

# **GUIDE FOR CORPPASS ADMIN**

HOW TO SETUP CORPPASS e-SERVICES

AND ASSIGN OSG ROLES

STEP 1: Login to CorpPass Admin at [www.corppass.gov.sg](http://www.corppass.gov.sg)

The screenshot displays the CorpPass website interface. At the top left is the CorpPass logo with 'Singapore Corporate Access' and 'BETA' labels. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. Below the logo is a navigation menu with 'Home', 'About Us', 'Services', 'Help', 'Login' (with a user icon), and a search icon. A red banner across the top contains the text: 'CorpPass is now the ONLY login method for corporate transactions with more than 140 government digital services. Register for CorpPass to streamline your business transactions!'. The main content area features a large heading 'Welcome to CorpPass' and a sub-heading 'CorpPass is now the only login method for online corporate transactions with more than 140 government digital services.' Below this is a call to action: 'Sign up now to prevent any disruption to your business transactions. [Find out more.](#)' and a blue button labeled 'Register as a CorpPass Admin'. A login form is overlaid on the right side, containing input fields for 'UEN/ENTITY ID', 'CORPPASS ID', and 'Password', each with an information icon. Below the fields is a blue 'Login' button, a 'Remember Entity ID' checkbox, and links for 'Forgot Entity / CorpPass ID or Password' and 'New to CorpPass? Register Now.'. At the bottom right, there is a 'Ask Jamie @ CorpPass' chat widget with a search input field and a photo of a woman.

STEP 2: If you have not previously selected OSG as one of the e-Services for your organisation, click “e-Services” tab at the top followed by “Select Entity’s s-Services”.

Under the ‘e-Service Access’ tab, click the ‘Select Entity’s e-Services’ box

The screenshot displays the Singapore Corporate Access (CorpPass) website interface. At the top left is the CorpPass logo with 'Singapore Corporate Access' and 'BETA' text. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence' and navigation links for 'Contact Us', 'Feedback', 'Sitemap', and 'FAQ'. Below the header is a dark navigation bar with tabs for 'Home', 'My Account', 'Users', 'e-Service', 'Third Party', 'Advanced', and 'Help'. A 'Log Out' button with a user icon and a search icon are also present. A red banner across the top contains the text: 'CorpPass is now the ONLY platform for all your business transactions with the Government. Your entity can now transact with more services. Register for CorpPass now to prevent any disruption to your business transactions!' with a close button (X). The 'e-Service' tab is active, and a dropdown menu is open, listing: 'View Entity's e-Service Access', 'Select Entity's e-Services' (highlighted in blue), 'Assign Selected e-Services', 'Batch Assign e-Services', and 'View Batch Upload History'. The main content area shows the breadcrumb 'Home / Select Entity's e-Services' and the heading 'Select Entity's e-Services'. A progress indicator shows three steps: 1. Select e-Services (active), 2. Enter Details, and 3. Review & Submit. Below this, the text reads: 'Select the e-Service(s) you wish to add to your entity's list.' In the bottom right corner, there is a 'Ask Jamie @ CorpPass' chat widget with a photo of a woman and a text input field labeled 'Type your question ...'.

STEP 3: On the right-side filter box, type in “OurSG”, and the e-Service name “Grant Application via OurSG Grants portal” should automatically appear. Click the corresponding checkbox and setup the e-Service according to your organisation’s requirements.

The screenshot displays the CorpPass STG environment interface. At the top, a navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advanced, and Help, along with a Log Out button and a search icon. A red banner below the navigation bar indicates the environment: "CorpPass STG environment" with a sub-message "This is CorpPass STG environment." and a close button (X).

The main content area shows the breadcrumb "Home / View Entity's e-Service Access" and the section title "View Entity's e-Service Access". Below the title, instructions state: "Click e-Service name to view its profile. Select the checkbox(es) to edit or remove." and "Only e-Services with roles and/or parameters can be edited."

Below the instructions, there are two buttons: "Edit e-Service (0)" and "Remove e-Service (0)". To the right is a filter box with a dropdown arrow, the text "Filter", a search input field containing "oursg", a search icon, and a dropdown arrow.

The main content is a table with the following structure:

Govt. Agency	Entity's Selected e-Service	Description	Assigned Users
<input type="checkbox"/> MINISTRY OF CULTURE, COMMUNITY AND YOUTH (MCCY)	Grant Application via OurSG Grants portal	MCCY Family Grant Portal	7 User(s)
0 e-Service(s) Selected			

At the bottom right of the table area, it says "Showing 1 to 1 of 1 items".

STEP 4: Once you had setup the OSG e-Service for your organisation shown above (Steps 2 & 3), follow below steps to assign a role (Preparer, Submitter or Acceptor) to the user. Note that only “Acceptor” role can ACCEPT or REJECT the Letter of Award (LOA).

## View Entity's e-Service Access

Click e-Service name to view its profile. Select the checkbox(es) to edit or remove.

Only e-Services with roles and/or parameters can be edited.

