

A stylized silhouette illustration of the Singapore skyline. It features a Ferris wheel on the left, several skyscrapers in red and blue, and the Merlion statue on the right. A blue arc connects the Merlion to the Ferris wheel. The entire scene is set against a black silhouette of the ground.

## **A Guide for Corppass Admins & Sub-Admins: Manage Clients (For Third Party Entity)**

# MANAGE CLIENTS

- A. Profile
- B. Authorised e-Service(s)
- C. Authorised Client e-Service Groups
- D. Authorisation History
- E. Authorised Users
- F. Remove Client Entity

## Log In to Corppass Portal

Step 1

Step 2

- Select 'Log in with Singpass'.

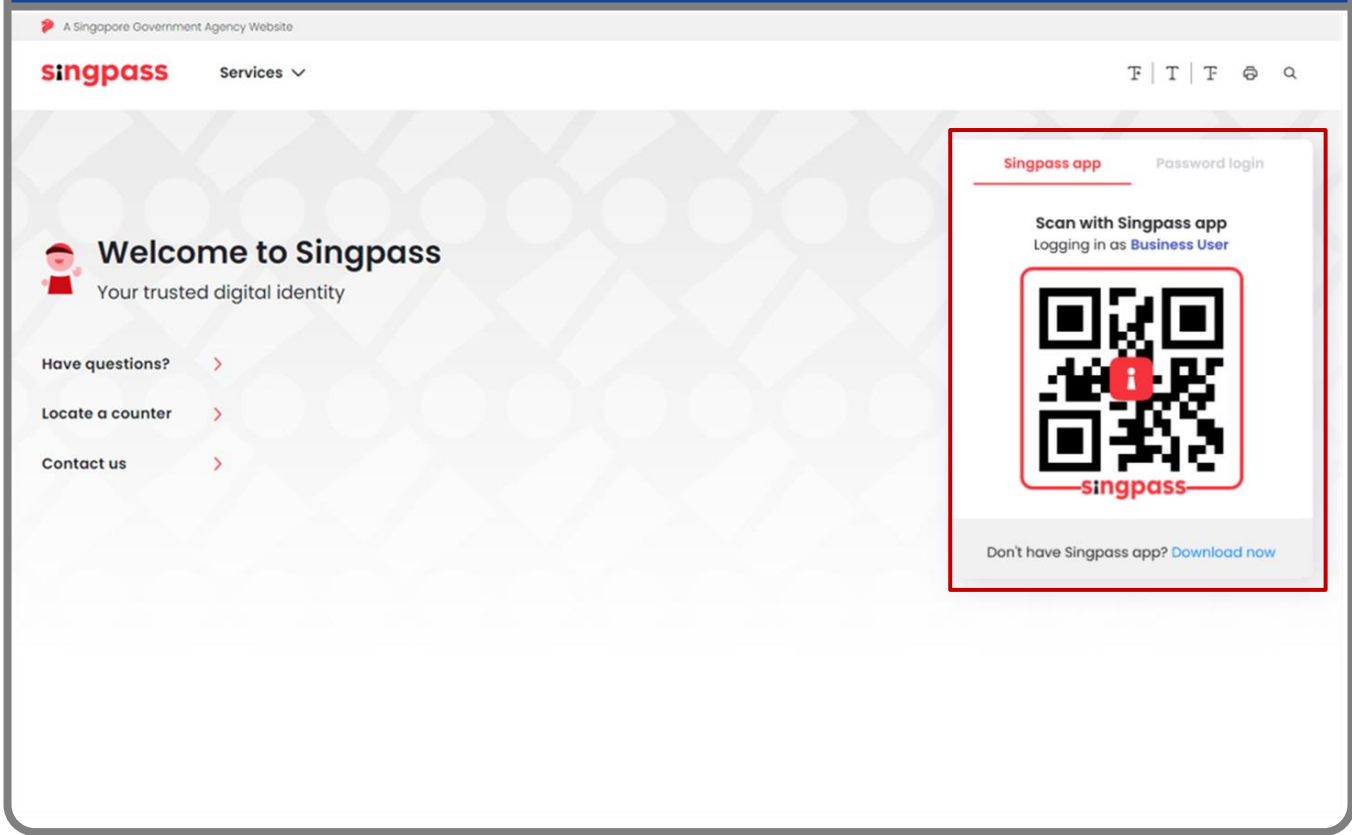


## Log In to Corppass Portal

Step 1

Step 2

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

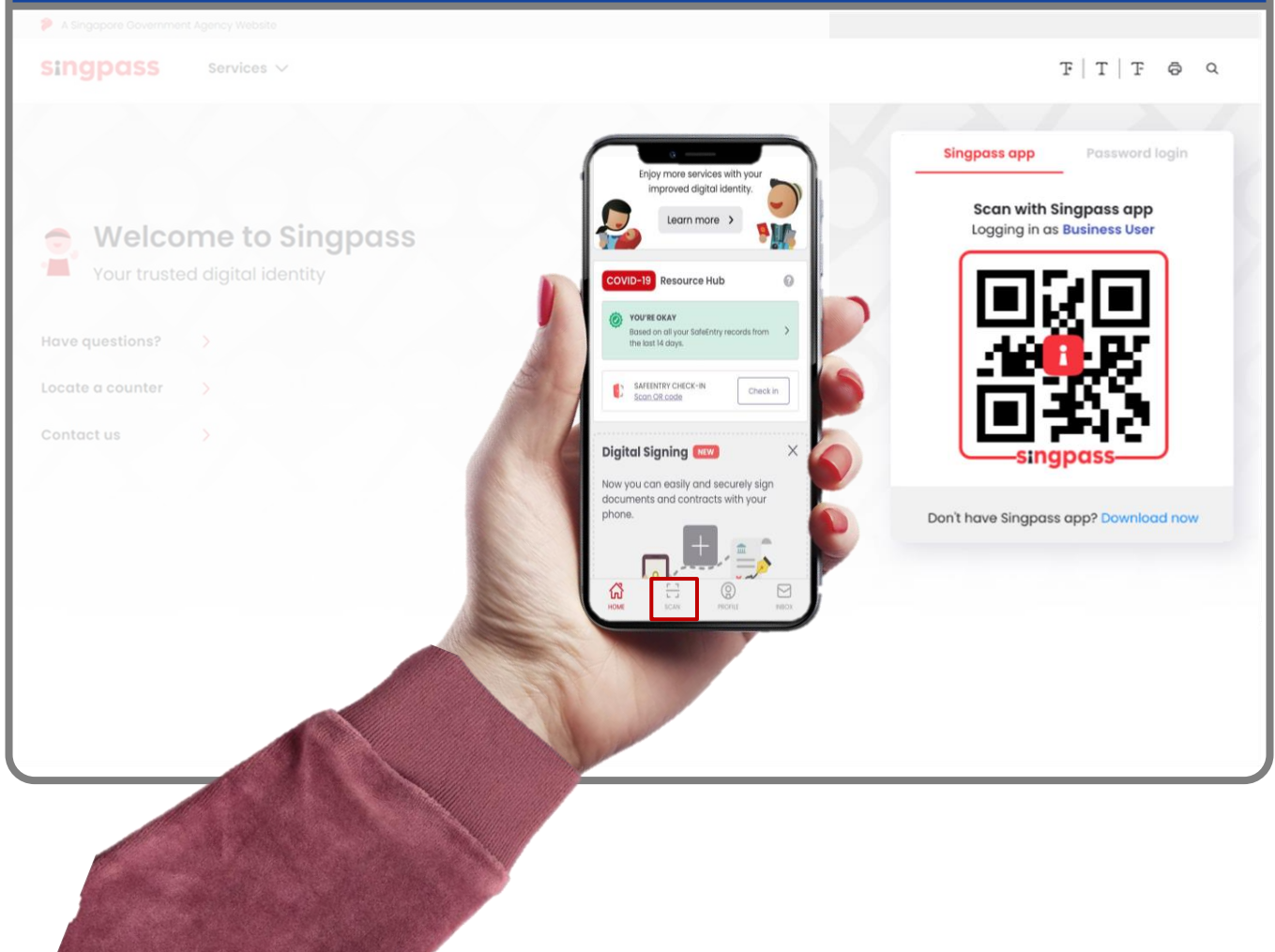


## Log In to Corppass Portal

Step 1

Step 2

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

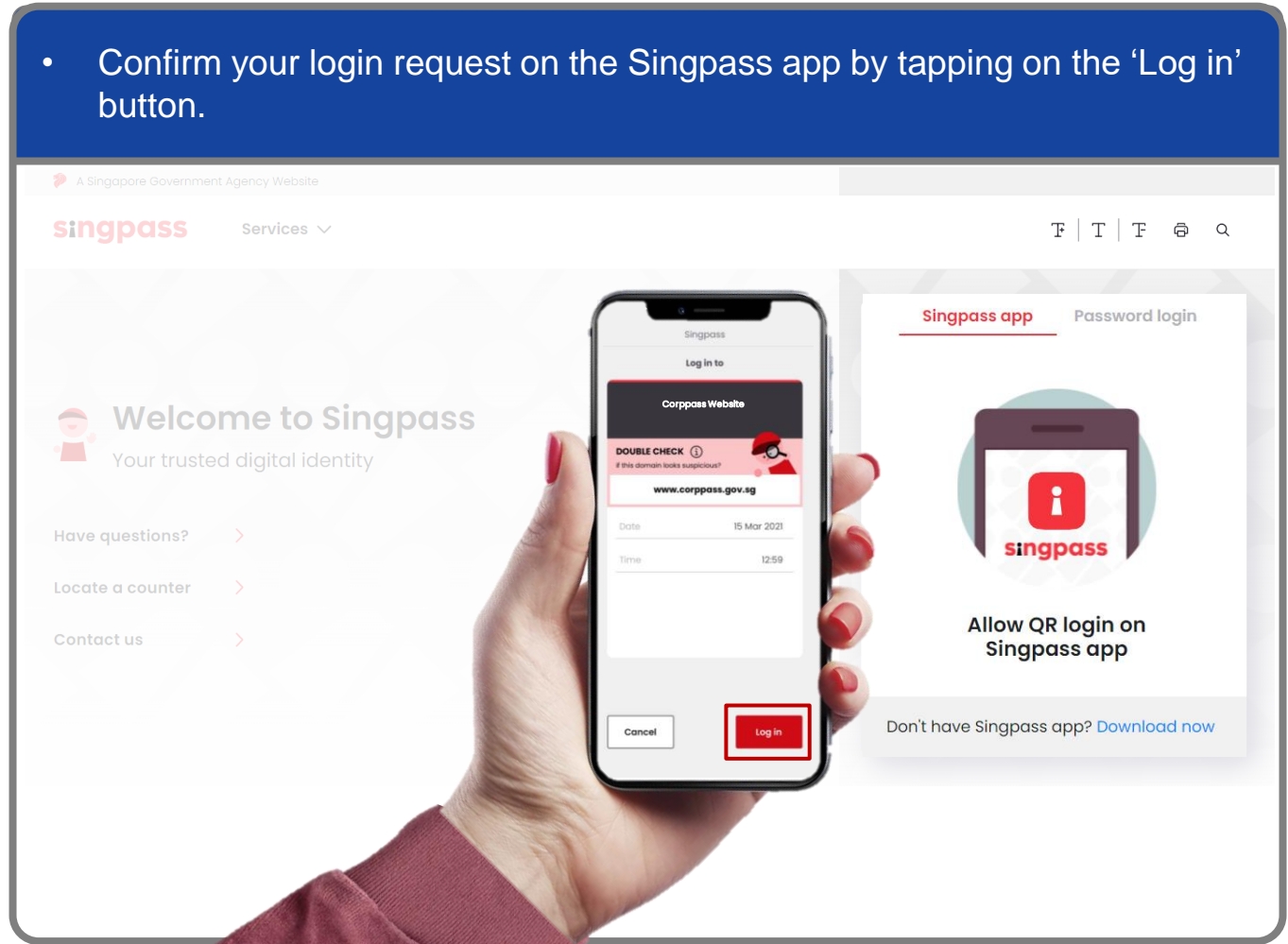


## Log In to Corppass Portal

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 navigation 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 border.

