Corppass Step-by-Step Guide for Tax Agents - Corporate Tax

INLAND REVENUE AUTHORITY OF SINGAPORE

Who should read this guide

- This step-by-step guide is relevant for the Corppass Admins* of tax agent firms that need to access IRAS e-Services on behalf of their clients.

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

*Includes 'Sub-Admins without restricted access'. Sub-Admins with restricted access will not be able to:

- Authorise and manage third party entities
- Manage and assign Client e-Services to other users

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Content page

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4 key steps for Corppass authorisation

Step 1 **Be Corppass ready**

Set up your Corppass Admin account and create Corppass user accounts if you have not done so.

Step 2 **Obtain Corppass authorisation from clients**

Remind clients to authorise and grant you both ‘Preparer’ and ‘Approver’ roles via ‘Authorise Third Party Entities’ in Corppass.

Step 3 **Assign IRAS e-Services of clients to staff**

Ways to assign IRAS e-Services to users:

a) Direct Assign
b) Batch Assign
c) Group Assign

Step 4 **Manage your clients**

Step 1:

Be Corppass ready

Set up your Corppass Admin account and create Corppass user accounts if you have not done so.

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 Registered Officer's (RO) identity number and email address

  OR

  Completed Letter of Authorisation (www.corppass.gov.sg> Help> User Guides> Admin & Sub-Admin> Register for Corppass Administrator Account> Letter of Authorisation) and RO's identity document[1]
- NRIC/ FIN/ Foreign ID number and email address of users

[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.

1. Be Corppass ready

Registered Officer (RO)

- Nominates CPA and approves CPA's registration request
- Examples include partner, director, corporate secretary

Can choose to be Corppass Admin

Corppass Admin (CPA)

A. CPA registers for Corppass Admin account

- Manages entity's Corppass

Maximum of 2 Admin accounts per entity

B. CPA creates Corppass user accounts

Corppass User

C. Corppass user activates account

- Logs in to myTax Portal to transact for entity

No limit to the number of Corppass users per entity

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A. CPA registers for Corppass Admin account

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

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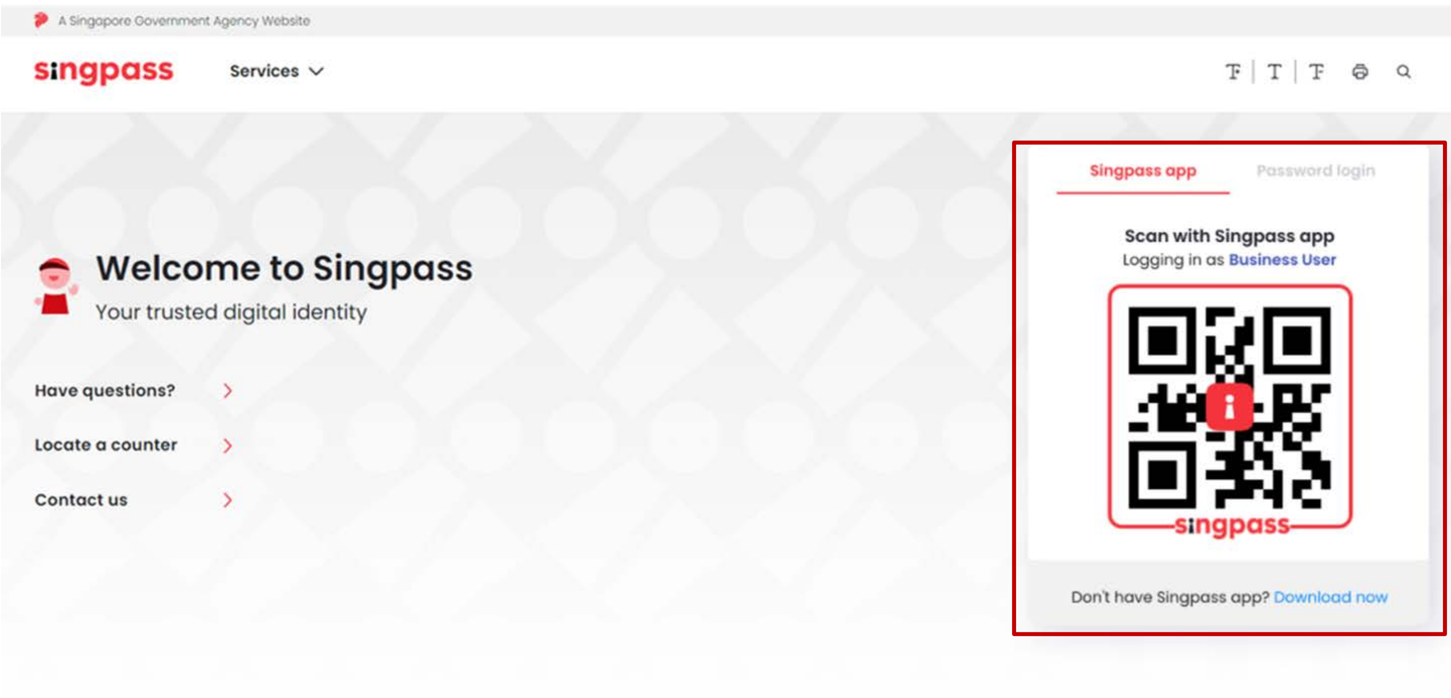
A. CPA registers for Corppass Admin account

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.



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A. CPA registers for Corppass Admin account

Home | About Us | Services | Help | Log in with Singpass

Home / Register Admin Account

Register Admin Account

1 Enter Details • • • • 2 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

Full Name: PHANG GABRIEL

Email*: PHANGGABRIEL@abc.com

abc@abc.com

Confirm Email*

Mobile No.

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.

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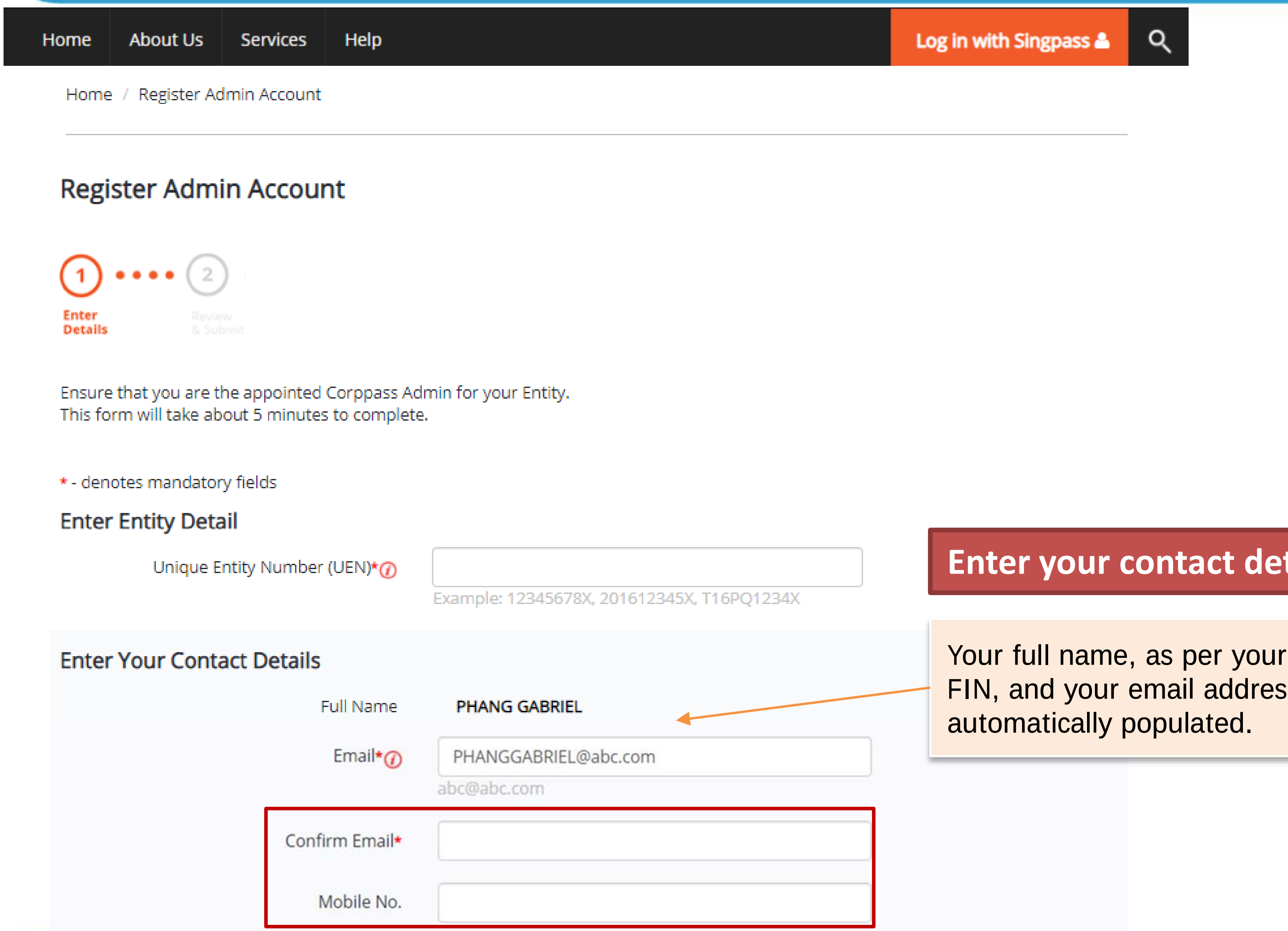
1 Be Corppass Ready

A. CPA registers for Corppass Admin account


Home | About Us | Services | Help | Log in with Singpass

Home / Register Admin Account

Register Admin Account

1 Enter Details ···· 2 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

Full Name PHANG GABRIEL

Email* PHANGGABRIEL@abc.com

abc@abc.com

Confirm Email*

Mobile No.

Enter your contact details.

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

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A. CPA registers for Corppass Admin account

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

[x] 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

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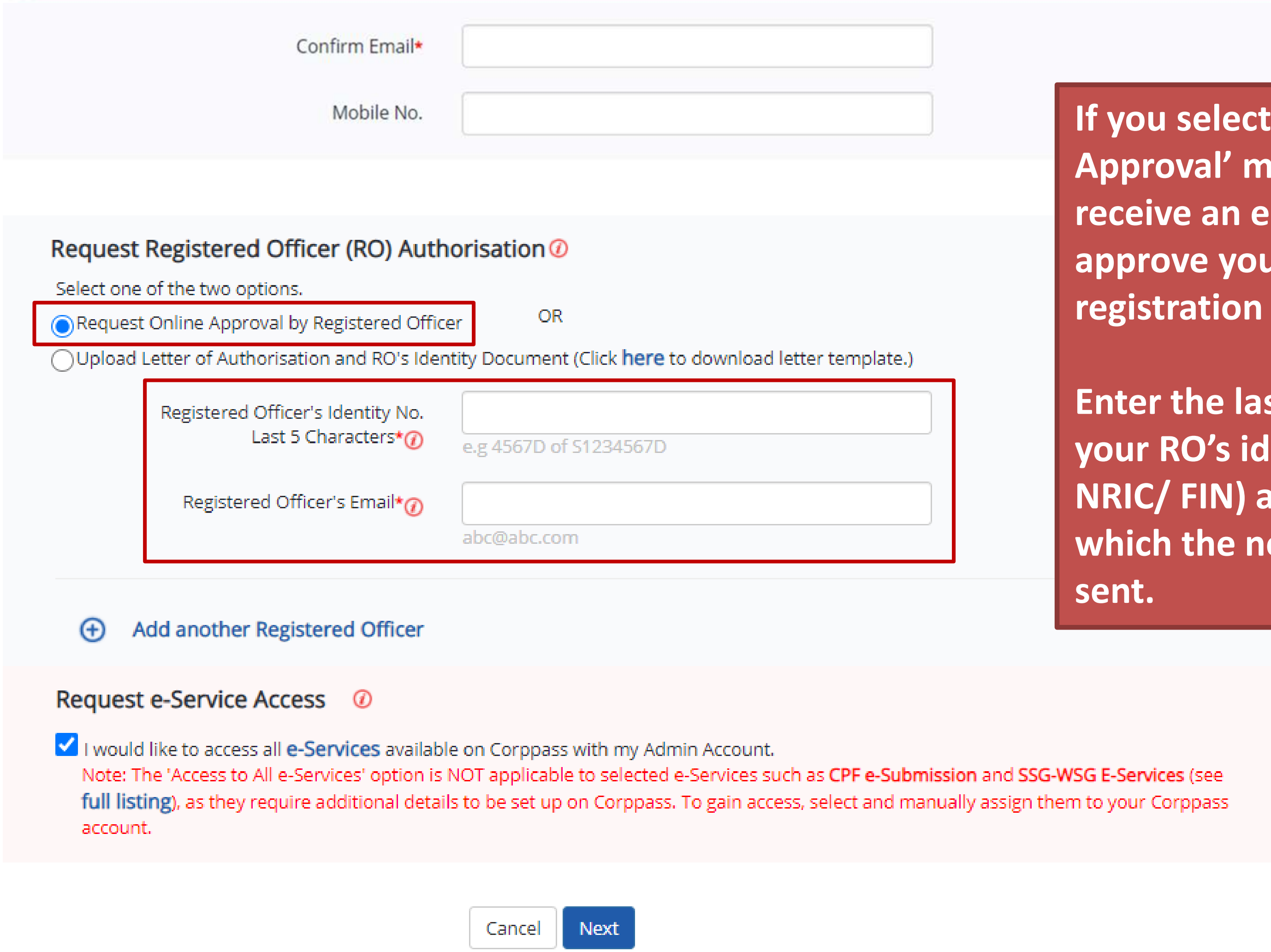
A. CPA registers for Corppass Admin account



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.

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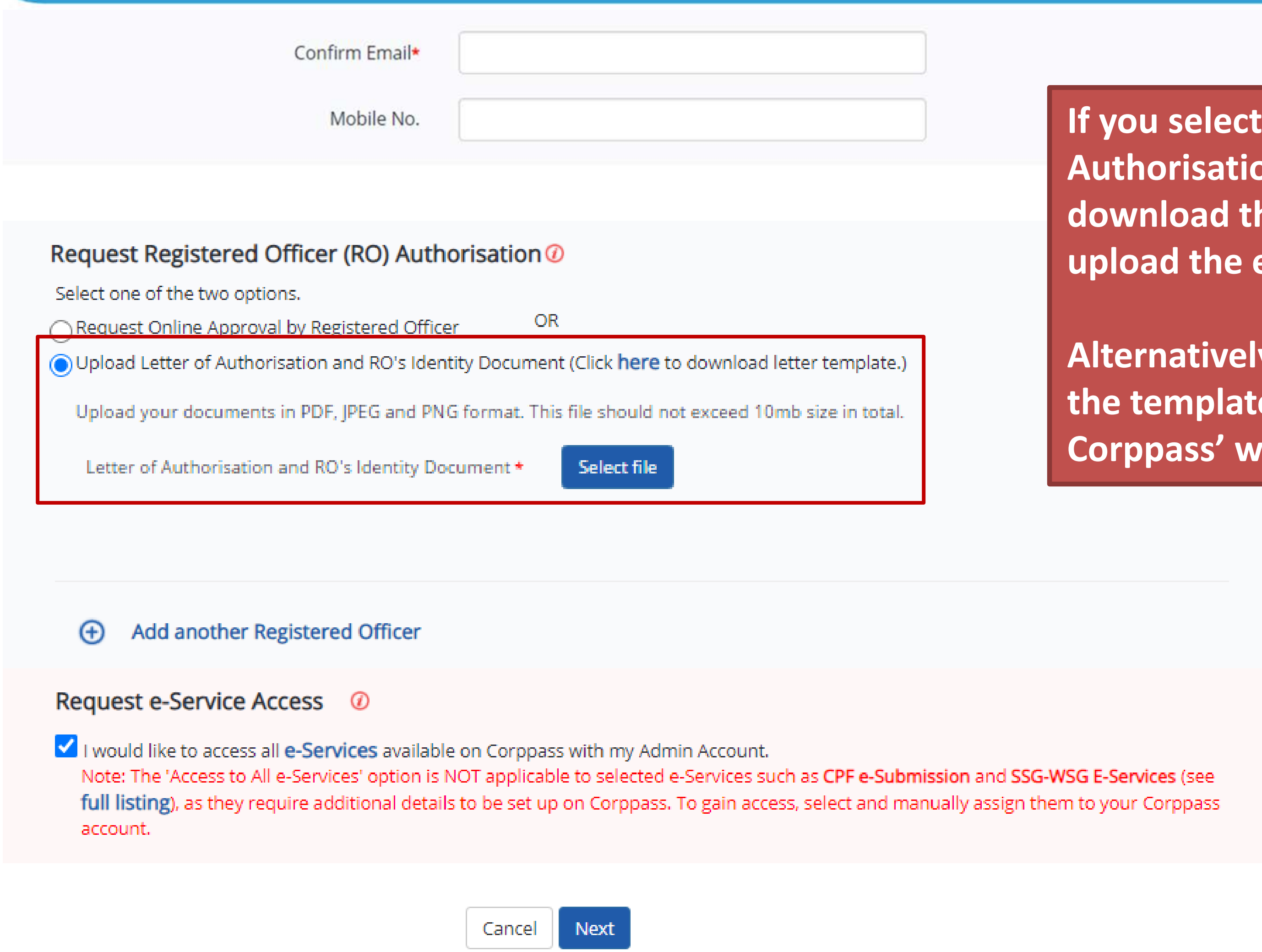
A. CPA registers for Corppass Admin account



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.

A. CPA registers for Corppass Admin account

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.

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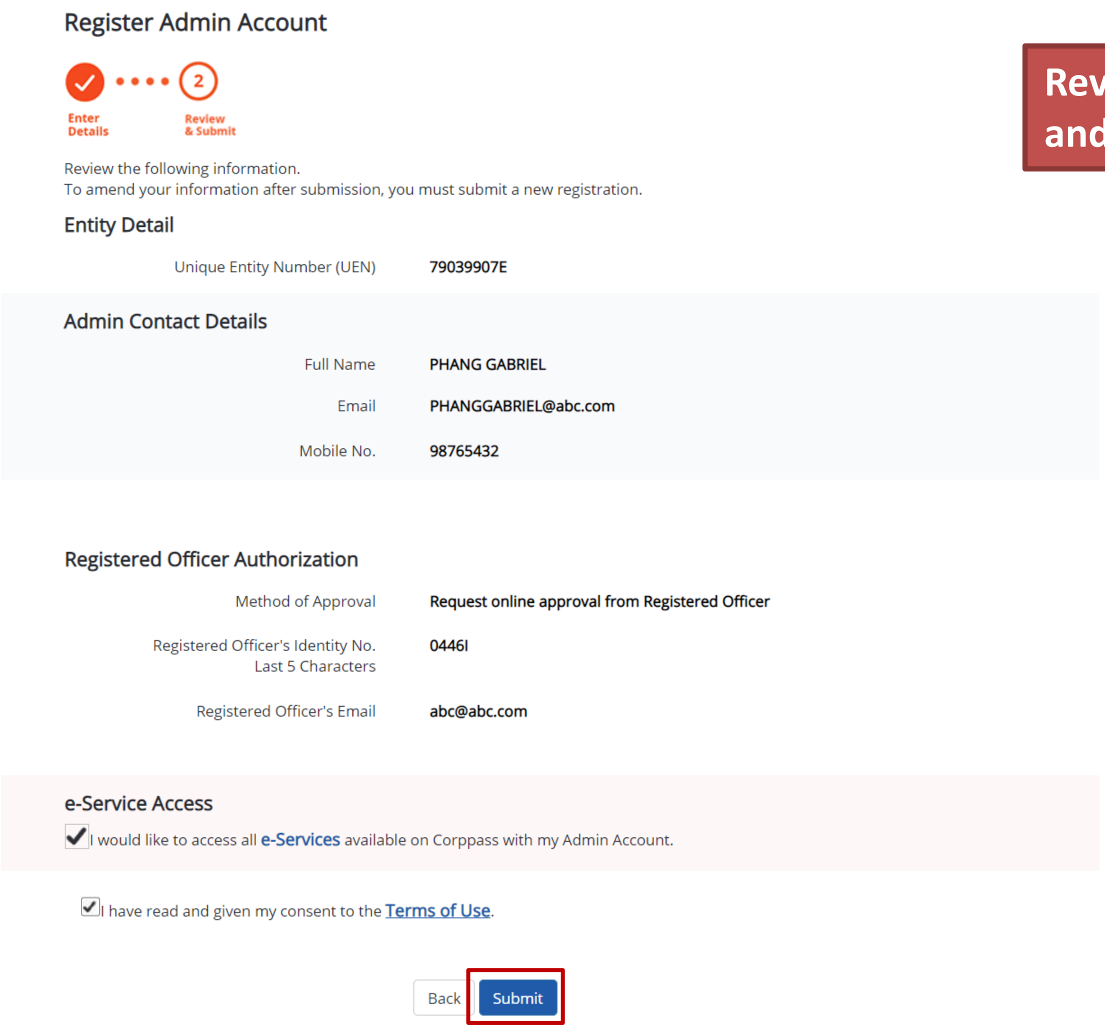
A. CPA registers for Corppass Admin account



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

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A. CPA registers for Corppass Admin account

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.

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).

Next Step

Wait for approval from your Registered Officer.

Online approval must be provided within 30 days.

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[1]For assistance on how to approve or reject the CPA account (as the RO), please refer to this step-by-step guide.

