

corppass



Brought to you by: **GOVTECH**
SINGAPORE



A Guide for Sub-Admins, Enquiry Users & Users: Activate My Account

This guide contains the following sections:

FOR NRIC / FIN USERS

FOR FOREIGN ID USERS

FOR NRIC / FIN USERS

Activate User Account – NRIC/FIN Users

Step 1

Step 2

Step 3

- Under 'Services', select 'Activate Corppass Account' from the dropdown menu.

The screenshot shows the Corppass website interface. At the top, there is a navigation bar with 'Home', 'About Us', 'Services', and 'Help'. A 'Log in with Singpass' button is visible on the right. The 'Services' dropdown menu is open, displaying several options: 'Register for Corppass', 'Check Registration Status', 'Activate Corppass Account' (highlighted with a red box), 'Manage Admin', and 'Find Your Corppass Admin'. Below the navigation, the main content area features a 'Welcome' message and a 'Register as a Corppass Admin' button. At the bottom, there are three buttons for role selection: 'I am the Registered Officer', 'I am the Admin', and 'I am a User'.

Activate User Account – NRIC/FIN Users

Step 1

Step 2

Step 3

- You will land on the 'Activate Corppass Account' page. You may choose to activate your account via 'Reference ID' or 'Entity Registration No.'

Home / About Us / Services / Help Log in with Singpass

Home / Activate Corppass Account

Activate Corppass Account

1 **Enter Details** ••••• 2 **Review & Submit**

Activate using:

Reference ID Entity Registration No

* - denotes mandatory fields

Reference ID*

Please type the verification code*
(Code is case-insensitive and excludes spaces)

Activate User Account – NRIC/FIN Users

Step 1

Step 2 (Option A)

Step 3

- To activate with 'Reference ID', enter the Reference ID that was provided in the email notification you received during account creation.

The screenshot shows the 'Activate Corppass Account' page. At the top, there is a navigation bar with 'Home', 'About Us', 'Services', and 'Help' on the left, and 'Log in with Singpass' and a search icon on the right. Below the navigation bar, the breadcrumb 'Home / Activate Corppass Account' is visible. The main heading is 'Activate Corppass Account'. There are two progress indicators: '1 Enter Details' (highlighted in red) and '2 Review & Submit'. Under 'Activate using:', there are two radio buttons: 'Reference ID' (selected and highlighted with a red box) and 'Entity Registration No'. A red arrow points from the 'Reference ID' option to a red box around the 'Reference ID*' input field. Below this, there is a verification code field with the code '376490' and a refresh icon. At the bottom, there are 'Cancel' and 'Next' buttons.

Home / About Us / Services / Help Log in with Singpass

Home / Activate Corppass Account

Activate Corppass Account

1 **Enter Details** ••••• 2 Review & Submit

Activate using:

Reference ID Entity Registration No

* - denotes mandatory fields

Reference ID*

Please type the verification code*
(Code is case-insensitive and excludes spaces)

3 7 6 4 9 0

Cancel Next

Activate User Account – NRIC/FIN Users

Step 1

Step 2 (Option A)

Step 3

- Enter the verification code displayed on the screen, then click 'Next' to proceed.

The screenshot shows the 'Activate Corppass Account' page. At the top, there is a navigation bar with 'Home', 'About Us', 'Services', and 'Help' on the left, and 'Log in with Singpass' and a search icon on the right. Below the navigation bar, the breadcrumb 'Home / Activate Corppass Account' is visible. The main heading is 'Activate Corppass Account'. A progress indicator shows two steps: '1 Enter Details' (active) and '2 Review & Submit'. Under 'Activate using:', there are two radio buttons: 'Reference ID' (selected) and 'Entity Registration No'. A note states '* - denotes mandatory fields'. There is a text input field for 'Reference ID*'. Below it, a red box highlights the verification code section, which includes the text 'Please type the verification code*' and '(Code is case-insensitive and excludes spaces)'. The code '376490' is displayed in a grey box with a refresh icon to its right. At the bottom, there are 'Cancel' and 'Next' buttons, with 'Next' highlighted by a red box.

