

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



iras.gov.sg



[Twitter.com/IRAS_SG](https://twitter.com/IRAS_SG)



Facebook.com/irassg



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



Content page

4 key steps for Corppass authorisation

[Page 3](#)

Step 1: Be Corppass ready

- A: Register for a Corppass Admin account
- B: Create Corppass user accounts
- C: Activate user accounts

[Page 7](#)

[Page 18](#)

[Page 31](#)

Step 2: Obtain Corppass authorisation from clients

[Page 40](#)

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

- a: Direct Assign
- b: Batch Assign
- c: Group Assign

[Page 44](#)

[Page 50](#)

[Page 73](#)

Step 4: Manage your clients

[Page 90](#)

Assistance for Corppass matters

[Page 110](#)



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 document¹

- 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



INLAND REVENUE
AUTHORITY
OF SINGAPORE

A. CPA registers for Corppass Admin account

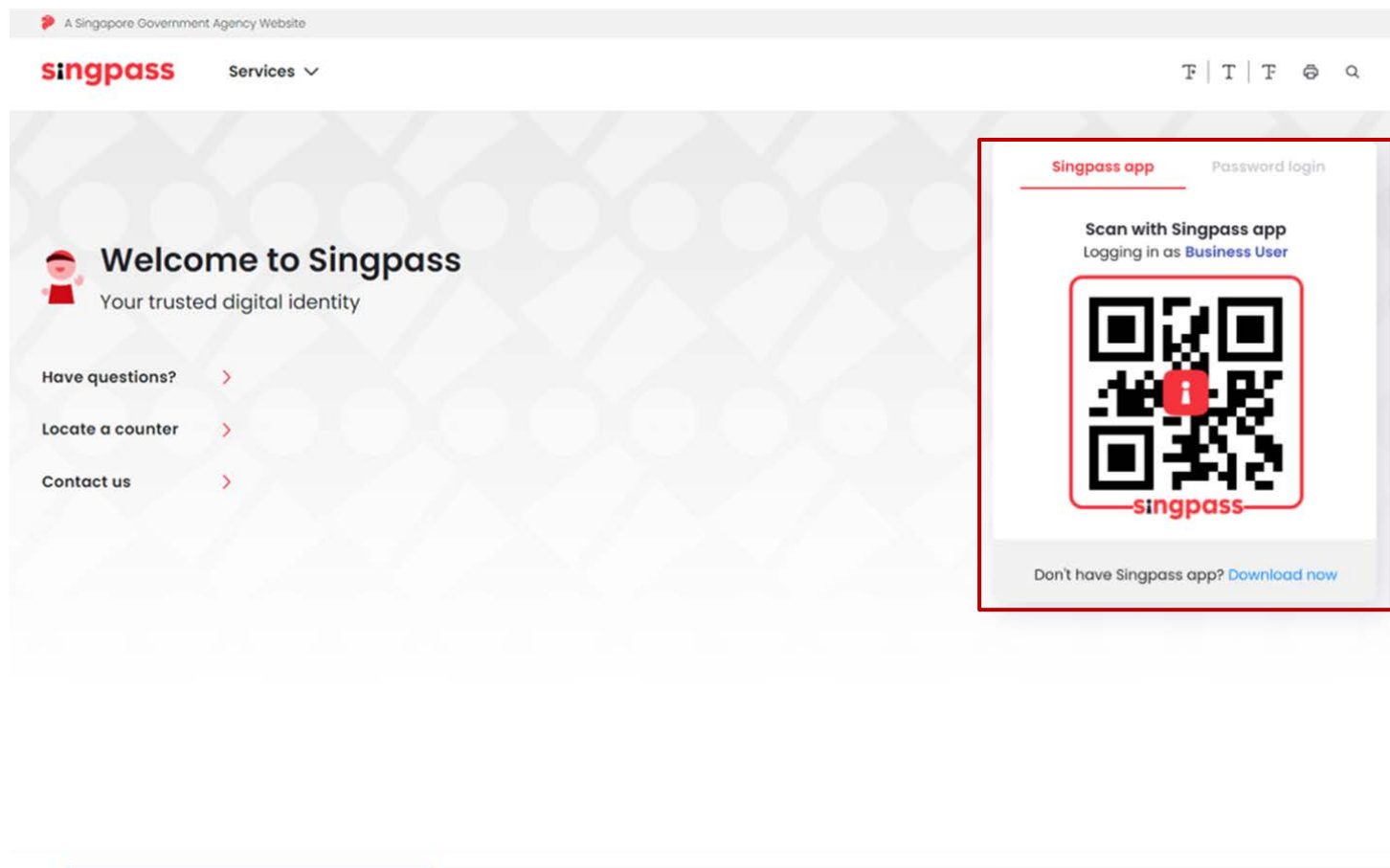
Visit www.corppass.gov.sg and click 'Register as a Corppass Admin'.



INLAND REVENUE
AUTHORITY
OF SINGAPORE

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.



A. CPA registers for Corppass Admin account

Home / Register Admin Account

Register Admin Account



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

* - denotes mandatory fields

Enter Entity Detail

Unique Entity Number (UEN)*

Example: 12345678X, 201612345X, T16PQ1234X

Input your entity's UEN.

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

Enter Your Contact Details

Full Name PHANG GABRIEL

Email*

PHANGGABRIEL@abc.com

abc@abc.com

Confirm Email*

Mobile No.



A. CPA registers for Corppass Admin account

Home / Register Admin Account

Register Admin Account



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

* - denotes mandatory fields

Enter Entity Detail

Unique Entity Number (UEN)*

Example: 12345678X, 201612345X, T16PQ1234X

Enter your contact details.

Enter Your Contact Details

Full Name PHANG GABRIEL

Email*

PHANGGABRIEL@abc.com

abc@abc.com

Confirm Email*

Mobile No.

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



INLAND REVENUE
AUTHORITY
OF SINGAPORE

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 ⓘ

☒ 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



INLAND REVENUE
AUTHORITY
OF SINGAPORE

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

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

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.)

Upload your documents in PDF, JPEG and PNG format. This file should not exceed 10mb size in total.

Letter of Authorisation and RO's Identity Document *

Select file

+ Add another Registered Officer

Request e-Service Access ⓘ

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

Note: The 'Access to All e-Services' option is NOT applicable to selected e-Services such as **CPF e-Submission** and **SSG-WSG E-Services** (see [full listing](#)), as they require additional details to be set up on Corppass. To gain access, select and manually assign them to your Corppass account.

Cancel

Next

If you select the 'Letter of Authorisation' method, download the template and upload the endorsed copy.

