A Guide for CorpPass Admins & Sub-Admins
Set Up & Assign Digital Service Access

Select Entity’s Digital Services

- Log in with your UEN / Entity ID, CorpPass ID and Password.
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Select Entity’s Digital Services

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

Option A
- Via SMS

Option B
- Via OneKey Token

Via SMS
Click the button below to get your 6-digit One-Time Password (OTP) via SMS

Get OTP via SMS

Mobile OTP:

Submit
If you have set up 2FA using your registered mobile number, click ‘Get OTP via SMS’.
Select Entity’s Digital Services

- Next, enter the 6-digit Mobile OTP sent to your registered mobile number, then click ‘Submit’.

**Step 2 (Option A)**

Enter 6-digit Mobile OTP
Select Entity’s Digital Services

- Alternatively, you may log in using Option B if you have a OneKey token by clicking the ‘Via OneKey Token’ tab.

Alternatively, you may select ‘Via OneKey Token’
Select Entity’s Digital Services

- Generate an OTP using your OneKey token.

 Via OneKey Token
Press and hold 1 on your OneKey token to generate your 8-digit One-Time Password (OTP)

Submit
Step 2 (Option B)

Key in the 8-digit OTP generated by your OneKey token, then click ‘Submit’.

Enter the 8-digit OTP generated on your OneKey Token
Select Entity's Digital Services

- Arrive at your home page.

![CorpPass home page]

- 27 new e-Services are available on CorpPass as of 21 Sep 2016

- Create User Accounts
  - Add accounts to your Entity

- Manage User Accounts
  - View and edit your entity's user account details

Help & Support
- How to create user accounts and easily manage them in groups
- How to update your users' account status and details
Select Entity’s Digital Services

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

Note: e-Service is also known as digital service
Step 4

- Explore the list of digital services currently on board CorpPass.

Select Entity’s Digital Services

Click the relevant checkboxes to select which e-Service(s) you want to assign to your users. Additional checks may apply for access to agency e-Service.

Click ☑️ to find out more

Table of Digital Services:

<table>
<thead>
<tr>
<th>Govt. Agency</th>
<th>e-Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRING SIN GPORE</td>
<td>Innovation and Capability Voucher System</td>
<td>Innovation and Capability Voucher System</td>
</tr>
<tr>
<td>SINGAPORE LAND AUTHORITY (SLA)</td>
<td>SLA LDAU E-APPLICATION C</td>
<td>SLA LDAU E-APPLICATION C</td>
</tr>
<tr>
<td>SINGAPORE LAND AUTHORITY (SLA)</td>
<td>SLA INTEGRATED LAND INFORMATION SERVICE 4 (Corppass)</td>
<td>SLA INTEGRATED LAND INFORMATION SERVICE 4 (Corppass)</td>
</tr>
<tr>
<td>SINGAPORE POLYTECHNIC</td>
<td>SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES</td>
<td>SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES</td>
</tr>
<tr>
<td>MARITIME AUTHORITY (MPA)</td>
<td>MPA MARINET</td>
<td>MARINET provides a wide range of e-services to serve the maritime community</td>
</tr>
</tbody>
</table>
Select Entity’s Digital Services

• Select the digital services your entity would like to transact with.

Click the relevant checkboxes to select which e-Service(s) you want to assign to your users. Additional checks may apply for access to agency e-Service.

Click to find out more
Select Entity’s Digital Services

- Use the search bar to search for specific digital services.

Scroll down to continue
### Select Entity’s Digital Services

- Click ‘Next’.

<table>
<thead>
<tr>
<th>Service Name</th>
<th>Service Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SINGAPORE (MPA)</td>
<td>AVA PET ANIMAL LICENSING SYSTEM (PALS)</td>
</tr>
<tr>
<td>MHA - SINGAPORE CIVIL DEFENCE FORCE (SCDF)</td>
<td>SCDF ELECTRONICS FIRE SAFETY MANAGER (EFSM)</td>
</tr>
<tr>
<td>MHA - SINGAPORE CIVIL DEFENCE FORCE (SCDF)</td>
<td>SCDF ECOURSE AND SEMINAR REGISTRATION SYSTEM (ECSR)</td>
</tr>
<tr>
<td>SINGAPORE LAND AUTHORITY (SLA)</td>
<td>Land Resource Management E-Services (LRME)</td>
</tr>
<tr>
<td>SPRING SINGAPORE</td>
<td>SPRING GRANT PORTAL (SGP)</td>
</tr>
</tbody>
</table>

1 e-Service(s) Selected

10 items per page  Showing 11 to 20 of 29 items

[Next]


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Select Entity’s Digital Services

- Selected digital services may require you to enter additional details such as roles, sub-UEN, etc.

Additional details required by a digital service.

Indicator for digital services that require additional details.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
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<tr>
<td>Step 2</td>
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<td>Step 3</td>
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<td>Step 7</td>
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<td>Step 8</td>
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<td>Step 9</td>
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<td>Step 10</td>
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</tr>
<tr>
<td>Step 11</td>
<td></td>
</tr>
<tr>
<td>Step 12</td>
<td></td>
</tr>
</tbody>
</table>

Scroll down to continue
Select Entity’s Digital Services

- Click ‘Next’.

Select Entity’s e-Services

Some e-Services require additional information. Enter details to proceed.
* denotes mandatory fields

<table>
<thead>
<tr>
<th>Govt Agency</th>
<th>e-Service</th>
<th>Additional Agency</th>
<th>Additional Details</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLA</td>
<td>SLA LDAU E-APPLICATION CORPPASS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOE-SP</td>
<td>SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTI</td>
<td>BUSINESS GRANTS PORTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SINGAPORE POLYTECHNIC
SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES

CSN
A2345678Y

Para2
23AB456

3 e-Service(s) Selected
Select Entity’s Digital Services

- Review details of the digital services you have selected, click ‘Submit’.

