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SINGAPORE



**A Guide for Corppass Admins:  
Corppass Admin Registration (For Singapore Entities)  
*For Corppass Admins who are not Registered Officers of the Entity***

# Corppass Admin Registration

Step 1

Step 2

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Step 7

- Click 'Register as a Corppass Admin'.



# Corppass Admin Registration

Step 1

Step 2

Step 3

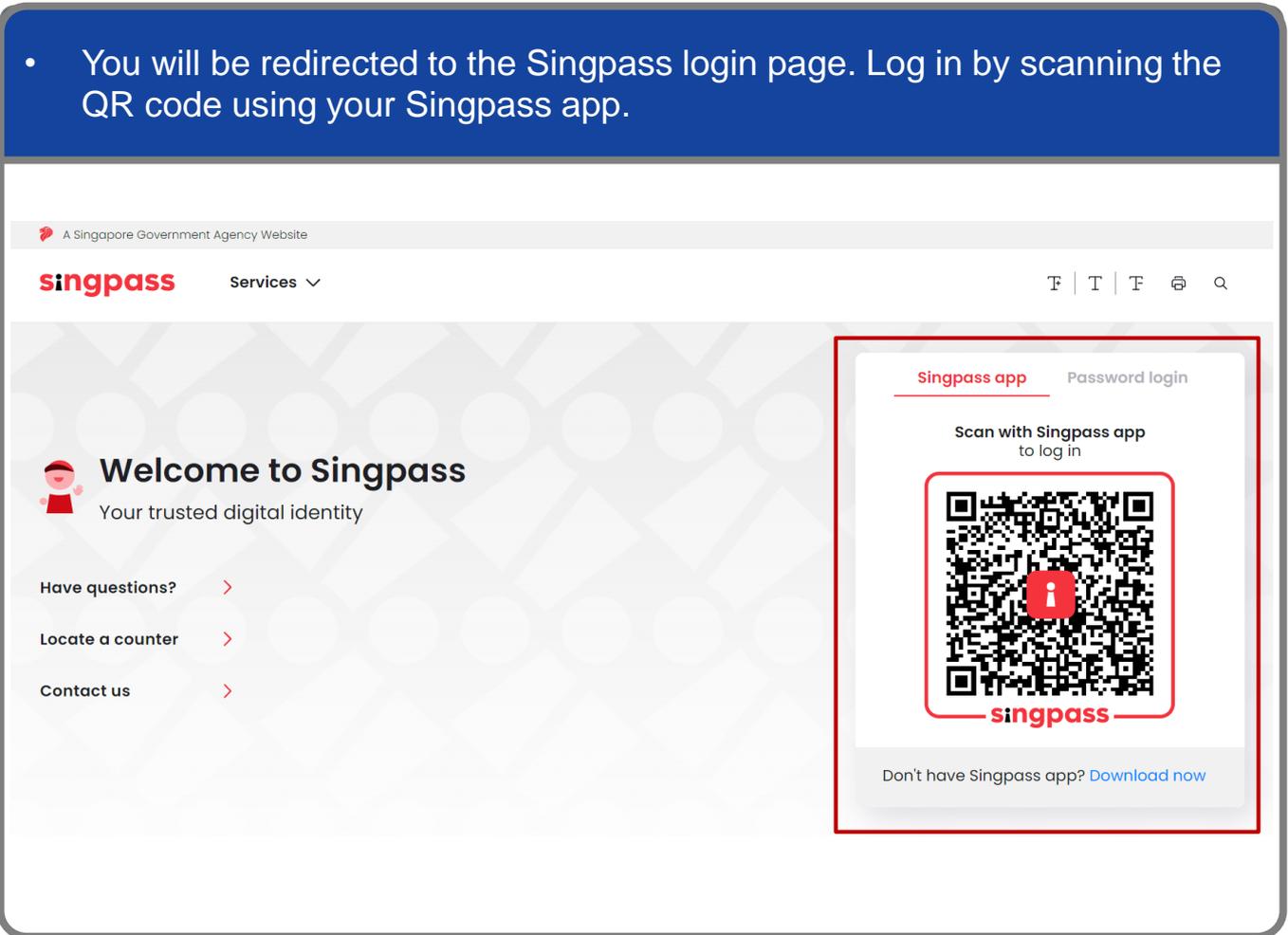
Step 4

Step 5

Step 6

Step 7

- 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

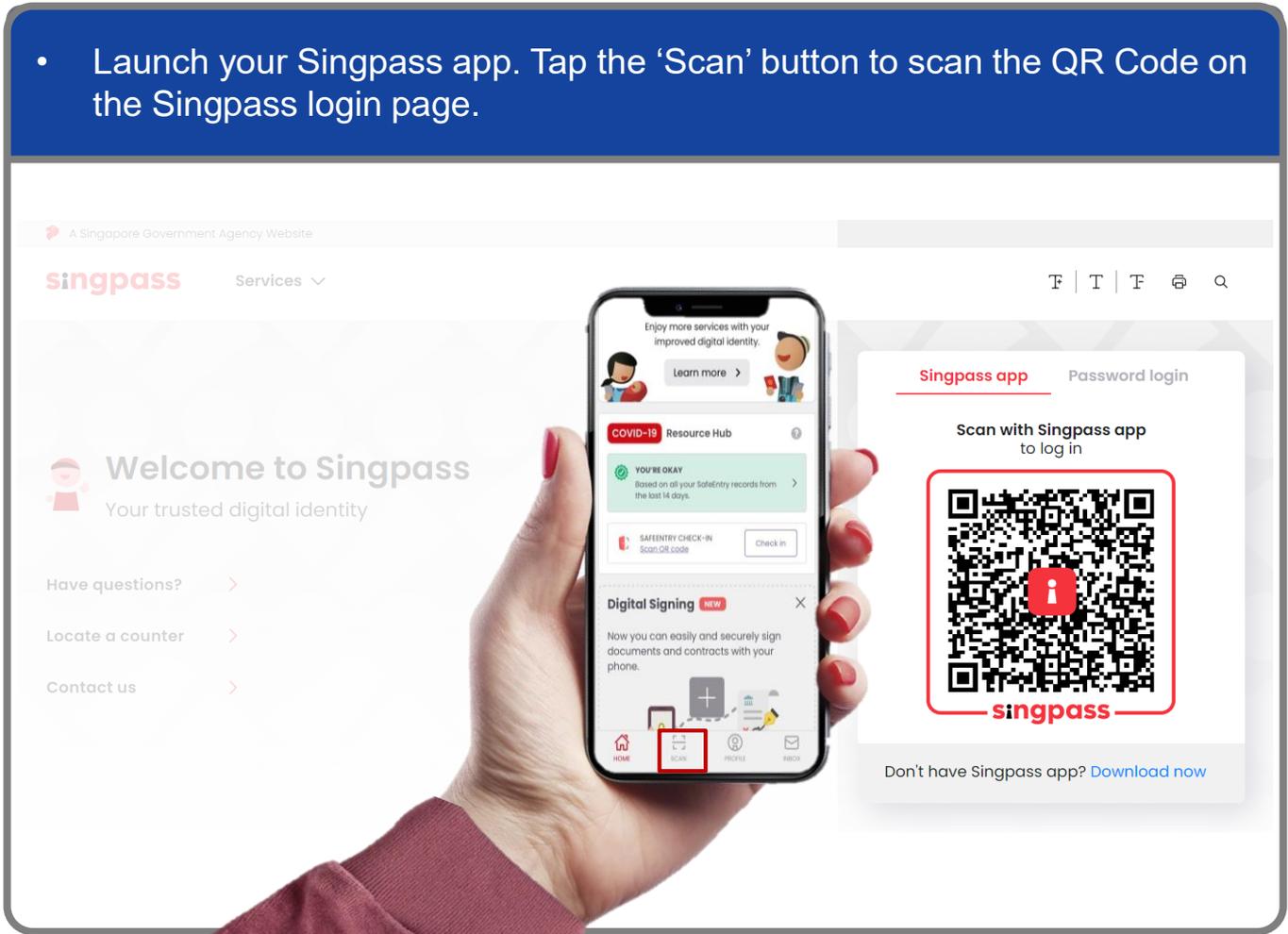
Step 4