Alternatively, you may download the template beforehand from Corppass' website.



INLAND REVENUE
AUTHORITY
OF SINGAPORE

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.

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.

Cancel

Next



INLAND REVENUE
AUTHORITY
OF SINGAPORE

A. CPA registers for Corppass Admin account

Register Admin Account



Review the following information.

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

Entity Detail

Unique Entity Number (UEN) 79039907E

Admin Contact Details

Full Name PHANG GABRIEL
Email PHANGGABRIEL@abc.com
Mobile No. 98765432

Registered Officer Authorization

Method of Approval Request online approval from Registered Officer
Registered Officer's Identity No. 0446I
Last 5 Characters
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.

A. CPA registers for Corppass Admin account

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 approval¹ 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

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.



INLAND REVENUE
AUTHORITY
OF SINGAPORE

B. CPA creates Corppass user accounts

Click 'Log in with Singpass'.



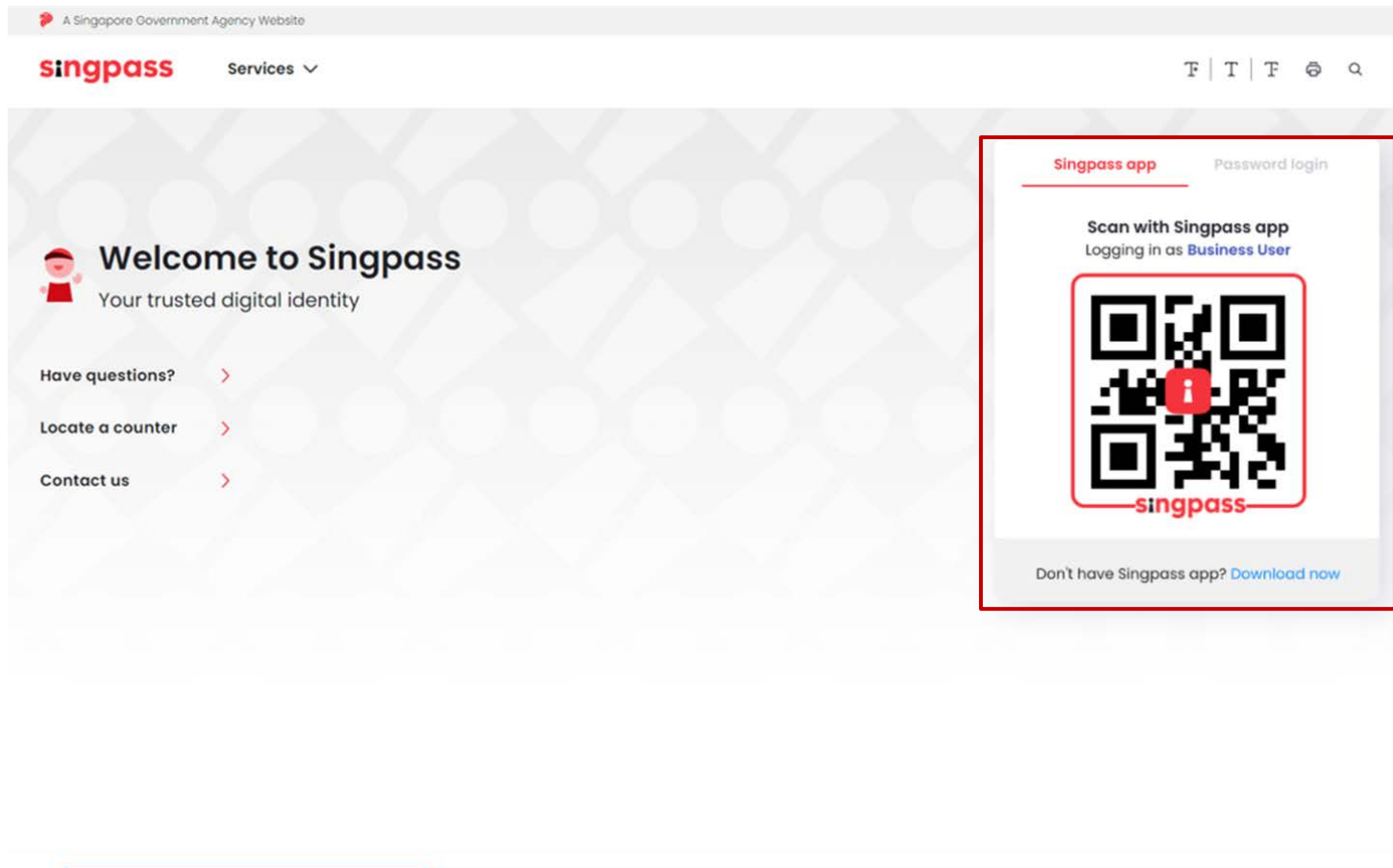
The screenshot shows the Corppass website homepage. At the top, there is a dark navigation bar with links for 'Home', 'About Us', 'Services', and 'Help'. On the right side of this bar is a red button labeled 'Log in with Singpass' with a user icon, which is highlighted by a red rectangular box. Below the navigation bar, the main heading reads 'Welcome to Corppass'. Underneath this, a paragraph explains that Corppass is an authorization system for managing digital service access for employees performing corporate transactions, noting that over 200 government digital services are available. A sub-paragraph encourages users to sign up to prevent business disruption and includes a link to 'Find out more.'. A prominent blue button labeled 'Register as a Corppass Admin' with a right-pointing arrow is positioned below the text. Further down, a section titled 'Get started with Corppass by your role' features a minus sign icon in a blue circle. This section contains three selectable options: 'I am the Registered Officer' (in green text), 'I am the Admin' (in blue text), and 'I am a User' (in orange text), each followed by a right-pointing arrow. The background of the page features a blurred image of hands holding a smartphone.



INLAND REVENUE
AUTHORITY
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.




