



## **A Guide for Registered Officers: Approve or Reject Admin Account**

# Approve or Reject Admin Account

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- Under 'Services', hover over 'Manage Admin', select 'Approve Admin Accounts'.

The screenshot shows the CorpPass website interface. At the top, there is a navigation bar with 'Home', 'About Us', 'Services', and 'Help'. A 'Login' button with a user icon and a search icon are on the right. Below the navigation bar, a dropdown menu is open under 'Services'. The menu items are: 'Register for CorpPass', 'Check Registration Status', 'Activate CorpPass Account', 'Retrieve CorpPass / Entity ID', 'Reset Password', 'Manage Admin', and 'View Approved Admins'. The 'Manage Admin' item is highlighted with a red box, and its sub-menu is open, showing 'Approve Admin Accounts' and 'View Approved Admins'. The 'Approve Admin Accounts' option is highlighted with a blue box. Below the dropdown menu, there is a 'Register as a CorpPass user' button. At the bottom of the page, there are three sections: 'Get help with online materials', 'Get in touch with CorpPass HelpDesk', and 'Sign up for Public Briefings'. A search bar for 'Ask Jamie @ CorpPass' is located at the bottom right.

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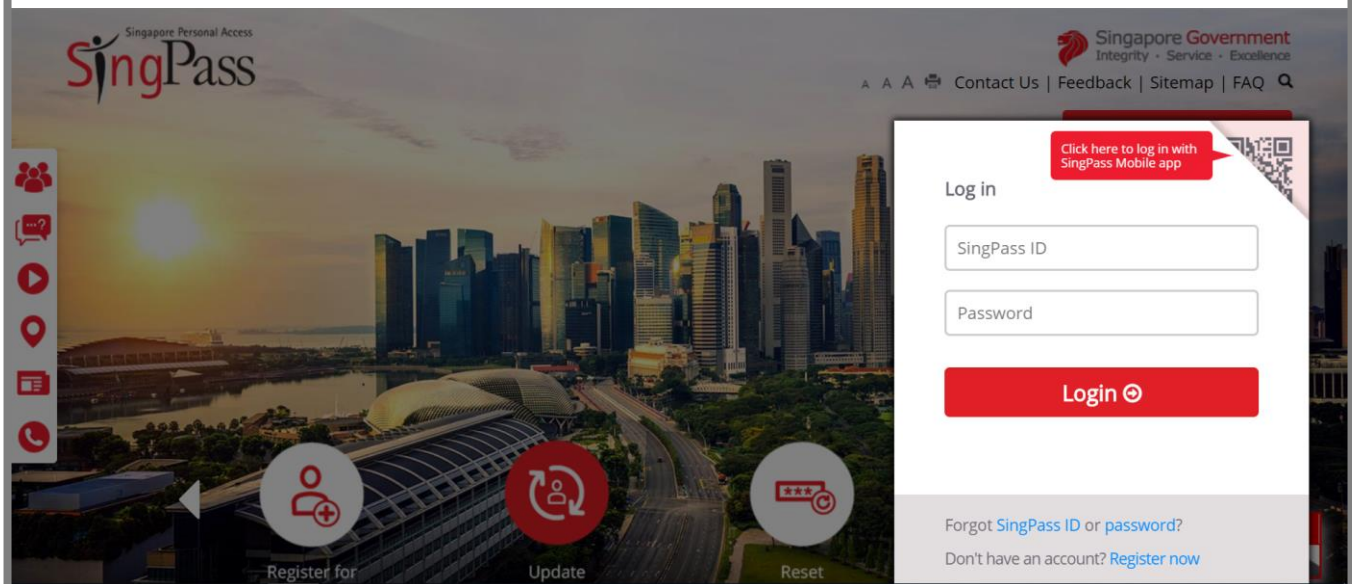
Step 5

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- You will be redirected to the SingPass login page. Enter your SingPass ID & Password, then click 'Login'. Alternatively, log in with SingPass Mobile app.



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- 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 note: "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'." The page also shows a "Logout" button and the last login time: "Last Login: 17/01/2019 14:12".

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- 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 web portal. At the top, the SingPass logo is on the left, and the Singapore Government logo with the motto 'Integrity · Service · Excellence' is on the right. Below the logo, the text 'Last Login: 17/01/2019 14:12' and a 'Logout' button are visible. A light blue notification banner contains an information icon and the text: 'A notification has been sent via SingPass Mobile. Tap on it within 2 minutes to proceed.' Below the banner, there are three tabs: 'SingPass Mobile' (selected), 'SMS OTP', and 'Token OTP'. Under the 'SingPass Mobile' tab, there is a sub-section with the heading 'SingPass Mobile' and an image of a smartphone displaying the SingPass app. The text reads: '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 located below this text. On the left side of the screenshot, a vertical toolbar contains icons for home, help, play, location, calendar, and phone.

