



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

This guide contains the following sections:

UPDATE PROFILE

VIEW TRANSACTION HISTORY

UPDATE PROFILE

Log In to Corppass Portal

Step 1

Step 2

- Select 'Log in with Singpass'.

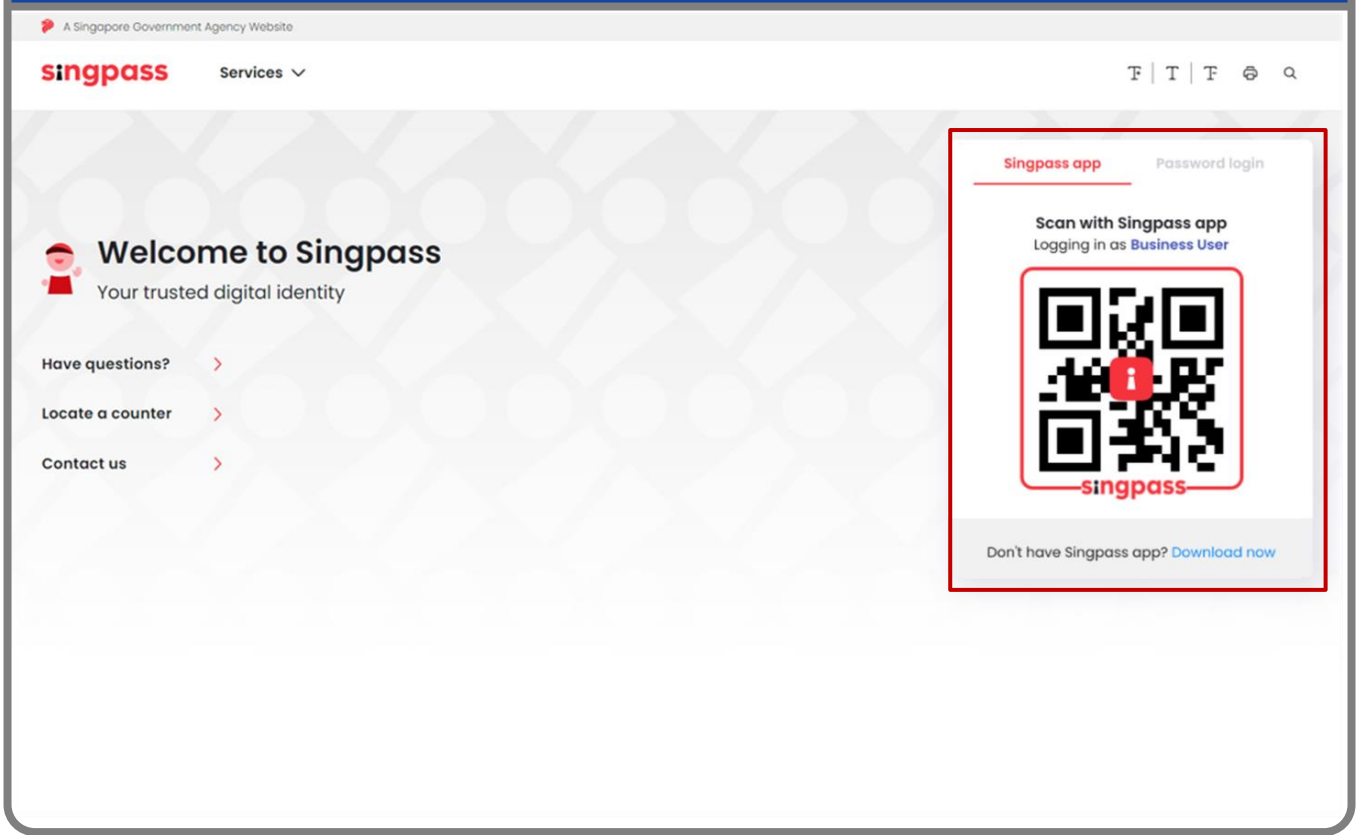


Log In to Corppass Portal

Step 1

Step 2

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

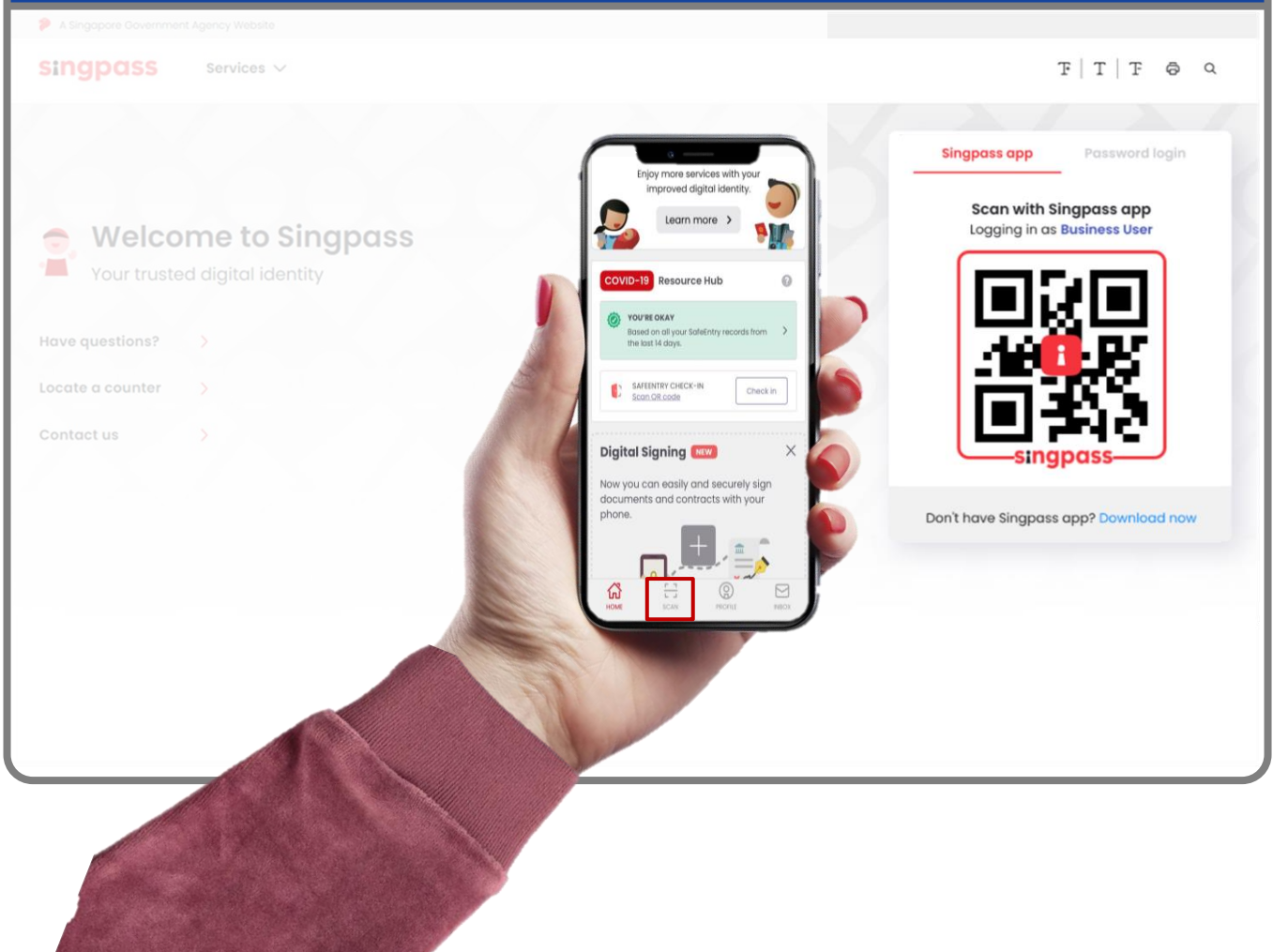


Log In to Corppass Portal

Step 1

Step 2

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

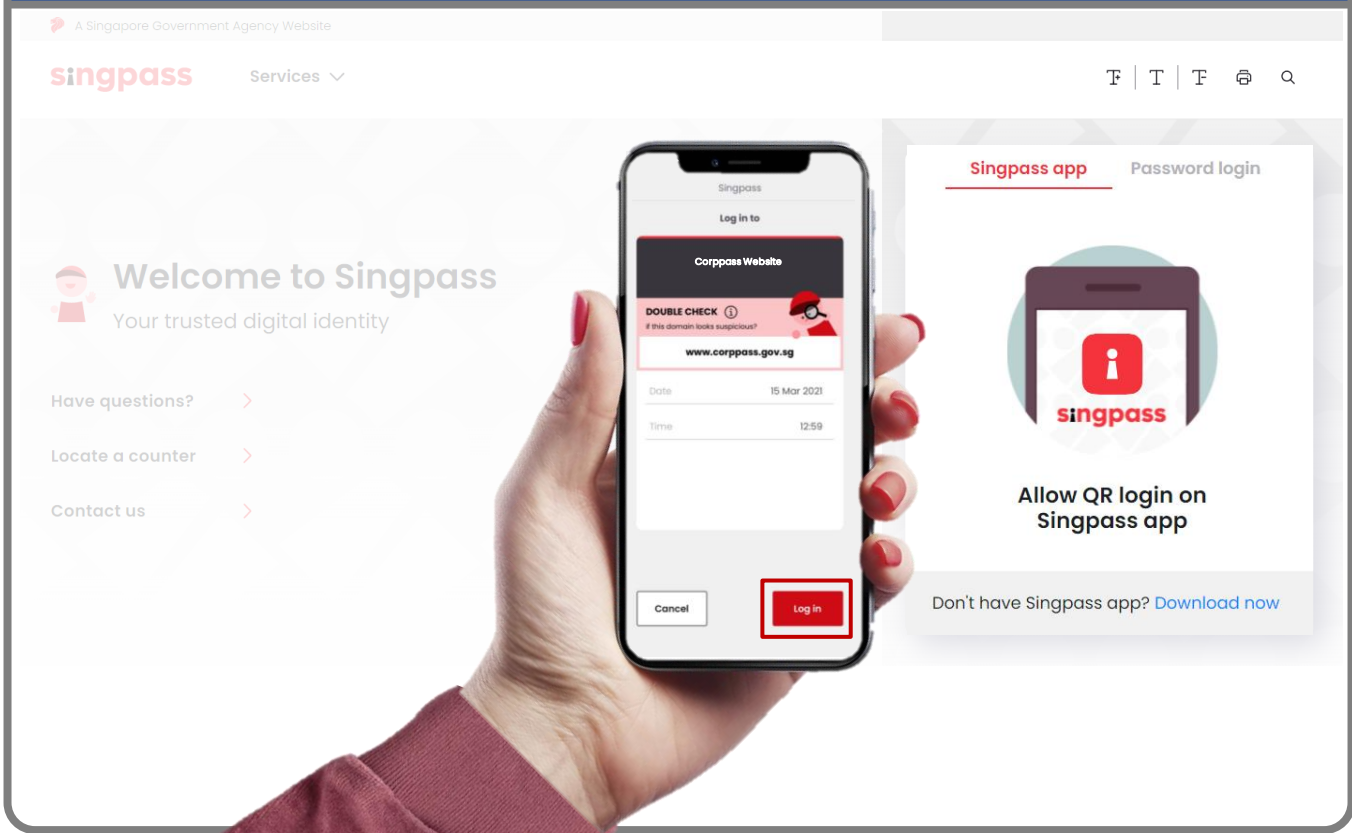


Log In to Corppass Portal

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 displays the Singpass login interface. At the top, it says 'A Singapore Government Agency Website' and 'singpass