

Corppass Step-by-Step Guide for Companies - Corporate Tax



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Who should read this guide

- This step-by-step guide is relevant for locally registered entities (i.e. entities which are issued with a Unique Identification Number (UEN) by e.g. ACRA) that are required to file tax returns to IRAS.
- The authorisations shown in this guide are for access to the Corporate Tax e-Services in mytax.iras.gov.sg.
 - For authorisation to access other IRAS e-Services, the Corppass Admin needs to select the relevant e-Services instead.

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Corppass Admin



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- Step 2a: Create Corppass user accounts
- Step 2b: Activate user accounts
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- Step 3b: Assign relevant IRAS e-Services to users
- Step 3c: Assign relevant IRAS e-Services to tax agent

Applicable to:



Corppass Admin

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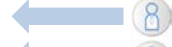
Corppass Admin

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Identify your Corppass role



Registered Officer

Person officially registered to the entity with ACRA or a relevant UEN-issuance agency

- Nominates Corppass Admin and approves Corppass Admin's registration request
- Does not need a Corppass account, unless he/ she chooses to be a Corppass Admin

Examples include director, corporate secretary



Corppass Admin

Person chosen by Registered Officer to manage Corppass for the entity

*Maximum of 2 Corppass Admins per entity



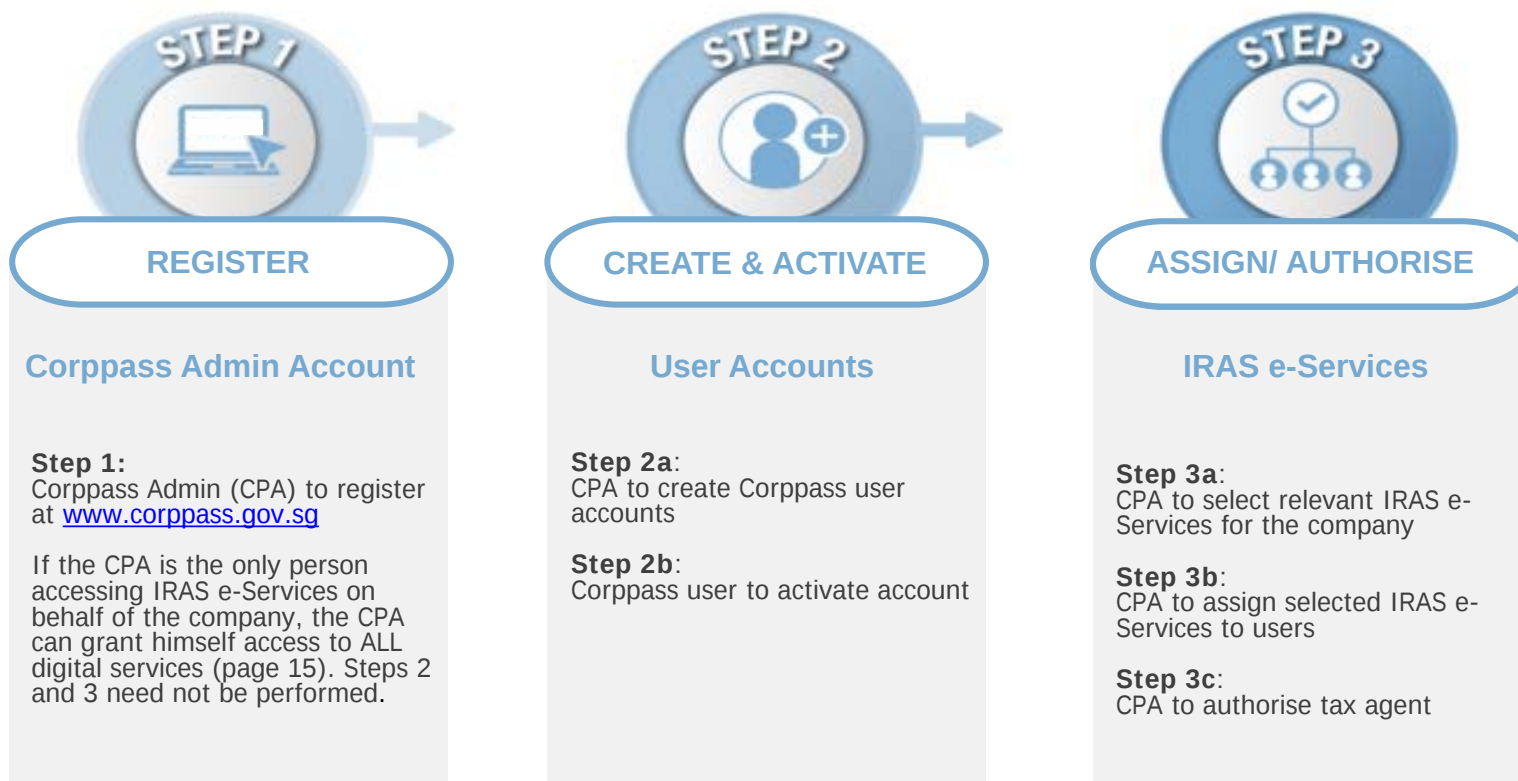
Corppass User

Account created by Corppass Admin to transact with digital services assigned to them

*No limit to the number of Corppass users per entity



Overview of Corppass registration



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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3: Assign/ Authorise
IRAS e-Services

Step 1:

Register for a Corppass Admin account

If the CPA is the only person accessing IRAS e-Services on behalf of the company, the CPA can grant himself access to ALL digital services in Step 1. Steps 2 and 3 need not be performed.



Important information to have on-hand

Before you start Step 1, ensure that you have the following information:

- Entity's UEN
- Last 5 characters of your RO's identity number (i.e. NRIC/ FIN) and email address

OR

Completed Letter of Authorisation (www.corppass.gov.sg> Help> User Guides> Admin & Sub-Admin> Register for Corppass Administrator Account> Letter of Authorisation) and RO's identity document¹

¹ If the RO is unavailable to approve the new appointment of the Corppass Administrator, the Letter of Authorisation may be signed off by an alternate approver (i.e. key executive officer) of the entity. Please submit the alternate approver's identity document along with the completed Letter of Authorisation.



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Step 1: CPA to register at www.corppass.gov.sg

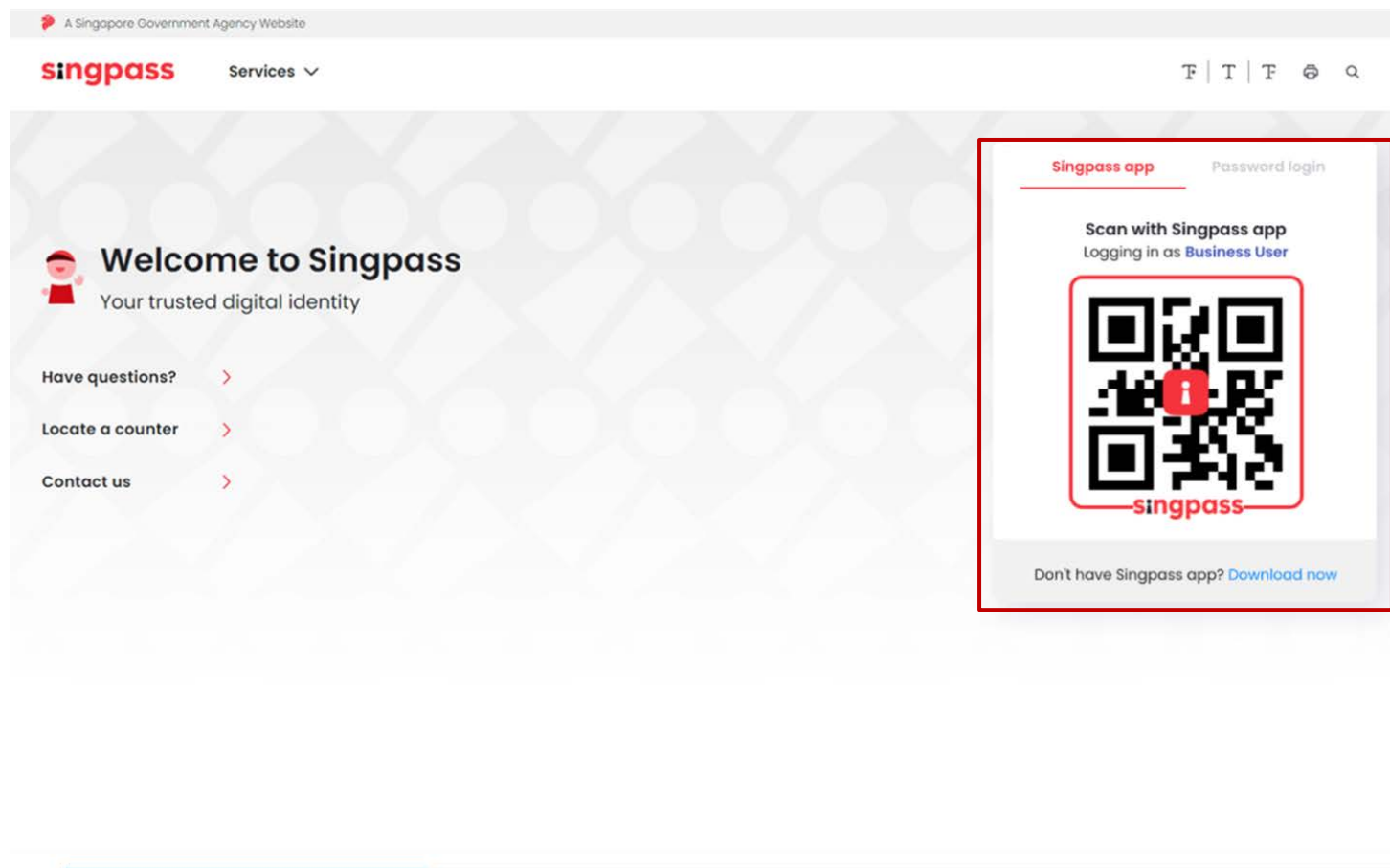
Visit www.corppass.gov.sg and click 'Register as a Corppass Admin'.



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Step 1: CPA to register at www.corppass.gov.sg

You will be redirected to the Singpass login page. Log in by scanning the QR code using your Singpass app or by entering your Singpass ID and Password.



Step 1: CPA to register at www.corppass.gov.sg

Home About Us Services Help

Log in with Singpass



Home / Register Admin Account

Register Admin Account



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

Input your entity's UEN.

If you are the RO and you choose to be the CPA (instead of nominating someone else), a dropdown list of the entities you are registered with will be automatically populated.

Enter Your Contact Details

Full Name PHANG GABRIEL

Email*

PHANGGABRIEL@abc.com

abc@abc.com

Confirm Email*

Mobile No.

Step 1: Register Corppass
Admin (CPA) Account



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Step 1: CPA to register at www.corppass.gov.sg

[Home](#) [About Us](#) [Services](#) [Help](#)

[Log in with Singpass](#)



[Home](#) / [Register Admin Account](#)

Register Admin Account



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.

Enter Your Contact Details

Full Name **PHANG GABRIEL**

Email*

PHANGGABRIEL@abc.com

abc@abc.com

Confirm Email*

Mobile No.

Your full name, as per your NRIC/
FIN, and your email address will be
automatically populated.



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**Step 1: Register Corppass
Admin (CPA) Account**

Step 1: CPA to register at www.corppass.gov.sg

Note: If the RO chooses to be the CPA (instead of nominating another staff), this section will not appear.

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.)

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.

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

Your RO can provide either online approval or sign a 'Letter of Authorisation', which needs to be uploaded.

Examples of when to select 'Letter of Authorisation':

- Your RO is a foreigner without NRIC/ FIN
- Your RO does not want to provide online approval

Step 1: CPA to register at www.corppass.gov.sg

Confirm Email*

Mobile No.

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.)

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.

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

If you select the 'Online Approval' method, your RO will receive an email notification to approve your CPA account registration online.

Enter the last 5 characters of your RO's identity number (i.e. NRIC/ FIN) and email address to which the notification will be sent.



Step 1: CPA to register at www.corppass.gov.sg

Confirm Email*

Mobile No.

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 *

Select file

+ Add another Registered Officer

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

If you select the 'Letter of Authorisation' method, download the template and upload the endorsed copy.

Alternatively, you may download the template beforehand from Corppass' website.

Step 1: CPA to register at www.corppass.gov.sg

Confirm Email*

Mobile No.

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.)

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.

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

Choose whether to be granted default access to ALL digital services (currently onboard and to be added in future) for your CPA account.

Click 'Next' to proceed.



Step 1: CPA to register at www.corppass.gov.sg

Register Admin Account



Review the following information.

To amend your information after submission, you must submit a new registration.

Entity Detail

Unique Entity Number (UEN) 79039907E

Admin Contact Details

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

Registered Officer Authorization

Method of Approval Request online approval from Registered Officer
Registered Officer's Identity No. 0446I
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 of Use](#).

Back

Submit

Review details you have entered
and click 'Submit' to proceed.



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Step 1: CPA to register at www.corppass.gov.sg

[Home](#)[About Us](#)[Services](#)[Help](#)[Log in with Singpass](#)

[Home](#) / [Register Admin Account](#)



Your registration for a Corppass Administrator Account has been submitted.

An email to request for approval has been sent to your entity's Registered Officer.

Next Step



Wait for approval from your Registered Officer.

Online approval must be provided within 30 days.

If you have selected the 'Online Approval' method, you will have to await approval¹ from your RO.

