

**corppass**



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SINGAPORE



## **A Guide for Registered Officers: Corppass Admin 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

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Step 5

- Click 'Register as a Corppass Admin'.



# Corppass Admin Registration

- Step 1
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- You will be redirected to the Singpass login page. Log in by scanning the QR code using your Singpass app.

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**singpass** Services ▾

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**Welcome to Singpass**  
Your trusted digital identity

Have questions? >

Locate a counter >

Contact us >

**Singpass app** Password login

Scan with Singpass app  
Logging in as Business User

Don't have Singpass app? [Download now](#)

# Corppass Admin Registration

Step 1

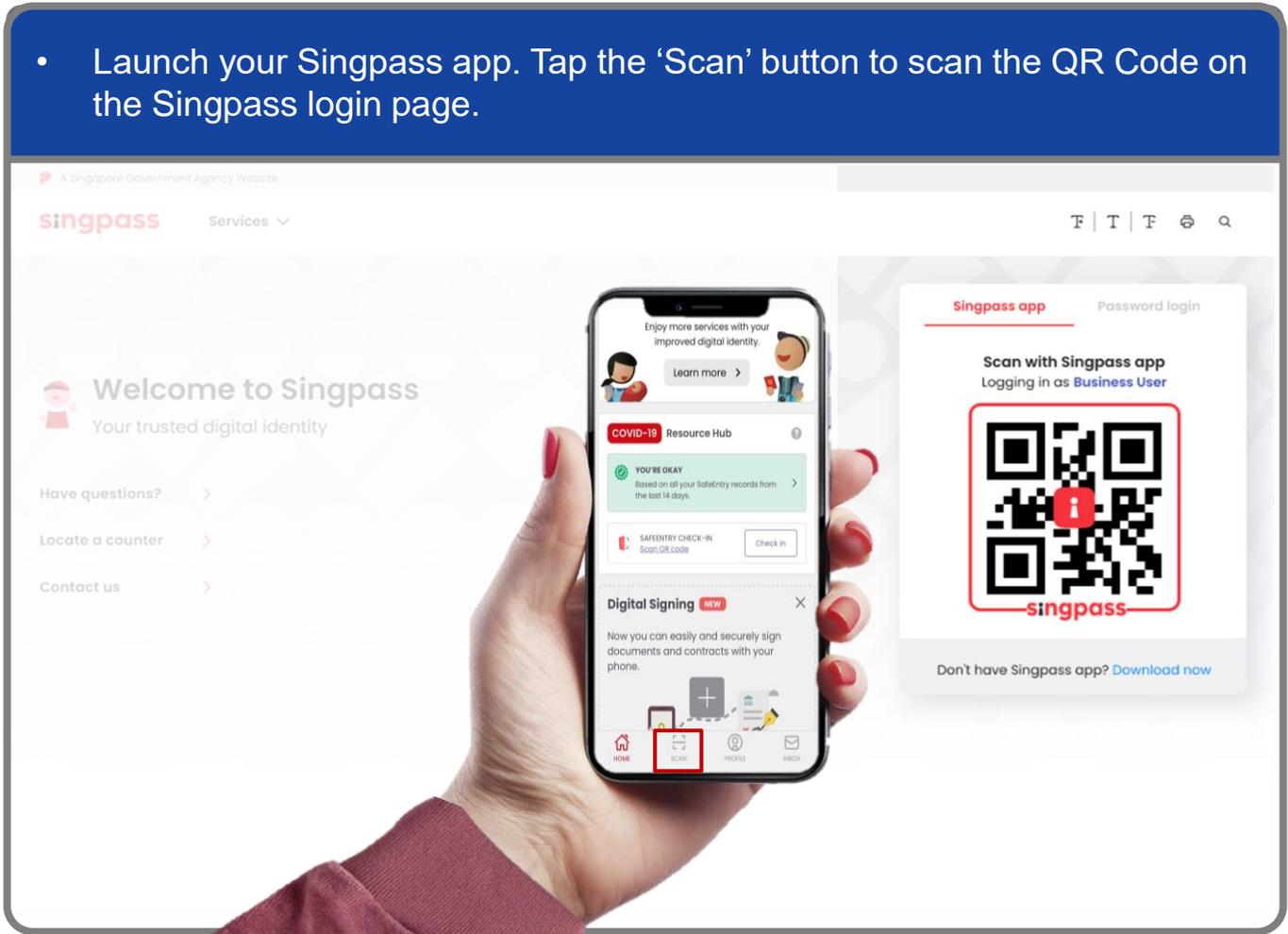
Step 2

Step 3

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Step 5

