

corppass

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SINGAPORE



A Guide for Corppass Admins & Sub-Admins: Set Up and Assign Users' Digital Service Access

This guide contains the following sections:

SELECT ENTITY'S DIGITAL SERVICES

ASSIGN DIGITAL SERVICES

EDIT ENTITY'S DIGITAL SERVICES

SELECT ENTITY'S DIGITAL SERVICES

Log In to Corppass

Step 1

Step 2

- Select 'Login' on Corppass.

Home About Us Services Help Log in with Singpass

Welcome to Corppass

Corppass is the only login method for online corporate transactions with more than 200 government digital services.

Sign up now to prevent any disruption to your business transactions. [Find out more.](#)

Register as a Corppass Admin

Get started with Corppass by your role

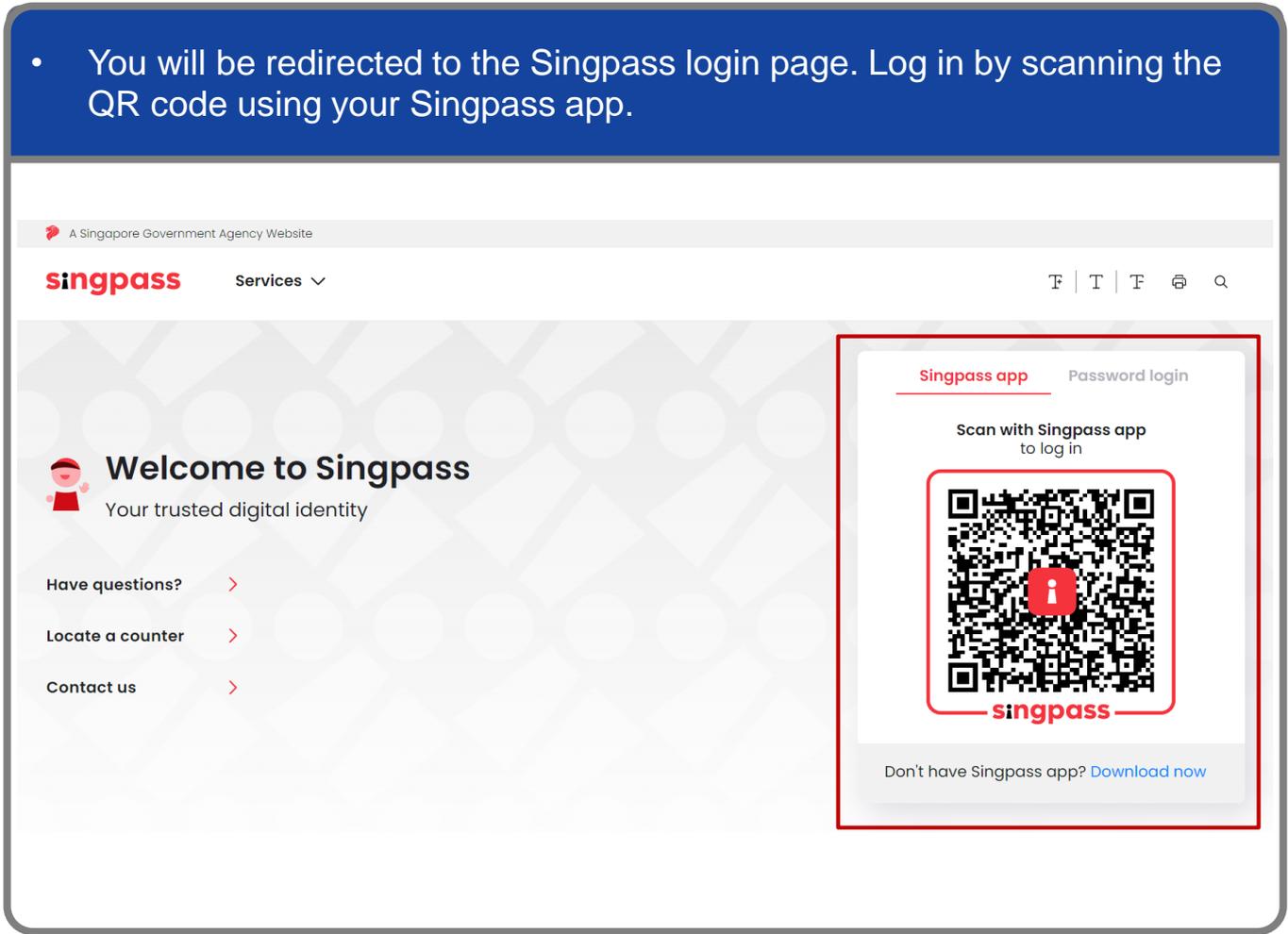
- I am the Registered Officer
- I am the Admin
- I am a User

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.

