



A Guide for Corppass Admins & Sub-Admins: Authorise and Manage Third Party Entity (For Client)

This guide contains the following sections:

AUTHORISE THIRD PARTY ENTITY **(FOR CLIENT)**

MANAGE THIRD PARTY ENTITY **(FOR CLIENT)**

AUTHORISE THIRD PARTY ENTITY (FOR CLIENT)

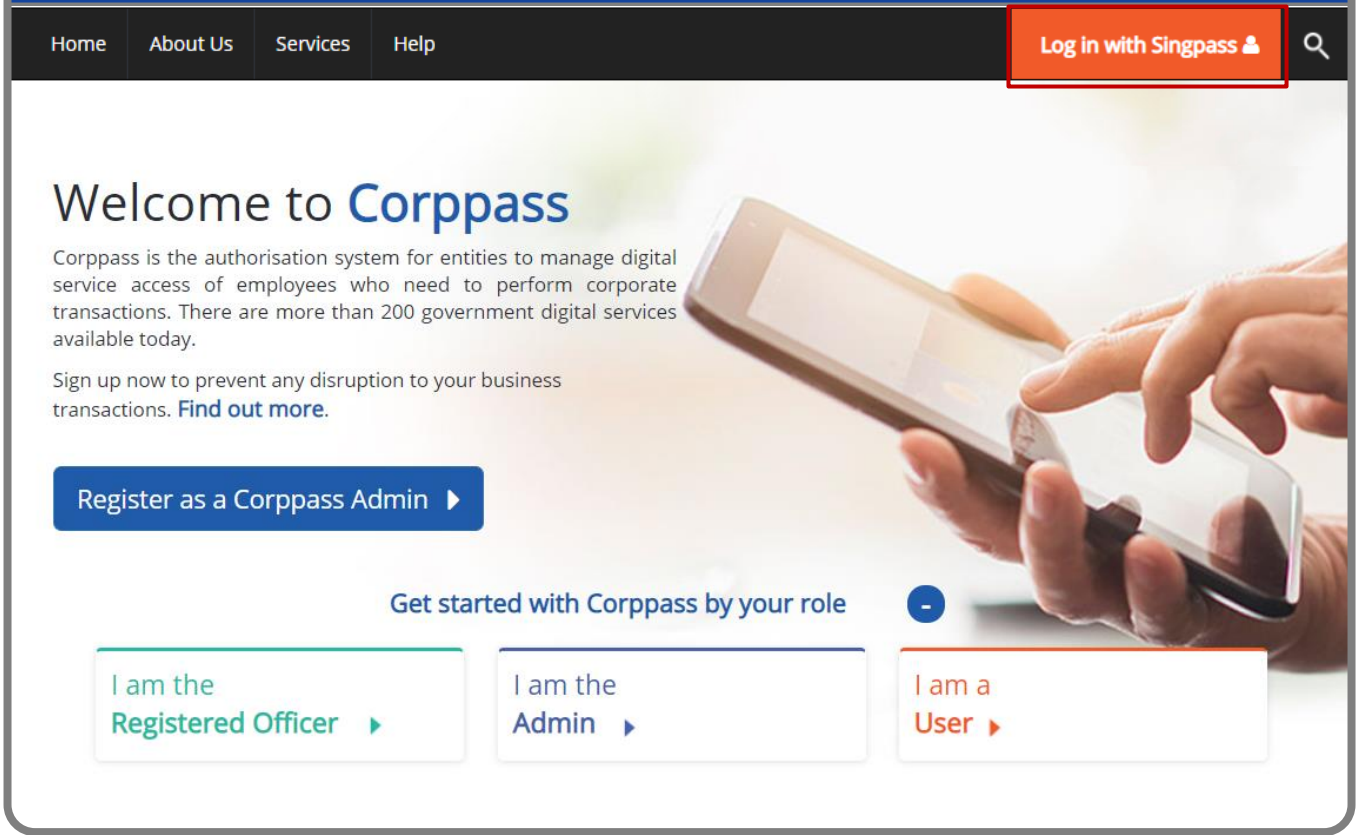
Note: Sub-Admin accounts with restricted access will not be able to authorise and manage Third Party Authorisation for your entity. If you have a Sub-Admin account and would like to check if your account is restricted, go to My Account > View My Profile > Assignment Profile.

Log In to Corppass Portal

Step 1

Step 2

- Select 'Log in with Singpass'.

