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

iras.gov.sg  Twitter.com/IRAS_SG  Facebook.com/irassg

# Who should read this guide

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

- The authorisations shown in this guide are for access to the Corporate Tax e-Services in mytax.iras.gov.sg.

    - For authorisation to access other IRAS e-Services, the Corppass Admin needs to select the relevant e-Services instead.

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# Content page

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# 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
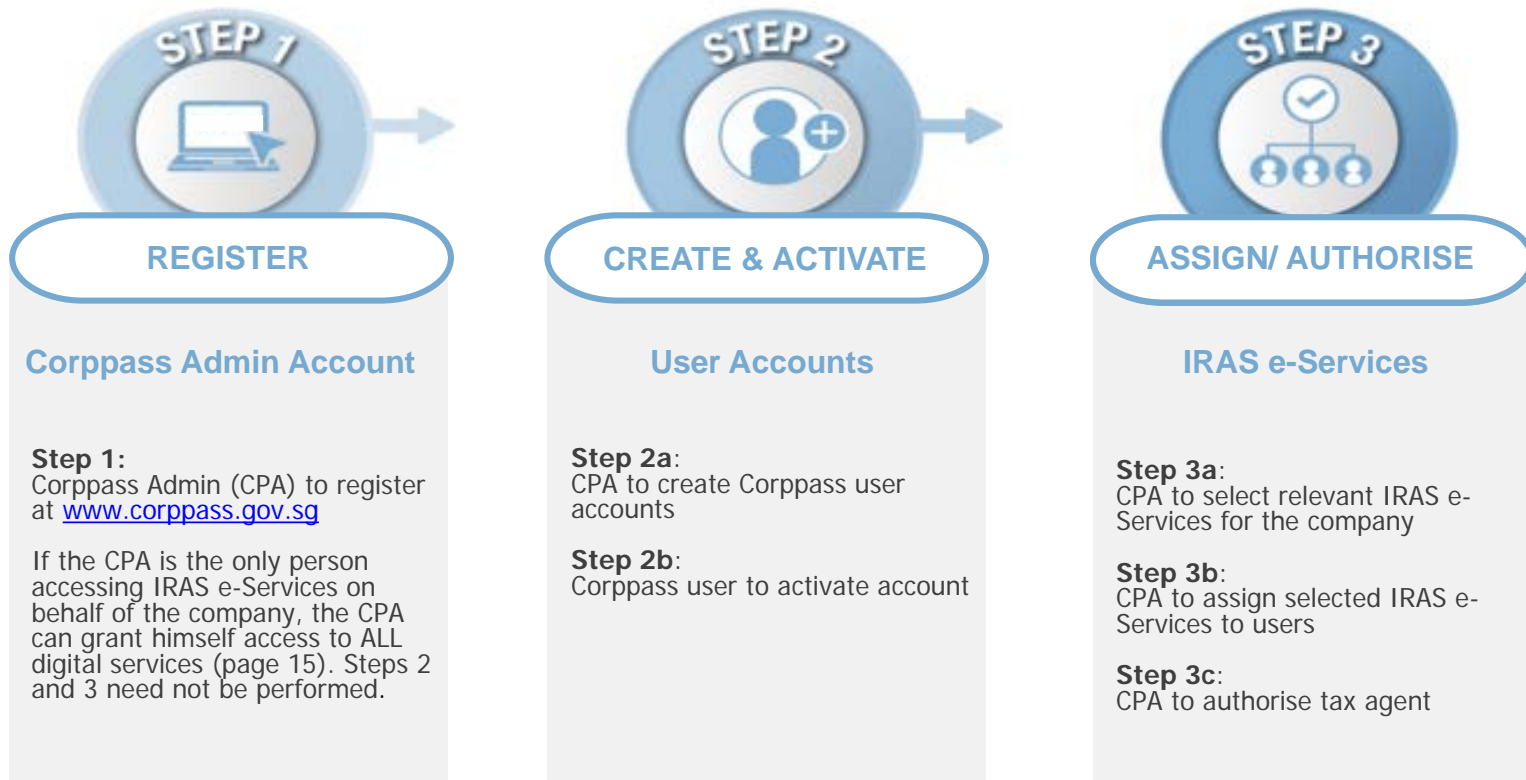
*Maximum of 2 Corppass Admins per entity

### 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

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# Overview of Corppass registration

**STEP 1**

**REGISTER**

**Corppass Admin Account**

**Step 1:**
Corppass Admin (CPA) to register at www.corppass.gov.sg

If the CPA is the only person accessing IRAS e-Services on behalf of the company, the CPA can grant himself access to ALL digital services (page 15). Steps 2 and 3 need not be performed.

**STEP 2**

**CREATE & ACTIVATE**

**User Accounts**

**Step 2a**:
CPA to create Corppass user accounts

**Step 2b**:
Corppass user to activate account

**STEP 3**

**ASSIGN/ AUTHORISE**

**IRAS e-Services**

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

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

**Step 3c**:
CPA to authorise tax agent

INLAND REVENUE
AUTHORITY
OF SINGAPORE

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

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

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

# 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.

INLAND REVENUE
AUTHORITY
OF SINGAPORE

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

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

INLAND REVENUE
AUTHORITY
OF SINGAPORE

Step 1: Register Corppass
Admin (CPA) Account

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

**Visit www.corppass.gov.sg and click 'Register as a Corppass Admin'.**

# Step 1:
# CPA to register at 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.**

Step 1: Register Corppass Admin (CPA) Account

# 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

(1) • • • • (2)
**Enter Details** / Review & Submit

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

**Input your entity's UEN.**

\* - denotes mandatory fields

### Enter Entity Detail

Unique Entity Number (UEN)\*ⓘ [                    ]
Example: 12345678X, 201612345X, T16PQ1234X

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.         [                    ]

INLAND REVENUE
AUTHORITY
OF SINGAPORE

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

# 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

① • • • • ②

**Enter Details**    Review & Submit

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.

INLAND REVENUE
AUTHORITY
OF SINGAPORE

Step 1: Register Corppass Admin (CPA) Account

11

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

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

### 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

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

### 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

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

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# Step 1:
# CPA to register at 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.**

INLAND REVENUE
AUTHORITY
OF SINGAPORE

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

13

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

Confirm Email*

Mobile No.

**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.**

## 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

INLAND REVENUE
AUTHORITY
OF SINGAPORE

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

14

# Step 1:
# CPA to register at 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**

> **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.**

## 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**

INLAND REVENUE
AUTHORITY
OF SINGAPORE

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

**Register Admin Account**

✓ •••• ②
Enter        Review
Details      & Submit

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

**Entity Detail**

Unique Entity Number (UEN)     79039907E

**Admin Contact Details**

| | |
|---|---|
| Full Name | **PHANG GABRIEL** |
| Email | **PHANGGABRIEL@abc.com** |
| Mobile No. | **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.**

INLAND REVENUE
AUTHORITY
OF SINGAPORE

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

16

# Step 1:
# CPA to register at 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[1] 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).**

INLAND REVENUE
AUTHORITY
OF SINGAPORE

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

[1]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

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.

Step 1: Register Corppass
Admin (CPA) Account

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# 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.

