corppass

**A Guide for Registered Officers:
Manage Corppass Admin Account**

This guide contains the following sections:

APPROVE
CORPPASS ADMIN ACCOUNT

TERMINATE
CORPPASS ADMIN ACCOUNT

APPROVE CORPPASS ADMIN ACCOUNT

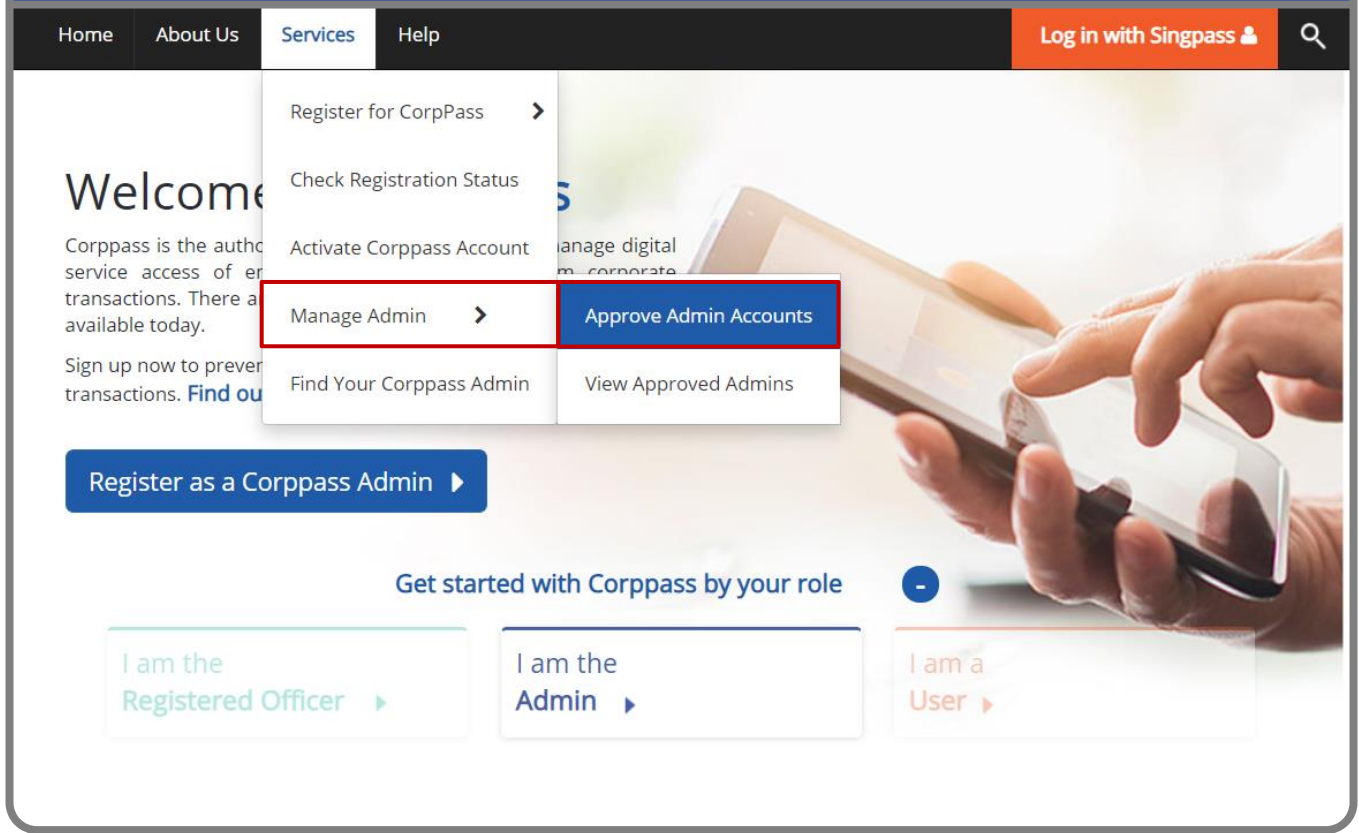# Approve Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- Under 'Services', select 'Manage Admin', followed by 'Approve Admin Accounts'.

