



A Guide for Sub-Admins, Enquiry Users & Users: Activate User Account (SingPass Holders)

Activate User Account

Step 1

Step 2

Step 3

Step 4

Step 5

- Under 'Services', select 'Activate CorpPass Account' from the dropdown menu.

The screenshot displays the CorpPass website interface. At the top, there is a navigation bar with 'Home', 'About Us', 'Services', and 'Help' links. A 'Login' button with a user icon and a search icon are also present. The 'Services' dropdown menu is open, showing several options: 'Register for CorpPass', 'Check Registration Status', 'Activate CorpPass Account' (highlighted with a red box), 'Retrieve CorpPass / Entity ID', 'Reset Password', and 'Manage Admin'. The main content area features a 'Welcome' message, a 'Register as a CorpPass User' button, and a 'Get started with CorpPass by your role' section. At the bottom, there are links for 'Get help', 'Get in touch', and 'Sign up', along with a search bar for 'Ask Jamie @ CorpPass'.

Activate User Account

Step 1

Step 2

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Step 4

Step 5

- Arrive at the 'Activate CorpPass Account' page.

Home / Activate CorpPass Account

Activate CorpPass Account

1 Enter Details 2 Set Up Log In Details

Activate using:

Reference ID Entity Registration No

* - denotes mandatory fields

Reference ID*

Please type the verification code*
(Code is case-insensitive and excludes spaces)

71e234

Cancel Next

Activate User Account

Step 1

Step 2

Step 3

Step 4

Step 5

- You may choose to activate your account via 'Reference ID' or 'Entity Registration No.'

Home / Activate CorpPass Account

Activate CorpPass Account

1 Enter Details 2 Set Up Log In Details

Activate using:

Reference ID Entity Registration No. ← **Option B**

* - denotes mandatory fields

Reference ID*

Please type the verification code*

(Code is case-insensitive and excludes spaces)

Activate User Account

Step 1

Step 2 (Option A)

Step 3

Step 4

Step 5

- Activate via 'Reference ID'.

The screenshot shows the 'Activate CorpPass Account' page. At the top, there is a navigation bar with 'Home', 'About Us', 'Services', and 'Help' on the left, and 'Login' and a search icon on the right. Below the navigation bar, the breadcrumb 'Home / Activate CorpPass Account' is visible. The main heading is 'Activate CorpPass Account'. A progress indicator shows two steps: '1 Enter Details' (highlighted in red) and '2 Set Up Log In Details'. Under 'Activate using:', the 'Reference ID' radio button is selected and highlighted with a red box. Below this, there is a text input field for 'Reference ID*' and a verification code field containing '71e234'. A red arrow points from the text 'Select the 'Reference ID' option.' to the selected radio button. At the bottom, there are 'Cancel' and 'Next' buttons.

Select the
'Reference
ID' option.

Activate User Account

Step 1

Step 2 (Option A)

Step 3

Step 4

Step 5

- Enter the Reference ID that was provided in the email notification you received during account creation.

Home / Activate CorpPass Account

Activate CorpPass Account

1 Enter Details 2 Set Up Log In Details

Activate using:

Reference ID Entity Registration No

* - denotes mandatory fields

Reference ID*

Please type the verification code*
(Code is case-insensitive and excludes spaces)

7 1 e 2 3 4

Activate User Account

Step 1

Step 2 (Option A)

Step 3

Step 4

Step 5

- Enter the verification code displayed on the screen, then click 'Next'

The screenshot shows the 'Activate CorpPass Account' page. At the top, there is a navigation bar with 'Home', 'About Us', 'Services', and 'Help' on the left, and 'Login' and a search icon on the right. Below the navigation bar, the breadcrumb 'Home / Activate CorpPass Account' is visible. The main heading is 'Activate CorpPass Account'. A progress indicator shows two steps: '1 Enter Details' (active) and '2 Set Up Log In Details'. Below this, it says 'Activate using:' with radio buttons for 'Reference ID' (selected) and 'Entity Registration No'. A note states '* - denotes mandatory fields'. There is a text input field for 'Reference ID*'. Below that, a red box highlights the verification code section, which includes the text 'Please type the verification code*' and '(Code is case-insensitive and excludes spaces)'. The code '71e234' is displayed in a grey box with a refresh icon to its right. At the bottom, there are 'Cancel' and 'Next' buttons, with 'Next' highlighted by a red box.