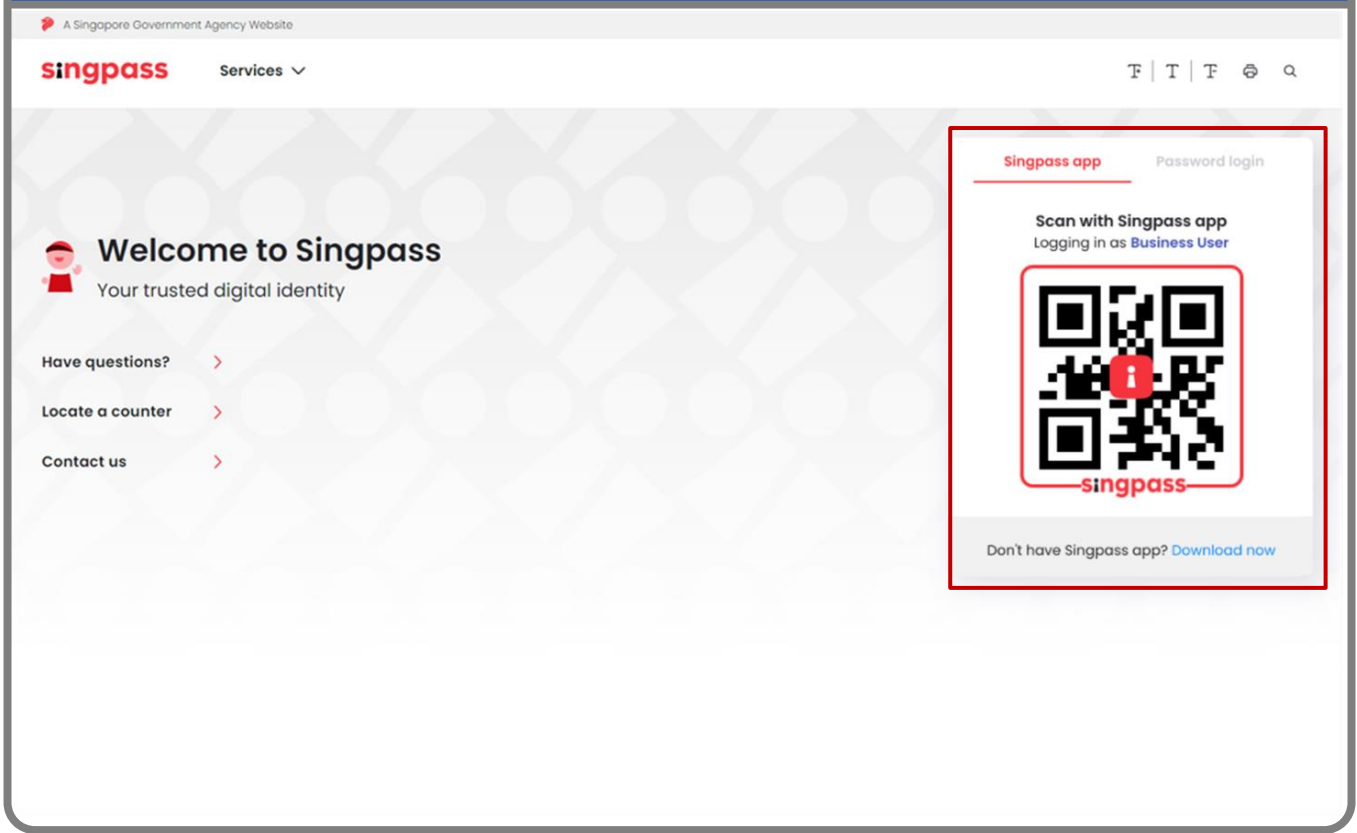


Log In to Corppass Portal

Step 1

Step 2

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

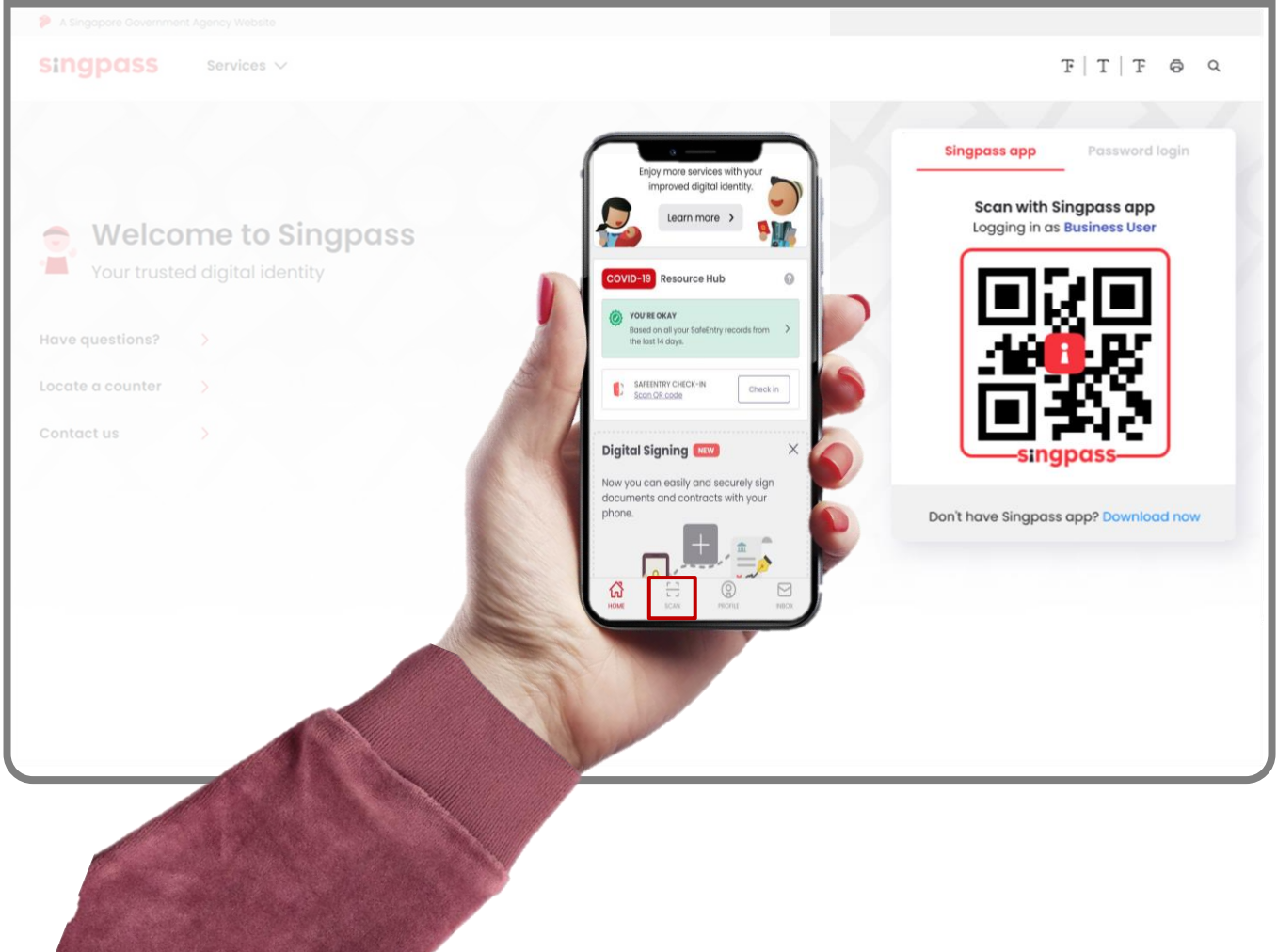


Log In to Corppass Portal

Step 1

Step 2

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

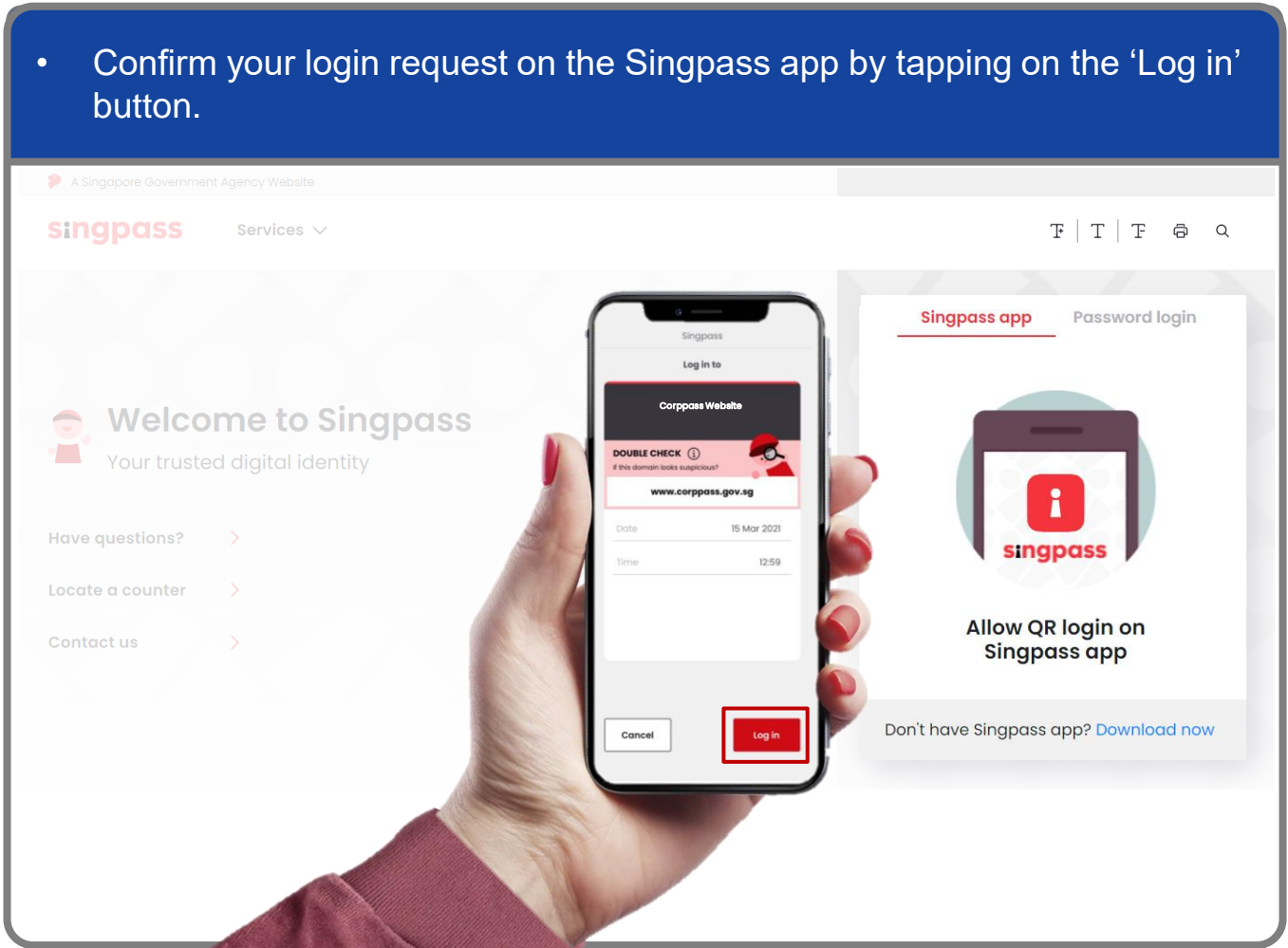


Log In to Corppass Portal

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. At the top, there is a blue header with the text "A Singapore Government Agency Website" and the Singpass logo. Below the header, the page is divided into two main sections. On the left, there is a "Welcome to Singpass" section with a cartoon character and the text "Your trusted digital identity". Below this, there are three links: "Have questions?", "Locate a counter", and "Contact us", each with a red arrow pointing right. On the right, there is a login form. The form has two tabs: "Singpass app" and "Password login". The "Password login" tab is selected. Below the tabs, there is a section titled "Logging in as Business User". This section contains two input fields: "Singpass ID" and "Password". Below these fields is a red "Log in" button. At the bottom of the form, there are two links: "Forgot Singpass ID" and "Reset password". Below these links 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

