



A Guide for Registered Officers: CorpPass Registration

*For Registered Officers who wish to register for a CorpPass Admin Account
(e.g. Sole Proprietors, Owners of Small Businesses)*

CorpPass Admin Registration

Step 1

Step 2

Step 3

Step 4

Step 5

- Click 'Register as a CorpPass Admin'.

Home About Us Services Help Login

Welcome to CorpPass

Your one-stop platform to manage and transact with the Government in an easy and secure manner.

New to CorpPass? [Find out more](#) or view the [digital services](#) you can access with CorpPass

[Register as a CorpPass Admin](#)

Get started with CorpPass by your role +

Help & Support

[Get help](#)
with online materials

[Get in touch](#)
with CorpPass HelpDesk

[Sign up](#)
for Public Briefings

[Ask Jamie @ CorpPass](#)
Type your question ...

CorpPass Admin Registration

Step 1

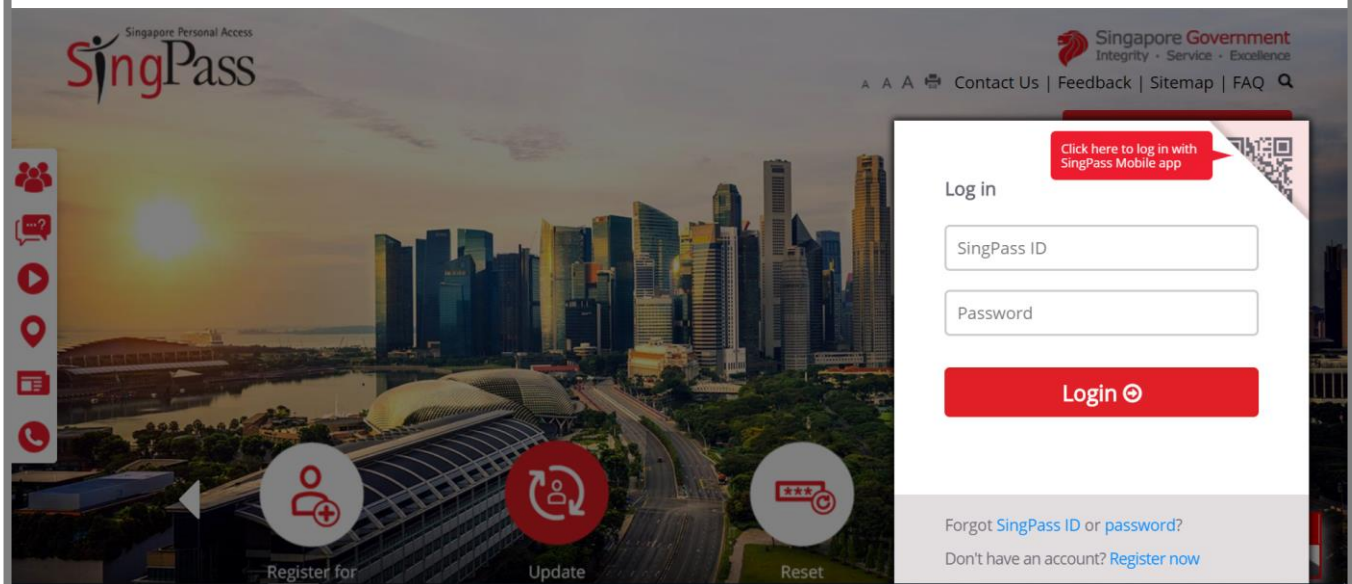
Step 2

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.



CorpPass Admin Registration

Step 1

Step 2

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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 three options respectively. Below the "SingPass Mobile" option, there is a "Resend" button and a small image of a smartphone displaying the SingPass app.

CorpPass Admin Registration

Step 1

Step 2 (Option A)

Step 3

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 Admin Registration 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 user management, help, video, location, calendar, and phone.

CorpPass Admin Registration

Step 1

Step 2 (Option B)

Step 3

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 shows the SingPass Admin Registration interface. At the top, there is a dark blue banner with a white bullet point: "If you have set up SMS OTP, enter the 6-digit Mobile OTP sent to your registered mobile number, then click 'Submit'". Below this is the SingPass login page. The SingPass logo is on the left, and the Singapore Government logo is on the right. The page shows the user's last login time as 17/01/2019 14:12 and a Logout button. There are three tabs: SingPass Mobile, SMS OTP, and Token OTP. The SMS OTP tab is selected. The page 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 for the OTP, a Submit button, and a Resend OTP button. A red arrow points to the Resend OTP button with the text "Click Here". On the left side of the page, there is a vertical sidebar with icons for user management, help, and other functions.

