A stylized silhouette illustration of Singapore's skyline. On the left is the Singapore Flyer, a large Ferris wheel. To its right is a cluster of colorful skyscrapers in red, blue, and purple. On the right side of the skyline is the Merlion, a mythical creature with the head of a lion and the body of a fish. The entire scene is set against a white background with a black silhouette of the ground in the foreground.

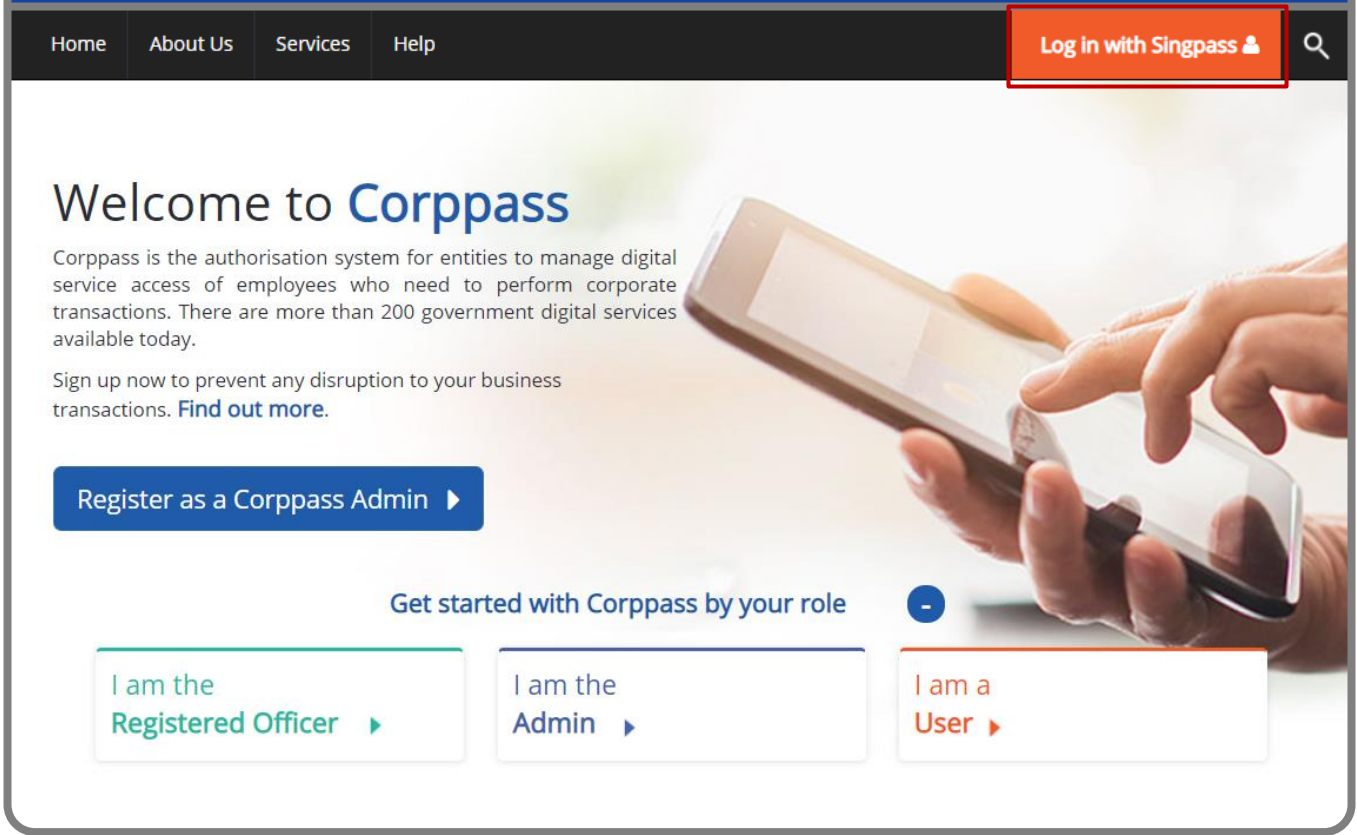
A Guide for Corppass Admins & Sub-Admins: Batch Assign Digital Services

Log In to Corppass Portal

Step 1

Step 2

- Select 'Log in with Singpass'.