Activate User Account

Step 1

Step 2 (Option B)

Step 3

Step 4

Step 5

- Alternatively, you may choose to activate via 'Entity Registration No.'

Home / Activate CorpPass Account

Activate CorpPass Account

1 Enter Details 2 Set Up Log In Details

Activate using:

Reference ID Entity Registration No. ← **Option B**

* - denotes mandatory fields

Reference ID*

Please type the verification code*
(Code is case-insensitive and excludes spaces)

Activate User Account

Step 1

Step 2 (Option B)

Step 3

Step 4

Step 5

- Choose 'UEN' or 'Foreign Entity' from the dropdown menu, then enter your 'Entity Registration No.'

The screenshot shows the 'Activate CorpPass Account' page. At the top, there is a navigation bar with 'Home', 'About Us', 'Services', and 'Help' on the left, and 'Login' and a search icon on the right. Below the navigation bar, the breadcrumb 'Home / Activate CorpPass Account' is visible. The main heading is 'Activate CorpPass Account'. A progress indicator shows two steps: '1 Enter Details' (active) and '2 Set Up Log In Details'. Under 'Activate using:', there are two radio buttons: 'Reference ID' (unselected) and 'Entity Registration No' (selected). A note states '* - denotes mandatory fields'. The 'Entity Registration Number*' field contains a dropdown menu with 'UEN' selected and an empty text input field next to it. A red arrow points to the dropdown menu with the label 'Dropdown menu'. Another red arrow points to the empty text input field with the label 'Enter your Entity Registration No.'. Below this, there is a field for 'NRIC / FIN / Foreign ID No.*'. The 'Please type the verification code*' field contains a CAPTCHA image with the code '71e234' and a refresh icon. At the bottom, there are 'Cancel' and 'Next' buttons.

Activate User Account

Step 1

Step 2 (Option B)

Step 3

Step 4

Step 5

- Enter your 'NRIC', 'FIN', or 'Foreign ID' number.

Home / Activate CorpPass Account

Activate CorpPass Account

1 Enter Details 2 Set Up Log In Details

Activate using:

Reference ID Entity Registration No

* - denotes mandatory fields

Entity Registration Number*

NRIC / FIN / Foreign ID No.*

Please type the verification code*

(Code is case-insensitive and excludes spaces)

Cancel Next

← Enter your ID number

Activate User Account

Step 1

Step 2 (Option B)

Step 3

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Step 5

- Enter the verification code displayed on the screen, then click 'Next'.

The screenshot shows the 'Activate CorpPass Account' page. At the top, there is a navigation bar with 'Home', 'About Us', 'Services', and 'Help' on the left, and 'Login' and a search icon on the right. Below the navigation bar, the breadcrumb 'Home / Activate CorpPass Account' is visible. The main heading is 'Activate CorpPass Account'. A progress indicator shows two steps: '1 Enter Details' (highlighted in red) and '2 Set Up Log In Details'. Below this, it says 'Activate using:' with two radio buttons: 'Reference ID' (unselected) and 'Entity Registration No' (selected). A note states '* - denotes mandatory fields'. There are three input fields: 'Entity Registration Number*' with a dropdown menu set to 'UEN' and an empty text box; 'NRIC / FIN / Foreign ID No.*' with an empty text box; and 'Please type the verification code*' with a text box containing the code '71e234' and a refresh icon. A note below the code box says '(Code is case-insensitive and excludes spaces)'. At the bottom, there are 'Cancel' and 'Next' buttons, with 'Next' highlighted in blue.

