



## **Guide for Users: Corppass Admin Application**

***W.e.f. 1 December 2023 for applicants who are not Registered Officers of  
Singapore Registered Entities  
(For Sole Proprietors, please refer to a separate guide)***

## Corppass Admin Application

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- Click 'Register as a Corppass Admin'.



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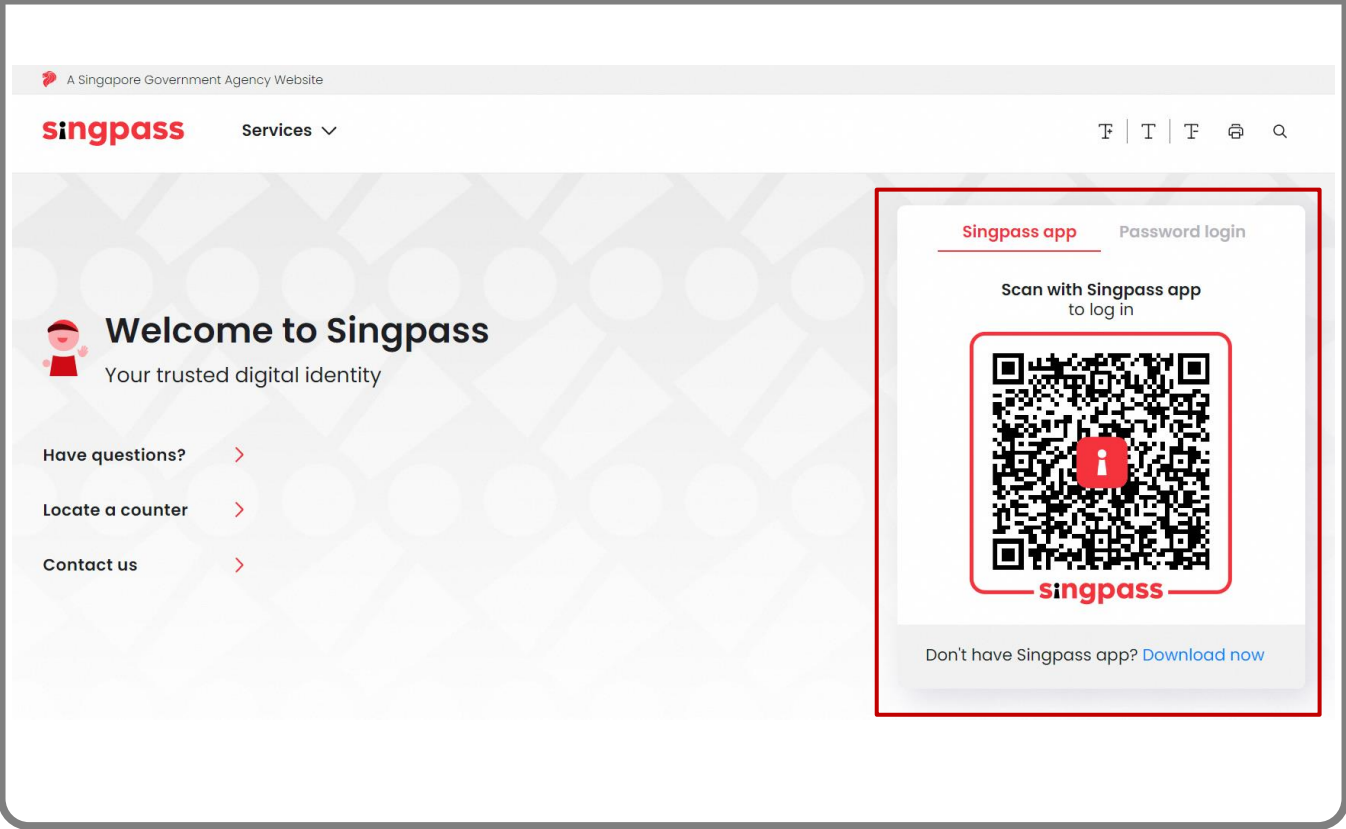
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- You will be redirected to the Singpass login page. Log in by scanning the QR code with your Singpass app.