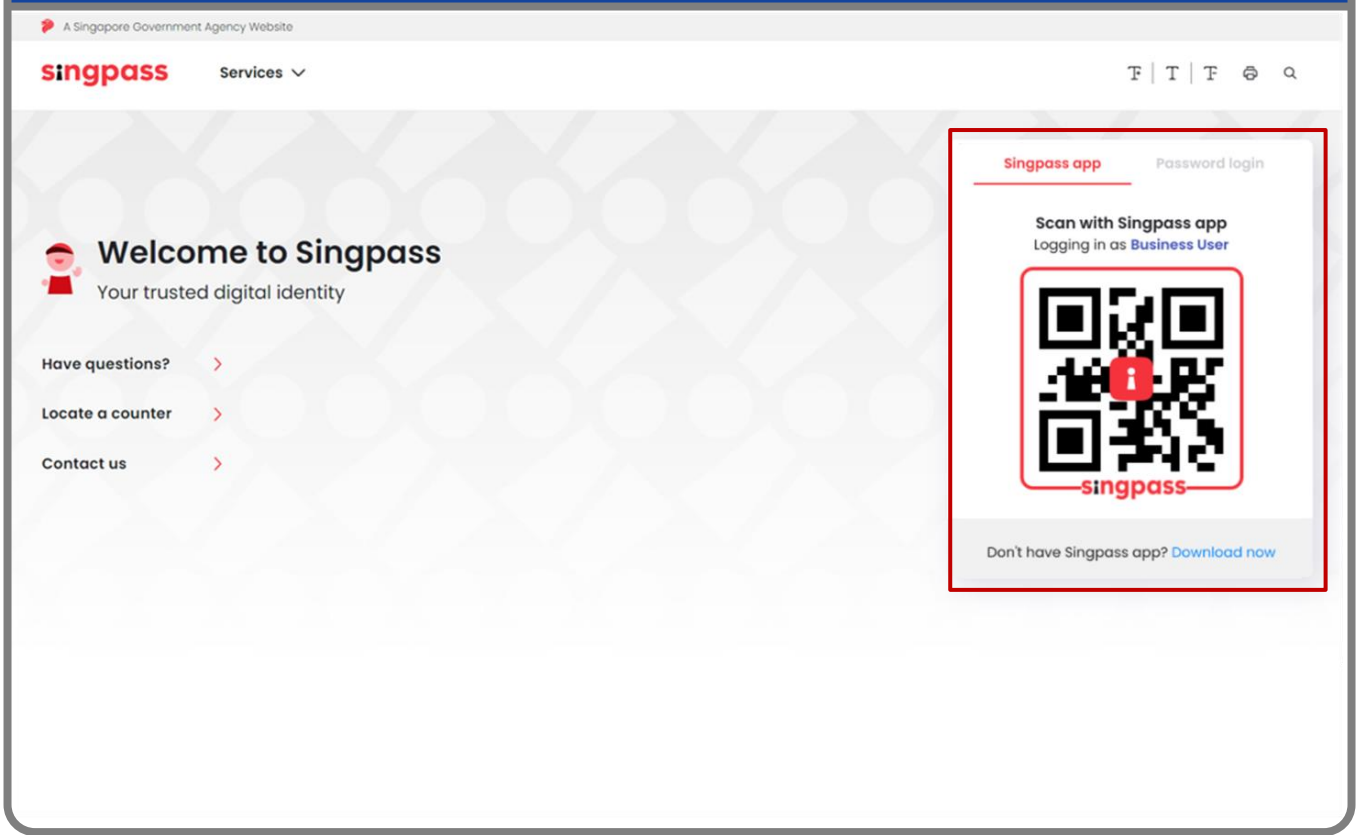


Log In to Corppass Portal

Step 1

Step 2

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

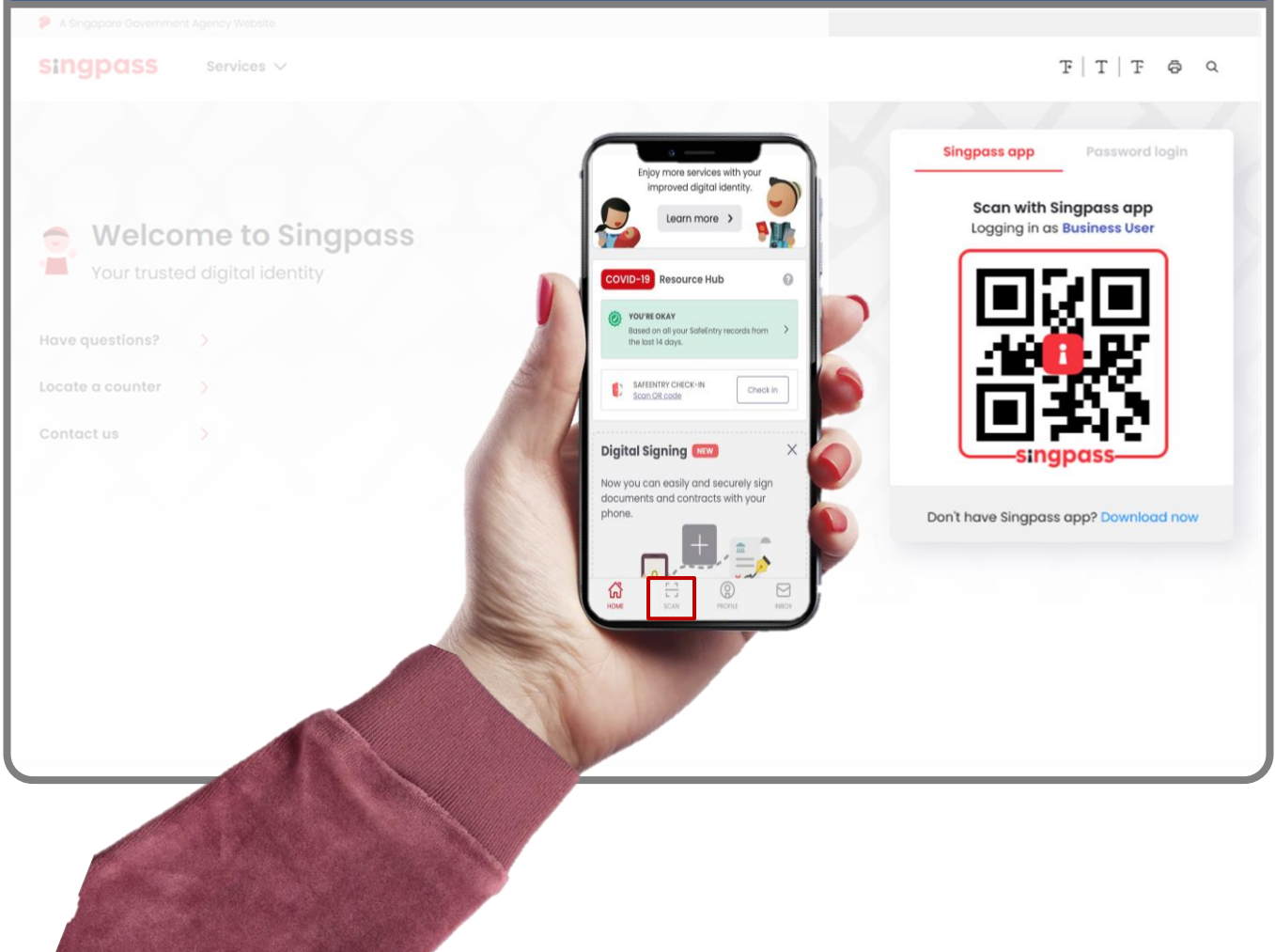


Log In to Corppass Portal

Step 1

Step 2

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

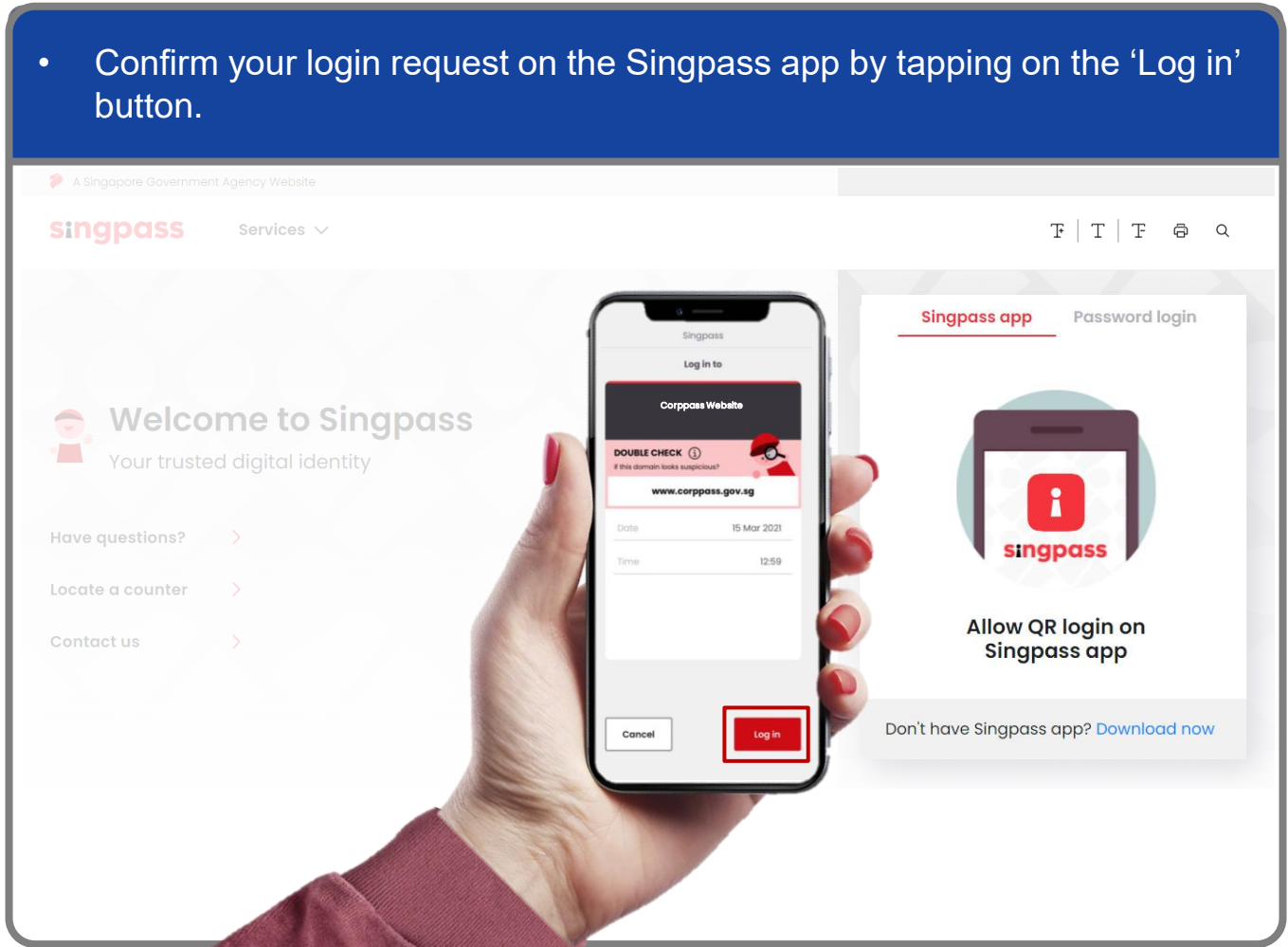


Log In to Corppass Portal

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.

The screenshot shows the Singpass login page. The header includes the Singpass logo, a 'Services' dropdown, and social media icons. The main content area features a 'Welcome to Singpass' message with a user icon and the tagline 'Your trusted digital identity'. Below this are links for 'Have questions?', 'Locate a counter', and 'Contact us'. On the right side, there is a login form titled 'Singpass app' and 'Password login'. The form includes fields for 'Singpass ID' and 'Password', a red 'Log in' button, and links for 'Forgot Singpass ID' and 'Reset password'. At the bottom of the form is a 'Register For Singpass' button. The entire login form is enclosed in a red rectangular box.

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?](#)



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 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

