



A Guide for CorpPass users: Activate CorpPass User Account (non-SingPass holders)

This guide is for you if...

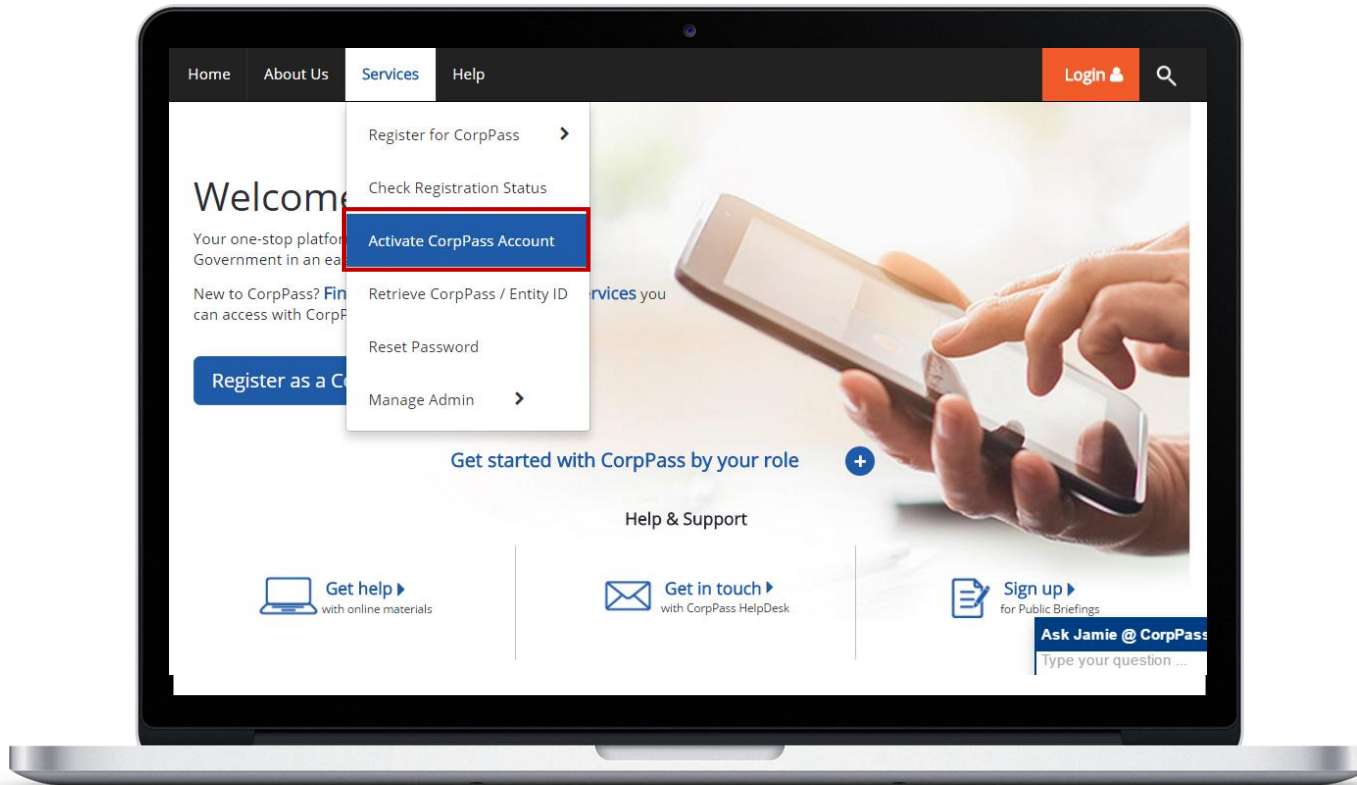
1. You are a foreigner (no [SingPass](#))
2. Your CorpPass Administrator or Sub-Administrator has created a CorpPass account for you

Let's get started!