Activate User Account

Step 1

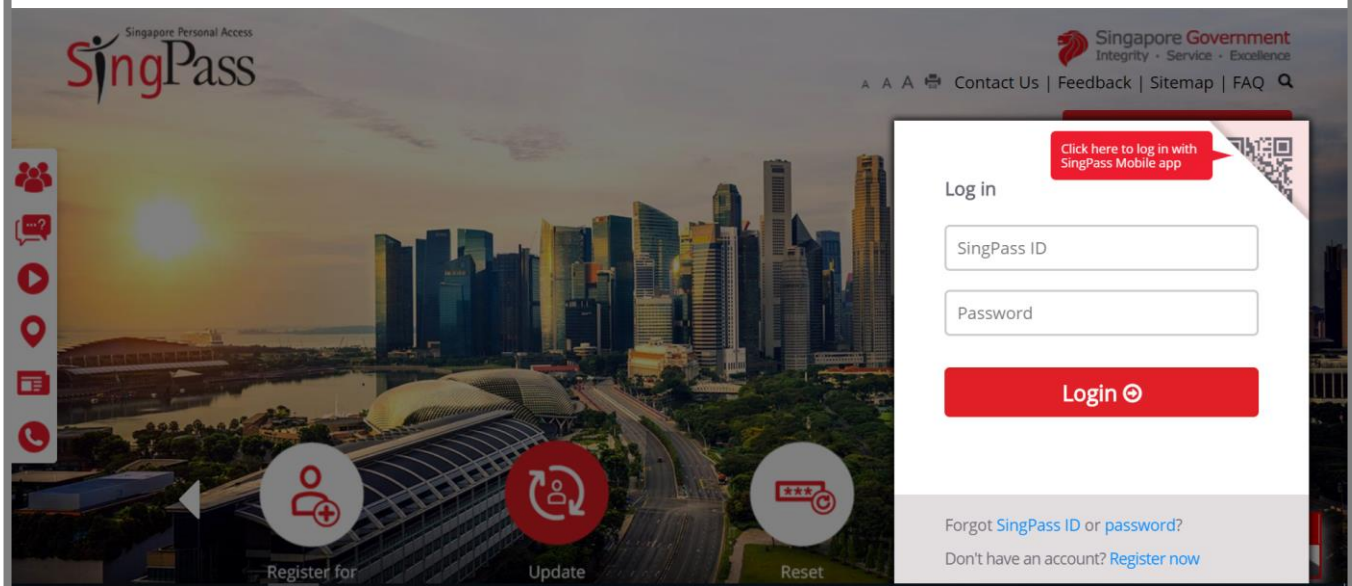
Step 2

Step 3

Step 4

Step 5

- You will be redirected to the SingPass login page. Enter your SingPass ID & Password, then click 'Login'. Alternatively, log in with SingPass Mobile app.



Activate User Account

Step 1

Step 2

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Step 4

Step 5

- Arrive at 2FA verification page. You can choose your verification methods.

The screenshot shows the SingPass 2FA verification page. At the top, there is a dark blue header with the text "Arrive at 2FA verification page. You can choose your verification methods." Below this is the SingPass logo and the Singapore Government logo. The page displays a notification: "A notification has been sent via SingPass Mobile. Tap on it within 2 minutes to proceed." Three options are presented: "SingPass Mobile", "SMS OTP", and "Token OTP". Red arrows labeled "Option A", "Option B", and "Option C" point to these options respectively. Below the "SingPass Mobile" option, there is a "Resend" button and instructions: "Tap on the push notification sent via SingPass Mobile within 2 minutes. If you do not receive a push notification within 30 seconds, please open the app and select 'Resend'." The page also shows a "Logout" button and the last login time: "Last Login: 17/01/2019 14:12".

Activate User Account

Step 1

Step 2

Step 3 (Option A)

Step 4

Step 5

- If you have set up SingPass Mobile, you will receive a notification via the mobile app. Tap the notification in your mobile to proceed.

The screenshot displays the SingPass activation interface. At the top, the SingPass logo and Singapore Government logo are visible. A notification banner states: "A notification has been sent via SingPass Mobile. Tap on it within 2 minutes to proceed." Below this, there are three tabs: "SingPass Mobile", "SMS OTP", and "Token OTP". The "SingPass Mobile" tab is selected. Underneath, it says: "Tap on the push notification sent via SingPass Mobile within 2 minutes. If you do not receive a push notification within 30 seconds, please open the app and select 'Resend'." A "Resend" button is provided. On the left side of the page, there is a vertical sidebar with icons for home, help, play, location, calendar, and phone.