Log In to Corppass Portal

Step 1

Step 2

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

A Singapore Government Agency Website

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

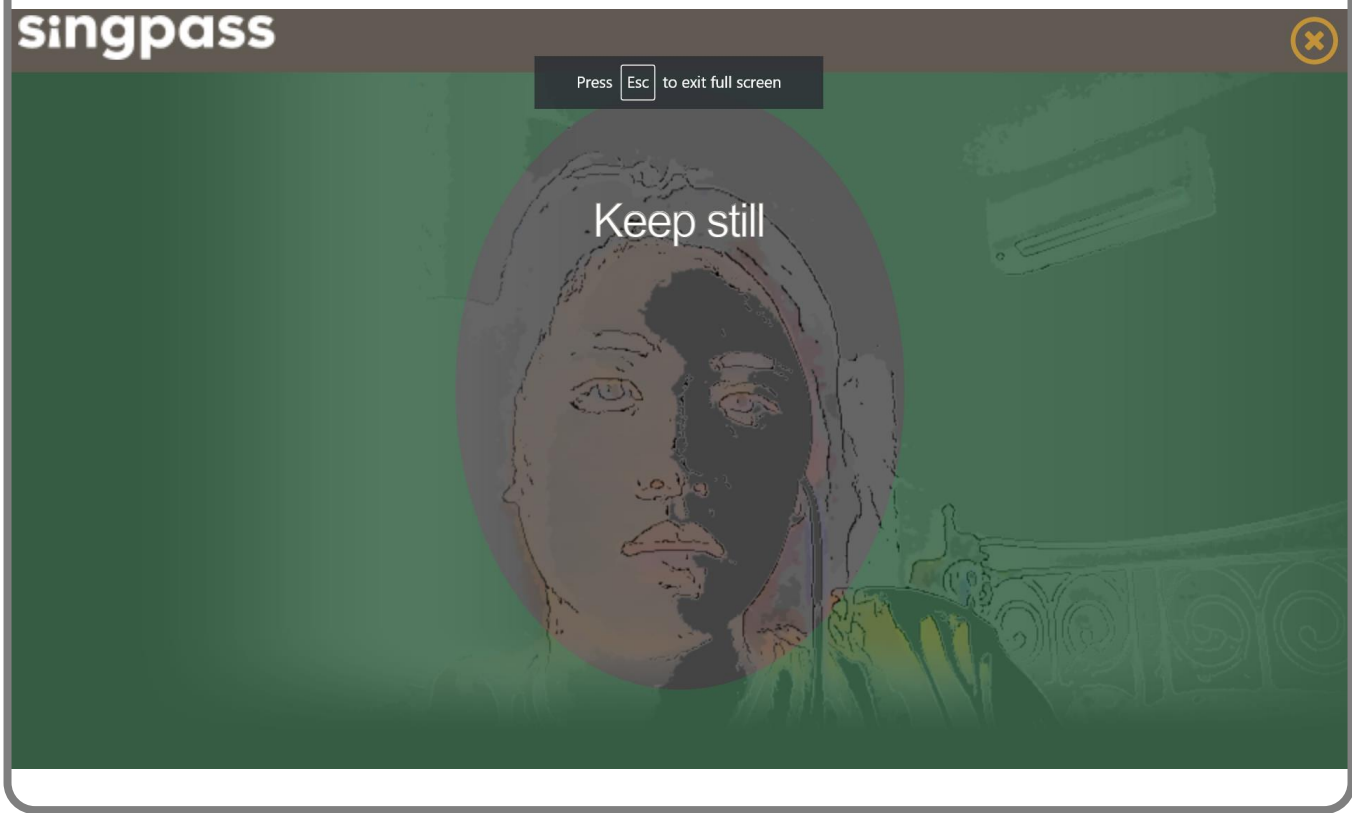
Begin Scan

Log In to Corppass Portal

Step 1

Step 2

- Follow the instructions provided while the scanning takes place.



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.

Batch Assign Digital Services

Step 1 - 2

Step 3

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Step 11

Step 12

Step 13


Step 14

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

corppass

 Singapore Government
Integrity · Service · Excellence

[A](#) [A](#)  [Contact Us](#) | [Feedback](#) | [Sitemap](#) | [FAQ](#)

[Log Out](#) 

Select UEN/Entity ID

M91425521H
Entity 1

M30062017A
Entity 2

C20001187B
Entity 3

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

Batch Assign Digital Services

Step 1 - 2

Step 3

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Step 8

Step 9

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Step 11

Step 12

Step 13

Step 14

- You will land on your homepage. Under 'e-Service', select 'Batch Assign e-Services'.

The screenshot displays the Corppass user interface. At the top, a navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advance, and Help. The 'e-Service' link is highlighted with a red box. Below the navigation bar, a dropdown menu is open, showing options: View Entity's e-Service Access, Select Entity's e-Services, Assign Selected e-Services, Batch Assign e-Services (highlighted with a red box), and View Batch Upload History. The main content area features a banner with the text '54 more digital services available on Corppass over the last 90 days.' Below the banner, there are four tabs: User Accounts, e-Service Access, Third Party, and Third Party (Clients). At the bottom, there are two cards: 'Create User Accounts' and 'Manage User Accounts'. A red text box at the bottom of the screenshot contains the following text: 'Before you begin, please ensure that you have already selected the digital services your entity transacts with. You will only be able to batch assign digital services from the list you have selected.'

