A Guide for Corppass Admins & Sub-Admins:
Set Up and Assign Users' Digital Service Access

This guide contains the following sections:

SELECT ENTITY'S DIGITAL SERVICES

ASSIGN DIGITAL SERVICES

EDIT ENTITY'S DIGITAL SERVICES

SELECT ENTITY'S DIGITAL SERVICES

Log In to Corppass Portal

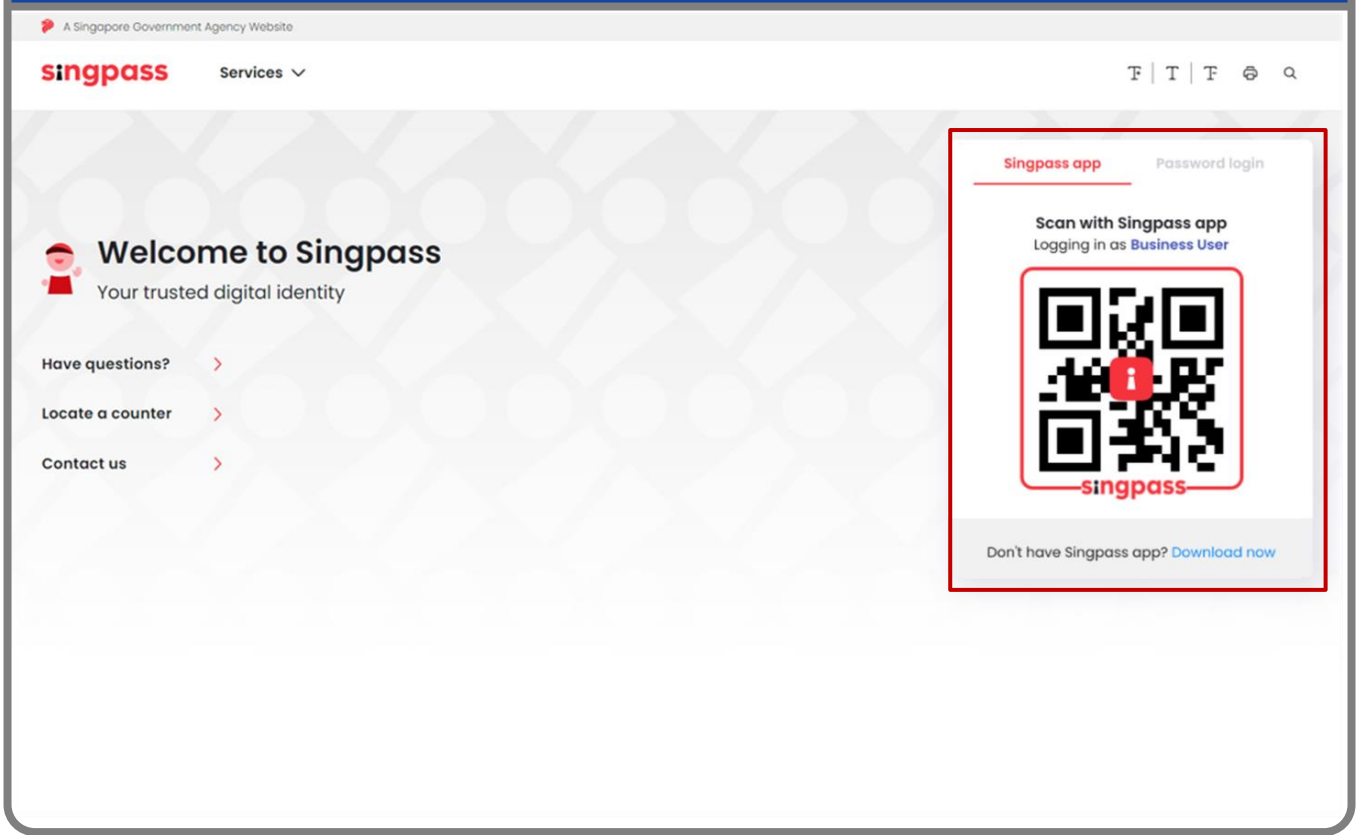| Step 1 |
| :-- |

Step 2

- Select 'Log in with Singpass'.