B. CPA creates Corppass user accounts

corppass

 Singapore Government
Integrity • Service • Excellence

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

[Log Out](#) 

Select UEN/Entity ID

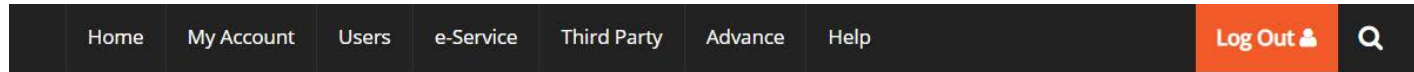
191425521H
Entity 1

200062017E
Entity 2

C20001187B
Entity 3

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

B. CPA creates Corppass user accounts



Home / Select Entity Profile

Welcome to Corppass,
PHANG GABRIEL

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



I am the only user

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



My entity has users

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

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



INLAND REVENUE
AUTHORITY
OF SINGAPORE

B. CPA creates Corppass user accounts

The screenshot shows the Corppass web interface. The top navigation bar includes 'Home', 'My Account', 'Users', 'e-Service', 'Third Party', 'Advance', 'Help', 'Log Out', and a search icon. The 'Users' menu is open, showing 'Create Users', 'Manage Users', and 'Batch Create Users'. The 'Batch Create Users' option is highlighted with a red box. A red arrow points from a text box to this option. Below the menu, a 'View Batch Upload History' link is highlighted with an orange box, with an orange arrow pointing from a text box to it. The main content area shows a 'Welcome to Corppass, HANG GABRIEL' message and a 'User Accounts' section with tabs for 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. Below this are two cards: 'Create User Accounts' and 'Manage User Accounts'.

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

Create Users
Manage Users
Batch Create Users

53 months View Batch Upload History

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

Create User Accounts
Add accounts to your Entity

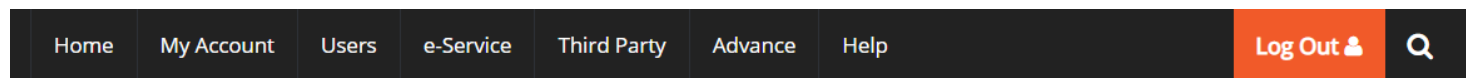
Manage User Accounts
View and edit your entity's user account details

The 'Batch Create Users' feature allows you to create multiple user accounts by uploading a completed Excel template.

Note: Processing requires 1 working day. Please check the processing status by clicking on 'View Batch Upload History' to ensure that the user accounts are created successfully.

If you require the user accounts to be created instantly, please use the 'Create Users' feature instead.

B. CPA creates Corppass user accounts



Welcome to Corppass,
PHANG GABRIEL



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

User Accounts

e-Service Access

Third Party

Third Party (Clients)



Create User Accounts
Add accounts to your Entity



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

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



INLAND REVENUE
AUTHORITY
OF SINGAPORE

B. CPA creates 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- As per Identity Documents	<div>NRIC</div> <div>NRIC</div> <div>Foreign ID</div> <div>FIN</div>		<div>SG</div>	abc@abc.com	User	<input checked="" type="checkbox"/>
+ 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

B. CPA creates Corppass user accounts

Create User Accounts



Enter the email address of the user.

Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

Note:

- The 'Access to All e-Services' option is NOT applicable to selected e-Services such as **CPF e-Submission** and **SSG-WSG E-Services** (see [full listing](#)), as they require additional details to be set up on Corppass. For access, select and manually assign them to your Corppass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

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

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



INLAND REVENUE
AUTHORITY
OF SINGAPORE

B. CPA creates Corppass user accounts

Create User Accounts



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 manage account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and logging into their websites. Contact these agencies for more information.

Select an appropriate account type for the user.

1) 'User' – An account to transact with government digital services on behalf of the entity.

2) 'Enquiry User' – An account that is able to transact with government digital services on behalf of the entity, and can search and view details of other users of the entity. Enquiry Users cannot assign digital service access or manage other accounts.

3) 'Sub-Admin' – An account that can manage other Corppass accounts in the entity. Sub-Admins can create Users and Enquiry Users and assign them digital service access.

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

[Add new user](#)

[Cancel](#) [Next](#)



INLAND REVENUE
AUTHORITY
OF SINGAPORE

B. CPA creates Corppass user accounts

Create User Accounts



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

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

Note:

- The 'Access to All e-Services' option is NOT applicable to selected e-Services such as **CPF e-Submission** and **SSG-WSG E-Services** (see [full listing](#)), as they require additional details to be set up on Corppass. For access, select and manually assign them to your Corppass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

The 'Access to All e-Services' box is checked by default.

Uncheck it if you do not wish to assign access to ALL e-Services of your tax agent firm to the user.

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



INLAND REVENUE
AUTHORITY
OF SINGAPORE

B. CPA creates Corppass user accounts

Create User Accounts



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

Click 'Next' when you are done.

Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

Note:

- The 'Access to All e-Services' option is NOT applicable to selected e-Services such as **CPF e-Submission** and **SSG-WSG E-Services** (see [full listing](#)), as they require additional details to be set up on Corppass. For access, select and manually assign them to your Corppass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

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



INLAND REVENUE
AUTHORITY
OF SINGAPORE

B. CPA creates Corppass user accounts

Create User Accounts



Review the details before submission.

Once completed, click 'Submit'.

Review the following information.

Full Name of Singpass holders will be auto-populated after submission.

Note:

- The 'Access to All e-Services' option is NOT applicable to selected e-Services such as **CPF e-Submission** and **SSG-WSG E-Services** (see [full listing](#)), as they require additional details to be set up on Corppass. For access, select and manually assign them to your Corppass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Full Name	Identity Type	NRIC / FIN / Foreign ID No.	Email Address	Account Type	Access to All e-Services
-	NRIC	S1234567A	tan_philips@abc.com	User	✓

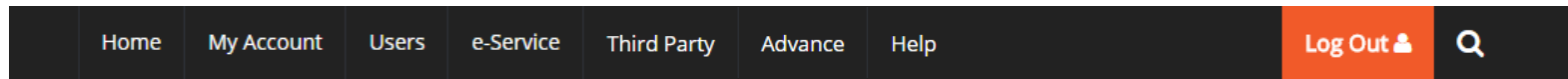
Back

Submit



INLAND REVENUE
AUTHORITY
OF SINGAPORE

B. CPA creates Corppass user accounts



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

C. Corppass user activates account

The screenshot shows the Corppass website interface. At the top, there is a navigation bar with links for Home, About Us, Services, and Help. On the right side of the navigation bar, there is a 'Log in with Singpass' button and a search icon. Below the navigation bar, a dropdown menu is open under the 'Services' link. The menu items are: 'Register for Corppass', 'Check Registration Status', 'Activate Corppass Account' (highlighted with a red box), 'Manage Admin', and 'Find Your Corppass Admin'. To the right of the dropdown menu, there is a red callout box with the text 'Go to Services > Activate Corppass Account.' Below the dropdown menu, there is a blue button that says 'Register as a Corppass Admin'. Further down, there is a section titled 'Get started with Corppass by your role' with three options: 'I am the Registered Officer', 'I am the Admin', and 'I am a User'.

Home About Us Services Help Log in with Singpass

Welcome

Corppass is the authorized service access of e-transactions. There are services available today.