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# Important information to have on-hand

**Before you start Step 2a, ensure that you have the following information:**
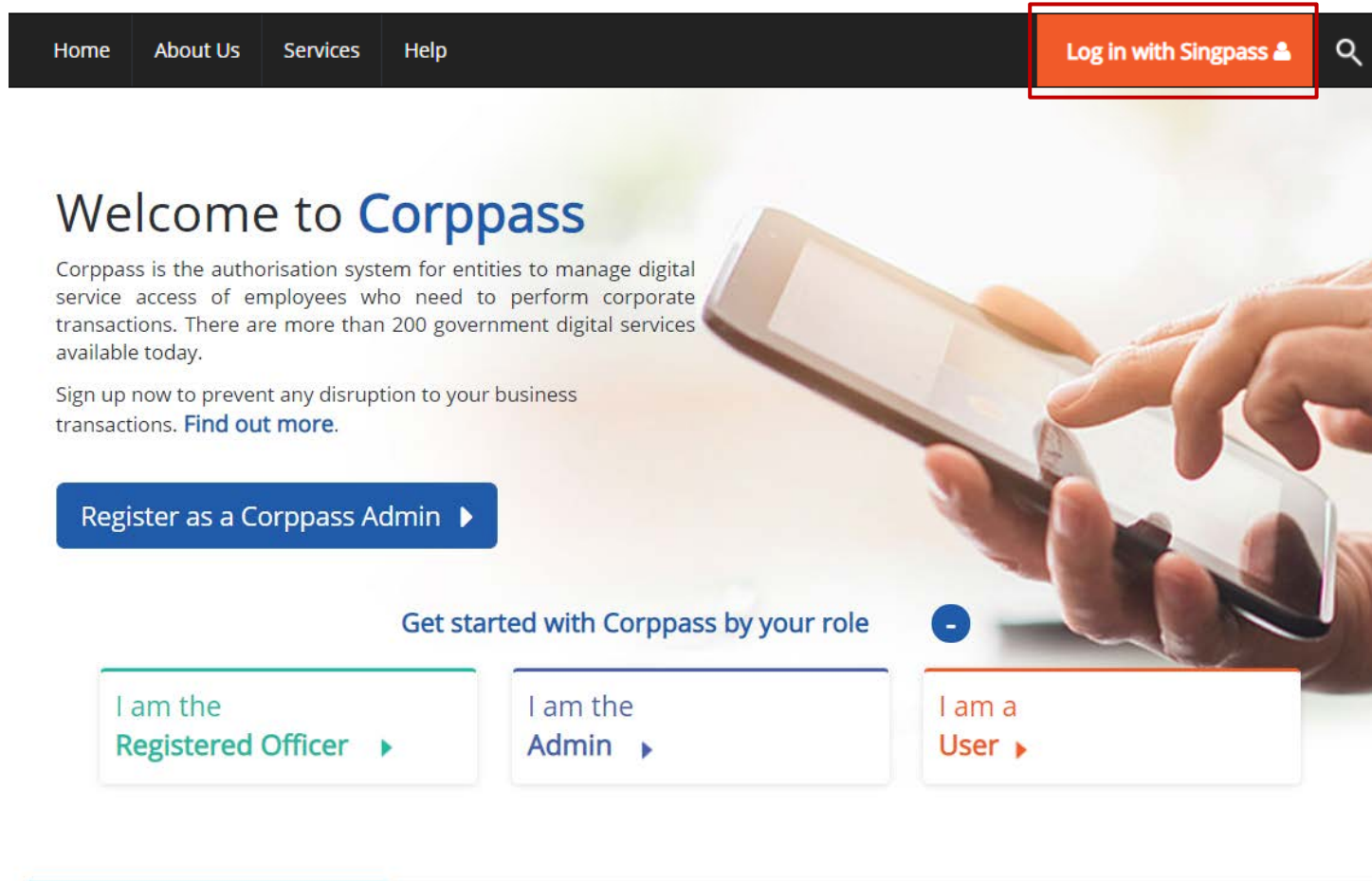
- NRIC/ FIN/ Foreign ID number and email address of users (i.e. company staff who will be accessing IRAS e-Services on behalf of the company)

Step 1: Register Corppass
Admin (CPA) Account

Step 2a:
Create User Accounts

INLAND REVENUE
AUTHORITY
OF SINGAPORE

20

# 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** ▶ |
|------------------------------------|----------------------|-------------------|

INLAND REVENUE
AUTHORITY
OF SINGAPORE

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.**
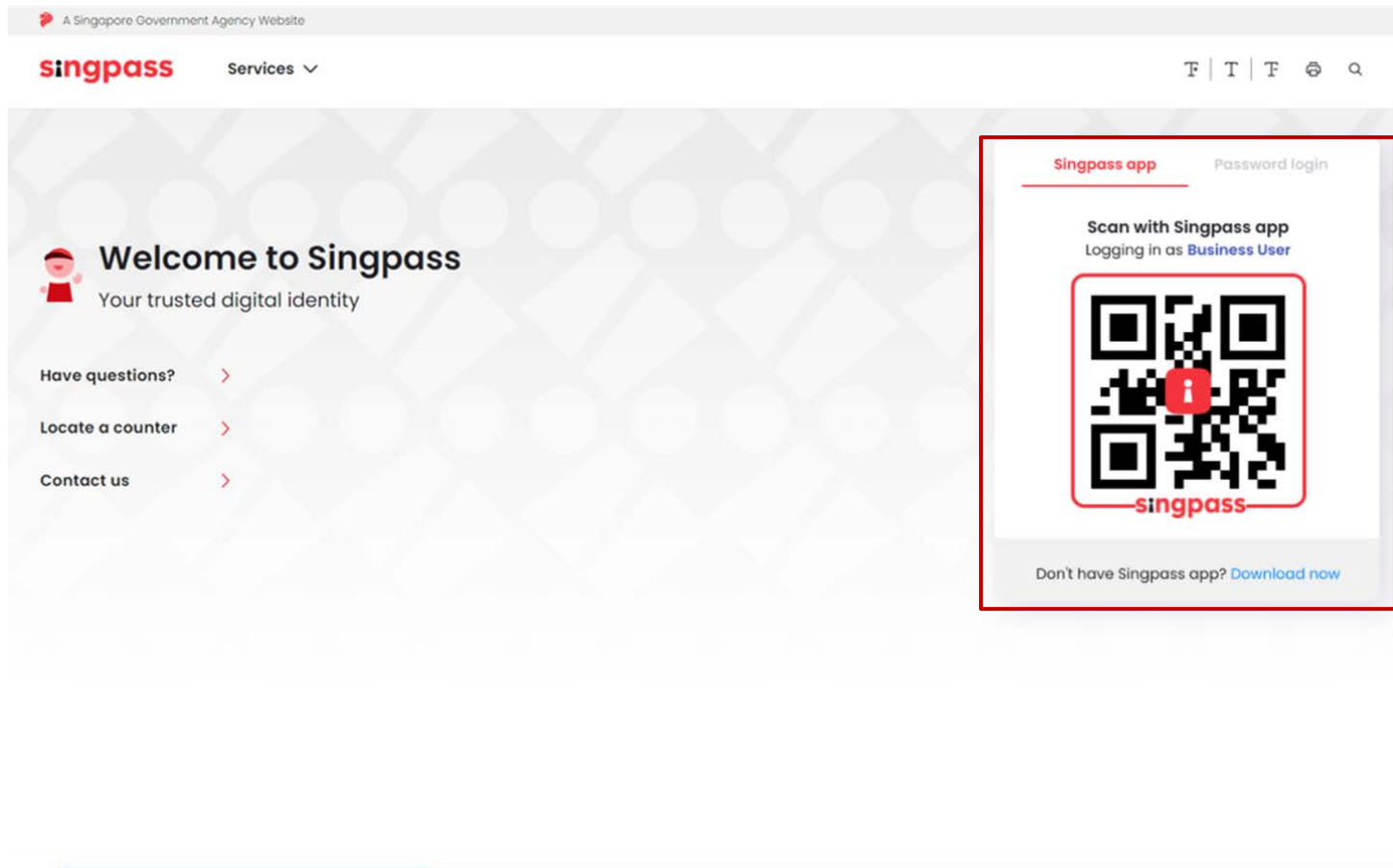
# Step 2a:
# CPA to create Corppass user accounts

**corppass**

Singapore **Government**
Integrity · Service · Excellence

A A 🖨 Contact Us | Feedback | Sitemap | FAQ

Log Out 👤

## Select UEN/Entity ID

| 191425521H | 200062017E | C20001187B |
| Entity 1 | Entity 2 | 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

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# Step 2a:
# CPA to create Corppass user accounts



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

# 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**

View Batch Upload History

ome to **Corppass,**
**HANG GABRIEL**

53 mo... ...en 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 '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.

