



A Guide for CorpPass Admins & Sub-Admins: Authorise and Manage Third Party Entity (for Client)

Authorise Third Party Entity

Step 1

Step 2

[A. Authorise Third Party Entity](#)

[B. Manage Third Party Entity](#)

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

The screenshot shows the CorpPass login page. At the top, there is a navigation bar with links for Home, About Us, Services, and Help, along with a Login button and a search icon. The main content area features a large heading "Welcome to CorpPass" and a sub-heading "Your one-stop platform to manage and transact with the Government in an easy and secure manner." Below this, there is a button "Register as a CorpPass Admin" and a section "Get started with CorpPass by your role" with three options: "Get help with online materials", "Get in touch with CorpPass HelpDesk", and "Sign up for Public Briefings". A red box highlights the login form, which includes input fields for "UEN/ENTITY ID", "CORPPASS ID", and "Password", a "Login" button, a "Remember Entity ID" checkbox, and links for "Forgot Entity / CorpPass ID or Password" and "New to CorpPass? Register Now.".

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



Authorise Third Party Entity

Step 1

Step 2 (Option A)

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- If you have 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'

Authorise Third Party Entity

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Step 2 (Option A)

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- Next, enter the 6-digit Mobile 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* ⓘ **← Enter 6-digit Mobile OTP**

[Submit](#)



Authorise Third Party Entity

Step 1

Step 2 (Option B)

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- Alternatively, you may log in using Option B if you have a OneKey token by clicking the 'Via OneKey Token' tab.

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

Alternatively, you may select 'Via OneKey Token'



Authorise Third Party Entity

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Step 2 (Option B)

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- Generate an OTP using your OneKey token.

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



**Generate OTP using
OneKey Token**

Authorise Third Party Entity

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Step 2 (Option B)

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- 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

Authorise and Manage Third Party Entity

You can choose to:

Next
Section

[A. Authorise Third Party Entity](#)

Learn how to authorise Third Party Entities with digital service access

[B. Manage Third Party Entity](#)

Learn how to view, edit and remove Third Party Authorisation

Authorise Third Party Entity

Step 1- 2

Step 3A

Step 4A

Step 5A

Step 6A

Step 7A

Step 8A

Step 9A

- Arrive at your homepage. Under the 'Third Party' tab, click the 'Authorise Third Party Entities' box.

The screenshot displays the CorpPass user 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 is a welcome banner for 'PEARLY HONE' with a password expiration notice. A notification states that 89 new e-Services are available as of 06 Apr 2017. The main content area features a horizontal menu with 'User Accounts', 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'Third Party' tab is highlighted with a red box. Below this menu, there are two large buttons: 'Authorise Third Party Entities' (highlighted with a red box) and 'Manage Third Party Entities'. A 'Change Entity Profile' link is also visible on the right side.

Authorise Third Party Entity

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Step 9A

- Search for the Third Party Entity you wish to authorise digital service access to.

Home / Authorise Third Party Entity

Authorise Third Party Entities

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

UEN / Entity ID

Entity Name

Search using the Third Party Entity's UEN / Entity ID or Entity Name.

Note: You may search using partial names (e.g. Blue, Blue Sky, Sky)

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Authorise Third Party Entity

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- View the list of Third Party Entities that fit your search criteria.

Authorise Third Party Entities



UEN / Entity ID

Entity Name

Search

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

Filter

Search



UEN / Entity ID	Entity Name	UEN Status
<input type="checkbox"/> C15000322E	ABC Company Pte Ltd	-
<input type="checkbox"/> C16000829C	ABC Stationery Pte Ltd	-
<input type="checkbox"/> C16000777A	ABC Preschool Pte Ltd	-
<input type="checkbox"/> C16000879F	ABC Traders LLC	-

0 entity(s) selected.

Showing 1 to 4 of 4 items

Authorise Third Party Entity

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Step 3A

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Step 5A

Step 6A

Step 7A

Step 8A

Step 9A

- Select the Third Party Entity you would like to assign Third Party authorisation to, then click 'Next'.

UEN / Entity ID

Entity Name

Search

You may use the search bar to search for specific digital services.

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

Filter

Search



UEN / Entity ID	Entity Name	UEN Status
<input checked="" type="checkbox"/> C15000322E	ABC Company Pte Ltd	-
<input type="checkbox"/> C16000829C	ABC Stationery Pte Ltd	-
<input type="checkbox"/> C16000777A	ABC Preschool Pte Ltd	-
<input type="checkbox"/> C16000879F	ABC Traders LLC	-

1 entity(s) selected.

Showing 1 to 4 of 4 items

Cancel

Next

Authorise Third Party Entity

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- View the list of digital services that can be authorised to Third Party Entities.

Authorise Third Party Entities



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
<input type="checkbox"/>	CPF	CPF e-Submission	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	MTI	LicenceOne	<input type="checkbox"/>	<input type="checkbox"/>

0 e-Service(s) Selected

Note: Only digital services that allow Third Party Authorisation and have been added to your entity's list of digital service access will be shown here. To set up digital service access, refer to guide titled 'Set Up & Assign Digital Service Access'.

Authorise Third Party Entity

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- Select the digital services you would like to authorise your selected Third Party Entity, then click 'Next'.

Authorise Third Party Entities



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
<input type="checkbox"/>	CPF	CPF e-Submission	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MTI	LicenceOne	<input type="checkbox"/>	<input type="checkbox"/>

0 e-Service(s) Selected

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Icon indicates that additional details are required for the Third Party authorisation of this digital service.

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- Selected digital services may require you to enter additional details such as roles, sub-UEN, etc.

Home / Authorise Third Party Entity

Authorise Third Party Entities

Progress: 1. Select Third Party (✓) 2. Select e-Services (✓) 3. Enter Details (3) 4. Review & Submit (4)

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
CPF	CPF e-Submission		
MTI	LicenceOne		

CPF e-Submission

Role ?

--- SELECT---

Authorise Third Party Entity

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- Enter additional details required for the digital services you have selected, then click 'Submit'.

Select Third Party Select e-Services **Enter Details** Review & Submit

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
CPF	CPF e-Submission		
MTI	LicenceOne		

2 e-Service(s) selected

CPF
CPF e-Submission

Role

administrator

Role Description
Editors can submit CPF contribution details on behalf of the company and view previously submitted CPF contribution details.

CSN
199901234N-PTE-01

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- Review details of the authorisation, then click 'Submit'.

Home / Authorise Third Party Entity

Authorise Third Party Entities



Selected Third Party Entity: ABC Company Pte Ltd

Selected Third Party Entity e-Service(s)

- | | | | |
|-----|----------------------------------|------------------|--------|
| CPF | <input checked="" type="radio"/> | CPF e-Submission | |
| | | Role | Editor |
| MTI | <input checked="" type="radio"/> | LicenceOne | |

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- A confirmation message will indicate that you have authorised the Third Party Entity with access to your selected digital service.

The screenshot displays the CorpPass user interface. At the top, the CorpPass logo and Singapore Government logo are visible. The navigation menu includes Home, My Account, Users, e-Service, Third Party, Advance, Help, Log Out, and a search icon. The breadcrumb trail shows 'Home / Authorise Third Party Entity'. A central confirmation message is highlighted with a red border, stating: 'ABC Company Pte Ltd has been authorised to access selected e-Service(s). The Third Party Entity will receive a notification.' Below the message is a 'Return to Homepage' button.