



# A guide for users: How to set up accounts for eSOMS

# Finding your CorpPass Admin and setting up a CorpPass account


Step 1: Find the UEN of your company. <https://www.uen.gov.sg/>

The screenshot shows the homepage of the Unique Entity Number (UEN) search portal. At the top left, the text reads "Unique Entity Number (UEN) One Number for all interactions with the Government". To the right, there is a "Font Resize" section with options "A-", "A", and "A+", followed by the Singapore Government logo and tagline "Integrity • Service • Excellence". Further right are links for "Sitemap", "Contact Us", and "Feedback". Below the header is a search bar with a dropdown menu set to "Within Government Websites" and a search input field containing "Search Information". A navigation menu below the search bar includes "Home", "About Us", "FAQ", and "More" with a dropdown arrow. An "Announcements" button is located on the right side of the navigation menu. The main content area is titled "Search for UEN" and includes the text "This website allows you to search for entities registered in Singapore". A red box highlights the search input field, which contains the placeholder text "UEN/Entity Name/Previous Entity Registration Number\*". Below the search field is a link for "Advanced Search". A red box also highlights a text instruction: "Input your company name, click search". Below the search field is a captcha section with the text "Please enter the code shown below" and a captcha image showing the characters "WGBQQ". Below the captcha image are icons for a copy function and a speaker icon. At the bottom of the captcha section, it says "Captcha (Enter the above 5 characters)\*".

## Step 2: Find your company and note the UEN number

<b>Filter by Agency</b>	<input type="text"/>	<b>Filter by Entity Type</b>	
<b>Filter by UEN Status</b>	<input type="text"/>	<b>Sort By</b>	
<b>Showing 1 - 10 of 500 Records</b>		<b>Show</b> <input type="text" value="10"/>	<b>« Back Next »</b>
<b>UEN:</b>	<b>00024700J</b>	<b>Entity Name:</b>	<input type="text"/>
<b>Entity Type:</b>	BUSINESSES	<b>UEN Status:</b>	<input type="text"/>
<b>UEN Issuance Agency:</b>	Accounting and Corporate Regulatory Authority	<b>Previous Entity Registration No.:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>		

## Step 3: Find your CorpPass Admin. <https://www.corppass.gov.sg>



The screenshot shows the CorpPass website homepage. At the top left is the CorpPass logo with 'Singapore Corporate Access' and 'BETA' below it. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. Below the logo is a navigation bar with 'Home', 'About Us', 'Services', and 'Help'. The 'Services' menu item is highlighted with a red box. A white text box with a red border is overlaid on the 'Services' menu, containing the text: 'Under services, click on find your CorpPass admin'. Below the navigation bar is a red banner with the text: 'CorpPass is now the ONLY login method for online corporate transactions with more than 140 government digital services. Register for CorpPass now to prevent any disruption to your business transactions!'. Below the banner is a large image of a hand holding a smartphone. To the left of the image is the text: 'Welcome to CorpPass', 'CorpPass is now the only login method for online corporate transactions with more than 140 government digital services.', and 'Sign up now to prevent any disruption to your business transactions. Find out more.'. Below this text is a blue button that says 'Register as a CorpPass Admin ▶'. At the bottom of the page is a blue button that says 'Get started with CorpPass by your role'.



## Step 4: Login via SingPass to access the search function.

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

Singapore Personal Access  
**SingPass**

Singapore Government  
Integrity · Service · Excellence

Contact Us | Feedback | Sitemap | FAQ

Click here to log in with Singpass Mobile app

Log in

SingPass ID

Password

Cancel Login

Forgot [SingPass ID](#) or [password](#)?

Don't have an account? [Register now](#)

## Step 5: Input the UEN number and click Search.

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### Find your CorpPass Admin

You will only be able to search for CorpPass Admins and Sub-Admins in Entities with a UEN.

UEN  Entity Name

\* - denotes mandatory fields

UEN / Entity ID\*

# Step 6: You will be able to see who are the CorpPass Admins in your Organisation.

### Find your CorpPass Admin



You will only be able to search for CorpPass Admins and Sub-Admins in Entities with a UEN.