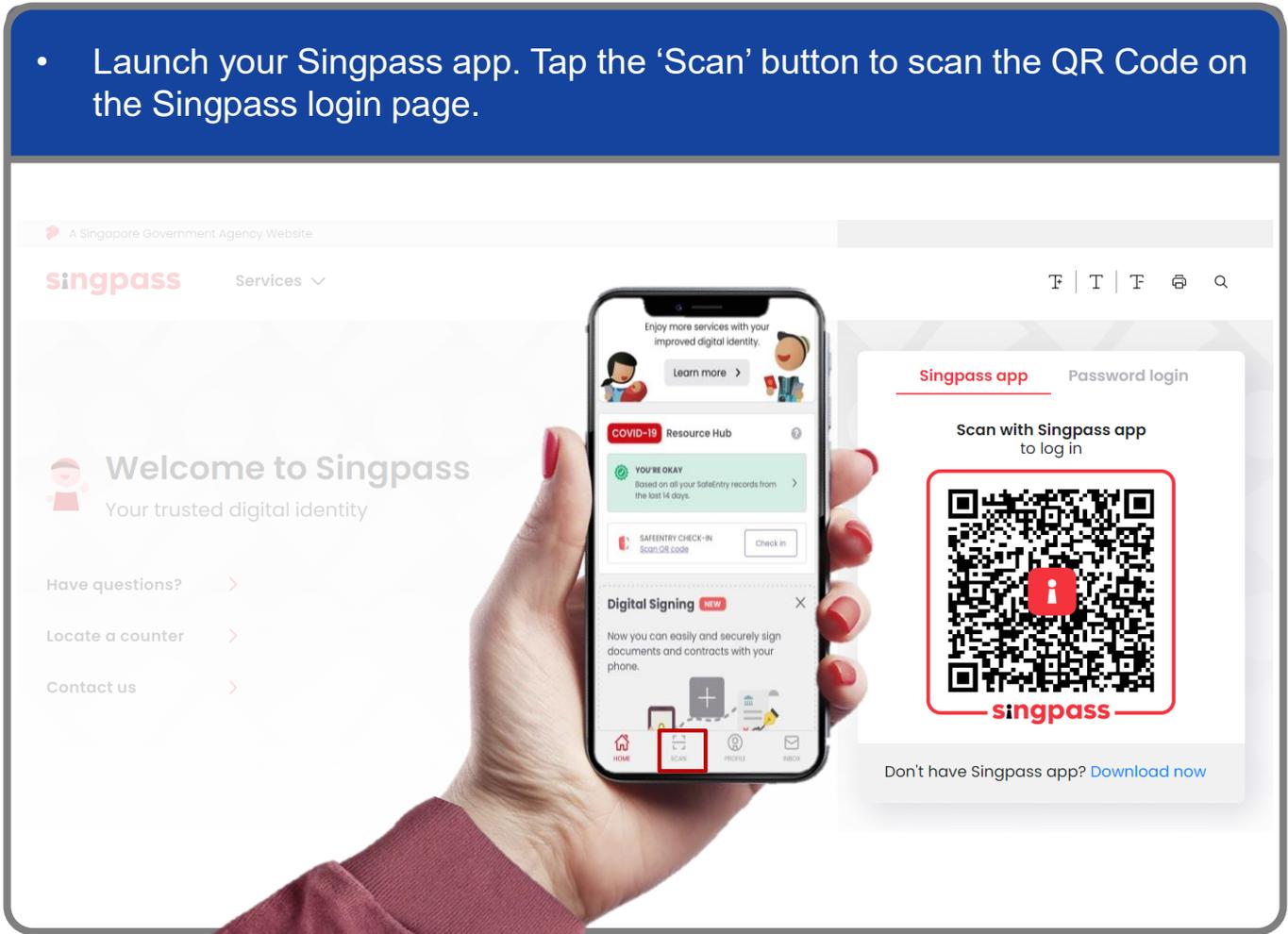


Log In to Corppass

Step 1

Step 2

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

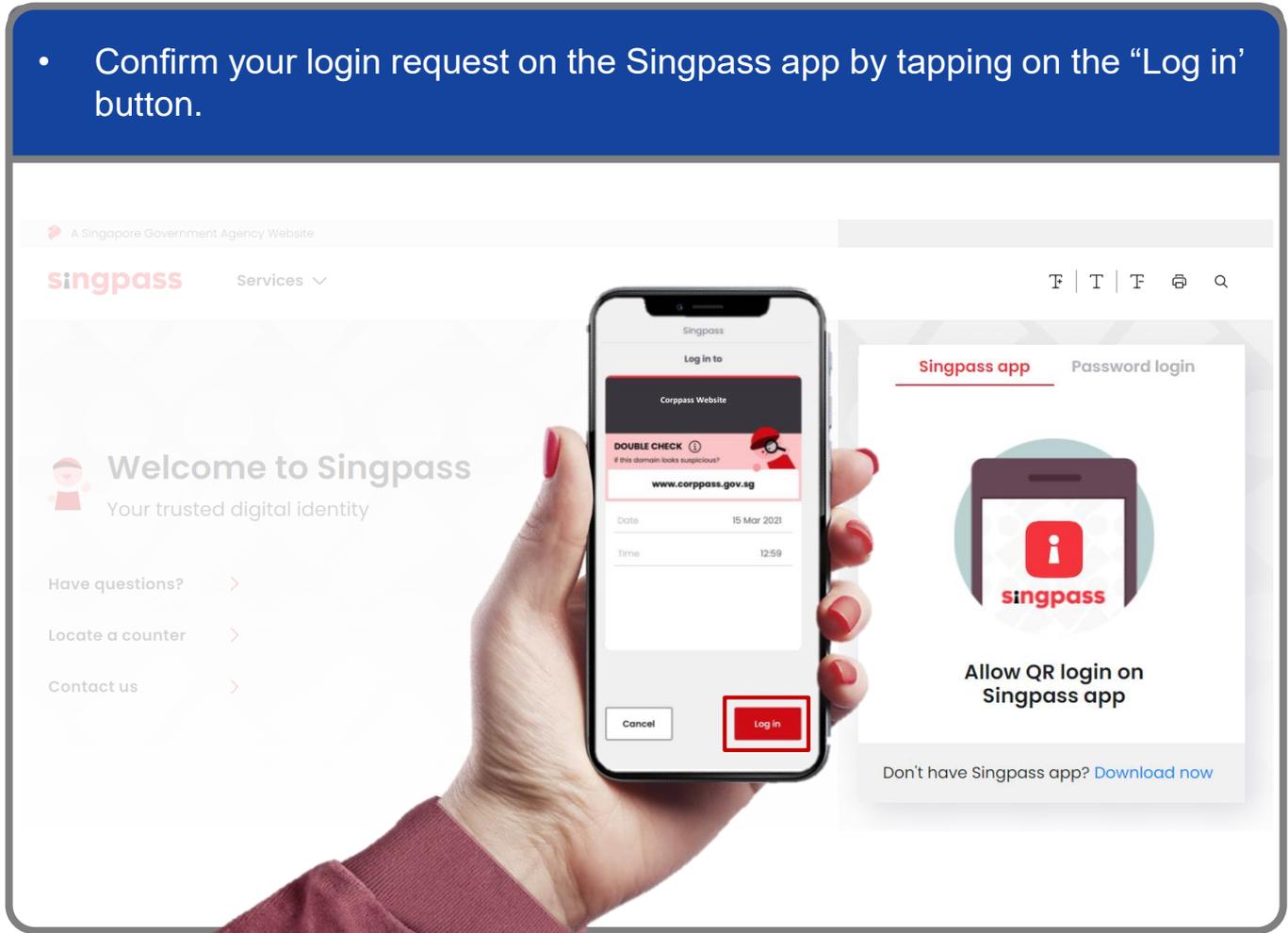


Log In to Corppass

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 page. At the top, there is a blue header with a bullet point: "Alternatively, enter your Singpass ID & Password." Below this is a navigation bar with the Singpass logo, a "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". Below the welcome message are three links: "Have questions?", "Locate a counter", and "Contact us", each with a right-pointing chevron. On the right side, a red-bordered box highlights the login form. The form has two tabs: "Singpass app" and "Password login", with "Password login" selected. Under the "Log in" heading, there are two input fields: "Singpass ID" and "Password". Below these is a red "Log in" button. At the bottom of the form are two links: "Forgot Singpass ID" and "Reset password". Below the form is 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

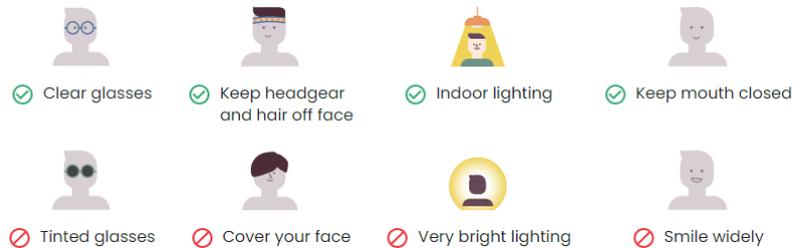
- Read the guidelines and click 'Begin Scan' to proceed.

A Singapore Government Agency Website

singpass

SMS OTP Face verification

Here are some guidelines. Find out more [here](#).



