

Guide for Registered Officers from Sole Proprietors: Manage Corppass Admin Accounts *(for Singapore Registered Sole Proprietors)*

This guide contains the following sections:

APPROVE A CORPPASS ADMIN APPLICATION

TERMINATE A CORPPASS ADMIN ACCOUNT

APPROVE A CORPPASS ADMIN APPLICATION

Approve An Admin Application

Step 1

Step 2

Step 3

Step 4

Step 5

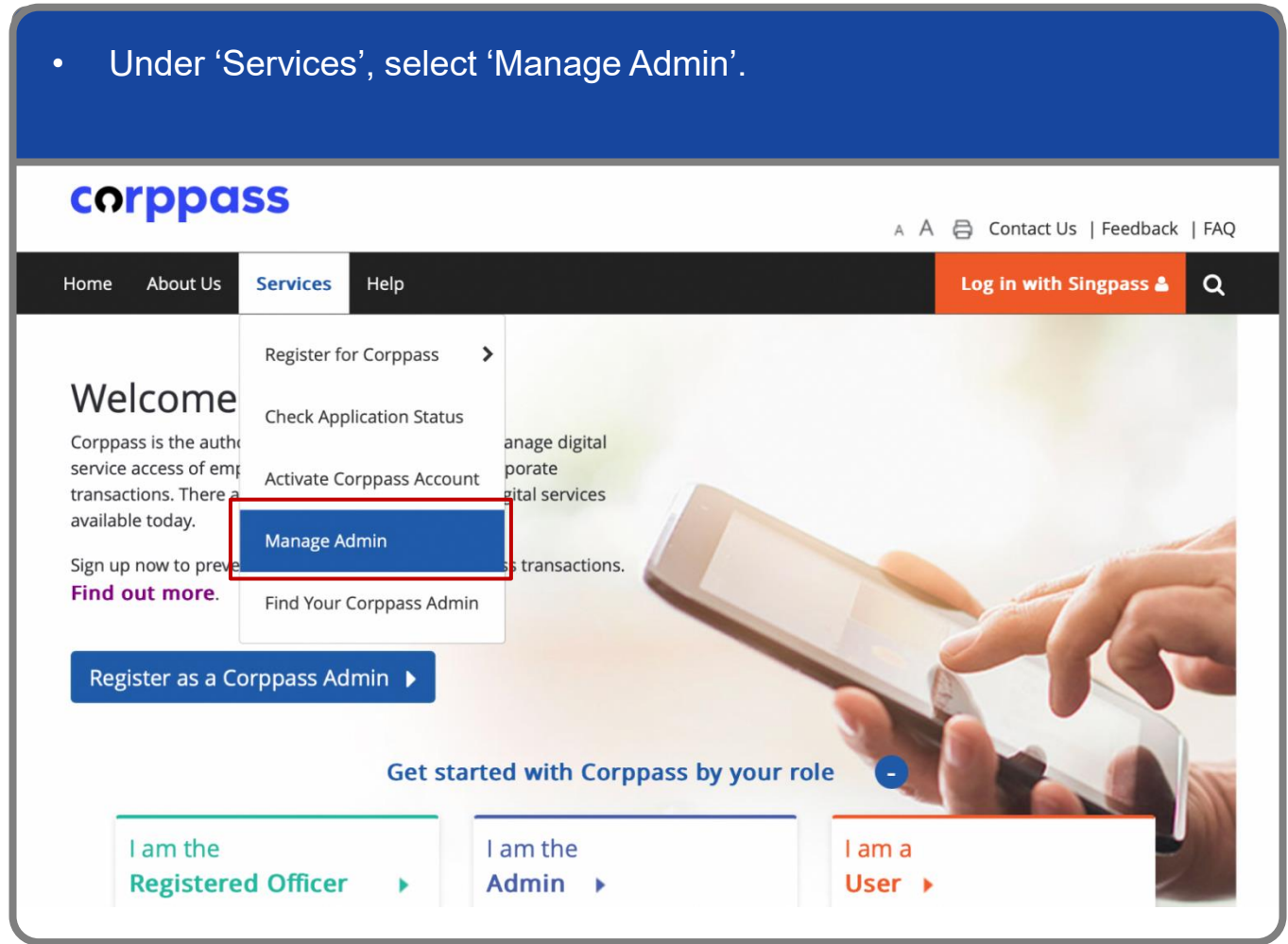
Step 6

Step 7

Step 8

Step 9

- Under 'Services', select 'Manage Admin'.



