



# **A Guide for Registered Officers: CorpPass Registration**

*For Registered Officers who wish to register for a CorpPass Admin Account  
(e.g. Sole Proprietors, Owners of Small Businesses)*

# CorpPass Admin Registration

Step 1

Step 2

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Step 4

Step 5

- Click 'Register as a CorpPass Admin'.

Home About Us Services Help Login

## Welcome to CorpPass

Your one-stop platform to manage and transact with the Government in an easy and secure manner.

New to CorpPass? [Find out more](#) or view the [digital services](#) you can access with CorpPass

[Register as a CorpPass Admin ▶](#)

Get started with CorpPass by your role +

Help & Support

[Get help ▶](#)  
with online materials

[Get in touch ▶](#)  
with CorpPass HelpDesk

[Sign up ▶](#)  
for Public Briefings

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

# CorpPass Admin Registration

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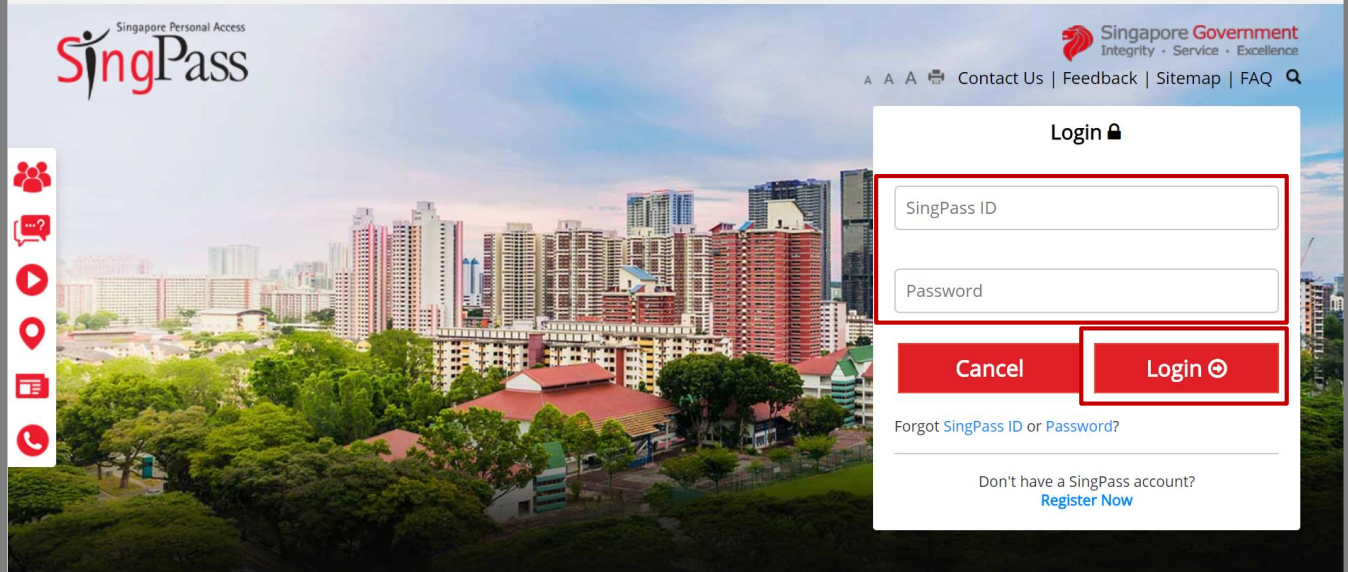
Step 4

Step 5

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

**Advisory Note**

Your SingPass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.



# CorpPass Admin Registration

Step 1

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

**Advisory Note**  
Your SingPass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.

SingPass Singapore Personal Access

Singapore Government  
Integrity · Service · Excellence

Option A      Option B

Last Login: 01/03/2018 16:42      Logout

SMS OTP      Token OTP

SMS OTP

Enter the 6-digit One-Time Password (OTP) sent to your mobile number (\*\*\*\*3220). [Not your mobile number?](#)

OTP:       Submit

Resend OTP

# CorpPass Admin Registration

Step 1

Step 2 (Option A)

Step 3

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

**Advisory Note**

Your SingPass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.



**Option A**

Last Login: 01/03/2018 16:42

Logout

SMS OTP

Token OTP

SMS OTP



Enter the 6-digit One-Time Password (OTP) sent to your mobile number (\*\*\*\*3220). [Not your mobile number?](#)

OTP:

Submit

Resend OTP

# CorpPass Admin Registration

Step 1

Step 2 (Option A)

Step 3

Step 4

Step 5

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

**Advisory Note**

Your SingPass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone.



Last Login: 01/03/2018 16:42

Logout



SMS OTP

Token OTP

SMS OTP

Enter the 6-digit One-Time Password (OTP) sent to your mobile number (\*\*\*\*3220). [Not your mobile number?](#)

OTP:

Submit

Resend OTP



# CorpPass Admin Registration

Step 1

Step 2 (Option B)

Step 3

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

The screenshot displays the CorpPass Admin Registration interface. At the top, an advisory note states: "Your SingPass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone." Below this, the SingPass logo and Singapore Government branding are visible. The user's last login is shown as 20/07/2018 11:36, and a Logout button is present. Two login options are shown: "SMS OTP" and "Token OTP". The "Token OTP" option is highlighted with a red box and labeled "Option B" with a red arrow. The "Token OTP" section includes instructions for Step 1 (pressing and holding "1" on a OneKey Token) and Step 2 (entering the 8-digit OTP). A "Submit" button is provided for the OTP entry. A note at the bottom provides instructions for lost or damaged tokens and how to update them.