INLAND REVENUE
AUTHORITY
OF SINGAPORE

Step 1: Register Corppass
Admin (CPA) Account

**Step 2a:**
**Create User Accounts**

# Step 2a:
# CPA to create Corppass user accounts



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

Step 1: Register Corppass Admin (CPA) Account

Step 2a:
Create User Accounts

# Step 2a:
# CPA to create Corppass user accounts

## Create User Accounts



**Enter the 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- <br> As per Identity Documents | NRIC ⌄ <br> **NRIC** <br> Foreign ID <br> FIN | | SG ⌄ | abc@abc.com | User ⌄ | ✔ |

⊕ Add new user

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

INLAND REVENUE
AUTHORITY
OF SINGAPORE

Step 1: Register Corppass Admin (CPA) Account

Step 2a: Create User Accounts

# Step 2a:
# CPA to create Corppass user accounts

## Create User Accounts



**Enter the email address of the user.**

1 • • • • 2
**Verify &**
**Enter Details**     Review &
                     Submit

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-<br>As per Identity Documents | NRIC ∨ | | SG ∨ | abc@abc.com | User ∨ | ✓ |

⊕ Add new user

Cancel    Next

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

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# Step 2a:
# CPA to create Corppass user accounts

## Create User Accounts



**1** ● ● ● ● **2**

**Verify & Enter Details**    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** an[...] 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.

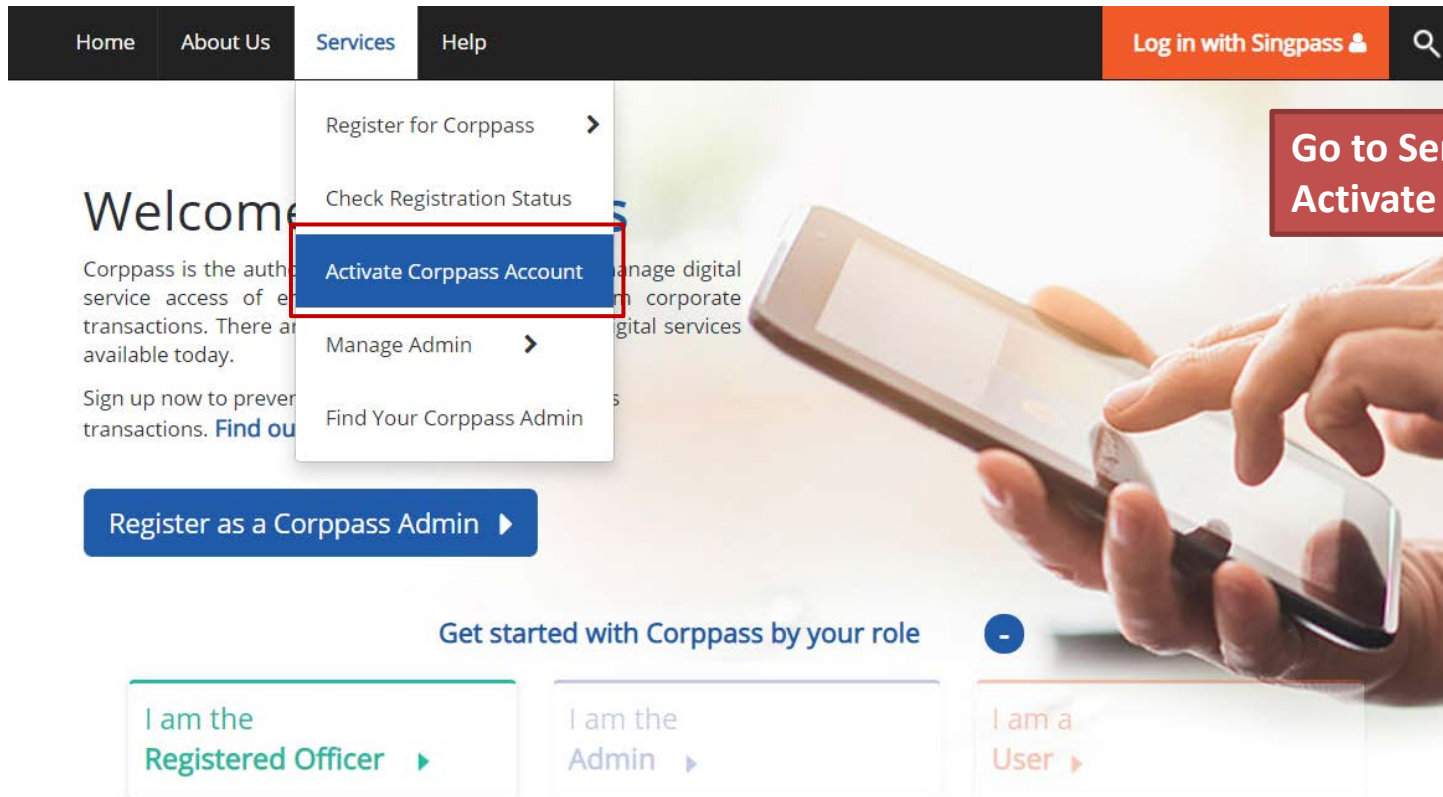| Source Agency ⓘ | Full Name* ⓘ | Identity Type* | NRIC / FIN / Foreign ID No.* ⓘ | Country / Region of Issuance* | Email Address* | Account Type* ⓘ | Access to All e-Services ⓘ |
|---|---|---|---|---|---|---|---|
| 🗑 - | WILL BE AUTO- <br> As per Identity Documents | NRIC ⌄ | | SG ⌄ | abc@abc.com | User ⌄ <br> **User** <br> Enquiry User <br> Sub-Admin | ☑ |

⊕ Add new user

Cancel    Next

INLAND REVENUE AUTHORITY OF SINGAPORE

Step 1: Register Corppass Admin (CPA) Account

**Step 2a: Create User Accounts**

# Step 2a:
# CPA to create Corppass user accounts

## Create User Accounts

①  ● ● ● ●  ②
**Verify &
Enter Details**    Review &
Submit

Enter user details in the table below to create Corppass Ac[...]
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 ⌄ | ☑ |

⊕ Add new user

Cancel    Next

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# Step 2a:
# CPA to create Corppass user accounts

## Create User Accounts

**1** ● ● ● ● **2**
Verify & Enter Details    Review & Submit

> **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- As per Identity Documents | NRIC ⌄ | | SG ⌄ | abc@abc.com | User ⌄ | ☑ |

⊕ Add new user

Cancel    **Next**

Step 1: Register Corppass Admin (CPA) Account

Step 2a: Create User Accounts

INLAND REVENUE AUTHORITY OF SINGAPORE

# Step 2a:
# CPA to create Corppass user accounts

## Create User Accounts

Verify & Enter Details — Review & Submit (2)

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**

**Review the details before submission.**

**Once completed, click 'Submit'.**

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 👤 | 🔍 |
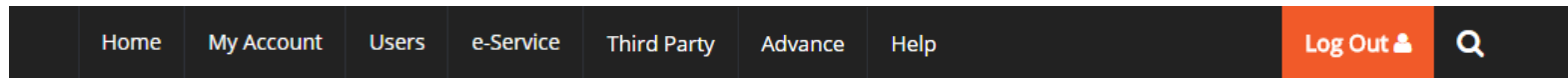
Home / Create User Accounts

## ✓ 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

INLAND REVENUE
AUTHORITY
OF SINGAPORE

Step 1: Register Corppass
Admin (CPA) Account

Step 2a:
Create User Accounts

# Step 2b:
# Corppass user to activate account



Go to Services >
Activate Corppass Account.

