

A stylized silhouette illustration of Singapore's skyline. It includes the Singapore Flyer on the left, a cluster of skyscrapers in the center, and the Merlion statue on the right. The background is a solid black silhouette of the landmass.

## **A Guide for Corppass Admins & Sub-Admins: Create and Manage Corppass Accounts**

This guide contains the following sections:

**CREATE CORPPASS ACCOUNT**

**MANAGE CORPPASS ACCOUNT**

# **CREATE CORPPASS ACCOUNT**

## Log In to Corppass

Step 1

Step 2

- Select 'Login' on Corppass.

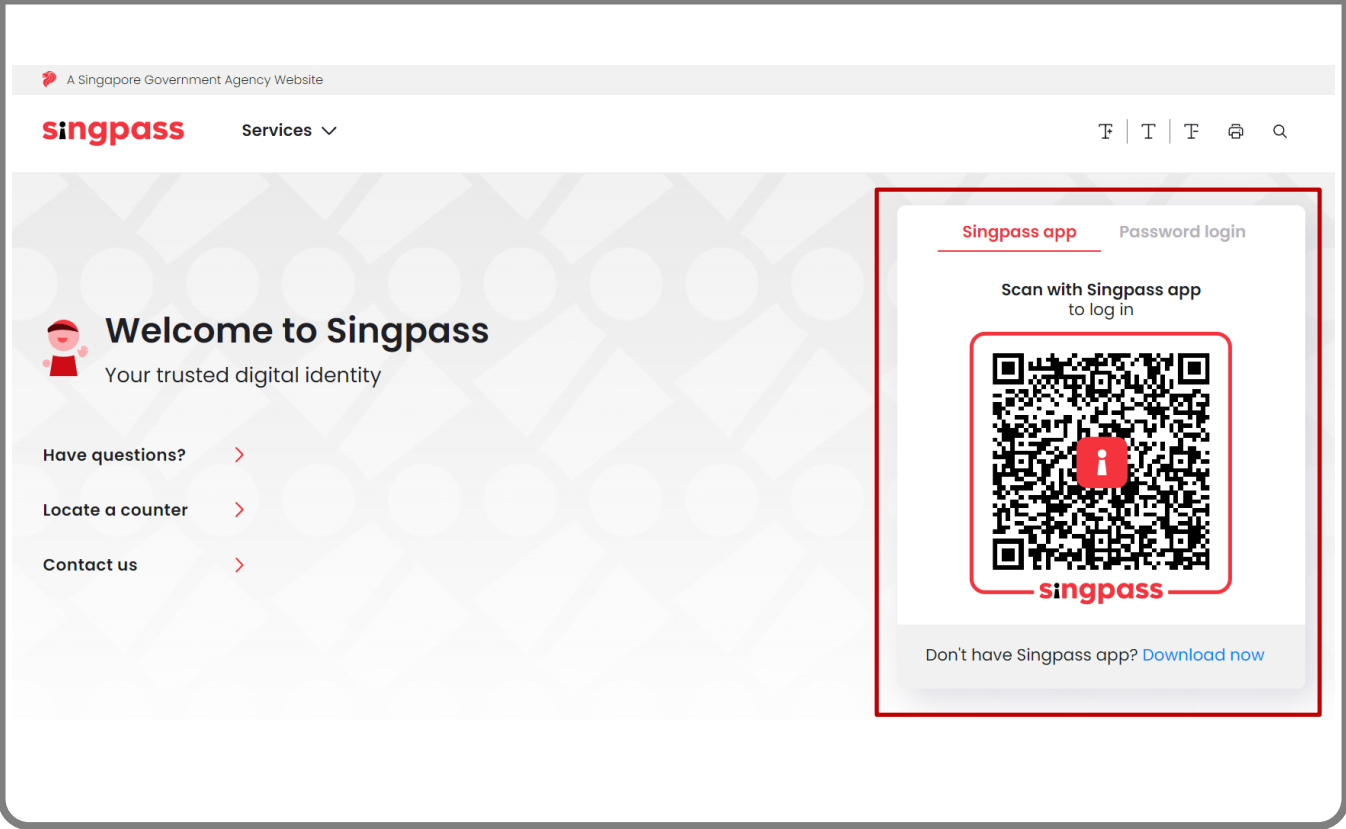


## Log In to Corppass

Step 1

Step 2

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

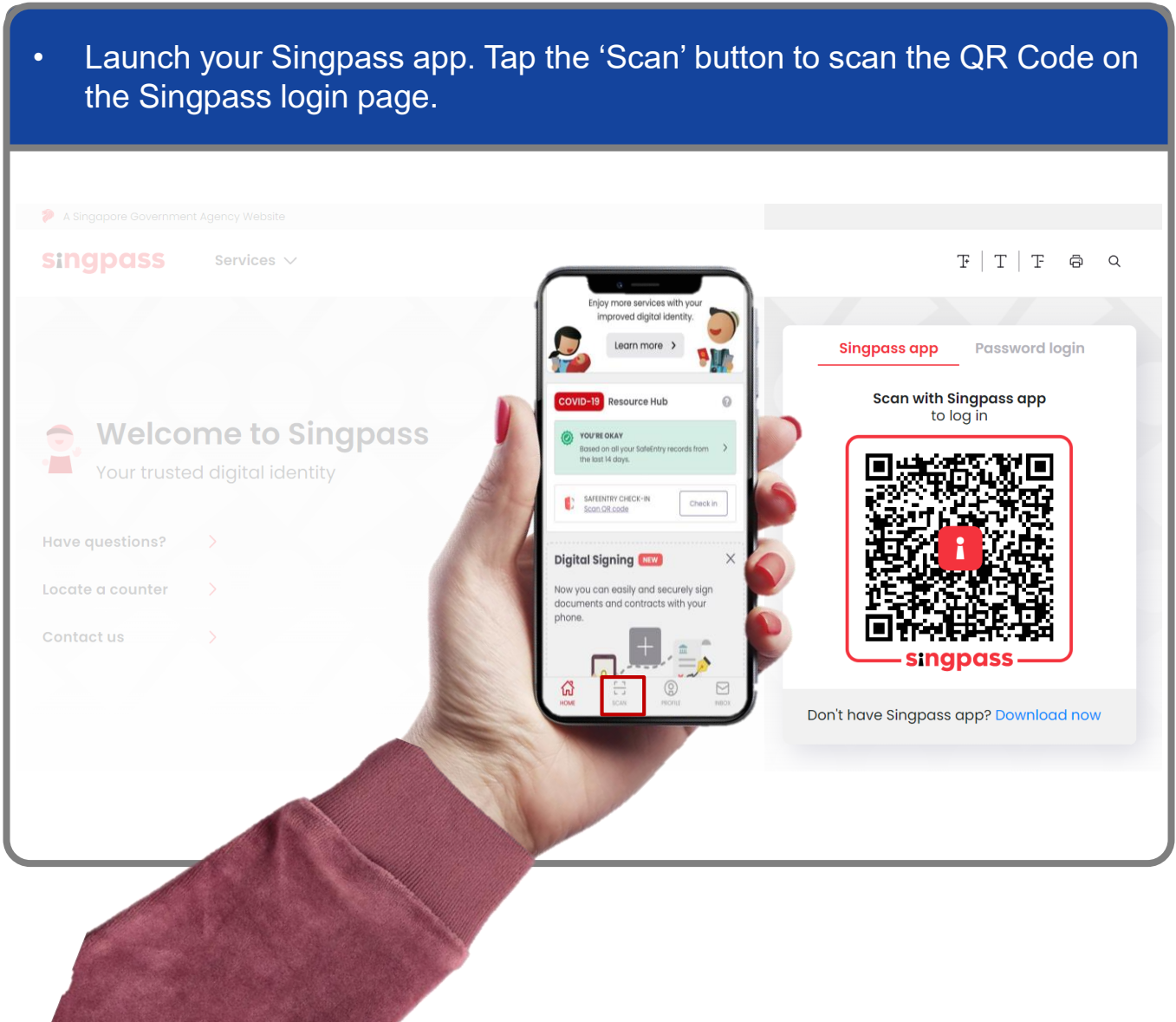


## Log In to Corppass

Step 1

Step 2

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

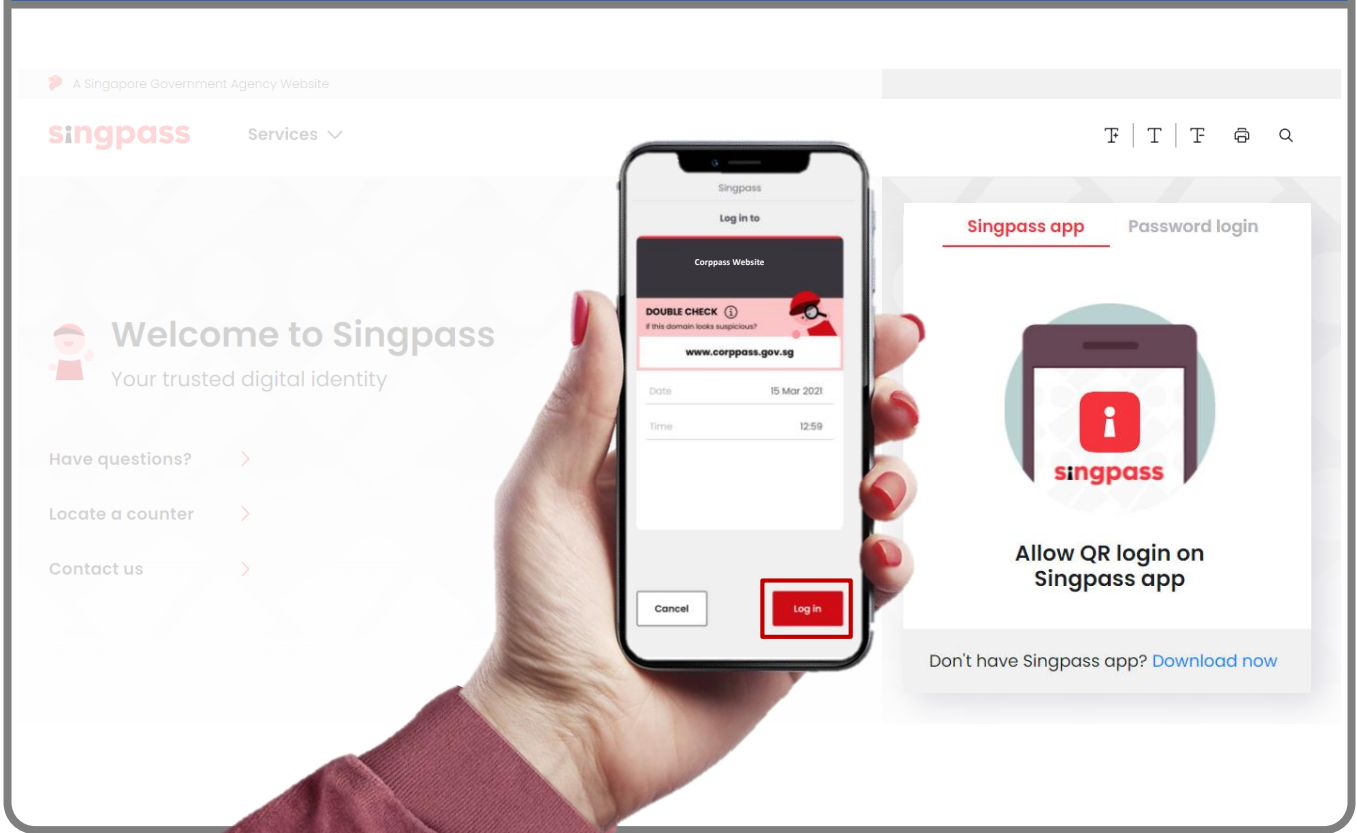


## Log In to Corppass

Step 1

Step 2

- 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

## Log In to Corppass

Step 1

Step 2

- Alternatively, enter your Singpass ID & Password.