Approve Admin Account

Step 1

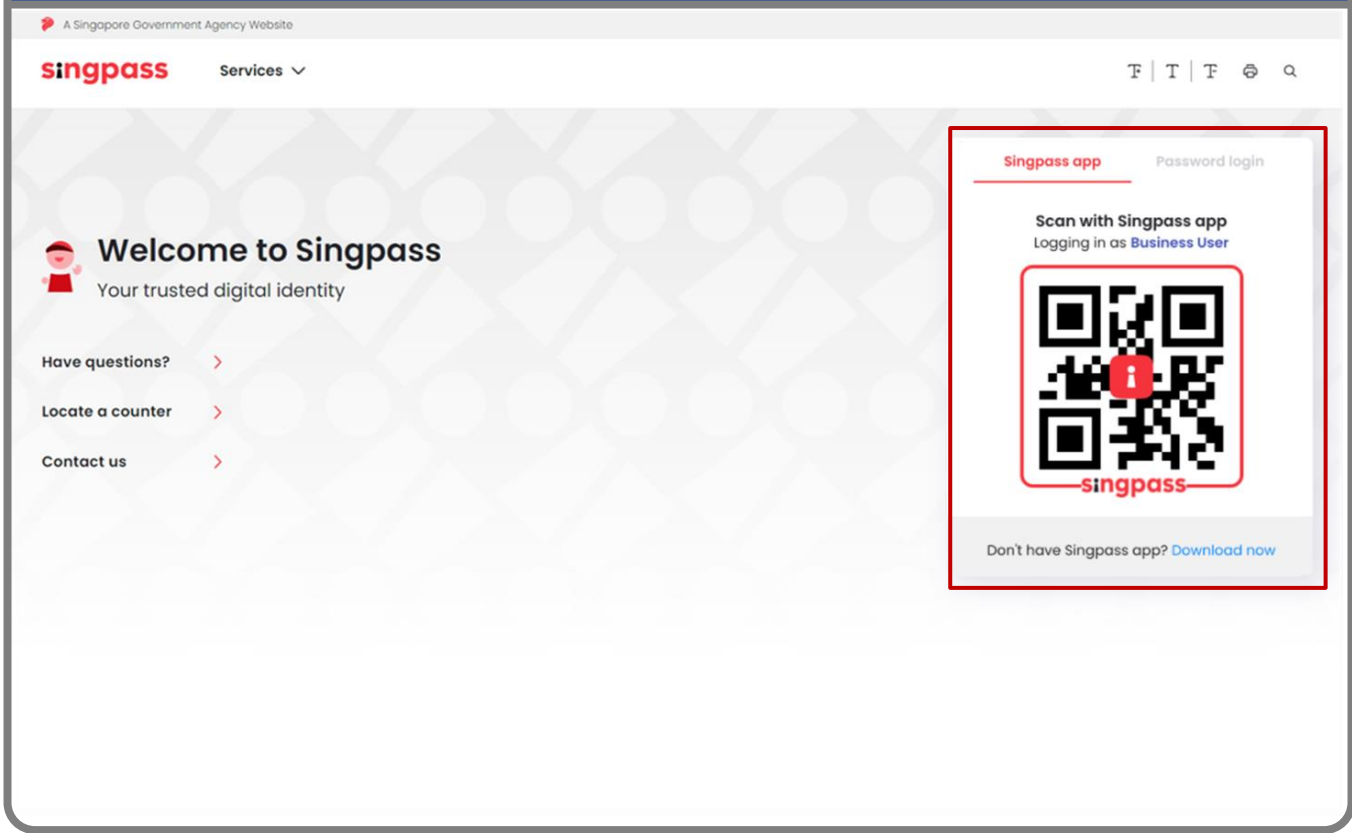| **Step 2** |
|---|

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

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

Approve Admin Account