If you have selected the 'Letter of Authorisation' method, you will have to await approval from Corppass (at least 5 working days).



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Step 1: CPA to register at www.corppass.gov.sg

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[Home](#) / [Register Admin Account](#)



Your Corppass Admin Account is ready for use.

If you are the RO, your account will be activated immediately.

Next Step



Log in to customise Corppass for your entity.

Select your entity's profile and view e-Services.



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Step 2:

- (a) CPA to create Corppass user accounts**
- (b) Corppass user to activate account**

Step 2 is required if the CPA is appointing a staff in the company to access IRAS e-Services on behalf of the company. There is no need to proceed to Step 3 if the staff is granted access to all e-Services in Step 2. Otherwise, please proceed to Steps 3(a) and (b).

Go to Steps 3(a) & (c) if the CPA wishes to appoint a tax agent to access IRAS e-Services on its behalf.



Important information to have on-hand

Before you start Step 2a, ensure that you have the following information:

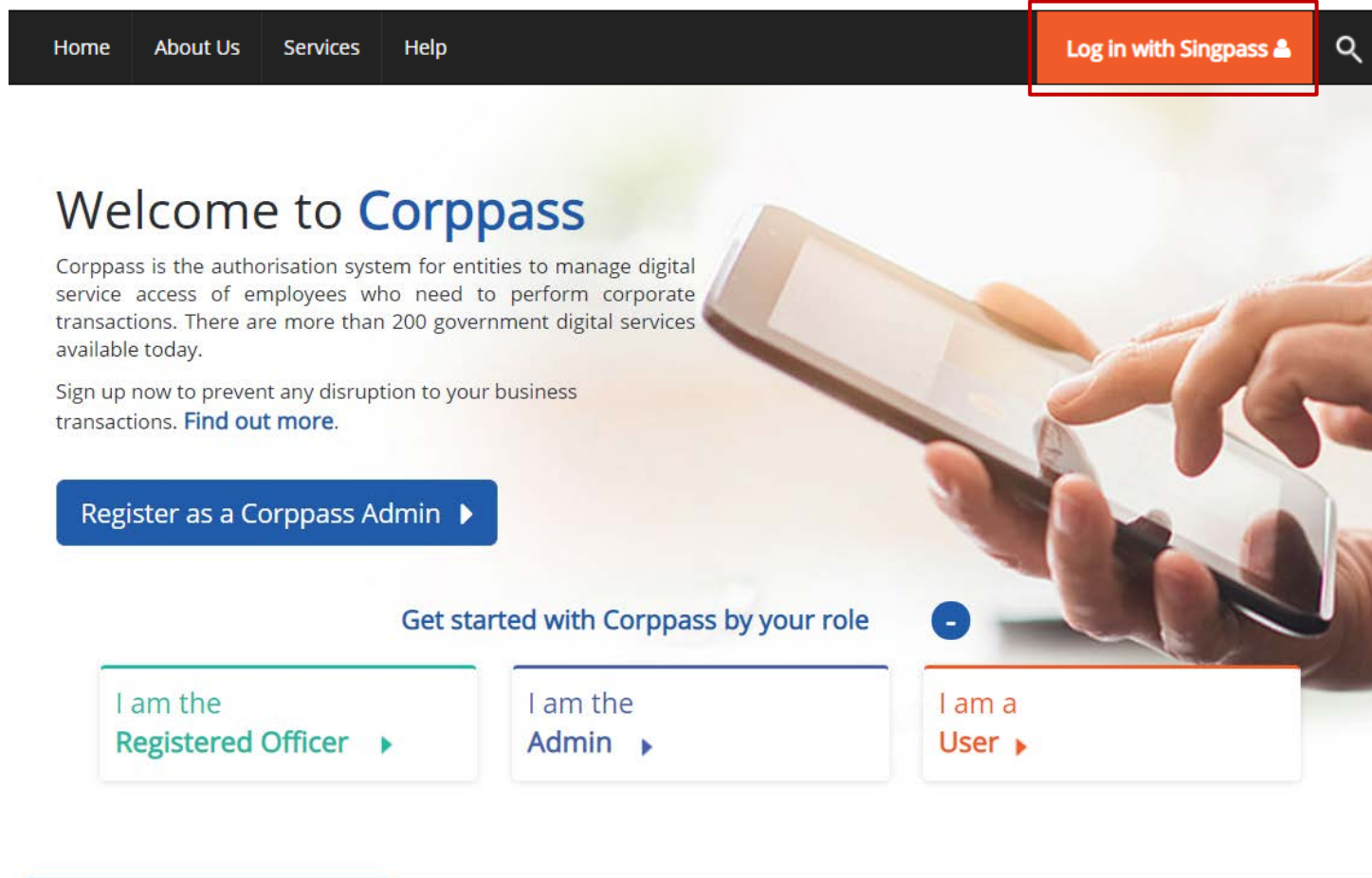
- NRIC/ FIN/ Foreign ID number and email address of users (i.e. company staff who will be accessing IRAS e-Services on behalf of the company)



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Step 2a: CPA to create Corppass user accounts

Click 'Log in with Singpass'.



Home About Us Services Help Log in with Singpass

Welcome to Corppass

Corppass is the authorisation system for entities to manage digital service access of employees who need to perform corporate transactions. There are more than 200 government digital services available today.

Sign up now to prevent any disruption to your business transactions. [Find out more.](#)

Register as a Corppass Admin ▶

Get started with Corppass by your role

- I am the Registered Officer ▶
- I am the Admin ▶
- I am a User ▶



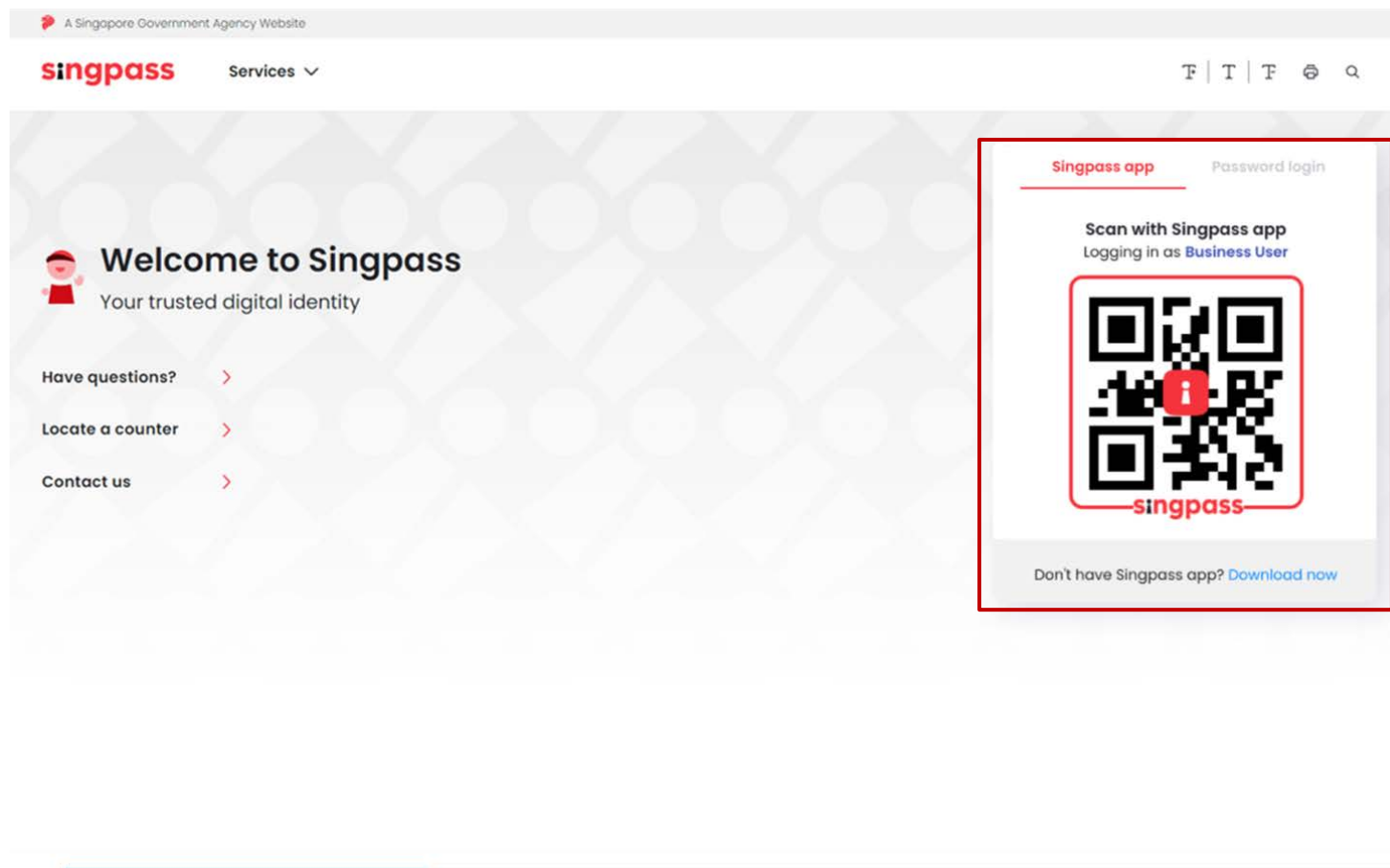
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Step 1: Register Corppass
Admin (CPA) Account

Step 2a:
Create User Accounts

Step 2a: CPA to create Corppass user accounts

You will be redirected to the Singpass login page. Log in by scanning the QR code using your Singpass app or by entering your Singpass ID and Password.



Step 2a: CPA to create Corppass user accounts

corppass

 Singapore Government
Integrity • Service • Excellence

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Log Out 

Select UEN/Entity ID

191425521H
Entity 1

200062017E
Entity 2

C20001187B
Entity 3

If you have more than 1 Corppass account, select the company that you wish to create user accounts for.

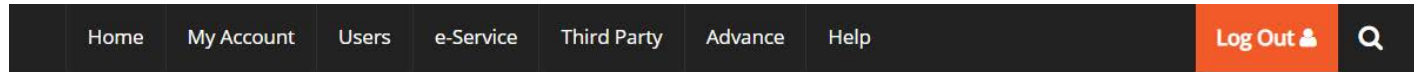


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Step 1: Register Corppass
Admin (CPA) Account

Step 2a:
Create User Accounts

Step 2a: CPA to create Corppass user accounts



Home / Select Entity Profile

Welcome to Corppass,
PHANG GABRIEL

Select the profile that best describes your entity
You can change your selection anytime



I am the only user

conducting e-Service transaction for my entity.
E.g I am a small business owner



My entity has users

who access different e-services.
E.g. My users from HR access different e-services from users in Finance

Select 'My entity has users' to create user accounts for the company's staff to access IRAS e-Services for the company.



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Step 1: Register Corppass
Admin (CPA) Account

Step 2a:
Create User Accounts

Step 2a: CPA to create Corppass user accounts

The screenshot shows the Corppass web interface. The top navigation bar includes 'Home', 'My Account', 'Users' (highlighted with a red box), 'e-Service', 'Third Party', 'Advance', 'Help', 'Log Out', and a search icon. A dropdown menu for 'Users' is open, showing 'Create Users', 'Manage Users', and 'Batch Create Users' (highlighted with a red box). Below the dropdown, a 'NEW' badge is next to '53 more' and 'View Batch Upload History'. A red arrow points from a text box to 'Batch Create Users', and an orange arrow points from another text box to 'View Batch Upload History'. Below the navigation bar, there are tabs for 'User Accounts', 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. At the bottom, there are two main action buttons: 'Create User Accounts' (with a plus icon) and 'Manage User Accounts' (with a person icon).

Home My Account **Users** e-Service Third Party Advance Help Log Out

Create Users
Manage Users
Batch Create Users

NEW 53 more View Batch Upload History

User Accounts e-Service Access Third Party Third Party (Clients)

Create User Accounts
Add accounts to your Entity

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

The 'Batch Create Users' feature allows you to create multiple user accounts by uploading a completed Excel template.

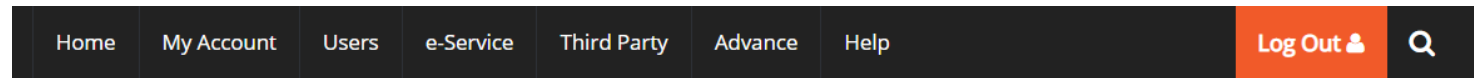
Note: Processing requires 1 working day. Please check the processing status by clicking on 'View Batch Upload History' to ensure that the user accounts are created successfully.

If you require the user accounts to be created instantly, please use the 'Create Users' feature instead.



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Step 2a: CPA to create Corppass user accounts



Welcome to Corppass,
PHANG GABRIEL



53 more digital services have been made available on Corppass over the last 90 days.

User Accounts

e-Service Access

Third Party

Third Party (Clients)



Create User Accounts
Add accounts to your Entity



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

The 'Create User Accounts' feature allows you to create user accounts individually.



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Step 1: Register Corppass
Admin (CPA) Account

Step 2a:
Create User Accounts

Step 2a: CPA to create Corppass user accounts

Create User Accounts



Enter the particulars of a user for whom you wish to create an account.

Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

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. For access, select and manually assign them to your Corppass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Source Agency	Full Name*	Identity Type*	NRIC / FIN / Foreign ID No.*	Country / Region of Issuance*	Email Address*	Account Type*	Access to All e-Services
-	WILL BE AUTO- As per Identity Documents	NRIC NRIC Foreign ID FIN		SG	abc@abc.com	User	☒
Add new user							

If you are creating a user account for a foreigner without NRIC/ FIN, select 'Foreign ID' and the appropriate Country/ Region of Issuance.



