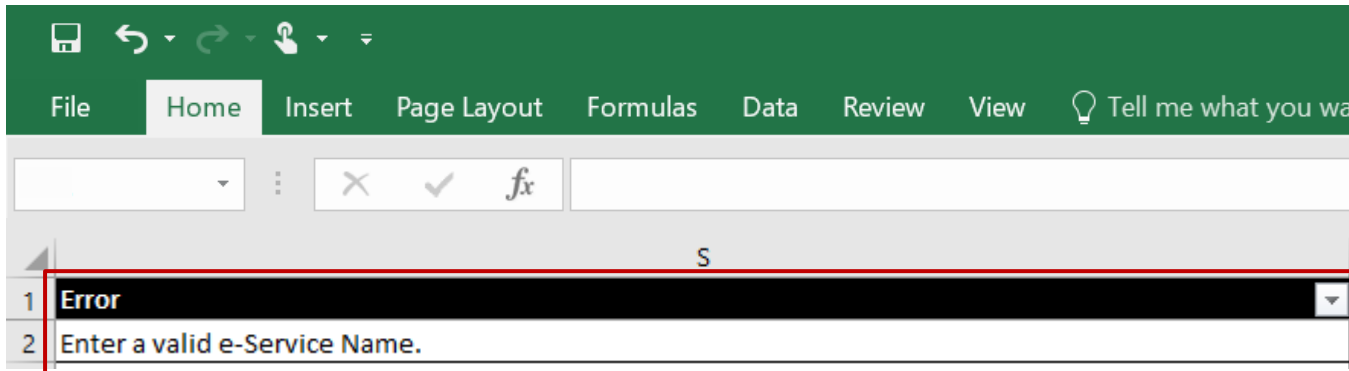
Step 1: Register Corppass  
Admin (CPA) Account

Step 2: Create & Activate  
User Accounts

Step 3b(ii):  
Batch Assign

# Step 3b(ii): Batch Assign

Rectify the details based on the error messages.



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# Step 3b(ii): Batch Assign

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

- View Entity's e-Service Access
- Select Entity's e-Services
- Assign Selected e-Services
- Batch Assign e-Services**
- View Batch Upload History

53 more digital services available on Corppass over the last 90 days.

Go back to 'e-Service' > 'Batch Assign e-Services' and re-submit the updated file with assignments that could not be processed previously.

## 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.

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](#).

Please note that each file upload only supports a maximum of 5000 records.

Batch processing will require 1 working day.

Upload completed file (max. 10MB)

Select file

Cancel

Next

Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3b(ii): Batch Assign



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# 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 tax agent

Welcome to Corppass,  
PHANG GABRIEL

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



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

[Change Entity Profile](#)

  
**Authorise Third Party Entities**

  
**Manage Third Party Entities**



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# Step 3c: CPA to authorise tax agent

Home / Authorise Third Party Entity

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.

## Authorise Third Party Entities



UEN / Entity ID

Entity Name

Search



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Step 1: Register Corppass  
Admin (CPA) Account

Step 2: Create & Activate  
User Accounts

Step 3c: Authorise  
Tax Agent

# Step 3c: CPA to authorise tax agent

## Authorise Third Party Entities



If you search using 'Entity Name', a list of third party entities that fit your search criteria will appear.

UEN / Entity ID

Entity Name

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

Filter



UEN / Entity ID	Entity Name	UEN Status
<input type="checkbox"/> C15000322E	ABC Company Pte Ltd	-
<input type="checkbox"/> C16000829C	ABC Stationery Pte Ltd	-
<input type="checkbox"/> C16000777A	ABC Preschool Pte Ltd	-
<input type="checkbox"/> C16000879F	ABC Traders LLC	-

0 entity(s) selected.

Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3c: Authorise Tax Agent



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# Step 3c: CPA to authorise tax agent

## Authorise Third Party Entities



Select the tax agent firm you wish to assign IRAS e-Services to and click 'Next'.

UEN / Entity ID

Entity Name

Search

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 Stationery Pte Ltd	-
<input type="checkbox"/> C16000777A	ABC Preschool Pte Ltd	-
<input type="checkbox"/> C16000879F	ABC Traders LLC	-

1 entity(s) selected.