Approve An Admin Application

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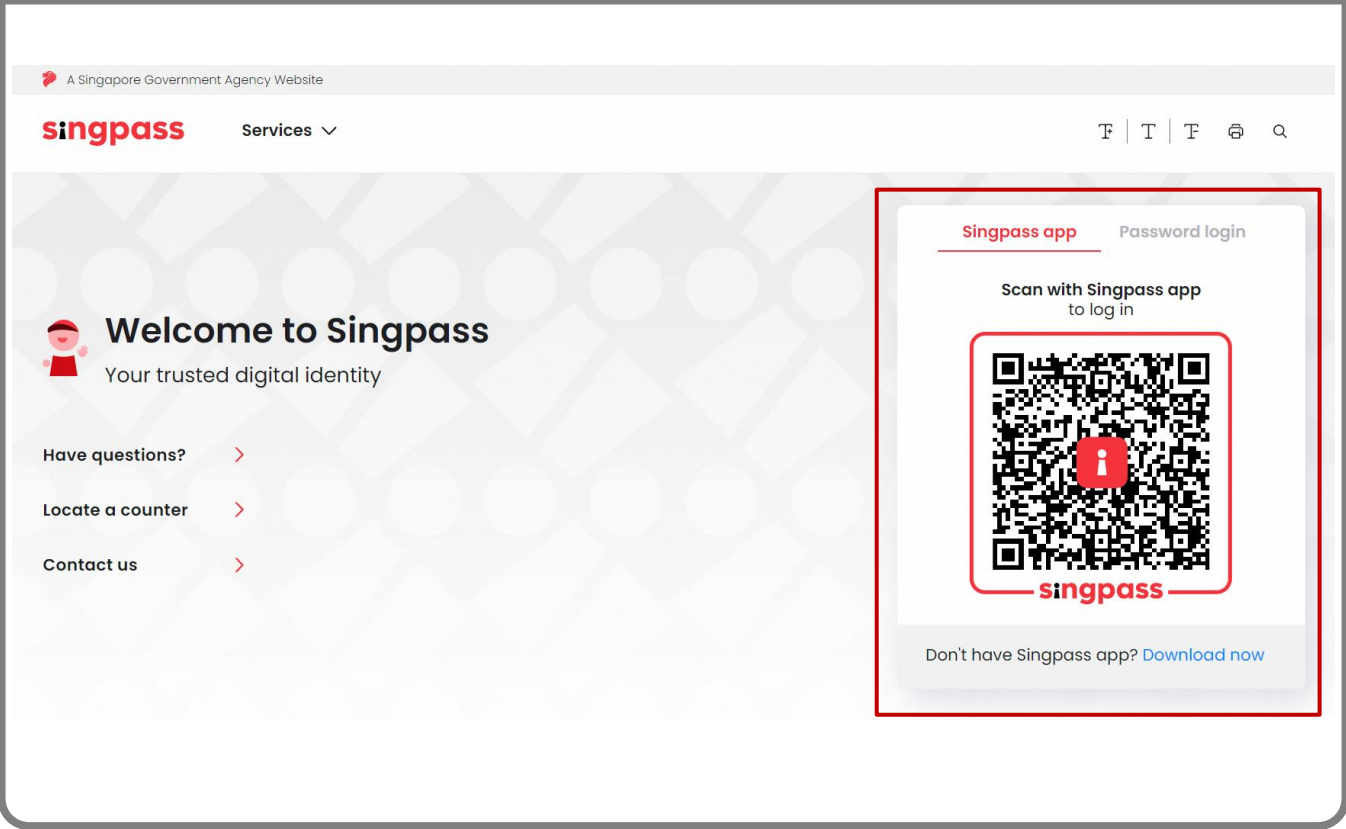
Step 6