**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:

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".**

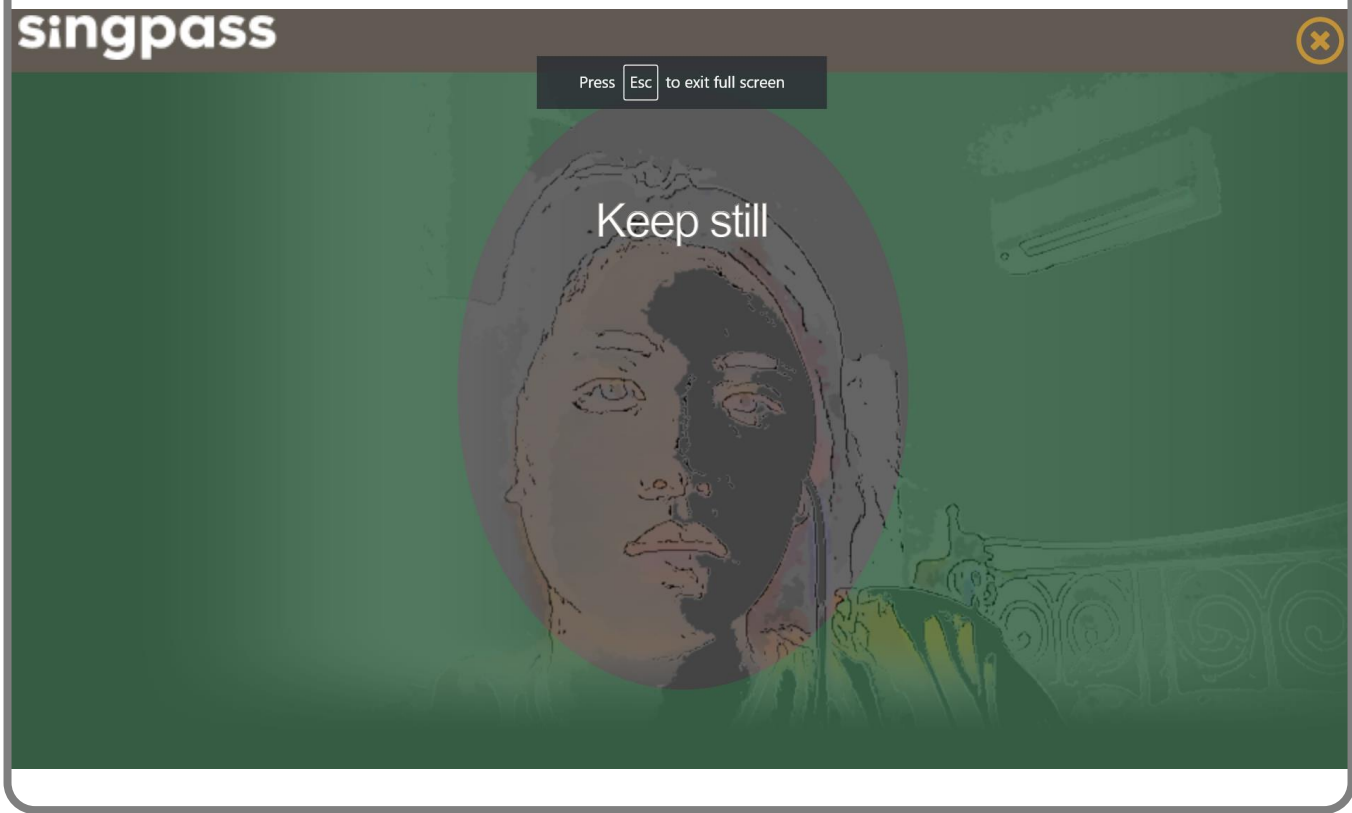
By selecting "Begin Scan", you are allowing us to match your photo with the government's biometrics database based on the [Terms of Use](#).

## 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.

## Manage Client

Step 1

Step 2

Step 3

Step 4


Step 5

- 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.