Activate Account

- 01
- 02
- 03

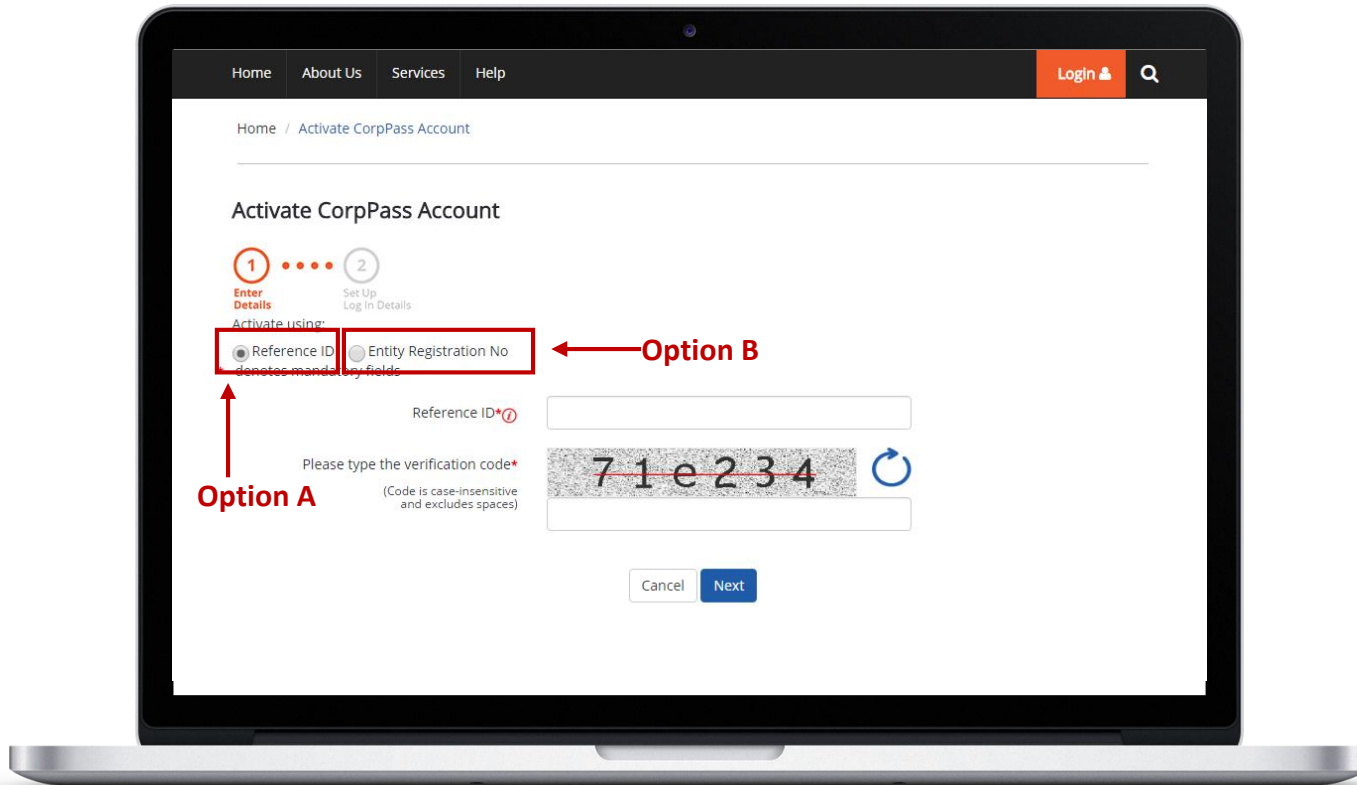


Under 'Services', select 'Activate CorpPass Account' from the dropdown menu.

1

Activate Account

- 01
- 02
- 03

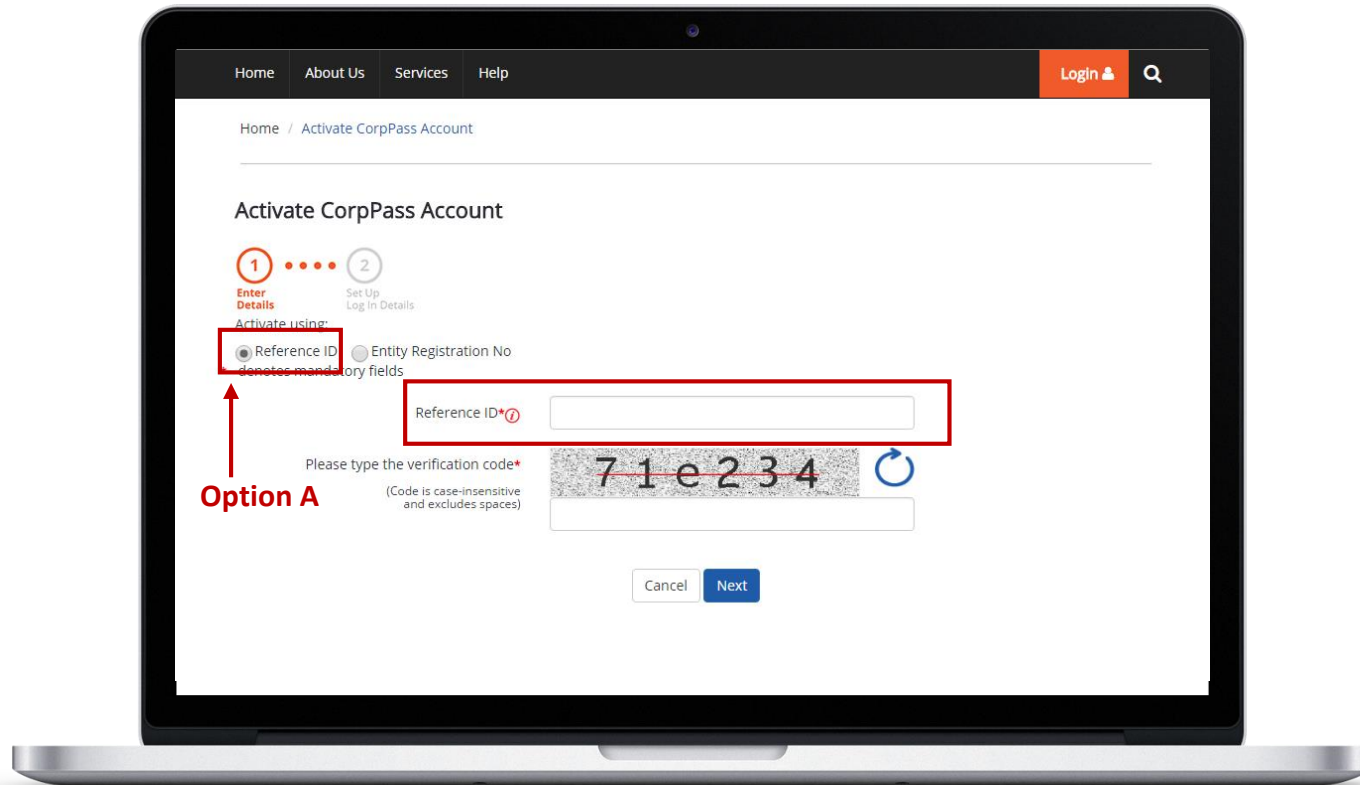


At 'Activate CorpPass Account' page, you may choose to activate your account via **'Reference ID'** or **'Entity Registration No.'**

