



A Guide for Corppass Admins & Sub-Admins: Assign and Manage Client Digital Service Access to Users (For Third Party Entity)

ASSIGN AND MANAGE CLIENT DIGITAL SERVICE ACCESS TO USERS (FOR THIRD PARTY ENTITY)

A. [Assign Client Digital Service](#)

B. [Manage User Access to Client Digital Service](#)

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'.

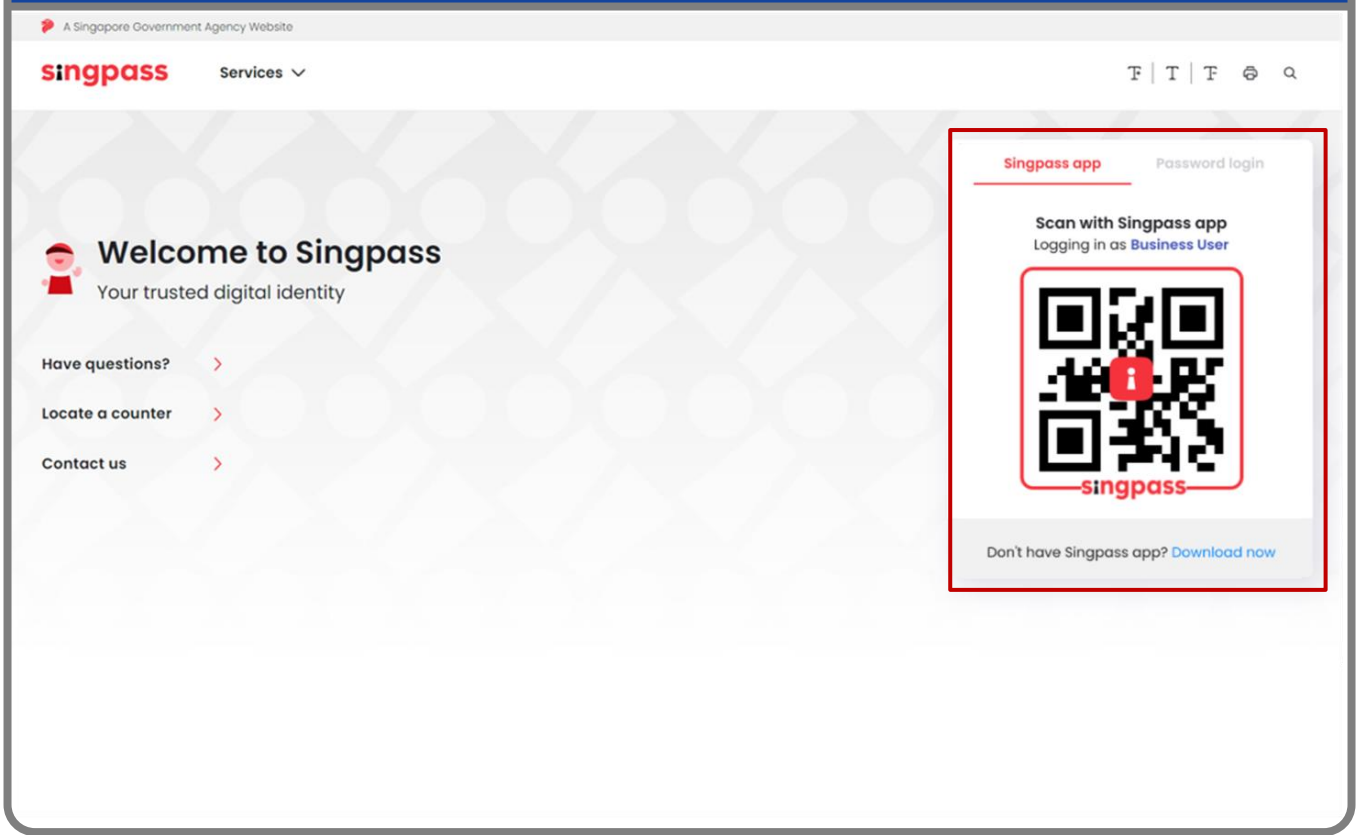


Log In to Corppass Portal

Step 1

Step 2

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

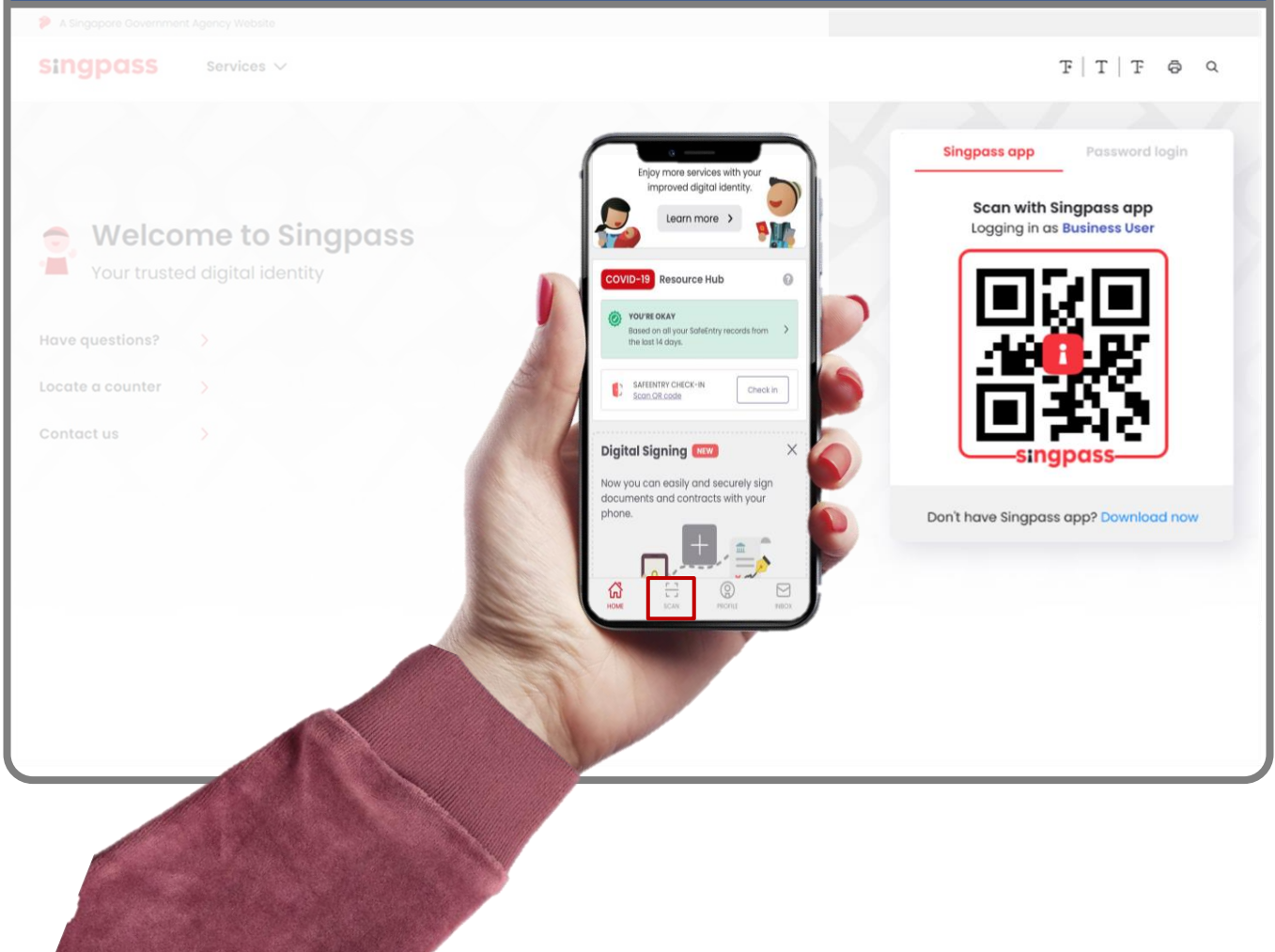


Log In to Corppass Portal

Step 1

Step 2

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

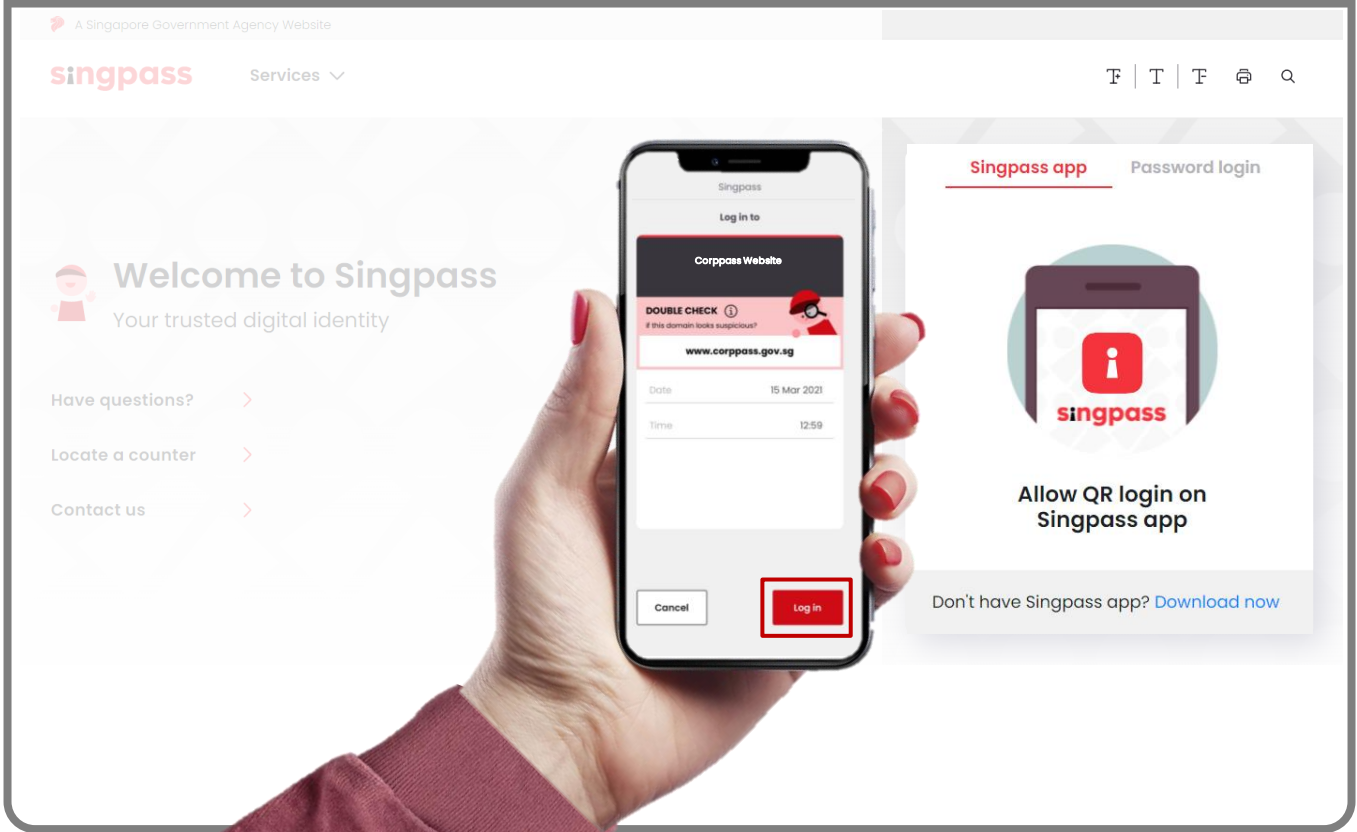


Log In to Corppass Portal