## Manage Client

Step 1

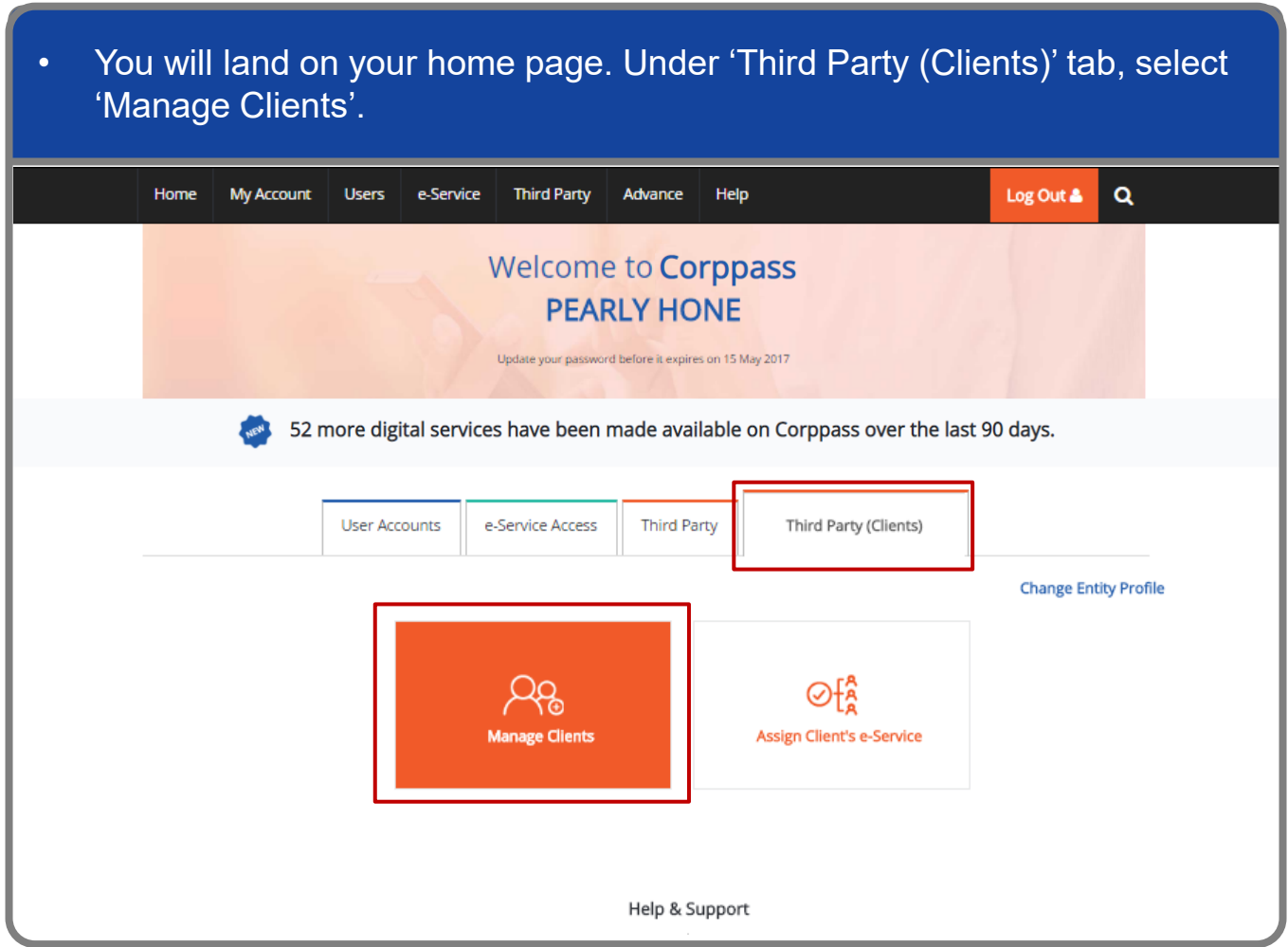
Step 2

Step 3

Step 4

Step 5

- You will land on your home page. Under 'Third Party (Clients)' tab, select 'Manage Clients'.



**Note:** Sub-Admin accounts with restricted access will not be able to manage clients. 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 Client

Step 1

Step 2

Step 3

Step 4

Step 5

- View a list of Clients your entity is authorised to transact for.

### Manage Clients

The following Client(s) have authorised your entity to transact on their behalf for selected e-Service(s).  
If you wish to remove the authorisation, you may select the checkbox and remove the Client(s)  
To view and manage authorised e-Service(s) individually, click on the Entity Name.

 Remove Client Entity (0)

 Filter

Search



<input type="checkbox"/>	UEN / Entity ID	Entity Name	UEN Status	Govt. Agency	Current Authorised e-Services
<input type="checkbox"/>	200002193G	CRYSTAL BAO PTE LTD	-	-	-
<input type="checkbox"/>	26925601J	SPORTS INC.	Registered	-	-
<input type="checkbox"/>	70402196W	BIOFILM PTE LTD	Registered	CPF	CPF e-Submission LicenceOne
0 Client entity(s) selected					

## Manage Client

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6A – 6E

- Click on the Client's name to view entity details.

### Manage Clients

The following Client(s) have authorised your entity to transact on their behalf for selected e-Service(s).  
If you wish to remove the authorisation, you may select the checkbox and remove the Client(s)  
To view and manage authorised e-Service(s) individually, click on the Entity Name.

 Remove Client Entity (0)

 Filter

Search



<input type="checkbox"/>	UEN / Entity ID	Entity Name	UEN Status	Govt. Agency	Current Authorised e-Services
<input type="checkbox"/>	200002193G	CRYSTAL BAO PTE LTD	-	-	-
<input type="checkbox"/>	26925601J	SPORTS INC.	Registered	-	-
<input type="checkbox"/>	70402196W	BIOFILM PTE LTD	Registered	CPF	CPF e-Submission LicenceOne
0 Client entity(s) selected					

## Manage Client – (A) Profile

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6A

Step 7A

- You may view the profile of your Client under the 'Profile' tab.