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Step 2a: CPA to create Corppass user accounts

Create User Accounts



Enter the email address of the user.

Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

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. For access, select and manually assign them to your Corppass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Source Agency ⓘ	Full Name ⓘ	Identity Type ⓘ	NRIC / FIN / Foreign ID No. ⓘ	Country / Region of Issuance ⓘ	Email Address ⓘ	Account Type ⓘ	Access to All e-Services ⓘ
-	WILL BE AUTO- As per Identity Documents	NRIC ▼		SG ▼	abc@abc.com	User ▼	☒
+ Add new user							
				Cancel	Next		

An email will be sent to the user to activate his/ her account.



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Step 2a: CPA to create Corppass user accounts

Create User Accounts



Enter user details in the table below to create Corppass Accounts. The Full Name of users who are S after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and author account, go to Advance > Add Assignment Profile.

Note:

- The 'Access to All e-Services' option is NOT applicable to selected e-Services such as **CPF e-Sub listing**, as they require additional details to be set up on Corppass. For access, select and manage account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and logging into their websites. Contact these agencies for more information.

Select an appropriate account type for the user.

1) 'User' – An account to transact with government digital services on behalf of the entity.

2) 'Enquiry User' – An account that is able to transact with government digital services on behalf of the entity, and can search and view details of other users of the entity. Enquiry Users cannot assign digital service access or manage other accounts.

3) 'Sub-Admin' – An account that can manage other Corppass accounts in the entity. Sub-Admins can create Users and Enquiry Users and assign them digital service access.

Source Agency	Full Name	Identity Type	NRIC / FIN / Foreign ID No.	Country / Region of Issuance	Email Address	Account Type	Access to All e-Services
-	WILL BE AUTO- As per Identity Documents	NRIC		SG	abc@abc.com	User	☒

[Add new user](#)

[Cancel](#) [Next](#)



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Step 2a: CPA to create Corppass user accounts

Create User Accounts



Enter user details in the table below to create Corppass Accounts after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

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. For access, select and manually assign them to your Corppass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

The 'Access to All e-Services' box is checked by default.

Uncheck it if you do not wish to assign access to ALL e-Services of your company to the user.

Source Agency ⓘ	Full Name ⓘ	Identity Type ⓘ	NRIC / FIN / Foreign ID No. ⓘ	Country / Region of Issuance ⓘ	Email Address ⓘ	Account Type ⓘ	Access to All e-Services ⓘ
-	WILL BE AUTO- As per Identity Documents	NRIC ▾		SG ▾	abc@abc.com	User ▾	☒
Add new user							

Cancel

Next



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Step 2a: CPA to create Corppass user accounts

Create User Accounts



Click 'Add new user' to create more user accounts.

Click 'Next' when you are done.

Enter user details in the table below to create Corppass Accounts. The Full Name of users who are Singpass holders will be auto-populated after submission.

By default, Sub-Admin accounts created can assign any of the entity's e-Services to users and authorise Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

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. For access, select and manually assign them to your Corppass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Source Agency ⓘ	Full Name ⓘ	Identity Type ⓘ	NRIC / FIN / Foreign ID No. ⓘ	Country / Region of Issuance ⓘ	Email Address ⓘ	Account Type ⓘ	Access to All e-Services ⓘ
-	WILL BE AUTO- As per Identity Documents	NRIC ▾		SG ▾	abc@abc.com	User ▾	☒
Add new user Cancel Next							



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Step 2a: CPA to create Corppass user accounts

Create User Accounts



Review the details before submission.

Once completed, click 'Submit'.

Review the following information.

Full Name of Singpass holders will be auto-populated after submission.

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. For access, select and manually assign them to your Corppass account.
- Additional checks may also be conducted by selected e-Services, such as **MOM EPOL/WPOL** and **HDB e-Services** (see [full listing](#)), after logging into their websites. Contact these agencies for more information.

Full Name	Identity Type	NRIC / FIN / Foreign ID No.	Email Address	Account Type	Access to All e-Services
-	NRIC	S1234567A	tan_philips@abc.com	User	✓

Back

Submit

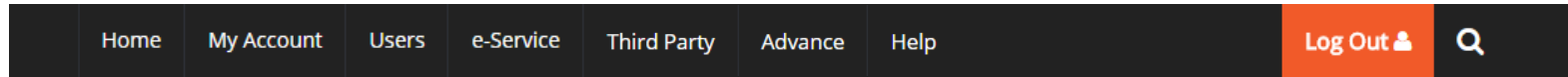


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Step 1: Register Corppass
Admin (CPA) Account

Step 2a:
Create User Accounts

Step 2a: CPA to create Corppass user accounts



Home / Create User Accounts



You have created new Corppass account(s).

An email notification will be sent to your new user(s) and you.

An email will be sent to the user(s) to activate the account(s).

The user(s) must activate the account(s) before they can access myTax Portal.

Next Step



Select Entity's e-Services

Select e-Services that your entity will use.

[Return to Homepage](#)

[Select Entity's e-Service](#)

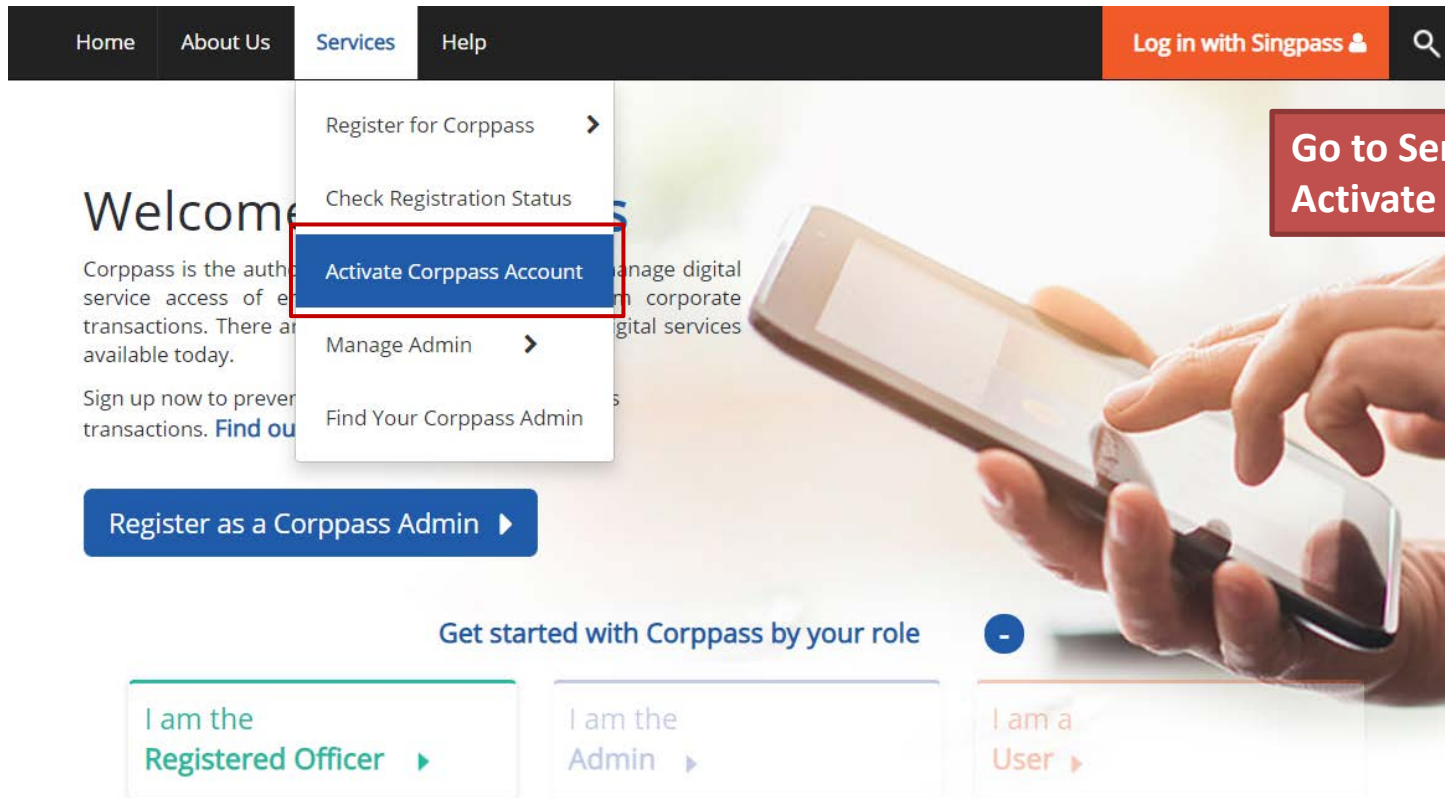


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Step 1: Register Corppass
Admin (CPA) Account

Step 2a:
Create User Accounts

Step 2b: Corppass user to activate account



The screenshot shows the Corppass website interface. The top navigation bar includes links for Home, About Us, Services, and Help, along with a 'Log in with Singpass' button and a search icon. The 'Services' dropdown menu is open, displaying options: 'Register for Corppass', 'Check Registration Status', 'Activate Corppass Account' (highlighted with a red box), 'Manage Admin', and 'Find Your Corppass Admin'. Below the navigation bar, a 'Welcome' message is partially visible, followed by a 'Register as a Corppass Admin' button. Further down, a section titled 'Get started with Corppass by your role' features three buttons: 'I am the Registered Officer', 'I am the Admin', and 'I am a User'.

Home About Us **Services** Help Log in with Singpass

Welcome

Corppass is the authorized service access of electronic transactions. There are several services available today.

Sign up now to prevent fraudulent transactions. [Find out more](#)

Register as a Corppass Admin

Get started with Corppass by your role

I am the Registered Officer I am the Admin I am a User

**Go to Services >
Activate Corppass Account.**



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Step 2b: Corppass user to activate account

Home About Us Services Help

Home / Activate Corppass Account

Activate Corppass Account

1 Enter Details 2 Review & Submit

Activate using:

☒ Reference ID ☐ Entity Registration No

* - denotes mandatory fields

Reference ID* ⓘ

Please type the verification code*

(Code is case-insensitive and excludes spaces)

3 7 6 4 9 0

Cancel

Next

Home About Us Services Help

Home / Activate Corppass Account

Activate Corppass Account

1 Enter Details 2 Review & Submit

Activate using:

☐ Reference ID ☒ Entity Registration No

* - denotes mandatory fields

Entity Registration Number* ⓘ

UEN



NRIC / FIN / Foreign ID No.* ⓘ

Please type the verification code*

(Code is case-insensitive and excludes spaces)

3 7 6 4 9 0

Cancel

Next

Option A

Enter the Reference ID that was provided in the email notification you received.

Option B

1. Select 'UEN' from the dropdown menu.
2. Enter your Entity Registration Number.
3. Enter your NRIC/ FIN/ Foreign ID number.



Step 2b: Corppass user to activate account

[Home](#) [About Us](#) [Services](#) [Help](#)

[Home](#) / [Activate Corppass Account](#)

Activate Corppass Account



Enter Details Review & Submit

Activate using:

☒ Reference ID ☐ Entity Registration No

* - denotes mandatory fields

Reference ID*

Please type the verification code*

(Code is case-insensitive and excludes spaces)



Cancel

Next

[Home](#) [About Us](#) [Services](#) [Help](#)

[Home](#) / [Activate Corppass Account](#)

Activate Corppass Account



Enter Details Review & Submit

Activate using:

☐ Reference ID ☒ Entity Registration No

* - denotes mandatory fields

Entity Registration Number*

UEN



NRIC / FIN / Foreign ID No.*

Please type the verification code*

(Code is case-insensitive and excludes spaces)



Cancel

Next

Enter the verification code displayed on the screen and click 'Next'.

