



**A Guide for Corppass Admins & Sub-Admins:
Create and Manage Client e-Service Groups
(For IRAS digital services)**

This guide contains the following sections:

CREATE CLIENT E-SERVICE GROUPS

MANAGE CLIENT E-SERVICE GROUPS

ADD USERS TO CLIENT E-SERVICE GROUPS

ADD CLIENT'S E-SERVICES TO CLIENT E-SERVICE GROUPS

CREATE CLIENT E-SERVICE GROUPS

Note: e-Service is also known as digital service

Log In to Corppass Portal

Step 1

Step 2

- Select 'Log in with Singpass'.

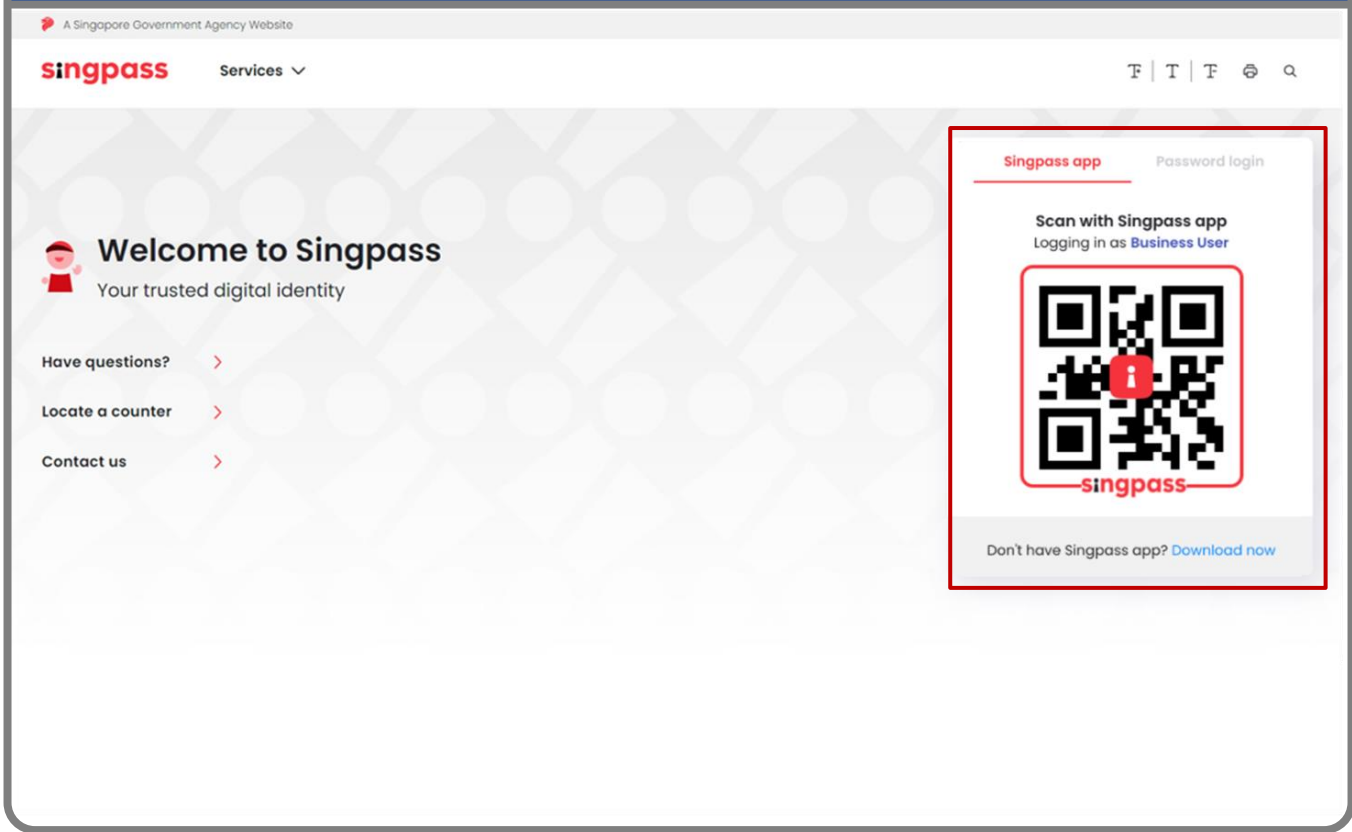


Log In to Corppass Portal

Step 1

Step 2

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

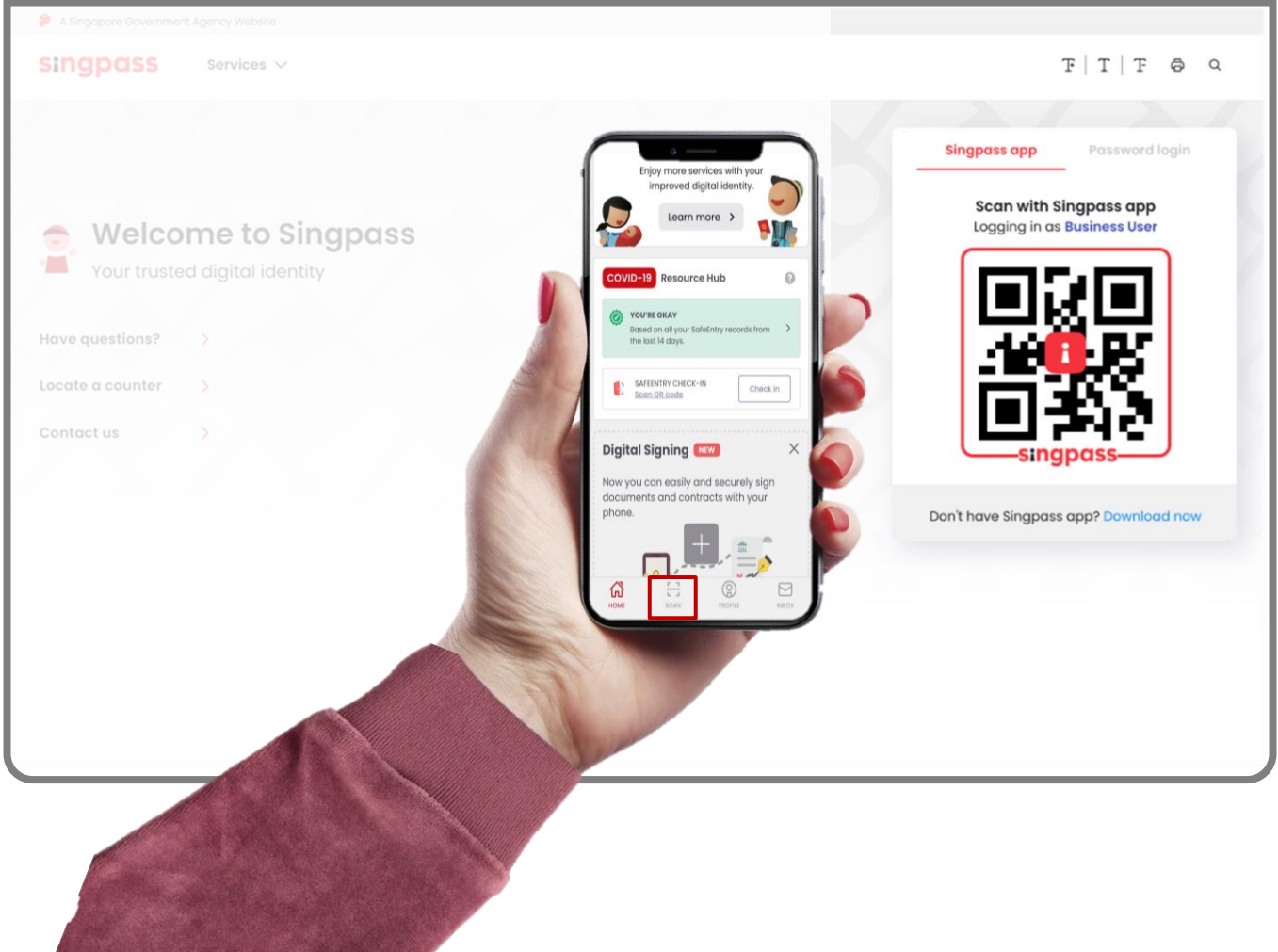


Log In to Corppass Portal

Step 1

Step 2

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