Services'. The main heading is 'Welcome to Singpass' with 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 panel with two tabs: 'Singpass app' and 'Password login'. The 'Password login' tab is selected and highlighted with a red box. Inside this box, it says 'Logging in as Business User', followed by input 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 box is a 'Register For Singpass' button.

Note: If you are a Foreign ID user, this mode of login using Singpass ID or Password is not applicable to you. You can log in using the Singpass app.

Log In to Corppass Portal

Step 1

Step 2

- You may choose to verify your identity using SMS OTP. Enter the 6-digit One-Time Password (OTP) at your registered mobile number.

A Singapore Government Agency Website

singpass

SMS OTP Face verification

Enter the 6-digit One-time Password (OTP) sent to your mobile number (****6022). [Not your mobile number?](#)



OTP:

Submit

If you do not receive an OTP on your mobile device within 30 seconds, please click on the "Resend OTP" button here:

Resend OTP

Log In to Corppass Portal

Step 1

Step 2

- Or verify your identity using Face Verification. Select 'Continue'.

SMS OTP Face verification



Please note:

Use another authentication method if you are sensitive to flashing lights.

- 1 In the next screen, click "Begin Scan".
- 2 Keep still as the camera locates your face.
- 3 The screen will flash a series of colored lights.



Click [here](#) to find out more about Singpass Face verification.

