



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

This guide contains the following sections:

LOG IN TO CORPPASS

UPDATE PROFILE

UPDATE PROFILE (Singpass Foreign Acct)

VIEW TRANSACTION HISTORY

LOG IN TO CORPPASS

Log In to Corppass Portal

Step 1

Step 2

Step 3

- Select 'Log in with Singpass'.



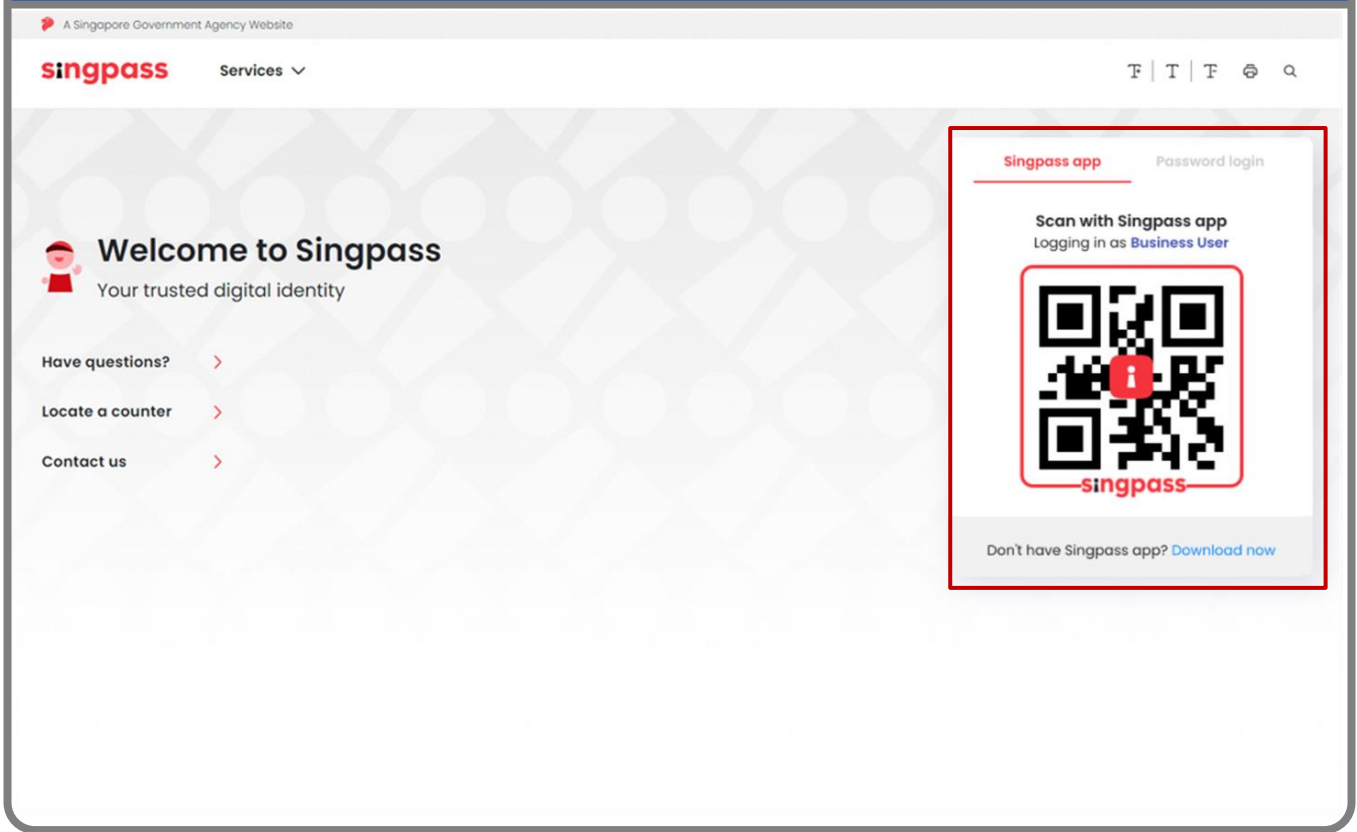
Log In to Corppass Portal

Step 1

Step 2

Step 3

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



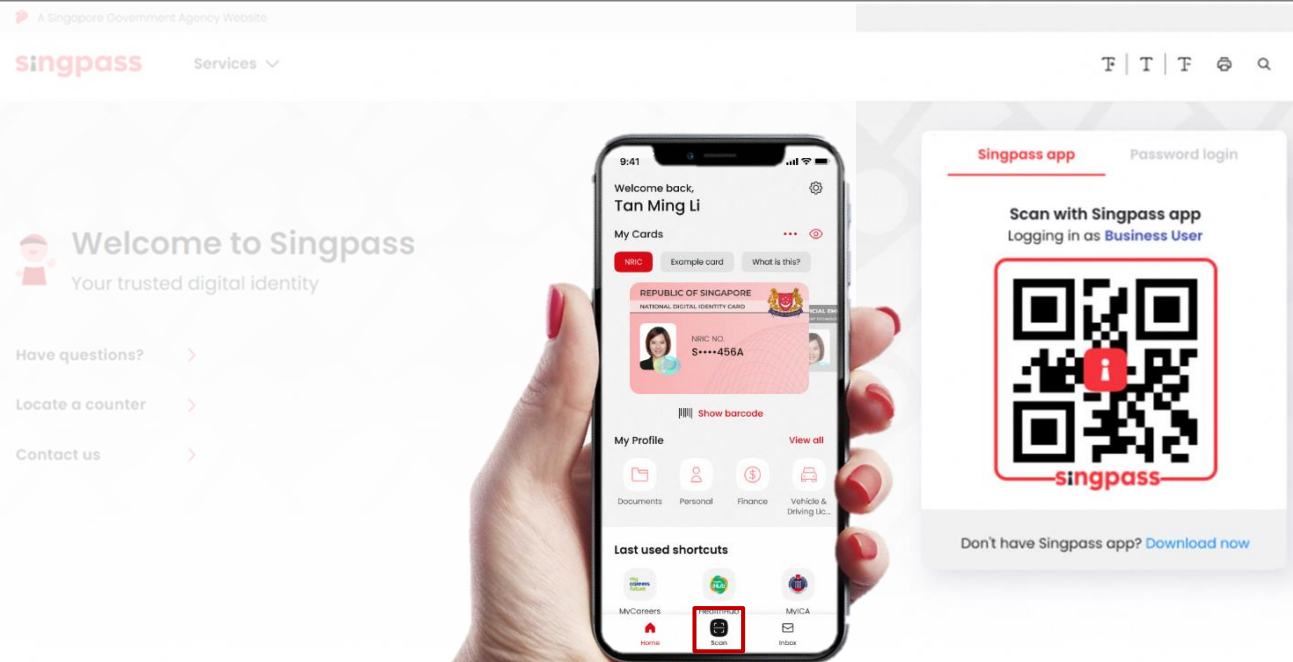
Log In to Corppass Portal

Step 1

Step 2

Step 3

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



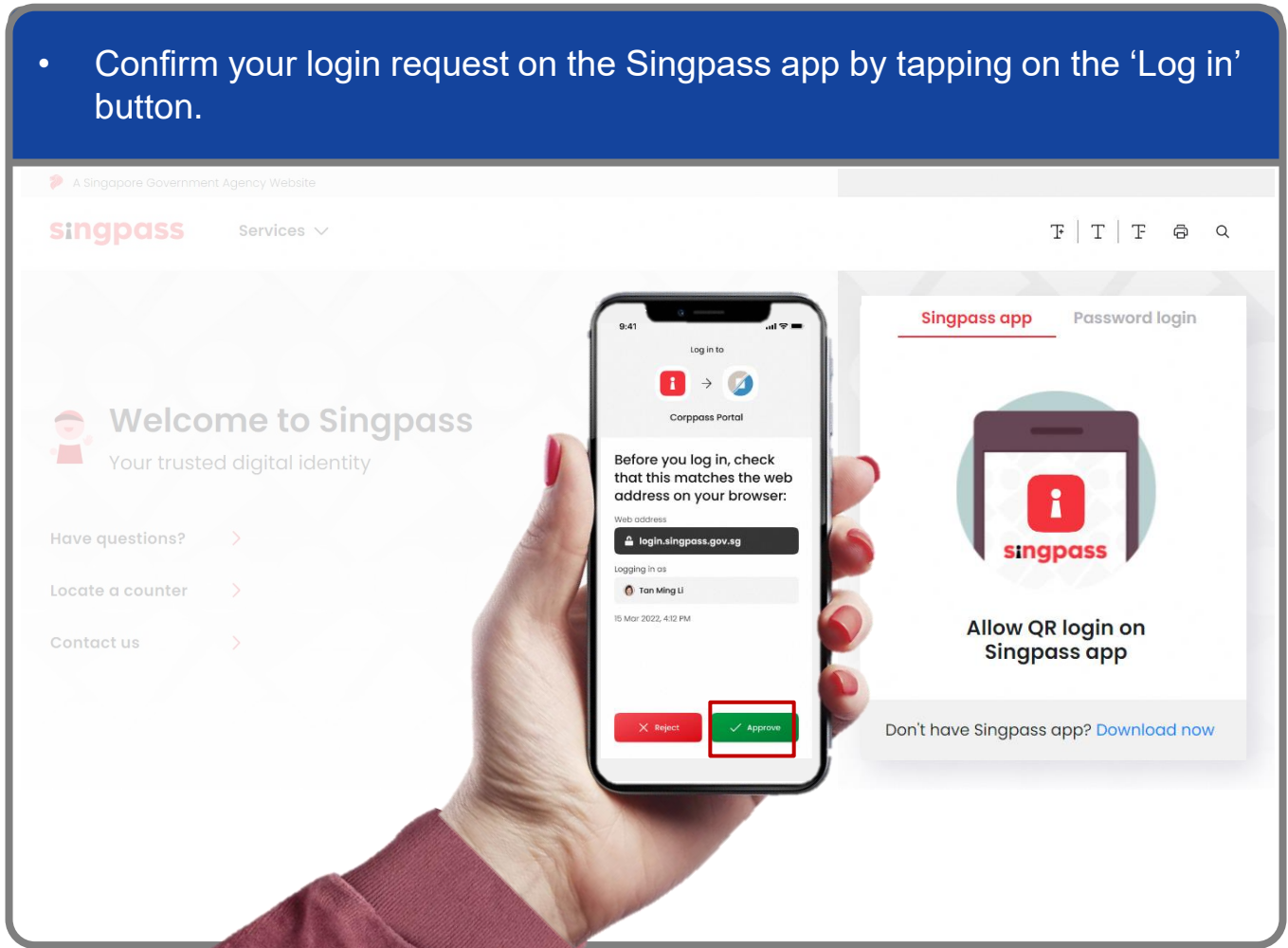
Log In to Corppass Portal

Step 1

Step 2

Step 3

- Confirm your login request on the Singpass app by tapping on the 'Log in' button.



Note: You will be prompted to use 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

Step 3

- Alternatively, enter your Singpass ID & Password.

The screenshot shows the Singpass login page. At the top, there is a blue banner with the text "Alternatively, enter your Singpass ID & Password." Below this, the Singpass logo and "Services" dropdown are visible. The main content area features a "Welcome to Singpass" message with a cartoon character and the tagline "Your trusted digital identity". On the left, there are links for "Have questions?", "Locate a counter", and "Contact us". On the right, a red box highlights the login form. The form has two tabs: "Singpass app" and "Password login", with "Password login" selected. Below the tabs, it says "Logging in as Business User". There are input fields for "Singpass ID" and "Password", followed by 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.

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

Step 3

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

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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

Step 3

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

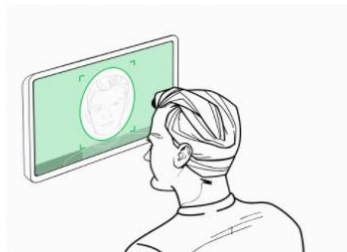
SMS OTP Face verification



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

Step 3

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

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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

Step 3

- Follow the instructions provided while the scanning takes place.

singpass

Press **Esc** to exit full screen

Keep still

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

Update Profile

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.

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 'Log Out' 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 includes 'User Accounts' (active), 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. On the right, a link 'Change Entity Profile' is visible. At the bottom, two white boxes with blue icons are shown: 'Create User Accounts' (Add accounts to your Entity) and 'Manage User Accounts' (View and edit your entity's user account details).