Log In to Corppass Portal

Step 1

Step 2

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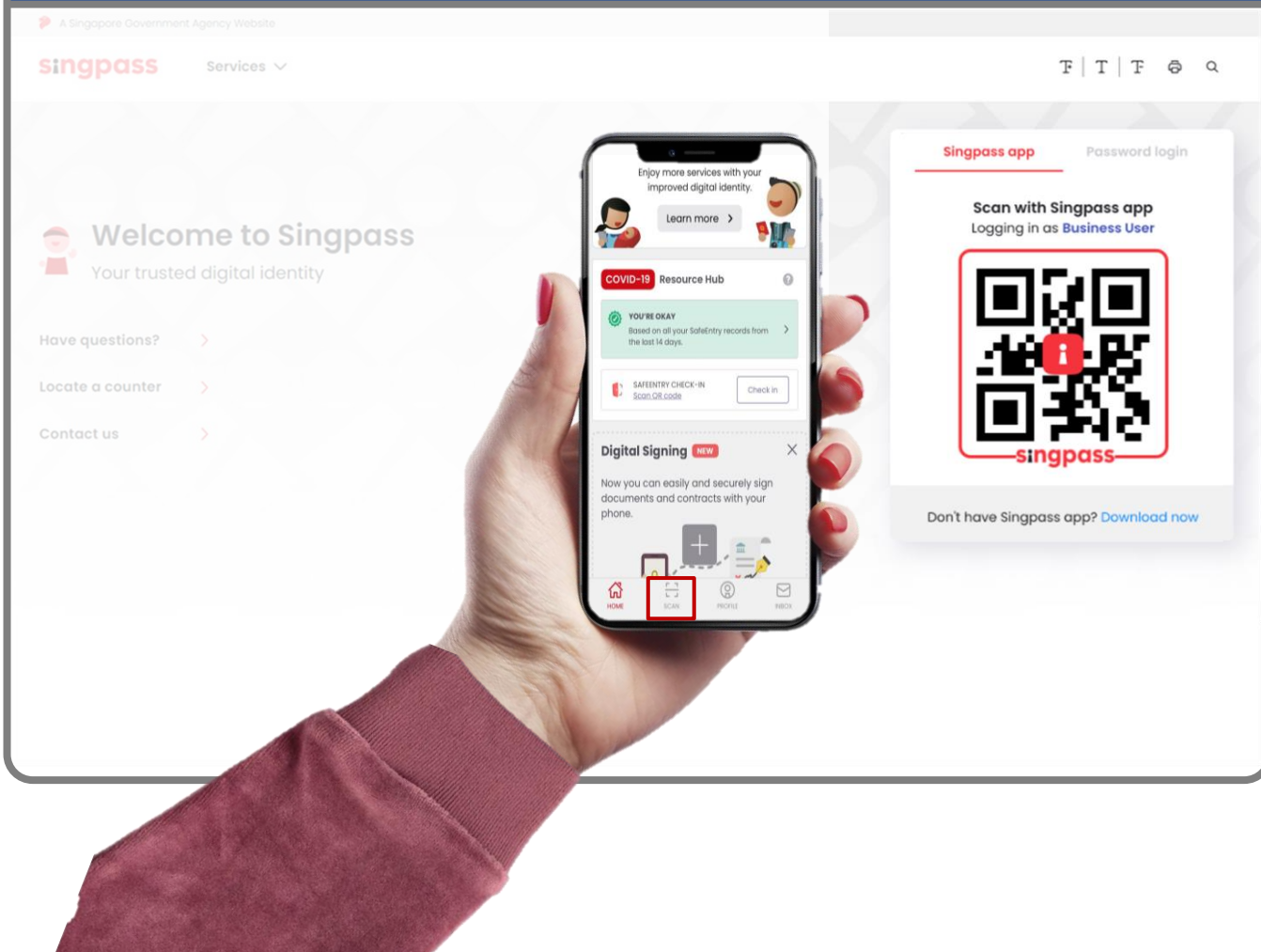
Log In to Corppass Portal