A. CPA registers for Corppass Admin account

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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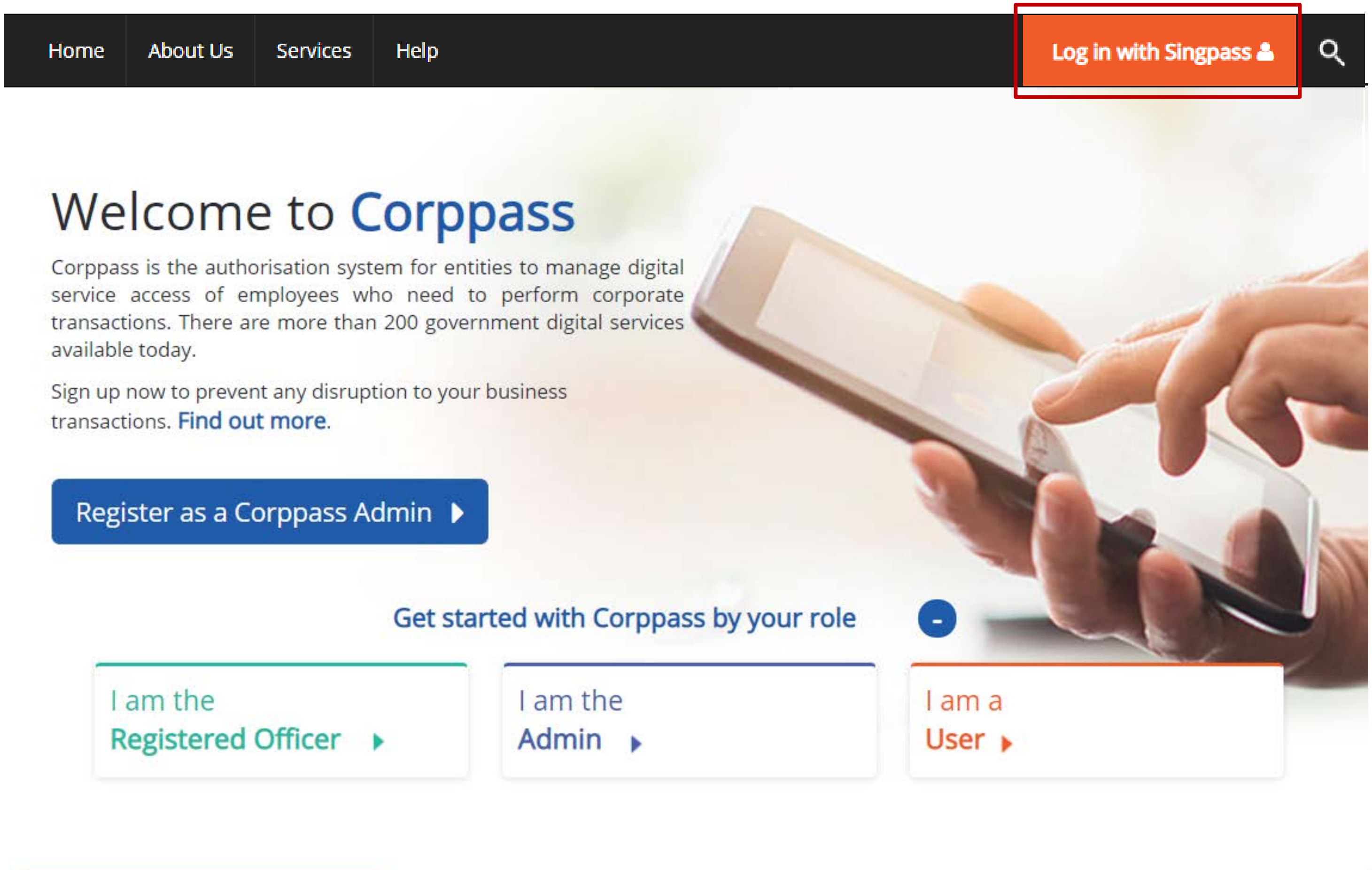
B. CPA creates Corppass user accounts

Click ‘Log in with Singpass’.



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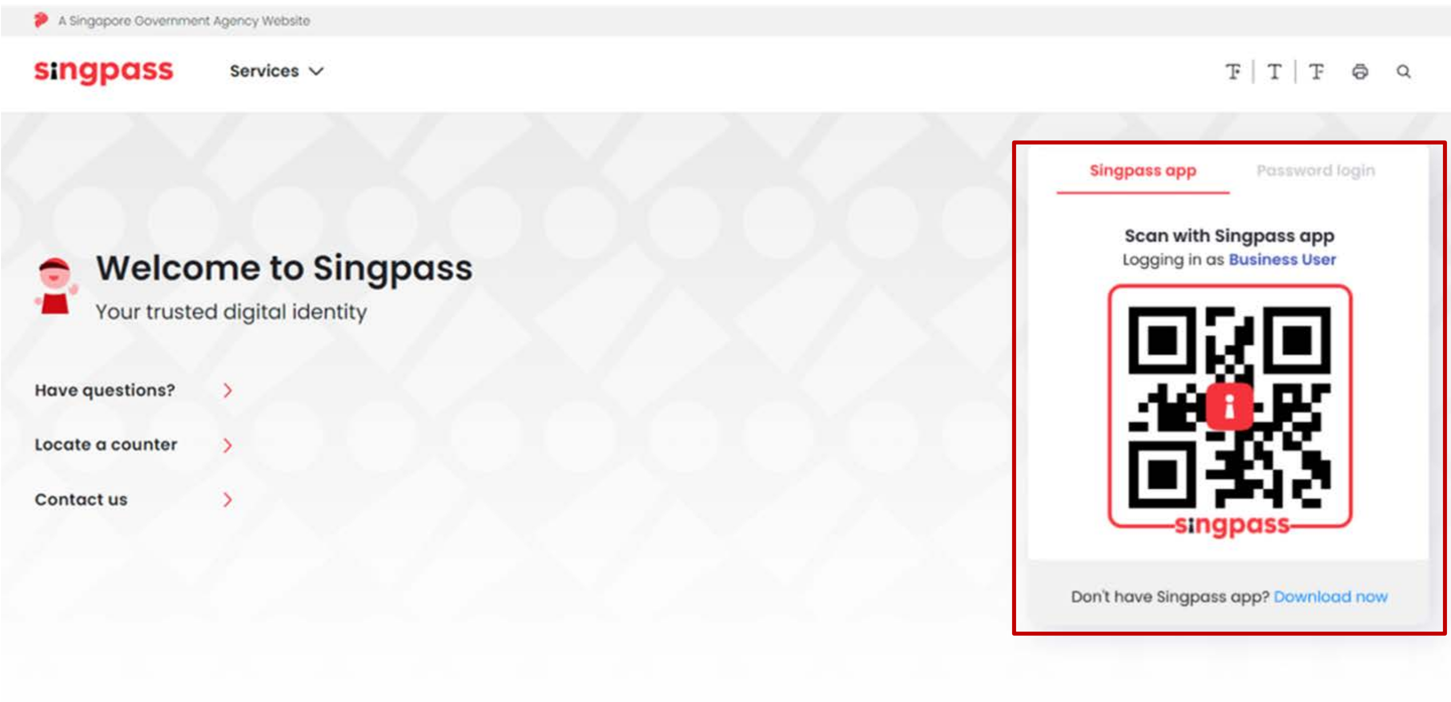
OF SINGAPORE

B. CPA creates 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.



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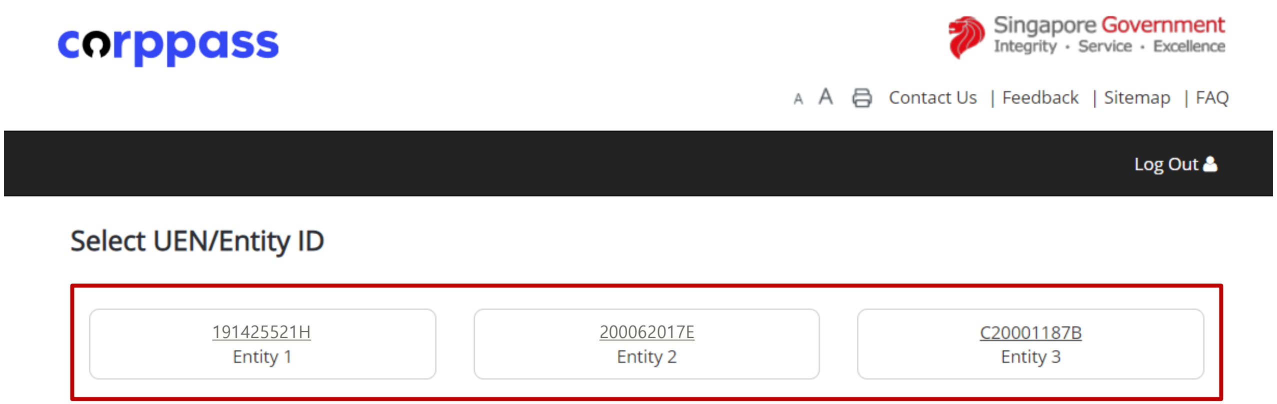
B. CPA creates Corppass user accounts



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

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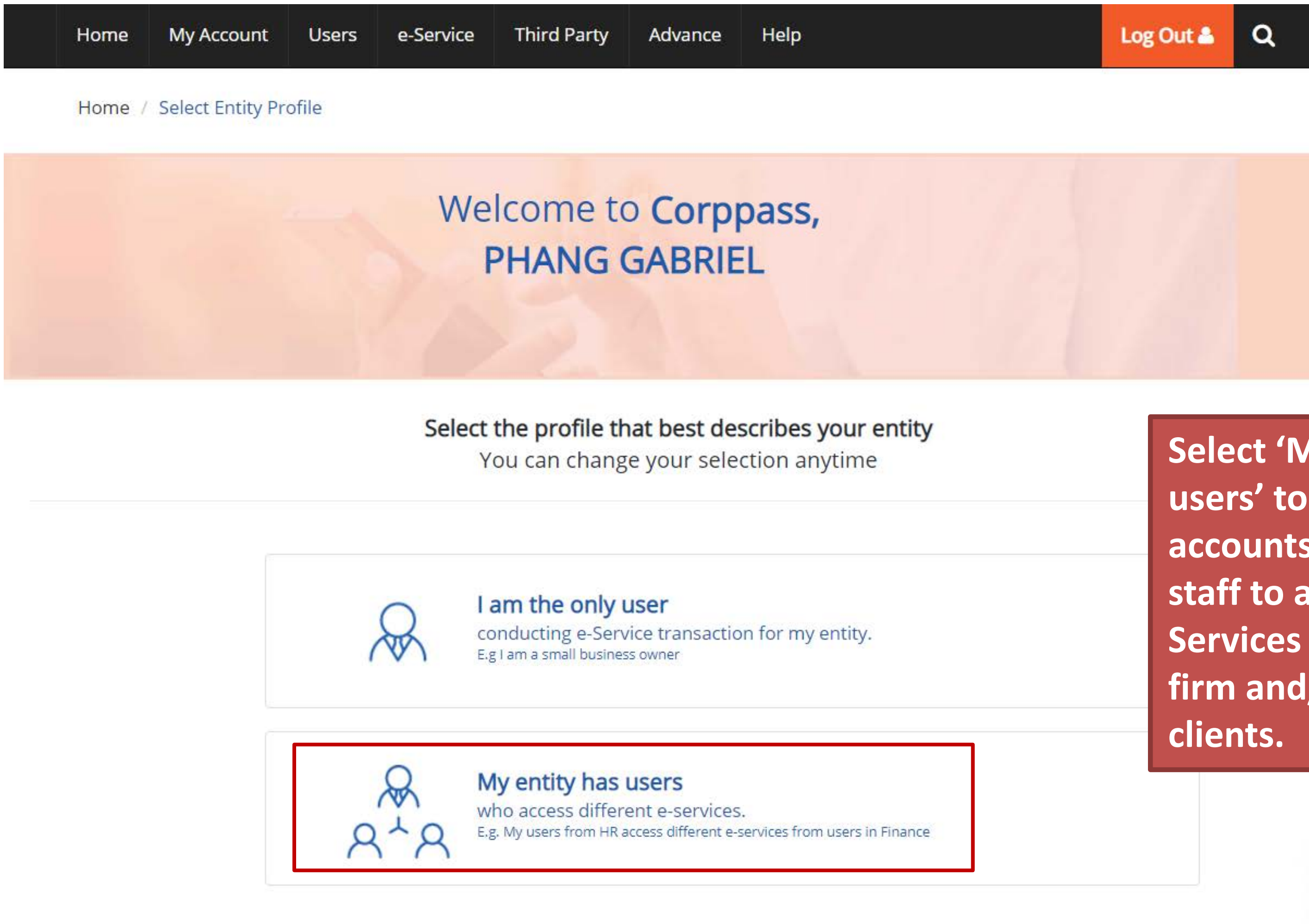
B. CPA creates Corppass user accounts



Select 'My entity has users' to create user accounts for tax agent staff to access IRAS e-Services for the tax agent firm and/or on behalf of clients.

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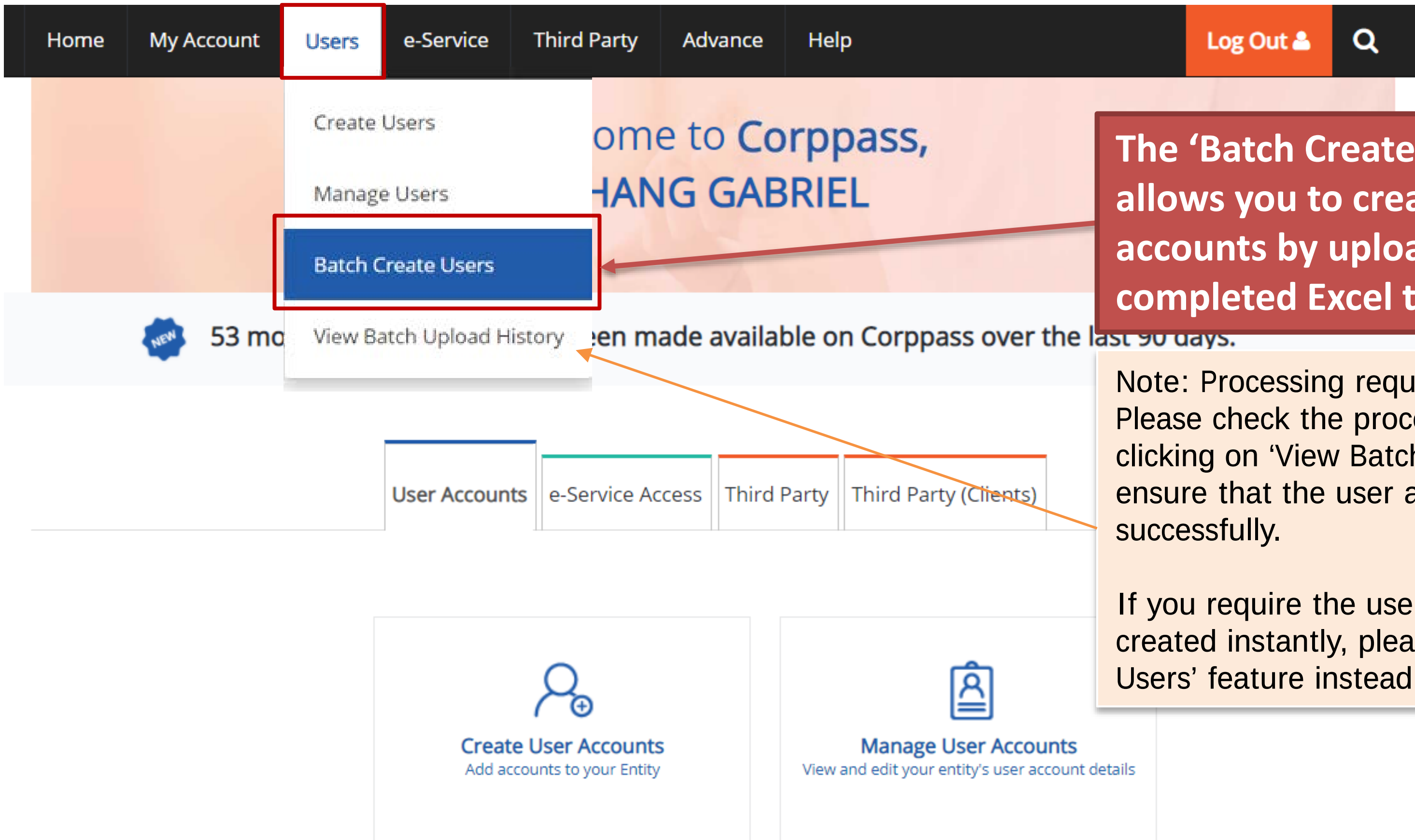
B. CPA creates Corppass user accounts



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.

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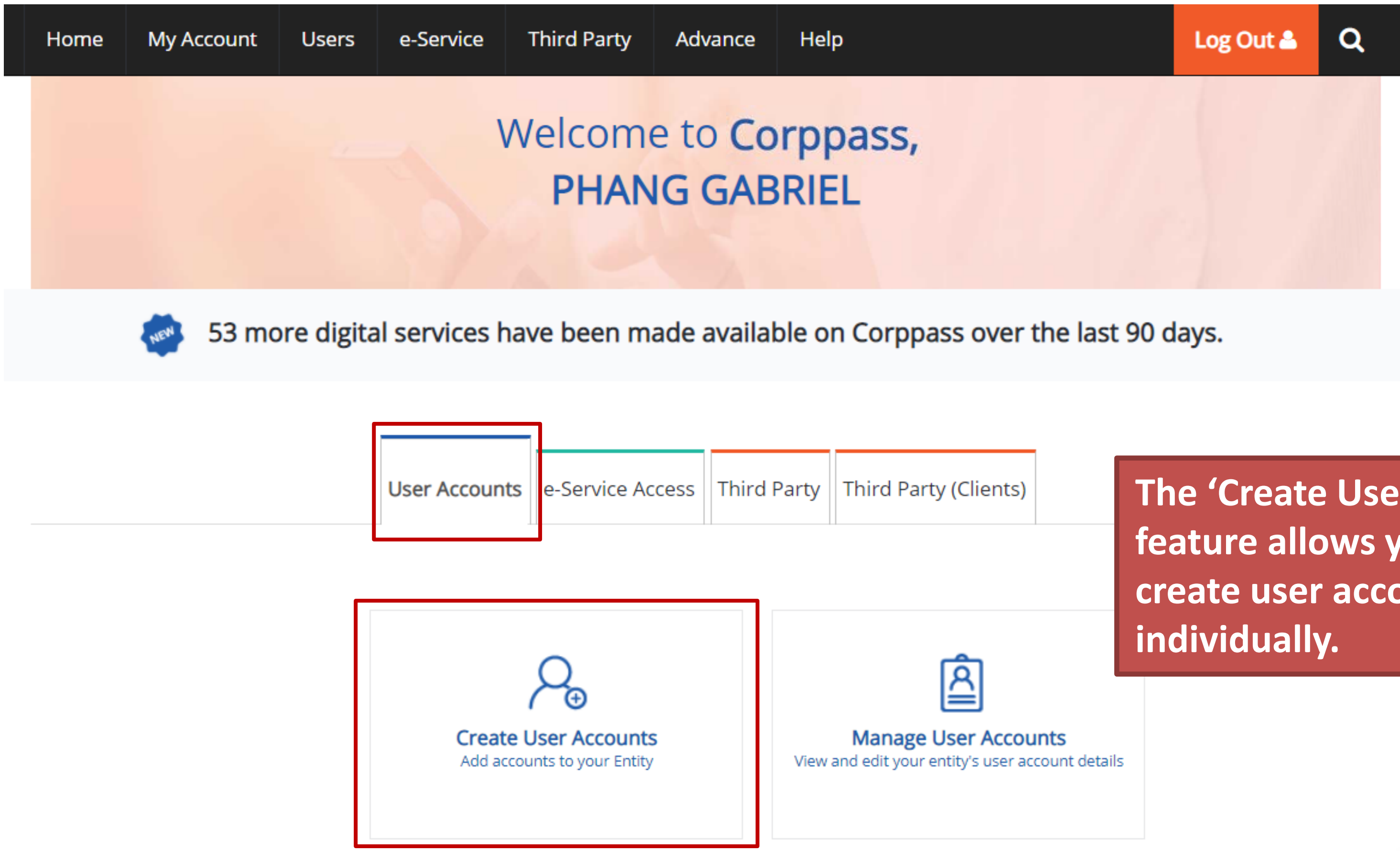
B. CPA creates Corppass user accounts



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

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B. CPA creates 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 (NRIC / Foreign ID / 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.

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B. CPA creates Corppass user accounts

Create User Accounts

Enter the email address of the user.