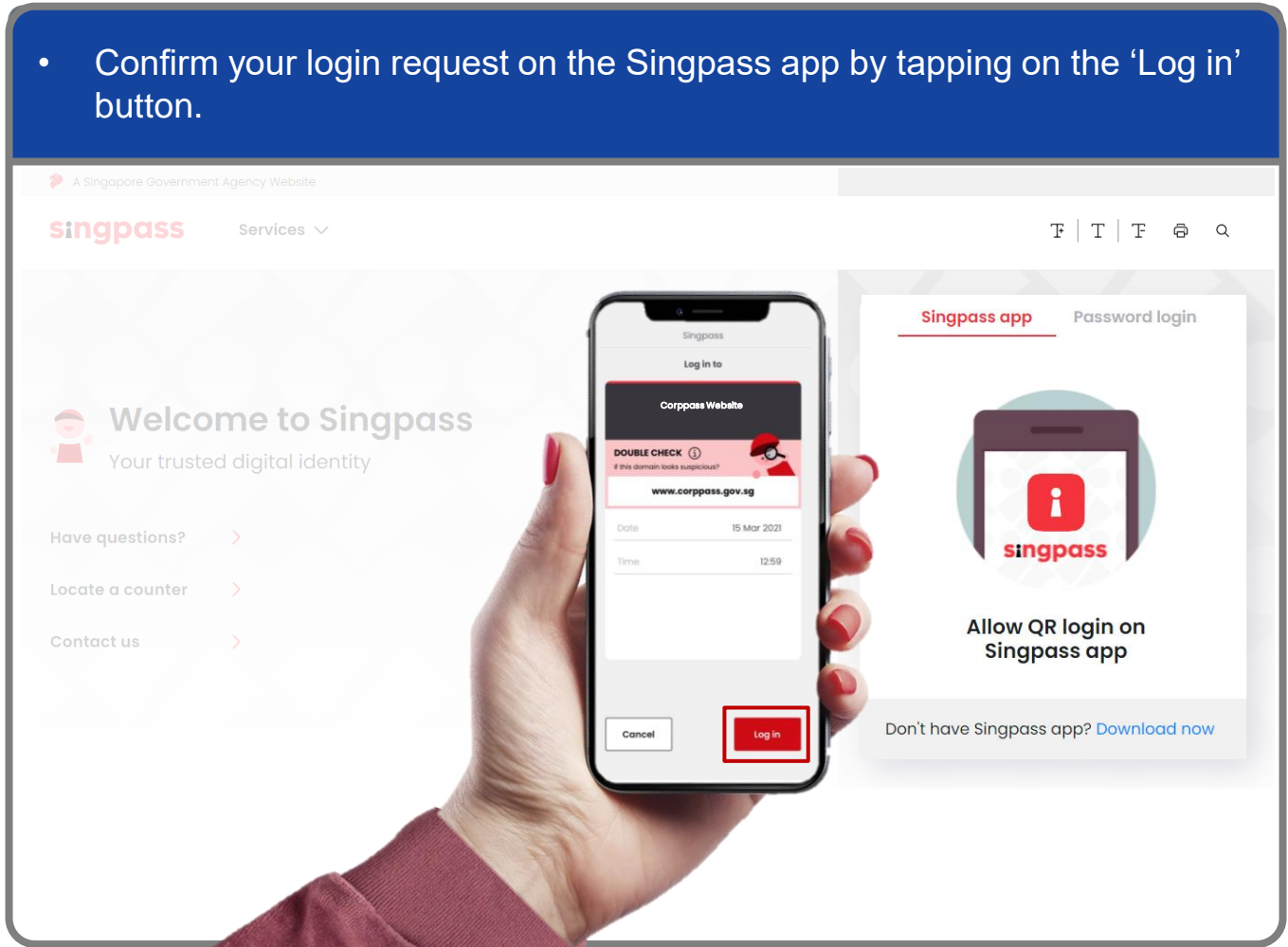


Log In to Corppass Portal

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, it says 'A Singapore Government Agency Website' and 'singpass Services'. On the left, there's 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, there's a login form. The form has two tabs: 'Singpass app' and 'Password login'. The 'Password login' tab is selected. Below the tabs, it says 'Logging in as Business User'. There are two input fields: 'Singpass ID' and 'Password'. Below these is a red 'Log in' button. At the bottom of the form, there are links for 'Forgot Singpass ID' and 'Reset password', and a 'Register For Singpass' button. A red 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:

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".

