Setting up CPF EZPay access within Corppass for submitting CPF contributions via the CPF website

Table of Contents

Complete these 2 steps to allow your Corppass users to access CPF EZPay for your CSN:

Follow this step if you have keyed in the wrong CSN in previous steps to make amendments to your CSNs:

You would need to repeat step 2 to re-assign CPF EZPay access to your authorised users after you have made the necessary amendments

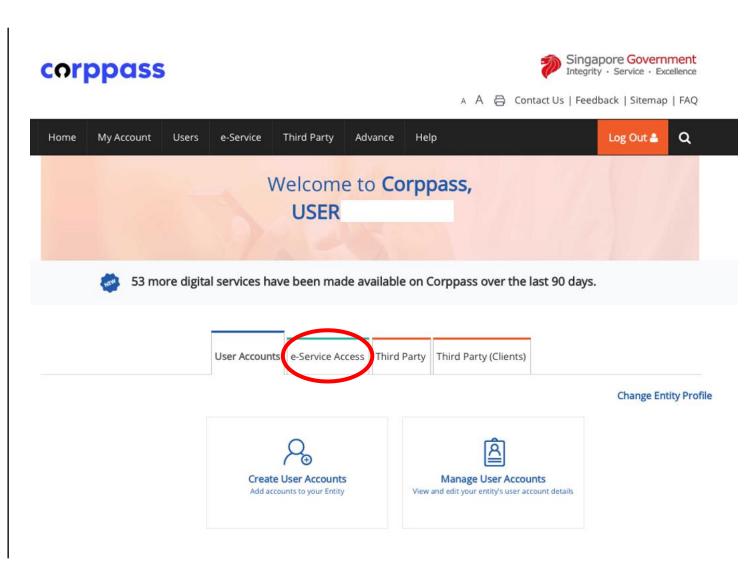# 1) Add your CSN to your entity's CPF EZPay e-Service

Before your user can access CPF EZPay on the CPF website, you will need to add your CSN to your entity's CPF EZPay e-Service within Corppass, then assign access to that CSN to your Corppass users.
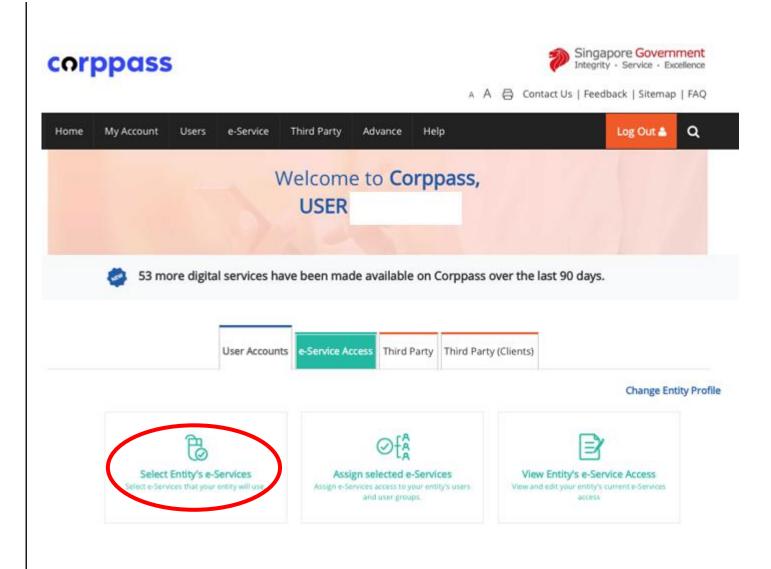
This is a one-time setup.

Note: *Even if your authorised user is configured to access all e-Services in Corppass portal, you are still required to perform this setup before you can use CPF EZPay. This is so that you can control access for CPF submissions at CSN level for your authorised users.*