Edit e-Service (1)  Filter

<input checked="" type="checkbox"/>	Govt. Agency	Entity's Selected e-Service	Description	Assigned Users
<input checked="" type="checkbox"/>	MINISTRY OF CULTURE, COMMUNITY AND YOUTH (MCCY)	<a href="#">Grant Application via OurSG Grants portal</a>	MCCY Family Grant Portal	7 User(s)



1 e-Service(s) Selected

Showing 1 to 1 of 1 items


STEP 5: Click on "Assigned Users" tab at the top of the screen, followed by the blue button "Assign e-Service to User(s)" on the left. Click to check box on the left of the corresponding user to change roles.

e-Service Profile **Assigned Users** Authorised Third Party

### Assigned Users

[Assign e-Service to User\(s\)](#) [Remove e-Service Access \(0\)](#) [Filter](#)   

<input type="checkbox"/>	Full Name	CorpPass ID	User Type	Role	Parameter	Authorisation Effective Date	Authorisation Expiry Date
<input type="checkbox"/>	USER F9990256Q	MGPPREP18	User	Preparer		21/01/2019	31/12/9999
<input type="checkbox"/>	USER F9990258L	MGPACE18	User	Acceptor		27/12/2018	31/12/9999
<input type="checkbox"/>	USER F9990875X	MGPUUSER875X	User	-			
<input type="checkbox"/>	USER F9990875X	MGPUUSER875X	User	Preparer		18/04/2019	31/12/9999
<input type="checkbox"/>	USER S9991170J	MGPACE22	User	-			
<input type="checkbox"/>	USER S9991170J	MGPACE22	User	Acceptor		29/04/2019	31/12/9999
<input type="checkbox"/>	USER S9991366E	CPAMCCY3	Admin	-			



**Ask Jamie @ CorpPass**  
Type your question ...

STEP 6: Click the corresponding checkbox of the user that you would like to assign a role. Then click “Next”

### Assign Selected e-Services



Ensure that you have selected e-Service(s) for your Entity before assigning it to your user account(s).

Select from your entity's CorpPass user accounts.

Filter Search

<input type="checkbox"/>	Full Name	Email Address	CorpPass ID	User Type
<input type="checkbox"/>	USER S9991366E	CPAMCCY3@mailinator.com	CPAMCCY3	Admin
<input type="checkbox"/>	USER F9990256Q	sohwendy.work@gmail.com	MGPPREP18	User
<input checked="" type="checkbox"/>	USER F9990257N	m.cygms@gmail.com	MGPSUB18	User
<input type="checkbox"/>	USER F9990258L	mc.cygms@gmail.com	MGPACE18	User
<input type="checkbox"/>	USER S9991368A	sohwendywor.k@gmail.com	CPAMCCY5	Admin
<input type="checkbox"/>	USER F9990875X	sohwendywo.rk@gmail.com	MGPUUSER875X	User
<input type="checkbox"/>	USER S9991170J	blue_ahw@hotmail.com	MGPACE22	User

1 user(s) selected.

Showing 1 to 7 of 7 items

Can't find a user?  
You may have not created the user account.  
Click [here](#) to do so.

Cancel Next

Last updated on 07 July 2019


Ask Jamie @ CorpPass

Type your question ...






Step 7: Click and check the box for the e-Services "Grant Application via OurSG Grants Portal". Then click "Next"

## Assign Selected e-Services



Assign Selected e-Service(s) to  
1 Selected User(s) [+](#)

Assign from selected e-Service(s). Filter   

<input type="checkbox"/>	Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input checked="" type="checkbox"/>	MINISTRY OF CULTURE, COMMUNITY AND YOUTH (MCCY)	Grant Application via OurSG Grants portal	MCCY Family Grant Portal		

STEP 8: On the right-side of the screen, click the "Role" dropdown list and select the desired role. Next enter the effective date and then click "Next"

Assign Selected e-Services to  
1 Selected User(s) [+](#)

e-Services with [+](#) require additional details. For more information, contact the relevant agency. Click [+](#) to enter details.

\* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
MINISTRY OF CULTURE, COMMUNITY AND YOUTH (MCCY)	Grant Application via OurSG Grants portal		<a href="#">+</a>

1 e-Service(s) selected.

MINISTRY OF CULTURE, COMMUNITY AND YOUTH (MCCY)  
Grant Application via OurSG Grants portal

Role\*

Acceptor

Role Description

Able to accept or reject Letter of Award (LOA) on behalf of organization.

Authorisation Effective Date \*

14/03/2022

Back Next




STEP 9: Below Verification screen prior to confirmation. Click "Submit" to continue.

Home / Assign Selected e-Services

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## Assign Selected e-Services



Select Users    Select e-Services    Enter Details    **Review & Submit**

Verify the following details.

[1 Selected Users](#) +

### Selected e-Services

MINISTRY OF CULTURE, COMMUNITY AND YOUTH (MCCY)	<ul style="list-style-type: none"><li>Grant Application via OurSG Grants portal</li></ul>
	Role: Acceptor
	Authorisation Effective Date: 03/01/2022
	Authorisation Expiry Date: 31/12/9999

[Back](#) [Submit](#)

CorpPass is now the ONLY login method for corporate transactions with the Government



Your entity can now transact with more than 140 government digital services. Register for CorpPass now to prevent any disruption to your business transactions!

Home / Assign Selected e-Services

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You have assigned e-Service(s) to your user(s).

[Return to Homepage](#)

**Ask Jamie @ CorpPass**

Type your question ...



**THE END**

Home

My Account

Help

Log Out



## Welcome to CorpPass, WONG POH FUAN

Update your password before it expires on 30 Mar 2022

### I want to...



View My Profile



View My Assigned e-Services



View My Transaction History



Get Help & Support

Last updated on 19 July 2020

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Ask Jamie @ CorpPass

Type your question ...



Type here to search



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