Step 1: Register Corppass
Admin (CPA) Account

Step 2b:
Activate User Accounts

# Step 2b:
# Corppass user to activate account

# Step 2b:
# Corppass user to activate account



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

Step 1: Register Corppass
Admin (CPA) Account

Step 2b:
Activate User Accounts

INLAND REVENUE
AUTHORITY
OF SINGAPORE

36

# Step 2b:
# Corppass user to activate account

**If you are a NRIC/ FIN Singpass user, verify your identity via Singpass.**
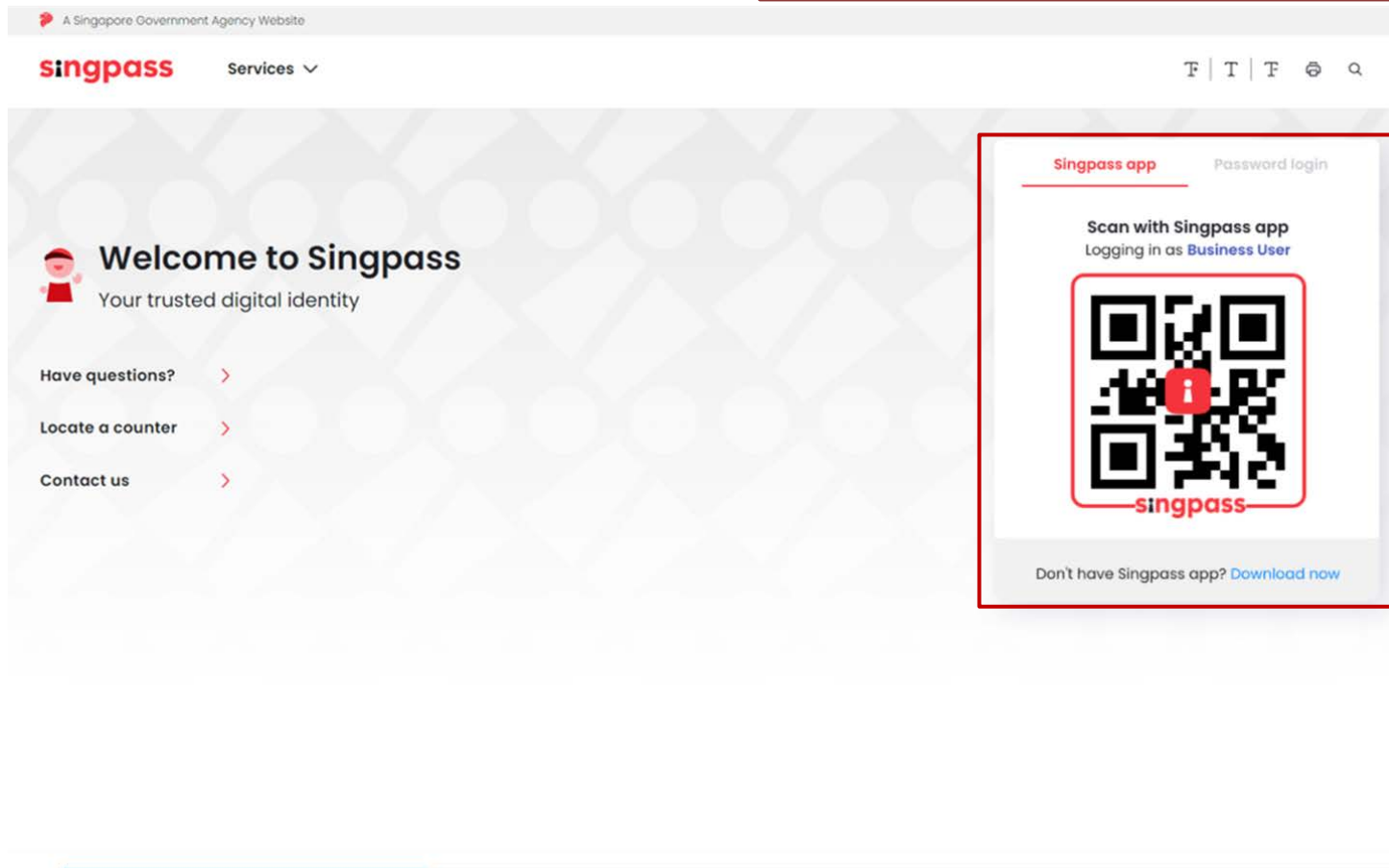
If you are a foreigner without NRIC/ FIN, please refer to pages 39 to 41.

Step 1: Register Corppass Admin (CPA) Account

Step 2b: Activate User Accounts

# 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

INLAND REVENUE
AUTHORITY
OF SINGAPORE

Step 1: Register Corppass
Admin (CPA) Account

Step 2b:
Activate User Accounts

# Step 2b:
# Corppass user to activate account

Home    About Us    Services    Help                                    Log in with Singpass 👤    🔍

Home / Activate Corppass Account

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

## Activate Corppass Account

✓ • • • • ②
**Enter Details**    **OTP Verification**

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

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

Email OTP*    [                                    ]

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

Back    Next

INLAND REVENUE
AUTHORITY
OF SINGAPORE

Step 1: Register Corppass
Admin (CPA) Account

Step 2b:
Activate User Accounts

# Step 2b:
# Corppass user to activate account

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.

**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.**

Proceed to Homepage

INLAND REVENUE
AUTHORITY
OF SINGAPORE

40

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](1).

[1]The form may be retrieved from IRAS' website [www.iras.gov.sg > Digital Services > Others > Singpass Foreign user Account (SFA) for Foreign Individuals].

# 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
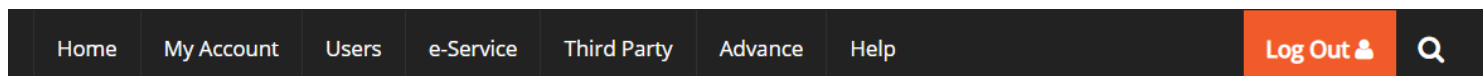


**Before you can assign IRAS e-Service(s) to your users, you have to first select the IRAS e-Service(s) relevant to your company.**

## Select Entity's e-Services

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

(1) • • • • (2) • • • • (3)
**Select
e-Services**    Enter
Details    Review
& Submit

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 🔍 | 💼 ▾

| ☐ | Govt.
Agency ⬍ | e-Service ⬍ | Description ⬍ | Additional
Agency
Check* ⬍ | Additional
Details
Required* ⬍ |
|---|---|---|---|---|---|
| ☐ | IRAS | CORPORATE TAX
(FILING AND
APPLICATIONS) | | | 🗋 |
| ☐ | IRAS | CORPORATE TAX
(PAYMENT) | | | |

0 e-Service(s) Selected

Cancel    **Next**

Step 1: Register Corppass
Admin (CPA) Account    Step 2: Create & Activate
User Accounts    Step 3a: Select relevant
IRAS e-Services for entity

INLAND REVENUE
AUTHORITY
OF SINGAPORE

44

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

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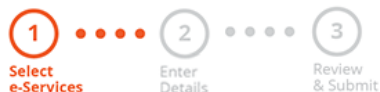
**Select the IRAS e-Service(s) relevant to your company and click 'Next'.**

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

| | Govt. Agency ⬍ | e-Service ⬍ | ▲ Description ⬍ | Additional Agency Check* ⓘ ⬍ | Additional Details Required* ⓘ ⬍ |
|---|---|---|---|---|---|
| ☑ | IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | | 🗐 |
| ☐ | IRAS | CORPORATE TAX (PAYMENT) | | | |
| | | | 1 e-Service(s) Selected | | |

Cancel    **Next**

INLAND REVENUE
AUTHORITY
OF SINGAPORE

Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

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

45

# 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) | | 📄 |

1 e-Service(s) Selected

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

Effective YA From

[                    ] 🗑

＋ Add New

Effective YA To

[                    ] 🗑

＋ Add New

Back    Next

INLAND REVENUE
AUTHORITY
OF SINGAPORE

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

## Select Entity's e-Services

Select e-Services — 2 Enter Details — 3 Review & Submit

**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).**

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

[                    ] 🗑

+ Add New

Effective YA To

[                    ] 🗑

+ Add New

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.