Activate User Account – NRIC/FIN Users

Step 1

Step 2 (Option B)

Step 3

- Alternatively, you may choose to activate with 'Entity Registration No.'

The screenshot shows the 'Activate Corppass Account' page. At the top, there is a navigation bar with 'Home', 'About Us', 'Services', and 'Help' on the left, and 'Log in with Singpass' and a search icon on the right. Below the navigation bar, the breadcrumb 'Home / Activate Corppass Account' is visible. The main heading is 'Activate Corppass Account'. A progress indicator shows two steps: '1 Enter Details' (active) and '2 Review & Submit'. Under 'Activate using:', there are two radio button options: 'Reference ID' (selected) and 'Entity Registration No.' (highlighted with a red box and a red arrow). A red text annotation points to the 'Entity Registration No.' option, stating 'Select the 'Entity Registration No.' option.' Below the options, there is a 'Reference ID*' field with an information icon. A verification code field is present with the code '376490' displayed in a grey box with a red line through it, and a refresh icon to its right. At the bottom, there are 'Cancel' and 'Next' buttons.

Activate User Account – NRIC/FIN Users

Step 1

Step 2 (Option B)

Step 3

- Choose 'UEN' or 'Foreign Entity' from the dropdown menu, then enter your 'Entity Registration No.'

The screenshot shows the 'Activate Corppass Account' page. At the top, there is a navigation bar with 'Home', 'About Us', 'Services', and 'Help' on the left, and 'Log in with Singpass' and a search icon on the right. Below the navigation bar, the breadcrumb 'Home / Activate Corppass Account' is visible. The main heading is 'Activate Corppass Account'. A progress indicator shows two steps: '1 Enter Details' (active) and '2 Review & Submit'. Under 'Activate using:', there are two radio buttons: 'Reference ID' (unselected) and 'Entity Registration No' (selected). A note states '* - denotes mandatory fields'. The form contains three main input sections: 1. 'Entity Registration Number*' with a dropdown menu currently showing 'UEN' and an adjacent empty text box. 2. 'NRIC / FIN / Foreign ID No.*' with an empty text box. 3. 'Please type the verification code*' with a visual code '376490' and a refresh icon, and an empty text box below it. At the bottom, there are 'Cancel' and 'Next' buttons. Red annotations include: 'Dropdown menu' with an arrow pointing to the dropdown, and 'Enter your Entity Registration No.' with an arrow pointing to the text box next to the dropdown.

Activate User Account – NRIC/FIN Users

Step 1

Step 2 (Option B)

Step 3

• Enter your 'NRIC' or 'FIN' number.

Home About Us Services Help Log in with Singpass

Home / Activate Corppass Account

Activate Corppass Account

1 Enter Details 2 Review & Submit

Activate using:

Reference ID Entity Registration No

* - denotes mandatory fields

Entity Registration Number*

NRIC / FIN / Foreign ID No.*

Please type the verification code*

(Code is case-insensitive and excludes spaces)

Cancel Next

← Enter your ID number

Activate User Account – NRIC/FIN Users

Step 1

Step 2 (Option B)

Step 3

- Enter the verification code displayed on the screen, then click 'Next' to proceed. You will be redirected to Singpass to verify your identity.

Activate User Account – NRIC/FIN Users

Step 1

Step 2

Step 3

- After verifying your identify on Singpass, you will receive a confirmation message, which indicates that your account has been activated.

The screenshot shows the Corppass user interface. At the top, there is a navigation bar with links for Home, About Us, Services, and Help. On the right side of the navigation bar, there is a 'Log in with Singpass' button and a search icon. Below the navigation bar, the breadcrumb trail reads 'Home / Activate Corppass Account'. The main content area features a large green checkmark icon on the left, followed by the text 'Your Corppass user account has been activated.' and a sub-message 'You will receive an email notification.' Below this, there is a section titled 'Next Step' with a lock icon and the text 'Log in to view your assigned e-Services.' At the bottom center, there is a blue button labeled 'Proceed to Homepage'.

