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A Guide for Corppass Admins:
Manage Assignment Profile of Sub-Admins

This guide contains the following sections:

ADD ASSIGNMENT PROFILE

MANAGE ASSIGNMENT PROFILE

By default, all Sub-Admins can manage and assign their entity's digital services. These assignment rights can be controlled through the Sub-Admin Assignment Profile, which allows Corppass Admins to restrict the digital services that can be managed by each Sub-Admin. This may be applicable to companies with distinct department segregation.

Sub-Administrator accounts with restricted access will not be able to:
• Manage and assign entity's digital services outside his Assignment Profile
• Manage users' access to digital services outside his Assignment Profile
• Authorise and manage Third Party Entities
• Manage and assign Client Digital Services

ADD ASSIGNMENT PROFILE

Log In to Corppass Portal

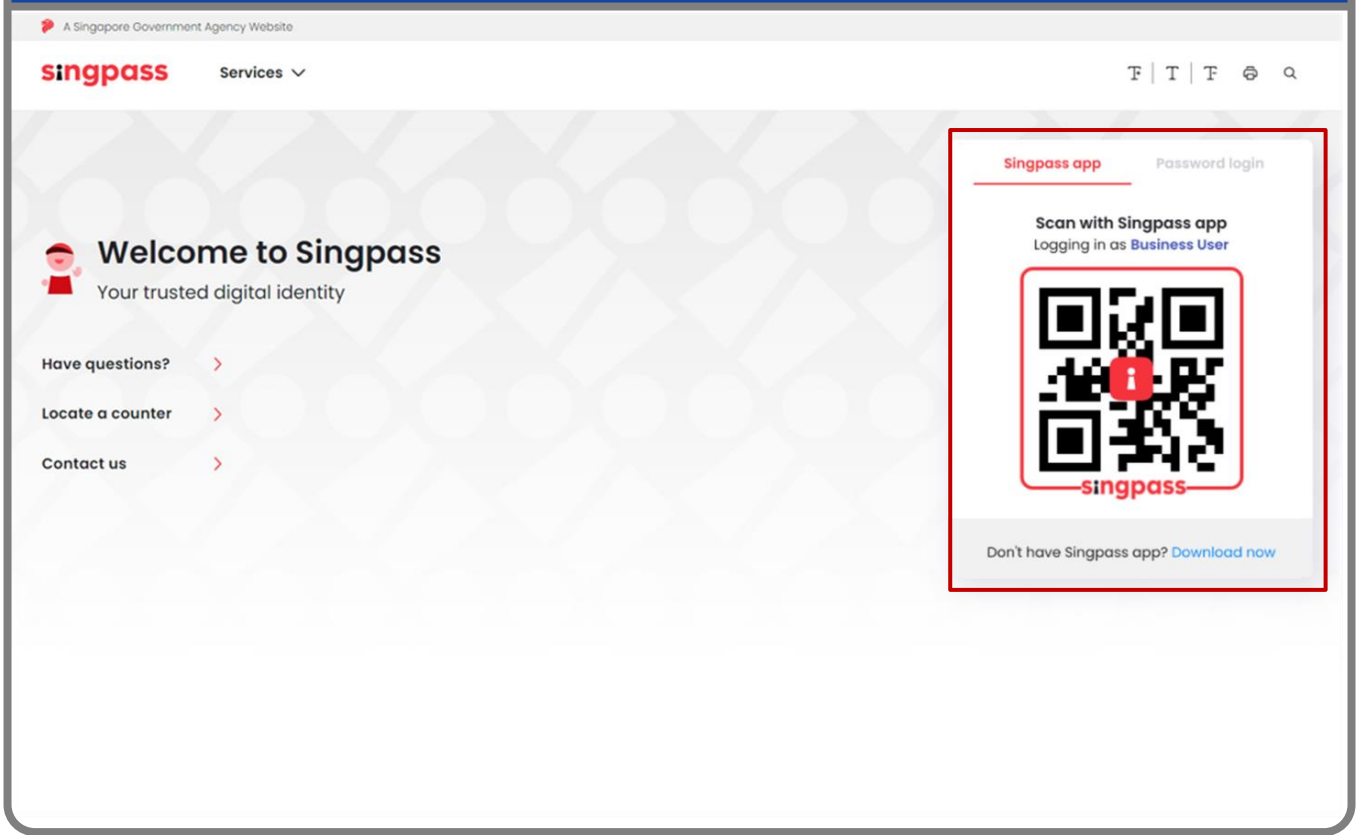| Step 1 |
| Step 2 |

• Select 'Log in with Singpass'.

| 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** ▶ |

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.
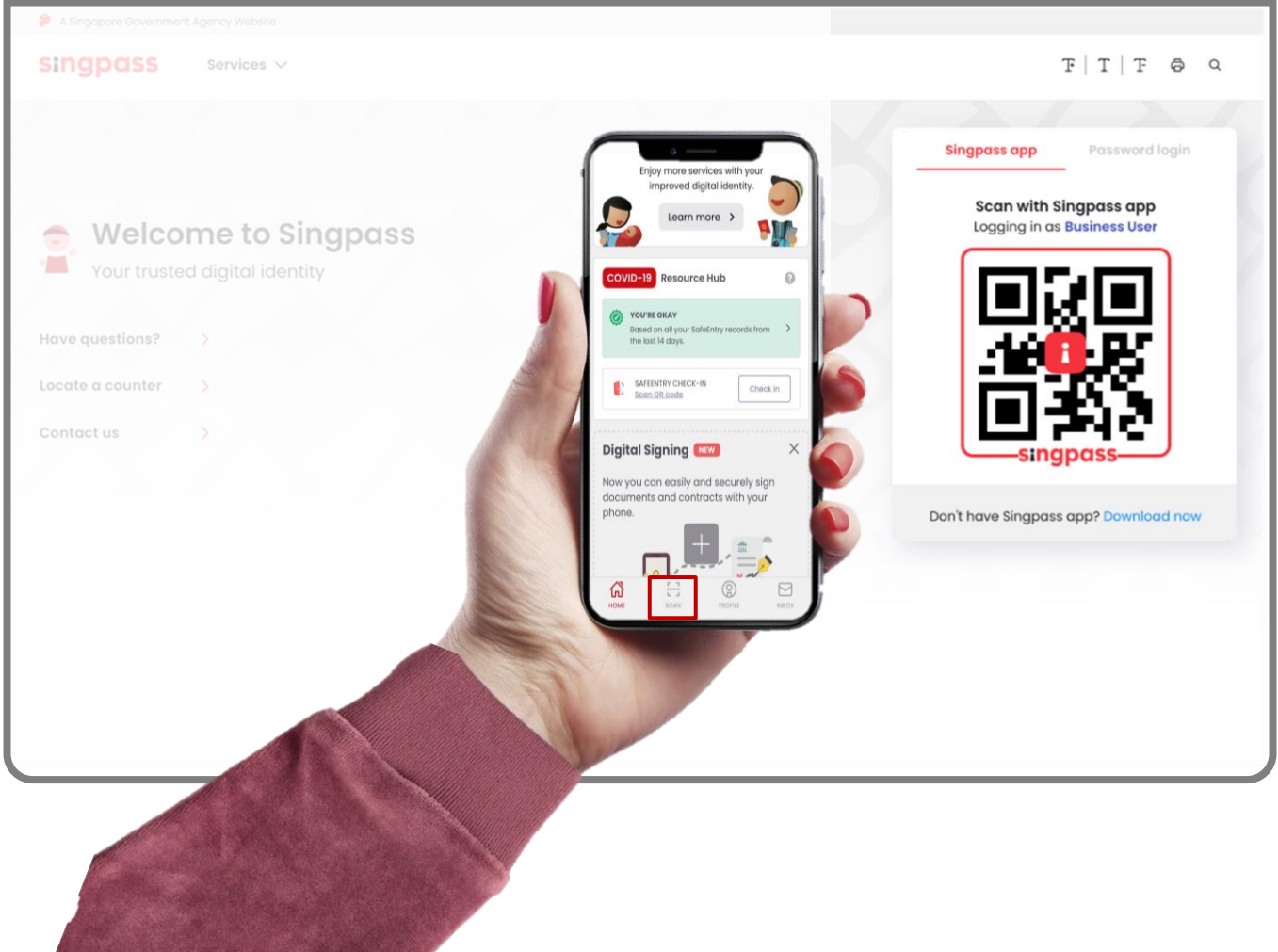
corppass