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



## Corppass Admin Registration

Step 1

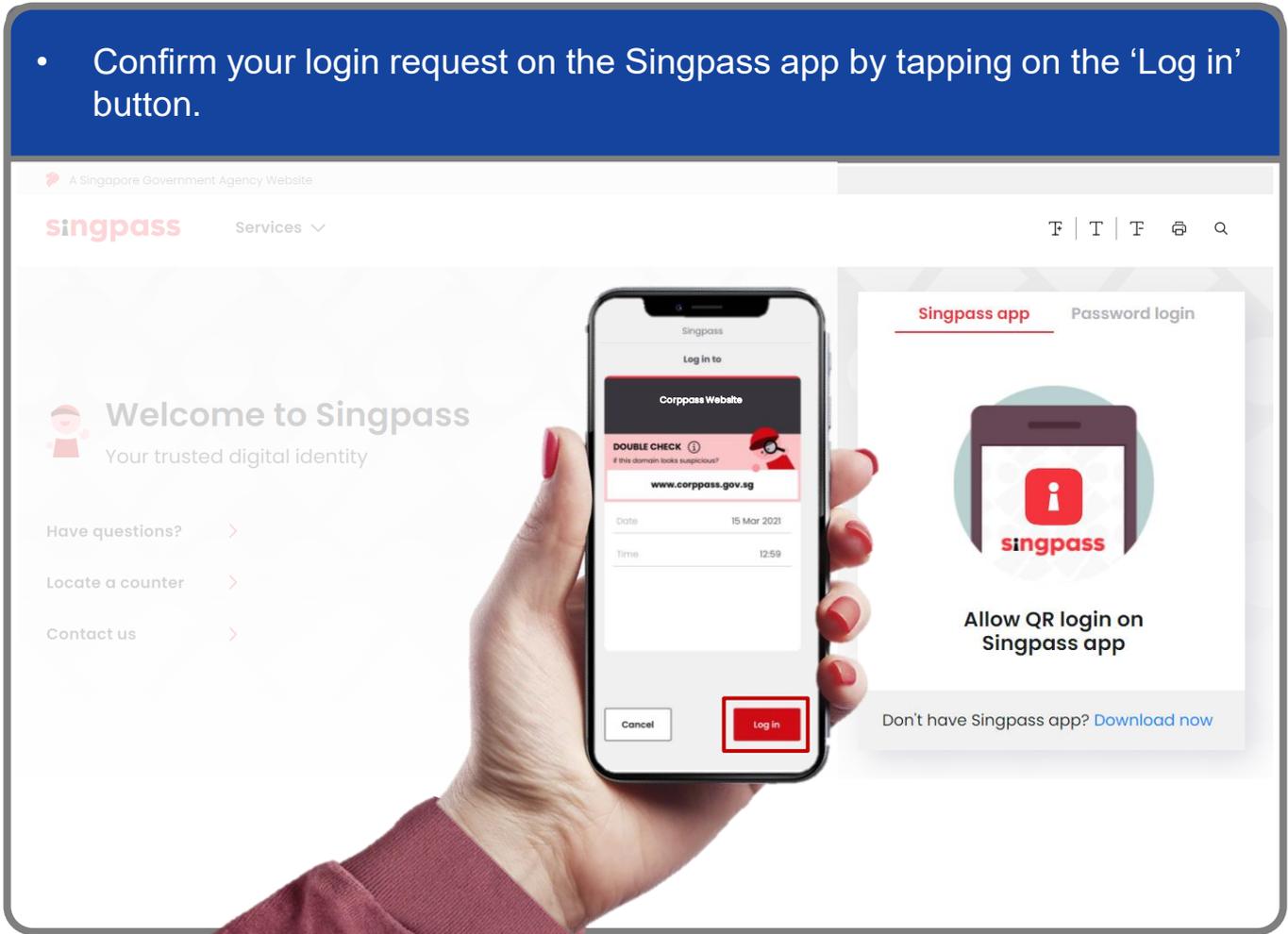
Step 2

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- 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

# Corppass Admin Registration

- Step 1
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- Alternatively, enter your Singpass ID & Password.

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**singpass** Services ▾

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Singpass app **Password login**

Logging in as **Business User**

Singpass ID  
Password

**Log in**

[Forgot Singpass ID](#) [Reset password](#)

Register For Singpass

# Corppass Admin Registration

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- You may choose to verify your identity using SMS OTP. Enter the 6-digit One-Time Password (OTP) at your registered mobile number.

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**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**