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. 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 cartoon character 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. A red rectangular box highlights the entire login form area.

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](#).

Back

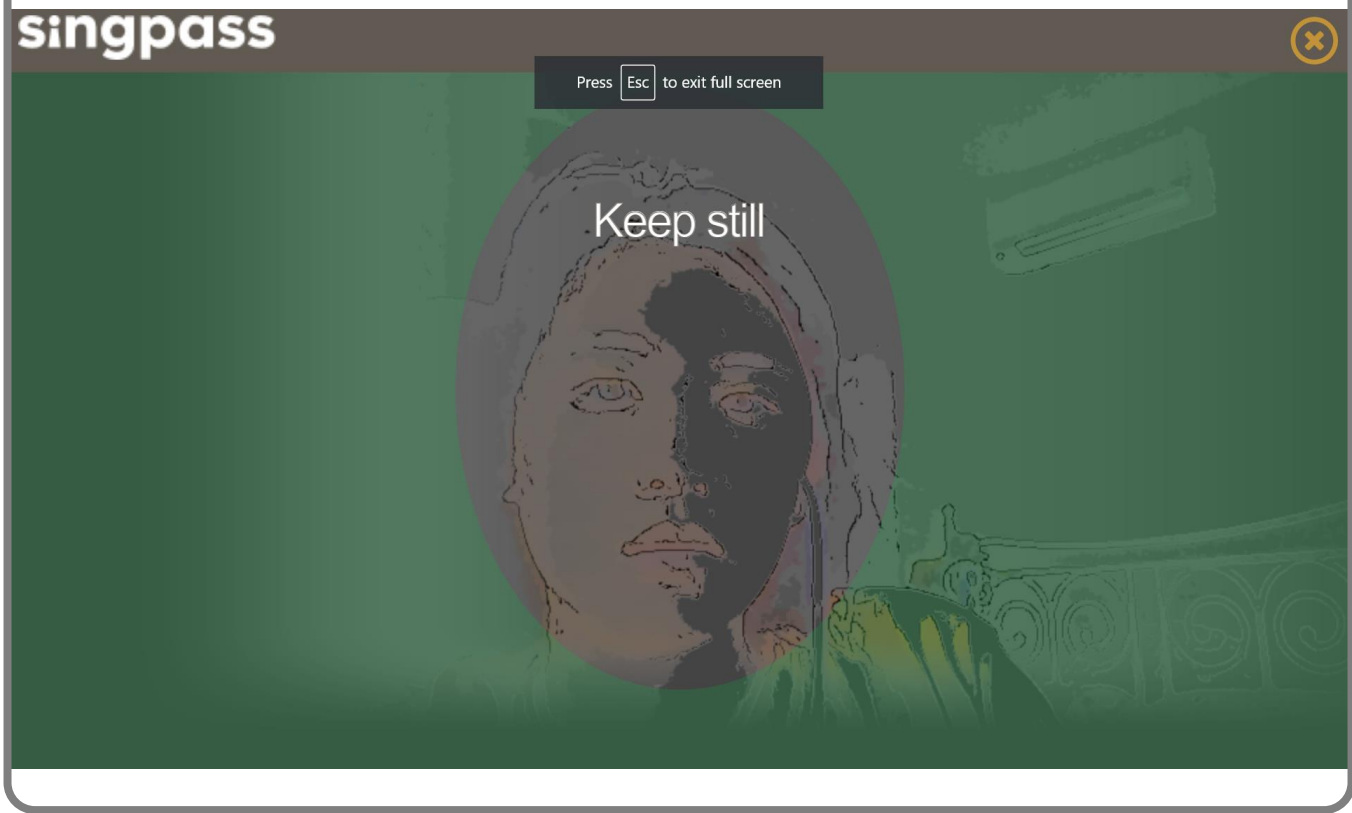
Begin Scan

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.