Update Profile

Step 1

Step 2

Step 3

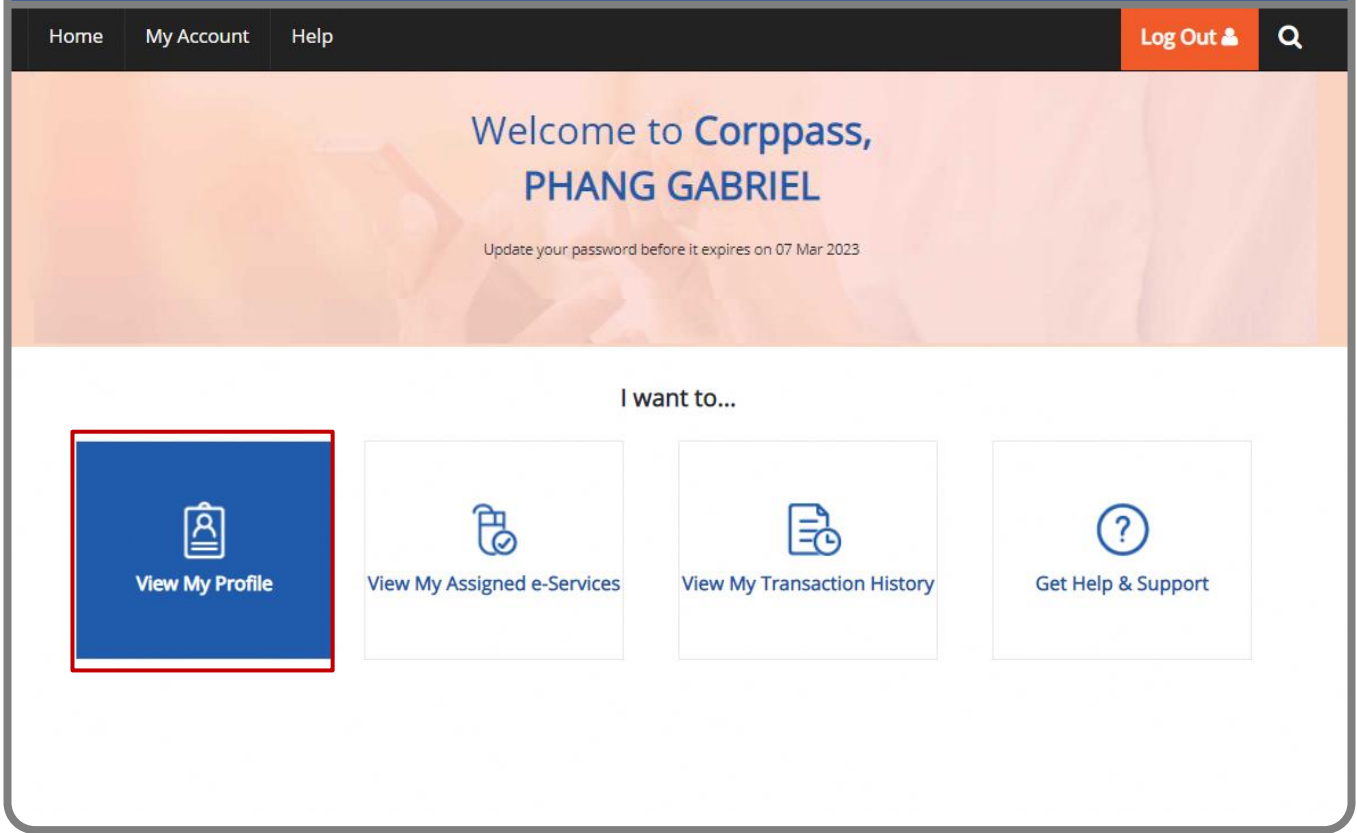
Step 4 (Users)

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

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

The screenshot displays the 'View My Profile' page in the Corppass system. The page has a dark blue header with navigation links: 'Home', 'My Account', and 'Help'. On the right side of the header, there is a 'Log Out' button with a user icon and a search icon. Below the header, the breadcrumb trail shows 'Home / View My Profile'. The main content area is titled 'View My Profile'. A message states: 'A One-Time Password (OTP) has been sent to your registered email: PHANGGABRIEL1@abc.com'. Below this message is a text input field labeled 'Email OTP*'. A red arrow points from the text 'A One-Time Password will be sent to your updated email address.' to the input field. Below the input field, there is a link that says 'Did not receive an email within 1 minute? Resend email OTP'. At the bottom of the form, there are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted with a red border.