Note: e-Service is also known as digital service

Batch Assign Digital Services

Step 1 - 2

Step 3

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Step 14

- Download the Excel template.

Batch Assign e-Services



To assign digital services, click [here](#) to download the Excel template and enter required details before uploading using the 'Select file' button below.

You can only assign digital service access to active Corppass accounts. Digital services cannot be assigned to inactive, suspended, or terminated Corppass accounts. To view a full listing of digital services and their roles, click [here](#).

Please note that each file upload only supports a maximum of 5000 records.

Batch processing will require 1 working day.

Upload completed file (max. 10MB)

Select file

Cancel

Next

Note: Sub-Admin accounts with restricted access will not be able to assign digital services outside his/her Assignment Profile. If you have a Sub-Admin account and would like to check if your account is restricted, go to My Account > View My Profile > Assignment Profile.

Batch Assign Digital Services

Step 1 - 2

Step 3

Step 4

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Step 8

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Step 11

Step 12

Step 13

Step 14

- Read the instructions on assigning multiple digital services using this method.

SPCP_CP_MassEServiceAssignment - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

A23

Please read the following steps to complete this template:

- 1) Select the "eServiceAssignment" worksheet for your completion. Please do not change the name of the worksheet.
- 2) Add authorisations by filling in each row with the required details (one authorisation per row).
- 3) You should only add authorisations for users with an existing CorpPass account.
- 4) You may remove authorisations by selecting and deleting the row.
- 5) Verify all authorisation details are accurate and ensure that the required cells (highlighted pink cells) are completed before submission.

Instructions for Pre-Populated Information (Highlighted in Grey)

- 1) View the list of pre-populated users and their authorisations from other Government agencies (highlighted in grey).
- 2) Do not edit pre-populated information within the grey cells.
- 3) You may remove pre-populated authorisations by selecting and deleting the row.
- 4) Complete the required details for users and their authorisations.
- 5) Verify all authorisation details are accurate and ensure that the required cells (highlighted in pink) are completed before submission.

Note: NRIC / FIN of pre-populated user profiles have been masked for data privacy reasons.

Click the cell to read the tooltip that appears for each field you are editing or completing.

Example:

*Agency Name [Max 60]	*e-Service Name [Max 100]	*Corppass Entity ID [Max 10]	*NRIC/FIN/Foreign ID No. [Max 20]
MOMI	e-Service 166	180046598M	S1234567A
MOMI	e-Service 166	180046598M	S2345678B

Instructions eServiceAssignment

Batch Assign Digital Services

Step 1 - 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

Step 11

Step 12

Step 13

Step 14

- Next, select the 'e-Service Assignment' worksheet.

SPCP_CP_MassEServiceAssignment - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

A23

1 Please read the following steps to complete this template:

2 1) Select the "eServiceAssignment" worksheet for your completion. Please do not change the name of the worksheet.

3 2) Add authorisations by filling in each row with the required details (one authorisation per row).

4 3) You should only add authorisations for users with an existing Corppass account.

5 4) You may remove authorisations by selecting and deleting the row.

6 5) Verify all authorisation details are accurate and ensure that the required cells (highlighted pink cells) are completed before submission.

7

8 **Instructions for Pre-Populated Information (Highlighted in Grey)**

9 1) View the list of pre-populated users and their authorisations from other Government agencies (highlighted in grey).

10 2) Do not edit pre-populated information within the grey cells.

11 3) You may remove pre-populated authorisations by selecting and deleting the row.

12 4) Complete the required details for users and their authorisations.

13 5) Verify all authorisation details are accurate and ensure that the required cells (highlighted in pink) are completed before submission.

14 **Note:** NRIC / FIN of pre-populated user profiles have been masked for data privacy reasons.

15

16 Click the cell to read the tooltip that appears for each field you are editing or completing.

17

18 Example:

*Agency Name [Max 60]	*e-Service Name [Max 100]	*Corppass Entity ID [Max 10]	*NRIC/FIN/Foreign ID No. [Max 20]
MOMI	e-Service 166	180046598M	S1234567A
MOMI	e-Service 166	180046598M	S2345678B

19

20

21

22

Instructions eServiceAssignment

Note: e-Service is also known as digital service

Batch Assign Digital Services

Step 1 - 2

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Step 4

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Step 14

- Enter the details of each digital service assignment in the table below.