2

Activate Account

- 01
- 02
- 03

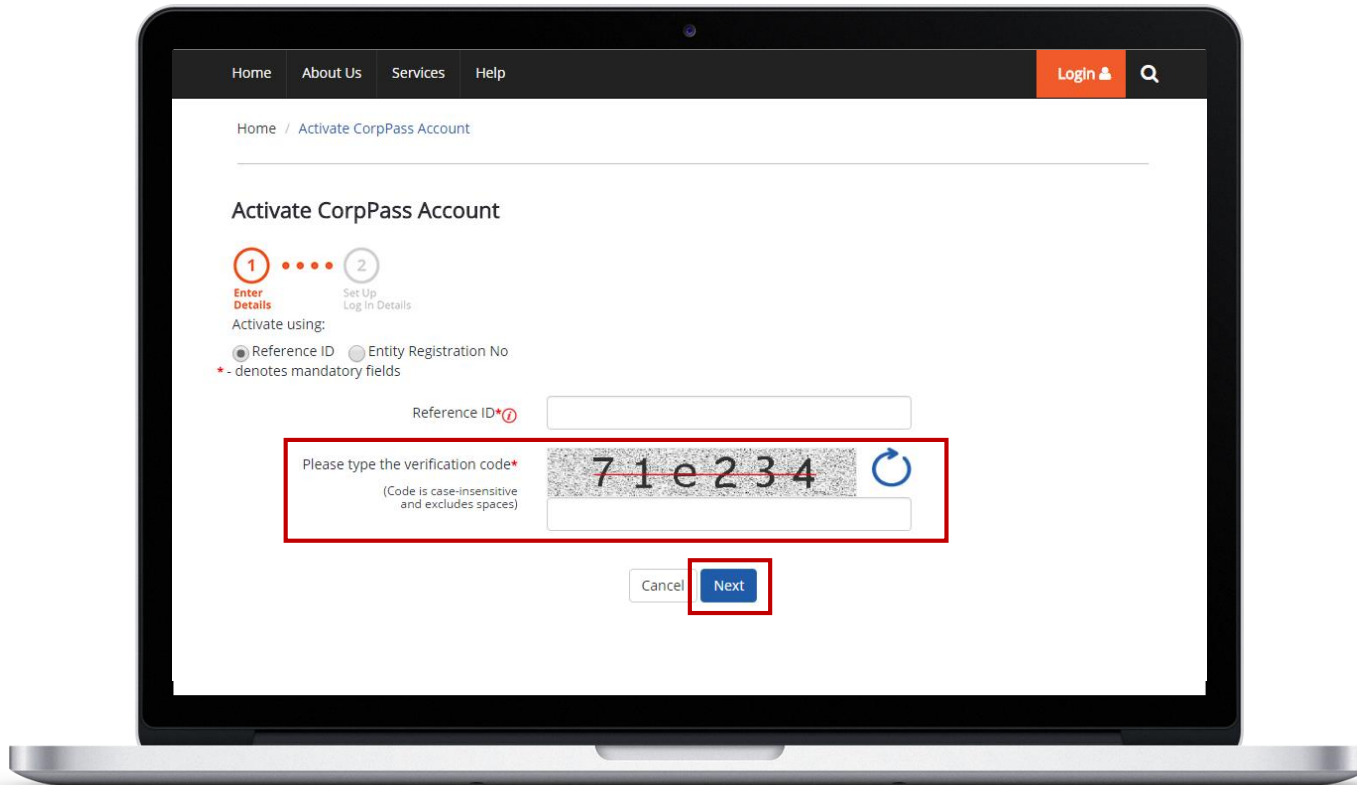


If you choose to activate via **‘Reference ID’**, enter the Reference ID that was provided in the email notification you received during account creation.