Step 5

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Step 7

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



# Corppass Admin Registration

Step 1

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Step 3

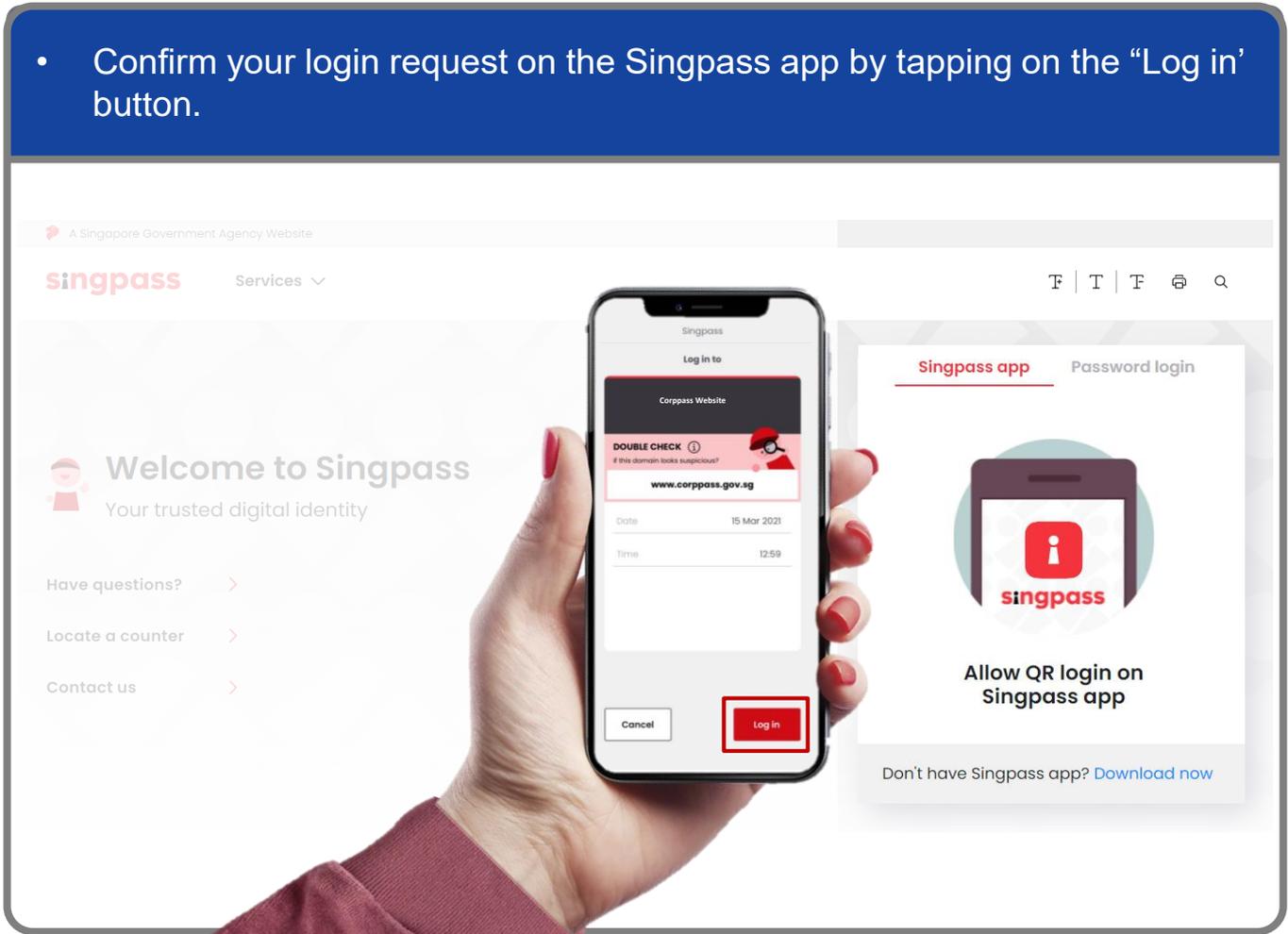
Step 4

Step 5

Step 6

Step 7