The screenshot shows the Singpass login interface. At the top, there's a header with the Singpass logo and a 'Services' dropdown. Below the header, the main content area has a 'Welcome to Singpass' message with a cartoon character and the tagline 'Your trusted digital identity'. To the left of the main content, there are three links: 'Have questions?', 'Locate a counter', and 'Contact us', each with a right-pointing arrow. On the right side, there's a login form. The form has two tabs: 'Singpass app' and 'Password login'. The 'Password login' tab is selected and highlighted with a red box. Inside this tab, there's a 'Log in' section with two input fields: 'Singpass ID' and 'Password'. Below these fields is a red 'Log in' button. Under the button, there are two links: 'Forgot Singpass ID' and 'Reset password'. At the bottom of the form, there's a 'Register for Singpass' button.

**Note:** If you are a Foreign ID user, this mode of login using Singpass ID or Password is not applicable to you. You can log in using the Singpass app.



## Log In to Corppass

Step 1

Step 2

- 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

## Log In to Corppass

Step 1

Step 2

- 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

## Log In to Corppass

Step 1

Step 2

- 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](#).



✓ 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](#).

Back

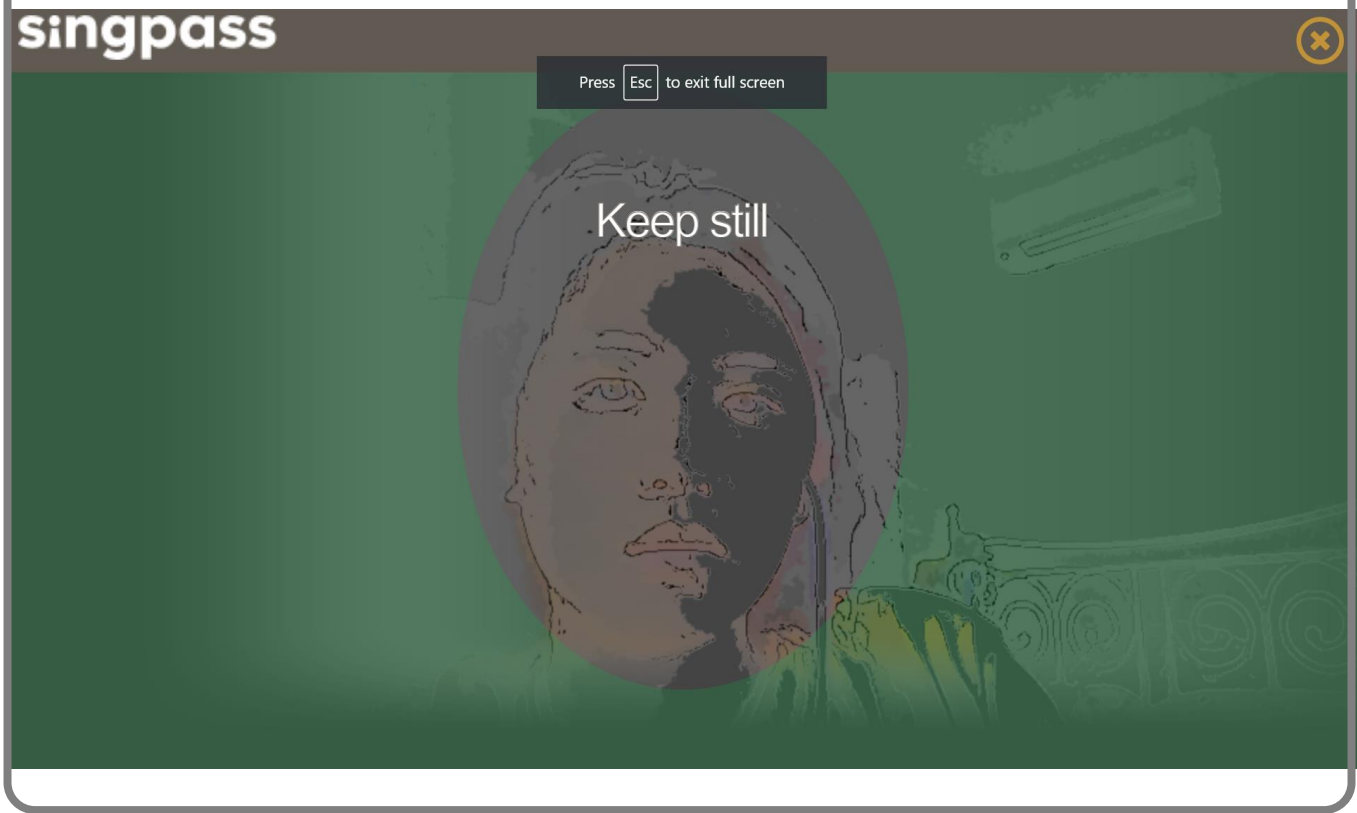
Begin Scan

## Log In to Corppass

Step 1

Step 2

- 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.

## Create Corppass Accounts

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6


Step 7


Step 8

- After logging in to Corppass, select the Entity you wish to transact with.

**corppass**

 **Singapore Government**  
Integrity • Service • Excellence

[A](#) [A](#)  [Contact Us](#) | [Feedback](#) | [Sitemap](#) | [FAQ](#)

[Log Out](#) 

Select UEN/Entity ID

M91425521H  
Entity 1

M30062017A  
Entity 2

C20001187B  
Entity 3

**Note:** This page will only be shown to users who own more than one Corppass account.

## Create Corppass Accounts

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- You will arrive at your homepage. Select your entity profile.

The screenshot displays the Corppass homepage. At the top, a dark blue navigation bar contains links for Home, My Account, Users, e-Service, Third Party, Advance, and Help, along with a Log Out button and a search icon. Below the navigation bar, a breadcrumb trail reads 'Home / Select Entity Profile'. The main content area features a large orange banner with the text 'Welcome to Corppass PHANG GABRIEL'. Below the banner, a heading states 'Select the profile that best describes your entity' with a subtext 'You can change your selection anytime'. Two selection options are presented in white boxes with red borders. The first option, 'I am the only user', is accompanied by an icon of a single person and a red arrow pointing to it from the left. The second option, 'My entity has users', is accompanied by an icon of three people and a red arrow pointing to it from the left. Red text annotations on the left side of the page provide instructions for each option.