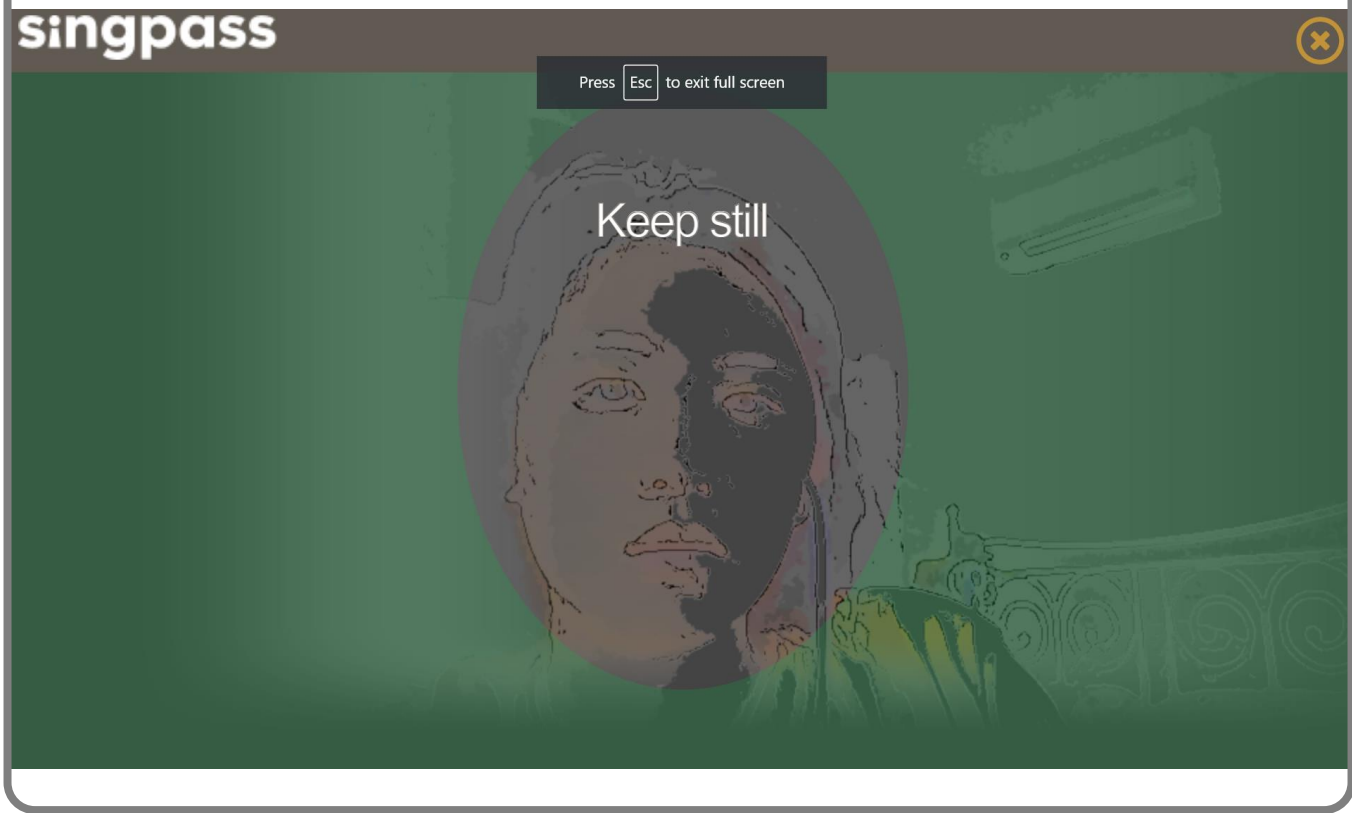
Begin Scan

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.

Authorise Third Party Entity

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
Entity 1

M30062017A
Entity 2

C20001187B
Entity 3

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

Authorise Third Party Entity

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

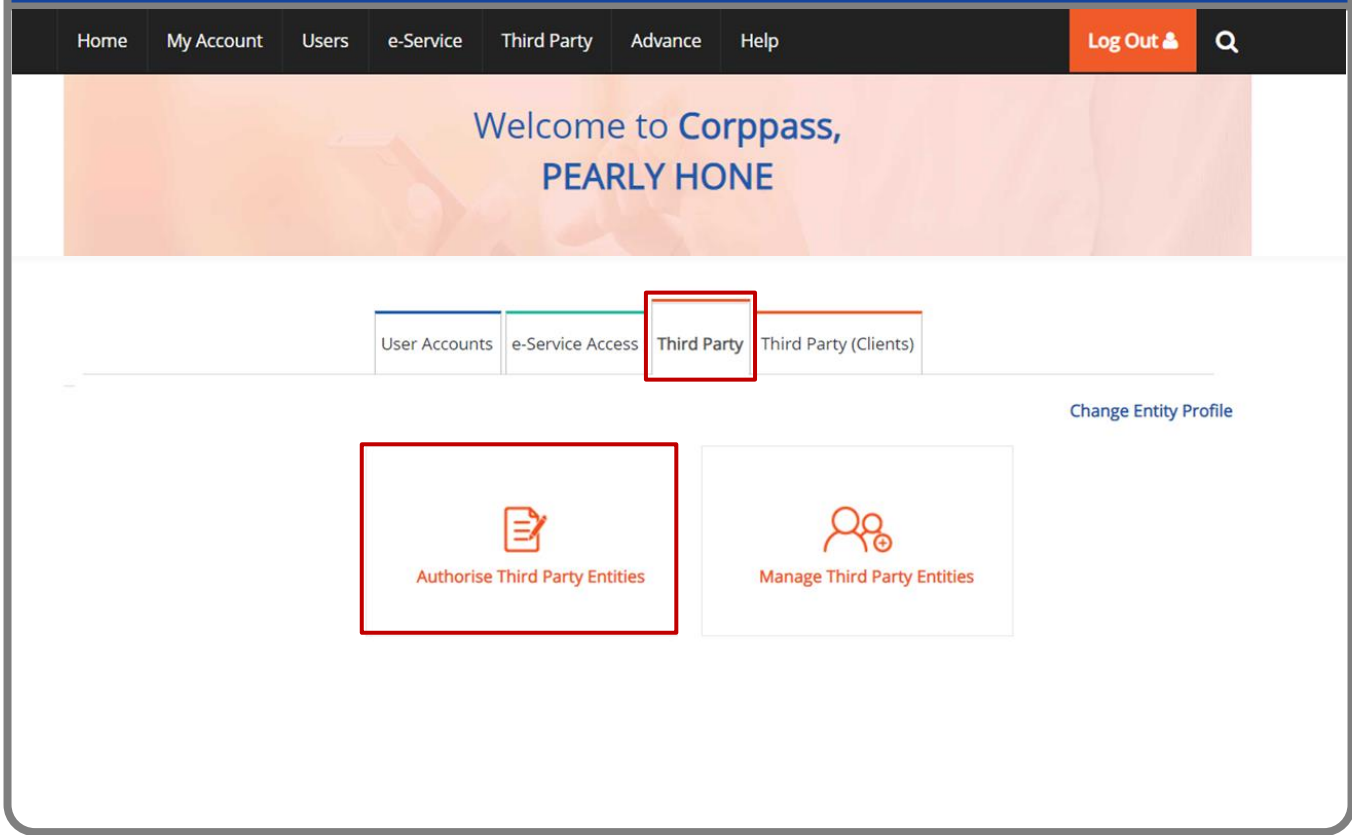
Step 7

Step 8

Step 9

Step 10

- You will land on your homepage. Under the 'Third Party' tab, click 'Authorise Third Party Entities'.