# CorpPass Admin Registration

Step 1

Step 2 (Option B)

Step 3

Step 4

Step 5

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

The screenshot displays the SingPass Admin Registration interface. At the top, an advisory note states: "Your SingPass account contains a lot of personal data. Do not share your username, password and 2FA details with anyone." The page header includes the SingPass logo and the Singapore Government logo with the tagline "Integrity · Service · Excellence". The user's last login is shown as "20/07/2018 11:36" and a "Logout" button is visible. Below the header, there are two tabs: "SMS OTP" and "Token OTP", with "Token OTP" selected. The main content area is titled "Token OTP" and contains the following steps:

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

**Step 2**  
Enter the 8-digit OTP generated from your OneKey Token (xxxxxx7503).

The input field for the OTP is highlighted with a red border, and a "Submit" button is also highlighted. Below the input field, a "Note" section provides additional instructions:

- Lost or damaged your OneKey Token? Visit [Assurity counters](#) to replace it.
- Changed your OneKey token? Update it [here](#).



# CorpPass Admin Registration

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

## Register Admin Account




Enter  
Details

Review  
& Submit

Ensure that you are the appointed CorpPass Admin for your Entity.  
This form will take about 5 minutes to complete.

\* - denotes mandatory fields

### Enter Entity Detail

Unique Entity Number (UEN)\* 

53179701E  
87391334E  
98520586E

**The system automatically identifies the entities which you are registered with**



### Enter Your Contact Details

Full Name PHANG GABRIEL

Email\* 

abc@abc.com

Confirm Email\*

Mobile No.

**Scroll down to continue**



# CorpPass Admin Registration

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- Enter the contact details (email address & mobile number) you wish to register on CorpPass.

**Your full name will be populated as per SingPass (or NRIC / FIN).**

Full Name PHANG GABRIEL

Email\*  
abc@abc.com

Confirm Email\*

Mobile No.

**Confirm your contact details.**

## Create Your Account Details

CorpPass ID\*  
Example: CLARISSA70

New Password\*

Re-enter New Password\*

## Request e-Service Access

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

Cancel Next

# CorpPass Admin Registration

Step 1

Step 2

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Step 5

- Enter a CorpPass ID and the password of your choice.

Full Name PHANG GABRIEL

Email\*

abc@abc.com

Confirm Email\*

Mobile No.

**You will not be able to change your CorpPass ID once this is confirmed.**

## Create Your Account Details

CorpPass ID\*

Example: CLARISSA70

New Password\*

Re-enter New Password\*

**Ensure that your password meets the criteria.**

### Required

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

### Optional

- ✗ Special character (\$!#&@7%=-)

## Request e-Service Access

I would like to access all e-Services available

Cancel

Next

# CorpPass Admin Registration

Step 1

Step 2

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Step 5

- Re-enter your password in the 'Confirm Password' box.

Full Name PHANG GABRIEL

Email\* ⓘ

abc@abc.com

Confirm Email\*

Mobile No.

## Create Your Account Details

CorpPass ID\* ⓘ

Example: CLARISSA70

New Password\*

Re-enter New Password\*

## Request e-Service Access ⓘ

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

Cancel

Next

# CorpPass Admin Registration

Step 1

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- You can choose to be granted access to all digital services (currently onboard and to be onboarded in future) for your CorpPass Admin account.

Full Name PHANG GABRIEL

Email\* ⓘ

abc@abc.com

Confirm Email\*

Mobile No.

## Create Your Account Details

CorpPass ID\* ⓘ

Example: CLARISSA70

New Password\*

Re-enter New Password\*

## Request e-Service Access ⓘ

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

Cancel

Next

*Note: e-Service is also known as digital service*

# CorpPass Admin Registration

Step 1

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- Review your registration details before submitting.

Home About Us Services Help

Login  

Home / Register Admin Account

## Register Admin Account



Enter  
Details

Review  
& Submit

Review the following information.

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

### Entity Detail

Unique Entity Number (UEN) 79039907E

### Admin Contact Details

Full Name PHANG GABRIEL  
Email PHANGGABRIEL@abc.com  
Mobile No. 987654321

### Account Details

**Scroll down  
to continue**



# CorpPass Admin Registration

Step 1

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

## Entity Detail

Unique Entity Number (UEN)      79039907E

## Admin Contact Details

Full Name      PHANG GABRIEL

Email      PHANGGABRIEL@abc.com

Mobile No.      987654321

## Account Details

CorpPass ID      GRABRIELPHANG87

## e-Service Access

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

I have read and given my consent to the [Terms and Conditions](#).

Back

Submit

# CorpPass Admin Registration

Step 1

Step 2

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- A confirmation message will indicate that your account is ready for use.

Home About Us Services Help

Login  

Home / Register Admin Account



Your CorpPass Admin Account is ready for use.

## Next Step



**Log in to customise CorpPass  
for your entity.**

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



**- END -**

Updated as of July 2018