Step 7

Step 8

Step 9

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



Approve An Admin Application

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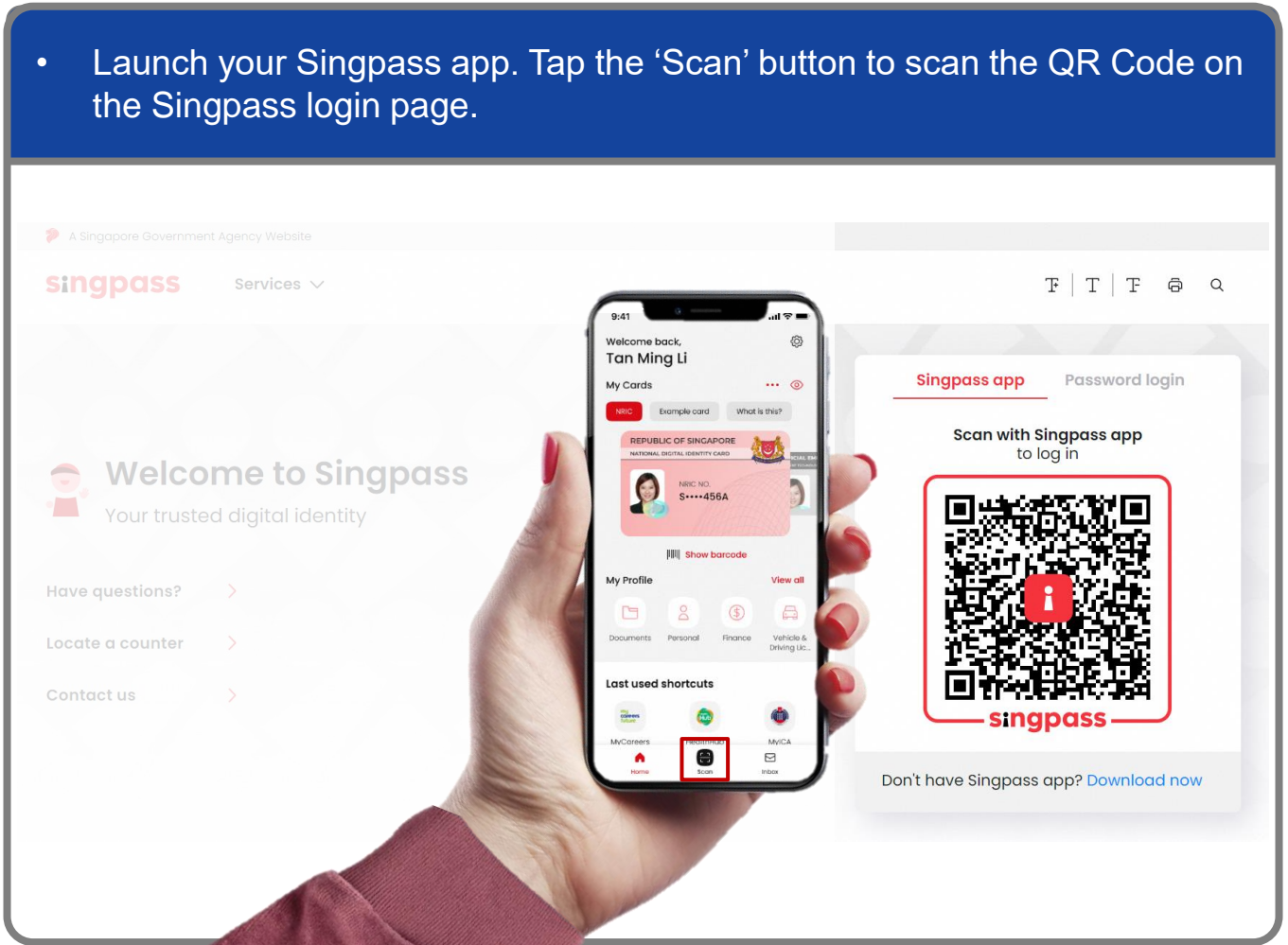
Step 6