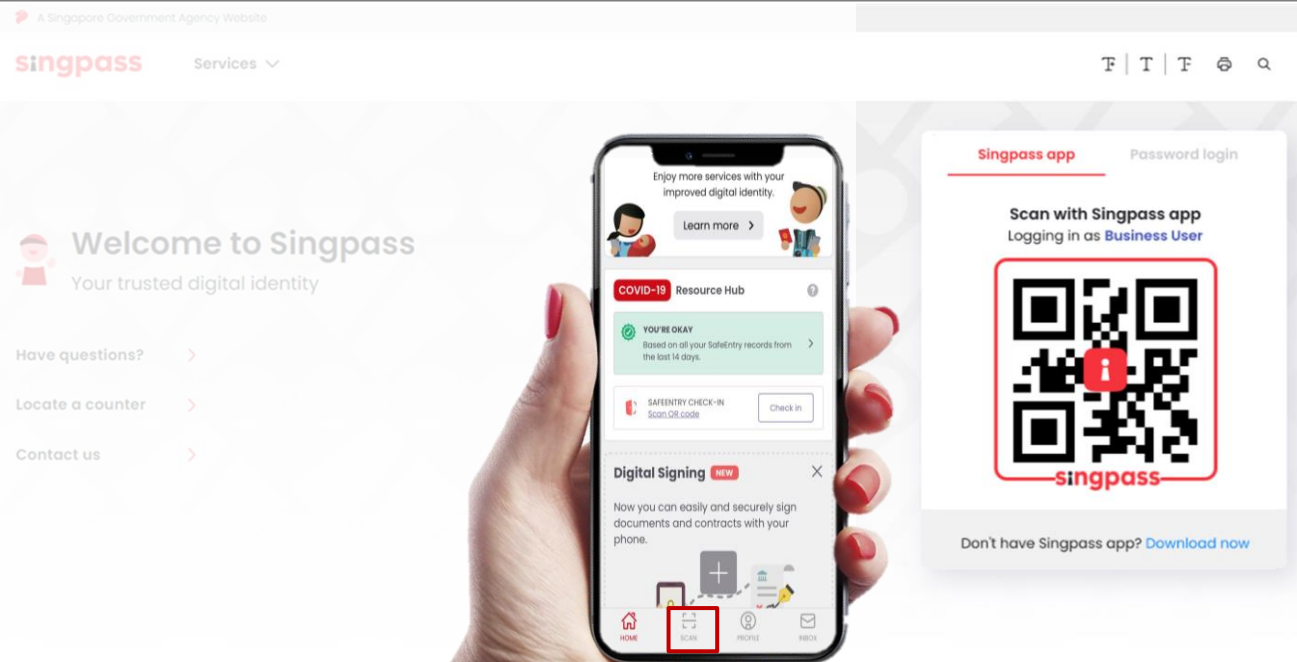| Step 1 |
|--------|
| **Step 2** |
| Step 3 |
| Step 4 |
| Step 5 |
| Step 6 |
| Step 7 |
| Step 8 |

- Launch your Singpass app. Tap the 'Scan' button to scan the QR Code on the Singpass login page.

