

corppass



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SINGAPORE



A Guide for Registered Officers: View and Terminate Corppass Admin Account

This guide contains the following sections:

APPROVE
CORPPASS ADMIN ACCOUNT

TERMINATE
CORPPASS ADMIN ACCOUNT

APPROVE CORPPASS ADMIN ACCOUNT

Approve Admin Account

- Step 1
- Step 2
- Step 3
- Step 4
- Step 5
- Step 6
- Step 7
- Step 8

- Under 'Services', select 'Manage Admin', followed by 'Approve Admin Accounts'.

The screenshot shows the Corppass website interface. At the top, there is a navigation bar with 'Home', 'About Us', 'Services', and 'Help'. The 'Services' menu is open, showing options: 'Register for Corppass', 'Check Registration Status', 'Activate Corppass Account', 'Manage Admin', 'Find Your Corppass Admin', and 'View Approved Admins'. The 'Manage Admin' option is highlighted with a red box, and its sub-menu is open, showing 'Approve Admin Accounts' also highlighted with a red box. Below the navigation bar, there is a 'Welcome' section with a 'Register as a Corppass Admin' button. At the bottom, there are three role selection buttons: 'I am the Registered Officer', 'I am the Admin', and 'I am a User'.

Approve Admin Account

Step 1

Step 2

Step 3

Step 4

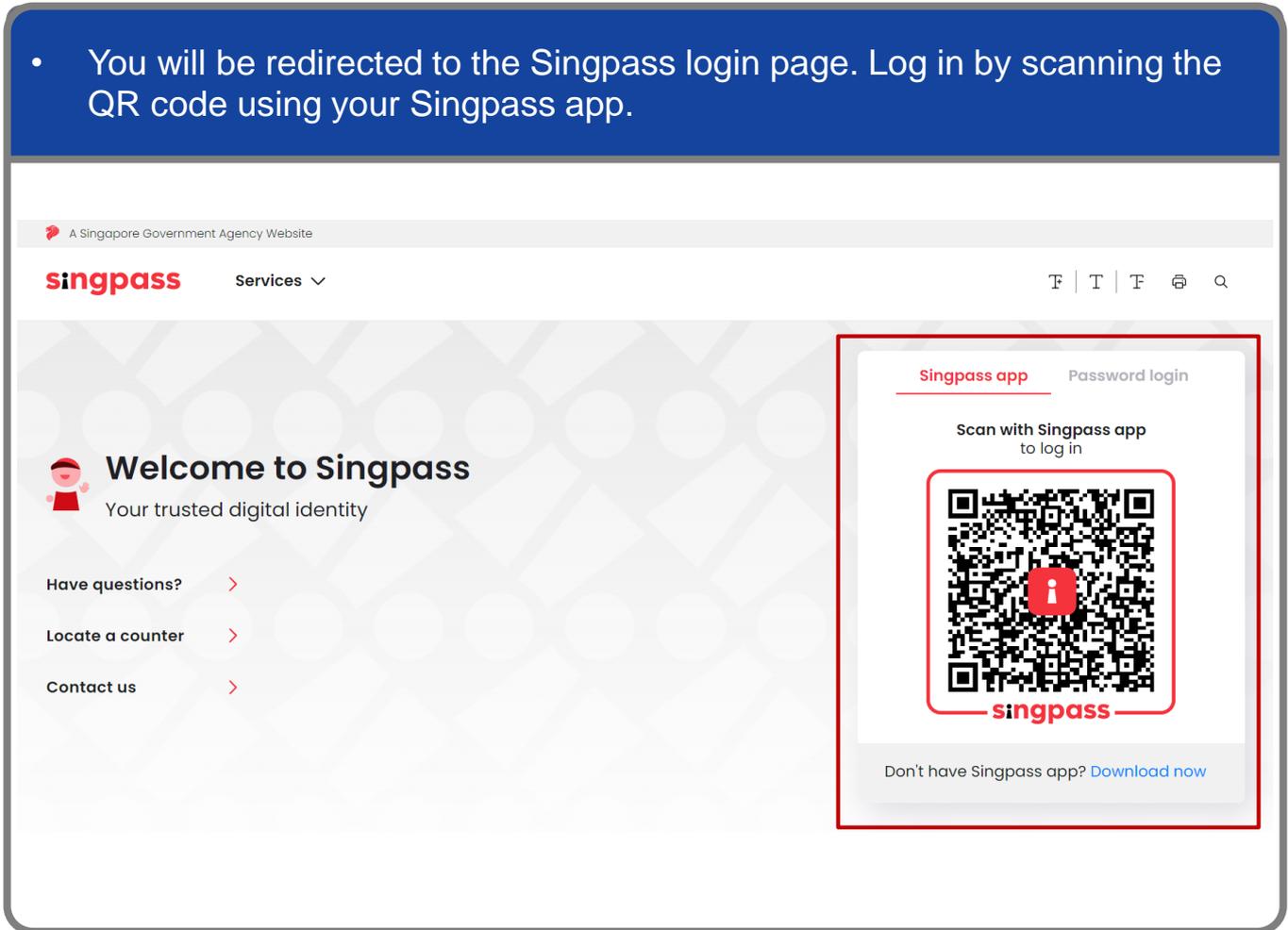
Step 5

Step 6

Step 7

Step 8

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



Approve Admin Account

Step 1

Step 2

Step 3

Step 4

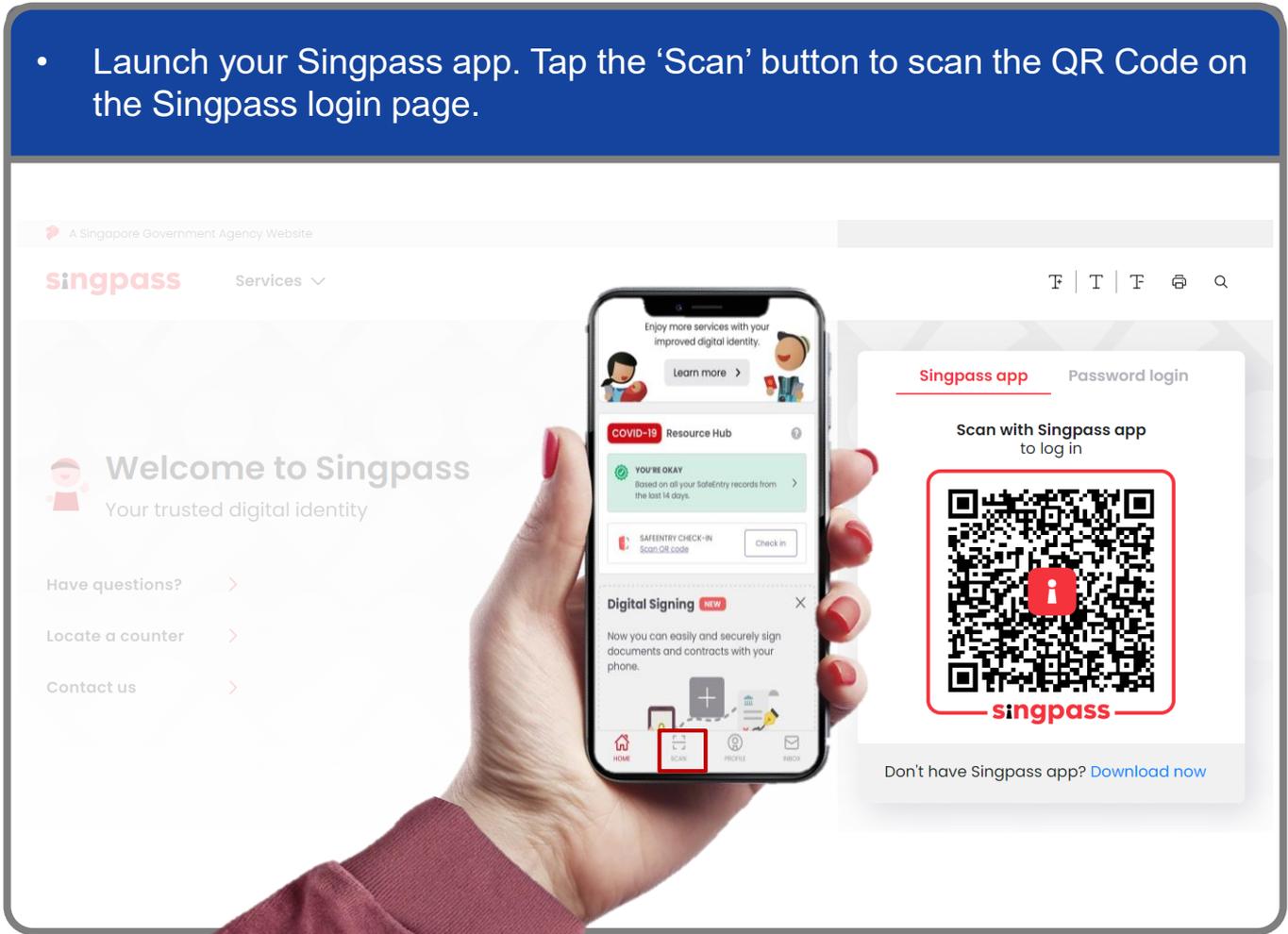
Step 5

Step 6

Step 7

Step 8

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



Approve Admin Account

Step 1

Step 2

Step 3

Step 4

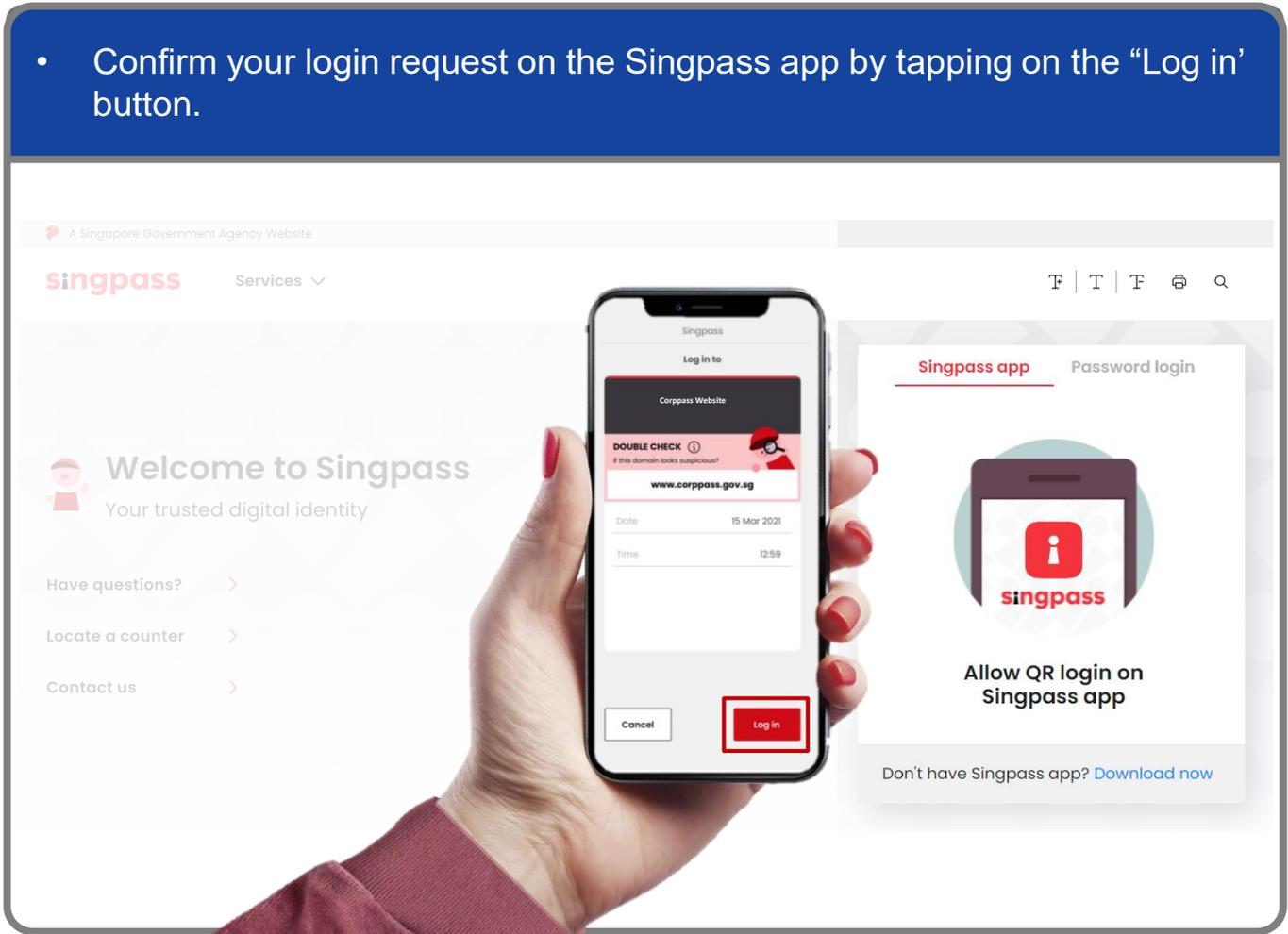
Step 5

Step 6

Step 7

Step 8

- 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

Approve Admin Account

- Step 1
- Step 2**
- Step 3
- Step 4
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- Step 7
- Step 8

- Alternatively, enter your Singpass ID & Password.

The screenshot shows the Singpass website interface. At the top, there is a blue banner with the instruction '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'. On the left, there are three links: 'Have questions?', 'Locate a counter', and 'Contact us', each with a right-pointing chevron. On the right, a login form is highlighted with a red border. The form has two tabs: 'Singpass app' and 'Password login', with 'Password login' being