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Step 9

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



Approve An Admin Application

Step 1

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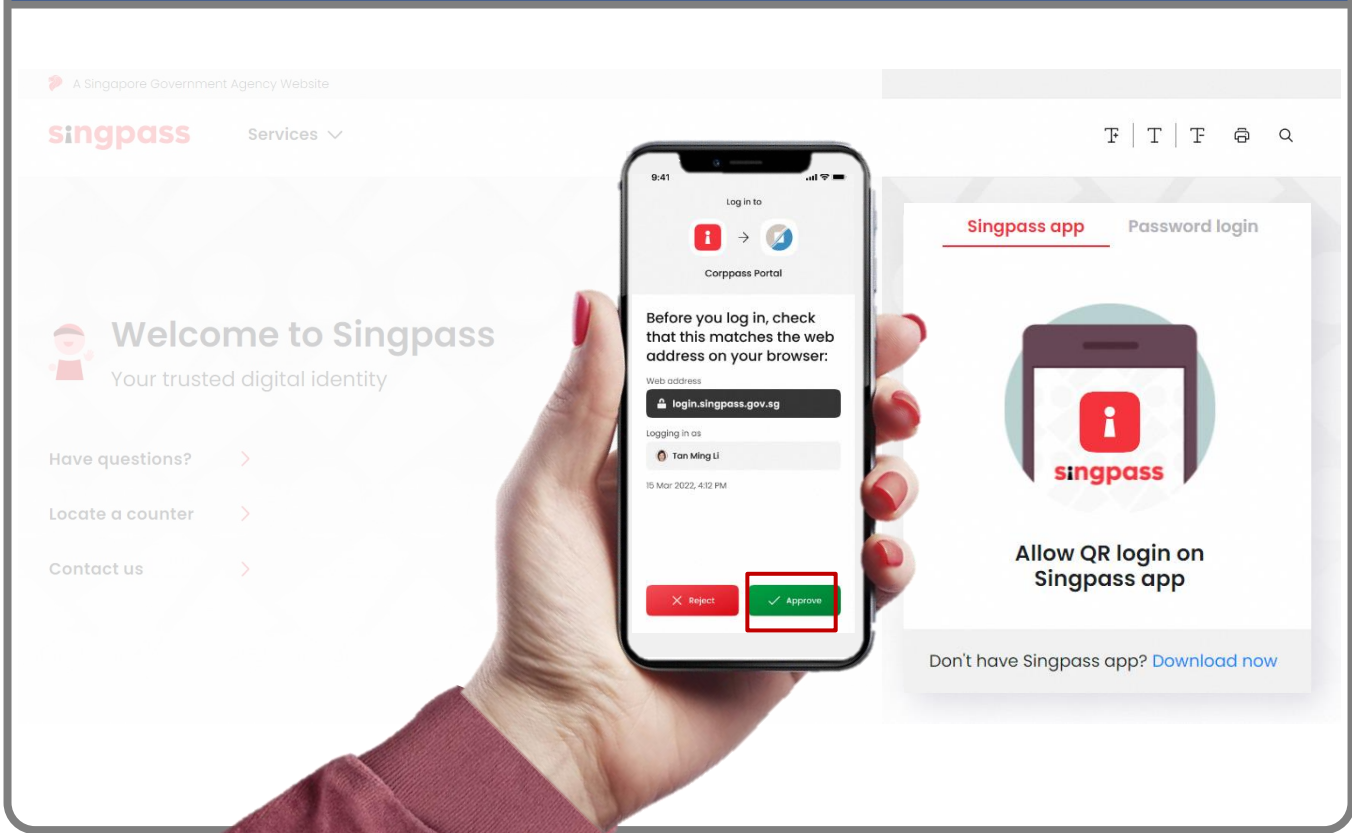
Step 6

Step 7

Step 8

Step 9

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



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

Approve An Admin Application

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- Alternatively, enter your Singpass ID & Password.