Step 1: Register Corppass
Admin (CPA) Account

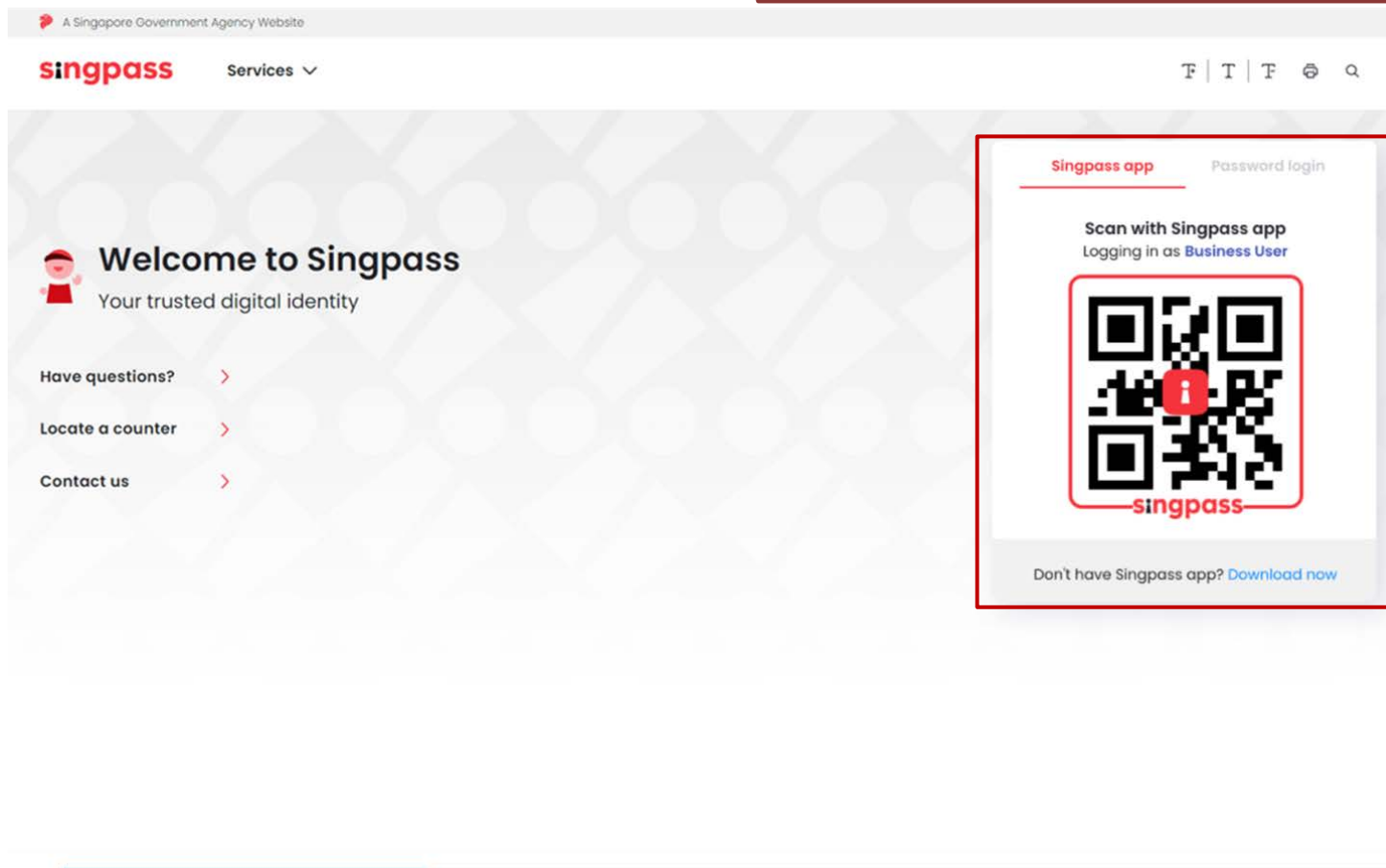
Step 2b:
Activate User Accounts



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Step 2b: Corppass user to activate account

If you are a NRIC/ FIN Singpass user, verify your identity via Singpass.



If you are a foreigner without NRIC/ FIN, please refer to pages 39 to 41.



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Step 2b: Corppass user to activate account

[Home](#)[About Us](#)[Services](#)[Help](#)[Log in with Singpass](#)

[Home](#) / [Activate Corppass Account](#)



Your Corppass user account has been activated.

You will receive an email notification.

A confirmation message will indicate that your account has been activated.

Next Step



Log in to view your assigned e-Services.

[Proceed to Homepage](#)

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Step 1: Register Corppass
Admin (CPA) Account

Step 2b:
Activate User Accounts

Step 2b: Corppass user to activate account

Home / Activate Corppass Account

Pages 39 to 41 are only applicable to a foreigner without NRIC/ FIN.

Activate Corppass Account



A One-Time Password (OTP) has been sent to your registered email: siewwongkah@mailinator.com

Email OTP*

Did not receive an email within 1 minute?
[Resend email OTP](#)

Back

Next

If you do not have a NRIC/ FIN, enter the one-time password sent to your registered email address. Then, click 'Next'.



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Step 2b: Corppass user to activate account

Home / Activate Corppass Account



Your Corppass user account has been activated.

You will receive an email notification.

Next Step



Log in to view your assigned
e-Services.

Proceed to Homepage

A confirmation message will indicate that your account has been activated.

As a foreigner without NRIC/ FIN, you will receive an email from Singpass to activate your Singpass Foreign user Account using a one-time password, if you have not set it up. Follow the steps as indicated in the email.



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Updating information with IRAS

Corppass users who are foreigners without NRIC/ FIN

1) If you have an existing tax reference number with IRAS (e.g. A1234567J)

Please ensure that the information furnished (i.e. name and passport/ foreign ID number) in Corppass is updated with IRAS.

2) If you do not have an existing tax reference number

You will need to register with IRAS by submitting the completed [form](#)¹.

¹The form may be retrieved from IRAS' website [www.iras.gov.sg > e-Services > Corppass].

Step 3:

Assign/ Authorise IRAS e-Services

Step 3a:

CPA to select relevant IRAS e-Services for the company

Step 3b:

CPA to assign selected IRAS e-Services to users. There is no need to perform Step 3b if the user has been given access to all e-Services in Step 2.

- i. Direct Assign
- ii. Batch Assign

Step 3c:

CPA to authorise tax agent

Step 3a: CPA to select relevant IRAS e-Services for the company

The screenshot shows the Corppass web application interface. At the top is a navigation bar with links: Home, My Account, Users, e-Service, Third Party, Advance, and Help. On the right of the navigation bar are 'Log Out' and a search icon. Below the navigation bar is a welcome banner for 'PHANG GABRIEL'. A red callout box on the right contains the text: 'Before you can assign IRAS e-Service(s) to your users, you have to first select the IRAS e-Service(s) relevant to your company.' Below the banner is a notification: '53 more digital services have been made available on Corppass over the past 30 days'. A horizontal menu contains 'User Accounts', 'e-Service Access' (highlighted with a red box), 'Third Party', and 'Third Party (Clients)'. Below this menu are three main action cards: 'Select Entity's e-Services' (highlighted with a red box), 'Assign selected e-Services', and 'View Entity's e-Service Access'. The 'Select Entity's e-Services' card includes the text 'Select e-Services that your entity will use.' A 'Change Entity Profile' link is located to the right of the cards.

Home My Account Users e-Service Third Party Advance Help Log Out

Welcome to Corppass,
PHANG GABRIEL

53 more digital services have been made available on Corppass over the past 30 days

User Accounts e-Service Access Third Party Third Party (Clients)

Change Entity Profile

Select Entity's e-Services
Select e-Services that your entity will use.

Assign selected e-Services
Assign e-Services access to your entity's users and user groups.

View Entity's e-Service Access
View and edit your entity's current e-Services access



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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3a: Select relevant
IRAS e-Services for entity

Step 3a: CPA to select relevant IRAS e-Services for the company

Select Entity's e-Services

Use the search bar to search for specific e-Services.



Select the e-Service(s) you wish to add to your entity's list.

Note: Selected e-Services require details to be set up on Corppass (denoted by ).
Selected e-Services may require additional checks when you log in. Click  for more information.

Filter  

☐	Govt. Agency	e-Service	Description	Additional Agency Check*	Additional Details Required*
☐	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)			
☐	IRAS	CORPORATE TAX (PAYMENT)			

0 e-Service(s) Selected



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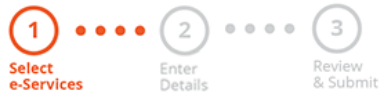
Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3a: Select relevant
IRAS e-Services for entity

Step 3a: CPA to select relevant IRAS e-Services for the company

Select Entity's e-Services



Select the IRAS e-Service(s) relevant to your company and click 'Next'.

Select the e-Service(s) you wish to add to your entity's list.

Note: Selected e-Services require details to be set up on Corppass (denoted by ).
Selected e-Services may require additional checks when you log in. Click  for more information.

Filter

IRAS





☐	Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
☒	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)			
☐	IRAS	CORPORATE TAX (PAYMENT)			

1 e-Service(s) Selected

Cancel

Next



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Step 3a: CPA to select relevant IRAS e-Services for the company

Select Entity's e-Services



You may be required to enter additional details for some IRAS e-Services.

Some e-Services require additional information. Enter details to proceed.

* - denotes mandatory fields

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		

1 e-Service(s) Selected

IRAS
CORPORATE TAX (FILING AND APPLICATIONS)

Effective YA From

+ Add New

Effective YA To

+ Add New

Back

Next



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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3a: Select relevant
IRAS e-Services for entity

Step 3a: CPA to select relevant IRAS e-Services for the company

Select Entity's e-Services



Some e-Services require additional information. Enter details to proceed.

* - denotes mandatory fields

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		

1 e-Service(s) Selected

IRAS
CORPORATE TAX (FILING AND APPLICATIONS)

Effective YA From

+ Add New

Effective YA To

+ Add New

The 'Effective YA From/ To' fields are not compulsory. If left blank, they will not be displayed during the e-Service assignment steps in 3(b) and (c).

Use the '+ Add New' buttons to set a range of YAs that can be used during assignment of e-Services to restrict the YAs that your staff/ tax agent can access in myTax Portal.

(The range of YAs set can be modified under 'View Entity's e-Service Access'.)

Note: Leave the 'Effective YA To' field blank if you would like the authorisation to be indefinite.

Back

Next



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Step 3a: CPA to select relevant IRAS e-Services for the company

Select Entity's e-Services



Click 'Next' to continue.

Some e-Services require additional information. Enter details to proceed.

* - denotes mandatory fields

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
 IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		

1 e-Service(s) Selected

IRAS
CORPORATE TAX (FILING AND APPLICATIONS)

Effective YA From

2020 

2021 

+ Add New

Effective YA To



Back

Next



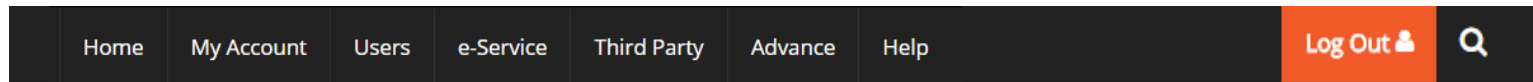
INLAND REVENUE
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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3a: Select relevant
IRAS e-Services for entity

Step 3a: CPA to select relevant IRAS e-Services for the company



Home / Select Entity's e-Services

Select Entity's e-Services



Review the details before clicking 'Submit'.

Verify Selected e-Service(s)

IRAS • CORPORATE TAX (FILING AND APPLICATIONS)

Effective YA From 2020
2021



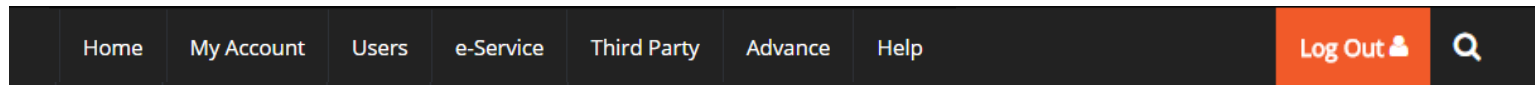
INLAND REVENUE
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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3a: Select relevant
IRAS e-Services for entity

Step 3a: CPA to select relevant IRAS e-Services for the company



Home / Select Entity's e-Services



The selected e-Service(s) is ready to be assigned to users.

Next Step



Assign selected e-Services

Assign e-Service access to your entity's users and user groups.

A confirmation message will indicate that you have completed the selection of IRAS e-Services relevant to your company.

Next, you need to assign the selected e-Services to your own staff or your tax agent.

[Return to Homepage](#)

[Assign selected e-Services](#)



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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3a: Select relevant
IRAS e-Services for entity

Step 3b: CPA to assign selected IRAS e-Services to users

2

Ways to Assign IRAS e-Services to Staff

i. Direct Assign

Use the '**Assign Selected e-Services**' function in Corppass to assign IRAS e-Services to your staff online.

ii. Batch Assign

Use the '**Batch Assign e-Services**' function to download and complete an Excel template to assign IRAS e-Services to your staff.

Note: When assigning e-Services of your company to your staff, please assign the correct role (i.e. 'Preparer' or 'Approver').



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Important information to have on-hand

Before you start Step 3b, ensure that you have the following information:

- List of your staff and the respective IRAS e-Service(s) to be assigned to each staff
 - Direct Assign: for verification purposes, have the full name, email address and role ('Preparer' or 'Approver') of staff ready on-hand
 - Batch Assign: for completion of the Excel template, have the full name, NRIC/ FIN/ Foreign ID number and role ('Preparer' or 'Approver') of staff ready on-hand



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Step 3b(i): Direct Assign



1. Assign IRAS e-Services

This method allows online assignment of IRAS e-Services of your company to your staff based on your selection.

Corppass Admin



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Step 3b(i): Direct Assign

The screenshot displays the Corppass web application interface. At the top, a navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advance, and Help, along with a Log Out button and a search icon. Below the navigation bar, a welcome message reads "Welcome to Corppass, PHANG GABRIEL". A notification banner states: "53 more digital services have been made available on Corppass over the last 90 days." The main content area features a horizontal menu with tabs: User Accounts, e-Service Access (highlighted with a red box), Third Party, and Third Party (Clients). Below this menu, there are three main action cards: "Select Entity's e-Services" (with a lock icon), "Assign selected e-Services" (with a checkmark and list icon, highlighted with a red box), and "View Entity's e-Service Access" (with a document icon). A "Change Entity Profile" link is located to the right of the cards. A red callout box on the right side of the screen contains the text: "Under the 'e-Service Access' tab, click 'Assign Selected e-Services'".

Home My Account Users e-Service Third Party Advance Help Log Out

Welcome to Corppass,
PHANG GABRIEL

53 more digital services have been made available on Corppass over the last 90 days.

User Accounts e-Service Access Third Party Third Party (Clients)

Change Entity Profile

Select Entity's e-Services
Select e-Services that your entity will use.