Continue

Log In to Corppass Portal

Step 1

Step 2

- Read the guidelines and click 'Begin Scan' to proceed.

A Singapore Government Agency Website

singpass

SMS OTP

Face verification

Here are some guidelines. Find out more [here](#).



✓ Clear glasses



✓ Keep headgear
and hair off face



✓ Indoor lighting



✓ Keep mouth closed



✗ Tinted glasses



✗ Cover your face



✗ Very bright lighting



✗ Smile widely

Look into the front camera and select "Begin Scan".

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

Back

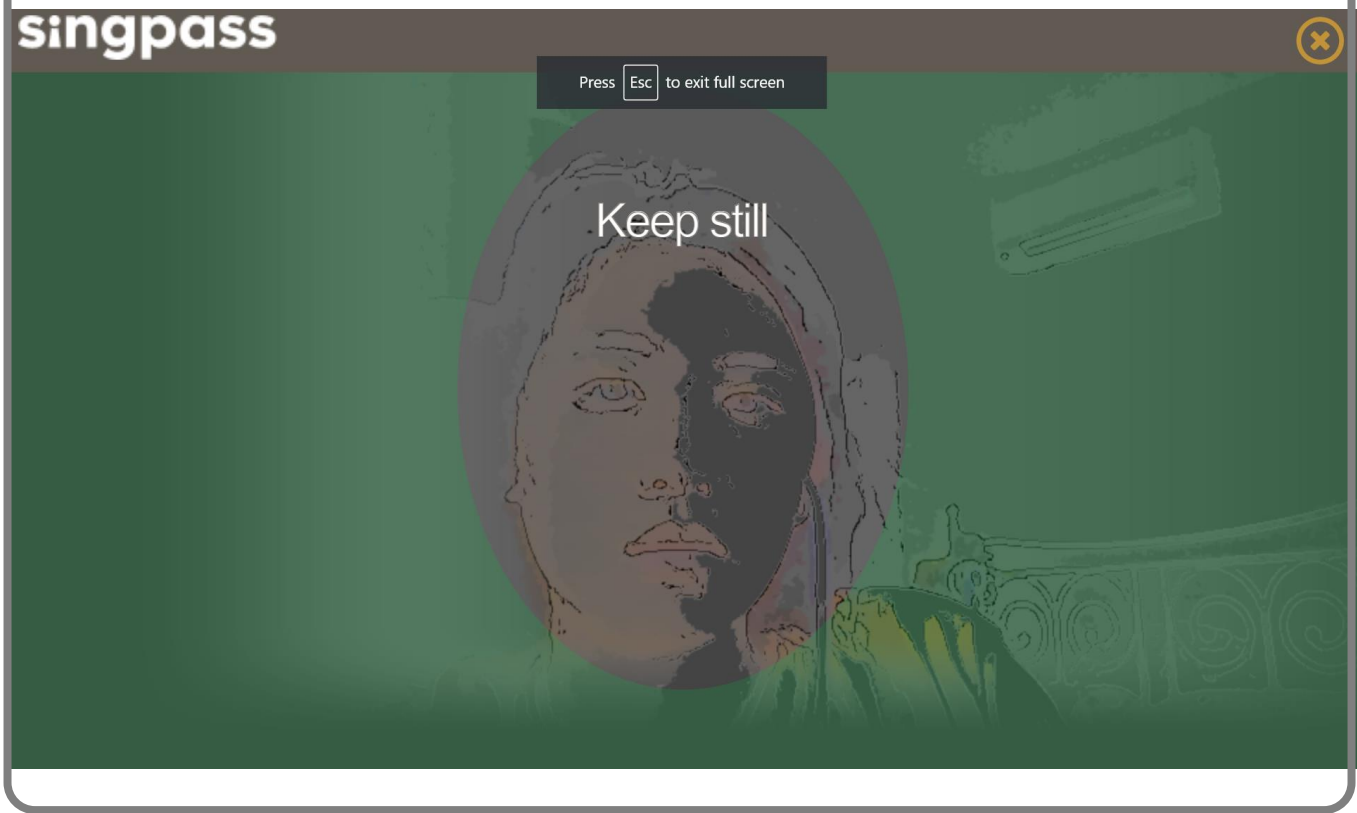
Begin Scan

Log In to Corppass Portal

Step 1

Step 2

- Follow the instructions provided while the scanning takes place.