2A

- 01
- 02
- 03

Activate Account



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

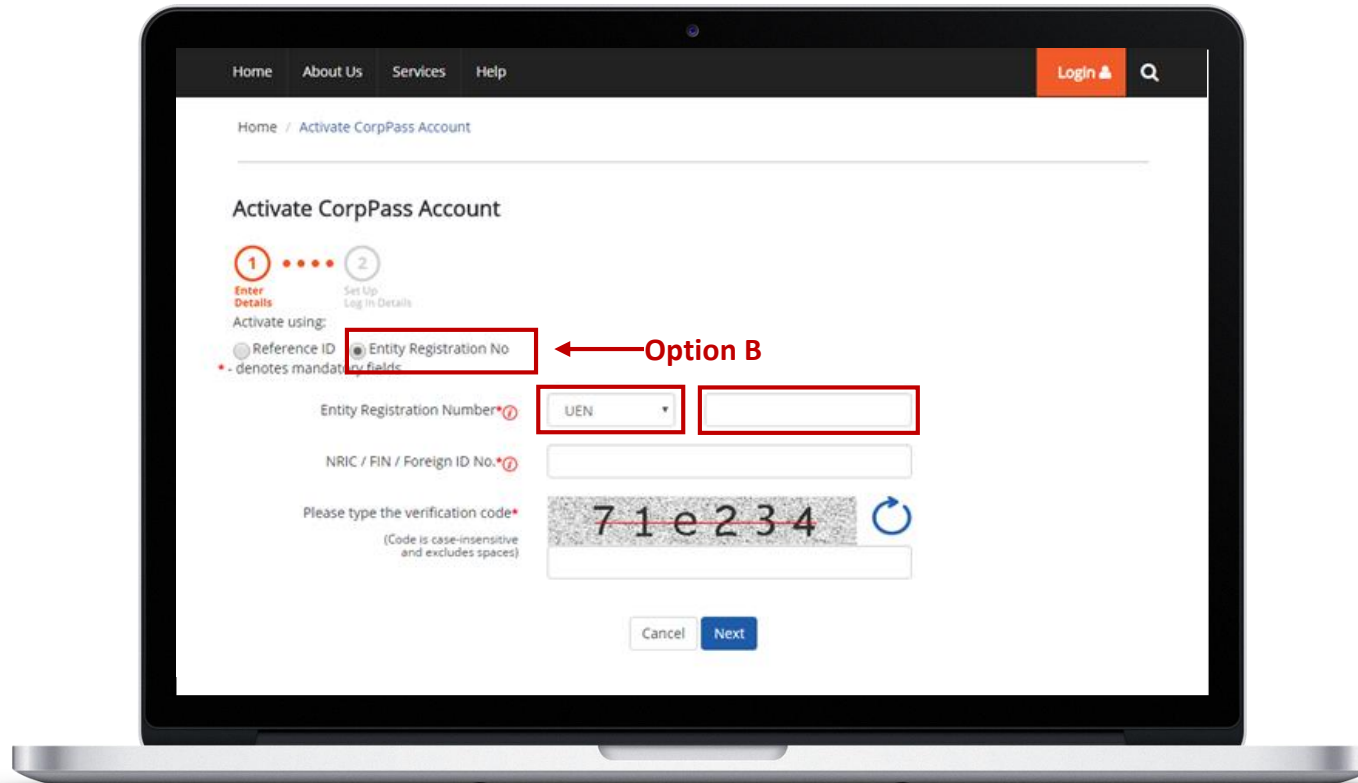
2A

01 Activate Account

01

02

03

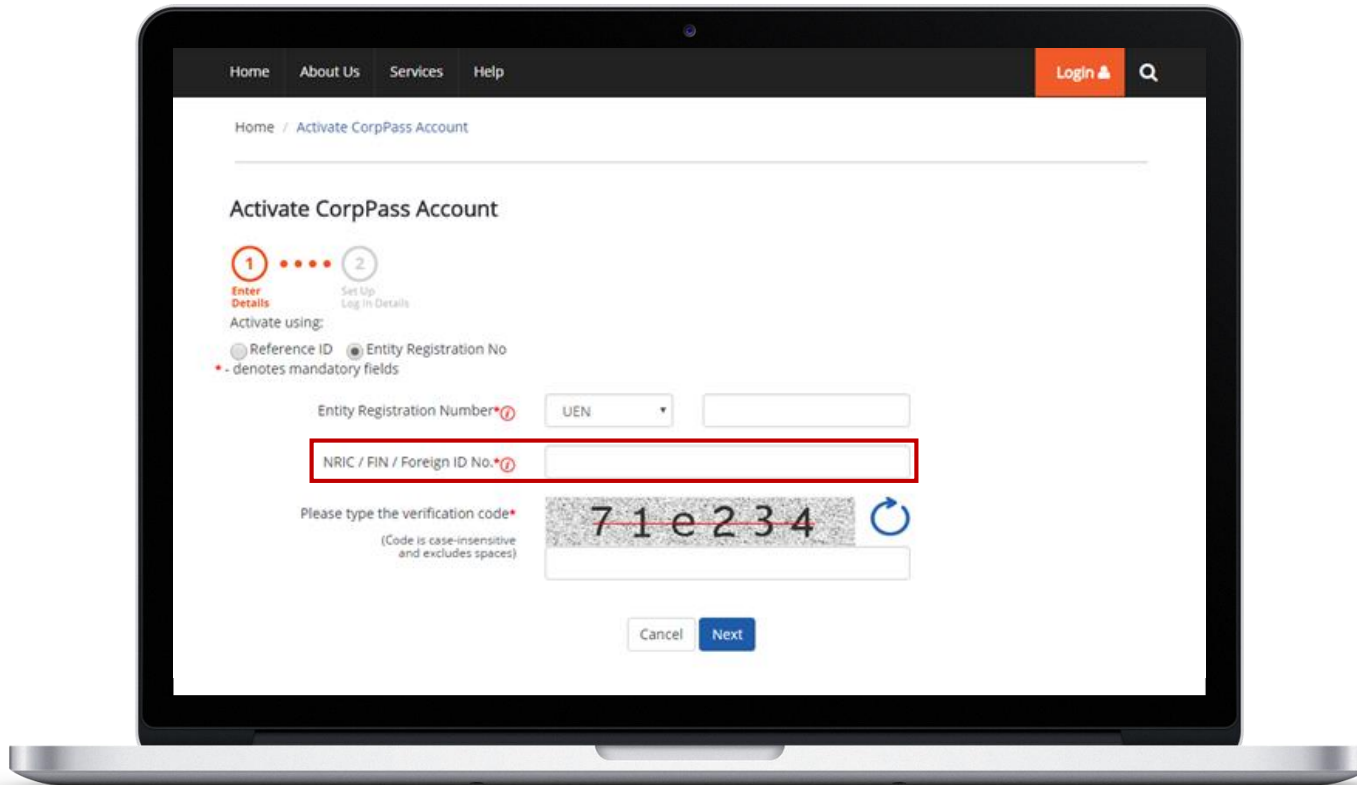


If you choose to activate via **'Entity Registration No'**, choose 'UEN' or 'Foreign Entity' from the dropdown menu, then enter your 'Entity Registration No.'

2B

- 01
- 02
- 03

Activate Account

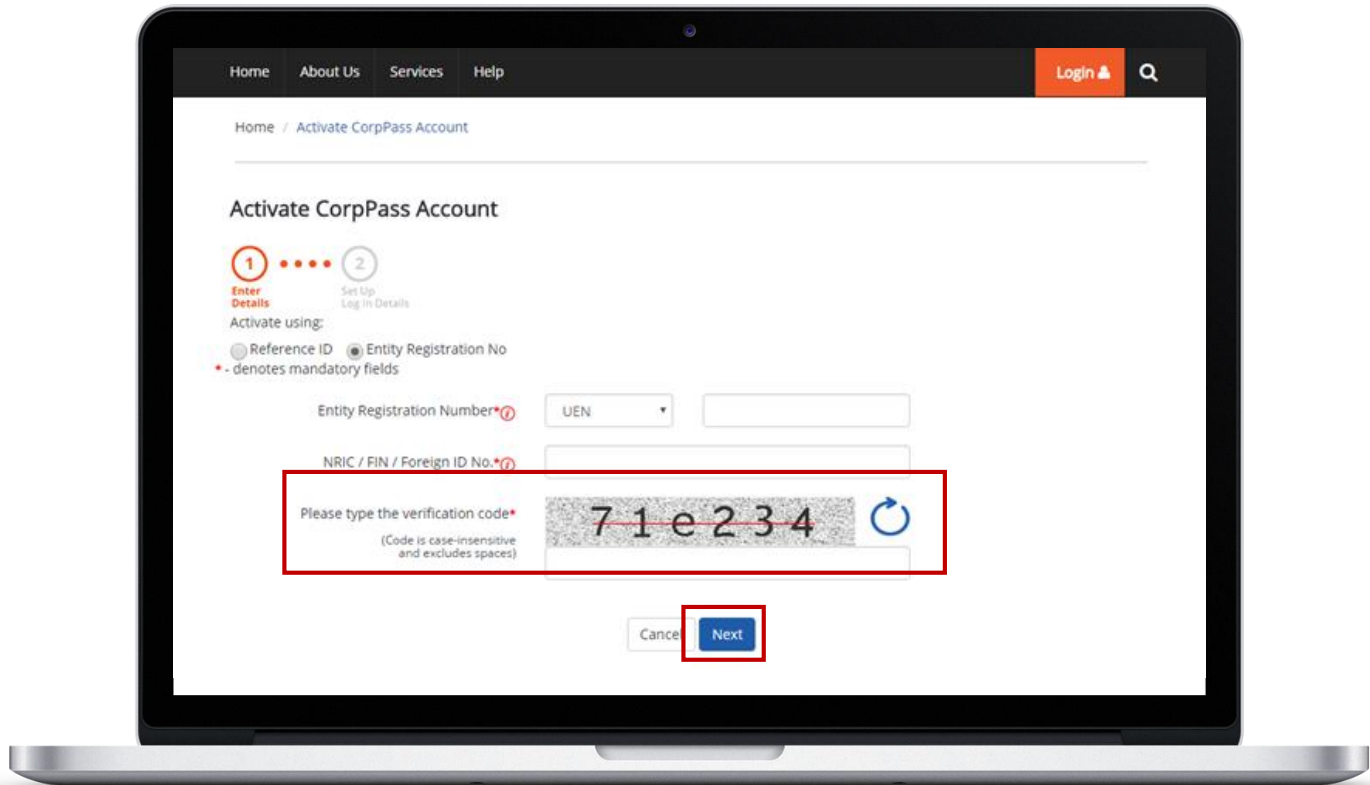


Enter your Foreign ID No.

