



# **A Guide for CorpPass Admins & Sub-Admins: Create CorpPass Accounts**

# Create CorpPass Accounts

Step 1

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- Log in with your UEN / Entity ID, CorpPass ID and Password.

The screenshot shows the CorpPass website interface. At the top, there is a navigation bar with links for Home, About Us, Services, and Help, along with a Login button and a search icon. The main content area features a large heading "Welcome to CorpPass" and a sub-heading "Your one-stop platform to manage and transact with the Government in an easy and secure manner." Below this, there is a "Register as a CorpPass Admin" button. A red box highlights the login form, which includes input fields for "UEN/ENTITY ID", "CORPPASS ID", and "Password", a "Login" button, a "Remember Entity ID" checkbox, and links for "Forgot Entity / CorpPass ID or Password" and "New to CorpPass? Register Now." At the bottom, there are three columns of help and support links: "Get help with online materials", "Get in touch with CorpPass HelpDesk", and "Sign up for Public Briefings". A search bar at the bottom right contains the text "Ask Jamie @ CorpPas" and "Type your question ...".

# Create CorpPass Accounts

Step 1

Step 2

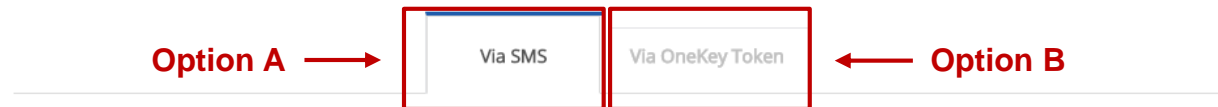
Step 3

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Step 6

- Arrive at 2FA verification page. You can choose between two verification methods.



## Via SMS

Click the button below to get your 6-digit One-Time Password(OTP) via SMS

Get OTP via SMS

Mobile OTP\*<sup>?</sup>

Submit



# Create CorpPass Accounts

Step 1

Step 2 (Option A)

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- If you have set up 2FA using your registered mobile number, click 'Get OTP via SMS'.



Via SMS

Click the button below to get your 6-digit One-Time Password(OTP) via SMS

Get OTP via SMS



Mobile OTP\*<sup>?</sup>

Submit

Select 'Get OTP via SMS'

# Create CorpPass Accounts

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Step 2 (Option A)

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- Next, enter the 6-digit Mobile OTP sent to your registered mobile number, then click 'Submit'.

Via SMS      Via OneKey Token

## Via SMS

Click the button below to get your 6-digit One-Time Password(OTP) via SMS

Get OTP via SMS



Mobile OTP\*<sup>?</sup>

← Enter Mobile OTP

Submit

# Create CorpPass Accounts

Step 1

Step 2 (Option B)

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- Alternatively, you may log in using Option B if you have a OneKey token by clicking the 'Via OneKey Token' tab.

Via SMS    **Via OneKey Token** ← **Option B**

**Via SMS**  
Click the button below to get your 6-digit One-Time Password(OTP) via SMS

**Get OTP via SMS**

Mobile OTP\* ⓘ

**Submit**

**Alternatively, you may select 'Via OneKey Token'**

# Create CorpPass Accounts

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Step 2 (Option B)

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- Generate an OTP using your OneKey token.

Via SMS    Via OneKey Token

**Via OneKey Token**

Press and hold ① on your OneKey token to generate your 8-digit One-Time Password (OTP)

OneKey Token OTP\*

Submit

**Generate OTP using OneKey Token**

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# Create CorpPass Accounts

Step 1

Step 2 (Option B)

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- Key in the 8-digit OTP generated by your OneKey token, then click 'Submit'.

Via SMS    Via OneKey Token

### Via OneKey Token

Press and hold ① on your OneKey token to generate your 8-digit One-Time Password (OTP)

OneKey Token OTP\*<sup>?</sup>

Submit



**Enter the 8-digit OTP generated on your OneKey Token**



# Create CorpPass Accounts

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- Arrive at your homepage. Under the 'User Accounts' tab, click the 'Create User Accounts' box.

The screenshot shows the CorpPass homepage. At the top, there is a navigation bar with links for Home, My Account, Users, e-Service, and Help. A 'Log Out' button and a search icon are also present. Below the navigation bar, a welcome message reads 'Welcome to CorpPass, PHANG GABRIEL' with a password expiration notice: 'Update your password before it expires on 18 Dec 2016'. A blue badge with 'NEW' indicates '24 new e-Services are available on CorpPass as of 19 Sep 2016'. The main content area features two tabs: 'User Accounts' (highlighted with a red box) and 'e-Service Access'. Below the 'User Accounts' tab, there are two buttons: 'Create User Accounts' (highlighted with a red box) and 'Manage User Accounts'. The 'Create User Accounts' button includes the text 'Add accounts to your Entity'. A 'Change Entity Profile' link is located on the right side of the page.

# Create CorpPass Accounts

- Step 1
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• Arrive at 'Create User Accounts' page.

### Create User Accounts

1 ••••• 2

Verify & Enter Details      Review & Submit

**!** If you find a list of user profiles populated in the table, please refer to the guide titled 'Create Accounts Using Profiles from Government Agencies'.

