

corppass

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SINGAPORE



Guide for Registered Officers from Singapore Registered Entities: Corppass Admin Application
W.e.f. 1 December 2023 for Singapore Registered Entities
(For Sole Proprietors, please refer to a separate guide)

Corppass Admin Application

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Step 8

- At Corppass homepage (www.corppass.gov.sg), select 'Register as a Corppass Admin'.



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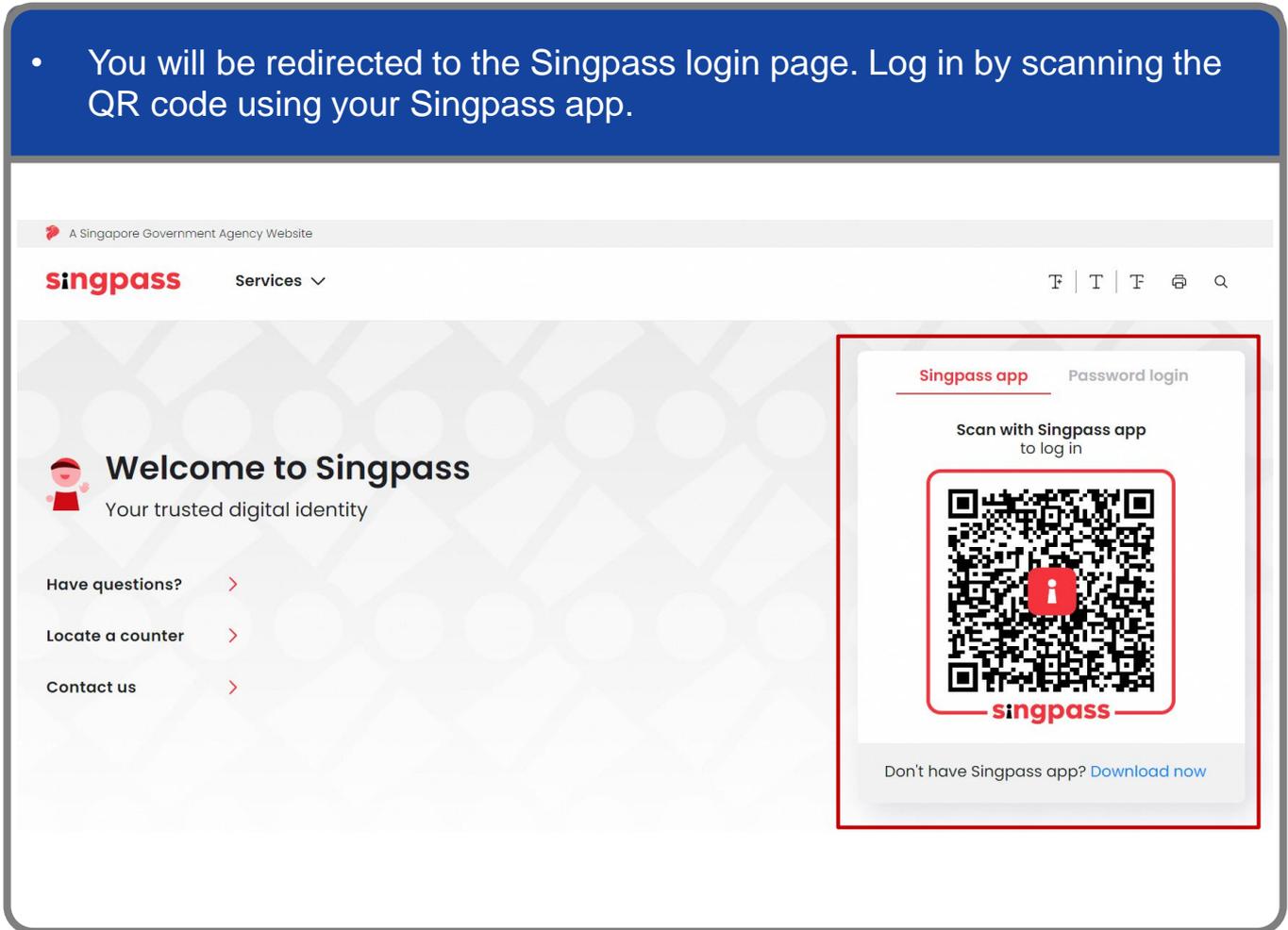
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- You will be redirected to the Singpass login page. Log in by scanning the QR code using your Singpass app.



