



A Guide for CorpPass Admins: CorpPass Registration

For CorpPass Admins who are not Registered Officers of the Entity

CorpPass Admin Registration

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- Click 'Register as a CorpPass Admin'.

The screenshot shows the CorpPass website home page. At the top, there is a navigation bar with links for Home, About Us, Services, and Help, along with a Login button and a search icon. The main content area features a large heading 'Welcome to CorpPass' and a sub-heading 'Your one-stop platform to manage and transact with the Government in an easy and secure manner.' Below this, there is a section for 'New to CorpPass?' with links to 'Find out more' and 'digital services'. A prominent blue button with a white right-pointing arrow, labeled 'Register as a CorpPass Admin', is highlighted with a red rectangular border. Below the main content, there is a section titled 'Get started with CorpPass by your role' with a plus sign icon. Underneath, there are three columns of links: 'Get help with online materials' (with a laptop icon), 'Get in touch with CorpPass HelpDesk' (with an envelope icon), and 'Sign up for Public Briefings' (with a document icon). At the bottom right, there is a search bar labeled 'Ask Jamie @ CorpPas' with the placeholder text 'Type your question ...'.

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- You will be redirected to the SingPass login page. Enter your SingPass ID & Password, then click 'Login'.

SingPass Singapore Personal Access

Singapore Government
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Security Advisory

Protect your SingPass with strong passwords
Change your SingPass password regularly
Visit the [GoSafe Online](#) website to learn more about how to protect yourself against cyber threats.

Login

SingPass ID Password

Cancel **Login** Forgot SingPass ID or Password?

Don't have a SingPass ID? [Register Now](#)

Received an SMS about 2FA auto-registration? [Find Out More](#)

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- Arrive at 2FA verification page. You can choose between two verification methods.

Option A **Option B**

2-Step Login
with SMS OTP

2-Step Login
with Token OTP

A One-Time Password (OTP) has been sent to you via SMS.



Please enter the 6-digit OTP in the below box

Mobile Number: xxxx0505

OTP:

Resend OTP

If you do not receive the SMS OTP after 30 seconds, please click "Resend OTP".

Submit

CorpPass Admin Registration

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- If you have set up SingPass 2FA SMS OTP, you will receive a 6-digit Mobile OTP sent to your registered mobile number.

2-Step Login
with SMS OTP

2-Step Login
with Token OTP

A One-Time Password (OTP) has been sent to you via SMS.



Please enter the 6-digit OTP in the below box

Mobile Number: xxxx0505

OTP:

Resend OTP

If you do not receive the SMS OTP after 30 seconds, please click "Resend OTP".

Submit

CorpPass Admin Registration

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- Enter the 6-digit Mobile OTP sent to your registered mobile number, then click 'Submit'.

2-Step Login
with SMS OTP

2-Step Login
with Token OTP

A One-Time Password (OTP) has been sent to you via SMS.



Please enter the 6-digit OTP in the below box

Mobile Number: xxxx0505

OTP:

Resend OTP

If you do not receive the SMS OTP after 30 seconds, please click "Resend OTP".

Submit

CorpPass Admin Registration

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Step 2 (Option B)

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- Alternatively, you may log in using Option B if you have a OneKey Token, by clicking on the '2-Step Login with Token OTP' tab.

2-Step Login
with SMS OTP

2-Step Login
with Token OTP

Step 1

Press and hold '1' to generate your 8-digit One-Time Password (OTP).



Step 2

Please enter the 8-digit OTP in the box below.

OneKey Token Serial Number: xxxxxx8324

OTP:

Submit

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- Enter your 8-digit OTP shown on your Token, then click 'Submit'.

2-Step Login
with SMS OTP

2-Step Login
with Token OTP

Step 1

Press and hold '1' to generate your 8-digit One-Time Password (OTP).



Step 2

Please enter the 8-digit OTP in the box below.

OneKey Token Serial Number: xxxxxx8324

OTP:

Submit

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to continue**



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

Home / Register Admin Account

Register Admin Account

1 Enter Details 2 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)* ⓘ

Example: 12345678X, 201612345X, T16PQ1234X

Enter Your Contact Details

Full Name PHANG GABRIEL

Email* ⓘ

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- Enter the contact details (entity 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 Registered Officer Authorisation

Select one of the two options.

Request Online Approval by Registered Officer OR

Upload Letter of Authorisation (Click [here](#) to download letter template.)

Registered Officer's Identity No.
Last 5 Characters*
e.g. 4567D of S1234567D

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- 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*

Required

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

Optional

- ✗ Special character (\$!#&@?%=_)

Ensure that your password meets the criteria.