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

[Home](#) / [Manage Clients](#) / [View Client](#)

**BIOFILM PTE LTD**

Profile	Authorised e-Service(s)	Authorised Client e-Service Groups	Authorisation History	Authorised Users
---------	-------------------------	------------------------------------	-----------------------	------------------

UEN / Entity ID

70402196W

Entity Name

BIOFILM PTE LTD

Country of Incorporation

SINGAPORE

Address

1 Raffles Street  
# 10 - 41 Raffles Tower 5  
SINGAPORE 654321

Office Contact No.

+6565111111



## Manage Client – (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

- View a list of digital services, which your Client has authorised your entity with under the 'Authorised e-Service(s)' tab.

The screenshot displays the Corppass web application interface. At the top, a navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advance, and Help, along with a Log Out button and a search icon. Below the navigation bar, the breadcrumb trail reads 'Home / Manage Clients / View Client'. The main content area is titled 'BIOFILM PTE LTD'. A tabbed interface shows five tabs: Profile, Authorised e-Service(s) (which is highlighted with a red box), Authorised Client e-Service Groups, Authorisation History, and Authorised Users. Below the tabs, there is a 'Remove e-Service Authorisation (0)' button, a 'Filter' button, and a search bar. A table lists the authorised e-services:

	Govt. Agency	Authorised e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input type="checkbox"/>	CPF	CPF e-Submission	Editor	M12345678A	Status: On-going	20/02/2017	27/02/2017
<input type="checkbox"/>	MTI	LicenceOne	-	-	-	24/02/2017	31/12/9999

Below the table, it states '2 authorisation selected'. At the bottom right, it says 'Showing 1 to 3 of 3 items'.

**Note:** e-Service is also known as digital service

## Manage Client – (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

- Select the authorisation you would like to remove, then click 'Remove e-Service Authorisation'.

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

[Home](#) / [Manage Clients](#) / [View Client](#)

**BIOFILM PTE LTD**

[Profile](#) [Authorised e-Service\(s\)](#) [Authorised Client e-Service Groups](#) [Authorisation History](#) [Authorised Users](#)

Remove e-Service Authorisation (1)

[Filter](#)

	Govt. Agency	Authorised e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/>	CPF	CPF e-Submission	Editor	M12345678A	Status: On-going	20/02/2017	27/02/2017
<input type="checkbox"/>	MTI	LicenceOne	-	-	-	24/02/2017	31/12/9999

1 authorisation selected

Showing 1 to 3 of 3 items

## Manage Client – (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

- Review details of the authorisation for removal and click 'Submit' to confirm.

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

Home / Manage Clients / View Client

### Remove Client Authorisation

Review the following Client(s) authorisation to be removed.  
Your users will not be able to represent your Client(s) for the removed authorisation.

Client UEN / Entity ID	Entity Name	Govt. Agency	e-Service	Role	Agency Issued ID	Additional Details	Authorisation Effective Date	Authorisation Expiry Date
70402196W	BIOFILM PTE LTD	CPF	CPF e-Submission	Editor	M12345678A	Status : On-going	20/02/2017	27/02/2017

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

## Manage Client – (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

- A confirmation message will indicate that you have successfully removed the selected digital service authorised by your Client.

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

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

 You have removed e-Service authorisation of Biofilm Pte Ltd.

[Return to Homepage](#)

## Manage Client – (C) Authorised Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6C

Step 7C

Step 8C

Step 9C

Step 10C

Step 11C

Step 12C

Step 13C

Step 14C

Step 15C

- View a list of digital services assigned to the respective digital service groups under 'Authorised Client e-Service Groups' tab.

BIOFILM PTE LTD

Profile

Authorised e-Service(s)

Authorised Client e-Service Groups

Authorisation History

Authorised Users

Add Client e-Service Access

Remove Client e-Service Access (0)

Filter

Search



<input type="checkbox"/>	Client e-Service Group Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input type="checkbox"/>	Client eService Grp1	CORPORATE TAX (FILING AND APPLICATIONS)	Preparer	-	-	29/06/2020	31/12/9999
<input type="checkbox"/>	Client eService Grp1	CORPORATE TAX (PAYMENT)	-	-	-	29/06/2020	31/12/9999
0 authorisation(s) selected							

Showing 1 to 2 of 2 items

**Note:** Client e-Service Groups are only specific to IRAS digital services. If your entity has not been assigned any IRAS digital services by your Client, there will not be any listings available in this tab.

## Manage Client – (C) Authorised Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6C

Step 7C

Step 8C

Step 9C

Step 10C

Step 11C

Step 12C

Step 13C

Step 14C

Step 15C

- To add more digital services to an existing Client e-Service group, click 'Add Client e-Service Access'.

BIOFILM PTE LTD

Profile

Authorised e-Service(s)

Authorised Client e-Service Groups

Authorisation History

Authorised Users

Add Client e-Service Access

Remove Client e-Service Access (0)

Filter

Search



<input type="checkbox"/>	Client e-Service Group Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input type="checkbox"/>	Client eService Grp1	CORPORATE TAX (FILING AND APPLICATIONS)	Prepar er	-	-	29/06/2020	31/12/9999
<input type="checkbox"/>	Client eService Grp1	CORPORATE TAX (PAYMENT)	-	-	-	29/06/2020	31/12/9999
0 authorisation(s) selected							

Showing 1 to 2 of 2 items

## Manage Client – (C) Authorised Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6C

Step 7C

Step 8C

Step 9C

Step 10C

Step 11C

Step 12C

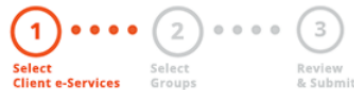
Step 13C

Step 14C

Step 15C

- Select the digital service authorisation(s) to be assigned.


### Add Client e-Services to Client e-Service Groups



This function is meant for Third Party entities which access IRAS e-Services on behalf of their clients.