Log In to Corppass Portal

Step 1

Step 2

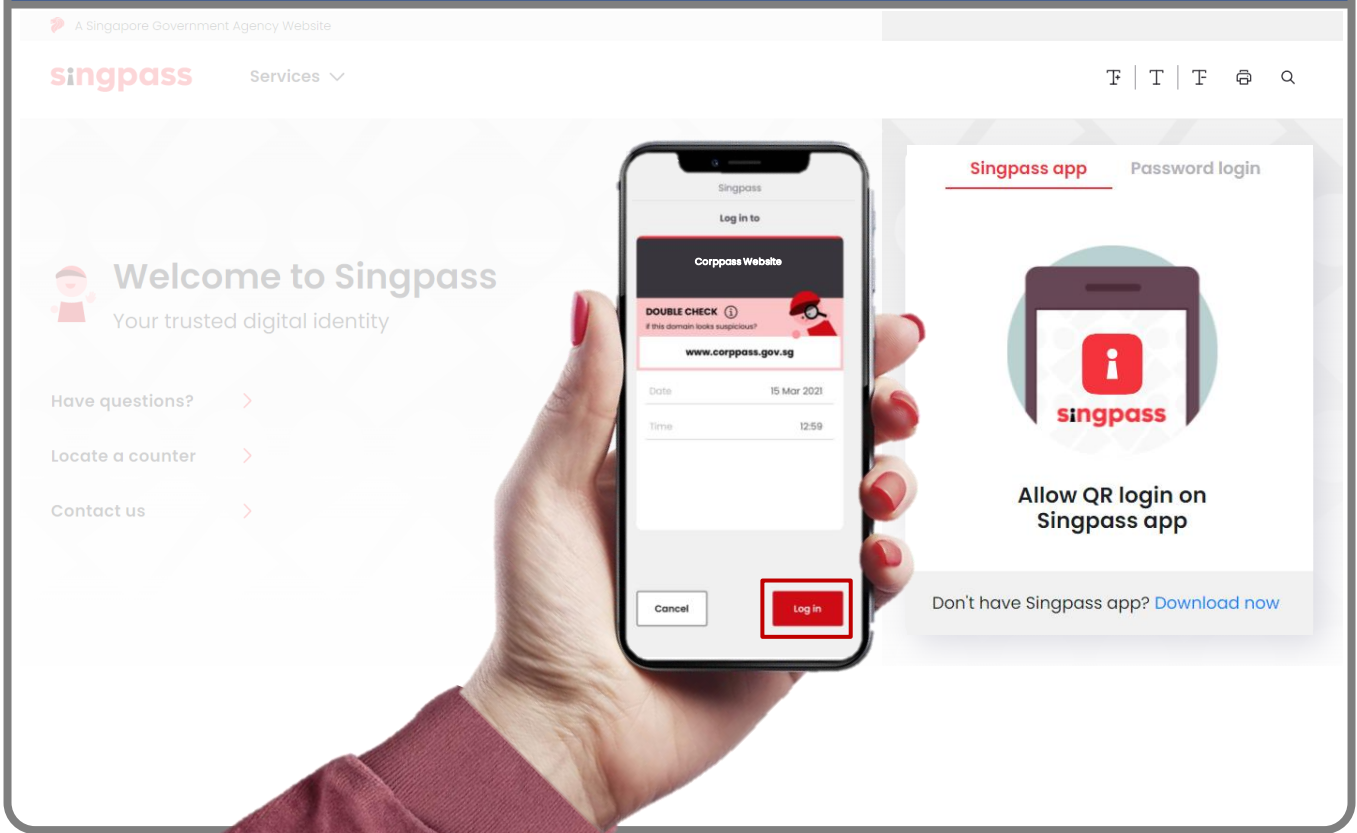- Launch your Singpass app. Tap the 'Scan' button to scan the QR Code on the Singpass login page.