Authorise Third Party Entity

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- Enter the Third Party Entity you wish to authorise digital service access by using their UEN / Entity ID or Entity Name. Click 'Search' to proceed.

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

Home / Authorise Third Party Entity

Authorise Third Party Entities

1

2

3

4

Select Third Party

Select e-Services

Enter Details

Review & Submit

UEN / Entity ID

Entity Name

Search

Search using the Third Party Entity's UEN / Entity ID or Entity Name.

Note: You may search using partial names (e.g. Blue, Blue Sky, Sky)

Authorise Third Party Entity

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- If you had searched using Entity Name, you will see a list of Third Party Entities that fits your search criteria.

Authorise Third Party Entities



UEN / Entity ID

Entity Name

Search

Search for Third Party Entities which you would like to authorise.

Filter

Search



UEN / Entity ID	Entity Name	UEN Status
<input type="checkbox"/> C15000322E	ABC Company Pte Ltd	-
<input type="checkbox"/> C16000829C	ABC Stationery Pte Ltd	-
<input type="checkbox"/> C16000777A	ABC Preschool Pte Ltd	-
<input type="checkbox"/> C16000879F	ABC Traders LLC	-
0 entity(s) selected.		

Showing 1 to 4 of 4 items

Authorise Third Party Entity

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- Select the Third Party Entity you would like to assign the Third Party authorisation to, then click 'Next'.

UEN / Entity ID

Entity Name

Search

You may use the search bar to search for specific third party entities.

Search for Third Party Entities which you would like to authorise.

Filter

Search



UEN / Entity ID	Entity Name	UEN Status
<input checked="" type="checkbox"/> C15000322E	ABC Company Pte Ltd	-
<input type="checkbox"/> C16000829C	ABC Stationery Pte Ltd	-
<input type="checkbox"/> C16000777A	ABC Preschool Pte Ltd	-
<input type="checkbox"/> C16000879F	ABC Traders LLC	-

1 entity(s) selected.

Showing 1 to 4 of 4 items

Cancel

Next

Authorise Third Party Entity

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- View a list of digital services that can be authorised to Third Party Entities.

Authorise Third Party Entities



Can't find an e-Service? Click [here](#) to add e-Service to your Entity.

Selected Third Party Entity: ABC Company Pte Ltd

Select e-Service(s) for the Third Party to have access to

Filter

Search



Govt. Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input type="checkbox"/> CPF	CPF e-Submission			
<input type="checkbox"/> MTI	LicenceOne			

0 e-Service(s) Selected

Showing 1 to 2 of 2 items

Back

Next

Note: Only digital services that allow Third Party Authorisation and have been added to your entity's list of digital service access will be shown here. To set up this list, refer to guide titled 'Set Up and Assign Digital Service Access'.

Authorise Third Party Entity

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- Select the digital services you would like to authorise your selected Third Party Entity with, then click 'Next'.

Authorise Third Party Entities



Can't find an e-Service? Click [here](#) to add e-Service to your Entity.

Selected Third Party Entity: ABC Company Pte Ltd

Select e-Service(s) for the Third Party to have access to

Filter

Search



Govt. Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input type="checkbox"/> CPF	CPF e-Submission			
<input type="checkbox"/> MTI	LicenceOne			

0 e-Service(s) Selected

Icon indicates that additional details are required to authorise this digital service.

Back

Next

Authorise Third Party Entity

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 roles, sub-UEN, etc.

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

Home / Authorise Third Party Entity

Authorise Third Party Entities

✓

...

✓

...

3

...

4

Select Third Party

Select e-Services

Enter Details

Review & Submit

Selected Third Party Entity: ABC Company Pte Ltd

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

* - denotes mandatory fields

Govt. Agency	Entity's Selected e-Service	Additional Agency Check	Additional Details Required
CPF	CPF e-Submission		
MTI	LicenceOne		

CPF

CPF e-Submission

Role

--- SELECT---

Scroll down to continue



Authorise Third Party Entity

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- Enter additional details required for the digital services, then click 'Next'.

Select Third Party Select e-Services **Enter Details** Review & Submit

Selected Third Party Entity: ABC Company Pte Ltd

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

* - denotes mandatory fields

Govt. Agency	Entity's Selected e-Service	Additional Agency Check	Additional Details Required
CPF	CPF e-Submission		
MTI	LicenceOne		

2 e-Service(s) selected

CPF
CPF e-Submission

Role

Editor

Role Description

Editors can submit CPF contribution details on behalf of the company and view previously submitted CPF contribution details.

CSN

199901234N-PTE-01

Back **Next**

Authorise Third Party Entity

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- Review details of the authorisation, then click 'Submit'.

Home / Authorise Third Party Entity

Authorise Third Party Entities



Selected Third Party Entity: ABC Company Pte Ltd

Selected Third Party Entity e-Service(s)

CPF ● CPF e-Submission

Role

Editor

MTI ● LicenceOne

Back

Submit

Authorise Third Party Entity

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 authorised the Third Party Entity, with access to your selected digital service(s).

Home

My Account

Users

e-Service

Third Party

Advance

Help

Log Out 



Home / Authorise Third Party Entity



ABC Company Pte Ltd has been authorised to access selected e-Service(s).

The Third Party Entity will receive a notification.

[Return to Homepage](#)

MANAGE THIRD PARTY ENTITY (FOR CLIENT)

- A. Profile
- B. Authorise e-Service(s)
- C. Authorisation History
- D. Third Party Users
- E. Remove Third Party Entity

Note: Sub-Admin accounts with restricted access will not be able to authorise and manage Third Party Authorisation for your entity. 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.