Enter user details in the table below to create CorpPass Accounts. The Full Name of users who are SingPass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

**Note:**

- The 'Access to All e-Services' option is NOT applicable to selected e-Services such as CPF e-Submission and SSG-WSG E-Services (see [full listing](#)), as they require additional details to be set up on CorpPass. For access, select and manually assign them to your CorpPass account.
- Additional checks may also be conducted by selected e-Services, such as MOM EPOL/WPOL and HDB e-Services (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Source Agency	Full Name	Identity Type	NRIC / FIN / Foreign ID No.	Country of Issuance	Email Address	New CorpPass ID	Account Type	Access to All e-Services
-	WILL BE AUT	NRIC		SG	abc@abc.com	Example: CLARISS A70	User	<input checked="" type="checkbox"/>

# Create CorpPass Accounts

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

- Enter the NRIC / FIN / Foreign ID No. and email address of a user you wish to create.

Verify &  
Enter Details

Review &  
Submit

Enter user details in the table below to create CorpPass Accounts. The Full Name of users who are SingPass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

Note:

- The 'Access to All e-Services' option is NOT applicable to selected e-Services such as **CPF e-Submission** and **SSG-WSG E-Services** (see [full listing](#)), as they require additional details to be set up on CorpPass. For access, select and manually assign them to your CorpPass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Source Agency	Full Name	Identity Type	NRIC / FIN / Foreign ID No.	Country of Issuance	Email Address	New CorpPass D	Account Type	Access to All e-Services
-	WILL BE AUT	NRIC		SG	abc@abc.com	Example: CLARISS A70	User	<input checked="" type="checkbox"/>

+ Add new user

Cancel

Next

An email will be sent to the user to activate his / her account.

# Create CorpPass Accounts

Step 1

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Step 4

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Step 6

- You may include a CorpPass ID for the user or leave it blank to allow the user to create his / her own CorpPass ID.

Verify &  
Enter Details

Review &  
Submit

Enter user details in the table below to create CorpPass Accounts. The Full Name of users who are SingPass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

Note:

- The 'Access to All e-Services' option is NOT applicable to selected e-Services such as **CPF e-Submission** and **SSG-WSG E-Services** (see [full listing](#)), as they require additional details to be set up on CorpPass. For access, select and manually assign them to your CorpPass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Source Agency	Full Name*	Identity Type*	NRIC / FIN / Foreign ID No.*	Country of Issuance*	Email Address*	New CorpPass ID	Account Type	Access to All e-Services
-	WILL BE AUT	NRIC		SG	abc@abc.com	Example: CLARIS A70	User	<input checked="" type="checkbox"/>

[+ Add new user](#)

Cancel Next

Once submitted, CorpPass IDs cannot be edited.

# Create CorpPass Accounts

Step 1

Step 2

Step 3

**Step 4 (Admin)**

Step 5

Step 6

- CorpPass Admin can create Sub-Admin, Enquiry User and User accounts. Select an appropriate account type for each user.

**Enter Details** Submit

Enter user details in the table below to create CorpPass Accounts. The Full Name of users who are SingPass holders will be auto-populated after submission.

By default, Sub-Admin accounts created for third party entities will be assigned to the entity. To restrict the account, go to Advance > Add Assignments.

**Note:**

- The 'Access to All e-Services' option is available for all account types, but is only applicable for Enquiry Users and Sub-Admins. For Enquiry Users, you must assign them to your CorpPass account and SSG-WSG E-Services (see full listing), as they require additional permissions.
- Additional checks may also be required for Sub-Admins, such as logging into their websites. CorpPass Admins can assign them to your CorpPass account and SSG-WSG E-Services (see full listing), after logging into their websites.

1) 'User' – An account to transact with government digital services on behalf of the entity.

2) 'Enquiry User' – An account that is able to transact with government digital services, and can search & view details of other users within the entity. Enquiry Users cannot assign digital service access or manage other accounts.

3) 'Sub-Admin' – An account that can manage other CorpPass accounts in the entity. Sub-Admins may create Users and Enquiry Users and assign them digital service access.

Source Agency	Full Name	Identity Type	NRIC / FIN / Foreign ID No.	Country of Issuance	Email Address	New CorpPass ID	Account Type	Access to All e-Services
	WILL BE AUTO-GENERATED	NRIC		SG			User	<input checked="" type="checkbox"/>

**For more information on each CorpPass account type, please visit our FAQ page.**

+ Add new user Cancel Next

# Create CorpPass Accounts

Step 1

Step 2

Step 3

**Step 4 (Sub-Admin)**

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Step 6

- Sub-admins can only create Enquiry User and User accounts. Select an appropriate account type for each user.

Enter Details

Submit

Enter user details in the table below to create CorpPass Accounts. The Full Name of users who are SingPass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

Note:

- The 'Access to All e-Services' option is NOT applicable to selected e-Services such as CPF e-Submission and SSG-WSG E-Services (see full listing), as they require additional details to be set up on CorpPass. For access, select and manually assign them to your CorpPass account.
- Additional checks may also be conducted by selected e-Services, such as MOM EPOL/WPOL and HDB e-Services (see full listing), after logging into their websites. Contact these agencies for more information.

