

corppass



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SINGAPORE



A Guide for Registered Officers: Corppass Admin Registration

*For Registered Officers who wish to register for a Corppass Admin Account
(e.g. Sole Proprietors, Owners of Small Businesses)*

Corppass Admin Registration

Step 1

Step 2

Step 3

Step 4

Step 5

- Click 'Register as a Corppass Admin'.



Corppass Admin Registration

Step 1

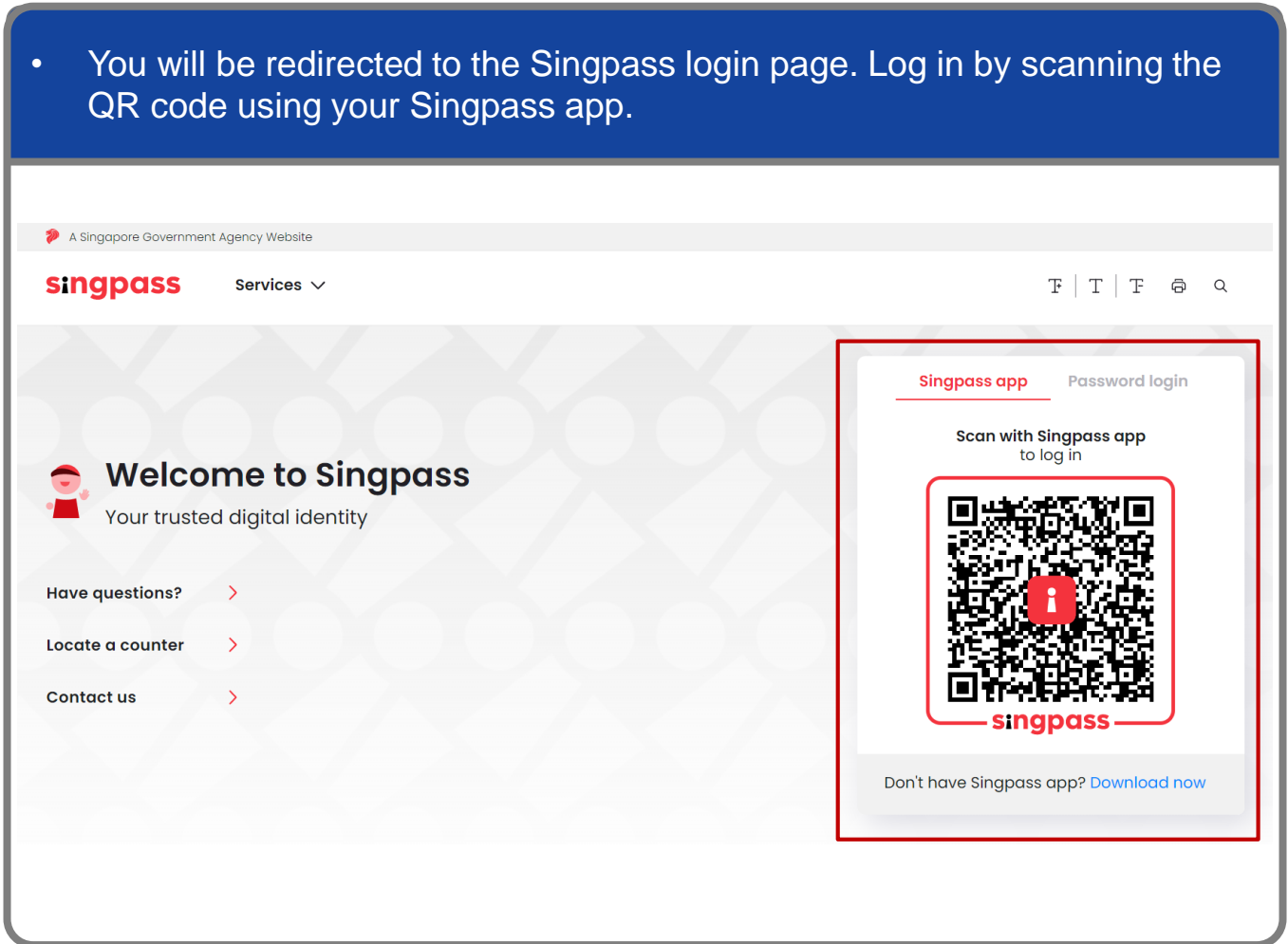
Step 2

Step 3

Step 4

Step 5

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



Corppass Admin Registration

Step 1

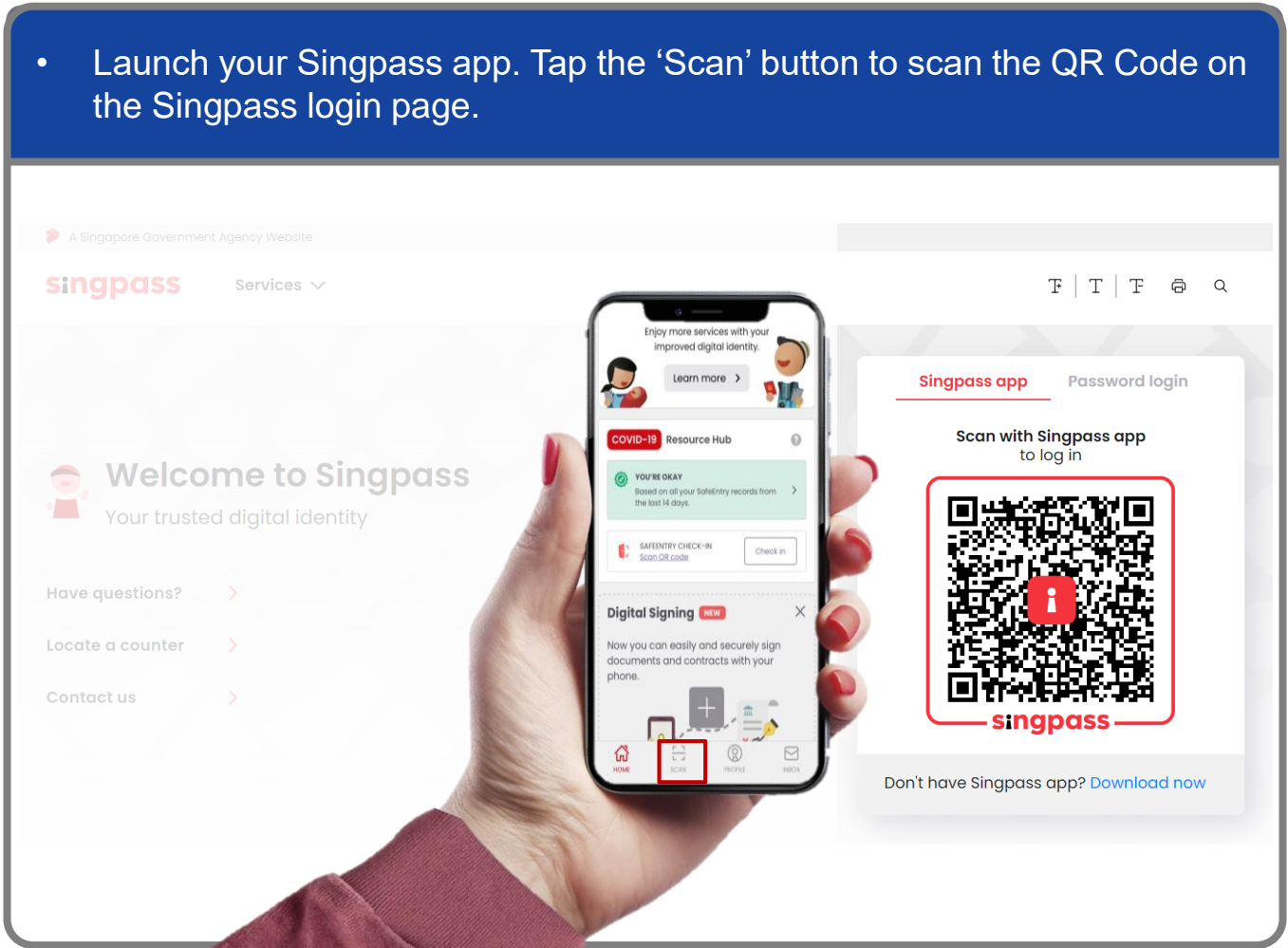
Step 2

Step 3

Step 4

Step 5

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



Don't have Singpass app? [Download now](#)

