



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

# Select Entity's Digital Services

Step 1

Step 2

Step 3

[A. Select Entity's Digital Services](#)

[B. Assign Digital Services](#)

[C. Edit Entity's Digital Service](#)

- Log in with your UEN / Entity ID, CorpPass ID and Password.

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 ...

UEN/ENTITY ID

CORPPASS ID

Password

Login

Remember Entity ID

[Forgot Entity / CorpPass ID or Password](#)

New to CorpPass? [Register](#) Now.

# Select Entity's Digital Services

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- At the 2FA verification page, choose between two methods.

**Option A** →

Via SMS

Via OneKey Token

← **Option B**

## Via SMS

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

Get OTP via SMS

Mobile OTP\* ⓘ

Submit



# Select Entity's Digital Services

Step 1

Step 2 (Option A)

Step 3

[A. Select Entity's Digital Services](#)

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[C. Edit Entity's Digital Service](#)

- If you have already set up 2FA using your registered mobile number, click 'Get OTP via SMS'.

**Option A** →

Via SMS

Via OneKey Token

Via SMS

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

Get OTP via SMS

Mobile OTP\* ⓘ

Submit



**Select 'Get OTP via SMS'**

# Select Entity's Digital Services

Step 1

Step 2 (Option A)

Step 3

[A. Select Entity's Digital Services](#)

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[C. Edit Entity's Digital Service](#)

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

Via SMS      Via OneKey Token

Via SMS

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

Get OTP via SMS



Mobile OTP\* ⓘ

Submit

Enter 6-digit  
Mobile OTP

# Select Entity's Digital Services

Step 1

Step 2 (Option B)

Step 3

[A. Select Entity's Digital Services](#)

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[C. Edit Entity's Digital Service](#)

- Alternatively, for OneKey token users, you can use your device to generate an OTP.


Via SMS    **Via OneKey Token** ← **Option B**

---

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

OneKey Token OTP\* ⓘ

**Submit**



↑  
**Generate OTP using OneKey Token**

# Select Entity's Digital Services

Step 1

Step 2 (Option B)

Step 3

[A. Select Entity's Digital Services](#)

[B. Assign Digital Services](#)

[C. Edit Entity's Digital Service](#)

- Next, key in the 8-digit OTP generated by your OneKey token, then click 'Submit'.

Via SMS    Via OneKey Token

### Via OneKey Token

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

OneKey Token OTP\* ⓘ

Submit



**Enter the 8-digit OTP generated on your OneKey Token**

# Select Entity's Digital Services

You may choose to do one of the following:

Next  
Section

[A. Select Entity's Digital Services](#)

*Learn how to select digital services for your entity to transact with*

[B. Assign Digital Services](#)

*Learn how to assign digital service to your entity's CorpPass Users.*

[C. Edit Entity's Digital Services](#)

*Learn how to edit additional details for digital services selected for your entity.*



# Select Entity's Digital Services

Step 1-3

Step 4A

Step 5A

Step 6A

Step 7A

Step 8A

Step 9A

- Arrive at your home page.

The screenshot shows the CorpPass user interface. At the top, there is a navigation bar with links for Home, My Account, Users, e-Service, and Help. A Log Out button and a search icon are also present. Below the navigation bar is a large banner with the text "Welcome to CorpPass, PHANG GABRIEL" and a notification to update the password before it expires on 20 Dec 2016. A blue "NEW" badge indicates that 27 new e-Services are available as of 21 Sep 2016. Below the banner is a horizontal menu with four tabs: User Accounts, e-Service Access, Third Party, and Third Party (Clients). To the right of the menu is a "Change Entity Profile" link. Below the menu 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). At the bottom, there is a "Help & Support" section with two links: "How to create user accounts and easily manage them in groups" and "How to update your users' account status and details".