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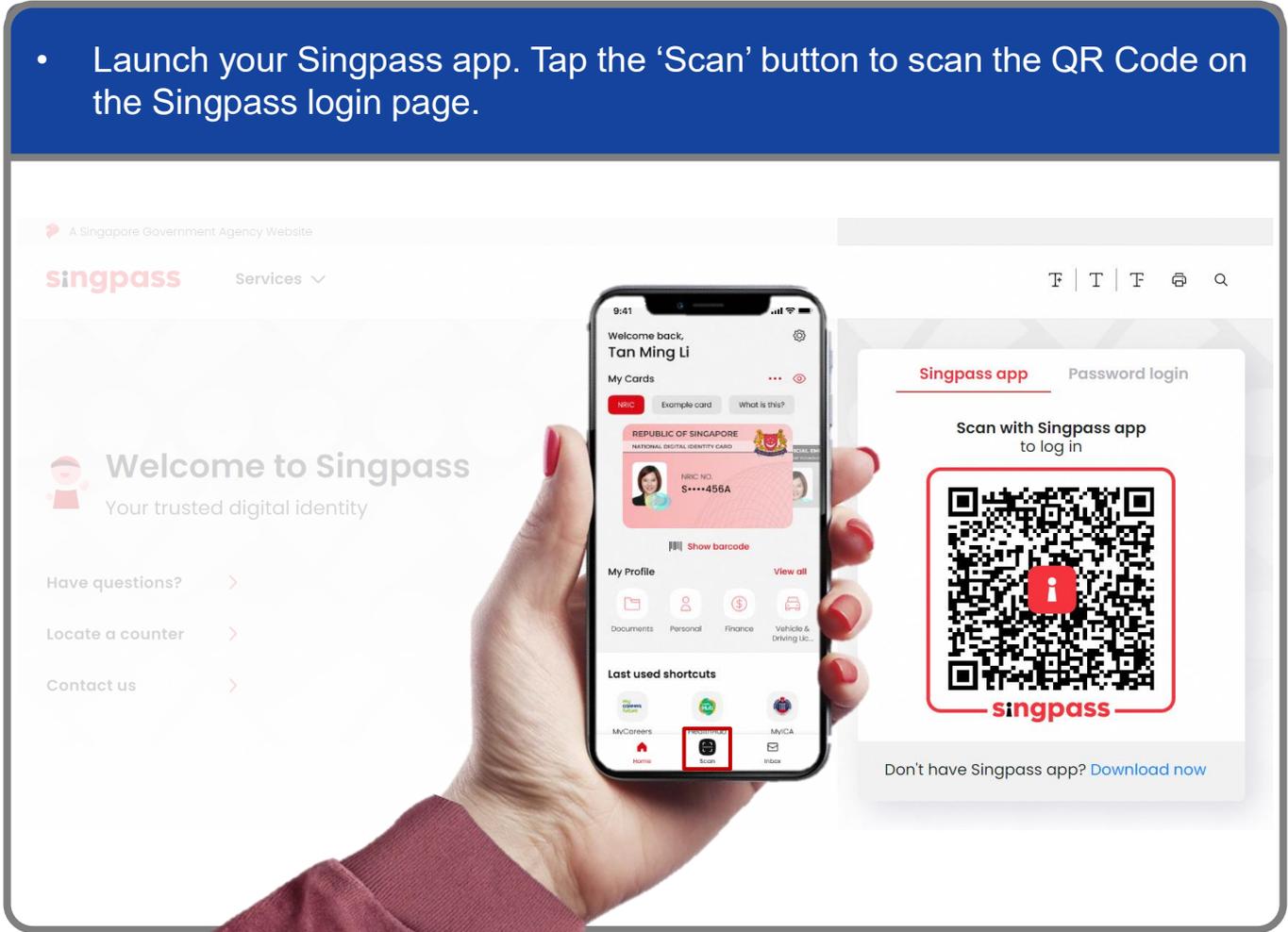
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- Launch your Singpass app. Tap the 'Scan' button to scan the QR Code on the Singpass login page.