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 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

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

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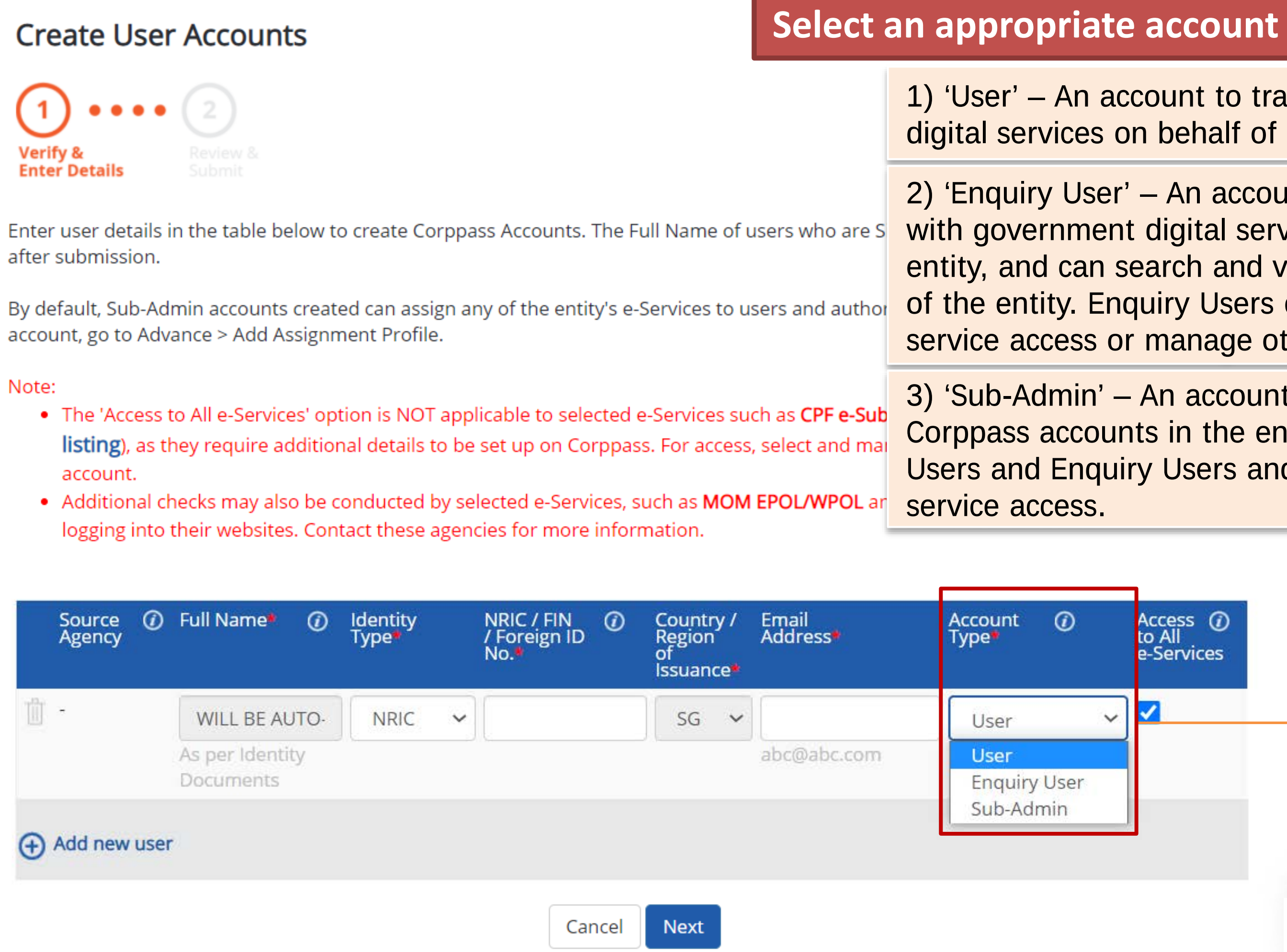
B. CPA creates Corppass user accounts

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.



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B. CPA creates Corppass user accounts

Create User Accounts

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

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 tax agent firm to the user.

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.

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

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1 Be Corppass Ready

B. CPA creates Corppass user accounts

Create User Accounts

1 Verify & Enter Details

2 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

INLAND REVENUE AUTHORITY OF SINGAPORE

B. CPA creates Corppass user accounts

Create User Accounts

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

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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B. CPA creates 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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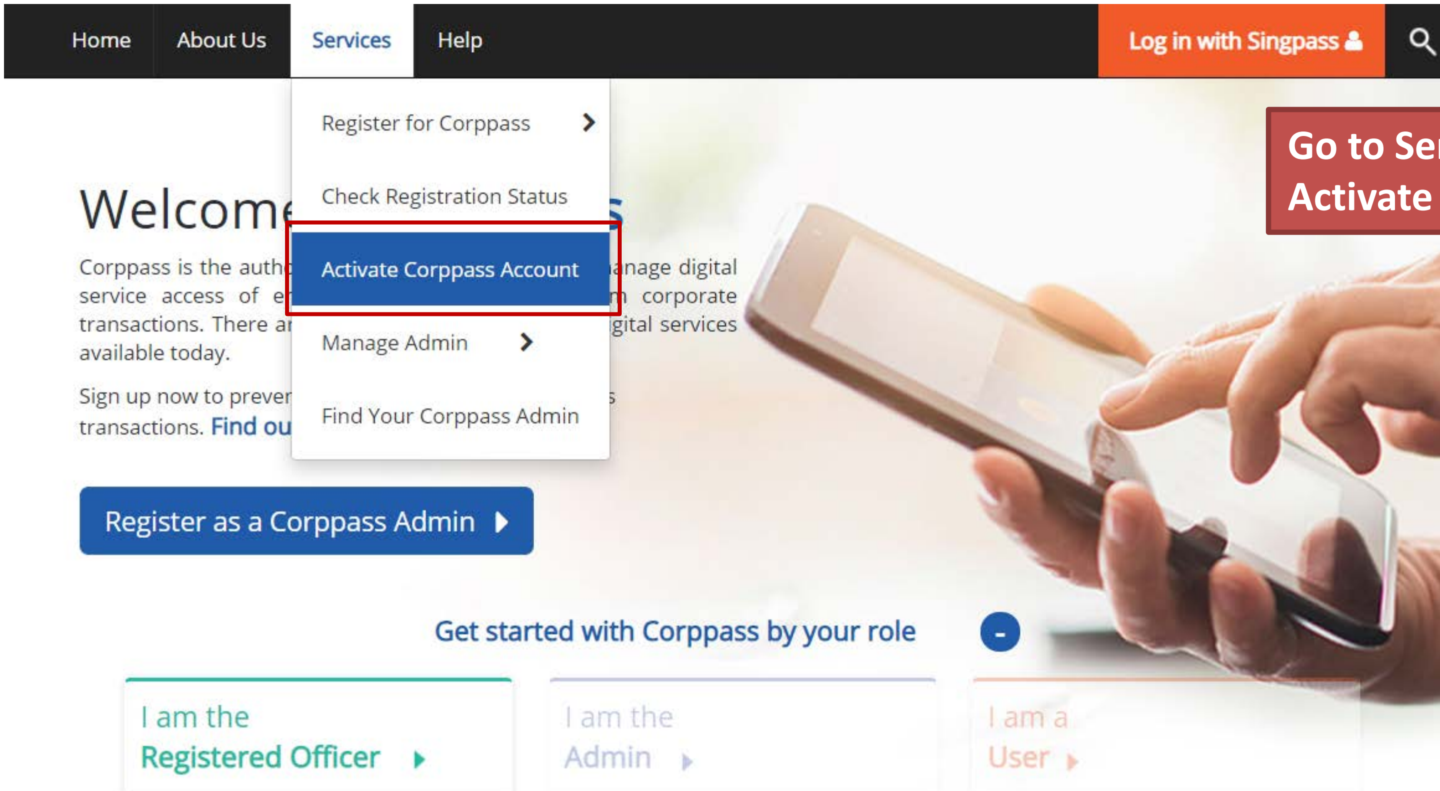
C. Corppass user activates account



Go to Services > Activate Corppass Account.

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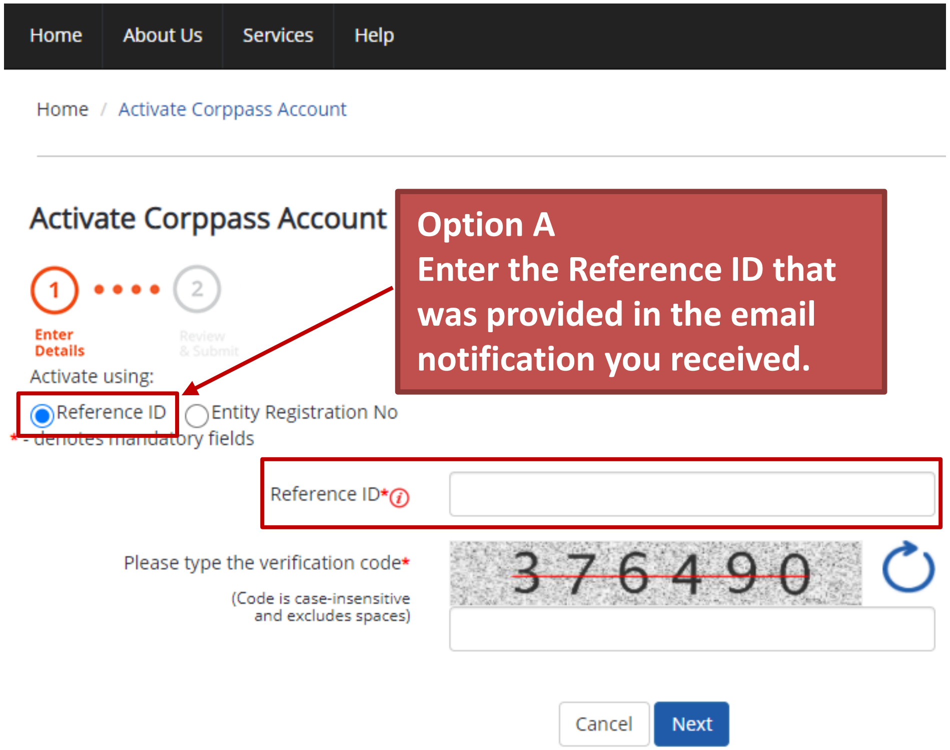
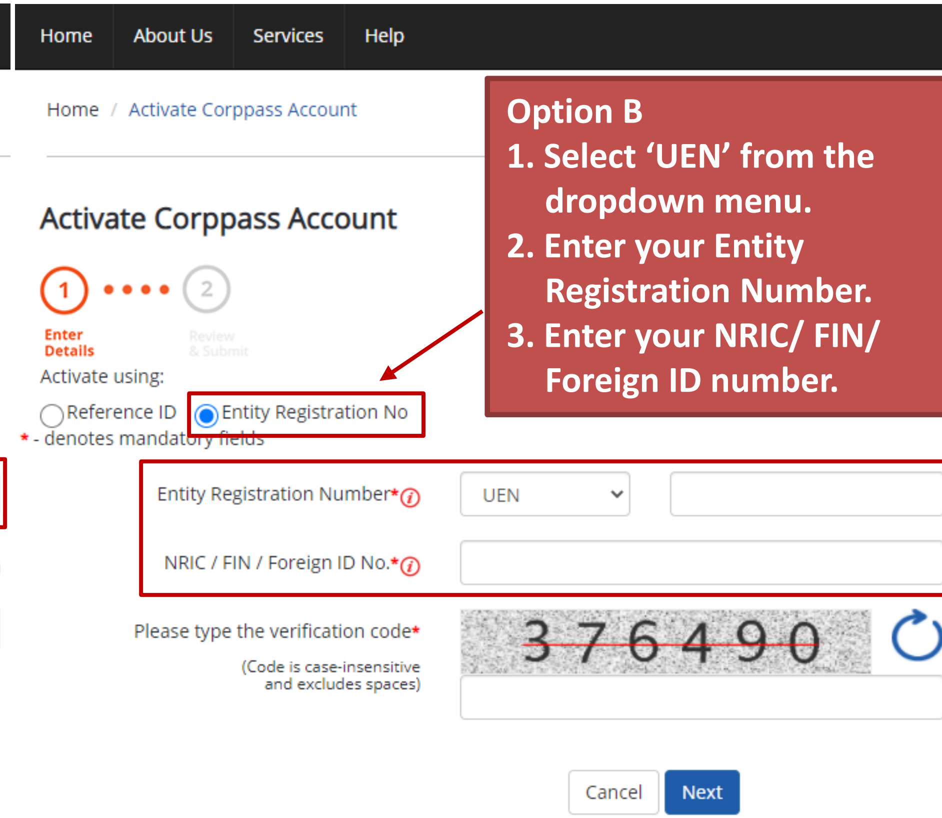
C. Corppass user activates account



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.**

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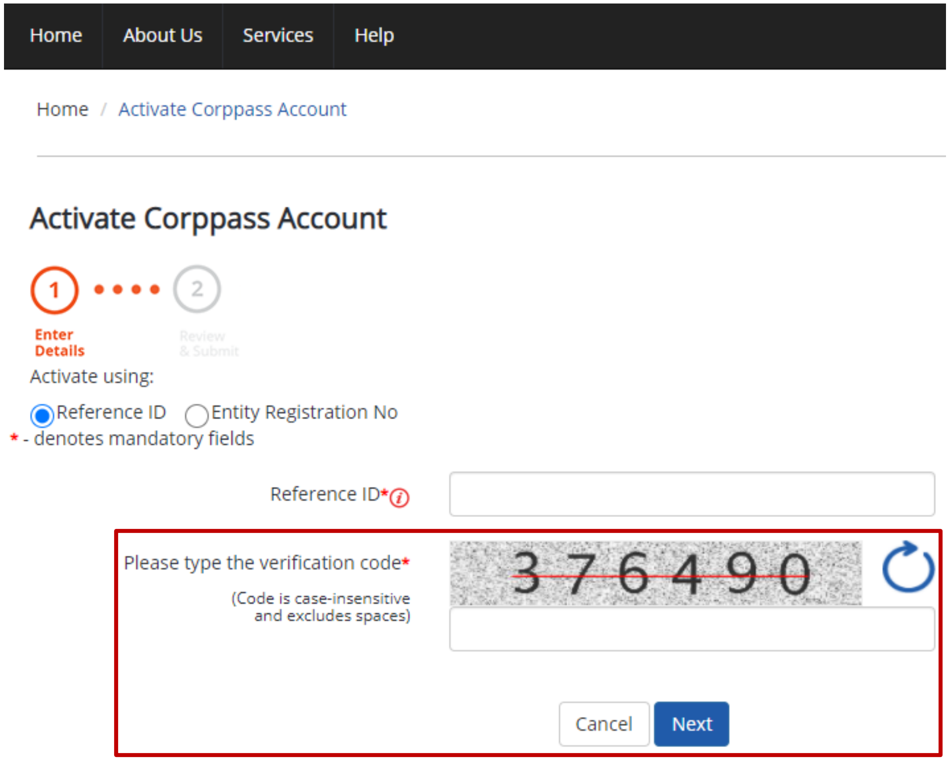
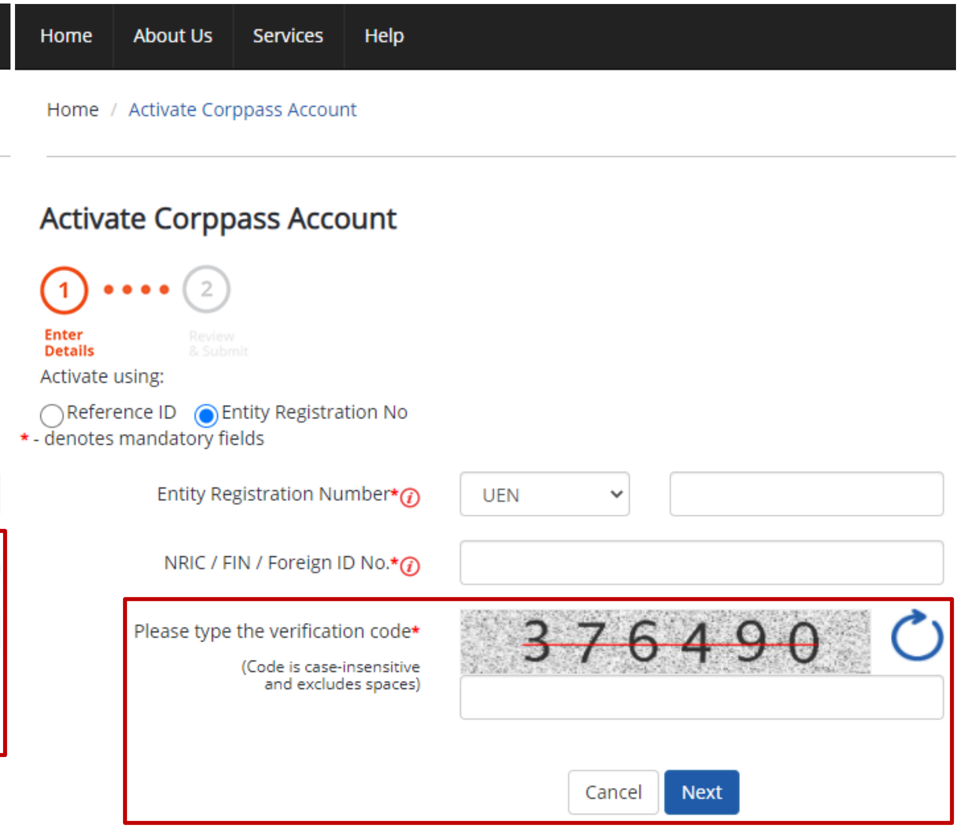
C. Corppass user activates account





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

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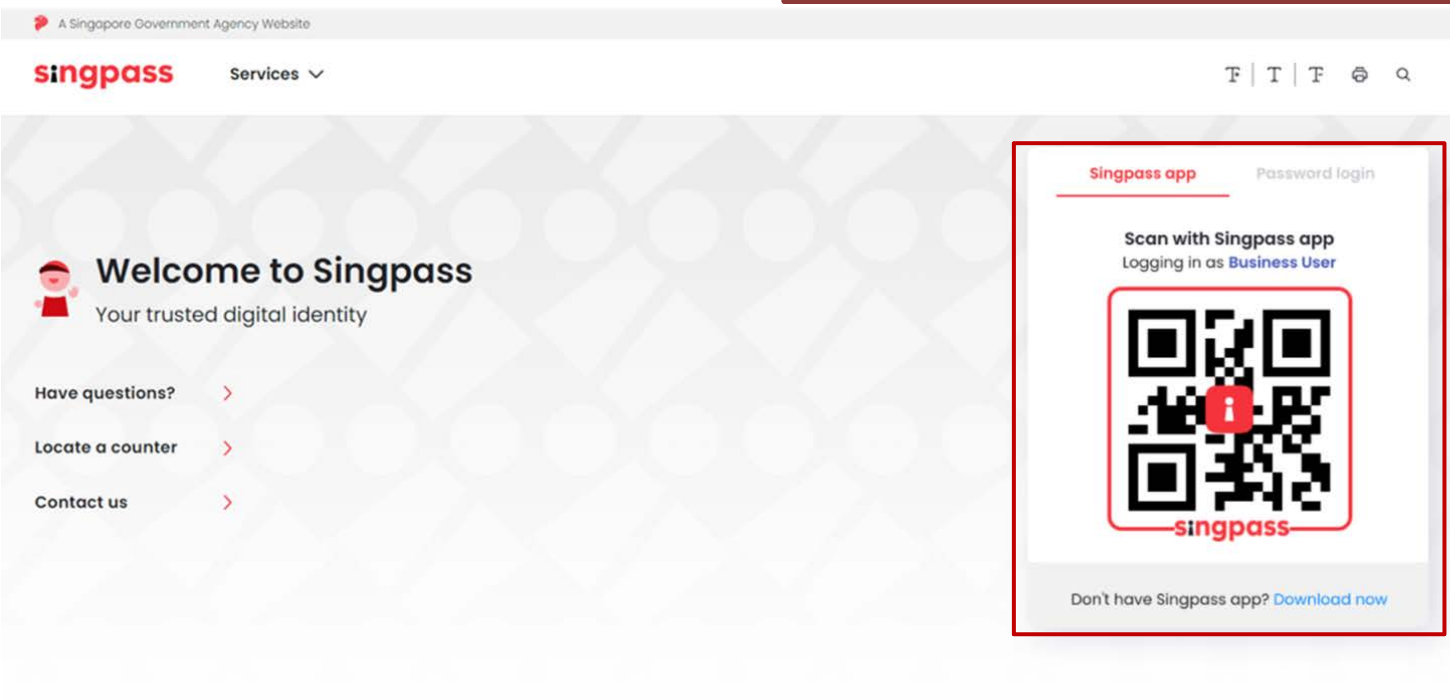
C. Corppass user activates account

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 36 to 38.

C. Corppass user activates account

Home | About Us | Services | Help | Log in with Singpass

Home / Activate Corppass Account

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

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

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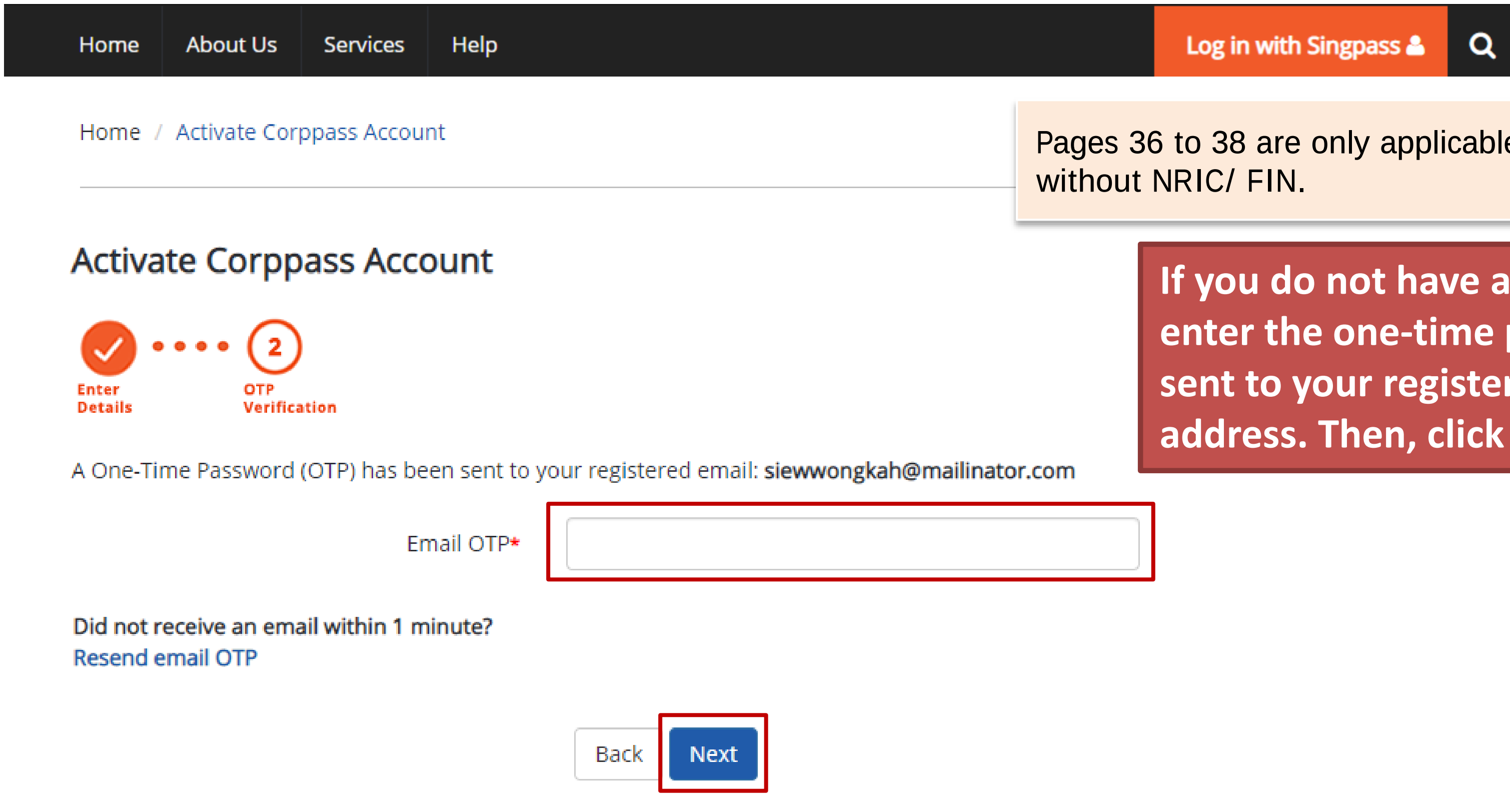
C. Corppass user activates account



Pages 36 to 38 are only applicable to a foreigner without NRIC/ FIN.