1. To begin, the Corppass Admin or Sub-Admin has to log in to Corppass (www.corppass.gov.sg) and click on **e-Service Access**.
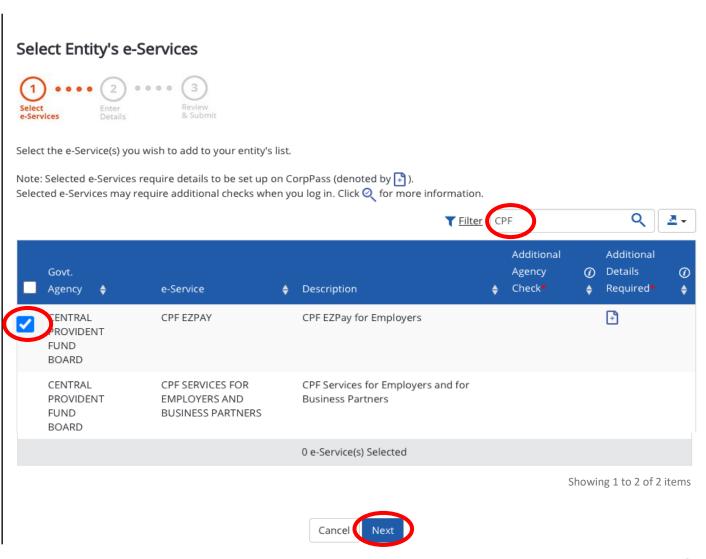
2. Click **Select Entity's e-Services** to select the e-Services that your entity will use.
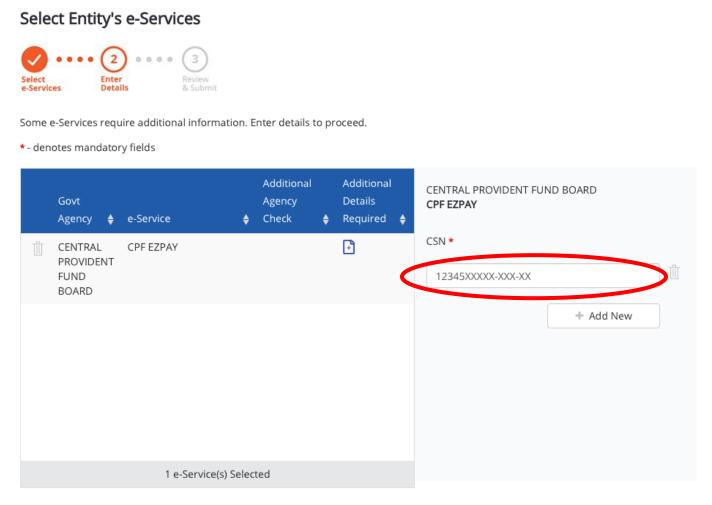
3. Type **CPF** in the search field. Tick the box for **CPF EZPAY**, and click **Next**.

4. Key in your entity's **CPF Submission Number (CSN)*** in the CSN field and click **Next**.

Select Entity's e-Services

Select e-Services — Enter Details (2) — Review & Submit (3)

Some e-Services require additional information. Enter details to proceed.

* - denotes mandatory fields

	Govt Agency	e-Service	Additional Agency Check	Additional Details Required
🗑	CENTRAL PROVIDENT FUND BOARD	CPF EZPAY		📄

1 e-Service(s) Selected

CENTRAL PROVIDENT FUND BOARD
CPF EZPAY

CSN *

12345XXXXX-XXX-XX

+ Add New

Back   Next

* CSN is not case sensitive and must include dashes.

5. Check that the **CSN** is entered correctly 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 EZPAY
  CSN   12345XXXXX-XXX-XX