Home / View My Profile

View My Profile

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

Email OTP*

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

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

Update Profile

Step 1

Step 2

Step 3

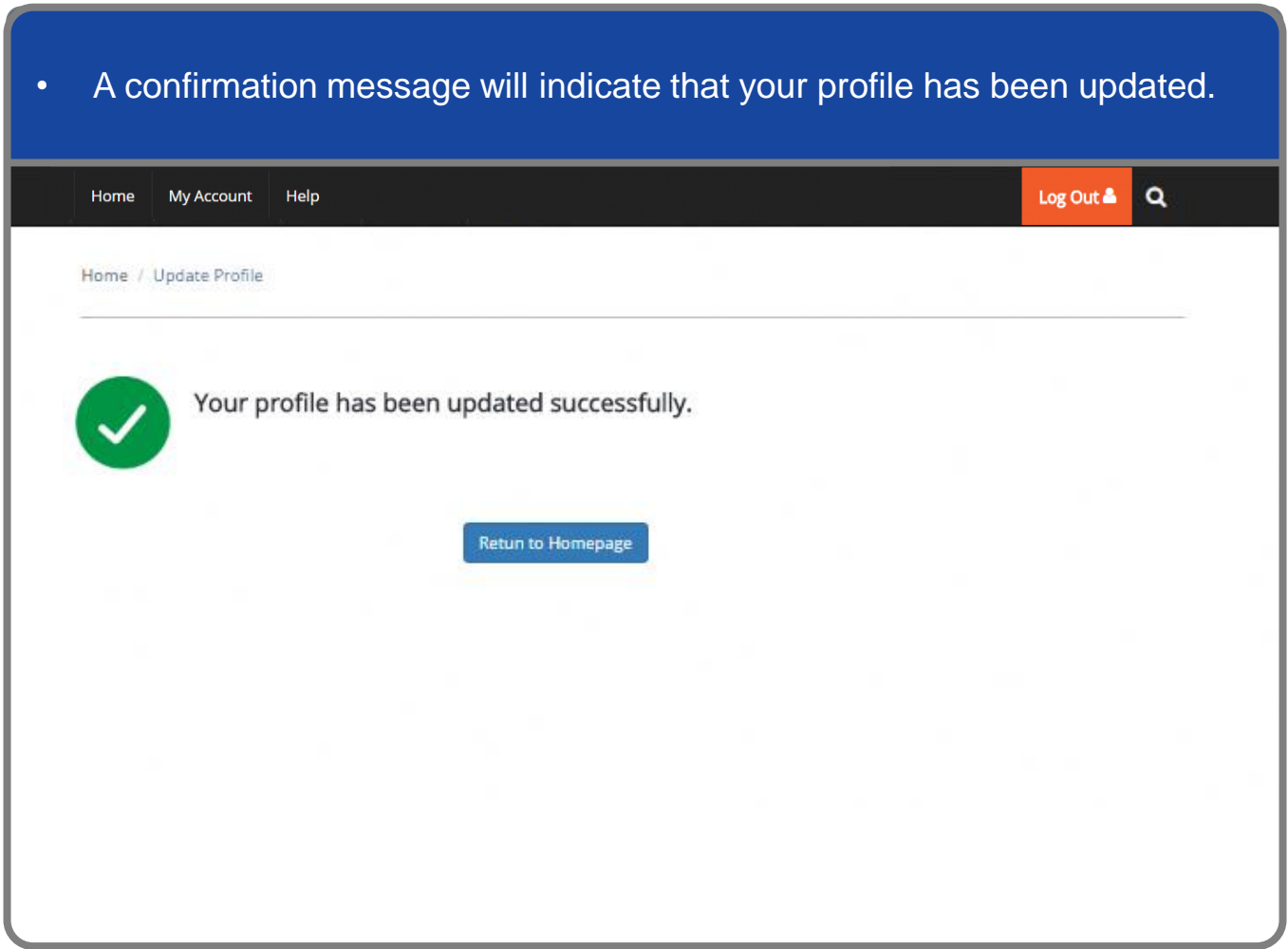
Step 4

Step 5

Step 6

Step 7

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



UPDATE PROFILE (Singpass Foreign Account)

Update Profile (Singpass Foreign Account)

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 have multiple Corppass accounts.

Update Profile (Singpass Foreign Account)

