



A Guide for CorpPass Admins: CorpPass Registration

For CorpPass Admins who are not Registered Officers of the Entity

CorpPass Registration



## **CorpPass Admin Registration**

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

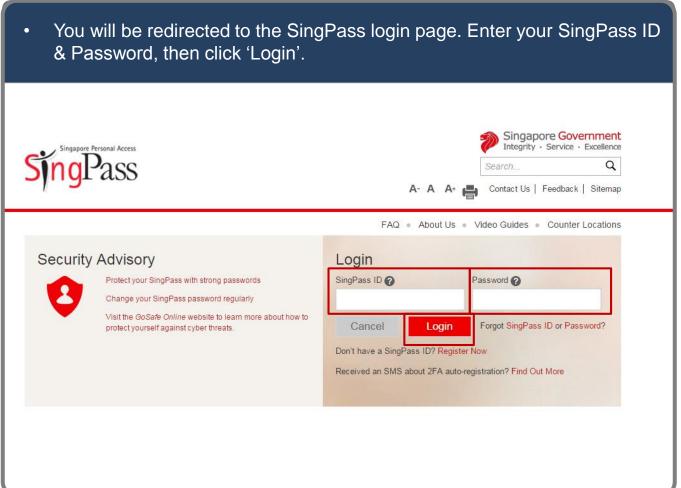


CorpPass Registration



### **CorpPass Admin Registration**

Step 1
Step 2
Step 3
Step 4
Step 5
Step 5



CorpPass Registration



### **CorpPass Admin Registration**

Step 1

Step 2

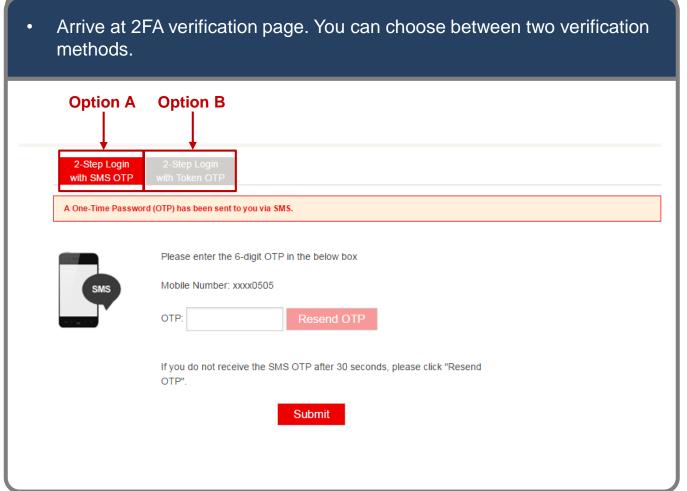
Step 3

Step 4

Step 5

Step 6

Step 7



CorpPass Registration



## **CorpPass Admin Registration**

Step 1

Step 2 (Option A)