Back    Next

INLAND REVENUE AUTHORITY OF SINGAPORE

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

## Select Entity's e-Services

Select e-Services — (2) Enter Details — (3) Review & Submit

**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

| 2020 | 🗑 |
|---|---|

| 2021 | 🗑 |
|---|---|

+ Add New

Effective YA To

| | 🗑 |
|---|---|

Back    **Next**

INLAND REVENUE AUTHORITY OF SINGAPORE

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

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

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

Home / Select Entity's e-Services

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

**Next Step**

🖱️

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

> **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.**

| Return to Homepage | Assign selected e-Services |

INLAND REVENUE
AUTHORITY
OF SINGAPORE

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

## 2    Ways to Assign IRAS e-Services to Staff

| i. Direct Assign | ii. Batch Assign |
|---|---|
| Use the 'Assign Selected e-Services' function in Corppass to assign IRAS e-Services to your staff online. | 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').

INLAND REVENUE
AUTHORITY
OF SINGAPORE

Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

**Step 3b: Assign selected IRAS e-Services to Users**

# 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

INLAND REVENUE
AUTHORITY
OF SINGAPORE

Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3b: Assign selected IRAS e-Services to Users

# 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

INLAND REVENUE AUTHORITY OF SINGAPORE

# Step 3b(i): Direct Assign



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

# Step 3b(i): Direct Assign

## Assign Selected e-Services

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

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

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

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

Select from your entity's Corppass user accounts.    ▼ Filter    Search 🔍

| ☐ | Full Name ⬍ | Email Address | ⬍ | User Type ⬍ |
|---|---|---|---|---|
| ☑ | LI VIRDI | livirdi@mailinator.com | | Enquiry User |
| ☑ | TERRI MANDEL | terrimandel@mailinator.com | | User |
| ☐ | LIM DAOWEI | limdaowei@mailinator.com | | Enquiry User |
| ☐ | TOH JONATHAN | toh.john@mailinator.com | | Admin |
| ☐ | PHANG GABRIEL | PHANGGABRIEL@abc.com | | Admin |
| ☐ | CHAN FENDERICK | Frederick_Chan@abc.com | | User |

2 user(s) selected.

Cancel    **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 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 🔍　　🔁▾

| | Govt Agency ▲▼ | Entity's selected e-Services ▲▼ | Description | Agency ⓘ Check Required ▲▼ | Additional ⓘ Details Required |
|---|---|---|---|---|---|
| ☐ | IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | | 📄 |

0 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

Select Users — Select e-Services (2) — Enter Details (3) — Review & Submit (4)

**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 🔍   ⬆▾

| | Govt Agency | Entity's selected e-Services | Description | Agency ⓘ Check Required | Additional ⓘ Details Required |
|---|---|---|---|---|---|
| ☑ | 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

Select Users — Select e-Services — 3 Enter Details — 4 Review & Submit

Assign Selected e-Services to

2 Selected Users ＋

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

* - denotes mandatory fields

**You may be required to enter additional details.**

| Govt Agency | Entity's selected e-Services | Agency Check Required | 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

Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3b(i): Direct Assign

INLAND REVENUE AUTHORITY OF SINGAPORE

# Step 3b(i): Direct Assign

## Assign Selected e-Services

Select Users — Select e-Services — **3 Enter Details** — 4 Review & Submit

> **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) | | 🗋 |

1 e-Service(s) Selected

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

Role* ⓘ

--- SELECT --- ▼

| --- SELECT --- |
| Preparer |
| Approver |

Effective YA From

--- SELECT --- ▼

Back    Next

INLAND REVENUE AUTHORITY OF SINGAPORE

# Step 3b(i): Direct Assign

## Assign Selected e-Services



Select Users — Select e-Services — 3 Enter Details — 4 Review & Submit

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) | | 📄 |

1 e-Service(s) Sele

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

Role* ⓘ

--- SELECT --- ▾

Effective YA From

--- SELECT --- ▾

--- SELECT ---
2020
2021

Back    Next

> **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).**

INLAND REVENUE AUTHORITY OF SINGAPORE

60

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



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) | | 📄 |

1 e-Service(s) Selected

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

**\*End date is not compulsory**

Authorisation Effective Date \*ⓘ

[                                    ] 📅

Authorisation Expiry Date ⓘ

[                                    ] 📅

Back    **Next**

Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

**Step 3b(i): Direct Assign**

INLAND REVENUE AUTHORITY OF SINGAPORE

# 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**

INLAND REVENUE
AUTHORITY
OF SINGAPORE

Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3b(i):
Direct Assign

62

# Step 3b(i): Direct Assign



| Home | My Account | Users | e-Service | Third Party | Advance | Help | | Log Out 👤 | 🔍 |
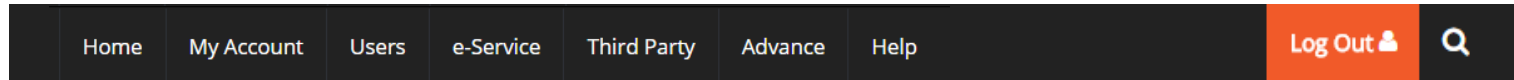
Home / Assign Selected e-Services

✅ 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).**
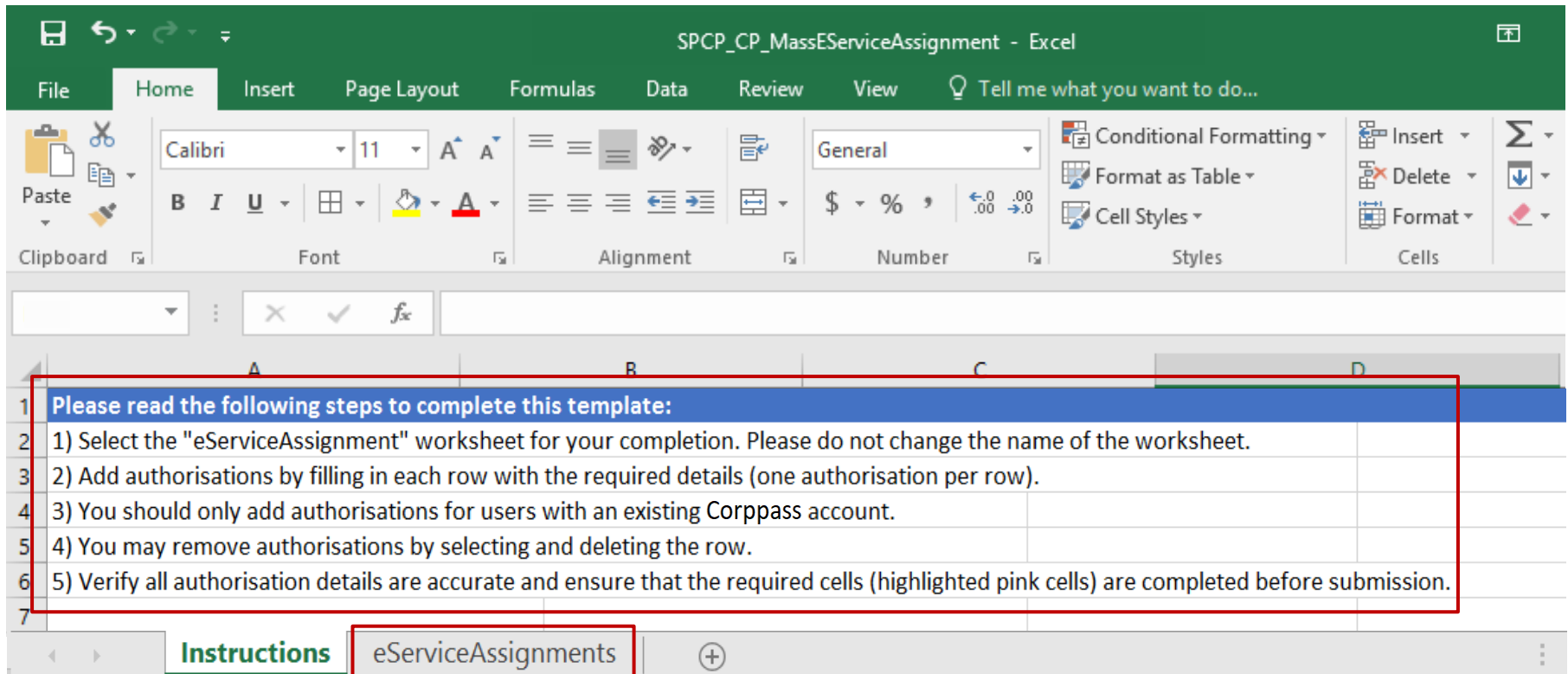
INLAND REVENUE
AUTHORITY
OF SINGAPORE

Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3b(i):
Direct Assign

63

# 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**

INLAND REVENUE AUTHORITY OF SINGAPORE

# 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

Corppass,
GABRIEL

**Under the 'e-Service' dropdown menu, click 'Batch Assign e-Services'.**

🆕 53 more digita ...ilable 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

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# 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
AUTHORITY
OF SINGAPORE

# Step 3b(ii): Batch Assign



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

# Step 3b(ii): Batch Assign



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

Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3b(ii): Batch Assign

INLAND REVENUE AUTHORITY OF SINGAPORE

# Step 3b(ii): Batch Assign



Select IRAS from the dropdown menu.

Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3b(ii): Batch Assign

# Step 3b(ii): Batch Assign



Select the relevant IRAS e-Service(s). You must have selected the e-Services in Step 3(a) (i.e. the e-Services must be selected in pages 43 to 50), otherwise, the assignment will fail.

# Step 3b(ii): Batch Assign



**For local entities, this refers to your UEN.**

# Step 3b(ii): Batch Assign



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

Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

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

# Step 3b(ii): Batch Assign



**Enter the full name of the user.**

Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3b(ii):
Batch Assign

73

# Step 3b(ii): Batch Assign



**Leave this field blank.**

# Step 3b(ii): Batch Assign



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

Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3b(ii): Batch Assign

# Step 3b(ii): Batch Assign



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

**\*End date is not compulsory. Leave the 'Authorisation Expiry Date' field blank if you would like the authorisation to be indefinite.**

# Step 3b(ii): Batch Assign

## Batch Assign e-Services



**Upload File Template** — **Review & Submit**

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**

INLAND REVENUE AUTHORITY OF SINGAPORE

# 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**

INLAND REVENUE
AUTHORITY
OF SINGAPORE

Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3b(ii):
Batch Assign

78

# Step 3b(ii): Batch Assign

## Batch Assign e-Services



Upload
File Template

Review &
Submit

**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

Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3b(ii):
Batch Assign

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# Step 3b(ii): Batch Assign

| Home | My Account | Users | e-Service | Third Party | Advance | Help | | Log Out 👤 | 🔍 |
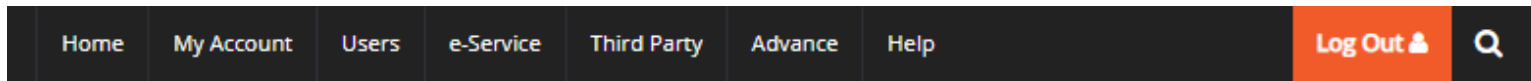
Home / Batch Assign e-Services

✅ **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.**

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# Step 3b(ii): Batch Assign



To check the processing status of your **previous** batch assignments, click 'View Batch Upload History' under the 'e-Service' dropdown menu.

# Step 3b(ii): Batch Assign

Home / Batch Upload History

## Batch Upload History

A table will display your 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 |

INLAND REVENUE
AUTHORITY
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

Home / Batch Upload History

## Batch Upload History

View the status of each batch upload.

▼ Filter | Search 🔍 | �𝐱 ▾

| 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.

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# Step 3b(ii): Batch Assign

Home / Batch Upload History

## Batch Upload History

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

▼ 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 |

INLAND REVENUE
AUTHORITY
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

**Rectify the details based on the error messages.**

Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts
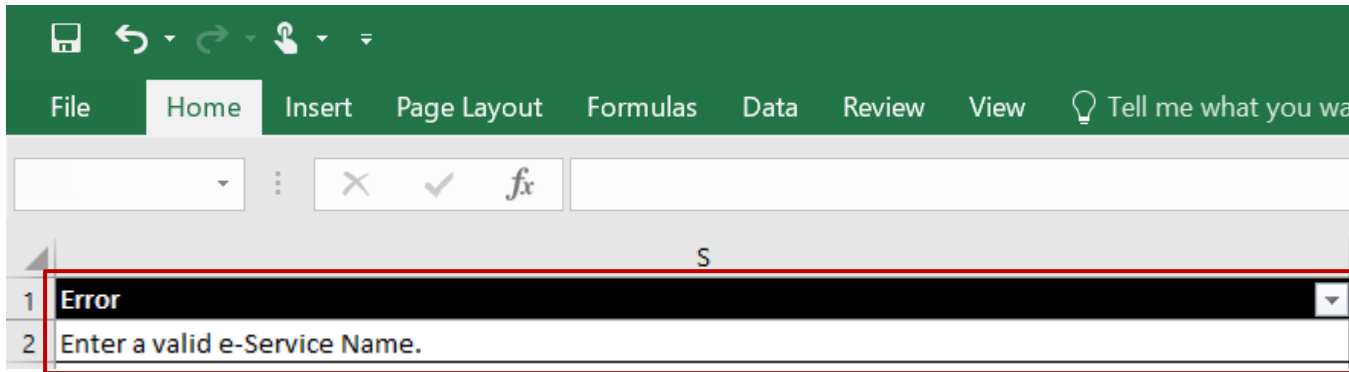
Step 3b(ii):
Batch Assign

# Step 3b(ii): Batch Assign



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

# 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 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3c: Authorise
Tax Agent

87

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# Step 3c:
# CPA to authorise tax agent
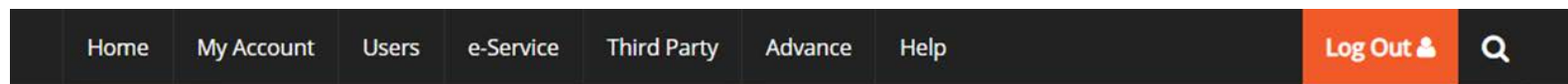


Under the 'Third Party' tab, click 'Authorise Third Party Entities'.