Assign selected e-Services
Assign e-Services access to your entity's users and user groups.

View Entity's e-Service Access
View and edit your entity's current e-Services access

Under the 'e-Service Access' tab, click 'Assign Selected e-Services'.

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Step 1: Register Corppass Admin (CPA) Account

Step 2: Create & Activate User Accounts

Step 3b(i): Direct Assign

Step 3b(i): Direct Assign

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.

Select the user(s) you wish to assign IRAS e-Services to and click 'Next'.

Note: If you wish to assign different e-Services to different users, you will have to assign them separately.

☐	Full Name	Email Address	User Type
☒	LI VIRDI	livirdi@mailinator.com	Enquiry User
☒	TERRI MANDEL	terrimandel@mailinator.com	User
☐	LIM DAOWEI	limdaowei@mailinator.com	Enquiry User
☐	TOH JONATHAN	toh.john@mailinator.com	Admin
☐	PHANG GABRIEL	PHANGGABRIEL@abc.com	Admin
☐	CHAN FENDERICK	Frederick_Chan@abc.com	User
2 user(s) selected.			

Cancel

Next



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Step 3b(i): Direct Assign

Assign Selected e-Services



You will be directed to a list of e-Services selected previously in Step 3(a) (i.e. the e-Services selected in pages 43 to 50).

Can't find an e-Service? Click [here](#) to add e-Service to your Entity.

Assign Selected e-Service(s) to

2 Selected User(s) +

Assign from selected e-Service(s).

Filter

Search



☐	Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
☐	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)			
0 e-Service(s) selected.					

Back

Next



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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3b(i):
Direct Assign

Step 3b(i): Direct Assign

Assign Selected e-Services



Select the relevant IRAS e-Service(s) that you wish to assign to the selected user(s). Then, click 'Next'.

Can't find an e-Service? Click [here](#) to add e-Service to your Entity.

Assign Selected e-Service(s) to

2 Selected User(s) +

Assign from selected e-Service(s).

Filter

Search



☐	Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
☒	IRAS		CORPORATE TAX (FILING AND APPLICATIONS)		

1 e-Service(s) selected.

Back

Next



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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3b(i):
Direct Assign

Step 3b(i): Direct Assign

Assign Selected e-Services



You may be required to enter additional details.

Assign Selected e-Services to

2 Selected Users [+](#)

e-Services with [+](#) require additional details. Click [+](#) to enter details.

* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		+

1 e-Service(s) Selected

IRAS
CORPORATE TAX (FILING AND APPLICATIONS)

Role*

--- SELECT---

Effective YA From

--- SELECT---

Back

Next

Step 3b(i): Direct Assign

Assign Selected e-Services



Assign Selected e-Services to

2 Selected Users +

e-Services with require additional details. Click to enter details.

* - denotes mandatory fields

For the 'Corporate Tax (Filing and Applications)' e-Service, select the role (i.e. Preparer or Approver) to be assigned to the particular user(s).

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		

1 e-Service(s) Selected

IRAS
CORPORATE TAX (FILING AND APPLICATIONS)

Role*

--- SELECT---

Effective YA From

--- SELECT---

--- SELECT---

Preparer

Approver

Back

Next

Step 3b(i): Direct Assign

Assign Selected e-Services



Assign Selected e-Services to

2 Selected Users +

e-Services with require additional details. Click to enter details.

* - denotes mandatory fields

If you have set YA ranges when you selected the IRAS e-Service in Step 3(a), you may set a YA range during staff assignment (using the YA values set in Step 3(a) - see page 47).

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		

1 e-Service(s) Selected

IRAS
CORPORATE TAX (FILING AND APPLICATIONS)

Role*

--- SELECT---

Effective YA From

--- SELECT---

--- SELECT---

2020

2021

Back Next



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Step 3b(i): Direct Assign

Assign Selected e-Services



Assign Selected e-Services to

2 Selected Users +

e-Services with require additional details. Click to enter details.

* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		

1 e-Service(s) Selected

Authorisation Effective Date *

Authorisation Expiry Date

Back

Next

Indicate the effective start and end* dates for the staff authorisation. Click 'Next' to continue.

*End date is not compulsory

Step 3b(i): Direct Assign

Assign Selected e-Services



Verify the following details.

2 Selected Users +

Review the details of the assigned e-Service(s) before submission. Click 'Submit' to confirm your assignment.

Selected e-Services

IRAS • CORPORATE TAX (FILING AND APPLICATIONS)

Role	Approver
Effective YA From	2021
Authorisation Effective Date	01/01/2021
Authorisation Expiry Date	31/12/9999

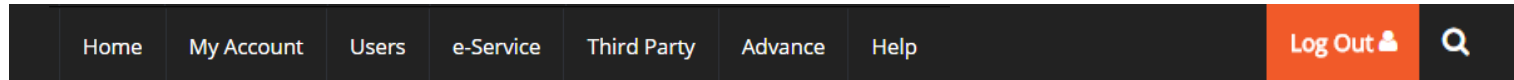
Back

Submit



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Step 3b(i): Direct Assign



Home / Assign Selected e-Services



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

[Return to Homepage](#)

A confirmation message will indicate that you have successfully assigned e-Service access to your selected user(s).



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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3b(i):
Direct Assign

Step 3b(ii): Batch Assign



- 1. Download, complete and submit Excel template**
- 2. Monitor processing status**

This method allows assignment of IRAS e-Services to staff in batches using an Excel template.

Corppass Admin



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Step 3b(ii): Batch Assign

The screenshot shows the Corppass Admin (CPA) Account interface. The top navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advance, and Help. The 'e-Service' link is highlighted with a red box. A dropdown menu is open under 'e-Service', showing options: View Entity's e-Service Access, Select Entity's e-Services, Assign Selected e-Services, Batch Assign e-Services (highlighted with a red box), and View Batch Upload History. A red callout box points to the 'Batch Assign e-Services' option, stating: "Under the 'e-Service' dropdown menu, click 'Batch Assign e-Services'". Below the dropdown, there is a section titled "53 more digital services available on Corppass over the last 90 days." with a "NEW" badge. Below this, there are tabs for User Accounts, e-Service Access, Third Party, and Third Party (Clients). The "e-Service Access" tab is selected. Below the tabs, there are two main action buttons: "Create User Accounts" (Add accounts to your Entity) and "Manage User Accounts" (View and edit your entity's user account details). A "Change Entity Profile" link is also visible.

Home My Account Users **e-Service** Third Party Advance Help Log Out

View Entity's e-Service Access
Select Entity's e-Services
Assign Selected e-Services
Batch Assign e-Services
View Batch Upload History

Under the 'e-Service' dropdown menu, click 'Batch Assign e-Services'.

53 more digital services available on Corppass over the last 90 days.

User Accounts e-Service Access Third Party Third Party (Clients)

Create User Accounts
Add accounts to your Entity

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

Change Entity Profile



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Step 3b(ii): Batch Assign

Batch Assign e-Services



Download the Excel template.

To assign digital services, click [here](#) to download the Excel template and enter required details before uploading using the 'Select file' button below.

You can only assign digital service access to active Corppass accounts. Digital services cannot be assigned to inactive, suspended, or terminated Corppass accounts. To view a full listing of digital services and their roles, click [here](#).

Please note that each file upload only supports a maximum of 5000 records.

Batch processing will require 1 working day.

Upload completed file (max. 10MB)

Select file

Cancel

Next



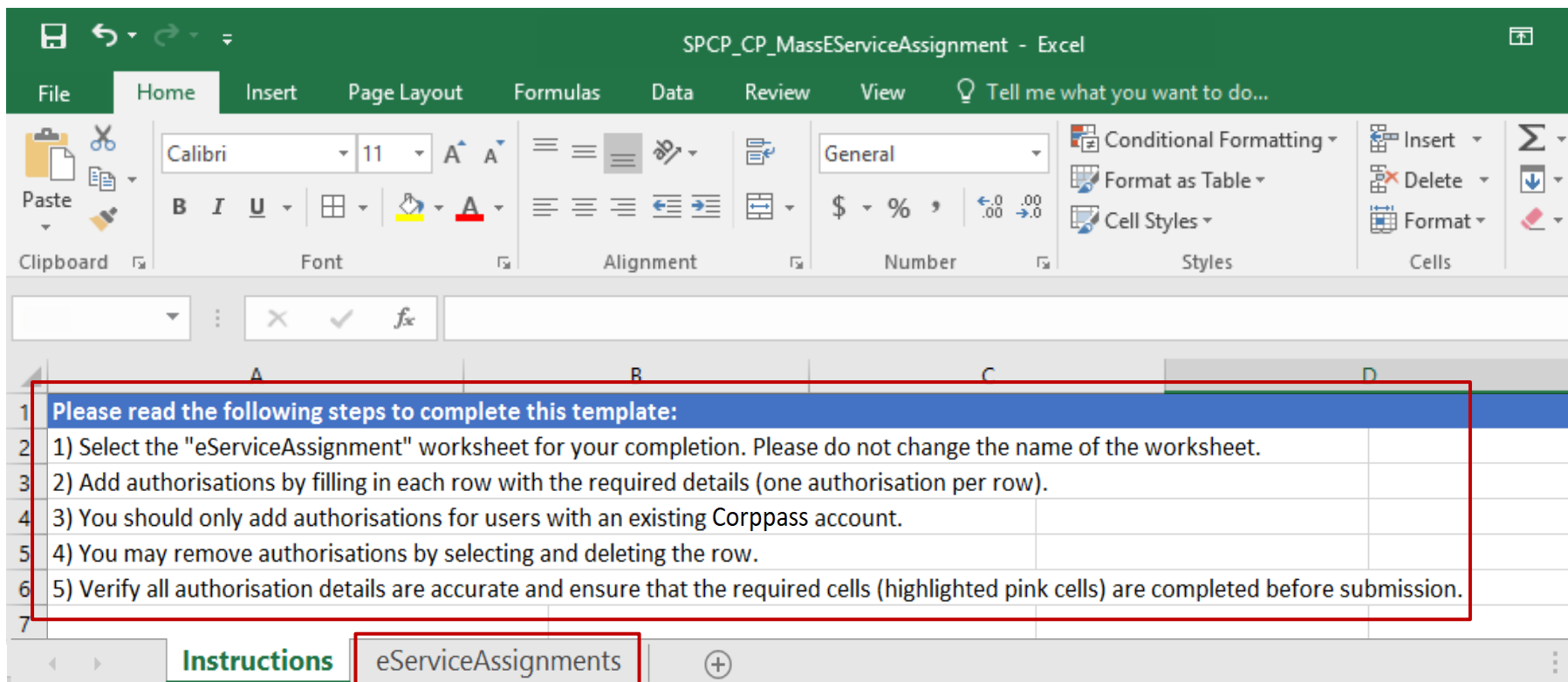
INLAND REVENUE
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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3b(ii):
Batch Assign

Step 3b(ii): Batch Assign



SPCP_CP_MassEServiceAssignment - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Clipboard Font Alignment Number Styles Cells

1 Please read the following steps to complete this template:

2 1) Select the "eServiceAssignment" worksheet for your completion. Please do not change the name of the worksheet.

3 2) Add authorisations by filling in each row with the required details (one authorisation per row).

4 3) You should only add authorisations for users with an existing Corppass account.

5 4) You may remove authorisations by selecting and deleting the row.

6 5) Verify all authorisation details are accurate and ensure that the required cells (highlighted pink cells) are completed before submission.

7

Instructions eServiceAssignments

Read the instructions and select the 'e-Service Assignments' worksheet.



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Step 3b(ii): Batch Assign

SPCP_CP_MassEServiceAssignment - Excel

	A	B	C	D
1	*Agency Name [Max 60]	*e-Service Name [Max 100]	*CorpPass Entity ID [Max 10]	*NRIC/FIN/Foreign ID No. [Max 20]
2				
3				
4				
5				
6				
7				

To add new IRAS e-Service assignments, enter details in a new row.



INLAND REVENUE
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Step 3b(ii): Batch Assign

SPCP_CP_MassEServiceAssignment - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Clipboard Font Alignment Number Styles Cells

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

AGRI FOOD AND VETERINARY AUTHORITY OF SINGAPORE
BUILDING AND CONSTRUCTION AUTHORITY (BCA)
CENTRAL NARCOTICS BUREAU (CNB)
IMMIGRATION & CHECKPOINTS AUTHORITY (ICA)
INTERNATIONAL ENTERPRISE (IE) SINGAPORE
MINISTRY OF HOME AFFAIRS (MHA)
MARITIME AND PORT AUTHORITY OF SINGAPORE
MHA - SINGAPORE CIVIL DEFENCE FORCE (SCDF)

*Agency Name [Max 60]	*e-Service Name [Max 100]	*CorpPass Entity ID [Max 10]	*NRIC/FIN/Foreign ID No. [Max 20]

Select IRAS from the dropdown menu.



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Step 1: Register CorpPass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3b(ii):
Batch Assign

Step 3b(ii): Batch Assign

SPCP_CP_MassEServiceAssignment - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Clipboard Font Alignment Number Styles Cells

	A	B	C	D
1	*Agency Name [Max 60]	*e-Service Name [Max 100]	*CorpPass Entity ID [Max 10]	*NRIC/FIN/Foreign ID No. [Max 20]
2	INLAND REVENUE AUTHORITY OF SINGAPORE			
3				
4				
5				
6				
7				

Select the relevant IRAS e-Service(s). You must have selected the e-Services in Step 3(a) (i.e. the e-Services must be selected in pages 43 to 50), otherwise, the assignment will fail.