- 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

# Corppass Admin Registration

Step 1

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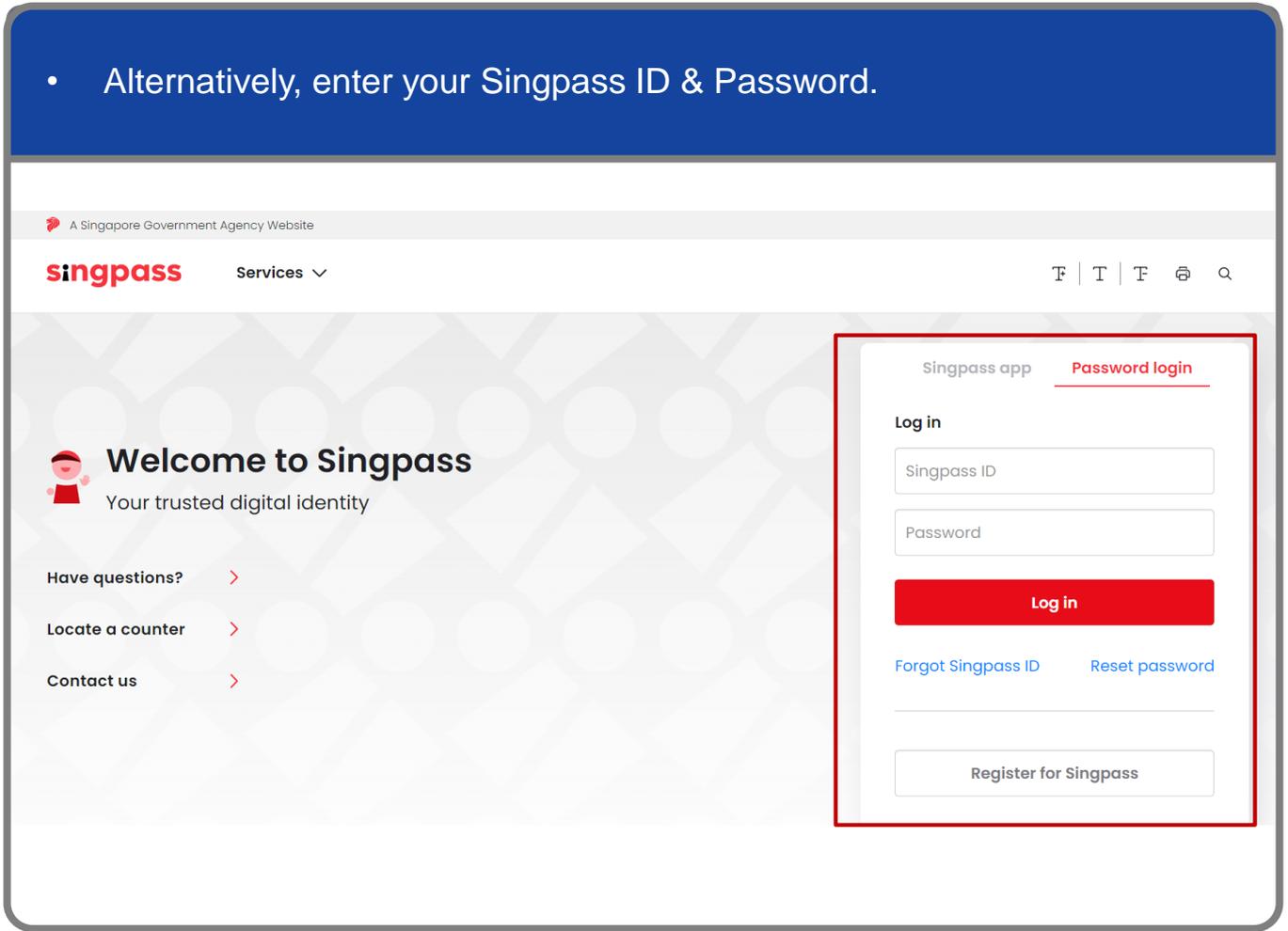
Step 4

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- Alternatively, enter your Singpass ID & Password.



