





A Guide for CorpPass Admins: CorpPass Registration For CorpPass Admins <u>who are not</u> Registered Officers of the Entity







Step 1 Step 2	<ul> <li>You will be redirected to the SingPass login page. Enter your SingPass ID &amp; Password, then click 'Login'. Alternatively, log in with SingPass Mobile app.</li> </ul>
Step 3	Singapore Personal Access
Step 4	Singlass
Step 5 Step 6	Construction of the second sec
Step 7	
	Register for     Update     Reset     Forgot SingPass ID or password?



Step 1 Step 2	<ul> <li>Arrive at 2FA verification page. You can choose your verification</li> </ul>	n methods.
Step 3	Singapore Personal Access	Singapore Government Integrity · Service · Excellence A A A 🖶 🍳
Step 4 Step 5	Last Login: 17/01/2019 14:12         Image: Constraint of the second se	Logout 🕩
Step 6 Step 7	<ul> <li>SingPass Mobile</li> <li>SingPass Mobile</li> <li>SingPass Mobile</li> <li>SingPass Mobile within 2 minutes.</li> <li>If you do not receive a push notification within 30 seconds, please open the app and select "Resend".</li> </ul>	
	Resend SjngPass	



Step 1 Step 2 (Option A)	<ul> <li>If you have set up SingPass Mobile, you will receive a notification mobile app. Tap the notification in your mobile to proceed.</li> </ul>	ition via the
Step 3	Singapore Personal Access	Singapore Government Integrity · Service · Excellence A A A 🖶 🔍
Step 5	Last Login: 17/01/2019 14:12  A notification has been sent via SingPass Mobile. Tap on it within 2 minutes to proceed.	Logout 🕪
Step 6 Step 7	SingPass Mobile       SMS OTP       Token OTP         Image: SingPass Mobile       Tap on the push notification sent via SingPass Mobile within 2 minutes.         Image: SingPass Mobile       If you do not receive a push notification within 30 seconds, please open the app and select "Resend".         Image: SingPass Mobile       Resend	



registered mobile number, then click 'Submit'.	
Singapore Personal Access SingPass	Singapore Government Integrity · Service · Excellence A A A 🖶 🔍 Last Login: 17/01/2019 14:12
SingPass Mobile       SMS OTP         SMS OTP       Enter the 6-digit One-Time Password (OTP) sent to your mobile nu         Image: Comparison of the password (OTP)       Image: Comparison of the password (OTP)         Image: Comparison of the password (OTP)       Image: Comparison of the password (OTP)         Image: Comparison of the password (OTP)       Image: Comparison of the password (OTP)         Image: Comparison of the password (OTP)       Image: Comparison of the password (OTP)         Image: Comparison of the password (OTP)       Image: Comparison of the password (OTP)         Image: Comparison of the password (OTP)       Image: Comparison of the password (OTP)         Image: Comparison of the password (OTP)       Image: Comparison of the password (OTP)         Image: Comparison of the password (OTP)       Image: Comparison of the password (OTP)         Image: Comparison of the password (OTP)       Image: Comparison of the password (OTP)         Image: Comparison of the password (OTP)       Image: Comparison of the password (OTP)         Image: Comparison of the password (OTP)       Image: Comparison of the password (OTP)         Image: Comparison of the password (OTP)       Image: Comparison of the password (OTP)         Image: Comparison of the password (OTP)       Image: Comparison of the password (OTP)         Image: Comparison of the password (OTP)       Image: Comparison of the password (OTP)         Image: Compari	Token OTP Imber (****3220). Not your mobile number?
	registered mobile number, then click 'Submit'



Step 1 Step 2 (Option C)	•	Alternatively, if you have a OneKey Token, enter your 8-digit OTP shown on your Token, then click 'Submit'.
Step 3		Singapore Government Integrity - Service - Excellence A A A 🖻 9
Step 4		Last Login: 17/01/2019 14:12
Step 5	**	Token OTP
Step 6		<b>Step 1</b> Press and hold "1" to generate your 8-digit One-Time Password (OTP).
Step 7	•	
		Step 2         Enter the 8-digit OTP generated from your OneKey Token (xxxxx7503).         OTP:       OTP         Submit         Note:         • Lost or damaged your OneKey Token? Visit Assurity counters to replace it.