INLAND REVENUE
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Step 3b(ii): Batch Assign

SPCP_CP_MassEServiceAssignment - Excel

	A	B	C	D
1	*Agency Name [Max 60]	*e-Service Name [Max 100]	*CorpPass Entity ID [Max 10]	*NRIC/FIN/Foreign ID No. [Max 20]
2	INLAND REVENUE AUTHORITY OF SINGA	CORPORATE TAX (FILING AND A		
3				
4				
5				
6				
7				

For local entities, this refers to your UEN.



INLAND REVENUE
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Step 3b(ii): Batch Assign

SPCP_CP_MassEServiceAssignment - Excel

	A	B	C	D
1	*Agency Name [Max 60]	*e-Service Name [Max 100]	*CorpPass Entity ID [Max 10]	*NRIC/FIN/Foreign ID No. [Max 20]
2	INLAND REVENUE AUTHORITY OF SINGA	CORPORATE TAX (FILING AND A	123456789D	
3				
4				
5				
6				
7				

Enter the user's NRIC/ FIN/ Foreign ID number.



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Step 3b(ii): Batch Assign

SPCP_CP_MassEServiceAssignment - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Clipboard Font Alignment Number Styles Cells

Full Name(As in NRIC/FIN/Foreign ID) [Max 66] Agency Issued ID [Max 32] Role Name [Max 20]

	E	F	G
1	Full Name(As in NRIC/FIN/Foreign ID) [Max 66]	Agency Issued ID [Max 32]	Role Name [Max 20]
2			
3			
4			
5			
6			
7			

Enter the full name of the user.



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Step 3b(ii): Batch Assign

SPCP_CP_MassEServiceAssignment - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Clipboard Font Alignment Number Styles Cells

Calibri 11 A A B I U \$ % , .00 .00

Conditional Formatting Format as Table Cell Styles Insert Delete Format

Full Name(As in NRIC/FIN/Foreign ID) [Max 66] Agency Issued ID [Max 32] Role Name [Max 20]

	E	F	G
1	Full Name(As in NRIC/FIN/Foreign ID) [Max 66]	Agency Issued ID [Max 32]	Role Name [Max 20]
2	LIM MARY		
3			
4			
5			
6			
7			

Leave this field blank.



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Step 3b(ii): Batch Assign

SPCP_CP_MassEServiceAssignment - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Clipboard Font Alignment Number Styles Cells

Full Name(As in NRIC/FIN/Foreign ID) [Max 66] Agency Issued ID [Max 32] Role Name [Max 20]

	E	F	G
1	Full Name(As in NRIC/FIN/Foreign ID) [Max 66]	Agency Issued ID [Max 32]	Role Name [Max 20]
2	LIM MARY		
3			
4			
5			
6			
7			

Enter the role you wish to assign to the user (i.e. 'Preparer' or 'Approver').



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Step 3b(ii): Batch Assign

	P	Q
1	*Authorisation Effective Date [Max 10]	Authorisation Expiry Date [Max 10]
2		
3		
4		
5		
6		
7		

Indicate the effective start and end* dates for the staff authorisation.

*End date is not compulsory. Leave the 'Authorisation Expiry Date' field blank if you would like the authorisation to be indefinite.



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Step 3b(ii): Batch Assign

Batch Assign e-Services



To assign digital services, click [here](#) to download the Excel template and enter required details before uploading using the 'Select file' button below.

You can only assign digital service access to active Corppass accounts. Digital services cannot be assigned to inactive, suspended, or terminated Corppass accounts. To view a full listing of digital services and their roles, click [here](#).

Please note that each file upload only supports a maximum of 5000 records.

Batch processing will require 1 working day.

Upload completed file (max. 10MB)

Select file

Click 'Select File' to upload the completed Excel file. The Excel file size must not exceed 10MB.

Cancel

Next



INLAND REVENUE
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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3b(ii):
Batch Assign

Step 3b(ii): Batch Assign

Batch Assign e-Services



To assign digital services, click [here](#) to download the Excel template and enter required details before uploading using the 'Select file' button below.

You can only assign digital service access to active Corppass accounts. Digital services cannot be assigned to inactive, suspended, or terminated Corppass accounts. To view a full listing of digital services and their roles, click [here](#).

Please note that each file upload only supports a maximum of 5000 records.

Batch processing will require 1 working day.

Upload completed file (max. 10MB)

Select file

Click 'Next' to continue.

Filename

SPCP_CP_MassEServiceAssignment.xlsx

Cancel

Next



INLAND REVENUE
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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3b(ii):
Batch Assign

Step 3b(ii): Batch Assign

Batch Assign e-Services



Ensure that the correct file has been uploaded before you click 'Submit'.

Ensure that the information provided is accurate.

For Sub-Admin account created, the default allows any of the entity's e-Services to be assigned to users and authorised Third Party Entities. To restrict the account, go to Advance > Add Assignment Profile.

Assign e-Services

Uploaded File	SPCP_CP_MassEServiceAssignment.xlsx
No. of records	50

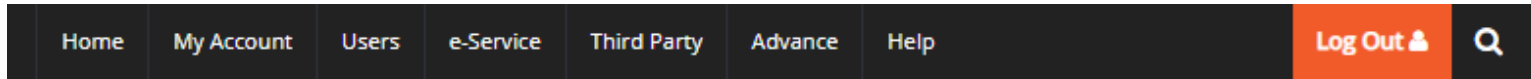
Check that the number of records indicated is the same as the number of IRAS e-Service assignments entered within the Excel file.

Back Submit



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Step 3b(ii): Batch Assign



Home / Batch Assign e-Services



Your file has been uploaded for processing.

Processing will require 1 working day. You will receive an email notification after the processing is completed.

[Return to Homepage](#)

[View Batch Upload History](#)

You will see a confirmation page if the file has been uploaded successfully. Processing will take 1 working day.



INLAND REVENUE
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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3b(ii):
Batch Assign

Step 3b(ii): Batch Assign

The screenshot shows the Corppass web application interface. The top navigation bar includes links for Home, My Account, Users, e-Service, Third Party, Advance, and Help. The 'e-Service' link is highlighted with a red box. A dropdown menu is open under 'e-Service', listing options: View Entity's e-Service Access, Select Entity's e-Services, Assign Selected e-Services, Batch Assign e-Services, and View Batch Upload History. The 'View Batch Upload History' option is highlighted with a red box. To the right of the dropdown, a red callout box contains the text: 'To check the processing status of your previous batch assignments, click 'View Batch Upload History' under the 'e-Service' dropdown menu.' Below the navigation bar, there is a section for '53 more digital services available on Corppass over the last 9 months'. Below this, there are tabs for User Accounts, e-Service Access, Third Party, and Third Party (Clients). The 'e-Service Access' tab is selected. Below the tabs, there are two main action cards: 'Create User Accounts' (Add accounts to your Entity) and 'Manage User Accounts' (View and edit your entity's user account details). A 'Change Entity Profile' link is also visible.

Home My Account Users **e-Service** Third Party Advance Help Log Out

View Entity's e-Service Access
Select Entity's e-Services
Assign Selected e-Services
Batch Assign e-Services
View Batch Upload History

53 more digital services available on Corppass over the last 9 months

User Accounts e-Service Access Third Party Third Party (Clients)

Change Entity Profile

Create User Accounts
Add accounts to your Entity

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

Step 3b(ii): Batch Assign

Home / Batch Upload History

A table will display your batch upload history.

Batch Upload History

Filter Search

Job ID	Job Description	Submission Date	Status
175	Batch Create Users	06/09/2016 15:58	In-progress
171	Batch Assign e-Service	06/09/2016 14:51	View Error
168	Batch Create Users	06/09/2016 14:30	Completed
167	Batch Create Users	06/09/2016 14:21	Completed
54	Batch Assign e-Service	24/08/2016 17:35	Completed
27	Batch Assign e-Service	23/08/2016 20:17	Completed
25	Batch Assign e-Service	23/08/2016 15:36	Completed
24	Batch Assign e-Service	23/08/2016 15:33	Completed
23	Batch Create Users	23/08/2016 15:31	Completed



INLAND REVENUE
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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3b(ii):
Batch Assign

Step 3b(ii): Batch Assign

Home / Batch Upload History

View the status of each batch upload.

Batch Upload History

Filter Search

Job ID	Job Description	Submission Date	Status
175	Batch Create Users	06/09/2016 15:58	In-progress
171	Batch Assign a Service	06/09/2016 14:51	View Error
168	Batch		Completed
167	Batch		Completed
54	Batch		Completed
27	Batch		Completed
25	Batch		Completed
24	Batch		Completed
23	Batch Create Users	23/08/2016 15:31	Completed

1) 'In Progress' – File upload was successful and is being processed.

2) 'Completed' – File upload was successful and processing has been completed.

3) 'View Error' – File upload was successful, but Corppass was unable to process the details of some assignments. Learn how to fix the error on the next page.



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Step 3b(ii): Batch Assign

Home / Batch Upload History

Click 'View Error' to download an Excel list of batch assignments that were not processed.

Batch Upload History

[Filter](#)  

Job ID	Job Description	Submission Date	Status
175	Batch Create Users	06/09/2016 15:58	In-progress
171	Batch Assign e-Service	06/09/2016 14:51	View Error
168	Batch Create Users	06/09/2016 14:30	Completed
167	Batch Create Users	06/09/2016 14:21	Completed
54	Batch Assign e-Service	24/08/2016 17:35	Completed
27	Batch Assign e-Service	23/08/2016 20:17	Completed
25	Batch Assign e-Service	23/08/2016 15:36	Completed
24	Batch Assign e-Service	23/08/2016 15:33	Completed
23	Batch Create Users	23/08/2016 15:31	Completed



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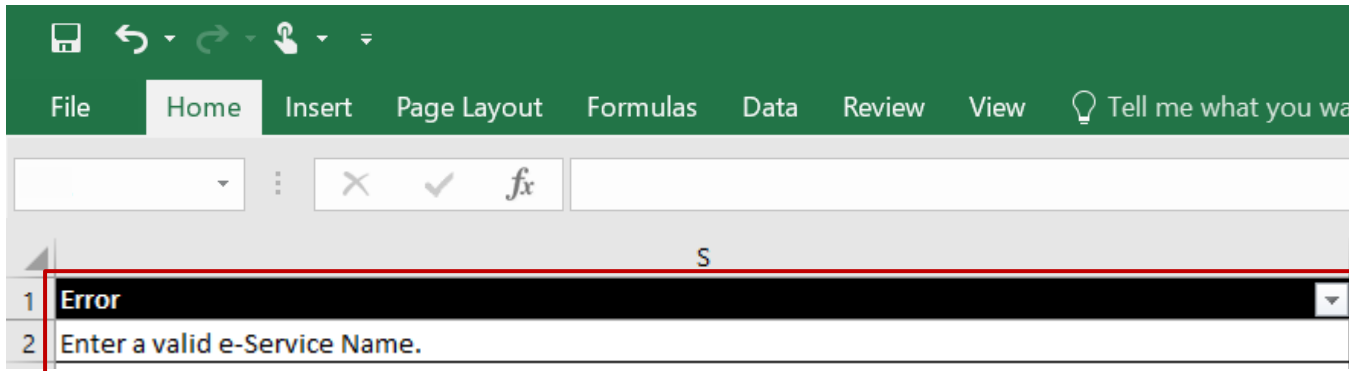
Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3b(ii):
Batch Assign

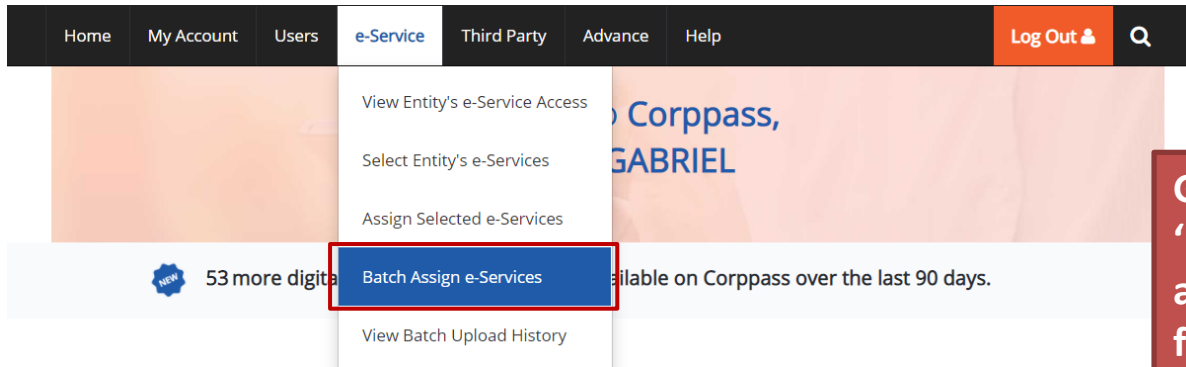
Step 3b(ii): Batch Assign

Rectify the details based on the error messages.



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Step 3b(ii): Batch Assign



Go back to 'e-Service' > 'Batch Assign e-Services' and re-submit the updated file with assignments that could not be processed previously.

Batch Assign e-Services



To assign digital services, click [here](#) to download the Excel template and enter required details before uploading using the 'Select file' button below.

