

Setting up to use our new EP and S Pass application service (for existing Employment Pass Online users)

To use the new service, your **CorpPass Administrator** must first add *myMOM Portal* as one of the e-Services to your **CorpPass account**.

Please do so as early as possible in order to ensure smooth transition to the new work pass application service. You will not be able to submit any new EP and S Pass applications using Employment Pass Online (EPOL) from **15 June 2020** onwards.

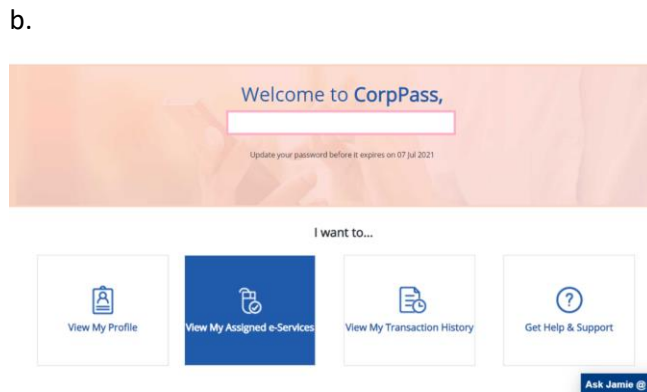
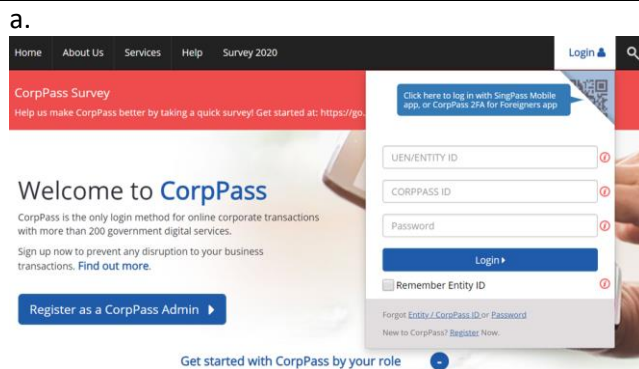
Get access and assign users to the new *myMOM Portal* e-Service by carrying out these steps:

1. Check if you already have access to the **myMOM Portal** e-Service.

- a. Go to CorpPass portal at www.corppass.gov.sg to login.
- b. Go to "View My Assigned e-Services" function.
- c. See if **myMOM Portal** is listed as one of your assigned e-Services.

If **myMOM Portal** has not yet been assigned to you, request for your CorpPass Administrator to do so.

- d. You may check who the CorpPass Administrator is at the 'Entity Details' tab



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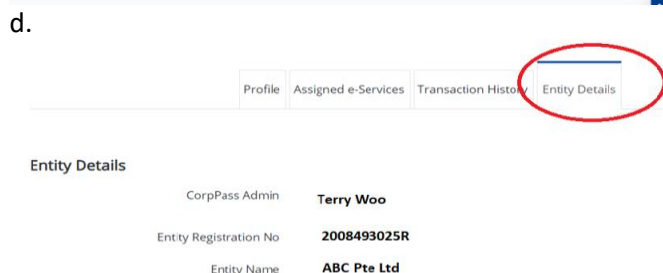
Profile Assigned e-Services Transaction History Entity Details

Default All e-Service Access

Access to all e-Services required

Customised e-Service Access

Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date
MINISTRY OF MANPOWER (MOM)	EMPLOYMENT PASS ONLINE (EPOL)	-	-	10/07/2017	31/12/9999
MINISTRY OF MANPOWER (MOM)	WORK PERMIT ONLINE (WPOL)	-	-	10/07/2017	31/12/9999
MINISTRY OF MANPOWER (MOM)	myMOM Portal	-	-	24/03/2020	31/12/9999