Corppass Admin Registration

Step 1

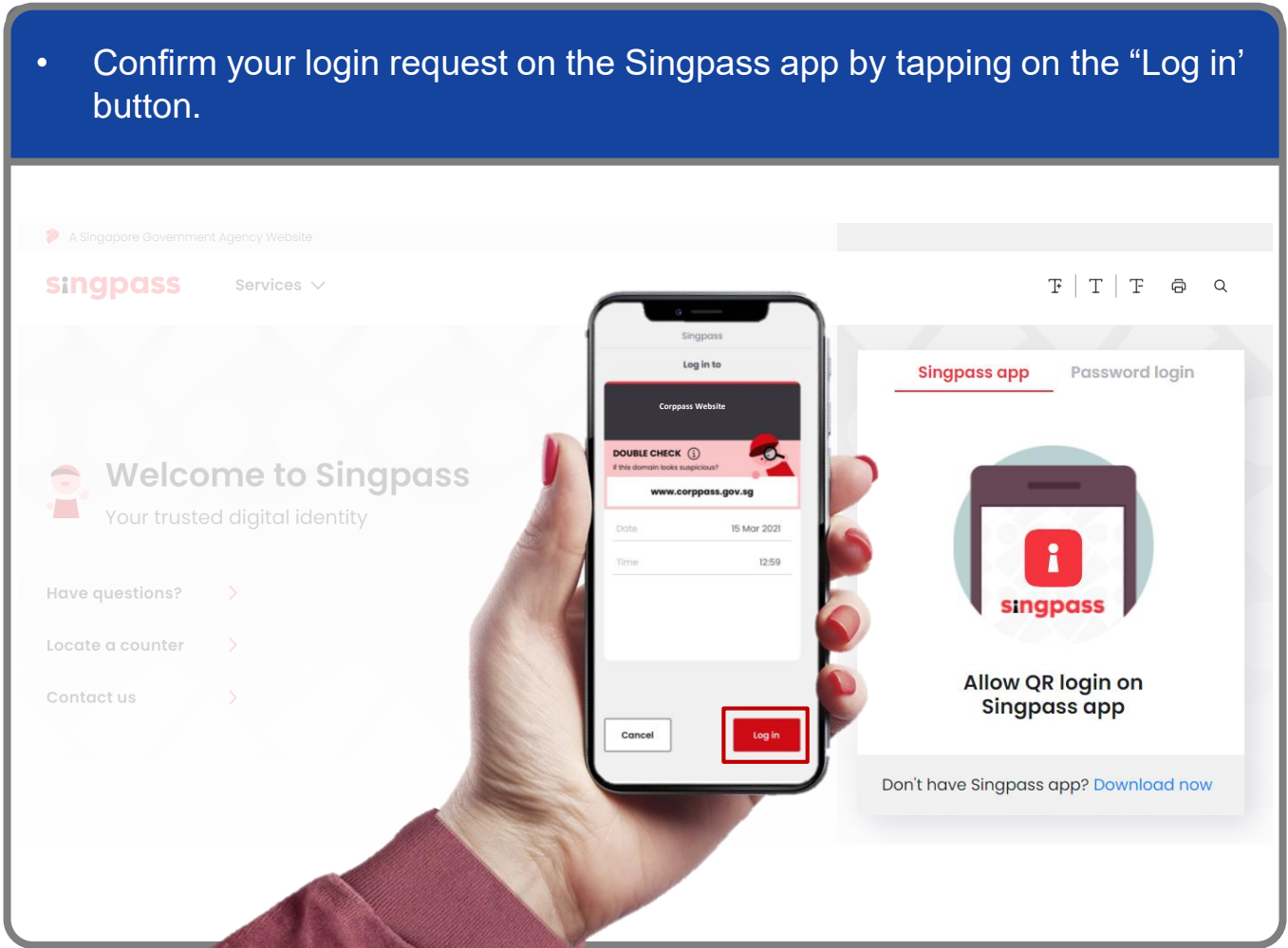
Step 2

Step 3

Step 4

Step 5

- 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

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- Alternatively, enter your Singpass ID & Password.