Step 1

Step 2

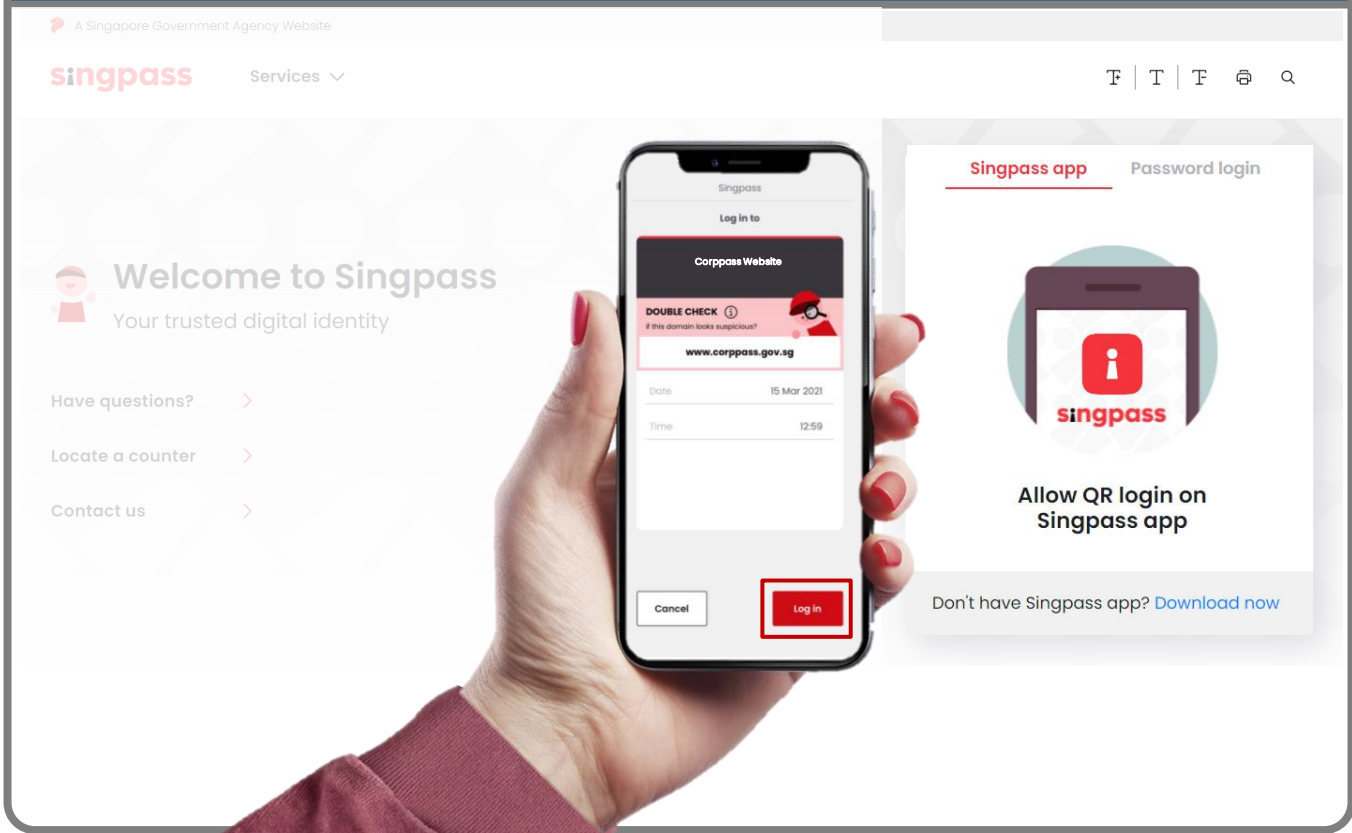- Launch your Singpass app. Tap the 'Scan' button to scan the QR Code on the Singpass login page.

Log In to Corppass Portal

Step 1

Step 2

- 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

Log In to Corppass Portal

Step 1

Step 2

- Alternatively, enter your Singpass ID & Password.

Note: If you are a Foreign ID user, this mode of login using Singpass ID or Password is not applicable to you. You can log in using the Singpass app.

Log In to Corppass Portal

Step 1

Step 2

- 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?