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.

A Singapore Government Agency Website

singpass   Services ⌄   T | T | T 🖶 Q

Welcome to Singpass
Your trusted digital identity

Have questions?   >

Locate a counter   >

Contact us   >

Singpass app   **Password login**

Logging in as Business User

Singpass ID

Password

Log in

Forgot Singpass ID   Reset password

Register For Singpass

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
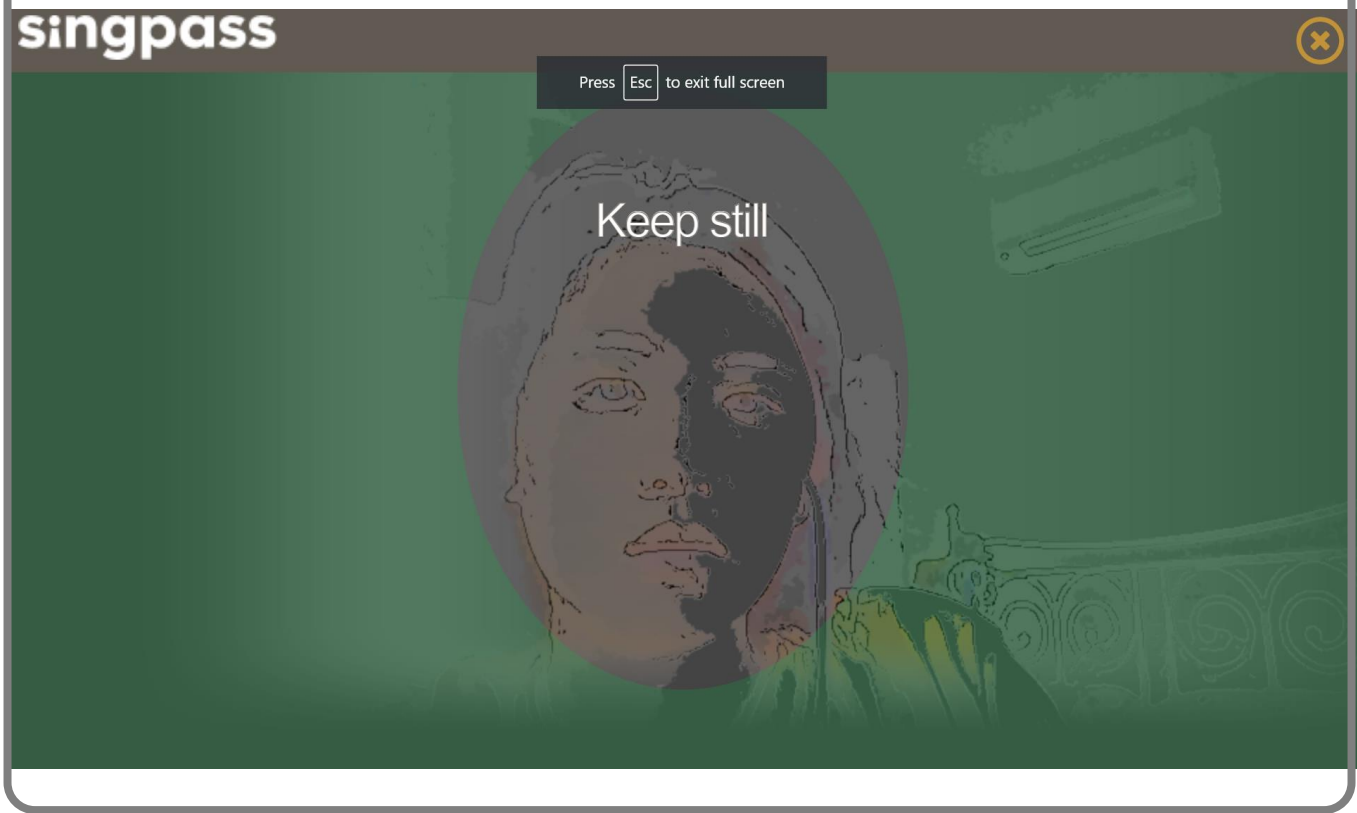
Note: Face Verification does not require any setup and is only available on desktop and mobile browsers. It requires the user to have a front-facing camera on their device when accessing digital services.