UEN  Entity Name

\* - denotes mandatory fields

UEN / Entity ID\*

[Search](#)

List of CorpPass Admins / Sub-Admins under the enquired Entity Filter   

Full Name	User Type
<input type="text"/>	<input type="text"/>

Showing 1 to 1 of 1 items

[Return to Homepage](#)



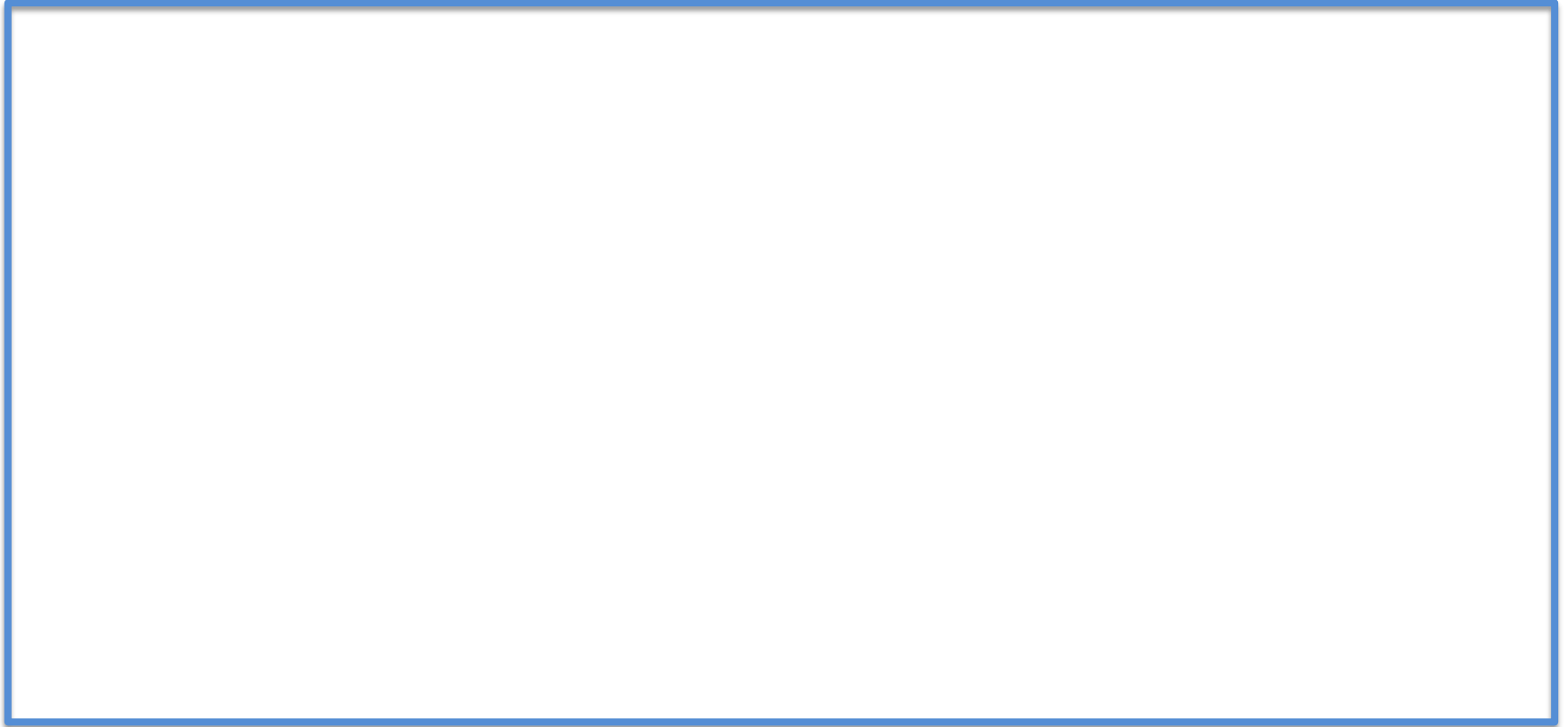
Step 7: Inform your CorpPass Admin to create a CorpPass User account for you and assign eSOMS(Digital Service) access to your CorpPass account. Refer to CorpPass user guides for more details.

<https://www.corppass.gov.sg/corppass/common/userguides>

The screenshot displays the CorpPass user interface. On the left, there are two main navigation sections: 'Registered Officer' (green header) and 'Admin & Sub-Admin' (blue header). Under 'Registered Officer', the options are 'Register for CorpPass Administrator Account' and 'Approve or Reject CorpPass Administrator Account'. Under 'Admin & Sub-Admin', the options are 'Register for CorpPass Administrator Account', 'Create CorpPass Accounts', and 'Set Up and Assign Digital Service Access'. The 'Set Up and Assign Digital Service Access' option is highlighted with a red rectangular border. To the right of the navigation menu, the heading 'Set Up and Assign Digital Service Access' is followed by a paragraph explaining that CorpPass Administrators and Sub-Administrators manage digital service access. A note specifies that Sub-Administrator accounts with restricted access can only set up and assign digital services within their Assignment Profile. Below the text, there is a link 'Click here for a PDF guide.' and a video thumbnail. The video thumbnail shows a person speaking and has the title 'CorpPass: Set Up & Assign Digital Service A...' with 'Watch later' and 'Share' buttons.