the active tab. The form includes a 'Log in' heading, two input fields for 'Singpass ID' and 'Password', a red 'Log in' button, and two links: 'Forgot Singpass ID' and 'Reset password'. At the bottom of the form is a 'Register for Singpass' button.

Approve Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- 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

Approve Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

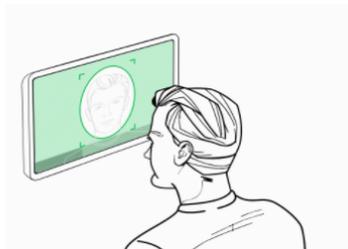
Step 8

- 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

Approve Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

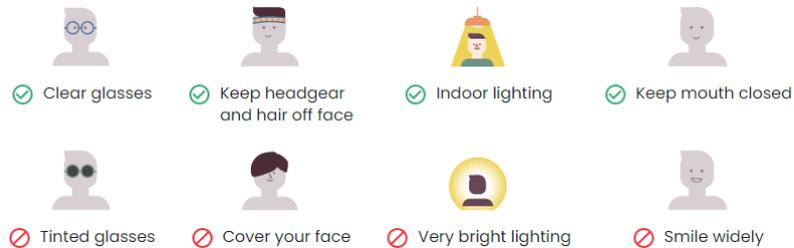
- Read the guidelines and click 'Begin Scan' to proceed.

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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

Approve Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- 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.

Approve Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- After logging in to Corppass, you will arrive at the 'Approve Admin Account' page. Select the 'Manage Request' link for the Admin request you wish to approve or reject.

Home / Manage Admin / Help Log Out

Home / Approve Admin Account

Approve Admin Account

The following Corppass Admin Accounts are pending your approval.

[Filter](#)

Date of Registration	UEN / Entity ID	Entity Name	NRIC / FIN / Foreign ID No.	Applicant Name	Action
25/01/2021	79039907E	Complicated Cake Marketing	S****446I	PHANG GRABRIEL	Manage Request
28/01/2021	79039907E	Complicated Cake Marketing	S****321P	AASHIKA	Manage Request

Showing 1 to 2 of 2 items

Approve Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

• Review details of the user.

Home Manage Admin Help Log Out

Home / Approve Admin Account

Approve Admin Account

Review the following details before approving the Admin Account.

Entity Detail

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

Corppass Admin Contact Details

Full Name	PHANG GRABRIEL
NRIC / FIN / Foreign ID No	S****446I
Country of Issuance	Singapore
Email	PHANGGRABRIEL@abc.com
Mobile No	93380679

Registered Officer Authorisation

Method of Approval	Request online approval from Registered Officer
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Approve Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- Decide to either approve or reject the registration.