Home / Select Entity Profile

Welcome to Corppass  
PHANG GABRIEL

Select the profile that best describes your entity  
You can change your selection anytime

**Select 'I am the only user' if you are the only user in the entity requiring access**

**Select 'My entity has users' if your entity has other users requiring access to different e-Services**

**I am the only user**  
conducting e-Service transaction for my entity.  
E.g. I am a small business owner

**My entity has users**  
who access different e-services.  
E.g. My users from HR access different e-services from users in Finance

## Create Corppass Accounts

Step 1

Step 2

Step 3

Step 4

**Step 5**

Step 6

Step 7

Step 8

- Selecting 'My entity has users' in the previous step will direct you to create user accounts by clicking 'Create User Accounts'.

The screenshot displays the Corppass web application interface. At the top, a dark navigation bar contains links for Home, My Account, Users, e-Service, Third Party, Advance, and Help, along with a Log Out button and a search icon. Below this is a large orange banner with the text 'Welcome to Corppass PHANG GABRIEL'. A light blue notification bar below the banner states: 'NEW 53 more digital services have been made available on Corppass over the last 90 days.' The main content area features a horizontal menu with four options: 'User Accounts', 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'User Accounts' option is highlighted with a red rectangular box. Below this menu, there are two large white cards. The left card, also highlighted with a red rectangular box, is titled 'Create User Accounts' and includes the subtitle 'Add accounts to your Entity'. It features a blue icon of a person with a plus sign. The right card is titled 'Manage User Accounts' and includes the subtitle 'View and edit your entity's user account details', featuring a blue icon of a person with a document. A link labeled 'Change Entity Profile' is located to the right of the cards.

## Create Corppass Accounts

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- Arrive at 'Create User Accounts' page.

### Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

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. For access, select and manually assign them to your Corppass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Source Agency ⓘ	Full Name* ⓘ	Identity Type* ⓘ	NRIC / FIN / Foreign ID No.* ⓘ	Country / Region of Issuance* ⓘ	Email Address* ⓘ	Account Type* ⓘ	Access to All e-Services ⓘ
-	WILL BE AUTO- As per Identity Documents	NRIC ▾	<input type="text"/>	SG ▾	<input type="text"/> abc@abc.com	User ▾	<input checked="" type="checkbox"/>
Add new user							



## Create Corppass Accounts

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- Select the Identity Type of a user you wish to create.

### Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

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. For access, select and manually assign them to your Corppass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Source Agency	Full Name*	Identity Type*	NRIC / FIN / Foreign ID No.*	Country / Region of Issuance*	Email Address*	Account Type*	Access to All e-Services
	WILL BE AUTO-As per Identity Documents	<div><div>NRIC</div><div>NRIC</div><div>Foreign ID</div><div>FIN</div></div>					
Add new user							

If you choose NRIC / FIN as the Identity Type, the Full Name and Country / Region of Issuance field will be auto-populated

Cancel Next

## Create Corppass Accounts

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- If you chose to create a NRIC/FIN user account, fill in the NRIC/FIN No. and corporate email address of user.

### Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

**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. For access, select and manually assign them to your Corppass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Source Agency	Full Name*	Identity Type*	NRIC / FIN / Foreign ID No.*	Country / Region of Issuance*	Email Address*	Account Type*	Access to All e-Services
-	WILL BE AUTO- As per Identity Documents	NRIC ▾	<input type="text"/>	SG ▾	<input type="text"/> abc@abc.com	User ▾	<input checked="" type="checkbox"/>
Add new user							

An email will be sent to the user to activate his/her Corppass account.

Cancel Next

## Create Corppass Accounts

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- If you chose to create a Foreign ID user account, fill in the user's Full Name, Foreign ID No., country of ID issuance as per their identity document and corporate email address.

### Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

**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. For access, select and manually assign them to your Corppass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Source Agency	Full Name*	Identity Type*	NRIC / FIN / Foreign ID No.*	Country / Region of Issuance*	Email Address*	Account Type*	Access to All e-Services
-	<input type="text"/>	Foreign ▼	<input type="text"/>	- --- ▼	<input type="text"/>	User ▼	<input checked="" type="checkbox"/>
	As per Identity Documents				abc@abc.com		
Add new user							
				Cancel	Next		

An email will be sent to the user to activate his/her Corppass account.

## Create Corppass Accounts

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6 (Admin)

Step 7

Step 8

- Corppass Admin can create Sub-Admin, Enquiry User and User accounts. Select the appropriate account type for each user.

### Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admins can create Corppass accounts for Third Party Entities. To restrict the

Note:

- The 'Access to e-Services' (see [full listing](#)), as they are assigned to the account.
- Additional checks will be performed when logging into the account.

1) 'User' – An account to transact with government digital services on behalf of the entity.

2) 'Enquiry User' – An account that is able to transact with government digital services, and can search & view details of other users within the entity. Enquiry Users cannot assign digital service access or manage other accounts

3) 'Sub-Admin' – An account that can manage other Corppass accounts in the entity. Sub-Admins may create Users and Enquiry Users and assign them digital service access.

Use Third Party Entities. To restrict the  
mission and SSG-WSG E-Services (see [full listing](#))  
usually assign them to your Corppass  
and HDB e-Services (see [full listing](#)), after

Source Agency	Full Name	Identity Type	NRIC / FIN / Foreign ID No.	Country / Region of Issuance	Email Address	Account Type	Access to All e-Services
	WILL BE AUTO-GENERATED					<div><div>User</div><div>User</div><div>Enquiry User</div><div>Sub-Admin</div></div>	<input checked="" type="checkbox"/>

[Add new user](#)

For more information on each Corppass account type, please visit our [FAQ page](#).

Cancel Next

## Create Corppass Accounts

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6 (Sub-Admin)

Step 7

Step 8

- Corppass Sub-Admins can only create Enquiry User and User accounts. Select the appropriate account type for each user.

### Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

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. For access, select and manually assign them to your Corppass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Source Agency	Full Name*	Identity Type*	NRIC / FIN / Foreign ID No.*	Country / Region of Issuance*	Email Address*	Account Type*	Access to All e-Services
-	WILL BE AUTO- As per Identity Documents	NRIC		SG	abc@abc.com	User User Enquiry User	<input checked="" type="checkbox"/>
<a href="#">+ Add new user</a>							

Cancel Next

## Create Corppass Accounts

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- Indicate if you wish to assign access to all digital services on Corppass to the user. If unchecked, digital services will need to be assigned individually.

### Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

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. For access, select and manually assign them to your Corppass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Source Agency ⓘ	Full Name* ⓘ	Identity Type* ⓘ	NRIC / FIN / Foreign ID No.* ⓘ	Country / Region of Issuance* ⓘ	Email Address* ⓘ	Account Type* ⓘ	Access to All e-Services ⓘ
-	WILL BE AUTO- As per Identity Documents	NRIC ▼		SG ▼	abc@abc.com	User ▼ User Enquiry User Sub-Admin	<input checked="" type="checkbox"/>
<a href="#">+ Add new user</a>							

**Not applicable for Sub-Admins with restricted access**

Cancel Next

## Create Corppass Accounts

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- Click 'Add new user' if you wish to create more users.

### Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

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. For access, select and manually assign them to your Corppass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Source Agency ⓘ	Full Name* ⓘ	Identity Type* ⓘ	NRIC / FIN / Foreign ID No. ⓘ	Country / Region of Issuance* ⓘ	Email Address* ⓘ	Account Type ⓘ	Access to All e-Services ⓘ
🗑️ -	WILL BE AUTO-	NRIC ▼		SG ▼	abc@abc.com	User ▼	<input checked="" type="checkbox"/>
As per Identity Documents							
<div><div>+</div>Add new user</div>							

Cancel Next

## Create Corppass Accounts

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- Click 'Next' to continue.

### Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

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. For access, select and manually assign them to your Corppass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Source Agency ⓘ	Full Name* ⓘ	Identity Type* ⓘ	NRIC / FIN / Foreign ID No. ⓘ	Country / Region of Issuance* ⓘ	Email Address* ⓘ	Account Type ⓘ	Access to All e-Services ⓘ
-	WILL BE AUTO- As per Identity Documents	NRIC ▼	<input type="text"/>	SG ▼	<input type="text"/> abc@abc.com	User ▼	<input checked="" type="checkbox"/>
Add new user							

Cancel Next



## Create Corppass Accounts

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- Review the details before submission. Once complete, click 'Submit'.

### Create User Accounts



Review the following information.

Full Name of Singpass holders will be auto-populated after submission.

**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. For access, select and manually assign them to your Corppass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Full Name	Identity Type	NRIC / FIN / Foreign ID No.	Email Address	Account Type	Access to All e-Services
-	NRIC	S7337979B	tan_philips@abc.com	Enquiry User	✓

Back

Submit

## Create Corppass Accounts

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- For Foreign ID user creation, review the Foreign ID user details. Once complete, select the checkbox before clicking 'Submit'.

### Create User Accounts



Review the following information.

Full Name of Singpass holders will be auto-populated after submission.

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. For access, select and manually assign them to your Corppass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Full Name	Identity Type	NRIC / FIN / Foreign ID No.	Email Address	Account Type	Access to All e-Services
AMY FOREIGNER	Foreign ID	FR6789561	amy@abc.com	User	✓

☐

I have read the [Terms of Use](#) and am liable for any misuse of the account(s) I created.

Back

Submit

## Create Corppass Accounts

Step 1

Step 2

Step 3

Step 4


Step 5

Step 6


Step 7

Step 8

- A confirmation message will indicate that the user account(s) have been created.


[Home](#) [My Account](#) [Users](#) [e-Service](#) [Help](#) [Log Out](#) 

Home / Create User Accounts



**You have created new Corppass account(s).**  
An email notification will be sent to your new user(s) and you.

**Next Step**



**Select Entity's e-Services**  
Select e-Services that your entity will use.

[Return to Homepage](#) [Select Entity's e-Service](#)

# **MANAGE CORPPASS ACCOUNT**

- A. Update User Profile
- B. Change User Status
- C. Change Account Type

## Manage Corppass Accounts

Step 1

Step 2


Step 3


Step 4

- After logging in to Corppass (see Step 1 and 2 illustrated on slides 4-12), select the Entity you wish to transact with.

**corppass**

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[A](#) [A](#)  [Contact Us](#) | [Feedback](#) | [Sitemap](#) | [FAQ](#)

[Log Out](#) 

Select UEN/Entity ID

M91425521H  
Entity 1

M30062017A  
Entity 2

C20001187B  
Entity 3

**Note:** This page will only be shown to users who own more than one Corppass account.

## Manage Corppass Accounts

Step 1

Step 2

Step 3

Step 4

- You will arrive at your home page. Under 'Users', select 'Manage Users' from the dropdown menu. Alternatively, you may select 'Manage User Accounts' option.

The screenshot displays the Corppass home page. At the top, a navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advance, and Help. The 'Users' link is active, and a dropdown menu is open, showing options: Create Users, Manage Users (highlighted with a red box), Batch Create Users, and View Batch Upload History. Below the navigation bar, a banner area features the text 'Welcome to Corppass' and 'HANG GABRIEL'. A notification bar indicates '20 months of data made available on Corppass over the last 90 days.' Below this, a section titled 'User Accounts' contains four tabs: User Accounts, e-Service Access, Third Party, and Third Party (Clients). The 'User Accounts' tab is selected. Below the tabs, there are two main action cards. The first card, 'Create User Accounts', has the subtitle 'Add accounts to your Entity'. The second card, 'Manage User Accounts', has the subtitle 'View and edit your entity's user account details' and is highlighted with a red box. A 'Change Entity Profile' link is located to the right of the 'Manage User Accounts' card.

## Manage Corppass Accounts – (A) Update User Profile

Step 1

Step 2

Step 3

Step 4

Step 5A

Step 6A

Step 7A

- You will land on the 'Manage User Accounts' page, which shows you a list of Corppass users in your entity and their corresponding details.