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

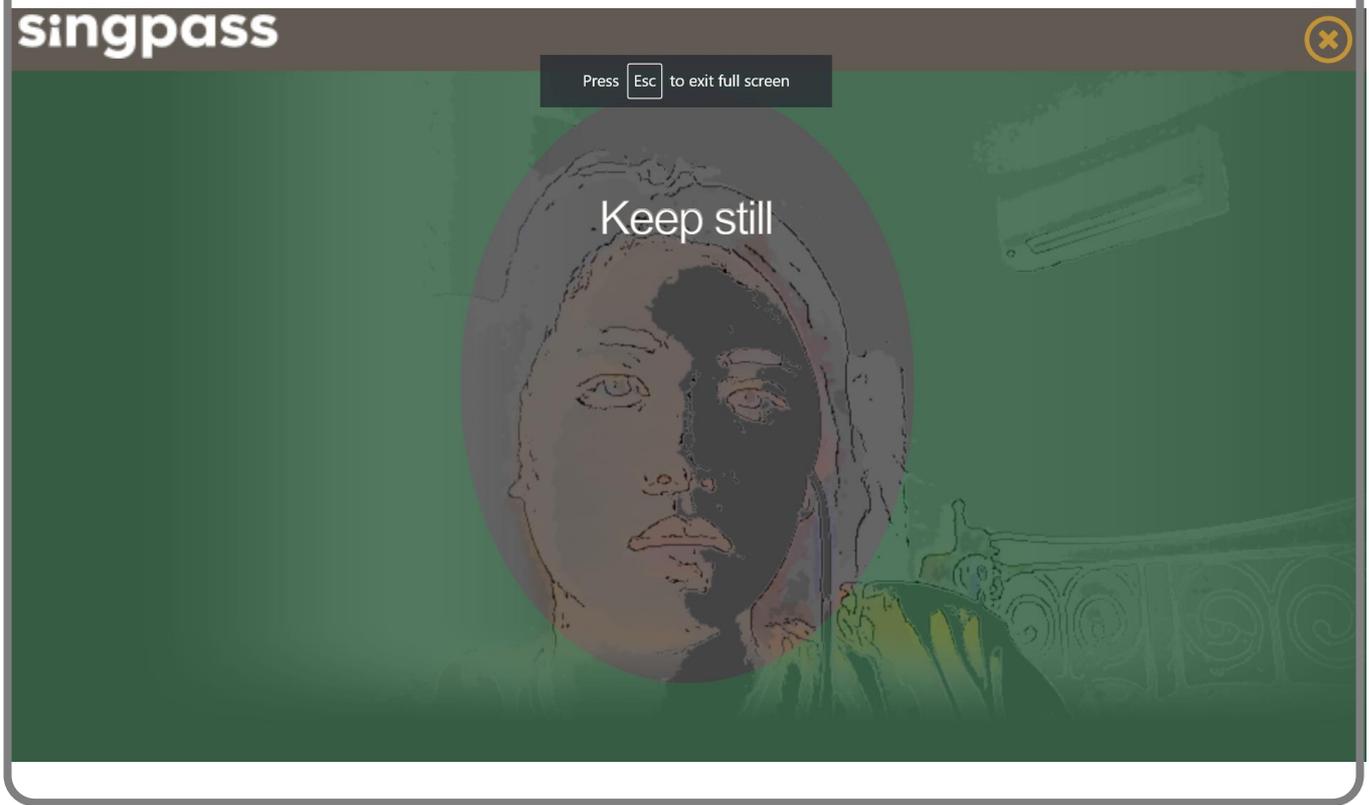
Begin Scan

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.

Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

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

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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.

Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- You will land on your home page. Under the 'e-Service Access' tab, click 'Select Entity's e-Services'.

The screenshot displays the Corppass user interface. At the top, a navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advance, and Help, along with a Log Out button and a search icon. The main content area features a welcome message for PHANG GABRIEL and a notification about new digital services. Below this, a tabbed interface shows 'e-Service Access' as the active tab. Underneath, three main action cards are visible: 'Select Entity's e-Services' (highlighted with a red box), 'Assign selected e-Services', and 'View Entity's e-Service Access'. A 'Change Entity Profile' link is also present in the top right of the main content area.

Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- View the list of e-Services currently onboarded on Corppass.

Select Entity's e-Services



Select the e-Service(s) you wish to add to your entity's list.

Note: Selected e-Services require details to be set up on Corppass (denoted by). Selected e-Services may require additional checks when you log in. Click for more information.

Filter

<input type="checkbox"/>	Govt. Agency	e-Service	Description	Additional Agency Check*	Additional Details Required*
<input type="checkbox"/>	MINISTRY OF MANPOWER (MOM)	BENCHMARKING TOOL FOR LABOUR MARKET	AutoBenchmark is a free service that allows companies to compare its wages against national or industry norm; employment conditions; and staff turnover through interactive charts pre-populated with companies' own survey responses.		
<input type="checkbox"/>	MINISTRY OF MANPOWER	CERTIFICATION OF EMPLOYMENT INTERMEDIARIES			

Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- Select the e-Service(s) your entity would like to transact with.