Cancel

Next

Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3c: Authorise Tax Agent



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# Step 3c: CPA to authorise tax agent

## Authorise Third Party Entities



You will be directed to a list of e-Services selected previously in Step 3(a) (i.e. the e-Services selected in pages 43 to 50).

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

Only e-Services that allow third party authorisation will be shown here.

Selected Third Party Entity: ABC Company Pte Ltd

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

Filter

Search



<input type="checkbox"/> Govt. Agency	Entity's selected e-Services	Description	Agency Check Required*	Additional Details Required*
<input type="checkbox"/> IRAS	CORPORATE TAX (FILING AND APPLICATIONS)			

0 e-Service(s) Selected

Back

Next



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Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3c: Authorise Tax Agent

# Step 3c: CPA to authorise tax agent

## Authorise Third Party Entities



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

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 type="checkbox"/>	Govt. Agency	Entity's selected e-Services	Description	Agency Check Required*	Additional Details Required*
<input checked="" type="checkbox"/>	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)			

1 e-Service(s) Selected

Back

Next



INLAND REVENUE  
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Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3c: Authorise Tax Agent

# Step 3c: CPA to authorise tax agent

## Authorise Third Party Entities



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

Govt. Agency	Entity's Selected e-Service	Additional Agency Check	Additional Details Required
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		

1 e-Service(s) Selected

IRAS  
CORPORATE TAX (FILING AND APPLICATIONS)

Role

--- SELECT---

Effective YA From

--- SELECT---

Back Next



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# Step 3c: CPA to authorise tax agent

## Authorise Third Party Entities



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 88 to 99).

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	
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)			IRAS CORPORATE TAX (FILING AND APPLICATIONS)
				Role
				<input type="text" value="--- SELECT---"/>
				<input type="text" value="Preparer"/> <input type="text" value="Approver"/>
				ive YA From
				<input type="text" value="--- SELECT---"/>

1 e-Service(s) Selected

Back Next



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# Step 3c: CPA to authorise 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

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 47).

Govt. Agency	Entity's Selected e-Service	Additional Agency Check	Additional Details Required
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	<input type="checkbox"/>	<input type="checkbox"/>

1 e-Service(s) Selected

IRAS CORPORATE TAX (FILING AND APPLICATIONS)

Role   
 --- SELECT---

Effective YA From   
 --- SELECT---

--- SELECT---  
2020  
2021

Back Next



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# Step 3c: CPA to authorise 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

Govt. Agency	Entity's Selected e-Service	Additional Agency Check	Additional Details Required
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		

1 e-Service(s) Selected

Authorisation Effective Date \*

Authorisation Expiry Date

Back **Next**

Indicate the effective start and end\* dates for the tax agent authorisation. Click 'Next' to continue.

\*End date is not compulsory



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# Step 3c: CPA to authorise tax agent

## Authorise Third Party Entities



Selected Third Party Entity: ABC Company Pte Ltd

Review the details before submission. Click 'Submit' to confirm the authorisation.

### Selected Third Party Entity e-Service(s)

#### IRAS • CORPORATE TAX (FILING AND APPLICATIONS)

Role	Approver
Effective YA From	2021
Authorisation Effective Date	01/01/2021
Authorisation Expiry Date	31/12/9999

Back

Submit



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# Step 3c: CPA to authorise tax agent

Home

My Account

Users

e-Service

Third Party

Advance

Help

Log Out 



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](#)

**A confirmation message will indicate that you have authorised your tax agent with access to the selected e-Service(s).**



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Step 1: Register Corppass  
Admin (CPA) Account

Step 2: Create & Activate  
User Accounts

Step 3c: Authorise  
Tax Agent

# 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.

Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3: Assign/ Authorise IRAS e-Services



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# Manage your users, tax agent and IRAS e-Service Access



# Manage your users

Welcome to Corppass,  
PHANG GABRIEL


Under the 'User Accounts' tab, click 'Manage Users Accounts'.