Note: Face Verification does not require any setup and is only available on desktop and mobile browsers. It requires the user to have a front-facing camera on their device when accessing digital services.

Update Profile

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6


Step 7

- 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.

Update Profile

Step 1

Step 2

Step 3

Step 4 (Admin)

Step 5

Step 6

Step 7

- As a Corppass Admin, you will land on the Corppass Admin homepage as shown. Under 'My Account', select 'View my Profile'.

The screenshot displays the Corppass Admin homepage. At the top, a dark blue navigation bar contains links for Home, My Account (highlighted with a red box), Users, e-Service, Third Party, Advance, and Help. On the right of this bar are a Log Out button and a search icon. Below the navigation bar, a large orange banner reads 'Welcome to Corppass, PHANG GABRIEL'. A dropdown menu under 'My Account' shows 'View My Profile' (highlighted with a red box) and 'View Transaction History'. Below the banner, a blue star icon indicates '56 more digital services have been made available on Corppass over the last 90 days.' A horizontal menu below this features 'User Accounts' (selected), 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. On the right side of the page, there is a link for 'Change Entity Profile'. At the bottom, two main action cards are visible: 'Create User Accounts' with a plus icon and the subtext 'Add accounts to your Entity', and 'Manage User Accounts' with a person icon and the subtext 'View and edit your entity's user account details'.

Update Profile

Step 1

Step 2

Step 3

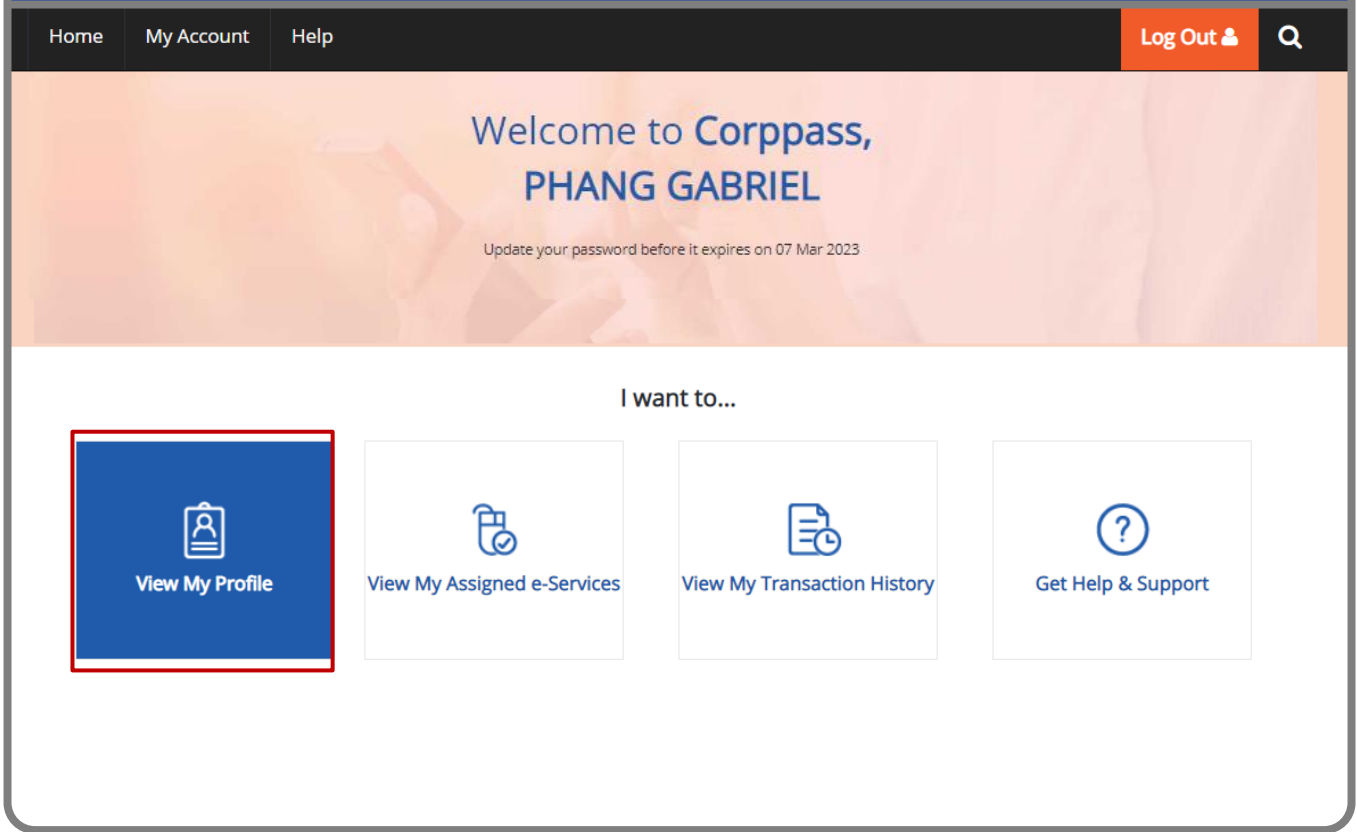
Step 4 (Users)

