**corppass**

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**A Guide for Corppass Admins:**
**Corppass Admin Registration (For Singapore Registered Entities)**
*For Corppass Admins who are not Registered Officers of the Entity*

# Corppass Admin Registration

| Step 1 |
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| Step 2 |
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| Step 3 |
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| Step 5 |
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| Step 6 |
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| Step 7 |
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- Click 'Register as a Corppass Admin'.



Home    About Us    Services    Help                    Log in with Singpass 👤    🔍

## Welcome to Corppass

Corppass is the authorisation system for entities to manage digital service access of employees who need to perform corporate transactions. There are more than 200 government digital services available today.

Sign up now to prevent any disruption to your business transactions. **Find out more.**

Register as a Corppass Admin ▶

Get started with Corppass by your role    −

| I am the **Registered Officer** ▶ | I am the **Admin** ▶ | I am a **User** ▶ |
| --- | --- | --- |

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# Corppass Admin Registration

| Step 1 |
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| **Step 2** |
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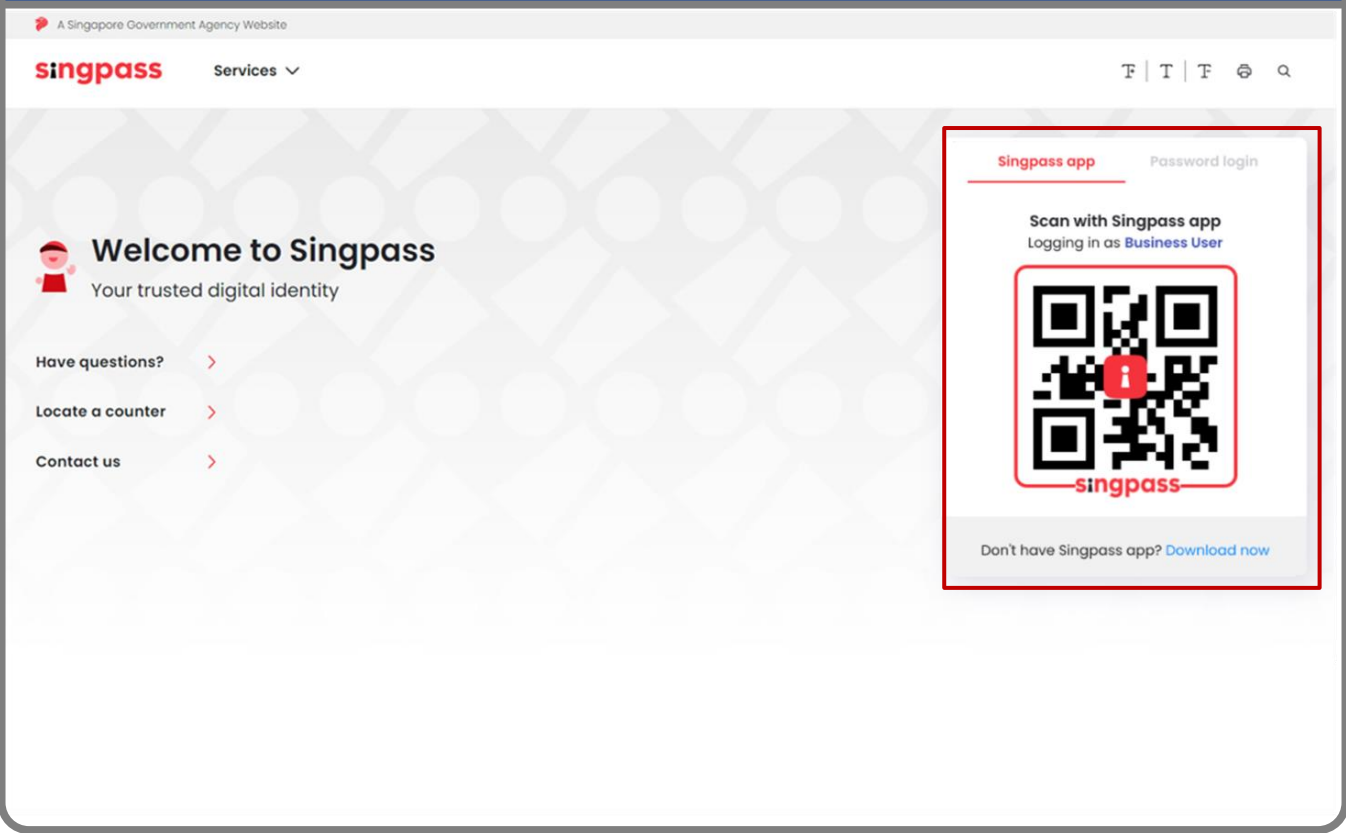| Step 3 |
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| Step 4 |
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| Step 5 |
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| Step 6 |
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| Step 7 |
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• You will be redirected to the Singpass login page. Log in by scanning the QR code using your Singpass app.
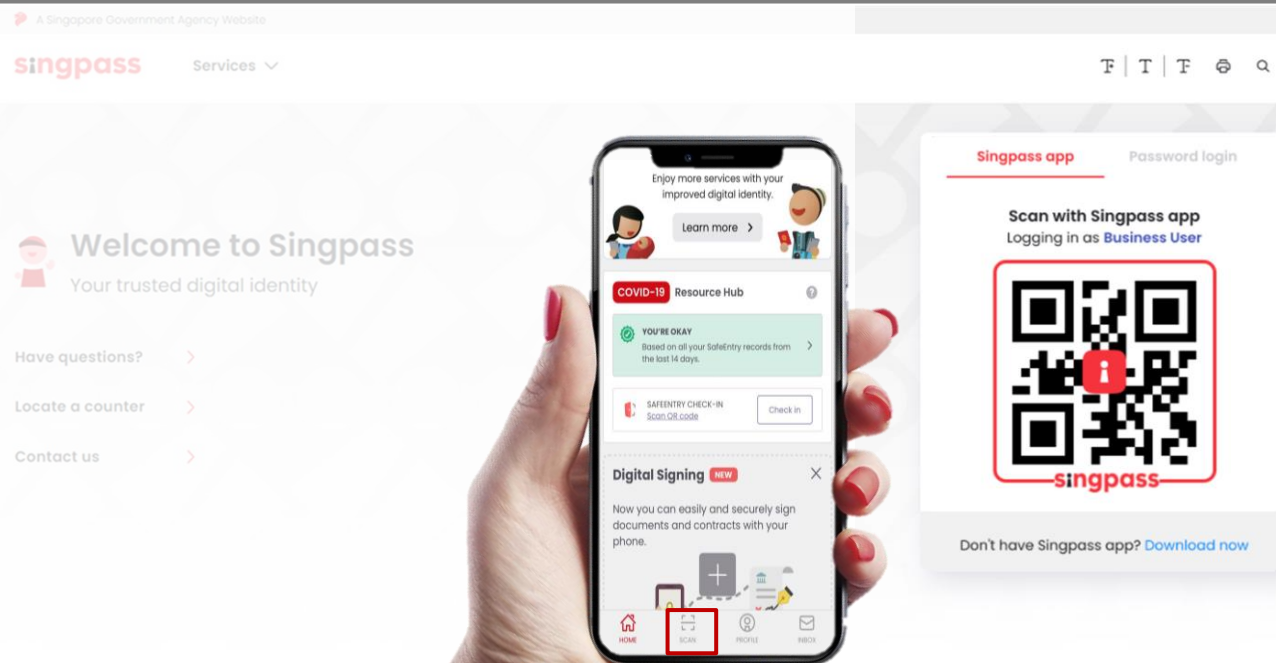
# Corppass Admin Registration