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



# Manage your users

## Manage User Accounts

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

Create User Account  Change user status (0) Filter   



<input type="checkbox"/>	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status
<input type="checkbox"/>	<a href="#">CHAN FEDRICK</a>	S****319D	User	Active
<input type="checkbox"/>	<a href="#">PHANG GABRIEL</a>	S****413C	Admin	Active
<input type="checkbox"/>	<a href="#">TOH JONATHAN</a>	G****619W	Sub-Admin	Active
<input type="checkbox"/>	<a href="#">TERRI MANDEL</a>	G****738Q	User	Active
<input type="checkbox"/>	<a href="#">LI VIRDI</a>	F****017T	User	Active
<input type="checkbox"/>	<a href="#">JOHN TAN</a>	S****070I	User	Active
<input type="checkbox"/>	<a href="#">SARAH LEE</a>	G****887K	Sub-Admin	Pending Activation
<input type="checkbox"/>	<a href="#">EE VIRDI</a>	Y****978F	User	Suspended
<input type="checkbox"/>	<a href="#">TOH</a>	S****082B	Admin	Terminated
<input type="checkbox"/>	<a href="#">LEE MEGAN</a>	B****539I	Enquiry User	Terminated



# Manage your users

## Manage User Accounts

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

Create User Account  Change user status (1) Filter   

<input type="checkbox"/>	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status
<input type="checkbox"/>	<a href="#">CHAN FEDRICK</a>	S****319D	User	Active
<input type="checkbox"/>	<a href="#">PHANG GABRIEL</a>	S****413C	Admin	Active
<input type="checkbox"/>	<a href="#">TOH JONATHAN</a>	G****619W	Sub-Admin	Active
<input checked="" type="checkbox"/>	<a href="#">TERRI MANDEL</a>	G****738Q	User	Active
<input type="checkbox"/>	<a href="#">LI VIRDI</a>	F****017T	User	Active
<input type="checkbox"/>	<a href="#">JOHN TAN</a>	S****070I	User	Active
<input type="checkbox"/>	<a href="#">SARAH LEE</a>	G****887K	Sub-Admin	Pending Activation
<input type="checkbox"/>	<a href="#">EE VIRDI</a>	Y****978F	User	Suspended
<input type="checkbox"/>	<a href="#">TOH</a>	S****082B	Admin	Terminated
<input type="checkbox"/>	<a href="#">LEE MEGAN</a>	B****539I	Enquiry User	Terminated





# Manage your users

## Change Status



Are you sure you want to change the status of these Corppass User(s)?

These Corppass User(s) will be only reinstated upon reactivation or end of suspension.

These account(s) will be only reinstated upon reactivation or end of suspension.

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)

Change status for the following user(s)

1 Selected User(s)

New Account Status	Suspended	▼
New Status Effective Date*	18/02/2021	
	Example: 31/01/2017	
New Status Expiry Date	31/12/9999	
	Example: 28/02/2017	
Reason for new status*	<input type="text"/>	

Back Save

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



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# Manage your users

## Manage User Accounts

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

Create User Account

 Change user status (0)

<input type="checkbox"/>	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status
<input type="checkbox"/>	<a href="#">CHAN FEDRICK</a>	S****319D	User	Active
<input type="checkbox"/>	<a href="#">PHANG GABRIEL</a>	S****413C	Admin	Active
<input type="checkbox"/>	<a href="#">TOH JONATHAN</a>	G****619W	Sub-Admin	Active
<input type="checkbox"/>	<a href="#">TERRI MANDEL</a>	G****738Q	User	Active
<input type="checkbox"/>	<a href="#">LI VIRDI</a>	F****017T	User	Active
<input type="checkbox"/>	<a href="#">JOHN TAN</a>	S****070I	User	Active
<input type="checkbox"/>	<a href="#">SARAH LEE</a>	G****887K	Sub-Admin	Pending Activation
<input type="checkbox"/>	<a href="#">EE VIRDI</a>	Y****978F	User	Suspended
<input type="checkbox"/>	<a href="#">TOH</a>	S****082B	Admin	Terminated
<input type="checkbox"/>	<a href="#">LEE MEGAN</a>	B****539I	Enquiry User	Terminated



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# Manage your users

TOH JONATHAN

Arrive at the user's profile.

Profile	Assigned e-Services	Assigned Client e-Services	Client e-Service Groups	Transaction History
---------	---------------------	----------------------------	-------------------------	---------------------

## Personal Details

NRIC / FIN / Foreign ID No **G\*\*\*\*619W**  
Country of Issue **Singapore**

## Contact Details

Email\*   
abc@abc.com  
Mobile No.