Add Assignment Profile

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

- 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.

Add Assignment Profile

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

• You will land on your homepage. Under 'Advance', select 'Add Assignment Profile'.

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

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PHAN

Migration - Client Authorisation Migration

Add Assignment Profile

View Assignment Profile

54 more digital services have been made available on Corppass over the last 90 days.

User Accounts | e-Service Access | Third Party | Third Party (Clients)

Change Entity Profile

Create User Accounts
Add accounts to your Entity

Manage User Accounts
View and edit your entity's user account details

14

Add Assignment Profile

Step 1	• Select the Sub-Admin for whom you would like to add assignment profile, then click 'Next'.
Step 2	
Step 3	
Step 4	
Step 5	
Step 6	
Step 7	
Step 8	
Step 9	

Add Assignment Profile

① Select Sub-Admins ② Select e-Services ③ Enter Details ④ Review & Submit

NOTE: Only Sub-Admins will be shown in table below for selection.

Note: After assigning the selected e-Service(s), selected Sub-Admin
• Can only assign the selected e-Service(s) and Agency Issued ID(s).
• Do not have access to select, edit, or remove Entity e-Service in Corppass.
• Do not have access to Third Party related functions in Corppass.

Select from your entity's Sub-Admin(s).

▼ Filter

	Full Name	⬍	Email Address	⬍
☑	MUAH MEGAN		MUAHMEGAN@mailinator.com	
	1 Sub-Admin(s) Selected.			

Showing 1 to 1 of 1 items

Can't find a user?
You may have not created the user account.
Click here to do so.

Cancel   **Next**

Add Assignment Profile

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

• Select the digital services that the Sub-Admin can manage. The selected Sub-Admins can only assign users access to these digital services.

Note: e-Service is also known as digital service

Add Assignment Profile

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

• Click 'Next' to proceed.

☐	INLAND REVENUE OF SINGAPORE (IRAS)	ESRVC A	Description A	📄
☐	INLAND REVENUE OF SINGAPORE (IRAS)	ESRVC B	Description B	
☐	INLAND REVENUE OF SINGAPORE (IRAS)	ESRVC C	Description C	
☐	INLAND REVENUE OF SINGAPORE (IRAS)	ESRVC D	Description D	
☐	INLAND REVENUE OF SINGAPORE (IRAS)	ESRVC E	Description E	📄
☐	INLAND REVENUE OF SINGAPORE (IRAS)	ESRVC F	Description F	

2 e-Service(s) selected.

Showing 1 to 10 of 10 items

Back   Next

Add Assignment Profile

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

- Review details of the assignment. Click 'Submit' to proceed.

Add Assignment Profile

✓ Select Sub-Admins ···· ✓ Select e-Services ···· ✓ Enter Details ···· ④ Review & Submit

Review the Sub-Admin's Assignment Profile

1 Selected Sub-Admin(s) +

Note:
- All additional details are available to Sub-Admin(s) during e-Service assignment.
- Additional details can be edited via e-Service > View Entity's e-Services.