Assign Client Digital Service

Step 1

Step 2

Step 3

Step 4A

Step 5A

Step 6A


Step 7A


Step 8A

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



 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.

Assign Client Digital Service

Step 1

Step 2

Step 3

Step 4A

Step 5A

Step 6A

Step 7A

Step 8A

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

The screenshot displays the Corppass user interface. At the top is a navigation bar with links: Home, My Account, Users, e-Service, Third Party, Advance, and Help. On the right of this bar are 'Log Out' and a search icon. Below the navigation bar is a large orange banner with the text 'Welcome to Corppass, PEARLY HONE' and a password update notice: 'Update your password before it expires on 07 Mar 2023'. A blue 'NEW' badge is next to a message: '2 more digital services have been made available on Corppass over the last 90 days.' Below this is a horizontal tab bar with three tabs: 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'Third Party (Clients)' tab is selected and highlighted with a red border. To the right of the tabs is a link 'Change Entity Profile'. Below the tabs are two large buttons. The left button is white with an icon of two people and a plus sign, labeled 'Manage Clients'. The right button is orange with a checkmark and an icon of a person with a plus sign, labeled 'Assign Client's e-Service'. This button is also highlighted with a red border.

Assign Client Digital Service

Step 1

Step 2

Step 3

Step 4A

Step 5A

Step 6A

Step 7A

Step 8A

- Select the Client and its digital services that you would like to assign your user(s). Click 'Next' to proceed.

Home / Assign Client e-Services

Assign Client e-Services

1 Select Client e-Services 2 Select Users 3 Review & Submit

Select Client e-Service(s) that you would like to assign to your users.

Filter Search UEN / Entity ID

<input checked="" type="checkbox"/>	UEN / Entity ID	Client Name	Govt. Agency	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/>	704021 96W	BIOFILM PTE LTD	CPF	CPF e-Submission	Editor	-	-	24/02/2017	31/12/9999

1 Client e-Service(s) Selected

Showing 1 to 1 of 1 items

Cancel Next

You may use the search bar to search for specific digital services.

Assign Client Digital Service

Step 1

Step 2

Step 3

Step 4A

Step 5A

Step 6A

Step 7A

Step 8A

- Select the user(s) that you would like to assign to the selected Client's digital service(s).

Assign Client e-Services



1 Selected Client e-Service(s) +

Select your entity's user(s) to be assigned to the selected Client e-Service(s).

Filter Search

<input type="checkbox"/>	Full Name	Email Address	User Type
<input checked="" type="checkbox"/>	PEARLY HONE	pearlyhone@mailinator.com	Admin
<input checked="" type="checkbox"/>	CHAN QIAO EE	chanqiaoe@mailinator.com	User
<input type="checkbox"/>	KENNETH FRY	KENNETHFRY@MAILINATOR.COM	Enquiry User
<input type="checkbox"/>	TERRI MANDEL	TERRIMANDEL@MAILINATOR.COM	Sub-Admin
<input type="checkbox"/>	BENJAMIN FRANK	benjaminfrank@mailinator.com	User
<input type="checkbox"/>	MARY LIM	MARYLIM@MAILINATOR.COM	User
<input type="checkbox"/>	EDWIN TAN	edwintan@mailinator.com	Sub-Admin

Assign Client Digital Service

Step 1

Step 2

Step 3

Step 4A

Step 5A

Step 6A

Step 7A

Step 8A

- Click 'Next' to proceed.

Select your entity's user(s) to be assigned to the selected Client e-Service(s).

 Filter

Search



<input type="checkbox"/>	Full Name	Email Address	User Type
<input checked="" type="checkbox"/>	PEARLY HONE	pearlyhone@mailinator.com	Admin
<input checked="" type="checkbox"/>	CHAN QIAO EE	chanqiaoe@mailinator.com	User
<input type="checkbox"/>	KENNETH FRY	KENNETHFRY@MAILINATOR.COM	Enquiry User
<input type="checkbox"/>	TERRI MANDEL	TERRIMANDEL@MAILINATOR.COM	Sub-Admin
<input type="checkbox"/>	BENJAMIN FRANK	benjaminfrank@mailinator.com	User
<input type="checkbox"/>	MARY LIM	MARYLIM@MAILINATOR.COM	User
<input type="checkbox"/>	EDWIN TAN	edwintan@mailinator.com	Sub-Admin
<input type="checkbox"/>	PHANG GABRIEL	PHANGGABRIEL@MAILINATOR.COM	User

2 user(s) selected

Showing 1 to 8 of 8 items

Can't find a user?

You may not have created the user account.
Click [here](#) to do so.

Back

Next

Assign Client Digital Service

Step 1

Step 2

Step 3

Step 4A

Step 5A

Step 6A

Step 7A

Step 8A

- Review details of user(s) assigned to the Client's digital service, then click 'Submit'.