Sign up now to prevent transactions. Find out

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

Go to Services > Activate Corppass Account.

C. Corppass user activates account

Home About Us Services Help

Home / Activate Corppass Account

Activate Corppass Account

1 Enter Details 2 Review & Submit

Activate using:

☒ Reference ID ☐ Entity Registration No

* - denotes mandatory fields

Reference ID* ⓘ

Please type the verification code*

(Code is case-insensitive and excludes spaces)

Cancel

Next

Option A
Enter the Reference ID that was provided in the email notification you received.

Home About Us Services Help

Home / Activate Corppass Account

Activate Corppass Account

1 Enter Details 2 Review & Submit

Activate using:

☐ Reference ID ☒ Entity Registration No

* - denotes mandatory fields

Entity Registration Number* ⓘ

UEN



NRIC / FIN / Foreign ID No.* ⓘ

Please type the verification code*

(Code is case-insensitive and excludes spaces)

Cancel

Next

Option B

1. Select 'UEN' from the dropdown menu.
2. Enter your Entity Registration Number.
3. Enter your NRIC/ FIN/ Foreign ID number.



INLAND REVENUE
AUTHORITY
OF SINGAPORE

C. Corppass user activates account

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

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

Activate Corppass Account



Enter Details Review & Submit

Activate using:

☒ Reference ID ☐ Entity Registration No

* - denotes mandatory fields

Reference ID*

Please type the verification code*

(Code is case-insensitive and excludes spaces)



Cancel

Next

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

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

Activate Corppass Account



Enter Details Review & Submit

Activate using:

☐ Reference ID ☒ Entity Registration No

* - denotes mandatory fields

Entity Registration Number*

UEN



NRIC / FIN / Foreign ID No.*

Please type the verification code*

(Code is case-insensitive and excludes spaces)



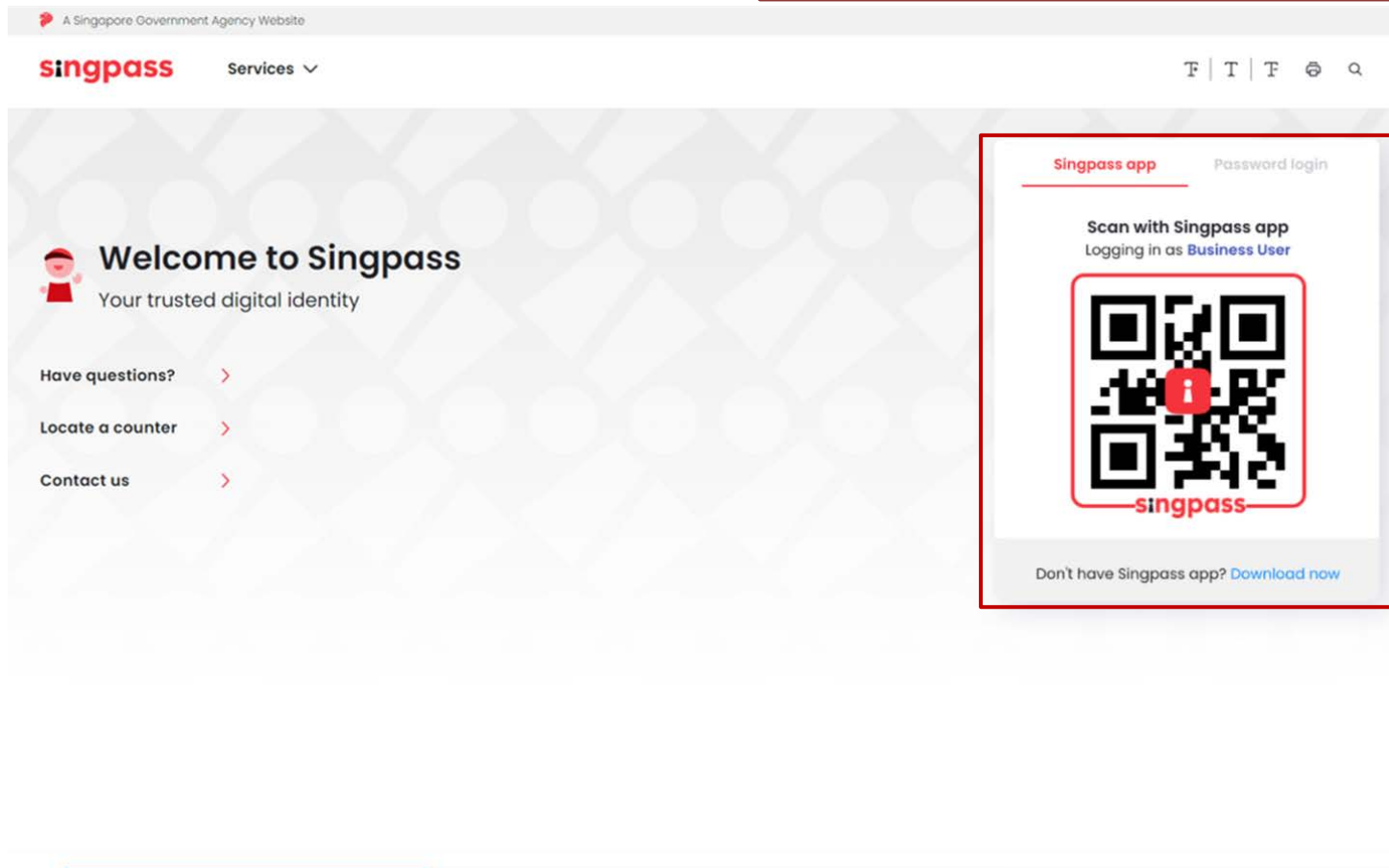
Cancel

Next

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

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](#)



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

C. Corppass user activates account

Home / Activate Corppass Account

Activate Corppass Account



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

Email OTP*

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

Back

Next

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'.

C. Corppass user activates 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.

Proceed to Homepage

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

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



INLAND REVENUE
AUTHORITY
OF SINGAPORE

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.