## Account Details

Account Type  ▼  
Account Status **Active**  
[View Status History](#)  
New Account Status  ▼  
Remarks



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# Manage your users

TOH JONATHAN

Profile	Assigned e-Services	Assigned Client e-Services	Client e-Service Groups	Transaction History
---------	---------------------	----------------------------	-------------------------	---------------------

## Personal Details

NRIC / FIN / Foreign ID No **G\*\*\*\*619W**  
Country of Issue **Singapore**

You can change the user's registered email and mobile number.

## Contact Details

Email*	<input type="text" value="TOHJONATHAN@abc.com"/> <small>abc@abc.com</small>
Mobile No.	<input type="text"/>

## Account Details

Account Type	<input type="text" value="Sub-Admin"/>
Account Status	<b>Active</b> <a href="#">View Status History</a>
New Account Status	<input type="text" value="--- Select ---"/>
Remarks	<input type="text"/>



# Manage your users

TOH JONATHAN

Profile	Assigned e-Services	Assigned Client e-Services	Client e-Service Groups	Transaction History
---------	---------------------	----------------------------	-------------------------	---------------------

## Personal Details

NRIC / FIN / Foreign ID No **G\*\*\*\*619W**  
Country of Issue **Singapore**

## Contact Details

Email\*   
abc@abc.com  
Mobile No.

## Account Details

Account Type

Account Status **Active**

[View Status History](#)

New Account Status

Remarks

[Back](#)

[Save](#)

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

TOH JONATHAN

Profile **Assigned e-Services** Assigned Client e-Services Client e-Service Groups Transa

Under the 'Assigned e-Services' tab, you will see a list of IRAS e-Services that have been assigned to the user.

Assign default e-Service access and/or customise e-Service access of the user. Click [here](#) for step-by-step guide.

## Default All e-Service Access

Select the checkbox below and click "Save" to grant the user default access to all e-Services currently onboard Corppass and to e-Services which will onboard in the future.

Access to all e-Services required

## Customised e-Service Access

Click 'Add e-Service Access' below to customise e-Service access for the user. If 'Access to all e-Services' is selected above, adding the same e-Service will overwrite the default setting for that e-Service.

Add e-Service Access Edit e-Service Access(0) Remove e-Service Access(0) Filter Search

Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input type="checkbox"/> IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Approver	Effective YA From: 2021	01/01/2021	31/12/9999

0 e-Service(s) Selected



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# Manage your users

TOH JONATHAN

Profile Assigned e-Services Assigned Client e-Services Client e-Service Groups Transact

If you do not wish to assign access to ALL e-Services of your company to the user, ensure that this checkbox is unchecked.

Assign default e-Service access and/or customise e-Service access of the user. Click [here](#) for step-by-step guide.

## Default All e-Service Access

Select the checkbox below and click "Save" to grant the user default access to all e-Services currently onboard Corppass and to e-Services which will onboard in the future.

Access to all e-Services required

## Customised e-Service Access

Click 'Add e-Service Access' below to customise e-Service access for the user. If 'Access to all e-Services' is selected above, adding the same e-Service will overwrite the default setting for that e-Service.

Add e-Service Access Edit e-Service Access(0) Remove e-Service Access(0) Filter Search

Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input type="checkbox"/> IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Approver	Effective YA From: 2021	01/01/2021	31/12/9999

0 e-Service(s) Selected



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# Manage your users

TOH JONATHAN

Profile	Assigned e-Services	Assigned Client e-Services	Client e-Service Groups	Transaction History
---------	---------------------	----------------------------	-------------------------	---------------------

To remove e-Service authorisation(s) from the user, select the checkbox and click 'Remove e-Service Access'.

Assign default e-Service access and/or customise e-Service access of the user. Click [here](#) for step-by-step guide.

## Default All e-Service Access

Select the checkbox below and click "Save" to grant the user default access to all e-Services currently onboard Corppass and to e-Services which will onboard in the future.

Access to all e-Services required

## Customised e-Service Access

Click 'Add e-Service Access' below to customise e-Service access for the user. If 'Access to all e-Services' is selected above, adding the same e-Service will overwrite the default setting for that e-Service.