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 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 'Log Out' 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 'NEW' badge 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' (selected), 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. At the bottom, there are two main action cards: 'Create User Accounts' with a plus icon and 'Manage User Accounts' with a user icon. A 'Change Entity Profile' link is located to the right of these cards.

Update Profile (Singpass Foreign Account)

Step 1

Step 2

Step 3

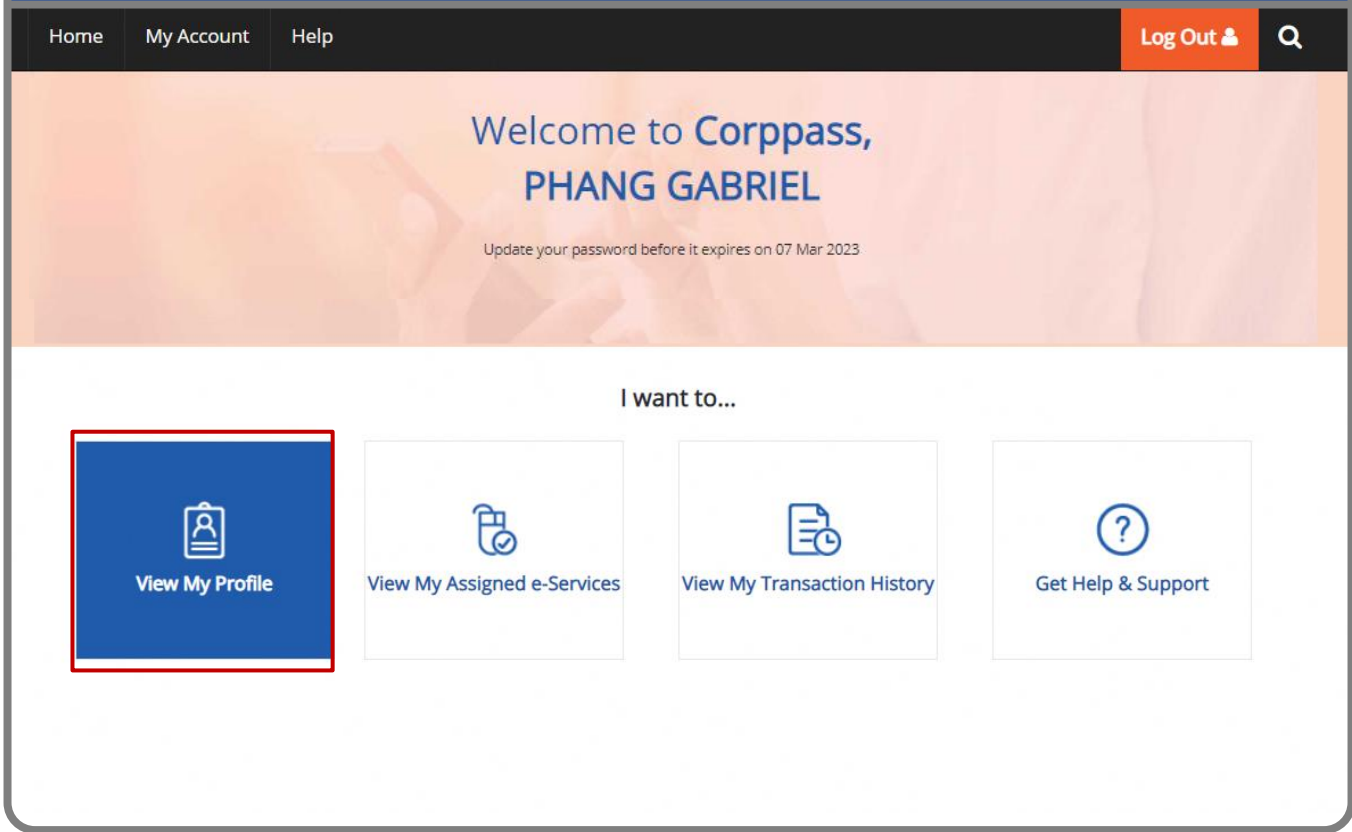
Step 4 (Users)