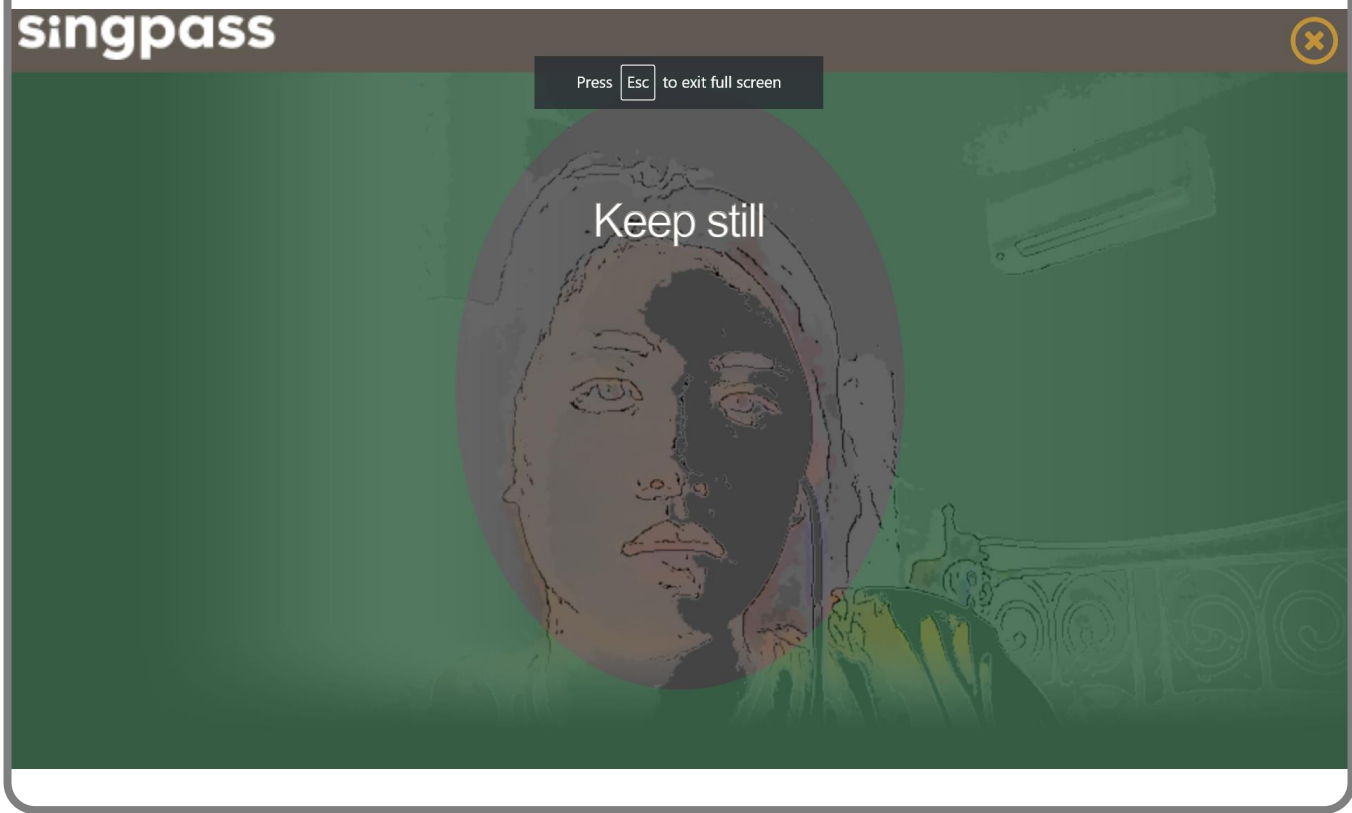
By selecting "Begin Scan", you are allowing us to match your photo with the government's biometrics database based on the [Terms of Use](#).

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.