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singpass Services ▾

T | T | F | 0 | Q

 **Welcome to Singpass**
Your trusted digital identity

Have questions? >

Locate a counter >

Contact us >

Singpass app Password login

Log in

Singpass ID

Password

Log in

[Forgot Singpass ID](#) [Reset password](#)

Register for Singpass

Approve An Admin Application

Step 1

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- You may choose to verify your identity using SMS OTP. Enter the 6-digit One-Time Password (OTP) sent to 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 An Admin Application

Step 1

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Step 8

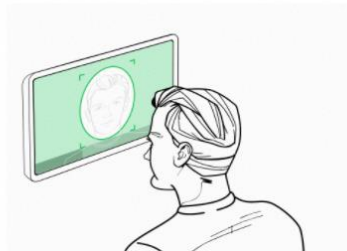
Step 9

- Or verify your identity using Singpass Face Verification. Select 'Continue'.

SMS OTP Face verification

Please note:
Use another authentication 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 An Admin Application

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Step 9









- If you opted for Singpass Face Verification, read the guidelines and select '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](#).

Approve An Admin Application

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- Follow the instructions provided while the scanning takes place.

singpass

Press **Esc** to exit full screen

Keep still

Note: Singpass 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 An Admin Application

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Step 7

Step 8

Step 9

- After logging in, you will arrive at the 'Manage Admins' page. Go to the 'Applications' tab, and select 'Manage' for the Admin application you wish to approve or reject.

corppass

Welcome Damien Sim Wei Ke

[Home](#) [Manage Admins](#) [Help](#)

[Log out](#) 

[Home](#) / [Manage Admins](#)


Manage Admins

Applications (4)

[Admins](#)



For Sole Proprietorship (Individual) entities, only 'Owner' Registered Officers can view or approve Admin applications. [Read more](#)

Expiry date 	UEN/Entity ID	Entity name	Applicant name	Action
25 Mar 2023 Expiring	105627481N	Awesome Company Pte Ltd	Tan Ming Li	Manage
05 Apr 2023	79039907E	Complicated Cake Marketing	Sarah Chan Lee Ming	Manage
15 Apr 2023	79039907E	Complicated Cake Marketing	Raihan Nazir Bin Mohammed	Manage
20 May 2023	T2IU8152E	Red Alphs Worldwide Inc.	Santhi Sathyamoorthi	Manage

Approve An Admin Application

Step 1

Step 2

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Step 5

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Step 7

Step 8

Step 9

- Review details of the applicant.

Approve an Admin application

1. Review and approve

2. Sign with Singpass

Application details

Reference ID
92210713330486061972

Submission date
01 Jan 2023

Expiry date
30 Jan 2023 Expiring

Entity details

Unique entity number (UEN)
105627481N

Entity name
Awesome Company Pte Ltd

Applicant details

Full name as in NRIC/FIN
Tan Ming Li

NRIC/FIN
S****765A

Work email
tanmingli@awesomecompany.com

This Corppass Admin will have access to all e-Services with a few exceptions. [Find out more](#)

- ☐ By selecting the checkbox and the "Approve" button, you acknowledge that you have read, understood, and unconditionally agree to be legally bound by the terms and conditions in the [Corppass Agreement](#) and the [Letter of Authority \(for individual sole proprietor\)](#).

Please note that "you" means the Organisation accepting this Corppass Agreement and in this connection, the individual who accepts this Corppass Agreement represents and warrants that such individual has the authority to enter into this Corppass Agreement on such Organisation's behalf.

Approve An Admin Application

Step 1

Step 2

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Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

- You may approve or reject the application.

Application details

Reference ID
92210713330486061972

Submission date
01 Jan 2023

Expiry date
30 Jan 2023 Expiring

Entity details

Unique entity number (UEN)
105627481N

Entity name
Awesome Company Pte Ltd

Applicant details

Full name as in NRIC/FIN
Tan Ming Li

NRIC/FIN
S****765A

Work email
tanmingli@awesomecompany.com

This Corppass Admin will have access to all e-Services with a few exceptions. [Find out more](#)

☐ By selecting the checkbox and the "Approve" button, you acknowledge that you have read, understood, and unconditionally agree to be legally bound by the terms and conditions in the [Corppass Agreement](#) and the [Letter of Authority \(for individual sole proprietor\)](#).