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 (Singpass Foreign Account)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

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

Profile

Assigned e-Services

Transaction History

Entity Details

Entity Detail

Entity ID C23000403H

Personal Details

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

Full Name* JUAN BARANDA

As per Identity Documents

Foreign ID No.* CR123456789

Country of Issuance* Costa Rica

Foreign ID Expiry Date 18/09/2024

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.

Update Profile (Singpass Foreign Account)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- You may update the Full Name, the Foreign ID No. the Country of Issuance and the Expiry Date

Profile

Assigned e-Services

Transaction History

Entity Details

Entity Detail

Entity ID C23000403H

Personal Details

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

Full Name* JUAN BARANDA

As per Identity Documents

Foreign ID No.* CR123456789

Country of Issuance* Costa Rica

Foreign ID Expiry Date 18/09/2024

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 Personal Details (Full Name, Foreign Id, Country of Issue and Expiry Date) once through your Admin account. This one-time update will be effected to your other accounts.

Update Profile (Singpass Foreign Account)

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.

Personal Details

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

Full Name*

JUAN BARANDA

As per Identity Documents

Foreign ID No.*

CR123456789

Country of Issuance*

Costa Rica

Foreign ID Expiry Date

18/09/2024



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 (Singpass Foreign Account)

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 of Issuance* Costa Rica

Foreign ID Expiry Date 18/09/2024

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

ID Photo.png



Update Profile (Singpass Foreign Account)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- You may update your email. Select the “Also update my Singpass Foreign user Account (SFA) email with this email” checkbox if you wish to update your Singpass email with your new email.

Select file

Contact Details

Email*

juan.baranda@myorganization.com

abc@abc.com

☒ Also update my Singpass Foreign user Account (SFA) email with this email

Mobile No.

Account Details

Account Type

Admin

Account Status

Active

Back

Save

Update Profile (Singpass Foreign Account)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- Click 'Save' to proceed.

Select file

Contact Details

Email*

juan.baranda@myorganization.com

abc@abc.com

☒ Also update my Singpass Foreign user Account (SFA) email with this email

Mobile No.

Account Details

Account Type Admin

Account Status Active

Back

Save

Update Profile (Singpass Foreign Account)

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'.

The screenshot displays the 'View My Profile' page. At the top, there is a navigation bar with 'Home', 'My Account', and 'Help' links, along with a 'Log Out' button and a search icon. Below the navigation bar, the breadcrumb 'Home / View My Profile' is visible. The main heading is 'View My Profile'. A message states: 'A One-Time Password (OTP) has been sent to your registered email: [juan.baranda@myorganization.com](#)'. Below this message is a text input field labeled 'Email OTP*'. A red arrow points from the text 'A One-Time Password will be sent to your updated email address.' to the email address in the message. At the bottom, there is a link 'Did not receive an email within 1 minute? Resend email OTP' and two buttons: 'Back' and 'Next'.