Request Registered Officer Authorisation

Select one of the two options.

Request Online Approval by Registered Officer

Upload Letter of Authorisation (Click [here](#) to download letter template.)

Registered Officer's Identity No.

Last 5 Characters*

eg. 4567D of S1234567D



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- 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 Registered Officer Authorisation ⓘ

Select one of the two options.

Request Online Approval by Registered Officer

OR

Upload Letter of Authorisation (Click [here](#) to download letter template.)

Registered Officer's Identity No.

Last 5 Characters*

e.g. 4567D of S1234567D



**Scroll down
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- Your Registered Officer can provide online approval (Option A), or sign a 'Letter of Authorisation' (Option B), which needs to be uploaded.

Re-enter New Password*

Request Registered Officer Authorisation ⓘ

Select one of the two options.

Request Online Approval by Registered Officer **Option A**

OR

Upload Letter of Authorisation (Click [here](#) to download letter template.) **Option B**

Registered Officer's Identity No.

Last 5 Characters* ⓘ e.g 4567D of S1234567D

Registered Officer's Email* ⓘ

abc@abc.com

[+ Add another Registered Officer](#)

Request e-Service Access ⓘ

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

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CorpPass Admin Registration

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Step 4 (Option A)

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- If you selected Option A, your Registered Officer will receive an email notification to provide online approval for your account registration.

Re-enter New Password*

Request Registered Officer Authorisation ⓘ

Select one of the two options.

Request Online Approval by Registered Officer OR

Upload Letter of Authorisation (Click [here](#) to download letter template.)

Registered Officer's Identity No. ⓘ

Last 5 Characters* ⓘ e.g 4567D of S1234567D

Registered Officer's Email* ⓘ

abc@abc.com

[+ Add another Registered Officer](#)

Request e-Service Access ⓘ

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

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Step 4 (Option A)

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- Enter the last five characters of your Registered Officer's NRIC / FIN number, and email address for which the notification will be sent to.

Re-enter New Password*

Request Registered Officer Authorisation ⓘ

Select one of the two options.

Request Online Approval by Registered Officer OR

Upload Letter of Authorisation (Click [here](#) to download letter template.)

Registered Officer's Identity No.

Last 5 Characters* ⓘ

e.g 4567D of S1234567D

Registered Officer's Email* ⓘ

abc@abc.com

[+](#) Add another Registered Officer

Request e-Service Access ⓘ

I would like to access all [e-Services](#) available on CorpPass with my Admin Account.

Cancel

Next

CorpPass Admin Registration

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Step 4 (Option B)

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- To obtain offline approval using the Letter of Authorisation, download the template, and upload the endorsed copy.

New Password*

Re-enter New Password*

Request Registered Officer (RO) Authorisation ⓘ

Select one of the two options.

Request Online Approval by Registered Officer OR

Upload Letter of Authorisation and RO's Identity Document (Click [here](#) to download letter template.)

Upload your documents in PDF, JPEG and PNG format. This file should not exceed 10mb size in total.

Letter of Authorisation and RO's Identity Document *

Request e-Service Access ⓘ

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

Option B: Click on the link to download a letter template you should use.



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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.

New Password*

Re-enter New Password*

Request Registered Officer Authorisation ⓘ

Select one of the two options.

Request Online Approval by Registered Officer OR

Upload Letter of Authorisation (Click [here](#) to download letter template.)

Upload your documents in PDF, JPEG and PNG format. This file should not exceed 10mb size in total.

Letter of Authorisation *

Select file

Request e-Service Access ⓘ

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

Cancel

Next

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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

Account Details

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

Email PHANGGABRIEL@abc.com

Mobile No. 987654321

Account Details

CorpPass ID GRABRIELPHANG87

Registered Officer Authorization

Method of Approval Request online approval from Registered Officer

Registered Officer's Identity No. 7232B
Last 5 Characters

Registered Officer's Email abc@abc.com

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

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- A confirmation message will indicate that your registration has been submitted.

Home / Register Admin Account

Your registration for a CorpPass Admin Account has been submitted.
An email to request for approval has been sent to your entity's Registered Officer.
A notification letter of the registration will also be mailed to your entity's UEN-registered address.

If you selected the 'Online Approval' method, you will have to await approval from your entity's Registered Officer.
OR
If you selected the 'Letter of Authorisation' method, you will have to await approval from the Central Administrator.

Next Step

 Wait for approval from your Registered Officer.
The online approval must be provided within 30 days.

- END -

Updated as of May 2017