Select IRAS Portal Client e-Service authorisation(s) to assign to the groups.

Each Client e-Service Group can have a maximum of 250 IRAS Portal Client e-Services.

Search UEN / Entity ID  

UEN / Entity ID	Client Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/> 180399 366N	BIOTEC H PTE LTD	GST (PAYMENT)	-	-	-	09/06/2019	31/12/9999
<input checked="" type="checkbox"/> 180399 366N	BIOTEC H PTE LTD	SUBMISSION OF COMMISSION RECORDS	Approver	-	Third Party Entity Name: IRAS	12/06/2019	31/12/9999
<input type="checkbox"/> 180399 366N	BIOTEC H PTE LTD	FOR NON-UEN ENTITY ONLY	-	ASGD/IT R/UF: A123456 7A	Third Party Entity Name: 180299366K	07/10/2019	31/12/9999





## Manage Client – (C) Authorised Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6C

Step 7C

Step 8C

Step 9C

Step 10C

Step 11C

Step 12C

Step 13C

Step 14C

Step 15C

- Select the group you wish to assign the digital service to.

### Add Client e-Services to Client e-Service Groups



2 Selected Client e-Service(s) +

Select the group(s) the Client e-Services are to be assigned to.

Filter Search

<input type="checkbox"/>	Group Name	Group Description	No. of Users	No. of Client e-Services Assigned
<input checked="" type="checkbox"/>	Client eService Grp 1		1	2
<input type="checkbox"/>	Client eService Grp 2		1	1
<input type="checkbox"/>	Client eService Grp 3		2	2
<input type="checkbox"/>	Client eService Grp 4		3	1

## Manage Client – (C) Authorised Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6C

Step 7C

Step 8C

Step 9C

Step 10C

Step 11C

Step 12C

Step 13C

Step 14C

Step 15C

- Click 'Next' to proceed.

<input type="checkbox"/>	Client eService Grp 3	2	2
<input type="checkbox"/>	Client eService Grp 4	3	1
<input type="checkbox"/>	Client eService Grp 5	2	2
<input type="checkbox"/>	Client eService Grp 6	0	0
<input type="checkbox"/>	Client eService Grp 7	0	1
<input type="checkbox"/>	Client eService Grp 8	1	2
<input type="checkbox"/>	Client eService Grp 9 15 Dec 19.	1	1
<input type="checkbox"/>	Client eService Grp 10	0	2

1 Client e-Service Group(s) Selected

< 1 2 >

10 items per page Showing 1 to 10 of 18 items

Back

Next

## Manage Client – (C) Authorised Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6C

Step 7C

Step 8C

Step 9C

Step 10C

Step 11C

Step 12C

Step 13C

Step 14C

Step 15C

- Review details of the digital service assignment to the group.

Add Client e-Service to Client e-Service Group(s).



Verify the Client e-Service(s) to be added to the group(s).

Selected Client e-Service(s)

UEN / Entity ID	Client Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
180399366N	BIOTECH PTE LTD	GST (PAYMENT)	-	-		09/06/2019	31/12/9999
180399366N	BIOTECH PTE LTD	SUBMISSION OF COMMISSION RECORDS	Approver	-	Third Party Entity Name : IRAS	12/06/2019	31/12/9999

Selected Group(s)

Group Name	Group Description	No. of Users	No. of Client e-Service Assigned
Client eService Grp 1		1	2

## Manage Client – (C) Authorised Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6C

Step 7C

Step 8C

Step 9C

Step 10C

Step 11C

Step 12C

Step 13C

Step 14C

Step 15C

- Click 'Submit' to confirm.

### Selected Client e-Service(s)

UEN / Entity ID	Client Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
180399366N	BIOTECH PTE LTD	GST (PAYMENT)	-	-		09/06/2019	31/12/9999
180399366N	BIOTECH PTE LTD	SUBMISSION OF COMMISSION RECORDS	Approver	-	Third Party Entity Name : IRAS	12/06/2019	31/12/9999

### Selected Group(s)

Group Name	Group Description	No. of Users	No. of Client e-Service Assigned
Client eService Grp 1		1	2

Back

Submit

## Manage Client – (C) Authorised Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6C

Step 7C

Step 8C

Step 9C

Step 10C

Step 11C

**Step 12C**

Step 13C

Step 14C

Step 15C

- A confirmation message will indicate that you have added the selected e-Services to the Client e-Service Group.

[Home](#) / [Add Client e-Services to Client e-Service Groups](#)



**Client e-Services have been added to Client e-Service Group(s).**

You will receive an email notification once the processing is completed within 1 working day.

[Return to Homepage](#)

## Manage Client – (C) Authorised Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6C

Step 7C

Step 8C

Step 9C

Step 10C

Step 11C

Step 12C

Step 13C

Step 14C

Step 15C

- To remove a digital service assigned to a Client e-Service group, select the digital service and click 'Remove Client e-Service Access'.

BIOFILM PTE LTD

Profile


Authorised e-Service(s)

Authorised Client e-Service Groups

Authorisation History

Authorised Users

Add Client e-Service Access

 Remove Client e-Service Access (1)

 Filter

Search



<input type="checkbox"/>	Client e-Service Group Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/>	Client eService Grp1	CORPORATE TAX (FILING AND APPLICATIONS)	Preparer	-	-	29/06/2020	31/12/9999
<input type="checkbox"/>	Client eService Grp1	CORPORATE TAX (PAYMENT)	-	-	-	29/06/2020	31/12/9999
1 authorisation(s) selected							

Showing 1 to 2 of 2 items

## Manage Client – (C) Authorised Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6C

Step 7C

Step 8C

Step 9C

Step 10C

Step 11C

Step 12C

Step 13C

Step 14C

Step 15C

- Review details of the Client digital service to be removed. Click 'Submit' to confirm.