Home / View My Profile

View My Profile

A One-Time Password (OTP) has been sent to your registered email: [juan.baranda@myorganization.com](#)

Email OTP*

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

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

Update Profile (Singpass Foreign Account)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- Note: For changes to Personal Details, upon clicking 'save' the outcome will differ for different users depending on the scenarios below.

User is associated with	Logged in as	Personal details
Single entity	Admin	Can modify but changes must be approved
	Sub-Admin, User	Can modify and changes take effect immediately
Multiple entities, Admin of at least 1 entity	Admin	Can modify but changes must be approved
	Sub-Admin, User	Cannot modify details while logged in to any entity user is not Admin of
Multiple entities, not Admin of any entity	Sub-Admin, User	Can modify and changes take effect immediately

Update Profile (Singpass Foreign Account)

Step 1

Step 2

Step 3

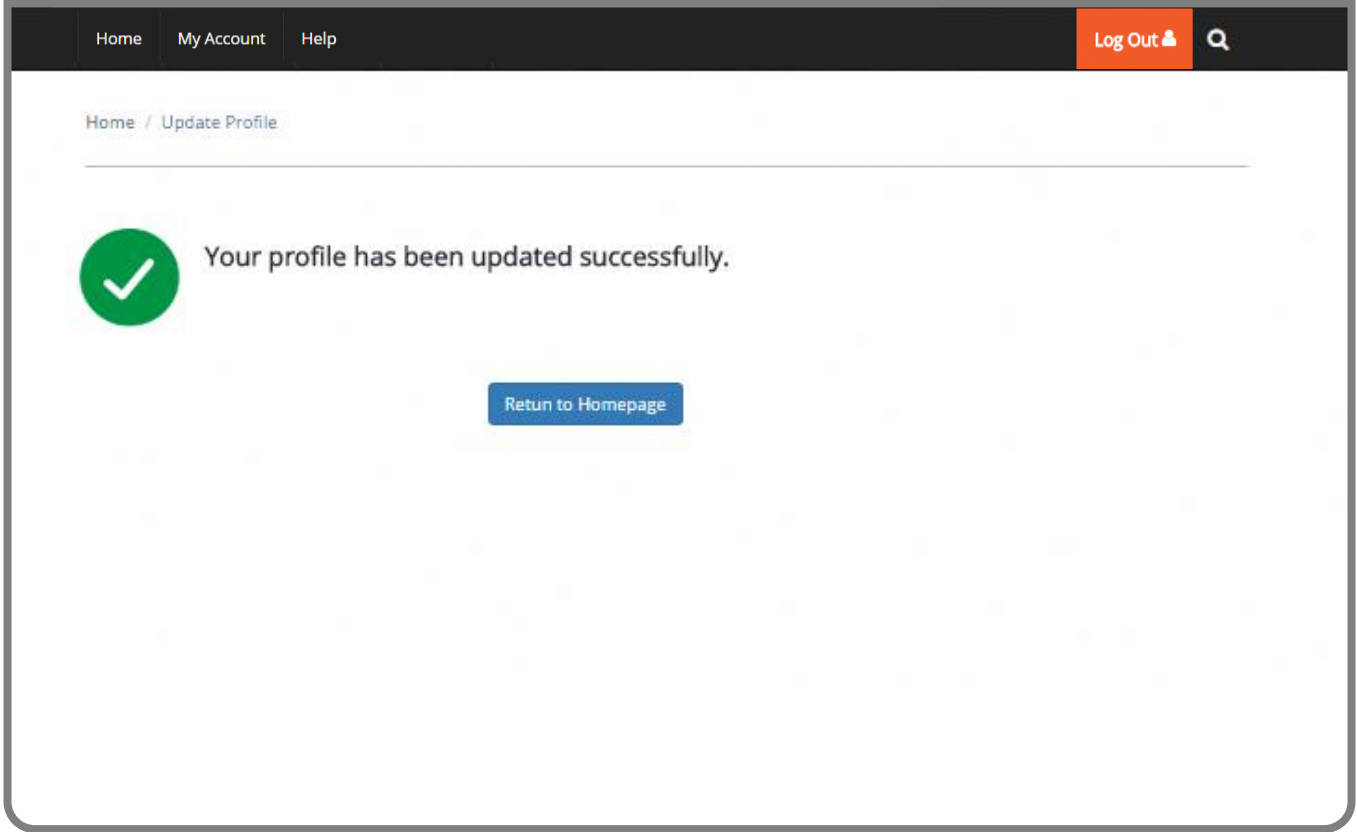
Step 4

Step 5

Step 6

Step 7

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



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 have 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 blue 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. To the right of the navigation bar is a 'Log Out' button and a search icon. Below the navigation bar, a large orange banner displays 'Welcome to Corppass, PHANG GABRIEL'. A dropdown menu under 'My Account' shows 'View My Profile' and 'View Transaction History', with the latter highlighted by a red box. 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', 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. On the right side of the page, there is a 'Change Entity Profile' link. At the bottom, two white boxes are visible: 'Create User Accounts' with the subtext 'Add accounts to your Entity' and 'Manage User Accounts' with the subtext 'View and edit your entity's user account details'.