Back   Submit

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

2) Assign CPF EZPay e-service for your CSN to your Corppass users
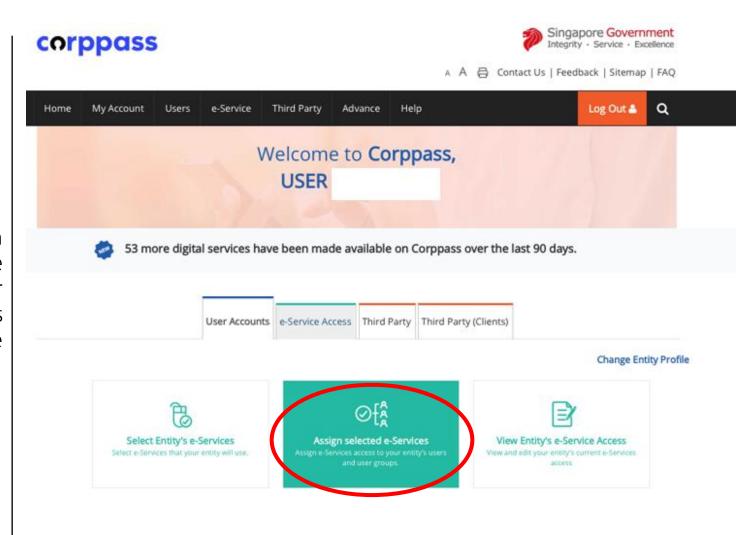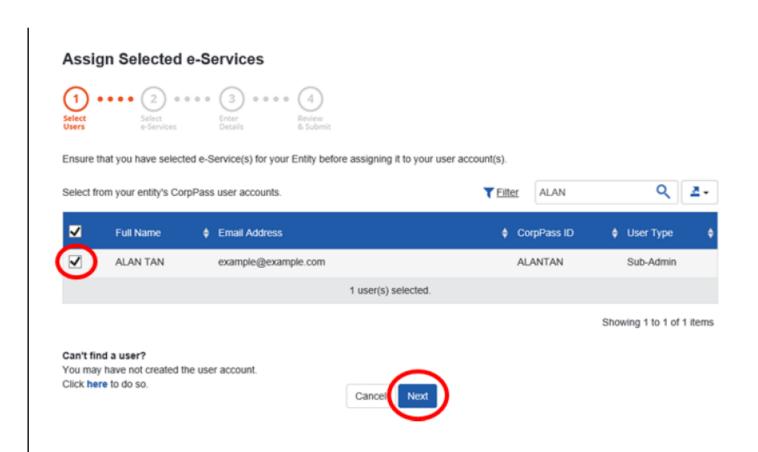
1. To assign access to your Corppass users, click on **Assign selected e-Services** by continuing from the previous step (see page 9) or the Corppass Admin or Sub-Admin has to log in to Corppass (www.corppass.gov.sg) (refer to screenshot on the right).
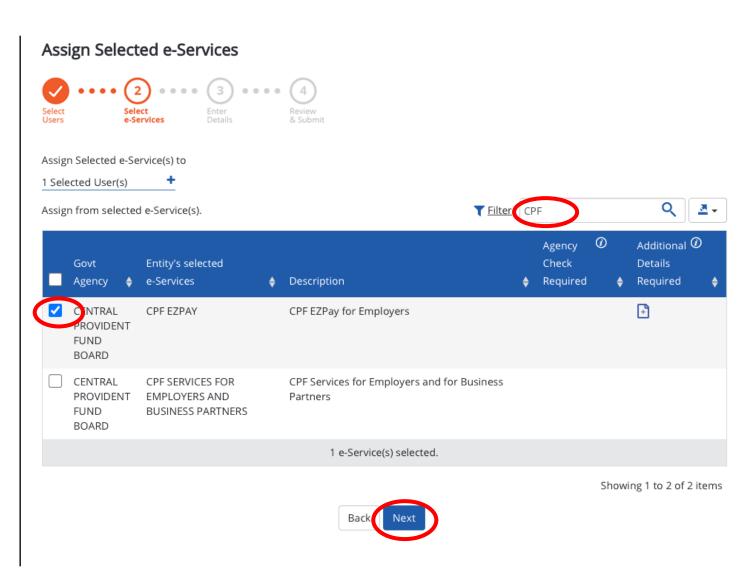
2. Select the user from the list and click **Next**.

Assign Selected e-Services

Assign Selected e-Service(s) to

1 Selected User(s) +

Assign from selected e-Service(s).

Filter | CPF

3. Type **CPF** in the search field. Tick the box for **CPF EZPay** and click **Next**.

	Govt Agency	Entity's selected e-Services	Description	Agency Check Required	Additional Details Required
☑	CENTRAL PROVIDENT FUND BOARD	CPF EZPAY	CPF EZPay for Employers		📄
☐	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

4. Select the **Role**, **CSN** and **Authorisation Effective Date** and **Authorisation Expiry Date*** for the user.
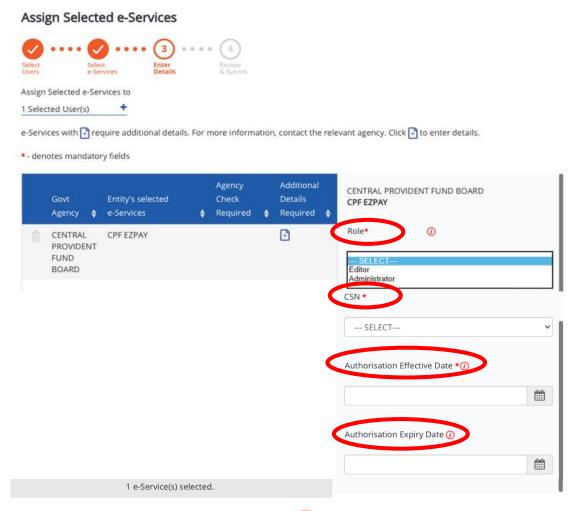
- **Role**