The screenshot shows the Singpass website interface. At the top, there is a blue header with the text "Alternatively, enter your Singpass ID & Password." Below this is a navigation bar with the Singpass logo, "Services" dropdown, and utility icons. The main content area features a "Welcome to Singpass" message with a cartoon character and the tagline "Your trusted digital identity". There are three links: "Have questions?", "Locate a counter", and "Contact us", each with a right-pointing chevron. On the right side, a login form is highlighted with a red border. The form has two tabs: "Singpass app" and "Password login" (which is selected). Under "Log in", there are 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 form is a "Register for Singpass" button.

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- 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

Corppass Admin Registration

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- 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

Corppass Admin Registration

Step 1

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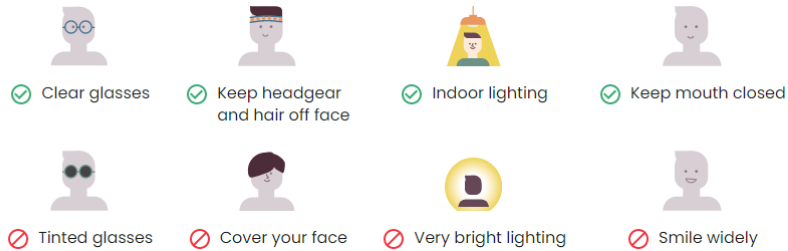
- Read the guidelines and click 'Begin Scan' to proceed.