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

Home / Assign Client e-Services

Assign Client e-Services

✓

...

✓

...

3

Select Client e-Services

Select Users

Review & Submit

Verify the following details.

2 Selected User(s) +

Selected Client e-Service(s)

CPF • CPF e-Submission

Authorisation Effective Date 24/02/2017

Authorisation Expiry Date 31/12/9999

Back

Submit

Verify the user(s) to be assigned with the Client authorisation

Assign Client Digital Service

Step 1

Step 2

Step 3

Step 4A

Step 5A

Step 6A

Step 7A

Step 8A

- A confirmation message will indicate that you have successfully assigned the Client's digital services to your user(s).

Home

My Account

Users

e-Service

Third Party

Advance

Help

Log Out



Home / Assign Client e-Services



You have assigned the Client e-Service(s) to selected user(s).

Return Homepage

Manage User Access to Client Digital Service

Step 1

Step 2

Step 3

Step 4B

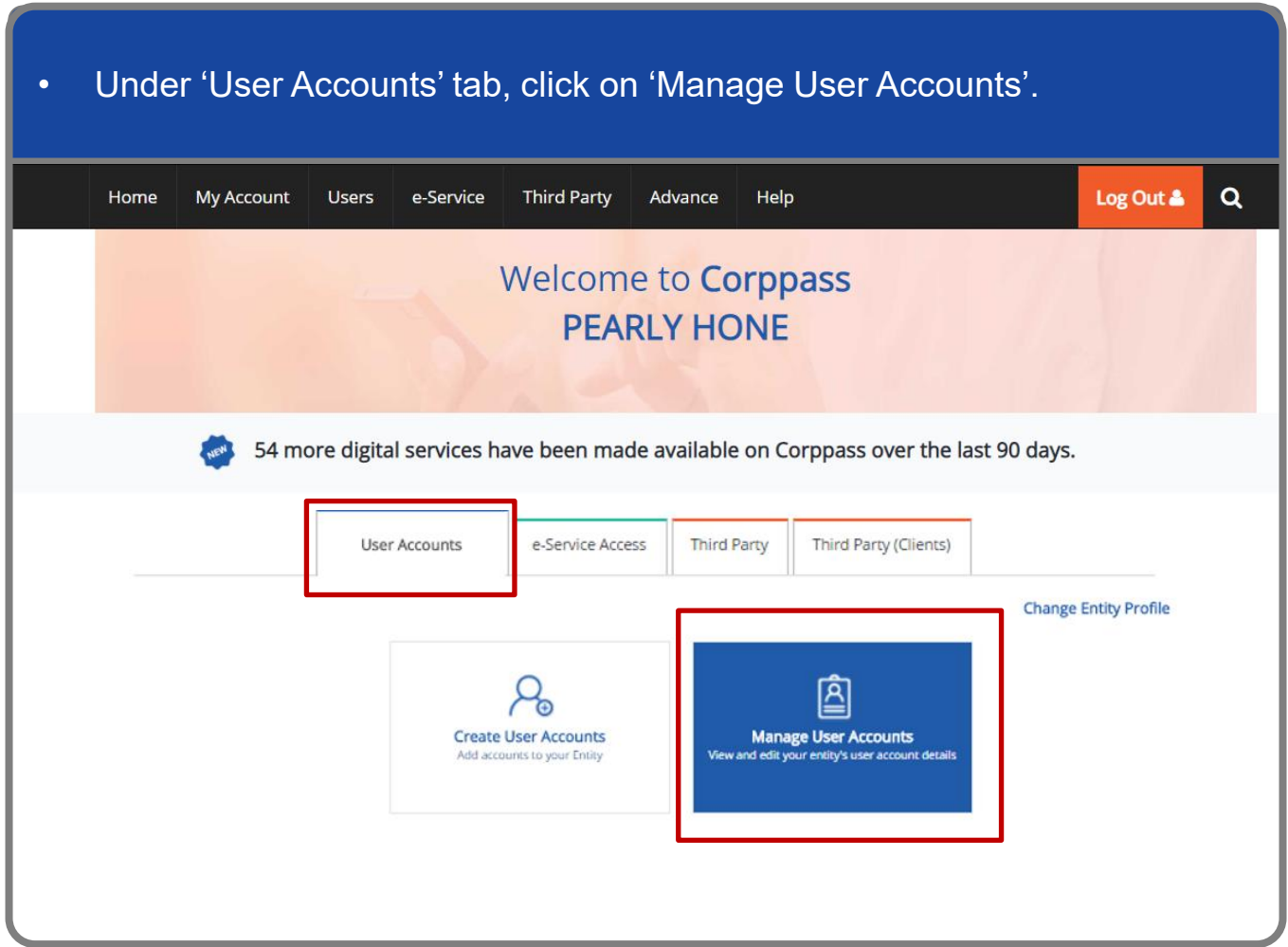
Step 5B

Step 6B

Step 7B

Step 8B

- Under 'User Accounts' tab, click on 'Manage User Accounts'.