You can only assign digital service access to active Corppass accounts. Digital services cannot be assigned to inactive, suspended, or terminated Corppass accounts. To view a full listing of digital services and their roles, click [here](#).

Please note that each file upload only supports a maximum of 5000 records.

Batch processing will require 1 working day.

Upload completed file (max. 10MB)

Select file

Cancel

Next



INLAND REVENUE
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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3b(ii):
Batch Assign

Important information to have on-hand

Before you start Step 3c, ensure that you have the following information:

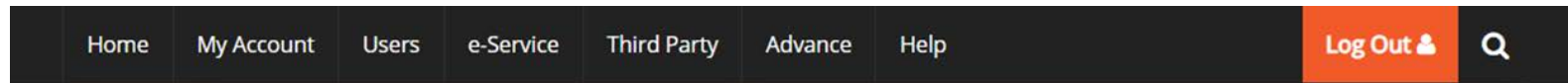
- Your tax agent's UEN and name as well as the respective IRAS e-Service(s) to be assigned to your tax agent

Note: Please grant your tax agent both 'Preparer' and 'Approver' roles. This is to enable your tax agent to assign IRAS e-Services to its staff using both roles.



INLAND REVENUE
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Step 3c: CPA to authorise tax agent



Welcome to Corppass,
PHANG GABRIEL

Under the 'Third Party' tab,
click 'Authorise Third Party
Entities'.



53 more digital services have been made available on Corppass over the last 90 days.

User Accounts

e-Service Access

Third Party

Third Party (Clients)

[Change Entity Profile](#)



Authorise Third Party Entities



Manage Third Party Entities



INLAND REVENUE
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OF SINGAPORE

Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3c: Authorise
Tax Agent

Step 3c: CPA to authorise tax agent

Home / Authorise Third Party Entity

Search for the tax agent firm you wish to assign IRAS e-Services to, using the tax agent firm's UEN/ Entity ID or name. You may also search using partial names.

Authorise Third Party Entities



UEN / Entity ID

Entity Name

Search



INLAND REVENUE
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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3c: Authorise
Tax Agent

Step 3c: CPA to authorise tax agent

Authorise Third Party Entities



If you search using 'Entity Name', a list of third party entities that fit your search criteria will appear.

UEN / Entity ID

Entity Name

abc

Search

Search for Third Party Entities which you would like to authorise.

Filter

Search



UEN / Entity ID	Entity Name	UEN Status
☐ C15000322E	ABC Company Pte Ltd	-
☐ C16000829C	ABC Stationery Pte Ltd	-
☐ C16000777A	ABC Preschool Pte Ltd	-
☐ C16000879F	ABC Traders LLC	-

0 entity(s) selected.

Cancel

Next

Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3c: Authorise
Tax Agent



INLAND REVENUE
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Step 3c: CPA to authorise tax agent

Authorise Third Party Entities



Select the tax agent firm you wish to assign IRAS e-Services to and click 'Next'.

UEN / Entity ID

Entity Name

abc

Search

Search for Third Party Entities which you would like to authorise.

Filter

Search



UEN / Entity ID	Entity Name	UEN Status
☒ C15000322E	ABC Company Pte Ltd	-
☐ C16000829C	ABC Stationery Pte Ltd	-
☐ C16000777A	ABC Preschool Pte Ltd	-
☐ C16000879F	ABC Traders LLC	-

1 entity(s) selected.

Cancel

Next



INLAND REVENUE
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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3c: Authorise
Tax Agent

Step 3c: CPA to authorise tax agent

Authorise Third Party Entities



You will be directed to a list of e-Services selected previously in Step 3(a) (i.e. the e-Services selected in pages 43 to 50).

Can't find an e-Service? Click [here](#) to add e-Service to your Entity.

Only e-Services that allow third party authorisation will be shown here.

Selected Third Party Entity: ABC Company Pte Ltd

Select e-Service(s) for the Third Party to have access to

Filter

Search



☐ Govt. Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
☐ IRAS	CORPORATE TAX (FILING AND APPLICATIONS)			
0 e-Service(s) Selected				

Back

Next



INLAND REVENUE
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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3c: Authorise
Tax Agent

Step 3c: CPA to authorise tax agent

Authorise Third Party Entities



Select the relevant IRAS e-Service(s) that you wish to assign to your tax agent. Then, click 'Next'.

Can't find an e-Service? Click [here](#) to add e-Service to your Entity.

Selected Third Party Entity: ABC Company Pte Ltd

Select e-Service(s) for the Third Party to have access to

Filter

Search



☐ Govt. Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
☒ IRAS	CORPORATE TAX (FILING AND APPLICATIONS)			
1 e-Service(s) Selected				

Back

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INLAND REVENUE
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Step 3c: CPA to authorise tax agent

Authorise Third Party Entities



You may be required to enter additional details for some e-Services.

Selected Third Party Entity: ABC Company Pte Ltd

Some e-Services require additional information. Enter details to proceed.

* - denotes mandatory fields

Govt. Agency	Entity's Selected e-Service	Additional Agency Check	Additional Details Required
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		

1 e-Service(s) Selected

IRAS
CORPORATE TAX (FILING AND APPLICATIONS)

Role

--- SELECT---

Effective YA From

--- SELECT---

Back

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INLAND REVENUE
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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3c: Authorise
Tax Agent

Step 3c: CPA to authorise tax agent

Authorise Third Party Entities



Selected Third Party Entity: ABC Company Pte Ltd

Some e-Services require additional information. Enter details to proceed.

* - denotes mandatory fields

Govt. Agency	Entity's Selected e-Service	Additional Agency Check	Additional Details Required
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		
		Role	--- SELECT--- --- SELECT--- Preparer Approver ive YA From
1 e-Service(s) Selected		--- SELECT---	

Back

Next

For the 'Corporate Tax (Filing and Applications)' e-Service, please grant your tax agent both 'Preparer' and 'Approver' roles (by repeating the steps in pages 88 to 99).



INLAND REVENUE
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Step 3c: CPA to authorise tax agent

Authorise Third Party Entities



Selected Third Party Entity: ABC Company Pte Ltd

Some e-Services require additional information. Enter details to proceed.

* - denotes mandatory fields

Govt. Agency	Entity's Selected e-Service	Additional Agency Check	Additional Details Required
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		

1 e-Service(s) Selected

IRAS
CORPORATE TAX (FILING AND APPLICATIONS)

Role

--- SELECT---

Effective YA From

--- SELECT---

2020
2021

Back Next

If you have set YA ranges when you selected the IRAS e-Service in Step 3(a), you may set a YA range during the assignment to tax agent (using the YA values set in Step 3(a) - see page 47).



INLAND REVENUE
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Step 3c: CPA to authorise tax agent

Authorise Third Party Entities



Selected Third Party Entity: ABC Company Pte Ltd

Some e-Services require additional information. Enter details to proceed.

* - denotes mandatory fields

Govt. Agency	Entity's Selected e-Service	Additional Agency Check	Additional Details Required
IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		

1 e-Service(s) Selected

Authorisation Effective Date *

Authorisation Expiry Date *

Indicate the effective start and end* dates for the tax agent authorisation. Click 'Next' to continue.

*End date is not compulsory

Back

Next



INLAND REVENUE
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Step 3c: CPA to authorise tax agent

Authorise Third Party Entities



Selected Third Party Entity: ABC Company Pte Ltd

Review the details before submission. Click 'Submit' to confirm the authorisation.

Selected Third Party Entity e-Service(s)

IRAS • CORPORATE TAX (FILING AND APPLICATIONS)

Role	Approver
Effective YA From	2021
Authorisation Effective Date	01/01/2021
Authorisation Expiry Date	31/12/9999

Back

Submit



INLAND REVENUE
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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3c: Authorise
Tax Agent

Step 3c: CPA to authorise tax agent

[Home](#)[My Account](#)[Users](#)[e-Service](#)[Third Party](#)[Advance](#)[Help](#)[Log Out](#)

[Home](#) / [Authorise Third Party Entity](#)



ABC Company Pte Ltd has been authorised to access selected e-Service(s).

The Third Party Entity will receive a notification.

[Return to Homepage](#)

A confirmation message will indicate that you have authorised your tax agent with access to the selected e-Service(s).



INLAND REVENUE
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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3c: Authorise
Tax Agent

Summary of Steps

CPA is accessing IRAS e-Services

CPA can grant himself/ herself access to ALL digital services in Step 1.

Steps 2 and 3 need not be performed.

Company Staff is accessing IRAS e-Services

CPA to follow Steps 1, 2, 3(a) and 3(b).

Step 3 need not be performed if the CPA grants the user access to ALL digital services in Step 2.

Tax Agent is accessing IRAS e-Services

CPA to follow Steps 1, 3(a) and 3(c).

Steps 2 and 3(b) need not be performed.



INLAND REVENUE
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Step 1: Register Corppass
Admin (CPA) Account

Step 2: Create & Activate
User Accounts

Step 3: Assign/ Authorise
IRAS e-Services

Manage your users, tax agent and IRAS e-Service Access



Manage your users

Welcome to Corppass,
PHANG GABRIEL

Under the 'User Accounts'
tab, click 'Manage Users
Accounts'.



53 more digital services have been made available on Corppass over the last 90 days.

User Accounts	e-Service Access	Third Party	Third Party (Clients)
---------------	------------------	-------------	-----------------------

[Change Entity Profile](#)



Create User Accounts
Add accounts to your Entity



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



INLAND REVENUE
AUTHORITY
OF SINGAPORE

Manage your users

Manage User Accounts

You will see a list of Corppass users in your company and their corresponding details.

Create User Account		Change user status (0)		Filter	Search		
☐	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status			
☐	CHAN FEDRICK	S****319D	User	Active			
☐	PHANG GABRIEL	S****413C	Admin	Active			
☐	TOH JONATHAN	G****619W	Sub-Admin	Active			
☐	TERRI MANDEL	G****738Q	User	Active			
☐	LI VIRDI	F****017T	User	Active			
☐	JOHN TAN	S****070I	User	Active			
☐	SARAH LEE	G****887K	Sub-Admin	Pending Activation			
☐	EE VIRDI	Y****978F	User	Suspended			
☐	TOH	S****082B	Admin	Terminated			
☐	LEE MEGAN	B****539I	Enquiry User	Terminated			



INLAND REVENUE
AUTHORITY
OF SINGAPORE

Manage your users

Manage User Accounts

To terminate or suspend user accounts, select a user and click 'Change user status'.

Create User Account		Change user status (1)		Filter	Search		
☐	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status			
☐	CHAN FEDRICK	S****319D	User	Active			
☐	PHANG GABRIEL	S****413C	Admin	Active			
☐	TOH JONATHAN	G****619W	Sub-Admin	Active			
☒	TERRI MANDEL	G****738Q	User	Active			
☐	LI VIRDI	F****017T	User	Active			
☐	JOHN TAN	S****070I	User	Active			
☐	SARAH LEE	G****887K	Sub-Admin	Pending Activation			
☐	EE VIRDI	Y****978F	User	Suspended			
☐	TOH	S****082B	Admin	Terminated			
☐	LEE MEGAN	B****539I	Enquiry User	Terminated			



INLAND REVENUE
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Manage your users

Change Status



Are you sure you want to change the status of these Corppass Users?

These Corppass Users will be only reinstated upon reactivation or end of suspension.

These account(s) will be only reinstated upon reactivation or end of suspension.

Change status for the following user(s)

1 Selected User(s)

New Account Status

Suspended

New Status Effective Date*

18/02/2021

Example: 31/01/2017

New Status Expiry Date

31/12/9999

Example: 28/02/2017

Reason for new status*

Back

Save

1) 'Active' – Account is active and ready for use.

2) 'Inactive' – Account has not been activated yet.

3) 'Suspended' – An account that has been suspended by a Corppass Admin or due to dormancy (for user accounts with no activity for 15 months)

4) 'Terminated' – An account has been terminated by a Corppass Admin or due to dormancy (for user accounts with no activity for 51 months)

Select a new status from the dropdown menu and indicate the date when the new status will take effect.



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Manage your users

Manage User Accounts

Click on the user's name to view the following details:

1. Profile of the user
2. List of e-Services assigned to the user
3. Transaction history

Create User Account

 Change user status (0)

☐	Full Name	NRIC / FIN / Foreign ID No.	User Type	Account Status
☐	CHAN FEDRICK	S****319D	User	Active
☐	PHANG GABRIEL	S****413C	Admin	Active
☐	TOH JONATHAN	G****619W	Sub-Admin	Active
☐	TERRI MANDEL	G****738Q	User	Active
☐	LI VIRDI	F****017T	User	Active
☐	JOHN TAN	S****070I	User	Active
☐	SARAH LEE	G****887K	Sub-Admin	Pending Activation
☐	EE VIRDI	Y****978F	User	Suspended
☐	TOH	S****082B	Admin	Terminated
☐	LEE MEGAN	B****539I	Enquiry User	Terminated



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Manage your users

TOH JONATHAN

Arrive at the user's profile.

Profile

Assigned e-Services

Assigned Client e-Services

Client e-Service Groups

Transaction History

Personal Details

NRIC / FIN / Foreign ID No **G****619W**

Country of Issue **Singapore**

Contact Details

Email*
abc@abc.com

Mobile No.

Account Details

Account Type

Account Status **Active**

[View Status History](#)

New Account Status

Remarks

[Back](#)

[Save](#)



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Manage your users

TOH JONATHAN

Profile

Assigned e-Services

Assigned Client e-Services

Client e-Service Groups

Transaction History

Personal Details

NRIC / FIN / Foreign ID No G****619W

Country of Issue Singapore

You can change the user's registered email and mobile number.