2B

- 01
- 02
- 03

Activate Account



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

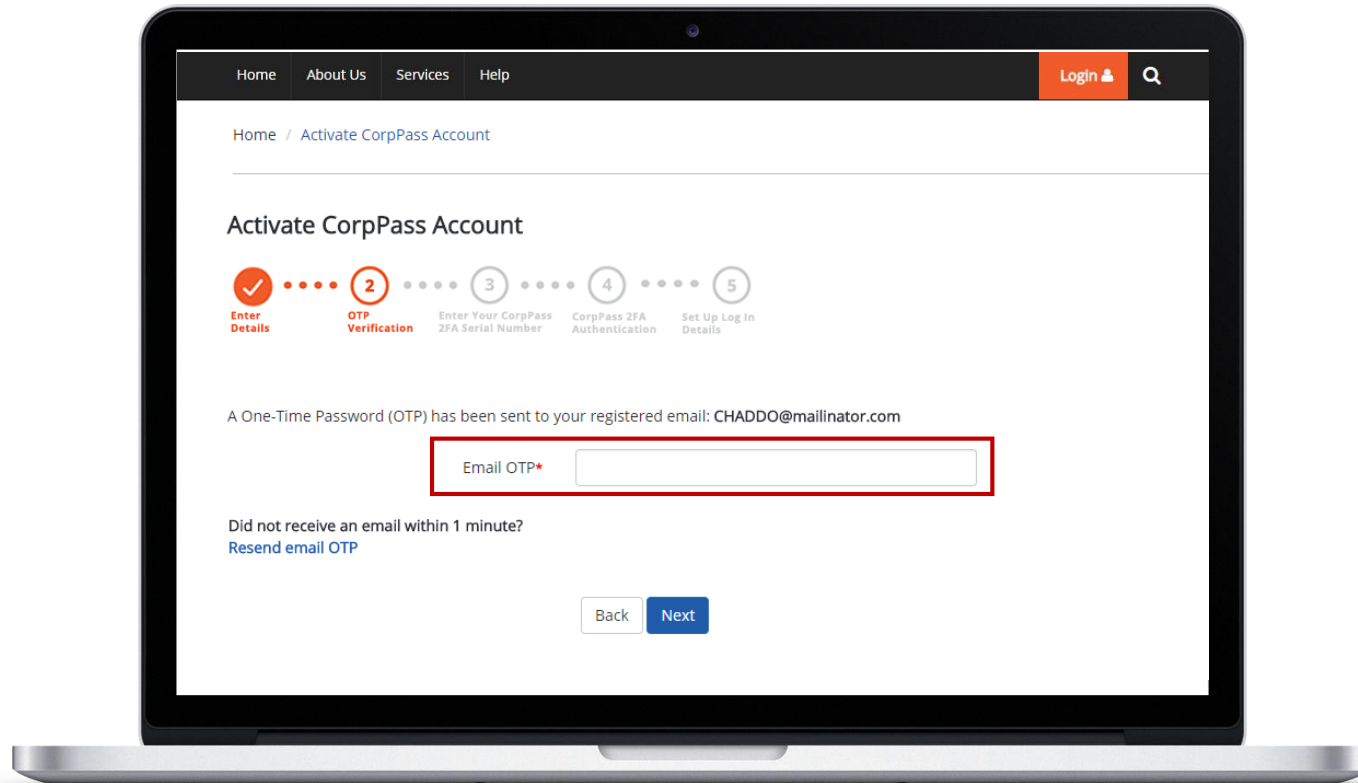
2B

Activate Account

01

02

03

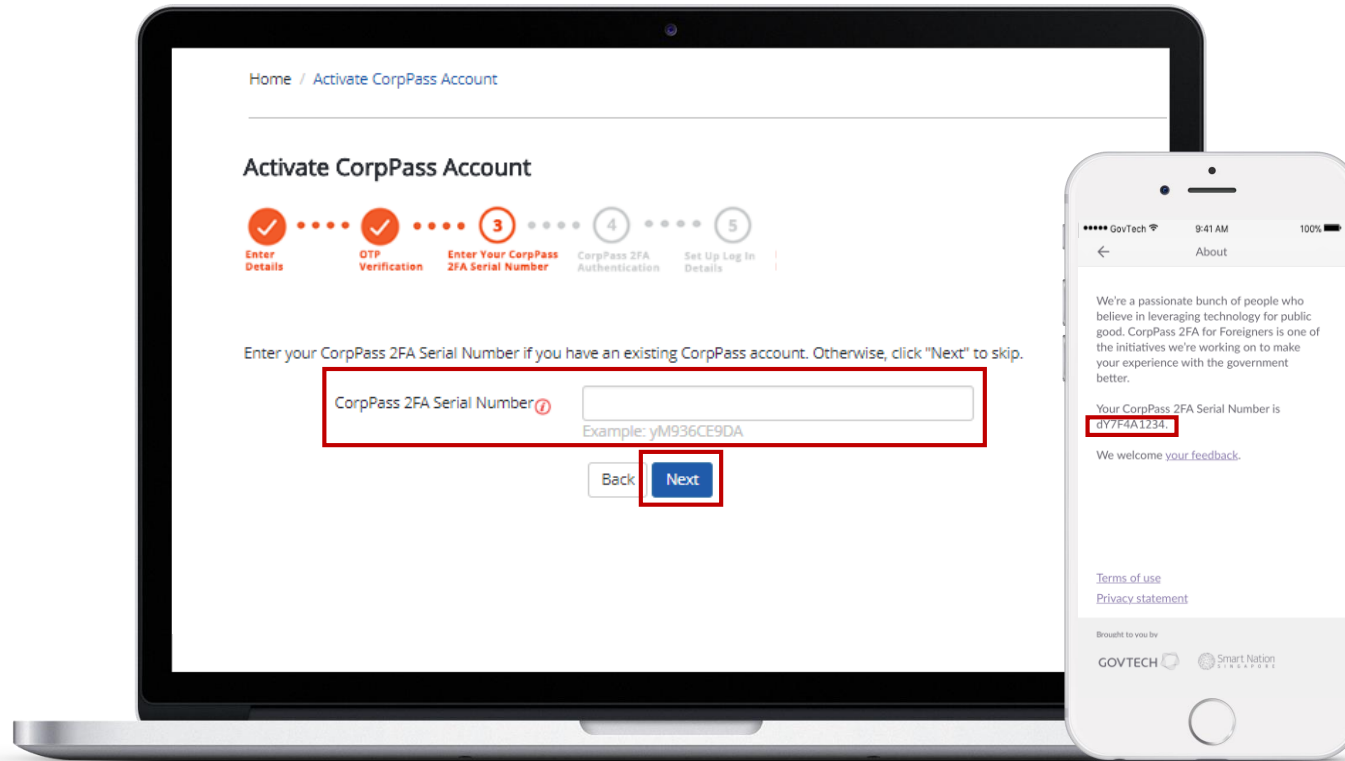


Enter the One-Time Password sent to your registered email address to verify your identity, then click 'Next'.