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| Step 7 |

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

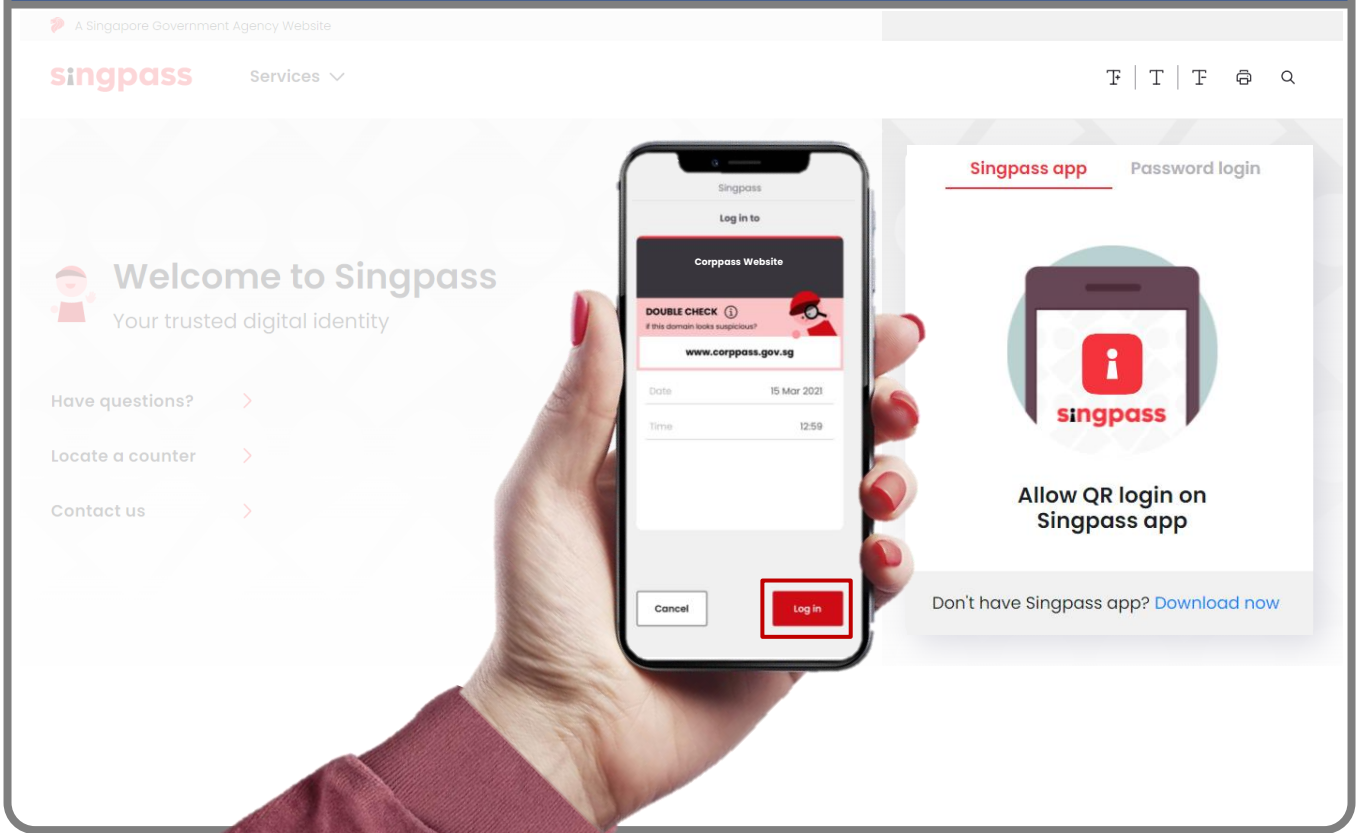# Corppass Admin Registration

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- 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

# Corppass Admin Registration

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- Alternatively, enter your Singpass ID & Password.

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# Corppass Admin Registration

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

A Singapore Government Agency Website

**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

# Corppass Admin Registration

| Step 1 |
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| Step 7 |
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- 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**

# Corppass Admin Registration

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



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**singpass**

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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- 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.