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

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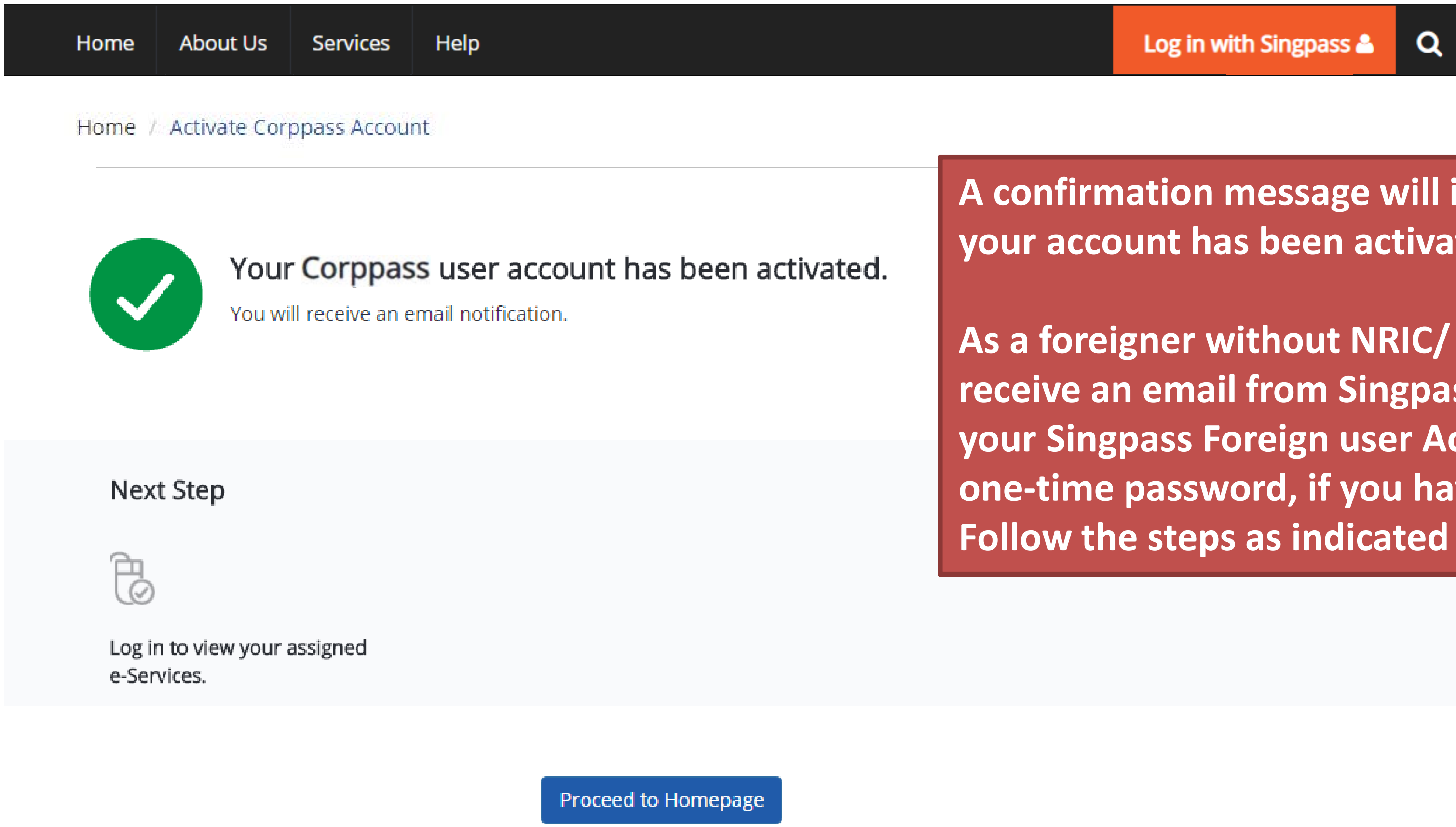
C. Corppass user activates account



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.

Updating information with IRAS

<u>Corppass users who are foreigners without NRIC/ FIN</u>

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].

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[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 2:

Obtain Corppass authorisation from clients

Remind clients to authorise and grant you both ‘Preparer’ and ‘Approver’ roles via ‘Authorise Third Party Entities’ in Corppass.

2. Obtain Corppass authorisation from clients

- Your clients have to authorise your tax agent firm in Corppass.
- Please remind your clients to grant your firm both ‘Preparer’ and ‘Approver’ roles.
  - This must be done if your firm needs to assign IRAS e-Services to your staff using both roles.
- After the authorisation, you may move on to Step 3 to assign IRAS e-Services to your staff.
- If your clients require assistance on authorisation, please refer to the step-by-step guides.

Step 3:

Assign IRAS e-Services of clients to staff

Ways to assign IRAS e-Services to users:

a) Direct Assign
b) Batch Assign
c) Group Assign

INLAND REVENUE AUTHORITY OF SINGAPORE

3. Assign IRAS e-Services of clients to staff

3 Ways to assign IRAS e-Services of clients to staff

a. Direct Assign

Use the 'Assign Client's e-Service' function in Corppass to assign IRAS e-Services of your clients to your staff online.

b. Batch Assign

Use the 'Batch Assign e-Service' function to download and complete an Excel template to assign IRAS e-Services of your clients to your staff.

c. Group Assign

Use the 'Client e-Service Group' feature in Corppass to add your clients and staff into groups for easy management of your staff-to-client authorisations.

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

INLAND REVENUE AUTHORITY OF SINGAPORE

Important information to have on-hand

Before you start Step 3, ensure that you have the following information:

- List of clients (UEN and name) and respective e-Service authorisations assigned to your tax agent firm
- List of staff to be assigned to those clients
  - Direct/ Group 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

3a. Direct Assign

Corppass Admin

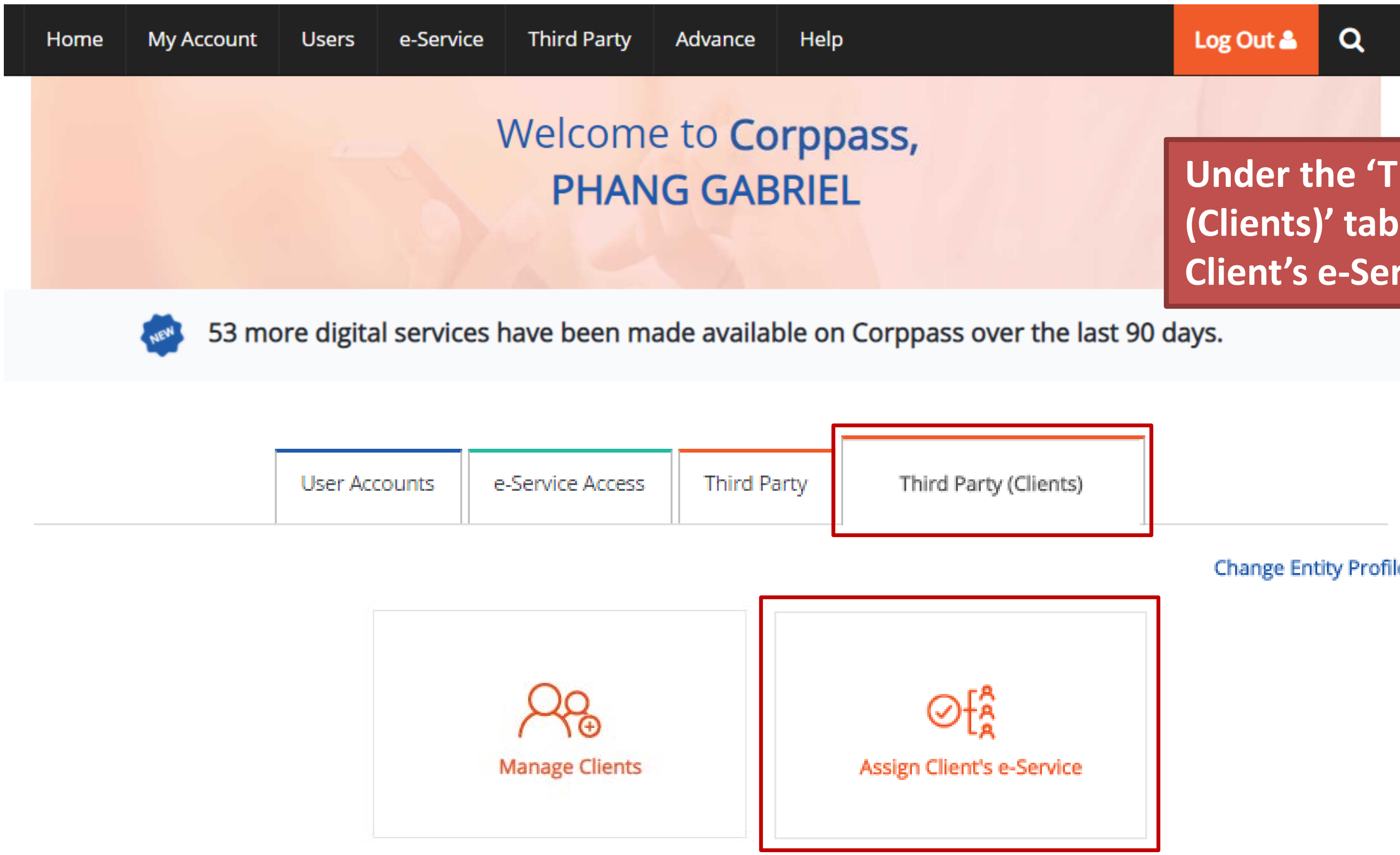
1. Assign Client e-Services

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

Multiple updates are required whenever there is staff movement/ portfolio change/ change of e-Services.

INLAND REVENUE AUTHORITY OF SINGAPORE

3a. Direct Assign



Under the 'Third Party (Clients)' tab, click 'Assign Client's e-Service'.

3a. Direct Assign

Select the Client e-Service(s) that you wish to assign to your user(s) and click 'Next'.

Note: If your client is a foreign entity, select the 'For Non-UEN Entity Only' e-Service [in addition to the relevant Client e-Service(s)].

Assign Client e-Services

1 Select Client e-Services • • • • 2 Select Users • • • • 3 Review & Submit

Select Client e-Service(s) that you would like to assign to your users.

Filter | Search UEN / Entity ID

	UEN / Entity ID	Client Name	Govt. Agency	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
☑	123456789D	CLIENT PTE LTD	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Approver		Effective YA From: 2021	01/01/2021	31/12/9999
☐	123456789D	CLIENT PTE LTD	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Preparer		Effective YA From: 2021	01/01/2021	31/12/9999

1 Client e-Service(s) Selected

Cancel | Next

INLAND REVENUE AUTHORITY OF SINGAPORE

3a. Direct Assign

Select the user(s) that you wish to assign the selected Client e-Service(s) to. Then, click ‘Next’.

Note: Under the Direct and Batch Assign methods, there is a limit of 250 e-Service authorisations per user.

If a user needs to be assigned with more than 250 authorisations, please use the Group Assign feature (i.e. 3c).

Assign Client e-Services

Select Client e-Services · Select Users · Review & Submit

1 Selected Client e-Service(s) +

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

Filter Search

	Full Name	Email Address	User Type
☑	PEARLY HONE	pearlyhone@mailinator.com	User
☑	CHAN QIAO EE	chanqiaoee@mailinator.com	User
☐	KENNETH FRY	KENNETHFRY@MAILINATOR.COM	Enquiry User

2 user(s) selected

Can't find a user?
You may not have created the user account.
Click here to do so.

Back Next

INLAND REVENUE AUTHORITY OF SINGAPORE

3a. Direct Assign

Assign Client e-Services

Select Client e-Services · Select Users · 3 Review & Submit

Verify the following details.

2 Selected User(s) +

Review the details of the selected user(s) and Client e-Service(s) before clicking 'Submit'.

Selected Client e-Service(s)

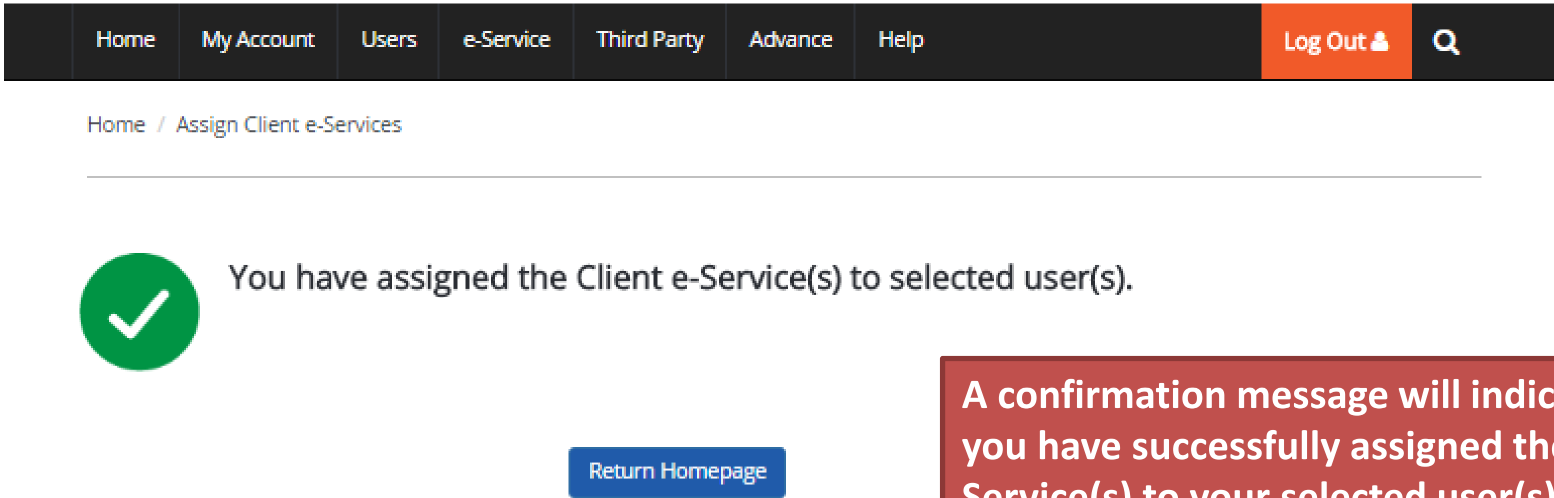
IRAS • **CORPORATE TAX (FILING AND APPLICATIONS)**

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

Back | Submit

INLAND REVENUE AUTHORITY OF SINGAPORE

3a. Direct Assign



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

INLAND REVENUE AUTHORITY OF SINGAPORE

3b. Batch Assign

Corppass Admin

1. Download, complete and submit Excel template

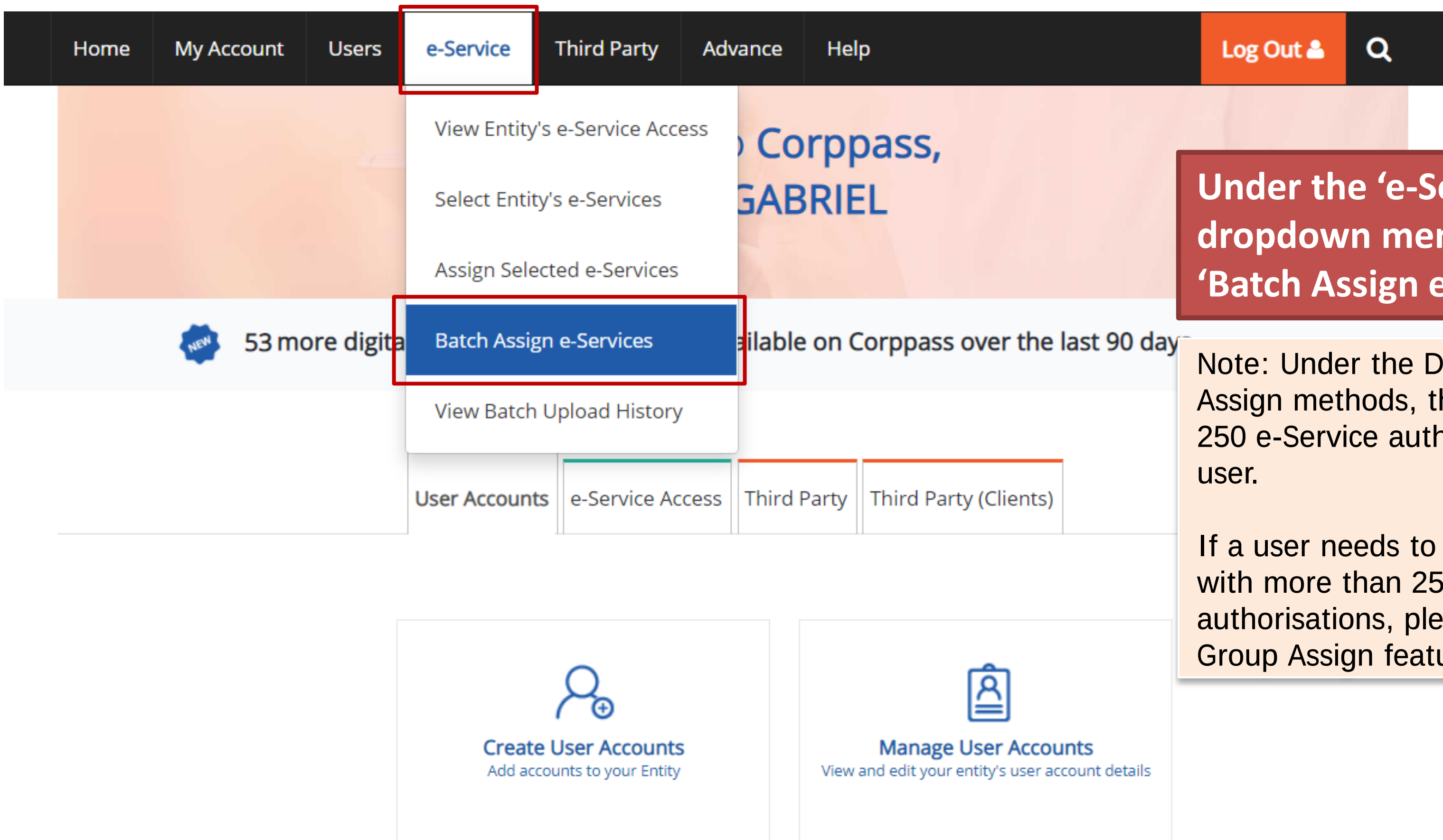
2. Monitor processing status

This method allows assignment of Client e-Services to tax agent staff in batches using an Excel template.

Multiple updates are required whenever there is staff movement/ portfolio change/ change of e-Services.

INLAND REVENUE AUTHORITY OF SINGAPORE

3b. Batch Assign



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

Note: Under the Direct and Batch Assign methods, there is a limit of 250 e-Service authorisations per user.

If a user needs to be assigned with more than 250 authorisations, please use the Group Assign feature (i.e. 3c).

INLAND REVENUE AUTHORITY OF SINGAPORE

3b. Batch Assign

Batch Assign e-Services

1 Upload File Template

2 Review & Submit

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.