Administrator	Can submit and view CPF contribution details within CPF EZPay and can update email addresses for 'Persons in charge of CPF contribution matters' (only applicable for employers holding CSN for voluntary contributions).
Editor	Can submit and view CPF contribution details within CPF EZPay

- **Authorisation Effective Date**

This is the date (DD/MM/YYYY) your authorised user can start accessing CPF EZPay.
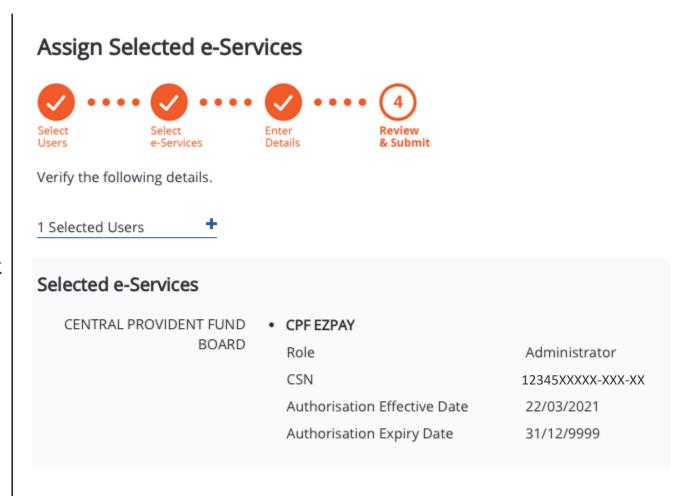
- **Authorisation Expiry Date**

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

14

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

Assign Selected e-Services

Select Users — Select e-Services — Enter Details — 4 Review & Submit

Verify the following details.

1 Selected Users +

Selected e-Services

CENTRAL PROVIDENT FUND BOARD

- **CPF EZPAY**

Role	Administrator
CSN	12345XXXXX-XXX-XX
Authorisation Effective Date	22/03/2021
Authorisation Expiry Date	31/12/9999

Back   Submit

15

6. You have successfully assigned CPF EZPay access to your users.

Your authorised users can proceed to log in to CPF EZPay via the CPF website to submit CPF contributions.
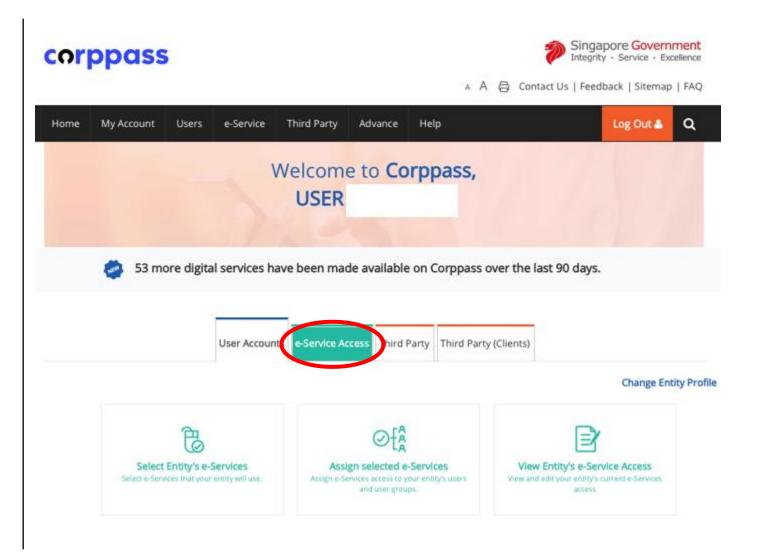
You have assigned e-Service(s) to your user(s).
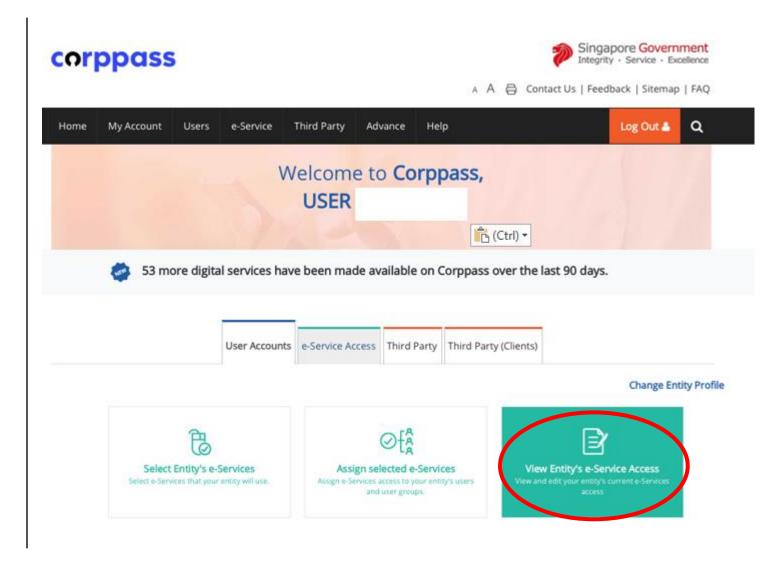
Return to Homepage