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Approve Admin Account

Step 1

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Step 6

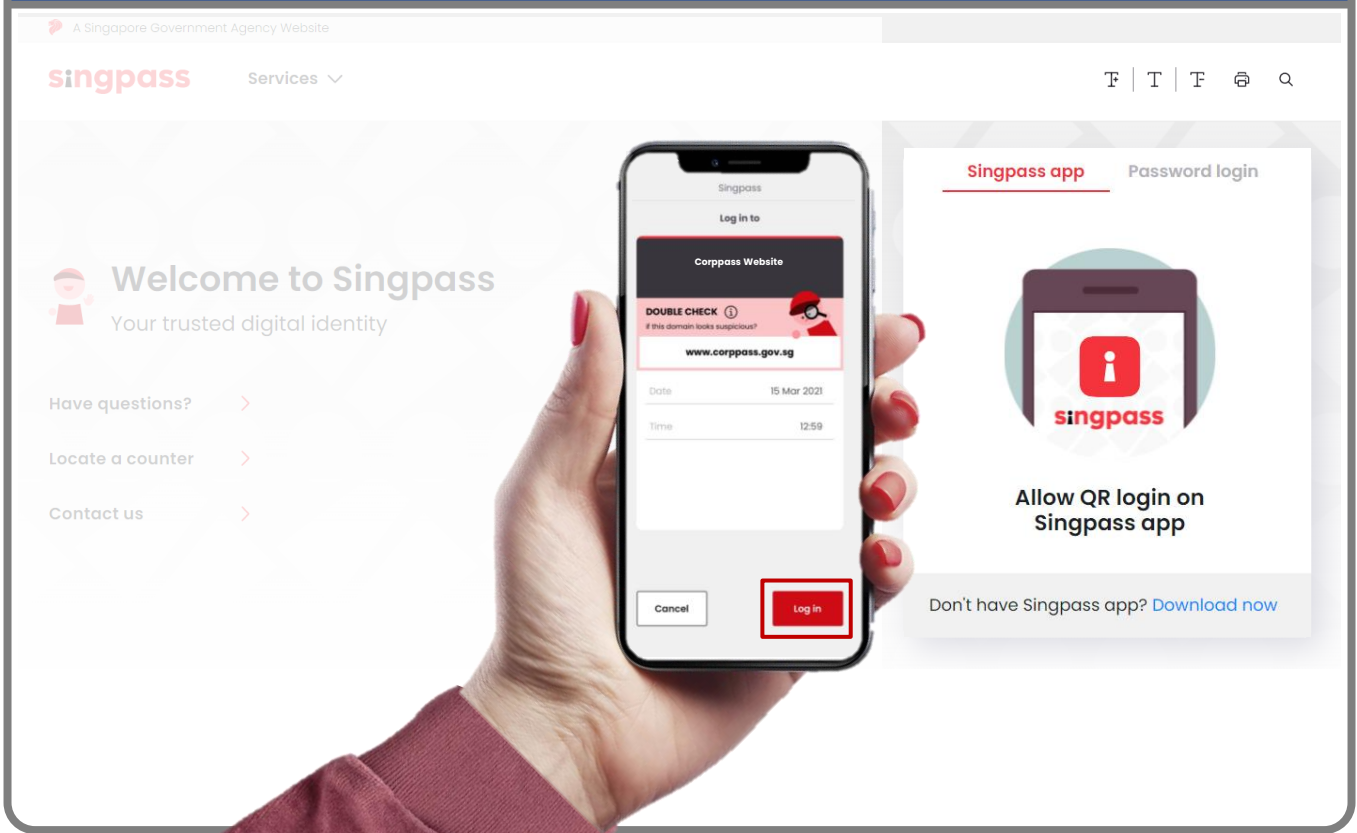| Step 7 |
|---|

Step 8

- Confirm your login request on the Singpass app by tapping on the 'Log in' button.

Note: You will be prompted to use either fingerprint (for selected smartphones), Face ID (for selected smartphones) or 6-digit passcode to verify your identity

Approve Admin Account

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• Alternatively, enter your Singpass ID & Password.

Approve Admin Account

Step 1	
Step 2	
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Step 4	
Step 5	
Step 6	
Step 7	
Step 8	

- You may choose to verify your identity using SMS OTP. Enter the 6-digit One-Time Password (OTP) at your registered mobile number.

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singpass

SMS OTP   Face verification

Enter the 6-digit One-time Password (OTP) sent to your mobile number (****6022). Not your mobile number?

OTP: [OTP]

Submit

If you do not receive an OTP on your mobile device within 30 seconds, please click on the "Resend OTP" button here:

Resend OTP

Approve Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

• Or verify your identity using Face Verification. Select 'Continue'.

SMS OTP   **Face verification**

⚠ **Please note:**
Use another authentification method if you are sensitive to flashing lights.