# Select Entity's Digital Services

Step 1-3

Step 4A

Step 5A

Step 6A

Step 7A

Step 8A

Step 9A

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

The screenshot displays the CorpPass user interface. At the top, a navigation bar includes links for Home, My Account, Users, e-Service, 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" with a password expiration notice: "Update your password before it expires on 20 Dec 2016". A notification banner states "27 new e-Services are available on CorpPass as of 21 Sep 2016". The main content area features a horizontal menu with tabs for "User Accounts", "e-Service Access", "Third Party", and "Third Party (Clients)". The "e-Service Access" tab is highlighted with a red box. Below this menu, there are three main action cards: "View Entity's e-Service Access", "Select Entity's e-Services" (highlighted with a red box), and "Assign selected e-Services". A "Change Entity Profile" link is visible on the right. At the bottom of the interface, there is a "Help & Support" link.

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

# Select Entity's Digital Services

Step 1-3

Step 4A

Step 5A

**Step 6A**

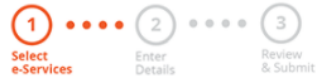
Step 7A

Step 8A



Step 9A



- Explore the list of digital services currently onboard CorpPass.



## Select Entity's 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 Singapore  

Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
<input type="checkbox"/>	SPRING SINGAPORE	Innovation and Capability Voucher System		
<input type="checkbox"/>	SINGAPORE LAND AUTHORITY (SLA)	SLA LDAU E-APPLICATION CORPPASS		
<input type="checkbox"/>	SINGAPORE LAND AUTHORITY (SLA)	SLA INTEGRATED LAND INFORMATION SERVICE 4 (Corp Pass)		
<input type="checkbox"/>	SINGAPORE POLYTECHNIC	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES		
<input type="checkbox"/>	MARITIME AND PORT AUTHORITY	MPA MARINET		

# Select Entity's Digital Services

Step 1-3

Step 4A

Step 5A

**Step 6A**

Step 7A

Step 8A


Step 9A

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



## Select Entity's 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 Singapore  

<input type="checkbox"/>	Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
<input type="checkbox"/>	SPRING SINGAPORE	Innovation and Capability Voucher System	Innovation and Capability Voucher System		
<input checked="" type="checkbox"/>	SINGAPORE LAND AUTHORITY (SLA)	SLA LDAU E-APPLICATION ORPPASS			
<input type="checkbox"/>	SINGAPORE LAND AUTHORITY (SLA)	SLA INTEGRATED LAND INFORMATION SERVICE 4 (Corp Pass)			
<input checked="" type="checkbox"/>	SINGAPORE POLYTECHNIC	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES	Test eService		
<input type="checkbox"/>	MARITIME AND PORT AUTHORITY	MPA MARINET	Marinet provides a wide range of e-services to serve the maritime community.		

# Select Entity's Digital Services

Step 1-3

Step 4A

Step 5A

**Step 6A**

Step 7A

Step 8A

Step 9A

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


## Select Entity's 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.

Click  to find out more

**Search bar**

Filter Singapore  

Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
<input type="checkbox"/>	SPRING SINGAPORE	Innovation and Capability Voucher System		
<input checked="" type="checkbox"/>	SINGAPORE LAND AUTHORITY (SLA)	SLA LDAU E-APPLICATION CORPPASS		
<input type="checkbox"/>	SINGAPORE LAND AUTHORITY (SLA)	SLA INTEGRATED LAND INFORMATION SERVICE 4 (Corp Pass)		
<input checked="" type="checkbox"/>	SINGAPORE POLYTECHNIC	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES		
<input type="checkbox"/>	MARITIME AND PORT AUTHORITY	MPA MARINET		

# Select Entity's Digital Services

Step 1-3

Step 4A

Step 5A

**Step 6A**

Step 7A

Step 8A

Step 9A

- Click 'Next'.

SINGAPORE (MPA)		
<input type="checkbox"/>	AGRI FOOD AND VETERINARY AUTHORITY OF SINGAPORE (AVA)	AVA PET ANIMAL LICENSING SYSTEM (PALS)
<input type="checkbox"/>	MHA - SINGAPORE CIVIL DEFENCE FORCE (SCDF)	SCDF ELECTRONICS FIRE SAFETY MANAGER (EFSM) <span>Electronic Fire Safety Manager</span>
<input type="checkbox"/>	MHA - SINGAPORE CIVIL DEFENCE FORCE (SCDF)	SCDF ECOURSE AND SEMINAR REGISTRATION SYSTEM (ECSR) <span>Electronic Course and Seminar Registration</span>
<input type="checkbox"/>	SINGAPORE LAND AUTHORITY (SLA)	Land Resource Management and E-Services (LRME) <span>Land Resources Management E-Services</span>
<input type="checkbox"/>	SPRING SINGAPORE	SPRING GRANT PORTAL (SGP) <span>SPRING Grant Portal - SGP</span>