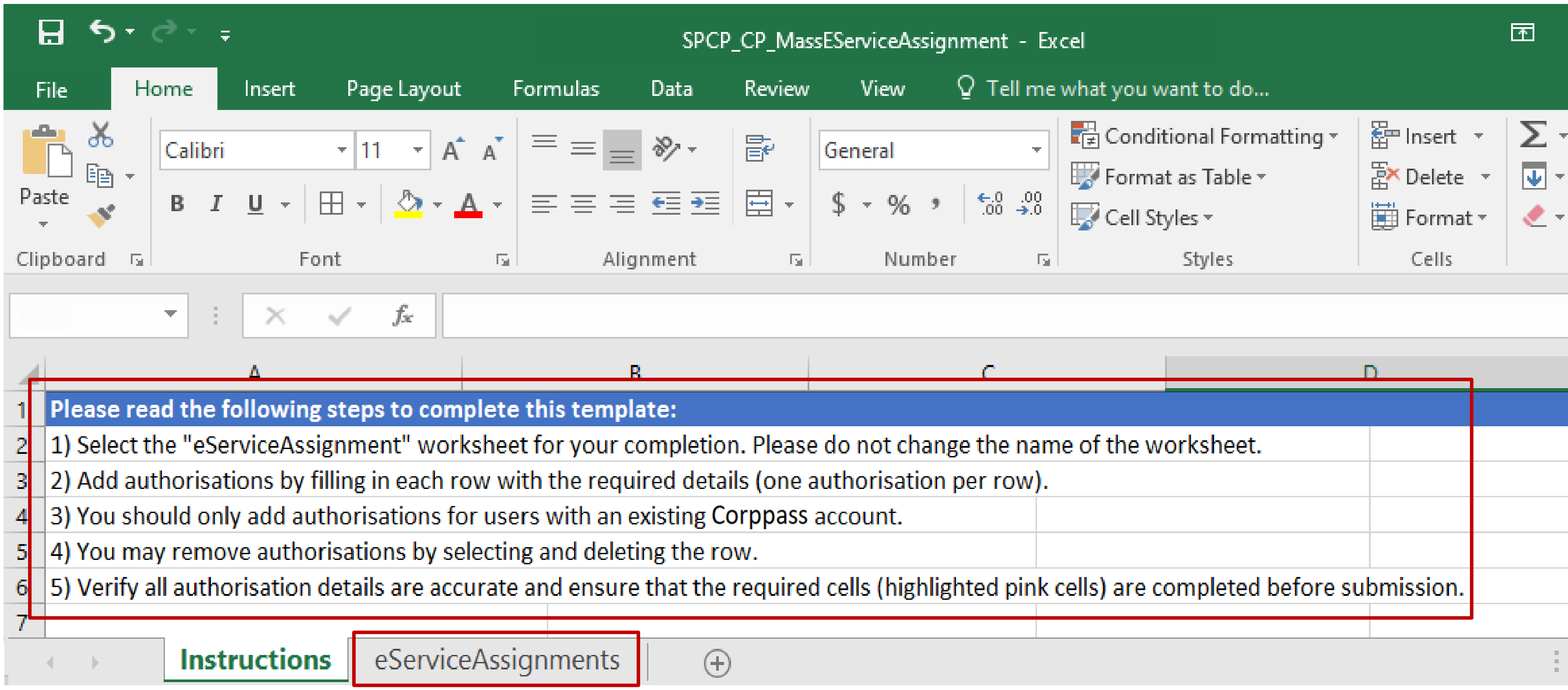
Batch processing will require 1 working day.

Upload completed file (max. 10MB) Select file

Cancel Next

INLAND REVENUE AUTHORITY OF SINGAPORE

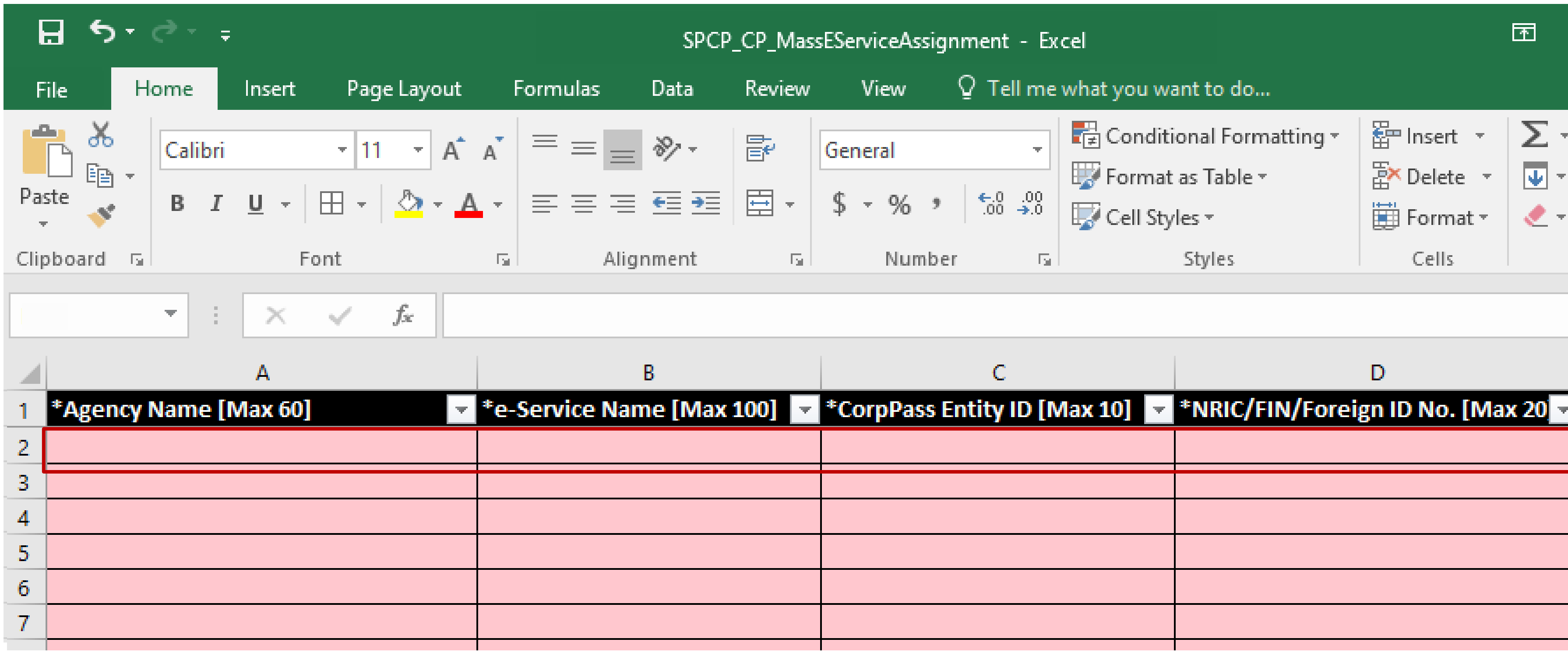
3b. Batch Assign



Read the instructions and select the ‘e-Service Assignments’ worksheet.

INLAND REVENUE AUTHORITY OF SINGAPORE

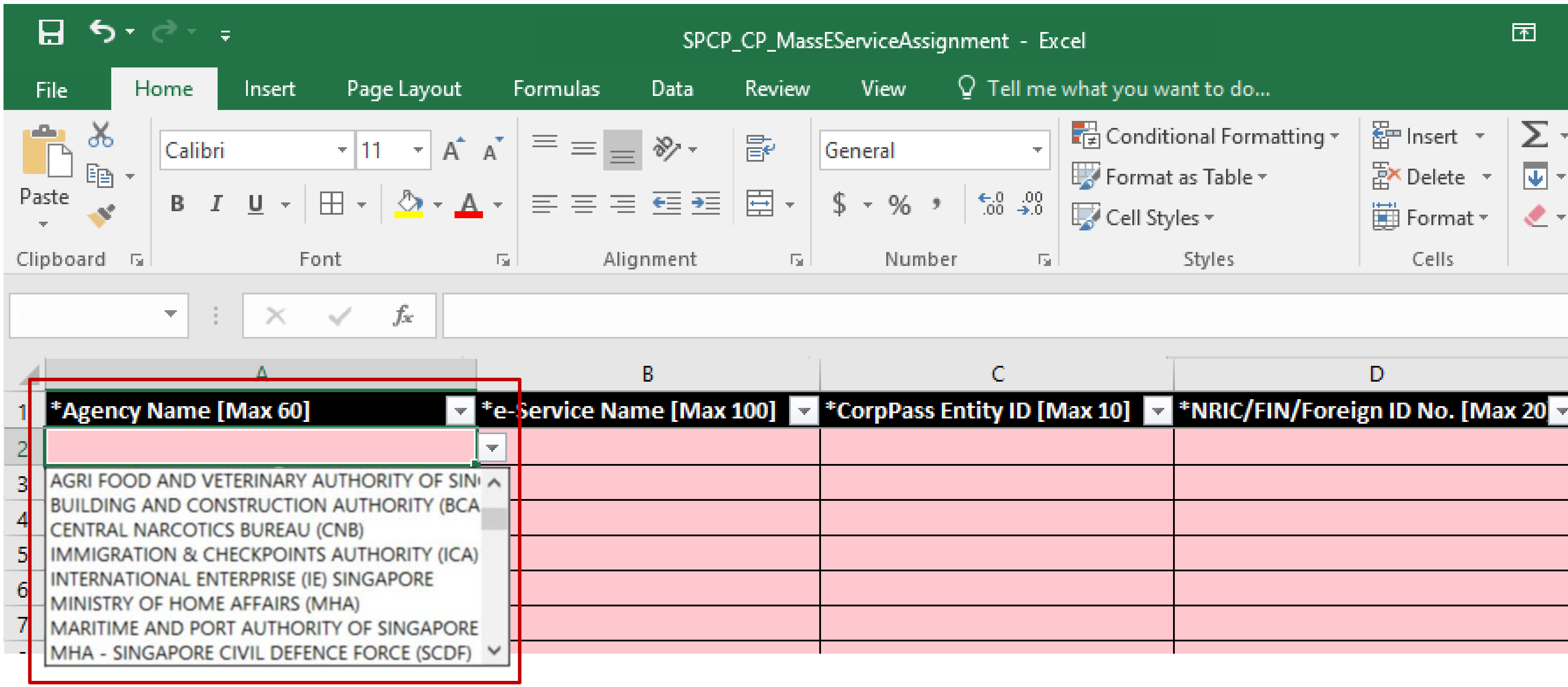
3b. Batch Assign



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

INLAND REVENUE AUTHORITY OF SINGAPORE

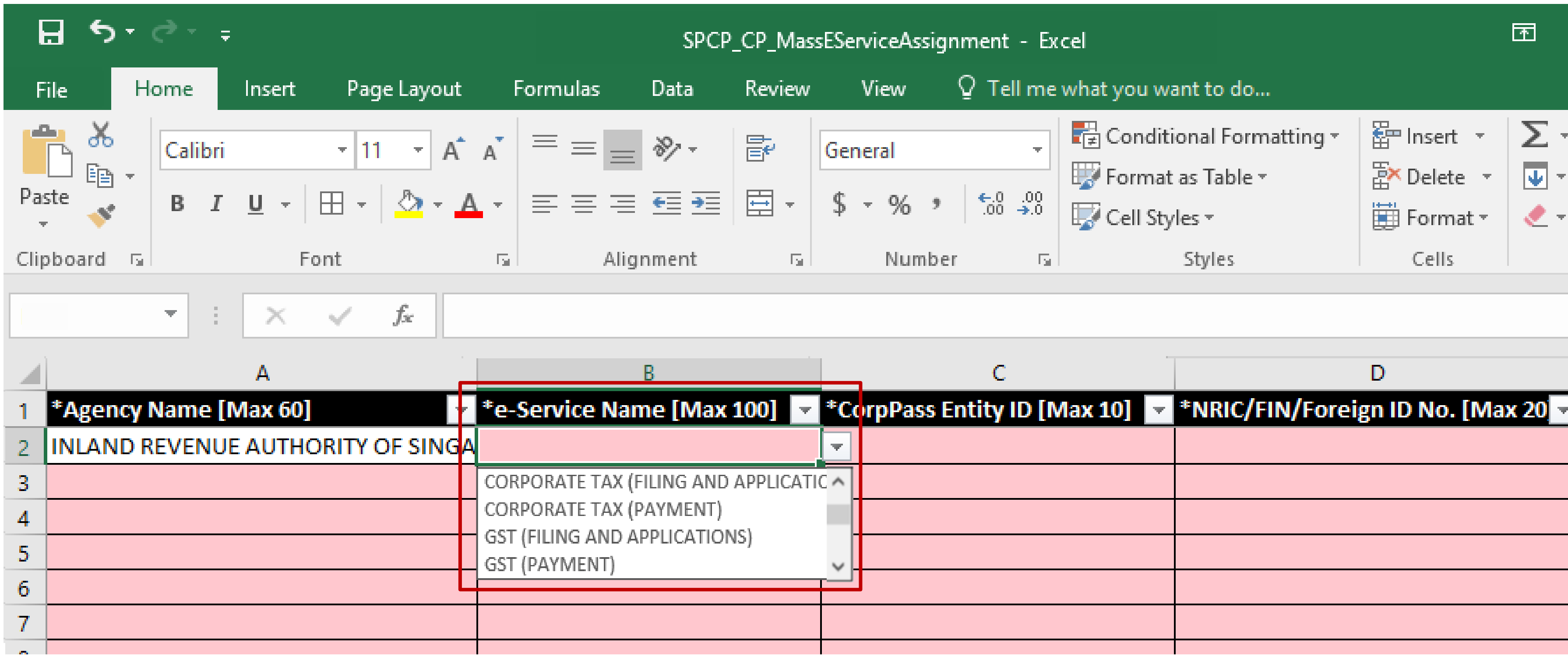
3b. Batch Assign



Select IRAS from the dropdown menu.

INLAND REVENUE AUTHORITY OF SINGAPORE

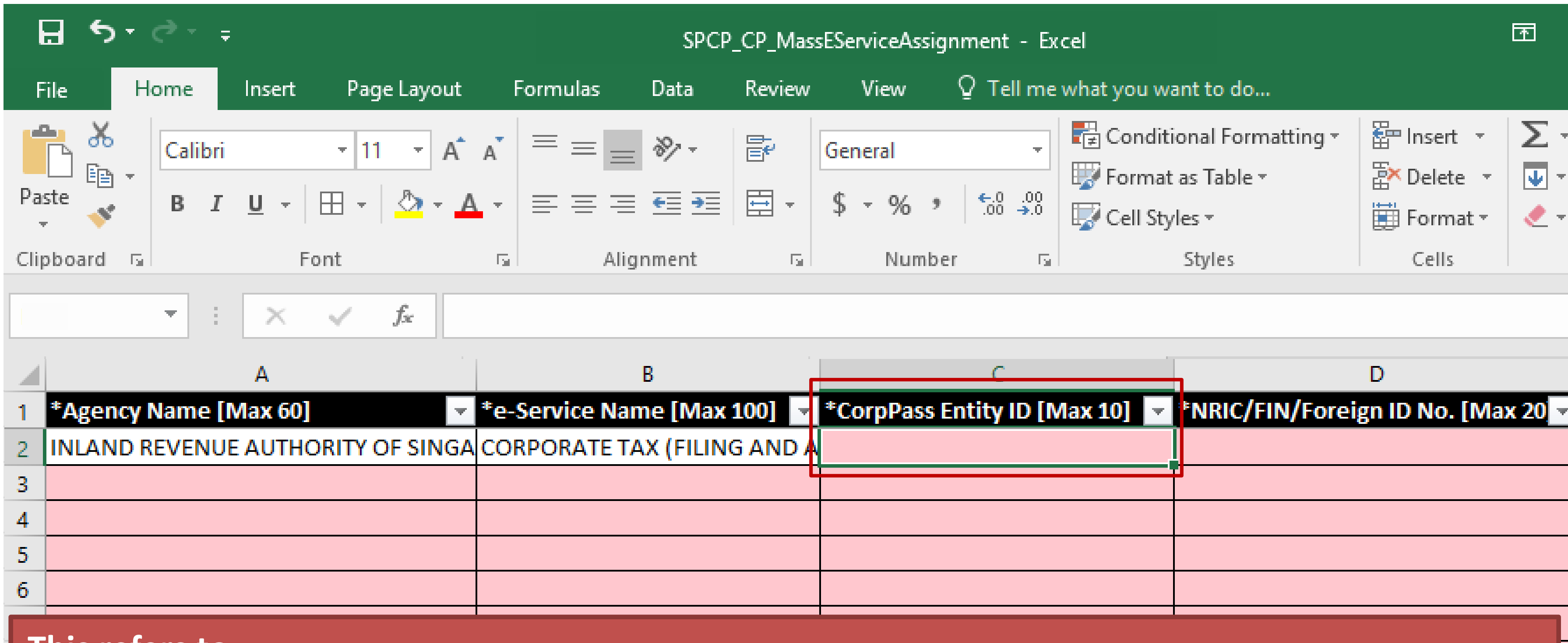
3b. Batch Assign



Select the relevant Client e-Service(s). Your client must have assigned the e-Service(s) to your tax agent firm [refer to Step 2 (i.e. page 40)], otherwise, the assignment will fail.

Note: If your client is a foreign entity, select the 'For Non-UEN Entity Only' e-Service in another row [in addition to the relevant Client e-Service(s)].

3b. Batch Assign



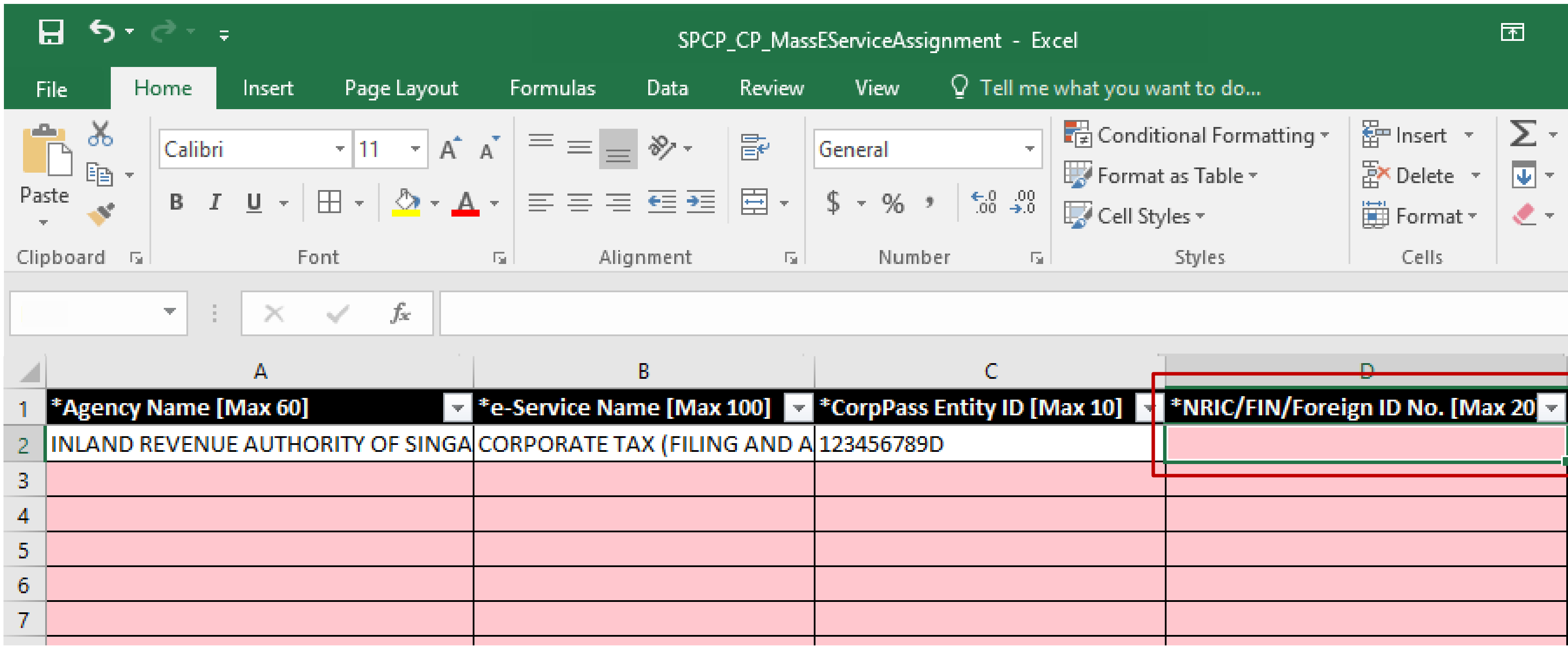
This refers to:

(i) Your own entity ID (e.g. UEN for local entities) if you are assigning your own e-Service(s); or

(ii) Your client's entity ID if you are assigning Client e-Service(s).

Note: If your client is a foreign entity, this refers to the entity ID issued by Corppass upon successful registration for a Corppass Admin account (e.g. C18000123X).