SMS

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

Log In to Corppass Portal

Step 1

Step 2

- 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

Log In to Corppass Portal

Step 1

Step 2

- Read the guidelines and click 'Begin Scan' to proceed.
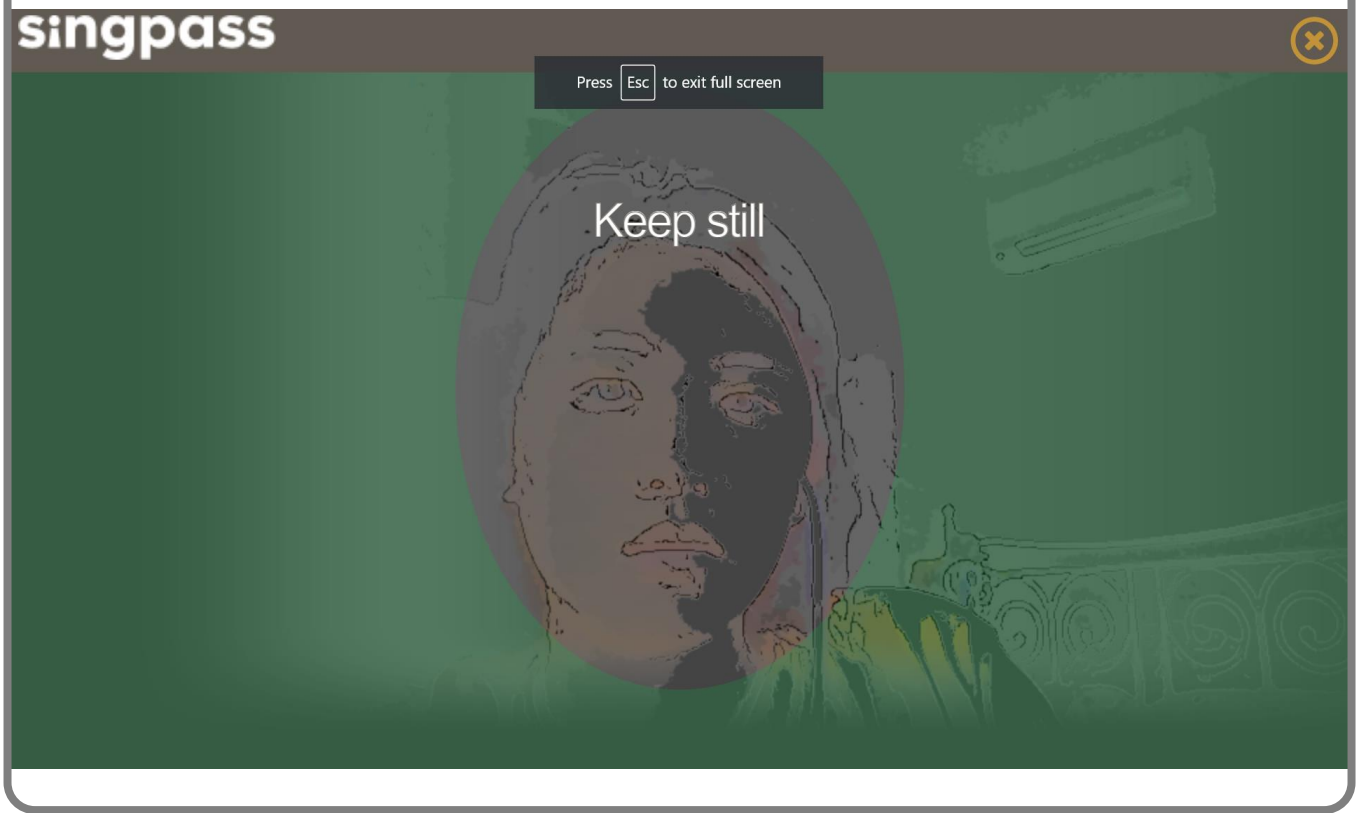
Log In to Corppass Portal

Step 1

Step 2

- 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.

Set Up and Assign – Select Entity's Digital Services

Step 1	
Step 2	
Step 3	
Step 4	
Step 5	
Step 6	
Step 7	
Step 8	
Step 9	
Step 10	

- After logging in, select the Entity you wish to transact on behalf of.

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Log Out 👤

Select UEN/Entity ID

M91425521H	M30062017A	C20001187B
Entity 1	Entity 2	Entity 3

Note: This page will only be shown to users who hold multiple Corppass accounts.

Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- You will land on your home page. Under the 'e-Service Access' tab, click 'Select Entity's e-Services'.

Set Up and Assign – Select Entity's Digital Services

| Step 1 |
| Step 2 |
| Step 3 |
| Step 4 |
| **Step 5** |
| Step 6 |
| Step 7 |
| Step 8 |
| Step 9 |
| Step 10 |

• View the list of digital services currently onboarded Corppass.

Select Entity's e-Services

(1) Select e-Services •••• (2) Enter Details •••• (3) Review & Submit

Select the e-Service(s) you wish to add to your entity's list.