INLAND REVENUE
AUTHORITY
OF SINGAPORE

¹The 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



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

1

Be Corppass
Ready

2

Obtain Corppass
Authorisation From Clients

3

Assign e-Services to Staff

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

1

Be Corppass
Ready

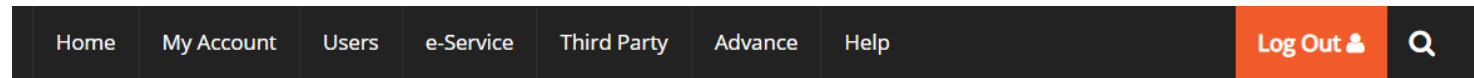
2

Obtain Corppass
Authorisation From Clients

3a

Assign e-Services to Staff
Direct Assign

3a. Direct Assign

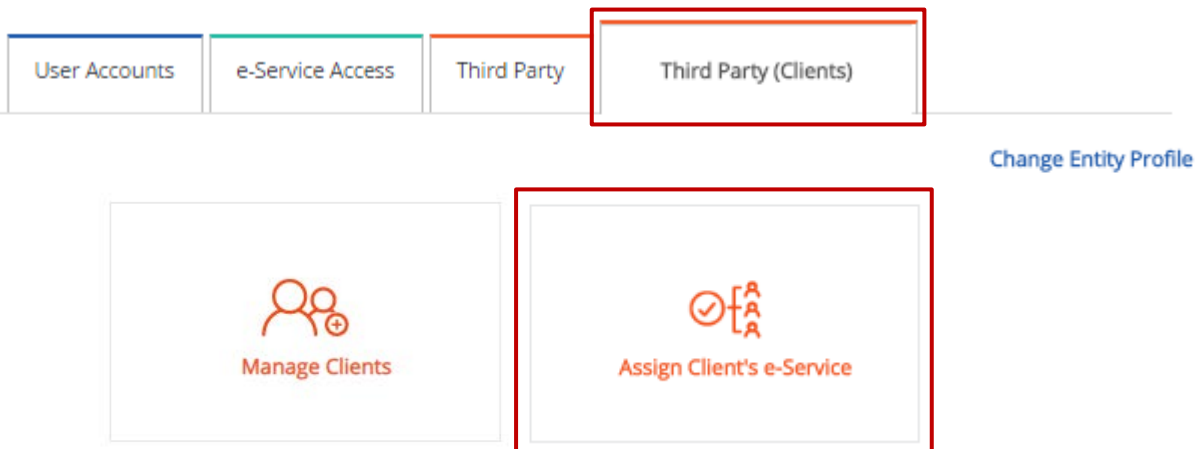


Welcome to Corppass,
PHANG GABRIEL

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



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



INLAND REVENUE
AUTHORITY
OF SINGAPORE

1

Be Corppass
Ready

2

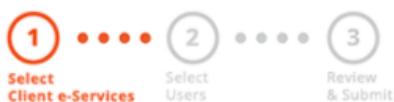
Obtain Corppass
Authorisation From Clients

3a

Assign e-Services to Staff
Direct Assign

3a. Direct Assign

Assign Client e-Services



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)].

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

Filter

Search UEN / Entity ID



<input type="checkbox"/>	UEN / Entity ID	Client Name	Govt. Agency	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/>	123456 789D	CLIENT PTE LTD	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Approver		Effective YA From: 2021	01/01/2021	31/12/9999
<input type="checkbox"/>	123456 789D	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

Assign Client e-Services



1 Selected Client e-Service(s) +

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).

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

Filter Search

<input type="checkbox"/>	Full Name	Email Address	User Type
<input checked="" type="checkbox"/>	PEARLY HONE	pearlyhone@mailinator.com	User
<input checked="" type="checkbox"/>	CHAN QIAO EE	chanqiaoee@mailinator.com	User
<input type="checkbox"/>	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



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

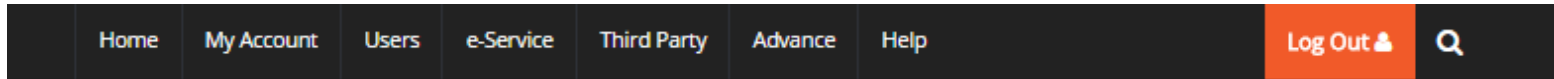
Back

Submit



INLAND REVENUE
AUTHORITY
OF SINGAPORE

3a. Direct Assign



Home / Assign Client e-Services



You have assigned the Client e-Service(s) to selected user(s).

[Return Homepage](#)

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

1

Be Corppass
Ready

2

Obtain Corppass
Authorisation From Clients

3a

Assign e-Services to Staff
Direct Assign

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

1

Be Corppass
Ready

2

Obtain Corppass
Authorisation From Clients

3b

Assign e-Services to Staff
Batch Assign

3b. Batch Assign

The screenshot shows the Corppass web application interface. The top navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advance, and Help. The 'e-Service' link is highlighted with a red box. A dropdown menu is open under 'e-Service', showing options: View Entity's e-Service Access, Select Entity's e-Services, Assign Selected e-Services, Batch Assign e-Services (highlighted with a red box), and View Batch Upload History. Below the dropdown, there are tabs for User Accounts, e-Service Access, Third Party, and Third Party (Clients). The main content area features two large cards: 'Create User Accounts' and 'Manage User Accounts'.

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



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

1

Be Corppass
Ready

2

Obtain Corppass
Authorisation From Clients

3b

Assign e-Services to Staff
Batch Assign

3b. Batch Assign

SPCP_CP_MassEServiceAssignment - Excel

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

Clipboard Font Alignment Number Styles Cells

1 Please read the following steps to complete this template:

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

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

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

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

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

7

Instructions eServiceAssignments

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



INLAND REVENUE
AUTHORITY
OF SINGAPORE

3b. Batch Assign

SPCP_CP_MassEServiceAssignment - Excel

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

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



INLAND REVENUE
AUTHORITY
OF SINGAPORE

3b. Batch Assign

SPCP_CP_MassEServiceAssignment - Excel

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

Clipboard Font Alignment Number Styles Cells

Calibri 11 A A

B I U

General

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

✕ ✓ fx

	A	B	C	D
1	*Agency Name [Max 60]	*e-Service Name [Max 100]	*CorpPass Entity ID [Max 10]	*NRIC/FIN/Foreign ID No. [Max 20]
2				
3	AGRI FOOD AND VETERINARY AUTHORITY OF SINGAPORE			
4	BUILDING AND CONSTRUCTION AUTHORITY (BCA)			
5	CENTRAL NARCOTICS BUREAU (CNB)			
6	IMMIGRATION & CHECKPOINTS AUTHORITY (ICA)			
7	INTERNATIONAL ENTERPRISE (IE) SINGAPORE			
8	MINISTRY OF HOME AFFAIRS (MHA)			
9	MARITIME AND PORT AUTHORITY OF SINGAPORE			
10	MHA - SINGAPORE CIVIL DEFENCE FORCE (SCDF)			

Select IRAS from the dropdown menu.



INLAND REVENUE
AUTHORITY
OF SINGAPORE

3b. Batch Assign

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

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)].