Manage User Access to Client Digital Service

Step 1

Step 2

Step 3

Step 4B

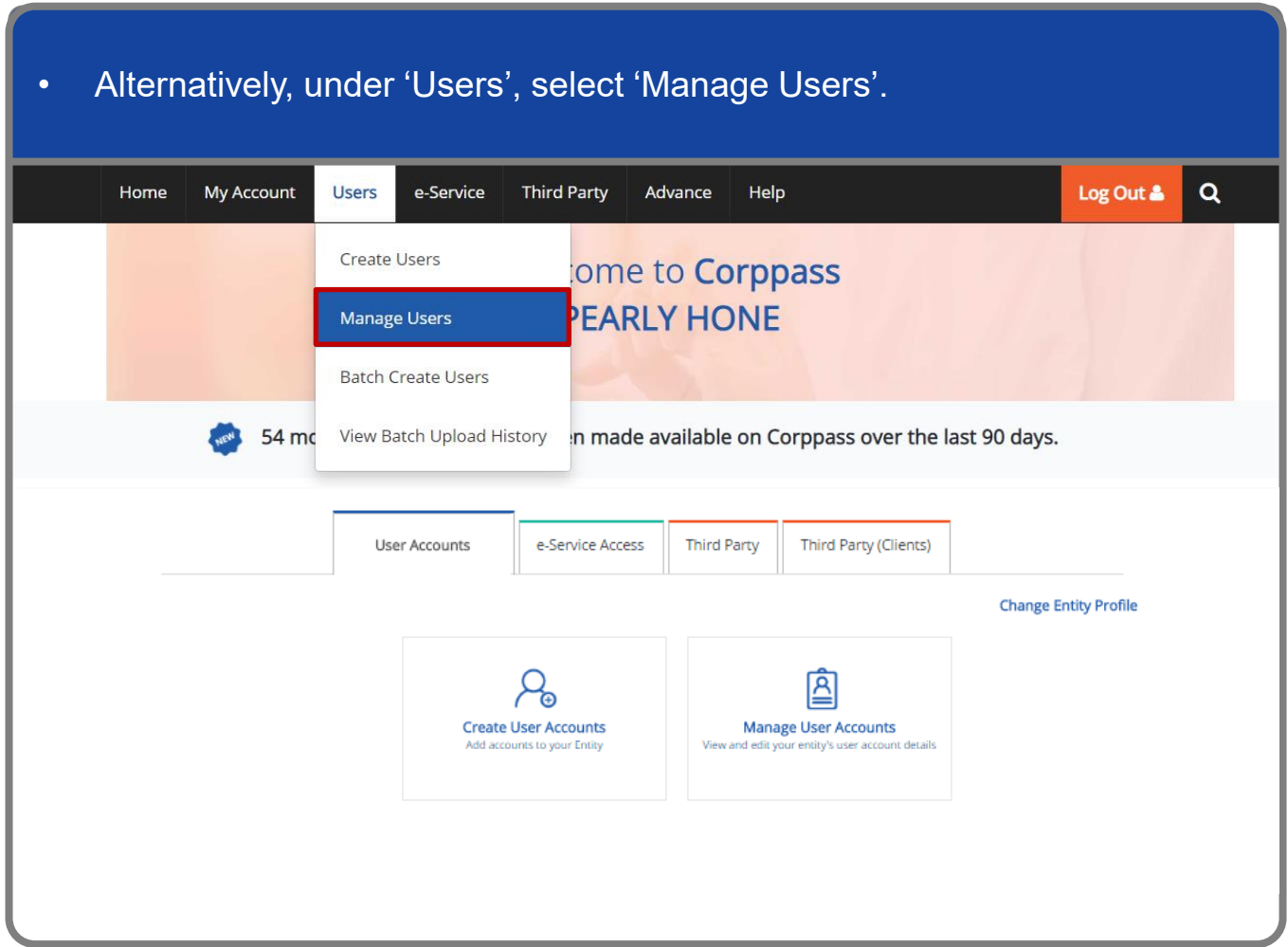
Step 5B

Step 6B

Step 7B

Step 8B

- Alternatively, under 'Users', select 'Manage Users'.



Manage User Access to Client Digital Service

Step 1

Step 2

Step 3

Step 4B

Step 5B

Step 6B

Step 7B

Step 8B

- On the 'Manage User Accounts' page, you will see a list of Corppass users in your entity and their corresponding details.

Manage User Accounts

Create User Account		Change user status (0)	Filter	Search	
<input type="checkbox"/>	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status	
<input type="checkbox"/>	PEARLY HONE	S****319D	User	Active	
<input type="checkbox"/>	PHANG GABRIEL	S****413C	Admin	Active	
<input type="checkbox"/>	TOH JONATHAN	S****327B	Sub-Admin	Active	
<input type="checkbox"/>	TERRI MANDEL	G****738Q	User	Active	
<input type="checkbox"/>	LI VIRDI	F****017T	User	Active	
<input type="checkbox"/>	⋮	S****070I	User	Active	
<input type="checkbox"/>	EE VIRDI	G****887K	Sub-Admin	Pending Activation	
<input type="checkbox"/>	EE VIRDI	Y****978F	User	Suspended	
<input type="checkbox"/>	TOH	S****082B	Admin	Terminated	
<input type="checkbox"/>	LEE MEGAN	B****539I	Enquiry User	Terminated	

Manage User Access to Client Digital Service

Step 1

Step 2

Step 3

Step 4B

Step 5B

Step 6B

Step 7B

Step 8B

- Select a user to view their details.