Step 1 Step 2	To begin with your Cor	pPass Admin account registrati	on, input entity UEN.
Step 3	Home About Us Services Help		Login 🛔 📿
Step 4	Home / Register Admin Account		
Step 5	1 •••• 2		
Step 6	Enter Review Details & Submit	min for your Entity.	
Step 7			
	Enter Entity Detail Unique Entity Number (UEN)*()	Example: 12345678X, 201612345X, T16PQ1234X	
Scroll down to continue	Enter Your Contact Details	PHANG GABRIEL	
	Email*		



Step 1	Enter the contact deta to register on CorpPas	ails (entity email address & mobile number) you wish iss.
Step 3 Step 4	Your full name will be populated as per SingPass (or NRIC / FIN). Confirm Email* Mobile No.	PHANG GABRIEL
Step 6 Step 7	Create Your Account Details CorpPass ID* New Password* Re-enter New Password*	Example: CLARISSA70
	Request Registered Officer Authoris Select one of the two options. Request Online Approval by Registered Officer's Upload Letter of Authorisation (Click here the Registered Officer's Identity No. Last 5 Characterstop	sation ⑦  ficer OR to download letter template.)



Step 1 Step 2	<ul> <li>Enter a CorpPass ID and</li> </ul>	d the password of your choice	e.
	Full Name	PHANG GABRIEL	
Step 3	Email*()		
Step 4	Confirm Email*	abc@abc.com	You will not be able to change your
Step 5	Mobile No.		CorpPass ID once
Otep 0	Create Your Account Details		
Step 6	CorpPass ID <b>*⊘</b>	Example: CLARISSA70	]←───
Stop 7	New Password*		_
Step 7	Re-enter New Password <b>*</b>	Required	Ensure that your ← password meets
	Request Registered Officer Authorisat	X Numeric characters Optional	the criteria.
	Select one of the two options.	Special character (\$!#&@?%=_)	
	Request Online Approval by Registered Office     Opload Letter of Authorisation (Click here to a	download letter template.)	
	Registered Officer's Identity No.		世



Step 1	<ul> <li>Do optor your posswor</li> </ul>	d in the 'Confirm Password' h	ov
Step 2			Ολ.
Stop 2	Full Name	PHANG GABRIEL	
Step 5	Email*	abc@abc.com	
Step 4	Confirm Email*		
Step 5	Mobile No.		
	Create Your Account Details		
Step 6	CorpPass ID <b>*</b> ①	Example: CLARISSA70	
Step 7	New Password*		
	Re-enter New Password*		]
	Request Registered Officer Authorisa	tion 🕐	
Scroll down	Select one of the two options.  Request Online Approval by Registered Office	r OR	
to continue	Upload Letter of Authorisation (Click here to	download letter template.)	
	Registered Officer's Identity No. Last 5 Characters <b>*</b> 介	e ø 4567D of \$1234567D	<u>ů</u>



Step 1	Your Registered Office	er can provide online approval	(Option A), or sign a
Step 2	*Letter of Authorisation	í (Option B), which needs to be	e uploaded.
Step 3	Request Registered Officer Authorise	ation () Option A	
Step 4	<ul> <li>Request Online Approval by Registered Offic</li> <li>Upload Letter of Authorisation (Click here to</li> </ul>	o download letter template.)	
Step 5	Registered Officer's Identity No. Last 5 Characters <b>*</b> ⊘	e.g 4567D of S1234567D	世
Step 6	Registered Officer's Email <b>*</b> ⊘	abc@abc.com	
Step 7	Add another Registered Officer		
	Request e-Service Access (2)	le an Compace with my Admin Account	
	I would like to access all e-services available	ie on corprass with my Admin Account.	
		Cancel Next	
	Privacy Statement   Terms and Conditions   Rate this Website		© 2016 Government of Singapore



Step 1	If you selected Option	A, your Registered Officer wil	l receive an email
Step 2	notification to provide	online approval for your accou	unt registration.
Step 3	Request Registered Officer Authoris	ation <sup>()</sup> Option A	
Step 4 (Option A)	Request Online Approval by Registered Offic     Opload Letter of Authorisation (Click <b>here</b> to	cer OR o download letter template.)	
Step 5	Registered Officer's Identity No. Last 5 Characters <b>*</b> ⊘	e.g 4567D of S1234567D	<u>ل</u>
Step 6	Registered Officer's Email★⑦	abc@abc.com	
Step 7	Add another Registered Officer		
	Request e-Service Access		
	I would like to access all e-Services available	ole on CorpPass with my Admin Account.	
		Cancel Next	
	Privacy Statement   Terms and Conditions   Rate this Website		© 2016 Government of Singapore