INLAND REVENUE
AUTHORITY
OF SINGAPORE

3b. Batch Assign

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

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

SPCP_CP_MassEServiceAssignment - Excel

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

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



INLAND REVENUE
AUTHORITY
OF SINGAPORE

3b. Batch Assign

SPCP_CP_MassEServiceAssignment - Excel

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

Clipboard Font Alignment Number Styles Cells

Full Name(As in NRIC/FIN/Foreign ID) [Max 66] Agency Issued ID [Max 32] Role Name [Max 20]

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

Enter the full name of the user.



INLAND REVENUE
AUTHORITY
OF SINGAPORE

3b. Batch Assign

SPCP_CP_MassEServiceAssignment - Excel

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

Clipboard Font Alignment Number Styles Cells

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

Leave this field blank.

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

SPCP_CP_MassEServiceAssignment - Excel

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

Clipboard Font Alignment Number Styles Cells

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

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

SPCP_CP_MassEServiceAssignment

File Home Insert Page Layout Formulas Data Review View Tell

Clipboard Font Alignment Number

Calibri 11 A A B I U \$ % ' .00

*Authorisation Effective Date [Max 10] Authorisation Expiry Date [Max 10]

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

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



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



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



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

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

1

Be Corppass
Ready

2

Obtain Corppass
Authorisation From Clients

3b

Assign e-Services to Staff
Batch Assign

3b. Batch Assign

The screenshot shows the Corppass user interface. At the top, a navigation bar contains links for Home, My Account, Users, e-Service, Third Party, Advance, and Help. The 'e-Service' link is highlighted with a red box. A dropdown menu is open below it, listing the following options: View Entity's e-Service Access, Select Entity's e-Services, Assign Selected e-Services, Batch Assign e-Services, and View Batch Upload History. The 'View Batch Upload History' option is highlighted with a red box. To the right of the dropdown menu, a red callout box contains the text: "To check the processing status of your previous batch assignments, click 'View Batch Upload History' under the 'e-Service' dropdown menu." Below the navigation bar, the main content area displays a banner for "Corppass, GABRIEL" and a section titled "53 more digital services available on Corppass over the last 9 months". Below this, there are tabs for User Accounts, e-Service Access, Third Party, and Third Party (Clients). The "e-Service Access" tab is selected. Below the tabs, there are two main action cards: "Create User Accounts" (Add accounts to your Entity) and "Manage User Accounts" (View and edit your entity's user account details). A "Change Entity Profile" link is also visible.

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

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

Corppass, GABRIEL

53 more digital services available on Corppass over the last 9 months

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

Change Entity Profile

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

1

Be Corppass
Ready

2

Obtain Corppass
Authorisation From Clients

3b

Assign e-Services to Staff
Batch Assign

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 Assign e-Services	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

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  

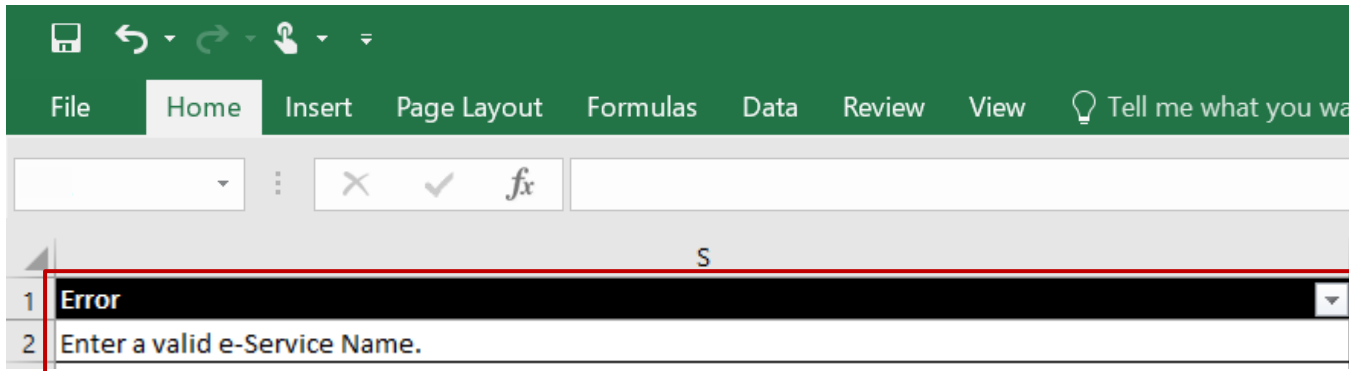
Job ID	Job Description	Submission Date	Status
175	Batch Create Users	06/09/2016 15:58	In-progress
171	Batch Assign e-Service	06/09/2016 14:51	View Error
168	Batch Create Users	06/09/2016 14:30	Completed
167	Batch Create Users	06/09/2016 14:21	Completed
54	Batch Assign e-Service	24/08/2016 17:35	Completed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

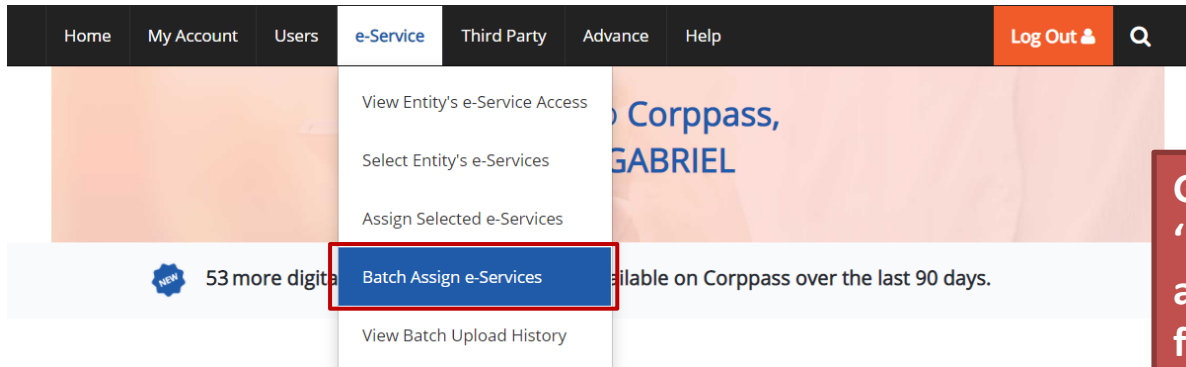
3b. Batch Assign

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.

Batch Assign e-Services



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

You can only assign digital service access to active Corppass accounts. Digital services cannot be assigned to inactive, suspended, or terminated Corppass accounts. To view a full listing of digital services and their roles, click [here](#).