1 e-Service(s) Selected

< 1 2 3 >

10 items per page Showing 11 to 20 of 29 items

Cancel **Next**

# Select Entity's Digital Services

- Step 1-3
- Step 4A
- Step 5A
- Step 6A
- Step 7A**
- Step 8A
- Step 9A

- Selected digital services may require you to enter additional details such as CSN, Vendor ID, GSTN, etc.

Home / Select Entity's e-Services

### Select Entity's e-Services

1 Select e-Services 2 Enter Details 3 Review & Submit

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

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
SLA	SLA LDAU E-APPLICATION CORPPASS		
MOE-SP	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES		
MTI	BUSINESS GRANTS PORTAL		

**Additional details required by a digital service.**

**Indicator for digital services that require additional details.**

SINGAPORE POLYTECHNIC SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES

CSN

Para2

+ Add New

# Select Entity's Digital Services

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Step 4A

Step 5A

Step 6A

Step 7A

Step 8A

Step 9A

- Click 'Next'.

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

3 e-Service(s) Selected

SINGAPORE POLYTECHNIC  
SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES

CSN

Para2

Back **Next**



# Select Entity's Digital Services

Step 1-3

Step 4A

Step 5A

Step 6A

Step 7A

**Step 8A**

Step 9A

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

Home / Select Entity's e-Services

### Select Entity's e-Services

Progress: ✓ ••••• ✓ ••••• 3  
Select e-Services    Enter Details    Review & Submit

#### Verify Selected e-Service(s)

- SLA • SLA LDAU E-APPLICATION CORPPASS
- MOE-SP • SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES
- CSN A2345678Y
- Para2 23AB456
- MTI • BUSINESS GRANTS PORTAL

Back Submit

# Select Entity's Digital Services

Step 1-3

Step 4A

Step 5A

Step 6A

Step 7A

Step 8A

Step 9A

- A confirmation message will indicate that you have selected your entity's digital services. You may now assign these digital services to your users.

The screenshot displays the CorpPass web interface. At the top, a navigation bar includes links for Home, My Account, Users, e-Service, and Help, along with a Log Out button and a search icon. Below the navigation bar, the breadcrumb trail reads "Home / Select Entity's e-Services". A prominent green checkmark icon is enclosed in a red border, accompanied by the text: "The selected e-Service(s) is ready to be assigned to users." Below this message, a section titled "Next Step" features a lock icon and the heading "Assign selected e-Services", with a subtext: "Assign e-Service access to your entity's users and user groups." At the bottom of the page, there are two buttons: "Return to Homepage" and "Assign selected e-Services". The footer contains the text "Privacy Statement | Terms and Conditions | Rate this Website" and "© 2016 Government of Singapore".

# Assign Digital Services

You may choose to do one of the following:

**Previous  
Section**

[A. Select Entity's Digital Services](#)

*Learn how to select digital services for your entity to transact with*

**Next  
Section**

[B. Assign Digital Services](#)

*Learn how to assign digital service to your entity's CorpPass Users.*

[C. Edit Entity's Digital Services](#)

*Learn how to edit additional details for digital services selected for your entity.*

# Assign Digital Services

Step 1-3

Step 4B

Step 5B

Step 6B

Step 7B

Step 8B

Step 9B

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

The screenshot displays the CorpPass user interface. At the top, a dark blue navigation bar contains the following menu items: Home, My Account, Users, e-Service, and Help. On the right side of this bar are 'Log Out' and a search icon. Below the navigation bar is a large orange banner with the text 'Welcome to CorpPass, PHANG GABRIEL' and a notification: 'Update your password before it expires on 20 Dec 2016'. A light blue banner below the welcome message states: '27 new e-Services are available on CorpPass as of 21 Sep 2016'. The main content area features a horizontal tabbed interface with four tabs: 'User Accounts', 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'e-Service Access' tab is selected. Below the tabs are three cards: 'View Entity's e-Service Access', 'Select Entity's e-Services', and 'Assign selected e-Services'. The 'Assign selected e-Services' card is highlighted with a red border. To the right of these cards is a link for 'Change Entity Profile'. At the bottom of the page is a 'Help & Support' link.