3) Edit, delete or add new CSN to your entity's CPF EZPay e-service
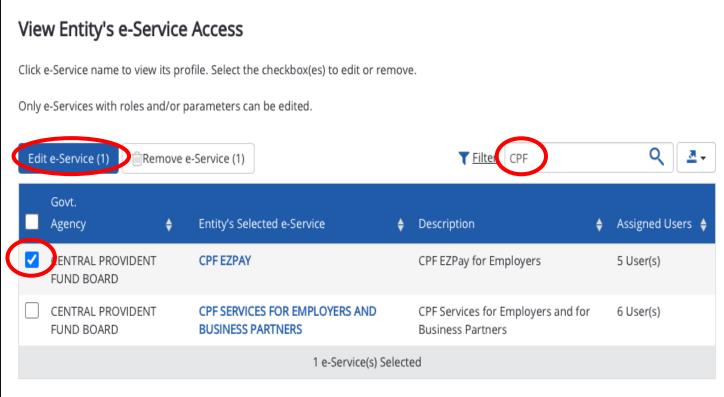
1. Click **e-Service Access** to view e-Services.

2. Click **View Entity's e-Service Access**.

3. Type **CPF** in the search field. Tick the box for **CPF EZPay** and click **Edit e-Service**.
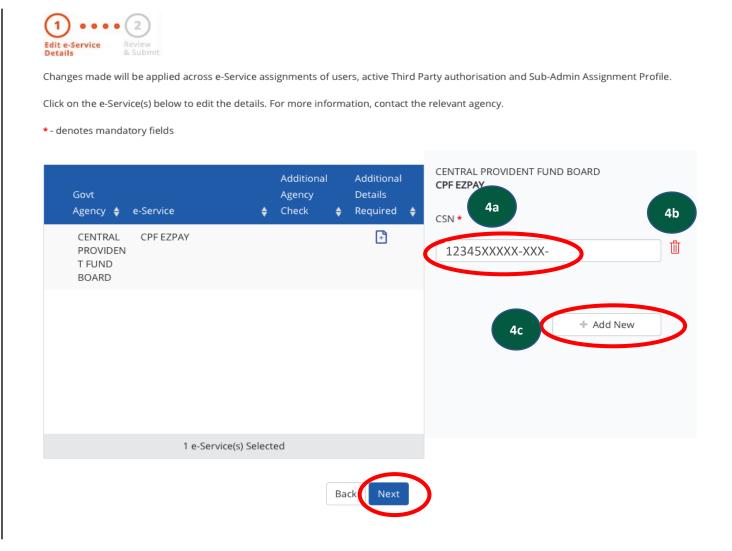
4a. **To edit a CSN**
Click on the CSN field and amend the CSN accordingly and select **Next**.

4b. **To delete a CSN**
If you have more than one CSN, click on the delete icon and click **Next**.

4c. **To add a new CSN**
Click **Add New,** key the new **CSN*** and select **Next**.

* *CSN is not case sensitive and must include dashes.*

5. Check that the **CSN** is entered correctly and click **Submit**.

Edit Entity's e-Services

Edit e-Service Details — Review & Submit ②

Review the details of your entity e-Service(s).

Changes made will be applied across e-Service assignments of users, active Third Party authorisation and Sub-Admin Assignment Profile.

Entity's e-Service(s)

CENTRAL PROVIDENT FUND BOARD
- CPF EZPAY
  CSN: 12345XXXXX-XXX-XX

Back   Submit

6. You have successfully amended the CSN under the Entity for CPF EZPay e-Service.

If you had edited or added a new CSN, you will need to assign access at CSN level to your authorised users (see Step 2) so they can submit CPF contributions using CPF EZPay for those CSN.

You have edited your entity's e-Service(s).

Third Party Entity(s) affected by the changes will receive an email notification.

Return to Homepage