[Create User Account](#) [Change user status \(0\)](#) [Filter](#)

<input type="checkbox"/>	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status
<input type="checkbox"/>	<a href="#">CHAN FENDERICK</a>	S****132H	Admin	Active
<input type="checkbox"/>	<a href="#">PHANG GABRIEL</a>	G****770L	Enquiry User	Active
<input type="checkbox"/>	<a href="#">TOH JONATHAN</a>	G****619W	Sub-Admin	Active
<input type="checkbox"/>	<a href="#">TERRI MANDEL</a>	Y****564L	Sub-Admin	Active
<input type="checkbox"/>	<a href="#">LI VIRDI</a>	G****738Q	User	Active
<input type="checkbox"/>	<a href="#">JOHN TAN</a>	F****017T	User	Active
<input type="checkbox"/>	<a href="#">SARAH LEE</a>	S****070I	User	Active
<input type="checkbox"/>	<a href="#">****</a>	G****887K	Sub-Admin	Pending Activation
<input type="checkbox"/>	<a href="#">TOM NG</a>	Y****978F	User	Suspended
<input type="checkbox"/>	<a href="#">HANNAH</a>	S****082B	Admin	Terminated

0 users Selected

[<](#) [1](#) [2](#) [>](#)

10 items per page Showing 1 to 10 of 11 items

## Manage Corppass Accounts – (A) Update User Profile

Step 1

Step 2

Step 3

Step 4

Step 5A

Step 6A

Step 7A

- Click on a user's name to view their details.

[Create User Account](#) [Change user status \(0\)](#) [Filter](#)

<input type="checkbox"/>	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status
<input type="checkbox"/>	<a href="#">CHAN FENDERICK</a>	S****132H	Admin	Active
<input type="checkbox"/>	<a href="#">PHANG GABRIEL</a>	G****770L	Enquiry User	Active
<input type="checkbox"/>	<a href="#">TOH JONATHAN</a>	G****619W	Sub-Admin	Active
<input type="checkbox"/>	<a href="#">TERRI MANDEL</a>	Y****564L	Sub-Admin	Active
<input type="checkbox"/>	<a href="#">LI VIRDI</a>	G****738Q	User	Active
<input type="checkbox"/>	<a href="#">JOHN TAN</a>	F****017T	User	Active
<input type="checkbox"/>	<a href="#">SARAH LEE</a>	S****070I	User	Active
<input type="checkbox"/>	<a href="#">****</a>	G****887K	Sub-Admin	Pending Activation
<input type="checkbox"/>	<a href="#">TOM NG</a>	Y****978F	User	Suspended
<input type="checkbox"/>	<a href="#">HANNAH</a>	S****082B	Admin	Terminated

0 users Selected

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## Manage Corppass Accounts – (A) Update User Profile

Step 1

Step 2

Step 3


Step 4

Step 5A

Step 6A

Step 7A

- You will land on the user's profile.

[Home](#) / [My Account](#) / [Users](#) / [e-Service](#) / [Third Party](#) / [Advance](#) / [Help](#) [Log Out](#) 

[Home](#) / [Manage User Accounts](#) / [View User](#)

### PHANG GABRIEL

[Profile](#) / [Assigned e-Services](#) / [Client e-Service Groups](#) / [Transaction History](#)

#### Personal Details

NRIC / FIN / Foreign ID No	G****770L
Country of Issue	Singapore

#### Contact Details

Email*	<input type="text" value="PHANGGABRIEL@abc.com"/> <small>abc@abc.com</small>
Mobile No.	<input type="text"/>

## Manage Corppass Accounts – (A) Update User Profile

Step 1

Step 2

Step 3

Step 4

Step 5A

**Step 6A**

Step 7A

- You can change the user's registered email and mobile number. Click 'Save' to save any changes.

### Contact Details

Email\* PHANGGABRIEL@abc.com  
abc@abc.com

← **Registered email**

Mobile No.

← **Mobile number**

### Account Details

Account Type Enquiry User ▼

Account Status **Active**

[View Status History](#)

New Account Status --- Select --- ▼

Remarks

Back

**Save**

## Manage Corppass Accounts – (A) Update User Profile

Step 1

Step 2

Step 3

Step 4

Step 5A

Step 6A

Step 7A

- A confirmation message will indicate that the user's profile has been updated.

Home

My Account


Users

e-Service

Third Party

Advance

Help

Log Out 



Home / Manage User Accounts / View User



**You have successfully updated the user profile.**

The user will receive an email notification.

[Return to Homepage](#)

## Manage Corppass Accounts – (B) Change User Status

Step 1

Step 2

Step 3

Step 4

Step 5B

Step 6B

Step 7B

- Select the user(s) that requires an account status change.

Create User Account ☐ Change user status (0)

☐ Full Name

☐ CHAN FENDERICK

☐ PHANG GABRIEL

☐ TOH JONATHAN

☒ TERRI MANDEL

☐ LI VIRDI

☐ JOHN TAN

☐ SARAH LEE

☐ \*\*\*\*

☐ TOM NG

☐ HANNAH

You can only make edits to multiple users who share the same status. Otherwise you will have to make separate edits for each user.

Full Name	Username	Role	Status
CHAN FENDERICK	G****770L	Enquiry User	Active
PHANG GABRIEL	G****619W	Sub-Admin	Active
TOH JONATHAN	Y****564L	Sub-Admin	Active
TERRI MANDEL	G****738Q	User	Active
LI VIRDI	F****017T	User	Active
JOHN TAN	S****070I	User	Active
SARAH LEE	G****887K	Sub-Admin	Pending Activation
****	Y****978F	User	Suspended
TOM NG	S****082B	Admin	Terminated

0 users Selected

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## Manage Corppass Accounts – (B) Change User Status

Step 1

Step 2

Step 3

Step 4

Step 5B

Step 6B

Step 7B

- Click 'Change user status'.