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

Batch processing will require 1 working day.

Upload completed file (max. 10MB)

Select file

Cancel

Next



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

The screenshot shows the IRAS Corppass web application. The top navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advance, and Help. The 'Third Party' link is highlighted with a red box. A dropdown menu is open under 'Third Party', listing several options: Authorise Third Party Entities, Manage Third Party Entities, Manage Clients, Assign Client's e-Service, Create Client e-Service Group (highlighted with a red box and a yellow star), Manage Client e-Service Groups, Add Users to Client e-Service Groups, and Add Client's e-Services to Client e-Service Groups. A red callout box on the right says 'Under the 'Third Party' dropdown menu, click 'Create Client e-Service Group'.' Another red callout with a yellow star says 'For IRAS only!'. Below the dropdown, there are sections for 'User Account' and 'Change Entity Profile'. At the bottom, there are two main cards: 'Create User Accounts' (Add accounts to your Entity) and 'Manage User Accounts' (View and edit your entity's user account details).

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

Authorise Third Party Entities
Manage Third Party Entities
Manage Clients
Assign Client's e-Service
Create Client e-Service Group
Manage Client e-Service Groups
Add Users to Client e-Service Groups
Add Client's e-Services to Client e-Service Groups

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

For IRAS only!

53 more digital services have been added in the last 90 days.

User Account

Change Entity Profile

Create User Accounts
Add accounts to your Entity

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

3c. Group Assign

Create Client e-Service Group



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



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

<input type="checkbox"/>	Full Name	Email Address	User Type
<input checked="" type="checkbox"/>	ANINDITA SENGUPTA	anindita@mailinator.com	Enquiry User
<input checked="" type="checkbox"/>	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



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

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



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

1

Be Corppass
Ready

2

Obtain Corppass
Authorisation From Clients

3c

Assign e-Services to Staff
Group Assign

3c. Group Assign (Managing groups)

The screenshot shows the IRAS e-Service portal navigation bar. The 'Third Party' menu item is highlighted with a red box. A dropdown menu is open, listing several options. The option 'Manage Client e-Service Groups' is highlighted with a blue box and a red border. A red callout box on the right contains the text: 'Under the 'Third Party' dropdown menu, click 'Manage Client e-Service Groups'.'

- Home
- My Account
- Users
- e-Service
- Third Party**
 - Authorise Third Party Entities
 - Manage Third Party Entities
 - Manage Clients
 - Assign Client's e-Service
 - Create Client e-Service Group
 - Manage Client e-Service Groups**
 - Add Users to Client e-Service Groups
 - Add Client's e-Services to Client e-Service Groups
- Advance
- Help
- Log Out
- Search

53 more digital services ha

last 90 d

User Account

Change Entity Profile

Create User Accounts
Add accounts to your Entity

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

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) (1)

Filter

Search

<input type="checkbox"/>	Group Name	Group Description	No. of Users	No. of Client e-Services Assigned
<input checked="" type="checkbox"/>	<u>CEGRP 1</u>		2	2
<input type="checkbox"/>	<u>GROUP 1</u>		1	8
<input type="checkbox"/>	<u>GROUP 2</u>		1	1

1 Client e-Service Group(s) Selected

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	
<input type="checkbox"/>	Group Name	Group Description	No. of Users	No. of Client e-Services Assigned	
<input type="checkbox"/>	<u>CEGRP 1</u>		2	2	
<input type="checkbox"/>	<u>GROUP 1</u>		1	8	
<input type="checkbox"/>	<u>GROUP 2</u>		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)

CEGRP 1

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

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

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

	Full Name	Email Address	User Type
<input type="checkbox"/>	ANINDITA SENGUPTA	anindita@mailinator.com	Enquiry User
<input type="checkbox"/>	BENEDICT SIOW JUN DA	benedictsiow@mailinator.com	User

0 User(s) Selected

3c. Group Assign (Managing groups)

CEGRP 1

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.

Group Details

Users

Assigned Client e-Services

Add Users to Group

Remove Users from Group(0)

Filter

Search

<input type="checkbox"/>	Full Name	Email Address	User Type
<input type="checkbox"/>	ANINDITA SENGUPTA	anindita@mailinator.com	Enquiry User
<input type="checkbox"/>	BENEDICT SIOW JUN DA	benedictsiow@mailinator.com	User
0 User(s) Selected			

3c. Group Assign (Managing groups)

CEGRP 1

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

Group Details

Users

Assigned Client e-Services

Add Users to Group

Remove Users from Group(1)

Filter

Search

<input type="checkbox"/>	Full Name	Email Address	User Type
<input checked="" type="checkbox"/>	ANINDITA SENGUPTA	anindita@mailinator.com	Enquiry User
<input type="checkbox"/>	BENEDICT SIOW JUN DA	benedictsiow@mailinator.com	User

1 User(s) Selected

3c. Group Assign (Managing groups)

CEGRP 1

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

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](#)

<input type="checkbox"/>	UEN / Entity ID	Client Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input type="checkbox"/>	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

1

Be Corppass
Ready

2

Obtain Corppass
Authorisation From Clients

3c

Assign e-Services to Staff
Group Assign

3c. Group Assign (Managing groups)

CEGRP 1

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.

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](#)

<input type="checkbox"/>	UEN / Entity ID	Client Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input type="checkbox"/>	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

3c. Group Assign (Managing groups)

CEGRP 1

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


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





<input type="checkbox"/>	UEN / Entity ID	Client Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/>	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

Which type of assignment to use

Direct 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

Batch Assignment

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

Group Assignment

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).

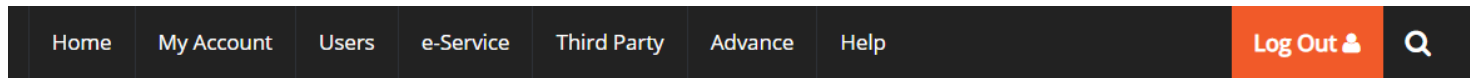
Users and Client e-Services can be added/ removed from the groups. Refer to Step 3c (slides 80 to 88).

Step 4:

Manage your clients



4. Manage your clients



Welcome to Corppass,
PHANG GABRIEL

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



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

User Accounts

e-Service Access

Third Party

Third Party (Clients)

[Change Entity Profile](#)



Manage Clients



Assign Client's e-Service



INLAND REVENUE
AUTHORITY
OF SINGAPORE

1

Be Corppass
Ready

2

Obtain Corppass
Authorisation From Clients

3

Assign e-Services to Staff

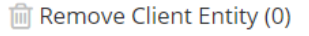
4




Manage Your Clients

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.