Manage User Accounts

Create User Account		Change user status (0)		Filter	Search	
<input type="checkbox"/>	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status		
<input type="checkbox"/>	PEARLY HONE	S****319D	User	Active		
<input type="checkbox"/>	PHANG GABRIEL	S****413C	Admin	Active		
<input type="checkbox"/>	TOH JONATHAN	S****327B	Sub-Admin	Active		
<input type="checkbox"/>	TERRI MANDEL	G****738Q	User	Active		
<input type="checkbox"/>	LI VIRDI	F****017T	User	Active		
<input type="checkbox"/>	:-	S****070I	User	Active		
<input type="checkbox"/>	EE VIRDI	G****887K	Sub-Admin	Pending Activation		
<input type="checkbox"/>	EE VIRDI	Y****978F	User	Suspended		
<input type="checkbox"/>	TOH	S****082B	Admin	Terminated		
<input type="checkbox"/>	LEE MEGAN	B****539I	Enquiry User	Terminated		

Manage User Access to Client Digital Service

Step 1

Step 2

Step 3

Step 4B

Step 5B

Step 6B

Step 7B

Step 8B

- View user's access to Client digital services under the 'Assigned Client e-Services' tab.

The screenshot displays the 'View User' page in the Corppass system. The breadcrumb trail is 'Home / Manage User Accounts / View User'. The user's name is 'PEARLY HONE'. Below the name, there are five tabs: 'Profile', 'Assigned e-Services', 'Assigned Client e-Services' (which is highlighted with a red box), 'Client e-Service Groups', and 'Transaction History'. Below the tabs, a message states: 'Click 'Add Client e-Services' below to assign Client e-Service(s) to your user(s)'. There are two buttons: 'Add Client e-Service Access' and 'Remove Client e-Service Access (0)'. To the right of these buttons are a 'Filter' button, a search bar, and a download icon. Below this is a table with the following columns: 'UEN / Entity ID', 'Entity Name', 'Govt. Agency', 'Client e-Service', 'Role', 'Agency Issued ID', 'Additional Parameters', 'Authorisation Effective Date', and 'Authorisation Expiry Date'. The table contains one row of data: UEN 70402196W, Entity Name BIOFILM PTE LTD, Govt. Agency CPF, Client e-Service CPF e-Submission, Role Editor, Agency Issued ID -, Additional Parameters, Authorisation Effective Date 09/04/2017, and Authorisation Expiry Date 31/12/9999. Below the table, it says '0 Client e-Services Selected'. At the bottom right, it says 'Showing 1 to 1 of 1 items'.

UEN / Entity ID	Entity Name	Govt. Agency	Client e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
70402196W	BIOFILM PTE LTD	CPF	CPF e-Submission	Editor	-		09/04/2017	31/12/9999

Note: e-Service is also known as digital service

Manage User Access to Client Digital Service

Step 1

Step 2

Step 3

Step 4B

Step 5B

Step 6B

Step 7B

Step 8B

- To assign other / more Client digital service(s) to your users, click 'Add Client e-Service Access'.

The screenshot displays the Corppass user management 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 this, a breadcrumb trail shows the path: Home / Manage User Accounts / View User. The main content area is titled 'PEARLY HONE' and features four tabs: Profile, Assigned e-Services, Assigned Client e-Services, and Transaction History. A message prompts the user to click 'Add Client e-Services' to assign services. Below this message, a button labeled 'Add Client e-Service Access' is highlighted with a red rectangle. Next to it is a button for 'Remove Client e-Service Access (0)'. To the right are 'Filter' and 'Search' options. A table lists the assigned services, with columns for UEN / Entity ID, Entity Name, Govt. Agency, Client e-Service, Role, Agency Issued ID, Additional Parameters, Authorisation Effective Date, and Authorisation Expiry Date. The table contains one entry for 'BIOFILM PTE LTD' with the role of 'Editor'. At the bottom, it states '0 Client e-Services Selected' and 'Showing 1 to 1 of 1 items'.

UEN / Entity ID	Entity Name	Govt. Agency	Client e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
70402196W	BIOFILM PTE LTD	CPF	CPF e-Submission	Editor	-		09/04/2017	31/12/9999

Note: For more information on adding Client e-Service Access to a user, refer to Section A 'Assign Client Digital Service'

Manage User Access to Client Digital Service

Step 1

Step 2

Step 3

Step 4B

Step 5B

Step 6B

Step 7B

Step 8B

- To remove a Client digital service from the user, select the digital service and click 'Remove Client e-Service Access'.