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- 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 login interface. At the top, there is a navigation bar with the SingPass logo (Singapore Personal Access) on the left and the Singapore Government logo (Integrity · Service · Excellence) on the right. Below the navigation bar, there is a header area with the text 'Last Login: 17/01/2019 14:12' and a 'Logout' button. The main content area features three tabs: 'SingPass Mobile', 'SMS OTP', and 'Token OTP'. The 'SMS OTP' tab is selected. Below the tabs, there is a section titled 'SMS OTP' with a smartphone icon and a speech bubble containing 'SMS'. The text reads: 'Enter the 6-digit One-Time Password (OTP) sent to your mobile number (\*\*\*\*3220). Not your mobile number?'. There is an input field labeled 'OTP:' with a red border, 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 screenshot, there is a vertical sidebar with several icons: a group of people, a speech bubble with a question mark, a play button, a location pin, a list icon, and a phone icon.

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

The screenshot displays the SingPass interface for the 'Token OTP' step. At the top, there are navigation tabs for 'SingPass Mobile', 'SMS OTP', and 'Token OTP'. The 'Token OTP' section is active and shows the following content:

- Token OTP**
- Step 1**: Press and hold "1" to generate your 8-digit One-Time Password (OTP). An image of a OneKey Token is shown.
- Step 2**: Enter the 8-digit OTP generated from your OneKey Token (xxxxxx7503). Below this is a form with an 'OTP:' label, a text input field containing 'OTP', and a red 'Submit' button.
- Note**:
  - Lost or damaged your OneKey Token? Visit [Assurity counters](#) to replace it.

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- Select the 'Manage Request' link for the Admin you wish to approve or reject.

Home / Approve Admin Account

## Approve Admin Account

The following CorpPass Admin Accounts are pending your approval.

Date of Registration	UEN / Entity ID	Entity Name	NRIC / FIN / Foreign ID No.	Applicant Name	Action
19/09/2016	79039907E	Complicated Cake Marketing	S7452413C	PHANG GABRIEL	<a href="#">Manage Request</a>

Showing 1 to 1 of 1 items



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- Review details of the individual.

Home / Manage Admin / Help Log Out Q

Home / Approve Admin Account

## Approve Admin Account

Review the following details before approving the Admin Account.

### Entity Detail

Unique Entity Number (UEN)	79039907E
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### CorpPass Admin Contact Details

Full Name	PHANG GABRIEL
NRIC / FIN / Foreign ID No	S7452413C
Email	PHANGGABRIEL@abc.com
Mobile No	987654321

### CorpPass Account Details

Scroll down to continue



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- Decide to either approve or reject the registration.

## CorpPass Account Details

CorpPass ID GRABRIELPHANG87

## Registered Officer Authorisation

Method of Approval Request online approval from Registered Officer

Registered Officer's Identity Number Sxxxx7232B

Registered Officer's Email abc@abc.com

## Request e-Service Access

All e-Services' access will be assigned to the CorpPass Admin upon Registered Officer's approval.

## Approve / Reject Admin Account

Approve Admin Account

OR

Reject Admin Account

**Reject Admin Account**

**Approve Admin Account**

Cancel

Submit

# Approve or Reject Admin Account

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- If you select 'Reject Admin Account', please provide a reason for doing so.

## Registered Officer Authorisation

Method of Approval	Request online approval from Registered Officer
Registered Officer's identity Number	Sxxx7232B
Registered Officer's Email	abc@abc.com

## Request e-Service Access

All e-Services' access will be assigned to the CorpPass Admin upon Registered Officer's approval.

## Approve / Reject Admin Account

Approve Admin Account    OR     Reject Admin Account

Reason for Rejection\*

Cancel

Submit

↑  
**e.g. 'the new admin has decided to leave the company'**

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- Click 'Submit'.

## CorpPass Account Details

CorpPass ID GRABRIELPHANG87

## Registered Officer Authorisation

Method of Approval Request online approval from Registered Officer

Registered Officer's Identity Number Sxxxx7232B

Registered Officer's Email abc@abc.com

## Request e-Service Access

All e-Services' access will be assigned to the CorpPass Admin upon Registered Officer's approval.

## Approve / Reject Admin Account

Approve Admin Account OR  Reject Admin Account

Cancel

Submit

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- You should receive a confirmation message that the Admin account has been approved or rejected.

The screenshot displays the CorpPass Admin interface. At the top, there is a navigation bar with links for 'Home', 'Manage Admin', and 'Help', along with a 'Log Out' button and a search icon. Below the navigation bar, the breadcrumb trail reads 'Home / Approve Admin Account'. The main content area features a large green checkmark icon on the left, followed by the text: 'You have approved PHANG GABRIEL as the CorpPass Admin of 79039907E, Complicated Cake Marketing.' Below this text, a smaller line of text states: 'A notification email will be sent to the applicant and you.' At the bottom center of the message box, there is a blue button labeled 'Return to Approve Admin Account'.

**- END -**

Updated as of February 2019