<input type="button" value="Add e-Service Access"/>	<input type="button" value="Edit e-Service Access(1)"/>	<input checked="" type="button" value="Remove e-Service Access(1)"/>	<input type="button" value="Filter"/>	<input type="text" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="Refresh"/>
<input type="checkbox"/>	Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/>	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Approver	Effective YA From: 2021	01/01/2021	31/12/9999

1 e-Service(s) Selected



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# Manage your users

TOH JONATHAN

Profile Assigned e-Services Assigned Client e-Services Client e-Service Groups Transaction

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'.

Assign default e-Service access and/or customise e-Service access of the user. Click [here](#) for step-by-step guide.

## Default All e-Service Access

Select the checkbox below and click "Save" to grant the user default access to all e-Services currently onboard Corppass and to e-Services which will onboard in the future.

Access to all e-Services required

## Customised e-Service Access

Click 'Add e-Service Access' below to customise e-Service access for the user. If 'Access to all e-Services' is selected above, adding the same e-Service will overwrite the default setting for that e-Service.

Add e-Service Access **Edit e-Service Access(1)** Remove e-Service Access(1) Filter Search

Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/>	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Approver	Effective YA From: 2021	01/01/2021 31/12/9999

1 e-Service(s) Selected



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# Manage your users

TOH JONATHAN

Profile	Assigned e-Services	Assigned Client e-Services	Client e-Service Groups	Transaction History
---------	---------------------	----------------------------	-------------------------	---------------------

Assign default e-Service access and/or customise e-Service access of the user. Click [here](#) for step-by-step guide.

## Default All e-Service Access

Select the checkbox below and click "Save" to grant the user default access to all e-Services currently onboard Corppass and to e-Services which will onboard in the future.

Access to all e-Services required

## Customised e-Service Access

Click 'Add e-Service Access' below to customise e-Service access for the user. If 'Access to all e-Services' is selected above, adding the same e-Service will overwrite the default setting for that e-Service.

Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input type="checkbox"/> IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Approver	Effective YA From: 2021	01/01/2021	31/12/9999

0 e-Service(s) Selected

To assign new e-Service authorisation(s) to the user, click 'Add e-Service Access'.

Repeat steps in pages 56 to 63 to assign new e-Services to the user.

Alternatively, you may repeat Step 3b (refer to pages 51 to 86).



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# Manage your tax agent


Welcome to Corppass,  
PHANG GABRIEL


Under the 'Third Party' tab, click 'Manage Third Party Entities'.



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

[Change Entity Profile](#)

  
Authorise Third Party Entities

  
Manage Third Party Entities



# Manage your tax agent

## Manage Third Party Entities

Select the checkbox to remove Third Party Entity.  
To view and manage authorised e-Service(s) individually, click on the Entity Name.

Remove Third Party Entity (0) [Filter](#)

<input type="checkbox"/>	UEN / Entity ID	Entity Name	UEN Status	Govt. Agency	Current Authorised e-Services
<input type="checkbox"/>	C15000322E	ABC Company Pte Ltd	-	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)

0 Third Party Entity(s) Selected

**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 tax agent

## Manage Third Party Entities

Select the checkbox to remove Third Party Entity.  
To view and manage authorised e-Service(s) individually, click on the Entity Name.

Remove Third Party Entity (1) Filter Search

<input type="checkbox"/>	UEN / Entity ID	Entity Name	UEN Status	Govt. Agency	Current Authorised e-Services
<input checked="" type="checkbox"/>	C15000322E	ABC Company Pte Ltd	-	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)

1 Third Party Entity(s) Selected

**To remove a tax agent firm that 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 88 to 99).



# Manage your tax agent

## Manage Third Party Entities

Select the checkbox to remove Third Party Entity.  
To view and manage authorised e-Service(s) individually, click on the Entity Name.

Remove Third Party Entity (0) Filter

<input type="checkbox"/>	UEN / Entity ID	Entity Name	UEN Status	Govt. Agency	Current Authorised e-Services
<input type="checkbox"/>	C15000322E	ABC Company Pte Ltd	-	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)

0 Third Party Entity(s) Selected

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

1. Profile of your tax agent
2. List of e-Services for 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



# Manage your tax agent

ABC Company Pte Ltd

Under the 'Profile' tab, you may view your tax agent's entity details.