Step 5

Step 6

Step 7

- For all other user types, you will land on the Corppass User homepage as shown. Click on 'View My Profile'.



Update Profile

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- For all account types, access the 'Profile' tab.

View My Profile

Profile

Assigned e-Services

Transaction History

Entity Details

Entity Detail

Entity ID 79039907E

Personal Details

NRIC / FIN / Foreign ID No. S7452413C

Country of Issue Singapore

Contact Details

Email* PHANGGABRIEL@abc.com
abc@abc.com

Mobile No.

Account Details

Account Type User

Account Status Active

Update Profile

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- You may update your email address and mobile number, then click 'Save' to proceed.

Profile	Assigned e-Services	Transaction History	Entity Details
Entity Detail			
Entity ID	79039907E		
Personal Details			
NRIC / FIN / Foreign ID No.	S7452413C		
Country of Issue	Singapore		
Contact Details			
Email*	<input type="text" value="PHANGGABRIEL@abc.com"/> ← Registered email abc@abc.com		
Mobile No.	<input type="text"/> ← Mobile number		
Account Details			
Account Type	User		
Account Status	Active		
<input type="button" value="Back"/>		<input type="button" value="Save"/>	

Update Profile

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- For accounts created using Foreign ID, you may update the Foreign ID No. and the Country of Issuance.

Profile Assigned e-Services Transaction History Entity Details

Entity Detail

Entity ID 79039907E .

Personal Details

Note: Update your Foreign Identity Number and Country of Issuance only if you are issued a new identity document.

NRIC / FIN / Foreign ID No.* Z9239556A

Country / Region of Issuance* Colombia

Foreign ID Expiry Date 02/02/2030

Foreign ID should have at least 6 months validity
Example: 20/12/2030

Identity Document:*

The document must indicate:

- Your Full Name
- Foreign ID No.
- Country of Issuance (e.g. Passport, Driver's Licence)

Upload your documents in PDF, JPEG, and PNG format.
Combined size of uploaded documents should not exceed 10MB.

Note: If you have multiple Admin and non-Admin accounts, update your Foreign ID once through your Admin account. This one-time update will be effected to your other accounts.

Update Profile

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- Click 'Select file' to upload a new Identity Document as part of your update.

Entity Detail

Entity ID 79039907E

Personal Details

Note: Update your Foreign Identity Number and Country of Issuance only if you are issued a new identity document.

NRIC / FIN / Foreign ID No.*

Z9239556A

Country / Region of Issuance*

Colombia

Foreign ID Expiry Date

02/02/2030



Foreign ID should have at least 6 months validity
Example: 20/12/2030

Identity Document:*

The document must indicate:

- Your Full Name
- Foreign ID No.
- Country of Issuance (e.g. Passport, Driver's Licence)

Upload your documents in PDF, JPEG, and PNG format.

Combined size of uploaded documents should not exceed 10MB.

Select file

Update Profile

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- Ensure the uploaded copy of Identity Document reflects your Full Name, Foreign ID No. and Country of Issuance.

Country / Region of Issuance*

Colombia

Foreign ID Expiry Date

02/02/2030



Foreign ID should have at least 6 months validity
Example: 20/12/2030

Identity Document:*

The document must indicate:

- Your Full Name
- Foreign ID No.
- Country of Issuance (e.g. Passport, Driver's Licence)

Upload your documents in PDF, JPEG, and PNG format.

Combined size of uploaded documents should not exceed 10MB.

Select file

Filename

Remove

IMG_2198.PNG



Update Profile

Step 1

Step 2

Step 3


Step 4

Step 5

Step 6

Step 7

- Click 'Save' to proceed.