Selected e-Services

HEALTH PROMOTION BOARD
- Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online
- Additional Details

HOUSING AND DEVELOPMENT BOARD (HDB)
- HDB - Listing
- Additional Details

Back   Submit

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Add Assignment Profile

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

- A confirmation message will indicate that you have successfully assigned digital service to the Sub-Admin(s).

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

Home / Add Assignment Profile

✅ You have assigned e-Service(s) for Sub-Admin(s) to manage.

Return to Homepage

MANAGE ASSIGNMENT PROFILE

A. Remove Digital Service(s)

B. Edit Digital Service(s)

Manage Assignment Profile

Step 1 - 2
Step 3
Step 4
Step 5

- 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.

Manage Assignment Profile

Step 1 - 2

Step 3

Step 4

Step 5

- You will land on your homepage. Under 'Advance', select 'View Assignment Profile'.

Manage Assignment Profile

- View the list of Sub-Admins and their assignment profiles.

View Assignment Profile

Select the checkbox to remove e-Service from Sub-Admin(s)' Assignment Profile.

Add e-Service   Remove e-Service (1)   ▼ Filter Search   🔍   📤▾

	NRIC / FIN / Foreign ID No. ⬍	Full Name ⬍	Assigned e-Service ⬍	Agency Issued ID ⬍
☐	G****619W	MUAH MEGAN	HDB - Listing	-
☐	G****619W	MUAH MEGAN	Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online	-
☑	S****978G	PANG DAVID	QA-JTC Customer Service Portal	GSTN: M81234647X GSTN: M91234567X

1 Assignment Profile(s) selected.

Showing 1 to 3 of 3 items

*Digital services assigned to the same user will appear in a separate row. Select and remove individually.

Note: e-Service is also known as digital service

Manage Assignment Profile – (A) Remove Digital Service(s)

Step 1 - 2

Step 3

Step 4

Step 5

Step 6A

Step 7A

Step 8A

- To remove any digital services, select the digital service and click 'Remove e-Service'.

View Assignment Profile

Select the checkbox to remove e-Service from Sub-Admin(s)' Assignment Profile.

Add e-Service   Remove e-Service (1)   ▼ Filter   Search   🔍   ▲▾

	NRIC / FIN / Foreign ID No. ⬍	Full Name ⬍	Assigned e-Service ⬍	Agency Issued ID ⬍
☐	G****619W	MUAH MEGAN	HDB - Listing	-
☐	G****619W	MUAH MEGAN	Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online	-
☑	S****978G	PANG DAVID	QA-JTC Customer Service Portal	GSTN: M81234647X GSTN: M91234567X

1 Assignment Profile(s) selected.

Showing 1 to 3 of 3 items

Manage Assignment Profile – (A) Remove Digital Service(s)

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

- Review details of the digital service to be removed from the Sub-Admin's assignment profile. Click 'Submit' to proceed.

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

Home / Remove Assignment Profile

Remove Assignment Profile

Review selected e-Service(s) and all corresponding Agency issued IDs to be removed from Sub-Admin(s)' Assignment Profile.

NRIC / FIN / Foreign ID No. ⇕	Full Name ⇕	Assigned e-Service ⇕	Agency Issued ID ⇕
S****978G	PANG DAVID	QA-JTC Customer Service Portal	GSTN: M81234647X GSTN: M91234567X

Showing 1 to 1 of 1 items

Back   Submit

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Manage Assignment Profile – (A) Remove Digital Service(s)

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

- A confirmation message will indicate that the Sub-Admin will no longer be able to assign the selected digital service(s) to other accounts.

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

Home / Remove Assignment Profile

✓ Selected e-Service(s) have been removed from the Sub-Admin's Assignment Profile.

Return to Homepage

Manage Assignment Profile – (B) Edit Digital Service(s)

| Step 1 - 2 |
| Step 3 |
| Step 4 |
| Step 5 |
| **Step 6B** |
| Step 7B |
| Step 8B |
| Step 9B |
| Step 10B |
| Step 11B |
| Step 12B |
| Step 13B |

- You may also click on Sub-Admin's name to view details of their assignment profile.