Create Client e-Service Groups

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
Entity 1

M30062017A
Entity 2

C20001187B
Entity 3

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

Create Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

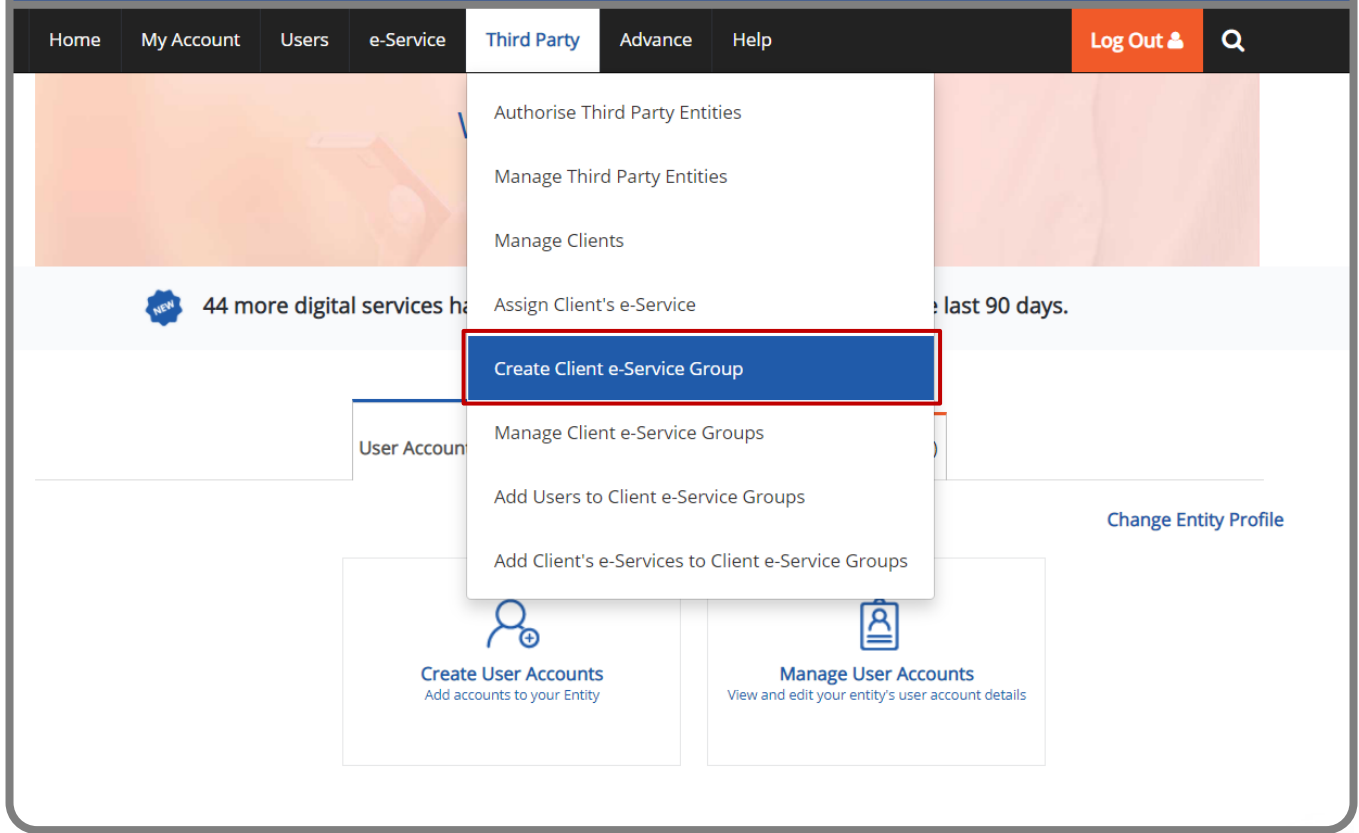
Step 6

Step 7

Step 8

Step 9

- You will arrive at your home page. Under 'Third Party', select 'Create Client e-Service Group'.



Note: e-Service is also known as digital service

Create Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

- Enter Group Name and Group Description (optional) for the Client e-Service Group. Click 'Next' to proceed.

Create Client e-Service Group



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

* - denotes mandatory fields

Group Name*

CEGRP 1

Group Description

Cancel

Next

Create Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

- Select the user(s) to be added to this Client e-Service Group, then click 'Next' to proceed.

Create Client e-Service Group



Select from your entity's Corppass user accounts.

Filter

<input type="checkbox"/>	Full Name	Email Address	User Type
<input checked="" type="checkbox"/>	ANINDITA SENGUPTA	anindita@mailinator.com	Enquiry User
<input checked="" type="checkbox"/>	BENEDICT SIOW JUN DA	benedictsiow@mailinator.com	User
2 User(s) Selected			

Can't find a user?

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

Back **Next**

Create Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

- Select the Client digital services to be assigned to Client e-Service Group.

Create Client e-Services Group




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

Each Client e-Service Group can have a maximum of 250 e-Service authorisations.

2 Selected User(s) [+](#)

Select from your entity's Corppass user accounts.

Search UEN/Entity ID  

<input type="checkbox"/>	UEN / Entity ID	Client Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/>	180299 366K	CORPPASS ENTITY 1	PARTNERSHIP (FORM P FILING)	Approver	-	-	18/08/2018	31/12/9999
<input checked="" type="checkbox"/>	180299 366K	CORPPASS ENTITY 1	SUBMISSION OF EMPLOYMENT INCOME RECORDS	Preparer	-	Third Party Entity Name: Employment1	09/10/2018	31/12/9999

Create Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

- Click 'Next' to proceed.

<input type="checkbox"/>	C18001 439A	CORPPASS ENTITY 2	FOR NON-UEN ENTITY ONLY	-	ASGD/ITR/UF: A0000000J	-	30/09/2018	31/12/9999
<input type="checkbox"/>	180299 366K	CORPPASS ENTITY 1	SUBMISSION OF EMPLOYMENT INCOME RECORDS	Prepa rer	-	Third Party Entity Name: Employment1	09/10/2018	31/12/9999
<input type="checkbox"/>	180299 366K	CORPPASS ENTITY 1	CORPORATE TAX (FILING AND APPLICATIONS)	Prepa rer	-	Effective YA From: 1212 Effective YA To: 1213	01/07/2020	31/12/9999
<input type="checkbox"/>	180299 366K	CORPPASS ENTITY 1	SUBMISSION OF DONATION RECORDS	Prepa rer	-	Third Party Entity Name: D, L, M, T, R	11/12/2020	31/12/9999

1 Client e-Service(s) Selected

< 1 ... 1197 1198 1199 **1200** 1201 >

10 items per page

Showing 11,991 to 12,000 of 12,003 entries

Cancel **Next**

Create Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

- Review details of the Client e-Service Group you have created.

Create Client e-Service Group



Verify the following details.

Group Details

Group Name **CEGRP 1**

Group Description

Selected User(s)

Full Name	Email Address	User Type
ANINDITA SENGUPTA	anindita@mailinator.com	Enquiry User
BENEDICT SIOW JUN DA	benedictsiow@mailinator.com	User

Create Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

- Click 'Submit' to proceed.

Selected User(s)

Full Name	Email Address	User Type
ANINDITA SENGUPTA	anindita@mailinator.com	Enquiry User
BENEDICT SIOW JUN DA	benedictsiow@mailinator.com	User

Selected Client e-Service(s)

UEN / Entity ID	Client Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
18029936 6K	CORPPASS ENTITY 1	SUBMISSION OF EMPLOYMENT INCOME RECORDS	Preparer	-	Third Party Entity Name : Employment1	09/10/2018	31/12/9999
18029936 6K	CORPPASS ENTITY 1	PARTNERSHIP (FORM P FILING)	Approver	-		18/08/2018	31/12/9999

Back

Submit

Create Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

- A confirmation message will indicate the successful creation of your Client e-Service Group.

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[Home](#) / [Create Client e-Services Group](#)



The Client e-Service Group submission is being processed.

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

[Return to Homepage](#)

MANAGE CLIENT E-SERVICE GROUPS

- A. Edit Details
- B. Remove Group(s)
- C. Remove User(s)
- D. Remove Digital Service(s)

Manage Client e-Service Groups

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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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 e-Service Groups