Details to fill:

- 1) Agency Name¹
- 2) e-Service Name¹
- 3) Corppass Entity ID²
- 4) NRIC / FIN / Foreign ID No. of User
- 5) Agency Issued ID³
- 6) Role Name⁴
- 7) Additional Parameters
- 8) Authorisation Effective Date⁵

Notes:

¹ Select from drop-down list.

² Enter Client UEN here if you wish to assign a client digital service.

³ Depending on the digital service, the 'Agency Issued ID' field may either be optional or mandatory.

⁴ Depending on the digital service, you may need to assign a role. You may download a list of digital service roles on the 'Batch Assign e-Service' page. The name typed in must be in exact terms.

⁵ Authorisation Effective Date is mandatory for all digital service assignments

Batch Assign Digital Services

Step 1 - 2

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Step 14

- Fill in the required details in the cells highlighted in pink. Click on each field for a tooltip description.

SPCP_CP_MassEServiceAssignment - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

B14

	A	B	C	D
1	*Agency Name [Max 60]	*e-Service Name [Max 100]	*Corppass Entity ID [Max 10]	*NRIC/FIN/Foreign ID No. [Max 20]
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

***Agency Name**
Provide the name agency that the e-Service belongs to.

Note the maximum character length for each field, as denoted by '[Max xx]'.

If the entry does not meet the required cell format, that particular user account will not be created.

Batch Assign Digital Services

Step 1 - 2

Step 3

Step 4

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Step 6

Step 7

Step 8

Step 9

Step 10

Step 11

Step 12

Step 13

Step 14

- Click 'Select File' to upload the completed Excel file. (Only xlsx and xls file formats are allowed)

Batch Assign e-Services



To assign digital services, click [here](#) to download the Excel template and enter required details before uploading using the 'Select file' button below.

You can only assign digital service access to active Corppass accounts. Digital services cannot be assigned to inactive, suspended, or terminated Corppass accounts. To view a full listing of digital services and their roles, click [here](#).

Please note that each file upload only supports a maximum of 5000 records.

Batch processing will require 1 working day.

Upload completed file (max. 10MB)

Select file

Cancel

Next

Batch Assign Digital Services

Step 1 - 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

Step 11

Step 12

Step 13

Step 14

- Click 'Next' to proceed.

Batch Assign e-Services



To assign digital services, click [here](#) to download the Excel template and enter required details before uploading using the 'Select file' button below.

You can only assign digital service access to active Corppass accounts. Digital services cannot be assigned to inactive, suspended, or terminated Corppass accounts. To view a full listing of digital services and their roles, click [here](#).

Please note that each file upload only supports a maximum of 5000 records.

Batch processing will require 1 working day.

Upload completed file (max. 10MB)

Select file

Filename

SPCP_CP_MassEServiceAssignment.xlsx

Cancel

Next

Batch Assign Digital Services

Step 1 - 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

Step 11

Step 12

Step 13

Step 14

- Verify that the correct file has been uploaded before you click 'Submit'.

Batch Assign e-Services



Upload
File Template



Review &
Submit

Ensure that the information provided is accurate.

For Sub-Admin account created, the default allows any of the entity's e-Services to be assigned to users and authorised Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

Assign e-Services

Uploaded File [SPCP_CP_MassEServiceAssignment.xlsx](#)

No. of records 1

Back

Submit

Verify file name and ensure that the correct file has been uploaded.

Check that the number of records indicated is the same as the number of user accounts entered within the Excel file.

Batch Assign Digital Services

Step 1 - 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

Step 11

Step 12

Step 13

Step 14

- You will see a confirmation page if the file has been uploaded successfully. Processing requires one working day, you will receive an email notification.

[Home](#)

[My Account](#)

[Users](#)

[e-Service](#)

[Third Party](#)

[Advance](#)

[Help](#)

[Log Out](#)



[Home](#) / [Batch Assign e-Services](#)



Your file has been uploaded for processing.

Processing will require 1 working day. You will receive an email notification after the processing is completed.

[Return to Homepage](#)

[View Batch Upload History](#)

Batch Assign Digital Services

Step 1 - 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

Step 11

Step 12

Step 13

Step 14

- Click 'View Batch History' to see the batch files you uploaded previously. You can also access your upload history under 'Users' > 'View Batch Upload History'.

Home

My Account

Users

e-Service

Third Party

Advance

Help

Log Out



Home / Batch Assign e-Services



Your file has been uploaded for processing.

Processing will require 1 working day. You will receive an email notification after the processing is completed.

