# 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**.
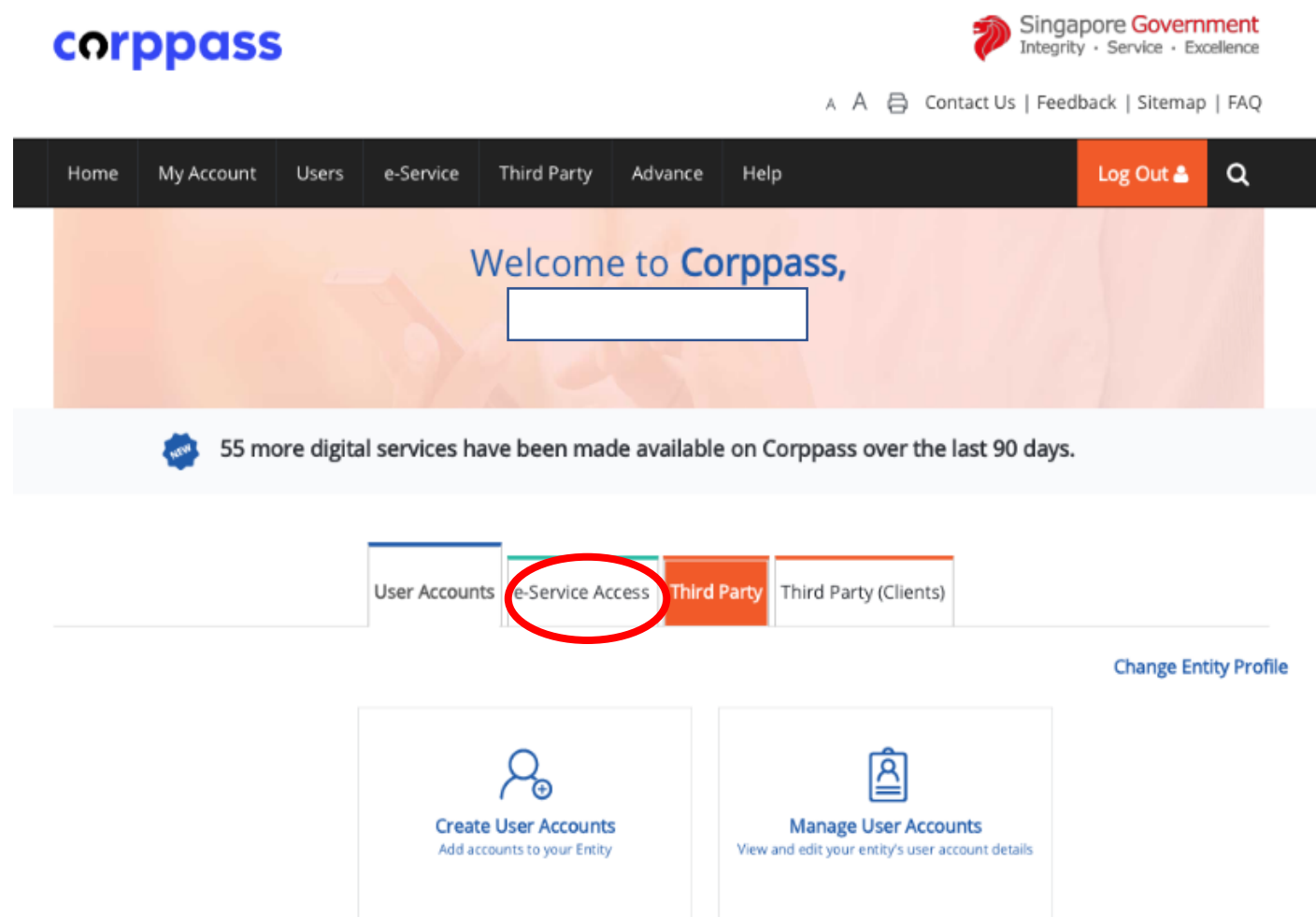
Set up CPF e-Services for your entity under Corppass

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

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**.

Set up CPF e-Services for your entity under Corppass

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

Select Entity's e-Services

Select e-Services → Enter Details → ③ Review & Submit

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).

Assign CPF e-Services to your authorised users

Select the user from the list and click **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 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 CPF e-Services to your authorised users

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

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