Source Agency	Full Name	Identity Type	NRIC / FIN / Foreign ID No.	Country of Issuance	Email Address	New CorpPass ID	Account Type	Access to All e-Services
-	WILL BE AU	NRIC		SG	abc@abc.com	Example: CLARISSA70	User	<input checked="" type="checkbox"/>

+ Add new user

Cancel

Next

# Create CorpPass Accounts

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- Indicate if you wish to assign access to all digital services on CorpPass to the user. If unchecked, digital services have to be assigned individually.

Enter Details

Submit

Enter user details in the table below to create CorpPass Accounts. The Full Name of users who are SingPass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

Note:

- The 'Access to All e-Services' option is NOT applicable to selected e-Services such as CPF e-Submission and SSG-WSG E-Services (see full listing), as they require additional details to be set up on CorpPass. For access, select and manually assign them to your CorpPass account.
- Additional checks may also be conducted by selected e-Services, such as MOM EPOL/WPOL and HDB e-Services (see full listing), after logging into their websites. Contact these agencies for more information.

Source Agency	Full Name	Identity Type	NRIC / FIN / Foreign ID No.	Country of Issuance	Email Address	New CorpPass ID	Account Type	Access to All e-Services
	WILL BE AU	NRIC		SG	abc@abc.com	Example: CLARISS A70	User	<input checked="" type="checkbox"/>
+ Add new user								

Cancel

Next

**Not applicable for Sub-Admins with restricted access**

# Create CorpPass Accounts

Step 1

Step 2

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Step 6

- Click 'Add new user' if you wish to add more rows in order to create additional users.

Enter Details

Submit

Enter user details in the table below to create CorpPass Accounts. The Full Name of users who are SingPass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

Note:

- The 'Access to All e-Services' option is NOT applicable to selected e-Services such as CPF e-Submission and SSG-WSG E-Services (see full listing), as they require additional details to be set up on CorpPass. For access, select and manually assign them to your CorpPass account.
- Additional checks may also be conducted by selected e-Services, such as MOM EPOL/WPOL and HDB e-Services (see full listing), after logging into their websites. Contact these agencies for more information.

Source Agency	Full Name	Identity Type	NRIC / FIN / Foreign ID No.	Country of Issuance	Email Address	New CorpPass ID	Account Type	Access to All e-Services
	WILL BE AU	NRIC		SG	abc@abc.com	Example: CLARISSA70	User	<input checked="" type="checkbox"/>
<p> Add new user</p>								

Cancel

Next



# Create CorpPass Accounts

Step 1

Step 2

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- Click 'Next' to continue.

Enter Details

Submit

Enter user details in the table below to create CorpPass Accounts. The Full Name of users who are SingPass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

Note:

- The 'Access to All e-Services' option is NOT applicable to selected e-Services such as **CPF e-Submission** and **SSG-WSG E-Services** (see [full listing](#)), as they require additional details to be set up on CorpPass. For access, select and manually assign them to your CorpPass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Source Agency	Full Name	Identity Type	NRIC / FIN / Foreign ID No.	Country of Issuance	Email Address	New CorpPass ID	Account Type	Access to All e-Services
	WILL BE AU	NRIC		SG	abc@abc.com	Example: CLARISS A70	User	<input checked="" type="checkbox"/>
<a href="#">+ Add new user</a>								

Cancel

Next

# Create CorpPass Accounts

Step 1

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- You are required to review the details before submission. Once completed, click 'Submit'.

## Create User Accounts



Review the following information.

Full Name of SingPass holders will be auto-populated after submission.

**Note:**

- The 'Access to All e-Services' option is NOT applicable to selected e-Services such as **CPF e-Submission** and **SSG-WSG E-Services** (see [full listing](#)), as they require additional details to be set up on CorpPass. For access, select and manually assign them to your CorpPass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Full Name	Identity Type	NRIC / FIN / Foreign ID No.	Email Address	CorpPass ID	Account Type	Access to All e-Services
-	NRIC	S7337979B	Tan_Philips@abc.com	TANPHILIPS	Enquiry User	✓

Back

Submit

# Create CorpPass Accounts

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- A confirmation message will indicate that the user accounts have been created.

The screenshot shows the CorpPass user interface. At the top, there is a dark blue navigation bar with links for Home, My Account, Users, e-Service, and Help. On the right side of this bar are 'Log Out' and a search icon. Below the navigation bar, the breadcrumb trail reads 'Home / Create User Accounts'. The main content area features a large green checkmark icon in a circle, followed by the text: 'You have created 1 CorpPass user account(s). An email notification will be sent to your new user(s) and you.' This message is enclosed in a red rectangular border. Below this, there is a 'Next Step' section with a document icon and the heading 'Select Entity's e-Services', with a subtext 'Select e-Services that your entity will use.' At the bottom of the page, there are two buttons: 'Return to Homepage' and 'Select Entity's e-Service'.

**- END -**

Updated as of December 2017