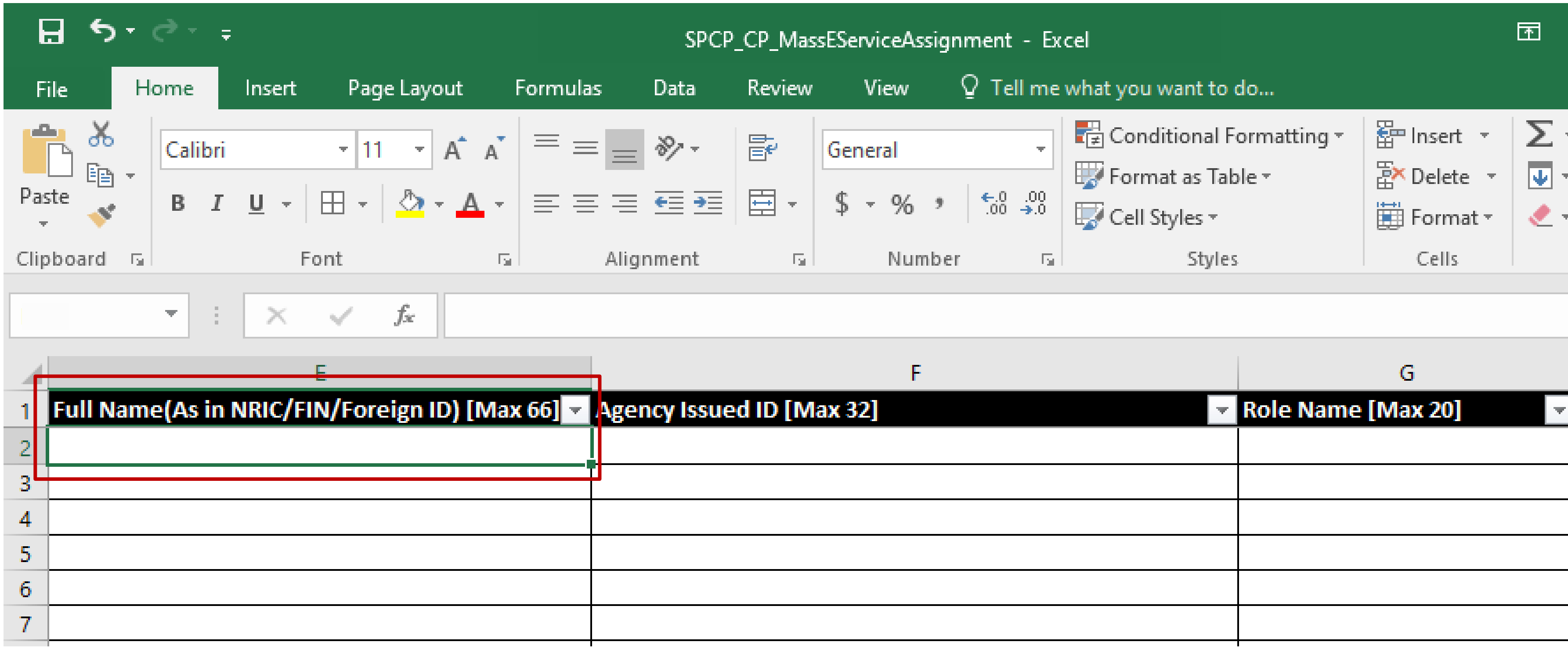
3b. Batch Assign



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

INLAND REVENUE AUTHORITY OF SINGAPORE

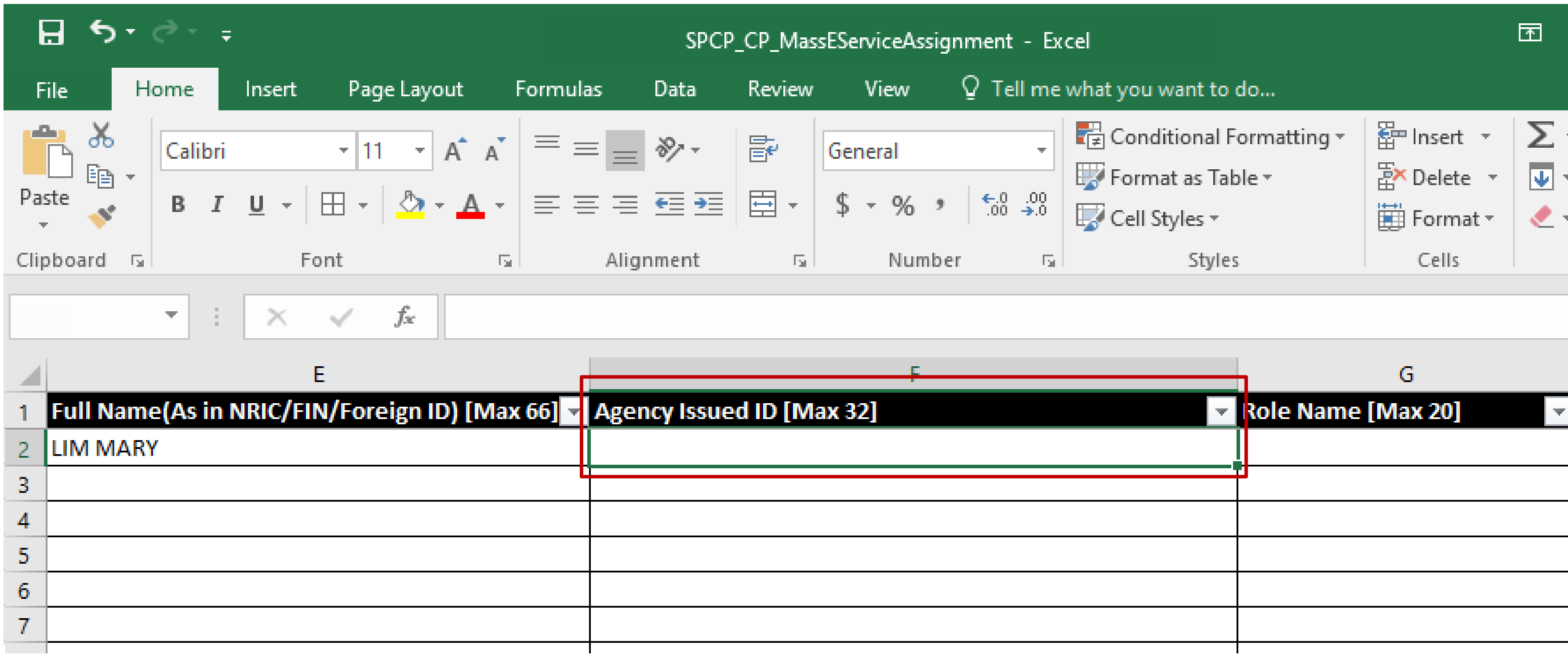
3b. Batch Assign



Enter the full name of the user.

INLAND REVENUE AUTHORITY OF SINGAPORE

3b. Batch Assign

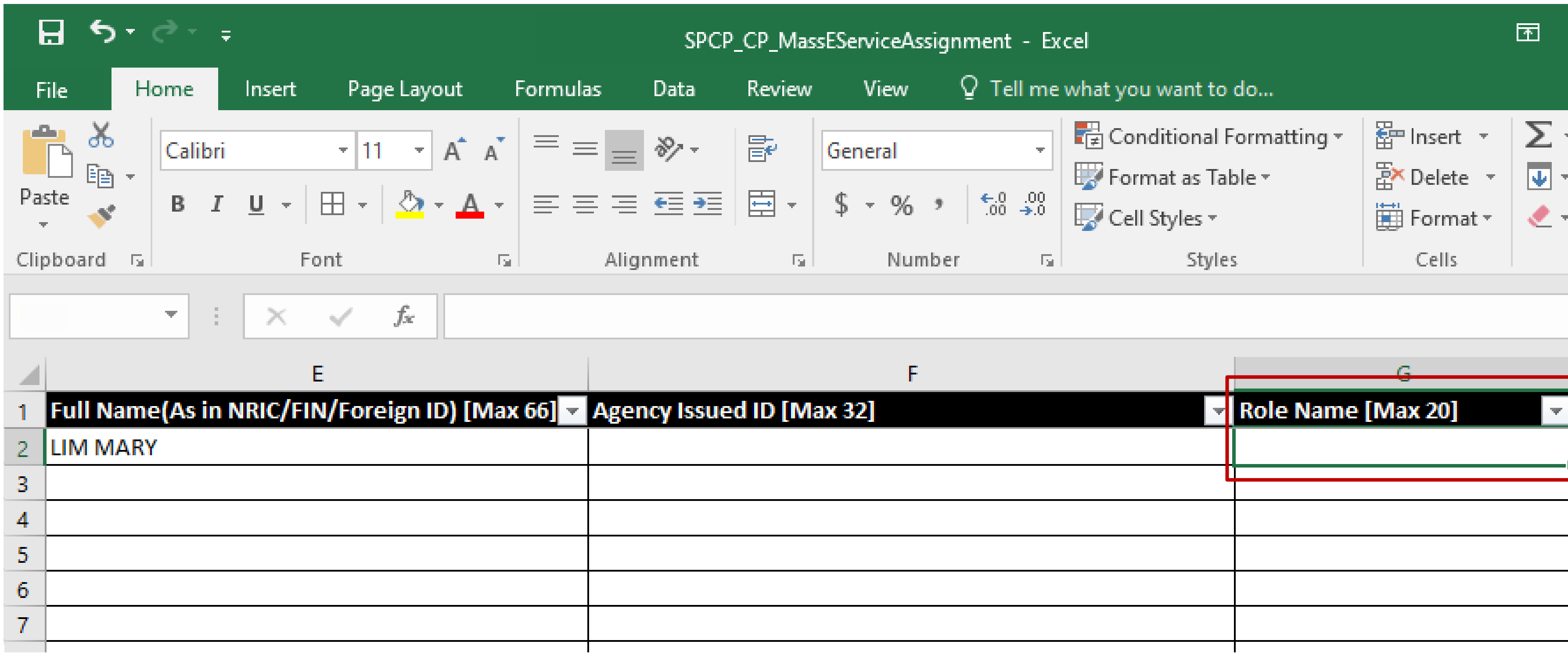


Leave this field blank.

Note: If your client is a foreign entity, enter the tax reference number issued by IRAS (e.g. A1234567E) in the row that the 'For Non-UEN Entity Only' e-Service is indicated.

INLAND REVENUE AUTHORITY OF SINGAPORE

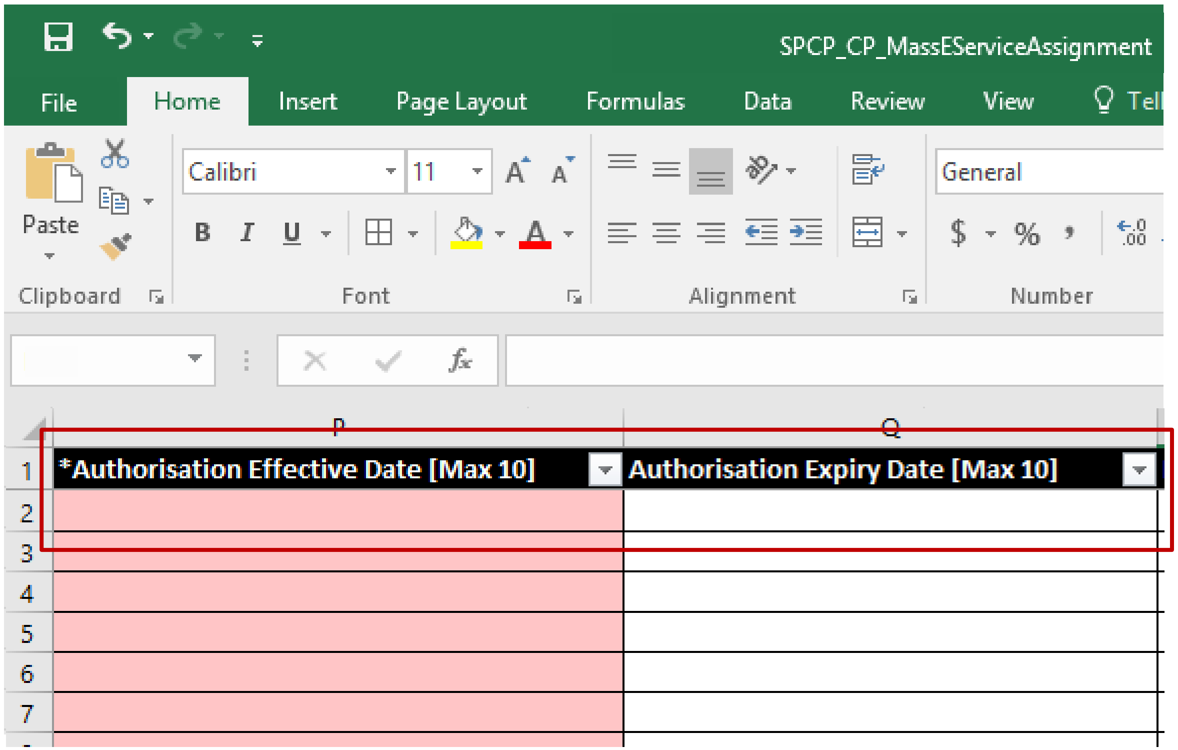
3b. Batch Assign



Enter the role you wish to assign to the user (i.e. 'Preparer' or 'Approver'). Your client must have granted the selected role to your tax agent firm [refer to Step 2 (i.e. page 40)], otherwise, the assignment will fail.

INLAND REVENUE AUTHORITY OF SINGAPORE

3b. Batch Assign



Indicate the effective start and end dates for the staff authorisation. The exact effective dates authorised by the client must be entered.

INLAND REVENUE AUTHORITY OF SINGAPORE

3b. Batch Assign

Batch Assign e-Services

1 Upload File Template • • • • 2 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

3b. Batch Assign

Batch Assign e-Services

1 Upload File Template • • • • 2 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 'Next' to continue.

Filename
SPCP_CP_MassEServiceAssignment.xlsx

Cancel Next

INLAND REVENUE AUTHORITY OF SINGAPORE

3b. 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

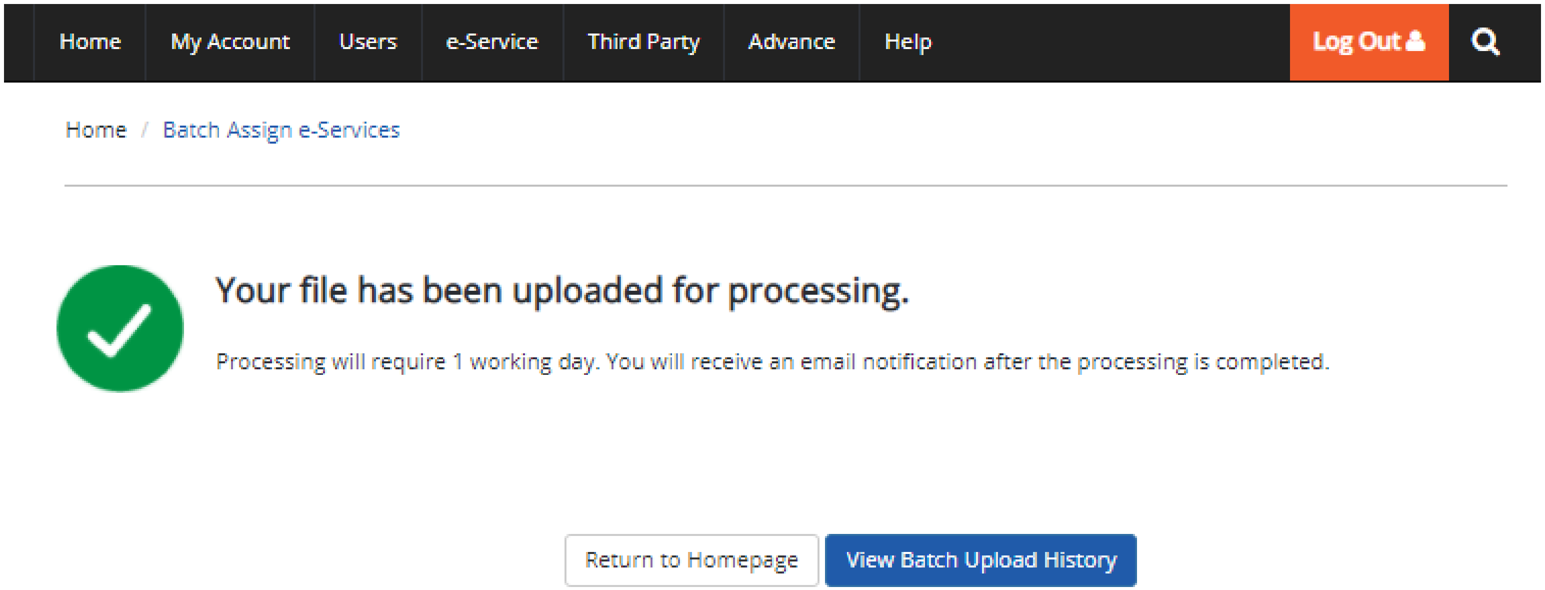
No. of records 50

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

INLAND REVENUE AUTHORITY OF SINGAPORE

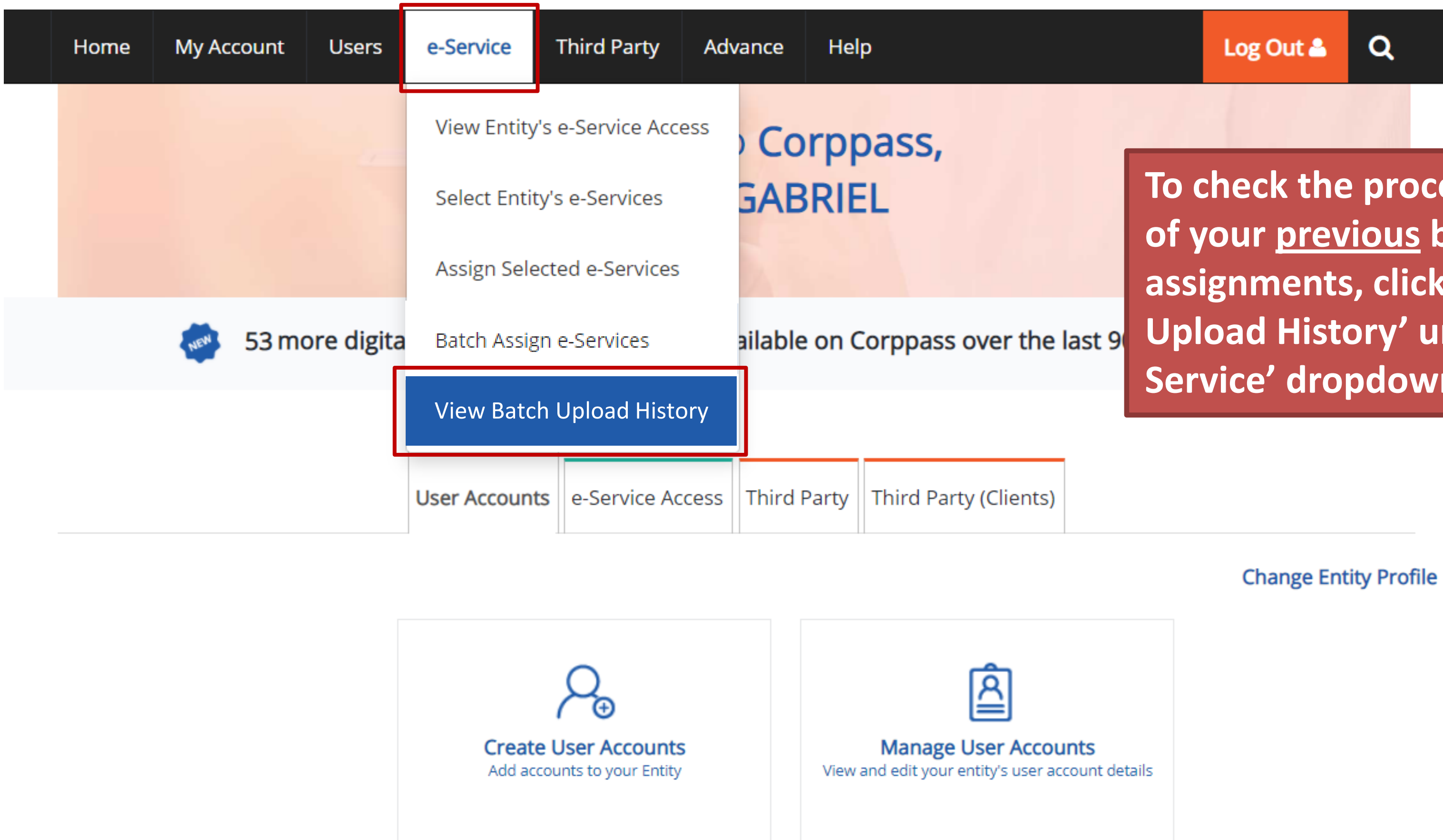
3b. Batch Assign



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

INLAND REVENUE AUTHORITY OF SINGAPORE

3b. Batch Assign



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

INLAND REVENUE AUTHORITY OF SINGAPORE

3b. 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

INLAND REVENUE AUTHORITY OF SINGAPORE

3b. 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		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

3b. Batch Assign

Home / Batch Upload History

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

Batch Upload History

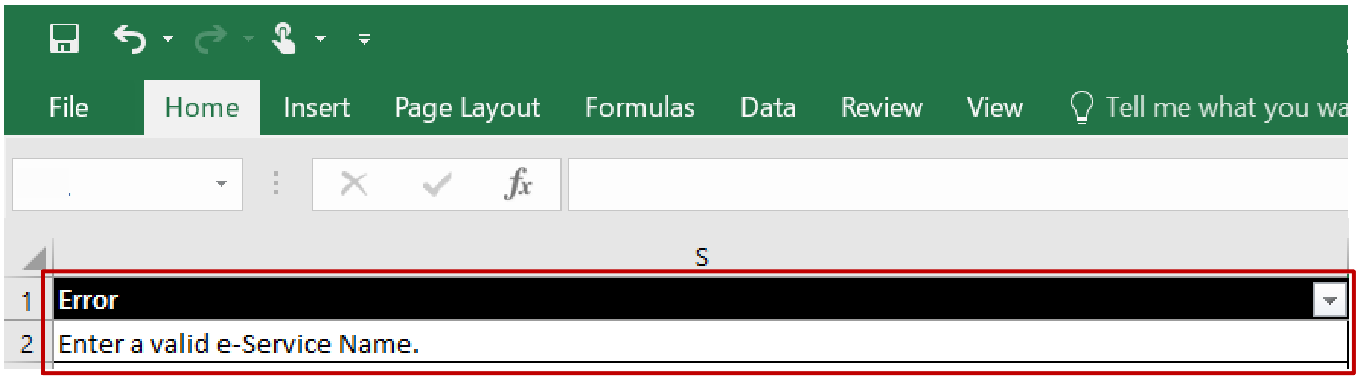
Filter Search

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	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

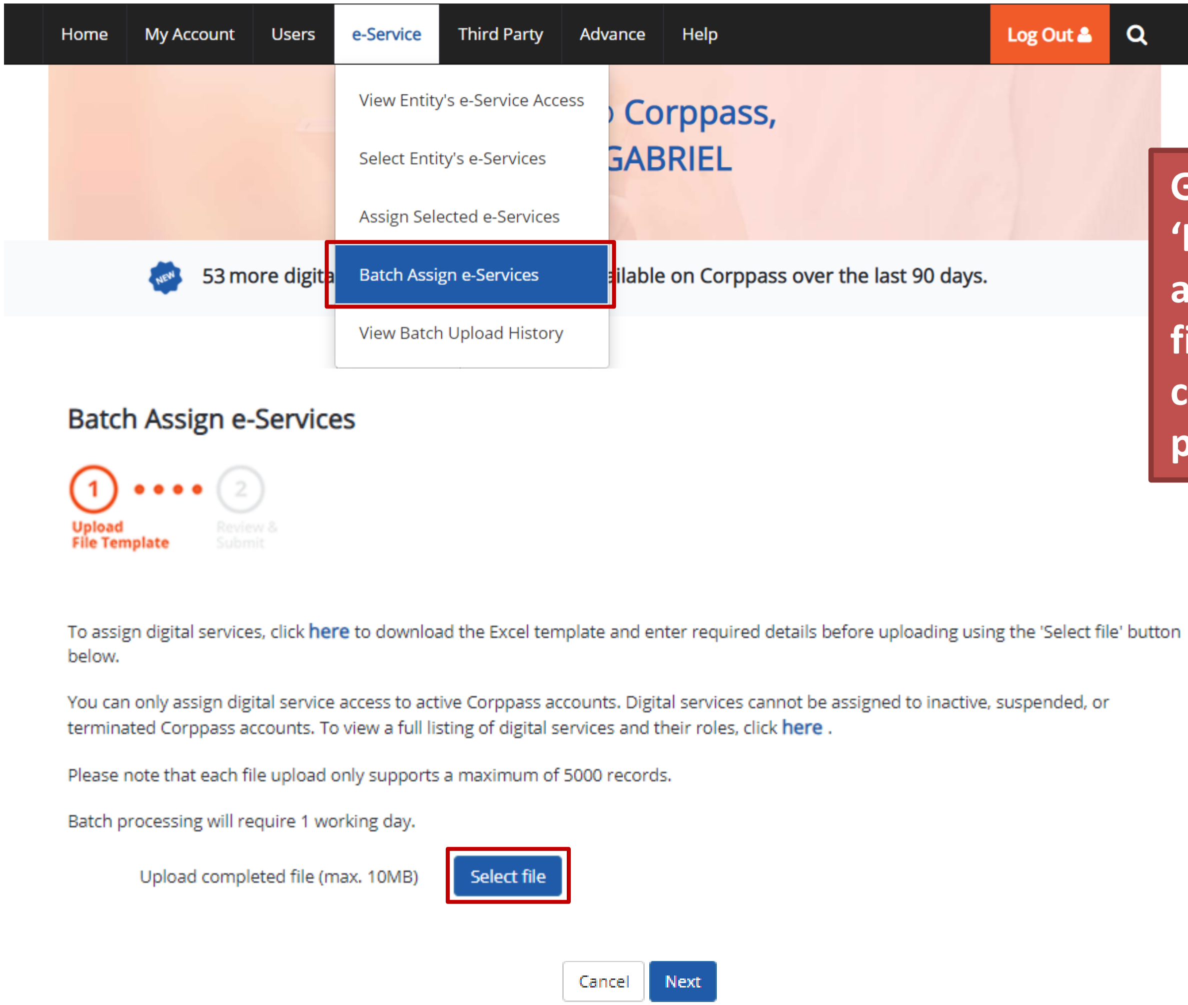
3b. Batch Assign

Rectify the details based on the error messages.