Step 1

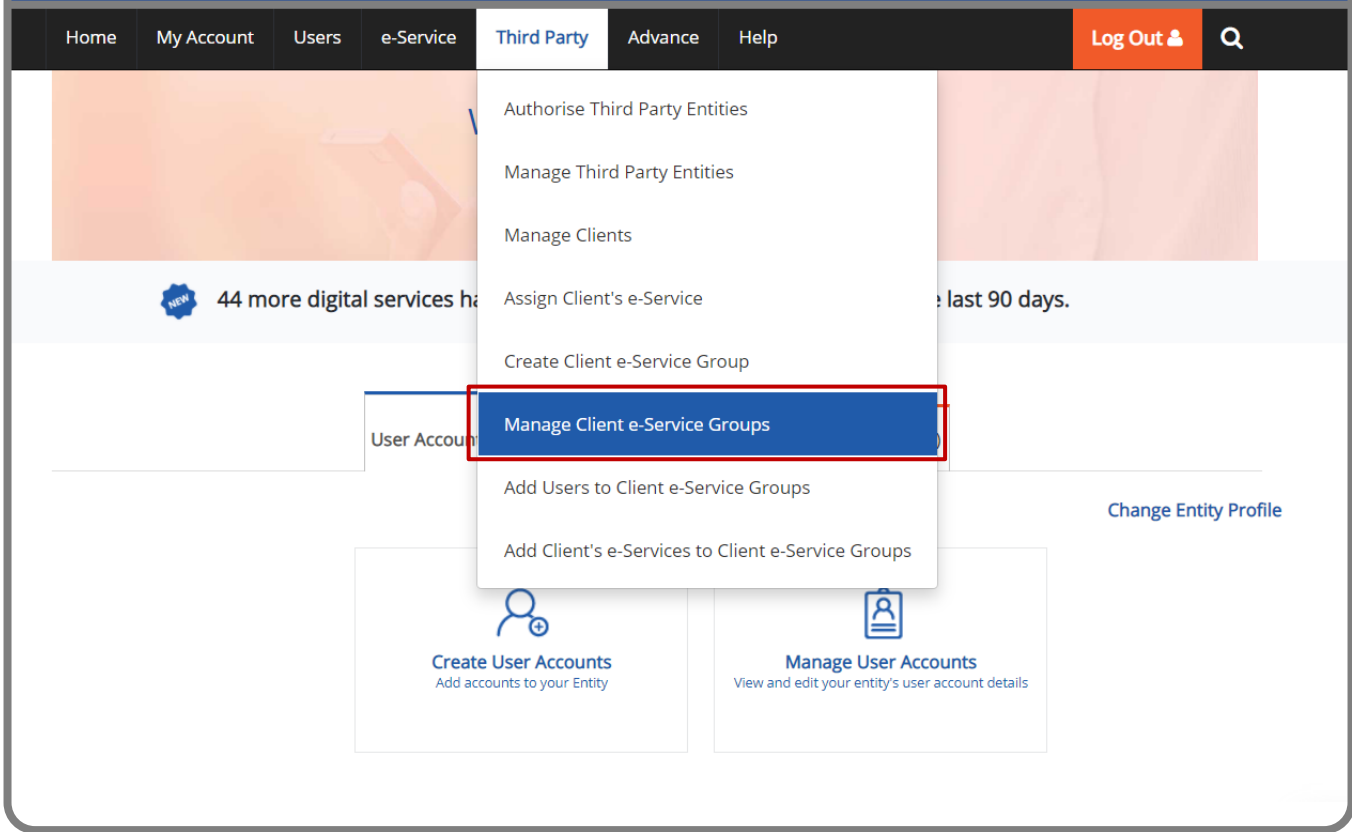
Step 2

Step 3

Step 4

Step 5

- You will arrive at your home page. Under 'Third Party', select 'Manage Client e-Service Groups'.



Manage Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

- Select the Client e-Service Group you would like to manage.

Manage Client e-Service Groups

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

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

Create Client e-Service Group

Remove Client e-Service Group(s) (0)

Filter

Search



<input type="checkbox"/>	Group Name	Group Description	No. of Users	No. of Client e-Services Assigned
<input type="checkbox"/>	<u>CEGRP 1</u>		2	2
<input type="checkbox"/>	<u>GROUP 1</u>		1	8
<input type="checkbox"/>	<u>GROUP 2</u>	GROUP 2	1	1
<input type="checkbox"/>	<u>GROUP 3</u>	GROUP 3	1	2
<input type="checkbox"/>	<u>GROUP 4</u>	GROUP 4	1	0
<input type="checkbox"/>	<u>GROUP 5</u>	GROUP 5	1	0
<input type="checkbox"/>	<u>GROUP 6</u>	GROUP 6	1	1
<input type="checkbox"/>	<u>GROUP 7</u>	GROUP 7	1	3

Manage Client e-Service Groups – (A) Edit Details

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6A

Step 7A

- Under 'Group Details' tab, make changes to the Group Name and Group Description where required. Click 'Save' to confirm your edits.

CEGRP 1

Group Details

Users

Assigned Client e-Services

Client e-Service Group Details

Group Name*

CEGRP 1

Group Description

Back

Save

Manage Client e-Service Groups – (A) Edit Details

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6A

Step 7A

- A confirmation message will indicate the successful update of your Client e-Service Group.

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Home / Manage Client e-Service Groups / View Client e-Service Groups



Client e-Service Group details have been updated.

Return to Homepage

Manage Client e-Service Groups – (B) Remove Group(s)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6B

Step 7B

Step 8B


- You may delete a Client e-Service Group(s). Select the relevant Group(s), then click 'Remove Client e-Service Group(s)'.

Manage Client e-Service Groups

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

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

Create Client e-Service Group

 Remove Client e-Service Group(s) (1)

 Filter

Search



<input type="checkbox"/>	Group Name	Group Description	No. of Users	No. of Client e-Services Assigned
<input checked="" type="checkbox"/>	<u>CEGRP 1</u>		2	2
<input type="checkbox"/>	<u>GROUP 1</u>		1	8
<input type="checkbox"/>	<u>GROUP 2</u>	GROUP 2	1	1
<input type="checkbox"/>	<u>GROUP 3</u>	GROUP 3	1	2
<input type="checkbox"/>	<u>GROUP 4</u>	GROUP 4	1	0
<input type="checkbox"/>	<u>GROUP 5</u>	GROUP 5	1	0
<input type="checkbox"/>	<u>GROUP 6</u>	GROUP 6	1	1
<input type="checkbox"/>	<u>GROUP 7</u>	GROUP 7	1	3

Manage Client e-Service Groups – (B) Remove Group(s)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6B

Step 7B

Step 8B

- Review the Client e-Service Group(s) you wish to remove, then click 'Submit' to proceed.

Remove Client e-Service Group(s)

The table below displays the selected Client e-Service Group(s) to be removed.
All users within the group(s) will no longer have access to the Client e-Services.
Removal of Client e-Service Group(s) is irreversible.