Step 3

Step 4

Step 5

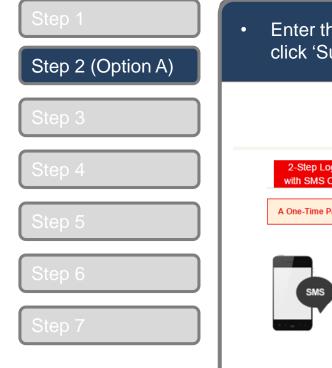
Step 6

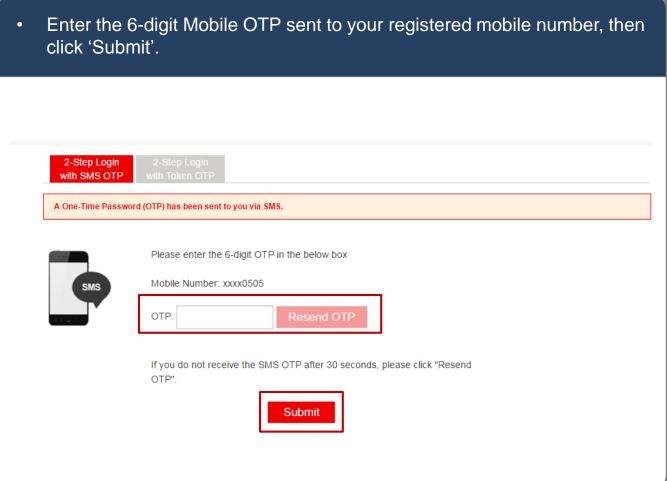
Step 7

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

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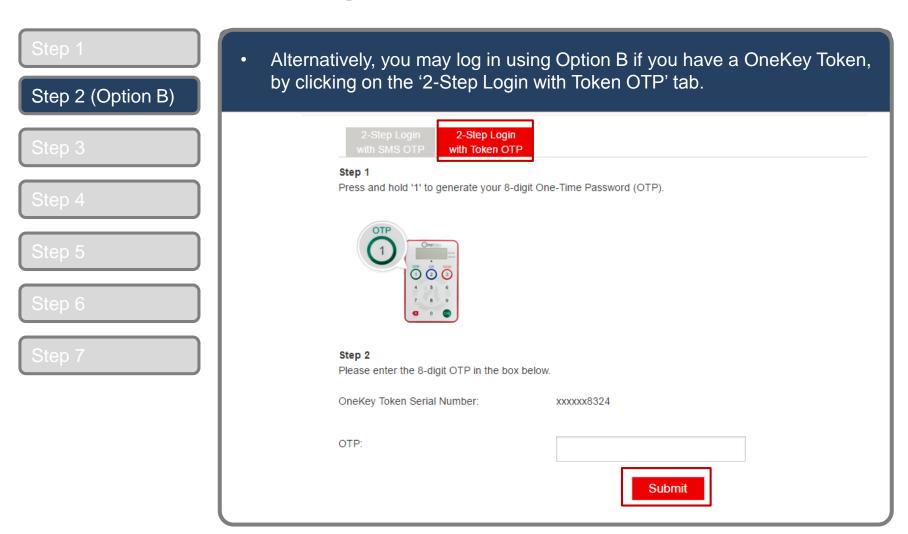