[Create User Account](#) [✎ Change user status \(1\)](#) [Filter](#)  [🔍](#) [📄](#)

<input type="checkbox"/>	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status
<input type="checkbox"/>	<a href="#">CHAN FENDERICK</a>	S****132H	Admin	Active
<input type="checkbox"/>	<a href="#">PHANG GABRIEL</a>	G****770L	Enquiry User	Active
<input type="checkbox"/>	<a href="#">TOH JONATHAN</a>	G****619W	Sub-Admin	Active
<input checked="" type="checkbox"/>	<a href="#">TERRI MANDEL</a>	Y****564L	Sub-Admin	Active
<input type="checkbox"/>	<a href="#">LI VIRDI</a>	G****738Q	User	Active
<input type="checkbox"/>	<a href="#">JOHN TAN</a>	F****017T	User	Active
<input type="checkbox"/>	<a href="#">SARAH LEE</a>	S****070I	User	Active
<input type="checkbox"/>	<a href="#">****</a>	G****887K	Sub-Admin	Pending Activation
<input type="checkbox"/>	<a href="#">TOM NG</a>	Y****978F	User	Suspended
<input type="checkbox"/>	<a href="#">HANNAH</a>	S****082B	Admin	Terminated

0 users Selected

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## Manage Corppass Accounts – (B) Change User Status

Step 1

Step 2

Step 3

Step 4

Step 5B

Step 6B

Step 7B

- Select the 'New Account Status' using the dropdown menu.

### Change Status



Are you sure you want to change the status of these Corppass Users?

These Corppass Users will be only reinstated upon reactivation or end of suspension.

These account(s) will be only reinstated upon reactivation or end of suspension.

Change status for the following user(s)

1 Selected User(s) +

New Account Status

Suspended

New Status Effective Date\*

18/02/2021

Example: 31/01/2017

New Status Expiry Date

31/12/9999

Example: 28/02/2017

Reason for new status\*

Back

Save

1) 'Active' – Account is active and ready for use.

2) 'Inactive' – Account has not been activated yet.

3) 'Suspended' – An account that has been suspended by a Corppass Admin or due to dormancy (for user accounts with no activity for 15 months)

4) 'Terminated' – An account has been terminated by a Corppass Admin or due to dormancy (for user accounts with no activity for 51 months)

## Manage Corppass Accounts – (B) Change User Status

Step 1

Step 2

Step 3

Step 4

Step 5B

Step 6B

Step 7B

- Select the date when the new status will take effect.

### Change Status



Are you sure you want to suspend these account(s)?

These Corppass User(s) will not be able to access their account(s) during the suspension.  
These account(s) will be only reinstated upon reactivation of end of suspension.

Change status for the following user(s):

1 Selected User(s) +

New Account Status

Suspended

New Status Effective Date\*

18/02/2021

Example: 31/01/2017

New Status Expiry Date

31/12/9999

Example: 28/02/2017

Reason for new status\*

Back

Save

## Manage Corppass Accounts – (B) Change User Status

Step 1

Step 2

Step 3

Step 4

Step 5B

Step 6B

Step 7B

- Select the date when the new status will expire. The new status will remain indefinitely if left blank.


### Change Status



Are you sure you want to suspend these account(s)?

These Corppass User(s) will not be able to access their account(s) during the suspension.  
These account(s) will be only reinstated upon reactivation of end of suspension.

Change status for the following user(s):

1 Selected User(s) 

New Account Status

Suspended

New Status Effective Date\*

18/02/2021

Example: 31/01/2017

New Status Expiry Date

31/12/9999

Example: 28/02/2017

Reason for new status\*

Back

Save



## Manage Corppass Accounts – (B) Change User Status

Step 1

Step 2

Step 3

Step 4

Step 5B

Step 6B

Step 7B

- Enter a reason for the new status, then click 'Save' to confirm.

### Change Status



Are you sure you want to suspend these account(s)?

These Corppass User(s) will not be able to access their account(s) during the suspension.  
These account(s) will be only reinstated upon reactivation of end of suspension.

Change status for the following user(s):

1 Selected User(s) 

New Account Status

Suspended

New Status Effective Date\*

18/02/2021

Example: 31/01/2017

New Status Expiry Date

31/12/9999

Example: 28/02/2017

Reason for new status\*

Back

Save

## Manage Corppass Accounts – (B) Change User Status

Step 1

Step 2

Step 3


Step 4

Step 5B


Step 6B

Step 7B

- A confirmation message will indicate that the user(s)' profile has been updated.

[Home](#) [My Account](#) [Users](#) [e-Service](#) [Third Party](#) [Advance](#) [Help](#) [Log Out](#) 

[Home](#) / [Manage User Accounts](#) / [Change Status Success](#)



**You have successfully updated the user profile(s).**  
The user(s) will receive an email notification.

[Return to Homepage](#)

## Manage Corppass Accounts – (C) Change Account Type

Step 1

Step 2

Step 3

Step 4

Step 5C

Step 6C

Step 7C

- You will land on the 'Manage User Accounts' page, which shows you a list of Corppass users in your entity and their corresponding details.

[Create User Account](#) [Change user status \(0\)](#) [Filter](#)

<input type="checkbox"/>	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status
<input type="checkbox"/>	<a href="#">CHAN FENDERICK</a>	S****132H	Admin	Active
<input type="checkbox"/>	<a href="#">PHANG GABRIEL</a>	G****770L	Enquiry User	Active
<input type="checkbox"/>	<a href="#">TOH JONATHAN</a>	G****619W	Sub-Admin	Active
<input type="checkbox"/>	<a href="#">TERRI MANDEL</a>	Y****564L	Sub-Admin	Active
<input type="checkbox"/>	<a href="#">LI VIRDI</a>	G****738Q	User	Active
<input type="checkbox"/>	<a href="#">JOHN TAN</a>	F****017T	User	Active
<input type="checkbox"/>	<a href="#">SARAH LEE</a>	S****070I	User	Active
<input type="checkbox"/>	<a href="#">****</a>	G****887K	Sub-Admin	Pending Activation
<input type="checkbox"/>	<a href="#">TOM NG</a>	Y****978F	User	Suspended
<input type="checkbox"/>	<a href="#">HANNAH</a>	S****082B	Admin	Terminated

0 users Selected

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## Manage Corppass Accounts – (C) Change Account Type

Step 1

Step 2

Step 3

Step 4

Step 5C

Step 6C

Step 7C

- Click on a user's name to view their details.