Filter MOM

<input type="checkbox"/>	Govt. Agency	e-Service	Description	Additional Agency Check*	Additional Details Required*
<input type="checkbox"/>	MINISTRY OF MANPOWER (MOM)	BENCHMARKING TOOL FOR LABOUR MARKET	AutoBenchmark is a free service that allows companies to compare its wages against national or industry norm; employment conditions; and staff turnover through interactive charts pre-populated with companies' own survey responses.		
<input checked="" type="checkbox"/>	MINISTRY OF MANPOWER (MOM)	CERTIFICATION OF EMPLOYMENT INTERMEDIARIES			
<input type="checkbox"/>	MINISTRY OF MANPOWER (MOM)	CHECK AND PAY LEVY, AND WORK PERMIT TRANSACTIONS FOR DOMESTIC HELPERS AND CONFINEMENT NANNIES	1) Check and pay levy : View and pay your levy bills. 2) Work Permit transactions for domestic helpers and confinement nannies: Apply, issue, renew, extend, cancel and reinstate permits for domestic helpers.		
<input checked="" type="checkbox"/>	MINISTRY OF MANPOWER (MOM)	EMPLOYMENT PASS ONLINE (EPOL)	Perform Employment Pass and S Pass transactions		

Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

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Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- You may use the search bar to search for a specific e-Service.

<input type="checkbox"/>	Govt. Agency	e-Service	Description	Additional Agency Check*	Additional Details Required*
<input type="checkbox"/>	MINISTRY OF MANPOWER (MOM)	BENCHMARKING TOOL FOR LABOUR MARKET	AutoBenchmark is a free service that allows companies to compare its wages against national or industry norm; employment conditions; and staff turnover through interactive charts pre-populated with companies' own survey responses.		
<input checked="" type="checkbox"/>	MINISTRY OF MANPOWER (MOM)	CERTIFICATION OF EMPLOYMENT INTERMEDIARIES			
<input type="checkbox"/>	MINISTRY OF MANPOWER (MOM)	CHECK AND PAY LEVY, AND WORK PERMIT TRANSACTIONS FOR DOMESTIC HELPERS AND CONFINEMENT NANNIES	1) Check and pay levy : View and pay your levy bills. 2) Work Permit transactions for domestic helpers and confinement nannies: Apply, issue, renew, extend, cancel and reinstate permits for domestic helpers.		
<input checked="" type="checkbox"/>	MINISTRY OF MANPOWER (MOM)	EMPLOYMENT PASS ONLINE (EPOL)	Perform Employment Pass and S Pass transactions		

Type the agency name/acronym or digital service name in the search bar

Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

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Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- Click 'Next' to proceed.

<input type="checkbox"/>	MINISTRY OF MANPOWER (MOM)	MANPOWER SURVEY ONLINE SYSTEM (MSOL)	MSOL is an internet survey platform offers an online channel for individuals and companies to submit their survey responses. A high number of survey responses are collated via this channel. These responses are then used to provide valuable statistics to gain information on the existing labour market
<input type="checkbox"/>	MINISTRY OF MANPOWER (MOM)	myMOM Portal	myMOM Portal
<input type="checkbox"/>	MINISTRY OF MANPOWER (MOM)	UNION-LINK	An online portal for the submission of notices for trade unions.

2 e-Service(s) Selected

< 1 2 >

10 items per page Showing 1 to 10 of 12 items

Cancel

Next

Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

Step 3

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Step 6

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Step 8

Step 9

Step 10

- Selected digital services may require you to enter additional details such as CSN, Vendor ID, GSTN, etc.

Home / Select Entity's e-Services

Select Entity's e-Services

1 Select e-Services 2 Enter Details 3 Review & Submit

Some e-Services require additional information. Enter details to proceed.
* - denotes mandatory fields

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
SLA	SLA LDAU E-APPLICATION CORPPASS		
MOE-SP	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES		
MTI	BUSINESS GRANTS PORTAL		

This indicator will show for selected digital services that require additional details to be pre-set up for the entity.

Additional details required by a digital service.

SINGAPORE POLYTECHNIC SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES

Role*

--- SELECT---

Authorisation Effective Date *

Set Up and Assign – Select Entity's Digital Services

- Step 1
- Step 2
- Step 3
- Step 4
- Step 5
- Step 6
- Step 7
- Step 8**
- Step 9
- Step 10

- Click 'Next' to proceed.

Select Entity's e-Services

1 Select e-Services 2 Enter Details 3 Review & Submit

Some e-Services require additional information. Enter details to proceed.

* - denotes mandatory fields

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
SLA	SLA LDAU E-APPLICATION CORPPASS		
MOE-SP	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICE:		
MTI	BUSINESS GRANTS PORTAL		

3 e-Service(s) Selected

SINGAPORE POLYTECHNIC
SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES

Role*

HR

Role Description

This role enables you to setup HR and Supervisor details, submit placements, etc. If the user is both HR and Supervisor in IMS, please assign the user as HR in Corppass. Note: User should not be assigned with both HR and Supervisor roles in Corppass.