① In the next screen, click "Begin Scan".

② Keep still as the camera locates your face.

③ The screen will flash a series of colored lights.

Click here to find out more about Singpass Face verification.

Continue

Approve Admin Account

| Step 1 |
| Step 2 |
| Step 3 |
| Step 4 |
| Step 5 |
| Step 6 |
| Step 7 |
| Step 8 |

- Read the guidelines and click 'Begin Scan' to proceed.

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SMS OTP   **Face verification**

Here are some guidelines. Find out more here.

⊘ Clear glasses   ⊘ Keep headgear and hair off face   ⊘ Indoor lighting   ⊘ Keep mouth closed

⊘ Tinted glasses   ⊘ Cover your face   ⊘ Very bright lighting   ⊘ Smile widely

Look into the front camera and select "Begin Scan".

By selecting "Begin Scan", you are allowing us to match your photo with the government's biometrics database based on the Terms of Use.

Back   **Begin Scan**

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Approve Admin Account

- Follow the instructions provided while the scanning takes place.

singpass

Press Esc to exit full screen

Keep still

Note: Face Verification does not require any setup and is only available on desktop and mobile browsers. It requires the user to have a front-facing camera on their device when accessing digital services.

Approve Admin Account

| Step 1 |
| Step 2 |
| **Step 3** |
| Step 4 |
| Step 5 |
| Step 6 |
| Step 7 |
| Step 8 |

- After logging in, you will arrive at the 'Approve Admin Account' page. Select the 'Manage Request' link for the Admin request you wish to approve or reject.

| Home | Manage Admin | Help | | Log Out 👤 | 🔍 |

Home / Approve Admin Account

Approve Admin Account

The following Corppass Admin Accounts are pending your approval.

🔽 Filter Search 🔍 ⬇️

Date of Registration ⇅	UEN / Entity ID ⇅	Entity Name ⇅	NRIC / FIN / Foreign ID No. ⇅	Applicant Name ⇅	Action
25/01/2021	79039907E	Complicated Cake Marketing	S****446I	PHANG GRABRIEL	Manage Request
28/01/2021	79039907E	Complicated Cake Marketing	S****321P	AASHIKA	Manage Request

Showing 1 to 2 of 2 items

Approve Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- Review details of the user.

Home   Manage Admin   Help   Log Out 👤   🔍

Home / Approve Admin Account

Approve Admin Account

Review the following details before approving the Admin Account.

Entity Detail

Unique Entity Number (UEN)   79039907E

Corppass Admin Contact Details

Full Name   **PHANG GRABRIEL**

NRIC / FIN / Foreign ID No   S****446I

Country of Issuance   **Singapore**

Email   PHANGGRABRIEL@abc.com

Mobile No   93380679

Registered Officer Authorisation

Method of Approval   Request online approval from Registered Officer

Approve Admin Account

Step 1	
Step 2	
Step 3	
Step 4	
Step 5	
Step 6	
Step 7	
Step 8	

• Decide to either approve or reject the registration.

Full Name	**PHANG GRABRIEL**
NRIC / FIN / Foreign ID No	S****446I
Country of Issuance	Singapore
Email	PHANGGRABRIEL@abc.com
Mobile No	93380679

Registered Officer Authorisation

Method of Approval	Request online approval from Registered Officer
Registered Officer's identity Number	S****132H
Registered Officer's Email	deepa@mailinator.com

Request e-Service Access

All e-Services' access will be assigned to the Corppass Admin upon Registered Officer's approval.