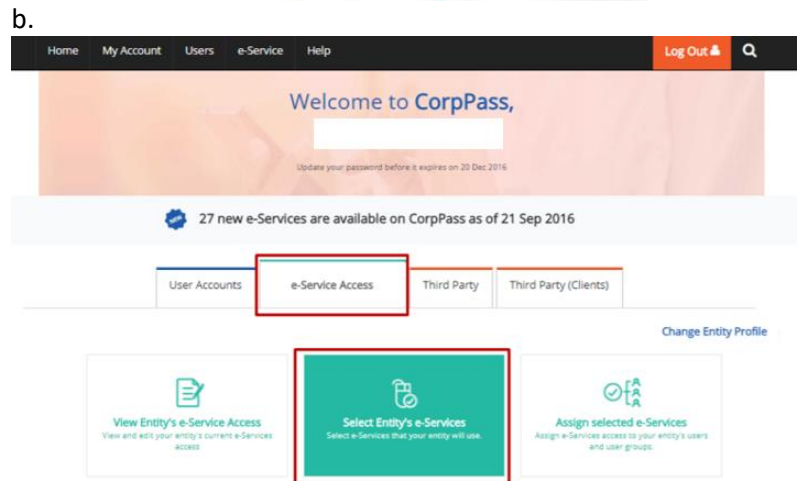


2. The CorpPass Administrator should:

- Login to CorpPass portal at www.corppass.gov.sg
- Go to the **e-Service Access** tab and click the “Select Entity’s e-Services” box.

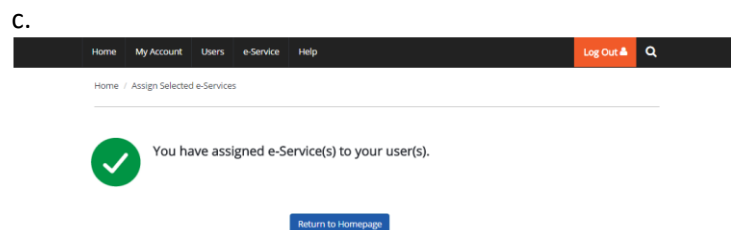
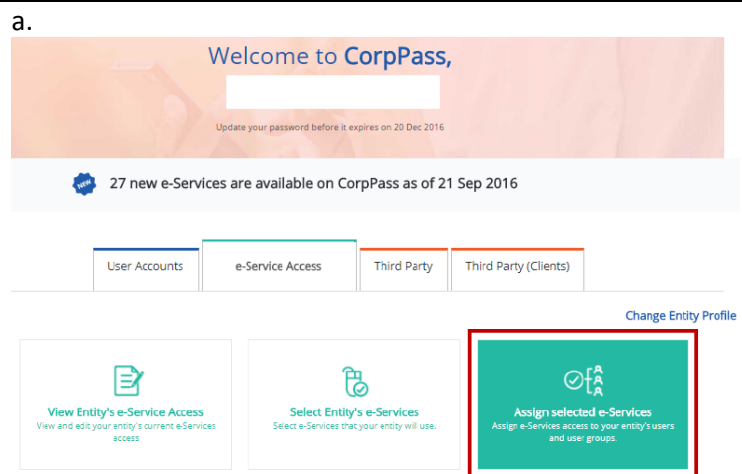
Search for and select **myMOM Portal** e-Service from the list of e-Services.

Verify the selection and submit the request.



3. The CorpPass Administrator should assign **myMOM Portal** e-Service to the desired CorpPass users in your organisation:

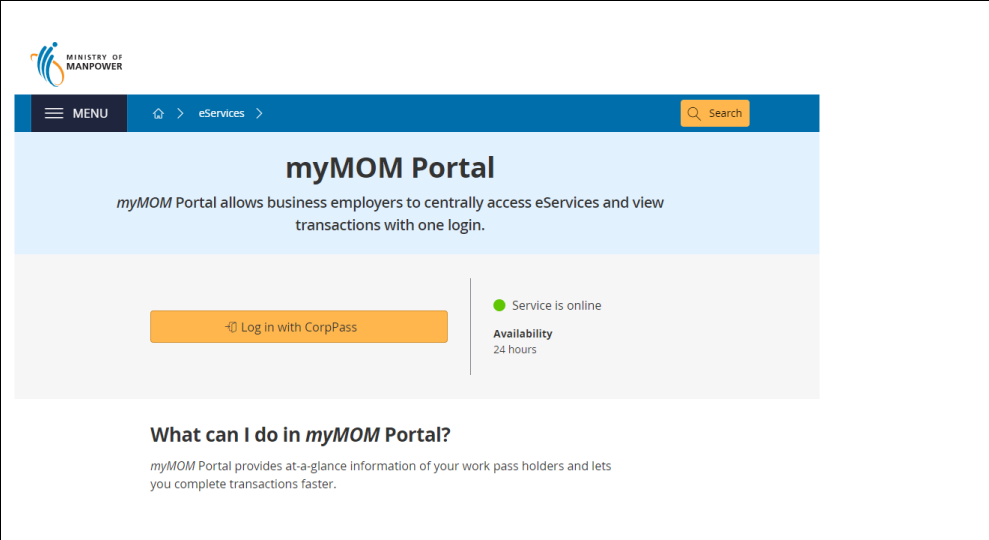
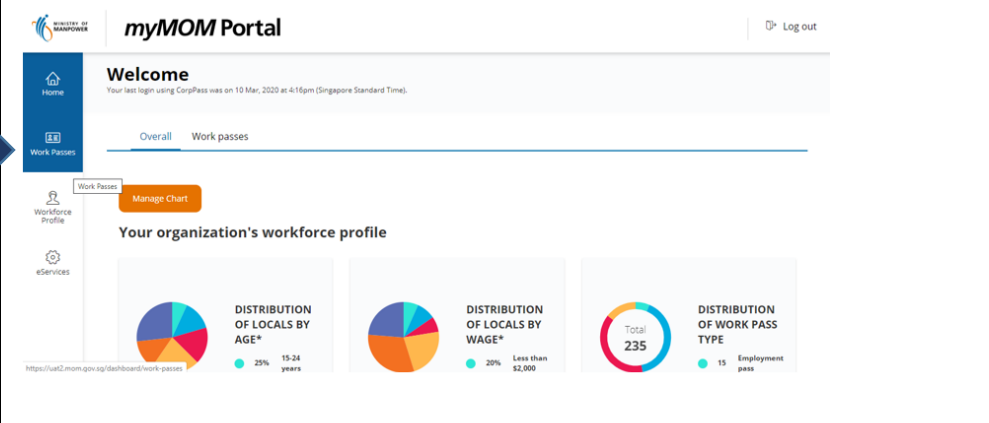
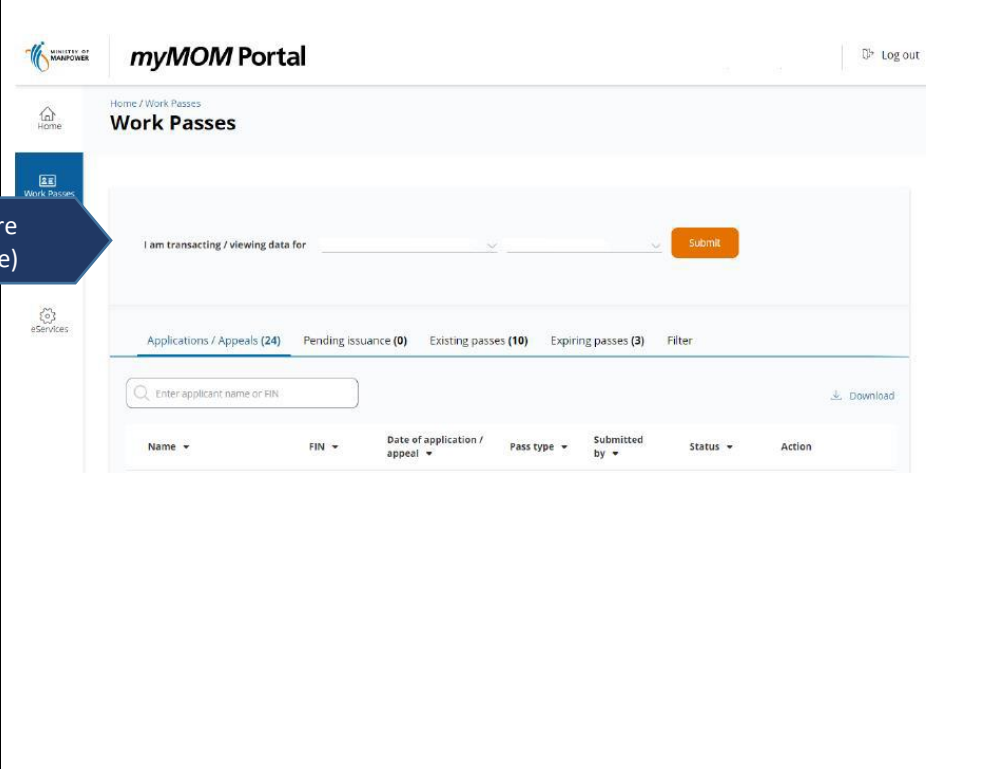
- Go to the **e-Service Access** tab and click “Assign Selected e-Services” box.
- Assign **myMOM Portal** to your users’ CorpPass account.
- A confirmation message will indicate successful assignment of access to the User(s).