Group Name	Group Description	No. of Users	No. of Client e-Services Assigned
CEGRP 1		2	2

Back

Submit

Manage Client e-Service Groups – (B) Remove Group(s)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6B

Step 7B

Step 8B

- A confirmation message will indicate the successful removal of your Client e-Service Group(s).

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Selected Client e-Service Group(s) have been removed.

Users in these groups will no longer have access to the Client e-Service(s).

[Return to Homepage](#)

Manage Client e-Service Groups – (C) Remove User(s)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6C

Step 7C

Step 8C

Step 9C

- Select the Client e-Service Group which you wish to remove user(s) from.

Manage Client e-Service Groups

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

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

Create Client e-Service Group

Remove Client e-Service Group(s) (0)

Filter

Search



<input type="checkbox"/>	Group Name	Group Description	No. of Users	No. of Client e-Services Assigned
<input type="checkbox"/>	<u>CEGRP 1</u>		2	2
<input type="checkbox"/>	<u>GROUP 1</u>		1	8
<input type="checkbox"/>	<u>GROUP 2</u>	GROUP 2	1	1
<input type="checkbox"/>	<u>GROUP 3</u>	GROUP 3	1	2
<input type="checkbox"/>	<u>GROUP 4</u>	GROUP 4	1	0
<input type="checkbox"/>	<u>GROUP 5</u>	GROUP 5	1	0
<input type="checkbox"/>	<u>GROUP 6</u>	GROUP 6	1	1
<input type="checkbox"/>	<u>GROUP 7</u>	GROUP 7	1	3

Manage Client e-Service Groups – (C) Remove User(s)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6C

Step 7C

Step 8C

Step 9C

- Under 'Users' tab, select the user(s) to be removed. Click 'Remove Users from Group' to proceed.

CEGRP 1

Group Details

Users

Assigned Client e-Services

Client e-Service Group Details

Add Users to Group

 Remove Users from Group(1)

 Filter

Search



<input type="checkbox"/>	Full Name	Email Address	User Type
<input checked="" type="checkbox"/>	ANINDITA SENGUPTA	anindita@mailinator.com	Enquiry User
<input type="checkbox"/>	BENEDICT SIOW JUN DA	benedictsiow@mailinator.com	User
1 User(s) Selected			

Showing 1 to 2 of 2 items

Manage Client e-Service Groups – (C) Remove User(s)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6C

Step 7C

Step 8C

Step 9C

- Review the user(s) to be removed. Click 'Submit' to proceed.

Remove Client e-Service Group User(s)

The table below displays the selected user(s) to be removed from the Client e-Service Group. These user(s) will no longer have access to the Client e-Services of the group.

Full Name	Email Address	User Type
ANINDITA SENGUPTA	anindita@mailinator.com	Enquiry User

Back

Submit

Manage Client e-Service Groups – (C) Remove User(s)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6C

Step 7C

Step 8C

Step 9C

- A confirmation message will indicate the successful removal of user(s) from your Client e-Service Group(s).

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Selected User(s) have been removed from Client e-Service Group.

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

Return to Homepage

Manage Client e-Service Groups – (D) Remove Digital Service(s)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6D

Step 7D

Step 8D

- Under 'Assigned Client e-Services' tab, select the digital service(s) to be removed. Click 'Remove Client e-Service Access' to proceed.

CEGRP 1

Group Details

Users

Assigned Client e-Services

Group has 2 out of the maximum 250 Client e-Services. Only active and future-dated Client e-Services contributed to this count.

Add Client e-Service Access

Remove Client e-Service Access(1)

Filter

Search



<input type="checkbox"/>	UEN / Entity ID	Client Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input checked="" type="checkbox"/>	180299366 K	CORPPASS ENTITY 1	PARTNERSHIP (FORM P FILING)	Approv er	-	-	18/08/2018	31/12/9999
<input type="checkbox"/>	180299366 K	CORPPASS ENTITY 1	SUBMISSION OF EMPLOYMENT INCOME RECORDS	Prepare r	-	Third Party Entity Name : Employment1	09/10/2018	31/12/9999

1 Client e-Service(s) Selected

Showing 1 to 2 of 2 items

Manage Client e-Service Groups – (D) Remove Digital Service(s)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6D

Step 7D

Step 8D

- Review the digital service(s) to be removed. Click 'Submit' to proceed.

Remove Client e-Service Authorisations

The table below displays your selected Client e-Service Authorisation(s) to be removed from the Client e-Service Group.

UEN / Entity ID	Client Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
180299366K	CORPPASS ENTITY 1	PARTNERSHIP (FORM P FILING)	Approver	-	-	18/08/2018	31/12/9999

Back

Submit

Manage Client e-Service Groups – (D) Remove Digital Service(s)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6D

Step 7D

Step 8D

- A confirmation message will indicate the successful removal of digital services from your Client e-Service Group(s).

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Client e-Service(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](#)

ADD USERS TO CLIENT E-SERVICE GROUPS

Add Users to Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6


Step 7


Step 8

- 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.