Full Name	PHANG GRABRIEL
NRIC / FIN / Foreign ID No	S****446I
Country of Issuance	Singapore
Email	ezravillacarlos@gmail.com
Mobile No	93380679

Registered Officer Authorisation

Method of Approval	Request online approval from Registered Officer
Registered Officer's identity Number	S****132H
Registered Officer's Email	deepa@mailinator.com

Request e-Service Access

All e-Services' access will be assigned to the Corppass Admin upon Registered Officer's approval.

Approve / Reject Admin Account

Approve Admin Account

OR

Reject Admin Account

← Reject Admin Account

↑ Approve Admin Account

Cancel

Submit

Last updated on 01 March 2020

Approve Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- If you select 'Reject Admin Account', please provide a reason for doing so. The requestor will be notified of the rejection reason.

NRIC / FIN / Foreign ID No	S****446I
Country of Issuance	Singapore
Email	PHANGGRABRIEL@abc.com
Mobile No	93380679

Registered Officer Authorisation

Method of Approval	Request online approval from Registered Officer
Registered Officer's identity Number	S****132H
Registered Officer's Email	deepa@mailinator.com

Request e-Service Access

All e-Services' access will be assigned to the Corppass Admin upon Registered Officer's approval.

Approve / Reject Admin Account

Approve Admin Account OR Reject Admin Account

e.g. 'The person is not authorised to access the company records as an Admin'

Reason for Rejection*

Cancel Submit

Last updated on 01 March 2020

Approve Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- Click 'Submit'.

Full Name **PHANG GRABRIEL**

NRIC / FIN / Foreign ID No **S****446I**

Country of Issuance **Singapore**

Email **PHANGGRABRIEL@abc.com**

Mobile No **93380679**

Registered Officer Authorisation

Method of Approval **Request online approval from Registered Officer**

Registered Officer's identity Number **S****132H**

Registered Officer's Email **deepa@mailinator.com**

Request e-Service Access

All e-Services' access will be assigned to the Corppass Admin upon Registered Officer's approval.

Approve / Reject Admin Account

Approve Admin Account OR Reject Admin Account

Cancel

Submit

Last updated on 01 March 2020

Approve Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- You should receive a confirmation message that the Admin account has been approved or rejected.

Home Manage Admin Help

Log Out

Home / Approve Admin Account



You have approved PHANG GABRIEL as the Corppass Admin of 79039907E, Complicated Cake Marketing.

A notification email will be sent to the applicant and you.

[Return to Approve Admin Account](#)

TERMINATE CORPPASS ADMIN ACCOUNT

Terminate Corppass Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- Under 'Services', select 'Manage Admin', followed by 'View Approved Admins'.

The screenshot displays the Corppass Admin web application interface. At the top, there is a navigation bar with 'Home', 'About Us', 'Services', and 'Help' links. A 'Log In with Singpass' button is located on the right side of the navigation bar. Below the navigation bar, a dropdown menu is open under the 'Services' tab. The menu items are: 'Register for Corppass', 'Check Registration Status', 'Activate Corppass Account', 'Manage Admin', and 'Find Your Corppass Admin'. The 'Manage Admin' item is highlighted with a red border, and its sub-menu is also visible, containing 'Approve Admin Accounts' and 'View Approved Admins'. The 'View Approved Admins' item is highlighted with a blue background. Below the navigation bar, the main content area features a 'Welcome' message and a 'Register as a Corppass Admin' button. At the bottom, there are three buttons for role selection: 'I am the Registered Officer', 'I am the Admin', and 'I am a User'.

Terminate Corppass Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- Follow the steps illustrated on slides 5-12 to log in to Corppass, and you will arrive at the 'View Approved Admins' page. Click 'View' to view a user's Corppass Admin details.

Home / Manage Admin / Help Log Out

Home / View Approved Admins

View Approved Admins

View or terminate current admin accounts

Filter Search

UEN / Entity ID	Entity Name	NRIC / FIN / Foreign ID No.	Applicant Name	Action
79039907E	Complicated Cake Marketing	G****500P	VINCENT QUEK	View Terminate
79039907E	Complicated Cake Marketing	G****770L	GABRIEL PAN	View Terminate
79039907E	Complicated Cake Marketing	G****500P	WILLIAM JOHNSON	View Terminate
79039907E	Complicated Cake Marketing	S****082B	EMILY PARISH	View Terminate
79039907E	Complicated Cake Marketing	G****924T	STEVEN WILL	View Terminate

Terminate Corppass Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- Details of the Corppass Admin are displayed. Click 'Back' to return to 'View Approved Admins' page.