CorpPass Admin Registration

Step 1

Step 2 (Option C)

Step 3

Step 4

Step 5

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

The screenshot displays the SingPass Admin Registration interface. At the top, the SingPass logo and Singapore Government logo are visible. The page shows a navigation bar with options for SingPass Mobile, SMS OTP, and Token OTP. The main content area is titled "Token OTP" and includes the following steps:

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).

The interface includes a "Submit" button and a "Note" section with a link to Assurity counters for replacing a lost or damaged OneKey Token.

CorpPass Admin Registration

Step 1

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- To begin with your CorpPass Admin account registration, input entity UEN.

Register Admin Account



Enter
Details

Review
& Submit

Ensure that you are the appointed CorpPass Admin for your Entity.
This form will take about 5 minutes to complete.

* - denotes mandatory fields

Enter Entity Detail

Unique Entity Number (UEN)* ⓘ

53179701E
87391334E
98520586E

The system automatically identifies the entities which you are registered with



Enter Your Contact Details

Full Name PHANG GABRIEL

Email* ⓘ

abc@abc.com

Confirm Email*

Mobile No.

Scroll down to continue



CorpPass Admin Registration

Step 1

Step 2

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Step 5

- Enter the contact details (email address & mobile number) you wish to register on CorpPass.

Your full name will be populated as per SingPass (or NRIC / FIN).

Full Name

PHANG GABRIEL

Email*

abc@abc.com

Confirm Email*

Mobile No.

Confirm your contact details.

Create Your Account Details

CorpPass ID*

Example: CLARISSA70

New Password*

Re-enter New Password*

Request e-Service Access

I would like to access all **e-Services** available on CorpPass with my Admin Account.

Cancel

Next

CorpPass Admin Registration

Step 1

Step 2

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Step 4

Step 5

- Enter a CorpPass ID and the password of your choice.

Full Name PHANG GABRIEL

Email*

abc@abc.com

Confirm Email*

Mobile No.

You will not be able to change your CorpPass ID once this is confirmed.

Create Your Account Details

CorpPass ID*

Example: CLARISSA70

New Password*

Re-enter New Password*

Ensure that your password meets the criteria.

Required

- ✗ 8-24 characters
- ✗ Alphabetic characters
- ✗ Numeric characters

Optional

- ✗ Special character (\$!#&@7%=-)

Request e-Service Access

I would like to access all e-Services available

Cancel

Next

CorpPass Admin Registration

Step 1

Step 2

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Step 4

Step 5

- Re-enter your password in the 'Confirm Password' box.

Full Name PHANG GABRIEL

Email* ⓘ

abc@abc.com

Confirm Email*

Mobile No.

Create Your Account Details

CorpPass ID* ⓘ

Example: CLARISSA70

New Password*

Re-enter New Password*

Request e-Service Access ⓘ



I would like to access all **e-Services** available on CorpPass with my Admin Account.

Cancel

Next

CorpPass Admin Registration

Step 1

Step 2

Step 3

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Step 5

- You can choose to be granted access to all digital services (currently onboard and to be onboarded in future) for your CorpPass Admin account.

Full Name PHANG GABRIEL

Email* ⓘ

abc@abc.com

Confirm Email*

Mobile No.

Create Your Account Details

CorpPass ID* ⓘ

Example: CLARISSA70

New Password*

Re-enter New Password*

Request e-Service Access ⓘ

I would like to access all **e-Services** available on CorpPass with my Admin Account.

Cancel

Next

Note: e-Service is also known as digital service

CorpPass Admin Registration

Step 1

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Step 5

- Review your registration details before submitting.

Home About Us Services Help

Login  

Home / Register Admin Account

Register Admin Account



Enter
Details

Review
& Submit

Review the following information.

To amend your information after submission, you must submit a new registration.

Entity Detail

Unique Entity Number (UEN) 79039907E

Admin Contact Details

Full Name PHANG GABRIEL
Email PHANGGABRIEL@abc.com
Mobile No. 987654321

Account Details

**Scroll down
to continue**



CorpPass Admin Registration

Step 1

Step 2

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Step 5

- Read and agree to the 'Terms and Conditions', then click 'Submit'.

Entity Detail

Unique Entity Number (UEN) 79039907E

Admin Contact Details

Full Name PHANG GABRIEL
Email PHANGGABRIEL@abc.com
Mobile No. 987654321

Account Details

CorpPass ID GRABRIELPHANG87

e-Service Access

I would like to access all **e-Services** available on CorpPass with my Admin Account.