Note: Selected e-Services require details to be set up on Corppass (denoted by 🗋).
Selected e-Services may require additional checks when you log in. Click 🔍 for more information.

🔽 Filter | MOM 🔍 | 🔽

☐	Govt. Agency ▲▼	e-Service ▲	Description ▲▼	Additional Agency Check* ⓘ ▲▼	Additional Details Required* ⓘ ▲▼
☐	MINISTRY OF MANPOWER (MOM)	BENCHMARKING TOOL FOR LABOUR MARKET	AutoBenchmark is a free service that allows companies to compare its wages against national or industry norm; employment conditions; and staff turnover through interactive charts pre-populated with companies' own survey responses.	🔍	
☐	MINISTRY OF MANPOWER	CERTIFICATION OF EMPLOYMENT INTERMEDIARIES		🔍	

Set Up and Assign – Select Entity's Digital Services

| Step 1 |
| Step 2 |
| Step 3 |
| Step 4 |
| Step 5 |
| **Step 6** |
| Step 7 |
| Step 8 |
| Step 9 |
| Step 10 |

- Select the digital service(s) your entity would like to transact with.

▼ Filter   MOM   🔍

	Govt. Agency	e-Service	Description	Additional Agency Check ⓘ	Additional Details Required ⓘ
☐	MINISTRY OF MANPOWER (MOM)	BENCHMARKING TOOL FOR LABOUR MARKET	AutoBenchmark is a free service that allows companies to compare its wages against national or industry norm; employment conditions; and staff turnover through interactive charts pre-populated with companies' own survey responses.	🔍	
☑	MINISTRY OF MANPOWER (MOM)	CERTIFICATION OF EMPLOYMENT INTERMEDIARIES		🔍	
☐	MINISTRY OF MANPOWER (MOM)	CHECK AND PAY LEVY, AND WORK PERMIT TRANSACTIONS FOR DOMESTIC HELPERS AND CONFINEMENT NANNIES	1) Check and pay levy : View and pay your levy bills. 2) Work Permit transactions for domestic helpers and confinement nannies: Apply, issue, renew, extend, cancel and reinstate permits for domestic helpers.	🔍	
☑	MINISTRY OF MANPOWER (MOM)	EMPLOYMENT PASS ONLINE (EPOL)	Perform Employment Pass and S Pass transactions	🔍	

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Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- You may use the search bar to search for a specific digital service.

Type the agency name/acronym or digital service name in the search bar

Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- Click 'Next' to proceed.

	OF MANPOWER (MOM)	MANPOWER)	https://form.gov.sg
	MINISTRY OF MANPOWER (MOM)	MANPOWER SURVEY ONLINE SYSTEM (MSOL)	MSOL is an internet survey platform offers an online channel for individuals and companies to submit their survey responses. A high number of survey responses are collated via this channel. These responses are then used to provide valuable statistics to gain information on the existing labour marke
☐	MINISTRY OF MANPOWER (MOM)	myMOM Portal	myMOM Portal
☐	MINISTRY OF MANPOWER (MOM)	UNION-LINK	An online portal for the submission of notices for trade unions.

2 e-Service(s) Selected

‹ **1** 2 ›   10 ▲ items per page   Showing 1 to 10 of 12 items

Cancel   **Next**

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Set Up and Assign – Select Entity's Digital Services

| Step 1 |
| Step 2 |
| Step 3 |
| Step 4 |
| Step 5 |
| Step 6 |
| Step 7 |
| **Step 8** |
| Step 9 |
| Step 10 |

• Selected digital services may require you to enter additional details such as CSN, Vendor ID, GSTN, etc.

Additional details required by a digital service.

This indicator will show for selected digital services that require additional details to be pre-set up for the entity.

Set Up and Assign – Select Entity's Digital Services

Step 1	
Step 2	
Step 3	
Step 4	
Step 5	
Step 6	
Step 7	
Step 8	
Step 9	
Step 10	

- Click 'Next' to proceed.

Select Entity's e-Services

①●●●●② ●●●●③
Select   Enter   Review
e-Services   Details   & Submit

Some e-Services require additional information. Enter details to proceed.