# Step 3c:
# CPA to authorise tax agent

Home / Authorise Third Party Entity

## Authorise Third Party Entities

**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.**

①・・・・②・・・・③・・・・④
**Select Third Party**    Select e-Services    Enter Details    Review & Submit

UEN / Entity ID [                    ]

Entity Name [                    ]

[ Search ]

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# Step 3c:
# CPA to authorise tax agent

## Authorise Third Party Entities

① ● ● ● ● ②  ● ● ● ● ③  ● ● ● ● ④
**Select Third Party**    Select e-Services    Enter Details    Review & Submit

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

UEN / Entity ID [                              ]

Entity Name [ abc                          ]

[ Search ]

Search for Third Party Entities which you would like to authorise.    ▼ Filter    [ Search 🔍 ]    [ ⤓ ▾ ]

| ☐ | UEN / Entity ID ⬍ | Entity Name ⬍ | UEN Status ⬍ |
|---|---|---|---|
| ☐ | C15000322E | ABC Company Pte Ltd | - |
| ☐ | C16000829C | ABC Stationery Pte Ltd | - |
| ☐ | C16000777A | ABC Preschool Pte Ltd | - |
| ☐ | C16000879F | ABC Traders LLC | - |

0 entity(s) selected.

[ Cancel ]  [ Next ]

INLAND REVENUE AUTHORITY OF SINGAPORE

Step 1: Register Corppass Admin (CPA) Account
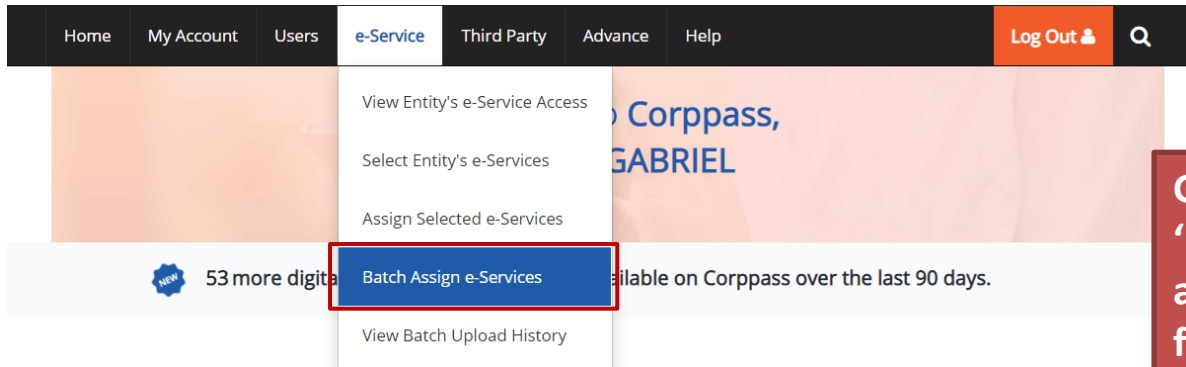
Step 2: Create & Activate User Accounts

**Step 3c: Authorise Tax Agent**

# Step 3c:
# CPA to authorise tax agent

## Authorise Third Party Entities

**①** Select Third Party ···· **②** Select e-Services ···· **③** Enter Details ···· **④** Review & Submit

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

| UEN / Entity ID | |
|---|---|

| Entity Name | abc |
|---|---|

**Search**

Search for Third Party Entities which you would like to authorise.          ▼ Filter    Search 🔍   ⬆▼

| | UEN / Entity ID ⬍ | Entity Name ⬍ | UEN Status ⬍ |
|---|---|---|---|
| ☑ | C15000322E | ABC Company Pte Ltd | - |
| ☐ | C16000829C | ABC Stationery Pte Ltd | - |
| ☐ | C16000777A | ABC Preschool Pte Ltd | - |
| ☐ | C16000879F | ABC Traders LLC | - |
| | | 1 entity(s) selected. | |

Cancel    **Next**

INLAND REVENUE AUTHORITY OF SINGAPORE

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 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).**

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

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 🔍   ⬛▾

| ☐ | Govt. Agency ⬍ | Entity's selected e-Services ⬍ | Description ⬍ | Agency ⓘ Check Required* ⬍ | Additional ⓘ Details Required* ⬍ |
|---|---|---|---|---|---|
| ☐ | IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | | 📄 |

0 e-Service(s) Selected

Back    Next

# 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 🔍   ▲▾

| | Govt. Agency | Entity's selected e-Services | Description | Agency ⓘ Check Required* | Additional ⓘ Details Required* |
|---|---|---|---|---|---|
| ☑ | 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 3c: Authorise Tax Agent**

# Step 3c:
# CPA to authorise tax agent

## Authorise Third Party Entities



Select Third Party ✓ •••• Select e-Services ✓ •••• ③ Enter Details •••• ④ Review & Submit

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

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

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

Role ⓘ

--- SELECT --- ▼

Effective YA From

--- SELECT --- ▼

Back   Next

INLAND REVENUE AUTHORITY OF SINGAPORE

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



**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) | | 📄 |

1 e-Service(s) Selected

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

Role ⓘ

--- SELECT --- ▼

--- SELECT ---
Preparer
Approver

...ve YA From

--- SELECT --- ▼

Back   Next

Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3c: Authorise Tax Agent

INLAND REVENUE AUTHORITY OF SINGAPORE

# Step 3c:
# CPA to authorise tax agent

## Authorise Third Party Entities



Select Third Party — Select e-Services — **3 Enter Details** — 4 Review & Submit

**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).**

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

Back    Next

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

Role    ⓘ

--- SELECT --- ▼

Effective YA From

--- SELECT --- ▼

--- SELECT ---
2020
2021

INLAND REVENUE AUTHORITY OF SINGAPORE

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 Third Party ✓ ···· Select e-Services ✓ ···· ③ Enter Details ···· ④ Review & Submit

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

**\*End date is not compulsory**

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**

Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3c: Authorise Tax Agent

INLAND REVENUE AUTHORITY OF SINGAPORE

# 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**

Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3c: Authorise
Tax Agent

98

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# 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).**

Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3c: Authorise
Tax Agent

INLAND REVENUE
AUTHORITY
OF SINGAPORE

99

# 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.

**INLAND REVENUE AUTHORITY OF SINGAPORE**

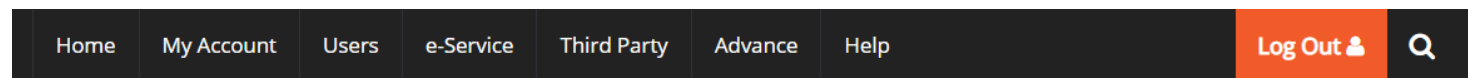Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3: Assign/ Authorise IRAS e-Services

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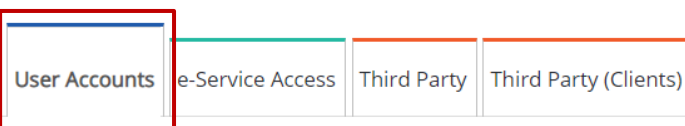
# Manage your users



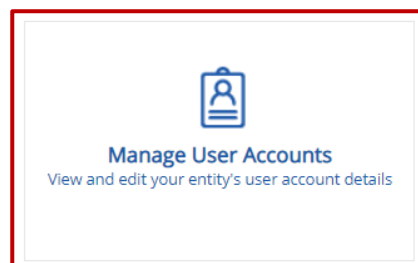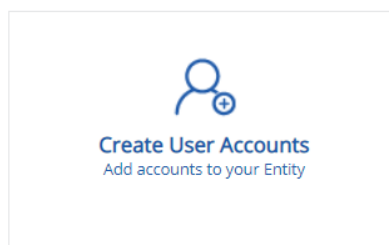Under the 'User Accounts' tab, click 'Manage Users Accounts'.

# Manage your users

## Manage User Accounts

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

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

**Create User Account**   ✎ Change user status (0)   ▼ Filter   Search 🔍

INLAND REVENUE
AUTHORITY
OF SINGAPORE

103

# 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   Search

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

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# Manage your users

**Change Status**

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)

Are you sure you wa~~~~
These Corppass Us~~~~
These account(s) will be only reinstated upon reactivation or end of suspension.