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

# Assign Digital Services

Step 1-3

Step 4B

Step 5B

Step 6B

Step 7B

Step 8B

Step 9B

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

Home / Assign Selected e-Services

### Assign Selected e-Services

1 Select Users   2 Select e-Services   3 Enter Details   4 Review & Submit

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

Select from your entity's CorpPass user accounts. Filter

<input type="checkbox"/>	Full Name	Email Address	CorpPass ID	User Type
<input type="checkbox"/>	LI VIRDI	livirdi@mailinator.com	LIVIRDI	Enquiry User
<input type="checkbox"/>	TERRI MANDEL	terrimandel@mailinator.com	TERRIMANDEL	User
<input type="checkbox"/>	LIM DAOWEI	limdaowei@mailinator.com	REGTEST	Enquiry User
<input type="checkbox"/>	TOH JONATHAN	toh.john@mailinator.com	TOHJOHN	Admin
<input type="checkbox"/>	PHANG GABRIEL	PHANGGABRIEL@abc.com	GRABRIELPHANG87	Admin
<input type="checkbox"/>	CHAN FENDERICK	Frederick_Chan@abc.com	FRANKIECHEW87	User

0 user(s) selected.

# Assign Digital Services

Step 1-3

Step 4B

Step 5B

Step 6B

Step 7B

Step 8B

Step 9B

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

Home / Assign Selected e-Services

## Assign Selected e-Services



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

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

Select from your entity's CorpPass user accounts.

Filter

Search



<input type="checkbox"/>	Full Name	Email Address	CorpPass ID	User Type
<input checked="" type="checkbox"/>	LI VIRDI	livirdi@mailinator.com	LIVIRDI	Enquiry User
<input checked="" type="checkbox"/>	TERRI MANDEL	terrimandel@mailinator.com	TERRIMANDEL	User
<input type="checkbox"/>	LIM DAOWEI	limdaowei@mailinator.com	REGTEST	Enquiry User
<input type="checkbox"/>	TOH JONATHAN	toh.john@mailinator.com	TOHJOHN	Admin
<input type="checkbox"/>	PHANG GABRIEL	PHANGGABRIEL@abc.com	GRABRIELPHANG87	Admin
<input type="checkbox"/>	CHAN FENDERICK	Frederick_Chan@abc.com	FRANKIECHEW87	User

2 user(s) selected.

Cancel

Next

# Assign Digital Services

Step 1-3

Step 4B

Step 5B

**Step 6B**

Step 7B

Step 8B

Step 9B

- You will be directed to the list of digital services you have selected for your entity (this was done in Section A).

Home / Assign Selected e-Services

### Assign Selected e-Services

1 Select Users **2 Select e-Services** 3 Enter Details 4 Review & Submit

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

<input type="checkbox"/>	Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input type="checkbox"/>	SLA	SLA LDAU E-APPLICATION CORPPASS			
<input type="checkbox"/>	MOE-SP	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES			
<input type="checkbox"/>	MTI	BUSINESS GRANTS PORTAL			

0 e-Service(s) selected.

# Assign Digital Services

Step 1-3

Step 4B

Step 5B

Step 6B

Step 7B

Step 8B

Step 9B

- Sub-Admins with restricted access can only assign users access to digital services within his or her assignment profile

Home / Assign Selected e-Services

### Assign Selected e-Services

1 Select Users 2 Select e-Services 3 Enter Details 4 Review & Submit

**NOTE: Only digital services within a Sub-Admin's assignment profile can be selected.**

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

Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
SLA	SLA LDAU E-APPLICATION CORPPASS			
<input type="checkbox"/>	MOE-SP	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES		
<input type="checkbox"/>	MTI	BUSINESS GRANTS PORTAL		<input type="button" value="Details"/>

0 e-Service(s) selected.



# Assign Digital Services

Step 1-3

Step 4B

Step 5B

**Step 6B**

Step 7B

Step 8B

Step 9B

- Select the digital services you wish to assign to selected users, then click 'Next'.

