



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**.

The screenshot displays the Corppass portal interface. At the top left is the 'corppass' logo. At the top right is the 'Singapore Government' logo with the tagline 'Integrity · Service · Excellence'. Below the logo is a navigation bar with links for 'Home', 'My Account', 'Users', 'e-Service', 'Third Party', 'Advance', and 'Help'. On the far right of the navigation bar is a 'Log Out' button with a user icon and a search icon. Below the navigation bar is a large orange banner with the text 'Welcome to Corppass,' and a search input field. Below the banner is a white box with a blue 'new' icon and the text '55 more digital services have been made available on Corppass over the last 90 days.' Below this is a horizontal menu with four items: 'User Accounts', 'e-Service Access' (highlighted with a red circle), 'Third Party', and 'Third Party (Clients)'. To the right of the menu is a 'Change Entity Profile' link. Below the menu are two main action cards: 'Create User Accounts' with the subtext 'Add accounts to your Entity' and 'Manage User Accounts' with the subtext 'View and edit your entity's user account details'.



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 shows the Corppass website interface. At the top left is the 'corppass' logo. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. Below the logo is a navigation menu with links for 'Home', 'My Account', 'Users', 'e-Service', 'Third Party', 'Advance', and 'Help'. A 'Log Out' button and a search icon are also present. A large banner area contains the text 'Welcome to Corppass,' followed by a white rectangular box. Below the banner is a notification: '55 more digital services have been made available on Corppass over the last 90 days.' A horizontal menu below the notification includes 'User Accounts', 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. The 'Third Party (Clients)' option is highlighted in blue. Below this menu are three main action cards: 'Select Entity's e-Services' (with a red circle around it), 'Assign selected e-Services', and 'View Entity's e-Service 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		
<input type="checkbox"/>	CENTRAL PROVIDENT FUND BOARD	CPF EZPAY		
<input type="checkbox"/>	CENTRAL PROVIDENT FUND BOARD	CPF CONTRIBUTE-AS-YOU-EARN (CAYE) FOR SERVICE BUYERS		

1 e-Service(s) Selected

Showing 1 to 3 of 3 items

Cancel **Next**



Set up CPF e-Services for your entity under Corppass

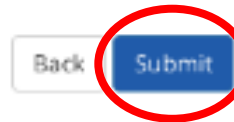
Review the details of the assignment and click **Submit**.

Select Entity's e-Services



Verify Selected e-Service(s)

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





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 website interface. At the top left is the 'corppass' logo. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. Below the logo is a navigation menu with links for 'Home', 'My Account', 'Users', 'e-Service', 'Third Party', 'Advance', 'Help', 'Log Out', and a search icon. A large banner below the menu says 'Welcome to Corppass,' followed by a white rectangular box. Below the banner is a notification: '55 more digital services have been made available on Corppass over the last 90 days.' Below the notification is a horizontal menu with four tabs: 'User Accounts', 'e-Service Access', 'Third Party', and 'Third Party (Clients)'. Below the tabs are three main action cards. The first card is 'Select Entity's e-Services' with 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.' This card is circled in red. The third card is 'View Entity's e-Service Access' with the subtext 'View and edit your entity's current e-Services access'. In the top right corner of the main content area, there is a link for 'Change Entity Profile'.



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"/>	[Redacted]	[Redacted]	User
<input type="checkbox"/>	[Redacted]	[Redacted]	User
<input type="checkbox"/>	[Redacted]	[Redacted]	User
<input type="checkbox"/>	[Redacted]	[Redacted]	Sub-Admin
<input type="checkbox"/>	[Redacted]	[Redacted]	Enquiry User
<input type="checkbox"/>	[Redacted]	[Redacted]	User
<input type="checkbox"/>	[Redacted]	[Redacted]	User
<input type="checkbox"/>	[Redacted]	[Redacted]	User
<input type="checkbox"/>	[Redacted]	[Redacted]	Admin
<input type="checkbox"/>	[Redacted]	[Redacted]	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.



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		<input type="checkbox"/>
<input checked="" type="checkbox"/>	CENTRAL PROVIDENT FUND BOARD	CPF SERVICES FOR EMPLOYERS AND 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			<p>CENTRAL PROVIDENT FUND BOARD CPF SERVICES FOR EMPLOYERS AND BUSINESS PARTNERS</p> <p>No additional details required.</p> <p>Authorisation Effective Date *</p> <input type="text"/>
				<p>Authorisation Expiry Date </p> <input type="text"/>

1 e-Service(s) selected.



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).

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