Approve / Reject Admin Account

◉ Approve Admin Account   OR   ○ Reject Admin Account   ← **Reject Admin Account**

↑
Approve Admin Account

Cancel   Submit

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Approve Admin Account

Step 1	• If you select 'Reject Admin Account', please provide a reason for doing so. The requestor will be notified of the rejection reason.

| Step 1 |
| Step 2 |
| Step 3 |
| Step 4 |
| Step 5 |
| **Step 6** |
| Step 7 |
| Step 8 |

NRIC / FIN / Foreign ID No	S****446I
Country of Issuance	Singapore
Email	PHANGGRABRIEL@abc.com
Mobile No	93380679

Registered Officer Authorisation

Method of Approval	Request online approval from Registered Officer
Registered Officer's identity Number	S****132H
Registered Officer's Email	deepa@mailinator.com

Request e-Service Access

All e-Services' access will be assigned to the Corppass Admin upon Registered Officer's approval.

e.g. 'The person is not authorised to access the company records as an Admin'

Approve / Reject Admin Account

◯ Approve Admin Account   OR   ⦿ Reject Admin Account

Reason for Rejection* [   ]

Cancel   **Submit**

Approve Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- Click 'Submit'.

Full Name	**PHANG GRABRIEL**
NRIC / FIN / Foreign ID No	**S****446I**
Country of Issuance	**Singapore**
Email	**PHANGGRABRIEL@abc.com**
Mobile No	**93380679**

Registered Officer Authorisation

Method of Approval	**Request online approval from Registered Officer**
Registered Officer's identity Number	**S****132H**
Registered Officer's Email	**deepa@mailinator.com**

Request e-Service Access

All e-Services' access will be assigned to the Corppass Admin upon Registered Officer's approval.

Approve / Reject Admin Account

◉ Approve Admin Account   OR   ◯ Reject Admin Account

Cancel   **Submit**

Approve Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- You should receive a confirmation message that the Admin account has been approved or rejected.

| Home | Manage Admin | Help | Log Out 👤 | 🔍 |

Home / Approve Admin Account

✅ You have approved PHANG GABRIEL as the Corppass Admin of 79039907E, Complicated Cake Marketing.

A notification email will be sent to the applicant and you.

Return to Approve Admin Account

TERMINATE CORPPASS ADMIN ACCOUNT

Terminate Corppass Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

- Under 'Services', select 'Manage Admin', followed by 'View Approved Admins'.
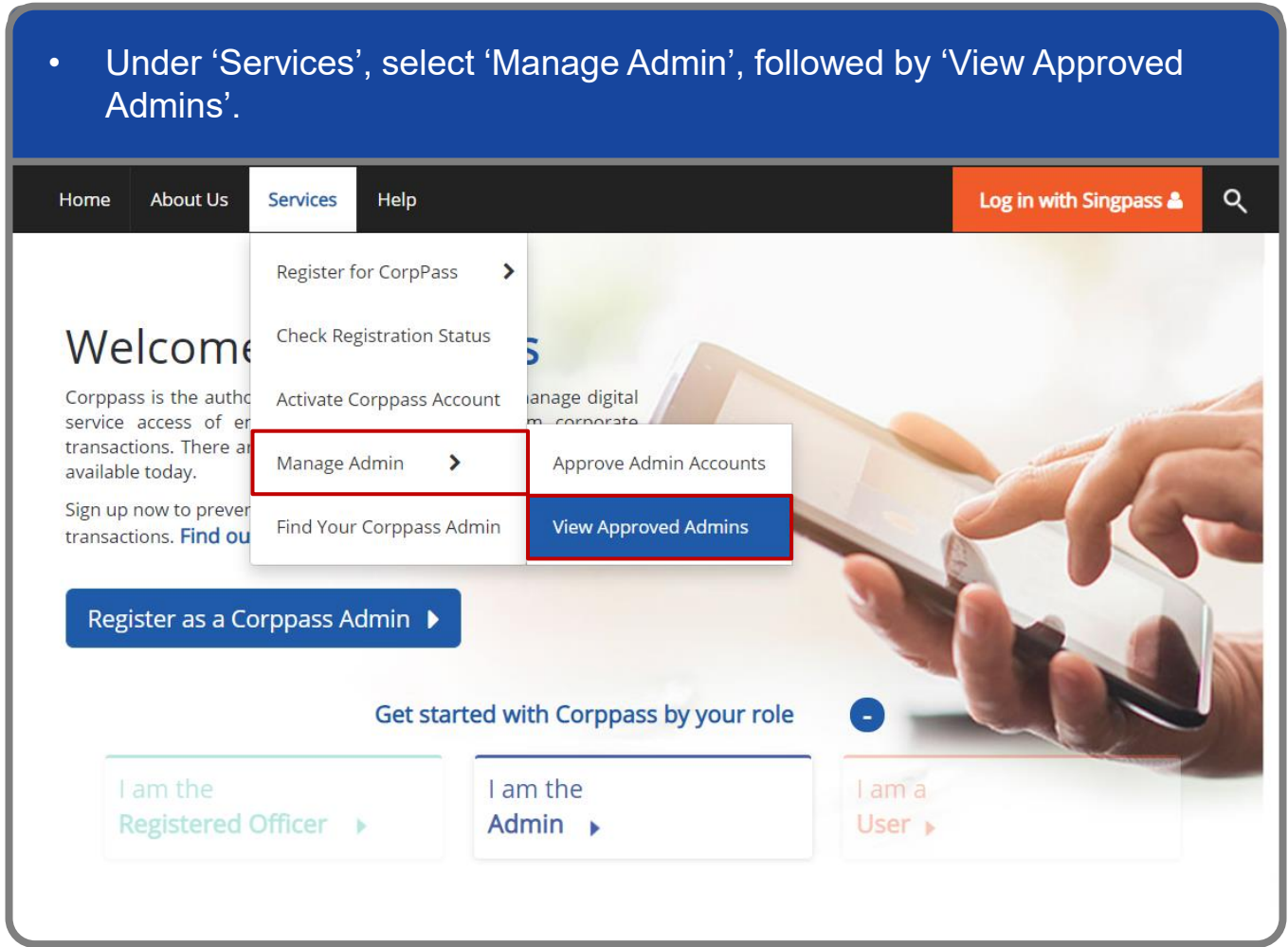
Terminate Corppass Admin Account