Step 1 Step 2	<ul> <li>Enter the last five characters of your Registered Office number, and email address for which the notification w</li> </ul>	er's NRIC / FIN vill be sent to.
Step 3 Step 4 (Option A)	Re-enter New Password*  Request Registered Officer Authorisation ⑦ Select one of the two options.  Request Online Approval by Registered Officer OR Upload Letter of Authorisation (Click here to download letter template.)	
Step 5 Step 6	Registered Officer's Identity No.   Last 5 Characters*()   e.g 4567D of S1234567D   Registered Officer's Email*() abc@abc.com	<u>ٿ</u>
Step 7	Request e-Service Access ②  I would like to access all e-Services available on CorpPass with my Admin Account.  Cancel Next	
	Privacy Statement   Terms and Conditions   Rate this Website	© 2016 Government of Singapore



Step 1 Step 2	<ul> <li>To obtain offline approval using the Letter of Authorisation, download the template, and upload the endorsed copy.</li> </ul>
Step 3 Step 4 (Option B) Step 5 Step 6	New Password* Re-enter New Password* Request Registered Officer (RO) Authorisation () Select one of the two options. Request Online Approval by Registered Officer Request Online Approval by Registered Officer R
	Request e-Service Access <i>(</i> )
	Cancel Next



Step 1	<ul> <li>You can choose to be granted access to all digital services</li> </ul>	s (currently
Step 2	onboard and to be onboarded in future) for your CorpPass	Admin account.
Step 3	New Password*	
	Re-enter New Password*	
Step 4	Request Registered Officer Authorisation 🕖	
Step 5	Select one of the two options.          Request Online Approval by Registered Officer       OR         OR       OR         Opload Letter of Authorisation (Click here to download letter template.)	
Step 6	Upload your documents in PDF, JPEG and PNG format. This file should not exceed 10mb size in total.	
	<b>Request e-Service Access</b> () I would like to access all <b>e-Services</b> available on CorpPass with my Admin Account.	
	Cancel	
	Privacy Statement   Terms and Conditions   Rate this Website	© 2016 Government of Singapore



Step 1	Review your registratio	n details before submitting		
Step 2		n details before submitting.		
Stop 2	Home About Us Services Help		Login 🚢	Q
Step 5	Home / Register Admin Account			
Step 4	Register Admin Account			
Step 5	Enter Details & Submit			
Step 6	Review the following information. To amend your information after submission, yo	ou must submit a new registration.		
Chan Z	Entity Detail			
Step 7	Unique Entity Number (UEN)	79039907E		
	Admin Contact Details			
	Full Name	PHANG GABRIEL		
Scroll down	Email	PHANGGABRIEL@abc.com		
to continue	Mobile No.	987654321		
	Account Details			



Step 1	Read and agree to the	'Terms and Conditions' then click 'Submit'
Step 2		
Stop 2	Email	PHANGGABRIEL@abc.com
Step 3	Mobile No.	367034321
Step 4	Account Details CorpPass ID	GRABRIELPHANG87
Step 5	Registered Officer Authorization	
	Method of Approval	Request online approval from Registered Officer
Step 6	Registered Officer's Identity No. Last 5 Characters	7232B
	Registered Officer's Email	abc@abc.com
Step 7	e-Service Access  I would like to access all e-Services available	e on CorpPass with my Admin Account.
	$\square$ I have read and given my consent to the $\mathbf{I}$	erms and Conditions.
		Back Submit



Step 1 Step 2	<ul> <li>A confirmation message submitted.</li> </ul>	ge will indicate that your registration has been	
Step 3	Home About Us Services Help	Login 🛎 🔍	
	Home / Register Admin Account		
Step 4 Step 5	Your registration for An email to request for approva A notification letter of the regist	or a CorpPass Admin Account has been submitted. I has been sent to your entity's Registered Officer. ration will also be mailed to your entity's UEN-registered address.	
Step 6		If you selected the 'Online	
Step 7	Next Step	Approval' method, you will have to await approval from your entity's Registered Officer.	
		<u>OR</u>	
	Wait for approval from your Registered Officer. The online approval must be provided within 30 days.	If you selected the 'Letter of Authorisation' method, you will have to await approval from the Central Administrator.	



# - END -

Updated as of February 2019