* - denotes mandatory fields

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
🗑 SLA	SLA LDAU E-APPLICATION CORPPASS		
🗑 MOE-SP	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICE:		📄
🗑 MTI	BUSINESS GRANTS PORTAL		

3 e-Service(s) Selected

SINGAPORE POLYTECHNIC
SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES

Role*   ⓘ

HR ▾

Role Description

This role enables you to setup HR and Supervisor details, submit placements, etc. If the user is both HR and Supervisor in IMS, please assign the user as HR in Corppass. Note: User should not be assigned with both HR and Supervisor roles in Corppass.

Back   **Next**

Set Up and Assign – Select Entity's Digital Services

Step 1	

- Review details of the digital service(s) you have selected, and click 'Submit' to proceed.

| Home | My Account | Users | e-Service | Third Party | Advance | Help | | Log Out 👤 | 🔍 |

Home / Select Entity's e-Services

Select Entity's e-Services

✓ ···· ✓ ···· ③
Select   Enter   Review
e-Services   Details   & Submit

Verify Selected e-Service(s)

SLA	•	SLA LDAU E-APPLICATION CORPPASS
MOE-SP	•	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES
		Role HR
MTI	•	BUSINESS GRANTS PORTAL

[Back] [**Submit**]

Steps (left sidebar):
- Step 1
- Step 2
- Step 3
- Step 4
- Step 5
- Step 6
- Step 7
- Step 8
- **Step 9**
- Step 10

Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- A confirmation message will indicate that you have selected your entity's digital services. You may now assign these digital services to your users.

| Home | My Account | Users | e-Service | Third Party | Advance | Help | | Log Out 👤 | 🔍 |

Home / Select Entity's e-Services

✅ The selected e-Service(s) is ready to be assigned to users.

Next Step

Assign selected e-Services
Assign e-Service access to your entity's users and user groups.

Return to Homepage   **Assign selected e-Services**

ASSIGN DIGITAL SERVICES

Set Up and Assign – Assign Digital Services

Step 1	
Step 2	
Step 3	
Step 4	
Step 5	
Step 6	
Step 7	
Step 8	
Step 9	

- After logging in (see Step 1 and 2 illustrated on slides 4-12), select the Entity you wish to transact on behalf of.

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Log Out 👤

Select UEN/Entity ID

M91425521H	M30062017A	C20001187B
Entity 1	Entity 2	Entity 3

Note: This page will only be shown to users who hold multiple Corppass accounts.

Set Up and Assign – Assign Digital Services

Step 1	• You will land on your home page. Under the 'e-Service Access' tab, click 'Assign Selected e-Services'.
Step 2	
Step 3	
Step 4	
Step 5	
Step 6	
Step 7	
Step 8	
Step 9	

Set Up and Assign – Assign Digital Services

Step 1
Step 2
Step 3
Step 4
Step 5
Step 6
Step 7
Step 8
Step 9

- Before a user can transact on behalf of your entity, you must first assign the selected digital services to their account.

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

Home / Assign Selected e-Services

Assign Selected e-Services

① ●●●● ② ・・・・ ③ ・・・・ ④
Select Users   Select e-Services   Enter Details   Review & Submit

Ensure that you have selected e-Service(s) for your Entity before assigning it to your user account(s).

Select from your entity's Corppass user accounts.   🔽 Filter   [Search 🔍]   [📇▾]

	Full Name ⇅	Email Address ⇅		User Type ⇅
☐	LI VIRDI	livirdi@mailinator.com		Enquiry User
☐	TERRI MANDEL	terrimandel@mailinator.com		User
☐	LIM DAOWEI	limdaowei@mailinator.com		Enquiry User
☐	TOH JONATHAN	toh.john@mailinator.com		Admin
☐	PHANG GABRIEL	PHANGGABRIEL@abc.com		Admin
☐	CHAN FENDERICK	Frederick_Chan@abc.com		User

0 user(s) selected.

Set Up and Assign – Assign Digital Services

| Step 1 |
| Step 2 |
| Step 3 |
| Step 4 |
| Step 5 |
| **Step 6** |
| Step 7 |
| Step 8 |
| Step 9 |

- Select the user(s) you wish to assign the access to. These users will be granted access to the digital services you select in the next step.
Click 'Next' to proceed.

Assign Selected e-Services

(1) Select Users • • • • (2) Select e-Services • • • • (3) Enter Details • • • • (4) Review & Submit

NOTE: If you wish to differentiate digital service access for different users, you will have to assign them individually.

Ensure that you have selected e-Service(s) for your Entity before assigning it to your user account(s).