Add Users to Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

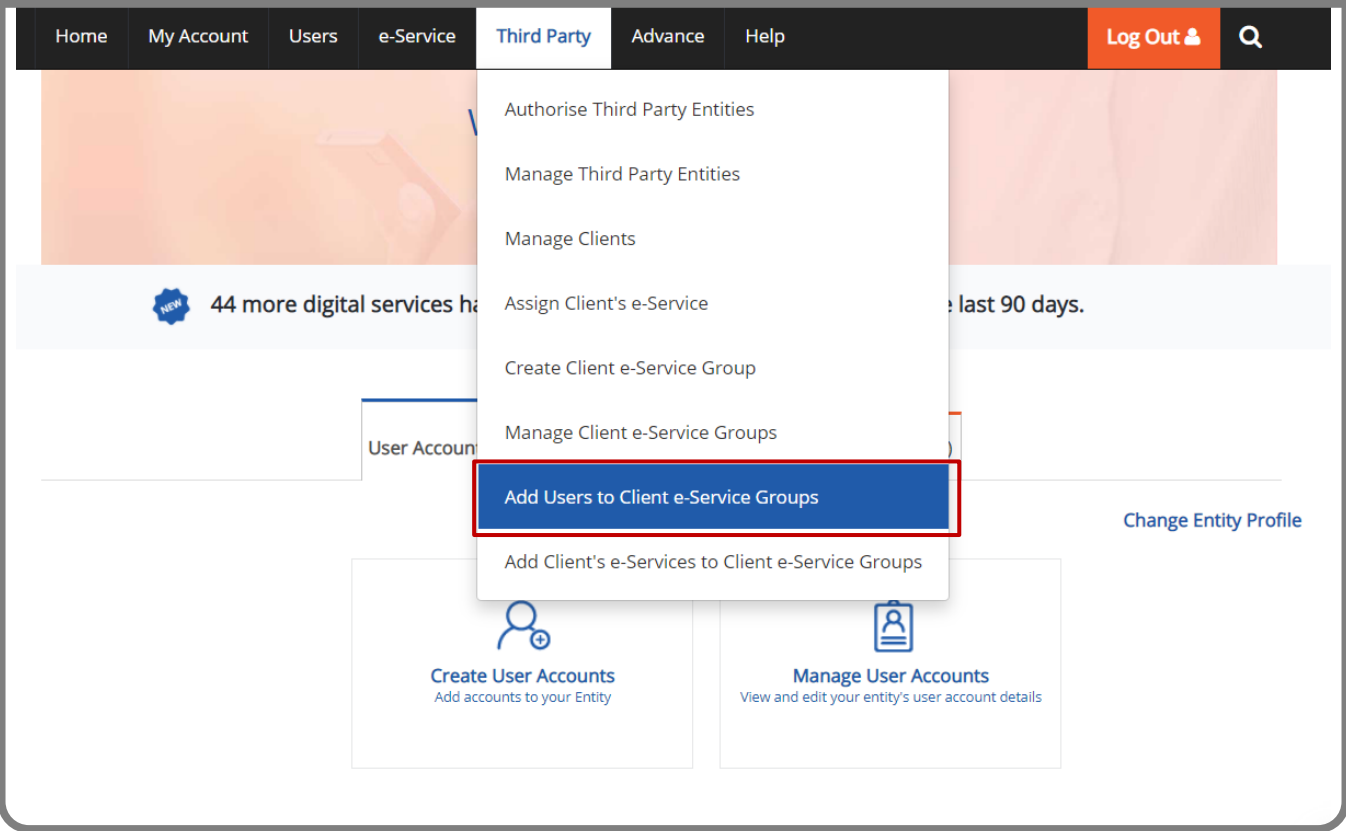
Step 5

Step 6

Step 7

Step 8

- You will arrive at your home page. Under 'Third Party', select 'Add Users to Client e-Service Groups'.



Add Users to Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

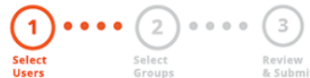
Step 6

Step 7

Step 8

- Select the user(s) to be added, then click 'Next' to proceed.

Add Users to Client e-Service Groups



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

Select from your entity's Corppass user accounts.

Filter

<input type="checkbox"/>	Full Name	Email Address	User Type
<input checked="" type="checkbox"/>	KENNETH FRY	kennethfry@abc.com	Sub-Admin
<input type="checkbox"/>	TERRI MANDEL	terrimandel@abc.com	Admin
<input type="checkbox"/>	JONATHAN SEE	jonathansee@abc.com	User
<input type="checkbox"/>	JERRY SIOW	jerrysiow@abc.com	User
1 User(s) Selected			

Showing 1 to 6 of 6 items

Can't find a user?

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

Back **Next**

Add Users to Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- Select Client e-Service Group(s) you wish to assign to the selected users, then click 'Next' to proceed.

Add Users to Client e-Service Groups



Assign Selected Client e-Service Group(s) to

1 Selected User(s) [+](#)

<input type="checkbox"/>	Group Name	Group Description	No. of Users	No. of Client e-Services Assigned
<input type="checkbox"/>	GROUP A		6	2
<input type="checkbox"/>	GROUP B		6	2
<input type="checkbox"/>	GROUP C		1	2
<input type="checkbox"/>	GROUP D		6	2
<input checked="" type="checkbox"/>	Test Grp 1		2	1

1 Client e-Service Group(s) Selected

Showing 1 to 5 of 5 items

Back

Next

Add Users to Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- Review the user(s) and Client e-Service Group(s) selected. Click 'Submit' to proceed.

Add Users to Client e-Service Groups



Verify the following user(s) to be added to the group(s).

Selected User(s)

Full Name	Email Address	User Type
KENNETH FRY	kennethfry@abc.com	Sub-Admin

Selected Group(s)

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

Back

Submit

Add Users to Client e-Service Groups

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- A confirmation message will indicate the successful addition of users to your Client e-Service Group(s).

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Home / Add Users to Client e-Service Groups



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

Users added will have access to all Client e-Services in the group(s). You will receive an email notification once the processing is completed within 1 working day.

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ADD CLIENT'S E-SERVICES TO CLIENT E-SERVICE GROUPS

Add Client's e-Services to Client e-Service Groups

Step 1

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Step 8

- After logging in (see Step 1 and 2 illustrated on slides 4-12), select the Entity you wish to transact on behalf of.

corppass

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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.