| Step 1 |
| Step 2 |
| Step 3 |
| Step 4 |
| Step 5 |

- Follow the steps illustrated on slides 5-12 to log in to Corppass Portal, and you will arrive at the 'View Approved Admins' page.

Terminate Corppass Admin Account

| Step 1 |
| Step 2 |
| **Step 3** |
| Step 4 |
| Step 5 |

• Click 'Terminate' to terminate Corppass Admin.

Individuals who no longer represent the entity or no longer are in a position to manage Corppass for the entity should be removed.

Terminate Corppass Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

- Details of the Corppass Admin will be displayed. Enter the reason for terminating the Corppass Admin's account (e.g. 'Admin has left the company'), then click 'Terminate'.

Home / View Approved Admins

Terminate Admin Account

* - denotes mandatory fields

Entity Detail

Unique Entity Number (UEN)   79039907E

Admin Contact Details

Full Name   **VINCENT QUEK**

NRIC / FIN / Foreign ID No.   **G****500P**

Email   **VINCENTQUEK@abc.com**

Mobile No.

Reason for termination* [   ]

Back   Terminate

Terminate Corppass Admin Account

Step 1	
Step 2	
Step 3	
Step 4	
Step 5	

- In the event that the Corppass Admin Account you are trying to terminate is the only active account for your entity, you will be prompted with an alert.

To retain your entity's Corppass, you need to have at least one active Corppass Admin.

Terminate Corppass Admin Account

| Step 1 |
| Step 2 |
| Step 3 |
| Step 4 |
| **Step 5** |

- A confirmation message will indicate that the Corppass Admin account has been terminated successfully.

You have terminated Vincent Quek as the Corppass Admin of Complicated Cake Marketing (UEN / Entity ID: 79039907E).

A notification email will be sent to the Corppass Admin and yourself.

Next Step

Nominate Corppass Admin
For security reasons, ensure there is at least one registered Corppass Admin.

View Corppass Admin

- END -

Updated as of Jan 2023