Activate User Account

Step 1

Step 2

Step 3 (Option B)

Step 4

Step 5

- If you have set up SMS OTP, enter the 6-digit Mobile OTP sent to your registered mobile number, then click 'Submit'.

The screenshot displays the SingPass activation interface. At the top, the SingPass logo and Singapore Government logo are visible. The page shows the user's last login time as 17/01/2019 14:12 and a Logout button. Below this, there are three tabs: SingPass Mobile, SMS OTP, and Token OTP. The SMS OTP tab is selected. The main content area prompts the user to "Enter the 6-digit One-Time Password (OTP) sent to your mobile number (****3220). Not your mobile number?". There is an input field labeled "OTP:" with a "Submit" button next to it. Below the input field is a "Resend OTP" button, with a red arrow pointing to it and the text "Click Here". On the left side of the page, there is a vertical sidebar with several icons, including a group of people, a question mark, a play button, a location pin, a list, and a phone.

Activate User Account

Step 1

Step 2

Step 3 (Option C)

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- Alternatively, if you have a OneKey Token, enter your 8-digit OTP shown on your Token, then click 'Submit'.

SingPass Singapore Personal Access

Singapore Government
Integrity · Service · Excellence

Last Login: 17/01/2019 14:12 [Logout](#)

SingPass Mobile SMS OTP Token OTP

Token OTP

Step 1
Press and hold "1" to generate your 8-digit One-Time Password (OTP).

Step 2
Enter the 8-digit OTP generated from your OneKey Token (xxxxxx7503).

OTP:

Note:

- Lost or damaged your OneKey Token? Visit [Assurity counters](#) to replace it.

Activate User Account

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- Next, enter a CorpPass ID of your choice. Do note that this cannot be changed once submitted.

Home / Activate CorpPass Account

Activate CorpPass Account

Enter Details ●●●● 2 Set Up New Password

This field may be prepopulated with a CorpPass ID that has already been set up by your CorpPass Administrator. If so, this can no longer be changed.

CorpPass ID* ⓘ

Example: CLARISSA70

New Password*

Re-enter New Password*

Back Submit

Activate User Account

Step 1

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Step 5

- Enter a password of your choice.

Home About Us Services Help


Login  

Home / Activate CorpPass Account

Activate CorpPass Account







Ensure that your password meets the criteria.

CorpPass ID* 

Example: CLARISSA70

New Password*

Re-enter New Password*

Required	
	8-24 characters
	Alphabetic characters
	Numeric characters
Optional	
	Special character (\$!#&@?%=_)

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- Re-enter your password then click 'Submit'.

The screenshot shows the CorpPass account activation interface. At the top, there is a dark blue header with a navigation menu containing 'Home', 'About Us', 'Services', and 'Help'. On the right side of the header, there is an orange 'Login' button with a user icon and a search icon. Below the header, the breadcrumb trail reads 'Home / Activate CorpPass Account'. The main heading is 'Activate CorpPass Account'. A progress indicator shows two steps: 'Enter Details' (completed with a checkmark) and 'Set Up New Password' (current step, circled in red with the number 2). The form contains three input fields: 'CorpPass ID*' with a help icon and an example 'CLARISSA70', 'New Password*', and 'Re-enter New Password*'. The 'Re-enter New Password*' field is highlighted with a red border. At the bottom, there are 'Back' and 'Submit' buttons, with the 'Submit' button also highlighted with a red border.

Activate User Account

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- A confirmation message will indicate that your account has been activated.

The screenshot shows a web interface for activating a CorpPass account. At the top, there is a dark blue header with a navigation menu containing 'Home', 'About Us', 'Services', and 'Help'. On the right side of the header, there is an orange 'Login' button with a user icon and a search icon. Below the header, the breadcrumb trail reads 'Home / Activate CorpPass Account'. The main content area features a large green checkmark icon in a circle, followed by the text: 'Your CorpPass user account has been activated. You will receive an email notification.' Below this, there is a section titled 'Next Step' with a lock icon and the text: 'Log in to view your assigned e-Services.' At the bottom center, there is a blue button labeled 'Proceed to Homepage'.

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- END -

Updated as of February 2019