Filename	Remove
IMG_2187.JPG	

Contact Details

Email*

Mobile No.

Account Details

Account Type **Admin**

Account Status **Active**

Update Profile

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- If you updated your email, please enter the One-Time Password sent to your updated email, then click 'Next'.

[Home](#) [My Account](#) [Help](#) [Log Out](#)

[Home](#) / [View My Profile](#)

View My Profile

A One-Time Password (OTP) has been sent to your registered email: PHANGGABRIEL1@abc.com

A One-Time Password will be sent to your updated email address.

Did not receive an email within 1 minute?
[Resend email OTP](#)

[Back](#) [Next](#)

Update Profile

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- A confirmation message will indicate that your profile has been updated.

Home

My Account

Help

Log Out



Home / Update Profile



Your profile has been updated successfully.

Return to Homepage

VIEW TRANSACTION HISTORY

View Transaction History

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6


Step 7

- 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.

View Transaction History

Step 1

Step 2

Step 3

Step 4 (Admin)

Step 5

Step 6

Step 7

- As a Corppass Admin, you will land on the Corppass Admin homepage as shown. Under 'My Account', select 'View Transaction History'.

The screenshot displays the Corppass Admin homepage. At the top, a dark navigation bar contains links for Home, My Account, Users, e-Service, Third Party, Advance, and Help. The 'My Account' link is highlighted with a red box. Below this, a dropdown menu is visible, showing 'View My Profile' and 'View Transaction History', with the latter highlighted by a red box. The main content area features a welcome message: 'Welcome to Corppass, PHANG GABRIEL'. Below this, a blue badge with the word 'NEW' is next to the text '56 more digital services have been made available on Corppass over the last 90 days.' A horizontal menu below this includes 'User Accounts', 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. On the right side of this menu is a link for 'Change Entity Profile'. At the bottom, there are two large white boxes. The left box is titled 'Create User Accounts' with the subtitle 'Add accounts to your Entity' and contains an icon of two people. The right box is titled 'Manage User Accounts' with the subtitle 'View and edit your entity's user account details' and contains an icon of a person with a document.

View Transaction History

Step 1

Step 2

Step 3

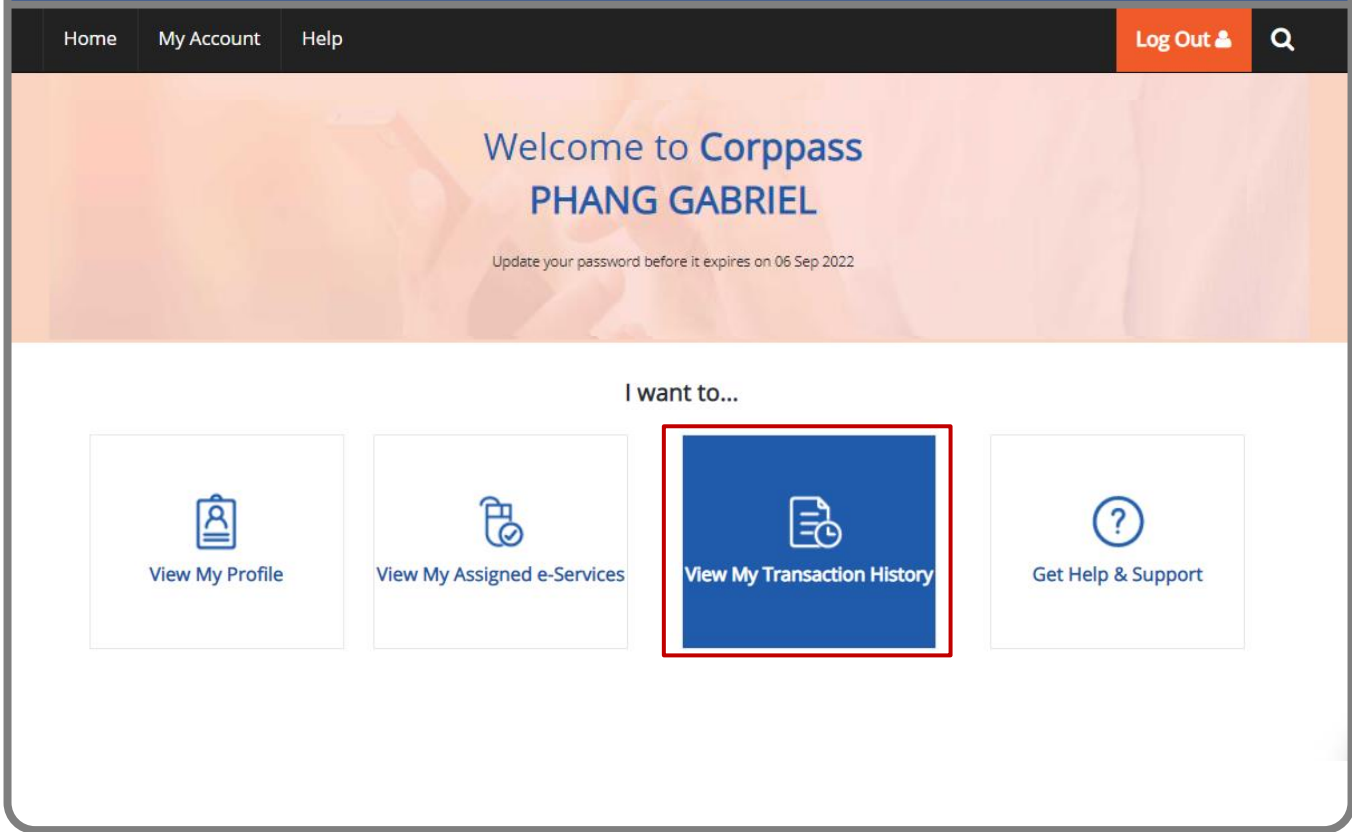
Step 4 (User)