INLAND REVENUE AUTHORITY OF SINGAPORE

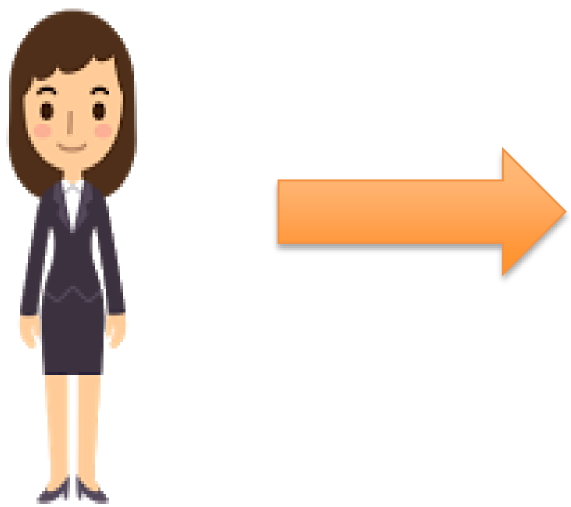
3b. Batch Assign



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

INLAND REVENUE AUTHORITY OF SINGAPORE

3c. Group Assign



Corppass Admin

1. Create Group

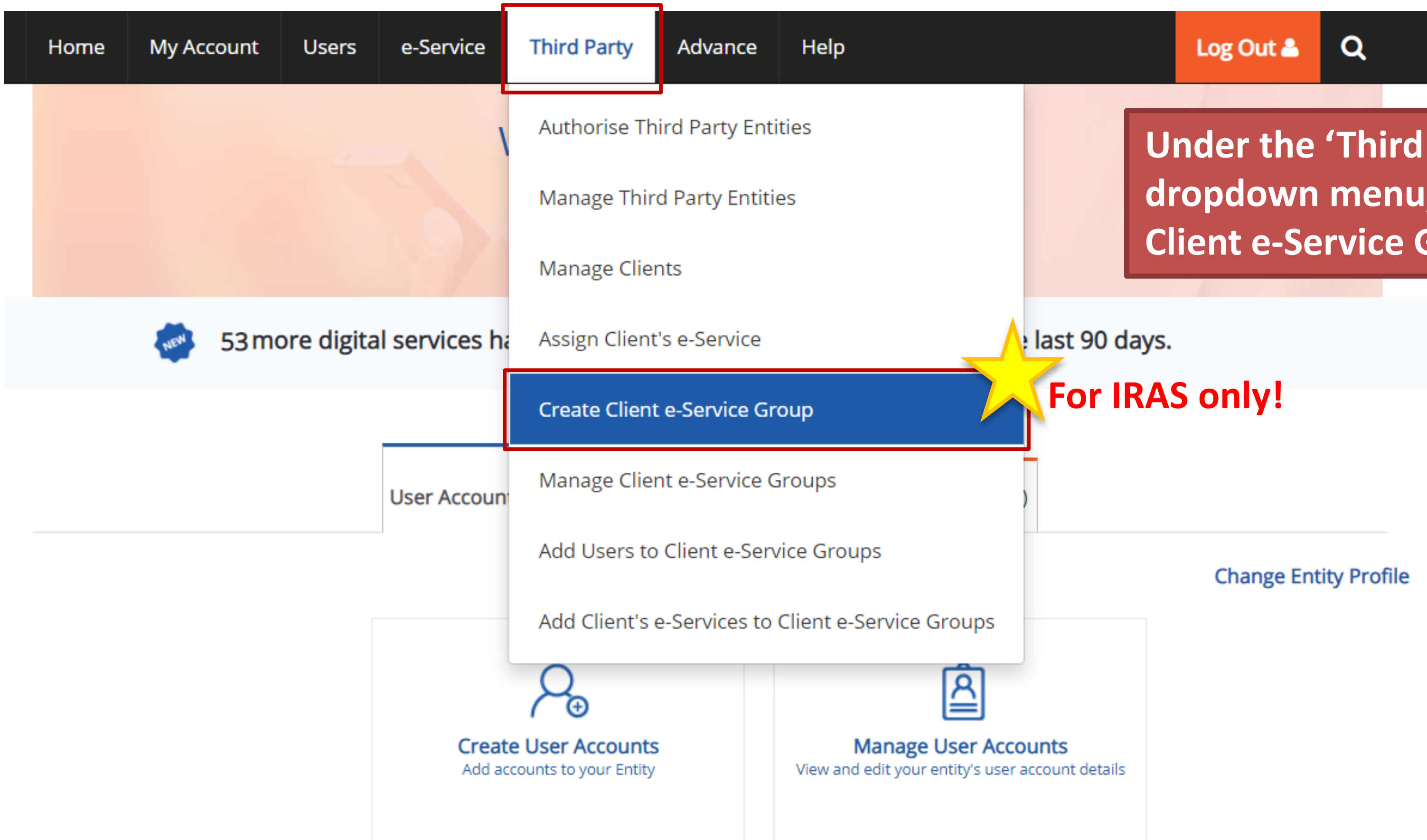
2. Add users to Group

3. Add Client e-Services to Group

This method allows tax agent firms to manage their staff and Client e-Services in groups for ease of updating when there is staff movement/ portfolio change/ change of e-Services. **Authorised staff will be able to access Client e-Services within the same Group in the same myTax Portal login session**.

Per tax agent firm:
Max of **80** groups
Max of **250** e-Service authorisations per group

3c. Group Assign



Under the 'Third Party' dropdown menu, click 'Create Client e-Service Group'.

For IRAS only!

INLAND REVENUE AUTHORITY OF SINGAPORE

3c. Group Assign

Create Client e-Service Group

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

This function is meant for Third Party entities which access IRAS e-Services on behalf of their clients.

* - denotes mandatory fields

Group Name*

Group Description

Cancel Next

Enter a Group Name and Group Description (optional) for the Client e-Service Group. Then, click 'Next'.

INLAND REVENUE AUTHORITY OF SINGAPORE

3c. Group Assign

Create Client e-Service Group

1 Enter Group Details — 2 Select Users — 3 Select Client e-Services — 4 Review & Submit

Select the user(s) that you wish to add to this Client e-Service Group and click 'Next'.

Select from your entity's Corppass user accounts.

Filter | Search

	Full Name	Email Address	User Type
☑	ANINDITA SENGUPTA	anindita@mailinator.com	Enquiry User
☑	BENEDICT SIOW JUN DA	benedictsiow@mailinator.com	User

2 User(s) Selected

Can't find a user?
You may have not created the user account.
Click **here** to do so.

Back | Next

INLAND REVENUE AUTHORITY OF SINGAPORE

3c. Group Assign

Create Client e-Service Group

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

Select IRAS Portal Client e-Service(s) to assign to the Client e-Service Group.

Each Client e-Service Group can have a maximum of 250 e-Service authorisations.

2 Selected User(s) +

Select the Client e-Services that you wish to assign to this Client e-Service Group. (All users added to this Client e-Service Group will be given the same authorisations).

Note: If your client is a foreign entity, add the 'For Non-UEN Entity Only' e-Service [in addition to the relevant Client e-Service(s)] to the Client e-Service Group.

Search UEN/Entity ID

	UEN / Entity ID	Client Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
☑	123456789D	CLIENT PTE LTD	CORPORATE TAX (FILING AND APPLICATIONS)	Approver		Effective YA From: 2021	01/01/2021	31/12/9999
☐	123456789D	CLIENT PTE LTD	CORPORATE TAX (FILING AND APPLICATIONS)	Preparer		Effective YA From: 2021	01/01/2021	31/12/9999

1 Client e-Service(s) Selected

Cancel | Next

INLAND REVENUE AUTHORITY OF SINGAPORE

3c. Group Assign

Create Client e-Service Group

Enter Group Details · Select Users · Select Client e-Services · 4 Review & Submit

Verify the details of the Client e-Service Group you have created and click 'Submit'.

Verify the following details.

Group Details

Group Name **CEGRP 1**

Group Description

Selected User(s)

Full Name	Email Address	User Type
ANINDITA SENGUPTA	anindita@mailinator.com	Enquiry User
BENEDICT SIOW JUN DA	benedictsiow@mailinator.com	User

Selected Client e-Service(s)

UEN / Entity ID	Client Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
123456789D	CLIENT PTE LTD	CORPORATE TAX (FILING AND APPLICATIONS)	Approver		Effective YA From: 2021	01/01/2021	31/12/9999

Back Submit

INLAND REVENUE AUTHORITY OF SINGAPORE

3c. Group Assign

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

Home / Create Client e-Services Group

The Client e-Service Group submission is being processed.

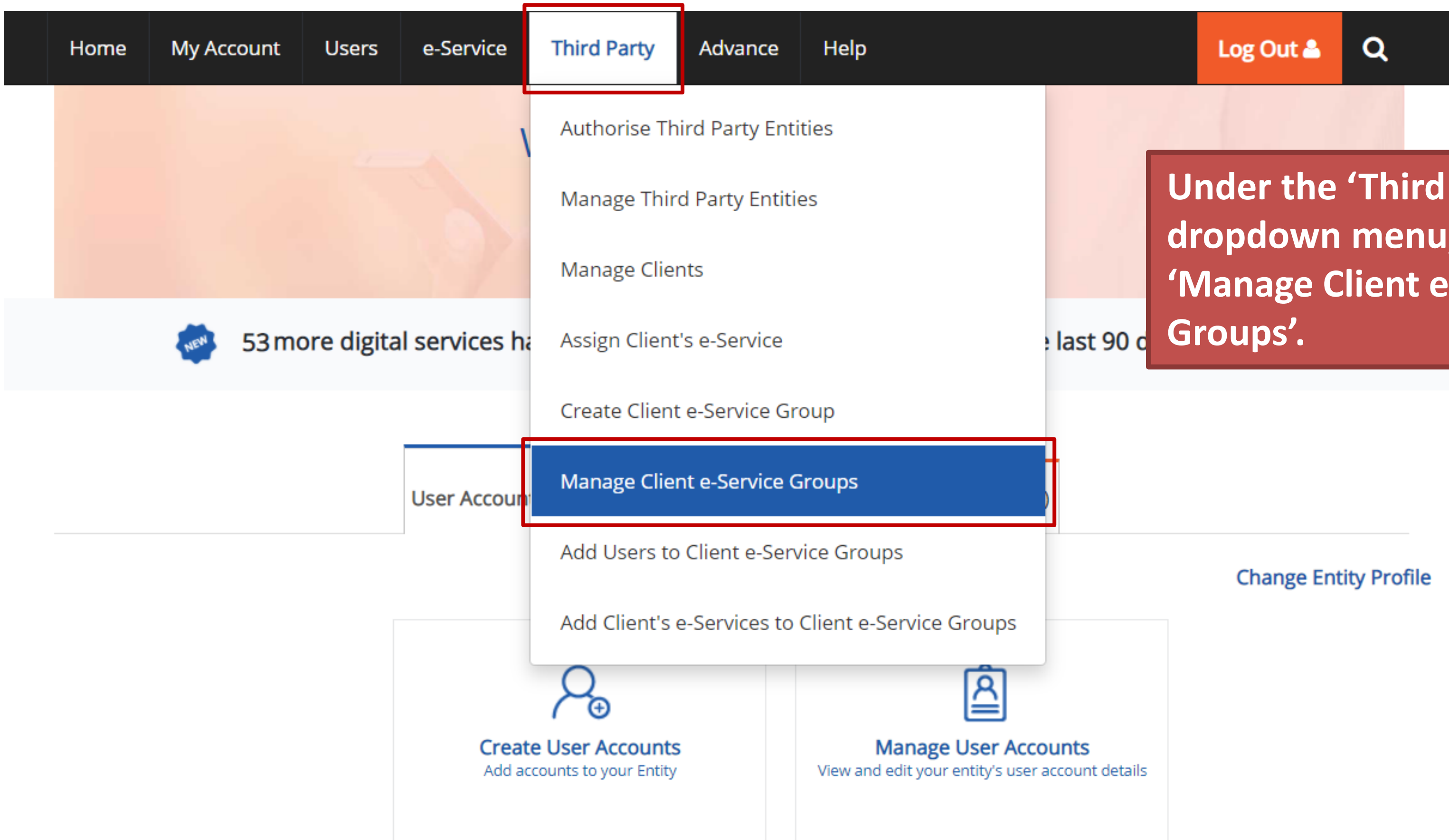
You will receive an email notification once this is completed within 1 working day.

Return to Homepage

A confirmation message will indicate that the Client e-Service Group is being processed.

INLAND REVENUE AUTHORITY OF SINGAPORE

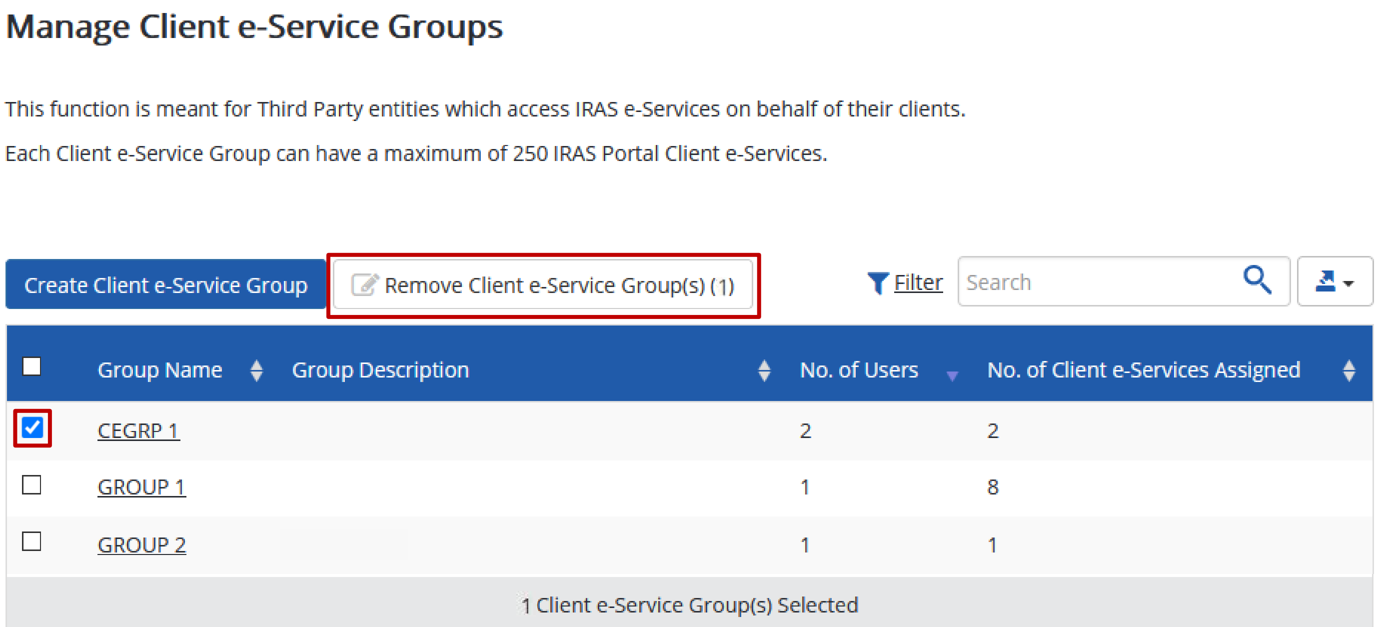
3c. Group Assign (Managing groups)



Under the 'Third Party' dropdown menu, click 'Manage Client e-Service Groups'.

INLAND REVENUE AUTHORITY OF SINGAPORE

3c. Group Assign (Managing groups)



To delete the Group, select the relevant Group and click 'Remove Client e-Service Group(s)'.

Note: Once the Group is deleted, all users' access to the Client e-Services within the Group will be removed.

INLAND REVENUE AUTHORITY OF SINGAPORE

3c. Group Assign (Managing groups)

Manage Client e-Service Groups

This function is meant for Third Party entities which access IRAS e-Services on behalf of their clients.

Each Client e-Service Group can have a maximum of 250 IRAS Portal Client e-Services.

Create Client e-Service Group | Remove Client e-Service Group(s) (0) | Filter | Search

	Group Name	Group Description	No. of Users	No. of Client e-Services Assigned
☐	CEGRP 1		2	2
☐	GROUP 1		1	8
☐	GROUP 2		1	1

0 Client e-Service Group(s) Selected

Click on the Group's name to view the following details:

1. **Details of the Group**
2. **List of users assigned to the Group**
3. **List of Client e-Services assigned to the Group**

INLAND REVENUE AUTHORITY OF SINGAPORE

3c. Group Assign (Managing groups)

Under the 'Users' tab, you will see a list of users assigned to the Group.

CEGRP 1

Group Details | **Users** | Assigned Client e-Services

Add Users to Group | Remove Users from Group(0) | Filter | Search

	Full Name	Email Address	User Type
☐	ANINDITA SENGUPTA	anindita@mailinator.com	Enquiry User
☐	BENEDICT SIOW JUN DA	benedictsiow@mailinator.com	User

0 User(s) Selected

INLAND REVENUE AUTHORITY OF SINGAPORE

3c. Group Assign (Managing groups)

To add user(s) to the Group, click 'Add Users to Group'.

An alternative method to add user(s) to the Group is to click 'Add Users to Client e-Service Groups' under the 'Third Party' dropdown menu on the homepage.

CEGRP 1

Group Details | Users | Assigned Client e-Services

Add Users to Group | Remove Users from Group(0) | Filter | Search

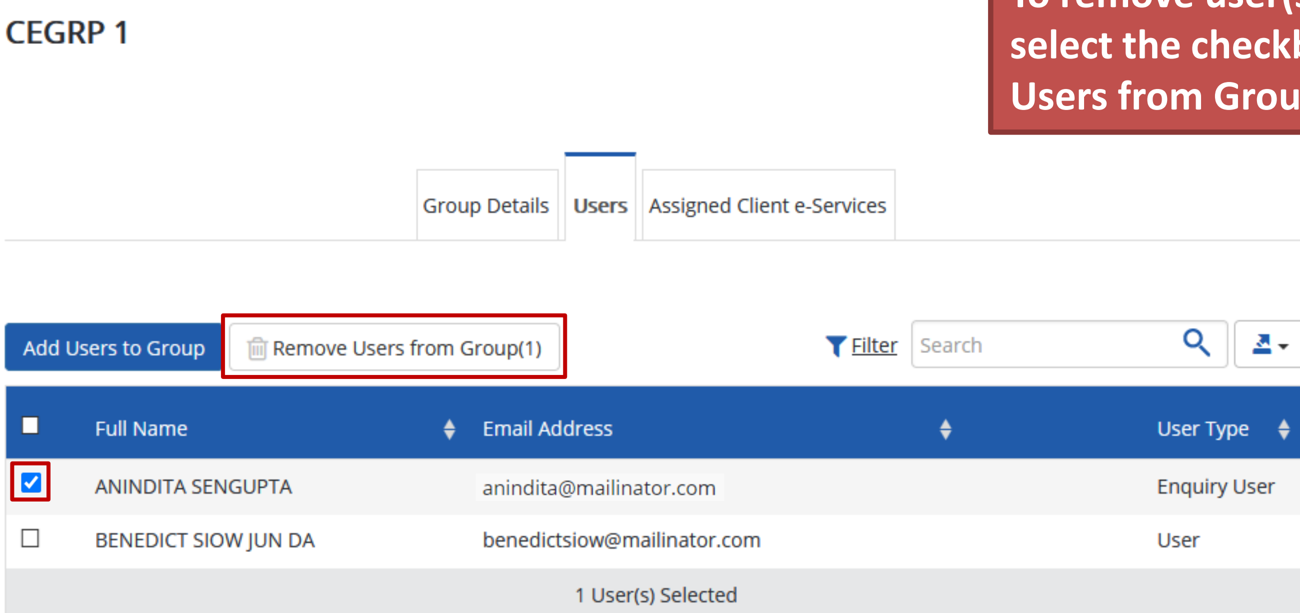
	Full Name	Email Address	User Type
☐	ANINDITA SENGUPTA	anindita@mailinator.com	Enquiry User
☐	BENEDICT SIOW JUN DA	benedictsiow@mailinator.com	User

0 User(s) Selected

INLAND REVENUE AUTHORITY OF SINGAPORE

3c. Group Assign (Managing groups)

To remove user(s) from the Group, select the checkbox and click ‘Remove Users from Group’.