You may refer to the [CorpPass user guides](#) for more details on navigating the CorpPass Portal.

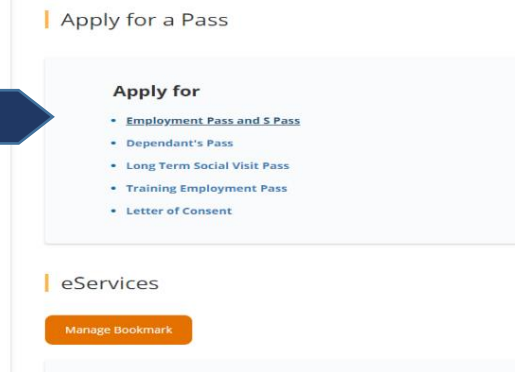
Reminder: Complete and submit all your **new** applications in EPOL by **13 Jun 2020**. Drafts in EPOL will not be carried over to the new e-Service.

Once setup is done, **from 15 Jun 2020, 8am**, you can access the new EP and S Pass application e-Service via the **myMOM Portal**:

<p>1. Go to myMOM Portal at https://www.mom.gov.sg/eservices/services/mymom-portal and login with your CorpPass</p>	
<p>2. Upon successful log in, you will be directed to myMOM Portal</p> <p>Click on “Work Passes” here</p>	
<p>3. Scroll down the Work Passes page to the “Apply for a Pass” section</p>	

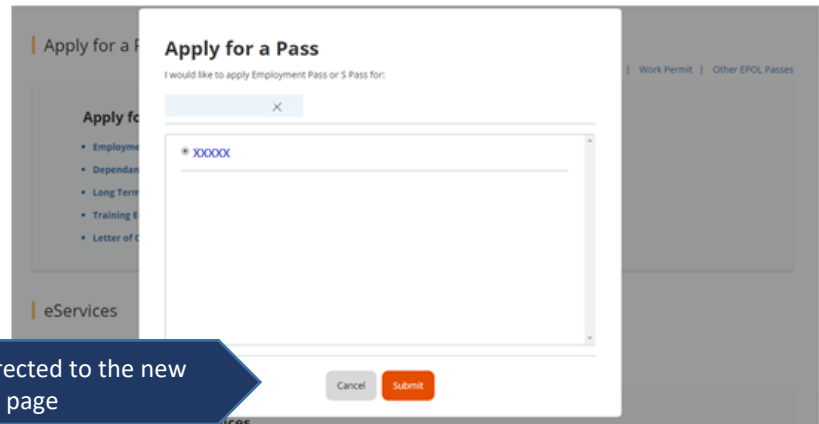
4.

Click on "Apply for: EP or S Pass"



5. Confirm the hiring UEN for the application

Click "Submit" and you will be directed to the new EP and S pass application landing page



6. Ensure you get these done before starting the application:

- ✓ Use the self-assessment tool (SAT) to ensure that the candidate is eligible for an Employment or S pass
- ✓ Update your company's profile (in particular the turnover information and contact details)
- ✓ Prepare the necessary documents for uploading (e.g. passport, educational certificates and verification proof)

[Documents required for EP](#)
[Documents required for S Pass](#)