 [Filter](#)  

<input type="checkbox"/>	UEN / Entity ID	Entity Name	UEN Status	Govt. Agency	Current Authorised e-Services
<input type="checkbox"/>	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

<div></div>	UEN / Entity ID	Entity Name	UEN Status	Govt. Agency	Current Authorised e-Services
<div><div><div></div></div></div>	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.



 [Filter](#)





<input type="checkbox"/>	UEN / Entity ID	Entity Name	UEN Status	Govt. Agency	Current Authorised e-Services
<input type="checkbox"/>	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

1

Be Corppass
Ready

2

Obtain Corppass
Authorisation From Clients

3

Assign e-Services to Staff

4

Manage Your Clients

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.

CLIENT PTE LTD

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)].

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
<input type="checkbox"/>	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Approver		Effective YA From: 2021	01/01/2021	31/12/9999
<input type="checkbox"/>	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Preparer		Effective YA From: 2021	01/01/2021	31/12/9999



0 authorisation selected

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 

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

1 authorisation selected

4. Manage your clients

CLIENT PTE LTD

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.

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
<input type="checkbox"/>	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'.

CLIENT PTE LTD

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.

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 



<input type="checkbox"/>	Client e-Service Group Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input type="checkbox"/>	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

CLIENT PTE LTD

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

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
<input checked="" type="checkbox"/>	CEGRP 1	CORPORATE TAX (FILING AND APPLICATIONS)	Approver		Effective YA From: 2021	01/01/2021	31/12/9999

1 authorisation(s) selected

4. Manage your clients

CLIENT PTE LTD

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

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
<input type="checkbox"/>	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

1

Be Corppass Ready

2

Obtain Corppass Authorisation From Clients

3

Assign e-Services to Staff

4

Manage Your Clients

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



NRIC / FIN / Foreign ID		User	Govt.	Client	Authorisation		Authorisation
Full Name	No.	Status	Agency	e-Service	Additional Details	Effective Date	Expiry Date
<input type="checkbox"/> 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

1

Be Corppass Ready

2

Obtain Corppass Authorisation From Clients

3

Assign e-Services to Staff

4

Manage Your Clients

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

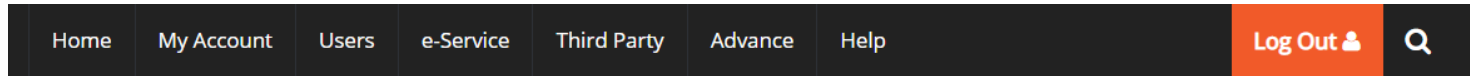
	Full Name	NRIC / FIN / Foreign ID No.	User Status	Govt. Agency	Client e-Service	Additional Details	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/>	CHAN QIAO EE	S1234567Z	Active	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Role: Approver	01/01/2021	31/12/9999

1 user(s) selected



INLAND REVENUE
AUTHORITY
OF SINGAPORE

4. Manage your clients

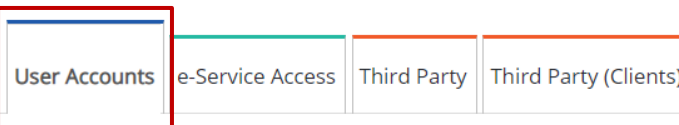


Welcome to Corppass,
PHANG GABRIEL

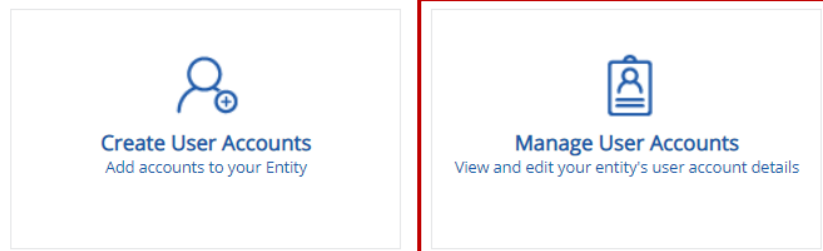


53 more digital services have been made available on Corppass

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.



[Change Entity Profile](#)



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



INLAND REVENUE
AUTHORITY
OF SINGAPORE

1

Be Corppass
Ready

2

Obtain Corppass
Authorisation From Clients

3

Assign e-Services to Staff

4

Manage Your Clients

4. Manage your clients

Manage User Accounts

Click on the user's name.

Create User Account		Change user status (0)	Filter	Search	
<input type="checkbox"/>	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status	
<input type="checkbox"/>	CHAN FEDRICK	S****319D	User	Active	
<input type="checkbox"/>	PHANG GABRIEL	S****413C	Admin	Active	
<input type="checkbox"/>	TOH JONATHAN	G****619W	Sub-Admin	Active	
<input type="checkbox"/>	TERRI MANDEL	G****738Q	User	Active	
<input type="checkbox"/>	LI VIRDI	F****017T	User	Active	
<input type="checkbox"/>	JOHN TAN	S****070I	User	Active	
<input type="checkbox"/>	SARAH LEE	G****887K	Sub-Admin	Pending Activation	
<input type="checkbox"/>	EE VIRDI	Y****978F	User	Suspended	
<input type="checkbox"/>	TOH	S****082B	Admin	Terminated	
<input type="checkbox"/>	LEE MEGAN	B****539I	Enquiry User	Terminated	



INLAND REVENUE
AUTHORITY
OF SINGAPORE

1

Be Corppass
Ready

2

Obtain Corppass
Authorisation From Clients

3

Assign e-Services to Staff

4

Manage Your Clients

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

<div></div>	UEN / Entity ID	Entity Name	Govt. Agency	Client e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<div><div></div></div>	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](#)

<input type="checkbox"/>	UEN / Entity ID	Entity Name	Govt. Agency	Client e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input type="checkbox"/>	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 									
<input type="checkbox"/>	UEN / Entity ID	Entity Name	Govt. Agency	Client e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/>	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

1

Be Corppass Ready

2

Obtain Corppass Authorisation From Clients

3

Assign e-Services to Staff

4

Manage Your Clients

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](tel:+6563353530)

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](mailto:myTaxMail@iras.gov.sg)

Helpline

- For companies: 1800-356-8622
- 8.00am to 5.00pm from Mondays to Fridays
 - Best time to call: 8.30am – 10.30am
 - Best day to call: Friday

Social Media



[Twitter.com/IRAS_SG](https://twitter.com/IRAS_SG)



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



INLAND REVENUE
AUTHORITY
OF SINGAPORE