Verify Selected e-Service(s)

- SLA LDAU E-APPLICATION CORPASS
- MOE-SP SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES
  - CSN A2345678Y
  - Para2 23AB456
- MTI BUSINESS GRANTS PORTAL
A confirmation message will indicate that you have selected your entity’s digital services. You may now assign access to these digital services to your users.
Assign Digital Services

1. Click ‘Assign Selected e-Services’.

Note: e-Service is also known as digital service
Assign Digital Services

Before a user can transact behalf of your entity, you must first assign the selected digital services to their account.

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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Email Address</th>
<th>CorpPass ID</th>
<th>User Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Li Virdi</td>
<td><a href="mailto:livirdi@mailinator.com">livirdi@mailinator.com</a></td>
<td>LIVIRDI</td>
<td>Enquiry User</td>
</tr>
<tr>
<td>Terri Mandel</td>
<td><a href="mailto:terrymandel@mailinator.com">terrymandel@mailinator.com</a></td>
<td>TERRIMANDEL</td>
<td>User</td>
</tr>
<tr>
<td>Lim Daowei</td>
<td><a href="mailto:limdaowei@mailinator.com">limdaowei@mailinator.com</a></td>
<td>REGTEST</td>
<td>Enquiry User</td>
</tr>
<tr>
<td>Toh Jonathan</td>
<td><a href="mailto:toh.john@mailinator.com">toh.john@mailinator.com</a></td>
<td>TOHJOHN</td>
<td>Admin</td>
</tr>
<tr>
<td>Phang Gabriel</td>
<td><a href="mailto:phanggabriel@abc.com">phanggabriel@abc.com</a></td>
<td>GRABRIELPHANG87</td>
<td>Admin</td>
</tr>
<tr>
<td>Chan Fenderick</td>
<td><a href="mailto:frederick_Chan@abc.com">frederick_Chan@abc.com</a></td>
<td>FRANKIECHEW87</td>
<td>User</td>
</tr>
</tbody>
</table>

0 user(s) selected.
- Select the user(s) you wish to assign digital service access to. The selected users will be granted access to the digital services you will select in the next step.

**NOTE:** If you wish to differentiate digital service access for different users, you will have to assign them separately.
Assign Digital Services

Step 8

- 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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Email Address</th>
<th>CorpPass ID</th>
<th>User Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>LI VIRDI</td>
<td><a href="mailto:livirdi@mailinator.com">livirdi@mailinator.com</a></td>
<td>LIVIRDI</td>
<td>Enquiry User</td>
</tr>
<tr>
<td>TERRI MANDEL</td>
<td><a href="mailto:terrimandel@mailinator.com">terrimandel@mailinator.com</a></td>
<td>TERRIMANDEL</td>
<td>User</td>
</tr>
<tr>
<td>LIM DAOWEI</td>
<td><a href="mailto:limdaowei@mailinator.com">limdaowei@mailinator.com</a></td>
<td>REGTEST</td>
<td>Enquiry User</td>
</tr>
<tr>
<td>TOH JONATHAN</td>
<td><a href="mailto:toh.john@mailinator.com">toh.john@mailinator.com</a></td>
<td>TOHJOHN</td>
<td>Admin</td>
</tr>
<tr>
<td>PHANG GABRIEL</td>
<td><a href="mailto:phanggabriel@abc.com">phanggabriel@abc.com</a></td>
<td>GRABRIELPHANG87</td>
<td>Admin</td>
</tr>
<tr>
<td>CHAN FENDERICK</td>
<td><a href="mailto:Frederick.Chan@abc.com">Frederick.Chan@abc.com</a></td>
<td>FRANKIECHEW87</td>
<td>User</td>
</tr>
</tbody>
</table>

2 user(s) selected.

Can’t find a user?
You may have not created the user account.
Click here to do so.
Assign Digital Services

- Next, you will be directed to the list of digital services you have selected for your entity (this was done in Step 4).

**Assign Selected e-Services**

Can't find an e-Service? Click here to add e-Service to your Entity.

Assign Selected e-Services to

2 Selected Users

Assign from selected e-Service(s).
Assign Digital Services

• Use the checkboxes to indicate which digital services you wish to assign to the selected users, then click ‘Next’.

Assign Selected e-Services

Can't find an e-Service? Click here to add e-Service to your Entity.

Assign Selected e-Service(s) to

Entity's selected e-Services

Description

Agency

Additional Details

Required

SLA
SLA LDAU E-APPLICATION CORPPASS

MOE-SP
SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES

MTI
BUSINESS GRANTS PORTAL

3 e-Service(s) selected.

Back  Next
Assign Digital Services

- Selected digital services may require additional details such as roles, sub-UEN, etc.

To proceed, you may be required to provide additional details as required by the digital service.

Indicator for digital services that require additional details.
Assign Digital Services

Step 10

Click ‘Next’.

Preparers can view, edit and submit all the company’s grant applications. They have to make declarations on behalf of the company.

This role should be assigned to employees overseeing the project and acting as the point of contact for the grant.
Assign Digital Services

- Review details of the assigned digital services before submission. Click ‘Submit’ to confirm your assignment.

Assign Selected e-Services

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

Verify the following details.

2 Selected Users

Selected e-Services

- SLA
  - SLA LDAU E-APPLICATION CORPPASS
- MOE-SP
  - SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES
- MTI
  - BUSINESS GRANTS PORTAL

Role: Preparer

Submit
A confirmation message will indicate that you have successfully assigned digital service access to your selected users.
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- END -

Updated as of April 2017