The screenshot shows the 'View User' page for 'PEARLY HONE'. The navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advance, Help, Log Out, and a search icon. The breadcrumb trail is Home / Manage User Accounts / View User. Below the user name, there are tabs for Profile, Assigned e-Services, Assigned Client e-Services, and Transaction History. A message states: 'Click 'Add Client e-Services' below to assign Client e-Service(s) to your user(s)'. Below this, there are two buttons: 'Add Client e-Service Access' and 'Remove Client e-Service Access (0)'. The 'Remove Client e-Service Access (0)' button is highlighted with a red box. Below the buttons is a table with columns: UEN / Entity ID, Entity Name, Govt. Agency, Client e-Service, Role, Agency Issued ID, Additional Parameters, Authorisation Effective Date, and Authorisation Expiry Date. The table contains one row with the following data: UEN / Entity ID: 70402196W, Entity Name: BIOFILM PTE LTD, Govt. Agency: CPF, Client e-Service: CPF e-Submission, Role: Editor, Agency Issued ID: -, Additional Parameters: -, Authorisation Effective Date: 09/04/2017, and Authorisation Expiry Date: 31/12/9999. The first cell of the table (checkbox) is highlighted with a red box. Below the table, it says '0 Client e-Services Selected'. At the bottom right, it says 'Showing 1 to 1 of 1 items'.

UEN / Entity ID	Entity Name	Govt. Agency	Client e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input type="checkbox"/>	70402196W	BIOFILM PTE LTD	CPF e-Submission	Editor	-	-	09/04/2017	31/12/9999

0 Client e-Services Selected

Showing 1 to 1 of 1 items

Manage User Access to Client Digital Service

Step 1

Step 2

Step 3

Step 4B

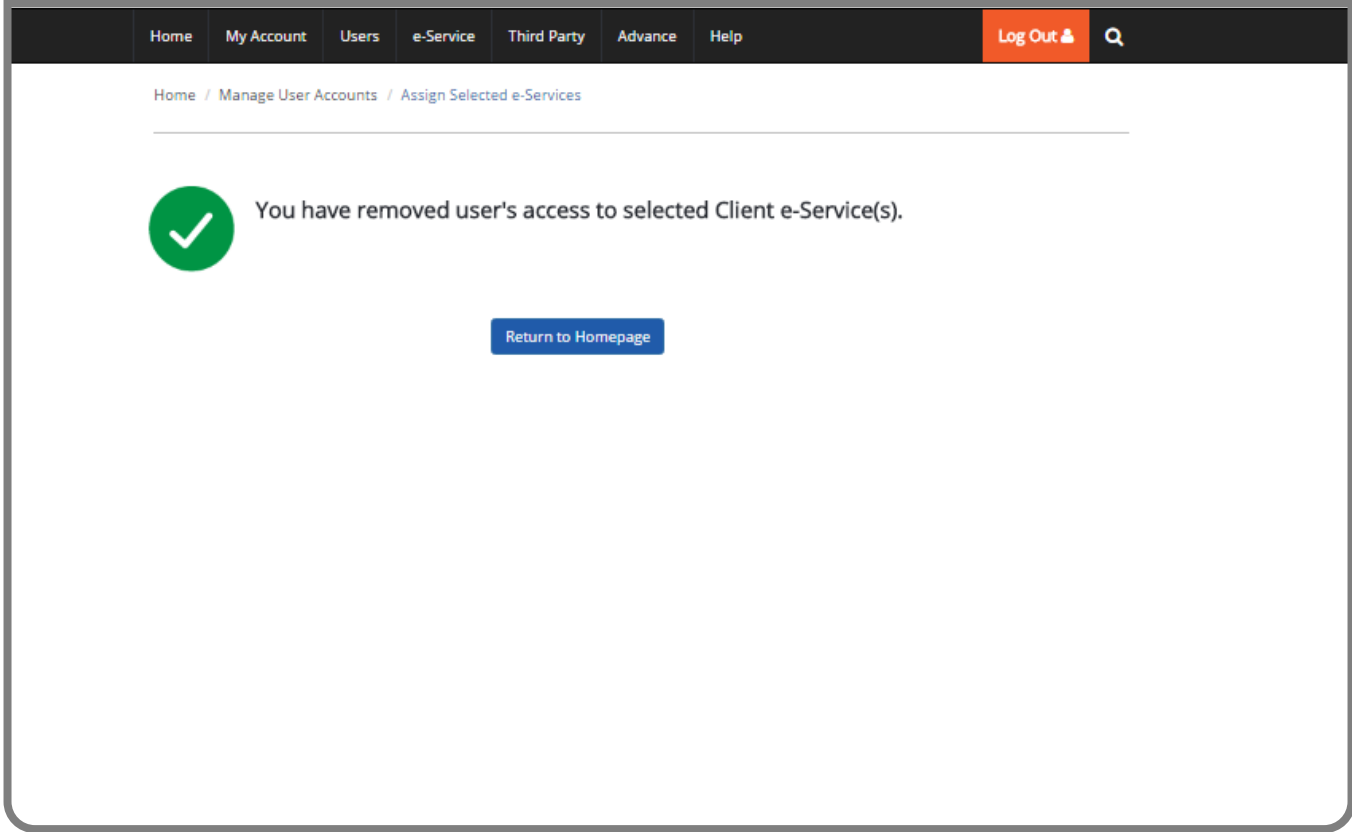
Step 5B

Step 6B

Step 7B

Step 8B

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



- END -

Updated as of April 2021