Authorisation Effective Date *

Back **Next**

Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

Step 3

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Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- Review details of the e-Service(s) you have selected, and click 'Submit' to proceed.

Home / Select Entity's e-Services

Select Entity's e-Services

Progress: ✓ Select e-Services • ✓ Enter Details • 3 Review & Submit

Verify Selected e-Service(s)

- SLA • SLA LDAU E-APPLICATION CORPPASS
- MOE-SP • SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES
 - Role: HR
 - Authorisation Effective Date: 01/03/2021
 - Authorisation Expiry Date: 31/03/2024
- MTI • BUSINESS GRANTS PORTAL

Back Submit

Set Up and Assign – Select Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

- A confirmation message will indicate that you have selected your entity's digital services. You may now assign these digital services to your users.

The screenshot displays the Corppass user interface. 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, the breadcrumb trail reads "Home / Select Entity's e-Services". The main content area features a large green checkmark icon and the text "The selected e-Service(s) is ready to be assigned to users." Below this, a "Next Step" section is highlighted in light blue, containing a lock icon and the text "Assign selected e-Services" with a sub-note: "Assign e-Service access to your entity's users and user groups." At the bottom of the page, there are two buttons: "Return to Homepage" and "Assign selected e-Services".

ASSIGN DIGITAL SERVICES

Set Up and Assign – Assign Digital Services

Step 1

Step 2

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Step 5

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Step 7

Step 8

Step 9

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

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[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.

Set Up and Assign – Assign Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

- You will land on your home page. Under the 'e-Service Access' tab, click 'Assign Selected e-Services'.

The screenshot displays the Corppass user interface. At the top, a navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advance, and Help, along with a Log Out button and a search icon. The main content area features a welcome message for 'PHANG GABRIEL' and a notification about new digital services. Below this, there are tabs for 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'e-Service Access' tab is active, showing three main options: 'Select Entity's e-Services', 'Assign selected e-Services' (highlighted with a red border), and 'View Entity's e-Service Access'. A 'Change Entity Profile' link is also visible in the top right corner of the main content area.

Set Up and Assign – Assign Digital Services

Step 1

Step 2

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Step 4

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Step 6

Step 7

Step 8

Step 9

- Before a user can transact on behalf of your entity, you must first assign the selected digital services to their account.

Home / Assign Selected e-Services

Assign Selected e-Services

1 Select Users 2 Select e-Services 3 Enter Details 4 Review & Submit

Ensure that you have selected e-Service(s) for your Entity before assigning it to your user account(s).

Select from your entity's Corppass user accounts. Filter

<input type="checkbox"/>	Full Name	Email Address	User Type
<input type="checkbox"/>	LI VIRDI	livirdi@mailinator.com	Enquiry User
<input type="checkbox"/>	TERRI MANDEL	terrimandel@mailinator.com	User
<input type="checkbox"/>	LIM DAOWEI	limdaowei@mailinator.com	Enquiry User
<input type="checkbox"/>	TOH JONATHAN	toh.john@mailinator.com	Admin
<input type="checkbox"/>	PHANG GABRIEL	PHANGGABRIEL@abc.com	Admin
<input type="checkbox"/>	CHAN FENDERICK	Frederick_Chan@abc.com	User

0 user(s) selected.

Set Up and Assign – Assign Digital Services

Step 1

Step 2

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Step 5

Step 6

Step 7

Step 8

Step 9

- Select the user(s) you wish to assign the access to. These users will be granted access to the digital services you select in the next step. Click 'Next' to proceed.

Assign Selected e-Services



NOTE: If you wish to differentiate digital service access for different users, you will have to assign them individually.

Ensure that you have selected e-Service(s) for your Entity before assigning it to your user account(s).

Select from your entity's Corppass user accounts.

Filter Search

<input type="checkbox"/>	Full Name	Email Address	User Type
<input checked="" type="checkbox"/>	LI VIRDI	livirdi@mailinator.com	Enquiry User
<input checked="" type="checkbox"/>	TERRI MANDEL	terrimandel@mailinator.com	User
<input type="checkbox"/>	LIM DAOWEI	limdaowei@mailinator.com	Enquiry User
<input type="checkbox"/>	TOH JONATHAN	toh.john@mailinator.com	Admin
<input type="checkbox"/>	PHANG GABRIEL	PHANGGABRIEL@abc.com	Admin
<input type="checkbox"/>	CHAN FENDERICK	Frederick_Chan@abc.com	User

0 user(s) selected.

Cancel Next

Set Up and Assign – Assign Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

- You will be directed to the list of digital services you have selected for your entity (this was done in Section A).