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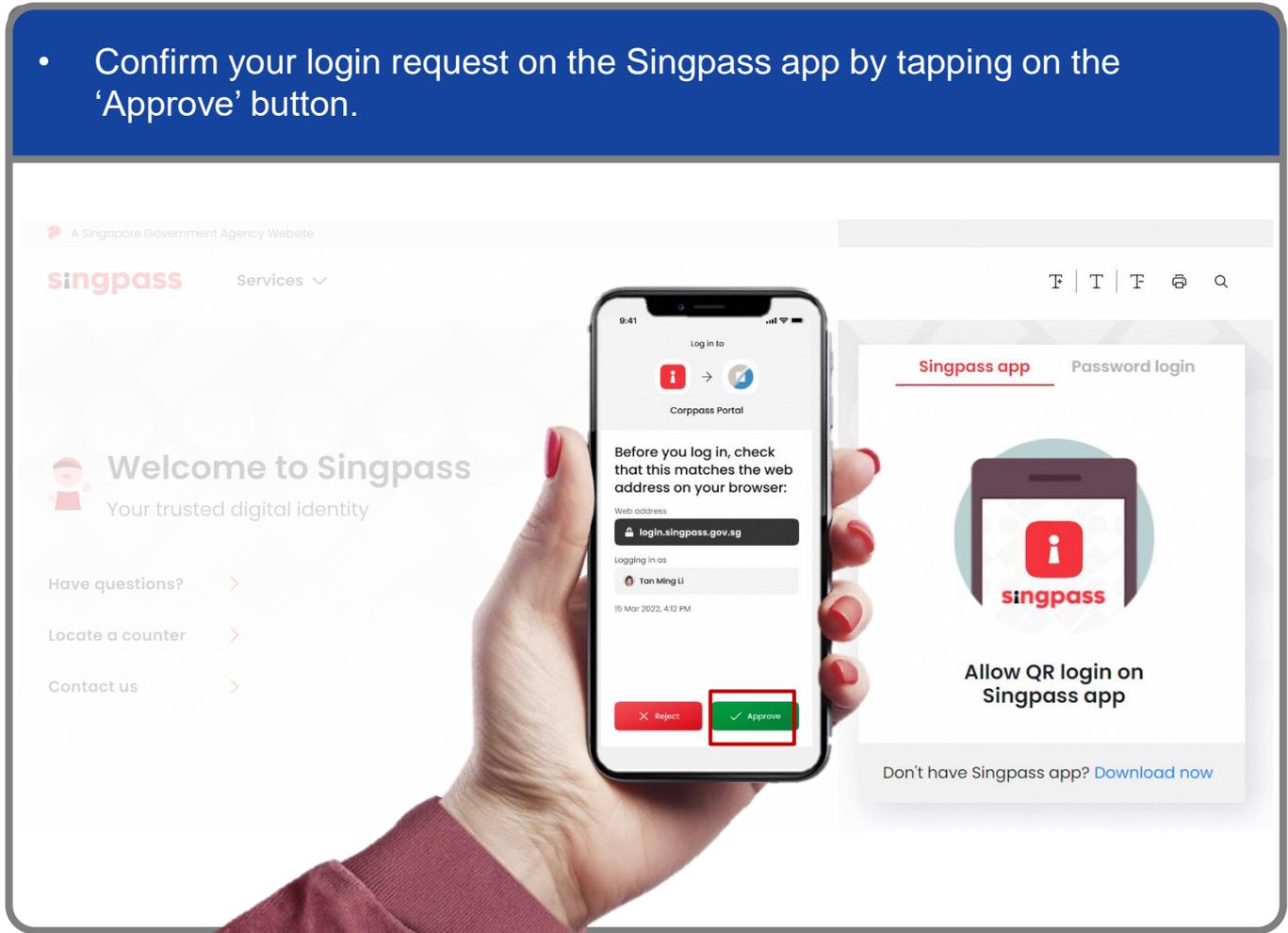
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- Confirm your login request on the Singpass app by tapping on the 'Approve' button.



Note: You will be prompted to use fingerprint (for selected smartphones), Face ID (for selected smartphones) or 6-digit passcode to verify your identity

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- Alternatively, enter your Singpass ID & Password.

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singpass Services ▾

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Welcome to Singpass
Your trusted digital identity

Have questions? >

Locate a counter >

Contact us >

Singpass app Password login

Log in

Singpass ID

Password

Log in

[Forgot Singpass ID](#) [Reset password](#)

Register for Singpass

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- You may choose to verify your identity using SMS OTP. Enter the 6-digit One-Time Password (OTP) sent to 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:

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

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- Or verify your identity using Singpass 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

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- If you opted for Singpass Face Verification, read the guidelines and select 'Begin Scan' to proceed.

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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](#).

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- Follow the instructions provided while the scanning takes place.