Select from your entity's Corppass user accounts.

▼ Filter   Search 🔍

☐	Full Name ⬍	Email Address ⬍	User Type ⬍
☑	LI VIRDI	livirdi@mailinator.com	Enquiry User
☑	TERRI MANDEL	terrimandel@mailinator.com	User
☐	LIM DAOWEI	limdaowei@mailinator.com	Enquiry User
☐	TOH JONATHAN	toh.john@mailinator.com	Admin
☐	PHANG GABRIEL	PHANGGABRIEL@abc.com	Admin
☐	CHAN FENDERICK	Frederick_Chan@abc.com	User

2 user(s) selected.

Cancel   **Next**

Set Up and Assign – Assign Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

• You will be directed to the list of digital services you have selected for your entity (this was done in the first section 'Select Entity's Digital Services').

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Set Up and Assign – Assign Digital Services

Step 1	• Select the digital services you wish to assign to the selected users. Click 'Next' to proceed.
Step 2	
Step 3	
Step 4	
Step 5	
Step 6	
Step 7	
Step 8	
Step 9	

Note: Sub-Admins with restricted access can only assign users access to digital services within his or her assignment profile

Set Up and Assign – Assign Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

- Selected digital services may require additional details such as roles, CSN, Vendor ID, GSTN etc. that you have pre-defined during selection of digital services.

To proceed, you may be required to provide additional details as required by the digital service.

Indicator for digital services that require additional details.

Set Up and Assign – Assign Digital Services

| Step 1 |
| Step 2 |
| Step 3 |
| Step 4 |
| Step 5 |
| Step 6 |
| **Step 7** |
| Step 8 |
| Step 9 |

- Set a period for this authorisation, with minimally an Effective (or start) Date. Leave the Expiry Date blank if you would like the assignment to last indefinitely. Click 'Next' to proceed.

Assign Selected e-Services to

2 Selected Users ✛

e-Services with 📄 require additional details.Click 📄 to enter details.

* - denotes mandatory fields

	Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
🗑	SLA	SLA LDAU E-APPLICATION CORPPASS		
🗑	MOE-SP	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICE:		
🗑	MTI	BUSINESS GRANTS PORTAL		📄

2 e-Service(s) selected.

Preparer ▾

Preparers can view, edit and submit all the company's grant applications. They have to make declarations on behalf of the company.

This role should be assigned to employees overseeing the project and acting as the point of contact for the grant.

Authorisation Effective Date *ⓘ

28/02/2018 📅

Authorisation Expiry Date ⓘ

28/02/2020 📅

Back   Next

Note: Authorisation Effective Date is a mandatory field for all digital service assignments.

Set Up and Assign – Assign Digital Services

| Step 1 |
| Step 2 |
| Step 3 |
| Step 4 |
| Step 5 |
| Step 6 |
| Step 7 |
| **Step 8** |
| Step 9 |

- Review details of the assigned digital services, then click 'Submit'.

Assign Selected e-Services

Select Users — Select e-Services — Enter Details — (4) Review & Submit

Verify the following details.

2 Selected Users +

Selected e-Services

SLA	•	SLA LDAU E-APPLICATION CORPPASS
		Authorisation Effective Date	28/02/2018
		Authorisation Effective Date	28/02/2020
MOE-SP	•	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES
		Authorisation Effective Date	28/02/2018
		Authorisation Effective Date	28/02/2020
MTI	•	BUSINESS GRANTS PORTAL
		Role	Preparer
		Authorisation Effective Date	28/02/2018
		Authorisation Effective Date	28/02/2020

Back   Submit

Set Up and Assign – Assign Digital Services

Step 1	
Step 2	• A confirmation message will indicate that you have successfully assigned digital service access to your selected users.
Step 3	
Step 4	
Step 5	
Step 6	
Step 7	
Step 8	
Step 9	

Home | My Account | Users | e-Service | Third Party | Advance | Help | Log Out 🔒 | 🔍

Home / Assign Selected e-Services

✓ You have assigned e-Service(s) to your user(s).

Return to Homepage

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EDIT ENTITY'S DIGITAL SERVICES

Set Up and Assign - Edit Entity's Digital Services

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

- After logging in (see Step 1 and 2 illustrated on slides 4-12), select the Entity you wish to transact on behalf of.