3

Link CorpPass 2FA

- 01
- 02
- 03

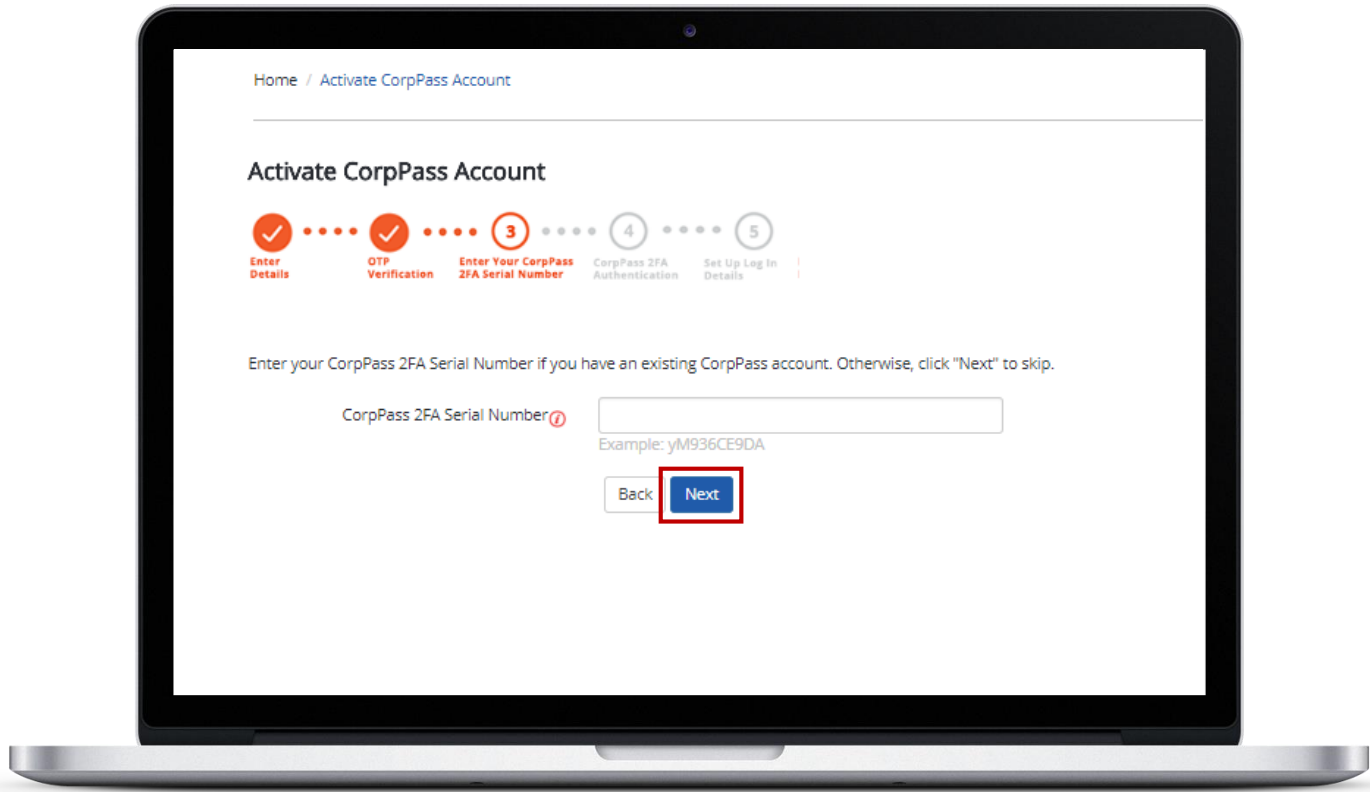


If you have an existing CorpPass account, enter your **CorpPass 2FA Serial Number** that could be found in your CorpPass 2FA mobile app under Settings > About this app. Click 'Next'

4A

- 01
- 02
- 03

Link CorpPass 2FA



Otherwise, click 'Next' to skip this step.