Please note that "you" means the Organisation accepting this Corppass Agreement and in this connection, the individual who accepts this Corppass Agreement represents and warrants that such individual has the authority to enter into this Corppass Agreement on such Organisation's behalf.

Reject

Approve

Approve An Admin Application

Step 1

Step 2

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Step 5

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Step 7

Step 8

Step 9

- If you choose to reject the application, proceed to select 'Confirm Rejection' to complete the process. The applicant will be notified via email.

The screenshot displays the Corppass Admin interface. At the top, there's a blue header bar with the text 'If you choose to reject the application, proceed to select 'Confirm Rejection' to complete the process. The applicant will be notified via email.' Below this, the main content area shows a modal dialog box titled 'Reject application'. The dialog box contains the text 'Upon rejection, this application will be removed from your dashboard.' and two buttons: 'Cancel' and 'Confirm Rejection'. In the background, partially obscured by the dialog, is a form with fields for 'Submission date' (30 Jun 2023) and 'Expiry date' (30 Jul 2023), and a 'Company email' field with the value 'test@newuser.com'.

Approve An Admin Application

Step 1

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Step 9

- To approve the application, select the Terms of Use, Privacy Policy and Authorisation Document checkbox, then select 'Approve'.

Application details

Reference ID
92210713330486061972

Submission date
01 Jan 2023

Expiry date
30 Jan 2023 Expiring

Entity details

Unique entity number (UEN)
105627481N

Entity name
Awesome Company Pte Ltd

Applicant details

Full name as in NRIC/FIN
Tan Ming Li

NRIC/FIN
S****765A

Work email
tanmingli@awesomecompany.com

This Corppass Admin will have access to all e-Services with a few exceptions. [Find out more](#)

- ☒ By selecting the checkbox and the "Approve" button, you acknowledge that you have read, understood, and unconditionally agree to be legally bound by the terms and conditions in the [Corppass Agreement](#) and the [Letter of Authority \(for individual sole proprietor\)](#).

Please note that "you" means the Organisation accepting this Corppass Agreement and in this connection, the individual who accepts this Corppass Agreement represents and warrants that such individual has the authority to enter into this Corppass Agreement on such Organisation's behalf.

Reject

Approve

Approve An Admin Application

Step 1

Step 2

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Step 7

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Step 9

- Launch your Singpass app, and tap the 'Scan' button to scan the QR Code.

Approve an Admin application

1. Review and approve

2. Sign with Singpass

Sign with Singpass

Please ensure you have your [Singpass app](#) ready.

1. Scan the QR code below with your Singpass app.
2. Follow the instructions and complete the approval process.

Tap QR code
to authorise with Singpass app



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

Note: You will only be required to Sign with Singpass on the Singpass app when approving a Corppass Admin.

Approve An Admin Application

Step 1

Step 2

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- You will be brought to an 'Authorise this transaction' screen on your Singpass app. Tap on "Authorise" to complete the approval process.

Approve an Admin application

1. Review and approve

2. Sign with Singpass

Sign with Singpass

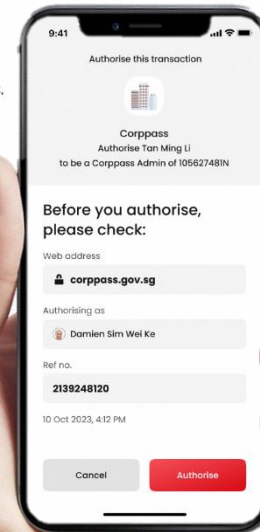
Please ensure you have your [Singpass app](#) ready.

1. Scan the QR code below with your Singpass app.
2. Follow the instructions and complete the approval process.

Tap QR code
to authorise with Singpass app



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



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 An Admin Application

Step 1

Step 2

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Step 5

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Step 7

Step 8

Step 9

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

This Admin application has been approved.