The screenshot displays the Singpass face verification interface. At the top, there is a dark blue header with the 'singpass' logo on the left and a close button on the right. Below the header, a dark gray bar contains the instruction 'Press Esc to exit full screen'. The main area of the screen is green and features a large, semi-transparent circular overlay of a person's face. The text 'Keep still' is centered over the face. The background of the interface is a blurred image of a person's face.

Note: Singpass 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.

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- After logging in to Corppass, read the instructions. Select 'Begin application' to proceed.

Apply for an Admin account

This form will take about 5 minutes to complete.

Please ensure:

1. You are the appointed Corppass Admin for your entity.
2. You hold a Singapore NRIC or FIN.
3. The information of your Registered Officers is updated in ACRA.
4. For newly-registered entities, please wait at least one day before you apply.

Begin application

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- Enter your Unique Entity Number (UEN) in the input box. Select 'Next' to proceed.

Apply for an Admin account

1. Enter entity detail 2. Enter and verify email 3. Enter Registered Officer's email 4. Review and submit

Enter entity detail

Unique entity number (UEN) [Ⓞ]

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Scroll down to continue



- On this page, the entity UEN will be non-editable. Scroll down to continue.

Home / Register Admin Account

Register Admin Account

Enter UEN Enter Details Review & Submit

Ensure that you are the appointed Corppass Admin for your Entity. This form will take about 5 minutes to complete.

* - denotes mandatory fields

Enter Entity Detail

Unique Entity Number (UEN)

Enter Your Contact Details

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- Enter the contact details (email address & mobile number) you wish to register on Corppass.

Enter Your Contact Details

Your full name as per NRIC / FIN, and your email address will be auto-populated →

Full Name: STG NRIC DEEPA S9936132H

Email* ⓘ: S9926132H@abc.com
abc@abc.com

Confirm Email* →

Mobile No.: 90983930

Enter your contact details. →

Request e-Service Access ⓘ

I would like to access all e-Services (PDF, 601.9 KB) available on Corppass with my Admin Account.

Note:

- Selected e-Services (e.g. CPF e-Submission and SSGWSG e-Services) need to be manually assigned to your Corppass account as they require additional setup details.
- The full list of these exceptions can be found [here](#). Please contact the relevant agencies for more information.

Cancel Next

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- You can choose to be granted access to all digital services (currently onboard and to be onboarded in future) for your Corppass Admin account.

Enter Your Contact Details

Full Name	STG NRIC DEEPA S9926132H
Email*	<input type="text" value="S9926132H@abc.com"/> <small>abc@abc.com</small>
Confirm Email*	<input type="text" value="S9926132H@abc.com"/>
Mobile No.	<input type="text" value="90983930"/>

Request e-Service Access

I would like to access all e-Services available on Corppass with my Admin Account.

Note:

- Selected e-Services (e.g. CPF e-Submission and SSGWSG e-Services) need to be manually assigned to your Corppass account as they require additional setup details.
- The full list of these exceptions can be found [here](#). Please contact the relevant agencies for more information.

Note: To re-enter your entity's UEN number, select the "Previous" button.

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- Review your application details before submitting.

Home About Us Services Help Log in with Singpass Q

Home / Register Admin Account

Register Admin Account

✓
Enter UEN

•••••

✓
Enter Details

•••••

3
Review & Submit

Review the following information.
To amend your information after submission, you must submit a new registration.

Entity Detail

Unique Entity Number (UEN)	202000067C
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Admin Contact Details

Full Name	STG NRIC DEEPA S9936132H
Email	S99236132H@abc.com
Mobile No.	90983930

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- Read and agree to the 'Corppass Agreement', then click 'Submit'.

To amend your information after submission, you must submit a new registration.

Entity Detail

Unique Entity Number (UEN)	202000067C
----------------------------	------------

Admin Contact Details

Full Name	STG NRIC DEEPA S9936132H
Email	S99236132H@abc.com
Mobile No.	90983930

e-Service Access

I would like to access all e-Services available on Corppass with my Admin Account.

By selecting the checkbox and the "Submit" button, you acknowledge that you have read, understood, and unconditionally agree to be legally bound by the terms and conditions in the [Corppass Agreement](#).

Please note that "you" means the Organisation accepting this Corppass Agreement and in this connection, the individual who accepts this Corppass Agreement represents and warrants that such individual has the authority to enter into this Corppass Agreement on such Organisation's behalf.

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- A confirmation message will indicate that your account is ready for use.

Home / Register Admin Account

Your Corppass Admin Account is ready for use.

Next Step

Log in to customise Corppass for your entity.
Select your entity's profile and view e-Services.

- END -

Updated as of December 2023