4B

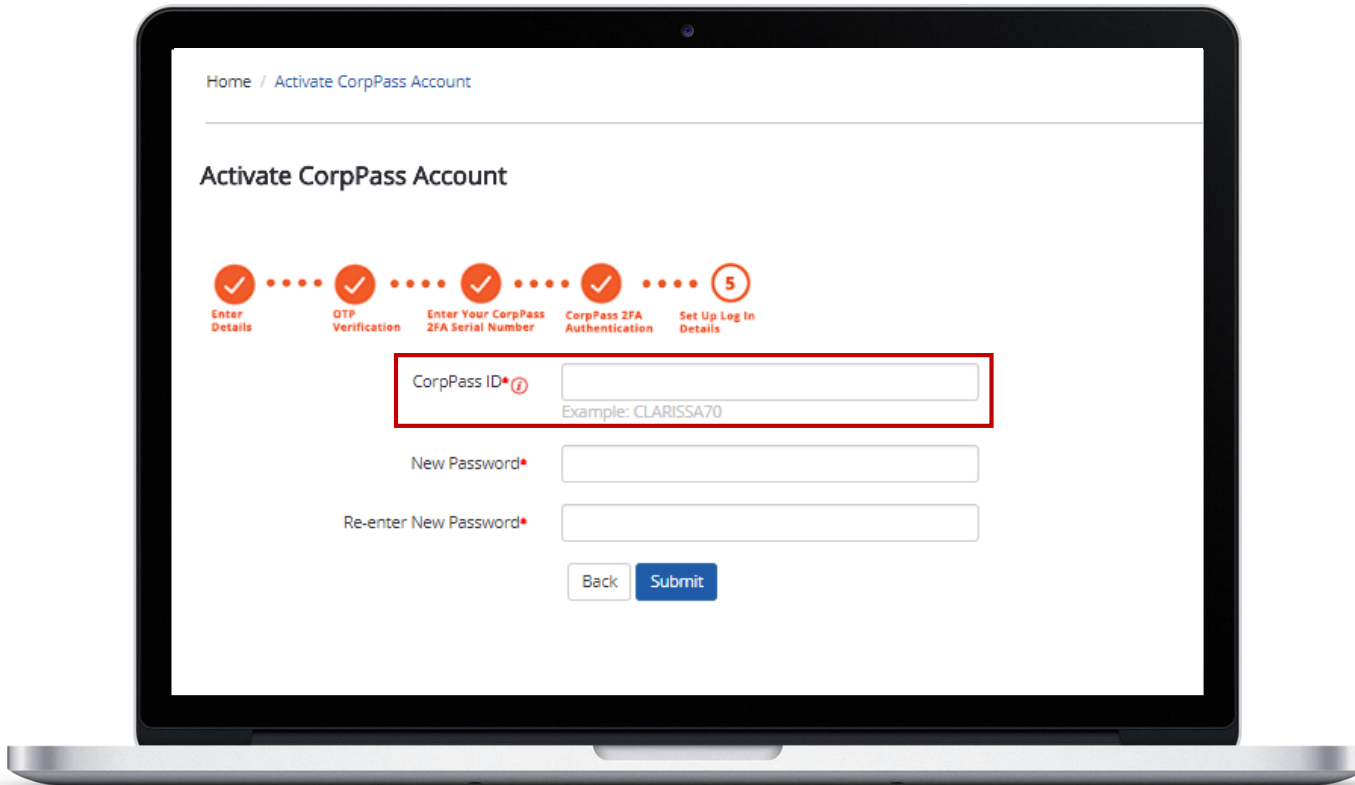
Setup Account Details

- 01
- 02
- 03

 **NOTE**

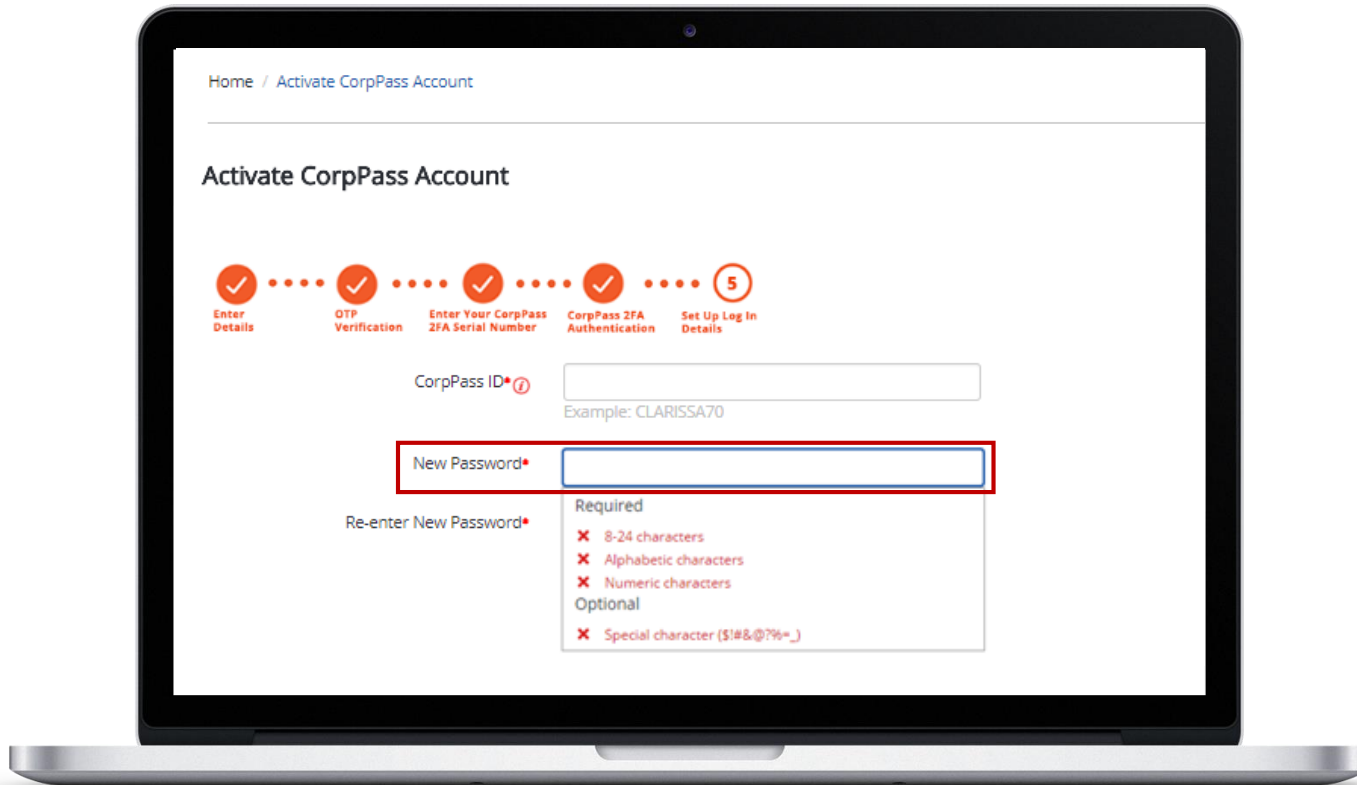
Your CorpPass Administrator might have set up your CorpPass ID. If so, this can no longer be changed.