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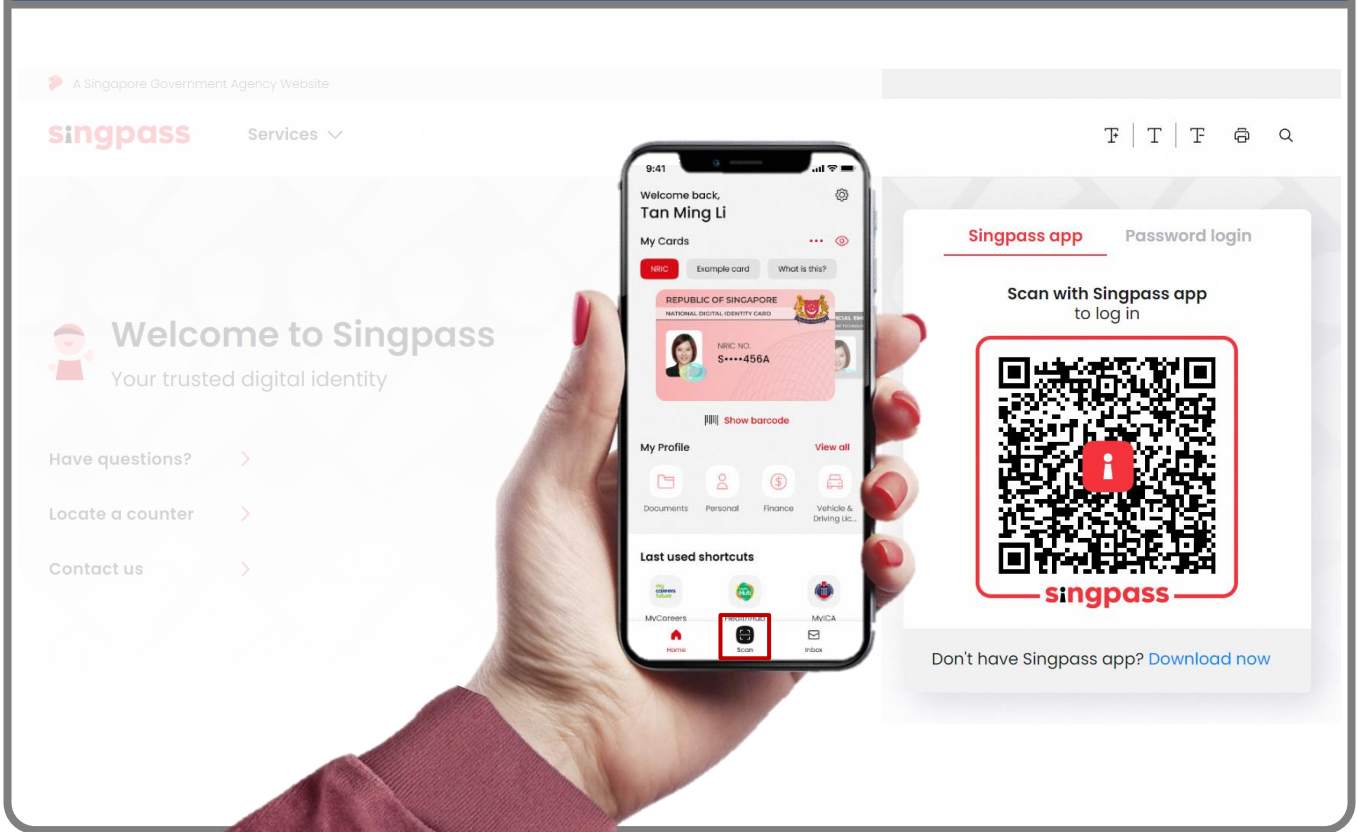
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- Launch your Singpass app. Tap the 'Scan' button to scan the QR Code on the Singpass login page.