Home / Assign Selected e-Services

Assign Selected e-Services

1 Select Users 2 Select e-Services 3 Enter Details 4 Review & Submit

Can't find an e-Service? Click [here](#) to add e-Service to your Entity.

Assign Selected e-Service(s) to
2 Selected User(s) +

Assign from selected e-Service(s). Filter

<input type="checkbox"/>	Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input type="checkbox"/>	SLA	SLA LDAU E-APPLICATION CORPPASS			
<input type="checkbox"/>	MOE-SP	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES			
<input type="checkbox"/>	MTI	BUSINESS GRANTS PORTAL			

0 e-Service(s) selected.

Set Up and Assign – Assign Digital Services

Step 1

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Step 8

Step 9

- Select the digital services you wish to assign to the selected users. Click 'Next' to proceed.

Assign Selected e-Services



Can't find an e-Service? Click [here](#) to add e-Service to your Entity.

Assign Selected e-Service(s) to

2 Selected User(s) +

Indicator for the number of users that you have selected and will be assigned digital service access.

Assign from selected e-Service(s).

Filter

Search



Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input checked="" type="checkbox"/>	SLA	SLA LDAU E-APPLICATION CORPPASS		
<input checked="" type="checkbox"/>	MOE-SP	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES		
<input checked="" type="checkbox"/>	MTI	BUSINESS GRANTS PORTAL		

3 e-Service(s) selected.

Back

Next

Note: Sub-Admins with restricted access can only assign users access to digital services within his or her assignment profile

Set Up and Assign – Assign Digital Services

Step 1

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Step 8

Step 9

- Selected digital services may require additional details such as roles, CSN, Vendor ID, GSTN etc. that you have pre-defined during selection of digital services.

Home / Assign Selected e-Services

Assign Selected e-Services

1 Select Users 2 Select e-Services 3 Enter Details 4 Review & Submit

Assign Selected e-Services to
2 Selected Users +

e-Services with require additional details. Click to enter details.

* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
SLA	SLA LDAU E-APPLICATION CORPPASS		
MOE-SP	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICE		
MTI	BUSINESS GRANTS PORTAL		

Indicator for digital services that require additional details.

To proceed, you may be required to provide additional details as required by the digital service.

MTI
BUSINESS GRANTS PORTAL
Role
--- SELECT ---
Authorisation Effective Date *
28/02/2018

Set Up and Assign – Assign Digital Services

Step 1

Step 2

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Step 6

Step 7

Step 8

Step 9

- Set a period for this authorisation, with minimally an Effective (or start) Date. Leave the Expiry Date blank if you would like the assignment to last indefinitely. Click 'Next' to proceed.

Assign Selected e-Services to

2 Selected Users +

e-Services with  require additional details. Click  to enter details.

* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
 SLA	SLA LDAU E-APPLICATION CORPPASS		
 MOE-SP	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICE:		
 MTI	BUSINESS GRANTS PORTAL		

2 e-Service(s) selected.

Preparer:

Preparers can view, edit and submit all the company's grant applications. They have to make declarations on behalf of the company.

This role should be assigned to employees overseeing the project and acting as the point of contact for the grant.

Authorisation Effective Date * 



Authorisation Expiry Date 



Back **Next**

Note: Authorisation Effective Date is a mandatory field for all digital service assignments.

Set Up and Assign – Assign Digital Services

Step 1

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Step 5

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Step 7

Step 8

Step 9

- Review details of the assigned digital services, then click 'Submit'.

Assign Selected e-Services



Verify the following details.

2 Selected Users +

Selected e-Services

SLA	<ul style="list-style-type: none">SLA LDAU E-APPLICATION CORPPASS
	Authorisation Effective Date 28/02/2018
	Authorisation Effective Date 28/02/2020
MOE-SP	<ul style="list-style-type: none">SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES
	Authorisation Effective Date 28/02/2018
	Authorisation Effective Date 28/02/2020
MTI	BUSINESS GRANTS PORTAL
	<ul style="list-style-type: none">Role Preparer
	Authorisation Effective Date 28/02/2018
	Authorisation Effective Date 28/02/2020

Back

Submit

Set Up and Assign – Assign Digital Services

Step 1

Step 2

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Step 5

Step 6

Step 7

Step 8

Step 9

- A confirmation message will indicate that you have successfully assigned digital service access to your selected users.

The screenshot displays the Corppass user interface. At the top, a dark blue navigation bar contains the following menu items: Home, My Account, Users, e-Service, Third Party, Advance, Help, Log Out (with a user icon), and a search icon. Below the navigation bar, the breadcrumb trail reads "Home / Assign Selected e-Services". The main content area features a large green checkmark icon on the left and the text "You have assigned e-Service(s) to your user(s)." on the right. A blue button labeled "Return to Homepage" is positioned below the confirmation message.

EDIT ENTITY'S DIGITAL SERVICES

Set Up and Assign - Edit Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

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

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[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.