### Remove Client e-Service(s) Authorisations

Review the following Client(s) authorisation to be removed from the Client e-Service Group(s).  
Users from the Client e-Service Group(s) will not be able to represent your Client for the removed authorisation(s).

Client e-Service Group Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
Client eService Grp1	CORPORATE TAX (FILING AND APPLICATIONS)	Prepar er	-	-	29/06/2020	31/12/9999

Back

Submit

## Manage Client – (C) Authorised Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6C

Step 7C

Step 8C

Step 9C

Step 10C

Step 11C


Step 12C

Step 13C


Step 14C

**Step 15C**

- A confirmation message will indicate that you have removed the selected digital service from the Client e-Service Group.

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

[Home](#) / [Manage Clients](#) / [View Client](#)



**Client(s) Authorisation(s) have been removed from Client e-Service Group(s).**

You will receive an email notification once the processing is completed within 1 working day.

[Return to Homepage](#)



## Manage Client – (D) Authorisation History

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6D

Step 7D

Step 8D

Step 9D

- To view the authorisation history of your Client, click on the 'Authorisation History' tab.

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

Home / Manage Clients / View Client

**BIOLFILM PTE LTD**

Profile	Authorised e-Service(s)	Authorised Client e-Service Groups	<b>Authorisation History</b>	Authorised Users
---------	-------------------------	------------------------------------	------------------------------	------------------

View authorisation history by:

☒ Authorisation Period

Last 7 Days ▼

☐ Date Selection

To

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

[Search](#)

## Manage Client – (D) Authorisation History

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6D

Step 7D

Step 8D

Step 9D

- Specify the authorisation period you wish to view.

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

Home / Manage Clients / View Client

BIOLFILM PTE LTD

[Profile](#) [Authorised e-Service\(s\)](#) [Authorised Client e-Service Groups](#) [Authorisation History](#) [Authorised Users](#)

View authorisation history by:

☒ Authorisation Period 

Last 7 Days ▼

☐ Date Selection 

Example: 20/12/2016

To 

Example: 31/12/2016

Search

## Manage Client – (D) Authorisation History

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6D

Step 7D

Step 8D

Step 9D

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

## Manage Client – (D) Authorisation History

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6D

Step 7D

Step 8D

Step 9D

- View authorisation history within the selected time period.

Home / Manage Clients / View Client

### BIOFILM PTE LTD

Profile Authorised e-Service(s) Authorised Client e-Service Groups Authorisation History Authorised Users

View authorisation history by:

☒ Authorisation Period

Last 3 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
18/02/2017 1:47	CPF	CPF e-Submission	Role: Editor	20/02/2017	27/02/2017	Added
14/02/2017 6:48	MTI	LicenceOne	-	14/02/2017	15/02/2017	Added

## Manage Client – (E) Authorised Users

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6E

Step 7E

Step 8E

Step 9E

- View a list of your users authorised to transact on behalf of the Client entity.

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

Home / Manage Clients / View Client

BIOFILM PTE LTD

[Profile](#) [Authorised e-Service\(s\)](#) [Authorised Client e-Service Groups](#) [Authorisation History](#) [Authorised Users](#)

[Add Client e-Service Access](#) [Remove e-Service Access \(0\)](#) [Filter](#)  [Q](#)

	NRIC / FIN / Foreign ID No.	User Status	Govt. Agency	Client e-Service	Additional Details	Authorisation Effective Date	Authorisation Expiry Date
<input type="checkbox"/>	CHAN QIAO EE	S1234567Z	Active	CPF	CPF e-Submission	Role: Editor	09/04/2017 31/12/9999

0 user(s) selected

Showing 1 to 1 of 1 items

## Manage Client – (E) Authorised Users

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6E

Step 7E

Step 8E

Step 9E

- To remove user access to a Client's digital services, select the user and click 'Remove e-Service Access'.

The screenshot displays the 'Manage Client' interface for 'BIOFILM PTE LTD'. The 'Authorised Users' tab is active, showing a table of users. The user 'CHAN QIAO' is selected, and the 'Remove e-Service Access (1)' button is highlighted. The table columns include Full Name, NRIC / FIN / Foreign ID No., User Status, Govt. Agency, Client e-Service, Additional Details, Authorisation Effective Date, and Authorisation Expiry Date.

Full Name	NRIC / FIN / Foreign ID No.	User Status	Govt. Agency	Client e-Service	Additional Details	Authorisation Effective Date	Authorisation Expiry Date
CHAN QIAO	S1234567Z	Active	CPF	CPF e-Submission	Role: Editor	09/04/2017	31/12/9999

1 user(s) selected

Showing 1 to 1 of 1 items

## Manage Client – (E) Authorised Users

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6E

Step 7E

Step 8E

Step 9E

- A confirmation message will indicate that you have removed the selected user's access to the Client's digital service(s).

The screenshot displays the Corppass web application interface. At the top, a dark blue navigation bar contains links for Home, My Account, Users, e-Service, Third Party, Advance, and Help, along with a Log Out button and a search icon. Below this, a breadcrumb trail reads: Home / Manage User Accounts / Assign Selected e-Services. The main content area features a green circular icon with a white checkmark, followed by the text: "You have removed user's access to selected Client e-Service(s).". A blue button labeled "Return to Homepage" is positioned below the message.

## Manage Client – (F) Remove Client Entity

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6F

Step 7F


Step 8F

- To remove Client(s) that you do not wish to transact on behalf of, click 'Remove Client Entity'.