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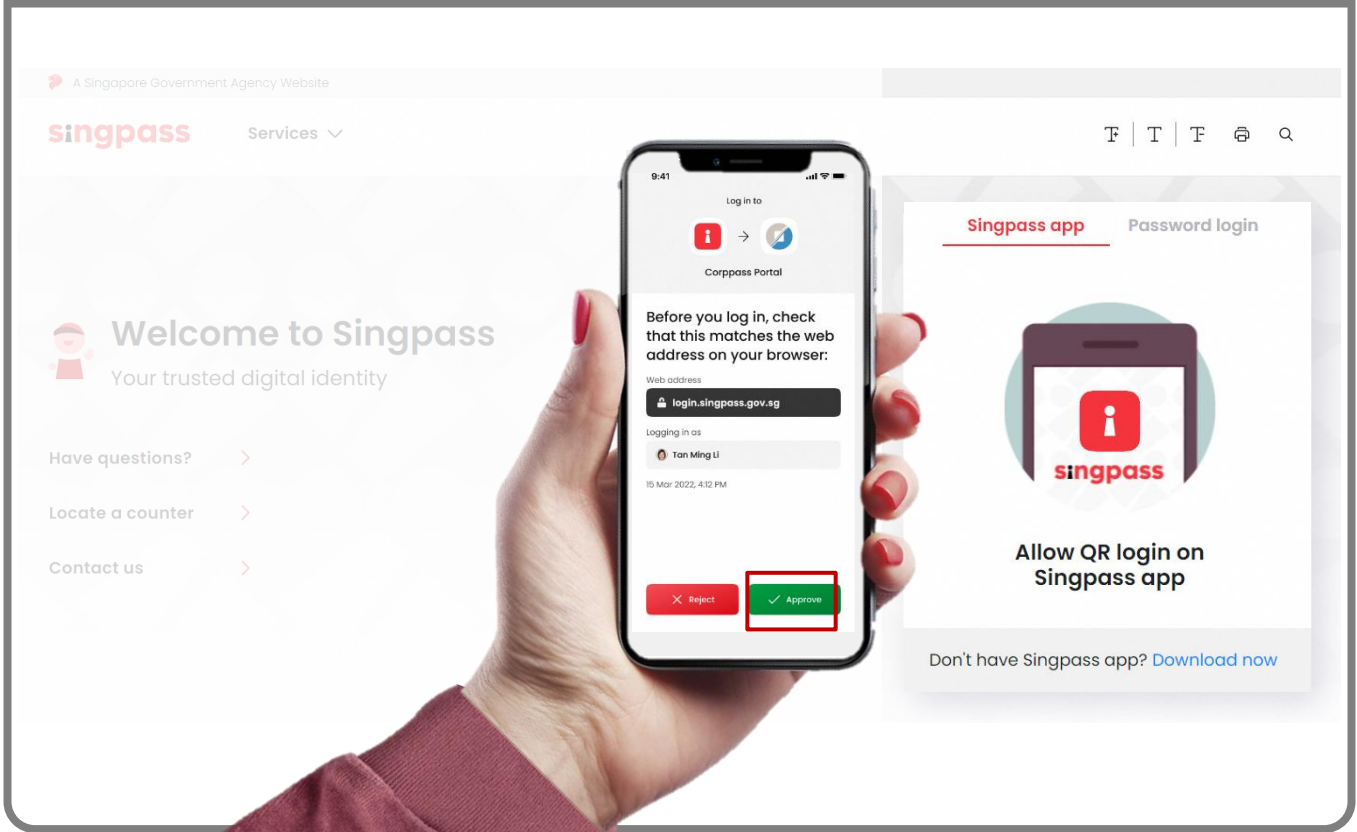
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- Confirm your login request on the Singpass app by tapping on the 'Approve' button.



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

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- Alternatively, enter your Singpass ID & Password.

A Singapore Government Agency Website

**singpass** Services ▾

T | T | F | 6 | 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



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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

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- 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



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- 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](#).

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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:** 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.

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- After logging in to Corppass, read the instructions. Click 'Begin application' to proceed.

### Apply for an Admin account

This form will take about 5 minutes to complete.

**Please ensure:**

1. You are the appointed Corppass Admin for your entity.
2. You hold a Singapore NRIC or FIN.
3. The information of your Registered Officers is updated in ACRA.
4. For newly-registered entities, please wait at least one day before you apply.

Begin application

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- Enter your Unique Entity Number (UEN) in the input box. Click 'Next' to proceed.

### Apply for an Admin account

1. Enter entity detail

2. Enter and verify email

3. Enter Registered Officer's email

4. Review and submit

#### Enter entity detail

Unique entity number (UEN) <sup>Ⓞ</sup>

Enter UEN

Next

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Scroll down to continue



- On this page, the entity UEN will be non-editable. Scroll down to continue.

Home

About Us

Services

Help

Log in with Singpass



Home / Register Admin Account

### Register Admin Account



Enter  
UEN



Enter  
Details



Review  
& Submit

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

\* - denotes mandatory fields

#### Enter Entity Detail

Unique Entity Number (UEN)

ZW1234567

#### Enter Your Contact Details

Full Name

STG NRIC DEEPA S9936132H

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- 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

STG NRIC DEEPA S9936132H

Email\*

S99236132H@abc.com

Confirm Email\*

Mobile No.