View Assignment Profile

Select the checkbox to remove e-Service from Sub-Admin(s)' Assignment Profile.

| Add e-Service | Remove e-Service (0) | | ▼ Filter | Search | 🔍 | ⬆ ▾ |

☐	NRIC / FIN / Foreign ID No. ⬍	Full Name ⬍	Assigned e-Service ⬍	Agency Issued ID ⬍
☐	G****619W	MUAH MEGAN	HDB - Listing	-
☐	G****619W	MUAH MEGAN	Healthier Choice Symbol (HCS) and Healthier Dining Programme (HDP) Online	-
☐	S****978G	PANG DAVID	QA-JTC Customer Service Portal	GSTN: M81234647X GSTN: M91234567X

0 Assignment Profile(s) selected.

Showing 1 to 3 of 3 items

Manage Assignment Profile – (B) Edit Digital Service(s)

Step 1 - 2
Step 3
Step 4
Step 5
Step 6B
Step 7B
Step 8B
Step 9B
Step 10B
Step 11B
Step 12B
Step 13B

- To remove restriction on a Sub-Admin's access to assigning digital services, uncheck 'Restrict Sub-Admin Access' and click 'Save'.

MUAH MEGAN

| Profile | Assigned e-Services | Assignment Profile | Transaction History |

Restrict Sub-Admin Access

Select the checkbox below and click "Save" to restrict the access of the Sub-Admin.

Note: Restricted Sub-Admin
- Can only assign the selected e-Services(s) and Agency Issued ID(s).
- Does not have access to select, edit, or remove Entity e-Service in CorpPass.
- Does not have access to Third Party related functions in CorpPass.

☑ Restrict Sub-Admin Access   Save

Sub-Admin's Assignment Profile

Click "Add e-Service" below to customise Sub-Admin's Assignment Profile.
- Once e-Service(s) are added into the Assignment Profile, Sub-Admin will automatically have restricted access.
- Only e-Service(s) with Agency Issued ID(s) can be edited.

Add e-Service Access   Edit e-Service Access(0)   🗑 Remove e-Service Access(0)   ▼ Filter   Search 🔍

Manage Assignment Profile – (B) Edit Digital Service(s)

- You can edit the Agency Issued ID assigned to a Sub-Admin assignment profile. Select digital service and click 'Edit e-Service Access'.

Restrict Sub-Admin Access

Select the checkbox below and click "Save" to restrict the access of the Sub-Admin.

Note: Restricted Sub-Admin
- Can only assign the selected e-Services(s) and Agency Issued ID(s).
- Does not have access to select, edit, or remove Entity e-Service in Corppass.
- Does not have access to Third Party related functions in Corppass.

☑ Restrict Sub-Admin Access   Save

Sub-Admin's Assignment Profile

Click "Add e-Service" below to customise Sub-Admin's Assignment Profile.
- Once e-Service(s) are added into the Assignment Profile, Sub-Admin will automatically have restricted access.
- Only e-Service(s) with Agency Issued ID(s) can be edited.

| Add e-Service Access | Edit e-Service Access(1) | 🗑 Remove e-Service Access(1) | ▼ Filter | Search 🔍 | ⬆ |

☑	Govt. Agency	Assigned e-Service	Description	Agency Issued ID
☑	CENTRAL PROVIDENT FUND BOARD	CPF E-SUBMISSION	CPF e-Submission for Employers	CSN: 180299366K-PTE-01 CSN: 180299366K-PTE-02

1 e-Service(s) Selected

Manage Assignment Profile – (B) Edit Digital Service(s)

Step 1 - 2

Step 3

Step 4

Step 5

Step 6B

Step 7B

Step 8B

Step 9B

Step 10B

Step 11B

Step 12B

Step 13B

- Update the Agency Issued ID(s) accordingly.

Edit Assignment Profile

(1) • • • • (2)
Enter   Review
Details   & Submit

Selected Sub-Admin: **MUAH MEGAN**

Select Agency Issued IDs to be managed by Sub-Admin(s).