# Corppass Admin Registration

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**Scroll down to continue**

- After logging in, you will arrive at 'Register Admin Account' page. Enter the entity UEN you are registering to be an admin for.

| Home | About Us | Services | Help | | **Log in with Singpass** 👤 | 🔍 |

Home / Register Admin Account

## Register Admin Account

① • • • • ②
Enter        Review
Details      & Submit

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

\* - denotes mandatory fields

**Enter Entity Detail**

Unique Entity Number (UEN)\*ⓘ

Example: 12345678X, 201612345X, T16PQ1234X

**Enter Your Contact Details**

Full Name    **PHANG GABRIEL**

**Note:** You may see a drop-down list of UEN in this step for all entities you are being appointed Registered Officer for.

# Corppass Admin Registration

• Enter the contact details (email address & mobile number) you wish to register on Corppass.

**Enter Your Contact Details**

**Your full name as per NRIC / FIN, and your email address will be auto-populated**

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

**Enter your contact details.**

**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

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# Corppass Admin Registration

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| Step 1 |
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- Your Registered Officer can provide online approval (Option A), or sign a 'Letter of Authorisation' (Option B), which needs to be uploaded.

Request Registered Officer (RO) Authorisation ⓘ

**Option A**

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.) ← **Option B**

| 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** (PDF, 601.9 KB) available on Corppass with my Admin Account.
Note:
- Selected e-Services (e.g. **CPF e-Submission** and **SSGWSG e-Services**) need to be manually assigned to your Corppass account as they require additional setup details.
- The full list of these exceptions can be found **here**. Please contact the relevant agencies for more information.

Cancel   Next

**Note:** This step is only applicable for individuals who are <u>NOT</u> Registered Officers of the UEN and who are registering for a Corppass Admin account.

# Corppass Admin Registration

| Step 1 |
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- You can choose to be granted access to all digital services (currently onboard and to be onboarded in future) for your Corppass Admin account. Click 'Next' to proceed.

**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** (PDF, 601.9 KB) available on Corppass with my Admin Account.
Note:
- Selected e-Services (e.g. **CPF e-Submission** and **SSGWSG e-Services**) need to be manually assigned to your Corppass account as they require additional setup details.
- The full list of these exceptions can be found **here**. Please contact the relevant agencies for more information.

Cancel    **Next**

**Note:** e-Service is also known as digital service

# Corppass Admin Registration

| | |
|---|---|
| Step 1 | •   Review your registration details before submitting. |
| Step 2 | |
| Step 3 | |
| Step 4 | |
| Step 5 | |
| **Step 6** | |
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Home    About Us    Services    Help      **Log in with Singpass** 🔍

Home / Register Admin Account

## Register Admin Account

✓ • • • • ② 
Enter Details      Review & Submit

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

**Entity Detail**

| | |
|---|---|
| Unique Entity Number (UEN) | 79039907E |

**Admin Contact Details**

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

# Corppass Admin Registration

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|---|---|
| Step 1 | • Read and agree to the 'Terms of Use', then click 'Submit'. |
| Step 2 | |
| Step 3 | |
| Step 4 | |
| Step 5 | |
| **Step 6** | |
| Step 7 | |

Email  PHANGGABRIEL@abc.com

Mobile No.  98765432

**Registered Officer Authorization**

Method of Approval  Request online approval from Registered Officer

Registered Officer's Identity No. Last 5 Characters  0446I

Registered Officer's Email  abc@abc.com

**e-Service Access**

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

☐ I have read and given my consent to the **Terms of Use**.

Back    Submit

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.

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# Corppass Admin Registration

**Step 7**

- A confirmation message will indicate that your registration has been submitted.

| Home | About Us | Services | Help | | **Log in with Singpass** 👤 | 🔍 |

Home / Register Admin Account

✅ **Your registration for a Corppass Administrator Account has been submitted.**
An email to request for approval has been sent to your entity's Registered Officer.

**Next Step**

📄✓

Wait for approval from your Registered Officer.
Online approval must be provided within 30 days.

**If you selected the 'Online Approval' method, you will have to await approval from your entity's Registered Officer.**

**OR**

**If you selected the 'Letter of Authorisation' method, you will have to await approval from the Central Administrator.**

**Note:** After your Corppass Admin account has been approved, you will receive an email on the next steps. Follow the instructions on that email.

# - END -

Updated as of April 2021