Manage Third Party Entity

Step 1

Step 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
Entity 1

M30062017A
Entity 2

C20001187B
Entity 3

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

Manage Third Party Entity

Step 1

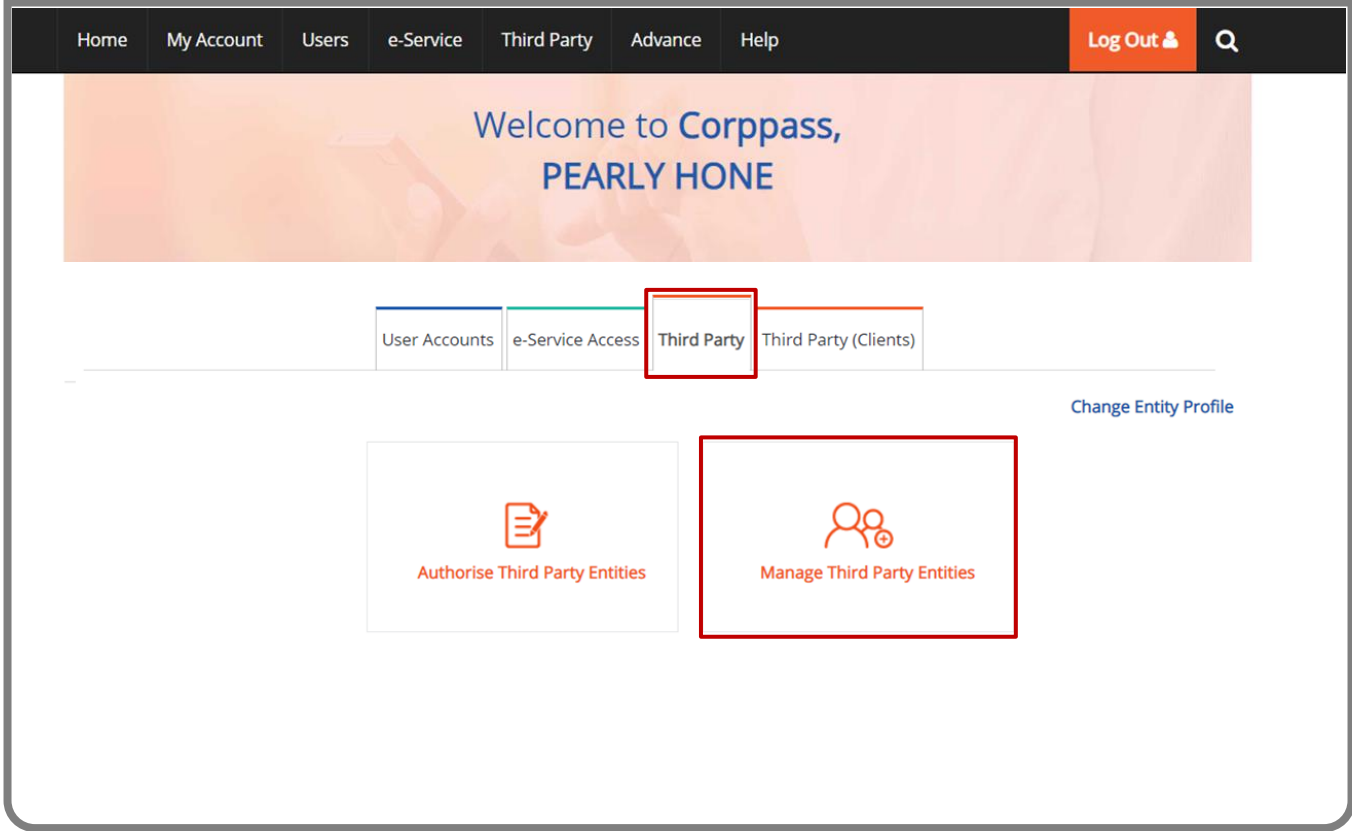
Step 2

Step 3

Step 4

Step 5

- You will land on your homepage. Under the 'Third Party' tab, click 'Manage Third Party Entities'.



Manage Third Party Entity

Step 1

Step 2

Step 3

Step 4

Step 5

- You will see a list of Third Party Entities that you have authorised to transact on behalf of your entity.

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

Home / Manage Third Party Entities

Manage Third Party Entities

Select the checkbox to remove Third Party Entity.
To view and manage authorised e-Service(s) individually, click on the Entity Name.

Remove Third Party Entity (0)

[Filter](#)

	UEN / Entity ID	Entity Name	UEN Status	Govt. Agency	Current Authorised e-Services
<input type="checkbox"/>	C15000322E	ABC Company Pte Ltd	-	CPF MTI	CPF e-Submission LicenceOne
<input type="checkbox"/>	38814061E	The Purple Toaster Web Design Company	Registered	-	-

0 Third Party Entity(s) Selected

Showing 1 to 2 of 2 items

Manage Third Party Entity

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6A – 6D

- Click on Entity Name to view entity details.

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

Home / Manage Third Party Entities

Manage Third Party Entities

Select the checkbox to remove Third Party Entity.
To view and manage authorised e-Service(s) individually, click on the Entity Name.

Remove Third Party Entity (0)

Filter

<input type="checkbox"/>	UEN / Entity ID	Entity Name	UEN Status	Govt. Agency	Current Authorised e-Services
<input type="checkbox"/>	C15000322E	ABC Company Pte Ltd	-	CPF MTI	CPF e-Submission LicenceOne
<input type="checkbox"/>	38814061E	The Purple Toaster Web Design Company	Registered	-	-

0 Third Party Entity(s) Selected

Showing 1 to 2 of 2 items

Manage Third Party Entity – (A) Profile

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6A

Step 7A

- You may view entity details under the 'Profile' tab.

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

[Home](#) / [Manage Third Party Entities](#) / [View Third Party](#)

Profile

Authorised e-Service(s)

Authorisation History

Third Party Users

UEN / Entity ID

C15000322E

Entity Name

ABC COMPANY PTE LTD

Country of Incorporation

SINGAPORE

Address

123 bukit timah road
12 - 230
SINGAPORE 120123

Office Contact No.

61234567

Manage Third Party Entity – (B) Authorised e-Service(s)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6B

Step 7B

Step 8B

Step 9B

Step 10B

Step 11B

Step 12B

Step 13B

Step 14B

- View the list of digital services which the Third Party Entity has been authorised to transact on behalf of your entity by selecting the 'Authorised e-Service(s)' tab.