Step 5

Step 6

Step 7

- For all other user types, you will land on the Corppass User homepage as shown. Click on 'View My Transaction History'.



View Transaction History

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- For both account types, select the 'Transaction History' tab.

The screenshot shows the Corppass user interface. At the top, there is a dark blue header bar with a navigation menu containing 'Home', 'My Account', and 'Help'. To the right of the menu are a 'Log Out' button with a user icon and a search icon. Below the header, the breadcrumb 'Home / View My Profile' is displayed. The main content area is titled 'View My Profile' and features four tabs: 'Profile', 'Assigned e-Services', 'Transaction History', and 'Entity Details'. The 'Transaction History' tab is currently selected and is highlighted with a red rectangular border. Below the tabs, the text 'View transaction history by:' is followed by two options: 'Transaction Period' (selected with a radio button) and 'Date Selection' (unselected). The 'Transaction Period' option has a dropdown menu showing 'Last 7 Days'. The 'Date Selection' option has two date input fields separated by 'To', with example dates '20/12/2016' and '31/12/2016' provided below each field. A blue 'Search' button is located at the bottom left of the form area.

View Transaction History

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- Specify the transaction history period you wish to view.

Home

My Account

Help

Log Out



Home / View My Profile

View My Profile

Profile

Assigned e-Services

Transaction History

Entity Details

View transaction history by:

☒ Transaction Period

Last 7 Days

☐ Date Selection

Example: 20/12/2016

To

Example: 31/12/2016

Search

View Transaction History

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- Alternatively, you may select a specific transaction history period you wish to view. Click 'Search' to continue.

[Home](#) / [View My Profile](#)

View My Profile

[Profile](#) / [Assigned e-Services](#) / [Transaction History](#) / [Entity Details](#)

View transaction history by:

☐ Transaction Period

Last 7 Days

☒ Date Selection

To

Example: 20/12/2016

Example: 31/12/2016

Search

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

View Transaction History

Step 1

Step 2

Step 3

Step 4

Step 5



Step 6

Step 7

- View the list of Corppass transactions in the table displayed.

View transaction history by:

☒ Transaction Period Last 15 Mon ▾

☐ Date Selection  To 

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

Search

 Filter



Date	Govt. Agency	Transactions
21/09/2016 16:06	Corppass	Log in to Corppass Website
21/09/2016 16:06	Corppass	Log in to Corppass Website
20/09/2016 10:59	Corppass	Log in to Corppass Website
20/09/2016 10:59	Corppass	Log in to Corppass Website
19/09/2016 18:55	Corppass	Create New User
19/09/2016 18:52	Corppass	Log in to Corppass Website
19/09/2016 18:52	Corppass	Log in to Corppass Website
19/09/2016 18:49	Corppass	Register for Corppass Administrator Account

Transactions conducted within digital service website will not be shown (e.g. checking of an application status within a digital service).

Showing 1 to 8 of 8 items

- END -

Updated as of April 2021