



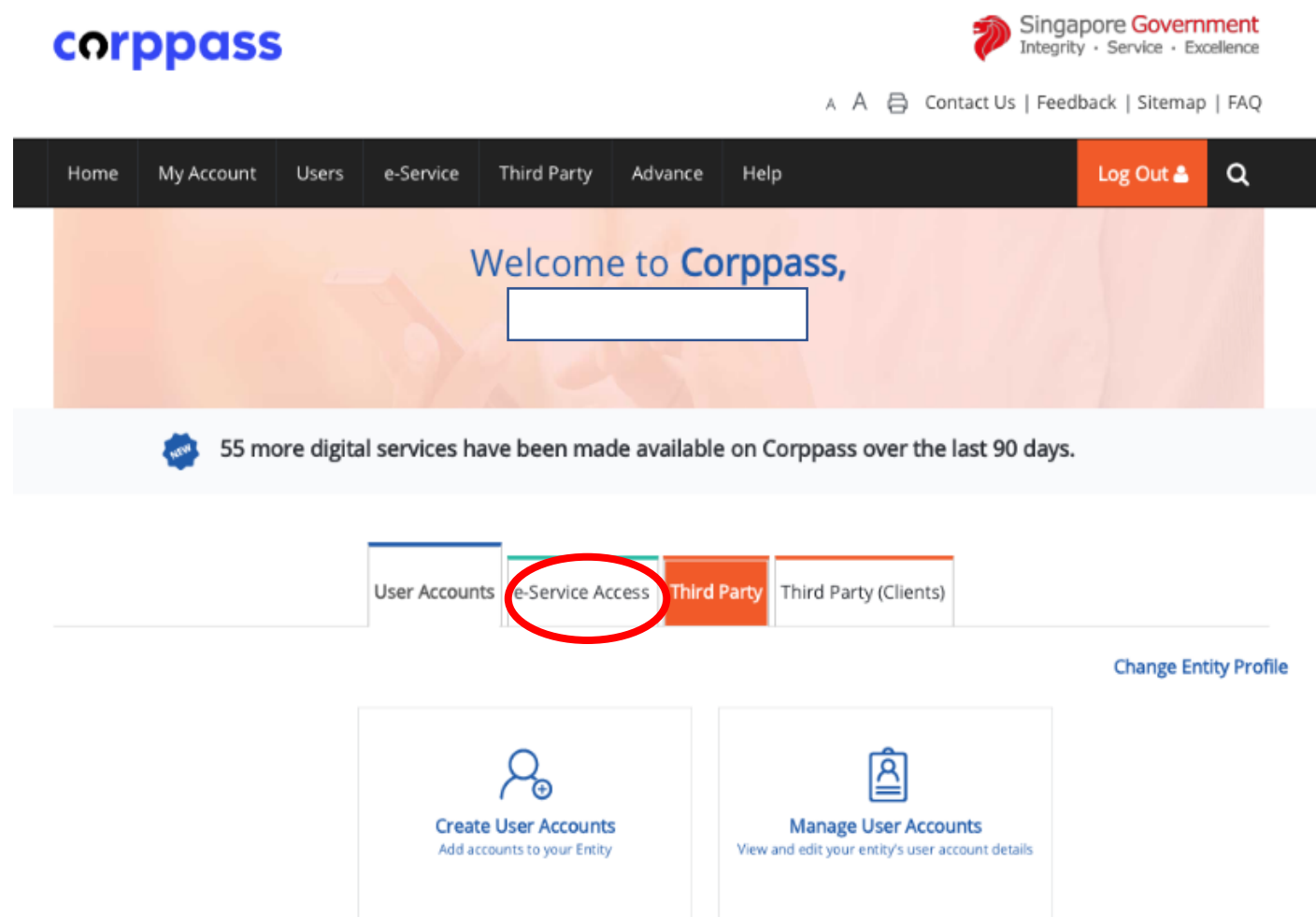
Setting up CPF e-Service access within Corppass to apply for CSN if you already have a UEN



Set up CPF e-Services for your entity under Corppass

If your authorised users are not configured to access all e-Services in Corppass Portal, you will need to set up the “CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS” e-Service in the Corppass Portal and assign it to your authorised users, before they can log in to the CPF website using their SingPass to perform employer transactions such as applying for a new CSN.

To begin, the Corppass Admin or Sub-Admin has to log in to Corppass and click on **e-Service Access**.





Set up CPF e-Services for your entity under Corppass

Click **Select Entity's e-Services** to select the e-Services that your entity will use.

The screenshot displays the Corppass website interface. At the top, the 'corppass' logo is on the left, and the 'Singapore Government' logo with the tagline 'Integrity · Service · Excellence' is on the right. Below the logo is a navigation bar with links: Home, My Account, Users, e-Service, Third Party, Advance, Help, and a 'Log Out' button. A search icon is also present. The main content area features a 'Welcome to Corppass,' message with a placeholder box. Below this, a banner states: '55 more digital services have been made available on Corppass over the last 90 days.' A horizontal menu contains four tabs: 'User Accounts', 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'Third Party (Clients)' tab is currently selected. Below the menu, there are three main action cards. The first card, 'Select Entity's e-Services', is circled in red and includes the subtext 'Select e-Services that your entity will use.' The second card is 'Assign selected e-Services' with the subtext 'Assign e-Services access to your entity's users and user groups.' The third card is 'View Entity's e-Service Access' with the subtext 'View and edit your entity's current e-Services access.' A 'Change Entity Profile' link is located in the top right corner of the main content area.





Set up CPF e-Services for your entity under Corppass


Key **CPF** in the search field. Tick the box for **CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS** and click **Next**.