Return to Homepage

View Batch Upload History

Batch Assign Digital Services

Step 1 - 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

Step 11

Step 12

Step 13

Step 14

- A table will display your batch upload history.

[Home](#) [My Account](#) [Users](#) [e-Service](#) [Third Party](#) [Advance](#) [Help](#) [Log Out](#)

[Home](#) / [Batch Upload History](#)

Batch Upload History

[Filter](#)

Job ID	Job Description	Submission Date	Status
175	Batch Create Users	06/09/2016 15:58	In-progress
171	Batch Assign e-Service	06/09/2016 14:51	View Error
168	Batch Create Users	06/09/2016 14:30	Completed
167	Batch Create Users	06/09/2016 14:21	Completed
54	Batch Assign e-Service	24/08/2016 17:35	Completed
27	Batch Assign e-Service	23/08/2016 20:17	Completed
25	Batch Assign e-Service	23/08/2016 15:36	Completed
24	Batch Assign e-Service	23/08/2016 15:33	Completed
23	Batch Create Users	23/08/2016 15:31	Completed

Batch Assign Digital Services

Step 1 - 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

Step 11

Step 12

Step 13

Step 14

- View the status of each file upload.

Home

My Account

Users

e-Service

Third Party

Advance

Help

Log Out



Home / Batch Upload History

Batch Upload History

Filter

Search



Job ID	Job Description	Submission Date	Status
175	Batch Create Users	06/09/2016 15:58	In-progress
171	1) 'In Progress' – File upload was successful and is being processed.		View Error
168			Completed
167			Completed
54	2) 'Completed' – File upload was successful and processing has been completed.		Completed
27			Completed
25	3) 'View Error' – File upload was successful, but Corppass was unable to process the details of some users. Learn how to fix the error on the next slide.		Completed
24			Completed
23	Batch Create Users	23/08/2016 15:31	Completed

Batch Assign Digital Services

Step 1 - 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

Step 11

Step 12

Step 13

Step 14

- Click 'View error' to download an Excel list of digital service assignments that were not processed.

[Home](#) [My Account](#) [Users](#) [e-Service](#) [Third Party](#) [Advance](#) [Help](#) [Log Out](#)

Home / [Batch Upload History](#)

Batch Upload History

Filter

Job ID	Job Description	Submission Date	Status
175	Batch Create Users	06/09/2016 15:58	In-progress
171	Batch Assign e-Service	06/09/2016 14:51	View Error
168	Batch Create Users	06/09/2016 14:30	Completed
167	Batch Create Users	06/09/2016 14:21	Completed
54	Batch Assign e-Service	24/08/2016 17:35	Completed
27	Batch Assign e-Service	23/08/2016 20:17	Completed
25	Batch Assign e-Service	23/08/2016 15:36	Completed
24	Batch Assign e-Service	23/08/2016 15:33	Completed
23	Batch Create Users	23/08/2016 15:31	Completed

Batch Assign Digital Services

Step 1 - 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

Step 11

Step 12

Step 13

Step 14

- In the Excel, you will see the reasons why user accounts were not processed. Rectify the details based on the error messages.

SPCP_CP_MassEServiceAssignment (2) - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...		
S21		
	Q	R
1	Authorisation Expiry Date [Max 10]	Migrated Data [Max 1]
2		
3		
4		
5		

Error
Enter a valid e-Service Name.

Batch Assign Digital Services

Step 1 - 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

Step 11

Step 12

Step 13

Step 14

- Go to 'e-Service' > 'Batch Assign e-Services'. Repeat Steps 8 to 10 to submit the updated file with assignments that could not be processed previously.

The screenshot displays the Corppass web application interface. At the top, a navigation bar includes links for Home, My Account, Users, e-Service (highlighted with a red box), Third Party, Advance, and Help. A Log Out button and a search icon are also present. Below the navigation bar, a dropdown menu for 'e-Service' is open, showing options: View Entity's e-Service Access, Select Entity's e-Services, Assign Selected e-Services, Batch Assign e-Services (highlighted with a red box), and View Batch Upload History. The main content area features a banner with the text '54 more digital services available on Corppass over the last 90 days.' Below the banner, there are four tabs: User Accounts, e-Service Access (selected), Third Party, and Third Party (Clients). At the bottom, there are two main action cards: 'Create User Accounts' (Add accounts to your Entity) and 'Manage User Accounts' (View and edit your entity's user account details). A 'Change Entity Profile' link is located in the top right corner of the main content area.

- END -

Updated as of April 2021