## Assign Selected e-Services



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

Assign Selected e-Service(s) to

2 Selected User(s) +

**Indicator for the number of users that you have selected and will be assigned digital service access.**

Assign from selected e-Service(s).

Filter

Search



<input checked="" type="checkbox"/>	Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input checked="" type="checkbox"/>	SLA	SLA LDAU E-APPLICATION CORPPASS			
<input checked="" type="checkbox"/>	MOE-SP	SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES			
<input checked="" type="checkbox"/>	MTI	BUSINESS GRANTS PORTAL			

3 e-Service(s) selected.

Back

**Next**

# Assign Digital Services

Step 1-3

Step 4B

Step 5B

Step 6B

Step 7B

Step 8B

Step 9B

- Selected digital services may require additional details such as roles, CSN, Vendor ID, GSTN, etc.

Home / Assign Selected e-Services

### Assign Selected e-Services

1 Select Users 2 Select e-Services 3 Enter Details 4 Review & Submit

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

**Indicator for digital services that require additional details.**

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

MTI  
BUSINESS GRANTS PORTAL  
Role  
--- SELECT ---  
Authorisation Effective Date \* ⓘ  
28/02/2018

# Assign Digital Services

Step 1-3

Step 4B

Step 5B

Step 6B

**Step 7B**



Step 8B

Step 9B





- Set a period for this authorisation, with minimally an Effective (or start) Date. Leave the Expiry Date blank if you would like the assignment to be indefinite. Click 'Next' to proceed.

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

**Note: Authorisation Effective Date is a mandatory field for all digital service assignments.**

2 e-Service(s) selected.


Preparer

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

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

Authorisation Effective Date \* 

28/02/2018 

Authorisation Expiry Date 

28/02/2020 

Back

**Next**

# Assign Digital Services

Step 1-3

Step 4B

Step 5B

Step 6B

Step 7B

**Step 8B**

Step 9B

- Review details of the assigned digital services, then click 'Submit'.

## Assign Selected e-Services



Verify the following details.

2 Selected Users +

### Selected e-Services

SLA	• SLA LDAU E-APPLICATION CORPPASS
	Authorisation Effective Date 28/02/2018
	Authorisation Effective Date 28/02/2020
MOE-SP	• SINGAPORE POLYTECHNIC INDUSTRY PARTNER E-SERVICES
	Authorisation Effective Date 28/02/2018
	Authorisation Effective Date 28/02/2020
MTI	• BUSINESS GRANTS PORTAL
	Role Preparer
	Authorisation Effective Date 28/02/2018
	Authorisation Effective Date 28/02/2020

Back

Submit

# Assign Digital Services

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Step 4B

Step 5B

Step 6B

Step 7B

Step 8B

Step 9B

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

The screenshot displays the CorpPass web application interface. At the top, a dark blue navigation bar contains links for Home, My Account, Users, e-Service, and Help. On the right side of this bar, there is a 'Log Out' button with a user icon and a search icon. Below the navigation bar, the breadcrumb trail reads 'Home / Assign Selected e-Services'. The main content area features a large green checkmark icon inside a red-bordered box, followed by the text 'You have assigned e-Service(s) to your user(s)'. Below this message is a blue button labeled 'Return to Homepage'. At the bottom of the page, a dark footer contains the text 'Privacy Statement | Terms and Conditions | Rate this Website' on the left and '© 2016 Government of Singapore' on the right.

# Edit Entity's Digital Services

You may choose to do one of the following:

[A. Select Entity's Digital Services](#)

*Learn how to select digital services for your entity to transact with*

**Previous  
Section**

[B. Assign Digital Services](#)

*Learn how to assign digital service to your entity's CorpPass Users.*

**Next  
Section**

[C. Edit Entity's Digital Services](#)

*Learn how to edit additional details for digital services selected for your entity.*

# Edit Entity's Digital Services

Step 1-3

Step 4C

Step 5C

Step 6C

Step 7C

Step 8C

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

The screenshot displays the CorpPass user interface for a user named PHANG GABRIEL. The navigation bar includes 'Home', 'My Account', 'Users', 'e-Service', and 'Help', with a 'Log Out' button and a search icon. A welcome banner for PHANG GABRIEL is shown, along with a notification about 27 new e-Services available as of 21 Sep 2016. The 'e-Service Access' tab is selected and highlighted with a red box. Below the tabs, the 'View Entity's e-Service Access' button is also highlighted with a red box. Other visible buttons include 'Select Entity's e-Services' and 'Assign selected e-Services'. A 'Change Entity Profile' link is located in the top right corner, and a 'Help & Support' link is at the bottom.