Profile

Authorised e-Service(s)

Authorisation History

Third Party Users

UEN / Entity ID C15000322E

Entity Name ABC COMPANY PTE LTD

Country of Incorporation SINGAPORE

Address 123 bukit timah road  
# 12 - 230  
SINGAPORE 120123

Office Contact No. 61234567



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# Manage your tax agent

ABC Company Pte Ltd

Under the 'Authorised e-Service(s)' tab, you will see a list of IRAS e-Services for which your tax agent has been authorised to transact on behalf of your company.

Profile **Authorised e-Service(s)** Authorisation History Third Party Users

Edit e-Service Authorisation(0) Remove e-Service Authorisation(0) Filter

<input type="checkbox"/>	Govt. Agency	Authorised e-Service	Agency Issued ID	Role	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input type="checkbox"/>	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		Approver	Effective YA From: 2021	01/01/2021	31/12/9999

0 e-Service(s) Authorisation selected






# Manage your tax agent

ABC Company Pte Ltd

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'.

Profile   **Authorised e-Service(s)**   Authorisation History   Third Party Users

[Edit e-Service Authorisation\(1\)](#)   [Remove e-Service Authorisation\(1\)](#)   [Filter](#)   

<input type="checkbox"/>	Govt. Agency	Authorised e-Service	Agency Issued ID	Role	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/>	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		Approver	Effective YA From: 2021	01/01/2021	31/12/9999

1 e-Service(s) Authorisation selected



# Manage your tax agent

ABC Company Pte Ltd

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

To add new e-Service authorisation(s) to your tax agent, repeat Step 3(c) (refer to pages 88 to 99).

Profile   **Authorised e-Service(s)**   Authorisation History   Third Party

Edit e-Service Authorisation(1)   **Remove e-Service Authorisation(1)**   Filter

<input type="checkbox"/>	Govt. Agency	Authorised e-Service	Agency Issued ID	Role	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/>	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		Approver	Effective YA From: 2021	01/01/2021	31/12/9999

1 e-Service(s) Authorisation selected



# Manage your IRAS e-Service Access

Home

My Account

Users

e-Service

Third Party

Advance

Help

Log Out 



Welcome to Corppass,  
PHANG GABRIEL

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



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



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



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# Manage your IRAS e-Service Access

View a list of e-Services previously selected in Step 3(a) (pages 43 to 50) for your company.

## 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.

Edit e-Service (0) Remove e-Service (0) Filter Search [ ] [ ]

Govt. Agency	Entity's Selected e-Service	Description	Assigned Users
<input type="checkbox"/>	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	3 User(s)

0 e-Service(s) Selected





# Manage your IRAS e-Service 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.

Edit e-Service (1)  Remove e-Service (1) Filter   

<input type="checkbox"/>	Govt. Agency	Entity's Selected e-Service	Description	Assigned Users
<input checked="" type="checkbox"/>	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		3 User(s)

1 e-Service(s) Selected

**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.**





# Manage your IRAS e-Service 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.

Edit e-Service (1) Remove e-Service (1) Filter   

<input type="checkbox"/>	Govt. Agency	Entity's Selected e-Service	Description	Assigned Users
<input checked="" type="checkbox"/>	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		3 User(s)

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 43 to 50).



# Assistance for Corppass matters

[www.corppass.gov.sg](http://www.corppass.gov.sg)



Step-by-step User Guides



Video Guides



'Frequently Asked Questions' (FAQs)

## Corppass Helpdesk

Tel: [\(+65\) 6335 3530](tel:+6563353530)

Email: [support@corppass.gov.sg](mailto:support@corppass.gov.sg)

Mondays to Fridays: 8:00am – 8:00pm

Saturdays: 8:00am – 2:00pm

Closed on Sundays & Public Holidays



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# Assistance and service channels

**Website**  
[www.iras.gov.sg](http://www.iras.gov.sg)

Home > e-Services > Businesses > Companies  
Home > e-Services > Corppass

**Email**

- Email us at [myTax Mail](mailto:myTaxMail@iras.gov.sg)

**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](https://twitter.com/IRAS_SG)



[Facebook.com/irassg](https://facebook.com/irassg)



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