# Corppass Admin Registration

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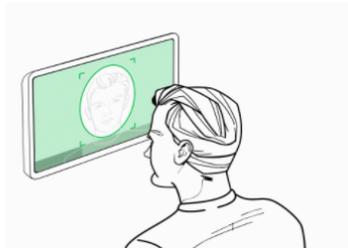
Step 5

- 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

# Corppass Admin Registration

Step 1

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

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SMS OTP Face verification

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

 <input checked="" type="checkbox"/> Clear glasses	 <input checked="" type="checkbox"/> Keep headgear and hair off face	 <input checked="" type="checkbox"/> Indoor lighting	 <input checked="" type="checkbox"/> Keep mouth closed
 <input type="checkbox"/> Tinted glasses	 <input type="checkbox"/> Cover your face	 <input type="checkbox"/> Very bright lighting	 <input type="checkbox"/> Smile widely

**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](#).

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Begin Scan

## Corppass Admin Registration

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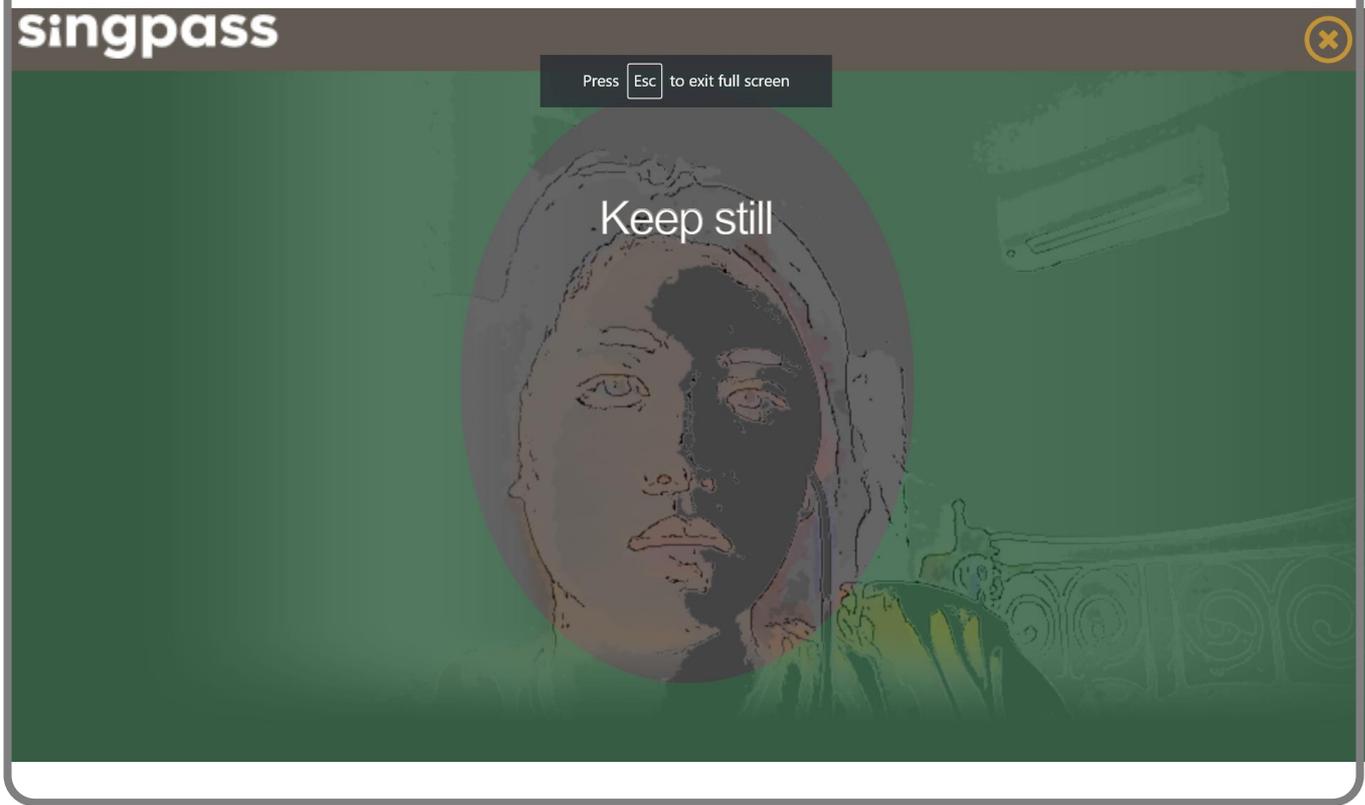
Step 2