I have read and given my consent to the [Terms and Conditions](#).

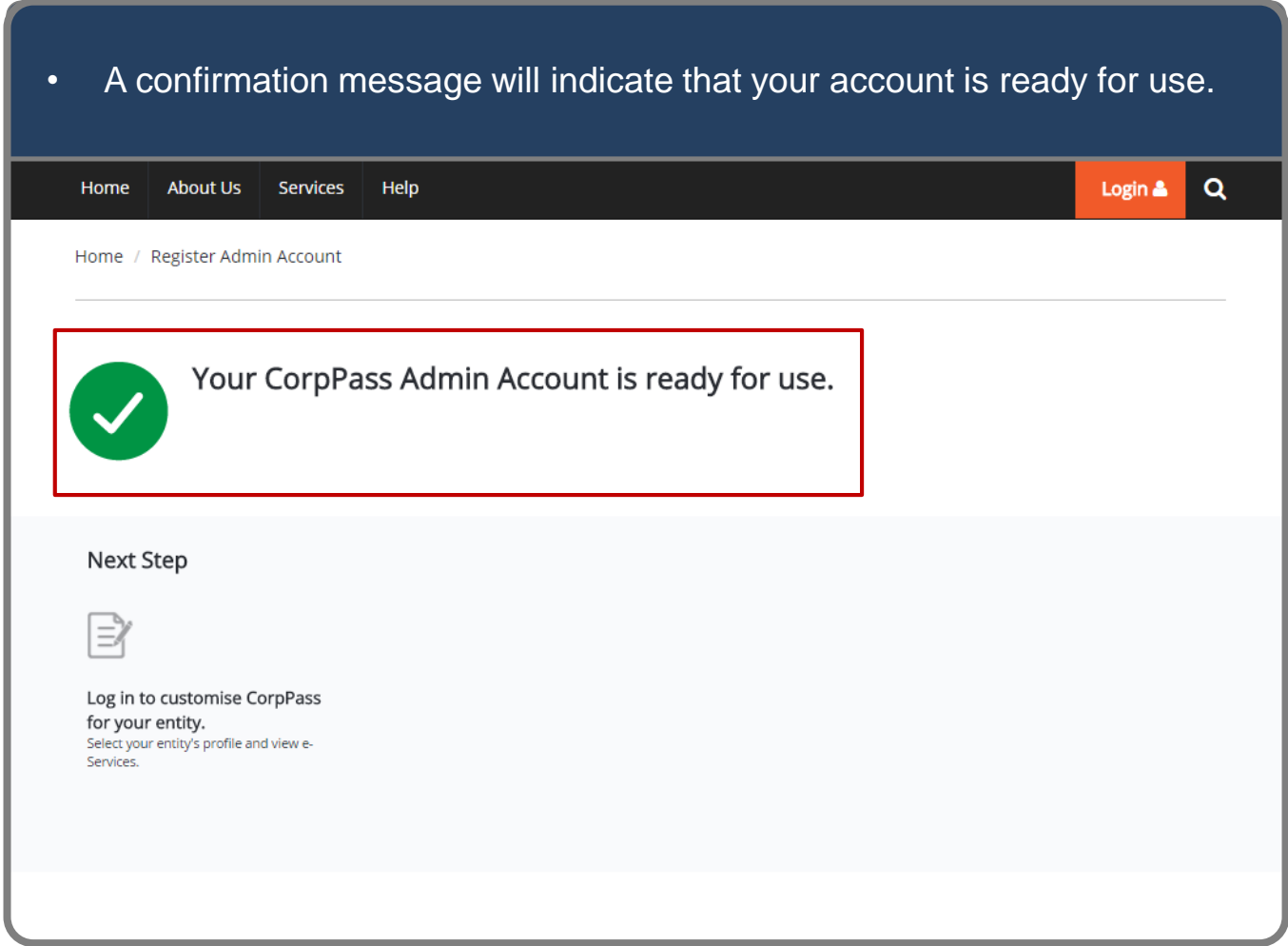
Back

Submit

CorpPass Admin Registration

- Step 1
- Step 2
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- Step 4
- Step 5**


- A confirmation message will indicate that your account is ready for use.



Home / Register Admin Account

Your CorpPass Admin Account is ready for use.

Next Step

 **Log in to customise CorpPass for your entity.**
Select your entity's profile and view e-Services.

- END -

Updated as of February 2019