FOREIGN ID USERS

Activate User Account – Foreign ID Users

Step 1

Step 2

Step 3

Step 4

- Under 'Services', select 'Activate Corppass Account' from the dropdown menu.

The screenshot shows the Corppass website interface. At the top, there is a navigation bar with 'Home', 'About Us', 'Services', and 'Help'. A 'Log in with Singpass' button is visible on the right. The 'Services' dropdown menu is open, showing options: 'Register for Corppass', 'Check Registration Status', 'Activate Corppass Account' (highlighted with a red box), 'Manage Admin', and 'Find Your Corppass Admin'. Below the navigation, there is a 'Welcome' section with a 'Register as a Corppass Admin' button. At the bottom, there is a section titled 'Get started with Corppass by your role' with three buttons: 'I am the Registered Officer', 'I am the Admin', and 'I am a User'.

Activate User Account – Foreign ID Users

Step 1

Step 2

Step 3

Step 4

- You will land on the 'Activate Corppass Account' page. You may choose to activate your account via 'Reference ID' or 'Entity Registration No.'

Home / About Us / Services / Help Log in with Singpass

Home / Activate Corppass Account

Activate Corppass Account

1 **Enter Details** ••••• 2 **Review & Submit**

Activate using:

Reference ID Entity Registration No. **Option B**

* - denotes mandatory fields

Option A

Reference ID*

Please type the verification code*
(Code is case-insensitive and excludes spaces)

376490

Cancel Next

Activate User Account – Foreign ID Users

Step 1

Step 2 (Option A)

Step 3

Step 4

- To activate with 'Reference ID', enter the Reference ID that was provided in the email notification you received during account creation.

Home / Activate Corppass Account

Activate Corppass Account

1 ● ● ● ● 2
Enter Details Review & Submit

Activate using:
 Reference ID Entity Registration No

* - denotes mandatory fields

Reference ID* ⓘ

Please type the verification code*
(Code is case-insensitive and excludes spaces)

3 7 6 4 9 0

Select the 'Reference ID' option.

Activate User Account – Foreign ID Users

Step 1

Step 2 (Option A)

Step 3

Step 4

- Enter the verification code displayed on the screen, then click 'Next' to proceed.

Home / About Us / Services / Help Log in with Singpass

Home / [Activate Corppass Account](#)

Activate Corppass Account

1 •••• 2
Enter Details Review & Submit

Activate using:
 Reference ID Entity Registration No
* - denotes mandatory fields

Reference ID*

Please type the verification code*
(Code is case-insensitive and excludes spaces)

Activate User Account – Foreign ID Users

Step 1

Step 2 (Option B)

Step 3

Step 4

• Alternatively, you may choose to activate with 'Entity Registration No.'

Home / Activate Corppass Account

Activate Corppass Account

1 ● ● ● ● 2

Enter Details Review & Submit

Activate using:

Reference ID Entity Registration No.

* - denotes mandatory fields

Reference ID*

Please type the verification code*
(Code is case-insensitive and excludes spaces)

376490

Activate User Account – Foreign ID Users

Step 1

Step 2 (Option B)

Step 3

Step 4

- Choose 'UEN' or 'Foreign Entity' from the dropdown menu, then enter your 'Entity Registration No.'