Step 3

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- 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.

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- After logging in, enter the entity UEN you are registering to be an admin for.



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

**The system automatically identifies the entities which you are registered with**

\* - denotes mandatory fields

### Enter Entity Detail

Unique Entity Number (UEN)\* ⓘ

- T21LP3506A
- T21LP3506B
- T21LP3506E
- T21LP3506F
- T21LP3506I
- T21LP3506J
- VBRSTG004

### Enter Your Contact Details

Full Name

Email\* ⓘ

Confirm Email\*

Mobile No.

**Note:** You may see a drop-down list of UEN in this step for all entities you are being appointed Registered Officer for.

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

**Enter Your Contact Details**

**Your full name as per NRIC / FIN, and your email address will be auto-populated** →

Full Name: PHANG GABRIEL

Email\* ⓘ: PHANGGABRIEL@abc.com  
abc@abc.com

Confirm Email\* →

Mobile No. →

**Enter your contact details.** →

**Request e-Service Access** ⓘ

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

Note: The 'Access to All e-Services' option is NOT applicable to selected e-Services such as CPF e-Submission and SSG-WSG E-Services (see [full listing](#)), as they require additional details to be set up on Corppass. To gain access, select and manually assign them to your Corppass account.

Cancel Next

## Corppass Admin Registration

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

### Enter Your Contact Details

Full Name PHANG GABRIEL

Email\*  PHANGGABRIEL@abc.com  
abc@abc.com

Confirm Email\*

Mobile No.

### Request e-Service Access

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

Note: The 'Access to All e-Services' option is NOT applicable to selected e-Services such as CPF e-Submission and SSG-WSG E-Services (see [full listing](#)), as they require additional details to be set up on Corppass. To gain access, select and manually assign them to your Corppass account.

Cancel

Next

**Note:** e-Service is also known as digital service

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- Review your registration details before submitting.

Home / Register Admin Account

### Register Admin Account

Enter Details **2** 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
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#### Admin Contact Details

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

## Corppass Admin Registration

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

### Entity Detail

Unique Entity Number (UEN) 79039907E

### Admin Contact Details

Full Name PHANG GABRIEL  
Email PHANGGABRIEL@abc.com  
Mobile No. 98765432

### 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 of Use](#).

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Submit

# Corppass Admin Registration

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- 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 April 2021