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



Setup Account Details

- 01
- 02
- 03

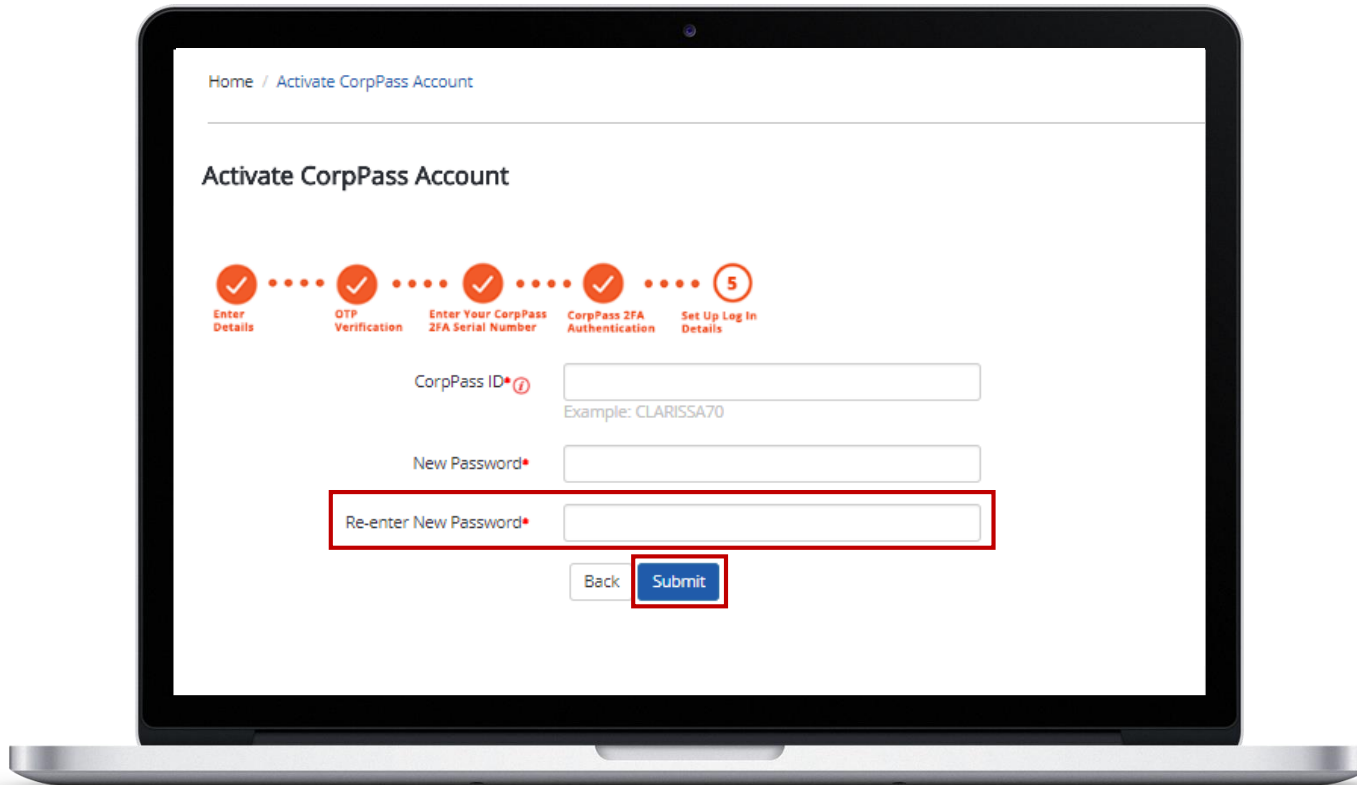


Enter a password of your choice. Ensure that your password meets the criteria.

5

Setup Account Details

- 01
- 02
- 03

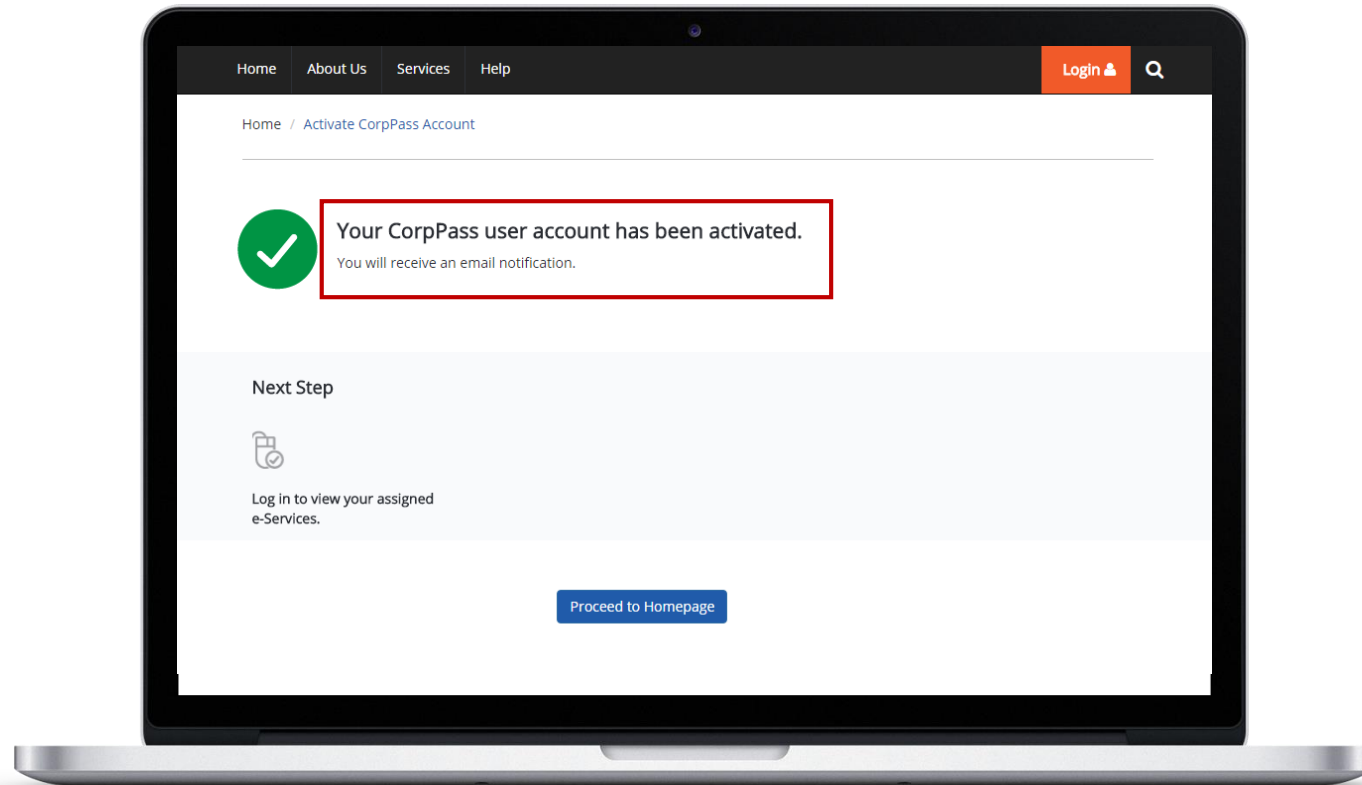


Re-enter your password then click 'Submit'.

5

Setup Account Details

- 01
- 02
- 03



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

END

Need help? More information is available at:



[User Guides & Video Guides](#)



[Frequently Asked Questions \(FAQs\)](#)