INLAND REVENUE AUTHORITY OF SINGAPORE

3c. Group Assign (Managing groups)

Under the 'Assigned Client e-Services' tab, you will see a list of Client e-Services assigned to the Group.

CEGRP 1

Group Details | Users | **Assigned Client e-Services**

Group has 1 out of the maximum 250 Client e-Services. Only active and future-dated Client e-Services contributed to this count.

Add Client e-Service Access | Remove Client e-Service Access(0) | Filter | Search

	UEN / Entity ID	Client Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
☐	123456 789D	CLIENT PTE LTD	CORPORATE TAX (FILING AND APPLICATIONS)	Approver		Effective YA From: 2021	01/01/2021	31/12/9999

0 Client e-Service(s) Selected

INLAND REVENUE AUTHORITY OF SINGAPORE

3c. Group Assign (Managing groups)

To add Client e-Service(s) to the Group, click 'Add Client e-Service Access'.

An alternative method to add Client e-Service(s) to the Group is to click 'Add Client e-Services to Client e-Service Groups' under the 'Third Party' dropdown menu on the homepage.

CEGRP 1

Group Details | Users | Assigned Client e-Services

Group has 1 out of the maximum 250 Client e-Services. Only active and future-dated Client e-Services contributed to this count.

Add Client e-Service Access | Remove Client e-Service Access(0) | Filter | Search

	UEN / Entity ID	Client Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
☐	123456 789D	CLIENT PTE LTD	CORPORATE TAX (FILING AND APPLICATIONS)	Approver		Effective YA From: 2021	01/01/2021	31/12/9999

0 Client e-Service(s) Selected

INLAND REVENUE AUTHORITY OF SINGAPORE

3c. Group Assign (Managing groups)

To remove Client e-Service(s) from the Group, select the checkbox and click ‘Remove Client e-Service Access’.

CEGRP 1

Group Details | Users | **Assigned Client e-Services**

Group has 1 out of the maximum 250 Client e-Services. Only active and future-dated Client e-Services contributed to this count.

Add Client e-Service Access | Remove Client e-Service Access(1) | Filter | Search

☐	UEN / Entity ID	Client Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
☑	123456 789D	CLIENT PTE LTD	CORPORATE TAX (FILING AND APPLICATIONS)	Approver		Effective YA From: 2021	01/01/2021	31/12/9999

1 Client e-Service(s) Selected

INLAND REVENUE AUTHORITY OF SINGAPORE

Which type of assignment to use

Direct Assignment	Batch Assignment	Group Assignment
CPA would be required to: ✓ Select the client and its e-Service(s) ✓ Select user(s) to be assigned to the selected Client e-Service(s) ✓ Repeat the above steps for all its staff-to-client e-Service authorisation Processing is immediate. Limit of 250 e-Service authorisations per user	CPA would be required to: ✓ Download and complete the Excel template from Corppass ✓ Ensure that the required cell formats are met and that details are keyed in correctly ✓ Upload the completed Excel template in Corppass ✓ Monitor status and submit a revised Excel template if processing was not successful Processing takes 1 working day. Limit of 250 e-Service authorisations per user	CPA would be required to: ✓ Indicate a group name ✓ Select user(s) to be added to the group ✓ Select Client e-Service(s) to be assigned to the group Processing may take one working day. Max of **80** groups per tax agent firm and **250** e-Service authorisations per group

For guidance on removing clients/ users, refer to Step 4 (slides 90 to 106).

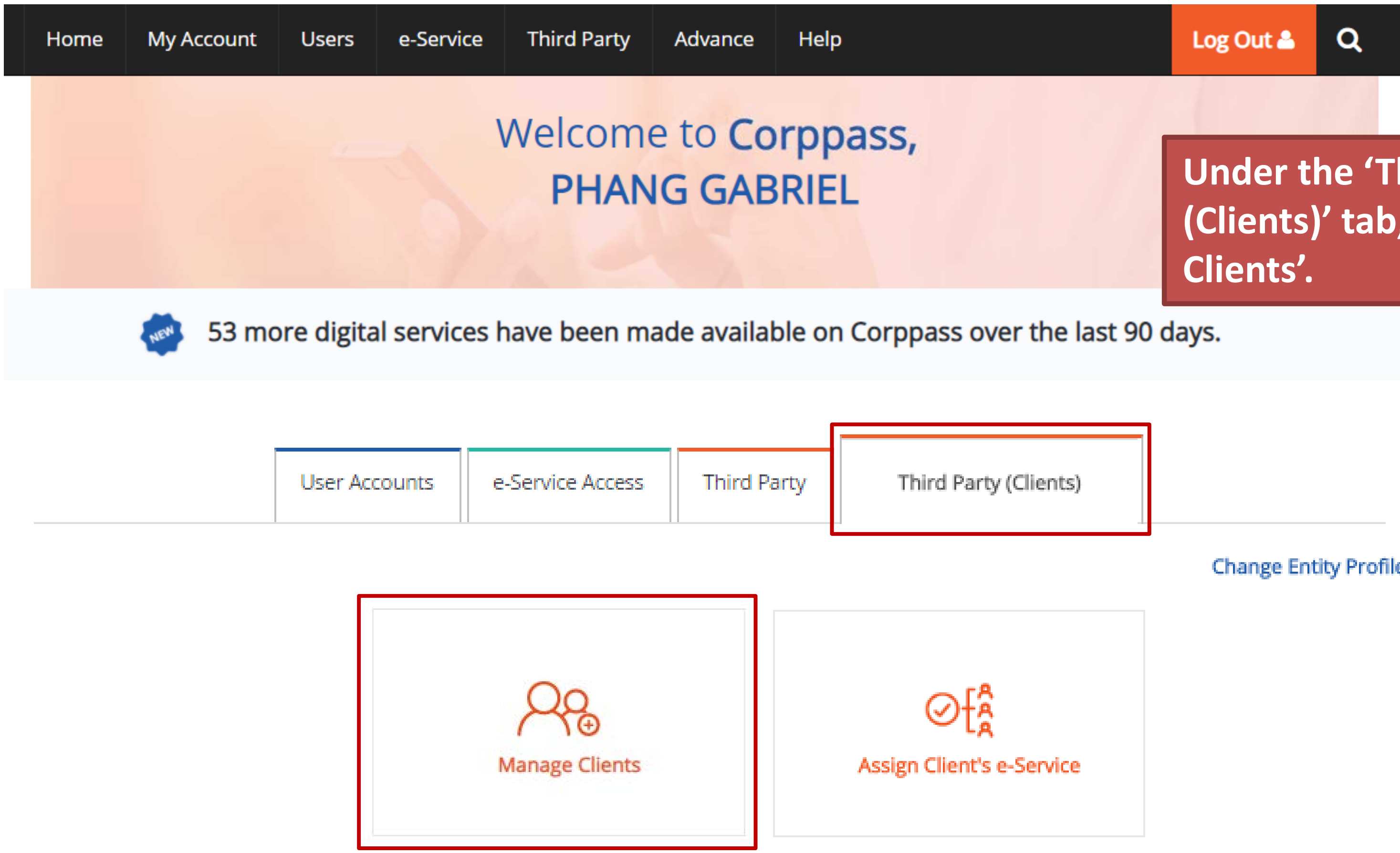
Users and Client e-Services can be added/ removed from the groups. Refer to Step 3c (slides 80 to 88).

Step 4:

Manage your clients

INLAND REVENUE
AUTHORITY
OF SINGAPORE

4. Manage your clients



Under the 'Third Party (Clients)' tab, click 'Manage Clients'.

INLAND REVENUE AUTHORITY OF SINGAPORE

4. Manage your clients

Manage Clients

The following Client(s) have authorised your entity to transact on their behalf for selected e-Service(s).
If you wish to remove the authorisation, you may select the checkbox and remove the Client(s)
To view and manage authorised e-Service(s) individually, click on the Entity Name.

Remove Client Entity (0)

Filter Search

	UEN / Entity ID	Entity Name	UEN Status	Govt. Agency	Current Authorised e-Services
☐	123456789D	CLIENT PTE LTD	Registered	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)

0 Client entity(s) selected

View a list of clients your entity is authorised to transact for.

INLAND REVENUE AUTHORITY OF SINGAPORE

4. Manage your clients

Manage Clients

The following Client(s) have authorised your entity to transact on their behalf for selected e-Service(s).
If you wish to remove the authorisation, you may select the checkbox and remove the Client(s)
To view and manage authorised e-Service(s) individually, click on the Entity Name.

Remove Client Entity (1)

Filter

Search

	UEN / Entity ID	Entity Name	UEN Status	Govt. Agency	Current Authorised e-Services
☑	123456789D	CLIENT PTE LTD	Registered	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)

1 Client entity(s) selected

To remove client(s) that you do not wish to transact on behalf of, select the checkbox and click ‘Remove Client Entity’.

INLAND REVENUE AUTHORITY OF SINGAPORE

4. Manage your clients

Manage Clients

The following Client(s) have authorised your entity to transact on their behalf for selected e-Service(s).
If you wish to remove the authorisation, you may select the checkbox and remove the Client(s)
To view and manage authorised e-Service(s) individually, click on the Entity Name.

Remove Client Entity (0)

Filter Search

	UEN / Entity ID	Entity Name	UEN Status	Govt. Agency	Current Authorised e-Services
☐	123456789D	CLIENT PTE LTD	Registered	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)

0 Client entity(s) selected

Click on the client's name to view the following details:

1. **Profile of your client**
2. **List of e-Services that your client has authorised your entity for and the respective Client e-Service Groups**
3. **Authorisation history of your client**
4. **Authorised users**

INLAND REVENUE AUTHORITY OF SINGAPORE

4. Manage your clients

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

CLIENT PTE LTD

Profile | Authorised e-Service(s) | Authorised Client e-Service Groups | Authorisation History | Authorised Users

UEN / Entity ID	123456789D
Entity Name	CLIENT PTE LTD
Country of Incorporation	SINGAPORE
Address	1 Raffles Street # 10 - 41 Raffles Tower 5 SINGAPORE 654321
Office Contact No.	+6565111111

INLAND REVENUE AUTHORITY OF SINGAPORE

4. Manage your clients

Under the 'Authorised e-Service(s)' tab, you will see a list of IRAS e-Services that your client has authorised your entity for.

If the Client e-Service that you require is not listed here, please obtain the relevant authorisation from your client [refer to Step 2 (i.e. page 40)].

CLIENT PTE LTD

Profile | Authorised e-Service(s) | Authorised Client e-Service Groups | Authorisation History | Authorised Users

Remove e-Service Authorisation (0)   Filter   Search

	Govt. Agency	Authorised e-Service	Role	Agency Issued ID	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
	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Preparer		Effective YA From: 2021	01/01/2021	31/12/9999

0 authorisation selected

INLAND REVENUE AUTHORITY OF SINGAPORE

4. Manage your clients

To remove Client e-Service(s), select the checkbox and click 'Remove e-Service Authorisation'.

CLIENT PTE LTD

Profile | Authorised e-Service(s) | Authorised Client e-Service Groups | Authorisation History | Authorised Users

Remove e-Service Authorisation (1) Filter Search

	Govt. Agency	Authorised e-Service	Role	Agency Issued ID	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
☐	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Preparer		Effective YA From: 2021	01/01/2021	31/12/9999

1 authorisation selected

INLAND REVENUE AUTHORITY OF SINGAPORE

4. Manage your clients

Under the 'Authorised Client e-Service Groups' tab, you will see a list of Client e-Services assigned to the respective Client e-Service Groups.

CLIENT PTE LTD

Profile | Authorised e-Service(s) | Authorised Client e-Service Groups | Authorisation History | Authorised Users

Add Client e-Service Access | Remove Client e-Service Access (0) | Filter | Search

	Client e-Service Group Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
☐	CEGRP 1	CORPORATE TAX (FILING AND APPLICATIONS)	Approver		Effective YA From: 2021	01/01/2021	31/12/9999

0 authorisation(s) selected

INLAND REVENUE AUTHORITY OF SINGAPORE

4. Manage your clients

To add Client e-Service(s) to an existing Client e-Service Group, click ‘Add Client e-Service Access’.

An alternative method to add Client e-Service(s) to existing Groups is to click ‘Add Client e-Services to Client e-Service Groups’ under the ‘Third Party’ dropdown menu on the homepage.

CLIENT PTE LTD

Profile | Authorised e-Service(s) | Authorised Client e-Service Groups | Authorisation History | Authorised Users

Add Client e-Service Access | Remove Client e-Service Access (0) | Filter | Search

	Client e-Service Group Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
☐	CEGRP 1	CORPORATE TAX (FILING AND APPLICATIONS)	Approver		Effective YA From: 2021	01/01/2021	31/12/9999

0 authorisation(s) selected

INLAND REVENUE AUTHORITY OF SINGAPORE

4. Manage your clients

To remove Client e-Service(s) assigned to a Client e-Service Group, select the checkbox and click 'Remove Client e-Service Access'.

CLIENT PTE LTD

Profile | Authorised e-Service(s) | Authorised Client e-Service Groups | Authorisation History | Authorised Users

Add Client e-Service Access | Remove Client e-Service Access (1) | Filter | Search

☐	Client e-Service Group Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
☑	CEGRP 1	CORPORATE TAX (FILING AND APPLICATIONS)	Approver		Effective YA From: 2021	01/01/2021	31/12/9999

1 authorisation(s) selected

INLAND REVENUE AUTHORITY OF SINGAPORE

4. Manage your clients

Under the 'Authorised Users' tab, you may view a list of users authorised to transact on behalf of the client.

CLIENT PTE LTD

Profile | Authorised e-Service(s) | Authorised Client e-Service Groups | Authorisation History | Authorised Users

Add Client e-Service Access | Remove e-Service Access (0) | Filter | Search

	Full Name	NRIC / FIN / Foreign ID No.	User Status	Govt. Agency	Client e-Service	Additional Details	Authorisation Effective Date	Authorisation Expiry Date
	CHAN QIAO EE	S1234567Z	Active	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Role: Approver	01/01/2021	31/12/9999

0 user(s) selected

INLAND REVENUE AUTHORITY OF SINGAPORE

4. Manage your clients

To assign e-Service(s) of this client to more users, click 'Add Client e-Service Access'.

Alternatively, you may repeat Step 3 (refer to pages 41 to 89).

CLIENT PTE LTD

Profile | Authorised e-Service(s) | Authorised Client e-Service Groups | Authorisation History | Authorised Users

Add Client e-Service Access | Remove e-Service Access (0) | Filter | Search

	Full Name	NRIC / FIN / Foreign ID No.	User Status	Govt. Agency	Client e-Service	Additional Details	Authorisation Effective Date	Authorisation Expiry Date
	CHAN QIAO EE	S1234567Z	Active	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Role: Approver	01/01/2021	31/12/9999

0 user(s) selected

INLAND REVENUE AUTHORITY OF SINGAPORE

4. Manage your clients

CLIENT PTE LTD

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

Profile | Authorised e-Service(s) | Authorised Client e-Service Groups | Authorisation History | Authorised Users

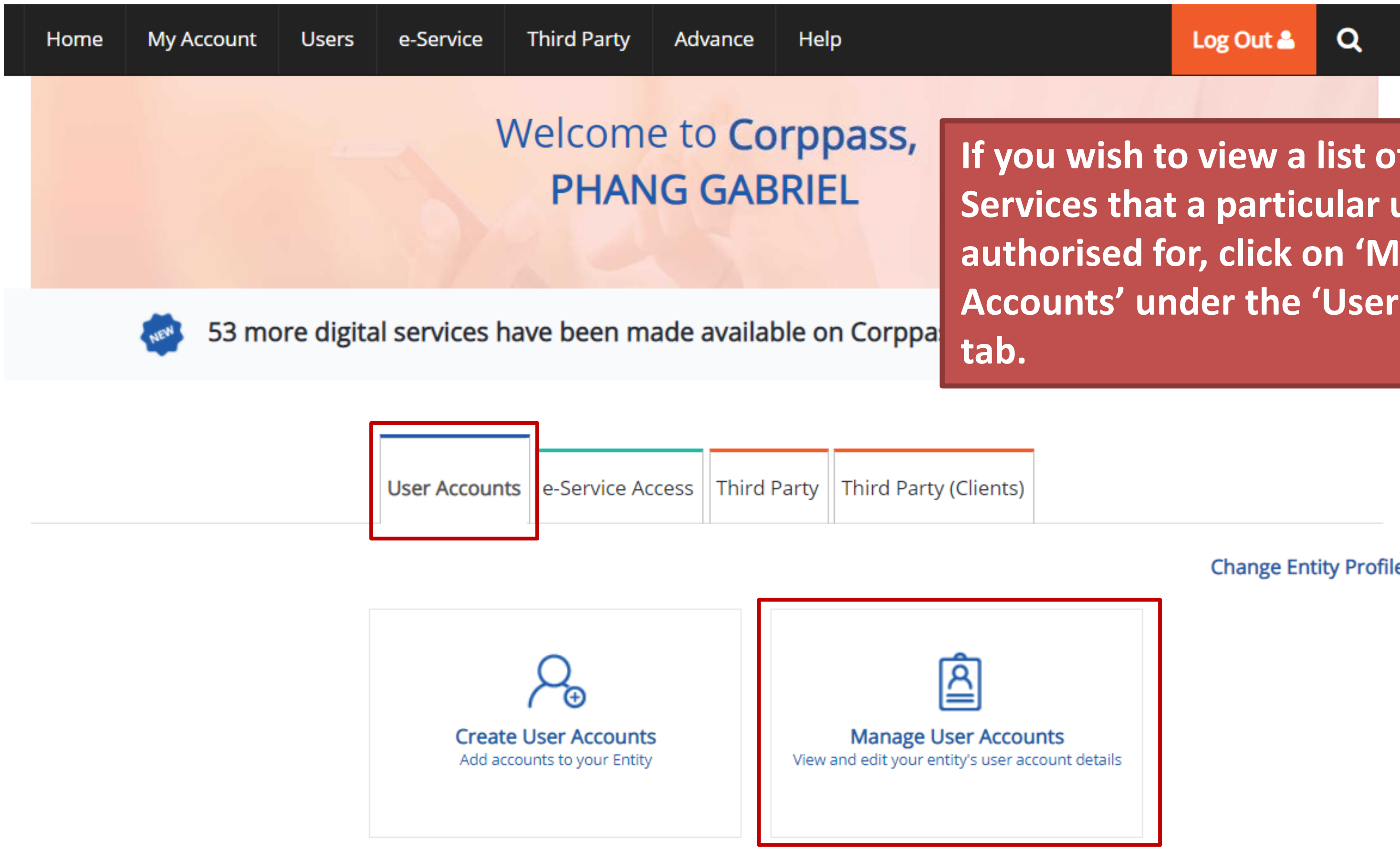
Add Client e-Service Access | Remove e-Service Access (1) | Filter | Search

	Full Name	NRIC / FIN / Foreign ID No.	User Status	Govt. Agency	Client e-Service	Additional Details	Authorisation Effective Date	Authorisation Expiry Date
☑	CHAN QIAO EE	S1234567Z	Active	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Role: Approver	01/01/2021	31/12/9999

1 user(s) selected

INLAND REVENUE AUTHORITY OF SINGAPORE

4. Manage your clients



If you wish to view a list of Client e-Services that a particular user is authorised for, click on 'Manage User Accounts' under the 'User Accounts' tab.

INLAND REVENUE AUTHORITY OF SINGAPORE

4. Manage your clients

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 | 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

4. Manage your clients

Manage User Accounts

Click on the user's name.

Create User Account | Change user status (0) | 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

4. Manage your clients

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

TOH JONATHAN

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

Click 'Add Client e-Services' below to assign Client e-Service(s) to your user(s).

Add Client e-Service Access | Remove Client e-Service Access (0) | Filter | Search

	UEN / Entity ID	Entity Name	Govt. Agency	Client e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
	123456789D	CLIENT PTE LTD	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Preparer		Effective YA From: 2021	01/01/2021	31/12/9999

0 Client e-Services Selected

INLAND REVENUE AUTHORITY OF SINGAPORE

4. Manage your clients

To assign more Client e-Service(s) to this user, click 'Add Client e-Service Access'.

TOH JONATHAN

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

Click 'Add Client e-Services' below to assign Client e-Service(s) to your user(s).

Add Client e-Service Access | Remove Client e-Service Access (0) | Filter | Search

	UEN / Entity ID	Entity Name	Govt. Agency	Client e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
	123456789D	CLIENT PTE LTD	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Preparer		Effective YA From: 2021	01/01/2021	31/12/9999

0 Client e-Services Selected

INLAND REVENUE AUTHORITY OF SINGAPORE

4. Manage your clients

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

TOH JONATHAN

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

Click 'Add Client e-Services' below to assign Client e-Service(s) to your user(s).

Add Client e-Service Access | Remove Client e-Service Access (1) | Filter | Search

	UEN / Entity ID	Entity Name	Govt. Agency	Client e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
☑	123456789D	CLIENT PTE LTD	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Preparer		Effective YA From: 2021	01/01/2021	31/12/9999

1 Client e-Services Selected

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 www.iras.gov.sg	Home > e-Services > Businesses > Companies Home > e-Services> Corppass
Email	• Email us at myTax Mail

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 Facebook.com/irassg

INLAND REVENUE AUTHORITY OF SINGAPORE