Profile	Authorised e-Service(s)	Authorisation History	Third Party Users
---------	--------------------------------	-----------------------	-------------------

Edit e-Service Authorisation(0)		Remove e-Service Authorisation(0)		Filter	
---------------------------------	--	-----------------------------------	--	--------	--

	Govt. Agency	Authorised e-Service	Agency Issued ID	Role	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input type="checkbox"/>	CPF	CPF e-Submission	M12345678T	Editor		14/04/2017	19/04/2017
<input type="checkbox"/>	MTI	LicenceOne	-	-	-	07/04/2017	31/12/9999

0 e-Service(s) Authorisation selected

Showing 1 to 2 of 2 items

Note: e-Service is also known as digital service

Manage Third Party Entity – (B) Authorised e-Service(s)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6B

Step 7B

Step 8B

Step 9B

Step 10B

Step 11B

Step 12B

Step 13B

Step 14B

- To edit a digital service authorisation, select the relevant digital service and click 'Edit e-Service Authorisation'.

Profile Authorised e-Service(s) Authorisation History Third Party Users

Edit e-Service Authorisation(1) Remove e-Service Authorisation(1) Filter Search

	Govt. Agency	Authorised e-Service	Agency Issued ID	Role	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/>	CPF	CPF e-Submission	M12345678T	Editor		14/04/2017	19/04/2017
<input type="checkbox"/>	MTI	LicenceOne	-	-	-	07/04/2017	31/12/9999

0 e-Service(s) Authorisation selected

Showing 1 to 2 of 2 items

Note: Editing Third Party Authorisation will update the selected Third Party Entity and its users' digital service access.

Manage Third Party Entity – (B) Authorised e-Service(s)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6B

Step 7B

Step 8B

Step 9B

Step 10B

Step 11B

Step 12B

Step 13B

Step 14B

- Enter the necessary updates.

Edit Third Party Authorisation



Selected Third Party Entity **ABC COMPANY PTE LTD**

Click to edit details.

* - denotes mandatory fields

Govt. Agency	Entity's Selected e-Service	Additional Agency Check	Additional Details Required
CPF	CPF e-Submission		

CPF
CPF e-Submission

Role

Editor

Role Description

Editors can submit CPF contribution details on behalf of the company and view previously submitted CPF contribution details.

CSN

199901234N-PTF-01

Manage Third Party Entity – (B) Authorised e-Service(s)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6B

Step 7B

Step 8B

Step 9B

Step 10B

Step 11B


Step 12B

Step 13B





Step 14B

- Click 'Next' to proceed.

Selected Third Party Entity: **ABC COMPANY PTE LTD**


Click  to edit details.

* - denotes mandatory fields

Govt. Agency	Entity's Selected e-Service	Additional Agency Check	Additional Details Required
 CPF	 CPF e-Submission  		

1 e-Service(s) selected.

CPF
CPF e-Submission

Role 

Editor

Role Description
Editors can submit CPF contribution details on behalf of the company and view previously submitted CPF contribution details.

CSN
199901234N-PTE-01

Back

Next

Manage Third Party Entity – (B) Authorised e-Service(s)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6B

Step 7B

Step 8B

Step 9B

Step 10B

Step 11B

Step 12B

Step 13B

Step 14B

- Review details of your update and click 'Submit'.

Edit Third Party Authorisation



Selected Third Party Entity: **ABC COMPANY PTE LTD**

Verify the following details.

Third-party e-Service Authorisation(s)

CPF ● **CPF e-Submission**

Role	Editor
CSN	199901234N-PTE-01
Authorisation Effective Date	04/05/2017
Authorisation Expiry Date	31/07/2017

Back

Submit

Manage Third Party Entity – (B) Authorised e-Service(s)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6B

Step 7B

Step 8B

Step 9B

Step 10B

Step 11B

Step 12B

Step 13B

Step 14B

- A confirmation message will indicate that you have successfully edited the selected Third Party authorisation.

Home

My Account

Users

e-Service

Third Party

Advance

Help

Log Out 



Home / Edit Third Party Authorisation



You have edited the e-Service authorisation of your selected Third Party Entity.

Your Third Party entity's Corppass Admin(s) and Sub-admin(s) will receive an email notification.

[Return to Homepage](#)

Manage Third Party Entity – (B) Authorised e-Service(s)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6B

Step 7B

Step 8B

Step 9B

Step 10B

Step 11B

Step 12B

Step 13B

Step 14B

- To remove a digital service authorisation, select the relevant digital service and click 'Remove e-Service Authorisation'.

Profile Authorised e-Service(s) Authorisation History Third Party Users

Edit e-Service Authorisation(1) Remove e-Service Authorisation(1) Filter Search

	Govt. Agency	Authorised e-Service	Agency Issued ID	Role	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/>	CPF	CPF e-Submission	M12345678T	Editor		14/04/2017	19/04/2017
<input type="checkbox"/>	MTI	LicenceOne	-	-	-	07/04/2017	31/12/9999

0 e-Service(s) Authorisation selected

Showing 1 to 2 of 2 items

Manage Third Party Entity – (B) Authorised e-Service(s)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6B

Step 7B

Step 8B

Step 9B

Step 10B

Step 11B

Step 12B

Step 13B

Step 14B

- Review details of the Third Party authorisation for removal, and click 'Submit' to proceed.

Home / Manage Third Party

Remove Third Party Authorisation

Review the following Third Party authorisation(s) to be removed.
Third Party user(s) will not be able to represent your entity for the removed authorisation.

Third Party UEN / Entity ID	Entity Name	Govt. Agency	e-Service	Role	Agency Issued ID	Additional Details	Authorisation Effective Date	Authorisation Expiry Date
C15000322E	ABC Company Pte Ltd	CPF	CPF e-Submission	Editor	M12345678T		14/04/2017	19/04/2017

Back

Submit

Manage Third Party Entity – (B) Authorised e-Service(s)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6B

Step 7B

Step 8B

Step 9B

Step 10B

Step 11B

Step 12B


Step 13B

Step 14B

- A confirmation message will indicate that the selected Third Party authorisation has been removed.

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

[Home](#) / [Manage Third Party Entities](#)



You have removed e-Service authorisation of your selected Third Party Entity(s).

Your Third Party Entity(s) will receive a notification.