# Corppass Admin Registration

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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

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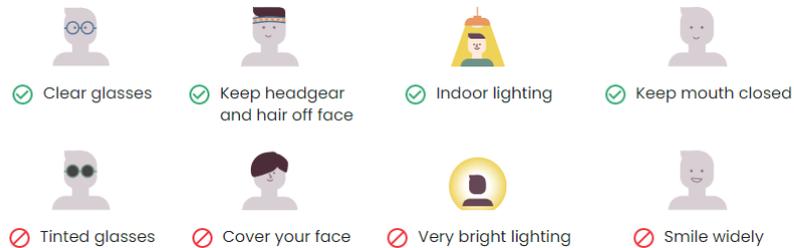
- Read the guidelines and click 'Begin Scan' to proceed.

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

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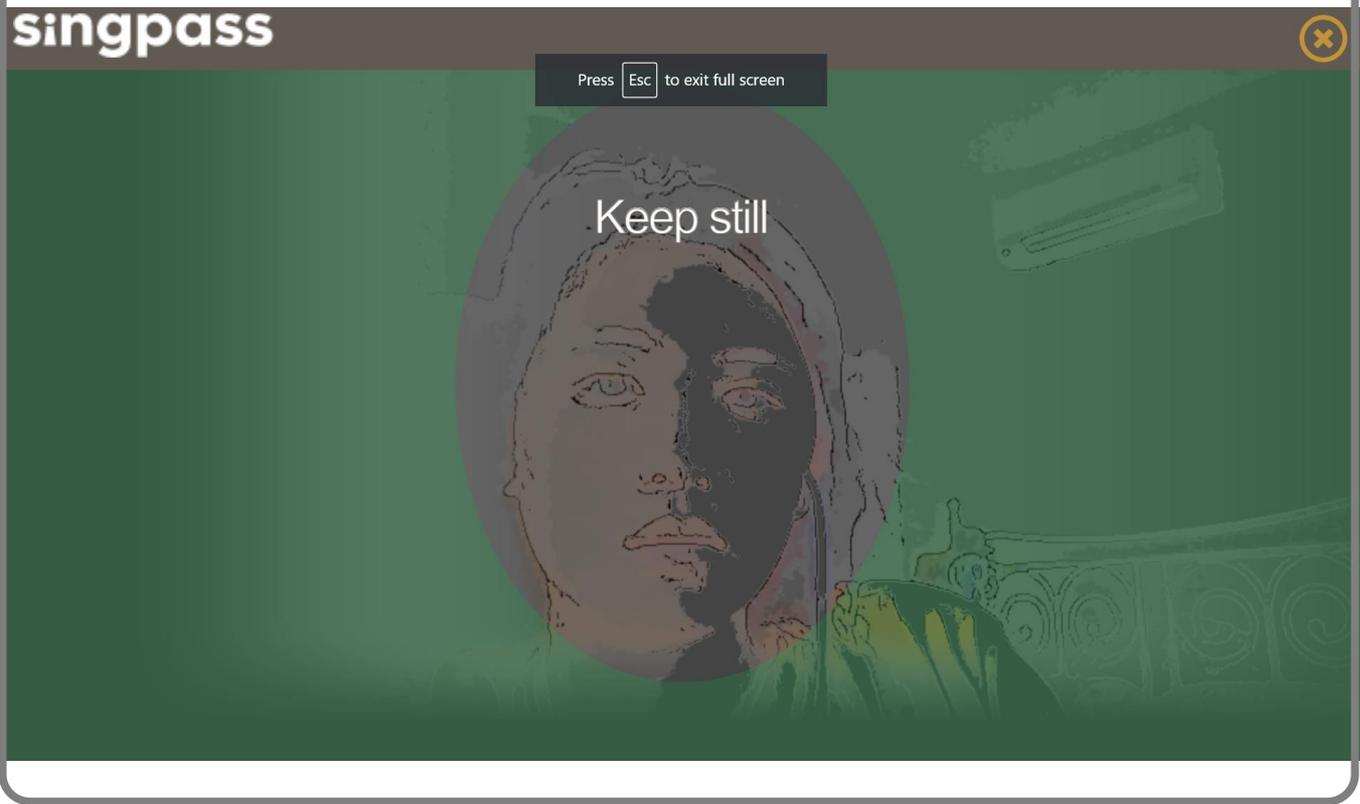
Step 4