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 CPF 			
			
Govt. Agency	e-Service	Description	Additional Agency Check
			Additional Details Required
<input checked="" type="checkbox"/>	CENTRAL PROVIDENT FUND BOARD	CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS	CPF Services for Employers and for Business Partners
	CENTRAL PROVIDENT FUND BOARD	CPF EZPAY	CPF EZPay for Employers
<input type="checkbox"/>	CENTRAL PROVIDENT FUND BOARD	CPF E-Services for Employers and Business Partners	
<input type="checkbox"/>	CENTRAL PROVIDENT FUND BOARD	CPF CONTRIBUTE-AS-YOU-EARN (CAYE) FOR SERVICE BUYERS	
1 e-Service(s) Selected			

Showing 1 to 4 of 4 items

Cancel Next



Set up CPF e-Services for your entity under Corppass

Review the details of the assignment and click **Submit**.

Select Entity's e-Services



Verify Selected e-Service(s)

CENTRAL PROVIDENT FUND BOARD • CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS

Back

Submit



Set up CPF e-Services for your entity under Corppass

You have successfully completed the set up for CPF e-Services for your entity under Corppass. You can now assign the access to this e-Service to your Corppass users.



The selected e-Service(s) is ready to be assigned to users.

Next Step



Assign selected e-Services

Assign e-Service access to your entity's users and user groups.

[Return to Homepage](#)[Assign selected e-Services](#)



Assign CPF e-Services to your authorised users

To assign access to your authorised users, click on **Assign selected e-Services** by continuing from the previous step (see page 6) or from the Corppass homepage (refer to screenshot on the right).

The screenshot displays the Corppass homepage. At the top, the 'corppass' logo is on the left, and the 'Singapore Government' logo with the tagline 'Integrity · Service · Excellence' is on the right. Below the logo is a navigation bar with links: Home, My Account, Users, e-Service, Third Party, Advance, Help, Log Out, and a search icon. A large orange banner reads 'Welcome to Corppass,' followed by a white input field. Below the banner, a blue badge with the word 'NEW' is next to the text '55 more digital services have been made available on Corppass over the last 90 days.' Underneath this is a horizontal menu with four tabs: 'User Accounts', 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'e-Service Access' tab is selected. To the right of the menu is a link 'Change Entity Profile'. Below the menu are three cards. The first card is 'Select Entity's e-Services' with a subtext 'Select e-Services that your entity will use.' The second card is 'Assign selected e-Services' with a subtext 'Assign e-Services access to your entity's users and user groups.' This card is circled in red. The third card is 'View Entity's e-Service Access' with a subtext 'View and edit your entity's current e-Services access'.



Assign CPF e-Services to your authorised users

Select the user from the list and click **Next**.

Assign Selected e-Services



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	User Type
<input checked="" type="checkbox"/>			User
<input type="checkbox"/>			User
<input type="checkbox"/>			User
<input type="checkbox"/>			Sub-Admin
<input type="checkbox"/>			Enquiry User
<input type="checkbox"/>			User
<input type="checkbox"/>			User
<input type="checkbox"/>			User
<input type="checkbox"/>			Admin
<input type="checkbox"/>			User

1 user(s) selected.

Showing 1 to 10 of 10 items

Can't find a user?
You may have not created the user account.
Click [here](#) to do so.

[Cancel](#) [Next](#)



Assign CPF e-Services to your authorised users

Key **CPF** in the search field. Tick the box for **CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS** and click **Next**.

Assign Selected e-Services



Assign Selected e-Service(s) to

1 Selected User(s) +

Assign from selected e-Service(s).

Filter CPF

Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
<input type="checkbox"/>	CENTRAL PROVIDENT FUND BOARD	CPF EZPAY		CPF EZPay for Employers
<input checked="" type="checkbox"/>	CENTRAL PROVIDENT FUND BOARD	CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS		CPF Services for Employers and for Business Partners

1 e-Service(s) selected.

Showing 1 to 2 of 2 items

Back Next



Assign CPF e-Services to your authorised users

Click **CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS**. Select the **Authorisation Effective Date** and **Authorisation Expiry Date** for the user and click **Next**.

- Authorisation Effective Date

This is the date (DD/MM/YYYY) your authorised user can start accessing CPF e-Services.

- Authorisation Expiry Date

This is the date (DD/MM/YYYY) your authorised user's access to CPF e-Services would expire. You may leave this date blank if access to be granted is permanent.

Assign Selected e-Services



Assign Selected e-Services to

1 Selected User(s) +

e-Services with + require additional details. For more information, contact the relevant agency. Click + to enter details.

* - denotes mandatory fields

Govt Agency	Entity's selected e-Services	Agency Check Required	Additional Details Required
CENTRAL PROVIDENT FUND BOARD	CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS		

1 e-Service(s) selected.

Back **Next**

CENTRAL PROVIDENT FUND BOARD
CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS

No additional details required.

Authorisation Effective Date *

Authorisation Expiry Date



Assign CPF e-Services to your authorised users

Review the details of the assignment and click **Submit**.

Assign Selected e-Services



Verify the following details.

1 Selected Users +

Selected e-Services

CENTRAL PROVIDENT FUND BOARD	• CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS
Authorisation Effective Date	06/04/2021
Authorisation Expiry Date	17/04/2026

Back Submit



Assign CPF e-Services to your authorised users

You have successfully assigned CPF e-Services to your authorised users.

Your authorised users can proceed to log in to **Other Employer Services** on the CPF website to perform employer transactions such as applying for a CSN.



You have assigned e-Service(s) to your user(s).

[Return to Homepage](#)