[Return to Homepage](#)

Manage Third Party Entity – (C) Authorisation History

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6C

Step 7C

Step 8C

Step 9C

- To view your entity's authorisation history, click on 'Authorisation History' tab.

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

[Home](#) / [Manage Third Party Entities](#) / [View Third Party](#)

ABC Company Pte Ltd

[Profile](#) [Authorised e-Service\(s\)](#) **[Authorisation History](#)** [Third Party Users](#)

View authorisation history by:

☒ **Authorisation Period**

Last 7 Days ▾

☐ **Date Selection**

To

Example: 20/12/2016Example: 31/12/2016

[Search](#)

Manage Third Party Entity – (C) Authorisation History

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6C

Step 7C

Step 8C

Step 9C

- Specify the authorisation period you wish to view.

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

[Home](#) / [Manage Third Party Entities](#) / [View Third Party](#)

ABC Company Pte Ltd

[Profile](#) [Authorised e-Service\(s\)](#) [Authorisation History](#) [Third Party Users](#)

View authorisation history by:

☒ **Authorisation Period**

Last 7 Days ▼

☐ **Date Selection**

To

Example: 20/12/2016

Example: 31/12/2016

[Search](#)

Manage Third Party Entity – (C) Authorisation History

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6C

Step 7C

Step 8C

Step 9C

- Alternatively, you may select a specific date range. Click 'Search' to continue.

Home / Manage Third Party Entities / View Third Party



ABC Company Pte Ltd

Profile | Authorised e-Service(s) | **Authorisation History** | Third Party Users

View authorisation history by:

☒ Authorisation Period Last 7 Days ▼

☐ Date Selection

Example: 20/12/2016  To  Example: 31/12/2016

Search

Click on the Calendar icon to select specific Start and End dates for the period you wish to view.

Manage Third Party Entity – (C) Authorisation History

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6C

Step 7C

Step 8C

Step 9C

- View authorisation history within the selected time period.

Profile

Authorised e-Service(s)

Authorisation History

Third Party Users

View authorisation history by:

☒ Authorisation Period

Last 1 Mont ▾

☐ Date Selection

Example: 20/12/2016

 To

Example: 31/12/2016

Search

Filter

Search

Date	Govt. Agency	e-Service	Additional Details	Authorisation Effective Date	Authorisation Expiry Date	Status
06/04/2017 2 3:50	CPF	CPF e-Submission	Role: Editor	14/04/2017	19/04/2017	Added
06/04/2017 2 3:50	MTI	LicenceOne	-	07/04/2017	31/12/9999	Added

Manage Third Party Entity – (D) Third Party Users

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6D

Step 7D

- To view a list of Third Party users that are authorised to transact on behalf of your entity, click on 'Third Party Users' tab.

Pre-populated NRICs are masked for data privacy reasons

Profile		Authorised e-Service(s)		Authorisation History		Third Party Users	
NRIC / FIN / Foreign ID No.		User Status	Govt. Agency	Authorised e-Service	Additional Details	Authorisation Effective Date	Authorisation Expiry Date
S****127D		Active	CENTRAL PROVIDE NT FUND BOARD (CPF)	CPF E-SUBMISSION	Role: Editor CSN: 180299366K-PTE-01	12/05/2017	31/12/9999
S****366N		Active	CENTRAL PROVIDE NT FUND BOARD (CPF)	CPF E-SUBMISSION	Role: Administrator CSN: 180299366K-PTE-01	12/05/2017	31/12/9999
S****327B		Active	CENTRAL PROVIDE NT FUND BOARD (CPF)	CPF E-SUBMISSION	Role: Administrator CSN: 180399366N-PTE-01	12/05/2017	31/12/9999
S****461F		Active	CENTRAL PROVIDE NT FUND BOARD (CPF)	CPF E-SUBMISSION	Role: Editor CSN: 180299366K-PTE-01	12/05/2017	31/12/9999

Manage Third Party Entity – (E) Remove Third Party Entity

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6E

Step 7E

Step 8E

- To remove a Third Party Entity which is no longer authorised to transact on behalf of your entity, select the entity and click 'Remove Third Party Entity'.

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

Home / Manage Third Party Entities

Manage Third Party Entities

Select the checkbox to remove Third Party Entity.
To view and manage authorised e-Service(s) individually, click on the Entity Name.

Remove Third Party Entity (1)

Filter

Search

<input type="checkbox"/>	UEN / Entity ID	Entity Name	UEN Status	Govt. Agency	Current Authorised e-Services
<input checked="" type="checkbox"/>	C15000322E	ABC Company Pte Ltd	-	CPF MTI	CPF e-Submission LicenceOne
<input type="checkbox"/>	38814061E	The Purple Toaster Web Design Company	Registered	-	-

1 Third Party Entity(s) Selected

Showing 1 to 2 of 2 items

Note: Removing the entity will remove all Third Party authorisation from the entity and its users.

Manage Third Party Entity – (E) Remove Third Party Entity

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6E

Step 7E

Step 8E

- Review Third Party Entity details and click 'Submit' to proceed.

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Home / Manage Third Party

Remove Third Party Entities

Review the following Third Party to be removed.

Third Party Entity ID	Entity Name
C15000322E	ABC Company Pte Ltd

Review the following Third Party authorisation to be removed.
Third Party user(s) will not be able to represent your entity for the removed authorisation.

Third Party Entity ID	Entity Name	Govt. Agency	e-Service Name	Role	Agency Issued ID	Additional Details	Authorisation Effective Date	Authorisation Expiry Date
C15000322E	ABC Company Pte Ltd	CPF MTI	CPF e-Submission LicenceOne	-	-	-	07/04/2017	31/12/9999

[Back](#) [Submit](#)

Third Party Entity details

Third Party Authorisation details

Manage Third Party Entity – (E) Remove Third Party Entity

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6E


Step 7E

Step 8E

- A confirmation message will indicate that you have successfully removed the selected digital service authorisation from the Third Party Entity.

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[Home](#) / [Manage Third Party Entities](#)



You have removed selected e-Service authorisation of ABC Company Pte Ltd.
Your Third Party Entity will receive a notification.

[Return to Homepage](#)

- END -

Updated as of April 2021