Step 5

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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.

# Corppass Admin Registration

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- After logging in to Corppass, you will arrive at 'Register Admin Account' page. Enter the entity UEN you are registering to be an admin for.

Home / Register Admin Account

## Register Admin Account

1 Enter Details    2 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)\*

Example: 12345678X, 201612345X, T16PQ1234X

**Enter Your Contact Details**

Full Name    PHANG GABRIEL

Scroll down to continue



**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

- Step 1
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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 PHANG GABRIEL

Email\* ⓘ abc@abc.com

Confirm Email\* ←

Mobile No.

**Confirm your contact details.**

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

## Corppass Admin Registration

Step 1

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- Your Registered Officer can provide online approval (Option A), or sign a 'Letter of Authorisation' (Option B), which needs to be uploaded.

### Request Registered Officer (RO) Authorisation ⓘ

Select one of the two options.

Request Online Approval by Registered Officer

OR

Upload Letter of Authorisation and RO's Identity Document (Click [here](#) to download letter template.)

Option A

Option B

Registered Officer's Identity No.  
Last 5 Characters\* ⓘ

e.g 4567D of S1234567D

Registered Officer's Email\* ⓘ

abc@abc.com

+ Add another Registered Officer

### 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:** This step is only applicable for individuals who are NOT Registered Officers of the UEN and who are registering for a Corppass Admin account.

# Corppass Admin Registration

- Step 1
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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. Click 'Next' to proceed.

**Request Registered Officer (RO) Authorisation** ⓘ

Select one of the two options.

Request Online Approval by Registered Officer    OR

Upload Letter of Authorisation and RO's Identity Document (Click [here](#) to download letter template.)

Registered Officer's Identity No.  ⓘ  
Last 5 Characters\* ⓘ    e.g 4567D of 51234567D

Registered Officer's Email\* ⓘ   
abc@abc.com

[+ Add another Registered Officer](#)

**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.

**Note:** e-Service is also known as digital service

# Corppass Admin Registration

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- Review your registration details before submitting.

Home / Register Admin Account

### Register Admin Account

Enter Details **2** 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

# Corppass Admin Registration

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- Step 7

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

Email	PHANGGABRIEL@abc.com
Mobile No.	987654321

**Registered Officer Authorization**

Method of Approval	Request online approval from Registered Officer
Registered Officer's Identity No. Last 5 Characters	7232B
Registered Officer's Email	abc@abc.com

**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

- Step 1
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- A confirmation message will indicate that your registration has been submitted.

Home / Register Admin Account

Your registration for a Corppass Administrator Account has been submitted.  
An email to request for approval has been sent to your entity's Registered Officer.

**Next Step**

Wait for approval from your Registered Officer.  
Online approval must be provided within 30 days.

**If you selected the 'Online Approval' method, you will have to await approval from your entity's Registered Officer.**

**OR**

**If you selected the 'Letter of Authorisation' method, you will have to await approval from the Central Administrator.**

**Note:** After your Corppass Admin account has been approved, you will receive an email on the next steps. Follow the instructions on that email.

**- END -**

Updated as of April 2021