View Transaction History

Step 1

Step 2

Step 3

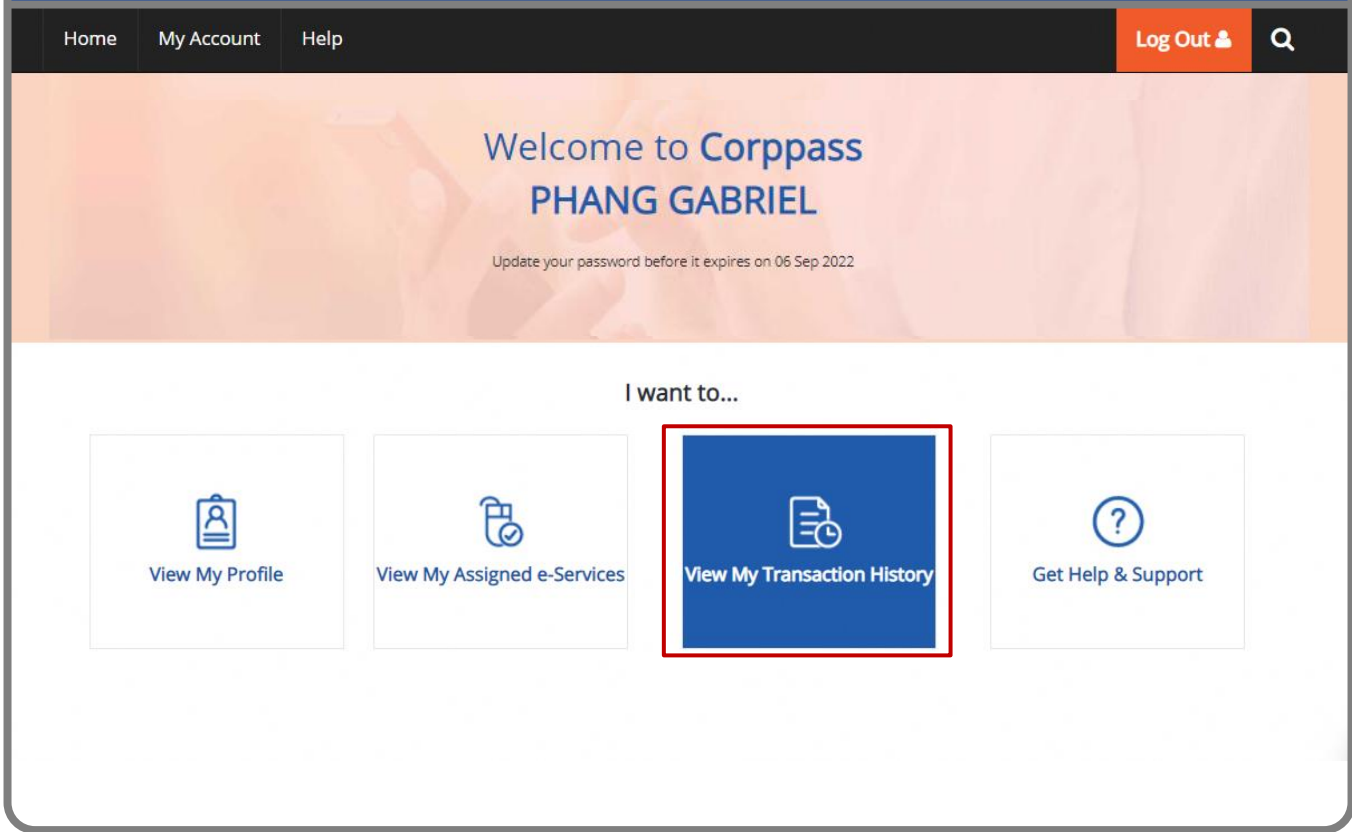
Step 4 (User)

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 displays the 'View My Profile' page in the Corppass system. At the top, a dark blue header contains a navigation bar with 'Home', 'My Account', and 'Help' links, a 'Log Out' button with a user icon, and a search icon. Below the header, a breadcrumb trail shows 'Home / View My Profile'. 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 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 with calendar icons, labeled 'To' and 'From', with example dates '20/12/2016' and '31/12/2016' respectively. A blue 'Search' button is located at the bottom left of the form.

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.

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

Example: 20/12/2016

To

Example: 31/12/2016

Search

Filter

Search

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 websites 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 2024