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

# Edit Entity's Digital Services

Step 1-3

Step 4C

**Step 5C**

Step 6C

Step 7C

Step 8C

- View a list of digital services currently selected for your entity.

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

Home / View Entity's e-Service Access

### View Entity's e-Service Access

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

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

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

Govt. Agency	Entity's Selected e-Service	Description	Assigned Users
<input type="checkbox"/>	CPF	CPF e-Submission	43 User(s)
<input type="checkbox"/>	MTI	Business Grants Portal	43 User(s)

0 e-Service(s) Selected

Showing 1 to 2 of 2 items



# Edit Entity's Digital Services

Step 1-3

Step 4C

Step 5C

Step 6C

Step 7C

Step 8C

- To edit details of a digital service, select the digital service, then click 'Edit e-Service'. Only digital services with roles and/or parameters can be edited.

Home / View Entity's e-Service Access

### View Entity's e-Service Access

Click e-Service name to view its profile. Select the checkbox(es) to edit or remove.  
Only e-Services with roles and/or parameters can be edited.

[Edit e-Service \(1\)](#) [Remove e-Service \(1\)](#) [Filter](#)  [🔍](#) [📄](#)

Govt. Agency	Entity's Selected e-Service	Description	Assigned Users
<input checked="" type="checkbox"/>	CPF	CPF e-Submission	43 User(s)
<input type="checkbox"/>	MTI	Business Grants Portal	43 User(s)

1 e-Service(s) Selected

Showing 1 to 2 of 2 items

**NOTE: Sub-Admins with restricted access will not be able to edit and/or remove entity's digital service access**

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

# Edit Entity's Digital Services

Step 1-3

Step 4C

Step 5C

Step 6C

Step 7C

Step 8C

- Update details of the selected digital service.

## Edit Entity's e-Service



Click to edit the details. For more information, contact the relevant agency.

\* - denotes mandatory fields

Govt Agency	e-Service	Additional Agency Check	Additional Details Required
CPF	CPF e-Submission		

CPF  
CPF e-Submission

Role \*

CSN \*

# Edit Entity's Digital Services

Step 1-3

Step 4C


Step 5C

**Step 6C**


Step 7C

Step 8C

- Click 'Next'.


Click  to edit the details. For more information, contact the relevant agency.

\* - denotes mandatory fields


Govt Agency	e-Service	Additional Agency Check	Additional Details Required	
CPF	CPF e-Submission			

CPF  
CPF e-Submission

Role \*

Editor 

CSN \*

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1 e-Service(s) Selected

Back

**Next**

# Edit Entity's Digital Services

Step 1-3

Step 4C

Step 5C

Step 6C

Step 7C

Step 8C

- Review details of the updated digital service. Click 'Submit'.

Home / Edit Entity's e-Service

## Edit Entity's e-Service



Verify the details of your entity e-Service(s).

Changes made will be applied to users assigned the e-Service(s) and active Third Party authorisations.

### Entity's e-Service(s)

CPF • **CPF e-Submission**

GSTN:

Editor

CSN

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Submit

**NOTE: Once submitted, affected entity users and Third Party authorisation will be updated accordingly.**

# Edit Entity's Digital Services

Step 1-3

Step 4C

Step 5C

Step 6C

Step 7C

Step 8C

- A confirmation message will indicate that you have successfully edited details of the digital service(s) selected.

The screenshot displays the CorpPass user interface. At the top, a dark blue navigation bar contains 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, the breadcrumb trail reads "Home / Edit Entity's e-Services". A prominent green checkmark icon is enclosed in a red rectangular box, followed by the text: "You have edited your entity's e-Service(s). Third Party Entity(s) affected by the changes will receive an email notification." A blue button labeled "Return to Homepage" is positioned below the message.

**- END -**

Updated as of March 2018