# How to create eSOMS user profiles

Step 1: If you are not the eSOMS Admin, inform your eSOMS Admin to create an eSOMS profile for you. Proceed from step 2 to 12 if you are the eSOMS Admin.



## Step 2: Find your account name in the email sent by CAAS

Dear Sir/Madam,

We are pleased to inform you that your new account has been created.

Your login name is:

Your password will be sent separately to the same email address.

Please contact the eSOMS Administrator if you are not the intended recipient.

Thank You,  
eSOMS Administrator

\*\*\*\*\*  
This is an automatically generated email.  
Please do not reply to this address.

\*\*\*\*\*

----- End of forwarded message -----

## Step 3: Find your account password in a separate email sent by CAAS

Dear Sir/Madam,

We are pleased to inform you that your new account has been created.

Your password is: d9a.caYa

Please login to [eSOMS](#) to access the system.

Thank You,  
eSOMS Administrator

\*\*\*\*\*

This is an automatically generated email.

Please do not reply to this address.

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## Step 4: Select eSOMSPass Login

The screenshot shows the CAAS eSOMS website interface. At the top left is the CAAS logo with the tagline "Enabling opportunities through aviation". At the top right is the Singapore Government logo with the tagline "Integrity · Service · Excellence". Below the government logo are links for "CONTACT US", "SITEMAP", and "CAAS CORPORATE SITE". A search bar is present with the text "Within CAAS eSOMS" and "Enter keyword here". A navigation bar includes "Home", "About eSOMS", and "Help". A maintenance notice indicates "Weekly Maintenance hours (Singapore time): Wed & Fri 6:00pm - 9:00pm".

The main content area is divided into three sections:

- New to eSOMS? I want to...**
  - Apply for Approval/Permit**: Ready to apply for an approval/permit? Submit your application here.
  - Submit Enquiry**: Not sure what approval/permit to apply for? Submit your enquiry here.
- Quick Links**
  - Make Payment**: Have an outstanding invoice or payment advice? Click here to make payment.
  - View Approval/Permit Holders**: Click here to view approval/permit holders.
- Welcome to eSOMS Enterprise Safety Oversight Management System**
  - For existing account holders, please login using one of the following methods:
    - SingPass Login
    - CorpPass Login
    - eSOMSPass Login** (highlighted with a red box)
  - More information on login methods here.



Step 5: Enter the current password received via email and change it.