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

Status: Approved

Applicant: Tan Ming Li

Company: Awesome Company Pte Ltd (UEN 10562781N)

[Return to Approve Admin accounts](#)

TERMINATE A CORPPASS ADMIN ACCOUNT

Terminate An Admin Account

Step 1

Step 2

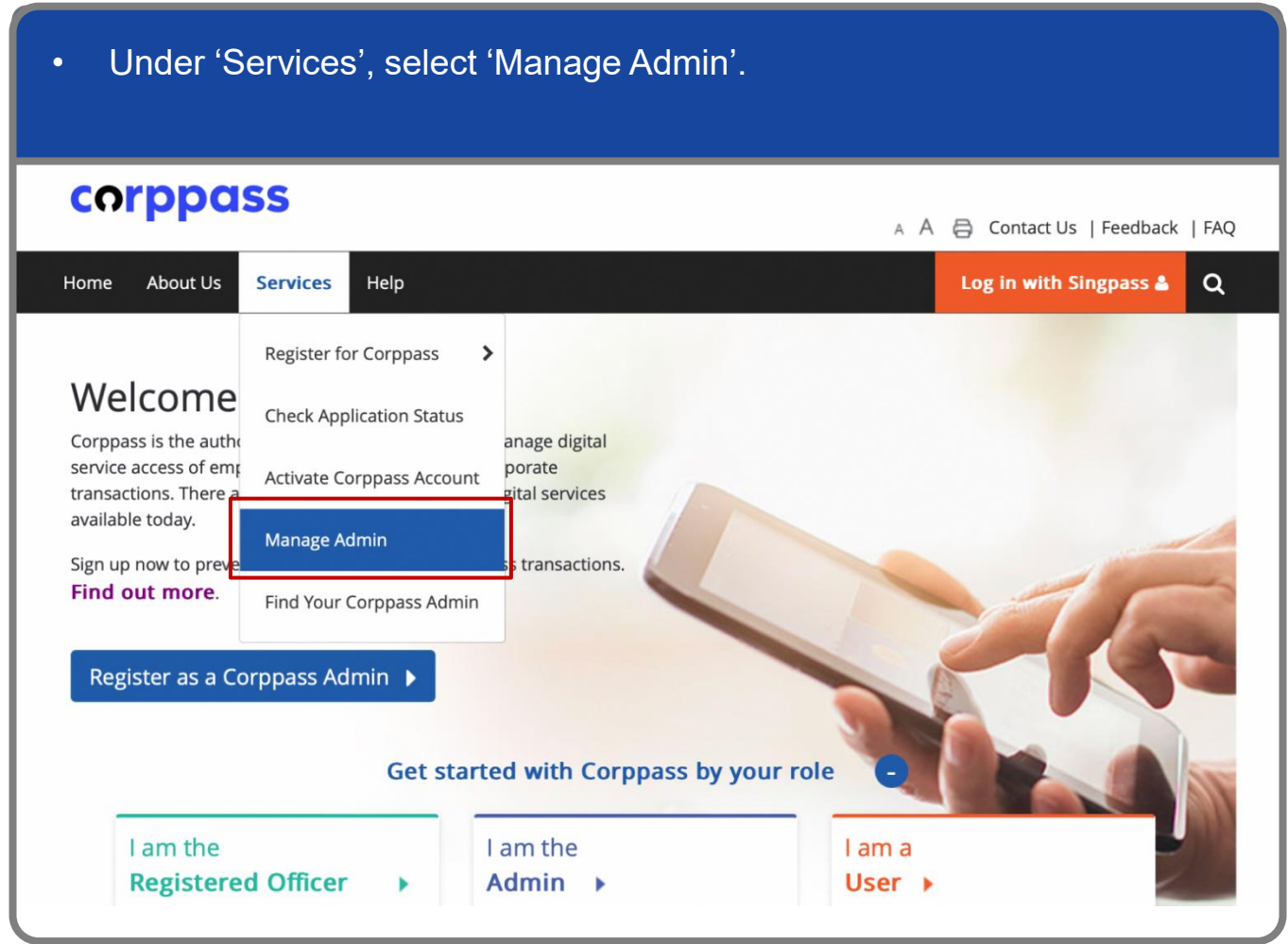
Step 3

Step 4

Step 5

Step 6

- Under 'Services', select 'Manage Admin'.