The screenshot shows the 'Activate Corppass Account' page. At the top, there is a navigation bar with 'Home', 'About Us', 'Services', and 'Help' on the left, and 'Log in with Singpass' and a search icon on the right. Below the navigation bar, the breadcrumb 'Home / Activate Corppass Account' is visible. The main heading is 'Activate Corppass Account'. There are two progress indicators: a red circle with '1' labeled 'Enter Details' and a grey circle with '2' labeled 'Review & Submit'. Under 'Activate using:', there are two radio buttons: 'Reference ID' (unselected) and 'Entity Registration No' (selected). A note below says '* - denotes mandatory fields'. The 'Entity Registration Number*' field has a dropdown menu with 'UEN' selected and an empty text input field next to it. A red arrow points to the dropdown menu with the label 'Dropdown menu'. Another red arrow points to the text input field with the label 'Enter your Entity Registration No.'. Below this is the 'NRIC / FIN / Foreign ID No.*' field. The 'Please type the verification code*' field contains a captcha image showing the code '376490' and a refresh icon. Below the verification code field is a note: '(Code is case-insensitive and excludes spaces)'. At the bottom, there are 'Cancel' and 'Next' buttons.

Activate User Account – Foreign ID Users

Step 1

Step 2 (Option B)

Step 3

Step 4

• Enter your 'Foreign ID' number.

Home About Us Services Help Log in with Singpass

Home / Activate Corppass Account

Activate Corppass Account

1 Enter Details 2 Review & Submit

Activate using:
 Reference ID Entity Registration No
* - denotes mandatory fields

Entity Registration Number*

NRIC / FIN / Foreign ID No.*

Please type the verification code*
(Code is case-insensitive and excludes spaces)

3 7 6 4 9 0

Cancel Next

← Enter your ID number

Activate User Account – Foreign ID Users

Step 1

Step 2 (Option B)

Step 3

Step 4

- Enter the verification code displayed on the screen, then click 'Next' to proceed.

Home / Activate Corppass Account

Activate Corppass Account

1 ●●●● 2
Enter Details Review & Submit

Activate using:
 Reference ID Entity Registration No
* - denotes mandatory fields

Entity Registration Number*
UEN

NRIC / FIN / Foreign ID No.*

Please type the verification code*
(Code is case-insensitive and excludes spaces)
3 7 6 4 9 0

Cancel **Next**

Activate User Account – Foreign ID Users

Step 1

Step 2

Step 3

Step 4

- Enter the OTP that you receive in your registered email. Click 'Next' to proceed.

The screenshot shows the 'Activate Corppass Account' page. At the top, there is a navigation bar with links for Home, About Us, Services, and Help, along with a 'Log in with Singpass' button and a search icon. Below the navigation bar, the breadcrumb trail reads 'Home / Activate Corppass Account'. The main heading is 'Activate Corppass Account'. A progress indicator shows four steps: 'Enter Details' (completed with a checkmark), followed by three dots, and 'OTP Verification' (current step, highlighted with a '2' in a circle). Below the progress indicator, a message states: 'A One-Time Password (OTP) has been sent to your registered email: siewwongkah@mailinator.com'. There is a text input field labeled 'Email OTP*' with a red asterisk. Below the input field, there is a link that says 'Did not receive an email within 1 minute? Resend email OTP'. At the bottom, there are two buttons: 'Back' and 'Next', with the 'Next' button highlighted with a red border.

Activate User Account – Foreign ID Users

Step 1

Step 2

Step 3

Step 4

- A confirmation message will indicate that your account has been activated.

The screenshot shows a web interface for activating a Corppass account. At the top, there is a dark blue header with a navigation menu containing 'Home', 'About Us', 'Services', and 'Help'. On the right side of the header, there is a 'Log in with Singpass' button with a user icon and a search icon. Below the header, the breadcrumb trail reads 'Home / Activate Corppass Account'. The main content area features a large green checkmark icon on the left, followed by the text 'Your Corppass user account has been activated.' and 'You will receive an email notification.' Below this, there is a section titled 'Next Step' with a shopping cart icon containing a checkmark. Underneath the icon, it says 'Log in to view your assigned e-Services.' At the bottom center of the page, there is a blue button labeled 'Proceed to Homepage'.

Note: You will also receive an email from Singpass to activate your Singpass Foreign user Account using a one-time password. Follow the steps as indicated in the email.

- END -

Updated as of April 2021