Create User Account ☐ Change user status (0) Filter

<input type="checkbox"/>	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status
<input type="checkbox"/>	<a href="#">CHAN FENDERICK</a>	S****132H	Admin	Active
<input type="checkbox"/>	<a href="#">PHANG GABRIEL</a>	G****770L	Enquiry User	Active
<input type="checkbox"/>	<a href="#">TOH JONATHAN</a>	G****619W	Sub-Admin	Active
<input type="checkbox"/>	<a href="#">TERRI MANDEL</a>	Y****564L	Sub-Admin	Active
<input type="checkbox"/>	<a href="#">LI VIRDI</a>	G****738Q	User	Active
<input type="checkbox"/>	<a href="#">JOHN TAN</a>	F****017T	User	Active
<input type="checkbox"/>	<a href="#">SARAH LEE</a>	S****070I	User	Active
<input type="checkbox"/>	<a href="#">****</a>	G****887K	Sub-Admin	Pending Activation
<input type="checkbox"/>	<a href="#">TOM NG</a>	Y****978F	User	Suspended
<input type="checkbox"/>	<a href="#">HANNAH</a>	S****082B	Admin	Terminated

0 users Selected

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## Manage Corppass Accounts – (C) Change Account Type

Step 1

Step 2

Step 3

Step 4

Step 5C

Step 6C

Step 7C

- Arrive at the user's profile.

Profile

Assigned e-Services

Assignment Profile

Client e-Service Groups

Transaction History

Personal Details

NRIC / FIN / Foreign ID NoG\*\*\*\*619W

Country of IssueSingapore

Contact Details

Email\*TOHJONATHAN@abc.com  
abc@abc.com

Mobile No.

Account Details

Account TypeSub-Admin

Account StatusActive  
[View Status History](#)

New Account Status--- Select ---

Remarks

Back

Save

## Manage Corppass Accounts – (C) Change Account Type

Step 1

Step 2

Step 3

Step 4

Step 5C

Step 6C

Step 7C

- You can change the user's account type, then click 'Save'.

Profile

Assigned e-Services

Assignment Profile

Client e-Service Groups

Transaction History

Personal Details

NRIC / FIN / Foreign ID NoG\*\*\*\*619W

Country of IssueSingapore

Contact Details

Email\*TOHJONATHAN@abc.com  
abc@abc.com

Mobile No.

Account Details

Account TypeSub-Admin  
Sub-Admin  
Enquiry User  
User

Account StatusView Status History

New Account Status--- Select ---

Remarks

Back

Save

**Note: Sub-Admins can only change the Account Types of Enquiry Users and Users.**

## Manage Corppass Accounts – (C) Change Account Type

Step 1

Step 2

Step 3

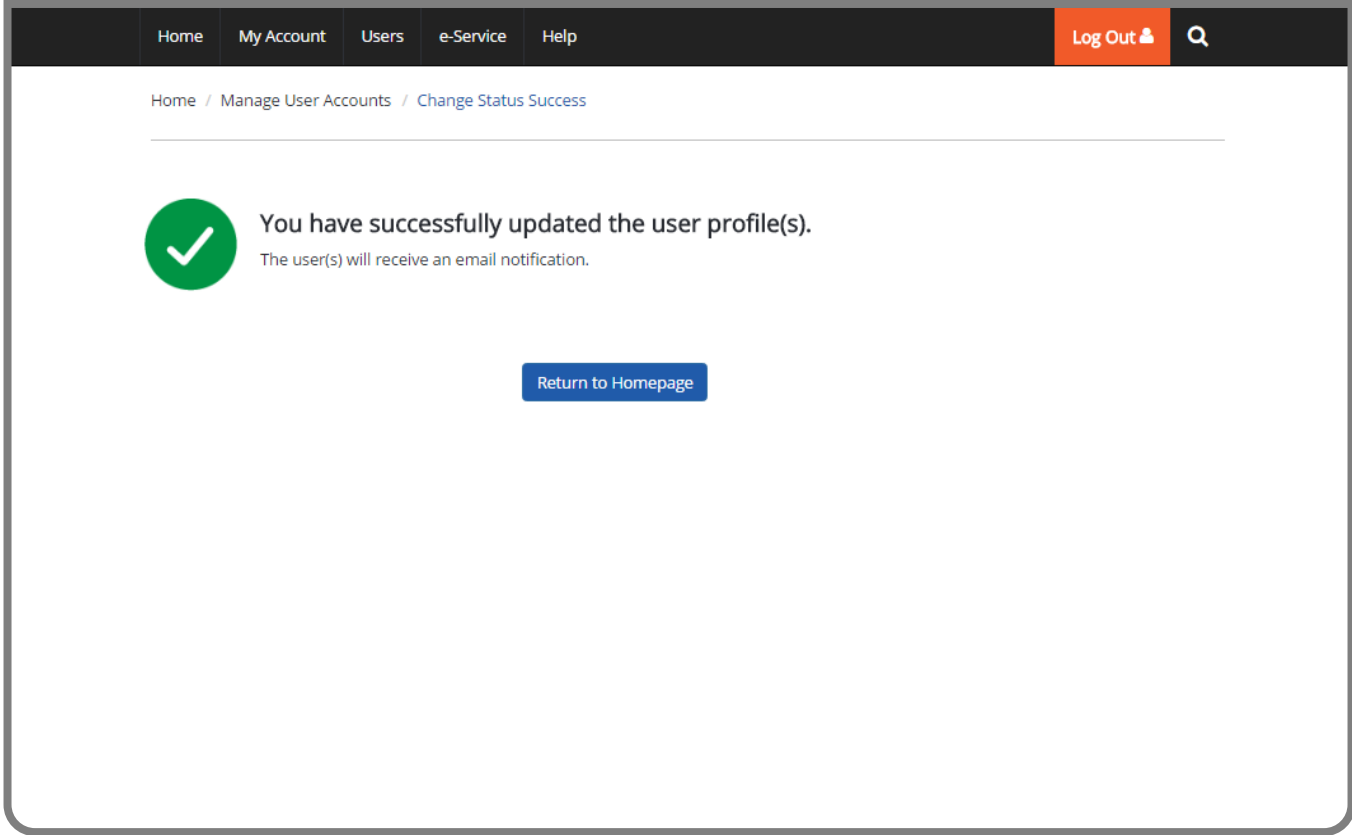
Step 4

Step 5C

Step 6C

Step 7C

- A confirmation message will indicate that the user's profile has been updated.



**- END -**

Updated as of April 2021