Contact Details

Email* TOHJONATHAN@abc.com
abc@abc.com

Mobile No.

Account Details

Account Type Sub-Admin

Account Status Active

[View Status History](#)

New Account Status --- Select ---

Remarks

Back

Save



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Manage your users

TOH JONATHAN

Profile

Assigned e-Services

Assigned Client e-Services

Client e-Service Groups

Transaction History

Personal Details

NRIC / FIN / Foreign ID No G****619W

Country of Issue Singapore

Contact Details

Email* TOHJONATHAN@abc.com
abc@abc.com

Mobile No.

You can change the user's account type (e.g. Sub-admin, Enquiry User, User).

Account Details

Account Type Sub-Admin

Account Status Active

[View Status History](#)

New Account Status --- Select ---

Remarks

Back

Save

Do note that you will not be allowed to change the account type to Corppass Admin.



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Manage your users

TOH JONATHAN

Profile Assigned e-Services Assigned Client e-Services Client e-Service Groups Transa

Under the 'Assigned e-Services' tab, you will see a list of IRAS e-Services that have been assigned to the user.

Assign default e-Service access and/or customise e-Service access of the user. Click [here](#) for step-by-step guide.

Default All e-Service Access

Select the checkbox below and click "Save" to grant the user default access to all e-Services currently onboard Corppass and to e-Services which will onboard in the future.

☒ Access to all e-Services required

Save

Customised e-Service Access

Click 'Add e-Service Access' below to customise e-Service access for the user. If 'Access to all e-Services' is selected above, adding the same e-Service will overwrite the default setting for that e-Service.

Add e-Service Access Edit e-Service Access(0) Remove e-Service Access(0) Filter Search

Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date
☐ IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Approver	Effective YA From: 2021	01/01/2021	31/12/9999

0 e-Service(s) Selected



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Manage your users

TOH JONATHAN

Profile Assigned e-Services Assigned Client e-Services Client e-Service Groups Transaction History

If you do not wish to assign access to ALL e-Services of your company to the user, ensure that this checkbox is unchecked.

Assign default e-Service access and/or customise e-Service access of the user. Click [here](#) for step-by-step guide.

Default All e-Service Access

Select the checkbox below and click "Save" to grant the user default access to all e-Services currently onboard Corppass and to e-Services which will onboard in the future.

☒ Access to all e-Services required

Customised e-Service Access

Click 'Add e-Service Access' below to customise e-Service access for the user. If 'Access to all e-Services' is selected above, adding the same e-Service will overwrite the default setting for that e-Service.

Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date
☐ IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Approver	Effective YA From: 2021	01/01/2021	31/12/9999

0 e-Service(s) Selected



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Manage your users

TOH JONATHAN

Profile	Assigned e-Services	Assigned Client e-Services	Client e-Service Groups	Transaction History
---------	---------------------	----------------------------	-------------------------	---------------------

To remove e-Service authorisation(s) from the user, select the checkbox and click 'Remove e-Service Access'.

Assign default e-Service access and/or customise e-Service access of the user. Click [here](#) for step-by-step guide.

Default All e-Service Access

Select the checkbox below and click "Save" to grant the user default access to all e-Services currently onboard Corppass and to e-Services which will onboard in the future.

☒ Access to all e-Services required

Save

Customised e-Service Access

Click 'Add e-Service Access' below to customise e-Service access for the user. If 'Access to all e-Services' is selected above, adding the same e-Service will overwrite the default setting for that e-Service.

Add e-Service Access		Edit e-Service Access(1)		Remove e-Service Access(1)		Filter	Search	
☐	Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date		
☒	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Approver	Effective YA From: 2021	01/01/2021	31/12/9999		
1 e-Service(s) Selected								



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Manage your users

TOH JONATHAN

Profile Assigned e-Services Assigned Client e-Services Client e-Service Groups Transactional e-Services

To edit e-Service authorisation(s) of the user (e.g. to amend the additional parameters), select the checkbox and click 'Edit e-Service Access'.

Assign default e-Service access and/or customise e-Service access of the user. Click [here](#) for step-by-step guide.

Default All e-Service Access

Select the checkbox below and click "Save" to grant the user default access to all e-Services currently onboard Corppass and to e-Services which will onboard in the future.

☒ Access to all e-Services required Save

Customised e-Service Access

Click 'Add e-Service Access' below to customise e-Service access for the user. If 'Access to all e-Services' is selected above, adding the same e-Service will overwrite the default setting for that e-Service.

Add e-Service Access **Edit e-Service Access(1)** Remove e-Service Access(1) Filter Search

Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date
☒ IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Approver	Effective YA From: 2021	01/01/2021	31/12/9999

1 e-Service(s) Selected



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Manage your users

TOH JONATHAN

Profile	Assigned e-Services	Assigned Client e-Services	Client e-Service Groups	Transaction History
---------	---------------------	----------------------------	-------------------------	---------------------

Assign default e-Service access and/or customise e-Service access of the user. Click [here](#) for step-by-step guide.

Default All e-Service Access

Select the checkbox below and click "Save" to grant the user default access to all e-Services currently onboard Corppass and to e-Services which will onboard in the future.

☒ Access to all e-Services required

Save

To assign new e-Service authorisation(s) to the user, click 'Add e-Service Access'.

Repeat steps in pages 56 to 63 to assign new e-Services to the user.

Alternatively, you may repeat Step 3b (refer to pages 51 to 86).

Customised e-Service Access

Click 'Add e-Service Access' below to customise e-Service access for the user. If 'Access to all e-Services' is selected above, adding the same e-Service will overwrite the default setting for that e-Service.

Add e-Service Access

Edit e-Service Access(0)

Remove e-Service Access(0)

Filter

Search



Govt. Agency	Assigned e-Services	Role	Parameters	Authorisation Effective Date	Authorisation Expiry Date
☐ IRAS	CORPORATE TAX (FILING AND APPLICATIONS)	Approver	Effective YA From: 2021	01/01/2021	31/12/9999
0 e-Service(s) Selected					



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Manage your tax agent

Welcome to Corppass,
PHANG GABRIEL

Under the 'Third Party' tab,
click 'Manage Third Party
Entities'.



53 more digital services have been made available on Corppass over the last 90 days.

User Accounts

e-Service Access

Third Party

Third Party (Clients)

[Change Entity Profile](#)



Authorise Third Party Entities



Manage Third Party Entities



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Manage your tax agent

Manage Third Party Entities

Select the checkbox to remove Third Party Entity.

To view and manage authorised e-Service(s) individually, click on the Entity Name.

 Remove Third Party Entity (0)

 [Filter](#)



☐	UEN / Entity ID	Entity Name	UEN Status	Govt. Agency	Current Authorised e-Services
☐	C15000322E	ABC Company Pte Ltd	-	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)
0 Third Party Entity(s) Selected					

You will see a list of third party entities that you have authorised to transact for various government e-Services on behalf of your company.



Manage your tax agent

Manage Third Party Entities

Select the checkbox to remove Third Party Entity.

To view and manage authorised e-Service(s) individually, click on the Entity Name.

Remove Third Party Entity (1)

Filter

Search

	UEN / Entity ID	Entity Name	UEN Status	Govt. Agency	Current Authorised e-Services
	C15000322E	ABC Company Pte Ltd	-	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)
1 Third Party Entity(s) Selected					

To remove a tax agent firm that is no longer authorised to transact on behalf of your company, select the tax agent and click 'Remove Third Party Entity'.

To authorise a new tax agent firm, repeat Step 3(c) (refer to pages 88 to 99).



Manage your tax agent

Manage Third Party Entities

Select the checkbox to remove Third Party Entity.

To view and manage authorised e-Service(s) individually, click on the Entity Name.

 Remove Third Party Entity (0)

 [Filter](#)



	UEN / Entity ID	Entity Name	UEN Status	Govt. Agency	Current Authorised e-Services
	C15000322E	ABC Company Pte Ltd	-	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)

0 Third Party Entity(s) Selected

Click on the tax agent firm's name to view the following details:

1. Profile of your tax agent
2. List of e-Services for which your tax agent has been authorised to transact on behalf of your company
3. Authorisation history of your tax agent
4. List of your tax agent's users that are authorised to transact on behalf of your company



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Manage your tax agent

ABC Company Pte Ltd

Under the 'Profile' tab, you may view your tax agent's entity details.

Profile	Authorised e-Service(s)	Authorisation History	Third Party Users
---------	-------------------------	-----------------------	-------------------

UEN / Entity ID	C15000322E
Entity Name	ABC COMPANY PTE LTD
Country of Incorporation	SINGAPORE
Address	123 bukit timah road # 12 - 230 SINGAPORE 120123
Office Contact No.	61234567



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Manage your tax agent

ABC Company Pte Ltd

Under the 'Authorised e-Service(s)' tab, you will see a list of IRAS e-Services for which your tax agent has been authorised to transact on behalf of your company.

Profile**Authorised e-Service(s)**Authorisation HistoryThird Party Users

Edit e-Service Authorisation(0)Remove e-Service Authorisation(0) [Filter](#)

☐	Govt. Agency	Authorised e-Service	Agency Issued ID	Role	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
☐	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		Approver	Effective YA From: 2021	01/01/2021	31/12/9999
0 e-Service(s) Authorisation selected							



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Manage your tax agent

ABC Company Pte Ltd

To edit e-Service authorisation(s) of your tax agent (e.g. to amend the additional parameters), select the checkbox and click 'Edit e-Service Authorisation'.

Profile

Authorised e-Service(s)

Authorisation History

Third Party Users

Edit e-Service Authorisation(1)

Remove e-Service Authorisation(1)

[Filter](#)

☐	Govt. Agency	Authorised e-Service	Agency Issued ID	Role	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
☒	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		Approver	Effective YA From: 2021	01/01/2021	31/12/9999

1 e-Service(s) Authorisation selected



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Manage your tax agent

ABC Company Pte Ltd

To remove e-Service authorisation(s) of your tax agent, select the checkbox and click 'Remove e-Service Authorisation'.

To add new e-Service authorisation(s) to your tax agent, repeat Step 3(c) (refer to pages 88 to 99).

Edit e-Service Authorisation(1)		Remove e-Service Authorisation(1)		Filter			
☐	Govt. Agency	Authorised e-Service	Agency Issued ID	Role	Additional Parameters	Authorisation Effective Date	Authorisation Expiry Date
☒	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		Approver	Effective YA From: 2021	01/01/2021	31/12/9999
1 e-Service(s) Authorisation selected							



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Manage your IRAS e-Service Access

[Home](#) [My Account](#) [Users](#) [e-Service](#) [Third Party](#) [Advance](#) [Help](#) [Log Out](#)

Welcome to Corppass,
PHANG GABRIEL

Under the 'e-Service Access' tab, click 'View Entity's e-Service Access'.

53 more digital services have been made available on Corppass over the last 90 days.

[User Accounts](#) [e-Service Access](#) [Third Party](#) [Third Party \(Clients\)](#)

[Change Entity Profile](#)

Select Entity's e-Services
Select e-Services that your entity will use.

Assign selected e-Services
Assign e-Services access to your entity's users and user groups.

View Entity's e-Service Access
View and edit your entity's current e-Services access

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Manage your IRAS e-Service Access

View a list of e-Services previously selected in Step 3(a) (pages 43 to 50) for your company.

View Entity's e-Services 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 (0)

Remove e-Service (0)

Filter

Search

	Govt. Agency	Entity's Selected e-Service	Description	Assigned Users
	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		3 User(s)

0 e-Service(s) Selected



Manage your IRAS e-Service Access

View Entity's e-Services 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)

Remove e-Service (1)

Filter

Search

☐	Govt. Agency	Entity's Selected e-Service	Description	Assigned Users
☒	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		3 User(s)

1 e-Service(s) Selected

To edit details of e-Service(s), select the checkbox and click 'Edit e-Service'. Only e-Services with roles and/or parameters can be edited.



Manage your IRAS e-Service Access

View Entity's e-Services 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) Remove e-Service (1) Filter Search

☐	Govt. Agency	Entity's Selected e-Service	Description	Assigned Users
☒	IRAS	CORPORATE TAX (FILING AND APPLICATIONS)		3 User(s)

1 e-Service(s) Selected

To remove e-Service(s), select the checkbox and click 'Remove e-Service'.

To add a new e-Service to this list, repeat Step 3(a) (refer to pages 43 to 50).



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Assistance for Corppass matters

www.corppass.gov.sg



Step-by-step User Guides



Video Guides



'Frequently Asked Questions' (FAQs)

Corppass Helpdesk

Tel: [\(+65\) 6335 3530](tel:+6563353530)

Email: support@corppass.gov.sg

Mondays to Fridays: 8:00am – 8:00pm

Saturdays: 8:00am – 2:00pm

Closed on Sundays & Public Holidays



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Assistance and service channels

Website

www.iras.gov.sg

Home > e-Services > Businesses > Companies
Home > e-Services > Corppass

Email

- Email us at [myTax Mail](mailto:myTaxMail@iras.gov.sg)

Helpline

- For companies: 1800-356-8622
- 8.00am to 5.00pm from Mondays to Fridays
 - Best time to call: 8.30am – 10.30am
 - Best day to call: Friday

Social Media



[Twitter.com/IRAS_SG](https://twitter.com/IRAS_SG)



[Facebook.com/irassg](https://facebook.com/irassg)



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