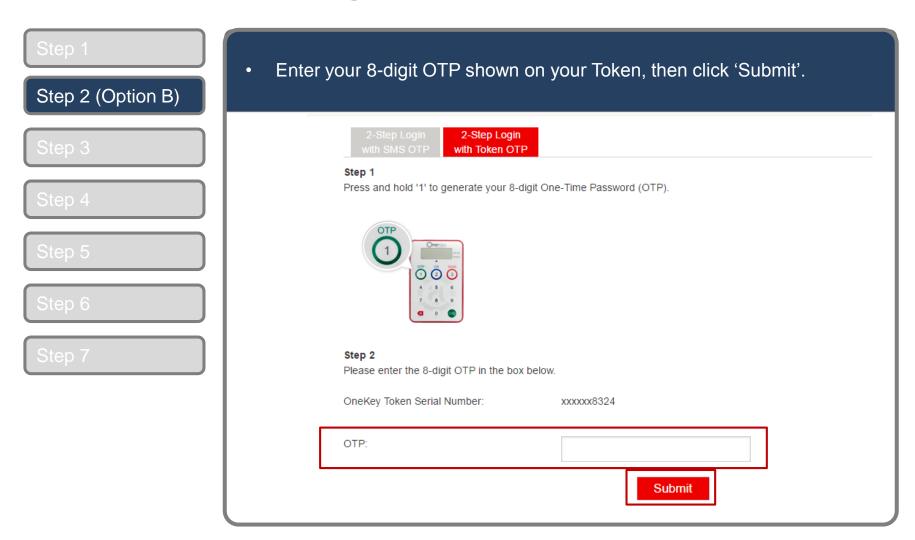
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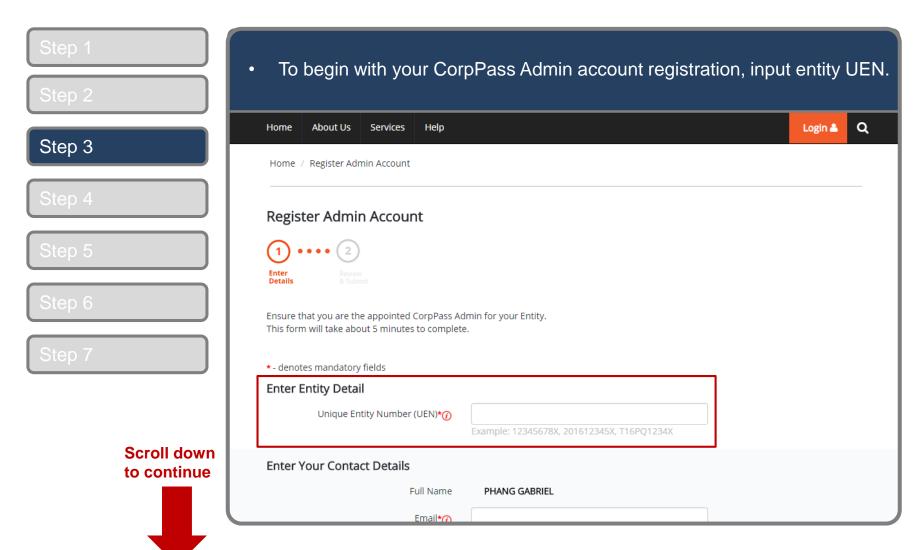
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CorpPass Registration