Home / Manage Clients

### Manage Clients

The following Client(s) have authorised your entity to transact on their behalf for selected e-Service(s).  
If you wish to remove the authorisation, you may select the checkbox and remove the Client(s)  
To view and manage authorised e-Service(s) individually, click on the Entity Name.

 Remove Client Entity (1)

 Filter

Search



<input type="checkbox"/>	UEN / Entity ID	Entity Name	UEN Status	Govt. Agency	Current Authorised e-Services
<input type="checkbox"/>	200002193G	CRYSTAL BAO PTE LTD	Registered	-	-
<input type="checkbox"/>	26925601J	SPORTS INC.	Registered	-	-
<input checked="" type="checkbox"/>	70402196W	BIOFILM PTE LT D	Registered	CPF	CPF e-Submission
0 Client entity(s) selected					

**Note:** Removing a Client will remove all authorisations previously assigned to your entity.



## Manage Client – (F) Remove Client Entity

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6F

Step 7F

Step 8F

- Review details of the Client you wish to remove, then click 'Submit'.

Home / Manage Clients / View Client

### Remove Clients

Review the following Client(s) entities to be removed.

Client UEN / Entity ID	Entity Name
70402196W	BIOFILM PTE LTD

Client details

Review the following Client(s) authorisation to be removed.

Your user(s) will not be able to represent the Client(s) for the removed authorisation.

Client UEN / Entity ID	Entity Name	Govt. Agency	e-Service	Role	Agency Issued ID	Additional Details	Authorisation Effective Date	Authorisation Expiry Date
70402196W	BIOFILM PTE LTD	CPF	CPF e-Submission	Editor	-	-	24/02/2017	31/12/9999

Back

Submit

Client authorisation details

## Manage Client – (F) Remove Client Entity

Step 1

Step 2

Step 3

Step 4

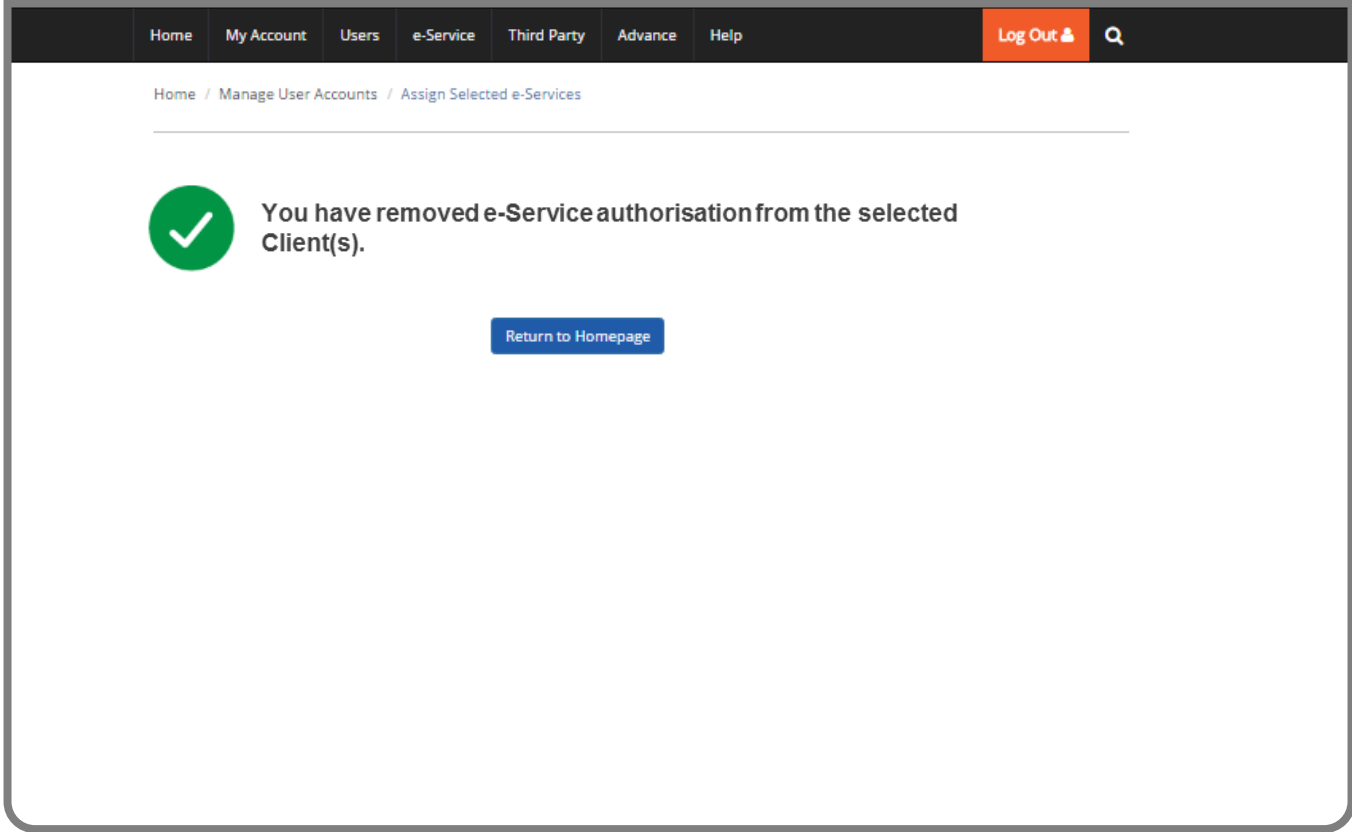
Step 5

Step 6F

Step 7F

Step 8F

- A confirmation message will indicate that you have removed the Client.



**- END -**

Updated as of April 2021