View Approved Admin Account

Entity Detail

Unique Entity Number (UEN) 79039907E

Admin Contact Details

Full Name VINCENT QUEK

NRIC / FIN / Foreign ID No. G****500P

Email VINCENTQUEK@abc.com

Mobile No.

Back

Terminate Corppass Admin Account

- Step 1
- Step 2
- Step 3
- Step 4
- Step 5**
- Step 6
- Step 7

- Click 'Terminate' to terminate Corppass Admin.

Home / Manage Admin / Help Log Out

Home / View Approved Admins

View Approved Admins

View or terminate current admin accounts

[Filter](#)

UEN / Entity ID	Entity Name	NRIC / FIN / Foreign ID No.	Applicant Name	Action
79039907E	Complicated Cake Marketing	G****500P	VINCENT QUEK	View Terminate
79039907E	Complicated Cake Marketing	G****770L	GABRIEL PAN	View Terminate
79039907E	Complicated Cake Marketing			
79039907E	Complicated Cake Marketing			
79039907E	Complicated Cake Marketing	G****924T	STEVEN WILL	View Terminate

Individuals who no longer represent the entity or no longer are in a position to manage Corppass for the entity should be removed.

Terminate Corppass Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- Details of the Corppass Admin will be displayed. Enter the reason for terminating the Corppass Admin's account (e.g. 'Admin has left the company'), then click 'Terminate'.

Home / View Approved Admins

Terminate Admin Account

* - denotes mandatory fields

Entity Detail

Unique Entity Number (UEN) 79039907E

Admin Contact Details

Full Name VINCENT QUEK

NRIC / FIN / Foreign ID No. G***500P

Email VINCENTQUEK@abc.com

Mobile No.

Reason for termination*

Back

Terminate

Terminate Corppass Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- In the event that the Corppass Admin Account you are trying to terminate is the only active account for your entity, you will be prompted with an alert.

The screenshot shows the 'Terminate Admin Account' page in the Corppass system. At the top, there is a navigation bar with 'Home', 'Manage Admin', and 'Help' links, and a 'Log Out' button. Below the navigation bar, the breadcrumb 'Home / View Approved Admins' is visible. The main heading is 'Terminate Admin Account'. A red-bordered alert box contains a warning icon and the text: 'This is the last Corppass Admin Account registered to Corppass Entity 3. For security reasons, ensure that there is at least one Corppass Admin registered to your entity at all times.' Below the alert, the page title 'Terminate Admin Account' is repeated. A red arrow points from the text 'To retain your entity's Corppass, you need to have at least one active Corppass Admin.' to the alert box. The page also displays 'Entity Detail' with 'Unique Entity Number (UEN)' as T21LP3506A and 'Admin Contact Details' with 'Full Name' as ERZA and 'NRIC / FIN / Foreign ID No.' as G****924T.

Home / Manage Admin / Help Log Out

Home / View Approved Admins

Terminate Admin Account



This is the last Corppass Admin Account registered to Corppass Entity 3.
For security reasons, ensure that there is at least one Corppass Admin registered to your entity at all times.

Terminate Admin Account

* - denotes mandatory fields

Entity Detail

Unique Entity Number (UEN)	T21LP3506A
----------------------------	------------

Admin Contact Details

Full Name	ERZA
NRIC / FIN / Foreign ID No.	G****924T

To retain your entity's Corppass, you need to have at least one active Corppass Admin.

Terminate Corppass Admin Account

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

- A confirmation message will indicate that the Corppass Admin account has been terminated successfully.



You have terminated Vincent Quek as the Corppass Admin of Complicated Cake Marketing (UEN / Entity ID: 79039907E).

A notification email will be sent to the Corppass Admin and yourself.

Next Step



Nominate Corppass Admin
For security reasons, ensure there is at least one registered Corppass Admin.

[View Corppass Admin](#)

- END -

Updated as of April 2021