CorpPass Registration



## **CorpPass Admin Registration**

Step 1 Step 2	Enter the contact deta to register on CorpPas	nils (entity email address & mob	oile number) you wish
Step 3	Your full name Full Name will be populated Email*()	PHANG GABRIEL	]
Step 4	as per SingPass (or NRIC / FIN).  Confirm Email*	abc@abc.com	Confirm your contact details.
Step 5	Create Your Account Details  CorpPass ID*(7)		
Step 6 Step 7	New Password*	Example: CLARISSA70	
	Re-enter New Password*		
	Request Registered Officer Authoris  Select one of the two options.  Request Online Approval by Registered Offi		

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

Registered Officer's Identity No. Last 5 Characters\*

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# **CorpPass Admin Registration**

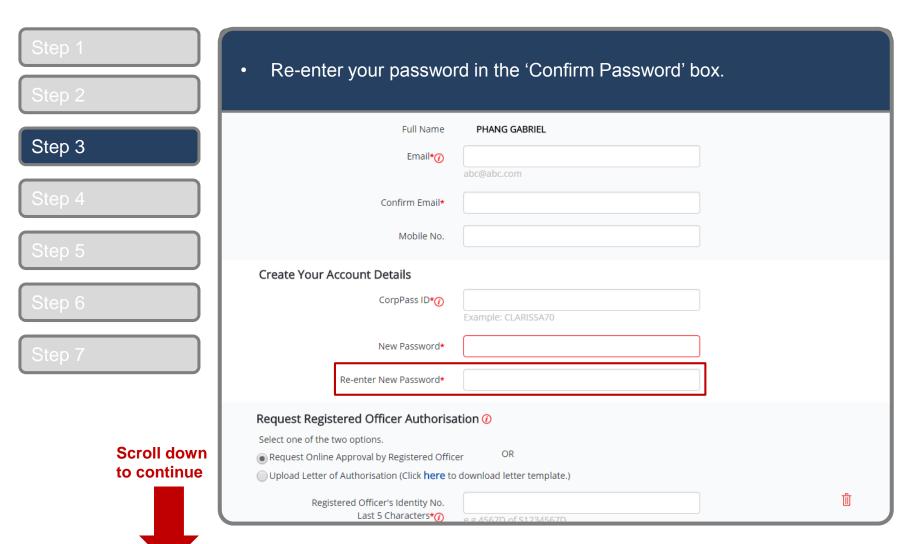


Step 1 Step 2	Enter a CorpPass ID an	d the password of your choice	).
	Full Name	PHANG GABRIEL	
Step 3	Email*()		
Step 4	Confirm Email*	abc@abc.com	You will not be able
Step 5	Mobile No.		to change your CorpPass ID once this is confirmed.
	Create Your Account Details		- I
Step 6	CorpPass ID <b>*</b>		
		Example: CLARISSA70	J
Step 7	New Password*		٦
	Re-enter New Password*	Required  X 8-24 characters  X Alphabetic characters	Ensure that your  ← password meets
	Request Registered Officer Authorisa	X Numeric characters Optional	the criteria.
	Select one of the two options.	X Special character (\$!#&@?%=_)	
	<ul> <li>Request Online Approval by Registered Office</li> </ul>	OR.	_
	Upload Letter of Authorisation (Click here to	download letter template.)	

Registered Officer's Identity No.
Last 5 Characters\*()

CorpPass Registration

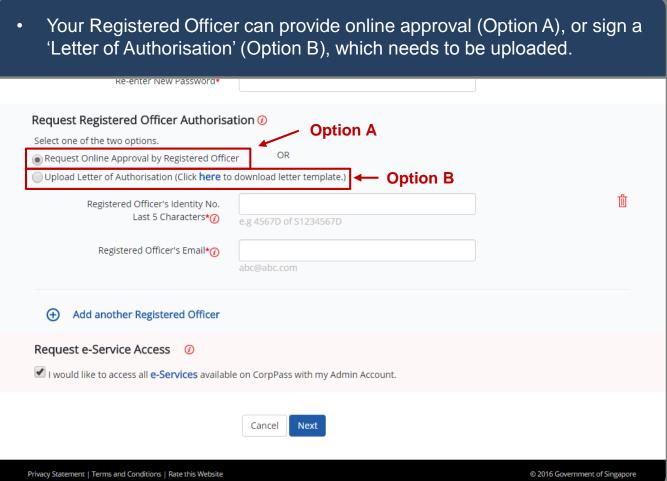




CorpPass Registration



Step 1 Step 2	<ul> <li>Your Registered 'Letter of Author</li> </ul>
Step 3	Request Registered Officer  Select one of the two options.
Step 4	Request Online Approval by Reg     Upload Letter of Authorisation (
Step 5	Registered Officer's Id Last 5 Chai
Step 6	Registered Officer's
Step 7	Add another Registere
	Request e-Service Access



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# **CorpPass Admin Registration**

Step 1 • If you selected Option	A, your Registered Officer will receive an email
Step 2 notification to provide	online approval for your account registration.
Re-enter New Password*  Request Registered Officer Authorisa  Select one of the two options.	ation Option A
Step 4 (Option A)  Request Online Approval by Registered Office  Upload Letter of Authorisation (Click here to	
Registered Officer's Identity No. Last 5 Characters*  ()	e.g 4567D of S1234567D
Registered Officer's Email*  Step 6	abc@abc.com
Add another Registered Officer	
Request e-Service Access   I would like to access all e-Services available	ple on CorpPass with my Admin Account.
	Cancel Next

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# **CorpPass Admin Registration**

Step 1	Enter the last five chara	acters of your Registered Office	r's NRIC / FIN
Step 2	number, and email add	ress for which the notification w	
Step 3 Step 4 (Option A)	Request Registered Officer Authorisal Select one of the two options.  Request Online Approval by Registered Office	00	
Step 4 (Option A)	Upload Letter of Authorisation (Click <b>here</b> to	download letter template.)	巾
Step 5	Last 5 Characters <b>*</b>	e.g 4567D of S1234567D	_
Step 6	Registered Officer's Email <b>*</b> ⊕	abc@abc.com	
Step 7	Add another Registered Officer		
	Request e-Service Access (1)  I would like to access all e-Services available	e on CorpPass with my Admin Account.	
		Cancel Next	