Note:
- All additional details remain available to Sub-Admins(s) during e-Service assignment.
- Additional details can be edited via e-Service > View Entity e-Services.

* - denotes mandatory fields

Govt. Agency	Selected e-Service	Agency Issued ID Required
CENTRAL PROVIDENT FUND BOARD	CPF E-SUBMISSION	

CENTRAL PROVIDENT FUND BOARD
CPF E-SUBMISSION

CSN *

180299366K-PTE-01

180299366K-PTE-02

+ Add New

Manage Assignment Profile – (B) Edit Digital Service(s)

| Step 1 - 2 |
| Step 3 |
| Step 4 |
| Step 5 |
| Step 6B |
| Step 7B |
| Step 8B |
| Step 9B |
| **Step 10B** |
| Step 11B |
| Step 12B |
| Step 13B |

- Click 'Next' to proceed.

Govt. Agency ⬍	Selected e-Service ⬍	Agency Issued ID Required ⬍
CENTRAL PROVIDENT FUND BOARD	CPF E-SUBMISSION	📄

1 e-Service(s) selected.

CENTRAL PROVIDENT FUND BOARD
CPF E-SUBMISSION

CSN *

180299366K-PTE-01 🗑️

180299366K-PTE-02 🗑️

＋ Add New

Cancel   **Next**

Manage Assignment Profile – (B) Edit Digital Service(s)

| Step 1 - 2 |
| Step 3 |
| Step 4 |
| Step 5 |
| Step 6B |
| Step 7B |
| Step 8B |
| Step 9B |
| Step 10B |
| **Step 11B** |
| Step 12B |
| Step 13B |

- Review the updated assignment details.

Edit Assignment Profile

✓ • • • • ②

Enter   Review
Details   & Submit

Selected Sub-Admin: **MUAH MEGAN**

Review the Sub-Admin's e-Service management.

Select Agency Issued IDs 📄 to be managed by Sub-Admin(s).

Note:
- All additional details remain available to Sub-Admins(s) during e-Service assignment.
- Additional details can be edited via e-Service > View Entity e-Services.

Selected e-Services

CENTRAL PROVIDENT FUND BOARD	• **CPF E-SUBMISSION**	
	CSN	180299366K-PTE-01
		180299366K-PTE-02

Back   **Submit**

Manage Assignment Profile – (B) Edit Digital Service(s)

| Step 1 - 2 |
| Step 3 |
| Step 4 |
| Step 5 |
| Step 6B |
| Step 7B |
| Step 8B |
| Step 9B |
| Step 10B |
| Step 11B |
| **Step 12B** |
| Step 13B |

- Click 'Submit' to proceed.

Edit Assignment Profile

✓ • • • • ②
Enter   Review
Details   & Submit

Selected Sub-Admin: **MUAH MEGAN**

Review the Sub-Admin's e-Service management.

Select Agency Issued IDs 🗎 to be managed by Sub-Admin(s).

Note:
- All additional details remain available to Sub-Admins(s) during e-Service assignment.
- Additional details can be edited via e-Service > View Entity e-Services.

Selected e-Services

CENTRAL PROVIDENT FUND BOARD	• **CPF E-SUBMISSION**	
	CSN	180299366K-PTE-01
		180299366K-PTE-02

Back   Submit

Manage Assignment Profile – (B) Edit Digital Service(s)

| Step 1 - 2 |
| Step 3 |
| Step 4 |
| Step 5 |
| Step 6B |
| Step 7B |
| Step 8B |
| Step 9B |
| Step 10B |
| Step 11B |
| Step 12B |
| **Step 13B** |

- A confirmation message will indicate that you have edited the digital service details within the Sub-Admin's assignment profile.

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

Home / Edit Assignment Profile

✓ You have edited e-Service(s) for your Sub-Admin.

Return to Homepage

- END -

Updated as of April 2021