A Singapore Government Agency Website

singpass

SMS OTP Face verification

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



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

Corppass Admin Registration

Step 1

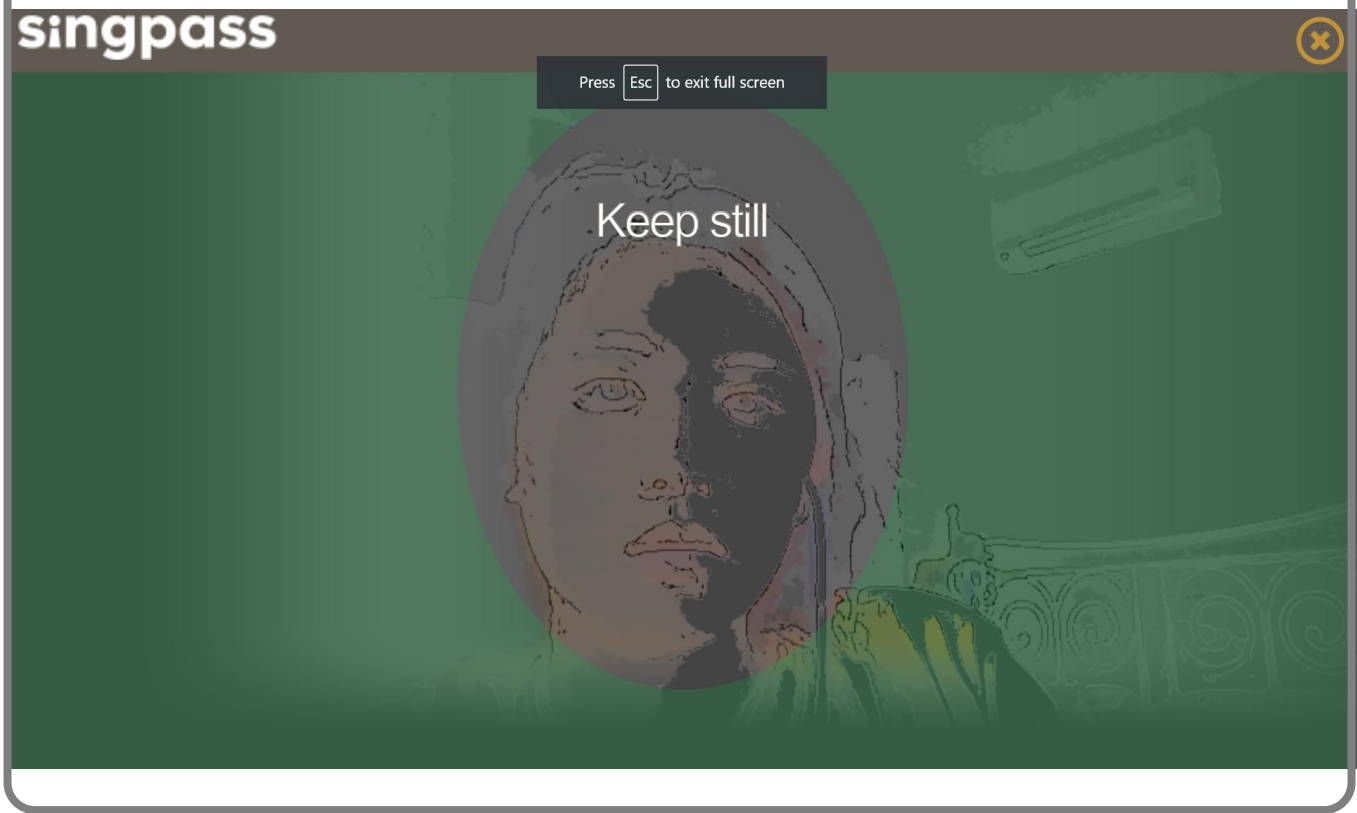
Step 2

Step 3

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- 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.

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- After logging in to Corppass, enter the entity UEN you are registering to be an admin for.



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

The system automatically identifies the entities which you are registered with

* - denotes mandatory fields

Enter Entity Detail

Unique Entity Number (UEN)* ⓘ

- T21LP3506A
- T21LP3506B
- T21LP3506E
- T21LP3506F
- T21LP3506I
- T21LP3506J
- VBRSTG004

Enter Your Contact Details

Full Name

Email* ⓘ

Confirm Email*

Mobile No.

Note: You may see a drop-down list of UEN in this step for all entities you are being appointed Registered Officer for.

Corppass Admin Registration

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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 will be populated as per Singpass (or NRIC / FIN).

Full Name	<input type="text" value="PHANG GABRIEL"/>
Email* ⁱ	<input type="text" value="abc@abc.com"/>
Confirm Email*	<input type="text"/>
Mobile No.	<input type="text"/>

Confirm your contact details.

Request e-Service Access ⁱ

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

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. To gain access, select and manually assign them to your Corppass account.

Cancel

Next

Corppass Admin Registration

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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 PHANG GABRIEL

Email* ⓘ

abc@abc.com

Confirm Email*

Mobile No.

Request e-Service Access ⓘ

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

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. To gain access, select and manually assign them to your Corppass account.

Cancel

Next

Note: e-Service is also known as digital service

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- Review your registration details before submitting.

Home / Register Admin Account

Register Admin Account

✓ ● ● ● 2

Enter Details Review & Submit

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

Entity Detail

Unique Entity Number (UEN)	79039907E
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Admin Contact Details

Full Name	PHANG GABRIEL
Email	PHANGGABRIEL@abc.com
Mobile No.	987654321

Account Details

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- Read and agree to the 'Terms and Conditions', then click 'Submit'.

Entity Detail

Unique Entity Number (UEN)	79039907E
----------------------------	-----------

Admin Contact Details

Full Name	PHANG GABRIEL
Email	PHANGGABRIEL@abc.com
Mobile No.	987654321

e-Service Access

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

I have read and given my consent to the [Terms and Conditions](#).

Corppass Admin Registration

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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 April 2021