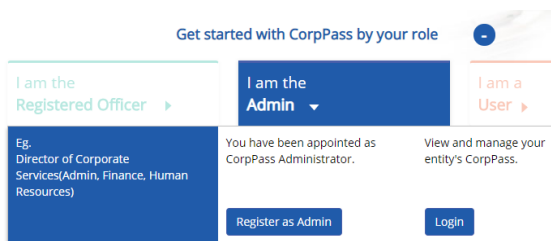


CREATING CORPPASS USER ACCOUNT & ASSIGNING DIGITAL SERVICE ACCESS

Step 1

Find Company's Unique Entity Number (UEN) and CorpPass Admin

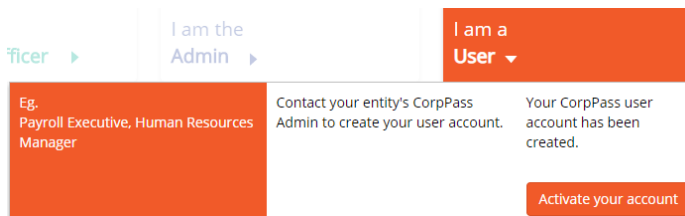
Find your company UEN	Find your CorpPass Admin
https://www.uen.gov.sg	https://www.corppass.gov.sg/corppass/enquirecp/enquire/singpassauth



- Eg. Director/ Admin/ Finance/ HR
- Role:
 1. View and manage entity's CorpPass
 2. Create CorpPass user accounts

Step 2

Inform CorpPass Admin to create your CorpPass user account*



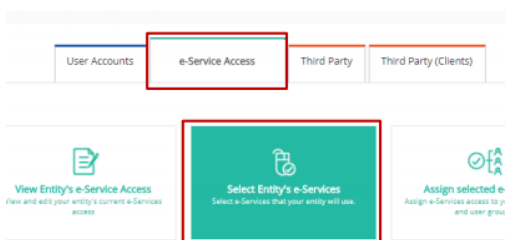
- Under "User Accounts" tab, click "Create User Accounts" box.
- CorpPass Admin can create Sub-Admin, Enquiry User and User accounts

Step 3

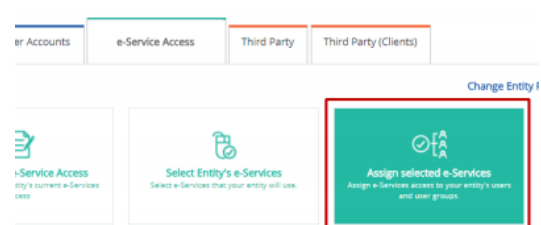
Assign Digital Services

Inform CorpPass admin to set up and assign eSOMS (Digital Service) Access to your CorpPass account

1. Select eSOMS as entity's e-Service



2. Assign eSOMS to your user's account



*USER GUIDE FOR ACCOUNT CREATION / ASSIGNMENT OF DIGITAL SERVICES

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

FOR MORE INFORMATION, VISIT <https://www.corppass.gov.sg>