Add Client's e-Services to Client e-Service Groups

Step 1

Step 2

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Step 4

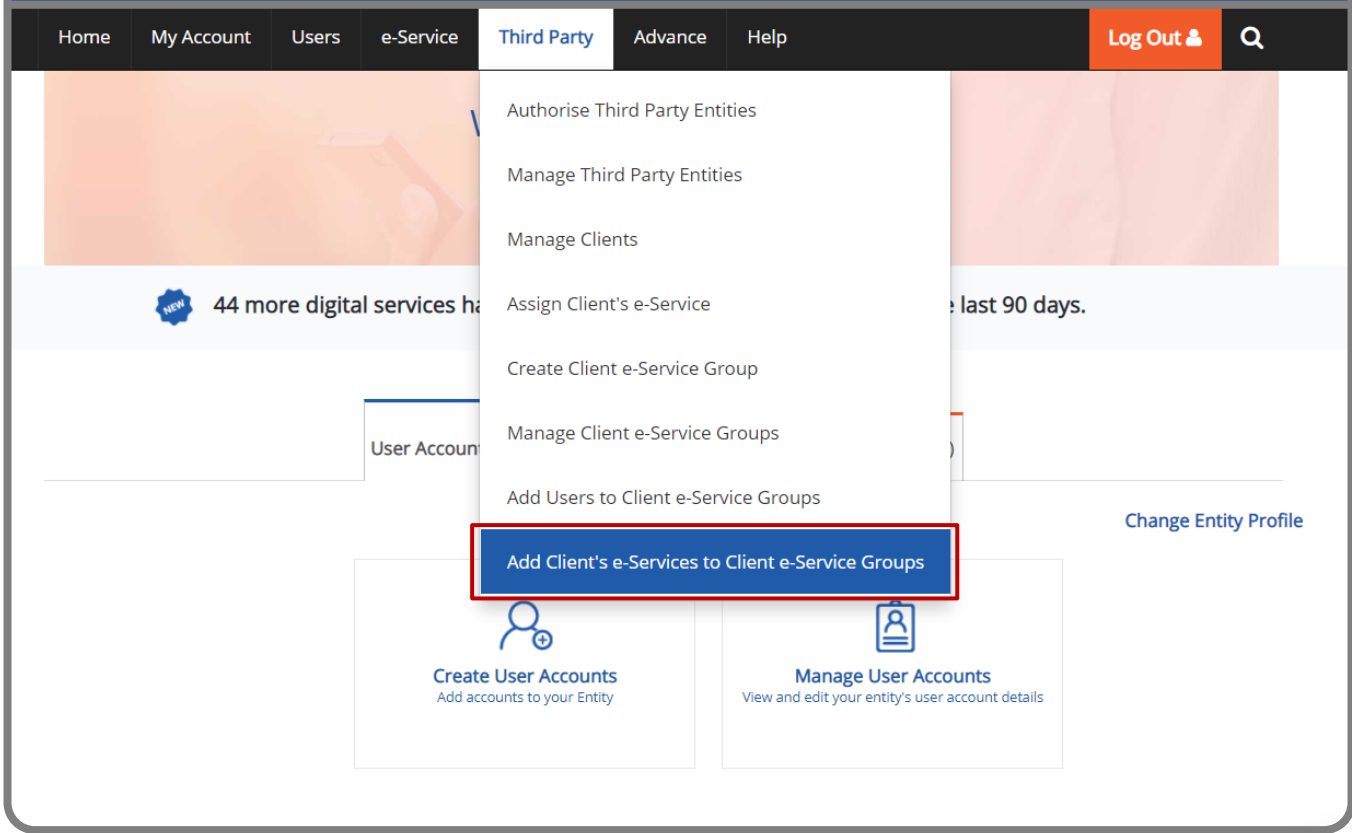
Step 5

Step 6

Step 7

Step 8

- You will arrive at your home page. Under 'Third Party', select 'Add Client e-Services to Client e-Service Groups'.



Add Client's e-Services to Client e-Service Groups

Step 1

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Step 5

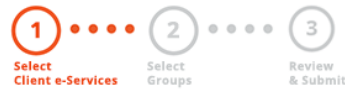
Step 6

Step 7

Step 8

- Select the Client digital service(s) to be assigned to the Client e-Service Group(s).



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  								
<input type="checkbox"/>	UEN / Entity ID	Client Name	e-Service	Role	Agency Issued ID	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
<input type="checkbox"/>	180299 366K	CORPPASS ENTITY 1	PARTNERSHIP (FORM P FILING)	Approver	-	-	18/08/2018	31/12/9999
<input type="checkbox"/>	180299 366K	CORPPASS ENTITY 1	S45 WITHHOLDING TAX (FILING)	Approver	-	-	09/10/2018	31/12/9999
<input checked="" type="checkbox"/>	180299 366K	CORPPASS ENTITY 1	GST (FILING AND APPLICATIONS)	Approver	-	-	27/11/2018	31/12/9999
<input type="checkbox"/>	180299 366K	CORPPASS ENTITY 1	SUBMISSION OF EMPLOYMENT	Preparer	-	Third Party Entity Name:	09/10/2018	31/12/9999

Add Client's e-Services to Client e-Service Groups

Step 1

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Step 8

- Click 'Next' to proceed.

<input type="checkbox"/>	C18001 439A	CORPPASS ENTITY 2	FOR NON-UEN ENTITY ONLY	-	ASGD/ITR/UF: A0000000J	-	30/09/2018	31/12/9999
<input type="checkbox"/>	180299 366K	CORPPASS ENTITY 1	SUBMISSION OF EMPLOYMENT INCOME RECORDS	Prepa rer	-	Third Party Entity Name: Employment1	09/10/2018	31/12/9999
<input type="checkbox"/>	180299 366K	CORPPASS ENTITY 1	CORPORATE TAX (FILING AND APPLICATIONS)	Prepa rer	-	Effective YA From: 1212 Effective YA To: 1213	01/07/2020	31/12/9999
<input type="checkbox"/>	180299 366K	CORPPASS ENTITY 1	SUBMISSION OF DONATION RECORDS	Prepa rer	-	Third Party Entity Name: D, L, M, T, R	11/12/2020	31/12/9999

1 Client e-Service(s) Selected

< 1 ... 1197 1198 1199 **1200** 1201 >

10 items per page

Showing 11,991 to 12,000 of 12,003 entries

Cancel **Next**

Add Client's e-Services to Client e-Service Groups

Step 1

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Step 8

- Select the Client e-Service Group(s) to assign the selected digital services. Click 'Next' to proceed.

Add Client e-Services to Client e-Service Groups



1 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"/>	<u>CEGRP 1</u>		2	2
<input type="checkbox"/>	<u>GROUP 1</u>		1	8
<input type="checkbox"/>	<u>GROUP 2</u>	GROUP 2	1	1
<input type="checkbox"/>	<u>GROUP 3</u>	GROUP 3	1	2
<input type="checkbox"/>	<u>GROUP 4</u>	GROUP 4	1	0
1 Client e-Service Group(s) Selected				

Showing 1 to 5 of 5 items

Back Next

Add Client's e-Services to Client e-Service Groups

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Step 8

- Review the digital services and Client e-Service Group(s) selected.

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
180299366K	CORPPASS ENTITY 1	GST (FILING AND APPLICATIONS)	Approver	-		27/11/2018	31/12/9999

Selected Group(s)

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

Add Client's e-Services to Client e-Service Groups

Step 1

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- Click 'Submit' to proceed.



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
180299366K	CORPPASS ENTITY 1	GST (FILING AND APPLICATIONS)	Approver	-		27/11/2018	31/12/9999

Selected Group(s)

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

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Submit

Add Client's e-Services to Client e-Service Groups

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Step 8

- A confirmation message will indicate the successful addition of client digital services to your Client e-Service Group(s).

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e-Service

Third Party

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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.

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- END -

Updated as of April 2021