Terminate An Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

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

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Welcome Damien Sim Wei Ke

[Home](#) [Manage Admins](#) [Help](#)

[Log out](#) 

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Manage Admins

Applications (4)

[Admins](#)

UEN/Entity ID	Entity name	Admin name	Action
105627481N	Awesome Company Pte Ltd	Yang Kai De	Manage
T21UF8152E	Red Alphs Worldwide Inc.	Jane Tan	Manage

Terminate An Admin Account

Step 1

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- Select 'Manage' to view the details of the Corppass Admin you wish to terminate.

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Manage Admins

Applications (4)

Admins

UEN/Entity ID	Entity name	Admin name	Action
105627481N	Awesome Company Pte Ltd	Yang Kai De	Manage
T21UF8152E	Red Alphs Worldwide Inc.	Jane Tan	Manage

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

Terminate An Admin Account

Step 1

Step 2

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Step 6

- 'Manage an Admin account' page will be displayed. Select 'Terminate'.

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Welcome Damien Sim Wei Ke

[Home](#) [Manage Admins](#) [Help](#)

[Log in with Singpass](#)

[Home](#) / [Manage Admins](#) / **Manage an Admin account**

Manage an Admin account

Entity details

Unique entity number (UEN)
105627481N

Entity name
Awesome Company Pte Ltd

Admin details

Full name as in NRIC/FIN
Yang Kai De

NRIC/FIN
S**234A**

Work email
yangkaide@awesomecompany.com

Terminate

Terminate An Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

- The 'Reason for termination' pop up will appear. Enter the reason for terminating the Corppass Admin's account (e.g. 'Admin has left the company'), then select 'Submit'.

The screenshot displays the Corppass Admin interface. At the top, there is a navigation bar with 'Admins' and 'Help' links, and a 'Log in' button on the right. Below the navigation bar, the main content area shows a 'Reason for termination' pop-up dialog. The dialog has a title 'Reason for termination' and a text input field with the placeholder 'Enter reason for termination'. Below the input field are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red border. In the background, the 'Admins' page is visible, showing a list of admin accounts with columns for 'Name', 'NRIC/FIN', and 'Work email'. The 'NRIC/FIN' column shows 'S****234A' and the 'Work email' column shows 'yangkaide@awesomecompany.c'.

Terminate An Admin Account

Step 1

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Step 6


- 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.

The screenshot shows the Corppass Admin interface with a modal dialog titled "Reason for termination". The dialog contains a red warning icon and a message: "This is the last Corppass Admin registered to Awesome Company Pte Ltd. Each Corppass entity must have at least one Corppass Admin. To prevent suspension, please ensure your entity has at least one registered Corppass Admin at all times." Below the message is a text input field labeled "Enter reason for termination". At the bottom right of the dialog are "Cancel" and "Submit" buttons. A red arrow points from the text "To retain your entity's Corppass, you need to have at least one active Corppass Admin." to the warning message. The background interface shows a navigation bar with "Admins" and "Help" links, and a "Log Out" button. The main content area shows a list of admin accounts with columns for "Admins / M", "Number (UEN)", and "RIC/FIN". The bottom of the interface shows a session ID "S****234A" and a user email "yangkaide@awesomecompany."

Admins Help Log Out

Admins / M

Reason for termination

 This is the last Corppass Admin registered to Awesome Company Pte Ltd. Each Corppass entity must have at least one Corppass Admin. To prevent suspension, please ensure your entity has at least one registered Corppass Admin at all times.

Enter reason for termination

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

Cancel Submit

S****234A yangkaide@awesomecompany.

Terminate An Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

- You should receive a confirmation message that the Admin account has been terminated.

This Admin account has been terminated.

A notification email will be sent to the Admin.

Status: **Terminated**

Admin: Yang Kai De

Company: Awesome Company Pte Ltd (UEN 10562781N)

[Return to Manage Admins](#)

- END -

Updated as of April 2024