90983930

**Enter your contact details.**

Request Registered Officer (RO) Authorisation ⓘ

Request Online Approval by Registered Officer

**\*Immediate account creation upon online confirmation by Registered RO**

Registered Officer's Identity No.

Last 5 Characters\*

ⓘ

e.g 4567D of S1234567D

Registered Officer's Email\*

ⓘ

abc@abc.com



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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 ⓘ

Request Online Approval by Registered Officer

**\*Immediate account creation upon online confirmation by Registered RO**

Registered Officer's Identity No.

Last 5 Characters\*

e.g 4567D of S1234567D

Registered Officer's Email\* ⓘ

abc@abc.com

 Add another Registered Officer

Requesting for admin registration via Registered Officer (RO) Authorisation is recommended. Option to upload Letter of Authorisation manually is available [here](#)

\*It will take at least five working days to process the Admin account via this mode.

Option A

Option B

### 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.

**Note:** This step is only applicable for individuals who are NOT Registered Officers of the UEN and who are registering for a Corppass Admin account and there is EXISTING Registered Officers under this UEN.



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### • Sample Screen for Option B

#### Request Registered Officer (RO) Authorisation ⓘ

Select one of the two options:

#### Option A

☐ Request Online Approval by Registered Officer \*Immediate account creation upon online confirmation by Registered RO OR

☒ Upload Letter of Authorisation and RO's Identity Document (Click [here](#) (PDF, 881.7 KB) to download letter template.)

\*It will take at least five working days to process the Admin account via this mode.

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

#### 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.

**Note:** This step is only applicable for individuals who choose to sign a 'Letter of Authorisation (Option B) or the entered entity UEN does not have any Registered Officer (Option A will be disabled).

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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.

Registered Officer's Identity No.  
Last 5 Characters\*

e.g 4567D of S1234567D

Registered Officer's Email\*

abc@abc.com

[+](#) Add another Registered Officer

Requesting for admin registration via Registered Officer (RO) Authorisation is recommended. Option to upload Letter of Authorisation manually is available [here](#)

\*It will take at least five working days to process the Admin account via this mode.

### 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.  
You can click on the Cancel button if you want to re-enter entity UEN. Next button will be shown after clicking on Search button.

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- Review your application details before submitting.

### 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)   ZW1234567

#### Admin Contact Details

Full Name   STG NRIC DEEPA S9936132H

Email   S99236132H@abc.com

Mobile No.   90983930

#### Registered Officer Authorization

Method of Approval   Request online approval from Registered Officer

Registered Officer's Identity No.  
Last 5 Characters   0099G

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- Read and agree to the 'Corppass Agreement', then click 'Submit'.

### Admin Contact Details

|            |                          |
|------------|--------------------------|
| Full Name  | STG NRIC DEEPA S9936132H |
| Email      | S99236132H@abc.com       |
| Mobile No. | 90983930                 |

### Registered Officer Authorization

|  |   |
|--|---|
| Method of Approval                                     | Request online approval from Registered Officer |
| Registered Officer's Identity No.<br>Last 5 Characters | 0099G   |
| Registered Officer's Email                             | spcp.transoffice@accenture.com                  |

### e-Service Access

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

☐ By selecting the checkbox and the "Submit" button, you acknowledge that you have read, understood, and unconditionally agree to be legally bound by the terms and conditions in the [Corppass Agreement](#).

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.

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Submit

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

The screenshot shows the Corppass Admin Application 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, the breadcrumb trail reads 'Home / Register Admin Account'. The main content area features a large green checkmark icon on the left, followed by the text 'Your registration for a Corppass Administrator Account has been submitted.' and a sub-message: 'An email to request for approval has been sent to your entity's Registered Officer.' Below this, there is a 'Next Step' section with a document icon and a red box around it. The text inside the red box says 'Wait for approval from your Registered Officer. Online approval must be provided within 30 days.' A red arrow points from this box to two red text blocks on the right. The first block says 'If you have selected the 'Online Approval' method, you will have to await approval from your entity's Registered Officer.' The second block says 'If you have selected the 'Letter of Authorisation' method, you will have to await approval from the Central Administrator.'

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 approval from your entity's Registered Officer.**

**If you have 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 December 2023