**eSOMS**  
Enterprise Safety Oversight Management System

Current Password

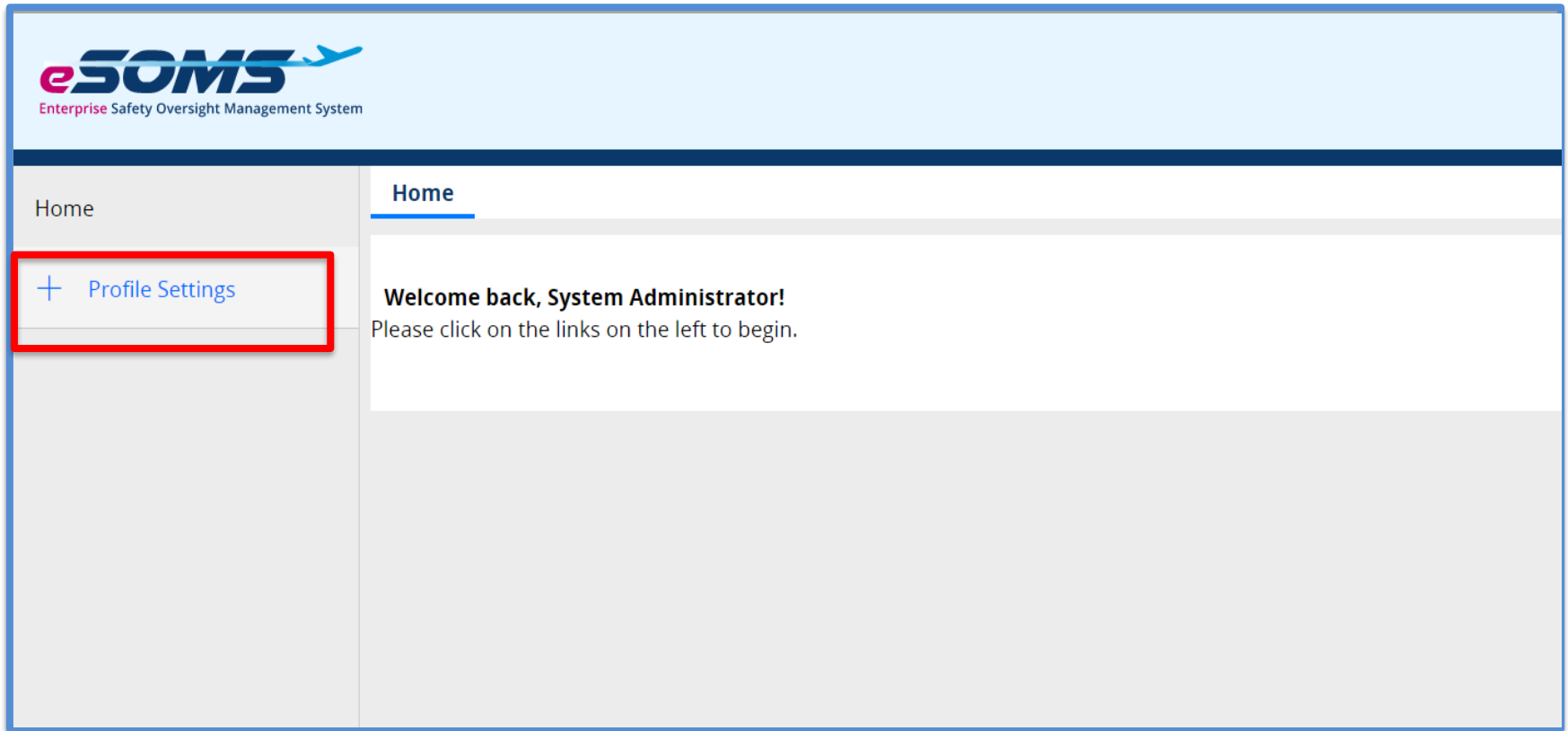
New Password

Confirm Password

Change password

Cancel

## Step 6: Click on Profile Settings



## Step 7: Click on Create Profiles

The screenshot displays a web application interface. On the left is a vertical navigation menu with the following items: Home, Profile Settings, My Organisation, Create Profiles (highlighted with a red box), Search & Manage Profiles, and My Profile. The main content area on the right has a header labeled 'Home' and a message: 'Welcome back, System Administrator! Please click on the links on the left to begin.'

## Step 8: Fill in the particulars of the user

Home **Create Profiles**

### Create Operator


Operator ID  
\_\_\_\_\_

Note: If there is hyphen in email ID, it will be replaced with "." for eSOMS account

CAAS Operator Type: External      2-Factor Authentication: true      2-Factor Authentication is Mandatory for External Users

▼ **PROFILE**

#### Contact Information

  No file chosen

Salutation

## Step 9: Under external operator type, select CorpPass

Home **Create Profiles**

Salutation  
Select... ▼

First name\*  Last name\*

Full name\*  Email\*

Country Code\*  Area Code

Organisation Working For  
Aviation & Electronics Support Pte Ltd

External Operator Type\*  
CorpPass ▼

Telephone\*

NRIC/FIN  Passport Number

Job Title / Designation\*

Remember to change it to CorpPass or else the user will not be able to log in via CorpPass

## Step 10: A new field will be generated for you to fill in the CorpPass details of the User

Home **Create Profiles**

Country\*      State      City\*

Select...           

Street / Building\*      Postal Code\*

Street and number , P.O. box, c/o     

Apartment, suite, unit, building, floor, etc

**CorpPass Details**

NRIC / FIN (used for CorpPass registration)\*      Unique Entity Number (UEN)\*



## Step 11: Remember to select Org Regular User under the security tab

Home **Create Profiles**

▼ SECURITY

Access Settings

- Force password change on next login
- Disable Operator

Access Group

Access Group External\*

Org Regular User ▼

User Portal\*

External User - Org Regular User ▼

Step 12: Once you have finished filling up the details, hit the “Create” button.  
\*Remember to inform the user that the profile has been created and get them to login via CorpPass login method. <https://esoms.caas.gov.sg>

▼ SECURITY

Access Settings

Force password change on next login

Disable Operator

Access Group

Access Group External\*

Org Regular User ▼

User Portal\*

External User - Org Regular User ▼

Create