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To obtain offline approval using the Letter of template, and upload the endorsed copy.	of Authorisation, download the
New Password*	
Re-enter New Password*	
	: Click on the link to download mplate you should use.
Upload Letter of Authorisation and RO's Identity Document (Click here to downless)	
Upload your documents in PDF, JPEG and PNG format. This file should not exceed Letter of Authorisation and RO's Identity Document *	d 10mb size in total.
Request e-Service Access 0	
✓ I would like to access all e-Services available on CorpPass with my Admin Accord	unt.
Cancel Next	

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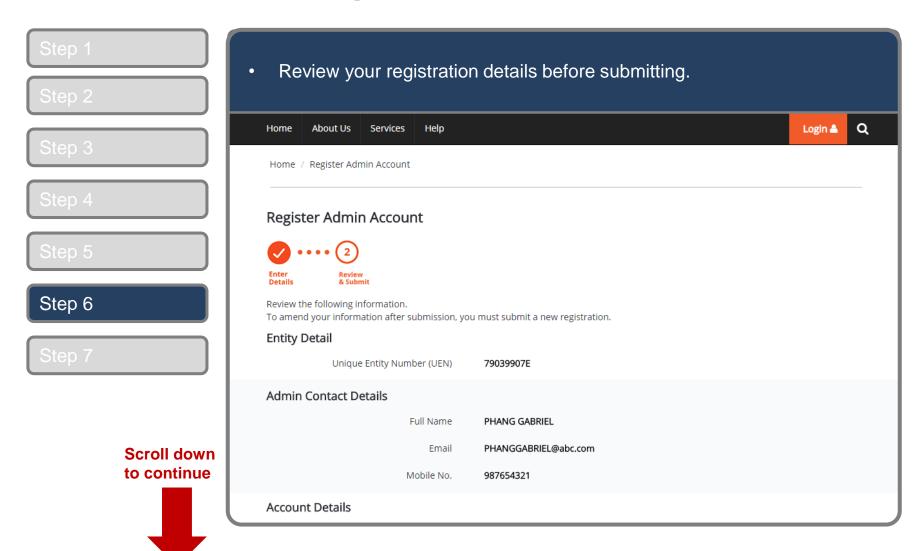
# **CorpPass Admin Registration**

	New Password*
	New I dasword
	Re-enter New Password*
o 4	Request Registered Officer Authorisation ①
	Select one of the two options.
o 5	Request Online Approval by Registered Officer
	<ul><li>Upload Letter of Authorisation (Click here to download letter template.)</li></ul>
	Upload your documents in PDF, JPEG and PNG format. This file should not exceed 10mb size in total.
0 6	Letter of Authorisation * Select file
o 7	
	Request e-Service Access ①

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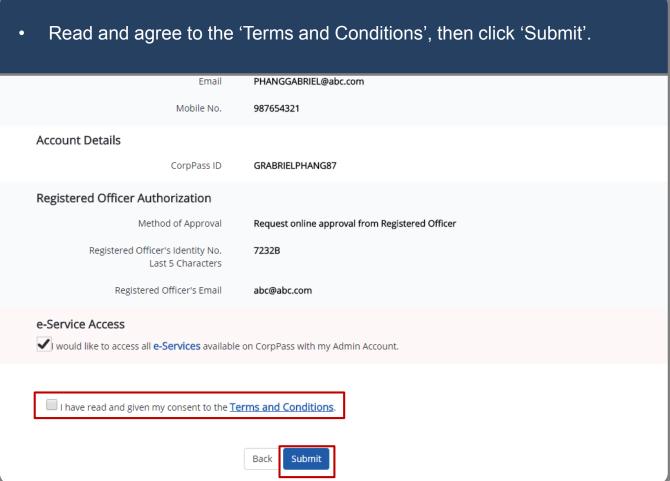




CorpPass Registration







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Login 🚢

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### **CorpPass Admin Registration**

A confirmation message will indicate that your registration has been submitted. Home About Us Services Help 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. Step 7 **Next Step** 

Wait for approval from your

The online approval must be provided

Registered Officer.

within 30 days.

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.** 

CorpPass Registration



### - END -

Updated as of May 2017