Change status for the following use~~~~
1 Selected User(s)　➕

| | |
|---|---|
| New Account Status | Suspended ⌄ |
| New Status Effective Date* | 18/02/2021　📅 |
| | Example: 31/01/2017 |

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

| | |
|---|---|
| New Status Expiry Date | 31/12/9999　📅 |
| | Example: 28/02/2017 |
| Reason for new status* | |

Back　**Save**

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# 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)

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

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# 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*     TOHJONATHAN@abc.com

abc@abc.com

Mobile No.

## Account Details

Account Type     Sub-Admin

Account Status     **Active**

**View Status History**

New Account Status     --- Select ---

Remarks

Back     Save

107

# 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* | TOHJONATHAN@abc.com |
| | abc@abc.com |
| Mobile No. | |

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

**Account Details**

| | |
|---|---|
| Account Type | Sub-Admin |
| Account Status | **Active** |
| | **View Status History** |
| New Account Status | --- Select --- |
| Remarks | |

Back    Save

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# 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*     TOHJONATHAN@abc.com
         abc@abc.com

Mobile No.

**Account Details**

Account Type     Sub-Admin ⌄

Account Status     **Active**

**View Status History**

New Account Status     --- Select --- ⌄

Remarks

**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.

Back    Save

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# 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    **Save**

## 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 ⬥ |
|------------------|----------------------|--------|--------------|-------------------------------|----------------------------|
| ☐ IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | Approver | Effective YA From: 2021 | 01/01/2021 | 31/12/9999 |

0 e-Service(s) Selected

INLAND REVENUE
AUTHORITY
OF SINGAPORE

110

# Manage your users

**TOH JONATHAN**

| Profile | Assigned e-Services | Assigned Client e-Services | Client e-Service Groups | Transacti |

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 | Save

## 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 ⬍ |
|---|---|---|---|---|---|---|
| ☐ | IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | Approver | Effective YA From: 2021 | 01/01/2021 | 31/12/9999 |

0 e-Service(s) Selected

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

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# 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    Save

## 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 ⬍ |
|---|---|---|---|---|---|---|
| ☑ | IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | Approver | Effective YA From: 2021 | 01/01/2021 | 31/12/9999 |

1 e-Service(s) Selected

INLAND REVENUE
AUTHORITY
OF SINGAPORE

112

# Manage your users

**TOH JONATHAN**

| Profile | Assigned e-Services | Assigned Client e-Services | Client e-Service Groups | Transacti |
|---|---|---|---|---|

Assign default e-Service access and/or customise e-Service access of the user. Click <u>here</u> 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   [ Save ]

## 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 ⬍ |
|---|---|---|---|---|---|---|
| ☑ | IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | Approver | Effective YA From: 2021 | 01/01/2021 | 31/12/9999 |

1 e-Service(s) Selected

INLAND REVENUE AUTHORITY OF SINGAPORE

113

# Manage your users

**TOH JONATHAN**

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

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   Save

## 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 ⬍ |
|---|---|---|---|---|---|---|
| ☐ | 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'.**
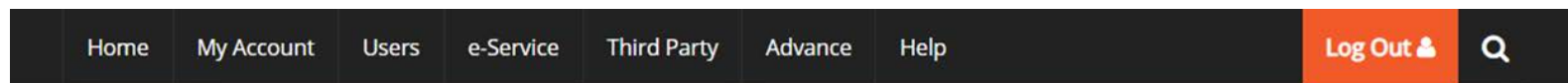
**Repeat steps in pages 56 to 63 to assign new e-Services to the user.**

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

INLAND REVENUE AUTHORITY OF SINGAPORE

# Manage your tax agent



Under the 'Third Party' tab, click '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 | Search 🔍 📇▾ |

| ☐ | UEN / Entity ID ⬍ | Entity Name ⬍ | UEN Status ⬍ | Govt. Agency ⬍ | Current Authorised e-Services ⬍ |
|---|---|---|---|---|---|
| ☐ | 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 |
|---|---|---|---|---|---|

| | UEN / Entity ID | Entity Name | UEN Status | Govt. Agency | Current Authorised e-Services |
|---|---|---|---|---|---|
| ☑ | 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).

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# 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    [Search        🔍]    [👤▾]

| ☐ | UEN / Entity ID ⇕ | Entity Name ⇕ | UEN Status ⇕ | Govt. Agency ⇕ | Current Authorised e-Services ⇕ |
|---|---|---|---|---|---|
| ☐ | 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**

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# 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 <br> # 12 - 230 <br> SINGAPORE 120123 |
| Office Contact No. | 61234567 |

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# 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

| | Govt. Agency | Authorised e-Service | Agency Issued ID | Role | Additional Parameters | Authorisation Effective Date | Authorisation Expiry Date |
|---|---|---|---|---|---|---|---|
| ☐ | 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

| | Govt. Agency | Authorised e-Service | Agency Issued ID | Role | Additional Parameters | Authorisation Effective Date | Authorisation Expiry Date |
|---|---|---|---|---|---|---|---|
| ☑ | IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | Approver | Effective YA From: 2021 | 01/01/2021 | 31/12/9999 |

1 e-Service(s) Authorisation selected

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# 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 Par... |
|---|---|---|---|

Edit e-Service Authorisation(1) | 🗑 Remove e-Service Authorisation(1) | ▼ Filter

| | Govt. Agency | Authorised e-Service | Agency Issued ID | Role | Additional Parameters | Authorisation Effective Date | Authorisation Expiry Date |
|---|---|---|---|---|---|---|---|
| ☑ | IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | Approver | Effective YA From: 2021 | 01/01/2021 | 31/12/9999 |

1 e-Service(s) Authorisation selected

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# Manage your IRAS e-Service Access



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

# 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.

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

| Edit e-Service (0) | 🗑 Remove e-Service (0) | ▼ Filter | Search 🔍 |

| | Govt. Agency ⬍ | Entity's Selected e-Service ⬍ | Description ⬍ | Assigned Users ⬍ |
|---|---|---|---|---|
| ☐ | IRAS | CORPORATE TAX (FILING AND APPLICATIONS) | | 3 User(s) |

0 e-Service(s) Selected

**INLAND REVENUE AUTHORITY OF SINGAPORE**

# 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 | Search |
| --- | --- | --- | --- | --- | --- |

| | Govt. Agency | Entity's Selected e-Service | Description | Assigned Users |
| --- | --- | --- | --- | --- |
| ☑ | 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.

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# 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 | Search 🔍 | 🔽 |

| ☐ | Govt. Agency ⬍ | Entity's Selected e-Service ⬍ | Description ⬍ | Assigned Users ⬍ |
|---|---|---|---|---|
| ☑ | 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).

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# Assistance for Corppass matters

## www.corppass.gov.sg

Step-by-step User Guides

Video Guides

'Frequently Asked Questions' (FAQs)

## Corppass Helpdesk

Tel: (+65) 6335 3530

Email: support@corppass.gov.sg

Mondays to Fridays: 8:00am – 8:00pm

Saturdays: 8:00am – 2:00pm

Closed on Sundays & Public Holidays

INLAND REVENUE
AUTHORITY
OF SINGAPORE

# Assistance and service channels

| | |
|---|---|
| **Website**<br>www.iras.gov.sg | Home > e-Services > Businesses > Companies<br>Home > e-Services > Corppass |
| **Email** | • Email us at myTax Mail |
| **Helpline** | • For companies: 1800-356-8622<br>• 8.00am to 5.00pm from Mondays to Fridays<br>    • Best time to call: 8.30am – 10.30am<br>    • Best day to call: Friday |
| **Social Media** | Twitter.com/IRAS_SG<br>Facebook.com/irassg |

INLAND REVENUE
AUTHORITY
OF SINGAPORE