Set Up and Assign - Edit Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- You will land on your home page. Under the 'e-Service Access' tab, click 'View Entity's e-Service Access'.

The screenshot displays the Corppass user interface. At the top, a navigation bar includes 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 welcome message reads "Welcome to Corppass, PHANG GABRIEL" with a password expiration notice: "Update your password before it expires on 07 Mar 2023". A notification banner states "2 more digital services have been made available on Corppass over the last 90 days." Below this, a tabbed interface shows "e-Service Access" selected, with other tabs for "Third Party" and "Third Party (Clients)". On the right side, there is a "Change Entity Profile" link. The main content area features three cards: "Select Entity's e-Services" (with a gear icon), "Assign selected e-Services" (with a checkmark and list icon), and "View Entity's e-Service Access" (with a document icon). The "View Entity's e-Service Access" card is highlighted with a red border and contains the text "View and edit your entity's current e-Services access".

Set Up and Assign - Edit Entity's Digital Services

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

- View a list of digital services currently selected for your entity.

Home / View Entity's e-Service Access

View Entity's e-Service Access

Click e-Service name to view its profile. Select the checkbox(es) to edit or remove.

Only e-Services with roles and/or parameters can be edited.

Edit e-Service (0) Remove e-Service (0) Filter Search

Govt. Agency	Entity's Selected e-Service	Description	Assigned Users
<input type="checkbox"/>	CPF	CPF e-Submission	43 User(s)
<input type="checkbox"/>	MTI	Business Grants Portal	43 User(s)

0 e-Service(s) Selected

Showing 1 to 2 of 2 items

Set Up and Assign - Edit Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

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Step 6

Step 7

Step 8

- To edit details of a digital service, select the digital service, then click 'Edit e-Service'. Only digital services with roles and/or parameters can be edited.

Home / View Entity's e-Service Access

View Entity's e-Service Access

Click e-Service name to view its profile. Select the checkbox(es) to edit or remove.
Only e-Services with roles and/or parameters can be edited.

Edit e-Service (1) Remove e-Service (1) [Filter](#)

Govt. Agency	Entity's Selected e-Service	Description	Assigned Users
<input checked="" type="checkbox"/>	CPF	CPF e-Submission	43 User(s)
<input type="checkbox"/>	MTI	Business Grants Portal	43 User(s)

1 e-Service(s) Selected

Showing 1 to 2 of 2 items

Note: Sub-Admins with restricted access will not be able to edit and/or remove entity's digital service access

Set Up and Assign - Edit Entity's Digital Services

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

- You may edit the existing values of additional details such as Role, CSN, Vendor ID, GSTN, etc. for appropriate digital services.

Edit Entity's e-Services



Changes made will be applied across e-Service assignments of users, active Third Party authorisation and Sub-Admin Assignment Profile.

Click on the e-Service(s) below to edit the details. For more information, contact the relevant agency.

* - denotes mandatory fields

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
CPF	CPF e-Submission		

Indicator for digital services that require additional details.

CPF
CPF e-Submission

Role *

+ Add New

CSN *

Set Up and Assign - Edit Entity's Digital Services

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- Click 'Next' to proceed.

Click on the e-Service(s) below to edit the details. For more information, contact the relevant agency.

* - denotes mandatory fields

Govt Agency	e-Service	Additional Agency Check	Additional Details Required	
CPF	CPF e-Submission			

1 e-Service(s) Selected

CPF
CPF e-Submission

Role *

Editor 

+ Add New

CSN *

199901234N-PTE-01 

+ Add New

Back

Next

Set Up and Assign - Edit Entity's Digital Services

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Step 8

- Review details of the updated digital service. Click 'Submit' to proceed.

Home / Edit Entity's e-Service

Edit Entity's e-Services



Review the details of your entity e-Service(s).

Changes made will be applied across e-Service assignments of users, active Third Party authorisation and Sub-Admin Assignment Profile.

Entity's e-Service(s)

CPF	• CPF e-Submission	
GSTN:		Editor
CSN		199901234N-PTE-01

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Note: Once submitted, affected entity users and Third Party authorisation will be updated accordingly.

Set Up and Assign - Edit Entity's Digital Services

Step 1

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Step 8

- A confirmation message will indicate that you have successfully edited details of the digital service(s) selected.

The screenshot displays the Corppass user interface. At the top, a dark blue navigation bar contains the following menu items: Home, My Account, Users, e-Service, Third Party, Advance, and Help. On the right side of this bar, there is a 'Log Out' button with a user icon and a search icon. Below the navigation bar, the breadcrumb trail reads 'Home / Edit Entity's e-Services'. The main content area features a large green checkmark icon on the left. To its right, the text reads: 'You have edited your entity's e-Service(s). Third Party Entity(s) affected by the changes will receive an email notification.' Below this message is a blue button labeled 'Return to Homepage'.