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Log Out 👤

Select UEN/Entity ID

M91425521H	M30062017A	C20001187B
Entity 1	Entity 2	Entity 3

Note: This page will only be shown to users who hold multiple Corppass accounts.

Set Up and Assign - Edit Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- You will land on your home page. Under the 'e-Service Access' tab, click 'View Entity's e-Service Access'.

Set Up and Assign - Edit Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- View a list of digital services currently selected for your entity.

| Home | My Account | Users | e-Service | Third Party | Advance | Help | Log Out 🔒 | 🔍 |

Home / View Entity's e-Service Access

View Entity's e-Service Access

Click e-Service name to view its profile. Select the checkbox(es) to edit or remove.

Only e-Services with roles and/or parameters can be edited.

Edit e-Service (0) 🗑Remove e-Service (0)   ▼ Filter   [Search 🔍] [📤▾]

☐	Govt. Agency ⬍	Entity's Selected e-Service ⬍	Description ⬍	Assigned Users ⬍
☐	CPF	**CPF e-Submission**		43 User(s)
☐	MTI	**Business Grants Portal**	-	43 User(s)

0 e-Service(s) Selected

Showing 1 to 2 of 2 items

Set Up and Assign - Edit Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

• To edit details of a digital service, select the digital service, then click 'Edit e-Service'. Only digital services with roles and/or parameters can be edited.

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

Home / View Entity's e-Service Access

View Entity's e-Service Access

Click e-Service name to view its profile. Select the checkbox(es) to edit or remove.

Only e-Services with roles and/or parameters can be edited.

Edit e-Service (1)   🗑Remove e-Service (1)   ▼ Filter   Search   Q   ⬆▾

☐	Govt. Agency ⬍	Entity's Selected e-Service ⬍	Description ⬍	Assigned Users ⬍
☑	CPF	CPF e-Submission		43 User(s)
☐	MTI	Business Grants Portal	-	43 User(s)
		1 e-Service(s) Selected		

Showing 1 to 2 of 2 items

Note: Sub-Admins with restricted access will not be able to edit and/or remove entity's digital service access

Set Up and Assign - Edit Entity's Digital Services

Step 1	• You may edit the existing values of additional details such as Role, CSN, Vendor ID, GSTN, etc. for appropriate digital services.
Step 2	
Step 3	
Step 4	
Step 5	
Step 6	
Step 7	
Step 8	

Edit Entity's e-Services

① • • • • ②
Edit e-Service   Review
Details   & Submit

Changes made will be applied across e-Service assignments of users, active Third Party authorisation and Sub-Admin Assignment Profile.

Click on the e-Service(s) below to edit the details. For more information, contact the relevant agency.

* - denotes mandatory fields

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
CPF	CPF e-Submission		📄

Indicator for digital services that require additional details.

CPF
CPF e-Submission

Role *

Editor   🗑

＋ Add New

CSN *

                                    🗑

Set Up and Assign - Edit Entity's Digital Services

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

- Click 'Next' to proceed.

Click on the e-Service(s) below to edit the details. For more information, contact the relevant agency.

* - denotes mandatory fields

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
CPF	CPF e-Submission		📄

1 e-Service(s) Selected

CPF
CPF e-Submission

Role *

| Editor | 🗑 |

+ Add New

CSN *

| 199901234N-PTE-01 | 🗑 |

+ Add New

Back   **Next**

Set Up and Assign - Edit Entity's Digital Services

Step 7

Step 8

- Review details of the updated digital service. Click 'Submit' to proceed.

Home / Edit Entity's e-Service

Edit Entity's e-Services

Edit e-Service Details • • • • ② Review & Submit

Review the details of your entity e-Service(s).

Changes made will be applied across e-Service assignments of users, active Third Party authorisation and Sub-Admin Assignment Profile.

Entity's e-Service(s)

CPF	• **CPF e-Submission**	
	Role	Editor
	CSN	199901234N-PTE-01

Back   **Submit**

Note: Once submitted, affected entity users and Third Party authorisation will be updated accordingly.

Set Up and Assign - Edit Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- A confirmation message will indicate that you have successfully edited details of the digital service(s) selected.

| Home | My Account | Users | e-Service | Third Party | Advance | Help | | Log Out 👤 | 🔍 |

Home / Edit Entity's e-Services

✓ **You have edited your entity's e-Service(s).**
Third Party Entity(s) affected by the changes will receive an email notification.

Return to Homepage

- END -

Updated as of April 2021